

Town of Andover, CT Board of Selectmen

Regular Meeting PACKET

**Monday, April 13, 2020
7:00 P.M.**

Location: virtual Zoom meeting

Call-in Directions to join the Zoom Meeting

Click here to join by computer for video/audio: <https://zoom.us/j/456395333>

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

Meeting ID: 456 395 333, Password: 504827

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

Town of Andover
Board of Selectmen
Monday, April 13, 2020 at 7:00 P.M.
Location: virtual meeting via Zoom platform

Regular Meeting Agenda

Call-in Directions to join the Zoom Meeting

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1. Call to Order/Pledge of Allegiance
2. Public Speak
3. Additions/Deletions to the Agenda
4. Board and Commission Presentations and Appointments
 - a. BOE Shared Educational Services Committee
 - b. BOS Community/Senior Center Building Committee
 - c. Website Development Committee
5. Town Administrator's Report
6. Old Business

Discuss and act upon the following:

 - a. Town's Personnel Policies
 - b. Community Connectivity Grant
 - c. Potential establishment of a combined Financial Department
 - d. Email Provider Office 365
7. New Business

Discuss and act upon the following:

 - a. Memorial Day parade
 - b. Prohibition of in-person Meetings
 - c. Budget
 - i. Process
 - ii. Timeline and meeting schedule
 - iii. Review revised proposed budget
 - d. Tax collection proposals
 - e. Roadwork Plan through 2021
 - f. Annual Report 2018-2019
8. Approval of Meeting Minutes
 - a. Approval of Monday, March 9, 2020 Regular Meeting Minutes
 - b. Approval of Wednesday, March 18, 2020 Special Meeting Minutes
 - c. Approval of Friday, April 3, 2020 Special Meeting Minutes

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

10. Budget
 - a. Transfers
 - b. Refunds
 - c. Over Expenditure Requests

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

12. Assessor's Report
 - a. Revaluation Services RFP

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

14. Resignations
 - a. Gerry Hardisty, PZC Alternate Member

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 for Monday, April 13, 2020 BOS Regular Meeting

COVID-19 Update:

As of 4/8/2020 1 reported case of COVID-19 in Andover. Given the dearth in testing, it is assumed between 10 and 20 residents have COVID-19.

I hope you all enjoy you Easter, in whatever form it takes place and if you chose to celebrate or not.

Filming & streaming meetings:

The Town got a Grant for **\$16,655.36**. I (with the help of Elaine B. and Nick from CVC) applied for it from the Public Utility Regulatory Agency Commission (PURA) to be able to film and livestream meetings of boards and commissions. It will provide the hardware for the library and AES to do the same. Yay.

Board and Commission news:

In sad news, Rick Osborne longtime member of the IWWC passed away recently. His experience and personality will be missed by all that knew him. IWWC will need a vacancy filled in the coming months.

There is also a vacancy on the Andover Elementary School board that is not yet filled.

The Planning and Zoning Commission appointed Jed Larson to be the new Chairman after the resignation of former Chairman Robert Hamburger. They also appointed a new Alternate- Susan England who will bring a lot of knowledge to the commission. Alternate Gerry Hardisy resigned.

There is still a vacancy on the commission for a regular member.

Budget See details elsewhere in this meeting. I worked with the towns attorney to draft the appropriate motions to make this all happen.

Town Hall Information:

The town continues to function with most employees working from home but the office staffed. The public is not allowed to enter the building except under unusual circumstances with prior approval. Employees are encouraged to work at home whenever possible, where they can to minimize exposure.

Steps the town has taken to make this happen:

1. Added a ring security device to the front of the town hall
2. Public works added an exterior lockbox for payments and documents to be left at town hall.
3. Purchased 4 used laptops for employees that need them to function from home.
4. Assessor: The Vision appraisal software moved to the cloud and installed Vision 8. The assistant assessor and assessor have access from home laptops and can work remotely. Roberta can also access QDS remotely. I approved the purchase O365 for assistant assessor's personal laptop to facilitate its use.
5. Tax Collector: has access to her software (QDS) remotely and can continue to Function. As well as a town laptop.

6. Building Dept: Laptops for Susan M and Jim H so the land use Dept. can function remotely. Susan is changing all her forms to word so they can be mailed via email, but also can remote access quicker at the office. Jim will be able to work remotely as much as possible
7. Finance- Phoenix is back up and running
8. Lenco Electric: finished the rewiring of the Town Hall today
9. Our IT service installed a new firewall. Employees can now safely remote in from home computers without risking the network virus intrusion.
10. We have installed remote access facilities so that we can access Phoenix remotely for the treasurer.
11. We ordered Manual Checks so as a last ditch emergency we can still write checks as a town. These are locked up in the vault and hopefully never used.
12. All employees have instructions on how to check voicemail on the town phone system and should do so multiple times per day.
13. For public hearings for land use, based on an opinion of our land use attorney we will have a web meeting setup for members of the public that do not have online capabilities. I would still like to purchase a webcam for this if I can figure out what to get
14. We are tracking expenses related to COVID- 19 in anticipation of future federal reimbursement.

Roadwork

We finally have a fully functional Streetscan road evaluation program. I am including a first draft of the Road paving Priorities for discussion. This is a work in progress.

I am working on road by road estimates for chipsealing, fog coating, rejuvenating fog coat, micro sealing and shimming of roads. We will need to go to RFP for milling/paving.

Old Business

New Business

**TOWN OF ANDOVER, CONNECTICUT
Board of Selectmen
Andover Town Hall
17 School Road
Andover, CT 06232**

**RESOLUTION TEMPORARILY PROHIBITING CERTAIN IN-PERSON OPEN MEETINGS
OF BOARDS, COMMISSIONS AND AGENCIES OF THE TOWN OF ANDOVER**

Pursuant to the authority vested in this Board of Selectmen by paragraph 1 of the March 14, 2020 Executive Order 7B, paragraph 13 of the March 21, 2020 Executive Order 7I, paragraph 7 of the April 1, 2020 Executive Order 7S, and paragraph 2 of the March 20, 2020 Executive Order 7H of the Governor of the State of Connecticut, and also by Connecticut General Statutes section 7-12 and the prior Declaration of a Public Health Emergency in the Town of Andover, it is hereby RESOLVED that no meeting of any Board, Commission or Agency of the Town of Andover including more than three (3) people may be held in-person and open without the express permission of the Town Administrator and in full compliance with all requirements for remote public participation of all of the foregoing Executive Orders of the Governor, subject only to the further Order of the Governor and subsequent Resolution of this Board.

So Moved by _____ Second by _____
Selectman Selectman

Dated at Andover, Connecticut this ____ day of April, 2020

Budget Process Suggestions

To the BOS and BOF,

RHAM is proposing to have a public comment period and online form for comments.

<https://sites.google.com/rhamschools.org/rhambudgetinformation/home>

Basic outline April 20 budget meeting with public comment

April 22 RHAM board passes a budget at their board meeting The town will know what our cost for RHAM are on April 22

As far as the towns budget process, I asked for a legal opinion from the towns attorney understanding that the town would have liked to continue with a referendum. That is not possible. What we need to do is the following: Per the governors executive order the Board of Selectmen MUST authorize the budget making authority which in Andover is the Board of Finance to determine a budget and set the mill rate. We can also delay our process by a month from the original timeframe. This means that legally the BOF must set the budget and mill rate **by June 14th** (30 days after the charter calls for the referendum)

The other outstanding question is how we solicit feedback and be as democratic as possible given the executive order from the State of Connecticut. I asked Paula King to help me develop a set of recommendations for how to do this. Paula, any guidance on this?

1. We can just make a new Email address and have everyone send their comments to it.
 - a. These could be collated in to a single document and given to the board.
2. We can have people mail in requests.
3. We could try for some kind of feedback form like a google document.
4. We could try to use facebook live for a budget presentation.
5. We may be able to do a mailer to residents explaining the situation and explaining how to submit feedback
6. We can use the emergency alert system to inform people on how to provide feedback
7. If you all have other suggestions let me know

What I would suggest is the following:

1. BOS works on a budget revision in some form
 - a. BOS would need some process for review and approval. **We should pick meeting dates for this now**
 - b. If you want further revisions from myself and Barbara, I need direction on how/what you want it to proceed
2. BOS submits it to the BOF and Motions to authorize the BOF to hold an online public meeting , gather feedback, adopt a budget and set the Mill rate. That budget is published on the town website in full. The towns Attorney will draft the resolution. **No Later than week of April 27th**
3. BOF holds 2? budget workshops between receiving the budget and the budget meeting
4. BOF Holds an online(zoom) maybe also on facebook live public budget meeting on or about **May 20th as follows:**
 - a. Chairs of BOF and BOE give presentation via webcam in the Community Room in an online meeting.
 - b. Answer questions from residents submitted ahead of time
 - c. Shared on facebook live.
 - d. Published online.
 - e. Common town email for residents to submit comments on the budget before and after public meeting.
5. BOF makes final changes and approves a budget at a meeting **on June 8** (this gives extra time if you get to the vote and decide to make further changes Fall back date would be another meeting on the 12th
6. BOF sets a Mill rate

This process can be speeded up and done in a shorter time frame if that is what you want. It can certainly be done differently if you all prefer.

O'Brien and Johnson

Attorneys at Law

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March 30, 2020

Attorney Susan Johnson
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Mr. Eric Anderson
Town Administrator
Town of Andover
17 School Road
Andover, CT 06232

Re: Opinion regarding the Town of Andover Process for Adopting a Budget in Light of the COVID-19 Crisis and the Emergency Declaration and Executive Orders of the Governor.

Dear Eric:

As everyone knows, we are in the midst of a tragically unique threat to public health and safety which has caused our Governor to issue declarations of public health and civil preparedness emergencies throughout the State of Connecticut and a series of follow up Executive Orders beginning with 7 and 7A and as of today numbering sixteen (16), all the way to 7P.

Under our federal system, the police power, the power to act in the interests of the health, safety and welfare of the public, belongs to state governments.

The authority of the Governor to issue this long and growing series of Executive Orders is clear and certain. It comes from the public policy making body of the State of Connecticut, the General Assembly. See, generally, Section 19a-131a of the Connecticut General Statutes regarding "**Declaration of public health emergency by Governor,**" and Section 28-9 regarding "**Civil preparedness or public health emergency; Governor's powers. Modification or suspension of statutes, regulations or other requirements.**"

Pursuant to sections 19a-131a and 28-9(a), the Governor proclaimed a state of emergency on March 10, 2020. Pursuant to section 28-9(b), "[f]ollowing the Governor's proclamation of a civil preparedness emergency or declaration of a public health emergency pursuant to Section 19a-131a, the Governor may modify or suspend in whole or in part, by order as herein provided, any statute, regulation, or requirement or part thereof whenever the Governor finds such statute, regulation or requirement, or part thereof, is in conflict with the expeditious execution of civil preparedness functions **"or the protection of public health."** [Emphasis added]

The emergency situation in Connecticut is getting exponentially worse by the day. The Governor recently stated that the "surge" of the disease has started here, and the President of the United States has considered an "enforceable quarantine" of New York, New Jersey and parts of Connecticut.

Mr. Eric Anderson
Town Administrator
Town of Andover
March 30, 2020
Page Two

At the same time, the Town of Andover is in the midst of its important annual process of adopting a Town budget for the next fiscal year beginning July 1, 2020. In "normal" times, this process is governed by provisions of the Town Charter, most notably Chapter III, Section 303, **Annual Town Meeting**, Chapter VIII, Section 802, **Duties on the Budget**, and especially Chapter VIII, section 803, **The Annual Town Budget Meeting and Referendum**.

At this time, the town/education budget is the responsibility of the members of the Town Board of Finance per Charter Sections 802B and C for their review, public hearing and additional preparation and likely change before they send it to the Section 803A Annual Town Meeting, to be held "on one of the first ten business days of May," which this year is any such day between May 1 and May 14, 2020.

As you know, several of the Executive Orders issued by the Governor have addressed the process by which Connecticut towns adopt their budgets, but none more than **Executive Order No. 7I**, issued on March 21, 2020. **Paragraph 13** of that Order provides in its entirety as follows:

13. Suspension of In-Person Budget Adoption Requirements for Municipalities. **Notwithstanding** any contrary provision of the Connecticut General Statutes, including **Title 7**, or any special act, **municipal charter**, or ordinance that conflicts with this order, the legislative body of a municipality or, in a municipality where the legislative body is a town meeting, **the board of selectmen, shall authorize the budget-making authority** within said municipality to adopt a budget for the July 1, 2020 – June 30, 2021 fiscal year and to set a mill rate sufficient, in addition to the other estimated yearly income of such town and in addition to such revenue surplus, if any, as may be appropriated, not only to pay the expenses of the municipality for said fiscal year, but also to absorb the revenue deficit of such town, if any, at the beginning of said fiscal year **without holding votes required by charter or without complying with any in-person budget adoption requirements, including but not limited to, annual town meetings requiring votes, referendum, and special town meetings.** In so acting, the budget making authority of the municipality shall comply with public meeting requirements consistent with requirements set forth in **Executive Order 7B** and shall thereby take all reasonable steps to publicize the draft municipal budget for said fiscal year and to receive **public comment** thereon, including but not limited to publishing draft budgets on the website and providing an email address or other **means for the public to submit timely comments on the proposed budget.** [Emphasis added].

Mr. Eric Anderson
Town Administrator
Town of Andover
March 30, 2020
Page Three

You have asked me as town attorney for my legal opinion on whether the Governor's **Order No. 71** requires or rather simply suggests that the Town of Andover forego a traditional part of its normal Charter required budget process, that is, the Annual Town Budget Meeting and Referendum, and simply leave it to the Board of Finance, the apparent "**budget-making authority**," to process and finally determine with only the level of public input required by **Executive Orders 71 and 7B**, substantial though it may be, leaving the public with considerable input into the budget making process, but ceding **control** to the duly elected members of the Town of Andover Board of Finance, pending sufficient abatement of the crisis.

On Tuesday, March 24, immediately after holding a virtual town meeting via the internet, the nearby Town of Vernon held an apparently carefully controlled drive-up town meeting in which 55 voters participated to approve by a 54 to one count an initiative to take almost 3 million dollars in previously appropriated funds from their capital nonrecurring account to pay off leases on various town vehicles and avoid interest, a move that had apparently been in the works for several months prior to the COVID-19 crisis.

A much larger town than Andover, Vernon reportedly plans to do their budget referendum on April 28, presumably in much the same way. We shall see what happens with that. By the way, the Vernon drive up vote on March 24 was a town meeting not covered by Executive Order 71, paragraph 13. In an official publication entitled "**Frequently Asked Questions on the State of Connecticut's actions related to COVID-19**," updated to March 25, 2020, it is stated that "The Office of the Governor is examining whether there is a need for further action regarding other elections that are held at town meetings and considering other feedback from municipalities on items or proceedings that may not be covered by EO 7B, 7C and 71."

Late last week, in our phone conversation, you implied that some in Andover may be wondering why in a smaller town where budget referendum turnouts average in the lower hundreds, the Town of Andover could not follow through on its Town Charter mandated process. It was then that you requested my opinion on application of **Executive Order #71, paragraph 13 to the Town of Andover**. After substantial legal and other research and due consideration and analysis of such an important legal issue, here is my opinion.

The main question is whether the Governor's **Order No. 71** requires or instead just suggests that the Town of Andover forego a traditional part of its normal Charter required budget process, the Annual Town Budget Meeting and Referendum, and leave it to the Board of Finance to decide. In legal terms, is the Order **mandatory or directory**? If it is mandatory, the Town lacks discretion to hold the Annual Budget Meeting and Referendum, even if it is done with special safeguards like Vernon used for its town meeting. If it is merely **directory**, then

Mr. Eric Anderson
Town Administrator
Town of Andover
March 30, 2020
Page Four

Andover could go forward in the usual way, as long as the Town complies with the other elements of any other legitimate emergency order effective now or at the time of whatever event the Town decides to undertake. Given the current nature and extent of the crisis and our public health and safety future in the hopefully shorter run, that could be difficult to do.

The legal analysis must begin with a careful look at and review of the express language of **paragraph 13 of Order No. 71**. Per Town of Andover Charter Section 301, the Town Meeting is "the legislative body of the Town." So, in the Andover context, per paragraph 13, **"the board of selectmen shall authorize the budget-making authority within said municipality to adopt a budget for the July 1, 2020 – June 30, 20-21 fiscal year . . ."** [Emphasis added]. Per Connecticut General Statutes section **"7-381. Definitions,"** the budget-making authority in any town like Andover which has a board of finance "charged with preparing the budget," is of course the Board of Finance. See also, Charter section 802B, which expressly refers to the Andover Board of Finance **"preparing the proposed budget . . ."** [Emphasis added].

With that in mind, at first glance, it seems apparent to the naked eye that Order No. 71, paragraph 13 absolutely requires that the Town of Andover Board of Selectmen must authorize the Board of Finance to adopt the budget without resort to the Annual Town Budget Meeting and Budget Referendum mandated by the Charter in Section 803. But, as set forth in some caselaw of the State of Connecticut, **"shall does not always mean shall."** In this context, however, I believe **"shall" does mean "shall"** here and that the Board of Selectmen has no choice but to authorize the Board of Finance to do what the plain language of paragraph 13 appears to require the Board of Selectmen to do.

The issue of whether **"shall" does mean "shall"** arises because of Connecticut court decisions like **John Doe v. Statewide Grievance Committee, 240 Conn. 671, 681 (1997)**, that note the proposition that "Definitive words, such as 'must' or 'shall,' ordinarily express legislative mandates of a nondirectory (in other words, **mandatory**) nature. . . We have noted, however, that the use of the word 'shall' though significant, does not invariably establish a mandatory duty." [Emphasis added].

Since most of the separate emergency orders of the Governor pertaining to COVID-19 amount to the override or setting aside of State or municipal legislative provisions, it is appropriate to look to the principles of statutory construction for enlightenment. The Connecticut General Assembly has established rules for the construction of statutes. Connecticut General Statutes section 1-1 **"Words and phrases, Construction of Statutes,"** begins by asserting that (a) In the construction of the statutes, words and phrases shall be construed according to the commonly approved usage of the language. . . "

Mr. Eric Anderson
Town Administrator
Town of Andover
March 30, 2020
Page Five

Next, General Statutes section 1-2z is the **Plain meaning rule**. It provides that "The meaning of a statute shall, in the first instance, be ascertained from the text of the statute itself and its relationship to other statutes. If, after examining such text and considering such relationship, the meaning of such text is plain and unambiguous and does not yield absurd or unworkable results, extratextual evidence of the meaning of the statute shall not be considered. [Emphasis added]. Note the General Assembly's use of "shall" to clearly express this particular mandate. In my view, paragraph 13 of Executive Order 71 is in the final analysis, "plain and unambiguous."

To digress a bit, one may wonder why, if the Board of Finance is indeed the intended proper authority to prepare and finalize the town budget, why did the Governor bother to require the Board of Selectmen in our instance to "authorize the budget-making authority," however much of a formality it would be, to require the Board of Finance to prepare and finalize the budget, albeit with substantial input from but not formal control by the voters? Why did the Governor not simply give that authority directly to the Board of Finance in this situation?

