

Town of Andover
Board of Finance Regular Meeting Agenda

Date/Time: Wednesday, January 25th, 2023, 7:00pm
Location: Virtual Zoom Meeting
Call in directions: <https://us02web.zoom.us/j/84423691125>

Join by phone: 1 646 558 8656
Meeting ID: <https://us02web.zoom.us/j/84423691125>
Passcode: 646158

- 1) Call to Order/Pledge of Allegiance
- 2) Public Speak
- 3) Town administrators report
- 4) Draft Budget
 - a) RHAM BOE Presentation
- 5) Old Business
 - a) FYE 21-22 Audit status/Update of status of town finance department & software update
 - b) Current status of staff searches for finance department
- 6) New Business
- 7) Approval of meeting minutes
 - a) December 14 2022, special meeting minutes
- 8) Liaison reports
- 9) Board open discussion
- 10) Public speak
- 11) Adjournment

Capital Funds Allocation for 2023-2024 Budget Season

Fund	2020-21 Proposed	Amount 2020-21 Funded Adjusted	2021-22 Proposed	2021- 22 funded	2022-23 Proposed	2022-23 funded	2023-24 Proposed	Dec 2022 balance
Public Works Capital Equipment***	110,000	350,000	110,000	100,000	115,000	100000	125,000	129,205*
Fire Engine fund	100,000	50,000	100,000	60,000	100,000	80000	100,000	
Building Maintenance	100,000	60,000	60,000	40,000	60,000	55000	60,000	26,788
Multi Use building fund	181,000	0	50,000	50,000	0	0	0	475298
Bunker Hill Bridge Replacement**	250,000	160,000	120,000	120,00	120,000	160000	0	438096
Bridge and Culvert fund	160,000	60,000	100,000	90,000	100,000	100000	100,000	226928
Tree Fund	100,000	75,000**	75,000	50,000	75,000	50000	75,000	
Roadwork fund	400,000	350,000**	300,000	290,000	330,000	330000	330,000	0
Town Aid road*	193,000	193,000	193,000	193,000	193,000	193000	193,000	
Reval POCD implementation fund	16,500 5,000	16,500 5,000	16,500 5,000	16,500 5,000	16,500 5,000	16500 5000	16,500 5000	
*Note								

Town Aid Road funds directly from State of Connecticut will be combined this year into the roadwork fund instead of accounting for it separately

Additional Funding Sources

LOTICIP: Currently \$140,000 around March 15th will probably have an additional \$28,000 added to fund. . This

STEAP Grant: Town of Andover has a \$275,000 grant to help pay for road reconstruction this year.

Capital Funding Details

Public Works Capital Equipment Fund:

This is based off of the PW 15-year capital equipment plan and replacement schedule. This is the average capital equipment costs for the department. See the Public works Capital Plan for details.

IN 2021-22 PW purchased the following

1. rust repair of truck 3 ~8K instead of dump body replacement ~40K.
2. Excavator 96,135
3. Plate compactor 9,500 Used

In 2022-23 PW purchased an wheeled skid steerer

Fire Department Engine Fund:

Although this is called the engine fund, this covers the capital requirements for the Public works department. This is based off of the Fire Departments 15-year capital plan. As presented to CIP approximately 70,000\$ in expenses anticipated in 2021-22 budget to utilize funding available in current budget.

1. Replacement of the jaws of life set up,
2. turn out gear washer/ dryer,

In 2022-23 budget major expense will be the HVAC upgrades

Building Maintenance:

As of 2020-21 budget season, the town implemented a single building maintenance fund to cover all larger scale building maintenance projects. Our current maintenance and upgrade backlog is in excess of \$200,000 so allocating 60,000 per year is appropriate. BOS voted to reduce this to \$40,000 for 2021-22. The town was able to supplement this with \$44,000 covid relief funding reallocated from public safety.

2021-22 Completed Projects

1. Electrical and plumbing work at veteran's monument park total cost to town of \$26,000
 - a. Re do electrical to supply power from existing meter in museum
 - b. Low voltage lights
 - c. Sprinkler system
 - d. Re route water from upper well trench to sprinkler system
 - e. Install sand filter and backflow preventer and blow out and drainback valves.
2. Fire Alarm upgrades and change to new monitoring system
 - a. Test Monitor and repair town hall, fire dept, library and Public works bldg., and AES
3. New door for transfer station blue building
4. add personnel door in rear of public works building.
5. Concrete work for public works Pour new slab.
6. Redo Gutter at town hall
7. Re do downspout at town hall to reduce mold buildup in troopers office
8. Maintenance of hydronic system for town hall building to get more even heat distribution.
9. Electrical work at public works
10. Remove oil tank for animal control facility and re plum from main tank in public works
11. Gazebo- electrical upgrade and light fixture, power wash and repaint, remove shrubbery from front of building.

2022-23

1. Installation of a Car charger at town Hall
2. Installation of a grid system and overcurrent protection at the athletic fields
3. New water cooler at town hall

4. Conversion to VOIP at all town buildings
5. Continued electrical work at Public works

Town Hall Anticipated Projects

1. Electrical Replace the stabloc electrical panel with a 40-place electrical panel and reconfigure the circuits on the back up power
 - a. The location of the existing stabloc panel is not large enough for a 40 circuit GE series panel to match existing equipment even with the oil fill lines removed. We could use a 30-circuit panel and another sub panel if needed
 - b. Reconfigure the circuits that are on backup power
 - c. Alternatively, we are back to moving to an alternate location
 - d. We would need to remove all the telephone wiring from this location
2. HVAC Goal is even heat distribution in the building
 - a. First step is conversion to Heat Pump ductless split AC units for town Hall
 - b. Second step is conversion of Oil Boiler to lp as well as new dual fuel heat pump for community room.
 - e. This would avoid all the electrical equipment.
3. Masonry Redo Masonry Block and Brick the old window opening
 - f. Reach out to MG masonry for a cost estimate for that.
 - g. Must be blocked in per code so we can reroute the fill pipes. \$1400

Multi Use Building Fund:

This fund was set up for the building of a senior/ community center. Currently it has a balance of \$447k with an anticipated construction cost of a new Center in excess of 1,000,000.

Town has contracted with BSC group for survey and sitework design for the new center, as well as an architectural firm

Town has now contracted with Leading edge for Final design and cost estimates/ materials list

Bunker Hill Bridge Replacement:

- **Bridge is fully funded under IJA additional infrastructure funding.** Andover will need to leave the money set aside already for construction to pay contractor costs prior to reimbursement by state and Federal government. We will not need to add to this fund in the coming years

The replacement of the bunker hill bridge is critical It is rated as a 3 structurally at the last DOT inspection and will likely be unusable in the near future. The town of Andover is using a federal bridge replacement program that pays for 80% of the total costs along with a special Connecticut DOT Design program which pays for the remaining 20% of the costs. The town will still have to maintain around \$400,000 in swing funding for the project during the replacement. We will have firmer estimates for total costs after design is complete. We are assuming that construction will start April of 2024.

Long Hill Road Bridge

The Long Hill Rd bridge has been accepted into the State managed Design program and slated for replacement in 2027 or so. This is fully funded and will not require additional moneys set aside. The swing money for the Bunker Hill bridge replacement will be available for the same purposes for this replacement

Bridge and Culvert Fund:

The Town of Andover has 8 large culverts that are structurally deficient based on a survey by Yantic River consultants. Of these 2 are in critical condition, one on Hutchinson Rd and one on Lake Road near Basola Rd. Currently we have contracted for the survey and wetlands flagging as well as preliminary design for the Hutchinson Rd Culvert replacement. We currently have \$160,000 in the fund and propose to add \$100,000 in this budget cycle. We are having Nathan Jacobson do the design work on the culvert replacement for the first two culverts. This culvert will require us using the State Local bridge program with a 50% state match of funds. So with allocating 100,000 per year we can potentially replace this one in 2024-25 budget year. There is some likelihood that there will be additional federal funding available and we are positioning ourselves to utilize those funds.

Roadwork Fund:

The recommendation based on the pavement management plan is to allocate \$330,000 to the pavement management fund. This will be leveraged by adding \$193,000 from the state grant town aid road fund. This year will see more shimming and chipseal as well as a lot of work on our waterways. Roughly 50% of available funds will be spent on Preservation and the rest on repaving/ reconstruction.

Tree Fund:

2023-24 the town will continue to concentrate on the roads with the highest concentration of dead ash and oak trees, this gives us the greatest bang for the buck. We will hopefully be partnering with Eversource again as this has enabled us to save a lot of money. We will again be reserving some money to deal with the worst individual trees.

