

Town of Andover
Board of Selectmen
Special Meeting
Thursday April 11th, 2024 at 7:00 P.M.
Location: Virtual Zoom meeting

Special Meeting Agenda

Zoom Directions:

Click here to join by computer for video/audio: <https://us02web.zoom.us/j/89010671553>

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

Meeting ID: 890 1067 1553

Passcode: 307504

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

1. Call to Order/Pledge of Allegiance
2. Public Speak
3. Board and Commission Presentations
 - a. Library Board of Directors
 - b. Garden Club Budget Request
 - a. Fencing
 - b. Rain collection
4. Appointments
5. Resignations
6. Town Administrator's Report
7. Old Business Discuss and act upon the following:
 - a) Joshua's Trust Discussion
 - b) Community Center construction update
 - c) Discussion of Blight and level of involvement
 - d) Review significant Tax Payer List
 - e) Discussion of Extensive Tree Trimming on Burnap Brook Rd.
 - f) Ride for CCAP
8. New Business Discuss and act upon the following:
 - a. Set Meeting Date for Annual Town Budget Meeting
 - a. Proposed May 1.
 - b. Set Meeting Date for Town Meeting to discuss (Proposed dates Tuesday April 23 or Monday April 29)
 - a. Boundary Line Agreement with King Family and Town Owned Property
 - b. Boundary line agreement with Hawes Family
 - c. Acceptance of STEAP grant with Town Match
 - d. Purchase and Lease of a Roadside Mower
 - e. Zoning violation fine Ordinance
 - f. Failure to get a permit or post a bond for work in the town ROW
 - g. Ordinance for Commission on Aging
 - c. E Bike loaner Program
 - d. Charter Revision Pannel discussion
9. Approval of Meeting Minutes
 - a. 3.11.2024 Regular Meeting Minutes
10. 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

11. Tax Collector's Report

- a. Refund Request

12. 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

13. Correspondence

14. Public Speak

15. Executive Session

16. Adjournment

Board and Commission Presentations

3.

Good morning ,

I am requesting this matter be put on the April 8, 2024 BoS meeting; (alternate display location in Community Room) if the proposed location at Andover Public Library is not acceptable to the owner of the 18th century Daniel Burnap Andover tall clock.

Sincerely,

Jeff Ballard

Andover Library Board member

----- Forwarded Message -----

From: Daniel Pellino <roccopellino60@gmail.com>

To: Jeffrey Ballard <jeffcballard@yahoo.com>

Cc: Cathleen Desrosiers <cathleendesrosiers@yahoo.com>; Eric Shevchenko <sharon.eric.shev@gmail.com>; Julie Victoria <julie.gruner@snet.net>; Dianne Grenier <deardianne@comcast.net>; Amy Orloski <aeorlo@yahoo.com>; Lisa Kurtz <kurtzla@comcast.net>; Linda Fish <linda.fish@comcast.net>

Sent: Monday, April 1, 2024 at 04:11:59 PM EDT

Subject: Re: Burnap clock loan

Good evening All,

The clock is ready but I am not sure if Mr. Crump is able to set it up yet. He has some things to deal with personally but I hope he is available soon.

I have a bit of a dilemma to deal with. Both clock experts advise me that the location for the clock by the entry isn't necessarily a good place for it to be displayed. That little voice in the back of my mind tells me to heed their advice. As it turns out, I wasn't taking very good care of the clock nor did I have it in a proper, safe location in my own home all these years! Is there any other location you might possibly consider for it?

Lastly, could I please be contacted by the Town attorney who will draw up the agreement? There are a couple of topics I would like to discuss with them prior to coming up with a draft.

Thank you,

Dan Pellino

Sent from my iPhone

On Mar 5, 2024, at 4:32 PM, Jeffrey Ballard <jeffcballard@yahoo.com> wrote:

Good afternoon Daniel,

The Andover Library Board would like me to follow up on the progress of the clock repair, loan, delivery/set up and legal contract between the Town of Andover and yourself.

It was discussed by the board members, that we should pursue an outline and contact with the Town's Attorney in order to create the aforementioned contract prior to clock loan/set up.

Contract outline:

1. The Library has the option to return the clock at their discretion.
2. The owner will be responsible for moving, maintenance and repair expenses.
3. The Town of Andover will insure the clock for the amount of the appraised value.
4. Andover Library will be responsible for securing the clock to the wall, on the right side of the main entrance.
5. Andover Public Library will be responsible for weekly clock winding and owner notification if the clock stops working.

Please review, if acceptable, I will proceed with the Towns attorney's draft of a contract.
I am all in favor of having Mr. Kirkland H. Crump deliver the clock works, supervise the set up, securing the clock case to the wall, instruction and demonstration of proper weekly winding.

sincerely,

Jeff Ballard

Andover Public Library Board member

Good morning Kate,

Could you please put the Community Garden Committee on the BoS agenda for:

Fence permission and funding request.

Garden shed roof and gutters.

2024-2025 budget request.

Please find photos of the proposed fence project.

Thanks,

Jeff Ballard

Andover Community Garden Committee member

Hello Jeff.

Yes, all of this sounds perfect. If you give us the dates, we certainly would have adult supervision in addition to your committee. It goes without saying that there are a number of things the children wouldn't be able to do or touch due to safety concerns. I feel that wherever they could help would be beneficial, but understand that we would be dealing with fifth and sixth graders and you are absolutely right there are certain pieces of equipment that it's just not appropriate for them to be using (but they will be able to see the process and assist some manner). The timeline sounds perfect because it meets our June 30 guideline. Let me know when your committee would like to touch base and we can move forward and make it happen. The committee can let me know what the perfect number of student participants would be and I can make that happen as well.

I'm glad that this is going to work out to benefit the garden that I know you guys have been working on for so long.

Thanks

Valerie

On Apr 3, 2024, at 9:41 AM, Jeffrey Ballard <jeffcballard@yahoo.com> wrote:

Good morning Valerie,

Andover Community Garden Committee would like to thank you for your very generous offer to fund our garden perimeter fencing materials in trade for our collaboration with the AES after school project/program.

I noticed a typo correction in the wording of your letter "June 30th will fund this activity".

Before we move forward with this proposal, I would like clarification of the details/questions involved in our committing to your after school project/program.

- 1) How many students will be participating at the Community Garden at any one time?
- 2) The ages of students participating?
- 3) Will these students be under the supervision of AES personnel ?
- 4) We will be using construction equipment to dig the fence post holes, trenching for the wire fence and pneumatic staple gun for attaching the wire fence to the posts and frame.

I do not feel that student participation would be appropriate or safe.

5) a. Andover Community Garden members would present the plans, models, purpose and logistics of the perimeter fence installation, including layout of the fence posts holes, fencing trench, and gates.

b. Assistance back filling the post holes and fencing trench with 1/2 " stone. Using wheel barrows and hand shovels.

6) Our aim is to get the fence installed ASAP, hopefully completed by the end of May.

In regards to the Andover Community Garden signage; We would like to have two signs, one for the front of the garden shed (facing School Rd.) and the other larger sign facing the Community/Senior Center building.

Unlike the other sign that the AES students did for us (did not withstand the weather) we would be using 3/4" PVC panels with clear coat protection.

We have estimated the materials at approx. 400.00 and will provide the panels cut to size and the clear coat aerosol spray cans (paint not included) to seal the art work.

Sincerely,

Jeff Ballard

Andover Community Garden Committee member

On Monday, April 1, 2024 at 01:14:35 PM EDT, Valerie Bruneau <bruneauv@andoverelementaryct.org> wrote:

Jeff

I am attaching a formal letter to include the contents of our conversation. You may need this to request approval to move forward with the fencing.

Valerie

Begin forwarded message:

From: ""Valerie Bruneau"" <uniflow@andoverelementaryct.org>

Subject: Attached Image

Date: April 1, 2024 at 2:09:18 PM EDT

To: <bruneauv@andoverelementaryct.org>

<SVR-AES-PRT_Main Office Canon 5535_1823_001.pdf>



Andover School District

35 SCHOOL ROAD
ANDOVER, CT 06232
TEL. (860) 742-7339
FAX (860) 742-8288
www.andoverelementaryct.org

Valerie E. Bruneau
Superintendent

Taylor Parker
Principal

Holly L. Maiorano
Director of Special Education

April 1, 2024

Dear Jeff,

Per our conversation this morning, I am confirming the details so that you can plan accordingly. You have graciously agreed to collaborate with our AES children on an afterschool project/program to teach them about the Andover Community Garden and the plans for its success moving forward. Together, you will work with the children to design and plan for the fencing and creation of the signage for the garden. Our Afterschool Grant, which expires June 30th, will fund this activity. All materials need to be quoted and purchased prior to the deadline, and the children will be working with you prior to the end of June. You asked if the children could continue this work through the summer—and the answer is yes. All follow up work will be allowed as our children will be volunteering their own time.

So, for right now all we need is for you to give me the “okay” from your end that you have the permission to build the fence. Then, we will schedule a time together for the kids to work after school. Thirdly, I will get a quote from you for the materials needed (below \$2500 you said) and get a check ready. We will pay for the materials and wait for them. Lastly, the kids will work with you on the fence. You mentioned the signage for the garden. We will get that done for you in the meantime either way. All I need is the dimensions of the signage needed (how tall, how wide) and we can make something equally as beautiful as the seed cabinet they made for the current room in the Town Hall. The children did a fantastic job on this!!

I am thrilled that this may work out to allow our kids to work with you on a community project with our Afterschool Grant funding.

I am glad we were able to connect. Please let me know as soon as possible when you have the green light on the project.

Sincerely,


Valerie Bruneau





Andover Community Garden

During the summer of 2022, the garden volunteers were able to completely renovate and relocate a dilapidated shed into our “new” supply shed. However, watering the garden last year proved to be quite the challenge. Instead of attaching multiple garden hoses to the fire department building’s faucet, it is our hope that if gutters were attached to the Andover Fire Department shed and our shed this year, we would be able to create a water collection system leading to our goal of sustainability and the responsible use of water.

Andover Community Garden Committee is requesting permission to install gutters and connecting pipes that would collect rain water in four free standing 250 gallon containers with a total capacity of 1,000 gallons. The water collected will be pumped to the existing irrigation system by a shallow well pump, supplying enough pressure to water the entire garden at one time.

The Garden Committee has applied for Hartford Foundation grant funding for completion of this project. We are also requesting Andover Town Budget money to replace the roof on the garden shed, including gutters that would contribute to the 1,000 gallon container capacity.

The Andover Community Garden volunteers would complete the installation of the water collection system. To facilitate enough gutter pitch we would add pressure treated 2” x4”s to the overhangs with 3” decking screws, painted to match the existing paint.

By the end of the 2023 planting season (September, 2023), the garden volunteers successfully planted tomatoes, cucumbers, squash, beans, beets, and green leafy seedlings and donated approximately 220 pounds of organically grown vegetables to the Andover Food Pantry. Our committee’s hope and goal for the upcoming growing season (2024) is to double the amount of vegetables donated to the food pantry and to offer more variety of vegetables.

On behalf of the Andover Community Garden, I thank you for your support and our future success.

Sincerely,

Jeff Ballard

860-918-4000

Andover Community Garden Committee member

Old Business

7.

Memorandum

To: Jeffrey Maguire, First Selectman, Town of Andover
From: John Hankins, President, Joshua's Trust
Date: April 3, 2024 (revised April 5, 2024)
Re: Proposed Revision to Approach - Hiking Trail on Town Open Space
Skinner Hill and Wheeling Roads, Andover, CT

The purpose of this memo is to describe a modification to the approach that Joshua's Trust has proposed for trail access at the Skinner Hill Preserve. We are proposing this modification based on comments that were shared with us at the last Andover Board of Selectman (Board) meeting held on March 11, 2024.

Background

As previously presented to the Board, Joshua's Trust recently acquired 32 acres of land on the south side of Skinner Hill Road in Andover near the intersection with Woodbridge Road (see attached map). That property abuts open space land owned by the Town of Andover that extends from Skinner Hill Road to Wheeling Road. We have been talking with the Town for several months about a collaborative project between the Town and Joshua's Trust for the construction of a low-impact walking trail that would make use of both parcels. At the Town's request, we laid out a potential route for the trail and conducted a walk of the trail with members of the Board of Selectman.

On December 12, 2023 Joshua's Trust and the Town sent a letter to the abutters of the trail seeking comments in advance of the January 8, 2024 Board meeting. Several supportive letters were received by the Town with regard to the project. One abutter had some concern with the location of the trail, and Joshua's Trust made a short re-route to the trail which was satisfactory to the abutting owner.

The project was again discussed at the March 11, 2024 Board meeting, and Joshua's Trust indicated at that time that it would be willing to fund up to \$8,000 for a parking lot to be constructed by town forces off of Skinner Hill Road. At that meeting, an abutting property owner at 21 Skinner Hill Road voiced strong opposition to a parking area adjacent to her residence. Further discussion on the project was tabled pending a discussion between Joshua's Trust and the property owner to see if something could be worked out to her satisfaction.

On March 29th, Bill Penn (Andover Resident and Steward for the Joshua's Trust property) and John Hankins (President, Joshua's Trust) met with the owner of 21 Skinner Hill Road and discussed her concerns about the parking area. She made it clear to us that there was no scenario under which a parking area off of Skinner Hill Road would be acceptable to her. She suggested instead that the Town and Joshua's Trust consider providing trail access and parking off of the other end of the Town's open space parcel on Wheeling Road. We indicated that we would inspect the alternative location to determine if it would be suitable.

Wheeling Road Access Alternative

On March 29th and again on April 1st, John Hankins and Bill Penn inspected the frontage of the Town's open space parcel on Wheeling Road. CRCOG GIS mapping indicates that this frontage on the west side of Wheeling Road extends for 1396 feet (see attached map). Close to the center of this frontage there is a paved driveway blocked by a boulder where a house formerly existed that would provide an excellent access point to the open space parcel. The paved driveway extends off of the road for approximately 75 feet and widens into what was a small parking area for the original house.

The two of us walked from this access point to the northwest across the town's open space parcel for about 0.3 miles, at which point we joined the proposed loop trail that had previously been flagged. The only physical challenge with access in this manner is the need to cross a wet area that drains to the west. There's minimal flow through the area and it was evident to us that this wet area could easily be crossed using a wooden bog bridge or similar structure that kept the hiking surface above ground level.

