

**Town of Andover  
Board of Selectmen  
Regular Meeting**  
Monday, August 14th at 7:00 P.M.  
Location: Virtual Zoom meeting

Regular Meeting Agenda

**Zoom Directions:**

Click here to join by computer for video/audio: <https://us02web.zoom.us/j/86447737962>

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

Meeting ID: 864 4773 7962

Passcode: 426288

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

1. Call to Order/Pledge of Allegiance
2. Public Speak
3. Additions/Deletions to the Agenda
4. Burnap Brook Lot Line Agreement Discussion with all Parties
5. 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
6. Board and Commission Presentations
  - a. Board and Commission appointment responses
7. Appointments
8. Resignations
9. Town Administrator's Report
10. Old Business Discuss and act upon the following:
  - a. Status of the Community Center RFP Contract signing
  - b. Discussion of Blight and level of involvement
  - c. Stiff Account Update
  - d. Long Hill/Memorial Field Signage
  - e. Revised Mapping for community center
  - f. Contract for Planner services
  - g. Grant for State local bridge Program
    1. How to proceed
11. New Business Discuss and act upon the following:
  - a. Life insurance MOA with town administrator
  - b. Andover Personnel Policy discussion
  - c. LTD policy for employees
  - d. STEAP grant Approval resolution
  - e. Tax Collector MOU
  - f. Homeland security grant to DEMS

- g. Speed sign
- h. Acknowledge Town Resident Bill Penn

12. Approval of Meeting Minutes

- a. July 10, 2023 Regular Meeting

13. Tax Collector's Report

- a. Refunds Requests

14. Department Reports

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

15. Correspondence

16. Executive Session

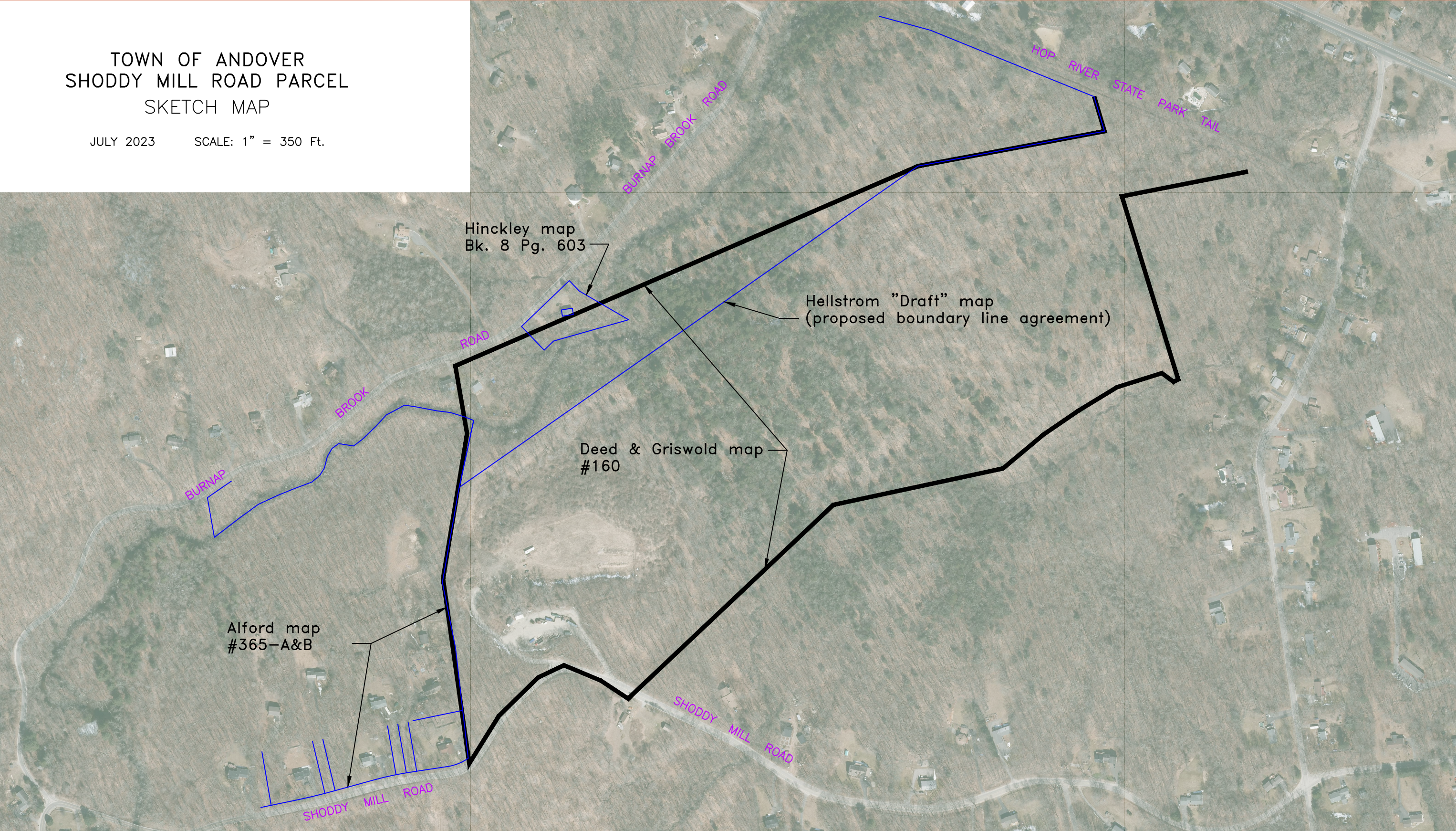
- a. Union Negotiations
- b. Andover's Finest

17. Public Speak

18. Adjournment

TOWN OF ANDOVER  
SHODDY MILL ROAD PARCEL  
SKETCH MAP

JULY 2023 SCALE: 1" = 350 Ft.



Hinckley map  
Bk. 8 Pg. 603

Hellstrom "Draft" map  
(proposed boundary line agreement)

Deed & Griswold map  
#160

Alford map  
#365-A&B

BURNAP  
BROOK

ROAD

HOP RIVER  
STATE PARK  
TRAIL

BURNAP  
BROOK  
ROAD

SHODDY  
MILL  
ROAD

SHODDY  
MILL  
ROAD

# **Treasurer's Report**

**5.**

Town of Andover  
Interim Budget vs. Actual

July 2023

	Jul 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4100 - PROPERTY TAX REVENUE</b>				
000-101 - 41101 Current Year Taxes	3,160,415.40	9,943,528.00	-6,783,112.60	31.8%
000-108 - 41105 Prior Taxes	0.00	155,000.00	-155,000.00	0.0%
000-104 - 41901 Liens Taxes	0.00	5,200.00	-5,200.00	0.0%
000-103 - 41901 Interest Taxes	0.00	61,000.00	-61,000.00	0.0%
000-239 - 43900 Telecom Personal Prop Tax	0.00	5,000.00	-5,000.00	0.0%
<b>Total 4100 - PROPERTY TAX REVENUE</b>	<b>3,160,415.40</b>	<b>10,169,728.00</b>	<b>-7,009,312.60</b>	<b>31.1%</b>
<b>4300 - INTERGOVERNMENTAL REVENUES</b>				
000-222 - 43300 Municipal grants in aid	0.00	2,620.00	-2,620.00	0.0%
000-223 - 43800 Mash-Pequot Funds	0.00	6,680.00	-6,680.00	0.0%
000-226 - 43500 State Miscellaneous	145.00	6,000.00	-5,855.00	2.4%
000-227 - 43500 Municipal Stabilization	0.00	43,820.00	-43,820.00	0.0%
000-235 - Neglected Cemetery Grant	0.00	5,000.00	-5,000.00	0.0%
000-238 - 43300 Disabled Programs	0.00	400.00	-400.00	0.0%
000-209 - 43600 - PILOT State Property	0.00	10,830.00	-10,830.00	0.0%
900-219 - 43800 ECS Funds	0.00	2,004,782.00	-2,004,782.00	0.0%
<b>Total 4300 - INTERGOVERNMENTAL REVENUES</b>	<b>145.00</b>	<b>2,080,132.00</b>	<b>-2,079,987.00</b>	<b>0.0%</b>
<b>4400 - CHARGES FOR SERVICES</b>				
000-801 - 44867 Miscellaneous Revenue	50.40	3,000.00	-2,949.60	1.7%
000-803 - 44867 Rentals	0.00	10,000.00	-10,000.00	0.0%
100-407 - 44102 Clerk Fees	0.00	55,000.00	-55,000.00	0.0%
700-413 - 44403 Transfer Station	0.00	44,200.00	-44,200.00	0.0%
700-415 - 44403 Waste Redemption	696.89	1,000.00	-303.11	69.7%
800-405 - 44705 Building & Land Use Fees	0.00	68,000.00	-68,000.00	0.0%
<b>Total 4400 - CHARGES FOR SERVICES</b>	<b>747.29</b>	<b>181,200.00</b>	<b>-180,452.71</b>	<b>0.4%</b>
<b>4600 - INVESTMENT INTEREST</b>				
000-303 - 46101 Interest	0.00	3,000.00	-3,000.00	0.0%
<b>Total 4600 - INVESTMENT INTEREST</b>	<b>0.00</b>	<b>3,000.00</b>	<b>-3,000.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>3,161,307.69</b>	<b>12,434,060.00</b>	<b>-9,272,752.31</b>	<b>25.4%</b>
<b>Expense</b>				
<b>4700 - EDUCATION</b>				
901-527 - 58250 RHAM Education	277,671.00	4,493,413.00	-4,215,742.00	6.2%
901-595 - 28900 AES BOE	15,943.53	4,234,796.00	-4,218,852.47	0.4%
<b>Total 4700 - EDUCATION</b>	<b>293,614.53</b>	<b>8,728,209.00</b>	<b>-8,434,594.47</b>	<b>3.4%</b>
<b>TOWN DEPARTMENTS</b>				
<b>4113 - TOWN ADMINISTRATOR</b>				
102-100 - 51000 Town Administrator	6,977.89	92,925.00	-85,947.11	7.5%
102-101 - 51000 Admin Assistant	1,154.13	22,650.00	-21,495.87	5.1%
102-330 - 55990 Conference/Seminar	0.00	300.00	-300.00	0.0%
102-535 - 55300 Mobile Phone	71.13	854.04	-782.91	8.3%
102-580 - 55800 Mileage	100.00	1,200.00	-1,100.00	8.3%
<b>Total 4113 - TOWN ADMINISTRATOR</b>	<b>8,303.15</b>	<b>117,929.04</b>	<b>-109,625.89</b>	<b>7.0%</b>
<b>4137 - TREASURER/FINANCIAL</b>				
109-100 - 51000 Treasurer Salary	0.00	15,500.00	-15,500.00	0.0%
109-120 - 51000 Treasurer Clerk Wages	1,711.88	42,900.00	-41,188.12	4.0%
109-330 - 55990 Conference/Seminar	0.00	500.00	-500.00	0.0%
109-610 - 56120 Office Supplies	0.00	200.00	-200.00	0.0%
<b>Total 4137 - TREASURER/FINANCIAL</b>	<b>1,711.88</b>	<b>59,100.00</b>	<b>-57,388.12</b>	<b>2.9%</b>
<b>4147 - TOWN CLERK</b>				
117-100 - 51000 Town Clerk Salary	4,143.43	55,000.00	-50,856.57	7.5%
117-101 - 51000 Town Clerk Supplemental	0.00	6,000.00	-6,000.00	0.0%
117-120 - 51000 Asst Town Clerk Salary	1,940.00	27,824.00	-25,884.00	7.0%
117-330 - 59900 Conference/Seminar	0.00	1,000.00	-1,000.00	0.0%
117-335 - 52900 Training	0.00	2,000.00	-2,000.00	0.0%
117-438 - 54300 Equip Maint	0.00	540.00	-540.00	0.0%
117-580 - 55800 Mileage	0.00	400.00	-400.00	0.0%
117-610 - 56120 Office Supplies	0.00	1,400.00	-1,400.00	0.0%
117-612 - 53520 Land Records	722.60	10,500.00	-9,777.40	6.9%
117-616 - 55500 Maps Filming & Indexing	0.00	600.00	-600.00	0.0%
117-810 - 58100 Membership	50.00	520.00	-470.00	9.6%
117-865 - 55900 Vital Statistics	0.00	300.00	-300.00	0.0%
117-885 - 55900 Historic Doc. Restoration	0.00	6,500.00	-6,500.00	0.0%
<b>Total 4147 - TOWN CLERK</b>	<b>6,856.03</b>	<b>112,584.00</b>	<b>-105,727.97</b>	<b>6.1%</b>
<b>4135 - TAX COLLECTOR</b>				
111-100 - 51000 Tax Collector Salary	3,861.28	48,928.00	-45,066.72	7.9%
111-330 - 55990 Conference/Seminar	120.00	1,000.00	-880.00	12.0%
111-438 - 53510 Contract Software Maint	6,422.07	12,950.00	-6,527.93	49.6%
111-610 - 56120 Office Supplies	0.00	500.00	-500.00	0.0%
111-810 - 58100 Membership	125.00	190.00	-65.00	65.8%
<b>Total 4135 - TAX COLLECTOR</b>	<b>10,528.35</b>	<b>63,568.00</b>	<b>-53,039.65</b>	<b>16.6%</b>
<b>4131 - ASSESSOR</b>				
113-100 - 51000 Assessor Salary	2,349.11	30,974.00	-28,624.89	7.6%
113-120 - 51000 Asst Assessor Salary	2,993.37	39,469.00	-36,475.63	7.6%
113-335 - 52900 Training	0.00	750.00	-750.00	0.0%
113-438 - 53510 Contract Software Maint	16,991.63	20,669.52	-3,677.89	82.2%
113-580 - 55800 Mileage	0.00	500.00	-500.00	0.0%
113-610 - 56120 Office Supplies	0.00	825.00	-825.00	0.0%
113-612 - 56400 Book/Subscriptions	0.00	775.00	-775.00	0.0%
<b>Total 4131 - ASSESSOR</b>	<b>22,334.11</b>	<b>93,962.52</b>	<b>-71,628.41</b>	<b>23.8%</b>
<b>4149 - REGISTRARS</b>				
125-100 - 51000 Registrars Salary	0.00	12,978.00	-12,978.00	0.0%
125-120 - 51000 Asst Registrars Salary	0.00	1,085.15	-1,085.15	0.0%
125-330 - 55990 Conference/Seminar	0.00	1,200.00	-1,200.00	0.0%
125-335 - 52900 Training	0.00	3,500.00	-3,500.00	0.0%
125-580 - 55800 Mileage	0.00	525.00	-525.00	0.0%
125-610 - 56120 Office Supplies	0.00	315.00	-315.00	0.0%
<b>Total 4149 - REGISTRARS</b>	<b>0.00</b>	<b>19,603.15</b>	<b>-19,603.15</b>	<b>0.0%</b>

Town of Andover  
Interim Budget vs. Actual

July 2023

	Jul 23	Budget	\$ Over Budget	% of Budget
<b>4197 - ELECTIONS</b>				
121-100 - 51000 Election Salaries	0.00	17,820.00	-17,820.00	0.0%
121-335 - 52900 Training	0.00	725.00	-725.00	0.0%
121-438 - 54300 Equip Maint	750.00	3,000.00	-2,250.00	25.0%
121-610 - 56010 Supplies	0.00	10,000.00	-10,000.00	0.0%
121-800 - 55800 Misc/Canv	0.00	120.00	-120.00	0.0%
121-830 - 52900 Meals	0.00	910.00	-910.00	0.0%
<b>Total 4197 - ELECTIONS</b>	<b>750.00</b>	<b>32,575.00</b>	<b>-31,825.00</b>	<b>2.3%</b>
<b>4211 - BUILDING DEPARTMENT</b>				
807-105 - 51000 Blding Dept - Shared Wage	0.00	23,900.00	-23,900.00	0.0%
807-100 - 51000 Wages IWC	636.60	17,030.00	-16,393.40	3.7%
817-100 - 51000 Zoning Agent Salary	1,359.18	26,181.46	-24,822.28	5.2%
807-120 - 51000 Bldg Dept Admin Asst	891.41	24,249.41	-23,358.00	3.7%
803-100 - 51000 Town Planner Wages	0.00	36,000.00	-36,000.00	0.0%
807-438 - 54300 Equipment Maint	275.66	1,500.00	-1,224.34	18.4%
807-580 - 55800 Mileage	0.00	1,200.00	-1,200.00	0.0%
807-612 - 56400 Books & Manuals	0.00	500.00	-500.00	0.0%
807-610 - 56120 Office Supplies	0.00	550.00	-550.00	0.0%
807-890 - 58100 PermitLink Fees	0.00	4,500.00	-4,500.00	0.0%
807-901 - 57300 Equipment	0.00	250.00	-250.00	0.0%
<b>Total 4211 - BUILDING DEPARTMENT</b>	<b>3,162.85</b>	<b>135,860.87</b>	<b>-132,698.02</b>	<b>2.3%</b>
<b>4501 - LIBRARY</b>				
001-100 - 51000 Library Payroll	3,081.78	80,521.19	-77,439.41	3.8%
001-800 - 56420 Library Operations	0.00	28,339.00	-28,339.00	0.0%
<b>Total 4501 - LIBRARY</b>	<b>3,081.78</b>	<b>108,860.19</b>	<b>-105,778.41</b>	<b>2.8%</b>
<b>4145 - CIVIL PREPAREDNESS</b>				
135-100 - 51000 Civil Preparedness Salary	0.00	771.75	-771.75	0.0%
135-335 - 52900 Training	0.00	350.00	-350.00	0.0%
135-435 - 54420 Shared CERT Vehicle	0.00	1,000.00	-1,000.00	0.0%
135-730 - 56900 Supplies & Equipment	0.00	850.00	-850.00	0.0%
<b>Total 4145 - CIVIL PREPAREDNESS</b>	<b>0.00</b>	<b>2,971.75</b>	<b>-2,971.75</b>	<b>0.0%</b>
<b>Total TOWN DEPARTMENTS</b>	<b>56,728.15</b>	<b>747,014.52</b>	<b>-690,286.37</b>	<b>7.6%</b>
<b>TOWN EXPENSES</b>				
<b>4213 - TOWN OFFICE BUILDING</b>				
129-315 - 53010 Payroll Services	22.00	7,000.00	-6,978.00	0.3%
129-350 - 54410 Water Testing	0.00	500.00	-500.00	0.0%
129-365 - 54010 Elevator Service Contract	0.00	2,350.00	-2,350.00	0.0%
129-401 - 58100 Elevator Permit	0.00	2,400.00	-2,400.00	0.0%
129-442 - 53500 Computer Tech Support	0.00	11,461.00	-11,461.00	0.0%
129-432 - 54301 Building Maint	26.10	4,250.00	-4,223.90	0.6%
129-434 - 54301 Furnace Maintenance	0.00	500.00	-500.00	0.0%
129-439 - 535100 Software Maint	0.00	9,000.00	-9,000.00	0.0%
129-443 - 55990 Website Fees	0.00	4,731.00	-4,731.00	0.0%
129-444 - 55510 Copier Rental	223.32	2,680.00	-2,456.68	8.3%
129-490 - 54302 Alarm Monitoring	50.24	500.00	-449.76	10.0%
129-493 - 53520 Tolland 911 Dispatch	11,656.00	12,665.00	-1,009.00	92.0%
129-530 - 55300 Telephone	489.56	4,920.00	-4,430.44	10.0%
129-531 - 55301 Postage	0.00	7,000.00	-7,000.00	0.0%
129-533 - 55301 Postage Meter Rental	0.00	600.00	-600.00	0.0%
129-537 - 55300 Internet Cable	0.00	1,500.00	-1,500.00	0.0%
129-550 - 55500 Printing	0.00	1,600.00	-1,600.00	0.0%
129-601 - 56220 Electricity	0.00	12,000.00	-12,000.00	0.0%
129-603 - 56240 Fuel Oil	0.00	5,000.00	-5,000.00	0.0%
129-609 - 57300 Equipment	0.00	750.00	-750.00	0.0%
129-610 - 56120 Office Supplies	1,000.00	3,500.00	-2,500.00	28.6%
129-652 - 56010 Janitorial Supplies	0.00	2,000.00	-2,000.00	0.0%
129-735 - 54320 Computer Repair/Service	0.00	2,100.00	-2,100.00	0.0%
<b>Total 4213 - TOWN OFFICE BUILDING</b>	<b>13,467.22</b>	<b>99,007.00</b>	<b>-85,539.78</b>	<b>13.6%</b>
<b>4199-A - ADVERTISING</b>				
127-540 - 55400 Legal Ads-Advertising	418.00	5,500.00	-5,082.00	7.6%
<b>Total 4199-A - ADVERTISING</b>	<b>418.00</b>	<b>5,500.00</b>	<b>-5,082.00</b>	<b>7.6%</b>
<b>4157 - INSURANCE</b>				
137-500 - 55200 Insurance	24,511.00	113,047.00	-88,536.00	21.7%
<b>Total 4157 - INSURANCE</b>	<b>24,511.00</b>	<b>113,047.00</b>	<b>-88,536.00</b>	<b>21.7%</b>
<b>4117 - EMPLOYEE BENEFITS</b>				
141-205 - 52200 SS & Med	5,249.83	84,728.55	-79,478.72	6.2%
141-210 - 52600 Unemployment Comp	282.73	10,000.00	-9,717.27	2.8%
141-215 - 52100 Health/Dental Ins	18,576.02	165,999.92	-147,423.90	11.2%
141-223 - 52950 Disability	237.02	3,000.00	-2,762.98	7.9%
141-225 - 52900 Life Insurance	101.40	1,500.00	-1,398.60	6.8%
141-230 - 52300 Retirement MERF	4,527.96	131,995.00	-127,467.04	3.4%
141-280 - 53070 CDL, Physicals, Drug Tes	0.00	750.00	-750.00	0.0%
141-290 - 52300 Amort MERF	0.00	131.00	-131.00	0.0%
141-295 - 52010 Admin Fee MERF	0.00	3,640.00	-3,640.00	0.0%
<b>Total 4117 - EMPLOYEE BENEFITS</b>	<b>28,974.96</b>	<b>401,744.47</b>	<b>-372,769.51</b>	<b>7.2%</b>
<b>Total TOWN EXPENSES</b>	<b>67,371.18</b>	<b>619,298.47</b>	<b>-551,927.29</b>	<b>10.9%</b>
<b>FACILITIES</b>				
<b>4213-A - OLD TOWN HALL</b>				
123-432 - 54301 Building Maint	0.00	2,500.00	-2,500.00	0.0%
123-490 - 54302 Alarm System	0.00	575.00	-575.00	0.0%
123-601 - 54100 Electricity	0.00	975.00	-975.00	0.0%
<b>Total 4213-A - OLD TOWN HALL</b>	<b>0.00</b>	<b>4,050.00</b>	<b>-4,050.00</b>	<b>0.0%</b>

Town of Andover  
Interim Budget vs. Actual

July 2023

	Jul 23	Budget	\$ Over Budget	% of Budget
<b>4301 - TOWN GARAGE</b>				
309-350 - 53070 Medical/Drug Testing	0.00	550.00	-550.00	0.0%
309-300 - 55990 Conference/Seminar	0.00	700.00	-700.00	0.0%
309-432 - 54301 Building Maint	1,113.97	17,850.00	-16,736.03	6.2%
309-434 - 54300 Furnace Maint	0.00	1,050.00	-1,050.00	0.0%
309-490 - 54302 Alarm System	1,162.50	875.00	287.50	132.9%
309-537 - 55300 Internet Cable	0.00	1,470.00	-1,470.00	0.0%
309-601 - 56220 Electricity	0.00	6,750.00	-6,750.00	0.0%
309-603 - 56240 Fuel Oil	0.00	7,500.00	-7,500.00	0.0%
309-610 - 56100 Office Supplies	0.00	200.00	-200.00	0.0%
309-618 - 56500 Computer Supplies	0.00	350.00	-350.00	0.0%
<b>Total 4301 - TOWN GARAGE</b>	<b>2,276.47</b>	<b>37,295.00</b>	<b>-35,018.53</b>	<b>6.1%</b>
<b>4203-A - OLD FIRE HOUSE</b>				
149-601 - 54100 Electricity	0.00	1,000.00	-1,000.00	0.0%
<b>Total 4203-A - OLD FIRE HOUSE</b>	<b>0.00</b>	<b>1,000.00</b>	<b>-1,000.00</b>	<b>0.0%</b>
<b>Total FACILITIES</b>	<b>2,276.47</b>	<b>42,345.00</b>	<b>-40,068.53</b>	<b>5.4%</b>
<b>OUTSIDE SERVICES</b>				
<b>4125 - AUDITOR/ACTUARY</b>				
105-320 - 53310 Annual Audit	0.00	35,000.00	-35,000.00	0.0%
105-375 - 53310 Actuarial Services	0.00	5,500.00	-5,500.00	0.0%
<b>Total 4125 - AUDITOR/ACTUARY</b>	<b>0.00</b>	<b>40,500.00</b>	<b>-40,500.00</b>	<b>0.0%</b>
<b>4139 - TOWN ATTORNEY</b>				
107-310 - 53020 Legal Retainer	0.00	14,000.00	-14,000.00	0.0%
107-312 - 53020 Assess - Legal	0.00	3,000.00	-3,000.00	0.0%
<b>Total 4139 - TOWN ATTORNEY</b>	<b>0.00</b>	<b>17,000.00</b>	<b>-17,000.00</b>	<b>0.0%</b>
<b>4151 - TOWN ENGINEER</b>				
311-370 - 53300 Consulting Fees-Engineer	0.00	10,000.00	-10,000.00	0.0%
<b>Total 4151 - TOWN ENGINEER</b>	<b>0.00</b>	<b>10,000.00</b>	<b>-10,000.00</b>	<b>0.0%</b>
<b>4161 - PROBATE COURT</b>				
119-800 - 58900 Misc Exp - Probate Court	0.00	3,200.00	-3,200.00	0.0%
<b>Total 4161 - PROBATE COURT</b>	<b>0.00</b>	<b>3,200.00</b>	<b>-3,200.00</b>	<b>0.0%</b>
<b>4177 - CRCOG, CCM, COST</b>				
819-810 - 53010 Cap Region COG/CCM/CO...	0.00	8,500.00	-8,500.00	0.0%
<b>Total 4177 - CRCOG, CCM, COST</b>	<b>0.00</b>	<b>8,500.00</b>	<b>-8,500.00</b>	<b>0.0%</b>
<b>Total OUTSIDE SERVICES</b>	<b>0.00</b>	<b>79,200.00</b>	<b>-79,200.00</b>	<b>0.0%</b>
<b>PUBLIC WORKS/GROUNDS</b>				
<b>4399 - PUBLIC WORKS</b>				
301-100 - 51000 Public Works Salary	11,901.30	321,305.57	-309,404.27	3.7%
301-111 - 51520 Temp PW Salary	0.00	2,500.00	-2,500.00	0.0%
301-112 - 51630 PW OT Salary	0.00	12,500.00	-12,500.00	0.0%
301-391 - 54302 Fire Ext Testing	0.00	650.00	-650.00	0.0%
301-435 - 54301 Vehicle Maint	286.90	33,500.00	-33,213.10	0.9%
301-448 - 51520 Misc Labor/Rental	0.00	1,575.00	-1,575.00	0.0%
301-535 - 55300 Mobile Phone	71.13	852.00	-780.87	8.3%
301-602 - 56260 Diesel	14,385.60	18,425.00	-4,039.40	78.1%
301-603 - 56260 Gasoline	527.44	11,000.00	-10,472.56	4.8%
301-620 - 56010 Supplies	91.48	18,500.00	-18,408.52	0.5%
301-730 - 57300 Equipment	0.00	7,100.00	-7,100.00	0.0%
301-810 - 58100 Membership	0.00	75.00	-75.00	0.0%
<b>Total 4399 - PUBLIC WORKS</b>	<b>27,263.85</b>	<b>427,982.57</b>	<b>-400,718.72</b>	<b>6.4%</b>
<b>4307 - SNOW REMOVAL</b>				
303-130 - 51630 Snow Removal OT	0.00	21,500.00	-21,500.00	0.0%
303-436 - 54301 Ice Maint Bldg	0.00	550.00	-550.00	0.0%
303-642 - 56010 Supplies	0.00	3,200.00	-3,200.00	0.0%
303-643 - 57300 Sanding Equip	0.00	550.00	-550.00	0.0%
303-644 - 54103 Sand	0.00	2,500.00	-2,500.00	0.0%
303-646 - 54103 Salt	0.00	66,250.00	-66,250.00	0.0%
303-830 - 56300 Meals	0.00	700.00	-700.00	0.0%
<b>Total 4307 - SNOW REMOVAL</b>	<b>0.00</b>	<b>95,250.00</b>	<b>-95,250.00</b>	<b>0.0%</b>
<b>4317 - TRANSFER STATION</b>				
701-100 - 51000 Transfer Station Wages	942.50	24,505.64	-23,563.14	3.8%
701-438 - 54300 Maintenance	0.00	2,500.00	-2,500.00	0.0%
701-480 - 54101 Hauling Fees	3,433.38	42,746.08	-39,312.70	8.0%
701-481 - 54101 Bulky Waste	2,474.23	32,620.64	-30,146.41	7.6%
701-493 - 54900 Outdoor Facility	105.00	0.00	105.00	100.0%
701-601 - 56220 Electricity	0.00	3,100.00	-3,100.00	0.0%
701-803 - 54420 Compactor Lease	273.18	3,328.00	-3,054.82	8.2%
701-998 - 54421 Tipping Fees	3,343.58	48,368.32	-45,024.74	6.9%
<b>8401 - RECYCLING</b>				
703-432 - 54421 Hazardous Waste	0.00	3,310.33	-3,310.33	0.0%
703-484 - 54421 Antifreeze Pickup	0.00	200.00	-200.00	0.0%
703-485 - 54421 Used Oil Pickup	338.10	1,500.00	-1,161.90	22.5%
703-488 - 54421 Tire Pickup	792.00	2,000.00	-1,208.00	39.6%
703-807 - 54421 Permits	0.00	970.00	-970.00	0.0%
<b>Total 8401 - RECYCLING</b>	<b>1,130.10</b>	<b>7,980.33</b>	<b>-6,850.23</b>	<b>14.2%</b>
<b>Total 4317 - TRANSFER STATION</b>	<b>11,701.97</b>	<b>165,149.01</b>	<b>-153,447.04</b>	<b>7.1%</b>
<b>4599 - GROUND CARE</b>				
313-420 - 54303 Mowing - Ground Care	0.00	25,000.00	-25,000.00	0.0%
313-422 - 54900 Beautification	0.00	2,510.00	-2,510.00	0.0%
313-424 - 54900 Old Cemetary Maint	0.00	7,000.00	-7,000.00	0.0%
<b>Total 4599 - GROUND CARE</b>	<b>0.00</b>	<b>34,510.00</b>	<b>-34,510.00</b>	<b>0.0%</b>
<b>4311 - STREET LIGHTING</b>				
305-410 - 56220 Street Lighting	0.00	10,360.00	-10,360.00	0.0%
<b>Total 4311 - STREET LIGHTING</b>	<b>0.00</b>	<b>10,360.00</b>	<b>-10,360.00</b>	<b>0.0%</b>

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

July 2023

	Jul 23	Budget	\$ Over Budget	% of Budget
<b>4199-B · CUSTODIAN</b>				
147-100 · 51000 Custodian	543.05	14,846.00	-14,302.95	3.7%
<b>Total 4199-B · CUSTODIAN</b>	543.05	14,846.00	-14,302.95	3.7%
<b>Total PUBLIC WORKS/GROUNDS</b>	39,508.87	748,097.58	-708,588.71	5.3%
<b>PUBLIC SAFETY</b>				
<b>4201 · Resident Trooper</b>				
403-375 · 53530 Contract ST Fee-Law Enfor	0.00	140,000.00	-140,000.00	0.0%
403-901 · 56100 Office Supplies	0.00	450.00	-450.00	0.0%
<b>Total 4201 · Resident Trooper</b>	0.00	140,450.00	-140,450.00	0.0%
<b>4203 · FIRE DEPARTMENT/COMMISSION</b>				
401-800 · 53100 Fire Commission	38,187.50	152,750.00	-114,562.50	25.0%
<b>Total 4203 · FIRE DEPARTMENT/COMMISSION</b>	38,187.50	152,750.00	-114,562.50	25.0%
<b>4215 · Animal Control</b>				
151-105 · 51000 NECOG Shared Wages	11,748.75	10,500.00	1,248.75	111.9%
<b>Total 4215 · Animal Control</b>	11,748.75	10,500.00	1,248.75	111.9%
<b>4219 · FIRE MARSHAL</b>				
405-100 · 51000 Fire Marshal Salary	308.76	8,260.57	-7,951.81	3.7%
405-110 · 51000 Deputy Salary	317.71	1,302.71	-985.00	24.4%
405-150 · 51000 Fire Official Comp	0.00	350.00	-350.00	0.0%
405-355 · 52900 Training	0.00	400.00	-400.00	0.0%
405-610 · 56120 Office Supplies	0.00	50.00	-50.00	0.0%
405-612 · 56400 Subscriptions	0.00	500.00	-500.00	0.0%
405-810 · 58100 Dues/Memberships	0.00	175.00	-175.00	0.0%
405-901 · 57300 Equipment	0.00	1,000.00	-1,000.00	0.0%
<b>Total 4219 · FIRE MARSHAL</b>	626.47	12,038.28	-11,411.81	5.2%
<b>Total PUBLIC SAFETY</b>	50,562.72	315,738.28	-265,175.56	16.0%
<b>4423 · PUBLIC WELFARE</b>				
<b>4417 · SENIOR CITIZENS</b>				
145-100 · 51000 Resident Services Coord.	437.01	5,776.24	-5,339.23	7.6%
145-820 · 56300 Senior Lunch	0.00	1,080.00	-1,080.00	0.0%
145-870 · 56900 Programs Senior Citizens	0.00	2,000.00	-2,000.00	0.0%
145-875 · 56290 Trips - Senior Citizens	0.00	4,000.00	-4,000.00	0.0%
<b>Total 4417 · SENIOR CITIZENS</b>	437.01	12,856.24	-12,419.23	3.4%
<b>4499 · ANDOVER SENIOR TRANSPORTAION</b>				
143-100 · 51000 Drivers/Dispatch Salary	1,155.45	27,500.00	-26,344.55	4.2%
143-380 · 53070 Comm. Drivers Test-DAR	1,895.00	1,000.00	895.00	189.5%
143-435 · 54300 Vehicle Main - Dial a Rid	0.00	5,000.00	-5,000.00	0.0%
143-603 · 56260 Fuel Dial a Ride	515.94	6,095.00	-5,579.06	8.5%
<b>Total 4499 · ANDOVER SENIOR TRANSPORT...</b>	3,566.39	39,595.00	-36,028.61	9.0%
<b>4401 · HEALTH OFFICER</b>				
201-999 · 53010 Eastern Highlands Hlth	4,552.25	18,209.00	-13,656.75	25.0%
<b>Total 4401 · HEALTH OFFICER</b>	4,552.25	18,209.00	-13,656.75	25.0%
<b>4413 · MENTAL HEALTH</b>				
205-843 · 53010 Amplify Mental Health	0.00	250.00	-250.00	0.0%
<b>Total 4413 · MENTAL HEALTH</b>	0.00	250.00	-250.00	0.0%
<b>4419 · AHM YOUTH SERVICES</b>				
207-844 · 53010 AHM Youth Services	0.00	97,002.00	-97,002.00	0.0%
<b>Total 4419 · AHM YOUTH SERVICES</b>	0.00	97,002.00	-97,002.00	0.0%
<b>Total 4423 · PUBLIC WELFARE</b>	8,555.65	167,912.24	-159,356.59	5.1%
<b>BOARDS &amp; COMMISSIONS</b>				
<b>4111 · SELECTMEN</b>				
101-100 · 51000 1st. Selectman Salary	0.00	6,000.00	-6,000.00	0.0%
101-105 · 51000 Selectman Salary	0.00	1,800.00	-1,800.00	0.0%
101-115 · 51000 Board Clerk BOS	93.50			
101-836 · 59010 Veteran's Committee	0.00	500.00	-500.00	0.0%
<b>Total 4111 · SELECTMEN</b>	93.50	8,300.00	-8,206.50	1.1%
<b>4103 · BOARD OF FINANCE</b>				
103-121 · 51000 BOF Clerk Wages	0.00	1,700.00	-1,700.00	0.0%
<b>Total 4103 · BOARD OF FINANCE</b>	0.00	1,700.00	-1,700.00	0.0%
<b>4171 · CONSERVATION COMMISSION</b>				
815-330 · 58100 Membership	0.00	65.00	-65.00	0.0%
815-609 · 57300 Equipment	0.00	60.00	-60.00	0.0%
815-810 · 55990 Conferences	0.00	525.00	-525.00	0.0%
<b>Total 4171 · CONSERVATION COMMISSION</b>	0.00	650.00	-650.00	0.0%
<b>4155 · BOARD OF ASSESSMENT APPEALS</b>				
115-120 · 51000 BAA Clerk Salary	0.00	400.00	-400.00	0.0%
115-335 · 52900 Training	0.00	150.00	-150.00	0.0%
<b>Total 4155 · BOARD OF ASSESSMENT APPE...</b>	0.00	550.00	-550.00	0.0%
<b>4155-A · ZONING BOARD OF APPEALS</b>				
805-115 · 51000 Board Clerk - ZBA	0.00	500.00	-500.00	0.0%
<b>Total 4155-A · ZONING BOARD OF APPEALS</b>	0.00	500.00	-500.00	0.0%
<b>4173 · ECON DEVELOPMENT COMM</b>				
801-800 · 55990 Economic Devel Comm	0.00	1,000.00	-1,000.00	0.0%
<b>Total 4173 · ECON DEVELOPMENT COMM</b>	0.00	1,000.00	-1,000.00	0.0%
<b>4511 · MEMORIAL DAY COMM</b>				
601-800 · 56900 Memorial Day Misc Exp	0.00	800.00	-800.00	0.0%
<b>Total 4511 · MEMORIAL DAY COMM</b>	0.00	800.00	-800.00	0.0%



