

**Town of Andover
Board of Finance**
Wednesday March 27th, 2024 at 7:00 P.M.
Location: Virtual Zoom meeting

Regular Meeting Agenda

Zoom Directions:

Click here to join by computer for video/audio: <https://us02web.zoom.us/j/83599283534>

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

Meeting ID: 835 9928 3534

Passcode: 364968

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

Regular Meeting Agenda

1. Call to Order/Pledge of Allegiance
2. Public Speak
3. Changes/Additions to Agenda
4. Old Business
 - a. Review Policy for AES capital expenditures
 - b. Review of Budget to actual
 - c. Check register
 - d. Audit Review
5. New Business
 - a. DPW Equipment Schedule
 - b. Approval of Capital Purchase Process Form
 - c. CIRMA Budget
6. Approval of Meeting Minutes
 - a. February 28th, 2024 Regular Meeting Minutes
 - b. March 13th, 2024 Special Budget Meeting Minutes
7. Budget Discussion
 - a. AES Gymnasium Floor
 - b. AES Gymnasium Fans
 - c. Welcome to Andover Sign
8. Administrators report
9. Liaison reports
10. Board open discussion

11. Correspondence

12. Public Speak

13. Adjournment

**Town of Andover
Interim Budget vs. Actual
July 2023 through February 2024**

	Jul '23 - Feb 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4100 - PROPERTY TAX REVENUE			
000-101 - 41101 Current Year Taxes	7,926,280.63	9,943,528.00	-2,017,247.37
000-108 - 41105 Prior Taxes	38,482.48	155,000.00	-116,517.52
000-110 - 41104 Supp MV	39,331.22	0.00	39,331.22
000-109 - 41106 NSF/DMV/Fees	2,795.06	0.00	2,795.06
000-104 - 41901 Liens Taxes	0.00	5,200.00	-5,200.00
000-103 - 41901 Interest Taxes	26,099.94	61,000.00	-34,900.06
000-239 - 43900 Telecom Personal Prop Tax	0.00	5,000.00	-5,000.00
Total 4100 - PROPERTY TAX REVENUE	8,032,989.33	10,169,728.00	-2,136,738.67
4300 - INTERGOVERNMENTAL REVENUES			
000-211 - 43300 Veteran's Tax Relief	750.96	0.00	750.96
000-222 - 43300 Municipal grants in aid	0.00	2,620.00	-2,620.00
000-223 - 43800 Mash-Pequot Funds	2,226.66	6,680.00	-4,453.34
000-226 - 43500 State Miscellaneous	445.00	6,000.00	-5,555.00
000-227 - 43500 Municipal Stabilization	43,820.00	43,820.00	0.00
000-235 - Neglected Cemetery Grant	0.00	5,000.00	-5,000.00
000-238 - 43300 Disabled Programs	454.96	400.00	54.96
000-209 - 43600 - PILOT State Property	11,642.25	10,830.00	812.25
100-227 - 43800 MRSA Revenue Sharing	79,678.66	0.00	79,678.66
900-219 - 43800 ECS Funds	1,002,392.00	2,004,782.00	-1,002,390.00
Total 4300 - INTERGOVERNMENTAL REVENUES	1,141,410.49	2,080,132.00	-938,721.51
4400 - CHARGES FOR SERVICES			
000-801 - 44867 Miscellaneous Revenue	5,474.24	3,000.00	2,474.24
000-803 - 44867 Rentals	5,000.00	10,000.00	-5,000.00
100-401 - 44204 Fire Burn Permits	30.00	0.00	30.00
100-407 - 44102 Clerk Fees	33,750.04	55,000.00	-21,249.96
700-413 - 44403 Transfer Station	18,910.00	44,200.00	-25,290.00
700-415 - 44403 Waste Redemption	1,222.07	1,000.00	222.07
800-405 - 44705 Building & Land Use Fees	42,872.98	68,000.00	-25,127.02
Total 4400 - CHARGES FOR SERVICES	107,259.33	181,200.00	-73,940.67
4600 - INVESTMENT INTEREST			
000-303 - 46101 Interest	78,875.29	3,000.00	75,875.29
Total 4600 - INVESTMENT INTEREST	78,875.29	3,000.00	75,875.29
Total Income	9,360,534.44	12,434,060.00	-3,073,525.56
Expense			
4700 - EDUCATION			
901-527 - 58250 RHAM Education	3,477,885.00	4,493,413.00	-1,015,528.00
901-595 - 28900 AES BOE	952,065.99	4,234,796.00	-3,282,730.01
Total 4700 - EDUCATION	4,429,950.99	8,728,209.00	-4,298,258.01
TOWN DEPARTMENTS			
4113 - TOWN ADMINISTRATOR			
102-100 - 51000 Town Administrator	64,162.57	92,925.00	-28,762.43
102-101 - 51000 Admin Assistant	3,120.00	22,650.00	-19,530.00
102-330 - 55990 Conference/Seminar	299.00	300.00	-1.00
102-535 - 55300 Mobile Phone	569.68	854.04	-284.36
102-580 - 55800 Mileage	800.00	1,200.00	-400.00
Total 4113 - TOWN ADMINISTRATOR	68,951.25	117,929.04	-48,977.79
4137 - TREASURER/FINANCIAL			
109-100 - 51000 Treasurer Salary	3,825.00	15,500.00	-11,675.00
109-120 - 51000 Treasurer Clerk Wages	29,976.22	42,900.00	-12,923.78
109-330 - 55990 Conference/Seminar	191.88	500.00	-308.12
109-610 - 56120 Office Supplies	136.27	200.00	-63.73
Total 4137 - TREASURER/FINANCIAL	34,129.37	59,100.00	-24,970.63
4147 - TOWN CLERK			
117-100 - 51000 Town Clerk Salary	37,515.46	55,000.00	-17,484.54
117-101 - 51000 Town Clerk Supplemental	3,570.86	6,000.00	-2,429.14
117-120 - 51000 Asst Town Clerk Salary	12,600.00	27,824.00	-15,224.00
117-330 - 59900 Conference/Seminar	620.00	1,000.00	-380.00
117-335 - 52900 Training	699.00	2,000.00	-1,301.00
117-438 - 54300 Equip Maint	89.99	540.00	-450.01
117-580 - 55800 Mileage	131.00	400.00	-269.00
117-610 - 56120 Office Supplies	984.95	1,400.00	-415.05
117-612 - 53520 Land Records	5,387.08	10,500.00	-5,112.92
117-616 - 55500 Maps Filming & Indexing	0.00	600.00	-600.00
117-810 - 58100 Membership	460.00	520.00	-60.00
117-865 - 55900 Vital Statistics	0.00	300.00	-300.00
117-885 - 55900 Historic Doc. Restoration	538.80	6,500.00	-5,961.20
Total 4147 - TOWN CLERK	62,597.14	112,584.00	-49,986.86
4135 - TAX COLLECTOR			
111-100 - 51000 Tax Collector Salary	33,933.71	48,928.00	-14,994.29
111-330 - 55999 Conference/Seminar	920.00	1,000.00	-80.00
111-438 - 53510 Contract Software Maint	7,408.29	12,950.00	-5,541.71
111-580 - 55800 Mileage	510.08	0.00	510.08
111-610 - 56120 Office Supplies	168.02	500.00	-331.98
111-810 - 58100 Membership	200.00	190.00	10.00
Total 4135 - TAX COLLECTOR	43,140.10	63,568.00	-20,427.90
4131 - ASSESSOR			
113-100 - 51000 Assessor Salary	21,410.55	30,974.00	-9,563.45
113-120 - 51000 Asst Assessor Salary	27,240.70	39,469.00	-12,228.30
113-335 - 52900 Training	259.00	750.00	-491.00
113-438 - 53510 Contract Software Maint	18,039.13	20,669.52	-2,630.39
113-580 - 55800 Mileage	0.00	500.00	-500.00
113-610 - 56120 Office Supplies	253.11	825.00	-571.89
113-612 - 56400 Book/Subscriptions	857.00	775.00	82.00
Total 4131 - ASSESSOR	68,059.49	93,962.52	-25,903.03

**Town of Andover
Interim Budget vs. Actual
July 2023 through February 2024**

	Jul '23 - Feb 24	Budget	\$ Over Budget
4149 - REGISTRARS			
125-100 - 51000 Registrars Salary	6,553.89	12,978.00	-6,424.11
125-120 - 51000 Asst Registrars Salary	0.00	1,085.15	-1,085.15
125-330 - 55990 Conference/Seminar	420.00	1,200.00	-780.00
125-335 - 52900 Training	938.38	3,500.00	-2,561.62
125-580 - 55800 Mileage	18.20	525.00	-506.80
125-610 - 56120 Office Supplies	62.85	315.00	-252.15
Total 4149 - REGISTRARS	7,993.32	19,603.15	-11,609.83
4197 - ELECTIONS			
121-100 - 51000 Election Salaries	3,473.45	17,820.00	-14,346.55
121-335 - 52900 Training	0.00	725.00	-725.00
121-438 - 54300 Equip Maint	750.00	3,000.00	-2,250.00
121-610 - 56010 Supplies	1,946.10	10,000.00	-8,053.90
121-800 - 55800 Misc/Canv	29.95	120.00	-90.05
121-830 - 52900 Meals	188.09	910.00	-721.91
Total 4197 - ELECTIONS	6,387.59	32,575.00	-26,187.41
4211 - BUILDING DEPARTMENT			
807-105 - 51000 Blding Dept - Shared Wage	12,116.16	23,900.00	-11,783.84
807-100 - 51000 Wages IWC	10,774.47	17,030.00	-6,255.53
817-100 - 51000 Zoning Agent Salary	19,302.14	26,181.46	-6,879.32
807-120 - 51000 Bldg Dept Admin Asst	15,485.54	24,249.41	-8,763.87
803-100 - 51000 Town Planner Wages	16,000.00	36,000.00	-20,000.00
807-438 - 54300 Equipment Maint	275.66	1,500.00	-1,224.34
807-580 - 55800 Mileage	600.00	1,200.00	-600.00
807-612 - 56400 Books & Manuals	0.00	500.00	-500.00
807-610 - 56120 Office Supplies	90.00	550.00	-460.00
807-810 - 58100 Membership	2,440.05	0.00	2,440.05
807-890 - 58100 PermitLink Fees	2,535.00	4,500.00	-1,965.00
807-901 - 57300 Equipment	0.00	250.00	-250.00
Total 4211 - BUILDING DEPARTMENT	79,619.02	135,860.87	-56,241.85
4501 - LIBRARY			
001-100 - 51000 Library Payroll	52,596.09	80,521.19	-27,925.10
001-800 - 56420 Library Operations	28,339.00	28,339.00	0.00
Total 4501 - LIBRARY	80,935.09	108,860.19	-27,925.10
4145 - CIVIL PREPAREDNESS			
135-100 - 51000 Civil Preparedness Salary	385.55	771.75	-386.20
135-335 - 52900 Training	0.00	350.00	-350.00
135-435 - 54420 Shared CERT Vehicle	0.00	1,000.00	-1,000.00
135-730 - 56900 Supplies & Equipment	0.00	850.00	-850.00
Total 4145 - CIVIL PREPAREDNESS	385.55	2,971.75	-2,586.20
Total TOWN DEPARTMENTS	452,197.92	747,014.52	-294,816.60
TOWN EXPENSES			
4213 - TOWN OFFICE BUILDING			
129-315 - 53010 Payroll Services	2,738.79	7,000.00	-4,261.21
129-350 - 54410 Water Testing	516.00	500.00	16.00
129-365 - 54010 Elevator Service Contract	2,384.85	2,350.00	34.85
129-401 - 58100 Elevator Permit	0.00	2,400.00	-2,400.00
129-442 - 53500 Computer Tech Support	7,791.92	11,461.00	-3,669.08
129-432 - 54301 Building Maint	682.04	4,250.00	-3,567.96
129-434 - 54301 Furnace Maintenance	0.00	500.00	-500.00
129-439 - 535100 Software Maint	0.00	9,000.00	-9,000.00
129-443 - 55990 Website Fees	6,197.03	4,731.00	1,466.03
129-444 - 55510 Copier Rental	1,786.56	2,680.00	-893.44
129-490 - 54302 Alarm Monitoring	301.44	500.00	-198.56
129-493 - 53520 Tolland 911 Dispatch	11,656.00	12,665.00	-1,009.00
129-530 - 55300 Telephone	3,937.19	4,920.00	-982.81
129-531 - 55301 Postage	3,363.64	7,000.00	-3,636.36
129-533 - 55301 Postage Meter Rental	595.60	600.00	-4.40
129-537 - 55300 Internet Cable	738.00	1,500.00	-762.00
129-550 - 55500 Printing	0.00	1,600.00	-1,600.00
129-601 - 56220 Electricity	4,555.52	12,000.00	-7,444.48
129-603 - 56240 Fuel Oil	3,467.53	5,000.00	-1,532.47
129-609 - 57300 Equipment	0.00	750.00	-750.00
129-610 - 56120 Office Supplies	10,118.09	3,500.00	6,618.09
129-652 - 56010 Janitorial Supplies	1,309.43	2,000.00	-690.57
129-735 - 54320 Computer Repair/Service	2,463.00	2,100.00	363.00
Total 4213 - TOWN OFFICE BUILDING	64,602.63	99,007.00	-34,404.37
4199-A - ADVERTISING			
127-540 - 55400 Legal Ads-Advertising	2,739.00	5,500.00	-2,761.00
Total 4199-A - ADVERTISING	2,739.00	5,500.00	-2,761.00
4157 - INSURANCE			
137-500 - 55200 Insurance	90,126.05	113,047.00	-22,920.95
Total 4157 - INSURANCE	90,126.05	113,047.00	-22,920.95
4117 - EMPLOYEE BENEFITS			
141-205 - 52200 SS & Med	49,394.47	84,728.55	-35,334.08
141-210 - 52600 Unemployment Comp	4,721.10	10,000.00	-5,278.90
141-215 - 52100 Health/Dental Ins	125,681.08	165,999.92	-40,318.84
141-223 - 52950 Disability	1,877.32	3,000.00	-1,122.68
141-225 - 52900 Life Insurance	717.00	1,500.00	-783.00
141-230 - 52300 Retirement MERF	57,594.67	131,995.00	-74,400.33
141-280 - 53070 CDL, Physicals, Drug Tes	0.00	750.00	-750.00
141-290 - 52300 Amort MERF	0.00	131.00	-131.00
141-295 - 52010 Admin Fee MERF	3,120.00	3,640.00	-520.00
Total 4117 - EMPLOYEE BENEFITS	243,105.64	401,744.47	-158,638.83
Total TOWN EXPENSES	400,573.32	619,298.47	-218,725.15
FACILITIES			
4213-A - OLD TOWN HALL			
123-432 - 54301 Building Maint	0.00	2,500.00	-2,500.00
123-490 - 54302 Alarm System	50.24	575.00	-524.76
123-601 - 54100 Electricity	576.15	975.00	-398.85
Total 4213-A - OLD TOWN HALL	626.39	4,050.00	-3,423.61

**Town of Andover
Interim Budget vs. Actual
July 2023 through February 2024**

	Jul '23 - Feb 24	Budget	\$ Over Budget
4301 - TOWN GARAGE			
309-350 - 53070 Medical/Drug Testing	411.00	550.00	-139.00
309-300 - 55990 Conference/Seminar	0.00	700.00	-700.00
309-432 - 54301 Building Maint	8,262.21	17,850.00	-9,587.79
309-434 - 54300 Furnance Maint	0.00	1,050.00	-1,050.00
309-490 - 54302 Alarm System	1,162.50	875.00	287.50
309-537 - 55300 Internet Cable	926.80	1,470.00	-543.20
309-601 - 56220 Electricity	2,454.81	6,750.00	-4,295.19
309-603 - 56240 Fuel Oil	16,559.04	7,500.00	9,059.04
309-610 - 56100 Office Supplies	55.98	200.00	-144.02
309-618 - 56500 Computer Supplies	70.30	350.00	-279.70
Total 4301 - TOWN GARAGE	29,902.64	37,295.00	-7,392.36
4203-A - OLD FIRE HOUSE			
149-601 - 54100 Electricity	462.18	1,000.00	-537.82
Total 4203-A - OLD FIRE HOUSE	462.18	1,000.00	-537.82
Total FACILITIES	30,991.21	42,345.00	-11,353.79
OUTSIDE SERVICES			
4125 - AUDITOR/ACTUARY			
105-320 - 53310 Annual Audit	23,400.00	35,000.00	-11,600.00
105-375 - 53310 Actuarial Services	5,475.00	5,500.00	-25.00
Total 4125 - AUDITOR/ACTUARY	28,875.00	40,500.00	-11,625.00
4139 - TOWN ATTORNEY			
107-310 - 53020 Legal Retainer	5,649.00	14,000.00	-8,351.00
107-312 - 53020 Assess - Legal	0.00	3,000.00	-3,000.00
Total 4139 - TOWN ATTORNEY	5,649.00	17,000.00	-11,351.00
4151 - TOWN ENGINEER			
311-370 - 53300 Consulting Fees-Engineer	2,686.54	10,000.00	-7,313.46
Total 4151 - TOWN ENGINEER	2,686.54	10,000.00	-7,313.46
4161 - PROBATE COURT			
119-800 - 58900 Misc Exp - Probate Court	3,262.00	3,200.00	62.00
Total 4161 - PROBATE COURT	3,262.00	3,200.00	62.00
4177 - CRCOG, CCM, COST			
819-810 - 53010 Cap Region COG/CCM/COST	8,616.00	8,500.00	116.00
Total 4177 - CRCOG, CCM, COST	8,616.00	8,500.00	116.00
Total OUTSIDE SERVICES	49,088.54	79,200.00	-30,111.46
PUBLIC WORKS/GROUNDS			
4399 - PUBLIC WORKS			
301-100 - 51000 Public Works Salary	203,817.46	321,305.57	-117,488.11
301-111 - 51520 Temp PW Salary	0.00	2,500.00	-2,500.00
301-112 - 51630 PW OT Salary	2,064.11	12,500.00	-10,435.89
301-391 - 54302 Fire Ext Testing	1,188.62	650.00	538.62
301-435 - 54301 Vehicle Maint	14,141.67	33,500.00	-19,358.33
301-448 - 51520 Misc Labor/Rental	786.11	1,575.00	-788.89
301-535 - 55300 Mobile Phone	569.68	852.00	-282.32
301-602 - 56260 Diesel	12,653.95	18,425.00	-5,771.05
301-603 - 56260 Gasoline	4,487.06	11,000.00	-6,512.94
301-620 - 56010 Supplies	12,707.42	18,500.00	-5,792.58
301-730 - 57300 Equipment	6,144.69	7,100.00	-955.31
301-810 - 58100 Membership	0.00	75.00	-75.00
Total 4399 - PUBLIC WORKS	258,560.77	427,982.57	-169,421.80
4307 - SNOW REMOVAL			
303-130 - 51630 Snow Removal OT	12,307.09	21,500.00	-9,192.91
303-436 - 54301 Ice Maint Bldg	0.00	550.00	-550.00
303-642 - 56010 Supplies	0.00	3,200.00	-3,200.00
303-643 - 57300 Sanding Equip	608.94	550.00	58.94
303-644 - 54103 Sand	0.00	2,500.00	-2,500.00
303-646 - 54103 Salt	27,617.87	66,250.00	-38,632.13
303-830 - 56300 Meals	469.91	700.00	-230.09
Total 4307 - SNOW REMOVAL	41,003.81	95,250.00	-54,246.19
4317 - TRANSFER STATION			
701-100 - 51000 Transfer Station Wages	16,361.95	24,505.64	-8,143.69
701-438 - 54300 Maintenance	1,389.11	2,500.00	-1,110.89
701-480 - 54101 Hauling Fees	27,901.84	42,746.08	-14,844.24
701-481 - 54101 Bulky Waste	19,205.83	32,620.64	-13,414.81
701-493 - 54900 Outdoor Facility	372.22	0.00	372.22
701-601 - 56220 Electricity	1,554.41	3,100.00	-1,545.59
701-803 - 54420 Compactor Lease	2,185.44	3,328.00	-1,142.56
701-998 - 54421 Tipping Fees	27,343.57	48,368.32	-21,024.75
8401 - RECYCLING			
703-432 - 54421 Hazardous Waste	0.00	3,310.33	-3,310.33
703-484 - 54421 Antifreeze Pickup	0.00	200.00	-200.00
703-485 - 54421 Used Oil Pickup	1,613.50	1,500.00	113.50
703-488 - 54421 Tire Pickup	2,332.00	2,000.00	332.00
703-807 - 54421 Permits	408.75	970.00	-561.25
Total 8401 - RECYCLING	4,354.25	7,980.33	-3,626.08
Total 4317 - TRANSFER STATION	100,668.62	165,149.01	-64,480.39
4599 - GROUND CARE			
313-420 - 54303 Mowing - Ground Care	15,251.03	25,000.00	-9,748.97
313-422 - 54900 Beautification	505.92	2,510.00	-2,004.08
313-424 - 54900 Old Cemetary Maint	0.00	7,000.00	-7,000.00
Total 4599 - GROUND CARE	15,756.95	34,510.00	-18,753.05
4311 - STREET LIGHTING			
305-410 - 56220 Street Lighting	3,167.97	10,360.00	-7,192.03
Total 4311 - STREET LIGHTING	3,167.97	10,360.00	-7,192.03

