

**Town of Andover CT  
Board of Selectmen**

**Regular Meeting  
PACKET**

**Monday, February 10, 2020  
6:30 P.M.**

**Town Hall Community Room  
17 School Road**

**Town of Andover**  
Board of Selectmen  
Monday, February 10, 2020 at 6:30 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. Town's Personnel Policies
  - b. Community Connectivity Grant
  - c. BOE Shared Educational Services Committee
  - d. BOS Shared Services Committee to include road maintenance and trail services
  - e. BOS Community/Senior Center Building Committee
  - f. Replacement Purchase of Cameras at the Athletic Fields
  - g. Budget Review
    - i. Capital Funds
    - ii. Discussion of 2020-21 Budget
    - iii. Schedule Workshop Dates
7. New Business  
Discuss and act upon the following:
  - a. Events Permits Applications:
    - i. Saturday, August 29<sup>th</sup> RiMaConn Relay from 2:00 P.M. to 6:15 P.M.
    - ii. Sunday, April 12<sup>th</sup> at 8:00 A.M. Hoppin Hodges Rails to Trails 5K in memory of Jim Hodges. Proceeds to support the Friends of Valley Falls and Town of Andover to support the upkeep of the Rails to Trails.
    - iii. 5K Summer Series: Thu 8/6, Thu 8/13, Thu 8/20 at 6:00 P.M.
  - b. Establishment of budget targets for all Town Entities
  - c. Potential establishment of a combined Financial Department
  - d. Executive Session

8. Approval of Meeting Minutes  
a. Approval of Monday, January 13, 2020 Regular Meeting Minutes

9. Assessor's Report  
a. Revaluation Services RFP

10. Treasurer's Report  
a. Revenue Summary  
b. Town Budget Summary  
c. Town Aid Road (TAR) Update  
d. Town Cash Report  
e. Tax Collections YTD

11. Budget  
a. Transfers  
b. Refunds

12. Tax Collector's Report  
a. Refunds Requests

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

14. Resignations

15. Correspondence

16. Public Speak

17. Adjournment

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

**Town  
Administrator's  
Report**

## **Town Administrator's Report – February 2020**

### **for the 2.10.20 Board of Selectmen Regular Meeting**

#### **Budget**

I sent the BOS a budget synopsis that outlines the major changes recommended in this year's budget.

#### **Building and Land Use Department**

Josh Snarski is resigning effective mid Feb. as the Inland wetlands Agent. I have temporarily appointed Jim Hallisey as the interim wetlands agent.

Susan M has pulled all of the expense and permitting information for the office so that we can begin to adjust fees for land use and building department. My goal would be to cover about 80% of the total cost of the department in fees.

#### **Personnel Policy**

Received some feedback from employees on the proposed policies some positive some negative. There is a lot of ambiguity in our current policy which makes fair comparisons difficult. Next major step is to send it to the Unions and Towns Attorney for review. This is a complete overhaul of the towns Personnel Policy based on the CT Conference of Municipalities guidelines.

#### **Swatting Incident**

Andover had 2 instances of Juveniles calling 911 and reporting fake emergencies which had multi town mutual aid responses. These are serious felonies, and our resident State Trooper has worked hard and identified the individuals but due to their age and state law, no arrests or prosecution is possible through the courts.

#### **Annual Report Andover Audit**

Amanda Gibson is finishing up the Annual Report that has to be filed with the Audit. The Auditor has indicated that they are behind again this year due to an employee on maternity leave but expect to start on our audit in the next week or so.

#### **Letter to AES Superintendent Sally Doyen and BOE**

Per a Request from Adrian Mandeville, I sent Dr. Sally Doyen and the chair of the BOE 2 letters describing the Motions made by the Board of Selectmen at the January meeting requesting consideration of a combined town- AES finance board, as well as a request to reduce the AES budget to 3.6 Million for the 20-21 fiscal year .

## Meetings

I met with Hebron's town manager, Andy Tierney

1. We are still planning on subbing all athletic field work out to Hebron Parks and Rec Department.
2. Hebron is not able to share crews for tree work with Andover this year due to the volume of tree work that Hebron has to do for themselves We will need to submit an RFP for that depending on budget.
3. Hebron BOF did not fund the budget request for a Sweeper so any combined purchase needs to be put off for at least 2 years.
4. They will not be able to share a wetlands agent.

### Roadwork Meeting

1. I reviewed road projects with Indus in CT and MA including Cape seal, micro surfacing and fog sealed roads.
2. Met with Comer Contracting Rep to discuss projects in Andover including options to chipseal and rubber coated chip sealing roads
3. I am waiting on roadwork pavement condition index report from Streetscan

### Bridges and Culverts

I met with Brandon Handfield of Yantic river consultants discussing culvert work in Andover trying to identify candidates for a LOTSIP grant. Ongoing effort.

Other Meetings I have attended recently.

### Inland Wetlands and Watercourses

Board of Fire Commission

Capital Improvement (CIP)

Economic Development Commission

CIRMA Annual meeting and Legal training

Eastern Highlands Health district board Meeting

CRCOG transportation Meeting

CRCOG Policy Meeting

Shared Services in Education Committee

Website and Communication Committee

Safety Committee

Senior Transportation Committee

Board of Education

## **RFP for Reval**

We had an issue with the RFP that Andover issued for reval. Because of procedural errors and on the advice of the towns attorney we canceled the original RFP, and returned the Bids. We have subsequently re issued the RFP.

## **Grand List**

The Grand List is out for the year ~1.1% increase in grand list

## **Burning Official**

We currently do not have a certified burning official. Apparently Ed Kasek's certificate expired in 2017. He re took certification 2/3/20 and we sent in the paperwork. Additionally I asked the fire department if they have anyone that wants to get certified.

## **It Upgrades**

It upgrades are ongoing met with Lenco Electric about upgrading the structured wiring for the building at the same time we are changing servers.

I should have prelim estimates for the wiring and VOIP and can order all the hardware in the next week or so.

# **Old Business**



<b>BOE Shared Educational Services Committee Members</b>	
<b>NAME</b>	<b>TYPE</b>
Shannon Louden	Board of Education
Gerry Crème	Board of Education
Daniel Foran	Board of Education
Steven Fuss	Board of Education
Neil Weather	Community Member
Kate Marino	Community Member
Caitlin McIntosh Greenhous	Community Member
Danny Holtsclaw	Community Member
Adrian Mandeville	Board of Selectmen
Paula King	Board of Selectmen
Marc Brinker	Board of Finance

<b>BOS Shared Services Committee Members</b>	
<b>NAME</b>	<b>TYPE</b>
Susan England	Community Member
Amy March	Community Member
Adrian Mandeville	Vice Selectman
Jeff Maguire	First Selectman
Louise Goodwin (TBD)	Board of Finance

<b>BOS Community Senior Center Building Committee Members</b>	
<b>NAME</b>	<b>TYPE</b>
Karen Hunter	Community Member
Ed Sarisley	Community Member
Irv Stanley	Community Member
Don Denley	Community Member
Scott Person	Board of Selectman
Jeff Murray	Board of Selectman
Diane Choquette	Board of Finance

# Budget Notes for 2020-21

## Executive Summary

This budget is designed to address the town of Andover's most pressing priorities while realizing that there are many items that will be unfunded. We are proposing major increases in infrastructure spending to address longer term issues with aging infrastructure. The Broad Categories are:

1. Roadwork
2. Tree work
3. Bridges and Culvert replacement
4. Buildings and Structures
5. Town Equipment

These will be addressed by establishing and funding Permanent funds for these Categories. See the Excel spreadsheet labeled fund balance recommendations for notes on these funds. The town will work with CIP on establishing the spending priorities for each of these budgets

This budget includes the following Personnel Changes

1. Add a 4<sup>th</sup> full time Public works employee
2. Add a part time Senior services coordinator
3. Increase hours to the Zoning Enforcement Officer
4. Increase hours for the Inland Wetlands Enforcement Officer
5. Increase compensation for the Administrative Assistant
6. Decrease hours for Tax collector to a part time position
7. Combine the budget departments for the Andover Town Hall and Andover Elementary School resulting in a full time budget director and a part time assistant.

## Andover Elementary School Budget.

This is not the responsibility of the Town Administrator, I am simply listing their information. The initial budget proposed by AES is \$ 4.39 Million up from \$4.065 million. This is a \$326,000 increase or Approx. 8% This is just the start of their budget process so there is a lot of flux

## RHAM budget

As of the 2/3/20 budget workshop RHAM is proposing a 3.71% budget increase. Andover's fraction of the student population is increasing ~ 7% so if the current RHAM budget is approved Andover's costs for RHAM will increase 10.8% to approx. \$5.42 million from the current \$4.89 million.

The total Population if RHAM Middle and High school is expected to decrease ~90 students total or 6.8% However Andover will go from 236 students to 245. This means that the per pupil costs will rise ~10.5 % this year at the current budget.

## **Total Educational spending**

These are preliminary numbers. AES and RHAM are not done with their budget workshops. This is a total increase in the educational spending of 531.8K +326K or \$857,000, with a decrease in ECS funding of \$67,300 for a total increase of **\$926,000**

## **Additional changes Recommended on revenue side.**

Per guidance of the board of selectman the Building department and land Use fees will be increased to cover the costs of the building department.

## **Details in Town General Budget**

### **Roadwork**

The town should allocate ~\$400,000 per year for roadwork

Andover had been underfunding the road network for years. A maximum of \$100,000 of this should come from Town Aid Road to allow the other expenses that are paid from town aid road to continue. The town has hired Streetscan to provide an overall road assessment and provide better guidance for the best allocation for resources for roadwork. The intention is to implement a Pavement Preservation Program

Best estimate is that we are behind on Roadwork by 2-4 million dollars. At \$400,000 per year we can prevent the road network from deteriorating further while slowly improving the road surface. This level of spending over a 15-year period should get most of our roads into an acceptable range.

Currently the last allotment of town aid road was last January. The state is a year behind on funding it. Latest word it that the bond commission will take it up in April- this is a big unknown since it represents ~\$195,000 in funding per year

**Tree Work** The town should allocate ~\$100,000 for tree work this year.

We currently budget \$10,000 annually for tree work. Andover can probably cut it down to \$50,000 next year, and then \$50,000 the year after before returning to a \$15,000 yearly budget. We have had a huge spike in tree die off the past 2 years with the ash borer and gypsie moths. These trees will be impacting our roads at an accelerated rate and need to be dealt with. Assuming that we can fund this in the next 2 years, in the third year we would make a major effort to trim back the canopy over the roadway on the non-utility side of the roadway. This has not been done for many years. Basically now we address canopy only when the school bus drivers complain that they keep hitting branches on the bus routes. The CRCOG as well as the other COGs are asking the state for money for towns for treework, but so far no progress wit any sort of state funding

## **Bridge and Culvert Work**

Andover has a number of bridges and culvers that need attention. We have hired Brandon Hanfield as an engineering consultant to the town. We are developing a 10-15 year plan to replace the culverts that are in the worst shape. We will jumpstart this by putting money in a permanent fund for it, but plan on spending out taxation to add to it each year.

This cost basis for this varies by location. In most locations an engineered box culvert is the lowest cost solution.

Andover has 5 bridges of which two will need replacement over the 15-year plan, as well as ~20 significant culverts of which 7 appear to be in poor condition.

The immediate priority is to restart the process for using federal bridge program for replacing Bunker Hill Bridge. Ultimate cost to the town of Andover is in the \$400,000 range. Upon completion of the Bunker Hill bridge, the next major bridge will be Long Hill Rd. We can set aside this money from unexpended fund balance.

Budget money for at least one medium culvert replacement per year or a large culvert replacement every 2<sup>nd</sup> or third year for the upcoming years. This should let us address the culverts in the next 15 years. Cost per culvert is a minimum of \$80,000 and can run \$400,000 for a complicated one like the one on Lake road near Basola.

Note that this does not cover culverts under 30" which we will replace as needed as part of PW general road maintenance.

## **Buildings and Structures**

Establish a single building renovation and major maintenance fund. Budget approximately \$100,000 per year for the foreseeable future for building maintenance and renovation. The biggest single priority for this is the public works building. Money should be spent to redo failing sections of brickwork and repoint, as well as electrical work for code Compliance. Town Hall needs an additional oil tank as well as HVAC work.

CIP will be used to prioritize the funding expenditures from the capital renovation Maintenance

## **Personnel**

### Public Works:

The Town of Andover needs more total man hours of labor at public works. Over time the town has reduced the size of the Public works crew from 5 full time personnel and 2 fulltime summer only employees to just 3 full time employees. Adding a new employee allows (2) two person work crews.

For comparison Colombia has roughly the same number of road miles to deal with and has 8 full time PW employees Marlborough has 6 Public works employees+ 2 supervisors + 2 mechanics

### Senior Services:

Every town surrounding us has a full time senior Services Director. Andover by comparison budgets ~\$3000 for Social Services and Senior services combined. We are doing a poor job of providing services for the seniors, and we are mostly running this on a volunteer basis. This change represents us providing minimal services to senior community, but having a staff person on hand part time for coordination.

### ZEO/IWWC Andover lost its long time ZEO/Wetlands Agent:

We replaced him by splitting the position. There are not enough hours assigned to the position to effectively carry out the roll of ZEO. This is a modest increase from 5 hours to 8 hours per week.

Note: The Inland Wetlands Agent just Resigned so we will need to replace him again also. At the same time that position should be bumped up from 5 to 8 hours per week also.

### Administrative Assistant:

The Administrative assistant to the Administrator is currently a part time position. I am recommending the work hours for the position be increased to 19 hours and pay be increased to 21\$ per hour in lieu of benefits.

### Town Board Clerks:

Increased compensation for the clerks

### Tax Collector:

Per the direction of the board of Selectmen, this position will be reduced to part time 19 hours per week on average with the tax collector working 34 hours per week during peak collections months of July and January and 16 hours per week on the other 10 months. This will reduce the hours the tax collector is available to the public significantly.

An alternative approach would be to reduce it to 24 hours per week- 34 hours per week the 2 collection months and ~22 hours per week the rest of the year. This is likely a better long term approach for retaining the current tax collector.

### Finance Office:

Per the Motion passed by the board of Selectmen at the Jan 13 Meeting, the town will budget for a combined finance office between AES and Town Hall consisting of a Fulltime Finance director and part time book keeper/ accounts receivable assistant. The likely salary range for the Finance Director would be \$95,000-115,000 + benefits (Based on the municipal salary ranges for nearby towns) and for the Assistant would be ~ \$ 20,000-25,000 assuming part time no benefits. This should be discussed at our Feb meeting.

