

**Town of Andover  
Board of Selectmen  
Regular Meeting**  
Monday, April 10th 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/85843990143>

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

Meeting ID: 858 4399 0143  
Passcode: 291589

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

1. Call to Order/Pledge of Allegiance
2. Public Speak
3. Additions/Deletions to the Agenda
4. Treasurer's Report
  - a. Finance Department Report
    - a. Revenue Summary
    - b. Town Budget Summary
    - c. Town Aid Road (TAR) Update
    - d. Town Cash Report
    - e. Appropriation Transfer
    - f. Over Expenditure Report
    - g. Summary of Audit Status
5. Board and Commission Presentations
6. Appointments
7. Resignations
8. Town Administrator's Report
9. Old Business Discuss and act upon the following:
  - a. Status of the Community Center RFP Contract signing
  - b. Hop River homes update
  - c. Recognizing Andover Residents
  - d. Cool Program contract
  - e. Andover Personnel Policy discussion
10. New Business Discuss and act upon the following:
  - a. Selectman resolution in support of 2022 STEAP grant
  - b. Budget message recommendations
  - c. Set date for Town budget meeting
  - d. Boundary Line Agreement
    - a. Steven King
    - b. Hawes Family
11. Approval of Meeting Minutes
  - a. March 6<sup>th</sup>, 2023 Budget Workshop

b. March 13<sup>th</sup>, 2023 Regular Meeting and Budget Workshop

12. Budget

- a. Appropriation Transfers
- b. Over Expenditure Requests

13. Tax Collector's Report

- a. Refunds Requests

14. Department Reports

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

15. Correspondence

16. Public Speak

17. Adjournment

# Resignations

**7.**



**TOWN OF ANDOVER**  
**OFFICE OF THE TAX COLLECTOR**

17 SCHOOL ROAD  
ANDOVER, CT 06232

PHONE: 860.742.7305 x 212  
EMAIL: [TAXCOLLECTOR@ANDOVERCT.ORG](mailto:TAXCOLLECTOR@ANDOVERCT.ORG)  
[www.andoverct.org](http://www.andoverct.org)

---

March 27, 2023

RE: Retirement

Dear Eric:

Per your request, I am putting my intention to retire in writing. My goal is to remain in my position as Tax Collector through August 31<sup>st</sup>, 2023. I believe this will allow time for a smooth transition, including training for whomever the Board chooses as my replacement.

I have enjoyed the past five years working with the team in Andover. I've gained valuable experience and made many friends, both co-workers and community members.

Sincerely,

Eileen Curtin  
Town of Andover  
Tax Collector



# **Town Administrator's Report**

**8.**

# **Town Administrator's Report for the 4.10.23 Board of Selectmen Regular Meeting Happy EASTER**

## **Town Hall Operations:**

Cleaning/Custodian: William Bell Is hard at Front of the building is now painted and looking stellar. Building is in good shape work keeping our buildings clean.

## **Administrator's Office:**

My Admin assistant will be out from April 7<sup>th</sup> to the 17<sup>th</sup>.

I will be on vacation from April 19<sup>th</sup> through the 25<sup>th</sup>

Budget is in the hands of the Board of Finance

I suggest that you set May 2<sup>nd</sup> or May 3<sup>rd</sup> as the Annual budget meeting per the original schedule. This is a BOS responsibility.

*I Motion to set May 2<sup>nd</sup> as the annual town budget meeting* Agenda Item 10C

Working on RFP for HVAC replacement for Fire Station and second RFP for Town Hall

Contract signed with hop river homes for the softball field

Contract signed with FSC north/Vale East for the soccer field we have the check for that.

## **Town Clerks office**

Running smoothly.

## **Assessor's Office:**

Grand List has been filed 2.4% increase overall which is good.  
BAA appeals are finished for the spring

There were 9 applications for reductions. Every single applicant received a reduction. In total they granted \$361,720 in reductions. This represents a loss of ~\$ 11,000 in taxes this year.

## **Social Services**

The town has been dealing with a situation on Route six that triggered the rental relocation act. This involves housing code, zoning code, health code, blight violations. Situation is ongoing.

## **Finance Office:**

Cheryl Miller is working to assist us in getting our financial house in order. Audit is well under way. There is still a serious issue with getting information from the school system.

Welcome to Christine (Chris) Harakaly who is working out well as the finance person.  
Welcome Brian Briggs to the Board of Finance

## **Building Department/ Land Use:**

Overall building department operations are going well.

Bolton is adding a second building official that will cover Andover. Will be onboard in the next few weeks.

Dealing with a number of issues for Zoning enforcement actions. Jim has been quite busy as has the towns Attorneys.

### **Town Engineer:**

Met with Joe Dillon multiple times- myself and Jay Tuttle

Preparation for the State Local Bridge program applications for culverts on Hutchinson Rd and Lake Rd at Basola  
These are Due in May.

### **Public Works:**

Finishing the parking area on lake road

Sweeping the roads, getting set up for drainage work

Clearing behind the town hall for mor room of the community gardens

Tree work by Tenant Tree service

### **Debris management**

Discussion of debris management still on hold

### **Bunker Hill Bridge Design:**

The 30% design stage complete. Update as of March it is in final design. Not sure if it will be ready to go for next spring construction season but hoping so

### **Long Hill Rd Bridge Design**

Test borings Completed so it is in the 30% design phase

### **Small Bridges and Culverts:**

Starting application for Stat Local Bridge program

### **Andover Proposed Community Senior Center:**

Ongoing work of finalizing materials choices for the community center. Hired BCS engineering to complete the special permit application.

Planning on either a submission for special permit at the next PZC meeting on April 17<sup>th</sup> or at least a pre application conference. Suggest a final contract signing is appropriate

### **Andover Veterans Monument:**

The Benches are engraved- coordinated by Paula King and they look great

### **Times Farm Bridge:**

Working on the final close out.

### **Grant for Senior Transportation Vehicle**

We are not getting the vehicle this year-

### **STEAP Grant 2022:**

project assigned to DECD

Met with Ceneaxo to get an initial quote for the work proposed

There is a resolution that the BOS needs to sign for DECD to keep his on track

The Priority for work on the building will be

1. Ceiling in addition- badly peeling lead paint possibly replace ceiling entirely

2. Replace all exterior doors- Sills rotting badly hard to open- safety Hazard
3. Repoint/ repaint exterior windows

### **Connectivity Grant:**

Still planning on adding a Handicapped Access to the Walking Track at Veterans Memorial field and Parking Spot.  
Still need landscaping on that area

### **TRIP Grant- DOT**

Approved by CRCOG ranked 3<sup>rd</sup> of 7 grants applications submitted by CRCOG towns. Now it is up to the state to rank / fund projects. Hopefully this gets funded.

Grant Goal- reclaim and repave Hendee from Pine Ridge Rd to Long Hill Rd, then Long Hill rd to Skinner and then Skinner to Wheeling.

### **Rec Trails Grant DEEP**

Submitted. The state has not evaluated/ Ranked the grants yet. They received a huge number of submissions so this grant is probably a long shot.

### **Neglected Cemeteries Grant**

Received a 5,000 grant from the State to work on the Cemetery on Cidermill Rd. Will be used to build a new gate as well as clean up/ repair gravestones on the site.

### **Budget:**

Working on it with BOF. BOF has scheduled their public hearing for April 20th

### **American Recovery Act Funding:**

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

The board of selectman have voted to devote all of the American recovery act funding to construction of the community center. Given the contractor selected this should be sufficient

### **Town Hall Projects”**

RFP for HVAC work

### **Transfer Station**

Running smoothly

Distinctive Tree care will grind up the brush pile at the transfer station and remove the chips soon

### **Safety committee quarterly**

Nothing new this month.

## **Boundary Line Adjustment details**

### Property between King and TOA

The town shares a property boundary for the transfer Station Property with Steven King whose land is on Burnap Brook Rd. He recently acquired the property and there was a lot of ambiguity as to where the property boundaries were on a portion of the property so he had the property surveyed. Part of the property is well defined, part of it is not.

There are maps included in your packet that show a proposed boundary line agreement between the town and Mr King. This also includes a transfer of property from Mr King to the town of Andover. The parcel being transferred is something that we have wanted to get ahold of for a long time and negotiated with the previous owner to acquire via Open Space fund.

This needs to be reviewed by the zoning attorney to confirm the facts presented by the surveyor.

This requires a legal opinion from the towns attorney as to whether the boundary line agreement requires approval by town meeting. It will also require a new boundary line description

This will require an 8-24 referral to the PZC for the land being conveyed to the town.

Before we go any further, does the town BOS agree with pursuing this and what questions, concerns do you have?