Assessor's Revaluation:

The town is required by law to conduct a revaluation of all property in the town of Andover. This is expensive and the town contributes to the cost of revaluation yearly so there is no sudden budget increase.

POCD Implementation Fund:

By state law the town of Andover must complete a *Comprehensive Plan of Conservation and Development* every 10 years. By contributing \$5,000 yearly to the fund it is fully funded when required. Last year the Planning and Zoning Commission hired a consultant to help prepare an **affordable housing plan** which is now incorporated into the POCD. This was grant funded. An RFP is out for the selection of a consultant to help us with our next POCD. Expected selection of contractor Early Spring 2023 with the plan due in 2025

Range of Checking Accts: POOLED to Last Range of Check Dates: 11/01/22 to 06/30/23
Report Type: All Checks Report Format: Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #	Description				Contract
POOLED					
100311	11/14/22	ALECR005 ALEC ROGASKY			52
23-00351			245.70		
100312	11/14/22	ALLYF005 ALLY FINANCIAL			52
23-00350			194.47		
100313	11/14/22	ANDOV025 ANDOVER LANDSCAPING			52
23-00312			460.00		
100314	11/14/22	ANSON005 ANSON KUZMICKAS OR			52
23-00348			155.09		
100315	11/14/22	ARMST005 LINDA ARMSTRONG			52
23-00305			224.00		
100316	11/14/22	AVENU005 AVENU HOLDINGS, LLC			52
23-00314			8.40		
100317	11/14/22	CARLI005 CARLI DULIN OR			52
23-00346			249.35		
100318	11/14/22	CCAPA005 CCAP AUTO LEASE LTD			52
23-00345			288.54		
100319	11/14/22	CNWO005 C N WOOD OF CONNECTICUT, LLC			52
23-00336			6,586.97		
100320	11/14/22	COLUM005 COLUMBIA FORD			52
23-00304			143.96		
100321	11/14/22	CONST005 CONSTELLATION NEW ENERGY INC			52
23-00311			601.46		
100322	11/14/22	DESRO005 CATHY DESROSIERS			52
23-00341			133.89		
100323	11/14/22	DIME005 DIME OIL COMPANY LLC			52
23-00328			7,733.85		
100324	11/14/22	EQUIP010 EQUIPMENT SPECIALISTS			52
23-00334			698.73		
100325	11/14/22	EVERB005 EVERBLADES INC			52
23-00303			139.00		
100326	11/14/22	EVERS005 EVERSOURCE			52
23-00316			1,185.09		

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
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100327	11/14/22	FLEET005 FLEETPRIDE			52
23-00335			2,933.34		
100328	11/14/22	GENIE005 Genie Innovations Inc.			52
23-00324			409.95		
100329	11/14/22	GOODW005 LOUISE GOODWIN			52
23-00306			210.00		
100330	11/14/22	GULEM005 GULEMO PRINTERS INC			52
23-00300			97.58		
100331	11/14/22	HDP00005 DAS-ACCT.REC.- HDP			52
23-00322			280.00		
100332	11/14/22	HOMED005 HOME DEPOT CREDIT SERVIC			52
23-00317			294.03		
100333	11/14/22	HONDA005 HONDA LEASE TRUST			52
23-00342			726.12		
100334	11/14/22	HOVEY005 PHILIP R HOVEY			52
23-00308			42.00		
100335	11/14/22	INDUS010 INDUSTRIAL DIESEL & DRIVELINE			52
23-00338			1,452.82		
100336	11/14/22	INFOS005 INFOSHRED LLC			52
23-00299			25.00		
100337	11/14/22	JEFFR010 JEFFREY BALLARD			52
23-00340			35.87		
100338	11/14/22	JOELK005 JOEL KIRKPATRICK			52
23-00352			98.09		
100339	11/14/22	KATHY005 KATHY HENDRICKSON			52
23-00347			52.81		
100340	11/14/22	KAUFF005 RICKY KAUFFMAN			52
23-00332			40.02		
100341	11/14/22	LACRO005 NOREEN LACROIX			52
23-00307			42.00		
100342	11/14/22	LEAF0005 LEAF			52
23-00315			223.32		
100343	11/14/22	LENCO005 LENCO ELECTRICAL CONTR.			52
23-00331			1,372.37		

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
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100344	11/14/22	LIFES005 LIFESAFE SERVICES			52
23-00326			400.00		
100345	11/14/22	MERCE005 MERCER MONUMENT WORKS			52
23-00330			1,500.00		
100346	11/14/22	MOULT005 HUNTER MOULTON			52
23-00309			40.00		
100347	11/14/22	NE000005 GLASTONBURY CITIZEN/RIVEREAST			52
23-00327			385.00		
100348	11/14/22	NUTME005 ALLEGIANCE TRUCKS			52
23-00337			6,933.63		
100349	11/14/22	OFFI0005 OFFICE OF THE TREASURER			52
23-00323			1,624.00		
100350	11/14/22	PAPER005 WILLIMANTIC WASTE PAPER			52
23-00318			11,485.69		
100351	11/14/22	PIZZA005 ANDOVER PIZZA			52
23-00301			255.33		
100352	11/14/22	POINT005 POINT SOFTWARE			52
23-00313			360.00		
100353	11/14/22	RECEI005 ACCOUNTS RECEIVABLE			52
23-00321			63.00		
100354	11/14/22	REPAY005 ELLEN L REPAY			52
23-00310			210.00		
100355	11/14/22	SCOTT020 SCOTT MCCREA OR			52
23-00349			40.44		
100356	11/14/22	SHIIN005 SHI INTERNATIONAL CORP.			52
23-00260			2,009.29		
100357	11/14/22	STREE005 STREETSCAN, INC.			52
23-00302			1,800.00		
100358	11/14/22	SWISS005 SWISS UNIFORM RENTAL			52
23-00329			303.55		
100359	11/14/22	THEOL005 THE O.L. WILLARD COMPANY INC			52
23-00339			2,540.89		
100360	11/14/22	TOWN0025 TOWN OF SOUTH WINDSOR			52
23-00325			1,664.48		

Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Description	Amount Paid	Contract	
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100361	11/14/22	TOYOT005 TOYOTA LEASE TRUST		52
23-00343			1,521.06	
100362	11/14/22	UNITE020 UNITED AG & TURF		52
23-00319			113.52	
100363	11/14/22	VWCRE005 VW CREDIT LEASING, LTD		52
23-00344			63.72	
100364	11/14/22	WESTE010 WESTERN OIL, INC.		52
23-00320			465.75	
100365	11/14/22	WICLA005 W.I. CLARK COMPANY		52
23-00333			422.97	
100366	11/21/22	BSCGR005 BSC GROUP - CONNECTICUT INC		53
23-00355			1,375.00	
100367	11/21/22	CITIZ005 ANDOVER SENIOR CITIZENS		53
23-00353			1,000.00	
100368	11/21/22	HALLO005 HALLORAN & SAGE LLP		53
23-00354			185.00	
100369	11/30/22	AFSCM005 AFSCME, LOCAL 1303		54
23-00371			228.80	
100370	11/30/22	AIGRE005 AIG RETIREMENT SERVICES		54
23-00368			850.00	
100371	11/30/22	AMERI005 AMERI-LOO		54
23-00358			1,545.00	
100372	11/30/22	ANTHE005 ANTHEM LIFE & DISABILITY INSUR		54
23-00382			330.62	
100373	11/30/22	AVENU005 AVENU HOLDINGS, LLC		54
23-00372			650.00	
100374	11/30/22	BOLTO005 BOLTON COLLISION REPAIR INC		54
23-00366			425.00	
100375	11/30/22	CASHT005 CASH TRUE VALUE		54
23-00380			30.04	
100376	11/30/22	COLLE005 COLLEEN BRETTHAUER		54
23-00369			150.00	
100377	11/30/22	CRMCO005 CRM CO LLC		54
23-00356			1,430.00	