There are likely two reasons for that. First, the Board of Selectmen in a town like Andover, per General Statutes section 7-12, **Duties of selectmen**, "shall superintend the concerns of the town." See also, Charter Chapter IV and especially Chapter IV, Section 406 regarding the **Emergency Powers** of the Andover Board of Selectmen. In Andover, the BOS is in charge. The Governor would have been remiss to ignore the legal axiom that any such emergency action in a town meeting/selectmen town like Andover must begin with the Board of Selectmen, even if such action is just a formality as it seems to be in this case.

Looking back at paragraph 13, another reason why formality action is required to be taken by elected officials with general overall authority like the Andover Board of Selectmen to formally pass full budget responsibility on to the town's budget-making authority is the fact that some towns having town councils with overall authority other than boards of selectmen like Andover, towns like Mansfield or larger cities like Hartford, Waterbury or New Britain, do not have budget making authorities other than the town council, and so given the way paragraph 13 was written, joining town council towns with board of selectmen towns, any initial action needed to come from the public body with general overall authority.

As noted above, in my opinion, despite the possible "shall means shall?" issue in paragraph 13 of Executive Order 71, the provision is "plain and unambiguous," and therefore formality action of the Board of Selectmen to authorize the Board of Finance to take control (with public input) of the Town of Andover budget process is **mandatory and required and not directory or optional**. Nevertheless, per General Statutes section 1-2z, even if the Governor's Order is not "plain and unambiguous," enabling a look beyond the words of the Order to its context, the

Mr. Eric Anderson
Town Administrator
Town of Andover
March 30, 2020
Page Six

case in favor of Board of Finance control with substantial public input, but without traditional budget town meeting and referendum control, is even more compelling.

In his very first Executive Order No. 7, dated March 12, 2020, our Governor noted, among other things, that "COVID-19 is a respiratory disease that spreads easily from person to person and may result in serious illness or death; and the World Health Organization has declared the COVID -19 outbreak a pandemic; and To reduce spread of COVID-19, the United States Centers for Disease Control and Prevention and the Connecticut Department of Public Health recommend implementation of community mitigation strategies to increase containment of the virus and to slow down the transmission of the virus, including cancellation of large gatherings and social distancing in smaller gatherings."

On March 14, 2020, Order No. 7B was issued by the Governor, who again noted all of the above, and also, among many other things, noted that "attendance at public meetings and proceedings is likely to increase the risk of transmission of COVID-19," and also that "the current licensed bed capacity within the State of Connecticut may be insufficient to accommodate and facilitate the safe and effective treatment of individuals diagnosed with COVID-19."

At the same time, in an obvious response to his expressed concern about "attendance at public meetings," in paragraph 1 of that Order No. 7B, the Governor did "ORDER AND DIRECT:

1. **Suspension of In-Person Open Meeting Requirements.** Sections 1-206, 1-225, and 1-226 of the Connecticut General Statutes, and any open meeting provision of any municipal charter, ordinance, or regulation that conflicts with this order, are suspended to the extent necessary to permit any public agency to meet and take such actions authorized by the law without permitting or requiring in-person public access to such meetings, and to hold such meetings or proceedings remotely by conference call, video conference or other technology. . ."

Paragraph 1 goes on to add a long list of requirements that municipalities must satisfy regarding public involvement in such proceedings in order to be able to be in compliance with the law. These are the same requirements referred to in paragraph 13 of Executive Order no. 7I, fully quoted above, when a town is legally excused from **In-Person Budget Adoption Requirements for Municipalities**, as required by said paragraph 13.

Next, on March 15, 2020, in Executive Order 7C, after repeating all of the foregoing concerns, among many others, the Governor, using the word "may" rather than "shall" gave local officials

Mr. Eric Anderson
Town Administrator
Town of Andover
March 30, 2020
Page Seven

the authority to extend "all municipal budget deadlines for the fiscal year ending June 30, 2021 that fall on any date prior to and including May 15, 2020 . . . by thirty (30) days."

On information and belief, several towns have already taken the action necessary to extend their budgetary deadlines. Per Town of Andover Charter Section 802, the Board of Finance must complete its proposed budget, hold at least one public hearing by May 1, 2020, and then per Charter Section 803 send the budget to the Annual Town Budget Meeting no later than May 14, 2020. Since both of these events are now scheduled to occur before May 15, the Board of Selectmen is free to extend either or both by up to thirty (30) days.

The COVID-19 crisis is a situation that changes daily. It seems unlikely, but if an extension is approved, we get incredibly lucky, and the Governor's future Orders somehow permit what now seems forbidden and impossible due to paragraph 13 of Order No. 71, perhaps, unlikely though it may be, a town meeting and referendum could conceivably still occur in the Town of Andover in timely fashion in 2020.

There is much more detail in later editions of the Governor's Executive Orders that is worthy of note, including but not limited to the closing of bars, malls, and public places of amusement, among other facilities to severely limit in-person public interaction and the even more rapid and extensive spread of this highly contagious deadly disease.

In this context, which is much more pervasive and extensive and dangerous than I need to further explain here, can there be any doubt that the implementation of paragraph 13 of Executive Order 71 is mandatory and not directory, shall and must be complied with, and does not leave it to the discretion of the Town of Andover or any other town to bypass it?

If the health care concerns of the Governor for our people were not enough, we must also pay heed to the **economic danger** we face from the drastic but admittedly necessary reductions in commerce and employment we must now endure because of COVID-19 and the ramifications it will have for our State and the Town of Andover in combination with our health care crisis.

Mr. Eric Anderson
Town Administrator
Town of Andover
March 30, 2020
Page Nine

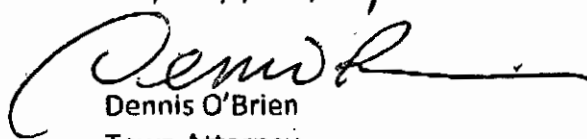
If all that were not enough, In the aforementioned official publication entitled "**Frequently Asked Questions on the State of Connecticut's actions related to COCID-19,**" updated to March 25, 2020, on page 30 in a section entitled "**Budget Adoption,**" the Office of the Governor or the Governor himself has written that "**Meanwhile, any budget action that requires an in-person vote of residents or taxpayers is replaced by the provisions of Executive Order 7I.**"

In my opinion then as town attorney of the Town of Andover, as of this date, the Board of Selectmen of the Town of Andover is legally bound by paragraph 13 of Executive Order 7I, supported by the above quoted paragraph 2 of Executive Order 7H to authorize the Board of Finance to assume full control of the currently ongoing town budgetary process and determination in lieu of the Annual Budget Town Meeting and Referendum required by the Town Charter, but subject to compliance by the Board with the stringent public input requirements of Executive Orders 7I, paragraph 13 and 7B, paragraph 1, regarding public input.

This opinion is subject to change at any time depending upon situational changes and, more important, changes to the law as embodied in the Executive Orders of the Governor as promulgated or amended, or by any other legally authorized means, including but not limited to an exception granted to the Town by the State Department of Emergency Services and Public Protection per Executive Order 7H, paragraph 2, quoted above.

Please share this opinion with the members of the Board of Selectmen and Board of Finance and whoever else in your opinion. needs to have it, and let me know if you need any more from me on this now or in the future

Very truly yours,


Dennis O'Brien
Town Attorney

LEGAL NOTICE

TOWN OF VERNON

**PUBLIC HEARINGS AND ANNUAL TOWN MEETING ON PROPOSED BUDGET
MARCH 30, 2020; APRIL 4, 2020 and APRIL 28, 2020**

Posted 3/19/20
20 MAR 19 PM 4:11
VERNON TOWN CLERK

This is to give notice that the Town Council will hold a Budget Public Hearing on Monday, March 30, 2020, at 7:05 p.m.
The Public Hearing portion will be conducted via teleconference call.
Interested parties must call 1-929-205-6099; Meeting ID# 537 601 532; Password: 0330

The second Budget Public Hearing will be held on Saturday, April 4, 2020, at 9:05 a.m.
The Public Hearing portion will be conducted via teleconference call.
Interested parties must call 1-929-205-6099; Meeting ID# 463 500 752; Password: 0404

The Annual Town Meeting and Final Public Hearing is scheduled for Tuesday, April 28, 2020, at 7:00 p.m.
The Public Hearing portion will be conducted via teleconference call.
Interested parties must call 1-929-205-6099; Meeting ID# 374 542 721; Password: 0428

Said Annual Town Meeting will take place at 7:00 p.m. at Rockville High School, 70 Loveland Hill Road, Vernon, Connecticut in front of the auditorium entrance wherein qualified electors and qualified property owners will drive up, remain in their vehicle to vote in a secure drive-through manner. Accommodations for walk-up voting will be made as well. Voting shall conclude at 8:30 p.m.
All parties must present a current photo ID then vote in the affirmative or negative by show of hand.

In light of the Emergency Declaration related to COVID-19, the entire proposed budget, including budget summary, can be inspected on line at www.vernon-ct.gov/budgets

A summary of proposed expenditures and anticipated revenues are as follows:

APPROPRIATIONS								
FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021								
<u>Description</u>	<u>Actual FY 2018-19</u>	<u>Approved Budget FY 2019-20</u>	<u>Revised Budget FY 2019-20</u>	<u>6 Months Expended FY 2019-20</u>	<u>Estimated Expended FY 2019-20</u>	<u>Department Request FY 2020-21</u>	<u>Mayor Recommend FY 2020-21</u>	<u>Increase (Decrease) Column 7-2</u>
General Government:								
General Government	\$4,050,365	\$3,635,297	\$3,660,997	\$1,520,703	\$3,766,721	\$3,852,919	\$3,852,919	\$217,622
Community Development	\$288,348	\$325,618	\$325,618	\$111,435	\$275,664	\$311,558	\$311,558	(14,060)
Public Safety	\$9,057,451	\$9,067,321	\$9,299,836	\$4,722,885	\$8,940,069	\$8,968,961	\$8,968,961	(98,360)
Maintenance and Development	\$5,877,282	\$5,799,045	\$5,852,979	\$3,136,491	\$6,108,727	\$6,287,094	\$6,287,094	488,049
Human Services	\$1,073,623	\$1,165,581	\$1,165,581	\$579,282	\$1,135,624	\$1,219,638	\$1,219,638	54,057
Parks, Recreation and Culture	\$1,841,703	\$1,990,096	\$1,990,096	\$1,123,307	\$2,029,282	\$2,088,360	\$2,088,360	98,264
Town Wide	\$8,734,917	\$8,947,347	\$8,974,462	\$5,731,234	\$8,340,967	\$8,850,301	\$8,789,906	(157,441)
Total General Government	30,923,689	30,930,305	31,269,569	16,925,337	30,597,054	31,578,831	31,518,436	588,131
Capital Improvements & Debt Service:								
Capital improvements-Town	\$ 1,025,764	\$ 630,200	\$ 1,884,200	\$ 94,232	\$ 1,884,200	\$ 9,118,236	\$ 659,810	\$ 29,610
Debt service	\$ 7,662,848	\$ 7,989,811	\$ 7,989,811	\$ 6,065,854	\$ 7,989,811	\$ 8,095,585	\$ 8,095,585	\$ 105,774
Total Capital Improve./Debt service	8,688,613	8,620,011	9,874,011	6,160,086	9,874,011	17,213,821	8,755,395	135,384
Education	53,050,880	53,870,594	53,870,594	24,525,085	53,870,594	54,627,802	54,516,892	646,298
*** Grand Total ***	\$92,663,182	\$93,420,910	\$95,014,174	\$47,610,508	\$94,341,659	\$103,420,454	\$94,790,723	\$1,369,813

<u>Description</u>	<u>Actual FY 2018-19</u>	<u>Approved Budget FY 2019-20</u>	<u>6 Months Expended FY 2019-20</u>	<u>Estimated Expended FY 2019-20</u>	<u>Department Request FY 2020-21</u>	<u>Mayor Recommend FY 2020-21</u>	<u>Incr (Decr) Over FY 2019-20</u>
Education:							
Salaries and Wages	\$31,763,279	32,941,928	\$13,781,866	\$32,941,928	\$34,107,442	\$34,107,442	\$1,165,514
Employee Benefits	8,412,413	9,132,579	5,204,539	9,132,579	8,714,081	8,714,081	(418,498)
Professional and Technical Services	1,647,891	1,450,880	250,365	1,450,880	1,468,309	1,468,309	17,429
Property Services	1,907,427	1,698,538	958,388	1,698,538	1,734,232	1,734,232	35,694
Other Purchased Services	6,688,049	6,367,297	2,889,258	6,367,297	6,280,252	6,280,252	(87,045)
Supplies and Materials	1,562,898	1,447,143	947,899	1,447,143	1,470,166	1,470,166	23,023
Capital Equipment / Outlay	992,909	524,755	492,770	524,755	537,664	537,664	12,909
Other / Sundry	76,013	307,474	0	307,474	315,656	315,656	8,182
Total Education	\$53,050,880	53,870,594	\$24,525,085	\$53,870,594	54,627,802	54,627,802	757,208
Mayor Recommended Revisions						(110,910)	(110,910)
Total Proposed Education Budget						\$54,516,892	\$646,298

REVENUE ESTIMATES						
FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021						
<u>Description</u>	<u>Actual Revenue FY 2018-19</u>	<u>Revenue Estimates FY 2019-20</u>	<u>6 Months Collected FY 2019-20</u>	<u>Estimates Collected FY 2019-20</u>	<u>Revenue Estimates FY 2020-21</u>	<u>Increase (Decrease) Column 5 - 2</u>
General Property Tax Levies	\$ 72,973,560	\$ 72,592,158	\$ 48,058,844	\$ 73,024,440	\$ 73,264,623	\$ 672,465
Licenses and Permits	423,922	492,500	431,260	491,000	491,000	(1,500)
Intergovernmental Revenues	19,037,020	18,578,716	9,798,511	18,805,948	18,582,922	4,206
Charges for Services	1,442,283	791,200	935,281	1,339,721	841,482	50,282
Fines and Penalties	33,150	33,400	6,247	28,938	32,500	(900)
Gifts and Contributions	7,865	40,000	3,827	8,000	8,000	(32,000)
Use of Money and Property	757,846	326,000	305,993	513,250	301,000	(25,000)
Other Revenues	401,629	385,436	165,398	384,929	379,185	(6,251)
Transfers In	102,976	181,500	0	99,500	890,011	708,511
Total Revenues	\$95,180,251	\$93,420,910	\$58,705,360	\$94,695,725	\$94,790,723	\$1,369,813

ENTERPRISE ACTIVITY								
FISCAL YEAR JULY 1, 2020 - JUNE 30, 2021								
<u>Description</u>	<u>Actual FY 2018-19</u>	<u>Budget FY 2019-20</u>	<u>Revised Budget FY 2019-20</u>	<u>6 Months Expended FY 2019-20</u>	<u>Estimated Expended FY 2019-20</u>	<u>Department Request FY 2020-21</u>	<u>Mayor Recommend FY 2020-21</u>	<u>Increase (Decrease) Column 7-2</u>
Waste Treatment Plant	\$5,396,627	\$5,950,554	\$5,950,554	\$3,296,420	\$5,836,432	\$5,925,726	\$5,925,726	\$ (28,828)
Center 375	140,856	440,755	440,755	35,885	393,026	462,135	462,135	21,380
Total Enterprise Activity	\$5,537,483	\$6,391,309	\$6,391,309	\$3,332,305	\$6,229,458	\$6,387,861	\$6,387,861	\$ (3448)

* WPCAR recommended



Andover School District

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

Dr. Sally Doyen
Superintendent

Mr. John Briody
Principal/Director of Curriculum

Mrs. Holly Maiorano
Director of Special Education

March 12, 2020

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

Dear Eric,

At its regular meeting on March 11, 2020, the Andover Board of Education voted to approve the Andover Elementary School budget for 2020-2021, totaling \$4,010,755. This amount represents a decrease from the current 2019-2020 budget of 1.33%.

Please let me know if you have any questions.

Sincerely,

Sally E. Doyen, Ed.D., BCBA
Superintendent

Cc: Andover Board of Education
John Briody, Principal
Laura Edwards, Business Manager

**TOWN OF ANDOVER, CONNECTICUT
Board of Selectmen
Andover Town Hall
17 School Road
Andover, CT 06232**

**RESOLUTION AUTHORIZING THE BOARD OF FINANCE TO ADOPT THE ANNUAL TOWN BUDGET
WITHOUT THE ANNUAL TOWN BUDGET MEETING AND REFERENDUM**

Pursuant to the authority provided to this Board of Selectmen by paragraph 13 of the March 21, 2020 Executive Order 7I, and paragraph 2 of the March 20, 2020 Executive Order 7H of the Governor of the State of Connecticut, it is RESOLVED that the Board of Finance of the Town of Andover is hereby authorized and required to promptly and timely adopt the Annual Town Budget of the Town of Andover for the fiscal year beginning July 1, 2020, without the Annual Town Budget Meeting and Referendum otherwise required by Town Charter section 803, and rather in accordance with said paragraph 13 of Executive Order 7I, and also with paragraph 1 of the March 14, 2020 Executive Order 7B of the Governor of the State of Connecticut, subject only to the further Order of the Governor and subsequent Resolution of this Board.

