

**Town of Andover
Board of Selectmen
Regular Meeting**
Monday November 14th, 2022 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/87000837881>

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

Meeting ID: 870 0083 7881
Passcode: 957406

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

1. Call to Order/Pledge of Allegiance
2. Public Speak
3. Additions/Deletions to the Agenda
4. Board and Commission Presentations
 - a. 175th Anniversary
5. Appointments
 - a. Appoint Janice Maschi to IWWC
6. Resignations
 - a. Dianne Choquette Board of Finance
7. Town Administrator's Report
8. Old Business
 - a. Discuss and act upon the following:
 - b. Finance Department employment
 - i. Status of Finance Official
 - c. Status of the Community Center RFP
 - d. Hop River homes update
 - e. Recognizing Andover Residents
 - f. Cool Program contract
 - g. AES Usage agreement with Senior Transportation
 - h. Contract with Nathan L Jacobson
 - i. MOU with Andover Fire Commision
9. New Business
 - a. Discuss and act upon the following:
 - b. Contract with Dennis O'brien Reappointment as Town Attorney
 - c. Town Administrators contract
 - d. Regions 8 Health and Medical Insurance
10. Approval of Meeting Minutes
 - a. Tuesday, October 11th, 2022 Regular Meeting Minutes
11. Finance Department Report
 - a. Revenue Summary

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

12. Budget

- a. Appropriation Transfers
- b. Over Expenditure Requests

13. Tax Collector's Report

- a. Refunds Requests

14. Department Reports

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

15. Correspondence

16. Public Speak

17. Adjournment

Town Administrator's Report

7.

Town Administrator's Report for the 11.14.22 Board of Selectmen Regular Meeting

Town Hall Operations:

Cleaning/Custodian: William Bell Is back.

Assessor's Office:

Nothing big right now.

Administrator's Office:

Working on a new Agreement between the fire dept and the town to define roles and responsibilities
Welcome to my new Admin assistant Kate Morrissey who is fitting in nicely
Starting prep for budget season
Working on RFP for HVAC replacement for Fire Station

Town Clerks office

Finance Office:

Cheryl Miller is working to assist us in getting our financial house in order.

We are getting

Proposed job description for the finance person modified to get rid of the requirement for them to do the reconciliation

Will need to elect new board chair for BOF and appoint a new member.

Building Department:

Overall building department operations are going well.

Starting to slow down overall

Town Engineer:

Still no final contract see proposed contract in packet

Public Works:

Mark Williams is hired and working

Debris management

Discussion of debris management still on hold

Bunker Hill Bridge Design:

The 30% design stage complete. Update as of 11/9 the state has decided that the bridge designers fee schedule is close enough that they are going to allow it without extensive review- Still going slow

Long Hill Rd Bridge Design

DMS final acceptance letter received and signed by first selectman. Should be able to schedule survey shortly.

Small Bridges and Culverts:

Waiting on selection of new Engineering firm to get an RFP together for a final design for Hutchinson Rd culvert replacement. See the copy of the proposed contract.

Andover Proposed Community Senior Center:

RFP currently out and Addendum issued after contractor walkthrough and review

Andover Veterans Monument:

Weed eradication and reseeded is completed and looking good for Veterans day.
The Benches are engraved- coordinated by Paula King

Times Farm Bridge:

Working on the final close out.

Steap Grant 2020

Requested refund from DOT for \$128,205. It is received and being processed

STEAP Grant 2022:

Received waiting to find out which state office will manage project project assigned to DECD

Meeting with SHIPO Next Week State Historical Preservation Office

We are required to mitigate the effect of tearing down a historic property. It has to be a significant upgrade to an existing historic property in the same district. For us that means the Andover Historical Society Property (Museum/ old town hall_ I met with Paula King, Cathy Derosiers, Scott Yeomans on sight to discuss.

The Priority for work on the building will be

1. Ceiling in addition- badly peeling lead paint possibly replace ceiling entirely
2. Replace all exterior doors- Sills rotting badly hard to open- safety Hazard
3. Repoint/ repaint exterior windows

Need to get ct historic renovation people to quote the work to estimate what that will cost before we go back to shipo with a proposal.

Connectivity Grant:

Substantially complete

Ribbon cutting on Went very well. Thanks for all who attended

Still planning on adding a Handicapped Access to the Walking Track at Veterans Memorial field and Parking Spot

Town-Wide Alarm Monitoring and Repair:

Still some issues when it rains heavily with the wireless monitoring

I had to transition the Museum system from the old 3g network to a 4 g network

Budget:

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

We received the payments for the easement across riverside drive which will offset rental income by \$1500

American Recovery Act Funding:

We have the full funding of the of **\$478,848.04 in the second tranche**

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

Town Hall Projects”

Public works installed a tree for the 175 anniversary Committee

Need to Start working on an RFP for the Heating Upgrade for the building

Transfer Station

Running smoothly

Safety committee quarterly

Nothing new this month.

Old Business

8.

COOL OPTION #1

**TOWN OF ANDOVER AGREEMENT with Community Organized &
Operated Latchkey, Inc. (C.O.O.L.) for Calendar Years 2022 & 2023**

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

WHEREAS, the **Andover Board of Selectmen** approves and wishes to continue to enable and permit **C.O.O.L.** to safely and successfully operate such **Before and After School programs** during calendar years 2022 and 2023 pursuant to this **AGREEMENT**, and subject to all requirements of State and local law and other official rules and provisions, and **C.O.O.L.** wishes to continue to operate the programs with **Town** approval, the parties hereby enter and affirm this **AGREEMENT** covering the **Before and After School program**, said **AGREEMENT** covering calendar years 2022 and 2023 entirely, retroactive to January 1, 2022, and ending at midnight on December 31, 2023..

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

During calendar years 2022 and 2023 **C.O.O.L.** has continued and will continue to operate **Before and After School programs** on a fee for service basis paid by parents and guardians; and

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

C.O.O.L. shall maintain their own statutory workers' compensation insurance coverage, general liability insurance coverage with a sexual abuse and molestation endorsement, liability insurance coverage in the amounts of at least \$2,000,000.00 Commercial General Liability coverage, and \$1,000,000.00 for each general occurrence for these programs to an extent to be approved by the said **Board of Selectmen**, and also to indemnify and hold the **Town of Andover** and the **Town's** officials, employees, agents and assigns harmless to the greatest extent permitted by the law of the State of Connecticut from and against any claims, causes of action, expenses, judgments, loss, liability and litigation arising from and alleged to arise from **C.O.O.L.'s** operation of the aforementioned programs during calendar years 2022 and 2023; and

In response to any material failure of **C.O.O.L.** to fulfill its obligations under this **AGREEMENT** deemed sufficiently substantial or for any reason deemed to be in the best

interests of the **Town** by the **Board of Selectmen**, the **Board** may vote to terminate this **AGREEMENT** and the **Town's** involvement in and support of any or all of these **Before and After School Programs** upon reasonable written notice of at least seven calendar days to **C.O.O.L.**, without resort to appeal or any process or procedure, legally, formally or otherwise.

COOL will name the **Town of Andover** and the **Andover Board of Education** as additional insureds, and will waive subrogation in favor of the **Town** and the **Board of Education** on general liability and workers compensation policies.

There is no employment relationship between the parties to this **AGREEMENT**. **COOL** is an independent contractor.

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

TOWN OF ANDOVER, CT

By _____
Jeffrey Maguire, First Selectman, Duly Authorized

Date _____

**COMMUNITY ORGANIZED & OPERATED
LATCHKEY, INC.**

By _____
Duly Authorized

Date _____.

COOL OPTION #2

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

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

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

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

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

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

C.O.O.L. also agrees to ~~shall~~ maintain their own **statutory workers' compensation insurance**, **general liability insurance coverage with a sexual abuse and molestation endorsement**, in amounts of at least \$2,000,000.00 Commercial General Liability coverage and \$1,000,000.00 for each General occurrence for these programs to an extent to be approved by said **Board of Selectmen**, and also to indemnify and hold the **Town of Andover** and the **Town's** officials, employees, agents and assigns harmless to the greatest extent permitted by the law of the State of Connecticut from **and against** any claims, causes of action, **expenses, judgments,**

Commented [MT1]: Do not recommend voluntary secondary coverage to COOL per contract- they are on premises, and also driving Town owned vehicle. A lot of exposure here and COOL only has 1 million in GL coverage. Would also add an AUTO requirement (owned, non owned) esp since they are using your vehicle.

liability and litigation arising from **and alleged to arise from C.O.O.L.'s** operation of the aforementioned programs during calendar years 2022 and 2023; and

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

COOL will name Andover and Andover BOE as an additional insured, and will waive subrogation in favor of Andover and Andover BOE on general liability and workers' compensation policies.

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

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

The **Town of Andover** will continue to provide **C.O.O.L.** with one 12 to 20 seat Senior transportation bus to enable **C.O.O.L.** personnel to transport children on summer field trips, and also provide access to **C.O.O.L.** Program participants for recreational and educational purposes to **Town** property located behind the **Andover Elementary School** at 35 School Road, Andover, CT 06232; and **to the fullest extent permitted by law, COOL will defend, indemnify and hold Andover harmless from and against any and all claims, bodily injury, property damage, suits, expenses and judgments that arise from and are alleged to arise from their use of TOWN autos. This indemnification is in addition to the indemnification in part A.**

Commented [MT2]: Who will maintain the bus? Where will it be parked? Will they be under our, custody, control of COOL?

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

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

from ~~and alleged to arise from~~ **C.O.O.L.'s** operation of the aforementioned **Summer Day Camp program**; ~~negligence in whole and in part of COOL and any of its employees and assigns~~ and

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

~~There is no employment relationship between the parties to this Agreement. COOL is an independent contractor.~~

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

TOWN OF ANDOVER, CT

By _____
Jeffrey Maguire, First Selectman, Duly Authorized

Date _____

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

By _____
Duly Authorized

Date _____.

CIRMA Edits

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

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

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

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

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

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

C.O.O.L. ~~also agrees to~~ **shall** maintain their own **statutory workers' compensation insurance, general liability insurance coverage with a sexual abuse and molestation endorsement, in amounts** of at least \$2,000,000.00 Commercial General Liability coverage and \$1,000,000.00 for each General occurrence for these programs to an extent to be approved by said **Board of Selectmen**, and also to indemnify and hold the **Town of Andover** and the **Town's** officials, employees, agents and assigns harmless to the greatest extent permitted by the law of the State of Connecticut from **and against** any claims, causes of action, **expenses, judgments,** liability and litigation arising from **and alleged to arise from**

C.O.O.L.'s operation of the aforementioned programs during calendar years 2022 and 2023;; and

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

COOL will name Andover and Andover BOE as an additional insured, and will waive subrogation in favor of Andover and Andover BOE on general liability and workers' compensation policies.

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

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

The **Town of Andover** will continue to provide **C.O.O.L.** with one 12 to 20 seat Senior transportation bus to enable **C.O.O.L.** personnel to transport children on summer field trips, and also provide access to **C.O.O.L.** Program participants for recreational and educational purposes to **Town** property located behind the **Andover Elementary School** at 35 School Road, Andover, CT 06232; and to the fullest extent permitted by law, COOL will defend, indemnify and hold Andover harmless from and against any and all claims, bodily injury, property damage, suits, expenses and judgments that arise from and are alleged to arise from their use of TOWN autos. This indemnification is in addition to the indemnification in A.

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

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

Summer Day Camp program; negligence in whole and in part of COOL and any of its employees and assigns and

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

There is no employment relationship between the parties to this Agreement. COOL is an independent contractor.

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

TOWN OF ANDOVER, CT

By _____
Jeffrey Maguire, First Selectman, Duly Authorized

Date _____

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

By _____
Duly Authorized

Date _____.

From: [Jessie Currier](#)
To: [Anderson, Eric](#)
Cc: [Amy Knox](#)
Subject: Re: Cool agreement
Date: Thursday, October 13, 2022 8:46:31 PM

Currently COOL's liability policy will go up an additional \$3500 a year to add 8 weeks of summer camp on our policy. We have been filling out applications to see if we go with another policy to lower the cost. Unfortunately this increase will be put on the families that use our services. Our agent should have some more quotes with in the next 2 weeks.

*question if Amy gets a cdl or passenger certificate (whatever is needed) to drive a town van, will camp be able to use the van? Will camp need additional insurance coverage to do so? The word around town is that a driver needs to have a "certificate of some sort of a background check" to drive kids. Not sure if this applies to camp as a camp teacher will always be present with the kids in the van. We are trying to be proactive and plan ahead if this will present a problem for camp.

Thank you for being patient.

Jessie Currier

Jesa0302@comcast.net

On Oct 5, 2022, at 10:52 AM, Anderson, Eric <eanderson@andoverct.org> wrote:

Jessie,

Do you have feedback on the proposed agreement for the COOL Program? You were going to respond after the last board meeting.

Cheers,

Eric Anderson

Town Administrator

Andover CT

(860) 742-7305 X 4210



TOWN OF ANDOVER

17 SCHOOL ROAD

ANDOVER, CT 06232

PHONE: 860.742.7305 x4210

E-MAIL: Eanderson@andoverct.org

www.andoverct.org

Contract for Bus rental

Date: 12/1/2022- 7/1/2023

The Town of Andover agrees to provide one handicap accessible vehicle to the Andover Elementary School (AES) to transport a disabled student to and from the student's residence to AES. This vehicle will be available on school days between 8 and 9 am and 3 and 4 pm. That vehicle will be either a 20 or 12 Passenger bus, or a Van.

This contract shall go into effect when both parties sign it below, and it shall terminate on July 1, 2023.

AES will be solely responsible for securing the services of qualified drivers, ensuring that drivers have the appropriate licenses and background checks for transporting students, and the Town will be held harmless by AES for any injury or loss incurred in such transit.

AES will reimburse the town of Andover at a rate of \$3.50 per mile that the vehicle is used, payable quarterly beginning January 1, 2023.

For the purpose of computing distance, a round trip to AES from 75 Pine Ridge Drive shall be assumed to be 8.5 miles. The driver will maintain a separate log of all miles traveled for student transport.

If AES requests the use of the vehicle for any other reason, event or time period, AES shall give the Town 30 days notice and if possible, the town will accommodate other times depending on vehicle availability.

This agreement can be terminated on 15 days written notice by either party to the below signatories or to the AES superintendent or principal, or the town administrator.

Signature _____ Date _____

Jeff Maguire First Selectman, Town of Andover

Signature _____ Date _____

Gerry Creme, Chair Andover Board of Education



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: 10/1/2022- 6/30/2026

Contractor:

Nathan L Jacobson P.C

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 LLC (NLJ)** a contract to provide municipal engineering services to the Town of Andover. These professional services on an as needed basis to be pre-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: Design for Small Bridge and Culvert projects where the Engineering 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, LLC** 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: Oct 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:

2022-23 fiscal Year (October 1, 2022 to June 30, 2023) 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 fiscal years (July 1 to June 30) will be agreed to by both the town and Nathan L Jacobson P.C 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. **NLJ** will bill the town monthly or quarterly to be determined by NLJ 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 NLJ 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 NLJ up to the commission's annual budgeted allotment for needed engineering and regulation review.

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

1. Any project not expected to exceed costs of \$5,000 requires approval via email and shall be billed at the hourly rate for the title of the NLJ 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 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 pre-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. NLJ may assist in developing the bid documents and evaluating bids. If NLJ chooses to bid on such engineering services, they will not be part of the bid development or 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 contractor, a subcontractor, 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 NLJ cannot agree to a change in the Contract Sum, the Town shall pay NLJ 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 signed by both parties.

Signature _____ Date _____

Eric Anderson Town Administrator, Town of Andover

Signature _____ Date _____

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

*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*

Memorandum of Understanding (MOU):

Between: The Town of Andover {"the Town"}, the Andover Fire Commission, and the Andover Volunteer Fire Department Inc, a 5013c charitable organization ("AVFD")

This document establishes the formal relationship between the Town of Andover, the elected Board of Fire Commissioners and the Andover Volunteer Fire Department, Inc.

Responsibilities:

Town of Andover:

Pursuant to the town charter, cause to be elected a body known as the "Fire Commission"

"A Fire Commission consisting of five (5) members, which members shall serve four (4) year overlapping terms;"

- The town of Andover Shall annually provide funding for Emergency services through the town budgetary process as recommended by the Board of Fire Commissioners.
- Shall Participate in Tolland Mutual Aid and 911 call center services
- The Town Shall provide for, own and maintain all capital assets and vehicles utilized by the AVFD that are insured by the town.
- The town shall insure the AVFD Active members during the performance of their duties
- The town shall insure as all capital assets of the town
- Provide Active Members of the AVFD with Tax Abatements in Accordance with town ordinance 01-01
- The Town does not control or maintain the assets of the AVFD

Capital assets as defined in the Board of Finance purchasing Policy include all items acquired via expenditure of the annual budget of the Fire Commission or the capital fund titled fire engine fund/tanker truck fund, and other assets obtained by the AVFD via any other source including the ambulance billing account, donations, or any other revenue of the Department.

-

Fire Commission:

The Fire Commission shall:

1. oversee and approve of all **town** funds expended by and for the AVFD
2. No later than December 15 the fire commission shall submit a detailed and itemized budget to the Board of Finance including
 - a. an annual Town operating budget for the AVFD
 - b. an annual Town Capital budget for equipment necessary for the safe operation of the AVFD
3. On a monthly basis submit a updated check Register to the Town Treasurer

4. Provide necessary Annual Audit info to the town Treasurer and Auditor
5. Notify the Town Administrator and Board of Selectmen of any capital asset that has been damaged or is no longer useable or functional a reasonable time prior to its disposal or sale. A written account of any such disposition shall be timely forwarded to the Town Administrator.
6. Annually, two weeks before the end of the fiscal year, the Chair of the Commission shall submit to the Town Administrator the following documents:
 - a. A complete and updated copy of the capital asset list for the Department. This list shall conform to the Annual Capital Asset Inventory Policy.
 - b. This list shall include equipment that was purchased by or donated to the Department.
 - c. Detailed documentation regarding any capital asset that has been disposed of or is obsolete.
 - d. An Updated copy of the Department of Motor Vehicle registration credentials for all vehicles.
 - e. A copy of each certificate of origin of any Fire Department/Ambulance vehicles, trailers, equipment, and the like.
 - f. A copy of the ESIP Policy Renewal.
 - g. An annual 10-year capital equipment plan.

Andover Volunteer Fire Department Inc.

- Provides Emergency services including but not limited to Fire and Ambulance on behalf of the town of Andover.
- Maintain 5013C Status with the State and Federal government through timely filing of annual documents.
- Maintain separate finances for the AVFD
- Accept donations of Material and funding on behalf of the corporation
- No Later than December 1, the AVFD shall meet with the Andover Fire Commission with their annual budgetary requirements.
- Submit all expenses and requests for town funding through the Fire Commission
- Shall assist in maintaining the Town Assets located at 11 School St. and utilized by the AVFD.
- Furnish a list to the Board of fiancé and Assessor of all members eligible for a tax abatement
- Maintain a fund and collect for ambulance services.
- Provide for the needs of the membership.
- The Andover Fire Commission is responsible for the safe storage and maintenance of any capital asset possessed by the Department. Maintenance shall be funded from the Fire Department's annual budget.

SO AGREED.

Jeffrey Maguire, First Selectman

Date

Wallace Barton, Chair Andover Fire Commission

Date

Ron Mike, Andover Fire Chief

Date

David Gostanian, President Andover Volunteer Fire Department Inc.

Date

New Business

9.