### Property between Hawes and TOA

The town shares a boundary between the eastern end of the property AES is on and The Hawes family. As the town has recently surveyed this property our surveyor has determined that this boundary is ambiguous and the deeds and previous surveys do not match. The boundary line has about 10 ft of uncertainty in it. The surveyor suggests we negotiate and sign a boundary agreement for this portion of the survey.

At the same time we should notify AES.

The towns attorney was asked for an opinion as to this requiring a town meeting or not.



**STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION  
2800 BERLIN TURNPIKE, P.O. BOX 317546  
NEWINGTON, CONNECTICUT 06131-7546  
(860) 594-3136**



March 30, 2023

Mr. Robert T. Elliott Jr. P.E.  
CDR Maguire, Inc.  
117 Chapman Street, Suite 010  
Providence, R.I. 02905

Dear Mr. Elliott:

Subject: Task Order Bridge Rehabilitation  
Bridge 4583 Andover  
State Project No. 1-106  
CORE No. 17DOT0115AA

We are revising our letter dated March 8, 2023 and it is the Negotiations Committee's understanding that the FULL lump sum fees for the subject project are as follows:

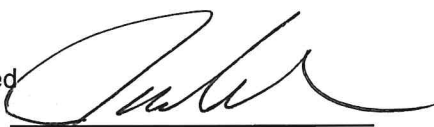
Final Design	L.S. \$ 309,500
Direct Costs(Transportation, Reproduction, Express Mail. Lab Testing, Advertisement)	3,800
Total	<u>\$ 313,300</u>

If you concur with the fees as presented in this letter, please acknowledge by signing below and return by email to DOT.Negotiations@ct.gov within two(2) days and we will proceed to process this task order assignment.

Please fill out the attached DBE Certification Form and return it with your concurrence. The DBE Screening Committee has assigned a 3%DBE goal to this contract.

All correspondence regarding negotiations is strictly confidential, therefore, your concurrence should be stamped confidential.

**PLEASE NOTE: This letter is not an authorization to begin work.**

Accepted   
Name \_\_\_\_\_  
03.31.23  
Date \_\_\_\_\_

Very truly yours,



Lisa N. Conroy, P.E.  
2023.03.31 07:14:33-04'00'

Lisa N. Conroy, P.E.  
Chairperson  
Negotiations Committee

# **Old Business**

**9.**

## Andover's Finest

The Andover Board of Selectman are pleased to announce the Andover Finest project.

**Program Objective:** We are looking for residents in the Town of Andover who volunteer their time and go above and beyond to better our community.

**Eligible to Nominate:** Any Andover resident.

**Eligible for Recognition:** Any Andover resident who volunteers their time to better our community. Only one nomination per nominee needed. (please only send a nomination for the person you would like to nominate one time from your email address)

**Nomination Criteria:** The Andover Finest resident will demonstrate a desire to volunteer their time and go above and beyond with their duties.

**Eligibility criteria include, but are not limited to:** 1. A love for their community. 2. Always exhibiting a helpful, positive character. 3. Spends countless hours working on a project. 4. Seeing a need in town and taking an initiative to fill that need.

**Selection Committee:** The Board of Selectman will meet quarterly in executive session to vote on the nominees sent in from the public.

**Announcement of Selection:** After adjourning from executive session, the board will announce the winners and notify them. Winners will be posted on the town website, in The Rivereast, and Facebook page as well.

**Award:** If the board accepts the nomination the resident will have their name engraved on a brick and added to the walkway that will be outside the new Community Center.

**Link to website page:** <https://www.andoverconnecticut.org/residents/webforms/nominate-andover-resident-recognition>



# **New Business**

**10.**

**CERTIFIED RESOLUTION OF THE ANDOVER BOARD OF SELECTMEN**

**WHEREAS**, pursuant to Connecticut General Statute 4-66g, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and **WHEREAS**, it is desirable and in the public interest that the Town of Andover make an application to the State for \$275,000.00 in order to undertake the Andover Municipal Parking Hub and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Selectmen;

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by CGS 4-66g.
2. That the filing of an application for State financial assistance by the Town of Andover in an amount not to exceed \$275,000.00 is hereby approved and that Eric Anderson – Town Administrator is directed to execute and file such application with the Connecticut Department of Economic and Community Development to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of Andover.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Jeffrey Maguire – First Selectman

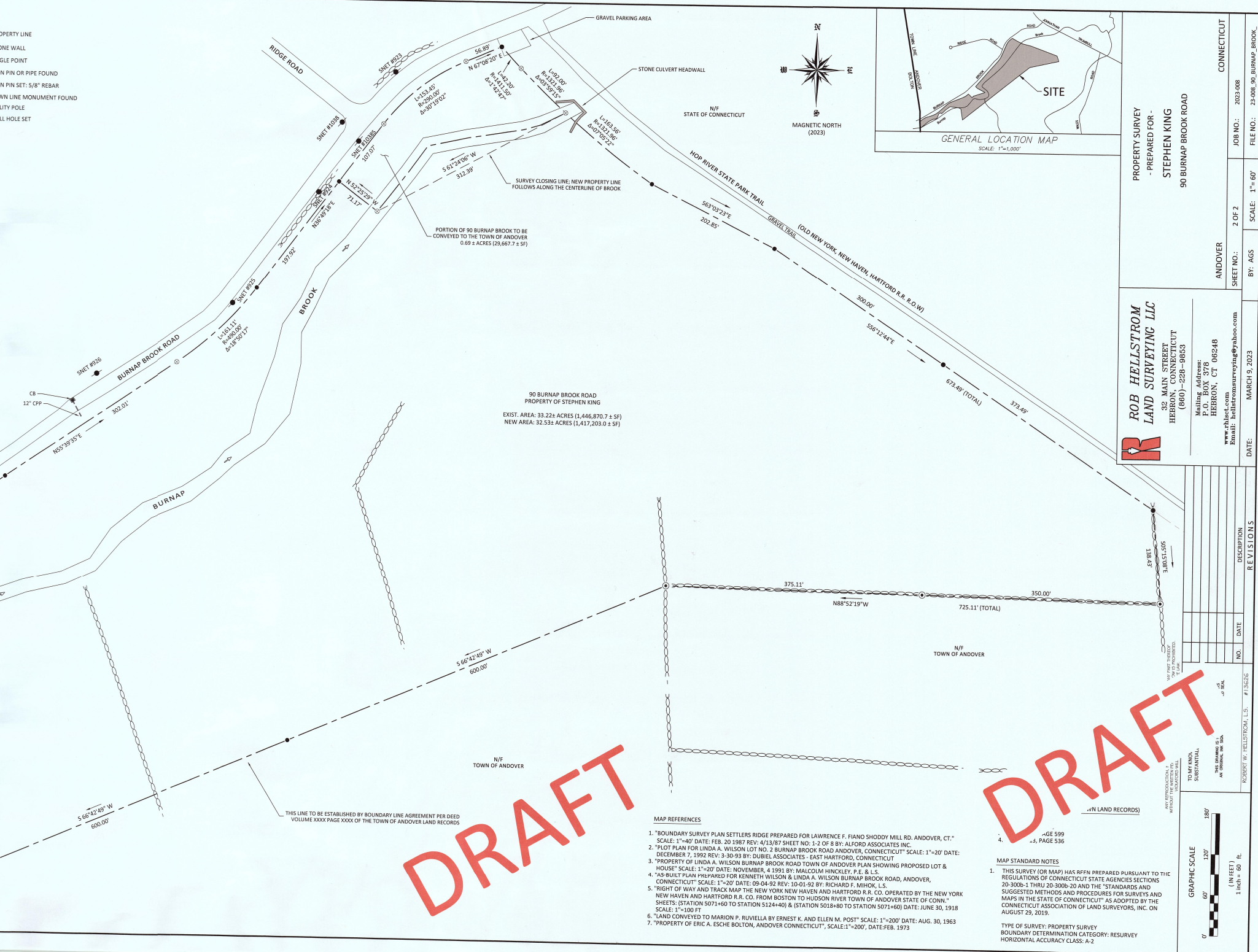
\_\_\_\_\_  
Jeffrey Murray - Selectman

\_\_\_\_\_  
Paula King – Selectman

\_\_\_\_\_  
Scott Person - Selectman

\_\_\_\_\_  
Adrian Mandeville - Selectman

PROPERTY LINE  
 ONE WALL  
 ANGLE POINT  
 N PIN OR PIPE FOUND  
 N PIN SET: 5/8" REBAR  
 WY LINE MONUMENT FOUND  
 UTILITY POLE  
 ALL HOLE SET



