

**Town of Andover
Board of Finance**
Wednesday January 24th, 2024 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/86496411022>

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

Meeting ID: 864 9641 1022

Passcode: 723949

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

Regular Meeting Agenda

1. Call to Order/Pledge of Allegiance
2. Public Speak
3. Changes/Additions to Agenda
4. Old Business
 - a. Review Policy for AES capital expenditures
 - b. Review of Budget to actual
 - c. Check register
5. New Business
 - a. Nominations and Election of Board Chair and Vice Chair
 - b. Vacant position on Board of Finance
 - c. Schedule for Budget Workshops & Budget Hearing
 - d. Discussion on State Local Bridge Program
 - i. Program cost increase ~4 fold Old numbers used for max in contract
 - ii. RFP or use Town Engineer
 - e. Requests for HVAC
 - i. Fire department
 - ii. Town Hall
 - f. Conduit installation and Propane Tank install
 - g. Requests for Electrical upgrades to town hall
 - i. Request exception to purchasing policy
6. Approval of Meeting Minutes
 - a. November 29th, 2023 Regular Meeting Minutes
7. Administrators report

8. Liaison reports
9. Board open discussion
10. Correspondence
11. Public Speak
12. Adjournment

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

Town of Andover Check Register As of January 22, 2024

Type	Date	Num	Name	Amount
Deposit	12/01/2023			210.00
Transfer	12/03/2023			-4,286.95
Liability Check	12/04/2023	ach	Commissioner of Revenue Services	-1,460.13
Deposit	12/04/2023			782.57
Check	12/04/2023	ach	US Postal Service	-500.00
Liability Check	12/05/2023		QuickBooks Payroll Service	-23,348.92
Check	12/05/2023	ach	WEX Bank	-954.67
Deposit	12/05/2023			1,842.83
Paycheck	12/06/2023	DD1127	Anderson, Eric	0.00
Paycheck	12/06/2023	DD1128	Autorino, Lori S	0.00
Paycheck	12/06/2023	DD1129	Bazzani, Janice C	0.00
Paycheck	12/06/2023	DD1130	Begin, Richard	0.00
Paycheck	12/06/2023	DD1131	Bell, William A	0.00
Paycheck	12/06/2023	DD1132	Bricault, Roland O	0.00
Paycheck	12/06/2023	DD1133	Camoroda, Susan M	0.00
Paycheck	12/06/2023	DD1134	Campen, Catherine L	0.00
Paycheck	12/06/2023	DD1137	Dougherty, Roberta B	0.00
Paycheck	12/06/2023	DD1136	Derico, Dominic W	0.00
Paycheck	12/06/2023	DD1138	Hallisey, James J	0.00
Paycheck	12/06/2023	DD1139	Harakaly, Christina	0.00
Paycheck	12/06/2023	DD1140	Kauffman, Ricky J	0.00
Paycheck	12/06/2023	DD1143	Merry, Anne	0.00
Paycheck	12/06/2023	DD1144	Morrissey, Katherine V	0.00
Paycheck	12/06/2023	DD1145	Motyl, Stephen	0.00
Paycheck	12/06/2023	DD1147	Pearl, Thomas L	0.00
Paycheck	12/06/2023	DD1148	Peterson, Pamela	0.00
Paycheck	12/06/2023	DD1149	Skoog, Elinor A	0.00
Paycheck	12/06/2023	DD1151	Wagner, Joseph W	0.00
Paycheck	12/06/2023	DD1152	Werner, Lynn M	0.00
Paycheck	12/06/2023	DD1154	Williams, Mark	0.00
Paycheck	12/06/2023	DD1155	Zito, Zachary A	0.00
Paycheck	12/06/2023	DD1135	Chaponis, John	0.00
Paycheck	12/06/2023	DD1141	Lee, Carol	0.00
Paycheck	12/06/2023	DD1142	Lester, Michael J	0.00
Paycheck	12/06/2023	DD1146	Orlomoski, Amy E	0.00
Paycheck	12/06/2023	DD1150	Tuttle, Robert J	0.00
Paycheck	12/06/2023	DD1153	Westerberg, Lorraine	0.00
Liability Check	12/06/2023	ach	EFTPS	-7,540.50
Liability Check	12/06/2023	10848	AIG RETIREMENT SERVICES	-1,250.00
Liability Check	12/06/2023	10849	AFSCME, LOCAL 1303	-223.70
Liability Check	12/06/2023	10850	MEUI	-125.10
Check	12/06/2023	10851	MERF	-21,841.94
Check	12/06/2023	10852	OFFICE OF THE TREASURER, State of CT	-1,844.00
Check	12/06/2023	10853	DAS-ACCT. REC. - HDP	-216.00
Check	12/06/2023	10854	D.E.E.P	-18.00

Town of Andover Check Register As of January 22, 2024

Bill Pmt -Check	12/06/2023	10855	A&A Pest Control Co., Inc	-120.00
Bill Pmt -Check	12/06/2023	10856	Alan Roy	-50.00
Bill Pmt -Check	12/06/2023	10857	AMPLIFY	-220.00
Bill Pmt -Check	12/06/2023	10858	ANDOVER LANDSCAPING	-320.00
Bill Pmt -Check	12/06/2023	10859	Avenu Enterprise Solutions LLC	-650.00
Bill Pmt -Check	12/06/2023	10860	Carol W Barton	-127.50
Bill Pmt -Check	12/06/2023	10861	CASELLA WASTE	-10,300.84
Bill Pmt -Check	12/06/2023	10862	Cash True Value - East Lyme	-110.07
Bill Pmt -Check	12/06/2023	10863	Chowanec Well Drilling LLC	-3,600.00
Bill Pmt -Check	12/06/2023	10864	COMCAST	-231.70
Bill Pmt -Check	12/06/2023	10865	Dime Oil LLC	-837.30
Bill Pmt -Check	12/06/2023	10866	EAST COAST SIGN & SUPPLY	-500.00
Bill Pmt -Check	12/06/2023	10867	Emily Timreck	-50.00
Bill Pmt -Check	12/06/2023	10868	First Choice Roofing	-3,700.00
Bill Pmt -Check	12/06/2023	10869	FleetPride	-271.21
Bill Pmt -Check	12/06/2023	10870	Genie Innovations Inc.	-409.95
Bill Pmt -Check	12/06/2023	10871	HALLORAN & SAGE	-245.00
Bill Pmt -Check	12/06/2023	10872	HOSMER MT. BOTTLING COMPANY INC	-29.00
Bill Pmt -Check	12/06/2023	10873	Indus	-24,341.28
Bill Pmt -Check	12/06/2023	10874	KDC - KAULBACK DESIGN CO	-709.75
Bill Pmt -Check	12/06/2023	10875	L&C PARK CONSULTANTS LLC	-600.00
Bill Pmt -Check	12/06/2023	10876	LEAF	-223.32
Bill Pmt -Check	12/06/2023	10877	LENCO ELECTRICAL CONTRACTORS	-24.51
Bill Pmt -Check	12/06/2023	10878	MATERIALS TESTING	-448.60
Bill Pmt -Check	12/06/2023	10879	Nathan L Jacobson & Assoc Inc	-894.91
Bill Pmt -Check	12/06/2023	10880	OCEAN STATE OIL	-2,325.56
Bill Pmt -Check	12/06/2023	10881	Scott Yeomans	-30.00
Bill Pmt -Check	12/06/2023	10882	SWISS UNIFORM RENTAL	-217.48
Bill Pmt -Check	12/06/2023	10883	TOWN OF SOUTH WINDSOR	-2,865.96
Bill Pmt -Check	12/06/2023	10884	WEATHERWORKS	-1,680.00
Bill Pmt -Check	12/06/2023	10885	WILLIMANTIC AUTO & TRUCK	-761.92
Check	12/06/2023	ach	RHAM	-353,228.00
Transfer	12/06/2023			-423,479.60
Check	12/06/2023	ACH	Spring	-14,815.09
Deposit	12/08/2023		Primepay	199.00
Bill Pmt -Check	12/12/2023	10886	Avenu Enterprise Solutions LLC	-428.10
Bill Pmt -Check	12/12/2023	10887	Cathleen Desrosiers	-44.94
Bill Pmt -Check	12/12/2023	10888	CIRMA	-22,982.00
Bill Pmt -Check	12/12/2023	10889	Constellation NewEnergy Inc	-464.27
Bill Pmt -Check	12/12/2023	10890	Eversource	-1,294.84
Bill Pmt -Check	12/12/2023	10891	Home Depot Credit Services	-134.14
Bill Pmt -Check	12/12/2023	10892	Homestead	-1,944.00
Bill Pmt -Check	12/12/2023	10893	INFOSHRED LLC	-25.00
Bill Pmt -Check	12/12/2023	10894	K&S Distributors	-192.10
Bill Pmt -Check	12/12/2023	10895	Leading Edge Construction LLC	-125,516.09
Bill Pmt -Check	12/12/2023	10896	LHS ASSOCIATES INC	-90.00
Bill Pmt -Check	12/12/2023	10897	Marina Pandolfi	-1,030.00

Town of Andover Check Register As of January 22, 2024

Bill Pmt -Check	12/12/2023	10898	PHOENIX ENVIRONMENTAL LABORATO	-146.00
Bill Pmt -Check	12/12/2023	10899	Point Software	-270.00
Bill Pmt -Check	12/12/2023	10900	Rons Professional Landscape Construction	-7,860.00
Bill Pmt -Check	12/12/2023	10901	The Office Works, Inc.	-80.86
Bill Pmt -Check	12/12/2023	10902	Wallace Barton	-29.95
Deposit	12/14/2023			10.00
Sales Receipt	12/15/2023	94	Town Clerk	2,075.00
Liability Check	12/18/2023	ACH	Commissioner of Revenue Services	-1,677.25
Liability Check	12/18/2023	ACH	EFTPS	-9,975.88
Liability Check	12/19/2023		QuickBooks Payroll Service	-30,991.00
Deposit	12/19/2023			3,585.94
Paycheck	12/20/2023	DD1157	Armitage, Amber	0.00
Paycheck	12/20/2023	DD1158	Autorino, Lori S	0.00
Paycheck	12/20/2023	DD1159	Barton Jr., Wallace E	0.00
Paycheck	12/20/2023	DD1160	Bazzani, Janice C	0.00
Paycheck	12/20/2023	DD1161	Begin, Richard	0.00
Paycheck	12/20/2023	DD1162	Bell, William A	0.00
Paycheck	12/20/2023	DD1163	Bricault, Roland O	0.00
Paycheck	12/20/2023	DD1164	Camoroda, Susan M	0.00
Paycheck	12/20/2023	DD1165	Campen, Catherine L	0.00
Paycheck	12/20/2023	DD1167	Derick, Linda J	0.00
Paycheck	12/20/2023	DD1169	Dougherty, Roberta B	0.00
Paycheck	12/20/2023	DD1170	Gonyea, Therese	0.00
Paycheck	12/20/2023	DD1171	Hallisey, James J	0.00
Paycheck	12/20/2023	DD1172	Harakaly, Christina	0.00
Paycheck	12/20/2023	DD1173	Kauffman, Ricky J	0.00
Paycheck	12/20/2023	DD1174	King, Paula A	0.00
Paycheck	12/20/2023	DD1178	Morrissey, Katherine V	0.00
Paycheck	12/20/2023	DD1179	Motyl, Stephen	0.00
Paycheck	12/20/2023	DD1180	Murray, Jeffrey A	0.00
Paycheck	12/20/2023	DD1182	Pearl, Thomas L	0.00
Paycheck	12/20/2023	DD1183	Person, Scott	0.00
Paycheck	12/20/2023	DD1184	Peterson, Pamela	0.00
Paycheck	12/20/2023	DD1185	Postemsky, Stephen	0.00
Paycheck	12/20/2023	DD1186	Skoog, Elinor A	0.00
Paycheck	12/20/2023	DD1188	Wagner, Joseph W	0.00
Paycheck	12/20/2023	DD1189	Werner, Lynn M	0.00
Paycheck	12/20/2023	DD1190	Williams, Mark	0.00
Paycheck	12/20/2023	DD1191	Zito, Zachary A	0.00
Paycheck	12/20/2023	DD1156	Anderson, Eric	0.00
Paycheck	12/20/2023	DD1166	Chaponis, John	0.00
Paycheck	12/20/2023	DD1168	Derico, Dominic W	0.00
Paycheck	12/20/2023	DD1175	Lee, Carol	0.00
Paycheck	12/20/2023	DD1176	Lester, Michael J	0.00
Paycheck	12/20/2023	DD1177	Merry, Anne	0.00
Paycheck	12/20/2023	DD1181	Orlomoski, Amy E	0.00
Paycheck	12/20/2023	DD1187	Tuttle, Robert J	0.00

