

Town of Andover
Board of Selectmen
Wednesday, December 4, 2019 at 7:00 P.M.
Town Hall Community Room, 17 School Road

Regular Meeting Agenda

1. Call to Order/Pledge of Allegiance
2. Public Speak
3. Additions/Deletions to the Agenda
4. Board and Commission Presentations and Appointments
5. Town Administrator's Report
6. Old Business
Discuss and act upon the following:
 - a. Decide on October 2020 meeting date (2nd Monday 10/12 is Indigenous People's Day)
 - b. Town's Personnel Policies
 - c. Community Connectivity Grant
 - d. Website Development Committee Update
7. New Business
Discuss and act upon the following:
 - a. Permit for use of Town Property, 2020 RiMaConn Relay on Saturday, August 29th
 - b. Authorized Signatory for State of CT Grants
 - c. Resolution for State of CT Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security
 - d. Town Hall Community Room Usage
 - e. Memorandum of Understanding with the Board of Education
 - f. Andover District Shared Educational Services Committee
 - g. Appointment of a Shared Services Committee to include school, road maintenance and trail services
 - h. Appointment of a Community/Senior Building Center Committee
 - i. Proposal of the Transfer Station 'Dump Swap' Program
8. Approval of Meeting Minutes
 - a. Approval of Wednesday, November 6, 2019 Regular Meeting Minutes
 - b. Approval of Wednesday, November 12, 2019 Special Meeting Minutes
9. Assessor's Report
 - a. Revaluation Software

10. Treasurer's Report
 - a. Revenue Summary
 - b. Town Budget Summary
 - c. Town Aid Road (TAR) Update
 - d. BOF Policy on Overspending Accounts & Attachments
 - e. Proposed schedule for upcoming budget season

11. Budget
 - a. Transfers
 - b. Refunds

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

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

14. Resignations
 - a. Susan Schmidt, Senior Transportation Driver

15. Correspondence

16. Public Speak

17. Adjournment

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

Administrators Report Dec 4 board of Selectman's Meeting

CIRMA

We had a report on a Slip/Fall injury on Times Farm bridge that resulted in multiple broken bones. Referred it to CIRMA. Resident indicated it was black ice on the bridge resulting in the injury
Lawsuit with old Tax collector still ongoing.

RHAM

RHAM Meeting NOV 7th 6:30 pm At RHAM media Center to discuss the MBR. Attendance is important to understand the effects of this on Andover. Basic result is MBR does not apply to Andover.

Andover BOE

Superintendent Sally doyen asked me to go to the next BOE meeting to answer questions about the Memo I submitted to the Board of Selectmen. I am presenting the document on the relative cost of Education vs general budget. General conclusion is that Andover's spending relative to education and the general budget are out of line with other towns.

State trooper

No major Reports working a mix of nights and days. The speed sign is on Hutchinson Rd It was a wakeup for me the first time I saw it (I was speeding

Transfer station

I authorized longtime resident of Andover that is now legally blind to obtain a laminated pass to the transfer station. That person will be able to have a friend from Coventry's truck, or her son bring some stuff to the transfer station. She currently has trash pick up, but needs to get rid of stuff. Dominic is aware of the situation and the procedure,

Left side block walls are in place Tom P. is working on a solution to replace the old upright guardrails with something that will last better than the previous railings.

We need a better block for the other side or we need to use a poured wall. Ledge is not as much of a problem on that side so a poured wall is workable. Looking at other options

I decided to hold off on paving the left side before spring- the fill is too wet and until it drains it will settle too much. The reality is that the whole lot needs to be repaved so we would be smarter to do it all at once.

After discussing it with Dominic D. We will open the Transfer Station Dec 26, and Jan 2nd instead of the Holidays. We will publicize it on the town website, facebook page etc.

Town Hall

Payroll

We are still planning on transitioning to electronic submission of records for payroll. This is the first step in changing to automated clock in/ clock out.

As of Jan 1 we will eliminate paystubs and employees will access the info online. There will be more information from the treasurer.

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

Employee Related Matters

Resignation of one of the senior transportation drivers (Sue Schmidt) due to illness. We will try to hire one new driver.

Josh Snarski IWWC, James Hallisey ZEO, Roberta Dougherty Elderly and Social Services Coordinator are all hired and on board.

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

Joe Higgins has escalated the payroll dispute with the Department of Labor and is appealing their ruling in our favor. We may still owe him an additional \$224.45. This is the conclusion with DOL. Stay tuned

Financial

Account overages Policy BOF See the minutes from the Board of Finance Meeting. The basic premise is instead of doing mid-year transfers, I as administrator will be allowed to run accounts negative, but will do so under strict guidelines and oversight. \$0-2000 department head and Town Administrator approval. \$2000-5000 department head, Town Administrator, BOS approval. \$5000+ department head and Town Administrator then BOF approval.

Assessors Office

RFP for Reval is in your packet. Any comments on the document? This is preliminary, and I am making some small changes to it, but here is the major document. I will send it to town attorney for review. Goal will be to Post it around Dec 11th

Times Farm Bridge

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

Public works Facility

Rusty Billings repaired the soffit's where the sheds were removed

Contract signed with shoreline restoration for roof replacement-work imminent.

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

Roads and Bridges

Brandon Handfield of Yantic River Consultants is evaluating all the problem culverts prior to spring budget season with the goal of preparing a plan to correct the deficiencies

Streetscan has been Hired on a 3-year contract to help us with a Pavement evaluation and Pavement Management Plan.

Indus has done Pavement preservation work for Andover this fall. Work includes Crack sealing as well as Mastic road sealing. I chose to seal roads that needed extensive cracksealing but were still structurally sound. Still evaluating our cost per SF for these treatments. Because I chose to seal older roads that cost per mile is higher.

Mastic sealing we tried 2 different compounds, (but not on purpose) The major goal of it was to address very wide cracks 4-5" wide on Stanly Drive that are not easily addressed any other way. We also treated some potholes on school rd and tried skim patching several alligator sections. Time will tell if this is worthwhile. There is no good way to deal with wide roadside cracks- regular crack seal will not work- we tried that- You can't pave over them as the new pavement will fail so the only options are to cut them out one at a time and patch, grind the whole road up and start over, or Mastic.

Indus Crack sealed Jurovaty Road, School Road, most of Lakeside Drive, Bunker Hill Road from the bridge to Route 6, Stanly Drive, Chesterbrook and Oak Road.

Meeting with Rob Alouise of CRCOG transportation is scheduled.

Budget

I am working on budget big picture and capital spending Priority's for CIP. I am also looking at the capital funds and how to maximize the use of our existing funds. I am attaching an excel spreadsheet with the current list of capital funds and recommendations for future capital funds.

Calendar for Year 2020 (United States)

January						
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Holidays and Observances:

Holidays and Observances:

Jan 1 New Year's Day	May 5 Cinco de Mayo	Oct 31 Halloween
Jan 20 Martin Luther King Jr. Day	May 10 Mother's Day	Nov 3 Election Day
Feb 14 Valentine's Day	May 25 Memorial Day	Nov 11 Veterans Day
Feb 17 Presidents' Day (Most regions)	Jun 21 Father's Day	Nov 26 Thanksgiving Day
Mar 17 St. Patrick's Day	Jul 3 'Independence Day' observed	Nov 27 Black Friday
Apr 12 Easter Sunday	Jul 4 Independence Day	Dec 24 Christmas Eve
Apr 13 Easter Monday	Sep 7 Labor Day	Dec 25 Christmas Day
Apr 15 Tax Day	Oct 12 Columbus Day (Most regions)	Dec 31 New Year's Eve

Calendar generated on www.timeanddate.com/calendar

PROPOSED CALENDAR

to vote on at Special Meeting on Wednesday, December 11th at 8:30 A.M.

BOARD OR COMMITTEE NAME: Website Development Committee

TIME OF MEETING: 8:30-9:30 A.M.

DAY OF WEEK MEETING HELD: 2nd Wednesday of the month

LOCATION OF MEETING: Town Hall Community Room

PLEASE INSERT YOUR DATES IN THE MONTHS LISTED BELOW:

January	1/8
February	2/12
March	3/11
April	4/8
May	5/13
June	6/10
July	7/8
August	8/12
September	9/9
October	10/14
November	*11/11 Veteran's Day – to pick a different day
December	12/9

RECEIVED: _____ AT _____

ATTEST: _____ TOWN

CLERK

Civic Plus - CT Accounts

Avon	
Barkhamsted	
Beacon Falls	
Bloomfield	
Bridgewater	
Bristol	
Brookfield	
Brookfield Public Schools	
Brooklyn	
Burlington	
Clinton	
Colchester	no RFP
Connecticut Association of Zoning Enforcement Officials	
Connecticut Council of Small Towns	
Connecticut Institute For Communities	
Coventry	no RFP
Cromwell	
Deep River	
East Hampton	
East Hartford	
East Haven	
East Windsor	
East Windsor Water Pollution Control Authority	
Easton	
Ellington	
Enfield	
Essex	
Fenwick	
Franklin	
Goshen	
Granby	
Greenwich	
Griff Golf	
Haddam	
Hamden	
Harwinton	
Kent (Town)	
Killingly	
Lebanon	no RFP
Ledyard	
Lisbon	
Litchfield	
Madison	

Mansfield	
Mansfield Parks and Recreation Department	
Mansfield School Distri	
Mashantucket Pequot Tribal Nation	
Middletown	
Milford	
New Hartford	
Newington	
Newtown	
North Stonington	
Norwalk	
Norwalk Public Library System	
Norwalk Visitors	
Norwich	
Old Lyme	
Old Saybrook	
Orange	
Oxford	
Plainville	
Plymouth CRT	
Pomfret	
Preston	
Putnam	
Putnam Public Schools	
Redding	
Ridgefield	
Ridgefield Parks & Rec	
Roxbury	
Salem	
Sharon	
Simsbury	
South Windsor	
South Windsor Parks & Recreation	
Stamford	
Stamford Business Portal	
Stamford Economic Development	
Stamford Public Schools	
Stonington	
Thompson	
Tolland	no RFP
Torrington	
Torrington Police Department	
Trumbull Library	
Warren	

Washington	
Waterford	
West Haven	
Westbrook	
Wilmington	
Wilton	
Winchester	
Winchester Economic Development	
Woodbridge	
Woodmont	

CIVICCMS Standard Website Package

Graphic Design

- ◆ Custom Design
- ◆ Fully Responsive Format (Smart Phones, Tablets)

Content Development

- ◆ Create All Department & Board Pages
 - ⇒ Contact Info, Staff Table, Welcome Text
- ◆ Build out all (930) Pages/Files of Content
- ◆ Migrate out 3 years of Minutes

Staff Training

- ◆ One Full Day of Online Group Training
- ◆ Full Access to Library of Videos/Documentation

Post Launch Analysis (After 60-90 Days)

- ◆ Group Refresher Training Session (2 Hours)
- ◆ Project Manager Review
 - ⇒ Traffic Stats, Navigational Structure, ADA Recheck

Supplemental Modules at No Cost

- ◆ Bids/RFPS
- ◆ Business Directory
- ◆ Intranet
- ◆ Agenda Manager
- ◆ Recyclopedia
- ◆ Popular Pages

Secure Hosting

- ◆ SSL Certificates
- ◆ Tier 4 Data Center
- ◆ Nightly Offsite Backups
- ◆ Intrusion Detection, DDoS Mitigation

Ongoing Customer Support

- ◆ Unlimited Live Support ,Up to **4** Primary Users
- ◆ Free Monthly Webinars
- ◆ 24/7 Technical Support

CIVICCMS Application

- ◆ Annual CMS Usage License
- ◆ Periodic Module Upgrades
- ◆ Full Maintenance & Service Patches

Also Includes

- ◆ Apache Solr Search Appliance
- ◆ Google Analytics
- ◆ E-Subscriber Mail Lists
- ◆ Social Media Integration
- ◆ Web Forms Builder
- ◆ No Storage Limit on Future Pages & Files

Year One Investment: \$11,000

Includes Upfront Development & Annual Services

Year 2 services and beyond

- Secure Hosting and Security Services
- Software maintenance including service patches and system enhancements
- 24/7 technical support and access to the Online Help Center
- Unlimited Live Customer Support for Designated Users
- Account Management Team for ongoing support and web environment evolution
- Website redesign after 4 years

Beginning Year 2 Annual Services: \$ 3,000

CivicPlus Advantage – Alternate Payment Plan (option 2 for payment)

The CivicPlus Advantage (CPA) payment alternative payment plan provides zero interest, level payments that divides the One-Time Implementation Investment expense of your project over the first three (3) years of your contract to assist with your initial out of pocket expense and budget allocation. Each payment also includes your Annual Hosting/Maintenance Services.

1st Year CPA \$ 5,667

2nd Year CPA \$ 5,667

3rd Year CPA \$ 5,667

4th Year Annual \$ 3,150
(annual plus 5% technology fee)

CivicReady Implementation

- Fully redundant solution hosting with 99.99% uptime
- Unlimited administrators, users, groups, subscribers, SMS, voice call, email, and social media notifications; unlimited quick launch templates
- Tools for ESRI-integrated mapping tools, ad-hoc messaging, and notification test environment
- Multilingual and two-way communications via email and SMS
- CivicReady Mobile App (iOS & Android)
- CivicReady portal customization, website embeds, database imports, and web-based CivicTraining
- Residential Database
- No implementation fee with purchase of website

Annual Services

- CivicReady Software Licensing
- Software Maintenance Including Service Patches and System Enhancements
- 24/7 Technical Support and Access to the CivicPlus Community
- Account Manager
- Annual Service Fees are also subject to a cumulative annual 5% technology increase beginning Year 3

Total Year 1 Investment: \$1,618.15

Annual Services (Year 2): \$1,618.15

CivicCMS and CivicReady

Yr1 (implementation and annual) = \$12,618

Yr2 (annual) = \$4,618

Yr3 (annual) = \$4,618

Yr4 (annual) = \$4,849 (5% technology increase)

OR

CPA option

Y1 = \$7,285

Y2 = \$7,285

Y3 = \$7,285

Y4 = \$4,849 (5% technology increase)

Please NOTE: All requests must be submitted at least 14 days prior to the event.

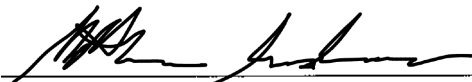
Indemnity:

The organization or individual agrees to indemnify, save harmless and defend owner, its affiliates and its or their directors, officers, employees and property management agent, if any, from and against any and all claims, actions, damages, liability and expense in connection with personal injury and or damage to property arising from or out of any occurrence upon or at the property caused by the act or omission of the authorized parties in conducting the permitted activities. Any defense conducted by the organization or individual of any such claims, actions, damages, liability and expense will be conducted by attorneys chosen by the organization or individual and the organization or individual will be liable for the payment of any and all court costs, expenses of litigation, reasonable attorney's fees and any judgement that may be entered therein.

Insurance:

The organization or individual agrees to maintain during the term of this agreement comprehensive general liability insurance insuring against the acts of omission of the authorized parties in conducting the permitted activities on the property and naming the Town of Andover as an additional insured with respect to such coverage. Minimum policy limits shall be \$1,000,000 each occurrence, bodily injury and property damage combined. The Organization or Individual agrees to provide a certificate of insurance evidencing such coverage to the town of Andover upon the execution of this agreement, and such additional certificate as shall be necessary to evidence such coverage with respect to the use of the Town of Andover facilities which are made subject to this agreement.

I am authorized to act on behalf of the above-named organization. I hereby make application on behalf of this organization to use the requested facility for the event describe herein. I agree to abide by all the rules and conditions for the use of the facility. I understand that it is my responsibility to provide proof of insurance prior to the event and that my failure to do so may result in cancelation of the event.



Signature

11/20/19

Date

Matt Anderson

Print Name

TOWN OF ANDOVER EVENT PERMIT

To be filed at least 90 days prior to any event with the potential to create ANY of the following conditions:

- Use of municipal property, equipment, or services
- Impediment to travel on any public road
- 10 or more vehicles parked on any public road
- 20 or more pedestrians at one time on any public road
- Unusual risk of injury, fire, etc.

Name of Event	RiMaConn Relay, presented by Webster Bank
Description of Event	95 Mile Relay Race from Lincoln, RI to Hartford, CT Teams of 3 or 6 will take turns exchanging roughly every 5 miles to complete distance.
Date(s) of Event	Saturday, August 29th, 2020
Rain Date	n/a
Hours of Event	2 pm - 6:15 pm (Andover Specific)
Roadways to be affected	Trail Crossing @ Parker Bridge, Lake, Shoddy Mill, Wales, and Burnap Brook
Municipal property/services requested	Use of Andover Public Library parking, Public Works parking, and Town Athletic Fields parking areas
Number of Participants expected	400 to 800 (sporadically throughout this time period, not all at once)

EVENT CONTACT INFORMATION

Contact Person	Matt Anderson
Contact's Address	41 Sequin Drive, Glastonbury, CT 06033
Contact's Phone Number(s)	860 652 8866 x 119
Contact's Email	matt@hartfordmarathon.com
Contact's Fax Number	860 652 8145
DATE SUBMITTED	11/20/20

OFFICE USE: PUBLIC SAFETY APPROVALS

Fire Chief Approval	
Resident Trooper Approval	
Emergency Management Coordinator Approval	
DOT Road Closure Permit Obtained	

AUTHORIZED SIGNATORY

BE IT RESOLVED, by the Board of Selectmen, as the legislative body of the Town of Andover, CT that Eric Anderson, Town Administrator of the Town of Andover is the Representative vested with the powers to commit the Town of Andover to a binding agreement.

BE IT FURTHER RESOLVED, that Eric Anderson is empowered to enter into agreements with the State of Connecticut agencies in the application process for any grant that doesn't require matching funds. In the event that a grant requires matching funds, the Board of Selectmen will draft a separate resolution to empower said Town Administrator to sign.

This authorization will remain in effect until revoked by the Board of Selectmen.

Adopted and Signed this ____ day of _____, 20__.

Jeffrey Maguire – First Selectman

Jeffrey Murray – Selectman

Paula King - Selectman

Scott Person – Selectman

Adrian Mandeville - Selectman

RESOLUTION

BE IT RESOLVED, by the Board of Selectmen, as the legislative body of the Town of Andover, CT that Eric Anderson, Town Administrator may enter into with and deliver to the **State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security** any and all documents which it deems to be necessary or appropriate; and

BE IT FURTHER RESOLVED that Eric Anderson, as Town Administrator of Andover, is authorized and directed to execute and deliver any and all documents on behalf of the Andover Board of Selectmen and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

Signed this _____ day of _____, 20____.

Jeffrey Maguire – First Selectman

Jeffrey Murray - Selectman

Paula King – Selectman

Scott Person - Selectman

Adrian Mandeville - Selectman



**FFY 2019 STATE HOMELAND SECURITY GRANT
PROGRAM Region 3 MEMORANDUM OF AGREEMENT**




Data Sheet


Step 1- Fill out this datasheet form to auto populate MOA document in this PDF file.

THIS DATASHEET MUST BE COMPLETED ELECTRONICALLY

Step 2-After populating the document, print out entire MOA and obtain the correct signatures as outlined by the completion checklist on the following page.

Town Information: 	
Person Completing Document:	Eric Anderson
Municipality Name:	TOWN OF ANDOVER
Town CEO Name:	Jeffrey Maguire
Town CEO Title (ie. Mayor):	First Selectman

***Municipality Name - Municipalities can enter the name as either the long or short name, for example: enter name as either "New Haven" or "City of New Haven"**

Point of Contact Information: 	
POC Name & Title:	Eric Anderson Town Administrator
Address:	17 School Road - Andover, CT 06232
Email:	eanderson@andoverct.org
Phone:	860-742-7305 ext 1
Fax:	860-742-7535



**FFY 2019 STATE HOMELAND SECURITY GRANT
PROGRAM Region 3 MEMORANDUM OF AGREEMENT
CHECKLIST**



Please use this checklist to insure completion and accuracy of the following agreement.

Instructions for: TOWN OF ANDOVER

Received by: Eric Anderson

For the MOA:

- A municipal point of contact been identified in Part III, Section M.
- The Chief Executive Officer has signed and dated the agreement.
- The Chief Executive Officer's name and title has been typed in the space provided.

Authorizing Resolution Attached

The Blanket Resolution Template includes the recommended language for the resolution. If you do not use this template, the resolution must reference the FFY 2019 Homeland Security Grant Program. No other resolutions will be accepted.

Please note: The Fiduciary and Municipality shall complete Appendix A Custodial Ownership and Memorandum of Agreement (Appendix A), for any municipality that takes ownership of equipment purchased with 2019 HSGP funds by the REPT. *(These documents are not attached to this MOA, but will be sent directly to the Fiduciary)*

Once complete, mail the complete MOA package to: Cheryl Assis, Capitol Region Council of Governments, 241 Main Street, Hartford, CT 06106

2 Instructions for the Capitol Region Council of Governments

Received by: _____

Review and Signature

- The Chief Executive Officer has signed and dated the agreement.
- The Chief Executive Officer's name and title has been typed in the space provided.
- The Region 3 REPT Chair has signed and dated the agreement.
- The Region 3 REPT Chair's name has been typed in the space provided.
- All of the items listed on this checklist have been completed and are correct.

Once complete please contact your DESPP/DEMHS Program Manager to schedule a MOA review meeting.

Please note: The Fiduciary shall complete Appendix A, Custodial Ownership, for any Municipality that takes ownership of equipment purchased with 2019 HSGP funds by the REPT. *(These documents are not attached to this MOA, but will be sent directly to the Fiduciary)*

DUE DATE: January 8, 2020

MEMORANDUM OF AGREEMENT

REGARDING USE OF FEDERAL FISCAL YEAR 2019 STATE HOMELAND SECURITY GRANT FUNDING AND CUSTODIAL OWNERSHIP OF REGIONAL ASSETS IN DEMHS Region 3

I. AGREEMENT REGARDING THE USE OF FEDERAL HOMELAND SECURITY GRANT FUNDS TO SUPPORT REGIONAL SET-ASIDE PROJECTS

A. Introduction

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Services and Public Protection (DESPP), including the Division of Emergency Management & Homeland Security (DEMHS), the municipality of TOWN OF ANDOVER, the Capitol Region Council of Governments (Fiduciary) and the Region 3 Regional Emergency Planning Team (Region 3 REPT).
2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for Federal Fiscal Year 2019 State Homeland Security Grant Program (SHSGP), Award No. EMW-2019-SS-00040. DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DEMHS Advisory Council, and the DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.
3. The DEMHS Advisory Council, through its Homeland Security Working Group, has approved the allocation formula for grant funds available under the SHSGP;
4. DESPP/DEMHS is retaining pass-through funds from 2019 SHSGP in the total amount of \$1,539,465 on behalf of local units of government, for the following seven regional set-aside projects designed to benefit the state's municipalities:
 - a. Regional Collaboration;
 - b. Connecticut Intelligence Center/Fusion Center;
 - c. CBRNE Detection and Response;
 - d. Metropolitan Medical Response System;
 - e. Citizen Corps. Program;
 - f. Medical Preparation and Response; and
 - g. Cyber Security
5. DEMHS – in coordination and cooperation with the municipalities located within DEMHS Region 3 including TOWN OF ANDOVER – has created, and established bylaws for, the Region 3 REPT, a multi-disciplinary, multi-jurisdictional regional group to facilitate planning and resource coordination within DEMHS Region 3.
6. TOWN OF ANDOVER is eligible to participate in those Federal Fiscal Year 2019 SHSGP regional allocations made through the Region 3 REPT and not included in the set-aside projects, in the amount of \$358,659.20 (and an additional \$65,000 for the regional bomb squad) for Region 3 which will be made available to the jurisdictions in Region 3 in the manner recommended by the REPT in accordance with its approved bylaws, upon execution of the grant accepted by the SAA.

B. Purpose of Agreement

The SAA and TOWN OF ANDOVER enter into Part I of this MOA authorizing the SAA to act as the agent of TOWN OF ANDOVER and allowing the SAA to retain and administer grant funds provided under 2019 SHSGP for the seven regional set-aside projects listed above, and also for The Capitol Region Council of Governments to provide the financial and programmatic oversight described below.

C. SAA and TOWN OF ANDOVER Responsibilities.

The SAA agrees to administer the SHSGP grant funds of \$1,539,465 in furtherance of the seven regional set-aside projects listed above.

TOWN OF ANDOVER agrees to allow the SAA to provide financial and programmatic oversight of the \$1,539,465 for the purpose of supporting the allocations and uses of funds under the

2019 SHSGP consistent with the 2019 State Homeland Security Grant Application that has been reviewed and approved by the federal Department of Homeland Security and supported by the Initial Strategy Implementation Spending Plan (ISIP) as part of the Biannual Strategy Implementation Report (BSIR) approved by the Emergency Management & Homeland Security Council, now known as the DEMHS Advisory Council. TOWN OF ANDOVER agrees to allow the SAA to hold, manage, and disburse the grant funds that have been reserved for the seven regional set-aside projects listed above.

D. Capitol Region Council of Governments & TOWN OF ANDOVER Responsibilities.

TOWN OF ANDOVER also agrees to allow the Capitol Region Council of Governments to provide financial and programmatic oversight of the Federal Fiscal Year 2019 regional allocation not included in the seven regional set-aside projects in the amount of \$358,659.20 (an additional \$65,000 for the regional bomb squad) targeted to member municipalities in DEMHS Region 3 and recommended through the Region 3 REPT in accordance with its approved bylaws. Such funds will be applied to specific projects developed and approved by the Region 3 REPT and DEMHS.

II. AGREEMENT REGARDING CUSTODIAL OWNERSHIP OF REGIONAL ASSETS

A. Introduction

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Services and Public Protection (DESPP), including the Division of Emergency Management & Homeland Security (DEMHS), the municipality of TOWN OF ANDOVER, the Capitol Region Council of Governments (Fiduciary), and the DEMHS Region 3 Regional Emergency Planning Team (Region 3 REPT).
2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for grants awarded beginning in Federal Fiscal Year (FFY) 2004, up to the present time. DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DEMHS Advisory Council, and the DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.
3. TOWN OF ANDOVER has agreed to operate as the custodial owner of the asset(s) described in Appendix A, on behalf of TOWN OF ANDOVER, the region, and if necessary, the State. (Please note: If a town takes ownership of assets, the Fiduciary will assist them in completing Appendix A. The Appendix will be added to this MOA).
4. The parties also agree that TOWN OF ANDOVER may operate as the custodial owner of additional assets purchased on behalf of the Region from FFY 2019 grant funds, as approved by the Region 3 REPT, and DEMHS, which assets will be added to Appendix A by the Fiduciary within thirty (30) days of approval by the Region 3 REPT.
5. The Region 3 REPT has been established to foster regional collaboration and mutual aid through, among other things, collaborative plan development, resource sharing and coordination.
6. The Capitol Region Council of Governments (Fiduciary) has agreed to operate as the fiscal agent for the federal SHSGP grants awarded to DEMHS Region 3 for Federal Fiscal Year 2019.

B. Purpose.

DESPP/DEMHS, the Region 3 REPT, Capitol Region Council of Governments (Fiduciary), and TOWN OF ANDOVER, enter into Part II of this MOA regarding asset(s) for which TOWN OF ANDOVER agrees to be the custodial owner, and which are described in the approved 2019 Subgrant Application and will be added to this MOA as Appendix A.

C. Agreements and Responsibilities of the Parties.

1. Definitions.

As used in this MOA:

- The term "authorized training" means training that is authorized by DESPP/DEMHS.
- The term "custodial owner" means a political subdivision or tribe that has agreed to accept title and responsibility for the asset(s), subject to possible redeployment under the terms outlined in Paragraph C(4) below.

2. Responsibilities of DESPP/DEMHS and Capitol Region Council of Governments (Fiduciary)

In its role as SAA, DESPP/DEMHS will subgrant funds to Capitol Region Council of Governments which, as the Region 3 Fiscal Agent, will procure the asset(s) listed in their approved Subgrant Application (which will be added to Appendix A).

3. Appendix A.

The parties agree that decisions regarding the placement of regional assets in TOWN OF ANDOVER may be made after the execution of this agreement and that Appendix A shall be completed accordingly. TOWN OF ANDOVER agrees to be bound by the terms of this agreement for any asset added to Appendix A. The parties also agree that Appendix A must be signed by the DEMHS Deputy Commissioner, the chair of the Region 3 REPT, and the Chief Executive Officer, or his/her designee, of TOWN OF ANDOVER.

