

**Town of Andover**  
Board of Selectmen  
November 6, 2019 at 7:00 P.M.  
Town Hall Community Room, 17 School Road  
Regular Meeting Agenda

1. Call to Order/Pledge of Allegiance
2. Public Speak
3. Additions/Deletions to the Agenda
4. Board and Commission Presentations and Appointments
  - a. Economic Development Committee
    - i. Re-appointments of Elaine Buchardt, Patrick Dougherty, and Catherine Palazzi to the Economic Development Commission, terms to expire 6/30/21.
    - ii. 'Welcome to Andover' Signage
    - iii. CT Economic Resource Center (CERC) EDC 101 Class
    - iv. Updates on the Community Voice Channel Board and Vernon Area Cable Advisory Committee
  - b. Library Board of Directors
    - i. Re-appointments of Cathleen Desrosiers, Linda Fish, Dianne Grenier, Lisa Kurtz, Julie Victoria, Sharon Shevchenko (Alternate), and Jeff Ballard (Alternate) to the Library Board of Directors, terms to expire 6/30/21.
    - ii. Review the Mission Statement, Accomplishments and Future Goals, By Laws, FY 2017-2018 Annual Report, 2019-2020 Budget.
    - iii. Review the Surveillance Sign Installation Request.
  - c. Website Development Committee
    - i. Appointments of 2 at large members Scott Chalfant, Amy March along with Administrative Assistant Amanda Gibson, BOS Member Adrian Mandeville and Long Term Planning Committee Chair Wendy Kopp.
5. Assessor's Report
  - a. Revaluation RFP
  - b. Revaluation Software
6. Treasurer's Report
  - a. Revenue Summary
  - b. Town Budget Summary
  - c. Update on FY 2019 Revenue/Expenditures
  - d. Proposed Policy on Overspending Accounts
7. Town Administrator's Report
8. Old Business

Discuss and act upon the following:

  - a. Pavement Management System Evaluation
  - b. Quotes for Pole Mounted Graphic Display Speed Signs
  - c. Town Aid Road (TAR) Update
  - d. Town's Personnel Policies
  - e. Community Connectivity Grant

9. New Business

Discuss and act upon the following:

- a. Overspending Accounts
- b. Brandon Handfield for Town Engineering Services, Yantic River Consultants, LLC
- c. Meeting Dates 2020
- d. BOS Planning Meeting Date
- e. Memorandum of Understanding with the Board of Education
- f. Appointment of a Community/Senior Center Committee
- g. Appointment of a Shared Services Committee to include school, road maintenance and trail services.
  - i. Discussion of Bolton's proposal for school consolidation
- h. Hiring of New Employees:
  - i. Zoning Enforcement Officer
  - ii. Wetlands Agent
  - iii. Elderly and Social Services Coordinator
  - iv. Senior Transportation CDL Driver

10. Approval of Meeting Minutes

- a. Approval of Wednesday, October 2<sup>nd</sup>, 2019 Regular Meeting Minutes

11. Budget

- a. Transfers
- b. Refunds

12. Tax Collector's Report

- a. Refunds Requests

13. Department Reports

- a. Fire Department
- b. Resident State Trooper
- c. Town Clerk
- d. Building Department
- e. Assessor's Office
- f. Town Garage
- g. Transfer Station
- h. Library
- i. Senior Transportation
- j. Registrars

14. Resignations

15. Correspondence

16. Executive Session to discuss contracts

17. Adjournment

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

Boards  
and  
Commissions  
Presentations

## Andover Economic Development Commission

### Annual 2018/2019 Report

#### **The EDC Mission Statement:**

The Andover Economic Development Commission is to focus on bringing new business into town for the purpose of increasing town revenue to reduce or maintain tax levels as well as retain current businesses. EDC needs to create a business friendly environment. EDC will preserve the history of Andover wherever possible.

Currently the EDC is:

- working to retain and assist existing businesses
- working to attract new low-impact business development to Andover to help increase tax revenues
- to have businesses sell desirable goods, services and employment opportunities in Andover

The EDC members are Elaine Buchardt – Chairman and Secretary, Patrick Dougherty and Cathy Palazzi. We are down two members and have been for quite some time.

The EDC created a Business Directory these past years, printed and sent it out in the *Rivereast News Bulletin*. We now have an electronic version that is on the town website recently updated by Cathy Palazzi. Cathy has been in contact with most of the town businesses and she is the person to be contacted if there is a need to add or delete a business from the directory.

In the past, Patrick was our Planning and Zoning contact. He is no longer on the Board. Through Patrick we were informed of projects and businesses applying to the Planning and Zoning department. We could then discuss what kind of communication we could create so businesses would have the information they needed to open a business in town. As time went on there were informational articles and forms added to the P&Z website for people to see what they need to do. The EDC had input into the P&Z Plan of Conservation and Development through Patrick and Cathy's husband, Mike who was on the board until recently. We will now have to read the minutes to determine what new businesses are coming to town. We also look at the assessor's list of business entities paying business taxes to see what is in town. Some of this information was used to update the business directory.

Over the years the EDC has put on a several business showcases trying to introduce the public to local businesses. We also joined with some of the town Boards and held a showcase. One showcase we had at the same time as a fire station open house to offer synergy. None of these were well attended. We struggle with getting public participation.

Since communication with the public seems to be a key to good marketing, we will be working on the marketing section of the website to try to get our businesses showcased on line.

The EDC was instrumental in getting a farmers market committee created so the town of Andover could have a farmers market. This market has changed over the years and currently has only farmers and does not include vendors or crafters. Our Senior Coordinator holds an annual fundraiser for the seniors each February that encourages local crafters and vendors located in Andover to sell their wares.

The EDC is now spearheading the “Welcome to Andover” signs proposed to go on Route 6. These signs are supported according to the survey results from the Long Term Planning Commission.

Our future goals:

- EDC’s goal is to develop the business community while preserving Andover’s quality of life.
- work on marketing on the town website to attract more businesses in town
- work on a survey of our own to local businesses to see what they would like to have the EDC do to support their business
- review the Planning and Zoning information that businesses would need
- we want to be business friendly.
- EDC would like to see more crafter and business vendors utilized in fairs/showcases. This is an important future goal.

Elaine is on the Community Voice Channel Board of Directors and records the Bolton Town Administrator’s bi-monthly live show where town departments are interviewed and keep people informed on what is going on in town. Elaine records the monthly show done by the town of Ellington’s First Selectman, Lori Spielman. Lori interviews local businesses as well as, discusses what is going on in town.

Elaine is currently talking to our new Town Administrator, Eric Anderson, to do his own 30 minute segment to communicate what is going on in Andover and possibly interview local businesses to assist in economic development. We can link these shows to our town website for viewing or lead people to the CVCCT.org website to watch the shows on demand.

The town of Andover is a member of the Tolland County Chamber of Commerce. The membership dues come out of our EDC budget. Elaine is a member of the TCCC regional EDC board that meets with planners of surrounding towns and business leaders from the region. She has the opportunity to learn useful information about different development projects going on in the region. She has learned and communicated with the Connecticut Economic Resource Center (CERC) at the TCCC EDC meeting.

The EDC would like to have CERC have one of their EDC 101 seminars in the Town of Andover, but we need at least 20 people to attend for CERC to agree to it. The EDC is going to

be communicating with different Boards as well as town residents to set up a successful seminar. Surrounding towns can be invited to attend if we need a bigger audience.

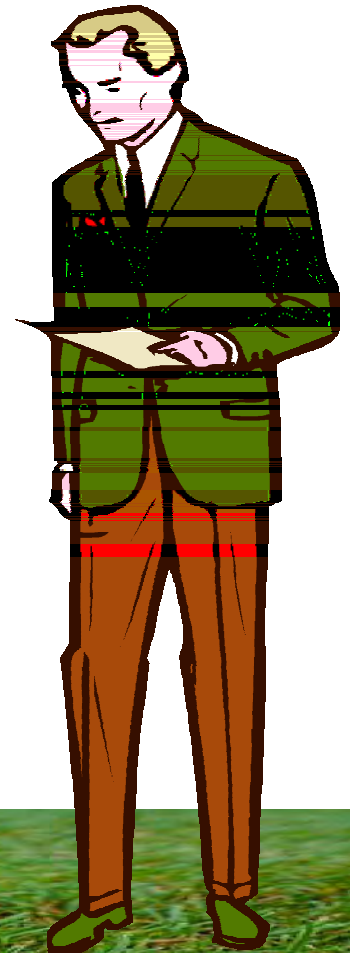
The EDC does not have by-laws. We follow Robert's Rules for our meeting format.



PROPERTY OF



**ARTS CUSTOM SIGNS**  
ELLINGTON, CONNECTICUT





Connecticut  
Economic  
Resource Center



### Municipal Training Application

Town: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Presentation date/time (2-hour slot): \_\_\_\_\_

*If selected date is during winter season, we suggest scheduling a snow date:* \_\_\_\_\_

Location/address of presentation: \_\_\_\_\_

Is a screen/projector available? \_\_\_\_\_

*CERC will bring a laptop and back-up projector. Please also supply sound if needed.*

Please sign here to acknowledge that you agree to the next steps \_\_\_\_\_:

<i>Two months prior (date)</i> _____	<ul style="list-style-type: none"> <li>○ Submit application to CERC</li> <li>○ Confirm logistics date/time/location</li> </ul>
<i>One month prior (date)</i> _____	<ul style="list-style-type: none"> <li>○ Send invitation from mayor/first selectman to elected officials, legislators, planning/zoning, land use, finance, EDC, etc.; cc: CERC</li> <li>○ Include survey link with invite: <a href="https://www.surveymonkey.com/r/MunicipalTrainingSurvey">https://www.surveymonkey.com/r/MunicipalTrainingSurvey</a></li> <li>○ Send copy of invite to CERC</li> <li>○ If needed, meet requirements of public meeting notification</li> <li>○ Track registration</li> <li>○ Schedule conference call with CERC about town's current ED efforts and challenges</li> </ul>
<i>Two weeks prior (date)</i> _____	<ul style="list-style-type: none"> <li>○ Confirm attendance/send list of attendees to CERC – <b>a minimum of 20 persons is required to hold training</b></li> <li>○ Send CERC online link to town's POCD</li> <li>○ Have conference call with CERC</li> </ul>
<i>Day of presentation</i>	<ul style="list-style-type: none"> <li>○ Provide meeting refreshments</li> <li>○ Prepare space with classroom or theater seating</li> <li>○ Send follow up survey to all attendees: <a href="https://www.surveymonkey.com/r/MunicipalTrainingFeedback">https://www.surveymonkey.com/r/MunicipalTrainingFeedback</a></li> </ul>

*Email completed form to [nrosenbaum@cerc.com](mailto:nrosenbaum@cerc.com) or 860-571-7150.*

*Questions? Call 860-571-7136.*





Connecticut  
Economic  
Resource Center



# FUNDAMENTALS OF ECONOMIC DEVELOPMENT

## A *Transformational Approach*

### What our participants are saying...

*"This training is an unparalleled commitment by the collaboration of partners, CERC, CEDAS, the Connecticut Main Street Center and the Metro Hartford Alliance, to the economic health of Connecticut municipalities. Any municipality interested in educating its citizenry and volunteers on economic development cannot pass-up this informative and dynamic training opportunity."*  
- Ray Carpentino, Economic Development Director, Town of Rocky Hill

*"The program helped bring some focus to the role of Economic Development both locally and regionally."* - Susan Beckman, Economic Development Director, Town of Old Saybrook

Economic development is a critical component of any community's strategic plan. It is important that public officials across the municipal structure understand the intricacies of the local, state and global economy, and develop a strong and successful economic development foundation for their community's future.

To help Connecticut's public officials facilitate such efforts, a collaboration of partners – including the Connecticut Economic Resource Center, Inc. (CERC), the Connecticut Economic Development Association (CEDAS), the Connecticut Main Street Center and the MetroHartford Alliance – has developed a unique municipal economic development course.

The free 90-minute workshop is geared to **ALL** within a municipality who impact economic development, and is designed to get everyone working collaboratively. The curriculum will answer the following questions:

- What is economic and community development?
- Who is responsible for economic development?
- What role does/should your "economic development team" and community play?
- How do you convince your residents and businesses of the importance of economic development?
- How is your municipal economy impacted by the state, region and global economy?

Additionally, attendees will receive information about research, marketing and general economic development practices, as well as resources and tools available to achieve economic development results.

**To schedule a training session for your town, contact Courtney Hendricson, CERC's Vice President of Municipal Services, at 860-571-6219 or [chendricson@cerc.com](mailto:chendricson@cerc.com).**

## Community Voice Channel

### Board of Directors

The Community Voice Channel(CVC) in Bolton is the Public Access TV station for the towns of Vernon, Ellington, Tolland, Bolton, Hebron, Andover and Marlborough. The station is funded by Comcast as the cable provider and Frontier as the broadband TV provider as mandated by thePublic Utilities Regulatory Authority (PURA). The state of Connecticut holds the cable contract with Comcast and Frontier with all the Public Access Stations in CT (Public, educational and government Access or PEGs) so any changes to the contract must be changed through legislation. PURA oversees those new regulations as laws are passed.

CVC TV has two channels, 95 and 97 on Comcast, that show educational and governmental shows that are submitted to the station from schools and towns. Many towns record their town committee meetings on a regular basis and are part of the CVC schedule to watch. Schools also send in programs for viewing on CVC. The shows are also aired online at CVCCT.org and can be put On Demand for viewing at any time.

There is a public channel where station and field recordings are aired. That channel used to be channel 5 on Comcast, but has recently been switched over to 1070 for high definition viewing.

The CVC board is staffed by town representatives and at large members. Currently Elaine Buchardt is the Andover representative. She has been on the board since early 2016 replacing Marie Burbank.

#### Recent Activity:

In 2018 and 2019 the station switched over to using high definition cameras funded by a grant from the Hartford Foundation of Public Giving and a few fundraising events. Comcast initially refused to air CVC recordings in high definition, but agreed to make the switch when we attempted to create legislation that would require them to air high definition programming for all CT PEGs. The change over was done a few weeks ago and seems to be running smoothly.

Both the town of Ellington and the town of Bolton record shows on CVC. The Ellington First Selectman, Lori Spielman, does a monthly half hour show and speaks with town departments about what they do and what current projects they have as well as showcases local businesses. The town of Bolton does two half hour shows a month that are actually aired live on Tuesdays from 10:30 to 11:00. They were initially done by the Town Administrator, Joyce Stille, and has been taken over by the new Town Administrator, Josh Kelly.

Elaine would like to have our Town Administrator, Eric Anderson, record some shows. She is working with him on that. Elaine would like to arrange to have town meetings recorded and aired. We need to get a camera and have someone do the recording for that to happen. Currently we can borrow CVC cameras, but have to pick them up and return them for each

meeting. There is a possibility to get grants for the PEGPETIA fund for camera equipment for the town. There is over 7 million in that fund currently.

Elaine is also going to have Eric Anderson work with the CVC station manager, Nick Lavigne, to finish hooking up the connections in the town hall community room to allow for live showing on CVC. Comcast paid for the connection in our town hall, but it was never completed.

## Vernon Area Cable Advisory Council

The Vernon Area Cable Advisory Committee (VACAC) supports Vernon, Tolland, Ellington, Bolton, Hebron, Andover and Marlborough. The local advisory councils were formed by order of the DPUC(Department of Public Utilities Commission) back in the 1990's.

According to the State of CT, each cable TV company, in our case Comcast, must maintain an advisory council for each franchise area. We represent the seven towns in Comcast's Vernon area franchise. Andover, Bolton, Ellington, Hebron, Marlborough, Tolland and Vernon. This Council was created to serve as a liaison between subscribers and the cable TV company. We deal with both suggestions and complaints, and make recommendations to Comcast on subscriber's behalf. In addition, we review and work to resolve concerns and complaints with respect to programming and operations of Public Access, Educational and Government access channels. We meet at the Community Voice Channel building about five times a year and talk directly to a Comcast representative and CVC. We also pass on information from Comcast to the local schools concerning contests and subsidized cable access for low income students. Money comes to the council from Comcast every year which sets aside a fee paid from each subscriber.

The chief elected official of each town can appoint from one to four council members, depending on the town's population. The school board of each town can appoint one member. The library board of the largest town in the area appoints one member to represent all of the libraries in the area. (Conn. State Statute 16-331ee).

### **Community Access Dispute Resolution:**

If the Advisory Council is unable to resolve the matter, it may, in its discretion, bring the issue to the attention of the state Public Utilities Regulatory Authority (PURA) and Office of Consumer Counsel.

Elaine Buchardt is the current appointed representative for the town of Andover. We do not have any library or board of ed representatives.

In 2015 and 2019 the VACAC used it's funds to give out scholarships to students from the five high schools we represent.

Memorandum to: All Andover Boards and Commissions

August 15, 2019

From: Andover Board of Selectmen

Subject: Information Request

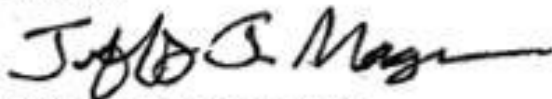
Dear Commission Chairman,

The Andover Board of Selectmen would like to get to know you better so we can all work together and communicate effectively. At the June meeting, the BOS made and passed the following resolution:

*Information to table the appointments of all appointed boards and commissions and continue the current members as outlined in section 605 of the town charter, until such time as those commissions submit to the BOS a synopsis of their mission, bylaws if applicable, accomplishments for the previous year, goals for the upcoming year, and the chairperson or their designated representative, appears before the BOS to discuss the appointments.*

This is not meant to be punitive in any way, and we recognize that this may be disruptive as some boards want to bring new members on quickly. We appreciate the fact that you are all volunteers and this may be an inconvenience. Our goal is to understand what you have done, and hope to do in the future as a board/ commission. At the same time the accomplishments and goals will be used for the annual report that the town is required by law to submit to the state. By doing this now, we hope to be able to satisfy both needs. At the same time, when the chairperson or designee appears before the BOS, we would like to discuss that challenges that you face and how the BOS and town Staff can better serve you.

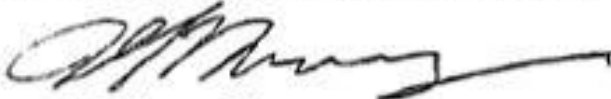
Sincerely,



Jeff Maguire, First Selectman



Adrian Mandeville, Vice First Selectman



Jeff Murray, Selectman



Scott Person, Selectman



355 Route 6, P.O. Box 117, Andover, CT. 06232-0117

Phone (860) 742-7428

## Hours

Mon & Wed - 10am-8pm

Tue & Thr - Noon-8pm

Friday- CLOSED

Sat - 10am-2 pm

## Andover Library Board of Directors

### Current Members:

Cathleen Desrosiers (R) Chairman

Linda Fish (R)

Dianne Grenier (R) Secretary

Lisa Kurtz (R)

Julie Victoria (D)

Jeffery Ballard (Alternate) (D)

Sharon Shevchenko (Alternate) (R)

## Andover Library Staff

Amy Orlomoski – Librarian

Cathy Campen – Children’s Director

Lori Autorino

Janice Bazzani

Anne Merry

Pam Peterson

Lorraine Westerberg

## Mission Statement

The mission of the Andover Public Library is to provide the public with information, library materials, and library services which support them in their work, home lives, learning, and leisure activities.

The Library features current, high demand, high-interest materials in a variety of formats for persons of all ages. The Library strives to meet the needs of community residents for timely, accurate information in their pursuit of job-related needs, educational needs, and personal interests. The Library encourages children to discover the excitement of learning and to explore a range of educational materials, programs, and services.

## Accomplishments:

**2009** – Replaced roof with 30-year shingles and roof vent added.

**2009** – Home Inspection conducted by Eastern CT Home Inspection Service. Working on recommendations.

**2010** – A new oil tank installed and moved to the west side of the basement.

**2011** – Free Standing Book Drop added by Friends of the Library.

**2010** – A new septic system installed under the driveway.

**2011** – Replaced parking lot pavement.

**2011** – Retaining wall constructed with terraced gardens along the south side of the parking lot.

**2013** – New energy-efficient light fixtures installed.

**2015** – Original 1927 Yankee Trap system gutters restored.

**2017** – July – Windows replaced by G. Donovan. Significant funding by a donation from Carol MacKay.

**2018** – Reviewed Safety Issues with Fire Marshall and compiled a list to be worked

2018 – BOS meeting of April 4<sup>th</sup> created two Alternate Positions for Library Board of Directors

2018 – Defibrillator donated by Crane Charitable Foundation.

2018 – New metal back door installed with mural donation funds

2019 – New fiber optics installed with State grant.

2019 – Mural painted on the outside back basement wall. Artist Sara Walling. Grant and fundraising.

2019 – Outside bulletin board erected by Eagle Scout Jake Gross.

2019 – A Memorial brick patio was constructed by Andover Friends of the Library.

2019 – Three security camera were donated and installed on outside of the building.

### **Programs:**

Morning Stitches (knit, crochet, etc.) group meets Monday mornings

Storytime, Wednesday morning

Andover Creative Threads, evening stitchers group.meets monthly

Express Book Discussion meets monthly at 12:30pm

Evening Book Discussion group meets monthly at 6:30pm

Mrs. C Imaginarium – crafts with recycled items – July 10, 17, 24 & 31

Connecticut Author Trail – July 15

Homebrewing presentation -

Mr. Gym – July 17

Felting – July 24

Participated in Town Summer Camp with COOL

Lyme Disease presentation – July 30

Cardmaking – July 31

All about Cryptozoology – Oct 16

Puzzle Swap – Oct 19

Fisher in CT Nov. 26

Visit with Santa and Mrs. Claus – December 14

Curling presentation- TBD

### **Future Goals**

Install a whole house surge protector

Installation of a Bike rack

Lawn irrigation system

Address the basement heating

Repair front stoop and remove historic grist millstone

Chimney inspection and bricks repointed

Increase Attic insulation from R30 to R38

Remodel existing bathroom

The month of September

Circulation: 1,234   Collection Size: 19,688   Computer Use: 64.5 hr.   Programs: 12   Patrons: 746

Andover Public Library has a very active Facebook page <https://www.facebook.com/AndoverPublicLibrary.CT>

*Andover Friends of the Library* is a non-profit group of 128 members that has helped support the library since May 25, 1989

### **Attachments Include:**

By-Laws – Updated 9-9-19

2019-2020 Budget

Annual Report FY17-18

Meeting minutes – October 2019

Library Timeline

**Andover Library Board of Directors  
October 7, 2019 Meeting Minutes**

**Meeting: Time:** 7:05 pm **Date:** October 7, 2019 **Place:** Andover Public Library

**Board Members in Attendance:** Cathy Desrosiers (Chairman), Dianne Grenier (Secretary), Linda Fish, Lisa Kurtz, Julie Victoria, (Alt) Jeff Ballard and (Alt) Sharon Shevchenko and Amy Orloski (Librarian)

**Absent:** Gretchen Stein (Andover Friends of the Library, President)

**Additions to the Agenda:** Linda Fish: 9f. Scarecrow contest (2020) Dianne Grenier: 9G. AVFD First Aid class

**Adoption of Agenda:** Motion to accept by Julie Victoria Seconded: Lisa Kurtz Approved by all

**Approval of minutes:** Date: September 9, 2019 with modifications Motion by Linda Fish Seconded Julie Victoria: Approved by all.

**Financial & Librarian Reports:** Motion to accept by Julie Victoria Seconded: Linda Fish Approved by all  
Amy Orloski reported although only October all looks well and on track.

Amy Orloski reported Library numbers are generally up in all categories.

Circulation: 1,234 Collection Size: 19,688 Computer Use: 64.5 hr. Programs: 12 Patrons: 746  
E-Readers show no one signed them out.

**Unfinished Business:**

**CEN (CT Educational Network) fiber-optics finance status:** The library has received the final check of \$34,350 from the Town Treasurer. This completes the item.

**Task List items:**

**Mural Project:** Painting continues. The committee is working on lighting and bollards.

**Painting Wrought Iron fencing:** Installed in 2011. Requires professionals. Cathy Desrosiers to follow up.

**Surge protector:** Lisa Kurtz made a motion to have Ackert Electric of 1265 Main Street, Coventry, CT install a whole house surge protector and check to see if the Library building is properly grounded. Cost not to exceed \$300. Seconded by Julie Victoria Approved by All.

**Window crack:** Library staff has noticed a crack that has increasingly expanded in the old glass window. Jeff Ballard and Julie Victoria to follow up.

**Security Cameras:** Kennedy Exchange, to hook up security camera software to the circulation desk and designated cell phones.

**Well Evaluation/Plumbing:** Dianne Grenier made a motion to authorize Homestead Fuel of Ellington to install a Franklin subdrive for constant pressure, a flex-lite 20-gallon composite tank with tee package, leak breaker, ½ inch copper pipe to an irrigation system, with a 2-year warranty and no permit fees or taxes. Cost not to exceed \$2,200 as approved by the Board of Selectman at their August 7, 2019 regular meeting and Modified at their October 2, 2019 regular meeting. Seconded by Julie Victoria Approved by all. Work to be done on October 18, 2019.

**Security Surveillance signage:** Decision made as to placement. Dianne Grenier to follow up with Town Administrator and the Resident State Trooper.

**Change Library hours of operation:** Discussion and tracking current patron usage underway by staff.

**Chimney Inspection:** Julie Victoria to follow up.

**Gutter Cleaning:** To be put on hold until next year.

**New Task List Tab:** Dianne Grenier to add “Future Programming” tab to the Task List to collect programming ideas for future consideration.

**New Business:**

**Board of Selectmen reappointment document request:** Library Board to present a package of information as requested by the Board of Selectmen prior to reappointment. Library chairman, Cathy Desrosiers to appear at the November 6<sup>th</sup> Board of Selectman’s meeting. Dianne Grenier to assemble a package to be e-mailed prior to October 28, 2019 for their review.

**Library’s policy for financials** to be discussed. Cathy Desrosiers along with Amy Orloski and Linda Fish to meet with the Town Administrator, Eric Anderson and the Town Treasurer, Barbara Griffin.



Approved 9/9/19

# Policies of the Andover Public Library

## MISSION STATEMENT

The mission of the Andover Public Library is to provide the public with information, library materials, and library services which support them in their work, home lives, learning, and leisure activities.

The Library features current, high demand, high interest materials in a variety of formats for persons of all ages. The Library strives to meet the needs of community residents for timely, accurate information in their pursuit of job-related needs, educational needs, and personal interests. The Library encourages children to discover the excitement of learning and to explore a range of educational materials, programs, and services.

## GENERAL LIBRARY POLICIES

The Library will initiate lectures, exhibits, reading programs, and other programs to stimulate the use of library materials.

The Library is committed to assisting and instructing patrons in the use of the Library. Library staff will attempt to answer all basic reference questions. When the Library's resources are not sufficient to answer questions or provide requested materials, library staff will direct the patron to resources outside the Library. The Library will use interlibrary loan and new technologies to obtain access to library materials and reference sources outside the Library.

The Library has materials for self-study, but is not primarily designed to furnish reading required for academic study. The Library will not attempt to furnish materials needed for formal courses of study offered by elementary and secondary schools and by institutions of higher learning.

No materials will be removed from open shelves or kept in a restricted area because of the controversial nature, or because they are more suitable to one age level than another, or because of their subject matter, viewpoint, or treatment may be distasteful to certain individuals or groups. Nor will library materials be marked in such a way as to show approval or disapproval.

Use of the Library or its services may be denied for due cause. Such cause may be: failure to return books or to pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises.

## DISPLAYS AND FLYERS POLICY

The Library permits and encourages displays and the distribution of flyers that are intended to provide for the informational, educational, recreational, and cultural needs of the community. Displays or materials for distribution located in the Library by a citizen or group do not constitute endorsement by the Library of any position or issue stated in such materials. Also, the Library does not guarantee the accuracy of the information displayed or distributed in the Library by a citizen or group.

The Librarian is responsible for deciding which materials will be displayed and where they will be placed. Some display areas are reserved for Library or Andover-only information.

## COMPLAINTS PROCEDURE

Complaints regarding library materials or the Library itself will be referred to the Librarian. In the case of library materials, the patron with the complaint will state the specific complaint in writing on the form available. (See page 6). The complaint will be acted upon by the Librarian, who may refer it to the Library Board of Directors. At all times, complaints will be handled courteously.

## MATERIALS SELECTION POLICY

The Library subscribes to the ALA "Library Bill of Rights" and its published interpretations.

The Library is interested in library materials of current interest and those of permanent worth. The Library uses the following selection criteria:

- a. Literary quality.
- b. Originality.
- c. Expected patron demand.
- d. Accuracy.
- e. Permanent value and/or timeliness.
- f. Format (print, audio, video, etc.) most appropriate for the content.

Continual consideration is given to reviews, authoritative discussions of the literature of a subject, pertinent bibliographical publications, requests by patrons, and demonstrated usage.

The Library makes available materials for the educational, informational, recreational, and inspirational needs of the community. Ownership of library material does not necessarily mean that the Library endorses the ideas or points of view contained in the material. Nor are selections made on the basis of an anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the needs of patrons.

Library materials used by children are the responsibility of the child's parent or guardian. The selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

The Library's collections will be on open shelves, arranged to provide a maximum of self-service. No materials will be kept in restricted areas for reasons of content or suitability of age-level.

The ultimate responsibility for the selection and removal of library materials shall belong to the Librarian who welcomes suggestions from the Board of Directors and patrons.

## DISCARD AND DISPOSAL POLICY

Professional weeding practices are essential to the maintenance of good library collections. The Library strives to maintain inviting, up-to-date collections. The collections should be evaluated and weeded continuously by the Librarian and Children's Librarian, with the help of professional guides (Children's Catalog, Fiction Catalog, Public Library Catalog, etc.) and keeping in mind the needs and wishes of the community.

Weeding should be carried out on a regular basis according to the following schedule: all non-fiction on even years, all fiction and A/V materials on odd years.

The Library will use "CREW Guidelines for Weeding Your Collection" and "CREW Guidelines by Dewey Class" to provide guidance when weeding. Duplicate copies of materials no longer in demand should be discarded. Library materials of local historical or local literary interest should not be discarded.

Library materials chosen to be discarded will be sold by the Library (if possible), or will be given to the Friends of the Library for one of their book sales. Books deemed unsellable will be given away.

## GIFTS AND DONATIONS POLICY

The Library accepts gifts without commitment as to final disposition. Gifts may be added to the Library's collections if they meet the criteria set in the Materials Selection Policy. When the Library cannot use gifts for its collections, the Library will donate the materials to other groups or organizations.

The Library will acknowledge gifts by stating the type and quantity of materials given a letter to the donor. The Library will not place a value on any non-monetary gifts.

## MEETING ROOM POLICY

The Library's meeting area is available for all town committees and non-profit organizations in the community that have fewer than 15 people attending. Groups must book the area ahead of time to be assured of the use of the meeting area. All booking is done through the Librarian only. All meetings must adjourn before the Library's regular closing time. The Library's supplies of refreshments are not be used by other organizations, unless approval has been obtained from the Librarian.

## CIRCULATION AND LIBRARY CARD POLICY

### Andover Library Cards:

1. Are required before an Andover resident may take out materials.
2. Are issued to Andover residents only. Residents must fill out and sign a registration card before they are issued a card.
3. Library staff may require that a patron provide proof of residency (i.e. driver's license, bank statement, mortgage receipt, or other semi-official document).
4. Adult library cards are issued to Andover residents 18 years and older.
5. Children's library cards are issued to those under 18 years of age who have a parent or guardian living in Andover. It is entirely the parent's or the guardian's decision whether the child should receive the library card. The parent or guardian must sign the child's registration card. The parent or guardian who signs the card is responsible for the use of the card.

### BorrowITct and DeliverITct:

1. The Andover Public Library abides by all BorrowITct and DeliverITct rules and regulations.
2. Out-of-town patrons must present a valid, unexpired library card before they may check out materials from the Library.

### Patron Records – Statement of Confidentiality:

A patron's address, phone number, and any information given on a registration card is strictly confidential and may not be given out to any other person, especially over the phone. The only exception is giving out information to other participating BorrowITct libraries.

A patron's circulation records (i.e. what items a person has checked out) is also strictly confidential and may not be given out to any other person. The police must have a court order before they may see these records. The parent or guardian who signs the registration card of their child may see that child's circulation records.

Borrowing Periods:

Borrowing periods for library materials depend on the format, demand, availability, and uniqueness of the material.

Fines and Lost Book Fees:

Except for electronic media materials, the Library does not charge fines for materials returned late, but donations are encouraged.

Patrons are charged the replacement cost of materials deemed lost or damaged.

ANDOVER PUBLIC LIBRARY

Request for Reconsideration of Library Materials

Author:

Title:

Publisher:

Request initiated by:

Telephone:

Address:

Complainant represents him- or herself (check here) \_\_\_\_\_  
or name of organization or group \_\_\_\_\_

Use back of sheet or attach additional sheets if necessary.

1. To what in the material do you object? (Please be specific).
2. What do you feel might be the result of reading or viewing this material?
3. For what age group would you recommend this material?
4. Is there anything good about the material?
5. Did you read or view the material in its entirety? If not, what parts did you examine?
6. Are you aware of the judgment of this material by literary critics?
7. What do you believe is the theme of this material?
8. What would you like the Librarian to do about this material?
9. What do you see as the purpose of this material?
10. What other material, serving substantially the same purpose, would you recommend in place of this?

Date: \_\_\_\_\_  
Signature of Complainant

Rec'd. date: \_\_\_\_\_  
Received by (Staff Member)

Make 3 copies: 1 for Complainant, Librarian, and Library Board of Directors.

## PERSONNEL POLICIES

Personnel policies have been established by the Town of Andover for the guidance of the Library's employees. A copy of these policies will be furnished to each employee. Questions not covered by these policies should be brought to the attention of the Library Board of Directors and the Town Administrator.

These personnel policies are intended as a reference document and their provisions are not intended to be nor do they constitute a legal contract or agreement. Consequently, personnel policies may be changed by the Town of Andover with or without notice. Moreover, nothing in the personnel policies are intended to change the fact that the term of employment is for an indefinite period, terminable at the will of either party at any time.

### I. Employment and Employees

#### A. Job Descriptions and Pay Schedules

There will be written job descriptions for each position.

Job descriptions and pay schedules will be established by the Library Board of Directors with the approval of the Town Administrator and may be changed with or without notice.

Each employee will be given a copy of the job description for his/her position.

Social Security, Medicare, and state and federal income tax withholdings are made from all paychecks.

#### B. Grievance Procedure

Whenever an employee has a grievance, defined as a claim there has been a violation, misinterpretation or misapplication of the personnel policies, which he/she feels cannot be resolved informally by the Librarian, the following process will be followed:

1. The employee shall discuss it with the Librarian in an attempt to resolve the matter formally. Within five working days, a decision by the Librarian will be communicated to the employee. If the decision is unsatisfactory, or not forthcoming, the employee may communicate her/his grievance, in writing, within five working days to the Library Board of Directors and the Town Administrator.

2. The Library Board of Directors, in concert with the Town Administrator, will review the grievance and a hearing before the Library Board of Directors will be scheduled within 30 calendar days. The staff member may be present at such meeting. The Library Board of Directors will then adjourn to executive session.
3. The Library Board of Directors shall notify the employee of its decision in writing within five working days of its meeting with a copy to the Librarian.

By mutual agreement, in writing, the time limits for each step of the process can be enlarged or reduced.

Failure of the employee to proceed to the next step constitutes acceptance of the decision reached at that point.

## II. CONDITIONS OF EMPLOYMENT

### A. Work Hours and Schedule

For purposes of this personnel policy, all positions are designated as "nonexempt" under the provisions of the federal labor laws except the Librarian position which will be "exempt."

The Librarian will be the only salaried employee. For all other employees a regular work week will be less than 20 hours per week on a regular basis.

Employees may take a 5-minute break for each hour they work. Rest breaks cannot be carried over to the next day and may not be taken at the beginning or end of the work period.

### C. Emergency Closings

The Librarian will authorize closings for excessive weather conditions. The Librarian will communicate with all of the employees (scheduled to work) at least one half hour before the scheduled opening.

If the Librarian closes the Library for an emergency (weather or otherwise) employees scheduled to work will not be paid for the hours they are scheduled to work.



#### D. Membership in Professional Associations

The Library Board of Directors recognizes that staff membership in professional organizations is an integral part of their job duties and valuable to their responsibilities.

Personal membership dues for the following organizations will be paid for the Librarian, as appropriate, e.g. ALA, CLA. Publications received through personal membership in these organizations belong to the Library, and will be kept on file at the Library.

## JOB DESCRIPTIONS

### LIBRARY DIRECTOR (LIBRARIAN)

#### I. Reporting Level

The Librarian will be appointed by, responsible to, and terminated by, the Town Administrator according to the Personnel Policy. The Librarian is the administrative officer for the Library.

#### II. Qualifications

An ALA-accredited MLS with extensive library experience is required. Practical work experience in a public library, including budgetary responsibilities and personnel management is highly recommended.

#### III. Requirements

Mastery of all library procedures and techniques. Ability to meet people easily and deal with the public with tact and courtesy. Good judgment and the ability to take the initiative in making constructive suggestions for improvements in library service.

#### IV. Duties and Responsibilities

- The general operation of the Library according to policy and within the budget.
- Select and order library materials using professional guidelines, review sources, and the collection development policy.
- Hire, train, and supervise staff, coordinating staff duties, time schedules and rest breaks.
- Authorize closings for excessive weather conditions and report such to the Town Hall and various media outlets.
- Constantly evaluate collection in view of changing needs of the community and actual storage space and follow collection development policy's guidelines regarding weeding.
- Provide outreach service for the homebound.
- Make sure mail and packages at the Post Office are picked up.
- Help staff and public with reference and information requests.
- Be in charge of public relations so that the people of Andover are made aware of the Library and its programs.
- Supervise interlibrary loan services.

- Arrange for periodic volunteer help and supervise this activity.
- Supervise day-to-day operations of the Library.
- Assist Friends of the Library with events.
- With the Treasurer, maintain financial accounts, income, and expenditures. See to payments, payroll, and financial reporting.
- Attend Library Board of Directors meetings and keep Directors informed of library activities and needs.
- Submit monthly statistical reports to Library Board of Directors and annual statistical reports to the State Library.
- Prepare annual reports for the Connecticut State Grant and the Andover Town Report in cooperation with the Library Board of Directors.
- Act as consultant to the Library Board of Directors on annual budget preparation, policy decisions, and long term goals.
- Professional memberships, provided in the Library annual budget, include the Connecticut Library Association (CLA), the New England Library Association (NELA), the American Library Association (ALA) and the Connecticut Library Consortium (CLC).
- Attend regional and state-sponsored professional meetings and workshops.
- Maintain a good cooperative relationship with the local schools and town officials.
- Research for and write grants.
- Make Library Board of Directors aware of all building maintenance requirements.

## CHILDREN'S SERVICES DIRECTOR (LEVEL II)

### I. Reporting Level

The Children's Services Director reports directly to the Librarian. In the Librarian's absence, the Children's Services Director will assume administrative responsibility for the Library.

### II. Qualifications and Requirements

At least 2 years of college (full-time) or a high school diploma with demonstrated experience working with children in a library, school, or other formal setting. Because of the Library's emphasis on serving pre-schoolers and elementary school-aged children, applicants must have demonstrated experience working with these age groups. Library experience is recommended.

### III. Duties and Responsibilities

- Planning, coordinating, supervising the summer reading program(s) and activities.
- Planning, coordinating, supervising children's programs, and pre-school story hours at the Library and at other town locations (i.e. day care facilities).
- Attend Connecticut Library Consortium (CLC) workshops and roundtable meetings, as requested.
- Assist Librarian with development of children's collection.
- Prepares publicity for children's events.
- Maintain communication with Andover Elementary School, RHAM Middle School and RHAM High School librarians in order to coordinate the town's library service to children.
- Assists with organizing and maintaining the appearance of the children's section of the Library.
- Uses computers in entering and retrieving information to library database.
- Using ~~reQuest~~ (Connecticut's online union catalog), prepares books and materials for interlibrary loan.
- Responsible for budgeting for programming, children's supplies, and children's books.
- Assist Librarian with grant-writing.
- Performs other routine library services as needed.

## LIBRARY CLERK (LEVEL III)

### I. Reporting Level

This position reports to the Librarian. In the absence of the Librarian, this position is under the direction of the Children's Services Director.

### II. Qualifications and Requirements

High school graduate, with experience and training sufficient to perform listed duties required. Ability to type accurately and work with the library's automated catalog, as well as simple Internet searching. Must be able to meet the public with tact and courtesy; actively provides assistance to patrons when needed.

### III. Duties and Responsibilities

- Open and close the building.
- Operates automated library system, computerized circulation and online catalog systems, as well as performs simple Internet searches.
- Assist patrons in the use of computer systems.
- Empty book drop.
- Collect fines, copier fees, and payments for lost books, and keeps records of the monies received.
- Operate copier and fax machine, as necessary.
- Register borrowers in automated library system.
- Assists in preparation of monthly overdue item notices.
- Reserves items for patrons, and notifies patrons of availability of such items.
- Shelves books; keep shelves in order (called "shelf reading").
- Processes new books for shelving.
- Answers telephone.
- Files shelf list cards.
- Assist with inventory projects, as needed.
- Inspects returned books and materials for damage; notes any damage found, and mends library materials as needed.
- Performs other routine library services, as necessary.

## PAGE (LEVEL IV)

### I. Reporting Level

Under supervision of Level III staff – ultimately responsible to the Librarian.

### II. Qualifications and Requirements

A high school student at least 16 years of age. Ability to file accurately and take direction well. Pages will be on probation for a period of 2 months. An evaluation will be undertaken at that time to determine if the Page should continue his or her employment with the Library.

### III. Duties and Responsibilities

- Sort and shelve library materials.
- Read shelves (putting books in proper order).
- Operate copy machine.
- Sort cards alphabetically for filing.
- Filing, as requested.
- Any other reasonable task requested by Librarian or clerical staff.

**Suggestion box for programs** to be created. Julie Victoria to make the container.

**Keys to Town Administrator:** Amy Orlomoski to get the Town Administrator a key to both the front and back door to the Library.

**Meeting dates for 2020** have been set and sent to the Town Clerk.

Jan. 6, Feb 3, Mar 2, Apr 6, May 4, June 1, July 6, Aug. 3, Sept 14, Oct. 5, Nov 2, and Dec 7

**Library preparing to become an “Emergency Cell Phone Charging Center”.** Amy Orlomoski to check with other libraries to see what they have for a “hub”. This is something to put on the Library “Wish List” for the Friends.

**Andover Volunteer Fire Department to offer CPR and First Aid class:** Dianne Grenier will send an invitation letter to all Library staff from the board encouraging them to attend the class on November 2, 2019.

**“How to Run Legal and Effective Public Meetings” program** to be offered by CT Conference of Municipalities (CCM). Dianne Grenier presented flyer to Library board members and encouraged them to enroll in the free class to be held on October 17, 2019 in Plainfield, CT.

**Cookie Swap:** a popular event, will be held Monday, December 16<sup>th</sup>.

**Programs:** Future programming ideas were discussed which included a scarecrow contest and a “Paws to Read” program where children are encouraged to read to dogs.

**Scheduled Programs:**

October 16 *All about Crytozoology*

October 19 *Puzzle Swap*

November 6 *The Connecticut 169 Club*

November 26 *The fisher in Connecticut*

**Ongoing Library Events:**

Monday Morning Stitchers (knit, Crochet, etc.) meet every Monday morning at 11:30am – 1:00pm

ACT (Andover Creative Threads) Evening Stitchers meet on third Monday evening of each month at 6:30pm

Express Book Discussion meets on the second Wednesday of each month at 12:30 – 1:30pm

Evening Book Discussion generally meets on the last Monday of each month at 6:30pm

**Friends Comments: None**

**Adjourned:** 8:57 pm Motion made by Julie Victoria Seconded by Linda Fish. Approved by all.

**Next meeting: **November 4, 2019** at 7:00pm**

Respectfully submitted:

Dianne Grenier, Library Board of Directors, Secretary

THESE MINUTES ARE AN UNAPPROVED DRAFT UNTIL ACCEPTED BY THE ANDOVER LIBRARY  
BOARD OF DIRECTORS

# ANDOVER PUBLIC LIBRARY

355 Route 6

P.O. Box 117

Andover, CT 06232

phone/fax: (860)742-7428

Find us on Facebook: [www.facebook.com/AndoverPublicLibrary.CT](http://www.facebook.com/AndoverPublicLibrary.CT)

## ANNUAL REPORT 2017-2018

During the fiscal year which ended on June 30, 2018, the library was pretty busy. We were visited by nearly 10,000 people and circulated over 14,000 items. Those are pretty good numbers for a small town the size of Andover, but we're always ready and willing to welcome more folks. Visit the library whenever you can!

In addition to offering the latest bestselling books and DVDs for patrons to borrow, we also have computers available for public access. In addition, we have access to eBooks and downloadable audios through *OverDrive* (visit the library for more information). There are museum passes for families to borrow, books on CD, and a whole bunch of different programs for everyone. Nearly every week, we host storytime programs for children, where kids can sing a song, listen to a story, and do some show and tell. For the adults, we have two monthly book discussion groups: our Evening Group meets on the last Monday of each month, and has for nearly a dozen years. The Express Discussion Group meets on the second Wednesday of each month at 12:30PM. Our two groups for knitters and crocheters are growing in popularity. Other examples of programs we've offered include author talks, historical programs, lots of fun summer programming for the kids, the annual December visit of Santa & Mrs. Merry Claus, and more fun things.

The Library's Friends group continues to actively support our programs. The money they've donated to the library in the past year has helped us purchase several museum passes, as well as numerous DVDs and books on CD. To raise money for some of these donations, the Friends group hosts an annual goods & services auction each May. The Friends support the library by purchasing items (such as a couple of new portable bookshelves) that the library may not be able to afford with our own town budgeted funds. In addition, the Friends hosted a free summer concert in July 2017 featuring Bluegrass and country music with Tex's Troubadours. We are grateful to all of the Friends (led by Friends President, Gretchen Stein) for their dedication and support to the library.

Be sure to watch our library's Facebook page - [www.facebook.com/AndoverPublicLibrary.CT](http://www.facebook.com/AndoverPublicLibrary.CT) (you don't have to be a member of Facebook to be able to view our page) to keep up-to-date on our upcoming programs, events, and happenings. On the horizon: we have received a grant through the Connecticut State Library that will allow us to install a fiber Internet connection at the library, so be on the lookout for much faster Internet access. We'd love to see you here at the library, too, so don't forget to stop in whenever you can. Remember: if the OPEN flag is flying and the outside lights are on by the front door, we are open! See you here!

### 2017-2018 Statistics:

Circulation of books, magazines, audios, videos:	14,075
Books & A/V materials added to collection:	588
Books & A/V materials withdrawn from collection:	505
Total valid library cards:	3,168
Interlibrary loan requests filled:	771
Number of books borrowed by out-of-town patrons:	1,745
Public computer usage (in hours):	1,018
Total patron visits to library:	9,603

Respectfully submitted,

Amy Orloski  
Director/Librarian



**ANDOVER PUBLIC LIBRARY Proposed Budget FY 2019-2020 (UPDATED 1/8/2019)**

		<b>FY 2018-2019</b>	<b>FY 2019-2020</b>	<b>% CHANGE</b>
<b>EXPENDITURES:</b>				
<b>Salaries:</b>				
<b>Librarian</b>		40,064.00	40,178.00	0%
<b>Children's Prog. Director/Asst. Director</b>		4,662.00	4,661.00	0%
<b>Clerks</b>		25,083.00	24,970.00	0%
<b>TOTAL SALARIES:</b>				
		<b>\$69,809.00</b>	<b>\$69,809.00</b>	<b>0%</b>
<b>Utilities:</b>				
Heat (Oil)		2,200.00	2,090.00	-5%
Electricity		2,700.00	2,700.00	0%
Telephone:		TOWN PAID	TOWN PAID	
<b>TOTAL UTILITIES:</b>				
		<b>4,900.00</b>	<b>4,790.00</b>	<b>-2%</b>
<b>Maintenance:</b>				
Lawn Care		TOWN PAID	TOWN PAID	
Gutter Cleaning		100.00	100.00	0%
Furnace Cleaning & Maint.		250.00	250.00	0%
Equipment & Building Repairs		1,000.00	1,000.00	0%
Window Cleaning		0.00	0.00	0%
Alarm Service & Extinguisher		250.00	250.00	0%
AC Cleaning		400.00	600.00	33%
Copier Maintenance Agreement		400.00	500.00	20%
Carpet Cleaning		0.00	500.00	100%
<b>Computer Maintenance:</b>				
Maintenance Agreement + Internet Security		2,710.00	350.00	-674%
BorrowIT CT Fees (Interlibrary Loan)		325.00	325.00	0%
Verso Agreement		1,900.00	2,000.00	5%

Comcast Internet		1,100.00	1,100.00	0%
CEN Fiber Connection (beginning Spring 2019)		1,500.00	1,500.00	0%
<b>TOTAL MAINTENANCE:</b>		9,935.00	8,475.00	-17%
<b>BOOKS</b> (includes books & AV materials):		12,976.00	13,000.00	0%
<b>OverDrive</b> (eBooks)		725.00	800.00	9%
<b>REFERENCE MATERIALS:</b>		0.00	0.00	0%
<b>MAGAZINES:</b>		0.00	0.00	0%
<b>SUPPLIES:</b>		1,100.00	1,600.00	31%
<b>PROGRAMMING:</b>		1,200.00	1,200.00	0%
<b>Miscellaneous:</b>				
Professional Fees		415.00	415.00	0%
Travel		0.00	0.00	0%
Postage		400.00	500.00	20%
Workshops		104.00	100.00	0%
<b>TOTAL MISCELLANEOUS:</b>		919.00	1,015.00	9%
<b>TOTAL NON-SALARY (LIBRARY):</b>		\$31,755.00	\$30,880.00	-3%
<b>TOTAL BUDGET AMOUNT:</b>		\$101,564.00	\$100,689.00	-1%
<b>Less NON-TOWN REVENUES:</b>		\$6,005.00	\$4,801.00	-25%
<b>Equals TOWN GRANT:</b>		\$95,559.00	\$95,888.00	0%
<b>** NON-TOWN REVENUES:</b>				
Copier/Fines/Donations		\$3,000.00	\$1,800.00	-67%
Interest		\$5.00	\$1.00	-400%
Sprague/Norton Interest		\$0.00	\$0.00	0%
State Grants		\$0.00	\$0.00	0%
Friends' Donations		\$3,000.00	\$3,000.00	0%
<b>TOTAL NON-TOWN REVENUES:</b>		\$6,005.00	\$4,801.00	-25%



# Andover Public Library

355 Route 6 (P.O. Box 117) Andover, CT 06232-0117  
(860) 742-7428 andoverctpubliclibrary@gmail.com

October 10, 2019

Dear Town Administrator, Eric Anderson,

The Andover Public Library has had security cameras installed at three locations on the outside of the library building during the month of August 2019.

