

**Town of Andover
Board of Selectmen
Regular Meeting**
Monday December 11th at 7:00 P.M.
Location: Virtual Zoom meeting

Regular Meeting Agenda

Zoom Directions:

Click here to join by computer for video/audio: <https://us02web.zoom.us/j/88971106674>

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

Meeting ID: 889 7110 6674

Passcode: 881290

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

1. Call to Order/Pledge of Allegiance
2. Public Speak
3. Additions/Deletions to the Agenda
4. Treasurer's Report
 - a. Finance Department Report
 - a. Revenue Summary
 - b. Town Budget Summary
 - c. Town Aid Road (TAR) Update
 - d. Town Cash Report
 - e. Appropriation Transfer
 - f. Over Expenditure Report
 - g. Summary of Audit Status
5. Board and Commission Presentations
 - a. Cathy Palazzi recognition
6. Appointments
7. Resignations
8. Town Administrator's Report
9. Old Business Discuss and act upon the following:
 - a. Community Center construction update
 1. Discuss potential uses of basement level
 - b. Discussion of Blight and level of involvement
 - c. Stiff Account Update
 - d. Stein drainage issues
 - e. Joshua's Trust Site-walk Discussion
 - f. Budget
 1. Fuel and Heating Oil
 2. Priorities
10. New Business Discuss and act upon the following:
 - a. Appointment of Town Administrator Additional Roles and Responsibilities
 - b. Tree Removal at AVFD
 - c. Selection of Long Hill Rec Field Improvement Committee
 - d. LTA
 - e. Discussion of Lot Line Agreement with King Property
 - f. Appoint a Vice Chair for BOS
 - g. Appointment of Town Attorney
 - a. Contract and Motion

11. Approval of Meeting Minutes
 - a. November 13th, 2023 Regular Meeting
 - b. November 16th, 2023 Special Meeting Minutes

12. Tax Collector's Report
 - a. Refund Requests

13. Department Reports

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

14. Correspondence

15. Public Speak

16. Adjournment

Treasurer's Report

4.

Town of Andover Check Register As of November 30, 2023

	Type	Date	Num	Name	Split	Amount
10000 · General Fund Checking						
	Transfer	11/01/2023			10010 · Investment Acct #5757	200,000.00
	Transfer	11/03/2023			Peoples Choice Credit Card	-7,948.76
	Deposit	11/06/2023			25000 · Due to other Funds	908.00
	Check	11/06/2023	ACH	WEX Bank	-SPLIT-	-1,295.37
	Deposit	11/06/2023			25000 · Due to other Funds	3,805.00
	Liability Check	11/07/2023		QuickBooks Payroll Service	2110 · Direct Deposit Liabilities	-25,406.38
	Deposit	11/07/2023			-SPLIT-	88.00
	Bill Pmt -Check	11/07/2023	10779	A&A Pest Control Co., Inc	20000 · Accounts Payable	-120.00
	Bill Pmt -Check	11/07/2023	10780	Carol H Lee	20000 · Accounts Payable	-365.55
	Bill Pmt -Check	11/07/2023	10781	CASELLA WASTE	20000 · Accounts Payable	-10,187.44
	Bill Pmt -Check	11/07/2023	10782	Cash True Value - East Lyme	20000 · Accounts Payable	-59.67
	Bill Pmt -Check	11/07/2023	10783	Cathleen Desrosiers	20000 · Accounts Payable	-64.98
	Bill Pmt -Check	11/07/2023	10784	COLLEEN BRETTHAUER	20000 · Accounts Payable	-150.00
	Bill Pmt -Check	11/07/2023	10785	Constellation NewEnergy Inc	20000 · Accounts Payable	-106.54
	Bill Pmt -Check	11/07/2023	10786	Dime Oil LLC	20000 · Accounts Payable	-5,334.50
	Bill Pmt -Check	11/07/2023	10787	Eversource	20000 · Accounts Payable	-1,174.12
	Bill Pmt -Check	11/07/2023	10788	Genie Innovations Inc.	20000 · Accounts Payable	-409.95
	Bill Pmt -Check	11/07/2023	10789	Home Depot Credit Services	20000 · Accounts Payable	-363.50
	Bill Pmt -Check	11/07/2023	10790	HOSMER MT. BOTTLING COMPA	20000 · Accounts Payable	-17.00
	Bill Pmt -Check	11/07/2023	10791	Leading Edge Construction LLC	20000 · Accounts Payable	-75,598.89
	Bill Pmt -Check	11/07/2023	10792	LEAF	20000 · Accounts Payable	-223.32
	Bill Pmt -Check	11/07/2023	10793	LIFESAFE SERVICES	20000 · Accounts Payable	-412.00
	Bill Pmt -Check	11/07/2023	10794	Point Software	20000 · Accounts Payable	-435.00
	Bill Pmt -Check	11/07/2023	10795	Ruth ONeil	20000 · Accounts Payable	-150.00
	Bill Pmt -Check	11/07/2023	10796	Scott Yeomans	20000 · Accounts Payable	-30.00
	Bill Pmt -Check	11/07/2023	10797	Sudden Service Corp.	20000 · Accounts Payable	-280.00
	Bill Pmt -Check	11/07/2023	10798	SWISS UNIFORM RENTAL	20000 · Accounts Payable	-539.48
	Bill Pmt -Check	11/07/2023	10799	TK Elevator Corporation	20000 · Accounts Payable	-2,384.85
	Bill Pmt -Check	11/07/2023	10800	Tyche Planning and Policy Group	20000 · Accounts Payable	-4,000.00
	Bill Pmt -Check	11/07/2023	10801	W. H. Preuss Sons Inc.	20000 · Accounts Payable	-55.90
	Bill Pmt -Check	11/07/2023	10802	Wallace Barton	20000 · Accounts Payable	-12.40
	Check	11/07/2023	10803	MEUI	24000-4 · Local 506	-125.10
	Check	11/07/2023	10804	D.E.E.P	26000-1 · Sportsmen License	-128.00
	Check	11/07/2023	10805	OFFICE OF THE TREASURER, S	-SPLIT-	-1,846.00
	Check	11/07/2023	10806	DAS-ACCT. REC. - HDP	26000-5 · Hist Doc Preservation Pa	-288.00
	Paycheck	11/08/2023	DD1059	Anderson, Eric	-SPLIT-	0.00
	Paycheck	11/08/2023	DD1060	Autorino, Lori S	-SPLIT-	0.00
	Paycheck	11/08/2023	DD1061	Barton Jr., Wallace E	-SPLIT-	0.00
	Paycheck	11/08/2023	DD1063	Bazzani, Janice C	-SPLIT-	0.00
	Paycheck	11/08/2023	DD1064	Begin, Richard	-SPLIT-	0.00
	Paycheck	11/08/2023	DD1065	Bell, William A	-SPLIT-	0.00
	Paycheck	11/08/2023	DD1066	Bricault, Roland O	-SPLIT-	0.00
	Paycheck	11/08/2023	DD1067	Camoroda, Susan M	-SPLIT-	0.00

Town of Andover Check Register As of November 30, 2023

Type	Date	Num	Name	Split	Amount
Paycheck	11/08/2023	DD1068	Campen, Catherine L	-SPLIT-	0.00
Paycheck	11/08/2023	DD1070	Derick, Linda J	-SPLIT-	0.00
Paycheck	11/08/2023	DD1071	Derico, Dominic W	-SPLIT-	0.00
Paycheck	11/08/2023	DD1072	Dougherty, Roberta B	-SPLIT-	0.00
Paycheck	11/08/2023	DD1073	Hallisey, James J	-SPLIT-	0.00
Paycheck	11/08/2023	DD1074	Harakaly, Christina	-SPLIT-	0.00
Paycheck	11/08/2023	DD1075	Kauffman, Ricky J	-SPLIT-	0.00
Paycheck	11/08/2023	DD1078	Merry, Anne	-SPLIT-	0.00
Paycheck	11/08/2023	DD1079	Morrissey, Katherine V	-SPLIT-	0.00
Paycheck	11/08/2023	DD1080	Motyl, Stephen	-SPLIT-	0.00
Paycheck	11/08/2023	DD1081	Orlomoski, Amy E	-SPLIT-	0.00
Paycheck	11/08/2023	DD1082	Pearl, Thomas L	-SPLIT-	0.00
Paycheck	11/08/2023	DD1083	Person, Lauren A	-SPLIT-	0.00
Paycheck	11/08/2023	DD1084	Peterson, Pamela	-SPLIT-	0.00
Paycheck	11/08/2023	DD1085	Skoog, Elinor A	-SPLIT-	0.00
Paycheck	11/08/2023	DD1086	Tuttle, Robert J	-SPLIT-	0.00
Paycheck	11/08/2023	DD1087	Victoria, Julie A	-SPLIT-	0.00
Paycheck	11/08/2023	DD1088	Wagner, Joseph W	-SPLIT-	0.00
Paycheck	11/08/2023	DD1089	Werner, Lynn M	-SPLIT-	0.00
Paycheck	11/08/2023	DD1090	Williams, Mark	-SPLIT-	0.00
Paycheck	11/08/2023	DD1091	Zito, Zachary A	-SPLIT-	0.00
Paycheck	11/08/2023	DD1062	Barton, Carol	-SPLIT-	0.00
Paycheck	11/08/2023	DD1069	Chaponis, John	-SPLIT-	0.00
Paycheck	11/08/2023	DD1076	Lee, Carol	-SPLIT-	0.00
Paycheck	11/08/2023	DD1077	Lester, Michael J	-SPLIT-	0.00
Liability Check	11/08/2023	ach	Commissioner of Revenue Service	24000 · Payroll Liabilities	-1,545.80
Liability Check	11/08/2023	ach	EFTPS	-SPLIT-	-8,057.98
Deposit	11/08/2023			-SPLIT-	266.00
Transfer	11/08/2023			10008 · AES Checking	-423,479.60
Check	11/08/2023	ACH	RHAM	901-527 · 58250 RHAM Education	-662,302.00
Check	11/08/2023	ACH	Spring	141-215 · 52100 Health/Dental Ins	-14,815.09
Transfer	11/08/2023			10025 · ST of CT STIFF	-450,000.00
Transfer	11/08/2023			10010 · Investment Acct #5757	290,709.26
Check	11/10/2023	ACH	Primepay	129-315 · 53010 Payroll Services	-199.00
Deposit	11/14/2023			-SPLIT-	1,097.75
Check	11/15/2023	10807	AFSCME, LOCAL 1303	24000-5 · Local 1303-368 AFSCME	-223.70
Check	11/15/2023	10808	AIG RETIREMENT SERVICES	24000-6 · 457 AIG	-1,250.00
Bill Pmt -Check	11/15/2023	10809	ANTHEM LIFE& DISABILITY INSU	20000 · Accounts Payable	-319.70
Bill Pmt -Check	11/15/2023	10810	AZ Designz LLC	20000 · Accounts Payable	-525.00
Bill Pmt -Check	11/15/2023	10811	Carol H Lee	20000 · Accounts Payable	-131.00
Bill Pmt -Check	11/15/2023	10812	CASELLA WASTE	20000 · Accounts Payable	-10,228.37
Bill Pmt -Check	11/15/2023	10813	EQUIPMENT SPECIALISTS	20000 · Accounts Payable	-273.27
Bill Pmt -Check	11/15/2023	10814	First Choice Roofing	20000 · Accounts Payable	-3,700.00
Bill Pmt -Check	11/15/2023	10815	Glastonbury Citizen/Rivereast New	20000 · Accounts Payable	-121.00

**Town of Andover
Check Register
As of November 30, 2023**

	Type	Date	Num	Name	Split	Amount
	Bill Pmt -Check	11/15/2023	10816	HALLORAN & SAGE	20000 · Accounts Payable	-800.00
	Bill Pmt -Check	11/15/2023	10817	INFOSHRED LLC	20000 · Accounts Payable	-50.00
	Bill Pmt -Check	11/15/2023	10818	MICHAEL PALAZZI	20000 · Accounts Payable	-39.94
	Bill Pmt -Check	11/15/2023	10819	Nathan L Jacobson & Assoc Inc	20000 · Accounts Payable	-70.03
	Bill Pmt -Check	11/15/2023	10820	RIDE-AWAY	20000 · Accounts Payable	-170.24
	Bill Pmt -Check	11/15/2023	10821	TOLLAND COUNTY TOWN CLER	20000 · Accounts Payable	-20.00
	Bill Pmt -Check	11/15/2023	10822	TOWN OF BOLTON	20000 · Accounts Payable	-6,358.08
	Check	11/20/2023	10823	Elaine Buchardt	121-100 · 51000 Election Salaries	-294.20
	Check	11/20/2023	10824	Phil Hovey	121-100 · 51000 Election Salaries	-30.00
	Check	11/20/2023	10825	NOREEN LACROIX	121-100 · 51000 Election Salaries	-240.00
	Check	11/20/2023	10826	Alicia Lee	121-100 · 51000 Election Salaries	-140.00
	Check	11/20/2023	10827	HUNTER MOULTON	121-100 · 51000 Election Salaries	-40.00
	Deposit	11/20/2023			12000 · Undeposited Funds	1,674.52
	Liability Check	11/20/2023	ACH	EFTPS	-SPLIT-	-8,119.94
	Liability Check	11/20/2023	ACH	Commissioner of Revenue Service	24000 · Payroll Liabilities	-1,498.28
	Liability Check	11/21/2023		QuickBooks Payroll Service	2110 · Direct Deposit Liabilities	-26,384.27
	Bill Pmt -Check	11/21/2023		Dubois Automotive Inc.	20000 · Accounts Payable	0.00
	Bill Pmt -Check	11/21/2023	10828	ANDOVER LANDSCAPING	20000 · Accounts Payable	-156.00
	Bill Pmt -Check	11/21/2023	10829	Avenu Enterprise Solutions LLC	20000 · Accounts Payable	-15.60
	Bill Pmt -Check	11/21/2023	10830	FRONTIER COMMUNICATIONS	20000 · Accounts Payable	-83.74
	Bill Pmt -Check	11/21/2023	10831	Glastonbury Citizen/Rivereast New	20000 · Accounts Payable	-77.00
	Bill Pmt -Check	11/21/2023	10832	JP Morgan Chase Bank	20000 · Accounts Payable	-801.02
	Bill Pmt -Check	11/21/2023	10833	NISSAN INFINITY LT LLC	20000 · Accounts Payable	-442.55
	Bill Pmt -Check	11/21/2023	10834	The Office Works, Inc.	20000 · Accounts Payable	-84.37
	Bill Pmt -Check	11/21/2023	10835	TOYOTA LEASE TRUST	20000 · Accounts Payable	-784.13
	Bill Pmt -Check	11/21/2023	10836	VERIZON WIRELSS	20000 · Accounts Payable	-142.50
	Bill Pmt -Check	11/21/2023	10837	VW CREDIT LEASING, LTD	20000 · Accounts Payable	-288.96
	Check	11/21/2023	10838	AIG RETIREMENT SERVICES	24000-6 · 457 AIG	-400.00
	Check	11/21/2023	10839	Barton & Loguidice, LLC	311-370 · 53300 Consulting Fees-E	-500.00
	Check	11/21/2023	10840	FULLER PAVING	25000 · Due to other Funds	-500.00
	Bill Pmt -Check	11/21/2023	10841	EAST COAST SIGN & SUPPLY	20000 · Accounts Payable	-4,286.00
	Bill Pmt -Check	11/21/2023	10842	Fastenal	20000 · Accounts Payable	-392.99
	Bill Pmt -Check	11/21/2023	10843	H O PENN MACHINERY COMPAN	20000 · Accounts Payable	-244.37
	Bill Pmt -Check	11/21/2023	10844	Professional Lock & Safe Co. Inc.	20000 · Accounts Payable	-23.50
	Bill Pmt -Check	11/21/2023	10845	Safety Marketing Inc.	20000 · Accounts Payable	-26,031.68
	Bill Pmt -Check	11/21/2023	10846	Service Station Equipment Inc	20000 · Accounts Payable	-112.10
	Bill Pmt -Check	11/21/2023	10847	Valley Machine Knife	20000 · Accounts Payable	-70.40
	Paycheck	11/22/2023	DD1092	Anderson, Eric	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1093	Autorino, Lori S	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1094	Barton Jr., Wallace E	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1096	Begin, Richard	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1097	Bell, William A	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1098	Camoroda, Susan M	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1099	Campen, Catherine L	-SPLIT-	0.00

**Town of Andover
 Check Register
 As of November 30, 2023**

	Type	Date	Num	Name	Split	Amount
	Paycheck	11/22/2023	DD1100	Carso, Nicholas K	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1102	Derick, Linda J	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1103	Derico, Dominic W	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1104	Dougherty, Roberta B	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1105	Duncan, Braeden J	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1106	Gruner, Nicholas J	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1107	Hallisey, James J	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1108	Harakaly, Christina	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1109	Kauffman, Ricky J	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1110	Kurtz, Lisa	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1113	Merry, Anne	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1114	Morrissey, Katherine V	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1115	Motyl, Stephen	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1117	Pearl, Thomas L	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1118	Peterson, Pamela	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1119	Skoog, Elinor A	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1121	Victoria, Julie A	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1122	Wagner, Joseph W	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1123	Werner, Lynn M	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1124	Westerberg, Lorraine	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1125	Williams, Mark	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1126	Zito, Zachary A	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1095	Bazzani, Janice C	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1101	Chaponis, John	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1111	Lee, Carol	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1112	Lester, Michael J	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1116	Orlomoski, Amy E	-SPLIT-	0.00
	Paycheck	11/22/2023	DD1120	Tuttle, Robert J	-SPLIT-	0.00
Total 10000 - General Fund Checking						-1,297,827.57
						-1,297,827.57

Town of Andover
Interim Budget vs. Actual
 July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4100 · PROPERTY TAX REVENUE			
000-101 · 41101 Current Year Taxes	5,673,224.96	9,943,528.00	-4,270,303.04
000-108 · 41105 Prior Taxes	19,763.09	155,000.00	-135,236.91
000-110 · 41104 Supp MV	8,935.67	0.00	8,935.67
000-109 · 41106 NSF/DMV/Fees	1,749.83	0.00	1,749.83
000-104 · 41901 Liens Taxes	0.00	5,200.00	-5,200.00
000-103 · 41901 Interest Taxes	11,653.00	61,000.00	-49,347.00
000-239 · 43900 Telecom Personal Prop Tax	0.00	5,000.00	-5,000.00
Total 4100 · PROPERTY TAX REVENUE	5,715,326.55	10,169,728.00	-4,454,401.45
4300 · INTERGOVERNMENTAL REVENUES			
000-222 · 43300 Municipal grants in aid	0.00	2,620.00	-2,620.00
000-223 · 43800 Mash-Pequot Funds	0.00	6,680.00	-6,680.00
000-226 · 43500 State Miscellaneous	270.00	6,000.00	-5,730.00
000-227 · 43500 Municipal Stabilization	43,820.00	43,820.00	0.00
000-235 · Neglected Cemetery Grant	0.00	5,000.00	-5,000.00
000-238 · 43300 Disabled Programs	0.00	400.00	-400.00
000-209 · 43600 - PILOT State Property	11,642.25	10,830.00	812.25
100-227 · 43800 MRSA Revenue Sharing	79,678.66	0.00	79,678.66
900-219 · 43800 ECS Funds	501,196.00	2,004,782.00	-1,503,586.00
Total 4300 · INTERGOVERNMENTAL REVENUES	636,606.91	2,080,132.00	-1,443,525.09
4400 · CHARGES FOR SERVICES			
000-801 · 44867 Miscellaneous Revenue	3,286.85	3,000.00	286.85
000-803 · 44867 Rentals	0.00	10,000.00	-10,000.00
100-407 · 44102 Clerk Fees	26,067.04	55,000.00	-28,932.96
700-413 · 44403 Transfer Station	18,110.00	44,200.00	-26,090.00
700-415 · 44403 Waste Redemption	696.89	1,000.00	-303.11
800-405 · 44705 Building & Land Use Fees	32,461.06	68,000.00	-35,538.94
Total 4400 · CHARGES FOR SERVICES	80,621.84	181,200.00	-100,578.16
4600 · INVESTMENT INTEREST			
000-303 · 46101 Interest	35,058.58	3,000.00	32,058.58
Total 4600 · INVESTMENT INTEREST	35,058.58	3,000.00	32,058.58
Total Income	6,467,613.88	12,434,060.00	-5,966,446.12
Expense			
4700 · EDUCATION			
901-527 · 58250 RHAM Education	2,153,280.00	4,493,413.00	-2,340,133.00
901-595 · 28900 AES BOE	681,170.38	4,234,796.00	-3,553,625.62
Total 4700 · EDUCATION	2,834,450.38	8,728,209.00	-5,893,758.62
TOWN DEPARTMENTS			
4113 · TOWN ADMINISTRATOR			
102-100 · 51000 Town Administrator	39,144.29	92,925.00	-53,780.71
102-101 · 51000 Admin Assistant	3,120.00	22,650.00	-19,530.00
102-330 · 55990 Conference/Seminar	299.00	300.00	-1.00
102-535 · 55300 Mobile Phone	355.91	854.04	-498.13
102-580 · 55800 Mileage	500.00	1,200.00	-700.00
Total 4113 · TOWN ADMINISTRATOR	43,419.20	117,929.04	-74,509.84
4137 · TREASURER/FINANCIAL			
109-100 · 51000 Treasurer Salary	3,825.00	15,500.00	-11,675.00
109-120 · 51000 Treasurer Clerk Wages	17,242.52	42,900.00	-25,657.48
109-330 · 55990 Conference/Seminar	191.88	500.00	-308.12
109-610 · 56120 Office Supplies	71.83	200.00	-128.17
Total 4137 · TREASURER/FINANCIAL	21,331.23	59,100.00	-37,768.77
4147 · TOWN CLERK			
117-100 · 51000 Town Clerk Salary	22,707.80	55,000.00	-32,292.20
117-101 · 51000 Town Clerk Supplemental	1,955.47	6,000.00	-4,044.53
117-120 · 51000 Asst Town Clerk Salary	8,420.00	27,824.00	-19,404.00
117-330 · 59900 Conference/Seminar	470.00	1,000.00	-530.00
117-335 · 52900 Training	279.00	2,000.00	-1,721.00
117-438 · 54300 Equip Maint	0.00	540.00	-540.00
117-580 · 55800 Mileage	131.00	400.00	-269.00
117-610 · 56120 Office Supplies	791.63	1,400.00	-608.37
117-612 · 53520 Land Records	3,640.58	10,500.00	-6,859.42
117-616 · 55500 Maps Filming & Indexing	0.00	600.00	-600.00
117-810 · 58100 Membership	50.00	520.00	-470.00
117-865 · 55900 Vital Statistics	0.00	300.00	-300.00
117-885 · 55900 Historic Doc. Restoration	538.80	6,500.00	-5,961.20
Total 4147 · TOWN CLERK	38,984.28	112,584.00	-73,599.72
4135 · TAX COLLECTOR			
111-100 · 51000 Tax Collector Salary	24,326.55	48,928.00	-24,601.45
111-330 · 55999 Conference/Seminar	620.00	1,000.00	-380.00