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
POOLED			Continued		
100378	11/30/22	CURTI005 EILEEN CURTIN			54
23-00367			56.13		
100379	11/30/22	DIME0005 DIME OIL COMPANY LLC			54
23-00361			135.45		
100380	11/30/22	FRONT005 FRONTIER COMMUNICATION			54
23-00360			76.11		
100381	11/30/22	HEBRO005 HEBRON ACE HARDWARE			54
23-00381			104.84		
100382	11/30/22	KDCKA005 KDC - KAULBACK DESIGN CO			54
23-00359			715.73		
100383	11/30/22	KNOWL005 JOYCE KNOWLTON			54
23-00370			150.00		
100384	11/30/22	LIFES005 LIFESAFE SERVICES			54
23-00378			8.57		
100385	11/30/22	MEUI0005 MEUI			54
23-00379			125.10		
100386	11/30/22	NE000005 GLASTONBURY CITIZEN/RIVEREAST			54
23-00357			33.00		
100387	11/30/22	OBRIE005 ATTY DENNIS O'BRIEN			54
23-00373			2,375.00		
100388	11/30/22	OFFIC005 THE OFFICE WORKS, INC.			54
23-00376			48.21		
100389	11/30/22	PALAZ010 MICHAEL PALAZZI			54
23-00365			39.94		
100390	11/30/22	PATBI005 Pat Billings			54
23-00363			40.00		
100391	11/30/22	PAYLE005 Payless Auto Glass			54
23-00377			408.09		
100392	11/30/22	PIZZA005 ANDOVER PIZZA			54
23-00364			918.00		
100393	11/30/22	STATE005 STATE OF CONN. DEPT. OF ADMINI			54
23-00374			80.00		
100394	11/30/22	VERIZ005 VERIZON WIRELESS			54
23-00375			142.42		

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
POOLED			Continued		
100395	11/30/22	WBMA005 W B MASON CO., INC.			54
23-00362			795.12		
100396	12/13/22	ALANF005 Alan F. Zaniwski			55
23-00419			60.00		
100397	12/13/22	AVENU005 AVENU HOLDINGS, LLC			55
23-00387			16.00		
100398	12/13/22	CASHT005 CASH TRUE VALUE			55
23-00406			176.58		
100399	12/13/22	CIRMA005 CIRMA			55
23-00394			22,982.00		
100400	12/13/22	COITE005 COIT EXCAVATING INC			55
23-00412			1,118.20		
100401	12/13/22	COMCA005 COMCAST			55
23-00414			115.85		
100402	12/13/22	CONNE030 CONNECTICUT LABOR LAW POSTER S			55
23-00396			99.50		
100403	12/13/22	CONST005 CONSTELLATION NEW ENERGY INC			55
23-00383			747.74		
100404	12/13/22	DIME005 DIME OIL COMPANY LLC			55
23-00389			312.69		
100405	12/13/22	DUBOI005 DUBOIS AUTOMOTIVE, INC.			55
23-00402			286.55		
100406	12/13/22	EASTC005 EAST COAST SIGN & SUPPLY,			55
23-00413			3,001.00		
100407	12/13/22	EVERS005 EVERSOURCE			55
23-00384			1,141.55		
100408	12/13/22	FLUID005 FLUID DYNAMICS			55
23-00403			140.11		
100409	12/13/22	FPMAI005 FP MAILING SOLUTIONS			55
23-00392			150.00		
100410	12/13/22	FREIG005 FREIGHTLINER OF HARTFORD			55
23-00410			4,503.77		
100411	12/13/22	HAINM005 HAIN MATERIALS CORP			55
23-00411			542.08		

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
POOLED			Continued		
100412	12/13/22	HDP00005 DAS-ACCT.REC.- HDP			55
23-00416			224.00		
100413	12/13/22	HEBRO005 HEBRON ACE HARDWARE			55
23-00397			17.98		
100414	12/13/22	INFOS005 INFOSHRED LLC			55
23-00388			25.00		
100415	12/13/22	JEFFR015 Jeff Rouillard			55
23-00422			80.00		
100416	12/13/22	KIMHA005 KIM HAWES			55
23-00399			225.00		
100417	12/13/22	LCPAR005 L & C Park Consultants LLC			55
23-00400			575.00		
100418	12/13/22	LEAF0005 LEAF			55
23-00398			223.32		
100419	12/13/22	LUBRI005 LUBRI-CARE DISTRIBUTORS			55
23-00404			450.00		
100420	12/13/22	MATTH005 Matthew Phillips			55
23-00423			160.00		
100421	12/13/22	NE000005 GLASTONBURY CITIZEN/RIVEREAST			55
23-00393			44.00		
100422	12/13/22	NIKOL005 Nikolas Cote			55
23-00424			80.00		
100423	12/13/22	OFFI0005 OFFICE OF THE TREASURER			55
23-00417			2,227.00		
100424	12/13/22	OFFIC005 THE OFFICE WORKS, INC.			55
23-00390			51.01		
100425	12/13/22	PAPER005 WILLIMANTIC WASTE PAPER			55
23-00385			8,917.90		
100426	12/13/22	PEARL010 TOM PEARL			55
23-00405			195.00		
100427	12/13/22	PHOEN005 PHOENIX ENVIRONMENTAL LABORATO			55
23-00395			133.50		
100428	12/13/22	PIZZA005 ANDOVER PIZZA			55
23-00401			648.00		

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PO #		Description			Contract
POOLED			Continued		
100429	12/13/22	POINT005 POINT SOFTWARE			55
23-00391			405.00		
100430	12/13/22	RECEI005 ACCOUNTS RECEIVABLE			55
23-00418			55.00		
100431	12/13/22	ROBER010 Robert Melanson			55
23-00420			500.00		
100432	12/13/22	SCOTT015 SCOTT BLEVONS			55
23-00421			160.00		
100433	12/13/22	THEOL005 THE O.L. WILLARD COMPANY INC			55
23-00415			66.67		
100434	12/13/22	TREEW005 TREE WARDENS' ASSOC. OF			55
23-00408			75.00		
100435	12/13/22	WBMAS005 W B MASON CO., INC.			55
23-00386			328.17		
100436	12/13/22	WEATH005 WEATHERWORKS			55
23-00409			1,680.00		
100437	12/13/22	WILLI005 WILLIMANTIC AUTO & TRUCK			55
23-00407			343.85		
100438	12/17/22	BEGIN005 RICHARD BEGIN			56
23-00427			110.00		
100439	12/17/22	BSCGR005 BSC GROUP - CONNECTICUT INC			56
23-00425			3,520.00		
100440	12/17/22	FULLE005 FULLER PAVING			56
23-00430			500.00		
100441	12/17/22	HOSME005 HOSMER MT. BOTTLING COMPANY IN			56
23-00429			38.00		
100442	12/17/22	MARIE005 GINA MARIE'S			56
23-00428			40.35		
100443	12/17/22	NE000005 GLASTONBURY CITIZEN/RIVEREAST			56
23-00431			55.00		
100444	12/17/22	SWISS005 SWISS UNIFORM RENTAL			56
23-00426			322.20		

Check #	Check Date	Vendor	Reconciled/Void	Ref Num
PO #	Description	Amount Paid	Contract	
POOLED		Continued		
Checking Account Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u> <u>Amount Void</u>
	Checks:	134	0	133,906.88 0.00
	Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u> <u>0.00</u>
	Total:	<u>134</u>	<u>0</u>	<u>133,906.88</u> <u>0.00</u>
Report Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u> <u>Amount Void</u>
	Checks:	134	0	133,906.88 0.00
	Direct Deposit:	<u>0</u>	<u>0</u>	<u>0.00</u> <u>0.00</u>
	Total:	<u>134</u>	<u>0</u>	<u>133,906.88</u> <u>0.00</u>

Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
	3-100	107,393.13	3,635.39	22,878.36	133,906.88
Total of All Funds:		<u>107,393.13</u>	<u>3,635.39</u>	<u>22,878.36</u>	<u>133,906.88</u>

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
	100	107,393.13	3,635.39	22,878.36	133,906.88
Total of All Funds:		<u>107,393.13</u>	<u>3,635.39</u>	<u>22,878.36</u>	<u>133,906.88</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
	3-100	107,393.13	0.00	0.00	0.00	107,393.13
Total of All Funds:		<u>107,393.13</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>107,393.13</u>

Range of Accounts: First to Last Include Cap Accounts: Yes As Of: 01/03/23
Current Period: 01/01/23 to 01/03/23 Skip Zero Activity: Yes

