

**Town of Andover
Board of Selectmen
Regular Meeting**
Monday, Sept 12th 2022 at 7:00 P.M.
Location: virtual Zoom meeting

Regular Meeting Agenda DRAFT

Zoom Directions:

Click here to join by computer for video/audio: <https://us02web.zoom.us/j/85871189235>

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

Meeting ID: 858 7118 9235

Passcode: 536153

*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
 - a. 175th anniversary committee
5. Appointments
6. Resignations
7. Public Works Supervisor's Report
 - i. Treework Report
 - ii. Review of Roadwork
 - iii. Disposition of 1997 Ford Plow truck
 - iv. Hire Mark Williams for Public Works
 - v. Discussion of emergency debris storm management
8. Town Administrator's Report
9. Old Business
Discuss and act upon the following:
 - a. Finance Department employment
 - b. Community Center RFP for Design Build
10. New Business
Discuss and act upon the following:
 - a. Audit Status
 - i. Corrective Action Plan
 - ii. Capital Asset Tracking
 - iii. Funds List
 - b. 2021-22 Purchasing Policy
 - c. COOL Program contract with town See document
 - d. Town assistance in remedying a hoarding situation
 - e. Hop River homes Letter to BOS
 - f. Soccer Field Usage
 - g. Status of Senior transportation drivers
 - h. Status of open board positions
 - i. Town treasurer

11. Approval of Meeting Minutes
 - a. Monday, July 11 8th, 2022 Regular Meeting Minutes
 - b. Monday, July 25th, 2022 Special Meeting Minutes
 - c. Monday, August 8th, 2022 Regular Meeting Minutes
12. Finance Department Report
 - a. Revenue Summary
 - b. Town Budget Summary
 - c. Town Aid Road (TAR) Update
 - d. Town Cash Report
 - e. Over Expenditure Report
13. Budget
 - a. Appropriation Transfers
 - b. Over Expenditure Requests
14. Tax Collector's Report
 - a. Refunds Requests
15. Department Reports
 - a. Assessor's report
 - b. Fire Department
 - c. Burning Official
 - d. Resident State Trooper
 - e. Town Clerk
 - f. Building Department
 - g. Assessor's Office
 - h. Public Works
 - i. Transfer Station
 - j. Library
 - k. Senior Transportation
 - l. Registrars
 - m. AHM
16. Correspondence
17. Public Speak
18. Adjournment



TOWN OF ANDOVER
12 LONG HILL ROAD
ANDOVER, CT. 06232
PHONE: (860) 742-4048 FAX: (860) 742-7535
E-MAIL: Publicworks@andoverct.org
www.andoverct.org

JAY TUTTLE: PUBLIC WORKS SUPERVISOR / TREE WARDEN

Andover Public Works Department

Town of Andover and Eversource of Connecticut **Tree Removal Collaboration Project**

Tree Removals: Gilead Road, Jurovaty Road, Townsend Road, Ryan Road, Cone Road

August 1, 2022 thru August 22, 2022

The Town of Andover in collaboration with Eversource in accordance with Connecticut General Statutes, Chapter 451, Section 23-59 recently hired Distinctive Tree Care of South Windsor, CT. to remove dead, dying and compromised trees within our respective "Right of Ways" (R.O.W.) that were deemed a hazard to our traveling public and/or service reliability to the utilities for their respective customers were identified and marked for removal by the Town Tree Warden.

Included amongst the total number of removals were some areas that tree/s from private property posed a hazard to the public and/or utilities, in turn the tree/s may have been deemed an immediate hazard and marked for removal and/or the tree warden contacted such property owner to permission prior to any removal by our contractor.

During the time that our removal contractor was working our assigned public works staff kept the road closed with no thru traffic allowed, only allowing residential traffic either side of the actual work area in or out. Keeping the road closed allowed us to be much more efficient, with no interruptions therefore getting more work done by our contractor. Only in the event of an emergency would we allow traffic through. We did have a few residential questions/concerns and in turn was easily explained. Area residents were appreciative of the work being performed, understood that it was needed, and their cooperation was a big part of the overall success of this project.

This large-scale removal process of 506 trees on 5 roads took 16 days at an approximate per tree cost of \$260 per tree.

Total Town Costs and Funds Provided by Eversource are as follows:

Town Capital Tree Removal Fund;	\$40,000.00
Town Salaries w/Benefits for (3) Employees for 16 Days is approximately +/-	\$17,000.00
Eversource;	\$75,000.00
Total Project Cost:	\$132,000.00



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JAY TUTTLE: PUBLIC WORKS SUPERVISOR / TREE WARDEN

Andover Public Works Department

August 16, 2022

Dear Eric,

It is my pleasure and suggestion after careful review of all applications received for the Public Works Maintainer I position that I recommend Mark Williams to join our team at public works.

As a part time town employee for quite a few years, Mark has always been there for us when called upon. Mark has always demonstrated the willingness to help wherever needed. I am confident that his experience and professionalism will be a strong asset to the town.

Mark has all the necessary qualifications required for the position as described. He has experience with road construction, equipment operating, snow plowing, and his general knowledge will be a big plus for us all.

I have no doubt that Mark Williams will be a strong addition to our team.

Respectfully submitted,

Jay Tuttle
Public Works Supervisor / Tree Warden

Town Administrator's Report for the 9.12.22 Board of Selectmen Regular Meeting

Town Hall Operations:

Cleaning/Custodian: William Bell is injured, but building cleaning is still being performed by the Bell Team.

Assessor's Office:

Nothing big right now

Administrator's Office:

Congratulations to Andover Resident Marcy MacDonald!

Today we celebrate the achievements of one of Andover's most successful endurance athletes.

Marcy successfully swam the English Channel today. Instead of the shorter 15- 20 hour crossing to Calais in France, which she has done many times, she swam across to De Panne in Belgium. Approximately 38 hours of swimming. EPIC.

So far, I have not been successful finding a replacement admin assistant

Town Clerks office

Town Clerk will be away at the annual conference Sept 14-16 so there will be limited coverage of her office

Finance Office:

We have the audit from Mahoney Sable has been uploaded to OPM. We still need to submit the corrective action plan before it is considered complete. I included a Draft with the information that I feel that I can submit.

Building Department:

Overall building department operations are going well.

At this point the only thing we are planning on not running through permit link will be bond payments for driveway aprons, etc. as these are tracked separately in a bond account.

Town Engineer:

See Details elsewhere on proposed contract

Public Works:

Jay will talk about this separately

Debris management

I added a separate Addendum to the meeting packet with the Debris management data in it because it would overwhelm the packet

Bunker Hill Bridge Design:

The 30% design stage complete.

Long Hill Rd Bridge Design

No Update

Small Bridges and Culverts:

Waiting on selection of new Engineering firm to get an RFP together for a final design for Hutchinson Rd culvert replacement

Andover Proposed Community Senior Center:

Still developing the RFP for a design build firm to complete the project.

Andover Veterans Monument:

Weed eradication and reseeding is underway with Randazzo design/consulting

Times Farm Bridge:

Working on the final close out.

Received what should be the final state change order paperwork from the State DOT 3/15/2022 so they may finally be closing the project out. We just got billed for the holdback from CJM who the states Rep is doing the closeout so still making slow progress.

STEAP Grant:

Submitted

Connectivity Grant:

Ongoing signed a change order that finalized the work by Martin laviero contractors. Their work should finish by Sept 20. We will separately contract for parking lot striping, Sharrows and a few other items. We will be getting a quote from Randazzo design for landscape elements for the project. This will likely be installed next spring to maximize the likelihood of the plantings surviving.

Town-Wide Alarm Monitoring and Repair:

No Progress

Budget:

No issues except revenue for rental will be low by aprox \$9K

American Recovery Act Funding:

We have first allotments of **\$478,848.04** **We should be getting our second allotment sometime soon**

The board of selectman have voted to devote all of the American recovery act funding to construction of the community center.

Town Hall Projects"

Transfer Station

Running smoothly

Safety committee quarterly

Nothing new this month.

Garden Shed Restored by the Community Garden Group We have created a spot for it next to the fire dept shed.
We are waiting until it is fully moved to paint it.

AUDIT FINDING CORRECTIVE ACTION PLAN



9/1/2022

Town of Andover
State Single Audit Corrective Action Plan
For the Fiscal Year Ended 2021

Office of Policy and Management
450 Capitol Avenue MS-54MFS
Hartford, Connecticut 06106-1379

Municipal Finance Services Unit Attn: William Plummer

AUDIT FINDINGS

2021-001:

Description of Finding: Material Weakness in Internal Control over Financial Reporting - Bank Reconciliation

Statement of Concurrence or Nonconcurrence:

The town of Andover concurs with this finding

Corrective Action:

(The organization should provide a plan for resolving the audit finding. The plan should provide pertinent information on detailed action taken or planned to correct the finding, or a statement that describes the reason(s) that corrective action is unnecessary.)

(If the audit finding is being repeated from the report of the previous year(s), indicate the actions taken to date to correct the audit finding and the significant corrective actions that remain to be completed in order to resolve fully the audit finding. If the corrective action plan submitted is different than the corrective action plan previously submitted, provide the reason(s) for the differing plans.)

Name of Contact Person: (The name, title, telephone number and e-mail address of the official(s) responsible for completing the corrective action plan should be provided.)

Projected Completion Date: (The anticipated date for resolving the audit finding. Organizations should monitor the corrective action plan during the year (quarterly basis suggested) to determine its status and to ensure full implementation of corrective action by the projected completion date.)

2021-002:

Description of Finding: Material Weakness in Internal Control over Financial Reporting: Year-end Closing Procedures

Statement of Concurrence or Nonconcurrence:

The town of Andover concurs with this finding

Corrective Action:

(The organization should provide a plan for resolving the audit finding. The plan should provide pertinent information on detailed action taken or planned to correct the finding, or a statement that describes the reason(s) that corrective action is unnecessary.)

(If the audit finding is being repeated from the report of the previous year(s), indicate the actions taken to date to correct the audit finding and the significant corrective actions that remain to be completed in order to resolve fully the audit finding. If the corrective action plan submitted is different than the corrective action plan previously submitted, provide the reason(s) for the differing plans.)

Name of Contact Person: (The name, title, telephone number and e-mail address of the official(s) responsible for completing the corrective action plan should be provided.)

Projected Completion Date: (The anticipated date for resolving the audit finding. Organizations should monitor the corrective action plan during the year (quarterly basis suggested) to determine its status and to ensure full implementation of corrective action by the projected completion date.)

2021-003:

Description of Finding: Material Weakness in Internal Control over Financial Reporting - Capital Assets and the Andover Volunteer Fire Department (AVFD)

Statement of Concurrence or Nonconcurrence:

The town of Andover concurs with this finding

Corrective Action:

By October of 2022, The town Administrator working with the Board of Finance will develop a procedure for a capital asset inventory for all equipment, buildings, building improvements, vehicle, tool, road bridge, culvert that has a useful life of greater than 1 year.

Within 30 days of developing this procedure, or in subsequent years, the end of the fiscal year, The Andover Fire Department, Public Works Department, Andover Elementary School, Andover Public Library and Town Administrator will each submit an updated physical inventory. That list will include all capital assets owned or the responsibility of the respective department. This will be collated within 90 days of the end of the fiscal year.

Additionally, the finance department will copy all expenditures for equipment in excess of \$3000 and maintain a copy of all capital purchased made in a fiscal year.

Name of Contact Person: Eric Anderson Town Administrator 860.771.1072
eanderson@andoverct.org

Projected Completion Date: October 15, 2022

The fiscal year ending in 2021 has a corrected physical inventory for the fire department and other Town entities. In future fiscal years it will be the responsibility of the administrator's office to assure compliance and timely reporting. Quarterly the administrator's office will review with the Treasurer a list of all capital expenditures and improvements made that quarter by all town entities.

2021-004:

Description of Finding: Material Weakness in Internal Control over Financial Reporting - Reconciliation of the Town's and the School District's General Ledgers

Statement of Concurrence or Nonconcurrence:

The town of Andover concurs with this finding

Corrective Action:

(The organization should provide a plan for resolving the audit finding. The plan should provide pertinent information on detailed action taken or planned to correct the finding, or a statement that describes the reason(s) that corrective action is unnecessary.)

(If the audit finding is being repeated from the report of the previous year(s), indicate the actions taken to date to correct the audit finding and the significant corrective actions that remain to be completed in order to resolve fully the audit finding. If the corrective action plan submitted is different than the corrective action plan previously submitted, provide the reason(s) for the differing plans.)

Name of Contact Person: (The name, title, telephone number and e-mail address of the official(s) responsible for completing the corrective action plan should be provided.)

Projected Completion Date: (The anticipated date for resolving the audit finding. Organizations should monitor the corrective action plan during the year (quarterly basis suggested) to determine its status and to ensure full implementation of corrective action by the projected completion date.)

2021-005:

Description of Finding: Significant Deficiency in Internal Control over Financial Reporting

Statement of Concurrence or Nonconcurrence:

The town of Andover concurs with this finding

Corrective Action:

(The organization should provide a plan for resolving the audit finding. The plan should provide pertinent information on detailed action taken or planned to correct the finding, or a statement that describes the reason(s) that corrective action is unnecessary.)

(If the audit finding is being repeated from the report of the previous year(s), indicate the actions taken to date to correct the audit finding and the significant corrective actions that remain to be completed in order to resolve fully the audit finding. If the corrective action plan submitted is different than the corrective action plan previously submitted, provide the reason(s) for the differing plans.)

Name of Contact Person: (The name, title, telephone number and e-mail address of the official(s) responsible for completing the corrective action plan should be provided.)

Projected Completion Date: (The anticipated date for resolving the audit finding. Organizations should monitor the corrective action plan during the year (quarterly basis suggested) to determine its status and to ensure full implementation of corrective action by the projected completion date.)

2021-006:

Description of Finding: Significant Deficiency in Internal Control over Compliance with Special Reporting Requirements

Statement of Concurrence or Nonconcurrence:

The town of Andover concurs with this finding

Corrective Action:

The town of Andover was unaware that it needed to file form OPM-DE-2017 to the Office of Policy and Management within 90 days of the grantee's fiscal year. When that was brought to the towns attention, the town filed the form with OPM.

For the year ending in 2022, there are no grants requiring the filing of OPM DE 2017. The town discussed this with OPM (crystal Hunter to confirm that there were no grant programs with expenditures in the 2022 fiscal year that needed reporting. The town of andover will develop a checklist of needed year end reporting to insure form OPM DE 2017 is filed in a timely manner.

Name of Contact Person: Eric Anderson, Town Administrator

Projected Completion Date: The correct form has been filed for the fiscal year ending in 2021. This audit finding will not apply to the fiscal year ending 2022 because we have no grants that qualify. This has been verified with Crystal Hunter at OPM. Completion of this form for other grant years will be done on a timely basis.

QUESTIONED COSTS (Include only if applicable.)

1. For each questioned cost, the organization should identify the amount by state financial assistance or award program and the program period.
2. If the organization believes a questioned cost is an allowable cost, a statement providing reasons for the organization's position should be included.
3. If the cost is questioned because the organization failed to provide the auditors with documentation supporting the allowability of the questioned cost, and the documentation subsequently becomes available, the organization should provide such documentation as part of the submission of the corrective action plan. The organization should describe how the records document the allowability of the cost.
4. If the organization determines that the questioned costs are unallowable or that the charges cannot be supported, the organization should provide a statement to that effect and remit payment for the unallowable or unsupported costs with the corrective action plan.

If the (Office of Policy and Management and/or Oversight Agency) has questions regarding this Plan, please call (Name) at (Telephone).

Sincerely yours,

[Name]

[Title]

*** INSTRUCTIONS FOR FILING:**

The organization should complete the corrective action plan and provide a copy to its independent auditor to be filed electronically by the independent auditor as part of the audit report package uploaded on OPM's Electronic Audit Report System (EARS) website at:

<https://www.appsvcs.opm.ct.gov/Auditing/Home.aspx>.

Memorandum of Understanding:

Between: **The Town of Andover and the Andover Volunteer Fire Department by the Town of Andover Fire Commission**

The **Town of Andover** is the owner of all municipal capital assets in the Town of Andover. This includes all assets of the **Andover Volunteer Fire Department** and Ambulance Service (AVFD). This MOU sets forth the respective responsibilities of the **Fire Department/Fire Commission** and the **Town of Andover**.