Town of Andover
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 July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget
111-438 · 53510 Contract Software Maint	6,572.07	12,950.00	-6,377.93
111-580 · 55800 Mileage	437.64	0.00	437.64
111-610 · 56120 Office Supplies	98.04	500.00	-401.96
111-810 · 58100 Membership	125.00	190.00	-65.00
Total 4135 · TAX COLLECTOR	32,179.30	63,568.00	-31,388.70
4131 · ASSESSOR			
113-100 · 51000 Assessor Salary	13,071.17	30,974.00	-17,902.83
113-120 · 51000 Asst Assessor Salary	16,599.64	39,469.00	-22,869.36
113-335 · 52900 Training	259.00	750.00	-491.00
113-438 · 53510 Contract Software Maint	16,991.63	20,669.52	-3,677.89
113-580 · 55800 Mileage	0.00	500.00	-500.00
113-610 · 56120 Office Supplies	173.41	825.00	-651.59
113-612 · 56400 Book/Subscriptions	857.00	775.00	82.00
Total 4131 · ASSESSOR	47,951.85	93,962.52	-46,010.67
4149 · REGISTRARS			
125-100 · 51000 Registrars Salary	64.89	12,978.00	-12,913.11
125-120 · 51000 Asst Registrars Salary	0.00	1,085.15	-1,085.15
125-330 · 55990 Conference/Seminar	420.00	1,200.00	-780.00
125-335 · 52900 Training	373.02	3,500.00	-3,126.98
125-580 · 55800 Mileage	10.40	525.00	-514.60
125-610 · 56120 Office Supplies	0.00	315.00	-315.00
Total 4149 · REGISTRARS	868.31	19,603.15	-18,734.84
4197 · ELECTIONS			
121-100 · 51000 Election Salaries	3,473.45	17,820.00	-14,346.55
121-335 · 52900 Training	0.00	725.00	-725.00
121-438 · 54300 Equip Maint	750.00	3,000.00	-2,250.00
121-610 · 56010 Supplies	1,856.10	10,000.00	-8,143.90
121-800 · 55800 Misc/Canv	0.00	120.00	-120.00
121-830 · 52900 Meals	0.00	910.00	-910.00
Total 4197 · ELECTIONS	6,079.55	32,575.00	-26,495.45
4211 · BUILDING DEPARTMENT			
807-105 · 51000 Blding Dept - Shared Wage	6,058.08	23,900.00	-17,841.92
807-100 · 51000 Wages IWC	6,350.09	17,030.00	-10,679.91
817-100 · 51000 Zoning Agent Salary	11,365.20	26,181.46	-14,816.26
807-120 · 51000 Bldg Dept Admin Asst	8,985.60	24,249.41	-15,263.81
803-100 · 51000 Town Planner Wages	12,000.00	36,000.00	-24,000.00
807-438 · 54300 Equipment Maint	275.66	1,500.00	-1,224.34
807-580 · 55800 Mileage	300.00	1,200.00	-900.00
807-612 · 56400 Books & Manuals	0.00	500.00	-500.00
807-610 · 56120 Office Supplies	90.00	550.00	-460.00
807-810 · 58100 Membership	1,852.39	0.00	1,852.39
807-890 · 58100 PermitLink Fees	1,800.00	4,500.00	-2,700.00
807-901 · 57300 Equipment	0.00	250.00	-250.00
Total 4211 · BUILDING DEPARTMENT	49,077.02	135,860.87	-86,783.85
4501 · LIBRARY			
001-100 · 51000 Library Payroll	31,912.51	80,521.19	-48,608.68
001-800 · 56420 Library Operations	14,169.50	28,339.00	-14,169.50
Total 4501 · LIBRARY	46,082.01	108,860.19	-62,778.18
4145 · CIVIL PREPAREDNESS			
135-100 · 51000 Civil Preparedness Salary	0.00	771.75	-771.75
135-335 · 52900 Training	0.00	350.00	-350.00
135-435 · 54420 Shared CERT Vehicle	0.00	1,000.00	-1,000.00
135-730 · 56900 Supplies & Equipment	0.00	850.00	-850.00
Total 4145 · CIVIL PREPAREDNESS	0.00	2,971.75	-2,971.75
Total TOWN DEPARTMENTS	285,972.75	747,014.52	-461,041.77
TOWN EXPENSES			
4213 · TOWN OFFICE BUILDING			
129-315 · 53010 Payroll Services	2,937.79	7,000.00	-4,062.21
129-350 · 54410 Water Testing	159.00	500.00	-341.00
129-365 · 54010 Elevator Service Contract	2,384.85	2,350.00	34.85
129-401 · 58100 Elevator Permit	0.00	2,400.00	-2,400.00
129-442 · 53500 Computer Tech Support	3,807.12	11,461.00	-7,653.88
129-432 · 54301 Building Maint	468.10	4,250.00	-3,781.90
129-434 · 54301 Furnace Maintenance	0.00	500.00	-500.00
129-439 · 535100 Software Maint	0.00	9,000.00	-9,000.00
129-443 · 55990 Website Fees	0.00	4,731.00	-4,731.00
129-444 · 55510 Copier Rental	1,116.60	2,680.00	-1,563.40
129-490 · 54302 Alarm Monitoring	200.96	500.00	-299.04
129-493 · 53520 Tolland 911 Dispatch	11,656.00	12,665.00	-1,009.00
129-530 · 55300 Telephone	2,456.06	4,920.00	-2,463.94
129-531 · 55301 Postage	2,043.64	7,000.00	-4,956.36

Town of Andover
Interim Budget vs. Actual
July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget
129-533 · 55301 Postage Meter Rental	297.80	600.00	-302.20
129-537 · 55300 Internet Cable	369.00	1,500.00	-1,131.00
129-550 · 55500 Printing	0.00	1,600.00	-1,600.00
129-601 · 56220 Electricity	2,508.55	12,000.00	-9,491.45
129-603 · 56240 Fuel Oil	587.23	5,000.00	-4,412.77
129-609 · 57300 Equipment	0.00	750.00	-750.00
129-610 · 56120 Office Supplies	6,601.73	3,500.00	3,101.73
129-652 · 56010 Janitorial Supplies	218.09	2,000.00	-1,781.91
129-735 · 54320 Computer Repair/Service	2,463.00	2,100.00	363.00
Total 4213 · TOWN OFFICE BUILDING	40,275.52	99,007.00	-58,731.48
4199-A · ADVERTISING			
127-540 · 55400 Legal Ads-Advertising	2,002.00	5,500.00	-3,498.00
Total 4199-A · ADVERTISING	2,002.00	5,500.00	-3,498.00
4157 · INSURANCE			
137-500 · 55200 Insurance	67,144.05	113,047.00	-45,902.95
Total 4157 · INSURANCE	67,144.05	113,047.00	-45,902.95
4117 · EMPLOYEE BENEFITS			
141-205 · 52200 SS & Med	29,174.93	84,728.55	-55,553.62
141-210 · 52600 Unemployment Comp	1,940.87	10,000.00	-8,059.13
141-215 · 52100 Health/Dental Ins	80,787.89	165,999.92	-85,212.03
141-223 · 52950 Disability	1,169.02	3,000.00	-1,830.98
141-225 · 52900 Life Insurance	466.20	1,500.00	-1,033.80
141-230 · 52300 Retirement MERF	14,008.78	131,995.00	-117,986.22
141-280 · 53070 CDL, Physicals, Drug Tes	0.00	750.00	-750.00
141-290 · 52300 Amort MERF	0.00	131.00	-131.00
141-295 · 52010 Admin Fee MERF	3,120.00	3,640.00	-520.00
Total 4117 · EMPLOYEE BENEFITS	130,667.69	401,744.47	-271,076.78
Total TOWN EXPENSES	240,089.26	619,298.47	-379,209.21
FACILITIES			
4213-A · OLD TOWN HALL			
123-432 · 54301 Building Maint	0.00	2,500.00	-2,500.00
123-490 · 54302 Alarm System	50.24	575.00	-524.76
123-601 · 54100 Electricity	308.87	975.00	-666.13
Total 4213-A · OLD TOWN HALL	359.11	4,050.00	-3,690.89
4301 · TOWN GARAGE			
309-350 · 53070 Medical/Drug Testing	150.00	550.00	-400.00
309-300 · 55990 Conference/Seminar	0.00	700.00	-700.00
309-432 · 54301 Building Maint	6,754.67	17,850.00	-11,095.33
309-434 · 54300 Furnance Maint	0.00	1,050.00	-1,050.00
309-490 · 54302 Alarm System	1,162.50	875.00	287.50
309-537 · 55300 Internet Cable	463.40	1,470.00	-1,006.60
309-601 · 56220 Electricity	1,142.49	6,750.00	-5,607.51
309-603 · 56240 Fuel Oil	306.06	7,500.00	-7,193.94
309-610 · 56100 Office Supplies	55.98	200.00	-144.02
309-618 · 56500 Computer Supplies	0.00	350.00	-350.00
Total 4301 · TOWN GARAGE	10,035.10	37,295.00	-27,259.90
4203-A · OLD FIRE HOUSE			
149-601 · 54100 Electricity	153.00	1,000.00	-847.00
Total 4203-A · OLD FIRE HOUSE	153.00	1,000.00	-847.00
Total FACILITIES	10,547.21	42,345.00	-31,797.79
OUTSIDE SERVICES			
4125 · AUDITOR/ACTUARY			
105-320 · 53310 Annual Audit	11,000.00	35,000.00	-24,000.00
105-375 · 53310 Actuarial Services	2,800.00	5,500.00	-2,700.00
Total 4125 · AUDITOR/ACTUARY	13,800.00	40,500.00	-26,700.00
4139 · TOWN ATTORNEY			
107-310 · 53020 Legal Retainer	399.00	14,000.00	-13,601.00
107-312 · 53020 Assess - Legal	0.00	3,000.00	-3,000.00
Total 4139 · TOWN ATTORNEY	399.00	17,000.00	-16,601.00
4151 · TOWN ENGINEER			
311-370 · 53300 Consulting Fees-Engineer	1,719.03	10,000.00	-8,280.97
Total 4151 · TOWN ENGINEER	1,719.03	10,000.00	-8,280.97
4161 · PROBATE COURT			
119-800 · 58900 Misc Exp - Probate Court	3,262.00	3,200.00	62.00
Total 4161 · PROBATE COURT	3,262.00	3,200.00	62.00
4177 · CRCOG, CCM, COST			
819-810 · 53010 Cap Region COG/CCM/COST	8,316.00	8,500.00	-184.00
Total 4177 · CRCOG, CCM, COST	8,316.00	8,500.00	-184.00
Total OUTSIDE SERVICES	27,496.03	79,200.00	-51,703.97
PUBLIC WORKS/GROUNDS			

Town of Andover
Interim Budget vs. Actual
July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget
4399 · PUBLIC WORKS			
301-100 · 51000 Public Works Salary	118,697.21	321,305.57	-202,608.36
301-111 · 51520 Temp PW Salary	0.00	2,500.00	-2,500.00
301-112 · 51630 PW OT Salary	2,064.11	12,500.00	-10,435.89
301-391 · 54302 Fire Ext Testing	175.18	650.00	-474.82
301-435 · 54301 Vehicle Maint	8,007.69	33,500.00	-25,492.31
301-448 · 51520 Misc Labor/Rental	600.00	1,575.00	-975.00
301-535 · 55300 Mobile Phone	355.91	852.00	-496.09
301-602 · 56260 Diesel	21,785.00	18,425.00	3,360.00
301-603 · 56260 Gasoline	2,581.87	11,000.00	-8,418.13
301-620 · 56010 Supplies	7,357.15	18,500.00	-11,142.85
301-730 · 57300 Equipment	3,592.45	7,100.00	-3,507.55
301-810 · 58100 Membership	0.00	75.00	-75.00
Total 4399 · PUBLIC WORKS	165,216.57	427,982.57	-262,766.00
4307 · SNOW REMOVAL			
303-130 · 51630 Snow Removal OT	0.00	21,500.00	-21,500.00
303-436 · 54301 Ice Maint Bldg	0.00	550.00	-550.00
303-642 · 56010 Supplies	0.00	3,200.00	-3,200.00
303-643 · 57300 Sanding Equip	0.00	550.00	-550.00
303-644 · 54103 Sand	0.00	2,500.00	-2,500.00
303-646 · 54103 Salt	0.00	66,250.00	-66,250.00
303-830 · 56300 Meals	0.00	700.00	-700.00
Total 4307 · SNOW REMOVAL	0.00	95,250.00	-95,250.00
4317 · TRANSFER STATION			
701-100 · 51000 Transfer Station Wages	9,689.02	24,505.64	-14,816.62
701-438 · 54300 Maintenance	823.91	2,500.00	-1,676.09
701-480 · 54101 Hauling Fees	18,299.75	42,746.08	-24,446.33
701-481 · 54101 Bulky Waste	14,013.17	32,620.64	-18,607.47
701-601 · 56220 Electricity	571.69	3,100.00	-2,528.31
701-803 · 54420 Compactor Lease	1,365.90	3,328.00	-1,962.10
701-998 · 54421 Tipping Fees	17,025.62	48,368.32	-31,342.70
8401 · RECYCLING			
703-432 · 54421 Hazardous Waste	0.00	3,310.33	-3,310.33
703-484 · 54421 Antifreeze Pickup	0.00	200.00	-200.00
703-485 · 54421 Used Oil Pickup	1,030.40	1,500.00	-469.60
703-488 · 54421 Tire Pickup	1,636.00	2,000.00	-364.00
703-807 · 54421 Permits	197.08	970.00	-772.92
Total 8401 · RECYCLING	2,863.48	7,980.33	-5,116.85
Total 4317 · TRANSFER STATION	64,652.54	165,149.01	-100,496.47
4599 · GROUND CARE			
313-420 · 54303 Mowing - Ground Care	4,531.20	25,000.00	-20,468.80
313-422 · 54900 Beautification	460.98	2,510.00	-2,049.02
313-424 · 54900 Old Cemetary Maint	0.00	7,000.00	-7,000.00
Total 4599 · GROUND CARE	4,992.18	34,510.00	-29,517.82
4311 · STREET LIGHTING			
305-410 · 56220 Street Lighting	1,662.00	10,360.00	-8,698.00
Total 4311 · STREET LIGHTING	1,662.00	10,360.00	-8,698.00
4199-B · CUSTODIAN			
147-100 · 51000 Custodian	6,589.40	14,846.00	-8,256.60
Total 4199-B · CUSTODIAN	6,589.40	14,846.00	-8,256.60
Total PUBLIC WORKS/GROUNDS	243,112.69	748,097.58	-504,984.89
PUBLIC SAFETY			
4201 · Resident Trooper			
403-375 · 53530 Contract ST Fee-Law Enfor	0.00	140,000.00	-140,000.00
403-901 · 56100 Office Supplies	0.00	450.00	-450.00
Total 4201 · Resident Trooper	0.00	140,450.00	-140,450.00
4203 · FIRE DEPARTMENT/COMMISSION			
401-800 · 53100 Fire Commission	76,375.00	152,750.00	-76,375.00
Total 4203 · FIRE DEPARTMENT/COMMISSION	76,375.00	152,750.00	-76,375.00
4215 · Animal Control			
151-105 · 51000 NECOG Shared Wages	11,748.75	10,500.00	1,248.75
Total 4215 · Animal Control	11,748.75	10,500.00	1,248.75
4219 · FIRE MARSHAL			
405-100 · 51000 Fire Marshal Salary	2,850.44	8,260.57	-5,410.13
405-110 · 51000 Deputy Salary	635.42	1,302.71	-667.29
405-150 · 51000 Fire Official Comp	0.00	350.00	-350.00
405-355 · 52900 Training	0.00	400.00	-400.00
405-610 · 56120 Office Supplies	187.25	50.00	137.25
405-612 · 56400 Subscriptions	0.00	500.00	-500.00
405-810 · 58100 Dues/Memberships	0.00	175.00	-175.00
405-901 · 57300 Equipment	0.00	1,000.00	-1,000.00

Town of Andover
Interim Budget vs. Actual
July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget
Total 4219 · FIRE MARSHAL	3,673.11	12,038.28	-8,365.17
Total PUBLIC SAFETY	91,796.86	315,738.28	-223,941.42
4423 · PUBLIC WELFARE			
4417 · SENIOR CITIZENS			
145-100 · 51000 Resident Services Coord.	2,372.40	5,776.24	-3,403.84
145-820 · 56300 Senior Lunch	1,451.02	1,080.00	371.02
145-870 · 56900 Programs Senior Citizens	0.00	2,000.00	-2,000.00
145-875 · 56290 Trips - Senior Citizens	1,180.68	4,000.00	-2,819.32
Total 4417 · SENIOR CITIZENS	5,004.10	12,856.24	-7,852.14
4499 · ANDOVER SENIOR TRANSPORTAION			
143-100 · 51000 Drivers/Dispatch Salary	14,080.02	27,500.00	-13,419.98
143-380 · 53070 Comm. Drivers Test-DAR	0.00	1,000.00	-1,000.00
143-435 · 54300 Vehicle Main - Dial a Rid	1,118.16	5,000.00	-3,881.84
143-603 · 56260 Fuel Dial a Ride	2,689.44	6,095.00	-3,405.56
Total 4499 · ANDOVER SENIOR TRANSPORTAION	17,887.62	39,595.00	-21,707.38
4401 · HEALTH OFFICER			
201-999 · 53010 Eastern Highlands Hlth	9,104.75	18,209.00	-9,104.25
Total 4401 · HEALTH OFFICER	9,104.75	18,209.00	-9,104.25
4413 · MENTAL HEALTH			
205-843 · 53010 Amplify Mental Health	440.00	250.00	190.00
Total 4413 · MENTAL HEALTH	440.00	250.00	190.00
4419 · AHM YOUTH SERVICES			
207-844 · 53010 AHM Youth Services	48,501.00	97,002.00	-48,501.00
Total 4419 · AHM YOUTH SERVICES	48,501.00	97,002.00	-48,501.00
Total 4423 · PUBLIC WELFARE	80,937.47	167,912.24	-86,974.77
BOARDS & COMMISSIONS			
4111 · SELECTMEN			
101-100 · 51000 1st. Selectman Salary	0.00	6,000.00	-6,000.00
101-105 · 51000 Selectman Salary	0.00	1,800.00	-1,800.00
101-836 · 59010 Veteran's Committee	0.00	500.00	-500.00
Total 4111 · SELECTMEN	0.00	8,300.00	-8,300.00
4103 · BOARD OF FINANCE			
103-121 · 51000 BOF Clerk Wages	752.75	1,700.00	-947.25
Total 4103 · BOARD OF FINANCE	752.75	1,700.00	-947.25
4171 · CONSERVATION COMMISSION			
815-330 · 58100 Membership	0.00	65.00	-65.00
815-609 · 57300 Equipment	0.00	60.00	-60.00
815-810 · 55990 Conferences	0.00	525.00	-525.00
Total 4171 · CONSERVATION COMMISSION	0.00	650.00	-650.00
4155 · BOARD OF ASSESSMENT APPEALS			
115-120 · 51000 BAA Clerk Salary	0.00	400.00	-400.00
115-335 · 52900 Training	100.00	150.00	-50.00
Total 4155 · BOARD OF ASSESSMENT APPEALS	100.00	550.00	-450.00
4155-A · ZONING BOARD OF APPEALS			
805-115 · 51000 Board Clerk - ZBA	271.00	500.00	-229.00
Total 4155-A · ZONING BOARD OF APPEALS	271.00	500.00	-229.00
4173 · ECON DEVELOPMENT COMM			
801-800 · 55990 Economic Devel Comm	450.00	1,000.00	-550.00
Total 4173 · ECON DEVELOPMENT COMM	450.00	1,000.00	-550.00
4511 · MEMORIAL DAY COMM			
601-800 · 56900 Memorial Day Misc Exp	0.00	800.00	-800.00
Total 4511 · MEMORIAL DAY COMM	0.00	800.00	-800.00
4503 · RECREATION COMMISSION			
603-493 · 54410 Outside Facility Rental	1,305.00	2,630.00	-1,325.00
603-870 · 55990 Programs	-3,709.79	6,000.00	-9,709.79
603-890 · 55990 Community Garden	0.00	1,500.00	-1,500.00
Total 4503 · RECREATION COMMISSION	-2,404.79	10,130.00	-12,534.79
4153 · PLANNING & ZONING COMMISSION			
803-105 · 51000 Board Clerk Wages	182.25	3,200.00	-3,017.75
803-310 · 53020 Legal/Professional	1,225.00	6,500.00	-5,275.00
803-335 · 52900 Training	0.00	750.00	-750.00
803-340 · 53500 Mapping	0.00	500.00	-500.00
Total 4153 · PLANNING & ZONING COMMISSION	1,407.25	10,950.00	-9,542.75
4163 · INLAND WETLANDS C OMISSION			
809-115 · 51000 Board Clerk - IWC	256.75	1,450.00	-1,193.25
809-335 · 52900 Training	65.00	250.00	-185.00
809-610 · 56100 Office Supplies	0.00	200.00	-200.00
809-810 · 58100 Dues/Membership	0.00	65.00	-65.00
Total 4163 · INLAND WETLANDS C OMISSION	321.75	1,965.00	-1,643.25
4159 · HISTORICAL			