Town of Andover Check Register As of January 22, 2024

Bill Pmt -Check	12/20/2023	10903	A&A Pest Control Co., Inc	-120.00
Bill Pmt -Check	12/20/2023	10904	ANTHEM LIFE& DISABILITY INSURANCE	-319.70
Bill Pmt -Check	12/20/2023	10905	CL Services	-11,250.00
Bill Pmt -Check	12/20/2023	10906	CTCA	-150.00
Bill Pmt -Check	12/20/2023	10907	DEPARTMENT OF THE TREASURY	-139.76
Bill Pmt -Check	12/20/2023	10908	FP MAILING SOLUTIONS	-150.00
Bill Pmt -Check	12/20/2023	10909	FRONTIER COMMUNICATIONS	-83.74
Bill Pmt -Check	12/20/2023	10910	Glastonbury Citizen/Rivereast News Bullet	-66.00
Bill Pmt -Check	12/20/2023	10911	HALLORAN & SAGE	-2,140.00
Bill Pmt -Check	12/20/2023	10912	HOSMER MT. BOTTLING COMPANY INC	-29.00
Bill Pmt -Check	12/20/2023	10913	MATERIALS TESTING	-1,273.30
Bill Pmt -Check	12/20/2023	10914	TOM'S PLACE FOOD LLC	-24.00
Bill Pmt -Check	12/20/2023	10915	TOWN OF HEBRON	-10,119.83
Bill Pmt -Check	12/20/2023	10916	VERIZON WIRELSS	-142.50
Sales Receipt	12/27/2023	95	Town Clerk	1,967.00
Deposit	12/29/2023			400.00
Deposit	12/29/2023			75.00
Deposit	12/29/2023	ach	STATE OF CT	3,432.58
Transfer	12/31/2023			124,348.63
Sales Receipt	12/31/2023	96	Building Dept	2,080.22
Sales Receipt	12/31/2023	96	Building Dept	143.00
Sales Receipt	12/31/2023	96	Building Dept	0.00
Sales Receipt	12/31/2023	96	Building Dept	0.00
Sales Receipt	12/31/2023	96	Building Dept	0.00
Deposit	12/31/2023			48.42
Liability Check	01/02/2024	ACH	EFTPS	-7,875.20
Liability Check	01/02/2024	ACH	Commissioner of Revenue Services	-1,425.74
Transfer	01/03/2024			-5,809.30
Paycheck	01/03/2024	DD1192	Anderson, Eric	0.00
Paycheck	01/03/2024	DD1193	Autorino, Lori S	0.00
Paycheck	01/03/2024	DD1194	Bazzani, Janice C	0.00
Paycheck	01/03/2024	DD1195	Begin, Richard	0.00
Paycheck	01/03/2024	DD1196	Bell, William A	0.00
Paycheck	01/03/2024	DD1197	Bricault, Roland O	0.00
Paycheck	01/03/2024	DD1198	Camoroda, Susan M	0.00
Paycheck	01/03/2024	DD1199	Campen, Catherine L	0.00
Paycheck	01/03/2024	DD1201	Derico, Dominic W	0.00
Paycheck	01/03/2024	DD1202	Dougherty, Roberta B	0.00
Paycheck	01/03/2024	DD1203	Gonyea, Therese	0.00
Paycheck	01/03/2024	DD1204	Hallisey, James J	0.00
Paycheck	01/03/2024	DD1205	Harakaly, Christina	0.00
Paycheck	01/03/2024	DD1206	Kauffman, Ricky J	0.00
Paycheck	01/03/2024	DD1209	Merry, Anne	0.00
Paycheck	01/03/2024	DD1210	Morrissey, Katherine V	0.00
Paycheck	01/03/2024	DD1211	Motyl, Stephen	0.00
Paycheck	01/03/2024	DD1212	Orlomoski, Amy E	0.00
Paycheck	01/03/2024	DD1213	Pearl, Thomas L	0.00

Town of Andover Check Register As of January 22, 2024

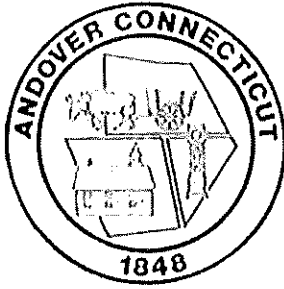
Paycheck	01/03/2024	DD1214	Peterson, Pamela	0.00
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Paycheck	01/03/2024	DD1216	Tuttle, Robert J	0.00
Paycheck	01/03/2024	DD1217	Wagner, Joseph W	0.00
Paycheck	01/03/2024	DD1218	Werner, Lynn M	0.00
Paycheck	01/03/2024	DD1220	Williams, Mark	0.00
Paycheck	01/03/2024	DD1221	Zito, Zachary A	0.00
Paycheck	01/03/2024	DD1200	Chaponis, John	0.00
Paycheck	01/03/2024	DD1207	Lee, Carol	0.00
Paycheck	01/03/2024	DD1208	Lester, Michael J	0.00
Paycheck	01/03/2024	DD1219	Westerberg, Lorraine	0.00
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Bill Pmt -Check	01/03/2024	10918	ANDOVER FIRE COMMISSION	-38,187.50
Bill Pmt -Check	01/03/2024	10919	BACHER CORPORATION OF C	-498.34
Bill Pmt -Check	01/03/2024	10920	COMCAST	-115.85
Bill Pmt -Check	01/03/2024	10921	CRM CO LLC	-696.00
Bill Pmt -Check	01/03/2024	10922	CTCA	-150.00
Bill Pmt -Check	01/03/2024	10923	Dime Oil LLC	-612.73
Bill Pmt -Check	01/03/2024	10924	EAST COAST SIGN & SUPPLY	-1,040.00
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Bill Pmt -Check	01/03/2024	10930	Pippin & Son Portable	-558.33
Bill Pmt -Check	01/03/2024	10931	SWISS UNIFORM RENTAL	-429.35
Bill Pmt -Check	01/03/2024	10932	TENNETT TREE SERVICE, INC	-6,400.00
Bill Pmt -Check	01/03/2024	10933	TOM'S PLACE FOOD LLC	-31.00
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Bill Pmt -Check	01/03/2024	10935	W B MASON CO INC	-131.85
Check	01/03/2024	10936	DAS-ACCT. REC. - HDP	-72.00
Check	01/03/2024	10937	OFFICE OF THE TREASURER, State of CT	-798.00
Check	01/03/2024	10938	Connecticut State Treasurer	-34.00
Check	01/03/2024	10939	D.E.E.P	-407.00
Deposit	01/05/2024	ach	STATE OF CT	92,979.39
Deposit	01/09/2024			581.70
Liability Check	01/09/2024	10940	AFSCME, LOCAL 1303	-223.70
Liability Check	01/09/2024	10941	MEUI	-125.10
Liability Check	01/09/2024	10942	AIG RETIREMENT SERVICES	-1,250.00
Check	01/10/2024	ACH	Spring	-14,815.09
Check	01/10/2024	ACH	RHAM	-529,842.00
Check	01/10/2024	ACH	AES Payables	-423,479.60
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Bill Pmt -Check	01/10/2024	10945	CivicPlus LLC	-2,043.40

Town of Andover Check Register As of January 22, 2024

Bill Pmt -Check	01/10/2024	10946	Constellation NewEnergy Inc	-905.30
Bill Pmt -Check	01/10/2024	10947	D.E.E.P	-406.00
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Bill Pmt -Check	01/10/2024	10952	INFOSHRED LLC	-25.00
Bill Pmt -Check	01/10/2024	10953	LEAF	-223.32
Bill Pmt -Check	01/10/2024	10954	MAHONEY SABOL	-12,400.00
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Bill Pmt -Check	01/10/2024	10956	MID-NEROC	-211.67
Bill Pmt -Check	01/10/2024	10957	Municipal Emergency Services Inc.	-1,013.44
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Bill Pmt -Check	01/10/2024	10963	TOM'S PLACE FOOD LLC	-28.00
Bill Pmt -Check	01/10/2024	10964	Tyche Planning and Policy Group	-4,000.00
Bill Pmt -Check	01/11/2024	10965	Eversource	0.00
Bill Pmt -Check	01/11/2024	10966	Dime Oil LLC	-666.58
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Bill Pmt -Check	01/11/2024	10968	Dime Oil LLC	-1,213.10
Deposit	01/11/2024	ach	STATE OF CT	10,500.00
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Paycheck	01/17/2024	DD1222	Anderson, Eric	0.00
Paycheck	01/17/2024	DD1223	Autorino, Lori S	0.00
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Paycheck	01/17/2024	DD1225	Begin, Richard	0.00
Paycheck	01/17/2024	DD1226	Bell, William A	0.00
Paycheck	01/17/2024	DD1227	Bricault, Roland O	0.00
Paycheck	01/17/2024	DD1228	Campen, Catherine L	0.00
Paycheck	01/17/2024	DD1230	Derico, Dominic W	0.00
Paycheck	01/17/2024	DD1231	Dougherty, Roberta B	0.00
Paycheck	01/17/2024	DD1232	Gonyea, Therese	0.00
Paycheck	01/17/2024	DD1233	Hallisey, James J	0.00
Paycheck	01/17/2024	DD1234	Harakaly, Christina	0.00
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Paycheck	01/17/2024	DD1244	Skoog, Elinor A	0.00
Paycheck	01/17/2024	DD1246	Wagner, Joseph W	0.00
Paycheck	01/17/2024	DD1247	Werner, Lynn M	0.00

Town of Andover Check Register As of January 22, 2024

Paycheck	01/17/2024	DD1248	Williams, Mark	0.00
Paycheck	01/17/2024	DD1249	Zito, Zachary A	0.00
Paycheck	01/17/2024	DD1245	Tuttle, Robert J	0.00
Paycheck	01/17/2024	DD1229	Chaponis, John	0.00
Paycheck	01/17/2024	DD1236	Lee, Carol	0.00
Paycheck	01/17/2024	DD1237	Lester, Michael J	0.00
Paycheck	01/17/2024	DD1241	Orlomoski, Amy E	0.00
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Paycheck	01/18/2024	DD1257	Zito, Zachary A	0.00



TOWN OF ANDOVER
17 SCHOOL ROAD
ANDOVER, CT 06232
PHONE: 860.742.7305 x4210
E-MAIL: Eanderson@andoverct.org
www.andoverct.org

Contract for Town Engineering Services

Date: 11/15/2022- 6/30/2026

Contractor:

Nathan L Jacobson & Associates, Inc.
86 Main St P.O Box 337
Chester, CT 06412-0337

In June of 2022, the Town of Andover distributed a Request for Qualifications (RFQ) to provide Town engineering services. The town subsequently interviewed 4 firms before deciding on a new firm.