We concluded that there were several significant safety and logistical advantages that the Wheeling Road access point has over the Skinner Hill access point:

- 1) Wheeling Road has significantly less traffic volume than Skinner Hill Road
- 2) Site lines on Wheeling Road are excellent at the access point; not so for Skinner Hill Road site
- 3) Parking could be achieved on Wheeling Road with a simple pull-off from the road with no need for an off-street parking area (not possible on Skinner Hill Road). Pull-off parking such as this is typical for Joshua's Trust's trailheads and has worked well for decades in neighboring towns. What we've seen other towns occasionally do in these scenarios is to place crushed asphalt fragments alongside the roadside to provide a stable surface. The current roadside appears to be dry and stable enough to be functional for this purpose with or without the addition of additional material.
- 4) If the Town prefers an off-street parking area to the roadside option, the paved driveway to the original house could serve this purpose with little or no modification. The asphalt appeared to be in relatively good condition and creation of a parking area could be as simple as cleaning the debris off the existing asphalt surface and trimming back some brush on the edges.
- 5) Based on the CRCOG mapping, the nearest house to the proposed access point is over 600 feet away.

Recommendation / Commitment

Based on our consideration of the comments received from the abutter on Skinner Hill Road and our review of site conditions, we are revising our recommendation to the following:

- 1) **Proposed Trail** – The proposed trail will now be accessed via Wheeling Road. A single trail will follow the approximate route shown on the attached map to join the formerly proposed loop trail at about 0.3 miles. If the project is approved, Joshua's Trust would commit to fund and build a wooden bog bridge over the wet area leading to the loop trail on Town land. The loop trail will traverse both Joshua's Trust land and Town open space land. A connecting single trail

will extend along the route previously proposed through to Skinner Hill Road. We will shift the original location of the trail slightly to the west away from the house at 21 Skinner Hill Road at the owner's request and we have eliminated an upper loop that passed closer to her house. There will be no parking for this trail provided on Skinner Hill Road.

- 2) **Parking** – We propose pull-off parking off Wheeling Road, with no construction of a stand-alone off-street parking area. If the town prefers off-street parking, volunteers from Joshua's Trust would be able to clear the debris from the paved area near the former house to establish this as a parking area. Joshua's Trust would also consider helping to fund roadside stabilization if the town elects to do that. Based on our observations, we no longer recommend or will be financially supporting construction of a parking area on Skinner Hill Road; however, we are willing to assist the town with costs associated with the street-side parking proposed for Wheeling Road. Photos are provided below of the pull-off parking location and off-street option.
- 3) **Boundary Marking** – We have done the research at the town hall that will enable us to mark the approximate property boundary between the Town and the private properties between Wheeling Road and Skinner Hill Road. The town has provided us Town of Andover medallions for this purpose. Having this boundary marked in the field will assure that the proposed trail does not stray from the town and JT properties.
- 4) **Debris Removal** – If the town elects to remove the tires and automotive debris from the north end of its open space parcel near Wheeling Road we will provide volunteers to assist the town with that effort.
- 5) **Stewardship** – Bill Penn, an Andover Resident and Joshua's Trust Board member, will be the steward of the property. It will be Bill's role to assure that the trail and parking area are properly maintained. Joshua's Trust plans to play the stewardship role for as long as the trail remains in place. As part of this process we will walk the boundaries of both the JT property and the town property on an annual basis and document any issues that we encounter.

We are confident that the modifications we've proposed offer major advantages in safety, constructability and cost. Because the change involves a crossing of a wet area, we anticipate that you'll be requesting that we run this proposal by the wetlands and/or conservation commissions and we are prepared to do that. In addition, we'd be happy to conduct a tour of the proposed trail access point and trail route for any of the members of the Board of Selectman that would like to see this first hand.

Thank you for your consideration.

w/ attachments:

One Map
Four Photos



Photo 1. Proposed pulloff parking on Town's open space parcel on Wheeling Road – Facing North. Pedestrian in distance is at approximate boundary of Town Frontage. Closest house on Wheeling Road is visible through trees in distance around the corner.



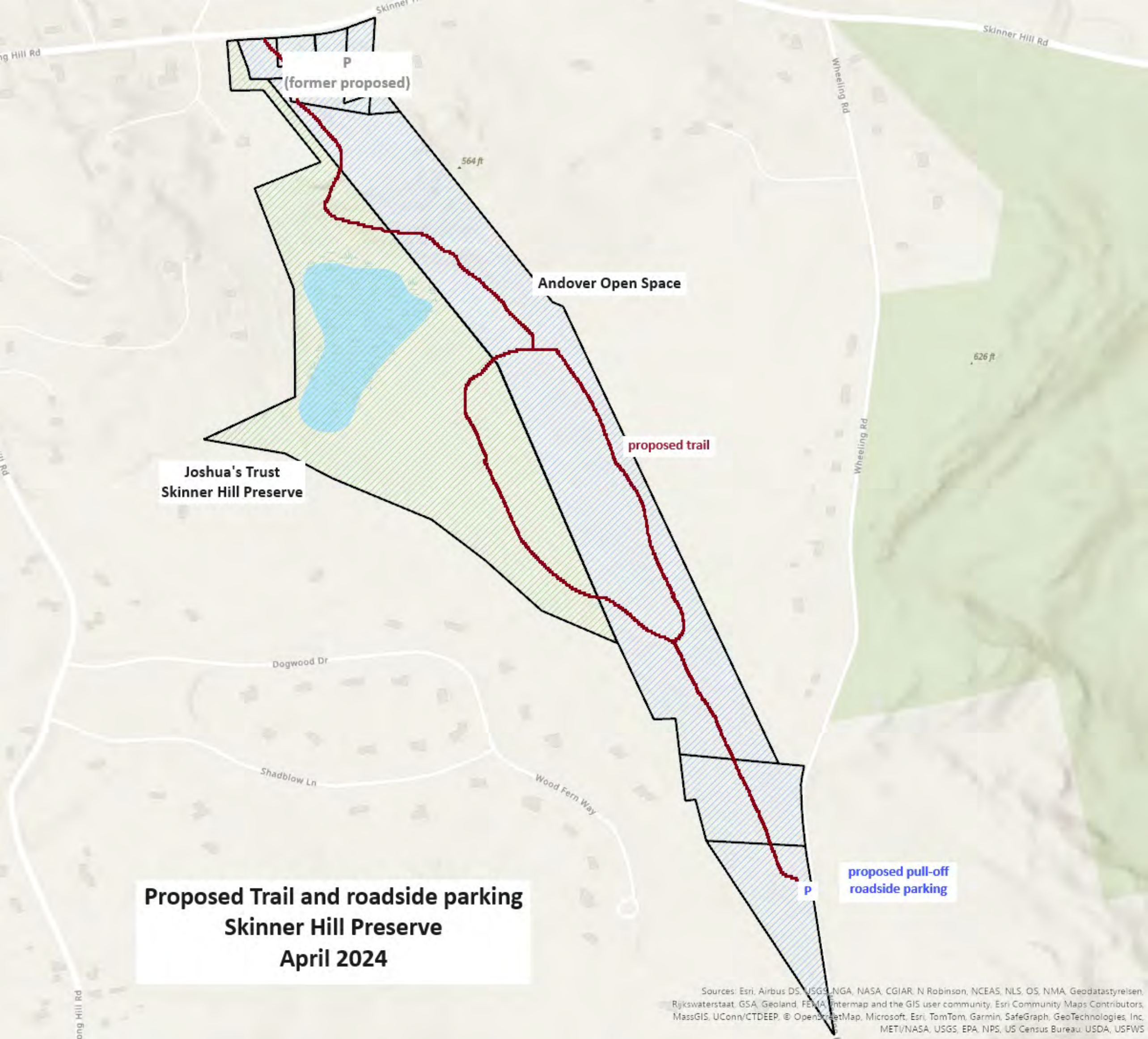
Photo 2: Proposed pulloff parking on Wheeling Road facing south.



Photo 3 – View into paved area off Wheeling Road that could be used for off-street parking (former house lot)



Photo 4 – Potential off-street parking area off Wheeling Road. Paved surface covered by moss and leaves extends at least 75 feet from front of photo to Wheeling Road. Access to this area is presently prevented by a boulder at edge of road.



P
(former proposed)

Andover Open Space

proposed trail

Joshua's Trust
Skinner Hill Preserve

proposed pull-off
roadside parking

P

**Proposed Trail and roadside parking
Skinner Hill Preserve
April 2024**

Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyreisen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community, Esri Community Maps Contributors, MassGIS, UConn/CTDEEP, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc. METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

PROPERTY OWNER	ASSESSMENT	MILL RATE	TAXES	
SIMAAN PROPERTIES LLC	1583820	0.03129	\$49,558	dollar general
WHISPERING HILLS LLC	1334130	0.03129	\$41,745	kingsley dr apartments
WASHINGTON STREET ANDOVER LLC	1312010	0.03129	\$41,053	self storage
MARITA LLC	1013040	0.03129	\$31,698	extramart
*EASTERN CONNECTICUT HOUSING ORGANIZATION	848260	0.03129	\$26,542	hop river homes
GLOWACKI NICHOLAS A & ANNA R	827960	0.03129	\$25,907	residence
84 ROUTE SIX LLC	802550	0.03129	\$25,112	scotts electrocraft
HATEM PAMELA B	750540	0.03129	\$23,484	residence
MAGUIRE DANIELLE B	714350	0.03129	\$22,352	residence
SHAW DAVID	674940	0.03129	\$21,119	residence
POST-JONES SERENITY	644390	0.03129	\$20,163	residence
COLE ABBY G & JAMES L	644000	0.03129	\$20,151	residence
BEERING ROBERT W	614950	0.03129	\$19,242	residence
REAGAN LOUISE A & RISLEY JR RICHARD C	606690	0.03129	\$18,983	residence
JIVAN LLC	570150	0.03129	\$17,840	andover plaza
SURDEL PAUL EDMUND TRUSTEE OF THE REVOCA	565852	0.03129	\$17,706	residence
AREL SERGE	563220	0.03129	\$17,623	residence
OLLIE STEPHANIE G TRUSTEE	547750	0.03129	\$17,139	residence
SHEA KEVIN C	547330	0.03129	\$17,126	residence
PEDRO KEITH A & SARAH LYNN	543450	0.03129	\$17,005	residence

AFTER 12K ABATMENT

PROPERTY OWNER	ASSESSMENT	MILL RATE	TAXES	
CONNECTICUT LIGHT & POWER CO	9,623,300	0.03129	\$301,113	
ALGONQUIN GAS TRANSMISSION LLC	1,356,510	0.03129	\$42,445	
SCOTT ELECTROKRAFTS INC	706,780	0.03129	\$22,115	not sure of exact tax but much lower than this
COMCAST OF CT INC	310,470	0.03129	\$9,715	
DOLGENCORP LLC	248,700	0.03129	\$7,782	dollar general
AT&T MOBILITY LLC	216,040	0.03129	\$6,760	
T-MOBILE NORTHEAST LLC	200,770	0.03129	\$6,282	
PROGUARD LLC	187,820	0.03129	\$5,877	bengimin franklin
BISSON RONALD	185,010	0.03129	\$5,789	bisson landscaping
ASPLUNDH	171,020	0.03129	\$5,351	trucks out of sate motor vehicles
DRAKE PETROLEUM CO INC	163,680	0.03129	\$5,122	extramart
DISH WIRELESS LLC	161,470	0.03129	\$5,052	
SLATER TIMOTHY J	133,750	0.03129	\$4,185	x pro motorcycle shop + 5 bunker hill
SLATER TIM	114,280	0.03129	\$3,576	
ANDOVER LANDSCAPING LLC	109,690	0.03129	\$3,432	
ANDOVER AUTO PARTS INC	106,182	0.03129	\$3,322	
CELLCO PARTNERSHIP	105,870	0.03129	\$3,313	cell phone tower
7 ELEVEN INC	99,290	0.03129	\$3,107	gas station
MTM CORPORATION	70,060	0.03129	\$478	rt 6 manufacturing
CROWN CASTLE	67,780	0.03129	\$2,121	cell tower

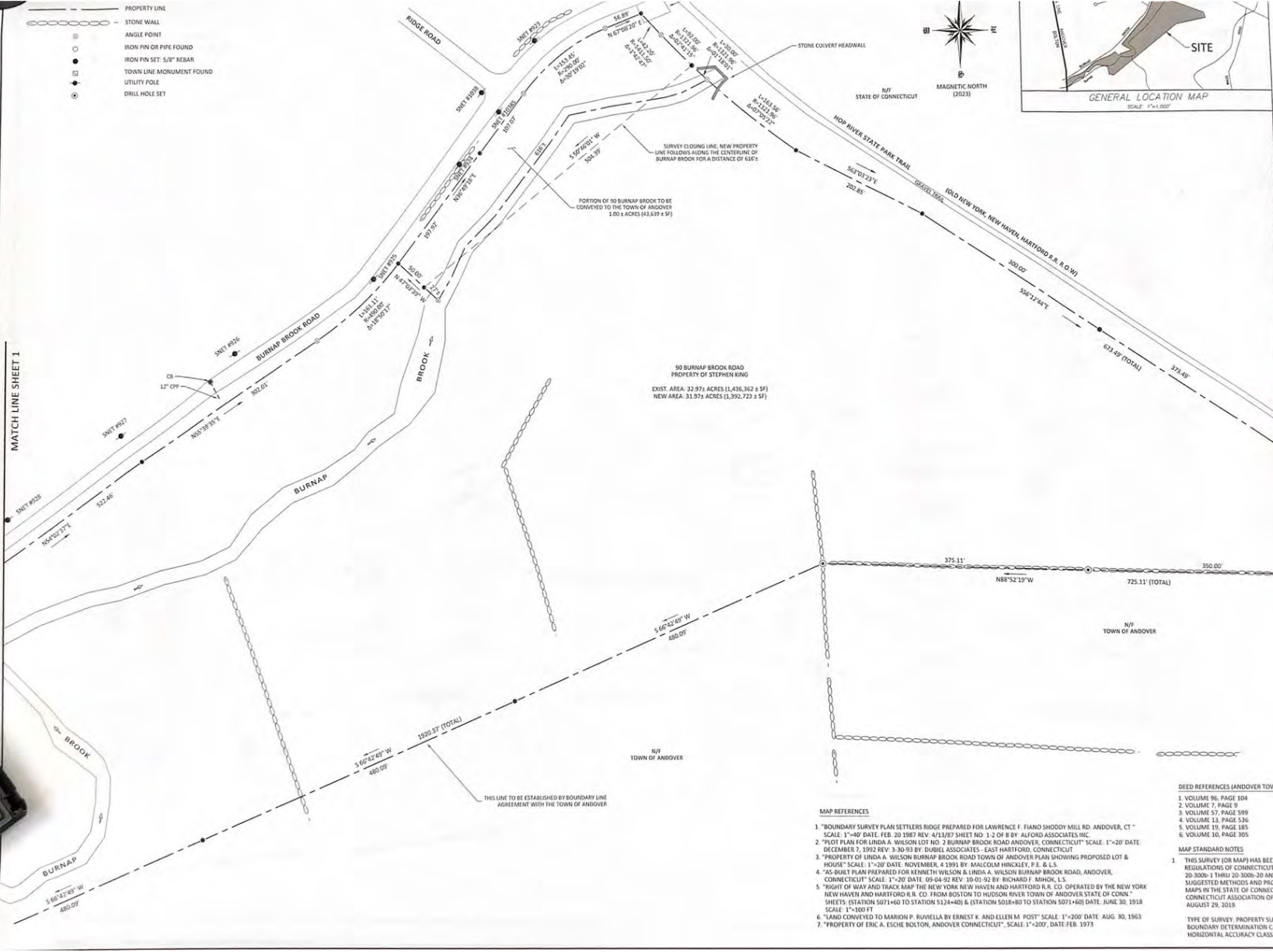
Manufacturing exemption

manufacturing exemption

New Business

8.