Annually, no later than July 1 of each year, and preferably sooner, the Chair of the **Fire Commission** shall submit to the **Town Administrator** the following documents:

1. A completed and updated copy of the Capital asset List for the **Fire Department**. This list shall conform to the Annual Capital Asset Inventory Policy.
2. This list shall include equipment that was purchased by and donated to the **Fire Department**.
3. Documentation regarding any Capital Assets that have been disposed of or are obsolete
4. An Updated copy of the Department of Motor Vehicle Registration credentials for all vehicles
5. A copy of each certificate of origin of any **Fire Department/Ambulance** vehicles trailers, equipment, etc
6. A copy of the ESIP Policy Renewal'
7. An annual 10-year Capital Equipment Plan

The **Andover Volunteer Fire Department** is responsible for the safe storage and maintenance of the **Fire Department** Capital Assets. Maintenance shall be funded from the **Fire Department's** Annual Budget.

Capital assets are all those acquired via expenditure of the **AVFD** annual budget, the **Fire Department** Equipment Fund, the ambulance billing account, or donations to the **AVFD** or any other revenue.

The **Fire Commission** shall notify the **Town Administrator** and **Board of Selectmen** of any capital asset that has been damaged, or is no longer useable of functional prior to disposal or sale. A written account of any disposition shall be timely forwarded to the **Town Administrator**.

SO AGREED.

Eric Anderson, Town Administrator

Date

Jeffrey Maguire, First Selectman

Date

Wallace Barton, Chair of the Andover Fire Commission

Date



Town of Andover Policy On Annual Capital Asset Inventory

It is the policy of the town of Andover to complete an inventory of all capital assets annually within all departments.

On or before July 1 of each year the Town Administrator's office will distribute to each department (listed below) of capital assets of each department/entity. The department head/responsible party will physically be verifying each item on the list. Additionally, they will list any capital assets acquired, sold, transferred, or scrapped in the last 12 months on the provided excel spreadsheet. The department heads will return the form to the administrator's office no later than August 15.

The Andover Fire Department, Public Works Department, Andover Elementary School, Andover Public Library, and Town Administrator will each submit an updated inventory. That list will include all capital assets owned or the responsibility of the respective Entity.

It shall separately include all Capital assets that have been acquired in that fiscal year. It will include description, year manufactured, serial number cost to purchase, and an estimated Service life.

It shall be on a standard Excel document. An electronic copy as well as a hard copy signed by the department Head.

The Administrators office will merge the documents into a single spreadsheet. As part of the Annual Audit Procedure, the town of Andover is required to maintain an accurate list of all capital assets.

The finance office shall maintain a file of all expenditures greater than the capitalization threshold for all departments. Any department that acquires a capital asset Shall forward the

Commented [DC1]: Is this policy just to address only "capital assets"? If so then this should state capital assets.

Commented [AE2R1]: Fine, I added the word "Capital"

Commented [DC3]: How will the dept get this information?

Commented [AE4R3]: All Expenditures run through the finance office. They simply make copies of all bills over the threshold for a "Capital Expenditure"

Commented [DC5]: We should state what the threshold is

information fiancé department regardless of how it was acquired. Any department selling or disposing a capital asset shall forward the documentation to the finance office.

Definitions:

Asset An asset is defined as any equipment, building, vehicle, tool, road bridge, culvert that has a useful life of greater than 3 years.

Capital Asset Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the Town as assets with an initial, individual cost of more than the capitalization threshold for that asset type and an estimated useful life in excess of three years.

Equipment Capital assets also includes groupings of equipment that collectively exceed the capitalization threshold. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed.

Vehicles and Heavy Equipment If a vehicle has items on it that are always on that vehicle, they are accounted for as a single entity unless the individual items on the truck exceed the capital asset threshold. If a vehicle or piece of equipment has multiple configurations, it is capitalized with the most commonly use configuration and then the other items are capitalized separately.

Donations Donated capital assets are recorded at estimated fair market value at the date of donation.

Intangible Assets Intangible assets lack physical substance, is nonfinancial in nature and its useful life extends beyond a single reporting period. These are reported at historical cost if identifiable. Intangible assets with no legal, contractual, regulatory, technological or other factors limiting their useful life are considered to have an indefinite useful life and are not amortized.

Maintenance The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Land Valuation Land is considered inexhaustible and, therefore, not depreciated. Land is uniformly valued at \$4,000 per acer.

Initial assessed value The value of an asset is the value in the year it was purchased and not yet depreciated

Depreciation Property, plant, and equipment of the Town are depreciated or amortized using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>	<u>Capitalization</u>	<u>Threshold</u>
Straight Line Method			
Land	N/A	\$	5,000
Intangible Assets	Varies, if any	\$	5,000
Buildings & Systems	50	\$	5,000
Building improvements	25	\$	5,000
Land Improvements	10	\$	5,000
Machinery & Equipment			
Light vehicles	8	\$	5,000
Trucks/Buses	10	\$	5,000
Heavy vehicles	15	\$	5,000
ATV/UTV/Boat	10	\$	5,000
Turnout Gear/SCBA**	15 or NFPA guide	\$	5000 (collectively)
Other (Computers, machinery Office-type equipment, etc.)	5	\$	5,000

Governmental Activity Columns – (Roads & Bridges)

Infrastructure*:			
Bridges (per unit)	50	\$	50,000
Culverts (per unit)	50	\$	10,000
Roadwork per road			
(Shim/chipseal,crackseal)	7	\$	15,000
(Repave)	15	\$	15,000
(Reclaim/Repave)	25	\$	50,000
Drainage (per project/road)	20	\$	15,000

*Includes estimated labor cost by public works calculated by hourly wage*hours*1.5 cost factor. For simplicity we are not accounting for machine time/costs

**If there are more than 10 like items that are capitalized as a group with different ages of purchase, they are capitalized as a group with the average age of the equipment along with the estimated lifespan of that class of equipment

Information needed Department, Assed Description, Asset type, Useful Life in years, fiscal year acquired

Codes

Dept	Description	Asset type	Description
Land	Town owned Land	L	Land
CIP	Capital improvement Projects	CIP	Capital improvement Projects
GG	General Government/Town Hall	B	Building
ED	Andover Elementary School	BI	Building Improvement
PW	Public Works	LI	Land Related Improvement
PS	Public Safety	V	Vehicle
REC	Recreation Assets	E	Equipment
CS	Community Assets	I	Infrastructure
Lib	Library		
Inf	Road Infrastructure		

Commented [DC12]: The key for the dept and asset type codes should be on the excel spreadsheets not in the policy document. By doing that when some one looks at the spreadsheet they know what the codes mean without having to go look up the policy

Commented [AE13R12]: Added to the Excel Spreadsheets for Each Department

Specific Examples:

Buildings

The Andover Public Works Facility is listed as an asset with a cost of X and a 50-year depreciation schedule.

When it was re roofed, If a building has had a new roof that costs \$60,000 and has an estimated lifespan of 25years, it is capitalized separately in the year it was installed. Things In this category include HVAC replacement, technology replacement, etc.

The town Hall installed a New Water Cooler for \$3500 that needs to be capitalized

Andover elementary School installed Air conditioning in Classrooms, that needs to be capitalized.

Andover Elementary School

Example: the school has 150 chrome books; they are worth \$350 each and the school buys 50 per year. These would be accounted for as a group with an average age of 1.5 years and a depreciation of 3 years

Fire Department

if a fire truck fully stocked has hose, fittings, etc. those are considered part of the truck, but if it includes a \$20,000 jaws of life setup, that is accounted for separately.

The fire department has 20 sets of turnout gear which consists of boots, trousers jacket etc. The NFPA says they can be used for 15 years, and the department replaces some elements of it each year. This would be listed as turnout gear, \$2500 each 20 sets average age 7 years, 15-year depreciation schedule.

Public works

Wheeled Loader with multiple attachments: a wheeled Loader is capitalized with the standard bucket, but the material hoist is capitalized separately

Plow trucks are capitalized without the plow with the plow capitalized separately.

finding number	description	condition	Auditor's recommendation
2021-001	Material Weakness in Internal Control over Financial Reporting - Bank Reconciliation	The bank reconciliation as of June 30, 2021 for the Town's General Fund operating cash account was incomplete and did not reconcile to the general ledger. As a result, the Town's financial information contained misstatements that were identified and corrected during the audit process. In addition, an unreconciled variance continues to exist that may require further adjustments in order to completely reconcile the account.	Accurate and timely bank reconciliations are essential for ensuring the integrity of the Town's general ledger. Monthly bank reconciliations should be fully reconciled within 60 days and management should document a supervisory review and approval process over the completed bank reconciliations.
2021-002	Material Weakness in Internal Control over Financial Reporting: Year-end Closing Procedures	The Town does not have reconciliation controls in place to ensure the accuracy of certain balance sheet accounts and interfund activities. As a result, the Town's financial information contained misstatements that were identified and corrected during the audit process. The following entries were recorded: - to adjust beginning fund balances to agree with prior year financial statements; - to reconcile interfund balances and activities between funds; - to properly record certain year-end accruals and deferrals; - to properly record tax and interest receivables and related deferrals; and - to properly reconcile activity to support conversion entries required to prepare the government-wide financial statements, including capital assets and compensated absences	We recommend that the Town develop formal closing procedures to ensure that all significant and material accounts are reconciled periodically throughout the year and at year-end. The formal closing procedures should identify all necessary reconciliations and required approvals. In addition, the reconciliations and supporting information should be maintained in systematic and organized files that can be readily accessed by management and provided to external auditors as part of the audit process.
2021-003	Material Weakness in Internal Control over Financial Reporting - Capital Assets and the Andover Volunteer Fire Department (AVFD)	The Town funds a significant portion of the operating and capital activities of the AVFD. Historically, the Town has recognized capital outlays for the purchase of fire apparatuses and firefighting equipment as an expense for financial reporting purposes. During the audit process, it was determined that the Town maintains ownership, insures and maintains the fire apparatuses and firefighting equipment. As such, the Town should be capitalizing and depreciating such assets for financial reporting purposes	We recommend that the Town formally document its arrangement with the AVFD. The arrangement should address roles and responsibilities relating to the ownership of, maintenance of, use of, and the treatment of the capital assets for financial reporting purposes.
2021-004	Material Weakness in Internal Control over Financial Reporting - Reconciliation of the Town's and the School District's General Ledgers	The Town's general ledger is not currently integrated with the School District's general ledger. As such, journal entries are required in order to record and reconcile the activity of the School District with the Town's general ledger. These manual entries were not recorded by the Town prior to commencement of the audit.	We recommend that the Town and School District's general ledgers be integrated. If integration is not possible, we recommend that the Town implement periodic reconciliation controls in order to record and reconcile the activity of the School District within the Town's general ledger.
2021-005	Significant Deficiency in Internal Control over Financial Reporting <i>Repeat finding from 2020</i>	The Town's funds, other than the General Fund, are not properly set-up within the general ledger system. Specifically, the majority of these funds are accounted for within the General Fund trial balance as balance sheet accounts only. Revenues and expenditures attributed to these funds are currently recorded as an increase and decrease to the applicable balance sheet accounts. As a result, manual reconciliations are required in order to provide the necessary information to prepare the financial statements	We recommend that the Town develop and implement a comprehensive plan to overhaul its current accounting system. In addition, we recommend that the Town no longer utilize balance sheet accounts for recording revenues and expenditures for governmental funds. Instead, the Town should establish separate funds within the accounting system.
2021-006	Significant Deficiency in Internal Control over Compliance with Special Reporting Requirements	Grantees are required to submit FORM OPM-DE-2017 to the Office of Policy and Management within 90 days of the grantee's fiscal year end and the amounts reported on the Form should agree with the grantee's accounting records and the schedule of state financial assistance for the fiscal year under audit. The Town did make the required submission.	We recommend that the Town develop and implement a comprehensive grant management system. Management should review and document the terms of each grant on a centralized schedule that is periodically reviewed for compliance. Management should also incorporate specific compliance requirements for each grant that is included the Office of Management and Budget's Compliance Supplement for federal awards and the Office of Policy and Management's Compliance Supplement to the State Single Audit Act for state awards.

Town Funds

General fund*

Town's primary operating fund. It accounts for all financial resources for the general government, except those required to be accounted for in another fund

Capital Reserve funds*

1. Capital equipment funds
 - a. Public Works Equipment fund
 - b. Fire Department/engine fund

2. Capital project funds*
 - a. Tree Removal fund
 - b. Road improvement fund
 - c. Building Maintenance fund
 - d. Town Aid Road Fund
 - e. Bridge and Culvert fund
 - f. Bunker Hill Bridge fund
 - g. Times farm bridge fund
 - h. Multi Use building fund
 - i. POCD implementation fund
 - j. Revaluation fund
 - k. School improvement fund?*
 - l. Open Space fund

Special Revenue Funds*

1. Grants
 - a. Connectivity Grant
 - b. 2020 STEAP grant
 - c. 2022 STEAP grant(if granted)
 - d. ARPA fund grant
 - e. Covid Relief act funds (all expended)

- f. Hartford foundation grants(greater together community fund)
- g. Town clerk preservation fund
- h. Senior transportation (vehicle acquisition)
- i. Senior Transportation (cost sharing for expenses)
- j. Neglected cemetery fund

Permanent funds:*

1. Contingency fund (If agreed to by BOF)
2. Guardrail damage fund
3. Severance Pay Reserve fund
4. Senior programs
 - a. Luncheon
 - b. Trips
 - c. Transportation
5. Social services
 - a. Oil and Heat
6. Veterans Monument and Park fund
7. Recreation commission fund
8. Farmers Market fund
9. Community Garden fund?
10. Cart Program fund

11. Scholarship funds* How do we correctly assign interest if we combine funds into one bank account?
 - a. Irene Moody fund
 - b. Norton children's fund
 - c. Norton School fund
 - d. Norton Library fund
 - e. Brown and Brown Scholarship fund
 - f. Sprague library fund

12. Bond Fund*
 - a. Driveway bonds

b. Other bonds zoning etc.

**= a separate checking account for a group of funds.*

**TOWN OF ANDOVER AGREEMENT with COMMUNITY ORGANIZED &
OPERATED LATCHKEY, INC. (C.O.O.L.) for Calendar Years 2022 & 2023**

WHEREAS, during calendar year 2022, with the approval and support of the **Board of Selectmen** of the **Town of Andover**, CT, 17 School Road, Andover, CT 06232, the **Community Organized & Operated Latchkey, Inc. (C.O.O.L.)** program of Andover, located at the Andover Elementary School, 35 School Road, Andover, CT 06232, has been operating **Before and After School programs** for elementary school age Andover children, and also a special **Summer Day Camp program** almost exclusively for similarly aged Andover children whose parent(s) or guardian(s) have paid a fee for all such services to **COOL**; and

WHEREAS, the **Andover Board of Selectmen** approves and wishes to continue to enable and permit **C.O.O.L.** to safely and successfully operate such programs throughout calendar years 2022 and 2023 pursuant to this **AGREEMENT** and subject to all requirements of State and local law and other official rules and provisions, and **C.O.O.L.** wishes to continue to operate the programs with Town support and approval, the parties hereby enter and affirm this bi-partite **AGREEMENT**, with **Part A** covering the **Before and After School programs**, and **Part B** addressing the **Summer Day Camp program**, said **AGREEMENT** intended to entirely cover calendar years 2022 and 2023, retroactive to January 1, 2022, ending on December 31, 2023, subject to renewal upon the subsequent Agreement of the Parties..