**Town of Andover
Interim Budget vs. Actual
July 2023 through February 2024**

	Jul '23 - Feb 24	Budget	\$ Over Budget
4199-B - CUSTODIAN			
147-100 - 51000 Custodian	9,907.28	14,846.00	-4,938.72
Total 4199-B - CUSTODIAN	9,907.28	14,846.00	-4,938.72
Total PUBLIC WORKS/GROUNDS	429,065.40	748,097.58	-319,032.18
PUBLIC SAFETY			
4201 - Resident Trooper			
403-375 - 53530 Contract ST Fee-Law Enfor	0.00	140,000.00	-140,000.00
403-901 - 56100 Office Supplies	0.00	450.00	-450.00
Total 4201 - Resident Trooper	0.00	140,450.00	-140,450.00
4203 - FIRE DEPARTMENT/COMMISSION			
401-800 - 53100 Fire Commission	114,575.00	152,750.00	-38,175.00
Total 4203 - FIRE DEPARTMENT/COMMISSION	114,575.00	152,750.00	-38,175.00
4215 - Animal Control			
151-105 - 51000 NECOG Shared Wages	11,748.75	10,500.00	1,248.75
Total 4215 - Animal Control	11,748.75	10,500.00	1,248.75
4219 - FIRE MARSHAL			
405-100 - 51000 Fire Marshal Salary	5,410.10	8,260.57	-2,850.47
405-110 - 51000 Deputy Salary	635.42	1,302.71	-667.29
405-150 - 51000 Fire Official Comp	0.00	350.00	-350.00
405-355 - 52900 Training	0.00	400.00	-400.00
405-610 - 56120 Office Supplies	187.25	50.00	137.25
405-612 - 56400 Subscriptions	0.00	500.00	-500.00
405-810 - 58100 Dues/Memberships	0.00	175.00	-175.00
405-901 - 57300 Equipment	0.00	1,000.00	-1,000.00
Total 4219 - FIRE MARSHAL	6,232.77	12,038.28	-5,805.51
Total PUBLIC SAFETY	132,556.52	315,738.28	-183,181.76
4423 - PUBLIC WELFARE			
4417 - SENIOR CITIZENS			
145-100 - 51000 Resident Services Coord.	3,926.46	5,776.24	-1,849.78
145-820 - 56300 Senior Lunch	1,451.02	1,080.00	371.02
145-870 - 56900 Programs Senior Citizens	768.81	2,000.00	-1,231.19
145-875 - 56290 Trips - Senior Citizens	2,892.68	4,000.00	-1,107.32
Total 4417 - SENIOR CITIZENS	9,038.97	12,856.24	-3,817.27
4499 - ANDOVER SENIOR TRANSPORTAION			
143-100 - 51000 Drivers/Dispatch Salary	22,887.63	27,500.00	-4,612.37
143-380 - 53070 Comm. Drivers Test-DAR	0.00	1,000.00	-1,000.00
143-435 - 54300 Vehicle Main - Dial a Rid	1,762.52	5,000.00	-3,237.48
143-603 - 56260 Fuel Dial a Ride	4,132.83	6,095.00	-1,962.17
Total 4499 - ANDOVER SENIOR TRANSPORTAION	28,782.98	39,595.00	-10,812.02
4401 - HEALTH OFFICER			
201-999 - 53010 Eastern Highlands Hlth	13,657.00	18,209.00	-4,552.00
Total 4401 - HEALTH OFFICER	13,657.00	18,209.00	-4,552.00
4413 - MENTAL HEALTH			
205-843 - 53010 Amplify Mental Health	440.00	250.00	190.00
Total 4413 - MENTAL HEALTH	440.00	250.00	190.00
4419 - AHM YOUTH SERVICES			
207-844 - 53010 AHM Youth Services	48,501.00	97,002.00	-48,501.00
Total 4419 - AHM YOUTH SERVICES	48,501.00	97,002.00	-48,501.00
Total 4423 - PUBLIC WELFARE	100,419.95	167,912.24	-67,492.29
BOARDS & COMMISSIONS			
4111 - SELECTMEN			
101-105 - 51000 Selectman Salary	1,800.00	6,000.00	-4,200.00
101-115 - 51000 Board Clerk BOS	356.50	1,800.00	-1,443.50
101-836 - 59010 Veteran's Committee	0.00	500.00	-500.00
Total 4111 - SELECTMEN	2,156.50	8,300.00	-6,143.50
4103 - BOARD OF FINANCE			
103-121 - 51000 BOF Clerk Wages	1,511.75	1,700.00	-188.25
Total 4103 - BOARD OF FINANCE	1,511.75	1,700.00	-188.25
4171 - CONSERVATION COMMISSION			
815-330 - 58100 Membership	0.00	65.00	-65.00
815-609 - 57300 Equipment	0.00	60.00	-60.00
815-810 - 55990 Conferences	0.00	525.00	-525.00
Total 4171 - CONSERVATION COMMISSION	0.00	650.00	-650.00
4155 - BOARD OF ASSESSMENT APPEALS			
115-120 - 51000 BAA Clerk Salary	124.00	400.00	-276.00
115-335 - 52900 Training	150.00	150.00	0.00
Total 4155 - BOARD OF ASSESSMENT APPEALS	274.00	550.00	-276.00
4155-A - ZONING BOARD OF APPEALS			
805-115 - 51000 Board Clerk - ZBA	311.00	500.00	-189.00
Total 4155-A - ZONING BOARD OF APPEALS	311.00	500.00	-189.00
4173 - ECON DEVELOPMENT COMM			
801-800 - 55990 Economic Devel Comm	450.00	1,000.00	-550.00
Total 4173 - ECON DEVELOPMENT COMM	450.00	1,000.00	-550.00
4511 - MEMORIAL DAY COMM			
601-800 - 56900 Memorial Day Misc Exp	0.00	800.00	-800.00
Total 4511 - MEMORIAL DAY COMM	0.00	800.00	-800.00

**Town of Andover
Interim Budget vs. Actual
July 2023 through February 2024**

	Jul '23 - Feb 24	Budget	\$ Over Budget
4503 - RECREATION COMMISSION			
603-493 - 54410 Outside Facility Rental	2,421.66	2,630.00	-208.34
603-870 - 55990 Programs	2,020.67	6,000.00	-3,979.33
603-890 - 55990 Community Garden	0.00	1,500.00	-1,500.00
Total 4503 - RECREATION COMMISSION	4,442.33	10,130.00	-5,687.67
4153 - PLANNING & ZONING COMMISSION			
803-105 - 51000 Board Clerk Wages	627.50	3,200.00	-2,572.50
803-310 - 53020 Legal/Professional	4,685.00	6,500.00	-1,815.00
803-335 - 52900 Training	0.00	750.00	-750.00
803-340 - 53500 Mapping	0.00	500.00	-500.00
Total 4153 - PLANNING & ZONING COMMISSION	5,312.50	10,950.00	-5,637.50
4163 - INLAND WETLANDS C COMMISSION			
809-115 - 51000 Board Clerk - IWC	695.75	1,450.00	-754.25
809-335 - 52900 Training	65.00	250.00	-185.00
809-610 - 56100 Office Supplies	0.00	200.00	-200.00
809-810 - 58100 Dues/Membership	0.00	65.00	-65.00
Total 4163 - INLAND WETLANDS C COMMISSION	760.75	1,965.00	-1,204.25
4159 - HISTORICAL			
153-800 - 53400 Town Historian	0.00	200.00	-200.00
Total 4159 - HISTORICAL	0.00	200.00	-200.00
Total BOARDS & COMMISSIONS	15,218.83	36,745.00	-21,526.17
CAPITAL RELATED			
4900 - CAPITAL			
111-714 - 53520 Revaluation	16,500.00	16,500.00	0.00
Total 4900 - CAPITAL	16,500.00	16,500.00	0.00
9900 - TRANSFERS			
305-899 - 59020 Contingency	4,369.12	50,000.00	-45,630.88
305-908 - 59020 Fire Engine Fund/Tanker	125,000.00	125,000.00	0.00
305-xxx - 59020 PW Equipment Fund	125,000.00	125,000.00	0.00
305-911 - 59020 Road Improve. Fund	410,000.00	410,000.00	0.00
305-912 - 59020 Tree Removal Fund	50,000.00	50,000.00	0.00
305-914 - 59020 Bridge & Culvert Fund	100,000.00	100,000.00	0.00
305-915 - 59020 Bldg Main Fund	108,000.00	108,000.00	0.00
Total 9900 - TRANSFERS	922,369.12	968,000.00	-45,630.88
Total CAPITAL RELATED	938,869.12	984,500.00	-45,630.88
Total Expense	6,978,931.80	12,469,060.09	-5,490,128.29
Net Ordinary Income	2,381,602.64	-35,000.09	2,416,602.73
Net Income	2,381,602.64	-35,000.09	2,416,602.73

Town of Andover Check Register As of March 31, 2024

	Type	Date	Num	Name	Amount
10000 - General Fund Checking					
	Liability Check	02/01/2024	eft	Administrator Unemployment	-230.00
	Sales Receipt	02/02/2024	102	Town Clerk	523.00
	Deposit	02/02/2024	ach	IRS	60.00
	Deposit	02/02/2024	ach	STATE OF CT	175.00
	Transfer	02/03/2024			-3,021.87
	Check	02/06/2024	ACH	WEX Bank	-1,143.63
	Deposit	02/06/2024			8,934.45
	Bill Pmt -Check	02/07/2024	10991	MERF	-21,360.43
	Liability Check	02/07/2024	10992	AFSCME, LOCAL 1303	-263.30
	Liability Check	02/07/2024	10993	MEUI	-62.55
	Liability Check	02/07/2024	10994	AIG RETIREMENT SERVICES	-900.00
	Bill Pmt -Check	02/07/2024	10995	ANDOVER LIBRARY	-14,169.50
	Bill Pmt -Check	02/07/2024	10996	ANDOVER PIZZA	-632.22
	Bill Pmt -Check	02/07/2024	10997	Avenu Enterprise Solutions LLC	-1,312.80
	Bill Pmt -Check	02/07/2024	10998	CASELLA WASTE	-7,768.65
	Bill Pmt -Check	02/07/2024	10999	COIT EXCAVATING INC	-599.43
	Bill Pmt -Check	02/07/2024	11000	COMCAST	-115.85
	Bill Pmt -Check	02/07/2024	11001	Dime Oil LLC	-1,194.12
	Bill Pmt -Check	02/07/2024	11002	E J Prescott Inc.	-575.00
	Bill Pmt -Check	02/07/2024	11003	EAST COAST SIGN & SUPPLY	-358.00
	Bill Pmt -Check	02/07/2024	11004	Eversource	-1,336.72
	Bill Pmt -Check	02/07/2024	11005	Genie Innovations Inc.	-409.95
	Bill Pmt -Check	02/07/2024	11006	Gisemi Rolle	-450.00
	Bill Pmt -Check	02/07/2024	11007	Glastonbury Citizen/Rivereast News Bullet	-264.00
	Bill Pmt -Check	02/07/2024	11008	INFOSHRED LLC	-25.00
	Bill Pmt -Check	02/07/2024	11009	International Institute of Munciple Cler	-210.00
	Bill Pmt -Check	02/07/2024	11010	LEAF	-223.32
	Bill Pmt -Check	02/07/2024	11011	Marina Pandolfi	-691.25
	Bill Pmt -Check	02/07/2024	11012	MICHAEL PALAZZI	-63.79
	Bill Pmt -Check	02/07/2024	11013	Nathan L Jacobson & Assoc Inc	-72.60
	Bill Pmt -Check	02/07/2024	11014	NIKOLAS COTE	-200.00
	Bill Pmt -Check	02/07/2024	11015	Pippin & Son Portable	-558.33
	Bill Pmt -Check	02/07/2024	11016	Point Software	-225.00
	Bill Pmt -Check	02/07/2024	11017	RED'S BUILDING SUPPLIES LLC	-2,503.10
	Bill Pmt -Check	02/07/2024	11018	Schillers	-784.00
	Bill Pmt -Check	02/07/2024	11019	Shady Glen	-93.93
	Bill Pmt -Check	02/07/2024	11020	SHANNON SAUNDERS	-200.00
	Bill Pmt -Check	02/07/2024	11021	SILVERBACK DISTRIBUTION	-340.00
	Bill Pmt -Check	02/07/2024	11022	SWISS UNIFORM RENTAL	-343.48
	Bill Pmt -Check	02/07/2024	11023	The Peterbilt Store	-80.32
	Bill Pmt -Check	02/07/2024	11024	THE W.I. CLARK COMPANY	-731.78
	Bill Pmt -Check	02/07/2024	11025	TOWN OF MANSFIELD	-4,552.25

Town of Andover Check Register As of March 31, 2024

	Type	Date	Num	Name	Amount
	Bill Pmt -Check	02/07/2024	11026	TOWN OF SOUTH WINDSOR	-955.32
	Bill Pmt -Check	02/07/2024	11027	Treasurer, State of CT	-369.00
	Bill Pmt -Check	02/07/2024	11028	Tyche Planning and Policy Group	-4,000.00
	Bill Pmt -Check	02/07/2024	11029	TYLER EQUIPMENT CORP	-98.62
	Bill Pmt -Check	02/07/2024	11030	W B MASON CO INC	-111.84
	Bill Pmt -Check	02/07/2024	11031	W. H. Preuss Sons Inc.	-528.96
	Bill Pmt -Check	02/07/2024	11032	WESTERN OIL, INC	-583.10
	Bill Pmt -Check	02/07/2024	11033	WILLIMANTIC AUTO & TRUCK	-262.13
	Check	02/07/2024	11034	OFFICE OF THE TREASURER, State of CT	-1,920.00
	Check	02/07/2024	11035	DAS-ACCT. REC. - HDP	-216.00
	Check	02/07/2024	11036	D.E.E.P	-52.00
	Bill Pmt -Check	02/07/2024	11037	NEACTC	-50.00
	Liability Check	02/12/2024	ACH	EFTPS	-8,489.34
	Liability Check	02/12/2024	ACH	Commissioner of Revenue Services	-1,492.27
	Deposit	02/12/2024			6,912.20
	Check	02/12/2024	ach	US Postal Service	-500.00
	Liability Check	02/13/2024		QuickBooks Payroll Service	-28,041.57
	Paycheck	02/14/2024	DD1286	Anderson, Eric	0.00
	Paycheck	02/14/2024	DD1287	Autorino, Lori S	0.00
	Paycheck	02/14/2024	DD1288	Bazzani, Janice C	0.00
	Paycheck	02/14/2024	DD1289	Begin, Richard	0.00
	Paycheck	02/14/2024	DD1290	Bell, William A	0.00
	Paycheck	02/14/2024	DD1291	Bricault, Roland O	0.00
	Paycheck	02/14/2024	DD1292	Campen, Catherine L	0.00
	Paycheck	02/14/2024	DD1293	Chaponis, John	0.00
	Paycheck	02/14/2024	DD1294	Derick, Linda J	0.00
	Paycheck	02/14/2024	DD1295	Derico, Dominic W	0.00
	Paycheck	02/14/2024	DD1296	Dougherty, Roberta B	0.00
	Paycheck	02/14/2024	DD1297	Gonyea, Therese	0.00
	Paycheck	02/14/2024	DD1298	Hallisey, James J	0.00
	Paycheck	02/14/2024	DD1299	Harakaly, Christina	0.00
	Paycheck	02/14/2024	DD1300	Kauffman, Ricky J	0.00
	Paycheck	02/14/2024	DD1301	Kurtz, Lisa	0.00
	Paycheck	02/14/2024	DD1304	Merry, Anne	0.00
	Paycheck	02/14/2024	DD1305	Morrissey, Katherine V	0.00
	Paycheck	02/14/2024	DD1306	Motyl, Stephen	0.00
	Paycheck	02/14/2024	DD1308	Pearl, Thomas L	0.00
	Paycheck	02/14/2024	DD1309	Peterson, Pamela	0.00
	Paycheck	02/14/2024	DD1310	Skoog, Elinor A	0.00
	Paycheck	02/14/2024	DD1312	Victoria, Julie A	0.00
	Paycheck	02/14/2024	DD1313	Wagner, Joseph W	0.00
	Paycheck	02/14/2024	DD1314	Werner, Lynn M	0.00
	Paycheck	02/14/2024	DD1315	Williams, Mark	0.00