- PROPERTY LINE
- STONE WALL
- ANGLE POINT
- IRON PIN OR PIPE FOUND
- IRON PIN SET 5/8" REBAR
- TOWN LINE MONUMENT FOUND
- UTILITY POLE
- DRILL HOLE SET



PROPERTY SURVEY
 PREPARED FOR:
STEPHEN KING
 90 BURNAP BROOK ROAD

ROB HELLESTROM
 LAND SURVEYING LLC
 60 MAIN STREET
 HEBRON, CONNECTICUT
 (860) 283-9853

MAILING ADDRESS:
 P. O. BOX 378
 HEBRON, CT 06240
 Email: rob@robhelstromsurveying.com

DATE: MARCH 9, 2023

ANDOVER
 SHEET NO. 2 OF 2
 BY: AGS
 SCALE: 1"=60'
 JOB NO.: 2023.008
 FILE NO.: 214"

90 BURNAP BROOK ROAD
 PROPERTY OF STEPHEN KING
 EXIST. AREA: 22.971 ACRES (1,416,362 ± SF)
 NEW AREA: 31.972 ACRES (1,992,723 ± SF)

MATCH LINE SHEET 1

NO.	DATE	DESCRIPTION	REVISIONS

- DEED REFERENCES (ANDOVER TOWN LAND RECORDS)**
- VOLUME 96, PAGE 104
 - VOLUME 7, PAGE 9
 - VOLUME 57, PAGE 599
 - VOLUME 11, PAGE 536
 - VOLUME 19, PAGE 185
 - VOLUME 10, PAGE 305
- MAP STANDARDS NOTES**
- THIS SURVEY (ON 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

- MAP REFERENCES**
- "BOUNDARY SURVEY PLAN SETTLERS RIDGE PREPARED FOR LAWRENCE F. FIAND SHODDY MILL RD. ANDOVER, CT" SCALE: 1"=60' DATE: FEB. 20 1987 REV. 4/21/97 SHEET NO. 1 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. MINOR, 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 MARRION P. RUVELLA BY ERNEST F. AND ELLEN M. POST" SCALE: 1"=200' DATE: AUG. 30, 1963
 - "PROPERTY OF ERIC A. ESCHER BOLTON, ANDOVER CONNECTICUT" SCALE: 1"=200' DATE: FEB. 1973



TO BE PRODUCE AND ASSESS. THIS MAP IS NOT FINANCIALLY CORRECT AS NOTED HEREIN.
 ANY USE OF THIS MAP WITHOUT THE SIGNATURE OF THE SURVEYOR IS UNLAWFUL.



ROB HELLSTROM LAND SURVEYING, LLC
32 MAIN STREET – HEBRON, CT 06248
MAILING: P.O. BOX 378, HEBRON CT 06248
Office: 860-228-9853
Email: hellstromsurveying@yahoo.com

March 19, 2024
SURVEYOR'S DESCRIPTION

'PARCEL A'
90 BURNAP BROOK ROAD
ANDOVER, CONNECTICUT

A certain parcel located on the south side of the Burnap Brook Road in the town of Andover, County of Tolland, and State of Connecticut. Said parcel being shown as 'PARCEL A' on a map entitled, "PROPERTY SURVEY PREPARED FOR STEPHEN KING 90 BURNAP BROOK ROAD, ANDOVER, CONNECTICUT" SCALE: 1"=60' DATE: MARCH 9, 2023 SHEETS NO.: 2 OF 2 BY: ROB HELLSTROM LAND SURVEYING LLC. Said parcel being more particularly described as follows:

Beginning at an iron pin at the south street line of Burnap Brook, said iron pin being the northwest corner of land now or formerly of the State of Connecticut and the northeast corner of the herein described parcel;

Thence southeasterly with a curve turning to the left with an arc length of 42.20', with a radius of 1411.50', to a point;

Thence with a compound curve turning to the left with an arc length of 92.00', with a radius of 1321.96' to an iron pin

Thence continuing along the curve turning to the left, with a radius of 1321.96', with a length of 30' more or less to the center of Burnap Brook;

The preceding three courses are along land now or formerly of the State of Connecticut;

Thence southwesterly along the center of Burnap Brook, a distance of 616' more or less to a point;

Thence N47°03'39"W a distance of 27' more or less to an iron pin;

Thence N47°03'39"W a distance of 50.00' to an iron pin;

The preceding three courses are along 'Parcel B' shown on the aforesaid mentioned map;

Thence N36°49'18"E a distance of 197.92' to an iron pin;
Thence N36°49'18"E a distance of 107.07' to a point at the beginning of a curve;
Thence with a curve turning to the right with an arc length of 153.45', with a radius of 290.00'
to a point;
Thence N67°08'20"E a distance of 56.89' to an iron pin and the point of beginning;

The parcel having an area of 43,639 square feet, 1.00 acres more or less;



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March 19, 2024
SURVEYOR'S DESCRIPTION

'PARCEL B' NEW AREA
90 BURNAP BROOK ROAD
ANDOVER, CONNECTICUT

A certain parcel located on the south side of the Burnap Brook Road in the town of Andover, County of Tolland, and State of Connecticut. Said parcel being shown as 'PARCEL B' on a map entitled, "PROPERTY SURVEY PREPARED FOR STEPHEN KING 90 BURNAP BROOK ROAD, ANDOVER, CONNECTICUT" SCALE: 1"=60' DATE: MARCH 9, 2023 SHEETS NO.: 1-2 OF 2 BY: ROB HELLSTROM LAND SURVEYING LLC. Said parcel being more particularly described as follows:

Beginning at an iron pin at the south street line of Burnap Brook Road, said iron pin being $S01^{\circ}45'23"W$ a distance of 45.06' from a granite town line monument, said iron pin being the northeast corner of land now or formerly of John N. Esche and the northwest corner of the herein described parcel;

Thence $N67^{\circ}04'28"E$ a distance of 111.43' to a point;

Thence with a curve turning to the right with an arc length of 114.17', with a radius of 330.00', to a point;

Thence $N86^{\circ}53'49"E$ a distance of 98.51' to a point;

Thence with a curve turning to the left with an arc length of 203.04', with a radius of 460.00', to an iron pin,

Thence $N61^{\circ}36'24"E$ a distance of 272.53' to a point;

Thence with a curve turning to the right with an arc length of 107.22', with a radius of 300.00', to a point;

Thence $N82^{\circ}05'06"E$ a distance of 211.50' to a spike;

Thence $N81^{\circ}33'01"E$ a distance of 112.87' to a point;

Thence with a curve turning to the left with an arc length of 148.41', with a radius of 350.00', to a point;

Thence $N57^{\circ}15'15"E$ a distance of 4.86' to an iron pin;

The preceding ten courses are along the south street line of Burnap Brook Road;

Thence S32°44'44"E a distance of 125.00' to an iron pin;
Thence N57°15'16"E a distance of 50.00' to a point;
Thence N85°12'20"E a distance of 297.81' to an iron pin;
Thence N48°42'44"W a distance of 218.00' to a point;
Thence N32°44'54"W a distance of 55.00' to an iron pin;

The preceding five courses are along land now or formerly of David & Meghan Cross;

Thence N54°02'37"E a distance of 522.46' to an iron pin;
Thence N55°39'35"E a distance of 302.01' to a point;
Thence with a curve turning to the left with an arc length of 161.11', with a radius of 490.00',
to an iron pin;

The preceding three courses are along the south street line Burnap Brook Road;

Thence S47°03'39"E a distance of 50.00' to an iron pin;
Thence S47°03'39"E a distance of 27' more or less to a point at the center of Burnap Brook;
Thence along the center of Burnap Brook a distance of 616' more or less to a point;

The preceding three courses are along 'Parcel A', labeled on the aforesaid mentioned map;

Thence southeasterly with a curve turning to the left with an arc length of 163.56', with a
radius of 1321.96', to an iron pin;
Thence S63°03'23"E a distance of 202.85' to an iron pin;
Thence S56°12'44"E a distance of 300.00' to an iron pin;
Thence S56°12'44"E a distance of 373.49' to an iron pin;

The preceding four courses are along land now or formerly of the State of Connecticut;

Thence S05°15'08"E a distance of 138.43' along a stone wall to a drill hole;
Thence N88°52'19"W a distance of 350.00' along a stone wall to a drill hole;
Thence N88°52'19"W a distance of 375.11' along a stone wall to a drill hole;
Thence S66°42'49"W a distance of 480.09' to an iron pin;
Thence S66°42'49"W a distance of 480.09' to an iron pin;
Thence S66°42'49"W a distance of 480.09' to an iron pin;
Thence S66°42'49"W a distance of 480.09' to an iron pin;
Thence N73°35'40"W a distance of 150.32' to an iron pin;

The preceding eight courses are along land now or formerly of the Town of Andover;
PARCEL B BURNAP BROOK ROAD

Thence N23°47'21"E a distance of 90.00' to an iron pin;

Thence N23°47'21"E a distance of 30' more or less to a point at the center Burnap Brook;

The preceding two courses are along land now or formerly of Lee A. & Katie Ann Couto;

Thence westerly along the center of Burnap Brook for a distance of 1,211' more or less to a point;

The preceding course being along land now or formerly of Lee A. Katie Ann Couto, Donald N. & Lauran C. Woods, Robert C. Messina, Marek Sutkowski & Rachel Bowman in part;

Thence N01°45'23"E a distance of 29' more or less' to an iron pin;

Thence N01°45'23"E a distance of 125.00' to an iron pin and the place of beginning;

The preceding two courses are along land now or formerly of John N. Esche;

The parcel having an area of 1,392,723 square feet more or less, 31.97 acres more or less;

ORDINANCE REPEALING, IMPROVING and REPLACING THE TOWN OF ANDOVER “ORDINANCE REGULATIONS CONCERNING INSTALLATIONS OF DRIVEWAYS CONNECTING WITH HIGHWAYS MAINTAINED BY THE TOWN OF ANDOVER, (60-03),” as amended, and the “ORDINANCE PROHIBITING EXCAVATION OF TOWN ROADS OR RIGHTS-OF-WAY (#74-02),” as amended.

WHEREAS, The Board of Selectmen and Town Officials responsible for enforcement of local ordinances and regulations have become aware that the “Ordinance Regulations Concerning Installations of Driveways Connecting with Highways Maintained by the Town of Andover,” “Ordinance Prohibiting Excavation of Town Roads or Rights of Way,” and “Construction Debris Ordinance” may be honored as much in their breach as in their observance by some contractors and property owners, in furtherance of the public services, town highways, public safety and environmental protection provisions of General Statutes section 7-148 regarding the “Scope of municipal powers” and in conformity with section 7-148(c)(10) regarding enforcement and penalties for violation of the same, It is hereby **ORDAINED, PROVIDED and ENACTED** that:

SECTION ONE. No person or entity shall for the purpose of constructing, installing or improving a driveway excavate, alter or change the grade of any land, impede or alter any ditch or watercourse or install any bridge or culvert, or excavate for any purpose in such a manner as to in any way interfere with or endanger travel on any Town road or right-of-way within the limits of any highway maintained by the Town of Andover, except in accordance with plans and specifications approved by the Supervisor of the Town Department of Public Works or their designee, and except after receipt of a permit issued pursuant thereto by the Department.

SECTION TWO. A written application to obtain a permit to excavate must be filed with the Department of Public Works including the location and plan of operation together with an outline of safety precautions to be used at the job site and such other information as the Department of Public Works may deem necessary. A fee of **ONE HUNDRED DOLLARS (\$100.00)** shall be charged for the processing of any such application by the Department. Said Supervisor or designee may refuse to approve any such plans and specifications which they believe fails to sufficiently show that the driveway to be constructed or modified in accordance therewith would not unduly interfere with the use, safety, maintenance or drainage of any Town highway.

SECTION THREE. No approval shall be given and no permit issued until the applicant shall file with the Public Works Department a cash performance bond in the amount of **FIVE HUNDRED DOLLARS (\$500.00)** to ensure completion of the work according to the approved plans and specifications, and a certificate of liability insurance acceptable to the Department. Any such bond must be able to be drawn on-site from a location within the State of Connecticut, and must be in the form of cash or certified check, passbook with assignment to the Town of Andover, or approved letter of credit from a bank located in Connecticut.

SECTION FOUR. By acceptance of the permit, the permittee agrees to save the Town harmless from any and all costs and damages, to complete the work within the time limit specified in the permit, and to restore the area to its original or better condition. If the requirements of this Ordinance or the permit are not fulfilled such amount of said bond shall be forfeited or the

permittee shall be billed as necessary to cover costs of having the work or necessary repairs completed by the Town.

SECTION FIVE. At least one-way traffic shall be maintained at all times and protective barricades and lights approved by the Public Works Department shall be placed by the permittee as necessary to protect the public, and suitable traffic control must be maintained. After issuance of the permit the permittee shall notify the Public Works Department 24 hours before commencing the work.

