

**Town of Andover
Board of Selectmen
Regular Meeting & Budget Workshop**
Monday, March 13 at 7:00 P.M.
Location: virtual Zoom meeting

Regular Meeting Agenda

Zoom Directions:

Click here to join by computer for video/audio: <https://us02web.zoom.us/j/85889179509>

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

Meeting ID: 858 8917 9509
Passcode: 101522

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

1. Call to Order/Pledge of Allegiance
2. Public Speak
3. Additions/Deletions to the Agenda
4. Treasurer's Report
 - a. Finance Department Report
 - a. Revenue Summary
 - b. Town Budget Summary
 - c. Town Aid Road (TAR) Update
 - d. Town Cash Report
 - e. Appropriation Transfer
 - f. Over Expenditure Report
 - g. Summary of Audit Status
 - h. Budget review of Format for Presentation
5. Board and Commission Presentations
6. Appointments
7. Resignations
8. Town Administrator's Report
9. Old Business Discuss and act upon the following:
 - a. Grant for Community Garden
 - b. Status of the Community Center RFP
 - c. Hop River homes update
 - d. Recognizing Andover Residents
 - e. Cool Program contract
 - f. Finance Department Employment
 - g. Andover Personnel Policy discussion
 - h. Discussion of Senior Transportation
 1. Electric Vehicle research
 2. Review 15 passenger bus acquisition and usage
10. New Business Discuss and act upon the following:
 - a.
11. Approval of Meeting Minutes

- a. Monday, February 14, 2023 Regular Meeting Minutes
- b. Thursday, February 23, 2023 Budget Workshop Minutes
- c. Monday, February 27, 2023 Budget Workshop Minutes

12. Budget

- a. Appropriation Transfers
- b. Over Expenditure Requests
- c. Budget Workshop

13. Tax Collector's Report

- a. Refunds Requests

14. Department Reports

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

15. Correspondence

16. Public Speak

17. Adjournment

Old Business

9.

Andover Community Garden

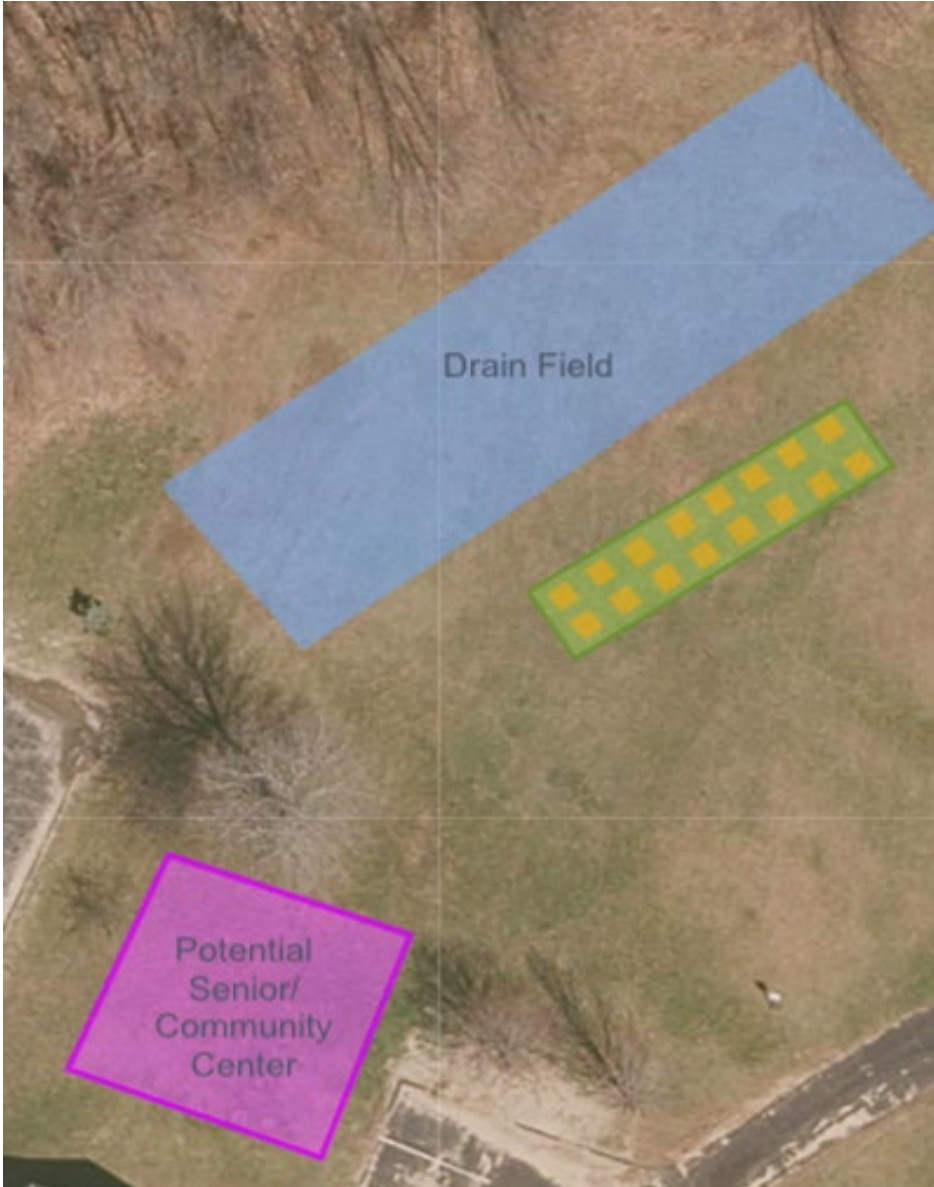
BOS Meeting
March 13, 2023





Current Garden Layout

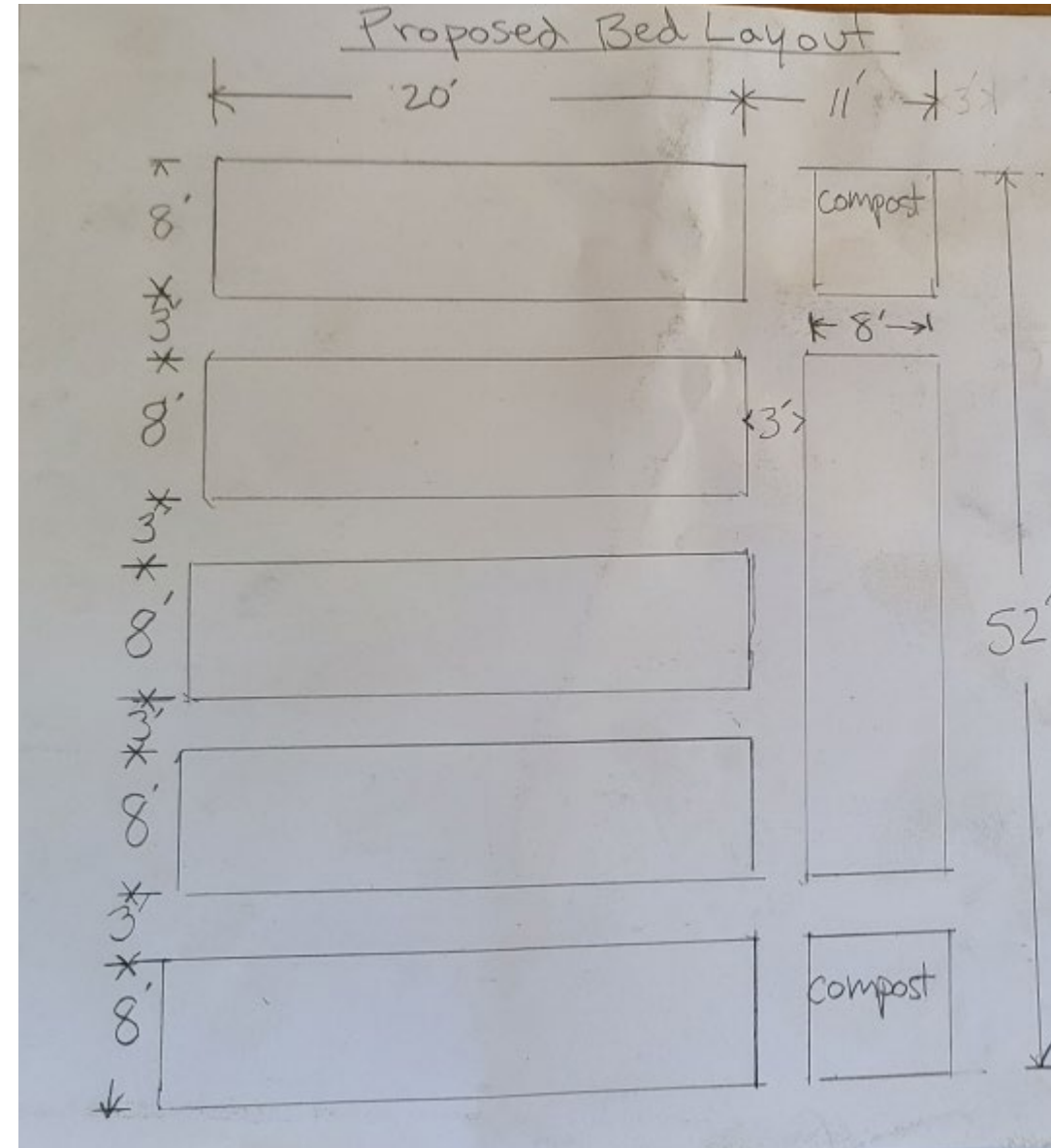
Each of the 16 garden beds measures 4' x 4' with a total area (for planting) of 256 square feet.



