

**Town of Andover
Board of Selectmen
Regular Meeting**
Wednesday January 17th at 7:00 P.M.
Location: Virtual Zoom meeting

Regular Meeting Agenda

Zoom Directions:

Click here to join by computer for video/audio: <https://us02web.zoom.us/j/89020432018>

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

Meeting ID: 890 2043 2018

Passcode: 319400

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

1. Call to Order/Pledge of Allegiance
2. Public Speak
3. Treasurer's Report
 - a. Finance Department Report
 - a. Revenue Summary
 - b. Town Budget Summary
 - c. Town Aid Road (TAR) Update
 - d. Town Cash Report
 - e. Appropriation Transfer
 - f. Over Expenditure Report
 - g. Summary of Audit Status
4. Board and Commission Presentations
 - a. Garden Club Budget Request
5. Appointments
6. Resignations
7. Town Administrator's Report
8. Old Business Discuss and act upon the following:
 - a. Joshua's Trust Discussion
 - b. Community Center construction update
 1. Discuss potential uses of basement level
 2. Approve construction change order
 - c. Signs at Veterans Memorial field
 1. Zoning approval granted max sign 32 sf
 - d. Dog signs and pet waste containers
 - e. Discussion of Blight and level of involvement
 - f. Hendee Rd Buddhist road impacts
 - g. Further Discussion regarding pet waste and trash at the Athletic Fields
 - h. Lot Line Agreement with King Property
 - i. Stiff Account Update
 - j. AVFD Tree Removal
 - k. Budget
 1. Priorities
 2. Current documents
 3. Determine Budget schedule for Feb and early March
9. New Business Discuss and act upon the following:
 - a. Vote on Meeting Schedule for 2024

- b. Discuss Addition of a stop sign on shadblow/ dogwood/ woodfern intersection
- c. Contract with L and C park consultants
- d. Contracts for Municipal complex upgrades
 - a. Rfp update for fire dept HVAC upgrade
 - b. RFP update for town hall HVAC upgrade
 - c. Propane tank install , conduit for propane and future generator
 - d. Town Hall electrical upgrades

10. Approval of Meeting Minutes

- a. December 9th, 2023 Special Meeting Minutes
- b. December 11th, 2023 Regular Meeting Minutes

11. Tax Collector's Report

12. Department Reports

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

13. Correspondence

14. Public Speak

15. Adjournment

Treasurer's Report

3.

Town of Andover Interim Budget vs. Actual July through December 2023

	Jul - Dec 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4100 - PROPERTY TAX REVENUE			
000-101 - 41101 Current Year Taxes	6,100,497.30	9,943,528.00	-3,843,030.70
000-108 - 41105 Prior Taxes	30,165.76	155,000.00	-124,834.24
000-110 - 41104 Supp MV	12,095.35	0.00	12,095.35
000-109 - 41106 NSF/DMV/Fees	2,108.22	0.00	2,108.22
000-104 - 41901 Liens Taxes	0.00	5,200.00	-5,200.00
000-103 - 41901 Interest Taxes	16,457.84	61,000.00	-44,542.16
000-239 - 43900 Telecom Personal Prop Tax	0.00	5,000.00	-5,000.00
Total 4100 - PROPERTY TAX REVENUE	6,161,324.47	10,169,728.00	-4,008,403.53
4300 - INTERGOVERNMENTAL REVENUES			
000-211 - 43300 Veteran's Tax Relief	750.96	0.00	750.96
000-222 - 43300 Municipal grants in aid	0.00	2,620.00	-2,620.00
000-223 - 43800 Mash-Pequot Funds	2,226.66	6,680.00	-4,453.34
000-226 - 43500 State Miscellaneous	270.00	6,000.00	-5,730.00
000-227 - 43500 Municipal Stabilization	43,820.00	43,820.00	0.00
000-235 - Neglected Cemetery Grant	0.00	5,000.00	-5,000.00
000-238 - 43300 Disabled Programs	454.96	400.00	54.96
000-209 - 43600 - PILOT State Property	11,642.25	10,830.00	812.25
100-227 - 43800 MRSA Revenue Sharing	79,678.66	0.00	79,678.66
900-219 - 43800 ECS Funds	501,196.00	2,004,782.00	-1,503,586.00
Total 4300 - INTERGOVERNMENTAL REVENUES	640,039.49	2,080,132.00	-1,440,092.51
4400 - CHARGES FOR SERVICES			
000-801 - 44867 Miscellaneous Revenue	3,769.19	3,000.00	769.19
000-803 - 44867 Rentals	0.00	10,000.00	-10,000.00
100-401 - 44204 Fire Burn Permits	30.00	0.00	30.00
100-407 - 44102 Clerk Fees	28,458.04	55,000.00	-26,541.96
700-413 - 44403 Transfer Station	18,360.00	44,200.00	-25,840.00
700-415 - 44403 Waste Redemption	1,222.07	1,000.00	222.07
800-405 - 44705 Building & Land Use Fees	34,684.28	68,000.00	-33,315.72
Total 4400 - CHARGES FOR SERVICES	86,523.58	181,200.00	-94,676.42
4600 - INVESTMENT INTEREST			
000-303 - 46101 Interest	50,268.23	3,000.00	47,268.23
Total 4600 - INVESTMENT INTEREST	50,268.23	3,000.00	47,268.23
Total Income	6,938,155.77	12,434,060.00	-5,495,904.23
Expense			
4700 - EDUCATION			
901-527 - 58250 RHAM Education	2,506,508.00	4,493,413.00	-1,986,905.00
901-595 - 28900 AES BOE	696,878.15	4,234,796.00	-3,537,917.85
Total 4700 - EDUCATION	3,203,386.15	8,728,209.00	-5,524,822.85
TOWN DEPARTMENTS			
4113 - TOWN ADMINISTRATOR			
102-100 - 51000 Town Administrator	46,292.37	92,925.00	-46,632.63
102-101 - 51000 Admin Assistant	3,120.00	22,650.00	-19,530.00
102-330 - 55990 Conference/Seminar	299.00	300.00	-1.00
102-535 - 55300 Mobile Phone	427.16	854.04	-426.88
102-580 - 55800 Mileage	600.00	1,200.00	-600.00
Total 4113 - TOWN ADMINISTRATOR	50,738.53	117,929.04	-67,190.51
4137 - TREASURER/FINANCIAL			
109-100 - 51000 Treasurer Salary	3,825.00	15,500.00	-11,675.00
109-120 - 51000 Treasurer Clerk Wages	20,673.15	42,900.00	-22,226.85
109-330 - 55990 Conference/Seminar	191.88	500.00	-308.12
109-610 - 56120 Office Supplies	136.83	200.00	-63.17
Total 4137 - TREASURER/FINANCIAL	24,826.86	59,100.00	-34,273.14
4147 - TOWN CLERK			
117-100 - 51000 Town Clerk Salary	26,938.56	55,000.00	-28,061.44
117-101 - 51000 Town Clerk Supplemental	2,417.01	6,000.00	-3,582.99
117-120 - 51000 Asst Town Clerk Salary	8,550.00	27,824.00	-19,274.00
117-330 - 59900 Conference/Seminar	470.00	1,000.00	-530.00
117-335 - 52900 Training	279.00	2,000.00	-1,721.00
117-438 - 54300 Equip Maint	89.99	540.00	-450.01
117-580 - 55800 Mileage	131.00	400.00	-269.00
117-610 - 56120 Office Supplies	791.63	1,400.00	-608.37
117-612 - 53520 Land Records	4,068.68	10,500.00	-6,431.32
117-616 - 55500 Maps Filming & Indexing	0.00	600.00	-600.00
117-810 - 58100 Membership	200.00	520.00	-320.00
117-865 - 55900 Vital Statistics	0.00	300.00	-300.00
117-885 - 55900 Historic Doc. Restoration	538.80	6,500.00	-5,961.20
Total 4147 - TOWN CLERK	44,474.67	112,584.00	-68,109.33

Town of Andover Interim Budget vs. Actual July through December 2023

	Jul - Dec 23	Budget	\$ Over Budget
4135 - TAX COLLECTOR			
111-100 - 51000 Tax Collector Salary	26,615.18	48,928.00	-22,312.82
111-330 - 55999 Conference/Seminar	620.00	1,000.00	-380.00
111-438 - 53510 Contract Software Maint	6,572.07	12,950.00	-6,377.93
111-580 - 55800 Mileage	510.08	0.00	510.08
111-610 - 56120 Office Supplies	158.03	500.00	-341.97
111-810 - 58100 Membership	125.00	190.00	-65.00
Total 4135 - TAX COLLECTOR	34,600.36	63,568.00	-28,967.64
4131 - ASSESSOR			
113-100 - 51000 Assessor Salary	15,453.85	30,974.00	-15,520.15
113-120 - 51000 Asst Assessor Salary	19,646.32	39,469.00	-19,822.68
113-335 - 52900 Training	259.00	750.00	-491.00
113-438 - 53510 Contract Software Maint	16,991.63	20,669.52	-3,677.89
113-580 - 55800 Mileage	0.00	500.00	-500.00
113-610 - 56120 Office Supplies	173.41	825.00	-651.59
113-612 - 56400 Book/Subscriptions	857.00	775.00	82.00
Total 4131 - ASSESSOR	53,381.21	93,962.52	-40,581.31
4149 - REGISTRARS			
125-100 - 51000 Registrars Salary	6,553.89	12,978.00	-6,424.11
125-120 - 51000 Asst Registrars Salary	0.00	1,085.15	-1,085.15
125-330 - 55990 Conference/Seminar	420.00	1,200.00	-780.00
125-335 - 52900 Training	373.02	3,500.00	-3,126.98
125-580 - 55800 Mileage	10.40	525.00	-514.60
125-610 - 56120 Office Supplies	0.00	315.00	-315.00
Total 4149 - REGISTRARS	7,357.31	19,603.15	-12,245.84
4197 - ELECTIONS			
121-100 - 51000 Election Salaries	3,473.45	17,820.00	-14,346.55
121-335 - 52900 Training	0.00	725.00	-725.00
121-438 - 54300 Equip Maint	750.00	3,000.00	-2,250.00
121-610 - 56010 Supplies	1,946.10	10,000.00	-8,053.90
121-800 - 55800 Misc/Canv	29.95	120.00	-90.05
121-830 - 52900 Meals	1,298.09	910.00	388.09
Total 4197 - ELECTIONS	7,497.59	32,575.00	-25,077.41
4211 - BUILDING DEPARTMENT			
807-105 - 51000 Blding Dept - Shared Wage	6,058.08	23,900.00	-17,841.92
807-100 - 51000 Wages IWC	7,623.29	17,030.00	-9,406.71
817-100 - 51000 Zoning Agent Salary	13,789.91	26,181.46	-12,391.55
807-120 - 51000 Bldg Dept Admin Asst	10,729.89	24,249.41	-13,519.52
803-100 - 51000 Town Planner Wages	12,000.00	36,000.00	-24,000.00
807-438 - 54300 Equipment Maint	275.66	1,500.00	-1,224.34
807-580 - 55800 Mileage	300.00	1,200.00	-900.00
807-612 - 56400 Books & Manuals	0.00	500.00	-500.00
807-610 - 56120 Office Supplies	90.00	550.00	-460.00
807-810 - 58100 Membership	1,852.39	0.00	1,852.39
807-890 - 58100 PermitLink Fees	2,070.00	4,500.00	-2,430.00
807-901 - 57300 Equipment	0.00	250.00	-250.00
Total 4211 - BUILDING DEPARTMENT	54,789.22	135,860.87	-81,071.65
4501 - LIBRARY			
001-100 - 51000 Library Payroll	37,849.28	80,521.19	-42,671.91
001-800 - 56420 Library Operations	14,169.50	28,339.00	-14,169.50
Total 4501 - LIBRARY	52,018.78	108,860.19	-56,841.41
4145 - CIVIL PREPAREDNESS			
135-100 - 51000 Civil Preparedness Salary	385.55	771.75	-386.20
135-335 - 52900 Training	0.00	350.00	-350.00
135-435 - 54420 Shared CERT Vehicle	0.00	1,000.00	-1,000.00
135-730 - 56900 Supplies & Equipment	0.00	850.00	-850.00
Total 4145 - CIVIL PREPAREDNESS	385.55	2,971.75	-2,586.20
Total TOWN DEPARTMENTS	330,070.08	747,014.52	-416,944.44
TOWN EXPENSES			
4213 - TOWN OFFICE BUILDING			
129-315 - 53010 Payroll Services	2,738.79	7,000.00	-4,261.21
129-350 - 54410 Water Testing	305.00	500.00	-195.00
129-365 - 54010 Elevator Service Contract	2,384.85	2,350.00	34.85
129-401 - 58100 Elevator Permit	0.00	2,400.00	-2,400.00
129-442 - 53500 Computer Tech Support	5,717.76	11,461.00	-5,743.24
129-432 - 54301 Building Maint	468.10	4,250.00	-3,781.90
129-434 - 54301 Furnace Maintenance	0.00	500.00	-500.00
129-439 - 535100 Software Maint	0.00	9,000.00	-9,000.00
129-443 - 55990 Website Fees	0.00	4,731.00	-4,731.00
129-444 - 55510 Copier Rental	1,339.92	2,680.00	-1,340.08
129-490 - 54302 Alarm Monitoring	251.20	500.00	-248.80
129-493 - 53520 Tolland 911 Dispatch	11,656.00	12,665.00	-1,009.00
129-530 - 55300 Telephone	2,949.75	4,920.00	-1,970.25
129-531 - 55301 Postage	2,543.64	7,000.00	-4,456.36
129-533 - 55301 Postage Meter Rental	447.80	600.00	-152.20
129-537 - 55300 Internet Cable	369.00	1,500.00	-1,131.00

Town of Andover Interim Budget vs. Actual July through December 2023

	Jul - Dec 23	Budget	\$ Over Budget
129-550 - 55500 Printing	0.00	1,600.00	-1,600.00
129-601 - 56220 Electricity	3,096.62	12,000.00	-8,903.38
129-603 - 56240 Fuel Oil	1,199.96	5,000.00	-3,800.04
129-609 - 57300 Equipment	0.00	750.00	-750.00
129-610 - 56120 Office Supplies	8,662.34	3,500.00	5,162.34
129-652 - 56010 Janitorial Supplies	410.19	2,000.00	-1,589.81
129-735 - 54320 Computer Repair/Service	2,463.00	2,100.00	363.00
Total 4213 - TOWN OFFICE BUILDING	47,003.92	99,007.00	-52,003.08
4199-A - ADVERTISING			
127-540 - 55400 Legal Ads-Advertising	2,068.00	5,500.00	-3,432.00
Total 4199-A - ADVERTISING	2,068.00	5,500.00	-3,432.00
4157 - INSURANCE			
137-500 - 55200 Insurance	90,126.05	113,047.00	-22,920.95
Total 4157 - INSURANCE	90,126.05	113,047.00	-22,920.95
4117 - EMPLOYEE BENEFITS			
141-205 - 52200 SS & Med	34,836.03	84,728.55	-49,892.52
141-210 - 52600 Unemployment Comp	3,319.77	10,000.00	-6,680.23
141-215 - 52100 Health/Dental Ins	94,388.73	165,999.92	-71,611.19
141-223 - 52950 Disability	1,405.12	3,000.00	-1,594.88
141-225 - 52900 Life Insurance	549.80	1,500.00	-950.20
141-230 - 52300 Retirement MERF	33,441.04	131,995.00	-98,553.96
141-280 - 53070 CDL, Physicals, Drug Tes	0.00	750.00	-750.00
141-290 - 52300 Amort MERF	0.00	131.00	-131.00
141-295 - 52010 Admin Fee MERF	3,120.00	3,640.00	-520.00
Total 4117 - EMPLOYEE BENEFITS	171,060.49	401,744.47	-230,683.98
Total TOWN EXPENSES	310,258.46	619,298.47	-309,040.01
FACILITIES			
4213-A - OLD TOWN HALL			
123-432 - 54301 Building Maint	0.00	2,500.00	-2,500.00
123-490 - 54302 Alarm System	50.24	575.00	-524.76
123-601 - 54100 Electricity	376.57	975.00	-598.43
Total 4213-A - OLD TOWN HALL	426.81	4,050.00	-3,623.19
4301 - TOWN GARAGE			
309-350 - 53070 Medical/Drug Testing	150.00	550.00	-400.00
309-300 - 55990 Conference/Seminar	0.00	700.00	-700.00
309-432 - 54301 Building Maint	16,096.52	17,850.00	-1,753.48
309-434 - 54300 Furnance Maint	0.00	1,050.00	-1,050.00
309-490 - 54302 Alarm System	1,162.50	875.00	287.50
309-537 - 55300 Internet Cable	579.25	1,470.00	-890.75
309-601 - 56220 Electricity	1,483.46	6,750.00	-5,266.54
309-603 - 56240 Fuel Oil	306.06	7,500.00	-7,193.94
309-610 - 56100 Office Supplies	55.98	200.00	-144.02
309-618 - 56500 Computer Supplies	0.00	350.00	-350.00
Total 4301 - TOWN GARAGE	19,833.77	37,295.00	-17,461.23
4203-A - OLD FIRE HOUSE			
149-601 - 54100 Electricity	232.02	1,000.00	-767.98
Total 4203-A - OLD FIRE HOUSE	232.02	1,000.00	-767.98
Total FACILITIES	20,492.60	42,345.00	-21,852.40
OUTSIDE SERVICES			
4125 - AUDITOR/ACTUARY			
105-320 - 53310 Annual Audit	11,000.00	35,000.00	-24,000.00
105-375 - 53310 Actuarial Services	2,800.00	5,500.00	-2,700.00
Total 4125 - AUDITOR/ACTUARY	13,800.00	40,500.00	-26,700.00
4139 - TOWN ATTORNEY			
107-310 - 53020 Legal Retainer	399.00	14,000.00	-13,601.00
107-312 - 53020 Assess - Legal	0.00	3,000.00	-3,000.00
Total 4139 - TOWN ATTORNEY	399.00	17,000.00	-16,601.00
4151 - TOWN ENGINEER			
311-370 - 53300 Consulting Fees-Engineer	2,613.94	10,000.00	-7,386.06
Total 4151 - TOWN ENGINEER	2,613.94	10,000.00	-7,386.06
4161 - PROBATE COURT			
119-800 - 58900 Misc Exp - Probate Court	3,262.00	3,200.00	62.00
Total 4161 - PROBATE COURT	3,262.00	3,200.00	62.00
4177 - CRCOG, CCM, COST			
819-810 - 53010 Cap Region COG/CCM/COST	8,316.00	8,500.00	-184.00
Total 4177 - CRCOG, CCM, COST	8,316.00	8,500.00	-184.00
Total OUTSIDE SERVICES	28,390.94	79,200.00	-50,809.06

Town of Andover Interim Budget vs. Actual July through December 2023

	Jul - Dec 23	Budget	\$ Over Budget
PUBLIC WORKS/GROUNDS			
4399 - PUBLIC WORKS			
301-100 - 51000 Public Works Salary	142,414.82	321,305.57	-178,890.75
301-111 - 51520 Temp PW Salary	0.00	2,500.00	-2,500.00
301-112 - 51630 PW OT Salary	2,285.42	12,500.00	-10,214.58
301-391 - 54302 Fire Ext Testing	175.18	650.00	-474.82
301-435 - 54301 Vehicle Maint	10,612.35	33,500.00	-22,887.65
301-448 - 51520 Misc Labor/Rental	600.00	1,575.00	-975.00
301-535 - 55300 Mobile Phone	427.16	852.00	-424.84
301-602 - 56260 Diesel	21,785.00	18,425.00	3,360.00
301-603 - 56260 Gasoline	3,028.01	11,000.00	-7,971.99
301-620 - 56010 Supplies	9,435.15	18,500.00	-9,064.85
301-730 - 57300 Equipment	3,662.45	7,100.00	-3,437.55
301-810 - 58100 Membership	0.00	75.00	-75.00
Total 4399 - PUBLIC WORKS	194,425.54	427,982.57	-233,557.03
4307 - SNOW REMOVAL			
303-130 - 51630 Snow Removal OT	0.00	21,500.00	-21,500.00
303-436 - 54301 Ice Maint Bldg	0.00	550.00	-550.00
303-642 - 56010 Supplies	0.00	3,200.00	-3,200.00
303-643 - 57300 Sanding Equip	0.00	550.00	-550.00
303-644 - 54103 Sand	0.00	2,500.00	-2,500.00
303-646 - 54103 Salt	0.00	66,250.00	-66,250.00
303-830 - 56300 Meals	55.00	700.00	-645.00
Total 4307 - SNOW REMOVAL	55.00	95,250.00	-95,195.00
4317 - TRANSFER STATION			
701-100 - 51000 Transfer Station Wages	11,574.02	24,505.64	-12,931.62
701-438 - 54300 Maintenance	1,149.11	2,500.00	-1,350.89
701-480 - 54101 Hauling Fees	18,299.75	42,746.08	-24,446.33
701-481 - 54101 Bulky Waste	14,013.17	32,620.64	-18,607.47
701-493 - 54900 Outdoor Facility	186.11	0.00	186.11
701-601 - 56220 Electricity	840.28	3,100.00	-2,259.72
701-803 - 54420 Compactor Lease	1,365.90	3,328.00	-1,962.10
701-998 - 54421 Tipping Fees	17,025.62	48,368.32	-31,342.70
8401 - RECYCLING			
703-432 - 54421 Hazardous Waste	0.00	3,310.33	-3,310.33
703-484 - 54421 Antifreeze Pickup	0.00	200.00	-200.00
703-485 - 54421 Used Oil Pickup	1,030.40	1,500.00	-469.60
703-488 - 54421 Tire Pickup	2,332.00	2,000.00	332.00
703-807 - 54421 Permits	197.08	970.00	-772.92
Total 8401 - RECYCLING	3,559.48	7,980.33	-4,420.85
Total 4317 - TRANSFER STATION	68,013.44	165,149.01	-97,135.57
4599 - GROUND CARE			
313-420 - 54303 Mowing - Ground Care	15,251.03	25,000.00	-9,748.97
313-422 - 54900 Beautification	505.92	2,510.00	-2,004.08
313-424 - 54900 Old Cemetary Maint	0.00	7,000.00	-7,000.00
Total 4599 - GROUND CARE	15,756.95	34,510.00	-18,753.05
4311 - STREET LIGHTING			
305-410 - 56220 Street Lighting	2,076.76	10,360.00	-8,283.24
Total 4311 - STREET LIGHTING	2,076.76	10,360.00	-8,283.24
4199-B - CUSTODIAN			
147-100 - 51000 Custodian	7,430.46	14,846.00	-7,415.54
Total 4199-B - CUSTODIAN	7,430.46	14,846.00	-7,415.54
Total PUBLIC WORKS/GROUNDS	287,758.15	748,097.58	-460,339.43
PUBLIC SAFETY			
4201 - Resident Trooper			
403-375 - 53530 Contract ST Fee-Law Enfor	0.00	140,000.00	-140,000.00
403-901 - 56100 Office Supplies	0.00	450.00	-450.00
Total 4201 - Resident Trooper	0.00	140,450.00	-140,450.00
4203 - FIRE DEPARTMENT/COMMISSION			
401-800 - 53100 Fire Commission	76,375.00	152,750.00	-76,375.00
Total 4203 - FIRE DEPARTMENT/COMMISSION	76,375.00	152,750.00	-76,375.00
4215 - Animal Control			
151-105 - 51000 NECOG Shared Wages	11,748.75	10,500.00	1,248.75
Total 4215 - Animal Control	11,748.75	10,500.00	1,248.75