The Town of Andover hereby awards **Nathan L Jacobson & Associates, Inc (NLJA)** a contract to provide municipal engineering services to the Town of Andover. These professional services on an as needed basis to be determined by the Town Administrator shall include but not be limited to:

1. Support to the Town land use commissions in reviewing applications as well as review of regulation changes;
2. Support for the Town Public Works Department;
3. Engineering support for Small Bridge and Culvert projects where the combined survey, design, permitting, bidding, construction administration and inspection costs are not expected to exceed \$75,000;
4. Land survey and site planning; and
5. Other services as determined by the Town Administrator

Point of Contact:

The Primary person of contact at **Nathan L Jacobson & Associates, Inc** will be **Joseph M Dillon, P.E**. If for some reason Mr. Dillon is not available or can no longer serve as a point of contact, another individual that is mutually agreeable to both parties shall be named.

Contract Duration:

1. This is a 4-year contract with a 3-year extension possible if both parties agree.
2. Contract extensions must include a reasonable revised fee schedule to be agreed upon by the parties.
3. Initial contract dates: Nov 1, 2022- June 30 2026.

Termination:

Either party may, upon 60 days' written notice terminate this contract without cause, recompense or resort to legal process.

Fee Schedule:

2022 Calendar Year (Jan 1, 2022 to Dec 31, 2022) hourly rates for services rendered to the Town:

- Personnel Category Hourly Rate
- Principal Engineer (P.E.) \$154-\$160/hr.
- Senior Engineer (P.E.) \$131-\$134/hr.
- Staff Engineer \$94-\$105/hr.
- Geologist/Environmental Analyst \$127-\$137/hr.
- Construction Inspector \$104-\$111/hr.
- CADD Technician \$101-\$107/hr.
- Technical Assistant \$62/hr.
- Licensed Surveyor \$148.50/hr.
- Survey Crew \$180/hr. for the entire crew

Fee Schedules in subsequent Calendar years (Jan 1 to Dec 31) will be agreed to by both the town and Nathan L Jacobson & Associates, Inc and will not exceed a 3% increase per annum without the written agreement of both entities. The Town will be billed in 15-minute increments for work provided. NLJA will bill the town monthly or quarterly to be determined by NLJA and continued until the further agreement of the parties. All bills will be paid net within 60 days. Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due from the date payment is originally due at the rate of 6% per annum.

Contract Documents:

The Contract Documents shall include this Contract, the Town's RFQ and each and every submission made by NLJA to the Town in response to the RFQ. Any inconsistency between or among any of the provisions of the Contract Documents will be resolved in favor of the Town of Andover.

Cost Thresholds:

The chairpersons of any Town land use commission can request engineering support from NLJA up to the commission's annual budgeted allotment for needed engineering and regulation review.

The Town Administrator shall approve all other engineering requests with the following thresholds.

1. Any project not expected to exceed costs of \$5,000 require approval via email and shall be billed at the hourly rate for the title of the NLJA employee providing the work.
2. Projects that are expected to cost between \$5,000 and \$15,000 require written approval by the Town Administrator and shall be billed at the appropriate hourly rate for the individuals performing the work.
3. Projects where the combined survey, design, permitting, bidding, construction administration and inspection costs are expected to cost greater than \$15,000 and less than \$75,000 shall require a written not to exceed cost estimate/contract, including a proposed timeline for the work and must be approved by the Town Administrator and Board of Selectmen.
4. Projects with engineering and professional services costing greater than \$75,000 shall be separately and competitively bid via RFP. An NLJA consultant may assist in developing the bid documents and evaluating bids. If NLJA chooses to bid on such engineering services, they will not be part of the evaluation process.

Indemnification: To the fullest extent permitted by law, the contractor shall indemnify and hold harmless the Town of Andover, including Town officials, consultants, agents and employees from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work, provided that such claim, damage loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property other than the work itself, but only to the extent caused by the negligent acts or omissions of the consultant, a subconsultant, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

CHANGES IN THE WORK:

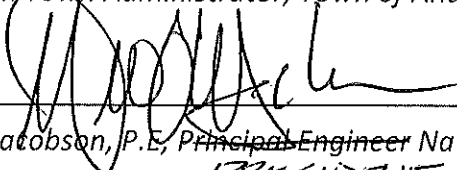
In the case of a written contract, the town of Andover, without invalidating the contract, may order changes in the Work within the general scope of the Contract, consisting of additions, deletions or other revisions and the Contract Sum and Contract Time shall be adjusted accordingly. If the Town and NLJA cannot agree to a change in the Contract Sum, the Town shall pay NLJA its agreed to hourly rates plus its actual costs for materials plus reasonable overhead and profit.

The Town may authorize or order minor changes in the Work that are consistent with the intent of the Contract Documents and do not require an adjustment in the Contract Sum or an extension of the Contract Time. Such authorization or orders shall be in writing and shall be binding on the Owner and Contractor. The Contractor shall proceed with such minor changes promptly.

This Contract, including all "Contract Documents" represents the entire and integrated agreement between the parties and supersedes prior negotiations, representations or agreements either written or oral. The Contract may be amended or modified only by a written modification.

Signature _____ Date _____

Eric Anderson, Town Administrator, Town of Andover

Signature  _____ Date NOVEMBER 17, 2022

Geoffrey L. Jacobson, P.E., Principal Engineer Nathan L Jacobson & Associates, Inc
PRESIDENT

*The Town of Andover is an equal opportunity provider and employer
and prohibits discrimination in its practices and policies on the basis of sex, race, religion or national origin*



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546

July 14, 2023

Mr. Eric Anderson
Town Administrator
Town of Andover
Town Office Building
17 School Road - Box 328
Andover, CT 06232-0328

Dear Mr. Anderson:

Subject: Local Bridge Program, Fiscal Year 2024
Conditional Commitment to Fund
Bridge No. 01007, Lake Road over Cheney Brook
Assigned Project Number: 9001-0007
Town of Andover
State Grant Funds: \$920,480.00

The Department of Transportation (Department) has reviewed Town of Andover's Preliminary Application (enclosed) for the replacement or rehabilitation of the bridge at the subject location. The Department is pleased to inform you that the project qualifies for funding under the Local Bridge Program.

The State of Connecticut (State) hereby offers a Conditional Commitment to Fund fifty percent (50%) of eligible project costs through a State grant. This commitment is conditional and subject to certain administrative and financial approvals, Program Regulations and Statutory Requirements, in particular as follows:

1. The commitment amount is based upon the information in the Preliminary Application and is subject to later adjustments.
2. The commitment amount will lapse if your Supplemental Application cost estimate exceeds your Preliminary Application and sufficient monies are not available, or if you fail to file a Supplemental Application within **18 months** of the date of this letter. The Supplemental Application form, program manual, and other relevant items can be retrieved from our website at www.ct.gov/dot/localbridge.
3. This Conditional Commitment to Fund does not constitute a binding agreement, and the State's obligation is further contingent upon the following:
 - a) Availability of State funds or the State's ability to sell bonds following allocation of money to the project by the State Bond Commission.
 - b) Your execution, delivery, and compliance with the terms of an agreement between the State and the Town of Andover in a timely manner showing consistent project progress.
4. Compliance with State set-aside and contract requirements enacted under Public Act 15-5. The Connecticut Commission on Human Rights and Opportunities (CHRO) is responsible for administering these requirements; however the municipality must include language relative to


the requirements in the bid notice and the contract documents. Further information can be found on the CHRO website at www.ct.gov/chro. Questions regarding the requirements are to be directed to CHRO at 860-541-3400.

The next step in the grant process, if this Commitment to Fund is acceptable to you, is to sign below. If this letter is not signed and returned within **45 calendar days** of the date listed, it will be assumed that the municipality is no longer interested in participating in the program. The funds previously dedicated for your project will then be reallocated elsewhere, and the Town of Andover will have to reapply for the next fiscal year for the subject project.


Within **18 months** of the date of this letter, the Supplemental Application must be submitted to the Department with all the required documents and certifications. Since some of these items take time to complete, they should be initiated at an early date. So that the project's costs may be accurately tracked, it is recommended that you set up a separate budget line item for this project and make your auditor aware of the project upon receiving this Commitment to Fund Letter. Also, the Department now only accepts electronic forms of submission and communication. Please ensure that the Local Bridge Program Office has an up-to-date e-mail address for your designated contact person at all times.

For any questions or assistance, please contact Mr. Andrew C. Shields, Project Engineer for the State Local Bridge Program, at Andrew.Shields@ct.gov.

Very truly yours,

 Digitally signed by Sweeney, Bartholomew
DN: E=Bartholomew.Sweeney@ct.gov
CN=Sweeney, Bartholomew
OU=Transportation and Infrastructure
OU=DOT Users, DC=DOT, DC=CT,
DC=US
Date: 2023.07.21 09:22:50-0400

Bartholomew P. Sweeney, P.E.
Division Chief of Bridges
Bureau of Engineering and Construction

Accepted by: 
Eric Anderson, Town Administrator
Town of Andover

Date: 7/24/2023

Enclosure

cc: The Honorable Jeffrey J. Maguire, First Selectman



August 8, 2023

Mr. Eric Anderson, Town Administrator
Town of Andover
17 School Street
Andover, CT 06232

Re: **Proposal for Civil Engineering Design and Permit Services**
Replacement of Bridge No. 001007
Lake Road over Cheney Brook
Andover, CT

Dear Mr. Anderson:

In accordance with your request, we are pleased to submit herewith our proposal for providing civil engineering services with respect to the subject project.

This proposal is based on the following assumptions:

- A. The project will be funded with Town funds and Connecticut Department of Transportation (CTDOT) State Local Bridge Program (SLBP) funds.
- B. There are no agencies having jurisdiction, permit requirements or any other reason that would prevent the existing culvert from being replaced with a proposed precast concrete rigid frame on strip footing (piles not included).
- C. Precast products will be utilized in the design, to the extent they can, to accelerate the construction for cost savings. Structural design of precast elements will be performed by this office (NLJA).
- D. The road will be closed for the construction.
- E. A scour analysis is not included as it appears footings will be on rock.
- F. Progress pdf deliverable documents will be e-mailed to the Town whenever requested.
- G. Project will be bid in one phase; preparation of bidding documents for a separate precast materials contract is not included.
- H. The project design will be developed with the intent of bidding as a lump sum contract with approximately six unit price items for certain unknown item quantities.
- I. Proposed Metal Beam Guiderail will be carried over the culvert with field epoxied base plates welded to posts. Chain link fence for pedestrian protection is also included.