The Library Board of Directors has spoken with the Andover Resident State Trooper, Darrell Tetreault about acquiring two signs indicating “Video Surveillance in Use”.

At the October Library Board of Directors meeting, it was decided where these signs should be located with expectations that the Andover Public works crew would be able to complete the installation.

**Sign 1** – to be mounted on a metal pole in the garden section of the first terrace level on the right-hand side of the steps leading to the new Library patio. To be located close to the retaining wall but not mounted to the wall or touching it. Please see the photo below.

**Sign 2** – a “No Parking” sign is already located near the guard railing on the right-hand side of the entrance to the Library parking lot. The Library Board of Directors would like to have the second Surveillance sign mounted to the same post directly under the “No Parking” sign and have the entire post moved to a location approximately halfway between the current location and the street. Please see the photo below.

Thank You for your assistance with this task. If you need more information please contact me.

Sincerely,

Cathleen Desrosiers  
Library Board of Directors, Chairman



# Assessor's Report

**From:** Assessor, Andover, CT <assessor@andoverct.org>  
**Sent:** Thursday, October 31, 2019 12:10 PM  
**To:** eanderson@andoverct.org  
**Cc:** adminassistant@andoverct.org; assistantassessor@andoverct.org  
**Subject:** CAMA SOFTWARE UPGRADE & REVAL OPTIONS

Good morning Eric

Attached are two documents. The first is regarding our VGSI Ver 6.5 CAMA (computer assisted mass appraisal) software which must be upgraded. There is some documentation from the vendor in there explaining why the upgrade is required and it is my understanding that it was built on an oracle platform and oracle is abandoning that as of the end of 2020. The vendor has upgraded the Ver 8 CAMA software to an SQL data base and there is a cost for conversion of \$5,000.

My recommendation would be to perform this in the spring of 2020 so that our office can file the 2020 Grand List on the new software and before proficient in time for the 2021 town-wide revaluation when our foot traffic, and phone calls will likely be ten times greater.

I would be looking for a motion from the BOS to approve the expenditure of \$5,000 so that the town may convert to the VGSI Ver 8 CAMA Software package.

The second document is in response to your request for options on the 2021 town-wide revaluation. Before we can finalize an RFP, we will need to know:

- 1.) What CAMA software and version we are running
- 2.) If the revaluation bid will be for a:
  - a.) "full inspection revaluation" (commonly referred to as "full physical") where we physically inspect the interior of every property
  - b.) In lieu of a full physical, we choose to sent out "data mailer questionnaires"

The law requires a full inspection revaluation at least once every ten years but allows you to send data mailer questionnaires and, if the property owner responds, the requirement to inspect that property has been relived.

Andover has not completed a full physical inspection revaluation for the 2016, 2011, or 2006 revaluations. I have not been able to obtain any data on what was, or was not, done as part of the 2001 revaluation which was two years before I started here. Even if we were to assume that a full physical inspection revaluation was completed in 2001, that would mean that Andover has now gone twenty years without having performed a full physical inspection revaluation.

I would be requesting a motion to approve going out to bid for a full physical inspection revaluation for the October 1, 2021 town-wide revaluation.

If you, or members of the Board of Selectman, have any additional questions or concerns, please do not hesitate to contact me directly.

Respectfully,

John Chaponis, Assessor

# Connecticut Revaluation Requirements

Each town must perform a town-wide revaluation every five (5) years. At least one revaluation every ten (10) years must be a "Full Inspection" revaluation where the town must "fully inspect" each property (commonly referred to as full physical).

*"Full inspection" or "fully inspect" means to measure or verify the exterior dimensions of a building or structure and to enter and examine the interior of such building or structure in order to observe and record or verify the characteristics and conditions thereof, provided permission to enter such interior is granted by the property owner or an adult occupant*

The town may, at any time in which a full inspection is required, send "data mailer questionnaires" to property owners and, for each property owner who fully completes and returns a data mailer questionnaire that the assessor deems satisfactory, such requirement to fully inspect said property shall be deemed satisfied.

The town would still have to inspect every property that:  
 failed to return a data mailer  
 returned a data mailer that was not fully completed  
 returned a data mailer that was not deemed satisfactory

## Andover's Revaluation History

Year	Full Inspection	Data Mailers	Cost
2001 Revaluation	Unsure	Unsure	Unsure
2006 Revaluation	NO	YES	\$72,000
2011 Revaluation	NO	YES	\$51,500
2016 Revaluation	NO	NO	\$39,700

**OPTIONS:**

2021 Revaluation	YES		\$79,000*
2021 Revaluation		YES	\$53,500**

\*estimate from VGSI (see attached letter)

\*\*estimate from assessor (requested an estimate from VGSI)



January 15, 2019

John Chaponis  
Assessors Office  
17 School Road  
Andover, CT 06232

Dear Mr. Caponis,

Vision Government Solutions is pleased to submit a pricing estimate for the Town of Andover for fiscal year 2021 Revaluation of all real property. Please realize that we are supplying this estimate without any written specifications from the Town and this price is only an estimate.

Services to be provided will be as follows:

- Full measure and list of all improved properties in the community.
- Sales analysis utilizing sales from October 1, 2020 through October 1, 2021.
- Neighborhood Delineation and establishment of new land values.
- New cost rates for residential and commercial improvements.
- Field review of residential and commercial/industrial properties.
- Income analysis and valuation on all commercial/industrial properties.
- Impact notices sent to all property owners.
- Residential and commercial/industrial hearings and resulting fieldwork and data entry.
- Board of Assessment Appeals Support.

The cost to provide complete revaluation services described here for the Town of Andover is approximately **Seventy-Nine Thousand Dollars (\$79,000)**.

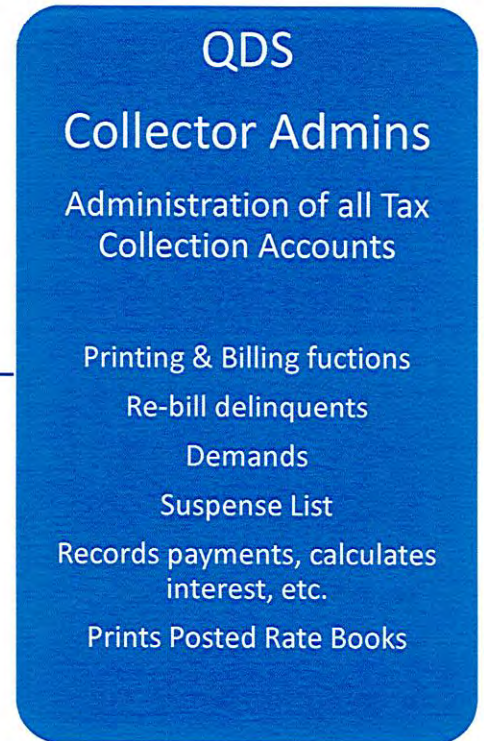
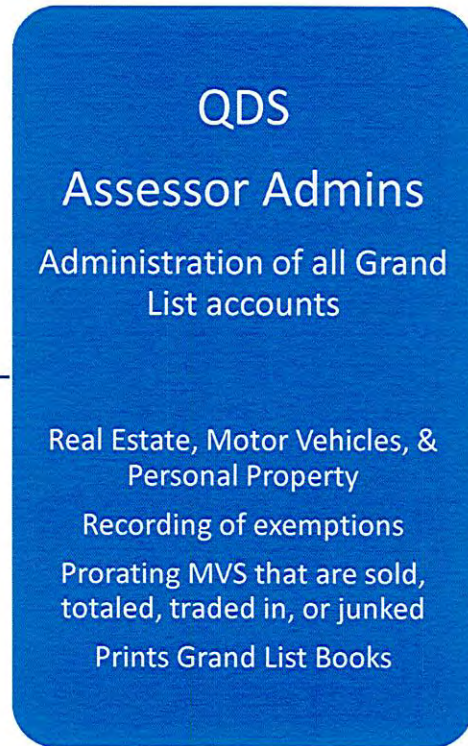
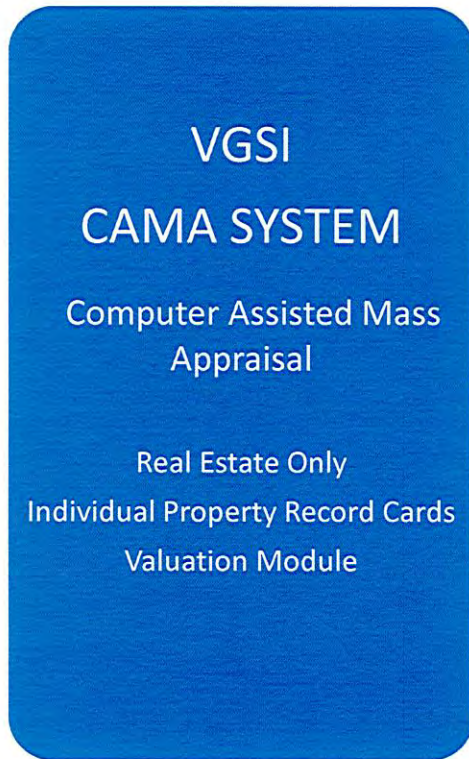
Optional Imaging Services can be provided at a cost of \$2.50 per image.

Thank you in advance for your consideration. If I can be of any further assistance, please feel free to call me at extension 3644.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick J. Donovan", is written over a light grey circular stamp.

Patrick J. Donovan  
Director of Appraisal Sales





**RE: Vision 8 Upgrade**

We strongly endorse the upgrade of our CAMA software system to Vision 8. This upgrade will provide numerous benefits to Andover: not only will it eliminate the substantial risk to the security and accessibility of our real estate data, but it will also provide significant benefits such as more equitable valuations for our taxpayers, improved efficiency and scale for our office, and substantially enhanced data security, all with minimal cost and impact to our team. Below is brief documentation of the many reasons we recommend the upgrade to Vision 8:

1. **More than 200 Communities are Upgrading to Vision 8:** More than 200 communities have committed to upgrading to Vision 8 within 2018, 2019 and 2020. 50 of our 116 Connecticut customers have upgraded to V8 and 9 more are under contract.
2. **Preventing Risk to Real Estate Data:** Our current Vision software is written on an Oracle database, which is being sunsetted by Oracle. This creates meaningful security risk that:
  - a. Malicious actors could create viruses that introduce significant security vulnerabilities, and Oracle will no longer patch them
  - b. Other software providers such as Windows will release updates that are no longer compatible with Oracle and interfere with the accessibility and performance of our database

To solve for that, Vision has developed Vision 8 on a SQL database, specifically designed to move away from Oracle and provide a secure, stable, and fully-supported environment for our community's critical real estate data.

In addition, Vision 8 can be hosted on the cloud, which provides substantial cost savings to our community by eliminating the need to purchase any hardware. The cloud-hosted solution provides fully redundant back-ups at secure data centers that eliminate the risk of destructive ransomware attacks on our in-house servers. This ensures the security of our data and the service continuity required to complete our certifications on time and to reliably serve our taxpayer community.

3. **Dramatically Improved Valuation Accuracy and Equity:** Vision 8 brings a number of dramatic new improvements in functionality and performance designed to improve valuation accuracy and equity, ensuring that our community provides only the most accurate values to our taxpayers. Specifically, there are dozens of new enhancements designed to improve land valuation and building valuation as well as significant additions to the Income Valuation Approach, new data fields, and enhancements to the analytical tools that enable us to monitor and improve our database quality and the equity of our values.

*(cont'd)*

*(cont 'd from above)*

4. **Significantly Improved Software Performance to Achieve Efficiency and Scale:** Vision 8 introduces more than 50% performance improvements, which enables our office to achieve substantially more leverage from our CAMA system and generate more output, faster. Among those improvements are substantial upgrades to the sketching capability, refresh speed, static database creation, reporting, and much more. We expect that improvements in Vision 8's flexibility and ease-of-use will reduce the risk of data entry mistakes and achieve higher levels of scale more quickly.
5. **Minimal Impact to Our Team:** Unlike conversions to third party vendors, which take many months and hundreds of hours from the community while introducing the risk of data quality errors, every Vision upgrade is delivered within two weeks with 100% value match. Because we are upgrading our existing software from Vision to Vision, the impact on our team is limited to just a few hours of time. The remainder of the conversion is done in-house at Vision. Vision's rigorous Quality Assurance process ensures that Vision 8 has full value match to function exactly as the community expects. This process is led by their seasoned appraisal team and ensures consistently smooth and successful Vision 8 deliveries, as validated by our counterparts in other communities.
6. **Substantial Savings vs. Switching to Another Vendor:** Switching to another vendor would be 3x the cost of upgrading to Vision 8. There are a number of hidden costs to conversion, including the impact of valuation notices, putting our value on overrides, paying for a Traverse Extract, paying for training, conversion, license, and much more.



## Upgrade Schedule

This upgrade schedule (this "Upgrade Schedule") is issued pursuant to the terms of the Software Maintenance Agreement between Vision Government Solutions, Inc., formerly Vision Appraisal Technology, Inc., a Massachusetts corporation ("Vision") and the Customer named below (the "Software Maintenance Agreement"). Vision and Customer are each a "Party" and collectively the "Parties" to this Upgrade Schedule.

**1. Upgrade.** In consideration for the payment of the amounts set forth in Section 2 below, Vision is providing Customer with Version 8 of Appraisal Vision® (the "Installed Software"), which is a state-of-the-art CAMA system that was designed to help customers achieve greater efficiency, drive to more accurate valuation and work how they want to work (the "Upgrade").

**2. Fees.** For the Upgrade, Customer shall pay Vision the amounts set forth below by the dates indicated:

Date	Amount
50% due at signing	\$2,500
50% due at installation	\$2,500

**3. License.** In accordance with the terms of the Software Maintenance Agreement, the Upgrade shall be deemed licensed pursuant to, and shall be subject to, the License under which the Installed Software is licensed.

**4. Scheduling.** Customer has been scheduled for upgrade in the slot starting on March 17, 2020 and ending on March 31, 2020 (the "Installation Date"). In recognition of the tremendous demand for Vision 8 and the need to provide scheduling certainty for our valued communities, there is a \$1,500 penalty for moving slots without 60 days prior written notice to Vision.

**5. Installation of the Upgrade.**

**a. Cloud Installation**

If Customer elects for cloud hosting by signing the "Cloud Services Schedule," Vision shall install the Upgrade on Vision's Cloud servers, which provide tremendous flexibility, security, cost savings, and convenience.

**b. Non-Cloud Installation**

If Customer does not opt for cloud hosting, Customer is responsible for providing adequate hardware for Vision to install the Upgrade. The hardware requirements for install have been provided to Customer in the document entitled "Vision 8 Hardware and Software Requirements." If Customer does not provide adequate hardware for a successful on-premise Installation by the time of the Installation Date, Vision will install the Upgrade on Vision's Cloud servers and Customer will be responsible for paying for the first six months of cloud hosting services at a cost of \$1,500.

**6. Capitalized Terms.** All capitalized terms used in this Upgrade Schedule and not defined herein shall have the meaning set forth in the Software Maintenance Agreement.



IN WITNESS WHEREOF, the Parties hereto have hereunto set their hands and seals as of their respective dates written below.

**Customer: Town of Andover, CT**

**Vision Government Solutions, Inc.:**

Signature:

Signature:

\_\_\_\_\_

\_\_\_\_\_

By:

By:

\_\_\_\_\_

\_\_\_\_\_

Its:

Its:

\_\_\_\_\_

\_\_\_\_\_

Date:

Date:

\_\_\_\_\_

\_\_\_\_\_

**Optional Items to be Converted**

Static Database(s) to convert	None
PDF of Property Record Cards	5 Databases Included
Custom Extracts	None
Custom Imports	None
Custom Report WRP file to RDL	Automatic converter tool, realizing not all reports will convert
Training	3 Hour WebEx training session

*\* The Warren Extract has been subsidized by the Warren Group. For use of that extract outside of sharing data with the Warren Group, please contact the Warren Group.*



# Vision 8

## Hardware and Software Requirements

## Overview:

We are pleased to announce that for the first time ever, Vision is offering cloud hosting with Vision 8. More than 60% of our Vision 8 clients have elected to move to the cloud. Here's why:



**1. Save Money:** The average cloud-hosted community saves \$10k by moving to the cloud and removing the need to buy a server, server licenses, and pay for costly server maintenance



**2. Get a Dramatically Improved Platform:** You'll receive lightning-speed feature releases, meaning your community gets access to Vision's latest feature & functionality improvements instantaneously



**3. Receive Immediate Support:** Cloud hosting enables our support team to instantly access and troubleshoot your database for any question, any time, no delay



**4. Protect Your Data:** With fully redundant infrastructure and incredible security, your critical real estate data will be 100% protected. Not to mention, we include free nightly back-ups, a \$4,000+ value!



**5. Cut out the Middleman:** Reduce reliance on third-party hardware vendors by having one source for all Vision questions, eliminating costly delays and frustration

Our cloud hosting clients **do not need to buy a SQL server or SQL licenses**, which provides tremendous savings and convenience. Cloud hosting clients do need to provide internet access and desktop PC's for installation of the local client.

**If you're interested in electing for cloud hosting for your community**, simply let us know prior to your Vision 8 upgrade or email our Vision 8 Sales Lead, Tasha Vincent, directly ([tvincent@vgsi.com](mailto:tvincent@vgsi.com)).

**Clients that do not elect for cloud hosting will need to provide their own hardware for installing Vision 8, including a SQL server and SQL licenses.** The document that follows describes the relevant hardware and software requirements.

*For any questions, please reach out to:*

Vision 8 Sales Lead: Tasha Vincent, [tvincent@vgsi.com](mailto:tvincent@vgsi.com)

Vision 8 Project Manager: Jim Caiazzi, [jcaiazz@vgsi.com](mailto:jcaiazz@vgsi.com)



## Description of Vision 8 Technical Specs:

Vision 8 is a rich client application that uses a N-tier web service-based application architecture. Vision 8 utilizes the latest software development and operation system technologies from Microsoft.

Vision 8 is developed for Version 4 of Microsoft's .NET Platform. All client and server system components utilize .NET 4.6.1 runtime services. To leverage these new technologies, Windows 7 operating system or later is required for desktop and laptops. Windows Server 2012R2 or later is required for servers.

The Vision 8 core business logic and data access services are deployed within the Microsoft's Web Server (IIS 9.0). Vision 8 is optimized to run on Microsoft's SQL Server 2016 database technology. Microsoft SQL Server 2012 or later is required for servers.

**Please note: SQL server and appropriate licenses are required at the time of your Vision 8 install. If customers do not elect for cloud hosting, it is the customer's responsibility to purchase the server and any licenses that are required.**

This document contains minimal and recommended configurations for the server, client PC's, and printers. There is also a section on basic networking recommendations that will provide some performance gains.

### Disclaimer:

The hardware specifications represent currently or recently available system configurations and are provided first and foremost as a guide for the purchase of new computer systems as part of this upgrade. Clients with existing hardware that does not fall within the specifications detailed below may apply for a support waiver by providing their current hardware specifications to the Customer Support department ([customersupport@vgsi.com](mailto:customersupport@vgsi.com)). If it is found that the current hardware specifications are sufficient, the client will be provided with a written response to that effect.

The specification guidelines provided below for PCs and Servers are largely in response to the resource intensive nature of these newer operating systems. While the manufacture's minimum requirements are very forgiving, it is our opinion that they are impractical.

## Small Installation Single Server Setup:

In a single server setup, the server is used as application server as well as database server.

- The specifications are for a dedicated server i.e. only used by Vision 8.
- The disk size specs account for one copy of the database. If multiple copies of the database are needed, the appropriate hard disk sizes should be used.
- The size of server or client hard drives should account for other applications and any future expansion.
- GIS, Associated documents, and JPEG's for images take up a considerable amount of space, 5000 images need 300MB at minimum. The below hard drive recommendations do NOT include sizing for GIS, Associated documents, and images as these file sizes can vary greatly.

Combination DB and Application Server Size	Minimum Requirements	Optimum Performance (Recommended)
1-5 Users or 1000 to 10,000 Parcels	<ul style="list-style-type: none"> <li>• Intel Celeron G3900 2.8 GHz w/2MB Cache</li> <li>• 300 GB 7.2k RPM <u>SATA</u></li> <li>• 4 GB RAM</li> <li>• Windows 2012R2 Server (IIS9)</li> <li>• SQL Server 2012 Standard with Reporting Services</li> <li>• Onsite or Cloud Backup Solution</li> <li>• 1 Gb Ethernet Network Card</li> </ul>	<ul style="list-style-type: none"> <li>• Intel Xeon E5-2620 v4 2.1 GHz w/20MB Cache</li> <li>• 300 GB under RAID 5 <u>SAS</u></li> <li>• 8 GB RAM</li> <li>• Windows 2012R2 Server (IIS 9)</li> <li>• SQL Server 2016 with Reporting Services</li> <li>• Onsite or Cloud Backup Solution</li> <li>• 1 Gb Ethernet Network Card</li> </ul>
6-10 Users or 10,000 to 20,000 Parcels	<ul style="list-style-type: none"> <li>• Intel Core i3 6100 3.7 GHz w/3MB Cache</li> <li>• 500 GB under RAID5 <u>SATA</u></li> <li>• 8 GB RAM</li> <li>• Windows 2012R2 Server (IIS9)</li> <li>• SQL Server 2012 Standard with Reporting Services</li> <li>• Onsite or Cloud Backup Solution</li> <li>• 1 Gb Ethernet Network Card</li> </ul>	<ul style="list-style-type: none"> <li>• Intel Xeon E5-2620 v4 2.1 GHz w/20MB Cache</li> <li>• 500 GB under RAID 5 <u>SAS</u></li> <li>• 16 GB RAM</li> <li>• Windows 2012R2 Server (IIS 9)</li> <li>• SQL Server 2016 with Reporting Services</li> <li>• Onsite or Cloud Backup Solution</li> <li>• 1 Gb Ethernet Network Card</li> </ul>
11+ Users or 20,000+ Parcels	<ul style="list-style-type: none"> <li>• Intel Xeon E3-1220 v5 3.0 GHz w/8MB Cache</li> <li>• 600 GB under RAID5 <u>SAS</u></li> <li>• 16 GB RAM</li> <li>• Windows 2012R2 Server (IIS9)</li> <li>• SQL Server 2012 Standard with Reporting Services</li> <li>• Onsite or Cloud Backup Solution</li> <li>• 1 Gb Ethernet Network Card</li> </ul>	<ul style="list-style-type: none"> <li>• Intel Xeon E5-2630 v4 2.2 GHz w/25MB Cache</li> <li>• 2 Channel RAID card</li> <li>• Operating System under RAID 1 on 1<sup>st</sup> Channel</li> <li>• 600 GB under RAID 5 on 2nd Channel <u>SAS</u> (for SQL Server)</li> <li>• 32 GB RAM</li> <li>• Windows 2012R2 Server (IIS 9)</li> <li>• SQL Server 2016 with Reporting Services</li> <li>• Onsite or Cloud Backup Solution</li> <li>• 1 Gb Ethernet Network Card</li> </ul>



## Large Installation Multi Server Setup

A multi-server configuration is required for large/high volume installations of more than 40 users or more than 40,000 parcels.

- The specifications are for a dedicated server i.e. only used by Vision 8.
- The disk size specs account for one copy of the database. If multiple copies of the database are needed, the appropriate hard disk sizes should be used.
- The size of server or client hard drives should account for other applications and any future expansion.
- GIS, Associated documents, and JPEG's for images take up a considerable amount of space, 5000 images need 300MB at minimum. The below hard drive recommendations do NOT include sizing for GIS, Associated documents, and images as these file sizes can vary greatly.

## Large Installation Configuration

Server	Minimum Hardware Requirements	Optimum Hardware for Performance (Recommended)
Database Server	<ul style="list-style-type: none"> <li>• Intel Xeon E3-1220 v5 3.0 GHz w/8MB Cache</li> <li>• 600 GB under RAID5 <u>SAS</u></li> <li>• 8 GB RAM</li> <li>• 1Gb Ethernet Network Card</li> <li>• Windows 2012R2 Server</li> <li>• SQL Server 2012 with Reporting Services</li> </ul>	<ul style="list-style-type: none"> <li>• Intel Xeon E5-2630 v4 2.2 GHz w/25MB Cache</li> <li>• 2 Channel RAID card</li> <li>• Operating System under RAID 1 on 1<sup>st</sup> Channel</li> <li>• 600 GB under RAID 5 on 2nd Channel <u>SAS</u> (for SQL Server)</li> <li>• 32 GB RAM</li> <li>• 1 Gb Ethernet Network Card</li> <li>• Windows 2012R2 Server</li> <li>• SQL Server 2016 with Reporting Services</li> </ul>
Application Server	<ul style="list-style-type: none"> <li>• Intel Xeon E3-1220 v5 3.0 GHz w/8MB Cache</li> <li>• 600 GB under RAID5 <u>SAS</u></li> <li>• 8 GB RAM</li> <li>• 1Gb Ethernet Network Card</li> <li>• Windows 2012R2 Server</li> </ul>	<ul style="list-style-type: none"> <li>• Intel Xeon E5-2630 v4 2.2 GHz w/25MB Cache</li> <li>• 2 Channel RAID card</li> <li>• Operating System under RAID 1 on 1<sup>st</sup> Channel</li> <li>• 600 GB under RAID 5 on 2nd Channel <u>SAS</u> (for SQL Server)</li> <li>• 32 GB RAM</li> <li>• 1 Gb Ethernet Network Card</li> <li>• Windows 2012R2 Server</li> </ul>

## Desktop PC

The minimum operating resolution for Appraisal Vision 8 is 1366x768. For that reason, Vision Government Solutions is increasing its minimum recommended client monitor size to 20"

Minimum Requirements	Optimum Performance (Recommended)
<ul style="list-style-type: none"> <li>• Intel Celeron J3060 2.48 GHz</li> <li>• 100 GB Hard Drive (7200 RPM)</li> <li>• Windows 7 (32bit)</li> <li>• 4 GB RAM</li> <li>• Color Monitor 20"</li> <li>• 100 MB Network Ethernet Card</li> <li>• Small UPS</li> <li>• Internet access (At least one Client)</li> </ul>	<ul style="list-style-type: none"> <li>• Intel Core i5-6500 3.2 Ghz</li> <li>• 500 GB Hard Drive (7200 RPM)</li> <li>• Windows 7 (64bit)</li> <li>• 8 GB RAM</li> <li>• Color Monitor 22" or plus</li> <li>• 100/1000 MB Network Ethernet Card</li> <li>• Small UPS</li> <li>• Internet Access (At least one Client)</li> </ul>

## Printer Configuration

At least one client used for large printing jobs should have sufficient disk space, i.e. 4-6 GB.

Minimum Requirements	Optimum Performance (Recommended)
HP LaserJet P3015 Series Duplex Option (dn or x models) Legal tray 42 PPM (single sided no graphics)	HP LaserJet Enterprise 600 45 PPM (single sided no graphics)

## General Recommendations

- Try to keep all application users on the same network backplane as the application server. The application server and database should reside on the same network backplane.
- If possible, use a 1000 MB connection or higher from the server to the network switch
- If possible, make sure your server hard drives are in a RAID configuration for fault tolerance

**CLOUD SERVICES  
SCHEDULE**

This Cloud Services CAMA Software Schedule (“Schedule”) is made part of the Master Software License and Services Agreement by and between Vision Government Solutions, Inc., a Massachusetts corporation with its principal place of business at 1 Cabot Road, Hudson, Massachusetts 01749 (“Vision”) and the Town of Andover, Connecticut (“Customer”) (the “Agreement”). Vision and Customer may be collectively referred to as “Parties” or individually as a “Party.”

WHEREAS, Vision is willing to provide, and Customer desires to utilize Vision’s Cloud Computing Service, on the terms and subject to the conditions set forth herein.

NOW, THEREFORE, in consideration of the foregoing premises and of the conditions and mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

**1 Definitions**

- 1.1 All capitalized terms used herein shall have the meanings attributed to them within the Agreement unless otherwise noted.
- 1.2 “Cloud Computing Service” shall mean any Service provided by Vision that allows Customer to access their data or software on Vision server(s)
- 1.3 “User” or “CAMA User” shall mean an employee of the Customer that was granted access to Customer’s Vision 8 CAMA Database by the customer,
- 1.4 “Vision Server(s)” shall mean any server that is owned or licensed to Vision and made available to clients by Vision.

**2 Hardware, Software, Services and Terms**

- 2.1 Vision will provide sufficient space on our server(s) for client’s Vision 8 CAMA Database, Associated Documents, and GIS data
- 2.2 Vision will install Client’s Vision 8 CAMA database obtained and converted under CAMA Software Statement of Work (SOW) Agreement
- 2.3 The terms and fees included in this Cloud Services Agreement are in addition to the terms and fees outlined in the SOW agreement, Annual Maintenance Agreement and Web Portal Public Access Agreement
- 2.4 Vision will install all required server software including SQL
- 2.5 Vision will set-up and configure nightly backups of the CAMA Data and appropriate system files
- 2.6 Customer will remain responsible to maintain their local intranet in good working order
- 2.7 Customer will remain responsible to provide internet access with sufficient band width to all CAMA users

**3 Term and Automatic Renewal**

- 3.1 The term of this Schedule shall commence upon the later of (i) the installation of Vision 8 or (ii) the execution of this Schedule and shall continue for one (1) year (“Initial Term”). Thereafter, the term will continue with

automatic renewals for additional successive one (1) year periods, unless written notice of non-renewal is delivered by either Party to the other not less than sixty (60) calendar days prior to the expiration date of the then-current term (“Renewal Term”). Both the Initial Term and any Renewal Term may be referred to collectively as the “Term.”

#### **4 Warranty**

- 4.1 The Services Warranty as described within the Agreement shall be the exclusive warranty governing any Services provided within this Schedule.

#### **5 Project Implementation Services**

- 5.1 Vision shall provide installation instructions to install the necessary local interfaces to access the Software and Services. Vision shall provide assistance with the installation process as needed.
- 5.2 Customer shall promptly, upon completion of such installation, test the Installed Software using its data and notify Vision of any Defects or deficiencies
- 5.3 Customer shall commence installation at its convenience once Vision has released to it the instructions for installation.

#### **6 Customer Support**

- 6.1 During the Term, upon and subject to the terms and conditions of the Agreement, the CAMA Software Statement of Work (SOW), and this Schedule, Vision will provide to Customer during Business Hours reasonable operational support and assistance as described in the Software Maintenance Agreement.
- 6.2 Vision shall use commercially reasonable efforts to respond to any request for support hereunder within one (1) business day of receiving such request.
- 6.3 We strive for uptime of 99.999% and have had no service level issues in the last two years.

#### **7 Security**

- 7.1 The Customer must keep confidential any of its passwords associated with the Software and Services. In addition, Customer must secure the hardware upon which the Software will be accessed using, antivirus software, malware protection software, or similar software protecting against malicious software, computer viruses, hijacking, or other offensive attack. A failure to adhere to the preceding statements will undermine Vision’s efforts for securing the Customer’s data stored on Vision’s servers.
- 7.2 Vision uses industry best practices to manage our hosted solution including nightly backups, off-site backups, 24/7 Network Monitoring, SSL, Firewalls, DMZ, IP Whitelisting, Anti-Virus / Malware scanning, disaster recovery, user access restrictions and permissions.

## 8 Customer Restrictions and Responsibilities

- a) Customer is authorized to access and utilize our servers to:
  - (1) Access, view, edit, maintain or otherwise utilize their CAMA data, Associated Documents, GIS files, or Pictometry/EagleView Files
- b) Customer will not install or access any software or programs on our servers without prior written approval from Vision
- c) No 3<sup>rd</sup> Party access is allowed under this agreement. Customer will get prior written approval for all consultants, agents and other non-employee personnel that are requesting access to our servers. Additional fees may be charged if Vision is required to grant access to any third parties, or if customer violates this provision.
- d) Customer will not utilize our server(s) to access the internet with prior written approval, other than indirect internet access through the CAMA UI.
- e) Customer will ensure that its content will not violate any applicable law. Customer is solely responsible for the development, content, operation, maintenance, and use of its Content.
- f) We may suspend your or right to access or use any portion or all of the Service Offerings immediately upon notice to you if we determine:
  - (1) Your use of our Service Offerings:
    - (a) Pose a security risk to the Service Offerings or any other customer,
    - (b) Could adversely impact our systems, the Service Offerings or Content of any other customer,
    - (c) Could subject us, our affiliates, or any other customer to liability, or
    - (d) Could be fraudulent;
  - (2) You are in breach of this Agreement;
  - (3) You are in breach of your payment obligations under this agreement

## 9 Other Exclusions

- 9.1 Notwithstanding anything herein to the contrary, the Services to be provided hereunder shall not be covered by this Schedule, and shall be provided (if at all) on a time and materials basis, if the Software malfunctions due to:
  - a) A modification or alteration of the Software or Service not provided by Vision;
  - b) Use of the Software or Service in a manner for which it was not designed; or
  - c) The failure of Customer to fulfill any obligation under this Schedule or the Agreement.
- 9.2 The procurement of and costs associated with third party software licenses including but not limited to Microsoft office suite, ESRI, Marshall and Swift, etc. are excluded from this Schedule.

## 10 Fees and Payments

- 10.1 The fee for the Software and Services performed hereunder during the Initial Term shall be as follows (“Initial Fee”):
  - a) Initial Cloud Hosting Fee of Two Thousand Five Hundred Dollars (\$2,500)
- 10.2 The Initial Fee shall be due and payable in the first year upon the later of execution of this Schedule or thirty (30) days prior to the commencement of the Services hereunder and must be paid in full prior to the commencement of Services hereunder. For each subsequent year of the Initial Term and any Renewal Term, the applicable fee shall be paid in full at least thirty (30) days prior to the expiration of the current term.
- 10.3 The Initial Fee shall be fixed as set forth in this Agreement for the Initial Term, but the fee for any Renewal Term (“Renewal Fee”) shall be as determined by Vision, which shall give Customer notice thereof not less than thirty (30) days prior to the expiration of the then-current Renewal Term.
- 10.4 Any Renewal Fee hereunder shall be due and payable in full not later than two (2) business days prior to the commencement of such Renewal Term.
- 10.5 Customer agrees to pay for Services provided at Customer’s request that are not covered by, or are expressly excluded from this Schedule within thirty (30) days of receipt of an invoice therefor at Vision’s then-current prices.
- 10.6 With Customer’s prior approval and if travel is necessary to perform the Services herein described, Customer shall pay to Vision, within thirty (30) days of receipt of an invoice, all reasonable out-of-pocket expenses incurred by Vision in performing the Services for Customer under this Agreement, including but not limited to expenses for travel, meals, lodging and parts.

## 11 Termination; Suspension of Service

- 11.1 Customer shall have the right to terminate this Schedule upon Sixty (60) days written notice to Vision, provided that no such termination shall result in a refund to Customer of the Initial Fee or any Renewal Fee paid hereunder, nor shall it terminate the obligation to pay any remaining portions of the Total Initial Fee not yet invoiced.
- 11.2 Vision reserves the right to suspend the performance of Services under this Schedule if the Customer fails to pay the Initial Fee or any Renewal Fee within ninety (90) days of becoming due. During any such suspension, Services shall be restored once any outstanding Initial Fee or Renewal Fee has been paid in-full.
- 11.3 Any termination of the Agreement shall result in the immediate termination of this Schedule subject to the terms and conditions of the Agreement and this Schedule.
- 11.4 The termination of this Schedule shall be without prejudice to any rights of either party against the other, and such termination shall not relieve either party of any of its obligations to the other existing at the time of termination.

By signing below, each party acknowledges that it has read this Schedule and the Agreement to which it is attached, understands them, and agrees to be bound by their terms and further agrees that they are the complete and exclusive statement of the agreement between the parties, which supersedes and merges all prior proposals, understandings, and all other agreements, oral or written, between the Parties relating to the subject matter of this Schedule. This Schedule may not be modified or altered except by a written instrument duly executed by both parties.

FURTHER, each Party has full power and authority and has been duly authorized to enter into and perform its obligation under this Agreement, including Licensee's authority to enter into an agreement of this scope and duration, all necessary approvals having been obtained. The execution, delivery and performance of this Agreement by each Party shall not violate, create a default under or breach of any charter, bylaws, agreement or other contract, license, permit, indebtedness, certificate, order decree or security instrument to which such Party or any of its principles is a party or subject to.

In witness whereof, the Parties hereto have hereunto set their hands and seals as of their respective dates written below.

**Customer:**

Town of Andover, Connecticut  
17 School Road  
Andover, CT 06232

**Vision:**

Vision Government Solutions, Inc.  
1 Cabot Road  
Hudson, MA 01749

Signature:

Signature:

By:

By:

Its:

Its:

Date:

Date:

# Treasurer's Report



**SW - Rev Summary**  
**Andover Town & School 2019-2020**

11/04/2019  
 Fiscal Year 2019-2020

Note: AcntBalance Includes AcntInvoiced Balance

		Orig Revenue	Transfers	Adj Revenue	Mtd Net	Ytd Debits	Ytd Credits	Balance	% Recvd
	10 Property Taxes								
<b>PROGRAM</b>	101 Current Year Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$3,579.17	\$0.00	(\$3,579.17)	--
<b>PROGRAM</b>	102 COC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	103 Interest on Active	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$11,403.94	(\$23,596.06)	32.58%
<b>PROGRAM</b>	104 Lien on Active Taxes	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$2,153.55	\$953.55	179.46%
<b>PROGRAM</b>	105 Principle on Suspense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	106 Interest on Suspense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	107 Lien on Suspense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	108 Prior Year Taxes	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	(\$100,000.00)	0.00%
<b>PROGRAM</b>	109 NSF/DMV/Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	110 Supplemental MV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	900 Reclass of Transfers for Statement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>FUNCTION</b>	0000 General Revenue	\$136,200.00	\$0.00	\$136,200.00	\$0.00	\$3,579.17	\$13,557.49	(\$126,221.68)	7.33%
<b>OBJECT</b>	10 Property Taxes	\$136,200.00	\$0.00	\$136,200.00	\$0.00	\$3,579.17	\$13,557.49	(\$126,221.68)	7.33%
	20 Intergovernmental Revenues								
<b>PROGRAM</b>	203 Boat Registrations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	209 PILOT State Property	\$9,631.00	\$0.00	\$9,631.00	\$0.00	\$0.00	\$0.00	(\$9,631.00)	0.00%
<b>PROGRAM</b>	211 Vetern's Tax Relief	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	213 Property Tax Relief and Circuit Bre	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	221 Manufacturers Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	222 Municipal grants in aid	\$2,620.00	\$0.00	\$2,620.00	\$0.00	\$0.00	\$0.00	(\$2,620.00)	0.00%
<b>PROGRAM</b>	223 Mashantucket-Pequot Grant	\$6,680.00	\$0.00	\$6,680.00	\$0.00	\$0.00	\$0.00	(\$6,680.00)	0.00%
<b>PROGRAM</b>	226 State Miscellaneous	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$1,035.00	(\$1,965.00)	34.50%
<b>PROGRAM</b>	227 Municipal Revenue Sharing	\$43,820.00	\$0.00	\$43,820.00	\$0.00	\$0.00	\$0.00	(\$43,820.00)	0.00%
<b>PROGRAM</b>	238 Disabled Program	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00	(\$450.00)	0.00%
<b>PROGRAM</b>	239 Telephone Access	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	(\$5,000.00)	0.00%
<b>PROGRAM</b>	418 FEMA-1/FY13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--

**SW - Rev Summary**  
**Andover Town & School 2019-2020**

11/04/2019  
 Fiscal Year 2019-2020

Note: AcntBalance Includes AcntInvoiced Balance

		Orig Revenue	Transfers	Adj Revenue	Mtd Net	Ytd Debits	Ytd Credits	Balance	% Recvd
<b>PROGRAM</b>	419 FEMA-2/FY13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>FUNCTION</b>	0000 General Revenue	\$71,201.00	\$0.00	\$71,201.00	\$0.00	\$0.00	\$1,035.00	(\$70,166.00)	1.45%
<b>PROGRAM</b>	231 Historic Documents Preservation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>FUNCTION</b>	0100 General Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	201 Federal Highway Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	215 Local Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	227 Municipal Revenue Sharing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>FUNCTION</b>	0300 Public Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	207 Law Enforcement Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	237 DOT Moving Violations Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>FUNCTION</b>	0400 Public Safety	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	217 Special Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	219 Education Cost Sharing	\$1,921,253.00	\$0.00	\$1,921,253.00	\$0.00	\$0.00	\$0.00	(\$1,921,253.00)	0.00%
<b>PROGRAM</b>	225 Transportation Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>FUNCTION</b>	0900 Education	\$1,921,253.00	\$0.00	\$1,921,253.00	\$0.00	\$0.00	\$0.00	(\$1,921,253.00)	0.00%
<b>OBJECT</b>	20 Intergovernmental Revenues	\$1,992,454.00	\$0.00	\$1,992,454.00	\$0.00	\$0.00	\$1,035.00	(\$1,991,419.00)	0.05%
	30 Investment Income								
<b>PROGRAM</b>	303 Interest	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$3,459.88	\$19,977.74	(\$8,482.14)	66.07%
<b>FUNCTION</b>	0000 General Revenue	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$3,459.88	\$19,977.74	(\$8,482.14)	66.07%
<b>OBJECT</b>	30 Investment Income	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$3,459.88	\$19,977.74	(\$8,482.14)	66.07%
	40 Licenses, Fees and Charges for Good								
<b>PROGRAM</b>	401 Permits	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)	0.00%
<b>PROGRAM</b>	407 Town Clerks fees, licenses, and p	\$45,000.00	\$0.00	\$45,000.00	\$0.00	\$0.00	\$20,837.63	(\$24,162.37)	46.31%
<b>PROGRAM</b>	408 Town Clerk PA05228	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	409 Dial-A-Ride	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	417 Selectman's Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>FUNCTION</b>	0100 General Government	\$45,500.00	\$0.00	\$45,500.00	\$0.00	\$0.00	\$20,837.63	(\$24,662.37)	45.80%

**SW - Rev Summary**  
**Andover Town & School 2019-2020**

11/04/2019  
 Fiscal Year 2019-2020

Note: AcntBalance Includes AcntInvoiced Balance

		Orig Revenue	Transfers	Adj Revenue	Mtd Net	Ytd Debits	Ytd Credits	Balance	% Recvd
<b>PROGRAM</b>	413 Transfer Station Receipts	\$36,000.00	\$0.00	\$36,000.00	\$0.00	\$40.00	\$20,280.00	(\$15,760.00)	56.22%
<b>PROGRAM</b>	415 Waste Redemption	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$126.70	(\$373.30)	25.34%
<b>FUNCTION</b>	0700 Sanitation and Waste	\$36,500.00	\$0.00	\$36,500.00	\$0.00	\$40.00	\$20,406.70	(\$16,133.30)	55.80%
<b>PROGRAM</b>	405 Building Department Receipts	\$32,000.00	\$0.00	\$32,000.00	\$1,683.77	\$1,683.77	\$15,216.96	(\$18,466.81)	42.29%
<b>FUNCTION</b>	0800 Planning and Land Use	\$32,000.00	\$0.00	\$32,000.00	\$1,683.77	\$1,683.77	\$15,216.96	(\$18,466.81)	42.29%
<b>OBJECT</b>	40 Licenses, Fees and Charges for G	\$114,000.00	\$0.00	\$114,000.00	\$1,683.77	\$1,723.77	\$56,461.29	(\$59,262.48)	48.02%
	80 Other Revenues								
<b>PROGRAM</b>	801 Miscellaneous	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$307.84	\$5,391.43	\$2,083.59	169.45%
<b>PROGRAM</b>	803 Rentals	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$600.00	(\$900.00)	40.00%
<b>FUNCTION</b>	0000 General Revenue	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$307.84	\$5,991.43	\$1,183.59	126.30%
<b>OBJECT</b>	80 Other Revenues	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$307.84	\$5,991.43	\$1,183.59	126.30%
<b>FUND</b>	100 General Fund - Town	\$2,272,154.00	\$0.00	\$2,272,154.00	\$1,683.77	\$9,070.66	\$97,022.95	(\$2,184,201.71)	3.87%
<b>Grand Total for Report</b>		\$2,272,154.00	\$0.00	\$2,272,154.00	\$1,683.77	\$9,070.66	\$97,022.95	(\$2,184,201.71)	3.87%

**TOWN BUDGET SUMMARY**  
**Andover Town & School 2019-2020**

11/04/2019  
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0101-100 First Selectman Salary	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
1-100-01-0101-105 Selectmen Salary	\$4,800.00	\$4,800.00	\$0.00	\$0.00	\$0.00	\$4,800.00	0.00%
1-100-01-0101-115 Board Clerk BOS	\$1,500.00	\$1,500.00	\$397.50	\$0.00	\$0.00	\$1,102.50	26.50%
1-100-01-0101-330 CONF. SEMINARS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0101-381 Moving	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0101-580 Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0101-810 Dues/ Memberships	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-01-0101-836 Veteran's Day Committee	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
01 General Government	\$9,400.00	\$9,400.00	\$397.50	\$0.00	\$0.00	\$9,002.50	4.23%
1-100-01-0102-100 Town Administrator Salary	\$87,550.00	\$87,550.00	\$5,937.39	\$0.00	\$0.00	\$81,612.61	6.78%
1-100-01-0102-120 Adminstrative Assistant	\$13,840.00	\$13,840.00	\$2,985.46	\$0.00	\$0.00	\$10,854.54	21.57%
1-100-01-0102-150 Merit Based Compensation Adj Pool	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0102-330 Conference/Seminars	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
1-100-01-0102-535 Mobile Phone	\$650.00	\$650.00	\$157.80	\$0.00	\$0.00	\$492.20	24.28%
1-100-01-0102-580 Mileage	\$1,600.00	\$1,600.00	\$100.00	\$0.00	\$0.00	\$1,500.00	6.25%
1-100-01-0102-810 Dues/Memberships	\$350.00	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	0.00%
01 General Government	\$104,290.00	\$104,290.00	\$9,180.65	\$0.00	\$0.00	\$95,109.35	8.80%
1-100-01-0103-121 Board Clerk Wages-BOF	\$1,715.00	\$1,715.00	\$0.00	\$0.00	\$0.00	\$1,715.00	0.00%
1-100-01-0103-310 Legal	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
1-100-01-0103-610 Office Supplies-BOF	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.00%
01 General Government	\$6,765.00	\$6,765.00	\$0.00	\$0.00	\$0.00	\$6,765.00	0.00%
1-100-01-0105-320 Annual Audit-Auditor	\$32,000.00	\$32,000.00	\$0.00	\$0.00	\$0.00	\$32,000.00	0.00%
1-100-01-0105-322 Accounting Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0105-325 Actuarial Services	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0.00%
01 General Government	\$35,500.00	\$35,500.00	\$0.00	\$0.00	\$0.00	\$35,500.00	0.00%
1-100-01-0107-310 Legal Retainer	\$19,000.00	\$19,000.00	\$2,250.00	\$0.00	\$0.00	\$16,750.00	11.84%
1-100-01-0107-311 P & Z-Legal Counsel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0107-312 Assessor - Legal Counsel	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00%
01 General Government	\$25,000.00	\$25,000.00	\$2,250.00	\$0.00	\$0.00	\$22,750.00	9.00%
1-100-01-0109-100 Salary-Treasurer	\$61,800.00	\$61,800.00	\$13,073.06	\$0.00	\$0.00	\$48,726.94	21.15%
1-100-01-0109-120 Assistant Treasurer	\$28,388.00	\$28,388.00	\$5,953.20	\$0.00	\$0.00	\$22,434.80	20.97%
1-100-01-0109-155 FY18 Treasurer Office Supplement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0109-330 Conference/Seminars	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-01-0109-438 Equip. Maint.-Treasurer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0109-580 Mileage	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-01-0109-609 Equipment-Treasurer	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
1-100-01-0109-735 Computer Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$92,388.00	\$92,388.00	\$19,026.26	\$0.00	\$0.00	\$73,361.74	20.59%