WHEREFORE, with regard to the **Before and After School Programs**, it is **AGREED** by the parties that:

- A. During calendar years 2022 and 2023, **C.O.O.L.** has continued and will continue to operate the **Before and After School programs** on a fee for service basis paid by parents and guardians, and the **Town** will continue to make its insurance coverage secondarily available for the benefit of **C.O.O.L.** and for the programs, and their participants if need be; and

In return for being enabled to use Town property and **Town** secondary insurance coverage at no cost payable to the Town to operate these programs, **C.O.O.L.** agrees to abide by the applicable laws and requirements of the State of Connecticut, the **Town**, and any agent of the Town such as the Eastern Highlands Health District, pertaining to the operation of such programs as noted above; and

C.O.O.L. also agrees to maintain their own liability insurance coverage of at least \$2,000,000.00 Commercial General Liability coverage and \$1,000,000.00 for each General occurrence for these programs to an extent to be approved by said **Board of Selectmen**, and also to indemnify and hold the **Town of Andover** and the **Town's** officials, employees, agents and assigns harmless to the greatest extent permitted by the law of the State of Connecticut from any claims, causes of action, liability and litigation arising from **C.O.O.L.'s** operation of the aforementioned programs during calendar years 2022 and 2023; and

In response to any material failure of **C.O.O.L.** to fulfill its obligations under this Part A of this **Agreement** deemed sufficiently substantial or for any reason deemed to be in the best interests of the **Town** by the **Board of Selectmen**, the **Board** may vote to terminate this **Agreement** and the **Town's** involvement in and support of either or both of these **Before and After School Programs** upon reasonable written notice of at least seven calendar days to **C.O.O.L.**, without resort to appeal; and

WHEREFORE, with regard to the **Summer Day Camp Program**, it is **AGREED** by the parties that:

- B. During calendar years 2022 and 2023, **C.O.O.L.** has continued and will continue to operate the **Summer Day Camp Program** on a fee for service basis paid by parents and guardians, and the **Town** will continue to support and sponsor this special summertime program and make the **Town's** insurance coverage secondarily available for the benefit of **C.O.O.L.**, for said program, and its participants, if need be; and

The **Town of Andover** will continue to provide **C.O.O.L.** with one 12 to 20 seat Senior transportation bus to enable **C.O.O.L.** personnel to transport children on summer field trips, and also provide access to **C.O.O.L.** Program participants for recreational and educational purposes to **Town** property located behind the **Andover Elementary School** at 35 School Road, Andover, CT 06232; and

In return for being enabled to use **Town** property and **Town** secondary insurance coverage at no cost payable to the **Town** to help operate this program, **C.O.O.L.** agrees to abide by the applicable law and requirements of the State of Connecticut, the **Town**, and any agent of the **Town** such as the Eastern Highlands Health District, pertaining to the operation of such programs as noted above; and

C.O.O.L. also agrees to continue to maintain their own liability insurance coverage of a minimum of \$2,000,000.00 Commercial General Liability coverage and \$1,000,000.00 for each General occurrence for this **Summer Day Camp Program** to an extent to be approved by the **Board of Selectmen**, and also to indemnify and hold the **Town of Andover** and the **Town's** officials, employees, agents and assigns harmless to the greatest extent permitted by the law of the State of Connecticut from any claims, causes of action, liability and litigation arising from **C.O.O.L.'s** operation of the aforementioned **Summer Day Camp program**; and

In response to any failure of **C.O.O.L.** to fulfill its obligations under **Section B** of this **Agreement** deemed sufficiently substantial or for any reason deemed to be in the best interests of the **Town** by the **Board of Selectmen**, the **Board** may vote to withdraw the support and sponsorship of the **Town** for the Summer Day Camp program and terminate **Part B** of this **Agreement** and the **Town's** involvement in and support and sponsorship of this special summertime program upon reasonable written notice of at least seven days to **C.O.O.L.**, without resort to appeal.

SO AGREED, this _____ day of _____, 2022, as follows:

TOWN OF ANDOVER, CT

By _____
Jeffrey Maguire, First Selectman, Duly Authorized

Date _____

**COMMUNITY ORGANIZED & OPERATED
LATCHKEY, INC. (C.O.O.L.)**

By _____
Duly Authorized

Date _____.

**Attorney Dennis O'Brien
Attorneys O'Brien & Johnson
120 Bolivia Street, Willimantic, CT 06226
860-208-2345/ Fax: 860-423-153**

Memo To: Andover Town Clerk, Town Administrator, and Board of Selectmen

From: Town Attorney Dennis O'Brien

Date: September 5, 2022

Re: The effect of **CT Public Act No. 21-02, sections 116 to 121** on the local election in Andover

As we know, Andover is one of only four Connecticut towns regularly holding municipal elections in May of odd numbered years rather than in November as 165 other towns do.

In June of 2021, the General Assembly enacted Public Act No. 21-02, sections 116 to 121, giving **any** town the option to hold their local election in May starting in 2023 by a three-quarters vote of their legislative body. In the case of any town like Andover that is now committed to May election, having the next election in November 2023 becomes the default unless our legislative body, the town meeting, elects to keep having elections in May by a three-quarters vote. See Public Act No. 21-02(A), section 116; now Connecticut General Statutes section 9-164(a)(1)(A).

No vote to keep Andover elections in May of 2023 has been taken and passed by the necessary three quarters vote of the town meeting. Thus Town Clerk Carol Lee has asked for my opinion as to what will happen if the Andover local election is held in November rather than May of 2023 per General Statutes section 9-164(a)(1)(A). In particular, Carol has asked me to tell you what the new law requires regarding the end of terms of currently incumbent elected officials of the town, and the beginning of terms following any November 2023 election if it occurs then.

Carol has helpfully provided me with a list of public offices and officers which regularly stand for election in odd numbered years on the first Monday in May per Town of Andover Charter section 203. Carol's list is perfectly consistent with Charter Section 203.

There are four local governmental "units" elected every four years in the Town of Andover election in odd-numbered years. First and foremost are the five-member Board of Selectmen and the Town Clerk. The other two are the three-member Board of Assessment Appeals and the two Andover representatives authorized to be elected to the Region 8 Board of Education.

The remaining seven elected government "units" are elected to "four year overlapping terms" in "staggered" or "rotating" fashion, with one more than half of their members elected during one biennial local election, currently in May, and the remaining seats filled two years later.

This "overlapping" group includes the seven -member Board of Finance, the five-member Planning & Zoning Commission (PZC), the three-member PZC contingent of alternate members, the five-member Zoning Board of Appeals (ZBA), the three-member ZBA contingent of

alternates (though only one alternate is currently serving), the seven-member Board of Education, and the five-member Fire Commission.

General Statutes section 9-164(a)(2) now provides that “In any municipality where the term of any elected official would expire prior to the next regular election held under the provisions of this section, the term of such official shall be extended to the date of such election.” This means that if the 2023 Town of Andover municipal election moves from May 1, 2023 to November 7, 2023, the terms of each of the foregoing elected officials which would expire long before November 7, 2023 if the Town continues to hold its biennial election in May, will be extended to at very least November 7, 2023, which will be the date of election 2023 in Andover unless the town meeting chooses by a three quarters vote to keep the election in May.

If the Town of Andover does in fact hold its 2023 election on November 7, as it now seems possible, per General Statutes section 9-187a, the terms of each current elected official due to end soon after the May 2023 election, “except for the term of the Town Clerk,” will be extended until “the second Tuesday next following the day of the municipal election,” and so the terms of all those elected to any such positions as incumbents or their replacements on November 7, 2023 will begin on November 21, 2023, pursuant to Connecticut General Statutes section 9-187 with the notable exceptions of the Town Clerk, and per General Statutes section 10-46(d), the Andover representatives to the Region 8 Board of Education.

As to anyone elected to or leaving any one of the seven “four year overlapping” units after the hypothetical November 7, 2023 election, the “turnaround date” of going from and coming into such elective public office will remain as November 21, 2023, but may be altered by ordinance enacted by the town meeting or charter revision, some time prior to that November 7, 2023 election, per General Statutes section 9-164b and/or 7-187a.

As noted above, the office of the Town Clerk is treated specially by the law regarding the term of office if the Town changes to a November 7, 2023 election. Per section 9-187a of the General Statutes “the term of the town clerk shall be two years, (actually, four years because Section 203B of the Town Charter legally calls for a four-year term for the Town Clerk of Andover per General Statutes section 9-189) from the first Monday of January next succeeding his [or in our case and many others, “her”] election.” See also, Public Act 21-02, section 121).

As to the Town’s positions on the Region Eight Board of Education, per Connecticut General Statutes section 10-46(d), if any representative is elected in November, the “turnaround day” of departure from the position or entry to it shall be December 1, 2023. Section 10-46(d) provides that “All members of a regional board of education, except those members regularly elected in the month of May, shall take office on the first day of the month following their election.”

Please let me know if you need any more from me on this at this time. If and when it becomes certain that that the 2023 election will be in November, I hope to work with you to clarify/improve the new election process.

/s/Dennis O’Brien

To Town Administrator, Eric Anderson and the Andover Board of Selectmen,

We, the board of directors of Hop River Homes (HRH), are requesting to meet with you to address the ball field lease agreement and the HRH Tax Abatement. We would like to avoid the delays and confusion that happened this past year regarding these two separate issues so would prefer to meet to discuss the concerns each of our boards have.

The HRH board feels the two concerns are not linked to each other and would like to come to agreements for each separately. Our concerns for each are stated below.

HRH Tax Abatement – Historically the tax abatement has been granted in 5 year increments since the inception of HRH. This tax abatement does benefit HRH's budget and these units help full fill the state requirement for low cost housing in Andover.

Ball Field – Our board is responsible for ensuring the safety of the HRH residents which is why we limit the use of the field to certain age groups and time of usage. The USDA has to approve any lease agreement that HRH makes.

We are available to meet the following dates and would appreciate it if your board could send your concerns regarding these two issues prior to the date of the meeting.

Available dates for a meeting are Sept 13th- 28th and Oct 24th – Nov 4th.

Regards,

Hop River Homes Board of Directors

Veterans Memorial Field stuff

As we all know by now, FC north has moved to Coventry's fields.

Currently our costs for yearly maintenance of the fields are approx. \$20K My thought is that we need to either make sure it is utilized, or quit maintaining it. Ideally we should be getting other groups to use the field since it is such a good field. I suspect that in the longer term, there are multiple groups that would use the field, depending on how it was configured.

Here are our current Costs:

Hebron parks and rec maintenance mowing, fertilization, weed control seeding and top dressing 14,840 per year

Cost to hire L and C park consultants \$2300

Field Lighting ~\$480 per year

Electrical usage ~\$ 1110 last year assume ~1400 next year given rate increases

Assume an average of \$1000 in sprinkler maintenance annually

Total ~\$20,000 Annually

I asked for what it would cost for Hebron Parks and Rec to line the field since we have no one to line it now. This is what we got from Craig. I asked for the various sports because I know they are having difficulty with overuse of Hebron's fields. We may want to consider different markings dependent on where the greatest need is.

I discussed painting with the adult soccer League. They have agreed to line the field in exchange for being allowed to play on it.

Field Paint

Soccer	First Application	Weekly Application
11v11	\$197.60	\$82.50
9v9	\$123.75	\$65.50

7v7	\$123.75	\$65.50
4v4	\$65.50	\$30.00

Football	First Application	Weekly Application
Game Field	\$645.00	\$231.25
Practice Field	\$190.00	\$41.75
Flag Football	\$190.00	\$41.75

Lacrosse	First Application	Weekly Application
Unified HS Field	\$263.75	\$115.25
Unified Small-Sided Field	\$198.75	\$49.50

Assuming a 10 week season in the spring and fall it would be about \$2000 per soccer field type, I think we usually have 2-3 fields striped one full size and 2 smaller fields.

We should discuss this at our next meeting.

Rick K has a CDL class A with an F and M endorsement

Ellie S Has an F endorsement

Susan C has neither

IMPORTANT: It is imperative that you appear as soon as you receive your approval letter. All approval letters will expire 90 days after issuance date. If you do not appear and pay for your endorsement prior to the 90-day expiration date you will be required to go through the entire background check again.

After presenting the above documents at a branch office you will be issued a temporary paper card with the new endorsement on it. This document should be kept with your current license until your new license arrives in the mail. For more information on this, please see [Central Issuance](#).

Types of Connecticut Public Passenger Endorsements

“S” Endorsement: Required to operate a school bus, or any vehicle that requires a “V”, “A” or “F” endorsement. In addition to the “S” endorsement a commercial driver license with a “P” endorsement is also required. Please see CDL Testing Requirements for more information on how to obtain a CDL.

“V” Endorsement: Required to operate a student transportation vehicle transporting students to and from school, including transporting special education students, or any vehicles that requires an “A” or “F” endorsement. A certificate of safety training (R-360) is also required prior to the issuance of the “V” endorsement. A certificate may be obtained through school bus company.

“A” Endorsement: Required to operate a student transportation vehicle used in connection with school-sponsored events and activities or other vehicle that requires an “F” endorsement. Cannot be used to transport students from home to school.

“F” Endorsement: Required to operate a taxi, livery vehicle, service bus, motor bus or motor coach (In addition to the “F” endorsement a CDL with a "P"

endorsement is required on vehicles designed to transport sixteen or more passengers, including the driver.

See Connecticut General Statutes 14-44 for more information.

Types of vehicle use that require a public passenger endorsement

Activity vehicle: A student transportation vehicle that is used to transport students in connection with school sponsored events and activities, but is not used to transport students to and from school.

Talked to DMV

Talked to licensing division

Talked to DMV commercial review Unit

DMV Commercial Licensing Review Unit Phone # 860 263 5489

To be able to drive Students in the van or 12 Passenger Bus requires a V:

A V endorsement is an upgrade so you need to Reapply from Scratch- But it is supposedly Quicker than if you do not have an F endorsement already

1. resubmit all forms
2. Need Current Physical (less than 90 days Old) Must be uploaded in Medical Portal
3. Current set of fingerprint (within 90 days)
4. Need DCF form filled out and submitted
5. Need R-360 form (training) since you are upgrading it needs to be the 10 hour initial training certificate

To be able to Drive the 20 Pax Bus, You need everything for the V endorsement PLUS

6. a P endorsement on a Class A or B CDL
7. This includes a Road test in the vehicle you will be driving
8. as well as the written test.

So an ideal Driver for us has a CDL class A or B with a P (Passenger endorsement) as well as a V. Alternatively a S endorsement will work. The DMV person though if you had a V you automatically had a F endorsement.

**Town of Andover Board
of Selectmen Regular
Meeting**
Monday, July 11th, 2022 at 7:00 P.M.
Location: virtual Zoom meeting

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance-

Adrian Mandeville called the meeting to order at 7:00 P.M. The Pledge of Allegiance was recited.

Members: Vice Selectman Adrian Mandeville, Paula King, Jeff Murray, Scott Person.

Members absent: First Selectman Jeff Maguire

Town Administrator: Eric Anderson, Board Clerk: Marina Pandolfi

Assistant Finance Officer: Marina Pandolfi

Town Clerk: Carol Lee

Charter Revision Commission: Karen Madore, George Knox, Don Denley

Senior Services Coordinator: Cathy Palazzi

Town Attorney: Dennis O'Brien

Board of Finance: Diane Choquette, Joanne Hebert

Planning & Zoning Commission: Anne Cremè

Andover Board of Education: Superintendent Valerie Bruneau

CERT: Amber Armitage

Public Present: Mike Palazzi

2. Public Speak

Joanne Hebert – none

Mike & Cathy Palazzi – thanked Jay and the Public Works crew for planting the tree at the Andover Historical Society.

Also thanked Scott Person and Cathy Desrosiers for caring for the tree.

Amber Armitage – none

Anne Cremè – none

Diane Choquette – none

Marina Pandolfi - none

3. Additions/Deletions to the Agenda

Adrian Mandeville MOTIONED to add agenda items 9L – Generator for Andover Elementary School, 16B – Executive Session to discuss the Collective Bargaining Unit, and 16C – Contract Renewal. Paula King SECONDED. MOTION CARRIED 3:0:0

5. Appointments – none

6. Resignations – none

7. Town Administrator's Report

Eric Anderson updated the Board with Town operations including exterior building painting, Transfer Station permit issuing, Town Engineer interviews, PermitLink online permit program for the Building Department, status of the 2020-2021 Audit, server location for the current and previous Financial Software – will get options together before the August Board of Selectmen meeting.

Additional discussion on debris management and the process for FEMA claims – Eric will send the Board additional documentation. There is drainage work, chipsealing, shimming being done as well as tree work being completed by Eversource on Gilead Road. The Bunker Hill Road bridge and the Long Hill Road bridge projects will be fully funded by the Federal Local Bridge Program. The Town has received the final invoice for the Times Farm Bridge project.

Adrian Mandeville gave an updated on the Community Center.

STEAP Grant – Eric Anderson is working on the application, Planning & Zoning needs to finalize their portion hopefully by July 18th, 2022. There were some asbestos and lead found – will need estimates to remedy. The survey has been completed – demolition estimates have been received. Zoning Board of Appeals will complete the Variance by July 20th, 2022.