Mr. Eric Anderson, Town Administrator
Town of Andover

Re: **Proposal for Civil Engineering Design and Permit Services**

Replacement of Bridge No. 001007
Lake Road over Cheney Brook

August 8, 2023

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- J. There are existing overhead utilities at the culvert site that will need to be moved out of the way to facilitate the construction. It is anticipated that aerial utilities will be moved once, away from the road within proposed easements, and then moved back into the right-of-way after construction completion.
- K. This proposal does not include addressing any new (design, permit, approval, etc.) requirements from agencies having jurisdiction that may be enacted after the date of this proposal.
- L. The project does not fall within a Connecticut Department of Energy and Environmental Protection (CTDEEP) Natural Diversity Database (NDDB) area of concern.
- M. The project will qualify for U.S. Army Corps of Engineers' (Corps) Self-Verification (and CTDEEP 401 Water Quality Certification (WQC)) under their Connecticut (CT) General Permit expiring 12-15-2026.
- N. No environmental investigations or hazardous waste assessments are included within our scope of work.
- O. No public information meetings are included.
- P. This proposal does not include any state sales tax that may be enacted.
- Q. Services of this proposal are anticipated to be complete by the end of 2024.

Based on the foregoing, our Scope of Services is defined as follows:

Task 1 – Survey

- 1.1 Obtain the services of a certified professional wetland soil scientist to flag the wetland boundary in accordance with State and Federal criteria. Flags to be sequentially numbered in the field and shown accordingly on the drawings. We propose to utilize the services of New England Environmental Services, R. Richard Snarski, CPSS, CPESC, unless you have an objection.
- 1.2 Obtain the services a professional land surveyor to research Town of Andover Land Records to compile information that may be available to confirm property lines and right-of-way lines closest to the project and existing easement lines or other pertinent covenants or encumbrances. We propose to utilize the services of our affiliate, Land Survey & Technical Services, Inc., unless you have an objection.



Mr. Eric Anderson, Town Administrator
Town of Andover

Re: **Proposal for Civil Engineering Design and Permit Services**

Replacement of Bridge No. 001007
Lake Road over Cheney Brook

August 8, 2023

Page 3 of 11

- 1.3 Obtain the services of the professional land surveyor to conduct a vertical control survey conforming to Vertical Accuracy Class V-2 and establish at least two (2) permanent benchmarks for design and construction referenced to NAVD88. Horizontal datum will be NAD83. We propose to utilize the services of our affiliate, Land Survey & Technical Services, Inc., unless you have an objection.
- 1.4 Obtain the services of the professional land surveyor to perform a field survey conforming to Topographic Accuracy Class T-2 to obtain topographic information needed for design. We propose to utilize the services of our affiliate, Land Survey & Technical Services, Inc., unless you have an objection.
- 1.5 Obtain a topographic survey worksheet at a convenient scale and an elevation contour interval of one (1) ft. depicting the planimetric features, wetland flag locations, structure elevations, ground elevations, and approximate right-of-way, easement, and property lines (as applicable). We propose to utilize the services of our affiliate, Land Survey & Technical Services, Inc., unless you have an objection.

Task 2 – Preliminary Design

- 2.1 Attend one (1) meeting on site with Town officials to review project scope and design criteria. Briefly discuss aesthetic alternatives, if any. Prepare and distribute meeting minutes.
- 2.2 Prepare project base map from information provided by the professional land surveyor.
- 2.3 Coordinate the services of a geotechnical engineer to perform subsurface investigations, geotechnical engineering evaluation, and prepare a report. We propose to utilize the services of Welti Geotechnical, P.C., unless you have an objection.
- 2.4 Utilize United States Geological Survey (USGS) StreamStats to develop design discharges.
- 2.5 Utilize U.S. Army Corps of Engineers' HECRAS hydraulic modelling computer program to select proposed waterway cross-sectional dimensions.
- 2.6 Inform Town officials of the results of hydrologic and hydraulic analyses, and proposed waterway size determination.
- 2.7 Prepare a single engineering report including the results of the hydrologic and hydraulic analyses for purposes of submission to the CTDOT SLBP with the Supplemental Application.



Mr. Eric Anderson, Town Administrator
Town of Andover

Re: **Proposal for Civil Engineering Design and Permit Services**

Replacement of Bridge No. 001007
Lake Road over Cheney Brook

August 8, 2023

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2.8 Prepare a computer-generated preliminary design drawing set utilizing AutoCAD 2023 or later version and our English unit CAD standard. The primary purpose of these drawings will be for submission to agencies having jurisdiction to obtain pertinent approvals. It is anticipated that the following sheets will be prepared:

- 2.8.1 Title Sheet
- 2.8.2 Topographic Survey Plan
- 2.8.3 Demolition Plan
- 2.8.4 Roadway Plan
- 2.8.5 Roadway Profile
- 2.8.6 Erosion and Sediment Control and Planting Plan
- 2.8.7 Erosion and Sediment Control Notes
- 2.8.8 Erosion and Sediment Control Details (*including water-handling-cofferdam plan if necessary*)
- 2.8.9 Maintenance and Protection of Traffic Plan
- 2.8.10 Site Details and Notes
- 2.8.11 Bridge General Plan
- 2.9.12 Environmental Impact Plan

2.9 Identify proposed easements.

2.10 Conduct an on-site utility coordination meeting. Prepare and distribute meeting minutes.

2.11 E-mail pdf preliminary design drawings (showing proposed easement areas) to Town for review and comment.

2.12 Attend one (1) meeting on site with Town officials to review preliminary design drawings. Prepare and distribute meeting minutes. Make minor revisions.

Task 3 – Permits

3.1 Solicit review of the project site from the State Historic Preservation Office (SHPO) (including submission of appropriate executed SHPO form).

3.2 Solicit a review of the project site from Tribal Historic Preservation Officers (THPOs).

3.3 Solicit a review of the project site by the U.S. Fish & Wildlife Service (USFWS) through their IPaC website.



Mr. Eric Anderson, Town Administrator
Town of Andover

Re: **Proposal for Civil Engineering Design and Permit Services**

Replacement of Bridge No. 001007
Lake Road over Cheney Brook

August 8, 2023

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- 3.4 Solicit a review of the project site by the CTDEEP Fisheries Division (including submission of appropriate executed Fisheries Consultation form).
- 3.5 Confirm that site remains outside of a CTDEEP NDDB area of concern.
- 3.6 Determine impact areas in wetlands and watercourse and depict on the proposed Environmental Impact Plan.
- 3.7 Prepare and submit (digital submission by e-mail) a Self-Verification package to the Corps under their CT General Permit expiring 12-15-2026, with e-mailed copy to CTDEEP for 401 WQC submission. Submission to Corps and CTDEEP to include:
 - 3.7.1 Executed Corps Self-Verification Notification Form
 - 3.7.2 Official endangered species list(s) from USFWS.
 - 3.7.3 Correspondence with the SHPO.
 - 3.7.4 Correspondence with the THPOs.
 - 3.7.5 Correspondence with CTDEEP Fisheries.
 - 3.7.6 NDDB map with site location shown.
 - 3.7.7 Project plans.
 - 3.7.8 Any state or local approvals obtained by this submission date.
 - 3.7.9 Existing condition photos.
- 3.8 Provide ten (10) sets of hardcopy drawings to the Town for their submission to their Inland Wetlands and Watercourses Commission (IWWC). Provide color rendering of one plan view for Town to present.
- 3.9 Attend one (1) IWWC meeting to assist in Town's presentation and attend one (1) site walk.
- 3.10 Provide one (1) set of hardcopy drawings to the Town for their submission to their Planning & Zoning Commission (PZC) for CGS 8-24 review and report.
- 3.11 Attend one (1) PZC meeting and assist in Town's presentation.

Task 4 – Final Design

- 4.1 Perform final engineering design, including structural design of precast rigid frame, and add necessary detail to the preliminary design drawings for construction, based on the Construction



Mr. Eric Anderson, Town Administrator
Town of Andover

Re: **Proposal for Civil Engineering Design and Permit Services**

Replacement of Bridge No. 001007
Lake Road over Cheney Brook

August 8, 2023

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Details and Materials Section of the Connecticut Department of Transportation Form 818 (2020), and supplements.

- 4.2 Obtain a load rating of the proposed final designed structure, in accordance with the CTDOT Load Rating Manual. We propose to utilize the services of M. B. Lee Engineering, LLC, unless you have an objection.
- 4.3 Prepare a computer-generated final design drawing set from the preliminary design drawing set. It is anticipated that the following sheets will be prepared:

NLJA Drawings

- 4.3.1 Title Sheet
- 4.3.2 Topographic Survey Plan
- 4.3.3 Demolition Plan
- 4.3.4 Roadway Plan
- 4.3.5 Roadway Profile
- 4.3.6 Erosion and Sediment Control and Planting Plan
- 4.3.7 Erosion and Sediment Control Notes
- 4.3.8 Erosion and Sediment Control Details (*including water-handling-cofferdam plan if necessary*)
- 4.3.9 Maintenance and Protection of Traffic Plan
- 4.3.10 Site Details and Notes
- 4.3.11 Bridge General Plan
- 4.3.12 Foundation Plan and Details
- 4.3.13 Bridge Details
- 4.3.14 Wingwall Details
- 4.3.15 Parapet Details
- 4.3.16 Figures for Dates on Bridge Parapets

CTDOT Standard Drawings

- 4.3.17 Temporary Precast Concrete Barrier Curb
- 4.3.18 MASH W-Beam Hardware
- 4.3.19 Metal Beam Rail (R-B MASH) Guiderail
- 4.3.20 R-B End Anchorage Type I and II
- 4.3.21 Metal Sign Posts and Sign Mounting Details
- 4.3.22 Signs for Construction and Permit Operations
- 4.3.23 Construction Sign Supports and Channelizing Devices



Mr. Eric Anderson, Town Administrator
Town of Andover

Re: **Proposal for Civil Engineering Design and Permit Services**

Replacement of Bridge No. 001007
Lake Road over Cheney Brook

August 8, 2023

Page 7 of 11

- 4.4 Prepare Project Manual to include boilerplate specifications (CSI Division 0) based generally on Engineer's Joint Contract Document Committee masters, and to include State of Connecticut Department of Labor Prevailing Wage Rates, State of Connecticut Commission on Human Rights and Opportunities (CHRO) requirements, funding agency requirements, and (technical) specifications.
- 4.5 Submit boilerplate specifications to the Town for submission to their attorney and insurance agent for review and approval. Make minor revisions.
- 4.6 Prepare final design opinion of probable construction costs (FDOPCC). Submit summary to Town.
- 4.7 Submit 95% final design construction documents (drawings and Project Manual) to the Town for review and comment.
- 4.8 Conduct one (1) virtual meeting with Town to review their comments on 95% final design construction documents and FDOPCC. Make minor revisions to final design documents to make 100% construction documents.
- 4.9 Prepare a Supplemental Application package and submit to the CTDOT SLBP to include the following:
 - 4.9.1 Cover letter
 - 4.9.2 Executed Supplemental Application
 - 4.9.3 Drawings
 - 4.9.4 Specifications
 - 4.9.5 Opinion of Probable Construction Costs
 - 4.9.6 Load rating documents
 - 4.9.7 Permits
 - 4.9.8 Easements
 - 4.9.9 Utility coordination
 - 4.9.10 Hydraulic (and hydrologic) design report
 - 4.9.11 Proposed project schedule
 - 4.9.12 Municipal meeting minutes (Town to provide)
 - 4.9.13 Municipal certifications (Town to provide)
 - 4.9.14 Engineer certifications

Task 5 – Additional Services

- 5.1 Preparation of a CTDOT SLBP Supplemental Application Time Extension Request submission.