Town of Andover Check Register As of March 31, 2024

	Type	Date	Num	Name	Amount
	Paycheck	02/14/2024	DD1316	Zito, Zachary A	0.00
	Paycheck	02/14/2024	DD1302	Lee, Carol	0.00
	Paycheck	02/14/2024	DD1303	Lester, Michael J	0.00
	Paycheck	02/14/2024	DD1307	Orlomoski, Amy E	0.00
	Paycheck	02/14/2024	DD1311	Tuttle, Robert J	0.00
	Check	02/14/2024	ACH	Spring	-14,746.78
	Check	02/14/2024	ACH	AES Payables	-423,479.60
	Check	02/14/2024	ACH	RHAM	-441,535.00
	Bill Pmt -Check	02/15/2024	11038	Barton & Loguidice, LLC	-23,000.00
	Bill Pmt -Check	02/15/2024	11039	Budget Fuel	-349.90
	Bill Pmt -Check	02/15/2024	11040	CivicPlus LLC	-4,153.63
	Bill Pmt -Check	02/15/2024	11041	Constellation NewEnergy Inc	-214.34
	Bill Pmt -Check	02/15/2024	11042	Corbett HVAC Services LLC	-625.00
	Bill Pmt -Check	02/15/2024	11043	CTCA	-270.00
	Bill Pmt -Check	02/15/2024	11044	Dime Oil LLC	-1,358.36
	Bill Pmt -Check	02/15/2024	11045	Dubois Automotive Inc.	-79.45
	Bill Pmt -Check	02/15/2024	11046	EQUIPMENT SPECIALISTS	-50.12
	Bill Pmt -Check	02/15/2024	11047	Glastonbury Citizen/Rivereast News Bullet	-209.00
	Bill Pmt -Check	02/15/2024	11048	HALLORAN & SAGE	-520.00
	Bill Pmt -Check	02/15/2024	11049	HOSMER MT. BOTTLING COMPANY INC	-39.00
	Bill Pmt -Check	02/15/2024	11050	The Office Works, Inc.	-69.63
	Bill Pmt -Check	02/15/2024	11051	W B MASON CO INC	-338.80
	Deposit	02/17/2024	ach	STATE OF CT	10.00
	Transfer	02/20/2024			-450,000.00
	Bill Pmt -Check	02/21/2024	11052	A&A Pest Control Co., Inc	-120.00
	Bill Pmt -Check	02/21/2024	11053	ANDOVER CONGREGATIONAL	-763.30
	Bill Pmt -Check	02/21/2024	11054	ANDOVER CUB SCOUT TROOP 124	-763.30
	Bill Pmt -Check	02/21/2024	11055	ANDOVER FOOD PANTRY	-763.30
	Bill Pmt -Check	02/21/2024	11056	AQUA TURF CLUB	-972.00
	Bill Pmt -Check	02/21/2024	11057	Avenu Enterprise Solutions LLC	-5.60
	Bill Pmt -Check	02/21/2024	11058	CERT TEAM	-763.30
	Bill Pmt -Check	02/21/2024	11059	COLUMBIA FORD	-88.14
	Bill Pmt -Check	02/21/2024	11060	Dime Oil LLC	-660.99
	Bill Pmt -Check	02/21/2024	11061	FRONTIER COMMUNICATIONS	-83.77
	Bill Pmt -Check	02/21/2024	11062	Genie Innovations Inc.	-409.95
	Bill Pmt -Check	02/21/2024	11063	Shady Glen	-50.99
	Bill Pmt -Check	02/21/2024	11064	VERIZON WIRELSS	-142.52
	Liability Check	02/21/2024	11065	MEUI	-125.10
	Deposit	02/21/2024			90.00
	Deposit	02/21/2024			90.00
	Sales Receipt	02/22/2024	103	Town Clerk	1,582.00
	Deposit	02/23/2024	ach	STATE OF CT	6,000.00
	Liability Check	02/26/2024	ACH	EFTPS	-8,367.40

Town of Andover Check Register As of March 31, 2024

	Type	Date	Num	Name	Amount
	Liability Check	02/26/2024	ACH	Commissioner of Revenue Services	-1,504.79
	Liability Check	02/27/2024		QuickBooks Payroll Service	-26,345.97
	Deposit	02/27/2024			962.31
	Paycheck	02/28/2024	DD1317	Anderson, Eric	0.00
	Paycheck	02/28/2024	DD1318	Autorino, Lori S	0.00
	Paycheck	02/28/2024	DD1319	Bazzani, Janice C	0.00
	Paycheck	02/28/2024	DD1320	Begin, Richard	0.00
	Paycheck	02/28/2024	DD1321	Bell, William A	0.00
	Paycheck	02/28/2024	DD1322	Bricault, Roland O	0.00
	Paycheck	02/28/2024	DD1323	Campen, Catherine L	0.00
	Paycheck	02/28/2024	DD1325	Derico, Dominic W	0.00
	Paycheck	02/28/2024	DD1326	Dougherty, Roberta B	0.00
	Paycheck	02/28/2024	DD1327	Gonyea, Therese	0.00
	Paycheck	02/28/2024	DD1328	Hallisey, James J	0.00
	Paycheck	02/28/2024	DD1329	Harakaly, Christina	0.00
	Paycheck	02/28/2024	DD1330	Kauffman, Ricky J	0.00
	Paycheck	02/28/2024	DD1333	Morrissey, Katherine V	0.00
	Paycheck	02/28/2024	DD1334	Motyl, Stephen	0.00
	Paycheck	02/28/2024	DD1336	Pearl, Thomas L	0.00
	Paycheck	02/28/2024	DD1338	Skoog, Elinor A	0.00
	Paycheck	02/28/2024	DD1340	Wagner, Joseph W	0.00
	Paycheck	02/28/2024	DD1341	Werner, Lynn M	0.00
	Paycheck	02/28/2024	DD1342	Williams, Mark	0.00
	Paycheck	02/28/2024	DD1343	Zito, Zachary A	0.00
	Paycheck	02/28/2024	DD1324	Chaponis, John	0.00
	Paycheck	02/28/2024	DD1331	Lee, Carol	0.00
	Paycheck	02/28/2024	DD1332	Lester, Michael J	0.00
	Paycheck	02/28/2024	DD1335	Orlomoski, Amy E	0.00
	Paycheck	02/28/2024	DD1337	Peterson, Pamela	0.00
	Paycheck	02/28/2024	DD1339	Tuttle, Robert J	0.00
	Liability Check	02/28/2024	11066	MEUI	-125.10
	Liability Check	02/28/2024	11067	AFSCME, LOCAL 1303	-303.82
	Liability Check	02/28/2024	11068	AIG RETIREMENT SERVICES	-600.00
	Bill Pmt -Check	02/29/2024	11069	ALGONQUIN PRODUCTS COMPANY	-106.90
	Bill Pmt -Check	02/29/2024	11070	ANTHEM LIFE& DISABILITY INSURANCE	-319.70
	Bill Pmt -Check	02/29/2024	11071	Avenu Enterprise Solutions LLC	-650.00
	Bill Pmt -Check	02/29/2024	11072	Columbia Rec	-115.00
	Bill Pmt -Check	02/29/2024	11073	COMCAST	-231.70
	Bill Pmt -Check	02/29/2024	11074	Doubletree by Hilton Hotel Bristol	-150.00
	Bill Pmt -Check	02/29/2024	11075	EAST COAST SIGN & SUPPLY	-90.00
	Bill Pmt -Check	02/29/2024	11076	Genie Innovations Inc.	-409.95
	Bill Pmt -Check	02/29/2024	11077	Glastonbury Citizen/Rivereast News Bullet	-77.00
	Bill Pmt -Check	02/29/2024	11078	INFOSHRED LLC	-25.00

Town of Andover Check Register As of March 31, 2024

	Type	Date	Num	Name	Amount
	Bill Pmt -Check	02/29/2024	11079	MID-CITY STEEL	-375.00
	Bill Pmt -Check	02/29/2024	11080	QUALITY DATA SERVICE INC	-1,047.50
	Bill Pmt -Check	02/29/2024	11081	TOM'S PLACE FOOD LLC	-31.00
	Bill Pmt -Check	02/29/2024	11082	US Postal Service	-320.00
	Sales Receipt	02/29/2024	104	Town Clerk	717.00
	Transfer	02/29/2024			391,068.81
	Sales Receipt	02/29/2024	106	Building Dept	1,372.10
	Sales Receipt	02/29/2024	106	Building Dept	518.32
	Sales Receipt	02/29/2024	106	Building Dept	3,035.12
	Sales Receipt	02/29/2024	106	Building Dept	307.52
	Sales Receipt	02/29/2024	106	Building Dept	0.00
	General Journal	02/29/2024	CPA 2024-74		-0.02
	Deposit	02/29/2024			107.21
	Check	03/04/2024	ACH	WEX Bank	-1,129.33
	Transfer	03/04/2024			-3,833.68
	Bill Pmt -Check	03/05/2024		PHOENIX ENVIRONMENTAL LABORATO	0.00
	Bill Pmt -Check	03/05/2024		PHOENIX ENVIRONMENTAL LABORATO	0.00
	Deposit	03/05/2024			821.32
	Check	03/05/2024	11083	OFFICE OF THE TREASURER, State of CT	-595.00
	Check	03/05/2024	11084	DAS-ACCT. REC. - HDP	-104.00
	Check	03/05/2024	11085	D.E.E.P	-8.00
	Bill Pmt -Check	03/05/2024	11086	ACAR Leasing LTD	-841.11
	Bill Pmt -Check	03/05/2024	11087	AIRGAS USA, LLC	-221.40
	Bill Pmt -Check	03/05/2024	11088	Budget Fuel	-354.90
	Bill Pmt -Check	03/05/2024	11089	Cargill Inc	-27,617.87
	Bill Pmt -Check	03/05/2024	11090	CASELLA WASTE	-7,820.00
	Bill Pmt -Check	03/05/2024	11091	Cash True Value - East Lyme	-25.69
	Bill Pmt -Check	03/05/2024	11092	CCM	-300.00
	Bill Pmt -Check	03/05/2024	11093	Christopher Prue	-180.00
	Bill Pmt -Check	03/05/2024	11094	EQUIPMENT SPECIALISTS	-1,573.70
	Bill Pmt -Check	03/05/2024	11095	Eversource	-866.37
	Bill Pmt -Check	03/05/2024	11096	FleetPride	-1,804.65
	Bill Pmt -Check	03/05/2024	11097	FP MAILING SOLUTIONS	-147.80
	Bill Pmt -Check	03/05/2024	11098	GINA MARIE'S	-54.68
	Bill Pmt -Check	03/05/2024	11099	Glastonbury Citizen/Rivereast News Bullet	-44.00
	Bill Pmt -Check	03/05/2024	11100	Grace Gostanian	-280.89
	Bill Pmt -Check	03/05/2024	11101	HEBRON ACE HARDWARE	-204.03
	Bill Pmt -Check	03/05/2024	11102	HONDA LEASE TRUST	-256.26
	Bill Pmt -Check	03/05/2024	11103	K&S Distributors	-115.24
	Bill Pmt -Check	03/05/2024	11104	Kahn Tractor & Equipment Inc.	-12.63
	Bill Pmt -Check	03/05/2024	11105	LEAF	-223.32
	Bill Pmt -Check	03/05/2024	11106	Michael Plausse	-160.68
	Bill Pmt -Check	03/05/2024	11107	Pippin & Son Portable	-558.33

Town of Andover Check Register As of March 31, 2024

	Type	Date	Num	Name	Amount
	Bill Pmt -Check	03/05/2024	11108	SWISS UNIFORM RENTAL	-343.48
	Bill Pmt -Check	03/05/2024	11109	TOM PEARL	-110.00
	Bill Pmt -Check	03/05/2024	11110	TOWN OF SOUTH WINDSOR	-955.32
	Bill Pmt -Check	03/05/2024	11111	W B MASON CO INC	-573.99
	Bill Pmt -Check	03/05/2024	11112	W. H. Preuss Sons Inc.	-827.54
	Bill Pmt -Check	03/05/2024	11113	WILLIMANTIC AUTO & TRUCK	-18.29
	Transfer	03/07/2024			750,000.00
	Bill Pmt -Check	03/07/2024	11114	Daimler Truck Financial Services USA LLC	-58,881.39
	Liability Check	03/11/2024	ACH	EFTPS	-8,123.92
	Liability Check	03/11/2024	ACH	Commissioner of Revenue Services	-1,416.54
	Bill Pmt -Check	03/11/2024	11115	Aaron Harris	-300.00
	Bill Pmt -Check	03/11/2024	11116	Constellation NewEnergy Inc	-797.61
	Bill Pmt -Check	03/11/2024	11117	Eversource	-321.07
	Bill Pmt -Check	03/11/2024	11118	Fastenal	-1,678.80
	Bill Pmt -Check	03/11/2024	11119	GENALCO, INC	-1,864.01
	Bill Pmt -Check	03/11/2024	11120	Gisemi Rolle	-100.00
	Bill Pmt -Check	03/11/2024	11121	HOSMER MT. BOTTLING COMPANY INC	-44.00
	Bill Pmt -Check	03/11/2024	11122	JAMES WALKER	-100.00
	Bill Pmt -Check	03/11/2024	11123	MAHONEY SABOL	-12,200.00
	Bill Pmt -Check	03/11/2024	11124	Marina Pandolfi	-639.00
	Bill Pmt -Check	03/11/2024	11125	MERF	-11,847.51
	Bill Pmt -Check	03/11/2024	11126	NIKOLAS COTE	-400.00
	Bill Pmt -Check	03/11/2024	11127	QUENTIN PITTS	-100.00
	Bill Pmt -Check	03/11/2024	11128	Shady Glen	-49.92
	Bill Pmt -Check	03/11/2024	11129	The Peterbilt Store	-15,063.19
	Bill Pmt -Check	03/11/2024	11130	THE W.I. CLARK COMPANY	-287.52
	Bill Pmt -Check	03/11/2024	11131	Tod Smith	-200.00
	Bill Pmt -Check	03/11/2024	11132	W B MASON CO INC	-134.46
	Deposit	03/11/2024			3,333.20
	Bill Pmt -Check	03/11/2024	11133	MAHONEY SABOL	-12,400.00
	Check	03/12/2024	ACH	Spring	-14,746.78
	Check	03/12/2024	ACH	RHAM	-353,228.00
	Check	03/12/2024	ACH	AES Payables	-423,479.60
	Liability Check	03/12/2024		QuickBooks Payroll Service	-26,218.52
	Paycheck	03/13/2024	DD1344	Anderson, Eric	0.00
	Paycheck	03/13/2024	DD1345	Autorino, Lori S	0.00
	Paycheck	03/13/2024	DD1346	Bazzani, Janice C	0.00
	Paycheck	03/13/2024	DD1347	Begin, Richard	0.00
	Paycheck	03/13/2024	DD1348	Bell, William A	0.00
	Paycheck	03/13/2024	DD1349	Bricault, Roland O	0.00
	Paycheck	03/13/2024	DD1350	Camoroda, Susan M	0.00
	Paycheck	03/13/2024	DD1351	Campen, Catherine L	0.00
	Paycheck	03/13/2024	DD1352	Chaponis, John	0.00

Town of Andover Check Register As of March 31, 2024

	Type	Date	Num	Name	Amount
	Paycheck	03/13/2024	DD1353	Derico, Dominic W	0.00
	Paycheck	03/13/2024	DD1354	Dougherty, Roberta B	0.00
	Paycheck	03/13/2024	DD1355	Gonyea, Therese	0.00
	Paycheck	03/13/2024	DD1356	Hallisey, James J	0.00
	Paycheck	03/13/2024	DD1357	Harakaly, Christina	0.00
	Paycheck	03/13/2024	DD1358	Kauffman, Ricky J	0.00
	Paycheck	03/13/2024	DD1361	Morrissey, Katherine V	0.00
	Paycheck	03/13/2024	DD1362	Motyl, Stephen	0.00
	Paycheck	03/13/2024	DD1364	Pearl, Thomas L	0.00
	Paycheck	03/13/2024	DD1366	Skoog, Elinor A	0.00
	Paycheck	03/13/2024	DD1368	Wagner, Joseph W	0.00
	Paycheck	03/13/2024	DD1369	Werner, Lynn M	0.00
	Paycheck	03/13/2024	DD1370	Williams, Mark	0.00
	Paycheck	03/13/2024	DD1371	Zito, Zachary A	0.00
	Paycheck	03/13/2024	DD1359	Lee, Carol	0.00
	Paycheck	03/13/2024	DD1360	Lester, Michael J	0.00
	Paycheck	03/13/2024	DD1363	Orlomoski, Amy E	0.00
	Paycheck	03/13/2024	DD1365	Peterson, Pamela	0.00
	Paycheck	03/13/2024	DD1367	Tuttle, Robert J	0.00
	Bill Pmt -Check	03/21/2024	11134	Able Tool & Equipment	-3,566.00
	Bill Pmt -Check	03/21/2024	11135	Avenu Enterprise Solutions LLC	-16.00
	Bill Pmt -Check	03/21/2024	11136	Chip-A-Stump	-1,250.00
	Bill Pmt -Check	03/21/2024	11137	CIRMA	-22,982.00
	Bill Pmt -Check	03/21/2024	11138	Dime Oil LLC	-1,037.67
	Bill Pmt -Check	03/21/2024	11139	DISTINCTIIVE TREE CARE LLC	-1,750.00
	Bill Pmt -Check	03/21/2024	11140	Dubois Automotive Inc.	-228.90
	Bill Pmt -Check	03/21/2024	11141	FP MAILING SOLUTIONS	-150.00
	Bill Pmt -Check	03/21/2024	11142	FRONTIER COMMUNICATIONS	-83.77
	Bill Pmt -Check	03/21/2024	11143	Point Software	-420.00
	Bill Pmt -Check	03/21/2024	11144	The Office Works, Inc.	-83.89
	Bill Pmt -Check	03/21/2024	11145	Town of Columbia	-115.00
	Bill Pmt -Check	03/21/2024	11146	VERIZON WIRELSS	-142.52
	Bill Pmt -Check	03/21/2024	11147	W B MASON CO INC	-4,176.19
	Bill Pmt -Check	03/21/2024	11148	THE W.I. CLARK COMPANY	-35,061.00
	Bill Pmt -Check	03/21/2024	11149	Concrete Flatwork	-2,000.00
	Bill Pmt -Check	03/21/2024	11150	Glastonbury Citizen/Rivereast News Bullet	-198.00
	Bill Pmt -Check	03/21/2024	11151	HALLORAN & SAGE	-1,060.00
	Bill Pmt -Check	03/21/2024	11152	ROVAC	-250.00
	Bill Pmt -Check	03/21/2024	11153	TENNETT TREE SERVICE, INC	-3,500.00
	Liability Check	03/25/2024	ACH	EFTPS	-8,010.46
	Liability Check	03/25/2024	ACH	Commissioner of Revenue Services	-1,404.81
	Liability Check	03/25/2024	11154	MEUI	0.00
	Liability Check	03/25/2024	11155	MEUI	-125.10