SECTION SIX. If the Supervisor or any other employee or official of the Public Works Department encounters any situation in which any contractor and/or contracting property owner or occupant prior to commencing any such excavation or work has failed to

1. apply for a permit,
2. obtain a permit,
3. post a sufficient bond, or
4. in the opinion of the Public Works Supervisor or other appropriate Town official or employee to sufficiently ensure public safety per Section Five, above,

Such Supervisor, employee or official shall immediately or as soon as practicable provide written warning to any such contractor and contracting property owner or occupant that they shall immediately or with all due haste fully cease and desist from any such excavation, installation or other work noted in SECTION ONE, above, and likely remove all excavation equipment from the site until they are in compliance with items 1, 2, 3 and 4, above as determined by the Supervisor of Public Works or their designee, or the violating contractor and property owner or occupant receiving any such warning may each be subject to citation for a penalty of TWO HUNDRED and FIFTY DOLLARS (\$250.00) for each individual violation of the requirements of items 1, 2, 3 or 4, above, after receiving such reasonable written notice of any such violation, and failing to duly and timely comply with the requirements of any such written warning provided to them.

SECTION SEVEN. Any Notice of Violation, Citation or Determination of Liability for a Penalty under this Ordinance may be initiated by any official or employee of the Town of Andover Department of Public Works, and appealed by any alleged offender pursuant to the Town of Andover Hearing Procedure for Citations Ordinance.

TOWN OF ANDOVER, CT
Zoning Violation Ordinance

Section 1: Title

This ordinance shall be known and may be cited as the **Town of Andover Zoning Violation Ordinance**.

Section 2: Legislative Authority

This ordinance is enacted pursuant to Sections 8-2, 8-12a and 7-152c of the Connecticut General Statutes.

Section 3: Intent

The purpose of this ordinance is to better ensure compliance with the Zoning Regulations of the Town of Andover. In furtherance of this purpose, this ordinance is designed to establish fines for violations of the Zoning Regulations of the Town of Andover authorized by sections 8-2 and 8-12a of the Connecticut General Statutes and a hearing procedure pursuant to General Statutes section 7-152c for the appeal and enforcement of such fines.

Section 4: Appointment of Hearing Officers

The town administrator may appoint one or more persons who are electors of the Town of Andover to serve as a zoning violation hearing officer to conduct hearings regarding alleged violation of the zoning regulations. No zoning agent or zoning enforcement officer, building inspector or employee of the municipal body exercising zoning authority may be appointed to be a zoning violation hearing officer.

Section 5: Notice of Violation

The zoning agent is authorized to issue citations for any violation of the Zoning Regulations of the Town of Andover as follows:

A: Notification

Upon determination of a violation, the zoning agent shall provide notice by first class mail with certification of mailing as a minimum, to any person occupying, owning or otherwise in control of the subject property on which the violation exists, or in the case of a business use, the owner or operator or manager of the business. Such notice of violation shall state the violation, the date by which the violation must be remedied, and the fact that a fine of thirty dollars (\$30.00) will be imposed for each day of violation subsequent to the date by which the violation must be remedied. Such date shall not be less than ten (10) days after the date of verifiably completed service of the notice or twenty (20) days after it is sent, whichever is the latest. Upon failure to

remedy the violation within the stated time, the zoning agent may issue a citation provided for in subsection B, below. If the person in control of the property is not the owner of record, the zoning agent may also provide notice to such owner in the same manner.

B. Citation

If such violation persists notwithstanding any such notice of violation, the zoning agent may thereupon issue a citation. Such citation shall be served by first class mail with certification of mailing as a minimum upon every person named therein and shall cite this ordinance, specify the violation(s) and the fine(s) therefore and require payment of the fine(s) within thirty (30) days of the verifiably completed service after it is sent, whichever is the latest. The zoning agent shall retain a copy of each citation, certified to be a true copy of the original thereof by the clerk of the Town of Andover.

Section 6: Fine for Violation

The fine that may be imposed for any such violation of the Zoning Regulations shall be thirty (\$30.00) dollars per day for each day a violation continues, payable to the treasurer of the Town of Andover.

Section 7: Failure to Respond; Judgment

At any time within twelve months from the expiration of the final period for the uncontested payment of fines set forth in section 5B, above, the zoning agent may send notice by first class mail with certification of mailing as a minimum, to any such person cited, informing such person(s):

- A. of the allegations against the cited person(s) and the amount of the fine(s) due;
- B. that any cited person may contest liability before a hearing officer appointed by the town administrator by delivering in person or by mail written notice of demand for a hearing to the office of the town administrator at the Andover Town Hall within fifteen (15) days of the date thereof;
- C. that if a hearing is not so demanded, an assessment and judgment shall be entered against the cited person; and
- D. that such judgment may issue without further notice.

Section 8: Admission of Liability

If a person who is sent notice pursuant to section 7 wishes to admit liability for an alleged violation, the cited person may, without requesting a hearing, pay the full amount of the fine(s) in person or by mail to the town treasurer at the address specified in the notice. Any cited person who does not deliver or mail written notice of demand for a hearing within fifteen (15) days of the first notice provided for in section 7, above, shall be deemed to have admitted responsibility and the office of the town administrator shall certify such person's failure to

respond to the hearing officer. The hearing officer shall thereupon enter and assess the fine(s) and shall follow the procedures set forth in section 9B, below.

Section 9: Hearing Procedure

- A. Any cited person who requests a hearing shall be given written notice of the date, time and place of the hearing. Such hearing shall be held not less than fifteen (15) days nor more than thirty (30) days from the date of the mailing of such notice, provided the hearing officer shall grant upon good cause shown, any reasonable request by any interested party for postponement or continuance. An original or certified copy of the initial notice of violation issued by the zoning agent shall be filed and retained by the town, be deemed to be a business record within the scope of General Statutes section 52-180, and be evidence of the facts set forth therein. The zoning agent or the zoning agent's designee shall appear and present evidence on behalf of the Town of Andover. A person wishing to contest their liability or their designee shall appear at the hearing and present evidence in their own behalf.

- B. If the cited person or their designee fails to appear, the hearing officer may enter an assessment by default against the cited person upon a finding of proper notice and liability under the applicable zoning regulation(s). The hearing officer may accept from the cited person or their designee copies of written statements, police reports, investigatory and citation reports and other official documents by mail or hand delivery and may determine thereby that the appearance of such person is unnecessary. The hearing officer shall conduct the hearing in the order and form and with such methods of proof as the hearing officer deems fair and appropriate. The rules regarding the admissibility of evidence shall not be strictly applied, but all testimony shall be given under oath or affirmation. The hearing officer shall announce a decision at the end of the hearing. If the hearing officer determines that the cited person is not liable, the matter shall be dismissed and the decision of the hearing officer entered in writing accordingly. If the hearing officer determines that the cited person is liable for the violation, said officer shall forthwith enter and assess the fine(s) against such person as provided by this ordinance.

Section 10: Notice of Assessment and Judgment

If such assessment is not paid within three (3) business days of its entry, the hearing officer shall send by first class mail with certification of mailing as a minimum, a notice of assessment to any person found liable and shall file, not less than thirty (30) days or more than twelve (12) months after such mailing, a certified copy of the notice of assessment with the clerk of the appropriate court, which is now the superior court for the Judicial District of Tolland, together with the appropriate entry fee, which is now eight (\$8.00) dollars. The certified copy of the notice of assessment shall constitute a record of assessment. Within such twelve (12) month period, assessments against the same person may be accrued and filed as one record of assessment. The clerk shall enter judgment in the amount of such record of assessment and

court costs against the cited person in favor of the town. Notwithstanding any other provisions of the Connecticut General Statutes, the hearing officer's assessment, when so entered as a judgment, shall have the effect of a civil money judgment and a levy of execution or judgment lien on such judgment may issue without further notice to such person.

Section 11: Appeal

A cited person against whom an assessment has been entered pursuant to this ordinance is entitled to judicial review by way of appeal. An appeal shall be instituted within thirty (30) days of the mailing of notice of such assessment by filing a petition to open assessment, together with an entry fee in an equal amount to the entry fee for a small claims case pursuant to General Statutes section 52-259, at the appropriate court, which is now the superior court for the Judicial District of Tolland, which shall entitle such cited person to a hearing in accordance with the rules of the judges of the superior court.

Section 12: Other Remedies

No action taken pursuant to this ordinance shall preclude the Town of Andover from pursuing other enforcement remedies, either in addition to those specified in this ordinance or separately, in order to achieve lawful compliance with the Zoning Regulations of the Town of Andover. No action or inaction shall preclude any cited person whose case is being processed per this ordinance from pursuing any other legal remedy or defense in addition to those set forth in this ordinance; however, subject to provisions of Connecticut General Statutes section 8-7 allowing the possible stay or reversal of any order, requirement or decision of the zoning agent, no such pursuit by the cited person shall interfere with the processes set forth herein, absent the contrary ruling of a court of law. No fine may be assessed or enforced by the Town of Andover against any person in any instance in which the action of the zoning agent upon which such fine, assessment or enforcement action is based has been reversed by the zoning board of appeals per Connecticut General Statutes section 8-7.

MINOR ORDINANCE TO PERMIT CREATION AND FILLING OF ALTERNATE POSITIONS ON THE COMMISSION ON AGING OF THE TOWN OF ANDOVER

Pursuant to Section 7-148 of the General Statutes, and Sections 105H and 402A of the Charter of the Town of Andover permitting the Board of Selectmen to adopt Minor Ordinances, and **WHEREAS,**

At the Town Meeting of the Town of Andover held on May 4, 1985, an initiative was passed by voice vote to create a **Commission on Aging**, consisting of five regular members with provisions that the Board of Selectmen may increase the number of such members if deemed necessary, with vacancies filled by the Board of Selectmen; and

No provision for the appointment of alternate members to the Commission was noted or made by said Meeting according to its minutes; and

Commission on Aging representatives have approached the Board of Selectmen requesting that provision be made for the creation and filling of alternate member positions on the Commission; and

It is has been confirmed by Andover Town counsel that per Section 402A of the Town Charter the following **Minor Ordinance** is not inconsistent with Ordinances adopted at prior Town Meetings, and not inconsistent with the General Statutes of the State of Connecticut; and

WHEREFORE, it is hereby voted and ordained by the Town of Andover Board of Selectmen that effective upon any such action by the **Commission on Aging** being officially communicated to the Office of the Town Clerk, the members of the **Commission on Aging** of the Town of Andover may henceforth create and fill alternate positions as they are deem needed on said **Commission** and fill any vacancies as they arise by majority of a vote of a quorum of those persons seated as regular members at any duly noticed **Commission** meeting.

Dated at Andover, CT this _____ day of _____, 2024

First Selectman Jeffrey Maguire

Selectman Paula King

Selectman Jeffrey Murray

Selectman Scott Person

Selectman Ann Creme

Goal: encourage alternative transportation by grant funding a ebike loaner program.

Summary- purchase 3+ ebikes for adult rental for use as alternative transportation to encourage transitioning some trips currently using automobiles to modern electric Bikes. Allows residents to try out an e bike in an easy non threatening space at the community/ Senior center. Try different types cargo, light weight and step through.

3+- E bikes set up for commuting or trial on the rial trail

1 easy step through velotric Go1 ul 2271 and ul 2849

1 Packer model velotric 1 ul 2271 and ul 2849 set up with the child seat rig/ cargo

1 light weight velotric ste 1 ul 2271 NOT ul 2849

All bikes set up with racks and fenders

4 adult Helmets

1 childs helmet

4 Locks one for each bike ideally separate chain and lock in case it gets lost

3 Possibly spare chargers ideally can be taken home. Specific to each type of bike. Day rental vs loan for a week to try.

Potentially buy a stand alone small shed for indoor storage and charging

Location either the Library or the New Community Center plusses and minuses to each program.

Concerns Storage, maintenance, charging, program administration, Location breakdowns, insurance, liability.

Funding DOT Microgrant for transit projects 5000 Know we can get this

EHHD 500\$ active lifestyle funding Know we can get this

Connectivity grant purchase 3 steel bike lockers when we buy the bike rack for the community Center



Connecticut Department of Transportation

Active Transportation Microgrants APPLICATION

The Connecticut Department of Transportation (DOT) in conjunction with the Councils of Government in Connecticut (COG) invite you to apply for Active Transportation Microgrants. The purpose of this grant program is to provide eligible organizations with funding for resources that advance safe, accessible, sustainable and equitable walking, biking and rolling in Connecticut. Schools, school districts, municipalities and 501(c)(3) nonprofits are eligible to apply and are limited to two grants in a 12-month period.

Microgrants will provide funding up to \$5,000 for each eligible applicant on a rolling basis. The intended uses are non-infrastructure purposes including bike helmets, bike locks, bike maintenance training and materials, bicycle fleets including adaptive bicycles, League Certified Instructors training, programs and events supporting bicycle and pedestrian safety, and safety vests.

Need help thinking through a project, preparing your application, or submitting materials? Please refer to program guidelines or contact our Transportation Supervising Planner, Anna Bergeron, at Anna.Bergeron@ct.gov or 860-594-2140.

Application Contact Information

Date: _____ [COG](#): _____

Municipality: _____ Organization Name: _____

School Name: _____ School District: _____

Project Address: _____

Contact Name/Title: _____

Email Address: _____ Phone Number: _____

Alternate Contact Name/Title: _____

Alt. Email: _____ Alt. Phone: _____



Application Questions

Background

1. Which of the following best describes your organization?
 - School
 - School District
 - Municipality
 - Nonprofit with 501(c)(3) status*

***If you are a nonprofit**, you will need to submit proof of your status as a legal entity, such as a copy of your IRS Determination Letter, along with your application.

2. Has your organization registered for Safe Routes to School? To be eligible for this grant, you must register with the Connecticut Department of Transportation Safe Routes to School Program, regardless of your organization type. Registration Link: [Registration for Connecticut Safe Routes to Schools Program \(office.com\)](https://www.ct.gov/transportation/safe-routes-to-school)
 - Yes
 - No
3. Please tell us about your proposed project. Who will this project serve, and how will they benefit from it? How will the project advance active transportation in an equitable, safe, accessible and sustainable way for vulnerable road users in Connecticut?