So Moved by _____ Second by _____
Selectman Selectman

Dated at Andover, Connecticut this ____ day of April, 2020

STATE OF CONNECTICUT

BY HIS EXCELLENCY

NED LAMONT

EXECUTIVE ORDER NO. 7S

**PROTECTION OF PUBLIC HEALTH AND SAFETY DURING COVID-19 PANDEMIC AND
RESPONSE – SAFE STORES, RELIEF FOR POLICYHOLDERS, TAXPAYERS, AND
TENANTS**

WHEREAS, on March 10, 2020, I issued a declaration of public health and civil preparedness emergencies, proclaiming a state of emergency throughout the State of Connecticut as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed spread in Connecticut; and

WHEREAS, pursuant to such declaration, I have issued seventeen (17) executive orders to suspend or modify statutes and to take other actions necessary to protect public health and safety and to mitigate the effects of the COVID-19 pandemic; and

WHEREAS, COVID-19 is a respiratory disease that spreads easily from person to person and may result in serious illness or death; and

WHEREAS, the World Health Organization has declared the COVID-19 outbreak a pandemic; and

WHEREAS, the risk of severe illness and death from COVID-19 appears to be higher for individuals who are 60 years of age or older and for those who have chronic health conditions; and

WHEREAS, to reduce the spread of COVID-19, the United States Centers for Disease Control and Prevention and the Connecticut Department of Public Health recommend implementation of community mitigation strategies to increase containment of the virus and to slow transmission of the virus, including cancellation of gatherings of ten people or more and social distancing in smaller gatherings; and

WHEREAS, my Executive Order No. 7N imposed certain safety restrictions and mandates on retail establishments in order to limit the spread of COVID-19 among customers, employees, and others entering such establishments; and

WHEREAS, there exists a compelling state interest in a consistent and easily understandable statewide approach to reducing the risk of transmission of COVID-19 among customers, staff, and other persons entering retail establishments, to limit community transmission of COVID-19 statewide, and to ensure the continuity of essential retail services and safe conduct of permitted non-essential retail services; and

WHEREAS, widespread financial hardship caused by the COVID-19 pandemic and necessary responses to it may prevent policyholders from timely payment of insurance premiums, and any resulting penalties, including cancellation or non-renewal of policies, create additional hardship, cause further damage to the economy, and endanger property and public health; and

WHEREAS, to encourage social distancing and protect public health and safety, my Executive Order 7D, dated March 16, 2020 and Executive Order 7G, dated March 19, 2020, closed bars and restaurants to all on-premise service of food and beverages; and

WHEREAS, many businesses may be experiencing lost revenue from the prohibition of on-premise food and beverage sales, which will hinder their ability to make timely payments to their creditors; and

WHEREAS, the State of Connecticut serves many elders and disabled individuals through multiple home and community based services waivers and Medicaid state plan benefits under the Medicaid program, including clients of the Department of Social Services, Department of Mental Health and Addiction Services and the Department of Developmental Services, who rely upon these home-based services to remain in their homes, avoid institutionalization and achieve maximum independence and functioning, and certain adjustments to the provision of services under these various waivers are necessary to ensure continuity of services and provide greater flexibility during COVID-19;

WHEREAS, the Centers for Medicare & Medicaid Services has advised the Department of Social Services that it may, on an expedited basis, and without providing a notice and comment period, take advantage of opportunities included in Appendix K to the Home and Community Based Waivers under Section 1915(c), as well as Sections 1115 (a) and 1135, of the Social Security Act, and also including, as applicable, amendments to Medicaid state plan provisions under other relevant provisions, such as sections 1915(i), 1915(k) and 1945 of the Social Security Act, in order to act quickly to address critical health needs of Medicaid beneficiaries and others in Connecticut in response to COVID-19; and

WHEREAS, Chapter 204 of the Connecticut General Statutes sets forth tax collection deadlines that will be difficult for residential and commercial property owners to meet in light of the significant job and economic losses experienced by Connecticut residents and businesses; and

WHEREAS, municipalities have sought relief on behalf of taxpayers who are struggling due to business operations being suspended or ceased, layoffs and other complications due to the COVID-19 pandemic; and

WHEREAS, certain municipal charters, ordinances or resolutions require critical town fiscal and budgetary decisions to be voted on by referendum or town meeting that create a risk to public health; and

WHEREAS, Sections 12-170aa(e) and (f) and Sections 12-129b and 12-129c of the Connecticut General Statutes require municipalities to conduct specific duties, including but not limited to processing tax relief claims that require in-person meetings and application filing requirements for taxpayers who have attained age sixty-five or over or are totally disabled; and

WHEREAS, Section 12-62 of the Connecticut General Statutes requires municipalities to conduct in-person inspections which will create increased risk of transmission of COVID-19; and

WHEREAS, Section 12-63c of the Connecticut General Statutes requires taxpayer filings based on information in Income and Expense Statements by Assessors, which were previously extended under Executive Order 7I, Section 15; and

WHEREAS, it will promote the public health and safety of all Connecticut residents to prohibit evictions during the public health and civil preparedness emergency; and

WHEREAS, the Judicial Branch has suspended all evictions and ejectment proceedings and Executive Order No. 7G suspended non-critical court operations;

NOW, THEREFORE, I, NED LAMONT, Governor of the State of Connecticut, by virtue of the authority vested in me by the Constitution and the laws of the State of Connecticut, do hereby **ORDER AND DIRECT**:

1. **Safe Stores Mandatory Statewide Rules, Amending Executive Order No. 7N, Sec. 3.** Effective upon the opening of each retail establishment for the first time on April 3, 2020, every retail establishment in the State of Connecticut shall take additional protective measures to reduce the risk of transmission of COVID-19 between and among customers, employees, and other persons such as delivery drivers or maintenance people. The Commissioner of Economic and Community Development, in consultation with the Commissioner of Public Health, shall issue mandatory statewide rules prescribing such additional protective measures no later than 11:59 p.m. on April 1, 2020. Such rules shall be mandatory throughout the state and shall supersede and preempt any current or future municipal order and shall supersede the requirements of Executive Order No. 7N, Sec. 3, providing that nothing in this order shall eliminate or reduce the requirements of Executive Order No. 7N, Sec. 3 regarding firearms transactions.
2. **60-Day Grace Period for Premium Payments, Policy Cancellations and Non-Renewals of Insurance Policies.** Beginning on April 1, 2020, for a period of sixty (60) calendar days ending on June 1, 2020, no insurer may, without a court order, lapse, terminate or cause to be forfeited a covered insurance policy because a covered policyholder does not pay a premium or interest or indebtedness on a premium under the policy that is due except as provided hereunder. This grace period shall apply to entities licensed or regulated by the Insurance Department including admitted and non-admitted insurance companies that provide any insurance coverage in Connecticut including, life, health, auto, property, casualty and other types of insurance as follows:
 - a. Insurers shall provide such 60-day grace period to individuals that have individual insurance policies who, as a result of the COVID-19 pandemic, were laid off, furloughed, or fired from employment or otherwise sustained a significant loss in revenue. Such individuals may be required to provide an affidavit or other statement acceptable to their insurance carrier, explaining that as a result of the COVID-19 pandemic they were laid

off, furloughed, or fired from employment or otherwise sustained a significant loss in revenue.

- b. Insurers shall provide such 60-day grace period to businesses that are group policyholders, have group insurance and/or have property/casualty insurance that were required to close or significantly reduce operations or suffered significant revenue loss as a result of the COVID-19 pandemic. Such businesses may be required to provide an affidavit or other statement acceptable to their insurance carriers, explaining that as a result of the COVID-19 pandemic, they were required to close or significantly reduce their business operations or suffered a significant revenue loss.
 - c. This 60-day grace period is not automatic. To be eligible, affected policyholders must provide the information outlined above in an affidavit or other statement acceptable to their insurance carriers. Carriers shall provide instructions on how policyholders are to provide such information.
 - d. Policyholders are advised that this grace period is not a waiver or forgiveness of the premium; it is only an extension of time in which to pay premiums. Policyholders are advised that they may be subject to restrictions if they are in receipt of state or federal stimulus funding relating to COVID-19.
 - e. Individuals or businesses that do not meet the criteria for the 60-day grace period set forth above, will need to contact their insurance carrier should they wish to discuss a premium deferral.
 - f. This order does not apply to self-funded health plans.
 - g. If a carrier has already provided a policyholder with a 60-day grace period for March and April 2020 premiums, or offers to provide a 60-day grace period for that time frame and it is accepted, the carrier will be deemed to have satisfied the requirements of this Executive Order with respect to that policyholder.
 - h. This 60-day grace period shall only apply to policyholders that were in good standing with their insurance carrier on March 12, 2020, and shall only apply to premiums due after the initial premium has been made to secure coverage.
 - i. This 60-day grace period applies only to cancellation or non-renewals attributed to a failure to pay premiums during the applicable 60-day grace period. If a policy is to be cancelled or non-renewed for any other allowable reason, the cancellation or non-renewal may be made pursuant to statutory notice requirements and for legally recognized reasons.
3. **Extension of 30-Day Period of Credit for Liquor Permittees.** Section 30-48(b) of the Connecticut General Statutes and Sections 30-6-A36 and 30-6-A37a of the Regulations of Connecticut State Agencies, which permit no more than a thirty-day period of credit, from

manufacturers, wholesalers, or others specified in such statute and regulations, is modified so that the maximum period of credit shall be ninety days after the date of delivery for all permittees prohibited from engaging in on-premise sales per Executive Order No. 7D, as amended by Executive Order No. 7H. The extension of credit shall not apply to permits that were delinquent at the time Executive Order No. 7D became effective on March 16, 2020. The period of delinquency shall begin on the ninety-first day after the date of delivery. All other requirements under the above-referenced statute and regulations shall apply, except as modified to reflect the increased period of credit, and the standard thirty-day period of credit shall continue to apply to all permittees whose businesses who were not engaging in on-premise sales at the time Executive Order No. 7D became effective. The credit extension shall remain in effect for any delivery made prior to the time Executive Order No. 7D expires or is terminated, or if extended or renewed, through any period of extension or renewal.

4. **Daily Payment of Certain Taxes Changed to Weekly.** Section 12-575 (h) of the Connecticut General Statutes is modified so that the licensee authorized to operate off-track betting in Connecticut shall file with the Department of Consumer Protection: a daily electronic report of the amount of wagers collected; and, no later than 12:00 PM every Tuesday, the tax filing and payment for the week preceding.
5. **Flexibility to Amend Medicaid Waivers and State Plan.** Section 17b-8 of the Connecticut General Statutes, to the extent that it requires: the submission of proposed applications to submit waivers or make certain amendments to Medicaid waivers or the Medicaid state plan (for such amendments that would have required a waiver but for the Affordable Care Act) to the joint standing committees having cognizance of matters relating to human services and appropriations; a 30-day public notice and comment period prior to submission of the proposed amendments to said committees; the holding of a public hearing by said committees; and the approval of the applications for amendment by said committees, is modified retroactive to the declaration of public health and civil preparedness emergency on March 10, 2020, to authorize the Commissioner of Social Services, on an expedited basis, to exercise the waiver flexibilities provided in response to COVID-19 and afforded by Appendix K to the Home and Community Based Waivers under Section 1915(c), as well as Sections 1115 (a) and 1135, of the Social Security Act and also including, as applicable and in response to COVID-19, amendments to Medicaid state plan provisions under other relevant provisions, such as sections 1915(i), 1915(k) and 1945 of the Social Security Act. The suspension of the aforesaid requirements is limited solely to emergency waivers related to the COVID-19 declared public health and civil preparedness emergencies.
6. **Suspension and Modification of Tax Deadlines and Collection Efforts.** Notwithstanding any contrary provisions of Chapter 204 of the Connecticut General Statutes or of any special act, charter, home-rule ordinance, local ordinance or other local law, there shall be established two programs to offer support to eligible taxpayers, businesses, nonprofits, and residents who have been economically affected by the COVID-19 pandemic. Such programs shall be known as the "Deferment Program" and the "Low Interest Rate Program." Each

municipality, as defined in section 7-148 of the general statutes, by determination of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, shall participate in one or both programs and shall notify the Secretary of the Office of Policy and Management no later than April 25, 2020, about which program or programs it is electing to participate in.

- a. **Deferment Program.** During the period of March 10, 2020, the date that I declared the public health and civil preparedness emergency, through and including July 1, 2020, municipalities participating in the Deferment Program shall offer to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments for such tax, rate, charge, or assessment from the time that it became due and payable. Eligible taxpayers, businesses, nonprofits, and residents are those that attest to or document significant economic impact by COVID-19, and/or those that document they are providing relief to those significantly affected by the COVID-19 pandemic. The Secretary of the Office of Policy and Management shall issue guidance as to which taxpayers, businesses, nonprofits, and residents shall be considered eligible for the Deferment Program, but participating municipalities may, upon approval of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, extend eligibility for the deferment program to other categories of taxpayers, businesses, nonprofits, and residents.
- b. **Low Interest Rate Program.** For municipalities participating in the Low Interest Rate Program, notwithstanding Section 12-146 of the General Statutes, (i) the delinquent portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric charges or assessments or part thereof shall be subject to interest at the rate of three (3) per cent per annum for ninety days from the time when it became due and payable until the same is paid, for any such tax, rate, charge, or assessment due and payable from March 10 through and including July 1, 2020, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established; and (ii) any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, shall be subject to interest at the rate of three (3) per cent per annum for ninety days from this Order, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety (90) days, the portion that remains delinquent shall be subject to interest and penalties as previously established.
- c. **Eligibility of Landlords.** In order for a landlord, or any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee, to be eligible for the Deferment Program, said landlord must provide documentation to the municipality that the parcel has or will suffer a significant income decline or that commensurate

forbearance was offered to their tenants or lessees. Any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee shall only be eligible for the Low Interest Rate Program if said landlord offers commensurate forbearance to tenants or lessees, upon their request.

- d. **Escrow Payments.** Financial institutions and mortgage servicers that hold property tax payments in escrow on behalf of a borrower shall continue to remit property taxes to the municipality, so long as the borrower remains current on their mortgage or is in a forbearance or deferment program, irrespective of the borrower's eligibility for or participation in the Deferment Program or the Low Interest Rate Program.
- e. **Liens Remain Valid.** Nothing in this order affects any provision of the Connecticut General Statutes relating to continuing, recording and releasing property tax liens and the precedence and enforcement of taxes, rates, charges and assessments shall remain applicable to any deferred tax, rate, charge or assessment or installment or portion thereof.

7. **Allowance of Suspension of In-Person Voting Requirements for Critical and Time Sensitive Municipal Fiscal Deadlines.** Notwithstanding any contrary provision of the Connecticut General Statutes, including Title 7, or any special act, municipal charter, ordinance or resolution that conflicts with this order, the legislative body of a municipality, or in a municipality where the legislative body is a town meeting other than a representative town meeting, the board of selectmen, and the budget-making authority of said municipality if different from the legislative body or board of selectmen, by majority vote of each such body, as applicable, may authorize (i) any supplemental, additional or special appropriations under Section 7-348 of the Connecticut General Statutes or comparable provisions of any special act, municipal charter or ordinance, (ii) any tax anticipation notes to be issued under Section 7-405a of the Connecticut General Statutes or comparable provisions of any special act, municipal charter or ordinance, or (iii) municipal general obligation bonds or notes to be issued in anticipation of such bonds to be issued pursuant to Chapter 109 of the Connecticut General Statutes for capital improvement purposes, without complying with any requirements for in-person approval by electors or taxpayers, including but not limited to, annual or special town meetings requiring votes or referenda. Notwithstanding the foregoing, if the legislative body and budget-making authority, if they are separate entities, are taking any action specified in (ii) or (iii) above, or any action under (i) above, which involves an appropriation in an amount in excess of 1% of the current year's total municipal budget without complying with any in-person approval requirements normally required by statute, special act, municipal charter, ordinance or resolution, such body(ies) shall make specific findings that such actions are necessary to permit the orderly operation of the municipality and that there is a need to act immediately and during the duration of the public health and civil preparedness emergency in order to avoid endangering public health and welfare, prevent significant financial loss, or that action is otherwise necessary for the protection of persons and property within the municipality. In so acting, the legislative body and, if different from the legislative body, the budget-making

authority of the municipality, shall comply with open meeting requirements set forth in Executive Order No. 7B. All conditions precedent to any such approval, including without limitation, public notices, hearings or presentations, shall proceed in a manner as closely consistent with the applicable statutes, special acts, town charters, municipal ordinances, resolutions or procedures as possible, and in compliance with the open meeting provisions set forth in Executive Order 7B. Nothing in this order shall be construed to prohibit a municipality from conducting any in-person meeting, approval process, or referendum, provided such municipality first consults with local or state public health officials and conducts such meeting, approval process, or referendum in a way that significantly reduces the risk of transmission of COVID-19

8. **Suspension of Reapplication Filing Requirement for the Homeowners' Elderly/Disabled Circuit Breaker Tax Relief Program and for the Homeowners' Elderly/Disabled Freeze Tax Relief Program.** The biennial filing requirements under Sections 12-170aa(e) and (f) and Sections 12-129b and 12-129c of the Connecticut General Statutes for any taxpayers who were granted the benefit for the Grand List year 2017 and who is required to recertify for the Grand List year 2019, are suspended and such taxpayers shall automatically maintain their benefits for the next biennial cycle ending in Grand List year 2021.
9. **Substitution of Full Inspection Requirements Pertaining to October 1, 2020 Grand List Revaluations.** The requirement set forth under Section 12-62 of the Connecticut General Statutes pertaining to October 1, 2020 Grand List revaluations that require a full interior inspection of property, for which such interior inspection that has not yet been completed, is suspended and replaced with the alternative requirement to send a questionnaire to the owner as outlined in Section 12-62(b)(4).
10. **Extension of Deadline to File Income and Expense Statement.** The taxpayer filing deadline set forth under Section 12-63c of the Connecticut General Statutes is extended to August 15, 2020.
11. **Suspension of Non-Judicial Tax Sales.** Notwithstanding any contrary provision of the Connecticut General Statutes, including but not limited to Section 12-157 or Section 7-258, or any special act, municipal charter or ordinance that conflicts with this order, (1) no municipality nor water pollution control authority may conduct any sale pursuant to General Statutes Section 12-157 or Section 7-258, until thirty days after the end of the public health and civil preparedness emergency, including any period of renewal or extension of such emergency. Any sale for which notice had been filed prior to March 10, 2020 shall be adjourned by operation of law to a date to be determined by the tax collector. Such adjourned date shall be no earlier than thirty days after the end of the public health and civil preparedness emergency; and (2) For any sales held under Section 12-157 or Section 7-258 that were conducted prior to March 10, 2020, any six-month redemption period in General Statutes Section 12-157 shall be extended for the number of calendar days the public health and civil preparedness emergency remains in effect. The time period from March 10, 2020 to the end of the emergency shall be considered a

“holding period.” Redemption interest during said holding period shall be charged at a monthly rate equivalent to three per cent per annum.

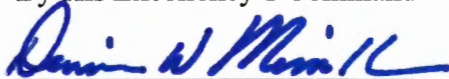
Unless otherwise specified herein, this order shall take effect immediately and shall remain in effect for the duration of the public health and civil preparedness emergency, unless earlier modified or terminated by me.

Dated at Hartford, Connecticut, this 1st day of April, 2020.



Ned Lamont
Ned Lamont
Governor

By His Excellency's Command



Denise W. Merrill
Denise W. Merrill
Secretary of the State





OFFICE OF POLICY AND MANAGEMENT GUIDANCE
Executive Order No. 7S
Explanation of Purpose and Intent

Section 6, Executive Order 7S
Suspension and Modification of Tax Deadlines and Collection Efforts

Property taxation is a state function granted within certain parameters to local municipalities. Due to COVID-19 the state deems it necessary to make some changes to the normal deadlines and procedures. There will be two programs designed to offer support to eligible taxpayers who have been affected by COVID-19. The state has established the “Deferment Program” and the “Low Interest Rate Program.”

The EO defines “municipality” as indicated in 7-148. This means only towns, cities and boroughs, and does not include special taxing districts and special services districts. Unless and until the EO is amended these programs and procedures apply only to “municipalities” as defined above, and NOT to special taxing districts.

The legislative body of each municipality must determine if they will offer one plan, or both plans. Municipalities can offer either plan or both but must offer at least one. In municipalities where the legislative body is the town meeting, the board of selectmen decides which program to offer. Towns must notify OPM by April 25 of their choice.

Section a: “Deferment Program”

Think of this program as an extended grace period program. What is “deferred” is not a tax but rather the last day to pay without interest. **The deadline is deferred, not the tax.** Eligible taxpayers (“eligible” will be defined later) are entitled to **defer their payment deadline until 90 days from the tax due date, instead of the usual 30 days.**

This will have different applications depending on when taxes or other charges (municipal sewer, utility, etc.) are ‘due’ in a given municipality. Any tax that comes due between March 10, 2020 and July 1, 2020, inclusive, can be covered by this plan.

For semiannual and annual towns: the next installment comes due on July 1, 2020. This plan covers installments that come due up through and including July 1, 2020. For the July 1, 2020 installment, instead of the last day to pay being August 3, 2020 (August 1 falls on a Saturday), the last day to pay will instead be October 1, 2020 (90 days from July 1) because the last day to pay is being deferred, or the grace period is being extended.

The plan covers any real estate, motor vehicle or personal property tax, and any municipal water, sewer or electric rate, charge or assessment.

For towns that have taxes or other charges coming due between March 10 and July 1 (quarterly billing towns, and towns that bill other charges between March and July): those bills are covered by this plan. For example, if an installment or bill became due and payable on April 1, 2020, instead of the last day to pay being May 1, 2020, the grace period would be extended for 90 days instead of 30, and the last day to pay would instead be July 1, 2020.