Account Id	Description	Modified Budget	Expended YTD	Balance	Unexpended	% Used
100-01-0101-000	Selectmen					
100-01-0101-105	Selectmen Salary	4,800.00	1,800.00	3,000.00	3,000.00	38
100-01-0101-115	Board Clerk BOS	1,800.00	771.75	1,028.25	1,028.25	43
100-01-0101-836	Veteran's Day Committee	500.00	125.00	375.00	375.00	25
Control Total		7,100.00	2,696.75	4,403.25	4,403.25	38
FUNCTION Total		7,100.00	2,696.75	4,403.25	4,403.25	38
100-01-0102-000	Town Administrator					
100-01-0102-100	Town Administrator Salary	84,975.00	41,249.67	43,725.33	43,725.33	49
100-01-0102-120	Adminstrative Assistant	22,012.00	5,751.42	16,260.58	16,260.58	26
100-01-0102-330	Conference/Seminars	300.00	0.00	300.00	300.00	0
100-01-0102-535	Telephone	940.00	356.39	583.61	583.61	38
100-01-0102-580	Travel	1,200.00	600.00	600.00	600.00	50
Control Total		109,427.00	47,957.48	61,469.52	61,469.52	44
FUNCTION Total		109,427.00	47,957.48	61,469.52	61,469.52	44
100-01-0103-000	Board of Finances					
100-01-0103-121	Board Clerk Wages-BOF	1,700.00	589.50	1,110.50	1,110.50	35
100-01-0103-310	Legal Fees	2,500.00	0.00	2,500.00	2,500.00	0
Control Total		4,200.00	589.50	3,610.50	3,610.50	14
FUNCTION Total		4,200.00	589.50	3,610.50	3,610.50	14
100-01-0105-000	Auditor/Actuary					
100-01-0105-320	Annual Audit-Auditor	34,500.00	0.00	34,500.00	34,500.00	0
100-01-0105-325	Actuarial Services	5,300.00	0.00	5,300.00	5,300.00	0
Control Total		39,800.00	0.00	39,800.00	39,800.00	0
FUNCTION Total		39,800.00	0.00	39,800.00	39,800.00	0
100-01-0107-000	Town Attorney					
100-01-0107-310	Legal Fees	14,000.00	2,574.50	11,425.50	11,425.50	18
100-01-0107-312	Assessor - Legal Counsel	3,000.00	0.00	3,000.00	3,000.00	0
Control Total		17,000.00	2,574.50	14,425.50	14,425.50	15

Account Id	Description	Modified Budget	Expended YTD	Balance	Unexpended	% Used
FUNCTION Total		17,000.00	2,574.50	14,425.50	14,425.50	15
100-01-0109-000	Treasurer/Finance					
100-01-0109-100	Salary-Treasurer	15,000.00	0.00	15,000.00	15,000.00	0
100-01-0109-120	Assistant Treasurer	57,373.00	13,866.65	43,506.35	43,506.35	24
100-01-0109-330	Conference/Seminars - Treasurer	500.00	65.00	435.00	435.00	13
100-01-0109-438	Software Maint - Treasurer/Finance	2,200.00	0.00	2,200.00	2,200.00	0
100-01-0109-610	Office Supplies - Treasurer	200.00	0.00	200.00	200.00	0
Control Total		75,273.00	13,931.65	61,341.35	61,341.35	19
FUNCTION Total		75,273.00	13,931.65	61,341.35	61,341.35	19
100-01-0111-000	Tax Collector					
100-01-0111-100	Salary-Tax Collector	45,174.00	23,573.89	21,600.11	21,600.11	52
100-01-0111-330	Conf. & Seminars-Tax Collector	400.00	106.13	293.87	293.87	27
100-01-0111-438	Contracted Software Maint.-Tax Collector	12,353.00	9,225.90	3,127.10	3,127.10	75
100-01-0111-610	Office Supplies-Tax Collector	400.00	0.00	400.00	400.00	0
100-01-0111-810	Dues/Membership - Tax Collector	125.00	20.00	105.00	105.00	16
Control Total		58,452.00	32,925.92	25,526.08	25,526.08	56
FUNCTION Total		58,452.00	32,925.92	25,526.08	25,526.08	56
100-01-0113-000	Assessor					
100-01-0113-100	Salary-Assessor	30,101.00	15,017.28	15,083.72	15,083.72	50
100-01-0113-120	Salary-Asst. Assessor	38,351.00	19,323.78	19,027.22	19,027.22	50
100-01-0113-335	Training/Assessor	650.00	0.00	650.00	650.00	0
100-01-0113-438	Contracted Software Maint.-Assessor	18,404.00	15,486.50	2,917.50	2,917.50	84
100-01-0113-580	Mileage-Assessor	500.00	0.00	500.00	500.00	0
100-01-0113-610	Office Supplies-Assessor	825.00	151.65	673.35	673.35	18
100-01-0113-612	Books / Subs.-Assessor	450.00	0.00	450.00	450.00	0
Control Total		89,281.00	49,979.21	39,301.79	39,301.79	56
FUNCTION Total		89,281.00	49,979.21	39,301.79	39,301.79	56
100-01-0115-000	BD Assess Appeal					
100-01-0115-100	Salaries-BAA	680.00	0.00	680.00	680.00	0
100-01-0115-120	BAA-Clerk	400.00	0.00	400.00	400.00	0
100-01-0115-335	BAA-Training	150.00	0.00	150.00	150.00	0
Control Total		1,230.00	0.00	1,230.00	1,230.00	0

Account Id	Description	Modified Budget	Expended YTD	Balance	Unexpended	% Used
FUNCTION Total		1,230.00	0.00	1,230.00	1,230.00	0
100-01-0117-000	Town Clerk					
100-01-0117-100	Salary-Town Clerk	52,296.00	26,089.51	26,206.49	26,206.49	50
100-01-0117-120	Asst. Salary-Town Clerk	22,448.00	14,317.29	8,130.71	8,130.71	64
100-01-0117-330	Conf. / Seminars-Town Clerk	1,000.00	644.00	356.00	356.00	64
100-01-0117-335	Training-Town Clerk	2,000.00	0.00	2,000.00	2,000.00	0
100-01-0117-438	Equip. Maint.-Town Clerk	540.00	0.00	540.00	540.00	0
100-01-0117-580	Travel- Town Clerk	400.00	0.00	400.00	400.00	0
100-01-0117-610	Office Supplies-Town Clerk	1,400.00	342.85	1,057.15	1,057.15	24
100-01-0117-612	Land Records-Town Clerk	10,500.00	4,020.09	6,479.91	6,479.91	38
100-01-0117-616	Maps Filming & Indexing-Town Clerk	600.00	0.00	600.00	600.00	0
100-01-0117-810	Dues / Memberships-Town Clerk	520.00	50.00	470.00	470.00	10
100-01-0117-865	Vital Statistics-Town Clerk	300.00	0.00	300.00	300.00	0
100-01-0117-885	Restoration-Town Clerk	6,500.00	0.00	6,500.00	6,500.00	0
Control Total		98,504.00	45,463.74	53,040.26	53,040.26	46
FUNCTION Total		98,504.00	45,463.74	53,040.26	53,040.26	46
100-01-0119-000	Probate Court					
100-01-0119-800	Misc. Expenses-Probate Court	3,200.00	0.00	3,200.00	3,200.00	0
Control Total		3,200.00	0.00	3,200.00	3,200.00	0
FUNCTION Total		3,200.00	0.00	3,200.00	3,200.00	0
100-01-0121-000	Elections					
100-01-0121-100	Salaries-Elections	16,500.00	4,135.21	12,364.79	12,364.79	25
100-01-0121-335	Training - Elections	625.00	409.06	215.94	215.94	65
100-01-0121-438	Equip. Maint.-Elections	3,000.00	750.00	2,250.00	2,250.00	25
100-01-0121-610	Supplies-Elections	8,800.00	3,887.84	4,912.16	4,912.16	44
100-01-0121-800	MISC/CANV	120.00	0.00	120.00	120.00	0
100-01-0121-830	Meals-Elections	660.00	257.21	402.79	402.79	39
Control Total		29,705.00	9,439.32	20,265.68	20,265.68	32
FUNCTION Total		29,705.00	9,439.32	20,265.68	20,265.68	32
100-01-0123-000	Old Town Hall					
100-01-0123-432	Building Maint.- Old Town Hall	2,500.00	529.71	1,970.29	1,970.29	21
100-01-0123-490	Alarm System-Old Town Hall	575.00	100.48	474.52	474.52	17
100-01-0123-601	Electricity-Old Town Hall	975.00	344.35	630.65	630.65	35