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

July 2023

	Jul 23	Budget	\$ Over Budget	% of Budget
<b>4503 · RECREATION COMMISSION</b>				
603-493 · 54410 Outside Facility Rental	360.00	2,630.00	-2,270.00	13.7%
603-870 · 55990 Programs	0.00	6,000.00	-6,000.00	0.0%
603-890 · 55990 Community Garden	0.00	1,500.00	-1,500.00	0.0%
<b>Total 4503 · RECREATION COMMISSION</b>	<b>360.00</b>	<b>10,130.00</b>	<b>-9,770.00</b>	<b>3.6%</b>
<b>4153 · PLANNING &amp; ZONING COMMISSION</b>				
803-105 · 51000 Board Clerk Wages	0.00	3,200.00	-3,200.00	0.0%
803-310 · 53020 Legal/Professional	0.00	6,500.00	-6,500.00	0.0%
803-335 · 52900 Training	0.00	750.00	-750.00	0.0%
803-340 · 53500 Mapping	0.00	500.00	-500.00	0.0%
<b>Total 4153 · PLANNING &amp; ZONING COMMISSION</b>	<b>0.00</b>	<b>10,950.00</b>	<b>-10,950.00</b>	<b>0.0%</b>
<b>4163 · INLAND WETLANDS C OMISSION</b>				
809-115 · 51000 Board Clerk - IWC	84.00	1,450.00	-1,366.00	5.8%
809-335 · 52900 Training	0.00	250.00	-250.00	0.0%
809-610 · 56100 Office Supplies	0.00	200.00	-200.00	0.0%
809-810 · 58100 Dues/Membership	0.00	65.00	-65.00	0.0%
<b>Total 4163 · INLAND WETLANDS C OMISSION</b>	<b>84.00</b>	<b>1,965.00</b>	<b>-1,881.00</b>	<b>4.3%</b>
<b>4159 · HISTORICAL</b>				
153-800 · 53400 Town Historian	0.00	200.00	-200.00	0.0%
<b>Total 4159 · HISTORICAL</b>	<b>0.00</b>	<b>200.00</b>	<b>-200.00</b>	<b>0.0%</b>
<b>Total BOARDS &amp; COMMISSIONS</b>	<b>537.50</b>	<b>36,745.00</b>	<b>-36,207.50</b>	<b>1.5%</b>
<b>CAPITAL RELATED</b>				
<b>4900 · CAPITAL</b>				
111-714 · 53520 Revaluation	16,500.00	16,500.00	0.00	100.0%
<b>Total 4900 · CAPITAL</b>	<b>16,500.00</b>	<b>16,500.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>9900 · TRANSFERS</b>				
305-899 · 59020 Contingency	0.00	50,000.00	-50,000.00	0.0%
305-908 · 59020 Fire Engine Fund/Tanker	125,000.00	125,000.00	0.00	100.0%
305-xxx · 59020 PW Equipment Fund	125,000.00	125,000.00	0.00	100.0%
305-911 · 59020 Road Improve. Fund	410,000.00	410,000.00	0.00	100.0%
305-912 · 59020 Tree Removal Fund	50,000.00	50,000.00	0.00	100.0%
305-914 · 59020 Bridge & Culvert Fund	100,000.00	100,000.00	0.00	100.0%
305-915 · 59020 Bldg Main Fund	108,000.00	108,000.00	0.00	100.0%
<b>Total 9900 · TRANSFERS</b>	<b>918,000.00</b>	<b>968,000.00</b>	<b>-50,000.00</b>	<b>94.8%</b>
<b>Total CAPITAL RELATED</b>	<b>934,500.00</b>	<b>984,500.00</b>	<b>-50,000.00</b>	<b>94.9%</b>
<b>Total Expense</b>	<b>1,453,655.07</b>	<b>12,469,060.09</b>	<b>-11,015,405.02</b>	<b>11.7%</b>
<b>Net Ordinary Income</b>	<b>1,707,652.62</b>	<b>-35,000.09</b>	<b>1,742,652.71</b>	<b>-4,879.0%</b>
<b>Net Income</b>	<b>1,707,652.62</b>	<b>-35,000.09</b>	<b>1,742,652.71</b>	<b>-4,879.0%</b>

State of Connecticut  
Town Payments Listing by Town Code  
Fiscal Year Ended 6/30/2023

Town Code	Business Unit	Voucher	Payee Name	Invoice No	Voucher Line Amount	Date	Reference	Method	Payment Amount	Handling	Recon Status	Fund	Fund Descr	SID	SID Descr
000000001	CSLM1	00046943	TOWN OF ANDOVER	HDP GRANT# 001-SF-23	5,500.00	2/23/2023	01938465	ACH	5,500.00	RE	REC	12060	Federal & Other Restricted Act	35150	Historic Document Preservation
000000001	CSLM1	00047061	TOWN OF ANDOVER	CONNECTICARD FY 23	106.00	4/4/2023	01959406	ACH	106.00	RE	REC	11000	General Fund	17010	Connecticard Payments
000000001	DOHM1	00021928	TOWN OF ANDOVER	23-11AHPG	5,200.00	10/29/2022	01884360	ACH	6,900.00	RE	REC	12039	Housing Loan Fund -Taxable	40233	Bond Fund Consolidtn Receipts
000000001	DOHM1	00021929	TOWN OF ANDOVER	23-12AHPG	1,700.00	10/29/2022	01884360	ACH	6,900.00	RE	REC	12039	Housing Loan Fund -Taxable	40233	Bond Fund Consolidtn Receipts
000000001	DOTM1	01235728	TOWN OF ANDOVER	TOWN AID ROADS, 09212022	93,044.04	9/23/2022	01864928	ACH	93,044.04	RE	REC	13033	Infrastructure Improvement	43459	Town Aid Road-STO
000000001	DOTM1	01245932	TOWN OF ANDOVER	001-STEAP	128,205.00	11/16/2022	01892127	ACH	128,205.00	RE	REC	12052	STEAP-Grants to Local Govt	40530	Smll Twn Econ Assstnc Prg Grnt
000000001	DOTM1	01250264	TOWN OF ANDOVER	#001 JULY 2022 INSTALLMENT	3,368.33	12/14/2022	01905556	ACH	3,368.33	RE	REC	12001	Transportation	12175	Bus Operations
000000001	DOTM1	01255348	TOWN OF ANDOVER	TOWN AID ROADS, 01102023	93,044.03	1/12/2023	01918810	ACH	93,044.03	RE	REC	12052	STEAP-Grants to Local Govt	43455	Town Aid Road Grants-Municipal
000000001	DSSM1	00324560	TOWN OF ANDOVER	2021CL3878146 0FRPL	10.00	6/3/2023	01992395	ACH	70.00	RE	REC	11000	General Fund	10020	Other Expenses
000000001	DSSM1	00324561	TOWN OF ANDOVER	2021CL3082661 0FRPL	10.00	6/3/2023	01992395	ACH	70.00	RE	REC	11000	General Fund	10020	Other Expenses
000000001	DSSM1	00324562	TOWN OF ANDOVER	2021CL1775310 0FRPL	10.00	6/3/2023	01992395	ACH	70.00	RE	REC	11000	General Fund	10020	Other Expenses
000000001	DSSM1	00324563	TOWN OF ANDOVER	2021CL1159031 0FRPL	10.00	6/3/2023	01992395	ACH	70.00	RE	REC	11000	General Fund	10020	Other Expenses
000000001	DSSM1	00324564	TOWN OF ANDOVER	2021CL1926805 0FRPL	10.00	6/3/2023	01992395	ACH	70.00	RE	REC	11000	General Fund	10020	Other Expenses
000000001	DSSM1	00324565	TOWN OF ANDOVER	2021CL1252965 0FRPL	10.00	6/3/2023	01992395	ACH	70.00	RE	REC	11000	General Fund	10020	Other Expenses
000000001	DSSM1	00324566	TOWN OF ANDOVER	2021CL1419529 0FRPL	10.00	6/3/2023	01992395	ACH	70.00	RE	REC	11000	General Fund	10020	Other Expenses
000000001	DSSM1	00325044	TOWN OF ANDOVER	2022CL0 800323FRPL	10.00	6/23/2023	02003872	ACH	20.00	RE	REC	11000	General Fund	10020	Other Expenses
000000001	DSSM1	00325045	TOWN OF ANDOVER	2022CL1743835 0FRPL	10.00	6/23/2023	02003872	ACH	20.00	RE	REC	11000	General Fund	10020	Other Expenses
000000001	JUDM1	01049099	TOWN OF ANDOVER	51-56a(d) Q/E 06-30-22	200.00	7/26/2022	01837660	ACH	200.00	RE	REC	34001	Fines Awaiting Distribution	40001	Non-Budgeted Operating Approp
000000001	JUDM1	01062685	TOWN OF ANDOVER	51-56a(d) Q/E 09-30-22	350.00	10/26/2022	01880684	ACH	350.00	RE	REC	34001	Fines Awaiting Distribution	40001	Non-Budgeted Operating Approp
000000001	JUDM1	01076415	TOWN OF ANDOVER	51-56a(d) Q/E 12-31-22	75.00	2/1/2023	01929212	ACH	75.00	RE	REC	34001	Fines Awaiting Distribution	40001	Non-Budgeted Operating Approp
000000001	JUDM1	01087921	TOWN OF ANDOVER	51-56a(d) Q/E 03-31-23	125.00	4/26/2023	01969894	ACH	125.00	RE	REC	34001	Fines Awaiting Distribution	40001	Non-Budgeted Operating Approp
000000001	OECM1	00069045	TOWN OF ANDOVER	CM_OEC_AUG2022_00001_202242	3,881.00	9/1/2022	01856006	ACH	45,331.00	RE	REC	11000	General Fund	16158	Child Care Quality Enhancement
000000001	OECM1	00069063	TOWN OF ANDOVER	CM_OEC_AUG2022_00002_202242	25,200.00	9/1/2022	01856006	ACH	45,331.00	RE	REC	11000	General Fund	16274	Early Care and Education
000000001	OECM1	00069073	TOWN OF ANDOVER	CM_OEC_AUG2022_00003_202242	16,250.00	9/1/2022	01856006	ACH	45,331.00	RE	REC	11000	General Fund	16279	Smart Start Early Care and Education
000000001	OECM1	00074093	TOWN OF ANDOVER	CM_OEC_APR2023_00001_2023117	50,400.00	4/29/2023	01972513	ACH	82,900.00	RE	REC	11000	General Fund	16274	Smart Start Early Care and Education
000000001	OECM1	00074142	TOWN OF ANDOVER	CM_OEC_APR2023_00002_2023117	32,500.00	4/29/2023	01972513	ACH	82,900.00	RE	REC	11000	General Fund	16279	Smart Start Early Care and Education
000000001	OECM1	00077095	TOWN OF ANDOVER	CM_OEC_MAY2023_00001_2023151	25,200.00	6/2/2023	01991625	ACH	41,450.00	RE	REC	11000	General Fund	16274	Smart Start Early Care and Education
000000001	OECM1	00077147	TOWN OF ANDOVER	CM_OEC_MAY2023_00002_2023151	16,250.00	6/2/2023	01991625	ACH	41,450.00	RE	REC	11000	General Fund	16279	Smart Start Early Care and Education
000000001	OPMM1	00085636	TOWN OF ANDOVER	17103_202207252	114,861.00	7/30/2022	01840874	ACH	114,861.00	PH	REC	11000	General Fund	17103	Motor Vehicle Tax Grants
000000001	OPMM1	00085824	TOWN OF ANDOVER	29669_202208081	164,570.51	8/11/2022	01845793	ACH	164,570.51	RE	REC	12060	Federal & Other Restricted Act	29669	ARPA Local Fiscal Recovery EXP

\*Payment Reference Number and Amount will repeat when vouchers are combined. Outstanding payments have a Recon Status UNR.

State of Connecticut  
Town Payments Listing by Town Code  
Fiscal Year Ended 6/30/2023

Town Code	Business Unit	Voucher	Payee Name	Invoice No	Voucher Line Amount	Date	Reference	Method	Payment Amount	Handling	Recon Status	Fund	Fund Descr	SID	SID Descr
000000001	OPMM1	00086107	TOWN OF ANDOVER	29669_202209291	314,277.53	10/4/2022	01870750	ACH	314,277.53	RE	REC	12060	Federal & Other Restricted Act	29669	ARPA Local Fiscal Recovery EXP
000000001	OPMM1	00086331	TOWN OF ANDOVER	17104_202210192	43,820.00	10/29/2022	01883956	ACH	43,820.00	PH	REC	11000	General Fund	17104	Municipal Stabilization Grant
000000001	OPMM1	00086477	TOWN OF ANDOVER	35458_202210242	63,874.88	10/27/2022	01881625	ACH	63,874.88	PH	REC	12060	Federal & Other Restricted Act	35458	Municipal Revenue Sharing
000000001	OPMM1	00086723	TOWN OF ANDOVER	17111_202210312	9,619.73	11/3/2022	01886190	ACH	9,619.73	PH	REC	11000	General Fund	17111	Tiered PILOT
000000001	OPMM1	00086866	TOWN OF ANDOVER	35691_202211022	2,599.47	11/5/2022	01887717	ACH	2,599.47	PH	REC	12060	Federal & Other Restricted Act	35691	MRSA- Tiered PILOT
000000001	OPMM1	00087151	TOWN OF ANDOVER	17011_202212062	444.85	12/30/2022	01912787	ACH	444.85	PH	REC	11000	General Fund	17011	Reimbrs Prop Tx-Disabil Exmptn
000000001	OPMM1	00087327	TOWN OF ANDOVER	17024_202212082	1,227.58	12/30/2022	01912956	ACH	1,227.58	PH	REC	11000	General Fund	17024	Prop Tax Relief For Veterans
000000001	OPMM1	00087505	TOWN OF ANDOVER	17005_202212132	2,226.66	12/30/2022	01913124	ACH	2,226.66	PH	REC	12009	Mashantucket Pequot & Mohegan	17005	Grants To Towns
000000001	OPMM1	00088059	TOWN OF ANDOVER	17005_202303232	2,226.67	3/31/2023	01957919	ACH	2,226.67	PH	REC	12009	Mashantucket Pequot & Mohegan	17005	Grants To Towns
000000001	OPMM1	00088547	TOWN OF ANDOVER	43587_202305312	2,620.00	6/3/2023	01992217	ACH	2,620.00	PH	REC	12052	STEAP-Grants to Local Govt	43587	MUNICIPAL PURPOSES & PROJECTS
000000001	OPMM1	00088705	TOWN OF ANDOVER	17005_202306062	2,226.67	6/30/2023	02009506	ACH	2,226.67	PH	REC	12009	Mashantucket Pequot & Mohegan	17005	Grants To Towns
000000001	SDEM1	00960600	TOWN OF ANDOVER	CM_SDE_AUG2022_00001_2022241	10,000.00	8/31/2022	01855419	ACH	38,612.00	RE	REC	12060	Federal & Other Restricted Act	20977	Individuals/Disabilities IDEA
000000001	SDEM1	00960747	TOWN OF ANDOVER	CM_SDE_AUG2022_00002_2022241	5,000.00	8/31/2022	01855419	ACH	38,612.00	RE	REC	12060	Federal & Other Restricted Act	20977	Individuals/Disabilities IDEA
000000001	SDEM1	00960840	TOWN OF ANDOVER	CM_SDE_AUG2022_00003_2022241	23,612.00	8/31/2022	01855419	ACH	38,612.00	RE	REC	12060	Federal & Other Restricted Act	29636	American Rescue Plan - Emergen
000000001	SDEM1	00962109	TOWN OF ANDOVER	CM_SDE_SEP2022_00001_2022270	15,401.00	9/29/2022	01868236	ACH	93,740.20	RE	REC	12060	Federal & Other Restricted Act	29571	ESSERF K-12 Fund
000000001	SDEM1	00962228	TOWN OF ANDOVER	CM_SDE_SEP2022_00002_2022270	28,600.00	9/29/2022	01868236	ACH	93,740.20	RE	REC	12060	Federal & Other Restricted Act	29636	American Rescue Plan - Emergen
000000001	SDEM1	00962323	TOWN OF ANDOVER	CM_SDE_SEP2022_00003_2022270	15,000.00	9/29/2022	01868236	ACH	93,740.20	RE	REC	12060	Federal & Other Restricted Act	29571	ESSERF K-12 Fund
000000001	SDEM1	00962399	TOWN OF ANDOVER	CM_SDE_SEP2022_00004_2022270	15,000.00	9/29/2022	01868236	ACH	93,740.20	RE	REC	12060	Federal & Other Restricted Act	29571	ESSERF K-12 Fund
000000001	SDEM1	00962468	TOWN OF ANDOVER	CM_SDE_SEP2022_00005_2022270	18,340.00	9/29/2022	01868236	ACH	93,740.20	RE	REC	12060	Federal & Other Restricted Act	20977	Individuals/Disabilities IDEA
000000001	SDEM1	00962530	TOWN OF ANDOVER	CM_SDE_SEP2022_00006_2022270	1,399.20	9/29/2022	01868236	ACH	93,740.20	RE	REC	12060	Federal & Other Restricted Act	20983	Pre-School Grant
000000001	SDEM1	00963547	TOWN OF ANDOVER	ECS_EFT01_OCT2022_2022297	501,196.00	10/29/2022	01884050	ACH	501,196.00	PH	REC	11000	General Fund	17041	Education Equalization Grants
000000001	SDEM1	00969823	TOWN OF ANDOVER	ECS_EFT01_JAN2023_2023020	501,196.00	1/31/2023	01928273	ACH	501,196.00	PH	REC	11000	General Fund	17041	Education Equalization Grants
000000001	SDEM1	00972404	TOWN OF ANDOVER	CM_SDE_FEB2023_00001_2023053	45,852.00	2/24/2023	01938909	ACH	59,350.00	RE	REC	12060	Federal & Other Restricted Act	20977	Individuals/Disabilities IDEA
000000001	SDEM1	00972447	TOWN OF ANDOVER	CM_SDE_FEB2023_00002_2023053	3,498.00	2/24/2023	01938909	ACH	59,350.00	RE	REC	12060	Federal & Other Restricted Act	20983	Pre-School Grant
000000001	SDEM1	00972482	TOWN OF ANDOVER	CM_SDE_FEB2023_00003_2023053	10,000.00	2/24/2023	01938909	ACH	59,350.00	RE	REC	12060	Federal & Other Restricted Act	29571	ESSERF K-12 Fund
000000001	SDEM1	00972811	TOWN OF ANDOVER	CM_SDE_MAR2023_00001_2023060	15,000.00	3/3/2023	01943426	ACH	15,000.00	RE	REC	12060	Federal & Other Restricted Act	29571	ESSERF K-12 Fund

\*Payment Reference Number and Amount will repeat when vouchers are combined. Outstanding payments have a Recon Status UNR.

State of Connecticut  
Town Payments Listing by Town Code  
Fiscal Year Ended 6/30/2023

Town Code	Business Unit	Voucher	Payee Name	Invoice No	Voucher Line Amount	Date	Reference	Method	Payment Amount	Handling	Recon Status	Fund	Fund Descr	SID	SID Descr
0000000001	SDEM1	00973179	TOWN OF ANDOVER	TEAM_RED01_Mar2023_2023062	621.00	3/7/2023	01944585	ACH	621.00	RE	REC	11000	General Fund	12552	Talent Development
0000000001	SDEM1	00974837	TOWN OF ANDOVER	CM_SDE_MAR2023_00001_2023081	4,000.00	3/24/2023	01953876	ACH	4,000.00	RE	REC	12060	Federal & Other Restricted Act	20977	Individuals/Disabilities IDEA
0000000001	SDEM1	00975189	TOWN OF ANDOVER	CM_SDE_MAR2023_00001_2023088	25,000.00	3/31/2023	01958086	ACH	25,000.00	RE	REC	12060	Federal & Other Restricted Act	29636	American Rescue Plan - Emergen
0000000001	SDEM1	00976969	TOWN OF ANDOVER	ECS_EFT01_APR2023_2023114	1,002,390.00	4/28/2023	01971181	ACH	1,002,390.00	PH	REC	11000	General Fund	17041	Education Equalization Grants
0000000001	SDEM1	00981640	TOWN OF ANDOVER	CM_SDE_JUN2023_00001_2023159	10,000.00	6/10/2023	01996621	ACH	10,000.00	RE	REC	12060	Federal & Other Restricted Act	29636	American Rescue Plan - Emergen
0000000001	SOSM1	00017772	TOWN OF ANDOVER	Andover-001	1,000.00	8/23/2022	01850739	ACH	1,000.00	RE	REC	12060	Federal & Other Restricted Act	21465	Help America vote Act

Town total: 3,477,389.15

\*Payment Reference Number and Amount will repeat when vouchers are combined. Outstanding payments have a Recon Status UNR.

# **Board and Commission Presentations**

**6.**

## **Board and Commission Appointments**

Brad Kelle would like to be appointed to the Library Commission.

Ellen Repay would like to be appointed to the Norton Commission as an alternate.

# **Old Business**

**10.**



**Town of Andover**  
**Planning and Zoning Department**  
 17 School Road, Andover, CT 06232

June 28, 2023

Eric Anderson  
 Andover Town Hall  
 17 School Road  
 Andover, CT 06232

Dear Mr. Anderson:

RE: Proposed Community Center  
 25 School Road, Andover

Please be advised that the Andover Planning and Zoning Commission took the following action at their June 20, 2023 meeting:

Approved your application to build a Community Center, construct parking and perform associated site work at 25 School Road, with the following conditions:

- 1) Pre-construction Meeting - The contractor, relevant subcontractors and the applicant shall meet with town staff and its representatives prior to the commencement of construction to go over schedule, coordination of construction and any other matters deemed pertinent by either staff and/or its representatives, the contractor or the applicant. It is expressly agreed that representative(s) of the Andover Elementary School and/or the Andover Board of Education will be provided an opportunity to participate in said meeting. Notice to be provided a minimum of 48 hours prior to all meetings.
- 2) Contact Information - The contractor shall provide town staff with contact information including names, phone numbers and emails for 24/7 emergency contact. Any updates to such information shall be provided to town staff in writing.
- 3) The revised plans (showing modifications to address stormwater management concerns) shall be reviewed/approved by Eastern Highlands Health District prior to endorsement by the Chairman of the Planning & Zoning Commission. Minor revisions to the plan, as determined by town staff, shall be incorporated into the final plans.
- 4) Prior to the issuance of a Certificate of Occupancy the contractor shall make necessary adjustments (vertical & horizontal) to existing lighting at CL&P pole #598 so as to meet the lighting regulations contained within the Zoning Regulations and provide the Town of Andover with documentation of same.
- 5) Construction Meetings - Interim construction meetings shall be held bi-weekly and include the contractor, relevant sub-contractors, town staff and BOE representative(s) so as to discuss progress, future schedule and any issues that have arisen or may be envisioned. The contractor shall provide written updates of the project schedule at such meetings.
- 6) Lot Coverage - The perimeter lot line(s) shall be relocated at the north side of the subject property or otherwise so as to bring the lot coverage into compliance with Section 11.2 of the town's zoning regulations.
- 7) Signage - The applicant shall provide the town with signage detail to determine compliance with the town's sign regulations detailed in the town's zoning regulations. Upon review and staff approval the sign detail shall be added to the final plans prior to endorsement. This condition shall apply to all signage including all construction signage.
- 8) Traffic Circulation - The contractor shall provide and install concrete barriers, or approved equal, to prevent traffic flow during construction between the Andover Elementary School parking lot and the Town Hall parking lot. "Approved equal" shall be as determined by the Zoning Agent. Barriers shall include reflective markers on both sides so as to maintain visibility.
- 9) Construction Fence - The construction fence shall be field located so as to allow the Andover Elementary School vehicular access to the basement garage and to provide for ingress/egress requirements detailed in any and all operational/emergency or evacuation plans adopted by the Andover Elementary School.
- 10) Monumentation - All lot corners shall be pinned in accordance with the Andover Subdivision Regulations prior to the issuance of a building permit and be shown on the as-built drawings.
- 11) Revise the address of the project so as to read "25 School Road" on the cover sheet of the plans.
- 12) Final plans shall be filed in the Andover Land Records in accordance with statutory requirements.
- 13) As-built Drawings: Prior to the issuance of a Certificate of Occupancy an "as-built" drawing prepared in accordance with A-2 standards will be filed on the Andover Land Records.
- 14) Per the applicant's presentation, the two parallel parking spaces located near the west wall of the school shall be removed from the final plans.
- 15) During construction of the facility, there will be no truck deliveries to the site during the time period that students are being dropped off and picked up at the school, but construction activity need not be suspended during that time period.
- 16) In accordance with Section 12.8.5, the Commission approves shared parking for all of the Town-owned parcels and finds that the various uses have different periods of peak occupancy. The Commission finds that perpetual cross-easements are not required because all of the relevant parcels are under the same ownership and it is impossible for the same owner to grant an easement to itself.
- 17) All items contained in the letter dated June 20, 2023 from the Town Engineer shall be addressed in the final plans to the satisfaction of the Town Engineer.
- 18) Prior to the issuance of a Certificate of Occupancy, the Town, the Board of Education, and the Fire Marshal shall devise an evacuation plan for the School.

Please note that an Action Notice was published in the July 7<sup>th</sup>, 2023 edition of the Riverast Newspaper, thus establishing a 15 day appeal period as detailed in the Connecticut General Statutes. Subsequent to making the changes to the plans detailed in the conditions you are required to have the final plans endorsed by the Chairman of the Planning and Zoning Commission and filed with the Town Clerk.

Should you have any questions please contact me at 860.742.7305, ext. 4220.

Thank you.

Jim Hallisey

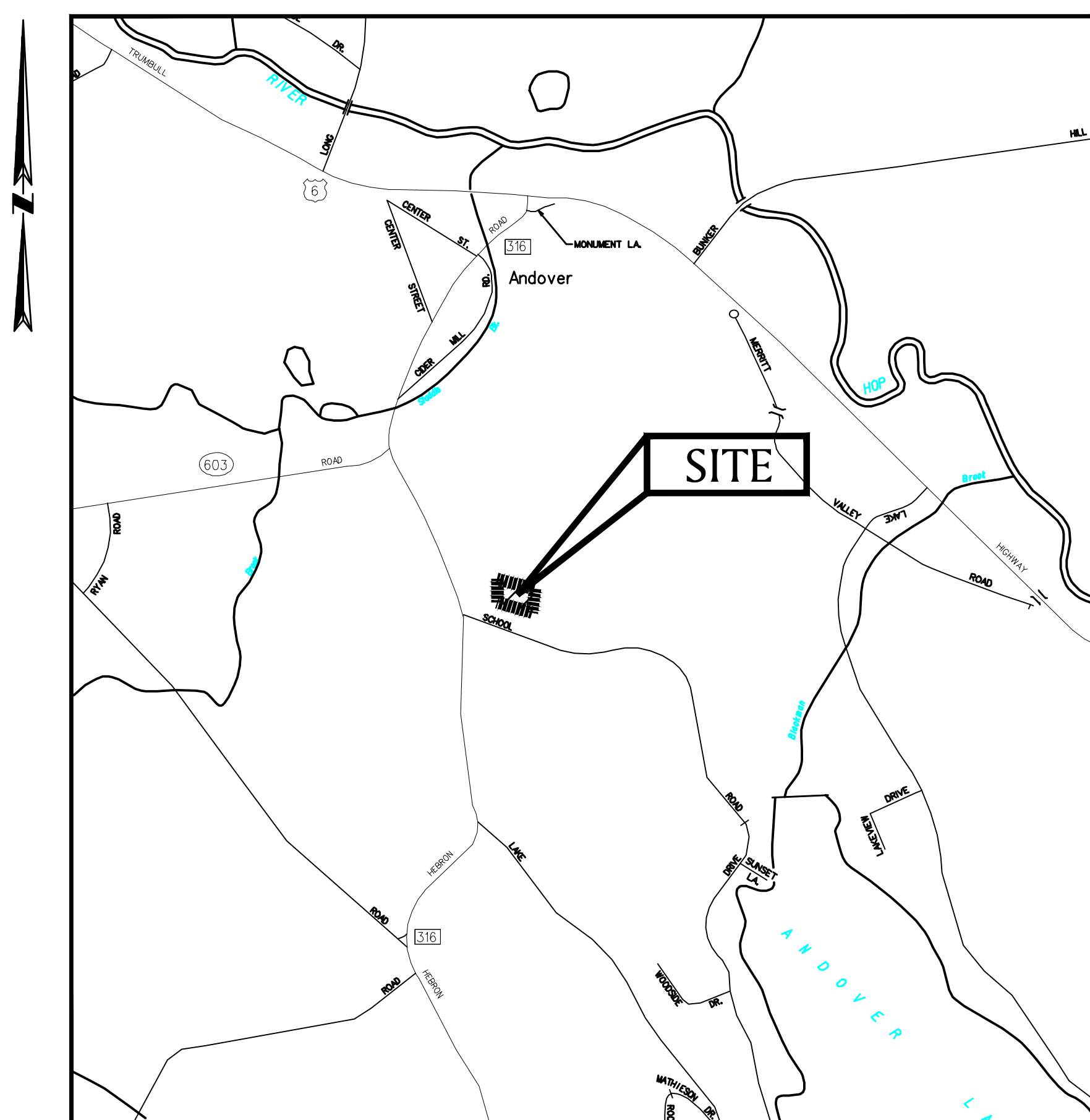
Zoning Agent

# ANDOVER COMMUNITY CENTER

## 25 SCHOOL ROAD ANDOVER, CONNECTICUT

### MAY 18, 2023

REVISED: JULY 26, 2023



**SITE MAP**

500 0 1000 2000 3000 feet  
 SCALE: 1"=1000'

PREPARED FOR:  
**TOWN OF ANDOVER**  
 17 SCHOOL ROAD  
 ANDOVER, CT 06232

**ISSUED FOR PERMITTING**

APPROVED BY THE TOWN OF ANDOVER PLANNING AND ZONING COMMISSION

FINAL APPROVAL: CHAIRMAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

### INDEX OF DRAWINGS

T-1.0	TITLE SHEET
1 - 2	LIMITED BOUNDARY SURVEY
G-1.0	GENERAL NOTES
C-1.0	CONCEPTUAL SITE PLAN
C-2.0	CONCEPTUAL GRADING AND DRAINAGE PLAN
C-3.0	SUBSURFACE SEWAGE DISPOSAL SYSTEM
C-4.0	SEDIMENTATION & EROSION CONTROL PLAN
C-5.0 - 5.1	SITE DETAILS
C-6.0	PRELIMINARY SITE LOGISTICS PLAN
C-7.0	SITE LIGHTING PLAN
A-100	CODE PLAN, GENERAL INFO AND NOTES
A-101	BASEMENT AND FIRST FLOOR CONSTRUCTION PLANS
A-102	ROOF PLAN AND WINDOW & DOOR SCHEDULES
A-103	EXTERIOR ELEVATIONS
A-104	EXTERIOR ELEVATIONS
A-105	SECTIONS AND DETAILS
A-106	REFLECTED CEILING PLANS
A-107	FINISH PLANS
A-108	BRACING PLANS
A-109	ALTERNATES

PREPARED BY:



**BSC GROUP**

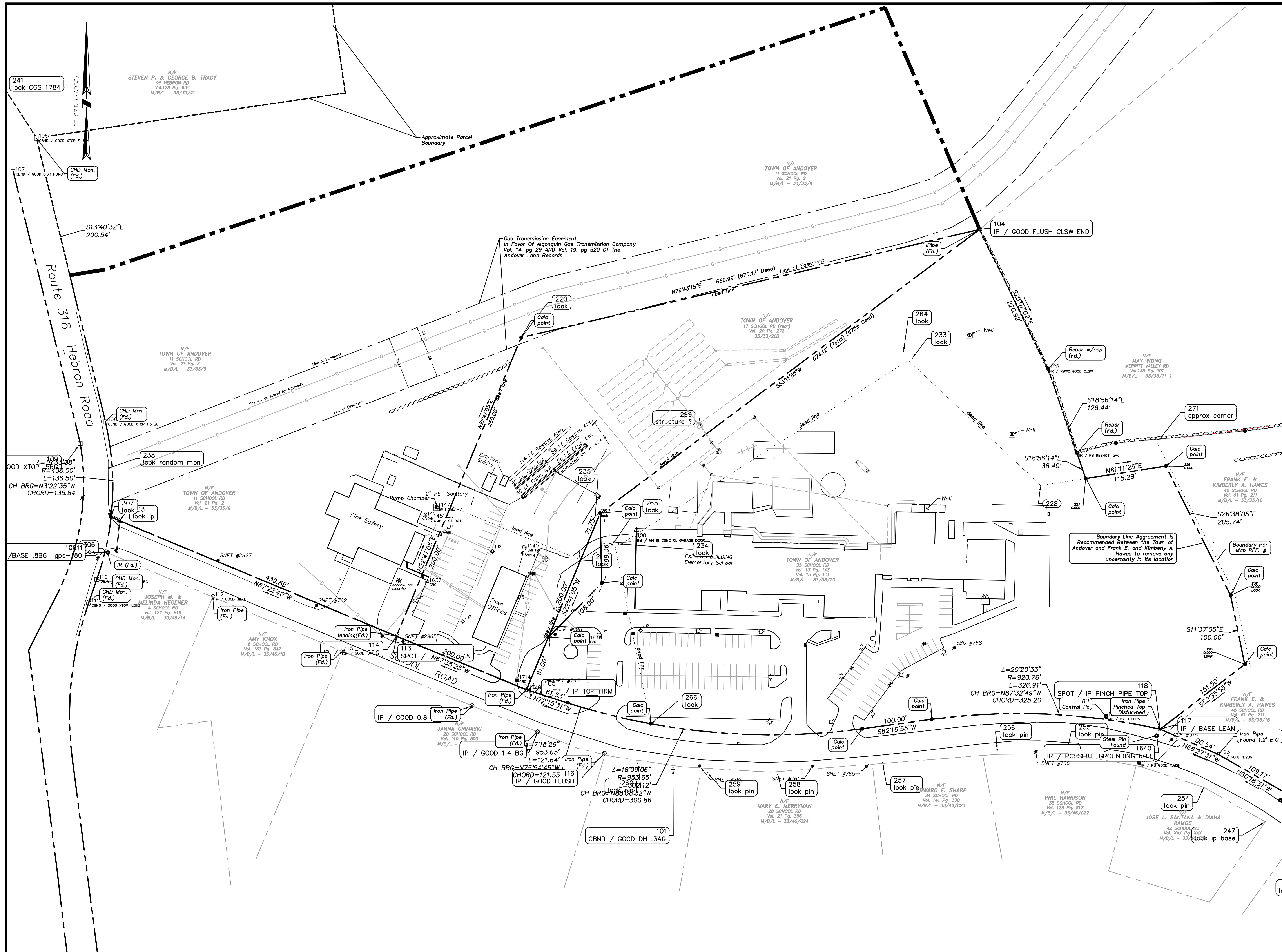
655 Winding Brook Drive  
 Glastonbury, Connecticut 06033  
 860 652 8227

JOB NO: 83821.00

DWG NO:

SHEET T-1.0





**DRAFT**

MICHAEL C. HEALEY  
P.L.S. #17247

LIMITED BOUNDARY SURVEY

ANDOVER  
TOWN OFFICES  
COMMUNITY CENTER  
FIRE HOUSE  
AND SCHOOL SITE

#11, #17 & #35 SCHOOL RD  
ANDOVER, CONNECTICUT

JULY 2023

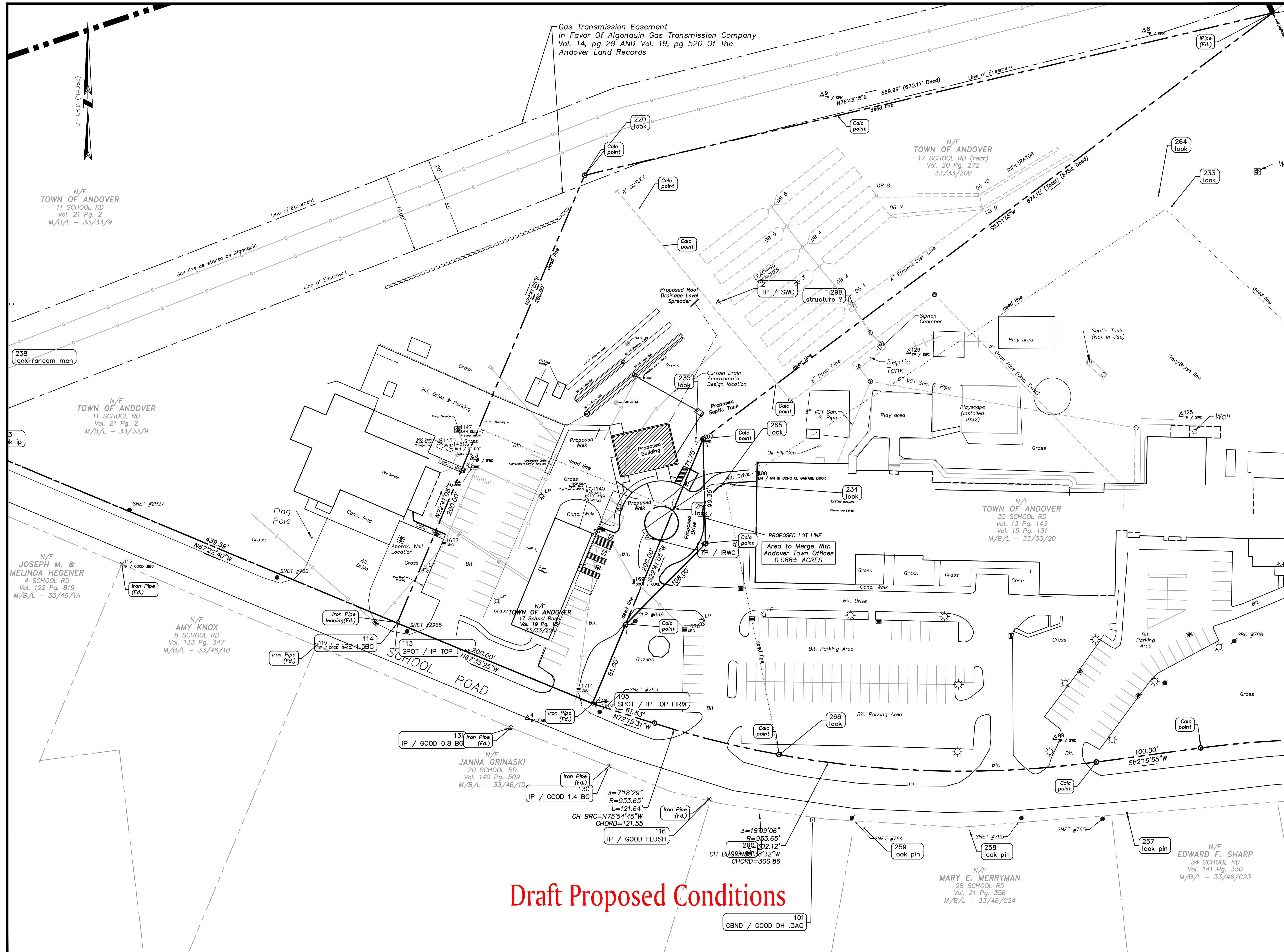
REVISIONS:

NO.	DATE	DESC.

