



Town of Andover, CT  
Board of Selectmen

# **Regular Meeting Packet**

Monday, July 12th, 2021  
7:00 P.M.

Location: virtual Zoom meeting

**Town of Andover**  
**Board of Selectmen**  
Monday, July 12<sup>th</sup> 2021  
Regular Meeting at 7:00 P.M.  
Location: virtual Zoom meeting

Regular Meeting Agenda

**Zoom Directions:**

Click here to join by computer for video/audio: <https://us02web.zoom.us/j/89798799821>  
Call-in from your phone for audio: +1 646 558 8656. Meeting ID: 897 9879 9821, Passcode: 312634  
\*Please mute yourself unless you are a commission member or during Public Speak.

1. Call to Order/Pledge of Allegiance
2. Public Speak
3. Additions/Deletions to the Agenda
4. Board and Commission Presentations
5. Appointments
  - a. Library Board of Directors
    - i. Cathleen Desrosiers, Regular Member
    - ii. Linda Fish, Regular Member
    - iii. Dianne Grenier, Regular Member
    - iv. Lisa Kurtz, Regular Member
    - v. Julie Victoria, Regular Member
    - vi. Jeffrey Ballard, Alternate Member
    - vii. Sharon Shevchenko, Alternate Member
6. Resignations
  - a. Region 8 RHAM Board of Education
    - i. Stephanie Bancroft
7. Town Administrator's Report
8. Old Business

Discuss and act upon the following:

  - a. Alarm Monitoring for Town Buildings
  - b. COVID Funding
  - c. Community Senior Center Building Committee Update
    - i. Funding Discussion
    - ii. Request for Proposal
  - d. Veterans Monument Park Updates
  - e. Public Library Chimney Repointing Quotes
    - i. Referred to Capital Improvement Planning Committee
    - ii. Outside Evaluation - Discuss Conclusions
  - f. Request for Qualifications - Affordable Housing Plan
9. New Business

Discuss and act upon the following:

  - a. Tree Trimming
    - i. Priorities for 2021-22
    - ii. Procedure for Notification
  - b. Roadwork Progress Report
  - c. Public Works Staffing and Promotion
  - d. Mowing along Route 6 / Rail Trail
  - e. Town Budget Discussion
  - f. Complaint Log System
  - g. Legislation Regarding Re: SB 1201 - Adult Use Cannabis in CT
  - h. Set a date for a Special Town Meeting to elect a RHAM BOE representative for a term ending June 30, 2023
  - i. Senior Transportation Grant Application

10. Approval of Meeting Minutes
  - a. Monday, June 14<sup>th</sup> 2021 Regular Meeting Minutes
  - b. Thursday, June 24<sup>th</sup>, 2021 Special Meeting Minutes
11. Finance Department Report
  - a. Revenue Summary
  - b. Town Budget Summary
  - c. Town Aid Road (TAR) Update
  - d. Town Cash Report
  - e. Over Expenditure Report
12. Budget
  - a. Appropriation Transfers
  - b. Over Expenditure Requests
13. Tax Collector's Report
  - a. Refunds Requests
14. Assessor's Report
  - a. Revaluation Services
15. Department Reports
  - a. Fire Department
  - b. Burning Official
  - c. Resident State Trooper
  - d. Town Clerk
  - e. Building Department
  - f. Assessor's Office
  - g. Public Works
  - h. Transfer Station
  - i. Library
  - j. Senior Transportation
  - k. Registrars
  - l. AHM
16. Correspondence
17. Public Speak
18. Adjournment

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

# **1. Call to Order/Pledge of Allegiance**

## **2. Public Speak**

### **3. Additions/Deletions to the Agenda**

## **4. Board and Commission Presentations**

## **5. Appointments**

- a. Library Board of Directors**
  - i. Cathleen Desrosiers, Regular Member**
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  - vii. Sharon Shevchenko, Alternate Member**



## **6. Resignations**

### **a. Region 8 RHAM Board of Education**

#### **i. Stephanie Bancroft**

## **7. Town Administrator's Report**

# Town Administrator's Report for the 7.12.21 Board of Selectmen Regular Meeting

## **COVID Update as of 7.6.21:**

### **Town Hall Operations:**

The town hall has been successfully reopened.

### **Assessor's Office:**

Assessor John Chaponis will be back this week after shoulder surgery.

We received a fair number of calls about the increase in valuation for automobiles.

### **Administrator's Office:**

Amanda will be on vacation from 7/26-7/30.

I will be on vacation from 7/31-8/8.

### **Finance Office**

Audit is complete.

Marina Pandolfi is back

We are receiving a \$5,374 back from CIRMA from last year (member equity).

### **Building Department:**

Signed a contract with Permit Link. Still not executed yet. Working with the building official/ zoning/wetlands on this. More on this to come. Union negotiations going finally but slowly... This office is problematic right now.

### **Senior/Social Services:**

Currently the Senior Transportation/Services are back in action. We are going to resume normal operations for events outdoor events/luncheons. Indoor activities have resumed with Young at Heart. At this point, we are requiring all participants to be vaccinated. Still providing food delivery and for residents.

### **Resident State Trooper:**

Our new resident trooper Sebastian Nesci is working out well and a good fit for the town.

### **Library:**

No new news, they are open to the public. They intend to keep the mask mandate in place for library operations for a while.

### **Public Works:**

Separate discussion under new business.

I would like to promote Tom Pearl to lead maintainer. This is budgeted for the upcoming year, but should have BOS approval. Basically this gives us a team leader for a 2 person team, with Jay running the other team when they split into 2 groups. Tom is also in charge when Jay is on vacation. I believe he has been a maintainer 2 for 12 years. This is \$1.38 per hour increase so it is not a huge hit.

We are beginning drainage work on Shoddy Mill Rd.

### **Tree Work:**

Separate discussion of tree work and protocols with Jay Tuttle.

### **Roadwork**

Crack sealing done - Gorchman.

Road shimming going on now Abbey Construction. Currently shimming on Bunker Hill Rd.

Chip seal to start shortly.

### **Snow Plowing Budget:**

No report – it is summer.

### **Transfer Station:**

Transfer station running fairly smoothly. Tom Pearl finished up some welding and fabrication on the compactor chutes left over from last year.

Still awaiting pricing on replacing the shed roof over the recycling can area that was destroyed/rotted waiting on that.

One complaint of theft that was delt with - false accusation.

## **ONGOING PROJECTS...**

### **Bunker Hill Bridge Design:**

Core samples done on Bunker Hill Rd for the bridge piling design. Wetlands flagging to start asap design is moving along.

### **Small Bridges and Culverts**

Finished Survey and Wetlands flagging for culvert replacement on Hutchinson Rd. Town Engineer is examining most cost effective alternatives for replacement.

Will be surveying Lake Rd culvert near Bausola Road and wetlands flagging also.

Received 3 bids for inspection services and recommendations for rehabilitation of small bridges for Lake Road near Merritt Valley and also on Merritt. All 3 did site visits and sent proposals. On Hold at this point. No progress since last report.

### **Andover Proposed Community Senior Center**

RFP is out for sitework and preliminary architecture.

### **Andover Veterans Monument:**

No Updates at this time. Brick fundraising through 9/30/21.

### **Times Farm Bridge:**

Working on the final close out.

We are making progress with the state and contractor. All paperwork is at DOT for final review, we paid the contractor Black and Warner final retainage, we have a final bill to settle with the engineering firm including retainage, and we have a final reimbursement from the federal DOT. No Dot final approval yet.

### **STEAP Grant:**

Full approval of STEAP grant Next up develop the RFP for the work. Starting this with Brandon Handfield.

### **Connectivity Grant:**

Received an official notice to proceed from DOT

Accepted revised bid from Gordian group EZIQC Waiting on a construction date.

### **Forestry:**

Waiting on proposal from Rick Zulic of Datum Engineering,

### **Town-Wide Alarm Monitoring and Repair:**

FPT installed the wireless monitoring in town hall, AES, fire Dept, public works and Library. All working correctly we have transitioned to the new monitoring service

Next Step is a Inspection and Maintenance of all covered alarms. Also still due is a final proposal for public works repair and upgrade. No progress on the Andover Museum.

## **Town Administrator's Review...**

### **Affordable Housing Grant:**

Working with Jed Larson submitted a grant for an Affordable Housing Plan (State Requirement)

Submitted

We currently have an RFQ out for a planner to do the work.

### **Budget:**

Referendum Vote on Tue 7/13 -hopefully we pass a budget.

### **American Recovery Act Funding:**

Huge change in funding levels. Andover's allotment of funding from the American recoveries act funding is a lot higher than we were expecting. We were missing the fact that CT has no counties so the state is giving the towns the moneys that would have gone to the county.

We are now getting two allotments of **\$478,848.04 each for a total of \$957,696.08**



## **8. Old Business**

**Discuss and act upon the following:**

- a. Alarm Monitoring for Town Buildings**
- b. COVID Funding**
- c. Community Senior Center Building Committee Update**
  - i. Funding Discussion**
  - d. Veterans Monument Park Updates**
  - e. Public Library Chimney Repointing Quotes**
    - i. Referred to Capital Improvement Planning Committee**
    - ii. Outside Evaluation - Discuss Conclusions**



# FACT SHEET: The Coronavirus State and Local Fiscal Recovery Funds Will Deliver \$350 Billion for State, Local, Territorial, and Tribal Governments to Respond to the COVID-19 Emergency and Bring Back Jobs

**May 10, 2021**

*Aid to state, local, territorial, and Tribal governments will help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery*

Today, the U.S. Department of the Treasury announced the launch of the Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan Act of 2021, to provide \$350 billion in emergency funding for eligible state, local, territorial, and Tribal governments. Treasury also released details on how these funds can be used to respond to acute pandemic response needs, fill revenue shortfalls among these governments, and support the communities and populations hardest-hit by the COVID-19 crisis. With the launch of the Coronavirus State and Local Fiscal Recovery Funds, eligible jurisdictions will be able to access this funding in the coming days to address these needs.

State, local, territorial, and Tribal governments have been on the frontlines of responding to the immense public health and economic needs created by this crisis – from standing up vaccination sites to supporting small businesses – even as these governments confronted revenue shortfalls during the downturn. As a result, these governments have endured unprecedented strains, forcing many to make untenable choices between laying off educators, firefighters, and other frontline workers or failing to provide other services that communities rely on. Faced with these challenges, state and local governments have cut over 1 million jobs since the beginning of the crisis. The experience of prior economic downturns has shown that budget pressures like these often result in prolonged fiscal austerity that can slow an economic recovery.

To support the immediate pandemic response, bring back jobs, and lay the groundwork for a strong and equitable recovery, the American Rescue Plan Act of 2021 established the Coronavirus State and Local Fiscal Recovery Funds, designed to deliver \$350 billion to state, local, territorial, and Tribal governments to bolster their response to the COVID-19 emergency and its economic impacts. Today, Treasury is launching this much-needed relief to:

- Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control;
- Replace lost public sector revenue to strengthen support for vital public services and help retain jobs;
- Support immediate economic stabilization for households and businesses; and,
- Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic on certain populations.

The Coronavirus State and Local Fiscal Recovery Funds provide substantial flexibility for each jurisdiction to meet local needs—including support for households, small businesses, impacted industries, essential workers, and the communities hardest-hit by the crisis. These funds also deliver resources that recipients can invest in building, maintaining, or upgrading their water, sewer, and broadband infrastructure.

Starting today, eligible state, territorial, metropolitan city, county, and Tribal governments may request Coronavirus State and Local Fiscal Recovery Funds through the Treasury Submission Portal. Concurrent with this program launch, Treasury has published an Interim Final Rule that implements the provisions of this program.

**FUNDING AMOUNTS**

The American Rescue Plan provides a total of \$350 billion in Coronavirus State and Local Fiscal Recovery Funds to help eligible state, local, territorial, and Tribal governments meet their present needs and build the foundation for a strong recovery. Congress has allocated this funding to tens of thousands of jurisdictions. These allocations include:

<b>Type</b>	<b>Amount (\$ billions)</b>
States & District of Columbia	\$195.3
Counties	\$65.1
Metropolitan Cites	\$45.6
Tribal Governments	\$20.0
Territories	\$4.5
Non-Entitlement Units of Local Government	\$19.5

Treasury expects to distribute these funds directly to each state, territorial, metropolitan city, county, and Tribal government. Local governments that are classified as non-entitlement units will receive this funding through their applicable state government. Treasury expects to provide further guidance on distributions to non-entitlement units next week.