Regional School District No. 8  
 Business Services  
 FY 2020-21 BOE Proposed Expenditures and Revenues (2/4/20)

	<u>Adopted 2019-20</u>	<u>Proposed 2020-21</u>	<u>Difference</u>	<u>% Change</u>
<b>Operating Budget</b>	\$ 30,495,916	\$ 31,637,105	\$ 1,141,189	3.74%
Gross Expenditures	\$ 30,495,916	\$ 31,637,105	\$ 1,141,189	3.74%
<b>Less Anticipated Revenue</b>				
Excess Cost and Agency Placement Grant	\$ 529,466	\$ 605,254	\$ 75,788	14.31%
Instrument Rentals 3 yr avg	\$ 1,025	\$ 1,007	\$ (18)	-1.76%
Community Use of Buildings (based on 2 year average)	\$ 39,584	\$ 67,177	\$ 27,593	69.71%
Gate Receipts (based on 2 year average)	\$ 12,616	\$ 9,364	\$ (3,252)	-25.78%
Tuition, RE	\$ -	\$ -	\$ -	0.00%
Tuition, SE (incl summer)	\$ 600	\$ 563	\$ (37)	-6.17%
Participation Fees (Athletics/Clubs)	\$ 164,230	\$ -	\$ (164,230)	-100.00%
Food Service	\$ 35,000	\$ 35,000	\$ -	0.00%
Medicaid (based on 2 year average)	\$ 25,186	\$ 25,803	\$ 617	2.45%
Misc (based on 2 year average)	\$ 13,500	\$ 27,684	\$ 14,184	105.07%
Student Obligations (2 year average)	\$ 1,956	\$ 1,529	\$ (427)	-21.83%
E-Rate ( guidelines have changed )	\$ 6,600	\$ 9,664	\$ 3,064	46.42%
Interest	\$ 8,025	\$ 8,820	\$ 795	9.91%
Student Parking (233 Spaces 2 year average)	\$ 23,300	\$ 21,910	\$ (1,390)	-5.97%
<b>Total Anticipated Revenues</b>	\$ 861,088	\$ 813,775	\$ (47,313)	-5.49%
Gross Expenditures	\$ 30,495,916	\$ 31,637,105	\$ 1,141,189	3.74%
Less Anticipated Revenues	\$ 861,088	\$ 813,775	\$ (47,313)	-5.49%
<b>Net Expenditures</b>	\$ 29,634,828	\$ 30,823,330	\$ 1,188,502	4.010%

<b>Member Town Levy and Enrollment</b>	<u>Adopted 2019-20</u>	<u>Proposed 2020-21</u>	<u>Enrollment 12/1/2019</u>	<u>Town %</u>
Andover	\$ 6,993,819,408	\$ 5,344,765	245	17.34%
Hebron	\$ 21,751,963,752	\$ 14,878,421	682	48.27%
Marlborough	\$ 14,372,891,580	\$ 10,600,143	486	34.39%
	\$ 29,634,828	\$ 30,823,330	1413	100.00%

<b>Capital Improvement Plan Budget</b>	<u>Adopted 2019-20</u>	<u>Proposed 2020-21</u>	<u>Difference</u>	<u>% Change</u>
	\$ 516,976	\$ 448,232	\$ (68,744)	-13.300%

<b>Member Town Levy and Enrollment (CIP)</b>	<u>Adopted 2019-20</u>	<u>Proposed 2020-21</u>	<u>Enrollment 12/1/2019</u>	<u>Town %</u>
Andover	\$ 83,854	\$ 77,723	245	17.34%
Hebron	\$ 260,814	\$ 216,362	682	48.27%
Marlborough	\$ 172,308	\$ 154,147	486	34.39%
	\$ 516,976	\$ 448,232	1413	100.00%

<b>Expenditures - Revenues + Capital</b>				
Gross Expenditures	\$ 30,495,916	\$ 31,637,105	\$ 1,141,189	
Less Revenues	\$ 861,088	\$ 813,775	\$ (47,313)	
Net Expenditures	\$ 29,634,828	\$ 30,823,330	\$ 1,188,502	
Capital Improvement Plan Budget	\$ 516,976	\$ 448,232	\$ (68,744)	
<b>Net Expenditures + Capital Budget</b>	\$ 30,151,804	\$ 31,271,562	\$ 1,119,758	3.71%

<b>Member Town Levy and Enrollment Credit Offset</b>	<u>Enrollment 12/1/2018</u>		
Andover	236	16.22%	(17,342.56)
Hebron	734	50.45%	(53,941.56)
Marlborough	485	33.33%	(35,636.72)
	1455	100.00%	(106,920.84)

\* Demographic screen adjustments within PowerSchool after October 1st draw



# February 2020

February 2020							March 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8	1	2	3	4	5	6	7
9	10	11	12	13	14	15	8	9	10	11	12	13	14
16	17	18	19	20	21	22	15	16	17	18	19	20	21
23	24	25	26	27	28	29	22	23	24	25	26	27	28
							29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 26	27	28	29	30	31	Feb 1
2	3	4	5	6	7	8
9:30am Yoga with Linda (All Levels) (Town Hall Community Room)	9:00am Yoga w/ Carrie (Gentle Stretching) 7:00pm Fire Commission Regular Meeting (Fire) 7:00pm Inland Wetlands 7:00pm Library Board of		5:45pm Yoga w/ Linda (Beginner's) (Town Hall Community) 7:00pm Board of Education - Budget Workshop (AES)	9:00am Yoga w/ Carrie (Gentle Stretching) 5:30pm Democratic Town Committee - 6:30pm Yoga w/ Linda (Vinyasa Flow) (AES)	9:30am Yoga - Seniors (Town Hall Community Room)	
9	10	11	12	13	14	15
9:30am Yoga with Linda (All Levels) (Town Hall Community Room) 10:00am Senior Fundraiser (AES Gymnasium)	9:00am Yoga w/ Carrie (Gentle Stretching) (Town Hall) 6:30pm Board of Selectmen - Regular Meeting (Town Hall)		CLOSED LINCOLN'S BIRTHDAY 8:30am Website 9:00am Civic Plus CMS 5:45pm Yoga w/ Linda 6:00pm Recreation	9:00am Yoga w/ Carrie (Gentle Stretching) 6:30pm Yoga w/ Linda (Vinyasa Flow) (AES) 7:00pm Economic Development	Valentine's Day 9:30am Yoga - Seniors (Town Hall Community Room)	
16	17	18	19	20	21	22
9:30am Yoga with Linda (All Levels) (Town Hall Community Room)	CLOSED WASHINGTON'S BIRTHDAY/PRESIDENT'S DAY 9:00am Yoga w/ Carrie (Gentle Stretching)	6:30pm FOIA Class (Town Hall Community Room)	5:45pm Yoga w/ Linda (Beginner's) (Town Hall Community) 7:00pm Zoning Board of Appeals - Regular Meeting (Town Hall)	9:00am Yoga w/ Carrie (Gentle Stretching) 6:30pm Yoga w/ Linda (Vinyasa Flow) (AES) 7:00pm CIP Regular Meeting (Town)	9:30am Yoga - Seniors (Town Hall Community Room)	
23	24	25	26	27	28	29
9:30am Yoga with Linda (All Levels) (Town Hall Community Room)	9:00am Yoga w/ Carrie (Gentle Stretching) 11:00am Commission on Aging - Regular 7:00pm Planning & 7:00pm Republican	7:00pm Conservation Commission - Regular Meeting (Town Hall) 7:45pm BOE Shared Services Committee - Regular Meeting (AES)	1:00pm Senior Transportation 5:45pm Yoga w/ Linda (Beginner's) (Town) 7:00pm Board of Finance - Regular	9:00am Yoga w/ Carrie (Gentle Stretching) 6:30pm Olde Andover Burying Ground 6:30pm Yoga w/ Linda (Vinyasa Flow) (AES)	9:30am Yoga - Seniors (Town Hall Community Room)	

# March 2020

March 2020							April 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>Mar 1</b> 9:30am Yoga with Linda (All Levels) (Town Hall Community Room)	<b>2</b> 9:00am Yoga w/ Carrie (Gentle Stretching) 7:00pm Fire Commission - Regular Meeting 7:00pm Inland Wetlands 7:00pm Library Board of	<b>3</b> 10:00am Safety Committee - Regular Meeting (Town Administrator's Office)	<b>4</b> 5:45pm Yoga w/ Linda (Beginner's) (Town Hall Community) 6:30pm Farmers' Market Committee - Regular Meeting (First	<b>5</b> 9:00am Yoga w/ Carrie (Gentle Stretching) 5:30pm Democratic Town Committee - 6:30pm Yoga w/ Linda (Vinyasa Flow) (AES)	<b>6</b> 9:30am Yoga - Seniors (Town Hall Community Room)	<b>7</b>
<b>8</b> 9:30am Yoga with Linda (All Levels) (Town Hall Community Room)	<b>9</b> 9:00am Yoga w/ Carrie (Gentle Stretching) (Town Hall) 6:30pm Board of Selectmen - Regular Meeting (Town Hall	<b>10</b>	<b>11</b> 8:30am Website Development 5:45pm Yoga w/ Linda (Beginner's) (Town 6:00pm Recreation 7:00pm Board of	<b>12</b> 9:00am Yoga w/ Carrie (Gentle Stretching) 6:30pm Yoga w/ Linda (Vinyasa Flow) (AES) 7:00pm Economic Development	<b>13</b> 9:30am Yoga - Seniors (Town Hall Community Room)	<b>14</b> 9:00am Board of Assessment Appeals - Real Estate Hearing (Town Hall Community Room)
<b>15</b> 9:30am Yoga with Linda (All Levels) (Town Hall Community Room)	<b>16</b> 9:00am Yoga w/ Carrie (Gentle Stretching) (Town Hall) 7:00pm Planning & Zoning Commission - Regular Meeting	<b>17</b> St. Patrick's Day 6:30pm IWWC Land Use Training (Town Hall Community Room)	<b>18</b> 5:45pm Yoga w/ Linda (Beginner's) (Town Hall Community) 7:00pm Zoning Board of Appeals - Regular Meeting (Town Hall	<b>19</b> First Day of Spring! 9:00am Yoga w/ Carrie (Gentle Stretching) 6:30pm Yoga w/ Linda (Vinyasa Flow) (AES) 7:00pm CIP Regular	<b>20</b> 9:30am Yoga - Seniors (Town Hall Community Room)	<b>21</b> 9:00am Board of Assessment Appeals - Real Estate Hearing (Town Hall Community Room)
<b>22</b> 9:30am Yoga with Linda (All Levels) (Town Hall Community Room)	<b>23</b> 9:00am Yoga w/ Carrie (Gentle Stretching) (Town Hall) 7:00pm Republican Town Committee - Regular Meeting	<b>24</b> 7:45pm BOE Shared Services Committee - Regular Meeting (Town Hall Community Room)	<b>25</b> 1:00pm Senior Transportation 5:45pm Yoga w/ Linda (Beginner's) (Town 7:00pm Board of Finance - Regular	<b>26</b> 9:00am Yoga w/ Carrie (Gentle Stretching) 6:30pm Olde Andover Burying Ground 6:30pm Yoga w/ Linda (Vinyasa Flow) (AES)	<b>27</b> 9:30am Yoga - Seniors (Town Hall Community Room)	<b>28</b>
<b>29</b> 9:30am Yoga with Linda (All Levels) (Town Hall Community Room)	<b>30</b> 9:00am Yoga w/ Carrie (Gentle Stretching) (Town Hall Community Room)	<b>31</b> 7:00pm Conservation Commission - Regular Meeting (Town Hall Community Room)	<b>Apr 1</b>	<b>2</b>	<b>3</b>	<b>4</b>

# **New Business**

## Town of Andover Permit for use of Town Property

Purpose of Event	RiMaConn Relay, presented by Webster Bank	Date:	Saturday, August 29th, 2020
Event		Event	Location
Anticipated attendance	130 teams (3 to 6 peoples)		
Use of town property requested			
Andover Public Library / Public Works Facility / Town Athletic Fields - Parking Only and Hop River Trail			

Name of Organization	Hartford Marathon Foundation	Phone	860-652-8866
Contact Person	Matt Anderson	Phone	860-707-0084
Address	41 Sequin Drive		
City	Glastonbury	State	CT
Zip	06033	Email	matt@hartfordmarathon.com

**\*\*Alcohol allowed by special Permit\*\*** Will Food or beverage be served no

Health Permit no

Are road closures anticipated? no Police officer required? Resident State Trooper - if possible

Will there be music? no Band? no Restroom access? Yes - HMF to coordinate unit placement

Will Fees or donations be collected? Registration - Pre Race

Who will benefit from event? Hartford Marathon Foundation Non-Profit (501C) Yes

In making this application, the organization agrees to comply with the rules and regulations of the Town of Andover, to take utmost care in the use of the facility, to reimburse the district for any damage to or loss from the use of the facility.

Permit approved	1 <sup>st</sup> Selectman	Date
Denied		Date
Reason		
Health Department Signature if needed		Date
Alcohol Permit		Date
Insurance Company		Date
Limit of Liability	Insurance Certificate received	
Additional Fees: (Police, Public Works, etc.)		

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

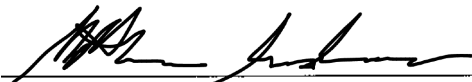
**Indemnity:**

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	

**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	Hodges Easter Run
Description of Event	5K Trail Run on Hop River Trail
Date(s) of Event	April 12, 2020
Rain Date	None
Hours of Event	7 am to 9:30 am
Roadways to be affected	None
Municipal property/services requested	Hop River Trail / First Aid
Number of Participants expected	100

**EVENT CONTACT INFORMATION**

Contact Person	Kenneth Platt dba Platt Systems
Contact's Address	41 Steele Farm Dr Manchester CT
Contact's Phone Number(s)	860 645 1476
Contact's Email	KEN @ PLATTSYS, COM
Contact's Fax Number	
DATE SUBMITTED	Jan 24, 2020

**OFFICE USE: PUBLIC SAFETY APPROVALS**

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

**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	Andover Summer Series
Description of Event	5K Trail Runs Hog River Trail
Date(s) of Event	August 6, 2020 + August 13, 2020 + August 20, 2020
Rain Date	None
Hours of Event	5 pm to 8 pm
Roadways to be affected	None
Municipal property/services requested	Hog River Trail / First Aid
Number of Participants expected	100

**EVENT CONTACT INFORMATION**

Contact Person	Kenneth platt dba platt systems
Contact's Address	41 Steele farm dr manchester CT
Contact's Phone Number(s)	860 645 1476
Contact's Email	ken @ platt.sys, com
Contact's Fax Number	
DATE SUBMITTED	Jan 24, 2020

**OFFICE USE: PUBLIC SAFETY APPROVALS**

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



# **Approval of Meeting Minutes**

**Town of Andover**  
Board of Selectmen  
Monday, January 13, 2020 at 7:00 P.M.  
Town Hall Community Room, 17 School Road

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance

The Pledge of Allegiance was recited.

Board of Selectmen members: First Selectman Jeff Maguire, Vice Selectman Adrian Mandeville, Paula King, Scott Person, Jeff Murray.

Town Administrator: Eric Anderson

Board Clerk/Administrative Assistant: Amanda Gibson

Economic Development Chair / Community Voice Channel Liaison: Elaine Buchardt

Public Present: \*See included sign-in sheet.

2. Public Speak

None.

3. Additions/Deletions to the Agenda

Jeff Maguire MOVED to add the following agenda items: 11.c. Request for Over Expenditures and 11d. Request for Senior Transportation.

Paula King SECONDED

MOTION CARRIED 5:0:0

4. Board and Commission Presentations and Appointments

a. Economic Development Commission

i. New committee update

ii. Signage

Chair Elaine Buchardt: Shared an update on the newly reestablished committee with ideas for training and marketing opportunities. Presented 'Welcome to Andover' signage options with estimates from two companies. Jeff Maguire suggested for the commission to submit an expenditure request to Fred Oliver on the Capitol Improvement Planning Commission.

b. Website Development Committee

i. Share the chosen vendor

Adrian Mandeville: Presented that after viewing multiple proposals the committee has chosen Civic Plus to include both Civic CMS website development and the Civic Ready mass communication technology.

Amanda Gibson: Shared that the vendor was chosen due to its vast municipal website experience, success of numerous CT town websites, the customer service accessibility and its planning phase and launch plan. Eric Anderson will be sending the final contract to the Town's Attorney, Dennis O'Brien to review prior to signing and moving forward. Jeff Maguire requested to review the feedback from the attorney's office.

c. Memorial Day Committee

i. Appoint the following members: John McCall, Gerard Scagliola, Wayne Thorpe, Amy Knox

ii. Searching for 1 at large member.

Paula King MOVED to appoint the following members to the Memorial Day Committee: John McCall, Gerard Scagliola, Wayne Thorpe, Amy Knox with the term ending on 6/30/21.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

5. Town Administrator's Report \*See included for the full report.

- Public Works Roof: Adrian Mandeville requested that a before and after photo be posted on the town's Facebook page.
- Public Works Winter Road Maintenance: Eric Anderson has concerns about the ability to accurately gage how much salt is put down and is working on a system to track winter maintenance.
- Personnel Policies: Ongoing project.
- Athletic Fields Tree Removal: Eric Anderson recommends over expending tree budget to remove the dead trees between the Athletic Fields and the Hop River.
- Town's Technology Upgrade with the Town of South Windsor: He is ready to order the equipment this week and the goal is to be set up by end of February.
- Auditor from Mahoney Sabol: Announced that the Town Treasurer Barbara Griffin is waiting to hear back from the auditor on when start date will be.

6. Old Business

Discuss and act upon the following:

- a. Town's Personnel Policies  
Already addressed in the Town Administrator's Report.
- b. Community Connectivity Grant  
Eric Anderson: Shared that the Town Engineer Gerry Hardisty will submit information to the Department of Transportation. Eric Anderson went before the Inland Wetlands and Watercourses Commission for approval.
- c. Town Hall Community Room Usage  
Eric Anderson: The room has been used for various senior activities including Young at Heart, etc. The next step is to get the Wii device setup.
- d. Proposal of the Transfer Station 'Dump Swap' Program - construction & use of trailer  
Board of Selectmen requested to remove this item from the agenda until the construction projects at the Transfer Station have been addressed.