Adrian Mandeville MOTIONED to make a variance to the Town's Purchasing Policy for contracting of engineering services for the Center Street Project – STEAP Grant. Paula King SECONDED. MOTION CARRIED 3:0:0

The Andover Board of Education will submit a 2nd STEAP Grant application for the difference from the Town's application up to the \$500,000 cap. Eric Anderson will forward the information from Superintendent Valerie Bruneau to the Board.

Connectivity Grant project – change in contractor for the timber rail fence. Town wide alarm monitoring has been fully addressed at the Town Garage. A new water bottle filler/water fountain is being installed at Town Hall on July 12th, 2022. The CART Program has new bins at the Transfer Stations – new location for tires at Transfer Station as well.

Discussion with Carol Lee about Transfer Station stickers, Town Clerk’s Office will be open late on Wednesday, July 13th, 2022 to issue stickers. Paula King will update Town website and send communications out. Additional discussion on issuing process.

Superintendent Valerie Bruneau additionally discussed the Board of Education’s STEAP Grant application for ADA access to the playground – and the Financial Software server location.

9. New Business

L. Generator for Andover Elementary School

Discussion on request from the Board of Education to the Town to pay for the maintenance of the generator – Elementary School is the emergency shelter for the Town.

J. COOL Rent Checks

Checks that the Town received for the 2021-2022 Fiscal Year can be given back to the Board of Education. All checks going forward will go to the Board of Education. Will add this topic to the next Board of Finance meeting agenda.

4. Board and Commission Presentations

a. Conference of Board of Selectmen and Charter Revision Commission and possible action by the Commission to finalize their Report, and by the Selectmen to approve the Final Report

Attorney Dennis O’Brien gave an update and presentation on the Charter Revision Commissions proposed changes on the Draft Report.

The Charter Revision Commission members that were present were all in favor of approving the changes to the sections recommended by the Board of Selectmen. Unanimous vote to accept sections 701c, 701 – General, and 702 with revisions made by the Board of Selectmen.

Discussion regarding Section 803 – Annual Town Budget Meeting and Referendum changes as proposed by the Board of Selectmen. Carol Lee called for a vote on this proposed change – 4 opposed votes.

Adrian Mandeville MOTIONED to accept the recommendations of the Charter Revision Commission to move forward with the approved sections to a ballot referendum. Scott Person SECONDED. MOTION CARRIED 4:0:0

Adrian Mandeville MOTIONED to explore with the Town Clerk and Registrar of Voters if an advisory question can be put on the ballot regarding eliminating the Town Budget Meeting. Paula King SECONDED. MOTION CARRIED 4:0:0

The Board of Selectmen thanked the Charter Revision Commission for their hard work.

Additional discussion with Attorney Dennis O’Brien.

Adrian Mandeville MOTIONED to approve Alternative B Charter Revision Commission ballot questions, that an explanatory statement is put out with the mailing. Paula King SECONDED.

Adrian Mandeville AMENDED his motion to put together explanation statements to be included in the mailing and posted at the appropriate locations on Election Day. Paula King SECONDED. MOTION CARRIED 4:0:0

8. Old Business

Discuss and act upon the following

- a. Finance Department Transition – previously discussed
- b. Community Center RFP for Design Build – previously discussed
- c. 15 Center Street STEAP Grant – previously discussed

- d. Car Charging Station at Town Hall – grant has been submitted to Eversource
- e. Town Personnel Policy – no action taken
 - i. Part time employee status (health care and MERF)
 - ii. Return to work after injury
 - iii. Longevity payments
 - iv. Senior Transportation Drivers
- f. Senior Transportation Vehicle Parking – vehicles have not been moved yet
- g. Employee Educational funding for job skills – working with Union
- h. Purchase of a portable PA system – Jeff Murray will find system

9. New Business

Discuss and act upon the following

- a. Purchasing Policy waiver – Adrian Mandeville MOTIONED to make a waiver for the car charger installation. Paula King SECONDED. MOTION CARRIED 4:0:0
- b. Approval of the proposed amendments of the Charter to be placed on the November 8, 2022 gubernatorial election ballot in the form of questions for the electors of the Town to approve or not – previously discussed
- c. Long Hill Road bridge replacement – previously discussed
- d. Audit Status – previously discussed
- e. 2021-22 Financial Status – previously discussed
- f. Status of RFQ for Town Consulting Engineer – previously discussed
- g. Status of bottle filling station in Town Hall – previously discussed
- h. Emergency department panic buttons in Town Hall – discussed on installation in Town Hall and estimates. Safety Committee to come up with emergency plan for Town Hall employees.
- k. Status of open board positions
 - i. Town Treasurer – 2 applicants, need to form interview committee
 - ii. Administrative Assistant – many applicants, will narrow down to 10
 - iii. Board Clerk – no applicants yet

Also looking for a RHAM Board of Education member.

10. Approval of Meeting Minutes

- a. Monday, June 13th, 2022 Regular Meeting Minutes – Adrian Mandeville MOTIONED to approve the Monday, June 13th 2022 Regular Meeting Minutes. MOTION CARRIED 4:0:0
- b. Monday, June 27th, 2022 Public Hearing Meeting Minutes – Adrian Mandeville MOTIONED to approve the Monday, June 27th, 2022 Public Hearing Meeting Minutes. MOTION CARRIED 3:0:1 with Paula King abstaining.

11. Finance Department Reports

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

No discussion.

12. Budget

- a. Appropriation Transfers
- b. Over Expenditure Report

Discussion on approved budget transfers by the Board of Finance for the 2021-202 Fiscal Year.

13. Tax Collector's Report

- a. Refunds Requests – Adrian Mandeville MOTIONED to approve the refund to Nissan for \$1084.14 in Section 12-129 and the refund to Valerie Taft for \$102.42 in Section 12-129. Paula King SECONDED. MOTION CARRIED 4:0:0

14. Department Reports – provided in packet

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

15. Correspondence – none

16. Public Speak

Superintendent Valerie Bruneau – none
Joanne Hebert – none
Amber Armitage – none
Diane Choquette – none

b. Executive Session – Collective Bargaining Unit - Adrian Mandeville MOTIONED to enter Executive Session at 9:30pm.
Returned from Executive Session at 9:52pm

c. Contract Renewal – Adrian Mandeville MOTIONED Eric Anderson to sign the MEUI union contract and begin negotiations with the AFSCME union. Paula King SECONDED. MOTION CARRIED 4:0:0

17. Adjournment

Adrian Mandeville MOTIONED to adjourn the meeting at 9:53. Paula King SECONDED. MOTION CARRIED 4:0:0

* The following boards/commission Zoom Video Recordings are posted to the NEW Town of Andover, CT YouTube Channel: Board of Selectmen, Board of Finance, Board of Assessment Appeals, Inland Wetlands and Watercourses Commission, Planning and Zoning Commission, Zoning Board of Appeals. Like our www.facebook.com/townofandoverct page for community updates! Helpfully submitted by the Board Clerk Marina Pandolfi. Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.

**ANDOVER CHARTER REVISION
FINAL REPORT
APPROVED BY THE BOARD OF SELECTMEN ON JULY 11, 2022**

In full satisfaction of the requirements of State law governing Charter Revision, namely, the Connecticut Home Rule Act, General Statutes section 7-187, et seq., including but not limited to public hearings, meetings, resolutions and votes of the **Charter Revision Commission (CRC)** and **Board of Selectmen (BOS)**, at a duly noticed and scheduled meeting held on July 11, 2022, after conferring with the CRC on their differences followed by a CRC vote for their Final Report, a majority of the entire membership of the Board of Selectmen voted to recommend to the Electors of the Town that the following Town Charter Revisions be put to a vote by the Electors of the Town during the State election to be held on November 8, 2022.

Note that words not underlined or stricken below appear in the Charter as currently written and are provided in certain places as context for the proposed revisions. Wording underlined in blue is proposed by the BOS to be added to the Charter as revisions. Wording or any referenced section that is ~~stricken in red~~ are proposed by the BOS to be ~~deleted from the Charter~~.

1. **Section 803. The Annual Town Budget Meeting and Referendum**

- A. The Annual Town Budget Meeting shall be held on one of the first ten business days of May. The proposed budget shall be the only substantive matter presented to this Annual Town Budget Meeting for adoption pursuant to the provisions of this section. It is the intent of this Charter that the provisions of the General Statutes governing town meetings as contained in Section 7-7 shall not apply to the adoption of this budget.
- B. If a quorum as defined in Section 302 of this Charter is present, then the meeting may proceed to adopt or reject the budget. Prior to taking a vote to adopt or reject the budget, the Town Meeting may make amendments to the proposed budget, provided, however, that the Town Meeting shall only have the power to reduce or modify, but not increase the budget or any portion thereof. The Town Meeting may not alter any specific items contained in the budget proposed by the local Board of Education. If the budget is rejected, the Board of Finance shall review the rejected budget and present the same or a revised budget to a subsequent Town Meeting held on the same day of the next following week. If the budget is approved, it shall be put to a referendum on the second following Tuesday. Voting by absentee ballot at the referendum is allowed.
- C. If a quorum is not present, the meeting shall be recessed to the same day of the following week. If a quorum is not present at the second Town Meeting on the budget, the budget shall automatically be put to a referendum on the first Tuesday following the next Monday. If a majority of those voting at the referendum shall vote "yes," then the budget shall stand approved. If a majority of those voting at the referendum shall vote "no," then the proposed budget is defeated, and it shall be bifurcated as set forth below in Section 803D, and returned to the Board of Finance which shall review the rejected budget and shall present the same or a revised budget to a Town Meeting to be held on the next succeeding Tuesday.

D. If a quorum is present at the Succeeding Town Meeting on the rejected budget, the Town Meeting may proceed. If a quorum is not present, the budget shall be put to a referendum on the Tuesday following the next Monday. This same adoption cycle shall be followed if ~~the any~~ budget is rejected at Town Meeting or referendum until a budget is finally adopted. If the budget is defeated at a first referendum or for a second time at town meeting, the budget will be bifurcated into separate votes on the Town Budget and on the local Board of Education Budget individually, and the process shall begin again with the Board of Finance as set forth in Section 803C, above, and continue until each bifurcated budget is passed. The Board of Finance shall review any rejected budget and present, for review and discussion only, the same or revised budget(s) to a subsequent Town Meeting held exactly one week after the day of the referendum at which the budget was rejected, and the next referendum will be held exactly two weeks later. If only one of the two bifurcated budgets is passed at referendum, it is final and may be implemented for the new Fiscal Year, but this process must continue for any failed budget until it is passed.

2. (The following shall be inserted into the Charter as a new **Subsection 803G.**)

Should any budget fail to gain final approval prior to the beginning of the new Fiscal Year, the Town must implement a substitute for any such failed budget at the beginning of the Fiscal Year pursuant to General Statutes sections 7-405 and 12-123 and the court cases decided thereunder, and in the case of the Board of Education budget, in compliance with the Minimum Budget Requirement (MBR) of State law. If the Board of Selectmen is legally required to set a mill rate, it may do so only after considering the timely advice of the Board of Finance.

3. **Section 701C Qualifications; Compensation.**

The Town Administrator shall be chosen by the Board of Selectmen exclusively on the basis of executive, technical and administrative qualifications, character, educational background, training/certification and professionally related experience. ~~Educational training must include a minimum of a baccalaureate degree.~~ A Bachelor's Degree is required, or an equivalent combination of education, training and experience. The Town Administrator shall devote full working time to the duties of the office.

4. **Section 701. General.** (Paragraph one of its two paragraphs only. Paragraph 2 shall remain).

~~With the exception of 702(O), Town Clerk, which is an elected position, the Board of Selectmen shall appoint, and as necessary remove the Administrative Officers provided for in Section 702 by the methods and manners contained in each subsection. Appointments shall be made through competitive examination. In this Competitive Examination process a screening/interview committee made up of incumbents from other towns of the office to be appointed shall be assigned to determine qualified candidates. The competitive exam process may be modified as necessary by a majority vote of the Board of Selectmen after holding a public hearing and modifications shall be recorded with the Office of the Town Clerk.~~

In the best interests of the people and Town of Andover, by vote of at least three selectmen, the Board of Selectmen may employ, appoint or contract with qualified persons or entities to perform the duties of the following requisite administrative positions, offices or departments in a manner that is consistent with the powers and duties conferred and imposed upon them by the General Statutes and the ordinances of the Town, and also by a minimum of three votes remove any such person or entity from any such position, office or department, subject to any applicable provision of the Town of Andover Personnel Policies or any collective bargaining agreement or other contract:

Town Assessor, Building Official, Municipal Agent for the Aging, Director of Health, Animal Control Officer, Tree Warden, Sanitarian/Wetlands Enforcement Officer, Zoning Enforcement Officer, Treasurer, Town Attorney, Town Engineer, Public Works Supervisor and Tax Collector.

5. ~~(Section 702 of the Charter shall be deleted in its entirety,~~ and fully replaced simply as follows):

Section 702. Police Service

Local police service is authorized. The Town may utilize the services of the resident state trooper program.

Respectfully submitted this _____ day of _____, 2022.

Carol H. Lee,
Town Clerk
Town of ANDOVER

TOWN OF ANDOVER CHARTER REVISION COMMISSION
BALLOT QUESTIONS FOR November 8, 2022 Charter Revision Referendum Vote
Duly APPROVED by the TOWN OF ANDOVER BOARD OF SELECTMEN on July 11, 2022

1. Shall the Town Charter be revised to provide that if the budget is defeated at a first referendum, it shall be bifurcated into two separate simultaneous votes on the Town Budget and on the local Board of Education budget, and the approval process shall begin again with the Board of Finance and continue until each bifurcated budget is finally approved, while either bifurcated budget may be separately implemented once it is enacted?
2. Shall the Town Charter be revised to add a provision requiring that if any budget fails to gain final approval of the voters before the start of the applicable new fiscal year, the Town shall timely implement a temporary substitute for any such budget in the manner required by State law, and if the Board of Selectmen is thereby required to set any mill rate, it may do so only after considering the timely advice of the Board of Finance?
3. Shall the Town Charter be revised to delete the absolute requirement that a person must possess a “baccalaureate degree” to be chosen for the position of Town Administrator, and replace it with the requirement of a “bachelor’s degree or an equivalent combination of education, training and experience?”
4. Subject to the limitations of Federal, State and local law including Town Personnel Policies and collective bargaining and special contractual agreements, shall the Town Charter be amended to increase Board of Selectmen authority and discretion to appoint, contract with or dismiss persons or entities applying to perform or performing administrative functions of the Town, with the exception of “police service, such as the resident state trooper program,” which will be authorized in its own special section of the Charter?

**Town of Andover Board
of Selectmen Special
Meeting**
Monday, July 25th, 2022 at 7:00 P.M.
Location: virtual Zoom meeting

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance-
Jeff Maguire called the meeting to order at 7:05 P.M. The Pledge of Allegiance was recited.

Members present: First Selectman Jeff Maguire, Vice Selectman Adrian Mandeville, Paula King, Jeff Murray, Scott Person.

Members absent: None

Town Administrator: Eric Anderson,

Town Clerk: Carol Lee

Town Attorney: Dennis O'Brien

2. Public Speak
None

3. Old business

Scott Person MOTIONED and Paula King SECONDED to amend the language for the [Charter Revision](#) ballot question 1 [previously approved at the Regular Monthly meeting of the Board of Selectmen on July 11, 2022](#) as read:

Shall the Town Charter be revised to provide that if the budget is defeated at a first referendum, or for a second time at Town Meeting, it shall be bifurcated into two separate simultaneous votes on the Town Budget and on the local Board of Education budget, and the approval process shall begin again with the Board of Finance and continue until each bifurcated budget is finally approved, while either bifurcated budget may be separately implemented once it is enacted?

Motion Caried 5:0:0

4. Public Speak- None

5. Adrian Mandeville Motioned to go into executive session at 7:11 pm to discuss union collective bargaining and invited town Administrator Eric Anderson and Town Clerk Carol Lee to Participate Seconded By Paula King

Motion Caried 5:0:0

Exited Executive session at 7:48 pm

6. Adjournment

Adrian Mandeville Motioned to Adjourn at 7:50 pm, Seconded by Scott Person

Motion Caried 5:0:0

* The following boards/commission Zoom Video Recordings are posted to the NEW Town of Andover, CT YouTube Channel: Board of Selectmen, Board of Finance, Board of Assessment Appeals, Inland Wetlands and Watercourses Commission, Planning and Zoning Commission, Zoning Board of Appeals. Like our www.facebook.com/townofandoverct page for community updates! Helpfully submitted by Eric Anderson. Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.