Local governments should expect to receive funds in two tranches, with 50% provided beginning in May 2021 and the balance delivered 12 months later. States that have experienced a net increase in the unemployment rate of more than 2 percentage points from February 2020 to the latest available data as of the date of certification will receive their full allocation of funds in a single payment; other states will receive funds in two equal tranches. Governments of U.S. territories will receive a single payment. Tribal governments will receive two payments, with the first payment available in May and the second payment, based on employment data, to be delivered in June 2021.

**USES OF FUNDING**

Coronavirus State and Local Fiscal Recovery Funds provide eligible state, local, territorial, and Tribal governments with a substantial infusion of resources to meet pandemic response needs and rebuild a stronger, more equitable economy as the country recovers. Within the categories of eligible uses, recipients have broad flexibility to decide how best to use this funding to meet the needs of their communities. Recipients may use Coronavirus State and Local Fiscal Recovery Funds to:



- **Support public health expenditures**, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
- **Address negative economic impacts caused by the public health emergency**, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
- **Replace lost public sector revenue**, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
- **Provide premium pay for essential workers**, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
- **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Within these overall categories, Treasury’s Interim Final Rule provides guidelines and principles for determining the types of programs and services that this funding can support, together with examples of allowable uses that recipients may consider. As described below, Treasury has also designed these provisions to take into consideration the disproportionate impacts of the COVID-19 public health emergency on those hardest-hit by the pandemic.

### 1. Supporting the public health response

Mitigating the impact of COVID-19 continues to require an unprecedented public health response from state, local, territorial, and Tribal governments. Coronavirus State and Local Fiscal Recovery Funds provide resources to meet these needs through the provision of care for those impacted by the virus and through services that address disparities in public health that have been exacerbated by the pandemic. Recipients may use this funding to address a broad range of public health needs across COVID-19 mitigation, medical expenses, behavioral healthcare, and public health resources. Among other services, these funds can help support:

- **Services and programs to contain and mitigate the spread of COVID-19, including:**
  - ✓ Vaccination programs
  - ✓ Medical expenses
  - ✓ Testing
  - ✓ Contact tracing
  - ✓ Isolation or quarantine
  - ✓ PPE purchases
  - ✓ Support for vulnerable populations to access medical or public health services
  - ✓ Public health surveillance (e.g., monitoring for variants)
  - ✓ Enforcement of public health orders
  - ✓ Public communication efforts
  - ✓ Enhancement of healthcare capacity, including alternative care facilities
  - ✓ Support for prevention, mitigation, or other services in congregate living facilities and schools
  - ✓ Enhancement of public health data systems
  - ✓ Capital investments in public facilities to meet pandemic operational needs
  - ✓ Ventilation improvements in key settings like healthcare facilities

- **Services to address behavioral healthcare needs exacerbated by the pandemic, including:**
  - ✓ Mental health treatment
  - ✓ Substance misuse treatment
  - ✓ Other behavioral health services
  - ✓ Hotlines or warmlines
  - ✓ Crisis intervention
  - ✓ Services or outreach to promote access to health and social services
- **Payroll and covered benefits expenses** for public health, healthcare, human services, public safety and similar employees, to the extent that they work on the COVID-19 response. For public health and safety workers, recipients can use these funds to cover the full payroll and covered benefits costs for employees or operating units or divisions primarily dedicated to the COVID-19 response.

## 2. Addressing the negative economic impacts caused by the public health emergency

The COVID-19 public health emergency resulted in significant economic hardship for many Americans. As businesses closed, consumers stayed home, schools shifted to remote education, and travel declined precipitously, over 20 million jobs were lost between February and April 2020. Although many have since returned to work, as of April 2021, the economy remains more than 8 million jobs below its pre-pandemic peak, and more than 3 million workers have dropped out of the labor market altogether since February 2020.

To help alleviate the economic hardships caused by the pandemic, Coronavirus State and Local Fiscal Recovery Funds enable eligible state, local, territorial, and Tribal governments to provide a wide range of assistance to individuals and households, small businesses, and impacted industries, in addition to enabling governments to rehire public sector staff and rebuild capacity. Among these uses include:

- **Delivering assistance to workers and families**, including aid to unemployed workers and job training, as well as aid to households facing food, housing, or other financial insecurity. In addition, these funds can support survivor’s benefits for family members of COVID-19 victims.
- **Supporting small businesses**, helping them to address financial challenges caused by the pandemic and to make investments in COVID-19 prevention and mitigation tactics, as well as to provide technical assistance. To achieve these goals, recipients may employ this funding to execute a broad array of loan, grant, in-kind assistance, and counseling programs to enable small businesses to rebound from the downturn.
- **Speeding the recovery of the tourism, travel, and hospitality sectors**, supporting industries that were particularly hard-hit by the COVID-19 emergency and are just now beginning to mend. Similarly impacted sectors within a local area are also eligible for support.
- **Rebuilding public sector capacity**, by rehiring public sector staff and replenishing unemployment insurance (UI) trust funds, in each case up to pre-pandemic levels. Recipients may also use this funding to build their internal capacity to successfully implement economic relief programs, with investments in data analysis, targeted outreach, technology infrastructure, and impact evaluations.

### 3. **Serving the hardest-hit communities and families**

While the pandemic has affected communities across the country, it has disproportionately impacted low-income families and communities of color and has exacerbated systemic health and economic inequities. Low-income and socially vulnerable communities have experienced the most severe health impacts. For example, counties with high poverty rates also have the highest rates of infections and deaths, with 223 deaths per 100,000 compared to the U.S. average of 175 deaths per 100,000.

Coronavirus State and Local Fiscal Recovery Funds allow for a broad range of uses to address the disproportionate public health and economic impacts of the crisis on the hardest-hit communities, populations, and households. Eligible services include:

- **Addressing health disparities and the social determinants of health**, through funding for community health workers, public benefits navigators, remediation of lead hazards, and community violence intervention programs;
- **Investments in housing and neighborhoods**, such as services to address individuals experiencing homelessness, affordable housing development, housing vouchers, and residential counseling and housing navigation assistance to facilitate moves to neighborhoods with high economic opportunity;
- **Addressing educational disparities** through new or expanded early learning services, providing additional resources to high-poverty school districts, and offering educational services like tutoring or afterschool programs as well as services to address social, emotional, and mental health needs; and,
- **Promoting healthy childhood environments**, including new or expanded high quality childcare, home visiting programs for families with young children, and enhanced services for child welfare-involved families and foster youth.

Governments may use Coronavirus State and Local Fiscal Recovery Funds to support these additional services if they are provided:

- within a Qualified Census Tract (a low-income area as designated by the Department of Housing and Urban Development);
- to families living in Qualified Census Tracts;
- by a Tribal government; or,
- to other populations, households, or geographic areas disproportionately impacted by the pandemic.

### 4. **Replacing lost public sector revenue**

State, local, territorial, and Tribal governments that are facing budget shortfalls may use Coronavirus State and Local Fiscal Recovery Funds to avoid cuts to government services. With these additional resources, recipients can continue to provide valuable public services and ensure that fiscal austerity measures do not hamper the broader economic recovery.

Many state, local, territorial, and Tribal governments have experienced significant budget shortfalls, which can yield a devastating impact on their respective communities. Faced with budget shortfalls and pandemic-related uncertainty, state and local governments cut staff in all 50 states. These budget shortfalls and staff cuts are particularly problematic at present, as these entities are on the front lines of battling the COVID-19 pandemic and helping citizens weather the economic downturn.

Recipients may use these funds to replace lost revenue. Treasury's Interim Final Rule establishes a methodology that each recipient can use to calculate its reduction in revenue. Specifically, recipients will compute the extent of their reduction in revenue by comparing their actual revenue to an alternative representing what could have been expected to occur in the absence of the pandemic. Analysis of this expected trend begins with the last full fiscal year prior to the public health emergency and projects forward at either (a) the recipient's average annual revenue growth over the three full fiscal years prior to the public health emergency or (b) 4.1%, the national average state and local revenue growth rate from 2015-18 (the latest available data).

For administrative convenience, Treasury's Interim Final Rule allows recipients to presume that any diminution in actual revenue relative to the expected trend is due to the COVID-19 public health emergency. Upon receiving Coronavirus State and Local Fiscal Recovery Funds, recipients may immediately calculate the reduction in revenue that occurred in 2020 and deploy funds to address any shortfall. Recipients will have the opportunity to re-calculate revenue loss at several points through the program, supporting those entities that experience a lagged impact of the crisis on revenues.

Importantly, once a shortfall in revenue is identified, recipients will have broad latitude to use this funding to support government services, up to this amount of lost revenue.

## 5. Providing premium pay for essential workers

Coronavirus State and Local Fiscal Recovery Funds provide resources for eligible state, local, territorial, and Tribal governments to recognize the heroic contributions of essential workers. Since the start of the public health emergency, essential workers have put their physical well-being at risk to meet the daily needs of their communities and to provide care for others.

Many of these essential workers have not received compensation for the heightened risks they have faced and continue to face. Recipients may use this funding to provide premium pay directly, or through grants to private employers, to a broad range of essential workers who must be physically present at their jobs including, among others:

- ✓ Staff at nursing homes, hospitals, and home-care settings
- ✓ Workers at farms, food production facilities, grocery stores, and restaurants
- ✓ Janitors and sanitation workers
- ✓ Public health and safety staff
- ✓ Truck drivers, transit staff, and warehouse workers
- ✓ Childcare workers, educators, and school staff
- ✓ Social service and human services staff

Treasury's Interim Final Rule emphasizes the need for recipients to prioritize premium pay for lower income workers. Premium pay that would increase a worker's total pay above 150% of the greater of the state or county average annual wage requires specific justification for how it responds to the needs of these workers.

In addition, employers are both permitted and encouraged to use Coronavirus State and Local Fiscal Recovery Funds to offer retrospective premium pay, recognizing that many essential workers have not yet received additional compensation for work performed. Staff working for third-party contractors in eligible sectors are also eligible for premium pay.

## **6. Investing in water and sewer infrastructure**

Recipients may use Coronavirus State and Local Fiscal Recovery Funds to invest in necessary improvements to their water and sewer infrastructures, including projects that address the impacts of climate change.

Recipients may use this funding to invest in an array of drinking water infrastructure projects, such as building or upgrading facilities and transmission, distribution, and storage systems, including the replacement of lead service lines.

Recipients may also use this funding to invest in wastewater infrastructure projects, including constructing publicly-owned treatment infrastructure, managing and treating stormwater or subsurface drainage water, facilitating water reuse, and securing publicly-owned treatment works.

To help jurisdictions expedite their execution of these essential investments, Treasury's Interim Final Rule aligns types of eligible projects with the wide range of projects that can be supported by the Environmental Protection Agency's Clean Water State Revolving Fund and Drinking Water State Revolving Fund. Recipients retain substantial flexibility to identify those water and sewer infrastructure investments that are of the highest priority for their own communities.

Treasury's Interim Final Rule also encourages recipients to ensure that water, sewer, and broadband projects use strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions.

## **7. Investing in broadband infrastructure**

The pandemic has underscored the importance of access to universal, high-speed, reliable, and affordable broadband coverage. Over the past year, millions of Americans relied on the internet to participate in remote school, healthcare, and work.

Yet, by at least one measure, 30 million Americans live in areas where there is no broadband service or where existing services do not deliver minimally acceptable speeds. For millions of other Americans, the high cost of broadband access may place it out of reach. The American Rescue Plan aims to help remedy these shortfalls, providing recipients with flexibility to use Coronavirus State and Local Fiscal Recovery Funds to invest in broadband infrastructure.

Recognizing the acute need in certain communities, Treasury's Interim Final Rule provides that investments in broadband be made in areas that are currently unserved or underserved—in other words, lacking a wireline connection that reliably delivers minimum speeds of 25 Mbps download and 3 Mbps upload. Recipients are also encouraged to prioritize projects that achieve last-mile connections to households and businesses.

Using these funds, recipients generally should build broadband infrastructure with modern technologies in mind, specifically those projects that deliver services offering reliable 100 Mbps download and 100

Mbps upload speeds, unless impracticable due to topography, geography, or financial cost. In addition, recipients are encouraged to pursue fiber optic investments.

In view of the wide disparities in broadband access, assistance to households to support internet access or digital literacy is an eligible use to respond to the public health and negative economic impacts of the pandemic, as detailed above.