PREPARED FOR:  
TOWN OF ANDOVER  
17 SCHOOL ROAD  
ANDOVER, CT 06232

**BSC GROUP**  
655 Winding Brook Drive  
Glastonbury, Connecticut  
06033  
860 652 8227

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SCALE: 1" = 60'  
0 30 60 120 FEET  
FILE: P:\8382100\SURVEY\DRAWINGS  
DWG.:  
JOB. NO: 83821.00 SHEET 1 OF 2



Draft Proposed Conditions

DRAFT

MICHAEL C. HEALEY  
P.L.S. #17247

LIMITED BOUNDARY SURVEY

ANDOVER  
TOWN OFFICES  
COMMUNITY CENTER  
FIRE HOUSE  
AND SCHOOL SITE

#11, #17 & #35 SCHOOL RD

ANDOVER, CONNECTICUT

JUNE 2023

REVISIONS:

NO.	DATE	DESC.
06/16/2023	REVISED PER TOWN COMMENTS	
07/26/2023	REVISED PER PZC CONDITIONS	

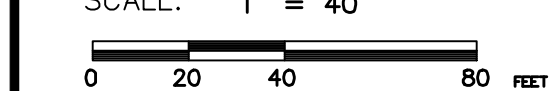
PREPARED FOR:  
TOWN OF ANDOVER  
17 SCHOOL ROAD  
ANDOVER, CT 06232



655 Winding Brook Drive  
Glastonbury, Connecticut  
06033  
860 652 8227

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SCALE: 1" = 40'



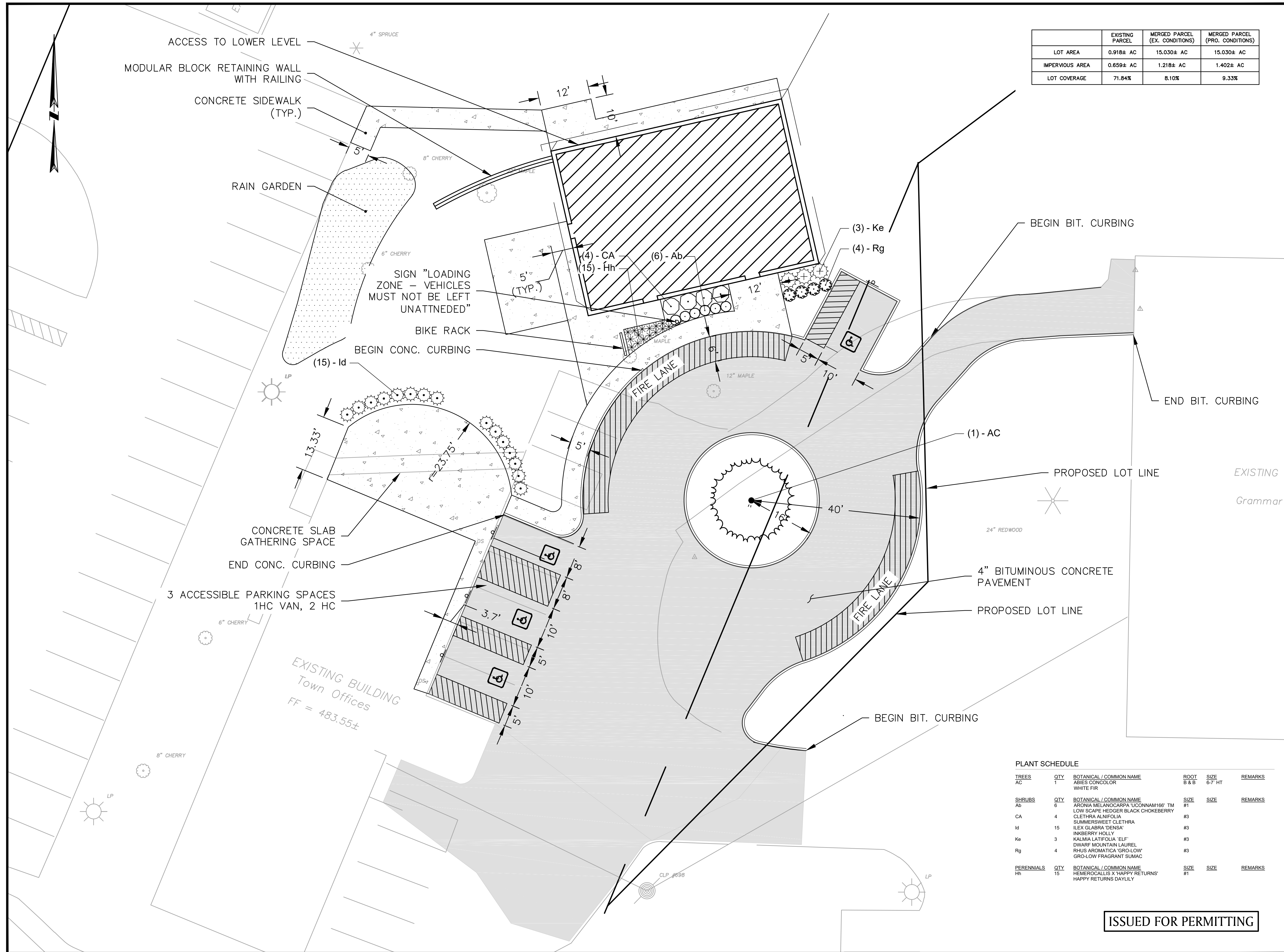
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DWG.: SHEET 2 OF 2

JOB. NO: 83821.00



	EXISTING PARCEL	MERGED PARCEL (EX. CONDITIONS)	MERGED PARCEL (PRO. CONDITIONS)
LOT AREA	0.918± AC	15.030± AC	15.030± AC
IMPERVIOUS AREA	0.659± AC	1.218± AC	1.402± AC
LOT COVERAGE	71.84%	8.10%	9.33%



**ANDOVER COMMUNITY CENTER**

25 SCHOOL ROAD  
IN  
ANDOVER CONNECTICUT

CONCEPTUAL SITE PLAN

MAY 18, 2023

REVISIONS:

DATE	REVISION
06/16/2023	REVISED PER TOWN COMMENTS
07/26/2023	REVISED PER PZC CONDITIONS

PREPARED FOR:  
TOWN OF ANDOVER  
17 SCHOOL ROAD  
ANDOVER, CONNECTICUT

**BSC GROUP**

655 Winding Brook Drive  
Glastonbury, Connecticut 06033  
860 652 8227

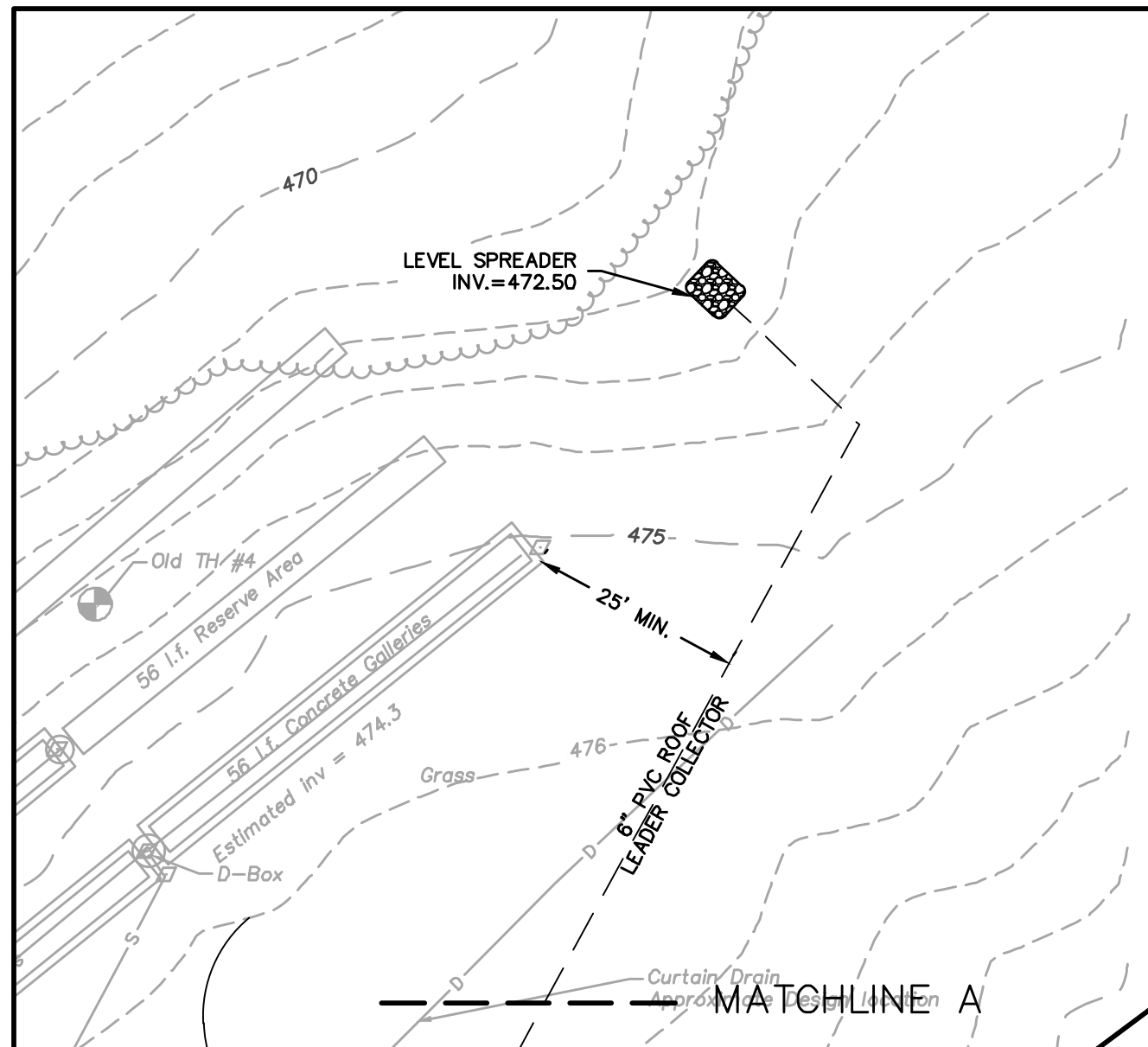
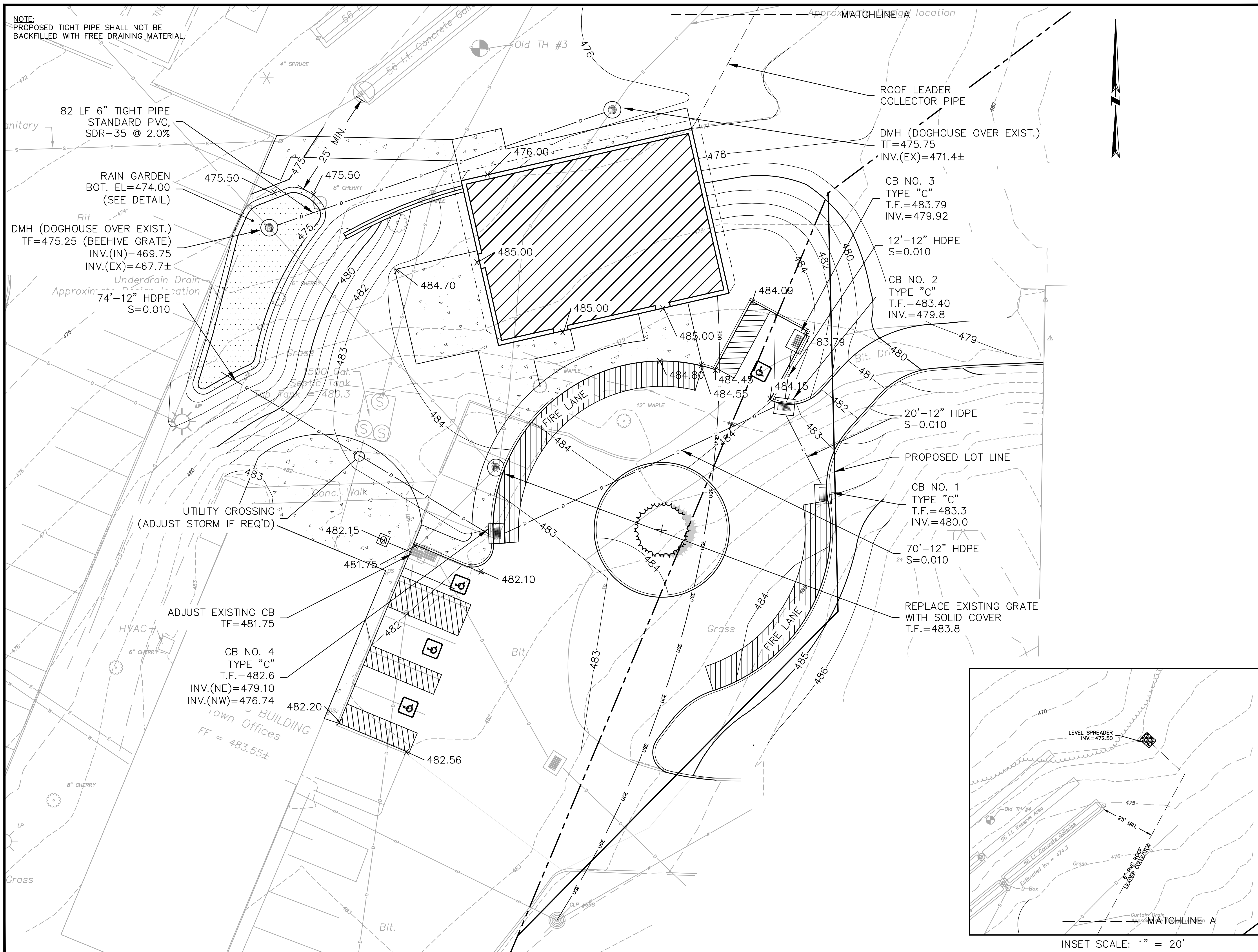
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SCALE: 1" = 10'  
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FILE: 8382100-SITE.DWG  
DWG. NO:  
JOB. NO: 83821.00

ISSUED FOR PERMITTING

C-1.0

NOTE:  
PROPOSED TIGHT PIPE SHALL NOT BE  
BACKFILLED WITH FREE DRAINING MATERIAL.



**ANDOVER  
COMMUNITY  
CENTER**

25 SCHOOL ROAD  
IN  
ANDOVER  
CONNECTICUT

**CONCEPTUAL GRADING  
AND DRAINAGE**

MAY 18, 2023

REVISIONS:

06/16/2023	REVISED PER TOWN COMMENTS
07/26/2023	REVISED PER PZC CONDITIONS

PREPARED FOR:  
TOWN OF ANDOVER  
17 SCHOOL ROAD  
ANDOVER, CONNECTICUT

**BSC GROUP**  
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Glastonbury, Connecticut 06033  
860 652 8227

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SCALE: 1" = 10'  
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FILE: 8382100-GD.DWG  
DWG. NO:  
JOB. NO: 83821.00 **C-2.0**

**DESIGN CRITERIA & NOTES:**

- PERCOLATION RATE: 5.0 MIN. / INCH
- MAXIMUM BUILDING CAPACITY: 98 PEOPLE
- PROPOSED DESIGN FLOW: 98 MEALS \* 5 GPD/MEAL = 490 GPD
- MINIMUM SIZE OF SEPTIC TANK REQUIRED: 1,000 GALLONS
- LEACHING AREA REQUIRED BY HEALTH CODE: 490 GPD / 0.8 APPLICATION RATE = 612.5 SQ. FT. TOTAL LEACHING AREA = 612.5 SQ. FT + 600 SQ. FT (EXIST.) = 1,212.5 SQ. FT.
- LEACHING AREA PROVIDED: ONE ROW OF EIGHTEEN INCH (18") PRECAST CONCRETE GALLERIES = 64" IN LENGTH. (8.2 SF PER LF \* 4 LF) = 328.8 SF + EXISTING LEACHING AREA (1,042 SF) = 1,438.8 SF. ONE FOOT OF APPROVED AGGREGATE (NO.4 STONE) IS TO BE ADDED TO EACH GALLERY END AS DEPICTED HEREON.
- MOTTLING: FOUND TO BE 48" IN TP-1.
- LEDGE: NONE
- THE MAXIMUM DEPTH INTO EXISTING GROUND (48" - 18") = 38".
- THE PIPE BETWEEN THE BUILDING AND SEPTIC TANK SHALL BE 4 IN. EXTRA HEAVY CAST IRON, DUCTILE IRON, EXTRA STRENGTH PVC ASTM D 1785 SCHEDULE 40, OR APPROVED EQUAL.
- ALL DISTRIBUTION PIPE IS TO BE ASTM D3034 SDR35 (4"PVC) OR EQUAL UNLESS NOTED.
- SEPTIC TANK SHALL BE 1,000 GALLONS MEETING THE CT PUBLIC HEALTH CODE TECHNICAL STANDARDS BEING A TWO COMPARTMENT TANK WITH THE FIRST COMPARTMENT CONTAINING TWO THIRDS THE REQUIRED CAPACITY FOR SOLIDS. THE SECOND COMPARTMENT SHALL CONTAIN ONE THIRD THE REQUIRED CAPACITY FOR LIQUIDS. THE TANK SHALL BE SET LEVEL ON A MINIMUM OF 6" OF PROCESSED AGGREGATE OR BROKEN STONE BASE ON COMPACTED SUBGRADE. THE OUTLET TO THE TANK SHALL CONTAIN THE APPROPRIATE TEE BAFFLE AND EFFLUENT FILTER ZABEL A-1800 OR APPROVED EQUAL.
- THE BOTTOM OF EACH LEACHING GALLERY TRENCH SHALL BE SIX FEET (6') WIDE AND LEVEL THROUGHOUT THE GALLERY SHALL BE AT LEAST FOUR FEET (4') WIDE WITH AN ADDITIONAL TWELVE INCHES (12") ON EACH SIDE BACKFILLED WITH APPROVED AGGREGATE CONSISTING OF BROKEN STONE, CRUSHED STONE, OR SCREENED GRAVEL MEETING THE DEPARTMENT OF TRANSPORTATION FORM 818 SPECIFICATION M.01.01 FOR NO. 4 STONE.

**APPROVED AGGREGATE (NO. 4 STONE)**

SI-E SIZE	PERCENT PASSING (BY WEIGHT)
2-INCH	100%
1.5-INCH	90%-100%
1-INCH	20%-55%
3/4-INCH	0-15%
3/8-INCH	0-5%

- TOPSOIL IN THE VICINITY OF THE SYSTEM SHALL BE REMOVED PRIOR TO PLACEMENT OF FILL. THE SEPTIC AREA SHALL BE PROTECTED FROM OVERCOMPACTION BY EXCESSIVE TRAVEL FROM RUBBER Tired MACHINES, STOCKPILE AREAS, ETC.
- "SELECT FILL MATERIAL" AND "SELECT BACKFILL MATERIAL" PLACED WITHIN AND ADJACENT TO PROPOSED LEACHING AREAS SHALL BE COMPRISED OF CLEAN SAND AND GRAVEL, FREE FROM ORGANIC MATTER AND FOREIGN SUBSTANCES. THE FILL MATERIAL SHALL MEET THE FOLLOWING REQUIREMENTS. SELECT FILL MATERIAL MUST CONFORM TO THE FOLLOWING CRITERIA:
  - THE FILL SHALL NOT CONTAIN ANY MATERIAL LARGER THAN (3) INCHES
  - UP TO 45% OF THE DRY WEIGHT OF THE REPRESENTATIVE SAMPLE MAY BE RETAINED ON THE #4 SIEVE (THIS IS THE GRAVEL PORTION OF THE SAMPLE)
  - THE MATERIAL THAT PASSES THE #4 SIEVE IS THEN RE-WEIGHED AND THE SIEVE ANALYSIS STARTED
  - THE REMAINING SAMPLE SHALL MEET THE FOLLOWING GRADATION CRITERIA:

SI-E SIZE	PERCENT PASSING	DRY SIEVE
NO. 4	100%	100%
NO. 10	70%-100%	70%-100%
NO. 40	**10%-50%	10%-75%
NO. 100	0-20%	0-5%
NO. 200	0-5%	0-2.5%

NOTE: \*\* PERCENT PASSING THE #40 SIEVE CAN BE INCREASED TO NO GREATER THAN 75% IF THE PERCENT PASSING THE #100 SIEVE DOES NOT EXCEED 10% AND THE #200 SIEVE DOES NOT EXCEED 5%. DOCUMENTATION OF TEST RESULTS ARE TO BE PROVIDED TO THE HEALTH DEPARTMENT.

- AFTER TOPSOIL IS PLACED, THE AREA SHALL BE SEEDED AND MULCHED. APPROPRIATE CONTROL MEASURES SHALL BE IMPLEMENTED DURING AND AFTER CONSTRUCTION TO PREVENT EROSION AND TRANSPORT OF SEDIMENT.
- AS SHOWN ON THE PLAN, FILL SHALL EXTEND AT LEAST 10' BEYOND THE GALLERY TRENCH BEFORE TAPERING OFF ON THE SLOPE. (5' APPROVED SEPTIC FILL & 5' ORDINARY FILL).
- THE FINAL GRADE TEN FEET FROM THE GALLERY TRENCHES SHALL BE EQUAL TO OR GREATER THAN THE ELEVATION OF THE TOP OF THE ADJACENT GALLERY TRENCH.
- THIS SYSTEM HAS NOT BEEN DESIGNED FOR THE USE OF LARGE CAPACITY (+100 GALLONS) DISCHARGE TYPE BATHTUBS. RESIDENTIAL GARBAGE DISPOSALS ARE NOT ANTICIPATED FOR THIS DESIGN. IN THE EVENT THAT SUCH AN INSTALLATION IS CONTEMPLATED FOR THE PROPOSED HOUSE, A LARGER SEPTIC TANK AND INCREASED LEACHING FIELD CAPACITY WILL BE REQUIRED.
- THERE ARE NO APPARENT WELLS WITHIN 75' OF THE PROPOSED SEPTIC SYSTEM AS SHOWN ON THIS PLAN.
- THE LOCATION AND ELEVATION OF THE PROPOSED SEPTIC SYSTEM SHALL BE STAKED BY A LICENSED ENGINEER/LAND SURVEYOR. BOTTOM OF EACH TRENCH IS TO BE SET NO GREATER THAN 10" INTO ORIGINAL GRADE AS (MEASURED AT HIGH (UPHILL) SIDE OF TRENCH). REMOVE ALL TOPSOIL BENEATH SYSTEM AND REPLACE WITH SELECT FILL AS REQUIRED.
- TIGHT PIPE SHALL BE USED WITHIN 25' OF SEPTIC SYSTEM, AND TO REDUCE SEPARATION DISTANCES FOR SWIMMING POOLS, PROPERTY LINE, PRESSURE POTABLE WATER LINE, AND BUILDING SERVED. TIGHT PIPE SHALL BE PVC ASTM D3034, SDR-35. ACCEPTABLE JOINT RUBBER COMPRESSION GASKET OR SOLVENT WELD COUPLINGS/FITTINGS USING PROPER TWO STEP PVC SOLVENT SOLUTION PROCEDURE.
- THIS DESIGN IS A MODIFICATION TO AN EXISTING SEPTIC SYSTEM. THE CURRENT SYSTEM CONFIGURATION AND CAPACITY IS PROVIDED ON THIS PLAN FOR REFERENCE. THE PROPOSED IMPROVEMENTS TO THE SEPTIC SYSTEM ARE BASED ON THE DESIGN FLOW FROM THE PROPOSED SENIOR CENTER.

**EXISTING LEACHING SYSTEM CAPACITY**

EXISTING LEACHING SYSTEM = 48"x18" CONCRETE GALLERIES  
 EFFECTIVE LEACHING AREA (ELA) = 6.2 SF/LF  
 EXISTING LEACHING SYSTEM LENGTH = 168 FT  
 EXISTING ELA = 1,042 SF

**EXISTING LEACHING SYSTEM DESIGN**

APPROVED DESIGN FLOW = 900 GPD  
 (COMBINED TOWN HALL AND FIRE DEPT.)  
 FIELD PERC. RATE = 5.0 MIN/IN  
 APPLICATION RATE = 1.5  
 MINIMUM REQ'D ELA = 600 SF

THE PROVIDED EFFECTIVE LEACHING AREA EXCEEDS THE MIN. REQUIRED

**EXISTING MINIMUM LEACHING SYSTEM SPREAD (MLSS)**

HYDRAULIC GRADIENT = 8.1 - 10.0%

RECEIVING SOIL DEPTH = 26.1 - 30.0 INCHES

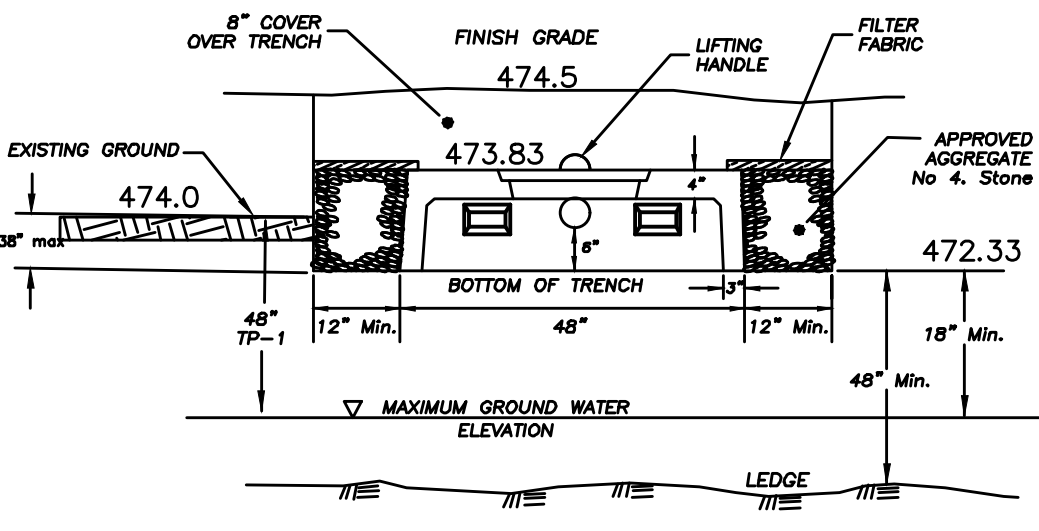
HYDRAULIC FACTOR (HF) = 26

FF = 3.0

PF = 1.0

MLSS = 78 FT

THE PROVIDED MLSS EXCEEDS THE MINIMUM REQUIRED



**HISTORIC TEST HOLE DATA**

Observed by: Public Safety Complex  
 Design Engineer:  
 Date: February 8, 1990

Testhole #3  
 0-8" Topsoil  
 8-32" Fine sandy loam  
 32-64" Moderately compact till

Testhole #4  
 0-12" Topsoil  
 12-32" Fine sandy loam  
 32-70" Moderately compact till

Testhole #5  
 0-12" Topsoil  
 12-32" Fine sandy loam  
 32-70" Moderately compact till

**TEST HOLE DATA**

Observed by: BSC Group and Eastern  
 Highlands Health District  
 Date: March 28, 2023

TP-1  
 0-10" Topsoil  
 10-48" Brown Gravelly Sand  
 48-84" Gray Gravelly Sand with Silt

TP-2  
 0-12" Topsoil  
 12-32" Fine sandy loam  
 32-70" Moderately compact till

**PERCOLATION TEST PT-1**

Percolation test performed by  
 BSC Group  
 Date: March 28, 2023

30" below grade  
 preasok @ 8:40 am  
 begin test @ 9:23 am

Time	Depth	Rate (min/in)
9:25	14.5"	-
9:28	17.75"	0.92
9:31	19.75"	1.50
9:34	21.5"	1.71
9:37	23"	2.00
9:40	24.5"	2.00
9:45	25.75"	4.00
9:50	18"	1.25
9:55	21.25"	1.54
10:00	23.5"	2.22
10:05	25"	3.33
10:10	26"	5.00
10:18	27.75"	4.57

design rate 5.0 min/in

**MINIMUM LEACHING SYSTEM SPREAD**

(MLSS) = HF \* FF \* PF  
 HYDRAULIC GRADIENT = 8.1 - 10.0%  
 RECEIVING SOIL DEPTH = 26.1 - 42.0"  
 HYDRAULIC FACTOR (HF) = 26  
 FLOW FACTOR (FF) = 490/300 = 1.63  
 PERC FACTOR (PF) = 1.0  
 (MLSS) = (20 x 1.63 x 1.0) = 32.6 l.f.  
 Exist. MLSS = 78 l.f. (see above)  
 Total Req'd MLSS = 32.6 + 78 = 110.6 l.f.  
 Length Provided = 232 l.f.

**CONTRACTOR NOTE:**

CONTRACTOR REQUIRED TO NOTIFY "CALL-BEFORE-YOU-DIG" 72 HOURS PRIOR TO ANY ON-SITE EXCAVATION OR CONSTRUCTION AT 1-800-922-4455.

**GENERAL SITE NOTES:**

- LOCATION OF ALL EXISTING AND PROPOSED SERVICES ARE APPROXIMATE AND MUST BE CONFIRMED INDEPENDENTLY BY LOCAL UTILITY COMPANIES PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION OR EXCAVATION.
- ALL UTILITY SERVICE CONNECTION POINTS SHALL BE CONFIRMED INDEPENDENTLY BY THE CONTRACTOR IN THE FIELD PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.
- ALL UTILITY LOCATIONS ARE APPROXIMATE. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO LOCATE CONDUITS, PRODUCT PIPING, ETC., PRIOR TO COMMENCEMENT OF EXCAVATION OF ANY TYPE. CONTRACTOR TO NOTIFY ENGINEER OF ALL DISCREPANCIES FROM THIS PLAN IDENTIFIED IN THE FIELD.

**MAP REFERENCE:**

1. PLAN SET FOR PUBLIC SAFETY COMPLEX, DATED MARCH 7, 1990, PREPARED BY ALAN C. WEDIE ARCHITECT, PREPARED FOR TOWN OF ANDOVER. OBTAIN FILE WITH THE TOWN OF ANDOVER, PROVIDED TO BSC GROUP FOR REFERENCE.

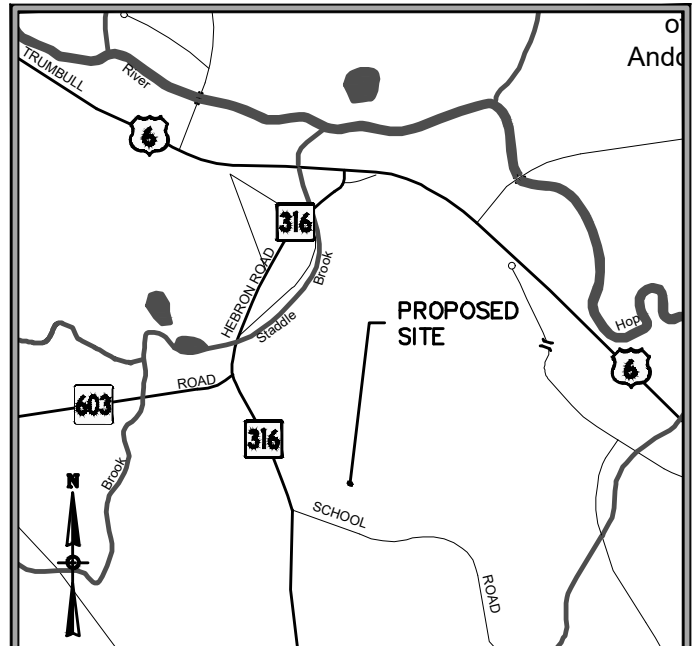
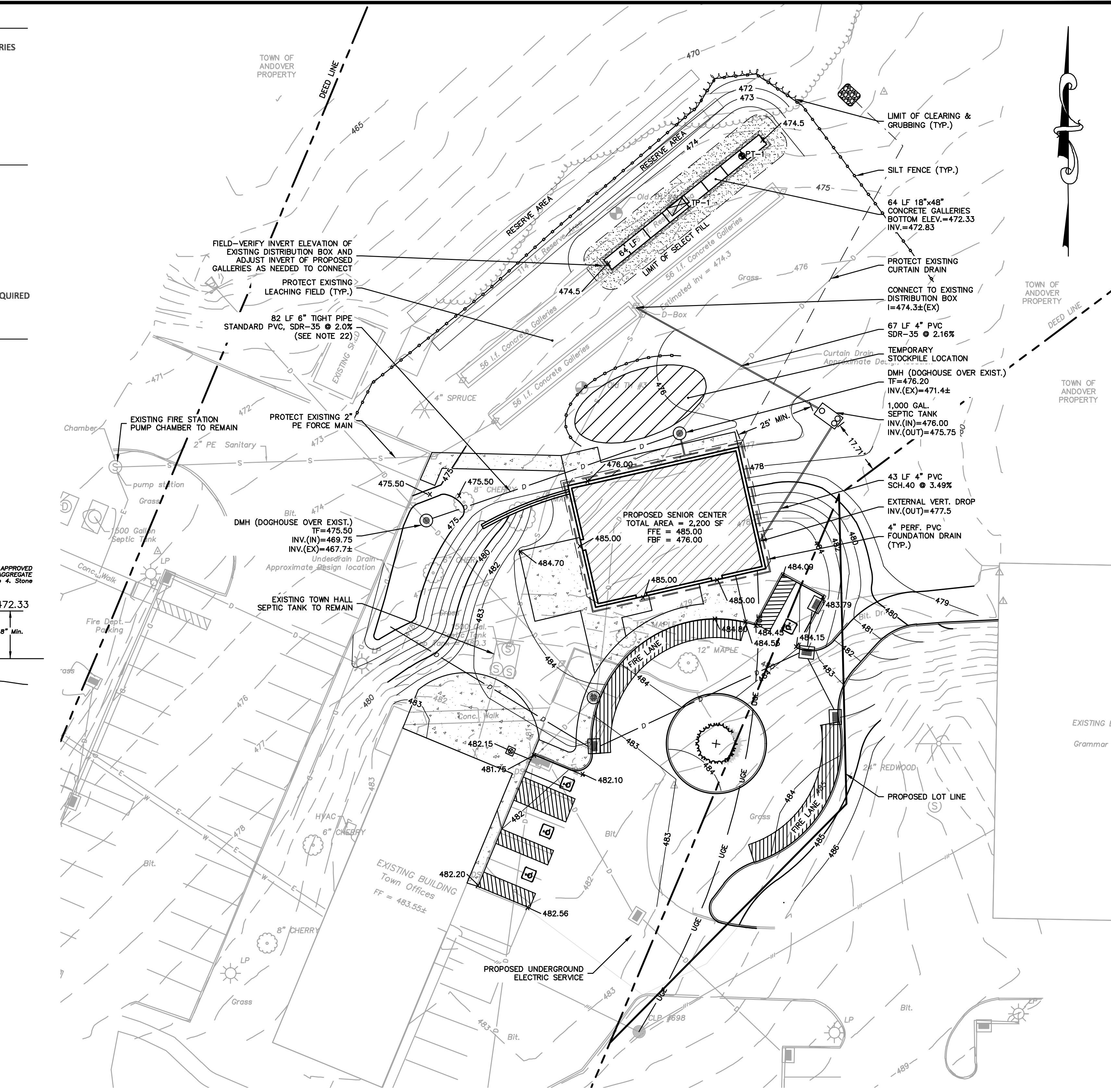
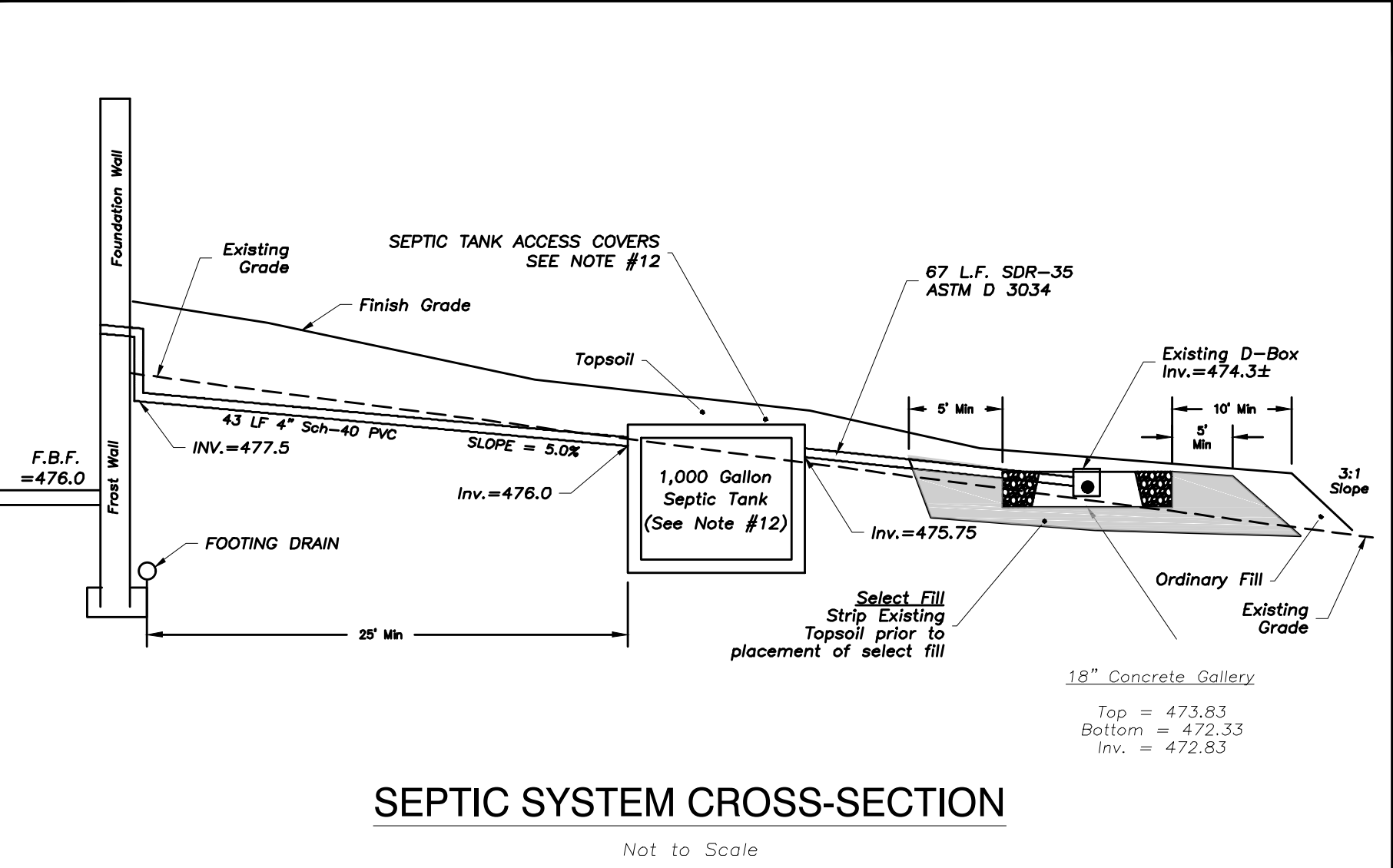
**ABBREVIATIONS**

N/F	NOW OR FORMERLY
MIN.	MINIMUM
LF	LINEAR FEET
SF	SQUARE FEET
HW	PIPE INVERT
O.F.	OVERFLOW INVERT
BIT	BITUMINOUS PAVEMENT
CONC	CONCRETE
P/MT	PAVEMENT
TYP.	TYPICAL
TW	TOP FOUNDATION WALL
FFE	FINISH FLOOR ELEVATION
FBF	FINISHED BASEMENT FLOOR
FGF	FINISHED GARAGE FLOOR
±	MORE OR LESS

**LEGEND**

●	Lot Corner Existing
□	SEPTIC TANK
○	PROPOSED WELL
⊕	DEEP SOIL TEST LOCATION
⊙	PERC TEST LOCATION
x	PROPOSED SPOT GRADE
476.1	EXISTING SPOT ELEVATION
476.3	EXISTING CONTOUR
475	PROPOSED CONTOUR
---	PROPOSED SILT FENCE
---	CLEARING & GRUBBING

IT IS THE INTENT OF THIS PLAN TO COMPLY WITH THE "CONNECTICUT PUBLIC HEALTH CODE REGULATIONS AND TECHNICAL STANDARDS FOR SUBSURFACE SEWAGE DISPOSAL SYSTEMS" TECHNICAL STANDARDS REVISED TO JANUARY 1, 2023. THE CONTRACTOR/INSTALLER SHALL COMPLY WITH THE STANDARDS, MATERIALS AND SPECIFICATIONS SET FORTH THEREIN. IN THE EVENT A CONFLICT ARISES BETWEEN THE ABOVE REFERENCED STANDARDS AND THOSE SPECIFIED ON THIS PLAN, THE MORE STRINGENT SHALL APPLY. THE CONTRACTOR SHALL NOTIFY THE PERMITTING JURISDICTION AND THE ENGINEER OF ANY CHANGES, FIELD CONDITIONS AND/OR DEFICIENCIES OF THE PLAN WITH RESPECT TO THE PROPOSED SEPTIC SYSTEM.