“Eligible” taxpayers, businesses, nonprofits, and residents (that covers everybody) are those that “attest to or document significant economic impact by COVID-19, and / or those that document they are providing relief to those significantly affected by COVID-19.” There is separate guidance about eligibility for this program and is detailed on the application forms provided by OPM.

Municipalities may extend eligibility to other categories of taxpayers, businesses, nonprofits and residents, upon approval of the legislative body or by the Board of Selectmen in towns where the town meeting is the legislative body. This means the town is free to ‘open up’ the extended grace period to others not specifically mentioned in the EO. For example, a municipality could decide to offer the extended grace period to ALL taxpayers, period, without distinction. This is a decision up to the towns. If a municipality decides to “open up” the eligibility, the need for applications may be moot.

This program does not address taxes that are already past due. It is not an amnesty or waiver of interest or other charges on taxes that are already delinquent.

Section b: “Low Interest Rate Program”

This is another option for towns to consider. It can be offered in conjunction with the deferment program, or instead of it. This program does not say a taxpayer can have an extended grace period with no interest at all. Rather, it addresses the rate of interest that is to be charged on a delinquent or past due bill. Interest is normally charged at the rate of 1.5% per month, 18% per year from the due date of the tax, with a portion of a month being considered a full month. However, **this program will allow for a lower rate of interest: .25% per month, or 3% per year, from the due date of the tax, for a period of up to 90 days only.**

This program provides a ‘window’ of 90 days from the due date where taxpayers would be able to pay at a reduced interest rate. They would not have an extended grace period, but they would be paying significantly less interest if they pay late.

Any tax, or municipal water, sewer, or electricity charge that comes due at any time between March 10, 2020 and July 1, 2020, inclusive, can be covered by this plan (section i).

For semiannual and annual towns: the next installment comes due on July 1, 2020. This plan covers installments that come due up through and including July 1, 2020. For the July 1, 2020 installment, the last day to pay will (still) be August 3, 2020 (August 1 is a Saturday) but if the taxpayer pays on August 4 or later, they will not be paying 1.5% per month interest, but rather only .25% per month interest. On August 4, 2020 the interest charged would not be 3%, but rather .25 x 2 months or .5% This plan would remain in force only for 90 days from the due date of July 1; it would end on October 2, 2020.

The plan covers any real estate, motor vehicle or personal property tax, and any municipal water, sewer or electric rate, charge or assessment.

For towns that have taxes or other charges coming due between March 10 and July 1 (quarterly billing towns, and towns that bill other charges between March and July): those bills are covered by this plan. For example, if an installment or bill became due and payable on April 1, 2020, the last day to pay will (still) be May 1, 2020, but if the taxpayer pays on May 2 or later, they will not be paying 1.5% per month interest but rather only .25 % per month interest. On May 2, the interest charged would not be 3% but rather .25 x 2 months, or .5%. This plan would remain in force only for 90 days from the due date of the tax or charge. Once the 90 days was up, the plan would no longer be in effect.

This program **does not require taxpayers to qualify based upon eligibility criteria** as with the deferment program. However, please refer to eligibility of landlords in Section c, below.

The EO provides that if there is a case where any tax, charge etc. is already subject to an interest rate that is less than 3% per year, then that lower rate will apply instead.

The EO also addresses past due charges that were already delinquent on March 10, 2020 (section ii). If a bill was already delinquent on or before March 10, 2020, it shall be subject to .25% per month, 3% per year interest for a period of 90 days from the EO (until July 1, 2020) only. For the time period from April 1, 2020 (the date of the EO) to July 1, 2020, the delinquent taxpayer pays .25% per month or portion thereof instead of the normal 1.5% per month – but ONLY on those last three months, and only if they are making a payment.

On July 2, 2020, unless this EO is extended or other directives are subsequently given, the 'window' closes, and interest once again goes back to the statutory rate of 1.5% per month from due date. ("Following the 90 days, the portion that remains delinquent shall be subject to interest and penalties as previously established.")

If a taxpayer has made a partial payment between April 1 and July 1, 2020, but has not paid in full, interest goes back to the former rate. If a taxpayer has not made any payment at all during that time, they lose the benefit of the 'window' and all of their interest is calculated at the rate of 1.5% per month from the due date, as if the opportunity for the reduced rate had not ever existed. ("Following the 90 days, the portion that remains delinquent shall be subject to interest and penalties as previously established.")

Section c: Eligibility of Landlords

The EO states that in order to be eligible for the extended grace period/ deferral program, a "landlord," or any taxpayer that rents or leases to tenants or lessees, must provide documentation to the municipality that the property being taxed has, or will, suffer a significant income decline, or that commensurate forbearance was offered to the tenants or lessees.

The EO states that in order to be eligible for the lower/ reduced interest rate program, the landlord must offer 'commensurate forbearance' to tenants or lessees upon their request.

The application forms provided by OPM have more detail about this section and contains specific sections to be completed by landlords.

Section d: Escrow Payments

This section of the EO states that an individual taxpayer's eligibility for either program is irrelevant if the taxes on the property are paid on their behalf by an escrow agent, financial institution, mortgage service agent or bank. The escrow agents are still expected to remit tax payments on behalf of their customers according to the regular timetable - in other words, by August 3 for semiannual and annual towns. The EO states this is the case 'so long as the borrower remains current on their mortgage or is in a forbearance or deferment program.' The EO does not address what the expectation is if the borrower is NOT current or is NOT in such a program.

Section e: Liens Remain Valid

Nothing in the EO affects ANY PROVISION of the Connecticut General Statutes relating to the continuing, recording and releasing of property tax liens. Tax collectors still rely on the existence of the inchoate lien as of the date of assessment. Intent to lien notices are to be sent. Lien continuing certificates are still to be filed in the land records on the regular timetable. Liens are still to be released according to the regular timetable.

Finally, "...the precedence and enforcement of taxes, rates, charges and assessments shall remain applicable to any deferred tax, rate, charge or assessment or installment or portion thereof." Take this to mean 'deferred' as defined in section a. Even if a tax is deferred according to the program (extended grace period granted) the priority/precedence of that property tax remains in effect, is not lessened or reduced by virtue of participation in the extended grace period program, and will be subject to normal collection enforcement procedures once the 'deferral' (extended grace period) has concluded.

Section 11, Executive Order 7S
Suspension of Non-Judicial Tax Sales

Section 11 postpones all pending tax sales and redemption deadlines. Effective on April 1, 2020, any upcoming tax sales are automatically postponed for the duration of the emergency and can be rescheduled by the tax collector no sooner than thirty (30) days after the Governor declares the emergency has ended. Tax sale notices which went out before the EO remain valid. Adjournment notices can go out by first-class mail in the meantime, but the return-receipt notices and newspaper advertising required by General Statutes 12-157(a) should not be resumed until the new auction date is known, and their timing will be calculated from the new date.

Section 11 also extends any six-month redemption deadline pending at the time the EO was signed, which was 9:00 p.m. on April 1, 2020. The length of the extension is equal to the number of days that the emergency is in effect, which will be March 10, 2020 through until whatever date the Governor declares it has ended. The interest rate the purchaser earns during the extended portion of the redemption period is 0.25% per month but remains at 1.5% per month for the regular part of the redemption period. The EO does not reinstate any redemption period which had already expired. This means any tax sale conducted before October 2, 2019 is not affected by EO unless its redemption period was extended by a bankruptcy filing or other law. Deeds and affidavits can still be recorded for tax sales whose redemption deadlines expired before then.



**OFFICE OF POLICY AND MANAGEMENT GUIDANCE
ON TAX PROGRAMS PURSUANT TO SECTIONS 6 AND 11 of
EXECUTIVE ORDER 7S**

1. What kinds of municipalities do the tax programs apply to?

Section 6 applies to all towns, cities, boroughs in Connecticut including their water pollution control authorities. These municipalities must adopt either or both programs created in the Order.

Note that a future EO may expand these programs to apply to all municipalities and quasi-municipal corporations, whether created by statute, ordinance, charter, legislative or special act, including but not limited to any town, city or borough, whether consolidated or unconsolidated, any village, school, sewer, fire, lighting, special services or special taxing districts, beach or improvement association, any regional water or resource recovery authority or any other political subdivision of the state or of any municipality having the power to make appropriations or to levy assessments or taxes. OPM is receiving input on this expansion and will update this guidance if the program is expanded to apply to quasi-municipal corporations.

2. What kinds of taxes and charges does Section 6 apply to?

Section 6 applies to unescrowed taxes on real estate, motor vehicles, and personal property as well as unescrowed municipal water, sewer, and electric charges.

Section 6 does not apply to trash and sanitation charges, landlord rental fees, fines, and other kinds of municipal assessments, penalties, and charges regardless of when they come due. It also does not apply to water, sewer, and electrical charges by private providers. All of these taxes and charges must therefore be paid normally.

3. What is the difference between the two Programs in Section 6?

Section 6 creates two Programs for relief from certain taxes and charges. Two programs are offered to provide municipalities flexibility, but also to ensure that all taxpayers have some type of tax relief available during the COVID-19 pandemic.

The Deferment Program effectively delays certain pay by dates (the last day to pay) by ninety (90) days for eligible taxpayers who apply and are approved as meeting the guidelines set forth by the Office of Policy and Management. All other

taxpayers who do not apply or who are not approved would remain responsible to pay their taxes and charges normally, unless a municipality votes to extend eligibility to such taxpayers. The EO makes clear that a municipality may extend eligibility to other categories of taxpayers, businesses, nonprofits and residents. Therefore it is up to each town whether to use the “Application for Municipal Tax Relief” available on OPM’s website, or choose to create a different form reflecting eligibility standards approved by its local legislative body, except that landlords participating in the deferral program must provide documentation to the municipality that the relevant parcel has or will suffer a significant income decline or that commensurate forbearance was offered to their tenants or lessees in either case.

The Low Interest Program would reduce the interest rate for a three-month window to three (3) per cent for all taxpayers owing taxes and charges automatically.

Every town, city, and borough must adopt either Program, or both Programs and notify the Office of Policy and Management by filling out the OPM Certification Form, no later than April 25, 2020.

4. What are the requirements for landlords?

Landlords are not eligible for either Program for relief from taxes and charges on their rental or leased properties unless they pass on “commensurate forbearance” to their tenants or lessees.

Commensurate forbearance, for purposes of both programs, means either a) a deferral of 25% of rent (approximating the property tax portion of rent) for the ninety (90) days from the due date; b) a deferral of one month’s rent to be paid over the 90 day period; or c) forbearance substantially similar to (a) or (b) as determined by the tax collector.

For the Deferment Program, the landlord must provide documentation that the property will suffer a significant revenue decline related to the COVID-19 emergency, or that commensurate forbearance was offered to tenants or lessees.

Landlords are subject to auditing and may be asked by their municipality to provide their tenants’ names and contact information, or other information identified by the municipality to confirm eligibility.

For the Low Interest Program, there is no documentation requirement for ease of administration, but landlords are subject to auditing and should not take advantage of this program unless they pass along to the tenants commensurate forbearance, when requested.

5. When does the taxpayer have to submit their application?

Deferment Program applications and any required documentation or related information must be submitted to the municipality no later than July 1, 2020 in any manner the municipality specifies, which may be in person, by mail and/or electronically. Each municipality shall utilize the guidance provided by the Office of Policy and Management for determining eligibility.

6. How is interest calculated under the Programs?

If a municipality adopts the Deferment Program, the interest will be zero for any tax or charge owed by an approved taxpayer which would otherwise come due between March 10 and July 1, 2020, inclusive so long as it is paid within ninety (90) days of the original due date. The practical effect of this Program is simply to extend the usual interest-free grace period to ninety (90) days. It would be as though the phrases “the first day of the month next succeeding the month in which” and “the same date of the month next succeeding the month corresponding to that of the month on which” in General Statutes 12-146 were both replaced with “the ninetieth day after.” For water and sewer charges, it would be as though the words “thirty days” in General Statutes 7-239(b), 7-254(a), and 7-258(a) were replaced with “ninety days.”

If a municipality adopts the Low Interest Program, interest is reduced automatically for everyone from 1.5% per month to a maximum of 0.25% per month on taxes and charges which come due between March 10 and July 1, 2020, inclusive. (If any tax or charge would otherwise accrue interest at a rate of less than 3% per annum, the lower rate continues to apply.) This Program also imposes the same cap on any delinquent taxes and charges which came due before March 10, 2020 and remain unpaid, but only to the extent of the interest which accrues on them between April 1, 2020 and July 1, 2020. Interest which had already accrued on delinquencies before April 1, 2020 remains unaffected. For example, if a tax which had previously come due on July 1, 2019 is paid in mid-May 2020, a municipality which adopted this Program would charge nine months of interest at 1.5% each plus two months of interest at 0.25% each. Regardless of whether a tax or charge was due before or after March 10, 2020, any portion not paid by July 1, 2020 accrues interest as it normally would, both within and outside the low-interest period. For example, if a tax due on July 1, 2019 is paid in mid-August 2020, the municipality would charge 14 months of interest at 1.5% each; no portion of the tax would remain entitled to the 0.25% per month interest rate. A tax due on July 1, 2020, however, would remain entitled to the normal one-month grace period which would apply normally (or 30 days for a sewer charge).

7. **Do the programs require refunding payments which the municipality has already received?**

Neither program requires any municipality to refund any payment, regardless of when it was made or how it was affected by either Program. If a payment is made which exceeds the correct amount due as affected by either Program, the normal overpayment procedures in General Statutes 12-129 apply.

8. **How does the suspension of tax sales in Section 11 affect notices of tax sales previously issued for auctions which were to take place after the date of the Order?**

Section 11 does not invalidate any notice issued under General Statutes Section 12-157 before the Order was signed. Although the Order itself postpones all pending tax sale auctions by operation of law, the municipality may issue adjournment notices in accordance with the second sentence of General Statutes Section 12-157(b) which state that the auction will be rescheduled to a date to be determined. In the interim, the other pre-auction notices which would otherwise be required by General Statutes Section 12-157(a) should not be issued. After the Governor declares the COVID-19 emergency to have ended, the tax collector may select a new auction date which is no less than 30 days later and issue any remaining pre-auction notices required by General Statutes Section 12-157(a) as calculated from that new date. If all three pre-auction notices required by General Statutes Section 12-157(a) had already been issued before the Order was signed, notice of the new auction date should be issued in accordance with the second sentence of General Statutes Section 12-157(b).

9. **Which tax sale redemption periods are extended by Section 11?**

Section 11 extends every six-month redemption period under General Statutes Section 12-157(f) which was in effect at the time the Order was signed. It does not reinstate any redemption deadline which had already expired before the Order was issued at 9:00 p.m. on April 1, 2020. This means that no tax sale which occurred before October 2, 2019 is affected by the Order except those for which the redemption deadline had already been extended by 11 U.S.C. Section 108 of the Bankruptcy Code or by another law or court order. For any tax sale procedure for which the redemption period expired before the Order was issued, Section 11 does not prohibit municipalities from depositing excess funds with the Superior Court under General Statutes Section 12-157(i), recording deeds or affidavits as provided in General Statutes Sections 12-157(f) or 12-167(a), or otherwise concluding the procedure as provided by law.



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

INTERGOVERNMENTAL POLICY AND PLANNING DIVISION

GOVERNOR'S EXECUTIVE ORDER 7S SECTION 6 MUNICIPALITY PROGRAM ELECTION

The municipality of _____ by determination of our local legislative body, or in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, voted and approved on _____, that we will participate in the following program(s):

Deferment Program. During the period of March 10, 2020, the date that the Governor declared the public health and civil preparedness emergency, through and including July 1, 2020, municipalities participating in the Deferment Program shall offer to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments for such tax, rate, charge, or assessment from the time that it became due and payable. Eligible taxpayers, businesses, nonprofits, and residents are those that attest to or document significant economic impact by CO VID-19, and/ or those that document they are providing relief to those significantly affected by the COVID-19 pandemic. The Secretary of the Office of Policy and Management shall issue guidance as to which taxpayers, businesses, nonprofits, and residents shall be considered eligible for the Deferment Program, but participating municipalities may, upon approval of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, extend eligibility for the deferment program to other categories of taxpayers, businesses, nonprofits, and residents.

Low Interest Rate Program. For municipalities participating in the Low Interest Rate Program, notwithstanding Section 12-146 of the General Statutes, (i) the delinquent portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric charges or assessments or part thereof shall be subject to interest at the rate of three (3) per cent per annum for ninety days from the time when it became due and payable until the same is paid, for any such tax, rate, charge, or assessment due and payable from March 10 through and including July 1, 2020, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established; and (ii) any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, shall be subject to interest at the rate of three (3) per cent per annum for ninety days from this Order, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety (90) days, the portion that remains delinquent shall be subject to interest and penalties as previously established.

PROGRAM CONTACT:

Printed Name: _____ Title: _____

Email Address: _____ Phone: _____

CEO CERTIFICATION:

Dated this ____ day of April, 2020.

Printed Name: _____ Title: _____

Email Address: _____

Signature: _____

DUE TO OPM NO LATER THAN APRIL 25, 2020 ~ RETURN TO: Martin.Heft@ct.gov

-----Original Message-----

From: taxcollector@andoverct.org [mailto:taxcollector@andoverct.org]

Sent: Wednesday, April 8, 2020 2:48 PM

To: adminassistant@andoverct.org

Subject: Fwd: Governor's Executive Order 7S updated version

Here are my thoughts:

The first thing that needs clarification is the dates. Because the Executive Order covers from March 10th to July 1st, the July installment is included. That means that under either program the extension is until October 1st. Payments not received by the deadline will be charged interest back to the July 1st due date.

On yesterday's call it seems almost every town is going to use the Deferment Program in one form or another. Many towns are offering a blanket deferment to everyone. Because escrow payments (paid by banks for mortgage holders) are still required to be paid on time, the feeling is that cash flow will not be a problem. In Andover escrow payments are about 40% of real estate taxes; almost no one escrows for motor vehicles or personal property. There was discussion about publishing legal notices of taxes due both for the July installment and the October 1st date. The Tax Collectors will receive further guidance on this. I've included the form for tax payers to apply. Note: On page 2, paragraph A- the taxpayer waives all rights to appeal or dispute the original bill.

Update: Adam Cohen informed me this morning that most towns are using the Deferment Program and offering it to everyone. This avoids using the tax payer's application altogether.

The Low Interest Rate Program was much less popular. Delinquent tax payers would have 90 days during which they would pay interest at the rate of .5% instead of 1.5%. After the 90 days the interest charged goes back up to 1.5%. This will make explaining interest charges (already an issue) very difficult. It requires extensive modifications to the existing software for minimal savings to the tax payer. QDS assures us that it can be done if the Board votes to participate. As of yesterday's conference call, Union is the only town in our region planning to offer the Low Interest Rate Program.

The Board of Selectman will need to vote to participate in either, both or neither program and submit the form to OPM by April 25th. My opinion is that we should offer the Deferment Program to everyone. My first inclination was to offer it only to those who have an actual hardship due to Covid-19 but I realize that would give the Town the appearance of being uncaring, especially since many surrounding towns are offering relief. Note: I have had only one inquiry about a deadline extension. I think that for most people it will be business as usual.

I don't think we should participate in the Low Interest Rate Program.

I look forward to the Board's decision.