7. New Business

Discuss and act upon the following:

- a. Proposed 2020 BOS Meeting Packet Calendar  
Amanda Gibson created a schedule to help all of the departments, the board and residents to confirm when the monthly Board of Selectmen meeting packet will be posted to the town website.
- b. Replacement Purchase of Cameras at the Athletic Fields  
Adrian Mandeville MOVED to authorize the Town Administrator to spend \$1k+ on cameras from an appropriate budget line item.  
Scott Person SECONDED  
MOTION CARRIED 5:0:0
- c. Saturday, August 29<sup>th</sup> RiMaConn Relay. Permit for use of Town Property.  
Eric Anderson and Jeff Murray met with the representative from the Hartford Marathon Foundation. The organization requested to use the Benjamin Franklin business property for their event parking and field. The Board of Selectmen have requested that the applicant receive a Certificate of Insurance and ensure that there is proper parking and safety plan in place, and provide instructions for participants on parking, etc.  
No motion made.

d. Sunday, April 12<sup>th</sup> Hoppin Hodges Rails to Trails 5K in memory of Jim Hodges. Proceeds to support the nonprofit Friends of Valley Falls and Town of Andover to support the upkeep of the Rails to Trails.  
Jeff Murray: Shared that the event organizer Ken Platt had hosted the summer race series on Center Street with approximately \$600+ donated to the town's Rails to Trails. The Friends of Valley Falls would like to host the Hoppin Hodges 5K in Andover. Board of Selectmen agreed that the applicant will need to be approved at the next Board of Selectmen Regular Meeting.

e. Andover District Shared Educational Services Committee

- i. Appointed: Neil Weathers, Kate Marino, Caitlin McIntosh Greenhouse, Danny Holtsclaw
- ii. BOE Members: Shannon Loudon, Gerry Crème, Daniel Foran, Steven Fuss
- iii. 2 BOS Members: Adrian Mandeville and Paula King
- iv. 1 BOF Member: Marc Brinker

Board of Selectmen inferred that the Board of Education will be reaching out to the members soon to plan meeting dates and times. No action necessary.

f. Appointment of a Shared Services Committee to include road maintenance and trail services

- i. Applicants: Susan England, Amy March
- ii. 2 BOS Members: Board of Selectmen decided to wait to appoint until the next Regular Meeting.
- iii. 1 BOF Member: TBD

Paula King MOVED to approve the following members to a Shared Services committee: Susan England and Amy March with the term ending 7/1/2021. The committee will examine ways that the Town of Andover can save money and better serve the town by sharing services with other towns and entities.  
Adrian Mandeville SECONDED

Discussion: Jeff Maguire and Adrian Mandeville suggested an initial meeting to be set up on Tuesday, February 11<sup>th</sup> in the Town Hall Community Room. Requested that Amanda Gibson send a doodle poll to all members to confirm a time that works for all. The BOF to determine a volunteer member.

MOTION CARRIED 5:0:0

g. Appointment of a Community/Senior Center Building Committee

- i. Applicants: Karen Hunter, Ed Sarisley, Curt Dowling, Susan England, Irv Stanley, Don Denley
- ii. 2 BOS Members: Scott Person and Jeff Murray
- iii. 1 BOF Member: Diane Choquette

Jeff Maguire: Announced that Curt Dowling submitted a letter asking to remove his name from the committee's applicants.

Members agreed that since Susan England has already been chosen for the Shared Services Committee, to only appoint the remaining four applicants.

Paula King MOVED to appoint the following members: Karen Hunter, Ed Sarisley, Irv Stanley, Don Denley and Board of Selectmen members Scott Person and Jeff Muray with the term ending on 7/1/21.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

h. Charter Revision Commission

- i. Discussion and possible action to dissolve and terminate the CRC created on June 6, 2018
- ii. Discussion and possible action to create a new CRC

Adrian Mandeville MOVED for the Board of Selectmen to dissolve the Charter Revision Commission formed on 6/6/18 and to sign and date the attached Resolution of Authorization to dissolve the Charter Revision Commission. *\*See included.*

Scott Person SECONDED

MOTION CARRIED 5:0:0

i. Establishment of budget targets for all Town Entities

Jeff Maguire: Explained reasoning behind the discussion...

Members of the board attended the State Department of Education meeting at RHAM on Municipal Budgeting Requirements (MBR). Attendees received documentation that the Town of Andover is not subject to the municipal budgeting requirements that minimizes the amounts of reduction that can happen at the BOE level. Even if the Town of Andover was subject to MBR, the documentation from the State Department of Education states that the total educational budget could be reduced by \$622,646k. Since the town is not subject to MBR, the community could make additional cuts yet that is not what the BOS would recommend. The BOS will ask for budget cuts per their recommendations to the BOE members. Last year's budget was \$400,065,000. AES preliminarily requested an 8% increase for this next year's budget. The BOS are starting the discussion so that the BOE can be more responsive to the overall community needs.

Adrian Mandeville: Does not believe that AES can cut over \$600k with students still receiving a good quality education. Suggested cutting \$2k per student, which is approximately \$400k.

Paula King: Suggested waiting for the establishment of the Shared Services Committee.

Jeff Maguire MOVED that they request the Board of Education's proposed 2020-2021 budget be reduced to approximately \$3M+ with a cost reduction of approximately \$400k.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

j. Potential establishment of a combined Financial Department

Adrian Mandeville MOVED to appoint a combined finance position for both the Andover Elementary School and the Town Hall.

Scott Person SECONDED

Jeff Maguire MOVED to amend the motion to establish a finance department that coordinates all financial activities between the Andover Elementary School and the Town of Andover.

Scott Person SECONDED

MOTION CARRIED 5:0:0

Amended motion:

MOTION CARRIED 5:0:0

k. Proposed Budget

Adrian Mandeville: Requested that Eric Anderson and Barbara Griffin annotate reasoning and goals for changes made in the proposed budget.

Paula King: Suggested to host budget workshops prior to the next Regular Meeting. Members decided to wait until the Board of Education responds regarding the combined finance department. No budget workshops were scheduled.

Eric Anderson: Inquired on the structure of the staffed positions of the finance department with Adrian Mandeville suggesting potentially one full time position and one part time position.

8. Approval of Meeting Minutes

a. Approval of Wednesday, December 4, 2019 Regular Meeting Minutes

Adrian Mandeville MOVED to approve the Wednesday, December 4, 2019 Regular Meeting Minutes

Paula King SECONDED

MOTION CARRIED 5:0:0

9. Assessor's Report

a. Revaluation Services RFP

Eric Anderson announced that the Request For Proposal has been posted to the town's website and is due on Monday, January 27<sup>th</sup>, 2020 at 5:00 P.M. at the Town Hall.

10. Treasurer's Report -

a. Revenue Summary

Provided by the Town Treasurer Barbara Griffin.

b. Town Budget Summary

Provided by the Town Treasurer.

c. Town Aid Road (TAR) Update

Provided by the Town Treasurer.

Eric Anderson: Attended a recent CRCOG meeting and learned that the state has not yet announced when they will be releasing the funds. The state should have dispersed both payments at this point. The governor is in contest with the legislation with road work in general.

Adrian Mandeville: Suggested to plan accordingly next year in order to have the funds to cover that account.

d. Town Cash Report

Provided by the Town Treasurer.

e. Tax Collections YTD

Provided by the Town Treasurer and Tax Collector.

The town has collected \$5+ million in taxes for the year with approximately \$3+ million remaining.

11. Budget

a. Transfers

b. Refunds

c. Request for Over Expenditures

Scott Person MOVED to authorize the over expenditure of budget code 0301-646 by \$4000 to allow the removal of trees along the Hop river next to the Athletic Fields.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

Scott Person MOVED that the Board of Selectmen approves and then forwards to the Board of Finance for approval the over expenditure of budget code 0303-390 by \$20,000 to Purchase Salt.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

Adrian Mandeville MOVED to approve both motions as amended:

to authorize the over expenditure of budget code 0303-390 by \$4,000 to allow the removal of trees along the Hop river next to the Athletic Fields.

that the Board of Selectmen approves and then forwards to the Board of Finance for approval the over expenditure of budget code 0301-646 by \$20,000 to Purchase Salt.

Paula King SECONDED

MOTION CARRIED 5:0:0

d. Request for Senior Transportation

Adrian Mandeville MOVED to transfer Adrian Mandeville's selectman salary to the senior fund.

Scott Person SECONDED

MOTION CARRIED 5:0:0

12. Tax Collector's Report

- a. Refunds Requests  
No requests.

13. Department Reports

- a. Fire Department - *\*See included.*
- b. Resident State Trooper - *\*See included.*
- c. Town Clerk - *\*See included.*
- d. Building Department - *\*See included.*
- e. Assessor's Office - *\*See included.*
- f. Town Garage - Not submitted.
- g. Transfer Station - Not submitted.
- h. Library - *\*See included.*
- i. Senior Transportation - *\*See included.*
- j. Registrars - *\*See included.*

Animal Control Officer: Submitted a 2019 Report. *\*See included.*

14. Resignations - None.

15. Correspondence - None.

16. Public Speak

Linda Fish: Inquired on the tree removal at the Athletic Fields and Hop River with concern of it affecting the stability of the bank.

Eric Anderson: Shared that it is not ideal however, the trees are dead with branches already coming down. Based on the tree species, the larger limbs will begin to fall down as well. Therefore, it is a safety hazard to the visitors, field, fence and track. He conducted a Site Walk with the Inland Wetlands and Watercourses Commission and they determine that they are not claiming jurisdiction. The plan is not to grind the stumps in order to protect the river bank. Suggested that the town consider replanting trees and would be a wonderful project for the Conservation Commission.

Amy March: Inquired on which board determines the budget for the Board of Education. The Board of Selectmen members suggested reaching out to the Board of Education with any questions as they manage their own budget.

Ed Sarisley: Expressed thanks to the Board of Selectmen members and Eric Anderson for all working together to help the community.

Dianne Grenier: Shared the Public Library's new outdoor lighting. Delighted that Elaine Buchardt, the town's liaison for the Community Voice Channel is videotaping the meeting.

Eric Anderson: Glad to hear that the microphones used by himself and the members helped the audience hear better.

17. Adjournment

Jeff Murray MOVED to adjourn the Regular Meeting.

Paula King SECONDED  
MOTION CARRIED 5:0:0

Jeff Maguire adjourned the Regular Meeting at 9:24 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.*

# SIGN IN SHEET

Town of Andover

Board of Selectmen

Monday, January 13, 2020 at 7:00 P.M.

Town Hall Community Room, 17 School Road

Regular Meeting Agenda

1. W Barton
2. L. Fish
3. MIKE PALAZZI
4. Curt Dawling
5. Louise Goodwin
6. Joe King
7. Karen Hunter
8. Elaine Buchardt
9. ED SARISLEY
10. Mare Braker
11. Latherine Palazzi
12. Marcie Miner
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_



## Town Administrator's Report Jan 2019

### Public Works

Public Works re roof is basically complete by shoreline restoration. Just awaiting removal of dumpsters to sign off on it.

We expended quite a bit of the snow plowing budget early due to the freezing rain. **\$6,280 in overtime costs and we have spent \$28,000 in salt so far.**

For your interest, each time the plow trucks do a pass of the town roads and apply salt, it costs the town ~\$1100 \$700 in salt and \$360 in labor (assuming it is after hours.)

So far there have been very few weather related complaints about the roadway We have had some issues with ice buildup from driveways or water flowing on the roadways. These require longer term fixes.

### Trees

We need to overspend the Tree budget to remove the dead trees at the athletic fields. I would like authorization to over expend this budget line item by \$4000 to cover the cost of this. Because of location it can't be taken from Town Aid Rd. **There is a motion included for this.**

### 12 Center St

12 Center Street was sold.

### Town Hall

We have run out of oil several times this year. I have switched us to a weekly filling schedule. Bottom line we need a second or a larger tank for the town hall. I had Tim K. from Public works install an electronic monitor so I can see oil levels from my office. Very Helpful.

We have hopefully fixed our phone system. A combo of both Procom working on our internal system and Frontier working on the junction. It has been 2 whole weeks with functional phones.

### Personal Policy

I am expending a lot of time trying to get our policies straightened out. It is a bigger task than I first thought. I am trying for a permanent fix and to begin to set us up for the next union contract.

Goals for the policy:

1. Make the vacation, personal day and sick time accrual fair for all employees. Basically have everything scale with number of hours worked
2. Get all employees on the same system- union, non-union, Library, and Elected. Or were we do not do that get it enshrined in an employment contract.

3. Simplify the system so that it is easier to administrate in payroll.

Currently, there is no written documentation for the town clerk's Hours and Benefits- this needs to be done by the Board of Selectmen. Simplest is just to mirror the proposed town personnel policies for all employees.

There is also a separate arrangement with the Library- apparently the Head Librarian works 26 hours per week but gets Sick time which is different from all other employees. We are kind of treating the librarian as a full time employee.

Our current policy has employees working 26 hours per week actually work more hours per year than a full time employee working 30 hours per week.

I am making a series of assumptions about how we do things that are not explicitly in our policy.

1. Personal Days are translated into hours and are scaled by actual workweek, IE if you work 4 days per week and 30 hours per week, you get  $3 \text{ Days} * 30 \text{ Hours per week} / 4 \text{ day work week} = 22.5$  hours of personal time. This is not how the policy is actually written.
2. Vacation = number of weeks allowed \* average work week= hours of vacation

Basic Proposed Schedule mirrors much of what is in our current policy but accounts for everything as PTO

0-19 hours per week Gets PTO only no holidays- wrapped up in PTO time

20-30 hours per week gets PTO + Major Medical P+ MERF no holidays- wrapped up in PTO time

30+ Hours per week gets PTO + family Medical Plan + MERF+ Holidays

PTO for employees working less than 30 hours per week includes compensation for Holidays

## **Budget notes for 2020-21**

Very Preliminary budget numbers

See Separate Document on Revamping Permanent funds. See also Preliminary budget from the treasurer's office

Major cost Increases:

**Roadwork** The town should allocate ~\$400,000 per year for roadwork

Andover had been underfunding the road network for years. A maximum of \$100,000 of this should come from Town Aid Road to allow the other expenses that are paid from town aid road to continue. Currently the last allotment of town aid road was last January. The state is a year behind on funding it. Latest word it that the bond commission will take it up in April- this is a big unknown since it represents ~\$195,000 in funding per year

### **Tree Work**

The town should allocate ~\$100,000 for tree work this year.

Andover can probably cut it down to 50,000 next year before returning to a \$10-15,000 yearly budget. We currently budget \$10,000 annually for tree work. We have had a huge spike in tree die off the past 2 years with the ash borer and gypsie moths. These trees will be impacting our roads at an accelerated rate. The CRCOG as well as the other COGs are asking the state for money for this, but so far no progress

### **Bridge and Culvert Work**

Restart the process for using federal bridge program for replacing Bunker Hill Bridge. Ultimate cost to the town of Andover is in the \$400,000 range. Upon Completion of the Bunker Hill Bridge, the next major bridge will be Long Hill Rd bridge

We need to Budget for at least one large culvert per year for the upcoming years. Planning still in the works with Brandon Hanfield.

### **CIP Related Costs**

#### **Buildings**

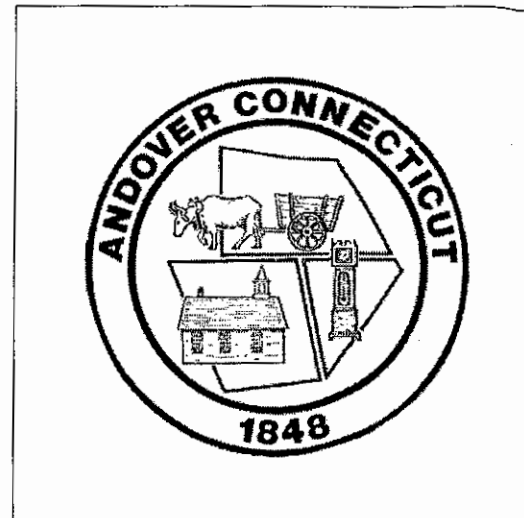
Continued work on Public Works Building- Masonry Repair, Electrical work.

HVAC work on Public Works and Town Hall

### **Personnel Changes**

1. Add a 4<sup>th</sup> full time Public works employee
2. Add a part time Senior Services Coordinator
3. Add a few hours per week to the ZEO
4. Increase compensation and hours for the Administrator's Assistant
5. Decrease hours for the Treasurer's office Assistant to part time
6. Decrease hours for Tax collector to a part time position

**TOWN OF ANDOVER  
BOARD OF SELECTMEN  
RESOLUTION OF AUTHORIZATION**



**RESOLUTION**

WHEREAS, on June 6, 2018, as authorized by General Statutes section 7-188(b), the Board of Selectmen of the Town of Andover duly initiated Charter Revision; and

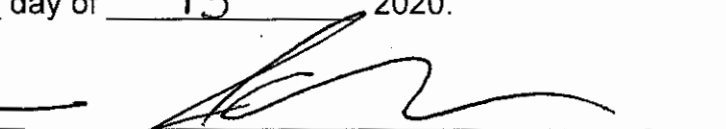
WHEREAS, on June 28, 2018, pursuant to General Statutes section 7-190(a), the Board of Selectmen appointed seven (7) electors of the Town to membership on the Charter Revision Commission, and per General Statutes section 7-190(b) directed the Commission "to submit a draft report to the Board of Selectmen no later than August 30, 2018"; and

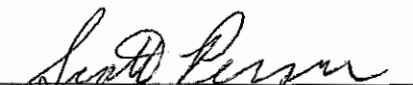
WHEREAS, for unforeseen reasons, the Charter Revision Commission was unable to submit its draft report by the August 30, 2018 deadline, and the maximum deadline set by General Statutes section 7-190(b) of 16 months from the date of appointment was October 28, 2019;

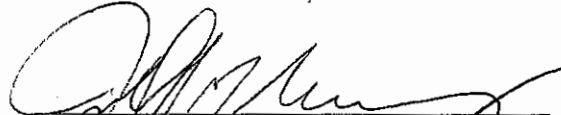
WHEREFORE, for all of the foregoing reasons, it is hereby **RESOLVED** that:  
The Charter Revision Commission initiated on June 6, 2018, and appointed on June 28, 2018, is dissolved and terminated, effective immediately.