**DRAFT**

**DRAFT**

**ROB HELSTROM**  
 LAND SURVEYING LLC  
 32 MAIN STREET  
 HEBRON, CONNECTICUT  
 (860)-228-9863

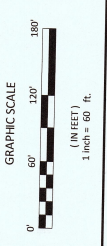
Meeting Address:  
 P.O. BOX 376  
 HEBRON, CT 06248  
 www.rhlect.com  
 Email: helstromsurveying@yahoo.com

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

ANDOVER  
 SHEET NO.: 2 OF 2  
 BY: AGS  
 SCALE: 1"=60'  
 DATE: MARCH 9, 2023

NO.	DATE	DESCRIPTION

ANY REPRODUCTION, IN WHOLE OR IN PART, WITHOUT THE WRITTEN PERMISSION OF THE SURVEYOR IS PROHIBITED.  
 THIS DRAWING IS A GRAPHIC IN SHAPE.  
 ROBERT W. HELSTROM, L.L.S. #13426



**MAP REFERENCES**

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

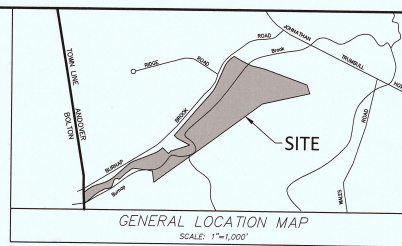
**MAP STANDARD NOTES**

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

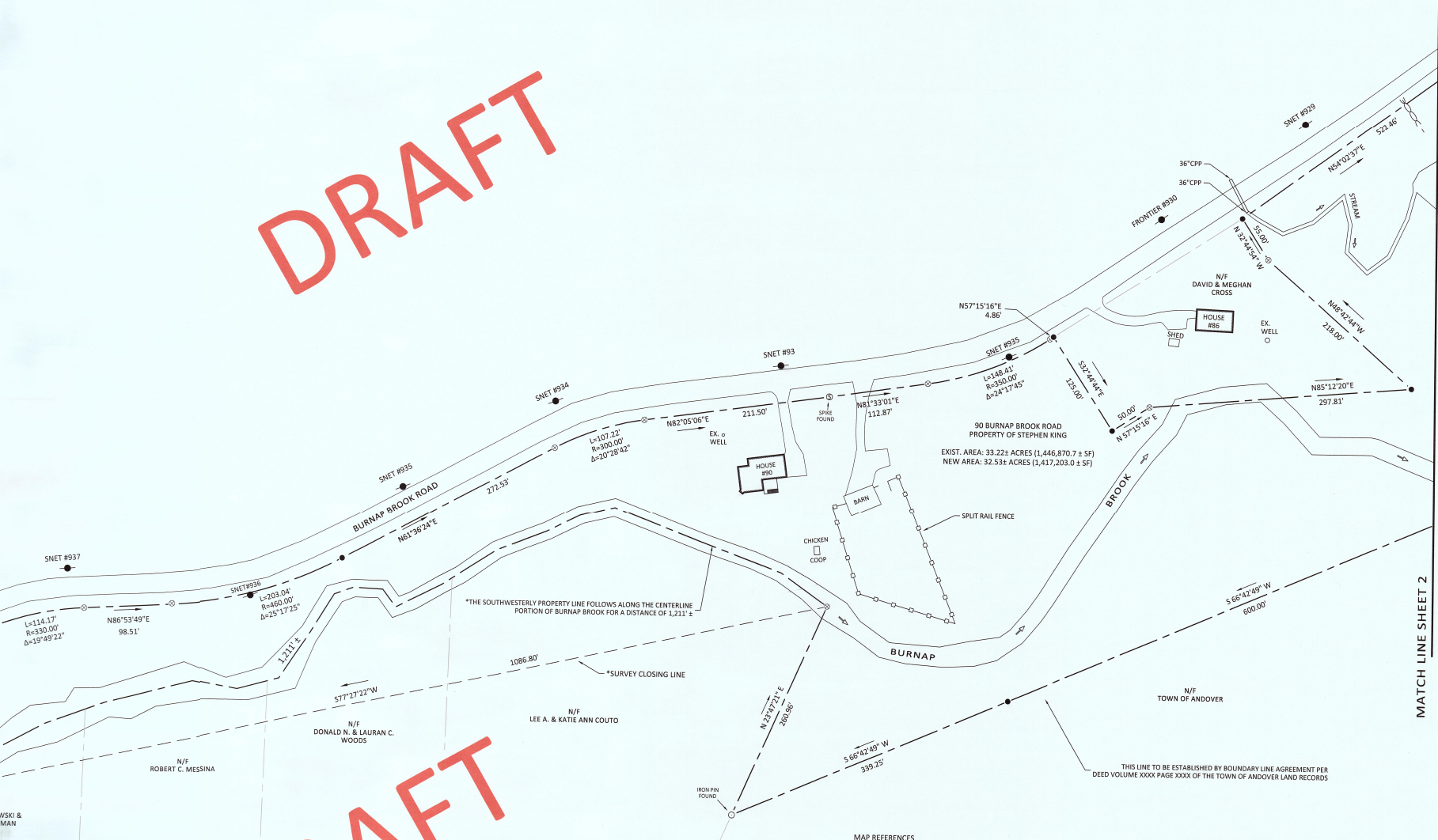
TYPE OF SURVEY: PROPERTY SURVEY  
 BOUNDARY DETERMINATION CATEGORY: RESURVEY  
 HORIZONTAL ACCURACY CLASS: A-2



PROPERTY LINE  
 ONE WALL  
 SINGLE POINT  
 N PIN OR PIPE FOUND  
 N PIN: SET 5/8" REBAR  
 W/IN LINE MONUMENT FOUND  
 UTILITY POLE  
 KE FOUND



DRAFT



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

CLIENT: M.L. HARRIS  
 P.O. BOX 3978  
 HEBRON, CT 06248  
 www.rhllc.com  
 Email: hellstromsurveying@yahoo.com

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

ANDOVER	1 OF 2	JOB NO.: 2023-008
BY: AGS	SCALE: 1"=60'	FILE NO.: 23-008_90_BURNAP_BROOK_RD.
DATE: MARCH 9, 2023		

DRAFT

- DEED REFERENCES (ANDOVER TOWN LAND RECORDS)**
- VOLUME 96, PAGE 104
  - VOLUME 7, PAGE 9
  - VOLUME 57, PAGE 599
  - VOLUME 13, PAGE 536

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

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

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



NO.	DATE	DESCRIPTION

TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.  
 THE BURNAP BROOK ROAD TOWN OF ANDOVER PLAN SHOWING PROPOSED LOT AND HOUSE IS AN ORIGINAL SURVEYING AND MAPPING TOOL.  
 ROBERT W. HELLSTROM, L.S. # 32626

MATCH LINE SHEET 2













# **Approval of Meeting Minutes**

**11.**



**Town of Andover**  
**Board of Selectmen**  
**Special Meeting – Budget Workshop Minutes**  
Monday, March 6<sup>th</sup>, 2023 – 7:00pm  
Location: Virtual Zoom meeting

Members Present: First Selectman Jeff Maguire, Adrian Mandeville, Jeff Murray and Paula King  
Members Absent: Scott Person  
Town Administrator: Eric Anderson  
Town Attorney: Dennis O’Brien  
Board of Finance: Joanne Hebert

**1. Call to Order/Pledge of Allegiance**

Jeff Maguire called the meeting to order at 7:03pm. The Pledge was recited.

**2. Public Speak**

Joanne Hebert - none

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

Eric Anderson shared screen to show listing of items that were asked to be put on the agenda for this meeting.

- a. Adding \$35,000 under line 339 for a Rav-4 Hybrid vehicle for Senior Transportation

Jeff Murray MOTIONED to add \$35,000 for a hybrid vehicle under line 339 for Senior Transportation.  
Paula King SECONDED. MOTION CARRIED 4:0:0

- b. Adding \$30,000 to the Building Maintenance Fund for improvements to the Andover Museum/Old Town Hall

Jeff Murray MOTIONED to add \$30,000 to the budget under the Building Maintenance Fund earmarked towards improvements for the Andover Museum/Old Town Hall to replace rotting doors and ceiling repair.  
Paula King SECONDED. MOTION CARRIED 4:0:0

- c. Recreation Program Increase

Jeff Maguire MOTIONED to increase funding for the Recreation Commission budget line 603-870 by \$10,000 to support a paid staff, working on programming to benefit the total community. Paula King SECONDED. MOTION CARRIED 4:0:0

- d. Temporary Help for Public Works – Keep or Eliminate

Postponing until next meeting.

e. Public Works

Eric Anderson sent a revised cost spreadsheet for Public Works, Capital Roads, and a document of a plan for road management.