**TOWN ATTORNEY RETAINER AGREEMENT
BETWEEN THE TOWN OF ANDOVER, CONNECTICUT
AND ATTORNEYS O'BRIEN AND JOHNSON**

Introduction

This Agreement, made and entered into this ____ day of _____, 2022, by and between the Town of Andover, a municipal subdivision of the State of Connecticut, (hereinafter, "the Town") and Attorney Dennis O'Brien, duly authorized to act for Attorneys O'Brien and Johnson, a professional law partnership situated at 120 Bolivia Street, Willimantic, CT 06226 ("the Town Attorney"), whose work and professional conduct are subject to the Rules of Professional Conduct of the Judicial Department of the State of Connecticut. The Town and Town Attorney hereby agree as follows:

Section 1: Term

The term of this Agreement shall be from July 1, 2022, until June 30, 2023.

Section 2: Duties and Authority

The Town of Andover agrees to retain the Town Attorney to perform the functions and duties of such position specified in Section 702J of the Town Charter and ordinances and the law of the State of Connecticut, and to perform other legally permissible duties and functions delegated or assigned by its First Selectman, Board of Selectmen or Town Administrator, and the Town Attorney agrees to accept such responsibility. Attorney Dennis O'Brien will have primary responsibility for performing said functions and duties of the Town Attorney for Attorneys O'Brien and Johnson.

Section 3: Retainer

During the term of this Agreement, ending on June 30, 2023, the Town agrees to pay the Town Attorney a retainer of Nine Thousand and Three Hundred Dollars (\$9,500.00) in equal quarterly installments of \$2,375.00 for performing the legal work of the Town, except for most labor matters or those handled by temporary or special counsel other than the Town Attorney of Andover. No additional payments will be made to the Town Attorney, but for reimbursements for costs such as court entry fees and the costs of service of process and the like.

Section 4: Standards of Practice

The Town Attorney shall perform duties and discharge obligations to the Town of Andover guided by the Rules of Professional Conduct, and in accordance with federal and state law. The Town Attorney shall provide services to the Town of Andover staff using the best practices of the legal profession, and maintaining the necessary knowledge and skills to capably represent the Town in the variety of matters required by the position.

The Town Attorney will provide legal services to the Town with honesty and trust, and the best interests of the Town and people of Andover will always take priority.

Section 5: Resignation

In the event that the Town Attorney voluntarily resigns or is compelled to leave by illness or some other unanticipated cause, the Town Attorney will complete or effectively transfer all pending work to the successor Town Attorney or another sufficiently skilled and capable alternative lawyer selected by the Town, to ensure that the interests of the Town are fully protected.

Section 6: Hours of Work & Outside Employment

The Town Attorney will be allowed to establish an appropriate work schedule. It is known by the Town that both Attorneys O'Brien and Johnson are engaged in other work on the date of execution of this Agreement.

Section 7: Amendment

This Agreement may be amended by the duly executed mutual written agreement of the parties.

IN WITNESS WHEREOF. The parties hereto have set their signatures this _____ day of _____, 2022.

TOWN OF ANDOVER

By Eric Anderson, Town Administrator, Duly Authorized

ATTORNEYS O'BRIEN & JOHNSON

By Attorney Dennis O' Brien, Duly Authorized

**EMPLOYMENT AGREEMENT
BETWEEN
THE TOWN OF ANDOVER, CONNECTICUT
AND
ERIC ANDERSON FOR FISCAL YEAR 2022-2024**

Introduction

This Agreement is made in lieu of an Amendment to a similar but not identical prior Agreement between the parties that lapsed on June 30, 2022. This new Agreement is entered into this ____ day of _____ 2022, by and between the **Town of Andover**, a municipal subdivision of the State of Connecticut, (hereinafter called "Employer") and **Eric Anderson**, (hereinafter called "Employee"). Per this new Agreement, the Employee has and will continue to serve as the Town Administrator of the Town of Andover. In the capacity of Town Administrator, the Employee reports to, and serves at the pleasure of the Board of Selectmen, the executive authority of the Employer Town.

Section 1: Term

The term of this Agreement shall be for two (2) fiscal years. The Employee's employment with the Town shall have retroactively commenced on July 1, 2022, (the "Commencement Date") and shall terminate on the final day of the fiscal year of the Term, June 30, 2024 (the "Term"), unless sooner ended in accordance with Section 701E of the Charter of the Town of Andover or Section 9 hereof. Subject to Charter Section 701E, the Board of Selectmen retains all rights and authority to reappoint or not retain the Employee for a successor term. If the Employee is further retained as Town Administrator by the Town, an amendment to this Agreement or a new Agreement shall be entered into reflecting the term of the reappointment and other amendments as determined by the Board of Selectmen; if amended, such reappointment shall then be subject to the same and/or remaining terms and conditions of this Agreement.

Section 2: Duties and Authority

The Board of Selectmen agrees to employ the Employee as Town Administrator to perform the functions and duties of such position specified in the Town Charter, especially Section 701C, the Ordinances of the Town of Andover, and the General Statutes and Regulations of the State of Connecticut, and to perform other legally permissible duties and functions delegated by the Board of Selectmen, and the Employee agrees to accept such duties and responsibility.

Section 3: Base Salary

Employer agrees to pay Employee an annual base salary of Eighty-Eight Thousand Dollars Five Hundred Dollars (\$88,500.00) **with an effective date of Jan 1 2023** in installments at the same frequency that other administrative employees of the Town are paid. This salary is fixed at this amount for the two years of this Agreement, ending on June 30, 2024.

Section 4: Health and Life Insurance Benefits

A. Medical and Dental Benefits.

The Town agrees to furnish medical and dental benefits for the Employee and his dependents equal to those which are provided to all other non-bargaining unit, administrative employees of the Town, and to indemnify the cost thereof in the form of insurance premiums or otherwise in the same proportionate share as the Town pays for the other non-bargaining unit, administrative employees of the Town of Andover.

B. Life.

The Town agrees to furnish and pay for term life insurance for the Employee, with the coverage amount of One-Hundred Thousand Dollars (\$100,000).

Section 5: Leave

The Employee shall be entitled to accrue two (2.0) Paid Time Off (PTO) days per month. The PTO days will accumulate at the start of each month. The maximum number of accrued PTO days that the Employee can retain at any time is 30. The Employee is entitled to pay out of the actual value of a maximum of 20 accrued but unused PTO days upon separation from employment. The actual value of the accrued PTO days will be the annual Base Salary of the Employee divided by the product of 52 weeks by five work days a week or 260, and multiplied by the number of PTO days accrued up to a maximum of 20 days. For example, working with the base salary of \$88,500, the payout for the maximum of 20 days of accrued PTO would therefore be \$6807.69.

Section 6: Automobile

In addition to all other payments and compensation due to Employee under this Agreement, the Town agrees to pay Employee a personal vehicle allowance in the amount of One Hundred and 00/100 (\$100.00) Dollars per month, paid in the first pay period of each month, which allowance shall be in lieu of any other claim Employee may now or in the future have with respect to reimbursement for mileage or otherwise. Such allowance shall be prorated from the Commencement Date.

Section 7: Retirement

The Employee will participate in the Town's existing retirement plan pursuant to the Connecticut Municipal Employees Retirement System, authorized by Connecticut General Statutes section Chapter 113, Part II, section 7-425, et seq., as duly approved by resolution of the Town of Andover.

Section 8: Professional Support

A. Dues and Subscriptions.

The Town agrees to pay for professional dues and subscriptions of the Employee necessary for continuation and full participation in national, regional and state associations and organizations necessary and desirable for Employee's continued professional participation, growth, and advancement, and for the good of the Town. Any such dues or subscriptions are subject to the prior approval of the Selectmen.

B. Professional and Official Travel.

The Town agrees to pay for transportation, registration and subsistence expenses of the Employee for professional and official travel, meetings, conferences and occasions to adequately continue the professional development of Employee and to pursue necessary official functions for Employer. The events to be paid for under this section are subject to the advance approval of the Board of Selectmen.

C. Continuing Education.

The Town also agrees to pay for registration, tuition, travel and subsistence expenses of Employee for short courses, institutes, and seminars that are necessary for the Employee's professional knowledge and development and for the good of the Town as determined in advance by the Board of Selectmen.

D. Local Organizations.

The Town shall pay for the reasonable membership fees and/or dues to enable Employee to be a member in such local civic organizations as the Board of Selectmen shall determine that membership by Employee is of value to the Town of Andover.

Section 9: Separation from Employment

For the purpose of this agreement, separation from employment shall occur when:

- 1) The Board of Selectmen votes to remove the Employee in the manner set forth in Section 701E of the Charter of the Town of Andover, as may be amended from time to time. If the Employee is separated from employment pursuant to Section 701E, this Employment Agreement shall be terminated and the Town will only be responsible for compensating the Employee for time worked pro rata and nothing more.
- 2) Employee voluntarily resigns his position with the Town. In such case, Employee shall provide a minimum of thirty (30) days written notice unless the parties agree to a shorter period.

Section 10: Performance Evaluation

The Board of Selectmen shall perform semi-annual reviews of the work performance of the Employee on or about November 1st and May 1st of the year of the Term.

Section 11: Hours of Work

The Town Administrator must devote full working time to the duties of the office. It is recognized and agreed that the Employee must devote some time outside the normal office hours on business for the Town of Andover, but the basic work week of the Employee will be based on the working hours of the Town as follows:

Monday from 7 a.m. to 7:00 p.m. Tuesday to Thursday: 7 a.m. to 4 p.m.

Friday: 7 a.m. to 12:00 noon.

The Employee is also expected to attend regular and special meetings of the Board of Selectmen and Board of Finance, to meet with all Town board and commission chair persons at least quarterly, and attend a minimum of one meeting of each board and commission at least once during each fiscal year of the Term.

Section 12: Outside Business

The employment provided for by this Agreement shall be Employee's primary employment. This Agreement is contingent upon the understanding that Employee will devote the necessary time to the completion of his duties as Town Administrator, and that Employee will not cause a situation where his outside interests create interference with or a conflict of interest with his responsibilities as Town Administrator, and/or result in a breach in the Code of Ethics of the Town of Andover.

Section 13: Indemnification

The Town shall defend, save harmless and indemnify Employee from and against any tort, liability claim, damages claim or other such legal or administrative action arising out of any alleged act or omission occurring in the performance of Employee's duties for the Town to the extent provided to all Town non-union administrators or department heads and/or as required by applicable law. The Town, in the sole discretion of the Board of Selectmen, and without consent of the Employee, shall retain the right to compromise and settle any such claim or action, or may elect to defend against such claim or action and proceed to judgment, but shall hold the Employee harmless and indemnify the Employee from any such compromise, settlement or judgment.

Section 14: Bonding

The Town shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 15: Other Terms and Conditions of Employment

Upon mutual agreement of the Town and the Employee, other terms and conditions of employment relating to the performance of the Employee may be set by the Board of Selectmen from time to time, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Charter and Ordinances of the Town of Andover, or the laws of the State of Connecticut or the United States.

Section 16: Notices

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- (1) EMPLOYER: **First Selectman**, Andover Town Hall, 17 School Road, Andover, CT 06232
- (2) EMPLOYEE: **Eric Anderson**, 40 Wheeling Road, Andover, CT 06232

Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 17: General Provisions

A. Integration.

This Agreement sets forth and establishes the entire understanding between the Town of Andover as Employer and the Employee relating to the employment of Employee by the Town as Town Administrator. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this Agreement during the life of the Agreement. Such amendments shall be incorporated and made a part of this Agreement.

B. Binding Effect.

This Agreement shall be binding on the Town as Employer and the Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.

C. Effective Date.

This Agreement became effective retroactively on July 1, 2022.

D. Severability.

The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expunging or judicial modification of the invalid provision.

E. Governing Law.

This Agreement shall be deemed to be made in, and shall be construed in all respects under the laws of, the State of Connecticut, without regard to conflict of law principles. Employee expressly consents and submits that the exclusive jurisdiction of any controversy, dispute or claim between the parties arising out of or relating to this Agreement or Employee's employment hereunder shall be in the courts in the Judicial District of Tolland in the State of Connecticut.

IN WITNESS WHEREOF, the parties hereto have set their signatures this ____ day of _____, 2022.

TOWN OF ANDOVER, EMPLOYER

ERIC ANDERSON, EMPLOYEE

By **Jeffrey J. Maguire, First Selectman**

Eric Anderson

Regional School District 8 Health and Medical Insurance Consortium
Agreement and By-Laws

This agreement is made as of March 9, 2017; revised November 9, 2017; and revised __, 2022; by and among the Members, as hereinafter defined and identified.

Whereas, Connecticut Public Act 10-174 provides that a municipality or local or regional board of education may join together with any combination of other municipalities and local or regional boards of education by written agreement as a single entity for the purpose of providing medical or health care benefits for their employees and eligible retirees ("Enrollees"); and

Whereas, the legislative body or board of education of each Member, as defined below, has duly authorized the establishment of the Regional School District 8 Health and Medical Insurance Consortium (hereinafter the "Consortium") pursuant to Connecticut Public Act 10-174 to facilitate the purchasing of health and medical insurance coverage for the parties; and

Therefore, the parties hereto, in consideration of the mutual covenants hereinafter set forth, and intending to be legally bound, covenant and agree as follows hereafter.

Article 1.

Purpose

- 1.1 The purpose of the Consortium is to allow Members to pool their various enrollee counts in order to achieve cost savings and risk sharing in the purchasing of health, dental and welfare products insurance coverage. Any claims paid for a Member will be funded from the Consortium Fund and the risk of claims shall be shared by the Consortium collectively, not by member. The Consortium shall review the collective claims experience of the Members and any other issues of common interest, including without limitation, wellness initiatives, the merits of full or partial self-insurance, retention of an insurance broker and predicting, calculating and negotiating the health, dental and welfare insurance expenses of the respective Members for the next fiscal year.
- 1.2 The undersigned municipalities and boards of education agree to exercise their powers pursuant to Connecticut Public Act 10-174, as amended, to act in a cooperative manner to procure medical or health care insurance ("Plan(s)") for their respective enrollees in a manner designed to stabilize and contain the cost of such insurance.
- 1.3 Eligibility requirements shall be determined by each Member's collective bargaining agreement or their personnel policies and procedures.
- 1.4 In the event the Consortium determines that it shall engage an insurance broker to assist the Members in acquiring health insurance for their respective members, the contract for and performance of that insurance broker shall be evaluated at least annually.
- 1.5 Notwithstanding anything herein to the contrary, each Member shall be responsible for contracting for and paying for the health insurance premiums for their respective employees. Eligible retirees will be responsible for payment of health insurance premiums pursuant to the applicable retirement policies from whichever Member the retiree retired.

Article 2.

Name, Address, Fiscal and Plan Year

- 2.1 The name of the Consortium shall be Regional School District 8 Health and Medical Insurance Consortium.
- 2.2 The principal office of the Consortium is the Hebron Town Offices, 15 Gilead Street, Hebron, CT 06248. The Consortium may have other such offices within the State of Connecticut as determined by the Board of Directors ("Board") as defined in Article 7.
- 2.3 The Fiscal Year of the Consortium shall commence on July 1 and end on June 30.
- 2.4 The Plan(s) shall commence on July 1 and end on June 30 (the "Plan Year").

Article 3.

Membership

- 3.1. Any entity that is permitted by law to cooperate in the provision of health benefits to its employees, including, but not limited to, Connecticut Public Act 10-174, as amended, may become a "Member." Membership shall at all times be subject to the terms and conditions set forth in this Agreement, any amendments hereto and applicable municipal, state and federal law.
- 3.2. The original Members shall be the Town of Andover, the Town of Hebron, the Town of Marlborough (collectively, the "Towns"), the Andover Board of Education, the Hebron Board of Education, the Marlborough Board of Education (collectively, the "Boards"), Connecticut Regional School District Number 8 ("RHAM") and Andover, Hebron and Marlborough Youth and Family Services (aka AHM).
- 3.3. Participation in the Plan(s) by some, but not all collective bargaining units or employee groups of a Member is not encouraged and shall not be permitted without the prior consent of the Board. After receiving Board approval, any Member which negotiates an alternative health insurance plan offering other than a plan offering of the Consortium with a collective bargaining unit or employee group may be subject to a risk charge as determined by the Board.
- 3.4. The Board, by a majority vote of the Board membership, may elect to permit a municipality or board of education to become a Member subject to satisfactory proof, as determined by the Board, of such municipality or board of education's financial responsibility. Such municipality or board of education must agree to continue as a Member for a minimum of three (3) years upon entry.
- 3.5. Initial membership of additional members shall become effective on the first day of the Fiscal Year following the adoption by the Board of the resolution to accept the municipality or board of education as a Member.

- 3.6. A municipality or board of education that was previously a Member, but is no longer a Member and which is otherwise eligible for membership in the Consortium, may apply for re-entry after a minimum of three (3) years has passed since it was last a Member. Such re-entry shall be subject to the approval of two-thirds (2/3) of the entire Board. This re-entry waiting period may be waived by the approval of two-thirds (2/3) of the entire Board. In order to re-enter the Consortium, a municipality or board of education employer must have satisfied in full all of its outstanding financial obligations to the Consortium. A re-entering municipality or board of education must agree to continue as a Member for a minimum of three (3) years upon re-entry.

Article 4.

Withdrawal from Membership

- 4.1. After the initial three-year requirement, a Member may withdraw from the Consortium effective as of the last day of the Fiscal Year of the Consortium and after having given all other Members and the Consortium written notice not later than the last day of the previous fiscal year. Failure to provide timely written notice of withdrawal shall automatically extend the Member's membership and obligations under the Agreement for another Fiscal Year unless the Board shall waive the requirement by a two-thirds (2/3) vote of the Board.
- 4.2. Any withdrawing Member shall be responsible for its pro rata share of any Plan(s) deficit that exists on the date of the withdrawal, subject to the provisions of subsection 4.3 of this Article. The Consortium surplus or deficit shall be the actual expenses and the estimated liability of the Consortium as determined by the Board. These expenses and liabilities will be determined no later than one (1) year after the end of the Plan Year in which the Member last participated. A Member's pro rata share shall be based on the Member's relative premium or premium equivalency contribution to the Consortium as a percentage of the aggregate total net premium or premium equivalency contributions to the Consortium during the period of membership.
- 4.3. The surplus or deficit shall include recognition and offset of any claims, expenses, assets and penalties incurred at the time of withdrawal, but not yet paid. This percentage amount may then be applied to the surplus or deficit which existed on the date of the Member's withdrawal from the Consortium. There shall be no distribution of surplus funds. Any pro rata deficit amount shall be billed to the Member by the Consortium not later than one year after the effective date of the withdrawal and shall be due and payable within thirty (30) days after the date of such bill.

Article 5.

Dissolution; Renewal; Expulsion

- 5.1 The Board, at any time, by a two-thirds (2/3) vote of the entire Board, may determine that the Consortium shall be dissolved and terminated. If such determination is made, the Consortium shall be dissolved ninety (90) days after written notice to the Members effective at the end of the Plan Year.
- 5.2 Upon determination to dissolve the Consortium, the Board shall provide notice of its determination to the legislative bodies of the Members. The Board shall develop and submit to the legislative bodies for approval a plan for winding-up the Consortium's affairs in an orderly manner designed to result in timely payment of all benefits.
- 5.3 Upon termination of this Agreement, or the Consortium, each Member shall be responsible for its pro rata share of any deficit or shall be entitled to any pro rata share of surplus that exists, after the affairs of the Consortium are closed. No part of any funds of the Consortium shall be subject to the claims of general creditors of any member until all Consortium benefits and other Consortium obligations have been satisfied. The Consortium's surplus or deficit shall be based on actual expenses. These actual expenses will be determined no later than one year after the end of the Plan Year in which this Agreement or the Consortium terminates.
- 5.4 Any surplus or deficit shall include recognition of any claims and expenses incurred at the time of termination, but not yet paid. Such pro rata share shall be based on each Member's relative premium or premium equivalency contribution to the Consortium as a percentage of the aggregate net total premium contributions to the Plan during the period of membership participation. This percentage amount would then be applied to the surplus or deficit which exists at the time of termination.
- 5.5 The continuation of the Consortium under the terms and conditions of the Agreement, or any amendments or restatements thereto, shall be subject to Board review on the fifth (5th) anniversary of the effective date and on each fifth (5th) anniversary date thereafter (each a "Review Date").
- 5.6 At the annual meeting a year prior to the Review Date, the Board shall include as an agenda item a reminder of the Members' coming obligation to review the terms and conditions of the Agreement.
- 5.7 The Members acknowledge that it may be necessary in certain extraordinary circumstances to expel a Member from the Consortium. In the event the Board determines that a Member has acted inconsistently with the provisions of the Agreement in a way that threatens the financial well-being or legal validity of the Consortium; or a Member has acted fraudulently or has otherwise acted in bad faith with regards to the Consortium, or toward any other Member concerning matters relating to the Consortium, the Board may vote to conditionally terminate said Member's membership in the Consortium. Upon such a finding by the affirmative vote of two thirds (2/3) of the Board (exclusive of the Member under consideration), the offending Member shall be given sixty (60) days to correct or cure the alleged wrongdoing to the satisfaction of the Board. Upon the expiration of said sixty (60) day period, and ~~and~~ absent a satisfactory cure, the Board may expel the Member by an affirmative vote of two thirds (2/3) of the Board (exclusive of the Member under consideration). This section shall not be subject to the weighted voting provision provided in Article 11. Any liabilities associated with the Member's departure from

the Consortium under this provision shall be determined by the procedures set forth in Article 4 of this Agreement.