**TOWN BUDGET SUMMARY**  
**Andover Town & School 2019-2020**

11/04/2019  
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0111-100 Salary-Tax Collector	\$43,941.00	\$43,941.00	\$9,293.91	\$0.00	\$0.00	\$34,647.09	21.15%
1-100-01-0111-109 DMV Fees	\$850.00	\$850.00	\$0.00	\$0.00	\$0.00	\$850.00	0.00%
1-100-01-0111-330 Conf. & Seminars-Tax Collector	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
1-100-01-0111-371 Bounced Check Fee-Tax Collector	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0111-438 Equip. Maint.-Tax Collector	\$8,500.00	\$8,500.00	\$7,801.65	\$0.00	\$0.00	\$698.35	91.78%
1-100-01-0111-580 Mileage-Tax Collector	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00%
1-100-01-0111-610 Office Supplies-Tax Collector	\$680.00	\$680.00	\$195.00	\$0.00	\$0.00	\$485.00	28.68%
1-100-01-0111-810 MEMBERSHIP	\$100.00	\$100.00	\$20.00	\$0.00	\$0.00	\$80.00	20.00%
1-100-01-0111-901 Tax Collector-Equipment	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
01 General Government	\$55,121.00	\$55,121.00	\$17,310.56	\$0.00	\$0.00	\$37,810.44	31.40%
1-100-01-0113-100 Salary-Assessor	\$28,374.00	\$28,374.00	\$6,002.25	\$0.00	\$0.00	\$22,371.75	21.15%
1-100-01-0113-120 Salary-Assst. Assessor	\$34,765.00	\$34,765.00	\$7,352.85	\$0.00	\$0.00	\$27,412.15	21.15%
1-100-01-0113-335 Training/Assessor	\$610.00	\$610.00	\$0.00	\$0.00	\$0.00	\$610.00	0.00%
1-100-01-0113-438 Software-Assessor	\$16,162.00	\$16,162.00	\$13,962.00	\$0.00	\$0.00	\$2,200.00	86.39%
1-100-01-0113-580 Mileage-Assessor	\$500.00	\$500.00	\$55.92	\$0.00	\$0.00	\$444.08	11.18%
1-100-01-0113-610 Office Supplies-Assessor	\$400.00	\$400.00	\$192.50	\$0.00	\$0.00	\$207.50	48.13%
1-100-01-0113-612 Books / Subs.-Assessor	\$450.00	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00	0.00%
01 General Government	\$81,261.00	\$81,261.00	\$27,565.52	\$0.00	\$0.00	\$53,695.48	33.92%
1-100-01-0115-100 Salaries-BAA	\$656.00	\$656.00	\$0.00	\$0.00	\$0.00	\$656.00	0.00%
1-100-01-0115-120 BAA-Clerk	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-01-0115-335 BAA-Training	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00%
01 General Government	\$906.00	\$906.00	\$0.00	\$0.00	\$0.00	\$906.00	0.00%
1-100-01-0117-100 Salary-Town Clerk	\$46,731.00	\$46,731.00	\$9,885.48	\$0.00	\$0.00	\$36,845.52	21.15%
1-100-01-0117-120 Asst. Salary-Town Clerk	\$21,940.00	\$21,940.00	\$4,241.82	\$0.00	\$0.00	\$17,698.18	19.33%
1-100-01-0117-330 Conf. / Seminars-Town Clerk	\$1,000.00	\$1,000.00	\$430.00	\$0.00	\$0.00	\$570.00	43.00%
1-100-01-0117-335 Training-Town clerk	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
1-100-01-0117-438 Equip. Maint.-Town Clerk	\$540.00	\$540.00	\$0.00	\$0.00	\$0.00	\$540.00	0.00%
1-100-01-0117-580 Mileage-Town Clerk	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-01-0117-610 Office Supplies-Town Clerk	\$1,400.00	\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,400.00	0.00%
1-100-01-0117-612 Land Records-Town Clerk	\$10,100.00	\$10,100.00	\$2,524.60	\$0.00	\$0.00	\$7,575.40	25.00%
1-100-01-0117-616 Maps Fiming & Indexing-Town Clerk	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
1-100-01-0117-810 Dues / Memberships-Town Clerk	\$500.00	\$500.00	\$40.00	\$0.00	\$0.00	\$460.00	8.00%
1-100-01-0117-865 Vital Statistics-Town Clerk	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
1-100-01-0117-885 Restoration-Town Clerk	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
01 General Government	\$85,611.00	\$85,611.00	\$17,121.90	\$0.00	\$0.00	\$68,489.10	20.00%
1-100-01-0119-800 Misc. Expenses-Probate Court	\$3,054.00	\$3,054.00	\$3,054.00	\$0.00	\$0.00	\$0.00	100.00%
01 General Government	\$3,054.00	\$3,054.00	\$3,054.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-01-0121-100 Salaries-Elections	\$14,095.00	\$14,095.00	\$0.00	\$0.00	\$0.00	\$14,095.00	0.00%
1-100-01-0121-335 Training - Elections	\$550.00	\$550.00	\$0.00	\$0.00	\$0.00	\$550.00	0.00%

**TOWN BUDGET SUMMARY**  
**Andover Town & School 2019-2020**

11/04/2019  
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0121-438 Equip. Maint.-Elections	\$3,000.00	\$3,000.00	\$600.00	\$0.00	\$0.00	\$2,400.00	20.00%
1-100-01-0121-610 Supplies-Elections	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0.00%
1-100-01-0121-800 MISC/CANV	\$120.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0.00%
1-100-01-0121-830 Meals-Elections	\$550.00	\$550.00	\$0.00	\$0.00	\$0.00	\$550.00	0.00%
01 General Government	\$25,315.00	\$25,315.00	\$600.00	\$0.00	\$0.00	\$24,715.00	2.37%
1-100-01-0123-432 Building Maint.- Old Town Hall	\$3,200.00	\$3,200.00	\$250.00	\$0.00	\$0.00	\$2,950.00	7.81%
1-100-01-0123-490 Alarm System-Old Town Hall	\$800.00	\$800.00	\$393.55	\$0.00	\$0.00	\$406.45	49.19%
1-100-01-0123-530 Telephone-Old Town Hall	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0123-601 Electricity-Old Town Hall	\$570.00	\$570.00	\$145.16	\$0.00	\$0.00	\$424.84	25.47%
1-100-01-0123-603 Fuel Oil-Old Town Hall	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
01 General Government	\$4,970.00	\$4,970.00	\$788.71	\$0.00	\$0.00	\$4,181.29	15.87%
1-100-01-0125-100 Salary-Registrars	\$7,712.00	\$7,712.00	\$0.00	\$0.00	\$0.00	\$7,712.00	0.00%
1-100-01-0125-120 Asst. Salary-Registrars	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00%
1-100-01-0125-330 CONF & SEMINARS	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0.00%
1-100-01-0125-335 Registrar-Training	\$3,500.00	\$3,500.00	\$120.00	\$0.00	\$0.00	\$3,380.00	3.43%
1-100-01-0125-580 Mileage-Registrars	\$500.00	\$500.00	\$59.16	\$0.00	\$0.00	\$440.84	11.83%
1-100-01-0125-610 Office Supplies-Registrars	\$600.00	\$600.00	\$11.50	\$0.00	\$0.00	\$588.50	1.92%
1-100-01-0125-810 Dues / Memberships-Registrars	\$200.00	\$200.00	\$170.00	\$0.00	\$0.00	\$30.00	85.00%
01 General Government	\$14,512.00	\$14,512.00	\$360.66	\$0.00	\$0.00	\$14,151.34	2.49%
1-100-01-0127-540 Legal Ads-Advertising	\$5,500.00	\$5,500.00	\$1,508.89	\$0.00	\$0.00	\$3,991.11	27.43%
01 General Government	\$5,500.00	\$5,500.00	\$1,508.89	\$0.00	\$0.00	\$3,991.11	27.43%
1-100-01-0129-315 Payroll Service-Town Office	\$7,185.00	\$7,185.00	\$925.31	\$0.00	\$0.00	\$6,259.69	12.88%
1-100-01-0129-330 CONFERENCES & SEMINARS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0129-350 Water Testing	\$500.00	\$500.00	\$98.00	\$0.00	\$0.00	\$402.00	19.60%
1-100-01-0129-365 Elevator-Service Contract	\$2,400.00	\$2,400.00	\$2,203.20	\$0.00	\$0.00	\$196.80	91.80%
1-100-01-0129-401 Elevator Permit	\$240.00	\$240.00	\$0.00	\$0.00	\$0.00	\$240.00	0.00%
1-100-01-0129-430 ProComm.Maint. Agr.-Town Office Building	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
1-100-01-0129-432 Building Maint.-Town Office Building	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0.00%
1-100-01-0129-434 Furnace Maint.-Town Office Building	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-01-0129-439 Software Maint.-Town Office Building	\$4,000.00	\$4,000.00	\$2,495.68	\$0.00	\$0.00	\$1,504.32	62.39%
1-100-01-0129-442 Computer Tech Support	\$8,000.00	\$8,000.00	\$1,687.50	\$0.00	\$0.00	\$6,312.50	21.09%
1-100-01-0129-444 Copier Rental-Town Office	\$2,600.00	\$2,600.00	\$748.27	\$0.00	\$0.00	\$1,851.73	28.78%
1-100-01-0129-490 Alarm System-Town Office	\$300.00	\$300.00	\$250.00	\$0.00	\$0.00	\$50.00	83.33%
1-100-01-0129-493 TN 911	\$10,069.00	\$10,069.00	\$10,068.80	\$0.00	\$0.00	\$0.20	99.99%
1-100-01-0129-530 Telephone-Town Office Building	\$10,600.00	\$10,600.00	\$2,876.34	\$0.00	\$0.00	\$7,723.66	27.14%
1-100-01-0129-531 Postage-Town Office	\$7,500.00	\$7,500.00	\$1,000.00	\$0.00	\$0.00	\$6,500.00	13.33%
1-100-01-0129-533 Postage Meter Rental-Town Office	\$600.00	\$600.00	\$150.00	\$0.00	\$0.00	\$450.00	25.00%
1-100-01-0129-537 Internet Cable-Office Building	\$1,650.00	\$1,650.00	\$447.40	\$0.00	\$0.00	\$1,202.60	27.12%
1-100-01-0129-550 Printing-Town Office Building	\$1,400.00	\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,400.00	0.00%

**TOWN BUDGET SUMMARY**  
**Andover Town & School 2019-2020**

11/04/2019  
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0129-601 Electricity-Town Office Building	\$7,700.00	\$7,700.00	\$2,358.03	\$0.00	\$0.00	\$5,341.97	30.62%
1-100-01-0129-603 Fuel Oil-Town Office Building	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
1-100-01-0129-609 Equipment-Town Office Building	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
1-100-01-0129-610 Office Supplies-Town Office Building	\$2,000.00	\$2,000.00	\$1,251.32	\$0.00	\$0.00	\$748.68	62.57%
1-100-01-0129-611 Office Furniture	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
1-100-01-0129-652 Janitorial Supplies-Town Office Building	\$1,000.00	\$1,000.00	\$214.46	\$0.00	\$0.00	\$785.54	21.45%
1-100-01-0129-735 Computer Repl. & Service Town Office	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$79,844.00	\$79,844.00	\$26,774.31	\$0.00	\$0.00	\$53,069.69	33.53%
1-100-01-0131-100 Adm. Asst. Salary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0131-140 Wages-Administrative Asst I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0131-141 Wages-Administrative Asst II	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0131-142 Wages-Administrative Asst III	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0131-360 Web Site	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0133-815 Dog Damage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0135-100 Salary-Civil Preparedness	\$515.00	\$515.00	\$0.00	\$0.00	\$0.00	\$515.00	0.00%
1-100-01-0135-335 Civil Preparedness Training	\$350.00	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	0.00%
1-100-01-0135-435 Vehicle Maintenance	\$1,000.00	\$1,000.00	\$157.26	\$0.00	\$0.00	\$842.74	15.73%
1-100-01-0135-535 Mobil Phone-Civil Prep	\$750.00	\$750.00	\$268.27	\$0.00	\$0.00	\$481.73	35.77%
01 General Government	\$2,615.00	\$2,615.00	\$425.53	\$0.00	\$0.00	\$2,189.47	16.27%
1-100-01-0137-500 Insurance	\$109,252.00	\$109,252.00	\$63,731.00	\$0.00	\$0.00	\$45,521.00	58.33%
01 General Government	\$109,252.00	\$109,252.00	\$63,731.00	\$0.00	\$0.00	\$45,521.00	58.33%
1-100-01-0141-205 Social Security-Employee Benefits	\$46,500.00	\$46,500.00	\$9,555.53	\$0.00	\$0.00	\$36,944.47	20.55%
1-100-01-0141-207 Medicare-Employee Benefits	\$10,800.00	\$10,800.00	\$2,234.73	\$0.00	\$0.00	\$8,565.27	20.69%
1-100-01-0141-210 Unempl. Comp.-Employee Benefits	\$7,500.00	\$7,500.00	\$1,001.64	\$0.00	\$0.00	\$6,498.36	13.36%
1-100-01-0141-215 Health Insurance-Employee Benefits	\$205,000.00	\$205,000.00	\$64,655.98	\$0.00	\$0.00	\$140,344.02	31.54%
1-100-01-0141-220 Dental-Employee Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0141-221 Longevity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0141-223 Disability-Employee Benefits	\$2,100.00	\$2,100.00	\$728.50	\$0.00	\$0.00	\$1,371.50	34.69%
1-100-01-0141-225 Life Ins.-Employee Benefits	\$1,200.00	\$1,200.00	\$502.05	\$0.00	\$0.00	\$697.95	41.84%
1-100-01-0141-230 Retirement-Employee Benefits	\$80,000.00	\$80,000.00	\$14,075.88	\$0.00	\$0.00	\$65,924.12	17.59%
1-100-01-0141-280 Physicals-Employee Benefits	\$2,500.00	\$2,500.00	\$300.00	\$0.00	\$0.00	\$2,200.00	12.00%
1-100-01-0141-290 Amort. Merf-Employee Benefits	\$131.00	\$131.00	\$131.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-01-0141-295 Adm. Fee Merf.-Employee Benefits	\$2,990.00	\$2,990.00	\$2,990.00	\$0.00	\$0.00	\$0.00	100.00%
01 General Government	\$358,721.00	\$358,721.00	\$96,175.31	\$0.00	\$0.00	\$262,545.69	26.81%
1-100-01-0143-100 Salaries-Drivers/Dispatch	\$15,107.00	\$15,107.00	\$3,022.89	\$0.00	\$0.00	\$12,084.11	20.01%
1-100-01-0143-380 Comm. Drivers Test-Dial a Ride	\$1,000.00	\$1,000.00	\$300.00	\$0.00	\$0.00	\$700.00	30.00%

**TOWN BUDGET SUMMARY**  
**Andover Town & School 2019-2020**

11/04/2019  
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0143-435 Vehicle Maint.-Dial a Ride	\$3,000.00	\$3,000.00	\$1,639.25	\$0.00	\$0.00	\$1,360.75	54.64%
1-100-01-0143-580 Dial-A-Ride Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0143-603 Fuel-Dial a Ride	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
1-100-01-0143-630 Oil-Dial a Ride	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0143-810 Due / Memberships-Dial a Ride	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$21,107.00	\$21,107.00	\$4,962.14	\$0.00	\$0.00	\$16,144.86	23.51%
1-100-01-0145-100 Municipal Agent-Salary	\$2,265.00	\$2,265.00	\$220.52	\$0.00	\$0.00	\$2,044.48	9.74%
1-100-01-0145-330 Municipal Agent-Conferences	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-531 Postage-Senior Citizens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-537 Internet Cable-Seniors Citizens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-580 Municipal Agent-Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-610 Municipal Agent-Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-800 McSweeney Center-Senior Citizens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-820 Senior Lunch-Senior Citizens	\$1,080.00	\$1,080.00	\$1,080.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-01-0145-840 Municipal Agents-Senior Citizens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-870 Programs-Senior Citizens	\$2,000.00	\$2,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	50.00%
1-100-01-0145-875 Trips-Senior Citizens	\$4,000.00	\$4,000.00	\$709.00	\$0.00	\$0.00	\$3,291.00	17.73%
1-100-01-0145-901 Equipment-Municipal Agent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$9,345.00	\$9,345.00	\$3,009.52	\$0.00	\$0.00	\$6,335.48	32.20%
1-100-01-0147-365 Cleaning Service	\$10,000.00	\$10,000.00	\$2,315.00	\$0.00	\$0.00	\$7,685.00	23.15%
01 General Government	\$10,000.00	\$10,000.00	\$2,315.00	\$0.00	\$0.00	\$7,685.00	23.15%
1-100-01-0149-432 Building Maint.-Old Fire House	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0149-434 Furnace Maint.-Old Fire House	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
1-100-01-0149-490 Alarm Maint.-Old Fire House	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
1-100-01-0149-530 Telephone-Old Fire House	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0149-601 Electricity-Old Fire House	\$2,200.00	\$2,200.00	\$283.44	\$0.00	\$0.00	\$1,916.56	12.88%
1-100-01-0149-603 Fuel Oil-Old Fire House	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-01-0149-605 Propane-Old Fire House	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$3,250.00	\$3,250.00	\$283.44	\$0.00	\$0.00	\$2,966.56	8.72%
1-100-01-0151-100 Dog Warden Salary-Dog Fund	\$3,500.00	\$3,500.00	\$740.80	\$0.00	\$0.00	\$2,759.20	21.17%
1-100-01-0151-434 Furnace Maintenance - Dog Pound	\$165.00	\$165.00	\$0.00	\$0.00	\$0.00	\$165.00	0.00%
1-100-01-0151-580 Dog Warden-Mileage	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
1-100-01-0151-610 Dog Warden - Supplies	\$750.00	\$750.00	\$273.90	\$0.00	\$0.00	\$476.10	36.52%
01 General Government	\$4,815.00	\$4,815.00	\$1,014.70	\$0.00	\$0.00	\$3,800.30	21.07%
1-100-01-0153-800 Historical Society	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
01 General Government	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-01-0155-800 TOWN ETHICS COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



**TOWN BUDGET SUMMARY**  
**Andover Town & School 2019-2020**

11/04/2019  
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-02-0201-841 Health Director	\$17,600.00	\$17,600.00	\$8,802.08	\$0.00	\$0.00	\$8,797.92	50.01%
1-100-02-0201-999 EASTERN HIGHLANDS HEALTH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
02 Conservation	\$17,600.00	\$17,600.00	\$8,802.08	\$0.00	\$0.00	\$8,797.92	50.01%
1-100-02-0203-842 Visiting Nurse Assoc.	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
02 Conservation	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
1-100-02-0205-843 N.C. Mental Health	\$231.00	\$231.00	\$231.00	\$0.00	\$0.00	\$0.00	100.00%
02 Conservation	\$231.00	\$231.00	\$231.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-02-0207-844 AHM Youth Services	\$41,503.00	\$41,503.00	\$20,729.60	\$0.00	\$0.00	\$20,773.40	49.95%
02 Conservation	\$41,503.00	\$41,503.00	\$20,729.60	\$0.00	\$0.00	\$20,773.40	49.95%
1-100-03-0301-100 Salary-Public Works	\$168,833.00	\$168,833.00	\$35,442.01	\$0.00	\$0.00	\$133,390.99	20.99%
1-100-03-0301-111 Temp/PW	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
1-100-03-0301-112 Overtime/PW	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
1-100-03-0301-390 Tree Removal-Public Works Department	\$10,000.00	\$10,000.00	\$5,510.00	\$0.00	\$0.00	\$4,490.00	55.10%
1-100-03-0301-391 Fire Ext. Ck.-Public Works	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
1-100-03-0301-392 Welding Supply-Public Works	\$850.00	\$850.00	\$178.70	\$0.00	\$0.00	\$671.30	21.02%
1-100-03-0301-431 Tires Maint.-Public Works	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
1-100-03-0301-435 Vehicle Maint.Public Works	\$12,000.00	\$12,000.00	\$13,519.88	\$0.00	\$0.00	(\$1,519.88)	112.67%
1-100-03-0301-437 Sweeper Exp.-Public Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0301-448 Misc. Labor/Rental-Town Garage	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
1-100-03-0301-535 Mobile Phone-Public Works	\$400.00	\$400.00	\$151.96	\$0.00	\$0.00	\$248.04	37.99%
1-100-03-0301-602 Diesel-Public Works	\$20,000.00	\$20,000.00	\$627.05	\$0.00	\$0.00	\$19,372.95	3.14%
1-100-03-0301-603 Fuel-Public Works	\$4,000.00	\$4,000.00	\$1,112.90	\$0.00	\$0.00	\$2,887.10	27.82%
1-100-03-0301-620 Brooms-Public Works	\$950.00	\$950.00	\$0.00	\$0.00	\$0.00	\$950.00	0.00%
1-100-03-0301-622 Tires-Public Works	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
1-100-03-0301-630 Lub Oils Engine-Public Works Department	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-03-0301-632 Trans. Oil-Public Works Department	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0301-633 Filters/antifreeze-Public Works Department	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
1-100-03-0301-634 Grease-Public Works Department	\$130.00	\$130.00	\$0.00	\$0.00	\$0.00	\$130.00	0.00%
1-100-03-0301-635 J.D. Oil-Public Works Department	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0301-636 Hyd. Oil-Public Works Department	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-03-0301-637 Fuel Add.-Public Works Department	\$750.00	\$750.00	\$515.74	\$0.00	\$0.00	\$234.26	68.77%
1-100-03-0301-638 Shop Supplies-Public Works	\$2,600.00	\$2,600.00	\$811.85	\$0.00	\$0.00	\$1,788.15	31.23%
1-100-03-0301-640 Sweeper Supplies-Public Works	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-03-0301-654 Uniforms & Shoes-Town Garage	\$2,700.00	\$2,700.00	\$642.66	\$0.00	\$0.00	\$2,057.34	23.80%
1-100-03-0301-730 Radios-Public Works	\$1,000.00	\$1,000.00	\$55.00	\$0.00	\$0.00	\$945.00	5.50%
1-100-03-0301-732 Signs-Public works	\$2,150.00	\$2,150.00	\$249.00	\$0.00	\$0.00	\$1,901.00	11.58%
1-100-03-0301-734 Tools-Public Works	\$2,700.00	\$2,700.00	\$39.99	\$0.00	\$0.00	\$2,660.01	1.48%
1-100-03-0301-810 Dues/ Memberships-Public Works	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
03 Public Works	\$242,563.00	\$242,563.00	\$58,856.74	\$0.00	\$0.00	\$183,706.26	24.26%

**TOWN BUDGET SUMMARY**  
**Andover Town & School 2019-2020**

11/04/2019  
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-03-0303-130 Overtime Wages-Snow Removal	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
1-100-03-0303-365 Contracted Snow Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0303-436 Ice Maint. Bldg.--Snow Removal	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
1-100-03-0303-624 Paint-Snow Removal	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-03-0303-642 Plow Blades-Snow Removal	\$2,400.00	\$2,400.00	\$0.00	\$0.00	\$0.00	\$2,400.00	0.00%
1-100-03-0303-643 Sanding Equip-Snow Removal	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
1-100-03-0303-644 Sand-Snow Removal	\$24,000.00	\$24,000.00	\$0.00	\$0.00	\$0.00	\$24,000.00	0.00%
1-100-03-0303-646 Salt-Snow Removal	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0.00%
1-100-03-0303-830 Meals-Snow Removal	\$650.00	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00	0.00%
03 Public Works	\$88,550.00	\$88,550.00	\$0.00	\$0.00	\$0.00	\$88,550.00	0.00%
1-100-03-0305-410 Street Lighting	\$7,500.00	\$7,500.00	\$1,747.14	\$0.00	\$0.00	\$5,752.86	23.30%
03 Public Works	\$7,500.00	\$7,500.00	\$1,747.14	\$0.00	\$0.00	\$5,752.86	23.30%
1-100-03-0307-451 Road Maintenance-Town Aid Roads	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0307-716 Times Farms Rd Bridge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0307-999 Town Aid Roads	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03 Public Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0309-215 Medical / Drug-Town Garage	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
1-100-03-0309-330 Conf/Seminars-Town Garage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0309-432 Building Maint.-Town Garage	\$4,000.00	\$4,000.00	\$855.00	\$0.00	\$0.00	\$3,145.00	21.38%
1-100-03-0309-434 Furnance Maint.-Town Garage	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
1-100-03-0309-490 Alarm Systems-Town Garage	\$300.00	\$300.00	\$250.00	\$0.00	\$0.00	\$50.00	83.33%
1-100-03-0309-530 Telephone-Town Garage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0309-537 Internet Cable-Town Garage	\$1,200.00	\$1,200.00	\$347.55	\$0.00	\$0.00	\$852.45	28.96%
1-100-03-0309-601 Electricity-Town Garage	\$3,600.00	\$3,600.00	\$684.37	\$0.00	\$0.00	\$2,915.63	19.01%
1-100-03-0309-603 Fuel Oil-Town Garage	\$5,100.00	\$5,100.00	\$0.00	\$0.00	\$0.00	\$5,100.00	0.00%
1-100-03-0309-610 Office Supplies-Town Garage	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-03-0309-618 Computer Supplies-Town Garage	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00%
03 Public Works	\$15,750.00	\$15,750.00	\$2,136.92	\$0.00	\$0.00	\$13,613.08	13.57%
1-100-03-0311-370 Consulting Fees-Engineer	\$6,000.00	\$6,000.00	\$977.50	\$0.00	\$0.00	\$5,022.50	16.29%
03 Public Works	\$6,000.00	\$6,000.00	\$977.50	\$0.00	\$0.00	\$5,022.50	16.29%
1-100-03-0313-420 Mowing-Ground Care	\$14,000.00	\$14,000.00	\$9,134.64	\$0.00	\$0.00	\$4,865.36	65.25%
1-100-03-0313-422 Beautifications-Ground Care	\$1,500.00	\$1,500.00	\$148.29	\$0.00	\$0.00	\$1,351.71	9.89%
1-100-03-0313-424 Old Cemetary - Maintenance	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
03 Public Works	\$17,000.00	\$17,000.00	\$9,282.93	\$0.00	\$0.00	\$7,717.07	54.61%
1-100-04-0401-121 Board Clerk Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0401-438 Equip. Maint.-Fire Department	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0401-800 Fire Department	\$136,650.00	\$136,650.00	\$68,325.00	\$0.00	\$0.00	\$68,325.00	50.00%
04 Public Safety	\$136,650.00	\$136,650.00	\$68,325.00	\$0.00	\$0.00	\$68,325.00	50.00%

**TOWN BUDGET SUMMARY**  
**Andover Town & School 2019-2020**

11/04/2019  
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-04-0403-130 Overtime-Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0403-375 Contract St. Fee-Law Enforcement	\$175,356.00	\$175,356.00	\$0.00	\$0.00	\$0.00	\$175,356.00	0.00%
1-100-04-0403-535 Mobile Phone / Pager-Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0403-610 Office Supplies-Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0403-810 Dues/Fees-Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0403-901 Office Equipment-Law Enforcement	\$200.00	\$200.00	\$70.00	\$0.00	\$0.00	\$130.00	35.00%
<b>04 Public Safety</b>	<b>\$175,556.00</b>	<b>\$175,556.00</b>	<b>\$70.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$175,486.00</b>	<b>0.04%</b>
1-100-04-0405-100 Salary - Fire Marshall	\$7,500.00	\$7,500.00	\$1,586.53	\$0.00	\$0.00	\$5,913.47	21.15%
1-100-04-0405-110 Deputy Salary	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0.00%
1-100-04-0405-335 Training-Fire Marshall	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-04-0405-535 Pager / PHONE-Fire Marshall	\$120.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0.00%
1-100-04-0405-610 Office Supplies-Fire Marshall	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.00%
1-100-04-0405-612 Subscriptions/Fire Marshall	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
1-100-04-0405-810 Dues / Memberships-Fire Marshall	\$125.00	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00	0.00%
1-100-04-0405-901 Equipment-Fire Marshall	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
<b>04 Public Safety</b>	<b>\$10,395.00</b>	<b>\$10,395.00</b>	<b>\$1,586.53</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,808.47</b>	<b>15.26%</b>
1-100-05-0501-100 Social Worker Sal.-Welfare	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00%
1-100-05-0501-530 Social Services Phone	\$350.00	\$350.00	\$88.56	\$0.00	\$0.00	\$261.44	25.30%
1-100-05-0501-580 Social Services-Mileage	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.00%
1-100-05-0501-830 Food & Clothing	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
1-100-05-0501-845 Social Services-ACCESS	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00%
<b>05 Public Welfare</b>	<b>\$1,600.00</b>	<b>\$1,600.00</b>	<b>\$88.56</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,511.44</b>	<b>5.54%</b>
1-100-06-0601-800 Misc. Exp-Memorial Day	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00%
1-100-06-0601-835 Memorial Day Comm.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>06 Recreation</b>	<b>\$800.00</b>	<b>\$800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$800.00</b>	<b>0.00%</b>
1-100-06-0603-436 Outside Maintenance-Recreation Comm	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-06-0603-493 Outside Facility-Recreation Comm	\$2,630.00	\$2,630.00	\$0.00	\$0.00	\$0.00	\$2,630.00	0.00%
1-100-06-0603-601 Electricity - Recreation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-06-0603-870 Programs-Recreation Comm	\$5,835.00	\$5,835.00	\$1,588.77	\$0.00	\$0.00	\$4,246.23	27.23%
<b>06 Recreation</b>	<b>\$8,465.00</b>	<b>\$8,465.00</b>	<b>\$1,588.77</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,876.23</b>	<b>18.77%</b>
1-100-07-0701-100 Wages-Transfer Station	\$20,000.00	\$20,000.00	\$4,233.30	\$0.00	\$0.00	\$15,766.70	21.17%
1-100-07-0701-350 Water Testing-Transfer Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0701-438 Maintenance-Transfer Station	\$4,800.00	\$4,800.00	\$81.40	\$0.00	\$0.00	\$4,718.60	1.70%
1-100-07-0701-442 Brush Pile Removal	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0.00%
1-100-07-0701-480 Hauling Fees-Transfer Station	\$40,000.00	\$40,000.00	\$9,911.41	\$0.00	\$0.00	\$30,088.59	24.78%
1-100-07-0701-481 Bulky Waste-Transfer Station	\$25,000.00	\$25,000.00	\$9,386.78	\$0.00	\$0.00	\$15,613.22	37.55%
1-100-07-0701-493 Outdoor Facility-Transfer Station	\$900.00	\$900.00	\$300.00	\$0.00	\$0.00	\$600.00	33.33%
1-100-07-0701-530 Telephone-Transfer Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0701-580 Transfer Station-Mileage	\$0.00	\$0.00	\$52.78	\$0.00	\$0.00	(\$52.78)	0.00%

**TOWN BUDGET SUMMARY**

**Andover Town & School 2019-2020**

11/04/2019

Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-07-0701-601 Electricity-Transfer Station	\$2,700.00	\$2,700.00	\$371.89	\$0.00	\$0.00	\$2,328.11	13.77%
1-100-07-0701-800 Transfer Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0701-803 Compactor Lease Transfer Station	\$3,000.00	\$3,000.00	\$1,000.00	\$0.00	\$0.00	\$2,000.00	33.33%
1-100-07-0701-810 Dues / Membership-Transfer Station	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-07-0701-998 Tipping Fees-Transfer Station	\$55,000.00	\$55,000.00	\$11,890.45	\$0.00	\$0.00	\$43,109.55	21.62%
07 Sanitation and Waste	\$159,100.00	\$159,100.00	\$37,228.01	\$0.00	\$0.00	\$121,871.99	23.40%
1-100-07-0703-482 Hazardous Waste-Recycling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0703-484 Antifreeze Pickup-Recycling	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-07-0703-485 Used Oil Pickup-Recycling	\$500.00	\$500.00	\$104.50	\$0.00	\$0.00	\$395.50	20.90%
1-100-07-0703-486 Freon Removal-Recycling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0703-488 Tire Pickup-Recycling	\$550.00	\$550.00	\$571.50	\$0.00	\$0.00	(\$21.50)	103.91%
1-100-07-0703-631 Oil Filters-Recycling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0703-807 Transfer Station-Permits	\$800.00	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-07-0703-810 Dues / Memb.-Recycling	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
07 Sanitation and Waste	\$2,550.00	\$2,550.00	\$1,476.00	\$0.00	\$0.00	\$1,074.00	57.88%
1-100-08-0801-800 Economic Development Comm.	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-08-0801-999 Economic Development Comm.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
08 Planning and Land Use	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-08-0803-100 Wages-Planning & Zoning	\$1,350.00	\$1,350.00	\$75.00	\$0.00	\$0.00	\$1,275.00	5.56%
1-100-08-0803-115 Board Clerk - PZC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0803-310 Legal/Professional P&Z	\$5,000.00	\$5,000.00	\$625.00	\$0.00	\$0.00	\$4,375.00	12.50%
1-100-08-0803-320 Contract Planner	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0803-335 Training-Planning & Zoning	\$350.00	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	0.00%
1-100-08-0803-340 Planning & Zoning - Mapping	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-08-0803-610 Office Supplies-Planning & Zoning	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-08-0803-810 Dues / Memberships-Planning & Zoning	\$110.00	\$110.00	\$0.00	\$0.00	\$0.00	\$110.00	0.00%
08 Planning and Land Use	\$7,010.00	\$7,010.00	\$700.00	\$0.00	\$0.00	\$6,310.00	9.99%
1-100-08-0805-100 Wages-Zoning Board of Appeals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0805-115 Board Clerk - ZBA	\$500.00	\$500.00	\$60.00	\$0.00	\$0.00	\$440.00	12.00%
1-100-08-0805-610 Supplies	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
08 Planning and Land Use	\$600.00	\$600.00	\$60.00	\$0.00	\$0.00	\$540.00	10.00%
1-100-08-0807-100 Wages - Building Department	\$8,360.00	\$8,360.00	\$1,337.20	\$0.00	\$0.00	\$7,022.80	16.00%
1-100-08-0807-120 Clerk's Wages-Building Department	\$34,230.00	\$34,230.00	\$7,125.89	\$0.00	\$0.00	\$27,104.11	20.82%
1-100-08-0807-285 Substitute Coverage	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
1-100-08-0807-330 Conf. / Seminars-Building Department	\$75.00	\$75.00	\$0.00	\$0.00	\$0.00	\$75.00	0.00%
1-100-08-0807-438 Equipment maint.-Building Dept.	\$900.00	\$900.00	\$434.00	\$0.00	\$0.00	\$466.00	48.22%
1-100-08-0807-455 LAND USE FEES/STATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0807-580 Mileage-Building Department	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-08-0807-610 Office Supplies-Building Department	\$500.00	\$500.00	\$204.71	\$0.00	\$0.00	\$295.29	40.94%

**TOWN BUDGET SUMMARY**  
**Andover Town & School 2019-2020**

11/04/2019  
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-08-0807-612 Bks. & Manuals-Building Department	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
1-100-08-0807-810 Dues / Membership-Building Department	\$155.00	\$155.00	\$0.00	\$0.00	\$0.00	\$155.00	0.00%
1-100-08-0807-901 Building Dept.-Equipment	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
08 Planning and Land Use	\$46,270.00	\$46,270.00	\$9,101.80	\$0.00	\$0.00	\$37,168.20	19.67%
1-100-08-0809-100 Wages-Inland/Wetlands	\$4,600.00	\$4,600.00	\$1,874.35	\$0.00	\$0.00	\$2,725.65	40.75%
1-100-08-0809-115 Board Clerk - IWC	\$1,000.00	\$1,000.00	\$213.75	\$0.00	\$0.00	\$786.25	21.38%
1-100-08-0809-335 Training-Inland/Wetlands	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	(\$75.00)	0.00%
1-100-08-0809-350 Water Testing-Wetlands	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0809-365 Purchased Services-Inland/Wetlands	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0809-580 Mileage-Wetlands	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
1-100-08-0809-610 Office Supplies-Inland/Wetland	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.00%
1-100-08-0809-614 Maps-Inland/Wetlands	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0809-800 Inland Wetland Comm.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0809-810 Dues / Memberships-Inland/Wetlands	\$0.00	\$0.00	\$65.00	\$0.00	\$0.00	(\$65.00)	0.00%
08 Planning and Land Use	\$5,950.00	\$5,950.00	\$2,228.10	\$0.00	\$0.00	\$3,721.90	37.45%
1-100-08-0815-330 Conservation-membership	\$0.00	\$0.00	\$65.00	\$0.00	\$0.00	(\$65.00)	0.00%
1-100-08-0815-335 Conservation-training	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-08-0815-609 Conservation-equipment	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-08-0815-800 Conservation Commission	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0815-810 Conservation-conferences	\$300.00	\$300.00	\$65.00	\$0.00	\$0.00	\$235.00	21.67%
1-100-08-0815-811 Conservation - POCD Implementation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0815-813 Conservation - Trail Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
08 Planning and Land Use	\$600.00	\$600.00	\$130.00	\$0.00	\$0.00	\$470.00	21.67%
1-100-08-0817-100 Salary-Zoning Agent	\$10,600.00	\$10,600.00	\$1,971.43	\$0.00	\$0.00	\$8,628.57	18.60%
1-100-08-0817-580 Mileage-Zoning Agent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0817-610 Office Supplies-Zoning Agent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
08 Planning and Land Use	\$10,600.00	\$10,600.00	\$1,971.43	\$0.00	\$0.00	\$8,628.57	18.60%
1-100-08-0819-810 Capital Region Council of Govt.	\$7,861.00	\$7,861.00	\$7,136.00	\$0.00	\$0.00	\$725.00	90.78%
08 Planning and Land Use	\$7,861.00	\$7,861.00	\$7,136.00	\$0.00	\$0.00	\$725.00	90.78%
1-100-09-0901-527 Education-RHAM/AES Retirement Ben	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-09-0901-590 RHAM Payment	\$4,890,623.00	\$4,890,623.00	\$1,141,342.00	\$0.00	\$0.00	\$3,749,281.00	23.34%
1-100-09-0901-595 Board of Education Expenses	\$4,065,000.00	\$4,065,000.00	\$578,993.88	\$0.00	\$0.00	\$3,486,006.12	14.24%
09 Education	\$8,955,623.00	\$8,955,623.00	\$1,720,335.88	\$0.00	\$0.00	\$7,235,287.12	19.21%
1-100-10-1001-100 Library Payroll	\$71,800.00	\$71,800.00	\$15,123.04	\$0.00	\$0.00	\$56,676.96	21.06%
1-100-10-1001-800 Library	\$26,079.00	\$26,079.00	\$13,039.50	\$0.00	\$0.00	\$13,039.50	50.00%
10 Library	\$97,879.00	\$97,879.00	\$28,162.54	\$0.00	\$0.00	\$69,716.46	28.77%
1-100-11-1101-451 Road Improvement	\$200,000.00	\$200,000.00	\$24,600.00	\$0.00	\$0.00	\$175,400.00	12.30%
1-100-11-1101-700 Old Fire House-Capital Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**TOWN BUDGET SUMMARY**  
**Andover Town & School 2019-2020**

11/04/2019  
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-11-1101-701 Town Garage-Capital Expenditure	\$32,615.00	\$32,615.00	\$0.00	\$0.00	\$0.00	\$32,615.00	0.00%
1-100-11-1101-702 Highway Dept-Capital Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-703 Fire Dept.-Capital Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-704 Old Town Hall-Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-707 Library-Capital Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-714 Revaluation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-715 P & Z-Capital POCD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-717 Reval Printer, Software-Capital Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-718 Public Work-Capital Expenditures	\$0.00	\$0.00	\$95,124.00	\$0.00	\$0.00	(\$95,124.00)	0.00%
1-100-11-1101-719 Town Clerk - Wide Format Printer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-720 Senior-Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-721 AES CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-722 Open Space Commitments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-723 Pedestrian Bridge Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-724 Transfer Station Shed	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
1-100-11-1101-725 F250 Plow Truck	\$39,000.00	\$39,000.00	\$798.00	\$0.00	\$0.00	\$38,202.00	2.05%
1-100-11-1101-861 Severance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
11 Capital Outlay	\$296,615.00	\$296,615.00	\$120,522.00	\$0.00	\$0.00	\$176,093.00	40.63%
1-100-12-1201-960 School-Debt	\$90,000.00	\$90,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-12-1201-961 Safety Complex-Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
12 Debt Service	\$90,000.00	\$90,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-12-1203-950 School Interest-Interest	\$10,845.00	\$10,845.00	\$6,491.25	\$0.00	\$0.00	\$4,353.75	59.85%
1-100-12-1203-951 Safety Complex Interest-Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
12 Debt Service	\$10,845.00	\$10,845.00	\$6,491.25	\$0.00	\$0.00	\$4,353.75	59.85%
1-100-13-1305-860 Insurance Severance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-890 POCD Implementation Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-891 Community Improvement Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-898 Working Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-899 Contingency	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
1-100-13-1305-900 Reclass of transfers for Statement D	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-901 Town Owned Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-902 Resv. Non-Recurring-Capital Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-905 Transfer - Remaining School Surplus	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-906 Transfer - Public Works Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-907 Transfer - Multi Use Public Building	\$250,000.00	\$250,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	0.00%
1-100-13-1305-908 Fire Engine/Tanker Truck	\$412,000.00	\$412,000.00	\$0.00	\$0.00	\$0.00	\$412,000.00	0.00%
1-100-13-1305-909 Transfer Station Repair	\$25,000.00	\$25,000.00	\$3,575.31	\$0.00	\$0.00	\$21,424.69	14.30%
1-100-13-1305-910 Web Site	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
13 Transfers to other funds	\$757,000.00	\$757,000.00	\$3,575.31	\$0.00	\$0.00	\$753,424.69	0.47%

**TOWN BUDGET SUMMARY**  
**Andover Town & School 2019-2020**

11/04/2019  
 Fiscal Year 2019-2020

		Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
<b>FUND</b>	100 General Fund - Town	\$12,368,158.00	\$12,368,158.00	\$2,501,396.69	\$0.00	\$0.00	\$9,866,761.31	20.22%
<b>Grand Total for Report</b>		\$12,368,158.00	\$12,368,158.00	\$2,501,396.69	\$0.00	\$0.00	\$9,866,761.31	20.22%

**People's United Bank**  
**Cash Accounts**

Month ending: September 30, 2019	Bank Account #	Bank Balance	General Ledger Account		GL Balance	Difference
Municipal checking	5111	600,000.00	A-100-00-0000-990			
Municipal interest checking	5096	3,806,636.57	A-100-00-0000-990		4,190,068.90	216,567.67
Open Space	5137	258,652.13	A-100-00-1980-001	L-100-00-2980-001	258,652.13	0.00
Driveway fund	5187	26,734.91	A-100-00-1949-001	L-100-00-3949-001	26,734.90	0.01
Equipment fund	5252	25,095.76	A-100-00-1949-002	L-100-00-3949-002	25,095.76	0.00
Fire Engine fund	5343	53,587.04	A-100-00-1949-003	L-100-00-3949-003	53,587.04	0.00
Irene Mooney	5567	11,761.29	A-100-00-1949-004	L-100-00-3949-004	11,761.29	0.00
Library fund	5575	181,608.96	A-100-00-1949-005	L-100-00-3949-005	181,608.96	0.00
Library grant	5608	506.31	A-100-00-1949-006	L-100-00-3949-006	506.31	0.00
Nonrecurring Reserve	5624	40,657.29	A-100-00-1949-007	L-100-00-3949-007	40,657.29	0.00
Norton Childrens fund	5632	14,216.31	A-100-00-1949-008	L-100-00-3949-008	14,216.31	0.00
Norton Library fund	5658	3,668.95	A-100-00-1949-009	L-100-00-3949-009	3,668.95	0.00
Norton School fund	5666	9,222.95	A-100-00-1949-010	L-100-00-3949-010	9,222.95	0.00
School Improvement	5690	164,232.86	A-100-00-1949-011	L-100-00-3949-011	164,232.86	0.00
Severance Pay	5723	38,846.38	A-100-00-1949-012	L-100-00-3949-012	38,846.38	0.00
WB & Lizza Sprague	5731	3,255.63	A-100-00-1949-013	L-100-00-3949-013	3,255.63	0.00
Brown & Brown School	5749	25,901.00	A-100-00-1949-014	L-100-00-3949-014	25,901.00	0.00
Working capital	5757	486,183.86	A-100-00-0000-108		486,183.86	0.00
Zoning bond	5765	12,556.44	A-100-00-1949-016	L-100-00-3949-016	12,556.44	0.00
Boivin construction	5773	726.40	A-100-00-1949-017	L-100-00-3949-017	726.40	0.00
Town Clerk preservation	5781	1,141.87	A-100-00-1949-018	L-100-00-3949-018	1,141.87	0.00
Revaluation Fund	5799	47,963.52	A-100-00-1949-019	L-100-00-3949-019	47,963.52	0.00
AES Expansion	0934	8,678.39	A-100-00-1980-002	L-100-00-2980-002	8,678.38	0.01



**Capital Reserve Funds**

			Balance Audited 6/30/2018	Balance Unaudited 6/30/2019	Balance 9/30/2019
5757	working capital	Capital project/equipment expenditures	478,089	484,463	486,184
5624	Nonrecurring Reserve	Expenditures related to non-recurring costs	<b>38,992</b>	40,390	40,657
5343	Fire Engine fund	Purchase of firefighting vehicles	<b>52,695</b>	53,397	53,587
	Fire Dept tanker truck	FY 2020 appropriation			412,000
5690	School Improvement	Capital improvements to AES	<b>180,712</b>	163,651	164,233
5252	Equipment fund	Purchase of equipment	<b>24,678</b>	25,007	25,096
5575	New library Fund	Construction of a new library	<b>178,585</b>	180,966	181,609
	Conserv and Devel Res	POCD	<b>9,200</b>	14,200	14,200
5799	Revaluation Fund	Peformance of 5 year revaluation	<b>36,906</b>	47,772	47,964
	Town Garage Fund	Funding for evaluation and repair, renovation or replacement of DPW garage	<b>100,000</b>	100,000	100,000
	Multi-use Building	Funding for evaluation and replacement of Senior Center with multiuse public building	<b>200,000</b>	200,000	450,000
934	AES Expansion	Expenditures related to expansion of AES	<b>8,534</b>	8,471	8,678

**Nonmajor Governmental Funds**

5137	Open Space	Acquiring land for conservation, recreation, and agriculteral purposes	<b>254,534</b>	229,510	230,123
5723	Severance Pay	Payment of employee severance	<b>59,497</b>	60,171	38,846
	Town Aid Road	state grant	<b>302,820</b>	99,509	97,853
	transfer station repair	FY 2020 appropriation			25,000
	web site	FY 2020 appropriation			20,000

Town of Andover, Connecticut  
 Board of Finance  
 Overexpenditure Report

Report date: \_\_\_\_\_

Department	Budget #	Account Description	Original Budget	Approval			Adjusted Budget	YTD expended			Additional amount	
		Comments		BOS \$\$ amt	BOF \$\$ amt	Mtg date		\$\$	% original	% adjusted	Budgeted	Expended
Town office building	0129-365	Elevator Service contract	2,400.00		3,600.00		6,000.00	2,203.20	92%	37%	3,600.00	(196.80)
		State mandated test not budgeted										
DPW	0301-435	Vehical maint.	12,000.00		6,000.00		18,000.00	12,976.34	108%	72%	6,000.00	976.34
		Large transmission repair										
DPW	0309-490	Alarm system - town garage	300.00		300.00		600.00	250.00	83%	42%	300.00	(50.00)
		ongoing maint. issues w/old system										
transfer station	0703-488	tire pick up - recycling	550.00		450.00		1,000.00	571.50	104%	57%	450.00	21.50
		underbudgeted										
<b>Totals</b>											10,350.00	751.04

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

Budget Account #	Account Description	Original Budget	Additional amount requested	Comments

Approval	Name	Signature	Date
Dept Head/Board or Commission Chair			
Town Administrator			
Board of Selectmen	Meeting date:		
Board of Finance in excess of \$2,000.00	Meeting date:		

# Town Administrator's Report

# Town Administrator's Report - Nov 6 Board of Selectman's Regular Meeting

## RHAM

RHAM Meeting NOV 7<sup>th</sup> 6:30 pm At RHAM media Center to discuss the MBR. Attendance is important to understand the effects of this on Andover.

### Resident State Trooper

The resident state trooper is aware of the current issues with theft in Andover. The Trooper works rotating shifts and the barracks covers the evenings that the Trooper is not working. In most cases the theft is due to unlocked vehicles and people leaving keys and fobs in the vehicles. Law enforcement can only do so much and residents need to lock their cars.

### Access to the Transfer Station

I spoke with a resident today that had an issue with the transfer station passes. That person is a longtime resident of Andover and is now legally blind. That person would like to be able to obtain a sticker that she could use on a friend from Coventry's truck to bring some stuff to the transfer station. She currently has trash pick up, but needs to get rid of stuff.

Could the BOS authorize this in the case of a resident that does not have an automobile?

## Town Hall

### Payroll

We are planning on transitioning to electronic submission of records for payroll. This is the first step in changing to automated clock in/ clock out. There will be more information in the treasurers report.

Ultimate goal. Ease of use- empower employees accountability and tracking

Employees at the town hall, library and public works fingerprint in and out. Payroll is created automatically. Employees input their own PTO requests, which are entered and approved through Prime pay. No pay stubs are printed. Employees can print their paystubs from their individual accounts and track their leave and vacation time.

Do we switch to payroll checks on Thursday?

Poll Workers will be paid directly going forward, not through Prime Pay. The Registrars will still be paid through prime pay.

### Employee Related Matters

I am recommending we Hire 4 new employees

Josh Snarski IWWC, James Hallisey ZEO, Roberta Dougherty Elderly and Social Services Coordinator You have copies of the offer letters included in your packets.

Mr. Snarski and Mr. Hallisey are the most qualified candidates we can find willing to work for Andover

Roberta Dougherty will take this on as an additional responsibility to be done in addition to the Assessors Office. This arrangement and offer is in the form of a MOU with the union to allow a union employee to perform this job.

Kathy Bishop as a CDL driver 15\$ per hour probationary and \$18 per hour after 90 days

Joe Higgins dispute with the Department of Labor. Per revised calculations the payout should have been \$12,729.45 not \$12,505.00 so we owe him and additional \$224.45. This is the conclusion with DOL.

You have a copy of the new proposed personnel policy's for the town of Andover. I sent it to the town attorney to review, I will send a copy to both Unions as a courtesy.

Included is a policy on town hall closures and holiday dismissal.

## **Financial**

Account overages Policy BOF Attached is a Draft by the Chair of the Finance Board. Also additional information from Barbara. The basic premise is instead of doing mid year transfers, I as administrator will be allowed to run accounts negative, but will do so under strict guidelines and oversight. More info as part of the treasurers report.

## **Times Farm Bridge**

Times Farm Bridge Meeting. We have another bill from CME engineering for about \$ 2350.15 Basically they have sent the paperwork to the State. We pay the bill, the state reimburses us 1880.12 in the end it costs us \$470.03. We will still have a final retainage payment for the actual contractor who did the construction- Black and Warner Construction. This is the % retainage that is only released after the state gives final clearance. The state has all the paperwork from CME and should give final close out (soon). What I do not have is the actual number we will owe them. Preliminary numbers are that we owe 22,000 retainage, but have an overpayment of \$11,000. So our final expense will be ~ 11,000 I am supposed to get that from CME, but I have not gotten it yet.

The Times Farm Bridge Account currently has \$171,647.81 so probably we will end up with around 160,000\$ in the account after everything is concluded.

## **Transfer Station Issues**

Compactor still a problem 2-part solution first try to replace the motor with 10 HP single phase motor. This is in the works with WWM. Second longer term solution replace the existing 3 PH converters with proper ones. Per Jeff Murray this would add 4000-6000\$ to the cost of the transfer station renovations.

Blocks for the walls are in and wall construction has started. Goal is to finish walls and back fill in time before the asphalt plants shut down.

I have been asked if the town would consider an area at the transfer station where things that people are disposing of that still have value can be stored. Look for a proposal in the next few months

## **Public Works Facility**

There has been extensive clean up of the public works property. It will be ongoing over the winter and spring- removing 50 years of crap.

Asbestos Abatement is done- final air quality monitoring was fine.