## 8. Ineligible Uses

Coronavirus State and Local Fiscal Recovery Funds provide substantial resources to help eligible state, local, territorial, and Tribal governments manage the public health and economic consequences of COVID-19. Recipients have considerable flexibility to use these funds to address the diverse needs of their communities.

To ensure that these funds are used for their intended purposes, the American Rescue Plan Act also specifies two ineligible uses of funds:

- **States and territories may not use this funding to directly or indirectly offset a reduction in net tax revenue due to a change in law from March 3, 2021 through the last day of the fiscal year in which the funds provided have been spent.** The American Rescue Plan ensures that funds needed to provide vital services and support public employees, small businesses, and families struggling to make it through the pandemic are not used to fund reductions in net tax revenue. Treasury's Interim Final Rule implements this requirement. If a state or territory cuts taxes, they must demonstrate how they paid for the tax cuts from sources other than Coronavirus State Fiscal Recovery Funds—by enacting policies to raise other sources of revenue, by cutting spending, or through higher revenue due to economic growth. If the funds provided have been used to offset tax cuts, the amount used for this purpose must be paid back to the Treasury.
- **No recipient may use this funding to make a deposit to a pension fund.** Treasury's Interim Final Rule defines a "deposit" as an extraordinary contribution to a pension fund for the purpose of reducing an accrued, unfunded liability. While pension deposits are prohibited, recipients may use funds for routine payroll contributions for employees whose wages and salaries are an eligible use of funds.

Treasury's Interim Final Rule identifies several other ineligible uses, including funding debt service, legal settlements or judgments, and deposits to rainy day funds or financial reserves. Further, general infrastructure spending is not covered as an eligible use outside of water, sewer, and broadband investments or above the amount allocated under the revenue loss provision. While the program offers broad flexibility to recipients to address local conditions, these restrictions will help ensure that funds are used to augment existing activities and address pressing needs.



## Eastern Highlands Health District

4 South Eagleville Road ♦ Mansfield CT 06268 ♦ Tel: (860) 429-3325 ♦ Fax: (860) 429-3321 ♦ Web: [www.EHHD.org](http://www.EHHD.org)

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June 21, 2021

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

Re: American Rescue Plan Act Funding – EHHD request for reimbursement

Greetings EHHD Member Town CEO -

Recent guidance provided by the Connecticut OPM indicates the Eastern Highlands Health District must submit requests for reimbursement from the American Rescue Plan Act (ARPA) funding *through our respective member municipalities*. Through this process of working with our member towns, the health district did receive \$104,000 in pandemic response expense reimbursement from the Town of Mansfield's allocated proportion of the Municipal Coronavirus Relief Fund. The health district is grateful to the Town of Mansfield for this support.

The Eastern Highlands Health District has spearheaded a significant portion of the COVID-19 response in our local communities. Over the past 15 months, health district resources have been largely spent on pandemic response activities including contact tracing, supporting our schools, expanding access to testing services, enforcing Sector Rules, public health education, supporting local businesses, and ramping up and executing a mass vaccination campaign. These efforts involved coordinating and working directly with our community partners, and member town partners to support many of the local needs amplified during this pandemic.

The recent ARPA award notifications to Connecticut town's presents an additional opportunity to work with our member towns in offsetting health district reimbursable pandemic response expenses. The health district has received funding through the Connecticut Department of Public Health in the form of the Coronavirus Crisis Funding, and the Epidemiology and Laboratory Capacity Grant that, thus far, covered most of our response expenses. There remain, however, some expenses that cannot be covered by either of the two funding sources referenced above.

The Eastern Highlands Health District is, therefore, respectfully submitting the following pandemic response expense for reimbursement against our member town's ARPA allotment:

Mansfield Community Center Room Fees for Public COVID-19 Vaccination Clinics - \$20,405

In an effort to apply equity across our member municipalities the above expense is split on a per capita basis among the remaining nine member towns. Using this approach the *Town of Andover's portion of this request is \$1,206*.

If you have any questions, or need any additional information please feel free to contact Robert Miller, Director of Health.

Sincerely,

Elizabeth Paterson, Chairperson  
Eastern Highlands Health District  
Board of Directors

Cc: Robert Miller, Director of Health  
Board of Directors

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*Preventing Illness & Promoting Wellness for Communities In Eastern Connecticut*  
Andover • Ashford • Bolton • Chaplin • Columbia • Coventry • Mansfield • Scotland • Tolland • Willington



American Rescue Plan Grants to Connecticut  
Public Libraries  
Application Form



1. Library name: Andover Public Library
2. Library address: 355 Route 6—PO Box 117, Andover CT 06232
3. Library director: Amy Orlomoski
4. Director phone: 860-742-7428
5. Director e-mail: andoverctpubliclibrary@gmail.com
6. Federal Employer Identification Number: 06-6009786
7. DUNS number: 125689984
8. Name and address of agency to which grant is to be paid: Town of Andover, 17 School Road, Andover CT 06232
9. Does this agency have an Automated Clearing House (ACH) account set up to receive direct deposits from the State of Connecticut? Y / **N**

10. Projected budget: With the budget, Andover Public Library’s ARPA allocation is \$15,457. The remaining \$35.56 will be funded by the Andover Public Library.

1.	Personal Protective Equipment (PPE)	\$ 1,545.99
2.	Furniture & Equipment – indoors	\$ 6,739.38
3.	IT Equipment, Software, Systems, Consulting	\$ 5,292.99
4.	Cleaning and Supplies	\$ 1,914.20
5.	Security	\$
6.	Other (attach explanation)	\$
7.	Indirect costs	\$
	<b>Total Amount</b>	<b>\$ 15,492.56</b>

11. Provide a detailed description of what you intend to purchase with these grant funds.

The Andover Public Library will use funds received from the ARPA Grant to purchase items that will make our nearly 100-year-old building feel safer to both public and staff. In addition, we hope to provide patrons outside the building with a way to charge their devices in the event of a long-term building closure or a storm that causes extensive town power outages.



Specifically, we hope to purchase two separate room air filters – one for each level of the library. Our building was constructed in 1927, and we don't have any windows that open, so the installation of these portable air filters will improve building air quality and circulation, and thus, make patrons and staff feel safer. We are planning to increase the number of our plexiglass dividers between patrons and staff, as well, and in our only bathroom, we would plan to install an automatic paper towel dispenser and hand soap dispenser. Upon entry to the library, each floor would have an automatic hand sanitizer station. Included with our grant request are additional paper towels, hand soap, hand sanitizer, and batteries for these new automatic dispensers.

New chairs will be purchased, as our current "program" chairs are upholstered folding chairs. These new chairs with vinyl covers (and storage trucks) will be easily cleaned.

A portable shelving unit would be purchased to allow for outside (or less-crowded) browsing for patrons.

In addition, we would like to purchase a solar charging pole to be installed outside of the building. This will allow for 24-hour charging capability for times when there are power outages, or if the library building is closed.

Two new laptop computers will allow us to be better prepared when and if we need to return to virtual meetings and programming. We would also purchase a webcam. A wireless printer will enable patrons to print from their own computers or phones, and then, they can pick up their copies either inside or outside the library.

The portable shelf (marquee) kiosk will be portable-enough to display outside, if necessary, and also can be moved so as to spread out some of our shelving to make socially distanced access in the library much easier.

And finally, we would plan to buy additional masks to keep on-hand at the library.

12. Explain how this budget proposal addresses one or more of the high priority spending categories as defined by IMLS.

All of our proposed purchases address the IMLS high priority spending categories. It is important for us to have an air-filtering system in the building, as this will give peace of mind to patrons, especially in our (basement) children's room/programming room. New, easy-to-clean chairs

will also benefit everyone, as our current chairs have fabric and are not easy to clean. New plexiglass barriers make both staff and patrons more comfortable. The solar charging pole will be a tremendous benefit, as well, as we have (in the past) offered charging services during power outages by running an extension cord out of the back door. The solar charging pole is a safer, more logical solution that will be valuable to everyone in the community.

13. Do any of these items have an individual unit cost of \$5,000 or more? Y / **N**

If the applicant intends to use any ARPA funds to purchase computers or peripherals used to access the Internet or to pay for direct costs associated with accessing the Internet, the applicant must comply with the requirements of the Children's Internet Protection Act (CIPA). **Signature below certifies that they are in compliance with CIPA or are not using ARPA funds for such purposes.**

**The Andover Public Library is currently in process to become CIPA Compliant. Before the purchase of any computers or other IT expenditures with these ARPA Grant funds, we will make certain we are 100% compliant.**

The CT State Library reserves the right to terminate a grant if it is determined that the grantee is not in compliance with Federal and state regulations.

Application signature below acknowledges accuracy of application and responsibility for submitting all required project deliverables.

\_\_\_\_\_  
Signature of Library Director

\_\_\_\_\_  
Date

Amy E. Orlomoski  
Typed Name of Library Director

Send this form by email to the designated ARPA grant contact for your library, either Dawn La Valle, [dawn.lavalle@ct.gov](mailto:dawn.lavalle@ct.gov), or Maria Bernier, [maria.bernier@ct.gov](mailto:maria.bernier@ct.gov).

## PROPOSED ARPA GRANT EXPENDITURES FOR ANDOVER PUBLIC LIBRARY

Plexiglass dividers	1,539.00
Box of face masks (1 box)	6.99
Oransi air filters (2)	1,931.40
Book Marquee Movable Kiosk	2,691.61
Stacking chairs (20) & 2 movable storage trucks	2,116.37
Solar charging pole (1)	3,100.00
2 Lenovo laptop computers w/ Microsoft Office	1,594.00
HP LaserJet Pro wireless printer	499.00
Ausdom WebCam	99.99
Hand sanitizer stations (2) with pads & hand sanitizer	1,265.00
GP automatic paper towel dispenser	60.99
Paper towels (2 cases of 6 rolls each)	193.96
Duracell D-cell batteries for dispenser (10 packs of 4)	83.90
Automatic hand soap dispenser	77.59
Hand soap for dispenser (4 boxes; 2 per container)	232.76
TOTAL	15,492.56
TOTAL ARPA GRANT AMOUNT	15,457.00
TOTAL REMAINING TO BE PAID BY ANDOVER PL	-35.56



## Town of Andover, CT

### RFP AN-2021-01 Community Senior Center Building

### Survey and Site Engineering

Bid Title: Invitation to bid on Community Senior Center Building Survey and Site Engineering in Andover, CT

Category: Survey and Design

Status: Open

Description: Community Senior Center Building Survey and Site Engineering

*Sealed Bids for Community Senior Center Building Architectural Drawings in Andover, CT must be received by the Town Administrator's Office, 17 School Rd Andover CT 06232 by 2:00 P.M. local time on July 19, 2021. Sealed Bids shall be clearly marked Town of Andover, CT RFP AN-2021-01 Community Senior Center Building Survey and Site Engineering and must contain all materials requested in this document.*

A pre-bid review of the site can be made by calling the Town Administrator Eric Anderson at 860-742-7305 ext 1 to arrange a time to meet at the **Andover Town Hall at 17 School Road. A site visit is mandatory.**

#### Scope of Work:

##### PHASE 1

- 1) Resurvey property located at 17 School Road, including boundary and topographic mapping to horizontal accuracy Class A-2 (NAD83) and topographic accuracy T-2 (NAVD88). Survey shall include the following:
  - a) Delineate and field locate inland wetlands and watercourses
  - b) Existing structures within 200 ft of proposed building location
  - c) Existing landscaping, vegetation, and trees
  - d) 1 ft contours and spot grades
  - e) Drainage structures and piping
  - f) Utilities, including as-built survey of existing septic system as currently staked by septic contractor
- 2) Concept Layout
  - a) Architectural floorplan and elevations for a 40' x 56' single story Community Senior Center Building with walkout basement. See enclosed conceptual floorplans and elevation
  - b) Site Layout depicting location of Community Senior Center Building, limit of parking lot improvements, pedestrian access, general grading, and general system of drainage and utilities, including septic system modifications and improvements. See enclosed Concept Layout
  - c) Concept review meeting with Community Senior Center Building Committee
- 3) Deep observation pit and percolation testing for modifications and/or additions to the existing septic system. Work to include coordination with Eastern Highlands Health District. The Town will supply backhoe and operator
- 4) Design Development
  - a) Preparation of Site Development Plan and with the Architectural Floorplans when ready and Elevations suitable for submission to local land use commissions

- b) Subsurface Sewage Disposal Plan for modifications to existing septic system and new septic system serving Community Senior Center Building suitable for submission to Eastern Highlands Health District (EHHD)
  - c) Design Development review meeting with Community Senior Center Building Committee
- 5) Local Permitting
- a) Preparation and submission of plans, reports, applications, and other information necessary for local land use and EHHD review
  - b) Attendance at meetings
  - c) Revisions to address and incorporate comments.
  - d) Filing

## **PHASE 2**

- 6) Contract Bid Documents
- a) Preparation of Contract Bid Documents
  - b) Coordination and attendance at pre-bid meeting
  - c) Responses to Bidder questions and requests for information
  - d) Bid review and recommendation

Payment will be in a lump sum at the completion of each Phase. Separate lump sum amounts shall be provided for each Phase and work may be awarded for and combined Phase 1 and 2 or Phase 1 only.