Town of Andover Check Register As of March 31, 2024

	Type	Date	Num	Name	Amount
	Liability Check	03/25/2024	11156	AFSCME, LOCAL 1303	-330.82
	Liability Check	03/25/2024	11157	AIG RETIREMENT SERVICES	-600.00
	Liability Check	03/26/2024		QuickBooks Payroll Service	-25,758.75
	Paycheck	03/27/2024	DD1373	Autorino, Lori S	0.00
	Paycheck	03/27/2024	DD1374	Barton Jr., Wallace E	0.00
	Paycheck	03/27/2024	DD1375	Bazzani, Janice C	0.00
	Paycheck	03/27/2024	DD1377	Bell, William A	0.00
	Paycheck	03/27/2024	DD1378	Campen, Catherine L	0.00
	Paycheck	03/27/2024	DD1380	Derick, Linda J	0.00
	Paycheck	03/27/2024	DD1381	Derico, Dominic W	0.00
	Paycheck	03/27/2024	DD1382	Dougherty, Roberta B	0.00
	Paycheck	03/27/2024	DD1383	Gonyea, Therese	0.00
	Paycheck	03/27/2024	DD1384	Hallisey, James J	0.00
	Paycheck	03/27/2024	DD1385	Harakaly, Christina	0.00
	Paycheck	03/27/2024	DD1386	Kauffman, Ricky J	0.00
	Paycheck	03/27/2024	DD1389	Merry, Anne	0.00
	Paycheck	03/27/2024	DD1390	Morrissey, Katherine V	0.00
	Paycheck	03/27/2024	DD1393	Pearl, Thomas L	0.00
	Paycheck	03/27/2024	DD1394	Peterson, Pamela	0.00
	Paycheck	03/27/2024	DD1395	Skoog, Elinor A	0.00
	Paycheck	03/27/2024	DD1397	Wagner, Joseph W	0.00
	Paycheck	03/27/2024	DD1398	Werner, Lynn M	0.00
	Paycheck	03/27/2024	DD1399	Williams, Mark	0.00
	Paycheck	03/27/2024	DD1400	Zito, Zachary A	0.00
	Paycheck	03/27/2024	DD1372	Anderson, Eric	0.00
	Paycheck	03/27/2024	DD1376	Begin, Richard	0.00
	Paycheck	03/27/2024	DD1379	Chaponis, John	0.00
	Paycheck	03/27/2024	DD1387	Lee, Carol	0.00
	Paycheck	03/27/2024	DD1388	Lester, Michael J	0.00
	Paycheck	03/27/2024	DD1391	Motyl, Stephen	0.00
	Paycheck	03/27/2024	DD1392	Orlomoski, Amy E	0.00
	Paycheck	03/27/2024	DD1396	Tuttle, Robert J	0.00
	Total 10000 - General Fund Checking				-1,458,148.38
TOTAL					-1,458,148.38

Year		Purchase	Est cost
2018	-3	Plow Truck with Sander (6-8 MO lead time)	195,000
2019	-2	Wheeled Loader and F250 truck	175,000
2020	-1	Material spreader and blower for Steiner Tractor	17,000
2021	0	Everest dump body, Used Hot box, sweeper	315,000
2022	1	F550 Pickup with dump body and plow, Equipment trailer	80,000
2023	2	Plow Truck with Sander (6-8 MO lead time)	195,000
2024	3	Backhoe/ loader	90,000
2025	4	Tracked Skid Steerer	75,000
2026	5	Roadside mower with boom flail mower	95,000
2027	6	F250 truck	40,000
2028	7	Plow Truck with Sander (6-8 MO lead time)	195,000
2029	8	Chipper, Dump body for plow truck	90,000
2030	9	F550 Pickup with dump body	50,000
2031	10	Vibrating Roller	30,000
2032	11	Equipment trailer	25,000
2033	12	Plow Truck with Sander (6-8 MO lead time)	195,000
2034	13	Road/trail Mower- 4' sidebar flail+ rear mower	80,000
2035	14	Wheeled Loader	140,000
2036	15	F250 truck	40,000
		Yearly average capital costs	107,056
		total 15 year capital equipment costs	1,630,000

Original Modernization Plan
2/15/2019

Year		Purchase	Est cost
2018	-6	Plow Truck with Sander (6-8 MO lead time)	195,000
2019	-5	Wheeled Loader and F250 truck	175,000
2020	-4	New: Material spreader and blower for Steiner Tractor	17,000
2020	-4	New: Ford F550 Mason Dump Truck w/Plow	58,500
2021	-3	Used: 2010 Elgin Pelican NP Sweeper (inclds Repairs)	90,500
2021	-3	Repair Dump Body: 2005 International Plow Truck	8,000
2021	-3	New: 2021 Taakeuchi Excavator	96,200
2021	-3	New: 2021 Wacker (950 lbs) Rvrsbl Plate Compactor	9,500
2022	-2	New: 2022 Bobcat Skid Steer w/Attachments	75,100
2022	-2	Repair Engine: 2005 International Plow Truck	11,500
2022	-2	Repair Engine & Front End: 1998 Ford Louisville	3,725
2023	-1	Repair Engine: 2014 Peterbilt Plow Truck	24,700
2023	-1	New: 2023 Cam Superline 7-Ton Split/Tilt Deck Trailer	12,400
2023	-1	Ordered: Plow Truck with Sander (6-8 MO lead time)	260,000
2023	-1	New: 2023 Steiner AWD Mower w/Attachments	32,000
2024	0	Purchase Request: 2024 Roadside Boom Mower	204,000
2024	0	Purchase Request: 2024 20-Ton Equipment Trailer	37,000
2025	1		
2026	2		
2027	3	Steiner Attachments: Heated Cab, Snow Blower, V-Plow	16,000
2028	4	Order: Plow Truck with Sander (6-8 MO lead time)	265,000
2029	5	3-5 Ton Vibratory Roller	50,000
2030	6	F350 (1 ton) Pick-Up Truck w/Plow	75,000
2030	7	Back Hoe / Loader	180,000
2031	8	Elgin Sweeper	280,000
2032	9	Wood Chipper: Gas Motor, 15" Double Feed, w/Winch	82,000
2033	10	Order: Plow Truck with Sander (6-8 MO lead time)	270,000
2034	11	Excavator Attachments: Rotating Grapple, Mower Deck	35,000
2035	12	5500 Mason Dump Truck w/Plow	90,000
2036	13		
2037	14		
2038	15	Order: Plow Truck with Sander (6-8 MO lead time)	275,000
		Yearly average capital costs	116,188
		total 16 year capital equipment costs	1,859,000

Updated Modernization Plan
2/28/2024

End Of Original Modernization Plan

**Department Of Public Works - Planned Capital Equipment Expenditures
10-Year Forecast at Current Funding Levels**

Dept. / Type	Year / Mfr - Vehicle or Equipment	Funding Source	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY33/34	10 Yr Total
DPW - Dump Truck w/Plow	2024 Freightliner Plow Truck 2nd of 5 Payments	Lease Purchase	\$ 58,882		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
DPW - Equipment	2023 Steiner AWD Tractor w/Attachments	Capital Non-Recurring	\$ 32,000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
DPW - Equipment	2024 Equipment Trailer	Capital Non-Recurring	\$ 35,062		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
DPW - Dump Truck w/Plow	2024 Freightliner Plow Truck 3rd of 5 Payments	Lease Purchase		\$ 58,882		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
DPW - Equipment	2024 Roadside Mower 1st of 5 Payments	Lease Purchase		\$ 47,327		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
DPW - Dump Truck w/Plow	2024 Freightliner Plow Truck 4th of 5 Payments	Lease Purchase			\$ 58,882		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
DPW - Equipment	2024 Roadside Mower 2nd of 5 Payments	Lease Purchase			\$ 47,327		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
DPW - Dump Truck w/Plow	2024 Freightliner Plow Truck 5th of 5 Payments	Lease Purchase				\$ 58,882		\$ -	\$ -	\$ -	\$ -	\$ -	
DPW - Equipment	2024 Roadside Mower 3rd of 5 Payments	Lease Purchase				\$ 47,327		\$ -	\$ -	\$ -	\$ -	\$ -	
DPW - Dump Truck w/Plow	2029 Order Plow Truck 1st of 5 Payments	Lease Purchase					\$ 60,000		\$ -	\$ -	\$ -	\$ -	
DPW - Equipment	2024 Roadside Mower 4th of 5 Payments	Lease Purchase					\$ 47,327		\$ -	\$ -	\$ -	\$ -	
DPW - Equipment	2027 Steiner Attachments	Capital Non-Recurring					\$ 16,000		\$ -	\$ -	\$ -	\$ -	
DPW - Dump Truck w/Plow	2029 Plow Truck 2nd of 5 Payments	Lease Purchase						\$ 60,000		\$ -	\$ -	\$ -	
DPW - Equipment	2024 Roadside Mower 5th of 5 Payments	Lease Purchase						\$ 47,327		\$ -	\$ -	\$ -	
DPW - Equipment	2029 3-5 Ton Vibratory Roller	Capital Non-Recurring						\$ 50,000		\$ -	\$ -	\$ -	
DPW - Dump Truck w/Plow	2029 Plow Truck 3rd of 5 Payments	Lease Purchase							\$ 60,000		\$ -	\$ -	
DPW - Pick Up w/Plow	2030 F350 1-Ton Pick Up w/Plow	Capital Non-Recurring							\$ 75,000		\$ -	\$ -	
DPW - Equipment	2030 Back Hoe Loader	Capital Non-Recurring							\$ 180,000		\$ -	\$ -	
DPW - Dump Truck w/Plow	2029 Plow Truck 4th of 5 Payments	Lease Purchase								\$ 60,000		\$ -	
DPW - Equipment	2031 Elgin Sweeper	Capital Non-Recurring								\$ 280,000		\$ -	
DPW - Dump Truck w/Plow	2029 Plow Truck 5th of 5 Payments	Lease Purchase									\$ 60,000		
DPW - Equipment	2032 Wood Chipper	Capital Non-Recurring									\$ 82,000		
DPW - Dump Truck w/Plow	2033 Order Plow Truck 1st of 5 Payments	Lease Purchase										\$ 62,000	
DPW - Equipment	2034 Excavator Attachments	Capital Non-Recurring										\$ 35,000	
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
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			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL REQUESTED CAPITAL			\$ 125,944	\$ 106,209	\$ 106,209	\$ 106,209	\$ 123,327	\$ 157,327	\$ 315,000	\$ 340,000	\$ 142,000	\$ 97,000	1,619,225

	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY33/34	10 Yr Total
LOCIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Non-Recurring	\$ 67,062	\$ -	\$ -	\$ -	\$ 16,000	\$ 50,000	\$ 255,000	\$ 280,000	\$ 82,000	\$ 35,000	\$ 35,000
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bonding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lease Purchase	\$ 58,882	\$ 106,209	\$ 106,209	\$ 106,209	\$ 107,327	\$ 107,327	\$ 60,000	\$ 60,000	\$ 60,000	\$ 62,000	\$ 62,000
Total Capital Expenditure	\$ 125,944	\$ 106,209	\$ 106,209	\$ 106,209	\$ 123,327	\$ 157,327	\$ 315,000	\$ 340,000	\$ 142,000	\$ 97,000	
Check sub Zero											

Planned Equipment Expenditures

	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	FY31/32	FY33/34	10 Yr Total
Previous FY's Balance	\$ 25,488	\$ 24,544	\$ 43,335	\$ 62,126	\$ 80,917	\$ 82,590	\$ 50,263	\$ (139,737)	\$ (354,737)	\$ (371,737)	\$ (371,737)
Prjctd Adtrnl Funding	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Total Fiscal Year Funds	\$ 150,488	\$ 149,544	\$ 168,335	\$ 187,126	\$ 205,917	\$ 207,590	\$ 175,263	\$ (14,737)	\$ (229,737)	\$ (246,737)	\$ (246,737)
Balance FY's Expenditure	\$ 24,544	\$ 43,335	\$ 62,126	\$ 80,917	\$ 82,590	\$ 50,263	\$ (139,737)	\$ (354,737)	\$ (371,737)	\$ (343,737)	

10-Year Forecast at Current Funding



TOWN OF ANDOVER

DEPARTMENT OF PUBLIC WORKS

12 LONG HILL
ANDOVER, CT. 06232

(860) 742-4048
publicworks@andoverct.org

DMV PLATE ASSIGNMENTS / TOWN OF ANDOVER VEHICLES and EQUIPMENT - Updated 3/1/24

PLATE#	DEPART	YEAR	MAKE	GVWR lbs	MODEL	TYPE	VIN
1 - AN	DPW	2019	FORD	10,000	F250	4x4 Pick-Up	Hide
2 - AN	DPW	2006	JOHN DEER	18,500	410G	Back Hoe	Hide
3 - AN	DPW	2020	PETERBUILT	44,020	348	Dump Truck	Hide
4 - AN	DPW	2020	FORD	19,000	145 F550 4x4	Mason Dump	Hide
5 - AN	DPW	1998	FORD LOUISVILLE	41,000	N80	Dump Truck	Hide
6 - AN	DPW	2010	ELGIN	14,250	Pelican NP	Sweeper	Hide
7 - AN	DPW	2005	INTERNATIONAL	39,000	7400 SFA 4X2	Dump Truck	Hide
8 - AN	Open						Hide
9 - AN	DPW	2018	VOLVO	29,983	L60H	Wheel Loader	Hide
10 - AN	DPW	2014	PETERBUILT	44,020	348	Dump Truck	Hide
11 - AN	DPW	1982	GLEN Beaver	5,200	Utility	Trailer	Hide
12 - AN	DPW	1979	EAGER BEAVER	43,850	20 Ton	Trailer	Hide
13 - AN	DPW	2023	CAM SUPERLINE	15,400	7 Ton	Trailer	Hide
14 - AN	DPW	1986	CUSTOM	7,000	SS6 516R15	Trailer	Hide
15 - AN	DPW	1997	SALSCO	4,500	810	Wood Chipper	Hide
16 - AN	Sr Van	2014	DODGE	5,400	Caravan MPV	HndyCpd Van	Hide
17 - AN	DPW	2001	JOHN DEER	15,900	6110	RdSide Mower	Hide
18 - AN	Open						Hide
19 - AN	Open						Hide
20 - AN	Open						Hide
21 - AN	Open						Hide
22 - AN	Sr Van	2023	Toyota	4,920	Rav 4 Hybrid LE	SUV	Hide
23 - AN	Open						Hide
24 - AN	Open						Hide
							Hide
							Hide
							Hide
							Hide
AE-14424	Sr Bus	2017	FORD	11,500	E350	12 Pssngr Bus	Hide

COPY:

This report is updated anytime we make a change to any of our registered vehicles or equipment.

This report is also required to be reported bi-annually to the Connecticut Motor Vehicle Department (July & January).

Board of Finance Capital Purchase Approval

This policy shall be effective April 1 2024 and shall be in effect until modified or revoked by the Board of Finance.

The goal of this document is to track the approval process for Capital purchases On a single Form for audit tracking

Type Purchase _____ Lease _____ Service _____

Approval based on
RFP _____ State Contract Cooperative Buying Agreement _____

Approval by CIP Date _____

Approval by Board of Selectman Date _____

Approval by Board of Finance Date _____

Public Meeting Required Y N Date _____

Town Administrator Date _____

Signature _____

Name _____

Other Signature _____

Date Ordered _____



545 Long Wharf Drive, 8th Floor
New Haven, Connecticut 06511-5950
Telephone: 203-946-3700
CIRMA.org

March 5, 2024

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

Re: CIRMA Liability-Auto-Property and Workers' Compensation
2024 - 25 Budget Indications

Dear Mr. Anderson:

We are pleased to provide the budget indication estimate for the Town of Andover and Andover Board of Education's Liability-Auto-Property and Workers' Compensation renewals.

The Town of Andover and Andover Board of Education is entering the 2nd year of CIRMA's highly successful LAP Budget Stabilization Program as well as the 2nd year of CIRMA's highly successful WC Budget Stabilization Program. This letter confirms your rate will not exceed what is stated below for your July 1, 2024 - 25 Liability-Auto-Property and Workers' Compensation renewal:

LAP Rate Increase*: 5.0%
WC Rate Increase**: 3.0%

*In addition to exposure changes. We will be requesting exposure updates from you in the near future.

**CIRMA will use an estimated payroll exposure of 3% above your 22-23 payroll audit, unless there are material exposure changes which may require an additional premium increase.

Please note your Workers' Compensation premium includes a package credit due to placing both your Liability-Auto-Property coverage and Workers' Compensation coverage through CIRMA.

We thank you for your continued membership in CIRMA and look forward to working with you during the 2024 - 25 policy year.

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads 'Colleen White' in a cursive script.

Colleen White
Senior Underwriter
(203) 498-3039
cwhite@ccm-ct.org

cc: Honorable Jeffrey Maguire
Ms. Valerie Bruneau

Town of Andover
Board of Finance
Regular Meeting Minutes
Wednesday, February 28th, 2024 – 7:00pm
Location: virtual Zoom meeting

Members Present: Marc Brinker, Joanne Hebert, Robert England, Bill Desrosiers, Brian Briggs, Louise Goodwin

Town Administrator: Eric Anderson

Public Present: Stephen King, Kimberly Person, Adrian Mandeville, Linda Fish

1. Call to Order/Pledge of Allegiance – Marc Brinker called the meeting to order at 7:00pm. The Pledge was recited.

2. Public Speak – none

3. Additions/Deletions to Agenda – none, Eric Anderson sent Board of Finance budget that Board of Selectmen has passed on

4. Old Business

a. Vacant Position on Board of Finance

i. Stephen King – provided background information both personally and professionally, recently became involved with the RTC, part of Andover Sportsman’s Club, currently works for UCONN Health managing data centers – interested in more Town politics. Board members asked questions regarding Town budget knowledge, Town happenings, and what Andover’s largest challenge is. The success of the Town is important as well as understanding the costs associated with demographics, housing and schooling.

ii. Kimberly Person – provided background information both personally and professionally, raised in Andover – has worked at Library, ran non-profit (COOL Program) in Town, currently works at UCONN Health administering continuing medical education programs, has served on Board of Education. Board members asked questions regarding top priorities for Town upon joining Board – importance of listing to Town residents and communicate openly regarding spending.

iii. Adrian Mandeville – introduced himself and provided background information. Has previously served on many Boards in Town (BOS, BOF, and BOE). Discussed potential 5-year plan of population and projection, RHAM will need increased funding. Ultimately decided to withdraw application for vacancy.

The Board moved into Executive Session at 7:32pm, inviting Eric Anderson.

The Board returned from Executive Session and asked Stephen King and Kimberly Person to re-summarize why they would like to join the Board and qualities they would bring to the Board.

Joanne Hebert MOTIONED to appoint Stephen King to the Board of Finance. Louise Goodwin SECONDED. MOTION NOT CARRIED unanimous vote 3:3:0

Robert England MOTIONED to appoint Kimberly Person to the Board of Finance. Bill Desrosiers SECONDED. MOTION CARRIED unanimous vote 4:2:0.

Kimberly will need to be sworn in by the Town Clerk. Board discussed monthly meetings, budget workshops, and liaisons to different Boards and Commissions. Will receive Town email address for correspondence. Next meeting is March 13th, 2024 @ 7:00pm. Congrats Kimberly!