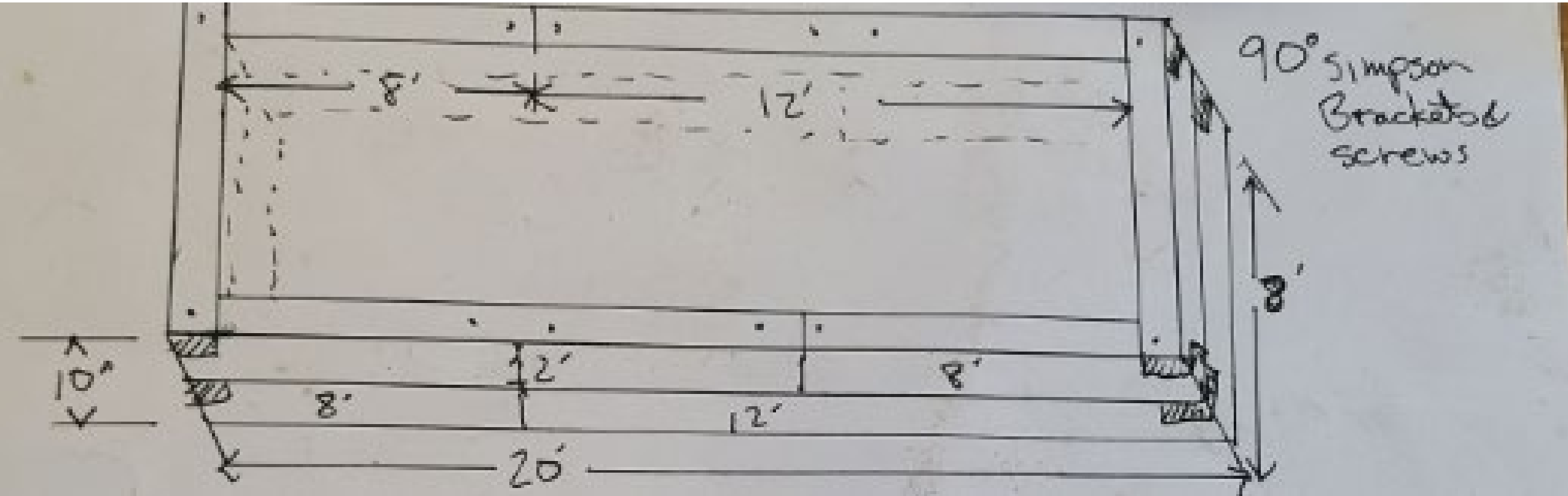


Proposed Garden Layout

Minimum space required for the garden is 31 feet wide by 52 feet long. This includes 6 garden beds, 2 compost bins, and 3 feet between each bed.



Proposed Garden Bed



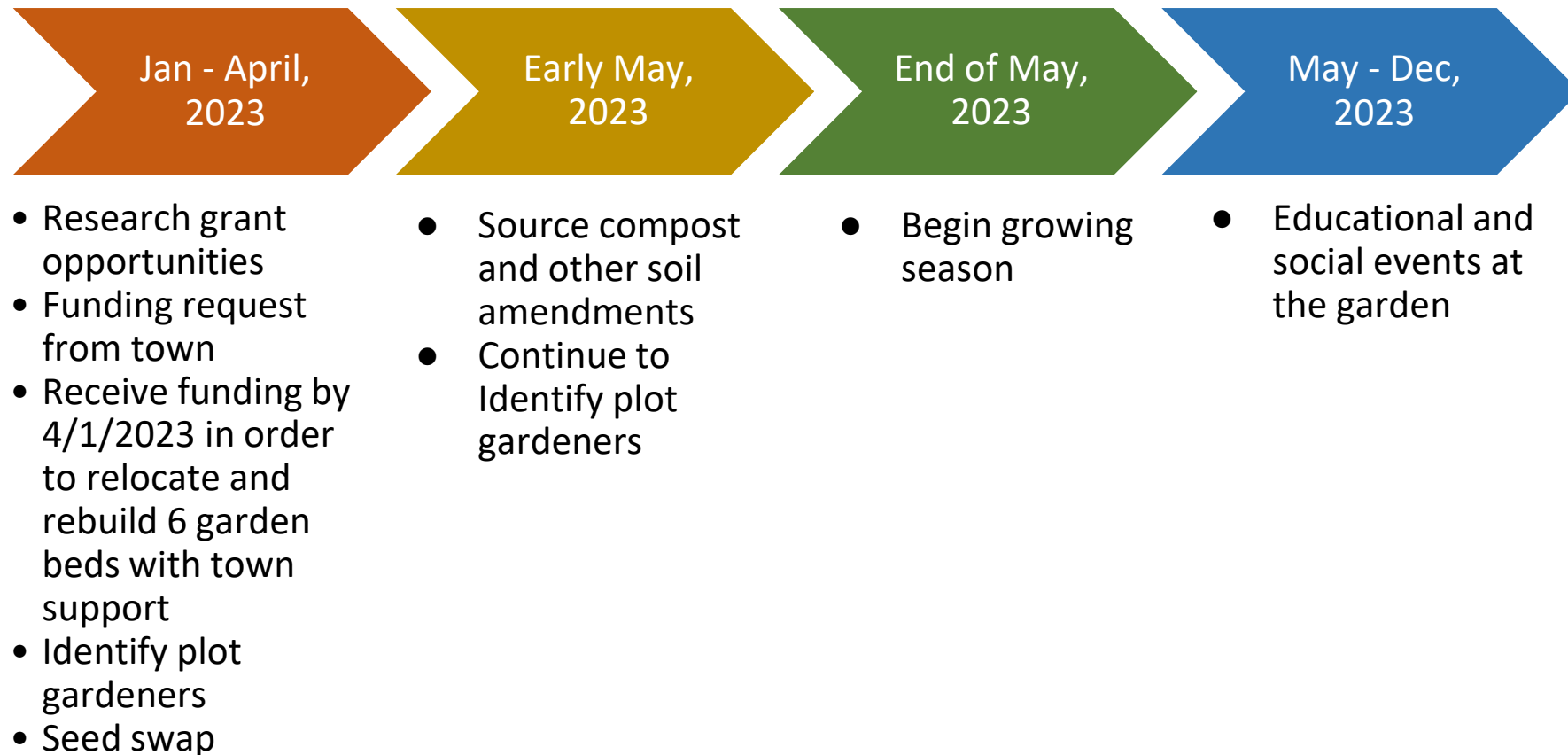
Each garden bed would measure 8' x 20' with an area of 160 square feet. Our committee is requesting 6 beds which would provide a total area (for planting) of 960 square feet.



Funding Request

Materials	Unit Price	Quantity	Price
6" x 6" 8' PT	\$25.98	8	\$207.84
6" x 6" 12' PT	\$43.78	4	\$175.12
1/2" x 2' rebar	\$4.88	12	\$58.56
90 degree angle brackets	\$3.98	8	\$31.84
Simpson bracket screws		1/2 box	\$10.99
Total Cost Per Bed			\$484.35
Cost for 6 Beds	\$484.35	6	\$2,906.10
1" x 4" x 8' PT for plot dividers			\$93.90
Total Cost for Garden			\$3,000.00

Project Timeline



Approval of Meeting Minutes

11.

**Town of Andover
Board of Selectmen
Regular Meeting**

Monday, February 14 at 7:00 P.M.

Location: virtual Zoom meeting

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

Town Administrator: Eric Anderson

Treasurer: Cheryl Miller

Town Attorney: Dennis O'Brien

Senior Transportation: Cathy Palazzi

Conservation Commission: Mike Palazzi

Public Present: Dianne Grenier

1. Call to Order/Pledge of Allegiance

Jeff Maguire called the meeting to order at 7pm. The Pledge was recited.

2. Public Speak – none

3. Additions/Deletions to the Agenda

Adrian Mandeville MOTIONED to move agenda item 9b. Status of the Community Center RFP to Agenda item 17.
Jeff Maguire SECONDED. MOTION CARRIED 5:0:0

4. Treasurer's Report

- a. Finance Department Report
- b. Revenue Summary
- c. Town Budget Summary
- d. Town Aid Road (TAR) Update
- e. Town Cash Report
- f. Appropriation Transfer
- g. Over Expenditure Report
- h. Summary of Audit Status
- i. Budget review of Format for Presentation

Cheryl Miller gave an update on the Finance Department. Reviewed the Budget to Actual report provided in the packet. Will begin reconciling 2022-2023 bank statements in March. Discussed reports to include in the meeting packets going forward – including an Excel sheet with the Fund accounts. Cheryl also gave an update on the 2021-2022 Audit status – bank statements are ready and entered into QuickBooks, smaller accounts have been reconciled, she is next working on the separate Due to/Due from accounts and entering information into the spreadsheets for the Auditors. On track to have the current year information to the Auditors by the Fall of 2023. A binder is also being created for the audit process that will be kept in the office.