### **Bid Requirements**

- Bidder has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance and furnishing of the Work.
- Bidder is familiar with and is satisfied as to all federal, state and local Laws and regulations that may affect cost, progress, performance and furnishing of work.
- All Contract documents must certify affirmative action on the part of all contractor and subcontractors to insure equal employment opportunities
- The contractor must file a written non-discrimination certification with the town of Andover
- The contractor must show proof of insurance including General liability and Workman's compensation
- Bids may be withdrawn prior to the opening of bids. This Bid will remain subject to acceptance for sixty (60) days after the day of Bid opening. Bidder will sign and deliver the required number of counterparts of the Agreement with the Bonds and other documents required by the Bidding Requirements within ten (10) days after the date of Town's Notice of Award.
- Bid should include the following information: Name, address and description of firm, description of similar projects completed by the firm in the last five years including client contact name and phone number, fee structure, additional information not included above which you feel may be useful and applicable to this project.

**The Town of Andover reserves the right, as its sole jurisdiction to reject any or all bids, to waive all informalities or defects of a bid or to accept any bid that in the judgement of the Town of Andover will be in its best interest.**

End of Bid Invitation:

Publication Date: 6/21/2021

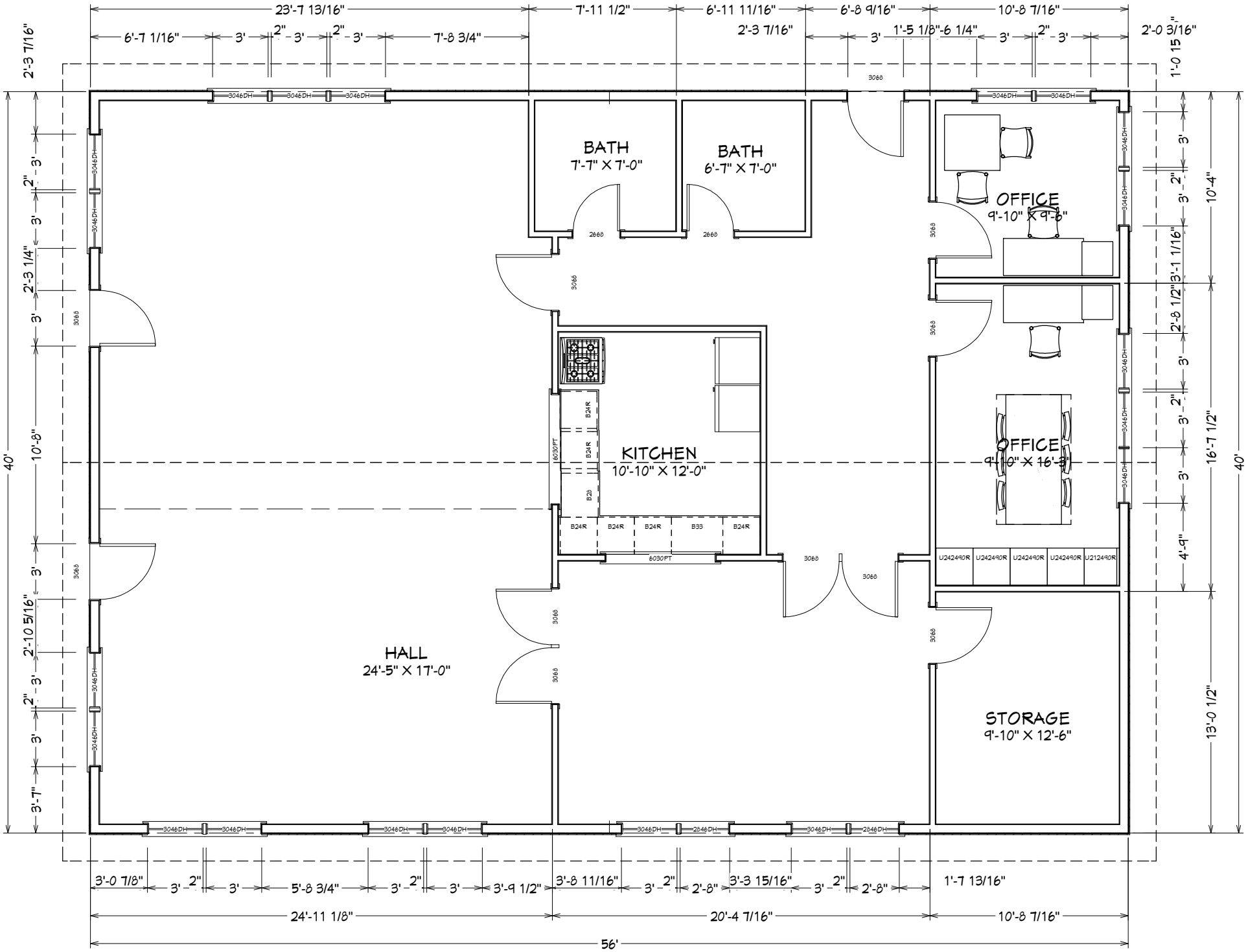
Contact: Amanda Gibson, [adminassistant@andoverct.org](mailto:adminassistant@andoverct.org)

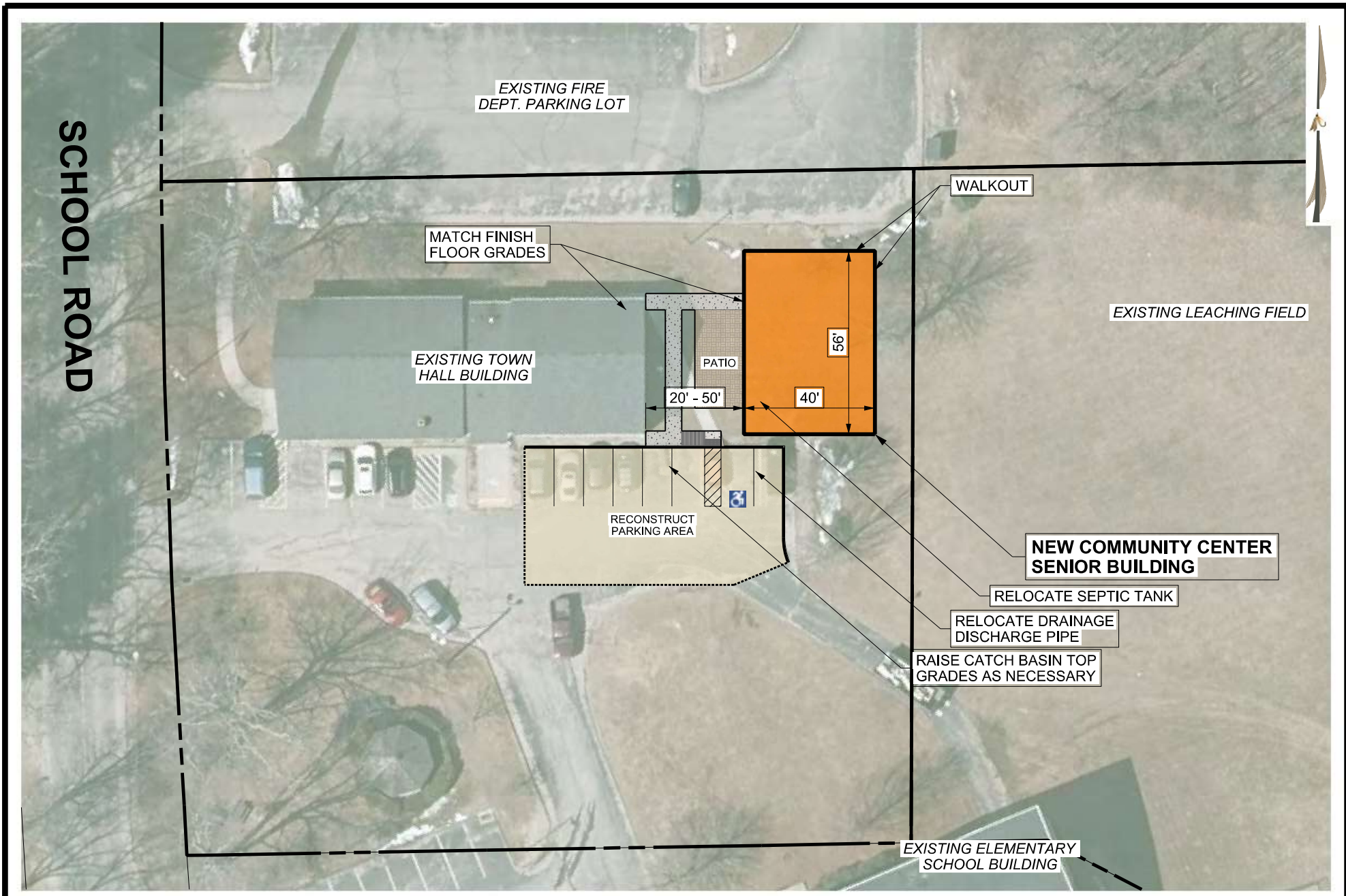
**Closing Date:** 2:00 P.M. on 7/19/2021

**Pre bid Meeting:** Call 860-742-7305 ext 1

*Answers to questions raised at the walk throughs or submitted via email to the Administrative Assistant at: [adminassistant@andoverct.org](mailto:adminassistant@andoverct.org), will be posted in Addenda #1 on or around 7/5/2021. (If Needed)*

# Community Senior Center Building Committee - Proposed Conceptual Floor Plan 3.16.21





SCALE: 1"= 40'

PROJECT NO: 00076 - 005	DATE: 6/10/21	SHEET NO: C1
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**CONTACT INFORMATION**

YANTIC RIVER CONSULTANTS, LLC  
191 NORWICH AVENUE  
LEBANON, CONN 06249

Phone: (860) 367-7264  
Email: yanticriver@gmail.com  
Web: www.yrc-ne.com

**COMMUNITY CENTER SENIOR BUILDING**

PREPARED FOR THE TOWN OF ANDOVER

**CONCEPT LAYOUT**

17 SCHOOL ROAD

ANDOVER, CT

## Legal Notice

### Invitation to Bid

Town of Andover, CT

#### **RFP AN-2021-01 Community Senior Center Building, Survey and Site Engineering**

The Town of Andover is accepting bids for the Community Senior Center Building **Survey and Site Engineering**. Specifications and bid forms may be obtained from [www.andover.org](http://www.andover.org), or request by E-mail at [adminassistant@andoverct.org](mailto:adminassistant@andoverct.org).

All bids shall be submitted to the Town Administrator' Office in a sealed envelope clearly marked *Town of Andover, CT RFP AN-2021-01 Community Senior Center Building **Survey and Site Engineering***

Bids shall be accepted until 2:00 pm on July 19, 2021. Bids may not be submitted or withdrawn after this deadline. The Town reserves the right to reject any or all bids in the best interest of the Town.

Eric Anderson

Town Administrator





STATE OF CONNECTICUT  
DEPARTMENT OF HOUSING



June 22, 2021

Dear Chief Elected Municipal Official:

Re: 2021 Affordable Housing Appeals List

I am once again contacting you with a request for assistance in developing information relative to your municipality for Connecticut's 2021 Affordable Housing Appeals List. As you know, according to Section 8-30g of the Connecticut General Statutes, the Commissioner of the Department of Housing is legislatively mandated to "promulgate, annually, a list containing each municipality in the state and identifying those municipalities in which at least ten percent (10%) of all dwelling units in the municipality are: 1) governmentally assisted; 2) currently financed by CHFA or 3) subject to deed restrictions to ensure long-term affordability."