4. Responsibilities of Custodial Owner

TOWN OF ANDOVER understands that it is the Custodial Owner, on behalf of itself and the Region, of the asset(s) which will be added to Appendix A, as may be amended pursuant to Paragraph C(4) above. As Custodial Owner, TOWN OF ANDOVER agrees:

- a. To safeguard the asset(s) in a secure location, including, for example, providing refrigeration or protection from the elements, if appropriate;
- b. To regularly test, use and maintain the asset(s) in working order. It is understood by the parties that trained personnel of TOWN OF ANDOVER's municipal agencies may use the asset(s) for appropriate emergency response/emergency management purposes, including authorized training and exercise;
- c. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested: under the terms of this MOA; under a mutual aid agreement, including a civil preparedness mutual aid agreement approved by DESPP/DEMHS, as required by Conn. Gen. Stat. §28-7(d); under the terms of the intrastate mutual aid system, Connecticut General Statutes §28-22a; or at any time by the State of Connecticut, including DESPP/DEMHS;
- d. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested for authorized training and/or exercise;
- e. To maintain records of the use of the asset(s), including deployment for an actual incident or for authorized training, and to provide these records to DESPP/DEMHS as requested;
- f. To maintain an inventory of the asset(s), including a unique tagging system (including the DEMHS logo) so that the asset(s) can be easily identified as separate from the Custodial Owner's other property, and to provide that inventory to DESPP/DEMHS as requested.
- g. To maintain all necessary insurance regarding the asset(s) and their use;
- h. To cooperate with any state or federal audit of the asset(s) and/or their use;
- i. To abide by the bylaws and/or procedures established under any applicable State of Connecticut or regional plan;
- j. That the State, including DESPP/DEMHS, does not guarantee any further funding for, or provision of repairs to, the asset(s) beyond the terms of this MOA;
- k. That all maintenance and operations of the asset(s) by TOWN OF ANDOVER shall conform to the manufacturer's recommendations. If appropriate, TOWN OF ANDOVER shall maintain trained personnel available to transport and supervise the operation of the asset(s). All personnel or agents of TOWN OF ANDOVER performing any maintenance or repair services in connection with these asset(s) shall be fully qualified and authorized or permitted under federal, state, and local laws to perform such services.

5. Responsibilities of the REPT.

The Region 3 REPT understands and acknowledges that, in accepting responsibility as the custodial owner of the asset(s), TOWN OF ANDOVER is furthering regional collaboration and mutual aid on behalf of all of the members of Region 3.

6. Assignment of Asset(s).

If TOWN OF ANDOVER does not comply with the requirements under this MOA, or terminates its involvement in this MOA, then DESPP/DEMHS, in consultation with the REPT Chair, may redirect the asset(s), preferably to a different town within the Region. Whenever possible, DESPP/DEMHS will provide 60 days' notice before re-assigning the asset.

III. GENERAL TERMS OF AGREEMENT APPLICABLE TO ALL PARTS OF THIS MEMORANDUM OF AGREEMENT**A. Effective Date.**

The terms of this agreement will become effective when all parties have executed it.

B. Authority to Enter Agreement.

DESPP/DEMHS is authorized to enter into this Agreement through the Deputy Commissioner of the DESPP/DEMHS pursuant to the authority provided under Connecticut General Statutes §4-8 and Titles 28 and 29. The Municipality of TOWN OF ANDOVER is authorized to enter into this agreement through its Chief Executive Officer, authorized pursuant to the attached [original or certified copy of resolution, ordinance or charter provision]. The other persons executing this Memorandum of Agreement (MOA) on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter into this agreement on behalf of the entity for which they sign, as indicated by valid resolutions, if necessary.

C. Duration of Agreement.

Part I of this MOA, as modified with the consent of the parties, remains in full force and effect until the end of the grant period, or any extension thereof, covered by this MOA, unless cancelled by the SAA, giving TOWN OF ANDOVER written notice of such intention at least thirty (30) days in advance. Any party may terminate its involvement with Part II of this agreement upon sixty days' written notice to the other parties. DESPP/DEMHS reserves the right to cancel any funding under this MOA without prior written notice when the funding is no longer available.

D. Amendment of the Agreement.

This agreement may be modified upon the mutual written consent of the parties.

E. Litigation.

The Parties agree to good faith consultation with one another to resolve disagreements that may arise under or relating to this MOA before referring the matter to any other person or entity for settlement. The Parties agree that any disputes under Part II, Paragraph C.6 shall be resolved by DEMHS. The Parties also agree that the sole and exclusive means for the presentation of any claim against the State, including the SAA, arising from this agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Parties further agree not to initiate legal proceedings in any State or Federal Court in addition to, or in lieu of, said Chapter 53 proceedings.

F. State Liability.

The Parties agree to indemnify and hold harmless the State of Connecticut with regard to the activities described within this MOA, and recognize that the State does not waive its right to sovereign immunity with regard to any provision of this MOA. The State of Connecticut assumes no liability for funding under the terms of this MOA until TOWN OF ANDOVER, through the Region 3 REPT, is notified by the SAA that this MOA has been approved and executed by DEMHS and by any other applicable state agency.

G. Confidential Information

a. Confidential Information: Any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual's name, date of birth, mother's maiden name, motor vehicle operator's license number, Social Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information that DESPP/DEMHS classifies as "confidential" or "restricted." Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.

b. Confidential Information Breach: Generally, an instance where an unauthorized person or entity accesses Confidential Information in any manner, including but not limited to the following occurrences: (1) any Confidential Information that is not encrypted or protected is misplaced, lost, stolen or in any way compromised; (2) one or more third parties have had access to or taken control or possession of any Confidential Information that is not encrypted or protected without prior written authorization from the State; (3) the unauthorized acquisition of encrypted or protected Confidential Information together with the confidential process or key that is capable of compromising the integrity of the Confidential Information; or (4) if there is a substantial risk of identity theft or fraud to the client, the Contractor, the Department or State.

H. Audit Compliance.

If TOWN OF ANDOVER through the Region 3 REPT, agrees to serve as a host or custodial owner of equipment purchased with the grant funds referenced in this MOA, then TOWN OF ANDOVER must comply with the Federal Single Audit Act of 1984, P.L. 98-502 and the Amendments of 1996, P.L. 104-156 and with the Connecticut Statutes §7-396a and 396b, and the State Single Audit Act § 4-230 through 236 inclusive, and the regulations promulgated thereunder.

TOWN OF ANDOVER agrees that all fiscal records, if any, pertaining to the projects shall be maintained for a period of not less than three (3) years from the date of the signing of this MOA. Such records will be made available to state and/or federal auditors upon request.

I. Lobbying, Debarment, and Suspension.

TOWN OF ANDOVER commits to compliance with the requirements under 28 CFR Part 66 (Uniform Administrative Requirements for Grants to States); 28 CFR Part 69, New Restrictions on Lobbying; 28 CFR Part 67, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug Free Workplace (Grants); Office of Management and Budget (OMB) Circular A-87, addressing cost principles for grants to state and local governments; 28 CFR Part 70 (Common Rules for Administrative Requirements for Grants to Non-Profits); OMB Circulars A-122 and A-21 addressing Cost Principles for Grants to Non-Profit Entities and requirements included in the Department of Homeland Security Office of Grants and Training Financial Guides.

J. Executive Orders.

This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be cancelled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any State or federal law concerning non-discrimination, notwithstanding that the Labor Commissioner is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree and abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to non-discrimination, until the contract is completed or terminated prior to completion. TOWN OF ANDOVER agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that it will not discriminate in its employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner. This contract is also subject to the provision of Executive Order No. 16 of Governor John G. Rowland promulgated August 4, 1999 adopting a zero tolerance policy for workplace violence, and as such, this contract may be cancelled terminated or suspended by the State for violation of or noncompliance with said Executive Order No. Sixteen. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Sixteen is incorporated herein by reference and made a part thereof. The parties agree to abide by such Executive Order. The contract is also subject to provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such this contract may be cancelled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or non-compliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by such Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service. This contract may also be subject to Executive Order No. 14 and Executive Order No. 49. Executive Order of Governor M. Jodi Rell, promulgated April 17, 2016, concerning procurement of cleaning products and services. Executive Order No. 49 of Governor Dannel P. Malloy, promulgated May 22, 2015, mandating disclosure of certain gifts to public employees and contributions to certain candidates for office in accordance with their respective terms and conditions.

K. Non-Discrimination Clause.

In accordance with Public Act 88-351, the Town agrees and warrants that, (a) For the purposes of this section, "minority business enterprise" means any small grantee or supplier of materials fifty-one percent or more of the capital stock, if any, or asset(s) of which is owned by person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen. Stat. Sect. 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For purposes of the section, "Commission" means the Commission on Human Rights and Opportunities. For purposes of this section, "Public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway, or other changes or improvements in real property, or which is financed in whole or in part by the State, including but not limited to, matching expenditures, grants, loans, insurance or guarantees.

The Town agrees and warrants that in the performance of the contract such Town will not discriminate or permit discrimination against any person or group or persons on the grounds of race, color, religious creed, age, marital status, national origin, sex, mental retardation or physical disability, including but not limited to, blindness, unless it is shown by such Town that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut.

The Town further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such Town that such disability prevents performance of the work involved: the Town agrees, in all solicitations or advertisements for employees placed by or on behalf of the Town, to state that it is an "affirmative action – equal opportunity employer" in accordance with the regulations adopted by the Commission; the Town agrees to provide each labor union or representative of workers with which such Town has a collective bargaining agreement or other contract of understanding and each vendor with which Town has a contract of understanding, a notice to be provided by the Commission advising the labor union of workers' representative of the Town's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; the Town agrees to comply with each provision of this section and Conn. Gen. Stat. Sect. 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. Sect. 46a-56, as amended by Section 5 of Public Act 89-253, 46a-68e and 46a-68f; the Town agrees to provide the Commission of Human Rights and Opportunities with such information requested by the Commission, permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Town as related to the provisions of this section and section 46a-56. If the contract is a public works contract, the Town agrees and warrants that he will make good faith efforts to employ minority business enterprises as subgrantees and suppliers of materials on such public works project.

Determination of the Town's good faith efforts shall include but shall not be limited to the following factors: The Town's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

The Town shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

The Town shall include the provisions of subsection (b) of this section in every subcontract or purchase order entered into in order to fulfill any obligation or a contract with the State and such provisions shall be binding on a subgrantee, vendor or manufacturer, unless exempted by regulations or orders of the Commission. The Town shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for non-compliance in accordance with Conn. Gen. Stat. Sect. 47a-56, as amended by Section 5 of Public Act 89-253; provided, if such Town becomes involved in, or is threatened with litigation with a subgrantee or vendor as a result of such direction by the Commission, the Town may request the State of Connecticut to enter into any such litigation prior thereto to protect the interest of the State and the State may so enter.

The Town agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

Pursuant to Public Act 89-227, as amended, as of January 1, 1991, no agency of the State of Connecticut may purchase new products packaged in or composed in whole or part of polystyrene foam if such foam is manufactured using chlorofluorocarbons (CFC). Manufacturers are required by the Act to provide information regarding the CFC content of polystyrene foam used in such products or packaging to any person selling the product who requests such information. By submitting an offer to sell to or accepting an order from the State of Connecticut the vendor certifies that no CFC are used in the manufacture of polystyrene foam contained in such products or packaging.

L. Non-discrimination on the Grounds of Sexual Orientation.

1. The Town agrees/warrants that in the performance of the contract such Town will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation.
2. The Town agrees to provide each labor union or representative of workers with which such Town has a collective bargaining agreement or other contract or understanding and each vendor with which such Town has a contract or understanding and each vendor with which such Town or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Town's commitments under this section, and to post

copies of the of the notice in conspicuous places available to employees and applicants for employment;

3. The Town agrees to comply with each provision of this Section and Sections 46a-68f of the General Statutes and with each regulation or relevant order issued by said Commission pursuant to Sections 46a-56, 46a-68e and 46a-68f of the General Statutes;
4. The Town agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Town as related to the provisions of this section and Section 46a-56 of the General Statutes.
5. The Town shall include the provisions of paragraph (1) of this addendum in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subgrantee, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Town shall take such actions with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for non-compliance in accordance with Section 46a-56 of the General Statutes; provided, if such Town becomes involved in, or is threatened with, litigation with a subgrantee or vendor as a result of such direction by the Commission, the Town may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

M. Points of Contact.

1. The Point of Contact for the SAA	
Name & Title: Deputy Commissioner Regina Y. Rush-Kittle	
Address: 1111 Country Club Road, Middletown, CT 06457	
Emails: regina.rush-kittle@ct.gov and rita.stewart@ct.gov	Phone: 860-685-8531
	Fax: 860-685-8902
2. The Point of Contact for TOWN OF ANDOVER (Please fill in the following fields)	
Name & Title: Eric Anderson Town Administrator	
Address: 17 School Road - Andover, CT 06232	
Email Address: eanderson@andoverct.org	Phone: 860-742-7305 ext 1
	Fax: 860-742-7535

N. Other provisions.

Nothing in this agreement is intended to conflict with current laws or regulations of the State of Connecticut or TOWN OF ANDOVER. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the dates written below:

THE TOWN OF ANDOVER _____

By: _____ Date: _____
 Its Chief Executive Officer
 Duly Authorized
 Typed Name &
 Title: Jeffrey Maguire First Selectman

CAPITOL REGION COUNCIL OF GOVERNMENTS

By: _____ Date: _____
 Its Chief Executive Officer
 Duly Authorized
 Typed Name _____

MOA THE Region 3 REGIONAL EMERGENCY PLANNING TEAM

By:

Date:

Its Chair
Duly Authorized
Typed Name: _____

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION/
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY**

Date:

By: _____

Regina Y. Rush-Kittle
Duly Authorized

Community Room Furniture



2- 65" couches
\$798 no tax.



\$199.00 no tax.

Hutch. \$599

- height36.00"
- width66.00"



Wayfair. \$253.94

Overall

- Total Capacity
4.3 cubic feet
-



\$549W whirlpool

<https://www.bestbuy.com/site/whirlpool-14-3-cu-ft-top-freezer-refrigerator-black/1118241.p?skuld=1118241>

- Product Height
62 7/8 inches
 - Product Width 28 "
-





Keurig K-Classic K50 Single Serve Coffee Maker

Item: 178964 | Model: 5000204841

★★★★☆ (708)

\$49.99

Save \$30.00! (38%)

Reg. \$79.99 **i**

OFFERS AVAILABLE **2**

*Not available for Same-Day Delivery

Free Shipping Orders over \$75 on

BJs.com

+ VIEW

Free Shipping Orders over \$75 on BJs.com

Expires: 12/02/2019

[See All Offers](#)

Deliver to: **06042**

Ship this item

(Estimated Delivery: 3-5 Business Days)

This item will ship via Standard Delivery. The price of this item

- 1 +

TVs'

Samsung 55" 4K Smart LED TV- \$379.99

Samsung 65" 4k Smart LED TV \$479.99

LG 65" 4K smart tv \$529.99

Furniture:

Couches \$798

Tables \$199

Hutch \$599

Delivery \$199

Refrigerator (**not chosen yet**)\$600 on high side

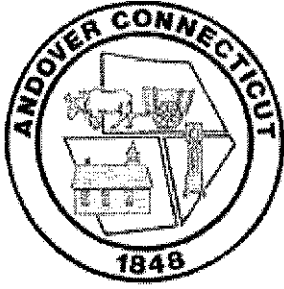
Coffee maker \$50

Total before TV: \$2445.00

TV on high end. \$600. Eric is looking into a grant.

Total: \$3045.00 (including the TV if we don't use grant)

Our Budget is \$5000.00



TOWN OF ANDOVER
17 SCHOOL ROAD
ANDOVER, CT 06232
PHONE: 860.742.7305 x210 FAX: 860.742.7535
E-MAIL: Jmaguire@andoverCT.org
www.andoverct.org

Andover Board of Selectmen

Nov 6, 2019

Memorandum To: Board of Education:
From: Board of Selectmen
Regarding: Memorandum of Understanding for use of space for evening meetings

The Board of Selectmen would like to have a class room, or the music room available in the evenings for public meetings. The town of Andover is very short of meeting space, until a new community center is built. This memorandum would supplant the previous Memorandum of Understanding for the 3-4 wing. The conditions that the Board of Selectman would like are as follows:

1. Room to be available Monday, Tuesday Wednesday and Thursday from 5- 10 PM.
2. Scheduling for the room would be done at the Town Hall with the town clerk and would appear on the town's calendar.
3. The town would have either a keycode that was active Between 5-9 pm or would have a key to room.
4. No events or access during the school day.
5. Room should accommodate at least 25 people for a meeting so that the space can accommodate public hearings.
6. There should be a bathroom facility available for meeting participants.
7. The Town of Andover would pay for the costs of an electronic lock if necessary.

Jeff Maguire, First Selectman

Adrien Mandeville, Vice First Selectman

Scott Person, Selectman

Jeff Murray, Selectman

Paula King, Selectwoman



Andover School District

35 SCHOOL ROAD
ANDOVER, CT 06232
TEL. (860) 742-7339
FAX (860) 742-8288
www.andoverelementaryct.org

Dr. Sally Doyen
Superintendent

Mr. John Briody
Principal/Director of Curriculum

Mrs. Holly Maiorano
Director of Special Education

November 19, 2019

To the Andover Boards of Education, Finance and Selectmen:

Dear Board Members,

At its meeting on November 13, 2019, the Andover Board of Education assumed the responsibility for developing a committee to explore the possibility of various shared educational services between Andover and other surrounding communities. The committee will consist of two Board of Education members, two Board of Selectmen members, one member of the Board of Finance, and two at-large Andover residents.

This letter requests that your Board select and notify me of the names of members you are recommending to join this committee. I would appreciate your submitting the names to me prior to the next Board of Education Regular Meeting on December 11, 2019. My email address is shannonlouden@me.com.

Thank you for your consideration. Once a committee is formed, members will meet and determine a schedule for future meetings and goals.

Sincerely,

Shannon O. Louden, Chair
Andover Board of Education

Cc: Sally Doyen, Superintendent of Schools

Volunteers Needed – Shared Services Committee Member

The Town of Andover is also seeking 2 members of the public to serve on a Shared Services Committee. This committee reports to the Board of Selectman and will assist in formulating and evaluating plans to share services and or equipment with other towns

Please submit your letter of interest to the Board of Selectmen via email at adminassistant@andoverct.org

Notice to the Rivereast: Please publish in the Friday, November 29, 2019 edition.

Community/Senior Center Building Committee Member

The Town of Andover is accepting applications for Community/Senior Center Building Committee volunteer position. Please submit your application to Amanda Gibson, 17 School Road, Andover, CT 06232 or adminassistant@andoverct.org.

Notice to the Rivereast:

Please publish in the Friday, November 22, 2019 edition.

Transfer Station Swap Proposal

Submitted by Wendy and Eric Kopp 11/27/19

We would like initiate a “Dump Swap” program to be executed at the Town Transfer Station. The premise of the program is to put less into the bulky waste bin which would benefit the town for two reasons,

- LESSEN the load, thus decreasing how much the town is charged by Willimantic Waste
- ALLOW for other residents to take and reuse items which could be useful to them

Location: The SWAP itself would be located in the green garage on the transfer station property. The process would allow anyone to take from the deposits if they make one or not. We want to encourage reusing, so as long as they have a dump sticker, they can give or take what they want.

How it works: Each time a resident visits the dump, Dominic would encourage them to put “identified” reusable pieces into the swap area and inform them to also take what they would like for themselves. Wendy had a conversation with Dominic in October and he is willing to do this. On that same day we both witnessed two vanity cabinets going into the bulky waste bin and were on the same page this is the type of stuff that needs to have a second chance.

Green Garage Functions: This 23’ x 23’ space will be the area to which reusable items will be brought and stored. The garage also has an 8 feet x 15 feet usable space on the far right.

Rotation: In the SWAP Garage, there will be a process to tag pieces so that they have a 4 week lifespan. Once the 4 weeks are up, volunteers like Eric Kopp will process the pieces into the appropriate bins for exit.

Volunteers: Volunteers such as Eric Kopp, Kevin Regan and Rick Wilson, have agreed to visit weekly on Wednesday and/or Saturday to make sure the SWAP garage is orderly and tidy, and that pieces are easily accessible. Eric and Dom have a good working relationship, and will make sure that Dom’s needs are met at all times.

Budget for repairs to garage: Per conversation with Eric Anderson, the green garage located on the property is vacant and useable for such purpose. Before we kick this program off, repairs will be needed to this space including:

- a new overhead garage door – estimate \$4,000
- Gutters, new cement floor and a new side door with lock – need estimates

WHAT QUALIFIES as SWAP items: This will be a learn-as-we-go process, for example:

- Metal: wire, rod iron, brackets, etc.
- Wood: pressure treated wood, lumber, pallets
- Furniture: pieces which can be repurposed or used again
- Fixtures: casters, door knobs, pulls, cabinet hardware
- Perhaps create a wish list/want board that allows the volunteers to put certain items aside for those looking for specific items.

In conclusion, this is simply a “Feel Good” program to help Andover do its part to help save the landfill, make others happy while saving some money for the town in the process.

Benchmarking Notes and Recommendations

Transfer Station Swap Shop Recycling Program

Summary:

I benchmarked three towns (Glastonbury, Columbia, and Mansfield) and evaluated the effectiveness and feasibility of a similar proposed program in Andover. Town employees, residents, and program volunteers were queried in the study towns and asked questions about effectiveness of their programs and the burden costs on towns.

Town Programs:

Glastonbury: Has a program called “put n’ take”. Residents can drop furniture and household goods in a designated area. Items have to be approved by attendants and items such as dirty couches, air conditioners, certain electronics, and other items cannot be placed in the area. The sanitarian was contacted and interviewed. He stated that while residents like the area, it is a burden for the attendants and the town has unsuccessfully proposed eliminating the program many times. The area has become a hangout for many people who wait for things to be unloaded and it can impede traffic at times. The attendants complain that they never get to leave the transfer station on time because of the area and trying to clear out people at closing time.

Columbia: Has a small manufactured shed called the “swap shack” that contained many smaller household goods and small furniture. Residents can leave items at the shack and take items. I spoke to the attendant on duty and he said he has to go over and remove many unacceptable items many times a day. Despite signs and the rules, residents leave old and outdated car seats and cribs that cannot be reused. While I was there he was removing old stained suitcases and a ladder with a broken rung. He also stated that gasoline and oil must be drained from engines but residents do not follow this rule and gasoline and oil have been frequently spilled in the shack.

Mansfield: Has an area at their transfer station in the rear corner of the equipment garage. They have 7-10 volunteers that rotate coverage and determine what can be put out in the area. Items are limited to books, dishes, toys and smaller household items. They do not take furniture larger than a small table. While I was there the area had a flurry of activity both in donations and people taking items. The woman volunteering had a small booth with heat to keep warm since the space is cold and was drafty. The attendant said the area has grown over the years with more items. The space is approximately 15X20 feet in size.

Observations:

While each program has a significant amount of recycled items, all towns report that at least 50% of the donated items are not recycled and have to be discarded. This takes a committed volunteer effort to clean out the area of stagnant items on a regular basis. The area needs to be staffed and rules incorporated determining what items are acceptable and unacceptable. Unsafe, dangerous, or broken items need to be removed immediately. All items that come into the swap area needs to be dated or

sticker color coded and removed after 30 days. One town reported that the impact to reducing the tipping fees was marginal and the area serves more as an opportunity for residents to recycle items instead of saving the town money. Any town leaders contemplating adding a swap area should make its decision based as a service to residents; not as a cost saving strategy. The success of a swap program is dependent on volunteers. If not the town will have to decide if they want to add a town employee to staff and clean the area. The area must be secured to discourage scavenging after hours.

Andover's Proposed Space:

Andover has a pole barn that was once used to store the landfill's bulldozer. Half of the area that was deemed office has a poured concrete slab floor. This office area is small and will be used to house the new three phase generator for the compactors as part of the transfer station upgrade. The other area that housed the dozer has a dirt floor. The area with the dirt floor is the best location for a swap shop but poses the following challenges and condition issues.

1. The garage door needs replacing.
2. There is a bird infestation and over 20 years of bird droppings on the floor.
3. A large animal appears to be digging under the slab and living there.
4. The roof leaks from the peak and has numerous small bullet holes that need to be patched.
5. The dirt floor would need a slab or a wooden floor.
6. There is a large amount of bees nests (over 100) in the roof that need to be cleared out.

Conclusion:

As stated earlier, the decision to add a swap area should be based on adding a service to the town of Andover; not to employ a cost saving strategy since it can be proven by benchmarking other towns that there is not enough savings to justify the investment. If the town does decide to move forward with a swap shop program the following are my recommendations that should be addressed based off of benchmarking other towns before a program in Andover is implemented:

1. Appropriate funds to clean the pole barn, add a slab to the dirt portion of the building, eradicate the bees, birds, and animals residing there, replace the garage door, and construct a warming area.
2. Ensure there will be enough volunteers to staff the area and eradicate old items to the metal dumpster and bulky waste.
3. Check with CIRMA to make sure the swap area is covered by the town's liability policy.
4. Check with the town attorney to determine any liability issues with the swap shop.
5. Determine what items will be allowed and maximum sized items.
6. Use a bulletin board and existing Give and Take Facebook page to advertise larger items and wanted items.
7. Allow visitors a maximum time to browse.

Respectfully Submitted,

Jeffrey A. Murray

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

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance

First Selectman Jeff Maguire called the Regular Meeting to order at 7:02 P.M.

The Pledge of Allegiance was recited.

Public Present: See included sign-in sheet.

Jeff Murray MOVED to move Item 5. Assessor's Report, Item 6. Treasurer's Report prior and New Business Item 9g. Appointment of a Shared Services Committee, to be addressed prior to Public Speak.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

2. Treasurer's Report

a. Revenue Summary

b. Town Budget Summary

Treasurer Barbara Griffin presented the reports to the BOS.

c. Update on FY 2019 Revenue/Expenditures

Treasurer Barbara Griffin presented the preliminary and un-audited reports to the BOS.

Expenditures have been accounted for with the exception of the pending request from the Board of Education that the Board of Finance (BOF) transfer 2% of budget into the school improvement fund.

d. Proposed Policy on Overspending Accounts

Shared the Board of Finance draft form Request for Overexpenditure of Budget Appropriation. The town needs a tracking mechanism of approval for overspending. The BOF is working to finalize the form soon and would be the authorized board for approvals.

3. Assessor's Report

a. Revaluation RFP

b. Revaluation Software

Assessor John Chaponis presented the proposed contracts to the BOS. The software the town has utilized for the past 20 years is becoming obsolete. The software company has converted 50 clients in the state of CT with 9 more currently under contract. The Town of Andover has to make a decision.

Adrian Mandeville MOVED to authorize the Town Administrator to enter into a contract with Vision

Government Solutions to purchase Vision 8 Appraisal software for \$5,000 to replace the previous version that is no longer supported. This would over expend line item 100-01-0113-438 (Software Assessor).

Paula King SECONDED

MOTION CARRIED 5:0:0

Adrian Mandeville MOVED to have the Town Assessor prepare an RFP for the 2021 Revaluation with the following conditions attached. The revaluation will be a full inspection requiring interior access, and will be conducted after the town transitions to Vision 8 software.

Scott Person SECONDED

MOTION CARRIED 5:0:0

4. Appointment of a Shared Services Committee to include school, road maintenance and trail services.

a. Discussion of Bolton's proposal for school consolidation 34:41

Adrian Mandeville MOVED for the BOS to form a Shared Services Committee to seek shared services with surrounding towns: Bolton, Hebron, Coventry and Columbia. The BOS to appoint 2 BOS members, 2 BOE members, 1 BOF member and direct the Town Clerk to advertise for 2 at large members from the community. The Town Administrator would have a non-voting seat on the committee. The committee would meet monthly or as needed and provide a monthly report to the BOS. All meetings will be Public Meetings with posted Meeting Minutes. The committee to seek proposals from surrounding towns for Public Works, Personnel, Community Buildings, Contract Services and Educational Services. Committee will not be permanent, but exist for 1 year from the first meeting.

Paula King SECONDED

Discussion:

Jeff Murray MOVED to amend the motion to exclude Educational Services and instead send as a Memorandum to the BOE to explore themselves as it is not privy to BOS to discuss Educational Services.

Scott Person SECONDED

Discussion:

Adrian Mandeville wants more input from the community throughout the whole process. Committee will have to come back to all of the boards and the community in order to make any decisions. Believes there was not enough community outreach for the previous shared space discussion.

Jeff Murray: Any shared services for Educational Services should be done through the BOE. Referred to the Town Charter and believes BOS would be overstepping their bounds if the BOS formed a committee explored shared Educational Services.

Jeff Maguire: If the committee were to be established by the BOE, would the BOE reach out to BOS, BOF and at large members to form the committee?

Jeff Murray: If the Memorandum were sent to the BOE, the town could see what they would propose.

Dan Foran: Announced a point of order. Questioned why Public Speak was skipped over. Proposed a shared BOS and BOE meeting to discuss this.

Jeff Maguire: Explained reasoning to bring forth correct information to the community prior to Public Speak.

Jeff Maguire: Explained frustrations with changing information regarding finances from the Andover Elementary School.

Jeff Maguire: It will be very difficult to move forward during the next budgeting process without confirmed financial information from the BOE.

MOTION CARRIED 3:2:0 (Paula King and Adrian Mandeville opposed)

5. Public Speak

Mary Douval: Explained that she is being discriminated against with the transfer station ordinance. Since she cannot drive and does not have a vehicle, she cannot utilize the transfer station for which she pays. She needs a sticker to use on another vehicle when family and friends can bring her, requesting equal access to the Transfer Station. Applauded the BOS for all they do and thanked them for their consideration.

Dianne Grenier: Questioned why Public Speak is not at the bottom of the agenda.

Jeff Maguire: Public Speak to be added to the agenda.

Joel Landry: Opposed to combining educational services. His family did not move to Andover to send their children to a different school. Questioned why the town is even exploring this option.

Cathy Desrosiers: Opposed to combining educational services. Only town to combine with would be Hebron as we are part of Region 8 and are already invested in AHM and RHAM. Families move to this community because Andover has a great educational system and recommends for everyone to have the same opportunities as her own 3 children. The BOS should be looking to outsource Public Works.

Dan Foran: Town needs to bring positive industry to offset our taxes. There are residents who live in poverty in this town but education is important too. What is being done to bring in more revenue?