Shed Buildings have been removed. Rusty billings will repair the soffit's where they are open and the contractor will be in shortly the rafter

Masonry Work Needed One estimate from martin G Still in the works

I will begin working on the next round of funding and also look at the remaining budget to try to finish some electrical work in the building where we have unsafe situations.

## **Roads and Bridges**

I suggest the town should hire Brandon Handfield of Yantic River Consultants to be the town Engineer related to Bridges and Culverts. This would be a straight 85\$ per hour charge for engineering services. Goal is to evaluate all the problem culverts prior to spring budget season and prepare a plan to correct the deficiencies

Streetscan I received in depth proposals from 3 pavement management company's, Bata, VBH, and Streetscan. There are advantages and disadvantages to each proposal but my suggestion is to hire Streetscan for a 3 year contact.

## **Cost Basis for Town Government.**

I am presenting a document on the relative cost of Education vs general budget. General conclusion is that Andover's spending relative to education and the general budget are out of line with other towns.

## **Proposal for Shared Services with Bolton**

There is an outline of a proposal for collaboration with Town of Bolton with several possibilities for shared services. We are pursuing other avenues for collaboration with Bolton also.

Possible collaborations:

Education Bolton Other?

Senior/Community Center Bolton

Share a PW director with Bolton?

Regional trail maintenance collaboration equipment only or share personnel?

## General interest Notes from meeting: 11/1/2019

Jeff, Adrian, and myself met with

Sen Steve Cassano

Mark Carlino division Chief of Traffic Engineering 860. 594.2768 Mark.carlino@ct.gov

Craig Babowicz (DOT bureau of policy and planning) P 860.594.2158 email [craig.babowicz@Po.state.US](mailto:craig.babowicz@Po.state.US) on card

Recap of conversation

Mr Carlino will look into the 3 properties outlined What is the status of discussion with transferring them to Andover?

372 RT 6 Andover CT 33/028/0002

410 RT 6 Andover CT 33/032/0003

414 RT 6 Andover CT 33/032/0004

Also He will check on Rt 316 on the paving priority list and see if they can address the worst of the siteline issues.

Funding Mechanisms Discussion examine LOTCIP funding for roads and culverts- coordinate through CRCOG.

Connection at CRCOG Rob Aloise director of planning [raloise@crcog.org](mailto:raloise@crcog.org)

Also Tim Malone tmalone@crcog.org

Also consider Local accident reduction Safety Plan funding

I really need to start attending the CRCOG transportation meetings Next one Monday, November 18th, 2019 (Moved due to Thanksgiving Holiday) Meetings are scheduled at noon at CRCOG, 241 Main Street, 3rd Floor, Hartford, CT 06106 unless notice is sent to the contrary.

Mr. Babowicz will look for the agreement for the pedestrian bridge over Rt 316

I will have town Engineer Gerry Hardisty send the current plans for improvement to Mr. Babowicz.

Local bridge program information is on the DOT website <https://portal.ct.gov/DOT/Local-Bridge-Program/Local-Bridge-Program>

Look to CRCOG for state funding for tree removal.



# Old Business



October 23, 2019 | Proposal

**Town of Andover**

# Municipal Pavement Management





October 23, 2019

Mr. Anderson  
Town Administrator  
Town of Andover  
17 School Road Road  
Andover, CT 06232

Re: Pavement Management Proposal

Mr. Anderson,

Thank you for meeting with me to discuss conducting a pavement management study for the Town. I can tell that you've been studying optional treatments and approaches for the Town to take, and we would be excited to assist you develop and implement a plan to make steady improvement to the Town road conditions.

We've developed the attached proposal based on our discussion. We've included resumes for the key individuals who would be involved with the study as well as some descriptions of previous projects we've conducted.

Please review the attached information and please contact me at 860-573-9856 or [gdaring@vhb.com](mailto:gdaring@vhb.com) with any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "Gordon Daring", written over a horizontal line.

Gordon Daring  
Managing Director



## **Scope of Services**

### **1.0 PROJECT INITIATION & DATA DEVELOPMENT**

VHB will meet with the Town to review the goals and expectations for the project. The schedule for meetings and completion of tasks will be reviewed. The Town will be asked to provide maps, street lists, existing GIS and spreadsheet data, and other records incidental to the execution of this project, including:

- Current Paving Bid & Roadway Paving History
- Accepted road status & CT DOT Town Road List
- Roadway centerline GIS data if available

VHB will develop a pavement management data file with available data provided by the Town, in preparation for the condition evaluation phase.

### **2.0 PAVEMENT CONDITION EVALUATION**

We will identify logical limits of pavement sections for planning future pavement projects. Pavement management sections will be broken out by changes in pavement condition, political boundary, or consistent change in road width.

VHB will evaluate the condition of the Town's approximate 33-mile road network by assessing pavement distresses in the field and estimating a "Pavement Condition Index" (PCI) on a 0 to 100 scale. The focus of the evaluation will be to identify the recommended "treatment band" for each pavement section.

Treatment bands are typically defined as:

- Do Nothing – no immediate maintenance required
- Routine Maintenance – typically, crack sealing is recommended in this band
- Preservation – a variety of treatments may be appropriate in this band, including chip seal, rubber chip seal, microsurfacing, Cape seal, or a thin asphalt overlay
- Structural Improvement – typically, a mill and overlay
- Base Rehabilitation – either reclamation or reconstruction

The pavement condition evaluation data will be recorded and delivered to the Town in a Microsoft Excel compatible format.

### **3.0 ANALYSIS AND REPORTING**

VHB will meet with the Town to discuss the analysis and reporting requirements. Specific discussion will include:

- What maintenance and rehabilitation techniques are available and acceptable to the Town
- What factors make a repair alternative appropriate for a given pavement section



- What bid items are typically included within each treatment type
- Maintenance and Rehabilitation costs
- Funding Scenarios to be analyzed for the project report

### **Budget Analysis**

A list of all applicable treatment types with their associated typical costs will be developed. After the list of repair alternatives is defined, a decision tree is developed to allow for the systematic application of the repair alternatives to pavement sections based on agreed upon criteria. Typical criteria include pavement type, functional classification, PCI and the existence of curbing. Pertinent factors will be reviewed with the Town and implemented in the decision tree.

Projects are typically prioritized using a “Benefit Value” formula. This formula will be reviewed with the Town and may be modified. The standard formula considers estimated average daily traffic, estimated life of the repair, the unit cost of the treatment, and the PCI.

The decision tree will be applied to all segments to create a “Pavement Backlog Report”. The Town and VHB will have an opportunity to field check the results prior to moving forward with further analysis.

### **Reporting**

Once the system has been configured to match decision making policies in Andover, VHB will produce a report of findings that describes the methodology of the project, including decision trees and strategies, summarizes existing roadway conditions, and contains a listing of the inventory, condition ratings, and recommended treatments for the entire roadway network. VHB will include visual examples of each roadway condition type as well as the visual examples of repair options determined to be acceptable by Andover staff and decision makers. VHB will evaluate and report on the estimated effect of various multi-year funding scenarios on the overall condition of the Town road network. In addition to the narrative report, VHB will provide an Excel based listing of all inventory and condition information and treatment recommendations, and PDF maps showing pavement condition and recommended pavement treatments.

### **ADDITIONAL SERVICES**

The following services are available to the Town, but not included in this contract at this time:

#### **Stormwater Inventory**

VHB will conduct an inventory of catch basins, storm manholes, outfalls, and cross culverts along the Town’s 33-mile road network. The location, type of feature, road name, and any comments will be recorded for all these features. In addition, the material and general condition will be recorded for catch basins, outfalls, and cross culverts. VHB will develop the inventory in the field and create printed maps for Town review. It is anticipated that Town staff will have institutional knowledge of some features that may not be easily visible from the roadways. VHB will then return to the field to locate any features that may



have been missed. The inventory will be collected using an ESRI ArcGIS Online “Collector” application, and the inventory will be provided to the Town in the form of an Excel spreadsheet as well as a public web-based map interface (ArcGIS Online).

The above stormwater inventory services can be provided for a fee of \$10,000.

**Ongoing support services**

On an annual basis, VHB is available to update the pavement condition database to reflect improvement projects that have been completed, review the results of pavement improvements that have been performed and consult with the Town regarding the treatments that were applied, review the unit costs of various treatments, perform additional analyses based on updated information, and develop updated reports or presentations. In addition, on a three or four year periodic basis, VHB is available to re-evaluate the pavement conditions on the 33-mile road network.

The fee for these services will be dependent on the level of services desired by the Town.

**PROJECT SCHEDULE**

VHB will work with the Town to establish a schedule that meets the Town’s needs. The schedule will need to avoid periods of time when snow, ice, sand, leaves, or other debris maybe be covering significant portions of the roadways. A suggested schedule, referenced to receipt of a signed contract, is as follows:

<b>Project Task</b>	<b>Completion (Weeks from Signed Contract)</b>
Project Initiation	1
Database Development and GIS Integration	2
Pavement Condition Evaluation (Weather Dependent)	4
Analysis and Report	8

**FEE PROPOSAL**

VHB will provide the professional engineering services to perform this scope of work for the following proposed fee:

<b>Project Task</b>	<b>Proposed Fee</b>
Project Initiation & Data Development	\$2,000
Pavement Condition Evaluation	\$6,600
Analysis and Reporting	\$5,400
<b>Total Project Cost:</b>	<b>\$14,000</b>

## Gordon Daring, PE

Project Manager; Software System Implementation



**Gordon is the Connecticut Managing Director. In addition, he leads VHB's pavement management and engineering services team. A registered Professional Engineer, his specialized pavement management and engineering knowledge is supported by a broad roadway engineering and planning background.**

*39 years of professional experience*

### Education

BS, Civil Engineering, University of Connecticut, 1978

### Registrations/Certifications

Professional Engineer CT, 1985

Professional Engineer (Civil) MA, 1985

Professional Engineer CO, 1983

### Affiliations/Memberships

American Public Works Association, International, Former Chairman, Engineering & Technology

American Public Works Association, New England Chapter, Vice President

American Public Works Association, Florida

Connecticut Association of State and Highway Officials

American Council of Engineering Companies (ACEC)

### Municipal Pavement Services, Massachusetts and Connecticut

Gordon has extensive pavement management services for municipalities that include towns in Massachusetts such as Sandwich, Wakefield, Wilmington, and Yarmouth, and for locations in Connecticut, including Bridgeport, Cheshire, Hartford, East Hartford, Manchester, Meriden, New Britain, Norwalk, Southington, South Windsor, Suffield, Tolland, Waterford, Wethersfield, and Windsor.

### Pavement Management Road Resurvey, Cromwell, CT

Gordon worked with the Town of Cromwell to complete a Pavement Management Road Resurvey. VHB assisted the Town with the management, configuration, and support of its GIS based pavement management system. Gordon managed the data collection effort, met with Town staff to interpret the data and perform analyses that culminated in a presentation of pavement improvement needs to the Town Council.

### Pavement Management Road Resurvey, Tolland, CT

Gordon works with the Town of Tolland to maintain the Town's Pavement Management system. VHB collects detailed distress data of Tolland's road network and generates treatment recommendations using the GIS-based pavement management system. A comprehensive five-year road program is then updated annually for the Town.

### Pavement Engineering Services, Meriden, CT

For close to a decade, Gordon has managed pavement management services for the Town of Meriden, Connecticut.

### Town of South Windsor Pavement Update, South Windsor, CT

Gordon worked with the Town of South Windsor to maintain the Town's Pavement Management System. VHB worked with the town to update its Pavement Management system and analyzed the resulting data in order to produce an executive summary that outlined the overall condition of the Town's pavement network and discusses the effects of various multi-year funding scenarios.

### Pavement Management Services, Hartford, CT

Gordon assisted the City of Hartford in the creation of an initial roadway, sidewalk, and curbing GIS database as well as later updating the pavement condition data for all City maintained pavements. VHB also conducted a general curb inventory and assessment as part of the project. All data collected was subject to a regular data verification process for consistency and completeness.

## **Gordon Daring, PE**

### **East Hartford Road Improvement Program, East Hartford, CT**

Gordon works with the Town of East Hartford to develop and implement the Town's roadway management system. The pavement database is used to develop an annual paving program and provides the needed justification for support of a road bond, currently totaling \$34.5 million. VHB transportation and pavement engineers are then responsible for the pavement materials evaluations, development of pavement rehabilitation alternatives, complete cross-section and plan design, specifications, contract documents, construction administration and quality assurance construction services.

### **Meriden School Board Pavement Management Services, Meriden, CT**

Gordon oversaw the Meriden School Board's pavement and sidewalk surface analysis at the School Board's ten elementary and middle schools. The analysis included existing parking lots, drive isles, and sidewalks at each location.

### **New Haven Sidewalk Inventory and Assessment, New Haven, CT**

Gordon managed the New Haven Sidewalk Inventory and Assessment project for the City of New Haven. VHB performed a comprehensive inventory and condition assessment of the sidewalk network in the City of New Haven. The inventory and condition database was developed using Esri GIS tools, and all data was delivered to the City in GIS format for their use in prioritizing sidewalk improvement projects. VHB also developed a report summarizing the estimated costs associated with improving the deficient sidewalks.

### **Pavement Management System, New Rochelle, NY**

Gordon worked with the City of New Rochelle to implement a pavement management system. The GIS based pavement management system incorporates existing data and data collected from new pavement inventories to summarize existing roadway conditions and to examine various multi-year funding scenarios.

### **NPS, Northeast Region (NER), Roadway Improvement Program**

As part of a team under contract with the National Park Services (NPS), Northeast Region (NER), Gordon led VHB's pavement design and specification development effort for projects at 22 NER parks included for their annual Road Improvement Program. Projects included pavement investigations, preservation, Light 3R, and Heavy 3R pavement rehabilitation.



## Angelia Mary Bisbee

Data Collection



**Angelia performs pavement evaluations and other infrastructure inventory data collection efforts. She has integrated pavement management databases with Geographic Information Systems for many VHB clients. She has linked various types of pavement and other infrastructure inventory and condition data with client GIS systems.**

*11 years of professional experience*

### Education

BA, Spanish with a minor in Portuguese, University of Massachusetts Amherst, 1999

### Registrations/Certifications

OSHA 10-Hour Construction Safety and Health Certificate, 2006

### Pavement and Infrastructure Inventory and Evaluation

Angelia has performed detailed assessments of public roadways involving the determination of specific pavement distresses, as well as other general roadway conditions for several VHB clients. She has also collected detailed pavement distress data, sidewalk condition analysis and inventoried curbs and pedestrian ramps, as well as inventoried street signs, pavement markings, guardrails, street lights and drainage features for municipalities throughout Connecticut, Massachusetts, New Hampshire, Rhode Island, New York, Missouri, and Florida.

### East Hartford Road Improvement Program, East Hartford, CT

Angelia has assisted with efforts in collecting detailed pavement distress data when VHB was retained by the Town of East Hartford to develop and implement a roadway management system. The pavement database is used to develop an annual paving program and provides the needed justification for the bond support, currently amounting to \$34.5 million. VHB transportation and pavement engineers are then responsible for the pavement materials evaluations, development of pavement rehabilitation alternatives, complete cross-section and plan design, specifications, contract documents, construction administration and quality assurance construction services.

### Canton Road Improvement Program, Canton, CT

Angelia collected road data and helped integrate it into a GIS Route system to form a foundation for database mapping for the Town of Canton. Data collected for this effort included changes in pavement condition, type, boundary, road width, and direction of travel information. VHB's pavement engineering consultation on strategy and implementation plans ensured that each computer-generated recommendation based on the available system data would be tailored to both standard and local pavement engineering principles and practices.

### Pavement Management Services, Norwalk, CT

Angelia has assisted with efforts collecting detailed pavement distress data for the City of Norwalk. VHB assisted the City with the management, configuration, upgrading, and support of its GIS PMS. VHB worked with the City to configure the system to reflect decision making criteria specific to Norwalk. Since the GPMS implementation, the City has recognized the effectiveness of appropriate maintenance applications and the associated improvement in pavement performance.

## Angelia Mary Bisbee

### **New Haven Roadway Management System & Sidewalk Inventory, New Haven, CT**

Angelia was responsible for VHB's field data collection on the New Haven Sidewalk Inventory and Assessment project for the City of New Haven. VHB performed a comprehensive inventory and condition assessment of the sidewalk network in the City of New Haven. The inventory and condition database was developed using Esri GIS tools, and all data was delivered to the City in GIS format for their use in prioritizing sidewalk improvement projects. VHB also developed a report summarizing the estimated costs associated with improving the deficient sidewalks.

### **Pavement Management System, Concord, MA**

Angelia performed pavement condition assessments as well as sidewalk condition assessments for the Town of Concord. VHB has performed complete updates every 4 years that include pavement conditions, sidewalks, ramps, and signs. The GIS based data is delivered to the Town to incorporate into their Asset Management solution and existing GIS applications.

### **Pavement Management System, Northampton, MA**

Angelia completes data collection for the City of Northampton's annual 25% pavement condition evaluation. She also updates Northampton's pavement management system with town-wide pavement work that has been completed.



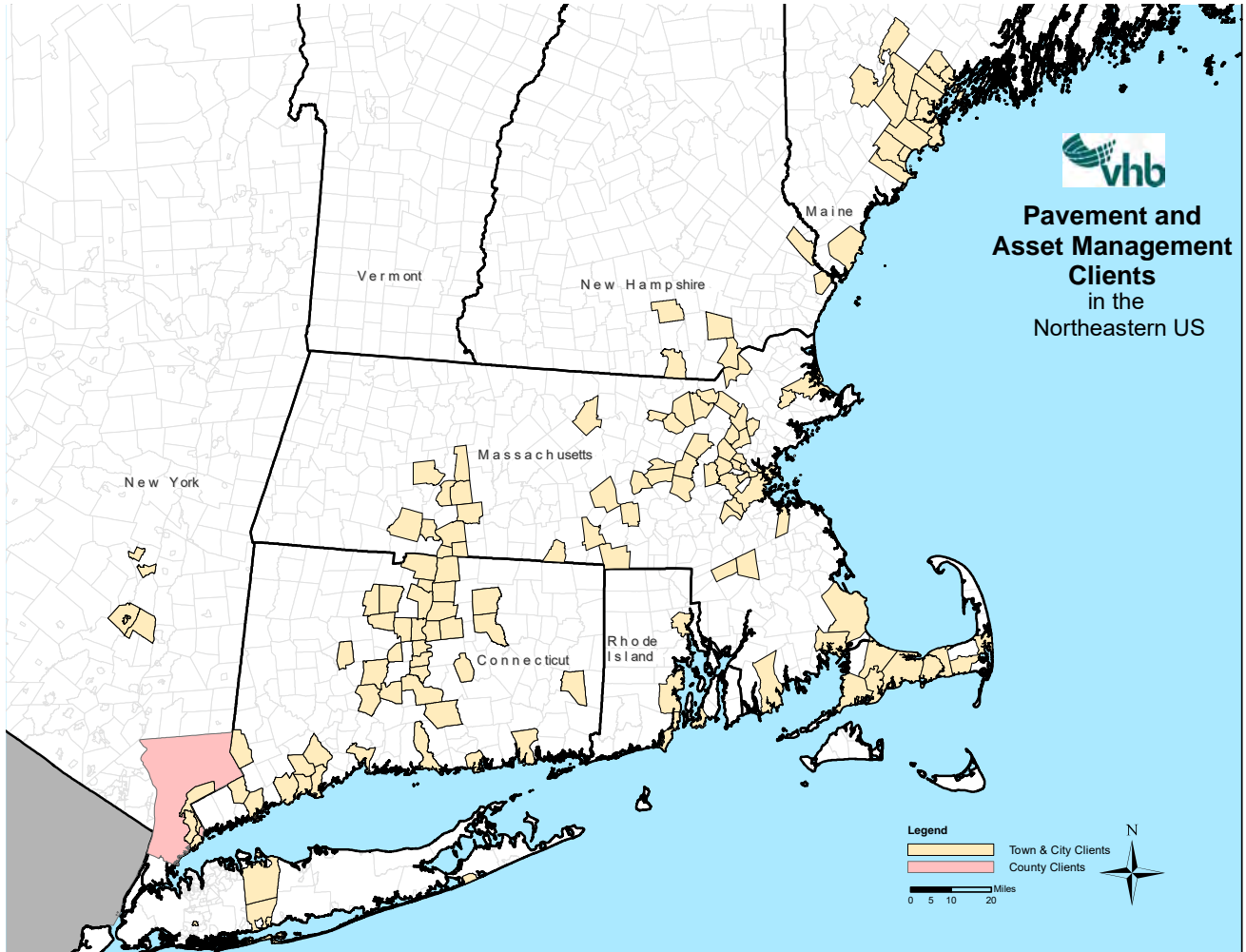
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## Project Experience

VHB's passion for designing and completing projects for local communities reflects in our client relationships. The following select projects and references demonstrate VHB's experience in providing services similar to the scope of services outlined in the Town of Southington's request for proposals.

## Pavement and Asset Management Clients

The map below represents VHB's pavement and asset management clients throughout the Northeast. From initial management system implementation to annual management system updates, VHB is with our clients every step of the way. We maintain a long-standing relationship with many of our clients and continue to provide updates, analysis, and recommendations for municipal road programs throughout the Northeast.





## Canton Road Improvement Program

### Canton, Connecticut

#### Client

Town of Canton

#### Reference

Robert Martin  
(860) 693-7863  
rmartin@townofcantonct.  
org

VHB inventoried over 72 miles of Town owned and maintained streets and 8 municipal parking lots for the Town of Canton's road improvement program. As part of the process, VHB developed a GIS Route system as the foundation for database mapping to allow for the viewing, editing, and analysis of pavement data through a GIS interface.

As part of the data collection and entry, VHB collected information on changes in pavement condition, type, boundary, road width, and the direction of travel. Inventory data also included curbing data, and VHB identified the extent, material, average reveal, and the general condition of the curbing as an attribute to each pavement segment.

Field drainage conditions were also important to the Town. VHB engineers conducted a visual review of surface drainage characteristics and subsurface drainage issues to provide the Town with an estimate of required improvements so they could be incorporated into the Town's overall road improvement recommendations.

VHB provided hands on pavement engineering consultation in conjunction with Town staff regarding strategy and implementation plans. The VHB/Canton team reviewed available system data to ensure that each computer generated recommendation would be tailored to both standard and local pavement engineering principles and practices. Once the system was configured, VHB reported a summary of existing roadway conditions in Canton, a listing of inventory and condition ratings for the Town's roadway system, and options for various multi-year funding scenarios for the production of a 5 year capital improvement program. VHB ultimately helped the Town pass a road bond to fund the roadway improvement program, and aided the Town in the development of construction documents.



## Suffield Pavement Management

### Suffield, Connecticut

**Client**

Town of Suffield

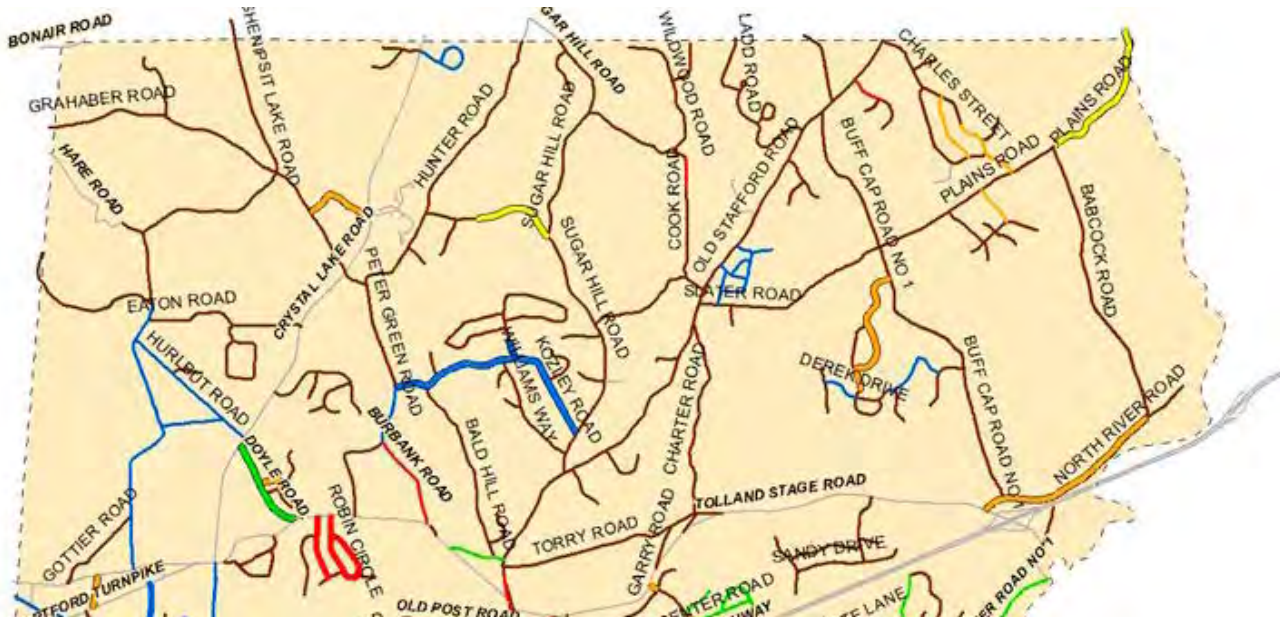
**Reference**

Gerald Turbet  
 (860) 668-3876  
 gturbet@suffieldtownhall.com

VHB worked with the Town of Suffield to implement a pavement management system for over 80 miles of paved roadway. As part of the project, VHB worked alongside town staff to create a high resolution digital video log of Suffield's roadway rights-of-way using a progressive scan video camera that streams together still photos captured every 30 ft.

Upon completion of the video log, VHB reviewed the resulting data to estimate the level of repair needed for each roadway. VHB evaluated the pavement condition of Town maintained roadways using a standard rating system incorporating preexisting pavement management sectioning, termini, and other network identification data.

VHB also conducted a review of drainage conditions on approximately 50 miles of roadways that were identified by the Town. Surface and subsurface drainage characteristics and issues were identified from visual inspection and incorporated into the overall recommendations. Upon completion, VHB provided an executive summary of the pavement condition evaluation and recommendations based on the findings.



## Tolland Pavement Management System

### Tolland, Connecticut

**Client**

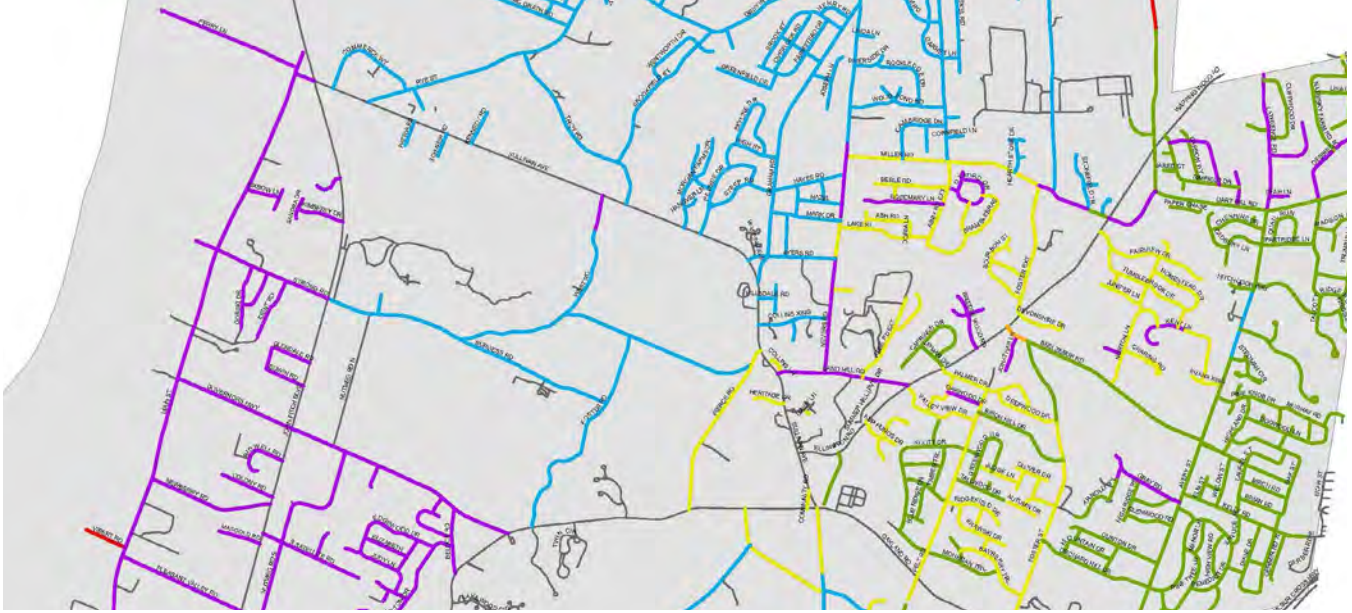
Town of Tolland

**Reference**

Scott Lappen  
 Public Works Operations  
 Manager  
 (860) 871-3696  
 slappen@tolland.org

Since 2011, VHB has provided updated pavement condition ratings and pavement management and engineering technical services in support of the Town of Tolland’s annual five-year road program. Approximately 33 miles of the Town’s roadways and ratings are evaluated and updated annually based on nine classes of distress measured in the field. Quality assurance checks are also conducted during data collection to ensure the quality of the data collected and to preserve the integrity of the overall database.

As part of the evaluation process, VHB provides technical support related to the use of the pavement management application for planning paving projects. Upon completion of the update, VHB provides initial recommendations for a revised five-year program to reflect changes in road conditions. The recommendations are discussed in a meeting with key stakeholders and revisions are made based on stakeholder input before VHB’s findings are presented to the Town Council.



## South Windsor Pavement Management System

### South Windsor, Connecticut

#### Client

Town of South Windsor

#### Reference

Mike Gantick

Director of Public Works

(860) 644-2511 Ex.242

michael.gantick@

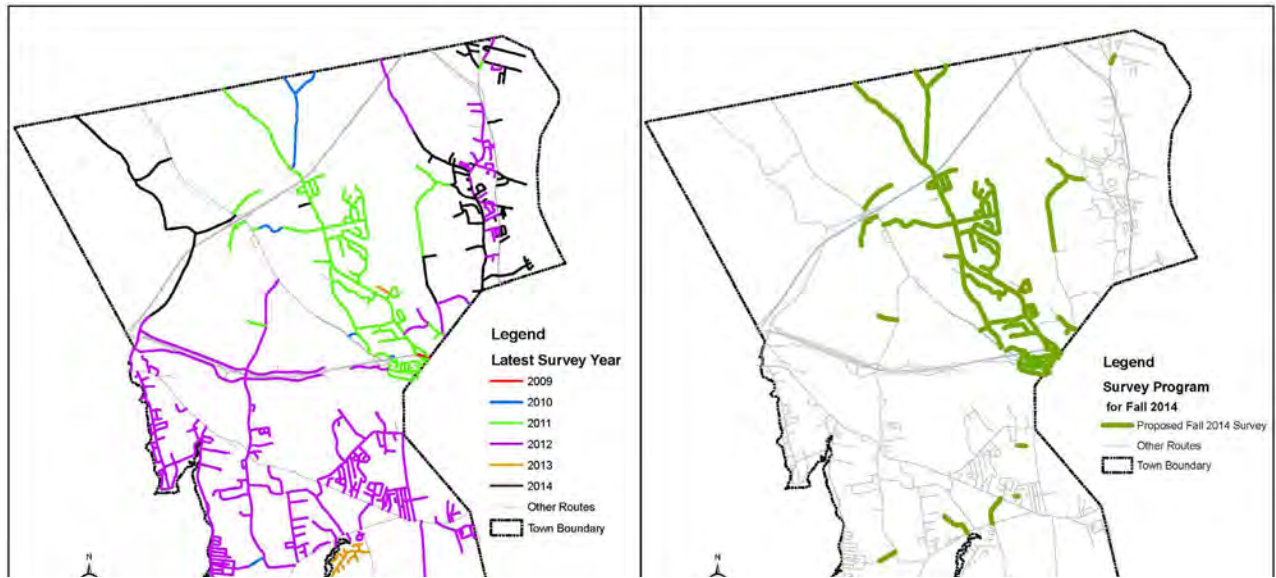
southwindsor.org

As part of a pavement condition evaluation for the Town of South Windsor in 2011, VHB worked with the Town to determine the roadways to be evaluated and rated the roadway condition utilizing a standard rating system. Quality assurance measures were put in place to ensure the accuracy, consistency, and completeness of the pavement data collected.

Upon completion of the database update, VHB issued a brief executive summary of the Town's previous and current pavement conditions, with special attention paid to the changes in condition over time. VHB also provided on-site training services on an as needed basis, providing guidance on how to update pavement conditions and how to create budget scenarios. VHB ultimately aided the Town in securing a \$12 million road bond referendum to improve the Town's road infrastructure.

The pavement condition survey was conducted in 2011 and 2012. In 2013 VHB converted South Windsor's existing pavement management database to a format compatible with an ArcGIS based application. As part of the conversion, VHB installed the converted database on a Town server for unlimited staff access.





## Waterford Pavement Management System Updates

### Waterford, Connecticut

#### Client

Town of Waterford

#### Reference

Dan Steward

First Selectman

(860) 444-5864

[dsteward@waterfordct.org](mailto:dsteward@waterfordct.org)

VHB has updated pavement condition data for 27 miles of roadways for the Town of Waterford on an annual basis since 2009. As part of the pavement system update, VHB performs the necessary data entry and verification before developing an executive summary report.

During the process, VHB reevaluates the pavement condition of Town maintained roadways using a standard rating system incorporating preexisting pavement management sectioning, termini, and other network identification data.

Upon completion, VHB provides an executive summary of the pavement condition evaluation and recommendations based on the findings. VHB also provides software support services on an as needed basis.



## Pavement Management Upgrade

### Wethersfield, Connecticut

#### Client

Town of Wethersfield

#### Reference

Derrick Gregor

860-721-2853

derrick.gregor@

wethersfieldct.com

VHB provided a pavement management software upgrade for the Town of Wethersfield for the Town's 102 mile roadway network. Before the software upgrade, VHB met with Town staff to establish the current status of pavement management database to review the specific data to be updated and the list of roads for surveying. As part of the process, VHB also developed a high resolution digital video log of the Town roadways for analysis.

Upon completion of road condition survey, VHB met with the Town to test and review the configuration of the pavement management system to best fit the Town's needs. Reviews included field visits to determine if the appropriate levels of repair were recommended for roads of all condition levels, the discussion of repair alternatives and costs, and the creation of different roadway budget scenarios.



## Town of East Hartford Roadway Improvement Program East Hartford, Connecticut

### Client

Town of East Hartford

### Reference

Doug Wilson

Engineer

860-291-7383

Dwilson@easthartfordct.gov

The Town of East Hartford selected VHB to continue to provide pavement and roadway engineering/design services for the development of multiple construction contracts to rehabilitate over 50 miles of town roads. Services to the Town included determining appropriate and cost-effective pavement repair strategy for each roadway. To accomplish this, VHB's pavement engineers performed inspections and testing on all the identified roadway segments, including pavement surface distress surveys, cores, and test pits. VHB tested and analyzed material samples at our certified AASHTO testing laboratory.

Using GIS mapping and field observations on the existing conditions, VHB's designers collaborated with the Town to develop unique repair strategies for each roadway segment based on existing conditions, sampled materials, and desired performance level of the pavement. VHB engineers provided the Town with complete design and management services required to develop, advertise, bid and award each of these projects. The Roadway Improvement Projects included pavement rehabilitation of various levels, including mill/overlays; partial mill/overlays, complete removal of all hot mix asphalt materials with designed overlays, and pavement reclamation.

The contract plans included designed horizontal and vertical geometry, design typical sections, drainage improvements, grading plans, and cross sections. Repairs included reconstruction of driveway aprons, installation of ADA sidewalk ramps, pavement under-drains, new drainage tops, new curbing, as well as repairs and replacement of loop detectors, sidewalks, guide rails, and other features. VHB's construction inspection responsibilities included laboratory testing to determine the optimum density and granular base materials, monitoring the placement of hot mix asphalt in accordance with Connecticut Department of Transportation material specifications, and monitoring the plant production of hot mix materials.



## Enfield Pavement Preservation Project Year 3

### Enfield, Connecticut

#### Client

Town Of Enfield, CT

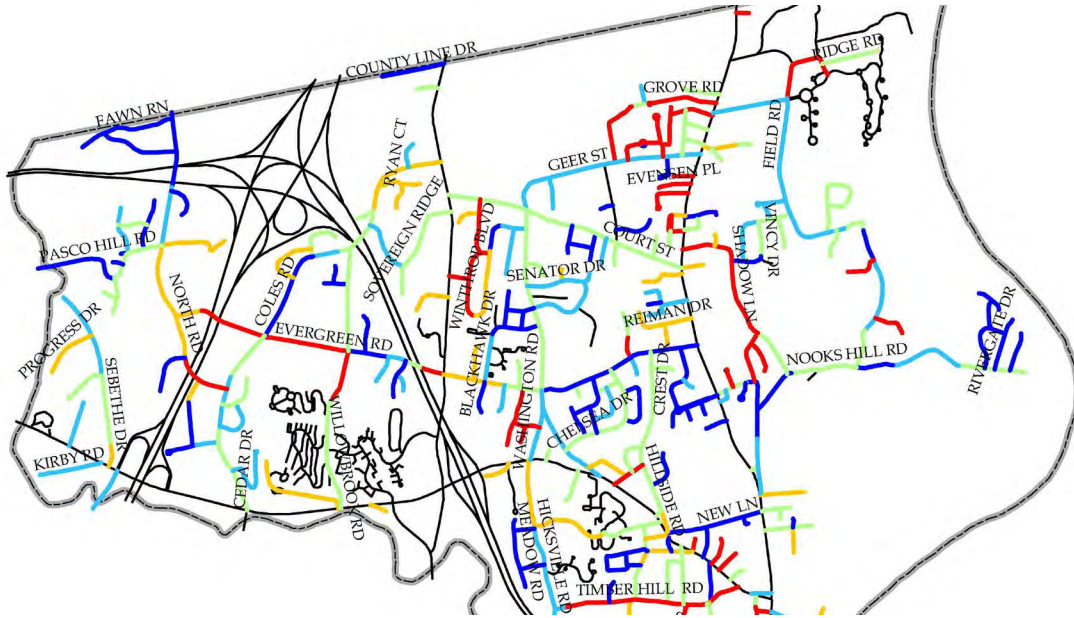
#### Reference

Donald Nunes  
Director of Public Works  
Town of Enfield  
(860) 272-3541  
dnunes@enfield.org

VHB is providing design and construction administrative services for approximately 4,370 lf of roadway for the Pavement Preservation Year 3 project, which includes Post Office Road.

The improvements include roadway reclamation, milling, repaving of the roadway surface with hot mix asphalt overlays, replacing catch basins, replacing catch basin tops, resetting existing utility structures, installing pavement markings, driveway reconstruction, sidewalk replacement, concrete sidewalk ramp construction, and other incidental work.

VHB performed pavement evaluation and design to determine the appropriate pavement and base thicknesses. VHB also completed a field survey and developed construction plans, specifications, and opinion of probable cost for these improvements.



## Cromwell Pavement Evaluation Update

### Cromwell, Connecticut

**Client**

Town of Cromwell

**Reference**

Jon Harriman  
Town Engineer  
Town of Cromwell  
(806) 632-3420  
jharriman@cromwellct.com

VHB updated pavement condition data for approximately 57 miles of roadways for the Town of Cromwell. As part of the pavement management system update, VHB performed the necessary data entry and verification before developing an executive summary report.

During the process, VHB reevaluated the pavement condition of Town maintained roadways using a standard rating system incorporating preexisting pavement management sectioning and other network identification data. Upon completion, VHB provided an executive summary of the pavement condition evaluation and funding recommendations based on the findings.



## Trumbull Pavement Management System

### Trumbull, Connecticut

**Client**

Town of Trumbull

**Reference**

Tatiana Smotritskaya  
Town Engineer  
Town of Trumbull  
(203) 452-5050  
tatianas@trumbull-ct.gov

VHB worked with the Town of Trumbull to implement a pavement management system for approximately 162 miles of roadway. VHB evaluated the pavement condition of Town maintained roadways by conducting a road condition survey using a standard rating system that examined pavement condition, geometry, and other pavement attributes such as pavement type, functional classification, and width. Quality assurance measures were put in place to ensure the accuracy, consistency, and completeness of the pavement data collected.

Upon completion of road condition survey, VHB met with the Town to test and review the configuration of the pavement management system to best fit the Town's needs. Reviews included field visits to determine if the appropriate levels of repair were recommended for roads of all condition levels, the discussion of repair alternatives and costs, and the creation of different roadway budget scenarios. VHB also provides software support services on an as needed basis.



[www.vhb.com](http://www.vhb.com)

AGREEMENT FOR SERVICES  
BY AND BETWEEN

STREETSCAN, INC.  
AND

TOWN OF ANDOVER, CONNECTICUT

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between TOWN OF ANDOVER, CT , with offices at 17 School Street, Andover, CT hereinafter called the MUNICIPALITY and STREETSCAN, INC., with offices at 151 South Bedford Street, Suite #2, Burlington, MA 01803, hereinafter called STREETSCAN (together the “PARTIES”).

WITNESSETH, for the consideration hereinafter set forth, the parties hereto agree as follows:

ARTICLE 1 - ENGAGEMENT OF STREETSCAN

The MUNICIPALITY hereby engages STREETSCAN, and STREETSCAN hereby accepts the engagement to perform certain pavement inspection and management services for the MUNICIPALITY.

ARTICLE 2 - SCOPE OF SERVICES

The Scope of Services will be performed in accordance with STREETSCAN’S proposal to the MUNICIPALITY submitted September 12<sup>th</sup>, 2019 (attached hereto as Exhibit B) (herein referred to as the “PROJECT”).

This AGREEMENT represents the full and complete agreement between the PARTIES. Terms and conditions may be changed or additional terms added only by written amendment to this AGREEMENT signed by both PARTIES.

ARTICLE 3 - RESPONSIBILITIES OF THE MUNICIPALITY

The MUNICIPALITY, without cost to STREETSCAN, shall do the following in a timely manner so as not to delay the services of STREETSCAN:

- 3.1 Designate in writing a person to act as the MUNICIPALITY’s representative with respect to work to be performed under this AGREEMENT, such person to have complete authority to transmit instructions, receive information, interpret, and define the MUNICIPALITY’s policies and decisions with respect to materials, equipment elements and systems pertinent to the work covered by this AGREEMENT.
- 3.2 The MUNICIPALITY’s representative will coordinate with officials and other MUNICIPALITY employees who have knowledge of pertinent conditions and will confer



with STREETSCAN regarding both general and special considerations relating to the PROJECT.

- 3.3 Assist STREETSCAN by placing at STREETSCAN'S disposal all available information pertinent to the PROJECT or requested by STREETSCAN including previous reports and other historical data relative to design or construction of the roadways in the MUNICIPALITY.
- 3.4 Arrange for access to and make all provisions for STREETSCAN to enter upon public and private lands as required for STREETSCAN to perform its work under this AGREEMENT.
- 3.5 Furnish STREETSCAN all needed topographic, property, boundary and right-of-way maps. Data provided in standard GIS file formats are preferred.

We require a target road GIS layer with segmentation, either from the client or from the State DOT. If neither is available, we can create it from a list of target roads from intersection to intersection or as otherwise directed, charging STREETSCAN's standard engineering billing rates attached hereto as Exhibit A. If MUNICIPALITY requests a different segmentation after the processing has begun, results will be delayed, and STREETSCAN will charge engineering rate for implementing the segmentation change.

STREETSCAN will use MUNICIPALITY's pavement maintenance methods and pricing for the pavement maintenance plan, if it is provided by the end of the data collection. Otherwise we'll use our default pavement maintenance methods and pricing. Subsequent changes are billed at STREETSCAN's standard engineering billing rates.



- 3.6 Cooperate with and assist STREETSCAN in all additional work that is mutually agreed upon.
- 3.7 Pay STREETSCAN for work performed in accordance with the terms specified herein.

#### ARTICLE 4 - TIME OF PROJECT

STREETSCAN will initiate work under this AGREEMENT following formal acceptance of this AGREEMENT by the MUNICIPALITY. STREETSCAN agrees to provide services described herein in a timely manner. The PARTIES recognize that the services being provided by STREETSCAN are subject to impact by weather, labor, fire, construction, and technological issues that may cause delays during the pavement inspection period. STREETSCAN agrees to use its best efforts to avoid delays.

#### ARTICLE 5 - PAYMENTS TO STREETSCAN

- 5.1 Fees. For services performed under this AGREEMENT, the MUNICIPALITY agrees to pay STREETSCAN the total amount set forth in the chart below on an annual basis for a three-year term, subject to the revisions directed by paragraph 5.2, based on those services selected by the MUNICIPALITY as set forth in the below chart after review of the proposal:

PAVEMENT MANAGEMENT					
	SERVICES INCLUDED	CENTERLANE MILES	\$/CL	STANDARD	TotalStreets (Annual Subscription)
 DATA COLLECTION	ScanVan Data Collection	34 mi	\$275	\$9,221	\$5,106/Annual
	Data Processing				
	Pavement Facing Imagery				
	Pavement Mgmt. Plan				
 SOFTWARE	Annual Software License	\$55	\$1,844		
	Annual Data Hosting & Support				
Mobilization and Setup Cost				\$564	
Catch Basins Estimated 671 Qty @ \$4/Catch Basin				\$2,682	\$894
<b>TOTAL</b>				<b>\$14,311</b>	<b>\$6,000*</b>

Year	1	2	3
<b>Services</b>	ScanCar + Software + Catch Basins	Software	Software
<b>TotalStreets</b>	\$6,000	\$6,000	\$6,000

- 5.2 Reconciliation. The parties hereby acknowledge that the total amount set forth above may be subject to adjustment based on the actual lane miles surveyed, which will not be known until STREETSCAN’S field work is complete. MUNICIPALITY agrees to pay for all services set forth in the above chart based on the actual lane miles surveyed, whether more or less than set forth above or estimated in the proposal. After Data Collection is completed, STREETSCAN will issue an Agreement for Services - Fee Revision (see Exhibit C) form which will outline actual surveyed miles and final Fee structure. Such Fee Revision will set final amount for TotalStreet service for the three-year period.
- 5.3 Annual Payment. Fees for this PROJECT shall be billed annually as set forth in section 5.1 table (“Timing of Payment”). The MUNICIPALITY agrees to make payment to STREETSCAN upon receipt of the invoice.
- 5.4 Remedies. If the MUNICIPALITY fails to make any payment due STREETSCAN for services and expenses within thirty (30) days after receipt of STREETSCAN’s statement therefor, STREETSCAN may, after giving seven (7) days’ written notice to the MUNICIPALITY, suspend services under this AGREEMENT. Unless payment is

received by STREETSCAN within seven (7) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, STREETSCAN shall have no liability to the MUNICIPALITY for delay or damage caused the MUNICIPALITY because of such suspension of services.

- 5.5 Costs of Collection. The MUNICIPALITY agrees to pay all collection related costs that STREETSCAN incurs enforcing the terms of this AGREEMENT, including attorney's fees.

## ARTICLE 6 - GENERAL PROVISIONS

### 6.1 Standard of Care

The services provided by STREETSCAN shall be performed in accordance with generally accepted professional practice consistent with that degree of skill and care ordinarily exercised by similar professionals performing similar services under the same or similar circumstances and conditions. STREETSCAN makes no other representations or warranties, whether expressed or implied, with respect to the services rendered hereunder.

### 6.2 Risk Allocation/Limitation of Liability

6.2.1 STREETSCAN is not responsible for any delay, disruption or liabilities caused by the failure or the inability of any state, federal, local, or other authority to review or take other appropriate action on a timely basis with respect to services performed by STREETSCAN under this AGREEMENT.

6.2.2 STREETSCAN shall be liable only to the extent that its negligence is the proximate cause of any injury or damage to the MUNICIPALITY. In the event that STREETSCAN is adjudicated or otherwise found to be jointly negligent, STREETSCAN'S liability shall be limited to the proportion or degree of its actual negligence, and recovery against STREETSCAN shall be limited to STREETSCAN'S percentage share of the joint negligence as applied against the total amount recoverable.

### 6.3 Dispute Resolution

This Agreement shall be deemed to have been made in Massachusetts and the validity, interpretation and performance of this Agreement shall be governed by and construed in accordance with the substantive law of Massachusetts, excluding, however, such laws as pertain to conflicts of law. STREETSCAN and the MUNICIPALITY forever renounce and waive their right to a trial by jury with respect to any demand, claim or counterclaim arising under this Agreement. Except for claims for injunctive relief, STREETSCAN and the MUNICIPALITY agree that all other claims, disputes and controversies between them arising under this Agreement shall be finally resolved by binding arbitration conducted by the American Arbitration Association, or such other person or arbitration service as the parties mutually agreed upon. Either STREETSCAN or the MUNICIPALITY may demand arbitration by providing the other party 10 days' notice that notifying party is filing for arbitration. All arbitration proceedings will take place in Boston, Massachusetts. The

arbitrator(s) may grant compensatory damages and costs to the prevailing party (but not punitive or exemplary damages) and that the costs of arbitration shall be borne equally by STREETSCAN and the MUNICIPALITY, except that STREETSCAN and the MUNICIPALITY shall bear their own attorneys' fees. This right to arbitration will not preclude or affect in any manner the rights of STREETSCAN to equitable relief hereunder.

#### 6.4 Governing Law

The AGREEMENT shall be governed by and interpreted in accordance with the laws of the Commonwealth of Massachusetts. Any litigation which arises between the PARTIES shall be initiated and pursued in the Middlesex County Superior Court.

#### 6.5 Comprehensive General Liability Insurance

STREETSCAN shall secure and maintain, for the duration of this PROJECT, the following Comprehensive General Liability Insurance policy or policies at no cost to the MUNICIPALITY.

With respect to the operations STREETSCAN performs STREETSCAN shall carry:

Comprehensive General Liability Insurance providing a combined single limit of One Million Dollars (\$1,000,000) for bodily injuries, death, and property damage to others with a Two Million Dollars (\$2,000,000) General Aggregate.

#### 6.6 Automobile Liability Insurance

STREETSCAN shall secure and maintain for the duration of this PROJECT, Automobile Liability Insurance covering the operation of all motor vehicles, including those hired or borrowed, used by STREETSCAN in connection with this AGREEMENT, in the following amount:

6.6.1 Not less than Five Hundred Thousand Dollars (\$500,000) for all damages arising out of bodily injuries to or death of one person and subject to that limit for each person, a total limit of Five Hundred Thousand Dollars (\$500,000) for all damages arising out of bodily injuries to or death of two or more persons in any one accident or occurrence, and

6.6.2 Not less than One Million Dollars (\$1,000,000) for all damages arising out of injury to or destruction of property in any one accident or occurrence.