DOH has a comprehensive database that includes all assisted housing units as well as deed restricted properties in the state, listed by town. Every year we go through the process of updating that list to ensure accuracy of our database. Once again, we need your assistance in order to complete the Affordable Housing Appeals List.

**We are requesting the following information from you for the period from July 1, 2020 to June 30, 2021:** a listing of any housing unit that was newly deed-restricted to be affordable to families at or below 80% of area median income. We require a copy of any new deed and/or certificate of occupancy that applies. I have attached a form entitled "Annual Report of New Deed-Restricted Housing." Please fill out that form with any new deed restricted properties and send that form and a copy of any new deed(s) with all appropriate deed-restriction language and time period for the deed restriction(s) in your response.

We will publish the Affordable Housing Appeals List on or about March 1, 2021. The information on deed restricted properties should be available from your town clerk's office. As we have to gather information from a variety of sources, review the data, do any "clean-up" research and then e-mail the list, **we are asking you to submit your information by October 14, 2021.**

Please send your response to:

**Laura Watson, Economic and Community Development Agent, Department of Housing, at [Laura.Watson@ct.gov](mailto:Laura.Watson@ct.gov).**

**PLEASE NOTE:** In addition to the attached chart entitled "Annual Report of New Deed-Restricted Housing," we have included for your review a copy of the Governmentally Assisted Housing and the



STATE OF CONNECTICUT  
DEPARTMENT OF HOUSING



Deed Restricted Housing for your municipality (if you have any) that was counted for the 2020 Affordable Housing Appeals List. This information may be helpful to you in reviewing your town's affordable housing numbers. **Please check the Governmentally Assisted and the Deed Restricted lists carefully and make any necessary changes** and return them so that we may update our database.

Thank you for your assistance. If you have any questions, please contact Laura Watson at the above mentioned e-mail.

Sincerely,

Michael Santoro, Director  
Office of Policy, Research and Housing Support

Attachments



## Town of Andover, CT

### RFQ AN2021-01 Affordable Housing Plan

Bid Title: Invitation to bid on Affordable Housing Plan for Town of Andover

Category: Planning and Professional Services

Status: Open

Description: Develop an affordable housing plan for the Town of Andover consistent with state law and Andover's current Plan of Conservation and Development.

Sealed Bids for Affordable Housing Plan for Town of Andover must be received by the Town Administrator's Office, 17 School Rd Andover CT 06232 by 2:00 P.M. local time on Wednesday, September 1<sup>st</sup>, 2021. Sealed bids shall be clearly marked Town of Andover, CT RFQ AN2021-01 Affordable Housing Plan.

A pre-bid phone consultation with the chair of the Planning and Zoning Commission Jed Larson is recommended and can be arranged by calling (959) 929 1053.

Other information can be obtained by emailing the Town Administrator's Office.

Amanda Gibson, [adminassistant@andoverct.org](mailto:adminassistant@andoverct.org)

**Scope of Work: Develop an affordable housing plan for the Town of Andover consistent with state law and Andover's current Plan of Conservation and Development. The following are minimum recommended components:**

1. Introductory meeting with Planning and Zoning Commission to discuss development timeline and milestones.
2. Identification of all relevant state statues and legislation and review of current POCD including the Andover Incentive Housing Zone Chapter both of which can be found on the Town of Andover website at [www.andoverct.org](http://www.andoverct.org).
3. Definitions of affordable housing in the context of the Town of Andover and review of 8-30g and federal and fair housing regulations.
4. An understanding of the current situation - Andover housing, values, sales and income, market for and cost of new construction, % of income.
5. Public presentation at a public meeting describing initial work and gaining public feedback.
6. Goals and recommendations initial draft of the affordable housing plan.
7. Public hearing and final affordable housing plan.
8. Project completed by May 15<sup>th</sup>, 2022.

**Bid Requirements:**

- Submission of one sealed hard copy of the bid proposal.
- Submission of proposed contract.
- All contract documents must certify affirmative action on the part of all contractor and subcontractors to insure equal employment opportunities.
- The contractor must file a written non-discrimination certification with the Town of Andover.
- Bids may be withdrawn prior to the opening of bids. After opening Bids may not be withdrawn for 60 days.
- Bid should include the following information: Name, address and description of firm, description of similar plans completed by the firm in the last five years including client contact name and phone number, fee structure, additional information not included above which you feel may be useful and applicable to this project.

**The Town of Andover reserves the right, as its sole jurisdiction to reject any or all bids, to waive all informality's or defects of a bid or to accept any bid that in the judgement of the Town of Andover will be in its best interest. The Planning and Zoning Commission may choose to interview prospective candidates.**

**End of Bid Invitation**

Publication Date: 7/6/2021

Contact: Amanda Gibson [adminassistant@andoverct.org](mailto:adminassistant@andoverct.org)

Closing Date: 2:00 P.M. on Wednesday, September 1<sup>st</sup> 2021

Pre bid Meeting: Phone

**Appendix RFQ AN2021-01**

Answers to questions raised at the walk through or submitted via email to Amanda Gibson at Amanda Gibson [adminassistant@andoverct.org](mailto:adminassistant@andoverct.org) will be posted in Addenda #1 on August 15<sup>th</sup> 2021.

## **9. New Business**

**Discuss and act upon the following:**

- a. Tree Trimming**
  - i. Priorities for 2021-22**
  - ii. Procedure for Notification**
- b. Roadwork Progress Report**
- c. Public Works Staffing and Promotion**
- d. Mowing along Route 6 / Rail Trail**
- e. Town Budget Discussion**
- f. Complaint Log System**
- g. Legislation Regarding Re: SB 1201 - Adult Use Cannabis in CT**
- h. Set a date for a Special Town Meeting to elect a RHAM BOE representative for a term ending June 30, 2023**
- i. Senior Transportation Grant Application**

**From:** Public Works <publicworks@andoverct.org>  
**Sent:** Monday, June 28, 2021 9:15 AM  
**To:** Admin Assistant <adminassistant@andoverct.org>  
**Cc:** Anderson, Eric <eanderson@andoverct.org>  
**Subject:** DPW Town Tree Work

Good Morning Amanda,

Could you please pass this along to the Board of Selectman.

To: Board of Selectman

Hello All,

As you are aware we have been doing quite a bit of work on the Lake area roads including tree work. It has come to my attention there are concerns in which or how we decide/notify/implement then do our tree work. There is no easy answer for this because it is or can be a full-time job all which we include (make time for) and blend it in with our projects or other daily duties of taking care of our roadways.

Specifically, I would like to speak to the tree work recently done and how we went about it in the lake area. Eric and I got together to discuss the upcoming road work and thought it would be good idea to take care of some of the many hazard trees in the lake area before we have road work done but with what funding as we didn't have much. I had previously been in contact with an Eversource rep recently about trees in that area and reached out and asked if they would help us out and they agreed to match our funding. So, I quickly got together with Eric and the contractor, we decided what roads we could do (we concentrated on the main roads in the area), and I would pick out the trees. With funding becoming available last minute and road work soon to happen, it all happened fast so we did our best to notify the public through the town notification process. Notification was short but keep in mind I am only taking/removing dead/hazard trees both side of the road and what I thought may present a future hazard (bad leaner or soon to be dead), all in which is in my immediate decision as tree warden.

When we made our notification of what was to be done, we knew of many other trees on other secondary roads in the lake area but did not have additional funding for and most likely wouldn't have time for, so we didn't notify people of that potential.

In 6 days, we removed almost 250 trees and trimmed others along the way, adding other hazard trees on secondary roads that we did not plan on due to things were going well with removals and they needed to be done too. On the last day I was able to get the contractor to defer invoicing (till next fiscal year) for an additional day because they were right there and did not have to remobilize and spend that day on 2 additional side/secondary roads that desperately needed many hazard trees removed.

I received (1) complaint from an extremely upset resident on one of those roads because they were not notified and thought we removed (4) private trees and trespassed on their property. I reached out (called) and had a much lengthy conversation on the phone and then met with the resident a couple days later explaining the process and why, for a little over an hour. I made it clear that they were not removed just because and showed the resident they fell within our right of way, that they were hazards to the public (including their own family). I explained that the town has a typical 50 foot +/- right of way for their roads and I use a 25-foot measurement from the center of the road and in this case all the trees fell within that. But one tree in question was close, and that tree was dead (rotten at the stump) and leaning over the road. So, for that tree I didn't even hesitate to remove.

I apologized for not notifying but explained that it was necessary due to timing of the project and public safety. There was much discussion, I did my best to explain why and explained the complete process, then we took a walk around the property looking at both their side and other side of the road. I pointed out additional trees of concern but still are

viable, for how long I don't know but we have to watch them, I pointed out some dead trees behind their house that could fall damaging it and if they were closer to our right of way, I probably would have taken those too. They made it clear they like their woods and trees, they want them to stay, and I said I completely agree, and I am truly sorry for these removals, but I have to keep overall public safety in mind first.

The resident was not completely satisfied with all the answers, but I believe they understand the process in which we have to work with but wish it could be better.

Here lies the difficult part I deal with daily. We do not cut trees just for the sake of let's clear the roads as some would say, I too want to keep the trees because that's the job of tree warden to protect the trees. But as Public Works Supervisor I also have to look at and do what I feel is the best for public safety as a whole and the budget. I do not take my tree warden duties lightly but with all the other DPW duties required of my position due to time, budget, and manpower we mainly concentrate reacting to tree hazards and very little on actual tree maintenance. We make time for tree work because we have to and that's why we can only react to tree work rather than maintain. Many residents use and then do not maintain the town right of way in front of their own properties that they use for their personal planting areas, and when it becomes too much for them to maintain and overgrown, we then have to come along and push it back for public safety.

By State Statute the tree warden has care and control, whole or in part of all trees and shrubs that are in the town's right of way and properties (some duties I don't have time for). It is my practice to not remove, I would much rather trim/prune trees and keep the vegetation that provides the buffer/privacy to the taxpayers from the roadways, but with my limited time I have to make a decision and sometimes not always an easy one. Unfortunately, I do not have the time to notify the public of removal for dead/hazard trees.

However, if I think I need to post a tree or notify the public or property owner of work to be done on a tree/s I make every effort to do so.

Please see the attached items:

- 1) State Statute Sec 23-59
- 2) GIS map of the property in question and note that the dash lines outline right of way boundaries and X's were the trees in question

The Town of Andover does not have a Tree Maintenance program or Tree Risk Policy. To the best of my knowledge like many other towns we react to our tree work based only on need or when we get a complaint when trees become problematic and has always been subject to opinion instead of a policy. There is no easy answer in which we provide our tree work/maintenance unless we have a substantial improvement to funding so we can maintain vs. react.

As Tree Warden I will continue to act in the best interest of the trees, and I will do my best to notify. That being said if I believe there is a need to act in the best interest of public safety and some form of tree maintenance is needed, I will take action. Short of a policy and a tree maintenance program I feel that's the best I can do.

Respectfully Submitted,

Jay Tuttle

Publicworks Supervisor / Tree Warden

Town of Andover

12 Long Hill Road

Andover, CT. 06232

PH: (860) 742-4048

Email: [publicworks@andoverct.org](mailto:publicworks@andoverct.org)

Sec. 23-59. Powers and duties of tree wardens. The town or borough tree warden shall have the care and control of all trees and shrubs in whole or in part within the limits of any public road or grounds and within the limits of his town or borough, except those along state highways under the control of the Commissioner of Transportation and except those in public parks or grounds which are under the jurisdiction of park commissioners, and of these the tree warden shall take the care and control if so requested in writing by the park commissioners. Such care and control shall extend to such limbs, roots or parts of trees and shrubs as extend or overhang the limits of any such public road or grounds. The tree warden shall expend all funds appropriated for the setting out, care and maintenance of such trees and shrubs. The tree warden shall enforce all provisions of law for the preservation of such trees and shrubs and of roadside beauty. The tree warden shall remove or cause to be removed all illegally erected signs or advertisements, placed upon poles, trees or other objects within any public road or place under the tree warden's jurisdiction. The tree warden may prescribe such regulations for the care and preservation of such trees and shrubs as the tree warden deems expedient and may provide therein for a reasonable fine for the violation of such regulations; and such regulations, when approved by the selectmen or borough warden and posted on a public signpost in the town or borough, if any, or at some other exterior place near the office of the town or borough clerk, shall have the force and effect of town or borough ordinances. Whenever, in the opinion of the tree warden, the public safety demands the removal or pruning of any tree or shrub under the tree warden's control, the tree warden may cause such tree, shrub or group of shrubs to be removed or pruned at the expense of the town or borough and the selectmen or borough warden shall order paid to the person performing such work such reasonable compensation therefor as may be determined and approved in writing by the tree warden. Unless the condition of such tree, shrub or group of shrubs constitutes an immediate public hazard, the tree warden shall, at least ten days before such removal or pruning, post on each tree or shrub and may post on each group of shrubs a suitable notice stating the tree warden's intention to remove or prune such tree, shrub or group of shrubs. If any person, firm or corporation objects to such removal or pruning, such person, firm or corporation may appeal to the tree warden in writing, who shall hold a public hearing at some suitable time and place after giving reasonable notice of such hearing to all persons known to be interested therein and posting a notice thereof on such tree, shrub or group of shrubs. Within three days after such hearing, the tree warden shall render a decision granting or denying the application, and the party aggrieved by such decision may, within ten days, appeal therefrom to the superior court for the judicial district within which such town or borough is located. The tree warden may, with the approval of the selectmen or borough warden, remove any trees or other plants within the limits of public highways or grounds under the tree warden's jurisdiction that are particularly obnoxious as hosts of insect or fungus pests.