STATE OF CONNECTICUT  
 DEPARTMENT OF CONSTRUCTION  
 No. 20162  
 LICENSED PROFESSIONAL ENGINEER

**SUBSURFACE SEWAGE DISPOSAL SYSTEM DESIGN**

25 SCHOOL ROAD  
 IN  
 ANDOVER  
 CONNECTICUT

MAY 18, 2023

REVISIONS:

06/06/2023	REVISED PER TOWN COMMENTS
07/26/2023	REVISED PER PZC CONDITIONS

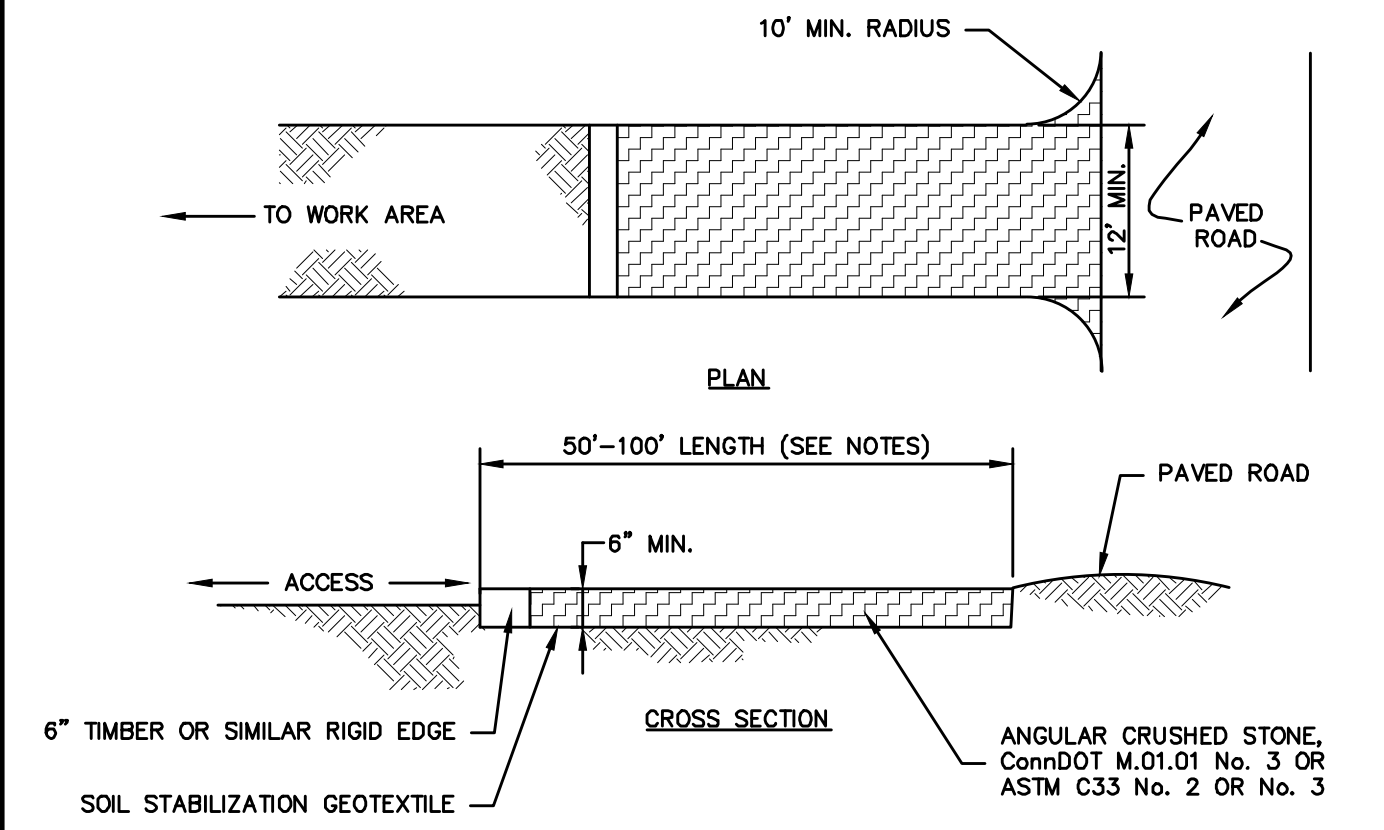
PREPARED FOR:  
 TOWN OF ANDOVER  
 17 SCHOOL ROAD  
 ANDOVER, CT 06232

**BSC GROUP**  
 655 Winding Brook Drive  
 Glastonbury, Connecticut 06033  
 860 652 8227

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 SCALE: 1" = 20'

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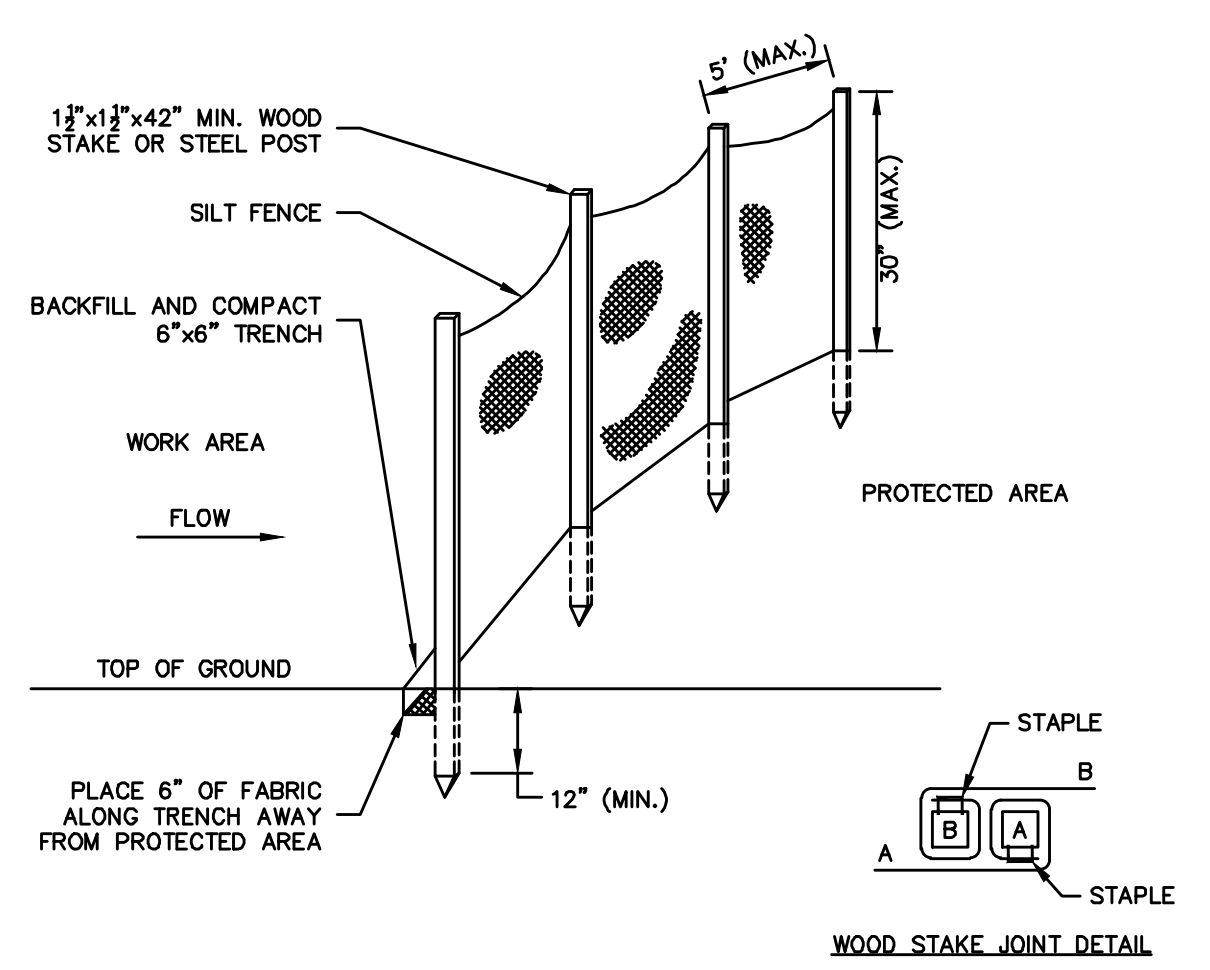
JOB. NO: 83821.00  
 C-3.0



- NOTES:**
1. REMOVE TOPSOIL AND ORGANICS PRIOR TO CRUSHED STONE PLACEMENT.
  2. INSTALL SUB-BASE OF FREE DRAINING BACKFILL OR ROAD STABILIZATION GEOTEXTILE AS NECESSARY ON UNSTABLE SOILS.
  3. LENGTH SHALL BE 50 FOOT MINIMUM. WHERE TRACKED SEDIMENTS CONTAIN LESS THAN 80% SAND, LENGTH SHALL BE 100 FOOT MINIMUM.
  4. IF THE GRADE OF THE CONSTRUCTION ENTRANCE DRAINS TO THE PAVED SURFACE AND IT EXCEEDS 2% SLOPE, CONSTRUCT ENTRANCE AT LEAST 15 FEET FROM ITS ENTRANCE ONTO THE PAVED SURFACE WHILE DIVERTING RUN-OFF WATER TO A SETTLING OR FILTERING AREA.
  5. CONSTRUCT ANY DRAINAGE AND SETTLING FACILITIES REQUIRED TO ACCOMMODATE VEHICLE WASHING OPERATIONS. DIVERT ALL WASH WATER AWAY FROM ENTRANCE TO THE SETTLING AREA.
  6. MAINTAIN ENTRANCE IS A CONDITION THAT WILL PREVENT WASHING OF SEDIMENT ONTO PAVED SURFACES.

**CONSTRUCTION ENTRANCE**

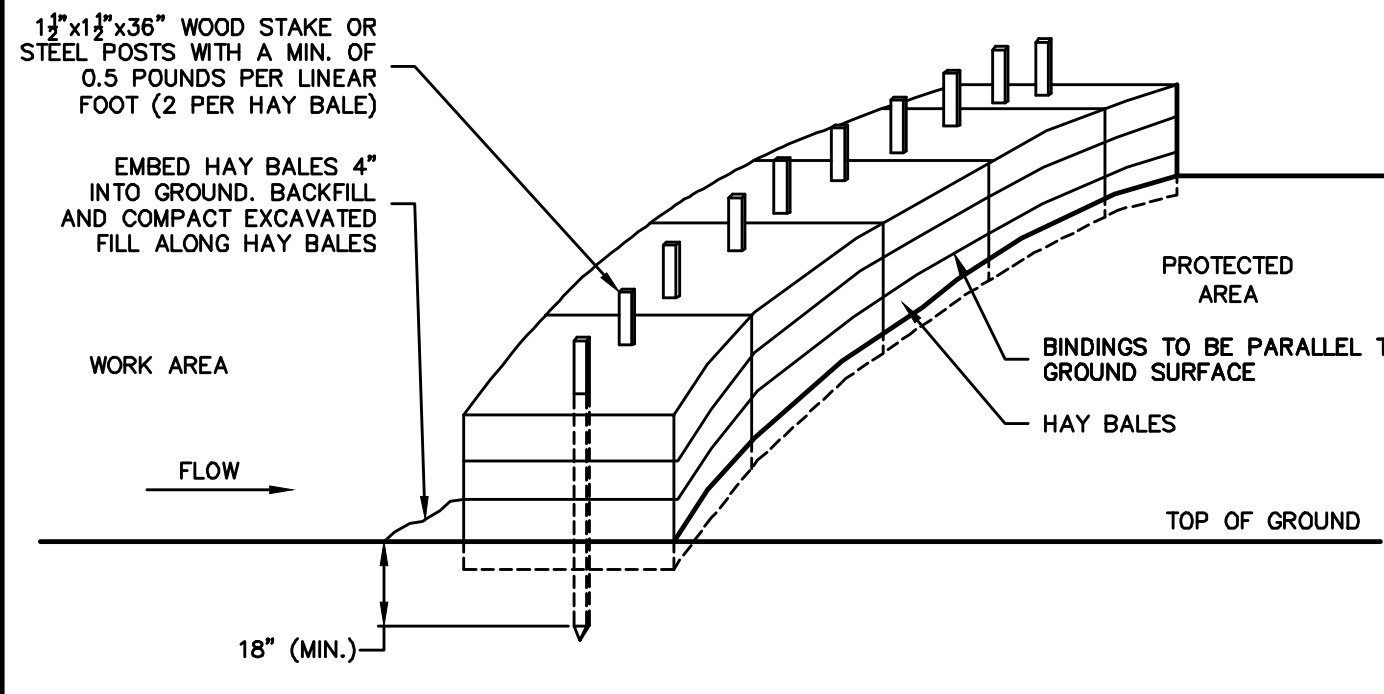
SCALE: NONE  
EC-101-CT



- GENERAL NOTES:**
1. FOR SLOPE & SWALE INSTALLATIONS, EXTEND FENCE UP SLOPE SUCH THAT BOTTOM ENDS OF FENCE WILL BE HIGHER THAN THE TOP OF THE LOWEST PORTION OF FENCE.
  2. FOR FENCE INSTALLED ON LEVEL TERRAIN INSTALL WING SECTIONS PERPENDICULAR TO MAIN BARRIER AT 50'-100' INTERVALS.

**SILT FENCE BARRIER**

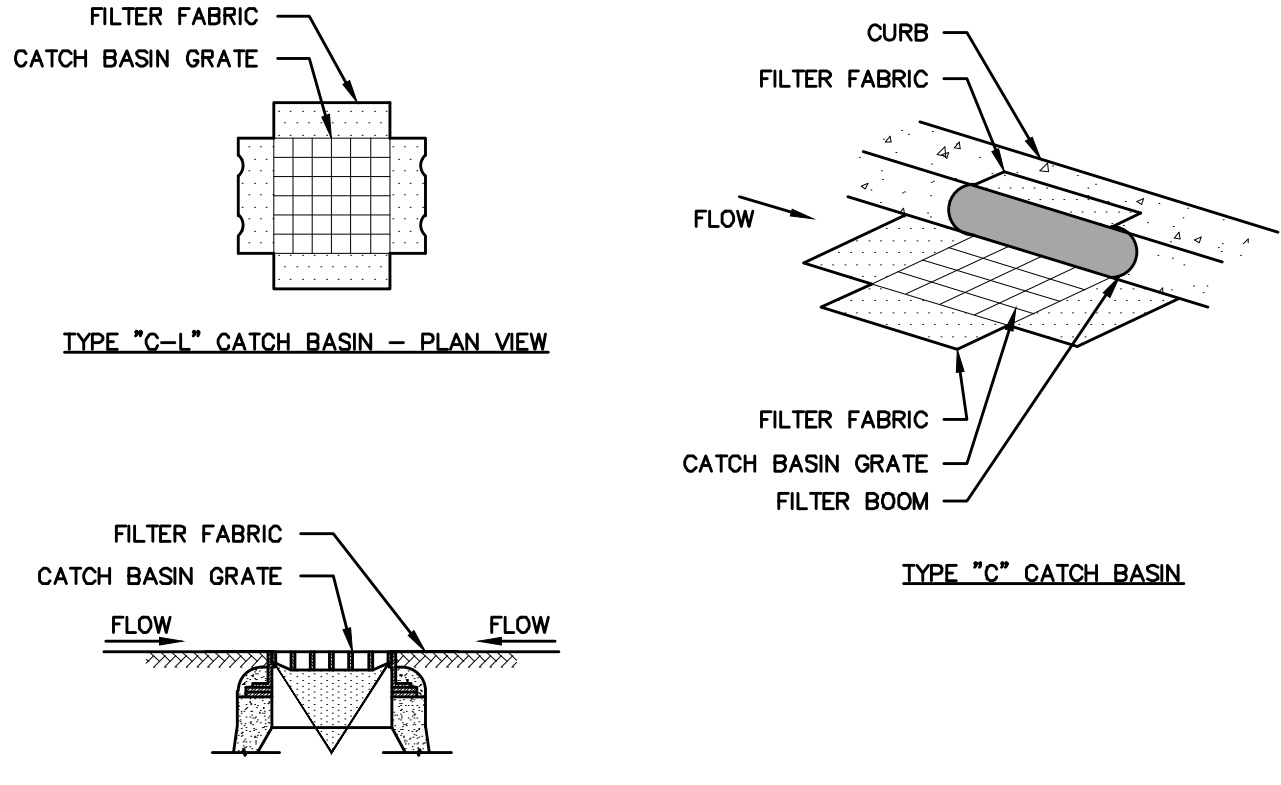
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- GENERAL NOTES:**
1. HAY BALES SHALL BE MADE OF HAY OR STRAW WITH 40 POUND MIN. WEIGHT AND 120 POUND MAX. WEIGHT HELD TOGETHER BY TWINE OR WIRE.
  2. PLACE HAY BALES ON CONTOUR AND WING THE LAST HAY BALES UP SLOPE SO THAT THE TOP OF THE LAST SEVERAL HAY BALES ARE HIGHER THAN THE LINE OF HAY BALES.
  3. DRIVE FIRST STAKE IN EACH BALE TOWARD THE PREVIOUSLY LAID BALE TO FORCE THEM TOGETHER.
  4. PUT ONE HAY BALE PERPENDICULAR ALONG HAY BALE BARRIER EACH 100 FEET.

**HAY BALE BARRIER**

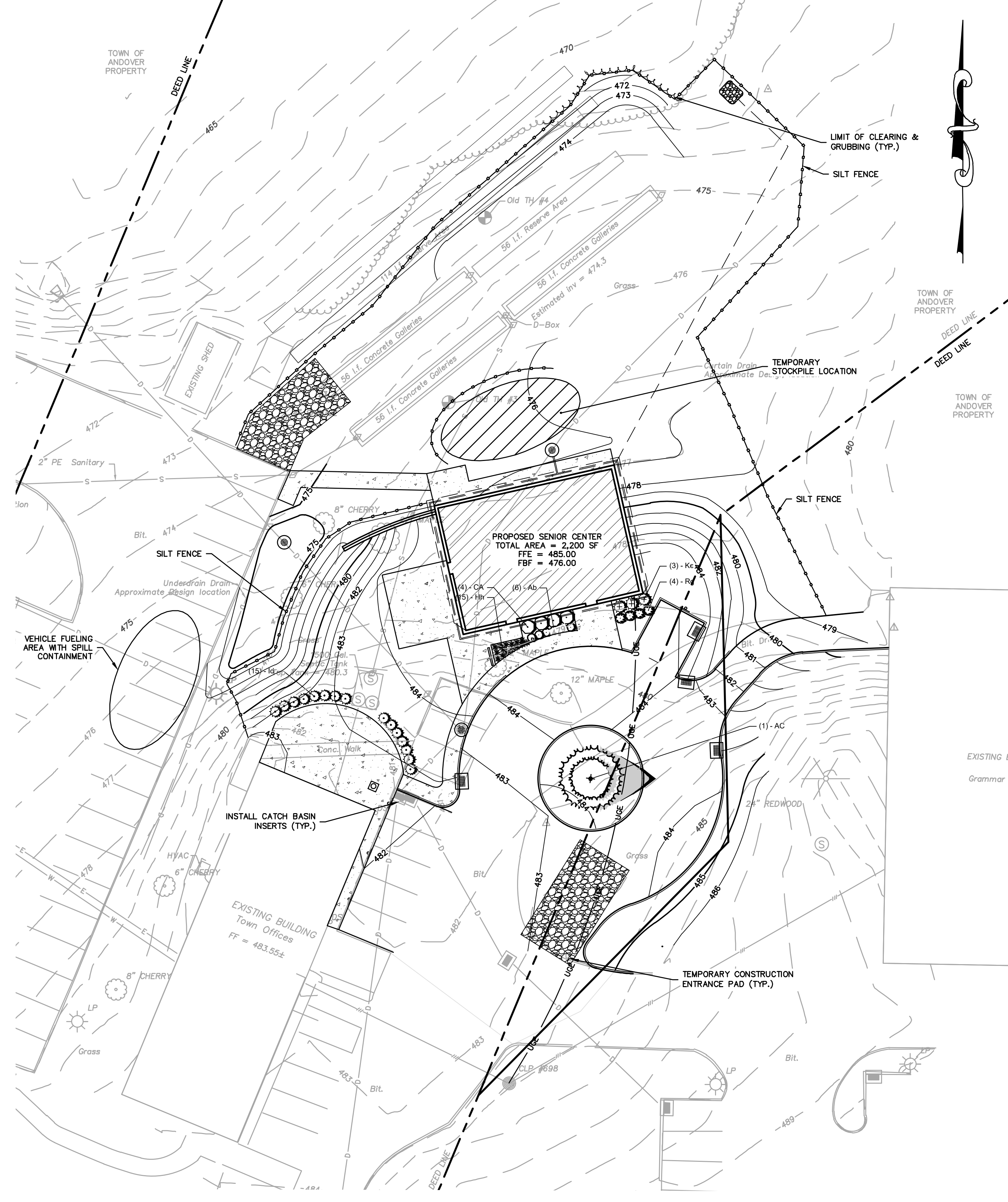
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EC-106-CT



- GENERAL NOTES:**
1. PROVIDE INLET PROTECTION TO ALL EXISTING CATCH BASINS IN THE VICINITY OF CONSTRUCTION. PROTECT NEW CATCH BASINS AS THEY ARE CONSTRUCTED.
  2. GRATE TO BE PLACED OVER FILTER FABRIC.

**CATCH BASIN FILTER INSERT**

SCALE: NONE



**EROSION & SEDIMENTATION CONTROL NOTES:**

1. DO NOT PROCEED WITH THE WORK UNTIL ALL E&S CONTROL MEASURES ARE IN-PLACE AND HAVE BEEN INSPECTED AND APPROVED BY THE ENGINEER.
2. THE MEASURES SPECIFIED HEREON ARE THE MINIMUM REQUIREMENTS FOR E&S CONTROL AND ARE SHOWN IN GENERAL SIZE AND LOCATION ONLY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING THAT ALL E&S CONTROL MEASURES ARE CONFIGURED AND CONSTRUCTED IN A MANNER THAT WILL MINIMIZE EROSION OF SOILS AND PREVENT THE TRANSPORT OF SEDIMENTS AND OTHER POLLUTANTS TO ANY RESOURCE AREAS. PROVIDE ADDITIONAL E&S MEASURES AS REQUIRED TO CONTROL EROSION AND SILTATION THROUGHOUT THE DURATION OF THE CONSTRUCTION AS CONDITIONS DICTATE AND/OR AS DIRECTED BY THE OWNER OR THE ENGINEER.
3. MONITOR AND INSPECT ALL E&S MEASURES IN AN ONGOING MANNER THROUGHOUT THE WORK AND TAKE CORRECTIVE MEASURES, AS REQUIRED, TO MINIMIZE EROSION OF SOILS AND PREVENT THE TRANSPORT OF SEDIMENTS AND OTHER POLLUTANTS TO ANY RESOURCE AREAS.
4. ANY EROSION AND SEDIMENTATION MEASURE IMPLEMENTED BEYOND THAT SHOWN HEREON SHALL CONFORM TO APPLICABLE SECTIONS OF THE STATE OF CONNECTICUT'S '2002 CONNECTICUT GUIDELINES FOR SOIL EROSION AND SEDIMENT CONTROL.'
5. ANY STOCKPILED MATERIAL SHALL BE SUBJECT TO EROSION CONTROL MEASURES THAT INCLUDE A MINIMUM OF SILT FENCE OR HAY BALE BARRIER COVER STOCKPILES IF SIGNIFICANT RAINFALL IS PREDICTED.
6. PROVIDE TEMPORARY SEEDING WITH MULCH ON ALL EXPOSED SOIL AREAS WHERE WORK WILL BE SUSPENDED FOR LONGER THAN 30 DAYS. APPLY SEED AND MULCH WITHIN THE FIRST 7 DAYS OF SUSPENDING WORK. WHEN SEEDING IS NOT POSSIBLE DUE TO SEASONAL WEATHER CONDITIONS OR OTHER FACTORS, PROVIDE TEMPORARY STRUCTURAL SOIL PROTECTION SUCH AS MULCH, WOODCHIPS, EROSION CONTROL MATTING, OR COMPOST.
7. ALL TEMPORARY SLOPES IN EXCESS OF 1:3 SHALL BE STABILIZED WITH EROSION CONTROL MATTING OR APPROVED EQUIVALENT.
8. NO RUNOFF SHALL BE ALLOWED TO ENTER ANY STORMWATER SYSTEM OR EXIT THE SITE PRIOR TO TREATMENT FOR SEDIMENT REMOVAL.
9. THE CONTRACTOR SHALL MAINTAIN A CLEAN CONSTRUCTION SITE AND SHALL NOT ALLOW THE ACCUMULATION OF RUBBISH OR CONSTRUCTION DEBRIS. ALL TRASH SHALL BE CLEANED ON A DAILY BASIS AND THE SITE SHALL BE LEFT IN A NEAT CONDITION AT THE END OF EACH WORK DAY.
10. TAKE ALL NECESSARY PRECAUTIONS TO AVOID THE SPILLAGE OF FUEL OR OTHER POLLUTANTS AND ADHERE TO ALL APPLICABLE POLICIES AND REGULATIONS RELATED TO SPILL PREVENTION, CONTROL, AND RESPONSE.
11. FOR DUST CONTROL, PERIODICALLY MOISTEN EXPOSED SOIL SURFACES WITH WATER AND MAINTAIN ADEQUATE MOISTURE LEVELS.
12. SWEEP ADJACENT ROADWAYS AND PARKING LOTS IF MUD OR SOIL IS TRACKED ON TO THEM, OR AS DIRECTED BY THE ENGINEER. SHOULD THE CONSTRUCTION ENTRANCE FAIL TO PREVENT THE TRACKING OF SOILS OR SEDIMENT OFF OF THE PROJECT SITE, A WASHING RACK SHALL BE INSTALLED ALONG WITH APPROPRIATE MEASURES TO COLLECT RESULTING WASTEWATER.
13. DRAINAGE STRUCTURE FILTER INSERTS SHALL BE INSTALLED IN ALL EXISTING AND NEWLY CONSTRUCTED STRUCTURES WITHIN THE CONSTRUCTION LIMITS AND CLEANED/CHANGED PER THE MANUFACTURER'S RECOMMENDATIONS. UNITS SHALL BE INSTALLED COMPLETELY AROUND INLETS OF EXISTING AND PROPOSED DRAINAGE STRUCTURES SUCH THAT NO RUNOFF IS ALLOWED TO ENTER DRAINAGE SYSTEMS WITHOUT FILTERING THROUGH THE DEVICE.

**SUGGESTED CONSTRUCTION SEQUENCE:**

1. CONDUCT A PRE-CONSTRUCTION MEETING WITH THE OWNER AND ENGINEER PRIOR TO ANY CONSTRUCTION ACTIVITY.
  2. INSTALL CONSTRUCTION ENTRANCE(S) AND PLACE FILTER INSERTS IN EXISTING CATCH BASINS.
  3. INSTALL PERIMETER E&S CONTROLS AND REQUEST PRE-CONSTRUCTION INSPECTION FROM THE ENGINEER.
  4. FOLLOWING THE ENGINEER'S APPROVAL OF INSTALLED E&S CONTROLS, COMMENCE CONSTRUCTION OPERATIONS.
  5. AT THE CONCLUSION OF CONSTRUCTION, COMPLETE THE INSTALLATION OF POST-CONSTRUCTION SITE STABILIZATION MEASURES AS SHOWN ON THE DRAWINGS.
- NOTE: THE CONTRACTOR MAY MODIFY THE SUGGESTED CONSTRUCTION SEQUENCE INDICATED ABOVE, PROVIDED A REVISED SEQUENCE IS SUBMITTED FOR REVIEW AND APPROVED BY THE OWNER AND ENGINEER.

**TEMPORARY E&S MEASURES MAINTENANCE SCHEDULE**

E&S MEASURE	MAINTENANCE MEASURES	SCHEDULE
FILTER INSERTS IN DRAINAGE SYSTEM	CLEAN CATCH BASIN GRATE, REMOVE SEDIMENT/DEBRIS FROM FILTER INSERTS	WEEKLY & WITHIN 24 HOURS AFTER STORM GENERATING A DISCHARGE
HAY BALES/ SILT FENCE BARRIER	REPAIR/REPLACE WHEN FAILURE OBSERVED, REMOVE SILT WHEN ACCUMULATION REACHES APPROX. HALF HEIGHT OF BARRIER	WEEKLY & WITHIN 24 HOURS AFTER STORM GENERATING A DISCHARGE
TARP TEMPORARY STOCKPILES	ENSURE TARP IS SECURED OVER STOCKPILE AT THE END OF EACH DAY	DAILY
CONSTRUCTION ENTRANCE	SWEEP PAVED ROADWAY ADJACENT TO SITE ENTRANCE AS NECESSARY, REFRESH STONE AS NECESSARY, REMOVE SILTED GRAVEL	WEEKLY
MOISTEN EXPOSED SOILS	PERIODICALLY MOISTEN EXPOSED SOIL SURFACES WITH WATER ON UNPAVED TRAVELWAYS AND KEEP TRAVELWAYS DAMP	DAILY



**ANDOVER COMMUNITY CENTER**

25 SCHOOL ROAD  
IN  
ANDOVER CONNECTICUT

**EROSION AND SEDIMENTATION CONTROL PLAN**

MAY 18, 2023

**REVISIONS:**

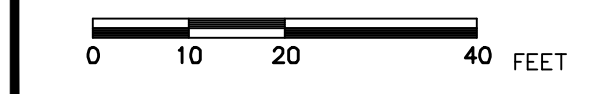
06/16/2023	REVISED PER TOWN COMMENTS
07/26/2023	REVISED PER PZC CONDITIONS

PREPARED FOR:  
TOWN OF ANDOVER  
17 SCHOOL ROAD  
ANDOVER, CONNECTICUT



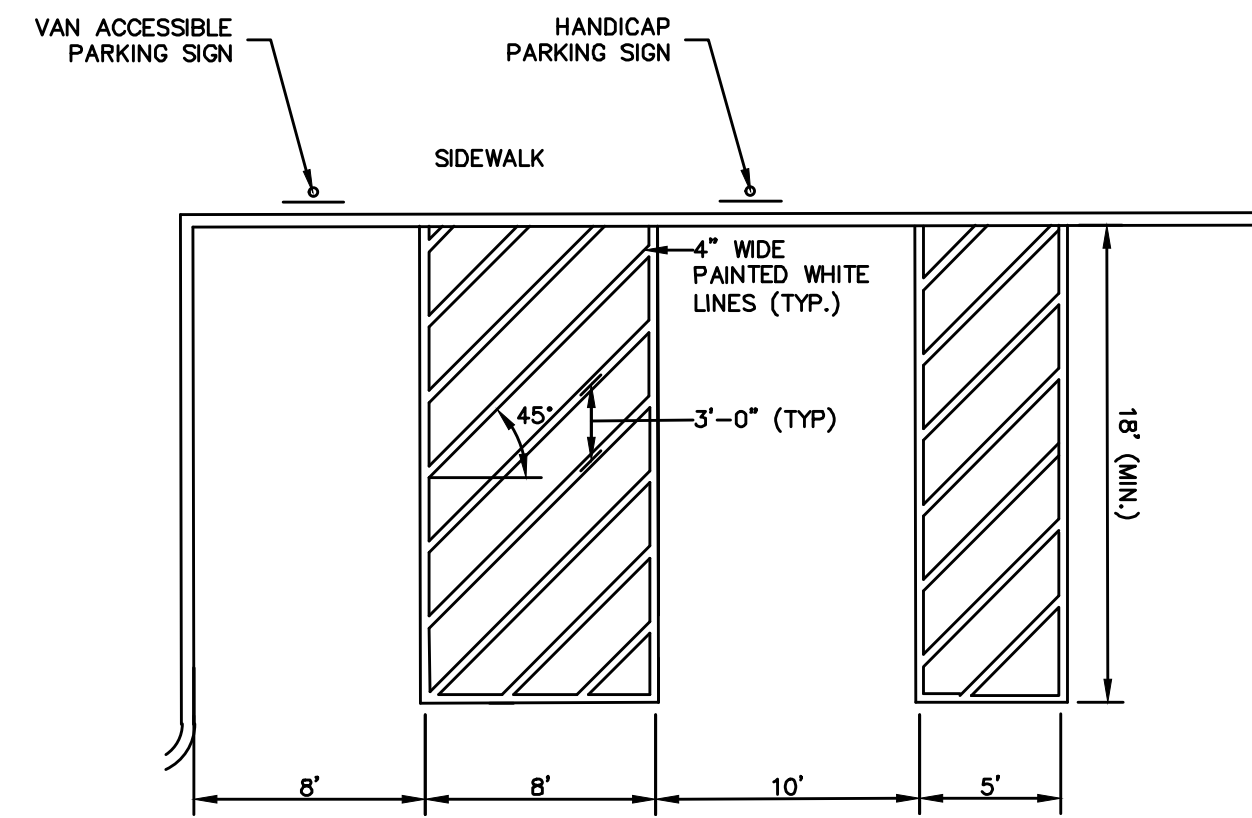
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860 652 8227

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SCALE: 1" = 20'



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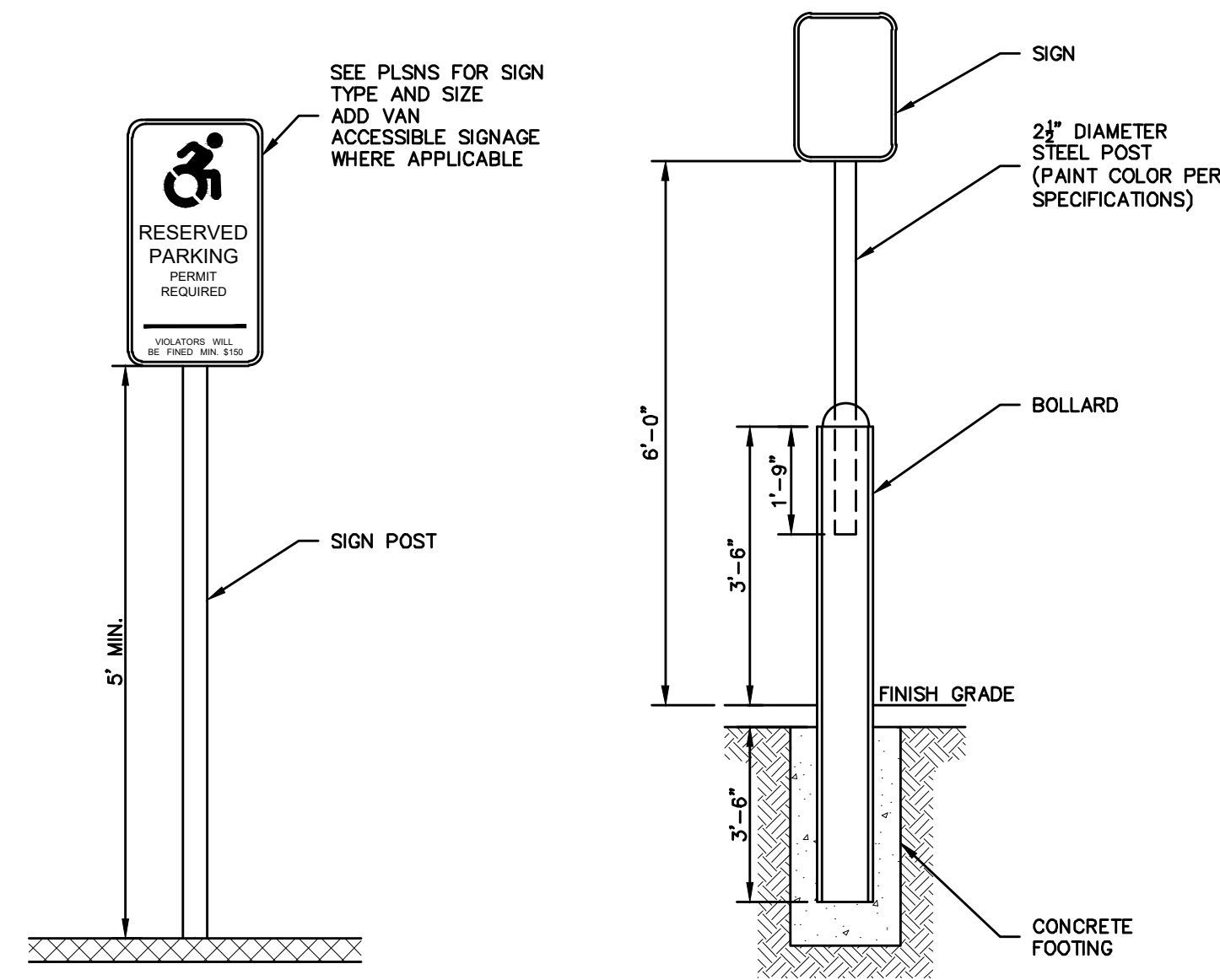
**C-4.0**