Discussion on cost increases, to keep pace with increased costs. Looking to increase the Road Improvement Fund from \$330,000 to \$375,000 – overspent last year, will wait to discuss more with Jay Tuttle at the next meeting.

f. Town Planner

Current RFP out for POCD (Plan of Conservation & Development) – committee picked vendor. Looking to hire Town Planner for 2 years – can do the POCD and other Town planning. Would add \$36,000 to this year's budget, reduce the Legal & Professional budget line by \$5,000, reduce the POCD funding by \$5,000, have Board of Finance move \$13,000 from the POCD fund. Bill Warner will be on the next meeting to talk about the Town Planner.

Salary Discussion – Eric shared a spreadsheet of all employees who are not elected and not in a union. Shows 2%, 3%, and 4% increase.

Adrian Mandeville MOTIONED for a 2.9% increase for non-elected and non-union employees, and a 4% increase for the Public Works Supervisor.

Discussion further – Jeff Maguire SECONDED the motion presented.

Jeff Maguire REVISED the motion presented to include all employees to be at least at minimum wage. Adrian Mandeville SECONDED the revised motion. MOTION CARRIED 4:0:0

**Public Speak –**

Joanne Hebert - none

**4. Executive Session** - pursuant to General Statutes section 1-200(6)(B)(9)(C) regarding the Town's consideration of action to implement a legal right regarding the community center building project, including the presence of the Town Administrator and Town Attorney.

Paula King MOTIONED to enter into Executive Session, including the Town Administrator and Town Attorney. Adrian Mandeville SECONDED. MOTION CARRIED 4:0:0

Returned from Executive Session at 9:10pm

## 5. Adjournment

Paula King MOTIONED to adjourn the meeting at 9:10pm. Adrian Mandeville SECONDED. MOTION CARRIED  
4:0:0

**Town of Andover  
Board of Selectmen  
Regular Meeting and Budget Workshop Minutes  
Monday, March 13<sup>th</sup>, 2023 – 7pm  
Location: Virtual Zoom Meeting**

Members Present: First Selectman Jeff Maguire, Adrian Mandeville, Paula King, Jeff Murray, Scott Person  
Town Administrator: Eric Anderson  
Public Works: Jay Tuttle, Supervisor  
Community Garden: Jeff Ballard, Amy March, Grace Gostanian,  
Town Attorney: Dennis O'Brien  
Board of Finance: Marc Brinker, Joanne Hebert  
Planning & Zoning Commission: Jed Larson  
Public Present: Mike & Cathy Palazzi, Bill Warner

**1. Call to Order/Pledge of Allegiance**

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

**2. Public Speak -**

Grace Gostanian - thanked Eric and the Board for supporting the pickle ball league  
Joanne Hebert - none  
Marc Brinker - none  
Mike & Cathy Palazzi - none  
Jed Larson - in support of a Town Planner

**3. Additions/Deletions to the Agenda**

Jeff Maguire MOTIONED to add

4b. i. Town Planner presentation by Bill Warner, 4b. ii. Roadwork Planning Report by Jay Tuttle 4b. iii. Discussion on Public Works Sprinkler Systems, 5a. Community Garden discussion, 6a. Appointment of Christina Harakaly as Accounting Assistant.

Scott Person SECONDED. MOTION CARRIED 4:1:0 with Adrian Mandeville opposing.

**4. Treasurer's Report**

**Finance Department Report**

**a. Revenue Summary**

**b. Budget Workshop**

**i. Town Planner presentation by Bill Warner**

Eric Anderson introduced Bill Warner – Bill gave background information including 34 years of experience in various towns, assisted Andover with the last two POCDs, and recently wrote the Affordable Housing Plan for Andover. Bill discussed beneficial points to having a Town Planner:

- Consistency, establishing a vision and sticking by it
- Plan Review – working with developers, the impact of development on the Town, meeting legal requirements, architectural details, and if the development is a good fit for the Town
- Writing Plans – incentive housing plan, affordable housing plan, POCD needs to be done every 10 years and must be up to date or the State may not issue grant funding
- UCONN Presentation – students presented ideas for Town owned property – would use funding to implicate – Town Planner would put together RFP's to bring new development to Town

- Grant Funding – Connectivity Grant, CT Community Challenge Grant, Brownfield Grant, TRIP Grant

Board discussion with Bill, the Planner would be very involved in the Grant applications – position would be about 10-20 hours per week.

## **ii. Roadwork Planning Report by Jay Tuttle**

Jay Tuttle discussed with Eric Anderson – Capital Roads and Town Aid Road funding, would like the Town to have a good amount of start-up funding to start projects in the Spring – around \$250,000-\$300,000.

Jay shared his screen to discuss the chip seal preservation quote on roads in Town from The Gorman Group – with sweeping and traffic control was around \$221,000 – without sweeping and traffic control was around \$152,094. Jay also shared a map of roads in Town and progress on roads as of 2023 and the plan for 2024 and beyond. Will use TRIP grant funding if approved.

The Board, Eric, and Jay discussed a spreadsheet which showed a summary of funding, spending, and balances – costs were broken down by paving, chip sealing, drainage, traffic control, and others (WeatherWorks contract, materials). Funding from tax dollars and Town Aid Road. Potentially have the Board of Finance move funds to begin projects.

Adrian Mandeville MOTIONED to increase the proposed Road Improvement Fund request to \$410,000. Scott Person SECONDED. Discussion on material use for previous chip sealing – causing a lot of dust and loose stone. MOTION CARRIED 5:0:0.

## **iii. Discussion on Public Works Sprinkler Systems**

Discussion on irrigation, potential seasonal Public Works employee – Public Works will manage the irrigation system at the ball fields. Some funding will be kept in the budget for traffic control – separate from the Public Works budget for road work.

Jeff Maguire MOTIONED to reduce budget line item 301-111-51522 to \$2500. Scott Person SECONDED. MOTION CARRIED 5:0:0

Discussion on changes to the budget with decision on Town Planner.

Adrian Mandeville MOTIONED to add a Town Planner at one full day per week. Jeff Murray SECONDED. Adrian Mandeville AMENDED his motion to add \$26,000 to the budget for a Town Planner. Jeff Murray SECONDED. MOTION CARRIED 5:0:0.

Scott Person MOTIONED to add 4 additional hours per week for the Zoning Agent to execute additional work and blight situations. Discussion on how Town Planner would come into play – would like to see how that plays out first on current zoning and blight situations. Town Attorney Dennis O'Brien weighed in on assisting the Zoning Agent.

## **c. Town Aid Road (TAR) Update**

## **d. Town Cash Report**

## **e. Appropriation Transfer**

## **f. Over Expenditure Report**

**g. Summary of Audit Status** – Eric Anderson stated that the goal this week is to have everything submitted to the auditor.

## **h. Budget review of Format for Presentation**

## **5. Board and Commission Presentations**

### **a. Community Garden Discussion**

Jeff Ballard is requesting \$3,000 towards 6 new raised garden beds – looking to have planting started around May, also applied for grants but won't come in until June or July.

Adrian Mandeville MOTIONED to move \$3,000 from the Contingency Fund for the Community Garden. Scott Person SECONDED. Discussion on budget request for FY23-24. MOTION CARRIED 5:0:0  
Adrian Mandeville MOTIONED to budget a line item of \$1500 for the Community Garden in the FY23-24 budget. Paula King SECONDED. MOTION CARRIED 5:0:0

## **6. Appointments**

### **a. Appointment of Christina Harakaly – Accounting Associate**

Adrian Mandeville MOTIONED to appoint Christina Harakaly as the Accounting Associate. Paula King SECONDED. MOTION CARRIED 5:0:0

## **7. Resignations - none**

## **8. Town Administrator's Report**

Eric Anderson gave an update on the TRIP Grant application – Town made the first round of selections. Rec Trails grant application has been submitted. Also working on a few rental situations in Town.

## **9. Old Business Discuss and act upon the following:**

- a. Grant for Community Garden - previously discussed in meeting
- b. Status of the Community Center RFP – Adrian Mandeville gave update on the Community Center RFP, committee is meeting on Thursday, March 16<sup>th</sup>.
- c. Hop River homes update – Hop River Homes Board met – had questions for Eric to modify the contract to remove “adding electricity” section from contract
- d. Recognizing Andover Residents - will discuss at next meeting
- e. Cool Program contract - CIRMA has latest contract, waiting for review. Dennis O'Brien commented on certain language within the contract.
- f. Finance Department Employment - previously discussed in meeting
- g. Andover Personnel Policy discussion - will discuss at next meeting
- h. Discussion of Senior Transportation - funding in the 2023-2024 FY Budget
  1. Electric Vehicle research
  2. Review 15 passenger bus acquisition and usage

## **10. New Business Discuss and act upon the following:**

- a. - none

## **11. Approval of Meeting Minutes**

- a. Monday, February 14, 2023 Regular Meeting Minutes**
- b. Thursday, February 23, 2023 Budget Workshop Minutes**
- c. Monday, February 27, 2023 Budget Workshop Minutes**

Paula King MOTIONED to approve the March 13th, 2023 meeting minutes, February 14th, 2023 meeting minutes, February 23rd, 2023 meeting minutes, and February 27th, 2023 meeting minutes. Jeff Maguire SECONDED.