Mr. Eric Anderson, Town Administrator
Town of Andover

Re: **Proposal for Civil Engineering Design and Permit Services**

Replacement of Bridge No. 001007
Lake Road over Cheney Brook

August 8, 2023

Page 8 of 11

- 5.2 Pile or other deep foundation design.
- 5.3 Land use permits, or related work, other than what is included in this proposal.
- 5.4 Work associated with the coordination, negotiation and/or procurement of easements (temporary or permanent) including research, computations, and preparation of easement maps.
- 5.5 Bidding, construction administration or construction inspection services.
- 5.6 Provide services above and beyond those services specifically provided for in this proposal.

It is our understanding that you will cooperate with us in providing those items or services specifically listed herein as being necessary to the performance of our services, and to the extent feasible, furnish or loan to us reference material and all other information pertinent to the subject project that would be useful to us in performing our services. Specifically, you will provide and/or pay as Additional Services for the following:

- Item A: Arrange for and provide access for us to enter upon the property, as necessary, for us to perform our services.
- Item B: Application/permit/advertising fees, including reproduction costs for permit submissions.
- Item C: Services of a laboratory, biologist, herpetologist, or other specialty consultant if required by agencies having jurisdiction.
- Item D: PowerPoint presentations.
- Item E: Attend public information meetings.
- Item F: Scour analysis.
- Item G: Should the Project require a Corps Pre-Construction Notification, participate in and present project at a remote Inter-Agency Coordination meeting with CTDOT, Environmental Protection Agency, Corps and CTDEEP. Prepare PowerPoint presentation and seek CTDOT approval of draft prior to presentation. Make CTDOT requested revisions to presentation.
- Item H: Easement appraisal services, and easement grantor compensation.



Mr. Eric Anderson, Town Administrator
 Town of Andover
 Re: **Proposal for Civil Engineering Design and Permit Services**
 Replacement of Bridge No. 001007
 Lake Road over Cheney Brook
 August 8, 2023
 Page 9 of 11

We propose to provide our services for the following **Total Lump Sum Fee:**

<u>Professional Service or Expense</u>	<u>Engineering</u>	<u>Consultant or Other Expense</u>	<u>Task Total</u>
Task 1 – <i>Survey</i>			\$9,520
Engineering	\$320		
Soil Scientist		\$500	
Land Surveyor		\$8,700	
Task 2 – <i>Preliminary Design</i>			\$50,320
Engineering	\$40,000		
Soil Scientist.....		\$320	
Geotechnical Report.....		\$10,000	
Task 3 – <i>Permits</i>			\$11,900
Engineering	\$11,900		
Task 4 – <i>Final Design</i>			\$56,900
Engineering	\$46,900		
Load Rating Engineer.....		\$10,000	
Totals			
	\$99,120	\$29,520	\$128,640
Total Lump Sum Fee			\$128,640

We propose to provide any other services, beyond the services defined in the tasks above, as authorized by the Town, on an hourly rate basis plus reimbursement for out-of-pocket expenses (with no mark-ups). These services will be billed as additional services and will not be included in the fees listed above. The additional services fee shall be based on hourly rates for the type of personnel involved in performing the service multiplied by the total hours devoted to performing said services by each type of personnel.



Mr. Eric Anderson, Town Administrator
Town of Andover
Re: **Proposal for Civil Engineering Design and Permit Services**
Replacement of Bridge No. 001007
Lake Road over Cheney Brook
August 8, 2023
Page 10 of 11

2023 Hourly Rates for Services Rendered

<u>Personnel Category</u>	<u>Hourly Rate</u>
Principal Engineer, P.E.	\$162/hr - \$168/hr
Senior Engineer, P.E.	\$138/hr - \$141/hr
Staff Engineer	\$92/hr - \$117/hr
Geologist & Environmental Analyst	\$133/hr - \$144/hr
Construction Inspector	\$109/hr - \$117/hr
CADD Technician	\$106/hr - \$112/hr
Technical Assistant	\$65/hr

The hourly rates listed above shall remain in effect through the end of 2023. These rates shall be reviewed at the end of this and subsequent calendar years and, effective January 1 of every year thereafter, they will be adjusted to reflect current operating costs.

In providing services under this agreement, Nathan L. Jacobson & Associates, Inc. will endeavor to perform in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

If this proposal is acceptable to you, please sign the proposal and return a pdf of at least the signature page. This proposal is valid until December 31, 2023.

We look forward to being of continued service to the Town of Andover. If there are any questions, please feel free to contact me.

Very truly yours,

NATHAN L. JACOBSON & ASSOCIATES, INC.

J. Howard Pfrommer, P.E.
President



Mr. Eric Anderson, Town Administrator
Town of Andover
Re: **Proposal for Civil Engineering Design and Permit Services**
Replacement of Bridge No. 001007
Lake Road over Cheney Brook
August 8, 2023
Page 11 of 11

Accepted: Town of Andover, Connecticut

By: _____
(Authorized signature)

(Please print)

Date: _____

JHP/jhp

cc: Cathie B. Couture
Joseph M. Dillon, P.E.
Geoffrey L. Jacobson, P.E.
DocStar

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

Locip Request
80,000
Rest from building maintince fund

Project 3

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

FD equipement fund

Project 4

Town Hall electircal upgrade 400A ats	48458
--	-------

Ideal to do concurantly
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

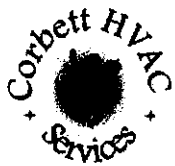
Downstairs 16 KBTU

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

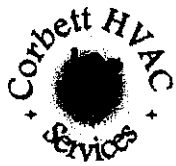
Fee Structure 50% deposit and 50% upon completion

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.



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Willimantic, CT 06226

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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

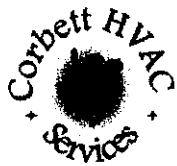
AN-2022-23 #04

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.

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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

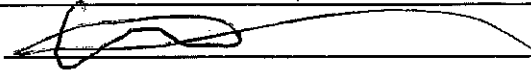
Lump Sum Cost Inclusive of Labor and Materials \$
PRICE

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

2023-Jun-07 11:42:58

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

2023-Jun-07 11:42:58

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.

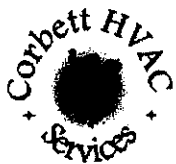


Right-Suite® Universal 2021 21.0.08 RSU64320

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

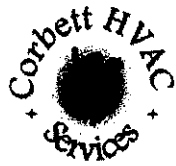
O:860-942-0183
www.corbetthvac.com

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.

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AN-2022-23 #02
Projects

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

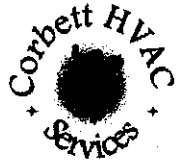
Fee Structure 50% deposit and 50% upon completion

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.



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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 #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

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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.



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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

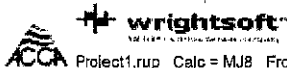
COOLING EQUIPMENT

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

2023-Jun-07 11:42:58

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 (ft²)	3516	3516
Volume (ft³)	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

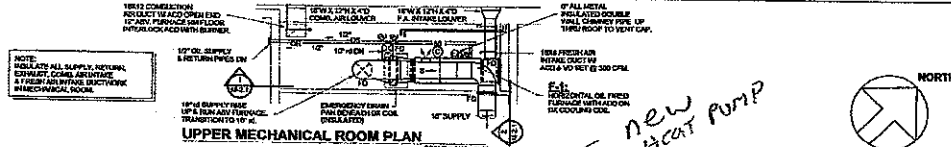
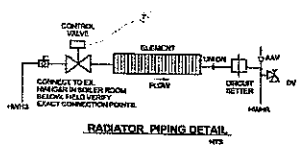
321 Jackson St, Willimantic, CT 06226

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

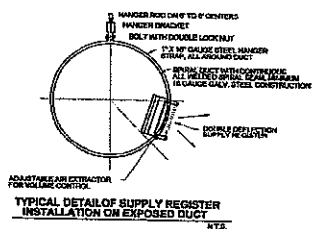
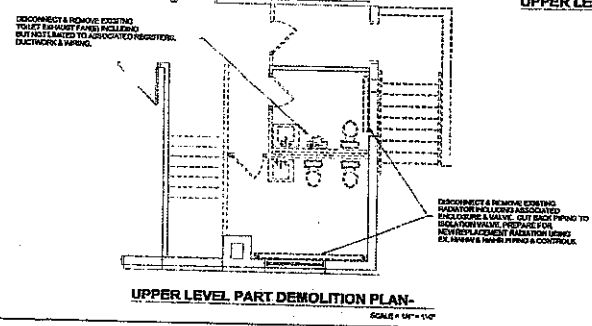
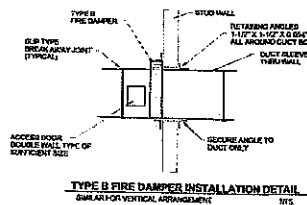
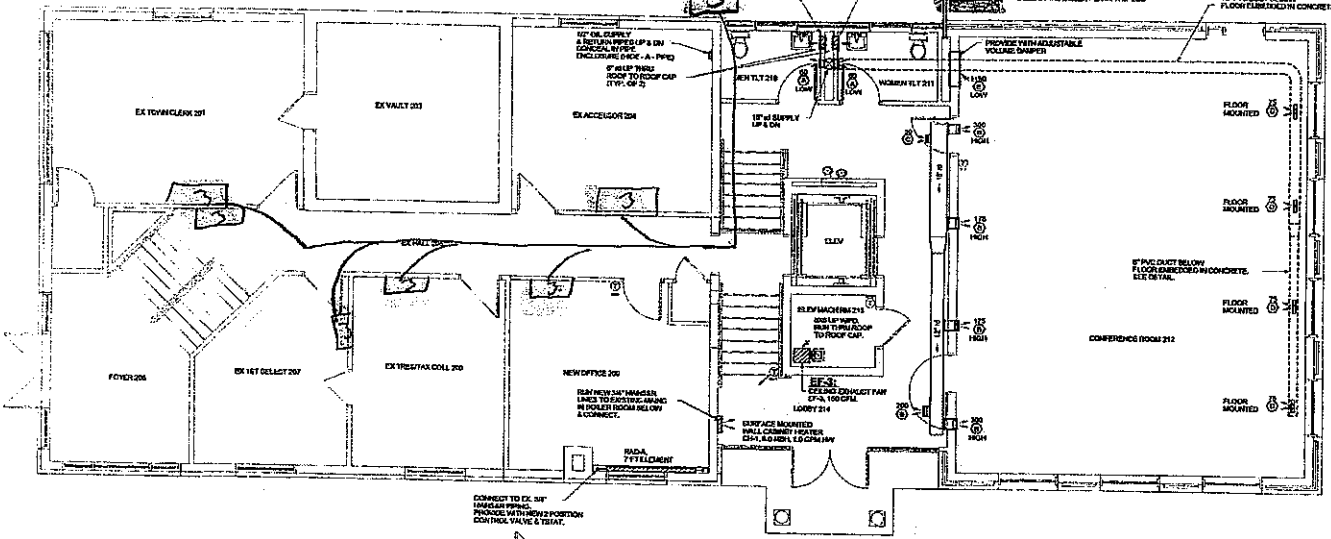
Worksheet A	
Location and Design Conditions	
Weather Location: Hartford, Bradley IAP, CT, US	Elevation = 180 Latitude = 42
Indoor Conditions, Heating: DB = 70 °F RH = 30 %	Indoor Conditions, Cooling: DB = 75 °F RH = 50 %
Table 1 Conditions 99% DB = 8 °F 1% DB = 88 °F	Grains Difference = 28 gr/lb Daily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