Town of Andover
Interim Budget vs. Actual
 July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget
153-800 · 53400 Town Historian	0.00	200.00	-200.00
Total 4159 · HISTORICAL	0.00	200.00	-200.00
Total BOARDS & COMMISSIONS	897.96	36,745.00	-35,847.04
CAPITAL RELATED			
4900 · CAPITAL			
111-714 · 53520 Revaluation	16,500.00	16,500.00	0.00
Total 4900 · CAPITAL	16,500.00	16,500.00	0.00
9900 · TRANSFERS			
305-899 · 59020 Contingency	199.00	50,000.00	-49,801.00
305-908 · 59020 Fire Engine Fund/Tanker	125,000.00	125,000.00	0.00
305-xxx · 59020 PW Equipment Fund	125,000.00	125,000.00	0.00
305-911 · 59020 Road Improve. Fund	410,000.00	410,000.00	0.00
305-912 · 59020 Tree Removal Fund	50,000.00	50,000.00	0.00
305-914 · 59020 Bridge & Culvert Fund	100,000.00	100,000.00	0.00
305-915 · 59020 Bldg Main Fund	108,000.00	108,000.00	0.00
Total 9900 · TRANSFERS	918,199.00	968,000.00	-49,801.00
Total CAPITAL RELATED	934,699.00	984,500.00	-49,801.00
Total Expense	4,749,999.61	12,469,060.09	-7,719,060.48
Net Ordinary Income	1,717,614.27	-35,000.09	1,752,614.36
Net Income	<u>1,717,614.27</u>	<u>-35,000.09</u>	<u>1,752,614.36</u>

Town of Andover
Interim Balance Sheet
 As of November 30, 2023

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
10000 · General Fund Checking	1,833,517.88
10004 · Tax Collector Dep Acct 5129	17,326.28
10008 · AES Checking	1,748,336.61
10010 · Investment Acct #5757	5.57
10011 · Zoning Bonds #5765	12,673.23
10015 · Driveway Bonds #85187	27,081.41
10025 · ST of CT STIFF	3,283,777.67
Total Checking/Savings	6,922,718.65
Accounts Receivable	
11002 · Accounts Receivable	8,974.09
Total Accounts Receivable	8,974.09
Other Current Assets	
12000 · Undeposited Funds	0.50
11000 · Taxes Receivable - Current	393,461.44
11003 · Taxes Receivable - Interest	196,546.00
13000 · Due From other Funds	-203,866.17
13005 · Other Current Assets	71,641.02
Total Other Current Assets	457,782.79
Total Current Assets	7,389,475.53
TOTAL ASSETS	7,389,475.53
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	56,830.71
Total Accounts Payable	56,830.71
Credit Cards	
Peoples Choice Credit Card	4,286.96
Total Credit Cards	4,286.96
Other Current Liabilities	
27000 · Unearned Revenue - Property Tax	599,798.00
23010 · Zoning Bonds Payable	12,673.23
23000 · Driveway Bonds Payable	26,081.75
26000 · Town Clerk Fees Payable	
26000-1 · Sportsmen License	30.00
26000-2 · State Treas Vital	68.00
26000-3 · Dog Fund	680.00
26000-4 · Community Investment Payable	1,842.00
26000-5 · Hist Doc Preservation Payable	216.00
26000-6 · PA 13-247 Fees Payable	694.00
Total 26000 · Town Clerk Fees Payable	3,530.00
22000 · Deferred Revenue	477,696.00

Town of Andover
Interim Balance Sheet
As of November 30, 2023

	Nov 30, 23
25005 · Other Current Liabilities	
25000-1 · New Alliance Town Clerk Acct	-7,196.00
25000-2 · Tax Receipts Clearing Acct	2,252.00
25000-4 · DT.DF Olde Burying Ground	3,859.00
25000-5 · Citizens Bank - uncleared check	14,584.00
25000-7 · DT/DF Insurance Guard Rail	7,480.75
25000-9 · Accrued Payroll - School	4,737.00
2500-10 · AES Payable	4,400.00
2500-11 · Accrued Payroll Town	9,816.40
24000-3 · MERF	-2,208.97
24000-4 · Local 506	62.55
24000-5 · Local 1303-368 AFSCME	223.85
24000-6 · 457 AIG	1,250.10
Total 25005 · Other Current Liabilities	39,260.68
25000 · Due to other Funds	2,648,643.55
24000 · Payroll Liabilities	2,182.03
Total Other Current Liabilities	3,809,865.24
Total Current Liabilities	3,870,982.91
Total Liabilities	3,870,982.91
Equity	
30000 · Opening Balance Equity	170,594.44
33000 · Assigned Fund Balance	100,000.00
34000 · Unassigned Fund Balance	1,530,283.91
Net Income	1,717,614.27
Total Equity	3,518,492.62
TOTAL LIABILITIES & EQUITY	7,389,475.53

Board and Commission Presentations

5.

Cathy Palazzi was recognized and received this award from CCM at their November meeting:

Richard C. Lee Innovators Award Presented by CCM to recognize municipal leaders that have developed unique and creative projects and programs to increase the effectiveness of local government. Innovators are individuals in any area of government who address problems common to municipalities throughout Connecticut in new ways. The award was established in memory of CCM founder Richard C. Lee, the former mayor of New Haven whose urban renewal programs earned national recognition and created a template for decades of future city revitalization projects. His lifetime commitment to excellence in city government set an example for all of us. CCM celebrates his life and service through this award.

Old Business

9.

From: Cheryl Miller <Treasurer@andoverct.org>

Sent: Wednesday, December 6, 2023 9:03 AM

To: jeff.maguire@kolbmaguire.com; Brinker, M <mbrinker@andoverct.org>; Anderson, Eric <eanderson@andoverct.org>

Subject: STIFF

Good Morning Gentleman

STIFF interest for the month of November \$14,099.08. We have approximately \$3.2 million on the account. Total interest earned in STIFF since we set up the account \$33,776.67.

Cheryl LaFlamme-Miller, CPA
Treasurer, Town of Andover



Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043

LAND USE DEPARTMENT
(860) 649-8066 Phone
(860) 643-0021 Fax

November 29, 2023

Town of Andover
Attn: Eric Anderson
17 School Rd.
Andover, CT 06232

Re: 554 Lake Road

STATE BUILDING CODE IRC §115 REFERENCING §116 OF THE 2021 IBC NOTICE OF UNSAFE STRUCTURES

Dear Mr. Anderson:

On November 16, 2023, an initial building inspection was conducted at the structure located at 554 Lake Road, Andover, CT (the "property"). The inspection was conducted for the purposes of determining compliance with the State Building Code as amended and the applicable referenced standards, adopted pursuant to the Connecticut General Statutes §29-252. The Code and said standards are available for your inspection at this office. The inspection revealed that the structures at the property are unsafe pursuant to State Building Code §116 due to the following conditions: structural deterioration of catch basin (see photographic attachment).

PURSUANT TO STATE BUILDING CODE §116, YOU ARE HEREBY ORDERED TO TAKE THE PROPER CORRECTIVE ACTION TO REMOVE OR REMEDY ALL LISTED VIOLATIONS WITHIN SIXTY DAYS (60) FROM THE DAY THAT THIS NOTICE IS RECEIVED. Construction documents in accordance with §107 for work to be done shall be submitted to this office prior to the commencement of any construction. This review of all construction documents would avoid unnecessary expense that could result from non-complying changes. Please note that the correction of certain violations may require proper permits and approval from the Building Official and other local agencies prior to any construction.

You are hereby notified that you have the right to appeal this order pursuant to Connecticut General Statutes §29-266(b) to the municipal board of appeals or Connecticut General Statute §29-266(c) in the absence of a municipal board of appeals. Variations or exemptions from the

State Building Code may be granted by the State Building Inspector where strict compliance with the code would entail practical difficulty or unnecessary hardship, or is otherwise adjudged unwarranted pursuant to Connecticut General Statutes §29-254(b), provided that the intent of the law shall be observed, and public welfare and safety be assured. Any application for a variation or exemption or equivalent or alternate compliance shall be filed with the local Building Official.

This is the only order you will receive. You must immediately notify me as to whether you accept or reject the terms of this order*. Enclosed please find a copy of this order for you to sign and return to me in the self-addressed, stamped envelope provided for your use.

Please be advised that the Building Official is authorized to prosecute any violation of this order by requesting that legal counsel of the jurisdiction, or the Office of the State's Attorney, institute the appropriate proceeding at law. Per Connecticut General Statutes §29-254a and §29-394, and State Building Code §114.3, any person who is convicted in a court of law of violating any provision of the State Building Code or for failure to comply with the written order of a building inspector for the provision of additional exit facilities in a building, the repair or alteration of a building or the removal of a building or any portion thereof shall be fined not less than two hundred not more than one thousand dollars or imprisoned not more than six months or both.

This Office hopes to gain your cooperation and looks forward to working with you in the interest of building and life safety for a timely resolution of this serious matter. If you have any questions, please feel free to contact me at 860-649-8066, x6105.

Sincerely,



Rich McKinnon
Building Official
rmckinnon@boltonct.gov

***PLEASE INDICATE YOUR ACCEPTANCE OR REJECTION OF THE TERMS OF THIS ORDER BY SIGNING THE APPLICABLE SECTION BELOW AND RETURN AS REQUESTED:**

I hereby **Accept** the terms of this Order.

I hereby **Reject** the terms of this Order.

Signature of Property Owner

Signature of Property Owner

Date: _____

Date: _____



Figure 1

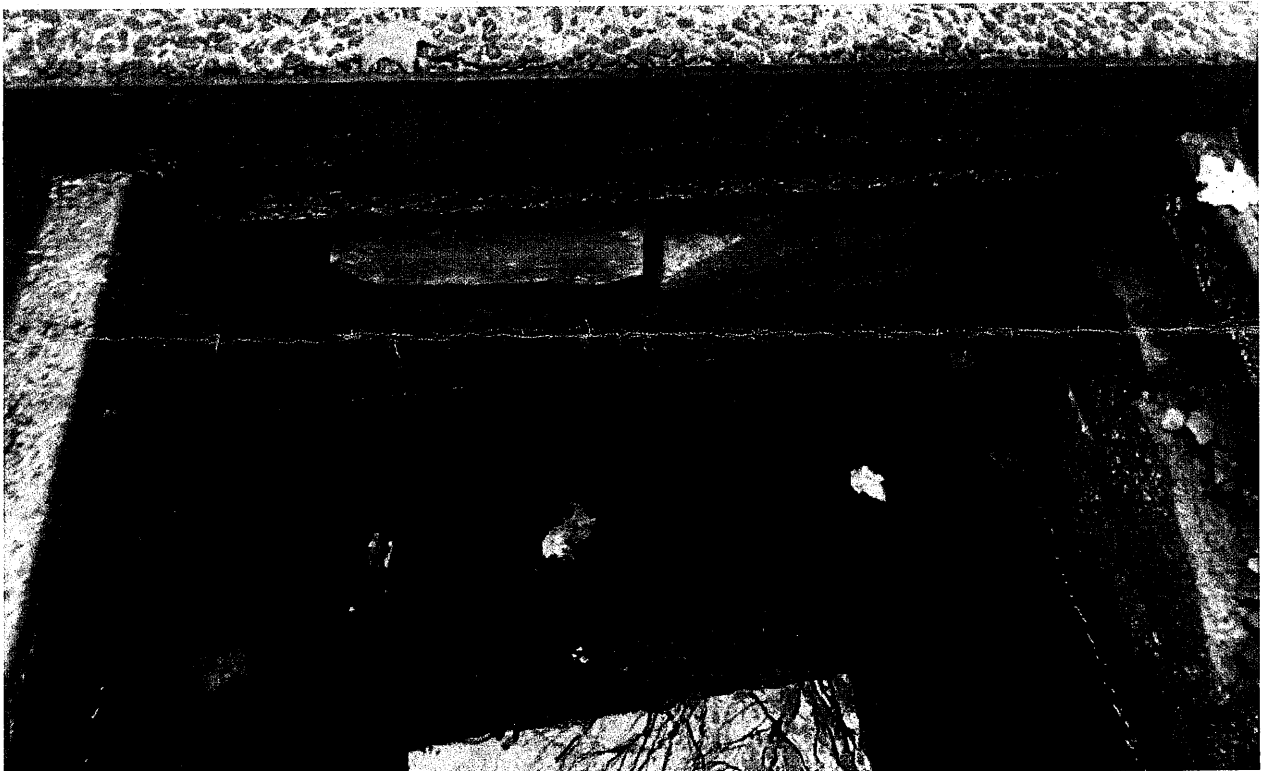


Figure 2



December __, 2023

Dear Resident:

Joshua's Trust, a land conservation and historic trust that serves northeastern Connecticut, recently acquired 32 acres of land on the south side of Skinner Hill Road in Andover near the intersection with Woodbridge Road. The land is adjacent to open space land owned by the Town of Andover that was formerly owned by the State. Your property abuts one or both of these two properties.

Both the Town and Joshua's Trust properties are now being managed as open space / conservation land, and Joshua's Trust has been in discussions with the Town of Andover regarding the addition of a loop walking trail for the community that would traverse both properties. The purpose of this letter is to provide some details on the project and give you an opportunity to comment if you wish. Parking for the trail would be in a small gravel lot on the town portion of the property on the south side of Skinner Hill Road. Both the trail and the small parking area would be constructed and maintained by Joshua's Trust. Use of the trail would be limited to walking, with no access for motor vehicles, horses, or mountain bikes.

A preliminary route for the trail has been marked with pink flagging tape that takes the following factors into consideration (note that there also may be some orange flagging tape along the boundaries):

- We have avoided placing the trail in an ecologically sensitive wetland area, and have crossed the primary drainage in an area where there is a well-defined channel.
- We have located the trail in the central part of the property, with a significant buffer between the trail and adjacent residential properties.
- We have routed the trail past several interesting rock ledge formations on a route that minimizes steep slopes.
- We have identified a location for the small parking area at an overgrown former house lot site on Skinner Hill Road where there will be no significant impact to existing natural resources.

If you have questions or would like to comment on this project, please send an e-mail to the town at adminassistant@andoverct.org and write "Skinner Hill Comments" on the title line. Either the Town or Joshua's Trust will respond to your questions, and your comments will be considered by the Board of Selectman at an upcoming meeting.

Sincerely,

John Hankins
President, Joshua's Trust

Eric Anderson
Town Administrator

2024-25 Fuel Usage Calculations for Public buildings

Method- Average fuel usage for 8 years from 5-21-2015-6-15-2023

We are accounting for Garage, Library assuming town hall is converted to propane

Current town Hall 1850 gallons average In propane this will translate to ~ 2500 gallons per year of propane assuming an average combustion efficiency of 85% given the relative heat content of propane and oil.

Town Garage 8 year average is 2086 gallons

Last year usage was lower- warm and transferred from tanks at old fire house

Library 8 year average is 822 gallons last year 846 so ahead of average given it was a mild winter

Assumption is we will use 3,000 gallons between both entities.

No longer supplying oil to the dog pound (combined systems, no oil or heat to the old fire house, per scott yoemans oil tank at museum down to 1/3 tank need to supply ~150 gallons this year. Used seasonally and occasionally. Fill every 3rd year or so

Total fuel oil to contract **3150 gallons**

Diesel usage 8 year average 17,674 gallons

last year 15,038 gallons total between public works and school

I would assume 16,500 gallons since we are ending the year with empty tanks Goal is to get back to full tanks at end of year

So goal is lock in as low as possible ideally under 2.90 fairly volatile year with wars and OPEC cuts in production. I decided under this price worth locking in for heating and diesel.

Lock in price trends		
Year	heating oil	diesel
2010		
2011	2.96	2.95
2012	2.89	2.13
2013	3.02	3.02
2014	3.13	3.12
2015	2.96	2.94
2016	1.92	1.92

2017	1.81	1.82
2018	2.1	2.1
2019	2.29	2.29
2020	1.57	1.58
2021	1.79	1.82
2022	2.23	2.29
2023	3.19	3.19
2024	2.939	2.9011
	2.450769231	2.397692

New Business

10.



Town of Andover, CT
17 School Road
Andover, CT 06232
Phone: 860-742-7305
Fax: 860-742-7535
www.andoverct.org
www.facebook.com/townofandoverct

The Board of Selectman hereby reappoint the Andover Town Administrator Eric Anderson as the Andover Representative to the following Boards and Committees:

1. Capital Region Council of Governments "Policy Board"
2. Capital Region Council of Governments "Transportation Committee"
3. Capital Region Council of Governments "Bike/Pedestrian Committee"
4. Eastern Highlands Health District "Policy Board"
5. Hop River Trail Alliance "Board of Directors"
6. Mid Northeast Recycling Operating Committee (MidNEROC) "Board of Directors"

Additionally, the town administrator serves in the following rolls:

Andover Emergency Management Director
Andover Local Traffic Authority "Designee"

These appointments are Valid until December 31, 2027, unless revoked by the Board of Selectman.

Jeffrey Maguire, First Selectman

Paula King, Board of Selectmen

Jeffrey Murray, Board of Selectmen

Anne Crème, Board of Selectmen

Scott Person, Board of Selectmen

The Andover Volunteer Fire Department has requested the tree warden for the removal of the tree in front of the Andover Fire Department. Since this is a live tree and it's on town property, this is a Board of Selectmen decision. Does the Board of Selectmen want to authorize the tree warden to remove this tree? Since it's not a safety issue, it would get an official removal notification, a 10 day waiting period and after that it would be put on the list to get removed.



Good afternoon,

Please accept this letter of interest in serving on the committee to oversee the improvements to the Long Hill athletic fields. As a parent of young athletes in town who utilize the fields, I would love to help our community with these improvements in any way that I can. My experience as a student athlete in my youth, a Realtor currently, and my past corporate experience lend to my ability to serve the committee in achieving its goals. I am also happy to provide references if it so suits the Board.

Sincerely,

Beata Gadomski
8604187929

I would be interested in serving on this committee that will be tasked with updating our athletic fields in town. My family has lived in town for over 20 years and my daughter attended Andover Elementary and RHAM Middle and High School. When she was young, I was an assistant soccer coach for Andover Soccer and served as the treasure of the league for several years. I was also on the board of her premier league and team manager for the ten years she was involved at that level. Having been so closely tied to her soccer experience, I know how important these fields are to not only our children, but the entire Andover community. This has been something that has been needed to be addressed and am happy to see progress with the STEAP grant.

Now that my daughter is older, I now have time to pursue other things and to be involved in my town in one of them. It would be an honor to serve on this committee.

Please let me know if there is anything else you need from me.

Best
Kim Lachut
26A Parker Bridge Road
Andover
860-208-6456

Dear Carol,

Dave and I are interested in becoming members of the above mentioned committee. Although we no longer have young children in town, we are committed to improving the wellness of Andover's residents, both young and old.

As avid pickleball players, we possess a unique perspective of the specific needs for outdoor pickleball courts such as paddle racks, signage, and windbreaks.

Thank you for your consideration!

Sincerely,

Dave and Grace Gostanian

Hello,

I saw the post regarding Andover receiving a grant to improve the Long Hill athletic field which is such exciting news for our town! My husband and I moved to Andover in 2018 and immediately fell in love with its small town charm! However, we have hoped more family resources and amenities would become available here in town, so we are very happy to hear about the plan to improve the Long Hill athletic area. We currently have a 16 month-old daughter and plan to have more children in the future. I hope there is representation from parents of young children in Andover on the committee as they will be using the area for years to come. I would like more information regarding the time commitment and potential meeting times, but would love to be a part of this committee as long as I am able to attend the meetings and share in the vision for a recreational area for all of Andover's residents!

Julie Nunes

Good morning,

I'm interested in serving on the Committee for the Long Hill Field improvements. My background is in Civil Engineering working for the State, Municipal and Consulting capacities. I believe I could offer value in developing & overseeing the project while understanding the funding & grants involved. Feel free to contact me if interested or with any questions.

Sincerely,

Christine Randazzo

Dear Carol,

I am writing this letter of interest for the STEAP Grant committee position. I am currently on the Recreation commission and the Board of Finance and work as a Physical Education and Health Teacher which gives me valuable experience with group dynamics and athletics.