# ArcGIS Web Map



## Legend

- CRCOG Towns
- Mask
- ... Parcel Polygons
- Street Address
- Catch\_Basins

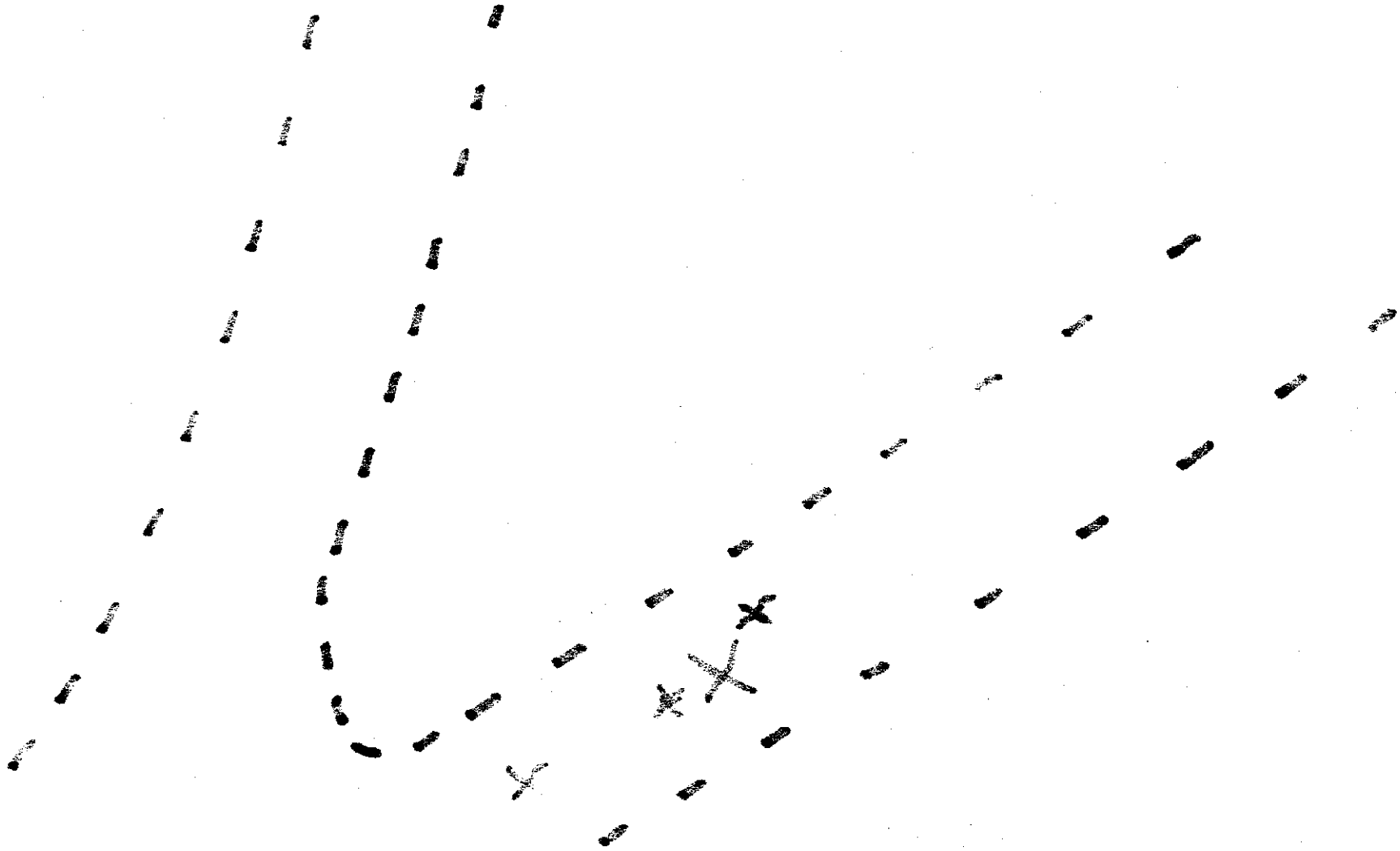


**CRCOG** *CAPITOL REGION  
COUNCIL OF GOVERNMENTS*  
*Working together for a better region.*

Scale  
1:564

CRCOG makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Created: 6/21/2021



andover all game field mowing should be 2.75 inches  
and 3.25 for non

site will start seed last week of july will go with  
80-20 kentucky blue  
bio stimulus need to get done  
burley green application  
irrigation off until Monday  
need 9 volt installed in irrigation  
rapaired irrigation heads  
low spot in area near goal

### **Employee Complaint Log:**

The Board of Selectman has asked that I develop a specific complaint resolution procedure we maintain a list of complaints that are made to the town as well as a quick explanation of the resolution.

Here is how I think we can do it reasonably to balance the time required and making sure the info is accurate. If someone complains please record in a word document:

1. How contact was made Contact source- ie in person, email, website contact form, phone, etc
2. Name and Address if known
3. Nature of the complaint
4. How it was resolved

At the end of your work week mail the word doc to [adminassistant@andoverct.org](mailto:adminassistant@andoverct.org) with the name of the file being department name, complaint log date.

Eric Anderson  
Town Administrator

**RESOLUTION SUPPORTING IMPLEMENTATION OF THE NEW CANNABIS LAW  
IN THE TOWN OF ANDOVER**

**WHEREAS**, Our Governor has signed into law **Senate Bill 1201, Public Act 21-1**, which will replace the unregulated illicit cannabis market with a taxed and regulated system; and

**WHEREAS**, the new law will allow the Town of Andover to potentially host one cannabis “retailer” and one cannabis “micro-cultivator;” and

**WHEREAS**, many local residents have enthusiastically expressed their belief that our special semi-rural features make Andover a prime location for this kind of business; and

**WHEREAS**, if Andover becomes the location of any such business, we would be helping to fulfill the State’s purpose of replacing the illicit and unregulated cannabis market with a taxed and regulated system by supporting newly legal economic activity here, while generating additional local tax revenue and support for public safety; and

**THEREFORE**, it is **RESOLVED** that the Town will publicly inform the State and other interested parties how Andover is a prime location to host any such business, and that if given the opportunity, we will welcome, expedite and facilitate its operation and success.

SO Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

And VOTED, this 12<sup>th</sup> day of July, 2021, as follows:

YES \_\_\_\_\_

NO \_\_\_\_\_

**RESOLUTION SUPPORTING IMPLEMENTATION OF SENATE BILL 1118  
IN THE TOWN OF ANDOVER**

**WHEREAS**, The State of Connecticut General Assembly has recently enacted and the Governor has signed into law **Senate Bill 1201, Public Act 21-1**, which will legalize the cultivation of cannabis for adults 21 and older and replace the unregulated illicit market with a taxed and regulated system of licensed cultivators, retailers, manufacturers and delivery services, and potentially provide new tax revenue for the State and municipalities like the Town of Andover; and

**WHEREAS**, that until June 30, 2024, the new legislation will potentially allow the Town of Andover to host within the Town one cannabis “retailer” and one cannabis “micro-cultivator;” and

**WHEREAS**, if the Town of Andover becomes the locus of a “retailer” or “micro-cultivator” or both, the Town would be involved along with other participating municipalities in fulfilling the salutary legislative purpose of at long last replacing the illicit and unregulated cannabis market and the often violent and even deadly crime it generates with a taxed and State regulated system potentially providing new commercial and economic activity in town with the added features of increased tax revenue and additional financial support for local public safety; and

**WHEREAS**, given the numerous positive changes to be effectuated by implementation of **Senate Bill 1201, Public Act 21-1**, it has immediately come to the attention of the Board of Selectmen that the people of the Town overwhelmingly and enthusiastically support **Senate Bill 1201, Public Act 21-1**, and whatever they and the Town of Andover government can do to aid the implementation of this most welcome legislation in our State and in particular in our Town of Andover; and

**THEREFORE**, be it **RESOLVED** by this Board of Selectmen of the Town of Andover that The Office of the Town Administrator shall publicize forthwith by whatever means available including the dissemination of this Resolution, to the State of Connecticut and its citizenry, and in particular to any potential participant by doing business or otherwise in the implementation of this long overdue corrective legislation that the Board of Selectmen and people of the Town of Andover do and will very much welcome, facilitate and work for the success of any such “retailer” and “micro-cultivator” doing such business within the Town of Andover pursuant to **Senate Bill 1201, Public Act 21-1**, and section 148(e) thereof in particular.

SO Moved by \_\_\_\_\_, Seconded by \_\_\_\_\_

And VOTED, this 12<sup>th</sup> day of July, 2021, as follows:

YES \_\_\_\_\_

NO \_\_\_\_\_

## **10. Approval of Meeting Minutes**

**a. Monday, June 14th 2021 Regular Meeting Minutes**

**b. Thursday, June 24th, 2021 Special Meeting Minutes**

**[Click here to view the minutes.](#)**

# **11. Finance Department Report**

- a. Revenue Summary**
- b. Town Budget Summary**
- c. Town Aid Road (TAR) Update**
- d. Town Cash Report**
- e. Over Expenditure Report**



## **12. Budget**

- a. Appropriation Transfers**
- b. Over Expenditure Requests**

# **13. Tax Collector's Report**

## **a. Refunds Requests**

## JUNE 2021

### Deposits

	ON-LINE	OFFICE	RECEIPT	TOTAL	DIFFERENCE
6/1					
6/2					
6/3	\$ 6,348.63	\$ 7,112.03	\$ 7,112.03	\$ 13,460.66	\$ -
6/4	\$ 10,093.30			\$ 10,093.30	
6/5				\$ -	
6/6				\$ -	
6/7	\$ 6,267.51	\$ 18,991.08	\$ 18,991.08	\$ 25,258.59	
6/8		\$ 2,706.87	\$ 2,706.87	\$ 2,706.87	
6/9	\$ 2,387.18			\$ 2,387.18	
6/10	\$ 858.85			\$ 858.85	
6/11				\$ -	
6/12				\$ -	
6/13				\$ -	
6/14				\$ -	
6/15				\$ -	
6/16	\$ 1,477.38	\$ 17,305.43	\$ 17,305.43	\$ 18,782.81	
6/17	\$ 216.50			\$ 216.50	
6/18	\$ 297.64			\$ 297.64	
6/19				\$ -	
6/20				\$ -	
6/21	\$ 279.55	\$ 199.57	\$ 199.57	\$ 479.12	
6/22				\$ -	
6/23				\$ -	
6/24	\$ 4,046.01			\$ 4,046.01	
6/25				\$ -	
6/26				\$ -	
6/27				\$ -	
6/28	\$ 464.87	\$ 6,644.46	\$ 6,644.46	\$ 7,109.33	
6/29				\$ -	
6/30				\$ -	
Total	32,737.42	\$ 52,959.44		\$ 85,696.86	

COLLECTIONS BY TAX YEAR:

	RE	PP	MV	MVS	INTEREST	FEE	
2014							
2015							
2016							
2017		44.81	441.69		262.71	15.00	764.21
2018	1,541.69			61.93	143.73	53.00	1,800.35
2019	67,909.18	6,320.80	1,835.91	2,019.30	4,843.11	204.00	83,132.30
TOTAL	69,450.87	6,365.61	2,277.60	2,081.23	5,249.55	272.00	85,696.86