Adrian Mandeville: Andover does not have large companies to bring in more tax revenue.

Dan Foran: Voiced frustration on progress of the Economic Development Commission.

Steven Fuss: Questioned what the formal path to be followed in order to bring concerns to the BOS and the BOE. How do we ensure information is correctly relayed?

Jeff Maguire: Believes the superintendent and BOE needs to be notified if information is being discussed at the BOS meetings.

Jeff Murray: Believes a combined meeting with both the BOS and BOE is a great idea.

Gerard Crème: Thanked Jeff Murray for giving the responsibility back to the BOE. As a BOE member, believes there should be open communication. Made a suggestion based on other school districts presenting 3 different budgets and then deciding what the community wants. The full BOE needs to be involved and listening to the community, functioning as one town and united with the same goals. Thanked the BOS for their work.

Amanda Gibson: Read letter on behalf of Wendy and Eric Kopp regarding a proposed 'Dump Swap' program at the Town Transfer Station requesting to be discussed in detail at the next BOS Regular Meeting. *See included letter.

Jeff Murray: Founder of the Give and Take Facebook page. It would be an added burden for town employees and people hanging around at the Transfer Station. Item will be added to the next Regular Meeting agenda.

6. Additions/Deletions to the Agenda

Jeff Maguire MOVED to add Public Speak prior to the Executive Session and Community Room Adaption under New Business.

No member seconded.

All members voted in favor of adding items to the agenda.

7. Board and Commission Presentations and Appointments

a. Economic Development Commission

- i. Re-appointments of Elaine Buchardt, Patrick Dougherty, and Catherine Palazzi to the Economic Development Commission, terms to expire 6/30/21.
- ii. 'Welcome to Andover' Signage
- iii. CT Economic Resource Center (CERC) EDC 101 Class
- iv. Updates on the Community Voice Channel Board and Vernon Area Cable Advisory Committee

Chair Elaine Buchardt presented on behalf of the EDC.

There is no staffed position in the Town of Andover for economic development. It is a volunteer run commission.

Projects have been initiated from the commission such as: seasonal monthly Andover Farmers' Market and Business Directory. The Business Directory has been recently updated by EDC Member Cathy Palazzi and is currently being updated by Administrative Assistant Amanda Gibson. It is uploaded to the town website and is an ongoing project.

Town of Andover is a member of the Tolland County Chamber of Commerce. Membership cost is \$400 annually. Elaine is on the chamber's EDC Board (along with Ellington, Tolland, Vernon) and meets every other month to share ideas.

The Long Term Planning Committee's Town-Wide Survey results recommended 'Welcome to Andover' signage. Elaine received advice from the Chamber EDC Board to find a sign maker and it was proposed for \$4-5k. EDC needs funds approved from the BOS prior to receiving approval from the BOF.

Chamber EDC Board introduced our EDC to the CT Economic Resource Center (CERC). Elaine would like to orchestrate a municipal training workshop, EDC 101 Class, for our community members to attend.

Adrian Mandeville: Town needs to provide resources for finding available commercial real estate. The EDC would love the opportunity to have more of a platform on the town website and the new town Facebook page.

Through the Chamber, EDC discovered Sustainable CT (www.sustainablect.org) which certifies and recognizes municipalities for their ongoing sustainability achievements. 50% of towns are certified including neighboring towns such as Coventry.

Jeff Maguire: Hopes to fund the EDC in the future and promote Andover. Requested a more detailed plan of economic development for the town. There are no sewers on Route 6.

Elaine Buchardt: Previously created was the *CRCOG Route 6 Hop River Corridor Transportation Study Executive Summary and the *LADA Route 6 Hop River Corridor Executive Summary. *On the town website. There could be a packaged sewer system available for a shared industrial park which needs to be researched.

Steve Willard: As a former member of EDC, the town previously solicited companies/organizations (such as Key Bank, Walgreens, ECHN) but they were not interested.

The EDC has 2 vacancies they have been working to fill.

Lori Blake and Catherine Magaldi-Lewis volunteered to fill the vacancy and serve on the EDC.

Scott Person MOVED to appoint Elaine Buchardt, Patrick Dougherty, Catherine Palazzi, Catherine Magaldi-Lewis and Lori Blake to the Economic Development Commission, terms to expire 6/30/21.

Paula King SECONDED

MOTION CARRIED 5:0:0

Elaine Buchardt is on the Community Voice Channel (CVC) Board as the Andover representative. The local channel offers studio time for towns to host programs. She is planning to have Eric Anderson host and has also researched how to air town meetings on the CVC website which would require purchasing cameras or borrowing from CVC and coordinating volunteers.

b. Library Board of Directors

- i. Re-appointments of Cathleen Desrosiers, Linda Fish, Dianne Grenier, Lisa Kurtz, Julie Victoria, Sharon Shevchenko (Alternate), and Jeff Ballard (Alternate) to the Library Board of Directors, terms to expire 6/30/21.
- ii. Review the Mission Statement, Accomplishments and Future Goals, By Laws, FY 2017-2018 Annual Report, 2019-2020 Budget.
- iii. Review the Surveillance Sign Installation Request.

Cathy Desrosiers presented the Andover Library Board of Directors reports. Goal is to continue focusing on library services and building maintenance. The painted mural will be done in approximately 2 weeks. With the upcoming Connectivity Grant, the front step area will need to be addressed. First Selectman Jeff Maguire commended the Library Board of Directors for excellence.

Scott Person MOVED to appoint Cathleen Desrosiers, Linda Fish, Dianne Grenier, Lisa Kurtz, Julie Victoria, Sharon Shevchenko (Alternate), and Jeff Ballard (Alternate) to the Library Board of Directors, terms to expire 6/30/21.

Paula King SECONDED

MOTION CARRIED 5:0:0

c. Website Development Committee

- i. Appointments of 2 at large members Scott Chalfant and Amy March along with Administrative Assistant Amanda Gibson, BOS Member Adrian Mandeville and Long Term Planning Committee Chair Wendy Kopp.

Adrian Mandeville MOVED to appoint 2 at large members Scott Chalfant and Amy March to join current members Amanda Gibson, BOS Member Adrian Mandeville and Long Term Planning Committee Chair Wendy Kopp. Terms to expire 11-6-2020.
Scott Person SECONDED
MOTION CARRIED 5:0:0

8. Town Administrator's Report

Town Administrator Eric Anderson presented highlights of his report.

*Please see attached for the extensive report in the meeting packet.

9. Old Business

Discuss and act upon the following:

a. Pavement Management System Evaluation

Paula King MOVED to authorize the Town Administrator to enter into a 3-year contract with Streetscan for \$6,000 per year to provide pavement evaluation and pavement management services to the Town of Andover as outlined in the proposal dated September 12, 2019.

Scott Person SECONDED

MOTION CARRIED 5:0:0

b. Quotes for Pole Mounted Graphic Display Speed Signs

Town Administrator received a proposal for a street speed sign. Requested data from the Resident State Trooper on the recently installed speed sign on Lake Road. Darrell Tetreault offered to retrieve the data from the borrower, the Town of Hebron. The speed sign only detects one way in the direction it is facing. BOS to refer to the data downloaded from the borrowed sign in order to decide on the purchase of a speed sign.

c. Town Aid Road (TAR) Update

Town Administrator Eric Anderson announced that the town has not received funding for this year as the state has not yet released the bond for Town Aid Road.

d. Town's Personnel Policies

Town Administrator Eric Anderson announced that the draft Personnel Handbook is preliminary and needs to be reviewed by the town attorneys and unions.

Adrian Mandeville MOVED to adopt the Policy on Town Hall Closures and Holiday Dismissal as presented.

Paula King SECONDED

MOTION CARRIED 5:0:0

Adrian Mandeville MOVED to adopt the Policy on Senior Transportation driver position requirements as presented.

Paula King SECONDED

MOTION CARRIED 5:0:0

e. Community Connectivity Grant

Conversations occurring between the DOT and the Town of Andover. Need to submit the application to the town's Inland Wetlands and Watercourses Commission for approval. The Town will go to Request for Proposal (RFP) in the spring.

10. New Business

Discuss and act upon the following:

a. Overspending Accounts – Previously discussed.

b. Brandon Handfield for Town Engineering Services, Yantic River Consultants, LLC

Adrian Mandeville MOVED to authorize the Town Administrator to hire the civil engineering firm Yantic River Consultants to act in the capacity of the town engineer to conduct an assessment of the bridges and culverts in Andover and assist the town in developing a plan for their maintenance and replacement as outlined in a proposal dated October 30, 2019.

Paula King SECONDED

MOTION CARRIED 5:0:0

c. Meeting Dates 2020

Adrian Mandeville MOVED to move the Board of Selectmen Regular Meetings to the 2nd Monday of the month for the year 2020.

Paula King SECONDED

MOTION CARRIED 5:0:0

d. BOS Planning Meeting Date

Jeff Maguire MOVED to hold a Board of Selectmen Special Meeting on Tuesday, November 12, 2019 at 7:00 P.M. in the Town Hall Community Room.

Paula King SECONDED

MOTION CARRIED 4:0:1 (Adrian Mandeville abstained)

e. Memorandum of Understanding with the Board of Education

The BOS signed the Memorandum of Understanding to the Board of Education regarding evening meeting space in Andover Elementary School from 5:00 to 10:00 P.M. *See included for the MOU.

f. Appointment of a Community/Senior Center Committee

Scott Person MOVED for the BOS to form a committee to move forward with the planning for constructing a community/senior center in Andover. The Community/Senior Center Committee would confirm the design, location and costs. The committee will not be permanent and exist for one year from its first meeting unless extended by the BOS. All proposals will be brought back to the appropriate administrative town bodies for evaluation and voting as required.

Jeff Murray SECONDED

Discussion:

Jeff Murray suggested to table until the next meeting. BOS decided to move forward since the first committee meeting won't occur until January 2020.

MOTION CARRIED 5:0:0

g. Hiring of New Employees:

- i. Zoning Enforcement Officer
- ii. Wetlands Agent
- iii. Elderly and Social Services Coordinator
- iv. Senior Transportation CDL Driver

Adrian Mandeville MOVED to authorize the Town Administrator to hire the following positions:

James Hallisey for a part time position as the Zoning Enforcement Officer for the terms and conditions in the offer letter;

Joshua Snarski for a part time position as the Wetlands Agent for the terms and conditions in the offer letter;

Roberta Dougerty to a part-time non-union position as the Elderly and Social Services Coordinator subject to the terms and conditions in the Memorandum of Agreement between the Town of Andover and MEIU, local 506 AFL-CIO;

Kathy Bishop to a part time position as a CDL Senior Transportation Driver for the terms and conditions in the offer letter.

Scott Person SECONDED

MOTION CARRIED 5:0:0

h. Adapting Town Hall Community Room for senior usage:

Town Administrator Eric Anderson: Goal is to better furnish and utilize the community room to better meet the needs of the senior population. To check with the Town Attorney Dennis O'Brien on if the BOF can approve funds out of the contingency fund or multiuse building fund and whether or not it needs to go to a Special Town Meeting.

11. Approval of Meeting Minutes

a. Approval of Wednesday, October 2nd, 2019 Regular Meeting Minutes

Jeff Maguire MOVED to approve the Wednesday, October 2nd, 2019 Regular Meeting Minutes

No member SECONDED

Members voted to approve 5:0:0

12. Budget

- a. Transfers
- b. Refunds

13. Tax Collector's Report

a. Refunds Requests – None.

Town Administrator included two reports of the past 2-3 years from the Treasurer's Office.

14. Department Reports

a. Fire Department – report attached.

Town Administrator Eric Anderson thanked the Fire Department for all of their hard work the past month with road closures due to storms and a house fire.

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

Jeff Maguire thanked the Registrars for all of the hours they put in on Tuesday, November 5, 2019 for the Technology Update Referendum Voting.

15. Resignations – None.

16. Correspondence – None.

17. Public Speak

Dianne Grenier: Town received a large turnout yesterday. Many residents who came thought they were voting for the Board of Selectmen.

Inquired on the crumbling concrete at the Town Transfer Station.

Adrian Mandeville: Believes the blocks were not treated for salt and new blocks are being treated with a sealer prior.

Town Administrator Eric Anderson: However, the representative from DCE Concrete kicked blocks and stated it was classic pyrite damage and block pattern was made by Moodus. There are no purchasing records from 15 years prior.

Linda Fish: Townsend Road looks great though it was filled with knotweed.

Eric Anderson: Due to lack of funds, Public Works goes down to the pit and back fills with existing material.

Curt Dowling: The large bus needs a CDL licensed driver and would suggest parking the bus until an employee is hired with a CDL.

Eric Anderson: Town is not hiring any more senior drivers without a CDL license. Hourly rate will increase due to this qualification. Senior Transportation volunteer Cathy Palazzi is working to apply for a grant for another bus and specifically choosing one under the 16-passenger limit.

Curt Dowling: Highly recommended for Andover to only work together with other Region 8 towns to explore shared educational services.

Dianne Grenier: Would appreciate that all meeting reports are uploaded to the town website.

Curt Dowling: Provided an update on the house fire at Rockledge Drive. The volunteer firefighters did a great job stopping the fire.

Dianne Grenier: The Fire Department just offered the CPR/First Aid Course on Saturday, November 2, 2019. The Library Board encouraged staff to attend and would recommend encouraging town staff to attend future trainings. She is very happy with the Fire Department members' service.

Joel Landry: Highly recommended for Andover to work together with other Region 8 towns to explore shared educational services. Suggested for the Economic Development Commission to explore options of a shared sewer system on Route 6.

Kevin Reagan: Restaurants/businesses on the westbound lane would benefit since traffic is traveling that direction in the morning. Andover Plaza would benefit from a traffic light.

18. Executive Session to discuss contracts

Executive Session opened at 10:00 P.M. No motion taken.

19. Adjournment

First Selectman Jeff Maguire adjourned the Regular Meeting and Executive Session at 10:21 P.M.

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

SIGN IN SHEET

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

Regular Meeting Agenda

1. Dana Ming
2. Daniel Faron
3. Catherine Magaldi Lewis
4. Linda Fish
5. Kevin Ragan
6. Julie Victoria
7. Jessica Talaga
8. Elaine Buchardt
9. Nair Viveiros
10. James Azara
11. Amy L. Bna
12. Stacey Bigley
13. Cathy Desrosier
14. Laurel Jordan
15. Joe King
16. Ann Dew
17. Lauren Graham
18. Joel Landy

SIGN IN SHEET

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

Regular Meeting Agenda

1. MIKE PALAZZI
2. Sally Boyen
3. Karen Hunter
4. Catherine Palazzi
5. Mary J. Dwyer
6. Kevin Smith
7. Dianne Spencer
8. Judy Knopf
9. George Knopf
10. Curt Dawkins
11. Steve Willett
12. STEVEN FESS
13. Anne Crene
14. GERARD CREMÉ
15. Michael Crane
16. Michelle Vale
17. Kisa Knub
18. Erin Boris

SIGN IN SHEET

Town of Andover

Board of Selectmen

November 6, 2019 at 7:00 P.M.

Town Hall Community Room, 17 School Road

Regular Meeting Agenda

1. Kristen Solloway

2. Lois Blake

3. David Kluczewski

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

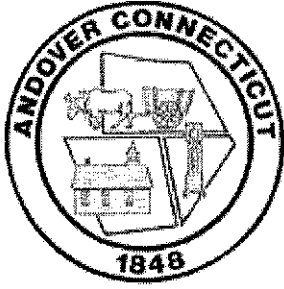
16. _____

17. _____

18. _____

This letter is from Wendy and Eric Kopp who could not be here tonight due to the RHAM Sports Banquet.

We would like to ask for a "Dump Swap" program to be executed at the Town Transfer Station. The premise of the program is to put less into the bulky waste bin which would benefit the town for two reasons, 1. LESSEN the load, thus decreasing how much the town is charged by Willimantic Waste and 2. ALLOW for other residents to take and reuse items which could be useful to them. The SWAP would be located in the garage on the transfer station property. We are asking to have this concept added put on next Board of Selectmen meeting agenda so we can present a more detailed plan as to how this program can run along with the help of volunteers. Thank you, Wendy and Eric Kopp



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Andover Board of Selectmen

Nov 6, 2019

Memorandum To: Board of Education:
From: Board of Selectmen
Regarding: Memorandum of Understanding for use of space for evening meetings

The Board of Selectmen would like to have a class room, or the music room available in the evenings for public meetings. The town of Andover is very short of meeting space, until a new community center is built. This memorandum would supplant the previous Memorandum of Understanding for the 3-4 wing. The conditions that the Board of Selectman would like are as follows:

1. Room to be available Monday, Tuesday Wednesday and Thursday from 5- 10 PM.
2. Scheduling for the room would be done at the Town Hall with the town clerk and would appear on the town's calendar.
3. The town would have either a keycode that was active Between 5-9 pm or would have a key to room.
4. No events or access during the school day.
5. Room should accommodate at least 25 people for a meeting so that the space can accommodate public hearings.
6. There should be a bathroom facility available for meeting participants.
7. The Town of Andover would pay for the costs of an electronic lock if necessary.

Jeff Maguire, First Selectman

Adrien Mandeville, Vice First Selectman

Scott Person, Selectman

Jeff Murray, Selectman

Paula King, Selectwoman



ANDOVER VOLUNTEER FIRE DEPARTMENT

11 School Road, Andover, CT 06232

Phone: (860) 742-7477

November 1, 2019

The Andover Fire Department responded to 37 calls for service for the month of October. Here is the breakdown.

Medical Calls 15

Wires Related 7

MVA 8

Structure Fire 4

Haz Mat 1

Car Fire 1

Outside Fire 1

Drills 3

Meetings 1

Work Detail 1

Special Event 1

Ron Mike

Andover Fire Chief



Commanding Officer
Lt. Marc Petruzzi #037

State of Connecticut



Connecticut State Police Troop K - Colchester



Executive Officer
Master Sergeant Eric Peck #085

Date: 10/1/19

Jeff J. Maguire
Town Manager
17 School Road
Andover CT 06232

Dear: Jeff J. Maguire,

This correspondence is an effort to keep you apprised of the monthly police services occurring within the Town of Andover.

During the month of **September 2019** the Andover Resident Trooper as well as Troop K Troopers responded to **136** Calls for Service in the Town of Andover. Of these Calls for service the most notable are:

Accidents: 3
Burglaries: 1
Larcenies: 1
Narcotic Cases: 0
Other Criminal: 3
Other Non-Criminal: 1
Non Reportable Matters: 121
Other Noteworthy Events (List):

In addition to the above investigations Troopers conducted the following motor vehicle enforcement:

On-Sight DWI: 1
Traffic Citations: 25
Written Warnings: 3

Sincerely,

 #037

Lt. Marc Petruzzi #037
Commanding Officer
Troop "K" Colchester, CT

15A Old Hartford Road
Colchester, Connecticut 06415
Phone (860) 537-7500
FAX (860) 537-7550

TOWN CLERK MONTHLY REPORT

OCTOBER 2019

Total Town Clerk Receipts	\$9,512
Dog License Receipts	\$ 57
Town PA 09-228	\$ 564
Town Clerk Preservation Fund	\$ 207

Customer Service	1798
Documents	51
Dog License	8
Reports Submitted	11
Notarization	19
Sport License	5
Vital Copies	6
Pistol Permits	
Scanning	598

Building & Land use Department

Monthly Report

September 2019

T.O.A. Fees – Collected fees, completed and submitted weekly fee reports.

E.H.H.D. Fees – Collected fees, completed and submitted monthly reports.

Planning & Zoning Applications

Inland Wetlands Applications 1

Zoning Board of Appeals Applications 1

EHHD Correspondences & time with Sanitarian

Driveway Permits 2

P&Z Bond Permits 1

Fire Marshal Reviewed a few items with Mike Lester

Public Works

IT David Spent time with David working with all computers & scanner

Scanning & Filing Hours – 8

- Cleaning Office – Re-arranging files
- Creating/Editing Applications and Forms – Building, Land Use
- Creating & Maintaining various spreadsheets – Building, Land Use and Health Department, Misc.
- Worked with John & Amanda on Land Use Applications, Correspondence, Assisting applicants
- Administrative tasks for Land Use Applications
- Clean and organized office (this will be ongoing for a bit)

SEPTEMBER 2019				
DATE ISSUED	PERMIT NO.	PROPERTY OWNER	PROPERTY LOCATIOIN	DESCRIPTION
9/11/2019	4336	Eric & Heather Berry	16 West Rd Ext	Install Propane Tank
9/11/2019	4333	Kathleen Killarnes	22 Rte 87	275 Gallon Oil Tank
9/11/2019	4334	Georgia O'Brien	325 Lake Rd	A/G Propane Tank
9/11/2019	4337	Steven Rocketteller	45 Lakeside Dr	Install Propane Tank
9/11/2019	4331	Pierce Carpentry	327 Hebron Rd	Repairs, Walls, Overhang, Staircase
9/12/2019	4339	Joseph Aguiar	31 Ridge Rd	Replacement Windows
9/12/2019	7340	Sean Murphy	654 Rte 6	Replacement Windows
9/12/2019	4341	Peter Maneggia	71 Bausola Rd	New Bathroom in Besant.
9/12/2019	4338	Debra Remesch	112 Lakeside Dr	Deck
9/12/2019	4329	Eric Shevchenko	191 Bunker Hill Rd	Steam Boiler
9/12/2019	4330	Robert Merry	104 Wheeling Rd	Hot Water Tank
9/12/2019	4339	Joseph Aguiar	31 Ridge Rd	New Bathroom in Besant.
9/12/2019	4341	Peter Maneggia	71 Bausola Rd	Replacement Windows
9/12/2019	4340	Sean Murphy	654 Route 6	Replacement Windows
9/18/2019	4344	Georgia O'Brien	325 Lake Rd	Standby Generator
9/19/2019	4345	Paul Lacroix	123 Long Hill Rd	Install Generator
9/19/2019	4346	Edward Bosk	5 Woodside Ln	Replace 275 Gallon Oil Tank
9/23/2019	4343	Eric Wagner	31 Skinner Hill Rd	U/G 1000 gallon propane tank
9/23/2019	4338	Debra Remesch	112 Lakeside Dr	Deck
9/26/2019	4347	Kurt Surdam	45 Old Farms Rd	Propane Tank
TOTAL PERMITS ISSUED = 21				

Building Department Inspection Log														
September 2019														
Date	Property	DESCRIPTION	Comm/ Industrial	Residential	Building	Electrical	Plumbing	HVAC	Mech	Pass	Fail	Re-Inspect	Total	CO ISSUED
September	Location													
9/12/2019	241 Lake Rd	Footing		1	1					1			1	
9/11/2019	27 Hendee Rd	Foundation For Garage		1	1					1			1	
9/12/2019	78 School Rd	Electrical		1		1					1		1	
9/12/2019	127 Bear swamp Rd	Insulation		1	1					1			1	
9/12/2019	475 Lake Rd	Furnace A/C		1				1	1	1			1	
9/12/2019	7 Ryan Rd	Rough Frame		1	1					1			1	
9/16/2019	89A Lakeside Dr	Footing		1						1			1	
9/16/2019	53 Juravoty Rd	Bath Remodel		1		1	1	1	1	1			1	
9/16/2019	69 Burnap Rd	Rebar		1	1					1			1	
9/16/2019	74 Hendee Rd	Framing		1	1					1			1	
9/16/2019	47 Skinner Hill Rd	Rebar		1	1					1			1	
9/18/2019	31 Ridge Rd	Bath Remodel		1	1	1	1	1		1			1	
9/18/2019	16 West St Ext	Renovation		1	1	1	1	1	1		1		1	
9/16/2019	127 Bear swamp Rd	Insulation		1	1					1			1	
9/18/2019	69 Burnap Rd	Footing Drains & sealer		1	1					1			1	
9/19/2019	47 Skinner Hill Rd	Footing		1	1					1			1	
9/19/2019	285 Boston Hill Rd	Final LP Tank		1	1			1		1			1	
9/19/2019	112 Lakeside Dr	Piers for deck		1	1					1			1	
9/19/2019	363 Lake Rd	Framing Deck		1	1					1			1	
9/19/2019	191 Bunker Hill Rd	Furnace		1	1			1		1			1	
9/23/2019	89A Lakeside Dr	Foundation for New House		1	1					1			1	
9/24/2019	47 Skinner Hill Rd	Drain Tile & Foundation		1	1					1			1	
9/25/2019	16 West St Ext	Remodel		1	1	1	1	1	1	1			1	1
9/30/2019	74 Hendee Rd	Electrical		1	1	1				1			1	1
9/30/2019	267 Hebron Rd	Electrical for Barn		1	1	1							1	
				25	17	3	45	1	1	22			25	2

Register Report 7/5/19 - Sep 2019

9/1/2019 through 9/30/2019

10/23/2019

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 8/31/2019								14,557.04
9/4/2019	Building Department		327 Hebron Rd		[Permit receipts]			49.03
9/9/2019	Building Department		... Gilead Rd.	IWWC APP	IWWC	272994		150.00
				State Zoning	State Zoning Fee			60.00
9/9/2019	Building Department		33 Rte 87		[Permit receipts]			213.90
9/9/2019	Building Department		22 Rte 87		[Permit receipts]			40.00
9/9/2019	Building Department		325 Lake Rd.		[Permit receipts]			80.56
9/9/2019	Building Department		Copies	Copies	copies			1.00
9/9/2019	Building Department		197 Hebron Rd.		[Permit receipts]			26.77
9/10/2019	Building Department		16 West St. Ext		[Permit receipts]			80.52
9/10/2019	Building Department		45 Lakeside Dr		[Permit receipts]			61.56
9/12/2019	Building Department		112 Lakeside Dr.		[Permit receipts]			90.78
9/12/2019	Building Department		31 Ridge Rd.		[Permit receipts]			102.60
9/12/2019	Building Department		654 Route 6		[Permit receipts]			133.38
9/12/2019	Building Department		71 Bausola Rd.		[Permit receipts]			133.38
9/17/2019	Building Department		31 Skinner Hill Rd		[Permit receipts]			90.78
9/17/2019	Building Department		325 Lake Rd.		[Permit receipts]			147.21
9/17/2019	Building Department		264 Long Hill Rd	Driveway Bond _ Fuller ...	Driveway:bond			50.00
9/17/2019	Building Department		123 Long Hill Rd		[Permit receipts]			132.85
9/20/2019	Building Department		5 Woodside Lane		[Permit receipts]			32.83
9/19/2019	Building Department		377 Lake Rd	Fuller Paving/ Mr. Linde...	Driveway:bond			50.00
9/26/2019	Building Department		45 Old Farms Rd		[Permit receipts]			80.52
9/4/2019	Building Department	ZB...	119 Lakeside Dr	ZBA APPLICATION	ZBA			140.00
				State Zoning Fee	State Zoning Fee			60.00
9/1/2019 - 9/30/2019								2,007.67
BALANCE 9/30/2019								16,564.71
OVERALL TOTAL								2,007.67
TOTAL INFLOWS								2,007.67
TOTAL OUTFLOWS								0.00
NET TOTAL								2,007.67

State-IWWC-PZC-ZBA - Sep 2019

9/1/2019 through 9/30/2019

10/23/2019

Date	Account	Num	Description	Memo	Category	Tag	Tax Item	Clr	Amount
9/4/2019	Building De... ZBA	S	119 Lakeside Dr	State Zoning Fee	State Zoning Fee				60.00
9/9/2019	Building De...	S	Gilead Rd.	State Zoning	State Zoning Fee				60.00
9/9/2019	Permit rece... 4332	S	33 Rte 87	State Zoning Fee	State Zoning Fee		Schedule C...	c	60.00
9/9/2019	Permit rece... 4334	S	325 Lake Rd.	State Zoning Fee	State Zoning Fee		Schedule C...	c	60.00
9/10/2019	Permit rece... 4336	S	16 West St. Ext	State Zoning Fee	State Zoning Fee		Schedule C...	c	60.00
9/12/2019	Permit rece... 4338	S	112 Lakeside Dr.	State Zoning Fee	State Zoning Fee		Schedule C...	c	60.00
9/17/2019	Permit rece... 4343	S	31 Skinner Hill Rd	State Zoning Fee	State Zoning Fee		Schedule C...	c	60.00
9/17/2019	Permit rece... 4344	S	325 Lake Rd.	State Zoning Fee	State Zoning Fee		Schedule C...	c	60.00
9/17/2019	Permit rece... 4345	S	123 Long Hill Rd		State Zoning Fee		Schedule C...	c	60.00
9/25/2019	Permit rece... 4348	S	45 Old Farms Rd	State Zoning Fee	State Zoning Fee		Schedule C...	c	60.00
9/1/2019 - 9/30/2019									600.00
TOTAL INFLOWS									600.00
TOTAL OUTFLOWS									0.00
NET TOTAL									600.00

State Ed Report - Quarterly 19/19/19 - Sep 2019
9/1/2019 through 9/30/2019

10/23/2019

Page 1

Category	9/1/2019- 9/30/2019
INFLOWS	
Ed Fee - State	24.11
TOTAL INFLOWS	24.11
OVERALL TOTAL	24.11

Weekly Register Report - Last month

9/1/2019 through 9/30/2019

10/23/2019

Page 1

Date	Account	Num	Description	Memo	Category	Clr	Amount
9/17/2019	BONDS		264 Long Hill Rd	Driveway Bond _ Full...	Driveway:bond		500.00
9/19/2019	BONDS		377 Lake Rd	Fuller Paving/ Mr. Lin...	Driveway:bond		500.00
9/1/2019 - 9/30/2019							1,000.00
TOTAL INFLOWS							1,000.00
TOTAL OUTFLOWS							0.00
NET TOTAL							1,000.00