**Town of Andover Board
of Selectmen Regular
Meeting**
Monday, August 8th, 2022 at 7:00 P.M.
Location: virtual Zoom meeting

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance-

Jeff Maguire called the meeting to order at 7:00 P.M. The Pledge of Allegiance was recited.

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

Town Administrator: Eric Anderson

Board of Finance: Diane Choquette

Planning & Zoning Commission: Anne Cremè

Andover Board of Education: Superintendent Valerie Bruneau

Municipal Veteran's Services – Susan Camoroda

Public Present: Michael Sinkewicz

2. Public Speak

Michael Sinkewicz- none

Susan Camoroda – none

Anne Cremè – none

Superintendent Valerie Bruneau - none

3. Additions/Deletions to the Agenda

Jeff Maguire MOTIONED to remove agenda item 4a. 175th Anniversary Presentation and add agenda item 8c ii. AES STEAP Grant. Paula King SECONDED. MOTION CARRIED 4:0:0

4. Board and Commission Presentations

removed

5. Appointments – none

6. Resignations – none

7. Town Administrator's Report

Eric Anderson updated the Board with Town operations including exterior building painting, gutter cleaning, a small leak in the furnace room, and an air conditioning leak into the bathroom. Finance Office – Assistant Finance Officer has resigned full-time, will stay on part-time until position is filled, Eric also provided audit draft report – there are correcting journal entries to be made. Grants – gave update on Connectivity Grant status, STEAP Grant submission is due in 7 days, working on a final quote from a building company, also waiting on 2nd half of ARPA funding. Building and Land Use offices are both running well. Town Engineering firm chosen – Nathan Jacobson. Public Works – working on roadside mowing, next project is chip sealing, tree work is being completed on Gilead Road in conjunction with Eversource. Discussion with Board members on FEMA claims, storm clean up, debris management, and the RFP for the Community Center.

8. Old Business

a. Finance Department Employment

Temporary contract signed with Marina Pandolfi until replacement for Assistant Finance Officer. Upcoming interviews for the open Treasurer position.

b. Community Center RFP for Design Build – previously discussed in Town Administrator's Report

c. 15 Center Street STEAP Grant

i) Discussion on STEAP Grant – Town has to cover 20% of \$350,000 = \$70,000

Jeff Maguire MOTIONED to authorize the Town Clerk to submit a resolution for the STEAP Grant. Adrian Mandeville SECONDED. MOTION CARRIED 4:0:0

ii) Board of Education STEAP Grant Application

Discussion with Superintendent Valerie Bruneau on application for ADA accessibility for lower playground.

Adrian Mandeville MOTIONED that the Board accepts Motion 4 as presented on Page 27 of the packet.

Paula King SECONDED.

Adrian Mandeville AMDENDED his motion for the total for the Board of Education project be changed from \$220,000 to \$225,000. Paula King SECONDED.

MOTION CARRIED 4:0:0

- d. Car Charging Station at Town Hall
 - Purchase Order sent to Lenco Electric for install work. Purchase Order also sent to company for the charger parts.
 - Waiting on additional information from the IT Department so chargers can be pre-programmed before install.
- e. Employee Educational Funding for Job Skills
 - No current action – will discuss with Union for contract negotiation
- f. Purchase of a Portable PA System
 - Jeff Murray found system – will purchase from Costco
- g. Emergency Department Panic Buttons at Town Hall
 - Eric Anderson will set up meeting with Resident Trooper and Town Hall staff to discuss safety protocols.

9. New Business

- a. Long Hill Bridge Replacement
 - Eric Anderson had a meeting with DOT and Close, Jensen and Miller, also had a meeting at the bridge itself
- b. Audit Status
 - Auditor completed additional work resulting in additional bill to the Town. Will see if last payment can be made contingent on a signed contract for the 2021-2022 Fiscal Year audit. Going forward all bank reconciliations will be in the Board of Finance monthly meeting packet.
- c. 2021-2022 Financial Status
 - Received Resident State Trooper bill, less than budgeted for. Will discuss with Board of Finance on final audit payment as well as creating a permanent Contingency Fund.
- d. COOL Program Contract with Town
 - Town's attorney drafted contract because the program is on the Town's insurance – will run contract by CIRMA. Have a contract that is signed yearly.
- e. Discussion of Rivereast Article "Coup Attempt" – Board discussion
- f. Town Assistance in Remediating a Hoarding Situation
 - Orders have been issued that the house is uninhabitable. Eric Anderson received quotes from contractors for indoor & outdoor clean up. Town will need to check on lien process, work with the Town attorney and look into trying to help the homeowner the best they can.
- g. Set a Date for a Town Meeting to elect a RHAM Representative
 - Anything after August 29th, 2022 gives the Town Clerk time to do notices.
 - Paula King MOTIONED to set a meeting date for Thursday, September 8th, 2022 at 7pm in the Community Room at Town Hall. Jeff Maguire SECONDED. MOTION CARRIED 3:0:1 with Adrian Mandeville abstaining.
- h. Status of RFQ for Town Consulting Engineer
 - Eric Anderson discussed his meeting with the Engineer, what the Town's objectives are as well as what needs to be in the new contract.
 - Adrian Mandeville MOTIONED that Eric Anderson be allowed to engage Town Engineering services up to \$75,000 on all non-federally funded projects, once the project is initially approved by the Board of Selectmen.
 - Paula King SECONDED. MOTION CARRIED 5:0:0
- i. Surge Suppressors for Veteran's Memorial Field irrigation system – no further updates
- j. Moving the Shed for the Community Garden
 - Discussion on shed moving – Public Works could do it, but would rather not. Abbie Winter has a volunteer that could move the shed. Will try to find an alternative just in case.
- k. Hop River Homes letter to BOS
 - Eric Anderson will ask Hop River Homes to attend the next Board of Selectmen meeting on Monday, September 12th, 2022 at 7pm.
- l. Status of Open Board Positions
 - i. Town Treasurer – previously discussed
 - ii. Board Clerk – Amy Knox will take on Land Use Boards, Marina Pandolfi will continue doing the Board of Selectmen and Board of Finance meeting minutes.

10. Approval of Meeting Minutes

- a. Monday, July 11th, 2022 Regular Meeting Minutes
- b. Monday, July 25th, 2022 Special Meeting Minutes

No action taken.

11. Finance Department Reports

No reports provided in packet as they are currently inaccurate. Waiting to post remaining budget transfers and reimbursement checks from Andover Elementary School for Grant reimbursement.

12. Budget
 - a. Appropriation Transfers
 - b. Over Expenditure Report

None.

13. Tax Collector's Report
 - a. Refunds Requests – none

14. Department Reports – provided in packet, reviewed and discussed by Board members

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

15. Correspondence – none

16. Public Speak

Michael Sinkewicz- none
Susan Camoroda – none
Anne Cremè – none
Superintendent Valerie Bruneau – none
Diane Choquette - none

17. Executive Session to discuss Union bargaining

Adrian Mandeville MOTIONED to enter Executive Session at 9pm. Paula King SECONDED. MOTION CARRIED 5:0:0

18. Adjournment

Adrian Mandeville Motioned to Adjourn at 9:05, Paula King SECONDED. MOTION CARRIED 5:0:0

* The following boards/commission Zoom Video Recordings are posted to the NEW Town of Andover, CT YouTube Channel: Board of Selectmen, Board of Finance, Board of Assessment Appeals, Inland Wetlands and Watercourses Commission, Planning and Zoning Commission, Zoning Board of Appeals. Like our www.facebook.com/townofandoverct page for community updates! Helpfully submitted by the Board Clerk Marina Pandolfi. Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.

2020-2021 REVENUE

MONTH	CURRENT YEAR TAX	PRIOR YEAR TAX	INTEREST	FEES	TOTAL
Jul-20	\$ 2,687,794.62	\$ 30,308.36	\$ 6,644.02	\$ 255.00	\$ 2,725,002.00
Aug-20	\$ 548,096.80	\$ 35,079.57	\$ 9,261.73	\$ 833.46	\$ 593,271.56
Sep-20	\$ 178,943.59	\$ 12,503.83	\$ 2,110.56	\$ 762.00	\$ 194,319.98
Oct-20	\$ 1,531,900.74	\$ 15,580.50	\$ 4,796.56	\$ 717.90	\$ 1,552,995.70
Nov-20	\$ 277,859.46	\$ 2,616.49	\$ 2,897.34	\$ 485.00	\$ 283,858.29
Dec-20	\$ 142,705.92	\$ 10,215.69	\$ 3,096.85	\$ 233.00	\$ 156,251.46
Jan-21	\$ 1,703,199.73	\$ 12,896.21	\$ 3,028.51	\$ 297.00	\$ 1,719,421.45
Feb-21	\$ 295,618.38	\$ 8,907.13	\$ 5,588.74	\$ 205.01	\$ 310,319.26
Mar-21	\$ 196,991.16	\$ 13,547.50	\$ 5,928.00	\$ 358.00	\$ 216,824.66
Apr-21	\$ 1,518,598.22	\$ 6,283.80	\$ 4,572.70	\$ 399.00	\$ 1,529,853.72
May-21	\$ 218,483.41	\$ 8,747.65	\$ 8,479.49	\$ 441.72	\$ 236,152.27
Jun-21	\$ 78,085.19	\$ 2,090.12	\$ 5,249.55	\$ 272.00	\$ 85,696.86
TOTAL	\$ 9,378,277.22	\$ 158,776.85	\$ 61,654.05	\$ 5,259.09	\$ 9,603,967.21

2021-2022 REVENUE

MONTH	CURRENT YEAR TAX	PRIOR YEAR TAX	INTEREST	FEES	TOTAL
Jul-21	\$ 2,844,979.23	\$ 28,204.83	\$ 4,157.44	\$ 393.00	\$ 2,877,734.50
Aug-21	\$ 559,409.32	\$ 37,500.21	\$ 8,552.66	\$ 837.94	\$ 606,300.13
Sep-21	\$ 162,794.13	\$ 11,255.85	\$ 4,281.86	\$ 729.38	\$ 179,061.22
Oct-21	\$ 1,514,826.74	\$ 16,347.37	\$ 4,651.75	\$ 620.96	\$ 1,536,446.82
Nov-21	\$ 312,213.00	\$ 9,033.88	\$ 1,766.68	\$ 79.00	\$ 323,092.56
Dec-21	\$ 467,563.05	\$ 14,296.48	\$ 7,529.17	\$ 442.93	\$ 489,831.63
Jan-22	\$ 1,552,211.69	\$ 11,093.96	\$ 6,995.91	\$ 286.00	\$ 1,570,587.56
Feb-22	\$ 230,792.02	\$ 6,437.70	\$ 4,196.08	\$ 449.61	\$ 241,875.41
Mar-22	\$ 133,100.44	\$ 3,006.25	\$ 4,056.24	\$ 549.00	\$ 140,711.93
Apr-22	\$ 1,544,953.05	\$ 2,451.89	\$ 4,380.77	\$ 190.00	\$ 1,551,975.71
May-22	\$ 319,797.79	\$ 1,595.71	\$ 6,789.36	\$ 202.61	\$ 328,385.47
Jun-22	\$ 52,843.97	\$ 13,874.31	\$ 9,649.95	\$ 404.14	\$ 76,772.37
TOTAL	\$ 9,695,484.43	\$ 155,098.44	\$ 67,007.87	\$ 5,184.57	\$ 9,922,775.31

2022-2023 REVENUE

MONTH	CURRENT YEAR TAX	PRIOR YEAR TAX	INTEREST	FEES	TOTAL
Jul-22	\$ 2,825,123.34	\$ 23,855.86	\$ 4,127.11	\$ 322.00	\$ 2,853,428.31
Aug-22	\$ 640,888.40	\$ 23,691.36	\$ 8,051.46	\$ 547.00	\$ 673,178.22
Sep-22	\$			\$	\$ -
Oct-22	\$			\$	\$ -
Nov-22	\$			\$	\$ -
Dec-22	\$			\$	\$ -
Jan-23	\$			\$	\$ -
Feb-23	\$			\$	\$ -
Mar-23	\$			\$	\$ -
Apr-23	\$			\$	\$ -
May-23	\$			\$	\$ -
Jun-23	\$			\$	\$ -
TOTAL	\$ 3,466,011.74	\$ 47,547.22	\$ 12,178.57	\$ 869.00	\$ 3,526,606.53

AUGUST 2022

Deposits

	ONLINE	OFFICE	TOTAL	DIFFERENCE
	\$ 29,999.51		\$ 29,999.51	
	\$ 51,562.03		\$ 51,562.03	
	\$ 25,524.21		\$ 25,524.21	
8/1		\$ 141,264.94	\$ 141,264.94	
8/1	\$ 58,473.02	\$ 122,176.75	\$ 180,649.77	
8/2	\$ 2,709.34	\$ 113,309.52	\$ 116,018.86	
8/3	\$ 12,804.35		\$ 12,804.35	
8/4	\$ 3,503.90		\$ 3,503.90	
8/5	\$ 5,545.96		\$ 5,545.96	
8/6	\$ 2,068.34		\$ 2,068.34	
8/7	\$ 3,910.90		\$ 3,910.90	
7/7	\$ (1,952.62)		\$ (1,952.62)	echeck rejected
8/8	\$ 4,728.44	\$ 35,444.92	\$ 40,173.36	
8/9	\$ 2,365.25		\$ 2,365.25	
8/10	\$ 1,449.04		\$ 1,449.04	
8/11	\$ 437.13	\$ 5,015.21	\$ 5,452.34	
8/12		\$ (4,350.75)	\$ (4,350.75)	bounced check
8/12	\$ 2,624.29		\$ 2,624.29	
8/13	\$ 402.30		\$ 402.30	
8/14	\$ (1,952.62)		\$ (1,952.62)	echeck rejected
8/15	\$ 758.91	\$ 7,789.86	\$ 8,548.77	
8/16	\$ 2,857.34	\$ 390.79	\$ 3,248.13	
8/17	\$ 480.00		\$ 480.00	
8/18		\$ 12,758.13	\$ 12,758.13	
8/19	\$ (378.63)		\$ (378.63)	echeck rejected
8/20		\$ (211.56)	\$ (211.56)	account closed
8/21	\$ 3,950.61		\$ 3,950.61	
8/22	\$ 8.70	\$ 4,164.19	\$ 4,172.89	replacement
8/23	\$ 22.96	\$ 3,514.74	\$ 3,537.70	
8/24	\$ 6,672.89		\$ 6,672.89	
8/25	\$ 1,430.85		\$ 1,430.85	
8/26			\$ -	
8/27	\$ 1,420.72		\$ 1,420.72	
8/28			\$ -	
8/29	\$ 246.41	\$ 5,073.48	\$ 5,319.89	
8/30		\$ 211.26	\$ 211.26	replacement
8/31	\$ 3,879.47			
TOTAL	\$ 225,553.00	\$ 446,551.48	\$ 668,225.01	

673,177.82

COLLECTIONS BY TAX YEAR:

(4,952.81)

	RE	PP	MV	MVS	INTEREST	FEE
2017	\$ 878.46				\$ 566.61	\$ 24.00
2018	\$ 1,207.16			\$ 364.14	\$ 763.27	\$ 29.00
2019	\$ 6,830.00		\$ 541.63	\$ 258.53	\$ 2,473.04	\$ 58.00
2020	\$ 7,152.04	\$ 107.23	\$ 3,150.34	\$ 3,201.83	\$ 2,007.99	\$ 176.00
2021	\$ 278,817.73	\$ 89,510.16	\$ 272,560.51		\$ 2,240.15	\$ 260.00
NSF	\$ (4,952.81)					
TOTAL	\$ 289,932.58	\$ 89,617.39	\$ 276,252.48	\$ 3,824.50	\$ 8,051.06	\$ 547.00

UNCOLLECTED TAXES BY TAX YEAR:

	RE	PP	MV	MVS	TOTAL
2007			\$476.65	\$71.26	\$547.91
2008			\$520.26	\$28.15	\$548.41
2009			\$356.32		\$356.32
2010			\$211.42		\$211.42
2011		\$439.82	\$4,314.46	\$249.48	\$5,003.76
2012		\$ 2,404.78	\$ 3,146.24	\$ 204.03	\$ 5,755.05
2013	\$ 12.13	\$ 2,999.84	\$ 1,486.53	\$ 783.06	\$ 5,281.56
2014	\$ 1,225.76	\$ 4,065.82	\$ 2,103.08	\$ 2,991.24	\$ 10,385.90
2015	\$ 1,225.76	\$ 4,730.01	\$ 9,522.35	\$ 2,286.15	\$ 17,764.27
2016	\$ 3,692.80	\$ 5,563.78	\$ 7,996.26	\$ 2,452.26	\$ 19,705.10
2017	\$ 18,794.99	\$ 6,205.04	\$ 10,787.10	\$ 2,338.24	\$ 38,125.37
2018	\$ 32,857.33	\$ 8,568.30	\$ 10,227.30	\$ 1,736.78	\$ 53,389.71
2019	\$ 43,732.93	\$ 8,793.87	\$ 13,659.29	\$ 4,377.58	\$ 70,563.67
2020	\$ 63,021.11	\$ 11,894.36	\$ 34,094.63	\$ 20,538.46	\$ 129,548.56
2021	\$ 5,970,442.48	\$ 225,877.02	\$ 192,662.83		\$ 6,388,982.33
TOTAL	\$ 6,135,005.29	\$ 281,542.64	\$ 291,564.72	\$ 38,056.69	\$ 6,746,169.34

TOTAL

\$ 1,469.07
\$ 2,363.57
\$ 10,161.20
\$ 15,795.43
\$ 643,388.55

\$ (4,952.81)

\$ 668,225.01

August 2022

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
Building Permit	16	6,252.44	388,863.43	0.00	0.00	0.00	0.00	0.00	0.00	102.44	240.00	5,910.00
Demolition Permit	1	240.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00	225.00
Electrical Permit	8	1,512.82	103,737.16	0.00	0.00	0.00	0.00	0.00	0.00	27.82	120.00	1,365.00
Gas Permit	2	152.08	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	30.00	120.00
Plumbing Permit	2	289.42	16,094.28	0.00	0.00	0.00	0.00	0.00	0.00	4.42	30.00	255.00
Grand Totals	29	8,446.76	531,194.87	0.00	0.00	0.00	0.00	0.00	0.00	136.76	435.00	7,875.00
Grand # Voids	0											

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
Wetlands Permit Applic	2	280.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00	30.00	130.00
ZBA Application	1	215.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	15.00	140.00
Zoning Permit Applicat	7	980.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	420.00	105.00	455.00
Grand Totals	10	1,475.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	150.00	725.00
Grand # Voids	0											

MISCELLANEOUS

receipt	amount	date	address	name	site address	description
273307	\$75.00	8/1/2022	57 Garden Grove Rd manchester	Paving by Custom Const	47 Jurovatoy Rd	DRIVEWAY PERMIT
273306	\$500.00	8/1/2022	57 Garden Grove Rd manchester	Paving by Custom Const	48 Jurovatoy Rd	DRIVEWAY BOND
273313	\$10.00	8/23/2022		Ken Picard		copies
TOTAL	\$585.00					

	amt paid	# permits
TOTAL BUILDING	\$8,446.76	29
TOTAL ZONING	\$1,475.00	10
TOTAL MISC	\$585.00	
FINAL TOTAL FOR AUGUST	\$10,506.76	39

ELECTED OFFICIALS

BOARD OF SELECTMEN

	TERM
Paula King	9-11-2019 to 6-30-2023
Jeffrey Maguire	7-1-2019 to 6-30-2023
Adrian Mandeville	7-1-2019 to 6-30-2023
Jeffrey Murray	7-1-2019 to 6-30-2023
Scott Person	7-1-2019 to 6-30-2023

TOWN CLERK

Carol H. Lee	7-1-2019 to 6-30-2023
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BOARD OF FINANCE

Marc Brinker	7-1-2021 to 6-30-2025
Diane Choquette	7-1-2019 to 6-30-2023
Curtis Dowling	7-1-2019 to 6-30-2023
Robert T. England	7-1-2021 to 6-30-2025
Linda H. Fish	7-1-2019 to 6-30-2023
Louise Goodwin	7-1-2019 to 6-30-2023
Joanne Hebert	7-1-2021 to 6-30-2025

BOARD OF ASSESSMENT APPEALS

Linda L. Armstrong	7-1-2019 to 6-30-2023
Georgette M. Conrad	7-1-2019 to 6-30-2023
Alan Roy	9-7-2019 to 6-30-2023

ANDOVER BOARD OF EDUCATION

Chris Bernard	4-30-2020 to 6-30-2023
Gerard Crème	7-1-2021 to 6-30-2025
Steven D. Fuss	7-1-2019 to 6-30-2023
Caitlin Greenhouse	7-14-2021 to 6-30-2023
Shannon O. Loudon	7-1-2019 to 6-30-2023
Adrian Mandeville	7-1-2021 to 6-30-2025
Celeste Willard	4-12-2021 to 6-30-2025

FIRE COMMISSION

Wallace Barton, Jr.	7-1-2019 to 6-30-2023
Shawn Covell	6-10-2022 to 6-30-2025
Curtis Dowling	7-1-2019 to 6-30-2023
Mark Williams	7-1-2019 to 6-30-2023
Scott E. Yeomans	7-1-2021 to 6-30-2025

PLANNING & ZONING COMMISSION

Anne Peterson Crème	7-1-2019 to 6-30-2023
Leigh Ann Hutchinson	7-1-2021 to 6-30-2025
W. Jed Larson	7-1-2019 to 6-30-2023
Steven Nelson	7-1-2021 to 6-30-2025
Scott R. Person	7-1-2019 to 6-30-2023

PLANNING & ZONING COMMISSION ALTERNATES

Kevin Arneson	11-16-2020 to 6-30-2023
Anne Blanchard	11-16-2020 to 6-30-2023
Susan England	11-16-2020 to 6-30-2025

REGION 8 BOARD OF EDUCATION

Eric A. Shevchenko	9-28-2021 to 6-30-2023
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ZONING BOARD OF APPEALS

Ylo Anson	7-1-2021 to 6-30-2025
William Desrosiers	7-1-2019 to 6-30-2023
William Munroe	8-26-2020 to 6-30-2023
Kathleen D. Skorka	7-1-2019 to 6-30-2023
Walter N. Weir, Jr.	7-1-2021 to 6-30-2025

ZONING BOARD OF APPEALS ALTERNATES

David Gostanian	7-1-2021 to 6-30-2025
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ANDOVER VOLUNTEER FIRE DEPARTMENT

11 School Road, Andover, CT 06232

Phone: (860) 742-7477

September 4, 2022

The Andover Fire Department responded to 36 calls in August. Here is the breakdown.

Medical Calls 27

Fire Alarms 2

Brush Fire 4

MVA 2

Wire Related 1

Work Detail 1

Meetings 1

Drills 3

Ron Mike

Andover Fire Chief

Assessor's office monthly activity –JULY 2022

Processing conveyances	22
Processing building permits	29
Prorating motor vehicle grand list	46
Updating field cards	5
Correspondence/ Phone	55
Providing assistance-town hall customers	75
Providing assistance to other departs	12
Researching mapping issue or questions	2
Reports & communication with the State	3
MLS research	3
Scheduling meeting and appointments	
Office work	
Personal property grand list	
Personal Property Discovery	
Homeowner's program	
Veteran's program	3
Income & expenses	
Renter's rebate program	
Tax exemptions	3
Adds to the re, pp or mv grand list	
Pa 490	
Provided assistance to BAA	
Researching and providing requested information to auditor	
Real property inspections	
Personal property inspections	
Real property appraisals	
Taxpayer correspondence	4
Attorney correspondence	
Tax appeal review/appraisal	
MLS review	3
Town board/dept assistance	
Review & Approve C of Cs	46
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

LIST NO	NAME / ADDRESS	UNIQUE ID	COC#	BAA	ORIGINAL GR/EX/NET	ADJUSTMENT GR/EX/NET	NEW GR/EX/NET
50062 1	ALUISA DENNIS L 53 JUROVATY RD ANDOVER CT 6232-1410	50062 2003 01	JEEP GRAND CH 1J4GW48S53C604229	08470M 2021 07/06/2022 REG IN SD 2/22	C 2,630 0 2,630	-1,533 0 -1,533	1,097 0 1,097
50063 1	ALUISA LISA A 53 JUROVATY RD ANDOVER CT 6232-1410	50063 2013 01	SUBAR LEGACY 2 4S3BMBL69D3019689	08471M 2021 07/06/2022 REG IN SD 2/22	C 7,790 0 7,790	-4,542 0 -4,542	3,248 0 3,248
50576 1	CARSO DOROTHY F 31 LAKESIDE DR ANDOVER CT 6232-1516	50576 2006 01	TOYOT PRIUS JTDKB20U067509586	08492M 2021 07/20/2022 TOTALED 11/21	C 3,570 0 3,570	-2,974 0 -2,974	596 0 596
50627 1	CHRISTIANA PATRICIA A 90 SETTLERS KNL NEWINGTON CT 6111-4287	50627 2014 01	SUBAR OUTBACK 4S4BRBDC5E3274763	08500M 2021 07/28/2022 WRONG TT - SENT TO NEWINGTON	C 10,850 0 10,850	-10,850 0 -10,850	0 0 0
50628 1	CHRISTIANA PATRICIA A 90 SETTLERS KNL NEWINGTON CT 6111-4287	50628 2019 01	SUBAR LEGACY 2 4S3BNAF64K3015940	08501M 2021 07/28/2022 WRONG TT - SENT TO NEWINGTON	C 16,980 0 16,980	-16,980 0 -16,980	0 0 0
50669 1	COLLI JOHN R 3RD 768 EAST ST ANDOVER CT 6232-1407	50669 1990 31	FORD E350 1FDKE30G2LHB07545	08476M 2021 07/07/2022 SOLD 4/22	C 1,440 0 1,440	-600 0 -600	840 0 840
50701 1	COUTURE CELIA M 220 SANDY BEACH RD ELLINGTON CT 6029-3018	50701 2014 01	FORD FUSION T 3FA6P0K93ER360703	08495M 2021 07/26/2022 WRONG TT - SENT TO ELLINGTON	C 9,450 0 9,450	-9,450 0 -9,450	0 0 0
50857 1	DOHERTY MELISSA K 45 BOSTON HILL RD ANDOVER CT 6232-1400	50857 2013 01	FORD EDGE SEL 2FMDK4JC7DBB40400	08479M 2021 07/07/2022 SOLD 3/22	C 9,170 0 9,170	-4,585 0 -4,585	4,585 0 4,585
50859 1	DONAHUE STEPHEN J 57 WALES RD ANDOVER CT 6232-1221	50859 2007 01	NISSA ALTIMA 2 1N4AL21E67C206715	08503M 2021 07/28/2022 SOLD 7/22	C 3,150 0 3,150	-526 0 -526	2,624 0 2,624
51063 1	FOLSOM CLAYTON L 9 OAK FARMS RD ANDOVER CT 6232-1424	51063 2005 01	FORD MUSTANG 1ZVFT84N255195113	08475M 2021 07/07/2022 SOLD 6/22	C 3,690 0 3,690	-922 0 -922	2,768 0 2,768
51178 1	GESUELE RITA 26320 RAMPART BLVD PUNTA GORDA FL 33983-1516	51178 2007 01	TOYOT COROLLA 2T1BR32E77C837370	08485M 2021 07/18/2022 SOLD 2/22	C 3,920 0 3,920	-2,285 0 -2,285	1,635 0 1,635
51201 1	GLOWACKI NICHOLAS A 17 LAKESIDE DR ANDOVER CT 6232-1516	51201 2018 01	PORSC 911 GT3 WP0AC2A91JS174234	08467M 2021 07/06/2022 SOLD 4/22	C 114,220 0 114,220	-47,630 0 -47,630	66,590 0 66,590
51211 1	GILE GARY S 40 OAK FARMS RD ANDOVER CT 6232-1424	51214 2001 01	TOYOT CAMRY CE 4T1BG22K81U850429	08508M 2020 07/28/2022 SOLD 6/21	C 2,330 0 2,330	-582 0 -582	1,748 0 1,748
51270 1	GRAY NADEEN L 14 OLD FARMS RD ANDOVER CT 6232-1028	51270 2006 03	CHEVR SILVERAD 1GCHK23D46F163358	08483M 2021 07/11/2022 CGS 12-18 (53)	C 12,480 0 12,480	0 12,480 -12,480	12,480 12,480 0
51346 1	HANSEN MICHAEL J 16 OLD COVENTRY RD ANDOVER CT 6232-1001	51346 2001 01	FORD FOCUS SE 1FAHP34371W107054	08510M 2021 07/28/2022 SOLD 3/22	C 1,700 0 1,700	-850 0 -850	850 0 850

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
51410 1	HENDRICKSON KATHY G 45 LAKESIDE DR ANDOVER CT 6232-1516	51410 2009 01	08480M HYUND SANTA FE 5NMSG13D99H257180	C 2021 07/11/2022 SOLD 4/22	3,970 0 3,970	-1,655 0 -1,655	2,315 0 2,315
51637 1	JUROVATY RYAN K 65 JUROVATY RD ANDOVER CT 6232-1410	51637 2005 01	08496M CHEVR MALIBU L 1G1ZT54855F103598	C 2021 07/27/2022 TOTALLED 8/21	2,380 0 2,380	-2,380 0 -2,380	0 0 0
51645 1	JUROVATY RYAN K 65 JUROVATY RD ANDOVER CT 6232-1410	51646 2005 01	08497M CHEVR MALIBU L 1G1ZT54855F103598	C 2020 07/27/2022 TOTALLED 8/21	2,120 0 2,120	-176 0 -176	1,944 0 1,944
51691 1	KELLY THERESA L 78 JUROVATY RD ANDOVER CT 6232-1409	51691 2016 01	08499M CHEVR COLORADO 1GCGTCE39G1307570	C 2021 07/28/2022 CGS 12-81 (53)	19,880 0 19,880	0 19,880 -19,880	19,880 19,880 0
51814 1	KURTZ ALEXIS V 41 BIRCH DR ANDOVER CT 6232-1203	51814 2013 01	08509M HONDA CIVIC EX 2HGFB2F83DH540748	C 2021 07/28/2022 TOTALLED 6/22	8,260 0 8,260	-2,065 0 -2,065	6,195 0 6,195
51818 1	KUZMICKAS ANSON P 10 CIDER MILL RD ANDOVER CT 6232-0	51818 2011 01	08489M SUBAR OUTBACK 4S4BRBCC9B3431790	C 2021 07/18/2022 REG IN ME 12/21	6,480 0 6,480	-4,860 0 -4,860	1,620 0 1,620
52007 1	LOOMIS RANDALL N 369 LAKE RD ANDOVER CT 6232-1515	52007 2005 01	08469M AUDI TT ROADS TRUUF28N451002076	C 2021 07/06/2022 SOLD 6/22	6,320 0 6,320	-1,580 0 -1,580	4,740 0 4,740
52030 1	LUNDBERG BETHLEAH J 17 BURNAP BROOK RD ANDOVER CT 6232-1232	52030 1987 12	08506M SUZUK LS650 JS1NP41A4H2102136	C 2021 07/28/2022 WRONG GVW	3,720 0 3,720	-3,220 0 -3,220	500 0 500
52339 1	MILLER ROBERT H 25 PINE RIDGE DR ANDOVER CT 6232-1030	52339 2013 15	08481M GMC SIERRA K 1GT220C80DZ297339	C 2021 07/11/2022 SOLD 5/22	22,590 0 22,590	-7,522 0 -7,522	15,068 0 15,068
52360 1	MINER JEFFREY T 80 WEST ST ANDOVER CT 6232-1715	52360 1966 25	08477M SEARS 250 1730430	C 2021 07/07/2022 SOLD 7/22	500 0 500	-83 0 -83	417 0 417
52555 1	NIEVES AMANDA R 24 SKINNER HILL RD ANDOVER CT 6232-1108	52555 2014 01	08464M NISSA VERSA S/ 3N1CN7AP3EL862158	C 2021 07/06/2022 WRONG TT - SENT TO COVENTRY	5,080 0 5,080	-5,080 0 -5,080	0 0 0
52556 1	NIEVES KAREN E 24 SKINNER HILL RD ANDOVER CT 6232-1108	52556 2019 01	08465M JEEP GRAND CH 1C4RJFBG9KC537498	C 2021 07/06/2022 WRONG TT - SENT TO COVENTRY	27,550 0 27,550	-27,550 0 -27,550	0 0 0
52557 1	NIEVES VANESSA L 24 SKINNER HILL RD ANDOVER CT 6232-1108	52557 2018 01	08466M NISSA ROGUE S KNMAT2MV0JP620109	C 2021 07/06/2022 WRONG TT - SENT TO COVENTRY	15,100 0 15,100	-15,100 0 -15,100	0 0 0
52637 1	OTLOWSKI STANLEY R 350 HEBRON RD ANDOVER CT 6232-1718	52637 2016 03	08486M MAZDA CX-5 TOU JM3KE4CY4G0895982	C 2021 07/18/2022 REG IN PA 5/22	12,930 0 12,930	-4,306 0 -4,306	8,624 0 8,624
52638 1	OTLOWSKI STANLEY R 350 HEBRON RD ANDOVER CT 6232-1718	52638 2017 31	08488M TIFFI WAYFARER WDAPF4CC9G9702563	C 2021 07/18/2022 REG IN PA 5/22	24,570 0 24,570	-8,182 0 -8,182	16,388 0 16,388