UNCOLLECTED TAXES BY TAX YEAR:

	RE	PP	MV	MVS	TOTAL	
2006	2006				\$ 207.27	\$ 207.27
2007	2007		\$ 476.65	\$ 71.26	\$ 547.91	
2008	2008		\$ 520.26	\$ 28.15	\$ 548.41	
2009	2009		\$ 579.60		\$ 579.60	
2010	2010		\$ 211.42		\$ 211.42	
2011	2011		\$ 439.82	\$ 4,592.58	\$ 249.48	\$ 5,281.88
2012	2012		\$ 2,828.18	\$ 3,146.24	\$ 204.03	\$ 6,178.45
2013	2013	\$ 12.13	\$ 3,485.83	\$ 1,486.53	\$ 783.06	\$ 5,767.55
2014	2014	\$ 1,225.76	\$ 4,551.81	\$ 2,103.08	\$ 2,991.24	\$ 10,871.89
2015	2015	\$ 1,225.76	\$ 4,740.57	\$ 9,887.57	\$ 2,446.88	\$ 18,300.78
2016	2016	\$ 5,181.18	\$ 7,114.75	\$ 9,297.27	\$ 2,452.26	\$ 24,045.46
2017	2017	\$ 24,249.52	\$ 7,669.05	\$ 12,936.48	\$ 4,063.17	\$ 48,918.22
2018	2018	\$ 58,510.28	\$ 11,978.69	\$ 16,806.83	\$ 3,543.65	\$ 90,839.45
2019	2019	\$ 129,488.04	\$ 11,900.14	\$ 28,548.49	\$ 10,221.90	\$ 180,158.57
TOTAL	TOTAL	219,892.67	54,708.84	90,593.00	27,262.35	392,456.86

Justin Breault	\$25.39	Sec 12-129 Refund of excess payment
Shawn Martel	\$66.94	Sec 12-129 Refund of excess payment
Olivia Kielek	\$130.15	Sec 12-129 Refund of excess payment

0712/2021 Tax Refunds Total: \$220.48

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

REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

Sec. 12-81(20), Sec. 12-124, 12-125, 12-126, 12-127, 12-127a, 12-128, 12-129 Rev. as Amended
This is to certify that BREault JUSTIN M

has presented satisfactory proof that he/she is entitled to an exemption on the assessment list of 10/01/2019

- Sec. 12-81 (20) Servicemen Having Disability Rating.
Sec. 12-124 Abatement to poor.
Sec. 12-125 Abatement of Taxes of Corporations.
Sec. 12-126 Tangible Personal Property Assessed in more than one Municipality.
Sec. 12-127 Abatement or Refund to Blind Persons.
Sec. 12-127A Abatement of Taxes on Structures of Historical or Architectural Merit.
Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives.
Sec. 12-129 Refund of Excess Payments.

BREault JUSTIN M
22 HICKORY HILL DR
ANDOVER, CT 06232-1012

2019-03-0050422
50433
/1MDASAV20KA660196



To EILEEN CURTIN Collector of OFFICE OF THE TAX COLLECTOR State of Connecticut.

I hereby apply for refund\* of such part of my tax as shall represent:

The service exemption or Sec. 12-129 Refund of Excess Payments.
(State reason -- Cross out service exemption if it does not apply)

Table with columns: Total Due, Total Paid, Tax, Interest, Lien, Fee, Total, Overpaid Tax. Includes adjusted refund of -25.39.

PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I made the payments from funds under my control, and no other party will be requesting this refund. I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

Justin M. Breault
Print Name

[Signature]
Signature of Taxpayer Date

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman: It is recommended that refund\* of property taxes and interest in the amount of 25.39 be made to the above-named taxpayer in accordance with the provisions of Section (s):

Sec. 12-129 Refund of Excess Payments.

DATED AT OFFICE OF THE TAX COLLECTOR, CONNECTICUT THIS 08 DAY OF June 2021

[Signature]
EILEEN CURTIN

ACTION TAKEN BY GOVERNING BODY

The First Selectman, as authorized by the Board of Selectman approved on the day of 2021. It was voted to refund taxes and Interest amounting to 25.39.

First Selectman

Other Governing Body

Mail To : EILEEN CURTIN
OFFICE OF THE TAX COLLECTOR
17 SCHOOL ROAD
ANDOVER, CT 06232-2000

REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

Sec. 12-81(20), Sec. 12-124, 12-125, 12-126, 12-127, 12-127a, 12-128, 12-129 Rev. as Amended
This is to certify that MARTEL SHAWN F

has presented satisfactory proof that he/she is entitled to an exemption on the assessment list of 10/01/2019

- Sec. 12-81 (20) Servicemen Having Disability Rating.
Sec. 12-124 Abatement to poor.
Sec. 12-125 Abatement of Taxes of Corporations.
Sec. 12-126 Tangible Personal Property Assessed in more than one Municipality.
Sec. 12-127 Abatement or Refund to Blind Persons.
Sec. 12-127A Abatement of Taxes on Structures of Historical or Architectural Merit.
Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives.
Sec. 12-129 Refund of Excess Payments.

MARTEL SHAWN F
44 ASPINALL DR
ANDOVER, CT 06232-1003

2019-03-0052187
52199
/1N4BL21E98C144717



To EILEEN CURTIN Collector of OFFICE OF THE TAX COLLECTOR State of Connecticut.

I hereby apply for refund\* of such part of my tax as shall represent:

The service exemption or Sec. 12-129 Refund of Excess Payments.
(State reason -- Cross out service exemption if it does not apply)

Table with columns: Total Due, Total Paid, Tax, Interest, Lien, Fee, Total, Overpaid Tax. Includes adjusted refund of 66.94.

PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I made the payments from funds under my control, and no other party will be requesting this refund. I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

Shawn F. Martel
Print Name

[Handwritten Signature]
Signature of Taxpayer

06/15/21
Date

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman: It is recommended that refund\* of property taxes and interest in the amount of 66.94 be made to the above-named taxpayer in accordance with the provisions of Section (s):
Sec. 12-129 Refund of Excess Payments.

DATED AT OFFICE OF THE TAX COLLECTOR, CONNECTICUT THIS 15 DAY OF June 2021

[Handwritten Signature]
EILEEN CURTIN

ACTION TAKEN BY GOVERNING BODY

The First Selectman, as authorized by the Board of Selectman approved on the day of 2021. It was voted to refund taxes and Interest amounting to 66.94.

First Selectman

Other Governing Body

Mail To : EILEEN CURTIN
OFFICE OF THE TAX COLLECTOR
17 SCHOOL ROAD
ANDOVER, CT 06232-2000

**REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES**

Sec. 12-81(20), Sec. 12-124, 12-125, 12-126, 12-127, 12-127a, 12-128, 12-129 Rev. as Amended  
 This is to certify that KIELEK OLIVIA M

has presented satisfactory proof that he/she is entitled to an exemption on the assessment list of 10/01/2019

- Sec. 12-81 (20) Servicemen Having Disability Rating.
- Sec. 12-124 Abatement to poor.
- Sec. 12-125 Abatement of Taxes of Corporations.
- Sec. 12-126 Tangible Personal Property Assessed in more than one Municipality.
- Sec. 12-127 Abatement or Refund to Blind Persons.
- Sec. 12-127A Abatement of Taxes on Structures of Historical or Architectural Merit.
- Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives.
- Sec. 12-129 Refund of Excess Payments.

**KIELEK OLIVIA M**  
**115 TOWNSEND RD**  
**ANDOVER, CT 06232-1414**

**2019-04-0080248**  
**80248**  
**/2T3BF4DV4AW057352**



To **EILEEN CURTIN** Collector of **OFFICE OF THE TAX COLLECTOR** State of Connecticut.

I hereby apply for refund\* of such part of my tax as shall represent:

The service exemption or Sec. 12-129 Refund of Excess Payments.  
 (State reason -- Cross out service exemption if it does not apply)

*****							
		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	01/01/2021	93.12	0.00	0.00	0.00	93.12	
Total Paid	04/22/2021	223.27	13.40	0.00	5.00	241.67	-130.15 ***
<b>Adjusted Refund</b>		<b>-130.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>130.15</b>	

**PLEASE READ, SIGN, AND DATE BELOW:**

I am entitled to this refund because I made the payments from funds under my control, and no other party will be requesting this refund. I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

Olivia M. Kielek  
 Print Name

Olivia Kielek 6/17/21  
 Signature of Taxpayer Date

**COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY**

To the First Selectman: It is recommended that refund\* of property taxes and interest in the amount of 130.15 be made to the above-named taxpayer in accordance with the provisions of Section (s):

Sec. 12-129 Refund of Excess Payments.

DATED AT OFFICE OF THE TAX COLLECTOR, CONNECTICUT THIS 08 DAY OF June 2021

Eileen Curtin  
 EILEEN CURTIN

**ACTION TAKEN BY GOVERNING BODY**

The First Selectman, as authorized by the Board of Selectman approved on the \_\_\_\_\_ day of \_\_\_\_\_ 2021. It was voted to refund taxes and Interest amounting to 130.15.

First Selectman

Other Governing Body

Mail To : EILEEN CURTIN  
 OFFICE OF THE TAX COLLECTOR  
 17 SCHOOL ROAD  
 ANDOVER, CT 06232-2000



## **14. Assessor's Report**

### **a. Revaluation Services**

# **15. Department Reports**

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



# ANDOVER VOLUNTEER FIRE DEPARTMENT

11 School Road, Andover, CT 06232

Phone: (860) 742-7477

July 7, 2021

The Andover Fire Department responded to 37 calls in June. Here is the breakdown.

Medical Calls 19

MVA 4

Fire Alarms 10

Structure Fire 2

Standby 1

Wires Related 1

Meetings 1

Drills 2

Ron Mike

A handwritten signature in black ink that reads 'Ron Mike'. The signature is written in a cursive, flowing style.

Andover Fire Chief

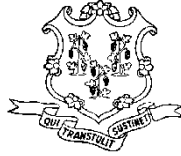
**2<sup>nd</sup> Quarter Open Burn Permits**  
**Submitted by Burning Official Scott Yeomans**

Open Burn Permits					
Date of App/Inspection	#	Date of Issue	Good until	Name	Address
2/17/2021	1	2/17/2021	3/16/2021	Bruce Kelly	190 Bunker Hill Rd
3/22/2021	2	3/24/2021	open	Mark Risley	200 Hebron Rd.
3/23/2021	3	3/23/2021	open	Matt Herrington	61 Windrush Ln.
4/29/2021	4	4/29/2021	5/5/2021	Laura O'Neil	217 Long Hill Rd
6/21/2021	5	6/21/2021	7/31/2021	Bruce Kelly	190 Bunker Hill Rd



Commanding Officer  
Lieutenant Stephen Samson #041

# State of Connecticut



## Connecticut State Police Troop K - Colchester



Executive Officer  
Master Sergeant Eric Peck #085

Date: 07/06/2021

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 **June 2021** the Andover Resident Trooper as well as Troop K Troopers responded to **188** 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: 0  
Other Criminal: 1  
Other Non-Criminal: 1  
Non Reportable Matters: 184  
Other Noteworthy Events (List): DARE Graduation @ Andover Elem School, 2 Assist' to Public Works, Memorial Day Car Parade

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

On-Sight DWI: 0  
Traffic Citations: 6  
Written Warnings: 3

Sincerely,

*Lt. Stephen Samson #041*

Lieutenant Stephen Samson #041  
Commanding Officer  
Troop "K" Colchester, CT

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

Assessor's office monthly activity –MAY 2021

Processing conveyances	11
Processing building permits	10
Prorating motor vehicle grand list	25
Updating field cards	4
Correspondence/ Phone	19
Providing assistance-town hall customers	6
Providing assistance to other departs	
Researching mapping issue or questions	
Reports & communication with the State	2
MLS research	4
Scheduling meeting and appointments	
Office work	
Personal property grand list	
Personal Property Discovery	
Homeowner's program	4
Veteran's program	
Income & expenses	
Renter's rebate program	
Tax exemptions	
Adds to the re, pp or mv grand list	3
Pa 490	
Provided assistance to BAA	
Researching and providing requested information to auditor	
Real property inspections	
Personal property inspections	
Real property appraisals	
Taxpayer correspondence	
Attorney correspondence	
Tax appeal review/appraisal	
MLS review	4
Town board/dept assistance	
Review & Approve C of Cs	25
Review & Approve PA 490 Applications	
Review Approve & create/data entry on land splits & mergers	
Mapping Research/Discrepancies	