Assessor's office monthly activity –SEPTEMBER 2019	
Processing conveyances	13
Processing building permits	21
Prorating motor vehicle grand list	14
Updating field cards	2
Correspondence/Phone	103
Providing assistance to town hall customers (ie taxpayer, title searchers, appraisers etc)	78
Providing assistance to other departments	14
Researching mapping issue or questions	3
Reports and communication with the State of Connecticut/ US Census	2
MLS research	5
Scheduling meeting and appointments	4
Office work – ie filing, updating sales book, scanning documents etc	14
Personal property grand list	All pp declarations processed, labeled, folded, stamped & mailed.
Personal Property/Discovery	26
Homeowner's program	
Veteran's program	
Income & expenses	
Renter's rebate program	18
Tax exemptions	2
Adds to the re, pp or mv grand list	2
Pa 490	
Provided assistance to BAA	3
Researching and providing requested information to auditor or software vendor (for grand list files or tax bills)	
Real property inspections	4
Personal property inspections	
Real property appraisals	4
Taxpayer correspondence	9
Attorney correspondence	
Tax appeal review/appraisal	
Mls review	5
Town board/dept assistance	
Review & Approve C of Cs	17
Review & Approve Farmland & Forestland Assessment Applications	
Review, Approve, & create/data entry on land splits & mergers	
Mapping Research/Discrepancies	1

Conditions: District: Reported Type: All Order By : List No

LIST NO	NAME / ADDRESS	UNIQUE ID	COC#	BAA	ORIGINAL GR/EX/NET	ADJUSTMENT GR/EX/NET	NEW GR/EX/NET	
1084 1	PATCH ALBERT R 75 PINE RIDGE DR ANDOVER CT 6232-0	598 C C		07771R	C 2018 09/25/2019 PRORATE ELDERLY BENEFIT	101,800 15,000 86,800	0 0 0	101,800 15,000 86,800
1244 1	SAGLIO ARLENE INEZ 11 HICKORY HILL DR ANDOVER CT 6232-0	175 C C		07772R	C 2018 09/25/2019 PRORATE ELDERLY BENEFIT	93,800 0 93,800	0 0 0	93,800 0 93,800
1537 1	WILSON SUSAN POHL 37 LYMAN RD BOLTON CT 6043-0	1425		07761R	C 2018 09/12/2019 CORECTED SQ FT LIV AREA AFTER INSPECTION	304,500 0 304,500	-45,000 0	259,500 0
50070 1	ANDERSON JAMES E 222 LAKE RD ANDOVER CT 6232-1708	50078 1999 02	DODGE	07758M RAM 2500 1B7KC2367XJ548416	B 2018 09/12/2019 BAA	5,990 0 5,990	-2,140 0	3,850 0 3,850
50876 1	DICKINSON MARGARET K 28 RIVERSIDE DR APT 2 ANDOVER CT 6232-0	50885 2006 01	FORD	07756M ESCAPE X 1FMCU93176KD25456	C 2017 09/05/2019 SOLD 1/18	3,620 0 3,620	-2,415 0	1,205 0 1,205
51239 1	GIROUX RONALD W 16 WOOD FERN WAY ANDOVER CT 6232-1132	51246 2016 01	BUICK	07765M ENCLAVE 5GAKVCKD2GJ106483	C 2018 09/16/2019 REG IN FL 12/18	21,320 0 21,320	-15,990 0	5,330 0 5,330
51240 1	GIROUX RONALD W 16 WOOD FERN WAY ANDOVER CT 6232-1132	51247 2010 01	CHEVR	07764M K1500 SU 1GNUMKJE39AR272538	C 2018 09/16/2019 REG IN FL 12/18	11,600 0 11,600	-8,700 0	2,900 0 2,900
51241 1	GIROUX RONALD W 16 WOOD FERN WAY ANDOVER CT 6232-1132	51248 2001 01	VOLVO	07763M V70 AWD YV1SZ58D011004042	C 2018 09/16/2019 REG IN FL 12/18	2,170 0 2,170	-1,627 0	543 0 543
52008 1	LEE KENNETH E 24 WEBSTER LN BOLTON CT 6043-7825	52012 2000 02	FORD	07760M F350 SUP 1FTSF31F6YEB04678	B 2018 09/12/2019 BAA	5,930 0 5,930	-2,535 0	3,395 0 3,395
53205 1	RYDER PAUL J P.O. BOX 134 ANDOVER CT 6232-0	18A010 2009 01	TOYOT	07766M CAMRYSE 4T1BE46K39U846408	C 2018 09/17/2019 WRONG TT SENT TO COVENTRY	4,550 0 4,550	-4,550 0	0 0 0
53481 1	STRATTON CHRISTOPHER T 706 EAST ST ANDOVER CT 6232-1407	53481 2005 01	NISSA	07770M ALTIMA S 1N4AL11D15C100963	C 2017 09/24/2019 SOLD 5/18	2,640 0 2,640	-879 0	1,761 0 1,761
53746 1	USB LEASING LT 1850 OSBORN AVE OSHKOSH WI 54902-6197	53745 2018 03	RAM	07762M 2500 SLT 3C6UR5DJ7JG232574	C 2018 09/16/2019 CGS 12-81 (53)	25,970 0 25,970	0 25,970 -25,970	25,970 25,970 0
54054 1	MANSELLE TIMOTHY C 8 KINGSLEY DR ANDOVER CT 6232-0	18A030 2015 03	CHEVR	07759M SILVERAD 3GCUKREC0FG51507	B 2018 09/12/2019 BAA	20,020 0 20,020	-1,375 0	18,645 0 18,645
54056 0	GILBERT RYAN PO BOX 205 ANDOVER CT 6232-0	17A069 2014 04	RAM	07768M RAM TRUC 3C63RRKL5EG161582	C 2017 09/23/2019 ADD FROM MANSFIELD	0 0 0	32,480 0	32,480 0 32,480
54058 0	GILBERT RYAN PO BOX 205	18A034 2014 04	RAM	07769M RAM TRUC	C 2018 09/23/2019	0 0	30,450 0	30,450 0

Conditions: District: Reported Type: All Order By : List No

LIST NO	NAME / ADDRESS	UNIQUE ID	COC#	BAA	ORIGINAL GR/EX/NET	ADJUSTMENT GR/EX/NET	NEW GR/EX/NET
	ANDOVER CT 6232-0		3C63RRKL5EG161582	ADD FROM MANSFIELD	0	30,450	30,450
80159	DICKINSON MARGARET K	80159	07757S	C	4,035	-1,348	2,687
1	28 RIVERSIDE DR APT 2	2012 01	HONDA ACCORD E	2017 09/05/2019	0	0	0
	ANDOVER CT 6232-0		1HGCP2F74CA232495	SOLD 7/18	4,035	-1,348	2,687
80233	GILBERT RYAN G	80233	07767S	C	18,936	-18,936	0
1	44 WALES RD	2014 02	RAM RAM TRUC	2017 09/23/2019	0	0	0
	ANDOVER CT 6232-1219		3C63RRKL5EG161582	DUPLICATE - ADD FROM MANSFIELD 17 GL	18,936	-18,936	0
TOTAL	# Of Accts 17				626,881	-42,565	584,316
					15,000	25,970	40,970
					611,881	-68,535	543,346
YEAR 2017	# Of Accts 17				626,881	-42,565	584,316
					15,000	25,970	40,970
					611,881	-68,535	543,346
GRAND TOTAL	# Of Accts 17				626,881	-42,565	584,316
					15,000	25,970	40,970
					611,881	-68,535	543,346

ANDOVER SENIOR TRANSPORTATION
MONTH OF OCTOBER 2019

Dated 11/4/2019
Cathy Palazzi
Senior Coordinator

Month of October:

- 1) CDL driver hired. Andover will qualify with DOT for another van or bus in 2020.
- 2) Senior Transportation is now in compliance with DOT regarding Title VI.
- 3) Drug tests – one driver – okay.
- 4) Town Administrator and Senior Coordinator completed a document for Driver Position Requirements. Each driver has signed.
- 5) Annual Driver Safety classes scheduled for December. To be completed by end of January.
- 6) All town senior vehicles information compiled and sent to Town Administrator/ and Assistant.
- 7) BOS Liaison appointed. Paula King to report any vital information to BOS.
- 8) Maintenance line has \$1383.74 remaining and will keep updating Town Administrator as needed.
- 9) New timesheets presented by Treasurer's office.
- 10) Number of people serviced in October:
 - Medicals 44
 - Shopping 51
(includes Food Pantry/Food Share/Friday Lunch)
 - Special Events 10
 - Maintenance 2
 - Incident Log 1
 - Disabled 30
 - Veterans 9
 - Passengers 150

Dated 11/4/2019
Cathy Palazzi
Senior Coordinator

- Wallace Barton, Jr. Republican Registrar of Voters
 - Elinor Skoog Republican Deputy Registrar of Voters
 - Linda Derick Democratic Registrar of Voters
 - Julie Victoria Democratic Deputy Registrar of Voters
-
- ROV Tolland County Meeting on October 2
 - Town Meeting on October 23, 2019
 - Changed election workers (not ROV or Deputy ROV) to regular paycheck; no longer payroll
 - Regular office hours: Linda on Mondays from 10-12 and Wally on Wednesdays from 10-12 and/or as needed
 - Monthly voter processing:
 - Additions 19
 - Changes 5
 - Removals 10

Town of Andover
Board of Selectmen
November 12, 2019 at 7:00 P.M.
Town Hall Community Room, 17 School Road

Special Meeting Minutes

1. Call to Order/Pledge of Allegiance

First Selectman Jeff Maguire called the Special Meeting to order at 7:01 P.M.
The Pledge of Allegiance was recited.
Public Attendees: See sign-in sheet included.

2. Public Speak - None.

3. Town Hall Community Room Renovation

Town Administrator Eric Anderson shared the letter of approval from Attorneys O'Brien and Johnson regarding Proposed Expenditures for "Adapting Town Hall Community Room for Senior Usage". *See included letter.

Jeff Murray MOVED that in accordance with the Town Charter, to request that the Board of Finance authorize spending up to \$5,000 from the multiuse building fund, #L100-00-370-047 to better furnish and utilize the community room as an interim community/senior center.

Paula King SECONDED
MOTION CARRIED 5:0:0

4. Planning and Priority Discussion

Town Administrator Eric Anderson shared the extensive planning list of Andover Town Goals with the BOS Members to request what the town's priorities should be. *See included document.
BOS Members discussed numerous items on the document.

5. Public Speak

Cathy Palazzi: Town needs CDL licensed drivers in order to qualify with the state for grants to fund future buses. Other towns only hire CDL licensed drivers. She currently has two more CDL drivers to interview. When there is an overlap of medical appointments, it would be better to have smaller vans and more drivers. At this point, smaller vehicles do not require a CDL driver. Town has to comply with the state rules and at some point, all the town drivers will need to have a CDL license. BOS requested to have in writing that the state requirement is to have CDL licensed driver.

Thanked the staff for putting the community room flags in their proper place.

Town Hall needs a better heating system in the building.

Received complaints from the community that town street lights recently being turned off is one of the causes of crime in our town. Our Resident State Trooper has suggested for residents to lock their vehicles.

6. Adjournment

Jeff Murray MOVED to adjourn the Special Meeting.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

First Selectman Jeff Maguire adjourned the Special Meeting at 9:21 P.M.

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

Amanda Gibson

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.

Town of Andover
Board of Selectmen
November 12, 2019 at 7:00 P.M.
Town Hall Community Room, 17 School Road

Special Meeting Agenda

1. Karen Hunter
2. Mike PALAZZI'
3. Cathy Palazzi
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

O'Brien and Johnson

Attorneys at Law

120 Bolivia Street, Willimantic, Connecticut 06226

Fax (860) 423-1533

Attorney Dennis O'Brien
dennis@OBrienJohnsonLaw.com
(860) 423-2860

November 12, 2019

Attorney Susan Johnson
susan@OBrienJohnsonLaw.com
(860) 423-2085

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

Re: Proposed Expenditures for "Adapting Town Hall Community Room for Senior usage"

Via Fax No. 860-742-7535

Dear Eric:

As you know, during the November 6, 2019 regular meeting of the Board of Selectmen, on your initiative, the Board asked you to check with me as town attorney as to whether the Board of Finance could "approve funds out of the contingency fund or multiuse building fund ['to better furnish and utilize the community room to better meet the needs of the senior population'], and whether it needs to go to a Special Town Meeting."

The Board of Selectmen has a special meeting scheduled for today. Item 3 on their agenda is "Town Hall Community Room Renovation." You have asked me for an opinion on this matter, and provided me with the basic facts of the situation.

As town administrator, you are asking that the Board of Selectmen approve the forwarding of your request to the Board of Finance that they approve the expenditure of up to \$10,000.00 from the "Multi Use Public Building" fund, line item number 1-100-13-1305-907 in the Town of Andover budget for the current fiscal year. The line item has a current balance of \$250,000.

You have asked whether this would entail a "Supplemental Appropriation" governed by Town of Andover Charter Section 805. "Supplemental Appropriation" is defined in Charter Section 105 as "an appropriation that is in addition to the total amount of the budget at any given point in time. It is not a transfer within or between departments."

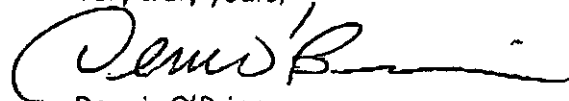
As your proposal apparently does not entail "an addition to the total amount of the budget," it does not seem to me to be a "supplemental appropriation." Rather, it is a transfer of funds by the Board of Finance from a single budget line item to another, presumably, as you have suggested to me, to the "Office Furniture" line item, number 1-100-01-0129-611.

You have asked if a special town meeting is necessary. Since, as you have made known to me, the subject expenditure is included in the annual budget, no special town meeting is required, and the transfer may be finalized by the Board of Finance. See, Town Charter Section 304F, which applies only to appropriations, unlike this one, "not included in the annual budget . . ."

Eric Anderson, Administrator
Town of Andover
November 12, 2019
Page Two

I will leave it to you to pass this on to the members of the Board of Selectmen. Please let me know if you or they need any more from me on this.

Very truly yours,

A handwritten signature in black ink, appearing to read "Dennis O'Brien". The signature is fluid and cursive, with a large initial "D" and a long horizontal stroke at the end.

Dennis O'Brien
Town Attorney

Andover Town Goals

This document is designed to start the conversation- We should try to have a BOS Planning workshop on this in NOV. I really need to get guidance from the whole board on what I should be focusing on and make sure my efforts are aligned with your priorities.

Seniors/ Community needs

Short term Space-

1. Better utilize the existing community center for senior needs.
2. Storage and furniture solutions
3. Explore other area community centers and groups to share needs/usage
4. Do we consider the firehouse for space utilization?
5. MOA with AES to use building for meeting space in the evening

Longer term Space-

1. Build a stand alone Senior focused community center
 - a. Location for the center?
 - b. Combine with Bolton and build a new joint center?
 - c. Funding and source
 - d. Building Committee?
 - e. What should the building include?
 - i. Meeting spaces adaptable for multiple sized groups
 - ii. Commercial kitchen
 - iii. Gym
 - iv. Office space
 - v. Kids space- COOL program?
 - vi. Storage for Senior transportation

Senior Transportation

1. Vehicles

- a. Apply for state matching funds for 1-2 more senior transportation vehicles
 - i. December timeframe
 - ii. Should it be a 20 PAX vehicle or smaller?
 - iii. Second small van
- b. Ideal size operation today should be 2 vans and (2) 12-15 Pax buses . All should have a handicapped lift gate. We currently use the van for medical calls with the small bus used when we have a second medial at the same time. Large bus is used for trips only ~6-8 times per year. We should consider subbing out and hiring a full size bus for senior trips.
- c. Current vehicles
 - i. 2002 20 passenger bus with handicap ramp – approximately 150K? miles
 - ii. 2014 dodge Van with handicap ramp. Van used four days a week for medical calls 35? K miles.
 - iii. 2017 12 passenger bus with handicap ramp – 10?K miles This vehicle is owned by the DOT until November 2022. Bought with 80% state and 20% Town of Andover grant.

2. Senior Driver

- a. Transition to all CDL drivers if possible
 - i. will require an increase in pay scale ~18\$
 1. Current pay is 13.40\$/hour. If we maintain a 3% yearly pay raise, we will stay ahead of , but lose ground on the new min wage mandates, by 2023 we would be paying 15.08\$/hour when the min wage was 15\$/hour
 - ii. Will we need to offer some kind of training for CDL.
 - iii. Institute new Policy and Drivers Handbook as part of the employee Handbook
 - iv. Will need to add at least one driver from what we have currently

3. Additional staffing

- a. At some point we are going to need to pay for the coordination services that Cathy Palazzi currently does for free.
- b. Cathy does a wonderful job, but at some point it needs to transition to a staff position

Public Works

Building

Goal "Maintain the current public works building as a viable space as a cost effective solution with a minimum 30 year time horizon for utilization"

1. Space clean up
 - a. Throw away unused junk clean up weeds so all materials are visible and accessible
 - b. Interior cleanup and paint office Winter project
 - c. Remove the old metal room on the back of cold storage- replace open doorway
2. Roofs
 - a. Current RFP will cover replacing the Main roof of the public works Building.
 - b. Will need additional funding for replacing roofs on the cold storage building in the next 3 years
 - c. Will need additional funds for replacing roof on the low pitch roof on front building on garage in the next 10 years
3. Walls and windows
 - a. Walls need repointing and limited brick and masonry repairs for long term stability
 - b. Can we get an insulated solution to reduce future energy usage?
 - c. Repaint exterior because it looks like hell
 - d. Remove the shed roofs on the side of the main building- not worth repairing
4. Asbestos
 - a. Finish Asbestos abatement on the sheds so they can be torn down
5. HVAC
 - a. Replace the main ceiling whole building vent- old and not working
 - b. Use a ductless split AC system to heat and cool the office/ break area- currently using electric baseboard and window AC unit
 - c. Evaluate the main unit heaters in the bays.
 - d. Evaluate heating system in the animal control facility
6. Electrical
 - a. Building appears to have 3 phase Y 208 service that is old- very old.
 - b. Use staff electrician to come up with a work plan for addressing the electrical Updating needed for safety and functionality
 - c. Plan to use excess money from the 80K request to resolve electrical issues
 - d. Need a complete evaluation of electrical system in the building nothing is labeled and not logical much of the wiring dates to the old mill building 50+ years old
 - e. Replace with a main 3 phase panel - switchgear or similar
 - f. Prioritize additional work based on code compliance
 - i. Remove 440v transformer- not functioning but live- can't figure out how to turn it off!
 - ii. Remove fuse box in tool room that has one powered leg unfused- bad safety violation!
 - iii. GFCI Outlets for the bays
7. Overall space needs
 - a. Fix salt shed walls with new steel panels
 - b. Consider a wash rack
 - c. Repave parking area.
8. Security
 - a. Camera system in pw building
 - b. Cameras on the busses and fuel storage area
 - c. Gps monitors on all of the town vehicles PW and **Senior Transportation?**
 - d. Permanent fix for fire alarm at PW garage still not functioning properly

Staffing Needs

1. We need to return to a 4 man crew minimum for public works.
 - a. We simply do not have enough manpower to complete the tasks that we need done
 - b. This gives us 2 crews of 2 for most tasks or a crew of 3 and the supervisor on independent tasks
2. Ideally we would sub out tree work to Hebron's crew.
 - i. This one is going to be important since Scott Person's list of trees the town needs to take down exceeds 100 total- I don't have an exact count
 - ii. A first pass on costs to the town would be over 100K in tree removal needed in the next year
3. Ideally we would combine with Hebron on a new Sweeper and use their crew for spring needs this would take CIP support
4. Utilize Susan M. for ~ 8 hours of logistical support per week for PW
5. Replace the public works foreman by July 2020.
6. One of the real advantages of a 4th person is the ability to allow PW employees to take vacation in the winter. Currently we prohibit taking vacation in DEC-March That means that in April through November PW employees have 4 weeks of vacation and 4 personal days each. Plus sick time of course! Call it 15+ weeks total for the crew. This means that for those 32 weeks in the summer about ½ the time we have only 2 people available.

Outside Staffing and Support

1. Contract with a Pavement Management Service to help prioritize roadwork-
 - a. Especially important if we consider bonding
 - b. Produce a long term roadwork plan for Andover
 - c. Figure out what our true backlog of work is and what our yearly expenditures need to be
2. Need an engineering service that can produce a long term plan for Bridges and Culverts and help with securing funding for those types of projects- in talks now
3. Need a contracted Staff Electrician
4. Need a contracted Staff plumber
5. Need a contracted Staff HVAC technician
6. Need a contracted Staff landscaping service
7. Need a contracted Staff rec field maintenance agreement
8. Need a contracted Parts wall for public works
9. Can we unify IT support throughout all town buildings?
10. 3-9 should go to RFP when I have a chance

Winter Operations for Public Works

1. We should have the new plow truck back from equipment services by Nov 15th
2. I am planning on keeping the 4th truck through the winter as a spare. I have made it clear that if it breaks and it is expensive we will junk it but as long as we can keep it running are not putting much money into it. Since our oldest primary truck is now 14 years old having a spare is nice.
3. We have quite a bit of winter equipment that really is not useful- something like 4 extra plows. I am planning on keeping one, striping springs and bushings off of a few others and junking them.
4. Salt
 - a. The Big change I am planning on implementing is switching to 100% treated salt only for winter operations.
 - b. Many towns have gone to this for winter operations
 - c. Advantage #1 much less road sweeping in the spring and a lot less sand in the culverts and basins as well as build up on the sides of the roads
 - d. Salt only has to be done carefully. First it needs to be applied at the beginning of a storm, not waiting until a storm has dumped 2-3 inches of snow
 - e. The salt is applied to the crown of the road, ideally ~ 400 lbs per centerline mile just before it snows. This is temp dependent. Heavier application on hills, less in the lake district
 - f. We will retain sand for use for emergency traction to assist the FD or for public safety. It may be needed when it is very cold less than 0 deg f when icing is a problem
 - g. At some point the town should consider modifying equipment to allow brining the roads or at least pre wetting the salt mix as we put it down.

Transfer Station

1. Still having compactor issues on #2
2. Can't get double locking blocks without a long delay and cost BCE is back making single locking blocks
3. Still trying to squeeze one side worth of Wall repair in this fall, but we will be working short staffed due to vacation.
4. Need an electrician to evaluate the whole of electrical needs for the transfer station. What we have now is a hodgepodge and we need to clean it up.
5. The overhead door on the blue pole barn is shot. Overhead door gave us a quote for ~4000\$ to replace not likely to happen anytime soon.
6. Do I order the replacement shed now or wait until spring?

Andover Town Hall

1. IT.
 - a. Address Immediate shortfalls that town hall Has in servers, firewalls backups and virus protection. . Hopefully town meeting approves money to do this.
 - b. Get the town on a replacement schedule for PC's (5 years), and Monitors (7 years). Get rid of as much old unused equipment as possible.
 - c. Insure common software is licensed and kept reasonably current
2. Finance
 - a. Evaluate and Introduce new software for municipal financial management next 6 months
 - b. Revamp Chart of Accounts
 - i. Get a universal set shared between the school and town hall
 - ii. Revamp the chart structure to consolidate department expenses into smarter expense buckets concentrate on PW and Bld Dept
 - c. Change from the current paper based labor intensive method of Payroll to a secure, accurate electronic method
 - i. Institute biometric scanners in Town Office building Public Works and Library
 - ii. Institute smartphone based system for Transfer Station Employees, as well as building official ZEO, IWCC and Senior Transportation Drivers.
 - iii. Require all employees to file their own leave requests electronically for dept signature and better tracking.
3. Accessor's office
 - a. Institute new Software to replace current Vision Appraisal services. RFP?
 - b. RFP for Reval to start Fall 2020
4. Space needs
 - a. Town Hall has significant space constraints in the current building. If the town builds a new center, it should contain multiple meeting spaces
 - b. The Town hall would take over the community Room and put the Building and land Use Department in it. This would allow permanent Space and get them out of the basement.
 - c. I would move downstairs into the basement along with my admin assistant into the land use office This would also accommodate a small conference table
 - d. My old office would become the employee lunch/ Break room with a small kitchenette.
 - e. The new server room would get built into the back of the stat troopers office.
5. Physical infrastructure
 - a. The biggest issue the building has is a reliance on crappy wall mounted AC units for summer cooling. This should be rectified with a ductless split AC system for the town hall

Communication Strategy

1. Website
 - a. I would like the website committee to report back to the Board of Selectman at the dec meeting with a tentative set of goal/s and criteria and or RFP for selecting a provider.
 - b. Ideally pick a contractor/ team by the March meeting
2. Social Media
 - a. Should be implemented already- I am behind the curve on this one
3. Other communication Community Voice Channel
4. Emergency communication should be part of the web strategy It has to be seamless and easy

OVERALL STAFFING GOALS

Currently we have 10 full time employees

- 1 works 44 hours/ week
- 3 work 40 hours per week (public Works)
- 4 work 34 hours per week
- 2 work 30 hours per week

Benefits are expensive- Health care alone is about \$20,000 per FT employee

Land Use

Areas we need more support IWC and ZEO total from 10-15 hours per week cost **7800\$ direct cost increase Assume \$9000 total costs for budget**

Transition to CDL drivers impact- increase from \$13.41 to \$18 per hour since we are currently budgeted for about 1125 hours of labor this is an **increase of 5200\$** We under budgeted for Salary anyway since our usage is increasing. Next year I would expect the total increase for senior transportation to be~ **\$12,000** based on these 2 factors.

Senior Services

Add a 19 hour per week Position for Senior and Social Services Includes managing the senior transportation and senior events as well as Social services

Assume 20\$ per hour ~**\$20,000** per year direct costs ~**22,000 total cost increase**

Admin Assistant

Increase Admin assistant to 21\$ per hour and 19 hours per week. This would cost an additional **\$7000**

Public Works

Add a Maintainer 1 for public works \$45,260 + ~\$35 000 benefits ~**\$ 80,000**

Reductions

When the Assistant to Treasurer retires next Dec Replace with 19 hours per week position for payroll and Assume ~ 21\$ hour current salary and indirect ~\$60,000 Proposed would be \$21,000, ½ of which would be realized next year Assume - **20,000\$ savings next year** \$39,000 savings in the following year

Total Change would be **~\$110,000** Not including the 2-3 % raises baked into the union contracts.

Capital Costs

Public Works Building

Assume we are going to add about \$100,000 to the building fund Priority would be electrical work to bring it up to code, Repoint and repair walls, Replace electric baseboard in offices with Ductless split system.

Equipment for PW

Per the Capital improvement Plan for Public works, Andover should plan on about \$125,000 in capital costs for Public works

- Priority will be a sidearm roadside mower OR if We work with Hebron, our portion of a new road Sweeper

Tree trimming

Scott Person identified about 100 Dead trees on town Roads that need to be removed Ball park this will cost in excess of 100,000\$ Since BOF did not increase the budget last year as requested, this year we should plan on 100,000\$

Bridge and Culvert fund

After times farm bridge is complete we will have approximately 160,000\$ in the replacement fund for that. This fund should be rolled into a General purpose Bridge and Culvert Replacement fund with consideration for adding additional funds as time goes by.

Road work

Paving represents a big unknown cost wise. My best guess at this point is we are about 2.5 million dollars behind on roadwork/ paving. Our total costs are higher now than they would have been if we just maintained them to begin with

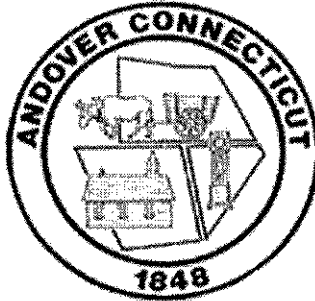
Our general maintenance expenditure should be about \$10,000 per centerline mile per year- so to Maintain the same average condition as current requires about \$340,000 per year in surface treatments. This does not account for drainage/ tree removal, guardrails, striping.

Connectivity Grant

1. Keep working on it with Gerry Hardisty
2. Re apply to wetlands
3. Coordinate with State DOT on Signal project that impacts this project.
4. Finish project list and get it back to state for final approval.
5. Go to RFP in March Timeframe.

John Call me to

DISCUSS



EXcellent Job!