#### 6.7 Workers Compensation Insurance Coverage

6.7.1 STREETSCAN shall maintain statutory Worker's Compensation insurance coverage for all of its employees at the PROJECT as required by the Commonwealth of Massachusetts.

6.7.2 If the MUNICIPALITY is located outside of the Commonwealth of Massachusetts, STREETSCAN agrees to obtain statutory Worker's Compensation insurance coverage for all of its employees at the PROJECT, if any, as required by the laws of the state where the work is performed.

6.8 Non-Discrimination In Employment – STREETSCAN

STREETSCAN agrees and certifies that in providing the services described herein, it shall not discriminate against any employee or applicant because of race, color, religion, age, sex, sexual orientation, or national origin. STREETSCAN further agrees to be bound by and abide by any and all applicable governmental regulations pertaining to non-discrimination.

6.9 Precedence

These Terms and Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding STREETSCAN'S services.

6.10 Severability

If any of these Standard Terms and Conditions shall be finally determined to be invalid or unenforceable in whole or part, the remaining provisions hereof shall remain in full force and effect, and be binding upon the parties hereto. The parties agree to reform this AGREEMENT to replace any such invalid or unenforceable provision with a valid enforceable provision that comes as close as possible to the intention of the stricken provision.

6.11 Survival

ARTICLE 6 shall survive the completion of services under this AGREEMENT and the termination of this AGREEMENT for any cause.

6.12 Force Majeure

Neither MUNICIPALITY nor STREETSCAN shall be considered in default in the performance of its obligations hereunder if such obligations were prevented or delayed by any cause beyond the reasonable control of the party which include, but are not limited to acts of God, labor disputes, or civil unrest.

The party affected by force majeure shall inform the other parties in writing regarding the particulars of the event of force majeure, and shall, within fifteen (15) days from the occurrence of such event, provide a report to the other parties explaining the reason for which the obligations cannot be performed in whole or in part and delayed performance is necessary and the proposed remedy.

ARTICLE 7 - TERMINATION

- 7.1 The obligation to provide further services under this AGREEMENT may be terminated by either party upon thirty days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.
- 7.2 If the PROJECT is suspended or abandoned in whole or in part for more than three months, STREETSCAN shall be compensated for all services performed prior to receipt of written notice from the MUNICIPALITY of such suspension or abandonment, together with other direct costs then due and all Termination Expenses as defined in Paragraph 7.3. If the PROJECT is resumed after being suspended for more than three months, the PARTIES agree that STREETSCAN'S compensation shall be adjusted to the market rates for the services selected by the MUNICIPALITY at the time the PROJECT is resumed.
- 7.3 In the event of termination by the MUNICIPALITY under Paragraph 7.1 upon the completion of any phase of the PROJECT, progress payments due STREETSCAN for services rendered through such phase constitute payment for such services. In the event of any such termination, STREETSCAN will be paid for all unpaid services and unpaid other direct costs, plus all Termination Expenses. Termination Expenses means additional other direct costs directly attributable to termination, which, if termination is at the MUNICIPALITY'S convenience, shall include an amount computed as 10 percent of total compensation for the PROJECT earned by STREETSCAN to the date of termination.

#### ARTICLE 8 - OWNERSHIP AND USE OF DOCUMENTS

- 8.1 During the pendency of the PROJECT, the MUNICIPALITY shall have access to STREETSCAN'S work product from the PROJECT and use of STREETSCAN software in order to utilize and understand the data. Such work product is not intended or represented to be suitable for reuse by the MUNICIPALITY or others on extensions of the PROJECT or on any other PROJECT. Any reuse or alteration without written verification or adaptation by STREETSCAN for the specific purpose intended shall be at the MUNICIPALITY'S sole risk and without liability or legal exposure to STREETSCAN, and the MUNICIPALITY shall indemnify and hold STREETSCAN harmless from all claims, damages, losses and expenses, including reasonable attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation shall entitle STREETSCAN to further compensation at rates to be agreed upon by the MUNICIPALITY and STREETSCAN.
- 8.2 Notwithstanding the MUNICIPALITY'S right to use and access the data, the parties agree that STREETSCAN retains the ownership of all raw data and expressly agree that STREETSCAN may re-use this data, including using this data for research, further development of their algorithms, and other commercial purposes.
- 8.3 Following delivery of final results, MUNICIPALITY will be able to access all results for a period of 3 year(s) from the date of delivery. STREETSCAN agrees to maintain the

MUNICIPALITY’S web-based portal for their access and will maintain a backup version of the data onsite and through cloud-based services. MUNICIPALITY’S initial license for this access is active for 1 year and sold with the initial proposal.

8.4 At the conclusion of the three year period referenced in 8.3, MUNICIPALITY has the option to renew its access subscription on an annual basis. Renewals are good for one (1) year and must be paid in a one-time payment made at the beginning of the renewal term. STREETSCAN reserves the right to withhold access pending receipt of the renewal payment. Renewal pricing is based on the surveyed lane miles and is subject to adjustment for inflation based on the most recent annual Consumer Price Index for All Urban Consumers (CPI-U) in the Boston-Brockton-Nashua area. Any and all renewals will be handled by the execution of an additional subscription agreement. The renewal period will not begin until payment is received by STREETSCAN. Renewals may be made as long as the MUNICIPALITY desires access to the data. Non-payment of the renewal notice, once the renewal has begun, will lead to removal of the web-based portal from STREETSCAN’S server and termination of MUNICIPALITY’S access to their data.

ARTICLE 9 – CONFIDENTIALITY

MUNICIPALITY agrees not to disclose any of STREETSCAN’S confidential or proprietary information to any person unless requested in writing from STREETSCAN and approved in writing by STREETSCAN, and agrees to bind its employees, officers, and agents to this same obligation.

ARTICLE 10 – SOLE REMEDY

Notwithstanding anything to the contrary contained herein, MUNICIPALITY and STREETSCAN agree that their sole and exclusive claim, demand, suit, judgment, or remedy against each other shall be asserted against each other’s corporate entity and not against each other’s shareholders, directors, officers, or employees.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT the day and year first above written.

ACCEPTED FOR:  
STREETSCAN, INC.

TOWN OF ANDOVER, CT

By Its \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EXHIBIT A**

<b>StreetScan 2019 Rates</b>	
Executive	\$ 260
Senior Engineer/Professional Engineer	\$ 220
Senior Project Manager	\$ 180
Computer Engineer	\$ 150
R & D Engineer	\$ 140
Localization Specialist	\$ 140
Project Manager	\$ 100
GIS Technician	\$ 85
Field Engineer	\$ 75
Driver	\$ 75
Field Technician	\$ 60
QC Technician	\$ 45



# EXHIBIT B



## Automated Asset Management Proposal

Andover, Connecticut

September 12, 2019

## **Proposal for the Town of Andover**

**Prepared for:**

**Eric Anderson**

**Town Administrator**

**Andover**

17 School Street

Andover, Connecticut, 06232

860-742-7305

**Prepared by:**

**StreetScan Inc.**

151 South Bedford Street

Burlington, MA 01803

617.399.8236

# TABLE OF CONTENTS

<b>1. ABOUT US</b>	<b>5</b>
<b>2. OUR TEAM</b>	<b>6</b>
<b>3. THE STREETSCAN SYSTEM</b>	<b>7</b>
<b>4. PRICING OVERVIEW</b>	<b>8</b>
4.1 ASSET MANAGEMENT .....	8
4.2 OPTIONAL SERVICES AND ASSETS .....	9
<b>APPENDIX A – SCOPE OF WORK AND DELIVERABLES</b>	<b>11</b>
<b>APPENDIX B – OPTIONAL SERVICES AND ASSET COLLECTION</b>	<b>15</b>
<b>APPENDIX C – OUR CLIENTS</b>	<b>18</b>

**Automated Asset Management Proposal**  
Andover, CT

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September 12<sup>th</sup> , 2019  
Eric Anderson, Town Administrator  
Town of Andover  
17 School Street,  
Andover, CT 06232

Thank you for your interest in StreetScan. Municipalities worldwide are faced with aging infrastructure and limited budget resources to repair and maintain them. Having the ability to monitor the health of your street network through an abundance of data collected via multiple vehicle-mounted sensors allows your staff to properly allocate repair and maintenance budgets. This is now made possible in an affordable, objective way utilizing StreetScan's advanced mobile sensing vehicle and online web-based app.

Our service offering includes:

- Data Collection: vehicle survey of paved lane miles.
- Data Processing of pavement condition and assets.
- Data Visualization: pavement monitoring system including Pavement Condition Index (PCI) Report – integrated into your existing GIS or optional cloud-based access.
- Pavement Management Plan: maintenance and budget options, suggestions and scenarios; optional cloud-based access with robust interactive planning and budgeting tools.

Also available (see Appendices for more details):

- Enhanced Data Visualization Package (front-looking camera & videos)
- Optional asset extractions including pavement markings, traffic signs, utility assets, street lighting, sidewalks, curbs, trees, etc.

On behalf of the team at StreetScan, we are pleased to submit this proposal for your review. We strive to be as accurate as possible in our initial projections and cost estimates, and look forward to meeting with you soon to discuss any questions you may have.

Yours truly,



Stanley Karlin  
Manager, Sales & Marketing

## 1. ABOUT US

At StreetScan, we come to work each day because we want to solve our clients' biggest problems when it comes to monitoring their street assets. We have a Smart City Mobile Sensing Service Offering targeted at providing clients with an intelligent, objective and affordable way to manage those assets.

Throughout the history of business, people have used data to make more informed decisions. StreetScan enables exactly this for our municipal clients.

Municipalities no longer have to send inspectors into the field for pavement surveys. Now, they can leverage the power of data to improve their decision-making abilities.

This all came about as a result of a 2009 groundbreaking project at Northeastern University that received more than \$18 million in funding over a 5-year period. This stamp of approval was due to the power of the project to end localized pavement inspections and enable continuous network-wide health monitoring of roadways.

What kind of technology made this possible? Versatile Onboard Traffic Embedded Roaming Sensors (VOTERS). A framework, prototype and blueprint were successfully designed and developed, and in 2015, StreetScan was launched as a spin-off of the project. It is our comprehensive, advanced hardware and software turn-key solution that distinguishes us from the competition. More importantly, it provides street asset monitoring at a reasonable cost for our clients.

2017 saw the emergence of our current Smart City Service Offering and we have combined this service with our pavement management offering. Clients save time, money and no longer require additional field surveys. Our ScanCars can enable municipalities and other clients to extract and monitor critical assets such as pavement condition, traffic signage, pavement markings, streetlights and other transportation infrastructure assets.

We embrace progress. In 2018, StreetScan launched Streetlogix. This extensively customizable, web-based GIS asset management software has changed the landscape for municipalities. Municipalities can now optimize their budget within a user-friendly GIS environment. The system provides objective information on the current state of their infrastructure and makes maintenance and repair recommendations, including the prioritization of roadway projects. Using unprecedented data visualization and budget optimization tools, our clients have been creating defensible data-driven Capital Improvement Plans while successfully justifying their budgeting requests.

The most important thing you need to know about StreetScan is our data-driven approach. It will change the way you monitor your street assets – for the better and for the future.



**Powered by AI**

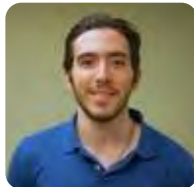
## 2. OUR TEAM



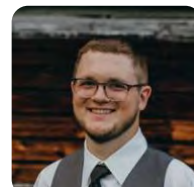
**Stanley Karlin – Manager, Sales & Marketing** – As the Manager of Sales & Marketing at StreetScan, Stan brings over 25 years of experience in selling & marketing exclusively to the public sector. Stan comes to StreetScan after selling his municipal software company where he served as the Chief Marketing Officer, and is eager to promote StreetScan’s new technologies and solutions to local governments. He received his M.Ed. From Temple University in Instructional Design & has used this knowledge to help better explain complex solutions in marketing.



**Dan Kirkby, P.E. – Director of Operations** – As the Director of Operations at StreetScan, Dan provides project management, leads the daily operational management of field and office staff and provides geotechnical support for route creation, results publishing and end-user training on software functionality. Dan coordinates the technical team and operations team and manages project scheduling. He received his B.E.Sc in Civil Engineering from Western University in 2002 and his M.Eng in Geomatics Engineering from the University of New Brunswick in 2011. Over the last 15 years, Dan has worked in various engineering and project management positions in the private sector as well as while serving nine years in the Canadian Forces as an Army Engineering Officer.



**Salar (Sal) Shahini Shamsabadi – GIS Director and Data Scientist** – Sal works on integrating and leveraging information from large geospatial datasets for developing asset management, sensor fusion and life-cycle cost analysis models. He received his B.S. in Geomatics Engineering from the University of Tehran in 2012 and his M.S. in Civil Engineering in 2014 from Northeastern University where he developed StreetScan’s GIS web application for asset monitoring and management. Sal has received multiple awards over the last few years (Best Innovation Award at RISE, Best Paper Award at SAGEEP, Dean’s Scholarship Award at Northeastern Uni.), which encouraged him to pursue his passion for using data-driven methods to support better decision making.



**Rob Craig – Operations Manager** – As Operations Manager, Rob coordinates data collection, data processing and result publishing for all client projects. He originally joined StreetScan as a field technician after completing his B.S. in Fisheries and Wildlife Science with a minor in GIS in 2017 and has expanded his role since. Rob delivers meaningful results to clients using new technologies developed by the GIS and Engineering departments. Prior to joining StreetScan, he worked on hyperspectral research with the University of Arizona at the Rocky Mountain Biological Laboratory, and as a tutor in GIS and Statistics. His interests include wildlife research, outdoor recreation, and green communities.

### 3. THE STREETSCAN SYSTEM

StreetScan's automated data collection and algorithm-based roads prioritization software can help optimize your road budget and provide user-friendly analytics about the status of your roads and sidewalks.



#### Data Collection

StreetScan's vehicles equipped with multi-sensor systems detect pavement & sidewalk surface distresses without interrupting traffic flow.

#### Data Processing

Optimized algorithms evaluate and prioritize repairs of assets, including pavement, sidewalks, traffic signs, and more.



#### GIS Analytics

Collected data goes into Streetlogix, our unique **cloud-based application**, allowing municipalities to visualize and manage road assets in order to schedule maintenance within a user-friendly GIS environment.



## 4. PRICING OVERVIEW

### 4.1 ASSET MANAGEMENT

PAVEMENT MANAGEMENT					
	SERVICES INCLUDED	CENTERLANE MILES	\$/CL	STANDARD	TotalStreets (Annual Subscription)
 DATA COLLECTION	ScanVan Data Collection	34 mi	\$275	\$9,221	\$5,106/Annual
	Data Processing				
	Pavement Facing Imagery				
	Pavement Mgmt. Plan				
 SOFTWARE	Annual Software License		\$55	\$1,844	
	Annual Data Hosting & Support				
Mobilization and Setup Cost				\$564	
Catch Basins				\$2,682	\$894
<b>TOTAL</b>				<b>\$14,311</b>	<b>\$6,000*</b>

\*Annual amount is reflective of a 3-year price adder to the TotalStreets Subscription



## 4.2 OPTIONAL SERVICES AND ASSETS

One of our unique advantages is the ability for our clients to extract, assess and obtain actionable data from other Municipal assets utilizing the same data collected for the Pavement Management Survey. Below is a list of additional assets we can process from the collected data. This is set up as an a-la-carte menu so you can pick and choose the assets to meet your asset management needs.

Assets	Unit L=Lane CL=Centerlane	QTY (est.)	Price (\$/Unit)	PRICE ADDER (est.)	
				STANDARD	TotalStreets
<b>Assets Extracted from ScanVan Dataset (Pavement Management Service Required)</b>					
Enhanced Visualization Package	CL-M	34	\$35	\$1,174	\$391
Pavement Markings	CL-M	34	\$60	\$2,012	\$671
Sidewalk GIS Database	CL-M	34	\$35	\$1,174	\$391
Curb GIS Database	CL-M	34	\$50	\$1,677	\$559
Traffic Signage (5 Attributes)	Signs	408	\$4	\$1,631	\$544
Traffic Signage (9 Attributes)			\$6	\$2,447	\$816
Catch Basins	Catch Basins	671	\$4	\$2,682	\$894
Metal Objects (Manholes/Valves)	Metal Objects	1,006	\$1	\$1,006	\$335
Tree GIS Inventory	Trees	671	\$3	\$2,012	\$671
Street Lighting GIS Database	Lights	326	\$4	\$1,305	\$435

**Assumptions:**

All asset quantities are estimated based on lane or centerlane miles except for:

- Traffic Signs are estimated at 1/8 of the municipal population
- Street Lighting which is 1/10 of the municipal population
- Catch Basins which is estimated at CL-M multiplied by 20
- Metal Objects (Manholes & Valve) which is estimated at CL-M multiplied by 30
- Tree Inventory which is estimated at CL-M multiplied by 20

# Annex

## APPENDIX A – SCOPE OF WORK AND DELIVERABLES

### ROAD AND SIDEWALK ASSESSMENT SERVICE

StreetScan offers a technology-based Pavement Management approach for continuous health monitoring of your road network. Combining years of R&D at Northeastern University, StreetScan's vehicles and web-based app Streetlogix save you time and make your repair dollars go further. We have developed a 4 Step process to effectively Scan, Process and Manage your Road data.

#### STEP 1: DATA COLLECTION

##### Roads

Vehicle Deployed: ScanCar



StreetScan utilizes 3D imaging technology to measure road defects, such as cracking, bumps, surface distortions and surface texture. The 3D imaging cameras provide a 8' (2.4m) of lateral road coverage and seamless road coverage in the direction of travel at speeds up to 65 mph (72kph). A 360 degree camera system provides imagery of the road surface and ROW. An Inertial Measurement Unit (IMU) enabled GNSS position system provides position location, even in the event of intermittent GPS satellite coverage.

##### Sidewalks

Vehicle Deployed: SideCarts



StreetScan has developed a technology stroller-based approach which captures all the necessary distress & ADA data. We currently have 5 Carts in our fleet. StreetScan utilizes 3D imaging technology to measure sidewalk defects, such as Uplifts, Bumps, Holes, Cracking & Surface Texture. An IMU mounted on the cart measures tilt, slope & accelerations. A laptop computer is used for controlling data collection. An encoder on each wheel of the ScanCart's rear wheels provides accurate linear displacement along with a GPS, providing position information.

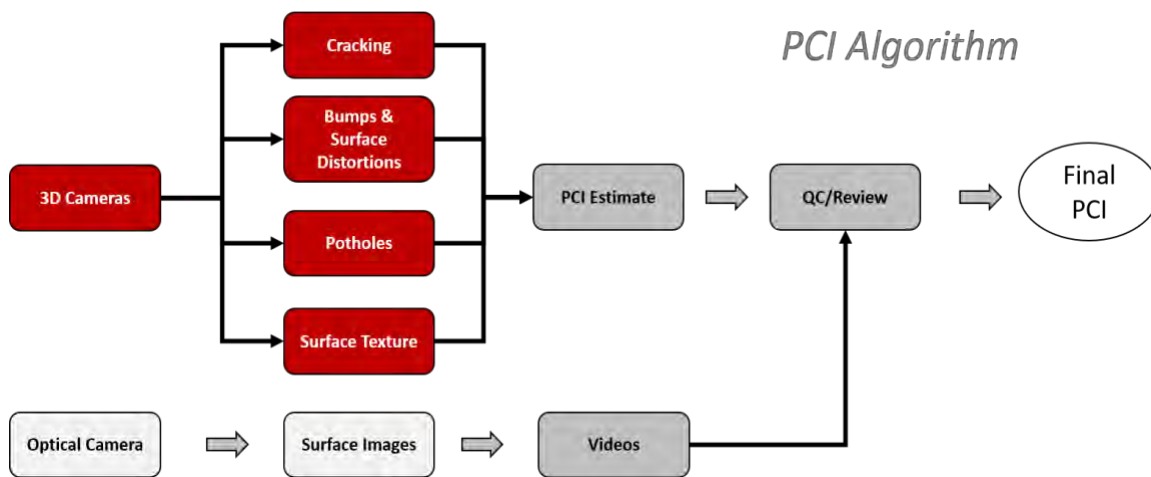
## STEP 2: DATA EXTRACTION

### Roads

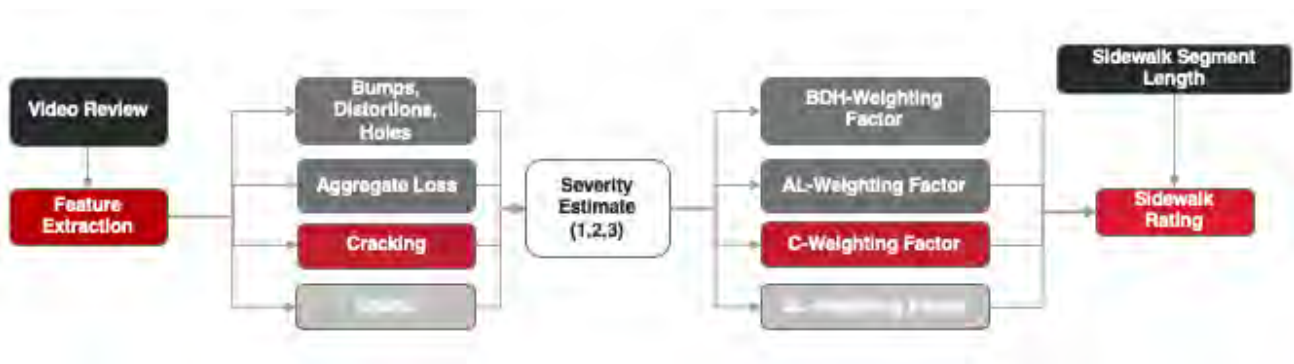
The collected data (TBs/day) is uploaded to the StreetScan server, where automated software processes the raw sensor data. Using advanced processing algorithms, the sensors' raw data is converted into meaningful parameters representing different aspects of pavement condition. Several of our key indicators are fused to determine the PCI for each road segment. StreetScan's GIS specialists segment the pavement evaluation data from intersection to intersection and populate the database allocated to the segment.

### Sidewalks

StreetScan's basic approach uses a weighted failures scheme per linear distance for a given sidewalk segment. Individual failure or feature types are given various weightings depending on their contribution to perceived sidewalk condition. As an example, an uplift is considered to have more impact to the sidewalk quality than aggregate loss, so it is given a greater weighting in the rating formula.



### Sidewalk Algorithm



## STEP 3: DATA VISUALIZATION AND ANALYTICS

### Roads

Municipal staff will be given access to Streetlogix, our GIS web-based application, in order to view and analyze all collected survey data in addition to data from other sources to assist in decision making.

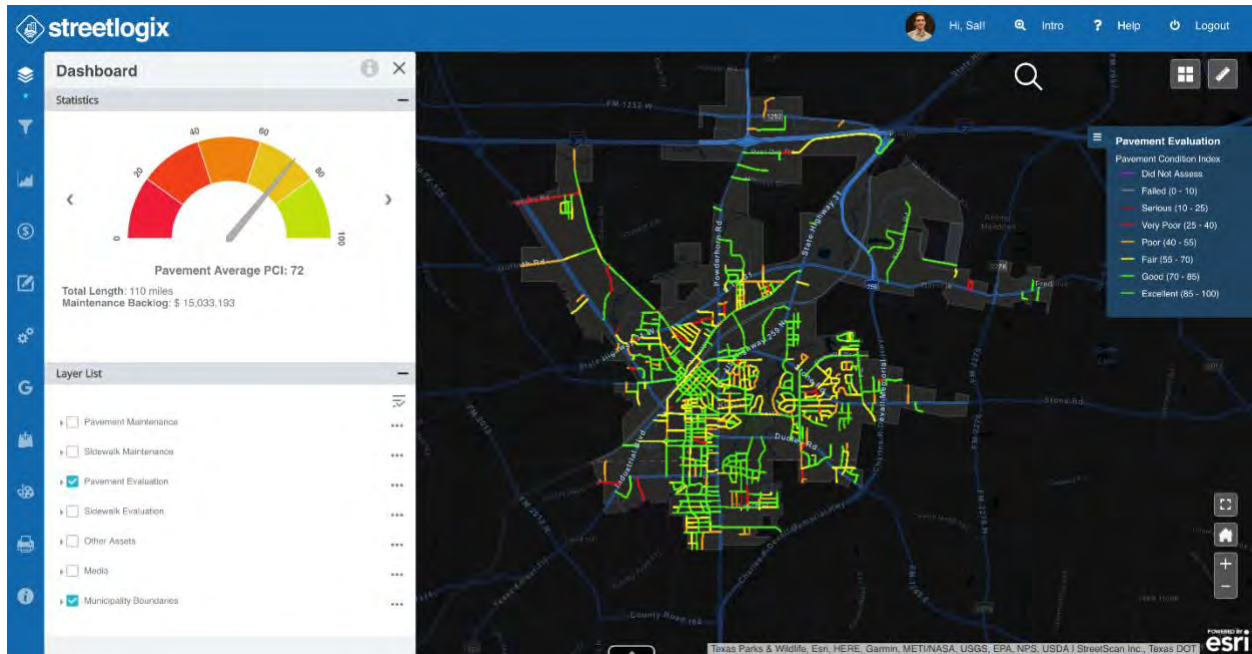
This provides staff an easy-to-use tool to quickly review PCI results, distress data and 360 images along with pavement history and other data that the city wants to be integrated. All data is hosted in the cloud, allowing users to login from anywhere on any computer to view the results. Streetlogix has many data import and export features making it compatible with Cartegraph. Streetlogix provides powerful data visualization and management tools including 360 viewer and extensive charts and dashboards (examples below).

### Sidewalks

Municipalities are given access to our GIS web-based application, Streetlogix, in order to view and analyze all collected survey data in addition to data from other sources to assist in decision making.

This provides clients an easy-to-use tool to quickly review sidewalk condition results, distresses and sidewalk images. All data is hosted in the cloud allowing users to login from anywhere on any computer to view the results. Streetlogix has many data import and export features making it compatible with any existing GIS solution such as Cartegraph. Streetlogix provides powerful data visualization and management tools including 360 viewer and extensive charts and dashboards (examples below).

### Portal view: Overall stats, available layers and PCI



## STEP 4: MAINTENANCE PLANNING

### Roads

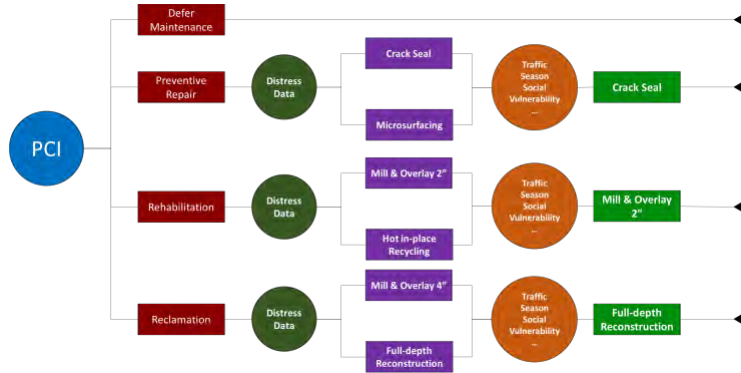
Once the inventory condition database and GIS web-app have been finalized, the work on implementing the pavement management side of the software begins. While pavement condition indicators are concerned with the current condition of the network, the management side of the process concerns itself with the analysis of condition, prediction of future condition, generation of maintenance options and pavement management scenarios. At this stage, the Client's preferred repair methods and associated costs are used to customize our road management modules. The results are compiled and reported to the client in our Streetlogix software and as a pdf document.

Our decision-trees are highly customizable and we work with staff to tailor it to ensure our AI will provide the necessary maintenance and repair suggestions. All decision trees & underlying data will be editable by staff.

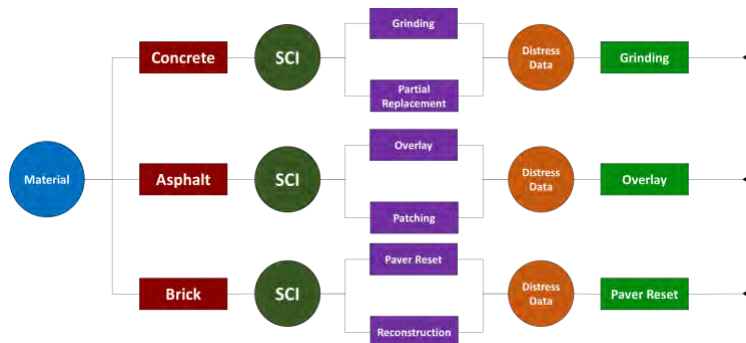
### Sidewalks

Once the inventory condition database and GIS web-app have been finalized, the work on implementing the sidewalk management side of the software begins. While sidewalk condition indicators are concerned with the current condition of the network, the management side of the process concerns itself with the analysis of conditions, prediction of future conditions, generation of maintenance options and sidewalk management scenarios. At this stage, the Client's preferred repair methods and associated costs are used to customize our sidewalk management modules. The results are compiled and reported to the client in our Streetlogix software and as a pdf document.

#### Roads:



#### Sidewalks:



## APPENDIX B – OPTIONAL SERVICES AND ASSET COLLECTION

### Paving Markings

Through StreetScan’s existing collected data, our geospatial engineering team can extract pavement markings and insert them into a separate GIS layer. All data is accessible through Streetlogix. A visual review of the markings determine their current condition and whether maintenance is required.

Attributes	Description
Category	Left Turn, Right Turn, Crosswalk etc.
Condition	The analysis will be conducted from intersection to intersection and given a rating of either Good, Fair or Critical. If the length of the road is longer than 1,000 ft, the analysis will be broken up into 1,000 ft segments
Location	Global Positioning System (GPS) location (+/- 5 meters)
Pavement Marking Image	Accessible in StreetLogix Portal
Color	White, Yellow etc.

*\* Measurement device has a rated accuracy of 0.1 degrees. However, in practice due to variations in ground surface and location where measurement is take, measured value can typically vary +/- 1 degree.*

### Sidewalk GIS Database

StreetScan provides sidewalk locations, determined from existing data sources (satellite imagery, Google StreetView or ScanVan images) if available. All data is provided as a GIS layer.

Deliverable:

- GIS layer of sidewalk locations

### Curb GIS Database

StreetScan provides sidewalk locations, determined from existing data sources (satellite imagery, Google StreetView or ScanVan images) if available. All data is provided as a GIS layer.

Deliverable:

- GIS layer of sidewalk locations

### Traffic Signage

StreetScan’s traffic sign asset management service provides a simple solution for the Municipality to quickly and efficiently manage its traffic signs. StreetScan utilizes an algorithm to automatically locate traffic signs saving you time and money. Our geospatial engineering team then undergoes a rigorous Q&A process and collects multiple unique attributes.

Attributes	Description
<b>Sign Category*</b>	Regulatory, Warning, Guide, School, Recreation, Information, General
<b>Sign Type*</b>	Federal or State MUTCD designation or custom designation for specialized signs
<b>Position on Post</b>	Sign's relative position, in column and row notation, among all signs mounted on the same structure
<b>Sign Photo*</b>	Digital image
<b>Post Type</b>	U-Channel, Round, Square, Light Pole, Signal Mast, etc.
<b>Post Material</b>	Steel, Wood, Concrete, etc.
<b>GPS Location*</b>	Global Positioning System (GPS) location (+/- 5 meters)
<b>Position</b>	Left, Right, Overhead, Center
<b>Sign &amp; Post Condition*</b>	Good, Fair, Critical rating assessed through review of daytime digital images

\*Attributes included for the basic sign inventory.

## **Catch Basins**

StreetScan provides catch basin locations, determined from existing data sources (satellite imagery, Google StreetView or ScanVan images) if available. All data is provided as a GIS layer.

Deliverable:

- GIS Layer of catch basin

## **Metal Objects (Valve & Manhole Covers)**

StreetScan provides location of circular Manhole or other similar shaped access points which are visible in the road imagery data. All data is provided as a GIS layer.

Deliverable:

- GIS layer of manhole locations

## **Tree GIS Database**

StreetScan provides tree locations which are situated in the right of way, determined from existing data sources satellite imagery, Google StreetView or ScanVan images if available. All data is provided as a GIS Layer.

Deliverable:

- GIS layer of tree location
- Geotagged images of each tree

## **Streetlight GIS Database**



Utilizing the ScanVan's cameras, StreetScan has the ability to review already collected data and extract the necessary street lighting attributes. A new street lighting data layer will be accessible through Streetlogix.

Attributes	Description
<b>GPS Location</b>	Global Positioning System (GPS) location (+/- 5 meter)
<b>Type</b>	Cobra Head, Decorative/Ornamental
<b>Wattage</b>	Fixture output power (ballast not factored for non-LED lights)
<b>Technology</b>	LED, other
<b>Pole Type</b>	Wood, Metal, Concrete
<b>Fixture Photo</b>	Digital Image

### **ADA Sidewalk Width**

StreetScan will manually calculate the sidewalk width from the 3D Data collected as this feature is not automated.

### **ADA Ramp Compliance Survey**

StreetScan will determine the compliance of ADA Ramps, measuring the following attributes: ramp slope & cross slope, road slope & cross slope, flare slopes, ramp width, landing area, tactile pad (present/not present/condition). As part of this service, StreetScan provides imagery of all ramps and a GIS data layer accessible in Streetlogix, showing location of ADA ramps and all measured properties.

Deliverables:

- GIS Layer with ramp location & missing ramps
- Image of ramps/no ramp
- Compliance
- Measured Attributes (shown below)

## APPENDIX C – OUR CLIENTS

### REFERENCES & ADDITIONAL INFORMATION

#### City of Providence, RI

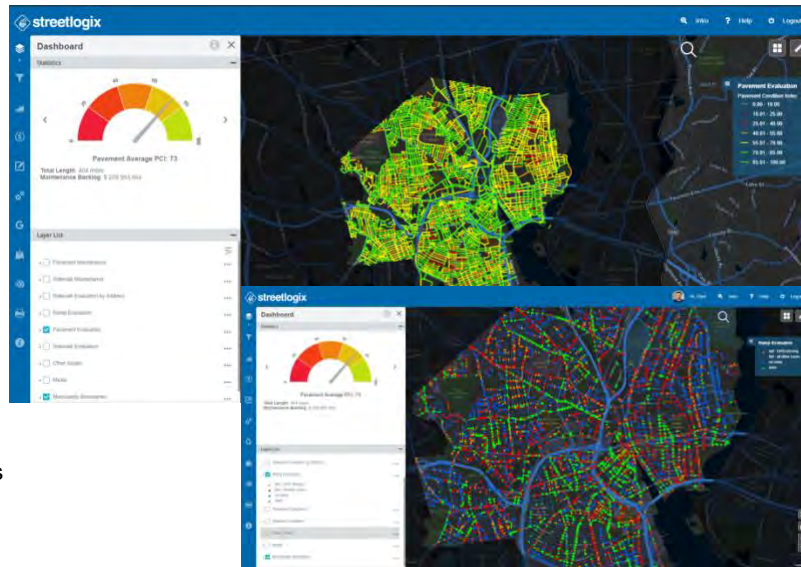
**Project Objective:**

StreetScan was contracted by the City of Providence, RI, to assess the condition and provide repair suggestions for city-maintained roadways, sidewalks, and Americans with Disabilities Act (ADA) ramps.

**Project Description:**

StreetScan surveyed:

- 405 centerline miles of roadways
- 625.3 miles of sidewalk
- 10,688 locations for ADA ramps



StreetScan utilized specialized vehicles outfitted with an array of sensors that included 2D and 3D cameras to assess the condition of Providence’s roadways. Data collected from the sensors was processed to identify specific road distresses and determine the pavement condition index (PCI) of each segment.

For sidewalk assessments, StreetScan deployed mobile carts with high definition video capture capability. Sidewalk distresses such as cracking, aggregate loss, uplifts and surface distortion were identified, which were then used to calculate sidewalk condition ratings on a scale of 0 to 100, with 0 being the worst and 100 being ideal.

For ramp assessments, StreetScan utilized proprietary ScanCart systems and digital levels to assess each ADA ramp. A total of 12 compliance measurements were taken for each ADA ramp and overall compliance was determined.

**Project Outcome:**

Data collection was completed in August 2018. Results from the survey were placed in Streetlogix, StreetScan’s GIS web-based software, providing an enriched view of the City’s road and sidewalk network with color-coded pavement conditions and other assets, along with images for every scanned road and a range of decision-making tools. In addition to repair suggestions and cost estimates, StreetScan prioritized repairs and developed work plans for the city. The City can use the software to visualize and export the information, as well as to adjust parameters and modify or generate new repair work plans.

Project Contacts	
City of Providence, RI	Municipal Contact: Craig Hochman, Deputy Chief Engineer (401) 680-7515 / <a href="mailto:chochman@providenceri.gov">chochman@providenceri.gov</a>
StreetScan	Project Manager: David Vines, R&D Engineer (617) 399-8236 / <a href="mailto:david.vines@streetscan.com">david.vines@streetscan.com</a>

**City of Portland, ME**

**Project Objective:**

The City of Portland, ME, selected StreetScan to perform a mobile sensing survey of City’s road network and prepare custom Maintenance and Repair suggestions.

The mandate comprised the assessment of traffic signs, pavement markings and Streetlight Lux Levels.

**Project Description:**

Data collection for the project included:

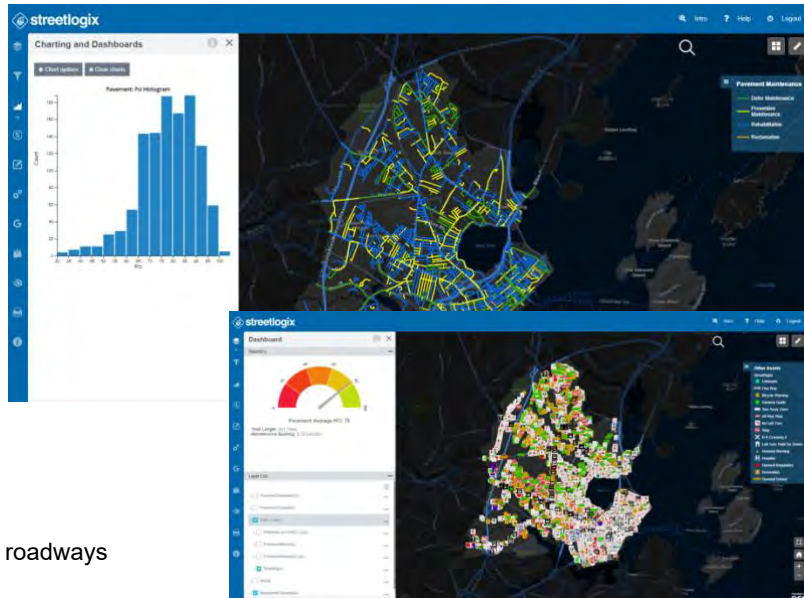
- 221 centerline miles of city-maintained roadways
- 21,847 traffic signs inventoried
- 2,585 pavement markings (line features: lane dividers, bike lanes, etc.)
- 4,429 pavement markings (point features: left arrow, bicycle marking, etc.)

StreetScan used specialized ScanVan vehicles to assess the condition of roadways in normal traffic flow. During the survey, imagery collected from 2D Camera systems were used to locate pavement markings and traffic sign locations. Consequently, Manual on Uniform Traffic Control Devices (MUTCD) attributes were extracted from the traffic sign images by our technicians.

A Streetlight Lux Level Pilot was also performed. Utilizing a vehicle equipped with light sensors, StreetScan surveyed the Municipality at night to collect light level illumination data and provided a GIS layer also accessible through its web-based software.

**Project Outcome:**

Data collection was completed in December 2016. Survey results were placed in Streetlogix, a customizable, GIS web-based application, whose algorithm utilizes PCI, road usage data and a cost benefit analysis to determine road maintenance, repair costs and prioritization per segment. Budgeting and planning tools allow for editable short- and long-term planning as well as level of service analysis with target PCI.



Project Contacts	
<b>City of Portland, ME</b>	<b>Municipal Contact:</b> Christopher Branch, Public Works Director (207) 874-8801 / <a href="mailto:cbranch@portlandmaine.gov">cbranch@portlandmaine.gov</a>
<b>StreetScan</b>	<b>Project Manager:</b> Salar Shahini, GIS Director & Data Scientist (617) 399-8236 / <a href="mailto:salar.shahini.s@streetscan.com">salar.shahini.s@streetscan.com</a>

**City of Brockton, MA**

**Project Objective:**

StreetScan was contracted by the City of Brockton to perform a road and sidewalk assessment survey that would objectively collect pavement and sidewalk condition data and provide custom repair and maintenance recommendations.

**Project Description:**

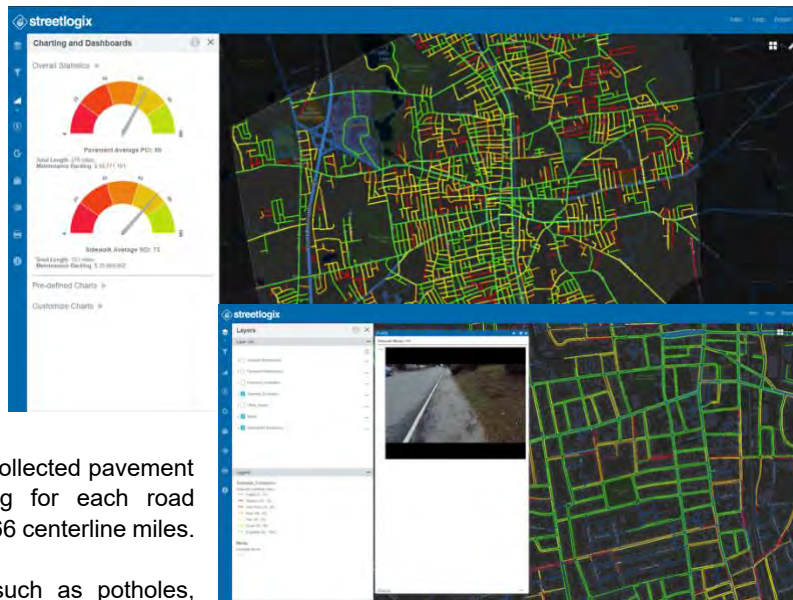
During the summer of 2017, StreetScan collected pavement condition, texture and roughness rating for each road segment (intersection to intersection) of 566 centerline miles.

Additionally, location of road features such as potholes, manholes and cracks were collected. StreetScan also performed subsurface data analysis using its air-coupled Ground Penetrating Radar (GPR) arrays for roads requested by the City.

In 2018, StreetScan surveyed 153 miles of sidewalk utilizing specialized mobile carts that combine high resolution video and imagery capture, inertial measurements, and a custom designed positioning and tracking system.

**Project Outcome:**

The City was able to secure funding under Chapter 90. StreetScan delivered a pavement management plan and decision-making solutions via Streetlogix, StreetScan’s GIS web-based software, whose algorithm utilizes PCI, road usage data and a cost benefit analysis to determine road maintenance, repair costs and prioritization per segment. Budgeting and planning tools allow for editable short- and long-term planning as well as level of service analysis with target PCI.



Project Contacts	
<b>City of Brockton, MA</b>	<b>Municipal Contact:</b> Patrick Hill, Director of Operations (508) 580-7135 / <a href="mailto:phill@cobma.us">phill@cobma.us</a>
<b>StreetScan</b>	<b>Project Manager:</b> Salar Shahini, GIS Director & Data Scientist (617) 399-8236 / <a href="mailto:salar.shahini.s@streetscan.com">salar.shahini.s@streetscan.com</a>

**Sample of other Clients:**



Town of Braintree, MA



Town of Rye, NH



Town of Somers, CT



Town of Amherst, MA



City of Portland, ME



Town of Sharon, MA



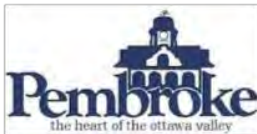
Washington State Parks



City of Providence, RI



Town of Kingston, MA



Town of Pembroke, ON



Town of Beverly, MA



Town of Hampstead, QC



City of Lafayette, IN

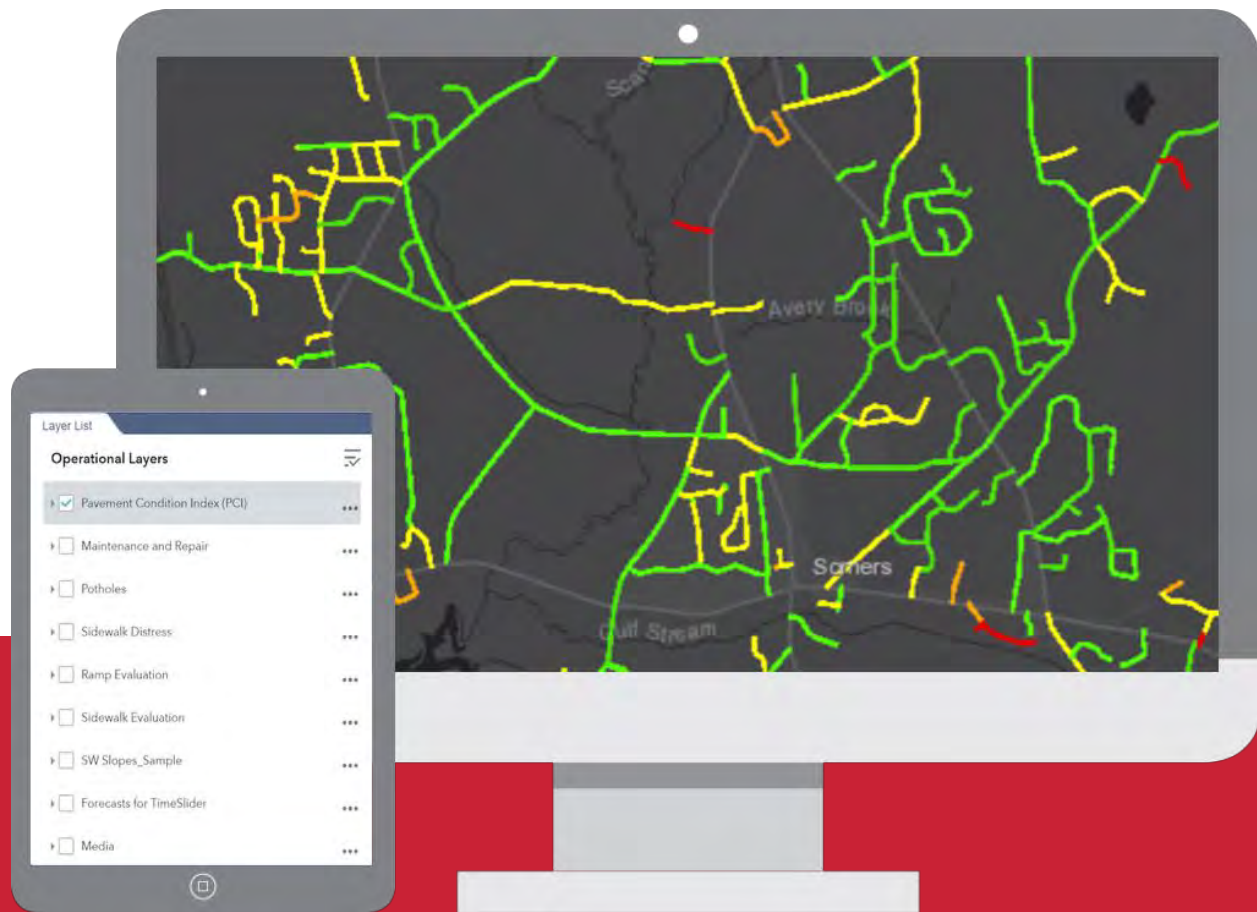


City of Kenora, ON



Municipality of Stirling-Rawdon, ON

## CASE STUDY



### Somers, CT, Optimizes Road Repair Budget with GIS Analytics

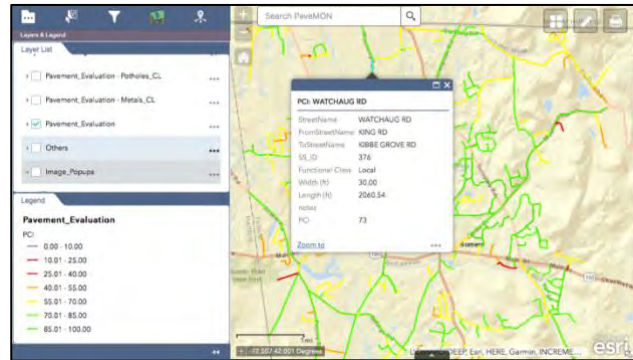
Somers is a town in Tolland County, Connecticut, nestled between Enfield and Stafford Springs. Bordering Massachusetts, this quaint town with a "small town" feel is only 9 miles from the City of Springfield, MA, and 24 miles from Hartford, CT. Somers has a population of approximately 11,500 residents.

## The Challenge

Like many municipalities in North America, Somers was utilizing a visual assessment to gather information on the status of its road network. This subjective and labor-intensive approach motivated the Town to embrace a faster, objective, and transparent way to assess roadway conditions and determine which roads needed repair, along with how and in what order they needed to be repaired.

## The Partner

Somers learned about StreetScan's objective, data-driven approach through the Connecticut Conference of Municipalities (CCM). CCM and StreetScan have partnered to provide fast, affordable, Smart City pavement inspection and management services to CCM-member towns and cities. StreetScan uses vehicle-mounted sensing technology to assess road conditions in normal traffic flow and displays gathered information in a geographic information system (GIS) application: a web app with up-to-date data and a range of tools for decision-making.



## The Solution

StreetScan's mobile-sensing vehicle, ScanVan, is the physical heart of the asset management system, assessing pavement, traffic signs, pavement markings and more on every road it traverses. During a two-week period, the ScanVan travelled 90 miles of roads in normal traffic flow to gather data on the condition of the entire street network utilizing 3D imaging technology to measure road defects. The locations of road features such as potholes, manholes and cracks were also collected. Once scanned, a variety of technologies from StreetScan & Esri, such as ArcPy scripts, ArcGIS Desktop, and ArcGIS enterprise were leveraged to generate Streetlogix, a GIS web app with powerful visualization and budget-planning tools. This app provides road condition ratings on a scale of 0 to 100, with 0 being the worst and 100 being ideal, and prioritizes the areas to remediate.