- b. Review Policy for AES Capital Expenditures** – Celeste Willard reached out to Marc Brinker for further information on policy. Robert England to continue to work with Shannon Loudon from BOE on policy.
- c. Review of Budget to Actual** – in packet, budget is in good shape for snow budget. Some expenses over previous two weeks missing from report. No significant shortfalls in budget so far for this year – can add other items to agenda for Budget Workshop in advance of meeting.
- d. Check Register** – reviewed register, discussed questions regarding checks disbursed for voluntary payroll deductions. Joanne Hebert will reach out to Town Treasurer and Town Administrator with any further questions.
- e. Conduit installation and Propane Tank install** – Eric Anderson provided information regarding wiring for conduit – was able to solve problem without having to get Board of Finance involved. Conduit in new wing of building was undersized when installed – looking on how to correct. There will be no phone service at Town Hall on Friday 3/1/2024 while VOIP access is being switched.

5. New Business

- a. Initial Audit Results** – provided in packet, recommendations listed on pages 111-112. Concerns of AES reporting, material findings, internal control of financial reporting for the school district, reporting to bank, and interfund reconciliations between the School and Town. Board will review., kudos given for audit being submitted in timely manner. Eric Anderson shared screen with audit findings: 1) Financial reporting in the school district ledger 2) School monthly bank reconciliations not fully reconciled to the Town's general ledger involved capital items 3) Financial reporting and reconciling the combined ledgers of the two accounts (Town and School). Will need to establish year-end closing practices to be followed by both entities. No material weaknesses on Town side or repeat findings. Recommendations provided by auditor include – school eGrants Management Systems, identifying Capital assets, accrued liability accounts, records retention, purchasing documentation (per capital threshold, purchasing policy), budgetary compliance (purchase order system). Deficit fund balances – need to be cleaned up with Board of Finance. Summary of audit – underspent budget, brought in more revenue than anticipated, 12% of budget in unexpended fund balance – look to use \$150,000 to offset taxation in next fiscal year budget. AES underspent budget by \$112,000 – look to officially accept audit report by end of March. Will need to respond to list of findings with Corrective Action Plan, asked Superintendent to write. Joanne Hebert suggested meeting be set up with Superintendent, Business Manager, and Board members.

6. Approval of Meeting Minutes

- a. November 29th, 2023 Regular Meeting Minutes** – Bill Desrosiers MOTIONED to amend the minutes for November 29th, 2023 to reflect the audit is for the 2021-2022 Fiscal Year. Robert England SECONDED. MOTION CARRIED 6:0:0
- b. January 24th, 2024 Regular Meeting Minutes** – Joanne Hebert MOTIONED to approve the January 24th, 2024 Regular Meeting Minutes as presented. Louise Goodwin SECONDED. MOTION CARRIED 6:0:0

7. Administrator's Report – Eric Anderson provided update; Board of Selectmen and CIP made a recommendation to put forth a public meeting for the purchase of a piece of equipment for Public Works (roadside mower and trailer). Asked Jay Tuttle to put together a Capital Equipment Plan – to review in next packet. Submitting LOTCIP grant for Route 316 Connectivity project – if approved would receive \$2.9 million for project – did receive \$100,000 for congressional study for design. Did not receive TRIP grant, had conversation with Mr. Murphy regarding congressional set aside. Look to have generator backup for municipal complex and Public Works – apply for FEMA grant through legislature. Submitting Rec Trails grant as alternative to LOTCIP grant. Discussion on mower and trailer purchase, 5-year plan for Public Works capital equipment.

Public Meeting topics to include – trail projects, equipment purchases. Asked Board members to complete Plan of Conservation and Development (POCD) survey.

8. Liaison Reports – none

9. Board Open Discussion – Joanne Hebert commented regarding funds reallocated from RHAM budget around \$119,000. Would like to set up a meeting with AES and review listing of grant funding. Deliverables for first Board of Finance budget workshop to include high level overview of budget, 10 largest expenditures/increases, reasoning for large changes over 10% or \$1,000. Board members to review budget and compile questions.

10. Correspondence – email from Stephen King thanking Board for opportunity to fill vacancy

11. Public Speak – none

Kimberly Person to be sworn in by Town Clerk and seated at next Board meeting. RHAM Superintendent to do budget presentation at next budget workshop. AES to present budget at following budget workshop.

12. Adjournment – Robert England MOTIONED to adjourn the meeting. Joanne Hebert SECONDED. MOTION CARRIED 6:0:0

Town of Andover

Board of Finance

Special Meeting Budget Workshop Minutes

Wednesday, March 13th, 2024 – 7:00pm

Location: virtual Zoom meeting

Members Present: Marc Brinker, Joanne Hebert, Bill Desrosiers, Robert England, Louise Goodwin, Brian Briggs, Kimberly Person

Town Administrator: Eric Anderson

RHAM Board of Education: Superintendent Dr. Colin McNamara, Kirsten Erlandsen

Public Works: Jay Tuttle

Public Present: none

1. Call to Order/Pledge of Allegiance – Marc Brinker called the meeting to order at 7:02pm. The Pledge was recited.

2. Public Speak – none

4. Receive RHAM Budget –

Eric Anderson shared screen with RHAM Budget presentation – Superintendent McNamara, acknowledged and thanked Andover residents who sit on the RHAM Board of Education and Andover elected officials. Proposed Administrative Budget for Fiscal Year 2024- 2025 is \$31,960,459 overall increase of 2.64% - \$31,462,040 Operation Budget and \$498,419 Capital Budget. Anticipating changes (reductions to operating budget yet to be discussed with Region 8 Board of Education) - Board meeting on coming Monday night, discussion around budget to be had and will let Eric Anderson know of any changes.

LEVY payment is based on percentage of Andover students enrolled for 2024-2025 school year. Currently projected 13.34% decrease of \$189,996 Operating Budget and \$11,127 Capital Budget over the current year budget - \$201,123 total

Audit of 2022-2023 of RHAM budget was accepted at February 2024 meeting, voted to allocate max amount of surplus to Capital Non-Recurring account (2% of total operating budget) \$609,720. These funds to be used for addressing longstanding issues with athletic fields - additional funds of \$830,212 in surplus allocated as credit offset back to each Town LEVY for next year – credit for Andover is \$119,800 – decrease of \$320,923 to Andover LEVY for 2024-2025 year.

Drivers for increase in budget – health insurance (16.5% increase, currently – having consortium meeting to establish final number), salary increases, SpEd outplacement, SpEd transportation, utilities, software, instructional and general supplies.

Notable reductions in Operating Budget – principal and interest on bond payment for High School renovation - \$421,413 decrease from \$655,000 from current fiscal year – will stay at this payment until end of 2026-2027 year. Decrease in general education transportation, purchased and professional services, flatlining financing cycle for Chromebooks & technology through stabilization plan.

Reviewed object distribution pie chart by category to make up total budget. Capital Budget – \$3,318,000 total identified projects, proposed budget for 2024-2025 is \$498,419; decrease of \$42,000 over current year. Projects include safety and security improvements, addressing maintenance of buildings, replace aging furniture, fixtures and equipment.

Reviewed table and chart of budget increases for Region 8 per economic standpoint. Per Pupil expenditure is a slight increase over 2023-2024. Enrollment – October 1, 2023 enrollment numbers since 2015 and projected enrollment through 2033-2034 school year. Current enrollment is 1,188 students over the district. Projections indicate decrease in enrollment in 2025-2026 school year but will then increase to numbers exceeding the current enrollment in years after. Middle School enrollment currently around 369 students, remain steady for next 3 years and increase in 2027-2028 school year. High School enrollment currently around 779 students, slight decrease through 2026-2027, increasing and surpassing eventually. Pre K-6 and elementary enrollments growth increasing – reviewed projections.

Administrative budget proposal reflects efforts of district and administration, department coordinators, staff and Board of Education to maintain high quality education from RHAM. RHAM Board of Education meeting April 1, 2024 to adopt budget – will then go to referendum in May.

Board discussion and questions posed and answered by Superintendent McNamara. Marc Brinker - reviewed separate process of voting on budget, impact of increase of enrollment of students over the coming years. Robert England – commented on enrollment projections, could we see a projection of Andover’s share for the coming years? – Superintendent McNamara will get numbers to Eric Anderson to share with Board. Eric Anderson – stated that the LEVY amount for Andover has stayed around 16%. Bill Desrosiers – commented regarding other decreases in budget as enrollment increases (such as bond payment) could possibly help offset enrollment increase costs. Joanne Hebert - diversity and equity training in Professional Development – Superintendent McNamara replied that there are no dollars specifically budgeted for this topic but there is money budgeted for Professional Development and to utilize Professional Development time to provide training for staff related to increasing staff ability and preparedness to be culturally responsive. Louise Goodwin – posed a question regarding the increase of elementary students, if there will be an increase in SpEd outplacement? Superintendent McNamara answered that there is collaboration with SpEd Directors and Administrators in each district. Each student’s needs are reviewed through an IEP or PPT process if they will continue the need to be outplaced as they age up through the district.

5. DPW Mower

a. Motion to send to Public Meeting for approval by Town of a debt obligation

Request for mower and new equipment trailer has been presented and accepted by CIP and BOS now BOF to review. Funds available in current budget to purchase trailer in full – mower will be purchased through leasing program which would require Town meeting. Information provided in packet.
(continued on next page)

Jay Tuttle – shared screen with information – received quotes on financing for mower (Sourcewell approved) company will allow Town to take possession of equipment prior to first payment – payment to be made July 1, 2024. Reviewed financing for both pieces of equipment - \$47,000~ annual payment for the mower with trailer cost subtracted out (\$56,000~ annual payment with trailer purchase combined with mower). Reviewed issues with current trailer – can't take trailer out of Town for any necessary equipment or vehicle moves for repair, picking up supplies and other repairs necessary to keep trailer operable. Selling used equipment to offset purchase cost of new equipment – resale value of mower is \$10,000 to \$20,000, trailer resale \$1,000 to \$2,000 or scrap value. Leasing versus purchasing option on taking possession of mower with making full purchase amount on July 1. Mower is part of modernization plan – plan is about a year ahead of schedule. Next step is to review at Town meeting for public input and vote. Reviewed modernization plan from 2018, payment/financing/leasing options for mower and trailer purchase – using Capital Equipment fund. Robert England MOTIONED to approve the purchase of the new equipment trailer as requested up to \$37,000, to be taken from the Capital Equipment fund and additionally authorize the financing of the new mower (subject to approval by the Town) at 5 payments of \$47,400. Bill Desrosiers SECONDED. MOTION CARRIED 7:0:0

3. Budget Workshop for Fiscal Year 2023-2024 Proposed Town Budget

Eric Anderson shared screen with top 10 changes in budget – major increases related to Capital funds.

1. Funding AES Capital Fund (\$100,000) – School district to prepare capital plan to address projects
2. Total budget for Community/Senior Center (staffing and operating costs)
3. Bridge and Culvert fund – increase funding to \$75,000 towards culvert project for Lake Road at Bausola Road for 2024-2025 FY and 2025-2026 FY for other culvert projects in Town (Bear Swamp & Hutchinson Road) – will continue to fund account and apply for grants through State/Local Bridge Program.
4. Increase to health insurance costs – additional staff member at Community Center
5. Planning & Zoning Commission – request to add \$50,000 to Open Space fund
6. Multi-Use Building Fund
- 7a. Treasurer Salary – increase in allotted hours
- 7b. Assistant Treasurer Salary – increase in hours; look to have Treasurer on future meeting to discuss
8. Senior Transportation Driver salaries
9. Part-time Project Manager position
10. Fire Department Fund

Board discussion – finishing/furnishing Community Center, finishing Senior Transportation garage, finish athletic field upgrades. Eric Anderson provided current balance in permanent funds, proposed funding for the 2024-2025 year, reviewed each fund account for potential projects or costs that will be associated throughout the year.

Open Space fund discussion – what ideas the Planning and Zoning Commission has for fund use, reviewed recent expenses out of account and pieces of property the Town has purchased through Open Space.

Will continue to review budget at next meeting, look to schedule AES to present budget. Robert England to continue working with Board of Education members on policy for Capital account. Potentially speak with Planning and Zoning Commission member(s) during meeting regarding Open Space.

6. Approve Draft Audit

Board read through Corrective Action Plan proposed by AES – will need to be submitted by the end of March. Joanne Hebert will reach out to AES on scheduling meeting and add audit review to next meeting agenda to discuss and review the Corrective Action Plan.

7. Adjournment – Robert England MOTIONED to adjourn the meeting at 9:17pm. Bill Desrosiers SECONDED. MOTION CARRIED 7:0:0

March 12, 2024

TO: Andover Board of Finance
FROM: Andover Recreation Commission
RE: Andover Elementary School Gym

The floor in the elementary school gym has not been refinished since 1978 when the gym was built. Over the years, there have been many coats of finish applied which has resulted in grooves and dips in the floor. These grooves and dips, even though they are small and don't stand out, are trip hazards when players are running.

The Recreation Commission is requesting funding of \$30,000.00 to refinish and repaint the gym floor. At this point in time, we have 3 estimates and have been approved to move forward with this request by CIP.

We would like to go with New England Sports Floors water based finish quote.

Thank you for your consideration.

Andover Recreation Commission

Brian Briggs
Annmarie Daigle
Kim Hawes
Carol Lee
Cindy Murray



GYMNASIUM REFINISHING PROPOSAL

February 8, 2024

Andover CT

Project: Elementary School Gymnasium Floor Sanding

We propose to perform the following **Wood Floor Refinishing/Maintenance** work:

- i. Sand entire floor with 24, 36, 50, 80, 120 grit paper
- ii. Apply two (2) coats, oil based seal
- iii. Game-lines: Same as existing, logos
- iv. Apply two (2) coats, oil based finish

ALL FOR THE SUM OF _____ \$20,550.00

Notes:

- A. Owner provides all necessary plant, power, water, utilities, dumpsters
- B. Owner moves/removes all furniture, fixtures, equipment from work area prior to start
- C. Job requires 3 phase-power. Owner will need to supply power and have their electrician on site to wire machine into panel

Exclusions:

1. Wood floor patching, repairing, filling, leveling
2. Work beneath or behind Bleachers
3. Work on Athletic or Electrical floor inserts and cover plates

Best regards,

New England Sports Floors

Jimmy Ricoy



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Andover CT

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- ii. Apply two (2) coats, water based seal
- iii. Game-lines: Same as existing, logos
- iv. Apply two (2) coats, water based finish

ALL FOR THE SUM OF _____ **\$22,250.00**

Notes:

- A. Owner provides all necessary plant, power, water, utilities, dumpsters
- B. Owner moves/removes all furniture, fixtures, equipment from work area prior to start
- C. Job requires 3 phase-power. Owner will need to supply power and have their electrician on site to wire machine into panel

Exclusions:

1. Wood floor patching, repairing, filling, leveling
2. Work beneath or behind Bleachers
3. Work on Athletic or Electrical floor inserts and cover plates

Best regards,

New England Sports Floors

Jimmy Ricoy



BARALL & KONOVER FLOORS

"If it matters a floor, we have it!"

714 Blue Hills Avenue. Hartford, CT 06112 • kevin@bkfloors.com • Phone: (860) 242-5200 • Fax: (860)-286-0016

Date: February 5, 2024

Attn: Scott Person

Re: Flooring Proposal
Andover School

To Whom It May Concern,

Thank you for the opportunity to submit our proposal for the referenced project.

We base this proposal on the following criteria unless otherwise noted:

- 1- All work will be completed during regular hours, Monday- Friday, 7:00A.M. -3:30 P.M. Any work required beyond this period will be considered overtime and completed only upon receipt of approved additional work orders.
- 2- We include **non-union, non-prevailing wage labor**.
- 3- Concrete slab preparation cannot be fully evaluated until after the existing flooring is removed and inspected. Leveling of existing slab not included.
- 4- Quotation based on existing substrate complying with flooring manufacturer's installation recommendations and industry standards. Minor crack filling and a 1/16 in. skim coat for the resilient areas included, further required surface preparation is excluded
- 5- Price is based on ALL scopes, if single scope is selected, price is subject to change.
- 6- All HVAC systems must be operational prior to installation.
- 7- Moisture testing/mitigation excluded.
- 8- Price is based on job formed resilient base corners.
- 9- Final cleaning/ wax are excluded. Floor protection of existing/new materials is excluded.
- 10- Dumpster by others. Furniture/equipment moving by others. Demo by others
- 11- This proposal is good for 30 days.
- 12- CT Sales Tax is **excluded**.

GYM FLOORING for the total sum of

\$31,550.00

THIRTY-SIX THOUSAND THREE HUNDRED FIFTY and no/100 DOLLARS

Qualification: Sand and 2 coats of both sealer and finish approximately 5,010SF. New game lines and logo for 1 basketball, 1 volleyball and 3 pickleball courts included.

We will be available to discuss any concerns you may have at your convenience.

Very truly yours,

Kevin Hovey
BARALL & KONOVER FLOORS INC.

WORK ESTIMATE

NEW ENGLAND
OVERLAND FLOOR
SPECIALISTS
203-401-1239

williamsdax@rocketmail.com

Attention: Scott Person
Andover Elementary School
35 School Rd
Andover, CT 06232
Date: 1/31/24

112 Nod Rd. Unit 7
Clinton, CT 06413

Project Title: Andover ES RFN
Work Estimate Number: 2087-24

Description	Quantity	Unit Price	Cost
Sand and refinish gym at Andover Elementary School including 2 coats Bona DTS sealer, standard 2" lines for basketball, volleyball, and 3 pickleball courts as well as 4 kickball bases. Includes 2 mask logo sized to fit in 12' center circle. Colors to be determined. 2 finish coats to be Bona Supersport MVP.			\$ 20,400
Purchaser to supply access to dumpster and a licensed electrician to hook in and unhook power. Power requirements are 3phase; 100 amp; 208 volt service.			
		Subtotal	\$ 20,400
Thank you for your business		Total	\$ 20,400

Note: This estimate is not a contract or a bill. It is our best guess at the total price to complete the work stated above based upon our initial inspection. If prices

Buckley Associates, Inc.

385 King Street • P.O. Box 1410
Hanover, MA 02339
(781) 878-5000
Fax (781) 871-9435



Quote Number **211018**
Bid Date 02/26/2024
Estimator Jason Butler / 860-874-5676
Email jbutler@buckleyonline.com

QUOTATION

Project **ANDOVER ELEMENTARY - AIRIUS**
Location ANDOVER
Plan Date 02/26/2024
Engineer No Assigned Engineer
Addendum



Qty	Product	Description	Price
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MECHANICAL PRODUCTS

6	DESTRAT FANS	AIRIUS DESTRAT SOLUTION - (6) Model Onyx, 120V, off white destrat fans (1) Delta T 115V transformer package - Freight included Lead time typically ranges 2-4 weeks	\$6,400
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Mechanical Notes

Unless specifically noted, this quotation excludes any rigging, labor to assemble or install, start-up, or supervision of start-up and owner instruction. Also unless specifically noted all belt-driven mechanical equipment is supplied with one set of belts and if applicable, one set of filters. Roof curbs and vibration isolation are non-seismically rated unless specifically noted. Starters are not included unless specifically stated. Factory-Authorized Startup services can be provided if required - our day rate is \$1,800.00 per day.