Thank you for your consideration ,

Brian Briggs

Hello Carol Lee. This is Brandie sklodosky. Also owner of discover and learn child care, home daycare in andover, CT. I would like to join the committee to help w the plans for long hill field. If you could send me info, that would be great!

Thank you, and happy thanksgiving!

Brandie

Carol, I would also be interested in this committee and being the selectman liaison.

Scott Person

Good morning,

My name is Sarah Becker and I am writing to be considered for the committee to help oversee the STEAP Grant project to improve the Long Hill athletic fields.

I grew up in Andover, attended college in Boston and lived there for many years before returning to Andover to raise my own children, two boys ages 1.5 and 4. My oldest is in Pre-K at Andover Elementary. In Boston I had the opportunity to explore many playgrounds, and have continued to do so in the towns around Andover. We frequent the parks in Columbia, Colchester, Hebron, Mansfield, Coventry, East Hampton, Bolton, amongst others. With two active little boys, I believe I have a lot of experience that would enable me to contribute productively to discussions around playing fields and especially playgrounds. It is very exciting that Andover has received this grant and the opportunity to add a playground to the athletic fields, it will be a great asset to the town and to its young families! I have been looking for ways to get involved and give back to this community which has given me so much, and I think this would be a great way for me to do so.

Please consider me for this committee.

Thank you very much,

Sarah Becker

Shannon Loudon
248 Bear Swamp Rd
Andover, CT 06232

I am interested in serving on the Long Hill Field Committee.

Thank you,

Shannon Loudon
solouden@gmail.com



Local Traffic Authority (LTA) 101

**A Local Traffic Authority (LTA)
Certificate Program Required Course**

2023

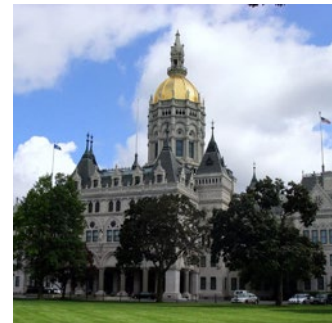


POWERS AND RESPONSIBILITIES OF THE LOCAL TRAFFIC AUTHORITY Helpful Information from Connecticut Statutes

Statutory Powers and Responsibilities of the LTA

- Chapter 249 of the General Statutes, Traffic Control and Highway Safety, contains the legal authority of the local traffic authority and the Office of the State Traffic Administration (“OSTA”).

[Chapter 249 - Traffic Control and Highway Safety \(ct.gov\)](#)



Chapter 249, Part I Definitions

- General Statutes § 14-297 defines the “Traffic Authority.”
- General Statutes § 14-297(1) incorporates a number of other key definitions from § 14-1
- The following officers may be designated as the local traffic authority:
 1. Board of Police Commissioners
 2. Chief of Police
 3. Superintendent of Police
 4. Board of Selectmen, provided there is no regularly appointed police force
 5. City or Town Manager
- Jurisdiction of Local Traffic Authority limited to streets, roads, and bridges that are NOT state owned.
- With respect to state highways and bridges, the traffic authority is the Office of State Traffic Administration (OSTA).

Jurisdiction of the Office of the State Traffic Administration and the Local Traffic Authority

- General Statutes § 14-298 defines the jurisdiction of the Office of State Traffic Administration and the local traffic authority.
- The local traffic authority “may place and maintain traffic control signals, signs, markings and other safety devices upon highways under its jurisdiction...” **AND** “...all such signals, devices, signs and markings shall conform to regulations established by said commission ...”
- That section precludes the local traffic authority from banning through trucks.



Traffic Control Signals - Section 14-299

- No installation of any traffic control signal light shall be made by any town, city or borough until it is approved by OSTA.
- Application must be made on the State form and submitted by the local traffic authority.
- Section 14-299(b), (c), (d) and (e) define the parameters of specific traffic control devices.
- Regulations Section 14-298-267 applies: General blanket approvals for certain types of permits.
- Regulations Section 14-298-700 applies: Implements CGS Section 14-298.



Crosswalks - *Section 14-300*

- Within a designated crosswalk, pedestrian has the right-of-way.
- Also, specific sections to address housing projects for elderly, emergency vehicles, duty of care, hitchhikers, and school crossing guards.
- Section 14-300 has been amended recently by PA 21-28 and PA 23-135.

Operation of Golf Carts - *Section 14-300g*

- The LTA may authorize the use of golf carts on local roads provided the four criteria in this section are met.

Special Events

- Special event permits are required for firefighters to solicit donations on the state roads in “pass the boot” collection efforts.

Through Ways - *Section 14-301*

- Local Traffic Authority designates.
- Key statutory provision for purposes of designation of the right of way.



Specific Powers of the LTA

<p>Yield Signs - Section 14-302</p>	<ul style="list-style-type: none"> • A local traffic authority may designate intersections at which signs bearing the words “yield” may be erected.
<p>Designation of One-Way Streets - Section 14-303</p>	<ul style="list-style-type: none"> • LTA has the power to designate one-way streets within its jurisdiction.
<p>Safety Zones - Section 14-304</p>	<ul style="list-style-type: none"> • Tied to hospitals, fire stations, etc.
<p>Bus Stops - Section 14-305</p>	
<p>Taxi Stands - Section 14-306</p>	
<p>Parking Restrictions - Section 14-307</p>	<ul style="list-style-type: none"> • A local traffic authority has the power to prohibit, limit or restrict the parking of vehicles and to erect and maintain signs on each block designating the time and the terms of such prohibition or restriction. • Such traffic authority may remove any vehicle parked in violation of any such regulations. • DMV must publish regulations for the procedures for removal and storage of towed vehicles. • Armored cars can park in no-parking zones for up to 10 minutes. • Local Traffic Authority has the power to install parking meters.

<p>Traffic Safety Markers and Control Devices - Section 14-309</p>	<ul style="list-style-type: none"> • No traffic safety measure or traffic control device, sign or marking shall be installed or maintained on any state highway or bridge except by consent and written approval of OSTA. • No statute, regulation, order or ordinance of any town, city or borough relative to any such safety measure or traffic control devices, sign or marking shall take effect until approved in writing by OSTA.
<p>Pedestrian Safety Zones - Section 14-307a</p>	<ul style="list-style-type: none"> • A local traffic authority may establish a pedestrian safety zone which encompasses a clearly defined downtown district or community center frequented by pedestrians or is adjacent to hospital property or, in the opinion of the traffic authority, is sufficiently close to hospital property as to constitute a risk to the public safety. <p>Comprehensive-Pedestrian-Safety-Strategy---JanFeb-2021.pdf (ct.gov)</p>
<p>School Zones - Section 14-212b</p>	<ul style="list-style-type: none"> • A local traffic authority may designate as a school zone, and may revoke any such designation, any part of a local highway that is adjacent to school property or is sufficiently close to school property to constitute a risk to public safety.

<p>No Passing Zones - Section 14-234</p>	<ul style="list-style-type: none"> • A local traffic authority may, in accordance with standards approved by the Office of the State Traffic Administration, determine and designate such no parking zones on highways under its jurisdiction. • Specific guidelines are included in this link: Passing/No Passing Zone Guidelines (ct.gov)
<p>One-Way Streets and Rotaries (Roundabouts) - Section 14-239</p>	<ul style="list-style-type: none"> • A local traffic authority may designate streets and highways under its jurisdiction for one-way traffic and shall erect signs, devices and markings conforming to OSTA standards giving notice thereof.
<p>Turns - Section 14-241</p>	<ul style="list-style-type: none"> • The local traffic authority may place signs at intersections directing that a different course be traveled by vehicles turning at an intersection.
<p>Traffic Controls for Certain Parking Areas and Commercial Establishments - Section 14-311b</p>	<ul style="list-style-type: none"> • OSTA in agreement with the LTA, may in any parking area for twenty or more vehicles or for any commercial establishment having an exit or entrance on or abutting or adjoining any state highway, establish traffic controls by signal or device, for access to and egress from and for traffic within such parking area or commercial establishment. • The LTA has the same power for any parking area abutting or adjoining a municipal highway.

<p>Speed Limits</p>	<ul style="list-style-type: none"> • The Local Traffic Authority may establish speed limits on streets, highways, bridges, parking areas for ten or more cars and private roads. • Pursuant to C.G.S. § 14-218a, the Local Traffic Authority of any town, city or borough may establish, modify and maintain speed limits on all local streets, highways and bridges or in any parking area for ten cars or more or on any private road wholly within the municipality under its jurisdiction, without approval from the OSTA, subject to certain requirements. <p>Note: This video will help describe the new 2021 Speed Limit Setting Guidelines for Connecticut: https://youtu.be/WVu9LR8uKd4</p>
<p>Handicapped Parking Spaces - <i>Section 14-253a(g)</i></p>	<ul style="list-style-type: none"> • The Local Traffic Authority shall establish parking spaces in parking areas for twenty or more cars for vehicles displaying a special license plate or a removable windshield place card. • For parking lots of 200 or more cars, the number of spaces so designated must conform to the table found in Section 14-253a(g).
<p>Loading and Unloading Zones - <i>Section 14-308</i></p>	<ul style="list-style-type: none"> • The LTA has the power to determine the location of loading and unloading zones and to erect signs designating them.

Statutory Powers and Responsibility of the Office of State Traffic Administration

- OSTA is charged with the responsibility to:
 - a) Establish a uniform system of traffic control signals, devices, signs and markings on public highways;
 - b) Cooperate with local traffic authority on the use of and operation of vehicles on state highways and roads;
 - c) Regulate major traffic generators as defined in Section 14-311.

Description of the Organization

- OSTA is defined in Regulations Section 14-298-263.
- Connecticut Agencies Regulations § 14-298-263.
- **The Executive Director**: Has the responsibility of the operation of the Office of State Traffic Administration office and related functions duly delegated to the Executive Director.
- **OSTA**: Section 14-298-263 Description of Organization
 - a) The Office of the State Traffic Administration, which derives its authority from Section 14-298 of the Connecticut General Statutes, is the successor to the State Traffic Commission and was established to provide for a uniform system of traffic control signal devices, signs and markings consistent with the provisions of Chapter 249 of the Connecticut General Statutes.
 - b) The Executive Director of the Office has the responsibility of the operation of the Office of the State Traffic Administration and related functions duly delegated to the Executive Director by the Commissioner of Transportation.
 - c) The Office of the State Traffic Administration processes all traffic regulatory matters investigated by the Department of Transportation, in conjunction with the Local Traffic Authorities of the municipalities. Reports and recommendations are submitted by the Department of Transportation, Bureau of Engineering and Construction, Division of Traffic Engineering to the Office of the State Traffic Administration for review and consideration.

- **The Office of State Traffic Administration Offices:** Process all traffic regulatory matters investigated by the Department of Transportation, in conjunction with local traffic authorities as required.
- **Role of the Local Traffic Authority:** All formal requests for traffic studies of a regulatory nature should be initiated through the LTA of each municipality.

Rules of Practice

- Regulations Section 14-298-267.
- Rules of Practice for procedures available and blanket approvals.
- Traffic Signal Permits: Per General Statutes § 14-218(a).
- No Passing Zones: Per General Statutes § 14-234.
- Through Truck Routes: Per General Statutes § 14-298.

Major Traffic Generators

- Certificates for Major Traffic Generators: Per General Statutes §§ 14-311, 14-311a, and 14-311c.
- No person. . . Or municipal agency. . . shall build, expand, establish or operate any open-air theater, shopping center or development generating large volumes of traffic. . . Until such person or agency has procured [an OSTA] certificate.

Economic Development Project Application

- General Statutes § 14-311a.
- Establishes a deadline of sixty (60) days to make a determination on a completed petition, application or request. Failure to comply with the deadline results in automatic approval.

Miscellaneous Permits

- Per General Statutes § 14-298
- Tasks as authorized in writing in state highways.
- Use of parkways by vehicles normally excluded.
- Special events as authorized in writing subject to the restrictions set forth in Regulations Section 14-298-262.

Petitions for Declaratory Rulings

- As to the applicability of any statutory provision or of any regulation or order of the agency on a form described in Regulations Section 14-298-269.

Through Truck Exceptions

- Through trucks operating under a special permit issued pursuant to General Statutes Section 14-270 shall be exempt from the no through truck restrictions established by the Commission of Transportation and as specified in the special permit.

Appeal from the Local Traffic Authority

- General Statutes § 14-313
- Any person aggrieved by “any order or regulation made by” any traffic authority authorized under Chapter 249 may take an appeal to the Town’s legislative body or to the Superior Court. The standard of review on appeal is whether the order or regulations is “reasonable.”

Penalties

- General Statutes § 14-314
- Any person, firm or corporation that fails to comply with any order made pursuant to Chapter 249 “Shall be fined not more than Five Thousand Dollars or imprisoned not more than thirty days or both.” Failure to comply with a traffic signal, sign, marking device shall be deemed to have committed an infraction.

Organization of the Regulations: General

- Use of Limited Access Highways.
- Use of State Highways for Parades and other events.
- Description of organization.
- Rules of practice.

Organization of the Regulations: Specific Traffic Control Issues

- Part I Signs.
- Part II Markings.

- Part III Signals.
- Part IV Traffic Control for Highway Construction and Maintenance Operation.

Legal Implications of Actions by the Local Traffic Authority

- Municipal regulation of motor vehicles, traffic, transportation and parking is valid provided if it is in conformity with governing state law, reasonable and not discriminatory. *McQuillin, Municipal Corporations*, § 24.609. General Statutes § 7-148(c)(7)(B) specifically authorizes municipal regulation of traffic. Actions by the Local Traffic Authority must be in compliance with the relevant state statutes, regulations and administrative procedures. Local traffic authorities must also comply with applicable local ordinances and regulations.
- An analysis of the relevant case law indicates that courts will require strict adherence to the statutory and regulatory scheme. This is consistent with the general rule of administrative law.

Key concepts that come out of case decisions include the following:
a) Presence of traffic signals and other traffic control devices make Chapter 246 (and its predecessors) operative. <i>Leete v. Griswold Post No. 79, Am. Legion</i> , 114 Conn. 400 (Conn. 1932).
b) The duties of the state and local traffic authorities are defined by the statutes and regulations. <i>Adley Express Co., Inc. v. Town of Darien</i> , 125 Conn. 501 (Conn. 1939).
c) The statutory scheme contained in Chapter 249 (and its predecessors) defines the duty of care of drivers and “the rules of the road.” <i>Finkle v. Marino</i> , 151 Conn. 221 (Conn. 1963).
d) Municipalities may only regulate and prohibit traffic and the operation of vehicles on its streets and highways in a manner consistent with the General Statutes. <i>Manchester Sand & Gravel Co. v. Town of South Windsor</i> , 203 Conn. 267 (Conn. 1986).
e) Municipalities may not abrogate the power and authority of the State Traffic Commission by ordinance or local regulation. <i>Id.</i>

f) Drivers, passengers and pedestrians have the right to assume that apparently legal traffic light was placed by legal authority. ***Turbert v. Mathes Motors***, 165 Conn. 422 (Conn. 1973).

g) Municipal traffic authority enjoys a presumption that it acted within its authority and in accordance with the law, in the absence of proof to the contrary. ***Viggiana v. Connecticut Co.***, 122 Conn. 514 (Conn. 1937).

Other Considerations/Notes:

For helpful resources to support you in your important work as the Municipal Local Traffic Authority or their designee, visit our website:

[CT Local Traffic Authority Program | T2 Center \(uconn.edu\)](http://uconn.edu)

**TOWN ATTORNEY RETAINER AGREEMENT
BETWEEN THE TOWN OF ANDOVER, CONNECTICUT
AND ATTORNEYS O'BRIEN AND JOHNSON for FY 2023-24**

Introduction

This Agreement, made and entered into by and between the Town of Andover, a municipal subdivision of the State of Connecticut, (hereinafter, "the Town") and Attorney Dennis O'Brien, duly authorized to act for Attorneys O'Brien and Johnson, a professional law partnership situated at 120 Bolivia Street, Willimantic, CT 06226 ("the Town Attorney"), whose work and professional conduct are subject to the Rules of Professional Conduct of the Judicial Department of the State of Connecticut. The Town and Town Attorney hereby agree as follows:

Section 1: Term

The term of this Agreement shall be from July 1, 2023 until June 30, 2024.

Section 2: Duties and Authority

The Town of Andover agrees to retain the Town Attorney to perform the functions and duties of such position specified in Section 702J of the Town Charter and ordinances and the law of the State of Connecticut, and to perform other legally permissible duties and functions delegated or assigned by its First Selectman, Board of Selectmen or Town Administrator, and the Town Attorney agrees to accept such responsibility. Attorney Dennis O'Brien will have primary responsibility for performing said functions and duties of the Town Attorney for Attorneys O'Brien and Johnson.

Section 3: Retainer

During the term of this Agreement, ending on June 30, 2021, the Town agrees to pay the Town Attorney a retainer of Ten Thousand and Five Hundred Dollars (\$10,500.00) in equal quarterly installments of \$2,625.00 for performing the legal work of the Town, except for most labor or planning and zoning matters or those handled by temporary or special counsel other than the Town Attorney of Andover. No additional payments will be made to the Town Attorney, but for reimbursements for costs such as court entry fees and the costs of service of process and the like.

Section 4: Standards of Practice

The Town Attorney shall perform duties and discharge obligations to the Town of Andover guided by the Rules of Professional Conduct, and in accordance with federal and state law. The Town Attorney shall provide services to the Town of Andover staff using the best practices of the legal profession, and maintaining the necessary knowledge and skills to capably represent the Town in the variety of matters required by the position.

The Town Attorney will provide legal services to the Town with honesty and trust, and the best interests of the Town and people of Andover will always take priority.

Section 5: Resignation

In the event that the Town Attorney voluntarily resigns or is compelled to leave by illness or some other unanticipated cause, the Town Attorney will do their best to complete or effectively transfer all pending work to the successor Town Attorney or another sufficiently skilled and capable alternative lawyer selected by the Town, to ensure that the interests of the Town are fully protected.

Section 6: Hours of Work & Outside Employment

The Town Attorney will be allowed to establish an appropriate work schedule. It is known by the Town that both Attorneys O'Brien and Johnson are engaged in other work on the date of execution of this Agreement.

Section 7: Amendment

This Agreement may be amended by the duly executed mutual written agreement of the parties.

IN WITNESS WHEREOF. The parties hereto have set their signatures on the dates set forth below

TOWN OF ANDOVER

_____,2023
By Eric Anderson, Town Administrator, Duly Authorized

ATTORNEYS O'BRIEN & JOHNSON

_____,2023
By Attorney Dennis O' Brien, Duly Authorized



Town of Andover, CT
17 School Road
Andover, CT 06232
Phone: 860-742-7305
Fax: 860-742-7535
www.andoverct.org
www.facebook.com/townofandoverct

The Board of Selectman hereby reappoint Dennis O'Brien of Attorneys O'Brien and Johnson, a professional law partnership situated at 120 Bolivia Street, Willimantic, CT 06226 as the Andover Town Attorney.

The term of this Agreement shall be from July 1, 2023 until June 30, 2024.

The Town of Andover agrees to retain the Town Attorney to perform the functions and duties of such position specified in Section 702J of the Town Charter and ordinances and the law of the State of Connecticut, and to perform other legally permissible duties and functions delegated or assigned by its First Selectman, Board of Selectmen or Town Administrator, and the Town Attorney agrees to accept such responsibility. Attorney Dennis O'Brien will have primary responsibility for performing said functions and duties of the Town Attorney for Attorneys O'Brien and Johnson.

This appointment is valid until June 30, 2024, unless revoked by the Board of Selectman.

Jeffrey Maguire, First Selectman

Jeffrey Murray, Board of Selectmen

Scott Person, Board of Selectmen

Paula King, Board of Selectmen

Anne Crème, Board of Selectmen

Approval of Meeting Minutes

11.

Town of Andover
Board of Selectmen
Regular Meeting Minutes
Monday, November 13th, 2023 - 7:00pm
Location: Virtual Zoom meeting

Members Present: First Selectman Jeff Maguire, Scott Person, Jeff Murray, Paula King, (newly elected member Anne Cremè effective November 20th, 2023)

Members Absent: Adrian Mandeville

Town Administrator: Eric Anderson

Town Attorney: Dennis O'Brien

Board of Finance: Joanne Hebert

Senior Transportation: Cathy Palazzi

Economic Development Commission: Elaine Buchardt

Conservation Commission: Mike Palazzi

Library Board: Dianne Grenier

Public Present: Carli (554 Lake Road), John Hankins (Joshua's Trust), Bryan Avery (Joshua's Trust), Bill Penn

1. Call to Order/Pledge of Allegiance - Jeff Maguire called the meeting to order at 7:05pm. The Pledge was recited.

2. Public Speak -

Cathy Palazzi - gave congratulations to Board members on re-election, welcomed Anne Creme

Elaine Buchardt - gave updates regarding RFPs for connective path from Town Hall property to rail trail, looking for Market Master for the Farmer's Market

Dianne Grenier - echoed Cathy Palazzi on congratulations to Board member re-election and others elected to various Town Boards and Commissions

Carli (554 Lake Road) - attending for catch basin discussion later on in meeting

Joanne Hebert - echoed congratulations on Board member re-elections, commended Adrian Mandeville on time and efforts put into Town

3. Additions/Deletions to the Agenda - Jeff Maguire MOTIONED to remove agenda item 16c – Andover's Finest and add as agenda item 10h, remove agenda item 16b – King Property boundary line discussion, per CGS sections 1-200(6)[E] and 1-210(b)(7), and postpone agenda item 11d – Appointment to CIP and Senior Center Building Committee to next month's meeting. Paula King SECONDED. MOTION CARRIED 4:0:0

4. Treasurer's Report - current versus actual budget in packet, Cheryl is working on preparing for the audit - Town Aide Road account reconciliation update for next meeting

a. Revenue Summary

b. Town Budget Summary

c. Town Aid Road (TAR) Update

d. Town Cash Report

e. Appropriation Transfer

f. Over Expenditure Report

g. Summary of Audit Status

5. Board and Commission Presentations - list included in packet of all Board and Commission members put together by Carol Lee

6. Appointments - none

7. Resignations - none

8. Discussion with Joshua's Trust Potential Skinner Hill Preserve

John Hankins (President, Joshua's Trust) gave background information - Trust operates in 14 Towns in Connecticut, acquired 32 acres on Skinner Hill Road and has potential for Open Space, low impact trail. Challenges include no current parking and wetlands on property - would need to create a parking area - trail would go between Joshua's Trust property and Town property which connects out to Wheeling Road, would be a pedestrian only trail. Bill Penn to be potential Steward of land - current debris on Town property - Joshua's Trust looking to collaborate with Town to clean up - Joshua's Trust volunteer efforts to be utilized to maintain 100% of trail. Board discussion regarding current trails in Town and potential downfall to the Town or residents if not used - Scott Person previously walked property with Eric Anderson, property would need to be re-walked to mark/flag trails - decision to be made at next Board of Selectmen meeting.