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	
52639 1	OTLOWSKI SUZANNE M 350 HEBRON RD ANDOVER CT 6232-1718	52639 2019 01	HYUND KM8J3CAL1KU958822	08491M TUCSON L	C 2021 07/19/2022 REG IN PA 6/22	19,150 0 19,150	-4,787 0 -4,787	14,363 0 14,363
52662 1	PALMER WAYNE S PO BOX 66 ANDOVER CT 6232-66	52662 2017 01	GMC 1GKKNXLS8HZ225102	08502M ACADIA D	C 2021 07/28/2022 SOLD 5/22	23,070 0 23,070	-7,682 0 -7,682	15,388 0 15,388
52889 1	REA JEFFREY S 62 SHODDY MILL RD ANDOVER CT 6232-1217	52889 2007 12	HARLE 1HD1FR41X7Y608337	08473M FLHRCI	C 2021 07/06/2022 SOLD 6/22	6,130 0 6,130	-1,532 0 -1,532	4,598 0 4,598
52891 1	REARDON LUCILLE A 25 RIVERSIDE DR APT 4D ANDOVER CT 6232-1118	52891 2010 01	HONDA 5J6RE4H33AL057169	08504M CR-V LX	C 2021 07/28/2022 MOVED EXMPT TO MV AW52070	6,630 3,000 3,630	0 -3,000 3,000	6,630 0 6,630
52893 1	REARDON LUCILLE A 25 RIVERSIDE DR APT 4D ANDOVER CT 6232-1118	52893 2017 01	HONDA 3CZRU6H58HM717490	08505M HR-V EX/	C 2021 07/28/2022 MOVED EXMPT FROM 115ZYK	14,390 0 14,390	0 3,000 -3,000	14,390 3,000 11,390
53003 1	ROBINSON ADAM J PO BOX 12 ANDOVER CT 6232-12	53003 2014 11	CARRY 4YMUL1014EV048048	08507M 6X10GWHS	C 2021 07/28/2022 WRONG GVW	2,070 0 2,070	-1,320 0 -1,320	750 0 750
53148 1	SANTOS LINDSAY A 28 OAK FARMS RD ANDOVER CT 6232-1424	53148 2013 01	FORD 1FM5K8F88DGA28567	08484M EXPLORER	C 2021 07/13/2022 SOLD 5/22	11,390 0 11,390	-3,793 0 -3,793	7,597 0 7,597
53221 1	SEARS NORMAN E 206 ECHO RD COVENTRY CT 6238-2912	53221 2017 01	HYUND KM8J3CA48HU259625	08482M TUCSON L	C 2021 07/11/2022 WRONG TT - SENT TO COVENTRY	14,190 0 14,190	-14,190 0 -14,190	0 0 0
53252 1	SHAW PHILIP D 75 LAKESIDE DR ANDOVER CT 6232-1516	53252 2015 01	HONDA 1HGCR2F8XFA025892	08472M ACCORD E	C 2021 07/06/2022 SOLD 4/22	12,970 0 12,970	-5,408 0 -5,408	7,562 0 7,562
53403 1	STEINKE THOMAS E JR 133 BEAR SWAMP RD ANDOVER CT 6232-1101	53403 2020 01	HONDA 5FNRL6H71LB068607	08478M ODYSSEY	C 2021 07/07/2022 REG IN FL 11/21	28,460 0 28,460	-23,707 0 -23,707	4,753 0 4,753
53468 1	SURDAM KURT A 45 OLD FARMS RD ANDOVER CT 6232-1027	53468 2014 01	HYUND 5NPEB4ACXE903119	08490M SONATA G	C 2021 07/19/2022 TOTALED 6/22	7,960 0 7,960	-1,990 0 -1,990	5,970 0 5,970
53626 1	TWORKOWSKI JOHN P 237 LAKE RD ANDOVER CT 6232-1710	53626 2010 01	FORD 1FAHP3GN5AW171817	08494M FOCUS SE	C 2021 07/25/2022 REG IN NC 7/22	3,690 0 3,690	-616 0 -616	3,074 0 3,074
53689 1	VILLAFANE WENDY M 10 PINE RIDGE DR ANDOVER CT 6232-0	53689 2014 01	NISSA JN8AS5MV5EW707623	08474M ROGUE SE	C 2021 07/07/2022 SOLD 4/22	7,810 0 7,810	-3,257 0 -3,257	4,553 0 4,553
53715 1	WAGNER STEFANIE N 31 SKINNER HILL RD ANDOVER CT 6232-0	53715 2016 01	MAZDA JM3KE4DY7G0873960	08493M CX-5 GRA	C 2021 07/25/2022 SOLD 10/21	14,300 0 14,300	-13,113 0 -13,113	1,187 0 1,187
53760 1	WEIMANN CAROLINE C 330 HEBRON RD ANDOVER CT 6232-1718	53760 2021 01	GMC 1GKKNLLS9MZ221577	08468M ACADIA A	C 2021 07/06/2022 CGS 12-81 (53)	33,700 0 33,700	0 33,700 -33,700	33,700 33,700 0

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

LIST NO	NAME / ADDRESS	UNIQUE ID	COC#	BAA	ORIGINAL GR/EX/NET	ADJUSTMENT GR/EX/NET	NEW GR/EX/NET
53914	ZUJEWSKI MAXWELL V	53914	08498M	C	11,100	0	11,100
1	28 HEBRON RD	2011 01	AUDI S4 QUATT	2021 07/28/2022	0	11,100	11,100
	ANDOVER CT 6232-0		WAUMGAFL9BA024098	CGS 12-81 (53)	11,100	-11,100	0
TOTAL	# Of Accts 46				581,830	-269,463	312,367
					3,000	77,160	80,160
					578,830	-346,623	232,207
YEAR 2021	# Of Accts 46				581,830	-269,463	312,367
					3,000	77,160	80,160
					578,830	-346,623	232,207
GRAND TOTAL	# Of Accts 46				581,830	-269,463	312,367
					3,000	77,160	80,160
					578,830	-346,623	232,207



TOWN OF ANDOVER
12 LONG HILL ROAD
ANDOVER, CT. 06232
PHONE: (860) 742-4048 FAX: (860) 742-7535
E-MAIL: Publicworks@andoverct.org
www.andoverct.org
JAY TUTTLE: PUBLIC WORKS SUPERVISOR / TREE WARDEN

Andover Public Works Department

Town of Andover and Eversource of Connecticut Tree Removal Collaboration Project

Tree Removals: Gilead Road, Jurovaty Road, Townsend Road, Ryan Road, Cone Road

August 1, 2022 thru August 22, 2022

The Town of Andover in collaboration with Eversource in accordance with Connecticut General Statutes, Chapter 451, Section 23-59 recently hired Distinctive Tree Care of South Windsor, CT. to remove dead, dying and compromised trees within our respective "Right of Ways" (R.O.W.) that were deemed a hazard to our traveling public and/or service reliability to the utilities for their respective customers were identified and marked for removal by the Town Tree Warden.

Included amongst the total number of removals were some areas that tree/s from private property posed a hazard to the public and/or utilities, in turn the tree/s may have been deemed an immediate hazard and marked for removal and/or the tree warden contacted such property owner to permission prior to any removal by our contractor.

During the time that our removal contractor was working our assigned public works staff kept the road closed with no thru traffic allowed, only allowing residential traffic either side of the actual work area in or out. Keeping the road closed allowed us to be much more efficient, with no interruptions therefore getting more work done by our contractor. Only in the event of an emergency would we allow traffic through. We did have a few residential questions/concerns and in turn was easily explained. Area residents were appreciative of the work being performed, understood that it was needed, and their cooperation was a big part of the overall success of this project.

This large-scale removal process of 506 trees on 5 roads took 16 days at an approximate per tree cost of \$260 per tree.

Total Town Costs and Funds Provided by Eversource are as follows:

Town Capital Tree Removal Fund;	\$40,000.00
Town Salaries w/Benefits for (3) Employees for 16 Days is approximately +/-	\$17,000.00
Eversource:	\$75,000.00
Total Project Cost:	\$132,000.00

8-1-22 68°/78° Mrng Shwrs - Cldy

Jay
10.5

5:30 - 4:30

Admin

Tailgate w/crew & Contractor doing Tree Removals on Gilead
Payroll

Raise flags Full staff

Tree inspections

Issue Safety Gear to crew

Trk 1

Distinctive Tree in for Tree Removals - Gilead Road
Steve Motyl in to assist w/Traffic Control 6:00 AM - 3:30 PM

	Job	Staff	Time	Material	Equip
.75 -	• Trash Compaction at T.S.	Tom	.75	/	Back Hoe
9.5 {	• Traffic Control Gilead Rd:	Tom	8.75	41 Trees Removed	Trk 4
	• Tree Removals - Keep Road closed to thru Traffic	Zach	9.5		Trk 7
		Steve	9.5		Personal
9.5 {	• Roadside Mower: Finish Trk 3 Route. Start Trk 7 Route.	Rich	9.5	/	Roadside Mower

8-2-22 67°/87° Prtly cldy

Jay 5:30-4:00
10.0

Trk 1

- Admin
- Tailgate w/ Tree Contractor & Crew
- Tree Inspections
- Layout Locations for Install of Bench's, Signage, Kiosk and other at Rail Trail Depot.
- Assist Contractor Install Phone Charging station at library
- Pick up Bench Mounting base's at Vendor
- On site meeting w/ Eversource Arborist - Review tree work on Gilead
- Distinctive Tree in for Removals - Gilead Rd
- Steve Motyl in to assist w/ Traffic Control 6:00 AM - 3:30 PM

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Material</u>	<u>Equip</u>
9.5	• Traffic Control Gilead Rd: Tree Removals - Road Closed to thru traffic	Tom	9.5		Trk 4
		Zach	9.5	26 Trees Removed	Trk 7
		Steve	9.0		Personal
9.5	• Roadside Mow: Trk 7 Route	Rich	9.5	/	Roadside Mower

8-3-22 64°/87° Sunny

Jay 5:30 - 3:45
10.25

Trk 1

- Admin
- Trash Run & Roll Car Over on its side for fire dept Training
- Lower Flags Half Staff
- Tailgate w/ tree Contractor & Crew - Gilead Road
- Meeting & Tree Inspection w/ tree Contractor Supervisor
- Tree down on Rail Trail - Cut/clear trail & Notify DEEP for cleanup
- Distinctive tree in for Removals - Gilead Road
- Steve Motyl in to assist w/ Traffic Control - 6:00^{AM} - 3:15^{PM}

Job	Staff	Time	Material	Equip
1.0 - Trash Run & Roll Car over:	Tom Jay	1.0 1.0	/	Trk 1 Back Hoe
9.25 { Traffic Control Gilead Rd: Road Closed to thru Traffic for Tree Removals	Tom	6.0	29 Trees Removed	Trk 4
	Zach	9.25		Trk 7
	steve	9.25		Personal
	Rich	3.25		
5.0 - Roadside Mowing: Roads to be chipsealed	Rich	5.0	/	Roadside Mower
1.0 { Open up Rail Trail: Clear downed tree across trail & Notify DEEP for clean up	Rich	1.0	/	Trk 1
	Jay	1.0		Chain Saw
Doctors Appointment: Sick	Tom	1.0	/	/
.25 - Tree down partially blocking Rd across from #140 Long Hill Rd	Zach	.25	/	Trk 1

8-3-22

Jay

7:30 PM

Received Fire Alarm ^{Polling} Alert for Both:
Town Hall
Library

Communicated with Eric
he checked buildings and
Everything seems OK

We believe communication Problem again...

8:38 PM

Received Fire Alarm Polling Alert for DPW:
Couldn't reach Eric, I came in, Building OK

9:13 PM

Received another Fire Alarm Polling Alert for Library:
I checked Building, it's OK.



Fire Alarm System not Communicating with Monitoring Station. Dealing with Poor Signal All Buildings. Need to put Antenna's on outside of Buildings to Receive Better Signal...

Leave DPW 9:45 PM

8-4-22 68°/92° Sunny

Jay * 3:15 AM - Received Phone Call From Alarm Company for a Polling Alert at Town Hall
Loss of Signal

10.0 5:30 AM - 4:00 PM

Trk 1

- Admin
- Pay Bills
- Meet w/Resident 7:30 AM #9 Gilead Rd w/tree questions
- Tailgate w/tree Contractor & crew Gilead Rd
- Drive way inspections
- Dirt Road Patching - Lake View Rd
- Tree Inspections
- Distinctive tree in for tree removals - Gilead Rd
- Mark Williams & Steve Moyal in to assist w/Traffic Control 6^{AM} - 3:30^{PM}

Job	staff	Time	materials	Equip
.75 - • Trash Compaction at T.S.:	Tom	.75	/	Back Hoe
9.5 { • Traffic Control Gilead Rd: Road Closed to thru Traffic for tree removals	Tom	8.75	26 Trees Removed	Trk 10
	Mark	9.5		Trk 4
	Steve	9.5		personal
8.5 • Roadside Mowing: Roads to be chipsealed	Rich	8.5	/	Roadside maver
1.0 • Dirt Road Patching: Lake View Rd	Jay	1.0	8 yds 1 1/4" Process	Loader
	Rich	1.0		Trk 3
• Vacation:	Zach	8	/	/

8-5-22 70°/92° Prtly to Mstly cldy

Jay * 3:14 ^{AM} - Received Phone Call From Alarm Company For Polling Alert at Town Hall Loss of Signal

5:30 AM - 3:30 PM

Trk 1

- Admin
- Tailgate w/ Tree Contractor & Crew Gilead Rd & Set up Signs
- #126 Gilead Repair Rotten Barway Post to Hayfield (reinforced w/ metal sign Post then readjust cable).
- Tailgate w/ Tree Clean up crew
- Budget Work
- Clear Tree Blocking Rail Trail - Area of Museum
- Distinctive tree in for Removals and Clean up - Gilead Rd
- Mark Williams & Steve Motyl in to assist w/ Traffic Control 6 ^{AM} - 3:15 ^{PM}

	Job	Staff	Time	Material	Equip
9.25	• Traffic Control Gilead Rd:	Tom	9.25	18 Trees Removed	Trk 10 Trk 4 Personal
	• Road Closed to thru Traffic For Tree Removals	Mark	9.25		
		Steve	9.25		
8.25	• Roadside Mowing: Trk 7 Route	Rich	8.25	/	Roadside Mower
1.0	• Remove Tree Blocking Trail	Jay	1.0	/	Trk 1
		Rich	1.0		
	• Vacation	Zach	8	/	

8-8-22 74°/90° Prtly cldy

Jay 5:45 - 3:15 PM
9.5

Trk 1

- Admin
- Tailgate w/ Tree Contractor & Crew - Gilead Rd.
- Tree Inspections
- Tailgate w/ Connectivity Contractor - Center Street
- Prep sign Posts for Contractor
- Sweep Bear Swamp - Prep for Chipseal
- Distinctive Tree in for Removals and Clean up - Gilead Rd
- Mark Williams & Steve Motyl in to assist w/ Traffic Control - 6 AM to 3:15 PM
- Connectivity Contractor in to continue Center Street Wrk at Depot

	Job	Staff	Time	Materials	Equip
1.0	Trash Compaction at T.S.	Tom	1.0	/	Back Hoe
9.25	Traffic Control Gilead Rd: Road Closed to thru traffic For Tree Removals	Tom	8.25	30 Trees Removed	Trk 10
		Mark	9.25		Trk 4
		Steve	9.25		Personal
9.25	Roadside Mowing: Trk 7 Route	Rich	9.25	/	Roadside Mower
2.0	Prep For Chipseal: Sweep Bear Swamp Rd	Jay	2.0	2.5 yds Sweepings	Sweeper
	Vacation	Zach	8	/	/