- NOTES:**
1. GRADING WITHIN HANDICAP SPACES SHALL BE 2% MAX. IN ALL DIRECTIONS
  2. DETAIL PROVIDED FOR STRIPING ORIENTATION. PLEASE SEE SHEET C-5.0 FOR SPACE LAYOUT

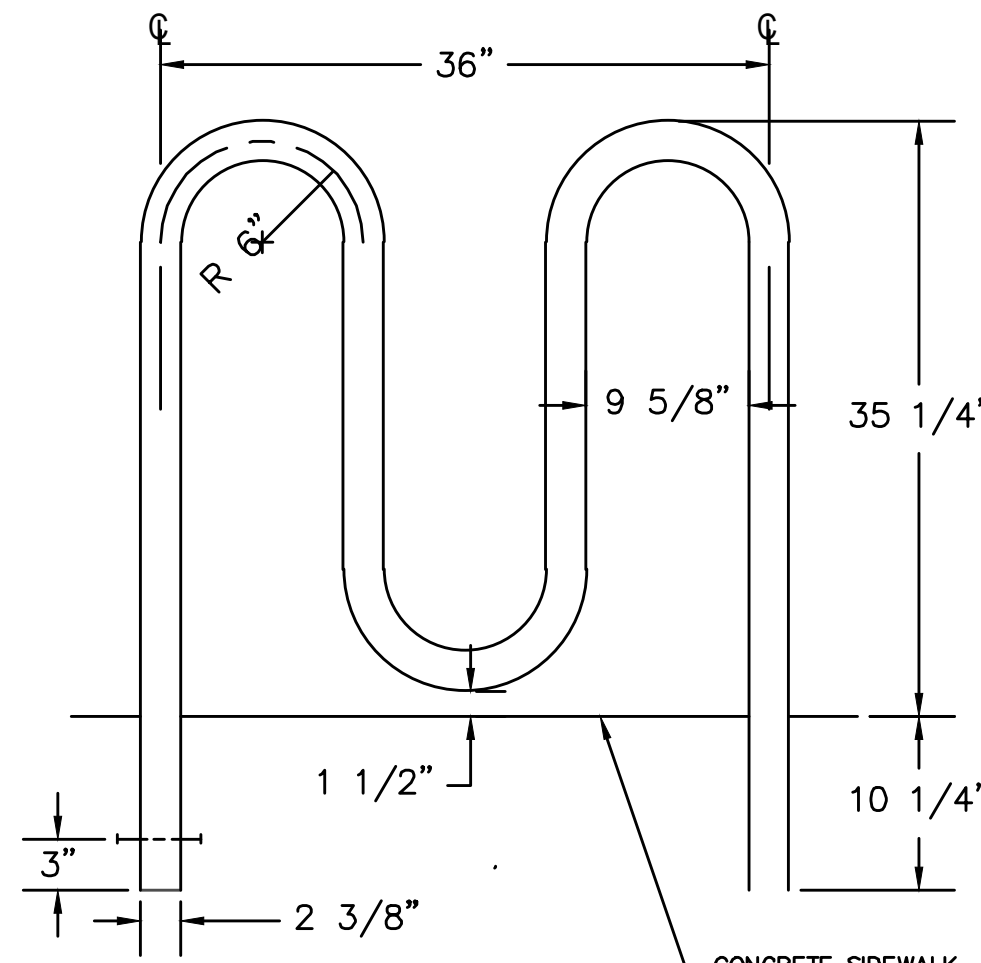
**ACCESSIBLE PARKING SPACES**

SCALE: NONE  
HC-111-CT



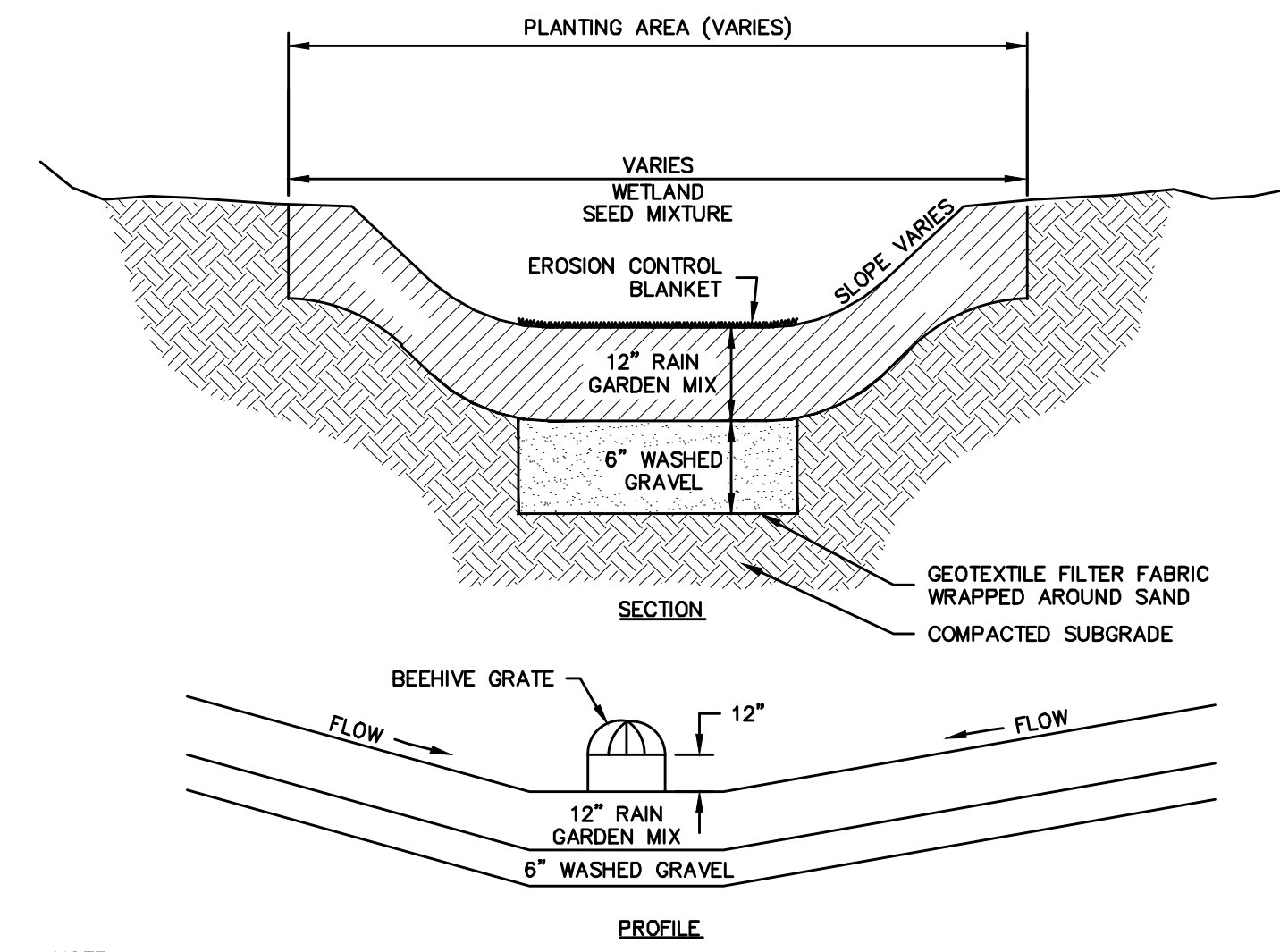
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SCALE: NONE



**BIKE RACK**

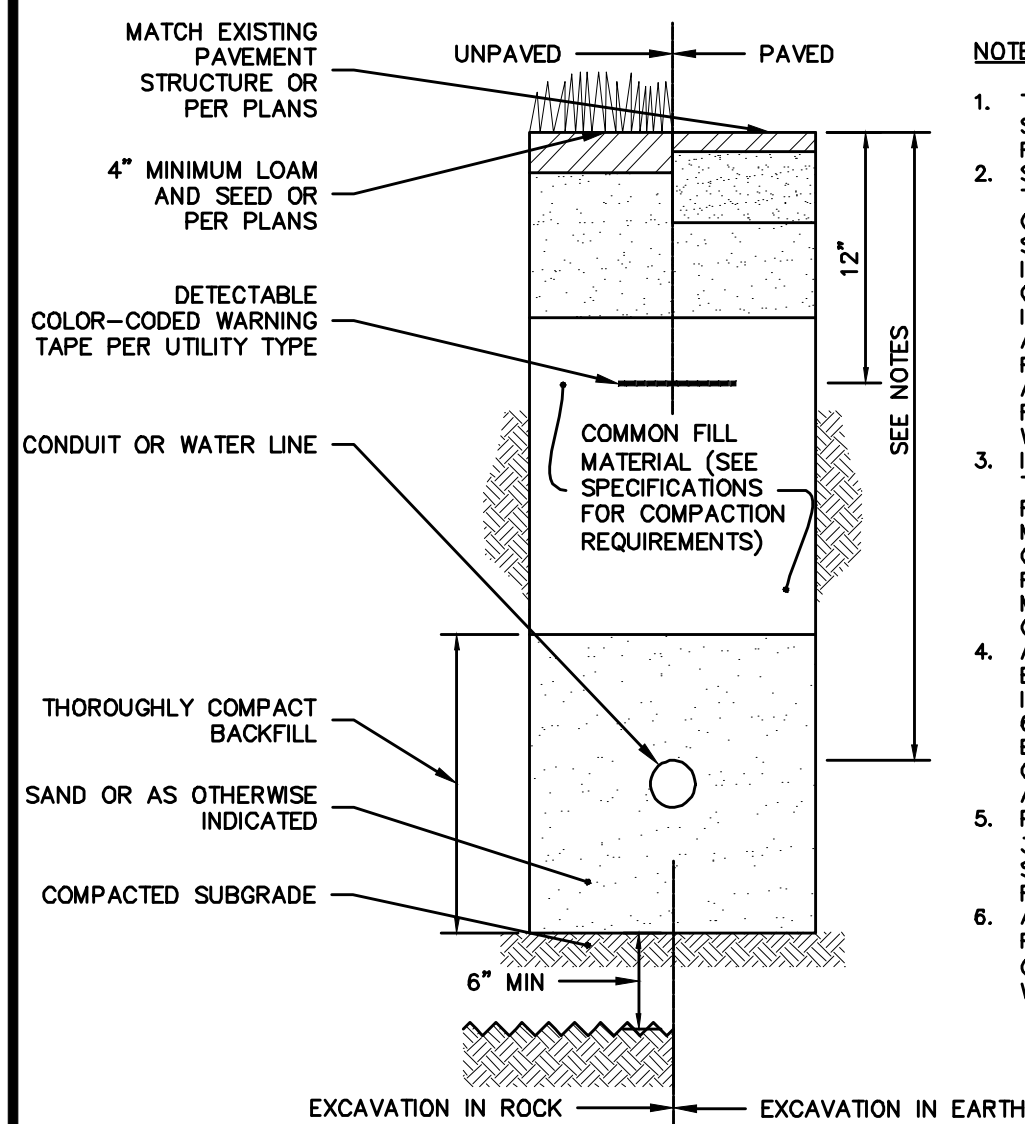
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- NOTE:**  
RAIN GARDEN MIX SHALL BE A BLEND OF 50% - 70% SAND AND 30% - 50% TOPSOIL WITH AN AVERAGE OF 5% ORGANIC CONTENT.

**RAIN GARDEN**

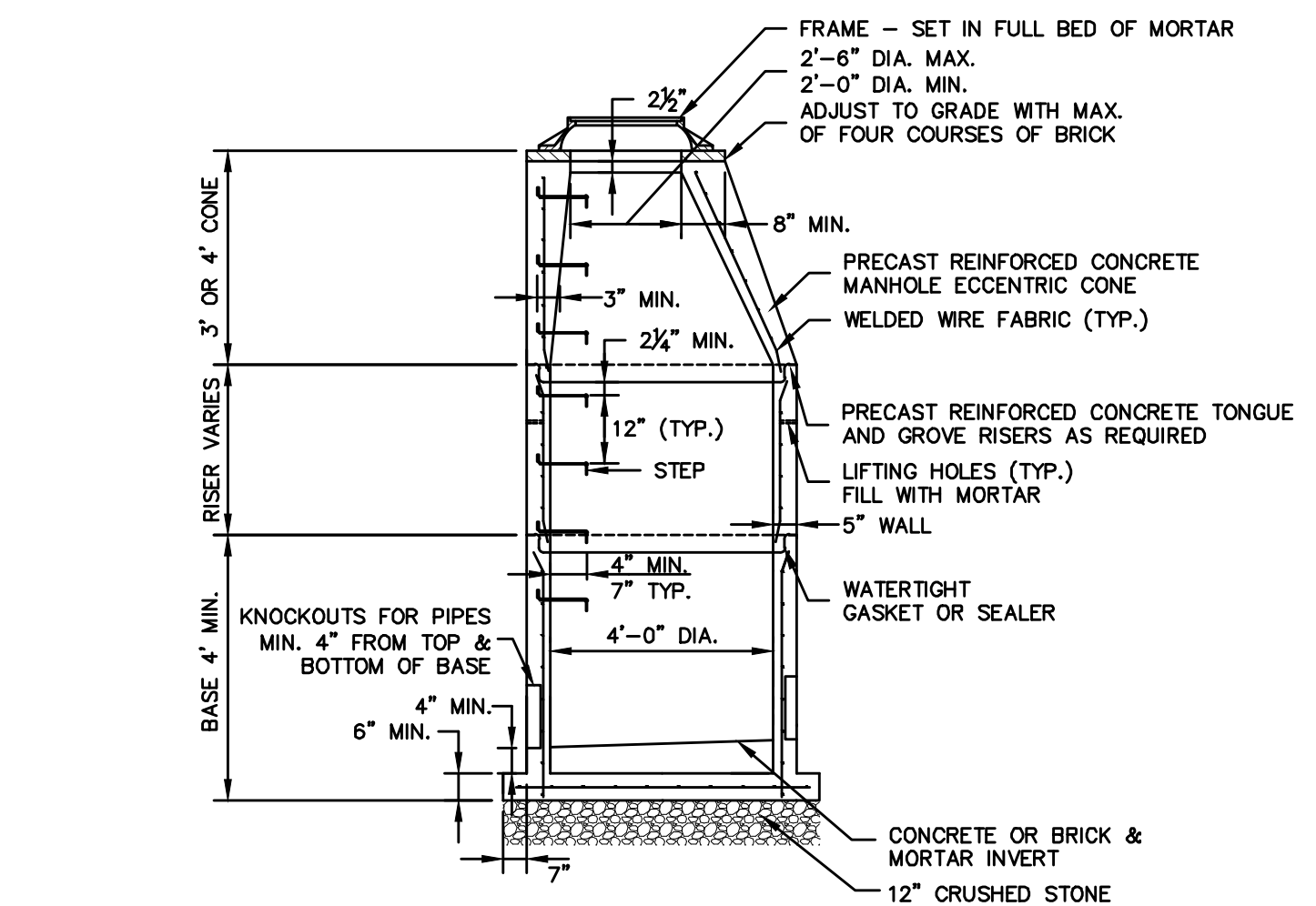
SCALE: NONE



- NOTES:**
1. THIS DETAIL IS APPLICABLE FOR SINGLE CONDUIT OR PIPE UP TO FOUR INCHES IN DIAMETER. SHORING AND BRACING OF TRENCHES IS THE RESPONSIBILITY OF THE CONTRACTOR. ALL SHORING AND BRACING SHALL BE IN ACCORDANCE WITH THE LATEST OSHA STANDARDS AND INTERPRETATIONS, TO ALL OTHER APPLICABLE CODES, RULES, AND REGULATIONS, OF FEDERAL, STATE AND LOCAL AUTHORITIES, AND AS REQUIRED TO MAINTAIN SAFE WORKING CONDITIONS AT ALL TIMES.
  2. IN CASE OF CONFLICT BETWEEN THIS DETAIL AND INSTALLATION REQUIREMENTS OF THE PIPE MANUFACTURER OR LOCAL UTILITY OWNER, REQUIREMENTS OF THE PIPE MANUFACTURER OR LOCAL UTILITY OWNER WILL PREVAIL. ANY DISTURBED SUBGRADE SHALL BE WELL COMPACTED. EXCAVATION IN ROCK SHALL BE A MINIMUM 6-INCHES BELOW BOTTOM OF BEDDING AND BACKFILLED WITH GRANULAR FILL OR OTHER APPROVED MATERIAL.
  3. PULL-LINE IN ALL CONDUIT: 3/8-INCH DOUBLE-BRAIDED LOW STRETCH POLYESTER COMPOSITE ROPE.
  4. ALL CONDUIT AND PIPE DEPTHS PER CONNECTICUT BUILDING CODE OR UTILITY OWNER'S REQUIREMENTS, WHICHEVER IS MORE STRINGENT.

**CONDUIT OR WATER SERVICE TRENCH**

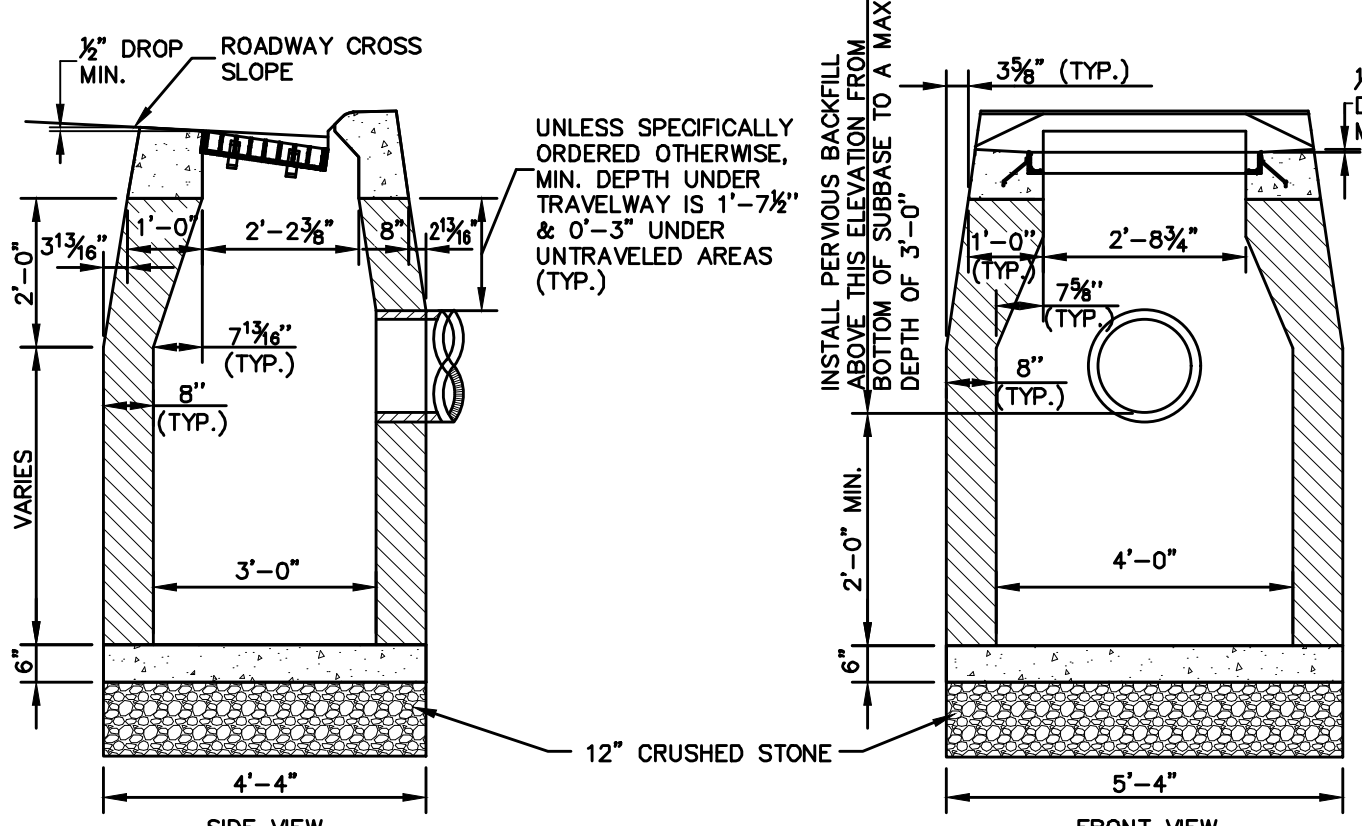
SCALE: NONE



- GENERAL NOTES:**
1. 5' OR 6' DIA. PRECAST BASES MAY BE USED WHEN REQUIRED DUE TO SIZE OR NUMBER OF PIPES AT THE MANHOLE. PRECAST REDUCERS WILL BE PLACED ABOVE THE 5' OR 6' BASES AS DIRECTED BY THE ENGINEER. WALL THICKNESS TO INCREASE 1" FOR EACH 1' OF INSIDE DIAMETER INCREASE.
  2. FRAME DIAMETER OF 3'-3" WITH 4" FLANGE MUST BE USED WHEN THE TOP DIA. OF THE PRECAST CONE IS LESS THAN 3'-6". ALL OTHER FRAME DIMENSIONS ARE TO REMAIN THE SAME.
  3. MINIMUM CONCRETE COMPRESSIVE STRENGTH OF F'c = 4000 PSI SHALL BE OBTAINED PRIOR TO SHIPPING.

**STORM DRAINAGE MANHOLE**

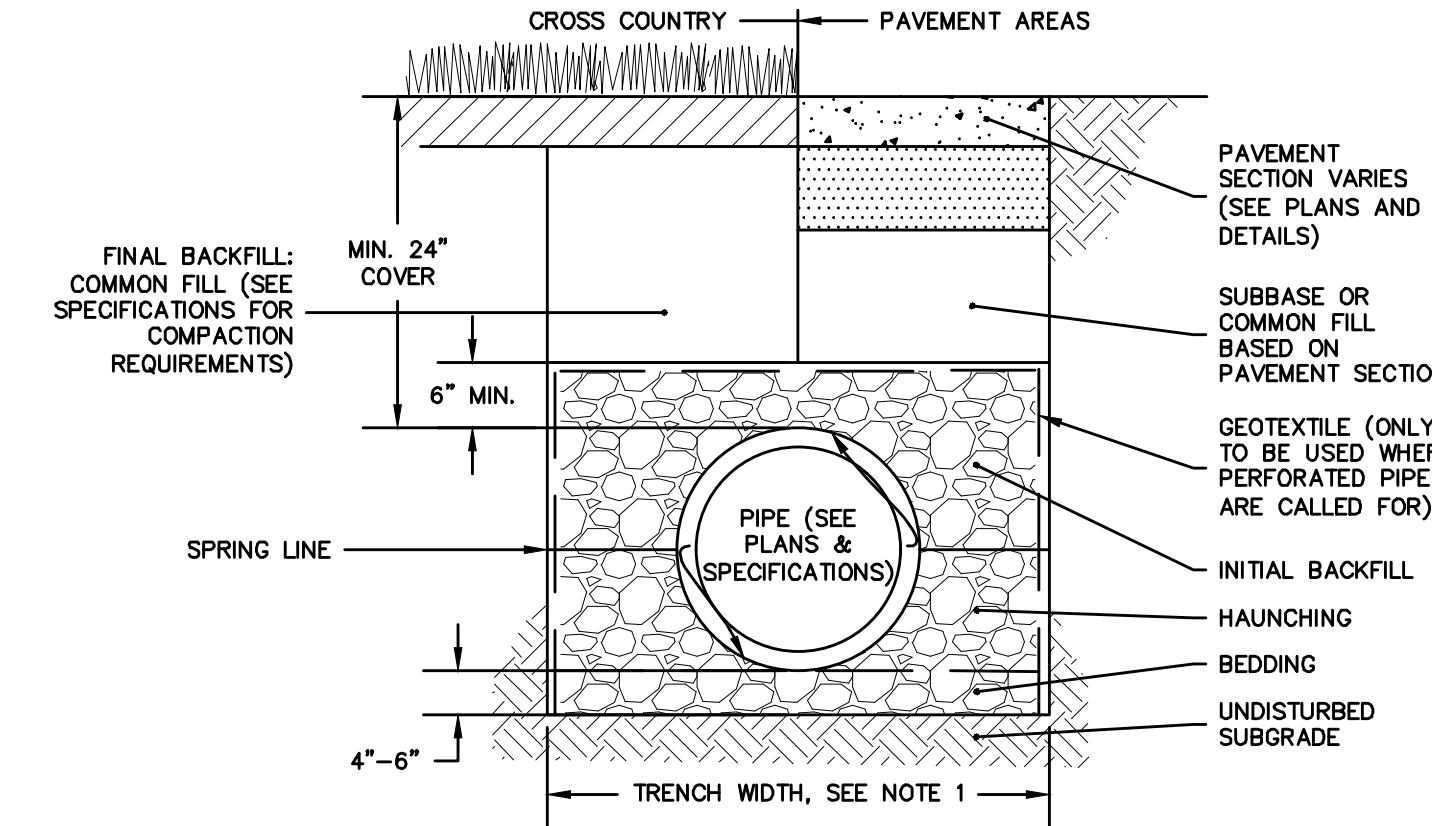
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STM-109-CT



- GENERAL NOTES:**
1. FRAME AND GRATE SHALL BE CONSTRUCTED PER SPECIFICATIONS.
  2. ALL FACES OF STRUCTURES IN CONTACT WITH PAVEMENT SHALL BE COVERED WITH TAR PAPER OR APPROVED EQUAL.
  3. TO CONVEY SUBSURFACE DRAINAGE, OPENINGS SHALL BE FORMED IN THE FOUR WALLS AT OR IMMEDIATELY ABOVE THE BOTTOM OF PERVIOUS BACKFILL.
  4. WALL THICKNESS OF ALL CB'S OVER 10' DEEP SHALL BE INCREASED TO 12" THICK. INSIDE DIMENSION SHALL REMAIN THE SAME. (12" THICKNESS WILL START AFTER THE FIRST 10').
  5. USE APPROPRIATE CONCRETE TOP FOR CURBING SHOWN ON PLANS, OR AS DIRECTED BY THE ENGINEER.
  6. MINIMUM CONCRETE COMPRESSIVE STRENGTH OF F'c = 4000 PSI SHALL BE OBTAINED PRIOR TO SHIPPING.

**TYPE "C" CATCH BASIN**

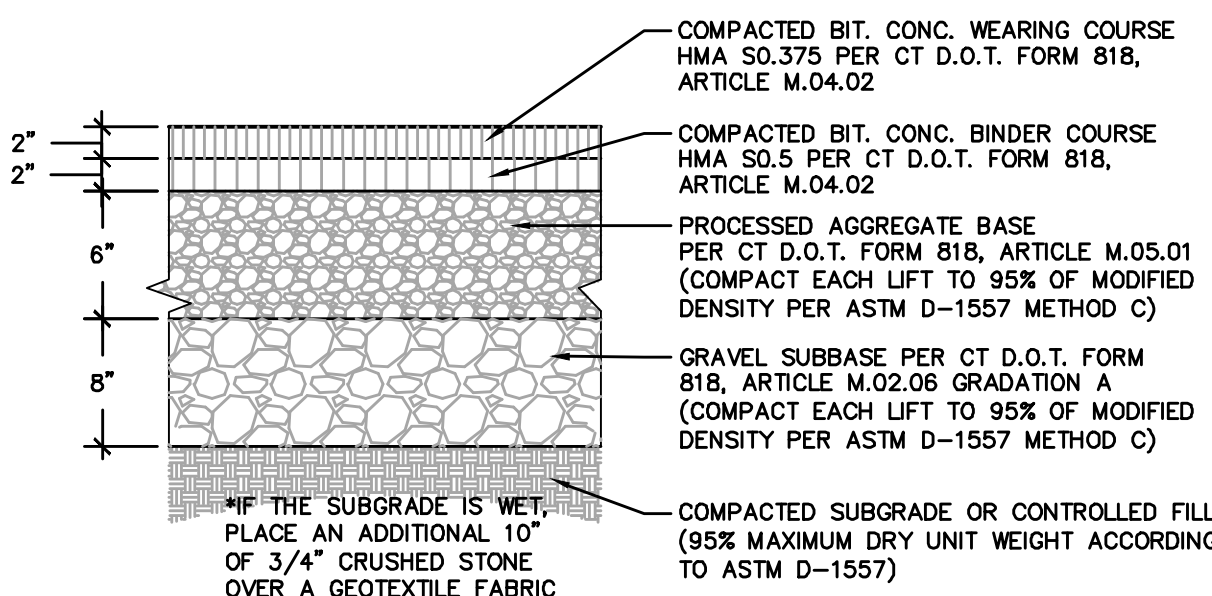
SCALE: NONE  
STM-101-CT



- NOTES:**
1. WHERE TRENCH WALLS ARE STABLE OR SUPPORTED, PROVIDE A WIDTH SUFFICIENT, BUT NO GREATER THAN NECESSARY, TO ENSURE WORKING ROOM TO PROPERLY PLACE AND COMPACT HAUNCHING AND OTHER EMBEDMENT MATERIALS. UNLESS OTHERWISE SPECIFIED BY THE PIPE MANUFACTURER, THE SPACE BETWEEN THE PIPE AND TRENCH WALL MUST BE WIDER THAN THE COMPACTION EQUIPMENT USED IN THE PIPE ZONE. MINIMUM WIDTH SHALL BE NOT LESS THAN THE GREATER OF EITHER THE PIPE OUTSIDE DIAMETER PLUS 16 INCHES OR THE PIPE OUTSIDE DIAMETER TIMES 1.25, PLUS 12 INCHES.
  2. WHERE PERFORATED PIPES ARE CALLED-FOR, BEDDING, HAUNCHING, AND INITIAL BACKFILL SHALL BE CONDOT NO. 6 CRUSHED STONE SHALL MEET THE REQUIREMENTS OF FORM 816 M.08.
  3. WHERE THE TRENCH BOTTOM IS UNSTABLE, THE CONTRACTOR SHALL EXCAVATE TO A DEPTH REQUIRED BY THE ENGINEER AND REPLACE WITH SUITABLE MATERIAL PER THE SPECIFICATIONS. AS AN ALTERNATIVE, AND AT THE DISCRETION OF THE ENGINEER, THE TRENCH BOTTOM MAY BE STABILIZED USING A GEOTEXTILE MATERIAL UNDER SOME CIRCUMSTANCES.
  4. BEDDING, HAUNCHING, AND INITIAL BACKFILL SHALL BE CONDOT NO. 6, NO. 67, OR NO. 8 AGGREGATE OR OTHER MATERIALS MEETING THE REQUIREMENTS OF ASTM D2321 FOR CLASS IA, IB, II, OR III UNLESS OTHERWISE INDICATED BY THE PIPE MANUFACTURER.

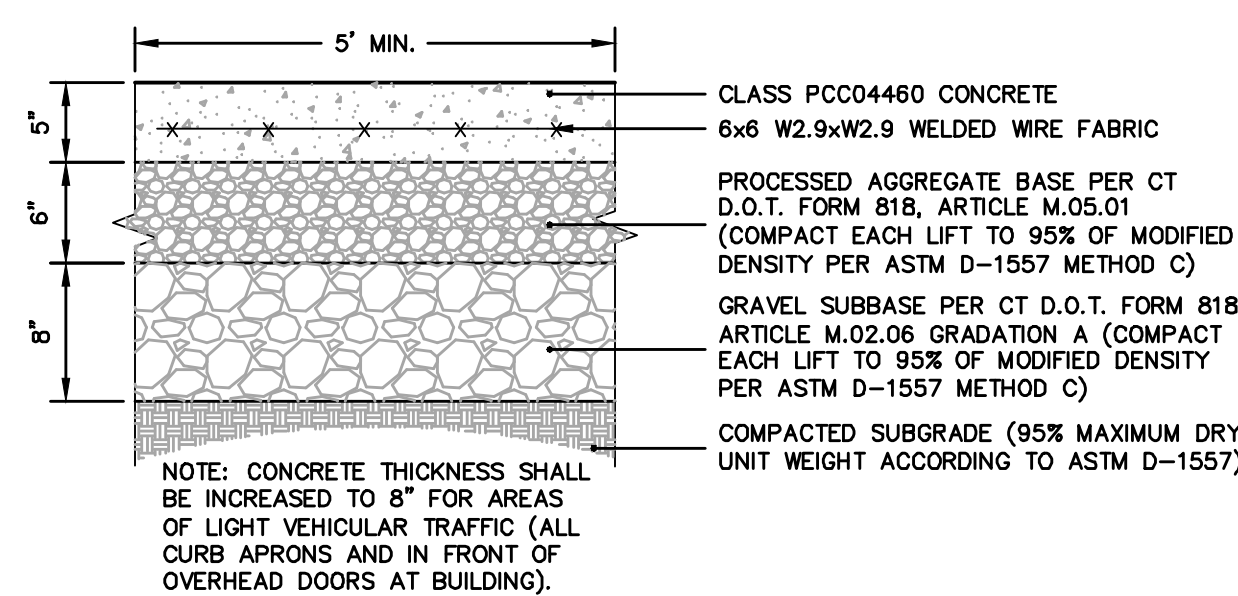
**TYPICAL TRENCH SECTION - THERMOPLASTIC DRAINAGE PIPE**

SCALE: NONE



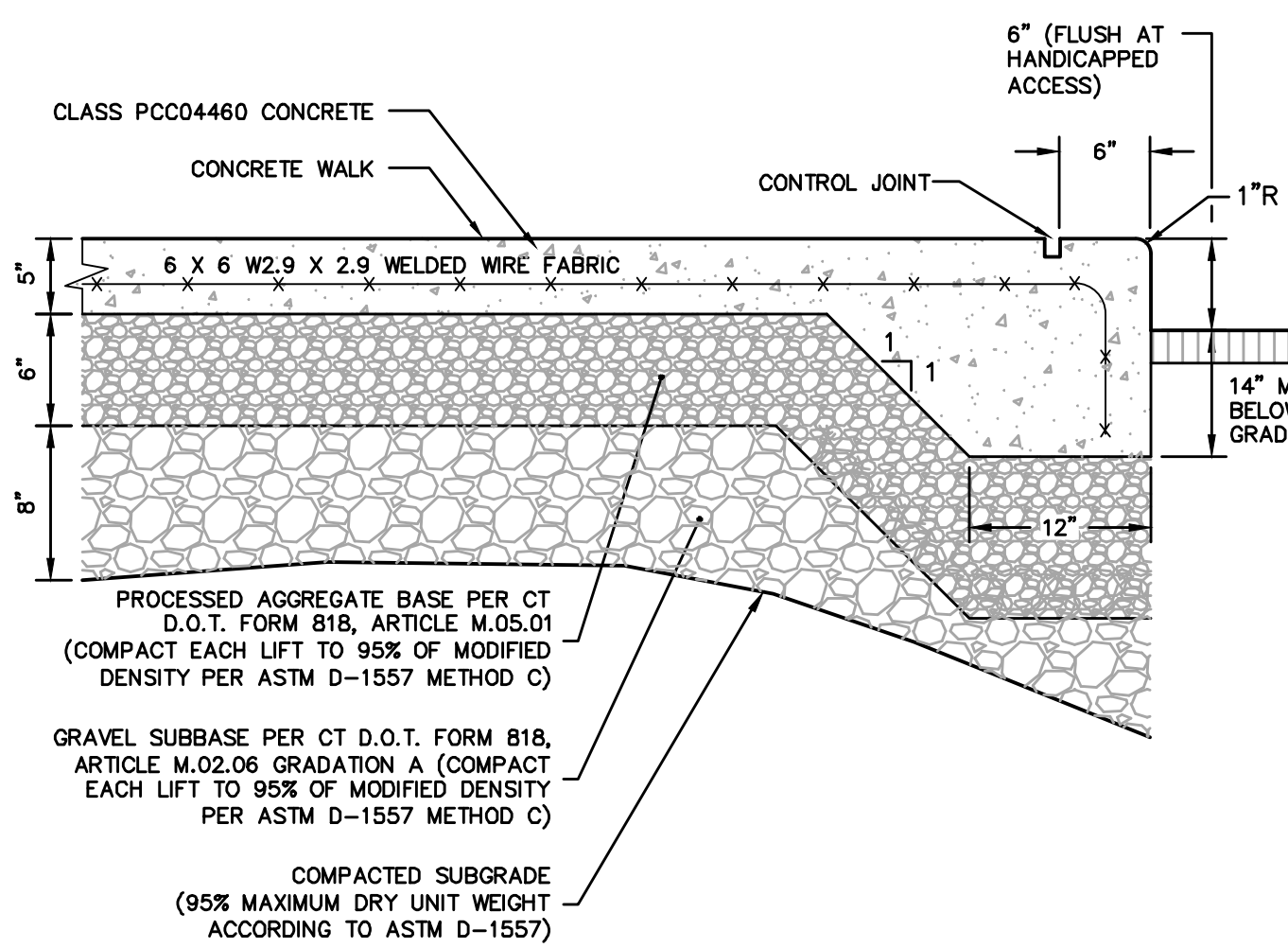
**TYPICAL ASPHALT PAVING**

SCALE: NONE



**CONCRETE SIDEWALK**

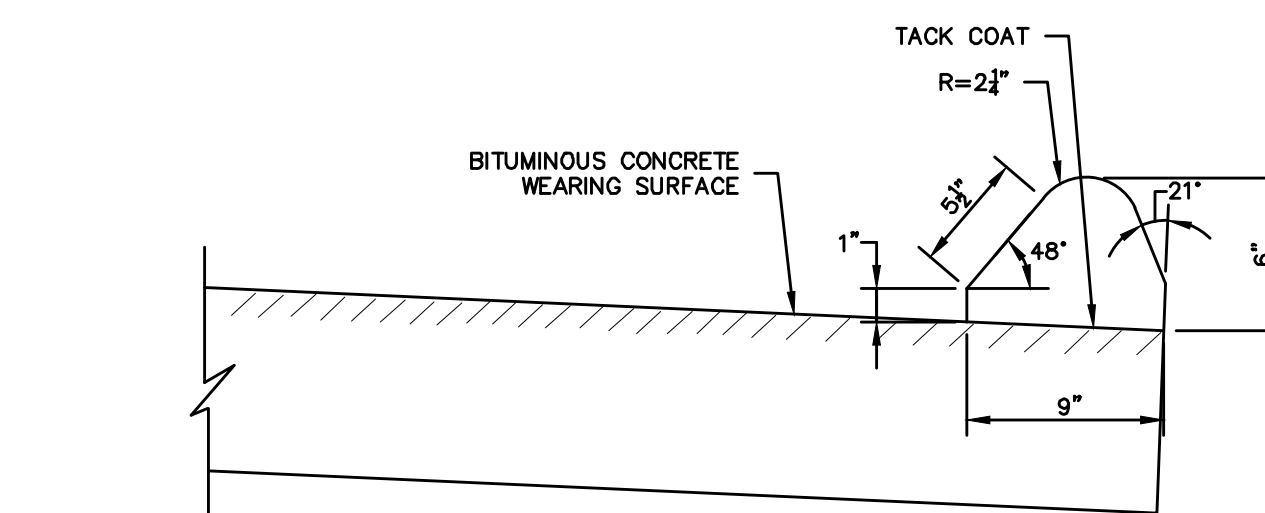
SCALE: NONE



- NOTES:**
1. CURB LENGTHS SHALL CORRESPOND TO THE CONCRETE SIDEWALK TILE LENGTH, IF APPLICABLE.
  2. 1/4" EXPANSION JOINTS SHALL SEPARATE CURB SECTIONS.
  3. ALL SIDEWALK WITHIN THE CITY ROW SHALL CONFORM TO TOWN OF NEWINGTON STANDARDS.
  4. PLASTIC SHALL NOT BE USED WHEN WET CURING CONCRETE.
  5. PRIOR TO CONCRETE PLACEMENT, THE CONTRACTOR SHALL HOLD A PRECONSTRUCTION MEETING WITH THE ENGINEER AND PREPARE MOCKUPS FOR REVIEW.
  6. THE ENGINEER RESERVES THE RIGHT TO REJECT CONCRETE BASED ON AESTHETICS AND/OR INCONSISTENCY OF THE FINISHED PRODUCT.