Funding

4. What is the amount of funding requested up to \$5,000?



5. What is the intended use of the grant funds?

- Bicycle helmets
- Bicycle locks
- Bicycle maintenance training and materials
- Bicycle fleets including adaptive bikes
- [League Cycling Instructors training](#)
- Programs, events and materials for bicycle and pedestrian safety education
- Safety vests

6. Please provide a brief breakdown of the total funding request:

Eligible Item	Quantity	Funding Needed

Reporting

7. The Council of Governments (COG) will oversee the distribution of funds and be responsible for quarterly reporting of metrics including timeline for the proposed project and tracking of project outcomes. However, please provide information specific to your organization's intended timeline and use of funds:

Please tell us about your anticipated project timeline.

- Start date:
- End date:
- Any other major deadlines: _____

8. This application must be read and signed by the authorized signatory of the respective organization.

Signature: Eric Anderson Title: _____



Please make sure you've reviewed requirements in the guidelines as necessary.

Ready to submit?

Email your application and any supporting documentation to your local COG
Thank you for applying for an Active Transportation Microgrant!
If you have any questions or concerns, please contact us.

COG	Name	Email
Western CT COG	Kristin Hadjstylianos	Khadjstylianos@westcog.org
Connecticut Metro COG	Patrick Carleton	Pcarleton@ctmetro.org
Southeastern CT COG	Amanda Kennedy	Akennedy@seccog.org
South Central Regional COG	Laura Francis	Lfrancis@scrcog.org
Northwest Hills COG	Kathryn Faraci	Kfaraci@northwesthillscog.org
Capitol Region COG	Mike Cipriano	Mcipriano@crcog.org
Naugatuck Valley COG	Rich Donovan	Rdonovan@nvcogct.gov
Northeastern COG	John Filchak	John.Filchak@necog.org
Lower CT River Valley COG	Robert Haramut	Rharamut@rivercog.org

Anna Bergeron
Supervising Transportation Planner
CTDOT Active Transportation Unit
Anna.Bergeron@ct.gov
860-594-2140

Kristen Levesque
Safe Routes to School Coordinator
CTDOT Active Transportation Unit
Kristen.Levesque@ct.gov
860-594-2146

Approval of Meeting Minutes

9.

Town of Andover
Board of Selectmen
Regular Meeting Minutes
Monday, March 11th, 2024 – 7:00pm
Location: virtual Zoom meeting

Members Present: First Selectman Jeff Maguire, Anne Cremè, Paula King, Scott Person, Jeff Murray
Town Administrator: Eric Anderson
Andover Community Garden: Jeff Ballard
Town Attorney: Dennis O'Brien
Board of Finance: Joanne Hebert
Public Present: Mike & Cathy Palazzi, Bill Penn, John Hankins (Joshua's Trust), Sherry Michaud, Dianne Grenier

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

2. Public Speak –

Dianne Grenier – sent email regarding Welcome to Andover sign and other signage colors in Town

Mike & Cathy Palazzi – update road name in agenda item 7e

Jeff Ballard – commented regarding fence installation proposal at Community Garden, applying for grant for water collection

Joanne Hebert – commented on holding potential Town meeting for recent items proposed to residents regarding grants and purchases

Dennis O'Brien – followed up from last meeting regarding Commission on Aging looking to appoint alternates, wrote minor ordinance that the Board could act upon. Echoed Joanne Hebert on scheduling a Town meeting in the near future for outstanding items

3. Board and Commission Presentations

a. Andover Community Garden Budget Request

i. Fencing – photos provided to Board of proposed fencing, Eric Anderson provided feedback regarding fence installation – discussed impact on install near leach field, however garden overlaps of portion of repair area of septic, and installing before Community Center construction is complete. Add to next month's agenda – give additional time for Community Center construction. Jeff Maguire to work with Jeff Ballard on roofing issues, and work with Eric Anderson on location and funding source. Discussion on 2024-2025 budget funding for potential water and electricity for garden.

b. Economic Development Committee – reviewed and discussed visuals provided in packet from Elaine Buchardt of proposed formats of 'Welcome to Andover' sign from requests from Board members in previous month's meeting. Paula King will relay information discussed from meeting regarding concerns about the posts for sign and reflective material for the lettering. Jeff Maguire MOTIONED to approve the 'Welcome to Andover' sign that is green with gold lettering with the same font, 'Established in 1948', improved footings to provide for longer term stability, and to use reflective lettering as it conforms with DOT regulations. Jeff Murray SECONDED.
5:0:0

4. Appointments – none

5. Resignations – Cathy Palazzi (Burial Ground Committee, and Economic Development Commission), Mike Palazzi (Conservation Commission). Board members and Eric Anderson thanked the Palazzi's for their years and time put into the Town.

6. Town Administrator's Report – budget has been passed onto the Board of Finance; first budget workshop is March 13th, 2024. Application submitted for LOTCIP grant for the Route 316 Connectivity project, and for the Rec Trails program grant – Eric shared screen with proposed trail locations. RFP closed for inspection services for the State Local Bridge Program for Bunk Hill Bridge – 9 applications received; committee will review. Working on new arrangement for shared Animal Control services between Andover, Hebron and Columbia – will re-sign contract with NECOG for the time being. Playground Committee – reviewing specifications for playground and pickleball courts, will need to go to Town meeting. Roadwork – erosion on Bunker Hill Road from smaller stream, Public Works to repair. Proposed route for multi-use trail down Hebron Road and Cider Mill Road and proposed Hop River Trail trailhead and path included in packet. Discussed potential culvert repair on Hutchinson Road. Excavation work beginning at Community/Senior Center – did walkthrough of building, gave list of things to be corrected prior to installation. Boston Hill Road update – asked for extension on work time due to water levels in area, will post update for residents.

7. Old Business – Discuss and act upon the following:

- a. Joshua's Trust Discussion** – outstanding items from last meeting: 1) addressing Mr. Fabian's concerns, and 2) a costs basis for parking area. Jay Tuttle created 2 proposals for parking area (included in packet). Sherry Michaud (abutter to property) – expressed concerns regarding safety and privacy. Joshua's Trust members will meet with Sherry to address concerns. John Hankins provided update – met with Mr. Fabian twice, who had also expressed concerns similar to Sherry Michaud. Joshua's Trust was able to move the proposed trail 30-40 feet from Mr. Fabian's property. Joshua's Trust will also pay the first \$8,000 towards parking lot construction, the parking lot will be similar to the parking lot design on Lake Road (or the parking lot proposal #2 in packet). Bill Penn will be the steward for the trail and will be responsible for maintenance, make periodic visits to the parking lot, and ensure litter pick up. Joshua's Trust will provide volunteers for the debris cleanup, as well as signage for the trail once complete. Will discuss further at next meeting.
- b. Staff discussion on Affordable Housing with Town Planner** – Eric Anderson provided updated – generated list of potential properties in Town as requested and provided to Town Planner for review
- c. Community Center construction update** – previously discussed in meeting
- d. Discussion of Blight and level of involvement** – no update, Dennis O'Brien sent ordinance draft to Board
- e. Hendee/Hutchinson Rd Buddhist Road impacts** – Zoning Agent sent letter regarding application submission for permits
- f. STIF Account update** – continuing to generate interest on account
- g. Fire House Meeting April 14th, 1:30pm** – confirmed meeting

8. New Business – Discuss and act upon the following

- a. Discuss Annual Audit** – draft copy of audit sent to Board of Selectmen and Board of Finance. Waiting on Corrective Action Plan from AES, otherwise ready to file.
- b. Discussion on Fire Department Heavy Rescue sale** – Discussion, Jeff Maguire MOTIONED to allow the Fire Commission to seek offers on the department's heavy rescue vehicle for sale. Paula King SECONDED. MOTION CARRIED 5:0:0
- c. Updated DPW Equipment Projections** – Jay Tuttle sent spreadsheet with updated information – reviewed summary of projections for vehicles going forward. Board of Finance to approve financing new mower purchase – will then go to Town meeting for approval.
- d. Review Significant Taxpayer List** – Eric Anderson provided list to Board, will review further at next meeting
- e. Discussion of extensive tree trimming on Burnap Brook Road** – Jay Tuttle (DPW) to start discussion with Board regarding tree removal, concerned with changing character of the road. Scott Person to review with Jay and will update at the next meeting.

9. Approval of Meeting Minutes

- a. 2.21.2024 Special Meeting Minutes** – Paula King MOTIONED to approve the February 21st, 2024 Special Meeting Minutes. Jeff Maguire SECONDED. MOTION CARRIED 5:0:0
- b. 2.26.2024 Special Budget Meeting Minutes** – Paula King MOTIONED to approve the February 26th, 2024 Special Budget Meeting Minutes. Anne Cremè SECONDED. MOTION CARRIED 5:0:0

10. Treasurer's Report – in packet, have not yet received second half of ECS funding from State. Reviewed Contingency fund and other permanent fund balances. Working to clean up other fund accounts.

- 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

11. Tax Collector's Report – in packet, Eric Anderson working with Tax Collector on updating spreadsheet for uncollected taxes by year

12. Department Reports – in packet, State paperwork is being completed for Senior Transportation vehicles for inspections – looking to receive new vehicle around April 2024

- 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

13. Correspondence

- a. **Fuel Assistance Fund Donation** – Eric Anderson thanked Saint Columba Church for their donation to the Andover Fuel Bank

14. Public Speak –

- Dianne Grenier – commented regarding reflective lettering on 'Welcome to Andover' sign
- Joanne Hebert – commented regarding holding Town meeting in the next few weeks for input from Public

15. Executive Session – Jeff Maguire MOTIONED to enter into Executive Session at 8:53pm to discuss employee matters, inviting Eric Anderson and Dennis O'Brien. Paula King SECONDED. MOTION CARRIED 5:0:0

Returned from Executive Session at 9:13pm.

16. Adjournment – Paula King MOTIONED to adjourn the meeting at 9:13pm. Scott Person SECONDED. MOTION CARRIED 5:0:0

Treasurer's Report

10.

**Town of Andover
Interim Budget vs. Actual**

July 2023 through March 2024

	Jul '23 - Mar 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4100 - PROPERTY TAX REVENUE			
000-101 - 41101 Current Year Taxes	8,066,738.65	9,943,528.00	-1,876,789.35
000-108 - 41105 Prior Taxes	40,254.94	155,000.00	-114,745.06
000-110 - 41104 Supp MV	45,954.24	0.00	45,954.24
000-109 - 41106 NSF/DMV/Fees	3,125.06	0.00	3,125.06
000-104 - 41901 Liens Taxes	0.00	5,200.00	-5,200.00
000-103 - 41901 Interest Taxes	31,022.47	61,000.00	-29,977.53
000-239 - 43900 Telecom Personal Prop Tax	0.00	5,000.00	-5,000.00
Total 4100 - PROPERTY TAX REVENUE	8,187,095.36	10,169,728.00	-1,982,632.64
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	5,521.04	3,000.00	2,521.04
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	35,150.04	55,000.00	-19,849.96
700-413 - 44403 Transfer Station	19,460.00	44,200.00	-24,740.00
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	109,256.13	181,200.00	-71,943.87
4600 - INVESTMENT INTEREST			
000-303 - 46101 Interest	92,303.54	3,000.00	89,303.54
Total 4600 - INVESTMENT INTEREST	92,303.54	3,000.00	89,303.54
Total Income	9,530,065.52	12,434,060.00	-2,903,994.48
Expense			
4700 - EDUCATION			
901-527 - 58250 RHAM Education	3,831,113.00	4,493,413.00	-662,300.00
901-595 - 28900 AES BOE	1,008,225.24	4,234,796.00	-3,226,570.76
Total 4700 - EDUCATION	4,839,338.24	8,728,209.00	-3,888,870.76
TOWN DEPARTMENTS			
4113 - TOWN ADMINISTRATOR			
102-100 - 51000 Town Administrator	71,310.65	92,925.00	-21,614.35
102-101 - 51000 Admin Assistant	3,120.00	22,650.00	-19,530.00
102-330 - 55990 Conference/Seminar	424.00	300.00	124.00
102-535 - 55300 Mobile Phone	640.94	854.04	-213.10
102-580 - 55800 Mileage	900.00	1,200.00	-300.00
Total 4113 - TOWN ADMINISTRATOR	76,395.59	117,929.04	-41,533.45
4137 - TREASURER/FINANCIAL			
109-100 - 51000 Treasurer Salary	3,825.00	15,500.00	-11,675.00
109-120 - 51000 Treasurer Clerk Wages	33,643.33	42,900.00	-9,256.67
109-330 - 55990 Conference/Seminar	191.88	500.00	-308.12
109-610 - 56120 Office Supplies	165.87	200.00	-34.13
Total 4137 - TREASURER/FINANCIAL	37,826.08	59,100.00	-21,273.92
4147 - TOWN CLERK			
117-100 - 51000 Town Clerk Salary	41,746.22	55,000.00	-13,253.78
117-101 - 51000 Town Clerk Supplemental	4,032.40	6,000.00	-1,967.60
117-120 - 51000 Asst Town Clerk Salary	14,695.00	27,824.00	-13,129.00
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	1,058.31	1,400.00	-341.69
117-612 - 53520 Land Records	6,132.86	10,500.00	-4,367.14
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	70,203.58	112,584.00	-42,380.42

Town of Andover
Interim Budget vs. Actual

July 2023 through March 2024

	Jul '23 - Mar 24	Budget	\$ Over Budget
4135 - TAX COLLECTOR			
111-100 - 51000 Tax Collector Salary	36,247.84	48,928.00	-12,680.16
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	45,454.23	63,568.00	-18,113.77
4131 - ASSESSOR			
113-100 - 51000 Assessor Salary	23,793.23	30,974.00	-7,180.77
113-120 - 51000 Asst Assessor Salary	30,281.80	39,469.00	-9,187.20
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	275.42	825.00	-549.58
113-612 - 56400 Book/Subscriptions	857.00	775.00	82.00
Total 4131 - ASSESSOR	73,505.58	93,962.52	-20,456.94
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	770.00	1,200.00	-430.00
125-335 - 52900 Training	1,003.28	3,500.00	-2,496.72
125-580 - 55800 Mileage	50.36	525.00	-474.64
125-610 - 56120 Office Supplies	94.34	315.00	-220.66
Total 4149 - REGISTRARS	8,471.87	19,603.15	-11,131.28
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	12,031.76	17,030.00	-4,998.24
817-100 - 51000 Zoning Agent Salary	21,752.02	26,181.46	-4,429.44
807-120 - 51000 Bldg Dept Admin Asst	17,385.17	24,249.41	-6,864.24
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 Permit/Link Fees	2,955.00	4,500.00	-1,545.00
807-901 - 57300 Equipment	0.00	250.00	-250.00
Total 4211 - BUILDING DEPARTMENT	85,645.82	135,860.87	-50,215.05
4501 - LIBRARY			
001-100 - 51000 Library Payroll	58,577.00	80,521.19	-21,944.19
001-800 - 56420 Library Operations	28,339.00	28,339.00	0.00
Total 4501 - LIBRARY	86,916.00	108,860.19	-21,944.19
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	491,191.89	747,014.52	-255,822.63
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	732.28	4,250.00	-3,517.72
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	2,009.88	2,680.00	-670.12
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	4,430.91	4,920.00	-489.09
129-531 - 55301 Postage	3,863.64	7,000.00	-3,136.36
129-533 - 55301 Postage Meter Rental	745.60	600.00	145.60
129-537 - 55300 Internet Cable	738.00	1,500.00	-762.00
129-550 - 55500 Printing	0.00	1,600.00	-1,600.00