FEBRUARY 2020

Deposits

	Online	Counter	Receipt	Total	Difference
2/3	10,174.34			10,174.34	0.00
2/3	7,993.15			7,993.15	0.00
2/3	1,007.41			1,007.41	0.00
2/3	646.32	156,293.15	156,293.15	156,939.47	0.00
2/4		2,073.04	2,073.04	2,073.04	0.00
2/4	(1,948.07)			(1,948.07)	0.00
2/4	3,054.21	3,913.65	3,913.65	6,967.86	0.00
2/5		6,329.00	6,329.00	6,329.00	0.00
2/6		3,116.77	3,116.77	3,116.77	0.00
2/7				0.00	0.00
2/8				0.00	0.00
2/9	2,597.65			2,597.65	0.00
2/10	44.02			44.02	0.00
2/11	104.77	999.33	999.33	1,104.10	0.00
2/12	(275.20)	HOLIDAY		(275.20)	0.00
2/13		4,355.68	4,355.68	4,355.68	0.00
2/14	515.53			515.53	0.00
2/15	403.15			403.15	0.00
2/16	1,886.46			1,886.46	0.00
2/17		HOLIDAY		0.00	0.00
2/18	119.04	1,111.75	1,111.75	1,230.79	0.00
2/19	14.40	3,035.88	3,035.88	3,050.28	0.00
2/20		1,132.42	1,132.42	1,132.42	0.00
2/21				0.00	0.00
2/22				0.00	0.00
2/23				0.00	0.00
2/24		2,678.56	2,678.56	2,678.56	0.00
2/25	479.70	108.08	108.08	587.78	0.00
2/26	539.44	602.43	602.43	1,141.87	0.00
2/27		1,739.95	1,739.95	1,739.95	0.00
2/27		1,756.04	1,756.04	1,756.04	0.00
2/28				0.00	0.00
2/29				0.00	0.00
TOTAL	27,356.32	189,245.73		216,602.05	0.00

COLLECTIONS BY TAX YEAR:

	RE	PP	MV	MVS	INTEREST	FEE	TOTAL
2012			62.46		74.95	25.61	163.02
2013							-
2014							-
2015							-
2016			83.20		36.19	5.00	124.39
2017			83.18	111.02	48.26	15.00	257.46
2018	129,114.89	56,343.11	4,205.22	24,695.12	1,483.84	215.00	216,057.18
TOTAL	129,114.89	56,343.11	4,434.06	24,806.14	1,643.24	260.61	216,602.05

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	3,297.01	225.89	6,351.08
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	9,524.10	2,959.29	29,400.71
2017	53,451.19	9,121.70	22,229.37	6,639.83	91,442.09
2018	1,997,514.69	77,225.75	50,080.21	23,581.86	2,148,402.51
TOTAL	2,063,218.62	111,254.02	105,977.25	40,218.00	2,320,667.89

**TOWN OF ANDOVER, CONNECTICUT
Board of Selectmen
Andover Town Hall
17 School Road
Andover, CT 06232**

**RESOLUTION REQUIRING THE TOWN OF ANDOVER TO PARTICIPATE IN THE TAX
COLLECTION DEFERMENT PROGRAM ESTABLISHED BY EXECUTIVE ORDER OF THE GOVERNOR**

Pursuant to the authority provided to and election required of this Board of Selectmen by paragraph 6, and in particular subparagraph 6a, of the April 1, 2020 Executive Order 7S of the Governor of the State of Connecticut, limited only by Escrow payments made to the Town pursuant to subparagraph 6d of said Order 7S, it is **RESOLVED** that the Town of Andover is hereby required to offer to any taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days each of any taxes payable on real property , personal property, or motor vehicles from the due dates of both April 1, 2020 and July 1, 2020, respectively, subject only to the further Order of the Governor and subsequent Resolution of this Board.

So Moved by _____ Second by _____
Selectman Selectman

Dated at Andover, Connecticut this ____ day of April, 2020

**TOWN OF ANDOVER, CONNECTICUT
Board of Selectmen
Andover Town Hall
17 School Road
Andover, CT 06232**

**RESOLUTION REQUIRING THE TOWN OF ANDOVER TO PARTICIPATE IN THE TAX
COLLECTION DEFERMENT PROGRAM ESTABLISHED BY EXECUTIVE ORDER OF THE GOVERNOR**

Pursuant to the authority provided to and election required of this Board of Selectmen by paragraph 6, and in particular subparagraph 6a, of the April 1, 2020 Executive Order 7S of the Governor of the State of Connecticut, limited only by Escrow payments made to the Town pursuant to subparagraph 6d of said Order 7S, it is hereby **RESOLVED** that the Town of Andover is required to offer to any taxpayers, businesses, nonprofits, and residents a deferment of payment by ninety (90) days each of any taxes payable on real property, personal property, or motor vehicles from the due dates of both April 1, 2020 and July 1, 2020, respectively, provided that any such person or entity is deemed by the Tax Collector of the Town of Andover to be eligible to receive a deferment of payment pursuant to the requirements set forth in paragraph 6a of Executive Order 7S and eligibility guidelines for the Deferment Program issued by the Office of Policy and Management of the State of Connecticut, subject only to the further Order of the Governor and subsequent Resolution of this Board.

So Moved by _____ Second by _____
Selectman Selectman

Dated at Andover, Connecticut this ____ day of April, 2020

Short Term Roadwork Plan

Spring 2020 through July 2021.

Assumptions

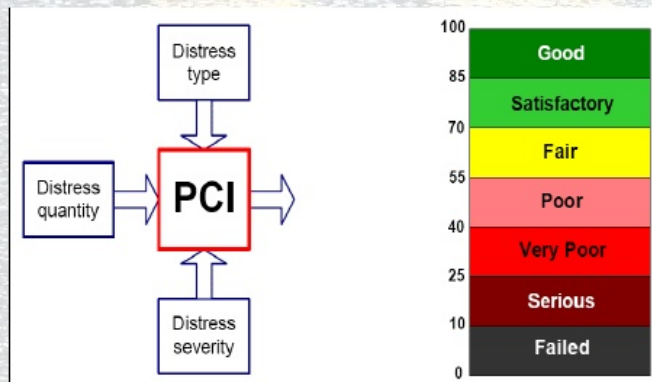
1. We will get town aid road this year and next year. (delayed again)
2. Next year we will budget \$300,000 for roads and try to preserve as much as we can.
3. Between this year and next we can spend at least \$100,00 from TAR on roadwork
4. We will have \$175,000 between now and July 1

Goal #1 : To preserve the good to moderate roads as best we can and prevent further deterioration. This will not be popular because we are going to leave our bad roads bad- we just do not have the funds to address them. We will do aggressive pavement preservation to keep good roads good. This will provide the maximum benefit in the long run. We will probably be able to keep the average road condition improving slightly next year if we put in \$300,000 + 100,000 from TAR plus this years budget.

Goal #2 Align our roadwork preservation with necessary drainage work. Currently the rate limiting step is our ability to do the drainage work prior to Road work. This does not include large Culverts which will be addressed separately. At our current rate we have a 7-10 year backlog of drainage projects related to our roadway. Our pavement plan matches the drainage projects that we can accomplish.

Pavement Condition Index (PCI)

- The PCI is a condition rating that ranges from 0 to 100
- Weighted average PCI = pavement section PCI * by its area / by the total square footage of the specific network or pavement area.

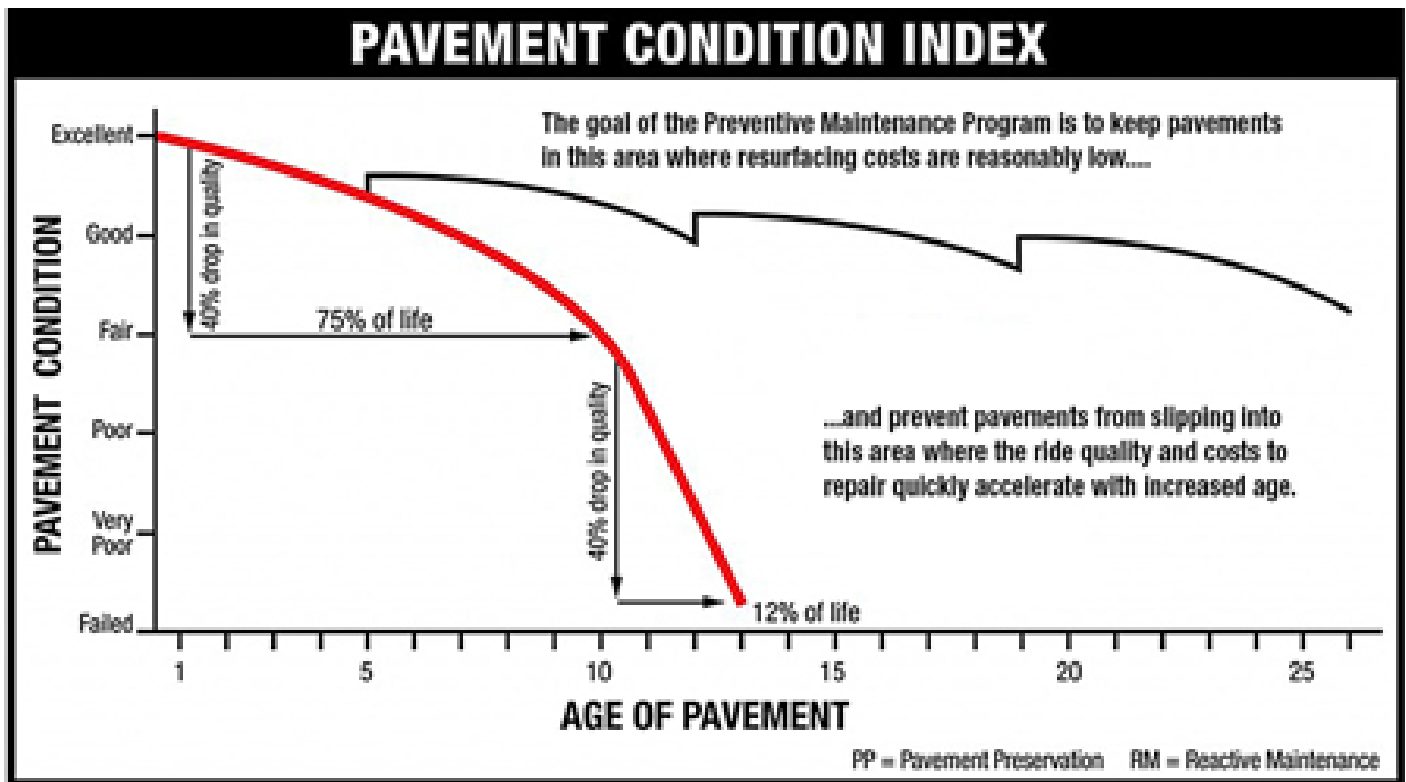
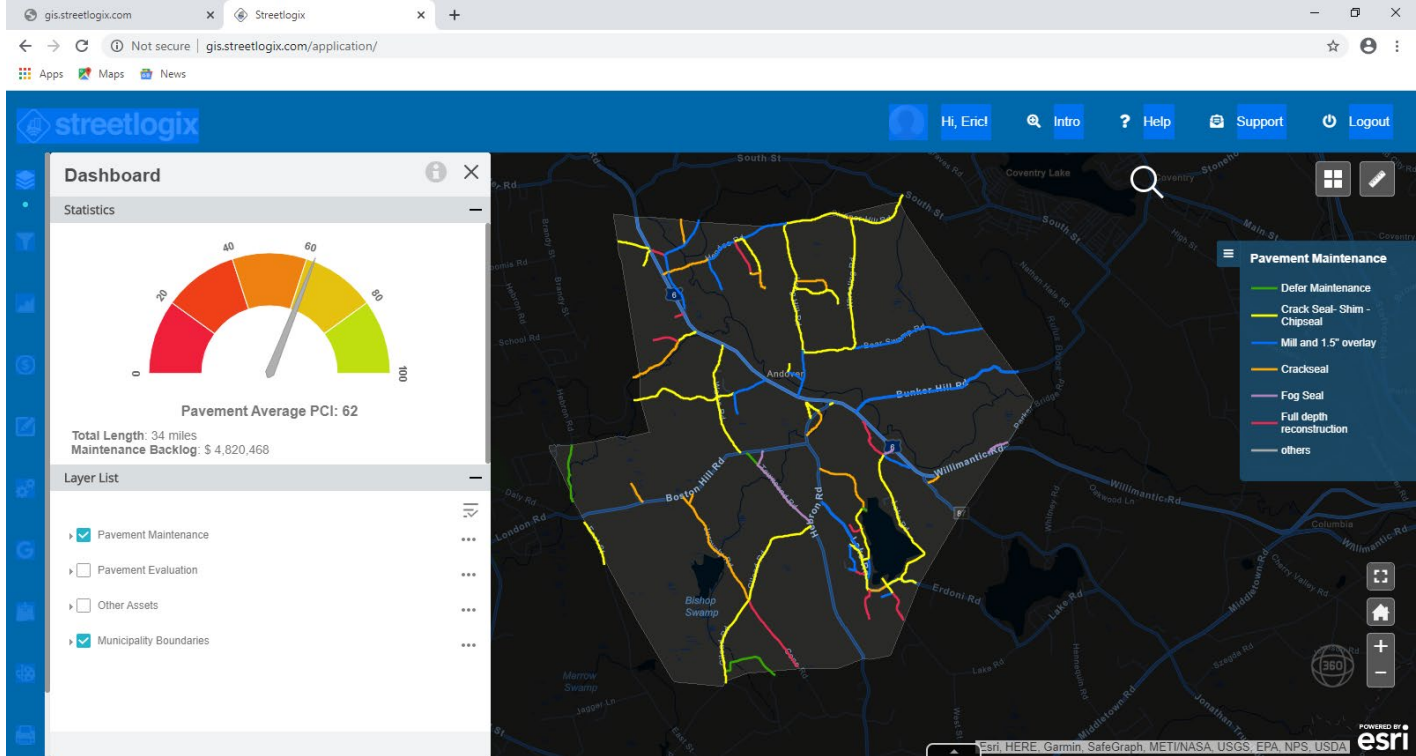


Bucknam & Associates, Inc.



This is the Streetscan evaluation. Andover's average pavement condition index is 62. Ideal would be about 80.

Andover has about a 4-5 million dollar backlog of preservation/ paving. Basically this is what happens when you underspend around 200K per year for 20 years.



To Use simplistic terms, with a PCI of 62 our average road has used up 75% of its useful life. To be sustainable, it needs to be 50%. Roads deteriorate very quickly when they are allowed to get a PCI less than ~55

Equivalent Annual Service life (EASL)

Every year our roads get 1 year older. Since we have 34 miles of roads, Andover's roads age/deteriorate 34 mile-years every year. In other words we lose 34 EASL per year.

When you do something to a road that treats/ preserves it it adds EASL e to that road. If you do treatments that on average add 34 mile-years of life EASL to your roads, they stay the same, if you do less, they get worse.

Each treatment type has a different cost and adds a different amount of EASL to a road. It also has to be applied at the right time to the road. Generally, it is much cheaper to keep roads good, than to let them get bad and then fix them.

Equivalent Annualized Pavement Management Costs (EAC)				
Treatment Alternative	2018 Approximate Unit Costs		Service Life	EAC
	(\$/lane-mile)*	(\$/s.y.)	(years)	(\$/s.y./year)
Rejuvenating Fog Seal	\$7,744	\$1.10	3	\$0.37
Crack Sealing	\$3,872	\$0.55	2	\$0.28
Single Surface Treatment	\$17,600	\$2.50	5	\$0.50
Double Surface Treatment	\$31,680	\$4.50	8	\$0.56
Thin Overlays	\$52,800	\$7.50	10	\$0.75
Mill-and-Fill	\$98,560	\$14.00	13	\$1.08
Rehabilitation	\$123,200	\$17.50	15	\$1.17
Reconstruction	\$190,080	\$27.00	20	\$1.35

* Based on 12 foot lane widths. Since road widths vary greatly, we usually recommend using costs per square yard when communicating with stakeholders.

** Treatment costs differ from job to job based on a variety of factors, but these unit costs are generally representative of municipal work in New England.

Note that these costs are LANE miles so multiply by 2 to get costs per Centerline miles

Our goal is to use the following techniques:

1. crack seal (indus CRCOG bid for PCRM)
2. Fog seal- rejuvenator (indus or Comer need quotes from each)
3. Shim (Comer, Hains, ETC)
4. Chipseal Plus fog seal (fill not rejuvenating) Comer State bid price match very complete
5. Chipseal plus microsurface (called Capeseal) Comer chipseal Plus Indus micro don't want to use Gorman
6. 1.5" mill and Overlay Bid out
7. Pothole repair Rent tow behind Patcher from Comer and use town crew

Crack Seal: \$50,000 in 2020-21 budget

Priority's will be established by roads that will be chipsealed in 2021 and 2022 budget. Use CROCOG bid \$1.53 LB for PCRM Crack sealing with Fibers quote valid through Sept 2020

Fog Seal: \$40,000

Road List by priority

1. Windrush
2. East St- Portion that was repaved
3. Parker Bridge Rd
4. Townsend Rd
5. Sunset Lane
6. Walking track at Veterans memorial field

Ballpark \$40,000 total costs Will get hard numbers from INDUS in the next week

RYAN Rd* will not be fog sealed so we can compare its deterioration to Townsend

Shimming: ~75,000

1. Shimming will be done prior to and in support of chipsealing
2. Bridge on Merritt Valley pave to sides to prevent water infiltration
3. Will also need to shim Shoddy Mill RD after Drainage work
4. Will need to shim/pave transfer station after rebuilding walls work
5. West St
6. Bear Swamp

Chipseal priority list: \$200,000

1. Jurovaty Ln + fog (leave ¼ mile un fogged for comparison)
2. School St + micro
3. Lakeside Drive + micro
4. Riverside Drive +fog
5. Oak Farms + micro or fog
6. Stanley Drive Micro or fog
7. Chesterbrook Micro or fog
8. Old Farms Rd Can it be chipsealed or is it too far gone (test)? fog
9. Wales Rd + Micro
10. Transfer Station double chipseal after + fog
11. Pine ridge double chipseal 3/8 and then ¼"
12. Dogwood
13. Shadblow

Assume we will spend \$150- \$200K on chipsealing

If possible we will either microsurface over it or fog coat it so the plows don't damage it.

Mill and Pave: \$140000

1. Shoddy Mill Rd from Rt 6 to Wales Rd 0.5 miles ~70,000
2. Long Hill from Rt 6 to just past Bear Swamp 0.5 miles ~70,000

Rough totals

Crack seal 50,000

Fog Coat 40,000

Shimming 75000

Chip Seal + Surface treatment 200000

Mill and Pave 140,000

Pothole Repair 20,000



This is a road that is split down the centerline by 2 towns. 12 years ago the whole road was milled and repaved.

One town (right side) crack sealed their side in year 4 and Microsurfaced it in year 8 \$5.25/ SY
The other town did nothing – now they have to mill and pave again at \$14 /SY
Andover has acted like the town on the left, now we need to be the town on the right.

Fog Seal:

What is a fog seal applied REJUVENATOR?

An asphalt rejuvenator is a maltene base petroleum product which has the ability to absorb or penetrate into an asphaltic concrete pavement and restore those reactive components (maltenes) that have been lost from the asphalt cement binder due to the natural occurring oxidation process. Used properly can reduce the aging of a road by 3 years

Shimming:

Shimming is paving over a small section to correct local defects in the road 0-2" of asphalt anywhere from 4' wide to full lane width.