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





New Heat Pump



CUSHERRY ARCADE ARCHITECTS, LLC
68-8000000.com
T (800) 877-4384
F (800) 877-4334
316 Main Street
Farmington, CT 06032

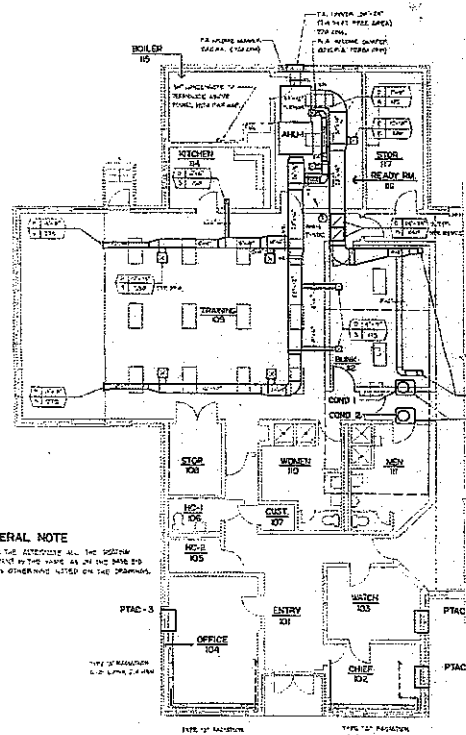
ME
127 North Main Street, CT 06032
203-271-1711

ADDITIONS & RENOVATIONS FOR:
ANDOVER TOWN HALL
17 SCHOOL ROAD
ANDOVER, CT

Chief Designer:
MAIN LEVEL FLOOR PLAN

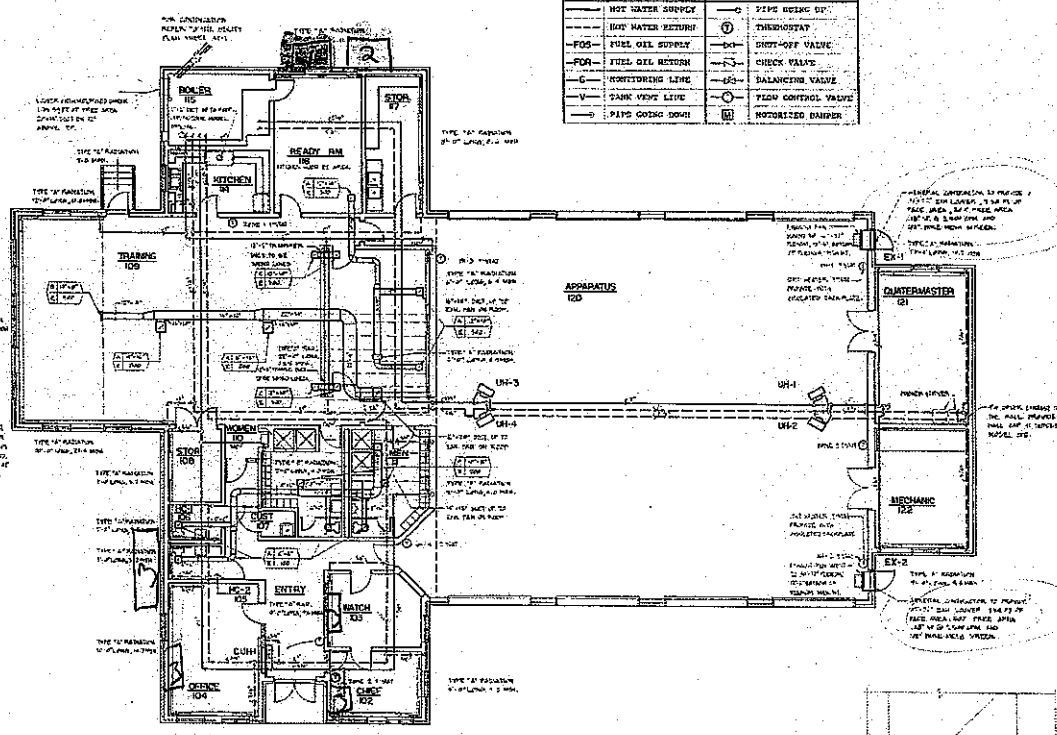
MECHANICAL
Scale: 1/4" = 1'-0"
Issue Date: April, 2008
Project #: 04-000-0004
Drawn By: 8702045
Checked By:

M1.1



GENERAL NOTE
 CHECK THE ALTERNATE ALL THE ROOMS
 EQUIPMENT TO THE NAME AS ON THE SHEET TO
 SHOW OTHERWISE LISTED ON THE DRAWING

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



MECHANICAL SYMBOL LIST			
SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
(Line with dots)	HOT WATER SUPPLY	(Circle with dot)	PIPE HANGING UP
(Line with dashes)	COLD WATER RETURN	(Circle with cross)	TRISCOPE/ST
(Line with dots and dashes)	FUEL OIL SUPPLY	(Circle with vertical line)	SHUT-OFF VALVE
(Line with dots and dashes)	FUEL OIL RETURN	(Circle with horizontal line)	CHECK VALVE
(Line with dots and dashes)	RETURNING LINE	(Circle with diagonal line)	BALANCING VALVE
(Line with dots and dashes)	TANK VENT LINE	(Circle with vertical line and dot)	FLOOD CONTROL VALVE
(Line with dots and dashes)	PIPE GOING DOWN	(Square with dot)	ROTORIZED DAMPER

alan c. wiede
architect
 50 SOUTH RD. BOLTON, CONNECTICUT

DATE: 4-19-80
 DRAWING: 8890
 SHEET: 1 OF 2

OMPLEX
 R. CONNECTICUT

DATE: 4-19-80
 DRAWING: 8890
 SHEET: 1 OF 2

DATE: 4-19-80
 DRAWING: 8890
 SHEET: 1 OF 2



OLSBERG ARCADE ARCHITECTS, L.L.C.
 69-architect.com
 T (860) 877-8594
 F (860) 877-8534
 310 Main Street
 Farmington, CT 06032



M&E MECHANICAL & ELECTRICAL
 201 Highland Ave., Farmington, CT 06032
 860-275-7777

ADDITIONS & RENOVATIONS FOR:
ANDOVER TOWN HALL
 17 SCHOOL ROAD
 ANDOVER, CT

Sheet Description:

LOWER LEVEL FLOOR PLAN

MECHANICAL

Scale: 1/4" = 1'-0"

Issue Date: 07/16/2020

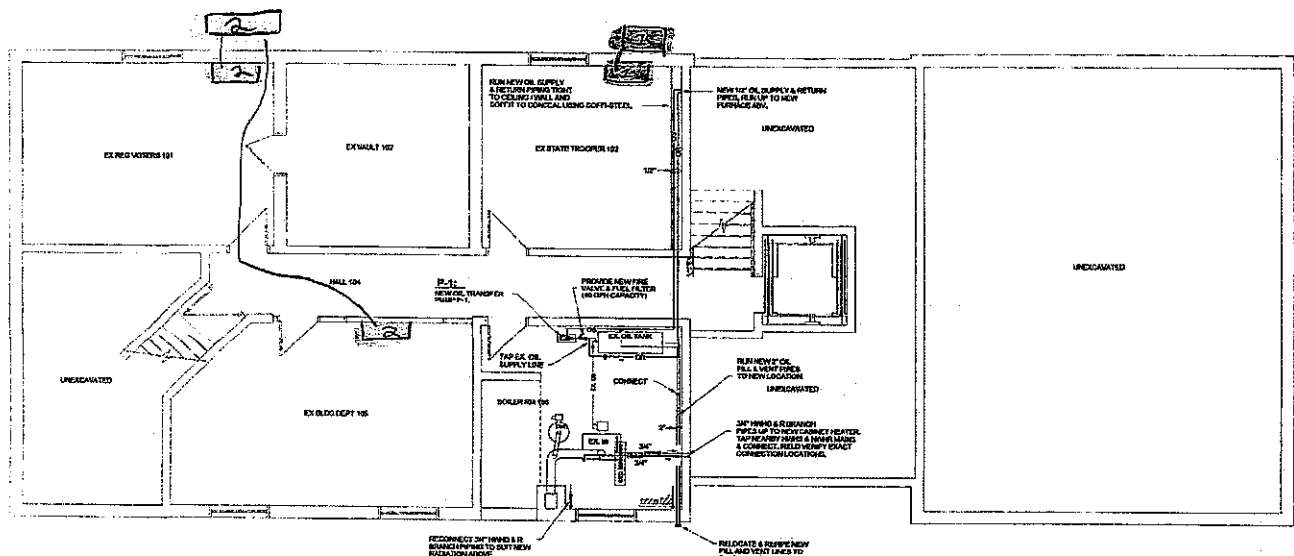
Project #: 20-008

Drawn By: BTOMAS

Checked By:

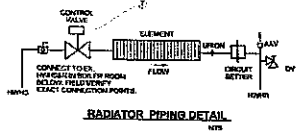
Sheet #:

M1.0

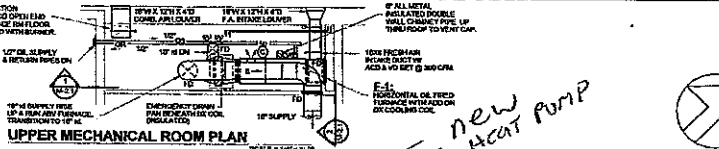


LOWER LEVEL PLAN- NEW WORK
 SCALE = 1/4" = 1'-0"