Town of Andover Interim Budget vs. Actual July through December 2023

	Jul - Dec 23	Budget	\$ Over Budget
4219 · FIRE MARSHAL			
405-100 · 51000 Fire Marshal Salary	3,821.55	8,260.57	-4,439.02
405-110 · 51000 Deputy Salary	635.42	1,302.71	-667.29
405-150 · 51000 Fire Official Comp	0.00	350.00	-350.00
405-355 · 52900 Training	0.00	400.00	-400.00
405-610 · 56120 Office Supplies	187.25	50.00	137.25
405-612 · 56400 Subscriptions	0.00	500.00	-500.00
405-810 · 58100 Dues/Memberships	0.00	175.00	-175.00
405-901 · 57300 Equipment	0.00	1,000.00	-1,000.00
Total 4219 · FIRE MARSHAL	4,644.22	12,038.28	-7,394.06
Total PUBLIC SAFETY	92,767.97	315,738.28	-222,970.31
4423 · PUBLIC WELFARE			
4417 · SENIOR CITIZENS			
145-100 · 51000 Resident Services Coord.	2,816.19	5,776.24	-2,960.05
145-820 · 56300 Senior Lunch	1,451.02	1,080.00	371.02
145-870 · 56900 Programs Senior Citizens	0.00	2,000.00	-2,000.00
145-875 · 56290 Trips - Senior Citizens	1,510.68	4,000.00	-2,489.32
Total 4417 · SENIOR CITIZENS	5,777.89	12,856.24	-7,078.35
4499 · ANDOVER SENIOR TRANSPORTAION			
143-100 · 51000 Drivers/Dispatch Salary	17,281.94	27,500.00	-10,218.06
143-380 · 53070 Comm. Drivers Test-DAR	0.00	1,000.00	-1,000.00
143-435 · 54300 Vehicle Main - Dial a Rid	1,118.16	5,000.00	-3,881.84
143-603 · 56260 Fuel Dial a Ride	3,175.97	6,095.00	-2,919.03
Total 4499 · ANDOVER SENIOR TRANSPORTAION	21,576.07	39,595.00	-18,018.93
4401 · HEALTH OFFICER			
201-999 · 53010 Eastern Highlands Hlth	9,104.75	18,209.00	-9,104.25
Total 4401 · HEALTH OFFICER	9,104.75	18,209.00	-9,104.25
4413 · MENTAL HEALTH			
205-843 · 53010 Amplify Mental Health	440.00	250.00	190.00
Total 4413 · MENTAL HEALTH	440.00	250.00	190.00
4419 · AHM YOUTH SERVICES			
207-844 · 53010 AHM Youth Services	48,501.00	97,002.00	-48,501.00
Total 4419 · AHM YOUTH SERVICES	48,501.00	97,002.00	-48,501.00
Total 4423 · PUBLIC WELFARE	85,399.71	167,912.24	-82,512.53
BOARDS & COMMISSIONS			
4111 · SELECTMEN			
101-100 · 51000 1st. Selectman Salary	0.00	6,000.00	-6,000.00
101-105 · 51000 Selectman Salary	1,800.00	1,800.00	0.00
101-836 · 59010 Veteran's Committee	0.00	500.00	-500.00
Total 4111 · SELECTMEN	1,800.00	8,300.00	-6,500.00
4103 · BOARD OF FINANCE			
103-121 · 51000 BOF Clerk Wages	1,408.75	1,700.00	-291.25
Total 4103 · BOARD OF FINANCE	1,408.75	1,700.00	-291.25
4171 · CONSERVATION COMMISSION			
815-330 · 58100 Membership	0.00	65.00	-65.00
815-609 · 57300 Equipment	0.00	60.00	-60.00
815-810 · 55990 Conferences	0.00	525.00	-525.00
Total 4171 · CONSERVATION COMMISSION	0.00	650.00	-650.00
4155 · BOARD OF ASSESSMENT APPEALS			
115-120 · 51000 BAA Clerk Salary	84.00	400.00	-316.00
115-335 · 52900 Training	150.00	150.00	0.00
Total 4155 · BOARD OF ASSESSMENT APPEALS	234.00	550.00	-316.00
4155-A · ZONING BOARD OF APPEALS			
805-115 · 51000 Board Clerk - ZBA	311.00	500.00	-189.00
Total 4155-A · ZONING BOARD OF APPEALS	311.00	500.00	-189.00
4173 · ECON DEVELOPMENT COMM			
801-800 · 55990 Economic Devel Comm	450.00	1,000.00	-550.00
Total 4173 · ECON DEVELOPMENT COMM	450.00	1,000.00	-550.00
4511 · MEMORIAL DAY COMM			
601-800 · 56900 Memorial Day Misc Exp	0.00	800.00	-800.00
Total 4511 · MEMORIAL DAY COMM	0.00	800.00	-800.00

Town of Andover
Interim Budget vs. Actual
July through December 2023

	Jul - Dec 23	Budget	\$ Over Budget
4503 · RECREATION COMMISSION			
603-493 · 54410 Outside Facility Rental	1,677.22	2,630.00	-952.78
603-870 · 55990 Programs	-3,368.44	6,000.00	-9,368.44
603-890 · 55990 Community Garden	0.00	1,500.00	-1,500.00
Total 4503 · RECREATION COMMISSION	-1,691.22	10,130.00	-11,821.22
4153 · PLANNING & ZONING COMMISSION			
803-105 · 51000 Board Clerk Wages	519.75	3,200.00	-2,680.25
803-310 · 53020 Legal/Professional	3,365.00	6,500.00	-3,135.00
803-335 · 52900 Training	0.00	750.00	-750.00
803-340 · 53500 Mapping	0.00	500.00	-500.00
Total 4153 · PLANNING & ZONING COMMISSION	3,884.75	10,950.00	-7,065.25
4163 · INLAND WETLANDS C OMISSION			
809-115 · 51000 Board Clerk - IWC	611.75	1,450.00	-838.25
809-335 · 52900 Training	65.00	250.00	-185.00
809-610 · 56100 Office Supplies	0.00	200.00	-200.00
809-810 · 58100 Dues/Membership	0.00	65.00	-65.00
Total 4163 · INLAND WETLANDS C OMISSION	676.75	1,965.00	-1,288.25
4159 · HISTORICAL			
153-800 · 53400 Town Historian	0.00	200.00	-200.00
Total 4159 · HISTORICAL	0.00	200.00	-200.00
Total BOARDS & COMMISSIONS	7,074.03	36,745.00	-29,670.97
CAPITAL RELATED			
4900 · CAPITAL			
111-714 · 53520 Revaluation	16,500.00	16,500.00	0.00
Total 4900 · CAPITAL	16,500.00	16,500.00	0.00
9900 · TRANSFERS			
305-899 · 59020 Contingency	199.00	50,000.00	-49,801.00
305-908 · 59020 Fire Engine Fund/Tanker	125,000.00	125,000.00	0.00
305-xxx · 59020 PW Equipment Fund	125,000.00	125,000.00	0.00
305-911 · 59020 Road Improve. Fund	410,000.00	410,000.00	0.00
305-912 · 59020 Tree Removal Fund	50,000.00	50,000.00	0.00
305-914 · 59020 Bridge & Culvert Fund	100,000.00	100,000.00	0.00
305-915 · 59020 Bldg Main Fund	108,000.00	108,000.00	0.00
Total 9900 · TRANSFERS	918,199.00	968,000.00	-49,801.00
Total CAPITAL RELATED	934,699.00	984,500.00	-49,801.00
Total Expense	5,300,297.09	12,469,060.09	-7,168,763.00
Net Ordinary Income	1,637,858.68	-35,000.09	1,672,858.77
Net Income	1,637,858.68	-35,000.09	1,672,858.77

Town of Andover
Interim Balance Sheet
 As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
10000 · General Fund Checking	831,505.36
10004 · Tax Collector Dep Acct 5129	338,975.57
10008 · AES Checking	2,156,108.44
10010 · Investment Acct #5757	5.57
10011 · Zoning Bonds #5765	12,673.23
10015 · Driveway Bonds #85187	27,081.41
10025 · ST of CT STIFF	3,298,938.90
Total Checking/Savings	6,665,288.48
Accounts Receivable	
11002 · Accounts Receivable	5,127.50
Total Accounts Receivable	5,127.50
Other Current Assets	
12000 · Undeposited Funds	0.50
11000 · Taxes Receivable - Current	393,461.44
11003 · Taxes Receivable - Interest	196,546.00
13000 · Due From other Funds	-203,866.17
13005 · Other Current Assets	71,641.02
Total Other Current Assets	457,782.79
Total Current Assets	7,128,198.77
TOTAL ASSETS	7,128,198.77
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	12,866.08
Total Accounts Payable	12,866.08
Credit Cards	
Peoples Choice Credit Card	5,809.30
Total Credit Cards	5,809.30
Other Current Liabilities	
27000 · Unearned Revenue - Property Tax	599,798.00
23010 · Zoning Bonds Payable	12,673.23
23000 · Driveway Bonds Payable	26,081.75
26000 · Town Clerk Fees Payable	
26000-1 · Sportsmen License	419.00
26000-2 · State Treas Vital	102.00
26000-3 · Dog Fund	706.00
26000-4 · Community Investment Payable	796.00
26000-5 · Hist Doc Preservation Payable	72.00
26000-6 · PA 13-247 Fees Payable	694.00
Total 26000 · Town Clerk Fees Payable	2,789.00
22000 · Deferred Revenue	477,696.00
25005 · Other Current Liabilities	
25000-1 · New Alliance Town Clerk Acct	-7,196.00
25000-2 · Tax Receipts Clearing Acct	2,252.00
25000-4 · DT.DF Olde Burying Ground	3,959.00
25000-5 · Citizens Bank - uncleared check	14,584.00
25000-7 · DT/DF Insurance Guard Rail	7,480.75
25000-9 · Accrued Payroll - School	4,737.00
2500-10 · AES Payable	4,400.00
2500-11 · Accrued Payroll Town	9,816.40
24000-3 · MERF	-2,208.97

Town of Andover
Interim Balance Sheet
As of December 31, 2023

	Dec 31, 23
24000-4 · Local 506	62.55
24000-5 · Local 1303-368 AFSCME	-1,731.78
24000-6 · 457 AIG	-4,274.90
Total 25005 · Other Current Liabilities	31,880.05
25000 · Due to other Funds	2,508,799.77
24000 · Payroll Liabilities	-135,017.39
Total Other Current Liabilities	3,524,700.41
Total Current Liabilities	3,543,375.79
Total Liabilities	3,543,375.79
Equity	
PA 05-228 Selectman	27.00
30000 · Opening Balance Equity	170,594.44
33000 · Assigned Fund Balance	100,000.00
34000 · Unassigned Fund Balance	1,676,342.86
Net Income	1,637,858.68
Total Equity	3,584,822.98
TOTAL LIABILITIES & EQUITY	7,128,198.77

Board and Commission Presentations

4.

Andover Community Garden Funding Request from the Town of Andover, 2024 - 2025

The Andover Community Garden Committee, in conjunction with Andover Sustainable CT, is requesting that our organization receive funding from the Town of Andover for this year. Our organization provides many benefits to the community at large with the intention of increasing our collaboration with other community organizations this year.

Our committee would like to discuss the following:

1. Please **review the 3/13/23 budget workshop meeting #2** (minutes 49:00 to 51:00) - our budget was reduced by \$1000 because our roof, gutter and water collection materials would be provided for us. To date, our committee has not received these materials nor the funding to purchase these materials.

2. **Early Spring 2024 Fencing Project:**
 - a) **Request funding and permission from the BOS to install** a 6 foot tall perimeter fence for the garden, specifically 2 inch by 3 inch wire fence with 4 inch by 4 inch pressure treated posts.
 - b) **Request that the leaching field pipe** closest to the garden be marked at both ends for fence post placement.
 - c) **Total cost for the fencing project is \$2400** to include all necessary materials. **This is an immediate request to prevent crop damage. We respectfully request this money by April 1st so that garden members can install the fence prior to the growing season.**

3. **Total Budget Request for 2024 - 2025 = \$3675**
 - a) **Water collection system materials total = \$1500**
\$300 for the gutters, \$600 for four 250 gallon water tanks, \$200 for a 110 volt well pump and \$400 for the pressure treated framework for the water tanks.
 - b) **Andover Community Garden Sign materials total = \$200**
 - c) **6 bales of straw total = \$100**
 - d) **5 gallons of certified organic Neem concentrate = \$360**
 - e) **Five 27 pound bags Organic Fertilizer blend = \$150**
 - f) **8 bags of Garden Lime = \$65**
 - g) **Roof, gutter, and water collection pipe (request from 2023) = \$1000**
 - h) **Vegetable plants and seeds for three Food Pantry Beds = \$300**

4. **Install water and electricity** to the garden via the community center.

We respectfully request that the Town of Andover support our efforts to improve our community garden. Thank you, in advance, for your consideration. If additional information is needed, please feel free to contact us.

Sincerely,

Jeff Ballard

Jim Fitting

Alison Goff

Elaine Buchardt

Karen Hunter

Grace Gostanian

Resignations

7.

From: Kelly Wood <kwood2853@gmail.com>

Sent: Monday, January 8, 2024 9:16 PM

To: Brinker, M <mbrinker@andoverct.org>

Subject: Hello

Hello,

I wanted to take a moment to thank you for this amazing opportunity to part of the community. I was so honored and had high hopes to be part of it for the community.

I unfortunately will have to resign as my plans have changed with work and being a hockey mom. My schedule has done a flip and it was not in my control.

I would feel that you need someone who 100 percent involved with this.

I do want to apologize for any inconvenience that this has caused.

Again...

Thank you so much for the opportunity

Kelly Wood

Old Business

8.

January 3, 2024

Dear Members of the Board of Selectmen:

The Conservation Commission is writing to express our strong support for the new trail and parking as described in the proposal by Joshua's Trust on Skinner Hill Road using town land as well as their own land.

The Conservation Commission has reviewed the property and their proposed plan and we feel that this is an appropriate use of these open space parcels and will not negatively impact the natural resources of the property.

Joshua's Trust has a commendable history of preserving natural areas, and we believe they are well-suited to ensure the responsible care of this particular piece of land. Their commitment to community involvement and educational initiatives aligns perfectly with the values we hold dear in our town.

We encourage the Board of Selectmen to consider this collaboration with Joshua's Trust as it not only promises responsible land management but also provides opportunities for community engagement and environmental education.

Thank you for your time and consideration.

Best regards,

Maryann Gile
Chair, Conservation Commission

CC: Eric Anderson, Town Administrator
Jed Larson, Planning and Zoning Commission

Good Morning,

I enjoy hiking and look forward to adventuring the said new trail if it is approved. Good use of open space. Perhaps a Scout could help and use this as their Eagle Project. Just a thought.

Look forward to hearing if this is approved.

Linette Harlow
Andover Homeowner

I am writing to support the Skinner Hill - Joshua Trust and Town of Andover cooperative on creating the trail as marked by pink flagging. I just walked the future trail and was impressed with the oak-birch upland, low bush blueberry undergrowth and rock structures. A volunteer day will be a welcome event to remove the roadside invasive stand of autumn olive, bittersweet, winged euonymus, etc. If the town has a 20HP bush hog it would make quick work of most of the invasive thicket, with hand chain saw removal of the larger autumn olives. I'd be willing to help for a few hours with my battery chain saw.

Sincerely,
Ed Smith

To the Town of Andover, Board of Selectmen, Joshua's Trust, etc.

I would like to comment in favor of the proposed trail development on the Skinner Hill Joshua's Trust and Town of Andover property. I am a regular walker with and without my dog on other trails in Andover and nearby areas, and I'm always happy to find new options and explore new areas. My late husband, Scott, was involved with the Joshua's Trust years ago and I am aware of the good work they do, and am confident they would appropriately steward the development of this trail in an ecologically sensitive manner. I hope that the town will allow this project to move forward with the town's cooperation.

Thank you,
Melanie Smedley
Resident, Town of Andover

Hello -

Please accept this letter in support of the proposed trail off Skinner Hill Road. The addition of a hiking trail onto the proposed town property is an advantage to a large number of town residents looking for convenient and natural hiking paths for exercise and well being. As a frequent hiker/walker with my dogs, this proposal would be a great asset to the town and people like me. I also live on Dogwood Drive which abuts the proposed property and believe this would be a wonderful benefit to the town. I've lived in Andover for 19 years and know projects like this one will improve the quality of life for people in our town.

Thanks,

Jody Gross
Dogwood Drive

Hello,

I am an abutter to the former Manchester Land Trust property, now acquired by the Joshua Trust. The proposed trail seems to be a change of use from unmanaged conservation land to actively managed pedestrian use. While it may be a permitted activity, from my perspective it is a change of use. While 'access to nature' may be desirable, this development is not simply for local traffic. Joshua Trust advertises their trails widely. I'm thinking that there is already sufficient resource for the residents of Andover, and the region has other sufficient public lands for trails used by the general public. I believe this project mostly serves the Joshua Trust mission and less so the residents of the Town of Andover.

In my conversation with Eric Anderson, it sounded as though this project already has the 'green light'. Yet no consideration has been given to it's impact on the neighbor's quiet enjoyment. I regularly see unregistered off-road vehicles, quads and dirt bikes, being driven on the local streets. Also, there are rubber burn marks all over these same roads. The people doing this aren't the most law abiding crowd. With the current mindset of take-overs, I cannot see how Joshua Trust and the Town of Andover will be able to prevent ATV access to these trails.

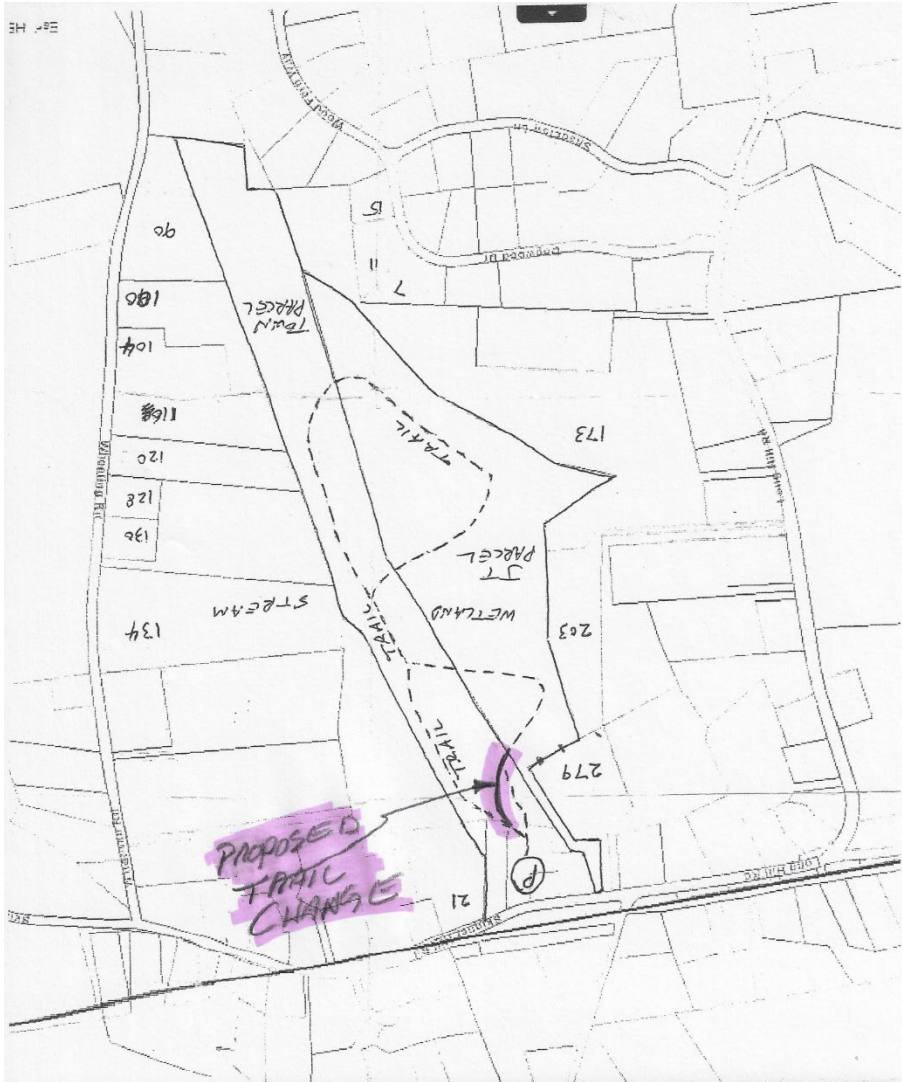
Further, I can envision that a parking lot with a trail head will become an open invitation to unauthorized use of these trails. When I first moved here the logging trails that were on the former Stanley farmland hosted such use. Though not recently, it's already happened that I've had a quad drive through my property while I'm entertaining guests on my deck. Fencing has curtailed that.

So my biggest question is; Why? Why do we think we need this to happen? Walking areas with parking already exist in Andover, why does the Town of this size need more? Are there any measurable benefits?

Additional questions are;

- Does the Town or the public really need a trail through and around a swamp? Who will want to go there during mosquito season?*
- Who has provided the 'needs assessment'?*
- Is Joshua Trust the driver on this development or is Andover?*
- Does Joshua Trust pay taxes to the Town of Andover?*
- Who will pay for the bridges at the stream crossings?*
- What is the justification for the Town of Andover to commit resources to this project?*
- Why is the parking lot being located on a busy throughfare road and not on an out of the way side road? There would be less attention from the ATV crowd.*
- If placed on Skinner Hill, what would be done to keep unauthorized users off the trails?*
- Will there be any surveillance? Or are the abutters left to police any nuisance?*
- Who is going to remove the trash left by the hikers?*

Lastly, my wife and I have walked the pink ribbons. While I have some reservations regarding the need for such a development its implementation and costs, it's actually a nice hike. However, I would not appreciate total strangers being able to look directly into our home. Should this project go forward I request a slight change in the pathway which would move the trail somewhat away from my property on the uphill side. See attachment. This change would actually make the trail more walkable and provide less risk to falls around the ledge area.



The favor of a reply will be appreciated,

Thomas Fabian

Hello,

I am writing in support of the proposed walking trail on Skinner Hill Rd. Joshua's Trust is a trusted ally in keeping open space in growing communities and I hope the Town Andover sees the benefit of insuring this space for all to enjoy.

Thank you,
Sheila Boushee

January 3, 2024

To the Andover Board of Selectmen,

As an Andover resident and homeowner for the last twelve years, I have taken great pleasure in the natural beauty of our lake and surrounding areas. I walk regularly with lakefriends, kayak, paddleboard, and swim. But just last week, a tiny drive from home, I discovered a resource I never knew existed. It was the Utley Hill Preserve, a part of the Joshua's Trust lands. After a beautiful two hour walk in the quiet woods, I was convinced that this needs to be something to do regularly in my life.

This lovely experience inspires me to write in support of the creation of an additional loop hiking trail in Andover, off of Skinner Hill Road. Making this beautiful public space more accessible to our community would be a good thing indeed, for all of us and supports our increasing appreciation of and connection to the beautiful world around us. I hope you will lend your support.

Finally, I am thankful to the community volunteers both here in Andover and who work through the Joshua Trust who make such opportunities happen for the people of our community.

Sincerely,

Kathleen Barrett

Contact:

44 Lakeside Drive, Andover

860 866 8588

Kathleenmariebarrett@gmail.com <<mailto:Kathleenmariebarrett@gmail.com>>

January 3, 2024

Dear Members of the Board of Selectmen:

The Conservation Commission is writing to express our strong support for the new trail and parking as described in the proposal by Joshua's Trust on Skinner Hill Road using town land as well as their own land.

The Conservation Commission has reviewed the property and their proposed plan and we feel that this is an appropriate use of these open space parcels and will not negatively impact the natural resources of the property.

Joshua's Trust has a commendable history of preserving natural areas, and we believe they are wellsuited to ensure the responsible care of this particular piece of land. Their commitment to community involvement and educational initiatives aligns perfectly with the values we hold dear in our town.

We encourage the Board of Selectmen to consider this collaboration with Joshua's Trust as it not only promises responsible land management but also provides opportunities for community engagement and environmental education.

Thank you for your time and consideration.

Best regards,

Maryann Gile

Chair, Conservation Commission

CC: Eric Anderson, Town Administrator, Jed Larson, Planning and Zoning Commission

I am sending this email in support of the plans to install a hiking trail on Joshua's Trust property and adjacent Town of Andover Open Space on Skinner Hill Road. I look forward for a new place to be able to hike with my dog that has the advantage of being right here in Andover.

Ellie Penn

Sent from my iPad

Hello,

I'm hoping the town can support the proposed walking trail on Skinner Hill Rd. Joshua's Trust is crucial to communities looking to keep open space open! I hope Andover can see the benefit to implementing the walking trail.

Thank you,

Keith Boushee

Memorandum

To: Thomas Fabian
From: John Hankins, President, Joshua's Trust
Re: Proposed Trail on Skinner Hill Road
Date: January 5, 2024

Thank you for providing comments on the proposed trail that Joshua's Trust and the Town of Andover are considering for the open space land on Skinner Hill Road that is owned by Joshua's Trust and the Town of Andover. In this memo I've re-stated some or all of your individual comments and provided responses.

Comment: While 'access to nature' may be desirable, this development is not simply for local traffic. Joshua Trust advertises their trails widely. I'm thinking that there is already sufficient resource for the residents of Andover, and the region has other sufficient public lands for trails used by the general public. I believe this project mostly serves the Joshua Trust mission and less so the residents of the Town of Andover.

Response: In our experience, the majority of the users of any individual property are local, and typically arrive at our properties as pedestrians or after a drive of five minutes or less. The trails in the north half of town are limited to a 0.3 mile out and back at the athletic field. This trail offers a substantial upgrade to that hiking experience.

Comment: I cannot see how Joshua Trust and the Town of Andover will be able to prevent ATV access to these trails. I can envision that a parking lot with a trail head will become an open invitation to unauthorized use of these trails.

Response: We've had very few problems with ATVs on our trails. There are several reasons for this, but among them are that our trails are limited in length, are not well suited for ATV use, and generally do not connect to the more extensive trail systems favored by ATV users. In the few cases where we've gotten reports of ATVs we've been able to address these issues quickly and effectively. The signage at the entry to the proposed trail will be clear that the preserve is for hiking only and if necessary we can add narrow pinch points that ATVs will not be able to negotiate.

Comment: So my biggest question is; Why? Why do we think we need this to happen? Walking areas with parking already exist in Andover, why does the Town of this size need more? Are there any measurable benefits?

Response: Compared to the towns around it, Andover's trail system is fairly limited. This 1.2 mile trail will be unique in the northern part of town. In virtually every case where we've built a trail like this it has been embraced by members of the public that are looking for a place where they can experience nature, get some exercise, or simply walk their dog. We've received several letters of support from residents of Andover that indicate that they intend to use these trails. The Conservation Commission in town has also voiced support for the trail.

Memorandum

Comment: Does the Town or the public really need a trail through and around a swamp? Who will want to go there during mosquito season?

Response: The proposed trail uses an existing forest road to go around the edge of a wetland, and avoids the wetlands themselves with the exception of a short stream crossing needed to access the south half of the property. Our properties, including those with wetlands, are visited during all four seasons of the year, and visitation does not seem to be significantly hampered by the possibility of insects.

Comment: Who has provided the 'needs assessment'?

Response: The question of whether the town “needs” this trail is a subjective one. Those that have voiced support for the trail and will be using it would certainly state that their opinion that there is a need. Those that don’t typically use trails might see it differently. In any case, we can state with confidence based in our experience in other towns that the trails on this property will be used and enjoyed by the public once access is provided.

Comment: Is Joshua Trust the driver on this development or is Andover?