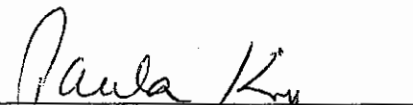
Be it hereby resolved this 1 day of 13 2020.

  
\_\_\_\_\_  
Jeff Maguire, First Selectman

  
\_\_\_\_\_  
Adrian Mandeville, Vice First Selectman

  
\_\_\_\_\_  
Scott Person, Selectman

  
\_\_\_\_\_  
Jeff Murray, Selectman

  
\_\_\_\_\_  
Paula King, Selectman



# ANDOVER VOLUNTEER FIRE DEPARTMENT

11 School Road, Andover, CT 06232

Phone: (860) 742-7477

January 5, 2020

The Andover Volunteer Fire Department Inc. responded to 346 calls in 2019. We also had 2 fund raisers. The members participated in 28 scheduled training drills. Also many members completed hours of training outside of the firehouse taking EMT and Firefighter 1 classes. We had 12 scheduled work details which are nights that we do apparatus and equipment maintenance. We also participated in multiple community events such as Andover Fun Day, Make A Wish truck convoy, Stuff a Truck/Cruiser, and Fire Prevention at the school. Also with the help of our mutual aid partners with their UTV's we stood by for many scheduled races on the rail trail and trails behind the school. As always we would like to thank the residents in town for their support. Here is the breakdown of calls.

Medical Calls 216

Motor Vehicle Accidents 41

Structure Fires 15

Wire Related Incidents 20

Fire Alarms 30

Service Calls or Investigations 7

Haz Mat Incidents 5

Car Fires 1

Chimney Fires 2

Cover Assignments 4

Brush Fire 1

Outside Fire 1

Officer Calls 2

Appliance Fire 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: 12/1/19

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 **November 2019** the Andover Resident Trooper as well as Troop K Troopers responded to **130** Calls for Service in the Town of Andover. Of these Calls for service the most notable are:

Accidents: 3  
Burglaries: 0  
Larcenies: 0  
Narcotic Cases: 0  
Other Criminal: 0  
Other Non-Criminal: 2  
Non Reportable Matters: 108  
Other Noteworthy Events (List):

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

On-Sight DWI: 0  
Traffic Citations: 13  
Written Warnings: 4

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

December 2019

Total Town Clerk Receipts	\$4,443.50
Dog License Receipts	\$ 35
Town PA 09-228	\$ 485
Town Clerk Preservation Fund	\$ 154

Customer Service	1599
Documents	39
Dog License	3
Reports Submitted	11
Notarization	16
Sport License	6
Vital Copies	12
Pistol Permits	1
Scanning	598
Transfer Station	280

**Building & Land use Department**

**Monthly Report**

**November 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** 2

**Zoning Board of Appeals Applications**

**EHHD** Correspondences & time spent with Sanitarian

**Driveway Permits** 1

**E & S Bond Permits** 1

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

**Public Works**

**Scanning & Filing** Hours – 10

- 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
- Worked with IWWC Agent, IWWC & Applications/Permits





<b>November</b>				
<b>DATE ISSUED</b>	<b>PERMIT NO.</b>	<b>PROPERTY OWNER</b>	<b>PROPERTY LOCATION</b>	<b>DESCRIPTION</b>
11/5/2019	4376	Mr. Jarvis	40 Long Hill Rd	Installation of Pellet Stove sa
11/5/2019	4375	George Parker	153 Wheeling Rd	Re-Roof
11/5/2019	4371	Erika Rzegocki	146 Lakeside Dr	Replace Roof
11/5/2019	4374	NCE Builders	47 Skinner Hil Rd	Furnace
11/7/2019	4377	Maureen Kolb	3 Sunset Ln	Electrical Upgrade
11/13/2019	4379	Joseph Mott	142 Wales Rd	Install Woodstove
11/13/2019	4378	Charlie Basile	299 Lake Rd	Install Oil Fired Boiler
11/13/2019	4381	T.O.A.	12 Long Hill Rd	Repairs to Town Garage
11/16/2019	4384	Evan Aguirre	43 Juravoty Rd	Propane Tank & Boiler
11/20/2019	4386	Joseph Kaulback	274 Boston Post Rd	Replace Windows & Doors
11/20/2019	4387	Richard Risely	89A Lakeside Dr	Wire 200 AMP Service
11/25/2019	4390	Eric Shevechenko	191 Bunker Hill Rd	Roof
11/25/2019	4391	Robert Woodward	255 Long Hill Rd	Window
11/26/2019	4396	Michael Fitzpatrick	20 Wheeling Rd	New Door
11/26/2019	4393	Daniel Adams	738 East St	Connect House to Foundation
11/26/2019	4392	Kristin Veenema	109 Juravoty Rd	Add/Delete Doors & Windows
11/26/2019	4395	Richard Risely	89A Lakeside Dr	Install Burglar & Fire Alarm
<b>TOTAL PERMITS ISSUED = 17</b>				

Date	Property Location	DESCRIPTION	Comm/ Industrial	Residential	Building	Electrical	Plumbing	HVAC	Mech	Pass	Fail	Re-Inspect	Total	CO ISSUED
11/5/2019	15 Erodoni Rd	Rebar		1	1					1			1	
11/5/2019	738 East St	Foundation, Walls & Rebar		1						1				
11/5/2019	99 Townsend Rd	Single Family Dwelling		1	1	1	1	1	1	1			1	11/5/2019
11/7/2019	11 Old Farms Rd	Furnace						1		1			1	
11/7/2019	3 Sunset Dr	Electrical Upgrade		1		1				1			1	
11/4/2019	97 Longhill Rd	Woodstove		1				1		1			1	
11/12/2009	36 Ridge Rd	Electrical for shed		1		1				1			1	
11/12/2019	184 Wheeling Rd	Meter Change		1		1				1			1	
11/13/2019	738 East St	Foundtion waterproof & Drain Tile		1						1			1	
11/18/2019	43 Juravoty Rd	Pressure Test		1					1	1			1	
11/18/2019	40 Longhill Rd	Pellet Stove		1				1		1			1	
11/25/2019	299 Lake Rd	Oil Burner		1				1		1			1	
11/19/2019	53 Juravoty Rd	Bath Remodel Final Inspection		1	1	1	1	1	1		1		1	
11/27/2019	123 Long Hill Rd	New Residential Home CO		1	1	1	1	1	1	1			1	11/27/2019
11/27/2019	335 Lake Rd	Electric in Garage GFI		1		1				1			1	
11/27/2019	191 Bunker Hill Rd	Roof		1						1			1	
11/27/2019	33 Rte 87	Joist-addition		1						1			1	
11/27/2019	738 East St	LP Line		1					1	1			1	
11/27/2019	31 Skinner Hill Rd	New Residential Home CO		1	1	1	1	1	1	1			1	11/27/2019
		<b>Totals</b>		<b>18</b>	<b>5</b>	<b>8</b>	<b>4</b>	<b>8</b>	<b>6</b>	<b>18</b>	<b>1</b>	<b>0</b>	<b>18</b>	

# Register Report 10/24/19 - Nov 2019

11/1/2019 through 11/30/2019

12/4/2019

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
<b>BALANCE 10/31/2019</b>								<b>21,559.82</b>
11/4/2019	Building Department		146 Lakeside Dr		[Permit receipts]			82.08 ✓
11/4/2019	Building Department		410 Lake Rd.		[Permit receipts]			210.00 ✓
11/4/2019	Building Department		40 Townsend Rd.		[Permit receipts]			210.00 ✓
11/4/2019	Building Department		Copies		[Permit receipts]			1.00 ✓
11/13/2019	Building Department		153 Wheeling Rd		[Permit receipts]			63.61
11/7/2019	Building Department		40 Long Hill Rd		[Permit receipts]			30.78
11/7/2019	Building Department		3 Sunset Ln		[Permit receipts]			20.52 ✓
11/7/2019	Building Department		299 Lake Rd. {299 Lake Rd}		[Permit receipts]			60.53
11/13/2019	Building Department		Copies					1.00 ✓
11/14/2019	Building Department		43 Juravoty Rd		[Permit receipts]			123.12 ✓
11/14/2019	Building Department		142 Wales Rd		[Permit receipts]			20.52 ✓
11/19/2019	Building Department		119 Lakeside Dr		[Permit receipts]			798.72 ✓
11/20/2019	Building Department		274 Boston Hill Rd		[Permit receipts]			87.21 ✓
11/20/2019	Building Department		89A Lakeside Dr		[Permit receipts]			123.12 ✓
11/25/2019	Building Department		191 Bunker Hill Rd		[Permit receipts]			102.60 ✓
11/25/2019	Building Department		255 Long Hill Rd.		[Permit receipts]			20.52 ✓
11/25/2019	Building Department		Copies					1.00 ✓
11/26/2019	Building Department		109 Jurovaty Rd.		[Permit receipts]			42.06 ✓
11/26/2019	Building Department		89A Lakeside Dr		[Permit receipts]			20.52 ✓
11/26/2019	Building Department		89A Lakeside Dr		[Permit receipts]			43.09 ✓
11/26/2019	Building Department		20 Wheeling Rd		[Permit receipts]			36.93 ✓
<b>11/1/2019 - 11/30/2019</b>								<b>2,098.93</b>
<b>BALANCE 11/30/2019</b>								<b>23,658.75</b>
<b>OVERALL TOTAL</b>								<b>2,098.93</b>
<b>TOTAL INFLOWS</b>								<b>2,098.93</b>
<b>TOTAL OUTFLOWS</b>								<b>0.00</b>
<b>NET TOTAL</b>								<b>2,098.93</b>

State-IWWC-PZC-ZBA - Last month

11/1/2019 through 11/30/2019

12/4/2019

Page 1

Date	Account	Num	Description	Memo	Category	Tag	Tax Item	CI	Amount
11/4/2019	Permit receipts	4372	...40 Townsend Rd.	State Fee	State Zoning Fee		Schedule ...	c	60.00
11/4/2019	Permit receipts	4373	...410 Lake Rd.	State Zoning Fee	State Zoning Fee		Schedule ...	c	60.00
11/21/2019	Permit receipts	4385	...119 Lakeside Dr	State Zoning Fee	State Zoning Fee		Schedule ...	c	60.00
<b>11/1/2019 - 11/30/2019</b>									<b>180.00</b>
<b>TOTAL INFLOWS</b>									<b>180.00</b>
<b>TOTAL OUTFLOWS</b>									<b>0.00</b>
<b>NET TOTAL</b>									<b>180.00</b>

State Ed Report - Quarterly - Last month

11/1/2019 through 11/30/2019

12/4/2019

Page 1

Category	11/1/2019- 11/30/2019
<b>INFLOWS</b>	
Ed Fee - State	39.93
<b>TOTAL INFLOWS</b>	<b>39.93</b>
<b>OVERALL TOTAL</b>	
	<b>39.93</b>

# Weekly Register Report - Last 30 days

11/5/2019 through 12/4/2019

12/4/2019

Date	Account	Description	Memo	Category	Clr	Amount
11/28/2019	BONDS	123 Long Hill Rd	ROW Bond Release - Mr. LaCroix	Driveway:bond		-500.00
12/3/2019	BONDS	31 Skinner Hill Rd	S&E Bond CK#029246924-Mr. Bugnacki	PZC:bond		1,000.00
<b>11/5/2019 - 12/4/2019</b>						<b>500.00</b>
<b>TOTAL INFLOWS</b>						<b>1,000.00</b>
<b>TOTAL OUTFLOWS</b>						<b>-500.00</b>
<b>NET TOTAL</b>						<b>500.00</b>

## **Building & Land use Department**

### **Monthly Report**

**December 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** 2

#### **Zoning Board of Appeals Applications**

**EHHD** Correspondences & time spent with Sanitarian

**Driveway Permits** 1

**E & S Bond Permits** 1

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

#### **Public Works**

**Scanning & Filing** Hours – 11

- 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
- Worked with Jim & Josh on Landuse tasks
- 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
- Worked with IWWC Agent, IWWC & Applications/Permits





<b>DECEMBER 2019+A68:F93</b>					
<b>DATE ISSUED</b>	<b>PERMIT NO.</b>	<b>PROPERTY OWNER</b>	<b>PROPERTY LOCATION</b>		<b>DESCRIPTION</b>
12/3/2019	4405	Lynn Licaletta	15	Windrush Ln	Roof
12/4/2019	4407	First CT Bldrs	85	Lakeside Dr	Install Warm & AC System
12/5/2019	4399	Joan Merritt	41	Burnap Rd	Roof
12/5/2019	4400	Ron Parkyn	27	Townsend Rd	Install Gas Line for LP Tanks & Generator
12/5/2019	4401	Charlie Wilcox	11	Rose Ln	Install Oil Fired Water Boiler & Tank
12/5/2019	4402	Charles & Janice Apmann	322	Lake Rd	Install Liner to Chimney
12/5/2019	4403	Eric Nunes	4	Shadblow Ln	Generator Line & Switch & Blown Insulation in Attic
12/5/2019	4397	Jon & Ruth Kirkpatrick	53	School Road	12x25 Deck
12/10/2019	4408	William Penn	141	Wales Rd	Roof
12/5/2019	4406	First CT Bldrs	85	Lakeside Dr	Plumbing for New Home
12/10/2019	4409	Brian & Patricia Rufini	212	Gilead Rd	Roof
12/10/2019	4389	Kurt Boehm	33	Rte 87	12x12 Addition
12/12/2019	4414	Jeff Tracey	554	Lake Rd	U/g Electric
12/12/2019	4413	Brian Trzcinski	52	Lakeside Dr	Furnace Replacement
12/12/2019	4412	George Parker	153	Wheeling Rd	Lower Ceiling
12/16/2019	4415	Donal Roser	79	South Rd	Install 200 Amp Service
12/16/2019	4417	Paul Betts	6	Stanley Dr	Roof Mounted Solar
12/16/2019	4416	Alex & Sam Christy	160	Hendee Rd	Propane Tanks
12/19/2019	4418	Christian Galvez	62	Hendee Rd	Pellet Stove
12/19/2019	4423	Mr. Rzegacki	146	Lakeside Dr	Boiler
12/24/2019	4420	Howard Bidwell	103	Longhill Dr	Generator
12/30/2019	4424	George Parker	153	Wheeling Rd	Plumbing & Pipe Replacement
<b>TOTAL PERMITS ISSUED = 22</b>					

Date Dec-19	Property Location	DESCRIPTION	Comm/ Industrial	Residential	Building	Electrical	Plumbing	HVAC	Mech	Pass	Fail	Re-Inspect	Total	CO ISSUED
12/4/2019	153 Wheeling Rd	Floor Joist & Plywood		1	1					1			1	
12/4/2019	43 Jurovaty Rd	Gas Pipe & Boiler		1			1		1	1			1	
12/4/2019	554 Lake Rd	Footing		1	1					1			1	
12/9/2019	4 Shadblow Rd	Insulation & Generator Switch		1	1	1				1			1	
12/10/2019	335 Lake Rd	Electric for Garage		1		1				1			1	
12/11/2019	142 Wales Rd	Woodstove		1				1		1			1	
12/12/2019	15 Windrush Rd	Roof		1	1					1			1	
12/12/2019	3/25/1900 Lakeside Rd	Water Line		1					1	1			1	
12/12/2019	27 Townsend Rd	Pressure Test		1					1	1			1	
12/12/2019	69 Burnap Brook Rd	U/G Electric Conduit		1		1				1			1	
12/12/2019	47 Skinner Hill Rd	Rough Frame & Mechanical		1	1				1	1			1	
12/16/2019	554 Lake Rd	Rebar		1						1			1	
12/19/2019	85 Lakeside Rd	Insulation		1	1					1			1	
12/19/2019	241 Lake Rd	New 200 Amp Electrical Service		1		1				1			1	
<b>12/19/2019</b>	<b>112 Lakeside Rd</b>	<b>CO For Addition</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>			<b>1</b>	<b>12/27/2019</b>
12/19/2019	85 Lakeside Rd	Rough Frame & Mechanical		1	1	1	1	1	1	1			1	
12/22/2019	160 Hendee Rd	Propane Tank		1					1	1			1	
12/22/2019	41 Burnap Brook Rd	Roof		1						1			1	
12/30/2019	554 Lake Rd	Electric Grounding		1		1				1			1	
				<b>19</b>	<b>8</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>6</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>19</b>	