8-9-22 75°/91° Mstly Sunny

Jay 5:30 - 3:45
9.75

Trk 1

- Admin
- Put Out Vote Today signs
- Install Spreaders on sign posts for Connectivity Signage
- Re-Align Solar Panel Phone Charging Station at library
- Tailgate w/ Tree Contractor & Crew - Gilead Rd
- Tailgate w/ Connectivity Contractor at center street doing Guard Rail (wood) at Trail Parking Area

- Finish Sweeping Bear Swamp & Sweep Long Hill - Prep For Chipseal
- Distinctive Tree in for Removals - Gilead Rd
- Mark Williams & Steve Motyl in to assist w/ traffic control - 6^{AM} to 3:15^{PM}
- Connectivity Contractor in to continue work center street Depot

	Job	Staff	Time	Material	Equip
9.25	• Traffic Control Gilead Rd: Road Closure For Tree Removals	Tom	9.25	31 Trees	Trk 10
		Mark	9.25	Removed	Trk 4
		Steve	9.25		Personal
6.0	• Roadside Mowing: Trk 7 Route	Rich	6.0	/	Roadside mower
	• Vacation	Zach	8.0	/	/
	• Dr Appointment - Sick	Rich	2.0	/	/
3.0	• Sweeping	Jay	3.0	3 yds sweepings	Sweeper

8-10-22 70°/80° Cldy

Jay 5:30 - 3:30 PM
9.5

Trk 1

- Admin
- Pick up Vote Today Signs
- Prep for Chipseal - Sweep Hendee Rd & Old Farms Rd
- Meeting w/Eversource Arborist to Extend tree cutting
- Tailgate w/Eversource - Bus Parking Area
- Tailgate w/Tree Contractor & Crew - Gilead Rd

- Eversource in to Install service wire and flood light - Bus Parking
- Distinctive Tree in For Removals - Gilead Rd
- Mark Williams in to assist w/traffic control 6^{AM} to 3:15 PM

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Material</u>	<u>Equip</u>
9.25	• Traffic Control Gilead Rds Road Closure for Tree Removals	Tom	9.25	34 trees Removed	Trk 10
		Rich	9.25		Trk 4
		Mark	9.25		Trk 3
3.0	• Sweeping	Jay	3.0	3 yds Sweepings	Sweeper
	• Vacation	Zach	8.0	/	/

8-11-22 69°/82° Cloudy

Jay
9.75

5:45 - 3:30

Trk 1

- Admin
- Tree Inspections & meet w/Tree Contractor Supervisor to review additional work
- Mark out Trees to be removed - Jurovaty Road
- Mark start/stop lines for chipseal Roads
- Pay Bills
- Distinctive Tree in for Removals & Clean up - Gilead Rd start Removals on Jurovaty Rd
- Mark Williams & Steve Motyl in to assist w/Traffic Control 6^{AM} - 3:30^{PM}

<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Material</u>	<u>Equip</u>
• Traffic Control Road Closure's Gilead Rd & Jurovaty Rd	Tom	9.5	25 Trees Removed	Trk 10
	Mark	9.5		Trk 4
	Steve	9.5		Personal
• Roadside mowing Trk 7 Route	Rich	9.5	/	Roadside Mower
• Vacation	Zach	8.0	/	/

8-12-22 61°/81° Prtly Cldy

Jay 10.0
5:30 - 3:30

Trk 1

- Admin
- Tree Inspections
- Tailgate w/ tree Contractor & Crew - Jurovaty Rd
- Pick up Shop/Building Supplies @ Home Depot
- Clean Office/Breakroom area
- Install mouse traps
- Payroll

Distinctive Tree in For Removals - Jurovaty Rd
Mark Williams & Steve Motyl in to assist w/ Traffic Control 6^{AM} - 3:15^{PM}

Job	Staff	Time	Materials	Equip
9.25 { • Traffic Control Road Closures: Jurovaty Road	Tom	7.25	45 Trees Removed	Trk 10 Trk 4 Personal
	Mark	7.75		
	Steve	9.25		
	Rich	3.75		
5.5 { • Roadside Mowing: Trk 7 Route	Rich	5.5	/	Roadside Mower
	Zach	8.0	/	
2.0 • Union Meeting	Tom	2.0	/	

8-15-22 53°/82° Mstly Cldy

Jay 10.0 5:30 - 3:30

Admin
Pay Bills
Order Supplies
Road Inspections w/Eric

Trk 1

11:36 AM

Check Connections/Re-set Solar Power Charging Station - Library
Call For service Fire Alarm Company for town Buildings due to
Loss of signal - No Call back as of yet 1:22 PM
Meet Resident #410 Lake Rd - Tree Concern

Distinctive Tree in for Removals - Jurovaty Road
Steve Motyl in to assist w/Traffic Control Jurovaty Rd 6:00 AM - 3:00 PM

	Job	Staff	Time	Material	Equip
9.25	Traffic Control Rd Closure: Jurovaty Rd.	Tom	9.25	60 Trees Removed	Trk 10
		Zach	9.25		Trk 4
		Steve	9.0		Personal
9.25	Roadside Mowing: Trk 10 Route	Rich	9.25	/	Roadside Mower

8-16-22 54°/81° Partly Cldy

Jan
11.0 | 5:30-4:30

Trk 1
Steiner w/Blower

- Admin
- Office work
- Blow edges of roadway - Bear Swamp (Prep for chipseal)
- meeting w/Paving Contractor
- Tailgate w/Tree Contractor & Crew - Jurvady Rd.
- Discussion w/Eversource Supervisor - Extend Tree Work \$\$\$
- Discuss and Review Quotes From Alarm Company updates and Forward to BOS for their review
- Maintainer 1 review and recommendation to BOS
- Distinctive tree in for Removals - Jurvady Rd.
Steve Moyal in to assist w/Traffic Control - 6 AM - 3:00 PM

Job	Staff	Time	Materials	Equip
9.0 • Traffic Control Road Closures: Jurvady Rd.	Tom Zach Steve	9.0 9.0 9.0	23 Trees Removed	Trk 10 Trk 4 Personal
9.0 • Roadside Mowing: Trk 10 Route	Rich	9.0	/	Roadside Mower

8-17-22 60°/71° Shwrs - cldy

Jay
9.75

5:30 - 3:15

Trk 1
Steiner w/Blower

- CK & Clear Water Filter @ Museum
- Admin
- Assist w/Traffic Control
- Mark Trees to be Removed - Townsend Rd.
- Tailgate w/Tree Contractor and Crew - Townsend Rd.
- meet w/Chipseal Contractor review next weeks work
- Blow off Edges of Roadway - Bear Swamp & Hendee
(Prep for chip seal)
- Inspections
- Distinctive Tree in for Removals - Townsend Rd
- Mark Williams & Steve Motyl in to assist w/Traffic Control. 6^{AM} - 3^{PM}

Job	Staff	Time	Materials	Equip
9.0 { • Traffic Control Road Closure: Townsend Rd	Rich Mark Steve Jay	9.0 9.0 1.5 1.0	28 Trees Removed	Trk 3 Trk 4 Personal Trk 1
5.0 { • Drainage work - Shoddy Mill: Repair Cross Culvert Pipe	Tom Zach	5.0 5.0	6) 80 lb bags Sakrete 3'x12' Filter Fabric	Excavator Back Hoe Trk 7
1.0 { • Tree work - Erdoni Rd: Tree limb blocking one lane	Tom Zach	1.0 1.0	/	Trk 7
2.5 { • Shop - yard work: Organize Concrete Products	Tom Zach	2.0 2.5	/	Payloader

8-18-22 60°/83° Sunny

Jay
4.25

5:45 - 10:00

Trk 1

Admin

Assist w/ Traffic Control in AM

Early Out 10:00 AM

Distinctive Tree in for Removals - Townsend Rd

" " " " Clean up - Jurouaty

Steve Motyl in to assist w/ Traffic Control 6^{AM} to 3^{PM}

	Job	Staff	Time	Materials	Equip
9.0	Traffic Control Road Closure: Townsend Rd	Jay	2.5	34 Trees	Trk 1
		Rich	3.0		Trk 4
		Steve	9.0	Removed	Personal
		Tom	6.0		Trk 3
		Zach	6.0		
3.0	Drainage Wrk - Shoddy Mill:	Tom	3.0	2 yds Gravel	Back Hoe
	Finish Repair Cross Culvert. Backfill, compact, Patch Rd	Zach	3.0	1 yrd Millings	Excavator Trk 7 Compactor
6.0	Roadside Mowing: Trk 10 Route	Rich	6.0	/	Roadside Mower

8-19-22 59°/89° Sunny

Jay
9.5

5:30 - 3:00

Trk 1
Steiner w/Blower

- Admin
 - Tree Inspections - Mark out Next section of Removals on Townsend Rd & Ryan Rd
 - Blow off Edges of Roadway - Prep for Chipseal Hendee Rd & Old Farms Road
 - Tailgate w/tree Contractor & Crew - Townsend & Ryan
-
- Distinctive in for Tree Removals & Clean up
 - Steve Motyl in to assist w/Traffic Control 6 AM - 3 PM

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Material</u>	<u>Equip</u>
9.0	• Traffic Control Road Closure: Townsend Rd & Ryan Rd	Tom	9.0		Trk 3
		Zach	9.0	35 Trees	Trk 4
		Steve	9.0	Removed	Personal
9.0	• Roadside Mowing: Trk 3 Route	Rich	9.0	/	Roadside Mower

8-22-22 66°/74° cldy w/Rain

Jay 10.0 5:30 - 3:30

Trk 1

- Admin
- CBYD Hutchinson Rd - 24" Culvert Replacement
- Layout Parking Spaces at Center Street Trail Parking Area
- Tailgate w/ Tree Contractor & Crew - Ryan Rd & Cone Rd
- Pick up Roadside Litter at Bunker Hill Bridge - someone had a Party ??
- Retrieve Traffic Cones & Barrels from Hop River and Put back in Place at Bunker Hill Bridge
- Meeting w/Eric - Discuss Roadwork
- Distinctive in to finish up Tree Removal Project & Clean up Ryan Rd & Cone Rd.
- Steve Metyl in to assist w/Traffic Control 6^{AM} - 3:15^{PM}

	Job	Staff	Time	Materials	Equip
9.25	• Traffic Control Road Closure: Ryan Rd & Cone Rd	Tom	9.25	21 Trees Removed	Trk 3 Trk 4 Personal
		Zach	9.25		
		Steve	9.25		
8.5	• Roadside Mowing: Truck 10 Route Transfer Station	Rich	8.5	/	Roadside Mower

8-23-22 67°/77° Cldy - ^{PM} T-Storms

Jay
8.75

5:45 - 3:00

Trk 1

Admin

Pick up Roadside Trash - Burnap Brook (wire)

Pick up Supplies at Target

Tailgate w/ crew Drainage work - Hutchinson Rd.

Layout offsets for curbing - Shoddy Mill Rd.

Meeting w/ vendor - Order shop supplies

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Roadside Mowing: Trk 7 Route	Rich	8.0	/	Roadside Mower
6.0	• Prep for Drainage Job - Hutchinson Rd:	Tom	6.0	/	Trk 10 w/ trailer Excavator Trk 4
	Transport Equip & Pipe	Zach	6.0		
	Remove Tree over Headwall				
2.0	• Shop/yard - Misc Work/Clean up:	Tom	2.0	/	Loader
	Re-locate & store Old Flex Beam	Zach	2.0		
	Equip Maintenance				

8-24-22 63°/85° Prtly cldy

Jay 5:30 - 2:30
8.5

- Admin
- Office work ☹️
- Road Inspections
- Clear Tree From Rail Trail
- Tree Inspections

Trk 1

	Job	Staff	Time	Materials	Equip
4.0	• Tree Trimming: Monument Lane & Misc Locations	Rich Zach	4.0 4.0	Chip into woods	Trk 4 Chipper
4.0	• Roadside Mowing: Trk 7 Route 2nd Pass	Rich	4.0	/	Roadside Mower
4.0	• Equip Maintenance: Trk 4 Install Strobe lights in grill and re-wire other (All strobes hot) & Misc	Zach	4.0	/	Trk 4 Misc
	• Sick Day	Tom	8.0	/	/

8-25-22 65°/85° Sunny

Jay
8.5 5:30 - 2:30

Trk 1

- Admin
- Finish Layout of offsets Curbing & CB Tops - Shaddy Mill
- Misc

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Material</u>	<u>Equip</u>
8.0	• Work at Transfer Station: Clean down Below @ Proposed Storm debris Management Area, Move Material	Tom Zach	8.0 8.0	Many old Waste Block 32 yards Spoils 5) Waste Block to shop	Trk 7 Trk 10 w/ Trailer Loader Backhoe
	8.0 { • Roadside Mowing: 2 nd Pass Trk 7 Route	Rich	8.0	/	Roadside Mower

8-26-22 65°/86° Prtly cldy w/PM T-storms

Jay 5:45-

Trk 1

- Admin
- Upon Arrival Power is out (East side of town)
- Get Generator Going
- Grill to town Hall
- Blow of Edges of Roadway Hendee @ Old Farms
Prep Work for Chipseal
- Tailgate w/Chipseal Contractor
- Payroll

- Gorman In for Chipseal Rds - Old Farms Rd

<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
• Shoulder work Shaddy Mill: Excavate Spoils Near Basin & Backfill w/suitable Road Material	Tom	2.0	3 yds spoils	Back Hoe
	Zach	2.0	2 yds Millings	Trk 7
• Drainage work Hutchinson Rd: Saw Cut Area, Break down wall	Tom	4.5	/	Excavator
	Zach	4.5		Trk 4 Road Saw
• Haul Spoils From Shop to Pit :	Tom	1.5	16 yds spoils	Trk 7 Trk 10 Loader
	Zach	1.5		
• Road side Mowing :	Rich		/	Roadside mower

8-29-22 64°/85° Mostly - Prtly Cldy

Jay 5:30 - 3:30
10.0

Trk 1

- Admin
- Road Inspections
- Contractors in for Road work
- Lay out Aprons to be Paved Rail Trail at Shoddy Mill
- Pick up supplies at True Value
- BAW Paving in to Reclaim - Shoddy Mill Rd
- Gorman in for Chipseal - Hendee & Bear Swamp

Job	staff	Time	Materials	Equip
8.0 { Drainage work Hutchinson Rd: [Clean Inlet/outlet of Culvert at End of Road & Armour Outlet. [Culvert Replacement at Midway - Remove Headwalls & Prep Inlet/ outlets (Remove Pipe Tomorrow). [Haul Rubble (stone spoils) to Gilead Rd to Fill Eroded drainage area shoulder of Road.	Tom	7.25		Trk 4
	Zach	8.0	56 yds spoils	Excavator
	Rich	8.0	6 yds Rip-Rap	Back Hoe
				Trk 3
.75 • Trash Compaction @ T.S.	Tom	.75	/	Trk 7

8-30-22 69°/86° Prtly cldy

Jay 5:30 - 3:00
9.5

Trk 1

- Admin
- Monitor Contractor Work

- Gorman in for Chipseal
- B&W in for Reclaiming & Regrading

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
8.0	• Drainage Work Hutchinson Rd.: R&R 24" Cross Culvert Backfill & Compact	Tom	8.0	2) 20' x 24" ADS Pipe	Trk 4
		Rich	8.0	2) 24" ADS Flairs	Excavator Backhoe
		Zach	8.0	16) yds Gravel 24) yds spoils 8) yds Dirty loam	Trk 3 Trk 7 Compactors

8-31-22 66°/79° Mstly Sunny

Jay
10.25 5:30 - 3:45

Admin
Monitor Contractor Work

Gorman in for Chipseal
B & W in for Reclaiming & Regrading

<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
• Drainage work Hutchinson Rd: Finish Compaction, Prep For Paving and Pave roadway at Culvert. Shape shoulder of Roadway and Armor Inlet & Outlet.	Tom	8.0	4.55 Ton Class II	Truck 4
	Rich	8.0	8 yrd Rip-Rap	Excavator Back Hoe
	Zach	8.0	14 yds Dirty Fill	Trk 3 Trk 2 Compactors