Response: The Skinner Hill Preserve was donated to Joshua’s Trust by the Manchester Land Trust in 2023 after a long period of inactivity. We suggested the trail system to the Town of Andover because of our belief that it would benefit the residents of the Town and provide the public with hiking opportunities in Andover. The use of the Town’s adjacent open space parcel for portions of the trail system allows us to keep the trail out of wetland areas and provide a loop of sufficient length (1.2 miles) for a walk that will last more than just a few minutes.

Comment: Does Joshua Trust pay taxes to the Town of Andover?

Response: Joshua’s Trust, like virtually all land conservation trusts, is a 501C(3) non-profit organization that is exempt from property taxes. We are donating both volunteer time and money to the project that will benefit the town in a number of ways. Joshua’s Trust has agreed to fund a significant portion of the cost of the gravel parking area to be installed on the town-owned portion of the property. We have also offered to provide in-kind services in the form of volunteers to help clean up a tire dump on the town’s portion of the property. Finally, our boundary crew is assisting the town at no charge to mark its property boundaries consistent with existing surveys.

Comment: Who will pay for the bridges at the stream crossings?

Response: If a bridge is determined to be necessary at the stream crossing it will be funded and constructed by Joshua’s Trust unless the town expresses an interest to cover the cost and do the installation. Projects such as this are often accomplished as Eagle Scout projects, another possibility we may look into.

Memorandum

Comment: What is the justification for the Town of Andover to commit resources to this project?

Response: The town's commitment to providing resources is extremely minimal on this project. Joshua's Trust will build and maintain all aspects of the trail. Town forces will build the parking area, but the labor for this effort will be largely off-set by a financial contribution from Joshua's Trust to the town.

Comment: Why is the parking lot being located on a busy throughfare road and not on an out of the way side road?

Response: Skinner Hill Road provides the only roadway frontage for the properties that are being used for the trail. The proposed parking area is at a former residential lot that is now owned by the Town.

Comment: If placed on Skinner Hill, what would be done to keep unauthorized users off the trails?

Response: As stated above, Joshua's Trust has had very few problems with "unauthorized users" such as motorcycles or ATVs on our trails. The entrance to the trail will be clearly marked for hiking only. If necessary, we can add narrow pinch points at the entrance that would not allow an ATV to pass.

Comment: Will there be any surveillance? Or are the abutters left to police any nuisance? Who is going to remove the trash left by the hikers?

Response: This property, like all of our properties, will have an assigned steward who will visit the property regularly. That steward has already been identified and lives in Andover within a few minutes of the site. The steward will pick up any litter on the trail or in the parking area and will keep the trail clear of blowdowns and brush. Joshua's Trust strives to know its neighbors and we encourage them to call us if there are any issues that need to be addressed.

Comment: Should this project go forward I request a slight change in the pathway which would move the trail somewhat away from my property on the uphill side. See attachment. This change would actually make the trail more walkable and provide less risk to falls around the ledge area.

Response: Your property may be the only one on the proposed trail route where there's a clear view of the house from the uphill side. We understand your concern and are happy to consider making a change to the trail route consistent with this comment.



Change Order Request – Final Project Costs

PROJECT NAME	Andover Senior Community Center		
LOCATION OF WORK	17 School Rd. Andover CT 06232		
OWNER REP	Eric Anderson	COR NUMBER	01
REQUESTING PARTY		DATE OF REQUEST	1/2/2023
PROJECT MANAGER	Erik Sanderson	CONTRACTOR	Leading Edge Construction

CHANGE REQUEST OVERVIEW

This change order incorporates the final costs of the project including alternates based on the final project drawings. Below is a breakdown of the base bid costs, change order summary, scope summary and alternates.

DESCRIPTION OF CHANGE

Alternates Must Have Plus Base Bid, Revised Basement and Spent Costs		
Base Bid	Base Bid Proposal	\$ 783,996.67
Basement	Revised	\$ 123,653.00
Base Bid	Town Spent Cost , Design, Etc.	\$ 60,000.00
Alternate	Janitor Sink in Closet	\$ 2,800.00
Alternate	Raise Building Height	Included in "revised"
Alternate	Mini Splits Mitsubishi Hyper Heats	Included in "revised"
Alternate	Additional Unit Heaters in Bathrooms and vestibules	Included in "revised"
Alternate	Vaulted Ceilings	\$ 6,000.00
Alternate	Restructure Steel Beam	Included in "revised"
Alternate	Plumbing and Electrical Stubs	Included in "revised"
Alternate	Hardwire 2 Fans in Large Multipurpose Room	\$ 1,200.00
Alternate	Wireless Data Drops and Printer Drops	\$ 2,100.00
Alternate	Covered Entry with Pillars	\$ 2,900.00
Alternate	Basement Lighting and Receptacles	Included in "revised"
Alternate	Epoxy Flooring	Included in "revised"
Alternate	Rough in for (11) security cameras	
Totals		\$ 982,649.67

Additional Scope Notes:

1. Basement Ceiling will be sheet rocked for a fire barrier between the first and second floor.
2. Basement will have recessed lighting as well as receptacles and switches.
3. The Town of Andover will supply general fill and project disposal for site debris (soil, trees, asphalt).
4. The patio to the rear of the existing Town Hall was deleted to maintain the project in scope (9k credit which is accounted for in the total project Cost).

REASON FOR CHANGE	Final Design Costs and Alternates
--------------------------	-----------------------------------

CHANGE IN CONTRACT PRICE		CHANGE IN CONTRACT TIMES	
Change Order Cost	\$123,653.00	ADDITIONAL TIME IN DAYS	
Contractor OH&P	Included		
Total Cost	\$982,649.67		

ACCEPTED BY Contractor	Erik Sanderson	APPROVED BY OWNER	
DATE	1/2/2023	DATE	

Terms and Conditions:

This Change authorization is subject to the terms and agreement under the original bid documents and contract unless otherwise modified by this proposed change authorization or any other approved proposed change authorization.

Hello Eric,

The Community Committee wanted to include AES children's artwork in the new community/senior center. Originally, Adrain M. addressed this with the committee.

We have come up with the idea of having 8 Front Opening Artwork Frames (for grades Pre-School - 6th Grade) to be hung in the space/hallway of the community building. The wall to be determined once the building is completed. Valerie B. will coordinate with the AES staff for the artwork.

The cost would be approximately \$180-\$200.

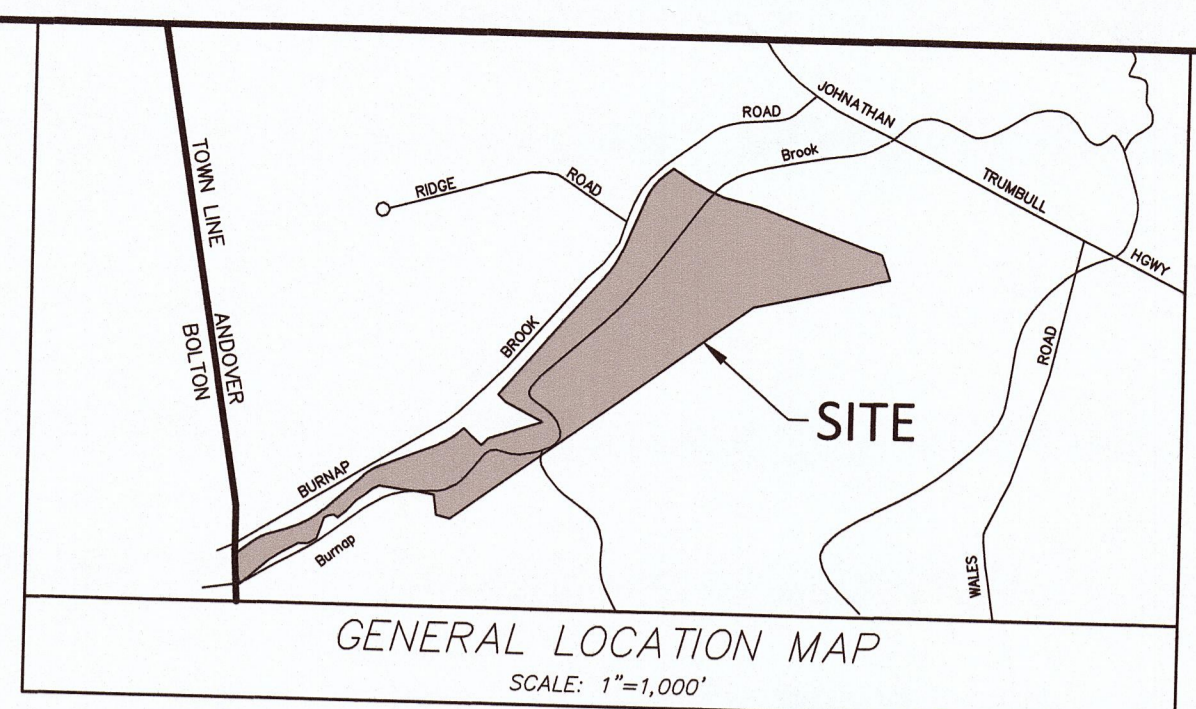
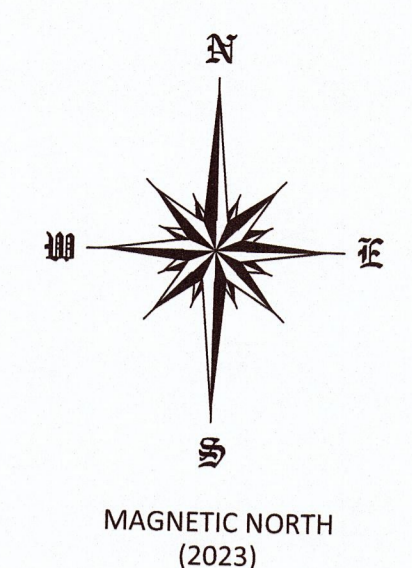
Please review and contact me with any questions.

Thank you,

Cathy Desrosiers
860-742-1842

LEGEND

- PROPERTY LINE
- STONE WALL
- ⊗ ANGLE POINT
- IRON PIN OR PIPE FOUND
- IRON PIN: SET 5/8" REBAR
- ⊠ TOWN LINE MONUMENT FOUND
- ⊙ UTILITY POLE
- ⊙ SPIKE FOUND



PROPERTY SURVEY
- PREPARED FOR -
STEPHEN KING
90 BURNAP BROOK ROAD

ANDOVER
SHEET NO.: 1 OF 2
BY: AGS
SCALE: 1"=60'

CONNECTICUT
JOB NO.: 2023-008
FILE NO.: 23-008_90_BURNAP_BROOK_RD.

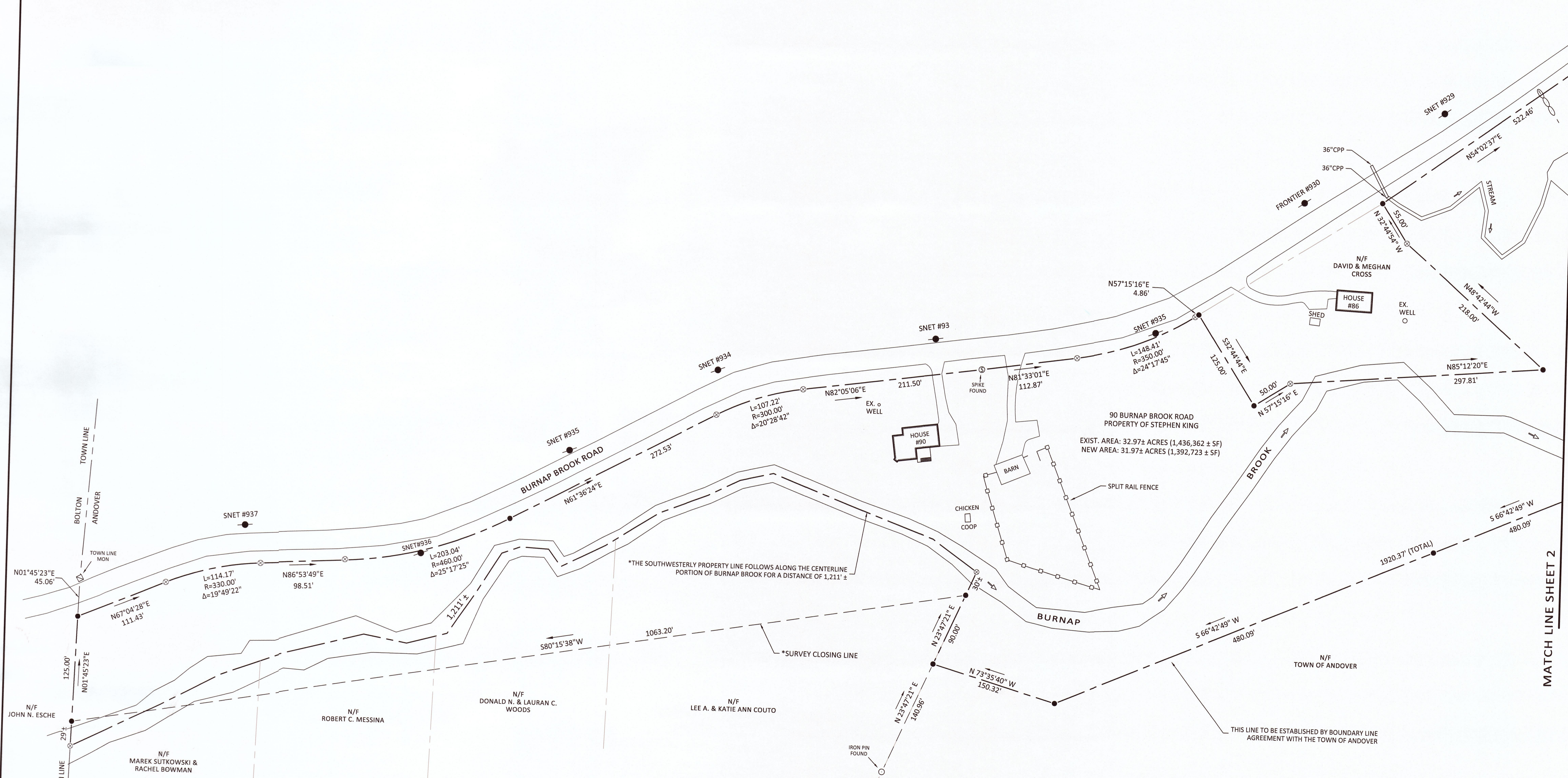
ROB HELLESTROM
LAND SURVEYING LLC

32 MAIN STREET
HEBRON, CONNECTICUT
(860)-228-9853

Mailing Address:
P.O. BOX 370
HEBRON, CT 06248

www.rhllsct.com
Email: hellestromsurveying@yahoo.com

DATE: MARCH 9, 2023

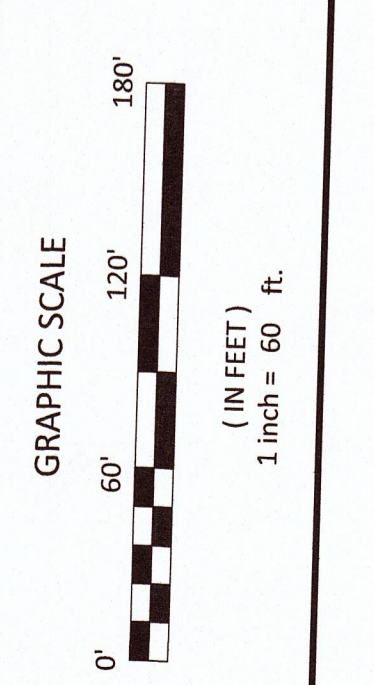


NO.	DATE	DESCRIPTION

TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

THIS DRAWING IS NOT VALID UNLESS IT BEARS AN ORIGINAL INK SIGNATURE AND EMPRESSED SEAL.

ROBERT W. HELLESTROM, L.S. #13626



- MAP REFERENCES**
- "BOUNDARY SURVEY PLAN SETTLERS RIDGE PREPARED FOR LAWRENCE F. FIANO SHODDY MILL RD. ANDOVER, CT." SCALE: 1"=40' DATE: FEB. 20 1987 REV: 4/13/87 SHEET NO: 1-2 OF 8 BY: ALFORD ASSOCIATES INC.
 - "PLOT PLAN FOR LINDA A. WILSON LOT NO. 2 BURNAP BROOK ROAD ANDOVER, CONNECTICUT" SCALE: 1"=20' DATE: DECEMBER 7, 1992 REV: 3-30-93 BY: DUBIEL ASSOCIATES - EAST HARTFORD, CONNECTICUT
 - "PROPERTY OF LINDA A. WILSON BURNAP BROOK ROAD TOWN OF ANDOVER PLAN SHOWING PROPOSED LOT & HOUSE" SCALE: 1"=20' DATE: NOVEMBER, 4 1991 BY: MALCOLM HINCKLEY, P.E. & L.S.
 - "AS-BUILT PLAN PREPARED FOR KENNETH WILSON & LINDA A. WILSON BURNAP BROOK ROAD, ANDOVER, CONNECTICUT" SCALE: 1"=20' DATE: 09-04-92 REV: 10-01-92 BY: RICHARD F. MIHOK, L.S.
 - "RIGHT OF WAY AND TRACK MAP THE NEW YORK NEW HAVEN AND HARTFORD R.R. CO. OPERATED BY THE NEW YORK NEW HAVEN AND HARTFORD R.R. CO. FROM BOSTON TO HUDSON RIVER TOWN OF ANDOVER STATE OF CONN." SHEETS: (STATION 5071+60 TO STATION 5124+40) & (STATION 5018+80 TO STATION 5071+60) DATE: JUNE 30, 1918 SCALE: 1"=100 FT
 - "LAND CONVEYED TO MARION P. RUVIELLA BY ERNEST K. AND ELLEN M. POST" SCALE: 1"=200' DATE: AUG. 30, 1963
 - "PROPERTY OF ERIC A. ESCHÉ BOLTON, ANDOVER CONNECTICUT", SCALE: 1"=200', DATE: FEB. 1973
- DEED REFERENCES (ANDOVER TOWN LAND RECORDS)**
- VOLUME 96, PAGE 104
 - VOLUME 7, PAGE 9
 - VOLUME 57, PAGE 599
 - VOLUME 13, PAGE 536

MAP STANDARD NOTES

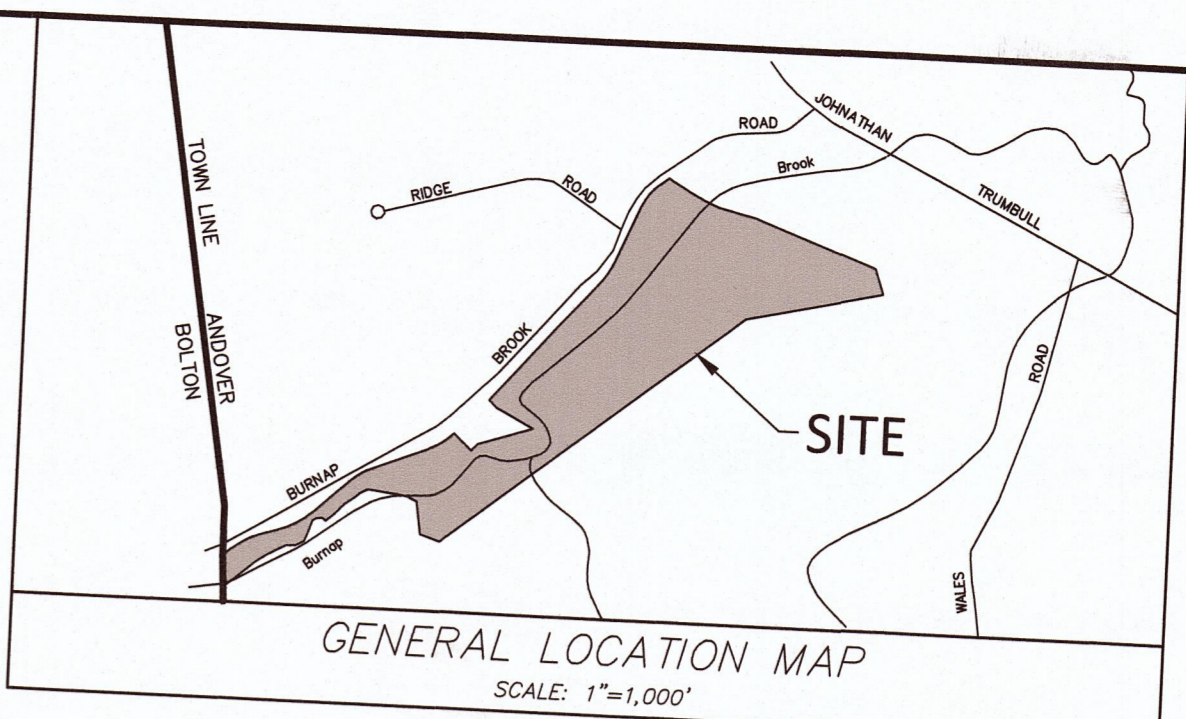
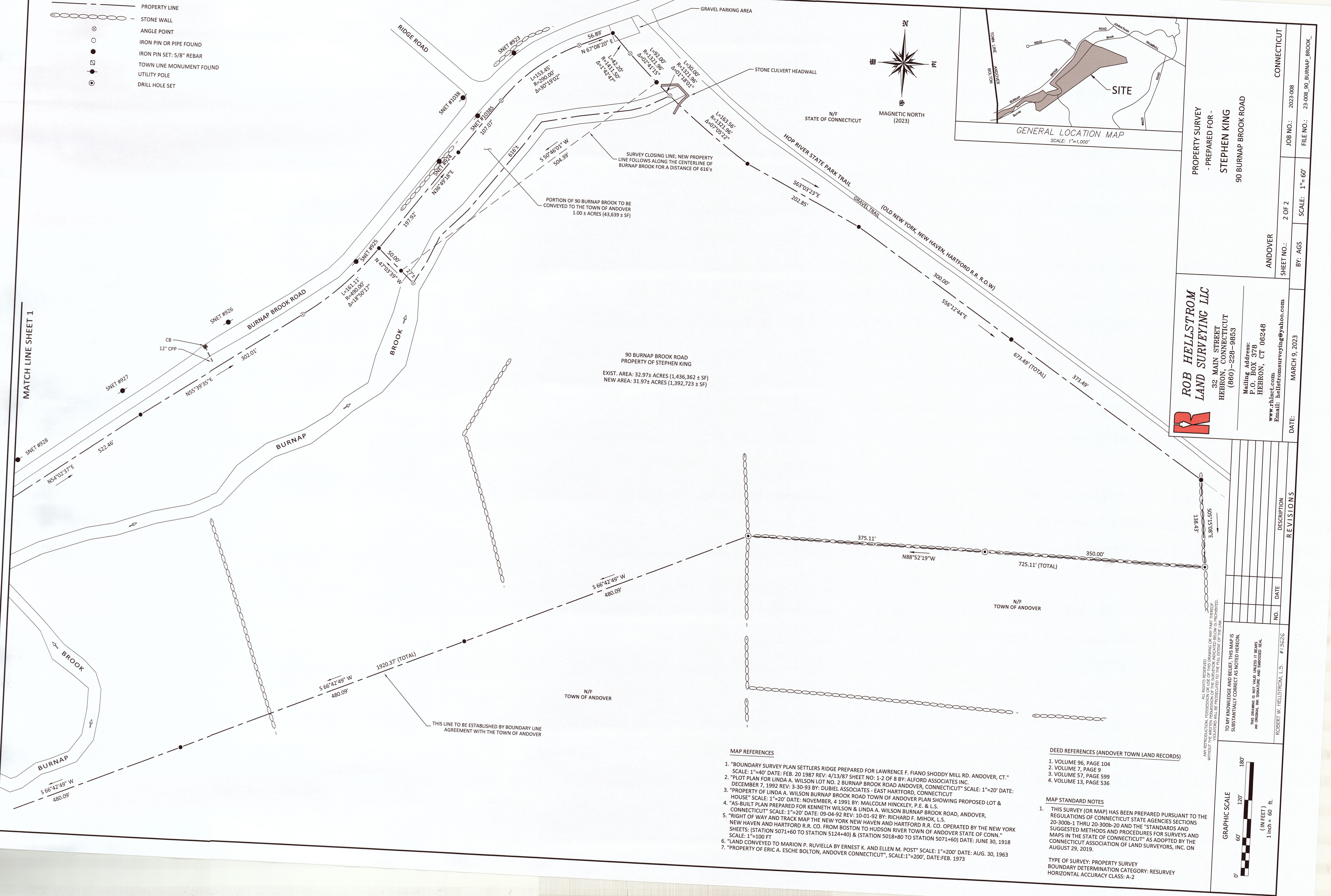
- THIS SURVEY (OR MAP) HAS BEEN PREPARED PURSUANT TO THE REGULATIONS OF CONNECTICUT STATE AGENCIES SECTIONS 20-300b-1 THRU 20-300b-20 AND THE "STANDARDS AND SUGGESTED METHODS AND PROCEDURES FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT" AS ADOPTED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INC. ON AUGUST 29, 2019.