Account Id	Description	Modified Budget	Expended YTD	Balance	Unexpended	% Used
100-01-0123-603	Fuel Oil-Old Town Hall	400.00	0.00	400.00	400.00	0
Control Total		4,450.00	974.54	3,475.46	3,475.46	22
FUNCTION Total		4,450.00	974.54	3,475.46	3,475.46	22
100-01-0125-000	Registrars					
100-01-0125-100	Salary-Registrars	12,360.00	7,754.65	4,605.35	4,605.35	63
100-01-0125-120	Asst. Salary-Registrars	1,030.00	515.00	515.00	515.00	50
100-01-0125-330	CONF & SEMINARS - Registrars	1,200.00	200.00	1,000.00	1,000.00	17
100-01-0125-335	Registrar-Training	3,500.00	299.73	3,200.27	3,200.27	9
100-01-0125-580	Travel-Registrars	500.00	55.00	445.00	445.00	11
100-01-0125-610	Office Supplies-Registrars	300.00	121.33	178.67	178.67	40
100-01-0125-810	Dues / Memberships-Registrars	200.00	190.00	10.00	10.00	95
Control Total		19,090.00	9,135.71	9,954.29	9,954.29	48
FUNCTION Total		19,090.00	9,135.71	9,954.29	9,954.29	48
100-01-0127-000	ADS					
100-01-0127-540	Legal Ads-Advertising	5,500.00	2,596.00	2,904.00	2,904.00	47
Control Total		5,500.00	2,596.00	2,904.00	2,904.00	47
FUNCTION Total		5,500.00	2,596.00	2,904.00	2,904.00	47
100-01-0129-000	Town Office Building					
100-01-0129-315	Payroll Service-Town Office	7,000.00	3,727.59	3,272.41	3,272.41	53
100-01-0129-350	Water Testing	500.00	279.00	221.00	221.00	56
100-01-0129-365	Elevator-Service Contract	2,350.00	2,338.05	11.95	11.95	99
100-01-0129-401	Elevator Permit	240.00	240.00	0.00	0.00	100
100-01-0129-432	Building Maint.-Town Office Building	4,250.00	2,666.83	1,583.17	1,583.17	63
100-01-0129-434	Furnace Maint - Town Office Building	500.00	80.00	420.00	420.00	16
100-01-0129-439	Software Maint.-Town Office Building	8,250.00	31.88	8,218.12	8,218.12	0
100-01-0129-442	Computer Tech Support	11,000.00	3,402.98	7,597.02	7,597.02	31
100-01-0129-443	Website Fees	4,731.00	179.00	4,552.00	4,552.00	4
100-01-0129-444	Copier Rental-Town Office	2,680.00	1,339.92	1,340.08	1,340.08	50
100-01-0129-490	Tolland 911 Dispatch-Town Office	11,133.00	10,265.74	867.26	867.26	92
100-01-0129-493	Alarm Monitoring - Town Office Building	500.00	0.00	500.00	500.00	0
100-01-0129-530	Telephone-Town Office Building	5,000.00	2,406.77	2,593.23	2,593.23	48
100-01-0129-531	Postage-Town Office	7,000.00	4,234.35	2,765.65	2,765.65	60
100-01-0129-533	Postage Meter Rental-Town Office	600.00	0.00	600.00	600.00	0
100-01-0129-537	CEN Fiberoptic Internet-Office Building	1,500.00	0.00	1,500.00	1,500.00	0

Account Id	Description	Modified Budget	Expended YTD	Balance	Unexpended	% Used
100-01-0129-550	Printing-Town Office Building	1,600.00	0.00	1,600.00	1,600.00	0
100-01-0129-601	Electricity-Town Office Building	9,900.00	5,510.87	4,389.13	4,389.13	56
100-01-0129-603	Fuel Oil-Town Office Building	7,266.00	602.14	6,663.86	6,663.86	8
100-01-0129-610	Office Supplies-Town Office Building	3,200.00	1,986.09	1,213.91	1,213.91	62
100-01-0129-652	Custodial Supplies - Town office Buildin	1,600.00	378.84	1,221.16	1,221.16	24
100-01-0129-730	Equipment-Town Office Building	750.00	460.00	290.00	290.00	61
100-01-0129-735	Computer Services Town Office	2,100.00	171.80	2,271.80	2,271.80	8
Control Total		93,650.00	39,958.25	53,691.75	53,691.75	43
FUNCTION Total		93,650.00	39,958.25	53,691.75	53,691.75	43
100-01-0135-000	Civil Preparedness					
100-01-0135-100	Salary-Civil Preparedness	750.00	375.00	375.00	375.00	50
100-01-0135-335	Civil Preparedness Training	350.00	0.00	350.00	350.00	0
100-01-0135-435	Vehicle Maintenance	1,000.00	0.00	1,000.00	1,000.00	0
100-01-0135-610	Office/Training Supplies - Civil Prep	850.00	0.00	850.00	850.00	0
Control Total		2,950.00	375.00	2,575.00	2,575.00	13
FUNCTION Total		2,950.00	375.00	2,575.00	2,575.00	13
100-01-0137-000	Insurance					
100-01-0137-500	Insurance	116,390.00	86,123.25	30,266.75	30,266.75	74
Control Total		116,390.00	86,123.25	30,266.75	30,266.75	74
FUNCTION Total		116,390.00	86,123.25	30,266.75	30,266.75	74
100-01-0141-000	Employee Benefits					
100-01-0141-205	Social Security-Employee Benefits	59,441.00	25,969.93	33,471.07	33,471.07	44
100-01-0141-207	Medicare-Employee Benefits	13,902.00	6,073.81	7,828.19	7,828.19	44
100-01-0141-210	Unempl. Comp.-Employee Benefits	10,000.00	2,010.84	7,989.16	7,989.16	20
100-01-0141-215	Health Insurance-Employee Benefits	178,272.00	47,534.25	130,737.75	130,737.75	27
100-01-0141-221	Longevity	1,500.00	0.00	1,500.00	1,500.00	0
100-01-0141-223	Disability-Employee Benefits	2,500.00	1,169.77	1,330.23	1,330.23	47
100-01-0141-225	Life Ins.-Employee Benefits	1,500.00	459.96	1,040.04	1,040.04	31
100-01-0141-230	Retirement-Employee Benefits	123,409.00	29,640.31	93,768.69	93,768.69	24
100-01-0141-280	CDL, Physicals, Drug Testing-Employee	750.00	0.00	750.00	750.00	0
100-01-0141-290	Amort. Merf-Employee Benefits	131.00	0.00	131.00	131.00	0
100-01-0141-295	Adm. Fee Merf.-Employee Benefits	3,640.00	3,250.00	390.00	390.00	89
Control Total		395,045.00	116,108.87	278,936.13	278,936.13	29

Account Id	Description	Modified Budget	Expended YTD	Balance	Unexpended	% Used
FUNCTION Total		395,045.00	116,108.87	278,936.13	278,936.13	29
100-01-0143-000	Andover Senior Transportation					
100-01-0143-100	Salaries-Drivers/Dispatch	25,000.00	11,638.22	13,361.78	13,361.78	47
100-01-0143-380	Comm. Drivers Test-Dial a Ride	1,000.00	0.00	1,000.00	1,000.00	0
100-01-0143-435	Vehicle Maint.-Dial a Ride	5,000.00	1,891.79	3,108.21	3,108.21	38
100-01-0143-603	Fuel-Dial a Ride	6,095.00	2,042.75	4,052.25	4,052.25	34
Control Total		37,095.00	15,572.76	21,522.24	21,522.24	42
FUNCTION Total		37,095.00	15,572.76	21,522.24	21,522.24	42
100-01-0145-000	Senior Citizens					
100-01-0145-100	Municipal Agent-Salary	5,806.00	2,707.97	3,098.03	3,098.03	47
100-01-0145-820	Senior Lunch-Senior Citizens	1,080.00	0.00	1,080.00	1,080.00	0
100-01-0145-870	Programs-Senior Citizens	2,000.00	2,000.00	0.00	0.00	100
100-01-0145-875	Trips-Senior Citizens	4,000.00	0.00	4,000.00	4,000.00	0
Control Total		12,886.00	4,707.97	8,178.03	8,178.03	37
FUNCTION Total		12,886.00	4,707.97	8,178.03	8,178.03	37
100-01-0147-000	Custodian					
100-01-0147-365	Custodian	13,390.00	5,715.45	7,674.55	7,674.55	43
Control Total		13,390.00	5,715.45	7,674.55	7,674.55	43
FUNCTION Total		13,390.00	5,715.45	7,674.55	7,674.55	43
100-01-0149-000	Old Fire House					
100-01-0149-601	Electricity-Old Fire House	1,441.00	1,012.53	428.47	428.47	70
100-01-0149-603	Fuel Oil-Old Fire House	1,000.00	0.00	1,000.00	1,000.00	0
Control Total		2,441.00	1,012.53	1,428.47	1,428.47	41
FUNCTION Total		2,441.00	1,012.53	1,428.47	1,428.47	41
100-01-0151-000	Dog Fund					
100-01-0151-100	NECOG Animal Control	9,920.00	10,391.70	471.70-	471.70-	105
Control Total		9,920.00	10,391.70	471.70-	471.70-	105
FUNCTION Total		9,920.00	10,391.70	471.70-	471.70-	105