Paula King AMENDED the motion to remove the March 13th, 2023 meeting minutes. MOTION CARRIED 4:0:0

## **12. Budget**

- a. Appropriation Transfers**
- b. Over Expenditure Requests**
- c. Budget Workshop**

Discussion on passing budget on to the Board of Finance. Overall decrease in expenditures, revenue, and the mill rate will decrease.

Jeff Maguire MOTIONED to accept the budget as presented. Paula King SECONDED. MOTION CARRIED 4:0:0

## **13. Tax Collector's Report - \$1.8 million collected in recent collection month**

- a. Refunds Requests - none

## **14. Department Reports - provided in packet**

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

## **15. Correspondence - none**

## **16. Public Speak - none**

## **17. Adjournment**

Jeff Murray MOTIONED to adjourn the meeting. Paula King SECONDED. MOTION CARRIED 4:0:0

# **Tax Collector's Report**

**13.**



## FEBRUARY 2023

### Deposits

	ONLINE	OFFICE	TOTAL	
\$	13,308.43		13,308.43	
2/1 \$	5,191.30	\$ 42,187.64	47,378.94	
2/2 \$	2,255.84		2,255.84	
2/2 \$	(1,882.69)		(1,882.69)	NSF
2/3 \$	8,615.43		8,615.43	
2/4 \$	896.36		896.36	
2/5 \$	1,488.57		1,488.57	
2/6 \$	1,858.41	\$ 15,950.05	17,808.46	
2/7 \$	3,145.85	\$ 279.48	3,425.33	
2/8 \$	1,187.43		1,187.43	
2/9		\$ 2,787.45	2,787.45	
2/10			0.00	
2/11			0.00	
2/12 \$	1,319.13		1,319.13	
2/13 \$	432.71		432.71	
2/14 \$	2,004.89	\$ 6,229.26	8,234.15	
2/15 \$	843.37		843.37	
2/16 \$	2,225.45	\$ 3,026.93	5,252.38	
2/17 \$	393.87		393.87	
2/18			0.00	
2/19 \$	2,750.50		2,750.50	
2/20			0.00	
2/21			0.00	
2/22 \$	1,127.17		1,127.17	
2/23 \$	2,125.37	\$ 6,548.39	8,673.76	
2/24			0.00	
2/25 \$	412.09		412.09	
2/26 \$	241.92	\$ 162.68	404.60	
2/27		\$ 9,125.77	9,125.77	
2/28			0.00	
TOTAL \$	49,941.40	\$ 86,297.65	\$ 136,239.05	

### COLLECTIONS BY TAX YEAR:

	RE	PP	MV	MVS	INTEREST
2017				\$ 22.17	\$ 16.63
2018			\$ 67.88		\$ 44.80
2019			\$ 195.50	\$ 325.05	\$ 220.61
2020		\$ 98.60	\$ 1,586.52	\$ 242.78	\$ 537.56
2021	\$ 110,359.99	\$ 757.23	\$ 8,407.32	\$ 14,232.46	\$ 3,438.06
NSF/ VOID	(3,726.93)		(785.61)	(138.17)	

TOTAL      \$    106,633.06    \$        855.83    \$    9,471.61    \$    14,684.29    \$ 4,257.66

UNCOLLECTED TAXES BY TAX YEAR:

	RE	PP	MV	TOTAL
2007			\$476.65	\$ 476.65
2008			\$520.26	\$ 520.26
2009			\$356.32	\$ 356.32
2010			\$211.42	\$ 211.42
2011		\$439.82	\$4,314.46	\$ 4,754.28
2012	\$	\$ 2,404.78	\$ 3,146.24	\$ 5,551.02
2013	\$        12.13	\$ 2,999.84	\$ 1,486.53	\$ 4,498.50
2014	\$    1,225.76	\$ 4,065.82	\$ 2,103.08	\$ 7,394.66
2015	\$    1,225.76	\$ 4,730.01	\$ 9,522.35	\$ 15,478.12
2016	\$    3,692.80	\$ 5,563.78	\$ 7,922.16	\$ 17,178.74
2017	\$    18,784.80	\$ 5,926.98	\$ 10,280.56	\$ 34,992.34
2018	\$    34,938.36	\$ 7,746.84	\$ 9,264.73	\$ 51,949.93
2019	\$    42,352.46	\$ 7,172.84	\$ 12,793.60	\$ 62,318.90
2020	\$    51,633.68	\$ 8,923.14	\$ 26,456.92	\$ 87,013.74
2021	\$ 2,044,845.48	\$ 84,684.36	\$ 98,602.42	\$ 2,228,132.26
TOTAL	\$ 2,198,711.23	\$ 134,658.21	\$ 187,457.70	\$ 2,520,827.14

	FEE		TOTAL
\$	5.00	\$	43.80
\$	5.00	\$	117.68
\$	25.00	\$	766.16
\$	66.60	\$	2,532.06
\$	235.00	\$	137,430.06
		\$	(4,650.71)

\$ 336.60 \$ 136,239.05

Town Only

Terminal / Batch	
Terminal	5
Batch	45

Cash	0.00	0
Check	0.00	0
Credit Card	0.00	0
<b>Total</b>	<b>0.00</b>	<b>0</b>

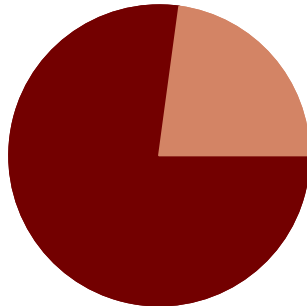
Last Assessor Bridge	
Run on:	01/20/2023

## Percent Collection as of 04/03/2023

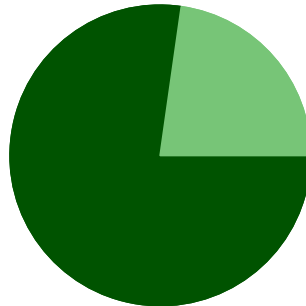
**REAL ESTATE**  
 Uncollected - 22.87%  
 Collected - 77.13%

**PERSONAL PROPERTY**  
 Uncollected - 22.74%  
 Collected - 77.26%

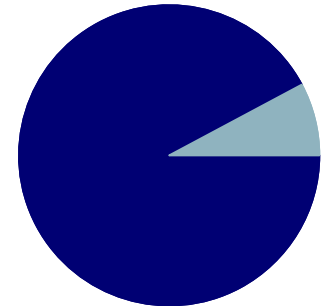
**MV REGULAR**  
 Uncollected - 7.80%  
 Collected - 92.20%



■ Total Due = \$1,897,153.98  
■ Total Paid = \$6,398,101.98



■ Total Due = \$84,626.76  
■ Total Paid = \$287,540.01



■ Total Due = \$91,017.99  
■ Total Paid = \$1,076,378.18

Type	Total Billed	Total Paid	Total Due	Percent Collected
REAL ESTATE	8,295,255.96	6,398,101.98	1,897,153.98	77.13
PERSONAL PRO	372,166.77	287,540.01	84,626.76	77.26
MOTOR VEHICL	1,167,396.17	1,076,378.18	91,017.99	92.20
MOTOR VEHICL	154,684.83	110,126.56	44,558.27	71.19
<b>TOTALS:</b>	<b>\$9,989,503.73</b>	<b>\$7,872,146.73</b>	<b>\$2,117,357.00</b>	

LANZIERI BRIAN	\$141.97	Sec 12-129 Refund of excess payment

04/10/2023 Tax Refunds Total: \$141.97

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

# Department Reports

14.