Additional discussion between Cheryl, Eric Anderson, and Board members regarding the open position(s) in the office – looking to post the job opening at local colleges.

5. Board and Commission Presentations – none

6. Appointments

- a. Appointment of Wallace Barton to the Safety Committee

Adrian Mandeville MOTIONED to appoint Wallace Barton to the Safety Committee. Jeff Murray SECONDED. MOTION CARRIED 5:0:0

- b. Reappointment of Eric Anderson to the Eastern Highlands Health District Board of Directors

Adrian Mandeville MOTIONED to re-appoint Eric Anderson to the Eastern Highlands Health District Board of Directors. Paula King SECONDED. MOTION CARRIED 5:0:0

7. Resignations

- a. Curt Dowling Board of Finance, CIP, Board of Fire Commissioners, Safety Committee

8. Town Administrator's Report

Eric Anderson gave update – Grand list has been filed (2.4% increase overall), worked with the Town Engineer to submit an application for the TRIP grant – now working on the Federal/Local Bridge Program grant app, one Public Works crew member is still out, the contract is being put out for the Long Hill Road bridge design, Senior Transportation is no longer getting the additional vehicle anticipated due to manufacturer – may need to look for additional vehicle elsewhere, STEAP grant is currently on hold, the Recreation Trails grant submission is due March 1st, 2023. There is one Town and one Fire Department HVAC project that will go out to RFP -need to review the 2 bids from consultants for the POCD project.

Additional discussion between Eric and Board members on pursuing other avenues of obtaining an additional Senior Transportation vehicle.

9. Old Business - Discuss and act upon the following:

- a. Status of Finance Official – held interviews Monday February 13th, only one candidate showed up – discussed other avenues of posting the job opening (local colleges) – start prescreening resumes and call candidates as they come in
- b. Hop River homes update – Eric reached out to Maria Tulman, Hop River Homes Board has yet to meet, as soon as they meet and discuss they will reach back out to Eric. Jeff Maguire will also reach out to a Hop River Homes Board member.
- c. Recognizing Andover Residents – discussion on process – will have a nomination form on the Town website and in the Town Clerk's office, can run advertisements on the Town's Facebook page and in the Rivereast Newspaper – can leave application process open and review as they come in – looking to add a brick for the candidate into a walkway at the new Community Center
- d. Cool Program contract – Eric Anderson stated that COOL has the Certificate of Insurance for the Town and School, a copy of the full insurance policy, a copy of the contract with the Elementary School – COOL has yet to accept any versions of the draft contract – Eric reached out to Jess Courier to meet and review. Will also send to CIRMA to review.
- e. Finance Department Employment – previously discussed

- f. Andover Personnel Policy discussion – Eric provided a copy of the revised Personnel Policy with the Holiday changes to Board members to review – would like to make any changes before the next Board of Selectmen meeting in March. This revised policy will go into effect next Fiscal Year.
- g. Discussion of Senior Transportation
 - i. Electric Vehicle research
 - ii. Review 15 passenger bus acquisition and usage

Discussion between Board members, Cathy Palazzi and Eric Anderson on obtaining an additional vehicle for Senior Transportation. Discussed EV vs. Gas vs. Hybrid vehicle options – can look for any grant programs for an electric vehicle, the Department of Transportation will be opening their grant program again in the Spring. Cathy will put together a daily estimated mileage report – discussed criteria for new vehicle, Eric will begin to look for other options that the Town may be able to purchase.

10. New Business – Discuss and act upon the following

- a. Budget Meeting Dates
- b. Budget Discussion – discussed a & b together, keep Monday meeting dates – budget meetings will be held virtually on 2/23/2023, 2/27/2023, 3/6/2023, (3/13/2023 is the regularly scheduled Board of Selectmen meeting), and use 3/20/2023 as a reserve date.
- c. Roadwork Planning – will discuss at first budget meeting with Jay Tuttle - DPW
- d. Grant for Community Garden (see letter) – Community Garden would like to apply for another Grant, the Town would be the fiduciary for the funds.

Paula King MOTIONED for the Town to be the fiduciary for the Community Garden Grant funds. Scott Person SECONDED. MOTION CARRIED 5:0:0

11. Approval of Meeting Minutes

- a. Monday, January 9th, 2023 Regular Meeting Minutes

Paula King MOTIONED to accept the Monday, January 9th, 2023 Regular Meeting Minutes as presented. Scott Person SECONDED. MOTION CARRIED 5:0:0

12. Budget

- a. Appropriation Transfers - none
- b. Over Expenditure Requests - none

13. Tax Collector's Report

- a. Refund Requests
Adrian Mandeville MOTIONED to approve the two refund requests provided in the meeting packet totaling \$735.92. Paula King SECONDED. MOTION CARRIED 5:0:0

14. Department Reports – included in packet

- a. Assessor's report
- b. Fire Department
- c. Burning Official
- d. Resident State Trooper
- e. Town Clerk
- f. Building Department – Jeff Maguire asked if the revenue amount for Building Permits is accurate
- g. Assessor's Office
- h. Public Works
- i. Transfer Station

- j. Library
- k. Senior Transportation
- l. AHM
- m. Economic Development Commission
- n. ZBA

15. **Correspondence** – none

16. **Public Speak** –

Cathy Palazzi thanked the Board for their consideration for getting a new vehicle for Senior Transportation

17. **Community Center RFP – Executive Session**

Adrian Mandeville MOTIONED to move into Executive Session including the Town Administrator and Town Attorney to discuss strategy and negotiations regarding the progress and completion of the Community Center. Scott Person SECONDED. MOTION CARRIED 5:0:0

Returned from Executive Session at 10:04pm.

18. **Adjournment**

Adrian Mandeville MOTIONED to adjourn the meeting at 10:04pm. Paula King SECONDED. MOTION CARRIED 5:0:0

Town of Andover
Board of Selectmen
Special Meeting – Budget Workshop
Minutes Monday, February 23rd, 2023 –
7:00pm Location: Virtual Zoom meeting

Members Present: First Selectman Jeff Maguire, Adrian Mandeville, Scott Person, Jeff Murray and Paula King
Town Administrator: Eric Anderson
Public Works Supervisor: Jay Tuttle
Board of Finance: Joanne Hebert
Economic Development Commission: Catherine Magaldi-Lewis

1. Call to Order/Pledge of Allegiance

Jeff Maguire called the meeting to order at 7:07pm. The Pledge was recited.

2. Public Speak

Catherine Magaldi-Lewis- Advocating for a Town Planner for the POCD
Joanne Hebert – none

3. Budget Workshop for Fiscal Year 2023-2024 Proposed Town Budget

Eric Anderson sent the Board information on items that are driving the changes to the budget – shared screen to review.

The Grand List is up 2.4% - can increase spending by \$238,500 with no change to the mill rate.

Revenue Changes – fewer houses being sold is resulting in less Town Clerk’s fees, less building is resulting in less building permit fee revenue. The ECS (Educational Cost Sharing) is down \$63,135. The Town is also not receiving the DMV Car Tax Rebate this year

Expense Changes – RHAM LEVY decreasing by \$450,000 minimum, AES budget is unknown at the moment

Funds –

DPW Capital Equipment – fund \$125,000
Andover Fire Department – fund \$100,000
Town Building Maintenance – fund \$60,000
Bunker Hill Bridge – fund \$0
Bridge & Culvert – fund \$100,000
Tree Fund – fund \$75,000
Roadwork Fund – fund \$330,000
Town Aid Road – grant funded
Reval – fund \$16,500

POCD – fund \$5,000 – may be short, need to explore further

Funds decrease around \$110,000.

Other expense changes include personnel expenses, Public Works Supervisor salary, Town Clerk's salary, a temporary Public Works employee, overtime for snow removal, First Selectman's salary, bills for early voting, diesel, and an increase in the AHM budget.

Jay Tuttle (DPW Supervisor) spoke to inform Board members of roadwork plans for the upcoming fiscal year. Looking to shim, chip seal, and preserve around 5.5 miles of road including Long Hill, Skinner Hill, Wheeling, Pine Ridge, Shadblow, Dogwood, Wood Fern, Hutchinson, Times Farm, Old Coventry & Hendee

Estimates for roadwork costs include \$221,000 (chip sealing), \$110,000 (1000 tons of asphalt), \$98,000 (labor), \$25,000 (striping), \$43,000 (drainage work), \$14,000 (catch basin cleaning), and other miscellaneous items (WeatherWorks contract) totaling around ~\$562,300

The Board and Jay discussed what work can be done this year with the funding available – is more funding needed? Potential to receive funds from the TRIP grant. Jay will put together a list of things that need to be done – things that were not done last year should be a priority this year, can fund top items on the list.