Account Id	Description	Modified Budget	Expended YTD	Balance	Unexpended	% Used
100-01-0153-000	Historical					
100-01-0153-800	Town Historian	200.00	0.00	200.00	200.00	0
Control Total		200.00	0.00	200.00	200.00	0
FUNCTION Total		200.00	0.00	200.00	200.00	0
100-02-0201-000	NL - Health Officer					
100-02-0201-841	Health Director-Eastern Highlands	18,422.00	9,210.82	9,211.18	9,211.18	50
Control Total		18,422.00	9,210.82	9,211.18	9,211.18	50
FUNCTION Total		18,422.00	9,210.82	9,211.18	9,211.18	50
100-02-0205-000	NL - North Central Mental Hlth					
100-02-0205-843	Amplify Mental Health	250.00	220.00	30.00	30.00	88
Control Total		250.00	220.00	30.00	30.00	88
FUNCTION Total		250.00	220.00	30.00	30.00	88
100-02-0207-000	NL - AHM Youth Services					
100-02-0207-844	AHM Youth Services	92,179.00	46,089.50	46,089.50	46,089.50	50
Control Total		92,179.00	46,089.50	46,089.50	46,089.50	50
FUNCTION Total		92,179.00	46,089.50	46,089.50	46,089.50	50
100-03-0301-000	P.W. Dept					
100-03-0301-100	Salary-Public Works	311,327.00	142,803.13	168,523.87	168,523.87	46
100-03-0301-111	Temp/PW	2,500.00	0.00	2,500.00	2,500.00	0
100-03-0301-112	Overtime/PW	9,000.00	4,575.42	4,424.58	4,424.58	51
100-03-0301-391	Fire Ext. Ck.-Public Works	600.00	0.00	600.00	600.00	0
100-03-0301-392	Welding Supply-Public Works	900.00	0.00	900.00	900.00	0
100-03-0301-435	Vehicle Maint.Public Works	32,000.00	10,768.42	21,231.58	21,231.58	34
100-03-0301-448	Misc. Labor/Rental-Town Garage	1,500.00	0.00	1,500.00	1,500.00	0
100-03-0301-535	Telephone - Public Works	852.00	356.39	495.61	495.61	42
100-03-0301-602	Diesel-Public Works	14,000.00	19,972.93	5,972.93-	5,972.93-	143
100-03-0301-603	Fuel-Public Works	9,400.00	2,864.36	6,535.64	6,535.64	30
100-03-0301-620	Supplies - Public Works	15,500.00	6,500.91	8,999.09	8,999.09	42
100-03-0301-730	Equipment - Public Works	6,750.00	0.00	6,750.00	6,750.00	0
100-03-0301-810	Dues/ Memberships-Public works	75.00	75.00	0.00	0.00	100
Control Total		404,404.00	187,916.56	216,487.44	216,487.44	46

Account Id	Description	Modified Budget	Expended YTD	Balance	Unexpended	% Used
FUNCTION Total		404,404.00	187,916.56	216,487.44	216,487.44	46
100-03-0303-000	Snow Removal					
100-03-0303-130	Overtime Wages-Snow Removal	15,750.00	1,053.45	14,696.55	14,696.55	7
100-03-0303-436	Ice Maint. Bldg.--Snow Removal	525.00	0.00	525.00	525.00	0
100-03-0303-642	Supplies - Snow Removal	2,850.00	3,001.00	151.00-	151.00-	105
100-03-0303-644	Sand - Snow Removal	5,000.00	0.00	5,000.00	5,000.00	0
100-03-0303-646	Salt - Snow Removal	63,000.00	14,692.70	48,307.30	48,307.30	23
100-03-0303-730	Sanding Equip-Snow Removal	525.00	698.73	173.73-	173.73-	133
100-03-0303-830	Meals-Snow Removal	675.00	40.35	634.65	634.65	6
Control Total		88,325.00	19,486.23	68,838.77	68,838.77	22
FUNCTION Total		88,325.00	19,486.23	68,838.77	68,838.77	22
100-03-0305-000	Lighting					
100-03-0305-410	Street Lighting	7,000.00	3,630.04	3,369.96	3,369.96	52
Control Total		7,000.00	3,630.04	3,369.96	3,369.96	52
FUNCTION Total		7,000.00	3,630.04	3,369.96	3,369.96	52
100-03-0309-000	Town Garage					
100-03-0309-330	Conf/Seminars-Town Garage	600.00	0.00	600.00	600.00	0
100-03-0309-350	Medical/Drug - Town Garage	525.00	110.00	415.00	415.00	21
100-03-0309-432	Building Maint.-Town Garage	18,000.00	8,283.33	9,716.67	9,716.67	46
100-03-0309-490	Alarm Systems - Town Garage	750.00	0.00	750.00	750.00	0
100-03-0309-537	Internet Cable-Town Garage	1,470.00	579.25	890.75	890.75	39
100-03-0309-601	Electricity-Town Garage	6,475.00	2,230.85	4,244.15	4,244.15	34
100-03-0309-603	Fuel Oil-Town Garage	6,250.00	0.00	6,250.00	6,250.00	0
100-03-0309-610	Office Supplies-Town Garage	175.00	645.84	470.84-	470.84-	369
100-03-0309-618	Computer Supplies-Town Garage	325.00	0.00	325.00	325.00	0
Control Total		34,570.00	11,849.27	22,720.73	22,720.73	34
FUNCTION Total		34,570.00	11,849.27	22,720.73	22,720.73	34
100-03-0311-000	Town Engineer					
100-03-0311-370	Consulting Fees-Engineer	10,000.00	0.00	10,000.00	10,000.00	0
Control Total		10,000.00	0.00	10,000.00	10,000.00	0
FUNCTION Total		10,000.00	0.00	10,000.00	10,000.00	0

Account Id	Description	Modified Budget	Expended YTD	Balance	Unexpended	% Used
100-03-0313-000	Ground Care					
100-03-0313-420	Mowing-Ground Care	23,000.00	4,768.92	18,231.08	18,231.08	21
100-03-0313-422	Beautifications-Ground Care	2,500.00	1,024.87	1,475.13	1,475.13	41
100-03-0313-424	Old Cemetary - Ground Care	2,000.00	0.00	2,000.00	2,000.00	0
Control Total		27,500.00	5,793.79	21,706.21	21,706.21	21
FUNCTION Total		27,500.00	5,793.79	21,706.21	21,706.21	21
100-04-0401-000	Fire Department					
100-04-0401-800	Fire Department	148,150.00	74,253.00	73,897.00	73,897.00	50
Control Total		148,150.00	74,253.00	73,897.00	73,897.00	50
FUNCTION Total		148,150.00	74,253.00	73,897.00	73,897.00	50
100-04-0403-000	Resident Trooper					
100-04-0403-375	Contract St. Fee-Law Enforcement	170,000.00	0.00	170,000.00	170,000.00	0
100-04-0403-610	Office Supplies-Law Enforcement	450.00	0.00	450.00	450.00	0
Control Total		170,450.00	0.00	170,450.00	170,450.00	0
FUNCTION Total		170,450.00	0.00	170,450.00	170,450.00	0
100-04-0405-000	Fire Marshall					
100-04-0405-100	Salary - Fire Marshall	8,028.00	4,009.66	4,018.34	4,018.34	50
100-04-0405-110	Deputy Salary	1,267.00	633.50	633.50	633.50	50
100-04-0405-150	Fire - Burning Official Comp	350.00	0.00	350.00	350.00	0
100-04-0405-335	Training-Fire Marshall	300.00	0.00	300.00	300.00	0
100-04-0405-610	Office Supplies-Fire Marshall	50.00	0.00	50.00	50.00	0
100-04-0405-612	Subscriptions/Fire Marshall	750.00	0.00	750.00	750.00	0
100-04-0405-730	Equipment-Fire Marshall	3,000.00	173.75	2,826.25	2,826.25	6
100-04-0405-810	Dues / Memberships-Fire Marshall	150.00	0.00	150.00	150.00	0
Control Total		13,895.00	4,816.91	9,078.09	9,078.09	35
FUNCTION Total		13,895.00	4,816.91	9,078.09	9,078.09	35
100-05-0501-000	welfare					
100-05-0501-845	Social Services-ACCESS	400.00	0.00	400.00	400.00	0
Control Total		400.00	0.00	400.00	400.00	0
FUNCTION Total		400.00	0.00	400.00	400.00	0