## Register Report 10/24/19 - MTD

12/1/2019 through 12/31/2019

12/31/2019

Page 1

Date	Account	Num	Description	M	Category	Tag	Clr	Amount
<b>BALANCE 11/30/2019</b>								<b>23,658.75</b>
12/2/2019	Building Department	53 School Rd.{53 Sc...	[Permit receipts]					183.12
12/3/2019	Building Department	22 Hickory Hill Dr	[Permit receipts]					80.52
12/3/2019	Building Department	41 Burnap Brook Rd.	[Permit receipts]					182.63
12/3/2019	Building Department	27 Townsend Rd.	[Permit receipts]					20.52
12/3/2019	Building Department	11 Rose Lane	[Permit receipts]					130.00
12/3/2019	Building Department	322 Lake Rd.	[Permit receipts]					38.98
12/3/2019	Building Department	4 Shadblow Lane	[Permit receipts]					20.52
12/3/2019	Building Department	71 Lake Rd	[Permit receipts]					32.83
12/5/2019	Building Department	15 Windrush Ln	[Permit receipts]					164.16
12/5/2019	Building Department	89A Lakeside Dr	[Permit receipts]					123.12
12/10/2019	Building Department	141 Wales Rd.	[Permit receipts]					133.38
12/10/2019	Building Department	212 Gilead Rd.	[Permit receipts]					153.90
12/12/2019	Building Department	294 Lake Rd.	[Permit receipts]					130.00
12/12/2019	Building Department	52 Lakeside Dr	[Permit receipts]					79.00
12/18/2019	Building Department	160 Hendee Rd.	[Permit receipts]					30.78
12/18/2019	Building Department	6 Stanley Dr	[Permit receipts]					235.98
12/18/2019	Building Department	153 Wheeling Rd	[Permit receipts]					20.56
12/19/2019	Building Department	62 Hendee Rd.	[Permit receipts]					20.52
12/23/2019	Building Department	103 Longhill Rd	[Permit receipts]					82.08
12/23/2019	Building Department	117 Lakeside Dr{woo...	[Permit receipts]					210.00
12/24/2019	Building Department	146 Lakeside Dr	[Permit receipts]					82.08
12/25/2019	Building Department	4 Shadblow Lane Lot...	[Permit receipts]					20.52
12/30/2019	Building Department	153 Wheeling Rd	[Permit receipts]					35.91
12/31/2019	Building Department	241 Lake Rd	[Permit receipts]					56.43
12/31/2019	Building Department	85 Lakeside Dr	[Permit receipts]					131.49
<b>12/1/2019 - 12/31/2019</b>								<b>2,399.03</b>
<b>BALANCE 12/31/2019</b>								<b>26,057.78</b>
<b>OVERALL TOTAL</b>								<b>2,399.03</b>
<b>TOTAL INFLOWS</b>								<b>2,399.03</b>
<b>TOTAL OUTFLOWS</b>								<b>0.00</b>
<b>NET TOTAL</b>								<b>2,399.03</b>

State-IWWC-PZC-ZBA - MTD

12/1/2019 through 12/31/2019

12/31/2019

Page 1

Date	Account	Num	Description	Memo	Category	Tag	Tax Item	Clr	Amo...
12/2/2019	Permit recei...	4397	S 53 School Rd.{53 School Dr}	State Zoning Fee	State Zoning Fee		Schedule C:...	c	60.00
12/3/2019	Permit recei...	4398	S 22 Hickory Hill Dr	State Zoning Fee	State Zoning Fee		Schedule C:...	c	60.00
12/12/2019	Permit recei...	4411	S 294 Lake Rd.	State Zoning Fee	State Zoning Fee		Schedule C:...	c	60.00
12/23/2019	Permit recei...	4421	S 117 Lakeside Dr{wood furna...		State Zoning Fee		Schedule C:...	c	60.00
<b>12/1/2019 - 12/31/2019</b>									<b>240.00</b>
<b>TOTAL INFLOWS</b>									<b>240.00</b>
<b>TOTAL OUTFLOWS</b>									<b>0.00</b>
<b>NET TOTAL</b>									<b>240.00</b>

State Ed Report - 12/24/19 - MTD  
12/1/2019 through 12/31/2019

12/31/2019

Page 1

Category	12/1/2019- 12/31/2019
<b>INFLOWS</b>	
Ed Fee - State	47.03
<b>TOTAL INFLOWS</b>	<b>47.03</b>
<b>OVERALL TOTAL</b>	<b>47.03</b>

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
848	LINDEN KATHERINE H TRUSTEE	1474	07783R	P	144,400	2,020	146,420
1	430 LAKE RD			2018 11/04/2019	0	0	0
	ANDOVER CT 6232-0	THE KATHERINE H LINDEN REVOCABLE TRUST			144,400	2,020	146,420
52601	NISSAN INFINITI LT	52602	07786M	C	16,050	-9,357	6,693
1	PO BOX 254648	2015 03 NISSA MURANO S	5N1AZ2MH0FN264896	2017 11/13/2019	0	0	0
	SACRAMENTO CA 95865-4648			SOLD 2/18	16,050	-9,357	6,693
52607	NISSAN INFINITI LT	52608	07787M	C	8,800	-5,870	2,930
1	PO BOX 254648	2016 01 NISSA SENTRA S	3N1AB7AP3GY335131	2017 11/13/2019	0	0	0
	SACRAMENTO CA 95865-4648			SOLD 1/18	8,800	-5,870	2,930
52610	NISSAN INFINITI LT	52611	07785M	C	17,540	-5,841	11,699
1	8900 FREEPORT PKWY	2015 01 INFIN Q50/PREM	JN1BV7AR5FM394292	2017 11/13/2019	0	0	0
	IRVING TX 75063-2409			SOLD 5/18	17,540	-5,841	11,699
52611	NISSAN INFINITI LT	52612	07784M	C	12,020	-12,020	0
1	8900 FREEPORT PKWY	2015 01 NISSA ROGUE S/	5N1AT2MV0FC803424	2017 11/13/2019	0	0	0
	IRVING TX 75063-2409			SOLD 9/17	12,020	-12,020	0
<b>TOTAL</b>	<b># Of Accts 5</b>				<b>198,810</b>	<b>-31,068</b>	<b>167,742</b>
					0	0	0
					<b>198,810</b>	<b>-31,068</b>	<b>167,742</b>
<b>YEAR 2017</b>	<b># Of Accts 5</b>				<b>198,810</b>	<b>-31,068</b>	<b>167,742</b>
					0	0	0
					<b>198,810</b>	<b>-31,068</b>	<b>167,742</b>
<b>GRAND TOTAL</b>	<b># Of Accts 5</b>				<b>198,810</b>	<b>-31,068</b>	<b>167,742</b>
					0	0	0
					<b>198,810</b>	<b>-31,068</b>	<b>167,742</b>

Assessor's office monthly activity – NOVEMBER 2019

Processing conveyances	8
Processing building permits	17
Prorating motor vehicle grand list	4
Updating field cards	5
Correspondence	70
Providing assistance to town hall customers (ie taxpayer, title searchers, appraisers etc)	51
Providing assistance to other departments	10
Researching mapping issue or questions	
Reports and communication with the state of connecticut	1
MLS research	4
Scheduling meeting and appointments	1
Office work – ie filing, updating sales book, scanning documents etc	
Personal property grand list	Received, process, personal property declarations
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	
Pa 490	3
Provided assistance to baa	
Researching and providing requested information to auditor	
Real property inspections	1
Personal property inspections	
Real property appraisals	1
Taxpayer correspondence	7
Attorney correspondence	
Tax appeal review/appraisal	
MLS review	4
Town board/dept assistance	3
Review & Approve C of Cs	5
Review & Approve Farmland & Forestland Assessment Applications	3
Review, Approve, & create/data entry on land splits & mergers	
Mapping Research/Discrepancies	



ANDOVER SENIOR TRANSPORTATION  
MONTH OF DECEMBER 2019

Dated 12/31/2019  
Cathy Palazzi  
Senior Coordinator

Month of December:

- 1) Drug tests – none.
  - 2) Annual Driver Safety class held December 6 for three drivers. Results: Excellent all passed. Driving tests will be completed early January.
  - 3) Oil Maintenance and Inspection done on small bus 12/11/2019.
  - 4) Inspection, and maintenance done on big bus rear rotors, rear pads 12/13/2019.
  - 5) List of Clients Serviced in November :
    - Medicals 51
    - Shopping 154  
(includes Food Pantry/Food Share/Friday Lunch)
    - Special Events 8
    - Maintenance 2
    - Incident Log 0
    - Disabled 17
    - Veterans 5
    - Meetings 11  
(includes YAH and Transportation Meetings)
- Total Passengers 248
- Four trips canceled due to bad weather.

Dated 12/30/2019  
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
- 
- Regular office hours: Linda on Mondays from 10-12 and Wally on Wednesdays from 10-12 and/or as needed
  - Monthly voter processing:
    - Additions 15
    - Changes 6
    - Removals 13

## Andover Animal Control Officer Report 2019

I have responded to over 37 calls during the 2019 calendar year. This does not include several more phone calls that I had to answer as well. When responding to a call, I have to leave my business or family. The average time to handle a call that responded to was 2.5 hours.

On three occasions, I was called to assist the state police. One of those calls required me to remove deceased animals from a burnt out home. On another occasion I had to catch several cats in a home where a deceased person lived. The home was in a condition of squalor. The animals were hiding throughout the home and it took several hours to make sure I had retrieved all the pets. I did not have a hazmat suit or respirator when working in those conditions. I also had to rescue a cat from a tree. It took three days to complete that rescue.

I responded to a bear sighting on Hickory Hill Rd. I also have responded to calls for loose cows and horses.

I needed to respond to a home and capture a bat. Since, the bat had possible human contact, it required me to have the bat put to sleep and transport it to the State Department in Rocky Hill for rabies testing.

I also responded to four calls involving raccoons. Two which I have to dispose of the bodies and two which I had to remove from barns.

I share this information with you to inform of the scope of my job. I am on call 24 hours a day, seven days a week, 365 days a year. My job goes far beyond returning lost dogs to their owners. I have to deal with quarantining animals, rabid animals, wild animals, angry town residents, and public safety.

This job requires knowledge of the law, ongoing professional development, and being a mandated state reporter.

I also have generated income for the town by writing citations for centralized infractions. I understand this was not done previously.

In performing my position for the town, I am using my personal cell phone, transporting animals in my personal vehicle, putting the animals in crates owned by

my business. All the equipment, I have used with the exception of a newly purchased rabies pole also is owned by me or my business.

When dogs are impounded, I need to bring the food with me each time I go and feed. I can not leave the food at the pound because of mice living there.

While I do enjoy my job, I am not sure that some people understand the scope of my duties as well as the time involved in returning and answering phone calls. I hope to continue to provide our town with the best service I can. I also look to move our program forward. I appreciate the support Eric has given to me since he has taken over, as well as the support Carol Lee and other staff at the Andover Town Hall provide.

If the board needs any further information or would like to meet with me in person please let me know and I will make myself available to do so.

Respectfully submitted,

Scott W. Beebe  
Andover Animal Control Officer  
(860) 428-7684

# **Assessor's Report**

## **RFP AN2020-21 #2 Assessor's Office, Revaluation Services**

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 p.m. on February 10, 2020. Bids shall be submitted in a sealed envelope clearly marked, "**SEALED BID RFP AN2020-21 #2 Revaluation Services**".

Bid opening shall take place at the ANDOVER TOWN Hall, 17 SCHOOL ROAD, ANDOVER, CT, 06232 at **5:00 P.M. February 10, 2020**. The RFPs are available in the TOWN Administrator's Office or online at <http://www.andoverconnecticut.org/ifbs-and-rfps/>

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](mailto:assessor@andoverct.org)



# **Treasurer's Report**

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

02/05/2020  
 Fiscal Year 2019-2020

Note: AcntBalance Includes AcntInvoiced Balance

		Orig Revenue	Transfers	Adj Revenue	Mtd Net	Ytd Debits	Ytd Credits	Balance	% Recvd
	10 Property Taxes								
<b>PROGRAM</b>	101 Current Year Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$9,394.62	\$0.00	(\$9,394.62)	--
<b>PROGRAM</b>	102 COC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	103 Interest on Active	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$19,950.62	(\$15,049.38)	57.00%
<b>PROGRAM</b>	104 Lien on Active Taxes	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$3,172.61	\$1,972.61	264.38%
<b>PROGRAM</b>	105 Principle on Suspense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	106 Interest on Suspense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	107 Lien on Suspense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	108 Prior Year Taxes	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	(\$100,000.00)	0.00%
<b>PROGRAM</b>	109 NSF/DMV/Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	110 Supplemental MV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	900 Reclass of Transfers for Statement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>FUNCTION</b>	0000 General Revenue	\$136,200.00	\$0.00	\$136,200.00	\$0.00	\$9,394.62	\$23,123.23	(\$122,471.39)	10.08%
<b>OBJECT</b>	10 Property Taxes	\$136,200.00	\$0.00	\$136,200.00	\$0.00	\$9,394.62	\$23,123.23	(\$122,471.39)	10.08%
	20 Intergovernmental Revenues								
<b>PROGRAM</b>	203 Boat Registrations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	209 PILOT State Property	\$9,631.00	\$0.00	\$9,631.00	\$0.00	\$0.00	\$9,631.00	\$0.00	100.00%
<b>PROGRAM</b>	211 Vetern's Tax Relief	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	213 Property Tax Relief and Circuit Bre	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	221 Manufacturers Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	222 Municipal grants in aid	\$2,620.00	\$0.00	\$2,620.00	\$0.00	\$0.00	\$0.00	(\$2,620.00)	0.00%
<b>PROGRAM</b>	223 Mashantucket-Pequot Grant	\$6,680.00	\$0.00	\$6,680.00	\$0.00	\$0.00	\$0.00	(\$6,680.00)	0.00%
<b>PROGRAM</b>	226 State Miscellaneous	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$1,975.00	(\$1,025.00)	65.83%
<b>PROGRAM</b>	227 Municipal Revenue Sharing	\$43,820.00	\$0.00	\$43,820.00	\$0.00	\$0.00	\$43,820.00	\$0.00	100.00%
<b>PROGRAM</b>	238 Disabled Program	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00	(\$450.00)	0.00%
<b>PROGRAM</b>	239 Telephone Access	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	(\$5,000.00)	0.00%
<b>PROGRAM</b>	418 FEMA-1/FY13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--

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

02/05/2020  
 Fiscal Year 2019-2020

Note: AcntBalance Includes AcntInvoiced Balance

		Orig Revenue	Transfers	Adj Revenue	Mtd Net	Ytd Debits	Ytd Credits	Balance	% Recvd
<b>PROGRAM</b>	419 FEMA-2/FY13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>FUNCTION</b>	0000 General Revenue	\$71,201.00	\$0.00	\$71,201.00	\$0.00	\$0.00	\$55,426.00	(\$15,775.00)	77.84%
<b>PROGRAM</b>	231 Historic Documents Preservation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>FUNCTION</b>	0100 General Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	201 Federal Highway Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	215 Local Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	227 Municipal Revenue Sharing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>FUNCTION</b>	0300 Public Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	207 Law Enforcement Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	237 DOT Moving Violations Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>FUNCTION</b>	0400 Public Safety	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	217 Special Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	219 Education Cost Sharing	\$1,921,253.00	\$0.00	\$1,921,253.00	\$0.00	\$0.00	\$516,249.00	(\$1,405,004.00)	26.87%
<b>PROGRAM</b>	225 Transportation Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>FUNCTION</b>	0900 Education	\$1,921,253.00	\$0.00	\$1,921,253.00	\$0.00	\$0.00	\$516,249.00	(\$1,405,004.00)	26.87%
<b>OBJECT</b>	20 Intergovernmental Revenues	\$1,992,454.00	\$0.00	\$1,992,454.00	\$0.00	\$0.00	\$571,675.00	(\$1,420,779.00)	28.69%
	30 Investment Income								
<b>PROGRAM</b>	303 Interest	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$5,919.24	\$33,569.18	\$2,649.94	110.60%
<b>FUNCTION</b>	0000 General Revenue	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$5,919.24	\$33,569.18	\$2,649.94	110.60%
<b>OBJECT</b>	30 Investment Income	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$5,919.24	\$33,569.18	\$2,649.94	110.60%
	40 Licenses, Fees and Charges for Good								
<b>PROGRAM</b>	401 Permits	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)	0.00%
<b>PROGRAM</b>	407 Town Clerks fees, licenses, and p	\$45,000.00	\$0.00	\$45,000.00	\$0.00	\$0.00	\$35,829.63	(\$9,170.37)	79.62%
<b>PROGRAM</b>	408 Town Clerk PA05228	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	409 Dial-A-Ride	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>PROGRAM</b>	417 Selectman's Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>FUNCTION</b>	0100 General Government	\$45,500.00	\$0.00	\$45,500.00	\$0.00	\$0.00	\$35,829.63	(\$9,670.37)	78.75%