Next discussion item were priorities and the Town Administrator's wants. Filling the open Finance Department positions, purchasing a smaller vehicle for Senior Transportation – will try to purchase from current year's budget but will put into next year's budget as a precaution.

Town Planner – Eric and Jed Larson are meeting with the primary candidate to discuss doing both the Town Planner job and the POCD (Plan of Conservation and Development)

Scott Person MOTIONED to add a line item to the 2023-2024 FY budget of \$30,000 for a part-time Town Planner.

Discussion – there will be a presentation on the Town Planner at a future budget meeting. No action taken on the motion presented.

Andover Museum – can use the Town Building Maintenance fund or it can be funded separately, to satisfy SHPO, there must be an agreement in writing and funding source for the museum before the Center Street project is started.

Community Garden – looking to have a small line item in the budget. If the Town will fund this there can also be a small line item added for the 175th Anniversary Committee – will discuss more at next regularly scheduled meeting. New potential garden location – need to work the logistics out

Community Center build timeline – looking to begin building by June 1st 2023 – need final design, final contract, and Planning & Zoning permits – there are two more meetings, then the building committee meets

Items for next meeting: have a timeline for the Town Planner, and add the Town Administrator's requested items to the budget. Eric will send an updated spreadsheet to the Board following this meeting – next Budget workshop will review department requests

4. Adjournment

Jeff Murray MOTIONED to adjourn the meeting at 8:24pm. Scott Person SECONDED. MOTION CARRIED 5:0:0

Joanne Hebert also commented on the open Finance Department position before the meeting ended.

Town of Andover
Board of Selectmen
Special Meeting – Budget Workshop Minutes
Monday, February 27th, 2023 – 7:00pm
Location: Virtual Zoom meeting

Members Present: First Selectman Jeff Maguire, Adrian Mandeville, Scott Person, Jeff Murray and Paula King
Town Administrator: Eric Anderson
Board of Finance: Joanne Hebert
Economic Development Commission: Elaine Buchardt

1. Call to Order/Pledge of Allegiance

Jeff Maguire called the meeting to order at 7:13pm. The Pledge was recited.

2. Public Speak

Elaine Buchardt – listening in – advocating for Town Planner

Joanne Hebert - none

3. Budget Workshop for Fiscal Year 2023-2024 Proposed Town Budget

Discussion on Public Works will be on hold until Jay Tuttle can attend the meeting – plan for work to be put together.

Eric Anderson shared his screen with the proposed budget information. Revenue shortfalls – still unsure on State funding. Biggest expenses – RHAM – budget not finalized yet & AES – AES published a draft budget coming in around \$4.2 million.

Town Administrator’s contract is signed – Jeff Maguire asked for an email with all non-union employees so pay increases can be reviewed and discussed. Will discuss personnel and benefit costs at the next meeting.

Board & Eric reviewed budget by department.

Tax Collector – retiring in the fall, budgeting extra funds for classes/certification

Assessor – increase in contracted software & JDPower/NADA books

Registrars/Elections – waiting for early voting expenses

Building Department – increase in shared service for Building Official, Town Planner added into budget, adding Inland/Wetlands agent and Zoning agent’s salary – look to review fees charged for permits

Library – Library Board submits operations budget; Town pays salaries for Library staff

Civil Preparedness – 3% salary increase, other line items stay relatively the same

Town Office Building – waiting for clearer numbers on computer tech support, payroll service, fuel oil; discussed electricity, CEN costs, increase to janitorial supplies

Insurance – 3% decrease, slight over budget last year

Employee Benefits – overall 3% increase in Health Insurance costs; look to see if there are any rebates from the Consortium

Old Town Hall – not funding fuel oil, has a full tank and is not used much in the building
Town Garage – would like to start sending DPW employees to training at UCONN, increased fuel oil line
Old Fire House – keep electricity until building is demolished
Auditor – no defined numbers yet, will probably keep similar numbers
Town's Attorney – keep retainer
Town Engineer – keep the same
CROCG/CCM – waiting on CROCG's budget numbers
Public Works – salary increase assumptions; 3% union, 5% for Supervisor, included line for temporary help for field maintenance in the summer, increase in diesel
Snow Removal – Overtime and salt line increase
Transfer Station – budget flat lined, will see increase in fees from Casella when contract is up
Recycling – waiting on Mid-Neroc contract for exact numbers
Ground Care – waiting on numbers from Hebron Parks & Rec, Scott Person reached out for turf maintenance at the monument
Street Lighting – increase from Eversource
Trooper Contract – over budgeted last year
Fire Department – overall budget increase of 3%, Eric can send budget out to Boards
NECOG – no final budget, increase reflects number of residents in Town
Fire Marshall – increase in training budget
Seniors (Programs) – stay relatively similar
Senior Transportation – salary increase for drivers, potential vehicle purchase cost
EHHD – slight decrease, number came from their budget
Amplify Mental Health – no change
Social Services – no increase
AHM – increase per AHM's budget
Board of Selectmen – add back First Selectman's salary
Conservation Commission – added additional funds for conference
Board of Assessment Appeals – research to see if salaries can be eliminated
Economic Development Commission – doubled budget
Planning and Zoning Commission – increase in mapping budget

Eric, Jed Larson and POCD contractor will be meeting and will update the Board if the POCD fund needs to be funded higher.

The Town Wide Building Maintenance fund will be increased for Andover Museum renovations.

Discussion on temporary grounds worker at next meeting – need to set budget priorities for next meeting. Eric Anderson will review Public Works budget numbers with Jay Tuttle prior to the next meeting.

Town Planner presentation will be at the March 13th, 2023 Board of Selectmen meeting.

Additional discussion on purchasing a smaller Senior Transportation vehicle, adding a part-time Recreation Coordinator and roll into the Community Center when complete – this will be beneficial to Town residents; could be about (8) hours a week, fund at \$10,000.

Will have a list of items at the next meeting to vote on.

4. Adjournment

Paula King MOTIONED to adjourn the meeting at 9:00pm. Adrian Mandeville SECONDED. MOTION CARRIED
5:0:0

Tax Collector's Report

13.

JANUARY 2023

Deposits

	ONLINE	OFFICE	TOTAL	
	\$ 1,999.25			
	\$ 6,339.51			
	\$ 394.00			
	\$ 2,095.18		\$ 2,095.18	
	\$ 2,629.31		\$ 2,629.31	
	\$ 7,118.34		\$ 7,118.34	
	\$ 3,502.30		\$ 3,502.30	
1/1			\$ -	
1/2		\$ 79,062.58	\$ 79,062.58	
1/3	\$ 8,004.18	\$ 53,843.32	\$ 61,847.50	
1/4	\$ 6,587.80	\$ 19,216.14	\$ 25,803.94	
1/5	\$ 5,893.88	\$ 21,388.65	\$ 27,282.53	
1/6	\$ 8,559.79		\$ 8,559.79	
1/7			\$ -	
1/8	\$ 1,124.18		\$ 1,124.18	
1/9	\$ 7,359.64	\$ 94,940.42	\$ 102,300.06	
1/10	\$ 2,870.33	\$ 14,698.91	\$ 17,569.24	
1/11	\$ 13,367.35	\$ 26,806.98	\$ 40,174.33	
1/12	\$ 2,943.77	\$ 24,919.05	\$ 27,862.82	
1/13	\$ 1,935.99		\$ 1,935.99	
1/14	\$ 386.49		\$ 386.49	
1/15	\$ 1,300.01		\$ 1,300.01	
1/16	\$ 7,027.22	\$ 60,291.01	\$ 67,318.23	
1/17	\$ 13,246.65	\$ 112,525.04	\$ 125,771.69	
		\$ (270.25)	\$ (270.25)	NSF CHECK
1/18		\$ 26,466.43	\$ 26,466.43	
1/19	\$ 2,436.32	\$ 45,028.68	\$ 47,465.00	
1/20	\$ 1,222.45		\$ 1,222.45	
1/21	\$ 6,204.17		\$ 6,204.17	
1/22		\$ (1,066.00)	\$ (1,066.00)	NSF CHECK
1/23	\$ 2,902.14	\$ 100,268.36	\$ 103,170.50	
1/24	\$ 949.32	\$ 30,878.84	\$ 31,828.16	
1/25	\$ 6,498.97	\$ 41,636.00	\$ 48,134.97	
1/26	\$ (1,982.41)		\$ (1,982.41)	NSF CHECK
1/26	\$ 2,561.59	\$ 580,609.51	\$ 583,171.10	
1/27	\$ 2,158.74	\$ 43,599.78	\$ 45,758.52	
1/28	\$ 5,324.78		\$ 5,324.78	
1/29	\$ 3,361.34	\$ 189,141.77	\$ 192,503.11	
1/30	\$ 15,277.14	\$ 24,431.73	\$ 39,708.87	
1/30		\$ 36,707.97	\$ 36,707.97	
1/31	\$ 13,308.43	\$ 35,138.00	\$ 48,446.43	
TOTAL	\$ 154,080.21	\$ 1,660,262.92	\$ 1,816,438.31	