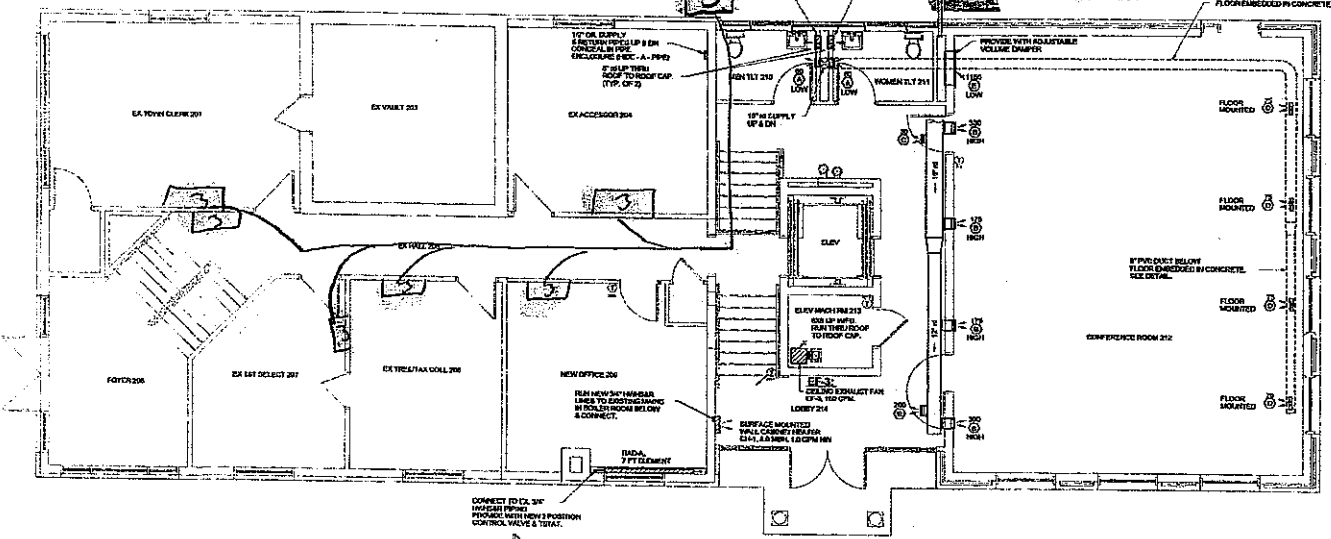
LEGEND	
	THERMOSTAT
	NEW PRE-INSULATED FLEX SUPPLY DUCT
	SUPPLY DIFFUSER WITH OGD
	CEILING RETURN REGISTER OR GRILLE
	SUPPLY DUCT
	RETURN DUCT
	EXHAUST DUCT
	FRESH AIR SUPPLY DUCT
	MOTORIZED CONTROL DAMPER
	VOLUME DAMPER
	PRC DAMPER
	OIL SUPPLY PIPE
	OIL RETURN PIPE
	FREE VALVE



NOTE: ISOLATE ALL SUPPLY RETURN, EXHAUST, DRAIN, AIR INTAKE & FRESH AIR INTAKE EXHAUSTS FROM MECHANICAL ROOM.

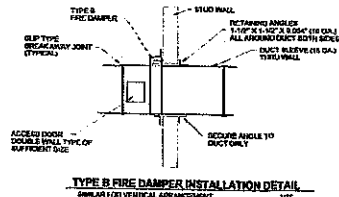
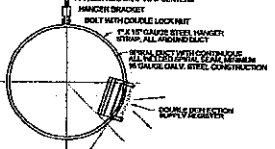


New Heat Pump



DISCONNECT & REMOVE EXISTING TOILET EXHAUST FAN INCLUDING BUT NOT LIMITED TO ASSOCIATED REGISTER, DUCTWORK & RISER.

DISCONNECT & REMOVE EXISTING EXHAUST FAN INCLUDING ASSOCIATED DUCTWORK & RISER. CUT PIPING TO ISOLATION VALVE. PREPARE FOR NEW REPLACEMENT EXHAUST FAN (SEE MECHANICAL ROOM PLAN & CONTROL).



UPPER LEVEL PART DEMOLITION PLAN
SCALE = 1/4" = 1'-0"

QUEENSBERRY ARCADI ARCHITECTS, L.L.C.
98-4879263.001
T (860) 877-4584
F (860) 877-4534
318 Main Street
Farmington, CT 06032

ME
17 School Road, Andover, CT 06026

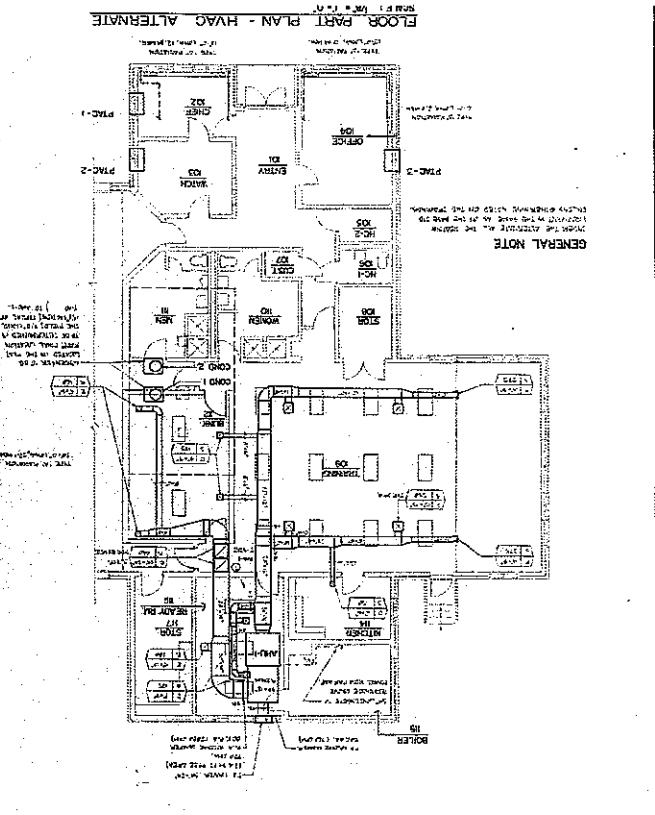
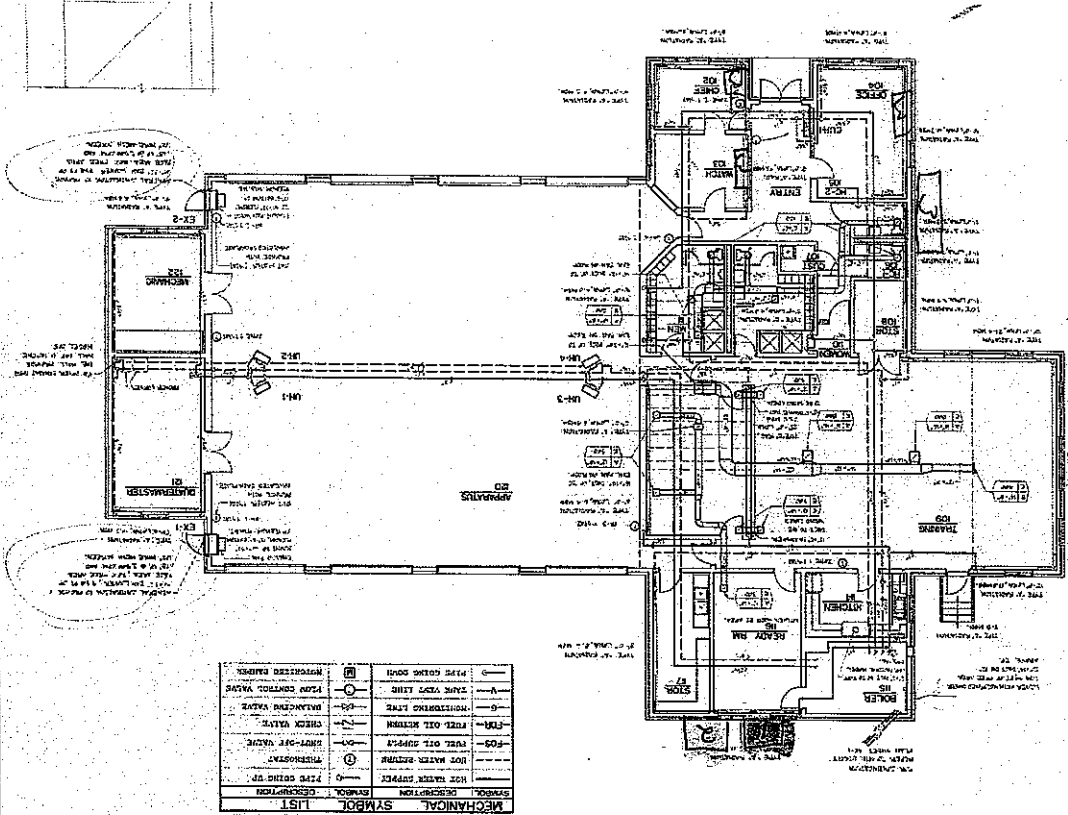
ADDITIONS & RENOVATIONS FOR:
ANDOVER TOWN HALL
17 SCHOOL ROAD, ANDOVER, CT

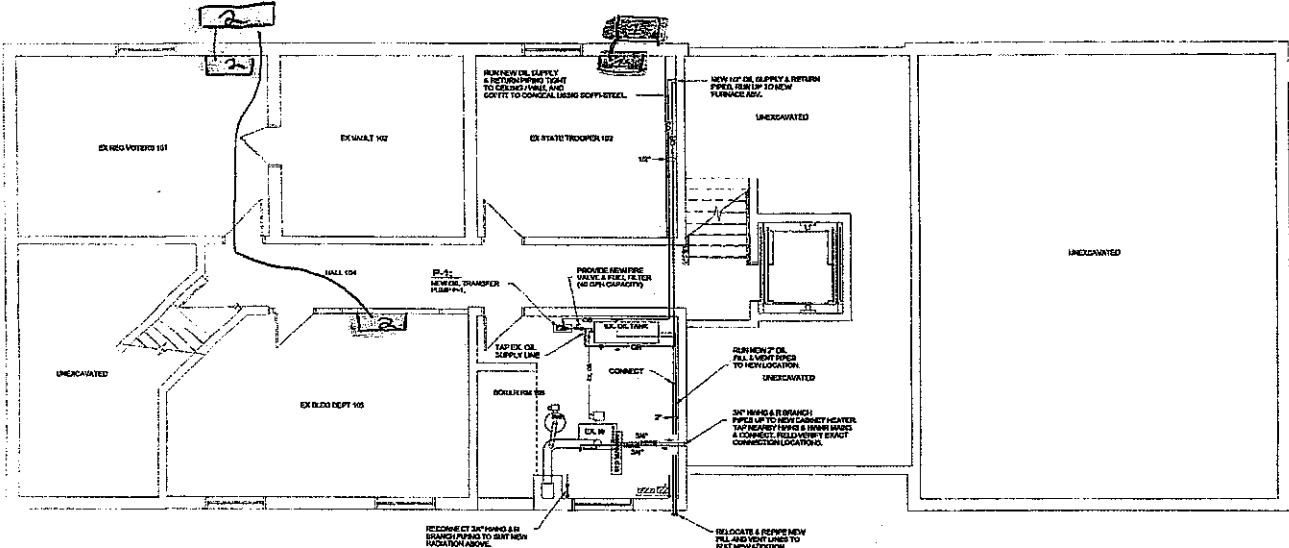
Sheet Description:
MAIN LEVEL FLOOR PLAN