TYPE OF SURVEY: PROPERTY SURVEY
BOUNDARY DETERMINATION CATEGORY: RESURVEY
HORIZONTAL ACCURACY CLASS: A-2

LEGEND

- PROPERTY LINE
- STONE WALL
- ⊗ ANGLE POINT
- IRON PIN OR PIPE FOUND
- IRON PIN SET: 5/8" REBAR
- ⊠ TOWN LINE MONUMENT FOUND
- UTILITY POLE
- ⊙ DRILL HOLE SET

MATCH LINE SHEET 1



PROPERTY SURVEY
- PREPARED FOR -
STEPHEN KING
90 BURNAP BROOK ROAD

ROB HELSTROM
LAND SURVEYING LLC
32 MAIN STREET
HEBRON, CONNECTICUT
(860) - 228-9853

Mailing Address:
P.O. BOX 378
HEBRON, CT 06248
www.rhlsct.com
Email: helstromsurveying@yahoo.com

ANDOVER
SHEET NO.: 2 OF 2
BY: AGS
DATE: MARCH 9, 2023
JOB NO.: 2023-008
FILE NO.: 23-008_90_BURNAP_BROOK_

90 BURNAP BROOK ROAD
PROPERTY OF STEPHEN KING
EXIST. AREA: 32.97± ACRES (1,436,362 ± SF)
NEW AREA: 31.97± ACRES (1,392,723 ± SF)

ALL RIGHTS RESERVED
ANY REPRODUCTION, PERMISSION OR USE OF THIS DRAWING OR ANY PART THEREOF WITHOUT THE WRITTEN PERMISSION OF THE SURVEYOR IS PROHIBITED.
VIOLATORS WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.
TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.
THIS DRAWING IS NOT VALID UNLESS IT BEARS AN ORIGINAL INK SIGNATURE AND EMBOSSED SEAL
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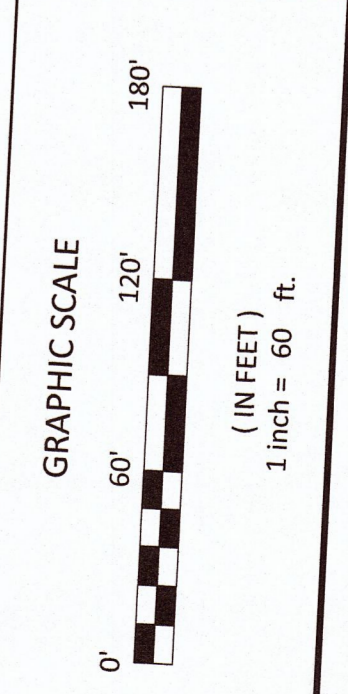
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TYPE OF SURVEY: PROPERTY SURVEY
BOUNDARY DETERMINATION CATEGORY: RESURVEY
HORIZONTAL ACCURACY CLASS: A-2

REVISIONS	
NO.	DESCRIPTION



Project 1 tanks and back up prep

tanks installed	16102
exterior gasline in conduit	6800
Trenching	5000
electrical conduit installed	19558
pad prep	2500
concrete pad	3000
Groundbox* is this necessary	10580
Total	63540

Locip request
49,000
multiuse building fund
any remaining costs

26369

no hard numbers

Project 2 HVAC town Hall

Corbett HVAC	73803
Gas line install interior	8765
Wiring for HVAC	9500
masonry repair	4065
total	96133

Rest from building maintince fund

Locip Request
80,000

Project 3

Corbett HVAC	48000
Electrical work	7500
Concrete Pad	1500
masonry repair	2795
sum	59795

FD equipment fund

Project 4

Town Hall electrical upgrade	48458
400A ats	

Ideal to do concurrantly
can be done later if necessary
but will cause rework/ more expense

Town Hall and fire Department upgrades

basically there are 3 concurrent projects in the works

1. Install additional tankage (2) 1000 gallon tanks for propane generator and run conduit for gas and electrical connections for Future Generator install.
2. HVAC upgrades to Town Hall
3. HVAC upgrades to Fire Department
4. Electrical upgrades to town Hall Needed to accommodate HVAC work as well as setup for generator install

Had Nathan Jacobson draft preliminary plan for installing 2 1000 gallon tanks One for town hall and one for Future Generator Both will be owned by TOA

Will need wetlands approval Have preliminary Drawings Meeting Oct 2 5 pm with wetlands agent. Next meeting is Nov for IWWC approved

Will need to file with planning and zoning for site plan approval 12/19/2023

Will need to file with EHHD
B100A Approved

Tanks will ideally have an manual emergency interconnect for storm conditions.

Working on Quotes from 3 local vendors

1 Called Uncas Gas Quote included

2. Called High Grade gas services talked to Ed 860.749-8035 Appointment Oct 10 to review site for installation

Met with Superior + propane Quote attached

Rick Wilson to give us a quote to install gas lines to the boiler and furnace in the town hall as well as the community center for the stove.

Electrical details

Lenco electric

Purchase 400A ATS for town hall

Purchase 200A ATS for community center

Town Hall will have electrical upgrades done when the work for the HVAC is done- needs to be done concurrently to avoid code issues and rework later

Remove old communications gear from basement

Remove old stabloc panel and manual transfer switch

Add 400A ATS (used in manual mode until new generator is installed)

Add new panel with enough capacity to handle circuits

Rewire for the new ductless split systems in the town hall.

Rewire for the new ductless systems in the fire department

Supply a 200A ATS to the Community center for installation

Electrical wiring for new Ductless split AC units

HVAC details

Fire Department: cost bid from corbett not including electrical \$48,250

Remove existing roof mounted AC replace 2 5 ton AC units and air handler

add Samsung minisplit AC to office, chiefs, dispatch and hallway

This does not include Electrical work (presumably done by Lenco)

Town Hall Remove community room furnace and AC, install Heat pump with propane backup

Add Ductless split AC cooling to all offices and main entrance of the town hall.

Total cost \$73,803 This does not include electrical work either

Assuming a COP of around 2.8 for overall performance that equates to 21,000 KWH of electricity per year for heating in heatpump mode

200,000,000 /93,000 btu's/gallon of LP at 92% efficiency= ~2300 gallons of LP per year

Town hall electrical consumption

36,586 Kwh in 12 months total current consumption

Worst month July = 4652 average consumption is 150 kwh/day so usage is probably around 12 kwh for peak electrical usage in the summer

Lowest full month is ~2600 so current cooling usage in the worst month is about 2000 Kwh

Summer usage should decrease with higher efficiency equipment

Given this I am assuming that town hall winter electrical consumption will peak around 13 kwh for heating + baseload of about 4 kwh so worst case is about 17 kwh. If people are around and can turn off all the ductless splits so it is all propane this drops down to a much smaller load

Community Center propane- kitchen 6 burner stove 28 kbtu/burner +30K oven

Heat pump system

All ductless split ac systems

Heat Loss calcs upstairs ~ 24Kbtu/ hour

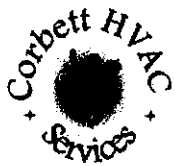
Downstairs 16 KBTU

Contractors proposed

HVAC town proposed Corbett RFP plus modified Scope

Electrician Lenco

HVAC Fire Dept Corbett RFP Plus Modified Scope



Corbett HVAC Services
321 Jackson Street
Willimantic, CT 06226

O:860-942-0183
www.corbetthvac.com

AN-11-2023-22 #04
HVAC Replacement at Andover Town Hall

Corbett HVAC Services LLC
321 Jackson St
Willimantic, CT 06226
860-942-0183

Corbett HVAC Services is an equal opportunity employer.



Corbett HVAC Services
321 Jackson Street
Willimantic, CT 06226

O:860-942-0183
www.corbetthvac.com

AN -2022-23 #04

Corbett HVAC Services LLC. is a small business enterprise specializing in installation, maintenance, repair, and on call services for heating and air conditioning equipment. We pride ourselves on providing excellent work every time. Our technicians have a combined 45 years' experience and carry several licenses among them. They have passed background checks and undergone rigorous training after they completed schooling in heating ventilation and air conditioning. Our install technicians are trained to work efficiently and make sure that all safety protocols are followed. All of our technicians are well versed in preventative maintenance as well as identifying faulty or damaged equipment or parts as well as how to identify and fix emergency problems as we rotate an on-call schedule. Our technicians are efficient, professional, and courteous. They take pride in their work and always get the job done. Our office staff works diligently to ensure a pleasant experience and make sure that all matters are communicated.

We are an equal employment opportunity employer who prides ourselves on hiring people based on what they can bring to our company and only that.

Corbett HVAC Services is an equal opportunity employer.



Corbett HVAC Services
321 Jackson Street
Willimantic, CT 06226

O:860-942-0183
www.corbetthvac.com

**AN-2022-23 #04
Projects**

St Joseph's Polish Roman Catholic Church
120 Cliff St
Norwich CT 06360
860-705-4202

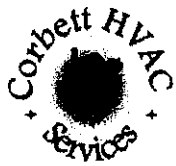
Fee Structure 50% deposit and 50% upon completion

Install 8 mini split heads in church around exterior walls to provide A/C for church. Each head will be connected to a condensing unit on exterior of church. All line sets will be ran in line set hide ducting from wall penetration to condensing unit.

Hillyland Farm Dairy LLC
75 Murphy Hill Rd
Scotland, CT 06264
Doug Stearns
860-428-9599

Fee Structure: 50% deposit and 50% upon completion

Install new Daikin mini split system in new winery. There will be two condensing units at 36,000 BTU each with four indoor heads at 18,000 BTU each. Each condensing unit will be mounted on wall bracket to keep it above snow load. All indoor heads will be located on exterior walls and line set will run in attic space to far indoor heads.



Corbett HVAC Services
321 Jackson Street
Willimantic, CT 06226

O:860-942-0183
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Berkshire
Bruce MaClean
77 Industrial Park Rd
Vernon, CT 06066
860-670-5226

Fee Structure: 50% deposit and 50% upon Completion.

Install 35 packaged units for heating and air conditioning.

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Corbett HVAC Services
321 Jackson Street
Willimantic, CT 06226

O:860-942-0183
www.corbetthvac.com

AN-11-2023-22 #04

References

Bruce MaClean
MaClean Mechanical Contractors LLC
77 Industrial Park Rd
Vernon, CT 06066
860-607-5226

Real Property Management
Margaret Gledhill
705 North Mountain Rd
G105
Newington, CT 06111
860-377-8912

The Housing Authority of The City of Willimantic
Edwin (Maintenance)
49 West Ave
Willimantic, CT 06226
860-336-7591

Corbett HVAC Services is an equal opportunity employer.

Proposal for



Corbett HVAC Services
321 Jackson Street
Willimantic, CT 06226

O:860-942-0183
www.corbetthvac.com

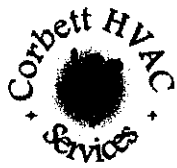
AN-2022-23 #04

Completion Timeline

Removing existing oil fire furnace and AC coil, replace with new high efficiency LP furnace and dual fuel heat pump. Remove tank, fill, and vent pipes and dispose.

This project will be completed in 1 month once the materials are acquired.

Corbett HVAC Services is an equal opportunity employer.



Corbett HVAC Services
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Willimantic, CT 06226

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AN-2022-23 #04
Cost Summary

Replacement of existing system and adding ductless heat pump mini splits to building.

Materials: \$51,375.00

Labor to install Mini Split: \$11,428.00

Labor to install furnace and AC: \$7,500.00

Labor to install gas burner and remove oil tank: \$3,500.00

Electrician: \$9,500.00

These prices were determined by our quote from our distributor and our hourly labor charge.

Corbett HVAC Services is an equal opportunity employer.

Town of Andover

Proposal Summary

Lump Sum Price Bidder will complete the Project titled **2023 HVAC Replacement at Andover Town Hall in Andover, CT** work in accordance with the Contract Documents as described:

Summary Description

Remove oil boiler and install propane burner with control and combustion air box and remove the oil tank. Install one low ambient cooling mini split in server room. Install 6 head mini split system on top floor. Install 2 head system on basement level. Install new H.E. York gas furnace, cover combustion air intakes inside. Install Ecore Seer 20 H.E. heat pump on furnace. Run new power to 3 new mini split condensers and on HP condenser.

Lump Sum Cost Inclusive of Labor and Materials \$83,303.00
PRICE

*** All associated work to complete the work as requested by the Town shall be included. there shall be no additional costs except As noted below*

Option 1 Description

Lump Sum Cost Inclusive of Labor and Materials \$
PRICE

Option 2 Description

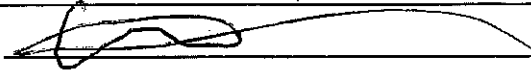
Lump Sum Cost Inclusive of Labor and Materials \$
PRICE

By: Corbett Bernier

Title: Owner

Bidder: Corbett HVAC Services LLC

Address: 321 Jackson St Willimantic, CT 06226



Signature _____

Date 06/08/2023



STATE OF CONNECTICUT

NONDISCRIMINATION CERTIFICATION – Representation by Entity

For Contracts Valued at Less than \$50,000

Written representation that complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60 and 4a-60a, as amended.

INSTRUCTIONS:

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut, valued at less than \$50,000 for each year of contract. Complete all sections of the form. Submit to the awarding State agency prior to contract execution.

REPRESENTATION OF ENTITY:

I, [Signature], Owner, of Corbett HVAC Services LLC
(Authorized Signatory) (Title) (Name of Entity)

an entity duly formed and existing under the laws of Connecticut
(Name of State or Commonwealth)

represent that I am authorized to execute and deliver this representation on behalf of
Corbett HVAC Services LLC and that Corbett HVAC Services LLC
(Name of Entity) (Name of Entity)

agrees to comply with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60 and 4a-60a, as amended.

[Signature] 06/07/2023
(Authorized Signatory) (Date)

Corbett Bernier
(Printed Name)



Load Short Form
Entire House
Corbett HVAC

Job: 060720231
 Date: Jun 07, 2023
 By: Chris Fontaine

321 Jackson St, Willimantic, CT 06226

Project Information

For: Andover Town Hall
 17 School Rd, Andover, CT 06232

Design Information

	Htg	Clg	Infiltration	Simplified
Outside db (°F)	8	88	Method	Average
Inside db (°F)	70	75	Construction quality	0
Design TD (°F)	62	13	Fireplaces	
Daily range	-	M		
Inside humidity (%)	30	50		
Moisture difference (gr/lb)	26	28		

HEATING EQUIPMENT

Make
 Trade
 Model
 AHRI ref

Efficiency 80 AFUE
 Heating input 0 Btuh
 Heating output 0 Btuh
 Temperature rise 0 °F
 Actual air flow 3020 cfm
 Air flow factor 0.024 cfm/Btuh
 Static pressure 0 in H2O
 Space thermostat

COOLING EQUIPMENT

Make
 Trade
 Cond
 Coil
 AHRI ref

Efficiency 0 SEER
 Sensible cooling 0 Btuh
 Latent cooling 0 Btuh
 Total cooling 0 Btuh
 Actual air flow 3020 cfm
 Air flow factor 0.050 cfm/Btuh
 Static pressure 0 in H2O
 Load sensible heat ratio 0.74

ROOM NAME	Area (ft²)	Htg load (Btuh)	Clg load (Btuh)	Htg AVF (cfm)	Clg AVF (cfm)
101	300	9726	3197	174	161
102u	225	4423	2487	106	125
102T	225	5084	2556	122	129
105	360	10713	9267	211	466
212	1008	97708	105263	953	1021
204	225	6982	2517	168	127
203	225	6514	2216	156	111
201	300	16010	6173	384	311
207	180	9837	2442	188	123
206	180	4016	1623	96	82
209	144	5285	1878	127	94
foyer	144	13943	5377	335	271

Calculations approved by ACCA to meet all requirements of Manual J 8th Ed.



Right-Suite® Universal 2021 21.0.08 RSU64320

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Page 1

Entire House	3516	190241	135729	3020	3020
Other equip loads		0	0		
Equip. @ 0.93 RSM			55816		
Latent cooling			21024		
TOTALS	3516	190241	212569	3020	3020

Calculations approved by ACCA to meet all requirements of Manual J 8th Ed.



Project Summary
Entire House
Corbett HVAC

Job: 060720231
 Date: Jun 07, 2023
 By: Chris Fontaine

321 Jackson St, Willimantic, CT 06226

Project Information

For: Andover Town Hall
 17 School Rd, Andover, CT 06232

Notes:

Design Information

Weather: Hartford, Bradley IAP, CT, US

Winter Design Conditions

Outside db 8 °F
 Inside db 70 °F
 Design TD 62 °F

Summer Design Conditions

Outside db 88 °F
 Inside db 75 °F
 Design TD 13 °F
 Daily range M
 Relative humidity 50 %
 Moisture difference 28 gr/lb

Heating Summary

Structure 119188 Btuh
 Ducts 6670 Btuh
 Central vent (0 cfm)
 (none) 0 Btuh
 Humidification 0 Btuh
 Piping 0 Btuh
 Equipment load 125858 Btuh

Sensible Cooling Equipment Load Sizing

Structure 57460 Btuh
 Ducts 2557 Btuh
 Central vent (0 cfm)
 (none) 0 Btuh
 Blower 0 Btuh
 Use manufacturer's data n
 Rate/swing multiplier 0.93
 Equipment sensible load 55816 Btuh

Infiltration

Method Simplified
 Construction quality Average
 Fireplaces 0

	Heating	Cooling
Area (ft ²)	3516	3516
Volume (ft ³)	32607	32607
Air changes/hour	0.37	0.19
Equiv. AVF (cfm)	201	103

Latent Cooling Equipment Load Sizing

Structure 17150 Btuh
 Ducts 3875 Btuh
 Central vent (0 cfm)
 (none) 0 Btuh
 Equipment latent load 21024 Btuh
Equipment Total Load (Sen+Lat) 76840 Btuh
 Req. total capacity at 0.70 SHR 6.6 ton

Heating Equipment Summary

Make
 Trade
 Model
 AHRI ref
 Efficiency 80 AFUE
 Heating input 0 Btuh
 Heating output 0 Btuh
 Temperature rise 0 °F
 Actual air flow 3020 cfm
 Air flow factor 0.024 cfm/Btuh
 Static pressure 0 in H2O
 Space thermostat

Cooling Equipment Summary

Make
 Trade
 Cond
 Coil
 AHRI ref
 Efficiency 0 SEER
 Sensible cooling 0 Btuh
 Latent cooling 0 Btuh
 Total cooling 0 Btuh
 Actual air flow 3020 cfm
 Air flow factor 0.050 cfm/Btuh
 Static pressure 0 in H2O
 Load sensible heat ratio 0.74

Calculations approved by ACCA to meet all requirements of Manual J 8th Ed.



Right-Suite® Universal 2021 21.0.08 RSU64320

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Page 1



J1 Form - Worksheet A
Entire House
Corbett HVAC

Job: 060720231
 Date: Jun 07, 2023
 By: Chris Fontaine

321 Jackson St, Willimantic, CT 06226

Supporting Detail	
Project Name:	Date: Jun 07, 2023
Address: 17 School Rd, Andover, CT 06232	
Phone:	Job ID: 060720231

Worksheet A Location and Design Conditions		
Weather Location: Hartford, Bradley IAP, CT, US	Elevation = 180	Latitude = 42
Indoor Conditions, Heating: DB = 70 °F RH = 30 %	Indoor Conditions, Cooling: DB = 75 °F RH = 50 %	
Table 1 Conditions 99% DB = 8 °F 1% DB = 88 °F	Grains Difference = 28 gr/lb	Daily Range = M
Design Temperature Differences	HTD = 62 °F	CTD = 13 °F

Calculations approved by ACCA to meet all requirements of Manual J 8th Ed.

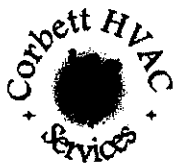


Right-Suite® Universal 2021 21.0.08 RSU64320

2023-Jun-07 11:42:58

Page 1

Project1.rup Calc = MJB Front Door faces: S



Corbett HVAC Services
321 Jackson Street
Willimantic, CT 06226

O:860-942-0183
www.corbetthvac.com

Proposal for
AN-11-2023-22 #02
2023 HVAC Replacement at Andover Fire Department

Corbett HVAC Services LLC
321 Jackson St
Willimantic, CT 06226
860-942-0183

Corbett HVAC Services is an equal opportunity employer.



Corbett HVAC Services
321 Jackson Street
Willimantic, CT 06226

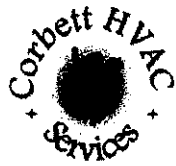
O:860-942-0183
www.corbetthvac.com

AN -2022-23 #02

Corbett HVAC Services LLC. is a small business enterprise specializing in installation, maintenance, repair, and on call services for heating and air conditioning equipment. We pride ourselves on providing excellent work every time. Our technicians have a combined 45 years' experience and carry several licenses among them. They have passed background checks and undergone rigorous training after they completed schooling in heating ventilation and air conditioning. Our install technicians are trained to work efficiently and make sure that all safety protocols are followed. All of our technicians are well versed in preventative maintenance as well as identifying faulty or damaged equipment or parts as well as how to identify and fix emergency problems as we rotate an on-call schedule. Our technicians are efficient, professional, and courteous. They take pride in their work and always get the job done. Our office staff works diligently to ensure a pleasant experience and make sure that all matters are communicated.

We are an equal employment opportunity employer who prides ourselves on hiring people based on what they can bring to our company and only that.

Corbett HVAC Services is an equal opportunity employer.



Corbett HVAC Services
321 Jackson Street
Willimantic, CT 06226

O:860-942-0183
www.corbetthvac.com

AN-2022-23 #02
Projects

St Joseph's Polish Roman Catholic Church
120 Cliff St
Norwich CT 06360
860-705-4202

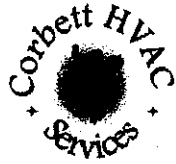
Fee Structure 50% deposit and 50% upon completion

Install 8 mini split heads in church around exterior walls to provide A/C for church. Each head will be connected to a condensing unit on exterior of church. All line sets will be ran in line set hide ducting from wall penetration to condensing unit.

Hillyland Farm Dairy LLC
75 Murphy Hill Rd
Scotland, CT 06264
Doug Stearns
860-428-9599

Fee Structure: 50% deposit and 50% upon completion

Install new Daikin mini split system in new winery. There will be two condensing units at 36,000 BTU each with four indoor heads at 18,000 BTU each. Each condensing unit will be mounted on wall bracket to keep it above snow load. All indoor heads will be located on exterior walls and line set will run in attic space to far indoor heads.



Corbett HVAC Services
321 Jackson Street
Willimantic, CT 06226

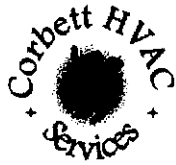
O:860-942-0183
www.corbetthvac.com

Berkshire
Bruce MaClean
77 Industrial Park Rd
Vernon, CT 06066
860-670-5226

Fee Structure: 50% deposit and 50% upon Completion.

Install 35 packaged units for heating and air conditioning.

Corbett HVAC Services is an equal opportunity employer.



Corbett HVAC Services
321 Jackson Street
Willimantic, CT 06226

O:860-942-0183
www.corbetthvac.com

AN-11-2023-22 #02

References

Bruce MaClean
MaClean Mechanical Contractors LLC
77 Industrial Park Rd
Vernon, CT 06066
860-607-5226

Real Property Management
Margaret Gledhill
705 North Mountain Rd
G105
Newington, CT 06111
860-377-8912

The Housing Authority of The City of Willimantic
Edwin (Maintenance)
49 West Ave
Willimantic, CT 06226
860-336-7591

Corbett HVAC Services is an equal opportunity employer.



Corbett HVAC Services
321 Jackson Street
Willimantic, CT 06226

O:860-942-0183
www.corbetthvac.com

AN-2022-23 #02

Completion Timeline

Replace Existing System: Replacement of the existing system will take approximately 2 weeks once we obtain material.

Alternate System: Replacement of the existing system with high efficiency mini split heat pump system and new air handler and condenser will take approximately 2 weeks.



Corbett HVAC Services
321 Jackson Street
Willimantic, CT 06226

O:860-942-0183
www.corbetthvac.com

AN-2022-23 #02
Cost Summary

Replacement of existing system and adding ductless heat pump mini splits to building.

System: Mini Split System, Air Handler, and Condenser.

Materials: \$32,250.00

Labor: \$16,000.00

Electrician: \$7,500.00

These prices were determined by our quote from our distributor and our hourly labor charge.

Corbett HVAC Services is an equal opportunity employer.

Town of Andover

Proposal Summary

Lump Sum Price Bidder will complete the Project titled **2023 HVAC Replacement at Andover Fire Department in Andover, CT** work in accordance with the Contract Documents as described:

Summary Description

Remove existing HVAC PTAC's, air handler, and condenser. Replace with new 3 Head Samsung high efficiency heat pump system, York AHU, and two 16 Seer York Condensers. Run new electric to mini split condenser and new York condenser location.

Lump Sum Cost Inclusive of Labor and Materials \$55,750.00
PRICE

***All associated work to complete the work as requested by the Town shall be included. there shall be no additional costs except As noted below*

Option 1 Description

Lump Sum Cost Inclusive of Labor and Materials _____
PRICE

Option 2 Description

Lump Sum Cost Inclusive of Labor and Materials _____
PRICE

By: Corbett Bernier

Title: Owner

Bidder: Corbett HVAC Services LLC

Address: 321 Jackson St Willimantic, CT 06226

Signature 

Date: 06/08/2023



STATE OF CONNECTICUT

NONDISCRIMINATION CERTIFICATION – Representation by Entity

For Contracts Valued at Less than \$50,000

Written representation that complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60 and 4a-60a, as amended.

INSTRUCTIONS:

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the State of Connecticut, valued at less than \$50,000 for each year of contract. Complete all sections of the form. Submit to the awarding State agency prior to contract execution.

REPRESENTATION OF ENTITY:

I [Signature] Owner, of Corbett HVAC Services LLC
(Authorized Signatory) (Title) (Name of Entity)

an entity duly formed and existing under the laws of Connecticut
(Name of State or Commonwealth)

represent that I am authorized to execute and deliver this representation on behalf of

Corbett HVAC Services LLC and that Corbett HVAC Services LLC
(Name of Entity) (Name of Entity)

agrees to comply with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60 and 4a-60a, as amended.