9. Town Administrator's Report - received complaints from Hendee Road residents - roof leak at Andover Fire Department, sent out to bid looking to wrap up before winter - currently working on RFP's for HVAC project at Town Hall and Fire Department, met with lowest bidder - RFP for Multi-Use pathway from Town Hall property to rail trail, received 6 bids and narrowed down to 3; choose Barton and Loguidice - additional discussion on engineering project and LOTCIP solicitation - will require public engagement on project.

Jeff Maguire MOTIONED to authorize the Town Administrator to sign a contract with Barton and Loguidice for the Town Center Multi-Use Trail Master Plan and preliminary engineering for a maximum of \$57,000 to be paid from a Legislative grant. The proposal and final contract to be reviewed by the Town Attorney prior to signing. Jeff Murray SECONDED. MOTION CARRIED 4:0:0

Will need to advertise for Assistant Town Clerk position - Finance Office struggling with M&T Bank for Town bank accounts - update on Barnett property on Route 6 - application sent to the Planning and Zoning Commission and Inland Wetlands & Watercourses Commission for two additional propane tanks as part of the HVAC upgrade project at Town Hall and Fire Department, waiting for remaining approvals; timeline for project is around a month and a half - potential to change to shared services for Animal Control with Columbia and Hebron - Public Works; control and monitoring system for diesel tanks failed, looking into replacing system - Bridges & Culverts; Bunker Hill Bridge at 90% design phase, looking for completion around 2025, Long Hill Bridge at 30% design phase, looking for completion around 2027 - CRCOG meeting and presentation regarding small bridges and culverts - Community Center update; footings, foundation, first floor framing and drainage complete - Library wall damage; claim put in to CIRMA, Ron's Landscaping to repair within next two weeks - Senior Transportation; manufacturer received chassis for new vehicle and assembly can begin with potential delivery in the first quarter of 2024 - STEAP Grant; (2022) Center Street project update, (2023) received \$500,000 grant, need to schedule Town meeting for Town match of grant - application in with Planning and Zoning Commission for lighting regulation change - need to publicize for volunteers for committee - Connectivity Grant; issue with pet waste on athletic fields, look into ordinance or put up bag dispensers with remaining funds in grant.

10. Old Business Discuss and Act upon the following:

- a. **Community Center construction update** - issue to address with CIRMA regarding cancelled Builder's Risk policy, Eric Anderson will complete application for coverage
- b. **Discussion of Blight and level of involvement** - update in packet from Zoning Agent, Barnett property clean up
- c. **STIF Account Update** - October made \$13,000~ in interest, current balance around \$3.5 million
- d. **Traffic concerns** - complaints regarding Hendee and Lake Road - residents look for potential mirror on trees for blind spot or look into trimming trees - asked engineering firm to include cost of new traffic signal as part of work on bridge project
- e. **Welcome Sign** - proposed sign in packet, Elaine Buchardt provided update - final design, will be put near Over AndOver on Town property facing traffic coming from Columbia on Route 6. Potential to have additional sign put up next year near Shoddy Mill Road facing traffic from opposite direction. Board discussion on sign design and colorway - will need to submit application to Planning and Zoning for approval

f. Stein drainage issues - Stein property drainage issue - Eric worked with Zoning attorney on gathering additional information - will need to locate stipulated settlement with applicant approved by previous Board of Selectmen. Discussion on settlement/document location process and potential replacement and repair costs.

Jeff Maguire MOTIONED to authorize Eric Anderson to request the Zoning attorney to research the necessary documentation at Rockville Superior Court. Scott Person SECONDED. Town Attorney Dennis O'Brien weighed in. No vote made on motion.

Jeff Maguire MOTIONED to authorize Town Attorney Dennis O'Brien to conduct the initial research for the necessary documentation, and authorize Eric Anderson to allow Attorney Willis to make a secondary search if necessary. Paula King SECONDED. MOTION CARRIED 4:0:0

g. Budget

1. Schedule

2. Priorities

3. Fuel and Heating Oil

Eric Anderson included in packet a proposed budget schedule - preliminary budget workbook by January 22nd, 2024, listed out Town functions and will put together a list of active grants. Will need to have a discussion regarding contract and price for diesel and heating fuel, will work on forecasting diesel usage with Public Works Supervisor.

Jeff Maguire MOTIONED to authorize Eric Anderson to sign a long-term contract for diesel and heating fuel for the Town of Andover if the price falls under \$2.90/gallon. Paula King SECONDED. MOTION CARRIED 4:0:0

h. Andover's Finest - Board reviewed candidates over last six months - reviewed residents who have added great value to the Andover community and narrowed down selection to three residents.

Percy Cook - former first Selectman and roadwork foreman, donated land that currently houses the Andover Elementary School

Jean Gasper - former Town secretary for 16 years, member of many Boards and Commissions in Town

Curt Dowling - with Andover Volunteer Fire Department for 53 years. Fire Chief for 22 years, 21 years on the Board of Fire Commissioners, also served on CIP and the Board of Finance

Board working on how to memorialize candidates chosen.

11. New Business Discuss and Act upon the following

a. Animal Control Officer discussion - Eric Anderson created potential Memorandum of Understanding for shared service between Andover, Hebron, and Columbia - currently using NECOG with limited services to Andover. State grant for regional performance incentive could be utilized to kick off program - facilities will need to be modified to meet State guidelines. Other Towns will need to be on board as budget season is approaching - will need to obtain statistics on number of claims relative to Town.

Jeff Maguire MOTIONED to authorize Eric Anderson to pursue the regional service contract for shared Animal Control services. Paula King SECONDED. MOTION CARRIED 4:0:0

b. Select contractor for AN-2023-24#1 Town Center Multi-Use Trail Master Plan – previously discussed in meeting

i. Committee Recommendation

c. Vendor Permit – Sunrun - application in packet for vendor permit (Sunrun). Jeff Maguire MOTIONED to approve the Town of Andover vendor permit for Francesca Brown representing Sunrun, beginning November 15th, 2023 for one 12-month period. Paula King SECONDED. MOTION CARRIED 4:0:0

d. Appointment to CIP and Senior Center Building Committee - deleted

e. Dogs at Veteran’s Memorial Field – previously discussed in meeting

f. Parking enforcement on Hutchinson Road - concerns expressed regarding parking on Hutchinson Road near Buddhist Center - need to follow permit process for special event permits - hundreds of attendees and cars on roadway. permits to be filed earlier rather than later, potentially explore parking enforcements. site plan also to be filed with the Planning and Zoning Commission. Additionally discussed impact of cars to culvert on Hutchinson Road

12. Approval of Meeting Minutes

a. October 10th, 2023 Regular Meeting - Jeff Maguire MOTIONED to approve the October 12th, 2023 Regular Meeting Minutes as presented. Paula King SECONDED. MOTION CARRIED 4:0:0

13. Tax Collector’s Report

a. Refunds Requests - Paula King MOTIONED to approve Tax Refunds listed in meeting packet totaling \$2,316.66. Scott Person SECONDED. MOTION CARRIED 4:0:0

b. Office Policy for Delinquents - Eric had discussion with Kate regarding implementing policies into office including to more aggressively pursue delinquent taxes where appropriate including involving a State Marshal, garnishing wages, bank accounts etc.

14. Department Reports – in packet

a. Assessor’s report

b. Fire Department

c. Burning Official

d. Resident State Trooper

e. Town Clerk

f. Building Department

g. Assessor’s Office

h. Public Works

i. Transfer Station

j. Library

k. Senior Transportation

l. AHM

m. Economic Development Commission

n. ZBA

15. Correspondence – none

17. Public Speak (moved up in agenda) -

Dianne Grenier - applauded efforts of Board, commenting regarding new “Welcome” sign and possible colors. Will let Elaine Buchardt know.

Anne Cremè - commented regarding “Welcome” sign location

16. Executive Session

a. Personnel Contracts

b. King Property boundary line discussion, per CGS sections 1-200(6)[E] and 1-210(b)(7) – DELETED

c. Andover’s Finest – MOVED TO AGENDA ITEM 10H.

Jeff Maguire MOTIONED to enter into Executive Session at 9:58pm inviting Eric Anderson, Attorney Dennis O’Brien, and Anne Creme. Returned from Executive Session at 1025pm.

Jeff Maguire MOTIONED to authorize Eric Anderson to finalize contracts with Amy Orloski and Jay Tuttle. Paula King SECONDED. MOTION CARRIED 4:0:0

18. Adjournment - Jeff Murray MOTIONED to adjourn the meeting at 10:26pm. Scott Person SECONDED. MOTION CARRIED 4:0:0

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

Town of Andover
Board of Selectmen
Special Meeting Minutes
Thursday, November 16th, 2023 – 7pm
Location: Town Hall Community Room

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

Members Absent: Jeff Maguire, Adrian Mandeville

Town Administrator: Eric Anderson

Board of Selectman (elect): Anne Creme

Town Attorney Dennis O'Brien

Public Present: Steven King

1. Call to Order/Pledge of Allegiance – Scott Person called the meeting to order at 7:10pm. The Pledge was recited.

2. Executive Session

Paula King motioned to go into executive session at 7:11 pm to discuss pending lot line agreement with abutter Steven King per CGS sections 1-200(6) E and 1-210(b)(7) and invite Steven King and his Land Surveyor, Town Administrator Eric Anderson and Town Attorney Dennis O'Brien. Jeff Murray seconded. Motion Caried 3:0:0

Executive session ended at 8:45 pm

Regular Session Reconvened at 8:45 No actions taken.

3. Adjournment – Paula King MOTIONED to adjourn the meeting at 8:46 pm. Scott Person SECONDED. MOTION CARRIED 3:0:0

Tax Collector's Report

12.

Nov-23
Deposits

	ONLINE	OFFICE	TOTAL
11/1/2023	\$ 11,637.64		\$ 11,637.64
11/2/2023	\$ 245.34	\$ 63,944.12	\$ 64,189.46
11/3/2023	\$ 1,285.91		\$ 1,285.91
11/4/2023	\$ -		\$ -
11/5/2023			\$ -
11/6/2023	\$ 771.20		\$ 771.20
11/7/2023	\$ 1,115.40		\$ 1,115.40
11/8/2023	\$ 1,049.39		\$ 1,049.39
11/9/2023	\$ 20.00	\$ 13,953.91	\$ 13,973.91
11/10/2023	\$ 10.00		\$ 10.00
11/11/2023			\$ -
11/12/2023			\$ -
11/13/2023			\$ -
11/14/2023	\$ 9,092.18		\$ 9,092.18
11/15/2023	\$ 3,555.04		\$ 3,555.04
11/16/2023	\$ 1,661.55		\$ 1,661.55
11/17/2023			\$ -
11/18/2023			\$ -
11/19/2023			\$ -
11/20/2023			\$ -
11/21/2023		\$ 16,095.49	\$ 16,095.49
11/22/2023			\$ -
11/23/2023			\$ -
11/24/2023			\$ -
11/24/2023			\$ -
11/25/2023	\$ 2,527.14		\$ 2,527.14
11/26/2023			\$ -
11/27/2023			\$ -
11/28/2023			\$ -
11/29/2023	\$ 1,980.24		\$ 1,980.24
11/30/2023	\$ 4,202.66	\$ 7,145.90	\$ 11,348.56
TOTAL	\$ 39,153.69	\$ 101,139.42	\$ 140,293.11

COLLECTIONS BY TAX YEAR:

RE	PP	MV	MVS	INTEREST	FEE	TOTAL
2016	\$	18.28		\$	45.20	\$ 63.48
2020			\$	169.34	\$ 58.42	\$ 15.00 \$ 242.76
2021	\$ 189.30		\$	1,709.20	\$ 766.63	\$ 60.00 \$ 4,557.82
2022	\$ 118,307.94	\$ 3,632.71	\$	11,302.63	\$ 2,025.77	\$ 160.00 \$ 135,429.05
					TOTAL	\$ 140,293.11

TOTAL

UNCOLLECTED TAXES BY TAX YEAR:

RE	PP	MV	MVS	TOTAL
2007		\$	476.65	\$ 71.26 \$ 547.91
2008		\$	520.26	\$ 28.15 \$ 548.41
2009		\$	356.32	\$ 356.32
2010		\$	211.42	\$ 211.42
2011	\$	439.82	\$ 4,314.46	\$ 249.48 \$ 5,003.76
2012	\$	2,404.78	\$ 3,146.24	\$ 204.03 \$ 5,755.05
2013	\$	2,757.76	\$ 1,486.53	\$ 783.06 \$ 5,027.35
2014	\$ 1,066.00	\$ 4,038.48	\$ 2,103.08	\$ 2,991.24 \$ 10,198.80
2015	\$ 1,066.00	\$ 4,702.67	\$ 9,522.35	\$ 2,286.15 \$ 17,577.17
2016	\$ 2,620.29	\$ 5,534.85	\$ 7,922.16	\$ 1,930.73 \$ 18,008.03
2017	\$ 12,571.76	\$ 6,066.99	\$ 9,705.45	\$ 1,330.40 \$ 29,674.60
2018	\$ 27,228.64	\$ 6,923.42	\$ 6,767.51	\$ 408.60 \$ 41,328.17
2019	\$ 31,596.08	\$ 6,166.22	\$ 8,510.80	\$ 2,006.27 \$ 48,279.37
2020	\$ 40,924.74	\$ 7,986.76	\$ 21,247.58	\$ 9,138.99 \$ 79,298.07
2021	\$ 147,571.27	\$ 14,334.52	\$ 73,311.32	\$ 31,282.94 \$ 266,500.05
2022	\$ 8,226,263.68	\$ 440,737.20	\$ 1,233,995.97	\$ 9,900,996.85

TOTAL

\$ 10,429,311.33

Town Only

Terminal / Batch	
Terminal	6
Batch	27

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

Last Assessor Bridge	
Run on:	06/15/2023

Percent Collection as of 12/05/2023

REAL ESTATE

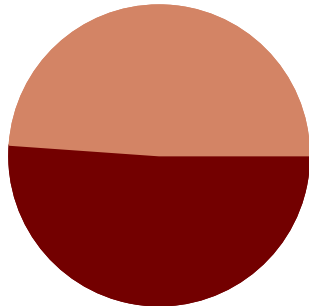
Uncollected - 48.87%
Collected - 51.13%

PERSONAL PROPERTY

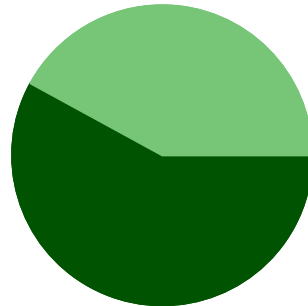
Uncollected - 42.04%
Collected - 57.96%

MV REGULAR

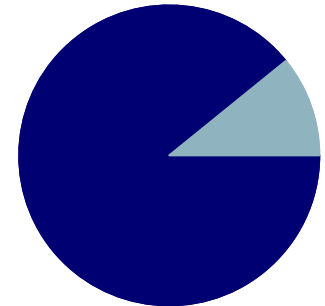
Uncollected - 10.83%
Collected - 89.17%



■	Total Due = \$4,018,437.56
■	Total Paid = \$4,203,513.92



■	Total Due = \$185,284.57
■	Total Paid = \$255,428.51



■	Total Due = \$132,753.87
■	Total Paid = \$1,093,061.21

Type	Total Billed	Total Paid	Total Due	Percent Collected
REAL ESTATE	8,221,951.48	4,203,513.92	4,018,437.56	51.13
PERSONAL PRO	440,713.08	255,428.51	185,284.57	57.96
MOTOR VEHICL	1,225,815.08	1,093,061.21	132,753.87	89.17
TOTALS:	\$9,888,479.64	\$5,552,003.64	\$4,336,476.00	

ACAR LEASING LTD	\$841.11	COC

DATE: Tax Refunds Total: \$841.11

Sec. 12-129. Refund of excess payments. Any person, firm or corporation who pays any property tax in excess of the principal of such tax as entered in the rate book of the tax collector and covered by his warrant therein, or in excess of the legal interest, penalty or fees pertaining to such tax, or who pays a tax from which the payor is by statute exempt and entitled to an abatement, or who, by reason of a clerical error on the part of the assessor or board of assessment appeals, pays a tax in excess of that which should have been assessed against his property, or who is entitled to a refund because of the issuance of a certificate of correction, may make application in writing to the collector of taxes for the refund of such amount. Such application shall be delivered or postmarked by the later of (1) three years from the date such tax was due, (2) such extended deadline as the municipality may, by ordinance, establish, or (3) ninety days after the deletion of any item of tax assessment by a final court order or pursuant to subdivision (3) of subsection (c) of section 12-53 or section 12-113. Such application shall contain a recital of the facts and shall state the amount of the refund requested. The collector shall, after examination of such application, refer the same, with his recommendations thereon, to the board of selectmen in a town or to the corresponding authority in any other municipality, and shall certify to the amount of refund, if any, to which the applicant is entitled. The existence of another tax delinquency or other debt owed by the same person, firm or corporation shall be sufficient grounds for denying the application. Upon receipt of such application and certification, the selectmen or such other authority shall draw an order upon the treasurer in favor of such applicant for the amount of refund so certified. Any action taken by such selectmen or such other authority shall be a matter of record, and the tax collector shall be notified in writing of such action. Upon receipt of notice of such action, the collector shall make in his rate book a notation which will date, describe and identify each such transaction. Each tax collector shall, at the end of each fiscal year, prepare a statement showing the amount of each such refund, to whom made and the reason therefor. Such statement shall be published in the annual report of the municipality or filed in the town clerk's office within sixty days of the end of the fiscal year. Any payment for which no timely application is made or granted under this section shall permanently remain the property of the municipality. Nothing in this section shall be construed to allow a refund based upon an error of judgment by the assessors. Notwithstanding the provisions of this section, the legislative body of a municipality may, by ordinance, authorize the tax collector to retain payments in excess of the amount due provided the amount of the excess payment is less than five dollars.

Department Reports

13.