Article 6.

Member Liability

- 6.1 The Members shall share in the costs of, and assume the liabilities for health benefits provided under the Plan(s) to covered officers, employees, and their dependents. Each Member shall pay on demand such Member's share of any assessment or additional contribution ordered by the Board. The pro rata share shall be based on the Member's relative premium or premium equivalency contribution to the Plan(s) as a percentage of the aggregate net total premium or premium equivalency contribution to the Plan(s), as is appropriate based on the nature of the assessment or contribution.
- 6.2 New Members (each a "New Member") who enter the Consortium may, at the discretion of the Board, be assessed a fee for additional financial costs above and beyond the premium or equivalent premium contributions to the Plan(s). Any such additional financial obligations and any related terms and conditions associated with membership in the Consortium shall be determined by the Board, and shall be disclosed to the New Member prior to its admission. Upon admission to the Consortium, each "New Member"²² shall be included in the term "Member" for purposes of this Agreement.
- 6.3. Each Member shall be liable, on a pro rata basis, for any additional assessment required in the event the Consortium funding falls below those levels as follows:
- 6.3.1 In the event the Consortium does not have admitted assets at least equal to the aggregate of its ~~liabilities, reserves and minimum surplus required~~ liabilities required to meet its obligations within the current Plan Year, the Board may shall within thirty (30) days, order an assessment (an "Assessment Order") for the amount that will provide sufficient funds to remove such impairment and collect from each Member a pro-rata share of such assessed amount in alignment with Article 12.
- 6.3.2 Each Member that participated in the Consortium at any time during the two (2) year period prior to the issuing of an Assessment Order by the Board shall, if notified of such Assessment Order, pay its pro rata share of such assessment within ninety (90) days after the issuance of such Assessment Order. This provision shall survive termination of the Agreement of withdrawal or expulsion of a Member.
- 6.3.2 For purposes of this Article, a Member's pro-rata share of any assessment shall be determined by applying the ratio of the total assessment to the aggregate total net premium or premium equivalents contributed during the period covered by the assessment on all Members subject to the assessment to the premium or premium equivalent contributed during such period attributable to such Member.

Article 7.

Board of Directors

- 7.1 Each Member shall be represented at Consortium meetings by one (1) authorized officer, employee or elected official of that Member (the “Director”). The Board of Directors shall consist of the authorized officers (Directors).
- 7.2 Any Director who leaves employment or elected office of a Member of the Consortium will be considered as having resigned his or her position as a Director on the effective date of his or her leaving employment or elected office.
- 7.3 Each Director shall serve at the will of the appointing Member and may be removed from office at any time by the appointing Member, and written notice of such action shall be delivered to the Chairman and the Secretary of the Board. A Director may serve more than one term.
- 7.4 No vacancy or vacancies in the Consortium shall impair the power of the remaining Directors, acting in the manner provided by this agreement, to administer the affairs of the Consortium notwithstanding the existence of such vacancy or vacancies. Members shall appoint a replacement Director within ninety (90) days of the vacancy date.
- 7.5 Indemnification: The Members and the Directors shall not be liable for the acts or omissions of any Consultant, Third-Party Administrator, attorney, certified public accountant, investment manager, or other consultant, agent, or assistant employed in pursuance of this Agreement, if such Consultant, Third-Party Administrator, attorney, certified public accountant, investment manager, or other consultant, agent, or assistant was selected pursuant to this Agreement and such person's performance was periodically reviewed by the Member or Director who found such performance to be satisfactory.

To the extent permitted by the laws of the State of Connecticut, Regional School District # 8 Health and Medical Insurance Consortium shall indemnify any Executive Officer, Member, Director, or Employee of the Consortium who was or is a party or is threatened to be made a party to any threatened, pending or completed claim, action, suit or proceeding (other than an action by or in the name of the Consortium) by reason of the fact that he or she is an Executive Officer, Member, Director or Employee of the Consortium against expenses including attorney fees, judgments, fines and amounts paid in settlement activity and reasonably incurred by him or her in connection with any such claim, actions suit or proceeding; provided that no indemnification shall be provided with respect to any civil matter in which he or she shall have been finally adjudicated not to have acted in good faith in the reasonable belief that his or her action was in the best interest of the Consortium or in any criminal matter not to have had reasonable cause to believe that his or her conduct was lawful.

- 7.6 No Director, or any member of the Director's immediate family, shall be an owner, officer, director, partner or employee of any contractor or agency retained by the Consortium.

Article 8.

Officers

- 8.1. Structure: The Consortium shall include a Chairperson, a Vice Chairperson, a Secretary and a Treasurer; plus other such officers as may be deemed necessary by the Board. Executive Officers shall not be compensated for their service.
- 8.2. Election and Term of Office: The Consortium's officers specifically designated in Section 1 of this Article shall be elected every two years by the Board at its annual meeting or as soon thereafter as is practical. These Executive Officers shall comprise the Executive Committee of the Consortium.
- 8.3 Removal: Any Executive Officer may be removed at any time when in the judgment of the Board the best interest of the Consortium shall be served. Such removal shall be effected by a two-thirds (2/3) decision of the Directors at any meeting of the Board, provided that written notice of such meeting and purpose shall have been given to the Executive Officer(s) whose removal is to be considered. Such notice shall be met by sending it by first class mail to the Executive Officer's most recent address shown on the records of the Consortium.
- 8.4 Vacancies: Any position vacated by an officer may be filled by a majority decision of the Board for the unexpired portion of the term in the manner prescribed in these by-laws.
- 8.5 Chairperson: The Chairperson shall preside over all regular and special meetings of the Board, and shall call special meetings of the Board at his own discretion or upon petition as set forth in these by-laws.
- 8.6 Vice Chairperson: The Vice Chairperson will fulfill the duties of the Chairperson in the absence of the Chairperson
- ~~8.6~~ 8.7 Secretary: The Secretary shall perform all duties incident to the office of Secretary including, but not limited to, being the custodian of the Consortium's records, keeping minutes of the proceedings of the Board as well as other such duties from time to time as may be assigned by the Executive Committee of the Board.
- ~~8.7~~ 8.8 Treasurer: The Treasurer shall have charge and custody of, and shall be responsible for, all funds and financial instruments of the Consortium. The Treasurer shall also have charge of the books and records of account of the Consortium, which shall be kept at the principal office or other location as directed by the Board. The Treasurer shall provide a financial report of the Consortium to the Board at each regularly scheduled board meeting. The Treasurer is responsible for the filing of all reports and returns relating to or based upon the books and records of the Consortium kept under the direction of the Treasurer and other such duties from time to time as may be assigned by the Executive Committee or Board.
- ~~8.8~~ 8.9 The Executive Committee may, with majority approval of the Board, appoint and disband such Board committees as necessary to carry out the business of the Consortium.

Article 9.

Contracts and Use of Outside Experts/Staff: Authority

- 9.1 Contracts: The Board may enter into contracts and agreements in the name of and on behalf of the Consortium. Unless specifically authorized by the Board, no officers or agents shall have any authority to enter into any contracts on behalf of the Consortium.
- 9.2 Plan Administrators: Upon authorization of the Board, the Executive Committee may engage the services of a consultant, third party administrator, or other consultant, agent, assistant, or manager and other experts not otherwise employed by any of the Members or the Consortium who, acting on behalf of the Board, shall have responsibility for carrying out the business affairs of the Consortium. Compensation shall be approved by the Board.
- 9.3 Use of Outside Experts: Upon authorization of the Members at an annual meeting, the Executive Committee may engage the services of attorneys, actuaries, accountants, investment managers and other experts not otherwise employed by any of the Members or the Consortium, to assist in the administrative, financial, legal, or other matters affecting the Consortium. Compensation shall be approved by the Board.
- 9.4 Loans: No loans shall be contracted on behalf of the Consortium and no indebtedness shall be issued in its name unless authorized by a specific resolution of the Board of Directors.
- 9.5 Checks, Drafts or other Similar Orders: All checks, drafts, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Consortium, shall be signed by Secretary or Treasurer and an appointed member of the Board.

Article 10.

Meetings and Quorum

- 10.1 The Consortium shall ~~meet monthly~~ hold regular meetings consisting of monthly meetings, from September to June held on the second Thursday of each month ~~or at such other times as they deem it necessary to transact their business, at a place to be determined by the Members, and one annual meeting held in December. Any matters relating to the affairs of the Consortium may be brought up for discussion and added to the agenda by a two-thirds (2/3) vote of those present at such regular meeting of the Consortium. Special meetings may be called by the Chairperson, provided the notice of the special meeting is delivered to all Board members at least five business days before the day on which the meeting is scheduled to occur. Every notice of a special meeting shall state the time and place of the meeting and the purpose of the meeting.~~ The Executive Officers of the Consortium may, and upon the written request of any two (2) Members shall, call a special meeting of the Consortium at any time giving at least five (5) days written notice of the time and place and purpose thereof to the remaining Members. The Executive Officers of the Consortium may, and upon the written request of any two (2) Members shall, call an emergency meeting of the Consortium at any time giving at least one (1) day written notice of the time and place thereof to the remaining Members.
- 10.2 Notwithstanding the provisions of Paragraph 10.1, to the extent required by law,

meetings will be held consistent with the requirements of Connecticut's Freedom of Information Act. Discussions of medical or health information, as defined in Connecticut General Statutes 1-210(b)(2), as amended; as subject to HIPAA Privacy Protections; or as otherwise protected as confidential under law; will be held in executive session.

10.3 Agendas for meetings of the Consortium shall be distributed and posted at least twenty-four (24) hours in advance or as otherwise required by law. Agendas and minutes shall be filed with the Town Clerk in Andover, Hebron and Marlborough.

10.4 There shall be at least one annual meeting in December of each year to:

10.4.1 Elect officers.

10.4.2 Receive and undertake a review of a proposed ~~adopt the final~~ budget for the next Fiscal and Plan Year for the ~~Consortium~~ Consortium prepared in accordance with Article 12.

10.4.3 Address any financial related matters of the Consortium which may arise. ~~consider or enact such other business as shall be deemed advisable at such meeting. Any matters relating to the affairs of the Consortium may be brought up for discussion and added to the agenda by a two-thirds (2/3) vote of those present at the annual meeting or of any other meeting of the Consortium.~~

10.5 ~~In addition to the monthly meetings in September through June, a special meeting will be held each December to establish the rates for health insurance for the next Plan Year. The~~ Mmeetings will take place at the Hebron Town Offices. Alternate meeting sites may be designated by the Consortium. ~~Special meetings may be called by the Chairperson, provided the notice of the special meeting is delivered to all board members at least five business days before the day on which the meeting is scheduled to occur. Every notice of a special meeting shall state the time and place of the meeting and state the purpose of the meeting.~~ Meetings and voting may take place electronically or by telecommunications in the event of extraordinary circumstances and shall be determined by the Chairperson. In the conduct of its meetings, the Consortium shall be guided by Robert's Rules of Order unless such provisions are inconsistent with these by-laws or any subsequent modifications to these by-laws.

10.6 Quorum: The majority of the entire Consortium shall constitute a quorum, and no action except a vote to adjourn or fix the time and place of the next meeting shall be adopted by less than a majority of the entire Consortium Members.

Article 11

Voting

11.1 Any action taken by the Board shall be by affirmative vote of a majority of the entire Consortium Members unless this Agreement specifies a minimum affirmative percentage requirement.

11.2 Each Member has one (1) vote unless a Member has a pro rata share of premium or premium equivalency contribution of greater than one-third (1/3) percentage of the aggregate total net premium or premium equivalency contribution to the Consortium, for health insurance plans during the preceding Plan Year, as determined by the Board based on annual reports designated by the Board, in which instance that Member will

be granted two voting shares. The pro rata share will be determined on the first month of the Fiscal Year.

Article 12

Budgeting and Reserves

12.1 The Members agree there is benefit in maintaining viable self-funded health benefit programs for their respective employees and qualified retirees. Historically, self-funded health benefit programs have resulted in lower operating expenses, more control over operating funds related to benefits, better stability in budget and fiscal results, and greater flexibility in addressing plan costs over multiple cycles or plan years.

Further, the Members recognize that a key objective of the self-funded health benefit program is to meet the obligations of plan participants while also minimizing the costs of the plans to the taxpayers.

To maintain viable self-funded programs, the Members also recognize that there must be adequate and consistent budgeting of plan expenses and maintenance of appropriate plan-level reserves.

It is the intention of the parties to maintain maximum flexibility regarding making changes to their underlying health plan designs, which would include but not be limited to the ability to make changes to their health benefit plans, to their benefit plan administrators, to their risk retention levels, to their health benefit consultants used by the plans and to make changes to their health benefit plan vendors. Accordingly, nothing in this article shall be construed, interpreted or applied to prevent any party from making any changes to their underlying health plans. If one party wishes to make a change that will affect the other parties, the change will be discussed by the Consortium Board of Directors.

12.2 The purpose of this article is to provide guidance for determining and establishing the appropriate level of reserves that should be maintained in the employee health self-insurance accounts, and for defining the processes: (a) to maintain their adequacy, (b) to address plan expenses in the event of a reserve inadequacy or surplus position; and (c) to address operational questions related to the reserves.

12.3 It is the intention of the Members to adequately fund the liabilities of their respective health insurance plans and provide sufficient financial resources to fund unexpected paid claim levels above those budgeted for a given fiscal/plan year cycle. Accordingly, the Members will fund; 1.) Incurred But Not Reported ("IBNR") reserves, 2.) Aggregate Stop Loss Corridor (ASLC) and 3.) Claim Fluctuation Margin (CFM) at adequate levels as described below. The Consortium Board of Directors with advice from the consultants will agree on specific methodologies when determining exactly how the three components described above will be calculated.

The IBNR reserve shall be established no later than March 31 of the preceding fiscal year, at levels deemed appropriate by The Consortium Board of Directors, after consultation with the insurance consultants and insurance carriers/vendors.

The ASLC is determined by calculating the difference between the projected claims provided by carrier/consultant and the Aggregate Stop Loss, which for the July 1, 2021 – June 30, 2022 policy period is 115%. The ASLC rate will remain at 115% unless amended by the Members at a later date.

In consideration that a plan year following a year with unfavorable claims experience, in which all or most of the reserve account balance was expended, would result in a substantial health care budget increase, the Members recognize that a CFM Reserve component is desirable. Although there will be no formal maximum set for the CFM, this account target must have at least fifteen percent (15 %) of projected paid claims.

Funds cannot be considered for withdrawal from the reserve account balance for self-insurance purposes until the Total Reserve Target (TRT = sum of IBNR, ASLC and CFM) is fully funded.

An illustration of the calculation of the TRT funding level is provided below:

Assumptions:

- a. Projected Paid claims of \$8,000,000
- b. Agreed upon IBNR: \$450,000
- c. Aggregate Stop loss at 115%
- d. CFM at 15% of projected paid claims

<u>IBNR:</u>	<u>\$450,000</u>
<u>ASLC</u>	<u>\$1,200,000 (8,000,000 * 15%)</u>
<u>CFM</u>	<u>\$1,200,000 (8,000,000 * 15 %)</u>

Total Reserve Target (TRT) \$2,850,000

If the account balance falls below the TRT, then the reserve account should be replenished to the TRT amount over a period not to exceed two fiscal years. (Must budget for a minimum of 50 % of the shortfall in the coming year.)

It is agreed that reserve accounts cannot be utilized for any purpose other than employee health related expenses. When the Total Reserve Target is fully funded the members MAY reduce their future fiscal years individual requests by:

- 1. Offsetting future rate actions and/or
- 2. Offering a premium holiday and/or
- 3. Support of other employee health related expenses.

The impact to any of the above will be a reduction of the reserve account balance to no less than a minimum of the funding goals discussed above.

- 12.4 During the annual budget preparation the Members goal will be to include in their respective budget requests sufficient budget amounts to cover expected claims for the upcoming year, plus additional funds to fully fund the Total Reserve Target (TRT) pursuant to this article. Prior to March 31, the Board of Directors will adopt final premium rates for the following fiscal year. The detailed calculation to arrive at the established rates and the total reserve target for the upcoming Plan Year will be presented during a meeting of the Board of Directors and included in minutes of the meeting.

In addition, the budget amounts to fund the cost for the upcoming Heath Insurance policy period should include other costs outlined below:

1. Commissions

2. Consulting Fees

3. Individual and Aggregate Stop Loss Coverage Premiums

4. Other fees or costs associated with the administration of the plans

Therefore, the Members agree that they will meet the TRT and include other fees and costs associated with health benefits before considering any action to utilize excess reserve account balance funds in the next fiscal year.

In addition, each entity should adequately budget any other insurance related expenses that occur outside of the Consortium funding.

Article 13.

Reporting and Records

- 13.1 The Board is authorized to designate any annual or ad hoc reporting as determined necessary by a majority vote of the Board.
- 13.2 The Board shall have custody of all records and documents, including financial records, associated with the operation of the Consortium. Each Member may request records and documents relative to their participation in the Consortium by providing a written request to the Executive Committee. The Consortium shall respond to each request no later than thirty (30) days after receipt thereof, and shall include all information which can be provided under applicable law.

Article 14.

Confidentiality

- 14.1 Nothing contained in this Agreement shall be construed to waive any right that a covered person possesses under the Plan(s) with respect to the confidentiality of individually identifiable information or personal health information and medical records and that such rights will only be waived upon the written consent of such covered person except as required or permitted by law.

Article 15.

Amendment of this Agreement.

- 15.1 This Agreement may be amended, in whole or in part, by an instrument in writing duly executed on behalf of a two-thirds (2/3) vote of the Board, with the approval of the legislative or governing boards.

Article 16.

Termination

- 16.1 This Agreement may be terminated by an instrument in writing duly executed on behalf of a two-thirds (2/3) vote of the Board.

Article 17.

Miscellaneous

- 17.1 This Agreement and the Consortium is created in accordance with the laws of the State of Connecticut.
- 17.2 Each Member specifically agrees that it is its intent that this Agreement, under all circumstances and in every respect, shall comply with all applicable statutes, governmental regulations and judicial decisions. However, in the event any provision of this Agreement be held to be unlawful, or unlawful as to any person or instance, such fact shall not adversely affect the other provisions herein contained or the application of such provisions to any other person or instance.
- 17.3 Whenever any words are used in this Agreement in the masculine gender, they shall be construed to include the feminine or neuter gender in all situations where they would so apply; whenever any words are used in the singular, they shall be construed to include the plural in all situations where they would so apply; and whenever any words are used in the plural, they shall also be construed to include the singular.
- 17.4 Whenever the word "person" is used in this Agreement, it should be construed to include a natural person or organization, as would be applicable, including, but not limited to, a firm, labor organization, partnership, association, corporation, legal representative, or trustee.
- 17.5 The Article and Section titles are included solely for convenience and shall, in no event, be construed to affect or modify any part of the provisions of this agreement or be construed as part thereof.
- 17.6 Each copy of this Agreement shall be considered an original when duly executed by one of the parties hereto.