COLLECTIONS BY TAX YEAR:

	RE	PP	MV	MVS	INTEREST	FEE	TOTAL
2016			\$ 74.10		\$ 71.14	\$ 5.00	\$ 150.24
2017			\$ 16.98		\$ 14.01	\$ 5.00	\$ 35.99
2018							\$ -
2019	\$ 535.83		\$ 188.38	\$ 257.11	\$ 359.51	\$ 39.00	\$ 1,379.83
2020	\$ 1,105.20	\$ 51.04	\$ 1,069.25	\$ 917.25	\$ 579.73	\$ 49.00	\$ 3,771.47
2021	\$ 1,638,381.91	\$ 67,230.90	\$ 10,685.65	\$ 90,570.35	\$ 3,996.97	\$ 235.00	\$ 1,811,100.78
TOTAL	\$ 1,640,022.94	\$ 67,281.94	\$ 12,034.36	\$ 91,744.71	\$ 5,021.36	\$ 333.00	\$ 1,816,438.31

UNCOLLECTED TAXES BY TAX YEAR:

	RE	PP	MVS	TOTAL
2007			\$71.26	\$ 71.26
2008			\$28.15	\$ 28.15
2009			\$	-
2010			\$	-
2011		\$439.82	\$249.48	\$ 689.30
2012	\$	2,404.78	\$ 204.03	\$ 2,608.81
2013	\$ 12.13	\$ 2,999.84	\$ 783.06	\$ 3,795.03
2014	\$ 1,225.76	\$ 4,065.82	\$ 2,991.24	\$ 8,282.82
2015	\$ 1,225.76	\$ 4,730.01	\$ 2,286.15	\$ 8,241.92
2016	\$ 3,692.80	\$ 5,563.78	\$ 1,930.73	\$ 11,187.31
2017	\$ 18,784.80	\$ 5,926.98	\$ 2,338.24	\$ 27,050.02
2018	\$ 34,938.36	\$ 7,746.84	\$ 1,352.31	\$ 44,037.51
2019	\$ 42,352.46	\$ 7,172.84	\$ 3,597.00	\$ 53,122.30
2020	\$ 50,319.87	\$ 9,021.74	\$ 13,555.42	\$ 72,897.03
2021	\$ 2,153,460.95	\$ 85,441.59	\$ 64,849.21	\$ 2,303,751.75
TOTAL	\$ 2,306,012.89	\$ 135,514.04	\$ 94,236.28	\$ 2,535,763.21

Town Only

Terminal / Batch	
Terminal	47
Batch	183

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

Last Assessor Bridge	
Run on:	01/20/2023

Percent Collection as of 03/02/2023

REAL ESTATE

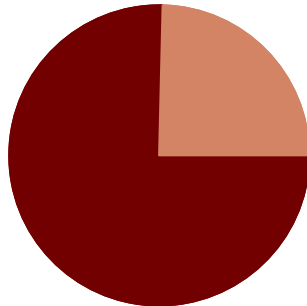
Uncollected - 24.65%
Collected - 75.35%

PERSONAL PROPERTY

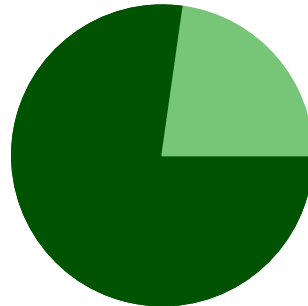
Uncollected - 22.75%
Collected - 77.25%

MV REGULAR

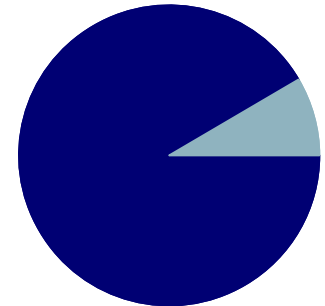
Uncollected - 8.45%
Collected - 91.55%



■	Total Due = \$2,044,845.48
■	Total Paid = \$6,250,410.48



■	Total Due = \$84,684.36
■	Total Paid = \$287,482.41



■	Total Due = \$98,602.42
■	Total Paid = \$1,068,935.72

Type	Total Billed	Total Paid	Total Due	Percent Collected
REAL ESTATE	8,295,255.96	6,250,410.48	2,044,845.48	75.35
PERSONAL PRO	372,166.77	287,482.41	84,684.36	77.25
MOTOR VEHICL	1,167,538.14	1,068,935.72	98,602.42	91.55
MOTOR VEHICL	154,358.52	104,718.63	49,639.89	67.84
TOTALS:	\$9,989,319.39	\$7,711,547.24	\$2,277,772.15	

Department Reports

14.

Assessor's office monthly activity –JANUARY 2023

Processing conveyances	7
Processing building permits	21
Prorating motor vehicle grand list	28
Updating field cards	1
Correspondence/ Phone	45
Providing assistance-town hall customers	8
Providing assistance to other departs	5
Researching mapping issue or questions	1
Reports & communication with the State	
MLS research	2
Scheduling meeting and appointments	1
Office work	Valued Motor Vehicles for 22 GL
Personal property grand list	
Personal Property Discovery	
Homeowner's program	
Veteran's program	
Income & expenses	
Renter's rebate program	
Tax exemptions	Applied MV & RE exempts for 22 GL
Adds to the re, pp or mv grand list	15 MV adds
Pa 490	2
Provided assistance to BAA	
Researching and providing requested information to auditor	
Real property inspections	1
Personal property inspections	
Real property appraisals	1
Taxpayer correspondence	
Attorney correspondence	
Tax appeal review/appraisal	
MLS review	2
Town board/dept assistance	
Review & Approve C of Cs	28
Review & Approve PA 490 Applications	2
Review Approve & create/data entry on land splits & mergers	5
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
839 1	LI XIAORAN 281 GILEAD RD ANDOVER CT 6232-0	206 LALLY NATHAN	08594R	P 2021 01/19/2023	151,270 0 151,270	86,797 0 86,797	238,067 0 238,067
53673 1	VAULT TRUST 500 WOODWARD AVE FL 10 DETROIT MI 48226-3423	53663 2017 01 RAM 1C6RR7KT1HS706270	08595M	C 2020 01/23/2023 SOLD 09/2020	19,880 0 19,880	-19,880 0 -19,880	0 0 0
53847 1	WOODEN CHRISTINA E 120 LONG HILL RD ANDOVER CT 6232-1124	53847 2017 01 AUDI WA1AAAF71HD028142	08572M	C 2021 01/09/2023 SOLD 7/22	24,130 0 24,130	-4,030 0 -4,030	20,100 0 20,100
53978 0	SOUCY GILBERT A 183 BOSTON HILL RD ANDOVER CT 6232-1401	20A061 2011 11 CARRY 4YMUL071BV047987	08574M	C 2020 01/09/2023 ADD FROM DMV	0 0 0	400 0 400	400 0 400
80035 1	BATOR ALYSIA J 211 LONG HILL RD ANDOVER CT 6232-1126	80035 2022 01 JEEP 3C4NJDBB0NT116382	08576S	C 2021 01/09/2023 CGS 12-81 (53)	13,650 0 13,650	0 13,650 -13,650	13,650 13,650 0
80173 1	GARDINIER LEAH D 170 FOREST ST APT 17 STAMFORD CT 6901-2129	80173 2022 01 AUDI WA1EAAFY4N2060827	08596S	C 2021 01/23/2023 WRONG TT - SENT TO STAMFORD	10,310 0 10,310	-10,310 0 -10,310	0 0 0
80400 1	NIEVES AMANDA R 24 SKINNER HILL RD ANDOVER CT 6232-1108	80400 2021 01 KIA KNDEPCAA5M7061643	08570S	C 2021 01/03/2023 WRONG TT - SENT TO COVENTRY	4,617 0 4,617	-4,617 0 -4,617	0 0 0
80401 1	NIEVES KAREN E 24 SKINNER HILL RD ANDOVER CT 6232-1108	80401 2018 01 CHEVR 2GNAXSEV5J6270793	08571S	C 2021 01/03/2023 WRONG TT - SENT TO COVENTRY	17,150 0 17,150	-17,150 0 -17,150	0 0 0
80449 1	REY JENNIFER J 121 BUNKER HILL RD ANDOVER CT 6232-1300	80449 2022 01 TOYOT JTMFB3FV6ND097634	08577S	C 2021 01/09/2023 WRONG TT - SENT TO MANCHESTER	10,177 0 10,177	-10,177 0 -10,177	0 0 0
80462 1	RTS HAULING LLC 311 ROUTE 6 ANDOVER CT 6232-0	80462 2001 10 EAST 1E1U1Y2881RC31098	08593S	C 2021 01/19/2023 MVS PRICING	128,600 0 128,600	-114,800 0 -114,800	13,800 0 13,800
80484 1	SIISMETS FAMILY FARM LLC 79 BOSTON HILL ROAD ANDOVER CT 6232-0	80484 2003 03 CHEVR 1GCHK24U43Z115724	08592S	C 2021 01/17/2023 DUPLICATE - 53272 ON 21 GL	2,093 0 2,093	-2,093 0 -2,093	0 0 0
80503 1	SOUCY GILBERT A 183 BOSTON HILL RD ANDOVER CT 6232-1401	80503 2011 11 CARRY 4YMUL071BV047987	08573S	C 2021 01/09/2023 PRICED IN ERROR	5,288 0 5,288	-4,888 0 -4,888	400 0 400
80591 1	ZUJEWSKI VINCENT JR 28 HEBRON RD ANDOVER CT 6232-1310	80591 2022 11 CARRY 4YMBU0816NV013594	08575S	C 2021 01/09/2023 PRICED IN ERROR	21,455 0 21,455	-21,076 0 -21,076	379 0 379
80592 1	DAMON ALEXANDER JOSEPH 172 HENDEE RD ANDOVER CT 6232-0	21A001 0003 01 TOYOT 2T1BR38E93C099394	08578S	C 2021 01/12/2023 ADD FROM DMV	0 0 0	2,834 0 2,834	2,834 0 2,834
80593 1	GADOMSKI JACOB 23 CHESTER BROOKS LN ANDOVER CT 6232-0	21A002 0018 01 DODGE 1C4SDJCT7JC198259	08579S	C 2021 01/12/2023 ADD FROM DMV	0 0 0	22,509 0 22,509	22,509 0 22,509