Chipseal:

A layer of liquid asphalt emulsion that is covered by a single layer of traprock, either 3/8 or 1/4" depending on what is going over the top of it. Used properly can extend the life of the road by 5-6 years

Chipseal+ Fog Seal:

Chipseal can be left alone or coated with a fog seal which makes it smoother and less susceptible to plow damage during the winter.

Chipseal+ Microsurfacing:

Chipseal can be used with a microsurfacing applied over it. This is a mix of asphalt and stone aggregate with results in a smooth surface which is similar to fresh paving. This is also called "capeseal"

Mill and Pave:

This process removes ~1.5" of pavement. Areas that are really bad get repaired and shimmed then a new layer of 1.5" of asphalt is rolled out and compacted.

Crack Sealing:

Andover uses PCRM which is a hot liquid that contains asphalt, rubber and fibers. It is more expensive per gallon but has excellent properties. Andover has been using INDUS for many years, working off a CROCG pricing contract.

Pothole repair.

If we can, we will rent a Dura patcher patching trailer from Comer. This allows us to more quickly make long lasting pothole patches by first blowing it out with a hot knife, then spraying liquid asphalt as a tack coat, then filling the hole with liquid asphalt and 1/4" stone. This is much better than cold patch and much faster than using hotpatch. This is an alternative to the mastic sealing we tried last year.



Needed

INDUS new CRCOG bid for PCRMC crackseal with adjustments for liquid asphalt costs

Roads that need fog sealing

Roads that will be microsurfaced in conjunction with chipsealing

Comer Contracting

Costs for chipsealing roads

Cost for fogsealing the road afterwards

Cost for applying rejuvenating fog seal

RFP for Mill and Paving of Long Hill Rd from Route 6 to Bear Swamp as well as Shoddy Mill Rd from Route 6 to Wales Rd

Approval of Meeting Minutes

**Please review the following previous meeting minutes on the town website
save space in the packet:**

- a. Monday, March 9, 2020 Regular Meeting Minutes**
- b. Wednesday, March 18, 2020 Special Meeting Minutes**
- c. Friday, April 3, 2020 Special Meeting Minutes**

Treasurer's Report

SW - Rev Summary
Andover Town & School 2019-2020

04/07/2020
 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								
PROGRAM	101 Current Year Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$10,310.79	\$637.39	(\$9,673.40)	--
PROGRAM	102 COC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	103 Interest on Active	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$26,051.68	(\$8,948.32)	74.43%
PROGRAM	104 Lien on Active Taxes	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$4,136.09	\$2,936.09	344.67%
PROGRAM	105 Principle on Suspense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	106 Interest on Suspense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	107 Lien on Suspense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	108 Prior Year Taxes	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	(\$100,000.00)	0.00%
PROGRAM	109 NSF/DMV/Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	110 Supplemental MV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	900 Reclass of Transfers for Statement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0000 General Revenue	\$136,200.00	\$0.00	\$136,200.00	\$0.00	\$10,310.79	\$30,825.16	(\$115,685.63)	15.06%
OBJECT	10 Property Taxes	\$136,200.00	\$0.00	\$136,200.00	\$0.00	\$10,310.79	\$30,825.16	(\$115,685.63)	15.06%
	20 Intergovernmental Revenues								
PROGRAM	203 Boat Registrations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	209 PILOT State Property	\$9,631.00	\$0.00	\$9,631.00	\$0.00	\$0.00	\$9,631.00	\$0.00	100.00%
PROGRAM	211 Vetern's Tax Relief	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,128.78	\$1,128.78	--
PROGRAM	213 Property Tax Relief and Circuit Bre	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	221 Manufacturers Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	222 Municipal grants in aid	\$2,620.00	\$0.00	\$2,620.00	\$0.00	\$0.00	\$0.00	(\$2,620.00)	0.00%
PROGRAM	223 Mashantucket-Pequot Grant	\$6,680.00	\$0.00	\$6,680.00	\$0.00	\$0.00	\$2,226.66	(\$4,453.34)	33.33%
PROGRAM	226 State Miscellaneous	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$2,595.00	(\$405.00)	86.50%
PROGRAM	227 Municipal Revenue Sharing	\$43,820.00	\$0.00	\$43,820.00	\$0.00	\$0.00	\$43,820.00	\$0.00	100.00%
PROGRAM	238 Disabled Program	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$372.38	(\$77.62)	82.75%
PROGRAM	239 Telephone Access	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	(\$5,000.00)	0.00%
PROGRAM	418 FEMA-1/FY13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--

SW - Rev Summary
Andover Town & School 2019-2020

04/07/2020
 Fiscal Year 2019-2020

Note: AcntBalance Includes AcntInvoiced Balance

		Orig Revenue	Transfers	Adj Revenue	Mtd Net	Ytd Debits	Ytd Credits	Balance	% Recvd
PROGRAM	419FEMA-2/FY13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0000 General Revenue	\$71,201.00	\$0.00	\$71,201.00	\$0.00	\$0.00	\$59,773.82	(\$11,427.18)	83.95%
PROGRAM	231 Historic Documents Preservation G	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0100 General Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	201 Federal Highway Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	215 Local Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	227 Municipal Revenue Sharing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0300 Public Works	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	207 Law Enforcement Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	237 DOT Moving Violations Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0400 Public Safety	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	217 Special Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	219 Education Cost Sharing	\$1,921,253.00	\$0.00	\$1,921,253.00	\$0.00	\$0.00	\$1,032,498.00	(\$888,755.00)	53.74%
PROGRAM	225 Transportation Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0900 Education	\$1,921,253.00	\$0.00	\$1,921,253.00	\$0.00	\$0.00	\$1,032,498.00	(\$888,755.00)	53.74%
OBJECT	20 Intergovernmental Revenues	\$1,992,454.00	\$0.00	\$1,992,454.00	\$0.00	\$0.00	\$1,092,271.82	(\$900,182.18)	54.82%
	30 Investment Income								
PROGRAM	303 Interest	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$7,421.99	\$41,133.07	\$8,711.08	134.84%
FUNCTION	0000 General Revenue	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$7,421.99	\$41,133.07	\$8,711.08	134.84%
OBJECT	30 Investment Income	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$7,421.99	\$41,133.07	\$8,711.08	134.84%
	40 Licenses, Fees and Charges for Good								
PROGRAM	401 Permits	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)	0.00%
PROGRAM	407 Town Clerks fees, licenses, and pe	\$45,000.00	\$0.00	\$45,000.00	\$0.00	\$0.00	\$43,176.73	(\$1,823.27)	95.95%
PROGRAM	408 Town Clerk PA05228	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	409 Dial-A-Ride	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
PROGRAM	417 Selectman's Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
FUNCTION	0100 General Government	\$45,500.00	\$0.00	\$45,500.00	\$0.00	\$0.00	\$43,176.73	(\$2,323.27)	94.89%

SW - Rev Summary
Andover Town & School 2019-2020

04/07/2020
 Fiscal Year 2019-2020

Note: AcntBalance Includes AcntInvoiced Balance

		Orig Revenue	Transfers	Adj Revenue	Mtd Net	Ytd Debits	Ytd Credits	Balance	% Recvd
PROGRAM	413 Transfer Station Receipts	\$36,000.00	\$0.00	\$36,000.00	\$0.00	\$40.00	\$22,360.00	(\$13,680.00)	62.00%
PROGRAM	415 Waste Redemption	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$2,031.65	\$1,531.65	406.33%
FUNCTION	0700 Sanitation and Waste	\$36,500.00	\$0.00	\$36,500.00	\$0.00	\$40.00	\$24,391.65	(\$12,148.35)	66.72%
PROGRAM	405 Building Department Receipts	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$2,832.29	\$29,424.47	(\$5,407.82)	83.10%
FUNCTION	0800 Planning and Land Use	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$2,832.29	\$29,424.47	(\$5,407.82)	83.10%
OBJECT	40 Licenses, Fees and Charges for G	\$114,000.00	\$0.00	\$114,000.00	\$0.00	\$2,872.29	\$96,992.85	(\$19,879.44)	82.56%
	80 Other Revenues								
PROGRAM	801 Miscellaneous	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$411.28	\$6,064.59	\$2,653.31	188.44%
PROGRAM	803 Rentals	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,163.00	(\$337.00)	77.53%
FUNCTION	0000 General Revenue	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$411.28	\$7,227.59	\$2,316.31	151.47%
OBJECT	80 Other Revenues	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$411.28	\$7,227.59	\$2,316.31	151.47%
FUND	100 General Fund - Town	\$2,272,154.00	\$0.00	\$2,272,154.00	\$0.00	\$21,016.35	\$1,268,450.49	(\$1,024,719.86)	54.90%
Grand Total for Report		\$2,272,154.00	\$0.00	\$2,272,154.00	\$0.00	\$21,016.35	\$1,268,450.49	(\$1,024,719.86)	54.90%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

04/07/2020
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0101-100First Selectman Salary	\$2,500.00	\$2,500.00	\$1,250.00	\$0.00	\$0.00	\$1,250.00	50.00%
1-100-01-0101-105Selectmen Salary	\$4,800.00	\$4,800.00	\$1,800.00	\$0.00	\$0.00	\$3,000.00	37.50%
1-100-01-0101-115Board Clerk BOS	\$1,500.00	\$1,500.00	\$1,047.50	\$0.00	\$0.00	\$452.50	69.83%
1-100-01-0101-330CONF. SEMINARS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0101-381Moving	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0101-580Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0101-810Dues/ Memberships	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-01-0101-836Veteran'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	\$4,274.13	\$0.00	\$0.00	\$5,125.87	45.47%
1-100-01-0102-100Town Administrator Salary	\$87,550.00	\$87,550.00	\$44,107.06	\$0.00	\$0.00	\$43,442.94	50.38%
1-100-01-0102-120Adminstrative Assistant	\$13,840.00	\$13,840.00	\$9,464.16	\$0.00	\$0.00	\$4,375.84	68.38%
1-100-01-0102-150Merit Based Compensation Adj Pool	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0102-330Conference/Seminars	\$300.00	\$300.00	\$85.00	\$0.00	\$0.00	\$215.00	28.33%
1-100-01-0102-535Mobile Phone	\$650.00	\$650.00	\$490.87	\$0.00	\$0.00	\$159.13	75.52%
1-100-01-0102-580Mileage	\$1,600.00	\$1,600.00	\$600.00	\$0.00	\$0.00	\$1,000.00	37.50%
1-100-01-0102-810Dues/Memberships	\$350.00	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00	0.00%
01 General Government	\$104,290.00	\$104,290.00	\$54,747.09	\$0.00	\$0.00	\$49,542.91	52.50%
1-100-01-0103-121Board Clerk Wages-BOF	\$1,715.00	\$1,715.00	\$322.50	\$0.00	\$0.00	\$1,392.50	18.80%
1-100-01-0103-310Legal	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
1-100-01-0103-610Office 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	\$322.50	\$0.00	\$0.00	\$6,442.50	4.77%
1-100-01-0105-320Annual Audit-Auditor	\$32,000.00	\$32,000.00	\$0.00	\$0.00	\$0.00	\$32,000.00	0.00%
1-100-01-0105-322Accounting Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0105-325Actuarial 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%
1-100-01-0107-310Legal Retainer	\$19,000.00	\$19,000.00	\$4,555.50	\$0.00	\$0.00	\$14,444.50	23.98%
1-100-01-0107-311P & Z-Legal Counsel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0107-312Assessor - 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	\$4,555.50	\$0.00	\$0.00	\$20,444.50	18.22%
1-100-01-0109-100Salary-Treasurer	\$61,800.00	\$61,800.00	\$39,219.18	\$0.00	\$0.00	\$22,580.82	63.46%
1-100-01-0109-120Assistant Treasurer	\$28,388.00	\$28,388.00	\$17,859.60	\$0.00	\$0.00	\$10,528.40	62.91%
1-100-01-0109-155FY18 Treasurer Office Supplement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0109-330Conference/Seminars	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-01-0109-438Equip. Maint.-Treasurer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0109-580Mileage	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-01-0109-609Equipment-Treasurer	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
1-100-01-0109-735Computer Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
01 General Government	\$92,388.00	\$92,388.00	\$57,078.78	\$0.00	\$0.00	\$35,309.22	61.78%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

04/07/2020
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0111-100Salary-Tax Collector	\$43,941.00	\$43,941.00	\$27,881.74	\$0.00	\$0.00	\$16,059.26	63.45%
1-100-01-0111-109DMV Fees	\$850.00	\$850.00	\$0.00	\$0.00	\$0.00	\$850.00	0.00%
1-100-01-0111-330Conf. & Seminars-Tax Collector	\$400.00	\$400.00	\$212.00	\$0.00	\$0.00	\$188.00	53.00%
1-100-01-0111-371Bounced Check Fee-Tax Collector	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0111-438Equip. Maint.-Tax Collector	\$8,500.00	\$8,500.00	\$8,227.75	\$0.00	\$0.00	\$272.25	96.80%
1-100-01-0111-580Mileage-Tax Collector	\$150.00	\$150.00	\$76.09	\$0.00	\$0.00	\$73.91	50.73%
1-100-01-0111-610Office Supplies-Tax Collector	\$680.00	\$680.00	\$285.00	\$0.00	\$0.00	\$395.00	41.91%
1-100-01-0111-810MEMBERSHIP	\$100.00	\$100.00	\$95.00	\$0.00	\$0.00	\$5.00	95.00%
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	\$36,777.58	\$0.00	\$0.00	\$18,343.42	66.72%
1-100-01-0113-100Salary-Assessor	\$28,374.00	\$28,374.00	\$18,006.77	\$0.00	\$0.00	\$10,367.23	63.46%
1-100-01-0113-120Salary-Asst. Assessor	\$34,765.00	\$34,765.00	\$22,058.56	\$0.00	\$0.00	\$12,706.44	63.45%
1-100-01-0113-335Training/Assessor	\$610.00	\$610.00	\$0.00	\$0.00	\$0.00	\$610.00	0.00%
1-100-01-0113-438Software-Assessor	\$16,162.00	\$16,162.00	\$13,962.00	\$0.00	\$0.00	\$2,200.00	86.39%
1-100-01-0113-580Mileage-Assessor	\$500.00	\$500.00	\$55.92	\$0.00	\$0.00	\$444.08	11.18%
1-100-01-0113-610Office Supplies-Assessor	\$400.00	\$400.00	\$288.19	\$0.00	\$0.00	\$111.81	72.05%
1-100-01-0113-612Books / 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	\$54,371.44	\$0.00	\$0.00	\$26,889.56	66.91%
1-100-01-0115-100Salaries-BAA	\$656.00	\$656.00	\$328.00	\$0.00	\$0.00	\$328.00	50.00%
1-100-01-0115-120BAA-Clerk	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-01-0115-335BAA-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%
1-100-01-0117-100Salary-Town Clerk	\$46,731.00	\$46,731.00	\$29,656.44	\$0.00	\$0.00	\$17,074.56	63.46%
1-100-01-0117-120Asst. Salary-Town Clerk	\$21,940.00	\$21,940.00	\$11,924.18	\$0.00	\$0.00	\$10,015.82	54.35%
1-100-01-0117-330Conf. / Seminars-Town Clerk	\$1,000.00	\$1,000.00	\$809.00	\$0.00	\$0.00	\$191.00	80.90%
1-100-01-0117-335Training-Town clerk	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
1-100-01-0117-438Equip. Maint.-Town Clerk	\$540.00	\$540.00	\$0.00	\$0.00	\$0.00	\$540.00	0.00%
1-100-01-0117-580Mileage-Town Clerk	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-01-0117-610Office Supplies-Town Clerk	\$1,400.00	\$1,400.00	\$730.22	\$0.00	\$0.00	\$669.78	52.16%
1-100-01-0117-612Land Records-Town Clerk	\$10,100.00	\$10,100.00	\$5,924.58	\$0.00	\$0.00	\$4,175.42	58.66%
1-100-01-0117-616Maps Fiming & Indexing-Town Clerk	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
1-100-01-0117-810Dues / Memberships-Town Clerk	\$500.00	\$500.00	\$420.00	\$0.00	\$0.00	\$80.00	84.00%
1-100-01-0117-865Vital Statistics-Town Clerk	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
1-100-01-0117-885Restoration-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	\$49,464.42	\$0.00	\$0.00	\$36,146.58	57.78%
1-100-01-0119-800Misc. 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%
1-100-01-0121-100Salaries-Elections	\$14,095.00	\$14,095.00	\$991.44	\$0.00	\$0.00	\$13,103.56	7.03%
1-100-01-0121-335Training - Elections	\$550.00	\$550.00	\$131.84	\$0.00	\$0.00	\$418.16	23.97%

TOWN BUDGET SUMMARY

Andover Town & School 2019-2020

04/07/2020

Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0121-438Equip. Maint.-Elections	\$3,000.00	\$3,000.00	\$600.00	\$0.00	\$0.00	\$2,400.00	20.00%
1-100-01-0121-610Supplies-Elections	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0.00%
1-100-01-0121-800MISC/CANV	\$120.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0.00%
1-100-01-0121-830Meals-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%
1-100-01-0123-432Building Maint.- Old Town Hall	\$3,200.00	\$3,200.00	\$472.26	\$0.00	\$0.00	\$2,727.74	14.76%
1-100-01-0123-490Alarm System-Old Town Hall	\$800.00	\$800.00	\$632.80	\$0.00	\$0.00	\$167.20	79.10%
1-100-01-0123-530Telephone-Old Town Hall	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0123-601Electricity-Old Town Hall	\$570.00	\$570.00	\$425.07	\$0.00	\$0.00	\$144.93	74.57%
1-100-01-0123-603Fuel Oil-Old Town Hall	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
01 General Government	\$4,970.00	\$4,970.00	\$1,530.13	\$0.00	\$0.00	\$3,439.87	30.79%
1-100-01-0125-100Salary-Registrars	\$7,712.00	\$7,712.00	\$4,461.88	\$0.00	\$0.00	\$3,250.12	57.86%
1-100-01-0125-120Asst. Salary-Registrars	\$800.00	\$800.00	\$400.00	\$0.00	\$0.00	\$400.00	50.00%
1-100-01-0125-330CONF & SEMINARS	\$1,200.00	\$1,200.00	\$460.00	\$0.00	\$0.00	\$740.00	38.33%
1-100-01-0125-335Registrar-Training	\$3,500.00	\$3,500.00	\$702.72	\$0.00	\$0.00	\$2,797.28	20.08%
1-100-01-0125-580Mileage-Registrars	\$500.00	\$500.00	\$122.96	\$0.00	\$0.00	\$377.04	24.59%
1-100-01-0125-610Office Supplies-Registrars	\$600.00	\$600.00	\$82.27	\$0.00	\$0.00	\$517.73	13.71%
1-100-01-0125-810Dues / 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	\$6,399.83	\$0.00	\$0.00	\$8,112.17	44.10%
1-100-01-0127-540Legal Ads-Advertising	\$5,500.00	\$5,500.00	\$2,628.89	\$0.00	\$0.00	\$2,871.11	47.80%
01 General Government	\$5,500.00	\$5,500.00	\$2,628.89	\$0.00	\$0.00	\$2,871.11	47.80%
1-100-01-0129-315Payroll Service-Town Office	\$7,185.00	\$7,185.00	\$3,103.42	\$0.00	\$0.00	\$4,081.58	43.19%
1-100-01-0129-330CONFERENCES & SEMINARS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0129-350Water Testing	\$500.00	\$500.00	\$385.00	\$0.00	\$0.00	\$115.00	77.00%
1-100-01-0129-365Elevator-Service Contract	\$2,400.00	\$2,400.00	\$2,203.20	\$0.00	\$0.00	\$196.80	91.80%
1-100-01-0129-401Elevator Permit	\$240.00	\$240.00	\$0.00	\$0.00	\$0.00	\$240.00	0.00%
1-100-01-0129-430ProComm.Maint. Agr.-Town Office Building	\$1,000.00	\$1,000.00	\$255.00	\$0.00	\$0.00	\$745.00	25.50%
1-100-01-0129-432Building Maint.-Town Office Building	\$3,500.00	\$3,500.00	\$698.35	\$0.00	\$0.00	\$2,801.65	19.95%
1-100-01-0129-434Furnace Maint.-Town Office Building	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
1-100-01-0129-439Software Maint.-Town Office Building	\$4,000.00	\$4,000.00	\$3,208.48	\$0.00	\$0.00	\$791.52	80.21%
1-100-01-0129-442Computer Tech Support	\$8,000.00	\$8,000.00	\$4,500.00	\$0.00	\$0.00	\$3,500.00	56.25%
1-100-01-0129-444Copier Rental-Town Office	\$2,600.00	\$2,600.00	\$1,864.87	\$0.00	\$0.00	\$735.13	71.73%
1-100-01-0129-490Alarm System-Town Office	\$300.00	\$300.00	\$250.00	\$0.00	\$0.00	\$50.00	83.33%
1-100-01-0129-493TN 911	\$10,069.00	\$10,069.00	\$10,068.80	\$0.00	\$0.00	\$0.20	99.99%
1-100-01-0129-530Telephone-Town Office Building	\$10,600.00	\$10,600.00	\$9,284.76	\$0.00	\$0.00	\$1,315.24	87.59%
1-100-01-0129-531Postage-Town Office	\$7,500.00	\$7,500.00	\$3,971.34	\$0.00	\$0.00	\$3,528.66	52.95%
1-100-01-0129-533Postage Meter Rental-Town Office	\$600.00	\$600.00	\$450.00	\$0.00	\$0.00	\$150.00	75.00%
1-100-01-0129-537Internet Cable-Office Building	\$1,650.00	\$1,650.00	\$1,011.15	\$0.00	\$0.00	\$638.85	61.28%
1-100-01-0129-550Printing-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