THE TOWN OF ANDOVER

By:
Its Duly Authorized _____

Date _____

THE TOWN OF HEBRON

By:
Its Duly Authorized _____

Date _____

THE TOWN OF MARLBOROUGH

By:
Its Duly Authorized _____

Date _____

THE ANDOVER BOARD OF EDUCATION

By:
Its Duly Authorized _____

Date _____

THE HEBRON BOARD OF EDUCATION

By:
Its Duly Authorized _____

Date _____

THE MARLBOROUGH BOARD OF EDUCATION

By:
Its Duly Authorized _____

Date _____

**CONNECTICUT REGIONAL SCHOOL
DISTRICT NUMBER 8**

By:
Its Duly Authorized _____

Date _____

**ANDOVER, HEBRON AND MARLBOROUGH
YOUTH SERVICES**

By:
Its Duly Authorized _____

Date _____

Approval of Meeting Minutes

10.

**Town of Andover
Board of Selectmen
Regular Meeting**
Tuesday, October 11th, 2022 at 7:00 P.M.
Location: Virtual Zoom Meeting

1. Call to Order/Pledge of Allegiance

Adrian Mandeville called the meeting to order at 7:00pm. The Pledge was recited.

Members Present: Adrian Mandeville, Scott Person, Paula King, Jeff Murray

Members Absent: First Selectman Jeff Maguire

Town Administrator: Eric Anderson

Conservation Commission: Mike Palazzi

Senior Services: Cathy Palazzi

Andover 175th Anniversary Committee: Catherine Magaldi-Lewis

Board of Finance: Joanne Hebert

Planning and Zoning Commission: Anne Cremè, Jed Larson

Andover Board of Education: Gerry Cremè, Superintendent Valerie Bruneau

Norton Commission - Dianne Grenier

2. Public Speak –

Mike Palazzi – new member for the Conservation Commission

Cathy Palazzi – reminder about the Flu Clinic in the AES Gym on October 13, 2022 from 2-5pm

Dianne Grenier – none

Joanne Hebert – none

Jed Larson - none

3. Additions/Deletions to the Agenda

Paula King MOTIONED to add Agenda item 4b. 175th Anniversary Committee. Adrian Mandeville SECONDED. MOTION CARRIED 4:0:0

Scott Person MOTIONED to add Agenda item 5b. Conservation Commission Member. Adrian Mandeville SECONDED. MOTION CARRIED 4:0:0

4. Board and Commission Presentations

a. Zoning Chair Jed Larson

i. Referral to local traffic authority for reduced speed on Route 6

Jed Larson shared screen, and spoke regarding letter that was sent to the Board of Selectmen about reducing the speed limit in the vicinity of Route 6 and Lake Road. He shared concerns that residents expressed at the Public Hearing for the Dollar General. Shared information from the traffic study done by the Department of Transportation – and the benefits and costs of reducing the speed limit. Additional discussion between the Board, Jed Larson and Eric Anderson.

Adrian Mandeville MOTIONED to recommend to the Department of Transportation that the speed be reduced by 10mph in the area of Route 6 and Lake Road. Scott Person SECONDED. MOTION CARRIED 4:0:0

ii. Request to opt out of Public Act 21-29

Jed Larson reviewed information that was discussed at the June Board of Selectmen meeting and the process of opting out – last step is a vote from the Board of Selectmen.

Adrian Mandeville MOTIONED to opt out of Public Act 21-29 with the recommendation from the Planning and Zoning Commission. Scott Person SECONDED. MOTION CARRIED 4:0:0.

Additional discussion regarding the Dollar General delivery trucks backing into the parking lot from Route 6 – Zoning Agent Jim Hallisey will contact the developer.

b. 175th Anniversary Committee

Catherine Magaldi-Lewis gave an update on projects the committee is doing for upcoming events. The committee is still looking for donations to help fund t-shirt sales, cookbook sales, and games for the events. There will be other events going on such as cemetery tours and a magician. Discussed the layout for the events at the Elementary School. Catherine thanked Scott Person for the tree being planted at Town Hall.

5. Appointments

- a. Appoint Cheryl Miller as Town Treasurer – Adrian Mandeville MOTIONED to appoint Cheryl Miller as Town Treasurer Paula King SECONDED. MOTION CARRIED 4:0:0
- b. Conservation Commission – Scott Person MOTIONED to appoint Evan Aguirre to the Conservation Commission. Paula King SECONDED. MOTION CARRIED 4:0:0

6. Resignations – none

7. Town Administrator's Report

8. Old Business – Discuss and act upon the following

- a. Finance Department employment
 - i. Status of open Board positions – Town Treasurer – previously discussed, additional discussion on posting assistant position
- b. Community Center RFP for design build – will work on information being posted to the Town website
- c. Hop River Homes – Eric Anderson received correspondence, will refer to Town's attorney if necessary
- d. Recognizing Andover Residents – Paula King asked the rest of the Board for their thoughts and suggestions – will either go in the Community Room or the new Community Center, maybe put up a plaque and recognize during a meeting. Discussion on the space between the Town Hall and new Community Center, could potentially do a brick sidewalk – each brick for a recognized resident. Board will work on criteria for recognition, drafting a letter, and a list of residents.

9. New Business – Discuss and act upon the following

- a. 2021-22 Purchasing Policy – on hold, being re-written
- b. COOL Program contract with Town – Eric Anderson reached out to CIRMA and COOL for review
- c. Soccer Field Usage – Scott Person will work on contract with FSC North – will put on future agenda if any updates
- d. Vendor Permit – Trinity Solar, Adrian Mandeville MOTIONED to approve the vendor permit for Trinity Solar. Scott Person SECONDED. MOTION CARRIED 4:0:0
- e. October 15th Ribbon Cutting – 9:30am, Center Street area of trail, with Connectivity DOT and DEEP representatives

10. Approval of Meeting Minutes

- a. Thursday, September 8th, 2022 Special Meeting Minutes
- b. Monday, September 12th, 2022 Regular Meeting Minutes
- c. Tuesday, September 27th, 2022 Special Meeting Minutes

Adrian Mandeville MOTIONED to approve all meeting minutes listed. Paula King SECONDED. MOTION CARRIED 4:0:0

11. Finance Department Reports

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

Some reports not included – numbers are not correct/current. Included expenditures from Public Works for roadwork, discussion on other potential grants for roadwork, upcoming TRIP grant, look at solar/energy grants (federal)

12. Budget

- a. Appropriation Transfers – none
- b. Over Expenditure Requests – none

13. Tax Collector's Reports

- a. Refund Requests – Adrian Mandeville MOTIONED to accept the refund requests as printed on page 48 of the Board of Selectmen meeting packet. Scott Person SECONDED. MOTION CARRIED 4:0:0

14. Department Reports

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

All included in packet – no additional discussion

15. Correspondence – Board will ask Fire Department and Registrars to submit their reports electronically going forward

16. Public Speak – none

17. Adjournment – Paula King MOTIONED to adjourn the meeting at 8:25pm. Adrian Mandeville SECONDED. MOTION CARRIED
4:0:0

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

Finance Department Report

11.

Range of Accounts: First to Last Include Cap Accounts: Yes As Of: 11/01/22
 Current Period: 10/01/22 to 11/01/22 Skip Zero Activity: Yes
 Modified = Prior Budget + Adopted + Amended + Transfers
 Total Paid/Charged = Expended + Encumbered - Reimbursed %Used = Total Paid/Charged YTD / (Modified - Cancel)
 Balance = Modified - Total Paid/Charged - Canceled Unexpended = Modified - Expended + Reimbursed YTD - Canceled

Account Id	Description	Modified Budget	Expended YTD	Expended Curr	Balance	% Used
100-01-0101-000	Selectmen					
100-01-0101-105	Selectmen Salary	4,800.00	0.00	0.00	4,800.00	0
100-01-0101-115	Board Clerk BOS	1,800.00	580.00	172.75	1,220.00	32
100-01-0101-836	Veteran's Day Committee	500.00	0.00	0.00	500.00	0
Control Total		7,100.00	580.00	172.75	6,520.00	8
FUNCTION Total		7,100.00	580.00	172.75	6,520.00	8
100-01-0102-000	Town Administrator					
100-01-0102-100	Town Administrator Salary	84,975.00	28,557.39	6,346.14	56,417.61	34
100-01-0102-120	Adminstrative Assistant	22,012.00	2,407.42	1,254.00	19,604.58	11
100-01-0102-330	Conference/Seminars	300.00	0.00	0.00	300.00	0
100-01-0102-535	Telephone	940.00	285.18	71.21	654.82	30
100-01-0102-580	Travel	1,200.00	400.00	100.00	800.00	33
Control Total		109,427.00	31,649.99	7,771.35	77,777.01	29
FUNCTION Total		109,427.00	31,649.99	7,771.35	77,777.01	29
100-01-0103-000	Board of Finances					
100-01-0103-121	Board Clerk Wages-BOF	1,700.00	304.25	98.25	1,395.75	18
100-01-0103-310	Legal Fees	2,500.00	0.00	0.00	2,500.00	0
Control Total		4,200.00	304.25	98.25	3,895.75	7
FUNCTION Total		4,200.00	304.25	98.25	3,895.75	7
100-01-0105-000	Auditor/Actuary					
100-01-0105-320	Annual Audit-Auditor	34,500.00	0.00	0.00	34,500.00	0
100-01-0105-325	Actuarial Services	5,300.00	0.00	0.00	5,300.00	0
Control Total		39,800.00	0.00	0.00	39,800.00	0
FUNCTION Total		39,800.00	0.00	0.00	39,800.00	0
100-01-0107-000	Town Attorney					
100-01-0107-310	Legal Fees	14,000.00	199.50	57.00	13,800.50	1

Account Id	Description	Modified Budget	Expended YTD	Expended Curr	Balance	% Used
100-01-0107-312	Assessor - Legal Counsel	3,000.00	0.00	0.00	3,000.00	0
Control Total		17,000.00	199.50	57.00	16,800.50	1
FUNCTION Total		17,000.00	199.50	57.00	16,800.50	1
100-01-0109-000	Treasurer/Finance					
100-01-0109-100	Salary-Treasurer	15,000.00	0.00	0.00	15,000.00	0
100-01-0109-120	Assistant Treasurer	57,373.00	11,576.65	900.00	45,796.35	20
100-01-0109-330	Conference/Seminars - Treasurer	500.00	65.00	0.00	435.00	13
100-01-0109-438	Software Maint - Treasurer/Finance	2,200.00	0.00	0.00	2,200.00	0
100-01-0109-610	Office Supplies - Treasurer	200.00	0.00	0.00	200.00	0
Control Total		75,273.00	11,641.65	900.00	63,631.35	15
FUNCTION Total		75,273.00	11,641.65	900.00	63,631.35	15
100-01-0111-000	Tax Collector					
100-01-0111-100	Salary-Tax Collector	45,174.00	16,662.37	4,489.10	28,511.63	37
100-01-0111-330	Conf. & Seminars-Tax Collector	400.00	50.00	50.00	350.00	12
100-01-0111-438	Contracted Software Maint.-Tax Collector	12,353.00	9,225.90	0.00	3,127.10	75
100-01-0111-610	Office Supplies-Tax Collector	400.00	0.00	0.00	400.00	0
100-01-0111-810	Dues/Membership - Tax Collector	125.00	20.00	0.00	105.00	16
Control Total		58,452.00	25,958.27	4,539.10	32,493.73	44
FUNCTION Total		58,452.00	25,958.27	4,539.10	32,493.73	44
100-01-0113-000	Assessor					
100-01-0113-100	Salary-Assessor	30,101.00	10,386.20	2,315.54	19,714.80	34
100-01-0113-120	Salary-Asst. Assessor	38,351.00	13,236.93	2,951.21	25,114.07	35
100-01-0113-335	Training/Assessor	650.00	0.00	0.00	650.00	0
100-01-0113-438	Contracted Software Maint.-Assessor	18,404.00	15,486.50	0.00	2,917.50	84
100-01-0113-580	Mileage-Assessor	500.00	0.00	0.00	500.00	0
100-01-0113-610	Office Supplies-Assessor	825.00	151.65	151.65	673.35	18
100-01-0113-612	Books / Subs.-Assessor	450.00	0.00	0.00	450.00	0
Control Total		89,281.00	39,261.28	5,418.40	50,019.72	44
FUNCTION Total		89,281.00	39,261.28	5,418.40	50,019.72	44
100-01-0115-000	BD Assess Appeal					
100-01-0115-100	Salaries-BAA	680.00	0.00	0.00	680.00	0
100-01-0115-120	BAA-Clerk	400.00	0.00	0.00	400.00	0

Account Id	Description	Modified Budget	Expended YTD	Expended Curr	Balance	% Used
100-01-0115-335	BAA-Training	150.00	0.00	0.00	150.00	0
Control Total		1,230.00	0.00	0.00	1,230.00	0
FUNCTION Total		1,230.00	0.00	0.00	1,230.00	0
100-01-0117-000	Town Clerk					
100-01-0117-100	Salary-Town Clerk	52,296.00	18,043.95	4,022.78	34,252.05	34
100-01-0117-120	Asst. Salary-Town Clerk	22,448.00	9,318.73	2,411.78	13,129.27	42
100-01-0117-330	Conf. / Seminars-Town Clerk	1,000.00	465.00	0.00	535.00	46
100-01-0117-335	Training-Town clerk	2,000.00	0.00	0.00	2,000.00	0
100-01-0117-438	Equip. Maint.-Town Clerk	540.00	0.00	0.00	540.00	0
100-01-0117-580	Travel- Town Clerk	400.00	0.00	0.00	400.00	0
100-01-0117-610	Office Supplies-Town Clerk	1,400.00	88.93	0.00	1,311.07	6
100-01-0117-612	Land Records-Town Clerk	10,500.00	3,345.69	665.20	7,154.31	32
100-01-0117-616	Maps Filming & Indexing-Town Clerk	600.00	0.00	0.00	600.00	0
100-01-0117-810	Dues / Memberships-Town Clerk	520.00	50.00	0.00	470.00	10
100-01-0117-865	Vital Statistics-Town Clerk	300.00	0.00	0.00	300.00	0
100-01-0117-885	Restoration-Town Clerk	6,500.00	0.00	0.00	6,500.00	0
Control Total		98,504.00	31,312.30	7,099.76	67,191.70	32
FUNCTION Total		98,504.00	31,312.30	7,099.76	67,191.70	32
100-01-0119-000	Probate Court					
100-01-0119-800	Misc. Expenses-Probate Court	3,200.00	0.00	0.00	3,200.00	0
Control Total		3,200.00	0.00	0.00	3,200.00	0
FUNCTION Total		3,200.00	0.00	0.00	3,200.00	0
100-01-0121-000	Elections					
100-01-0121-100	Salaries-Elections	16,500.00	1,826.58	34.62	14,673.42	11
100-01-0121-335	Training - Elections	625.00	367.06	76.22	257.94	59
100-01-0121-438	Equip. Maint.-Elections	3,000.00	750.00	0.00	2,250.00	25
100-01-0121-610	Supplies-Elections	8,800.00	3,887.84	2,598.02	4,912.16	44
100-01-0121-800	MISC/CANV	120.00	0.00	0.00	120.00	0
100-01-0121-830	Meals-Elections	660.00	126.88	0.00	533.12	19
Control Total		29,705.00	6,958.36	2,708.86	22,746.64	23
FUNCTION Total		29,705.00	6,958.36	2,708.86	22,746.64	23

Account Id	Description	Modified Budget	Expended YTD	Expended Curr	Balance	% Used
100-01-0123-000	Old Town Hall					
100-01-0123-432	Building Maint.- Old Town Hall	2,500.00	529.71	254.93	1,970.29	21
100-01-0123-490	Alarm System-Old Town Hall	575.00	50.24	0.00	524.76	9
100-01-0123-601	Electricity-Old Town Hall	975.00	223.81	60.02	751.19	23
100-01-0123-603	Fuel Oil-Old Town Hall	400.00	0.00	0.00	400.00	0
Control Total		4,450.00	803.76	314.95	3,646.24	18
FUNCTION Total		4,450.00	803.76	314.95	3,646.24	18
100-01-0125-000	Registrars					
100-01-0125-100	Salary-Registrars	12,360.00	848.65	0.00	11,511.35	7
100-01-0125-120	Asst. Salary-Registrars	1,030.00	0.00	0.00	1,030.00	0
100-01-0125-330	CONF & SEMINARS - Registrars	1,200.00	200.00	0.00	1,000.00	17
100-01-0125-335	Registrar-Training	3,500.00	123.60	0.00	3,376.40	4
100-01-0125-580	Travel-Registrars	500.00	55.00	0.00	445.00	11
100-01-0125-610	Office Supplies-Registrars	300.00	58.48	0.00	241.52	19
100-01-0125-810	Dues / Memberships-Registrars	200.00	190.00	0.00	10.00	95
Control Total		19,090.00	1,475.73	0.00	17,614.27	8
FUNCTION Total		19,090.00	1,475.73	0.00	17,614.27	8
100-01-0127-000	ADS					
100-01-0127-540	Legal Ads-Advertising	5,500.00	2,079.00	231.00	3,421.00	38
Control Total		5,500.00	2,079.00	231.00	3,421.00	38
FUNCTION Total		5,500.00	2,079.00	231.00	3,421.00	38
100-01-0129-000	Town Office Building					
100-01-0129-315	Payroll Service-Town Office	7,000.00	2,353.32	0.00	4,646.68	34
100-01-0129-350	Water Testing	500.00	145.50	145.50	354.50	29
100-01-0129-365	Elevator-Service Contract	2,350.00	2,338.05	2,338.05	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	1,951.16	439.96	2,298.84	46
100-01-0129-434	Furnace Maint - Town Office Building	500.00	0.00	0.00	500.00	0
100-01-0129-439	Software Maint.-Town Office Building	8,250.00	15.94	0.00	8,234.06	0
100-01-0129-442	Computer Tech Support	11,000.00	1,738.50	579.50	9,261.50	16
100-01-0129-443	Website Fees	4,731.00	0.00	0.00	4,731.00	0
100-01-0129-444	Copier Rental-Town Office	2,680.00	893.28	223.32	1,786.72	33
100-01-0129-490	Tolland 911 Dispatch-Town Office	11,133.00	10,265.74	0.00	867.26	92
100-01-0129-493	Alarm Monitoring - Town Office Building	500.00	0.00	0.00	500.00	0