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	
80594 1	LUNDGREN DEIRDRE A 131 LAKESIDE DR ANDOVER CT 6232-0	21A003 0020 01	VOLKS 3VV2B7AXXLM056148	08580S Tigua SE	C 2021 01/12/2023 ADD FROM DMV	0 0 0	14,182 0 14,182	
80595 1	ELDRIDGE CHARLES RANDALL 35 BEAR SWAMP RD ANDOVER CT 6232-0	21A004 0021 01	DODGE 2C3CDZFJ0MH597050	08581S CHALLENG	C 2021 01/12/2023 ADD FROM DMV	0 0 0	22,125 0 22,125	
80596 1	ISLEIB JACOB THOMAS 16 ROCKLEDGE DR ANDOVER CT 6232-0	21A005 0009 12	HONDA JH2ME11069K500227	08582S CRF250X	C 2021 01/12/2023 ADD FROM DMV	0 0 0	1,353 0 1,353	
80597 2	TEIXEIRA BRITTNEY R 96 MERRITT VALLEY RD ANDOVER CT 6232-0	21A006 0022 12	HONDA MLHNC5304N5500773	08583S CMX300	C 2021 01/12/2023 ADD FROM DMV	0 0 0	1,983 0 1,983	
80598 1	ELDRIDGE CHARLES RANDALL 35 BEAR SWAMP RD ANDOVER CT 6232-0	21A007 0021 01	FORD 1FA6P8CF3M5141096	08584S MUSTANG	C 2021 01/12/2023 ADD FROM DMV	0 0 0	15,977 0 15,977	
80599 1	LAURINITIS RICHARD J 65 LONG HILL RD ANDOVER CT 6232-0	21A008 2016 11	TRAIL 4TM11FH1XGB001879	08585S PT175	C 2021 01/12/2023 ADD FROM DMV	0 0 0	233 0 233	
80600 1	WEBB JOCELYN 255 HEBRON RD BOLTON CT 6043-0	21A009 2010 01	CHEVR 1G1AF5F58A7204419	08586S COBALT	C 2021 01/12/2023 ADD FROM DMV	0 0 0	3,447 0 3,447	
80601 1	ARNESEN BONNIE CAITLIN 927 EAST ST ANDOVER CT 6232-0	21A010 2004 11	KINGS 1K91150204K049099	08587S TD2HRSTR	C 2021 01/12/2023 ADD FROM DMV	0 0 0	2,975 0 2,975	
80602 1	COLLINS MAX DAVID 115 TOWNSEND RD ANDOVER CT 6232-0	21A011 2006 03	FORD 1FTSX31Y96EA67797	08588S F530	C 2021 01/12/2023 ADD FROM DMV	0 0 0	7,446 0 7,446	
80603 1	COLLINS MAX DAVID 115 TOWNSEND RD ANDOVER CT 6232-0	21A012 1996 11	ENONO 1D9FT2129TP075348	08589S UTILITY	C 2021 01/12/2023 ADD FROM DMV	0 0 0	275 0 275	
80604 1	FRANKLIN TRAVONE M 32 BAILEY RD ANDOVER CT 6232-0	21A013 1995 25	FORD 1FDJE37F6SHC05047	08590S E350	C 2021 01/12/2023 ADD FROM DMV	0 0 0	458 0 458	
80605 1	PERSON LAUREN A 265 ROUTE 6 ANDOVER CT 6232-0	21A014 2008 01	SUBAR JF1GE61668H502648	08591S IMPREZA	C 2021 01/12/2023 ADD FROM DMV	0 0 0	3,075 0 3,075	
80606 1	COCHRANE ERIKA K 178 HEBRON RD ANDOVER CT 6232-0	21A015 0011 01	VOLKS 3VWDZ7AJ0BM306734	08597S JETTA SE	C 2021 01/30/2023 ADD FROM EAST HADDAM	0 0 0	4,880 0 4,880	
TOTAL	# Of Accts 28					408,620 0 408,620	-18,072 13,650 -31,722	390,548 13,650 376,898
YEAR 2021	# Of Accts 28					408,620	-18,072	390,548

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

	0	13,650	13,650
408,620		-31,722	376,898

GRAND TOTAL # Of Accts 28

408,620		-18,072	390,548
	0	13,650	13,650
408,620		-31,722	376,898

03/01/2023
9:41 AM

TOWN of ANDOVER, CT
Permit Receipts Report for (ALL FISCAL YEARS)
Receipt Date Range 02/01/2023 - 02/28/2023 (All Payments)

February 2023

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
Building Permit	7	4,057.34	257,600.00	0.00	0.00	0.00	0.00	0.00	0.00	67.34	105.00	3,885.00
Electrical Permit	6	776.70	43,200.00	0.00	0.00	0.00	0.00	0.00	0.00	11.70	90.00	675.00
Gas Permit	1	45.52	1,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.52	15.00	30.00
Mechanical Permit	3	594.36	36,000.00	0.00	0.00	0.00	0.00	0.00	0.00	9.36	45.00	540.00
Plumbing Permit	1	182.86	11,000.00	0.00	0.00	0.00	0.00	0.00	0.00	2.86	15.00	165.00
Grand Totals	18	5,656.78	348,900.00	0.00	0.00	0.00	0.00	0.00	0.00	91.78	270.00	5,295.00
Grand # Voids	0											

03/01/2023
9:45 AM

TOWN of ANDOVER, CT
Permit Receipts Report for (ALL FISCAL YEARS)
Receipt Date Range 02/01/2023 - 02/28/2023 (All Payments)

PAGE 3

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
Special Permit	1	475.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	15.00	400.00
Zoning Permit Applicat	4	560.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00	60.00	260.00
Grand Totals	5	1,035.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	75.00	660.00
Grand # Voids	0											

BONDS

	amount	date	address	name	site address	description
273347	\$1,000.00	2/22/2023	po 225 glastonbury, ct. 06033	Carlos Pereira	10 Webster Lane	P/Z BOND
TOTAL	\$1,000.00					

PERMIT TOTALS FOR FEBRUARY 2023

	amt paid	# permits
TOTAL BUILDING	\$5,656.78	18
TOTAL ZONING	\$1,035.00	2
TOTAL MISC (COPIES)	\$11.00	
TOTAL BONDS	\$1,000.00	
FINAL TOTAL FOR DECEMBER	\$7,702.78	20

Public Works

Subject: DPW 2023 February BOS Report

Highlights for the Month:

- 12) Snow and Ice events of mostly icing events requiring us to treat as necessary with 1) recent 5" +/- plowable snow event.
- Tree Work: Trimming and removals in areas (developments) where small leaning trees have a tendency of blocking the roadway when weighted with ice and snow.
Storm clean-up of downed trees and debris from recent windstorm (minor in comparison to surrounding towns).
- Complete Shop Improvements: Locker Room, Mechanic Office, Wet Gear Storage Rack, Tool Storage Cabinets, Fire Extinguisher Locations.
- Minor Equipment Repairs.
- Continuance scraping roadway edges and picking up leaves.