## The Results

Using Streetlogix, the Town can now see an enriched view of its street network with color-coded pavement conditions and other assets, along with images for every road and tools for data-driven budget and maintenance planning. StreetScan reported that Somers' overall pavement condition index (PCI) was rated in 'good' condition at an average PCI of 72.4, with 92.8% of roads above a critical PCI of 55. Only 7.2% of roads were rated as 'very poor' or 'poor'.

Somers now has a data-based structure to move forward with a road bonding package. An objective, data-driven scan performed by a third party has also helped with community buy-in, increasing transparency and reducing criticism when making assessments and investment decisions on road infrastructure.

“Through StreetScan, we now have a data-based structure to move forward with a road bonding package. An objective, data-driven scan performed by a third party has reduced criticism and helped justify repairs.”

**Todd Rolland**  
Director of Public Works  
Town of Somers

# EXHIBIT C - AGREEMENT FOR SERVICES - FEE REVISION

Municipality \_\_\_\_\_  
 Agreement for Services Date \_\_\_\_\_



Data Collection Completion Date \_\_\_\_\_  
 Fee Revision Date \_\_\_\_\_

**DESCRIPTION OF REVISION**

The total lane mileage assessed [increased/decreased] to [XXX] miles based on the roads segments identified for collection. The Fees (article 5.1) of Agreement for Services (the "Agreement") were based on an estimated lane mileage of [XXX] miles from the proposal. Thus, as per Article 5.2 of the Agreement, a Reconciliation for [XXX] additional miles applies. The below Table shows the detail of the Fees Reconciliation.

PAVEMENT MANAGEMENT PRICING RECONCILIATION OVERVIEW		
Expected Lane Miles (as per the Agreement)		0 mi
Actual Lane Miles surveyed		0 mi
<b>Additional Lane Miles Surveyed</b>		<b>0 mi</b>
<b>Survey &amp; Data Processing</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Scan Van Data Collection	XX	#VALUE!
Data Processing	XX	#VALUE!
Enhanced Visualization Package	XX	#VALUE!
<b>Total Survey &amp; Data Processing</b>		<b>#VALUE!</b>
<b>Software</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Annual Support & Data Hosting	XX	#VALUE!
Pavement Facing Imagery	XX	#VALUE!
<b>Total Software &amp; Imagery</b>		<b>#VALUE!</b>
<b>TOTAL ADDED ASSESSMENT FEES OVER 3-YEAR PERIOD</b>		<b>#VALUE!</b>
<b>ANNUAL FEE CHANGE</b>		<b>#VALUE!</b>

YEAR	1	2	3
<b>SERVICES</b>	<b>Software + Van assessment + Enhanced Vis.</b>	<b>Software</b>	<b>Software</b>
TotalStreet (estimated)	\$ -	\$ -	\$ -
Annual Fee Change	#VALUE!	#VALUE!	#VALUE!
<b>Reconciled Services Fee</b>	<b>#VALUE!</b>	<b>#VALUE!</b>	<b>#VALUE!</b>

**ACCEPTANCE**

Your acceptance of this Fee Revision shall only constitute a modification to [Article 5.1 - Fees] of the Agreement, in accordance with its [Article 5.2 - Reconciliation]. Thus you agree to pay StreetScan inc. the Reconciled Services Fee as set up in the above table for the duration of the Agreement. Both parties acknowledge that the Services will continue to be performed subject to all the same terms and conditions in our Agreement. No additions or deletions to this Fee Revision shall be allowed, except with written permissions of both parties.

ACCEPTED FOR:  
**STREETSCAN, INC.**

ACCEPTED BY:  
**XXXXXXX**

\_\_\_\_\_  
 Ralf Birken CEO  
**Date:** \_\_\_\_\_

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

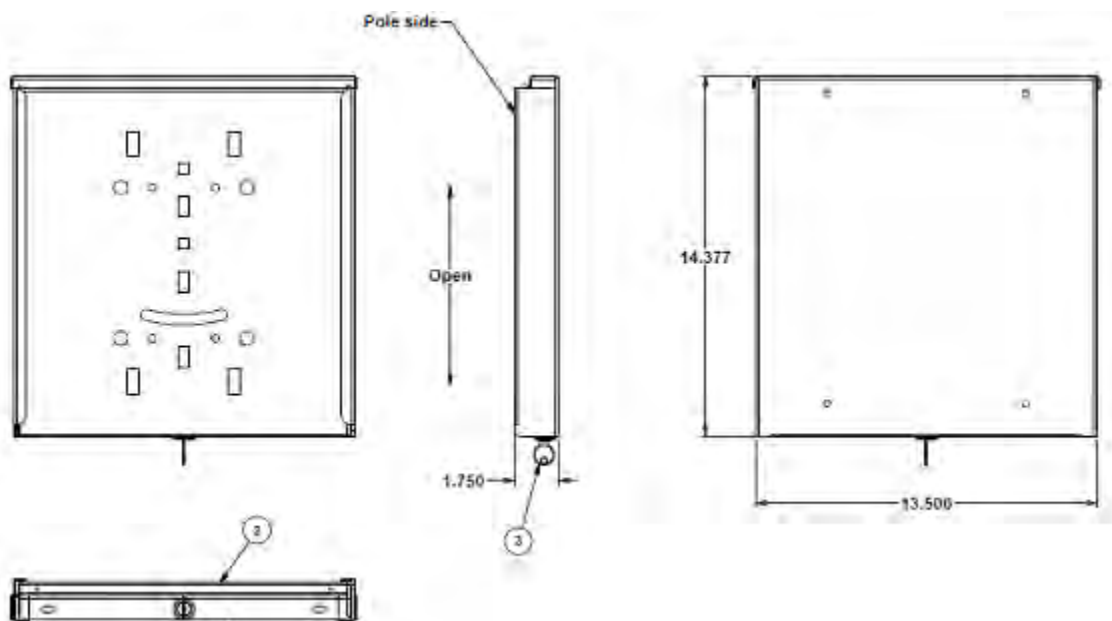




2708 47<sup>th</sup> Ave.  
Sacramento, CA 95822  
Phone (916) 394-9884  
Fax (916) 394-2809  
www.xwalk.com

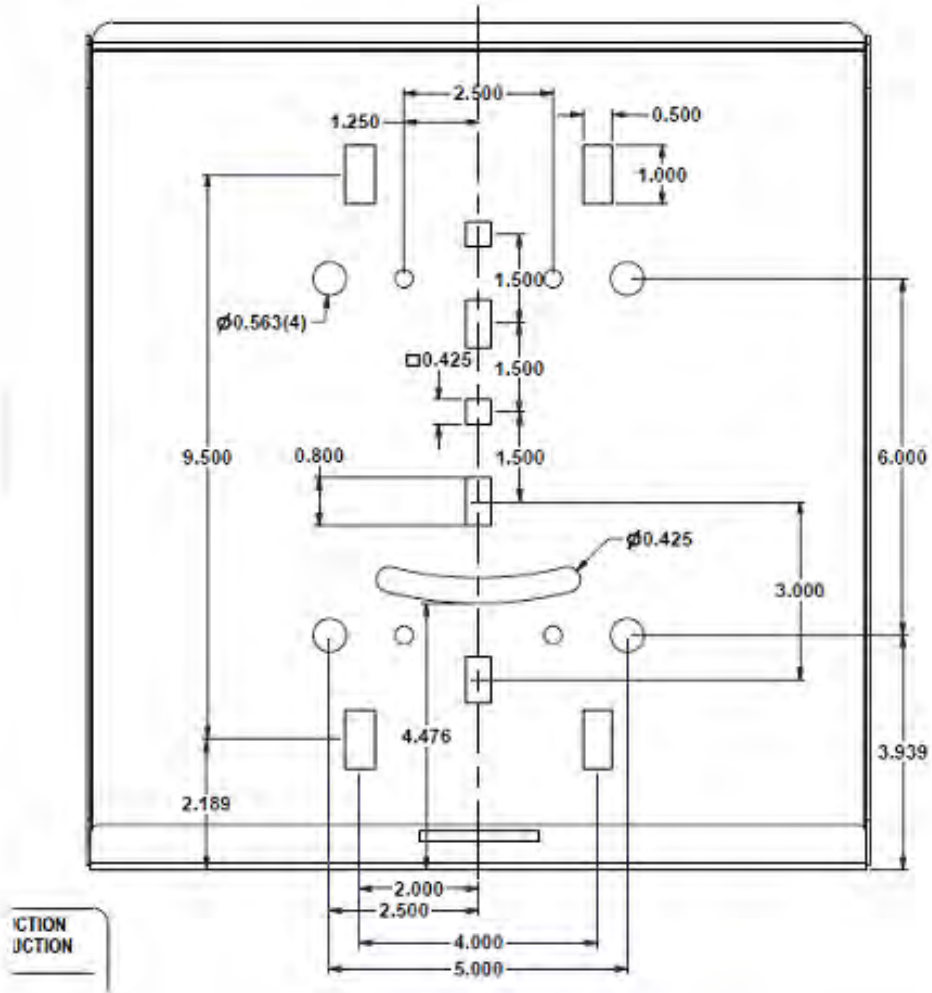
## Universal Mounting Bracket System

- **Universal Mounting Bracket System**
  - Universal mounting options: circular, square and Telstar poles
  - Theft resistant
  - Promotes sign portability: sign locks into mounting bracket with a turn of a Key
  - Sign Bracket: 2 lbs.
  - Pole Bracket: 5 lbs.



# Inside View of Pole Bracket

## Inside view





Traffic Safety Corp.

2708 47th Avenue  
Sacramento, CA 95822, USA

<https://www.xwalk.com>

US & Canada: +1 888 446 9255

Worldwide: +1 916 394 9884

**Bill To:**

Andover Town  
Andover, CT 06232  
United States  
eanderson@andoverct.org>

**Confirm To:** Eric Anderson

# Quote

**Customer Number:** 02-QUOTECT

**Quote Number:** 0099113

**Quote Date:** 10/2/2019

**Expires On:** 11/1/2019

**Salesperson:** Jennifer Kay

[jennifer.kay@xwalk.com](mailto:jennifer.kay@xwalk.com)

**Direct Line:** 1-916-330-1081

**Ship To:**

Andover Town  
Andover, CT 06232  
United States

**Notes:** 860-742-7305

		<b>Ship Via</b>			<b>Terms</b>
		BEST WAY			Net 30 Days From Invoice Date
<b>Item / Description</b>	<b>UOM</b>	<b>Qty Quoted</b>	<b>Price</b>	<b>Amount</b>	
SI-SP100-S Solar Powered Safe Pace 100 Radar Speed Sign. Yellow Face Plate	EA	1	\$2,599.00	\$2,599.00	
SI-SP1BK2 Universal Bracket Full Set for SP100/250/450/475/550/625/650/EVL11&12 with Anti Theft Bolt.	EA	1	\$125.00	\$125.00	

We do not have a resale certificate (exemption number) on file for you. Please submit your exemption/certificate number if you have one. Thank you!

**Freight Will Be Charged at Shipping**  
**We Appreciate Your Business**

Traffic Safety Warranty: [https://www.xwalk.com/pages/sys\\_warranty.htm](https://www.xwalk.com/pages/sys_warranty.htm)

Net Order: \$2,724.00

Freight: \$0.00

Sales Tax: \$0.00

**Order Total:** \$2,724.00 USD



Traffic Safety Corporation  
2708 47th Ave.  
Sacramento, CA 95822-3806  
Toll Free: 888.446.9255  
Tel: 916.394.9884  
Fax: 916.394.2809  
Email: sales@xwalk.com  
Web: www.xwalk.com

## SafePace 100 Driver Feedback Radar Speed Sign

### General Description

The SafePace 100 driver feedback sign is the solution that fits your budget. This compact radar speed sign offers exceptional visibility and power efficiency in a lightweight and portable solution. Featuring the options you need at remarkably affordable pricing, the SafePace 100 driver feedback sign will help you keep your neighborhoods safe for years to come.

### Features

- **Energy Efficient:** The sign can function up to 3 weeks autonomously with optional battery power depending on volume.
- **Optimal Visibility:** Unique light enhancing, anti-glare lens system, as well as automatic ambient light adjustment, provide brilliant visibility even in poor lighting conditions.
- **User Friendly:** Software interface is user friendly and can be programmed to set sign parameters quickly and easily. Optional data collection allows you to download traffic data, and generate statistical reports.
- **Stealth Mode:** Collect baseline traffic data while speed display appears blank to motorists.
- **Speed Violator Strobe:** Programmable flashing strobe to alert speeding drivers comes standard with every sign.



*Choice of faceplate colors available.*

### SafePace 100 Specifications

Digit Size	11"
Height	29"
Weight	21 lb.
24/7, 365 Scheduling	√
Data Collection	√
Solar Compatibility	√
Battery Operated	√
Universal Mounting	√
Cloud Compatibility	√
Trailer Compatibility	√
Dolly Compatibility	√
Hitch Compatibility	√
Warranty	2 Years

Visit our web site: [www.xwalk.com](http://www.xwalk.com)

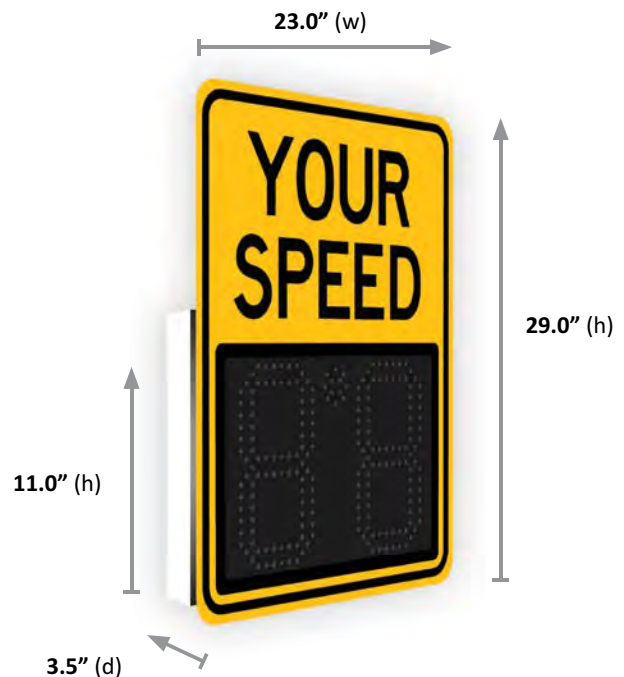


**Traffic Safety Corporation**  
 2708 47th Ave.  
 Sacramento, CA 95822-3806  
 Toll Free: 888.446.9255  
 Tel: 916.394.9884  
 Fax: 916.394.2809  
 Email: sales@xwalk.com  
 Web: www.xwalk.com

## SafePace 100 Driver Feedback Radar Speed Sign

Feature	Specifications
<b>Dimensions</b>	
Digits	11"(h) x 5.6"(w), 98 LEDs per digit
Unit with "YOUR SPEED" Sign Mounted	Full size sign: 29.0"(h) x 23.0"(w) x 3.5"(d)
<b>Sign Weight (includes "YOUR SPEED" sign (2 lb.) mounted)</b>	
AC Powered	21 lb.
3 Cell Battery Powered Model	23 lb.
4 Cell Battery Powered Model	25 lb.
Solar Powered Model	23 lb. (not including solar panel or bracket)
<b>General Specifications</b>	
Operating Temperatures F° (C°)	-40° (-40°) to 185° (85°)
Speed Units	Miles per hour (mph) or kilometers per hour (km/h)
Faceplate	Yellow or white high-intensity prismatic reflective sheeting on sign face with black colored text. MUTCD approved colors and format.
Bashplate	Aluminum, 0.25"
Communications	Bluetooth (standard), GSM/GPRS (optional, for use with SafePace Cloud)
Programming	SafePace Pro sign management software, SafePace Cloud remote sign management, 24/7 365 day unlimited programming and scheduling
<b>Power Options (Electrical Specifications)</b>	
AC Power Input	100~240 V AC
DC Power Input	12 V DC
Solar Panel Options	20W, 50W
<b>Radar</b>	
Internal	SS300 Doppler (FCC approved)
Radar RF Out	5 mW maximum
Radar F-center	24.125 GHz or 24.200 GHz
Pickup Distance	Up to 300 feet
Beam	38° x 45°, linear polarization

Feature	Specifications
CE Mark	Yes
<b>Display</b>	
LEDs	208
Digits	196 Amber, 23°, 5 mm, luminous intensity (5,000 – 12,000 mcd/LED)
Speed Violator Strobes	12 White, 15°, 5 mm, luminous intensity (18,000 – 28,000 mcd/LED)
Optical Lenses	208
Ambient Light Sensors	1 sensor and automatic brightness control
<b>Enclosure</b>	
Construction	12 gauge aluminum, flat black powder coated front for reduced glare and maximum contrast; light gray powder coated body to minimize heat absorption
Weatherproof Rating	Weatherproof, NEMA 4X-12, IP65 level compliant. Non-sealed and ventilated.
<b>Warranty</b>	
Sign	2 years
Batteries	1 year



**Visit our web site: [www.xwalk.com](http://www.xwalk.com)**

**General Ledger Detail**  
Andover Town & School 2019-2020  
From 7/1/2019 To 11/4/2019 (Effective Date)

Account Number	Effective Date	Type	Ven #	Account Key	Check #	PO/Line	Tran #	Account Description	Transaction Description	Debits	Credits	Balance	
L-100-00-3700-006				L-100-00-3700-006				DT/DF-Farm.-Town Aid Roads				\$99,509.35	<b>OldBal</b>
							0					\$99,509.35	
	8/13/2019	Expend	HAIN		20157552	/ 0	373	CLASS 2 MIX		\$393.70		\$99,115.65	
	8/21/2019	Expend	21364		20157590	/ 0	482	ROAD MARKING PAINT		\$50.88		\$99,064.77	
	8/21/2019	Expend	HAIN		20157577	/ 0	505	CLASS 2 MIX		\$77.50		\$98,987.27	
	8/21/2019	Expend	HAIN		20157577	/ 0	506	CLASS 2 MIX		\$76.73		\$98,910.54	
	9/17/2019	Expend	26578		20157626	/ 0	705	BLADES		\$723.00		\$98,187.54	
	9/25/2019	Expend	HAIN		20157679	/ 0	794	SUNSET/TOWNSEND LOAM		\$334.00		\$97,853.54	
	10/3/2019	Expend	21364		20157708	/ 0	823	GRASS SEED MIX		\$324.39		\$97,529.15	
	10/3/2019	Expend	HAIN		20157701	/ 0	824	SCREENED LOAM		\$334.00		\$97,195.15	
	10/3/2019	Expend	5529		20157694	/ 0	831	SITE VISITS,MEETINGS		\$1,381.25		\$95,813.90	
	10/9/2019	Expend	132		20157722	/ 0	923	TARP, ROPE		\$106.95		\$95,706.95	
	10/9/2019	Expend	21364		20157732	/ 0	924	BASIN SLAB		\$180.00		\$95,526.95	
	10/16/2019	Expend	10751		20157755	/ 0	950	RIP RAP		\$945.21		\$94,581.74	
	10/16/2019	Expend	HAIN		20157741	/ 0	957	LOAM		\$98.00		\$94,483.74	
	10/30/2019	Expend	HAIN		20157767	/ 0	1000	LOAM		\$334.00		\$94,149.74	
										<b>\$5,359.61</b>	<b>\$0.00</b>	<b>\$94,149.74</b>	<b>End Bal</b>







# **TOWN OF ANDOVER**

PERSONNEL POLICY HANDBOOK

FOR

EMPLOYEES

Amended and approved by the Andover Board of Selectmen on XXXXXX

## INTRODUCTION

This Employee Handbook is intended as a general guide to the Town of Andover's personnel policies, practices and employee benefits.

These Personnel Policies set forth by the Board of Selectmen are applicable to all employees hired and appointed by the Board of Selectmen or Town Administrator of the Town of Andover. Job descriptions are available to all employees from the Town Administrator.

Benefits listed under these policies are granted to full time employees who are employed or appointed by the Board of Selectmen with a weekly work schedule of 30 (thirty) hours or more. Any exception to this is specifically listed in the personnel policies.

**The contents of this Employee Handbook are presented as a guide. Neither the Handbook nor any other personnel policies, practices or benefits are to be understood as a promise or contract between the Town and its employees. However, violations of any of the policies stated herein could lead to discipline, up to and including termination of employment. With respect to insurance and pension matters, the actual terms of the insurance policy, agreement or contract will control.**

Employees represented by a labor union will be governed by the policies set forth in their collective bargaining agreement to the extent that such policies differ from the policies outlined in this Employee Handbook.

The Town reserves its right to modify, change, or cancel all or any part of the Employee Handbook at any time without written or verbal notice as circumstances may require.

You are urged to read this material carefully and at your earliest convenience.

## TABLE OF CONTENTS

	<b>Page</b>
INTRODUCTION	
EQUAL EMPLOYMENT OPPORTUNITY POLICY .....	1
EMPLOYMENT-AT-WILL.....	2
HOURS OF WORK.....	3
ATTENDANCE AND PUNCTUALITY .....	4
INTRODUCTORY PERIOD.....	5
EMPLOYEE CLASSIFICATIONS.....	6
EMPLOYEE TERMINATIONS .....	7
SALARY ADMINISTRATION.....	8
PAYDAY .....	9
OVERTIME.....	10
PERSONNEL RECORDS .....	11
JOB POSTING.....	12
SOLICITATIONS.....	13
EMPLOYEE DISCIPLINE .....	14
SAFETY .....	15
VACATIONS .....	16-17
HOLIDAYS .....	18
PERSONAL LEAVE.....	19
FUNERAL LEAVE .....	20
JURY DUTY LEAVE .....	21
MILITARY RESERVE LEAVE .....	22
SICK LEAVE .....	23
WORK RELATED ABSENCE.....	24
REPORTING PROCEDURE - JOB RELATED INJURY .....	25
FAMILY AND MEDICAL LEAVE .....	26-27
MATERNITY LEAVE.....	28
LEAVE OF ABSENCE WITHOUT PAY .....	29

LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE.....	30
HEALTH INSURANCE.....	31
COBRA (Continuation of Health Insurance Benefits) .....	32
TUITION ASSISTANCE [Optional] .....	33
PENSION PLAN .....	34
SPECIAL STORM AND EMERGENCY PROCEDURES .....	35
EMPLOYEE ASSISTANCE PROGRAM .....	36
TOWN EXPENSE REIMBURSEMENT.....	37
VEHICLES AND OPERATING EQUIPMENT.....	38
NON SMOKING .....	39
DRESS CODE .....	40
NEPOTISM POLICY .....	41
CONFIDENTIALITY.....	42
CONFLICTS OF INTEREST.....	43
INTERNET AND COMPUTER USE .....	44-46
SOCIAL MEDIA .....	47-48
WORKPLACE VIOLENCE.....	49
OUTSIDE EMPLOYMENT.....	50
ALCOHOL AND DRUG ABUSE POLICY .....	51
SEXUAL AND OTHER HARASSMENT POLICY AND PROCEDURE.....	52
HARASSMENT COMPLAINT PROCEDURE.....	53
ACKNOWLEDGEMENT OF RECEIPT OF THE TOWN OF [TOWN] EMPLOYEE HANDBOOK AND NOTICE OF DISCLAIMER.....	54
SENIOR TRANSPORTATION DRIVER POLICY.....	55-56

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

It is the continuing policy of the Town of Andover to ensure equal employment opportunity in all personnel actions. Our policy is stated as follows:

1. Recruiting, hiring, training and promoting of all job classifications will be without regard to race, religion, color, national origin, ancestry, gender, gender identity or expression, sexual orientation, marital status, age, veteran status, or physical or mental disability, except in the case of bona fide occupational qualifications.
2. Employment decisions will be based solely on the individual's experience and qualifications as related to the requirements of the position for which the individual is being considered.
  - (a) The Board of Selectmen shall conduct a recruitment program for each vacancy to be filled. Notice of job openings shall be posted on a designated bulletin board for a period of not less than two days prior to advertising in a newspaper for a new employee to fill the position. Such a recruitment program shall include a job vacancy announcement in the daily newspaper with the largest circulation in Andover. All applicants are chosen through a competitive examination process as prescribed by the Town Charter.
3. All personnel actions such as compensation, benefits, transfers, terminations and layoffs, return from layoffs, town sponsored training, education, social and recreational programs will be administered without regard to race, religion, color, national origin, ancestry, gender, gender identity or expression, sexual orientation, marital status, age, veteran status, or physical or mental disability unless accommodations cannot be provided under the legal standards presented.

## **EMPLOYMENT-AT-WILL**

Those employees who (i) do not have an individualized written employment contract, (ii) are not members of a bargaining unit covered by a collective bargaining agreement, or (iii) do not hold an office to which statutory termination provisions are applicable, are employed at the will of the Town. **At-will employees are subject to termination by the Town at any time, for any reason, with or without cause or notice. Nothing in this Handbook or any statement, written or oral, shall limit the Town's right to terminate employment at will.** Similarly, employees are free to terminate their employment at any time without cause.

## **HOURS OF WORK**

The normal payroll week is Sunday through Saturday.

Full-time employees are those who are regularly scheduled for thirty (30) or more hours per week. Part-time employees are those who are regularly scheduled for less than thirty (30) hours per week.

The schedule of working hours for employees is determined by each department head, including work breaks and meal periods. All employees who work at least eight hours per day are entitled to a meal break after four hours of work. Meal periods are unpaid unless specifically authorized as paid time by the supervisor or department head. You may not work through your meal break without supervisor or department head approval as such time may cause overtime or comp time to be incurred. Supervisors or department heads may find it necessary to change work schedules to meet the operational needs of the department.

Employees may be requested, on occasion, to work in excess of their regularly scheduled work hours. Employees are not permitted to work additional or overtime without the prior approval of their supervisor or department head.

## ATTENDANCE AND PUNCTUALITY

Employees who are unable to report to work at their regular starting time are required to contact the town administrator as soon as possible to explain the reason for their absence and when they expect to return at work. An absence that is a no-call and no-show is a serious matter and if not excused by an emergency may be regarded as job abandonment.

The major function of Town employees is to serve the citizens of the Town. Absenteeism and tardiness increase the workload of other employees, and affect the cost and quality of services provided. It is important that all employees are punctual in starting work in order that this service is assured during working hours.

Employees reporting to work after their scheduled starting times will be considered tardy. Employees are expected to work their entire shifts. Tardiness also includes leaving early without permission.



## **INTRODUCTORY PERIOD**

The first one hundred and eighty (180) days of employment for new employees shall be an introductory period to assess whether the job is a proper fit for both the new employee and the Town and during this time leave benefits do not accrue. Upon completion of thirty 30 days of employment, employees will be entitled to applicable fringe benefits as described in this Handbook. Employees are not allowed to schedule time off during the introductory period except for emergencies.

The new or transferred/promoted employee's supervisor will submit a job performance evaluation to the department head or Town Administrator by the end of the introductory period, including a recommendation as to whether the employee should continue in the position.

At all times, including successful completion of the introductory period, employment with the Town is considered "at will" and the employment relationship may be terminated at any time by either party.

## EMPLOYEE CLASSIFICATIONS

Regular Full-Time Employees. Full-time status is given to non-temporary employees working thirty 30 hours or more per week. Regular status is used to describe those employees whose jobs are ongoing with the Town. Regular full-time employees are eligible for all Town benefits.

Regular Part-Time Employees. Part-time status is given to non-temporary employees working less than thirty 30 hours per week. Regular Part-time employees are eligible for certain Town benefits as defined in this Handbook or in their terms of hire.

Temporary Employees. Temporary employees are hired on an interim or temporary basis to supplement the workforce and are given a limited duration of employment or a specific work-ending date. Employment beyond an initially-stated period will not imply a change in employment status.

Seasonal Employees. Seasonal employees are employees who work less than 120 days in a calendar year.

On-call Employees. On-call status is given to individuals who have accepted placement on an on-call list and are available to work as a specific need arises. On-call employees are not eligible for employee benefits.

Rehired Employees. Eligibility for employee benefits of rehired employees will be based on their rehire date except when credit is given for years of prior service as dictated by statute or by individual benefit plans.

Non-exempt Employees. Nonexempt employees are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act and the Connecticut wage and hour laws.

Exempt Employees. Exempt employees are exempt from the provisions of the Fair Labor Standards Act and Connecticut wage and hour laws, and are not entitled to overtime pay. Exempt employees may include personnel employed in executive, administrative, professional, and outside sales capacities.

Elected Officials. Elected Officials are elected by the citizens of Andover. Certain elected officials are treated as employees for the purposes of salary and benefits and will be guided by the Town's policies and/or Charter relating to benefits for Elected Officials or to individual specifications for their positions. Any Town employee who leaves his municipal employment to accept a full-time elective municipal office in the Town of Andover shall be granted a leave of absence without pay for not more than two consecutive terms of the elective office, or a period of four years, whichever is shorter. Upon reapplication for his/her original position at the expiration of the leave of absence, the employee will be reinstated in the original position, or a similar position with equivalent pay, or a vacancy which the employee is qualified to fill.

## EMPLOYEE TERMINATIONS

Employee terminations may occur for numerous reasons, including the following:

- Employee's Resignation
- Employee's Retirement
- Reduction in the Workforce
- Expiration of an Employment Contract
- Employee's Discharge

Discharge can be for any reason not prohibited by law. In the absence of a specific written agreement, and in conformance with the Town's employment-at-will policy, employees are free to resign at any time and for any reason and the Town reserves the right to terminate employment at any time and for any reason.

Employees are requested to give written notice of their intent to resign and should be guided by the following criteria:

- Supervisory and managerial employees - four weeks' notice.
- All other employees - at least two weeks' notice.

Employees who fail to give the required notice will forfeit payment of their accrued and unused vacation time.

Recommendation by a supervisor for the discharge of an employee must have final approval by the First Selectman.

The Town, at its discretion, may give a resigning employee up to two weeks' pay in lieu of notice.

The Town Administrator officer will be responsible for conducting exit interviews of all terminating employees and for securing the return of all Town property such as automobiles, keys, tools, phones, and so forth.

Termination and discharge procedures are only guidelines and do not create a binding agreement between the Town and its employees.

## **SALARY ADMINISTRATION**

It is the Town's policy to provide equitable compensation for each employee based on the responsibilities of the individual's position and performance.

Non-union salaries are established by the Board of Selectmen with the approval of the Board of Finance on an annual basis and are based on the education and experience required to perform the duties and the responsibilities of the position and how those responsibilities relate to those responsibilities of other Town positions.

In order to maintain a fair and consistent pay structure, the Town may participate in local salary surveys to compare Town salaries with those of similar positions in other similar municipalities.

It has been the practice of the Town to implement salary increases to non-union employees, based upon job performance, effective July 1 of each year. This practice is only a guideline and does not create a binding commitment. The percentage of salary increases given is determined during the Town's budget deliberations.

New employees must have six (6) months of service as of July 1 in order to be eligible for a salary increase.

## **PAYDAY**

Employees are paid on the Wednesday of the following week of each bi-weekly period. The Treasurer's office will review time sheets, on the Monday before payday, reporting all hours worked by all department employees except elected officials. Time should also be recorded for all paid time off.

Exempt Salaried Employees who do not fill out a time sheet- Must file written documentation for ALL Paid Time Off including: Sick Days, Personal Leave, and Vacation.

Deductions are made from paychecks, as required by law, for federal and state withholding for taxes and social security and Medicare, as well as any other payroll deductions employees authorize the Town to make or that the Town is legally required to make, such as pension plan contributions.

Employees are required to have their pay automatically deposited into checking or savings accounts through the Treasurer's office.

Employees who are eligible for vacation may receive an advance on their vacation pay as long as a request for it is submitted to the Town Administrator at least one pay period before the beginning of the vacation, [and as long as the employee signs a wage deduction form permitting the Town to deduct used accrued vacation from the employee's last wages, if the time was not earned as of the termination date.]

## OVERTIME

Non-exempt employees shall be paid at the straight time rate for all hours worked in excess of regularly scheduled hours and up to forty hours in one workweek. In accordance with the Fair Labor Standards Act, all non-exempt employees shall be paid at the rate of time and one-half the straight time rate for all hours worked in excess of forty hours in one work week. All hours worked on a holiday will be paid at the rate of time and one-half.

Exempt employees do not receive either overtime pay or compensatory time in lieu of overtime pay. Exempt employees are expected to work beyond the normal workday when necessary, including attendance at Town board or commission meetings in the evenings.

All overtime must be requested and approved by department heads before overtime work will be allowed.

Overtime is computed on the basis of hours actually worked in the payroll week; pay for time not worked, such as vacation or sick leave, will not be counted. Exempt employees are not eligible for overtime pay.

[If comp time is used] Pursuant to Conn. Gen. Stat. Section 7-460c, a municipality may, by contract, agree with employees to provide overtime compensation in the form of compensatory time, in lieu of overtime pay, at a rate not less than one and one-half hours of compensatory time for each hour worked in excess of the maximum workweek of such employees.

## **PERSONNEL RECORDS**

Employees are responsible for informing the Human Resources Director or equivalent Town administrative officer of any change in name, address, telephone number, marital status, number of dependents, beneficiary designations for any of the Town's benefit plans, and person to be notified in case of emergency.

Employees may inspect their own personnel records, and may receive copies of, but not remove, documents in the file. An appointment for inspection of an employee's own personnel file should be made with the Town Administrator. An employee may request removal of what the employee believes to be erroneous information in the personnel file. However, the decision to remove is within the sole discretion of the Town.

Employees will receive annual performance appraisals, which will be placed in the employee's personnel file.

If an employee disagrees with a personnel record (e.g. performance valuation, discipline record) he/she may submit a rebuttal for inclusion in his/her personnel file.

## **JOB POSTING**

After approval by the Town's First Selectman, job vacancies will be posted on Town bulletin boards for a period of seven (7) days. Employees may apply for any posted position for which they are qualified. Applicants shall be selected on the basis of qualifications including, but not limited to, ability, education, training, seniority, experience and general background, in accordance with the equal employment opportunity policy.



## **SOLICITATIONS**

Employees may not engage in solicitations for any purpose during working time, which includes the working time of both the employee who seeks to solicit and the employee being solicited. Distributions of any type, whether documents or goods, are prohibited in working areas and areas accessible to the public for Town services. Non-employees may not solicit employees or make distributions of any kind on Town premises.

## **EMPLOYEE DISCIPLINE**

Whenever an employee's performance, attitude, work habits or personal conduct in the workplace fails to meet the expected level of performance, supervisors shall promptly inform the employee, and specify such lapses and give counsel and assistance. In some instances, the employee's conduct may justify disciplinary action, up to and including discharge. The purpose of discipline is not to punish the employee, but rather to make the employee aware of the consequences of continued substandard performance, and to serve as an inducement for improvement.

The type of disciplinary action taken will be based on the severity of the situation. In general, disciplinary actions will follow a progressive order of severity, including verbal warning, written warning, suspension without pay, demotion, and discharge. The Town has the right in its discretion to determine the appropriate level of disciplinary action based on the particular circumstances involved. The use of progressive discipline does not change the at-will nature of the employment relationship, which may be terminated at any time by either party.

### **Disciplinary Action**

No permanent employee, full time or part time, shall be fired except for proven just cause, and only by a 3/5 vote of the Board of Selectmen. Employees will receive copies of any administrative regulations which cover the conduct of employees while on duty and a copy of the Personnel Policies will be given to each new employee hired by the Board of Selectmen.

The following shall be sufficient cause for disciplinary action:

1. Willful violation of the rules set down by the hiring body.
2. Incompetence or inefficiency in the performance of the duties of the position to which the employee has been hired.
3. Wanton carelessness or negligence in the care of Town Property.
4. Habitual tardiness or absence from the job.
5. Conviction of a felony, or misdemeanor involving moral acts.
6. Intoxication on duty.
  - a. No drinking of alcoholic beverages will be allowed at any time while on duty.
7. Violation of any reasonable directions made and given by a supervisor or his/her designee.

An employee may appeal a disciplinary action to the Board of Selectmen who will conduct thorough research, including taking testimony.

## **SAFETY**

The Town will comply with all applicable federal, state, and local safety statutes and regulations and will provide a work environment as free as practicable from safety hazards.

Employees should practice safety awareness by thinking defensively, anticipating risks and reporting unsafe conditions immediately. Employees should know the location, contents and use of emergency aid and fire-fighting equipment, and the location of emergency exits.

The Town has appointed a Safety Committee to oversee the Town's safety policies and procedures. The Safety Committee's responsibilities include:

- Developing safety plans or programs as needed;
- Investigating and correcting unsafe working conditions or potential hazards;
- Conducting periodic safety and health inspections of all work areas;
- Organizing safety-training seminars for employees.

Employees are expected to comply with all safety requirements whether established by the Town or by federal, state, or local law. Accidents, and violations of safety rules and regulations, must be reported immediately to a supervisor or responsible Town official. Failure to comply with safety requirements will be grounds for discipline, up to and including termination of employment.

Please see your supervisor for a copy of your department's safety policies and procedures.

## VACATIONS

Vacation eligibility is based on continuous service with the Town in accordance with the guidelines established below.

The established vacation year is the fiscal year, July 1 through June 30 each year.

**Permanent Employees** - In each calendar year each permanent employee, who has or will have (6) months but less than one (1) year shall be subject to the following schedule:

- Step 1 6 months, but less than 1 year by 6/30 ..... 1 week
- Step 2 1 year, but less than 5 years ..... 2 weeks
- Step 3 5 years, but less than 15 years ..... 3 weeks
- Step 4 15 years or more ..... 4 weeks

**New full time permanent employees** - hired after July 1<sup>st</sup> of a given year will be entitled to one (1) week vacation after six (6) months of employment and one (1) week vacation after completion of one (1) year of employment, in the remainder of that calendar year.

**Permanent Part Time Employees** - Permanent part time employees, working at the Town Office Building, Town Garage, and Town Disposal area on a weekly basis, who have worked for the Town for one year by 6/30, will be entitled to the equivalent of one week's vacation equal in hours to the amount of time normally worked in one week. Provisions will be made to allow permanent part time employees to take additional vacation at their own expense if it does not interfere with normal operations of the department. Contractual personnel will follow the terms of their contracts.

**Earned Vacation Time** - Earned vacation time must be taken within the fiscal year in which it was accumulated. Vacation time is not cumulative from year to year except that the First Selectman may permit an employee to carry over a maximum of one week of vacation time into the following calendar year.

No vacation days may be used by an employee until he/she has completed at least six months of continuous service to the Town.

Vacation not taken and not carried forward is lost to the employee and will not be reimbursed by the Town.

Employees may not use more than ten consecutive vacation days without prior permission of the Town Administrator.

For the purpose of computing vacation leave only dismissal or resignation will break the continuity of service; other leave except sick leave or military leave will defer vacation. No additional leave will accrue during such leave.

In the event of illness during an employee's vacation period, the employee shall be given the option of charging the sick days to his/her sick leave.

A person leaving Town employment and not having used current earned vacation time shall receive payment for the unused time, rounded to the nearest half day.

An employee leaving on vacation may be granted in advance pay due him for his accrued time, provided he/she submits a written request for such pay to the Town Administrator not less than two weeks in advance.

## HOLIDAYS

Town employees shall follow the State of Connecticut calendar for holidays listed in the Register and Manual of Connecticut as well as the day following Thanksgiving and Christmas.

Holidays falling on a Sunday are observed on a Monday, and those falling on a Saturday are observed on the preceding Friday.

Holiday Compensation:

- Full time employees will be paid at their daily rate. Overtime or emergency work on holidays, or their scheduled observance days, will be reimbursed at one and one-half times standard wage. If a holiday falls within a vacation period, the day will be charged as a holiday rather than a vacation day. This may be modified by union contract.

Part Time Employees:

*A part-time employee is any employee working under 30 hours per week.*

- Permanent part time employees, hired or appointed, working at the Town office building, and Town disposal area for more than one year will be granted two paid holidays of their choosing. For the remaining holidays for which the Town office is closed, the permanent part time employee (except transfer station employees) will be given the option of rescheduling normal hours to another day of the week, or instead, taking the holiday without pay. Contractual personnel will follow terms of their contracts.

In order to receive holiday pay, employees must be at work on the workdays immediately before and after the holiday unless their absence is excused due to illness or emergency. If an employee is absent on one or both of these days, the Town may require verification of the reason for the absence before approving holiday pay.

Employees who are on paid or unpaid leave of absence will not be entitled to holiday pay for those holidays which occur during their leave of absence. Whenever a holiday falls within paid vacation time, the holiday will not be charged against earned vacation.

Employees who are required to work on a holiday will receive holiday pay in addition to the employee's regular pay.

Employees often need extra time for travel before Holidays. It is the policy of Andover that the town hall will be open normal hours on all regular work days. Employees wishing to leave early must submit a time off request.

## **PERSONAL LEAVE**

Regular full-time employees that are not governed by union contract, are eligible for three (3) personal days each fiscal year with approval from the employee's department head. These days are to allow employees time to conduct personal business that can only be accomplished during regular work hours. This does not apply to any employee that has a single category for time off (PTO).

Regular part-time employees scheduled for 15 hours per each week are eligible for three (3) personal days per fiscal year prorated to the number of hours normally worked.

## **FUNERAL LEAVE**

Upon the death of a member of the employee's family, full-time employees will receive time off with pay in accordance with the following schedule:

- Up to three (3) days in the event of the death of a spouse, child, stepchild, foster child, mother, father, mother-in-law, father-in-law, brother, sister, grandparents, and grandchildren.
- Up to two (2) days in the event of the death of a sister-in-law, or brother-in-law, niece or nephew.

Regular part-time employees will be eligible for paid funeral leave in the event the funeral leave days occur on regularly scheduled work days. Such funeral leave pay shall be based upon the number of hours normally worked.

Additional days of funeral leave may be granted at the discretion of the Town Administrator.



## **JURY DUTY LEAVE**

While serving on state jury duty, employees will receive pay equal to the difference between the jury duty pay and their regular salary or wages [C.G.S. Section 51-247 requires a minimum of five days of regular wages for employees called to jury service].

Employees called to jury duty will furnish the Town Administrator with confirmation of actual hours of jury duty worked and the pay received.

Employees who are released from jury duty with three or more hours remaining in their regular work day are expected to report for work [C.G.S. 51-247a prohibits return to work for jurors who have served eight hours of jury service in one day].

Regular part-time employees will be eligible for paid jury duty leave provided that the jury duty occurs on a regularly scheduled work day. Such jury duty leave will be based upon the number of hours normally worked.

## **MILITARY RESERVE LEAVE**

Employees who are members of the National Guard or the reserve corps of any branch of the armed forces of the United States and who are required to attend training, meetings or drills during regular working hours will be allowed a leave of absence for such purpose. **Employees will receive their regular compensation during such leave not to exceed two (2) weeks in a calendar year.**

Employees who are required to participate in military reserve duty will furnish the Town Administrator with confirmation of actual hours of military reserve duty worked and the pay received.

Employees who enter, or are called to active duty in, the armed forces of the United States, will receive leave and reinstatement rights as provided by state and federal law.

The Town complies with all aspects of the Uniformed Services Employment and Reemployment Rights Act.

## SICK LEAVE

The Town recognizes that on occasion employees may be physically unable to perform the duties of their positions due to non-job related illness or accident.

If an employee has sick days, Up to the number of accrued days of sick time the employee has accrued may be taken due to non-job related illness or accident and will be paid at regular wages. A physician's letter confirming legitimate sick leave absence is required for repetitious absences or absences of more than three (3) consecutive days.

Employees that Receive a lump sum of Paid Time Off (PTO) instead of individual accruals of vacation, personal and sick time will be charged against their PTO for sick days.

Employees are required to call in to their supervisor as well as leave a message at 860.742.4035 extension 1 and request sick leave prior to the beginning of the scheduled workday.

All sick days must be approved by the employee's supervisor and so noted on the payroll time sheets. Where the absence qualifies for federal FMLA leave, the Town may designate the absence as FMLA leave running concurrently with sick leave.

Regular part-time employees will be eligible for sick leave prorated to the number of hours or days normally worked.

Unused sick leave shall accrue at the rate of one and one-quarter days per month with a maximum of 150 days for all full time employees. Active employees with an employment service 10 years and over shall upon retirement receive payment of one quarter of their accumulated days.

## **WORK RELATED ABSENCE**

Employees who are injured on the job or who develop a work related illness will be provided compensation for lost wages and medical expenses under the Workers' Compensation Act.

Any injury connected with work (no matter how minor!) must be reported immediately in order to receive first aid treatment and obtain benefits under worker's compensation.

The Town will pay full premiums on Workers' Compensation Insurance in accordance with the directions and provisions set forth in Section 31-275 through 31-327 inclusive of the Connecticut General Statutes.

In the event that the workers' compensation claim is denied and the employee remains disabled from work, the employee's absence will be treated under the sick leave, short term disability, or long term disability policies, as applicable.

Employees who are totally disabled from work for twelve weeks will be separated from employment. The employee may reapply for employment once he/she is able to perform the essential functions of the job with or without a reasonable accommodation in accordance with relevant state and federal laws.

**REPORTING PROCEDURE - JOB RELATED  
INJURY**

In the event an employee is involved in a job related injury, the following procedure should be followed:

- The injury must be reported to the employee's supervisor immediately;
- The supervisor must complete and forward the State of Connecticut First Report of Injury Form [<http://wcc.state.ct.us/download/acrobat/fri.pdf>] to the Town Administrator within 24 hours;
- The employee should get immediate medical care from the nearest provider or nearest hospital emergency department;
- Any medical service or prescription bills should be forwarded to the Town Administrator.

## FAMILY AND MEDICAL LEAVE

DENNIS Please add in the appropriate section for the new State law

The Town of Andover will comply with all requirements of the federal Family and Medical Leave Act of 1993 (FMLA). The provisions of the Act are complex, and this policy is only intended to provide a summary. Any questions about a specific situation should be addressed to the First Selectman.

Employees who have worked for the Town for at least twelve (12) months and at least 1,250 hours over the previous twelve (12) months may take up to twelve (12) weeks of unpaid Family and Medical Leave for the following reasons:

1. Birth and/or care of a child of the employee;
2. Placement of a child into the employee's family by adoption or by a foster care arrangement;
3. Care of the employee's spouse, child or parent who has a serious health condition;
4. Inability of the employee to perform the functions of the employee's position due to a serious health condition.
5. Qualifying exigencies arising from a spouse, child or parent of the employee who is on active military duty or is called to active duty in support of a contingency operation.
6. Care for a spouse, son, daughter, parent or next of kin who is a military member and who has a serious health condition.

The relevant twelve-month period is measured from the date that an employee first uses any leave. The entitlement for leave for military care-giving is a maximum of 26 weeks in a single twelve-month period.

Spouses who are both employed by the Town are limited to a combined total of twelve weeks in a twelve-month period when the leave is for birth or adoption or foster care placement of a child, or the serious health condition of a parent. Likewise, spouses are limited to a combined total of 26 weeks for military care-giver leave.

Employees may also request leave in order to serve as an organ donor or bone marrow donor, provided the employee provides sufficient written certification from a physician of the proposed donation and the probable duration of the employee's recovery.

Employees may be required to use their accrued paid leave time available under the Town's benefit programs (i.e. personal leave and/or vacation time), and available paid sick leave when the leave is taken because of a serious health condition of the employee. Paid leave time will run concurrently with FMLA leave, and will not extend the amount of available leave time.

During FMLA leaves the Town will continue to pay its portion of employees' health and dental insurance premiums. Employees will be required to pay their portion of insurance premiums as they would while actively employed. Employees are required to pay their pension plan contributions.

Any FMLA leave request which is based on a family member's or employee's own serious health condition must be supported by medical certification from a physician. For leave to be taken on an intermittent or reduced-schedule basis, the employee must provide information which establishes the medical necessity for such leave, and an estimate of the dates, duration and frequency of absence for such leave.

When the necessity of FMLA leave is foreseeable, employees are requested to provide the Town at least thirty (30) days' notice of intention to take leave. For unforeseeable situations, employees must give as much notice as is reasonably possible. Employees undergoing planned medical treatment are required to make a reasonable effort to schedule the treatment in order to minimize disruptions to Town operations.

An employee returning from FMLA leave should contact the First Selectman at least two weeks prior to the date of return. An employee who has taken leave because of the employee's own serious health condition must provide a fitness-for-duty certification from the attending health care provider. Employees who return to work from FMLA leave of absence no later than the business day following the expiration of the twelve (12) weeks are entitled to their job or an equivalent position, including equivalent benefits and pay.

Employees may obtain a request form and further information regarding Family and Medical Leave from the First Selectman.

## **MATERNITY LEAVE**

Maternity Leave is administered under the Town's Family and Medical Leave policy.

Employees who are not eligible for family and medical leave will be granted a reasonable leave of absence for disability resulting from pregnancy, and will be reinstated to their original job or to an equivalent position with equivalent pay, benefits and service credits.

Employees requesting maternity leave must provide a statement from a physician to the Town stating the date on which the birth of the baby is anticipated and the date on which the employee will no longer be physically able to perform the duties of her position.

The Town will make reasonable efforts to transfer a pregnant employee to any suitable temporary position which may be available in any case in which an employee gives written notice of her pregnancy and either the Town or the employee reasonably believe that continued employment in the employee's current position may cause injury to the employee or the fetus. Issues concerning such a transfer may be appealed to the Connecticut Commission on Human Rights and Opportunities.

An employee on Maternity Leave is required to provide to the Town a written certification from her physician of her physical capability to return to her normal duties and the approved date of her return.



### **LEAVE OF ABSENCE WITHOUT PAY**

The Town recognizes that circumstances may develop which require an employee to take an unpaid leave of absence. A request for unpaid leave of absence of up to thirty (30) calendar days must be made in writing to the Town Administrator and must be approved by the department head. Such request or any renewal of such a request may be granted or denied at the sole discretion of the Town.

Accrued compensatory time and vacation leave must be exhausted prior to taking any leave without pay. Vacation, sick leave and any other benefits based on accrual do not accrue while an employee is on leave without pay. During an unpaid leave of absence, all employee benefits will be continued, with the employee continuing to pay the employee's share of any insurance premiums or other benefit costs.

**LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT  
INSURANCE**

Specific details of this benefit and the procedure for making claims may be obtained from the Finance office

Each employee shall receive a life insurance policy paid by the Town of Andover.

## **HEALTH INSURANCE**

The Town provides group medical and dental insurance to its employees who work thirty (30) or more hours per week.