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

02/05/2020  
 Fiscal Year 2019-2020

Note: AcntBalance Includes AcntInvoiced Balance

		Orig Revenue	Transfers	Adj Revenue	Mtd Net	Ytd Debits	Ytd Credits	Balance	% Recvd
<b>PROGRAM</b>	413 Transfer Station Receipts	\$36,000.00	\$0.00	\$36,000.00	\$0.00	\$40.00	\$21,680.00	(\$14,360.00)	60.11%
<b>PROGRAM</b>	415 Waste Redemption	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$498.05	(\$1.95)	99.61%
<b>FUNCTION</b>	0700 Sanitation and Waste	\$36,500.00	\$0.00	\$36,500.00	\$0.00	\$40.00	\$22,178.05	(\$14,361.95)	60.65%
<b>PROGRAM</b>	405 Building Department Receipts	\$32,000.00	\$0.00	\$32,000.00	\$948.52	\$2,632.29	\$24,283.82	(\$10,348.47)	67.66%
<b>FUNCTION</b>	0800 Planning and Land Use	\$32,000.00	\$0.00	\$32,000.00	\$948.52	\$2,632.29	\$24,283.82	(\$10,348.47)	67.66%
<b>OBJECT</b>	40 Licenses, Fees and Charges for G	\$114,000.00	\$0.00	\$114,000.00	\$948.52	\$2,672.29	\$82,291.50	(\$34,380.79)	69.84%
	80 Other Revenues								
<b>PROGRAM</b>	801 Miscellaneous	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$411.28	\$6,063.40	\$2,652.12	188.40%
<b>PROGRAM</b>	803 Rentals	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,163.00	(\$337.00)	77.53%
<b>FUNCTION</b>	0000 General Revenue	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$411.28	\$7,226.40	\$2,315.12	151.45%
<b>OBJECT</b>	80 Other Revenues	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$411.28	\$7,226.40	\$2,315.12	151.45%
<b>FUND</b>	100 General Fund - Town	\$2,272,154.00	\$0.00	\$2,272,154.00	\$948.52	\$18,397.43	\$717,885.31	(\$1,572,666.12)	30.79%
<b>Grand Total for Report</b>		\$2,272,154.00	\$0.00	\$2,272,154.00	\$948.52	\$18,397.43	\$717,885.31	(\$1,572,666.12)	30.79%

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

02/05/2020  
 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	\$1,250.00	\$0.00	\$0.00	\$1,250.00	50.00%
1-100-01-0101-105 Selectmen Salary	\$4,800.00	\$4,800.00	\$1,800.00	\$0.00	\$0.00	\$3,000.00	37.50%
1-100-01-0101-115 Board Clerk BOS	\$1,500.00	\$1,500.00	\$907.50	\$0.00	\$0.00	\$592.50	60.50%
1-100-01-0101-330 CONF. SEMINARS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0101-381 Moving	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0101-580 Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0101-810 Dues/ Memberships	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-01-0101-836 Veteran's Day Committee	\$500.00	\$500.00	\$176.63	\$0.00	\$0.00	\$323.37	35.33%
01 General Government	\$9,400.00	\$9,400.00	\$4,134.13	\$0.00	\$0.00	\$5,265.87	43.98%
1-100-01-0102-100 Town Administrator Salary	\$87,550.00	\$87,550.00	\$37,167.12	\$0.00	\$0.00	\$50,382.88	42.45%
1-100-01-0102-120 Adminstrative Assistant	\$13,840.00	\$13,840.00	\$8,361.03	\$0.00	\$0.00	\$5,478.97	60.41%
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	\$385.32	\$0.00	\$0.00	\$264.68	59.28%
1-100-01-0102-580 Mileage	\$1,600.00	\$1,600.00	\$500.00	\$0.00	\$0.00	\$1,100.00	31.25%
1-100-01-0102-810 Dues/Memberships	\$350.00	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	0.00%
01 General Government	\$104,290.00	\$104,290.00	\$46,413.47	\$0.00	\$0.00	\$57,876.53	44.50%
1-100-01-0103-121 Board Clerk Wages-BOF	\$1,715.00	\$1,715.00	\$247.50	\$0.00	\$0.00	\$1,467.50	14.43%
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	\$247.50	\$0.00	\$0.00	\$6,517.50	3.66%
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	\$2,305.50	\$0.00	\$0.00	\$16,694.50	12.13%
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	\$2,305.50	\$0.00	\$0.00	\$22,694.50	9.22%
1-100-01-0109-100 Salary-Treasurer	\$61,800.00	\$61,800.00	\$34,465.34	\$0.00	\$0.00	\$27,334.66	55.77%
1-100-01-0109-120 Assistant Treasurer	\$28,388.00	\$28,388.00	\$15,694.80	\$0.00	\$0.00	\$12,693.20	55.29%
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	\$50,160.14	\$0.00	\$0.00	\$42,227.86	54.29%

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

02/05/2020  
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0111-100 Salary-Tax Collector	\$43,941.00	\$43,941.00	\$24,502.13	\$0.00	\$0.00	\$19,438.87	55.76%
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	\$8,227.75	\$0.00	\$0.00	\$272.25	96.80%
1-100-01-0111-580 Mileage-Tax Collector	\$150.00	\$150.00	\$76.09	\$0.00	\$0.00	\$73.91	50.73%
1-100-01-0111-610 Office Supplies-Tax Collector	\$680.00	\$680.00	\$285.00	\$0.00	\$0.00	\$395.00	41.91%
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	\$33,152.97	\$0.00	\$0.00	\$21,968.03	60.15%
1-100-01-0113-100 Salary-Assessor	\$28,374.00	\$28,374.00	\$15,824.13	\$0.00	\$0.00	\$12,549.87	55.77%
1-100-01-0113-120 Salary-Asst. Assessor	\$34,765.00	\$34,765.00	\$19,384.80	\$0.00	\$0.00	\$15,380.20	55.76%
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	\$49,419.35	\$0.00	\$0.00	\$31,841.65	60.82%
1-100-01-0115-100 Salaries-BAA	\$656.00	\$656.00	\$328.00	\$0.00	\$0.00	\$328.00	50.00%
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	\$150.00	\$0.00	\$0.00	\$0.00	100.00%
01 General Government	\$906.00	\$906.00	\$478.00	\$0.00	\$0.00	\$428.00	52.76%
1-100-01-0117-100 Salary-Town Clerk	\$46,731.00	\$46,731.00	\$26,061.72	\$0.00	\$0.00	\$20,669.28	55.77%
1-100-01-0117-120 Asst. Salary-Town Clerk	\$21,940.00	\$21,940.00	\$10,564.67	\$0.00	\$0.00	\$11,375.33	48.15%
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	\$4,536.60	\$0.00	\$0.00	\$5,563.40	44.92%
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	\$245.00	\$0.00	\$0.00	\$255.00	49.00%
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	\$41,873.06	\$0.00	\$0.00	\$43,737.94	48.91%
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**

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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	\$472.26	\$0.00	\$0.00	\$2,727.74	14.76%
1-100-01-0123-490 Alarm System-Old Town Hall	\$800.00	\$800.00	\$584.95	\$0.00	\$0.00	\$215.05	73.12%
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	\$286.36	\$0.00	\$0.00	\$283.64	50.24%
1-100-01-0123-603 Fuel Oil-Old Town Hall	\$400.00	\$400.00	\$589.72	\$0.00	\$0.00	(\$189.72)	147.43%
01 General Government	\$4,970.00	\$4,970.00	\$1,933.29	\$0.00	\$0.00	\$3,036.71	38.90%
1-100-01-0125-100 Salary-Registrars	\$7,712.00	\$7,712.00	\$4,461.88	\$0.00	\$0.00	\$3,250.12	57.86%
1-100-01-0125-120 Asst. Salary-Registrars	\$800.00	\$800.00	\$400.00	\$0.00	\$0.00	\$400.00	50.00%
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	\$504.00	\$0.00	\$0.00	\$2,996.00	14.40%
1-100-01-0125-580 Mileage-Registrars	\$500.00	\$500.00	\$74.82	\$0.00	\$0.00	\$425.18	14.96%
1-100-01-0125-610 Office Supplies-Registrars	\$600.00	\$600.00	\$16.28	\$0.00	\$0.00	\$583.72	2.71%
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	\$5,626.98	\$0.00	\$0.00	\$8,885.02	38.77%
1-100-01-0127-540 Legal Ads-Advertising	\$5,500.00	\$5,500.00	\$2,198.89	\$0.00	\$0.00	\$3,301.11	39.98%
01 General Government	\$5,500.00	\$5,500.00	\$2,198.89	\$0.00	\$0.00	\$3,301.11	39.98%
1-100-01-0129-315 Payroll Service-Town Office	\$7,185.00	\$7,185.00	\$2,623.00	\$0.00	\$0.00	\$4,562.00	36.51%
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	\$220.00	\$0.00	\$0.00	\$280.00	44.00%
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	\$255.00	\$0.00	\$0.00	\$745.00	25.50%
1-100-01-0129-432 Building Maint.-Town Office Building	\$3,500.00	\$3,500.00	\$463.35	\$0.00	\$0.00	\$3,036.65	13.24%
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	\$2,795.98	\$0.00	\$0.00	\$1,204.02	69.90%
1-100-01-0129-442 Computer Tech Support	\$8,000.00	\$8,000.00	\$3,375.00	\$0.00	\$0.00	\$4,625.00	42.19%
1-100-01-0129-444 Copier Rental-Town Office	\$2,600.00	\$2,600.00	\$1,418.23	\$0.00	\$0.00	\$1,181.77	54.55%
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	\$7,202.13	\$0.00	\$0.00	\$3,397.87	67.94%
1-100-01-0129-531 Postage-Town Office	\$7,500.00	\$7,500.00	\$2,691.19	\$0.00	\$0.00	\$4,808.81	35.88%
1-100-01-0129-533 Postage Meter Rental-Town Office	\$600.00	\$600.00	\$300.00	\$0.00	\$0.00	\$300.00	50.00%
1-100-01-0129-537 Internet Cable-Office Building	\$1,650.00	\$1,650.00	\$784.45	\$0.00	\$0.00	\$865.55	47.54%
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**

02/05/2020  
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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	\$4,409.19	\$0.00	\$0.00	\$3,290.81	57.26%
1-100-01-0129-603 Fuel Oil-Town Office Building	\$5,000.00	\$5,000.00	\$2,756.65	\$0.00	\$0.00	\$2,243.35	55.13%
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	\$1,814.72	\$0.00	\$0.00	\$185.28	90.74%
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	\$425.41	\$0.00	\$0.00	\$574.59	42.54%
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	\$44,661.08	\$0.00	\$0.00	\$35,182.92	55.94%
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	\$257.50	\$0.00	\$0.00	\$257.50	50.00%
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	\$296.02	\$0.00	\$0.00	\$453.98	39.47%
01 General Government	\$2,615.00	\$2,615.00	\$710.78	\$0.00	\$0.00	\$1,904.22	27.18%
1-100-01-0137-500 Insurance	\$109,252.00	\$109,252.00	\$86,734.00	\$0.00	\$0.00	\$22,518.00	79.39%
01 General Government	\$109,252.00	\$109,252.00	\$86,734.00	\$0.00	\$0.00	\$22,518.00	79.39%
1-100-01-0141-205 Social Security-Employee Benefits	\$46,500.00	\$46,500.00	\$25,211.60	\$0.00	\$0.00	\$21,288.40	54.22%
1-100-01-0141-207 Medicare-Employee Benefits	\$10,800.00	\$10,800.00	\$5,896.18	\$0.00	\$0.00	\$4,903.82	54.59%
1-100-01-0141-210 Unempl. Comp.-Employee Benefits	\$7,500.00	\$7,500.00	\$3,481.96	\$0.00	\$0.00	\$4,018.04	46.43%
1-100-01-0141-215 Health Insurance-Employee Benefits	\$205,000.00	\$205,000.00	\$110,877.97	\$0.00	\$0.00	\$94,122.03	54.09%
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	\$980.50	\$0.00	\$0.00	\$1,119.50	46.69%
1-100-01-0141-225 Life Ins.-Employee Benefits	\$1,200.00	\$1,200.00	\$1,087.77	\$0.00	\$0.00	\$112.23	90.65%
1-100-01-0141-230 Retirement-Employee Benefits	\$80,000.00	\$80,000.00	\$42,970.36	\$0.00	\$0.00	\$37,029.64	53.71%
1-100-01-0141-280 Physicals-Employee Benefits	\$2,500.00	\$2,500.00	\$561.00	\$0.00	\$0.00	\$1,939.00	22.44%
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	\$194,188.34	\$0.00	\$0.00	\$164,532.66	54.13%
1-100-01-0143-100 Salaries-Drivers/Dispatch	\$15,107.00	\$15,107.00	\$9,798.29	\$0.00	\$0.00	\$5,308.71	64.86%
1-100-01-0143-380 Comm. Drivers Test-Dial a Ride	\$1,000.00	\$1,000.00	\$600.00	\$0.00	\$0.00	\$400.00	60.00%



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

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1-100-01-0143-435 Vehicle Maint.-Dial a Ride	\$3,000.00	\$3,000.00	\$2,827.47	\$0.00	\$0.00	\$172.53	94.25%
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	\$1,214.72	\$0.00	\$0.00	\$785.28	60.74%
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	\$14,440.48	\$0.00	\$0.00	\$6,666.52	68.42%
1-100-01-0145-100 Municipal Agent-Salary	\$2,265.00	\$2,265.00	\$688.20	\$0.00	\$0.00	\$1,576.80	30.38%
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	\$1,738.00	\$0.00	\$0.00	\$2,262.00	43.45%
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	\$4,881.20	\$0.00	\$0.00	\$4,463.80	52.23%
1-100-01-0147-365 Cleaning Service	\$10,000.00	\$10,000.00	\$4,395.00	\$0.00	\$0.00	\$5,605.00	43.95%
01 General Government	\$10,000.00	\$10,000.00	\$4,395.00	\$0.00	\$0.00	\$5,605.00	43.95%
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	\$608.50	\$0.00	\$0.00	\$1,591.50	27.66%
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	\$608.50	\$0.00	\$0.00	\$2,641.50	18.72%
1-100-01-0151-100 Dog Warden Salary-Dog Fund	\$3,500.00	\$3,500.00	\$1,953.01	\$0.00	\$0.00	\$1,546.99	55.80%
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	\$304.40	\$0.00	\$0.00	\$445.60	40.59%
01 General Government	\$4,815.00	\$4,815.00	\$2,257.41	\$0.00	\$0.00	\$2,557.59	46.88%
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**

02/05/2020  
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-02-0201-841 Health Director	\$17,600.00	\$17,600.00	\$8,802.08	\$0.00	\$0.00	\$8,797.92	50.01%
1-100-02-0201-999 EASTERN HIGHLANDS HEALTH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
02 Conservation	\$17,600.00	\$17,600.00	\$8,802.08	\$0.00	\$0.00	\$8,797.92	50.01%
1-100-02-0203-842 Visiting Nurse Assoc.	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
02 Conservation	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
1-100-02-0205-843 N.C. Mental Health	\$231.00	\$231.00	\$231.00	\$0.00	\$0.00	\$0.00	100.00%
02 Conservation	\$231.00	\$231.00	\$231.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-02-0207-844 AHM Youth Services	\$41,503.00	\$41,503.00	\$41,459.20	\$0.00	\$0.00	\$43.80	99.99%
02 Conservation	\$41,503.00	\$41,503.00	\$41,459.20	\$0.00	\$0.00	\$43.80	99.99%
1-100-03-0301-100 Salary-Public Works	\$168,833.00	\$168,833.00	\$93,494.76	\$0.00	\$0.00	\$75,338.24	55.38%
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	\$375.85	\$0.00	\$0.00	\$2,124.15	15.03%
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	\$335.85	\$0.00	\$0.00	\$264.15	55.98%
1-100-03-0301-392 Welding Supply-Public Works	\$850.00	\$850.00	\$304.12	\$0.00	\$0.00	\$545.88	35.78%
1-100-03-0301-431 Tires Maint.-Public Works	\$600.00	\$600.00	\$128.00	\$0.00	\$0.00	\$472.00	21.33%
1-100-03-0301-435 Vehicle Maint.Public Works	\$12,000.00	\$12,000.00	\$19,426.70	\$0.00	\$0.00	(\$7,426.70)	161.89%
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	\$448.83	\$0.00	\$0.00	(\$48.83)	112.21%
1-100-03-0301-602 Diesel-Public Works	\$20,000.00	\$20,000.00	\$12,360.17	\$0.00	\$0.00	\$7,639.83	61.80%
1-100-03-0301-603 Fuel-Public Works	\$4,000.00	\$4,000.00	\$3,168.17	\$0.00	\$0.00	\$831.83	79.20%
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	\$1,385.27	\$0.00	\$0.00	\$1,214.73	53.28%
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	\$1,356.70	\$0.00	\$0.00	\$1,343.30	50.25%
1-100-03-0301-730 Radios-Public Works	\$1,000.00	\$1,000.00	\$97.00	\$0.00	\$0.00	\$903.00	9.70%
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	\$2,019.95	\$0.00	\$0.00	\$680.05	74.81%
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	\$141,326.11	\$0.00	\$0.00	\$101,236.89	58.26%