Town of Andover Interim Budget vs. Actual

July 2023 through March 2024

	Jul '23 - Mar 24	Budget	\$ Over Budget
129-601 - 56220 Electricity	4,890.37	12,000.00	-7,109.63
129-603 - 56240 Fuel Oil	4,345.01	5,000.00	-654.99
129-609 - 57300 Equipment	0.00	750.00	-750.00
129-610 - 56120 Office Supplies	10,736.52	3,500.00	7,236.52
129-652 - 56010 Janitorial Supplies	1,340.00	2,000.00	-660.00
129-735 - 54320 Computer Repair/Service	2,463.00	2,100.00	363.00
Total 4213 - TOWN OFFICE BUILDING	67,881.24	99,007.00	-31,125.76
4199-A - ADVERTISING			
127-540 - 55400 Legal Ads-Advertising	3,414.03	5,500.00	-2,085.97
Total 4199-A - ADVERTISING	3,414.03	5,500.00	-2,085.97
4157 - INSURANCE			
137-500 - 55200 Insurance	113,108.05	113,047.00	61.05
Total 4157 - INSURANCE	113,108.05	113,047.00	61.05
4117 - EMPLOYEE BENEFITS			
141-205 - 52200 SS & Med	54,543.66	84,728.55	-30,184.89
141-210 - 52600 Unemployment Comp	5,487.69	10,000.00	-4,512.31
141-215 - 52100 Health/Dental Ins	140,823.38	165,999.92	-25,176.54
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	78,196.49	131,995.00	-53,798.51
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	284,765.54	401,744.47	-116,978.93
Total TOWN EXPENSES	469,168.86	619,298.47	-150,129.61
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
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	8,301.75	17,850.00	-9,548.25
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	2,753.14	6,750.00	-3,996.86
309-603 - 56240 Fuel Oil	4,365.58	7,500.00	-3,134.42
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	18,047.05	37,295.00	-19,247.95
4203-A - OLD FIRE HOUSE			
149-601 - 54100 Electricity	494.01	1,000.00	-505.99
Total 4203-A - OLD FIRE HOUSE	494.01	1,000.00	-505.99
Total FACILITIES	19,167.45	42,345.00	-23,177.55
OUTSIDE SERVICES			
4125 - AUDITOR/ACTUARY			
105-320 - 53310 Annual Audit	48,000.00	35,000.00	13,000.00
105-375 - 53310 Actuarial Services	5,475.00	5,500.00	-25.00
Total 4125 - AUDITOR/ACTUARY	53,475.00	40,500.00	12,975.00
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/CO...	8,616.00	8,500.00	116.00
Total 4177 - CRCOG, CCM, COST	8,616.00	8,500.00	116.00
Total OUTSIDE SERVICES	73,688.54	79,200.00	-5,511.46

**Town of Andover
Interim Budget vs. Actual**

July 2023 through March 2024

	Jul '23 - Mar 24	Budget	\$ Over Budget
PUBLIC WORKS/GROUNDS			
4399 - PUBLIC WORKS			
301-100 - 51000 Public Works Salary	228,578.26	321,305.57	-92,727.31
301-111 - 51520 Temp PW Salary	0.00	2,500.00	-2,500.00
301-112 - 51630 PW OT Salary	2,329.74	12,500.00	-10,170.26
301-391 - 54302 Fire Ext Testing	1,188.62	650.00	538.62
301-435 - 54301 Vehicle Maint	29,578.58	33,500.00	-3,921.42
301-448 - 51520 Misc Labor/Rental	600.00	1,575.00	-975.00
301-535 - 55300 Mobile Phone	640.94	852.00	-211.06
301-602 - 56260 Diesel	26,081.35	18,425.00	7,656.35
301-603 - 56260 Gasoline	5,010.89	11,000.00	-5,989.11
301-620 - 56010 Supplies	15,622.91	18,500.00	-2,877.09
301-730 - 57300 Equipment	5,362.37	7,100.00	-1,737.63
301-810 - 58100 Membership	0.00	75.00	-75.00
Total 4399 - PUBLIC WORKS	314,993.66	427,982.57	-112,988.91
4307 - SNOW REMOVAL			
303-130 - 51630 Snow Removal OT	12,770.40	21,500.00	-8,729.60
303-436 - 54301 Ice Maint Bldg	0.00	550.00	-550.00
303-642 - 56010 Supplies	1,864.01	3,200.00	-1,335.99
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	638.83	700.00	-61.17
Total 4307 - SNOW REMOVAL	43,500.05	95,250.00	-51,749.95
4317 - TRANSFER STATION			
701-100 - 51000 Transfer Station Wages	18,228.12	24,505.64	-6,277.52
701-438 - 54300 Maintenance	1,389.11	2,500.00	-1,110.89
701-480 - 54101 Hauling Fees	31,468.81	42,746.08	-11,277.27
701-481 - 54101 Bulky Waste	21,186.78	32,620.64	-11,433.86
701-493 - 54900 Outdoor Facility	744.44	0.00	744.44
701-601 - 56220 Electricity	1,687.01	3,100.00	-1,412.99
701-610 - 56010 Supplies	1,277.12		
701-803 - 54420 Compactor Lease	2,458.62	3,328.00	-869.38
701-998 - 54421 Tipping Fees	30,655.91	48,368.32	-17,712.41
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	113,450.17	165,149.01	-51,698.84
4599 - GROUND CARE			
313-420 - 54303 Mowing - Ground Care	16,491.03	25,000.00	-8,508.97
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	16,996.95	34,510.00	-17,513.05
4311 - STREET LIGHTING			
305-410 - 56220 Street Lighting	3,489.04	10,360.00	-6,870.96
Total 4311 - STREET LIGHTING	3,489.04	10,360.00	-6,870.96
4199-B - CUSTODIAN			
147-100 - 51000 Custodian	10,927.15	14,846.00	-3,918.85
Total 4199-B - CUSTODIAN	10,927.15	14,846.00	-3,918.85
Total PUBLIC WORKS/GROUNDS	503,357.02	748,097.58	-244,740.56
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	152,762.50	152,750.00	12.50
Total 4203 - FIRE DEPARTMENT/COMMISSION	152,762.50	152,750.00	12.50
4215 - Animal Control			
151-105 - 51000 NECOG Shared Wages	11,748.75	10,500.00	1,248.75
Total 4215 - Animal Control	11,748.75	10,500.00	1,248.75

Town of Andover Interim Budget vs. Actual

July 2023 through March 2024

	Jul '23 - Mar 24	Budget	\$ Over Budget
4219 · FIRE MARSHAL			
405-100 · 51000 Fire Marshal Salary	6,045.52	8,260.57	-2,215.05
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	6,868.19	12,038.28	-5,170.09
Total PUBLIC SAFETY	171,379.44	315,738.28	-144,358.84
4423 · PUBLIC WELFARE			
4417 · SENIOR CITIZENS			
145-100 · 51000 Resident Services Coord.	4,370.78	5,776.24	-1,405.46
145-820 · 56300 Senior Lunch	1,451.02	1,080.00	371.02
145-870 · 56900 Programs Senior Citizens	1,268.81	2,000.00	-731.19
145-875 · 56290 Trips - Senior Citizens	2,892.68	4,000.00	-1,107.32
Total 4417 · SENIOR CITIZENS	9,983.29	12,856.24	-2,872.95
4499 · ANDOVER SENIOR TRANSPORTAION			
143-100 · 51000 Drivers/Dispatch Salary	25,437.22	27,500.00	-2,062.78
143-380 · 53070 Comm. Drivers Test-DAR	0.00	1,000.00	-1,000.00
143-435 · 54300 Vehicle Main - Dial a Rid	2,216.77	5,000.00	-2,783.23
143-603 · 56260 Fuel Dial a Ride	4,716.33	6,095.00	-1,378.67
Total 4499 · ANDOVER SENIOR TRANSPORT...	32,370.32	39,595.00	-7,224.68
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	104,951.61	167,912.24	-62,960.63
BOARDS & COMMISSIONS			
4111 · SELECTMEN			
101-105 · 51000 Selectman Salary	1,800.00	6,000.00	-4,200.00
101-115 · 51000 Board Clerk BOS	866.75	1,800.00	-933.25
101-836 · 59010 Veteran's Committee	0.00	500.00	-500.00
Total 4111 · SELECTMEN	2,666.75	8,300.00	-5,633.25
4103 · BOARD OF FINANCE			
103-121 · 51000 BOF Clerk Wages	1,914.25	1,700.00	214.25
Total 4103 · BOARD OF FINANCE	1,914.25	1,700.00	214.25
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	315.75	400.00	-84.25
115-335 · 52900 Training	150.00	150.00	0.00
Total 4155 · BOARD OF ASSESSMENT APPE...	465.75	550.00	-84.25
4155-A · ZONING BOARD OF APPEALS			
805-115 · 51000 Board Clerk - ZBA	395.00	500.00	-105.00
Total 4155-A · ZONING BOARD OF APPEALS	395.00	500.00	-105.00
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 March 2024

	Jul '23 - Mar 24	Budget	\$ Over Budget
4503 · RECREATION COMMISSION			
603-493 · 54410 Outside Facility Rental	2,793.88	2,630.00	163.88
603-870 · 55990 Programs	2,089.46	6,000.00	-3,910.54
603-890 · 55990 Community Garden	0.00	1,500.00	-1,500.00
Total 4503 · RECREATION COMMISSION	4,883.34	10,130.00	-5,246.66
4153 · PLANNING & ZONING COMMISSION			
803-105 · 51000 Board Clerk Wages	770.50	3,200.00	-2,429.50
803-310 · 53020 Legal/Professional	5,745.00	6,500.00	-755.00
803-335 · 52900 Training	0.00	750.00	-750.00
803-340 · 53500 Mapping	0.00	500.00	-500.00
Total 4153 · PLANNING & ZONING COMMISSI...	6,515.50	10,950.00	-4,434.50
4163 · INLAND WETLANDS C OMISSION			
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 OMMISSI...	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	18,051.34	36,745.00	-18,693.66
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	4,555.74	50,000.00	-45,444.26
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	922,555.74	968,000.00	-45,444.26
Total CAPITAL RELATED	939,055.74	984,500.00	-45,444.26
Total Expense	7,629,350.13	12,469,060.09	-4,839,709.96
Net Ordinary Income	1,900,715.39	-35,000.09	1,935,715.48
Net Income	1,900,715.39	-35,000.09	1,935,715.48

Town of Andover Check Register As of April 1, 2024

	Type	Date	Num	Name	Amount
10000 - General Fund Checking					
	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
	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

Town of Andover Check Register As of April 1, 2024

	Type	Date	Num	Name	Amount
	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
	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

Town of Andover Check Register As of April 1, 2024

	Type	Date	Num	Name	Amount
	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
	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
	Check	03/26/2024	ACH	US Postal Service	-500.00
	Deposit	03/26/2024			46.80
	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

Town of Andover Check Register As of April 1, 2024

	Type	Date	Num	Name	Amount
	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
	Bill Pmt -Check	03/27/2024	11158	ANDOVER FIRE COMMISSION	-38,187.50
	Bill Pmt -Check	03/27/2024	11159	Glastonbury Citizen/Rivereast News Bullet	-324.00
	Bill Pmt -Check	03/27/2024	11160	L&C PARK CONSULTANTS LLC	-400.00
	Bill Pmt -Check	03/27/2024	11161	Leading Edge Construction LLC	-38,881.39
	Bill Pmt -Check	03/27/2024	11162	MERF	-11,377.83
	Bill Pmt -Check	03/27/2024	11163	MICHAEL PALAZZI	-60.60
	Bill Pmt -Check	03/27/2024	11164	RANDAZZO DESIGN & ASSOC LTD	-840.00
	Bill Pmt -Check	03/27/2024	11165	ROVAC	-100.00
	Bill Pmt -Check	03/27/2024	11166	W B MASON CO INC	-2,140.26
	Bill Pmt -Check	04/01/2024	11167	Corbett HVAC Services LLC	0.00
	Bill Pmt -Check	04/01/2024	11168	Corbett HVAC Services LLC	-24,354.99
	Bill Pmt -Check	04/01/2024	11169	Corbett HVAC Services LLC	-15,922.50
	Deposit	04/01/2024			115.00
Total 10000 - General Fund Checking					-489,857.65
					-489,857.65

Stiff balance as of 4/04/2024

\$2,790,830.18

Tax Collector's Report

11.