Conditions: District: Reported Type: All		Order By : List No	ORIGINAL GR/EX/NET	ADJUSTMENT GR/EX/NET	NEW GR/EX/NET
LIST NO	NAME / ADDRESS	UNIQUE ID	COC#	BAA	
50125	ARSENEAULT DAVID J	50129	08138M	C	1,930
1	123 SHODDY MILL RD	2005 01	CHEVR CAVALIER	2020 05/24/2021	0
	ANDOVER CT 6232-1215		1G1JF52F057107512	SOLD 5/21	1,930
					-643
					1,287
50187	BANAS JUDITH K	50190	08125M	C	30,180
1	100 CONE RD	2020 01	HYUND SANTA FE	2020 05/17/2021	0
	ANDOVER CT 6232-1601		5NMS5CAA3LH245849	SOLD 4/21	30,180
					-12,585
					17,595
50227	BATOR Alysia J	50230	08119M	C	4,880
1	211 LONG HILL RD	2013 01	CHEVR CRUZE LS	2020 05/17/2021	0
	ANDOVER CT 6232-1126		1G1PB5SH3D7290202	CGS 12-81 (53)	4,880
					0
					4,880
					-4,880
					0
50228	BATOR RYAN M	50231	08120M	C	5,090
1	211 LONG HILL RD	2005 03	CHEVR AVALANCH	2020 05/17/2021	0
	ANDOVER CT 6232-1126		3GNEK12Z55G200142	CGS 12-81 (53)	5,090
					0
					5,090
					-5,090
					0
50422	BRAINARD HAROLD W	50424	08137M	C	16,750
1	121 GILEAD RD	2019 01	SUBAR CROSSTRE	2020 05/24/2021	0
	ANDOVER CT 6232-1608		JF2GTACC5K8384655	SOLD 10/20	16,750
					-15,360
					1,390
50588	CARROLL MAUREEN C	50590	08128M	C	6,970
1	22 BAILEY RD	2011 01	TOYOT SIENNA L	2020 05/17/2021	0
	ANDOVER CT 6232-1005		5TDJK3DC3BS015550	TOTALED 3/21	6,970
					-3,485
					3,485
51050	FINANCIAL SER VEH TRUST	51052	08129M	C	25,600
1	5550 BRITTON PKWY	2018 01	BMW 530 XI	2020 05/17/2021	0
	HILLIARD OH 43026-7456		WBAJA7C50JWA71473	SOLD 3/21	25,600
					-12,800
					12,800
51517	HOULE RICHARD D	51518	08130M	C	14,140
1	11 JUROVATY LN	2012 01	CHEVR SILVERAD	2020 05/17/2021	0
	ANDOVER CT 6232-1425		3GCPKTE79CG206868	SOLD 4/21	14,140
					-5,896
					8,244
52269	MCENTIRE VICTOR A	52267	08117M	C	11,520
1	74 WINDRUSH LN	2012 03	GMC SIERRA K	2020 05/17/2021	0
	ANDOVER CT 6232-1610		1GTR2VE7XCZ237289	CGS 12-81 (53)	11,520
					-11,520
					0
52581	NICOLETTA JAMES A	52573	08123M	C	7,510
1	15 WINDRUSH LN	2008 03	DODGE RAM 1500	2020 05/17/2021	0
	ANDOVER CT 6232-1610		1D7HU182X8J157744	REG IN FL 4/21	7,510
					-3,132
					4,378
52582	NICOLETTA JAMES A	52574	08124M	C	1,050
1	15 WINDRUSH LN	2002 11	JAYCO EAGLE14S	2020 05/17/2021	0
	ANDOVER CT 6232-1610		1UJAJ02H221FW0154	REG IN FL 4/21	1,050
					-438
					612
52640	OLBRIAS JOSEPH T	52632	08126M	C	500
1	2 CENTER ST APT 1B	1975 25	CHEVY CORVETTE	2020 05/17/2021	0
	ANDOVER CT 6232-1342		1237J5S415805	SOLD 4/21	500
					-208
					292
52752	PERSON JEANNE L	52743	08139M	C	3,660
1	20 PINE RIDGE DR	2007 01	TOYOT CAMRY CE	2020 05/24/2021	0
	ANDOVER CT 6232-1029		4T1BE46K37U102238	SOLD 2/21	3,660
					-2,134
					1,526
52829	PREIBISZ JOANNA M	52820	08140M	C	9,170
1	12 BROWN RD	2015 01	NISSA ROGUE S/	2020 05/24/2021	0
	ANDOVER CT 6232-1500		5N1AT2MV3FC750136	SOLD 5/21	9,170
					-3,054
					6,116
53062	ROCKLAND VALLEY FARM	53076	08141M	C	17,500
2	PO BOX 205	2014 02	RAM RAM TRUC	2019 05/24/2021	0
	ANDOVER CT 6232-205		3C63RRKL5EG161582	TRANSFER TITLE 3/20	17,500
					-8,750
					8,750

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
53124	SANTANA JOSE L	53115	08131M	C	460	-268	192
1	42 SCHOOL RD	2009 11	VENTU VTB4225	2020 05/17/2021	0	0	0
	ANDOVER CT 6232-1525		47GAJ23209B000010	SOLD 2/21	460	-268	192
53462	SURDAM JESSICA L	53452	08121M	C	13,320	-4,436	8,884
1	45 OLD FARMS RD	2016 01	HYUND SANTA FE	2020 05/17/2021	0	0	0
	ANDOVER CT 6232-1027		5XYZWDLA2GG353572	SOLD 5/21	13,320	-4,436	8,884
53464	SURDAM KURT A	53454	08122M	C	4,780	-1,993	2,787
1	45 OLD FARMS RD	2011 01	HYUND SONATA S	2020 05/17/2021	0	0	0
	ANDOVER CT 6232-1027		5NPEC4AC5BH253317	SOLD 4/21	4,780	-1,993	2,787
53725	VW CREDIT LEASING LTD	53715	08127M	C	10,310	-6,877	3,433
1	1401 FRANKLIN BLVD	2017 01	VOLKS GOLF S	2020 05/17/2021	0	0	0
	LIBERTYVILLE IL 60048-4460		3VW117AU5HM072362	SOLD 1/21	10,310	-6,877	3,433
53783	WEIMANN MARTIN W	53773	08118M	C	29,260	0	29,260
1	330 HEBRON RD	2019 01	RAM 1500 BIG	2020 05/17/2021	0	29,260	29,260
	ANDOVER CT 6232-1718		1C6SRFMT3KN675828	CGS 12-81 (53)	29,260	-29,260	0
53940	MANSON MICHAEL D	20A023	08132M	C	0	2,640	2,640
0	200 BEAR SWAMP RD	2001 01	AUDI S4 AVANT	2020 05/19/2021	0	0	0
	ANDOVER CT 6232-0		WAUXD68D51A122990	ADD FROM HEBRON	0	2,640	2,640
53940	MANSON MICHAEL D	20A023	08133M	C	2,640	-2,421	219
1	200 BEAR SWAMP RD	2001 01	AUDI S4 AVANT	2020 05/19/2021	0	0	0
	ANDOVER CT 6232-0		WAUXD68D51A122990	SOLD 10/20	2,640	-2,421	219
53941	ADEE JEANNEMARIE	20A024	08134M	C	0	10,990	10,990
0	11 CENTER ST	2019 01	KIA SOUL	2020 05/19/2021	0	0	0
	ANDOVER CT 6232-0		KNDJP3A5XK7671469	ADD FROM EAST HADDAM	0	10,990	10,990
53942	IVEY MIKEL H	20A025	08135M	C	0	4,460	4,460
0	47 PARKER BRIDGE RD	2005 01	TOYOT HIGHLAND	2020 05/19/2021	0	0	0
	ANDOVER CT 6232-0		JTEEP21A450117538	ADD FROM MONTVILLE	0	4,460	4,460
53942	IVEY MIKEL H	20A025	08136M	C	4,460	-1,860	2,600
1	47 PARKER BRIDGE RD	2005 01	TOYOT HIGHLAND	2020 05/19/2021	0	0	0
	ANDOVER CT 6232-0		JTEEP21A450117538	SOLD 4/21	4,460	-1,860	2,600
<b>TOTAL</b>	<b># Of Accts 25</b>				<b>221,680</b>	<b>-68,250</b>	<b>153,430</b>
					<b>0</b>	<b>50,750</b>	<b>50,750</b>
					<b>221,680</b>	<b>-119,000</b>	<b>102,680</b>
<b>YEAR 2020</b>	<b># Of Accts 25</b>				<b>221,680</b>	<b>-68,250</b>	<b>153,430</b>
					<b>0</b>	<b>50,750</b>	<b>50,750</b>
					<b>221,680</b>	<b>-119,000</b>	<b>102,680</b>
<b>GRAND TOTAL</b>	<b># Of Accts 25</b>				<b>221,680</b>	<b>-68,250</b>	<b>153,430</b>
					<b>0</b>	<b>50,750</b>	<b>50,750</b>
					<b>221,680</b>	<b>-119,000</b>	<b>102,680</b>



ANDOVER PUBLIC LIBRARY -  
LIBRARIAN'S REPORT - June 2021

	Jun-21	YTD 20-21 (July 1, 2020 - June 30, 2021)
<b>Adult:</b>		
Fiction	506	5123
Non-fiction	72	1032
Video	45	810
Audio	36	425
Magazines	1	48
E-reader (Kindle)	0	0
<b>Total Adult</b>	<b>660</b>	<b>7438</b>
<b>Children:</b>		
Fiction	173	1765
Non-fiction	20	313
Video	0	71
Audio	0	2
<b>Total Children</b>	<b>193</b>	<b>2151</b>
<b>Young Adult:</b>		
Fiction	29	321
Non-fiction	0	23
Audio	0	1
Magazines	0	0
<b>Total Young Adult</b>	<b>29</b>	<b>345</b>
<b>Total Fiction</b>	<b>708</b>	<b>7209</b>
<b>Total Non-fiction</b>	<b>92</b>	<b>1368</b>
<b>Total Video</b>	<b>45</b>	<b>881</b>
<b>Total Audio</b>	<b>36</b>	<b>428</b>
<b>Total Magazines</b>	<b>0</b>	<b>48</b>
<b>Total Uncategorized**</b>	<b>22</b>	<b>228</b>
<b>Total Passes</b>	<b>0</b>	<b>0</b>
<b>Total OverDrive</b>	<b>129</b>	<b>1670</b>
<b>Total E-readers</b>	<b>0</b>	<b>0</b>
<b>Total Circulation</b>	<b>1032</b>	<b>11832</b>
Out-of-town circ.	86	1224
Ref. questions	36	456
Patrons registered:		
Andover	3193	
Out-of-town	477	
<b>Total Patrons</b>	<b>3670</b>	
Collection size *	20322	
Public Computer Usage (hrs.)	82.75	807.75
ILL provided	28	429
ILL received	45	476
<b># Patrons (inc. programs):</b>	<b>453</b>	<b>3929</b>
<b>PROGRAM ATTENDANCE</b>	<b>94</b>	<b>424</b>
<b>Number of programs:</b>	<b>14</b>	<b>55</b>
** NOTE: Library door unlocked with no restrictions.		

ANDOVER SENIOR TRANSPORTATION  
MONTH OF JUNE 2021

Dated 7/6//2021  
Cathy Palazzi  
Senior Coordinator

Month of June:

1) Drug tests – none.

2) List of Clients Serviced May

- Medicals 38
- Special Events 5
- Maintenance 3
- Incident Log 0
- Disabled 7
- Veterans 1
- Meetings 2
- Shopping 4 seniors 5 trips (one per week)

**Events for June were Lunch at Main Moose, lunch at Andover Pizza, Elizabeth Park to see the roses and bingo twice.**

**MOTTO: “NO SENIOR LEFT BEHIND”**

Dated 7/06/2021  
Cathy Palazzi  
Senior Coordinator

7/6/2021

**Registrar of Voters**  
**17 School Road**  
**Andover, Connecticut 06232**

**June Monthly Report**

**Processed 49 Voters**

**Worked 3 Town Meetings**

**1 Referendum**

**1 Recount for Referendum**

**Linda Derick**

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**Wallace Barton**

**ROV's**

# 16. Correspondence

## **17. Public Speak**

# 18. Adjournment