Account Id	Description	Modified Budget	Expended YTD	Expended Curr	Balance	% Used
100-01-0129-530	Telephone-Town Office Building	5,000.00	1,920.71	549.76	3,079.29	38
100-01-0129-531	Postage-Town Office	7,000.00	3,636.77	531.84	3,363.23	52
100-01-0129-533	Postage Meter Rental-Town Office	600.00	0.00	0.00	600.00	0
100-01-0129-537	CEN Fiberoptic Internet-Office Building	1,500.00	0.00	0.00	1,500.00	0
100-01-0129-550	Printing-Town Office Building	1,600.00	0.00	0.00	1,600.00	0
100-01-0129-601	Electricity-Town Office Building	9,900.00	4,255.41	390.07	5,644.59	43
100-01-0129-603	Fuel Oil-Town Office Building	7,266.00	0.00	0.00	7,266.00	0
100-01-0129-610	Office Supplies-Town Office Building	3,200.00	967.94	241.11	2,232.06	30
100-01-0129-652	Custodial Supplies - Town office Buildin	1,600.00	280.52	83.07	1,319.48	18
100-01-0129-730	Equipment-Town Office Building	750.00	460.00	0.00	290.00	61
100-01-0129-735	Computer Services Town Office	2,100.00	171.80-	0.00	2,271.80	8-
Control Total		93,650.00	31,291.04	5,522.18	62,358.96	33
FUNCTION Total		93,650.00	31,291.04	5,522.18	62,358.96	33
100-01-0135-000	Civil Preparedness					
100-01-0135-100	Salary-Civil Preparedness	750.00	0.00	0.00	750.00	0
100-01-0135-335	Civil Preparedness Training	350.00	0.00	0.00	350.00	0
100-01-0135-435	Vehicle Maintenance	1,000.00	0.00	0.00	1,000.00	0
100-01-0135-610	Office/Training Supplies - Civil Prep	850.00	0.00	0.00	850.00	0
Control Total		2,950.00	0.00	0.00	2,950.00	0
FUNCTION Total		2,950.00	0.00	0.00	2,950.00	0
100-01-0137-000	Insurance					
100-01-0137-500	Insurance	116,390.00	63,141.25	1,060.25	53,248.75	54
Control Total		116,390.00	63,141.25	1,060.25	53,248.75	54
FUNCTION Total		116,390.00	63,141.25	1,060.25	53,248.75	54
100-01-0141-000	Employee Benefits					
100-01-0141-205	Social Security-Employee Benefits	59,441.00	17,296.00	3,938.76	42,145.00	29
100-01-0141-207	Medicare-Employee Benefits	13,902.00	4,045.17	921.19	9,856.83	29
100-01-0141-210	Unempl. Comp.-Employee Benefits	10,000.00	1,172.38	310.13	8,827.62	12
100-01-0141-215	Health Insurance-Employee Benefits	178,272.00	38,427.36	9,795.92	139,844.64	22
100-01-0141-221	Longevity	1,500.00	0.00	0.00	1,500.00	0
100-01-0141-223	Disability-Employee Benefits	2,500.00	932.75	237.02	1,567.25	37
100-01-0141-225	Life Ins.-Employee Benefits	1,500.00	366.36	93.60	1,133.64	24
100-01-0141-230	Retirement-Employee Benefits	123,409.00	29,640.31	8,016.40	93,768.69	24
100-01-0141-280	CDL, Physicals, Drug Testing-Employee	750.00	0.00	0.00	750.00	0

Account Id	Description	Modified Budget	Expended YTD	Expended Curr	Balance	% Used
100-01-0141-290	Amort. Merf-Employee Benefits	131.00	0.00	0.00	131.00	0
100-01-0141-295	Adm. Fee Merf.-Employee Benefits	3,640.00	3,250.00	0.00	390.00	89
Control Total		395,045.00	95,130.33	23,313.02	299,914.67	24
FUNCTION Total		395,045.00	95,130.33	23,313.02	299,914.67	24
100-01-0143-000	Andover Senior Transportation					
100-01-0143-100	Salaries-Drivers/Dispatch	25,000.00	7,751.05	1,965.21	17,248.95	31
100-01-0143-380	Comm. Drivers Test-Dial a Ride	1,000.00	0.00	0.00	1,000.00	0
100-01-0143-435	Vehicle Maint.-Dial a Ride	5,000.00	1,121.50	418.08	3,878.50	22
100-01-0143-603	Fuel-Dial a Ride	6,095.00	1,411.71	0.00	4,683.29	23
Control Total		37,095.00	10,284.26	2,383.29	26,810.74	28
FUNCTION Total		37,095.00	10,284.26	2,383.29	26,810.74	28
100-01-0145-000	Senior Citizens					
100-01-0145-100	Municipal Agent-Salary	5,806.00	1,846.45	430.76	3,959.55	32
100-01-0145-820	Senior Lunch-Senior Citizens	1,080.00	0.00	0.00	1,080.00	0
100-01-0145-870	Programs-Senior Citizens	2,000.00	1,000.00	0.00	1,000.00	50
100-01-0145-875	Trips-Senior Citizens	4,000.00	0.00	0.00	4,000.00	0
Control Total		12,886.00	2,846.45	430.76	10,039.55	22
FUNCTION Total		12,886.00	2,846.45	430.76	10,039.55	22
100-01-0147-000	Custodian					
100-01-0147-365	Custodian	13,390.00	3,816.39	862.63	9,573.61	28
Control Total		13,390.00	3,816.39	862.63	9,573.61	28
FUNCTION Total		13,390.00	3,816.39	862.63	9,573.61	28
100-01-0149-000	Old Fire House					
100-01-0149-601	Electricity-Old Fire House	1,441.00	834.72	508.95	606.28	58
100-01-0149-603	Fuel Oil-Old Fire House	1,000.00	0.00	0.00	1,000.00	0
Control Total		2,441.00	834.72	508.95	1,606.28	34
FUNCTION Total		2,441.00	834.72	508.95	1,606.28	34
100-01-0151-000	Dog Fund					
100-01-0151-100	NECOG Animal Control	9,920.00	10,391.70	0.00	471.70-	105
Control Total		9,920.00	10,391.70	0.00	471.70-	105

Account Id	Description	Modified Budget	Expended YTD	Expended Curr	Balance	% Used
FUNCTION Total		9,920.00	10,391.70	0.00	471.70-	105
100-01-0153-000	Historical					
100-01-0153-800	Town Historian	200.00	0.00	0.00	200.00	0
Control Total		200.00	0.00	0.00	200.00	0
FUNCTION Total		200.00	0.00	0.00	200.00	0
100-02-0201-000	NL - Health Officer					
100-02-0201-841	Health Director-Eastern Highlands	18,422.00	9,210.82	4,605.41	9,211.18	50
Control Total		18,422.00	9,210.82	4,605.41	9,211.18	50
FUNCTION Total		18,422.00	9,210.82	4,605.41	9,211.18	50
100-02-0205-000	NL - North Central Mental Hlth					
100-02-0205-843	Amplify Mental Health	250.00	220.00	0.00	30.00	88
Control Total		250.00	220.00	0.00	30.00	88
FUNCTION Total		250.00	220.00	0.00	30.00	88
100-02-0207-000	NL - AHM Youth Services					
100-02-0207-844	AHM Youth Services	92,179.00	46,089.50	0.00	46,089.50	50
Control Total		92,179.00	46,089.50	0.00	46,089.50	50
FUNCTION Total		92,179.00	46,089.50	0.00	46,089.50	50
100-03-0301-000	P.W. Dept					
100-03-0301-100	Salary-Public Works	311,327.00	95,906.66	23,448.22	215,420.34	31
100-03-0301-111	Temp/PW	2,500.00	0.00	0.00	2,500.00	0
100-03-0301-112	Overtime/PW	9,000.00	4,249.50	303.36	4,750.50	47
100-03-0301-391	Fire Ext. Ck.-Public Works	600.00	0.00	0.00	600.00	0
100-03-0301-392	Welding Supply-Public Works	900.00	0.00	0.00	900.00	0
100-03-0301-435	Vehicle Maint.Public Works	32,000.00	7,425.34	712.03	24,574.66	23
100-03-0301-448	Misc. Labor/Rental-Town Garage	1,500.00	0.00	0.00	1,500.00	0
100-03-0301-535	Telephone - Public Works	852.00	285.18	71.21	566.82	33
100-03-0301-602	Diesel-Public Works	14,000.00	11,943.08	0.00	2,056.92	85
100-03-0301-603	Fuel-Public Works	9,400.00	1,610.31	0.00	7,789.69	17
100-03-0301-620	Supplies - Public Works	15,500.00	3,601.36	491.66	11,898.64	23
100-03-0301-730	Equipment - Public Works	6,750.00	0.00	0.00	6,750.00	0
100-03-0301-810	Dues/ Memberships-Public works	75.00	0.00	0.00	75.00	0

Account Id	Description	Modified Budget	Expended YTD	Expended Curr	Balance	% Used
Control Total		404,404.00	125,021.43	25,026.48	279,382.57	31
FUNCTION Total		404,404.00	125,021.43	25,026.48	279,382.57	31
100-03-0303-000	Snow Removal					
100-03-0303-130	Overtime Wages-Snow Removal	15,750.00	0.00	0.00	15,750.00	0
100-03-0303-436	Ice Maint. Bldg.--Snow Removal	525.00	0.00	0.00	525.00	0
100-03-0303-642	Supplies - Snow Removal	2,850.00	0.00	0.00	2,850.00	0
100-03-0303-644	Sand - Snow Removal	5,000.00	0.00	0.00	5,000.00	0
100-03-0303-646	Salt - Snow Removal	63,000.00	14,692.70	14,692.70	48,307.30	23
100-03-0303-730	Sanding Equip-Snow Removal	525.00	0.00	0.00	525.00	0
100-03-0303-830	Meals-Snow Removal	675.00	0.00	0.00	675.00	0
Control Total		88,325.00	14,692.70	14,692.70	73,632.30	17
FUNCTION Total		88,325.00	14,692.70	14,692.70	73,632.30	17
100-03-0305-000	Lighting					
100-03-0305-410	Street Lighting	7,000.00	2,591.11	593.15	4,408.89	37
Control Total		7,000.00	2,591.11	593.15	4,408.89	37
FUNCTION Total		7,000.00	2,591.11	593.15	4,408.89	37
100-03-0309-000	Town Garage					
100-03-0309-330	Conf/Seminars-Town Garage	600.00	0.00	0.00	600.00	0
100-03-0309-350	Medical/Drug - Town Garage	525.00	0.00	0.00	525.00	0
100-03-0309-432	Building Maint.-Town Garage	18,000.00	4,009.37	37.95	13,990.63	22
100-03-0309-490	Alarm Systems - Town Garage	750.00	0.00	0.00	750.00	0
100-03-0309-537	Internet Cable-Town Garage	1,470.00	463.40	115.85	1,006.60	32
100-03-0309-601	Electricity-Town Garage	6,475.00	1,587.41	305.56	4,887.59	25
100-03-0309-603	Fuel Oil-Town Garage	6,250.00	0.00	0.00	6,250.00	0
100-03-0309-610	Office Supplies-Town Garage	175.00	645.84	0.00	470.84-	369
100-03-0309-618	Computer Supplies-Town Garage	325.00	0.00	0.00	325.00	0
Control Total		34,570.00	6,706.02	459.36	27,863.98	19
FUNCTION Total		34,570.00	6,706.02	459.36	27,863.98	19
100-03-0311-000	Town Engineer					
100-03-0311-370	Consulting Fees-Engineer	10,000.00	0.00	0.00	10,000.00	0
Control Total		10,000.00	0.00	0.00	10,000.00	0

Account Id	Description	Modified Budget	Expended YTD	Expended Curr	Balance	% Used
FUNCTION Total		10,000.00	0.00	0.00	10,000.00	0
100-03-0313-000	Ground Care					
100-03-0313-420	Mowing-Ground Care	23,000.00	2,777.34	795.00	20,222.66	12
100-03-0313-422	Beautifications-Ground Care	2,500.00	800.00	0.00	1,700.00	32
100-03-0313-424	Old Cemetary - Ground Care	2,000.00	0.00	0.00	2,000.00	0
Control Total		27,500.00	3,577.34	795.00	23,922.66	13
FUNCTION Total		27,500.00	3,577.34	795.00	23,922.66	13
100-04-0401-000	Fire Department					
100-04-0401-800	Fire Department	148,150.00	74,075.00	0.00	74,075.00	50
Control Total		148,150.00	74,075.00	0.00	74,075.00	50
FUNCTION Total		148,150.00	74,075.00	0.00	74,075.00	50
100-04-0403-000	Resident Trooper					
100-04-0403-375	Contract St. Fee-Law Enforcement	170,000.00	0.00	0.00	170,000.00	0
100-04-0403-610	Office Supplies-Law Enforcement	450.00	0.00	0.00	450.00	0
Control Total		170,450.00	0.00	0.00	170,450.00	0
FUNCTION Total		170,450.00	0.00	0.00	170,450.00	0
100-04-0405-000	Fire Marshall					
100-04-0405-100	Salary - Fire Marshall	8,028.00	2,774.62	617.52	5,253.38	35
100-04-0405-110	Deputy Salary	1,267.00	0.00	0.00	1,267.00	0
100-04-0405-150	Fire - Burning Official Comp	350.00	0.00	0.00	350.00	0
100-04-0405-335	Training-Fire Marshall	300.00	0.00	0.00	300.00	0
100-04-0405-610	Office Supplies-Fire Marshall	50.00	0.00	0.00	50.00	0
100-04-0405-612	Subscriptions/Fire Marshall	750.00	0.00	0.00	750.00	0
100-04-0405-730	Equipment-Fire Marshall	3,000.00	0.00	0.00	3,000.00	0
100-04-0405-810	Dues / Memberships-Fire Marshall	150.00	0.00	0.00	150.00	0
Control Total		13,895.00	2,774.62	617.52	11,120.38	20
FUNCTION Total		13,895.00	2,774.62	617.52	11,120.38	20
100-05-0501-000	welfare					
100-05-0501-845	Social Services-ACCESS	400.00	0.00	0.00	400.00	0
Control Total		400.00	0.00	0.00	400.00	0

Account Id	Description	Modified Budget	Expended YTD	Expended Curr	Balance	% Used
FUNCTION Total		400.00	0.00	0.00	400.00	0
100-06-0601-000	Memorial Day Comm.					
100-06-0601-800	Misc. Exp-Memorial Day	800.00	0.00	0.00	800.00	0
Control Total		800.00	0.00	0.00	800.00	0
FUNCTION Total		800.00	0.00	0.00	800.00	0
100-06-0603-000	Recreation Commission					
100-06-0603-493	Outside Facility-Recreation Comm	2,630.00	0.00	0.00	2,630.00	0
100-06-0603-870	Programs-Recreation Comm	6,000.00	1,300.00	0.00	4,700.00	22
Control Total		8,630.00	1,300.00	0.00	7,330.00	15
FUNCTION Total		8,630.00	1,300.00	0.00	7,330.00	15
100-07-0701-000	Transfer Station					
100-07-0701-100	Wages-Transfer Station	23,816.00	8,190.80	1,877.80	15,625.20	34
100-07-0701-438	Maintenance-Transfer Station	2,500.00	50.44	0.00	2,449.56	2
100-07-0701-442	Brush Pile Removal	14,000.00	0.00	0.00	14,000.00	0
100-07-0701-480	Hauling Fees-Transfer Station	41,102.00	8,957.11	3,278.36	32,144.89	22
100-07-0701-481	Bulky Waste-Transfer Station	31,366.00	6,705.66	2,472.24	24,660.34	21
100-07-0701-493	Outdoor Facility-Transfer Station	900.00	420.00	105.00	480.00	47
100-07-0701-601	Electricity-Transfer Station	3,025.00	700.97	162.90	2,324.03	23
100-07-0701-610	Supplies - Transfer Station	150.00	0.00	0.00	150.00	0
100-07-0701-803	Compactor Lease Transfer Station	3,200.00	795.69	265.23	2,404.31	25
100-07-0701-998	Tipping Fees-Transfer Station	46,508.00	10,341.68	3,242.46	36,166.32	22
Control Total		166,567.00	36,162.35	11,403.99	130,404.65	22
FUNCTION Total		166,567.00	36,162.35	11,403.99	130,404.65	22
100-07-0703-000	Recycling					
100-07-0703-432	Hazardous Waste	2,910.00	0.00	0.00	2,910.00	0
100-07-0703-484	Antifreeze Pickup-Recycling	110.00	0.00	0.00	110.00	0
100-07-0703-485	Used Oil Pickup-Recycling	1,300.00	1,132.99	0.00	167.01	87
100-07-0703-488	Tire Pickup-Recycling	1,300.00	0.00	0.00	1,300.00	0
100-07-0703-631	Oil Filters	100.00	0.00	0.00	100.00	0
100-07-0703-807	Mid-Neroc Fees - Recycling	970.00	980.52	180.52	10.52-	101
Control Total		6,690.00	2,113.51	180.52	4,576.49	32
FUNCTION Total		6,690.00	2,113.51	180.52	4,576.49	32

Account Id	Description	Modified Budget	Expended YTD	Expended Curr	Balance	% Used
100-08-0801-000	Ec Development Comm					
100-08-0801-800	Economic Development Comm.	500.00	430.00	0.00	70.00	86
Control Total		500.00	430.00	0.00	70.00	86
FUNCTION Total		500.00	430.00	0.00	70.00	86
100-08-0803-000	P&Z Commission					
100-08-0803-100	Wages-Planning & Zoning	3,200.00	452.00	133.50	2,748.00	14
100-08-0803-310	Legal/Professional P&Z	11,500.00	777.00	407.00	10,723.00	7
100-08-0803-335	Training-Planning & Zoning	500.00	0.00	0.00	500.00	0
100-08-0803-340	Planning & Zoning - Mapping	300.00	240.00	240.00	60.00	80
Control Total		15,500.00	1,469.00	780.50	14,031.00	9
FUNCTION Total		15,500.00	1,469.00	780.50	14,031.00	9
100-08-0805-000	Zoning Board of Appeals					
100-08-0805-115	Board Clerk - ZBA	500.00	252.00	0.00	248.00	50
Control Total		500.00	252.00	0.00	248.00	50
FUNCTION Total		500.00	252.00	0.00	248.00	50
100-08-0807-000	Building Department					
100-08-0807-100	Wages - Building Department	19,303.00	4,823.01	4,823.01	14,479.99	25
100-08-0807-120	Clerk's Wages-Building Department	23,577.00	10,089.78	2,221.01	13,487.22	43
100-08-0807-438	Equipment maint.-Building Dept.	1,500.00	261.24	261.24	1,238.76	17
100-08-0807-580	Mileage-Building Department	1,200.00	300.00	300.00	900.00	25
100-08-0807-610	Office Supplies-Building Department	550.00	0.00	0.00	550.00	0
100-08-0807-612	Bks. & Manuals-Building Department	500.00	0.00	0.00	500.00	0
100-08-0807-890	PermitLink Fees - Building Department	4,500.00	1,560.00	435.00	2,940.00	35
100-08-0807-901	Building Dept.-Equipment	250.00	0.00	0.00	250.00	0
Control Total		51,380.00	17,034.03	8,040.26	34,345.97	33
FUNCTION Total		51,380.00	17,034.03	8,040.26	34,345.97	33
100-08-0809-000	Wetlands					
100-08-0809-100	Wages-Inland/Wetlands	16,550.00	5,623.51	1,265.24	10,926.49	34
100-08-0809-115	Board Clerk - IWC	1,450.00	74.50	0.00	1,375.50	5
100-08-0809-335	Training-Inland/Wetlands	250.00	0.00	0.00	250.00	0
100-08-0809-610	Office Supplies-Inland/Wetland	200.00	0.00	0.00	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	Expended Curr	Balance	% Used
Control Total		18,515.00	5,763.01	1,265.24	12,751.99	31
FUNCTION Total		18,515.00	5,763.01	1,265.24	12,751.99	31
100-08-0815-000	Conservation Commission					
100-08-0815-330	Conservation-membership	65.00	0.00	0.00	65.00	0
100-08-0815-335	Conservation-training	200.00	0.00	0.00	200.00	0
100-08-0815-609	Conservation-equipment	100.00	0.00	0.00	100.00	0
100-08-0815-810	Conservation-conferences	200.00	0.00	0.00	200.00	0
Control Total		565.00	0.00	0.00	565.00	0
FUNCTION Total		565.00	0.00	0.00	565.00	0
100-08-0817-000	Zoning Agent					
100-08-0817-100	Salary-Zoning Agent	25,444.00	8,583.21	1,949.05	16,860.79	34
Control Total		25,444.00	8,583.21	1,949.05	16,860.79	34
FUNCTION Total		25,444.00	8,583.21	1,949.05	16,860.79	34
100-08-0819-000	CRCOG, CCM, Cost					
100-08-0819-810	Capital Region Council of Govt.	8,475.00	8,111.00	0.00	364.00	96
Control Total		8,475.00	8,111.00	0.00	364.00	96
FUNCTION Total		8,475.00	8,111.00	0.00	364.00	96
100-09-0901-000	Education					
100-09-0901-590	RHAM Payment	5,026,937.00	1,660,232.72	495,103.00	3,366,704.28	33
100-09-0901-595	Board of Education Expenses	4,052,787.00	1,613,622.95	405,278.73	2,439,164.05	40
Control Total		9,079,724.00	3,273,855.67	900,381.73	5,805,868.33	36
FUNCTION Total		9,079,724.00	3,273,855.67	900,381.73	5,805,868.33	36
100-10-1001-000	Library					
100-10-1001-100	Library Payroll	79,014.00	26,993.05	5,719.98	52,020.95	34
100-10-1001-800	Library-Operations	26,989.00	13,494.50	0.00	13,494.50	50
Control Total		106,003.00	40,487.55	5,719.98	65,515.45	38
FUNCTION Total		106,003.00	40,487.55	5,719.98	65,515.45	38