Assessor's office monthly activity – FEBRURAY 2023

Processing conveyances	6
Processing building permits	18
Prorating motor vehicle grand list	2
Updating field cards	
Correspondence/ Phone	28
Providing assistance-town hall customers	
Providing assistance to other departs	6
Researching mapping issue or questions	
Reports & communication with the State	1
MLS research	2
Scheduling meeting and appointments	
Office work	Mailed out all RE & PP increase notices
Personal property grand list	
Personal Property Discovery	
Homeowner's program	Mailed out all letters for 22 GL
Veteran's program	Mailed out all letters for Ad Vets
Income & expenses	Mailed out all I&E for the 22 GL
Renter's rebate program	
Tax exemptions	
Adds to the re, pp or mv grand list	
Pa 490	
Provided assistance to BAA	Helped BAA-
Researching and providing requested information to auditor	
Real property inspections	
Personal property inspections	
Real property appraisals	
Taxpayer correspondence	
Attorney correspondence	
Tax appeal review/appraisal	
MLS review	2
Town board/dept assistance	
Review & Approve C of Cs	2
Review & Approve PA 490 Applications	
Review Approve & create/data entry on land splits & mergers	
Mapping Research/Discrepancies	



Conditions: District: Reported Type: All Order By : List No

LIST NO	NAME / ADDRESS	UNIQUE ID	COC#	BAA	ORIGINAL GR/EX/NET	ADJUSTMENT GR/EX/NET	NEW GR/EX/NET
80346	MARK WILLIAMS EXCAVATING	80346	08598S	C	25,750	-12,250	13,500
1	14 HICKORY HILL DR ANDOVER CT 6232-1012	1994 02	FORD CONVENTI 1FTYY95U8RVA48289	2021 02/02/2023 WRONG GVV	0 25,750	0 -12,250	0 13,500
80594	LUNDGREN DEIRDRE A	21A003	08599S	C	14,182	-7,102	7,080
2	131 LAKESIDE DR ANDOVER CT 6232-0	0020 01	VOLKS Tigua SE 3VV2B7AXXLM056148	2021 02/27/2023 TOTALLED 5/2022	0 14,182	0 -7,102	0 7,080
<b>TOTAL</b>	<b># Of Accts 2</b>				<b>39,932</b>	<b>-19,352</b>	<b>20,580</b>
					0	0	0
					<b>39,932</b>	<b>-19,352</b>	<b>20,580</b>
<b>YEAR 2021</b>	<b># Of Accts 2</b>				<b>39,932</b>	<b>-19,352</b>	<b>20,580</b>
					0	0	0
					<b>39,932</b>	<b>-19,352</b>	<b>20,580</b>
<b>GRAND TOTAL</b>	<b># Of Accts 2</b>				<b>39,932</b>	<b>-19,352</b>	<b>20,580</b>
					0	0	0
					<b>39,932</b>	<b>-19,352</b>	<b>20,580</b>

Open Burn Permits  
2023

Date of App/Inspection	#	Date of Issue	Good until	Name	Address	Phone	notes/Special Conditions
1st quarter							
3/1/2023	133	1/2023	3/31/2023	Mark Risley	200 Hebron Rd		
2nd quarter							
3rd quarter							
4th quarter							

04/03/2023  
9:33 AM

TOWN of ANDOVER, CT  
Permit Receipts Report for (ALL FISCAL YEARS)  
Receipt Date Range 03/01/2023 - 03/31/2023 (All Payments)

*March 2023*

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
Building Permit	14	3,200.96	384,187.00	0.00	0.00	0.00	0.00	0.00	0.00	50.96	210.00	2,940.00
Electrical Permit	6	1,081.90	66,510.00	0.00	0.00	0.00	0.00	0.00	0.00	16.90	90.00	975.00
Gas Permit	1	45.52	1,701.60	0.00	0.00	0.00	0.00	0.00	0.00	0.52	15.00	30.00
<b>Grand Totals</b>	<b>21</b>	<b>4,328.38</b>	<b>452,398.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>68.38</b>	<b>315.00</b>	<b>3,945.00</b>
Grand # Voids	0											

04/03/2023  
9:36 AM

TOWN of ANDOVER, CT  
Permit Receipts Report for (ALL FISCAL YEARS)  
Receipt Date Range 03/01/2023 - 03/31/2023 (All Payments)

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
Wetlands Permit Applic	1	140.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	15.00	65.00
Zoning Permit Applicat	4	560.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00	60.00	260.00
<b>Grand Totals</b>	<b>5</b>	<b>700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</b>	<b>75.00</b>	<b>325.00</b>
Grand # Voids	0											

**BONDS**

amount	date	address	name	site address	description
\$500.00	3/23/2023	352 East St, Hebron Ct	Classic Colonials	409 Lake rd	driveway/bond
\$500.00					

**PERMIT TOTALS FOR MARCH 2023**

amt paid # permits

TOTAL BUILDING	\$4,328.38	21
TOTAL ZONING	\$560.00	4
TOTAL WETLANDS	\$140.00	1
TOTAL DRIVEWAYS	\$75.00	1
TOTAL BONDS	\$500.00	1
TOTAL MISC (copies)	\$31.00	
<b>TOTAL PERMITS FOR MARCH</b>	<b>\$5,634.38</b>	<b>28</b>

## Public Works

---

**Subject:** DPW 2023 March BOS Report

### Highlights for the Month:

- 5) Snow and Ice events requiring our response to treat roads as necessary.
- Tree Work:
  - a) Trimming and removals in areas (developments) where small trees are leaning toward roadway.
  - b) Work behind Town Hall and Elementary School cutting back trees and brush (pushing back perimeter)
  - c) Work at Pit to clear/remove trees to make accessible Gravel & Spoils area
  - d) Pick up/clear storm debris
  - e) Pushback/Cutback sides of Chamberlin Nature Trail around pond.
- Sweeping of Roads:
  - a) Truck 10 Route complete (north side of town)
  - b) Truck 3 Route started (Lake area roads)
- Phase 2 Parking area started at Lake Road by Rail Trail (close to Route 6)
- Some minor equipment repairs

Thank you,

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

3-1-23 27°/45° Mstly cldy

Jay 13.0  
3:00 AM - 4:30 PM

Admin - Ck Roads  
Pay Bills  
Inspections  
Budget Work  
Meeting w/Eric

Trk 9

Crew in 5:00 AM Ck/Treat Rds Before Buses Roll

	Job	staff	Time	Materials	Equip
7.0	<ul style="list-style-type: none"> <li>• Snow &amp; Ice</li> <li>- Spot Treat Rds</li> <li>- Clean Equip</li> </ul>	Tom Zach Mark	7.0 5.0 7.0	Salt	Trk 10 Trk 5 Trk 3 Loader
1.0	• Trash Run	Tom Mark	1.0 1.0	/	Truck 4
4.0	<ul style="list-style-type: none"> <li>• Shop</li> <li>- Repair Trk 7 / Blown Hyd Lines</li> </ul>	Zach	4.0	/	shop tools
1.0	• Pick up Plow Damage	Tom Mark	1.0 1.0	/	Trk 4
	Sick	Rich	8.0	/	/



3-2-23

34°/47°

Am Rain - Pm mostly Cldy

Jay 5:30 - 12:30

7.0

- Admin
- Pay Bills
- Budget Work

Trk 1

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Compaction at T.S.	Tom	1.0	/	Back Hoe
7.0	<ul style="list-style-type: none"> <li>• Shop</li> <li>- Plow/Push Frame Repair Trk 5</li> <li>- Other Misc shop work</li> </ul>	Tom	2.0	/	Shop Tools
		Zach	5.0		
		Mark	5.0		
3.0	• Ck/clear Catch Basins & Waterways	Zach	3.0	/	Trk 4
		Mark	3.0		
	Personal	Rich	8.0	/	/

3-3-23

29°/44°

Sun-Clouds

Evening Snow

Jay 5:30 - 2:30  
8.5

Trk 1

- Admin
- Budget Work
- Meeting w/Eric
- Inspections

	Job	Staff	Time	Materials	Equip
2.0	<ul style="list-style-type: none"> <li>• Shop</li> <li>- Service Garage Doors</li> <li>- Repairs to Trk 10 Plow</li> </ul>	Tom Mark	2.0 2.0	shop Materials	shop Tools
4.0	<ul style="list-style-type: none"> <li>• Snow &amp; Ice</li> <li>- Prep Equip For Snow Event</li> </ul>	Zach Tom Mark	4.0 2.0 2.0	/	/
2.0	<ul style="list-style-type: none"> <li>• Clean up Wood debris</li> <li>- Bunker Rd &amp; Erdoni Rd</li> </ul>	Tom Zach Mark	2.0 2.0 2.0	1 Load Wood	Backhoe Trk 4 Trk 3
2.0	<ul style="list-style-type: none"> <li>• Road Repair</li> <li>- Stabilize Turnaround at Bailey Rd</li> </ul>	Tom Zach Mark	2.0 2.0 2.0	1 Load 1 1/4" stone	Backhoe Trk 3 Loader
8	• Personal	Rich	8.0		



3-3-23 31° Light/Moderate snow - Rain  
sleet

Jay  
11.5

9:00 PM

8:30 AM 3/4/23

Trk 1

- Alerted Lt Snow falling w/Heavier to fall within next hour or two
- Admin
- Call in crew 9:30 PM Snow starting to stick
- 10:15 PM All trucks on roads Scrape & Treat Each Lane
- 12:30 PM All Trucks Back at shop - Take Break
- 2:15 AM All Trucks Back on Roads - Changing to Rain
  - Open up/Push Back Slush off
  - Clean up Parking Lots & Walkways
- Crew dismissed 8:30 AM