[Signature] 06/07/2023
(Authorized Signatory) (Date)

Corbett Bernier
(Printed Name)



Load Short Form
Entire House
Corbett HVAC

Job: 060720231
 Date: Jun 07, 2023
 By: Chris Fontaine

321 Jackson St, Willimantic, CT 06226

Project Information

For: Andover Fire Department
 11 School Rd Andover, CT

Design Information

	Htg	Cig	Infiltration	Simplified Average
Outside db (°F)	8	88	Method	0
Inside db (°F)	70	75	Construction quality	
Design TD (°F)	62	13	Fireplaces	
Daily range	-	M		
Inside humidity (%)	30	50		
Moisture difference (gr/lb)	26	28		

HEATING EQUIPMENT

Make
 Trade
 Model
 AHRI ref

Efficiency 80 AFUE
 Heating input 0 Btuh
 Heating output 0 Btuh
 Temperature rise 0 °F
 Actual air flow 3020 cfm
 Air flow factor 0.024 cfm/Btuh
 Static pressure 0 in H2O
 Space thermostat

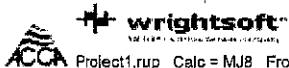
COOLING EQUIPMENT

Make
 Trade
 Cond
 Coil
 AHRI ref

Efficiency 0 SEER
 Sensible cooling 0 Btuh
 Latent cooling 0 Btuh
 Total cooling 0 Btuh
 Actual air flow 3020 cfm
 Air flow factor 0.050 cfm/Btuh
 Static pressure 0 in H2O
 Load sensible heat ratio 0.74

ROOM NAME	Area (ft²)	Htg load (Btuh)	Cig load (Btuh)	Htg AVF (cfm)	Cig AVF (cfm)
Office	300	9726	7832	174	161
Conference Room	540	8364	7235	106	125
Hallway	700	18936	17348	122	129

Calculations approved by ACCA to meet all requirements of Manual J 8th Ed.



Right-Suite® Universal 2021 21.0.08 RSU64320

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Page 1

Entire House	3516	37008	32415	3020	3020
Other equip loads		0	0		
Equip. @ 0.93 RSM			30145		
Latent cooling			15072		
TOTALS	3516	37008	77632	3020	3020

Calculations approved by ACCA to meet all requirements of Manual J 8th Ed.

Project Information

For: Andover Town Hall
17 School Rd, Andover, CT 06232

Notes:

Design Information

Weather: Hartford, Bradley IAP, CT, US

Winter Design Conditions

Outside db 8 °F
Inside db 70 °F
Design TD 62 °F

Summer Design Conditions

Outside db 88 °F
Inside db 75 °F
Design TD 13 °F
Daily range M
Relative humidity 50 %
Moisture difference 28 gr/lb

Heating Summary

Structure 119188 Btuh
Ducts 6670 Btuh
Central vent (0 cfm)
(none) 0 Btuh
Humidification 0 Btuh
Piping 0 Btuh
Equipment load 125858 Btuh

Sensible Cooling Equipment Load Sizing

Structure 57460 Btuh
Ducts 2557 Btuh
Central vent (0 cfm)
(none) 0 Btuh
Blower 0 Btuh
Use manufacturer's data n
Rate/swing multiplier 0.93
Equipment sensible load 55816 Btuh

Infiltration

Method Simplified
Construction quality Average
Fireplaces 0

Latent Cooling Equipment Load Sizing

Structure 17150 Btuh
Ducts 3875 Btuh
Central vent (0 cfm)
(none) 0 Btuh
Equipment latent load 21024 Btuh

	Heating	Cooling
Area (ft ²)	3516	3516
Volume (ft ³)	32607	32607
Air changes/hour	0.37	0.19
Equiv. AVF (cfm)	201	103

Equipment Total Load (Sen+Lat) 76840 Btuh
Req. total capacity at 0.70 SHR 6.6 ton

Heating Equipment Summary

Make
Trade
Model
AHRI ref
Efficiency 80 AFUE
Heating input 0 Btuh
Heating output 0 Btuh
Temperature rise 0 °F
Actual air flow 3020 cfm
Air flow factor 0.024 cfm/Btuh
Static pressure 0 in H2O
Space thermostat

Cooling Equipment Summary

Make
Trade
Cond
Coil
AHRI ref
Efficiency 0 SEER
Sensible cooling 0 Btuh
Latent cooling 0 Btuh
Total cooling 0 Btuh
Actual air flow 3020 cfm
Air flow factor 0.050 cfm/Btuh
Static pressure 0 in H2O
Load sensible heat ratio 0.74

Calculations approved by ACCA to meet all requirements of Manual J 8th Ed.



J1 Form - Worksheet A
Entire House
Corbett HVAC

Job: 060720231
 Date: Jun 07, 2023
 By: Chris Fontaine

321 Jackson St, Willimantic, CT 06226

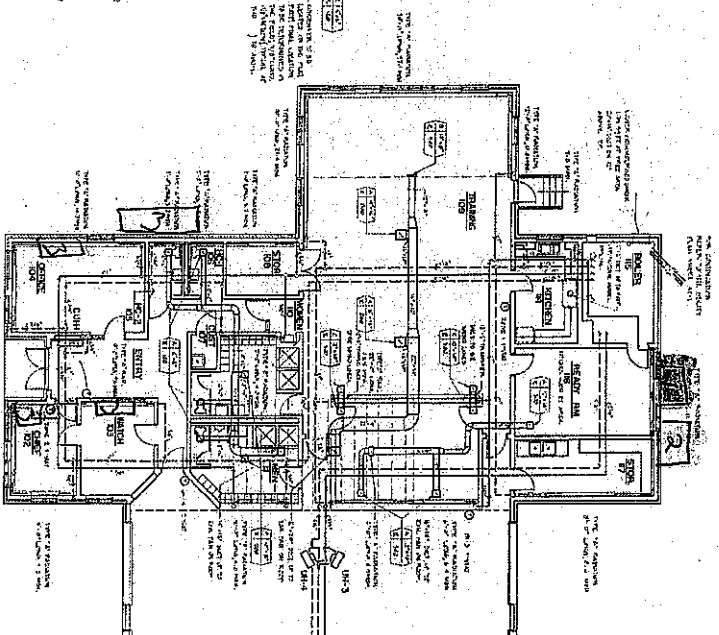
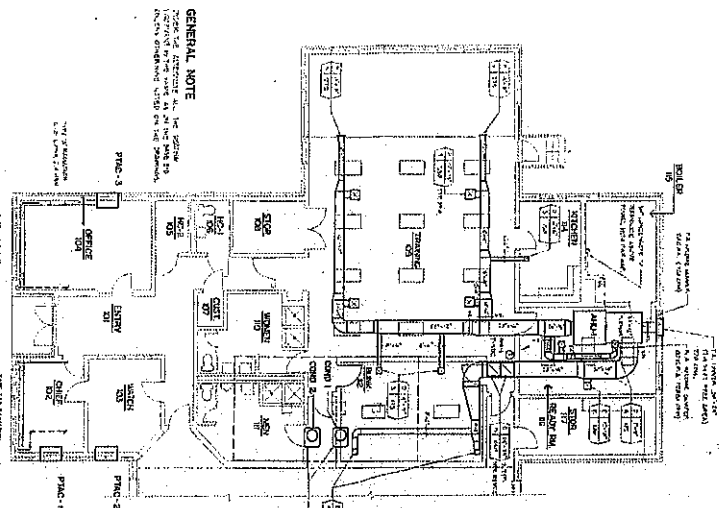
Supporting Detail	
Project Name:	Date: Jun 07, 2023
Address: 17 School Rd, Andover, CT 06232	
Phone:	Job ID: 060720231

Worksheet A	
Location and Design Conditions	
Weather Location: Hartford, Bradley IAP, CT, US	Elevation = 180 Latitude = 42
Indoor Conditions, Heating: DB = 70 °F RH = 30 %	Indoor Conditions, Cooling: DB = 75 °F RH = 50 %
Table 1 Conditions 99% DB = 8 °F 1% DB = 88 °F	Grains Difference = 28 gr/lb Daily Range = M
Design Temperature Differences	HTD = 62 °F CTD = 13 °F

Calculations approved by ACCA to meet all requirements of Manual J 8th Ed.



FLOOR PLAN - HVAC ALTERNATE
 SCALE: 1/8" = 1'-0"



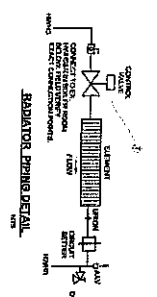
MECHANICAL SYMBOL LIST	
1" LINE WATER SERVICE	1" LINE WATER SERVICE
2" LINE WATER SERVICE	2" LINE WATER SERVICE
3" LINE WATER SERVICE	3" LINE WATER SERVICE
4" LINE WATER SERVICE	4" LINE WATER SERVICE
6" LINE WATER SERVICE	6" LINE WATER SERVICE
8" LINE WATER SERVICE	8" LINE WATER SERVICE
10" LINE WATER SERVICE	10" LINE WATER SERVICE
12" LINE WATER SERVICE	12" LINE WATER SERVICE
14" LINE WATER SERVICE	14" LINE WATER SERVICE
16" LINE WATER SERVICE	16" LINE WATER SERVICE
18" LINE WATER SERVICE	18" LINE WATER SERVICE
20" LINE WATER SERVICE	20" LINE WATER SERVICE
24" LINE WATER SERVICE	24" LINE WATER SERVICE
30" LINE WATER SERVICE	30" LINE WATER SERVICE
36" LINE WATER SERVICE	36" LINE WATER SERVICE
42" LINE WATER SERVICE	42" LINE WATER SERVICE
48" LINE WATER SERVICE	48" LINE WATER SERVICE
54" LINE WATER SERVICE	54" LINE WATER SERVICE
60" LINE WATER SERVICE	60" LINE WATER SERVICE
66" LINE WATER SERVICE	66" LINE WATER SERVICE
72" LINE WATER SERVICE	72" LINE WATER SERVICE
78" LINE WATER SERVICE	78" LINE WATER SERVICE
84" LINE WATER SERVICE	84" LINE WATER SERVICE
90" LINE WATER SERVICE	90" LINE WATER SERVICE
96" LINE WATER SERVICE	96" LINE WATER SERVICE
102" LINE WATER SERVICE	102" LINE WATER SERVICE
108" LINE WATER SERVICE	108" LINE WATER SERVICE
114" LINE WATER SERVICE	114" LINE WATER SERVICE
120" LINE WATER SERVICE	120" LINE WATER SERVICE
126" LINE WATER SERVICE	126" LINE WATER SERVICE
132" LINE WATER SERVICE	132" LINE WATER SERVICE
138" LINE WATER SERVICE	138" LINE WATER SERVICE
144" LINE WATER SERVICE	144" LINE WATER SERVICE
150" LINE WATER SERVICE	150" LINE WATER SERVICE
156" LINE WATER SERVICE	156" LINE WATER SERVICE
162" LINE WATER SERVICE	162" LINE WATER SERVICE
168" LINE WATER SERVICE	168" LINE WATER SERVICE
174" LINE WATER SERVICE	174" LINE WATER SERVICE
180" LINE WATER SERVICE	180" LINE WATER SERVICE
186" LINE WATER SERVICE	186" LINE WATER SERVICE
192" LINE WATER SERVICE	192" LINE WATER SERVICE
198" LINE WATER SERVICE	198" LINE WATER SERVICE
204" LINE WATER SERVICE	204" LINE WATER SERVICE
210" LINE WATER SERVICE	210" LINE WATER SERVICE
216" LINE WATER SERVICE	216" LINE WATER SERVICE
222" LINE WATER SERVICE	222" LINE WATER SERVICE
228" LINE WATER SERVICE	228" LINE WATER SERVICE
234" LINE WATER SERVICE	234" LINE WATER SERVICE
240" LINE WATER SERVICE	240" LINE WATER SERVICE
246" LINE WATER SERVICE	246" LINE WATER SERVICE
252" LINE WATER SERVICE	252" LINE WATER SERVICE
258" LINE WATER SERVICE	258" LINE WATER SERVICE
264" LINE WATER SERVICE	264" LINE WATER SERVICE
270" LINE WATER SERVICE	270" LINE WATER SERVICE
276" LINE WATER SERVICE	276" LINE WATER SERVICE
282" LINE WATER SERVICE	282" LINE WATER SERVICE
288" LINE WATER SERVICE	288" LINE WATER SERVICE
294" LINE WATER SERVICE	294" LINE WATER SERVICE
300" LINE WATER SERVICE	300" LINE WATER SERVICE

OMPLEX
R. CONNECTICUT

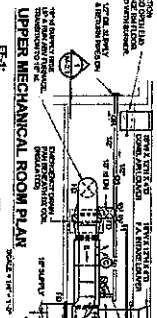
DATE 4-19-80
 DRN LMD
 CKRDBB
 JOB NO. 8809

GRABO & COMPANY
 MECHANICAL ENGINEERS
 HARTFORD, CT
 BENS & SPALL
 MECHANICAL ENGINEERS
 HARTFORD, CT
 DATUM ENGINEERING
 PROFESSIONAL ENGINEERS
 HARTFORD, CT

alan c. wiedie
 architect
 10 SOUTH RD. BOLTON, CONNECTICUT

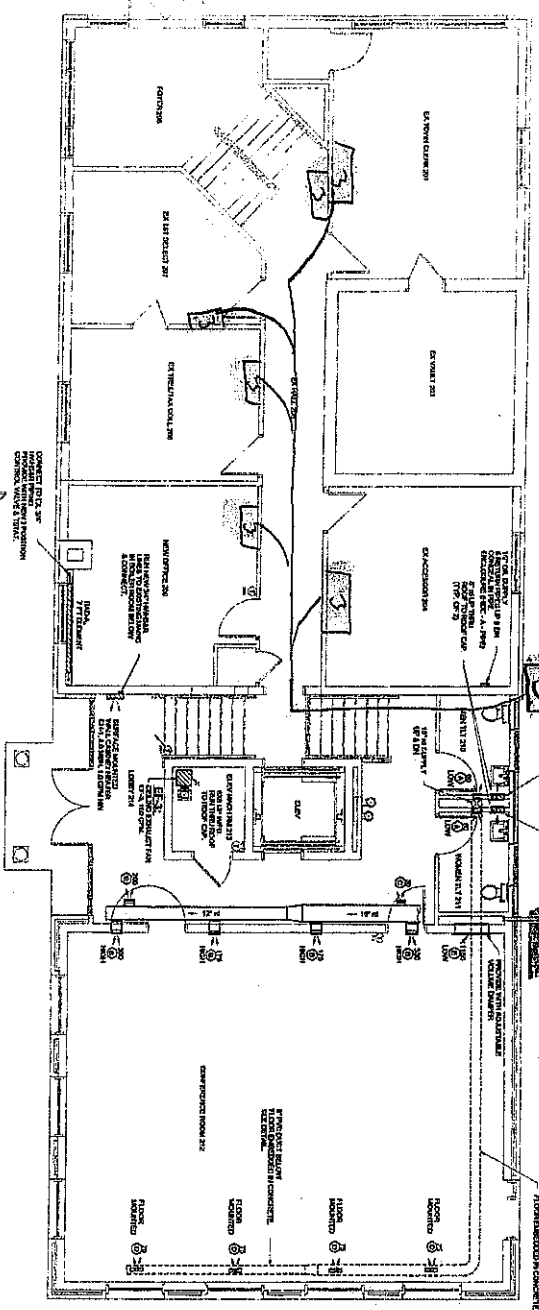


NOTE: ALL MECHANICAL ROOMS SHALL BE CONFINED TO THE MECHANICAL ROOMS AND SHALL BE SEPARATED FROM THE REST OF THE FLOOR BY A 2" MIN. THICK CONCRETE WALL.

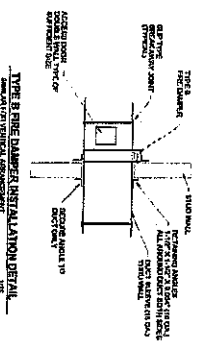


NEW PUMP

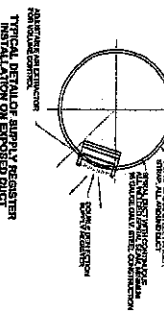
NOTE: THE MECHANICAL ROOM SHALL BE CONFINED TO THE MECHANICAL ROOMS AND SHALL BE SEPARATED FROM THE REST OF THE FLOOR BY A 2" MIN. THICK CONCRETE WALL.



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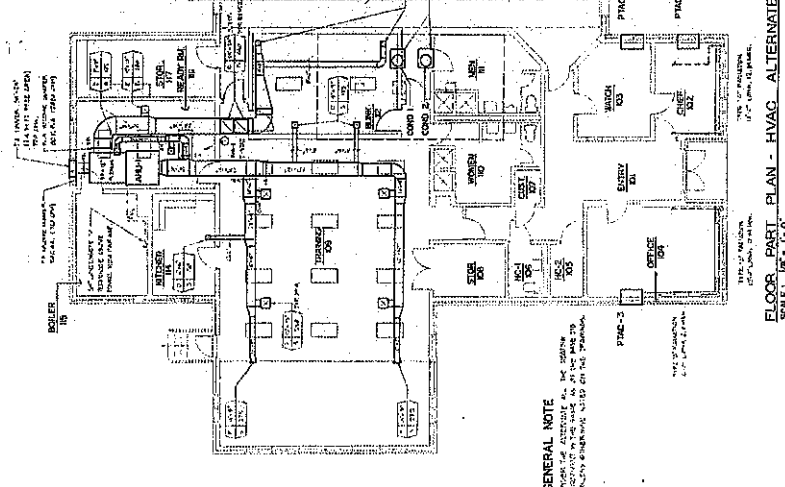
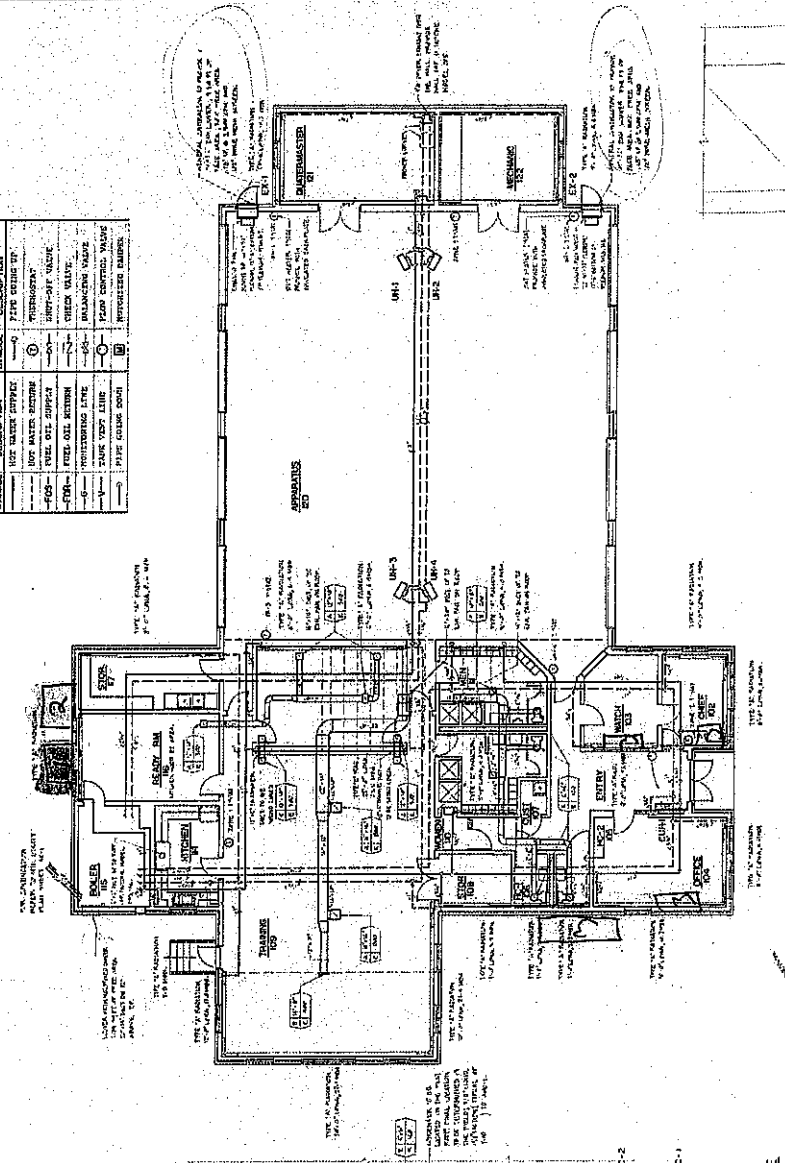


NOTE: THE MECHANICAL ROOM SHALL BE CONFINED TO THE MECHANICAL ROOMS AND SHALL BE SEPARATED FROM THE REST OF THE FLOOR BY A 2" MIN. THICK CONCRETE WALL.



	ADDITIONS & RENOVATIONS FOR: ANDOVER TOWN HALL 17 SCHOOL ROAD ANDOVER, CT	10 Middlebury Street Farmington, CT 06032 T (860) 877-8334 F (860) 877-8334
	MECHANICAL SCALE: 1/8" = 1'-0" DATE: 11/11/11 DRAWN BY: [Name] CHECKED BY: [Name]	M1.1

MECHANICAL SYMBOL LIST	
SYMBOL	DESCRIPTION
(Symbol)	TYPE WATER SUPPLY
(Symbol)	TYPE WATER RETURN
(Symbol)	TYPE FUEL OIL SUPPLY
(Symbol)	TYPE FUEL OIL RETURN
(Symbol)	TYPE CONDENSING WATER
(Symbol)	TYPE CHILLED WATER
(Symbol)	TYPE HEATING WATER
(Symbol)	TYPE AIR HANDLING
(Symbol)	TYPE EXHAUST
(Symbol)	TYPE VENT
(Symbol)	TYPE DRAIN
(Symbol)	TYPE SLOPE
(Symbol)	TYPE AIR FLOW
(Symbol)	TYPE AIR PRESSURE
(Symbol)	TYPE AIR TEMPERATURE
(Symbol)	TYPE AIR HUMIDITY
(Symbol)	TYPE AIR VELOCITY
(Symbol)	TYPE AIR DENSITY
(Symbol)	TYPE AIR ENTHALPY
(Symbol)	TYPE AIR GROSS CALORIFIC VALUE
(Symbol)	TYPE AIR NET CALORIFIC VALUE
(Symbol)	TYPE AIR LOWER HEATING VALUE
(Symbol)	TYPE AIR UPPER HEATING VALUE
(Symbol)	TYPE AIR HEATING VALUE
(Symbol)	TYPE AIR COOLING VALUE
(Symbol)	TYPE AIR SENSIBLE HEAT
(Symbol)	TYPE AIR LATENT HEAT
(Symbol)	TYPE AIR TOTAL HEAT
(Symbol)	TYPE AIR ENERGY
(Symbol)	TYPE AIR MASS
(Symbol)	TYPE AIR VOLUME
(Symbol)	TYPE AIR WEIGHT
(Symbol)	TYPE AIR DENSITY
(Symbol)	TYPE AIR SPECIFIC VOLUME
(Symbol)	TYPE AIR SPECIFIC HEAT
(Symbol)	TYPE AIR THERMAL CONDUCTIVITY
(Symbol)	TYPE AIR VISCOSITY
(Symbol)	TYPE AIR PRANDTL NUMBER
(Symbol)	TYPE AIR SCHMIDT NUMBER
(Symbol)	TYPE AIR LEISSAFT NUMBER
(Symbol)	TYPE AIR PRANDTL NUMBER
(Symbol)	TYPE AIR SCHMIDT NUMBER
(Symbol)	TYPE AIR LEISSAFT NUMBER
(Symbol)	TYPE AIR PRANDTL NUMBER
(Symbol)	TYPE AIR SCHMIDT NUMBER
(Symbol)	TYPE AIR LEISSAFT NUMBER



GENERAL NOTE
 THIS PLAN IS FOR INFORMATION ONLY AND IS NOT TO BE USED FOR CONSTRUCTION. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE SPECIFICATIONS AND NOTES ON THE DRAWINGS.

FLOOR PLAN - HVAC - ALTERNATE
 SHEET NO. 11-N



UNCAS GAS

Your Home Comfort Solution

www.uncasgas.com

12/21/2023

Eric Anderson
Town Administrator
17 School Road
Andover, CT 06232

Hi Eric,

At this time I would like to present the following quote from Uncas Gas for Selling & installing 2-1000 above ground ASME tanks and running approximately 380 feet of underground from tanks to Senior Center & Town Hall and 90 feet of interior line to the Town Hall to the existing furnaces.

Sale of 2-1000 gallon ag tanks - \$12,924.00

\$6462.00 each tank

Labor & Material - \$5300.00

Tax - \$1157.22

(if you are tax exempt, I will need a copy of that paperwork)

1600 gallons @ \$1.75 - \$2800.00

Sales tax on gas - \$177.80

Total for entire installation - \$22,359.02

Customer, is responsible for all trenching and any excavation work required for installation.

Thank you for this opportunity to provide you with a quote and please do not hesitate to contact me with any questions.

Thank You.