Account Id	Description	Modified Budget	Expended YTD	Expended Curr	Balance	% Used
100-11-1101-000	Capital Expenditures					
100-11-1101-701	Town Garage-Capital Expenditure	30,000.00	8,228.97	8,228.97	21,771.03	27
100-11-1101-714	Revaluation	16,500.00	0.00	0.00	16,500.00	0
100-11-1101-715	P & Z-Capital POCD	5,000.00	0.00	0.00	5,000.00	0
Control Total		51,500.00	8,228.97	8,228.97	43,271.03	16
FUNCTION Total		51,500.00	8,228.97	8,228.97	43,271.03	16
100-13-1305-000	Fund Transfers					
100-13-1305-899	Contingency	50,000.00	0.00	0.00	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	0.00	50,000.00	95
FUNCTION Total		925,000.00	875,000.00	0.00	50,000.00	95
Fund Budgeted		12,727,517.00	4,933,709.07	1,048,132.36	7,793,807.93	39
Fund Non-Budgeted		0.00	0.00	0.00	0.00	0
Fund Total		12,727,517.00	4,933,709.07	1,048,132.36	7,793,807.93	39
201-03-0302-000	Connectivity Grant					
201-03-0302-330	Contractual Serv.-Connectivity Grant	85,364.60	32,863.36	31,514.76	37,328.72	56
Control Total		85,364.60	32,863.36	31,514.76	37,328.72	56
FUNCTION Total		85,364.60	32,863.36	31,514.76	37,328.72	56
Fund Budgeted		85,364.60	32,863.36	31,514.76	37,328.72	56
Fund Non-Budgeted		0.00	0.00	0.00	0.00	0
Fund Total		85,364.60	32,863.36	31,514.76	37,328.72	56

Account Id	Description	Modified Budget	Expended YTD	Expended Curr	Balance	% Used
Final Budgeted		12,812,881.60	4,966,572.43	1,079,647.12	7,831,136.65	39
Final Non-Budgeted		0.00	0.00	0.00	0.00	0
Final Total		12,812,881.60	4,966,572.43	1,079,647.12	7,831,136.65	39

Pmt Ref Number	Pmt Date	Pmt Amt	Invoice ID	Inv Date	Inv Amt	Discount	Net Paid	Payment Message	Agency	Agency Phone	Business Unit	Voucher ID	Payee Name	SETID	Pmt Method	Last 4 of Bank Acct
01887717	11/5/2022	\$ 2,599.47	35691_202211022	11/2/2022	2599.470	0	2599.470	MRSA TIERED PILOT	Office of Policy & Management	(860)418-6299	OPMM1	00086866	TOWN OF ANDOVER TOWN TREASURER	STATE	ACH	*5096
01886190	11/3/2022	\$ 9,619.73	17111_202210312	10/31/2022	9619.730	0	9619.730	TIERED PILOT	Office of Policy & Management	(860)418-6299	OPMM1	00086723	TOWN OF ANDOVER TOWN TREASURER	STATE	ACH	*5096
01883956	10/29/2022	\$ 43,820.00	17104_202210192	10/19/2022	43820.000	0	43820.000	Municipal Stabilization Grant - SA 21-15	Office of Policy & Management	(860)418-6299	OPMM1	00086331	TOWN OF ANDOVER TOWN TREASURER	STATE	ACH	*5096
01884050	10/29/2022	\$ 501,196.00	ECS_EFT01_OCT202	10/31/2022	501196.000	0	501196.000	ECS_OCT2022_CODE:_11000-17041-82010--170002	State Dept of Education	(860)713-6630	SDEM1	00963547	TOWN OF ANDOVER TOWN TREASURER	STATE	ACH	*5096
01884360	10/29/2022	\$ 6,900.00	23-11AHPG	10/21/2022	5200.000	0	5200.000	2021-001-001 Pymt # 1, AHPG	Department of Housing	860/270-8123	DOHM1	00021928	TOWN OF ANDOVER TOWN TREASURER	STATE	ACH	*5096
01884360	10/29/2022	\$ 6,900.00	23-12AHPG	10/21/2022	1700.000	0	1700.000	2021-001-001, Pymt # 2, AHPG	Department of Housing	860/270-8123	DOHM1	00021929	TOWN OF ANDOVER TOWN TREASURER	STATE	ACH	*5096
01881625	10/27/2022	\$ 63,874.88	35458_202210242	10/24/2022	63874.880	0	63874.880	Municipal Revenue Sharing Account PA 22-118	Office of Policy & Management	(860)418-6299	OPMM1	00086477	TOWN OF ANDOVER TOWN TREASURER	STATE	ACH	*5096
01880684	10/26/2022	\$ 350.00	51-56a(d) Q/E 09-3i	10/21/2022	350.000	0	350.000	email: Doris.Holliday@jud.ct.gov with questions	Judicial Branch	(860)706-5240	JUDM1	01062685	TOWN OF ANDOVER TOWN TREASURER	STATE	ACH	*5096
01870750	10/4/2022	\$ 314,277.53	29669_202209291	9/29/2022	314277.530	0	314277.530	ARPA County Tranche 2	Office of Policy & Management	(860)418-6299	OPMM1	00086107	TOWN OF ANDOVER TOWN TREASURER	STATE	ACH	*5096
01864928	9/23/2022	\$ 93,044.04	TOWN AID ROADS,	9/21/2022	93044.040	0	93044.040	TOWN AID ROADS	Dept. of Transportation	(860)594-2305	DOTM1	01235728	TOWN OF ANDOVER TOWN TREASURER	STATE	ACH	*5096

Range of Checking Accts: POOLED to Last Range of Check Dates: 10/01/22 to 10/31/22
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void Ref Num
POOLED				
100240	10/13/22	ACTI0005 ACTION BLUEPRINT AND SUPPLIES	240.00	50
100241	10/13/22	AVENU005 AVENU HOLDINGS, LLC	15.20	50
100242	10/13/22	COITE005 COIT EXCAVATING INC	1,739.83	50
100243	10/13/22	CONST005 CONSTELLATION NEW ENERGY INC	631.74	50
100244	10/13/22	DASOF005 DAS-OFFICE OF THE STATE B	350.52	50
100245	10/13/22	DUBOI005 DUBOIS AUTOMOTIVE, INC.	371.73	50
100246	10/13/22	EVERS005 EVERSOURCE	1,242.48	50
100247	10/13/22	FLEET005 FLEETPRIDE	49.39	50
100248	10/13/22	FRONT005 FRONTIER COMMUNICATION	70.55	50
100249	10/13/22	GENIE005 Genie Innovations Inc.	409.95	50
100250	10/13/22	HDP00005 DAS-ACCT.REC.- HDP	152.00	50
100251	10/13/22	HEBRO005 HEBRON ACE HARDWARE	439.96	50
100252	10/13/22	HOMED005 HOME DEPOT CREDIT SERVIC	83.46	50
100253	10/13/22	KAINE005 KAINEN, ESCALERA AND MCH	57.00	50
100254	10/13/22	KNOWL005 JOYCE KNOWLTON	150.00	50
100255	10/13/22	LEAF0005 LEAF	223.32	50
100256	10/13/22	MARTI005 MARTIN LAVIERO CONTRACTOR	28,682.99	50
100257	10/13/22	MCNEI005 MCNEIL & CO.	1,060.25	50
100258	10/13/22	MIDNE005 MID-NEROC	180.52	50
100259	10/13/22	NE000005 GLASTONBURY CITIZEN/RIVEREAST	231.00	50
100260	10/13/22	OFFI0005 OFFICE OF THE TREASURER	1,175.00	50
100261	10/13/22	OFFIC005 THE OFFICE WORKS, INC.	49.15	50
100262	10/13/22	PAPER005 WILLIMANTIC WASTE PAPER	9,258.29	50
100263	10/13/22	PHOEN005 PHOENIX ENVIRONMENTAL LABORATO	145.50	50
100264	10/13/22	PIZZA005 ANDOVER PIZZA	884.00	50
100265	10/13/22	POINT005 POINT SOFTWARE	435.00	50
100266	10/13/22	RECEI005 ACCOUNTS RECEIVABLE	1,334.00	50
100267	10/13/22	RYANB005 RYAN BUSINESS SYSTEMS, INC.	261.24	50
100268	10/13/22	SABOL005 MAHONEY SABOL	17,000.00	50
100269	10/13/22	STATE010 STATE OF CT/DEPT OF PUBLIC HEA	34.00	50
100270	10/13/22	SWISS005 SWISS UNIFORM RENTAL	326.75	50
100271	10/13/22	THYSS005 THYSSENKRUPP ELEVATOR CORP	2,338.05	50
100272	10/13/22	TOWN0020 TOWN OF MANSFIELD	4,605.41	50
100273	10/13/22	TOWN0025 TOWN OF SOUTH WINDSOR	579.50	50
100274	10/13/22	TOWN0030 TOWN OF BOLTON	5,123.01	50
100275	10/26/22	AFSCM005 AFSCME, LOCAL 1303	205.55	51
100276	10/26/22	AIGRE005 AIG RETIREMENT SERVICES	850.00	51
100277	10/26/22	ALLST005 ALLSTON SUPPLY CO INC	83.07	51
100278	10/26/22	AMERI005 AMERI-LOO	105.00	51
100279	10/26/22	ANDOV025 ANDOVER LANDSCAPING	795.00	51
100280	10/26/22	ANTHE005 ANTHEM LIFE & DISABILITY INSUR	330.62	51
100281	10/26/22	AVENU005 AVENU HOLDINGS, LLC	650.00	51
100282	10/26/22	CASHT005 CASH TRUE VALUE	89.12	51
100283	10/26/22	CNWO005 C N WOOD OF CONNECTICUT, LLC	8,228.97	51
100284	10/26/22	COAST010 COASTLINE ENTERPRISES	500.00	51
100285	10/26/22	COMCA005 COMCAST	115.85	51
100286	10/26/22	CONST005 CONSTELLATION NEW ENERGY INC	146.43	51
100287	10/26/22	CTTAX005 CT TAX COLLECTORS ASSOCI	50.00	51
100288	10/26/22	DUBOI005 DUBOIS AUTOMOTIVE, INC.	46.35	51

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
POOLED		Continued			
100289	10/26/22	EASTC005 EAST COAST SIGN & SUPPLY,	266.00		51
100290	10/26/22	FLUID005 FLUID DYNAMICS	192.49		51
100291	10/26/22	FREIG005 FREIGHTLINER OF HARTFORD	127.58		51
100292	10/26/22	FRONT005 FRONTIER COMMUNICATION	69.26		51
100293	10/26/22	GEORG005 GEORGIA O'BRIEN	65.00		51
100294	10/26/22	GULEM005 GULEMO PRINTERS INC	631.84		51
100295	10/26/22	HALLO005 HALLORAN & SAGE LLP	407.00		51
100296	10/26/22	HOSME005 HOSMER MT. BOTTLING COMPANY IN	16.00		51
100297	10/26/22	INFOS005 INFOSHRED LLC	25.00		51
100298	10/26/22	KOFFL005 KOFFLER SALES CO	254.93		51
100299	10/26/22	LENCO005 LENCO ELECTRICAL CONTR.	15,475.81		51
100300	10/26/22	LHSAS005 LHS ASSOCIATES INC.	2,598.02		51
100301	10/26/22	MEUI0005 MEUI	125.10		51
100302	10/26/22	MIDCI005 MID - CITY STEEL	59.79		51
100303	10/26/22	MORTO005 MORTON SALT	14,692.70		51
100304	10/26/22	NUTME005 NUTMEG INTERNATIONAL TR	342.57		51
100305	10/26/22	PIZZA005 ANDOVER PIZZA	1,395.00		51
100306	10/26/22	QUALI005 QUALITY DATA SERVICE INC	140.66		51
100307	10/26/22	SIGNS005 SIGNS PLUS OF WILLIMANTIC,	505.00		51
100308	10/26/22	STATE030 STATE OF CONNECTICUT	2,015.26		51
100309	10/26/22	VERIZ005 VERIZON WIRELESS	142.42		51
100310	10/26/22	WBMAS005 W B MASON CO., INC.	109.49		51
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Checking Account Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	71	0	131,783.67	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	71	0	131,783.67	0.00
<hr/>					
Report Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	71	0	131,783.67	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	71	0	131,783.67	0.00

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
	2-100	17,000.00	0.00	0.00	17,000.00
	3-100	58,801.56	1,684.52	22,782.83	83,268.91
	3-201	31,514.76	0.00	0.00	31,514.76
Year Total:		90,316.32	1,684.52	22,782.83	114,783.67
Total of All Funds:		107,316.32	1,684.52	22,782.83	131,783.67

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
	100	75,801.56	1,684.52	22,782.83	100,268.91
	201	31,514.76	0.00	0.00	31,514.76
Total of All Funds:		<u>107,316.32</u>	<u>1,684.52</u>	<u>22,782.83</u>	<u>131,783.67</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
	2-100	17,000.00	0.00	0.00	0.00	17,000.00
	3-100	58,801.56	0.00	0.00	0.00	58,801.56
	3-201	31,514.76	0.00	0.00	0.00	31,514.76
Year Total:		90,316.32	0.00	0.00	0.00	90,316.32
Total of All Funds:		107,316.32	0.00	0.00	0.00	107,316.32

Budget

12.

Tax Collector's Report

13.

OCTOBER 2022

Deposits

	ONLINE	OFFICE	TOTAL	DIFFERENCE
		\$ 12,973.87		
10/1	\$ 5,752.16		\$ 5,752.16	
10/1	\$ 7,221.71		\$ 7,221.71	
10/2	\$ 1,915.11		\$ 1,915.11	
10/3	\$ 10,516.96	\$ 53,028.17	\$ 63,545.13	
10/4	\$ 891.81	\$ 15,289.27	\$ 16,181.08	
10/5	\$ 513.91	\$ 27,885.06	\$ 28,398.97	
10/6	\$ 4,717.34	\$ 19,823.55	\$ 24,540.89	
10/7	\$ 2,582.45		\$ 2,582.45	
10/8	\$ (891.81)		\$ (891.81)	REJECTED BY PNP
10/9	\$ 1,445.21		\$ 1,445.21	
10/10	\$ 7,433.86		\$ 7,433.86	
10/11	\$ 2,854.92	\$ 96,086.06	\$ 98,940.98	
10/12	\$ 1,686.16	\$ 26,456.95	\$ 28,143.11	
10/13	\$ 5,234.87	\$ 42,942.31	\$ 48,177.18	
10/14	\$ 903.51		\$ 903.51	
10/15			\$ -	
10/17	\$ 210.25	\$ 67,281.03	\$ 67,491.28	
10/18	\$ 311.79	\$ 20,797.28	\$ 21,109.07	
10/19	\$ (350.69)		\$ (350.69)	REJECTED BY PNP
10/19	\$ 122.96	\$ 82,755.64	\$ 82,878.60	
10/20	\$ 4,808.04	\$ 38,127.03	\$ 42,935.07	
10/21			\$ -	
10/22		\$ 63,119.36	\$ 63,119.36	
10/23	\$ 5,091.09	\$ 76,958.65	\$ 82,049.74	
10/24	\$ 63.98	\$ 54,491.64	\$ 54,555.62	
10/25		\$ 780,466.23	\$ 780,466.23	
10/25	\$ 6,754.56	\$ 27,979.56	\$ 34,734.12	
10/26	\$ 3,837.50	\$ 42,759.10	\$ 46,596.60	
10/27	\$ 12,900.39	\$ 32,854.76	\$ 45,755.15	
10/28			\$ -	
10/29	\$ 1,342.45		\$ 1,342.45	
10/30	\$ 3,143.15		\$ 3,143.15	
10/31		\$ 138,297.84	\$ 138,297.84	
TOTAL	\$ 91,013.64	\$ 1,707,399.49	\$ 1,798,413.13	

COLLECTIONS BY TAX YEAR:

	RE	PP	MV	MVS	INTEREST	FEE	TOTAL
2018							
2019	\$ 1,741.34	\$ 724.41		\$ 390.64	\$ 701.71	\$ 29.00	\$ 3,587.10
2020	\$ 4,171.28	\$ 1,976.66	\$ 1,471.51	\$ 696.89	\$ 978.72	\$ 195.82	\$ 9,490.88
2021	\$ 1,687,741.71	\$ 68,484.32	\$ 25,826.76		\$ 2,851.95	\$ 430.41	\$ 1,785,335.15
TOTAL	\$ 1,693,654.33	\$ 71,185.39	\$ 27,298.27	\$ 1,087.53	\$ 4,532.38	\$ 655.23	\$ 1,798,413.13

UNCOLLECTED TAXES BY TAX YEAR:

	RE	PP	MV	MVS	TOTAL
2007			\$476.65	\$71.26	\$ 547.91
2008			\$520.26	\$28.15	\$ 548.41
2009			\$356.32		\$ 356.32
2010			\$211.42		\$ 211.42

2011			\$439.82		\$4,314.46		\$249.48	\$	5,003.76	
2012		\$	2,404.78	\$	3,146.24	\$	204.03	\$	5,755.05	
2013	\$	12.13	\$	2,999.84	\$	1,486.53	\$	783.06	\$	5,281.56
2014	\$	1,225.76	\$	4,065.82	\$	2,103.08	\$	2,991.24	\$	10,385.90
2015	\$	1,225.76	\$	4,730.01	\$	9,522.35	\$	2,286.15	\$	17,764.27
2016	\$	3,692.80	\$	5,563.78	\$	7,996.26	\$	1,930.73	\$	19,183.57
2017	\$	18,784.80	\$	6,205.04	\$	10,297.54	\$	2,338.24	\$	37,625.62
2018	\$	34,938.36	\$	8,568.30	\$	9,738.49	\$	1,736.78	\$	54,981.93
2019	\$	41,937.45	\$	8,069.16	\$	13,659.29	\$	3,986.94	\$	67,652.84
2020	\$	56,736.99	\$	9,988.85	\$	30,611.48	\$	17,561.65	\$	114,898.97
2021	\$	4,197,665.11	\$	156,902.70	\$	139,498.29			\$	4,494,066.10
TOTAL	\$	4,356,219.16	\$	209,938.10	\$	233,938.66	\$	34,167.71	\$	4,834,263.63

Tax 5 Dashboard

Tax System 5 Version 5.1 120.312

11/01/2022

Town Only

Terminal / Batch

Terminal 5

Batch 30

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

Last Assessor Bridge

Run on: 06/14/2022

Percent Collection as of 11/01/2022

REAL ESTATE

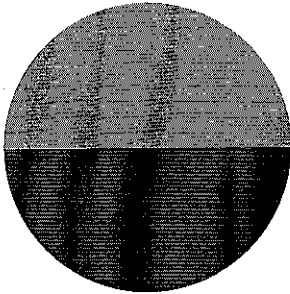
Uncollected - 50.20%
Collected - 49.80%

PERSONAL PROPERTY

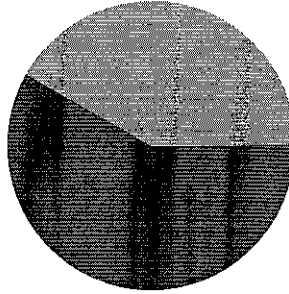
Uncollected - 41.76%
Collected - 58.24%

MV REGULAR

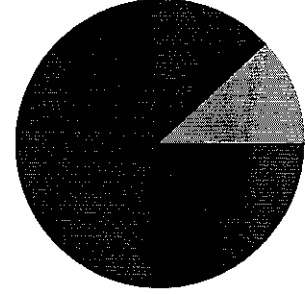
Uncollected - 11.83%
Collected - 88.17%



Total Due = \$4,168,890.88
Total Paid = \$4,135,595.40



Total Due = \$155,419.53
Total Paid = \$216,747.24



Total Due = \$138,103.18
Total Paid = \$1,029,563.56

Type	Total Billed	Total Paid	Total Due	Percent Collected
REAL ESTATE	8,304,486.28	4,135,595.40	4,168,890.88	49.80
PERSONAL PRO	372,166.77	216,747.24	155,419.53	58.24
MOTOR VEHICL	1,167,666.74	1,029,563.56	138,103.18	88.17
TOTALS:	\$9,844,319.79	\$5,381,906.20	\$4,462,413.59	

Linda Armstrong	\$49.47	Sec 12-129 Refund of excess payment
Grimaldi Patricia	\$26.96	Sec 12-129 Refund of excess payment
Enterprise	\$176.62	Sec 12-129 Refund of excess payment

11/14/2022 Tax Refunds Total: \$253.05

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

Department Reports

14.