Specific details on the insurance policies and premiums and the procedure for making claims may be obtained from the Town Administrator.

### **COBRA (Continuation of Health Insurance Benefits)**

The Town of Andover will comply with all requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

This Act provides continuation of health and/or dental insurance coverage for employees and dependents in certain situations where medical and dental coverage would otherwise terminate. The employees or dependents must pay the full required premiums if they elect continuation of coverage.

Continuation coverage goes into effect for employees, surviving spouses, and/or dependents for 18 months if coverage is lost due to:

- Employee's termination (except for gross misconduct);
- Employee layoff;
- Reduction in employee's hours.

Continuation coverage is provided for 36 months for:

- Surviving spouses and dependents of deceased employees;
- Legally separated and divorced spouses and dependent children of currently covered employees;
- Children whose dependent coverage ceases under the plan;
- Spouses and dependents of employees who are eligible for Medicare but who, themselves, are not eligible for Medicare.

The Town Administrator will notify an employee of the right to choose continuation coverage if employment is terminated or a reduction in work hours results in the loss of eligibility for health and dental insurance benefits. The employee will have sixty (60) days from the date of notice of the loss of coverage to inform the Town that the employee or family member wishes continuation coverage. The employee or family member has the responsibility to inform the Town Administrator of a divorce, legal separation, or a child losing dependent status.

### **TUITION ASSISTANCE [Optional]**

The Town may provide a maximum of \$ 500 per fiscal year to full-time employees for reimbursement for the expense of tuition and required textbooks incurred by employees enrolled in job-related educational courses.

Tuition assistance is subject to the following limitations:

- Courses must be sponsored by an accredited educational institution;
- Courses must be completed with a passing grade before tuition assistance is paid;
- Employees must obtain advance supervisory approval before enrolling in the course. Certification by the employee's supervisor that the course is job-related is required;
- Supervisory approval and certification of the course as job-related must be forwarded to the Town Administrator and, upon receipt, the Town Administrator will send to the supervisor notification that the employee's enrollment in the course is approved;
- Upon completion of the course, employees must forward a transcript of grades and invoices for the cost of tuition and textbooks to the Town Administrator;
- Employees must remain employed with the Town for one (1) year after completing the course or the tuition paid by the Town must be repaid by the employee.

## **PENSION PLAN**

The Town provides a pension/retirement plan to certain employees.

The town participates in the Municipal Employees Retirement Fund run by the state of Connecticut

This plan is in effect for all employees that work at least 30 hours per week. Currently the plan requires a 2.75% contribution from the individuals Salary and the town contributes 13.73%

Further plan details are available upon request.

## **SPECIAL STORM AND EMERGENCY PROCEDURES**

Worker safety is vitally important and no employee will be required to report to work if the employee feels it is not safe. The town hall will be open during normal working hours.

It would be unfair to force hourly workers to stay home because of a storm event. If a worker does not feel they can travel safely, they should notify their supervisor as well as the town administrator. They will be given the option to take it as a personal, or vacation day depending on what is available.

If the conditions warrant, there may be a delayed opening of the town hall so the roads and lot can be plowed. Employees will have the option of working late to make up for the hours lost due to the delayed start.

Senior van and bus drivers will cancel or delay transportation for all non-essential trips if the Andover Elementary School is closed or delayed for weather related reasons. Trips for Dialysis and other essential Medical services will continue if in the opinion of the driver, the trip can be done safely.

The town administrator shall be notified for these trips.

## **EMPLOYEE ASSISTANCE PROGRAM**

Unexpected problems or issues during employment may negatively impact your job performance. These problems may be related to alcohol or drug abuse, emotional difficulties, marital or family difficulties, or financial concerns. Sometimes these problems are of such a serious nature that they require outside professional help. The Town strongly supports the Employee Assistance Program to help employees deal with such issues.



## **TOWN EXPENSE REIMBURSEMENT**

Employees who incur an authorized and documented expense while conducting Town of Andover business will be reimbursed for the expense.

Employees are responsible for payment of expenses when they are incurred and should claim reimbursement from the Town by submitting a report to the Finance Department of the expenses incurred with the following information:

- Item, amount and date of the expense;
- Name and location where the expense was incurred;
- Documentation of the expense, preferably a charge card receipt;
- Authorization from a supervisor designating approval of the expense.

Reimbursement claims must be submitted within 30 days after the expense is incurred.

The Town's mileage allowance will be determined by IRS guidelines.

## **VEHICLES AND OPERATING EQUIPMENT**

All vehicles, and operating equipment, whether police, highway, or other vehicles or equipment in use, are the property of the Town of Andover. They are to be operated safely, with proper standard operating procedures and care in use, and in full compliance with motor vehicle and safety laws. Any employee who operates licensed vehicles on roadways must be a listed driver on the Town's auto insurance policy. Any mishandling of equipment observed must be reported to the Town Administrator or First Selectman.

It is a violation of state law for any vehicle operator to engage in the operation of a motor vehicle while using a hand-held mobile/cell phone unless through "hands-free" operation or any other mobile electronic device while a vehicle is in motion. Employees operating a Town vehicle may not use text or view the hand-held mobile/cell phone while the vehicle is in motion.

Texting while driving a Town vehicle is strictly prohibited.

## **NON SMOKING**

The Town of Andover is dedicated to providing a healthy environment for all staff, town residents and visitors. In order to eliminate the documented health hazards of secondhand smoke and to maintain good air quality in all working environments, smoking is strictly prohibited in all areas of all buildings and grounds owned and managed by the Town of Andover. Smoking includes cigarettes, cigars, pipes, smokeless tobacco, snuff, chew, e-cigarettes, and vapor products. This prohibition includes all work areas or visitor areas, vehicles, corridors, stairwells, restrooms, meeting rooms, and closed offices. If you smoke off site, please ensure that you dispose of your butts and debris in an appropriate receptacle.

Smoking is prohibited in all Town vehicles.

All employees share the responsibility for adhering to this policy and cooperating in its enforcement. Any concerns should be brought to the attention of the employee's supervisor, the Town Administrator or First Selectman.

## **DRESS CODE**

Employees should dress in an appropriate, professional and reasonable manner, wearing uniforms where appropriate for their position and work area. Where uniforms are not required, employees must dress appropriately and professionally given their job responsibilities.

Employees may be required to wear uniforms and safety equipment as designated by their supervisor. Employees who must be sent home to change from inappropriate attire will not be paid for time lost.

## **NEPOTISM POLICY**

The Town may employ two or more persons who are related. However, immediate relatives will not be employed, promoted or transferred to any position, whether regular or seasonal, where one relative would have the authority to supervise, appoint, remove, discipline, audit or evaluate the performance, of the other. The Town will avoid other circumstances that would place relatives in a situation of actual or reasonably foreseeable favoritism, appearance of favoritism, or conflict of interest.

Immediate relatives include spouse, domestic partner or co-habitant; children; parents, grandparents and grandchildren; siblings; all including step and in-law relationships; and any other permanent member of an employee's household.

## **CONFIDENTIALITY**

Employees hold a position of responsibility and trust to the Town of Andover and its residents that may require an employee to have access to confidential and proprietary information, including protected health information. The Town has disclosed such information to employees in reliance on their promise to protect such information from loss or misuse. Employees may not remove from the workplace items containing confidential information such as Town files, computer files/programs, or any other documents or electronically stored information, without permission.

The Freedom of Information Act (FOIA) requires the disclosure of many public records, and the Town responds promptly to Freedom of Information requests. However, the Act exempts certain types of personal, proprietary and confidential information from disclosure. Employees should not discuss confidential information with anyone not directly concerned with Town business to which the information applies. If you receive a FOIA request, you must inform the Town Administrator and Town Clerk immediately.

## CONFLICTS OF INTEREST

Employment with the Town of Andover imposes a special obligation to conduct all business and personal affairs with the highest standards of integrity. Any concern as to whether a particular action poses an actual or apparent conflict of interest should be discussed with the employee's supervisor or an appropriate Town official.

An employee shall be considered to have a conflict of interest if:

The employee has existing or potential financial or other interests which impair or might reasonably appear to impair an independent, unbiased judgment in the discharge of his or her responsibilities to the Town of Andover; or

- The employee is aware that a member of his/her family (spouse, parent, sibling, children, or other relative living in the same residence), or organization in which the employee (or member of his/her family) is an officer, director, employee, member, partner, trustee, or controlling stockholder, has such existing potential financial or other interests.
- The employee is unable to act impartially or without bias in carrying out his/her duties.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from residents or from contractors or potential contractors.

An employee must disclose any possible conflicts of interest so that the Town may assess and prevent potential conflicts of interest from arising. It is not possible to specify every action that might create a conflict of interest. Employees who have any question concerning an action or proposed course of conduct should seek guidance from the department head or Town Administrator.

An employee may serve on any governmental body of the Town except a government body which has responsibility for supervision of the employee, or if prohibited by law. However, no employee may serve on the board of finance, or on a zoning, planning, inland wetlands and watercourses, or other land use authority or permitted or prohibited offices as established by Town charter or ordinance.

A violation of this policy or the Town's Ethics Policy is grounds for discipline up to and including termination of employment.

## INTERNET AND COMPUTER USE

Employees and contractors given access to the Town of Andover internet and intranet are required to agree and to adhere to Town policies on internet use and privacy.

### Purpose

The purpose of this policy is to establish rules for employee use of Information Technology (IT) resources in the Town of Andover. IT resources include electronic mail (e-mail), intranet, internet and other technology resources, such as the Town's local area network, computer hardware and software. This policy applies to all Town IT resources regardless of location (i.e. office, home, field locations, etc.).

### Background

The Town of Andover enables its employees to have access to Town IT resources to support open communications and exchange of information with the public and among Town employees, and to provide the opportunity for collaborative government-related work. Use of these technology resources is intended for official purposes only.

### Policy

Employees are provided with access to IT resources for Town business purposes only.

All internet/intranet data that is composed, transmitted, or received via the IT resources of the Town is considered part of the official records system and as such, is subject to disclosure and confidentiality/privacy as provided in the relevant provisions of federal and state law. As a public record, authorized officials of the Town of Andover retain the right to inspect, copy, or retrieve any data on the Town's IT system without prior approval of the employee.

### Procedures

Use of the Town's IT systems and resources are subject to federal and state laws and regulations, including but not limited to the Freedom of Information Act.

*Prohibited Uses* include, but are not limited to, the following:

1. Personal use of Town technology resources, including e-mail, internet, intranet, and other technology resources.
2. Promoting or conducting political activities.
3. Violating copyrights or software licensing agreements.
4. Engaging in unauthorized transactions that may incur a cost to the Town.
5. Disseminating, intentionally accessing, or storing offensive or disparaging information, including hate literature, pornographic or sexually explicit images,



- discriminatory/racist literature or material promoting or defaming a religious perspective.
6. Distributing e-mail to multi-users outside the employee's department without the specific approval of the department head.
  7. Sending, or contriving to send, or re-transmitting anonymous messages.
  8. Revealing or publicizing proprietary or confidential information.
  9. Making or posting improper remarks, proposals, or sending or posting messages that defame or slander other individuals.
  10. Overriding or avoiding security and integrity procedures and devices.
  11. Subscribing to mail lists or list servers that are not related to official Town business.
  12. Loading any software onto a Town desktop or laptop computer system from any source without prior approval from both department head and the Town official authorized to oversee IT resources. This prohibition includes, but is not limited to, screen savers, and image, video, or audio clips not intended for business purposes. It is also against policy to alter settings in a computer control panel, system registry, or any other areas dealing with advanced setting which may alter the computer's performance.
  13. Attaching or installing any piece of hardware to a Town desktop computer system without prior approval from both the department head and the Town official authorized to oversee IT resources. This prohibition includes, but is not limited to, external modems, zip drives, and non-standard audio or video devices.
  14. Removing any piece of Town hardware or software or any other IT resource-related equipment from its intended location without prior approval of both the department head and the Town official authorized to oversee IT resources. This prohibition includes, but is not limited to, desktop computers, printers, scanners, terminals and all software packages.
  15. Participating in unauthorized chat rooms or playing computer games.
  16. Transmitting or re-transmitting chain letters.
  17. Conducting or participating in fund drives or charitable events.
  18. Subscribing to push technology services that are not related to official Town business. This refers to subscription-type services that send information to personal computers automatically and routinely as a result of prior registration by the user.
  19. Establishing personal web sites or bulletin board systems not authorized by the Town.

20. Using Town logos to misrepresent personal materials as coming under official Town auspices.
21. Misrepresenting, either implicitly or explicitly, personal views or comments in electronic forums or e-mail as Town policy or position.
22. Attempting to tamper with or inappropriately access (“break into”) the computer system of another organization or person.

The Town reserves the right to amend or clarify this listing or add additional prohibitions at any time.

### Privacy

E-mail messages sent or received by Town employees from Town IT resources may be read by other individuals for a variety of valid reasons. E-mail is not the private property of the sender or recipient even though passwords or encryption codes are used for security reasons. Authorized personnel may monitor usage at any time.

Any use of Town IT resources other than for Town business is prohibited. Confidentiality of any message must not be assumed. If, in violation of this policy, Town employees use the e-mail system to transmit personal messages, such messages may be accessed, reviewed, copied, deleted, or disclosed by authorized Town personnel.

E-mail messages generated and received by the Town are Town property and may be retrieved from storage even though they have been deleted by the sender and receiver. E-mail messages that are sent to or received from the Town of Andover but are stored on computer equipment that is not owned by the Town are subject to retrieval and production via legal process.

In particular instances, for technical, administrative, or legal reasons, Town personnel may be authorized to access information, files, materials and messages that reside in hardware or software used by employees. Reasons for review and inspection include, but are not limited to, system hardware or software problems, general system failure, regular system maintenance, a lawsuit threatened or asserted against the Town, suspicion of a violation of Town policies, suspicion of inappropriate use of the e-mail system, receipt of public records request, and/or a need to carry out tasks or to provide services when the responsible employee is otherwise unavailable.

### Monitoring, Compliance and Disciplinary Action

The Town will routinely monitor the use of its IT resources. Individuals who abuse these resources, knowingly interfere with the operation of the IT systems, or otherwise fail to comply with the provisions of this policy, are subject to disciplinary action and possible loss or suspension of associated IT privileges. Employees should not have any expectation of privacy regarding any items stored or transmitted via the Town’s IT resources.

## **SOCIAL MEDIA**

### **Purpose**

This policy establishes guidelines for the creation and use by employees, of the Town of Andover's social media sites for **Work Related Purposes as a means of conveying Town information to its citizens.**

The town recognizes social media has a direct connection to freedom of speech. This policy is intended to respect the first amendment, applicable State law, the Andover town Charter, and to provide guidance for appropriate administration. For purposes of this policy, "Social Media" is understood to be content, including but not limited to social networks, blogs, picture and video sharing, podcasts, wikis, wall postings, message boards and online forums, published on the Internet. Examples of Social Media sites include, but are not limited to, Facebook, Twitter, Google+, blogs, YouTube, LinkedIn, Instagram, and Flickr.

### **General Policy**

The establishment and use by any Town department, or employee, of official Town Social Media sites are subject to approval by the Board of Selectmen, Town Administrator or designees. All Town Social Media pages shall adhere to applicable federal, state, and local laws, rules, regulations and policies. The site administrator will maintain records in accordance with Connecticut public records and record retention laws, rules, regulations and policies.

### **Content Policy.**

As a public entity, the Town employees shall abide by certain standards to serve all its constituents in a civil and unbiased manner. When a Town employee Posts or responds to a comment, in his/her Town capacity as a Town employee, the employee should do so in the name of the Town department, and the employee shall not share personal information about himself or herself, or other Town employees except as required for Town business. Content posted to any Town Social Media site must comply with that site's terms and conditions. While employees may engage in any lawful activities through social media (including exercising any rights they may have to engage in protected concerted activity or political activities), any employee who chooses to use social media should be aware of the following Town policies in this regard:

- A. Any conduct, which under the law or Town policy is impermissible if expressed in any other form, is impermissible if expressed through social media.
- B. Employees are held responsible for their own content expressed through social media and will be expected to communicate in a professional and lawful manner at all times.
- C. The personal use of social media is not allowed during working time, regardless of the equipment used (e.g., either using personal or Town phones or computers). Employees may further not use Town equipment for personal reasons in accordance with applicable policies.
- D. Employees who use social media shall not post any proprietary Town data, documents or photographs or any information which would violate any privacy laws applicable to the Town, regardless of whether the posting is done during working or non-working

time. Any information that cannot be disclosed through a conversation, a memo or an e-mail also cannot be disclosed through social media.

- E. Unless authorized in writing by the town Administrator (such as when an Employee's job is to send public messages on behalf of the Town), Employees do not have permission to speak on behalf of the Town via social media.
- F. While communicating through social media, if an employee posts any content that has something to do with the work they perform for the Town or subjects associated with the business of the Town, employees must make clear that they are speaking for themselves and not on behalf of the Town by accompanying their posts with a disclaimer such as: "The postings on this site are my own and do not necessarily represent the Town's positions or opinions."

#### **IV. Disciplinary Procedures**

When an employee's use of any social media violates the law or any Town policies (including policies pertaining to employee misconduct or job performance), appropriate discipline up to and including termination of employment will be imposed, regardless of when the information was posted or sent and regardless of the tools or site used to post or send such information. Nothing in this policy (or any other Town policy) will be implemented or should be interpreted in any manner so as to prohibit or inhibit employees from engaging in any lawful activities through social media, including exercising any rights they may have to engage in protected concerted activity or political activities.

## **WORKPLACE VIOLENCE**

The Town of Andover takes a strong position against any acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect the Town or occur on Town property or in the conduct of Town business on or off Town property. This applies to all persons involved in the Town of Andover operations, including, but not limited to, personnel, contract workers, temporary employees and anyone else on Town property or conducting Town business off site. Violations will lead to disciplinary and/or legal action as appropriate.

Direct or indirect threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported as soon as possible to a supervisor, the Town Administrator or First Selectman. Employees should not place themselves in peril, nor should they attempt to intercede in a situation which would put them at risk.

## **OUTSIDE EMPLOYMENT**

Employees may hold outside jobs which do not interfere with the employee's obligations to the Town of Andover or performance standards expected by the Town. However, employees must disclose to their supervisor and First Selectman all outside jobs that they hold. Employees will not hold themselves out or otherwise create the impression that they are representing the Town in any such endeavor.

If the Town determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Town position as they may be modified from time to time, the employee may be asked to terminate the outside employment in order to remain a Town employee.

Outside employment that constitutes a conflict of interest is prohibited. In order to determine the possibility of conflict of interest or other detrimental effect, employees are required to disclose any such outside employment to their department heads.

## ALCOHOL AND DRUG ABUSE POLICY

In compliance with the Drug-Free Workplace Act, the Town of Andover has implemented the following Alcohol and Drug Abuse Policy:

It is the policy of the Town to maintain a work environment that is free from the effects of drug and alcohol abuse and the unlawful possession of controlled substances at the workplace or during work time.

The Town's criteria for the implementation of this policy will be as follows:

1. Employees are prohibited from use, dispensing, distribution, possession or manufacture of illegal drugs or alcohol while working on Town premises or while conducting Town business at any time.
2. Employees must, as a condition of employment, abide by the terms of this policy and will be subject to disciplinary action, up to and including termination, for violation of this policy. Violations include, but are not limited to, possessing illegal or non-prescribed drugs and narcotics or alcoholic beverages at work; or dispensing, distributing, or illegally manufacturing or selling them on Town premises and work sites.
3. Employees must report any arrest or conviction under a criminal drug statute for violation occurring on or off Town premises while conducting Town business. The employee is required to report this arrest or conviction to the employee's supervisor within five (5) days after the event.

The Town will determine whether to take appropriate disciplinary action against such employee, and/or require the employee to participate satisfactorily in an approved drug abuse rehabilitation program.

4. The Town will determine whether an employee's conduct or behavior presents reasonable suspicion of the employee being under the influence of drugs or alcohol and whether the employee should be examined by a physician and/or tested for drugs and alcohol. Employees believed to be under the influence of drugs or alcohol will be removed from duty.
5. Any employee who discovers controlled drugs or alcohol on Town premises shall notify appropriate Town officials such as the Chief of Police.
6. Employees must report their use of over-the-counter or prescribed medications to their supervisors if the use might impair their ability to perform their job safely and effectively. A determination will then be made as to whether the employee may be allowed to continue work.

## SEXUAL AND OTHER HARASSMENT POLICY

It is the policy of the Town of Andover to provide a productive work environment free of harassment on the basis of sex, race, color, religion, gender identity or expression, national origin, mental or physical disability, marital status, sexual orientation, age or veteran status. In accordance with this policy, any form of harassment is forbidden, whether by supervisory or non-supervisory personnel, by individuals under contract, elected and appointed officials, or members of the Town boards or commissions.

### Definition of Sexual Harassment

Sexual Harassment is defined as any unwelcome sexual advances or requests for sexual favors or any other conduct of sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- Harassment may be Verbal: Includes requests for sexual favors, sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions.
- Harassment may be Non-verbal: Includes the display or circulation of sexually suggestive objects or pictures or pictures degrading to gender, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
- Harassment may be Physical: Unwanted physical contact, including touching, pinching, brushing the body, coerced sexual activity, and assault.

This anti-harassment policy applies to all Town officials and employees, including, but not limited to, full and part-time employees, elected officials, appointed and elected members of Towns boards and commissions, substitute and temporary employees, and employees working under contract for the Town.



## **HARASSMENT COMPLAINT PROCEDURE**

Any individual who believes he or she has been subjected to harassment of any type should immediately report the occurrence to his/her Supervisor, First Selectman. (In the event the harassment complaint is against the First Selectman, the complaint should be reported to another member of the Board of Selectmen). Reported allegations of harassment, discrimination or retaliation shall be investigated promptly. To the extent possible, the Town will honor an employee's request for confidentiality, consistent with adequate investigation and appropriate corrective action.

The investigation may include interviews with the parties involved, witnesses, or others with relevant knowledge. The investigator will, as soon as possible, begin the investigation of the harassment complaint, including the following steps:

- If the investigator has reason to believe the complaint may be justified, the investigator will meet with the person against whom the complaint was filed as well as any witnesses to the incident or incidents;
- The investigator will complete a written report which will include a determination as to whether or not harassment has occurred.

After reviewing the harassment complaint and investigative report, the First Selectman [or Town executive officer] shall take all appropriate corrective or disciplinary action or, when necessary, recommend that such disciplinary action be taken by the Town official or body charged with the authority to discipline the individual.

Retaliation against any employee who has made a harassment complaint or against any witnesses or other persons connected with the investigation of the complaint is prohibited.

Any person faced with the accusation of harassment is entitled to due process. False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

**ACKNOWLEDGEMENT OF RECEIPT OF THE TOWN OF ANDOVER EMPLOYEE  
HANDBOOK AND NOTICE OF DISCLAIMER**

I acknowledge having received a copy of the Town of Andover Employee Handbook. I understand my responsibility to read the Handbook and familiarize myself with its contents.

I understand that this Employee Handbook contains guidelines only. The Town shall have the maximum discretion permitted by law to interpret, administer, change, modify or delete the rules, policies and benefits contained in the Handbook at any time. No statement or representation by a supervisor or other department head, whether oral or written, can supplement or modify this Handbook. Changes can be made only by written notice issued by the First Selectman. I also understand that any failure or delay by the Town to enforce any work policy or rule will not constitute a waiver of the Town's right to do so in the future. To the extent that any of the policies in this Handbook are different from previous policies, those previous policies are null and void and superseded by the policies contained herein.

I understand that neither this Handbook nor any other communication by a representative of the Town administration, whether oral or written, is intended to, in any way, create a contract of employment. Since employment with the Town is voluntarily entered into, and on an at-will basis, I am free to resign at any time. Similarly, the Town may terminate my employment at any time with or without notice. Any contract of employment must be in writing and signed by the First Selectman [or Town executive official]. Please sign and date below to verify that you have received the Town's Employee Handbook and accept your obligation to read and understand it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)

## **ANDOVER SENIOR TRANSPORTATION DRIVER POSITION REQUIREMENTS**

The following requirements apply to all drivers for Andover Senior Transportation. All drivers are required to complete continuing classroom education and vehicle testing yearly prior to performance review. All drivers are responsible for reviewing the town of Andover Employee Handbook

Requirements:

1. Pre-trip inspection forms must be completed in entirety at the beginning of each day of driving for the senior transportation small bus. This means each box should be checked either “Passed” or “Failed”. This will become effective upon receipt of this procedure.
2. Drivers are responsible for the following:
  - Be courteous and professional at all times with all passengers.
  - Be on time when picking up, delivering to medical appointments or shopping and return passengers safely home.
  - Don’t ask personal questions of passengers unless the passenger initiates the conversation and would like to talk about it.
  - Operating lifts, assuring the passenger (if in a wheelchair) is properly anchored so wheelchair cannot move during transportation. This includes making sure passengers can vacate bus with no difficulty.
  - Leaving the vehicles in an orderly manner at end of the trip and making sure the vehicle is presentable for the next trip.
  - If medical appointments are canceled and the driver has received notification of this cancellation, the driver must text or call the Senior Coordinator so records can be kept accurately.
3. All medical appointments must be made through the Senior Coordinator not the drivers. Senior Coordinator will schedule drivers on a rotating basis.
4. No Andover Transportation Vehicles are to be used for personal appointments or errands.
5. Drivers are not responsible to stay with passengers in the Doctor’s office.
6. Drivers must abide by all State of CT driving laws, and must obey all posted speed limits and other posted signs. This includes stopping safely for all yellow lights when possible. Drivers must yield for all emergency vehicles.

7. Should the transportation vehicles be moved to outdoors the following instructions must be followed for snow removal responsibilities for drivers:
  - Warm up vehicles prior to passenger pick up
  - Defrost all windows and mirrors
  - Snow must be removed from top of vehicles prior to beginning of run
  - Adequate snow removal equipment will be provided (i.e soft long handled rack as used by school bus drivers.
  
8. Training Classes as well as vehicle testing will be provided as needed and all drivers must attend.
  
9. Should an accident occur police should be contacted and then senior coordinator and town Administrator (860.771.1072) must be notified. If bus is damaged and not safe to drive contact Foreman of Public Works 860-209-8363 to have bus picked up and taken to an authorized garage.
  
10. All driver DMV moving violations regardless of type, vehicle and purpose must be reported in writing to the Town Administrator with 30 days of Receipt.
  
11. Driver Performance Reviews will be conducted Annually.

Cathy Palazzi  
 Andover Senior Coordinator \_\_\_\_\_  
 860-916-6122

Eric Anderson  
 Town Administrator \_\_\_\_\_  
 860.771.1072

Date \_\_\_\_\_ Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

# **Andover Policy on Town Hall Closures and Holiday Early Closing**

## **Emergency Procedure for Snow Days:**

Worker safety is vitally important and no employee will be required to report to work if the employee feels it is not safe. The town hall will be open during normal working hours. It would be unfair to force workers to stay home because of a storm event. If a worker does not feel they can travel safely, they should notify their supervisor as well as the town administrator. They will be given the option to take it as a personal, or vacation day depending on what is available.

If the conditions warrant, there may be a delayed opening of the town hall so the roads and lot can be plowed. Employees will have the option of working late to make up for the hours lost due to the delayed start.

Senior van and bus drivers will cancel or delay transportation for all non-essential trips if the Andover Elementary School is closed or delayed for weather related reasons. Trips for Dialysis and other essential Medical services will continue if in the opinion of the driver, the trip can be done safely. The town administrator shall be notified for these trips.

## **Holidays**

Employees often need extra time for travel before Holidays. It is the policy of Andover that the town hall will be open normal hours on all regular work days. Employees wishing to leave early must submit a time off request.

Effective date \_\_\_\_\_

Approved by Board of Selectmen

# NEW BUSINESS



October 30, 2018

Mr. Eric Anderson, Town Administrator  
Town of Andover  
17 School Road  
Andover, CT 06232

RE: Road Culvert Evaluation

Dear Mr. Anderson,

Thank you for the opportunity to provide a proposal to the Town of Andover for on-call consultant engineering services related to the field observation and evaluation of existing roadway culverts throughout the Town. Following please find a Project Understanding and On-Call Fee Proposal for your review.

## **PROJECT UNDERSTANDING**

The Town of Andover is in the process of preparing a short, medium and long-term plan for the repair or replacement of existing culverts throughout the Town. A preliminary list of crossings was provided to Yantic River Consultants, LLC (YRC) by the Town. 23 total roadway culvert crossings are included on the list. See the following:

- 4 of the crossings are inspected by the Connecticut Department of Transportation as part of their biennial inspection program
- 9 crossings are rated as “good” or “excellent”
- 14 crossings are rated as “fair”, “poor”, or “critical”

YRC will provide on-call consultant civil engineering services to the Town of Andover to assist in the evaluation of existing culvert crossings within the Town per the following Scope of Work. Other professional services not specifically described, such as those listed below, are not included.

- Land Surveying
- Soil and/or Wetland Scientist
- Environmental Engineering
- Geotechnical Engineering
- Structural Engineering
- Traffic Engineering

## **SCOPE OF WORK**

### **TASK 1: DESKTOP EVALUATION**

YRC will compile data from available public sources to confirm and/or update the culvert list provided. The comprehensive culvert list will include the road name, crossing feature, general description and size,

history of formal inspections with dates, and recommended approach to follow-up evaluations and inspection. The general description and size information will be obtained from available public documents and a limited site visit to confirm, measure, and photograph the crossing.

The intent of this phase is to establish a comprehensive list of culverts to be included in the Culvert Evaluation Program described in TASK 2 below.

**TASK 2: CULVERT EVALUATIONS**

Upon completion of Task 1, YRC will conduct a detailed inspection of each culvert crossing in accordance with Section 6.5: Culverts of the Connecticut Department of Transportation (ConnDOT) *Bridge Inspection Manual* and Appendix A: Culvert Inspection Guideline of the ConnDOT *Drainage Manual*. An evaluation report of each culvert will be provided to the Town for review and consideration.

Additional detail on the scope of services for this task will be provided upon completion of Task 1 above.

**PROFESSIONAL FEES**

YRC will perform the on-call consultant engineering services to the Town of Andover for the above for the following fees:

<b>TASK 1: DESKTOP EVALUATION.....</b>	<b>\$85 per hour* (est. \$2,800)</b>
<b>TASK 2: CULVERT EVALUATIONS .....</b>	<b>\$85 per hour*</b>

\*The professional fee estimates provided above do not include direct costs such as mileage, copies, prints, presentation materials, application or permit fees, filing fees, laboratory testing fees, equipment rental, postage or other costs. Direct costs will be invoiced separately, monthly. Other professional services related not specifically described and/or excluded in the Project Understanding are not included in the hourly rate or fees described above. If required, these services will be contracted separately.

I look forward to this opportunity to contribute to the success of this project! If you would like to start work, please sign and return the enclosed Authorization to Proceed.

Please don't hesitate to contact me with any questions at (860) 367-7264.

Sincerely,



Brandon Handfield, PE  
Owner, Civil Engineer



# Calendar for Year 2020 (United States)

<p style="text-align: center;"><b>January</b></p> <table border="1"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td> </tr> <tr> <td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td> </tr> <tr> <td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td> </tr> <tr> <td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td> </tr> <tr> <td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td> </tr> <tr> <td colspan="7" style="text-align: center;">2:☉ 10:☽ 17:☾ 24:☿</td> </tr> </tbody> </table>	Su	Mo	Tu	We	Th	Fr	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		2:☉ 10:☽ 17:☾ 24:☿							<p style="text-align: center;"><b>February</b></p> <table border="1"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td>1</td> </tr> <tr> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> </tr> <tr> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> </tr> <tr> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td> </tr> <tr> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> </tr> <tr> <td colspan="7" style="text-align: center;">1:☉ 9:☽ 15:☾ 23:☿</td> </tr> </tbody> </table>	Su	Mo	Tu	We	Th	Fr	Sa							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	1:☉ 9:☽ 15:☾ 23:☿							<p style="text-align: center;"><b>March</b></p> <table border="1"> <thead> <tr> <th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th> </tr> </thead> <tbody> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> </tr> <tr> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> </tr> <tr> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td> </tr> <tr> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> </tr> <tr> <td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td> </tr> <tr> <td colspan="7" style="text-align: center;">2:☉ 9:☽ 16:☾ 24:☿</td> </tr> </tbody> </table>	Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					2:☉ 9:☽ 16:☾ 24:☿													
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Holidays and Observances:

# November 2019

November 2019							December 2019						
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17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 27	28	29	30	31	Nov 1	2
					9:30am Yoga - Seniors (Town Hall Community Room)	
3	4	5	6	7	8	9
9:00am Yoga - All Levels with Linda (Town Hall Community Room)	9:00am Yoga - Gentle Stretching with Carrie 2:00pm Seniors - Drumming 7:00pm IWWC Special	Referendum (Town Hall Community Room)	11:00am Seniors 6:00pm BOS	9:00am Yoga - Gentle Stretching with Carrie 10:30am Seniors - 1:00pm Seniors - Line 7:00pm Bike Walk	9:30am Yoga - Seniors (Town Hall Community Room)	
10	11	12	13	14	15	16
9:00am Yoga - All Levels with Linda (Town Hall Community Room)	9:00am Yoga - Gentle Stretching with Carrie (Town Hall 2:00pm Seniors - Drumming	7:00pm BOS Special Meeting (Town Hall Community Room) - Amanda Gibson	11:00am Seniors 5:30pm Yoga	9:00am Yoga - Gentle Stretching with Carrie 10:30am Seniors - 1:00pm Seniors - Line 7:00pm IWWC Regular	9:00am Yoga - Seniors (Town Hall Community Room)	
17	18	19	20	21	22	23
9:00am Yoga - All Levels with Linda (Town Hall Community Room)	9:00am Yoga - Gentle Stretching with Carrie 2:00pm Seniors - Drumming 7:00pm P&ZC Regular	2:30pm EDC Meeting 7:00pm BOF Regular Meeting (Town Hall Community Room)	11:00am Seniors 5:30pm Yoga - Beginner's with Linda 7:00pm ZBA Regular Meeting (Town Hall	9:00am Yoga - Gentle Stretching with Carrie 10:30am Seniors - 1:00pm Seniors - Line 6:30pm ZBA Training	9:30am Yoga - Seniors (Town Hall Community Room)	
24	25	26	27	28	29	30
9:00am Yoga - All Levels with Linda (Town Hall Community Room)	9:00am Yoga - Gentle Stretching with Carrie 2:00pm Seniors - Drumming 6:00pm RTC	7:00pm Conservation Commission	11:00am Seniors 1:00pm Senior Transportation 5:30pm Yoga - Beginner's with Linda	9:00am Yoga - Gentle Stretching with Carrie (Town Hall 6:00pm Olde Burying Ground	9:30am Yoga - Seniors (Town Hall Community Room)	

# December 2019

December 2019

Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

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19	20	21	22	23	24	25
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 1 9:00am Yoga - All Levels with Linda (Town Hall Community Room)	2 9:00am Yoga - Gentle Stretching with Carrie 2:00pm Seniors - Drumming 6:30pm ZBA Training	3	4 11:00am Seniors 6:00pm BOS	5 9:00am Yoga - Gentle Stretching with Carrie 10:30am Seniors - 1:00pm Seniors - Line 7:00pm Bike Walk	6 9:30am Yoga - Seniors (Town Hall Community Room)	7
8 9:00am Yoga - All Levels with Linda (Town Hall Community Room)	9 9:00am Yoga - Gentle Stretching with Carrie 2:00pm Seniors - Drumming 7:00pm IWWC Regular	10	11 11:00am Seniors 5:30pm Yoga	12 9:00am Yoga - Gentle Stretching with Carrie 10:30am Seniors - 1:00pm Seniors - Line 6:00pm LTPC	13 9:30am Yoga - Seniors (Town Hall Community Room)	14
15 9:00am Yoga - All Levels with Linda (Town Hall Community Room)	16 9:00am Yoga - Gentle Stretching with Carrie 2:00pm Seniors - 4:00pm Dianne Grenier 7:00pm P&ZC Regular	17 2:30pm EDC Meeting 7:00pm Board of Finance	18 11:00am Seniors 1:00pm Senior Transportation 5:30pm Yoga 7:00pm ZBA Regular	19 9:00am Yoga - Gentle Stretching with Carrie 10:30am Seniors - Drumming 1:00pm Seniors - Line	20 9:30am Yoga - Seniors (Town Hall Community Room)	21
22 9:00am Yoga - All Levels with Linda (Town Hall Community Room)	23 9:00am Yoga - Gentle Stretching with Carrie 2:00pm Seniors - Drumming 6:00pm RTC	24	25	26 9:00am Yoga - Gentle Stretching with Carrie 10:30am Seniors - 1:00pm Seniors - Line 6:00pm Olde Burying	27 9:30am Yoga - Seniors (Town Hall Community Room)	28
29 9:00am Yoga - All Levels with Linda (Town Hall Community Room)	30 9:00am Yoga - Gentle Stretching with Carrie (Town Hall) 2:00pm Seniors - Drumming	31	Jan 1, 20	2	3	4

**BOARD OR COMMITTEE NAME :**

**TIME OF MEETING:**

**DAY OF WEEK MEETING HELD:**

**LOCATION OF MEETING:**

PLEASE INSERT YOUR DATES IN THE MONTHS LISTED BELOW:

<b>JANUARY:</b>	<b>JULY:</b>
<b>FEBRUARY:</b>	<b>AUGUST:</b>
<b>MARCH:</b>	<b>SEPTEMBER:</b>
<b>APRIL:</b>	<b>OCTOBER:</b>
<b>MAY:</b>	<b>NOVEMBER:</b>
<b>JUNE:</b>	<b>DECEMBER:</b>

RECEIVED: \_\_\_\_\_ AT \_\_\_\_\_  
ATTEST : \_\_\_\_\_ TOWN CLERK



TOWN OF ANDOVER  
17 SCHOOL ROAD  
ANDOVER, CT 06232  
PHONE: 860.742.7305 x210 FAX: 860.742.7535  
E-MAIL: [Jmaguire@andoverCT.org](mailto:Jmaguire@andoverCT.org)  
[www.andoverct.org](http://www.andoverct.org)

Andover Board of Selectmen

Nov 6, 2019

---

Memorandum To: Board of Education:  
From Board of Selectmen:  
Regarding: Memorandum of Understanding for use of space for evening meetings

The Board of Selectmen would like to have a class room or the music room available in the evenings for public meetings. The Town of Andover is very short of meeting space until a new community center is built. This memorandum would supplant the previous Memorandum of Understanding for the 3/4 wing. The conditions that the Board of Selectmen would like are as follows:

1. Room to be available Monday, Tuesday Wednesday and Thursday from 5 pm until 11 pm
2. Scheduling for the room would be done at the Town Hall with the Town Clerk and would appear on the town calendar
3. The Town would have either a keycode that was active Between 5-11 pm or would have a key to the room.
4. No events or access during the school day.
5. Room should accommodate at least 25 people for a meeting so that the space can accommodate public hearings.
6. There should be a bathroom facility available for meeting participants.

The Town of Andover would pay for the costs of an electronic lock if necessary.

\_\_\_\_\_  
Jeff Maguire, First Selectman

\_\_\_\_\_  
Adrian Mandeville, Vice First Selectman

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

\_\_\_\_\_  
Jeff Murray, Selectman

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

Memorandum To: Board of Education:

From Board of Selectmen:

Regarding: Memorandum of Understanding for use of Space for evening meetings

The Board of Selectmen would like to have a class room, or the music room available in the evenings for public meetings. The town of Andover is very short of meeting space, until a new community center is built This memorandum would supplant the previous Memorandum of Understanding for the 3-4 wing. The conditions that the Board of Selectman would like are as follows:

1. Room to be available Monday, Tuesday Wednesday and Thursday from 5 pm until 11 pm
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4. No events or access during the school day
5. Room should accommodate at least 25 people for a meeting so that the space can accommodate public hearings
6. There should be a bathroom facility available for meeting participants

The Town of Andover would pay for the costs of an electronic lock if necessary.

**Andover & Bolton  
Shared Services  
October 30, 2019**

**Assumptions:**

- Approximately 25 kids per grade in Andover (~175 K-6).
- Average cost of hired teachers ~\$90,000 with benefits.
- Bolton must hire new teacher for each additional 13 students, preferably hiring Andover teachers that are displaced as a result of this transition.
- Bolton charges ~\$13,000 per student in tuition.

**Option #1 – Combined Senior & Rec Services, Regionalized grades 6-7**

- Regionalizing two grade levels
  - For 50 kids, Andover currently pays ~1,161,428.50
  - Reduce that cost to \$650,000 in tuition to Bolton with regionalizing two grade levels, saving Andover \$511,428.50.
  - Bolton hires four new teachers at ~\$360,000 with \$290,000 remainder on tuition income.
  - Future elementary school regionalization remains possible in the future.
- Andover and Bolton team up to create a shared senior/rec center
  - Pay for facility at 2:5 Andover/Bolton ratio, based proportionally on population.
  - Andover gains new senior/rec facility with 5/7 paid by Bolton.
  - Bolton gains facility with 2/7 paid by Andover, frees up current senior center facility to avoid new Town Hall construction.
  - Shared staff and maintenance reduces administrative costs.
- Next Steps:
  - Land use staff from both towns meet to discuss possible site locations.
  - Superintendents and Town Admins meet to discuss logistics and prepare BOE/BOS presentations on the subject.

**Option #2 – Total Elementary School Combination**

- Andover currently pays ~\$4,065,000 per year for Andover Elementary School, changes over to \$2,275,000 to Bolton in tuition (a total of ~\$1,790,000 in savings for Andover).
- Bolton hires 13 new teachers at a cost of ~\$1,170,000, leaving \$1,105,000 as a leftover benefit from tuition costs.
- Frees up Andover Elementary School building for total reuse by Town of Andover.
- Next Step: Superintendents and Town Admins meet to discuss logistics and prepare BOE/BOS presentations on the subject.



TOWN OF ANDOVER  
17 SCHOOL ROAD  
ANDOVER, CT 06232  
PHONE: 860.742.7305 x210 FAX: 860.742.7535  
E-MAIL: [eanderson@andoverct.org](mailto:eanderson@andoverct.org)  
[www.andoverct.org](http://www.andoverct.org)

Office of the Town Administrator

---

Nov 6, 2019

James Hallisey  
50 Merritt Valley Road  
Andover CT 06232

Dear James,

Starting Wednesday, Nov 6th, 2019, you have been hired for the part-time position as Zoning Enforcement Officer of the Town of Andover for 5 hours weekly at an hourly rate of \$30.00. The specific requirements of this position are outlined in the Zoning Officer Job Description. This is your contract of employment with the Town per section 702G of the Charter of the Town of Andover

This is an at-will position with no employee benefits. You will be eligible for mileage reimbursement calculated at standard governmental rates from the town hall to locations within Andover. You will be required to complete the CAZO Certification Training Program The next time it is offered.

Employment may be terminated by either party at any time without cause. Please familiarize yourself with the Town of Andover Personnel Policies that you received and, if you have any questions, please don't hesitate to ask. This letter/contract and will take priority over any variances between this letter/contract and the Personnel Policies.

In signing below, you confirm receipt of the Town of Andover Personnel Policies and that you agree to the above terms of employment and this letter/contract.

On behalf of the Town of Andover, I welcome you and look forward to working with you.

Sincerely,

Eric Anderson, Town Administrator \_\_\_\_\_

James Hallisey \_\_\_\_\_

*The Town of Andover is an equal opportunity provider and employer  
and prohibits discrimination in its practices and policies on the basis of sex, race, religion or national origin*





TOWN OF ANDOVER  
17 SCHOOL ROAD  
ANDOVER, CT 06232  
PHONE: 860.742.7305 x210 FAX: 860.742.7535  
E-MAIL: [eanderson@andoverct.org](mailto:eanderson@andoverct.org)  
[www.andoverct.org](http://www.andoverct.org)

Office of the Town Administrator

---

Nov 6, 2019

Joshua Snarski  
77 south Rd  
Malborough CT 06477

Dear Joshua,

Starting Wednesday, Nov 6th, 2019, you have been hired for the part-time position as Inland Wetlands and Watercourses Officer of the Town of Andover for 5 hours weekly at an hourly rate of \$30.00. The specific requirements of this position are outlined in the IWWC Job Description. This is your contract of employment with the Town per section 702G of the Charter of the Town of Andover

This is an at-will position with no employee benefits. You will be eligible for mileage reimbursement calculated at standard governmental rates from the town hall to locations within Andover. You will be required to complete the DEEP Training Program no later than two months after the online training is offered to qualify to act as the Commission's Duly Authorized Agent to approve activities in the Upland Review Area.

Employment may be terminated by either party at any time without cause. Please familiarize yourself with the Town of Andover Personnel Policies that you received and, if you have any questions, please don't hesitate to ask. This letter/contract and will take priority over any variances between this letter/contract and the Personnel Policies.

In signing below, you confirm receipt of the Town of Andover Personnel Policies and that you agree to the above terms of employment and this letter/contract.

On behalf of the Town of Andover, I welcome you and look forward to working with you.

Sincerely,

Eric Anderson, Town Administrator \_\_\_\_\_

Joshua Snarski \_\_\_\_\_

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and prohibits discrimination in its practices and policies on the basis of sex, race, religion or national origin*

## MEMORANDUM OF AGREEMENT

between

**Town of Andover, Connecticut (the “Town”) and MEUI, Local 506, AFL-CIO, CLC (the “Union”), this 23rd day of October, 2019.**

**WHEREAS**, the Town is a municipal employer pursuant to the Municipal Employee Relations Act (MERA); and

**WHEREAS**, the Union is an employee organization pursuant to MERA; and

**WHEREAS**, the Town and the Union are parties to a Collective Bargaining Agreement effective through June 30, 2021; and

**WHEREAS**, the Union is the sole and exclusive bargaining agent for certain town employee positions, including the “Assistant Assessor”; and

**WHEREAS**, the Town position of “Social Services and Elderly Services Director” is a part-time, non-union, position with no benefits; and

**WHEREAS**, the Town position of “Social Services and Elderly Services Director” is currently vacant; and

**WHEREAS**, the Town wishes to hire the current “Assistant Assessor” (Roberta Dougherty) to also be employed as the “Social Services and Elderly Services Director” as a separate position;

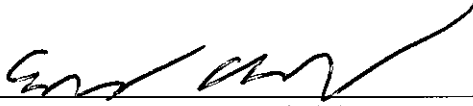
**NOW, THEREFORE**, in consideration of the mutual covenants and promises set forth herein, and other good and valuable consideration, the parties agree as follows:

1. **Hours of Work:** The hours of work for the “Social Services and Elderly Services Director” shall be as follows:
  - a. Recognizing that some times are busier than others, the hours will be on an “as needed” basis;
  - b. The “Assistant Assessor” is required to assist Social Service & Elderly clients, and perform the functions of the “Social Services and Elderly Services Director”, during her normal workday as “Assistant Assessor” without impact to position or salary of the “Assistant Assessor”;
  - c. Times may also arise when the “Social Services and Elderly Services Director” is required to assist Social Service & Elderly clients outside of the normal town hall hours however at no time shall the workload outside of the regular town hall hours exceed (4) hours per month
  
2. **Benefits:** There are no additional benefits associated with the part-time position of “Social Services and Elderly Services Director” however the “Assistant Assessor” retains any and all benefits, protections, and working conditions as set forth in the Union Contract covering the “Assistant Assessor” position.

3. **Training:** The "Social Services and Elderly Services Director" shall be allowed to attend professional development and training courses/seminars during the regular town hall hours without incurring any absence or loss of pay.
4. **Wages:** The position of "Social Services and Elderly Services Director" is a salaried position starting at \$3,040 per year for FY 19-20. Each July 1<sup>st</sup>, the salary shall receive a COLA equal to that of the COLA provided for the Assistant Assessor position as per Union Contract. The salary shall be paid out every two weeks by the payroll department in a separate check from that of the position of "Assistant Assessor".
5. **Mileage:** Mileage, for house calls and training, shall be reimbursed at the current IRS rate.
6. **Term:** This Memorandum of Agreement shall become effective upon approval of the town, Employee, and the Union, and remain in effect until such time it has been canceled by either party in accordance with termination clause below.
7. **Termination:** Either party, the Town, or the Employee, may terminate this Memorandum of Agreement on thirty (30) days written notice.
8. **Resignation:** In the event that the "Assistant Assessor" resigns from her position as "Assistant Assessor" then her resignation from the position of "Social Services and Elderly Services Director" shall be effective the same date which may be less than thirty (30) days thereafter.
9. **Agreement:** This agreement is the full agreement and all other terms and conditions not herein modified shall continue in full force and effect. The parties enter into this agreement without setting any precedent or establishing practice.

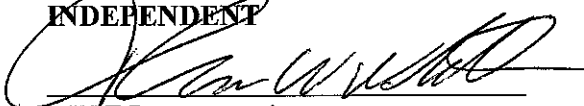
The parties have reached this Agreement as of this 23 day of October, 2019.

**TOWN OF ANDOVER, CT**

  
Eric Anderson, Town Administrator

10-23-2019  
Date

**MUNICIPAL EMPLOYEES UNION  
INDEPENDENT**

  
MEUI Representative

10/23/2019  
Date

**EMPLOYEE**

\_\_\_\_\_  
Roberta Dougherty

\_\_\_\_\_  
Date

**ROBERTA B DOUGHERTY**  
**2 MERRITT VALLEY RD**  
**ANDOVER CT 06232**  
**860-543-1607**  
**ROBERTA77@COMCAST.NET**

October 23, 2019

Eric Anderson  
Town Administrator  
17 School Rd  
Andover CT 06232

RE: Elderly and Social Services Coordinator

Dear Eric,

I am interested in the Elderly and Social Services Coordinator for the Town of Andover. I have been the Interim Elderly and Social Services Coordinator since the middle of August. In that time, I have met with a number of seniors, reviewed and filed all renters rebate applications and have spoken with a several seniors regarding issues they are dealing with and assessing their needs. I have also attended the past two months of Hunger Action Team (HAT) Meetings. I have enjoyed helping the Andover residents in my role as Assistant Assessor and Interim Elderly and Social Services Coordinator.

I believe that my job in the **assessor's** office is a benefit to the Elderly and Social Services Coordinator's job. **The assessor's office** currently aids Andover residents with all tax relief options position through the State and the Town including the low-income Elderly or Totally Disabled Homeowners in Andover while applying for the State of Connecticut Homeowners Tax Credit Program and the **Town of Andover's Homeowner's Tax** Program. Another benefit for the residents is that I am available in the town hall the 34 hours a week that that town hall is open. This allows for the residents to get their needs addressed in a timely fashion.