Assessor's office monthly activity –OCTOBER 2023

Processing conveyances	7
Processing building permits	27
Prorating motor vehicle grand list	7
Updating field cards	9
Correspondence/Phone	23
Providing assistance to town hall customers (ie taxpayer, title searchers, appraisers etc)	18
Providing assistance to other departments	7
Researching mapping issue or questions	2
Reports and communication with the State of Connecticut/ US Census	2
MLS research	2
Scheduling meeting and appointments	2
Office work – ie filing, updating sales book, scanning documents etc	
Personal property grand list	Receive and process personal property decs
Personal Property/Discovery	
Homeowner's program	
Veteran's program	
Income & expenses	
Renter's rebate program	
Tax exemptions	
Adds & Deletes to the re, pp or mv grand list	1
Pa 490	1
Provided assistance to BAA	
Researching and providing requested information to auditor or software vendor (for grand list files or tax bills)	
Real property inspections	2
Personal property inspections	
Real property appraisals	2
Taxpayer correspondence	
Attorney correspondence	
Tax appeal review/appraisal	
Mls review	2
Town board/dept assistance	
Review & Approve C of Cs	9
Review & Approve Farmland & Forestland Assessment Applications	1
Review, Approve, & create/data entry on land splits & mergers	
Mapping Research/Discrepancies	

BAACOC Summary TOWN OF ANDOVER

12/06/2023

LIST NO.	NAME / ADDRESS	UNIQUE ID	COC#	BAA	ORIGINAL GR/EX/NET	ADJUSTMENT GR/EX/NET	NEW GR/EX/NET
50010 1	ACAR LEASING LTD 4001 EMBARCADERO DR ARLINGTON, TX 76014-4106	50010	08820M	C 2022 10/31/2023 SOLD NOVEMBER 2022	32,270 0 32,270	-26,881 0 -26,881	5,389 0 5,389
50158 1	AYER LYNN M 315 ROUTE 6 ANDOVER, CT 06232-1207	50158	08818M	C 2021 10/11/2023 SOLD 2/22	6,110 0 6,110	-3,562 0 -3,562	2,548 0 2,548
50159 1	AYER LYNN M 315 ROUTE 6 ANDOVER, CT 06232-1207	50159	08817M	C 2022 10/11/2023 SOLD 2/22	5,920 0 5,920	-5,920 0 -5,920	0 0 0
51198 1	GARDINIER LEAH D 170 FOREST ST APT 17 STAMFORD, CT 06901-2129	51198	08813M	C 2022 10/10/2023 WRONG TT - SENT TO STAMFORD	41,740 0 41,740	-41,740 0 -41,740	0 0 0
51460 1	HAZEN CHRISTIANE 488 LAKE RD ANDOVER, CT 06232-1322	51460	08816M	C 2022 10/11/2023 SOLD 8/23	500 0 500	-41 0 -41	459 0 459
53665 1	THOMAS DAVID P 91 WALES RD ANDOVER, CT 06232-1223	53665	08815M	C 2022 10/11/2023 SOLD 8/23	5,020 0 5,020	-417 0 -417	4,603 0 4,603
53691 1	TOYOTA LEASE TRUST 3200 WEST RAY ROAD CHANDLER, AZ 85226-	53691	08814M	C 2022 10/11/2023 SOLD 9/22	25,060 0 25,060	-25,060 0 -25,060	0 0 0
53843 1	VW CREDIT LEASING LTD 1401 FRANKLIN BLVD LIBERTYVILLE, IL 60048-4460	53843	08812M	C 2022 10/5/2023 SOLD 2/23	15,840 0 15,840	-9,235 0 -9,235	6,605 0 6,605
80390 1	MURPHY SEAN C 654 ROUTE 6 ANDOVER, CT 06232-1318	80390	08819S	C 2021 10/26/2023 SOLD 5/22	22,380 0 22,380	-7,453 0 -7,453	14,927 0 14,927
GRAND TOTAL # Of Accts 9					154,840	-120,309	34,531
					0	0	0
					154,840	-120,309	34,531

12/05/2023
8:18 AM

TOWN of ANDOVER, CT
Permit Receipts Report for (ALL FISCAL YEARS)
Receipt Date Range 11/01/2023 - 11/30/2023 (All Payments)

November 2023

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
Building Permit	12	2,926.80	177,704.25	0.00	0.00	0.00	0.00	0.00	0.00	46.80	180.00	2,700.00
Electrical Permit	4	1,860.68	116,485.00	0.00	0.00	0.00	0.00	0.00	0.00	30.68	60.00	1,770.00
Mechanical Permit	1	137.08	7,220.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	15.00	120.00
Grand Totals	17	4,924.56	301,409.25	0.00	0.00	0.00	0.00	0.00	0.00	79.56	255.00	4,590.00
Grand # Voids	0											

12/05/2023
8:19 AM

TOWN of ANDOVER, CT
Permit Receipts Report for (ALL FISCAL YEARS)
Receipt Date Range 11/01/2023 - 11/30/2023 (All Payments)

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
wetlands Permit Applic	1	225.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	15.00	150.00
Grand Totals	1	225.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	15.00	150.00
Grand # Voids	0											

PERMIT TOTALS FOR NOVEMBER 2023

	amt paid	# permits
TOTAL BUILDING	\$4,924.56	17
TOTAL WETLANDS	\$225.00	1
TOTAL ZONING	\$0.00	0
TOTAL ZBA	\$0.00	0
TOTAL DRIVEWAYS	\$0.00	0
TOTAL BONDS	\$0.00	0
TOTAL MISC (copies & signs)	\$2.00	
TOTAL PERMITS/BONDS/MISC FOR NOVEMBER	\$5,151.56	18

Public Works

Subject: DPW 2023 November BOS Report

Highlights for the month:

- Finish winter prep of snow equipment
- Continue Roadside Mowing – Pushbacks
- Prep for parking lot crackseal – School / Town Hall / Fire House
- Leaf cleanup at Town Hall area
- Leaf pickup critical drainage areas – town roads various places
- Install Dog Restriction signage at Veterans Park
- Rail Trail – Excavate & haul spoils from problematic drainage ditch lines
- Rail Trail – Blow leaves from trail
- Minor equipment service / repairs
- Install catch basin delineators various places around town
- Install winter curb and hazard markers various places around town

Respectfully Submitted,

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

11-1-23 40°/43° Snow-Rain Showers / Cloudy ^{AM} / ^{PM}

Jay 5:30 - 3:00

Trk 1

9.0

- Admin
- Clean Bathrooms/Breakroom/office Areas
- Pick up debris & Block From Vehicle Accident at Library
- CBYD Veterans Park Signage
- Past Road work info for Eric

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Run	Rich Mark	1.0 1.0	/	Trk 4
2.0	• Clean up Library wall	Rich Mark Zach Jay	2.0 2.0 2.0 2.0	/	Skidsteer Trk 3 Trk 1 Trk 4
6.0	<ul style="list-style-type: none"> • Shop - Winter Prep Equipment - Small Plows - Organize Lub/Oil Storage - Clean Cabs of Trucks 	Zach Mark	6.0 5.0	/	Shop Tools
5.0	• Roadside Mow	Rich	5.0	/	Roadside mower
8.0	• Sick	Tom	8.0	/	

11-2-23 26°/46° Sunny

Jay 5:30 - 2:30

Trk 1
Sweeper

8.5

- Admin
- Sweep Leaves & Debris at School Parking Lots (Prep For Crackseal)
- Meeting w/Eric

	Job	Staff	Time	Materials	Equip
6.0	<ul style="list-style-type: none"> • Leaf Clean up at School Parking Lots (Prep For Crackseal) • Leaf Clean up and Pick up at Town Hall 	Rich	6.0	3 Loads leaves	Trk 4 Steiner Trk 3 Back Pack Blowers
		Zach	6.0		
		Mark	5.0		
2.0	<ul style="list-style-type: none"> • Shop -Run Wires For New Computer Hook up 	Rich	2.0	Vendor Supplied	shop Tools
		Zach	2.0		
3.0	• Sick	Mark	3.0	/	/
8.0	• Sick	Tom	8.0	/	/

11-3-23 29°/55° Sunny

Jay 5:30 - 12:00 PM

6.5

- Admin
- Pay Bills
- Receive & Put away oil & lube delivery
- Load Rail Trail Gate for Bolton DPW

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	<ul style="list-style-type: none">• Leaf Pick up at Various locations Town Roads• Blow leaves Various locations Town Roads	Zach Mark Rich	8.0 8.0 5.0	5 loads leaves	Back Hoe Trk 7 Trk 3 Trk 4 Steiner
3.0	• Roadside Mow	Rich	3.0	/	Roadside Mower
8.0	Sick	Tom	8.0	/	/

11-6-23 36°/51° cldy

Jay 5:30 - 2:45

8.75

Trk 1

- Admin
- Pay Roll
- Pay Bills
- Fuel Reports
- Dog Signage at Veterans Park
- Pick up Poop & Garbage Veterans Park
- Get keys Made for Town Padlocks
- Meet w/resident Jurouaty Lane - Leaves on Edge of Road

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
1.0	• Trash Compaction	Mark	1.0	/	Back Hoe
2.0	• Install "No Dog" Signage at Veterans Park	Rich	2.0	3) signs	Trk 4
		Zach	2.0		Trk 1
		Jay	2.0	2) Posts	Hand Tools
		Mark	1.0		
6.0	• Rail Trail - Excavate / Clear Ditch lines	Mark	6.0	5 loads spoils	Excavator
		Rich	6.0		Trk 10
		Zach	6.0		Trk 7
8.0	• Sick	Tom	8.0	/	/

11-7-23 50°/63°

Am/Rain Mstly Cldy

Jay 5:30 - 2:45

8.75

- Admin
- Raise Flags
- Pay Bills
- Work on Rail Trail Clearing Ditch lines

Trk 1
Excavator

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Put out "Vote Today" Signs	Rich Mark	1.0 1.0	/	Trk 4
2.0	• Shop - Maintenance Roadside Mower	Rich	2.0	/	Shop Tools
5.0	• Rail Trail - Excavate/Clear Ditch lines	Jay Rich Mark	5.0 5.0 4.0	5 Loads spills	Excavator Trk 10 Trk 7 Trk 1
3.0	• Meet P/c Vendor at Firehouse	Mark	3.0	/	Trk 4
8.0	• Sick	Tom	8.0	/	/
8.0	• Personal	Zach	8.0	/	/

5-8-23 35°/44° Sunny

Jay 5:30 - 3:00

Trk 1
Excavator

9.0

- Admin
- Work on Rail Trail Clearing Ditch Lines

	Job	Staff	Time	Materials	Equip
2.0	• Pick up Vote Today Signs	Rich	2.0	/	Trk 4 saw
	• Trash Run	Mark	2.0		
	• Clear Small Tree-Lake Rd				
2.0	• Shop			/	Shop Tools
	- Repair Mower Head - Roadside Mower	Zach	2.0		
6.0	• Rail Trail	Zach	6.0	8 Loads spoils	Trk 7 Trk 10 Excavator
	- Excavate/Clear Ditch Lines	Mark	6.0		
		Jay	6.0		
6.0	• Roadside mow	Rich	6.0	/	Roadside Mower
8.0	• Sick	Tom	8.0	/	/

11-9-23 35°/50° Cloudy

Jay
9.25

5:15 - 3:00

Trk 1
Excavator

- Trouble Alarm Going off "Again" For Fire Alarm System. Upon Arrival Spent 15 mins trying to Silence Alarm. Panel reads Trouble in Attic
- Admin
- Work on Budget Reconciliation
- Load tables & Chairs For Saturday Veterans Monument
- Work on Rail Trail Clearing Ditch Lines

	Jobs	Staff	Time	Materials	Equip
3.5	<ul style="list-style-type: none"> • Push up piles at Pit • Trash Compaction at T.S. • Push up Leaves at T.S. 	Mark	3.5	/	Loader Back Hoe
2.0	<ul style="list-style-type: none"> • Load Tables, Chairs, Podium, and Garbage Cans For Saturday 	Zach Rich Jay	2.0 2.0 1.0	/	Trk 4 Trailer
6.0	<ul style="list-style-type: none"> • Roadside Mow 	Rich	6.0	/	Roadside Mower
6.0	<ul style="list-style-type: none"> • Work on Rail Trail Excavate ditch line and haul Spoils 	Jay Zach Mark	6.0 6.0 4.5	5 Loads Spoils	Trk 1 Excavator Trk 7 Trk 10
8.0	<ul style="list-style-type: none"> • Sick 	Tom	8.0	/	/

11-13-23 21°/44° Sunny

Jay 5:30 - 4:30

10.5

- Admin
- Rail Trail - Excavate ditch lines
- meeting w/Eric

Trk 1
Excavator

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.5	<ul style="list-style-type: none"> • Push up piles at Pit • Trash compaction at T.S. 	Mark	1.5 1.5	/	Loader Back Hoe
2.0	<p><u>Shop</u></p> <ul style="list-style-type: none"> • Repair Mower Head on Roadside mower 	Zach Rich	2.0 2.0	/	Shop Tools
6.0	<ul style="list-style-type: none"> • Roadside Mowing 	Rich	6.0	/	Roadside mower
6.0	<p><u>Rail Trail</u></p> <ul style="list-style-type: none"> • Excavate Ditch lines and Haul Spoils 	Jay Zach Mark	6.0 4.5 5.0	7 loads Spoils	Trk 1 Excavator Trk 7 Trk 10
1.5	<ul style="list-style-type: none"> • Personal 	Zach	1.5	/	/
8.0	<ul style="list-style-type: none"> • Sick 	Tom	8.0	/	/

11-14-23 33°/47° Shwrs Prtly Cldy

Jay 5:30 - 2:30

Trk 1
Excavator

8.5

- Admin
- Clear ditch lines on Rail Trail

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.5	• Push up leaves at T.S.	mark	1.5	/	Pay loader
	<u>Rail Trail</u>				
8.0	• Excavate Ditch lines and haul spoils	Jay Zach mark	8.0 8.0 6.5	9 Loads spoils	Trk 1 Excavator Trk 7 Trk 3
8.0	• Roadside Mowing	Rich	8.0	/	Roadside Mower
8.0	• Sick	TOM	8.0	/	/

11-15-23 28°/50° mstly cldy

Jay 5:30 - 3:00

9.0

- Admin
- Clean Bathrooms/Breakroom/Office Area
- Rail Trail Work

Trk 1
Excavator

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Run	Rich Mark	1.0 1.0	/	Trk 4
4.0	<u>Shop</u> • Trk 7 Repair/Replace Corroded Wiring and Replace Alternator	Zach	4.0	/	Shop Tools
7.0	<u>Rail Trail</u> - Excavate Ditch lines - Haul out large stone - Fill Low area Side of Trail	Jay Mark Zach	7.0 7.0 4.0	5 Loads Spots 2 Loads Stone 2 Loads Gravel	Trk 1 Excavator Trk 3 Trk 7
7.0	• Roadside mowing	Rich	7.0	/	Roadside Mower
8.0	• Sick	Tom	8.0	/	

11-16-23 37°/60° Sunny

Jay 5:30 - 4:00
9.5

Trk 1
 Excavator

- Admin
- Rail Trail Work - Excavate Ditch lines
- lost water at shop - called Vendor

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Compaction at T.S.	Zach	1.0	/	Back Hoe
	<u>Rail Trail</u>	Jay	8.0	11 Loads Spoils	Trk 1 Excavator
8.0	• Excavate Ditch lines and haul Spoils	Mark	8.0		Trk 3
		Zach	7.0		Trk 7
8.0	• Roadside Mowing	Rich	8.0	/	Roadside Mower
8.0	• Sick	Tom	8.0	/	/

11-17-23 35°/62° Mostly Cldy

Jay 5:00 3:30

Trk 1
Excavator

10.0

- Admin
- Rail Trail Work - Excavate ditch lines & Clear Wood
- Run annual Fuel Report for Eric - 4 yr average
- Contractor/Vendor Test Well components - (indication bad pump)

	Job	Staff	Time	Material	Equip
8.0	• <u>Rail Trail</u>				Trk 1
	- Excavate Ditch lines and haul Spoils	Jay	8.0	3 Loads Spoils	Excavator
	- Remove wood from sides of trail	mark	8.0	leave wood on site into woods	Trk 3
	- Blow leaves from sides of trail	Zach	8.0	leaves into woods	Trk 7 Steiner
8.0	• Roadside mowing	Rich	8.0	/	Roadside maver
8.0	• Sick	Tom	8.0	/	/

11-20-23 29°/40° Sunny

Jay 5:30 - 3:30

9.5

Trk 1

- Admin
- Payroll
- meeting w/Eric
- Install Winter Curb Markers - Parking Lots
- Fix Potential Electrical Hazard at Shop - (screw into Hot wire)
- Contractor in to replace well pump

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Compaction a T.S.	Mark	1.0	/	Back Hoe
8.0	• Install Catch Basin Delinators	Zach	8.0	19 Delinators	Trk 4 Hand Tools
		Mark	7.0		
8.0	• Roadside Mowing	Rich	8.0	/	Roadside mower
8.0	• Sick	Tom	8.0	/	/

11-21-23 26°/42° Prtly to Mstly Cldy

Jay 5:30 - 3:00

Trk 1
Hand Tools

9.0

- Admin
- Pay Bills
- Inspection
- Pick up Supplies - For Transfer Station
- " " - Cable across access to Rail Trail
- Install Cable across Emergency access to Rail Trail (Merritt Valley)
- Go to NAPA Discuss Discrepancy With Account

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
5.0	• CK/Clear waterways & CB's	Zach Mark	5.0 5.0	/	Trk 4
3.0	<u>Shop</u>				
	• Clean/Wash Equip	Zach	3.0	/	Trk 7
	• Move Excavator back to shop	Mark	3.0	/	Trk 3 Trailer
8.0	• Roadside Mow	Rich	8.0	/	Roadside Mower
8.0	• Sick	Tom	8.0	/	/

11-22-23

44°/49°

AM Rain PM Cloudy

Jay 5:30 - 2:00

Trk 1

- 8.0 • Admin
- Clean Bathroom/Breakroom/Office
- CBVD Sign installation areas
- Lower flags

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	Trash Run	Rich Mark	1.0 1.0	/	Trk 4
8.0	Shop: • Repair Roadside Mower • " Trk 5 Electrical • Clean Equip • Pick up Parts	Zach	8.0	Shop Supplies	Shop Tools
		Mark	7.0	/	Trk 4
		Rich	7.0	/	Roadside mower
8.0	Sick	Tom	8.0	/	/

11-27-23 40°/48° Prtly to Mstly Cldy

Jay 5:30 - 3:15

9.25

- Admin
- Pay Bills
- Install Curb Markers - Parking Lots

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Compaction @ T.S.	Zach	1.0	/	Back hoe
5.0	• Ck Rds for debris from overnight wind	Mark	5.0	/	Trk 4 Chain saw
		Zach	4.0		
5.0	• Roadside mow	Rich	5.0	/	Roadside mower
3.0	• Tree Trimming/Raise Canopy Trk 16 Route	Rich	3.0	/	Trk 4 Trk 5 Chipper Trk 10 Saws
		Zach	3.0		
		Mark	3.0		
8.0	• sick	Tom	8.0	/	/

11-28-23 29°/37° Pttly Cldy

Jay 5:30 - 3:00

Trk 1

- Admin
- Sign order
- CBYD Sign Locations
- Meet w/ Resident Concerns: Bear Swamp - Long Hill #164 #64
- Curb Marker Installation Town Parking Lots

<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
• Install Delimiters Trk 3 Route	Rich Zach	4.0 4.0		Trk 4 Hand Tools
• Rail Trail - Clear Wood along Sides of Trail	Rich Zach	4.0 4.0	/	Trk 4 saws
• Personal	Mark	8.0	/	/
• Sick	Tom	8.0	/	/

11-29-23 24°/35° Sunny - Prtly Cldy

Jay 5:45 - 3:30

Trk 1

9.25

Admin

Research Long Hill Drainage Maps

meet w/Comcast Rep - Abandoned wires along right of ways

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Run	Rich mark	1.0 1.0	/	Trk 4
5.0	• Tree work - Raise Canopy	Zach Rich mark	5.0 4.0 3.0	1 load chips	Trk 5 chipper Trk 4 Trk 10 saws
3.0	• Install CB Delineators & Markers Truck 3 Route	Zach Rich	3.0 3.0	stock	Trk 4 hand tools
4.0	• Personal	Mark	4.0	/	/
8.0	• Sick	Tom	8.0	/	/

11-30-23

24°/46°

Sunny

Jay
9.25

5:30 - 3:15

Trk 1

Admin

Letter/Email to PURA - Abandoned wires From utilities

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
3.0	<ul style="list-style-type: none"> Trash Compaction @ T.S. Clean up Appliance Area Clean up around Bulky Area 	Zach Rich Mark	3.0 3.0 3.0	/	Back Hoe Trk 4
5.0	<ul style="list-style-type: none"> Tree work Raise Canopy - Trk 10 Route 	Zach Rich Mark	5.0 5.0 5.0	1 Load Chips	Trk 5 Chipper Trk 4 Trk 10 Saws
8.0	<ul style="list-style-type: none"> Sick 	Tom	8.0	/	/

ANDOVER SENIOR TRANSPORTATION
MONTH OF NOVEMBER 2023

Dated 12/5/2023
Cathy Palazzi
Senior Coordinator

Drug tests – None (waiting for new employee to be called)

- Medicals 49
 - Events 4 Events - (2) Friday lunches, (1) Thursday lunch, (1) Movie.
 - Maintenance 1 Maintenance-2014 Dodge Caravan automatic door not working. Repaired.
 - Incident Log None.
 - Disabled 12 Passengers riding who require equipment or ramp to enter and exit bus.
 - Veterans 4 - (3) Medical trips to VA in Newington, (1) West Haven
 - Meetings 2 YAH Meetings
 - Shopping 4 trips (one per week) (6) seniors.
 - Food Share 2 trips per month – approximately (5) people riding.
 - Food Pantry 5 trips per month – approximately (3-4) people on Monday nights
(5) people on Wednesdays
(1) trip to deliver turkey dinners to 11 people.
-
- Preparing for winter de-icers for windshields, tissues, updated mask supplies, paper towels on vehicles and all vehicles equipped with long handled brushes to remove snow, as needed.
 - We service (12) handicap people regular basis including weekly trips to the VA.
 - Two seniors we drive 3-5 days a week for cancer treatment.
 - Bus transportation continues to drive our seniors, disabled and veterans to their medical appointments, meetings, movies, luncheons, town meetings, shopping, food share, food pantry, and voting days.
 - A grant has been applied for to cover 80% of our transportation cost for 2024.
 - Many hours spent on senior transportation calendar each month and speaking with our seniors. Voluntary hours are registered with the DOT as “In-Kind” hours towards a grant I apply for every two years.
 - Currently we have a totally disabled individual whom we take shopping on a separate day as he requires special care and stores for his needs. Caregiver goes with him.

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

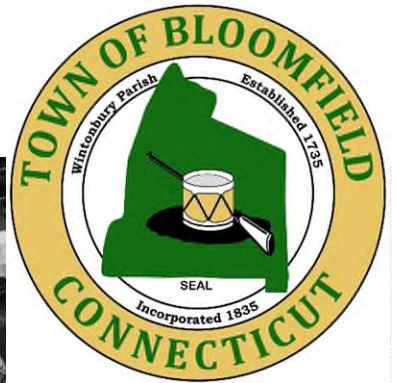
Cathy Palazzi
Senior Coordinator

Processed 32 voters

Conducted Municipal Elections

Attended Sec. of State Zoom meeting

Town of Bloomfield Traffic Calming Manual



Swarthmore, PA: McMahon Associates

Traffic Calming Program Traffic Calming Toolbox



Ann Arbor, MI: City of Ann Arbor



Newark, DE: Delaware DOT

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Town of Bloomfield Traffic Calming Manual

What Is Traffic Calming?