04/07/2020

Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0129-601 Electricity-Town Office Building	\$7,700.00	\$7,700.00	\$5,457.60	\$0.00	\$0.00	\$2,242.40	70.88%
1-100-01-0129-603 Fuel Oil-Town Office Building	\$5,000.00	\$5,000.00	\$4,120.14	\$0.00	\$0.00	\$879.86	82.40%
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	\$2,470.95	\$0.00	\$0.00	(\$470.95)	123.55%
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	\$54,333.25	\$0.00	\$0.00	\$25,510.75	68.05%
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	\$109,737.00	\$0.00	\$0.00	(\$485.00)	100.44%
01 General Government	\$109,252.00	\$109,252.00	\$109,737.00	\$0.00	\$0.00	(\$485.00)	100.44%
1-100-01-0141-205 Social Security-Employee Benefits	\$46,500.00	\$46,500.00	\$28,606.94	\$0.00	\$0.00	\$17,893.06	61.52%
1-100-01-0141-207 Medicare-Employee Benefits	\$10,800.00	\$10,800.00	\$6,690.23	\$0.00	\$0.00	\$4,109.77	61.95%
1-100-01-0141-210 Unempl. Comp.-Employee Benefits	\$7,500.00	\$7,500.00	\$4,694.62	\$0.00	\$0.00	\$2,805.38	62.59%
1-100-01-0141-215 Health Insurance-Employee Benefits	\$205,000.00	\$205,000.00	\$126,361.51	\$0.00	\$0.00	\$78,638.49	61.64%
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	\$1,563.51	\$0.00	\$0.00	\$536.49	74.45%
1-100-01-0141-225 Life Ins.-Employee Benefits	\$1,200.00	\$1,200.00	\$784.00	\$0.00	\$0.00	\$416.00	65.33%
1-100-01-0141-230 Retirement-Employee Benefits	\$80,000.00	\$80,000.00	\$55,409.79	\$0.00	\$0.00	\$24,590.21	69.26%
1-100-01-0141-280 Physicals-Employee Benefits	\$2,500.00	\$2,500.00	\$760.00	\$0.00	\$0.00	\$1,740.00	30.40%
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	\$227,991.60	\$0.00	\$0.00	\$130,729.40	63.56%
1-100-01-0143-100 Salaries-Drivers/Dispatch	\$15,107.00	\$15,107.00	\$10,896.94	\$0.00	\$0.00	\$4,210.06	72.13%
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

04/07/2020
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-01-0143-435Vehicle Maint.-Dial a Ride	\$3,000.00	\$3,000.00	\$2,866.42	\$0.00	\$0.00	\$133.58	95.55%
1-100-01-0143-580Dial-A-Ride Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0143-603Fuel-Dial a Ride	\$2,000.00	\$2,000.00	\$1,214.72	\$0.00	\$0.00	\$785.28	60.74%
1-100-01-0143-630Oil-Dial a Ride	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0143-810Due / 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	\$15,578.08	\$0.00	\$0.00	\$5,528.92	73.81%
1-100-01-0145-100Municipal Agent-Salary	\$2,265.00	\$2,265.00	\$688.20	\$0.00	\$0.00	\$1,576.80	30.38%
1-100-01-0145-330Municipal 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%
1-100-01-0145-537Internet Cable-Seniors Citizens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-580Municipal Agent-Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-610Municipal Agent-Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-800McSweeney Center-Senior Citizens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-820Senior Lunch-Senior Citizens	\$1,080.00	\$1,080.00	\$1,080.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-01-0145-840Municipal Agents-Senior Citizens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0145-870Programs-Senior Citizens	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-01-0145-875Trips-Senior Citizens	\$4,000.00	\$4,000.00	\$2,094.50	\$0.00	\$0.00	\$1,905.50	52.36%
1-100-01-0145-901Equipment-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	\$5,862.70	\$0.00	\$0.00	\$3,482.30	62.74%
1-100-01-0147-365Cleaning Service	\$10,000.00	\$10,000.00	\$6,475.00	\$0.00	\$0.00	\$3,525.00	64.75%
01 General Government	\$10,000.00	\$10,000.00	\$6,475.00	\$0.00	\$0.00	\$3,525.00	64.75%
1-100-01-0149-432Building Maint.-Old Fire House	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-01-0149-434Furance Maint.-Old Fire House	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
1-100-01-0149-490Alarm Maint.-Old Fire House	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	0.00%
1-100-01-0149-530Telephone-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	\$829.10	\$0.00	\$0.00	\$1,370.90	37.69%
1-100-01-0149-603Fuel Oil-Old Fire House	\$500.00	\$500.00	\$1,209.09	\$0.00	\$0.00	(\$709.09)	241.82%
1-100-01-0149-605Propane-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	\$2,038.19	\$0.00	\$0.00	\$1,211.81	62.71%
1-100-01-0151-100Dog Warden Salary-Dog Fund	\$3,500.00	\$3,500.00	\$2,222.39	\$0.00	\$0.00	\$1,277.61	63.50%
1-100-01-0151-434Furnace Maintenance - Dog Pound	\$165.00	\$165.00	\$0.00	\$0.00	\$0.00	\$165.00	0.00%
1-100-01-0151-580Dog Warden-Mileage	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
1-100-01-0151-610Dog 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	\$2,526.79	\$0.00	\$0.00	\$2,288.21	52.48%
1-100-01-0153-800Historical Society	\$200.00	\$200.00	\$180.76	\$0.00	\$0.00	\$19.24	90.38%
01 General Government	\$200.00	\$200.00	\$180.76	\$0.00	\$0.00	\$19.24	90.38%
1-100-01-0155-800TOWN 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

04/07/2020
 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	\$17,604.16	\$0.00	\$0.00	(\$4.16)	100.02%
1-100-02-0201-999 EASTERN HIGHLANDS HEALTH DISTRICT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
02 Conservation	\$17,600.00	\$17,600.00	\$17,604.16	\$0.00	\$0.00	(\$4.16)	100.02%
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	\$107,552.84	\$0.00	\$0.00	\$61,280.16	63.70%
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	\$2,183.78	\$0.00	\$0.00	\$316.22	87.35%
1-100-03-0301-390 Tree Removal-Public Works Department	\$10,000.00	\$10,000.00	\$12,060.00	\$0.00	\$0.00	(\$2,060.00)	120.60%
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	\$356.56	\$0.00	\$0.00	\$493.44	41.95%
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	\$20,220.73	\$0.00	\$0.00	(\$8,220.73)	168.51%
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	\$723.15	\$0.00	\$0.00	(\$323.15)	180.79%
1-100-03-0301-602 Diesel-Public Works	\$20,000.00	\$20,000.00	\$8,930.80	\$0.00	\$0.00	\$11,069.20	44.65%
1-100-03-0301-603 Fuel-Public Works	\$4,000.00	\$4,000.00	\$4,352.20	\$0.00	\$0.00	(\$352.20)	108.81%
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	\$293.73	\$0.00	\$0.00	\$1,206.27	19.58%
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	\$200.39	\$0.00	\$0.00	\$1,299.61	13.36%
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	\$1,758.34	\$0.00	\$0.00	\$841.66	67.63%
1-100-03-0301-640 Sweeper Supplies-Public Works	\$500.00	\$500.00	\$19.99	\$0.00	\$0.00	\$480.01	4.00%
1-100-03-0301-654 Uniforms & Shoes-Town Garage	\$2,700.00	\$2,700.00	\$2,006.96	\$0.00	\$0.00	\$693.04	74.33%
1-100-03-0301-730 Radios-Public Works	\$1,000.00	\$1,000.00	\$651.90	\$0.00	\$0.00	\$348.10	65.19%
1-100-03-0301-732 Signs-Public works	\$2,150.00	\$2,150.00	\$799.00	\$0.00	\$0.00	\$1,351.00	37.16%
1-100-03-0301-734 Tools-Public Works	\$2,700.00	\$2,700.00	\$2,305.45	\$0.00	\$0.00	\$394.55	85.39%
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	\$165,395.41	\$0.00	\$0.00	\$77,167.59	68.19%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

04/07/2020
 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	\$145.60	\$0.00	\$0.00	\$854.40	14.56%
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	\$335.54	\$0.00	\$0.00	\$314.46	51.62%
03 Public Works	\$88,550.00	\$88,550.00	\$54,543.03	\$0.00	\$0.00	\$34,006.97	61.60%
1-100-03-0305-410 Street Lighting	\$7,500.00	\$7,500.00	\$4,200.33	\$0.00	\$0.00	\$3,299.67	56.00%
03 Public Works	\$7,500.00	\$7,500.00	\$4,200.33	\$0.00	\$0.00	\$3,299.67	56.00%
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	\$2,057.72	\$0.00	\$0.00	\$1,942.28	51.44%
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	\$1,051.91	\$0.00	\$0.00	\$148.09	87.66%
1-100-03-0309-601 Electricity-Town Garage	\$3,600.00	\$3,600.00	\$2,083.88	\$0.00	\$0.00	\$1,516.12	57.89%
1-100-03-0309-603 Fuel Oil-Town Garage	\$5,100.00	\$5,100.00	\$2,433.67	\$0.00	\$0.00	\$2,666.33	47.72%
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	\$8,070.99	\$0.00	\$0.00	\$7,679.01	51.24%
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	\$136,650.00	\$0.00	\$0.00	\$0.00	100.00%
04 Public Safety	\$136,650.00	\$136,650.00	\$136,787.20	\$0.00	\$0.00	(\$137.20)	100.10%

TOWN BUDGET SUMMARY

Andover Town & School 2019-2020

04/07/2020

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	\$1,116.80	\$0.00	\$0.00	(\$916.80)	558.40%
04 Public Safety	\$175,556.00	\$175,556.00	\$1,116.80	\$0.00	\$0.00	\$174,439.20	0.64%
1-100-04-0405-100 Salary - Fire Marshall	\$7,500.00	\$7,500.00	\$4,759.59	\$0.00	\$0.00	\$2,740.41	63.46%
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%
04 Public Safety	\$10,395.00	\$10,395.00	\$5,606.96	\$0.00	\$0.00	\$4,788.04	53.94%
1-100-05-0501-100 Social Worker Sal.-Welfare	\$800.00	\$800.00	\$467.68	\$0.00	\$0.00	\$332.32	58.46%
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%
05 Public Welfare	\$1,600.00	\$1,600.00	\$601.89	\$0.00	\$0.00	\$998.11	37.62%
1-100-06-0601-800 Misc. Exp-Memorial Day	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00%
1-100-06-0601-835 Memorial Day Comm.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
06 Recreation	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00%
1-100-06-0603-436 Outside Maintenance-Recreation Comm	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-06-0603-493 Outside Facility-Recreation Comm	\$2,630.00	\$2,630.00	\$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%
06 Recreation	\$8,465.00	\$8,465.00	\$3,591.18	\$0.00	\$0.00	\$4,873.82	42.42%
1-100-07-0701-100 Wages-Transfer Station	\$20,000.00	\$20,000.00	\$13,078.45	\$0.00	\$0.00	\$6,921.55	65.39%
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	\$24,322.75	\$0.00	\$0.00	\$15,677.25	60.81%
1-100-07-0701-481 Bulky Waste-Transfer Station	\$25,000.00	\$25,000.00	\$20,111.59	\$0.00	\$0.00	\$4,888.41	80.45%
1-100-07-0701-493 Outdoor Facility-Transfer Station	\$900.00	\$900.00	\$675.00	\$0.00	\$0.00	\$225.00	75.00%
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

04/07/2020
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-07-0701-601 Electricity-Transfer Station	\$2,700.00	\$2,700.00	\$1,596.44	\$0.00	\$0.00	\$1,103.56	59.13%
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	\$2,520.56	\$0.00	\$0.00	\$479.44	84.02%
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	\$27,593.54	\$0.00	\$0.00	\$27,406.46	50.17%
07 Sanitation and Waste	\$159,100.00	\$159,100.00	\$90,062.39	\$0.00	\$0.00	\$69,037.61	56.61%
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	\$309.63	\$0.00	\$0.00	\$190.37	61.93%
07 Sanitation and Waste	\$2,550.00	\$2,550.00	\$2,356.68	\$0.00	\$0.00	\$193.32	92.42%
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	\$390.00	\$0.00	\$0.00	\$960.00	28.89%
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	\$1,015.00	\$0.00	\$0.00	\$5,995.00	14.48%
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	\$103.52	\$0.00	\$0.00	(\$3.52)	103.52%
08 Planning and Land Use	\$600.00	\$600.00	\$283.52	\$0.00	\$0.00	\$316.48	47.25%
1-100-08-0807-100 Wages - Building Department	\$8,360.00	\$8,360.00	\$5,415.66	\$0.00	\$0.00	\$2,944.34	64.78%
1-100-08-0807-120 Clerk's Wages-Building Department	\$34,230.00	\$34,230.00	\$20,820.90	\$0.00	\$0.00	\$13,409.10	60.83%
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	\$384.29	\$0.00	\$0.00	\$115.71	76.86%

TOWN BUDGET SUMMARY
Andover Town & School 2019-2020

04/07/2020
 Fiscal Year 2019-2020

	Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
1-100-08-0807-612Bks. & Manuals-Building Department	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
1-100-08-0807-810Dues / 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	\$27,389.85	\$0.00	\$0.00	\$18,880.15	59.20%
1-100-08-0809-100Wages-Inland/Wetlands	\$4,600.00	\$4,600.00	\$4,473.99	\$0.00	\$0.00	\$126.01	97.26%
1-100-08-0809-115Board Clerk - IWC	\$1,000.00	\$1,000.00	\$730.00	\$0.00	\$0.00	\$270.00	73.00%
1-100-08-0809-335Training-Inland/Wetlands	\$0.00	\$0.00	\$130.00	\$0.00	\$0.00	(\$130.00)	0.00%
1-100-08-0809-350Water Testing-Wetlands	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0809-365Purchased Services-Inland/Wetlands	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0809-580Mileage-Wetlands	\$300.00	\$300.00	\$27.25	\$0.00	\$0.00	\$272.75	9.08%
1-100-08-0809-610Office Supplies-Inland/Wetland	\$50.00	\$50.00	\$55.00	\$0.00	\$0.00	(\$5.00)	110.00%
1-100-08-0809-614Maps-Inland/Wetlands	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0809-800Inland Wetland Comm.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0809-810Dues / 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	\$5,481.24	\$0.00	\$0.00	\$468.76	92.12%
1-100-08-0815-330Conservation-membership	\$0.00	\$0.00	\$65.00	\$0.00	\$0.00	(\$65.00)	0.00%
1-100-08-0815-335Conservation-training	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
1-100-08-0815-609Conservation-equipment	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
1-100-08-0815-800Conservation Commission	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0815-810Conservation-conferences	\$300.00	\$300.00	\$65.00	\$0.00	\$0.00	\$235.00	21.67%
1-100-08-0815-811Conservation - POCD Implementation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0815-813Conservation - 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%
1-100-08-0817-100Salary-Zoning Agent	\$10,600.00	\$10,600.00	\$4,314.61	\$0.00	\$0.00	\$6,285.39	40.70%
1-100-08-0817-580Mileage-Zoning Agent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-08-0817-610Office 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	\$4,314.61	\$0.00	\$0.00	\$6,285.39	40.70%
1-100-08-0819-810Capital 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%
1-100-09-0901-527Education-RHAM/AES Retirement Ben	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-100-09-0901-590RHAM Payment	\$4,890,623.00	\$4,890,623.00	\$3,304,388.00	\$0.00	\$0.00	\$1,586,235.00	67.57%
1-100-09-0901-595Board of Education Expenses	\$4,065,000.00	\$4,065,000.00	\$2,037,195.51	\$0.00	\$0.00	\$2,027,804.49	50.12%
09 Education	\$8,955,623.00	\$8,955,623.00	\$5,341,583.51	\$0.00	\$0.00	\$3,614,039.49	59.65%
1-100-10-1001-100Library Payroll	\$71,800.00	\$71,800.00	\$43,491.63	\$0.00	\$0.00	\$28,308.37	60.57%
1-100-10-1001-800Library	\$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	\$69,570.63	\$0.00	\$0.00	\$28,308.37	71.08%
1-100-11-1101-451Road Improvement	\$200,000.00	\$200,000.00	\$123,584.21	\$0.00	\$0.00	\$76,415.79	61.79%
1-100-11-1101-700Old 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

04/07/2020
 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	\$32,614.61	\$0.00	\$0.00	\$0.39	99.99%
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 IT Infrastructure Upgrades-Capital	\$0.00	\$0.00	\$22,033.44	\$0.00	\$0.00	(\$22,033.44)	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	\$193,014.34	\$0.00	\$0.00	(\$193,014.34)	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	\$409,896.55	\$0.00	\$0.00	(\$113,281.55)	138.19%
1-100-12-1201-960 School-Debt	\$90,000.00	\$90,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-12-1201-961 Safety Complex-Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
12 Debt Service	\$90,000.00	\$90,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	100.00%
1-100-12-1203-950 School Interest-Interest	\$10,845.00	\$10,845.00	\$10,845.00	\$0.00	\$0.00	\$0.00	100.00%
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	\$10,845.00	\$0.00	\$0.00	\$0.00	100.00%
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