Thank you,

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

2-1-23 22°/32° Early Am Pssbl Snow Shwrs - Sunny

Jay
12.0
2:00^{AM} - 2:30^{PM}

Monitor Weather - Early Snow Shwrs No Accumilation
Admin
Paint

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	Trash Run	Zach Mark	1.0 1.0	/	Trk 4
8.0	Shop: • Misc Work in Shop - Painting - Set up Cabinets - Finish Install Lockers - Install White Board	Tom	8.0	shop Supplies	shop Tools
		Zach	7.0		
		mark	7.0		
8.0	• Sick	Rich	8.0	/	/

2-2-23 14°/37° Pthly Cldy

Jay 5:30 - 3:00

9.0

Admin
P/u Supplies For Shop
Work in Shop

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Compaction @ T.S.	Tom	1.0	/	Back Hoe
8.0	Shop:				
	• Misc Work				
	- Prep Floor Repair	Tom	7.0	Shop	Shop Tools
	- Repurpose file Cabinet/Paint	Zach	8.0	Supplies	
	- Clean/Organize Equipment Repair & Parts Manuals				
	- Clean/Organize Parts Room	Mark	8.0		
	- Set up locker Room & Mechanic Room				
8.0	• Sick	Rich	8.0	/	/

2-3-23 26°/28° Mstly Sunny - Wind

Jay
10.25 5:15 - 4:00

Trk # 1

- Admin
- Pay Bills
- Assist Install (2) Interior Doors
- Inspections

- Tree down Across Road w/Wires #46 Jurovaty Road
Crew Make safe After Utilities Cleared

<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
Shop:				
• Misc Work	Tom	4.5	6) 80 lb bags Concrete	Shop Tools
- Floor Repair Mix/Pour Concrete	Mark	4.5	2) 36" x 80" Doors	
- Install Interior Doors	Zach	7.5	10" Pipe other	
- Make Sign Holders				
• Snow & Ice:	Tom	2.5	4) Ton Salt	Trk 10 Trk 3 Loader
- Spot Treat Ice Buildups	mark	2.5		
• Clear downed Tree - Jurovaty Rd	Tom	1.0	/	Back Hoe Trk 4 Saw
	mark	1.0	/	
• Sick	Rich	8.0	/	/
	Zach	0.5	/	/

2-6-23 28°/47° Mstly Cldy

Jay 5:30 - 2:45

8.75

- Admin
- Run Fuel Reports (Dec, Jan)
- Tree Inspections
- Road Inspections
- Ck Compactors at T.S.

Trk 1

Meet w/Engineer - Hendee Rd Drainage

Meet w/Contractor - Re: Driveway on Shaddy Mill

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
2.0	• Ck Ice spots on Roads - Spot Treat	Zach Mark	2.0 2.0	2 Ton Salt	Trk 10 Trk 3 Loader
1.0	• Trash Compaction at T.S.	Zach	1.0	/	Back Hoe
5.25	• Pot hole Patching on Roads	Zach Mark	5.0 5.25	1.0 Ton Cold Patch	Back Hoe Truck 4
8.0	• Sick	Rich Tom	8.0 8.0	/	/
.75	• Personal	Mark	.75	/	/

2-7-23 Prtly cldy

Jay 5:30 - 2:30
8.5

7:00 - 8:00 PM
Inland Wetlands

- Admin
- P/u Supplies
- Prep & Paint Doors
- Work on Locker Rm/mechanic office

Trk 9

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Shop Misc Work:				
	- Repurpose/Prep/Paint 4 draw File Cabinet	Tom	8.0	Shop Supplies	✓
	- Fab Hangers For Chest Waders	Mark	5.5		
	- Install Sign Holders	Zach	5.0		
	- Repair Traffic Control signs				
3.0	• Equip Repair:				
	- R&R Defective Alternator Trk 10	Zach	3.0	Parts	✓
	Sick	Rich	8.0	✓	✓
	Personal	Mark	2.5	✓	✓

2-7-23

Snow & Ice

Jay 8:00 PM WW Alert Freezing Rain - Sleet
Monitor Weather
4.0 9:00 PM Check Roads For Icing Trk 1
10:00 PM Call in Crew to Treat Roads
Roads Starting to get Slick
10:45 PM All trucks on Roads
12:15 AM All Crew & Equip Secured & Dismissed

<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
• SNOW & Ice	Tom	3.0	21 Ton Salt	Trk 10
- Treat All Roads	Mark	3.0		Trk 3
	Zach	3.0		Trk 7 Loader

2-8-23

Jay

OFF

Family Sick

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
5.0	• Snow & Ice - Ck & Re-Treat Rds as needed (early mring freezing fog) - Wash Clean Equip	Tom	5.0	21 Ton Salt	Trk 10
		Zach	5.0		Trk 7
		Mark	5.0		Trk 3 Loader
3.0	• Shop Misc Work - Continue Sign Repair - Repurpos Cabinet - Clean Organize	Tom	3.0	Shop Supplies	/
		Zach	3.0		
		mark	3.0		
	Sick	Rich	8.0	/	/

2-9-23

26°/45°

Cloudy

Jay 5:30 - 3:00
9.0 • Admin

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Compaction	Tom	1.0	/	Back Hoe
8.0	• Tree Work - Clean up Various Spots around Town	Tom	7.0	/	Back Hoe
		Zach	8.0		Trk 4
		Mark	8.0		Trk 3 Saws
	• Sick	Rich	8.0	/	/

2-10-23

Jay 5:30 - 2:30
8.5 • Admin

Trk 1

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Drainage				
	- Scrape Edges of Roads	Tom	8.0	11 Loads	Back Hoe
	- Pick up leaves	Zach	8.0	leaves	Trk 7
	- Clean/clear Ditch lines	Mark	8.0	& Scrapings	Trk 3
8.0	• Sick	Rich	8.0	/	

2-13-23 35°/49° Mstly Sunny

Jay 6:30-5:00

10.0

- Admin
- Catch up office work
- Work on Locker Rm/Mechanic office
 - Finish Trim & Paint
 - Reinstall Doors & Hardware

12-14-23

Jay

OFF

Family Sick

<u>Job</u>	<u>Staff</u>	<u>Materials</u>	<u>Time</u>	<u>Equip</u>
• Tree work				
- Clean up Downed Trees on Turouaty & Remove Stump	Tom		8.0	Back Hoe
	Zach	3 Loads Wood & Debris	7.25	Trk 4 Chipper
- Clean up other wood other Areas	mark		8.0	Trk 3 Saws
• Sick	Zach	/	.45	
• Sick	Rich	/	8.0	

12-15-23 31°/57° Partly Cldy

Jay 5:30 - 4:00
9.0 • Admin

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Tree Work				
	- Tree Removals & Trimming on Dogwood, Fern & Shadblow	Tom	8.0	1 Load chips	Trk 4 Chipper Saws
		Zach	7.25		Trk 5
	Mark	8.0			
	• Sick	Rich	8.0	/	/
	"	Zach	.75	/	/

2-16-23 51°/61° Mstly Cldy - PM Rain

Jay 8.75 5:30 - 2:45

Trk 1

- Admin
- Research Signage For Bus
- Contact Vendors - Quote Brush Grinding @ T.S.
- Work on Clearing Desk... ☹️

	Job	Staff	Time	Materials	Equip
1.0	Trash compaction at T.S.	Tom	1.0	/	Backhoe
8.0	<ul style="list-style-type: none"> • Tree Work - Remove & Trim Trees area Dogwood, Fern, Shadblow. 	Tom	7.0	/	Backhoe Trk 4 Clipper Saws
		Zach	7.5		
		Mark	8.0		
	• Sick	Rich	8.0	/	/
	• "	Zach	.5	/	/

2-17-23

50°/58°

Cldy - Rain

Jay 5:30 - 3:00

9.0

Admin

Trk 1

Clean office / Organize

Meet Vendor at T.S. to Chip Brush - (Quote)

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
8.0	• Shop				
	- Fab Backpack Blower Holder for Chipper, Paint & Install	Tom	4.0	stock	Shop Tools
	- Equip Repairs				
	Truck 7 Replace Plow Cable Truck 3 Replace (!) Rear Brake Cam	Zach	4.0	Parts	Shop Tools
	- Clean Shop	Tom	4.0		
		Mark	4.0		
		Zach	8.0		
8.0	• Side	Rich	8		

2-21-23 33°/43° ^{AM} Snow - ^{PM} Clouds

Jay 4:00 - 3:00
10.5

Trk 1

Monitor Weather - Lt Precip, Temps dropping
Admin

8.0 • Sick Rich 8.0

Snow & Ice

- 4.0
- Call in Crew 4:30 AM Rain changing to Snow
Temps Falling, Treat where needed for Morning
Rush hour
 - 5:15 AM All Trucks on Routes, Spot Treat as needed
Temps at/near freezing
 - 7:00 AM Trucks back at shop

Job

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
4.0	• Snow & Ice - Spot Treat	Tom Zach Mark	4.0 4.0 4.0	Road salt	Trk 10 Trk 7 Trk 3 Loader
1.0	• Trash Compaction	Tom	1.0	/	Back Hoe
	• Shop				
2.5	- Clear & Prep for Paint Fire Ext. Locations in shop	Tom Mark	2.0 2.5	shop supplies	Shop Tools
5.5	- Diagnostics for Repair Trk 10 (Using Antifreeze)	Zach	5.5	/	
2.5	- Fab Tow Hook for Skidsteer to move Trailers	Tom	2.5	shop supplies	
3.0	- Clean shop	Mark	3.0	/	