Terms & Conditions

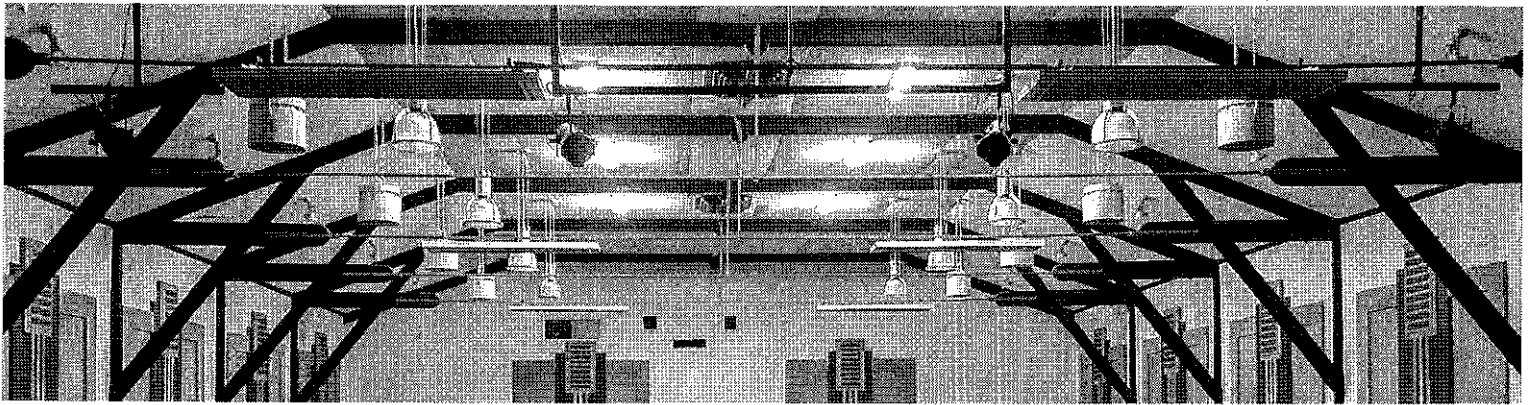
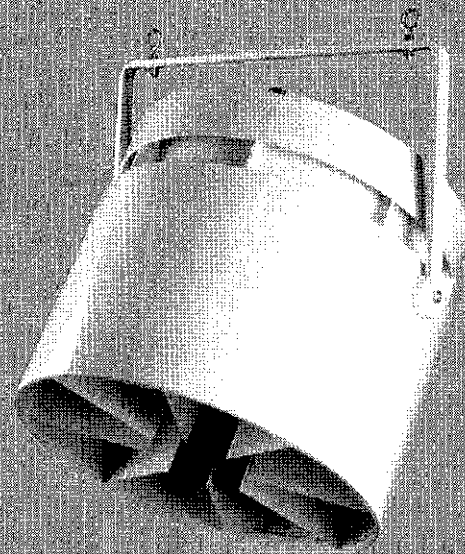
The above quotation is based on standard factory lead times and a one time release unless specifically noted. Any changes or cancellations made to orders after release may be subject to additional fees. The above quotation is valid for 30 days from the date of the quote. Prices do not include local sales tax. Prices include standard ground freight. All standard terms and conditions of Buckley Associates or the manufacturer responsible for the billing applies. (Copy provided upon request)

QUOTATION TOTAL \$ 6,400

AIRIUS

ONYX

Improve comfort in your facility with a system of Onyx fans



DISTRIBUTED COMFORT

Use the Onyx in high bay installations to equalize temperature and humidity in buildings that suffer from stratification. Reducing stratification increases thermal comfort during summer and winter, reduces ceiling temperature to extend the life of lighting and ceiling mounted equipment, and saves energy.

WHERE WE HELP

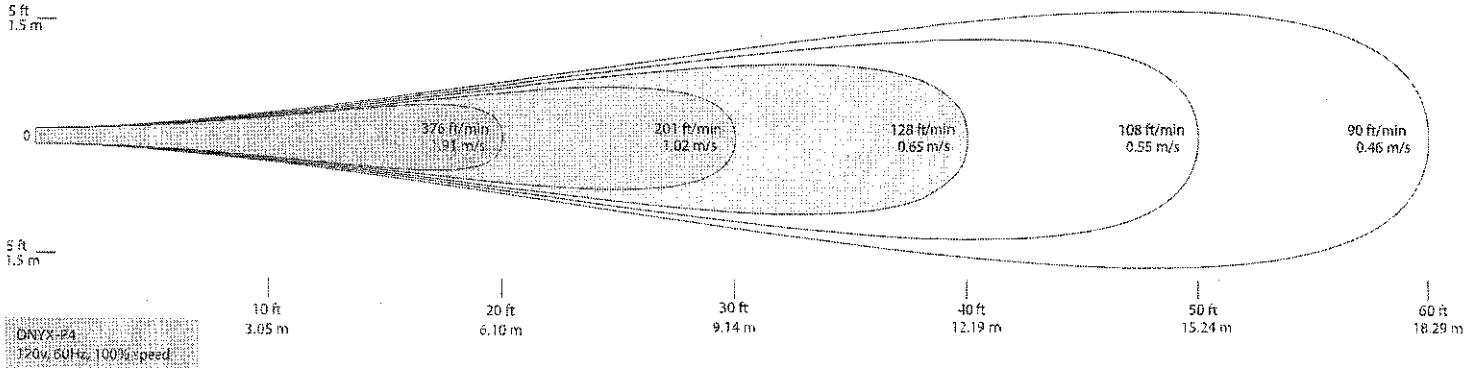
- › Atrium, vestibules and lobbies with overhead air supply
- › Spaces 15 ft+ or higher
- › Areas where other fans will not physically fit

Features

- › Basic permanent split capacitor or premium EC motors
- › Easy installation in new construction or retrofits
- › Bypass intake increases volume performance
- › 3-year parts and workmanship warranty
- › ETL Listed in U.S. and Canada
- › 5VA Flame resistance rating
- › Made in the U.S.A.

Optional

- › Manual wall mounted control
- › Wi-Fi App based Pearlink control
- › BACnet/IP controls package for integration with existing front end control systems



Housing: PC/ABS, UL 94 5VA flame resistance.

Motor: 300mm, permanent split capacitor, single speed, axial motor. Motor is thermally protected. Operating temperature: -13° F (-25° C) to 158° F (70° C). No lubrication required. Bearings are sealed.

Power Cord: 6 foot cord and plug provided for 120V fans.

Control Input: Mains power. TRIAC or voltage controller.

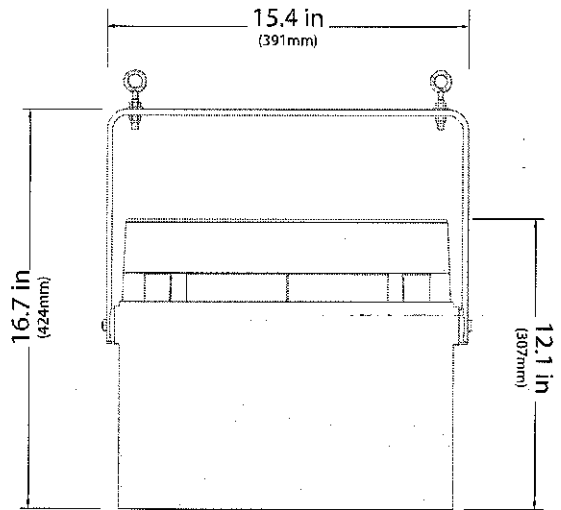
Stator: Patented multi-vane stator significantly increases air throw for maximizing performance.

Bypass Intake: Increases airflow volume through side intake entrainment.

Certification: Conforms to UL-507, CAN/CSA-C22.2 No. 1113. ETL listed in USA and Canada.

Safety Cable: 6' length steel cable (fastened to body)

Warranty: 3 years parts and workmanship.



Technical Specifications



Model	Input Power, 1 Ø	Amps	Watts	RPM	dB(A) ¹	Weight	Colors
ONYX-P4-STD-120-X	120VAC, 60Hz	0.66	76	1573	41, 40, 39	13 lbs.	X = Off white (W) or black (B)

⁽¹⁾ Calculated sound pressure at 40, 45 and 50 foot distances based on non-reflective area. 73.7 dB(A) Sound Power Level, designed to meet ISO 3744 - engineering grade precision for determining sound power. Data independently verified by third party. Tests performed in-unit.

Controls & Factory Installed Options

Item	Description
TRIAC-120-1.5	Wall mounted speed control. Input voltage 120VAC, 1.5A. Four step speed control and off.
TRIAC-120-5	Wall mounted speed control. Input voltage 120VAC, 5A.
TRIAC-120-15	Wall mounted speed control. Input voltage 120VAC, 15A.
TRIAC-120-7.5	J-box mounted speed control. Input voltage 95-250VAC. 7.5A. Fixed speed, 0-10VDC or 2-20mah.
TRIAC-120-7.5-AUTO	J-box mounted speed control. Input voltage 95-250VAC, 7.5A. High/Low temperature sensors adjust speed based on delta-T

Model:	Qty:
Controls/Options:	Qty:

Buckley Associates, Inc.

385 King Street • P.O. Box 1410
Hanover, MA 02339
(781) 878-5000
Fax (781) 871-9435



Quote Number **211018**
Bid Date 02/26/2024
Estimator Jason Butler / 860-874-5676
Email jbutler@buckleyonline.com

QUOTATION

Project **ANDOVER ELEMENTARY - AIRIUS**
Location ANDOVER
Plan Date 02/26/2024
Engineer No Assigned Engineer
Addendum



Qty	Product	Description	Price
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MECHANICAL PRODUCTS

6	DESTRAT FANS	AIRIUS DESTRAT SOLUTION - (6) Model Onyx, 120V, off white destrat fans (1) Delta T 115V transformer package - Freight included Lead time typically ranges 2-4 weeks	\$6,400
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Mechanical Notes

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QUOTATION TOTAL \$ 6,400



ONYX

Improve comfort in your facility with a system of Onyx fans



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Use the Onyx in high bay installations to equalize temperature and humidity in buildings that suffer from stratification. Reducing stratification increases thermal comfort during summer and winter, reduces ceiling temperature to extend the life of lighting and ceiling mounted equipment, and saves energy.

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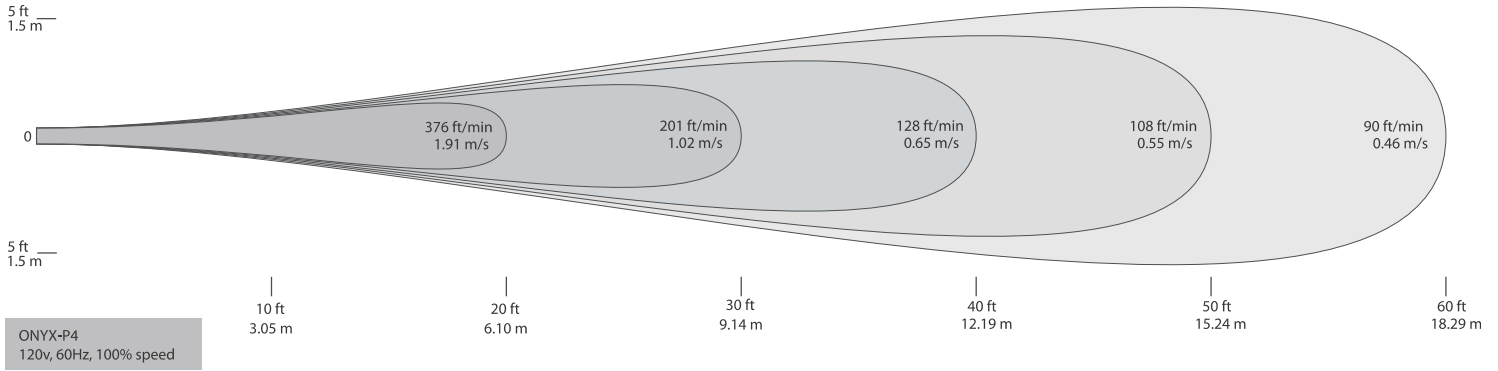
- › Atrium, vestibules and lobbies with overhead air supply
- › Spaces 15 ft+ or higher
- › Areas where other fans will not physically fit

Features

- › Basic permanent split capacitor or premium EC motors
- › Easy installation in new construction or retrofits
- › Bypass intake increases volume performance
- › 3-year parts and workmanship warranty
- › ETL Listed in U.S. and Canada
- › 5VA Flame resistance rating
- › Made in the U.S.A.

Optional

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- › Wi-Fi App based Pearlink control
- › BACnet/IP controls package for integration with existing front end control systems



Housing: PC/ABS, UL 94 5VA flame resistance.

Motor: 300mm, permanent split capacitor, single speed, axial motor. Motor is thermally protected. Operating temperature: -13° F (-25° C) to 158° F (70° C). No lubrication required. Bearings are sealed.

Power Cord: 6 foot cord and plug provided for 120V fans.

Control Input: Mains power. TRIAC or voltage controller.

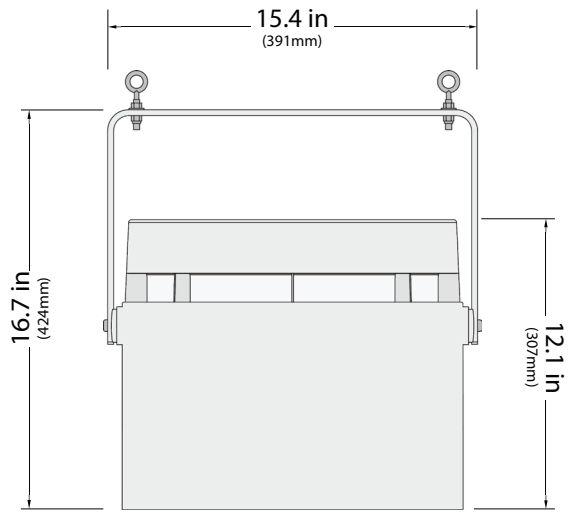
Stator: Patented multi-vane stator significantly increases air throw for maximizing performance.

Bypass Intake: Increases airflow volume through side intake entrainment.

Certification: Conforms to UL-507, CAN/CSA-C22.2 No. 1113. ETL listed in USA and Canada.

Safety Cable: 6' length steel cable (fastened to body)

Warranty: 3 years parts and workmanship.



Direction of air flow

Technical Specifications



Model	Input Power, 1 Ø	Amps	Watts	RPM	dB(A) ¹	Weight	Colors
ONYX-P4-STD-120-X	120VAC, 60Hz	0.66	76	1573	41, 40, 39	13 lbs.	X = Off white (W) or black (B)

(1) Calculated sound pressure at 40, 45 and 50 foot distances based on non-reflective area. 73.7 dB(A) Sound Power Level, designed to meet ISO 3744 - engineering grade precision for determining sound power. Data independently verified by third party. Tests performed in-unit.

Controls & Factory Installed Options

Item	Description
TRIAC-120-1.5	Wall mounted speed control. Input voltage 120VAC, 1.5A. Four step speed control and off.
TRIAC-120-5	Wall mounted speed control. Input voltage 120VAC, 5A.
TRIAC-120-15	Wall mounted speed control. Input voltage 120VAC, 15A.
TRIAC-120-7.5	J-box mounted speed control. Input voltage 95-250VAC, 7.5A. Fixed speed, 0-10VDC or 2-20mah.
TRIAC-120-7.5-AUTO	J-box mounted speed control. Input voltage 95-250VAC, 7.5A. High/Low temperature sensors adjust speed based on delta-T

Model:	Qty:
Controls/Options:	Qty:

AIRIUS DELTA-T CONTROL

Airius Delta-T controls allow for 6 modes of quiet speed control by utilizing an autotransformer to eliminate the hum often associated with TRIAC type controls. Compatible with all SP and PSC motor options.

Transformer Dimensions: 4" x 9.5" x 9.5"

Weight: 25 lbs

Certifications: ETL Pending

Operating Temperature: -30 to 140°F

Humidity Range: 5 to 95% RH (non-condensing)

Power Input: 120VAC, 230VAC or 277VAC (input depends on model selection)

Power Output: 8 Step voltage output 0 to 115V, 0 to 230V, or 0 to 277V (output depends on model selection)

Communication Wiring: 4 conductor 22-24AWG

Interface Display Type: LCD

Units: Fahrenheit or Celsius

Interface Input Power: 24VDC

High Sensor: Air Temperature and humidity

Low Sensor: Air Temperature and humidity

Limitations: Max distance of 100ft between interface and sensors. 100ft from interface to transformer.



Modes of operation include:

- Automatic Delta-T control - Automatic dynamic fan speed control based off the differential between the supplied temperature sensors. Users can define and adjust max/min speed and set speed at various Delta T intervals.
- Manual control - Up/down arrows on the interface will override any automatic control modes for 8 manual speed steps.
- 24hr Timer - Set fans to turn on and off at a set time everyday.
- Humidistat control - When relative humidity reaches a user defined threshold the fans energize to a set speed defined by the user.
- Thermostat control - When the air temperature reaches a user defined threshold the fans energize to a set speed defined by the user.
- Direct Digital Control - 0-10VDC control input for controlling fan speed across 8 speed steps.

Each package includes the transformer control box, LCD interface and two temperature/humidity sensors.

Requires wiring and three standard 2x4 electrical boxes.