Account Id	Description	Modified Budget	Expended YTD	Balance	Unexpended	% Used
100-06-0601-000	Memorial Day Comm.					
100-06-0601-800	Misc. Exp-Memorial Day	800.00	0.00	800.00	800.00	0
Control Total		800.00	0.00	800.00	800.00	0
FUNCTION Total		800.00	0.00	800.00	800.00	0
100-06-0603-000	Recreation Commission					
100-06-0603-493	Outside Facility-Recreation Comm	2,630.00	1,440.00	1,190.00	1,190.00	55
100-06-0603-870	Programs-Recreation Comm	6,000.00	1,526.59	4,473.41	4,473.41	25
Control Total		8,630.00	2,966.59	5,663.41	5,663.41	34
FUNCTION Total		8,630.00	2,966.59	5,663.41	5,663.41	34
100-07-0701-000	Transfer Station					
100-07-0701-100	Wages-Transfer Station	23,816.00	11,845.64	11,970.36	11,970.36	50
100-07-0701-438	Maintence-Transfer Station	2,500.00	50.44	2,449.56	2,449.56	2
100-07-0701-442	Brush Pile Removal	14,000.00	0.00	14,000.00	14,000.00	0
100-07-0701-480	Hauling Fees-Transfer Station	41,102.00	16,675.68	24,426.32	24,426.32	41
100-07-0701-481	Bulky Waste-Transfer Station	31,366.00	12,339.60	19,026.40	19,026.40	39
100-07-0701-493	Outdoor Facility-Transfer Station	900.00	525.00	375.00	375.00	58
100-07-0701-601	Electricity-Transfer Station	3,025.00	1,140.63	1,884.37	1,884.37	38
100-07-0701-610	Supplies - Transfer Station	150.00	0.00	150.00	150.00	0
100-07-0701-803	Compactor Lease Transfer Station	3,200.00	1,326.15	1,873.85	1,873.85	41
100-07-0701-998	Tipping Fees-Transfer Station	46,508.00	16,862.30	29,645.70	29,645.70	36
Control Total		166,567.00	60,765.44	105,801.56	105,801.56	36
FUNCTION Total		166,567.00	60,765.44	105,801.56	105,801.56	36
100-07-0703-000	Recycling					
100-07-0703-432	Hazardous Waste	2,910.00	0.00	2,910.00	2,910.00	0
100-07-0703-484	Antifreeze Pickup-Recycling	110.00	0.00	110.00	110.00	0
100-07-0703-485	Used Oil Pickup-Recycling	1,300.00	1,598.74	298.74-	298.74-	123
100-07-0703-488	Tire Pickup-Recycling	1,300.00	1,430.00	130.00-	130.00-	110
100-07-0703-631	Oil Filters	100.00	0.00	100.00	100.00	0
100-07-0703-807	Mid-Neroc Fees - Recycling	970.00	980.52	10.52-	10.52-	101
Control Total		6,690.00	4,009.26	2,680.74	2,680.74	60
FUNCTION Total		6,690.00	4,009.26	2,680.74	2,680.74	60

Account Id	Description	Modified Budget	Expended YTD	Balance	Unexpended	% Used
100-08-0801-000	Ec Development Comm					
100-08-0801-800	Economic Development Comm.	500.00	430.00	70.00	70.00	86
Control Total		500.00	430.00	70.00	70.00	86
FUNCTION Total		500.00	430.00	70.00	70.00	86
100-08-0803-000	P&Z Commission					
100-08-0803-100	Wages-Planning & Zoning	3,200.00	555.00	2,645.00	2,645.00	17
100-08-0803-310	Legal/Professional P&Z	11,500.00	1,022.00	10,478.00	10,478.00	9
100-08-0803-335	Training-Planning & Zoning	500.00	0.00	500.00	500.00	0
100-08-0803-340	Planning & Zoning - Mapping	300.00	240.00	60.00	60.00	80
Control Total		15,500.00	1,817.00	13,683.00	13,683.00	12
FUNCTION Total		15,500.00	1,817.00	13,683.00	13,683.00	12
100-08-0805-000	Zoning Board of Appeals					
100-08-0805-115	Board Clerk - ZBA	500.00	252.00	248.00	248.00	50
Control Total		500.00	252.00	248.00	248.00	50
FUNCTION Total		500.00	252.00	248.00	248.00	50
100-08-0807-000	Building Department					
100-08-0807-100	Wages - Building Department	19,303.00	4,823.01	14,479.99	14,479.99	25
100-08-0807-120	Clerk's Wages-Building Department	23,577.00	14,625.34	8,951.66	8,951.66	62
100-08-0807-438	Equipment maint.-Building Dept.	1,500.00	261.24	1,238.76	1,238.76	17
100-08-0807-580	Mileage-Building Department	1,200.00	300.00	900.00	900.00	25
100-08-0807-610	Office Supplies-Building Department	550.00	0.00	550.00	550.00	0
100-08-0807-612	Bks. & Manuals-Building Department	500.00	0.00	500.00	500.00	0
100-08-0807-890	PermitLink Fees - Building Department	4,500.00	2,325.00	2,175.00	2,175.00	52
100-08-0807-901	Building Dept.-Equipment	250.00	0.00	250.00	250.00	0
Control Total		51,380.00	22,334.59	29,045.41	29,045.41	43
FUNCTION Total		51,380.00	22,334.59	29,045.41	29,045.41	43
100-08-0809-000	Wetlands					
100-08-0809-100	Wages-Inland/Wetlands	16,550.00	8,106.26	8,443.74	8,443.74	49
100-08-0809-115	Board Clerk - IWC	1,450.00	74.50	1,375.50	1,375.50	5
100-08-0809-335	Training-Inland/Wetlands	250.00	0.00	250.00	250.00	0
100-08-0809-610	Office Supplies-Inland/Wetland	200.00	0.00	200.00	200.00	0
100-08-0809-810	Dues / Memberships-Inland/Wetlands	65.00	65.00	0.00	0.00	100

Account Id	Description	Modified Budget	Expended YTD	Balance	Unexpended	% Used
Control Total		18,515.00	8,245.76	10,269.24	10,269.24	45
FUNCTION Total		18,515.00	8,245.76	10,269.24	10,269.24	45
100-08-0815-000	Conservation Commission					
100-08-0815-330	Conservation-membership	65.00	0.00	65.00	65.00	0
100-08-0815-335	Conservation-training	200.00	0.00	200.00	200.00	0
100-08-0815-609	Conservation-equipment	100.00	0.00	100.00	100.00	0
100-08-0815-810	Conservation-conferences	200.00	0.00	200.00	200.00	0
Control Total		565.00	0.00	565.00	565.00	0
FUNCTION Total		565.00	0.00	565.00	565.00	0
100-08-0817-000	Zoning Agent					
100-08-0817-100	Salary-Zoning Agent	25,444.00	12,497.61	12,946.39	12,946.39	49
Control Total		25,444.00	12,497.61	12,946.39	12,946.39	49
FUNCTION Total		25,444.00	12,497.61	12,946.39	12,946.39	49
100-08-0819-000	CRCOG, CCM, Cost					
100-08-0819-810	Capital Region Council of Govt.	8,475.00	8,111.00	364.00	364.00	96
Control Total		8,475.00	8,111.00	364.00	364.00	96
FUNCTION Total		8,475.00	8,111.00	364.00	364.00	96
100-09-0901-000	Education					
100-09-0901-590	RHAM Payment	5,026,937.00	2,402,887.72	2,624,049.28	2,624,049.28	48
100-09-0901-595	Board of Education Expenses	4,052,787.00	2,018,937.53	2,033,849.47	2,033,849.47	50
Control Total		9,079,724.00	4,421,825.25	4,657,898.75	4,657,898.75	49
FUNCTION Total		9,079,724.00	4,421,825.25	4,657,898.75	4,657,898.75	49
100-10-1001-000	Library					
100-10-1001-100	Library Payroll	79,014.00	39,506.66	39,507.34	39,507.34	50
100-10-1001-800	Library-Operations	26,989.00	13,494.50	13,494.50	13,494.50	50
Control Total		106,003.00	53,001.16	53,001.84	53,001.84	50
FUNCTION Total		106,003.00	53,001.16	53,001.84	53,001.84	50