Andover - September								
	Total weight	Rebate	9/7	9/15	9/23	9/30		
Transfer Station	1140	\$57.00	160	390	280	310		
	0	\$0.00						
	0	\$0.00						
	0	\$0.00						
	0	\$0.00						
	0	\$0.00						
Total	1140	\$57.00	160	390	280	310	0	0

BAA/COC Listing Report				TYPE : All	ANDOVER	YEAR : 2007	TO : 2021	DATE : 11/09/2022	PAGE : 1		
Conditions:				District:	Reported Type: All	Order By : List No			ORIGINAL	ADJUSTMENT	NEW
LIST NO	NAME / ADDRESS	UNIQUE ID	COC#	BAA	GR/EX/NET	GR/EX/NET	GR/EX/NET				
50111 1	ARMSTRONG LINDA L 52 JUROVATY RD ANDOVER CT 6232-1409	50111 2011 01	HYUND SANTA FE 5XYZH4AG9BG002412	B 2021 09/19/2022 CUT BY BAA	5,720 0 5,720	-1,550 0 -1,550	4,170 0 4,170				
50530 1	CAMP BRIANA U 236 WALL ST HEBRON CT 6248-1328	50530 2013 01	BMW X3 XDRIV 5UXWX7C58DL980618	C 2021 09/01/2022 TOTALLED 10/21	10,450 0 10,450	-9,583 0 -9,583	867 0 867				
50604 1	CCAP AUTO LEASE LTD 1601 ELM ST STE 800 DALLAS TX 75201-7260	50606 2018 01	RAM 1500 ST 1C6RR7FG7JS220033	C 2020 09/19/2022 SOLD 4/21	19,220 0 19,220	-8,015 0 -8,015	11,205 0 11,205				
51129 1	FUSS STEVEN D 145 LAKE RD ANDOVER CT 6232-1513	51129 2015 01	FORD EXPLORER 1FM5K8F8XFGA11420	B 2021 09/19/2022 CUT BY BAA	15,300 7,000 8,300	-4,800 0 -4,800	10,500 7,000 3,500				
51474 1	HONDA LEASE TRUST 1919 TORRANCE BLVD TORRANCE CA 90501-0	51474 2018 01	HONDA CIVIC EX SHHFK7H58JU426503	C 2021 09/08/2022 SOLD 3/22	16,260 0 16,260	-8,130 0 -8,130	8,130 0 8,130				
51939 1	LEE KENNETH E 24 WEBSTER LN BOLTON CT 6043-7825	51939 2005 03	CHEVR SILVERAD 1GCHK292X5E146347	B 2021 09/19/2022 CUT BY BAA	10,080 0 10,080	-3,180 0 -3,180	6,900 0 6,900				
53262 1	SHERMAN GARY L 197 LAKE RD ANDOVER CT 6232-1514	53262 2005 03	DODGE RAM 2500 3D7KS28C45G713232	C 2021 09/01/2022 REG IN ME 8/22	12,020 3,000 9,020	-998 0 -998	11,022 3,000 8,022				
53263 1	SHERMAN GARY L 197 LAKE RD ANDOVER CT 6232-1514	53263 2009 12	HARLE FLSTSB 1HD1JM5149Y026253	C 2021 09/01/2022 REG IN ME 8/22	8,030 0 8,030	-666 0 -666	7,364 0 7,364				
53264 1	SHERMAN GARY L 197 LAKE RD ANDOVER CT 6232-1514	53264 2011 11	HAUL 16HGB2021BP082277	C 2021 09/01/2022 REG IN ME 8/22	2,450 0 2,450	-203 0 -203	2,247 0 2,247				
53266 1	SHERMAN MARY E 197 LAKE RD ANDOVER CT 6232-1514	53266 2008 01	JEEP WRANGLER 1J4FA24118L534215	C 2021 09/01/2022 REG IN ME 8/22	7,510 0 7,510	-623 0 -623	6,887 0 6,887				
53564 1	TOYOTA LEASE TRUST 3200 WEST RAY ROAD CHANDLER AZ 85226-0	53564 2020 01	TOYOT RAV4 XLE 2T3P1RFV1LW107240	C 2021 09/13/2022 SOLD 5/22	24,710 0 24,710	-8,228 0 -8,228	16,482 0 16,482				
53567 1	TOYOTA LEASE TRUST 3200 WEST RAY ROAD CHANDLER AZ 85226-0	53567 2018 01	TOYOT HIGHLAND 5TDJZRFB7JS908424	C 2021 09/06/2022 SOLD 3/22	25,380 0 25,380	-12,690 0 -12,690	12,690 0 12,690				
53568 1	TOYOTA LEASE TRUST 3200 WEST RAY ROAD CHANDLER AZ 85226-0	53568 2020 01	LEXUS IS 350 F JTHG81F22L5041693	C 2021 09/13/2022 SOLD 10/21	29,170 0 29,170	-26,749 0 -26,749	2,421 0 2,421				
53674 1	VAULT TRUST 500 WOODWARD AVE FL 10 DETROIT MI 48226-3423	53664 2019 01	JEEP GRAND CH 1C4RJFAG4KC528080	C 2020 09/13/2022 SOLD 6/21	21,610 0 21,610	-5,402 0 -5,402	16,208 0 16,208				
53924 1	LEE KENNETH E 24 WEBSTER LN BOLTON CT 6043-0	21A006 2012 03	CHEVR SILVERAD 1GCRKSE72CZ04897	B 2021 09/19/2022 CUT BY BAA	14,510 0 14,510	-8,000 0 -8,000	6,510 0 6,510				

TOTAL	# Of Accts 15	222,420	-98,817	123,603
		10,000	0	10,000
		212,420	-98,817	113,603
YEAR 2021	# Of Accts 15	222,420	-98,817	123,603
		10,000	0	10,000
		212,420	-98,817	113,603
GRAND TOTAL	# Of Accts 15	222,420	-98,817	123,603
		10,000	0	10,000
		212,420	-98,817	113,603

Bid Number AN-2022-23 # 02

Bid Title: Invitation to bid on 2022 HVAC Replacement at Andover Fire Department

Status: Open

Category: Construction

Description: **HVAC Replacement at Andover Fire Department**

Sealed Bids for 2022 HVAC Replacement located at Andover Fire Department 11 School Rd must be received by the Town Managers office, 17 School Rd Andover CT 06232 by Noon local time on 12/19/2022. At this time, they will be publicly opened and read.

A pre-bid review of the sites will be held at **8 AM** local time on 12/1/2022, at the **Andover Fire Department 11 School Rd Andover CT**. **Attendance at the pre-bid conference is Required unless there is previous communication with the Town Managers office.** Eric Anderson eanderson@andoverct.org>

Any questions about this bid shall be mailed to Eanderson@andoverct.org

Bid Requirements

- The successful bidder will be required to provide a performance bond equal to 100% of the Bid amount.
- All Contract documents must certify affirmative action on the part of all contractor and subcontractors to insure equal employment opportunities
- The Contractor is exempt from payment of Sales and Use Taxes on all materials and equipment used on this project. These taxes shall not be included in the Bid.
- The contractor must file a written non-discrimination certification with the town of Andover
- Bids may be withdrawn prior to the opening of bids. After opening Bids, they may not be withdrawn for 60 days.
- Bid should include the following information: Name, address and description of firm, description of similar projects completed by the firm in the last five years including client contact name and phone number, fee structure, additional information not included above which you feel may be useful and applicable to this project.
- Summary of time line for completion
- Cost Proposal Summary and breakdown
 - A detailed list of any and all expected costs or expenses related to the proposed project.
 - Summary and explanation of any other contributing expenses to the total cost.
 - Brief summary of the total cost of the proposal
-

Qualifications of Bidder.

The Town may make whatever investigations it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Town all information and data for this purpose as the Town may request. The Town reserves the right to reject any bid if the

evidence submitted by, or investigation of, the bidder fails to satisfy the Town that the bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

Insurance Requirements

The Town requires the Contractor to carry commercial general liability insurance to protect it from loss. The following minimum limits shall be met:

- **General Liability:** \$1,000,000 each occurrence; \$2,000,000 aggregate
- **Automobile Liability:** \$1,000,000 combined single limit for each accident
- **Workers' Compensation:** Shall be in accordance with State of Connecticut requirements at the time of the contract. The policy must contain a waiver of subrogation in favor of the Town of Andover, executed by the insurance company
- **Umbrella/Excess Liability:** \$5,000,000 each occurrence; \$5,000,000 aggregate and providing coverage over the Commercial General Liability, Commercial Automobile Liability, and the Employer Liability section of the Workers Compensation coverage.

The Town of Andover shall be named as additional insured on all policies, except Workers Compensation, on a primary and non-contributory basis. Thirty (30) days' notice of cancellation is required and must be provided to the Town of Andover via certified mail.

If the Contractor has any subcontractors perform work on this project, we will need to have a list of the contractors, what work they are performing and their insurance that also meets the above standards.

Indemnification

The Contractor shall indemnify and hold harmless the Town against any and all damages to property or injuries to or death of any person or persons, including property and employees or agents of the Town and shall defend suits, actions or proceedings of any kind or nature including workmen's compensation claims, of or by anyone whomsoever in any way resulting from or arising out of the operations of the contractor. Insurance coverage specified herein constitutes the minimum requirements and said requirements shall in no way lessen or limit the liability of the Contractor under the terms of the contract. The Contractor shall procure and maintain, at his own cost and expense, any additional kinds and amount of insurance which in his own judgment, may be necessary for his proper protection in the execution of his work. The Contractor agrees to save and indemnify and hold harmless well and truly the Town of Andover against all liability, judgments, costs, and expenses which may in any way come against the Town or which may in any way result from carelessness, omission or neglect of the contractor or his

agent, employees or workmen in any way arising or resulting from the operation in connection herewith.

Damage to Town Properties

The Contractor shall be responsible for, and reimburse the Town, any and all losses, damage or expense which the Town or those others may suffer through contractor negligence, either directly or indirectly or through any claims of any person or party. The Town may retain or deduct from any sum or sums due or to become due to the Contractor such amount or amounts as may be proper to insure the Town against loss or expense, by reason of the failure of the Contractor to observe safe working conditions.

Timing of Work

This is a working Firehouse, and the contractors work may not impede the functionality of the fire department. It is the intention of the Town to have the work substantially completed by April 1, 2023

Contractors responsibilities & Payment

The Contractor will be responsible to measure and account for quantities of materials. The town will not be responsible for additional costs based on bid omissions of the contractor. Unless some other arrangement is approved by the Town, the Contractor will submit one invoice at the end of the job covering all the work completed. The Town will make every effort to pay the Contractor in a timely fashion upon receipt of the final invoice.

Scope of work and Technical Specifications.

The Town is requesting that the Contractor coordinate the work of all subcontractors so that once the work commences there is a continuous flow of work until completion.

The Contractor will notify the Town, by email at eanderson@andoverct.org at least 7 days in advance prior to commencing work.

Replace the existing cooling system in the Andover Fire House Located at 11 school Rd. The equipment bay will not have air conditioning. Area to be cooled is approximately 4800 sf and consists of:

1. Main Assembly area and Bunkroom
 - i) Provide Manual J cooling calculations for the Andover Fire Department Building, excluding the equipment bays and tool room
 - ii) Remove and replace existing roof mounted Unit Replacement will be sized to match the manual J calculations (no more than 15% greater than design load)
 - iii) Minimum acceptable SEER2 rating of 16
2. Chiefs office, Radio Room and Conference room, Hallway

- i) Remove 3 nonfunctional PTAC units
 - ii) Install Ductless split Heat pumps with a head in each location
 - iii) Units sized to be no more than 15% larger than manual J design
 - iv) Outdoor variable speed condenser can be a single unit or multiple units
 - v) Minimum SEER2 of 18
 - vi) Condensers shall be installed on the West side of the building
- 3. Equipment and installation specs to be provide with the bid package
 - 4. Town will consider alternatives to the ductless split AC if they are more cost effective
 - 5. The towns goal is to purchase cooling equipment that will provide the best balance of energy efficiency, upfront cost, and longevity and bids will be evaluated with that information in mind.

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

End of Bid Invitation

Publication Date: 11/15/2022

Closing Date: Noon 12/19/2022
Department at 11 School Rd Andover CT

Pre bid Meeting: 8 am 12/1/2022 Andover Fire

Appendix AN-2021-22 # 05-1

Answers to questions raised at the walk through or submitted via email to the town administrator Eric Anderson at: <eanderson@andoverct.org>

Will be posted in Addenda #1

Town of Andover

CONTRACT

Lump Sum Price Bidder will complete the Project titled **Reclaim Grade and Pave 2022 Town Roads in Andover, CT** work in accordance with the Contract Documents for the following price:

Lump Sum Cost excluding CaCl extra fill _\$_____ PRICE

*** All associated work to complete the work as requested by the Town shall be included. there shall be no additional costs except for CaCl, Fill and Curbing*

Cost for CaCl base Stabilization and remix _____PRICE

Cost Per Ton delivered and Installed $\frac{3}{4}$ " process gravel _____\$/ton

Cost Per Linear Ft of Cape Cod Curbing _____\$/ft

Estimated Quantity of any Fill Required _____ tons

Submitted On: _____, 2022

By: _____

Title: _____

Bidder: _____

Address: _____

11/01/2022
10:33 AM

TOWN of ANDOVER, CT
Permit Receipts Report for (ALL FISCAL YEARS)
Receipt Date Range 10/01/2022 - 10/31/2022 (All Payments)

PAGE 6

October 2022

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
Building Permit	8	1,142.42	64,372.00	0.00	0.00	0.00	0.00	0.00	0.00	17.42	120.00	1,005.00
Electrical Permit	6	624.10	32,577.00	0.00	0.00	0.00	0.00	0.00	0.00	9.10	90.00	525.00
Gas Permit	3	151.82	5,940.00	0.00	0.00	0.00	0.00	0.00	0.00	1.82	45.00	105.00
Mechanical Permit	2	274.16	15,800.00	0.00	0.00	0.00	0.00	0.00	0.00	4.16	30.00	240.00
Plumbing Permit	4	212.86	10,150.00	0.00	0.00	0.00	0.00	0.00	0.00	2.86	60.00	150.00
Grand Totals	23	2,405.36	128,839.00	0.00	0.00	0.00	0.00	0.00	0.00	35.36	345.00	2,025.00
Grand # Voids	0											

11/01/2022
10:34 AM

TOWN of ANDOVER, CT
Permit Receipts Report for (ALL FISCAL YEARS)
Receipt Date Range 10/01/2022 - 10/31/2022 (All Payments)

PAGE 2

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
Zoning Permit Applicat	1	140.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	15.00	65.00
Grand Totals	1	140.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	15.00	65.00
Grand # Voids	0											

MISCELLANEOUS

receipt	amount	date	address	name	site address	description
273324	\$1,000.00	10/24/2022	59 field st ste 108 torrington ct	Garrett Homes	590 Lake Rd	P/Z BOND
TOTAL	\$1,000.00					

	amt paid	# permits
TOTAL BUILDING	\$2,405.36	23
TOTAL ZONING	\$140.00	1
TOTAL MISC	\$1,000.00	
FINAL TOTAL FOR OCTOBER	\$3,545.36	24

TOWN OF ANDOVER
BUILDING AND LAND-USE DEPARTMENT
CEASE AND DESIST

CERTIFIED: RETURN RECEIPT

November 9, 2011

Steve Barnett
644 Route 6
Andover, CT 06232

RE: #644 Route 6, Andover
Notice of Zoning Violation

Dear Mr. Barnett:

Pursuant to our recent meeting on site at your property at 644 Route 6 you are hereby directed to CEASE AND DESIST allowing the habitation of the camper/trailer situated upon your property on or before November 23, 2022. Such use is specifically prohibited and constitutes a zoning violation under Sections 4.6 and 4.8 of the Andover Zoning Regulations.

In order to correct the aforementioned violation you must:

- 1) Ensure that the camper is no longer utilized for habitation by November 23; and
- 2) Provide this office with written notification of same and arrange for an inspection of the property.

The parties currently residing in the camper/trailer may be available for rental assistance through public channels. Should you wish to pursue this avenue you may wish to contact, or direct the affected parties to, the Access Agency @ <http://accessagency.org/>.

In accordance with Connecticut General Statutes Section 8.12, if the town must resort to litigation, you will be liable for civil penalties of between \$10,00 and \$100.00 per day if the violation is willful; plus \$2,500.00 for failure to comply with this Order; plus the Town's legal fees and costs.

Pursuant to Connecticut General Statutes Section 8-7 and the Town of Andover Zoning Regulations (Sections 4.6 and 4.8) if aggrieved by this order you may appeal it to the Town of Andover's Zoning Board of Appeals. An application for appeal is available at the Building and Land-Use Office or, on the town's

web-site: www.andoverct.org. An appeal requires a public hearing so as to allow for comments and/or questions. Said appeal must be filed within 30 days from the receipt of this order. Failure to appear may result in the waiver of any all possible defenses you may have.

Should you have any questions please contact me at 860.742.7305, x4220.

Thank you for your prompt attention to this matter. I look forward to a positive resolution.