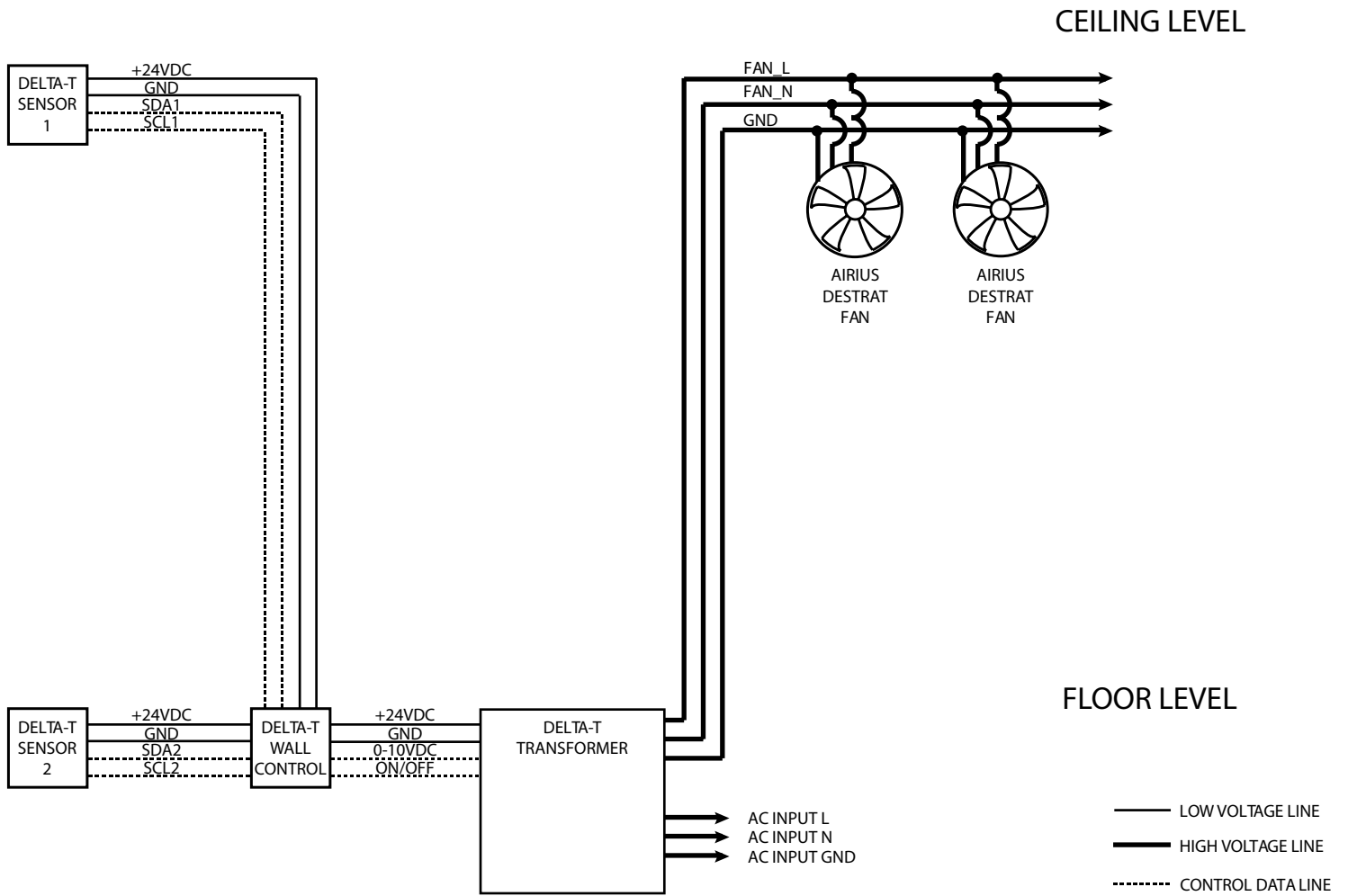
Warranty: 1 year parts and workmanship.

Part Numbers (Select proper voltage for application):

- DeltaT-Transformer-115-Pack
- DeltaT-Transformer-230-Pack
- DeltaT-Transformer-277-Pack

Information subject to change at anytime. ©2023 Airius, LLC

Wiring Diagram



AIRIUS[®]

AIRFLOW REINVENTED

ONYX SERIES
INSTALLATION,
OPERATION &
MAINTENANCE



CONTENTS

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- » **Pre-Installation**
- » **Installation**
- » **Operation**
- » **Maintenance**
- » **Troubleshooting**
- » **Warranty**

Airius, LLC (Manufacturer)
811 South Sherman St.
Longmont, Colorado 80501 - USA
Toll free: 1-888-247-7327
Telephone: 303-772-2633
Fax: 303-772-8276
Email: info@airiusfans.com
Web: www.airiusfans.com

May be covered by one or more of the following
United States Patents: 7,381,129 B2; D514688
and other patents pending

AIRIUS®, AIR PEAR®, AIRIUS PUREAIR®,
PEARLINK®, and THE THERMAL EQUALIZER®
are trademarks of Airius, LLC, registered in
the U.S. and in some countries abroad. Other
trademarks pending in the U.S. and abroad.

NOTE: Carefully check fans/controls for shipping
damage. Report any damage to the carrier
immediately. Do not attempt to operate if visible
damage is evident to either the circuit or to the
electronic components. All information contained
in this manual is intended to be correct, however
information and data in this manual are subject to
change without notice. Airius makes no warranty
of any kind with regard to this information or
data. Further, Airius is not responsible for any
omissions or errors or consequential damage
caused by the user of the product. Airius reserves
the right to make manufacturing changes that
may not be included in this manual.

Onyx Series Installation Guide: V1.3
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Introduction

Congratulations on the purchase of Airius' Thermal Equalizer system (Onyx Series). Our patented, American-made, air-mixing system will ensure better thermal comfort in both the summer and winter while driving down expensive energy bills. We are here to support you and if you have any questions or comments, we can be contacted through our website, airiusfans.com, or give us a call: 1-888-247-7327.

About the Airius Onyx Series

The Onyx Series unit is an energy-efficient air turbine, designed to continuously move a column of air to the floor for destratification and air circulation purposes. A typical system installation includes a series of units mounted just below the ceiling, evenly spaced throughout a facility, working in concert to improve comfort and reduce HVAC energy consumption up to 35% or more*. Airius fans are available in several sizes to accommodate a wide range of ceiling heights.

* THE PERFORMANCE AND RESULTS OF THE ONYX SERIES SYSTEM ARE SUBJECT TO MANY VARIABLES SUCH AS, BUT NOT LIMITED TO, AIRFLOW OBSTRUCTIONS, THE INTERIOR ENVIRONMENT, EXTERIOR ENVIRONMENT, CONDITION OF BUILDING STRUCTURE, HVAC SYSTEM PERFORMANCE AND/OR ELECTRICAL SERVICE AND THUS, ACTUAL RESULTS MAY VARY.

What's In the Box

Each unit will arrive in its own box, fully assembled. NOTE: 120VAC versions come with a three-prong plug, and other voltages have no plug supplied. You will need to have a qualified electrician either wire the desired plug on to the power cord or hard wire directly to the power circuit. We recommend using a plug for easy removal during maintenance.



Safety Precautions - Read & Save



Warning! - To prevent fire, electrical shock or injury, please observe the following:

Electrical work must be performed by a qualified person(s) in accordance with all national and local codes/standards.

Onyx Series® Thermal Equalizer® fans
Models 10, 15, 25, 45, 60, &100: all voltages

120V Models:

Supplied with a polarized/grounded plug molded to a 6 ft. (1.8 m) cord. To reduce the risk of electrical shock, this plug is intended to fit in a polarized/grounded outlet only one way. If the plug does not fit fully in the outlet, contact a qualified electrician. Do not attempt to defeat this safety feature.

230V & 277V Models:

Supplied with a 6 ft (1.8 m) cord with a 3-wire pigtail for attachment to a single phase plug rated for the correct voltage; NEMA type: L6-20P or similar, wire color code: UL/CSA: black-live/white-neutral/green-yellow-earth.

Warning! To prevent electrical shock and/or injury, unplug/disconnect unit from power source before you move unit, service unit or remove any part of housing.

Warning! To reduce the risk of fire or electrical shock, do not use models 10, 15 and 25 equipped with shaded pole motors or models 45, 60 and 100 with permanent split capacitor (PSC) motors with any unapproved solid-state speed control device. Models 45, 60, 100 and 125 with electrically commutated motors (labeled as EC or EL) are capable of variable speeds with the proper controls. Contact Airius for additional information regarding variable speed controls and options.

Do not carry the Onyx Series unit by the cord. Do not use the cord as a handle. Do not use the cord to attach or hang the product. Be sure to grasp the plug, not the cord, when disconnecting this unit from an electrical outlet.

Do not use this product if it has a damaged cord, faulty plug or any broken housing or motor component. If the supply cord, plug, motor or housing is damaged, it must be serviced or replaced by Airius, its service agents or similarly qualified persons to avoid a hazard.

To prevent damage, which may result in fire or shock hazard, do not expose this product to rain or direct moisture. Do not immerse product into water or allow water to drip into the motor housing. Do not install outdoors or in an area open to the weather. Shut off power to a wet motor at source before servicing.

Spinning blades may inflict eye or other physical injury. Always replace a damaged blade. Disconnect unit from power source first. Contact Airius for replacement blades. Plastic blades are rated 5VA, the highest fire-resistant rating for plastics, and they will not maintain a flame.

Caution! Some Onyx Series products have an unguarded impeller/fan blade. Do not use in locations readily accessible to people or animals. Blades may inflict injury when moving or stationary.

To reduce the risk of injury to persons, install product so that bottom of moving fan blade or the lowest moving part is at least 8.2 ft. (2.5 m) above the floor or grade level.

The motor is thermally protected; overheating will cause the motor to stop operating. The motor may restart once normal operating temperatures are achieved. If motor fails to restart, disconnect motor from electric source and contact Airius. Do not disable this safety device or override this safety feature; doing so will void the warranty.

Do not use any PVC product (electrical tape) with the fans. If installing a fan in an environment with cutting oils in the air (production machine shop) contact the factory for assistance at 303-772-2633.

Do not position product near furnaces, fireplaces, stoves or other high temperature heat sources. Do not position Onyx Series unit such that the downward air column created by the Onyx Series will be directly bisected by another source of air flow, such as from another fan or from an open supply register. Do not position the unit close to other objects that will interfere with fan operation. Do not allow fan blades to come into contact with objects that can lock or inhibit the rotor operation.

Service and installation: No lubrication is required. Bearings are sealed. Bail adjustment can be made with a T-30 Torx driver/wrench, or a 5/32" Hex wrench may be used. Other tools for service: T-20 Torx (7/64" Hex) & T-25 Torx (1/8" Hex) and a #2 Phillips screwdriver.

Safety Precautions Continued

The Onyx Series unit is designed to be used with only the electrical voltage identified on the label located in the nozzle and on the bottom of the motor. Connecting to any other voltage could damage the motor and create an electrical hazard and will void warranty. If you have a question, please contact the factory.

Assembling Suspended Ceiling units: See additional instructions for kit included with this pamphlet or located in box containing kit.

Important: Install with hanging device or fastener rated for a minimum of 5x the weight of the unit. Never use zip ties to hang the fan. Use care when positioning the unit. To maximize performance, make sure the airflow is unobstructed into the top of the unit and the downward airflow is unobstructed and allowed to reach the floor.

Cleaning: Unplug unit from power source first to prevent electrical shock and to avoid injuries from spinning blades. Caution: Stationary blades can cause injury! You may clean the plastic housing with a warm cloth, using mild detergent only. Do not use petroleum products, thinners, solvents, ammonia, alcohols or other chemicals to clean any part of the Onyx Series unit.

USA & Canada – ETL file #3164849 EU - CE

For additional information about Air Pear® or Onyx Series Thermal Equalizer® fans and other products/accessories visit:

www.airiusfans.com

Pre-Installation

Electrical

ELECTRICAL WORK MUST BE PERFORMED BY A QUALIFIED PERSON(S) IN ACCORDANCE WITH ALL NATIONAL AND LOCAL CODES/STANDARDS.

Airius recommends installing a dedicated circuit only to be used with the Onyx Series units. DO NOT wire the units into the lighting circuit, as the system will cycle on and off with the lights, greatly reducing the system's effectiveness.

Outlets are available in many configurations, check with the local electrical contractor to determine the preferred type for the facility. Outlets should generally be mounted vertically unless a "twist/locking" type is being used.

To confirm electrical continuity, if possible, plug the Onyx Series system into an energized outlet at floor level, similar to the outlet installed in the ceiling, before permanently mounting the Onyx Series in the ceiling. Only energize the fan after hands/fingers or loose clothing are removed from/around the fan intake.

CAUTION – Make sure the fan voltage matches the intended power supply before installing. Connecting the fan to the wrong voltage will void warranty.

Mechanical

A ladder, scissor lift or other suitable means of reaching the installation point will be required.

The Onyx Series system is designed to hang vertically 12-to-18 inches below the ceiling of the facility with the discharge pointing to the floor for maximum thermal equalization. NOTE: The bail may be angled, as it is ratcheted for special situations where a vertical air column is undesirable and an angled column would be more effective.

Make sure the air column will have an unimpeded path from the discharge to the floor. **If using the fans in a grocery aisle application, mount the fan a minimum of 3 ft. from the edge of any open reach in case to minimize the possibility of introducing air into the case.**

The free-hanging units are designed to hang vertically and freely from the ceiling on hardware capable of supporting a minimum of five times the weight of the unit. Example - 1/4" (7 mm) diameter steel bolt is rated at a 60 lb. (27 kg.) load.

Hardware that may be used to hang the unit includes, but is not restricted to: hooks, chains, cables, carabiners, bridle rings, beam clamps and bolts. Roof structure, building construction, electrical outlets/service and accessibility will define the appropriate hardware for each installation.

Tools Needed

T-30 Torx Driver (5/32" Hex); other tools include T-20 Torx (7/64" Hex); T-25 Torx (1/8" Hex); #2 Phillips Driver. All necessary tools to install mounting hardware (varies from installation to installation)

Installation

Power Requirements

Refer to individual product data sheets or reference the label installed within the fan nozzle.

Branch Circuit Protection

The Onyx Series fans do not include fuses for branch circuit protection. The branch circuit must have a dedicated circuit breaker or similar device. National and local safety standards and electrical codes may determine additional requirements for installation.

Fan Control

Refer to the installation and operation instructions for the specific fan control that was purchased with your Airius Fan system.

In general, any model with a shaded pole or PSC motor will be controlled over the mains power.

Any EC motor will be controlled by low voltage 0-10VDC. Airius offers several control interfaces for manual, wireless, BACnet/IP control of EC fans. For additional details, please reference our website airiusfans.com

White - tachometer - 1 pulse/revolution
Red - +10VDC
Yellow - Signal - accepts 0 to +10VDC
Blue - Common

To run an EC fan at full speed, connect the yellow and red control wires.

Plug Wiring (230/277VAC)

120VAC cord is supplied with a molded three-prong polarized/grounded plug. **DO NOT DEFEAT** this SAFETY DEVICE or modify the plug in any way.

230/277VAC no plug supplied. When fitting a plug always ensure that all relevant local regulations/electrical codes are understood and followed with care - if in any doubt seek expert guidance.

The power cord is a three-wire 18 AWG (or 16 AWG) 300VAC rated electrical cord UL rated in North America (NA) as SJT or for CE/EU compliance rated as HO5VV.

The three wires in the power cord are color-coded to ensure proper wiring as follows:

BLACK or BROWN = HOT/ELECTRIFIED/LIVE

WHITE or BLUE = "N" NEUTRAL/RETURN PATH

GREEN or YELLOW-GREEN = GROUND/EARTH

The cord is attached to the fan motor via two power leads with insulated 1/4" quick connects.

The cord is secured in the housing by a strain relief and knotted inside the housing for additional security.

Procedure for wiring the plug in a single-phase electrical system:

Use CAUTION when wiring/attaching the plug (Male Connector) to the Air Pear/Onyx Series system or when using any electrical device.

1 Plug should be rated for 230VAC or 277VAC and fit properly into outlet (female connector) being used for power.

2 To avoid electrical shock, **DO NOT** plug device into energized outlet until all exposed wires and connecting terminals are enclosed by plug housing. See plug manufacturer's instructions.

3 Locate the three stripped wires on the 300VAC rated power cord attached to the unit where the outer cord insulation jacket has been removed. Wires are coded as follows: black or brown is HOT/Live (the energized conductor), white or blue is neutral "N" (the conductor used for a return current path) and green or yellow/green is ground/earth (the conductor to connect to the earth).

4 Using the plug manufacturer's instructions, locate the proper positions to attach the color-coded wire to the color-coded or otherwise

appropriately labeled terminals on the plug.

5 Tighten all connections. Reassemble plug in accordance with plug manufacturer's instructions.

To confirm electrical continuity, if possible, plug the Onyx Series system into an energized outlet on the ground, similar to the outlet installed in the ceiling, before permanently mounting.

NOTE: The Onyx Series System can be wired directly to a junction box but only by a qualified electrician or similarly qualified person. Always ensure that all relevant local regulations/electrical codes are understood and followed with care - if in any doubt seek expert guidance. Check local electrical codes. The preferred system is designed with a plug for easy service and cleaning. An on-off switch must be installed in the circuit to be able to disable the power to prevent electrical hazard when servicing the appliance.

Suggested Installation Methods

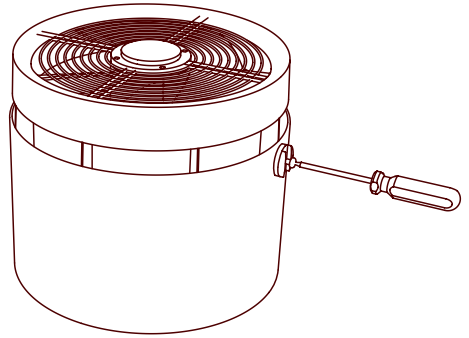
Hardware that may be used to hang the unit includes, but is not restricted to: Hooks, chains, cables, carabiners, bridle rings, beam clamps and bolts. Roof structure, building construction and accessibility will define the appropriate hardware for each installation. Mount the fan as high in the ceiling as possible and do not restrict airflow into the intake.

After ensuring the Onyx Series system is firmly attached and after **REMOVING YOUR HANDS FROM THE UNIT, ONLY THEN** is it safe to plug the unit into the power source using the approved plug to confirm function and electrical continuity.

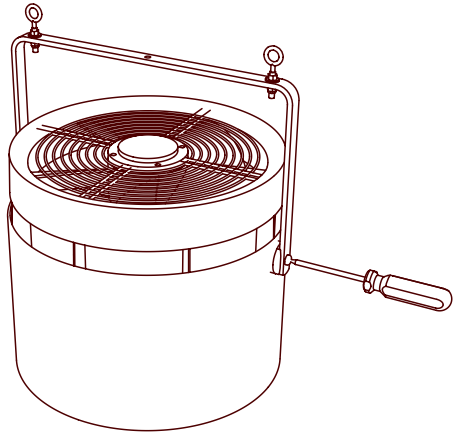
NOTE: Secure the power cord to the ceiling structure as added security. The cord will act as a safety leash and by securing it the possibility of the plug accidentally coming out of the outlet is greatly reduced. A 50 lb. (20 kg.) rated Zip Tie or several wraps of mechanics wire are examples of methods of securing the power cord.

Suggested Installation Methods

1 Remove the Onyx Series from its box, then remove the plastic protective bag. The bail (handle) is attached via two Torx screws. Using T-30 Torx driver, remove the torx screws and loosely attach the bail.

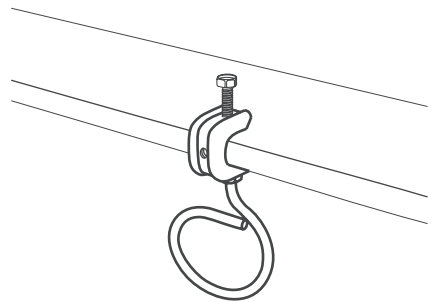


2 Swing the bail to the vertical position and tighten the two Torx screws.

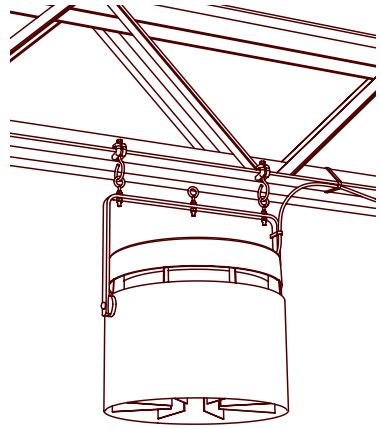


3 The Onyx Series system is designed to hang vertically and freely 12-to-18 inches, or as close as possible, from the ceiling on professionally installed hardware, for models 10/15/25, capable of supporting a minimum of five times the weight of the Onyx Series unit, 60 lb. (27 kg.). Example - 1/4" (7 mm) diameter steel bolt is rated at 60 lb. (27 kg.) load.