Marissa Bousquet

Service/Customer Service Representative
Uncas Gas
906 Route 32, North Franklin, CT 06254
860-423-9271

PROPANE • HEATING OIL • KEROSENE • DIESEL • GASOLINE • HEATING & COOLING • 24-HOUR BURNER SERVICE

P.O. Box 17 • North Franklin, CT 06254 • Tel: 860-423-9271 • Toll Free: 866-689-7700 • Fax: 860-642-4171
HOD# 724 • CT# 387812 • MA# 787738 • RI# 7321



Superior Plus Propane

December 21, 2023
OFFICE: 860-447-0341

Town of Andover 17 School Rd Andover, CT 860-771-1072 eanderson@andoverct.org	CT SERVICE COORDINATOR TIFFANY SCHRAMM 7 ENTERPRISE LANE, OAKDALE CT 06370 860-447-0341 TIFFANY_SCHRAMM@SUPERIORPLUSPROPANE.COM
--	--

Proposed Scope of Work:
 Superior Plus Propane will install outside gas line, and set 2-1000 gallon above ground tanks

Parts to Include:

- 450' of 1" PE, 42' of schedule 80 BIPn
- 2 First stage regulators, 2 Second stage regulators
- 4- Risers
- Pig/Hog tails
- Misc Parts and fittings for PE and BIP
- Delivery and set up of tanks (customer purchasing)
- Permits & Inspections

Labor Rates:

- \$149 per hour per man for first hour
- \$99 per hour per man for each additional hour

Required Municipal Permits	\$100.00
Tanks(\$12,600.00) Parts (\$2,214.00)	\$14,814.00
Labor	\$1,188.00
Taxes	\$940.69
**Any work not encompassed by the scope of this Proposal at the time of installation will be billed at Superior Plus Propane's normal rates and fees for labor/materials.	\$17,042.69

***additional and unforeseen costs may arise that are not covered by this agreement. Tanks and Regulators installed by superior plus propane are property of superior plus propane unless so noted. this estimate is valid for up to 30 days from date above.

***please see below for important information regarding your 3 day right to cancel this sale.

Date: _____

Signature _____

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of customer acceptance. See the below notice of right to cancel for an explanation of this right. I hereby acknowledge understanding of the below notice of right to cancel

Date:

Signature:

You may cancel this transaction, without any penalty or obligation, within 3 business days from the above date. If you cancel, any property traded in, any payments made by you under the contract or sale and any negotiable instrument executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled. If you cancel, you must make available to the seller at your residence in substantially as good condition as when received, any goods delivered to you under this contract or sale, or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk. If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the seller, or if you agree to return the goods to the seller and fail to do so, then you remain liable for performance of all obligations under this contract. To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice or send a facsimile (fax) to seller at seller's address not later than midnight of third business day after date of customer acceptance I hereby cancel this transaction:

Date:

Signature:

If the buyer has initiated the contact and the goods or services are needed to meet a bona fide immediate personal emergency, buyer may waive the right to cancel. The waiver must be in the buyer's handwriting and must be signed and dated. You hereby acknowledge and waive the right to cancel:

Date:

Signature:

Return all completed paperwork and payment (if required) to Superior Plus Propane.

*Superior Plus Propane schedules installation and confirms with customer.

*Piping and storage permits (where necessary) are applied for, from authority having jurisdiction. This can take anywhere from 1-60 days for issuance depending upon town regulations.

*Superior Plus Propane will call for inspection.

*Inspector reviews and signs off on inspection (may take up to 72 hours or more after call is made)

*Customer contacts Superior Plus Propane to notify that final inspection has been completed.

*Superior plus propane schedules time to perform final connection of appliance.

Date:

Superior Plus Propane Signature:

HIGH GRADE GAS SERVICE, INC

19 MIDDLE RIVER DRIVE, STAFFORD SPRINGS, CT 06076

PHONE: (860)-749-8035 (860)-684-5071

HOD 1318 * HTG0408422-G1

INSTALLATION ESTIMATE

(Installation requires two separate appointments)

Date: 10/16/2023

Name: Town of Andover Community Center (26007836) Eric Anderson

Address: 11 School Rd Andover, CT

Phone #: 860-771-1072 Email: eanderson@andoverct.org

Please review and verify that the following information matches the details as we discussed. If you agree with this estimate, please fill in and sign below. Please call us if you have questions.

Equipment Needed	Quantity	Costs	Estimated Totals
Appliance Type: Heat Community center adding tanks to existing 2-1000 A/G's			
Propane Tank 2-1000 gallon A/G's	2	\$7200.00 ea	\$14,400.00
Labor 2-trips 2-techs			\$1800.00
Gas Line 300'x1" IPS to town hall	300'	\$5.00 ft	\$1500.00
Gas Line 60'x 1"IPS to community center	60'	\$5.00 ft	\$300.00
Risers 3-1" IPS	3	\$175.00 ea	\$525.00
Permit		Exempt	\$0.00
Shutoffs/Fittings/Misc: 25'x1/2" blk iron, 3-1/2" tee's, 1-1/2" Jomar shut off 250 psi, 2-1/2" mpt x female pol, 2-4' pigtails, 2-3/4" shut offs, 3- pipe supports, 1-1" stab or saddle tee.			\$1050.00
Regulator 1-1 st stage, 1-2 nd stage, 1-2 psi 2 nd stage			\$345.00
Propane Price/gallon		Current market	TBD
Tax 0.635 %		Tax Exempt	
ESTIMATED TOTAL*:			\$19,920.00 + gas

THE TOTALS LISTED ABOVE ARE ESTIMATED TOTALS ONLY. The large variables that affect the completed total are the hours of labor and the amount of gas line run. Adjustments will be calculated upon completion of installation. Customer will be responsible for all excavation, trenching, sand, and backfilling for underground piping installations and any painting of black iron pipe/fittings on outside installs.

Initial _____

REQUIRED BEFORE INSTALLATION IS SCHEDULED: A 50% deposit, a completed and signed contract, and a signed estimate. (We accept all major credit cards)

BALANCE DUE UPON FINAL HOOKUP: Remaining balance will be expected on the final day of installation (your credit card will automatically charged unless payment is given to our installer) Initial _____

After the initial installation is completed, your appliance will not be ready to operate – you will need to contact your town's building department to inspect and approve the installation and the pressure test. Once the inspector approves the installation, please call our office to schedule the final part of the installation. We look forward to serving your propane needs. Initial _____

High Grade Representative

Please Charge my Credit Card _____

Customer Signature

Credit Card Number

Print Name

Date

Expiration Date

CVC code

****Quoted gas prices are good for up to 15 days after the date on the top of this page. Estimates returned after 15 days are subject to change.****

MG Masonry LLC
60 Route 87.
Andover, CT 0623
mgmasonry@snet.net (860) 989-7824
HIC. 0562928
Quotation

Date: 01/04/24

Attention: Eric Anderson

Project location: 17 School Rd, Andover, C.T.

Scope of work

Infill penetration left by removal of existing air conditioner (removal by others).
Approximately 7 penetrations. Exterior brick will be toothed out to accept new brick infill. 8" CMU shall be install on the interior with partial CMU removed and replaced with full to finish. New CMU will have to be painted to match (by others)

2men days @ 8 hrs per day

Total cost per labor \$3,600.00

Total cost for materials, brick, CMU, mortar, \$465.00

Total cost for labor + materials. \$4,065.00

Thank you for the opportunity to bid

MG Masonry LLC
60 Route 87.
Andover, CT 0623
mgmasonry@snet.net (860) 989-7824
HIC. 0562928
Quotation

Date: 01/04/24

Attention: Eric Anderson

Project location: 11 School Rd, Andover, C.T.

Scope of work

Infill penetration left by removal on existing heating system (removal by others) 3 penetration one in conference under window and one in watch room and one in chief office. Exterior brick will be toothed out to accept new brick infill. 8" CMU shall be install on the interior with partial CMU removed and replaced with full to finish. New CMU will have to be painted to match (by others)

2 men 2 days @ 8 hrs per day

Total cost per labor \$2,400.00

Total cost for materials, brick, CMU, mortar, \$395.00

Total cost for labor + materials. \$2,795.00

Thank you for the opportunity to bid

GROUND BOX MATERIALS / LABOR	Description	Quantity	Cost	TOTAL
	Hand Holes 36x36-24 Sump	***** 2		
	36 x 36 x 24 Riser	***** 2		
	Metal Frame	***** 2		
	Metal Round Cover Markerd Electric	***** 2		
	Stone 3/4 - 1 1/4	***** 1	4118.47	
	8 x 12 blocks	***** 40		
	Ground Lugs	***** 2		
	Ground Rods	***** 2		
	Ground Clamps	***** 2		
	4 Bare CU	18	1.67	30.06
	Mortar Rapid Set	6	29.01	174.06
	Ground tape	1		79.14
	Materials Total			4401.73
	10% Mark up			2362.00
				6763.73
	Pending			
	Ground Boxes Materials Excavation By Others			6,763.73
	NOTES that price must be verified			
	Use materials as close Budget Numbers			
	Labor To pick up off-load. Provide stone grade			
	Compact build block bases, level and set. Ground			3,820.00
	and bond frame and cover as required.			
				10,583.73

Description	Quantity	Cost	
4 Inch PVC	550	5.59	3074.5
4 Inch PVC TA	4	5.11	20.44
4 Inch PVC Female TA	4	4.32	17.28
4 Inch PVC Coupling	18	4.37	78.66
4 Inch Rigid 90 Sweep	2	342.48	684.96
4 Inch PVC Cap	4	15.67	62.68
Pull String	1	20.00	20
Pull Rope	1	52.53	52.53
Quart Glue	7	21.06	147.42
Ground Tape GAS	1	79.47	79.47
			4237.94
Mark Up			424.00
			4661.94
Labor			2150.00
			6811.94

Description	Quantity	Cost	
2 1/2 Inch PVC	1010	3.32	3353.2
2 1/2 Inch PVC TA	12	2.12	25.44
2 1/2 Inch PVC Female TA	12	2.85	34.2
2 1/2 Inch PVC Coupling	47	1.52	71.44
2 1/2 Inch Rigid Long Sweep 90	11	167.11	1838.21
2 1/2 Inch PCV LB	12	57.31	687.72
2 1/2 Inch 2 hole metal strap	22	1.28	28.16
2 1/2 inch PVC End Cap	12	10.60	127.2
PVC Glue	7	21.06	147.42
Pull String			25.00
Tape	5	1.47	7.35
10 % Mark			6345.34
Labor			684.67
10 % Mark up			7030.01
			5360.00
			12390.01

Description	Quantity	Cost	
1 Inch PVC	1980	1.10	2178
1 Inch PVC TA	12	0.53	6.36
1 Inch PVC Female TA	12	0.71	8.52
1 Inch PVC Coupling	47	0.78	36.66
1 Inch Rigid 90	14	16.11	225.54
1 Inch PCV LB	12	6.17	74.04
1 Inch 2 hole metal strap	22	1.57	34.54
1 Inch PVC End Cap	12	1.84	22.08
PVC Glue	7	21.06	147.42
Pull String			20.00
Tape	6	1.47	8.82
		Material Cost	2761.98
		10 % Mark up	277.00
			3038.98
	Labor		4125.00
			7163.98

Description	Materials	Labor	
1 Inch Conduit	3038.98	4125.00	
2 1/2 Conduit	7030.01	5360.00	
4 Inch Conduit	4661.94	2150.00	
Ground Pull Box Hand Holes	6763.73	3820.00	
Materials Total	21494.66		21494.66
Labor Total		15455.00	15455.00
Ground Boxes			36949.66

Town Of Andover

June 09, 2021

Project: Town Hall

RE: Electric Service Modifications

Material	\$	6,987.19
Equipment	\$.	17,521.13
Labor	\$.	23,950.00
Quote	\$	48,458.32

Overview:

We propose to provide labor and materials as outlined herein. The intent of this quote is to provide a complete operationally functional modification / upgrade to the existing electric service infrastructure as outlined herein and as depicted in the enclosed drawings and specification sheets.

**** Permits and Inspections.**

It is our intent to apply for the required permits. It is assumed that permit fees will be waived. Coordinate and schedule for inspections as required.

**** Existing Electrical.**

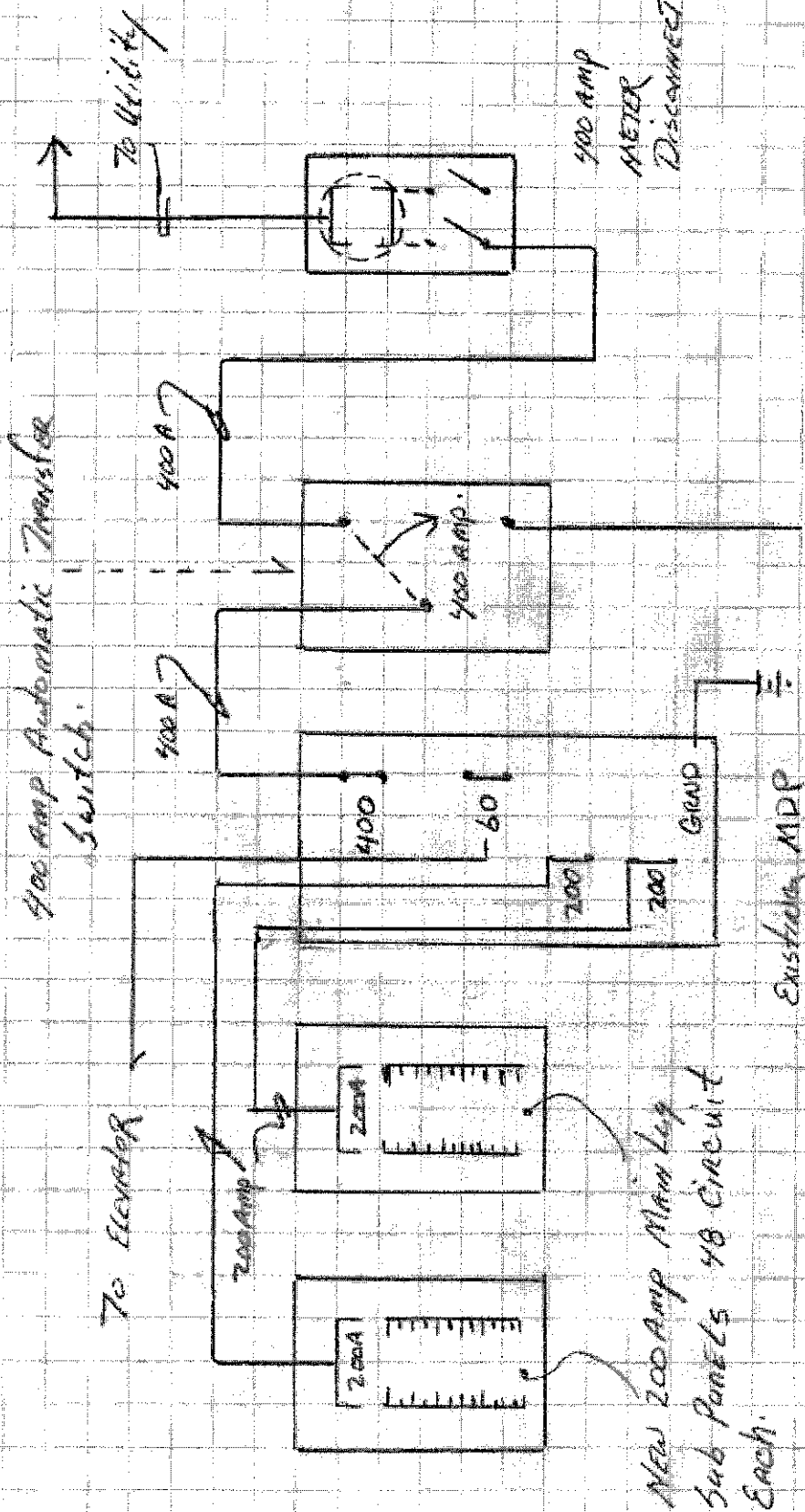
The existing electrical service equipment is General Electric Spectra Grade 22k AIC fed from a Milbank 400 amp jaw style through meter. Voltage is single phase 120/ 230 volt service. The service feeders extend from the secondary side of the exterior meter to the 400 amp main distribution panel (MDP). There are (3) three sub feeds that extend from the MDP. The following equipment is sub fed from the MDP. See Drawing Detail # 1 Enclosed

Objective: To modify change, alter and or supplement the existing electrical infrastructure as required to facilitate a compliant installation of total building electric service auto transfer switch and associated equipment ready for integration to a proposed site generator. NOTE: Once the manual transfer switch is removed. The currently existing generator feed will be temporarily integrated into the automatic switch. The auto switch will be used as manual until back power infrastructure is introduced as a permanent installation. This contractor dose not warrant or represent the compliancy or viability of the existing back up sub feed. No other work is proposed for the emergency side of the automatic transfer switch with the exception of the temporary integration of power feed from the existing generator set.

Scope of Work:

- To build a compliant electric service representing within substantial harmony that depicted in riser drawing A.
- Remove and replace the existing utility meter with a compliant meter disconnect.
- Remove the existing 125 amp back up power panel and associated circuitry.
- Remove the existing Federal Pacific (FPE) Panel and associated circuitry.
- Remove the existing manual transfer switch and associated connective infrastructure.
- Construct electrical equipment back panel wall structure. See drawing B.
- Provide and install 400 Amp Auto Transfer Switch. (ATS)
- Electrically integrate the meter disconnect into the ATS as required.

- *Electrically integrate the ATS into the existing Main Distribution Panel (MDP) as required.*
- *Provide and install a quantity of (2) 200 amp main lug panels. Minimum of 48 circuits each.*
- *Electrically integrate the (2) 200 amp sub panels into the MDP as required.*
- *Provide sub-feed infrastructure in order to integrate the two panel into the MDP.*
- *Provide materials labor and associated components as required to build and install a rack system as outlined herein in order to extend circuitry previously removed from the 125 amp panel as well as the FPE panels respectively to the new 200 amp panels in such a manner as field conditions dictate.*
- *Integrate all previously removed branch circuitry and terminate to compliant overcurrent fault current breakers.*
- *Label branch circuitry to the extent practical at each respective new panel ledger.*
- *Provide required bonding and grounding.*
- *Provide emergency power source placards as required.*
- *Identify and remove to the extent practical all abandon, obsolete, and or redundant low voltage and data punch down blocks, and terminations at the location of the utility area.*
- *Provide general rework and organizational protocols with the objective of neatening data and associated components to remain as practical.*



To Remote GENERATOR

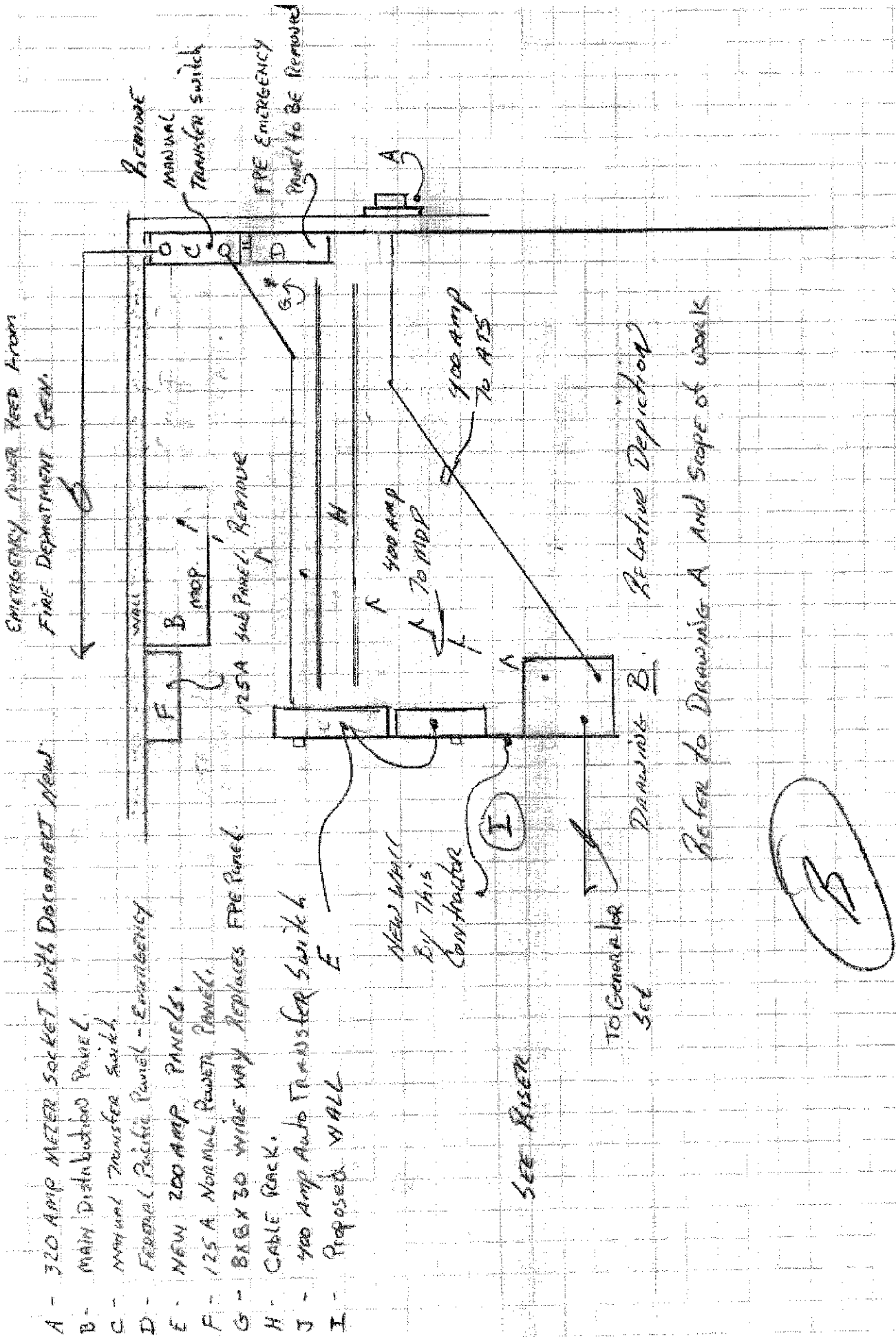
Town Office New Service

Riser

1

New 200 AMP Main Lug
Sub Panels 98 Circuit
Each.

400 AMP Automatic Transfer
Switch.



A - 320 AMP METER SOCKET WITH DISCONNECT NEW

B - MAIN DISTRIBUTION PANEL

C - MANUAL TRANSFER SWITCH

D - FEDERAL Pacific Panel - EMERGENCY

E - NEW 200 AMP PANELS

F - 125 A NORMAL POWER PANEL

G - 618 X 30 WIDE WAY REPLACES FIRE PANEL

H - CABLE RACK

J - 400 AMP AUTO TRANSFER SWITCH

I - PROPOSED WALL

NEW WALL BY THIS CONTRACTOR

SEE RISER

TO GENERATOR SEE DRAWING B

RELATIVE DEPICTION

REFER TO DRAWING A AND SCOPE OF WORK

B

Anderson, Eric

From: Fay, Maryjane <maryjane_fay@superiorpluspropane.com>
Sent: Tuesday, January 2, 2024 7:09 PM
To: Anderson, Eric
Subject: RE: Propane site Visit Town of Andover
Attachments: Town of Andover Quote.pdf

Dear Eric,

Attached is the quote to purchase the propane tanks and for all the labor and materials to install the job.

The fuel would be priced at:

Fixed Price: 1.62 per gallon plus tax (this price is only valid for 48 hours than I would need to requote due to market fluctuations)

Variable rate: .50 per gallon plus tax

Please give me a call to discuss the options.

Sincerely,

Maryjane Fay
CT Territory Sales Rep
Superior Plus Propane / Osterman Propane



Cell (860) 301-6787
Email maryjane_fay@superiorpluspropane.com
Website www.superiorpluspropane.com



From: Anderson, Eric <eanderson@andoverct.org>
Sent: Tuesday, January 2, 2024 2:48 PM
To: Fay, Maryjane <maryjane_fay@superiorpluspropane.com>
Subject: RE: Propane site Visit Town of Andover

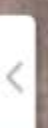
CAUTION: This email originated from outside of the organization. DO NOT click links or open attachment(s) unless you recognize the sender and know the content is safe.

Maryjane,
Did you come up with an estimate for the tank installations and work?

Cheers,
Eric Anderson
Town Administrator
Andover CT
(860) 742-7305 X 4210

New Business

9.



**AGREEMENT BETWEEN
TOWN OF ANDOVER
AND
L & C PARK CONSULTANTS LLC
FOR MANAGEMENT SERVICES**

This AGREEMENT FOR FIELD MANAGEMENT SERVICES (this “Agreement”) made this _____ day of _____, 2024, by and between L & C Park Consultants LLC (the “Consultant”) and Town of Andover(the “Town”).

WITNESSETH

WHEREAS the Town is desirous of obtaining field management services for the overseeing and advising of its Veterans Memorial Field

WHEREAS the Consultant is ready, willing, and able to provide the required field management services sought by the Town.

NOW, THEREFORE, in consideration of the mutual promises and covenants of the parties hereto, the Town and the Consultant mutually agree as follows:

1. TERM & TERMINATION

The term of this Agreement shall begin on January 1, 2024, and terminate on December 31, 2025, subject to the right of either party to terminate this Agreement, for any reason, upon sixty (60) days prior written notice to the other party hereto. This Agreement may be terminated by any party at any time for breach on the part of the other party of any of the material terms hereof if such breach remains uncorrected for a period of ten (10) days following written notice of such breach by the non-breaching party. The terminating party may reinstate the Agreement in writing if satisfied that the deficiency has been remedied. This Agreement may be terminated immediately if either party believes there is a threat to the health, safety, or welfare of the Consultant’s or Town staff.

2. SCOPE OF WORK

The Consultant agrees that it will perform those services described in Exhibit A, attached hereto, and made a part hereof and on such days, times and hours as designated by the Town.

3. PAYMENT AND COMPENSATION

A. The Town shall pay the Consultant the sum of one thousand two hundred dollars (\$1,200) for the remainder of fiscal year 2023-2024 to be paid in three installments, specifically \$400 on February 1, 2024,\$400 on April 1,2024 and \$400 on June 1, 2024.