	Job	staff	Time	materials	Equip
11.0	• Snow & Ice	Tom	11.0	salt	Trk 10
	- Plow/Treat Roadways	Zach	11.0		Trk 7
		Mark	11.0		Trk 3 Loader



3-6-23

33°/45°

Mostly Sunny

Jay 5:30 - 3:00

9.0

- Admin
- Inspections
- Pay Bills
- Get Feb 7<sup>th</sup> meeting minutes to Truck financing

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Compaction at T.S.	Tom	1.0	/	Back Hoe
5.0	<ul style="list-style-type: none"> <li>• Snow &amp; Ice</li> <li>- Wash/Clean Equip</li> <li>- Change Cutting Edge Trk 10 Plow</li> </ul>	Tom	4.0	/	Trk 10
		Zach	5.0		Trk 7
		Mark	5.0		Trk 3 Loader
3.0	• Tree Clean up Various spots	Tom	3.0	1 Load wood chips into woods	Trk 5
Zach	3.0	Trk 4			
Mark	3.0	Chipper Saws			
	Personal	Rich	8.0	/	/

3-7-23

Jay  
8.0

OFF - Family Sick -

	Job	staff	Time	Materials	Equip
8.0	• Tree work	Tom	8.0	leave wood	Trk 4
	- Tree Trimming & Removals	Zach	8.0	Chip into woods	Chipper
	Dogwood / Wood fern	Mark	8.0		Trk 3
	Personal	Rich	8.0	/	/

3-8-23

27°/43°

Prtly cldy

Jay 5:30 - 3:30

9.5

- Admin
- Budget Work
- Permit "
- Inspections

Trk 1

- Distinctive in for Tree Removal - Hendee Rd.

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Tree Work				
	- Traffic Control for Contractor	Tom	8.0	2 Loads wood	Trk 10
	& Haul Bulk Wood away	Zach	8.0		Trk 4 Saws
	- Prep Equip for Continue Trimming and Removals	Mark	8.0		Trk 3 Chipper
8.0	Personal	Rich	8.0		



3-9-23

31°/44°

Prtly Cldy

Jay 8.5 5:30 - 2:30

- Admin
- Work at Pit

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Material</u>	<u>Equip</u>
1.0	• Trash Compaction	Zach	1.0	/	Backhoe
8.0	<ul style="list-style-type: none"> <li>• Work at Pit</li> <li>- Remove/clear Trees to make access to Fill Area and Gravel Area</li> <li>- Move material</li> </ul>	Zach	7.0	/	Backhoe
		Mark	8.0		Chipper
		Jay	4.0		Saws
				on site	Loader
8.0	• Vacation	Rich	8.0	/	/
8.0	• Sick	Tom	8.0	/	/

3-10-23

25° / 48°

Mstly cldy

Jay  
8.75

5:45 - 3:00

Trk 1

- Admin
- Work on drainage Plan Hendee/Skinner/Long Hill
- Inspection

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Material</u>	<u>Equip</u>
8.0	<ul style="list-style-type: none"> <li>• Clear Trees at Pit</li> <li>• Make area accessible for fill</li> </ul>	Tom Zach Mark	8.0 8.0 8.0	/	Trk 4 Chipper Saws Back Hoe
8.0	• Vacation	Rich	8.0	/	/

3-13-23

34°/43°

Cldy

Jay

5:30 - 3:45

BOS Meeting  
7:00 - 9:00 PM

11.75

9.75

2.0

- Admin
- Budget work
- Inspections

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Clear Trees at Pit Make area accessible For Fill	Tom	8.0	/	Back Hoe
		Zach	8.0		Track 4
		Mark	8.0		Chipper Loader Saws
8.0	• Vacation	Rich	8.0	/	/



3-14-23

37°/38°

AM    Afternoon    PM  
Rain - Snow

Jay  
12.5

5:45<sup>Am</sup> - 6:45<sup>PM</sup>

Admin  
Monitor Weather  
Inspections

Trk 1

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
3.0	• ck/clear Basins & Waterways	Tom Zach Mark Jay	3.0 3.0 3.0 3.0	/	Trk 1 Trk 4
5.0	[ • Shop - Misc Work	Tom Zach Mark	5.0 5.0 5.0	/	Shop Tools
4.0	[ • Snow & Ice - Standby through Rush hour Treat Roads For the night	Tom Mark Zach	4.0 4.0 4.0	Salt	Trk 10 Trk 3 Trk 7 Loader
8.0	• Vacation	Rich	8.0	/	/

3-15-23

32°/40° Snow showers - Mostly Cldy

Jay 1:00 AM - 2:30 PM

13.0

Trk 9

- Ck Roads
- Roads Snow Covered From overnight snow - Call in crew 2:40 AM
- Monitor weather
- Plow Intersections/Parking Lots
- Admin

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
12.0	• Snow & Ice	Tom	12.0		Trk 10
	- Plow/Treat Roads	Zach	12.0	Salt	Trk 7
	- Clean Equipment	mark	12.0		Trk 3 Loader
8.0	• Vacation	Rich	8.0	/	/



3-16-23

27°/50°

Mstly cldy

Jay  
9.25

5:45 - 3:30

Admin  
meeting w/Eric  
Inspections

Trk 1

	Job	Staff	Time	Materials	Equip
8.0	• work/organize at Pit	Tom	8.0	/	Back hoe
	- Tree Removals	Zach	8.0		Trk 4
	- Expose Gravel	Mark	8.0		Chipper Saws
8.0	• Vacation	Rich	8.0	/	/

3-17-23

Jay

— Family Sick —

8.0

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	<ul style="list-style-type: none"><li>• Work/Organize at Pit</li><li>- Tree Removals</li><li>- Expose Gravel</li><li>- Make access area to Dump Spoils</li><li>- make access area to Loam</li></ul>	Tom Zach Mark	8.0 8.0 8.0	/	Back Hoe Loader Trk 4 Chipper Saws
8.0	• Vacation	Rich	8.0		

3-20-23 23°/49° Sunny

Joy 5:45 - 2:30

Trk 1

- 8.25 • Admin
- Tree Inspections

- Contractor in for Test Borings at Long Hill Bridge
- MW Equipment Rental - Mini Excavator w/ mower head  
\$100 per hour x 2.5 hrs

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Compaction at T.S.	Tom	1.0	/	Back hoe
8.0	• Tree & Brush Removal Behind Town Hall & Perimeter School yard	Tom	7.0	6 loads	Trk 3
		Zach	8.0	woody/vines	Trailer
		Mark	8.0	& Brush	Excavator
8.0	• Vacation	Rich	8.0		Trk 4 Saws Rental



3-21-23 27°/58° Sunny

Jay 5:45 - 2:30  
8.25

Trk 1

- Admin
- Mtng w/school Principal - Tree work
- Inspections
- Contact Eversource - Remove Hazard tree on Cider mill rd
- Contractor in for Test Borings at Long Hill Bridge
- MW Equip Rental - Mini Excavator w/mower Head  
\$100 per hr x 5.5 hrs

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
8.0	• Tree & Brush Removal Behind Town Hall & Perimeter School yard	Tom Zach Mark	8.0 4.25 8.0	4 loads Woody/Brush	Excavator Trk 10 Trk 4 Chipper Saws Rental
8.0	• Vacation	Rich	8.0	/	/
3.75	• Sick	Zach	3.75	/	/

3-22-23

30°/59°

Sun<sup>AM</sup> - Clouds<sup>PM</sup>

Jay  
8.5

5:45 - 2:45

Trk 1

- Admin
- Tailgate w/crew at Town Hall/Elementary School
- Start layout 2<sup>nd</sup> Phase Parking Area at Lake Road by Rail Trail & Cut Brush
- Pick up Wind blown Trash out of Woods from Dollar General at Rail Trail Parking Area (Lots of Cardboard)
- Clean Bathrooms/Break Room
- Contractor in for Test Boring at Long Hill Bridge
- MW Equip Rental - Mini Excavator w/mower Head  
\$100 per hr x 6.5 hours

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Tree & Brush Removal Behind Town Hall & Perimeter School Yard	Tom Zach Mark	7.0 2.0 8.0		Excavator Trk 10 Trk 4 Chipper Saws Rental
1.0	• Trash Run	Tom Zach	1.0 1.0		Trk 4
8.0	Vacation	Rich	8.0	/	/