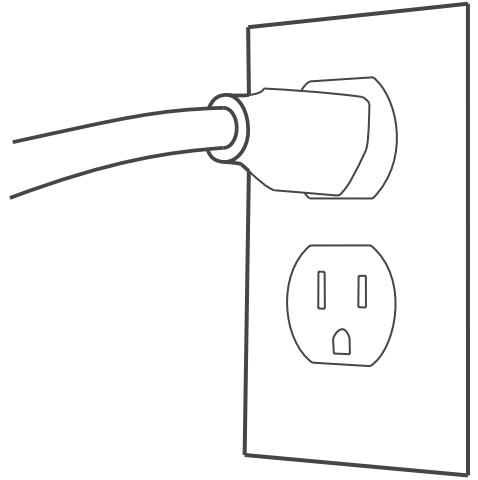
A feature of the Onyx Series system is its flexibility. Hardware that may be used to hang the unit includes, but is not restricted to: Hooks, chains, cables, carabiners, bridle rings, beam clamps and bolts. Roof structure, building construction and accessibility will define the appropriate hardware for each installation.



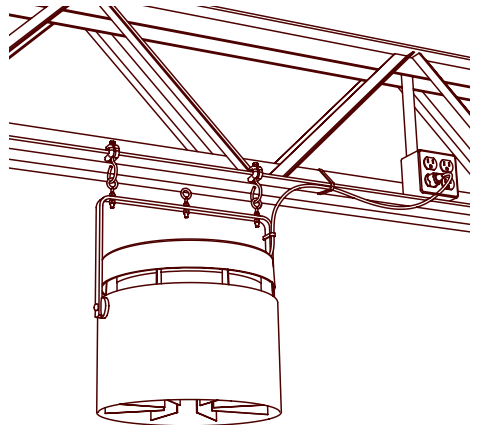
4 After ensuring the Onyx Series system is firmly attached, remove your hands from the unit.



5 It is then safe to plug the unit into the power source using the approved plug to confirm function and electrical continuity.



6 NOTE: SECURE the power cord to the ceiling structure as added security. The cord will act as a safety leash and by securing it the possibility of the plug accidentally coming out of the outlet in the future is greatly reduced. A 50 lb. (20 kg.) rated Zip-Tie or mechanics wire are examples of methods of securing the power cord.



The graphic to the right is an example of hanging the Onyx Series unit:

Operation

Heating Season

Within an enclosed building space, with minimal air movement, hot lighter air rises to the ceiling while cold heavier air falls to the floor creating a temperature gradient. This condition will cause excess energy use as the HVAC system fights to maintain the thermostat set point typically at 5 ft. above floor level. This inefficient condition can also cause great thermal discomfort for the building occupants.

The Onyx Series is an energy-efficient air turbine, designed to continuously move a column of air to the floor. A typical Onyx Series installation includes a series of units mounted just below the ceiling, evenly spaced throughout a facility, working in concert to balance the air temperature ceiling to floor and wall to wall.

As air circulation improves and air temperatures balance, your HVAC system will require less and less energy to comfortably heat the work area, reducing the energy consumption of HVAC systems up to 35% or more. Once started, the entire process of “thermal equalization” will take, on average, less than 24 hours.

All Onyx Series fans are designed to run continuously, year-round, to maintain thermal equalization and general air movement.

Cooling Season

We tend to think stratification occurs only in the heating season, but actually the condition exists year round. As you mechanically condition the air to combat rising outdoor temperatures, combined with minimal air movement, a large temperature gradient can exist.

The HVAC system will consume more energy as it fights the temperature gradient, hot and cold spots and short cycling compared to a properly mixed space. Using the Onyx Series system will help alleviate the problem through thermal equalization. Keeping the thermostats satisfied longer and creating air movement that produces a cooling effect on the skin will result in the ability to raise the thermostat set points as much as 6° F, yielding up to an 18% energy savings during cooling seasons.

In non-air conditioned spaces, the Onyx Series system can be used for spot cooling and general air circulation.

All Onyx Series fans are designed to run continuously, year-round, to maintain thermal equalization and general air movement. The fan

speed can be maintained the same throughout the year or increased for the summer months to enhance the evaporative cooling effect if people in the space find this to be desirable.

Maintenance

Follow these easy steps to prevent any excess dirt buildup and preserve the life of the product:

No lubrication is required as bearings are sealed.

Cleaning:

Caution: Stationary blades can cause injury!

Unplug unit from power source first to prevent possible electrical shock and prevent injuries from spinning blades.

You may clean the plastic housing with a damp cloth, using mild household detergent only.

DO NOT use petroleum products, thinners, solvents, ammonia, alcohols or other chemicals to clean any part of the Onyx Series unit.

Note: If fan is not operating or any parts are broken, contact manufacturer for replacement information.

Troubleshooting

The Airius products are tested before they leave the factory, resulting in an extremely low rate of returns. However, mechanical devices do fail, and we recommend that you identify the problem and try the simple suggestions below.

Fan will not start:

- a) Check fuses and circuit breakers.
- b) Check voltage at fan connection.
- c) Check speed control connections
- d) Contact manufacturer for additional help: 1-888-247-7327.

Fan airflow is too fast/slow:

- a) Adjust speed control to produce desired flow.

Fan has excess vibration (noise or wobbles):

- a) Make certain the hanging hardware is secured tightly.
- b) Contact manufacturer for additional help: 1-888-247-7327

Airius Warranty Policy

This warranty is limited to products purchased directly from Airius, LLC ("Airius") or one of its authorized resellers. To determine whether a reseller is authorized, please contact Airius at the contact information below. Airius warrants products listed below will operate properly and be free of defects in materials and workmanship according to the following terms:

Products Warranty Period

Onyx Series Fans 3 Years (All Parts/Components)
Speed Controllers 1 Year (All Parts/Components)

These include new units or units rebuilt under Airius' factory refurbish program. Airius will repair or replace such units, at Airius' sole discretion, if there is any defect in their materials or workmanship caused by Airius during the warranty period. With respect to replacement or repair rendered, Airius warrants that the parts replaced or repaired will operate properly and be free from defects in materials and workmanship for the remainder of the original warranty period.

Definitions:

1. The "warranty period" shall begin on the shipping date from the Airius factory to the customer (end user) .
2. "Operate properly" applies to mechanical, electrical and structural functions only. No guarantee is made regarding the quantity of air movement or the appropriateness or the effectiveness or merchantability of any product for its intended purpose or for the customer's particular application.

Exclusions:

Any of the following actions will constitute a breach of and will void all warranties:

1. Improper delivery, installation, or maintenance, including, but not limited to:
 - a. Failure to follow the required installation procedures specified in the Airius "Installation Guide" and in all other documentation supplied with the fans and related equipment, including documentation provided by the manufacturers of the individual fan and control components;
 - b. Failure to follow all applicable codes and ordinances, including, but not limited to the National Electric Code and state and local building codes;
 - c. Failure to follow electrical engineering industry standards regarding the approved method of installing electrical equipment having the characteristics of the fans, the fan controls, and their related components, even if such standards are not explicitly referenced in any literature supplied by Airius or provided by the manufacturers of the fan and control components.
2. Any modification or alteration of, or adjustment to the fans, fan controls, and/or any disassembly of the components of the fans and fan controls for any purpose whatsoever, including any attempt to diagnose and/or repair any problem, without prior written authorization from Airius. Such disassembly includes, but is not limited to, separation of the motor from the housing assembly and/or removal of any electrical component from the fan controller unit.
3. Installation of fans into a detrimental environment with airborne oils / cutting fluids / solvents that may attack the base resin or motor, unless:
 - a. Airius has provided written authorization prior to installation.
4. Misuse, abuse, accidents, unreasonable use or Acts of God.
5. Incorrect electric current, voltage or supply.
6. Failure to use fan controls supplied by Airius, unless:
 - a. Airius has provided written authorization prior to installation; and
 - b. The fan controls are built, operated and maintained according to specifications provided to and approved by Airius.
7. Failure to perform periodic maintenance as detailed in the Airius "Installation Guide."

8. Consequential or incidental damages sustained by any person or entity as a result of any breach of these warranties are also excluded, except where such damages may not be excluded by law.

Acquiring Warranty Service

Do not return any item without first being assigned a Return Material Authorization (RMA) tag number. Customer must obtain a RMA# from Airius (888-AIR-PEAR or info@airiusfans.com) before returning the faulty unit. RMA number must appear on the return-shipping label and be associated with any correspondence. Customer is responsible for all return shipping costs to:

Airius Warranty - RMA# ____
711 South Lincoln Street
Longmont, Colorado 80501

Airius will return the unit(s) freight prepaid. Airius may elect to repair the same unit at customer site or offer replacement parts to facilitate repair and reduce customer down time and expense. Airius is not responsible for misuse of their product.

Freight claims are the responsibility of the customer and all products are shipped FOB Longmont, Colorado, USA.

Remedy and Limit of Liability

The exclusive remedy of the purchaser, and the limit of liability for Airius, for any and all losses in connection with this product shall be repair or replacement of the warranted product or the affected components, as provided above.

Airius reserves the right to make the final determination, based on its own assessment, as to (1) whether the problem in question is the result of a defect in design, workmanship or materials, and not the result of error, misuse or abuse on the part of the customer, as set forth under the exclusions detailed above; (2) whether the problem or defect is material and requires action under this warranty; and (3) whether the remedy of repair or replacement is appropriate.

With regard to electrical and electronic components provided by Airius that comprise part of the products, including motors, Airius relies on the determination by the original manufacturer as to whether the failure of such component was the result of a defect. If the manufacturer of such component determines that there was no defect and therefore refuses to cover it under warranty, Airius likewise will not warranty such item.

THIS WARRANTY IS EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY, REPRESENTATION OR CONDITION OF MERCHANTABILITY OR THAT THE PRODUCTS ARE FIT FOR ANY PARTICULAR PURPOSE OR USE, AND SPECIFICALLY IN LIEU OF ALL SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES. REPAIR OR REPLACEMENT SHALL BE THE SOLE REMEDY OF THE CUSTOMER AND THERE SHALL BE NO LIABILITY ON THE PART OF AIRIUS FOR ANY SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED, TO ANY LOSS OF BUSINESS OR PROFITS, WHETHER OR NOT FORESEEABLE.

Any and all disputes related to this warranty or any other matter related to Airius must be submitted to binding arbitration within 45 radial miles of Longmont, Colorado. The arbitrator will follow the Colorado Uniform Arbitration Act and the Rules of the American Arbitration Association. Under Colorado law, punitive damages are not recoverable by any party subject to arbitration. Moreover, jury trials are not available in arbitration. The arbitration decision or award is legally binding and enforceable. To the extent that a court rules that this paragraph is not enforceable, the parties agree to resolve any and all disputes in the Boulder District Court in Boulder, Colorado.

Customer Service: 888-AIR-PEAR (888-247-7327) or info@airiusfans.com

Designed By & Property Of



ARTS CUSTOM SIGNS
ELLINGTON, CONNECTICUT

4'



4'

3'

Designed By & Property Of

Dimensional Sign 4'x4' / 2.5' posts / sign height total 6.5'

Pvc raised letters on aluminum background

Cost: 4000

Installation 250



ARTS CUSTOM SIGNS
ELLINGTON, CONNECTICUT

4'

Painted Bridge

PVC Letters

PT Inner Frame

Aluminum
on PVC

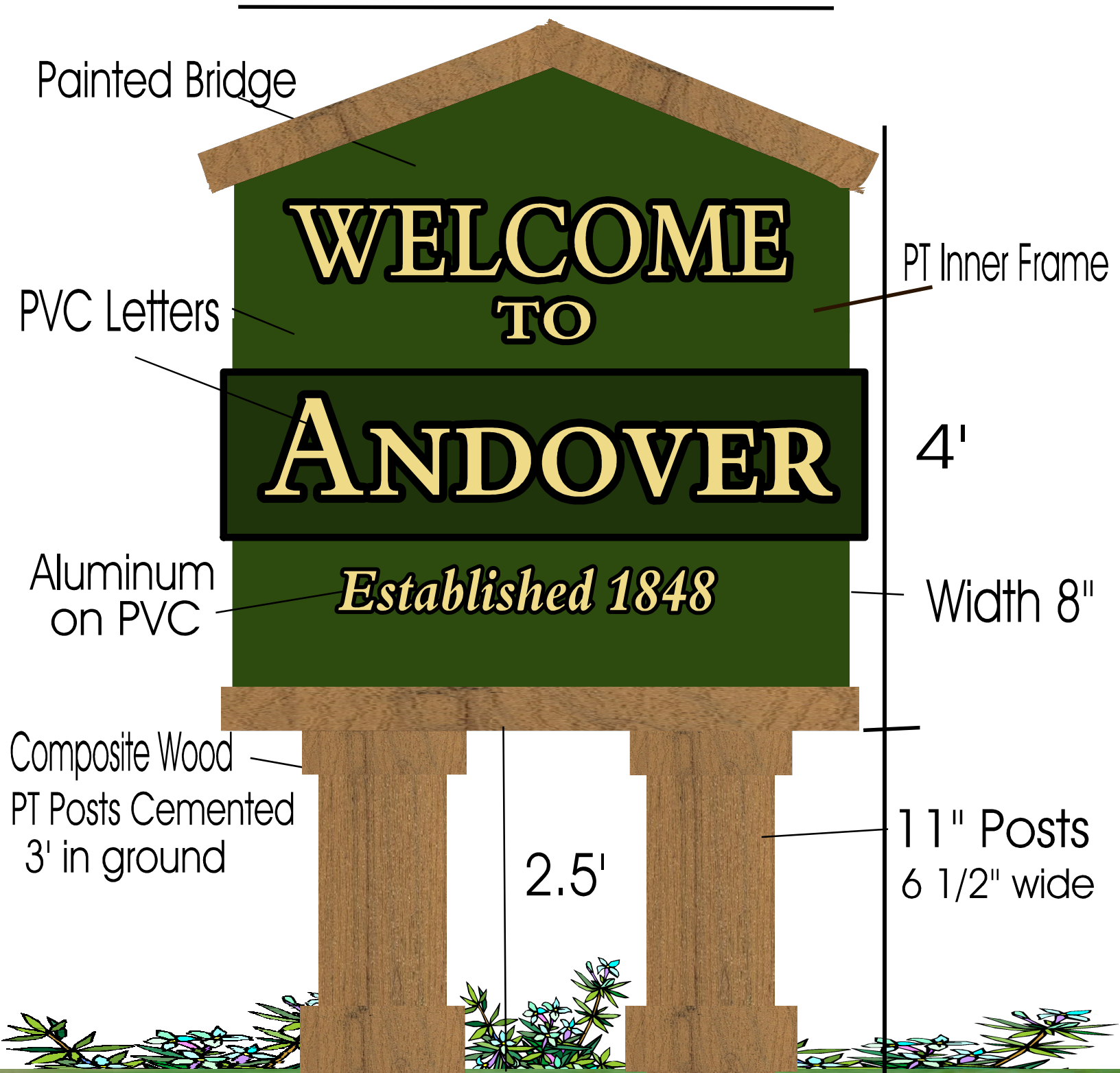
4'

Width 8"

Composite Wood
PT Posts Cemented
3' in ground

2.5'

1 1/2" Posts
6 1/2" wide



Designed By & Property Of



ARTS CUSTOM SIGNS
ELLINGTON, CONNECTICUT

Dimensional Sign 4'x4' / 2.5' posts / sign height total 6.5'

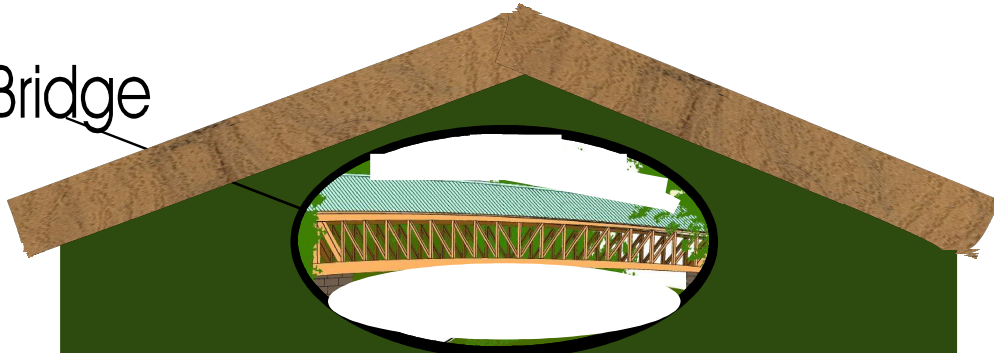
Pvc raised letters on aluminum background

Cost: 4000

Installation 250

4'

Painted Bridge



PVC Letters

**WELCOME
TO**

PT Inner Frame

ANDOVER

4'

Aluminum
on PVC

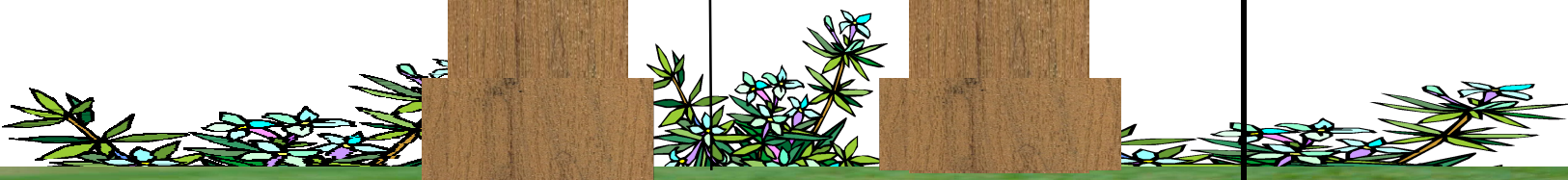
Established 1848

Width 8"

Composite Wood
PT Posts Cemented
3' in ground

2.5'

1 1/2" Posts
6 1/2" wide



Designed By & Property Of



ARTS CUSTOM SIGNS
ELLINGTON, CONNECTICUT

Dimensional Sign 4'x4' / 2.5' posts / sign height total 6.5'

Pvc raised letters on aluminum background

Cost: 4000

Installation 250

4'

Painted Bridge

PVC Letters

PT Inner Frame

Aluminum
on PVC

4'

Width 8"

Composite Wood
PT Posts Cemented
3' in ground

2.5'

1 1/2" Posts
6 1/2" wide