Respectfully,

Jim Hallisey
Zoning Agent

Cc: Dennis O'Brien, Town Attorney
Eric Anderson, Town Administrator

Assessor's office monthly activity –SEPTEMBER 2022		
Processing conveyances		4
Processing building permits		29
Prorating motor vehicle grand list		15
Updating field cards		4
Correspondence/Phone		20
Providing assistance to town hall customers (ie taxpayer, title searchers, appraisers etc)		14
Providing assistance to other departments		3
Researching mapping issue or questions		1
Reports and communication with the State of Connecticut/ US Census		
MLS research		3
Scheduling meeting and appointments		1
Office work – ie filing, updating sales book, scanning documents etc		
Personal property grand list	All pp declarations processed, labeled, folded, stamped & mailed.	
Personal Property/Discovery		50
Homeowner's program		
Veteran's program		
Income & expenses		
Renter's rebate program		19
Tax exemptions		
Adds to the re, pp or mv grand list		
Pa 490		
Provided assistance to BAA		
Researching and providing requested information to auditor or software vendor (for grand list files or tax bills)		
Real property inspections		1
Personal property inspections		
Real property appraisals		
Taxpayer correspondence		
Attorney correspondence		
Tax appeal review/appraisal		
Mls review		3
Town board/dept assistance		
Review & Approve C of Cs		15
Review & Approve Farmland & Forestland Assessment Applications		
Review, Approve, & create/data entry on land splits & mergers		
Mapping Research/Discrepancies		

10-3-22

46°/56°

Mostly Cldy

Jay
10.5

5:30 - 4:30

- Admin
- DPW Reports
- Layout Striping - Cross Walk on Shoddy

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Material</u>	<u>Equip</u>
8.0	• Tree Work: Clean up downed Limbs around Town and Trimming Low Branches	Zach Mark	8 8	/	Trk 4 Chipper Saws
8.0	• Vacation	Tom	8		
8.0	• "	Rich	8		

10-4-22

48°/53°

Cldy w/Pssbl Shwrs

Jay 5:45 - 2:30
8.25

• Admin

Trk 1

<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>material</u>	<u>Equip</u>
8.0 • Roadside Mowing:	Rich	8.0	/	Roadside Mower
4.0 • Tree Work: Canopy	Zach	4.0	/	Truck 4 Chipper Saws
Trimming Bear Swamp	Mark	4.0		
4.0 • Ck/clear waterways	Zach	4.0	/	Trk 4
and CB Tops	Mark	4.0		
8.0 • Vacation	Tom	8.0	/	

10-5-22 53°/58° Rain

Jay 5:45 - 3:45
9.5

- Admin
- Pay Bills

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
5.0	• Roadside mowing:	Rich	8.0	/	Roadside mower
1.0	• Trash Run	Tom	1.0	/	Trk 4
		Mark	1.0		
7.0	• Clean Out & Demo Old Section of Dog Pound For Small Equip Storage	Tom	7.0	1 Load Trash 6 yds Concrete Debris	Trk 4
		Mark	7.0		Trk 3 Back Hoe
8.0	• Shop: - Repairs to Trk 5 - other Maintenance	Zach	8.0	/	/

10-6-22 53°/72° mstly sunny

Jay 5:30 - 3:00
8.5

Trk 1

- Admin
- P/u Supplies & Build Shelves/storage over Tire Bins

	Job	Staff	Time	Materials	Equip
.75	• Trash Compaction at T.S.	Tom	.75	/	Back Hoe
8.0	• Clean up at T.S.	Tom	7.25	/	Back Hoe
	- Refrigerator - A/C Area	Zach	8.0		Trk 4
	- Demo & Dispose of Old Trailers	Mark	8.0		Rescue saw
8.0	• Roadside mowing	Rich	8.0	/	Roadside Mower

10-7-22

49°/75°

Sunny

Jay 5:30 - 3:00
8.5

- Admin
- Layout Stop Bars & Sharrowes
- Payroll
- Site work Shoddy mill

Trk 1

	Job	Staff	Time	Materials	Equip
5.0	<ul style="list-style-type: none"> • Mow/Trim DPW • Mow/Trim Rail Trail @ R+L 	Tom Rich Zach Mark	5.0 5.0 5.0 5.0	/	Roadside mower Steiner Trk 4 Trimmers
3.0	<ul style="list-style-type: none"> • Prep Areas/Edges For Loan - Shoddy mill 	Tom Rich Zach Mark Jay	3.0 3.0 3.0 3.0 2.0	/	Back Hoe Trk 4 Trk 1

10-11-22 40°/66° sunny

Jay 5:45 - 2:45
8.5

- Admin
- Site work Shoddy Mill

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Material</u>	<u>Equip</u>
1.0	• Trash Compaction @ T.S.	Tom	1.0	/	Back Hoe
1.0	• Shop - Make Trk 5 ready for Transport for Service	Rich	1.0	/	/
		Mark	1.0		
7.0	• Backfill Edges of Shoddy	Tom	7.0	12 yds Gravel	Back Hoe
		Rich	7.0	8 yds Dirty Loam	Excavator
		Mark	7.0	3 yds Process	Trk 3
		Jay	7.0	16 yds Loam 8 lbs seed	Trk 4 Trk 1
8.0	• Vacation Day	Zach	8.0	/	/

10-12-22 44°/70° Prtly Cloudy

Jay 5:30 - 3:00
9.0

- Admin
- Trash Run
- Site work Shoddy mill

Trk 1

- Contractor in For Pavement Markings (striping)

	Job	Staff	Time	Materials	Equip
2.0	• Trash Run & Blow off Parking lots (Prep for striping)	Jay Mark	2.0 2.0	✓	Trk 1
2.0	• Truck 5 to South Windsor for service - (Industrial Diesel)	Rich Zach	2.0 2.0	✓	Trk 4
6.0	• Back fill Edges of Shoddy mill	Rich Zach Mark Jay	6.0 6.0 6.0 6.0	30 yds Dirty loam 8 yds loam mix 2 yds 2" stone 8 lbs seed	Trk 3 Trk 10 Back Hoe Excavator Trk 4 Trk 1
8.0	• Sick Day	Tom	8.0	✓	✓

10-13-22 53°/68° Cldy - PM Shwrs/Rain

Day 5:30 - 3:00

9.0

- Admin
- P/u Supplies
- Layout Pavement Markings (sharrows)
- Install Signage @ Trail Depot
- Ck Power Outage (wires down) Wales Road

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Material</u>	<u>Equip</u>
1.0	• Trash Compaction	Tom	1.0	/	Back Hoe
7.0	[• Shop: Sweeper Repairs	Tom	7.0	/	/
8.0	• Ck/Clear waterways	Rich Mark	8.0 8.0	/	Trk 4
8.0	• Personal Day	Zach		/	/

10-14-22 52°/68° AM-Rain / PM- Prtly Sunny

Jay 5:30 - 2:30
8.5

- Admin
- Ck/clear waterways
- Clean Shop
- Shippo Meeting @ Old Firehouse (Discuss Historical Mitigation)

Trk #1

	Job	Staff	Time	Materials	Equip
4.0	• Shop : Sweeper Repairs. Parts Run.	Tom Rich	4.0 2.0	/	Trk 1
6.0	• Ck/clear Waterways & Ck Roads for downed limbs.	Jay Rich Zach mark	2.0 2.0 6.0 6.0	/	Trk 1 Trk 4
2.0	• Clear leaves on Center Street	Tom Rich Zach mark	2.0 2.0 2.0 2.0	10 yds leaves	Back Hoe Trk 3 Steiner w/Blower Trk #4
2.0	• Clean Shop	Tom Rich Jay	2.0 2.0 3.0	1/2 yrd Sweepings	Wheel Barrow Hand Tools

10-17-22 41°/60° Cldy - Rain Showers

Jay 5:30 - 2:30
8.5

- Admin
- Work on Shoddy

Trk 1

Job	Staff	Time	Materials	Equip
5.0 • Prep & Back Fill Edges of Shoddy Mill	Rich Mark Jay Zach	5.0 5.0 5.0 4.0	7 yds Loan mix 6 yds Dirty Loan 5 lbs seed	Excavator Trk 10 Trk 4 Trk 3 Loader Trk 1
8.0 • Shop: Sweeper Repairs	Tom Zach	8.0 4.0	/	/
1.0 • Trash Compaction at T.S.	Mark	1.0	/	Back Hoe
3.0 • Roadside Mow (Rail Trail)	Rich	3.0	/	Roadside Mower
2.0 • Ck/clear Waterways	Mark	2.0	/	Trk 4

10-18-22 51°/54° Early Rain - P-Hy Cldy

Jay 5:30 - 4:15
10.25

- Admin
- Pay Bills
- Purchasing Meeting w/Eric

Trk 1

Job	Staff	Time	materials	Equip
8.0 • Shop: Sweeper Repairs Service Trk 10 Stock - Bulk Filter Order	Tom Zach	8.0 8.0	/	/
8.0 • CK/clear waterways	mark	8.0	/	Trk 4
8.0 • Roadside Mowing (Rail Trail)	Rich	8.0	/	Roadside Mower

10-19-22 34°/53° Sunny

Jay 5:30 - 2:30
8.5

- Admin
- Clean Office/Bath/Break Rooms
- Site work Shoddy mill

Trk 1

	Job	Staff	Time	Material	Equip
8.0	• Shop: Sweeper Repairs Change Battery Trk 1	Tom Zach	8.0 8.0	/	/
1.0	• Trash Run	Rich Mark	1.0 1.0	/	Trk 4
5.5	• Site work: Prep & Backfill Edges Shoddy Mill	Rich Mark Jay	5.5 5.5 5.5	on site material 6 yds Gravel	Excavator Trk 4 Trk 1 Trk 10
1.5	• Transport Excavator Back to Shop	Rich mark	1.5 1.5	/	Trk 3 w/Trailer

10-20-21 35°/56° Sunny

Jay 5:30 - 2:00
8 hrs

- Admin
- Site Work - Shoddy Mill
- Receive materials for Locker Room

Trk 1

- OL Willards - drop of Building material
- Payless Glass - In to Replace Door Glass Truck #4

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Compaction at T.S.	Rich	1.0	/	Back Hoe
8.0	• Shop - Sweeper Repairs	Tom	8.0	/	/
		Zach	8.0	/	/
8.0	• Site Work - Shoddy Mill	Rich	7.0	2 yds Spoils	Trk 10
	Prep & Backfill Edges of Rd.	Mark	8.0	10 yds Loam	Trk 4
		Jay	6.0	6 lbs seed	Back Hoe
					Trk 1
					Steiner

10-21-22 32°/62° Sunny

Jay 5:30 - 2:30
8.5

- Admin
- Test Sweeper / Make adjustments
- Side Work - Shoddy mill
- Install new Controller Solar Charging Station @ Library
- Install No Parking Decals Rail Trail Posts @ Shoddy mill

Trk 1

	Job	Staff	Time	Materials	Equip
1.5	• Test Sweeper & adjust	Tom	1.5	/	Sweeper Trk 3
		Jay	1.5		
8.0	• Prep & Loam Edges on Shoddy mill Rd. and Seed	Tom	5.75	22 yds Loam	Trk 10
		Rich	8.0	7 yds Loam Mix	Trk 4
		Zach	8.0	25 yds Process	Back Hoe
		Mark	8.0	10 lbs Seed	Trk 1
		Jay	5.0		Loader
.75	• Personal	Tom	.75	/	/

10-24-22 52°/61° Cldy - Shwrs - Rain

Jay 5:45 - 8:30 AM 10:30 AM - 2:30 AM

6.75 • Admin/Office

Trk 1

• Trk 1 to Columbia Ford for Recall & Repair Steering Damper

Job	staff	Time	materials	Equip
1.0 • Trash Compaction @ T.S.	Tom	1.0	/	Back Hoe
8.0 • Sweeping Chipsal	Tom Zach	7.0 8.0	48 yds Sweepings	Sweeper Trk 3
8.0 • Roadside Mowing (Rail Trail)	Rich	8.0	/	Roadside Mower
8.0 [• Ck/clear waterways • Shop/yard Clean up	mark	8.0	/	Trk 4

10-25-22 58°/69° Foggy - Cldy

Jay 5:45 - 3:00
8.75

- Admin
- Raise Flags
- Pay Bills
- Inspections

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Sweeping Chipseal	Tom Mark	8.0 8.0	48 cy Sweepings	Sweeper Trk 3
8.0	• Shop - Service Back Hoe RCV & Push up Salt	Zach	8.0	/	Loader
8.0	• Roadside Mow (Rail Trail)	Rich	8.0	/	Roadside Mower

10-26-22

62°/68°

Rain - Fog - Cloudy - Rain

Jay 5:45 - 4:30

Finance meeting
7:00 - 8:15 PM

1.25

Trk 1

10.75

1.25

Admin

12.0 Budget Work

Notify Repairs to Truck 7

	Job	Staff	Time	Materials	Equip
1.0	• Trash Run	Rich	1.0	/	Truck 4
		Mark	1.0		
7.0	• Roadside Mowing	Rich	2.0	/	Roadside mower
5.0	• Shop - Heavy Iron Scrap Run From T.S. and DPW to Scrap yard.	Tom	3.0	3.91 Ton Scrap	Loader Trk 3 w/trailer
		Zach	5.0		
		Mark	4.0		
5.0	• Shop - Fabricate/Weld Tool Rack on/for Material Spreader Fabricate other Misc.	Tom	5.0	/	/
3.0	• Mix/Load Gravel from Pit Haul Gravel from Pit	Zach	3.0	24 yds Gravel	Loader Truck 3
		Mark	3.0		

10-27-22 51°/63° Sunny

Jay 6:00 - 3:00
8.5

- Admin
- Budget Work
- Planning Road Work
- Parts Run For Truck 7 & Drop off at Repair shop

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
1.0	• Trash Compaction @ T.S.	Tom	1.0	/	Back Hoe
8.0	• Sweeping	Tom	7.0	42 yds sweepings	Sweeper Trk 3
		mark	8.0		
8.0	• Blow leaves - Rail Trail	Rich	8.0	/	Steiner
8.0	• Shop - Service/Repair Back Hoe Service Small Plows	Zach	8.0	/	/

10-27-22

37°/56°

Mstly cldy

Jay 5:30 - 3:00
9.0

- Admin
- Pick up Truck 5 @ Industrial Diesel (Enfield)
- Run Parts Out to Freightliner - Repair of Truck 7 (E. Hartford)
- Inspections

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Blow leaves off Rail Trail	Rich	8.0	/	Steiner
8.0	• Sweeping Chip seal	Tom	8.0	36 yds	Sweeper
		Mark	8.0	Sweepings	Trk 3
8.0	<ul style="list-style-type: none"> Shop - Equip Maintenance • R4R Tool Box & Install Diesel Transfer Tank to fuel off site Equipment. • Order Brake Parts for Trk 5 	Zach	8.0	/	/

10-31-22 43°/65° Mostly Cldy

Jay 9.25 5:45 - 3:30

Trk 1

Admin
Pay Bill

Meeting w/ Chipseal Contractor
Repair Walkway Entrance to Rail Trail at Depot Parking
Parts Run for Truck #7 (Franklin)

	Job	staff	Time	Material	Equip
1.0	• Trash Compaction at T.S.	Tom	1.0	/	Back Hoe
8.0	• Sweeping Chip seal	Tom Mark	7.0 8.0	30 yds Sweepings	sweeper Trk 3
8.0	• Shop - Put Trk 5 Back Together. Install Rear Spot lights Trk 1. Parts Run Trk #7 (North Haven).	Zach	8.0	/	Trk 1
6.0	• Roadside Mowing	Rich	6.0	/	Roadside mower
	• Sick (Doctor Appointment)	Rich	2.0	/	/

DPW Highlights for October:

- Backfill, Loam & Seed road edges of Shoddy Mill (newly paved section) complete
- **Sweeper** repairs are complete & operational. Replacement and Repair to conveyor assembly was done in house with exception of diagnostic of failed control module (CN Wood diagnosed, replaced and reset).

Total approximate cost of repairs to Sweeper \$14,875.00

- Sweeping of chipsealed roads is mostly completed (some additional cleanup needed in spots)
- Roadside mowing & trimming around guardrails and signs (still ongoing)
- Fall - Rail Trail Mowing (2 passes each side) completed
- Fall - Rail Trail 1st pass blowing of leaves completed
- Demo and Disposal of old trailers down back at Transfer Station complete
- Start of Fall/Winter services of equipment, make ready for winter (still ongoing)
- **Truck 5** – 1998 Ford Louisville; Fuel System repair and operations have been completed (engine running properly now) with an approximate cost of \$2,657.91.. Waiting on repair invoice from Industrial Diesel who completed minor repairs and final adjustments to injector pump.

Note: Still must get front end work done (King Pins and Brakes). Currently waiting on Brake parts approximate cost \$1,600.00 (should be in tomorrow) and appointment at Super Spring (11/10/22) for kingpin replacement. Installation of brakes, replace kingpins and set toe of front-end approximate cost \$2,500. Also, new front tires purchased due to age (20 years), cracking and uneven wear approximate cost \$1,200

Total approximate cost of repairs to Truck 5 - \$7,960.00

- **Truck 7** – 2005 International; Engine Component Repairs (antifreeze found in oil, turbo codes coming up, unusual amount of exhaust smoke). Diagnostics & replace worn; turbo, turbo exhaust pipe, turbo oil feed line, oil cooler (leaking antifreeze into oil), All 6) fuel injectors (2 bad), oil pan gasket, oil suction tube gasket and other associated parts approximate cost (after refund of core charges) \$7,000. Approximate labor charges at Freightliner of Hartford Engine Center \$4,000 (should have truck back this week).

Total approximate cost of repairs to Truck 7 - \$11,000.00

- Truck 1 - Installation of 50 Gallon Diesel Transfer Tank for fueling off site equipment complete
- Receive (bulk of) building material for DPW staff locker room
- Receive 200 Ton Road Salt

ANDOVER PUBLIC LIBRARY - LIBRARIAN'S REPORT - October 2022					
	Oct-22	YTD 22-23 (July 1, 2022 - June 30, 2023)			
Adult:					
Fiction	372	1844			
Non-fiction	62	295			
Video	38	220			
Audio	16	81			
Magazines	0	1			
E-reader (Kindle)	0	0			
Total Adult	488	2441			
Children:					
Fiction	302	1353			
Non-fiction	28	122			
Video	5	41			
Audio	0	0			
Total Children	335	1516			
Young Adult:					
Fiction	4	66			
Non-fiction	0	2			
Audio	2	3			
Magazines	0	0			
Total Young Adult	6	71			
Total Fiction	678	3263			
Total Non-fiction	90	419			
Total Video	43	261			
Total Audio	18	84			
Total Magazines	3	0			
Total Uncategorized**	11	45			
Total Passes	0	0			
Total OverDrive	209	753			
Total E-readers	0	0			
Total Circulation	1052	4825			
Out-of-town circ.	41	218			
Ref. questions	36	158			
Patrons registered:					
Andover	1612				
Out-of-town	472				
Total Patrons	2084				
Collection size *	20683				
Public Computer Usage (hrs.)	63	286			
ILL provided	36	191			
ILL received	48	171			
# Patrons (inc. programs):	415	2259			

[illegible]

ANDOVER SENIOR TRANSPORTATION
MONTH OF OCTOBER 2022

Dated 11/1/2022
Cathy Palazzi
Senior Coordinator

Drug tests – none.

- Medicals 38
 - Events 3 (2) lunches, (1) flu clinic
 - Maintenance 4 Replaced Natural Vacuum Leak Detection Pump on van,
(2) buses and van winterized and had oil change.
 - Incident Log 0
 - Disabled 8
 - Veterans 4 Medical trips to VA in Newington and VA in Willimantic.
 - Meetings 2 YAH Meetings
 - Shopping 4 trips (one per week) 6-7 seniors.
 - Food Share 2 trips per month – approximately (9) people including (2) deliveries
 - Food Pantry 6 trips per month – approximately (4) people on Monday nights
(9) people on Wednesdays including (2) deliveries
-
- Note: Including this information again as it is important and useful for the BOS. Request a car be purchased for medicals-even a hybrid-preferably an electric car. This would be a good decision from the BOS as it will prove environmentally safe and a cost savings so that we do not have to drive our bus for one person. An electric car would be excellent to conserve energy and better for the environment. On a normal schedule we have both small bus and van going out every day for medicals. Vehicles are out at a minimum of 4-6 times per day.
 - Bus transportation continues to drive our seniors, disabled and veterans to their medical appointments plus meetings, movies, luncheons, town meetings, shopping, food share, food pantry, and voting days.
 - No update on the Section 5310 Traditional grant-arrival of new bus.

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

Cathy Palazzi
Senior Coordinator