3-23-23

46°/54°

cldy - <sup>PM</sup> Rain

Jay 5:45 - 11:30  
5.25

Trk 1  
Chipper  
Saw

- Admin
- Prep Phase 2 Parking Area at Lake Road (Rail Trail)
  - Cut/Remove/Chip Brush and Call in CBYD
- Inspections

- Contractor in For Test Borings at Long Hill Bridge

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
5.5	• Finish Clean up Tree & Brush Removal Town Hall & School Yard	Tom Zach Mark	5.5 5.5 5.5	3 Loads stumps 2 Loads wood	Excavator Trk 10 Trk 3 Trk 4 Saws
2.5	• Sweeping Trk 10 Route	Tom Zach Mark	2.5 2.5 2.5	4 Loads sweepings	Sweeper Trk 10 Trk 3
8.0	• Vacation	Rich	8.0	/	/

3-24-23

37°/51°

Mostly Cldy

Jay  
9.5

5:30 - 3:30

Trk 1

- Admin
- Sweeping

- Contractor in for test borings at Long Hill Bridge

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Sweeping Trk 10 Route	Jay	8.0	7 loads Sweepings	Sweeper Trk 16 Trk 3
		Zach	8.0		
		Mark	8.0		
8.0	• Sick	Rich	8.0	/	/
8.0	• Sick	Tom	8.0	/	/



3-25-23

36°/59°

Prtly Cldy

Jay 5:30 - 3:00

9.0

- Admin
- Cut back/Trim Sides of Trail - Chamberlin Nature Trail
- Meet w/ Scott Person at Pit - Review possible Logging
- Inspections

Trk 1  
Saw  
Trimmer (Hedge)

- Contractor in for Test borings at Long Hill Bridge

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Compaction at T.S.	Tom	1.0	/	Backhoe
1.0	• Replace downed stop sign at Cone Road	Mark	1.0	1 Stop Sign	Trk 4
		Zach	1.0	1 Post	
7.0	• Sweeping Trk 10 Route	Tom	7.0	5 Loads Sweepings	Sweeper
		Mark	7.0		Trk 3
		Zach	7.0		Trk 7
8.0	• Vacation	Rich	8.0	/	/



3-28-23

38°/49°

AM Shower - Mostly Cldy

Day 9.5 5:45 - 3:45

Trk 1  
Trimmer (Hedge)

- Admin
- Lower Flags Half Staff
- Pick up Curb Delinators - Town Buildings/Parking Lots
- Cut back/Trim Sides of Trail - Chamberlin Nature Trail
- Meet Inspector at Town Hall for Septic Test Pits
- Contractor in for Test borings at Long Hill Bridge

	Job	Staff	Time	Materials	Equip
8.0	• Sweeping Trk 10 Route Replace Gutter Broom	Tom Zach Mark	8.0 8.0 6.0	7 loads Sweepings	Sweeper Trk 7 Trk 3
2.0	• Dig Test Pit at T.H.	Mark	2.0	/	Back Hoe
8.0	• Vacation	Rich	8.0	/	/

3-29-23 28°/54° Sunny

Jay 5:45 - 3:30

9.25

Trk 9  
Chain Saw  
Trimmer

- Admin
- Clean Office/Bathrooms/Breakroom
- Pick up parts at W.H. Preuss (Hedge Trimmer)
- Finish Cut back/Trim sides of Chamberlin Nature Trail
- Review Frontier Contractor Permit (notified Denied by Email)
  
- Contractor in for Test borings at Long Hill Bridge

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
8.0	• Sweeping Trk 10 Route	Tom	8.0		Sweeper
		Zach	8.0	7 loads	Trk 7
		Mark	8.0	Sweepings	Trk 10
8.0	• Vacation	Rich	8.0	/	/



3-30-23 27°/41° Sunny

Jay 5:15 - 2:45

9.0

Trk 1  
Excavator

- Chk Roads
- Admin
- Pay Bills
- P/u 275 gallon Poly/Palletized Tanks for Water Transfer For Sweeper - (Donated: USA Simoniz Bolton) *Thank you!*
- Site Work - Phase 2 Parking Area at Lake Road by Rail Trail

	Job	Staff	Time	materials	Equip
8.0	• Sweeping	Tom	7.0		Sweeper
	Finish Trk 10 Route	Zach	7.0	5 Loads	Trk 7
	Start Trk 3 Route	Mark	8.0	Sweepings	Trk 3
1.0	• Trash Compaction @ T.S.	Tom	1.0	/	Backhoe
1.0	• Push up piles @ Pit	Zach	1.0	/	Loader
8.0	• Vacation	Rich	8.0	/	/

3-31-23 23°/48° Mstly Cldy

Jay 5:30 - 3:00

Trk 1  
Excavator

9.0

- Admin
- Site Work - Phase 2 Parking Area at Lake Road by Rail Trail

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Sweeping Trk 3 Route	Tom	8.0		Sweeper
		Mark	8.0	11 Loads	Trk 3
		Zach	4.0	Sweepings	Trk 7
4.0	• Shop: Pick up supplies & Set up Transfer Water Tank For Sweeper	Zach	4.0	/	Trk 4
8.0	• Vacation	Rich	8.0		

ANDOVER PUBLIC LIBRARY - LIBRARIAN'S REPORT - March 2023					
	Mar-23	YTD 22-23 (July 1, 2022 - June 30, 2023)			
<b>Adult:</b>					
Fiction	378	3610			
Non-fiction	99	685			
Video	65	459			
Audio	34	218			
Magazines	0	1			
E-reader (Kindle)	0	0			
<b>Total Adult</b>	<b>576</b>	<b>4973</b>			
<b>Children:</b>					
Fiction	323	2987			
Non-fiction	24	252			
Video	1	94			
Audio	0	5			
<b>Total Children</b>	<b>348</b>	<b>3338</b>			
<b>Young Adult:</b>					
Fiction	11	101			
Non-fiction	1	5			
Audio	1	4			
Magazines	0	0			
<b>Total Young Adult</b>	<b>13</b>	<b>110</b>			
<b>Total Fiction</b>	<b>712</b>	<b>6698</b>			
<b>Total Non-fiction</b>	<b>124</b>	<b>942</b>			
<b>Total Video</b>	<b>66</b>	<b>553</b>			
<b>Total Audio</b>	<b>35</b>	<b>227</b>			
<b>Total Magazines</b>	<b>0</b>	<b>0</b>			
<b>Total Uncategorized**</b>	<b>14</b>	<b>108</b>			
<b>Total Passes</b>	<b>0</b>	<b>0</b>			
<b>Total OverDrive</b>	<b>243</b>	<b>1779</b>			
<b>Total E-readers</b>	<b>0</b>	<b>0</b>			
<b>Total Circulation</b>	<b>1194</b>	<b>10307</b>			
Out-of-town circ.	101	534			
Ref. questions	42	355			
Patrons registered:					
Andover	1680				
Out-of-town	480				
<b>Total Patrons</b>	<b>2160</b>				
Collection size *	20859				
Public Computer Usage (hrs.)	58.25	605.75			
ILL provided	89	435			
ILL received	95	430			
# Patrons (inc. programs):	552	4542			
<b>PROGRAM ATTENDANCE</b>	<b>71</b>	<b>916</b>			









ANDOVER SENIOR TRANSPORTATION  
MONTH OF MARCH 2023

Dated 4/2/2023  
Cathy Palazzi  
Senior Coordinator

Drug tests – None

- Medicals 57
- Events Four Events - (2) Friday lunches, (1) monthly movies at town hall. (1) trip to Westbrook-lobster fest.
- Maintenance Six (6) maintenance month of March  
2002 bus – mudflap re-attached; door sweep replaced.  
2002 bus – new wipers  
2002 bus – 4 bulbs replaced  
2002 bus – tires low-filled  
2002 bus retractors replaced – worn, some missing  
2014 van – scan test system found code P0456 evap system small leak calibrate and reset system
- Incident Log 1 – passenger fell inside van to one knee – for safety went to hospital – fine – released – passenger error – report to Eric Anderson
- Disabled 12 Passengers riding who require equipment or ramp to enter and exit bus.
- Veterans 4 Medical trips to VA in Newington
- Meetings 2 YAH Meetings
- Shopping 4 trips (one per week) (2-3) seniors.
- Food Share 2 trips per month – approximately (10) people riding plus (2) deliveries.
- Food Pantry 5 trips per month – approximately (3-5) people on Monday nights  
(10-12) people on Wednesdays including (2) deliveries
  
- We service eight (8) handicap people on a regular basis. Although some handicap individuals require the ramp usage others can get into a car.
- Bus transportation continues to drive our seniors, disabled and veterans to their medical appointments, meetings, movies, luncheons, town meetings, shopping, food share, food pantry, trips and voting days.

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

Cathy Palazzi  
Senior Coordinator