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

02/05/2020  
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-03-0303-130 Overtime Wages-Snow Removal	\$20,000.00	\$20,000.00	\$8,335.80	\$0.00	\$0.00	\$11,664.20	41.68%
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	\$2,632.78	\$0.00	\$0.00	(\$232.78)	109.70%
1-100-03-0303-643 Sanding Equip-Snow Removal	\$1,000.00	\$1,000.00	\$123.35	\$0.00	\$0.00	\$876.65	12.34%
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	\$42,693.31	\$0.00	\$0.00	(\$2,693.31)	106.73%
1-100-03-0303-830 Meals-Snow Removal	\$650.00	\$650.00	\$299.72	\$0.00	\$0.00	\$350.28	46.11%
03 Public Works	\$88,550.00	\$88,550.00	\$54,484.96	\$0.00	\$0.00	\$34,065.04	61.53%
1-100-03-0305-410 Street Lighting	\$7,500.00	\$7,500.00	\$3,396.60	\$0.00	\$0.00	\$4,103.40	45.29%
03 Public Works	\$7,500.00	\$7,500.00	\$3,396.60	\$0.00	\$0.00	\$4,103.40	45.29%
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	\$810.95	\$0.00	\$0.00	\$389.05	67.58%
1-100-03-0309-601 Electricity-Town Garage	\$3,600.00	\$3,600.00	\$1,553.41	\$0.00	\$0.00	\$2,046.59	43.15%
1-100-03-0309-603 Fuel Oil-Town Garage	\$5,100.00	\$5,100.00	\$711.78	\$0.00	\$0.00	\$4,388.22	13.96%
1-100-03-0309-610 Office Supplies-Town Garage	\$100.00	\$100.00	\$193.81	\$0.00	\$0.00	(\$93.81)	193.81%
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	\$4,374.95	\$0.00	\$0.00	\$11,375.05	27.78%
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	\$15,795.29	\$0.00	\$0.00	(\$1,795.29)	112.82%
1-100-03-0313-422 Beautifications-Ground Care	\$1,500.00	\$1,500.00	\$434.44	\$0.00	\$0.00	\$1,065.56	28.96%
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	\$16,229.73	\$0.00	\$0.00	\$770.27	95.47%
1-100-04-0401-121 Board Clerk Wages	\$0.00	\$0.00	\$137.20	\$0.00	\$0.00	(\$137.20)	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	\$102,487.50	\$0.00	\$0.00	\$34,162.50	75.00%
04 Public Safety	\$136,650.00	\$136,650.00	\$102,624.70	\$0.00	\$0.00	\$34,025.30	75.10%

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

02/05/2020  
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-04-0403-130 Overtime-Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0403-375 Contract St. Fee-Law Enforcement	\$175,356.00	\$175,356.00	\$0.00	\$0.00	\$0.00	\$175,356.00	0.00%
1-100-04-0403-535 Mobile Phone / Pager-Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0403-610 Office Supplies-Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0403-810 Dues/Fees-Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-04-0403-901 Office Equipment-Law Enforcement	\$200.00	\$200.00	\$70.00	\$0.00	\$0.00	\$130.00	35.00%
<b>04 Public Safety</b>	<b>\$175,556.00</b>	<b>\$175,556.00</b>	<b>\$70.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$175,486.00</b>	<b>0.04%</b>
1-100-04-0405-100 Salary - Fire Marshall	\$7,500.00	\$7,500.00	\$4,182.67	\$0.00	\$0.00	\$3,317.33	55.77%
1-100-04-0405-110 Deputy Salary	\$1,200.00	\$1,200.00	\$600.00	\$0.00	\$0.00	\$600.00	50.00%
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	\$247.37	\$0.00	\$0.00	\$252.63	49.47%
<b>04 Public Safety</b>	<b>\$10,395.00</b>	<b>\$10,395.00</b>	<b>\$5,030.04</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,364.96</b>	<b>48.39%</b>
1-100-05-0501-100 Social Worker Sal.-Welfare	\$800.00	\$800.00	\$233.84	\$0.00	\$0.00	\$566.16	29.23%
1-100-05-0501-530 Social Services Phone	\$350.00	\$350.00	\$134.21	\$0.00	\$0.00	\$215.79	38.35%
1-100-05-0501-580 Social Services-Mileage	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.00%
1-100-05-0501-830 Food & Clothing	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
1-100-05-0501-845 Social Services-ACCESS	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0.00%
<b>05 Public Welfare</b>	<b>\$1,600.00</b>	<b>\$1,600.00</b>	<b>\$368.05</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,231.95</b>	<b>23.00%</b>
1-100-06-0601-800 Misc. Exp-Memorial Day	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00%
1-100-06-0601-835 Memorial Day Comm.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>06 Recreation</b>	<b>\$800.00</b>	<b>\$800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$800.00</b>	<b>0.00%</b>
1-100-06-0603-436 Outside Maintenance-Recreation Comm	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-06-0603-493 Outside Facility-Recreation Comm	\$2,630.00	\$2,630.00	\$930.00	\$0.00	\$0.00	\$1,700.00	35.36%
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	\$2,661.18	\$0.00	\$0.00	\$3,173.82	45.61%
<b>06 Recreation</b>	<b>\$8,465.00</b>	<b>\$8,465.00</b>	<b>\$3,591.18</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,873.82</b>	<b>42.42%</b>
1-100-07-0701-100 Wages-Transfer Station	\$20,000.00	\$20,000.00	\$11,467.78	\$0.00	\$0.00	\$8,532.22	57.34%
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	\$111.28	\$0.00	\$0.00	\$4,688.72	2.32%
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	\$19,893.81	\$0.00	\$0.00	\$20,106.19	49.73%
1-100-07-0701-481 Bulky Waste-Transfer Station	\$25,000.00	\$25,000.00	\$16,971.96	\$0.00	\$0.00	\$8,028.04	67.89%
1-100-07-0701-493 Outdoor Facility-Transfer Station	\$900.00	\$900.00	\$525.00	\$0.00	\$0.00	\$375.00	58.33%
1-100-07-0701-530 Telephone-Transfer Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-07-0701-580 Transfer Station-Mileage	\$0.00	\$0.00	\$52.78	\$0.00	\$0.00	(\$52.78)	0.00%

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

02/05/2020  
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	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-07-0701-601 Electricity-Transfer Station	\$2,700.00	\$2,700.00	\$1,087.65	\$0.00	\$0.00	\$1,612.35	40.28%
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	\$1,750.00	\$0.00	\$0.00	\$1,250.00	58.33%
1-100-07-0701-810 Dues / Membership-Transfer Station	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-07-0701-998 Tipping Fees-Transfer Station	\$55,000.00	\$55,000.00	\$21,345.21	\$0.00	\$0.00	\$33,654.79	38.81%
07 Sanitation and Waste	\$159,100.00	\$159,100.00	\$73,205.47	\$0.00	\$0.00	\$85,894.53	46.01%
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	\$137.70	\$0.00	\$0.00	\$62.30	68.85%
1-100-07-0703-485 Used Oil Pickup-Recycling	\$500.00	\$500.00	\$192.85	\$0.00	\$0.00	\$307.15	38.57%
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	\$916.50	\$0.00	\$0.00	(\$366.50)	166.64%
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	\$2,198.77	\$0.00	\$0.00	\$351.23	86.23%
1-100-08-0801-800 Economic Development Comm.	\$500.00	\$500.00	\$430.00	\$0.00	\$0.00	\$70.00	86.00%
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	\$430.00	\$0.00	\$0.00	\$70.00	86.00%
1-100-08-0803-100 Wages-Planning & Zoning	\$1,350.00	\$1,350.00	\$315.00	\$0.00	\$0.00	\$1,035.00	23.33%
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	\$940.00	\$0.00	\$0.00	\$6,070.00	13.41%
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	\$4,780.49	\$0.00	\$0.00	\$3,579.51	57.18%
1-100-08-0807-120 Clerk's Wages-Building Department	\$34,230.00	\$34,230.00	\$18,330.90	\$0.00	\$0.00	\$15,899.10	53.55%
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	\$250.00	\$0.00	\$0.00	\$250.00	50.00%
1-100-08-0807-610 Office Supplies-Building Department	\$500.00	\$500.00	\$204.71	\$0.00	\$0.00	\$295.29	40.94%

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

02/05/2020  
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-08-0807-612 Bks. & Manuals-Building Department	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
1-100-08-0807-810 Dues / Membership-Building Department	\$155.00	\$155.00	\$0.00	\$0.00	\$0.00	\$155.00	0.00%
1-100-08-0807-901 Building Dept.-Equipment	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
08 Planning and Land Use	\$46,270.00	\$46,270.00	\$24,085.10	\$0.00	\$0.00	\$22,184.90	52.05%
1-100-08-0809-100 Wages-Inland/Wetlands	\$4,600.00	\$4,600.00	\$3,888.99	\$0.00	\$0.00	\$711.01	84.54%
1-100-08-0809-115 Board Clerk - IWC	\$1,000.00	\$1,000.00	\$615.00	\$0.00	\$0.00	\$385.00	61.50%
1-100-08-0809-335 Training-Inland/Wetlands	\$0.00	\$0.00	\$130.00	\$0.00	\$0.00	(\$130.00)	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	\$27.25	\$0.00	\$0.00	\$272.75	9.08%
1-100-08-0809-610 Office Supplies-Inland/Wetland	\$50.00	\$50.00	\$55.00	\$0.00	\$0.00	(\$5.00)	110.00%
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	\$4,781.24	\$0.00	\$0.00	\$1,168.76	80.36%
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	\$4,014.61	\$0.00	\$0.00	\$6,585.39	37.87%
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	\$4,014.61	\$0.00	\$0.00	\$6,585.39	37.87%
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	\$2,727,576.00	\$0.00	\$0.00	\$2,163,047.00	55.77%
1-100-09-0901-595 Board of Education Expenses	\$4,065,000.00	\$4,065,000.00	\$1,607,305.89	\$0.00	\$0.00	\$2,457,694.11	39.54%
09 Education	\$8,955,623.00	\$8,955,623.00	\$4,334,881.89	\$0.00	\$0.00	\$4,620,741.11	48.40%
1-100-10-1001-100 Library Payroll	\$71,800.00	\$71,800.00	\$38,207.10	\$0.00	\$0.00	\$33,592.90	53.21%
1-100-10-1001-800 Library	\$26,079.00	\$26,079.00	\$26,079.00	\$0.00	\$0.00	\$0.00	100.00%
10 Library	\$97,879.00	\$97,879.00	\$64,286.10	\$0.00	\$0.00	\$33,592.90	65.68%
1-100-11-1101-451 Road Improvement	\$200,000.00	\$200,000.00	\$123,584.21	\$0.00	\$0.00	\$76,415.79	61.79%
1-100-11-1101-700 Old Fire House-Capital Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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

02/05/2020  
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-11-1101-701 Town Garage-Capital Expenditure	\$32,615.00	\$32,615.00	\$0.00	\$0.00	\$0.00	\$32,615.00	0.00%
1-100-11-1101-702 Highway Dept-Capital Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-703 Fire Dept.-Capital Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-704 Old Town Hall-Capital	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-707 Library-Capital Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-714 Revaluation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-715 P & Z-Capital POCD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-717 Reval Printer, Software-Capital Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-11-1101-718 Public Work-Capital Expenditures	\$0.00	\$0.00	\$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	\$38,649.95	\$0.00	\$0.00	\$350.05	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	\$354,913.50	\$0.00	\$0.00	(\$58,298.50)	119.65%
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	\$10,157.80	\$0.00	\$0.00	\$14,842.20	40.63%
1-100-13-1305-910 Web Site	\$20,000.00	\$20,000.00	\$12,618.00	\$0.00	\$0.00	\$7,382.00	63.09%
13 Transfers to other funds	\$757,000.00	\$757,000.00	\$22,775.80	\$0.00	\$0.00	\$734,224.20	3.01%

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

02/05/2020  
 Fiscal Year 2019-2020

		Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
<b>FUND</b>	100 General Fund - Town	\$12,368,158.00	\$12,368,158.00	\$5,974,861.46	\$0.00	\$0.00	\$6,393,296.54	48.31%
<b>Grand Total for Report</b>		\$12,368,158.00	\$12,368,158.00	\$5,974,861.46	\$0.00	\$0.00	\$6,393,296.54	48.31%







**General Ledger Detail**  
Andover Town & School 2019-2020  
From 7/1/2019 To 2/5/2020 (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	
	12/31/2019	Expend	75847		20157927	/ 0	1437	PAVEMENT MGMT./YEAR 1		\$6,000.00		\$87,341.94	
	1/15/2020	Expend	HAIN		20157958	/ 0	1500	COLD PATCH		\$504.00		\$86,837.94	
	1/29/2020	Expend	HAIN		20158007	/ 0	1601	COLD PATCH		\$504.00		\$86,333.94	
										<b>\$13,175.41</b>	<b>\$0.00</b>	<b>\$86,333.94</b>	<b>End Bal</b>

**People's United Bank  
Cash Accounts**

**Cash Report**

Month ending:	Bank	Bank	General Ledger Account		GL Balance	Difference
December 31, 2019	Account #	Balance				
Municipal checking	5111	600,000.00	A-100-00-0000-990		600,000.00	
Municipal interest checking	5096	3,137,458.54	A-100-00-0000-990		3,689,465.97	47,992.57
Open Space	5137	259,336.85	A-100-00-1980-001	L-100-00-2980-001	259,336.85	0.00
Driveway fund	5187	26,805.69	A-100-00-1949-001	L-100-00-3949-001	26,805.69	0.00
Equipment fund	5252	25,162.20	A-100-00-1949-002	L-100-00-3949-002	25,162.20	0.00
Fire Engine fund	5343	53,728.90	A-100-00-1949-003	L-100-00-3949-003	53,728.90	0.00
Irene Mooney	5567	11,792.43	A-100-00-1949-004	L-100-00-3949-004	11,792.43	0.00
Library fund	5575	182,089.73	A-100-00-1949-005	L-100-00-3949-005	182,089.73	0.00
Library grant	5608	507.65	A-100-00-1949-006	L-100-00-3949-006	507.65	0.00
Nonrecurring Reserve	5624	40,764.92	A-100-00-1949-007	L-100-00-3949-007	40,764.92	0.00
Norton Childrens fund	5632	14,253.94	A-100-00-1949-008	L-100-00-3949-008	14,253.94	0.00
Norton Library fund	5658	3,678.67	A-100-00-1949-009	L-100-00-3949-009	3,678.67	0.00
Norton School fund	5666	9,247.37	A-100-00-1949-010	L-100-00-3949-010	9,247.37	0.00
School Improvement	5690	164,667.63	A-100-00-1949-011	L-100-00-3949-011	164,667.63	0.00
Severance Pay	5723	38,949.22	A-100-00-1949-012	L-100-00-3949-012	38,949.22	0.00
WB & Lizza Sprague	5731	3,264.25	A-100-00-1949-013	L-100-00-3949-013	3,264.25	0.00
Brown & Brown School	5749	25,969.56	A-100-00-1949-014	L-100-00-3949-014	25,969.56	0.00
Working capital	5757	487,470.93	A-100-00-0000-108		487,470.93	0.00
Zoning bond	5765	12,589.68	A-100-00-1949-016	L-100-00-3949-016	12,589.68	0.00
Boivin construction	5773	728.32	A-100-00-1949-017	L-100-00-3949-017	728.32	0.00
Town Clerk preservation	5781	1,144.89	A-100-00-1949-018	L-100-00-3949-018	1,144.89	0.00
Revaluation Fund	5799	48,090.49	A-100-00-1949-019	L-100-00-3949-019	48,090.49	0.00
AES Expansion	0934	8,709.82	A-100-00-1980-002	L-100-00-2980-002	8,709.82	0.00

TAX COLLECTION YTD SUMMARY

SCHEDULE OF PROPERTY TAXES LEVIED, COLLECTED AND OUTSTANDING  
FOR FISCAL YEAR 2020

<u>Grand List Year</u>	<u>Balance Uncollected June 30, 2019</u>	<u>Current Levy</u>	<u>Taxes Collected YTD Dec 2019</u>	<u>Balance Uncollected Dec 31, 2019</u>
2018		9,152,376	5,542,593	3,609,783
2017	142,063		54,287	87,776
2016	33,097		3,689	29,408
2015	22,002		582	21,420
2014	14,977		303	14,674
2013	8,365		194	8,171
2012	8,853		57	8,796
2011	7,517		0	7,517
2010	1,462		17	1,445
2009	580		0	580
2008	548		0	548
2007	548		0	548
2006	<u>207</u>	<u>          </u>	<u>0</u>	<u>207</u>
Total	240,219	9,152,376	5,601,721	3,790,874