Account Id	Description	Modified Budget	Expended YTD	Balance	Unexpended	% Used
100-11-1101-000	Capital Expenditures					
100-11-1101-701	Town Garage-Capital Expenditure	30,000.00	27,706.16	2,293.84	2,293.84	92
100-11-1101-714	Revaluation	16,500.00	0.00	16,500.00	16,500.00	0
100-11-1101-715	P & Z-Capital POCD	5,000.00	0.00	5,000.00	5,000.00	0
Control Total		51,500.00	27,706.16	23,793.84	23,793.84	54
FUNCTION Total		51,500.00	27,706.16	23,793.84	23,793.84	54
100-13-1305-000	Fund Transfers					
100-13-1305-899	Contingency	50,000.00	0.00	50,000.00	50,000.00	0
100-13-1305-901	DPW Equipment	100,000.00	100,000.00	0.00	0.00	100
100-13-1305-908	Fire Dept. Equip. Fund	80,000.00	80,000.00	0.00	0.00	100
100-13-1305-911	Road Improvement Fund	330,000.00	330,000.00	0.00	0.00	100
100-13-1305-912	tree removal fund	50,000.00	50,000.00	0.00	0.00	100
100-13-1305-913	bunker hill bridge	160,000.00	160,000.00	0.00	0.00	100
100-13-1305-914	bridge and culvert	100,000.00	100,000.00	0.00	0.00	100
100-13-1305-915	building maintenance	55,000.00	55,000.00	0.00	0.00	100
Control Total		925,000.00	875,000.00	50,000.00	50,000.00	95
FUNCTION Total		925,000.00	875,000.00	50,000.00	50,000.00	95
Fund Budgeted		12,727,517.00	6,360,458.04	6,367,058.96	6,367,058.96	50
Fund Non-Budgeted		0.00	0.00	0.00	0.00	0
Fund Total		12,727,517.00	6,360,458.04	6,367,058.96	6,367,058.96	50
201-03-0302-000	Connectivity Grant					
201-03-0302-330	Contractual Serv.-Connectivity Grant	85,364.60	32,863.36	37,328.72	52,501.24	56
Control Total		85,364.60	32,863.36	37,328.72	52,501.24	56
FUNCTION Total		85,364.60	32,863.36	37,328.72	52,501.24	56
Fund Budgeted		85,364.60	32,863.36	37,328.72	52,501.24	56
Fund Non-Budgeted		0.00	0.00	0.00	0.00	0
Fund Total		85,364.60	32,863.36	37,328.72	52,501.24	56

Account Id	Description	Modified Budget	Expended YTD	Balance	Unexpended	% Used
Final Budgeted		12,812,881.60	6,393,321.40	6,404,387.68	6,419,560.20	50
Final Non-Budgeted		0.00	0.00	0.00	0.00	0
Final Total		12,812,881.60	6,393,321.40	6,404,387.68	6,419,560.20	50

Overages first 6 Months of the Budget

As of today 12/17/2022

number	Department	Budget Line	Original Budget	Overage	Aproval Initials	Notes
1.100.01.0151.100	Animal Control	NECOG	9920	471.7	EA	Switched census population increased
1.100.03.0301.602	Public works	Diesel	14000	5972.93	JT,EA	(will be brought positive by reimbursements from RHAM, AFD, AES, Senior Transportation)
1.100.03.0303.642	snow removal	Supplies	2850	151	JT,EA	auger chains for trucks and repair link
1.100.03.0303.730	snow removal	Sanding Equip	525	173.73	JT,EA	repair links quick lings parts for sander unit
1.100.03.0309.610	Town Garage	office suplies	175	470.84	JT,EA	new chairs for the office
1.100.07.0703.485	Recycling	Used oil pickup	1300	298.74	EA	more volume than anticipated
1.100.07.0703.488	Recycling	Tire Pickup	1300	130	EA	changed vendor higher cost
1.100.07.0703.807	Recycling	Mid Neroc	970	10.52	EA	dues higher than anticipated

All overages are under
\$2000

Dept Head Aproval

Robert Gay Tuttle

Town Administrator Aproval

Eric Anderson

**Town of Andover
Board of Finance
Special Meeting**
Wednesday, December 14th, 2022 - 7:00pm
Location: virtual Zoom meeting

Special Meeting Minutes

1. Call to Order/Pledge of Allegiance-

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

Members: Vice Chair Marc Brinker, Joanne Hebert, Robert England, Linda Fish, Louise Goodwin

Members Absent: Curt Dowling

Town Administrator: Eric Anderson

Public Works Supervisor: Jay Tuttle

Public Present: Ashley Helton, Bill DeRosiers

2. Public Speak – none

3. Town Administrator’s Report

No formal report. Jay Tuttle will speak later on in the meeting regarding the purchase of a new plow truck for Public Works.

Eric Anderson sent out budget worksheets to all departments, Boards, and Commissions. He presented things to the Board of Selectmen in their meeting earlier this week that could effect next year’s budget. He also shared his screen to show the Profit and Loss sheet from Quickbooks showing the budgeted numbers versus actual – will send to the Board members to review for any changes.

Gave update on Finance Office clean up from the Treasurer – resolved a 2020-2021 reconciling issue, Cheryl has all of the information for the bank reconciliations for 2021-2022, and is hoping to turn over to the auditor in January.

Additional discussion on staffing for the Finance Office.

4. Draft Budget

Preliminary schedule of dates – mirroring last year. Eric Anderson also asked for budget explanations from departments, Boards and Commissions.

Eric Anderson shared his screen to show the suggested budget schedule – looking to receive all of the worksheets back in January.

5. Old Business

a) FYE 21-22 Audit status/Update on status of Town Finance Department & software update – previously discussed, Eric Anderson, the Treasurer, and auditor had a meeting for the 2021-2022 audit schedule.

b) Discuss & vote on Town Purchasing Policy – Joanne Hebert MOTIONED to adopt the Town Purchasing Policy as presented and gone over as a draft at the November 16th, 2022 Board of Finance Meeting. Robert England SECONDED. MOTION CARRIED 5:0:0

c) Current status of staff searches for the Finance Department – will be advertising for position(s) after the holiday season

6. New Business

a) Discuss candidates for open Board of Finance position and select new Board member

i) Ashley Helton

ii) Bill DeRosiers

Ashley Helton introduced herself to Board members and Town Administrator – gave background on her personal life and professional life. Board members asked questions including what Ashley’s expectations are of the Board, and how much time she can contribute to the Board. Additional discussion on experience with budgets and grants.

Bill DeRosiers introduced himself to Board members and Town Administrator – gave background on his personal life and professional life, he is getting closer to retirement and would like to give back to the community. Board members asked questions including what Bill’s expectations are of the Board, and how much time he can contribute to the Board. Additional discussion on the internal function of the Board.

Robert England MOTIONED to move into Executive Session to discuss the candidates at 8:07pm. Louise Goodwin SECONDED. MOTION CARRIED 5:0:0

Board Members and Town Administrator returned from Executive Session.

Board Members voted unanimously to appoint Bill DeRosiers as the new Board of Finance member.

b) Purchase of Public Works Plow Truck

- i) Current Purchasing Policy
- ii) Outright purchase versus Financing

Eric Anderson gave background information on the different truck options – was able to secure a build slot.

Jay Tuttle reached out to Freightliner for an updated quote - \$258,608.56

Board members, Jay Tuttle, and Eric Anderson discussed purchasing the truck outright, or opting for the Municipal Lease Program – offers a 4 or 5-year term (would add about \$35,000 in interest if lease option was chosen). The quote on financing is good until January 5th, 2023 – with the first payment being due at the time of signing.

Additional discussion including: current Public Works plow truck fleet, using an older truck as a backup plow truck, where the funds would be taken from to purchase the truck outright, and how this purchase fits into the Town's newly adopted Purchasing Policy.

This will be included in the January 2023 Board of Finance meeting agenda for further discussion.

7. Approval of Meeting Minutes

- a) November 16th, 2022, Regular Meeting Minutes

Louise Goodwin MOTIONED to approve the November 16th, 2022 Regular Meeting Minutes as presented. Linda Fish SECONDED. MOTION CARRIED 5:0:0.

8. Liaison reports – CIP meeting December 15th, 2022

9. Board open discussion – The December 28th, 2022 Board of Finance meeting will be cancelled.

10. Public Speak - none

11. Adjournment – Linda Fish MOTIONED to adjourn the meeting. Louise Goodwin SECONDED. MOTION CARRIED 5:0:0

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