TOWN OF ANDOVER

REQUEST FOR PROPOSALS

AN-2020-21 #1
~~RFP #001-2021~~

REVALUATION SERVICES

**OF TAXABLE & EXEMPT
REAL PROPERTY**

**FOR THE GRAND LIST
OF OCTOBER 1, 2021**

Jan 6 2020
Date Due: ~~December 16, 2019~~

**TOWN OF
ANDOVER
17 SCHOOL ROAD
ANDOVER, CT 06232**

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**TOWN of ANDOVER
Request for Proposals**

The TOWN of ANDOVER is accepting proposals for the Revaluation of all Real Property in the TOWN, effective October 1, 2021. Those interested in providing the Revaluation Services as set forth in the TOWN's specifications are invited to deliver 4 (four) copies of their Proposals to the TOWN Administrator's Office, TOWN of ANDOVER, 17 SCHOOL ROAD, ANDOVER, CT 06232, no later than ~~5:00~~² p.m. on December 16, 2019. Bids shall be submitted in a sealed envelope clearly marked, "001-2021 Revaluation Services". Bid opening shall take place at the ANDOVER TOWN Hall, 17 SCHOOL ROAD, ANDOVER, CT, 06232 at **5:00 P.M. December 16, 2019**. The RFPs are available in the TOWN Administrator's Office or online at <http://www.andoverconnecticut.org/TOWN-departments/assessor/>

JAN 6

Any questions concerning this bid may be answered by contacting John Chaponis, TOWN of ANDOVER Assessor, at (860) 742-7305 X5. Email: assessor@andoverct.org

The CONTRACTOR must submit a work plan that addresses all tasks that must be performed for the successful completion of the revaluation program. This work plan must adhere to the deadlines that have been established in the RFP. The CONTRACTOR must identify the starting dates of each task and the resources (man-hours) that will be allocated for each work activity. **The Work Plan must be submitted with the fee proposal and will be considered one of the selection criteria in awarding the contract.**

SPECIFICATIONS FOR REVALUATION SERVICES

A. DEFINITIONS

ASSESSOR	“ASSESSOR” shall mean the duly appointed ASSESSOR of the TOWN of ANDOVER, Connecticut.
CONTRACTOR	“CONTRACTOR” shall mean the certified revaluation company who shall perform this PROJECT.
PROJECT	“PROJECT” shall mean the TOWN-wide revaluation of all real property within the corporate limits of ANDOVER, Connecticut for assessment purposes effective October 1, 2021.
TOWN	The word “TOWN” shall hereinafter mean the TOWN of ANDOVER, Connecticut.
FULL INTERIOR INSPECTION	“FULL INTERIOR INSPECTION” shall mean entering each property and going room to room, inspecting each level of the buildings, including the basement, viewing each room, documenting the number of rooms, number of bathrooms, number of fixtures, number of fireplaces, floor covering, wall covering, heating system, cooling system, overall condition of the interior/kitchens/baths, if they were recently renovated, and adding notes to the PRC as appropriate.

B. MINIMUM SPECIFICATIONS

i. To be considered for selection, each interested firm, or individual, must be a certified revaluation company in accordance with Connecticut General Statutes 12-2c, and must have held this certification for a minimum of five years.

ii. All personnel to be assigned to this PROJECT shall be subject to the approval of the ASSESSOR and shall be certified to perform the revaluation duties in which they are assigned. CONTRACTOR personnel serves at the pleasure of the ASSESSOR and if, at any time, the ASSESSOR deems it to be in the best interest of the TOWN/PROJECT for any CONTRACTOR personnel to be removed from this PROJECT, and/or replaced, the CONTRACTOR shall immediately remove, and/or replace, said personnel.

iii. The PROJECT Manager/Supervisor, the Reviewer, and the Commercial Appraiser must personally be identified in the contract as the staff whom will be assigned to this PROJECT. Once the Contract has been executed, the CONTRACTOR shall ensure that these assigned personnel are not over allocated during the 2021 revaluation cycle and have the allotted time earmarked for the successful completion of this PROJECT. Only a physical limitation, injury, no longer being employed by the CONTRACTOR, or at the ASSESSOR's request, will be considered acceptable for replacing the assigned personnel.

In addition, the positions identified below must meet the following additional requirements: PROJECT

Manager/Supervisor: must have not less than ten (10) years of practical appraisal experience in the appraisal of commercial, industrial, apartment, farm and residential type properties of which no less than five (5) years have been working as a PROJECT Manager/Supervisor in mass appraisal.

Commercial Appraiser: shall have not less than fifteen (15) years of practical appraisal experience, of which at least ten (10) years have been in the valuation of commercial, industrial and apartments. They must have a minimum of five (5) years of experience in mass appraisal in which they were responsible for the valuation of commercial, industrial and apartments.

Reviewers and Appraisers: shall have not less than five (5) years of practical appraisal experience in the appraisal of the particular type of property for which they are responsible. Three (3) years of this experience shall have been in the mass appraisal field and shall have occurred within the past five (5) years.

Data Collectors: shall have not less than three (3) years of experience as a Data Collector which have occurred in the last ten (10) years.

No CONTRACTOR staff may be used on this PROJECT unless they meet the requirements listed above or the CONTRACTOR has received an exception from the Assessor for a specific employee.

Is this
Realistic?

C. EVALUATION CRITERIA

- i. Accuracy, overall quality, thoroughness and responsiveness to the TOWN's requirements.
- ii. Demonstrated understanding of the Scope of Services.
- iii. The qualifications and municipal experience of the firm and the designated account executive and other key personnel to be assigned to the PROJECT.
- iv. Demonstrated successful performance on other municipal PROJECTs.
- v. Familiarity and experience with the Connecticut real estate market.
- vi. Familiarity and experience utilizing the CAMA software that will be utilized by the TOWN.
- vii. Demonstrated flexibility, efficiency and timeliness in providing day to day service to municipal clients.

D. SCOPE OF REAPPRAISAL AND REVALUATION

i. This PROJECT includes the complete reappraisal and revaluation of all real property within the corporate limits of ANDOVER, Connecticut effective as of October 1, 2021. (See attachment for breakdown).

This TOWN-wide revaluation is what is commonly referred to as a "full measure and list" and the CONTRACTOR is required to complete FULL INTERIOR INSPECTIONS and listing of every taxable property within the corporate limits.

1. Data collectors shall make an initial attempt to every taxable property in TOWN in order to Perform a FULL INTERIOR INSPECTION.
2. In the event they are not able to gain access on their first attempt the Data Collector shall leave a door hanger indicating that the CONTRACTOR attempted to inspect the property and provide a phone number in which the property owner can call to set up an appointment for an inspection at a later date.
3. The data collector is required to make at least one (1) additional call back of which must take place after 5:30 p.m.
4. ALL attempts to gain entry must be documented on the "Visit History" section of the property record card indicating the outcome of each attempt.
5. If the CONTRACTOR has made the initial attempt and both call back attempts and still was unable to gain access to the property, the CONTRACTOR shall send a written letter via USPS requesting that the property owner call the CONTRACTOR in order to set up a date for the inspection.
6. For any property owner who verbally refuses to allow the CONTRACTOR entry to their property, the CONTRACTOR is no longer required to attempt any additional call backs. However, the CONTRACTOR must provide the ASSESSOR with a list of each and every property owner whom refused the full interior inspection process on a weekly basis. Additionally, the CONTRACTOR shall document the Visit History indicating that the property owner refused the inspection process.
7. For any property where the CONTRACTOR chooses not to attempt to inspect because of a sign posted by the property owner, the CONTRACTOR shall send a written letter via USPS requesting that the property owner call the CONTRACTOR in order to set up a date for the inspection. The CONTRACTOR must document the visit history for each property in which they choose not to inspect due to a posted sign and provide the ASSESSOR with a written list on a weekly basis of all such properties.

ii. Prior to assigning the final values, the CONTRACTOR, is required to perform a drive by inspection of every property in TOWN in order to complete the Field Review phase of the PROJECT. In order to preserve continuity, the CONTRACTOR will assign one Review Appraiser to Review the entire TOWN. Both the TOWN and the CONTRACTOR mutually understand and agree that the ASSESSOR will accompany the Review appraiser on all Field Review if they so choose. The Field Reviewer shall:

1. Schedule all field review at least four (4) weeks in advance on dates that are mutually convenient for both the ASSESSOR and the Reviewer.
2. Review each property (Sketch, Photo, and Outbuildings) for accuracy as compared to that

- of the data on the current property record card.
3. During review, each property that is discovered that does not appear to be accurately reflected on the property record card, the reviewer has the options to:
 - a. make the correction(s) if they are a simple & quick fix
 - b. flag the property and send a data collector out in order to follow-up with a more in-depth inspection for each property that is flagged for an inspection, the CONTRACTOR will provide the ASSESSOR with a copy of each inspection report, flagged from Review, no later than October 1, 2021
 4. Review the property and assign the appropriate condition and grade factors for all improvements and land adjustments as compared to that of the sale properties.
 5. Review the notes on the PRC as well as the permit data and close out permits as necessary
 6. Work cooperatively with the ASSESSOR and explain the reasoning and methodology behind their assignment grade & condition factors as well as land adjustments.
 7. Document the "Visit History" section of the property record card for each property with the "exact date" in which the Review Appraiser completed their field review

iii. The CONTRACTOR shall use the TOWN of ANDOVER's existing CAMA system, Vision Government Solutions, Inc. (VGSI), formerly known as Vision Appraisal Technology, Version 8. The TOWN will provide access, either remotely or on site, to the CAMA system by using one dedicated licensed seat provided for in the TOWN's contract with VGSI.

iv. The CONTRACTOR shall take a new, 8 megapixel (or greater), still photograph of each and every improved property within the corporate limits of the TOWN of ANDOVER and upload each to the appropriate Parcel ID. For any properties in which the CONTRACTOR has chosen not to photograph due to a sign having been posted by the property owner, the CONTRACTOR must document such and also provide the ASSESSOR with a written list of all such properties no later than October 1, 2021. Photos must be taken when there are no leaves on the trees.

v. The TOWN shall make available copies of all building permits issued during the course of the revaluation PROJECT up to October 1, 2021. The CONTRACTOR shall perform inspections of all building permit work including inspecting, updating the property record card, sketch, visit history, take and upload a new photo, and revalue accordingly. Copies of all field inspection reports for building permit properties shall be delivered to the ASSESSOR no later than October 1, 2021.

vi. Perform all services and furnish all records, materials, and forms required to complete the revaluation PROJECT in accordance with Connecticut General Statutes.

vii. The values to be determined shall be the full fair market value as defined in Section 12-63 of the Connecticut General Statutes and shall be based upon recognized methods of appraisal and conform to Uniform Standards of Professional Appraisal Practice in effect at the time of the appraisal.

viii. The Proposal should include specific costs for each phase of the PROJECT.

E. WORK PLAN

The CONTRACTOR must submit a work plan that addresses all tasks that must be performed for the successful completion of the revaluation program. This work plan must adhere to the deadlines that have been established in Section F below. The CONTRACTOR must identify the starting dates of each task and the resources (estimated man-hours) that will be allocated for each work activity. **The Work Plan must be submitted with the fee proposal and will be considered one of the selection criteria in awarding the contract.**

F. COMPLETION DATE, TIMELINE SCHEDULE, AND LIQUIDATED DAMAGES

- i. Both the TOWN and the Bidder/CONTRACTOR recognize, understand and agree that time is of the essence with this PROJECT and the TOWN will suffer financial loss if each and every phase of the contract is not completed by its deadline as specified in this contract. The Bidder/CONTRACTOR agrees that there will be no exceptions to the individual deadlines unless such deadline extension was agreed to by the ASSESSOR in writing. The Bidder/CONTRACTOR agrees that all extensions made by the TOWN, or ASSESSOR, shall be made in writing otherwise they are deemed ineffective and non-existent.
- ii. The Bidder/CONTRACTOR recognizes and agrees that there would be additional delays, expense, and difficulties involved in proving the actual losses suffered by the TOWN in the event that a deadline was missed. Therefore, instead of requiring any such proof, or causing any further delays, the Bidder/CONTRACTOR agrees that as Liquidated Damages (but not as a penalty) for any delay of the two (2) dates identified in items in Section F, v. "j" and "q", the Bidder/CONTRACTOR shall pay the TOWN two hundred dollars (\$200) for each day that begins after the expiration of any such deadline, until such time that the ASSESSOR has determined in writing that the Bidder/CONTRACTOR's obligations relative to such delay have been fully met/completed.
- iii. If after an initial delay has occurred, the Bidder/CONTRACTOR neglects, refuses, or fails to meet any subsequent completion deadlines as specified and required in this contract, the Bidder/CONTRACTOR shall pay the TOWN Liquidated Damages for any delay of two (2) dates identified in items in Section F, v. "j" and "q", in the amount of two hundred dollars (\$200) for each day that begins after the expiration of any such subsequent deadline. These Liquidated Damages will apply to any termination for cause or convenience, with or without cause, and without prejudice to any other right or remedy of the TOWN.
- iv. The Bidder/CONTRACTOR shall commence the revaluation work not later than October 15, 2020, and shall continue uninterrupted in a diligent fashion so as to ensure completion within the schedule of completion dates hereinafter set forth below.
- v. Completion Dates Subjected to Liquidated Damages.

1. The following PROJECTs, tasks, phases of the revaluation must be completed in accordance with the following schedule:
 - a. Commence PROJECT, meet with ASSESSOR at TOWN Hall, pick up sales data from last two months, and discuss the PROJECT, goals, timelines/deadlines, etc. no later than October 15, 2020.
 - b. Complete and deliver to the ASSESSOR proposed neighborhood definitions and values by May 1, 2021.
 - c. Complete and deliver to the ASSESSOR land study and land value map by May 1, 2021.
 - d. Complete and deliver to the ASSESSOR study of market rents, expenses and capitalization factors by July 10, 2021.
 - e. Complete and deliver to the ASSESSOR all valuation tables for use in CAMA modeling by July 30, 2021.
 - f. Complete and deliver to the ASSESSOR all preliminary residential values by July 30, 2021.
 - g. Complete and deliver to the ASSESSOR the analysis of all income and expense statements by August 15, 2021.
 - h. Complete the field review of all parcels by August 15, 2021 and deliver updated cards/data base to the ASSESSOR.
 - i. Complete and deliver to the ASSESSOR the building cost tables and building cost manual by September 15, 2021.
 - j. Complete and deliver to the ASSESSOR all proposed values, for all classes of properties, by September 15, 2021. (subject to liquidated damages in accordance with Sec. Fii and Fiii)**
 - k. Complete and submit to the ASSESSOR a preliminary Performance Based Revaluation Testing Standards compliance no later than October 10, 2021.
 - l. Submit sample "Assessment Change Notices" to the ASSESSOR for review or modification by October 10, 2021.
 - m. ASSESSOR completes review of CONTRACTOR work and makes final adjustments for real property no later than November 18, 2021.

- n. CONTRACTOR prints and mails, at CONTRACTOR's expense, "Assessment Change Notices" in compliance with Connecticut State Statutes, Section 12-62(f) by November 22, 2021.
 - o. Informal Taxpayer Meetings are to commence no later than December 2, 2021 and end no later than December 22, 2021.
 - p. Submit sample "Assessment Change Notices" and "Results from Informal Hearing Notices" to the ASSESSOR for review or modification one week prior to mailing.
 - q. **Notices with results from Informal Taxpayer Meetings completed to comply with requirements of Connecticut State Statutes, Section 12-62(f) printed and mailed out at the CONTRACTOR's expense, CAMA system updated and final property record cards completed no later than December 29, 2021. . (subject to liquidated damages in accordance with Sec. Fii and Fiii)**
 - r. Complete and deliver to the ASSESSOR the final Performance Based Revaluation Testing Standards compliance no later than December 30, 2021.
2. The CONTRACTOR agrees that the revaluation supervisor will provide weekly updates. An active discussion of the progress, problems, methodology used etc. will take place in a regular and mutually agreeable timeframe. Failure of the CONTRACTOR to meet this requirement will result in a breach of contract and may be subject to written notification requesting termination of the contract.
 3. Both parties agree that local sales data is one of the most valuable tools required for the PROJECT and viewing these parcels in close proximity to their sale date is imperative in comprehending the condition of the property at the time of sale and creating a quality data base. Therefore, the CONTRACTOR agrees to complete FULL INTERIOR INSPECTIONS of all properties that have sold in the TOWN of ANDOVER between September 1, 2020 and September 30, 2021. The ASSESSOR will identify properties that have sold and will inform the PROJECT Supervisor weekly by email. Sale properties must be inspected by the CONTRACTOR, and a copy of said inspection must be delivered by the CONTRACTOR to the ASSESSOR, within fifty (50) days of being notified of such sale. For each sale property that the CONTRACTOR fails to inspect within fifty (50) days of having received email notification by the TOWN, the CONTRACTOR agrees to pay \$100 in Liquidated Damages. ← *Should the Same Notification Procedure Be in effect?*

G. GENERAL CONDITIONS

- i. Background Check.
 1. All personnel may be subject to background checks by the ANDOVER Resident Trooper. No employee of the CONTRACTOR who has been convicted of a felony will be acceptable to the TOWN. All employees of the CONTRACTOR working within the TOWN limits shall have a valid driver's license.

ii. Identification.

1. All field personnel shall have visible clip-on identification cards, which shall include an up-to-date photograph, supplied by the CONTRACTOR. In addition, all field personnel shall carry a "Letter of Introduction" signed by the ASSESSOR. All automobiles used by field personnel shall have magnetic signs on both sides of their vehicle that state "ANDOVER ASSESSOR's Office" and include the TOWN seal. All vehicles must be registered with the ASSESSOR and ANDOVER Resident Trooper giving license number, make, model, year and color.

iii. Conflict of Interest.

1. No resident of the TOWN or TOWN employee shall be employed by the CONTRACTOR, without the prior approval of the ASSESSOR.

H. PROTECTION OF THE TOWN

i. Bonding.

1. The CONTRACTOR shall, to secure the faithful performance by the CONTRACTOR of the terms of this contract, furnish to the TOWN a Performance Surety Bond in the amount of the contract; which bond shall be issued by a bonding company licensed to do such business in the State of Connecticut, with a minimum A.M. Best Company rating of "A+/VII". Said bond shall be delivered to the TOWN prior to the commencement of actual work and shall be in a form satisfactory to and approved by the TOWN. It is understood and agreed that upon completion and delivery to the TOWN of the revaluation and its approval by the ASSESSOR and after completion of the duties of the Board of Assessment Appeals, the performance bond shall be reduced to 10% of the value of the contract for the purpose of covering the defense of all appeals taken by taxpayers. The reduced amount of the bond shall remain effective until a final resolution in the courts of any timely appeals taken from the doings of the Board of Assessment Appeals on the list of October 1, 2021.

ii. Insurance.

1. Upon execution of the Contract, and thereafter, no less than fifteen (15) days prior to the expiration date of any insurance policy delivered pursuant to the Contract, the CONTRACTOR shall deliver to the TOWN a certificate(s) of insurance to show compliance with the specifications.
2. Each policy of insurance shall be issued by financially responsible insurers duly licensed to do business in the State of Connecticut. The insurers shall be responsibly acceptable to the TOWN and shall have an A.M. Best Company rating of "A+/VII" or better.
3. Each policy of insurance shall include a waiver of subrogation in favor of the TOWN and shall provide no less than thirty (30) days notice to the TOWN in the event of a cancellation or change in conditions or amounts of coverage.

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4. The CONTRACTOR shall, at its own expense, provide and keep in force:
 - a. Workers' Compensation insurance as required by Connecticut state statutes.
 - b. The policy must provide coverage for benefits payable under the Connecticut Workers Compensation Act, and include the Voluntary Compensation endorsement.
 - c. Appraiser's Professional Liability insurance providing errors and omissions coverage for professional services rendered as an appraiser. The minimum limit of liability shall be \$1,000,000 per claim, subject to a \$2,000,000 aggregate.
 - i. Any deductible applicable to a claim must be noted on the Certificate of insurance. If the policy is written on a claim made policy form, the CONTRACTOR must maintain the insurance for a period of two years from the completion of the contract.
 - d. During the term of the contract, CONTRACTOR shall provide Commercial General Liability insurance for bodily injury and property damage. The Commercial General Liability insurance shall be written on a comprehensive form and include, without limitation, coverage for premises and operations, completed operations, independent CONTRACTORs, broad form property damage, blanket contractual and personal injury. The required limits of liability are:
 - i. \$2,000,000- General Aggregate
 - ii. \$2,000,000- Product-Completed Operations Aggregate
 - iii. \$1,000,000- Each Occurrence
 - e. Automobile Liability insurance shall be written with a Comprehensive Form and include coverage for owned, hired, and non-owned vehicles. The limit for any one accident or loss shall be \$1,000,000.
 - f. Workers Comp and Employer's Liability - the required limits of liability are:
 - i. \$100,000 each accident
 - ii. \$500,000 disease policy
 - iii. \$100,000 disease accident limit
 - g. CONTRACTOR shall save the TOWN harmless from any liability of any nature or kind, including costs and expenses for, or on account of, any patented or copyrighted equipment, materials, articles or processes used in the performance of the contract.
 - h. ~~Contractor shall~~ "The TOWN of ANDOVER and Board of Education" are to be named as "Additional Insured". Original, completed certificate of insurance must be presented to the Purchasing and Insurance Coordinator prior to purchase order/contract issuance.
- iii. Liquidated Damages.

1. As stated in Section F, failure by CONTRACTOR to complete all work prior to the dates specified herein, will require the CONTRACTOR to pay Liquidated Damages in the amount of FIVE HUNDRED DOLLARS (\$500) for each day that begins after said completion deadline.
2. Liquidated Damages shall be deducted from the contract price and the TOWN shall notify the CONTRACTOR in writing as to the amount of Liquidated Damages that have been withheld no later than January 5, 2019.
3. Delays occasioned by war, strike, explosion, acts of God, or an order of the court or other public authority having jurisdiction over the TOWN of ANDOVER are excepted from Liquidated Damages.

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I. CHANGES AND SUBLETTING OF CONTRACT

i. Changes.

1. This Contract must be returned as part of, and attached to, the Bidder/CONTRACTOR's bid submission and the Bidder/CONTRACTOR may not make any changes what so ever to the Contract requirements or terminology without approval of the Assessor. The TOWN has the right to throw out any bid that has altered the TOWN's Contract.
2. Once the TOWN has awarded the bid and entered into an executed binding agreement with the chosen CONTRACTOR, any changes in these specifications, deadlines, or contract language will be permitted only upon written mutual agreement of the CONTRACTOR and the Assessor.

ii. Subletting.

1. The CONTRACTOR shall not assign, transfer or sublet the contract or any interest or part therein, without first receiving written approval from the ASSESSOR. It should be mutually agreed and understood that said consent by the ASSESSOR to sublet any portion of the contract shall in no way release the CONTRACTOR from any responsibility or liability as covered in these specifications and contract.

J. ASSESSMENT DATE

space

- i. The completed appraisals, upon approval of the ASSESSOR, will serve as the basis for assessments effective on the Grand List of October 1, 2021.

K. DELAYS

- i. The CONTRACTOR shall not be liable for Liquidated Damages for reasonable delays caused by reasons of war, strike, explosion, acts of God, or an order of court or other public authority having jurisdiction over the TOWN of ANDOVER.

L. PAYMENTSCHEDULE

i. Periodic Payments.

1. Payments shall be made in the following manner:

- a. Thirty (30) days after the execution date of this contract, and at the end of each thirty (30) day period thereafter for the term of this contract, the CONTRACTOR will certify in writing to the ASSESSOR the percentage of the total work completed under the contract which the CONTRACTOR has performed during the said thirty (30) day period. Such notification will itemize and accurately indicate the extent and nature of work performed by volume, street, and category or in any manner as required by the ASSESSOR. The itemization shall be categorized by each of the "Stages of Completion" listed on the Payment Schedule as shown below.
- b. The TOWN, upon determination by the ASSESSOR that the certification of the CONTRACTOR concerning work during said period is accurate, will pay to the CONTRACTOR a monthly installment based on the percentage of the total compensation due under the contract equal to the percentage of work certified as having been completed during said period, less ten percent (10%), which is to be retained by the TOWN for payment to the CONTRACTOR at such time that he or she has performed fully and satisfactorily all its obligations, requirements, and litigation under the contract. The retained ten (10%) percent of the contract price is to be paid upon the completion of work of the Board of Assessment Appeals on the October 1, 2021 Grand List in accordance with the provisions of this contract.
- c. The provision for a reduction of the performance bond to 10% of the contract price is to ensure the defense of any appeals resulting from the revaluation work.

ii. Fiscal Year Limitations.

1. The contract cost shall be paid in the TOWN Fiscal Years ending June 30, 2021 and June 30, 2022 according to the provisions of this section and subject to the appropriation of necessary funds by the TOWN's fiscal authority. The CONTRACTOR shall incur no cost in any fiscal year in excess of that year's annual appropriation plus the balance of prior years' unexpended appropriations.

iii. Stages of Completion.

1. The cost associated with revaluation services should be broken down in an approximate manner to the table below:

TASK	%	AMOUNT
PROJECT Supervision		
Residential Valuation		
Residential Measure and List		
Residential Field Review		
Permits		
Commercial/Industrial Valuation		
Commercial/Industrial Measure and List		
Commercial/Industrial Field Review		
Commercial/Industrial Permits		
Data entry & Printing		
Letters, Mailings and notices		
Bonding		

iv. Informal Taxpayer Meetings with the CONTRACTOR

1. Since there is no way to determine, after having received their Notice of Assessment Change, how many Taxpayers will request a Meeting with the CONTRACTOR, the CONTRACTOR must provide a per "Taxpayer Meeting" cost for each Informal Taxpayer Meeting that will take place. Upon COMPLETION of all of the Taxpayer Meetings, the CONTRACTOR must deliver all Informal Meeting Notes to the ASSESSOR and shall invoice the TOWN for the agreed upon per "Taxpayer Meeting" rate multiplied times the number of actual meetings that took place.

M. RESPONSIBILITIES OF CONTRACTOR

i. Good Faith.

The CONTRACTOR shall, in good faith, use its best efforts to assist the ASSESSOR in determining accurate and proper market valuations, and shall not undervalue or overvalue any land, building or other property to avoid or minimize its responsibilities specified herein. It is expected that an open line of communication exists with the ASSESSOR throughout the PROJECT. At least weekly the CONTRACTOR shall speak directly with the ASSESSOR to discuss the progress and various other details for the duration of the PROJECT.

ii. Public Relations.

1. The parties of this revaluation PROJECT recognize that a good public relations program needs to be planned and completed from the beginning of the PROJECT in order to inform the public of the TOWN of ANDOVER as to the purpose, benefits and procedures of the revaluation program.
 2. The CONTRACTOR shall provide reasonable assistance to the ASSESSOR in conducting a program of public information through the press and other media, such as meeting with citizens, service clubs, and property owner groups as a means of establishing understanding and support for the revaluation program and sound assessment administration. The CONTRACTOR shall supply visual aids and other media at its disposal to this end. All public releases shall be approved by the ASSESSOR prior to release.
- iii. Conduct of Company Employees.
1. As a condition of the contract, the CONTRACTOR's employees shall, at all times, treat the residents, employees and taxpayers of the TOWN with respect and courtesy; the CONTRACTOR shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision.
- iv. Records are TOWN Property.
1. The original or a copy of all records and computations, including CAMA systems and databases, made by the CONTRACTOR in connection with any appraisal of property in the TOWN shall, at all times, be the property of the TOWN and, upon completion of the PROJECT or termination of this contract by the TOWN, shall be left in good order in the custody of the ASSESSOR. Such records and computations shall include, but not be limited to:
 - i. ASSESSOR's/GIS Maps;
 - ii. Land Value Maps;
 - iii. Materials and Wages, Cost Investigations and Schedules;
 - iv. Data Collection Forms, Listing Cards, Property Record Cards with property valuations and sketches;
 - v. Capitalization Rate Data;
 - vi. Sales Data;
 - vii. Depreciation Tables;
 - viii. Computations of land and/or building values;
 - ix. All letters of memoranda to individuals or groups explaining methods used for appraisals;
 - x. Operating statement of income properties;
 - xi. Duplicated notice of valuation changes;
 - xii. Database of all property records, CAMA system, and integration with administrative and GIS systems.
 2. In addition, throughout the conduct of said revaluation, any criteria, guidelines, price schedules or statement of procedures used in such revaluation by the CONTRACTOR shall be made available by the CONTRACTOR for public inspection in the ASSESSOR's office and shall be

available thereafter, all in accordance with Section 12-62 (c) of the Connecticut General Statutes.

3. ASSESSOR's Records.

The CONTRACTOR shall use a system approved by the ASSESSOR for the accurate accounting of all records and maps, which may be taken from the ASSESSOR's office in conjunction with this PROJECT. All such records and maps shall be returned immediately following their use. None of the ASSESSOR's records shall be taken outside the corporate limits of the TOWN without prior written permission of the ASSESSOR.

v. Information.

The CONTRACTOR shall give to the ASSESSOR any and all information requested pertaining to the PROJECT for a period of one (1) year after completion of the duties of the Board of Assessment Appeals on the October 1, 2021 Grand List, without any additional cost to the TOWN.

vi. Control and Quality Checks.

The CONTRACTOR shall develop QC checks and balances and share the QC plan with the ASSESSOR at the beginning of the project.

vii. Sales Analysis.

Obtaining

Sales analyses of properties shall be performed as a means of sustaining the values derived. These analyses shall be done on the aggregate of all residential properties and on each of the neighborhoods previously delineated. The sales analyses shall include, at a minimum, sales ratios and coefficients of variance and dispersion. Any additional requests for sales analyses by the ASSESSOR shall also be performed.

N. RESPONSIBILITIES OF THE TOWN

i. Nature of Service.

It is clearly understood and agreed that the services rendered by the CONTRACTOR are in the nature of assistance to the ASSESSOR and all decisions as to proper valuation shall rest with the ASSESSOR.

ii. Cooperation.

The ASSESSOR, the TOWN, and its employees will cooperate with and render all reasonable assistance to the CONTRACTOR and its employees.

iii. Items Furnished By the TOWN.

The TOWN shall furnish the following:

a. Maps.

- i. The TOWN shall furnish one (1) set of (11X17) the most up-to-date TOWN Tax Maps that are currently available showing streets, and property lines and boundaries.
- ii. The CONTRACTOR will also have access to the TOWN's GIS which is available to the public over the internet.

b. Land Dimensions.