Town Only

Terminal / Batch	
Terminal	6
Batch	39

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

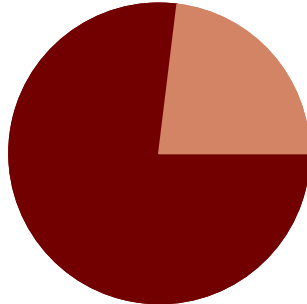
Last Assessor Bridge	
Run on:	01/22/2024

Percent Collection as of 04/01/2024

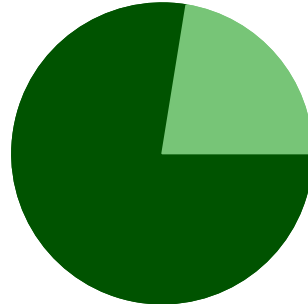
REAL ESTATE
 Uncollected - 23.07%
 Collected - 76.93%

PERSONAL PROPERTY
 Uncollected - 22.43%
 Collected - 77.57%

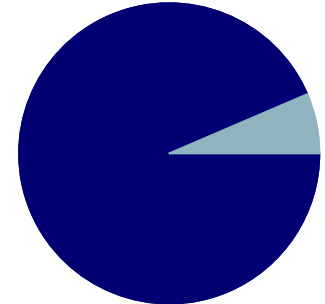
MV REGULAR
 Uncollected - 6.45%
 Collected - 93.55%



■ Total Due = \$1,898,343.40
■ Total Paid = \$6,329,624.95



■ Total Due = \$98,862.83
■ Total Paid = \$341,850.25



■ Total Due = \$78,903.81
■ Total Paid = \$1,144,967.39

Type	Total Billed	Total Paid	Total Due	Percent Collected
REAL ESTATE	8,227,968.35	6,329,624.95	1,898,343.40	76.93
PERSONAL PRO	440,713.08	341,850.25	98,862.83	77.57
MOTOR VEHICL	1,223,871.20	1,144,967.39	78,903.81	93.55
MOTOR VEHICL	137,846.92	117,856.40	19,990.52	85.50
TOTALS:	\$10,030,399.55	\$7,934,298.99	\$2,096,100.56	

Mar-24

Deposits

	ONLINE		TOTAL
3/1/2024	\$ 50.00	\$	50.00
3/2/2024		\$	-
3/3/2024	\$ 283.03	\$	283.03
3/4/2024	\$ 941.59	\$	941.59
3/5/2024	\$ 17,391.79	\$	17,391.79
3/6/2024	\$ 4,501.64	\$	4,501.64
3/7/2024	\$ 986.11	\$11,265.04	\$ 12,251.15
3/8/2024	\$ 826.83	\$	826.83
3/9/2024	\$ 2,174.03	\$	2,174.03
3/10/2024		\$	-
3/11/2024	\$ 435.08	\$	435.08
3/12/2024	\$ 3,491.03	\$	3,491.03
3/13/2024	\$ 625.13	\$	625.13
3/14/2024	\$ 1,684.93	\$	1,684.93
3/15/2024	\$ 1,341.56	\$	1,341.56
3/16/2024		\$	-
3/17/2024	\$ 998.78	\$	998.78
3/18/2024	\$ 5,976.78	\$	5,976.78
3/19/2024	\$ 3,929.53	\$28,324.18	\$ 32,253.71
3/20/2024	\$ 1,998.92	\$	1,998.92
3/21/2024	\$ 6,197.47	\$	6,197.47
3/22/2024		\$	-
3/23/2024		\$	-
3/24/2024		\$	-
3/25/2024		\$	-
3/26/2024		\$33,829.77	\$ 33,829.77
3/27/2024	\$ 6,114.33	\$	6,114.33
3/28/2024	\$ 463.09	\$	463.09
3/29/2024	\$ 224.57	\$	224.57
3/30/2024		\$	-
3/31/2024	\$ 1,144.14	\$20,445.62	\$ 21,589.76
TOTAL	\$ 61,780.36	\$	\$ 155,644.97

COLLECTIONS BY TAX YEAR:

	RE	PP	MV	MVS	INTEREST	FEE	TOTAL
2018	\$ 458.85				\$ 41.15		\$ 500.00
2019				\$ 618.90	\$ 362.06	\$ 10.00	\$ 990.96
2020			\$ 439.92	\$ 913.75	\$ 637.84	\$ 15.00	\$ 2,006.51
2021			\$ 2,412.63	\$ 270.41	\$ 821.05	\$ 50.00	\$ 3,554.09
2022	\$ 132,407.10		\$ 616.96	\$ 7,433.96	\$ 4,819.96	\$ 3,060.43	\$ 255.00
TOTAL							\$ 155,644.97

UNCOLLECTED TAXES BY TAX YEAR:

	RE	PP	MV	MVS	TOTAL
2007			\$ 476.65	\$ 71.26	\$ 547.91
2008			\$ 520.26	\$ 28.15	\$ 548.41
2009			\$ 356.32		\$ 356.32
2010			\$ 211.42		\$ 211.42
2011			\$439.82	\$ 4,314.46	\$ 5,003.76
2012			\$2,404.78	\$ 3,146.24	\$ 5,727.97
2013			\$2,757.76	\$ 1,399.60	\$ 4,940.42
2014	\$ 1,066.00		\$4,038.48	\$ 2,038.57	\$ 10,092.82
2015	\$ 1,066.00		\$4,702.67	\$ 9,384.11	\$ 17,090.02
2016	\$ 2,620.29		\$5,504.85	\$ 7,398.35	\$ 17,454.22
2017	\$ 8,182.00		\$6,066.99	\$ 9,606.66	\$ 24,922.57
2018	\$ 19,667.87		\$6,923.42	\$ 6,100.95	\$ 32,902.83
2019	\$ 26,991.72		\$6,021.17	\$ 7,920.28	\$ 42,398.25
2020	\$ 32,575.88		\$7,994.03	\$ 12,359.70	\$ 56,446.38
2021	\$ 41,953.26		\$8,040.95	\$ 42,712.99	\$ 11,132.07
2022	\$ 1,898,343.40		\$98,862.83	\$ 78,903.81	\$ 19,990.52
TOTAL					\$ 2,418,583.13

CARRARA, LAUREN M	\$66.40	REFUND OF EXCESS PAYMENTS

DATE: Tax Refunds Total: \$66.40

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

12.

Open Burn permits for the first quarter.

#	Date of Issue	Good until	Name	Address	Phone
24-1	1/10/2024	2/10/2024	Brian Bostrom	28 School Rd.	860-335-9567

Scott Yeomans



**STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES
& PUBLIC PROTECTION
DIVISION OF STATE POLICE**



Lieutenant Adam Litwin #064
Commanding Officer

M/Sgt Shawn Mansfield #078
Executive Officer

Troop K – Colchester

March 4, 2024

Jeffrey J. Maguire
First Selectman
17 School Road
Andover CT, 06232

Dear Jeffrey J. Maguire

This correspondence is an effort to keep you apprised of the monthly police services occurring within the Town of Andover.

During the month of **February 2024**, the Andover Resident Trooper as well as Troop K Troopers responded to **81** Calls for Service in the Town of Andover. Of these Calls for Service, the most notable are:

Total Calls for Service	Total Calls This Year	
81	February 2024	YTD
Accidents	6	8
Criminal Investigations	7	9
Burglaries	0	0
Larcenies	1	1
Non Reportable Matters	68	122
Total Arrests	0	0

Motor Vehicle Enforcement*:	FEB	YTD
Total Traffic Stops	3	8
Onsite DUI's	0	0
Arrests	0	0
Misdemeanor Summons	0	1
Infractions	1	2
Written Warnings	2	3
Verbal Warnings	0	2

Respectfully,

LT Adam Litwin #064

Lieutenant Adam Litwin #064
Commanding Officer
Connecticut State Police – Troop K

15a Old Hartford Road
Colchester, CT 06415
Phone: (860) 465-5400
Fax: (860) 465-5450

9:04 AM

Permit Receipts Report for (ALL FISCAL YEARS)
 Receipt Date Range 03/01/2024 - 03/31/2024 (All Payments)

March 2024

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
Building Permit	14	6,436.08	402,997.87	0.00	0.00	0.00	0.00	0.00	0.00	106.08	210.00	6,120.00
Demolition Permit	1	120.00	6,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00	105.00
Electrical Permit	9	2,668.16	161,090.83	0.00	0.00	0.00	0.00	0.00	0.00	43.16	135.00	2,490.00
Gas Permit	2	121.56	5,185.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	30.00	90.00
Mechanical Permit	2	365.72	21,657.75	0.00	0.00	0.00	0.00	0.00	0.00	5.72	30.00	330.00
Grand Totals	28	9,711.52	597,431.45	0.00	0.00	0.00	0.00	0.00	0.00	156.52	420.00	9,135.00
Grand # Voids	0											

04/03/2024
9:05 AM

TOWN of ANDOVER, CT
 Permit Receipts Report for (ALL FISCAL YEARS)
 Receipt Date Range 03/01/2024 - 03/31/2024 (All Payments)

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
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
Grand Totals	4	560.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00	60.00	260.00
Grand # Voids	0											

PERMIT TOTALS FOR MARCH 2024

	amt paid	# permits
TOTAL BUILDING	\$9,711.52	28
TOTAL ZONING	\$560.00	4
TOTAL ZBA		
TOTAL DRIVEWAYS	\$75.00	1
TOTAL BONDS	\$500.00	1
TOTAL MISC (copies & signs)	\$10.00	
TOTAL PERMITS/BONDS/MISC FOR MARCH	\$10,856.52	34

Public Works

To: Kate Morrissey
Subject: DPW 2024 March BOS Monthly Report

Highlights for the Month:

- Repairs to left front wheel of Backhoe – Seals leaking
- Continued Tree Removals & Trimming & pick up of excess wood
- Clear Log Jamb from inlet side of Bunker Hill Bridge
- Continued work at Propane Tank Project behind firehouse
- Work at Town Pit
 - a) Receive excess material (spoils) from Senior Center Project
 - b) Load and haul gravel for Senior Center Project
 - c) Load and haul various material from and to DPW garage
 - d) Haul material to Propane Tank Project worksite behind firehouse
- Receive 200 + Ton of Salt
- Miscellaneous shop work
- A couple of salting events along with several wind rain events
- Pothole Patching
- Receive and set up new 20 -Ton equipment trailer

Respectfully submitted,

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

3-1-24 21°/42° Mostly Sunny

Jay 5:45 - 3:15

9.0

- Admin
- Inspections
- Office work

Trk 1

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Work on Backhoe Repairs - Left Front Axle/wheel seal	Zach	8.0	/	shop tools
3.0	• Shop Maintenance - Put away supplies	Rich	3.0	/	/
		mark	3.0	/	/
5.0	• Tree Work - Various Places Continue Trimming	Rich	5.0	/	Trk 4 chipper saws
		mark	5.0	/	/
8.0	• Sick	Tom	8.0	/	/

3-4-24 41°/56° Cldy

Jay
8.25 5:45 - 2:30

Admin

Pay Bills

Site Walk at Community Center

Monthly BOS Report

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Compaction at T.S.	Mark	1.0	/	Loader
8.0	• Shop:	Zach	8.0	/	Shop tools
	• Work on Back Hoe Lt Frnt Wheel	Rich	1.0	/	
7.0	• Continue Tree Trimming	Rich	7.0	/	Trk 4
		Mark	7.0	/	Chipper Saws
8.0	• Sick	Tom	8.0	/	/

3-5-24

38°/48°

Rain

Jay 5:45 - 3:30

9.25

Trk 1

- Admin
- Pay Bills
- Pick up Back Hoe Parts - Wallingford
- Check Progress new Plow Truck - E. Hartford
- Move Cabinet in Community Room @ Town Hall
- OSHA 10 Regs Regarding Municipality

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
7.0	• Chk/Clear Catch Basins & Waterways	Rich Zach Mark	2.0 7.0 7.0	/	Trk 5 Trk 4
1.0	• Move Cabinet at Town Hall - All Staff	Rich Zach Mark	1.0 1.0 1.0	/	Hand truck
8.0	• Sick	Tom	8.0	/	/

3-6-24

42°/56°

Cloudy

Fri 5:45 - 3:00

Trk 4

- Admin
- Clean Break/Bath/Office Areas
- Inspections
- Mark Out For Trees
- Tennett in for Tree Removals
- Distinctive Log Truck in for Wood Pick up from:
 - Log Jamb in Hop River at Bunker Hill Bridge
 - Areas Around Town from Tree Removals

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	<ul style="list-style-type: none"> • Assist Distinctive at: <ul style="list-style-type: none"> - Bunker Hill Bridge - Other Areas Around Town 	Zach	2.0	/	loader Trk 4
		Rich	2.0		
		Mark	2.0		
		Zach	6.0	/	Trk 7
2.0	<ul style="list-style-type: none"> • Hand Dig Hole For Ballard Behind Fire House 	Rich	2.0	/	Trk 4 Hand Tools
		Mark	2.0		
4.0	<ul style="list-style-type: none"> • Clean up Plow damage Areas 	Rich	4.0	/	Trk 4 Hand Tools
		Mark	4.0		
8.0	• Sick	Tom	8.0	/	/

3-7-24 42°/47° ^{Am} Rain - Cloudy

Jay 5:45 - 2:30

8.25

Trk 1

- Admin
- Pay Bills
- Budget Reconciliation
- Mark For Tree Removals
- Tennett in for Tree Removals

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
1.0	• Trash Compaction at T.S.	Mark	1.0	/	Loader
	Shop:				
8.0	• Backhoe Repair R+ Frnt Wheel	Zach Rich	8.0 8.0	/	/
7.0	<ul style="list-style-type: none"> • Clean up • Pick up Parts & Supplies Wallingford / East Windsor / Willimantic	mark	7.0	/	Trk 4
8.0	• Sick	Tom	8.0	/	/

3-8-24 32°/54° Mstly sunny

Jay 8.75
5:30 - 2:45

Trk 1

- Admin
- Install ballard at Firehouse for A/c Pad
- Inspections
- Mark out Trees
- Tennett in For Tree Removals

<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
Shop: 3.0 • Finish Repair of Backhoe	Zach	3.0	/	Shop Tools
Site work: 8.0 • Install ballards for Propane Tank Project	Rich Mark Jay Zach	8.0 8.0 3.0 5.0	<u>Ballards</u> 4 Precast 1 Pour in Place 4 Spoils 8 bags Concrete mix	Trk 4 Excavator Trk 7 mixer Hand Tools
8.0 • Sick	Tom	8.0	/	/

3-11-24 29°/43° Snow Showers - Mostly Cloudy - Gusty Winds

Jay 4:00 AM - 3:00 PM
10.5

Trk 1

- Ck/Weather - Temps - Rds : Air & Rd temps at +/- Freezing
- Light Snow Fell overnight now Flash Freeze where accumulated.
- Call in Crew 4:15 AM - Spot Treat Roads & Parking Lots
- Treat Side walks
- Admin
- Office work

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
4.0	• Ck Rds for Icing	Rich Zach Mark	4.0 4.0 4.0	12 yds Salt	Trk 3 Trk 7 Trk 10 Loader
1.0	• Trash Compaction at T.S.	Zach	1.0	/	Backhoe
	Site work:				
3.0	• Backfill around Ballards at Propane Tank Project	Mark Rich Zach	3.0 3.0 3.0	2 Loads Gravel	Excavator Trk 3 Trk 4 Compactor
2.5	• Wash/Clean Snow Equip	Rich Mark Zach	2.5 2.5 1.5	/	Trk 3 Trk 10 Trk 7
8.0	• Sick	Tom	8.0	/	/