MECHANICAL

DATE:	1/4/20
TITLE:	MECHANICAL
PROJECT NO.:	08-008
DRAWN BY:	STANISLAW
CHECKED BY:	

M1.1





LOWER LEVEL PLAN- NEW WORK
SCALE = 1/8" = 1'-0"

LEGEND	
	THERMOSTAT
	NEW PIPE & INSULATED FLEX
	SUPPLY DUCT
	SUPPLY DIFFUSER WITH HOOD
	CEILING RETURN REGISTER OR GRILLE
	SUPPLY DUCT
	RETURN DUCT
	EXHAUST DUCT
	FRESH AIR SUPPLY DUCT
	MOTORIZED CONTROL DAMPER
	VOLUME DAMPER
	FIRE DAMPER
	OIL SUPPLY PIPE
	OIL RETURN PIPE
	FIRE VALVE

QUIGSBERRY ARCANI ARCHITECTS, LLC
33-80303031.com
T (860) 677-4564
F (860) 677-8534
310 Main Street
Farmington, CT 06032

ME
427 Highland Ave. Cheshire, CT 06024
937.617.2777

ADDITIONS & RENOVATIONS FOR:
ANDOVER TOWN HALL
17 SCHOOL ROAD
ANDOVER, CT

Direct Descender
LOWER LEVEL FLOOR PLAN

MECHANICAL

Scale: 1/8" = 1'-0"
Draw Date: APRIL 2024
Project #: 04-2024
Sheet #: 103024

M1.0



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 MATERILS / LABOR					TOTAL
Description		Quantity	Cost		
Hand Holes 36x 36 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	
Pending				6763.73	
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 and bond frame and cover as required.					3,820.00
					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	
				6345.34	
10 % Mark	10 %Mark up			684.67	
					7030.01
Labor					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.**

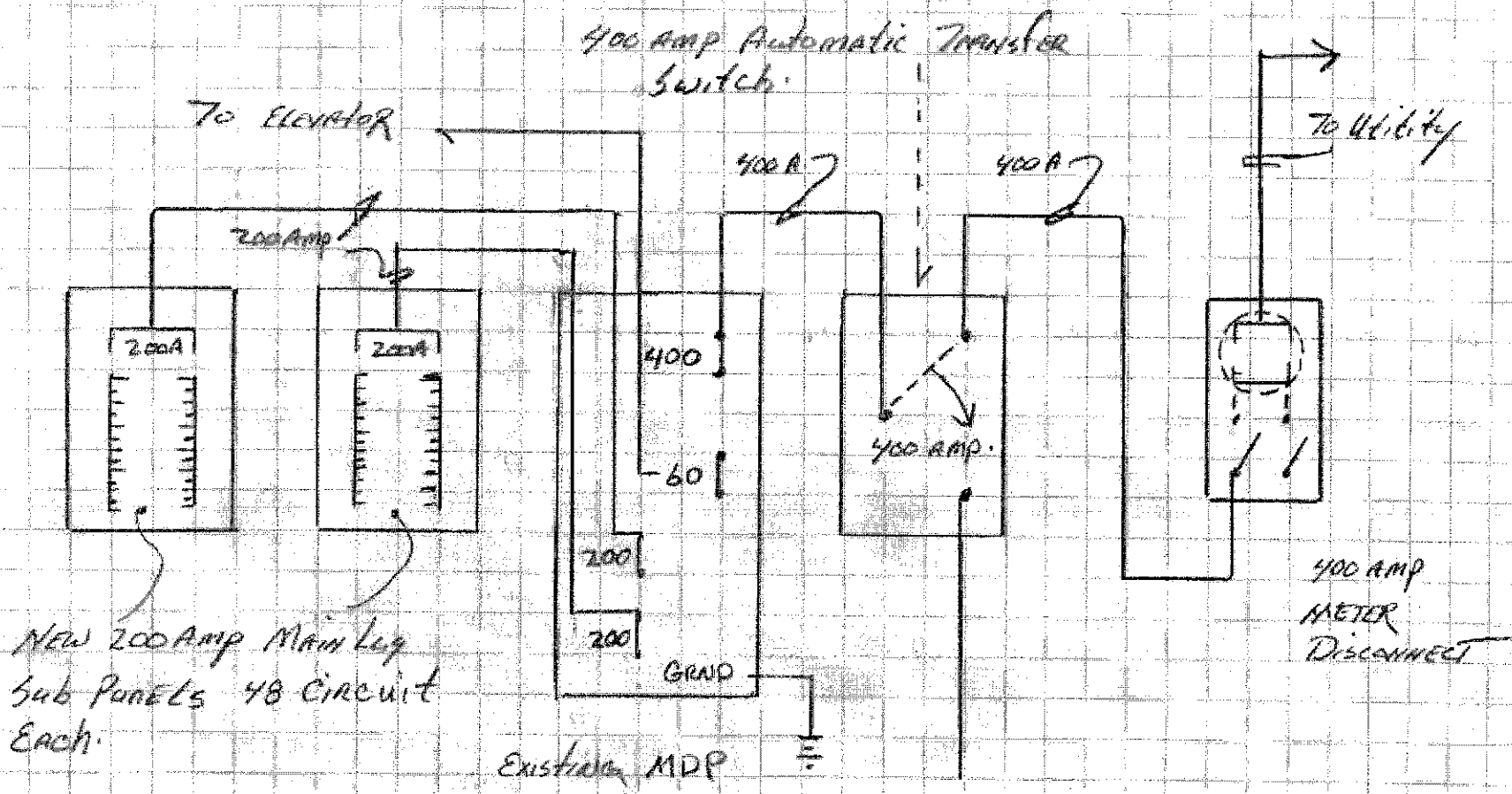
The existing electrical service equipment is General Electric Spectra Grade 22k AIC fed from a Milbank 400 amp jaw style through meter. Voltage is single phase 120/ 230 volt service. The service feeders extend from the secondary side of the exterior meter to the 400 amp main distribution panel (MDP). 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.*



NEW 200 AMP MAIN LEG
SUB PANELS 48 CIRCUIT
EACH.

EXISTING MDP

400 AMP
METER
DISCONNECT

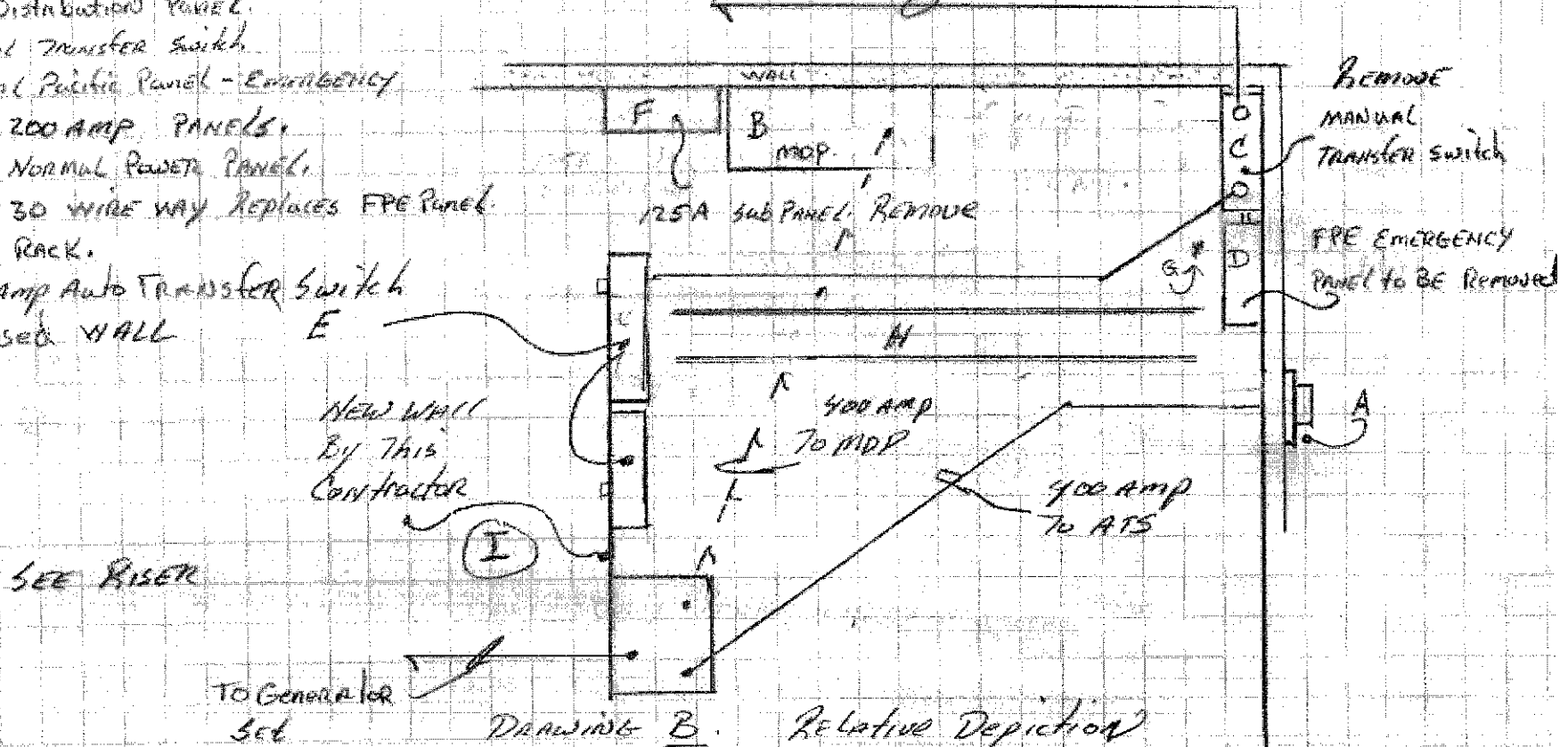
TOWN OFFICE NEW SERVICE
RISER

TO REMOTE GENERATOR

A

- 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 - 125A NORMAL POWER PANEL
- G - BX BX 30 WIDE WAY REPLACES FPE PANEL
- H - CABLE RACK
- J - 400 AMP AUTO TRANSFER SWITCH
- I - PROPOSED WALL

EMERGENCY POWER FEED FROM
FIRE DEPARTMENT GEN.



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

**Town of Andover
Board of Finance**
Wednesday, November 29th 2023 at 7:00 P.M.

**Location: IN PERSON MEETING, TOWN HALL COMMUNITY CENTER
17 School Rd**

Regular Meeting Agenda

Regular Meeting Agenda

1. Call to Order/Pledge of Allegiance
2. Public Speak
3. Changes/Additions to Agenda
4. Review with Auditor 2022 Financial Statements
5. Old Business
 - a. Review of Budget to actual
 - b. Check register
6. New Business
 - a. Review proposed policy for AES capital expenditures
7. Approval of Meeting Minutes
 - a. October 25th, 2023 Regular Meeting Minutes
8. Administrators report
9. Liaison reports
10. Board open discussion
11. Correspondence
12. Public Speak
13. Adjournment