The TOWN will make available lot sizes and total acreage to the CONTRACTOR of all pieces of property where the map or present records fail to disclose measurement or acreage.

c. Zoning.

The TOWN will provide a copy of the current TOWN zoning regulations and a zoning map.

d. Existing Property Record on CAMA System.

The TOWN will make available the current CAMA system for all property types available to the CONTRACTOR with the following data: Owner of record, location of property, address of owner, deed references, map and lot reference, age and date of construction of all buildings, sketches, photographs, and lot size or amount of acreage of properties.

e. Property Transfers.

The TOWN shall notify the CONTRACTOR by email, on a weekly basis, of property splits and transfers occurring after the initial creation of the revaluation database by the CONTRACTOR. The CONTRACTOR shall update the revaluation database as necessary.

f. Building Permits.

The TOWN shall make available copies of all building permits issued during the course of the revaluation PROJECT up to October 1, 2021. The CONTRACTOR shall perform all building permit work including inspecting, updating the property record card, sketch, visit history, and revalue accordingly.

g. Office Space.

If necessary the TOWN shall furnish to the CONTRACTOR sufficient office space to carry out the terms of this contract.

h. Obligation to Keep Current.

The TOWN shall continuously and currently update the information specified above.

i. Sales Information.

The TOWN shall continuously and currently provide copies of all sales information available to the TOWN with respect to the transfer of parcels.

O. TRANSMITTAL OF DELIVERABLES TO THE ASSESSOR

i. Records.

1. Regular periodic delivery of appraisals, tables, analysis, and other information required by these specifications, as completed, and in accordance to the schedule set forth above, shall be made to the ASSESSOR for his/her review. All appraisals of buildings either complete or under construction, shall be completed as of October 1, 2021. All completed and/or corrected records shall be turned over to the ASSESSOR as of December 21, 2021. The final inspection and review shall take into consideration any known or apparent changes in the individual property since they were first inspected in order that the final appraisal of property shall be appraised as of October 1, 2021. *Complete*
2. This information and/or appraisals and records shall not be made public until after the informal public conferences, except to the extent public access may be compulsory under provisions of applicable law.
3. It is understood and agreed that the reappraisal of properties covered by this contact shall meet or exceed the standards as outlined in the Connecticut Performance Based Revaluation Standards and Certification of Revaluation (Connecticut General Statutes sec. 12-621-1 to 12-621-7), shall conform to the procedures and technical requirements of the ASSESSOR and, at least weekly, the CONTRACTOR shall meet with the ASSESSOR to discuss the progress and various other details of the PROJECT.
4. The revaluation of October 1, 2021 shall be performed in accordance with the schedule, as prescribed in accordance with Connecticut State Statutes for updates. Should legislative changes be made, the TOWN and the CONTRACTOR will conform to the State Statutes in effect upon passage of the legislation.

ATTACHMENT A

FEE PROPOSAL

PROJECT: THE COMPLETE REAPPRAISAL AND REVALUATION OF ALL TAXABLE AND EXEMPT REAL PROPERTY, LOCATED WITHIN THE CORPORATE LIMITS OF THE TOWN OF ANDOVER, CONNECTICUT, EFFECTIVE OCTOBER 1, 2021.

The undersigned, duly authorized agent for the individual, partnership, corporation or other entity (hereinafter called the respondent) submitting this fee proposal affirms and declares:

1. That this fee proposal is submitted by said respondent with full knowledge and acceptance of the Specifications for Request for Proposals #001-2021 Revaluation Services.
2. That should this fee proposal be accepted in writing by the TOWN of ANDOVER, (hereinafter called the TOWN), said respondent will furnish the services for which this fee proposal is submitted at the dollar amount indicated and in compliance with the provisions of said contract and contract specification.
3. That the respondent or his or her representative has visited the TOWN; is familiar with its geography, general character of residential housing, its commercial and industrial areas; has examined the quality and condition of the ASSESSOR's records; and has met with the ASSESSOR to make himself or herself knowledgeable of those matters and conditions in the TOWN which would influence this fee proposal.
4. That the respondent proposes to furnish the services and materials required to complete the subject PROJECT in accordance with the aforesaid Bid Specifications for the total amount of:

AN 2020-21 #1

FEE PROPOSAL PRICE IN WORDS: _____	FEE PROPOSAL PRICE IN FIGURES: _____
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5. An additional cost of \$_____ will be billed to the TOWN for each scheduled informal hearing.
6. The TOWN reserves the right to reject any, or any part of, or all Fee Proposals; to waive informalities; and to accept the Fee Proposal which the TOWN deems to be in the best interest of the TOWN.

ATTACHMENT C

TOWN DATA

The TOWN of ANDOVER is contained within 15.7 square miles. The 2010 census indicated the TOWN's population was 3,303. The last revaluation of the TOWN of ANDOVER was conducted for the October 1, 2016 Grand List. The ASSESSOR's maps and GIS program can be found here: <https://crcogct.mapgeo.io/>.

The approximate composition of the property types in the TOWN of ANDOVER is delineated in the following table:

TOWN OF ANDOVER
2018 REAL ESTATE ACCOUNTS

CODE	# OF ACCTS	DESCRIPTION	GROSS ASSESSMENT
100	1265	RESIDENTIAL	212,219,230
200	24	COMMERCIAL	5,072,300
300	2	INDUSTRIAL	1,067,700
400	1	PUBLIC UTILITY	771,000
500	226	VACANT LAND	5,363,900
600	102	USE ASSESSMENT	610,070
700	0	10 MILL FOREST	-0-
800	3	APARTMENTS	1,796,400
	1635		226,900,600
	121	REAL ESTATE EXEMPT	12,915,100
GRAND TOTAL	3905		239,815,700

SW - Rev Summary
Andover Town & School 2019-2020

11/27/2019
 Fiscal Year 2019-2020

Note: AcntBalance Includes AcntInvoiced Balance

		Orig Revenue	Transfers	Adj Revenue	Mtd Net	Ytd Debits	Ytd Credits	Balance	% Recvd
	10 Property Taxes								
PROGRAM	101 Current Year Taxes	\$0.00	\$0.00	\$0.00	\$2,367.88	\$5,947.05	\$0.00	(\$5,947.05)	--
PROGRAM	102 COC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	103 Interest on Active	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$14,197.68	(\$20,802.32)	40.56%
PROGRAM	104 Lien on Active Taxes	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$2,618.47	\$1,418.47	218.21%
PROGRAM	105 Principle on Suspense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	106 Interest on Suspense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	107 Lien on Suspense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	108 Prior Year Taxes	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	(\$100,000.00)	0.00%
PROGRAM	109 NSF/DMV/Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	110 Supplemental MV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	900 Reclass of Transfers for Statement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0000 General Revenue	\$136,200.00	\$0.00	\$136,200.00	\$2,367.88	\$5,947.05	\$16,816.15	(\$125,330.90)	7.98%
OBJECT	10 Property Taxes	\$136,200.00	\$0.00	\$136,200.00	\$2,367.88	\$5,947.05	\$16,816.15	(\$125,330.90)	7.98%
	20 Intergovernmental Revenues								
PROGRAM	203 Boat Registrations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	209 PILOT State Property	\$9,631.00	\$0.00	\$9,631.00	\$0.00	\$0.00	\$9,631.00	\$0.00	100.00%
PROGRAM	211 Vetern's Tax Relief	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	213 Property Tax Relief and Circuit Bre	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	221 Manufacturers Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	222 Municipal grants in aid	\$2,620.00	\$0.00	\$2,620.00	\$0.00	\$0.00	\$0.00	(\$2,620.00)	0.00%
PROGRAM	223 Mashantucket-Pequot Grant	\$6,680.00	\$0.00	\$6,680.00	\$0.00	\$0.00	\$0.00	(\$6,680.00)	0.00%
PROGRAM	226 State Miscellaneous	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$1,035.00	(\$1,965.00)	34.50%
PROGRAM	227 Municipal Revenue Sharing	\$43,820.00	\$0.00	\$43,820.00	\$0.00	\$0.00	\$43,820.00	\$0.00	100.00%
PROGRAM	238 Disabled Program	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00	(\$450.00)	0.00%
PROGRAM	239 Telephone Access	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	(\$5,000.00)	0.00%
PROGRAM	418 FEMA-1/FY13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--

SW - Rev Summary
Andover Town & School 2019-2020

11/27/2019
 Fiscal Year 2019-2020

Note: AcntBalance Includes AcntInvoiced Balance

		Orig Revenue	Transfers	Adj Revenue	Mtd Net	Ytd Debits	Ytd Credits	Balance	% Recvd
PROGRAM	419 FEMA-2/FY13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0000 General Revenue	\$71,201.00	\$0.00	\$71,201.00	\$0.00	\$0.00	\$54,486.00	(\$16,715.00)	76.52%
PROGRAM	231 Historic Documents Preservation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0100 General Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	201 Federal Highway Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	215 Local Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	227 Municipal Revenue Sharing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0300 Public Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	207 Law Enforcement Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	237 DOT Moving Violations Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0400 Public Safety	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	217 Special Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	219 Education Cost Sharing	\$1,921,253.00	\$0.00	\$1,921,253.00	\$0.00	\$0.00	\$516,249.00	(\$1,405,004.00)	26.87%
PROGRAM	225 Transportation Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0900 Education	\$1,921,253.00	\$0.00	\$1,921,253.00	\$0.00	\$0.00	\$516,249.00	(\$1,405,004.00)	26.87%
OBJECT	20 Intergovernmental Revenues	\$1,992,454.00	\$0.00	\$1,992,454.00	\$0.00	\$0.00	\$570,735.00	(\$1,421,719.00)	28.64%
	30 Investment Income								
PROGRAM	303 Interest	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$4,363.83	\$24,843.58	(\$4,520.25)	81.92%
FUNCTION	0000 General Revenue	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$4,363.83	\$24,843.58	(\$4,520.25)	81.92%
OBJECT	30 Investment Income	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$4,363.83	\$24,843.58	(\$4,520.25)	81.92%
	40 Licenses, Fees and Charges for Good								
PROGRAM	401 Permits	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)	0.00%
PROGRAM	407 Town Clerks fees, licenses, and p	\$45,000.00	\$0.00	\$45,000.00	\$0.00	\$0.00	\$23,220.13	(\$21,779.87)	51.60%
PROGRAM	408 Town Clerk PA05228	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	409 Dial-A-Ride	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	417 Selectman's Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0100 General Government	\$45,500.00	\$0.00	\$45,500.00	\$0.00	\$0.00	\$23,220.13	(\$22,279.87)	51.03%

SW - Rev Summary
Andover Town & School 2019-2020

11/27/2019
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Note: AcntBalance Includes AcntInvoiced Balance

		Orig Revenue	Transfers	Adj Revenue	Mtd Net	Ytd Debits	Ytd Credits	Balance	% Recvd
PROGRAM	413 Transfer Station Receipts	\$36,000.00	\$0.00	\$36,000.00	\$0.00	\$40.00	\$20,800.00	(\$15,240.00)	57.67%
PROGRAM	415 Waste Redemption	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$185.20	(\$314.80)	37.04%
FUNCTION	0700 Sanitation and Waste	\$36,500.00	\$0.00	\$36,500.00	\$0.00	\$40.00	\$20,985.20	(\$15,554.80)	57.38%
PROGRAM	405 Building Department Receipts	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$1,683.77	\$19,134.06	(\$14,549.71)	54.53%
FUNCTION	0800 Planning and Land Use	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$1,683.77	\$19,134.06	(\$14,549.71)	54.53%
OBJECT	40 Licenses, Fees and Charges for G	\$114,000.00	\$0.00	\$114,000.00	\$0.00	\$1,723.77	\$63,339.39	(\$52,384.38)	54.05%
	80 Other Revenues								
PROGRAM	801 Miscellaneous	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$411.24	\$5,391.43	\$1,980.19	166.01%
PROGRAM	803 Rentals	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,163.00	(\$337.00)	77.53%
FUNCTION	0000 General Revenue	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$411.24	\$6,554.43	\$1,643.19	136.52%
OBJECT	80 Other Revenues	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$411.24	\$6,554.43	\$1,643.19	136.52%
FUND	100 General Fund - Town	\$2,272,154.00	\$0.00	\$2,272,154.00	\$2,367.88	\$12,445.89	\$682,288.55	(\$1,602,311.34)	29.48%
Grand Total for Report		\$2,272,154.00	\$0.00	\$2,272,154.00	\$2,367.88	\$12,445.89	\$682,288.55	(\$1,602,311.34)	29.48%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

11/27/2019
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0101-100 First Selectman Salary	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
1-100-01-0101-105 Selectmen Salary	\$4,800.00	\$4,800.00	\$0.00	\$0.00	\$0.00	\$4,800.00	0.00%
1-100-01-0101-115 Board Clerk BOS	\$1,500.00	\$1,500.00	\$555.00	\$0.00	\$0.00	\$945.00	37.00%
1-100-01-0101-330 CONF. SEMINARS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0101-381 Moving	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0101-580 Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0101-810 Dues/ Memberships	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-01-0101-836 Veteran's Day Committee	\$500.00	\$500.00	\$176.63	\$0.00	\$0.00	\$323.37	35.33%
01 General Government	\$9,400.00	\$9,400.00	\$731.63	\$0.00	\$0.00	\$8,668.37	7.78%
1-100-01-0102-100 Town Administrator Salary	\$87,550.00	\$87,550.00	\$16,347.30	\$0.00	\$0.00	\$71,202.70	18.67%
1-100-01-0102-120 Adminstrative Assistant	\$13,840.00	\$13,840.00	\$4,701.44	\$0.00	\$0.00	\$9,138.56	33.97%
1-100-01-0102-150 Merit Based Compensation Adj Pool	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0102-330 Conference/Seminars	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
1-100-01-0102-535 Mobile Phone	\$650.00	\$650.00	\$210.45	\$0.00	\$0.00	\$439.55	32.38%
1-100-01-0102-580 Mileage	\$1,600.00	\$1,600.00	\$200.00	\$0.00	\$0.00	\$1,400.00	12.50%
1-100-01-0102-810 Dues/Memberships	\$350.00	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	0.00%
01 General Government	\$104,290.00	\$104,290.00	\$21,459.19	\$0.00	\$0.00	\$82,830.81	20.58%
1-100-01-0103-121 Board Clerk Wages-BOF	\$1,715.00	\$1,715.00	\$172.50	\$0.00	\$0.00	\$1,542.50	10.06%
1-100-01-0103-310 Legal	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
1-100-01-0103-610 Office Supplies-BOF	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.00%
01 General Government	\$6,765.00	\$6,765.00	\$172.50	\$0.00	\$0.00	\$6,592.50	2.55%
1-100-01-0105-320 Annual Audit-Auditor	\$32,000.00	\$32,000.00	\$0.00	\$0.00	\$0.00	\$32,000.00	0.00%
1-100-01-0105-322 Accounting Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0105-325 Actuarial Services	\$3,500.00	\$3,500.00	\$5,075.00	\$0.00	\$0.00	(\$1,575.00)	145.00%
01 General Government	\$35,500.00	\$35,500.00	\$5,075.00	\$0.00	\$0.00	\$30,425.00	14.30%
1-100-01-0107-310 Legal Retainer	\$19,000.00	\$19,000.00	\$2,250.00	\$0.00	\$0.00	\$16,750.00	11.84%
1-100-01-0107-311 P & Z-Legal Counsel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0107-312 Assessor - Legal Counsel	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00%
01 General Government	\$25,000.00	\$25,000.00	\$2,250.00	\$0.00	\$0.00	\$22,750.00	9.00%
1-100-01-0109-100 Salary-Treasurer	\$61,800.00	\$61,800.00	\$20,203.82	\$0.00	\$0.00	\$41,596.18	32.69%
1-100-01-0109-120 Assistant Treasurer	\$28,388.00	\$28,388.00	\$9,200.40	\$0.00	\$0.00	\$19,187.60	32.41%
1-100-01-0109-155 FY18 Treasurer Office Supplement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0109-330 Conference/Seminars	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-01-0109-438 Equip. Maint.-Treasurer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0109-580 Mileage	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-01-0109-609 Equipment-Treasurer	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
1-100-01-0109-735 Computer Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$92,388.00	\$92,388.00	\$29,404.22	\$0.00	\$0.00	\$62,983.78	31.83%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

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	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0111-100 Salary-Tax Collector	\$43,941.00	\$43,941.00	\$14,363.31	\$0.00	\$0.00	\$29,577.69	32.69%
1-100-01-0111-109 DMV Fees	\$850.00	\$850.00	\$0.00	\$0.00	\$0.00	\$850.00	0.00%
1-100-01-0111-330 Conf. & Seminars-Tax Collector	\$400.00	\$400.00	\$42.00	\$0.00	\$0.00	\$358.00	10.50%
1-100-01-0111-371 Bounced Check Fee-Tax Collector	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0111-438 Equip. Maint.-Tax Collector	\$8,500.00	\$8,500.00	\$7,801.65	\$0.00	\$0.00	\$698.35	91.78%
1-100-01-0111-580 Mileage-Tax Collector	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00%
1-100-01-0111-610 Office Supplies-Tax Collector	\$680.00	\$680.00	\$195.00	\$0.00	\$0.00	\$485.00	28.68%
1-100-01-0111-810 MEMBERSHIP	\$100.00	\$100.00	\$20.00	\$0.00	\$0.00	\$80.00	20.00%
1-100-01-0111-901 Tax Collector-Equipment	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
01 General Government	\$55,121.00	\$55,121.00	\$22,421.96	\$0.00	\$0.00	\$32,699.04	40.68%
1-100-01-0113-100 Salary-Assessor	\$28,374.00	\$28,374.00	\$9,276.21	\$0.00	\$0.00	\$19,097.79	32.69%
1-100-01-0113-120 Salary-Assst. Assessor	\$34,765.00	\$34,765.00	\$11,363.50	\$0.00	\$0.00	\$23,401.50	32.69%
1-100-01-0113-335 Training/Assessor	\$610.00	\$610.00	\$0.00	\$0.00	\$0.00	\$610.00	0.00%
1-100-01-0113-438 Software-Assessor	\$16,162.00	\$16,162.00	\$13,962.00	\$0.00	\$0.00	\$2,200.00	86.39%
1-100-01-0113-580 Mileage-Assessor	\$500.00	\$500.00	\$55.92	\$0.00	\$0.00	\$444.08	11.18%
1-100-01-0113-610 Office Supplies-Assessor	\$400.00	\$400.00	\$192.50	\$0.00	\$0.00	\$207.50	48.13%
1-100-01-0113-612 Books / Subs.-Assessor	\$450.00	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00	0.00%
01 General Government	\$81,261.00	\$81,261.00	\$34,850.13	\$0.00	\$0.00	\$46,410.87	42.89%
1-100-01-0115-100 Salaries-BAA	\$656.00	\$656.00	\$0.00	\$0.00	\$0.00	\$656.00	0.00%
1-100-01-0115-120 BAA-Clerk	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-01-0115-335 BAA-Training	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00%
01 General Government	\$906.00	\$906.00	\$0.00	\$0.00	\$0.00	\$906.00	0.00%
1-100-01-0117-100 Salary-Town Clerk	\$46,731.00	\$46,731.00	\$15,277.56	\$0.00	\$0.00	\$31,453.44	32.69%
1-100-01-0117-120 Asst. Salary-Town Clerk	\$21,940.00	\$21,940.00	\$6,520.32	\$0.00	\$0.00	\$15,419.68	29.72%
1-100-01-0117-330 Conf. / Seminars-Town Clerk	\$1,000.00	\$1,000.00	\$430.00	\$0.00	\$0.00	\$570.00	43.00%
1-100-01-0117-335 Training-Town clerk	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
1-100-01-0117-438 Equip. Maint.-Town Clerk	\$540.00	\$540.00	\$0.00	\$0.00	\$0.00	\$540.00	0.00%
1-100-01-0117-580 Mileage-Town Clerk	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-01-0117-610 Office Supplies-Town Clerk	\$1,400.00	\$1,400.00	\$35.07	\$0.00	\$0.00	\$1,364.93	2.51%
1-100-01-0117-612 Land Records-Town Clerk	\$10,100.00	\$10,100.00	\$2,568.60	\$0.00	\$0.00	\$7,531.40	25.43%
1-100-01-0117-616 Maps Fiming & Indexing-Town Clerk	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
1-100-01-0117-810 Dues / Memberships-Town Clerk	\$500.00	\$500.00	\$40.00	\$0.00	\$0.00	\$460.00	8.00%
1-100-01-0117-865 Vital Statistics-Town Clerk	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
1-100-01-0117-885 Restoration-Town Clerk	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
01 General Government	\$85,611.00	\$85,611.00	\$24,871.55	\$0.00	\$0.00	\$60,739.45	29.05%
1-100-01-0119-800 Misc. Expenses-Probate Court	\$3,054.00	\$3,054.00	\$3,054.00	\$0.00	\$0.00	\$0.00	100.00%
01 General Government	\$3,054.00	\$3,054.00	\$3,054.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-01-0121-100 Salaries-Elections	\$14,095.00	\$14,095.00	\$991.44	\$0.00	\$0.00	\$13,103.56	7.03%
1-100-01-0121-335 Training - Elections	\$550.00	\$550.00	\$131.84	\$0.00	\$0.00	\$418.16	23.97%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

11/27/2019
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	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0121-438 Equip. Maint.-Elections	\$3,000.00	\$3,000.00	\$600.00	\$0.00	\$0.00	\$2,400.00	20.00%
1-100-01-0121-610 Supplies-Elections	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0.00%
1-100-01-0121-800 MISC/CANV	\$120.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0.00%
1-100-01-0121-830 Meals-Elections	\$550.00	\$550.00	\$48.28	\$0.00	\$0.00	\$501.72	8.78%
01 General Government	\$25,315.00	\$25,315.00	\$1,771.56	\$0.00	\$0.00	\$23,543.44	7.00%
1-100-01-0123-432 Building Maint.- Old Town Hall	\$3,200.00	\$3,200.00	\$420.15	\$0.00	\$0.00	\$2,779.85	13.13%
1-100-01-0123-490 Alarm System-Old Town Hall	\$800.00	\$800.00	\$393.55	\$0.00	\$0.00	\$406.45	49.19%
1-100-01-0123-530 Telephone-Old Town Hall	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0123-601 Electricity-Old Town Hall	\$570.00	\$570.00	\$193.30	\$0.00	\$0.00	\$376.70	33.91%
1-100-01-0123-603 Fuel Oil-Old Town Hall	\$400.00	\$400.00	\$19.94	\$0.00	\$0.00	\$380.06	4.99%
01 General Government	\$4,970.00	\$4,970.00	\$1,026.94	\$0.00	\$0.00	\$3,943.06	20.66%
1-100-01-0125-100 Salary-Registrars	\$7,712.00	\$7,712.00	\$0.00	\$0.00	\$0.00	\$7,712.00	0.00%
1-100-01-0125-120 Asst. Salary-Registrars	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00%
1-100-01-0125-330 CONF & SEMINARS	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0.00%
1-100-01-0125-335 Registrar-Training	\$3,500.00	\$3,500.00	\$120.00	\$0.00	\$0.00	\$3,380.00	3.43%
1-100-01-0125-580 Mileage-Registrars	\$500.00	\$500.00	\$59.16	\$0.00	\$0.00	\$440.84	11.83%
1-100-01-0125-610 Office Supplies-Registrars	\$600.00	\$600.00	\$11.50	\$0.00	\$0.00	\$588.50	1.92%
1-100-01-0125-810 Dues / Memberships-Registrars	\$200.00	\$200.00	\$170.00	\$0.00	\$0.00	\$30.00	85.00%
01 General Government	\$14,512.00	\$14,512.00	\$360.66	\$0.00	\$0.00	\$14,151.34	2.49%
1-100-01-0127-540 Legal Ads-Advertising	\$5,500.00	\$5,500.00	\$1,738.89	\$0.00	\$0.00	\$3,761.11	31.62%
01 General Government	\$5,500.00	\$5,500.00	\$1,738.89	\$0.00	\$0.00	\$3,761.11	31.62%
1-100-01-0129-315 Payroll Service-Town Office	\$7,185.00	\$7,185.00	\$1,384.78	\$0.00	\$0.00	\$5,800.22	19.27%
1-100-01-0129-330 CONFERENCES & SEMINARS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0129-350 Water Testing	\$500.00	\$500.00	\$98.00	\$0.00	\$0.00	\$402.00	19.60%
1-100-01-0129-365 Elevator-Service Contract	\$2,400.00	\$2,400.00	\$2,203.20	\$0.00	\$0.00	\$196.80	91.80%
1-100-01-0129-401 Elevator Permit	\$240.00	\$240.00	\$0.00	\$0.00	\$0.00	\$240.00	0.00%
1-100-01-0129-430 ProComm.Maint. Agr.-Town Office Building	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
1-100-01-0129-432 Building Maint.-Town Office Building	\$3,500.00	\$3,500.00	\$109.20	\$0.00	\$0.00	\$3,390.80	3.12%
1-100-01-0129-434 Furnace Maint.-Town Office Building	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-01-0129-439 Software Maint.-Town Office Building	\$4,000.00	\$4,000.00	\$2,669.51	\$0.00	\$0.00	\$1,330.49	66.74%
1-100-01-0129-442 Computer Tech Support	\$8,000.00	\$8,000.00	\$2,250.00	\$0.00	\$0.00	\$5,750.00	28.13%
1-100-01-0129-444 Copier Rental-Town Office	\$2,600.00	\$2,600.00	\$971.59	\$0.00	\$0.00	\$1,628.41	37.37%
1-100-01-0129-490 Alarm System-Town Office	\$300.00	\$300.00	\$250.00	\$0.00	\$0.00	\$50.00	83.33%
1-100-01-0129-493 TN 911	\$10,069.00	\$10,069.00	\$10,068.80	\$0.00	\$0.00	\$0.20	99.99%
1-100-01-0129-530 Telephone-Town Office Building	\$10,600.00	\$10,600.00	\$5,102.50	\$0.00	\$0.00	\$5,497.50	48.14%
1-100-01-0129-531 Postage-Town Office	\$7,500.00	\$7,500.00	\$2,448.43	\$0.00	\$0.00	\$5,051.57	32.65%
1-100-01-0129-533 Postage Meter Rental-Town Office	\$600.00	\$600.00	\$150.00	\$0.00	\$0.00	\$450.00	25.00%
1-100-01-0129-537 Internet Cable-Office Building	\$1,650.00	\$1,650.00	\$559.25	\$0.00	\$0.00	\$1,090.75	33.89%
1-100-01-0129-550 Printing-Town Office Building	\$1,400.00	\$1,400.00	\$604.78	\$0.00	\$0.00	\$795.22	43.20%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

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	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0129-601 Electricy-Town Office Building	\$7,700.00	\$7,700.00	\$3,075.69	\$0.00	\$0.00	\$4,624.31	39.94%
1-100-01-0129-603 Fuel Oil-Town Office Building	\$5,000.00	\$5,000.00	\$607.35	\$0.00	\$0.00	\$4,392.65	12.15%
1-100-01-0129-609 Equipment-Town Office Building	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
1-100-01-0129-610 Office Supplies-Town Office Building	\$2,000.00	\$2,000.00	\$1,670.84	\$0.00	\$0.00	\$329.16	83.54%
1-100-01-0129-611 Office Furniture	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
1-100-01-0129-652 Janitorial Supplies-Town Office Building	\$1,000.00	\$1,000.00	\$214.46	\$0.00	\$0.00	\$785.54	21.45%
1-100-01-0129-735 Computer Repl. & Service Town Office	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$79,844.00	\$79,844.00	\$34,438.38	\$0.00	\$0.00	\$45,405.62	43.13%
1-100-01-0131-100 Adm. Asst. Salary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0131-140 Wages-Administrative Asst I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0131-141 Wages-Administrative Asst II	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0131-142 Wages-Administrative Asst III	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0131-360 Web Site	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0133-815 Dog Damage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0135-100 Salary-Civil Preparedness	\$515.00	\$515.00	\$0.00	\$0.00	\$0.00	\$515.00	0.00%
1-100-01-0135-335 Civil Preparedness Training	\$350.00	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	0.00%
1-100-01-0135-435 Vehicle Maintenance	\$1,000.00	\$1,000.00	\$157.26	\$0.00	\$0.00	\$842.74	15.73%
1-100-01-0135-535 Mobil Phone-Civil Prep	\$750.00	\$750.00	\$277.69	\$0.00	\$0.00	\$472.31	37.03%
01 General Government	\$2,615.00	\$2,615.00	\$434.95	\$0.00	\$0.00	\$2,180.05	16.63%
1-100-01-0137-500 Insurance	\$109,252.00	\$109,252.00	\$63,731.00	\$0.00	\$0.00	\$45,521.00	58.33%
01 General Government	\$109,252.00	\$109,252.00	\$63,731.00	\$0.00	\$0.00	\$45,521.00	58.33%
1-100-01-0141-205 Social Security-Employee Benefits	\$46,500.00	\$46,500.00	\$14,490.42	\$0.00	\$0.00	\$32,009.58	31.16%
1-100-01-0141-207 Medicare-Employee Benefits	\$10,800.00	\$10,800.00	\$3,388.82	\$0.00	\$0.00	\$7,411.18	31.38%
1-100-01-0141-210 Unempl. Comp.-Employee Benefits	\$7,500.00	\$7,500.00	\$1,617.68	\$0.00	\$0.00	\$5,882.32	21.57%
1-100-01-0141-215 Health Insurance-Employee Benefits	\$205,000.00	\$205,000.00	\$83,029.00	\$0.00	\$0.00	\$121,971.00	40.50%
1-100-01-0141-220 Dental-Employee Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0141-221 Longevity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0141-223 Disability-Employee Benefits	\$2,100.00	\$2,100.00	\$812.50	\$0.00	\$0.00	\$1,287.50	38.69%
1-100-01-0141-225 Life Ins.-Employee Benefits	\$1,200.00	\$1,200.00	\$697.29	\$0.00	\$0.00	\$502.71	58.11%
1-100-01-0141-230 Retirement-Employee Benefits	\$80,000.00	\$80,000.00	\$23,880.94	\$0.00	\$0.00	\$56,119.06	29.85%
1-100-01-0141-280 Physicals-Employee Benefits	\$2,500.00	\$2,500.00	\$539.00	\$0.00	\$0.00	\$1,961.00	21.56%
1-100-01-0141-290 Amort. Merf-Employee Benefits	\$131.00	\$131.00	\$131.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-01-0141-295 Adm. Fee Merf.-Employee Benefits	\$2,990.00	\$2,990.00	\$2,990.00	\$0.00	\$0.00	\$0.00	100.00%
01 General Government	\$358,721.00	\$358,721.00	\$131,576.65	\$0.00	\$0.00	\$227,144.35	36.68%
1-100-01-0143-100 Salaries-Drivers/Dispatch	\$15,107.00	\$15,107.00	\$5,633.71	\$0.00	\$0.00	\$9,473.29	37.29%
1-100-01-0143-380 Comm. Drivers Test-Dial a Ride	\$1,000.00	\$1,000.00	\$300.00	\$0.00	\$0.00	\$700.00	30.00%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