**INTEGRAL CONCRETE CURB AND SIDEWALK**

SCALE: NONE



**6" BITUMINOUS CONCRETE LIP CURBING**

SCALE: NONE



**ANDOVER COMMUNITY CENTER**

25 SCHOOL ROAD

IN ANDOVER CONNECTICUT

**SITE DETAILS**

MAY 18, 2023

REVISIONS:		
06/16/2023	REVISED PER TOWN COMMENTS	
07/26/2023	REVISED PER PZC CONDITIONS	

PREPARED FOR:  
TOWN OF ANDOVER  
17 SCHOOL ROAD  
ANDOVER, CONNECTICUT



655 Winding Brook Drive  
Glastonbury, Connecticut 06033  
860 652 8227

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SCALE: AS SHOWN

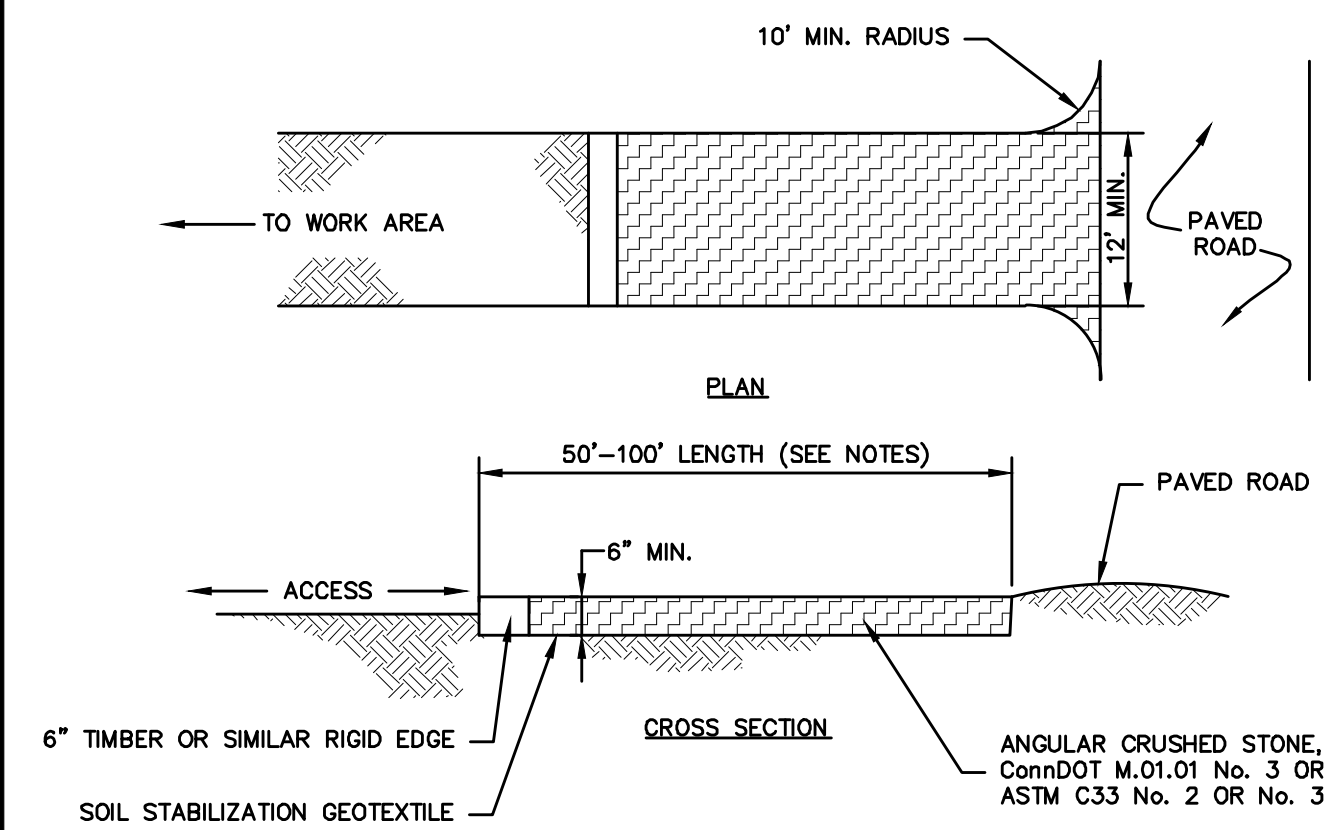
FILE: 8382100-DET.DWG

DWG. NO:

JOB. NO: 83821.00

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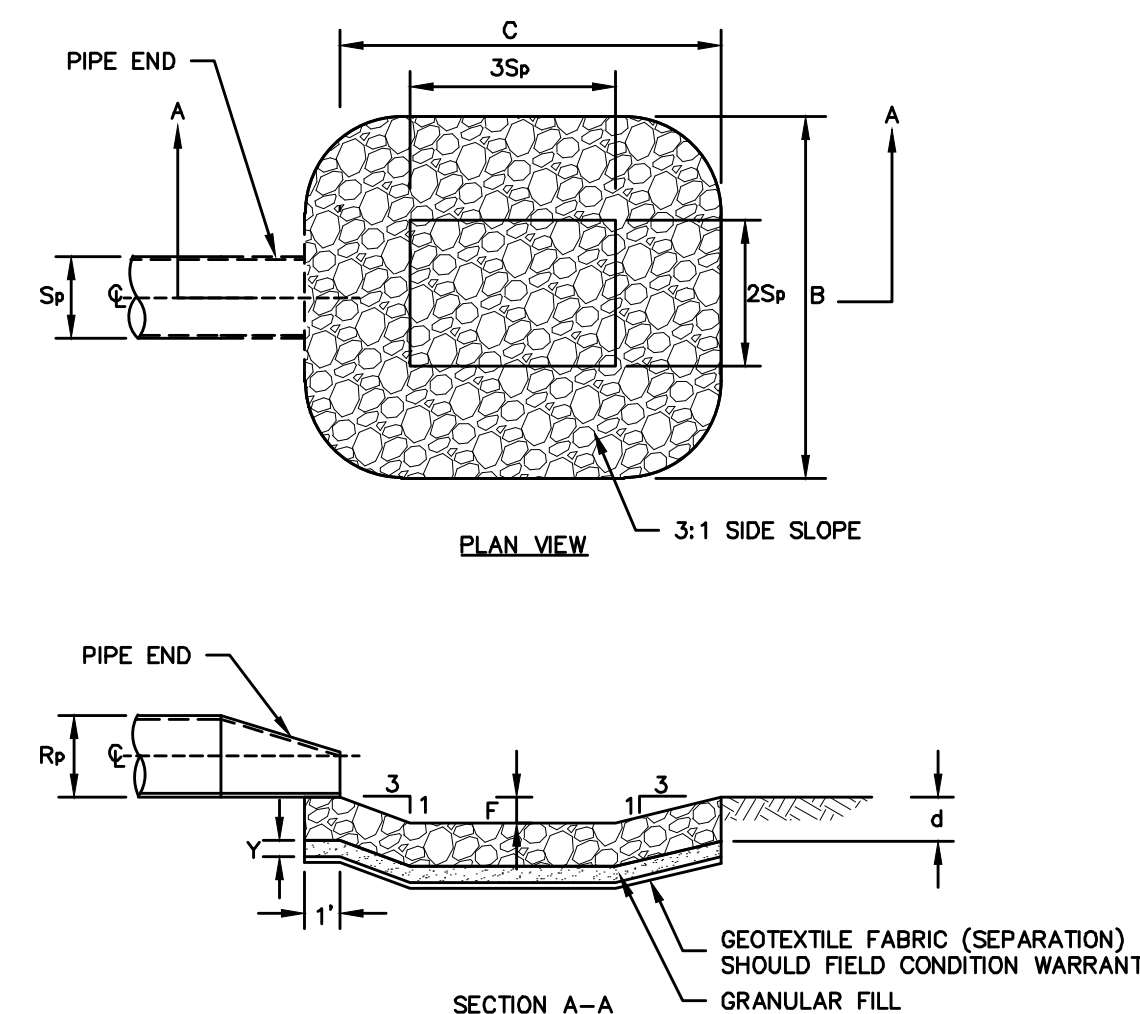




- NOTES:**
1. REMOVE TOPSOIL AND ORGANICS PRIOR TO CRUSHED STONE PLACEMENT.
  2. INSTALL SUB-BASE OF FREE DRAINING BACKFILL OR ROAD STABILIZATION GEOTEXTILE AS NECESSARY ON UNSTABLE SOILS.
  3. LENGTH SHALL BE 50 FOOT MINIMUM. WHERE TRACKED SEDIMENTS CONTAIN LESS THAN 80% SAND, LENGTH SHALL BE 100 FOOT MINIMUM.
  4. IF THE GRADE OF THE CONSTRUCTION ENTRANCE DRAINS TO THE PAVED SURFACE AND IT EXCEEDS 2% SLOPE, CONSTRUCT ENTRANCE AT LEAST 15 FEET FROM ITS ENTRANCE ONTO THE PAVED SURFACE WHILE DIVERTING RUN-OFF WATER TO A SETTLING OR FILTERING AREA.
  5. CONSTRUCT ANY DRAINAGE AND SETTLING FACILITIES REQUIRED TO ACCOMMODATE VEHICLE WASHING OPERATIONS. DIVERT ALL WASH WATER AWAY FROM ENTRANCE TO THE SETTLING AREA.
  6. MAINTAIN ENTRANCE IS A CONDITION THAT WILL PREVENT WASHING OF SEDIMENT ONTO PAVED SURFACES.

**CONSTRUCTION ENTRANCE**

SCALE: NONE  
EC-101-CT



**LEGEND**

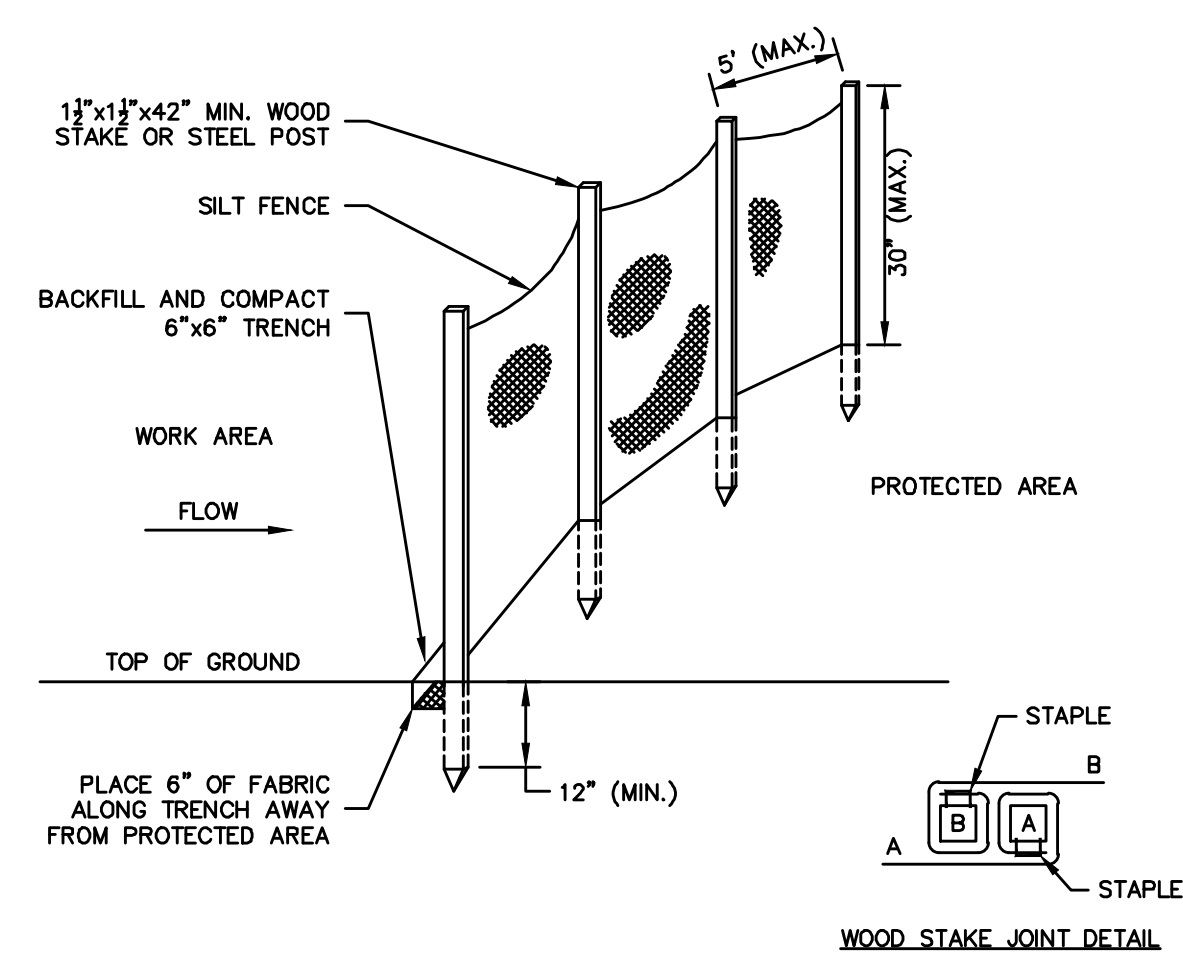
Sp = MAX. INSIDE PIPE SPAN (NON-CIRCULAR SECTIONS)  
 ID = INSIDE PIPE DIAMETER (CIRCULAR SECTIONS)  
 Rp = MAX. INSIDE PIPE RISE (NON-CIRCULAR SECTIONS)  
 ID = INSIDE PIPE DIAMETER (CIRCULAR SECTIONS)  
 d = 12" - MODIFIED RIPRAP  
 d = 18" - INTERMEDIATE RIPRAP  
 d = 36" - STANDARD RIPRAP

d	F	C	B	Y	RIPRAP TYPE
1	0.5	6	5	0.5	MODIFIED

10-YEAR DISCHARGE,  $Q_{10} = 0.34$  CFS  
 OUTLET VELOCITY,  $V_{10} = 3.68$  FT/S

**LEVEL SPREADER**

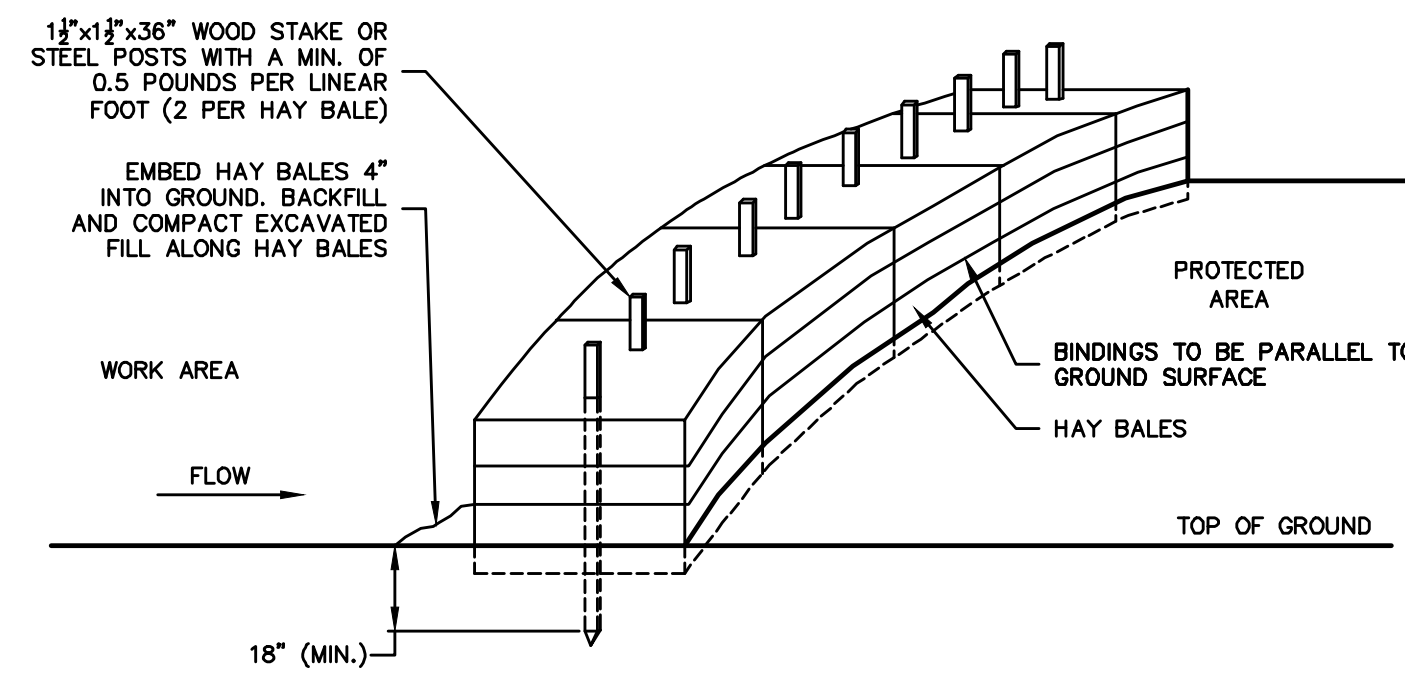
SCALE: NONE



- GENERAL NOTES**
1. FOR SLOPE & SWALE INSTALLATIONS, EXTEND FENCE UP SLOPE SUCH THAT BOTTOM ENDS OF FENCE WILL BE HIGHER THAN THE TOP OF THE LOWEST PORTION OF FENCE.
  2. FOR FENCE INSTALLED ON LEVEL TERRAIN INSTALL WING SECTIONS PERPENDICULAR TO MAIN BARRIER AT 50'-100' INTERVALS.

**SILT FENCE BARRIER**

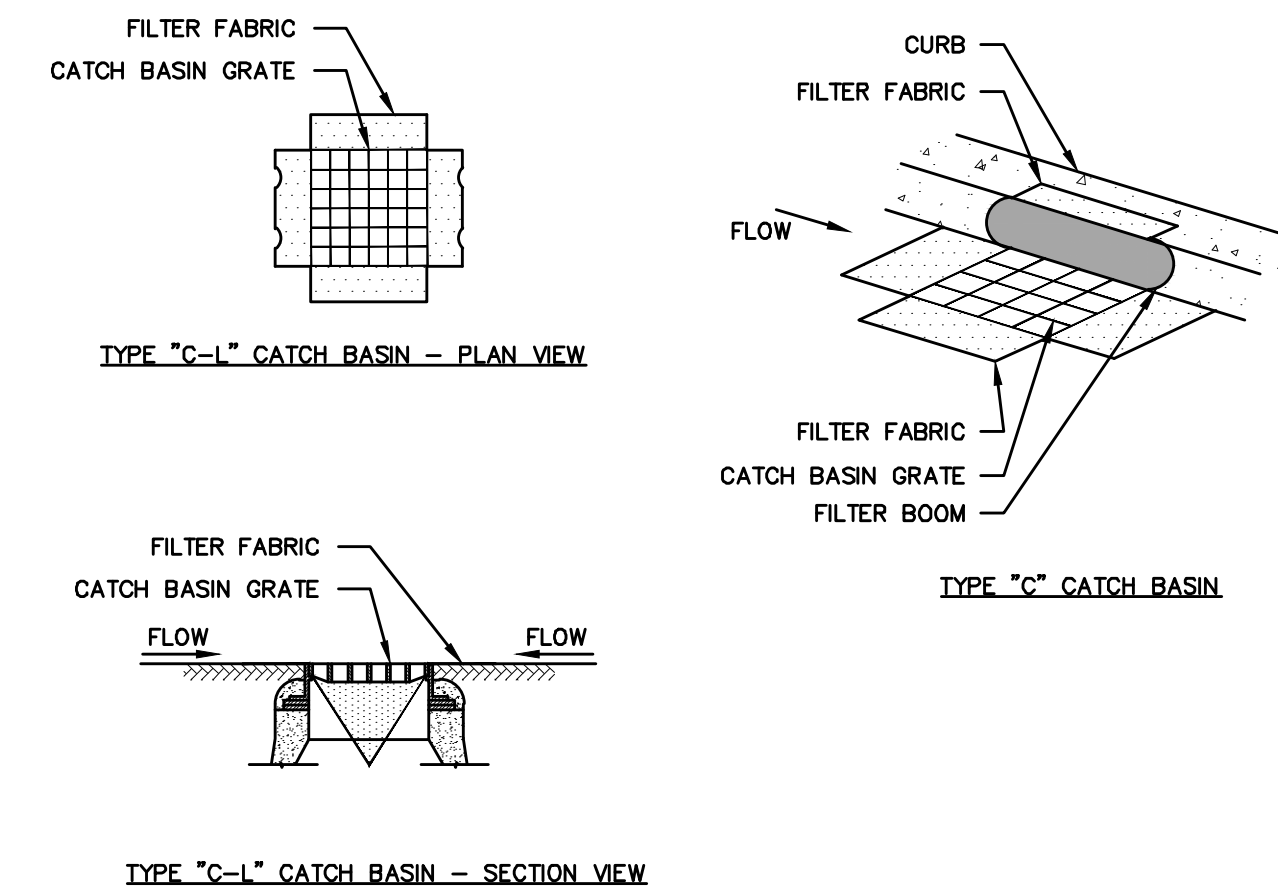
SCALE: NONE  
EC-107



- GENERAL NOTES**
1. HAY BALES SHALL BE MADE OF HAY OR STRAW WITH 40 POUND MIN. WEIGHT AND 120 POUND MAX. WEIGHT HELD TOGETHER BY TWINE OR WIRE.
  2. PLACE HAY BALES ON CONTOUR AND WING THE LAST HAY BALES UP SLOPE SO THAT THE TOP OF THE LAST SEVERAL HAY BALES ARE HIGHER THAN THE LINE OF HAY BALES.
  3. DRIVE FIRST STAKE IN EACH BALE TOWARD THE PREVIOUSLY LAID BALE TO FORCE THEM TOGETHER.
  4. PUT ONE HAY BALE PERPENDICULAR ALONG HAY BALE BARRIER EACH 100 FEET.

**HAY BALE BARRIER**

SCALE: NONE  
EC-108-CT



- GENERAL NOTES**
1. PROVIDE INLET PROTECTION TO ALL EXISTING CATCH BASINS IN THE VICINITY OF CONSTRUCTION. PROTECT NEW CATCH BASINS AS THEY ARE CONSTRUCTED.
  2. GRATE TO BE PLACED OVER FILTER FABRIC.

**CATCH BASIN FILTER INSERT**

SCALE: NONE



ANDOVER  
COMMUNITY  
CENTER

25 SCHOOL ROAD  
IN  
ANDOVER  
CONNECTICUT

SITE DETAILS

MAY 18, 2023

**REVISIONS:**

DATE	REVISION
06/16/2023	REVISED PER TOWN COMMENTS
07/26/2023	REVISED PER PZC CONDITIONS

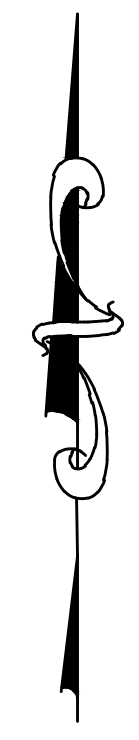
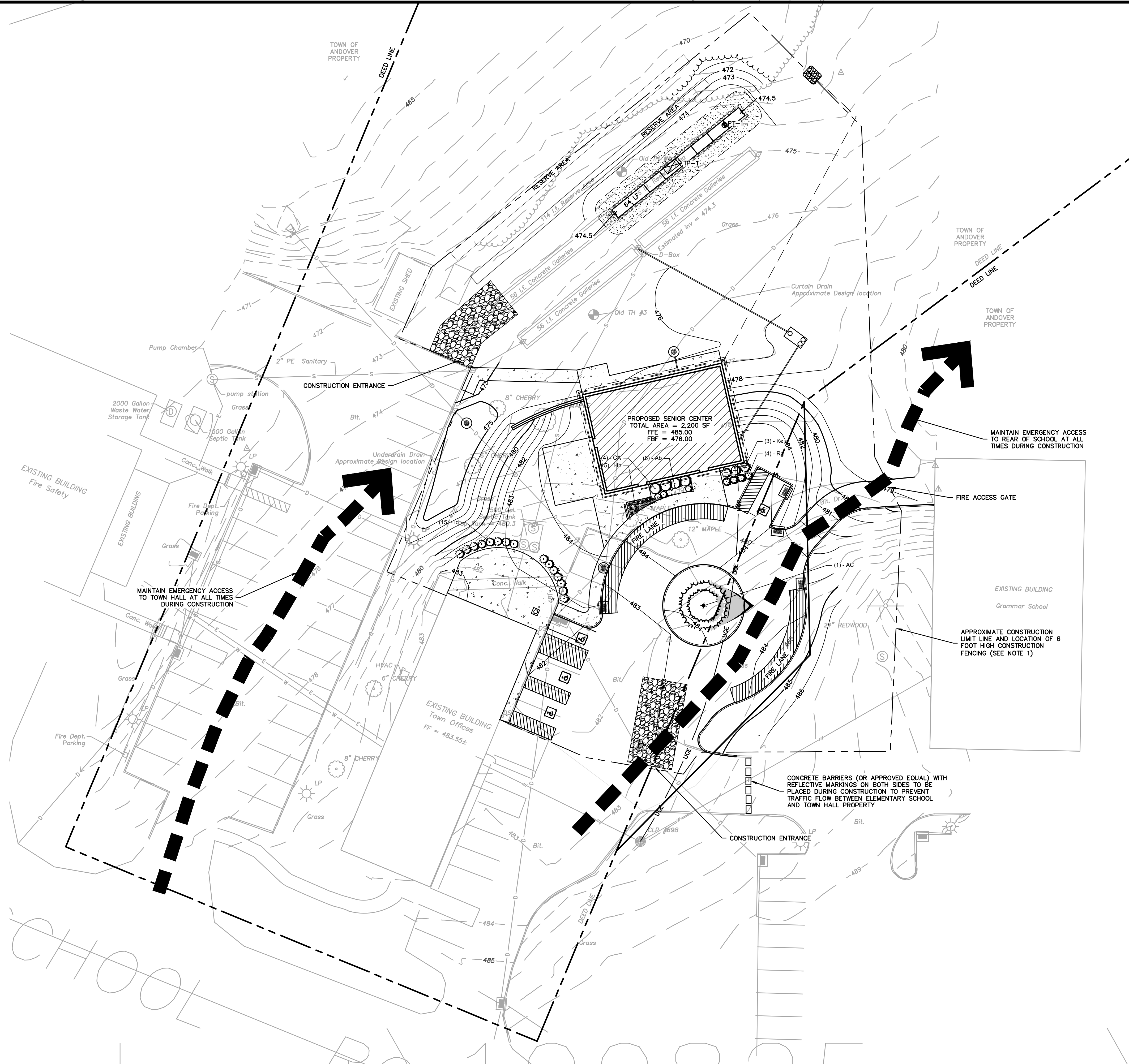
PREPARED FOR:  
TOWN OF ANDOVER  
17 SCHOOL ROAD  
ANDOVER, CONNECTICUT

**BSC GROUP**  
655 Winding Brook Drive  
Glastonbury, Connecticut 06033  
860 652 8227

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FILE: 8382100-DET.DWG  
DWG. NO:  
JOB. NO: 83821.00

C-5.1



**ANDOVER  
COMMUNITY  
CENTER**

25 SCHOOL ROAD  
IN  
ANDOVER  
CONNECTICUT

**PRELIMINARY SITE  
LOGISTICS PLAN**

MAY 18, 2023

**SITE LOGISTIC NOTES:**

1. CONTRACTOR SHALL PREPARE FULL SITE LOGISTICS PLAN FOR APPROVAL BY THE LOCAL FIRE MARSHAL PRIOR TO START OF CONSTRUCTION. PLAN SHALL INCLUDE LOCATION OF CONSTRUCTION FENCING AND GATES, EMERGENCY ACCESS AND EGRESS, AND SIGNAGE.
2. THE MUNICIPAL FACILITIES (FIRE STATION, TOWN HALL, SCHOOL) WILL BE OCCUPIED AND IN USE DURING THE COURSE OF THE WORK. PROVIDE SAFETY BARRIERS, INCLUDING BUT NOT LIMITED TO, FENCING, BARRICADES, AND SIGNAGE AS REQUIRED TO PREVENT UNAUTHORIZED ENTRY TO THE WORK AREA AT ALL TIMES.
3. ALL CONSTRUCTION FENCING AND WARNING SIGNS SHALL BE INSTALLED PRIOR TO ANY CONSTRUCTION.

**REVISIONS:**

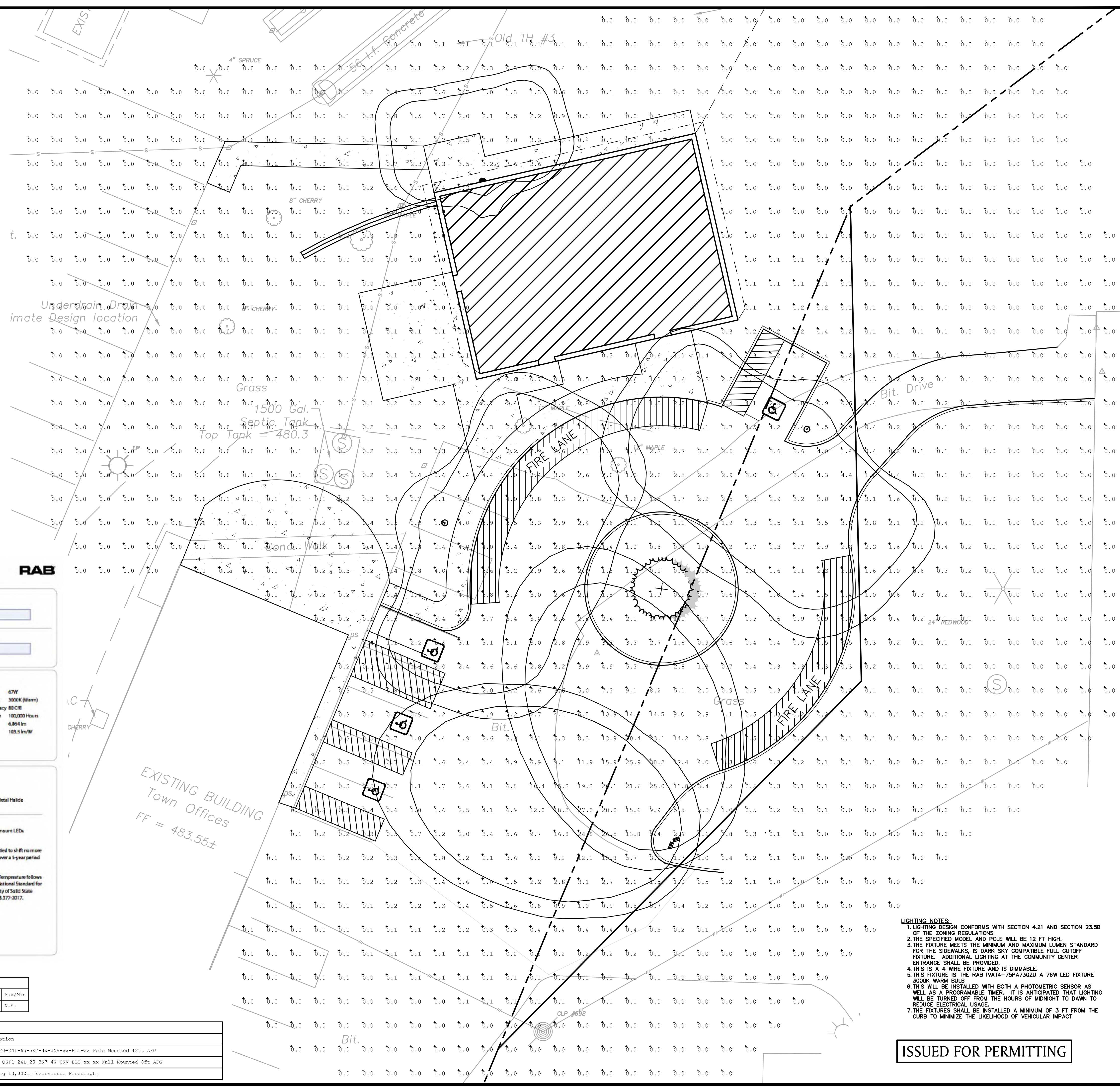
DATE	REVISION
06/16/2023	REVISED PER TOWN COMMENTS
07/26/2023	REVISED PER PZC CONDITIONS

PREPARED FOR:  
TOWN OF ANDOVER  
17 SCHOOL ROAD  
ANDOVER, CONNECTICUT

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860 652 8227

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SCALE: 1" = 20'  
0 10 20 40 FEET

FILE: 8382100-LOGISTICS.DWG  
DWG. NO:  
JOB. NO: 83821.00 **C-6.0**



Project:  
Andover Town Hall

Contact:  
David Mainville  
Specification Sales  
(860) 942-4357  
dmainville@illuminatene.com

Detail: Photometric Calculation  
Date: 06/16/23  
Revision: ---  
Scale: 3/32"=1'-0"  
Drawn By: DM

Drawing Number:  
**SL-1**  
Sheet 1 of 1

**illuminatene**  
263 Winn Street  
Burlington, MA 01803  
(781) 935-8500  
333 Pleasant Valley Road  
South Windsor, CT 06074  
(860) 282-0597

**IVAT4-75LPA730ZU** **RAB**

Low profile, low glare. Edge-It technology unlike any others.  
Color: Bronze Weight: 18.8 lbs

Project:	Type:
Prepared By:	Date:

Driver Info		LED Info	
Type	Constant Current	Watts	67W
120V	0.38A	Color Temp	3000K (Warm)
208V	0.34A	Color Accuracy	80 CRI
240V	0.29A	L70 Lifespan	100,000 hours
277V	0.25A	Lumens	4,864 lm
Input Watts	66.3W	Efficacy	103.5 lm/W

**Technical Specifications**

**Compliance**  
UL Listed:  
Suitable for wet locations  
IESNA LM-79 & LM-80 Testing:  
RAB LED luminaires have been tested by an independent laboratory in accordance with IESNA LM-79 and LM-80  
Title 24 Compliant:  
An MVOLT edge-It area light can be used with a motion sensor or photoelectric control option to comply with 2016 Title 24 Part 6 Section 130.3 (a)(iv)  
IP Rating:  
Ingress protection rating of IP66 for dust and water  
DLC Listed:  
This product is on the Design Lights Consortium (DLC) Qualified Products List and is eligible for rebates from DLC Member Utilities. Designed to meet DLC S1 requirements.  
DLC Product Code: S-2530RBC

**Electrical**  
Driven:  
Class 2, 30V/60Hz, 120-277V, HV standard, 10KV optional  
Dimming Driver:  
Driver includes dimming control wiring for 0-10V dimming systems. Requires separate 0-10V DC dimming circuit. Dim down to 10%.  
THD:  
12.89% at 120V, 14.23% at 277V  
Power Factor:  
98.8% at 120V, 99.2% at 277V  
Performance  
Lifespan:  
100,000-Hour LED lifespan based on IES LM-80 results and TM-21 calculations at 23°C

**Wattage Equipment:**  
Equivalent to 150W Pulse Start Metal Halide  
**LED Characteristics**  
LED:  
Long-life, high-efficiency, surface-mount LEDs  
**Color Stability:**  
LED color temperature is warranted to shift no more than 200K in color temperature over a 5-year period  
**Color Uniformity:**  
RAB's range of Correlated Color Temperature follows the guidelines of the American National Standard for Specifications for the Chromaticity of Solid State Lighting (SSL) Products, ANSI C78.377-2017.