**Tax  
Collector's  
Report**

**JANUARY 2020**

Deposits

Deposits

	ON-LINE	OFFICE	RECEIPT	TOTAL	DIFFERENCE
1/1	240.20	HOLIDAY		240.20	240.20
1/2	1,077.12			1,077.12	
1/2	4,356.27	43,121.12	43,121.12	47,477.39	0.00
1/3	1,187.53			1,187.53	0.00
1/4	365.52			365.52	0.00
1/5				0.00	0.00
1/6	4,836.59	77,731.07	77,731.07	82,567.66	0.00
1/7	349.30	20,868.89	20,868.89	21,218.19	0.00
1/8		113,183.78	113,183.78	113,183.78	0.00
1/8	237.27	31,499.43	31,499.43	31,736.70	0.00
1/9	2,205.39	32,999.50	32,999.50	35,204.89	0.00
1/10				0.00	0.00
1/11	1,904.36			1,904.36	0.00
1/12	479.92			479.92	0.00
1/13	2,713.63	48,199.83	48,199.93	50,913.46	(0.10)
1/14	180.43	19,887.06	19,887.06	20,067.49	0.00
1/15	2,699.74	41,785.51	41,785.51	44,485.25	0.00
1/16	1,987.39	33,454.54	34,454.54	35,441.93	(1,000.00)
1/17	833.25			833.25	0.00
1/18	3,656.35			3,656.35	0.00
1/19	4.37			4.37	0.00
1/20	(1,368.99)	HOLIDAY		(1,368.99)	0.00 Pmt rejected from 1/15
1/21	3,090.47	125,736.73	125,736.73	128,827.20	0.00
1/22		25,409.07	25,409.07	25,409.07	0.00
1/23	3,008.12	38,221.80		41,229.92	38,221.80
1/24		(2,053.04)		(2,053.04)	(2,053.04) NSF from 1/13/20
1/24	4,483.19			4,483.19	0.00
1/25	722.84			722.84	0.00
1/26				0.00	0.00
1/27	3,221.82	385,881.74		389,103.56	385,881.74
1/27		62,625.34		62,625.34	62,625.34
1/27		120,515.57		120,515.57	120,515.57
1/28	3,283.04	18,802.37		22,085.41	18,802.37
1/29	6,682.51	18,817.78		25,500.29	18,817.78
1/30		92,571.39		92,571.39	92,571.39
1/31				0.00	0.00
TOTAL	52,437.63	1,349,259.48	614,876.63	1,401,697.11	

COLLECTIONS BY TAX YEAR:

	RE	PP	MV	MVS	INTEREST	FEE	TOTAL
2012			74.66		68.43	5.00	148.09
2013			84.07		84.24	5.00	173.31
2014				981.20	721.18	261.11	1,963.49
2015			859.24		554.21	217.77	1,631.22
2016	100.00		747.83		314.09	28.99	1,190.91
2017	856.67	1,486.20	346.15		526.65	25.00	3,240.67
2018	1,301,486.52	2,217.43	7,631.86	81,717.63	2,189.02	160.00	1,395,402.46
2018 NSF	(2,053.04)						(2,053.04)
TOTAL	1,300,390.15	3,703.63	9,743.81	82,698.83	4,457.82	702.87	1,401,697.11

UNCOLLECTED TAXES BY TAX YEAR:

	RE	PP	MV	MVS	TOTAL
2006				207.27	207.27
2007			476.65	71.26	547.91
2008			520.26	28.15	548.41
2009			579.60		579.60
2010				211.42	211.42
2011		439.82	4,592.58	249.48	5,281.88
2012		2,828.18	3,359.47	225.89	6,413.54
2013	12.13	3,485.83	1,776.65	783.06	6,057.67
2014	1,225.76	4,551.81	2,201.38	2,991.24	10,970.19
2015	1,679.64	6,018.82	10,488.02	2,480.67	20,667.15
2016	9,335.21	7,582.11	9,607.30	2,959.29	29,483.91
2017	53,434.75	9,121.70	22,312.55	6,750.85	91,619.85
2018	2,124,941.13	133,568.86	54,285.43	48,276.98	2,361,072.40
TOTAL	2,190,628.62	167,597.13	110,199.89	16,958.58	2,533,661.20

# **Monthly Department Reports**





# ANDOVER VOLUNTEER FIRE DEPARTMENT

11 School Road, Andover, CT 06232

Phone: (860) 742-7477

January 5, 2020

The Andover Volunteer Fire Department Inc. responded to 346 calls in 2019. We also had 2 fund raisers. The members participated in 28 scheduled training drills. Also many members completed hours of training outside of the firehouse taking EMT and Firefighter 1 classes. We had 12 scheduled work details which are nights that we do apparatus and equipment maintenance. We also participated in multiple community events such as Andover Fun Day, Make A Wish truck convoy, Stuff a Truck/Cruiser, and Fire Prevention at the school. Also with the help of our mutual aid partners with their UTV's we stood by for many scheduled races on the rail trail and trails behind the school. As always we would like to thank the residents in town for their support. Here is the breakdown of calls.

Medical Calls 216

Motor Vehicle Accidents 41

Structure Fires 15

Wire Related Incidents 20

Fire Alarms 30

Service Calls or Investigations 7

Haz Mat Incidents 5

Car Fires 1

Chimney Fires 2

Cover Assignments 4

Brush Fire 1

Outside Fire 1

Officer Calls 2

Appliance Fire 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: 1/1/2020

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 **December 2019** the Andover Resident Trooper as well as Troop K Troopers responded to **142** Calls for Service in the Town of Andover. Of these Calls for service the most notable are:

Accidents: 7  
Burglaries: 1  
Larcenies: 3  
Narcotic Cases: 0  
Other Criminal: 1  
Other Non-Criminal: 2  
Non Reportable Matters: 110  
Other Noteworthy Events (List):

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

On-Sight DWI: 0  
Traffic Citations: 12  
Written Warnings: 6

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

**January 2020**

Total Town Clerk Receipts	\$4,789.10
Dog License Receipts	\$ 28
Town PA 09-228	\$ 253
Town Clerk Preservation Fund	\$ 163

Customer Service	1698
Documents	44
Dog License	4
Reports Submitted	11
Notarization	22
Sport License	12
Vital Copies	18
Pistol Permits	0
Scanning	777
Transfer Station Sticker Revenue	\$420

Assessor's office monthly activity – DECEMBER 2019

Processing conveyances	11
Processing building permits	8
Prorating motor vehicle grand list	1
Updating field cards	
Correspondence	48
Providing assistance to town hall customers (ie taxpayer, title searchers, appraisers etc)	29
Providing assistance to other departments	5
Researching mapping issue or questions	
Reports and communication with the state of connecticut	2
MIs research	5
Scheduling meeting and appointments	
Office work – ie filing, updating sales book, scanning documents etc	
Personal property grand list	Processed declarations with extension for the 2019 GL
Personal Property Discovery	
Homeowner's program	

Veteran's program	1
Income & expenses	
Renter's rebate program	
Tax exemptions	
Adds to the re, pp or mv grand list	
Pa 490	
Provided assistance to baa	
Researching and providing requested information to auditor	
Real property inspections	
Personal property inspections	1
Real property appraisals	1
Taxpayer correspondence	3
Attorney correspondence	
Tax appeal review/appraisal	
MIs review	5
Town board/dept assistance	
Review & Approve C of Cs	1
Review & Approve Farmland & Forestland Assessment Applications	
Review, Approve, & create/data entry on land splits & mergers	
Mapping Research/Discrepancies	

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
80262	HARDISTY GERALD E	80262	07788S	C	6,130	-6,130	0
1	203 BOSTON HILL RD	2001 03	TOYOT TACOMA X	2017 12/04/2019	0	0	0
	ANDOVER CT 6232-1417		5TEWN72N51Z724202	IMPORT FROM DMV FILE PRICED	6,130	-6,130	0
<b>TOTAL</b>	<b># Of Accts 1</b>				<b>6,130</b>	<b>-6,130</b>	<b>0</b>
					0	0	0
					<b>6,130</b>	<b>-6,130</b>	<b>0</b>
<b>YEAR 2017</b>	<b># Of Accts 1</b>				<b>6,130</b>	<b>-6,130</b>	<b>0</b>
					0	0	0
					<b>6,130</b>	<b>-6,130</b>	<b>0</b>
<b>GRAND TOTAL</b>	<b># Of Accts 1</b>				<b>6,130</b>	<b>-6,130</b>	<b>0</b>
					0	0	0
					<b>6,130</b>	<b>-6,130</b>	<b>0</b>







ANDOVER SENIOR TRANSPORTATION  
MONTH OF JANUARY 2020

Dated 2/4/2020  
Cathy Palazzi  
Senior Coordinator

Month of January:

1) Drug tests – none.

2) List of Clients Serviced January :

- Medicals 34
- Shopping 181  
(includes Food Pantry/Food Share/Friday Lunch)
- Special Events 2
- Maintenance 0
- Incident Log 0
- Disabled 8
- Veterans 2
- Meetings 4  
(includes YAH and Transportation Meetings)
- Total Passengers 231

Dated 2/4/2020  
Cathy Palazzi  
Senior Coordinator

# Correspondence



CIRMA Liability-Auto-Property Pool

Open Claim Detail Report

TOWN OF ANDOVER

Excludes deductible payments

Data valued as of: 01/31/2020

Claim # / Claimant	Claimant Name	Loss Description	Accident Date Receive Date Closed Date	Status		Direct Paid to Date	Direct Reserves to Date	Recoveries Received to Date
<b>PY 2017/2018</b>								
Coverage: Public Officials Liability								
0144246 / 1	Doyker, Donna	Sexual harassment and hostile work environment	08/14/2017 08/17/2017	Re-Open	Loss:	0.00	250,000.00	0.00
					Property Damage:	0.00	0.00	0.00
					Medical Payments:	0.00	0.00	0.00
					Other:	0.00	0.00	0.00
					Legal & Expense:	25,738.49	21,178.74	0.00
					Totals:	25,738.49	271,178.74	0.00
					<b>Claimant Total:</b>			<b>296,917.23</b>
		Totals for Public Officials Liability: 1 claims			Loss:	0.00	250,000.00	0.00
					Property Damage:	0.00	0.00	0.00
					Medical Payments:	0.00	0.00	0.00
					Other:	0.00	0.00	0.00
					Legal & Expense:	25,738.49	21,178.74	0.00
					Totals:	25,738.49	271,178.74	0.00
					<b>Coverage Total:</b>			<b>296,917.23</b>
		Totals for PY 2017/2018: 1 claims			Prof. Loss/Bodily Injury:	0.00	250,000.00	0.00
					Property Damage:	0.00	0.00	0.00
					Comp./Medical:	0.00	0.00	0.00
					Coll./Loss:	0.00	0.00	0.00
					Legal & Expense:	25,738.49	21,178.74	0.00
					Totals:	25,738.49	271,178.74	0.00
					<b>PY Total:</b>			<b>296,917.23</b>
<b>PY 2019/2020</b>								
Coverage: General Liability								
0170853 / 1	Jacewicz, Agata	Claimant fell on black ice in road	11/21/2019 11/26/2019	Open	Bodily Injury:	0.00	0.00	0.00
					Property Damage:	0.00	0.00	0.00
					Medical Payments:	156.08	9,843.92	0.00
					Loss:	0.00	0.00	0.00
					Legal & Expense:	0.00	0.00	0.00
					Totals:	156.08	9,843.92	0.00
					<b>Claimant Total:</b>			<b>10,000.00</b>



CIRMA Liability-Auto-Property Pool

Open Claim Detail Report

TOWN OF ANDOVER

Excludes deductible payments

Data valued as of: 01/31/2020

Claim # / Claimant	Claimant Name	Loss Description	Accident Date Receive Date Closed Date	Status		Direct Paid to Date	Direct Reserves to Date	Recoveries Received to Date
Totals for General Liability: 1 claims								
					Bodily Injury:	0.00	0.00	0.00
					Property Damage:	0.00	0.00	0.00
					Medical Payments:	156.08	9,843.92	0.00
					Loss:	0.00	0.00	0.00
					Legal & Expense:	0.00	0.00	0.00
					Totals:	156.08	9,843.92	0.00
					<b>Coverage Total:</b>			<b>10,000.00</b>
<b>Coverage: Property</b>								
0171909 / 1	Andover, Town of	Contractor over-pressurized sprinkler system	12/23/2019 12/27/2019	Open	Loss:	0.00	5,000.00	0.00
					Property Damage:	0.00	0.00	0.00
					Medical Payments:	0.00	0.00	0.00
					Other:	0.00	0.00	0.00
					Legal & Expense:	0.00	0.00	0.00
					Totals:	0.00	5,000.00	0.00
					<b>Claimant Total:</b>			<b>5,000.00</b>
0167776 / 1	Andover, Town of	CV damaged guardrail - Gilead Rd	08/26/2019 09/04/2019	Open	Loss:	0.00	0.00	0.00
					Property Damage:	0.00	0.00	0.00
					Medical Payments:	0.00	0.00	0.00
					Other:	0.00	0.00	0.00
					Legal & Expense:	0.00	0.00	0.00
					Totals:	0.00	0.00	0.00
					<b>Claimant Total:</b>			<b>0.00</b>
Totals for Property: 2 claims								
					Loss:	0.00	5,000.00	0.00
					Property Damage:	0.00	0.00	0.00
					Medical Payments:	0.00	0.00	0.00
					Other:	0.00	0.00	0.00
					Legal & Expense:	0.00	0.00	0.00
					Totals:	0.00	5,000.00	0.00
					<b>Coverage Total:</b>			<b>5,000.00</b>



CIRMA Liability-Auto-Property Pool

Open Claim Detail Report

TOWN OF ANDOVER

Excludes deductible payments

Data valued as of: 01/31/2020

Claim # / Claimant	Claimant Name	Loss Description	Accident Date Receive Date Closed Date	Status	Direct Paid to Date	Direct Reserves to Date	Recoveries Received to Date	
		<i>Totals for PY 2019/2020:</i>	<i>3 claims</i>					
					<i>Prof. Loss/Bodily Injury:</i>	0.00	5,000.00	0.00
					<i>Property Damage:</i>	0.00	0.00	0.00
					<i>Comp./Medical:</i>	156.08	9,843.92	0.00
					<i>Coll./Loss:</i>	0.00	0.00	0.00
					<i>Legal &amp; Expense:</i>	0.00	0.00	0.00
					<i>Totals:</i>	156.08	14,843.92	0.00
						<b>PY Total:</b>	<b>15,000.00</b>	
		<b>Total for Member:</b>	<b>4 claims</b>					
					Prof. Loss/Bodily Injury:	0.00	255,000.00	0.00
					Property Damage:	0.00	0.00	0.00
					Comp./Medical:	156.08	9,843.92	0.00
					Coll./Loss:	0.00	0.00	0.00
					Legal & Expense:	25,738.49	21,178.74	0.00
					Totals:	25,894.57	286,022.66	0.00
						<b>Member Total:</b>	<b>311,917.23</b>	



*CIRMA Workers Compensation Pool*  
**Open Claims Detail Report**  
**ANDOVER BOE**

*Excludes deductible payments*  
 Data valued as of: 01/31/2020

Claim #	Claimant Name	Type of Injury Part of Body Injured	Accident Date Receive Date	Status		Disability (both kinds) to Date	Medical to Date	Legal & Expenses to Date	Total to Date
<b>2019/2020</b>									
<i>Education</i>									
0172835	CAMPBELL, STEVEN M	Chemical Burn Arm	01/29/2020 01/30/2020	Open	Direct Paid:	0.00	0.00	0.00	0.00
					Direct Reserves:	0.00	0.00	0.00	0.00
					Recoveries Rec'd:	0.00	0.00	0.00	0.00
								<b>Claim Total:</b>	<b>0.00</b>
	<b>Totals for this department:</b>	<b>1 claims</b>			Direct Paid:	0.00	0.00	0.00	0.00
					Direct Reserves:	0.00	0.00	0.00	0.00
					Recoveries Rec'd:	0.00	0.00	0.00	0.00
								<b>Dept. Total:</b>	<b>0.00</b>
	<b>Totals for PY 2019/2020:</b>	<b>1 claims</b>			Direct Paid:	0.00	0.00	0.00	0.00
					Direct Reserves:	0.00	0.00	0.00	0.00
					Recoveries Rec'd:	0.00	0.00	0.00	0.00
								<b>PY Total:</b>	<b>0.00</b>
	<b>Totals for member:</b>	<b>1 claims</b>			Direct Paid:	0.00	0.00	0.00	0.00
					Direct Reserves:	0.00	0.00	0.00	0.00
					Recoveries Rec'd:	0.00	0.00	0.00	0.00
								<b>Member Total:</b>	<b>0.00</b>



## Town of Bolton ~ 300<sup>th</sup> Committee

222 BOLTON CENTER ROAD • BOLTON, CT 06043

First Selectman Jeffrey Maguire  
Andover Board of Selectmen  
17 School Road  
Andover, CT 06232

January 29, 2020

Dear First Selectman Maguire,

The Town of Bolton hereby invites the Town of Andover to join our community in marking the 300<sup>th</sup> anniversary of the founding of Bolton by way of participating in our Founder's Day Parade on Saturday, October 3, 2020.

Your town's participation could include, but is not limited to; a school marching band; a float or floats containing symbols, decorations, and costumes that represent and showcase your town's identity; marching units from your town's fire or police departments; a town color guard or fife and drum corps; or any other ideas that you may have. Kick-off for the parade is at 1:00 PM that day.

You, personally, along with Town Administrator Eric Anderson, are invited to either participate in the parade itself or to join us on the judging stand as the parade goes by. Plans are also underway to host a small reception following the parade, and details will follow about the specific time and location of that event.

The people of Bolton would be exceptionally honored to be joined by you in this very special occasion, and we hope that you will be able to attend. To RSVP, please email our 300<sup>th</sup> Committee at [bolton300th@boltonct.org](mailto:bolton300th@boltonct.org) or write us at 222 Bolton Center Road, Bolton, CT 06043 at your earliest convenience.

Regards,

Sandra W. Pierog  
First Selectman  
Town of Bolton, CT