2-22-23 29°/41° ^{AM} Sun - ^{PM} Clouds ^{Evening} Rain/Snow/Mix

Jay 12.0 3:00^{AM} - 3:30^{PM}

Trk ↑

- Ck Roads for freeze up of wet roads - some slick spots and freezing fog forming
- Call in crew 4:30^{AM} to spot treat before buses roll
- Admin
- Pay Bills
- Inspections

	Job	Staff	Time	materials	Equip
3.0	<ul style="list-style-type: none"> • Snow & Ice - Treat Roads 	Tom	3.0	Salt	Trk 5
		Zach	3.0		Trk 7
		Mark	3.0		Trk 3 Loader
6.5	<ul style="list-style-type: none"> • Shop - Clean Shop & Equip - Clean Prep & Paint Fire Extinguisher Locations - Fabricate Hitch to Move Trailers w/ skid steer - Repair Trk 10 Remove Fan Clutch 	Mark	2.0	Shop Supplies	Shop Tools
		Tom	3.5		
		Mark	3.5		
		Tom	2.0		
		Zach	6.5		
1.0	• Trash Run	Tom	1.0	/	Trk 4
8.0	• Sick	Rich	8.0	/	/

* 2-22-23 33° Lt Rain

Jay
5 hrs

7:00 PM - 12:00 AM

Trk 1

- SNOW & Ice - Monitor weather For Icing
ck Roads - Air Temps 33°/34° Road Temps 36° +/-
 - 9:00 PM ck Roads Lt Rain "Roads Wet"
Air Temps 33° Road Temps 34°/35° +/-
 - 11:30 PM ck Roads Lt Rain "Roads Wet"
Air Temps Holding 33° Road Temps 34°/35°/36°
-

*
Jay

2-23-23 33° Rain

Trk 1

- 12:01 AM
- 2:30 AM ck Roads Rain "Roads Remain Wet"
Air Temps 33° Road Temps 34°/35°
- 4:00 AM ck Roads Lt Rain "Roads Wet"
Air Temps Still Holding at 33° Some Areas Temp 32°
Road Temps Have dropped to 33°/34°
- Call in Crew 4:00 AM Treat Roads For Potential
Icing Before Buses Roll and Rush hour Begins
- All Trucks on Roads 4:45 AM
Air & Road Temps Just above or at Freezing
Treat all Roads

2-23-23 32°/34° AM Rain then Cloudy mid morning

Jay 12:00^{AM} - 3:45^{PM}
15.25

Trk 1

- Monitor weather / ck roads through the night
- Admin
- Pay Bills
- Budget work

Called crew 4:00 AM

	Job	Staff	Time	Materials	Equip
5.0	• SNOW & Ice Treat Rds - before Buses Roll & Rush hour <u>AM</u> - End of Day Treat for overnight <u>PM</u>	Tom	5.0	Salt	Trk 10
		Mark	5.0		Trk 3
		Zach	5.0		Trk 7 Loader
1.0	• Trash Compection	Tom	1.0	/	Back Hoe
5.0	• Shop - Repair Trk 10 Replace Fan Clutch - Fire Extinguisher locations Paint Columns & Install Signs - Finish Tow Hook for Skid Steer	Zach	5.0	Shop Supplies	Shop tools
		Mark	5.0		
		Tom	4.0		
8.0	Sick	Rich	8.0		

2-24-23 32°/33° Sun - Windy w/ Gusts

Jay
11.0

5:00 - 4:30

Trk 1

- Chk Roads for overnight refreeze - ok
- Admin Done
- - Tree on wires Road Blocked Wales Rd ✓
- - " " Wires Down West Street ✓
- - Tree Down Road Blocked Bunker Hill ✓
- Inspections

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
3.5	• Snow & Ice	Tom	3.5	salt	Trk 10
	- Chk Roads Spot Treat	Zach	3.5		Trk 7
	- Wash Trucks & Loader	Mark	3.5		Trk 5 Loader
6.0	• Storm Work -				
	- Chk Roads for Tree debris and Clear Downed Trees	Tom	6.0		Trk 4
	- standby end of Day Till School Buses Return	Zach	6.0		Back Hoe
		Mark	4.5	Chain Saw	
8.0	• Sick	Rich	8.0		

2-25-23 17°/25° ^{PM} Snow - Snow showers

Jay 10^{AM} - 12:00^{AM} OPEN House For BOS/BOF/CIP
3.0 Thank you to those who came I'll do another in the future and give more notice, It went well.

In attendance :

Town Admin, 2) BOF, 1) CIP, 1) Beautification, Senior Coordinator & 2) Spouses

● SNOW & Ice 12:00^{PM} - 3:00^{PM} Trk 1

- Admin

- Lt Snow falling 11^{AM} starting to stick/cover 11:30^{AM}

- Call in crew 12:00^{PM} to Treat

- All trucks on Roads 1:00^{PM}

3.0 - All Roads Treated & Back at Shop, Crew dismissed 3:00^{PM}

staff	Time	Materials	Equip
Tom	3.0	20 Ton Salt	Trk 10
Zach	3.0		Trk 7
Mark	3.0		Trk 3
Jay	3.0		Loader Trk 1

Jay 7:00^{PM} - 8:30^{PM} Lt Snow falling throughout the Day

1.5 - Monitor Weather

- Check Roads Roads OK

2-27-23 27°/37° Mstly Sunny

Jay 5:15 - 2:30

Trk 1

8.75

- Admin - Ck Roads
- Pay Bills
- Prep For Winter Storm
- Pick up Supplies

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
5.0	• Snow & Ice	Tom	5.0	/	/
	- Prep Equip For ^{snow} Storm	Zach	5.0	/	/
	- Clean & Grease Equip	Mark	5.0	/	/
5.0	• Shop	Tom	2.0	/	/
	- Clean, Store Misc Equip in new storage are (organize)	Zach	3.0	/	/
		Mark	3.0	/	/
1.0	• Trash Compaction at T.S.	Tom	1.0	/	Back Hoe
8.0	• Sick	Rich	8.0	/	/

* Two Days
 2-27-23 26°

SNOW 5" to 8" Predicted

Jay
 20.25

8:00 PM - 12:00 AM

2-28-23

12:00 AM - 4:15 PM

Trk 1

Admin - Monitor Weather / Flurries

9:00 PM Snow Heavier Starting to Stick

" Call in Crew

9:45 PM All trucks on Roads Treating / Plowing

* 2-28-23 11:45 PM All Trucks Back / Take Break

3:00 AM All Trucks on Roads open up & Treat for Rush hour

8:30 AM All Trucks Back / Take Breakfast Break

10:00 AM All Trucks on Roads Slush off / Push Back

2:30 PM Treat all Roads up the middle for reFreeze
 through the night

4:00 PM Crew dismissed (return 5:00 AM 3-1-23)

	Job	staff	Time	materials	Equip
19.0	• SNOW & Ice Plow/Treat Roads	Tom	19.0	60 Ton Salt	Trk 10
		Mark	19.0		Trk 3
		Zach	19.0		Trk 7 - (Broke down) Trk 5 Loader
8.0	• Sick	Rich	8.0	/	/

ANDOVER SENIOR TRANSPORTATION
MONTH OF FEBRUARY 2023

Dated 3/7/2023
Cathy Palazzi
Senior Coordinator

Drug tests – None

- Medicals 56
 - Events Four Events - (2) Friday lunches, (1) monthly movies at town hall. (1) movie trip to Mansfield (10) people including driver enjoyed the outing.
 - Maintenance Nothing for February
 - Incident Log One (1) Driver while backing up hit a guard rail – no injuries – no seniors on onboard. Minor incident. Report given to Town Administrator with photos.
 - Disabled 10 Passengers riding who require equipment or ramp to enter and exit bus.
 - Veterans 4 Medical trips to VA in Newington
 - Meetings 2 YAH Meetings
 - Shopping 4 trips (one per week) (2-3) seniors.
 - Food Share 2 trips per month – approximately (10) people riding plus (9) deliveries.
 - Food Pantry 5 trips per month – approximately (2-3) people on Monday nights (9-10) people on Wednesdays including (2) deliveries
- We service six (6) handicap people on a regular basis. Although some handicap individuals require the ramp usage others can get into a car. One (1) new senior riding bus twice a week to dialysis.
 - Bus transportation continues to drive our seniors, disabled and veterans to their medical appointments, meetings, movies, luncheons, town meetings, shopping, food share, food pantry, and voting days.

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

Cathy Palazzi
Senior Coordinator

Registrars of Voters Monthly Report for February 2023

Processed 71 voter changes (additions, changes, deletions) in CVRS.

Processed the ERIC and completed Canvass reports.

Wally Barton, Republican Registrar of Voters

Linda Derick, Democratic Registrar of Voters