3-12-24 37°/54°

Sunny

Jay 5:45 - 3:30

Trk 1
Excavator

9.25

- Admin
- Sitework at Firehouse - Propane Tank Project
- Meet w/ Resident at #167 Lake Rd - Drainage Concern

	Job	Staff	Time	materials	Equip
6.0	Sitework at Firehouse: • BackFill Area around New Propane Tank Pad, drainage outlet and behind shed - Grade to woodline	Mark Rich Jay	2.0 2.0 6.0	Loads Process-1 Dirty Gravel-9 Tailings - 2	Trk 1 Excavator
	Work at Pit: • Receive Spoils and load Gravel for Contractor working at Senior Center • Receive Spoils and load Material for backfill at Propane Tank Project	Mark	6.0	Loads Tri-Axle 5 - In 5 - out Andover 12 - In 12 - out	Loader
	Haul Material: • To and from Shop, Pit or Jobsite • Restock Gravel at shop from Pit	Zach Rich	8.0 6.0	Loads Millings - 3 Spoils - 7 Dirty Topsoil - 4 Gravel - 6	Trk 7 Trk 5
8.0	• Sick	Tom	8.0	/	/

3-13-24

31°/60°

Sunny

Jay 5:45 - 2:45

7:00^{PM} - 8:15^{PM}

BOF Meeting

Trk 1

9.75

- Admin
- Site Work behind Firehouse - Propane Tank Project
- Meet w/ Eric - work schedule
- Meet w/ Tony from Tennett Tree - Review Tree work
- Tennett Tree in for Removals

	Job	staff	Time	Materials	Equip
5.0	Site work at Firehouse: • Backfill Area at Propane tank Project - Grade to wood line	Jay	5.0	Loads Dirty Fill - 6 Topsoil - 2	Excavator Trk 1
7.5	Work at Pit: • Receive spoils & load Gravel for Contractor at Senior Center • Load Material for Shop & Propane Tank Project	Mark Zach	7.5 .5	Loads Tri-Axle 6 - In 6 - out Andover 13 - In 14 - out	Loader
8.0	Haul Material: • To and From Shop, Pit, or Jobsite • Restock Gravel at Shop	Rich Zach	8.0 7.5	Loads Millings - 2 Gravel - 15 Pecastone - 4 Dirty Fill - 6	Trk 5 Trk 7
.5	• Sick	Mark	.5	/	/
8.0	• Sick	Tom	8.0	/	/

3-14-24 33°/66° Mstly Sunny

Jay 6:00 - 3:45
9.25

Trk 1
Excavator

- Admin
- office work
- Tree Inspections - Mark out for Removals
- Site work behind fire house - Propane Tank Project
- Tennett in for Removals

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Compaction at T.S.	Zach	1.0	/	Back Hoe
	Site work at firehouse:				
4.0	• Back Fill at Propane Tank Project Grade to woodline	Jay	4.0	Loads Topsoil-1	Excavator Trk 1
	Work at Pit:				
8.0	• Recieve Spoils & load Gravel	mark Zach	6.5 1.5	Loads Tri-Axle 3 - In 10 - out Answer 5 - In 16 - out	Loader
	Haul Material:				
8.0	To/From Shop, Pit or Jobsite	Rich Zach	8.0 5.5	Loads Peastone - 4 Gravel - 14 Top Soil - 3	Trk 3 Trk 10
1.5	• Sick	Mark	1.5	/	/
8.0	• Sick	Tom	8.0	/	/

3-15-24 45°/61° Cldy

Jay 5:30 -

Trk 1
Excavator

- Admin
- Office work
- Inspections
- Site work behind Firehouse - Propane Tank Project
- Pick up seed supplies - South Windsor
- Tennett Tree in for Removals

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	Work at Pit: • Load Gravel & Other Material	Mark	8.0	<u>Loads</u> Tri-Axle 0 - In 10 - Out <u>Andover</u> 0 - In 21 - Out	Loader
8.0	Haul Material: • From Pit to Shop or Jobsite	Rich Zach	8.0 8.0	<u>Loads</u> Gravel - 17 Topsoil - 4	Trk 5 Trk 10
3.0	Site Work at Firehouse: • Back Fill at Propane tank Project	Jay	3.0	1 Load Topsoil	Trk 1 Excavator
8.0	• Sick	Tom	8.0	/	/

3-18-24 37°/46° Pttly Cldy

Jay 5:45 - 3:00

8.75

Trk 1

- Admin
- Pay Bills
- Set up Road Closure for Tree Removal - Cider Mill Rd
- Inspections

- Tennett Tree in for Removals

	<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	[<ul style="list-style-type: none">• Push up Salt deliveries• Work at Pit- Organize & Build Through Road]	Mark	8.0	144 Ton Salt	Loader
8.0	[<ul style="list-style-type: none">• Tree Work - wood Pick up]	Tom	7.0		Excavator
		Zach	8.0	7 Loads wood	Trk 4 saws
		Rich	8.0		Trk 3 Trk 10

3-19-24 30°/44° Mstly Sunny

Jay
6.75 5:45 - 12:30 Dr Appointment

- Admin
- Tree Inspections
- Office work

Trk 1

- Tennett in for Tree Removals

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
	Tree Work:				
8.0	• Pick up Wood from Tree Removals Bunker Hill	Tom Rich Zach	8.0 8.0 8.0	8 Loads wood	Trk 4 Saws Excavator Trk 3 Trk 10
	Work at Pit:				
8.0	• Continue build Road to upper level.	Mark	8.0	/	Loader

3-20-24 35°/50°

Mstly Cldy

Jay 5:45 - 3:00

8.75

Trk 1

- Admin
- Tree Inspections
- Office work
- Tennett in For Tree Removals

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.5	• Trash Run & Pick up bulbs From School	Tom Zack	1.5 1.5	/	Truck 4
8.0	• Tree work: Pick up wood From tree Removals Bunker Hill Gilead Rd	Rich Tom Zack	8.0 6.5 6.5	4 Loads wood	Trk 3 Excavator Trk 4 ChainSaw Trk 10
8.0	• Work at Pit: Continue Build Rd to upper level	Mark	8.0	/	Loader

3-21-24 27°/37°

Some sun - Windy

Jay
8.0

8:15 - 3:15

AM
Dr Appointment

6:30^{PM} - 8:00^{PM} CIP meeting

Trk 1

- Admin
- Pay Bills
- Tree Inspections
- Meet w/Eric

- Tennet in for Tree Removals

	<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
8.0	Shop:				
	• Fabricate bucket Attachment for backhoe to Grade under guardrails	Tom	7.0		
	• Work on Making ready for Auction Surplus Equip	Mark	8.0	Shop Supplies	Shop Tools
	• Misc Shop work	Rich	8.0		
		Zach	8.0		
.5	• Sick	Zach	.5	/	/

3-22-24

22°/44°

Mstly Sunny

Jay

5:45 - 3:00

9.25

Trk 1

- Admin
- Office Work
- Meeting w/Eric at Transfer Station - Cardboard Dumpster
- Meeting w/Resident at #27 Hender Rd - Discuss Driveway
- Inspections

- Tennett in for Tree Removals

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	Shop:				
	• Continue Make Ready for Auction	Rich	6.0		
	Surplus Equip	Zach	6.0	Shop Supplies	Shop Tools
	• Continue Fabrication Attachment for back Hoe	Tom Mark	8.0 8.0		
2.0	• Secure Jobsite for Weekend	Rich	2.0	1 bag Mortar	Trk 4 Hand Tools
	Rain Propane Tank Project - Mortar Curb	Zach	2.0		

3-23-25

Notified by Eric 1:34^{PM} that there was a Compactor fire at the Transfer Station. Fire Dept. Responded and put it out and need Public Works to come and pull dumpster away from Compactor and clean up area as needed.

Call in crew 1:40^{PM}

Tom	}	3.0 hrs	Back Hoe
Mark			Trk 4
			Hand Tools

3-23-24

Light Rain turning to Heavy Rain

Trk 1

Jay 3:30^{AM} Received Weather Alert:

- 1.5
- Temps below Freezing - Light Rain Falling - Could have Icing
 - Ck Roads Air Temps below Freezing and Road Temps above Freezing. Rain is getting heavier preventing any Icing
 - 5:00^{AM} dismissed

• 4 +/- inches Heavy Rain Throughout the Day

- 2.25
- 5:45^{PM} Ck Roads for Flooding and Other drainage Issues. No Major Issues Found, water level in the Hop River up but ok. Do not expect any Road Flooding/Closures
 - 8:00^{PM} dismissed

- Rest of Evening/Night Monitor Weather (From Home).
- Rain is supposed to subside/End by 10^{PM} and winds 15 MPH +/- to Hopefully Dry Roads overnight as Temps drop into the 20's.
- Good chance for Icing to Occur Pre-dawn hours due to areas of poor drainage
- Will Check Roads Early Morning

3-24-25 CK Roads for Icing - Temps below freezing

Jay
4.25

3:00 AM - 7:15 AM

Trk 1

CK Roads

Roads dried due to overnight winds
but poor drainage areas and runoff from
yesterday's Rain causing Icing various places.

4:15 AM Call in Two crew members

CK and spot treat as needed all Roads

3.0

Rich 3 hrs 6 yards salt
Zach

7:15 AM Crew Dismissed

3-25-24 28°/47° Prtly cldy

Jay 5:30 - 3:00

Trk 1

- 9.0
- Admin
 - Payroll
 - Pick up New Trailer From Dealer - 20 Ton Equipment Trailer
 - File All paperwork For Town Records - " "
 - OFFICE work

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.5	• Trash Compaction at T.S.	Mark	1.5	/	Back Hoe
2.5	• Ck Rds for Icing - Spot Treat	Tom Rich Zach	2.5 2.5 2.5	4 yds Salt	Trk 10 Trk 3 Trk 5
3.0	• Pick up new Equip Trailer	Rich Jay	3.0 3.0	/	Trk 3
5.0	• Clean Equip/Trks	Zach Mark	3.0 2.0	/	Trk 5 Trk 10
2.0	• Work on Back Hoe Attachment	Tom	2.0	Shop Supplies	Shop tools
2.5	• Set up New Trailer	Tom Mark Rich	2.5 2.5 2.5	/	shop tools
1.0	• Sick	Tom	1.0	/	/
2.0	• Sick	Mark	2.0	/	/
2.5	• Sick	Zach	2.5	/	/

} Dr. Appointments

3-26-24 35°/43° Cldy

Jay 5:45 - 4:15

Trk 1

10.0

- Admin
- Office work
- Get CBYD Notifications up and Running
- Check CBYD Ticket Notifications
- Call Driveway Companies For Permits

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
5.5	• Work on New Trailer Set up	Tom Mark	5.5 5.5	Shop Supplies	Shop Tools
2.5	• Clean up Sediment/Road debris at End of Sunset Lane	Tom Mark	2.5 2.5	1 Load Spoils	Backhoe Trk 10
8.0	• Sick	Rich	8.0	/	/
8.0	• Sick	Zach	8.0	/	/

3-27-24

36°/63°

Cldy

Jay

5:45 - 1:00

6.75

Trk 1

- Admin
- Clean Office/Break/Bath Room Areas
- Meet w/Lynn go over New CBVD notification system
- Pick up Supplies

- Tennett in for Removals

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Run	Rich Mark	1.0	/	Trk 4
2.0	• Pick up Supplies	Rich	2.0	Pot Hole Patch Steel	Trk 4
5.0	• Pot Hde Patching • Fill Erosion Areas side of Road	Rich	5.0	20 Bags Pot hole Patch	Trk 4
		Mark	5.0	1 yard stone	Hand Tools
8.0	• work on Trailer set up	Tom	8.0	Shop materials	Shop Tools
		Mark	2.0		
8.0	• Sick	Zach	8.0	/	/

3-28-24 46°/49° "Rain"

Jay 5:30 - 3:30

9.5

- Admin
- Pay Bills
- Lower Flags
- Meeting w/Eric - Non Compliant Contractors

Trk 1

- Tennett in for Removals

	<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	• Work on new Trailer Setup	Tom	7.0	Shop materials	shop tools
8.0	• Ck/clear waterways	Rich Mark	8.0 8.0	/	Trk 4
8.0	• Sick	Zach	8.0	/	/

ANDOVER SENIOR TRANSPORTATION
MONTH OF MARCH 2024

Dated 4/1/2024
Cathy Palazzi
Senior Coordinator

Drug tests – One

- Medicals 63
 - Events (5) - (2) Friday lunch, (1) Movie, (1) Aquaturf -St. Patrick's lunch, (1) Shopping Day at Clinton Crossing.
 - Maintenance (3) 2024 RAV 4 oil change, 2014 Dodge van – small evaporation leak and leak at gas cap lubricated and sealed and oil change. 2017 Ford Bus – new flaps front and back and new wipers.
 - Incident Log None
 - Disabled 13 Passengers riding who require equipment or ramp to enter and exit bus.
 - Veterans 5 - Medical trips to VA in Newington
 - Meetings 2 - YAH Meetings
 - Shopping 4 trips (one per week) (6) seniors.
 - Food Share 2 trips per month – (6) people riding.
 - Food Pantry 2 trips per month – (11) people on Monday nights, (1-2) people on Wednesdays If more people do not use Wednesday food pantry we will need to stop that morning run and do Mondays only.
-
- Senior Transportation vehicles had 2014 van ramp certified in March for annual inspection. Will be taking 2017 bus in April.
 - We service (13) handicap people regular basis including weekly trips to the VA.
 - Two seniors we drive 3-5 days a week for cancer treatment.
 - (4) seniors having PT treatment three times per week.
 - Bus transportation continues to drive our seniors, disabled and veterans to their medical appointments, meetings, movies, luncheons, town meetings, shopping, food share, food pantry, and voting days.
 - Currently we have a totally disabled individual whom we take shopping on a separate day as he requires special care and stores for his needs. Caregiver goes with him.
 - We take a disabled child to and from AES each school day.
 - We expect to take delivery of our new bus on Tuesday, April 2nd. Special thank you to Scott Person for his helping and encouraging me with paperwork and decisions on this bus when Eric Anderson was on medical leave.
 - Carol Lee has been an extraordinary person in taking over the Trip Events for the seniors. She has managed to open more trips at lower costs to seniors and making the town budget money go twice as far. All the seniors are greatly impressed and have shared with me their thanks to her for a Class A job. Thank you Carol.

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