I look forward to helping the townspeople of Andover even more in this additional role. Thank you for considering me for this position.

Sincerely,

Roberta B. Dougherty

Approval  
of  
Meeting  
Minutes

**Town of Andover**

**Board of Selectmen**

Wednesday, October 2, 2019 at 7:00 P.M.

Town Hall Community Room at 17 School Road

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance

First Selectmen, Jeff Maguire called the BOS Regular Meeting to order at 7:01 P.M.

The Pledge of Allegiance was recited.

BOS Members: First Selectman Jeff Maguire, Jeff Murray, Paula King, Scott Person

Town Administrator: Eric Anderson

Board Clerk: Amanda Gibson

Public Attendees: Jessica Rickert, Jessica Talaga, Nancy Dooley, David Kluczowski, Ava Kluczowski, Vera Kluczowski, Steve Willard, Mike Talaga, Michael Greenhouse, Linda Fish, Michelle France (Journal Inquirer), Heidi Hines, Sheila Patrizz, Wendy Kopp, Amy Knox, Dorothy Yeomans, Ron Yomglar, Suzanne Yomglar, Carol Barton, Wally Barton, Joe King, Louise Goodwin, Karen Zito, Tanya Luczka, Dianne Grenier, Betty Kerr, Catherine Palazzi, Karen Hunter, Sarah Warner, Dana Ming, Marianella Chalfant, Erin Boris, Daniel Foran, Derek Jellquist, Catherine Magaldi-Lewis, Lori Blake, Kelly Allard.

2. Public Speak

Daniel Foran (Parent of 4 children): Read a letter aloud to the BOS, directed at Jeff Maguire, stating that he was astonished by the content of the recent Rivereast newspaper article regarding the Monday, September 23<sup>rd</sup>, 2019 BOS Special Meeting as the account doesn't match what he recalled. He also asked the BOS to treat our community members with respect.

Wally Barton: Made a suggestion to book the AES Gym for the upcoming proposed Town Meeting.

Catherine Magaldi-Lewis: Read letter aloud to the BOS concerning her reservations for rehiring Town Attorney Dennis O'Brien. She submitted the letter to the Board Clerk, Amanda Gibson to be included in the meeting minutes.

Cathy Palazzi (Senior Coordinator): Addressed questions following the Monday, September 23<sup>rd</sup>, 2019 BOS Special Meeting. She announced that the Bolton and Columbia Senior Centers welcome any senior from any town to join their activities. However, Andover seniors recently voted not to join the Bolton or Columbia Senior Center on a permanent basis. She requested that the Town Administrator discuss potential costs of joining other groups and legal arrangements with the town attorney. Approximately 22 years ago, the seniors met at the First Congregational Church of Andover but are currently not interested in meeting at the church.

Heidi Hines: Voiced that she is against placing the senior/community center in the AES 3-4 wing.

Mike Greenhouse (Resident of 4 years, Parent of 2 children, first meeting attended): Voiced that he is against placing the senior/community center in the AES 3-4 wing. Requested that it be brought to Referendum for the community to vote on. Also requested a new senior/community center Referendum for the community to vote on.

Marianella Chalfant (Parent of 2 children): Voiced that she is against placing the senior/community center in the AES 3-4 wing due to safety concerns. Our community needs a long term solution.

Lori Blake (Parent 2 children at AES, PTA member): Voiced that she is against placing the senior/community center in the AES 3-4 wing due to safety concerns and that it would compromise educational decisions. She

asked the BOS to be visionaries and solve decades of having no senior/community center. Our community needs to say no to this band-aid solution and say yes to a permanent solution.

Erin Bois (Parent of 3 children): Voiced that she is against placing the senior/community center in the AES 3-4 wing due to safety concerns. She is supportive of taxpayer money to support the future new senior/community center. Pretending the school is vacant is appalling.

Jessica Rickert: Voiced that she is against placing the senior/community center in the AES 3-4 wing due to security concerns.

Dave Kluczowski (Resident of 5 years, Parent): Voiced that he is against placing the senior/community center in the AES 3-4 wing. Announced that Tolland County has no other school with shared space, as they all have own senior center. If our community has a shared school space, potential future residents may decide not to move here. It would not be something to market or be proud of. He also followed up on Daniel Foran's comment regarding the content of the recent Rivereast newspaper article on the Monday, September 23<sup>rd</sup>, 2019 BOS Special Meeting, to clarify his intention that he believes parents may move out of town or may not move to town because of a shared school space.

Linda Fish: Announced that she believes that the school AES Superintendent Sally Doyen offered up the space to the town.

Jeff Maguire (First Selectman): Asked the community to understand that the BOS is working through a solution for an Memorandum of Understanding that was presented by the previous BOE and BOS. He is looking out for the parents and children of town. He apologized to Daniel Foran. Seniors have never been taken care of in our community. Grateful that the taxpayers would support a new senior/community center. Shared that Jeff Murray visited the Bolton Senior Center.

Adrian Mandeville: Shared that himself and Paula King wrote an article that will be posted on Facebook including the issues that need to be addressed. There is lots of misinformation and negativity currently on Facebook.

Daniel Foran: Thanked Jeff Maguire for the apology.

Steve Willard (Parent of 1 child): Every person in the room is responsible for this town. Wants people to get involved.

Amy Knox (Director of the C.O.O.L. Program): Believes the BOS have a tough job and hopes they put extra time into it. Seniors and children both deserve to stay in town. Wishes best of luck!

Jeff Maguire (First Selectman): Encouraged attendees to get involved. There will be changes to work together on.

Kelly Allard (Parent of 3 children): Questioned where regionalization discussion begins.

Jeff Maguire: It is the BOE's responsibility to address.

Kelly Allard: At the expense of the town, her child is being sent to Coventry since Andover cannot provide for their needs. Does not believe space is available in the school.

Adrian Mandeville (BOS Member): The previous BOS had been presented the MOU by the BOE. BOS members recently sat down with AES Superintendent Sally Doyen and were not excited about answers they received. He understands the frustrations and believes that parents have been left out of the process. The PTA needs to be utilized. BOS will do everything we can to get answers. Next month, he requested that the community attend the Town Meeting to push the Technology Improvement forward in order to get important information to parents in the future. Expressed appreciation for everyone coming. The BOS are listening. The more people that show up in the meeting, the more pulse we get from the community.

Kelly Allard: Appreciates all of the work done by the BOS. There is a false impression about the available space in the school and parents need answers.

Paula King (BOS Member): The BOS is putting a document together in order to get questions answered. Discovered that the answers are conflicting, so please stay tuned. She loves that the community is voicing their opinions. Thanked everyone!

Karen Zito: In favor of new senior/community center but needs won't be fulfilled at the AES space. Town needs to come up with creative funding. Wasting a lot of money outsourcing a child when there are still rooms to use in the school.

Lori Blake: Announced that animosity comes from not being included in discussions. Thanked the BOS for acknowledging that. Parents are torn between all activities and most are unable to attend meetings. It is lovely to be invited to a meeting. Encourages the board to be creative about how they can reach out. Come to a PTA meeting, surveys for parents, coming to AES during hours, etc.

Eric Anderson: Offered an opportunity for a second Public Speak at the end of the meeting.

Stacy Kluczowski: BOS tone speaks volumes. As the third smallest town in the state, Andover is CT's best kept secret. Needs to know the timeline as this is exhausting for all.

Jeff Maguire (BOS Member): Explained the process of meeting schedules. Process allows everyone to have a voice.

Stacy Kluczowski: Negativity needs to stop now.

Adrian Mandeville: The BOS will be voting tonight for the MOU to go back to the BOE.

Jeff Maguire (First Selectman): No matter what we do as a BOS or community, we could be spending money that is wasted. From a business perspective, he wants to use funds in the best possible manner.

### 3. Additions/Deletions to the Agenda

Adrian Mandeville MOVED to add under Old Business, Item 4.b. Memorandum of Understanding (MOU) Referral back to the Board of Education (BOE) and Item 4.c. Senior/Community Center Committee and to add Item 17. Executive Session to discuss New Business, Item 9.a. Wage dispute with previous Town Administrator, Joe Higgins.

Scott Person SECONDED

Discussion: None.

MOTION CARRIED 5:0:0

### 4. Board and Commission Presentations and Appointments

#### a. Recreation Commission

Adrian Mandeville MOVED to nominate the following regular members to the Recreation Commission; Annmarie Daigle, Joe King, Carol Lee, Michelle Lorentz and Brian Briggs, with Kimberly Hawes and Amy Knox as Alternate Members, with Jeff Murray as the BOS liaison. Terms to expire 6/30/21.

Scott Person SECONDED

Discussion: Jeff Murray believes Amy Knox as a Member/Alternate Member is a conflict of interest.

MOTION TABLED



Jeff Maguire MOVED to appoint Annmarie Daigle, Joe King, Carol Lee, Brian Briggs and Michelle Lorenz as Regular Members, with Kim Hawes as an Alternate Member, with Jeff Murray as the BOS liaison. Terms to expire 6/30/21.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

b. BOE Memorandum of Understanding (MOU) Referral:

Adrian Mandeville MOVED to refer the MOU back to the BOE in order to withhold the matter until AES can commit to a 3 year plan of access and to request that the revised MOU include evening access to the 3-4 wing space for town meetings from 5-10 P.M. to be held on non school function nights.

Paula King SECONDED

Discussion:

Adrian Mandeville: There is confusion as to how much space AES has for a temporary solution. MOU was signed by the previous two BOS and BOE boards.

Jeff Murray: BOS is under informed. BOE does not have information to provide yet.

Jeff Maguire: The MOU needs to be revised regardless.

Adrian Mandeville: Needs to be a community conversation.

Jeff Murray: BOE is supposed to have a Safety Committee.

Eric Anderson: Spoke with Resident Trooper to discuss the AES Safety Plan. It is not a publicly available document since it includes a response to a crisis at the AES. There are 3 hard copies: 1 resides in Superintendent's Office, 1 in the Resident State Trooper's Office and 1 in the Colchester State Police Barracks.

MOTION TABLED

Jeff Murray MOVED to amend the previous motion regarding shared space, for the BOS to ask the BOE for an MOA to access the 3-4 wing space for town meeting space from 5-10 P.M. to be held on non school function nights.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

c. Senior/Community Center Committee

N/A

5. Town Administrator's Report

DATTCO:

- Company has not responded regarding security lighting at the bus depot. Town will need to submit a Special Permit application to the Planning and Zoning Commission. Tabled until DATTCO responds.

Asbestos: Abatement:

- Work permit has been filed with EPA & DEEP along with Building Permit for the Public Works Building, with a tentative 10/14 start date.

Safety Committee:

- Previous meeting minutes have been provided.

- Eric Anderson was chosen to appoint the following Regular Members to the Safety Committee: Eric Anderson, Sally Doyen, Carol Lee, Resident State Trooper Darrell Tetreault, Curt Dowling, Ed Kasacek and Diane Grenier. Terms to expire 6/30/21.

#### Town Culverts:

- Inland Wetlands and Watercourses Commission hosted a Site Walk on Monday, September 30<sup>th</sup>, 2019 for the Hutchinson Road culvert. Town application was approved.
- To schedule a Site Walk with DEEP for town-wide culverts. Timeline is to have a solid plan for all the town culverts for budget season in March. Some may need to be surveyed. To consider hiring an outside engineering firm for dealing with town culverts. Preliminary discussions with head of Lebanon Public Works engineer who charges \$85/hour.

#### Pavement Management Services:

- Started conversation with 3 companies (Streetscan, Beta, VBH) that provide pavement management services. Cost is between 10-23,000\$. Would like to get more information before spending funds. Companies said there may be a second window after the leaves come down in November.
- Adrian Mandeville: Suggested to be paid for out of Town Aid Road Fund.

#### Road Shimming:

- Met with Fuller Paving to receive on a quote for set pricing per day for paving services for shimming.
- Adrian Mandeville: Suggested setting up a day break to line up projects. Shimming needs to be less than 2".
- Eric Anderson: Shimming is a stop gap to get us through winter as the town has no time or manpower to cut sections and repave.
- Adrian Mandeville: Happy to discuss adding another PW employee.

#### Fire Dept

- Working to get ID cards for town employees that work off premises.

#### Building Dept:

- Working with Susan Magri, the Building Dept Administrative Assistant to update fees and policies.

#### Legal Services:

- Dennis O'Brien would prefer to be on a retainer for exclusive legal services to the town to provide legal opinions, availability to attend meetings, etc.

Adrian Mandeville MOVED to hire Dennis O'Brien to be on a retainer for 9,000\$ per year or 750\$/ month instead of hourly billing.

Jeff Maguire SECONDED

Discussion: Jeff Maguire believes that the Town Attorney Dennis O'Brien had taken instruction from the previous First Selectman and the charter revision would have been different if there was a different BOS. From a professional standpoint, he has provided reasonable services as a member of the BOS.

MOTION CARRIED 5:0:0

#### Library Well Repair:

Adrian Mandeville MOVED to authorize the Town Administrator to spend up to 2400\$ to replace the failed pressure tank with a new 20 composite gallon tank and a Franklin Subdrive for constant pressure,

leakbreaker without the WiFi enabled Alerts. Funds will be spent from the Library Boards existing maintenance budget.

Jeff Murray SECONDED

MOTION CARRIED 5:0:0

#### Security Cameras:

- Town Hall: Working with Bob Downer on the Town Hall security systems. New camera to be installed downstairs to increase coverage and older cameras have now been swapped out. The system is fully internet capable. IT Tech David Hicks will finish the connections and install. Will be viewable on my cell phone and for the Resident State Trooper.
- Town Garage: Walked the Town Garage to determine a security camera installation plan. Ideally we would install a 16 camera unit, provide exterior coverage of the buses and gas pumps, rear of building, interior coverage of the entrances, animal care facility and main bay. We would use an internet capable unit so that it could be remotely viewed similar to AES and Town Hall.
- Athletic Fields: It would be expensive to install a stand alone WiFi enabled system at the athletic fields to provide coverage. Bob Downer has proposed using 3 camera channels from the Town Garage system and stringing aerial cables from the building across the river and to the affected areas as the least cost solution.
- Museum: Install the older system that was in the town hall and cameras and install it in the museum. This would include at least one exterior camera covering the parking lot. Cost for this is ~500\$ needs to be viewed to be final for costs.
- Still researching vehicle tracking devices/services for town vehicles. Assuming initial list would be F250, F550, 3 large plow trucks, Loader and backhoe loader with 7 devices. From researching the units, there are 2 reasonable vendors I am exploring with Verizon and AwareGPS.

BOS requested written agreements from Bob Downer.

#### Vehicle Tracking:

- Between \$21-23/month per vehicle at \$1680 per year.

Adrian Mandeville MOVED to authorize the Town Administrator to spend up to \$1700 on WiFi tracking on system of his choice for Public Works vehicles from the Contingency Fund.

Paula King SECONDED

Discussion: Jeff Maguire believes it should come out of the Town Aid Road Fund.

MOTION TABLED

Jeff Maguire MOVED to amend the motion to authorize the Town Administrator to spend up to \$1700 on WiFi tracking on system of his choice for Public Works vehicles from the Town Aid Road Fund.

Paula King SECONDED

Discussion: Jeff Murray does not believe it should come out of the TAR Fund.

MOTION CARRIED 4:1:0 (Jeff Murray opposed)

#### Website Committee:

- Town has not received any applications yet.
- Committee consists of the following members: Adrian Mandeville, BOS Member; Amanda Gibson, Administrative Assistant; and Wendy Kopp, Chair of the Long Term Planning Committee.

Long Term Planning Committee:

- The BOS reappointed the LTPC and should advertise for new members.

Assessor's Revaluation:

- Discussion for next month.

Town Administrator's Report:

- Jeff Maguire requested written submission by Friday before the Wednesday meeting.

Town Emails on Website:

- The BOS decided to have the Board of Selectmen and Board of Finance town emails be made public on the town website.

Transfer Station:

- Sent two attendants to a CT Conference of Municipalities training program.
- Going back and forth with manufacturer of the concrete blocks. Shed has not been ordered because the shed needs to go in when we repair the right side. Earliest is in the spring. Still wants an electrical review, as lots of wiring will be moved when blocks are changed. Walked with DCE, to find solution in next couple days.

Public Works:

- Large truck is going into equipment services. F250 radios are getting torn out tomorrow and getting new one tomorrow. Timmy is conducting the work.

Sunset Lane:

- Sunset Lane is paved and set. Public Works will fill.
- Adrian Mandeville stated he believes that part of RFP was for the company to do the apron/fill.

6. Treasurer's Report by Town Treasurer, Barbara Griffin

a. Revenue Summary

Barbara Griffin presented reports. BOS shared their requests.

b. Town Budget Summary

7. Budget

a. Transfers

b. Refunds

8. Old Business

Discuss and act upon the following:

a. Times Farm Bridge Update

- Eric Anderson: Town is waiting for the engineer and the bill for final sign offs as the engineer had issues with the state who is asking for paperwork which they should have had several years ago. Final invoice has already been expected.

b. Lake Road Bridge at Cheney Brook

- No progress since last meeting. May end up giving to a different engineering firm to deal with.
- c. Set the time, date and place for a Special Town Meeting, including a Public Hearing to:
- Vote to possibly Repeal, Amend or Replace the previously enacted Property Tax Liability Ordinance.
  - Vote to send the proposal to Town Meeting to allocate 40,000\$ from the general fund for technology upgrades to the Andover Town Hall.
  - Vote to send to Town Meeting a proposal to spend up to 80,000\$ for Asbestos Abatement and Re Roofing of the Andover Public Works Building.
- Paula King: Shared that the RHAM chorus concert is on Thu 10/24 but there is no school conflict on Wed 10/23.
  - BOS Members: Agreed to host the Special Town Meeting on Wednesday, October 23<sup>rd</sup>, 2019 in the AES Gym and signed the form.
  - Jeff Maguire: Requested a presentation with visual aids to make appropriate for all.
- d. Quotes for Pole Mounted Graphic Display Speed Signs.
- None.
- e. Town Aid Road (TAR) Update.
- Already discussed.
- f. Town of Andover Personnel Policies.
- Need to be updated.
- g. Community Connectivity Grant Update.
- The Inland Wetlands and Watercourses Commission rejected the application as being incomplete. Commission was unhappy with what the Town Engineer submitted. The Town of Andover will resubmit the application.
- h. Reexamine the RFP Bids for Public Works Roofing Project (AN-2019-20 #2)
- Scott Person MOVED to authorize the Town Administrator to award the RFP for Roof Replacement at Andover Public Works Facility Bid Number AN-2019-20 #2 to Shoreline Restoration Services for as the Lowest Qualified Bidder for 53,800\$, with additional scope of work to include replacing Fascia with 1x12 Aztec trim board on eaves, and 1x6 Aztec on Rake edges per email confirmation dated August 6th, 2019 as the lowest qualified bidder. The award is subject to approval at a Town Meeting authorizing the funds.
- Paula King SECONDED
- Discussion: None.
- MOTION CARRIED 5:0:0

## 9. New Business

Discuss and act upon:

- a. Pavement Management Systems
  - Already covered in the Town Administrator's Report.
- b. Meeting Dates 2020

- Tabled until next meeting.
- c. Wage dispute with previous Town Administrator, Joe Higgins.
  - Moved to the Item 17. Executive Session.
- d. Request for a joint informational Public Meeting with BOE. Determine a date & location.
  - Bypass the request as it is unnecessary at this point.
- e. Software transition from Phoenix to a new system.

Jeff Maguire MOVED to appoint Barbara Griffin, Marc Brinker, Adrian Mandeville, Jeff Maguire, Eric Anderson and Laura Edwards to the Software Committee and name Laura Edwards as the Chairperson.

Adrian Mandeville SECONDED

Discussion: Barbara Griffin reached out to CT Conference of Municipalities and is compiling a list based off of feedback received.

MOTION CARRIED 5:0:0

#### 10. Approval of Meeting Minutes

- a. Approve the Wednesday, September 11, 2019 Regular Meeting Minutes
- b. Approve the Monday, September 23, 2019 Special Meeting Minutes

Adrian Mandeville MOVED to approve the Wednesday, September 11<sup>th</sup>, 2019 Regular Meeting Minutes and the Monday, September 23<sup>rd</sup>, 2019 Special Meeting Minutes.

Paula King SECONDED

MOTION CARRIED 5:0:0

#### 11. Tax Collector's Report

- a. Refund Requests
  - Jeff Maguire requested the summaries from the Tax Collector to include names and reasons.

Adrian Mandeville MOVED to accept the tax refunds as held by Jeff Maguire in the provided envelope.

Jeff Murray SECONDED

Discussion: None.

MOTION CARRIED 5:0:0

Jeff Maguire signed the tax refunds.

#### 12. Department Reports

- a. Fire Department
- b. Resident State Trooper\*
- c. Town Clerk
- d. Building Department\*
- e. Assessor's Office\*
- f. Town Garage\*

- g. Transfer Station\*
- h. Library
- i. Senior Transportation
- j. Registrars\*

\*BOS received monthly report.

13. Resignations

None.

14. Correspondence

None.

15. Public Speak

Sheila Patriz: Suggestion to ask our town insurance company to reduce the premiums for the library as many carriers are starting to implement risk controls at a discount.

Kelly Allard: Thank you to the BOS!

Dianne Grenier: Concerned about the vague language of the Town Meeting memo.

Paula King MOVED to edit the Town Meeting memo to include 'Vote to change the property tax collection from 4 times a year to 2 times a year'.

Jeff Maguire SECONDED

Discussion: BOS agreed that all Town Meeting information needs to be shared in a simple way for the community to understand.

MOTION CARRIED 5:0:0

Steve Willard: Thanked BOS for their patience with everything going on.

16. Adjournment

Carried over to the end of the Executive Session.

17. Executive Session:

Jeff Maguire adjourned the Regular Meeting and Executive Session at 10:22 P.M.

Helpfully submitted by Board Clerk, Amanda Gibson

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.

# Budget



Tax  
Collector's  
Report

**SEPTEMBER 2019**

Deposits

	ON-LINE	OFFICE	RECEIPT	TOTAL	DIFFERENCE
9/1	3,894.42			3,894.42	0.00
9/1	1,045.05			1,045.05	0.00
9/1	614.39			614.39	0.00
9/1	493.38			493.38	0.00
9/2				0.00	0.00
9/3	653.29	7,159.74	7,159.74	7,813.03	0.00
9/4	1,613.73	1,475.53	1,475.53	3,089.26	0.00
9/5	1,016.51	21,252.03	21,252.03	22,268.54	0.00
9/6				0.00	0.00
9/7	706.72			706.72	0.00
9/8	2,615.75			2,615.75	0.00
9/9	1,806.91	8,384.83	8,384.83	10,191.74	0.00
9/10		2,431.53	2,431.53	2,431.53	0.00
9/11	422.56			422.56	0.00
9/12				0.00	0.00
9/13	2,203.40			2,203.40	0.00
9/14	229.14			229.14	0.00
9/15				0.00	0.00
9/16	156.87	20,131.20	20,131.20	20,288.07	0.00
9/17		2,358.61	2,358.61	2,358.61	0.00
9/18		3,999.36	4,000.36	3,999.36	(1.00)
9/19	2,021.47	5,339.09	5,339.09	7,360.56	0.00
9/20	502.69			502.69	0.00
9/21				0.00	0.00
9/22	845.88			845.88	0.00
9/23	1,159.09			1,159.09	0.00
9/24	2,330.47	14,505.54	14,505.54	16,836.01	0.00
9/25	6,009.47	2,817.30	2,817.30	8,826.77	0.00
9/26	4,171.45	3,074.36	3,074.36	7,245.81	0.00
9/27	813.32			813.32	0.00
9/28	215.49			215.49	0.00
9/29	2,709.19			2,709.19	0.00
9/30		33,878.57	33,878.57	33,878.57	0.00
<b>Total</b>	<b>38,250.64</b>	<b>126,807.69</b>		<b>165,058.33</b>	<b>(1.00)</b>

COLLECTIONS BY TAX YEAR:

	RE	PP	MV	MVS	INTEREST	FEE	TOTAL
2012							0.00
2013							0.00
2014			67.28	13.92		6.00	87.20
2015				582.14	288.16	135.55	1,005.85
2016			392.33		138.18		530.51
2017	3,081.25	507.64	6,344.21	1,463.51	1,701.78	44.00	13,142.39
2018	104,457.65	2,890.31	39,830.65		2,258.77	855.00	150,292.38
<b>TOTAL</b>	<b>107,538.90</b>	<b>3,397.95</b>	<b>46,634.47</b>	<b>2,059.57</b>	<b>4,386.89</b>	<b>1,040.55</b>	<b>165,058.33</b>

UNCOLLECTED TAXES BY TAX YEAR:

	RE	PP	MV	MVS	TOTAL		
2006				207.27	207.27		
2007			476.65	71.26	547.91	online cash	A-100-00-0000-990
2008			520.26	28.15	548.41	office cash	A-100-00-0000-990
2009			579.60		579.60	online DIT	A-100-00-1400-001
2010		390.00	1,003.63	67.89	1,461.52	office DIT	A-100-00-1400-001
2011		1,142.97	6,124.97	249.48	7,517.42	misc inc	2-100-80-0000-801
2012		3,031.88	5,315.89	448.66	8,796.43	online DIT	Other A/R A-100-00-1400-001
2013	12.13	4,234.19	3,042.77	904.44	8,193.53	office DIT	Other A/R A-100-00-1400-001
2014	1,225.76	5,249.63	4,398.45	4,008.32	14,882.16	taxes	2-100-10-0000-101
2015	1,679.64	6,018.82	11,347.26	2,480.67	21,526.39	interest	2-100-10-0000-103
2016	9,335.21	7,835.29	10,849.64	3,266.88	31,287.02	liens/fees	2-100-10-0000-104
2017	57,784.16	9,821.95	26,397.67	9,119.34	103,123.12	misc inc	2-100-80-0000-801
2018	5,601,622.18	198,422.74	95,949.72		5,895,994.64		
<b>TOTAL</b>	<b>5,671,659.08</b>	<b>236,147.47</b>	<b>166,006.51</b>	<b>20,852.36</b>	<b>6,094,665.42</b>		

# Department Reports



# ANDOVER VOLUNTEER FIRE DEPARTMENT

11 School Road, Andover, CT 06232

Phone: (860) 742-7477

November 1, 2019

The Andover Fire Department responded to 37 calls for service for the month of October. Here is the breakdown.

Medical Calls 15

Wires Related 7

MVA 8

Structure Fire 4

Haz Mat 1

Car Fire 1

Outside Fire 1

Drills 3

Meetings 1

Work Detail 1

Special Event 1

Ron Mike

Andover Fire Chief



Commanding Officer  
Lt. Marc Petruzzi #037

# State of Connecticut



## Connecticut State Police Troop K - Colchester



Executive Officer  
Master Sergeant Eric Peck #085

Date: 10/1/19

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

Dear: Jeff J. Maguire,

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

During the month of **September 2019** the Andover Resident Trooper as well as Troop K Troopers responded to **136** Calls for Service in the Town of Andover. Of these Calls for service the most notable are:

Accidents: 3  
Burglaries: 1  
Larcenies: 1  
Narcotic Cases: 0  
Other Criminal: 3  
Other Non-Criminal: 1  
Non Reportable Matters: 121  
Other Noteworthy Events (List):

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

On-Sight DWI: 1  
Traffic Citations: 25  
Written Warnings: 3

Sincerely,

*LT Marc Petruzzi #037*

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

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

## TOWN CLERK MONTHLY REPORT

OCTOBER 2019

Total Town Clerk Receipts	\$9,512
Dog License Receipts	\$ 57
Town PA 09-228	\$ 564
Town Clerk Preservation Fund	\$ 207

Customer Service	1798
Documents	51
Dog License	8
Reports Submitted	11
Notarization	19
Sport License	5
Vital Copies	6
Pistol Permits	
Scanning	598

**Building & Land use Department**

**Monthly Report**

**September 2019**

**T.O.A. Fees** – Collected fees, completed and submitted weekly fee reports.

**E.H.H.D. Fees** – Collected fees, completed and submitted monthly reports.

**Planning & Zoning Applications**

**Inland Wetlands Applications** 1

**Zoning Board of Appeals Applications** 1

**EHHD** Correspondences & time with Sanitarian

**Driveway Permits** 2

**P&Z Bond Permits** 1

**Fire Marshal** Reviewed a few items with Mike Lester

**Public Works**

**IT David** Spent time with David working with all computers & scanner

**Scanning & Filing** Hours – 8

- Cleaning Office – Re-arranging files
- Creating/Editing Applications and Forms – Building, Land Use
- Creating & Maintaining various spreadsheets – Building, Land Use and Health Department, Misc.
- Worked with John & Amanda on Land Use Applications, Correspondence, Assisting applicants
- Administrative tasks for Land Use Applications
- Clean and organized office (this will be ongoing for a bit)





<b>SEPTEMBER 2019</b>				
<b>DATE ISSUED</b>	<b>PERMIT NO.</b>	<b>PROPERTY OWNER</b>	<b>PROPERTY LOCATIOIN</b>	<b>DESCRIPTION</b>
9/11/2019	4336	Eric & Heather Berry	16 West Rd Ext	Install Propane Tank
9/11/2019	4333	Kathleen Killarnes	22 Rte 87	275 Gallon Oil Tank
9/11/2019	4334	Georgia O'Brien	325 Lake Rd	A/G Propane Tank
9/11/2019	4337	Steven Rocketeller	45 Lakeside Dr	Install Propane Tank
9/11/2019	4331	Pierce Carpentry	327 Hebron Rd	Repairs, Walls, Overhang, Staircase
9/12/2019	4339	Joseph Aguiar	31 Ridge Rd	Replacement Windows
9/12/2019	7340	Sean Murphy	654 Rte 6	Replacement Windows
9/12/2019	4341	Peter Maneggia	71 Bausola Rd	New Bathroom in Besant.
9/12/2019	4338	Debra Remesch	112 Lakeside Dr	Deck
9/12/2019	4329	Eric Shevchenko	191 Bunker Hill Rd	Steam Boiler
9/12/2019	4330	Robert Merry	104 Wheeling Rd	Hot Water Tank
9/12/2019	4339	Joseph Aguiar	31 Ridge Rd	New Bathroom in Besant.
9/12/2019	4341	Peter Maneggia	71 Bausola Rd	Replacement Windows
9/12/2019	4340	Sean Murphy	654 Route 6	Replacement Windows
9/18/2019	4344	Georgia O'Brien	325 Lake Rd	Standby Generator
9/19/2019	4345	Paul Lacroix	123 Long Hill Rd	Install Generator
9/19/2019	4346	Edward Bosk	5 Woodside Ln	Replace 275 Gallon Oil Tank
9/23/2019	4343	Eric Wagner	31 Skinner Hill Rd	U/G 1000 gallon propane tank
9/23/2019	4338	Debra Remesch	112 Lakeside Dr	Deck
9/26/2019	4347	Kurt Surdam	45 Old Farms Rd	Propane Tank
<b>TOTAL PERMITS ISSUED = 21</b>				

Building Department Inspection Log														
September 2019														
Date	Property	DESCRIPTION	Comm/ Industrial	Residential	Building	Electrical	Plumbing	HVAC	Mech	Pass	Fail	Re-Inspect	Total	CO ISSUED
9/12/2019	241 Lake Rd	Footing		1	1					1			1	
9/11/2019	27 Hendee Rd	Foundation For Garage		1	1					1			1	
9/12/2019	78 School Rd	Electrical		1		1					1		1	
9/12/2019	127 Bear swamp Rd	Insulation		1	1					1			1	
9/12/2019	475 Lake Rd	Furnace A/C		1				1	1	1			1	
9/12/2019	7 Ryan Rd	Rough Frame		1	1					1			1	
9/16/2019	89A Lakeside Dr	Footing		1						1			1	
9/16/2019	53 Juravoty Rd	Bath Remodel		1		1	1	1	1	1			1	
9/16/2019	69 Burnap Rd	Rebar		1	1					1			1	
9/16/2019	74 Hendee Rd	Framing		1	1					1			1	
9/16/2019	47 Skinner Hill Rd	Rebar		1	1					1			1	
9/18/2019	31 Ridge Rd	Bath Remodel		1	1	1	1	1		1			1	
9/18/2019	16 West St Ext	Renovation		1	1	1	1	1	1		1		1	
9/16/2019	127 Bear swamp Rd	Insulation		1	1					1			1	
9/18/2019	69 Burnap Rd	Footing Drains & sealer		1	1					1			1	
9/19/2019	47 Skinner Hill Rd	Footing		1	1					1			1	
9/19/2019	285 Boston Hill Rd	Final LP Tank		1	1			1		1			1	
9/19/2019	112 Lakeside Dr	Piers for deck		1	1					1			1	
9/19/2019	363 Lake Rd	Framing Deck		1	1					1			1	
9/19/2019	191 Bunker Hill Rd	Furnace		1	1			1		1			1	
9/23/2019	89A Lakeside Dr	Foundation for New House		1	1					1			1	
9/24/2019	47 Skinner Hill Rd	Drain Tile & Foundation		1	1					1			1	
9/25/2019	16 West St Ext	Remodel		1	1	1	1	1	1	1			1	1
9/30/2019	74 Hendee Rd	Electrical		1	1	1				1			1	1
9/30/2019	267 Hebron Rd	Electrical for Barn		1	1	1				1			1	
				<b>25</b>	<b>17</b>	<b>3</b>	<b>45</b>	<b>1</b>	<b>1</b>	<b>22</b>			<b>25</b>	<b>2</b>

Register Report 7/5/19 - Sep 2019

9/1/2019 through 9/30/2019

10/23/2019

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
<b>BALANCE 8/31/2019</b>								<b>14,557.04</b>
9/4/2019	Building Department		327 Hebron Rd		[Permit receipts]			49.03
9/9/2019	Building Department		... Gilead Rd.	IWWC APP	IWWC	272994		150.00
				State Zoning	State Zoning Fee			60.00
9/9/2019	Building Department		33 Rte 87		[Permit receipts]			213.90
9/9/2019	Building Department		22 Rte 87		[Permit receipts]			40.00
9/9/2019	Building Department		325 Lake Rd.		[Permit receipts]			80.56
9/9/2019	Building Department		Copies	Copies	copies			1.00
9/9/2019	Building Department		197 Hebron Rd.		[Permit receipts]			26.77
9/10/2019	Building Department		16 West St. Ext		[Permit receipts]			80.52
9/10/2019	Building Department		45 Lakeside Dr		[Permit receipts]			61.56
9/12/2019	Building Department		112 Lakeside Dr		[Permit receipts]			90.78
9/12/2019	Building Department		31 Ridge Rd.		[Permit receipts]			102.60
9/12/2019	Building Department		654 Route 6		[Permit receipts]			133.38
9/12/2019	Building Department		71 Bausola Rd.		[Permit receipts]			133.38
9/17/2019	Building Department		31 Skinner Hill Rd		[Permit receipts]			90.78
9/17/2019	Building Department		325 Lake Rd.		[Permit receipts]			147.21
9/17/2019	Building Department		264 Long Hill Rd	Driveway Bond _ Fuller ...	Driveway:bond			50.00
9/17/2019	Building Department		123 Long Hill Rd		[Permit receipts]			132.85
9/20/2019	Building Department		5 Woodside Lane		[Permit receipts]			32.83
9/19/2019	Building Department		377 Lake Rd	Fuller Paving/ Mr. Linde...	Driveway:bond			50.00
9/26/2019	Building Department		45 Old Farms Rd		[Permit receipts]			80.52
9/4/2019	Building Department	ZB...	119 Lakeside Dr	ZBA APPLICATION	ZBA			140.00
				State Zoning Fee	State Zoning Fee			60.00
<b>9/1/2019 - 9/30/2019</b>								<b>2,007.67</b>
<b>BALANCE 9/30/2019</b>								<b>16,564.71</b>
<b>OVERALL TOTAL</b>								<b>2,007.67</b>
<b>TOTAL INFLOWS</b>								<b>2,007.67</b>
<b>TOTAL OUTFLOWS</b>								<b>0.00</b>
<b>NET TOTAL</b>								<b>2,007.67</b>

State-IWWC-PZC-ZBA - Sep 2019

9/1/2019 through 9/30/2019

10/23/2019

Page 1

Date	Account	Num	Description	Memo	Category	Tag	Tax Item	Clr	Amount
9/4/2019	Building De... ZBA	S	119 Lakeside Dr	State Zoning Fee	State Zoning Fee				60.00
9/9/2019	Building De...	S	Gilead Rd.	State Zoning	State Zoning Fee				60.00
9/9/2019	Permit rece... 4332	S	33 Rte 87	State Zoning Fee	State Zoning Fee		Schedule C...	c	60.00
9/9/2019	Permit rece... 4334	S	325 Lake Rd.	State Zoning Fee	State Zoning Fee		Schedule C...	c	60.00
9/10/2019	Permit rece... 4336	S	16 West St. Ext	State Zoning Fee	State Zoning Fee		Schedule C...	c	60.00
9/12/2019	Permit rece... 4338	S	112 Lakeside Dr.	State Zoning Fee	State Zoning Fee		Schedule C...	c	60.00
9/17/2019	Permit rece... 4343	S	31 Skinner Hill Rd	State Zoning Fee	State Zoning Fee		Schedule C...	c	60.00
9/17/2019	Permit rece... 4344	S	325 Lake Rd.	State Zoning Fee	State Zoning Fee		Schedule C...	c	60.00
9/17/2019	Permit rece... 4345	S	123 Long Hill Rd		State Zoning Fee		Schedule C...	c	60.00
9/25/2019	Permit rece... 4348	S	45 Old Farms Rd	State Zoning Fee	State Zoning Fee		Schedule C...	c	60.00
<b>9/1/2019 - 9/30/2019</b>									<b>600.00</b>
<b>TOTAL INFLOWS</b>									<b>600.00</b>
<b>TOTAL OUTFLOWS</b>									<b>0.00</b>
<b>NET TOTAL</b>									<b>600.00</b>

State Ed Report - Quarterly 19/19/19 - Sep 2019  
9/1/2019 through 9/30/2019

10/23/2019

Page 1

Category	9/1/2019- 9/30/2019
<b>INFLOWS</b>	
Ed Fee - State	24.11
<b>TOTAL INFLOWS</b>	<b>24.11</b>
<b>OVERALL TOTAL</b>	<b>24.11</b>

## Weekly Register Report - Last month

9/1/2019 through 9/30/2019

10/23/2019

Page 1

Date	Account	Num	Description	Memo	Category	Clr	Amount
9/17/2019	BONDS		264 Long Hill Rd	Driveway Bond _ Full...	Driveway:bond		500.00
9/19/2019	BONDS		377 Lake Rd	Fuller Paving/ Mr. Lin...	Driveway:bond		500.00
<b>9/1/2019 - 9/30/2019</b>							<b>1,000.00</b>
<b>TOTAL INFLOWS</b>							<b>1,000.00</b>
<b>TOTAL OUTFLOWS</b>							<b>0.00</b>
<b>NET TOTAL</b>							<b>1,000.00</b>

Assessor's office monthly activity –SEPTEMBER 2019	
Processing conveyances	13
Processing building permits	21
Prorating motor vehicle grand list	14
Updating field cards	2
Correspondence/Phone	103
Providing assistance to town hall customers (ie taxpayer, title searchers, appraisers etc)	78
Providing assistance to other departments	14
Researching mapping issue or questions	3
Reports and communication with the State of Connecticut/ US Census	2
MLS research	5
Scheduling meeting and appointments	4
Office work – ie filing, updating sales book, scanning documents etc	14
Personal property grand list	All pp declarations processed, labeled, folded, stamped & mailed.
Personal Property/Discovery	26
Homeowner's program	
Veteran's program	
Income & expenses	
Renter's rebate program	18
Tax exemptions	2
Adds to the re, pp or mv grand list	2
Pa 490	
Provided assistance to BAA	3
Researching and providing requested information to auditor or software vendor (for grand list files or tax bills)	
Real property inspections	4
Personal property inspections	
Real property appraisals	4
Taxpayer correspondence	9
Attorney correspondence	
Tax appeal review/appraisal	
Mls review	5
Town board/dept assistance	
Review & Approve C of Cs	17
Review & Approve Farmland & Forestland Assessment Applications	
Review, Approve, & create/data entry on land splits & mergers	
Mapping Research/Discrepancies	1

Conditions: District: Reported Type: All Order By : List No

LIST NO	NAME / ADDRESS	UNIQUE ID	COC#	BAA	ORIGINAL GR/EX/NET	ADJUSTMENT GR/EX/NET	NEW GR/EX/NET	
1084 1	PATCH ALBERT R 75 PINE RIDGE DR ANDOVER CT 6232-0	598 C C		07771R	C 2018 09/25/2019 PRORATE ELDERLY BENEFIT	101,800 15,000 86,800	0 0 0	101,800 15,000 86,800
1244 1	SAGLIO ARLENE INEZ 11 HICKORY HILL DR ANDOVER CT 6232-0	175 C C		07772R	C 2018 09/25/2019 PRORATE ELDERLY BENEFIT	93,800 0 93,800	0 0 0	93,800 0 93,800
1537 1	WILSON SUSAN POHL 37 LYMAN RD BOLTON CT 6043-0	1425		07761R	C 2018 09/12/2019 CORECTED SQ FT LIV AREA AFTER INSPECTION	304,500 0 304,500	-45,000 0	259,500 0
50070 1	ANDERSON JAMES E 222 LAKE RD ANDOVER CT 6232-1708	50078 1999 02	DODGE	07758M RAM 2500 1B7KC2367XJ548416	B 2018 09/12/2019 BAA	5,990 0 5,990	-2,140 0	3,850 0
50876 1	DICKINSON MARGARET K 28 RIVERSIDE DR APT 2 ANDOVER CT 6232-0	50885 2006 01	FORD	07756M ESCAPE X 1FMCU93176KD25456	C 2017 09/05/2019 SOLD 1/18	3,620 0 3,620	-2,415 0	1,205 0
51239 1	GIROUX RONALD W 16 WOOD FERN WAY ANDOVER CT 6232-1132	51246 2016 01	BUICK	07765M ENCLAVE 5GAKVCKD2GJ106483	C 2018 09/16/2019 REG IN FL 12/18	21,320 0 21,320	-15,990 0	5,330 0
51240 1	GIROUX RONALD W 16 WOOD FERN WAY ANDOVER CT 6232-1132	51247 2010 01	CHEVR	07764M K1500 SU 1GNUMKJE39AR272538	C 2018 09/16/2019 REG IN FL 12/18	11,600 0 11,600	-8,700 0	2,900 0
51241 1	GIROUX RONALD W 16 WOOD FERN WAY ANDOVER CT 6232-1132	51248 2001 01	VOLVO	07763M V70 AWD YV1SZ58D011004042	C 2018 09/16/2019 REG IN FL 12/18	2,170 0 2,170	-1,627 0	543 0
52008 1	LEE KENNETH E 24 WEBSTER LN BOLTON CT 6043-7825	52012 2000 02	FORD	07760M F350 SUP 1FTSF31F6YEB04678	B 2018 09/12/2019 BAA	5,930 0 5,930	-2,535 0	3,395 0
53205 1	RYDER PAUL J P.O. BOX 134 ANDOVER CT 6232-0	18A010 2009 01	TOYOT	07766M CAMRYSE 4T1BE46K39U846408	C 2018 09/17/2019 WRONG TT SENT TO COVENTRY	4,550 0 4,550	-4,550 0	0 0
53481 1	STRATTON CHRISTOPHER T 706 EAST ST ANDOVER CT 6232-1407	53481 2005 01	NISSA	07770M ALTIMA S 1N4AL11D15C100963	C 2017 09/24/2019 SOLD 5/18	2,640 0 2,640	-879 0	1,761 0
53746 1	USB LEASING LT 1850 OSBORN AVE OSHKOSH WI 54902-6197	53745 2018 03	RAM	07762M 2500 SLT 3C6UR5DJ7JG232574	C 2018 09/16/2019 CGS 12-81 (53)	25,970 0 25,970	0 25,970	25,970 0
54054 1	MANSELLE TIMOTHY C 8 KINGSLEY DR ANDOVER CT 6232-0	18A030 2015 03	CHEVR	07759M SILVERAD 3GCUKREC0FG51507	B 2018 09/12/2019 BAA	20,020 0 20,020	-1,375 0	18,645 0
54056 0	GILBERT RYAN PO BOX 205 ANDOVER CT 6232-0	17A069 2014 04	RAM	07768M RAM TRUC 3C63RRKL5EG161582	C 2017 09/23/2019 ADD FROM MANSFIELD	0 0 0	32,480 0	32,480 0
54058 0	GILBERT RYAN PO BOX 205	18A034 2014 04	RAM	07769M RAM TRUC	C 2018 09/23/2019	0 0	30,450 0	30,450 0



Conditions: District: Reported Type: All Order By : List No

LIST NO	NAME / ADDRESS	UNIQUE ID	COC#	BAA	ORIGINAL GR/EX/NET	ADJUSTMENT GR/EX/NET	NEW GR/EX/NET
	ANDOVER CT 6232-0	3C63RRKL5EG161582		ADD FROM MANSFIELD	0	30,450	30,450
80159	DICKINSON MARGARET K	80159	07757S	C	4,035	-1,348	2,687
1	28 RIVERSIDE DR APT 2	2012 01	HONDA ACCORD E	2017 09/05/2019	0	0	0
	ANDOVER CT 6232-0		1HGCP2F74CA232495	SOLD 7/18	4,035	-1,348	2,687
80233	GILBERT RYAN G	80233	07767S	C	18,936	-18,936	0
1	44 WALES RD	2014 02	RAM RAM TRUC	2017 09/23/2019	0	0	0
	ANDOVER CT 6232-1219		3C63RRKL5EG161582	DUPLICATE - ADD FROM MANSFIELD 17 GL	18,936	-18,936	0
<b>TOTAL</b>	<b># Of Accts 17</b>				<b>626,881</b>	<b>-42,565</b>	<b>584,316</b>
					15,000	25,970	40,970
					<b>611,881</b>	<b>-68,535</b>	<b>543,346</b>
<b>YEAR 2017</b>	<b># Of Accts 17</b>				<b>626,881</b>	<b>-42,565</b>	<b>584,316</b>
					15,000	25,970	40,970
					<b>611,881</b>	<b>-68,535</b>	<b>543,346</b>
<b>GRAND TOTAL</b>	<b># Of Accts 17</b>				<b>626,881</b>	<b>-42,565</b>	<b>584,316</b>
					15,000	25,970	40,970
					<b>611,881</b>	<b>-68,535</b>	<b>543,346</b>

ANDOVER PUBLIC LIBRARY - LIBRARIAN'S REPORT - October 2019					
	Oct-19	YTD 19-20 (July 1, 2019 - June 30, 2020)			
<b>Adult:</b>					
Fiction	495	2127			
Non-fiction	90	411			
Video	108	456			
Audio	55	236			
Magazines	1	22			
E-reader (Kindle)	0	0			
<b>Total Adult</b>	<b>749</b>	<b>3252</b>			
<b>Children:</b>					
Fiction	175	1002			
Non-fiction	17	150			
Video	4	72			
Audio	55	57			
<b>Total Children</b>	<b>251</b>	<b>1281</b>			
<b>Young Adult:</b>					
Fiction	47	199			
Non-fiction	3	7			
Audio	0	1			
Magazines	0	0			
<b>Total Young Adult</b>	<b>50</b>	<b>207</b>			
<b>Total Fiction</b>	<b>717</b>	<b>3328</b>			
<b>Total Non-fiction</b>	<b>110</b>	<b>568</b>			
<b>Total Video</b>	<b>112</b>	<b>528</b>			
<b>Total Audio</b>	<b>110</b>	<b>294</b>			
<b>Total Magazines</b>	<b>1</b>	<b>22</b>			
<b>Total Uncategorized**</b>	<b>26</b>	<b>132</b>			
<b>Total Passes</b>	<b>0</b>	<b>12</b>			
<b>Total OverDrive</b>	<b>134</b>	<b>582</b>			
<b>Total E-readers</b>	<b>0</b>	<b>0</b>			
<b>Total Circulation</b>	<b>1210</b>	<b>5466</b>			
Out-of-town circ.	115	448			
Ref. questions	38	217			
Patrons registered:					
Andover	3128				
Out-of-town	461				
<b>Total Patrons</b>	<b>3589</b>				
Collection size *	19752				
Public Computer Usage (hrs.)	61.75	250.5			
ILL provided	65	273			



ANDOVER SENIOR TRANSPORTATION  
MONTH OF OCTOBER 2019

Dated 11/4/2019  
Cathy Palazzi  
Senior Coordinator

Month of October:

- 1) CDL driver hired. Andover will qualify with DOT for another van or bus in 2020.
- 2) Senior Transportation is now in compliance with DOT regarding Title VI.
- 3) Drug tests – one driver – okay.
- 4) Town Administrator and Senior Coordinator completed a document for Driver Position Requirements. Each driver has signed.
- 5) Annual Driver Safety classes scheduled for December. To be completed by end of January.
- 6) All town senior vehicles information compiled and sent to Town Administrator/ and Assistant.
- 7) BOS Liaison appointed. Paula King to report any vital information to BOS.
- 8) Maintenance line has \$1383.74 remaining and will keep updating Town Administrator as needed.
- 9) New timesheets presented by Treasurer's office.
- 10) Number of people serviced in October:
  - Medicals 44
  - Shopping 51  
(includes Food Pantry/Food Share/Friday Lunch)
  - Special Events 10
  - Maintenance 2
  - Incident Log 1
  - Disabled 30
  - Veterans 9
  - Passengers 150

Dated 11/4/2019  
Cathy Palazzi  
Senior Coordinator

- Wallace Barton, Jr.            Republican Registrar of Voters
  - Elinor Skoog                    Republican Deputy Registrar of Voters
  - Linda Derick                    Democratic Registrar of Voters
  - Julie Victoria                  Democratic Deputy Registrar of Voters
- 
- ROV Tolland County Meeting on October 2
  - Town Meeting on October 23, 2019
  - Changed election workers (not ROV or Deputy ROV) to regular paycheck; no longer payroll
  - Regular office hours: Linda on Mondays from 10-12 and Wally on Wednesdays from 10-12 and/or as needed
  - Monthly voter processing:
    - Additions 19
    - Changes 5
    - Removals 10