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	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0143-435 Vehicle Maint.-Dial a Ride	\$3,000.00	\$3,000.00	\$1,639.25	\$0.00	\$0.00	\$1,360.75	54.64%
1-100-01-0143-580 Dial-A-Ride Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0143-603 Fuel-Dial a Ride	\$2,000.00	\$2,000.00	\$1,020.22	\$0.00	\$0.00	\$979.78	51.01%
1-100-01-0143-630 Oil-Dial a Ride	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0143-810 Due / Memberships-Dial a Ride	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$21,107.00	\$21,107.00	\$8,593.18	\$0.00	\$0.00	\$12,513.82	40.71%
1-100-01-0145-100 Municipal Agent-Salary	\$2,265.00	\$2,265.00	\$220.52	\$0.00	\$0.00	\$2,044.48	9.74%
1-100-01-0145-330 Municipal Agent-Conferences	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-531 Postage-Senior Citizens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-537 Internet Cable-Seniors Citizens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-580 Municipal Agent-Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-610 Municipal Agent-Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-800 McSweeney Center-Senior Citizens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-820 Senior Lunch-Senior Citizens	\$1,080.00	\$1,080.00	\$1,080.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-01-0145-840 Municipal Agents-Senior Citizens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-870 Programs-Senior Citizens	\$2,000.00	\$2,000.00	\$1,375.00	\$0.00	\$0.00	\$625.00	68.75%
1-100-01-0145-875 Trips-Senior Citizens	\$4,000.00	\$4,000.00	\$709.00	\$0.00	\$0.00	\$3,291.00	17.73%
1-100-01-0145-901 Equipment-Municipal Agent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$9,345.00	\$9,345.00	\$3,384.52	\$0.00	\$0.00	\$5,960.48	36.22%
1-100-01-0147-365 Cleaning Service	\$10,000.00	\$10,000.00	\$2,955.00	\$0.00	\$0.00	\$7,045.00	29.55%
01 General Government	\$10,000.00	\$10,000.00	\$2,955.00	\$0.00	\$0.00	\$7,045.00	29.55%
1-100-01-0149-432 Building Maint.-Old Fire House	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0149-434 Furnace Maint.-Old Fire House	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
1-100-01-0149-490 Alarm Maint.-Old Fire House	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
1-100-01-0149-530 Telephone-Old Fire House	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0149-601 Electricity-Old Fire House	\$2,200.00	\$2,200.00	\$379.92	\$0.00	\$0.00	\$1,820.08	17.27%
1-100-01-0149-603 Fuel Oil-Old Fire House	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-01-0149-605 Propane-Old Fire House	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$3,250.00	\$3,250.00	\$379.92	\$0.00	\$0.00	\$2,870.08	11.69%
1-100-01-0151-100 Dog Warden Salary-Dog Fund	\$3,500.00	\$3,500.00	\$1,144.87	\$0.00	\$0.00	\$2,355.13	32.71%
1-100-01-0151-434 Furnace Maintenance - Dog Pound	\$165.00	\$165.00	\$0.00	\$0.00	\$0.00	\$165.00	0.00%
1-100-01-0151-580 Dog Warden-Mileage	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
1-100-01-0151-610 Dog Warden - Supplies	\$750.00	\$750.00	\$273.90	\$0.00	\$0.00	\$476.10	36.52%
01 General Government	\$4,815.00	\$4,815.00	\$1,418.77	\$0.00	\$0.00	\$3,396.23	29.47%
1-100-01-0153-800 Historical Society	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
01 General Government	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-01-0155-800 TOWN ETHICS COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

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	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-02-0201-841 Health Director	\$17,600.00	\$17,600.00	\$8,802.08	\$0.00	\$0.00	\$8,797.92	50.01%
1-100-02-0201-999 EASTERN HIGHLANDS HEALTH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
02 Conservation	\$17,600.00	\$17,600.00	\$8,802.08	\$0.00	\$0.00	\$8,797.92	50.01%
1-100-02-0203-842 Visiting Nurse Assoc.	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
02 Conservation	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
1-100-02-0205-843 N.C. Mental Health	\$231.00	\$231.00	\$231.00	\$0.00	\$0.00	\$0.00	100.00%
02 Conservation	\$231.00	\$231.00	\$231.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-02-0207-844 AHM Youth Services	\$41,503.00	\$41,503.00	\$20,729.60	\$0.00	\$0.00	\$20,773.40	49.95%
02 Conservation	\$41,503.00	\$41,503.00	\$20,729.60	\$0.00	\$0.00	\$20,773.40	49.95%
1-100-03-0301-100 Salary-Public Works	\$168,833.00	\$168,833.00	\$54,774.02	\$0.00	\$0.00	\$114,058.98	32.44%
1-100-03-0301-111 Temp/PW	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
1-100-03-0301-112 Overtime/PW	\$2,500.00	\$2,500.00	\$246.11	\$0.00	\$0.00	\$2,253.89	9.84%
1-100-03-0301-390 Tree Removal-Public Works Department	\$10,000.00	\$10,000.00	\$5,510.00	\$0.00	\$0.00	\$4,490.00	55.10%
1-100-03-0301-391 Fire Ext. Ck.-Public Works	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
1-100-03-0301-392 Welding Supply-Public Works	\$850.00	\$850.00	\$178.70	\$0.00	\$0.00	\$671.30	21.02%
1-100-03-0301-431 Tires Maint.-Public Works	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
1-100-03-0301-435 Vehicle Maint.Public Works	\$12,000.00	\$12,000.00	\$14,549.97	\$0.00	\$0.00	(\$2,549.97)	121.25%
1-100-03-0301-437 Sweeper Exp.-Public Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0301-448 Misc. Labor/Rental-Town Garage	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
1-100-03-0301-535 Mobile Phone-Public Works	\$400.00	\$400.00	\$231.21	\$0.00	\$0.00	\$168.79	57.80%
1-100-03-0301-602 Diesel-Public Works	\$20,000.00	\$20,000.00	\$5,734.12	\$0.00	\$0.00	\$14,265.88	28.67%
1-100-03-0301-603 Fuel-Public Works	\$4,000.00	\$4,000.00	\$700.85	\$0.00	\$0.00	\$3,299.15	17.52%
1-100-03-0301-620 Brooms-Public Works	\$950.00	\$950.00	\$0.00	\$0.00	\$0.00	\$950.00	0.00%
1-100-03-0301-622 Tires-Public Works	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
1-100-03-0301-630 Lub Oils Engine-Public Works Department	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-03-0301-632 Trans. Oil-Public Works Department	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0301-633 Filters/antifreeze-Public Works Department	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
1-100-03-0301-634 Grease-Public Works Department	\$130.00	\$130.00	\$0.00	\$0.00	\$0.00	\$130.00	0.00%
1-100-03-0301-635 J.D. Oil-Public Works Department	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0301-636 Hyd. Oil-Public Works Department	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-03-0301-637 Fuel Add.-Public Works Department	\$750.00	\$750.00	\$515.74	\$0.00	\$0.00	\$234.26	68.77%
1-100-03-0301-638 Shop Supplies-Public Works	\$2,600.00	\$2,600.00	\$1,154.93	\$0.00	\$0.00	\$1,445.07	44.42%
1-100-03-0301-640 Sweeper Supplies-Public Works	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-03-0301-654 Uniforms & Shoes-Town Garage	\$2,700.00	\$2,700.00	\$842.74	\$0.00	\$0.00	\$1,857.26	31.21%
1-100-03-0301-730 Radios-Public Works	\$1,000.00	\$1,000.00	\$55.00	\$0.00	\$0.00	\$945.00	5.50%
1-100-03-0301-732 Signs-Public works	\$2,150.00	\$2,150.00	\$399.00	\$0.00	\$0.00	\$1,751.00	18.56%
1-100-03-0301-734 Tools-Public Works	\$2,700.00	\$2,700.00	\$39.99	\$0.00	\$0.00	\$2,660.01	1.48%
1-100-03-0301-810 Dues/ Memberships-Public Works	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
03 Public Works	\$242,563.00	\$242,563.00	\$84,932.38	\$0.00	\$0.00	\$157,630.62	35.01%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

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	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-03-0303-130 Overtime Wages-Snow Removal	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
1-100-03-0303-365 Contracted Snow Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0303-436 Ice Maint. Bldg.--Snow Removal	\$400.00	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-03-0303-624 Paint-Snow Removal	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-03-0303-642 Plow Blades-Snow Removal	\$2,400.00	\$2,400.00	\$0.00	\$0.00	\$0.00	\$2,400.00	0.00%
1-100-03-0303-643 Sanding Equip-Snow Removal	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
1-100-03-0303-644 Sand-Snow Removal	\$24,000.00	\$24,000.00	\$0.00	\$0.00	\$0.00	\$24,000.00	0.00%
1-100-03-0303-646 Salt-Snow Removal	\$40,000.00	\$40,000.00	\$84.12	\$0.00	\$0.00	\$39,915.88	0.21%
1-100-03-0303-830 Meals-Snow Removal	\$650.00	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00	0.00%
03 Public Works	\$88,550.00	\$88,550.00	\$484.12	\$0.00	\$0.00	\$88,065.88	0.55%
1-100-03-0305-410 Street Lighting	\$7,500.00	\$7,500.00	\$2,334.78	\$0.00	\$0.00	\$5,165.22	31.13%
03 Public Works	\$7,500.00	\$7,500.00	\$2,334.78	\$0.00	\$0.00	\$5,165.22	31.13%
1-100-03-0307-451 Road Maintenance-Town Aid Roads	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0307-716 Times Farms Rd Bridge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0307-999 Town Aid Roads	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03 Public Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0309-215 Medical / Drug-Town Garage	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
1-100-03-0309-330 Conf/Seminars-Town Garage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0309-432 Building Maint.-Town Garage	\$4,000.00	\$4,000.00	\$855.00	\$0.00	\$0.00	\$3,145.00	21.38%
1-100-03-0309-434 Furnance Maint.-Town Garage	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
1-100-03-0309-490 Alarm Systems-Town Garage	\$300.00	\$300.00	\$250.00	\$0.00	\$0.00	\$50.00	83.33%
1-100-03-0309-530 Telephone-Town Garage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-03-0309-537 Internet Cable-Town Garage	\$1,200.00	\$1,200.00	\$463.40	\$0.00	\$0.00	\$736.60	38.62%
1-100-03-0309-601 Electricity-Town Garage	\$3,600.00	\$3,600.00	\$901.03	\$0.00	\$0.00	\$2,698.97	25.03%
1-100-03-0309-603 Fuel Oil-Town Garage	\$5,100.00	\$5,100.00	\$0.00	\$0.00	\$0.00	\$5,100.00	0.00%
1-100-03-0309-610 Office Supplies-Town Garage	\$100.00	\$100.00	\$86.91	\$0.00	\$0.00	\$13.09	86.91%
1-100-03-0309-618 Computer Supplies-Town Garage	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00%
03 Public Works	\$15,750.00	\$15,750.00	\$2,556.34	\$0.00	\$0.00	\$13,193.66	16.23%
1-100-03-0311-370 Consulting Fees-Engineer	\$6,000.00	\$6,000.00	\$977.50	\$0.00	\$0.00	\$5,022.50	16.29%
03 Public Works	\$6,000.00	\$6,000.00	\$977.50	\$0.00	\$0.00	\$5,022.50	16.29%
1-100-03-0313-420 Mowing-Ground Care	\$14,000.00	\$14,000.00	\$9,771.64	\$0.00	\$0.00	\$4,228.36	69.80%
1-100-03-0313-422 Beautifications-Ground Care	\$1,500.00	\$1,500.00	\$292.47	\$0.00	\$0.00	\$1,207.53	19.50%
1-100-03-0313-424 Old Cemetary - Maintenance	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
03 Public Works	\$17,000.00	\$17,000.00	\$10,064.11	\$0.00	\$0.00	\$6,935.89	59.20%
1-100-04-0401-121 Board Clerk Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0401-438 Equip. Maint.-Fire Department	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0401-800 Fire Department	\$136,650.00	\$136,650.00	\$68,325.00	\$0.00	\$0.00	\$68,325.00	50.00%
04 Public Safety	\$136,650.00	\$136,650.00	\$68,325.00	\$0.00	\$0.00	\$68,325.00	50.00%

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1-100-04-0403-130 Overtime-Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0403-375 Contract St. Fee-Law Enforcement	\$175,356.00	\$175,356.00	\$0.00	\$0.00	\$0.00	\$175,356.00	0.00%
1-100-04-0403-535 Mobile Phone / Pager-Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0403-610 Office Supplies-Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0403-810 Dues/Fees-Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0403-901 Office Equipment-Law Enforcement	\$200.00	\$200.00	\$70.00	\$0.00	\$0.00	\$130.00	35.00%
04 Public Safety	\$175,556.00	\$175,556.00	\$70.00	\$0.00	\$0.00	\$175,486.00	0.04%
1-100-04-0405-100 Salary - Fire Marshall	\$7,500.00	\$7,500.00	\$2,451.91	\$0.00	\$0.00	\$5,048.09	32.69%
1-100-04-0405-110 Deputy Salary	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0.00%
1-100-04-0405-335 Training-Fire Marshall	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-04-0405-535 Pager / PHONE-Fire Marshall	\$120.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0.00%
1-100-04-0405-610 Office Supplies-Fire Marshall	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.00%
1-100-04-0405-612 Subscriptions/Fire Marshall	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
1-100-04-0405-810 Dues / Memberships-Fire Marshall	\$125.00	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00	0.00%
1-100-04-0405-901 Equipment-Fire Marshall	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
04 Public Safety	\$10,395.00	\$10,395.00	\$2,451.91	\$0.00	\$0.00	\$7,943.09	23.59%
1-100-05-0501-100 Social Worker Sal.-Welfare	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00%
1-100-05-0501-530 Social Services Phone	\$350.00	\$350.00	\$118.11	\$0.00	\$0.00	\$231.89	33.75%
1-100-05-0501-580 Social Services-Mileage	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.00%
1-100-05-0501-830 Food & Clothing	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
1-100-05-0501-845 Social Services-ACCESS	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00%
05 Public Welfare	\$1,600.00	\$1,600.00	\$118.11	\$0.00	\$0.00	\$1,481.89	7.38%
1-100-06-0601-800 Misc. Exp-Memorial Day	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00%
1-100-06-0601-835 Memorial Day Comm.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
06 Recreation	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00%
1-100-06-0603-436 Outside Maintenance-Recreation Comm	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-06-0603-493 Outside Facility-Recreation Comm	\$2,630.00	\$2,630.00	\$0.00	\$0.00	\$0.00	\$2,630.00	0.00%
1-100-06-0603-601 Electricity - Recreation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-06-0603-870 Programs-Recreation Comm	\$5,835.00	\$5,835.00	\$2,590.79	\$0.00	\$0.00	\$3,244.21	44.40%
06 Recreation	\$8,465.00	\$8,465.00	\$2,590.79	\$0.00	\$0.00	\$5,874.21	30.61%
1-100-07-0701-100 Wages-Transfer Station	\$20,000.00	\$20,000.00	\$6,674.41	\$0.00	\$0.00	\$13,325.59	33.37%
1-100-07-0701-350 Water Testing-Transfer Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0701-438 Maintenance-Transfer Station	\$4,800.00	\$4,800.00	\$81.40	\$0.00	\$0.00	\$4,718.60	1.70%
1-100-07-0701-442 Brush Pile Removal	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0.00%
1-100-07-0701-480 Hauling Fees-Transfer Station	\$40,000.00	\$40,000.00	\$12,585.33	\$0.00	\$0.00	\$27,414.67	31.46%
1-100-07-0701-481 Bulky Waste-Transfer Station	\$25,000.00	\$25,000.00	\$11,819.98	\$0.00	\$0.00	\$13,180.02	47.28%
1-100-07-0701-493 Outdoor Facility-Transfer Station	\$900.00	\$900.00	\$375.00	\$0.00	\$0.00	\$525.00	41.67%
1-100-07-0701-530 Telephone-Transfer Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0701-580 Transfer Station-Mileage	\$0.00	\$0.00	\$52.78	\$0.00	\$0.00	(\$52.78)	0.00%

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1-100-07-0701-601 Electricity-Transfer Station	\$2,700.00	\$2,700.00	\$555.05	\$0.00	\$0.00	\$2,144.95	20.56%
1-100-07-0701-800 Transfer Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0701-803 Compactor Lease Transfer Station	\$3,000.00	\$3,000.00	\$1,250.00	\$0.00	\$0.00	\$1,750.00	41.67%
1-100-07-0701-810 Dues / Membership-Transfer Station	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-07-0701-998 Tipping Fees-Transfer Station	\$55,000.00	\$55,000.00	\$14,752.01	\$0.00	\$0.00	\$40,247.99	26.82%
07 Sanitation and Waste	\$159,100.00	\$159,100.00	\$48,145.96	\$0.00	\$0.00	\$110,954.04	30.26%
1-100-07-0703-482 Hazardous Waste-Recycling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0703-484 Antifreeze Pickup-Recycling	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-07-0703-485 Used Oil Pickup-Recycling	\$500.00	\$500.00	\$104.50	\$0.00	\$0.00	\$395.50	20.90%
1-100-07-0703-486 Freon Removal-Recycling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0703-488 Tire Pickup-Recycling	\$550.00	\$550.00	\$571.50	\$0.00	\$0.00	(\$21.50)	103.91%
1-100-07-0703-631 Oil Filters-Recycling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0703-807 Transfer Station-Permits	\$800.00	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-07-0703-810 Dues / Memb.-Recycling	\$500.00	\$500.00	\$151.72	\$0.00	\$0.00	\$348.28	30.34%
07 Sanitation and Waste	\$2,550.00	\$2,550.00	\$1,627.72	\$0.00	\$0.00	\$922.28	63.83%
1-100-08-0801-800 Economic Development Comm.	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-08-0801-999 Economic Development Comm.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
08 Planning and Land Use	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-08-0803-100 Wages-Planning & Zoning	\$1,350.00	\$1,350.00	\$157.50	\$0.00	\$0.00	\$1,192.50	11.67%
1-100-08-0803-115 Board Clerk - PZC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0803-310 Legal/Professional P&Z	\$5,000.00	\$5,000.00	\$625.00	\$0.00	\$0.00	\$4,375.00	12.50%
1-100-08-0803-320 Contract Planner	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0803-335 Training-Planning & Zoning	\$350.00	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	0.00%
1-100-08-0803-340 Planning & Zoning - Mapping	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-08-0803-610 Office Supplies-Planning & Zoning	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-08-0803-810 Dues / Memberships-Planning & Zoning	\$110.00	\$110.00	\$0.00	\$0.00	\$0.00	\$110.00	0.00%
08 Planning and Land Use	\$7,010.00	\$7,010.00	\$782.50	\$0.00	\$0.00	\$6,227.50	11.16%
1-100-08-0805-100 Wages-Zoning Board of Appeals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0805-115 Board Clerk - ZBA	\$500.00	\$500.00	\$180.00	\$0.00	\$0.00	\$320.00	36.00%
1-100-08-0805-610 Supplies	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
08 Planning and Land Use	\$600.00	\$600.00	\$180.00	\$0.00	\$0.00	\$420.00	30.00%
1-100-08-0807-100 Wages - Building Department	\$8,360.00	\$8,360.00	\$2,574.11	\$0.00	\$0.00	\$5,785.89	30.79%
1-100-08-0807-120 Clerk's Wages-Building Department	\$34,230.00	\$34,230.00	\$10,860.89	\$0.00	\$0.00	\$23,369.11	31.73%
1-100-08-0807-285 Substitute Coverage	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
1-100-08-0807-330 Conf. / Seminars-Building Department	\$75.00	\$75.00	\$85.00	\$0.00	\$0.00	(\$10.00)	113.33%
1-100-08-0807-438 Equipment maint.-Building Dept.	\$900.00	\$900.00	\$434.00	\$0.00	\$0.00	\$466.00	48.22%
1-100-08-0807-455 LAND USE FEES/STATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0807-580 Mileage-Building Department	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-08-0807-610 Office Supplies-Building Department	\$500.00	\$500.00	\$204.71	\$0.00	\$0.00	\$295.29	40.94%

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1-100-08-0807-612 Bks. & Manuals-Building Department	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
1-100-08-0807-810 Dues / Membership-Building Department	\$155.00	\$155.00	\$0.00	\$0.00	\$0.00	\$155.00	0.00%
1-100-08-0807-901 Building Dept.-Equipment	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
08 Planning and Land Use	\$46,270.00	\$46,270.00	\$14,158.71	\$0.00	\$0.00	\$32,111.29	30.60%
1-100-08-0809-100 Wages-Inland/Wetlands	\$4,600.00	\$4,600.00	\$2,531.49	\$0.00	\$0.00	\$2,068.51	55.03%
1-100-08-0809-115 Board Clerk - IWC	\$1,000.00	\$1,000.00	\$363.75	\$0.00	\$0.00	\$636.25	36.38%
1-100-08-0809-335 Training-Inland/Wetlands	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	(\$75.00)	0.00%
1-100-08-0809-350 Water Testing-Wetlands	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0809-365 Purchased Services-Inland/Wetlands	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0809-580 Mileage-Wetlands	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
1-100-08-0809-610 Office Supplies-Inland/Wetland	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.00%
1-100-08-0809-614 Maps-Inland/Wetlands	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0809-800 Inland Wetland Comm.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0809-810 Dues / Memberships-Inland/Wetlands	\$0.00	\$0.00	\$65.00	\$0.00	\$0.00	(\$65.00)	0.00%
08 Planning and Land Use	\$5,950.00	\$5,950.00	\$3,035.24	\$0.00	\$0.00	\$2,914.76	51.01%
1-100-08-0815-330 Conservation-membership	\$0.00	\$0.00	\$65.00	\$0.00	\$0.00	(\$65.00)	0.00%
1-100-08-0815-335 Conservation-training	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-08-0815-609 Conservation-equipment	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-08-0815-800 Conservation Commission	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0815-810 Conservation-conferences	\$300.00	\$300.00	\$65.00	\$0.00	\$0.00	\$235.00	21.67%
1-100-08-0815-811 Conservation - POCD Implementation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0815-813 Conservation - Trail Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
08 Planning and Land Use	\$600.00	\$600.00	\$130.00	\$0.00	\$0.00	\$470.00	21.67%
1-100-08-0817-100 Salary-Zoning Agent	\$10,600.00	\$10,600.00	\$2,964.61	\$0.00	\$0.00	\$7,635.39	27.97%
1-100-08-0817-580 Mileage-Zoning Agent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0817-610 Office Supplies-Zoning Agent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
08 Planning and Land Use	\$10,600.00	\$10,600.00	\$2,964.61	\$0.00	\$0.00	\$7,635.39	27.97%
1-100-08-0819-810 Capital Region Council of Govt.	\$7,861.00	\$7,861.00	\$7,861.00	\$0.00	\$0.00	\$0.00	100.00%
08 Planning and Land Use	\$7,861.00	\$7,861.00	\$7,861.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-09-0901-527 Education-RHAM/AES Retirement Ben	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-09-0901-590 RHAM Payment	\$4,890,623.00	\$4,890,623.00	\$1,622,019.00	\$0.00	\$0.00	\$3,268,604.00	33.17%
1-100-09-0901-595 Board of Education Expenses	\$4,065,000.00	\$4,065,000.00	\$932,838.75	\$0.00	\$0.00	\$3,132,161.25	22.95%
09 Education	\$8,955,623.00	\$8,955,623.00	\$2,554,857.75	\$0.00	\$0.00	\$6,400,765.25	28.53%
1-100-10-1001-100 Library Payroll	\$71,800.00	\$71,800.00	\$23,177.17	\$0.00	\$0.00	\$48,622.83	32.28%
1-100-10-1001-800 Library	\$26,079.00	\$26,079.00	\$13,039.50	\$0.00	\$0.00	\$13,039.50	50.00%
10 Library	\$97,879.00	\$97,879.00	\$36,216.67	\$0.00	\$0.00	\$61,662.33	37.00%
1-100-11-1101-451 Road Improvement	\$200,000.00	\$200,000.00	\$24,600.00	\$0.00	\$0.00	\$175,400.00	12.30%
1-100-11-1101-700 Old Fire House-Capital Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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1-100-11-1101-701 Town Garage-Capital Expenditure	\$32,615.00	\$32,615.00	\$0.00	\$0.00	\$0.00	\$32,615.00	0.00%
1-100-11-1101-702 Highway Dept-Capital Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-703 Fire Dept.-Capital Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-704 Old Town Hall-Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-707 Library-Capital Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-714 Revaluation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-715 P & Z-Capital POCD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-717 Reval Printer, Software-Capital Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-718 Public Work-Capital Expenditures	\$0.00	\$0.00	\$192,679.34	\$0.00	\$0.00	(\$192,679.34)	0.00%
1-100-11-1101-719 Town Clerk - Wide Format Printer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-720 Senior-Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-721 AES CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-722 Open Space Commitments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-723 Pedestrian Bridge Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-724 Transfer Station Shed	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
1-100-11-1101-725 F250 Plow Truck	\$39,000.00	\$39,000.00	\$38,363.98	\$0.00	\$0.00	\$636.02	99.99%
1-100-11-1101-861 Severance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
11 Capital Outlay	\$296,615.00	\$296,615.00	\$255,643.32	\$0.00	\$0.00	\$40,971.68	86.19%
1-100-12-1201-960 School-Debt	\$90,000.00	\$90,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-12-1201-961 Safety Complex-Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
12 Debt Service	\$90,000.00	\$90,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-12-1203-950 School Interest-Interest	\$10,845.00	\$10,845.00	\$6,491.25	\$0.00	\$0.00	\$4,353.75	59.85%
1-100-12-1203-951 Safety Complex Interest-Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
12 Debt Service	\$10,845.00	\$10,845.00	\$6,491.25	\$0.00	\$0.00	\$4,353.75	59.85%
1-100-13-1305-860 Insurance Severance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-890 POCD Implementation Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-891 Community Improvement Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-898 Working Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-899 Contingency	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
1-100-13-1305-900 Reclass of transfers for Statement D	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-901 Town Owned Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-902 Resv. Non-Recurring-Capital Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-905 Transfer - Remaining School Surplus	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-906 Transfer - Public Works Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-13-1305-907 Transfer - Multi Use Public Building	\$250,000.00	\$250,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	0.00%
1-100-13-1305-908 Fire Engine/Tanker Truck	\$412,000.00	\$412,000.00	\$0.00	\$0.00	\$0.00	\$412,000.00	0.00%
1-100-13-1305-909 Transfer Station Repair	\$25,000.00	\$25,000.00	\$7,350.33	\$0.00	\$0.00	\$17,649.67	29.40%
1-100-13-1305-910 Web Site	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
13 Transfers to other funds	\$757,000.00	\$757,000.00	\$7,350.33	\$0.00	\$0.00	\$749,649.67	0.97%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

11/27/2019
 Fiscal Year 2019-2020

		Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
FUND	100 General Fund - Town	\$12,368,158.00	\$12,368,158.00	\$3,630,213.38	\$0.00	\$0.00	\$8,737,944.62	29.35%
Grand Total for Report		\$12,368,158.00	\$12,368,158.00	\$3,630,213.38	\$0.00	\$0.00	\$8,737,944.62	29.35%

General Ledger Detail
Andover Town & School 2019-2020
From 7/1/2019 To 11/27/2019 (Effective Date)

Account Number	Effective Date	Type	Ven #	Account Key	Check #	PO/Line	Tran #	Account Description	Transaction Description	Debits	Credits	Balance	
L-100-00-3700-006				L-100-00-3700-006				DT/DF-Farm.-Town Aid Roads				\$99,509.35	OldBal
							0					\$99,509.35	
	8/13/2019	Expend	HAIN	20157552	/ 0		373	CLASS 2 MIX		\$393.70		\$99,115.65	
	8/21/2019	Expend	21364	20157590	/ 0		482	ROAD MARKING PAINT		\$50.88		\$99,064.77	
	8/21/2019	Expend	HAIN	20157577	/ 0		505	CLASS 2 MIX		\$77.50		\$98,987.27	
	8/21/2019	Expend	HAIN	20157577	/ 0		506	CLASS 2 MIX		\$76.73		\$98,910.54	
	9/17/2019	Expend	26578	20157626	/ 0		705	BLADES		\$723.00		\$98,187.54	
	9/25/2019	Expend	HAIN	20157679	/ 0		794	SUNSET/TOWNSEND LOAM		\$334.00		\$97,853.54	
	10/3/2019	Expend	21364	20157708	/ 0		823	GRASS SEED MIX		\$324.39		\$97,529.15	
	10/3/2019	Expend	HAIN	20157701	/ 0		824	SCREENED LOAM		\$334.00		\$97,195.15	
	10/3/2019	Expend	5529	20157694	/ 0		831	SITE VISITS,MEETINGS		\$1,381.25		\$95,813.90	
	10/9/2019	Expend	132	20157722	/ 0		923	TARP, ROPE		\$106.95		\$95,706.95	
	10/9/2019	Expend	21364	20157732	/ 0		924	BASIN SLAB		\$180.00		\$95,526.95	
	10/16/2019	Expend	10751	20157755	/ 0		950	RIP RAP		\$945.21		\$94,581.74	
	10/16/2019	Expend	HAIN	20157741	/ 0		957	LOAM		\$98.00		\$94,483.74	
	10/30/2019	Expend	HAIN	20157767	/ 0		1000	LOAM		\$334.00		\$94,149.74	
	11/6/2019	Expend	21364	20157792	/ 0		1058	24" FLARED END SECTION		\$183.15		\$93,966.59	
	11/20/2019	Expend	HAIN	20157820	/ 0		1189	CLASS 2 MIX		\$624.65		\$93,341.94	
										\$6,167.41	\$0.00	\$93,341.94	End Bal

Approved Policy for Overexpending Accounts

Formally adopted on November 19, 2019 at the regular meeting of the Board of Finance

This policy allows for overspending of accounts, but deferring till fiscal year end the completion and submission of a formal appropriation transfer request.