B. The Town shall pay the Consultant the sum of Two thousand four hundred dollars (\$2,400) for fiscal year 2024-2025 to be paid in six installments, specifically \$400 on August 1st,2024 , \$400 on October 1st,2024, \$400 December 1, 2024, \$400 ,February 1st,2025, \$400 on April 1st, 2025, \$400 on June 1st, 2025

C. The Town shall pay the Consultant the sum of one two hundred dollars (\$1,200) for fiscal year 2025-2026 to be paid in Three installments, specifically \$400 on August 1,2025, \$400 on October 1,2025, \$400 on December 1, 2025.

C. The parties agree that no other payments shall be made to the Consultant who shall furnish all the labor, materials, equipment, permits and licenses necessary to provide the services required in Exhibit A, including the staff and other services necessary for the proper performance of the Consultant's duties.

D. The Town may withhold payments for services when the Town determines, in its sole discretion, that such services do not meet the requirements of this Contract. Payments for such services shall not be made until the Consultant has made corrections which are acceptable to the Town.

4. REPRESENTATIONS AND WARRANTIES

The Consultant represents that he will exercise independent judgment and discretion in providing the services under this contract. The Consultant acknowledges that he shall be responsible for the methods and means for fulfilling his obligations under this Agreement. The Consultant represents that he has the qualifications and ability to perform the services for which he is contracting.

5. INDEPENDENT CONSULTANT

Subject to the terms and conditions of this Agreement, the Town hereby engages the Consultant as an Independent Consultant to perform the services set forth herein, and the Consultant hereby accepts such engagement. It is the express intention of the parties that the Consultant is an Independent Consultant and not an employee, agent, joint venture, or partner of the Board. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the Town and the Consultant or any employee or agent of the Consultant. Both parties acknowledge that the Consultant is not an employee for federal or state tax purposes. The Consultant will not be eligible for any Town employee benefits. Further, the Consultant waives any claims against the Town for benefits provided to its employees during any period in which the Consultant may be determined to be a common law employee or some other designation and not an Independent Contractor. The Consultant acknowledges that it makes this waiver knowingly and voluntarily. The Town shall not be responsible for withholding taxes with respect to the Consultant's compensation hereunder. The Consultant shall have no claim against the Town hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, workers' compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of

any kind. The Town will not be liable for any obligations incurred by the Consultant, including but not limited to unpaid minimum wages and/or overtime premiums.

6. INDEMNIFICATION

The Consultant shall indemnify and hold the Town and its respective officers, employees, and agents harmless from all loss, liability, damage, penalty, expense, or fee, including attorneys' fees, or other costs or obligations which result from, or arise out of or in connection with the performance of Consultant, any employee, agent or personnel or breach of the obligations of Consultant, any employee, agent, or personnel under this Contract. The Consultant further agrees to indemnify and hold harmless the Town, and its respective officers, employees, and agents from all claims or losses alleged by any Consultant employee against the town, or any of its agents or employees. This Section shall survive termination of the Contract.

7. LAWS AND TOWN POLICIES

The Consultant shall comply with the laws, rules, regulations, and policies of federal, state, and local governments. It shall be the responsibility of the Consultant to ensure that all personnel employed are familiar with all the aforesaid laws, rules, regulations, and policies as well as the contents of any manual or other rules, regulations, and policies which the Town might publish.

9. INSURANCE

The Consultant shall provide, prior to the term of this Agreement, Certificate(s) of Insurance written by sureties or insurers licensed in the State of Connecticut demonstrating coverage in types and amounts approved by the Town. Such Certificate(s) of Insurance shall contain a provision that the Town and their respective agents and employees are "Additional Insureds" on all policies. The Consultant shall maintain insurance coverage at levels always approved by the Town during the Term. In addition, the town shall be given thirty (30) calendar days' advance notice by certified mail, return receipt requested, or by hand delivery, of any change to or cancellation of any or all insurance policies required under this Agreement.

10. DEFAULT AND TERMINATION OF CONTRACT

A. If, at any time during the term of the Contract, the Consultant, in the sole discretion of the town, (a) has failed to provide the level of services required under the Agreement; (b) has failed to fulfill services required in accordance with agreed schedules; (c) has become insolvent; (d) makes an assignment for the benefit of creditors; (e) files a voluntary petition in bankruptcy; (f) is subject to an involuntary petition in bankruptcy not discharged within thirty (30) days; (g) abandons the work; (h) subcontracts, assigns,

transfers, conveys or otherwise disposes of its obligations under the Agreement other than as provided herein; (I) fails to provide the insurance required under Section 9; or (j) fails to comply with any other term or condition contained in the Agreement, the Town shall have the right to terminate the Agreement upon written notice to the Consultant.

B. The above remedies are in addition to any other remedies the Board may have.

C. In the event of Agreement termination by the Board, the Town's payment obligation shall cease as of the final date on which services were performed.

11. NO ASSIGNMENT

No part of this Agreement shall be assigned or subcontracted without the prior written approval of the Town.

13. MISCELLANEOUS

A. If any provision of this Agreement is subsequently found to be illegal or invalid, all unlawful provisions shall be deemed stricken from this Agreement and shall be of no effect and the remaining provisions shall not be affected thereby and shall remain in full force and effect.

B. This Agreement and all Exhibits attached hereto constitutes the full and complete agreement of the parties hereto and shall be binding upon their respective permitted successors and assigns.

C. This Agreement shall be governed by and construed and enforced in accordance with, the laws of the State of Connecticut without regard to its conflicts of laws principles.

D. This Agreement may be modified only by a written instrument executed by authorized representatives of the Town and the Consultant.

E. Notices, requests, demands and documents required or desired to be given hereunder shall be in writing and delivered (I) personally (ii) by a nationally recognized overnight delivery service or (iii) by deposit into the United States mail, postage prepaid, certified, or registered mail, addressed to the party at the following addresses or at such other address as notice thereof may have been given pursuant hereto:

To Town:

Town of Andover
17 School Road,
Andover Connecticut 06232
Attention: Eric Anderson, Town Administrator

To Consultant:

L&C Park Consultants, LLC
240 Allen Hill Road,
Brooklyn CT 06234
Attention: Richard J. Calarco, Owner

IN WITNESS WHEREOF, the parties hereto have set their hands by their duly authorized representatives this ____ day of _____, 2024.

L & C PARK CONSULTANTS LLC
By ___ *Richard J Calarco*
Owner _____

TOWN OF ANDOVER
By _____

EXHIBIT A TO THE AGREEMENT

Scope of Work

The Consultant will provide the following services for all the Town Veterans Memorial field on long hill road, Andover, CT:

1. Write integrated pest management programs for the town.
2. Provide information for seeding.
3. Recommend topdressing products.
4. Recommend bio stimulus application.
5. Weekly irrigation monitors per IPM Outlines
6. Design infield work
7. Analyze soil samples.
8. Design fertilization program
9. Provide budget for turf program.
10. Design turf program
11. Weekly monitor sites per IPM outlines, From 3rd week of March until 3rd week of November.
12. Design cultural practices

Approval of Meeting Minutes

10.

Town of Andover
Board of Selectmen
Special Meeting Minutes
Saturday, December 9th, 2023 – 10 am
Location: Wood Fern Way

Members Present: Paula King, Anne Crème, Jeff Murray

Members Absent: Jeff Maguire, Scott Person

Town Administrator: Absent

Public Present: John Hankins, Hank Gruner

1. Call to Order– Jeff Murray called the meeting to order at 10:05 am.

2. Board of Selectman and Members of the public walked the proposed trail path.

3. Adjournment – Jeff Murray MOTIONED to adjourn the meeting at 11:45 am. Paula King SECONDED.
MOTION CARRIED 3:0

Town of Andover
Board of Selectmen
Regular Meeting Minutes
Monday, December 11th, 2023 – 7:00pm
Location: Virtual Zoom meeting

Members Present: First Selectman Jeff Maguire, Jeff Murray, Scott Person, Paula King, Anne Cremè
Town Administrator: Eric Anderson
Town Attorney: Dennis O'Brien
Conservation Commission: Hank Gruener, Mike Palazzi
Senior Transportation: Cathy Palazzi
Library Board: Dianne Grenier
Public Present: Bill Penn, John Hankins (Joshua's Trust), Darryl Stein, Linda Fish

1. Call to Order/Pledge of Allegiance – Jeff Maguire called the meeting to order at 7:01pm. The Pledge was recited.

2. Public Speak –

Mike & Cathy Palazzi – thanked Eric Anderson for message put out, happy to see progress on Community/Senior Center. Proposed ideas for lobby in new building with a custom table, needlepoint piece, and fresh flowers from Andover residents

Darryl Stein – drainage structure discussion, unsafe for residents in area. Looking to address repair before it collapses

Bill Penn – attending in support of Joshua's Trust property

Hank Gruener – advisory recommendations for Joshua's Trust property from the Conservation Commission

3. Additions/Deletions to the Agenda

Paula King MOTIONED to add agenda item 10h – Use of Veteran's Memorial Fields for Summer use. Scott Person SECONDED. MOTION CARRIED 5:0:0

Jeff Maguire MOTIONED to move agenda items 9d. Stein drainage issues and agenda item 10e. Discussion of Lot Line Agreement with King Property to agenda item 15b. Executive Session, and add agenda item 15c. Motions on action items. Scott Person SECONDED. MOTION CARRIED 5:0:0

4. Treasurer's Report

Finance Department Report

- a. Revenue Summary**
- b. Town Budget Summary**
- c. Town Aid Road (TAR) Update**
- d. Town Cash Report**
- e. Appropriation Transfer**
- f. Over Expenditure Report**
- g. Summary of Audit Status**

Check register and revenue information included in packet – STIF account balance is \$3.2 million, have earned ~\$33,000 in interest so far. Town financially doing well at this point in the year.

5. Board and Commission Presentations

a. Cathy Palazzi recognition – Received Richard C Lee Innovator's Award presented by CCM.

6. Appointments - none

7. Resignations - none

8. Town Administrator's Report – Eric Anderson shared screen, provided update on roof leak at Andover Fire Department; flat roof replaced. Active RFPs for Town Hall and AFD HVAC system project, committee met with contractor, had conversation with manufacturing rep as well; waiting on design sketch. Application submitted to Planning & Zoning Commission and Inland Wetlands & Watercourses Commission for propane tank installation – approval received from IWWC, looking for approval from PZC at next meeting – Public Works will be able to do construction of pad and trenching up to the fence line – contractor will do remaining work, waiting on two remaining proposals for tank installs. Barton and Loguidice chosen as contractor for multi-use path, walked path(s) with contractor and had meetings, looking to pursue both potential pathways; engineering firm will be reaching out to landowners effected along Route 316. LOTCIP submission due 2/21/2024, Rec Trails grant due around March 2024. Looking to fill Assistant Town Clerk position. Finance Office – update on STIF account, preliminary discussion with Jewett City Savings Bank on potentially moving Town bank accounts from M&T, also looking to meet with Key Bank to explore options. New Public Works plow truck is at the dealer, hope to receive in 2-3 months. No update on Bunker Hill or Long Hill Bridge projects. Library wall damage has been repaired; preliminary claim submitted to CIRMA. New Senior Transportation vehicle – chassis as received and assembly has begun, looking to potentially deliver in the first quarter of 2024. Small movement on 2022 STEAP grant, provided preliminary documentation – look to select volunteers for committee to oversee Phase 2 work at the Recreation Facility on Long Hill Road. Application submitted to PZC to change lighting regulations, Public Hearing to be held at 12/19/2023 meeting. No update on TRIP grant. Update on rodent issue at Transfer Station. Update on Community Center build – interior attic access to be compliant for inspection purposes, timer for exterior lighting, bathroom lighting, main room lighting, exterior outlets, plumbing, water cooler space in basement, and gas line install.

9. Old Business – Discuss and Act upon the following

a. Community Center construction update

1. Discuss potential uses of basement level – discussed potential uses; physical therapy, yoga studio, gym space -if any changes to be made, look to do before drywall installation

b. Discussion of Blight and level of involvement – Attorney Dennis O'Brien wrote hearing officer's manual for Town – Barnett property owner appealing ruling.

c. STIF account update – previously discussed

d. Stein drainage issues – moved to Executive Session

e. Joshua's Trust site-walk discussion – Jeff Murray, Paula King, and Anne Cremè met with John Hankins and Hank Gruener to walk the area and trails. Paula reviewed areas of concern for water levels and bringing dumpster in for clean-up – Anne Cremè also gave thoughts and information from site walk. Scott Person and Jeff Maguire also walked site – nice area to have walking trail, two stream crossings proposed – narrowed down to one. Joshua's Trust will mark out trail and send letter to abutting property owners (sample letter in packet). Discussed parking area, financials for clean-up, Public Works involvement with parking lot construction, usage per day/week, liability coverage for volunteers, pedestrian and equestrian use – Attorney Dennis O'Brien to review requirements for pedestrian only. Resident Bill Penn is Steward for land – look to have point of contact for residents and questions. Address outstanding questions before next meeting.

f. Budget

1. Fuel and Heating Oil – Eric able to lock in price at \$2.90 per gallon up to 16,500 gallons.

2. Priorities – Staff for Community/Senior Center building, cleaning, and utilities. Discussed recreation, Senior activities, and sports leagues. Eric to come up with list of tasks, programming, and job responsibilities. Eric additionally looking for help with project management – proposal for position, see if grant funding could be utilized for position.

10. New Business – Discuss and Act upon the following

a. Appointment of Town Administrator Additional Roles and Responsibilities – Board moved to appoint Eric Anderson to the following Boards and Committees:

1. Capital Region Council of Governments “Policy Board”
2. Capital Region Council of Governments “Transportation Committee”
3. Capital Region Council of Governments “Bike/Pedestrian Committee”
4. Eastern Highlands Health District “Policy Board”
5. Hop River Trail Alliance “Board of Directors”
6. Mid Northeast Recycling Operating Committee (MidNEROC) “Board of Directors”

Information provided in packet from Town of Windsor on handling traffic concerns and mitigating a formal strategy. Public Works could potentially demonstrate projects with temporary materials for changes – discussed intersections of concerns due to stop signs

b. Tree Removal at AVFD – discussion, leaves blowing into bays of building. Review further at next meeting.

c. Selection of Veteran’s Memorial Rec Field Improvement Committee –

Reviewed 11 applications and discussed. Jeff Maguire MOTIONED to nominate Scott Person as the Board of Selectmen Liaison to committee. Paula King SECONDED. Motion rescinded. Board members will look at space.

Jeff Maguire MOTIONED to seat the following members to the committee:

Christine Randazzo
Scott Person
Beata Gadomski
Mike Russo
Sarah Becker
Julie Nunes
Grace Gostanian

And the following as Alternates:

Kim Lachut
Brandie Sklodosky
Brian Briggs
Shannon Loudon

Scott Person SECONDED. MOTION CARRIED 5:0:0

d. LTA – Eric Anderson completed training to be the Local Traffic Authority designee. Speed Limit reduced on section of Route 6 from 50mph to 45mph.

e. Discussion of Lot Line Agreement with King Property – moved to Executive Session

f. Appoint a Vice Chair for BOS – Paula King nominated Jeff Murray as Vice First Selectman. Jeff Maguire SECONDED. MOTION CARRIED 4:0:1 with Jeff Murray abstaining.

g. Appointment of Town Attorney

a. Contract and Motion – update dates in Section 3: Retainer. Appointed 5:0:0 by Board members. Will need to sign appointment document in Town Clerk’s office.

11. Approval of Meeting Minutes

- a. **November 13th, 2023 Regular Meeting**
- b. **November 16th, 2023 Special Meeting**

Jeff Maguire MOTIONED to approve the November 13th, 2023 Regular Meeting Minutes and the November 16th, 2023 Special Meeting Minutes. Paula King SECONDED. MOTION CARRIED 5:0:0

12. Tax Collector's Report - \$140,000 collected last month, uncollected taxes on balance sheet

- a. **Refund Requests** – Paula King MOTIONED to approve the refund of \$841.11 to ACAR Leasing Ltd. Jeff Maguire SECONDED. MOTION CARRIED 5:0:0

13. Department Reports – 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. **AHM**
- m. **Economic Development Commission**
- n. **ZBA**

Reviewed BAA (Board of Assessment Appeals) report, appeal filed by ACAR Leasing Ltd. Will review report for next meeting. Reviewed building permit report – how many permits were new home builds.

14. Correspondence - none

15a. Public Speak –

Dianne Grenier – Beautification Committee received grant funding for \$5,000 from the Hartford Foundation for Public Giving to remove stumps from Townsend Cemetery. Town will need to be fiduciary – Eric Anderson will work on. Scholarship set up – Jeff Maguire to speak with Attorney Dennis O'Brien.

15b. Executive Session – Agenda items 9d. Stein Drainage issues and agenda item 10e. Discussion of Lot Line Agreement with King Property

Jeff Maguire MOTIONED to move into Executive Session at 9:21pm inviting Eric Anderson and Attorney Dennis O'Brien. Scott Person SECONDED. Returned from Executive Session at 10:21pm.

15c. Motions on action items from Executive Session – Jeff Murray MOTIONED to repair the existing structure on the Stein property with riprap and grading for a temporary repair. Scott Person SECONDED. MOTION CARRIED 5:0:0

16. Adjournment – Jeff Murray MOTIONED to adjourn the meeting at 10:22pm. Paula King SECONDED. MOTION CARRIED 5:0:0

Tax Collector's Report

11.

Dec-23
Deposits

	ONLINE	OFFICE	TOTAL
12/1/2023			
12/2/2023			
12/3/2023			
12/4/2023			
12/5/2023	\$ 2,010.30		\$ 2,010.30
12/6/2023	\$ 991.50		\$ 991.50
12/7/2023	\$ 1,900.63		\$ 1,900.63
12/8/2023	\$ 1,240.42		\$ 1,240.42
12/9/2023			
12/10/2023			
12/11/2023	\$ 2,349.05		\$ 2,349.05
12/12/2023			
12/13/2023	\$ 469.77		\$ 469.77
12/14/2023	\$	\$ 53,239.25	\$ 53,239.25
12/15/2023	\$ 2,154.71		\$ 2,154.71
12/16/2023			
12/17/2023	\$ 3,198.59		\$ 3,198.59
12/18/2023	\$ 1,917.02		\$ 1,917.02
12/19/2023	\$ 13,347.25		\$ 13,347.25
12/20/2023	\$ 1,086.80		\$ 1,086.80
12/21/2023	\$ 1,704.60	\$ 20,783.26	\$ 22,487.86
12/22/2023	\$ 2,598.94		\$ 2,598.94
12/23/2023			
12/24/2023	\$ 1,174.62		\$ 1,174.62
12/25/2023			
12/26/2023	\$ 853.12		\$ 853.12
12/27/2023	\$ 231.81		\$ 231.81
12/28/2023	\$ 1,322.88	\$ 46,353.32	\$ 47,676.20
12/29/2023	\$ 11,136.82	\$ 234,925.66	\$ 246,062.48
12/30/2023	\$ 23.84	\$ 40,983.76	\$ 41,007.60
12/31/2023			
TOTAL	\$ 49,712.67	\$ 396,285.25	\$ 445,997.92

COLLECTIONS BY TAX YEAR:

	RE	PP	MV	MVS	INTEREST	FEE	TOTAL
2014				\$64.51	\$41.47	\$158.42	\$49.66 \$314.06
2015				\$138.24		\$186.63	\$58.73 \$383.60
2016				\$141.70		\$159.41	\$10.00 \$311.11
2018				\$165.50		\$134.06	\$5.00 \$304.56
2020				\$966.60	\$626.94	\$652.89	\$25.00 \$2,271.43
2021	\$8,229.89		\$91.44	\$604.79	\$864.88	\$1,279.34	\$30.00 \$11,100.34
2022	\$415,211.85		\$196.55	\$11,863.94	\$1,626.39	\$2,234.09	\$180.00 \$431,312.82
TOTAL							\$445,997.92

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	\$ 176.95 \$ 5,727.97
2013		\$ 2,757.76	\$	1,399.60	\$ 783.06 \$ 4,940.42
2014	\$ 1,066.00	\$ 4,038.48	\$	2,038.57	\$ 2,949.77 \$ 10,092.82
2015	\$ 1,066.00	\$ 4,702.67	\$	9,384.11	\$ 1,937.24 \$ 17,090.02
2016	\$ 2,620.29	\$ 5,516.57	\$	7,398.35	\$ 1,930.73 \$ 17,465.94
2017	\$ 12,571.76	\$ 6,066.99	\$	9,606.66	\$ 1,066.92 \$ 29,312.33
2018	\$ 27,228.64	\$ 6,923.42	\$	6,100.95	\$ 210.59 \$ 40,463.60
2019	\$ 31,596.08	\$ 6,021.17	\$	8,388.04	\$ 2,226.06 \$ 48,231.35
2020	\$ 37,469.24	\$ 7,994.03	\$	15,834.06	\$ 5,619.56 \$ 66,916.89
2021	\$ 58,701.73	\$ 8,105.38	\$	53,233.27	\$ 15,177.54 \$ 135,217.92
2022	\$ 3,611,666.73	\$ 185,088.02	\$	120,633.67	\$ 137,579.14 \$ 4,054,967.56
TOTAL					\$ 4,437,094.64

Town Only

Terminal / Batch	
Terminal	47
Batch	124

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

Last Assessor Bridge	
Run on:	06/15/2023

Percent Collection as of 01/02/2024

REAL ESTATE

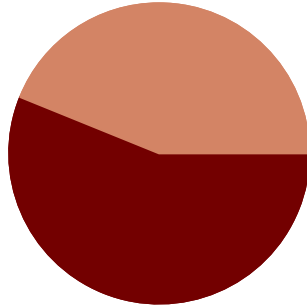
Uncollected - 43.88%
Collected - 56.12%

PERSONAL PROPERTY

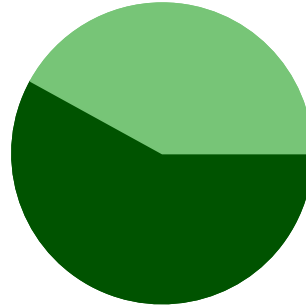
Uncollected - 42.00%
Collected - 58.00%

MV REGULAR

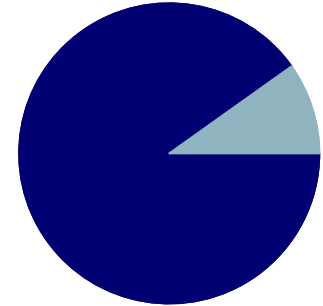
Uncollected - 9.84%
Collected - 90.16%



■	Total Due = \$3,610,695.33
■	Total Paid = \$4,617,505.15



■	Total Due = \$185,088.02
■	Total Paid = \$255,625.06



■	Total Due = \$120,633.67
■	Total Paid = \$1,104,925.15

Type	Total Billed	Total Paid	Total Due	Percent Collected
REAL ESTATE	8,228,200.48	4,617,505.15	3,610,695.33	56.12
PERSONAL PRO	440,713.08	255,625.06	185,088.02	58.00
MOTOR VEHICL	1,225,558.82	1,104,925.15	120,633.67	90.16
MOTOR VEHICL	139,205.53	1,808.14	137,397.39	1.30
TOTALS:	\$10,033,677.91	\$5,979,863.50	\$4,053,814.41	

Department Reports

12.