Building on the Institute of Transportation Engineers' definition, traffic calming is a methodology that incorporates mainly physical measures to influence motorist behavior to discourage undesirable driving practices thereby reducing the negative effects of motor vehicle use in the street environment and improving conditions for non-motorized street users. The goal of traffic calming is to make streets safer and more comfortable for all users (e.g. pedestrians, bicyclists, transit rides, people with disabilities, motorists, etc.) by implementing measures that encourage drivers to slow down and pay more attention to their surroundings. This helps to minimize conflicts between vehicles and non-vehicular users of the street corridor.

What Traffic Calming Is Not:

Traffic Calming vs Traffic Control:

Traffic control measures, such as stop signs, traffic signals, do-not-enter signs, etc., are intended to assign motorist right of way priorities or restrictions in otherwise confusing or unsafe situations. Regulatory compliance with most traffic control measures is defined by law and enforced by law officers. Actual compliance generally depends upon the motorist's willingness to comply, concern about their or others' safety, perception of the reasonableness of a particular measure, and concern regarding being enforced upon. Traffic control measures tend to be associated with certain negative travel-related consequences, including increased delay and disruption to continuous traffic flow, increased fuel consumption and vehicle emissions, and increased noise from vehicle deceleration and acceleration. There is a long history of transportation research into traffic control; and traffic control measures should only be implemented where a warrant for a particular measure, based on that research history, exists in a particular circumstance.

Traffic calming is generally self-enforcing. There are relatively few laws relating specifically to traffic calming measures. Rather, traffic calming effectively uses design features and what the driver experiences to encourage the motorist to operate their vehicle in a calm and safe manner. Traffic calming measures are typically designed to keep traffic moving, albeit at a slower speed, which mitigates most of the negatives of traffic control.

Stop signs, in particular, are not effective traffic calming measures. Stop signs are a valuable and effective traffic control device when used under the right conditions, as warranted. Stop signs used in a manner that is perceived by drivers as unreasonable, however, can lead to numerous unwanted behaviors and consequences. Research overwhelmingly shows that stop signs are not effective as a speed control device; and, in fact, have been found to aggravate speeding conditions between traffic control locations.

Traffic Calming vs Complete Streets:

The Capital Region Council of Government Complete Streets Plan states, “ ‘Complete streets’ is a term that refers to streets which accommodate all users regardless of mode, age, or ability.” Complete streets is a framework to guide the planning and design of street corridors and environments to the benefit of all users (e.g. pedestrians, bicyclists, transit rides, people with disabilities, motorists, etc.) in an equitable manner. All of those users typically benefit from traffic calming; and there is a significant overlap between traffic calming and complete streets. Traffic calming measures are often components of complete streets Implementations. However, traffic calming measures and traffic calming in general exist and function perfectly fine on their own outside of a complete streets context.

This Traffic Calming Manual

This Traffic Calming Manual is divided into two parts:

- The **Traffic Calming Program** – which is designed to be a joint effort between the residents and the Town to: identify traffic issues, create and implement strategies to address those issues, and evaluate the effectiveness of the various solutions; and,
- The **Traffic Calming Toolbox** – which provides a toolbox of typical traffic calming measures and their applicability in Bloomfield.

Extensive literature research was conducted by Town staff into the industry standard best practices for traffic calming programs and measures utilized by approximately two dozen municipalities and state agencies in Connecticut and throughout the country. With respect to the programs, the research relied primarily on municipalities of reasonably similar size. The full list of researched municipalities/agencies is in the “References” section at the end of this manual.

Town of Bloomfield Traffic Calming Program - Process Summary

Below is a brief summary of the steps involved in the Town of Bloomfield Traffic Calming Program Process:

- 1) ***Stakeholder request*** – A request for traffic calming is submitted to the Local Road Safety Committee (LRSC) on the proper form.
- 2) ***Initial assessment / neighborhood information session*** – LRSC performs technical assessment and conducts a neighborhood information session to define the scope and limits of the problem, generally gauge neighborhood interest, and develop priority scoring.
- 3) ***Strategy development*** – LRSC, with appropriate neighborhood involvement, develop a preferred strategy, including cost estimate, for addressing the defined problem.
- 4) ***Neighborhood strategy presentation*** – The strategy development team presents the preferred strategy at a neighborhood open house meeting.
- 5) ***Neighborhood support process*** – Solicitation to determine if the neighborhood adequately supports the proposed traffic calming strategy to move the strategy forward.
- 6) ***Town Council strategy presentation*** – Preferred strategy is presented to the Town Council; Council finalizes priority score and adds project to the Traffic Calming Priority Project List.
- 7) ***Installation of temporary measures (optional)*** – Where appropriate, to evaluate effectiveness/viability before expending funds on a permanent measure.
- 8) ***Funding*** – Identify funding source(s) for measure implementation.
- 9) ***Project implementation*** – Installation of the traffic calming measure.
- 10) ***Evaluation*** – Measure and evaluate the effectiveness of the installed measure.

Town of Bloomfield Traffic Calming Program

Introduction

The Town of Bloomfield is committed to the safety and livability of its neighborhoods. This Traffic Calming Program is designed to be a joint effort between the residents and the Town to: identify traffic issues, create and implement strategies to address those issues, and evaluate the effectiveness of the various solutions.

Objectives and Guiding Principles

The intent is to establish a consistent process to address traffic impact concerns within our town. Prudent implementation of traffic calming measures can promote a higher quality of life and active character within the Town's neighborhoods.

Program Objectives:

- Improve neighborhood livability by mitigating the negative impacts of motor vehicle traffic.
- Making our streets safer and calmer for residents, motorists, bicyclists, pedestrians and transit riders, typically through the inclusion of speed and crash reduction.
- Promote and support pedestrian, bicycle, transit and other transportation alternative uses.
- Enhance the street environment.
- Encourage citizen participation in all phases of traffic calming program activities.
- Make efficient use of Town resources by prioritizing program activities.

Guiding Principles:

- Traffic calming measures shall be planned and designed in keeping with sound engineering and planning practices.
- Emergency vehicles, bus traffic, and drainage will be accommodated.
- Pedestrian, bicycle and transit access will be encouraged or enhanced where possible.
- Through traffic will be encouraged to use arterial and collector streets rather than local streets.
- Reasonable vehicle access will be maintained; the diversion of traffic to the detriment of traffic conditions on other streets is discouraged.

Street Eligibility

Only Town-maintained streets are eligible for traffic calming strategies under this program. Applicable measures may vary based on the classification and particulars of a street. In addition, to be eligible for the program, a street must have an average daily traffic volume (ADT) of greater than 400 vehicles and the 85th percentile speed (i.e. the speed that 15% of the vehicles are exceeding) on the street must be greater than 5 mph over the posted speed limit.

Local Road Safety Committee

A staff committee designated the “Local Road Safety Committee” (LRSC) shall be responsible for overseeing and administering the Program. The LRSC shall consist of representatives of the following departments:

- Police Department in their Legal Traffic Authority (LTA) role;
- Police Department in their Emergency Management role;
- Public Works;
- Planning Department;
- Engineering

The department director, with the approval of the Town Manager, shall designate the subject member(s) representing each department. The Chief of each fire district, the Board of Education Facilities Manager, the Town Manager, and up to two members of the Town Council, as designated thereby, shall be notified of and have the opportunity to participate in all proceedings as advisors. The LRSC shall select a chair and a clerk, and shall keep a record of its proceedings which shall be filed with the Town Clerk.

Traffic Calming Program Process

Stakeholder Request:

The initial step is for residents or other stakeholders to identify one or more traffic concerns on a particular street, or streets, in their neighborhood; and to inform the Town through a written stakeholder request, using the designated form or by letter addressed to the Town Manager, stating the problems or issues being experienced and requesting traffic calming measures be enacted.

Initial Assessment and Neighborhood Meeting:

The objective of this step is to define the problem in a manner that properly represents the issues identified by the stakeholders and objectively assess the problem based on the program rating criteria and characteristics of the subject street or streets.

Upon receipt of a stakeholder request, the LRSC will arrange for a general overview assessment of the issues raised (including an eligibility assessment), and the LRSC will also arrange for an open neighborhood meeting to discuss the request. The objectives of the meeting will be to:

- Summarize the traffic calming program and process.
- Inform the attendees of the request and the outcome of the overview assessment.
- Properly define the problem and the strategy area; the strategy area must be large enough to have an appreciable mitigation effect on the street (or reasonable portion thereof) as a whole.
- Identify some typical measures that may be used to address this type of problem.
- Gauge the overall neighborhood interest/support in proceeding with the traffic calming process. (Note: the meeting may be followed up with some sort of process to better gauge support.)
- If desired by the neighborhood, establish a neighborhood stakeholder advisory panel to participate and advise in the process.

If there is not adequate support for continuing, the LRSC may determine to end the process at this point.

Neighborhood residents/stakeholders are important to the process. Whether or not an advisory panel is formed, mechanisms will be put in place to keep the neighborhood informed of proceedings and allow for public comments and questions throughout the process.

Various techniques are available to assist in the defining and assessment of a traffic calming problem, including:

- Stakeholder input, including observations, experiences, needs, values, suggestions, etc.
- Professional observations, and the application of professional standards and methods.
- Environmental concerns, including noise, air pollutions, safety, access for all modes of travel, aesthetics, livability, etc.
- Observations of various street-related activities.
- Collection of pertinent data, including crash history, traffic volume, movements, and speed, land use, curb cut location, frequency, and purpose, sight lines, drainage, bus travel, emergency response travel, pedestrian and bicycle accommodations, proximity to typical pedestrian generators, etc.
- Involvement of professional consultants.

The techniques to be used will depend upon the nature, scope, impacts, and other particulars of the identified problem. When the identified problem has been adequately defined and assessed, the LRSC will assign it a preliminary priority score based on the established priority scoring system as set forth on the Traffic Calming Program Priority Scoring Sheet; see Attachment A.

Strategy Development:

(Note: future references to the LRSC will be assumed to include any formed advisory panel as appropriate.) Next, the LRSC will look to the traffic calming “toolbox” of available measures to brainstorm what measures are most appropriate for the mitigation of the defined problem. The group will evaluate the identified measures, individually, in groups, and as alternatives, to develop an appropriate strategy to address and mitigate the problem to the extent possible and practical. Estimated implementation cost will be a factor in strategy development. Once the strategy has been identified, the LRSC will develop a preliminary concept and cost estimate for implementing the strategy and an articulation of how to define success upon implementation.

Also as part of this step, the LRSC will identify what they consider to be the properties that will directly benefit from the strategy in that the negative effects of the identified issue directly affects them, (the “benefitting properties”). In addition, the group will also identify the properties within the area of the neighborhood, including the benefitting properties, determined to have a distinct interest in the strategy implementation, (the “interested properties”).

Strategy Presentation Part 1 – Neighborhood:

Upon completion of the strategy development, the LRSC will arrange for a second open neighborhood meeting to present the developed strategy, the preliminary priority scoring, an overview of the process to develop the strategy, anticipated funding, the possibility of cost sharing, and the anticipated process moving forward. The presentation will highlight the upcoming petition process and the identified benefitting and interested properties. The presenters will entertain questions and feedback from the attendees and via written correspondence. Based on the feedback associated with the meeting, the LRSC may determine to amend the scoring, strategy, or petition areas as appropriate.

Neighborhood Support

If the final strategy will significantly affect travel, or otherwise involve a significant cost, then the LRSC will conduct a neighborhood support solicitation to gauge appropriate stakeholder support for the strategy. A solicitation requesting a response expressing either support or non-support of the proposed strategy will be sent/made available to the interested properties. The solicitation will identify, or include the means to identify, benefitting parcels and their significance.

Solicitation will occur through direct mailings, Town website announcement, and email blast (if appropriate), or other means as deemed fit by the LRSC. Responses will be to a designated member of the LRSC via letter/card or email. Responses must identify:

- Name of person responding;
- The property address associated with the response;
- The names of all record owners of the property
- That the response represents the position of all record owners of the property; and,
- Whether the subject property owners support or do not support the proposed traffic calming strategy proceeding to implementation.

The LRSC may resend/re-notice the solicitation, or request correction of, or investigate, irregularities in responses, as deemed fit. Responses deemed irregular by the LRSC will be ignored.

In order for the strategy to proceed towards implementation:

- ✓ Greater than 50% of the benefitting properties must respond in support of the measure.
- ✓ Not greater than 50% of the interested properties may respond in non-support of the measure.

In the event that the solicitation results in a strategy passing the first test listed above but not the second test, then the benefitting properties may petition the Town Council to reconsider the matter by submitting such written petition signed by representation of at least 40% of the benefitting properties to the Town Manager in a timely manner; and the Council will consider the matter following a public hearing on the same.

Strategy Presentation Part 2 – Town Council:

Where the neighborhood solicitation results in affirmative support for the strategy, the next step is presentation of the proposed strategy and related information to the Town Council, with the opportunity for public comment. The Council may request modifications, additional information, or additional steps. The ultimate positive outcome from this Town Council step would be:

1. The Council finalizes the priority scoring for the strategy/project. In the finalization process, the Council may determine to award the project bonus scoring, as provided on the Traffic Calming Program Priority Scoring Sheet, to account for environmental factors, neighborhood factors, timing factors, additional public benefits, etc.; and,
2. The Council approves the project to be added to the Traffic Calming Priority Project List based upon its final priority score. The Traffic Calming Priority Project List is a list of approved projects that is thus populated by the Town Council and is administered by the LRSC.

Installation of Temporary Measures (optional):

The Town may at its discretion install temporary traffic calming measures to evaluate effectiveness and/or viability in selective areas prior to final implementation of permanent traffic calming measures.

Funding:

Project funding is at the discretion of the Town Council. Resources are always limited; it is likely that the total cost of projects on the Traffic Calming Priority Project List will exceed the available funding at any given time. Selecting lower cost alternatives for strategy solutions can only increase the likelihood of a project receiving funding sooner.

Funding could come from various sources, including grants, the Town capital improvement budget, a Town enterprise fund for traffic calming, etc. Regardless of the source(s), the vast majority of funding for a project will originate from public tax revenues. It is incumbent upon the Town to spend these funds wisely and efficiently, and to maximize the public benefit. The project priority ranking will be an important factor in determining the timing and selection of project funding. The Council may also take into account additional considerations such as the costs of various projects in relation to available funding and other relevant matters in determining what projects to move forward at any given time; or they may delegate such decisions to the Town Manager or the LRSC.

Project Implementation:

Once funding has been appropriated for a project, staff will proceed with design and construction of the included traffic calming measures. Procurements associated with project implementation will follow the normal Town procedures.

Evaluation:

Each implemented project will be evaluated by the LRSC for effectiveness, based on the same factors utilized to assess the problem and prioritize the project and realistic expectations for success, using industry standard methods and timing. If the project fails to meet the minimum expectations for success, or if the experienced negatives outweigh the positives, removal may be considered.

Town of Bloomfield Traffic Calming Program Priority Scoring Assignment

Criteria	Points	Basis for point assignment
Speed	0 - 40	3 points assigned for every mph greater than 5 mph above the posted speed limit for the 85th percentile speed.
Volume	0 - 30	Local road: 3 points assigned for every 400 ADT above 500. Collector: 3 points assigned for every 600 ADT above 2000.
Crash History	no limit	1 point for local street and .75 point for collector street assigned for each recorded vehicle crash per mile of street length in study area over the past 3 calendar years.
Pedestrian Generators	0 - 16	2/1 points assigned for occurrence of the following within 500/1000 feet of study area: bus route, public recreational facility, library, community center, religious assembly, commercial area. 4/2 points are assigned for each school.
Sidewalk	0 - 14	1 point assigned for each 20% of length of street in the study area that does not have a sidewalk on a particular side of the street. 2 bonus point for each side of the street(s) on which all sidewalk gaps are being closed as part of the project.

Town Council Bonus Points:

The Town Council may award the project up to **5 bonus points** to account for environmental factors, neighborhood factors, timing factors, additional public benefits, etc. as they see fit.

Scoring Example:

Scoring a collector street with a study area length of 5000 feet, an 85th percentile speed of 11 mph above the speed limit, an ADT of 5400 vehicles per day, 10 vehicle crashes over the past 3 years, a bus route and a park within 500 feet, a school and a church within 1000 feet, sidewalk for 4000 feet on the left side of the street and no sidewalk on the right side; the sidewalk gap on the one side of the street will be closed.

Calculations:

Speed: $3 \times (11 - 5) = 18$ points

Volume: $3 \times ((5400 - 2000) / 600) = 17$ points

Crash: $.75 \times (10 / (5000 / 5280)) = 7.9$ points

Ped Gen: 2 (bus route) + 2 (park) + 2 (school) + 1 (church) = 7 points

Sidewalk: $1 \times (((5000 / (5000 \times .2))$ [right side] + $((1000 / (5000 \times .2))$ [left side]) + 2 [bonus] = 8 points

Total Score = 57.9 – round to 58 points



Traffic Calming Toolbox

September 2020

Introduction

Traffic calming is realized through the implementation, individually, in series, or in combinations, of various measures intended to contribute to the achievement of various objectives. This Traffic Calming Toolbox presents 18 of these measures determined to be most applicable to the Bloomfield Traffic Calming Program. The measures are organized into five general groups based on similar mechanisms of achieving traffic calming, resulting in similar characteristics. Descriptions, general cost range, effectiveness, and selection and design considerations are provided for each group/measure.

There is a wealth of research information available on the internet regarding these measures. The 'Reference' section at the end of this manual provides a list of researched municipalities/agencies used for developing this toolbox. Hence, the information provided on each measure in this toolbox is a brief summary to provide a general understanding of the measures and their primary characteristics.

The groups and measures are as follows:

Travel Lane Deflection / Narrowing Measures:

- Median Island
- Choker
- Bump Out
- Chicane
- Lateral Shift

Circular Intersection Measures:

- Roundabout
- Mini-Roundabout
- Neighborhood Traffic Circle

Restrictive Intersection Measures:

- Diagonal Diverter
- Median Barrier
- Forced Turn Island
- Half Closure
- Full Closure

Vertical Deflection Measures:

- Speed Hump
- Speed Table / Raised Crosswalk
- Speed Cushion
- Raised Intersection

Roadway Narrowing Measures:

- Road Diet
- On-street Parking

Non-Physical Measures: It is noted that there are a number of non- or minimally- physical measures that can enhance traffic calming efforts. These measures are not specifically covered in this manual; however some more common measures are listed below:

- Neighborhood education sessions
- Targeted speed enforcement
- Radar speed trailer
- Selective signage
- Rumble strips
- High visibility crosswalks and other markings

Note on speed reduction measures: It is self-evident that localized measures with a primary purpose of speed reduction (speed humps, for example) are most effective in the immediate vicinity of the measure. The farther away from the measure one gets, the more likely that travel speeds will return closer to pre-installation speeds (all other conditions being similar.) For this reason, such measures typically have to be implemented in a series of measures (could be the same measure, or a combination of measures) to be effective on relatively long straight stretches of roadway. The recommended spacing for speed humps is generally 300 – 500 feet apart. There is much less information on recommended spacing for other measures. The most common recommendation encountered is “not closer than 500 feet,” which provides minimal help. However, it would seem that it can be inferred that as the separation distance increases above 500 feet, the speed reduction effect is going to decrease.

Cost range groupings: The cost of roadway infrastructure installations will vary based on numerous factors. For traffic calming measures, these factors can include roadway and right of way widths, vehicle types, drainage, utilities, materials and enhancements used, etc. Costs also change over time due to inflation and fluctuations in economic factors. For these reasons costs are typically given in ranges. For this toolbox, the costs ranges have been assembled into groupings per the Cost Group Key below:

Cost Group Key

Cost range per single installation is expected to be:

Very low: less than \$6000

Low: between \$4000 and \$18,000

Moderate: between \$12,000 and \$60,000

High: between \$50,000 and \$150,000

Very high: greater than \$120,000



Traffic Calming Toolbox

September 2020

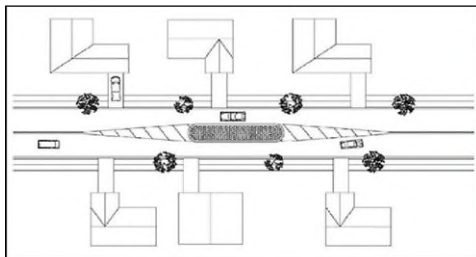
Travel Lane Deflection / Narrowing Measures

Median Island · Choker · Bump-Out · Chicane · Lateral Shift

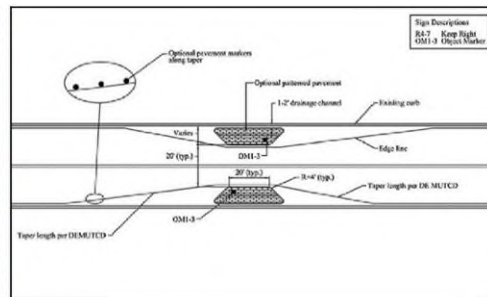
Descriptions:

- **All** – measures that calm traffic through local physical deflection of the course of a travel lane or the perceived or actual narrowing of the effective travel lane.
- **Median Island** – raised island along the street centerline that narrows the travel lanes.
- **Choker** – mid-block narrowing of the roadway through the use of curb extensions or roadside islands.
- **Bump-Out** – (also called curb extension) narrowing of the roadway through curb extensions immediately preceding an intersection.
- **Chicane** – consecutive alternating curves or lane shifts that force a motorist to horizontally shift the travel path. Opposing travel lanes shift together.
- **Lateral Shift** – Using staggered curb extensions and median islands to force a motorist to horizontally shift the travel path. Opposing travel lanes do not shift together.