EXISTING BUILDING  
Town Offices  
FF = 483.55±

**ANDOVER COMMUNITY CENTER**

25 SCHOOL ROAD  
IN  
ANDOVER CONNECTICUT

**SITE LIGHTING PLAN**

MAY 18, 2023

REVISIONS:

06/16/2023	REVISED PER TOWN COMMENTS
07/26/2023	REVISED PER PZC CONDITIONS

PREPARED FOR:  
TOWN OF ANDOVER  
17 SCHOOL ROAD  
ANDOVER, CONNECTICUT

**BSC GROUP**  
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860 652 8227

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SCALE: 1" = 10'  
0 5 10 20 FEET

FILE: 8382100-LIGHTING.DWG  
DWG. NO:  
JOB. NO: 83821.00

**C-7.0**

**ISSUED FOR PERMITTING**

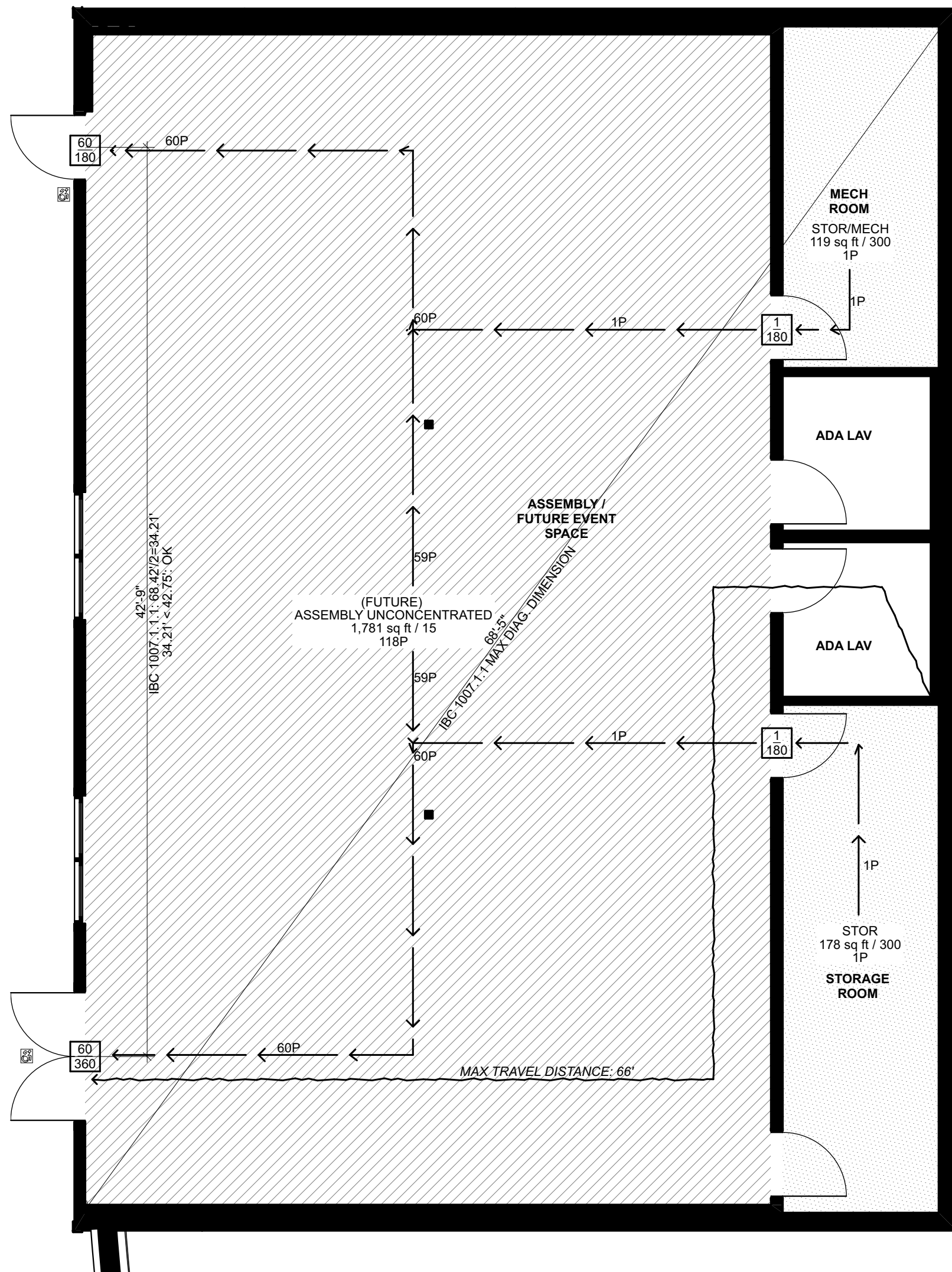
- LIGHTING NOTES:**
1. LIGHTING DESIGN CONFORMS WITH SECTION 4.21 AND SECTION 23.5B OF THE ZONING REGULATIONS
  2. THE SPECIFIED MODEL AND POLE WILL BE 12 FT HIGH.
  3. THE FIXTURE MEETS THE MINIMUM AND MAXIMUM LUMEN STANDARD FOR THE SIDEWALKS, IS DARK SKY COMPATIBLE FULL CUTOFF FIXTURE. ADDITIONAL LIGHTING AT THE COMMUNITY CENTER ENTRANCE SHALL BE PROVIDED.
  4. THIS IS A 4 WIRE FIXTURE AND IS DIMMABLE.
  5. THIS FIXTURE IS THE RAB IVAT4-75LPA730ZU A 76W LED FIXTURE 3000K WARM BULB.
  6. THIS WILL BE INSTALLED WITH BOTH A PHOTOMETRIC SENSOR AS WELL AS A PROGRAMMABLE TIMER. IT IS ANTICIPATED THAT LIGHTING WILL BE TURNED OFF FROM THE HOURS OF MIDNIGHT TO DAWN TO REDUCE ELECTRICAL USAGE.
  7. THE FIXTURES SHALL BE INSTALLED A MINIMUM OF 3 FT FROM THE CURB TO MINIMIZE THE LIKELIHOOD OF VEHICULAR IMPACT

Calculation Summary

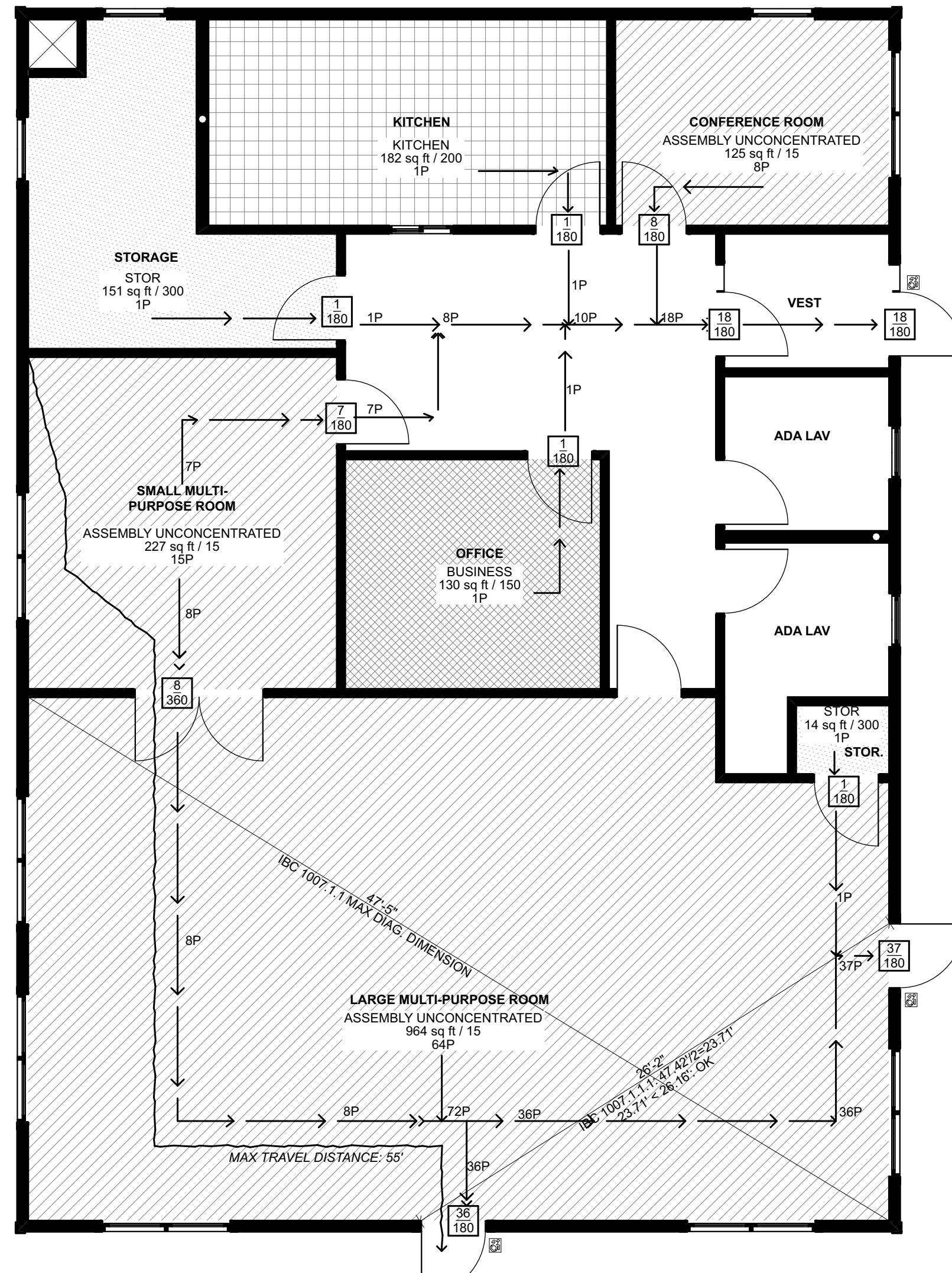
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
CalcPts_1	Illuminance	fc	0.93	30.2	0.0	N.A.	N.A.

Illuminate Schedule

Symbol	Qty	Label	Accessories	Total Lamp Lumens	LUF	Description
⊕	2	SI-W	SINGLE	N.A.	0.900	KIM 1020-24L-E5-DK7-4W-DV-xx-BUL-xx Pole Mounted 12ft AFU
⊕	1	MI	SINGLE	N.A.	0.900	Beacon QSP1-24L-20-3X7-4W-UV-BUL-xx-xx Wall Mounted 8ft AFU
⊕	2	EX	SINGLE	N.A.	0.900	Existing 13,000lm Everence Floodlight



1D BASEMENT CODE PLAN  
SCALE: 3/16" = 1'-0"



3D FIRST FLOOR CODE PLAN  
SCALE: 3/16" = 1'-0"

TOWN OF ANDOVER

**DESIGN VALUES**  
 2022 CT SBC DESIGN VALUES  
 BASIC DESIGN WIND SPEED: 120MPH  
 ALLOWABLE STRESS DESIGN WIND SPEED: 93 MPH  
 SEISMIC DESIGN CATEGORY: B  
 FROST DEPTH: 42"  
 WEATHERING: SEVERE  
 ICE BARRIER UNDERLAYMENT: YES  
 DESIGN LOADS:  
 GROUND SNOW LOAD: 30 PSF  
 LIVE LOAD, COMMON AREAS: 100 PSF

**GENERAL INFO**

ADDRESS: 17 SCHOOL RD  
 MBL: 333302A  
 LAND USE CODE: 9035  
 ZONE AND LOT: 92 ACRES

**BUILDING CODES:**

THIS PROJECT IS TO BE TO 2022 CT STATE BUILDING CODE.  
 The 2022 CT SBC adopts the following model codes:  
 -2021 International Building Code  
 -2021 International Existing Building Code  
 -2021 International Plumbing Code  
 -2021 International Mechanical Code  
 -2021 International Residential Code  
 -2021 International Energy Conservation Code  
 -2021 International Swimming Pool and Spa Code  
 -2020 National Electrical Code (NFPA 70)  
 -2017 ICC A117.1 Accessible and Usable Buildings & Facilities  
 -2022 CT State Fire Prevention Code  
 -2022 CT State Fire Safety Code

**CODE INFORMATION**

CONSTRUCTION TYPE: V-B, NON-SPRINKLERED

USE GROUP CLASSIFICATION(S):  
 A-3 ASSEMBLY

**FLOOR AREAS/HEIGHTS (IBC CHAPTER 5, TABLE 504.3, 504.5, 506.2):**

TABULAR HEIGHT FOR A USE, V-B CONST. = ONE STORY ABOVE GRADE, 40 FEET - ACTUAL HEIGHT OF BUILDING = ONE STORY, 20' 0" (±)  
 TABULAR AREA FOR A-3 USE, V-B CONST. = 6,000 SF PER FLOOR - ACTUAL AREA OF BUILDING = 2,286 SF PER FLOOR

**TYPE(S) OF CONSTRUCTION (IBC CHAPTER 6):**

TYPE V-B: WOOD FRAMED - UNPROTECTED

**FIRE RESISTANCE RATINGS - CONST. TYPE V-B (IBC TABLE 601):**

STRUCTURAL FRAME = 0 HOURS  
 EXTERIOR BEARING WALLS = 0 HOURS  
 INTERIOR BEARING WALLS = 0 HOURS  
 EXTERIOR NONBEARING WALLS LENGTH < 8 FT = 1 HOUR  
 8 FT < LENGTH < 10 FT = 1 HOUR  
 10 FT < LENGTH < 30 FT = 1 HOUR  
 LENGTH > 30 FT = 0 HOURS  
 INTERIOR NONBEARING WALLS = 0 HOURS  
 FLOOR CONSTRUCTION INCLUDING BEAMS + JOISTS = 0 HOURS : 1 HR RATING PROVIDED TO BASEMENT CEILING PROTECT ENGINEERED FLOOR JOISTS  
 ROOF CONSTRUCTION INCLUDING BEAMS + JOISTS = 0 HOURS : 1HR RATING PROVIDED TO BOTTOM OF TRUSSES FOR TRUSS PROTECTION

**FIRE BARRIERS (IBC CHAPTER 7):**

SHAFT ENCLOSURES AT INTERIOR STAIR MUST HAVE 1 HOUR RATING WHEN SERVING FEWER THAN FOUR STORIES  
 SHAFT ENCLOSURES MUST BE CONTINUOUS FROM THE TOP OF THE FOUNDATION OR FLOOR/CEILING ASSEMBLY BELOW TO THE UNDERSIDE OF THE FLOOR OR ROOF SHEATHING, SLAB, DECK, OR HORIZONTAL ASSEMBLY ABOVE, AND SHALL BE SECURELY ATTACHED THERETO  
 WHERE REQUIRED, DOOR OPENINGS MUST BE PROTECTED TO AT LEAST 3/4 HOUR.

**AUTOMATIC SPRINKLER SYSTEMS (IBC CHAPTER 9, SECTION 903):**

FIRE AREA DOES NOT EXCEED 12,000 SQUARE FEET  
 FIRE AREA DOES NOT HAVE MORE THAN 300 OCCUPANT LOAD  
 EACH FIRE AREA HAS DIRECT EXIT ACCESS TO EXTERIOR THEREFORE, SPRINKLER SYSTEM NOT REQUIRED.

**FIRE ALARM AND DETECTION SYSTEMS (IBC CHAPTER 9, SECTION 907):**

OCCUPANT LOAD IS LESS THAN 300 OCCUPANTS AND ALL FIRE AREAS HAVE DIRECT EXIT ACCESS TO GRADE  
 THEREFORE, A MANUAL FIRE ALARM SYSTEM IS NOT REQUIRED.

**OCCUPANT LOADS (IBC CHAPTER 10, TABLE 1004.1.2):**

FIRST FLOOR:  
 ASSEMBLY UNCONCENTRATED: 87 OCCUPANTS; KITCHEN: 1 OCCUPANT; BUSINESS: 1 OCCUPANT; STORAGE: 2 OCCUPANTS = 91 TOTAL FIRST FLOOR OCCUPANTS  
 BASEMENT FLOOR:  
 ASSEMBLY UNCONCENTRATED: 118 OCCUPANTS; STORAGE: 2 OCCUPANTS = 120 TOTAL BASEMENT OCCUPANTS

**EXIT AND EXIT ACCESS DOORWAYS (IBC CHAPTER 10, SECTION 1006):**

1500 OCCUPANTS PER STORY: 2 EXITS REQUIRED  
 FIRST FLOOR: 3 EXITS PROVIDED  
 BASEMENT: 2 EXITS PROVIDED

**MEANS OF EGRESS (IBC CHAPTER 10):**

EXIT DOORS SHALL HAVE A CLEAR WIDTH OF 32" WHEN OPEN AT 90°  
 EXTERIOR DOORS AND EXIT ACCESS DOORS SHALL HAVE AT LEAST ONE LEAF AT 36" WIDE WITH A CLEAR WIDTH OF APPROXIMATELY 33".

**EXIT ACCESS TRAVEL DISTANCE (IBC CHAPTER 10, TABLE 1017.2):**

FOR ASSEMBLY USE:  
 MAXIMUM EXIT ACCESS TRAVEL DISTANCE WITHOUT SPRINKLERS IS 200 FT.  
 ACTUAL MAXIMUM EXIT ACCESS TRAVEL DISTANCE:  
 FIRST FLOOR MAX TRAVEL DISTANCE: 66'  
 BASEMENT MAX TRAVEL DISTANCE: 55'

**ACCESSIBILITY (IBC CHAPTER 11):**

1105.1.1 POWERED DOORS ARE NOT REQUIRED; 210 OCCUPANTS < 300 OCCUPANTS  
 BOTH FLOORS AND ALL AREAS OF BUILDING HAVE ACCESSIBLE DOORS AT GRADE LEVEL AND WILL BE ACCESSIBLE AS PER IBC 4.1.6 AND ANSI 117.1.7. A BARRIER-FREE ROUTE TO & FROM ACCESSIBLE PARKING SPACES (REFER TO SITE ENGINEERING PLAN, BY OTHERS).

TABLE 601 FIRE-RESISTANCE RATING REQUIREMENTS FOR BUILDING ELEMENTS (HOURS)

BUILDING ELEMENT	TYPE I			TYPE II			TYPE III			TYPE IV			TYPE V	
	A	B	C	A	B	C	A	B	C	A	B	C	A	B
Primary structural frame (see Section 202)	3 <sup>h</sup>	2 <sup>h</sup>	1 <sup>h</sup>	2 <sup>h</sup>	1 <sup>h</sup>	0	3 <sup>h</sup>	2 <sup>h</sup>	2 <sup>h</sup>	2 <sup>h</sup>	2 <sup>h</sup>	2 <sup>h</sup>	1 <sup>h</sup>	0
Exterior wall	3 <sup>h</sup>	2 <sup>h</sup>	1 <sup>h</sup>	0	1	0	3 <sup>h</sup>	2 <sup>h</sup>	2 <sup>h</sup>	2 <sup>h</sup>	2 <sup>h</sup>	2 <sup>h</sup>	1 <sup>h</sup>	0
Nonbearing wall and partitions	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interior wall	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nonbearing wall and partitions	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interior wall	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Floor construction and associated secondary structural members (see Section 202)	2	2	1	0	1	0	2	2	2	2	2	2	1	0
Floor construction and associated secondary structural members (see Section 202)	1 1/2	1 1/2	1 1/2	0	1 1/2	0	1 1/2	1	1	1	1	1	1	0

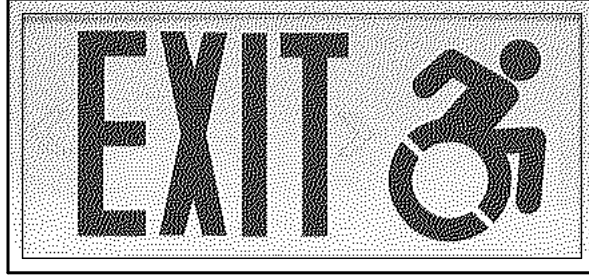
TABLE R402.1.3 INSULATION MINIMUM R-VALUES AND PENETRATION REQUIREMENTS BY COMPONENT\*

CLIMATE ZONE	PENETRATION U-FACTOR**	SKYLIGHT† U-FACTOR	GLAZED PENETRATION SHGC**	CEILING R-VALUE	WOOD FRAME WALL R-VALUE†	MASS WALL R-VALUE	FLOOR R-VALUE	BASEMENT** WALL R-VALUE	SLAB† R-VALUE & DEPTH	CRAWL SPACE** WALL R-VALUE
0	NR	0.75	0.25	30	13 or 0 + 10	3/4	13	0	0	0
1	NR	0.75	0.25	30	13 or 0 + 10	3/4	13	0	0	0
2	0.40	0.65	0.25	49	13 or 0 + 10	4/6	13	0	0	0
3	0.30	0.55	0.25	49	20 or 13 + 5	8/13	19	5ci or 1 1/2"	10ci, 2 ft	5ci or 1 1/2"
4 except Midrise	0.30	0.55	0.40	60	20-5 or 13 + 10ci or 0 + 15	8/13	19	10ci or 1 1/2"	10ci, 4 ft	10ci or 1 1/2"
5 and 6	0.30	0.55	0.40	60	20-5 or 13 + 10ci or 0 + 15	13/17	30	15ci or 1 1/2" + 5ci	10ci, 4 ft	15ci or 1 1/2" + 5ci
6	0.30	0.55	NR	60	20-5 or 13 + 10ci or 0 + 20	15/20	30	15ci or 1 1/2" + 5ci	10ci, 4 ft	15ci or 1 1/2" + 5ci
7 and 8	0.30	0.55	NR	60	20 + 5ci or 13 + 10ci or 0 + 20	19/21	38	15ci or 1 1/2" + 5ci	10ci, 4 ft	15ci or 1 1/2" + 5ci

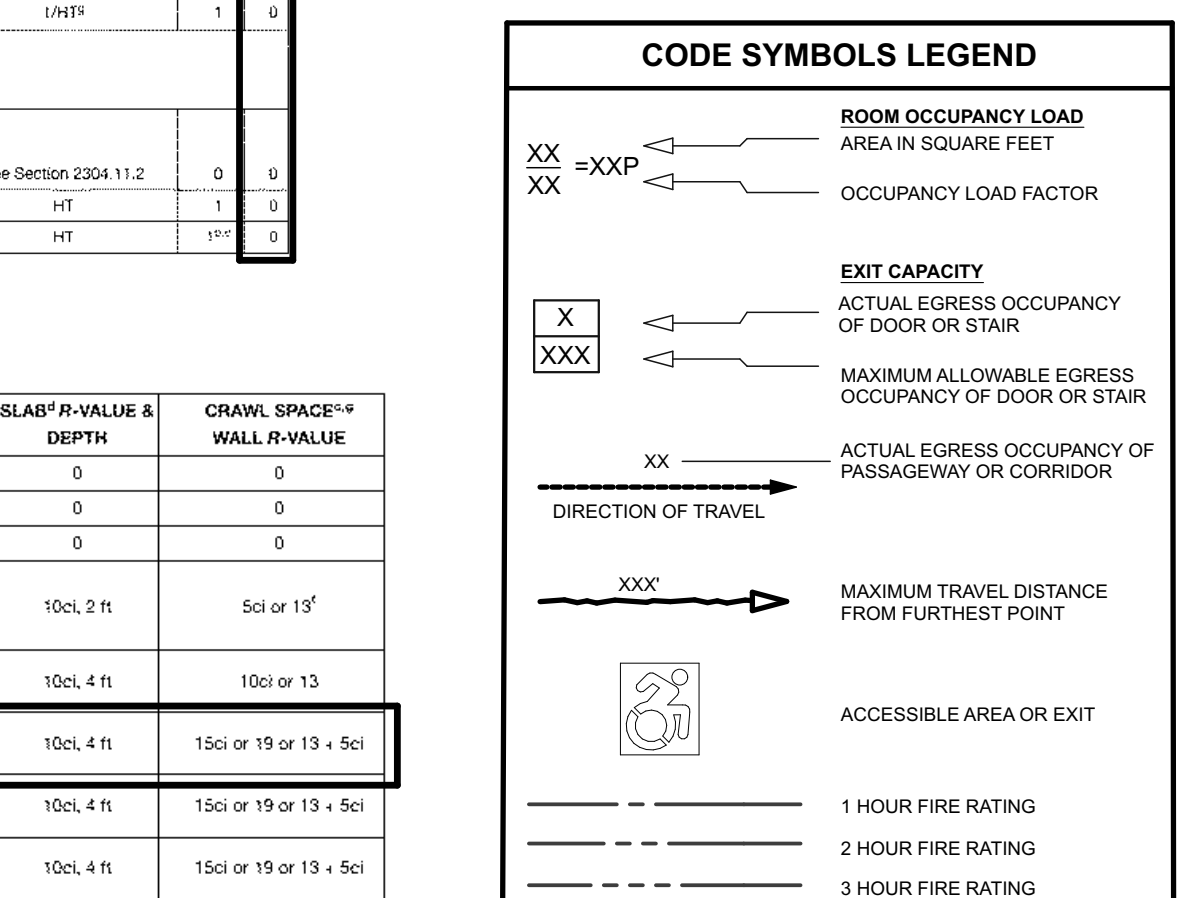
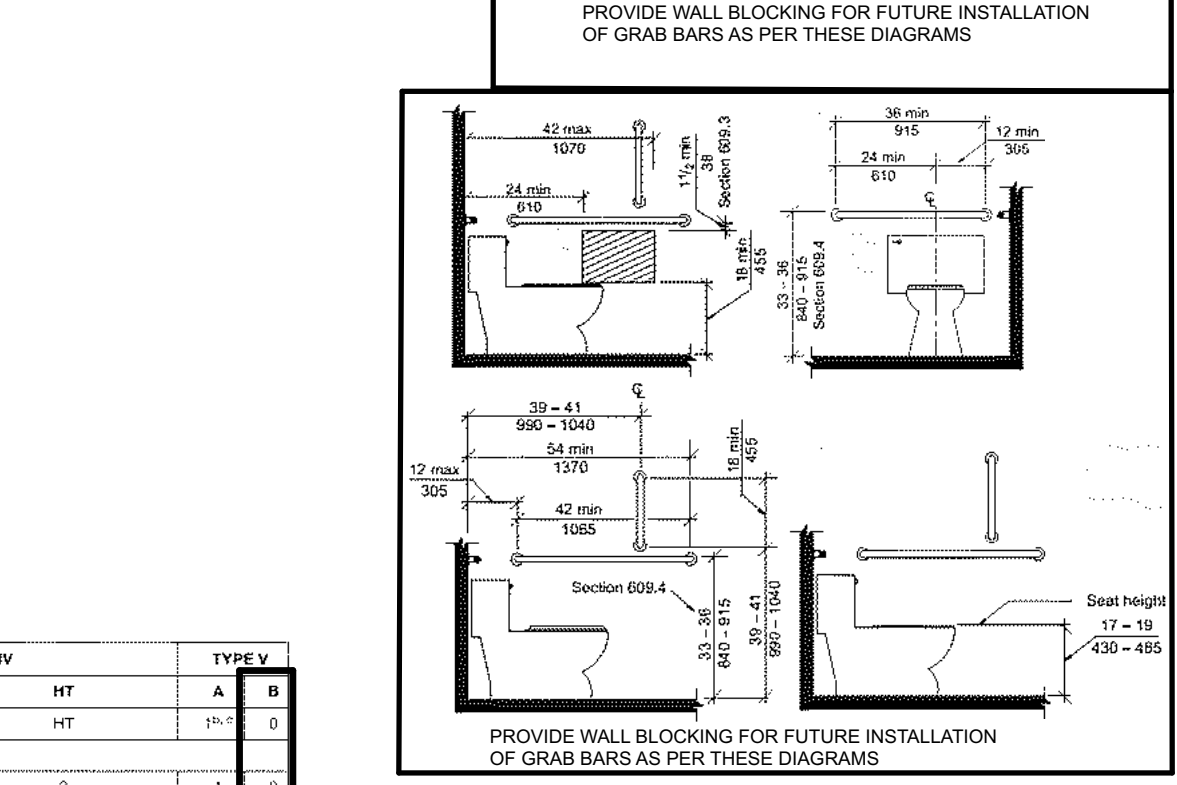
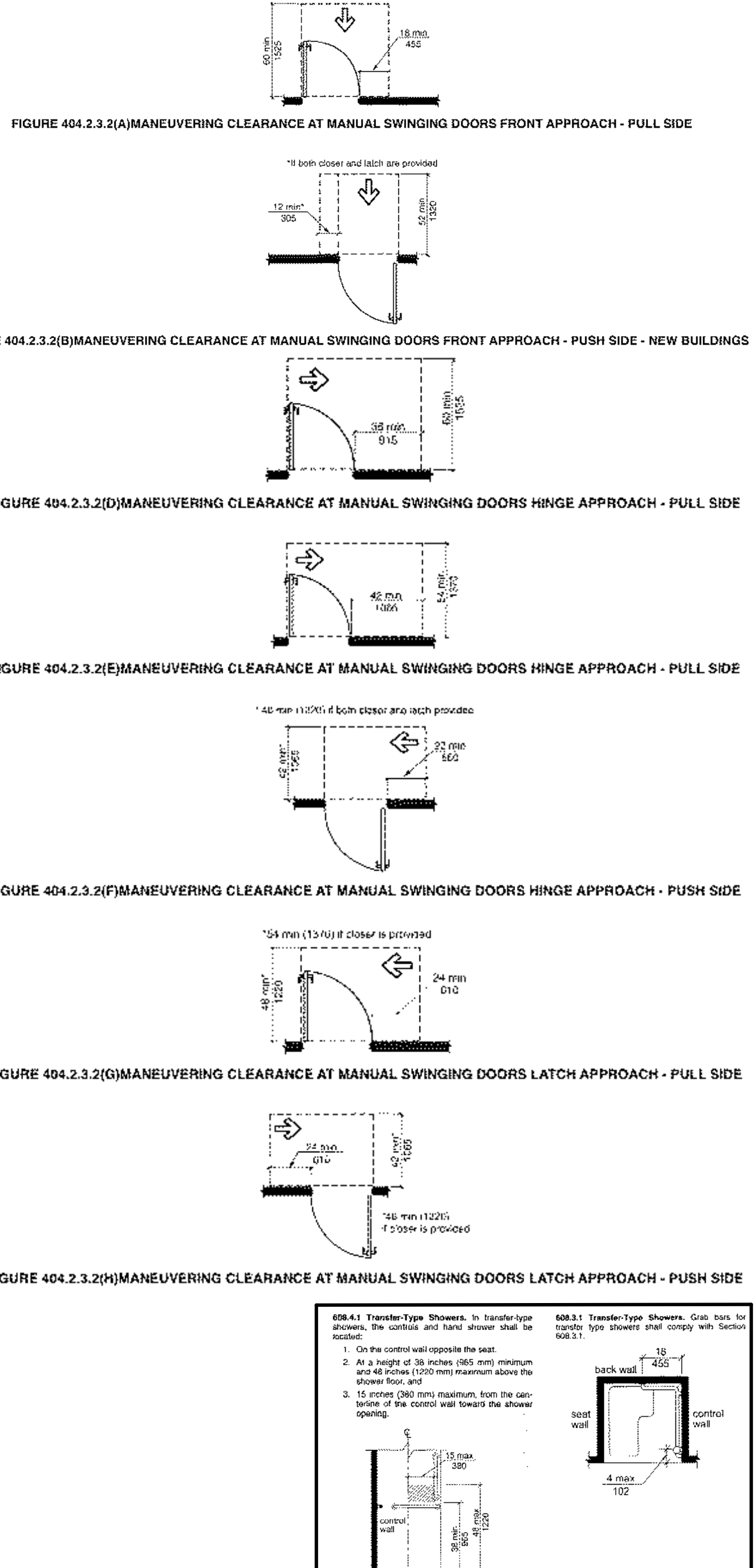
TABLE C402.1.3 OPAQUE THERMAL ENVELOPE INSULATION COMPONENT MINIMUM REQUIREMENTS, R-VALUE METHOD\*

CLIMATE ZONE	6 AND 1		2		3		4 EXCEPT MARINE		5 AND MARINE 4		6		7		8	
	All other	Group R	All other	Group R	All other	Group R	All other	Group R	All other	Group R	All other	Group R	All other	Group R	All other	Group R
Roofs	R-20c	R-25c	R-25c	R-25c	R-25c	R-25c	R-30c	R-30c	R-30c	R-30c	R-30c	R-30c	R-30c	R-30c	R-30c	R-30c
Walls, above grade	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5
Walls, below grade	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5
Floors	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5	R-5

- GENERAL NOTES**
- ALL CONTRACTORS SHALL CONFIRM CLEARANCES NEEDED TO INSTALL THEIR WORK PRIOR TO PROCEEDING. CONTRACTOR TO VERIFY ALL DIMENSIONS IN FIELD AND TO BE SURE ALL WORK IS CLEAR OF UNDERGROUND AND OVERHEAD UTILITIES.
  - ALL CONSTRUCTION SHALL BE TO CURRENT 2022 CONNECTICUT STATE BUILDING CODES AND LOCAL BUILDING CODES. ALL WORK MUST BE PERMITTED, APPROVED AND INSPECTED AS NEEDED TO MEET LOCAL BUILDING DEPARTMENT APPROVAL.
  - CARBON MONOXIDE AND SMOKE DETECTORS TO BE INSTALLED PER PLAN
  - EXTERIOR WALL ASSEMBLIES TO BE INSULATED TO MIN. R-20 WITH R-3 CONTINUOUS INSULATION. ROOF AND/OR INSULATED CEILING TO BE MIN. R-49. SEE CODE PLAN FOR OTHER VALUES AND CONSTRUCTION DETAILS FOR INSULATION TYPE. ALL INTERIOR PARTITIONS TO HAVE SOUND ATTENUATING BATT INSULATION.
  - BOTTOM OF ALL CONCRETE FOOTINGS TO BE MIN 42" BELOW GRADE OR PINNED TO LEDGE IF APPLICABLE. USE TYPICAL LEDGE FASTENING DETAILS IN EVENT THAT LEDGE / BEDROCK IS ENCOUNTERED BEFORE REACHING REQUIRED FOOTING DEPTH. SEE PLAN FOR FOOTING SIZES.
  - ALL FIRE RATINGS, RATED WALLS, DOORS AND FIRE PROTECTION SYSTEMS TO COMPLY WITH 2022 CT SBC.
  - DIMENSIONS SHOWN ARE TO CENTER OF WALL UNLESS OTHERWISE NOTED.
  - ALL PAINT COLORS TO BE SELECTED BY OWNER.
  - NEW INSULATED WINDOWS AND DOORS TO MEET HIGH PERFORMANCE ENERGY STAR REQUIREMENTS. ENERGY RATING, R VALUES AND U VALUES SHALL COMPLY WITH 2022 CT SBC
  - ARCHITECTURAL ASPHALT ROOF SHINGLES TO BE INSTALLED PER MANUFACTURER'S INSTRUCTIONS.
  - CONTRACTOR TO INSTALL HURRICANE TIE DOWNS AT ALL NEW RAFTERS/TRUSSES; TYP.
  - LIGHTING AND ELECTRICAL TO BE PROVIDED TO MEET AND EXCEED 2022 SBC REQUIREMENTS. ELECTRICAL CONTRACTOR TO PROVIDE POWER SOURCES FOR ALL KITCHEN EQUIPMENT, VENTILATION SYSTEMS, AND INTERIOR AND EXTERIOR LIGHTING. SWITCH LOCATIONS TO BE COORDINATED WITH OWNER. ALL LED PUCK LIGHTING THROUGHOUT BUILDING TO BE 4".
  - CONTRACTOR TO FOLLOW MANUFACTURERS SPECIFICATIONS FOR ALL TJI AND LVL INSTALL.
  - MECHANICAL CONTRACTOR TO CALCULATE LOADS AND SIZE DUCTLESS MINI-SPLIT AND 'ERV SYSTEM' (AS ALTERNATE #4). MOUNT UNITS PER MANUFACTURERS SPECIFICATIONS WHERE SHOWN ON PLANS
  - ALL STRUCTURAL LUMBER TO BE #2 GRADE OR BETTER.
  - ALL EXTERIOR LOAD BEARING WALLS TO BE 2X6 WOOD STUD CONSTRUCTION. ALL INTERIOR NON-BEARING WALL PARTITIONS TO BE 2X4 WOOD STUD CONSTRUCTION UNLESS OTHERWISE NOTED.
  - STRUCTURAL WOOD SHEATHING TO BE ORIENTATED VERTICALLY TO THE STUDS, SILLS, AND TOP PLATE. FASTEN SHEATHING AND BLOCK ALL JOINTS AS REQUIRED BY CODE. IMPLEMENT APPROVED SIMPSON STRONG TIES AS REQUIRED BY CODE. BLOCK ALL SHEATHING SEAMS AT SHEAR WALL LOCATIONS.
  - ALL FLASHINGS AND WATERPROOFING TO BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS.
  - ALL WALL TILE TO BE APPLIED TO MOISTURE AND MOLD RESISTIVE BOARDS SUCH AS CEMENT BOARD OR BLUEBOARD. CONTRACTOR TO WATERPROOF AND SEAL AS NECESSARY.
  - ALL LALLY COLUMNS IN BASEMENT TO BE 4" HSS. STEEL FABRICATOR/ENGINEER TO PROVIDE CONNECTION DETAILS TO BEAM ABOVE AND TO CONCRETE FOUNDATION.
  - SIMPSON TOP MOUNTED JOIST HANGERS AT ALL TJI JOIST AND STEEL BEAM CONNECTION. FASTEN PER MANUFACTURERS SPECS.
  - SAW CUT CONTROL JOINTS NEW IN SLAB ON GRADE AT 12" +/- O.C. EACH WAY.
  - NEW GUTTERS AND DOWNSPOUTS TO BE INSTALLED WHERE APPLICABLE. DOWNSPOUTS TO DRAIN AWAY FROM FOUNDATION.