Assessor's office monthly activity –NOVEMBER 2023	
Processing conveyances	6
Processing building permits	17
Prorating motor vehicle grand list	
Updating field cards	3
Correspondence/Phone	28
Providing assistance to town hall customers (ie taxpayer, title searchers, appraisers etc)	22
Providing assistance to other departments	3
Researching mapping issue or questions	2
Reports and communication with the State of Connecticut/ US Census	1
MLS research	3
Scheduling meeting and appointments	
Office work – ie filing, updating sales book, scanning documents etc	
Personal property grand list	Receive and process personal property decs
Personal Property/Discovery	
Homeowner's program	
Veteran's program	
Income & expenses	
Renter's rebate program	
Tax exemptions	
Adds & Deletes to the re, pp or mv grand list	
Pa 490	1
Provided assistance to BAA	
Researching and providing requested information to auditor or software vendor (for grand list files or tax bills)	
Real property inspections	
Personal property inspections	
Real property appraisals	
Taxpayer correspondence	
Attorney correspondence	
Tax appeal review/appraisal	
Mls review	3
Town board/dept assistance	
Review & Approve C of Cs	
Review & Approve Farmland & Forestland Assessment Applications	1
Review, Approve, & create/data entry on land splits & mergers	
Mapping Research/Discrepancies	

Open Burn Permits 2023

Date of App/Inspection	#	Date of Issue	Good until	Name	Address
1st quarter					
	3/1/2023 13	3/1/2023	3/31/2023	Mark Risley	200 Hebron Rd
2nd quarter					
3rd quarter					
	9/16/2023 14	9/16.2023	10/20/2023	Partrica Kuayman	25 Cider Mill Rd
4th quarter					
	11/6/2023 15	11/6/2023	11/12/2023	Robert Conners	217 Long Hill Rd.
	11/30/2023 16	11/30/2023	12/15/2023	Heidi and Erich Siismets	79 Boston Hill Rd

01/08/2024
10:52 AM

TOWN of ANDOVER, CT
Permit Receipts Report for (ALL FISCAL YEARS)
Receipt Date Range 01/01/2023 - 12/31/2023 (All Payments)

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
Building Permit	141	51,407.64	4,418,705.38	0.00	0.00	0.00	0.00	0.00	0.00	1,082.64	2,115.00	48,210.00
CT Certificate Of Appr	1	137.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	137.08
Demolition Permit	3	345.00	19,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.00	300.00
Electrical Permit	71	13,883.14	818,079.32	76.04	0.00	0.00	0.00	0.00	0.00	218.14	1,080.00	12,585.00
Gas Permit	13	668.06	26,044.87	0.00	0.00	0.00	0.00	0.00	0.00	8.06	195.00	465.00
Mechanical Permit	33	4,790.34	324,819.47	0.00	0.00	0.00	0.00	0.00	0.00	80.34	495.00	4,215.00
Plumbing Permit	15	1,701.14	136,111.46	0.00	0.00	0.00	0.00	0.00	0.00	36.14	225.00	1,440.00
Grand Totals	277	72,932.40	5,743,260.50	76.04	0.00	0.00	0.00	0.00	0.00	1,425.32	4,155.00	67,352.08
Grand # Voids	1											

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
Special Permit	2	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00	30.00	650.00
Wetlands Permit Applic	16	2,410.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	960.00	240.00	1,210.00
ZBA Application	5	1,075.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	75.00	700.00
Zoning Permit Applicat	44	6,035.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,580.00	660.00	2,795.00
Grand Totals	67	10,320.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,960.00	1,005.00	5,355.00
Grand # Voids	3											

2023							PERMIT Amount	BOND Amount	Bond Amt released	Date Released	Date Mailed
	2/22/2023	BOND	10 Webster Lane	Carma LLC	PZC Bond		\$ -	\$ 1,000.00	\$ 1,000.00	6/22/2023	7/11/2023
	3/27/2023	BOND	409 Lake Road	Classic Colonials	Driveway		\$ 75.00	\$ 500.00			
	5/9/2023	BOND	278 Lake Road	Krukoff Excavation	Driveway		\$ 75.00	\$ 500.00	\$ 500.00	6/13/2023	6/26/2023
	5/9/2023	BOND	520 Lake Road	Krukoff Excavation	Driveway		\$ 75.00	\$ 500.00	\$ 500.00	6/13/2023	6/26/2023
	5/25/2023	BOND	82 Bunker Hill Road	Krukoff Excavation	Driveway		\$ 75.00	\$ 500.00	\$ 500.00	6/13/2023	6/26/2023
	6/1/2023	BOND	154 Long Hill Road	Quality Paving	Driveway		\$ 75.00	\$ 500.00			
	6/20/2023	BOND	24 Hendee Road	Central Sealing Co	Driveway		\$ 75.00	\$ 500.00	\$ 500.00	7/24/2023	8/7/2023
	6/27/2023	BOND	59 Jurovaty Road	Grabber Construction	Driveway		\$ 75.00	\$ 500.00			
	7/12/2023	BOND	26 Bailey Road	Fuller Paving	Driveway		\$ 75.00	\$ 500.00	\$ 500.00	9/6/2023	9/14/2023
	7/26/2023	BOND	35 School Road	Constantine Paving & Se	Parking Lot		\$ -	\$ 500.00	\$ 500.00	8/22/2023	8/31/2023
	10/10/2023	BOND	87 Merritt Valley Rd	Fuller Paving	Driveway		\$ 75.00	\$ 500.00	\$ 500.00	11/21/2023	11/27/2023
					TOTALS		\$675.00	\$ 6,000.00			

01/02/2024
10:52 AM

TOWN of ANDOVER, CT
Permit Receipts Report for (ALL FISCAL YEARS)
Receipt Date Range 12/01/2023 - 12/31/2023 (All Payments)

December 2023

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
Building Permit	7	1,142.68	65,432.21	0.00	0.00	0.00	0.00	0.00	0.00	17.68	105.00	1,020.00
Electrical Permit	3	441.76	25,500.00	0.00	0.00	0.00	0.00	0.00	0.00	6.76	45.00	390.00
Gas Permit	2	75.78	2,700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.78	30.00	45.00
Grand Totals	12	1,660.22	93,632.21	0.00	0.00	0.00	0.00	0.00	0.00	25.22	180.00	1,455.00
Grand # Voids	0											

01/02/2024
10:55 AM

TOWN of ANDOVER, CT
Permit Receipts Report for (ALL FISCAL YEARS)
Receipt Date Range 12/01/2023 - 12/31/2023 (All Payments)

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
Zoning Permit Applicat	2	280.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00	30.00	130.00
Grand Totals	4	560.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00	60.00	260.00
Grand # Voids	0											

PERMIT TOTALS FOR DECEMBER 2023

	amt paid	# permits
TOTAL BUILDING	\$1,660.22	12
TOTAL WETLANDS	\$280.00	2
TOTAL ZONING	\$280.00	2
TOTAL ZBA	\$0.00	0
TOTAL DRIVEWAYS	\$0.00	0
TOTAL BONDS	\$0.00	0
TOTAL MISC (copies & signs)	\$3.00	
TOTAL PERMITS/BONDS/MISC FOR DECEMBER	\$2,223.22	16

Public Works

Subject: DPW 2023 December BOS Report

Highlights for the month:

- Dispose of eviction items
- Tree Work: Raise Canopy Trk 10 Route
- Install Rail Trail signage
- Install Ped/Bike signage on Lake Road near Rail Trail
- Ck/Clear Basins & Waterways – Rain/Flooding events
- Storm #1: Cleanup
- Cold Temps – Spot Treat (salt) Roadways
- Equipment Maintenance
- Cut Waterways various places due to water bleeds on roadways causing icing issues – Get water off the road
- Storm #2: Cleanup
- Tree Work: Cleanup after removals

- Tennett Tree in for removals

Respectfully Submitted,

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

12-1-23 37°/51° Sun - Clouds

Jay 5:30 - 3:00

8.5

- Admin
- Pay Bills
- Inspections

Trk 1

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
5.0	• Dispose of Household items from Eviction	Rich Zach Mark	5.0 5.0 5.0	4 loads Bulky 1 load metal	Trk 3 Trk 4
3.0	• Tree Work - Raise Canopy Trk 10 Route	Rich Zach Mark	3.0 3.0 3.0	1/2 Load Chips	Trk 5 Chipper Trk 10 Trk 4 Saws
8.0	• Sick	Tom	8.0		

12-4-23 38°/50° Cloudy

Jay 5:45 - 2:30
8.25

Trk 1

- Admin
- Construction meeting at T.H.
- Payroll
- Pay Bills

<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0 • Trash Compaction at T.S.	Zach	1.0	/	Backhoe
8.0 • Tree work - Raise Canopy	Rich	8.0	2 Loads Chips	Trk 5 Chipper
	Zach	7.0		Trk 10
	Mark	8.0		Trk 4 Saws
8.0 • Sick	Tom	8.0	/	/

12-5-25 34°/39° Mostly Sunny

July 5:45 - 3:00

8.75

- Admin
- BOS Report
- Blow Leaves on Rail Trail & various places on Roads
- Meeting w/Eric

Trk 1
Steiner w/Blower

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
3.0	Shop:				
	• Repair Roadside Mower	Zach	3.0	/	Shop Tools
	- Replace Pin & Weld Boom	Rich	3.0		
• Lube Steiner & Fuel	Mark	3.0			
	• Put away Bulk Hardware order				
5.0	• Tree Work - Raise Canopy	Rich	5.0	2 Loads chips	Trk 5 Chipper Trk 10 Trk 4 Saws
		Zach	5.0		
		Mark	5.0		
8.0	• Sick	Tom	8.0	/	/

12-6-23 25°/36° Mstly cldy

Jay 5:30 - 2:30

8.5

Trk 1
Steiner w/ Blower

- Admin
- Clean Bathroom / Breakroom / Office Areas
- Get Tires for Trk 1
- Mark out Signage for CBVD - Lake Road
- Blow leaves from waterways - various places
- Teams Meeting w/ CRCOG & Eric - Abandoned utility wires

Job	Staff	Time	Materials	Equip
8.0 • Tree work - Raise Canopy Trk 10 Route	Rich Zach Mark	8.0 8.0 8.0	1 load Chips	Trk 5 Chipper Trk 10 Trk 4 Saws
8.0 • Sick	Tom	8.0		

12-7-23

22°/37°

Partly cldy

Jay 5:45 - 3:00

- Admin
- CBYD Signage - Long Hill & Hendee
- Layout Signage Plan

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	<ul style="list-style-type: none"> • Trash Compaction @ T.S. • Lower flags • Dispose of Chips 	Mark Zach Rich	1.0 1.0 1.0	/	Backhoe Trk 4 Trk 5
7.0	<ul style="list-style-type: none"> • Install Trail Sign Posts 2 Locations - Museum Lake Road 	Zach Rich Mark	7.0 7.0 7.0	4) 12' 4x4 wood posts	Trk 4 Skid Steer w/Auger Trk 10
8.0	• Sick	Tom	8.0	/	/

12-8-23 26°/43° P-Hly Cldy

Jay 5:30 - 2:45

Trk 1

8.75

- Admin
- Meet w/ Fuel Equipment Vendor - Software Replacement/upgrade Fuel System
- meet w/ Eric
- Order Supplies
- Fill w/ vegetable oil P-trape at Town Hall

Garage Door Repair/Maintenance All Doors at DPW
 - Vendor Found Broken Spring on main Door will order parts and should have repaired by the 13th

	Job	Staff	Time	Materials	Equip
1.0	• Raise Flags	Zach	1.0	/	Trk 4
5.0	• Sign installation Lake Rd & Townsend	Rich	5.0	Signs & Posts	Trk 4
		Mark	4.5		Hand Tools
		Zach	5.0		Trk 10
2.0	• Prep Snow Equip - Possible morning Black Ice	Rich	2.0	/	Trk 3
		Mark	2.0		Trk 10
		Zach	2.0		Trk 7
.5	• PTO	Mark	.5	/	/
8.0	• Sick	Tom	8.0	/	/

Station

* Installed 12-8-23

1) Remove Ped/Bike Ahead Sign & Post From Driveway at Ben Franklin and Install at Station #2

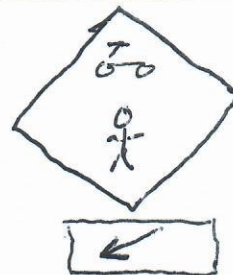
2) Install Ped/Bike w/ Ahead & Post w/ Post Reflector



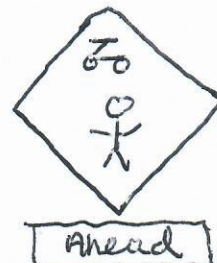
3) Install yield w/ Down Arrow & Post



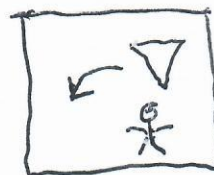
4) Install Ped/Bike w/ Arrow & Post w/ Post Reflector



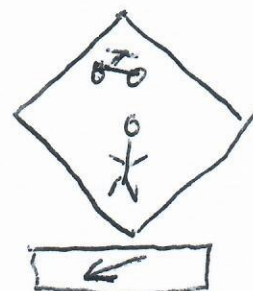
5) Install Ped/Bike w/ Ahead & Post w/ Post Reflector



6) Install yield w/ Down Arrow & Post



7) Install Ped/Bike w/ Down Arrow & Post w/ Post Reflector



8) Replace yield sign & Post on Townsend at Rt 316 w/ post Reflector



12-9-23

Jay
1.75

3:45 AM - 5:30 AM

Trk 1

- Check Roads for possible Black Ice
- Monitor weather
- Black Ice didn't form. Road Temps were just above freezing. No Black Ice Found

12-11-23 43°/47°

"Rain"

Jay
11.25

3:00^{AM} - 2:45^{PM}

Trk 1

- Ck/clear Catch Basins & Waterways
- Ck For Flooding
- Ck For Debris
- Monitor Roads

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
7.0	• Ck/clear Catch Basins & Waterways Ck Roads For Flooding & Debris	Rich Mark	7.0 7.0	/	Trk 4 Saw
1.0	• Trash Compaction at T.S.	Rich	1.0	/	Back Hae
4.0	• Misc Equipment Maintenance	Rich Mark	3.0 4.0	/	Shop Tools
	Sick	Zach	8.0	/	/
	Sick	Tom	8.0	/	/

12-12-23 31°/42° Sunny

Jay 5:30 - 3:00

9.0

- Admin
- Office work

Trk 1

- Tennett in For Tree Removals - 7 removed
- 2) Wales Rd - 5) Merritt Valley

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
4.0	• Storm Cleanup/chip downed Trees	Rich Mark	4.0 4.0	1/2 Load Chips	Trk 5 Chopper Trk 4 Saws
2.0	• Spot Treat Icing Areas Various Places	Rich Mark	2.0 2.0	4 yds Salt	Trk 3 Trk 10 Loader
2.0	• Clean Equip	Rich Mark	2.0 2.0	/	/
8.0	• Sick	Zach	8.0	/	/
8.0	• Sick	Tom	8.0	/	/

12-13-23 30°/40° Sunny

Jay 5:30 - 3:30
9.5

Trk 1

- Admin
- Clean Bathroom/Breakroom/office areas
- Pay Bills
- Pick up Supplies
- Mark out for Tree Removals
- Inspections
- Vendor In for Garage door repair
- Tennest In for Tree Removals - 7) Rmuls 1) Trim

Job	Staff	Time	Materials	Equip
3.0 • CK Rds for Icing - Spot Treat	Rich Mark	3.0 3.0	4 yds salt	Trk 3 Trk 10 Loader
1.0 • Trash Run	Rich Mark	1.0 1.0	/	Trk 4
1.0 • Clean Equip	Rich Mark	1.0 1.0	/	Trk 3 Trk 10 Loader
3.0 • Tree Clean up - From Removals	Rich Mark	3.0 3.0	2 Loads Wood	Trk 3 Trk 10 w/Trailer Excavator
8.0 • Sick	Zach	8.0		
8.0 • Sick	Tom	8.0		

12-14-23 24°/37° Sunny

Jay 5:45 - 4:15

10.0

- Admin
- Inspections
- Lower Flaps
- Shoulder Work - cut waterways

Trk 1
Back Hoe

- Tennett in for Tree Removals - 7) Rmvs

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
2.0	• Ck Rds For Icing - Spot Treat	Rich Mark	2.0 2.0	5 yds salt	Trk 3 Trk 10 Loader
1.0	• Trash Compaction at T.S.	Mark	1.0	/	Back Hoe
	<u>Shop</u>				
1.0	• Chipper Maintenance	Rich	1.0	/	Shop Tools
	<u>Shoulder Work</u>				
5.0	• Cut Water Ways Due to Icing Shoddy Mill & School Rd	Rich Mark Jay	5.0 5.0 5.0	2.5 Loads Spoils	Trk 3 Trk 10 Back Hoe
8.0	Sick	Zach Tom	8.0 8.0	/	/

12-15-23 31°/51°

Jay 5:00 - 2:30

Trk 1

- 9.0
- Admin
 - Ck Roads/ CB's & Waterways - Trk 10 Route
 - Install Trail Signage
 - Raise Flags
 - Meet w/ Bolton Town Foreman
-
- Tennett in for Removals

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
3.0	• Ck Roads/ CB's & Waterways Trk 3 & 7 Routes	Rich Mark	3.0 3.0	/	Trk 4
5.0	• Pick up wood left behind from Removals - Merritt Valley	Rich Mark	5.0 5.0	2 Loads wood	Trk 3 Trk 10 w/ Trailer Excavator
8.0	• Sick	Zach Tom	8.0 8.0	/	/

12-18-23 55°/64° High Winds - Rain - Flooding

Jay 3:00 AM - 5:30 PM
14.5

Trk 1

- Call Crew in for 3:00 AM
- Check Roads & Maintain Throughout Day
 - Catch Basins / Waterways / Debris Removal
- Wind Increase approx 5 AM
 - Tree's and Wires Down Various Places
 - School Closed

14.0

- Maintain Roads as best Possible

staff	time	materials	Equip
Jay	14.5	/	Trk 1
Rich	14.0	/	Trk 4
Zach	14.0	/	Hand Tools
Mark	14.0	/	Saws
Tom	8.0	/	/

8.0 • Sick

12-19-23

32°/42°

Prthy cldy

Jay 5:00 - 3:00
9.5 • Admin

Trk 1

After the Storm

	STAFF	Time	materials	Equip
3.0 [• Ck Roads	Jay 3.0	/	Trk 1
	• Ck/clean Catch Basins & Waterways	Rich 3.0		Trk 4
		Zach 3.0		
		mark 3.0		
6.0 • Tree Clean up - Bunker Hill Rd	Jay 5.0	1 Load wood 1/2 load Chips	Trk 5 Chipper	
	Rich 6.0		Trk 10 w/Trailer	
	Zach 6.0		Excavator	
	Mark 6.0		Trk 1 Saws	
8.0 • Sick	TOM 8.0	/	/	

12-20-23 26°/41° Sunny

Jay 5:00 - 3:30

Trk 1

10.0 Admin
Ck Roads Inspections

	Job	staff	Time	materials	Equip
4.0	• Ck Roads For Icing - Spot Treat ^{AM}	Rich	4.0	8 yds salt	Trk 3
	• Ck Roads For Icing - Spot Treat ^{PM}	Zach	4.0		Trk 7
		Mark	4.0		Trk 10 loader
1.0	• Trash Run	Rich	1.0	/	Trk 4
		Mark	1.0		
5.0	<u>Roadwork</u>				
	• Clear Waterway/Inlet - Burrup	Rich	4.0	3 loads Dirt/Leaves	Trk 3
	• Clear Road of Gravel From Driveway - Lake Road	Mark	4.0		Trk 4
	• Cut Road Edge to stop Water Bleed	Zach	5.0		Back Hoe
to prevent Icing - Lake Road	Jay	5.0	Trk 2 w/ Trailer Skidsteer		
8.0	• Sick	Tom	8.0	/	/

12-21-23 30°/36° Sunny

Jay 4:45 - 2:30

9.25

- Admin
- Ck Roads
- Inspections
- Mark out Trees

Trk 1

- Tennett in for Tree Removals

Job	Staff	Time	Materials	Equip
2.5 • Ck Roads for Icing - Spot treat	Rich Zach Mark	2.5 2.5 2.5	7 yds Salt	Trk 3 Trk 7 Trk 10 Loader
3.5 • Check out New Truck Chassis at Dealer - Review Specs & Build list	Zach	3.5	/	Trk 3
5.5 • Tree wrk - Continue Cleanup after the Storm	Rich Mark Zach	5.5 5.5 2.0	1 load Chips	Trk 5 w/chipper Trk 4 Saws
8.0 • Sick	Tom	8.0	/	/

12-22-23

17°/36°

Mstly Sunny

Jay 4:30 - 2:45

10.25

- Ck Roads
- Admin
- Extinguisher Inspections
- Cut Water ways

Trk 1

Excavator
skidsteer

Vendor

- Fire Extinguisher Inspections - Equipment & Buildings
- Tennett in for Tree Removals - 1/2 Day

* No Lunch *

Job	Staff	Time	Materials	Equip
2.0 • Ck Roads - Spot Treat Icing ^{AM}	Rich Zach Mark	2.0 2.0 2.0	8 yards salt	Trk 3 Trk 7 Trk 10 loader
5.0 • Cut Waterways (Icing Areas) Wales Rd & Bearswamp	Rich Zach Mark Jay	5.0 5.0 3.0 5.0	3 loads spoils 3/4 load 2" stone	Trk 3 Back Hoe Trk 4 w/ trailer skidsteer Trk 1 Excavator Trk 7 w/ trailer
2.0 • Ck Roads - Spot Treat Icing ^{PM}	Mark	2.0	4 yards salt	Trk 10
1.5 • Shop - Clean Equip	Rich Zach	1.5 1.5	/	Trk 7 Trk 10 Excavator skidsteer
8.0 Sick	Tom	8.0	/	/

12-23-23 Temps Hovering at Freezing $\uparrow \downarrow$

Jay 6:30 - 11:00

Trk 1

4.5

- Ck Roads For Black Ice
- Call in 1 crew Spot Treat Roads For Icing

<u>Job</u>	<u>staff</u>	<u>Times</u>	<u>material</u>	<u>Equip</u>
ck Roads - Spot Treat Icing areas	Rich	3.0	4 yards salt	Trk 3 loader

12-24-23 Temps Hovering at Freezing $\uparrow \downarrow$

Jay
4.5

3:30 AM Receive Freezing Rain Alert From Weather Service

4:00 AM CK Roads Occasional light Rain (spotty)

4:30 AM Roads still Cold - Possible Black Ice

4:45 AM Call in Crew Treat Rds up the middle
Temps will go up late morning

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
3.0	Treat Rds for Black Ice 1 pass all roads up the middle	Rich Zach Mark	3.0 3.0 3.0	21 yards Salt	Trk 3 Trk 7 Trk 10 loader

12-26-23

Temps Hovering at Freezing ↑↓

Jay 4:30 - 8:00

Trk 1

3.5

- Ck Rds For Possible Black Ice
- Roads Wet From Day Before
- Air Temps Just below Freezing but road temps are staying above freezing and Air Temps increasing.
- No Call out
- Tennet Tree in For Removals - Bear Swamp

Tennett Tree Service Inc.

56 Sundale Drive
Windham, CT 06280

Invoice

DATE	INVOICE #
12/20/2023	12122023

Copy

BILL TO
Town of Andover 17 School Road Andover, Ct. 06232 Attention: Jay

JOB LOCATION
Various Locations

P.O. NO.	WORK ORDER NO.

DATE	DESCRIPTION	AMOUNT
12/12/2023	Two (2) tree removals, Wales Rd Three (3) tree removals, Merrit Valley Rd	1,600.00
12/13/2023	Two (2) tree removals, Merrit Valley Rd Seven (7) Tree removals and trim, Merrit Valley Rd	1,600.00
12/14/2023	One (1) tree removal and One (1) Pine tree trim, Bunker Hill Rd	1,600.00
12/15/2023	Ten (10) tree removals and trim, Bunker Hill Rd Fourteen (14) tree removals, Bunker Hill Rd	1,600.00
<p><i>39 Trees Removed</i></p> <p><i>Average Cost Per Tree</i> <i>\$ 164.00</i></p>		

PAYMENT IS DUE UPON RECEIPT OF STATEMENT
TERMS: NET 30 DAYS
All Amounts Over 30 Days Subject To 1.5% Monthly Interest.
All Collection Fees Incurred Are Responsibility Of Customer.

Total	\$6,400.00
--------------	------------

12-27-23 32°/51° Fog - Cldy - Shwrs - Rain

Jay 5:45 - 2:30

8.25

- Admin
- Inspections
- Layout Sign work
- Trash Compaction at T.S.

Trk 3

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	<ul style="list-style-type: none">• Tree Work- Pick up/clean up storm debris and wood from Removals	Rich Zach Mark	8.0 8.0 8.0	5 Loads wood 1/2 Load chips	Trk 3 Trk 5 Chipper Trk 10 w/ Trailer Excavator Saws
8.0	• Sick	Tom	8.0	/	/

12-28-23

46°/48° Rain

Jay 5:45 - 2:30

Trk 1

8.25

- Admin
- Ck/clear Basins & Waterways

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
2.5	• Ck/clear Basins & Waterways	Jay Rich Zach Mark	2.5 2.5 2.5 2.5	/	Trk 1 Trk 4
2.5	• Shop Maintenance Chipper & Saws	Rich Zach Mark	2.5 2.5 2.5	/	Shop Tools
3.0	• Tree Work Pick up wood	Rich Zach Mark	3.0 3.0 3.0	2 Loads Wood	Trk 3 Trk 10 w/Trailer Excavator Trk 4 Saws
8.0	• Sick	Tom	8.0		

12-29-23

41°/47°

Pssbl shwr - Cloudy

Jay 5:45 - 2:30

8.25

• Admin
Tree Inspections

Trk 1

• Tennett in for Removals

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Tree Work Pick up Wood From Removals	Rich	8.0	1 Load Chips	Trk 5 chipper
		Zach	8.0	2 Loads wood	Trk 10
		Mark	8.0		w/Trailer Excavator
					Trk 4 Saws
8.0	• Sick	Tom	8.0	/	/

ANDOVER SENIOR TRANSPORTATION
MONTH OF DECEMBER 2023

Dated 12/31/2023
Cathy Palazzi
Senior Coordinator

Drug tests – None (waiting for new employee to be called)

- Medicals 43
 - Events 4 Events – (1) Friday lunch, (1) Christmas Lunch Villa Louisa, (1) Christmas Shopping Evergreen Mall, (1) Christmas Show (Branford)
 - Maintenance 1 Maintenance-2014 Dodge Caravan – FOB and ramp not working. Repaired at Mobility Works.
 - Incident Log None.
 - Disabled 12 Passengers riding who require equipment or ramp to enter and exit bus.
 - Veterans 4 - Medical trips to VA in Newington
 - Meetings 0 YAH Meetings
 - Shopping 4 trips (one per week) (5) seniors.
 - Food Share 2 trips per month – approximately (5) people riding.
 - Food Pantry 3 trips per month – approximately (4-5) people on Monday nights (5-6) people on Wednesdays (1) trip to deliver ham dinners to 12 people.
-
- Senior Transportation vehicles will be having ramps certified during January for one year.
 - Public Works has charged fire extinguishers in all transportation vehicles for one year.
 - We service (12) handicap people regular basis including weekly trips to the VA.
 - Two seniors we drive 3-5 days a week for cancer treatment.
 - (3) seniors having PT treatment three times per week,
 - Bus transportation continues to drive our seniors, disabled and veterans to their medical appointments, meetings, movies, luncheons, town meetings, shopping, food share, food pantry, and voting days.
 - Currently we have a totally disabled individual whom we take shopping on a separate day as he requires special care and stores for his needs. Caregiver goes with him.

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

Cathy Palazzi
Senior Coordinator