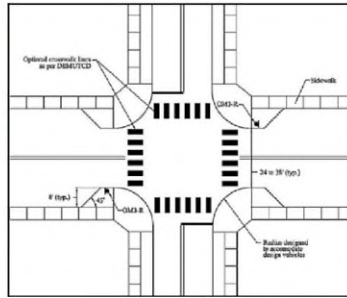
Cost Range: Moderate for all except bump-out, which is moderate to high.



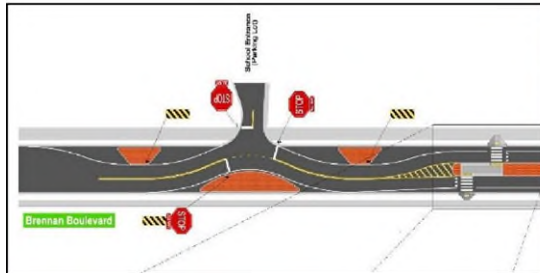
Median Island Source: Delaware DOT / James Barrera



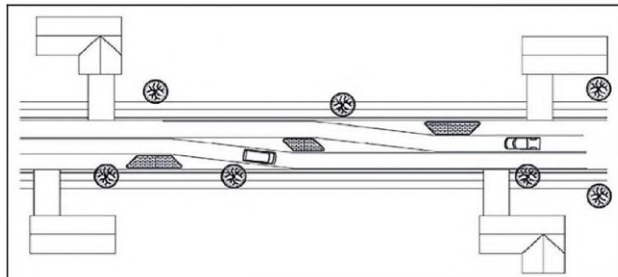
Choker Source: City of Ann Arbor, MI / Delaware Department of Transportation



Bump-Out Source: James Barrera / Delaware DOT



Chicane Source: Delaware Department of Transportation)



Lateral Shift Source: Delaware Department of Transportation / Google StreetView

Applications:

- Measures are generally used to address excess speed issues or for pedestrian crossing locations.
- Measures are applicable for both collector and local streets with a maximum speed limit of 35 mph. Chicanes should be limited to streets with ADT less than 5000.
- Bump-out is applicable for use at intersections; others are appropriate for mid-block locations on straight runs.
- Bump-outs are generally used where there is adjacent on-street parking or wide shoulders.

Effectiveness: (See Table 1 at the beginning of the manual)

- **Speed** – Moderate speed reduction for deflection measures; low speed reduction for individual narrowing measures. Two-way chokers require consistent traffic in both directions to be effective. Combining a choker with a median island will greatly enhance speed reduction by choking individual lanes.
- **Volume** – Marginal volume reduction is possible, depending upon speed reduction achieved.
- **Safety** – Bump-outs, chokers, and median islands can provide significant safety enhancement for pedestrians by reducing travel distances across roadways and increasing visibility between pedestrians and vehicles; other safety enhancement potential is low to moderate, and will depend upon location and safety issue being addressed.
- **Pollution** – Little effect on air or noise pollution.
- **Negatives** – Some maintenance concerns; measures that affect the gutter line can create drainage issues.

Considerations:

- **Design** – Drainage, driveways, lighting, signage, landscaping, proper configuration (including to deter potential motorist short-circuiting of deflection measures). Bus, fire truck, and other large vehicle turning must be a consideration for bump-outs.
- **Right of way** – Minimal or no additional right of way typically required. On occasion a chicane may require more extensive right of way acquisition.
- **Emergency vehicles** – Will cause some slowing; but easily negotiable. The length of median islands should be set to minimize interference with emergency vehicle travel, unless the overall width between the curb and the median is wide enough to permit an emergency vehicle to safely pass a pulled-over vehicle.
- **Snow plowing/maintenance** – must be properly designed to accommodate snow plowing and other maintenance; generally minimal impact on plowing other than slowing down plows and potential for increased plow and curb damage. Increased maintenance burden is likely, and will depend on design. Landscaping in median islands can be difficult to maintain.
- **Bicycles/pedestrians** – if the volume of traffic warrants, or if no sidewalks exist, bypass measures for bicycles and pedestrians should be considered.
- **Other** – landscaping can help visually break up a long straight section of street and can discourage short-circuiting; landscaping will increase maintenance burden.



Traffic Calming Toolbox

September 2020

Circular Intersection Measures

Traffic Circle · Mini-Roundabout · Roundabout

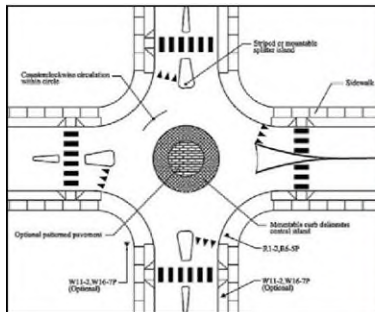
Descriptions:

- **All** – measures that calm traffic by placing a raised circular island at the center of an unsignalized intersection to create a one-way circular travel path through the intersection; the objective is to not allow motorists to take a straight-line path through the intersection; these measures both reduce speeds and driver frustration by generally keeping all traffic moving at most times.
- **Roundabout** – uses a relatively large center island, and uses splitter islands for approaching and exiting traffic; typical outside travel lane diameters are 80 – 130 feet.
- **Mini-Roundabout** – uses a smaller center island than a roundabout, and uses splitter islands; typical outside travel lane diameters are 45 – 80 feet.
- **[Neighborhood] Traffic Circle** – uses a relatively small center island; typical outside travel lane diameters are 35 – 50 feet.

Cost Range: Roundabout is very high; mini-roundabout is high to very high; traffic circle is moderate.



Neighborhood Traffic Circle Source: Scott Batson



Mini-Roundabout Source: Delaware Department of Transportation; Gary Schatz



Roundabout Source: Grant Kaye / Pennsylvania DOT

Applications:

- Crash reduction and/or improving intersection function are often the focus for roundabouts. Traffic circles are often used for excess speed reduction and, to a lesser extent, crash reduction. Mini-roundabouts can be effectively used for all of the above.
- Traffic circles are applicable for use on local residential street intersections only.
- Mini-roundabouts are applicable for higher volume local street and lower volume collector street intersections.
- Roundabouts are applicable for intersections involving higher volume collector streets.
- Traffic circles may not be appropriate for locations with high large vehicle volumes.
- The various volumes of traffic entering the intersection on each leg, and the prevalence of various turning movements can affect the appropriateness of these measures at intersections.

Effectiveness: (See Table 1 at the beginning of the manual)

- **Speed** – Circular intersection measures are effective at significantly moderating speeds in the vicinity of the intersection.
- **Volume** – Circular intersection measures are not intended to reduce traffic volumes; however, they can have some effect to deter large truck and cut-through traffic.
- **Safety** – Circular intersection measures significantly reduce crashes at the intersection, especially injury and fatal crashes.
- **Pollution** – Circular intersection measures reduce both air and noise pollution by keeping traffic moving under most circumstances, thereby reducing idling time and issues associated with stopping and starting.
- **Negatives** – May require an adjustment time for motorists, bicyclists, and pedestrians; cost can be high to very high; impacts of right of way acquisition need to be considered.

Considerations:

- **Design** – Evaluation and design can be involved and complex; many factors must be taken into account. Intersection lighting and vertical elements in the center island of roundabouts and traffic circles can be important to alert drivers to the existence of the center island. (The center islands of mini-roundabouts are often designed to be traversable by large vehicles to accommodate left turns.)
- **Right of way** – As the size of the traffic circle increases, the likelihood that additional right of way will be required also increases.
- **Emergency vehicles** – Roundabouts and mini-roundabouts can effectively handle emergency vehicles of all sizes; neighborhood traffic circles can be problematic for larger vehicles making left turns.
- **Snow plowing/maintenance** – Plowing a circle requires some adjustments and extra steps, but is generally easily navigated, though slower speeds are typical and increased plow and curb damage is possible; landscaping increases maintenance burden, and maintaining landscaping in islands can pose additional issues (such as access).
- **Bicycles/pedestrians** – Appropriate accommodations are necessary; with respect to bicycles, appropriate accommodations will depend on anticipated volume and experience of riders.
- **Other** – Typically offer the opportunity for numerous varied aesthetic enhancements, which also typically increase installation and maintenance costs.



Traffic Calming Toolbox

September 2020

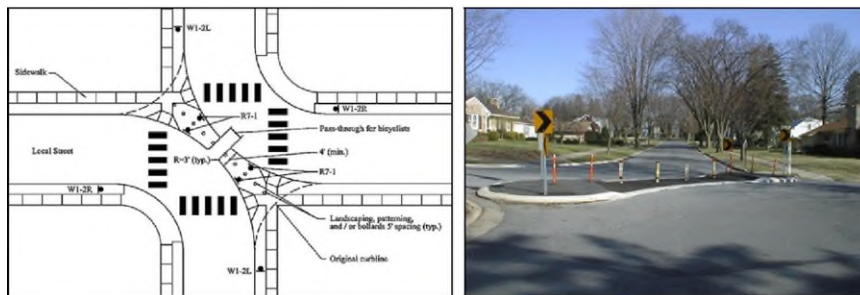
Restrictive Intersection Measures

Diversion Barriers · Forced Turns · Half / Full Closures

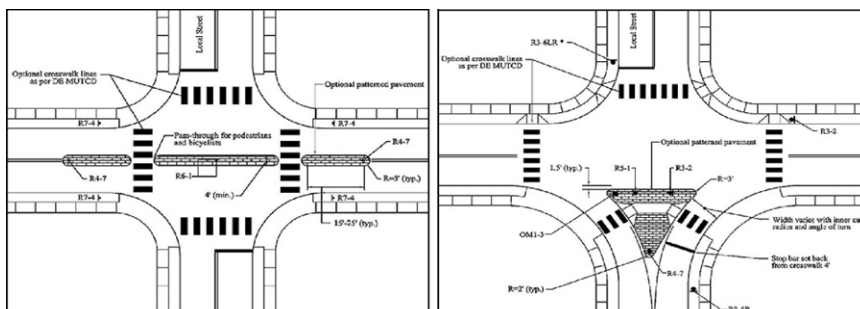
Descriptions:

- **All** – measures that use physical means to restrict two or more traffic movements entering and/or exiting an intersection.
- **Diagonal Diverter** – a raised island or other barrier situated diagonally across the center of an intersection that prohibits any straight-through traffic in either direction.
- **Median Barrier** – a raised island or other barrier along the centerline in one direction through the intersection that prohibits all left turns and straight through traffic in one direction.
- **Forced Turn Island** – a raised triangular shaped island at one side street of the intersection that only allows right turns off-of or onto that street.
- **Half / Full Closure** – a raised island or other barrier that partially or fully blocks off access to or from a side street.

Cost Range: Low to moderate for median barrier, forced turn island, and half closure; moderate for diagonal diverter; moderate to high for full closure.



Diagonal Diverter Source: Delaware DOT / Pennsylvania DOT



Median Barrier

Forced Turn Island Source: Delaware DOT



Full Closure



Half Closure

Source: James Barrera

Applications:

- Restrictive intersection measures are only applicable to restrict access to/from local streets with maximum speed limit of 25 mph.
- Restrictive intersection measures are primarily used to deter cut-through traffic.
- Restrictive intersection measures are, by their nature, intended to redirect traffic onto other streets and intersections. Needless to say, this can lead to unintended consequences. Therefore, before any of these measures is proposed as a strategy, a detailed traffic study shall be performed to determine:
 - If the hypothesis for the measure is justified;
 - Where and in what volumes the redirected traffic is likely to go;
 - The effect of the redirected traffic on service levels of affected facilities; and,
 - If the expected benefits outweigh the anticipated negatives.

Effectiveness: (See Table 1 at the beginning of the manual)

- **Speed** – Speed reduction in the restricted travel directions is significant; little to no speed reduction in other directions is achieved.
- **Volume** – Can significantly deter cut-through traffic.
- **Safety** – Unless implemented to address a particular localized safety problem, minimal effect on safety is anticipated.
- **Pollution** – Little effect on air or noise pollution.
- **Negatives** – Reduced traffic volume is redirected to other nearby streets and may create or exacerbate problems on other streets and intersections, and also may increase travel distances; restricts access and/or increases travel time for emergency response vehicles and buses; can create an inconvenience for nearby properties; some evidence that mid-block speeds nearby can increase as a result of these measures.

Considerations:

- **Design** – Drainage, driveways, lighting, signage, striping, landscaping, aesthetics, proper configuration (including to deter potential short-circuiting of measures), effects on nearby traffic circulation and intersection performance, buses and emergency vehicles.
- **Right of way** – Minimal or no additional right of way typically required.
- **Emergency vehicles** – Can cause delays in reaching some properties.
- **Snow plowing/maintenance** – Must be properly designed to accommodate snow plowing and other maintenance; will likely alter plow routes; adjustment period for drivers, increased plow and curb damage possible.
- **Bicycles/pedestrians** – Bicycle and pedestrian traffic should be safely accommodated past the barrier.
- **Other** – Landscaping can improve aesthetics, but will increase maintenance burden. Temporary installations are recommended to evaluate effectiveness and unintended consequences. Increased traffic enforcement may be necessary during temporary installations, as their nature generally allows a motorist to move or drive through them if they choose.



Traffic Calming Toolbox

September 2020

Vertical Deflection Measures

Speed Hump · Speed Table · Speed Cushion · Raised Intersection

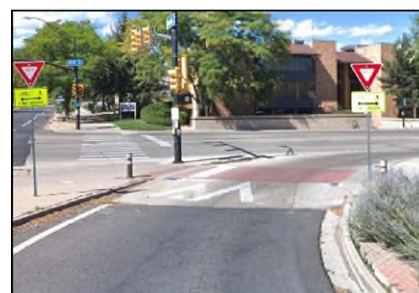
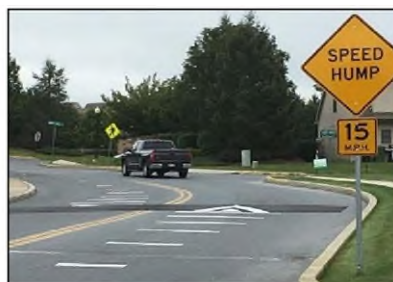
Descriptions:

- **All** – measures that calm traffic through local physical vertical deflection of the travel lane; typical vertical deflection is 3 – 4 inches high; motorists must slow down to avoid an uncomfortable bump.
- **Speed Hump** – a rounded raised area in the travel lane; typically with a total length in the direction of travel of 12 – 14 feet and constructed of hard rubber; removable for winter.
- **Speed Table / Raised Crosswalk** – a flat raised area with ramps up on either approach; flat top typically 10 – 12 feet long (in the direction of travel) with 6-foot ramps; may be constructed of asphalt if permanent or hard rubber if removable for winter.
- **Speed Cushion** – similar to a speed hump except that gaps are provided for the tire paths of large vehicles, such as fire trucks; removable for winter.
- **Raised Intersection** – flat raised asphalt area encompassing an entire intersection, with ramps on approaching legs similar to a speed table, except longer ramps may be used.

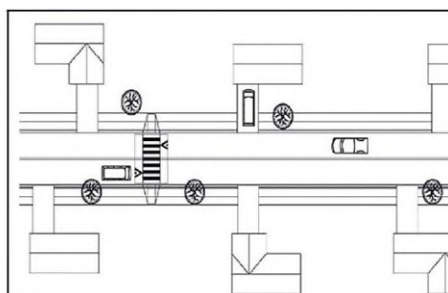
Cost Range: speed hump is very low; speed table and speed cushion are low; raised intersections are moderate to high.



Speed Hump Source: Google StreetView / Pennsylvania Department of Transportation



Speed Table Source: Google StreetView / Delaware Department of Transportation



- **Volume** – Vertical measures can be effective at reducing cut-through traffic, concurrent with speed reductions.
- **Safety** – Safety enhancement is low to moderate, and will depend upon location. Raised crosswalks and raised intersections can be effective in improving crosswalk safety.
- **Pollution** – Speed humps and, to a lesser degree, other vertical measures can increase air and noise pollution in the immediate vicinity due to vehicle acceleration away from the measure, braking of large vehicles on approach, and large vehicles going over the measure.
- **Negatives** – all vertical measures have similar negative effects that are typically markedly more pronounced for speed humps and least pronounced for raised intersections (except cost, which is reversed); negatives include increase exhaust and noise, slowing and jostling of emergency vehicles and buses, jostling of other vehicles (which can exacerbate discomfort for some medical conditions), potential drainage issues, winter time issues; benefits are not available during winter time if measures are removed.

Considerations:

- **Design** – drainage, driveways, distance from intersections, road curves, bus and emergency vehicle routes, travel speeds, winter and maintenance operations.
- **Right of way** – typically do not require additional right of way.
- **Emergency vehicles** – Can be a significant concern for emergency vehicle traffic. Emergency response stakeholders must be on-board with any proposed installation.
- **Snow plowing/maintenance** – Speed humps, speed cushions, and, speed tables can interfere with snow plowing and spring sweeping operations. Involvement of Public Works in planning is critical, with the possibility of winter removal considered. Speed cushions, in particular, are problematic for snow plowing and should be removed for the winter.
- **Bicycles/pedestrians** – no issues for pedestrians; where crosswalks are incorporated, speed tables and raised intersections can be beneficial for pedestrians; speed humps decrease the ride comfort for bicyclists, and can be difficult for young riders to navigate; raised intersections should be sized to incorporated crosswalks.



Traffic Calming Toolbox

September 2020

Roadway Narrowing Measures

Road Diet · On-Street Parking

Descriptions:

- **Road Diet** – measures that narrow the traveled roadway footprint, including lane width reduction and travel lane removal. Where a travel lane is removed in each direction, it may be necessary to add a continuous left turn lane. Reducing the traveled roadway width typically creates opportunity for enhancement to bicycle and pedestrian facilities (including increase separation between the travel lane and bike/ped facilities), transit facilities, streetscape features, and on-street parking (where desired).
- **On-Street Parking** – allocation of space within the right of way for parking that may be directly accessed from the travel way or may be indirectly accessed via a frontage lane.

Cost Range: varies depending upon existing conditions and proposed improvements.



Road Diet

Source: Chuck Huffine



On-Street Parking

Source: Pennsylvania DOT / Google Earth

Applications:

- Road diets are applicable to any street where the number or width of travel lanes exceed what is necessary or appropriate for the traffic volume and/or contribute to excessive travel speeds for the circumstances.
- [Dedicated] On-street parking can be applicable in areas directly serving commercial, institutional, or some high-density residential uses where sufficient right of way exists or is available.

Effectiveness: (See Table 1 at the beginning of the manual)

- **Speed** – Measures can be effective at reducing speeds under many circumstances; however, speed reduction is only achieved for on-street parking if the parking spaces are being used.
- **Volume** – Marginal volume reduction is possible.
- **Safety** – Road diets generally increase safety, but all modes and aspects of travel must be considered. For on-street parking: proper consideration must be given to bicycle traffic to not decrease safety for cyclists, vehicle speeds in adjacent travel lanes should be appropriate for the parking related activities, and there may be an increase in “fender benders” due to parking activities.
- **Pollution** – Little effect on air or noise pollution.
- **Negatives** – A decrease in manageable traffic volumes may occur for future use. An adjustment period may be needed for new continuous left turn lanes. Increasing the overall road corridor to allow for parking may have a negative effect on aesthetics.

Considerations:

- **Design** – Design considerations will depend on the existing conditions and proposed improvements.
- **Right of way** – Road diets rarely require additional right of way (though, the addition of significant streetscape improvements may create such a requirement); the need for additional right of way for on-street parking will depend on the existing conditions and proposed improvements.
- **Emergency vehicles** – If properly designed, these measures have little effect on emergency vehicle travel.
- **Snow plowing/maintenance** – Road diets have minimal effect on snow plowing or maintenance. On-street parking design needs to properly account for plowing and maintenance; and snow event parking bans need to be heeded and enforced.
- **Bicycles/pedestrians** – Road diets can offer significant opportunity for bicycle and pedestrian enhancements. On-street parking can be a significant problem for cyclists unless proper consideration is given in the design. The design of on-street parking also has to provide sufficient designated opportunities for pedestrians to safely cross the street to limit the incentive for crossing between parked vehicles.

Town of Bloomfield - Traffic Calming Manual

References and Resources

Extensive literature research was conducted by Town staff into the industry standard best practices for traffic calming programs and measures utilized by approximately two dozen municipalities and state agencies in Connecticut and throughout the country. Below is a list of the agencies' whose programs, toolboxes, and other resources were referenced and used for development of this manual:

National and Regional Resources:

- Federal Highway Administration (FHWA).
- Institute of Transportation Engineers (ITE).
- Institute of Transportation Engineers – New England Section (NEITE)

State DOT Resources:

- Connecticut Department of Transportation.
- Massachusetts Department of Transportation.
- Pennsylvania Department of Transportation.
- Delaware Department of Transportation.
- Virginia Department of Transportation.

Municipal Resources:

- South Windsor, CT.
- Madison, CT.
- Newtown, CT.
- Concord, MA.
- Dedham, MA.
- Northampton, MA.
- Orangetown, NY
- Dormont, PA.
- Harrisonburg, VA.
- Alexandria, KY.
- Traverse City, MI.
- Middleton, WI.
- La Crosse, WI.
- Moorhead, MN.
- Glenwood Springs, CO.
- McMinnville, OR.
- Seaside, CA.
- Rochester, NY.
- Mankato, MN.
- Blaine, MN.
- Sparks, NV.
- Alameda, CA.