04/07/2020
 Fiscal Year 2019-2020

		Orig Budget	Adj Budget	Ytd Expended	PO Encumbered	Non PO Encumb	Balance	%Exp
FUND	100 General Fund - Town	\$12,368,158.00	\$12,368,158.00	\$7,248,374.16	\$0.00	\$0.00	\$5,119,783.84	58.61%
Grand Total for Report		\$12,368,158.00	\$12,368,158.00	\$7,248,374.16	\$0.00	\$0.00	\$5,119,783.84	58.61%

General Ledger Detail
Andover Town & School 2019-2020
From 7/1/2019 To 4/7/2020 (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	
	2/11/2020	Expend	CME		20158033	/ 0	1663	PROJECT 2003138.100		\$2,350.15		\$83,983.79	
	2/26/2020	Expend	HAIN		20158080	/ 0	1820	COLD PATCH		\$504.00		\$83,479.79	
	2/28/2020	J/E			aje 2-16		1969	to 3700-031			\$2,350.15	\$85,829.94	
	4/7/2020	Expend	HAIN		20158166	/ 0	1992	COLD PATCH		\$504.00		\$85,325.94	
	4/7/2020	Expend	21364		20158178	/ 0	1993	CATCH BASIN BLOCKS,SOLID BLOCKS		\$568.00		\$84,757.94	
	4/7/2020	Expend	52332		20158162	/ 0	1995	SEED		\$405.93		\$84,352.01	
										\$17,507.49	\$2,350.15	\$84,352.01	End Bal

People's United Bank
Cash Accounts

Month ending: February 29, 2020	Bank Account #	Bank Balance	General Ledger Account		GL Balance	Difference
Municipal checking	5111	600,000.00	A-100-00-0000-990			
Municipal interest checking	5096	3,820,279.79	A-100-00-0000-990		4,315,548.99	104,730.80
Working capital	5757	488,257.37	A-100-00-0000-108		488,257.37	0.00
Open Space	5137	259,755.24	A-100-00-1980-001	L-100-00-2980-001	259,755.24	0.00
Driveway fund	5187	26,848.93	A-100-00-1949-001	L-100-00-3949-001	26,848.92	0.01
Equipment fund	5252	25,202.79	A-100-00-1949-002	L-100-00-3949-002	25,202.79	0.00
Fire Engine fund	5343	53,815.58	A-100-00-1949-003	L-100-00-3949-003	53,815.58	0.00
Irene Mooney	5567	11,811.45	A-100-00-1949-004	L-100-00-3949-004	11,811.45	0.00
Library fund	5575	182,383.50	A-100-00-1949-005	L-100-00-3949-005	182,383.50	0.00
Library grant	5608	508.46	A-100-00-1949-006	L-100-00-3949-006	508.46	0.00
Nonrecurring Reserve	5624	40,830.69	A-100-00-1949-007	L-100-00-3949-007	40,830.69	0.00
Norton Childrens fund	5632	14,276.94	A-100-00-1949-008	L-100-00-3949-008	14,276.94	0.00
Norton Library fund	5658	3,684.60	A-100-00-1949-009	L-100-00-3949-009	3,684.60	0.00
Norton School fund	5666	9,262.28	A-100-00-1949-010	L-100-00-3949-010	9,262.28	0.00
School Improvement	5690	164,933.29	A-100-00-1949-011	L-100-00-3949-011	164,933.29	0.00
Severance Pay	5723	39,012.06	A-100-00-1949-012	L-100-00-3949-012	39,012.06	0.00
WB & Lizza Sprague	5731	3,269.52	A-100-00-1949-013	L-100-00-3949-013	3,269.52	0.00
Brown & Brown School	5749	26,011.46	A-100-00-1949-014	L-100-00-3949-014	26,011.46	0.00
Zoning bond	5765	12,609.99	A-100-00-1949-016	L-100-00-3949-016	12,609.99	0.00
Boivin construction	5773	729.50	A-100-00-1949-017	L-100-00-3949-017	729.50	0.00
Town Clerk preservation	5781	1,146.74	A-100-00-1949-018	L-100-00-3949-018	1,146.74	0.00
Revaluation Fund	5799	48,168.08	A-100-00-1949-019	L-100-00-3949-019	48,168.08	0.00
AES Expansion	0934	8,715.40	A-100-00-1980-002	L-100-00-2980-002	8,715.39	0.01

February 29, 2020

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 Jan 2020</u>	<u>Balance Uncollected Jan 31, 2020</u>
2018		9,152,376	7,147,350	2,005,026
2017	142,063		57,170	84,893
2016	33,097		4,620	28,477
2015	22,002		1,441	20,561
2014	14,977		1,284	13,693
2013	8,365		278	8,087
2012	8,853		194	8,659
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	207		0	207
Total	240,219	9,152,376	7,212,354	2,180,241

Town of Andover, Connecticut
Board of Finance
Overexpenditure Report
Fiscal Year 2020

Department	Budget #	Account Description Comments	Original Budget	Approval				Adjusted Budget	YTD expended			Additional amount	
				TA \$\$ amt	BOS \$\$ amt	BOF \$\$ amt	Date		\$\$	% original	% adjusted	Budgeted	Expended
Town office building	0129-365	Elevator Service contract	2,400.00			3,600.00	10/22/19	6,000.00	2,203.20	92%	37%	3,600.00	(196.80)
		State mandated test not budgeted											
DPW	0301-435	Vehical maint.	12,000.00			6,000.00	10/22/19	18,000.00	20,178.00	168%	112%	6,000.00	8,178.00
		Large transmission repair											
DPW	0309-490	Alarm system - town garage	300.00			300.00	10/22/19	600.00	250.00	83%	42%	300.00	(50.00)
		ongoing maint. issues w/old system											
transfer station	0703-488	tire pick up - recycling	550.00			450.00	10/22/19	1,000.00	917.00	167%	92%	450.00	367.00
		underbudgeted											
Auditor/ Actuary	0105-325	Actuarial Services	3,500.00			1,575.00	10/22/19	5,075.00	5,075.00	145%	100%	1,575.00	1,575.00
IWC	0809-335	Training	0.00	130.00			12/12/19	130.00	130.00		100%	130.00	130.00
		CACIWC mtg/conf not budgeted											
IWC	0809-810	Dues/Memberships	0.00	65.00			12/12/19	65.00	65.00		100%	65.00	65.00
		CACIWC membership not budgeted											
IWC	0809-610	Office Supplies	50.00	50.00			12/9/19	100.00	55.00			50.00	5.00
Old Fire House	0149-603	fuel oil	500.00	200.00			1/7/2020	700.00	590.00	118%	84%	200.00	90.00
		underbudgeted											
Senior Transport.	0143-435	Vehical maint.	3,000.00	1,500.00			1/29/2020	4,500.00	2,866.00	96%	64%	1,500.00	(134.00)
Law Enforcement	0403-901	office equipment	200.00	950.00			2/26/2020	1,150.00	1,117.00	559%	97%	950.00	917.00
Snow Removal	0303-646	salt	40,000.00			20,000.00	2/26/2020	60,000.00	42,693.00	107%	71%	20,000.00	2,693.00
		using all salt this year											
mowing grd care	0313-420	costs associated with	14,000.00		5,000.00		3/9/2020	19,000.00	15,795.00	113%	83%	5,000.00	1,795.00
		sprinkler system											
DPW	0301-390	tree removal	10,000.00		4,000.00		3/9/2020	14,000.00	12,060.00	121%	86%	4,000.00	2,060.00
Totals												43,820.00	17,494.20

Assessor's Report

Department Reports

From: Michael Lester [mailto:Mlester_5@hotmail.com]

Sent: Monday, April 6, 2020 10:40 PM

To: Eric Anderson <eanderson@andoverct.org>; Susan <buildingadmin@andoverct.org>; Barton Carol <carol.barton53@yahoo.com>

Subject: March Activity

3/3/20 Check in at town hall & FD

3/10/20 Check in at town hall & FD

3/18/20 Check in at FD

Fire Marshal Office operation guidelines during COVID-19 shutdown:

The office will continue to investigate all fire emergencies within the town, perform building and site plan reviews for commercial projects, along with field inspections to obtain a Certificate of Occupancy.

Until further notice existing building inspections will not be scheduled, unless requested by the owner.

Anyone needing the services of the Fire Marshal are asked to contact the Town of Andover Building Department at 860-742-7305 during normal business hours.

For emergency situations after business hours, please call 9-1-1.



Commanding Officer
Lt. Marc Petruzzi #037

State of Connecticut



Connecticut State Police Troop K - Colchester



Executive Officer
Master Sergeant Eric Peck #085

Date: 3/1/2020

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 **February 2020** the Andover Resident Trooper as well as Troop K Troopers responded to **126** Calls for Service in the Town of Andover. Of these Calls for service the most notable are:

Accidents: 1
Burglaries: 0
Larcenies: 0
Narcotic Cases: 1
Other Criminal: 6
Other Non-Criminal: 2
Non Reportable Matters: 91
Other Noteworthy Events (List):

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

On-Sight DWI: 0
Traffic Citations: 19
Written Warnings: 7

Sincerely,

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

MARCH				
DATE ISSUED	PERMIT N	PROPERTY OWNER	PROPERTY LOCATION	DESCRIPTION
3/5/2020	4475	Brian Dooley	5 Chester Brooks Ln	12x12 Room In Basement
3/5/2020	4473	Eric Shevchenko	191 Bunker Hill Rd	New Electrical Amp
3/5/2020	4474	Dave Danielczuk	96 Gilead Rd	Replace Crumbling Foundation
3/5/2020	4472	Judith Trzcinski	80 Stanley Rd	Two Replacement Windows
3/5/2020	4430	Joseph Mott	142 Wales Rd	Basement Conversion In-Law
3/5/2020	4475	Brian Dooley	5 Chester Brooks Ln	12x12 Room In Basement
3/5/2020	4463	William Devine	84 Bearswamp Rd	Addition to Garage
3/5/2020	4477	Mr. Pelletier	92 Bearswamp Rd	Install Gas Line
3/5/2020	4476	John Lund	134 Long Hill Rd	Replacement Windows
3/5/2020	4430	Joseph Mott	142 Wales Rd	Conversion In-law Basement
3/9/2020	4478	Steven Nelson	14 Lakeview Drf	Install Stairs & new Support Beam
3/9/2020	4479	Donna Phillips	57 Hendee Rd	Heat Pump
3/9/2020	4471	Michael Russo	26 Stanley Rd	Add Bathroom Upstairs
3/9/2020	4482	Michael Davidson	54 Windrush Ln	Install Oil Furnace
3/10/2020	4481	David Doyle	48 Windrush Ln	Finish Bsmnt & Existing Room over Garage
3/10/2020	4484	Algonquin Gas Transmission	Merritt Valley Rd	Install U/G 100A service
3/11/2020	4485	Town of Andover	12 Long Hill Rd	Demolition
3/30/2020	5005	Harold Brainard	121 Gilead Rd	Roof
3/30/2020	5000	Scott Chalfant	326 Hebron Rd	1000 U/G Propane Tank
3/30/2020	5007	Mary Jane Tynan	171 Boston Hill Rd	Roof Top Solar
TOTAL PERMITS ISSUED = 20				

Register Report March-2020 - Mar 2020

3/1/2020 through 3/31/2020

4/7/2020

Page 1

Date	Account	Num	Description	Category	Tag	Clr	Amount
BALANCE 2/29/2020							30,924.85
3/5/2020	Building Department		134 Long Hill Rd.	[Permit receipts]			107.73
3/5/2020	Building Department	S	422 Lake Rd	IWWC			150.00
				State Zoning Fee			60.00
3/5/2020	Building Department	S	17 Lakeside Dr	IWWC			100.00
3/5/2020	Building Department		92 Bear Swamp Rd.	[Permit receipts]			80.52
3/5/2020	Building Department	S	159 Lakeside Dr	IWWC			150.00
				State Zoning Fee			60.00
3/5/2020	Building Department		14 Lakeview Dr.	[Permit receipts]			133.38
3/5/2020	Building Department		57 Hendee Rd.	[Permit receipts]			102.60
3/9/2020	Building Department		77 Hebron Rd	[Permit receipts]			193.91
3/10/2020	Building Department		48 Windrush Lane	[Permit receipts]			102.60
3/10/2020	Building Department		54 Windrush Ln	[Permit receipts]			164.16
3/10/2020	Building Department	S	61 Times Farm Rd.	ZBA			140.00
				State Zoning Fee			60.00
3/10/2020	Building Department		Robert Maxwell	[Permit receipts]			2,565.00
3/12/2020	Building Department		2 Merritt Valley Rd	[Permit receipts]			69.76
3/12/2020	Building Department	S	485 Lake Rd	[Permit receipts]			20.52
				State Zoning Fee			60.00
3/12/2020	Building Department		39 Townsend Rd	[Permit receipts]			20.52
3/17/2020	Building Department		Copies	copies			6.00
3/17/2020	Building Department		Mr. Maxwell	Zoning			60.00
3/19/2020	Building Department		23 Chester Brooks Lane	[Permit receipts]			92.34
3/19/2020	Building Department		97 Long Hill Rd.	[Permit receipts]			166.17
3/30/2020	Building Department		326 Hebron Rd	[Permit receipts]			140.00
3/30/2020	Building Department	S	146 Long Hill Rd.	Alteration-Res			420.00
				Ed Fee - State			10.92
3/1/2020 - 3/31/2020							5,236.13
BALANCE 3/31/2020							36,160.98
OVERALL TOTAL							5,236.13
TOTAL INFLOWS							5,236.13
TOTAL OUTFLOWS							0.00

State-IWWC-PZC-ZBA1-MARCH-2020 - Mar 2020

3/1/2020 through 3/31/2020

4/7/2020

Page 1

Date	Account	Num	Description	Memo	Category	Tag	Tax Item	Clr	Amount
3/5/2020	Building Department	S	422 Lake Rd	Stat...	State Zoning Fee				60.00
3/5/2020	Building Department	S	159 Lakeside Dr		State Zoning Fee				60.00
3/10/2020	Building Department	S	61 Times Farm Rd.	Stat...	State Zoning Fee				60.00
3/12/2020	Building Department	S	485 Lake Rd		State Zoning Fee				60.00
3/4/2020	Permit receipts	4477	S 92 Bear Swamp Rd.	Stat...	State Zoning Fee		Schedule C...	c	60.00
3/12/2020	Permit receipts	4486	S 485 Lake Rd	Stat...	State Zoning Fee		Schedule C...		60.00
3/19/2020	Permit receipts	4489	S 97 Long Hill Rd.	Stat...	State Zoning Fee		Schedule C...	c	60.00
3/19/2020	Permit receipts	4490	S 326 Hebron Rd	Zon...	State Zoning Fee		Schedule C...	c	60.00
3/1/2020 - 3/31/2020									480.00
TOTAL INFLOWS									480.00
TOTAL OUTFLOWS									0.00
NET TOTAL									480.00

Assessor's office monthly activity – FEBRUARY 2020

Processing conveyances	5
Processing building permits	19
Prorating motor vehicle grand list	3
Updating field cards	
Correspondence	87
Providing assistance to town hall customers (ie taxpayer, title searchers, appraisers etc)	67
Providing assistance to other departments	
Researching mapping issue or questions	
Reports and communication with the State of Connecticut	1
MLS research	
Scheduling meeting and appointments	
Office work – ie filing, updating sales book, scanning documents etc	Mailed out all RE & PP increase notices
Personal property grand list	
Personal Property Discovery	
Homeowner's program	Mailed out all Homeowner's letters

Veteran's program	
Income & expenses	
Renter's rebate program	
Tax exemptions	
Adds to the re, pp or mv grand list	1
Pa 490	
Provided assistance to baa	Help BAA
Researching and providing requested information to auditor	
Real property inspections	1
Personal property inspections	
Real property appraisals	
Taxpayer correspondence	
Attorney correspondence	
Tax appeal review/appraisal	
MLS review	
Town board/dept assistance	
Review & Approve C of Cs	3
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
51510	HODGE CINDEE M	51515	07808M	C	8,280	-687	7,593
1	12 WEST ST	2011 01	KIA SPORTAGE	2018 02/04/2020	0	0	0
	ANDOVER CT 6232-1714		KNDFCCA60B7145365	SOLD 8/19	8,280	-687	7,593
80047	BENDER GARET T	80047	07810S	C	2,870	-2,870	0
1	64 ROUTE 87	2014 01	KIA RIO LX	2018 02/25/2020	0	0	0
	ANDOVER CT 6232-0		KNADM4A3XE6376020	WRONG TT - SENT TO MANSFIELD	2,870	-2,870	0
80513	RODEGHER JOHN O	80513	07809S	C	2,797	-1,555	1,242
1	90 STANLEY DR	2004 01	CHEVR COLORADO	2018 02/04/2020	0	0	0
	ANDOVER CT 6232-1036		1GCDS196248115750	SOLD 4/19	2,797	-1,555	1,242
TOTAL	# Of Accts 3				13,947	-5,112	8,835
					0	0	0
					13,947	-5,112	8,835
YEAR 2018	# Of Accts 3				13,947	-5,112	8,835
					0	0	0
					13,947	-5,112	8,835
GRAND TOTAL	# Of Accts 3				13,947	-5,112	8,835
					0	0	0
					13,947	-5,112	8,835

ANDOVER PUBLIC LIBRARY - LIBRARIAN'S REPORT - March 2020		
	Mar-20	YTD 19-20 (July 1, 2019 - June 30, 2020)
Adult:		
Fiction	275	4107
Non-fiction	55	750
Video	110	1131
Audio	32	420
Magazines	0	35
E-reader (Kindle)	0	0
Total Adult	472	6443
Children:		
Fiction	120	1674
Non-fiction	8	222
Video	15	141
Audio	0	59
Total Children	143	2096
Young Adult:		
Fiction	24	298
Non-fiction	1	16
Audio	1	2
Magazines	0	0
Total Young Adult	26	316
Total Fiction	419	6079
Total Non-fiction	64	988
Total Video	125	1272
Total Audio	33	481
Total Magazines	3	35
Total Uncategorized**	17	214
Total Passes	0	12
Total OverDrive	178	1319
Total E-readers	0	0
Total Circulation	839	10400
Out-of-town circ.	66	968
Ref. questions	25	419
Patrons registered:		
Andover	3170	
Out-of-town	465	
Total Patrons	3635	
Collection size *		
Public Computer Usage (hrs.)		
ILL provided	15	499
ILL received	2	397
# Patrons (inc. programs):	323	5828

PROGRAM ATTENDANCE	46	1324
Number of programs:	6	105
LIBRARY CLOSED TO PUBLIC BEGINNING MARCH 16TH (total of 12 days)		
HIGHLIGHTED numbers cannot be determined at this time		

Resignations

CIVIL ENGINEERING SERVICES, LLC

203 BOSTON HILL ROAD, ANDOVER CT 06232 PH: (860) 742-0364

March 30, 2020

All it May Concern

RE: Andover Planning & Zoning Commission
Andover, Conn.

Dear Sirs/Madams;

I hereby resign my position as an Alternate member of the Andover Planning & Zoning Commission effective immediately. I hope that I have been some help during my time on the Commission.

Respectfully yours,


Gerald E. Hardisty, P.E.