When a budget line item will be overspent, the following procedure will be followed:

If the total overspending of a budget is up to a cumulative amount of **\$2,000**, the Department Head or Board/Commission Chair will complete a Request for Overexpenditure of Budget Appropriation* form and submit it to the Town Administrator who has the authority to approve these requests. This limit also applies to budgets under the control of the Town Administrator who will also document via use of this same form.

Requests which exceed the cumulative limit of \$2000 but do not exceed \$5,000 will be reviewed by the Town Administrator who shall forward such requests to the Board of Selectmen. Upon concurrence, the Board of Selectmen will make a motion to approve. This motion should denote account and maximum dollar amount that the account may be overspent.

All requests which exceed the cumulative limit of \$5000 shall be reviewed by the Town Administrator and then the Board of Selectmen who shall forward such requests to the Board of Finance. Approval will take the form of a motion that will denote account and maximum dollar amount.

An Overexpenditure Report*, maintained by the Treasurer's Office, will track activity related to overspent accounts. This spreadsheet will be included with Treasurer's reports as part of both the BOS and BOF regular meeting agendas.

Request for Budget Transfer/Supplemental Appropriation* form will be completed by fiscal year end for all overspent budget line items as described in Section 806 C of the Town Charter.

*Forms attached

Town of Andover, Connecticut
Board of Finance
Overexpenditure Report

Report date: _____

Department	Budget #	Account Description	Original Budget	Approval			Adjusted Budget	YTD expended			Additional amount	
		Comments		BOS \$\$ amt	BOF \$\$ amt	Mtg date		\$\$	% original	% adjusted	Budgeted	Expended
Town office building	0129-365	Elevator Service contract										
		State mandated test not budgeted										
DPW	0301-435	Vehical maint.										
		Large transmission repair										
DPW	0309-490	Alarm system - town garage										
		ongoing maint. issues w/old system										
transfer station	0703-488	tire pick up - recycling										
		underbudgeted										
Auditor/Actuary	0105-325	Actuarial Services										
IWC	0808-335	Training										
		CACIWC mtg/conf not budgeted										
IWC	0809-810	Dues/Memberships										
		CACIWC membership not budgeted										
Totals												

Town of Andover, Connecticut
Board of Finance
Request for Budget Transfer/Supplemental Appropriation

Appropriation Transfer

Budget Account #	Account Description	Increase appropriation (\$\$)	Decrease appropriation (\$\$)

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

Supplemental Appropriation

Budget Account #	Account Description	\$\$ amount

Approval	
Board of Selectmen	Meeting date:
Board of Finance	Meeting date:
Town Meeting if required	Meeting date:

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

Budget Account #	Account Description	Original Budget	Additional amount requested	Comments

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

November 26, 2019

To: Board of Selectmen

From: Barbara Griffin

Re: Suggested schedule for Fiscal Year 2021 budget process

I have put together a proposed budget schedule. This pretty much follows the process used last year, but if you want to suggest any changes just let me know. Otherwise, I will pass this along to the Board of Finance at their December meeting.

Week of December 02, 2019: Budget worksheets distributed to Department Heads, Board & Commission Chairs, and outside agencies.

January 02, 2020: Deadline to return completed budgets to Treasurer's office.

January 6, 2020: Distribute draft budget workbooks to Board of Selectmen members.

January – February 2020: BOS budget hearings on individual budgets.

February 27, 2020: Distribute budget workbooks, as approved by BOS, to Board of Finance members. This conforms to Charter requirement that budget requests be submitted to the Board of Finance **at least 120 days before the end of the fiscal year.**

And, since the Charter requires a **Finance Board public hearing on the budget not less than 60 days before the end of the fiscal year**, this would give the Finance Board close to two months to review the budget.

**People's United Bank
Cash Accounts**

Month ending: October 31, 2019	Bank Account #	Bank Balance	General Ledger Account		GL Balance	Difference
Municipal checking	5111	600,000.00	A-100-00-0000-990		600,000.00	
Municipal interest checking	5096	3,788,064.35	A-100-00-0000-990		4,295,420.38	92,643.97
Open Space	5137	258,903.81	A-100-00-1980-001	L-100-00-2980-001	258,903.81	0.00
Driveway fund	5187	26,760.93	A-100-00-1949-001	L-100-00-3949-001	26,760.93	0.00
Equipment fund	5252	25,120.18	A-100-00-1949-002	L-100-00-3949-002	25,120.18	0.00
Fire Engine fund	5343	53,639.18	A-100-00-1949-003	L-100-00-3949-003	53,639.18	0.00
Irene Mooney	5567	11,772.74	A-100-00-1949-004	L-100-00-3949-004	11,772.74	0.00
Library fund	5575	181,785.67	A-100-00-1949-005	L-100-00-3949-005	181,785.67	0.00
Library grant	5608	508.80	A-100-00-1949-006	L-100-00-3949-006	508.80	0.00
Nonrecurring Reserve	5624	40,696.85	A-100-00-1949-007	L-100-00-3949-007	40,696.85	0.00
Norton Childrens fund	5632	14,230.14	A-100-00-1949-008	L-100-00-3949-008	14,230.14	0.00
Norton Library fund	5658	3,672.52	A-100-00-1949-009	L-100-00-3949-009	3,672.52	0.00
Norton School fund	5666	9,231.92	A-100-00-1949-010	L-100-00-3949-010	9,231.92	0.00
School Improvement	5690	164,392.67	A-100-00-1949-011	L-100-00-3949-011	164,392.67	0.00
Severance Pay	5723	38,884.18	A-100-00-1949-012	L-100-00-3949-012	38,884.18	0.00
WB & Lizza Sprague	5731	3,258.80	A-100-00-1949-013	L-100-00-3949-013	3,258.80	0.00
Brown & Brown School	5749	25,926.20	A-100-00-1949-014	L-100-00-3949-014	25,926.20	0.00
Working capital	5757	486,656.94	A-100-00-0000-108		486,656.94	0.00
Zoning bond	5765	12,568.65	A-100-00-1949-016	L-100-00-3949-016	12,568.65	0.00
Boivin construction	5773	727.10	A-100-00-1949-017	L-100-00-3949-017	727.10	0.00
Town Clerk preservation	5781	1,142.98	A-100-00-1949-018	L-100-00-3949-018	1,142.98	0.00
Revaluation Fund	5799	48,010.19	A-100-00-1949-019	L-100-00-3949-019	48,010.19	0.00
AES Expansion	0934	8,686.82	A-100-00-1980-002	L-100-00-2980-002	8,686.82	0.00

OCTOBER 2019

Deposits

	ON-LINE	OFFICE	RECEIPT	TOTAL	DIFFERENCE
10/1	575.61			575.61	0.00
10/1	1,759.22	12,241.72	12,241.72	14,000.94	0.00
10/2	47.24	26,981.48	26,981.48	27,028.72	0.00
10/3	876.15	13,055.38	13,055.38	13,931.53	0.00
10/3	(635.01)			(635.01)	0.00 NSF from 9/27
10/4	888.73			888.73	0.00
10/5				0.00	0.00
10/6	1,311.25			1,311.25	0.00
10/7	2,820.12	43,882.70	43,882.70	46,702.82	0.00
10/8	2,634.47	14,599.92	14,599.92	17,234.39	0.00
10/9	1,271.78	27,731.45	27,731.45	29,003.23	0.00
10/10	417.81	59,003.40	59,003.40	59,421.21	0.00
10/11	181.17			181.17	0.00
10/12				0.00	0.00
10/13				0.00	0.00
10/14	4,533.29	HOLIDAY		4,533.29	
10/15	3,469.46	44,475.76	44,475.76	47,945.22	0.00
10/16		13,278.53	13,278.53	13,278.53	0.00
10/17	1,525.32	25,550.13	25,550.13	27,075.45	0.00
10/18				0.00	0.00
10/19	1,410.10			1,410.10	0.00
10/20	85.86			85.86	0.00
10/21		73,158.66	73,158.66	73,158.66	0.00
10/22	1,025.21	20,701.32	20,701.32	21,726.53	0.00
10/23		58,142.24	58,142.24	58,142.24	0.00
10/23	1,720.63	39,912.31	39,912.31	41,632.94	0.00
10/24		32,536.89	32,536.89	32,536.89	0.00
10/25	9,007.44			9,007.44	0.00
10/26				0.00	0.00
10/27	947.88			947.88	0.00
10/28	4,233.86	569,815.83	569,815.83	574,049.69	0.00
10/28		116,716.03	116,716.03	116,716.03	0.00
10/28		157,950.47	157,950.47	157,950.47	0.00
10/29	4,532.08	39,964.99	39,964.99	44,497.07	0.00
10/30	3,192.26	51,877.74	51,877.74	55,070.00	0.00
10/31		83,505.30	83,505.30	83,505.30	0.00
10/31		60,299.44	60,299.44	60,299.44	0.00
Total	47,831.93	1,585,381.69	1,573,139.97	1,633,213.62	

COLLECTIONS BY TAX YEAR:

	RE	PP	MV	MVS	INTEREST	FEE	TOTAL
2012							0.00
2013						6.00	6.00
2014				53.11	17.53		70.64
2015							0.00
2016							0.00
2017	2,948.51		1,368.01	814.67	1,241.49	72.00	6,444.68
2018	1,605,077.95	3,046.34	17,249.25		1,561.85	391.92	1,627,327.31
NSF							
2018			(602.88)		(27.13)	(5.00)	(635.01)
TOTAL	1,608,026.46	3,046.34	18,014.38	867.78	2,793.74	464.92	1,633,213.62

UNCOLLECTED TAXES BY TAX YEAR:

	RE	PP	MV	MVS	TOTAL		
2006				207.27	207.27		2420.54
2007			476.65	71.26	547.91	online cash	A-100-00-0000-990 48,377.67 48,377.67
2008			520.26	28.15	548.41	office cash	A-100-00-0000-990 509,667.93 50798.21
2009			579.60		579.60	online DIT	A-100-00-1200-001 3,192.26 3,192.26
2010			211.42	16.56	227.98	office DIT	A-100-00-1200-001 1,112,666.69 1,112,666.69
2011	439.82		4,592.58	249.48	5,281.88	online DIT	A-100-00-1200-001 3,738.00 1,115,858.95
2012		2,828.18	3,362.89	225.89	6,416.96	office DIT	A-100-00-1200-001 36,952.93 36,952.93
2013	12.13	3,485.83	1,776.65	783.06	6,057.67	2014 taxes	A-100-00-1200-020 53.11 53.11
2014	1,225.76	4,551.81	2,216.74	4,008.32	12,002.63	2015 taxes	A-100-00-1200-022 37,006.04
2015	1,679.64	6,018.82	11,347.26	2,480.67	21,526.39	2016 taxes	A-100-00-1200-023 45067.78
2016	9,335.21	7,835.29	10,849.64	3,213.77	31,233.91	2017 taxes	A-100-00-1200-024 5,131.19 5,131.19
2017	54,835.65	9,821.95	24,775.71	8,304.67	97,737.98	2018 taxes	A-100-00-1200-025 1,624,770.66 50198.97
2018	3,996,880.76	195,310.62	78,342.10		4,270,533.48	interest	2-100-10-0000-103 2,793.74 2,793.74
						liens/fees	2-100-10-0000-104 464.92 4/8/1901
						misc inc	2-100-80-0000-801 4,452,902.07
TOTAL	4,064,408.97	229,852.50	139,051.50	19,589.10	4,452,902.07		

1,673,904.55 1,673,904.55 0.00 0.00

Cavender Michael Real Estate	50.93	Sec 12-129 Refund of excess payment
Nissan Infinity	317.67	Sec 12-129 Refund of excess payment
Nissan Infinity	199.29	Sec 12-129 Refund of excess payment
Nissan Infinity	198.30	Sec 12-129 Refund of excess payment
Nissan Infinity	408.08	Sec 12-129 Refund of excess payment
Penn, William & Elinor	1364.61	Sec 12-129 Refund of excess payment
USB Leasing Motor Vehicle	908.69	Sec 12-129 Refund of excess payment

12/4/19 Tax Refunds Total: \$ 3,447.57

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.



ANDOVER VOLUNTEER FIRE DEPARTMENT

11 School Road, Andover, CT 06232

Phone: (860) 742-7477

December 2, 2019

The Andover Fire Department responded to 30 calls for service for the month of November. Here is the breakdown.

Medical Calls 20

Wires Related 2

MVA 1

Structure Fire 1

Haz Mat 1

Chimney Fire 1

Fire Alarm 4

Drills 1

Meetings 1

Work Detail 1

Ron Mike

Andover Fire Chief

Building & Land use Department

Monthly Report

October 2019

T.O.A. Fees – Collected fees, completed and submitted weekly fee reports.

E.H.H.D. Fees – Collected fees, completed and submitted monthly reports.

Planning & Zoning Applications 1

Inland Wetlands Applications 1

Zoning Board of Appeals Applications

EHHD Correspondences & time spent with Sanitarian

Driveway Permits 1

E & S Bond Permits

Fire Marshal Reviewed a few items with Mike Lester – Composed Letters

Public Works 1

Scanning & Filing Hours – 12

- Worked on Bond Report for Treasurers Office
- Creating/Editing Applications and Forms – Building, Land Use
- Worked with Meghan & Amanda on Land Use Applications, Correspondence, Assisting applicants
- Administrative tasks for Land Use Applications
- Clean and organized office (this will be ongoing for a bit)
- Assisted the Zoning Agent with applications & Co's

10/1/2019	PERMIT NO.	PROPERTY OWNER	PROPERTY LOCATION	DESCRIPTION
10/7/2019	4352	Steven Rockefeller	45 Lakeside Dr	A/G Propane Tank
10/7/2019	4355	John Bentley	36 Ridge Rd	Roof
10/7/2019	4352	Charles Casisse	184 Wheeling Rd	24 Solar Roof Panels
10/7/2019	4347	Keith & Sarah Pedro	98 Bear Swamp Rd	Roof Shingles & New Water Heater
10/7/2019	4354	Daniel Adams	738 East St	Replace Crumbling Foundation
10/7/2019	4352	Charles Casisse	184 Wheeling Rd	24 Solar Roof Panels
10/21/2019	4358	Kristina Prichard	142 Wales Rd	Electrical Service Change
10/21/2019	4361	Donna Carr	288 Boston Hill Rd	Remodel/Repair Bathroom
10/21/2019	4360	Thomas Stratten	706 East St	Siding
10/21/2019	4368	Barbara Close	79 Gilead Rd	Siding
10/21/2019	4362	Kevin Vieten	11 Old Farms Rd	Replace Boiler
10/21/2019	4365	John Kristoff	20 Times Farm Rd	Install 39 Solar Modules
10/22/2019	4366	Dan Adams	738 East St	Remove U/G Service for Demo
10/28/2019	4367	Lynn Dove	294 Lake Rd	Relocate Service Entrance for Electrical
10/2/2019	4368	George Parker	153 Wheeling Rd	Repair for Fire Damage
10/30/2019	4370	Gary & Betty Partridge	151 Lakeside Dr	HVAC

Date	Property Location	DESCRIPTION	Comm/Industrial	Residential	Building	Electrical	Plumbing	HVAC	Mech	Pass	Fall	Re-Inspect	Total	CO ISSUED
October														
10/3/2019	45 Lakeside Dr	Pressure Test		1									1	
10/3/2019	475 Lake Rd	Bond Gas Pipe		1									1	
10/3/2019	84 Long Hill Rd	Addition		1								1	1	
10/3/2019	377 Lake Road	Residential Home		1	1	1	1	1	1	1			1	10/3/2016
10/8/2019	45 Old Farms Rd	Bonding Re-Inspect		1									1	
10/7/2019	47 Skinner Hill Rd	Buried Utility		1									1	
10/7/2019	45 Old Farms Rd	Pressure Test		1									1	
10/7/2019	335 Lake Rd	Framing for Garage		1	1								1	
10/9/2019	84 Long Hill Rd	GFI & Smoke & CO Detector		1	1	1							1	
10/9/2019	104 Wheeling Rd	Furnace		1									1	
10/9/2019	127 Bear Swamp Rd	Electrical		1									1	
10/9/2019	127 Bear Swamp Rd	Electrical		1									1	
10/10/2019	325 Lake Rd	Generator		1									1	
10/10/2019	31 Ridge Rd	Bath Remodel		1									1	
10/14/2019	5 Woodside Rd	Oil Tank		1									1	
10/14/2019	31 Skinner Hill Rd	Well Line		1									1	
10/14/2019	36 Ridge Rd	Electrical Conduit		1									1	
10/15/2019	98 Bear Swamp Rd	Roof & Water Tank		1	1								1	
10/15/2019	31 Skinner Hill Rd	Propane Tank		1									1	
10/15/2019	325 Lake Rd	Pressure Test		1									1	
10/15/2019	112 Lakeside Dr	Rough Electric & Plumbing		1									1	
10/21/2019	27 Gillead Rd	Bldg. Trench Electrical		1									1	
10/22/2019	112 Lakeside Dr	Electrical Service		1									1	
10/24/2019	7 Stanley Dr	Install new meter		1									1	
10/28/2019	738 East St	Footing for Foundation Repair		1	1								1	
10/28/2019	7 Shoddy Mill Rd	Meter Change		1									1	
10/30/2019	15 Erdoni Rd	Footing for Foundation		1	1								1	
10/30/2019	197 Hebron Rd	Chimney Liner		1									1	
10/30/2019	288 Boston Hill Rd	Stairs & Bath Remodel		1	1								1	
10/30/2019	363 Lake Rd	Porch		1									1	
10/30/2019	325 Lake Rd	Electrical for Generator		1	1	1	1	1	1	1			1	
10/31/2019	99 Townsend Rd	Final for Fire Damage Repairs		1	1	1	1	1	1	1			1	11/5/2019
10/31/2019	84 Long Hill Rd	CO for Addition		1	1	1	1	1	1	1			1	
				33	9	18	7	6	11	28	5	1	33	

Register Report 10/24/19 - Oct 2019
10/1/2019 through 10/31/2019

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 9/30/2019								16,515.68
10/7/2019	Building De...		45 Lakeside Dr		[Permit rec...			80.52
10/7/2019	Building De...		184 Wheeling Rd		[Permit rec...			246.24
10/7/2019	Building De...		36 Ridge Rd.		[Permit rec...			51.30
10/8/2019	Building De...		98 Bear Swam...		[Permit rec...			30.78
10/10/2019	Building De...		19 Merrit Valley...		[Permit rec...			150.00
10/15/2019	Building De...		142 Wales Rd		[Permit rec...			20.52
10/16/2019	Building De...		9 Oak Farms Rd,		[Permit rec...			218.38
10/16/2019	Building De... ZBA		...294 Lake Rd.		IWWC:Ad...			65.00
					State Zonin...			60.00
10/16/2019	Building De...		40 Townsend ...		[Permit rec...			20.52
10/17/2019	Building De...		706 East St.		[Permit rec...			82.08
10/17/2019	Building De...		288 Boston Hill...		[Permit rec...			41.04
10/21/2019	Building De...		11 Old Farms Rd		[Permit rec...			102.60
10/21/2019	Building De...		79 Gilead Rd.		[Permit rec...			123.12
10/22/2019	Building De...		20 Times Farm...		[Permit rec...			461.70
10/22/2019	Building De...		738 East St.		[Permit rec...			20.52
10/23/2019	Building De...		69 Burnap Bro...		[Permit rec...			2,112.00
10/28/2019	Building De...		294 Lake Rd.		[Permit rec...			20.52
10/28/2019	Building De...		153 Wheeling Rd		[Permit rec...			974.70
10/28/2019	Building De...		233 Route 6423...		[Permit rec...			111.30
10/29/2019	Building De...		15 Lakeside Dr		[Permit rec...			51.30
10/1/2019 - 10/31/2019								5,044.14
BALANCE 10/31/2019								21,559.82
OVERALL TOTAL								5,044.14
TOTAL INFLOWS								5,044.14
TOTAL OUTFLOWS								0.00
NET TOTAL								5,044.14

State Ed Report 10-25-19 - Oct 2019
10/1/2019 through 10/31/2019

Category 10/1/2019-10/31/2019

INFLOWS	
Ed Fee - State	114.14
TOTAL INFLOWS	114.14
OVERALL TOTAL	114.14

State-IWMC-PZC-ZBA - Oct 2019
10/1/2019 through 10/31/2019

11/27/2019

Date	Account	Num	Description	Memo	Category	Tag	Tax Item	Cl	Amount
10/16/2019	Building Department ZBA	S	294 Lake Rd.		State Zoning Fee				60.00
10/7/2019	Permit receipts	S	45 Lakeside Dr	State Zoning Fee	State Zoning Fee			c	60.00
10/10/2019	Permit receipts	S	9 Oak Farms Rd,	State Zoning	State Zoning Fee			c	60.00
10/22/2019	Permit receipts	S	69 Burnap Brook Rd	State Zoning Fee	State Zoning Fee			c	60.00
10/28/2019	Permit receipts	S	233 Route 6{233 Route 6}	State Zoning Fee	State Zoning Fee			c	60.00
10/1/2019 - 10/31/2019									
TOTAL INFLOWS									300.00
TOTAL OUTFLOWS									0.00
NET TOTAL									300.00

Assessor's office monthly activity – October 2019

Processing conveyances	9
Processing building permits	15
Prorating motor vehicle grand list	10
Updating field cards	3
Correspondence	79
Providing assistance to town hall customers (ie taxpayer, title searchers, appraisers etc)	112
Providing assistance to other departments	
Researching mapping issue or questions	3
Reports and communication with the state of connecticut	2
Mls research	3
Scheduling meeting and appointments	1
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 to the re, pp or mv grand list	2
Pa 490	3
Provided assistance to baa	
Researching and providing requested information to auditor	
Real property inspections	
Personal property inspections	
Real property appraisals	
Taxpayer correspondence	4
Attorney correspondence	
Tax appeal review/appraisal	
Mls review	3
Town board/dept assistance	
Review & Approve C of Cs	10
Review & Approve Farmland & Forestland Assessment Applications	3
Review, Approve, & create/data entry on land splits & mergers	
Mapping Research/Discrepancies	

Conditions: District: Reported Type: All Order By: List No UNIQUE ID COC# BAA ORIGINAL GR/EX/NET ADJUSTMENT GR/EX/NET NEW GR/EX/NET

LIST NO	NAME / ADDRESS	UNIQUE ID	COC#	BAA	ORIGINAL GR/EX/NET	ADJUSTMENT GR/EX/NET	NEW GR/EX/NET	
50680	CONDON EDWARD L 33 GILEAD RD ANDOVER CT 6232-1604	50687 2002 03	DODGE	DAKOTA/S	2018 10/03/2019	3,690	-616	3,074
1			1B7GG12X32S599221	SOLD 7/19	0	0	0	
51503	HITCHCOCK KRISTEN 258 BOSTON HILL RD ANDOVER CT 6232-1406	51508 2003 01	NISSA	ALTTMA/S	2018 10/16/2019	2,000	-2,000	0
1			1N4AM11D63C132188	JUNKED 9/18	0	0	0	
52117	IUZZI DYLAN R PO BOX 324 ANDOVER CT 6232-324	52120 2006 01	HYUND	SONATA G	2018 10/24/2019	2,490	-829	1,661
1			5NPEU46E66H079456	JUNKED 5/19	0	0	0	
52243	MAIUCCI STEVEN C 29 BAILEY RD ANDOVER CT 6232-1004	52244 1999 01	TOYOT	CAMRY LE	2017 10/01/2019	2,430	-1,215	1,215
1			JT2BF22KXX0198901	SOLD 3/18	0	0	0	
52833	PLANTE PAUL A 214 ROUTE 6 ANDOVER CT 6232-1208	52835 2010 11	KEYST	SPRINTER	2017 10/03/2019	10,850	-10,850	0
1			4YDF30021A1530752	DELETE - SENT TO SALEM	0	0	0	
52843	PLANTE PAUL A 214 ROUTE 6 ANDOVER CT 6232-1208	52847 2010 11	KEYST	SPRINTER	2018 10/03/2019	9,660	-9,660	0
1			4YDF30021A1530752	DELETE - SENT TO SALEM	0	0	0	
53423	SMITH GRACE A 61 BAUSOLA RD ANDOVER CT 6232-1701	53425 2012 01	TOYOT	CAMRY/SE	2018 10/03/2019	6,950	-5,789	1,161
1			4T1BF1FK7CUI57653	REG IN MA 11/2018	0	0	0	
53667	TOYOTA LEASE TRUST 3200 W RAY RD CHANDLER AZ 85226-2455	53668 2015 01	TOYOT	SIENNA L	2018 10/21/2019	13,840	-12,691	1,149
1			5TDDKK3DC7F8646599	SOLD 10/18	0	0	0	
54057	MING CHRISTOPHER D 51 WINDRUSH LN ANDOVER CT 6232-1610	17A070 2010 01	HONDA	CIVIC DX	2017 10/31/2019	0	4,585	4,585
0			2HGFA1F30AH578872	ADD FROM DMV	0	0	0	
54059	MING CHRISTOPHER D 51 WINDRUSH LN ANDOVER CT 6232-1610	18A035 2010 01	HONDA	CIVIC DX	2018 10/31/2019	0	4,113	4,113
0			2HGFA1F30AH578872	ADD FROM DMV	0	0	0	

TOTAL	# Of Accts 10	YEAR 2018	# Of Accts 10	GRAND TOTAL	# Of Accts 10
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ANDOVER SENIOR TRANSPORTATION
MONTH OF NOVEMBER 2019

Dated 12/1/2019
Cathy Palazzi
Senior Coordinator

Month of November:

- 1) Drug tests – one driver – okay.
 - 2) Annual Driver Safety classes to be held December 6. Driving test will be completed by end of January.
 - 3) Oil Maintenance to be done on small bus in December.
 - 4) New Driver log sheets redesigned for more efficiency.
 - 5) New Driver Pre-Inspection forms and Incident Log forms recreated in November.
 - 6) Driver Safety Manuals compiled for all drivers.
 - 7) List of Clients Serviced in November :
- Medicals 45
 - Shopping 131
(includes Food Pantry/Food Share/Friday Lunch)
 - Special Events 58
 - Maintenance 0
 - Incident Log 1
 - Disabled 32
 - Veterans 6
 - Meetings 12
(includes YAH and Transportation Meetings)
- Total Passengers 285

Dated 12/1/2019
Cathy Palazzi
Senior Coordinator

Susan H. Schmidt – Andover Volunteer/Part Time Sr. Transportation Driver

314 Boston Hill Road

Andover, Ct., 06232

RE: Resignation of Sue Schmidt, effective: November 16, 2019

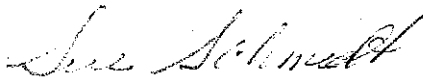
To Whom it may concern:

I have been a driver for over nine years and it devastates me to offer my resignation as a driver of the Andover Sr. Transportation Team. Due to a medical condition it is best to let go and put you in process to find a cdl driver. I do not want to leave the seniors/clients in flux so will work with them in some capacity, I do love my job and the clients like family. Yes, there will always be someone else to do the job, the program has grown magnificently, as a team of dedicated team members made that happen

I Love my driver team members, we work very well as a team and we/me have wonderful support from our clients. I treat them with great respect, in language and thoughts and will do whatever is necessary to make their experience non-confrontational and meet their needs.

Unfortunately, I can not finish commitments through December, as previously planned. I would like to stay on the Sr. Transportation Committee and I would think that would be the committees decision.

Sue Schmidt



all time sheets have been handed in an up to date as of last week.