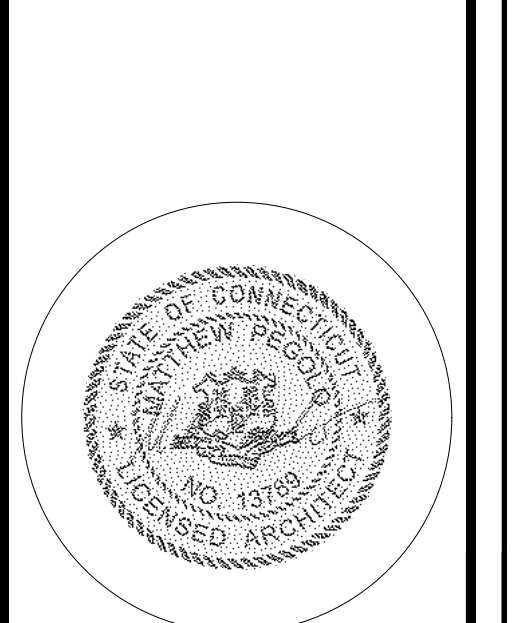
CT APPROVED ILLUMINATED ACCESSIBLE EXIT SIGN



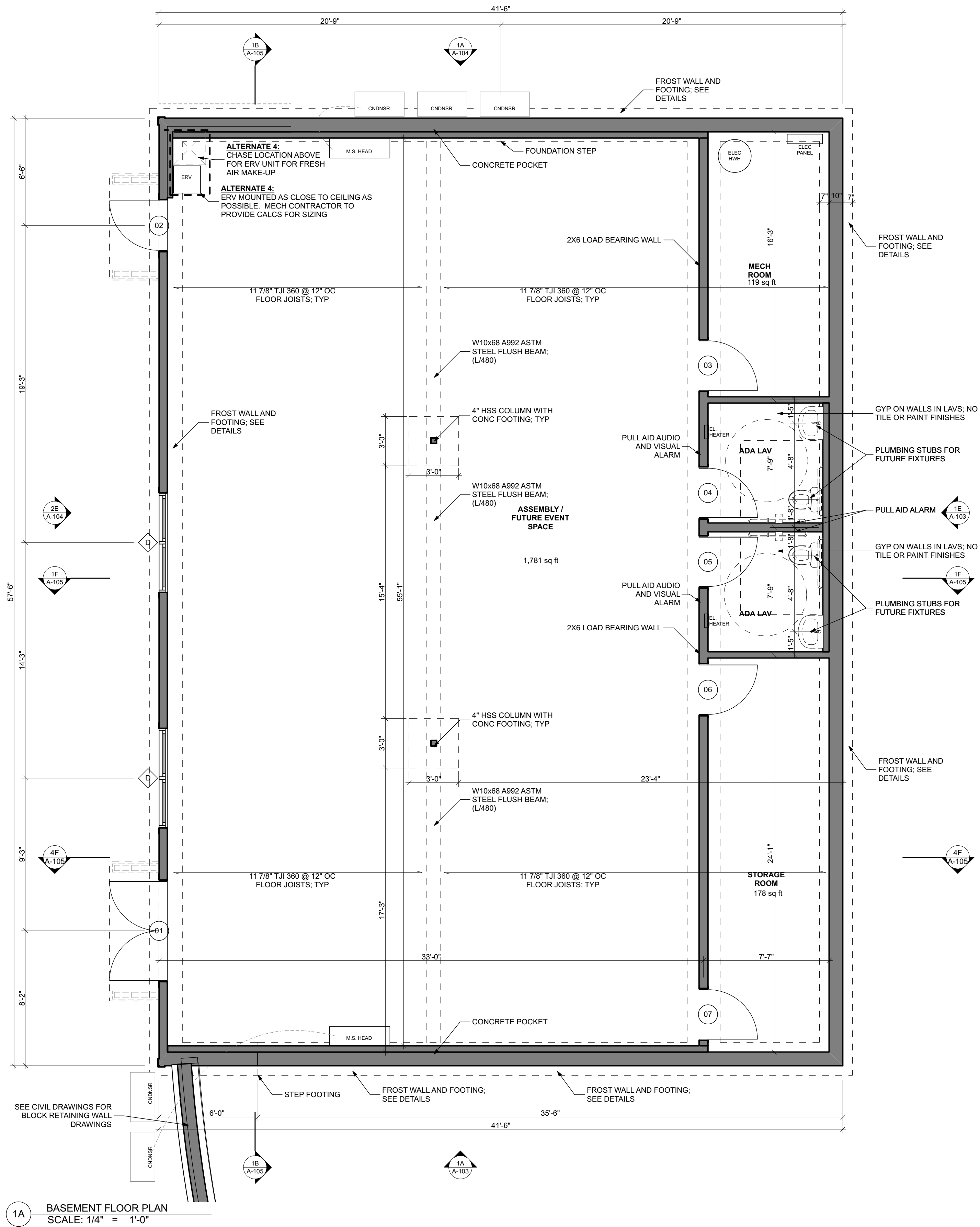
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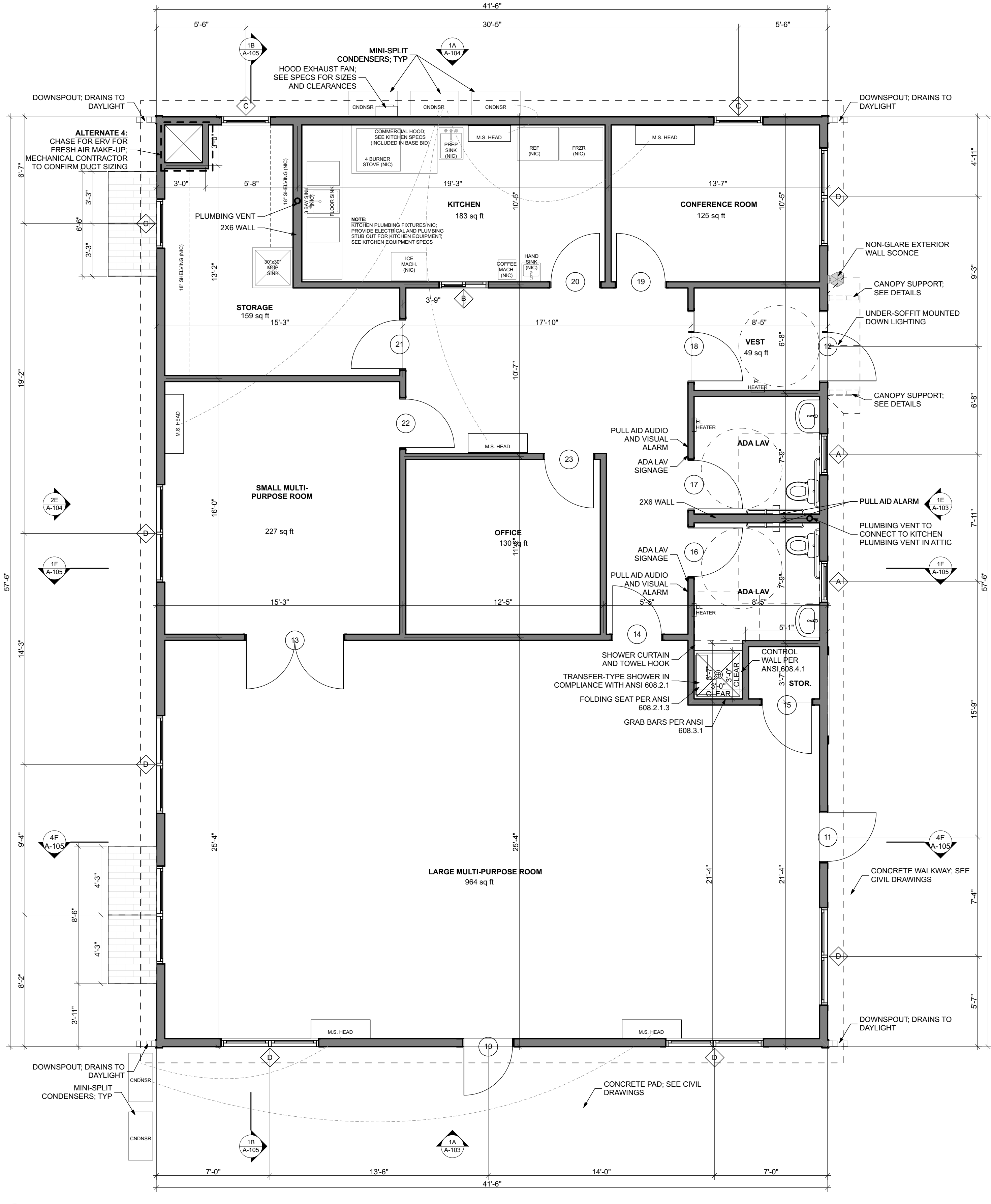
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SHEET NAME  
**CODE PLAN, GENERAL INFO AND NOTES**  
 SHEET ID  
**A-100**

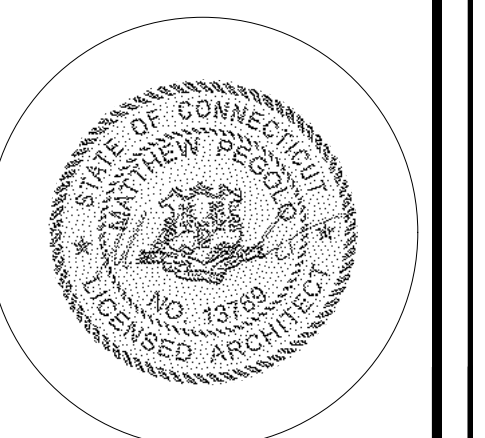


1A BASEMENT FLOOR PLAN  
SCALE: 1/4" = 1'-0"



5A FIRST FLOOR PLAN  
SCALE: 1/4" = 1'-0"

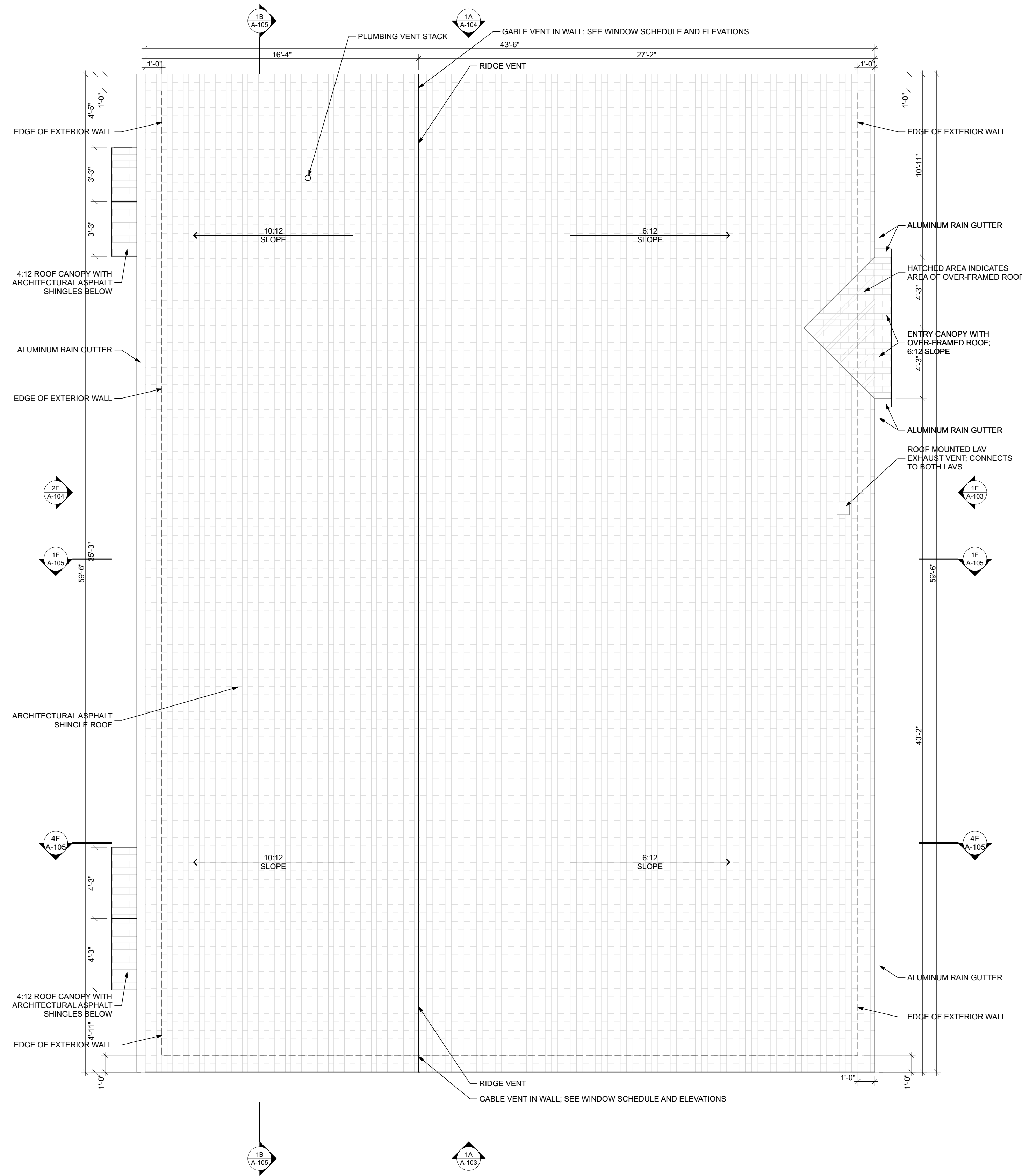
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SHEET NAME  
**BASEMENT AND FIRST FLOOR CONSTRUCTION PLANS**

SHEET ID

**A-101**



1A ROOF PLAN  
SCALE: 1/4" = 1'-0"

DOOR AND FRAME SCHEDULE							
ID	DOOR			FRAME	HARDWARE	REMARKS	VIEW
	W	HT	TYPE/MATERIAL				
01	6'-0"	7'-0"	EXTERIOR STEEL DOOR PAINTED	METAL	KEY LOCKING WITH EXTERIOR LEVER; PANIC PUSH HARDWARE ON INTERIOR	DOUBLE DOOR INSULATED WITH TEMPERED LITES AND AUTOMATIC CLOSER	
02	3'-0"	7'-0"	EXTERIOR STEEL DOOR PAINTED	METAL	KEY LOCKING WITH EXTERIOR LEVER; PANIC PUSH HARDWARE ON INTERIOR	INSULATED WITH TEMPERED LITE AND AUTOMATIC CLOSER	
03	3'-0"	6'-8"	STAIN GRADE SOLID CORE WOOD DOOR	METAL	KEYED LEVER	-	
04	3'-0"	6'-8"	STAIN GRADE SOLID CORE WOOD DOOR	METAL	LEVER WITH BATHROOM LOCK	AUTOMATIC CLOSER	
05	3'-0"	6'-8"	STAIN GRADE SOLID CORE WOOD DOOR	METAL	LEVER WITH BATHROOM LOCK	AUTOMATIC CLOSER	
06	3'-0"	6'-8"	STAIN GRADE SOLID CORE WOOD DOOR	METAL	KEYED LEVER	-	
07	3'-0"	6'-8"	STAIN GRADE SOLID CORE WOOD DOOR	METAL	KEYED LEVER	-	
10	3'-0"	6'-8"	ALUMINUM EXTERIOR DOOR	METAL	KEY LOCKING WITH EXTERIOR LEVER; PANIC PUSH HARDWARE ON INTERIOR	INSULATED WITH TEMPERED GLAZING AND AUTOMATIC CLOSER	
11	3'-0"	7'-0"	ALUMINUM EXTERIOR DOOR	METAL	KEY LOCKING WITH EXTERIOR LEVER; PANIC PUSH HARDWARE ON INTERIOR	INSULATED WITH TEMPERED GLAZING AND AUTOMATIC CLOSER	
12	3'-0"	7'-0"	ALUMINUM EXTERIOR DOOR	METAL	KEY LOCKING WITH EXTERIOR LEVER; PANIC PUSH HARDWARE ON INTERIOR	INSULATED WITH TEMPERED GLAZING AND AUTOMATIC CLOSER AND 16" TEMPERED SIDELITE	
13	6'-0"	6'-8"	STAIN GRADE SOLID CORE WOOD DOOR	METAL	LEVER, NO LOCK	-	
14	3'-0"	6'-8"	STAIN GRADE SOLID CORE WOOD DOOR	METAL	LEVER, NO LOCK	AUTOMATIC CLOSER	
15	3'-0"	6'-8"	STAIN GRADE SOLID CORE WOOD DOOR	METAL	LEVER, NO LOCK	-	
16	3'-0"	6'-8"	STAIN GRADE SOLID CORE WOOD DOOR	METAL	LEVER WITH BATHROOM LOCK	AUTOMATIC CLOSER	
17	3'-0"	6'-8"	STAIN GRADE SOLID CORE WOOD DOOR	METAL	LEVER WITH BATHROOM LOCK	AUTOMATIC CLOSER	
18	3'-0"	7'-0"	STAIN GRADE SOLID CORE WOOD DOOR	METAL	KEY LOCKING WITH EXTERIOR LEVER; PANIC PUSH HARDWARE ON INTERIOR	TEMPERED HALF LITE GLAZING AND AUTOMATIC CLOSER AND 16" TEMPERED SIDELITE	
19	3'-0"	6'-8"	STAIN GRADE SOLID CORE WOOD DOOR	METAL	LEVER, NO LOCK	-	
20	3'-0"	6'-8"	STAIN GRADE SOLID CORE WOOD DOOR	METAL	KEYED LEVER	AUTOMATIC CLOSER	
21	3'-0"	6'-8"	STAIN GRADE SOLID CORE WOOD DOOR	METAL	KEYED LEVER	-	
22	3'-0"	6'-8"	STAIN GRADE SOLID CORE WOOD DOOR	METAL	LEVER, NO LOCK	-	
23	3'-0"	6'-8"	STAIN GRADE SOLID CORE WOOD DOOR	METAL	KEYED LEVER	-	

5B DOOR SCHEDULE  
NOT TO SCALE

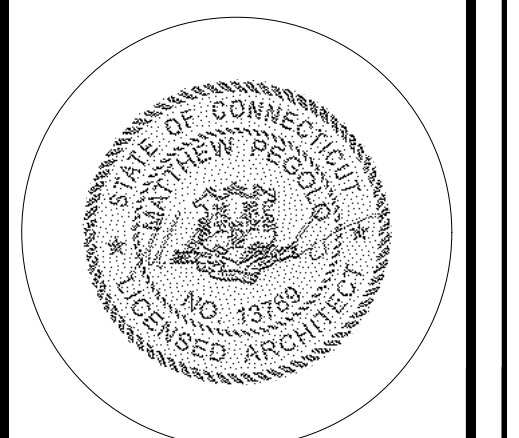
WINDOW SCHEDULE						
ID	SIZE		QTY	TYPE	NOTES	VIEW
	W	HT				
A	2'-6"	2'-6"	2	VINYL FIXED TEMPERED	INSULATED 4 LITE	
B	3'-0"	3'-0"	1	VINYL SLIDING TEMPERED	KITCHEN SERVING WINDOW	
C	3'-0"	5'-0"	3	VINYL DOUBLE HUNG	INSULATED 2/2 LITE	
D	6'-0"	5'-0"	9	VINYL (2) DOUBLE HUNG	INSULATED 2/2 LITE	
E	3'-0"	3'-0"	2	LOUVER	VINYL GABLE VENT	

7G WINDOW SCHEDULE  
NOT TO SCALE

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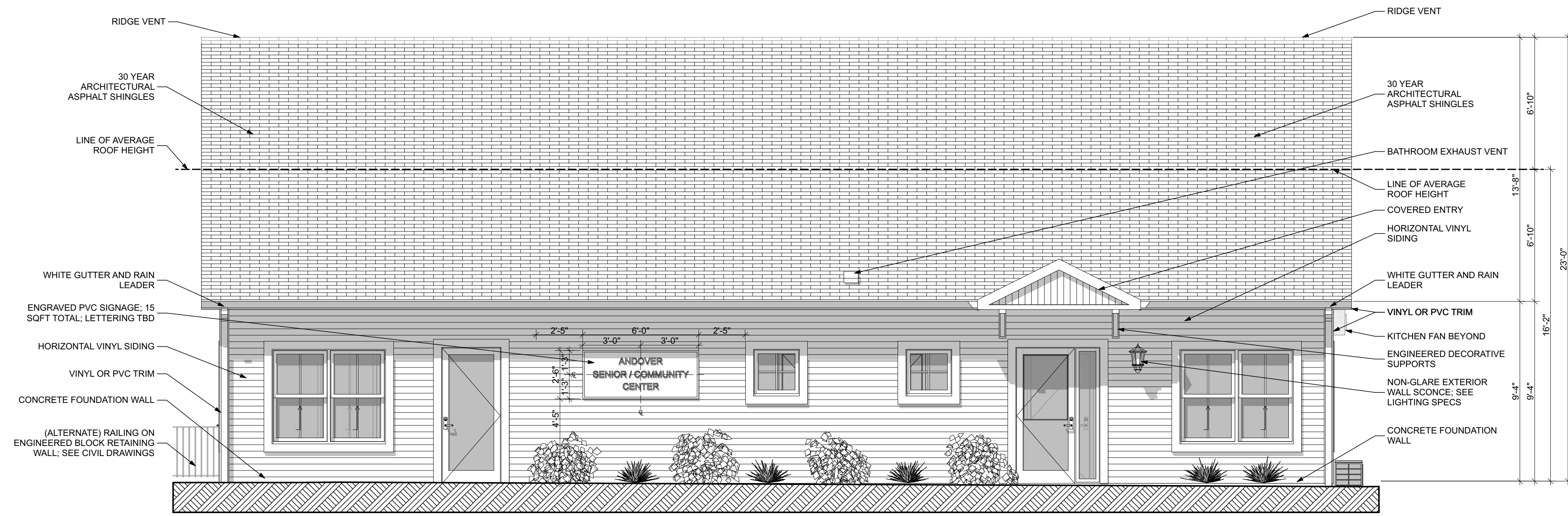
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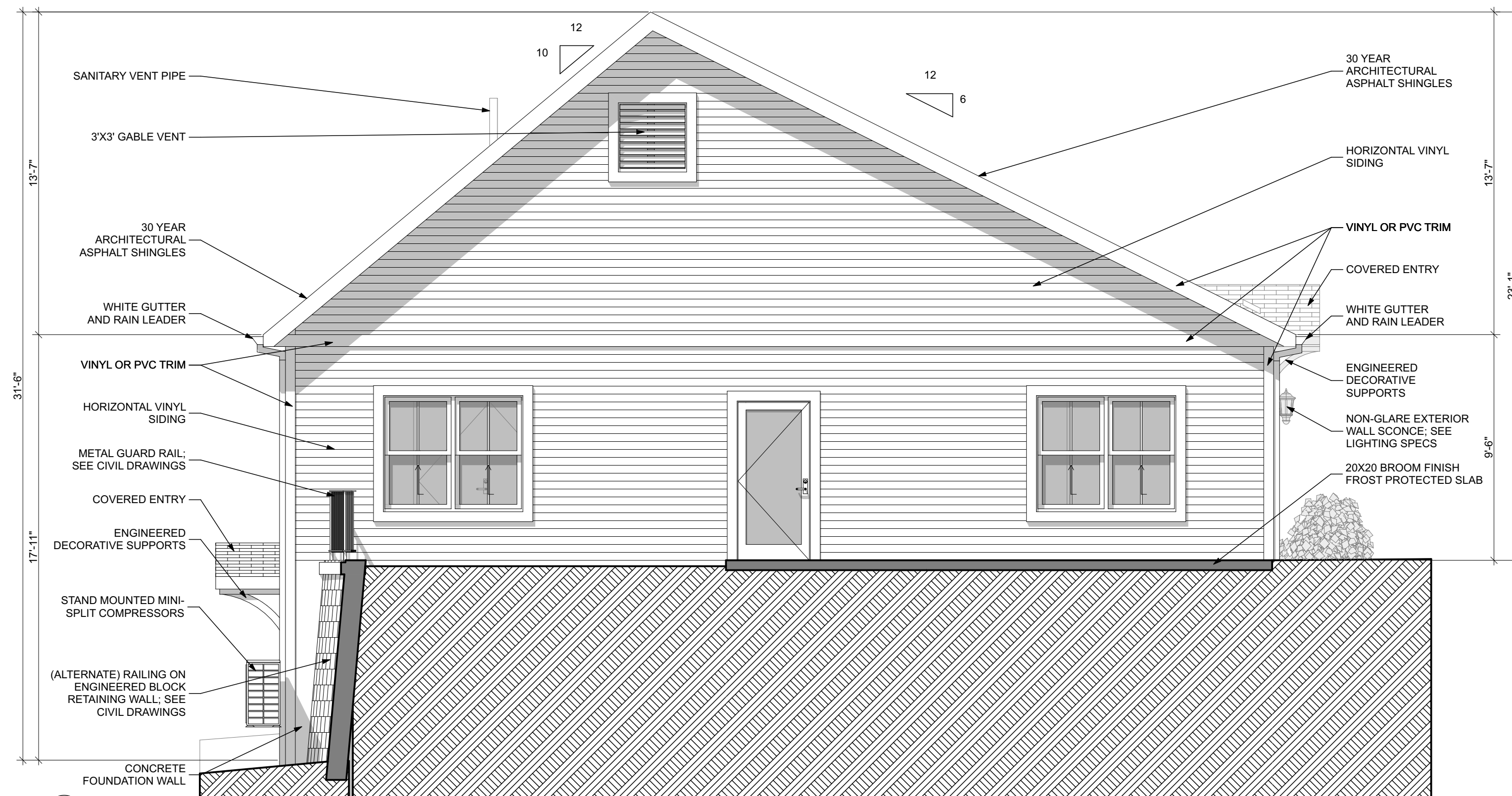
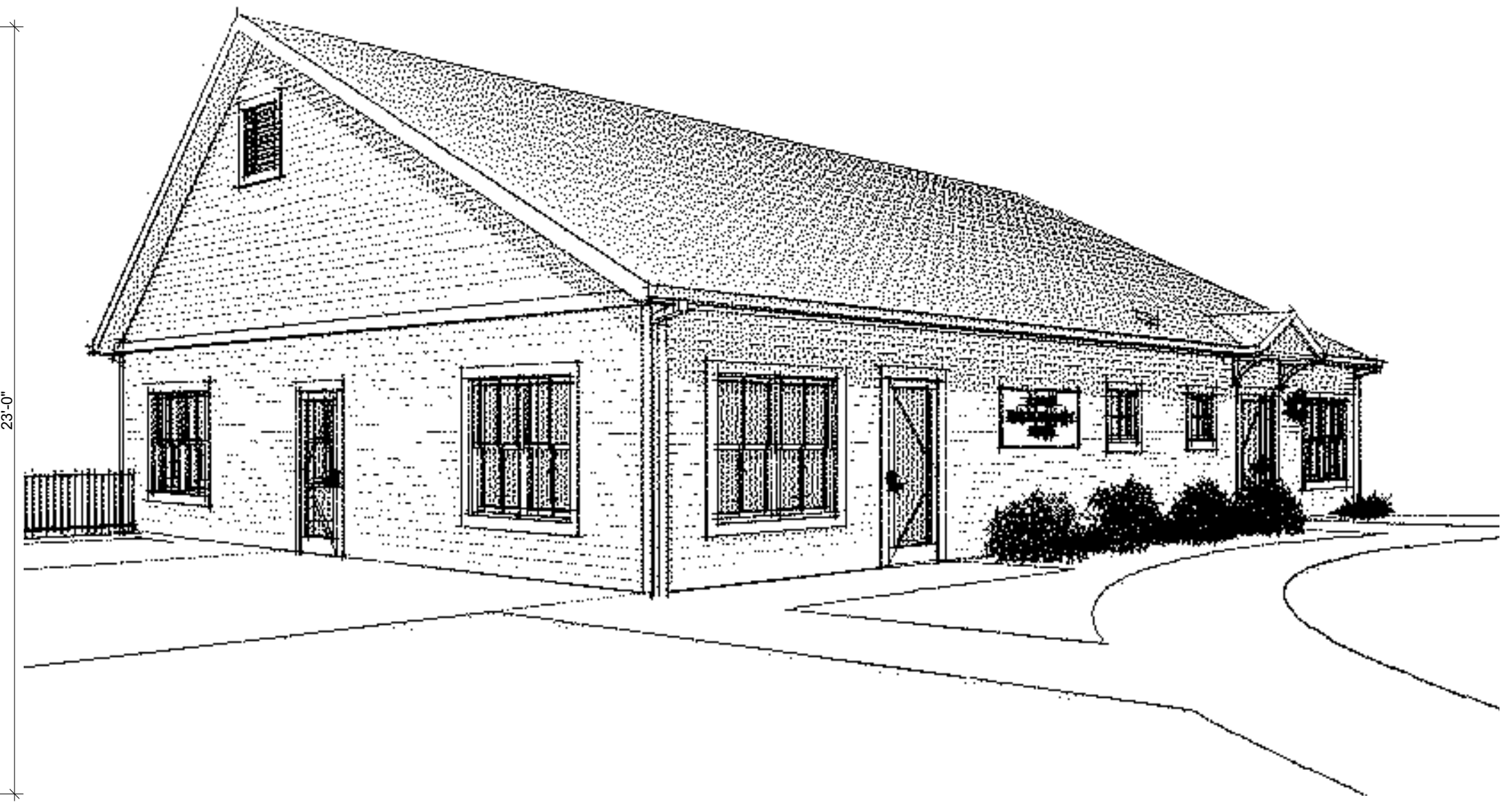


SHEET NAME  
**ROOF PLAN AND WINDOW & DOOR SCHEDULES**

SHEET ID  
**A-102**



1E NEW SOUTH ELEVATION  
SCALE: 1/4" = 1'-0"



1A NEW WEST ELEVATION  
SCALE: 1/4" = 1'-0"

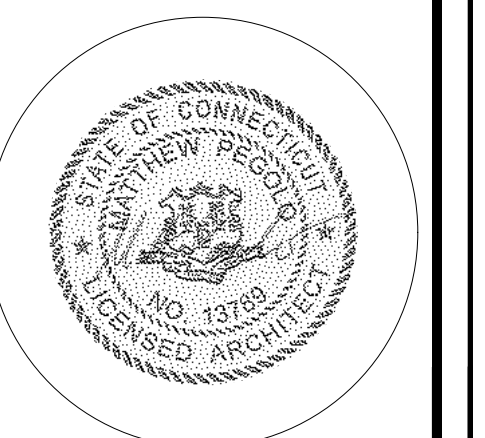


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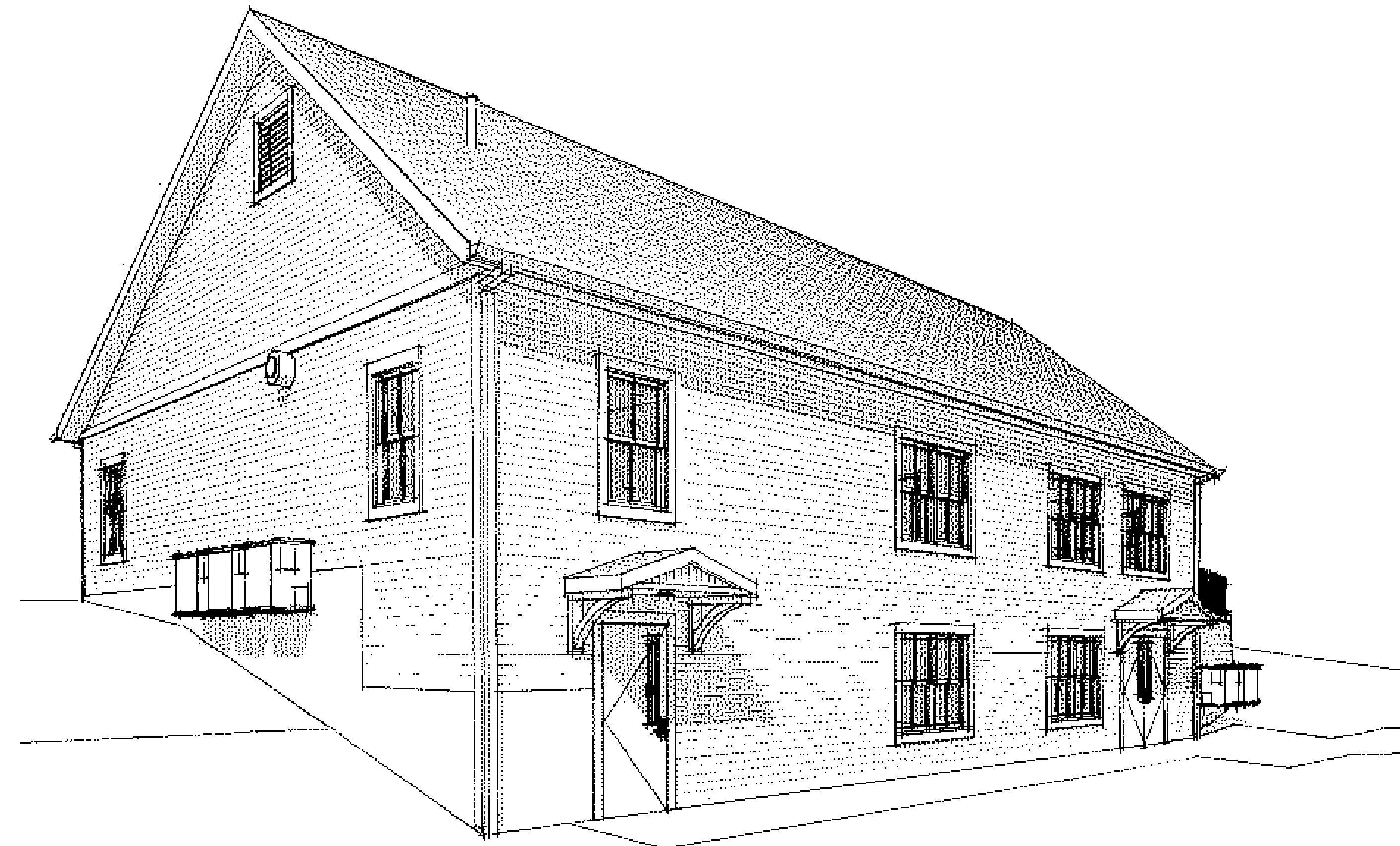
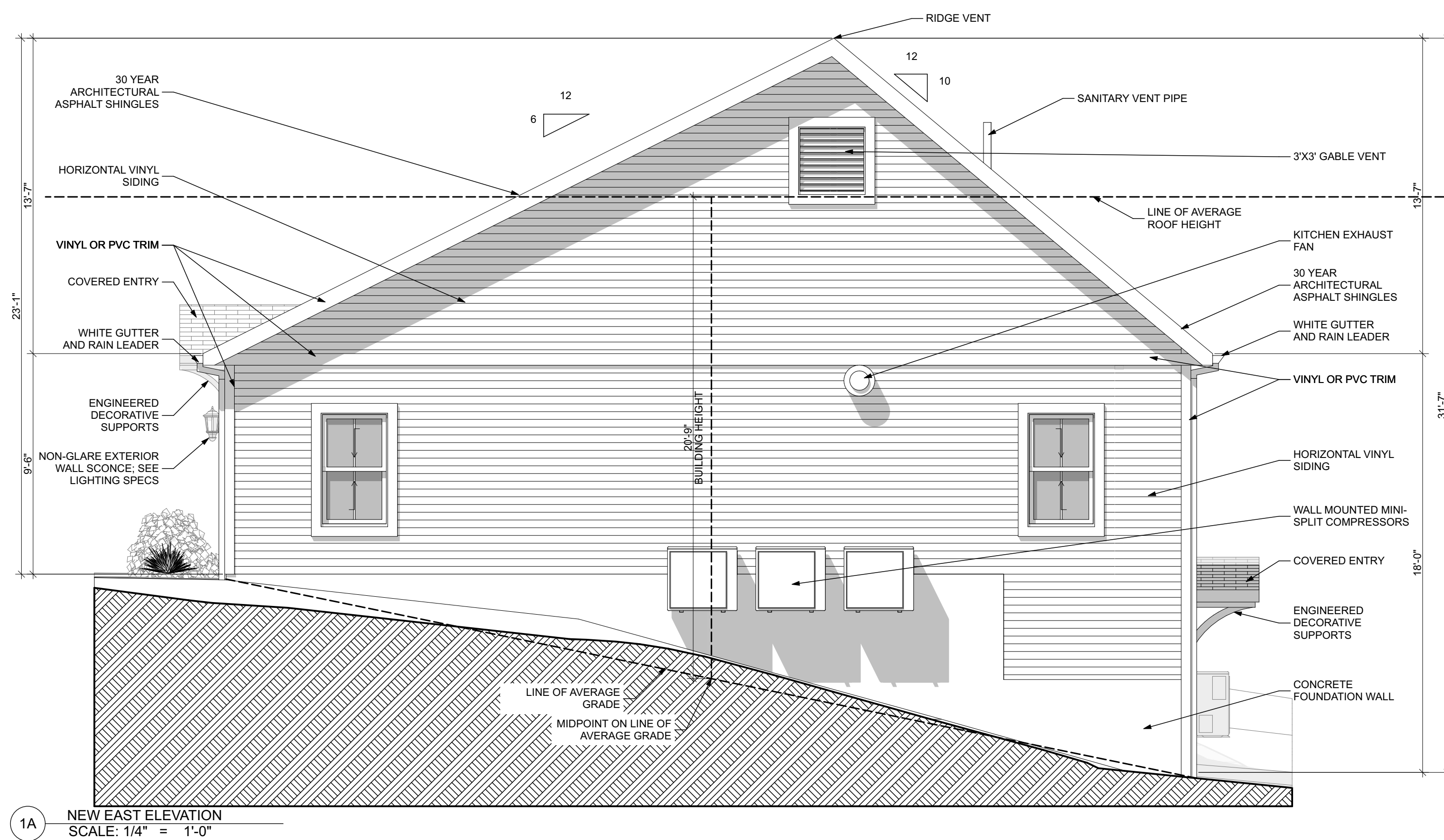
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SHEET NAME  
EXTERIOR ELEVATIONS

SHEET ID  
A-103



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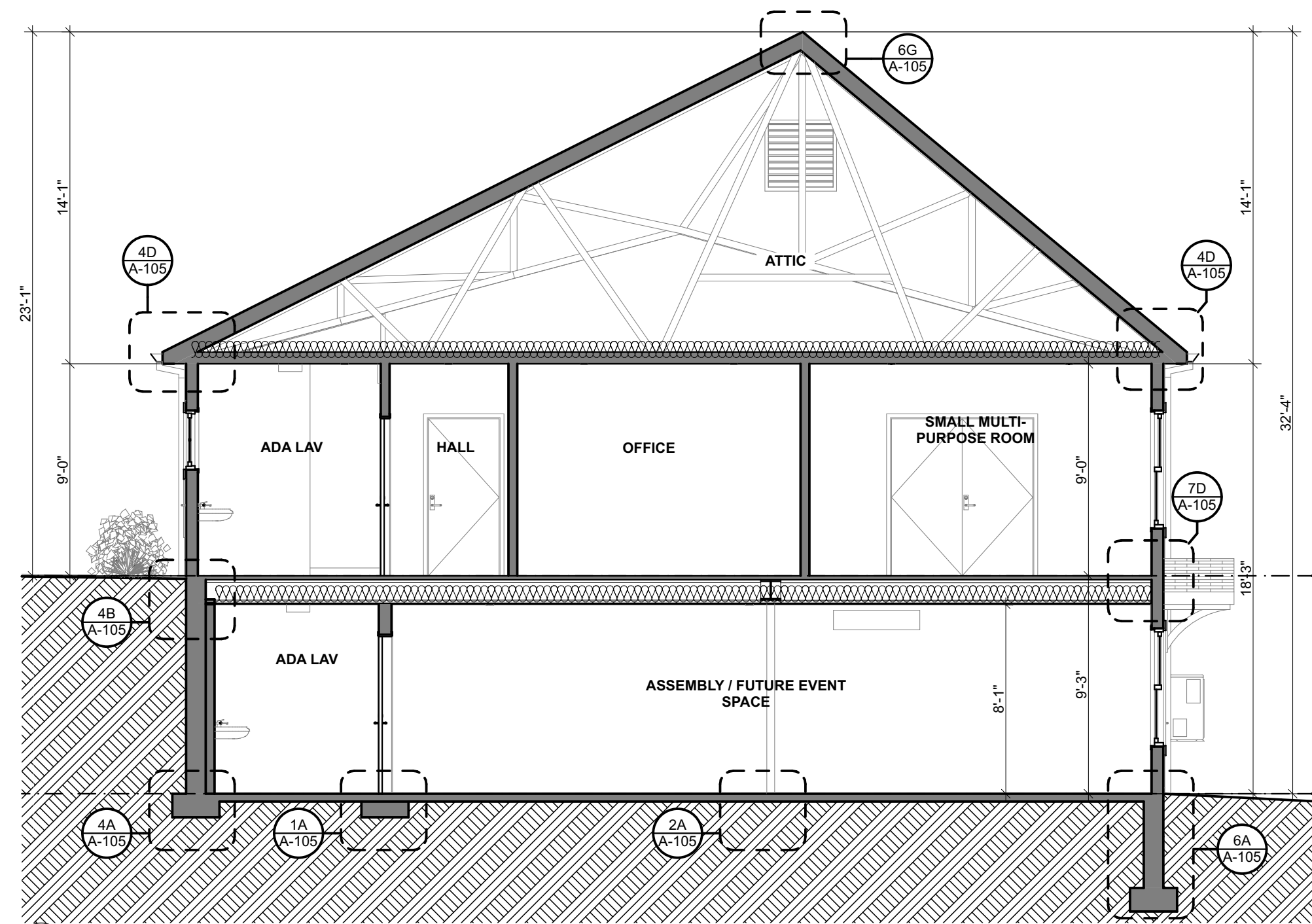
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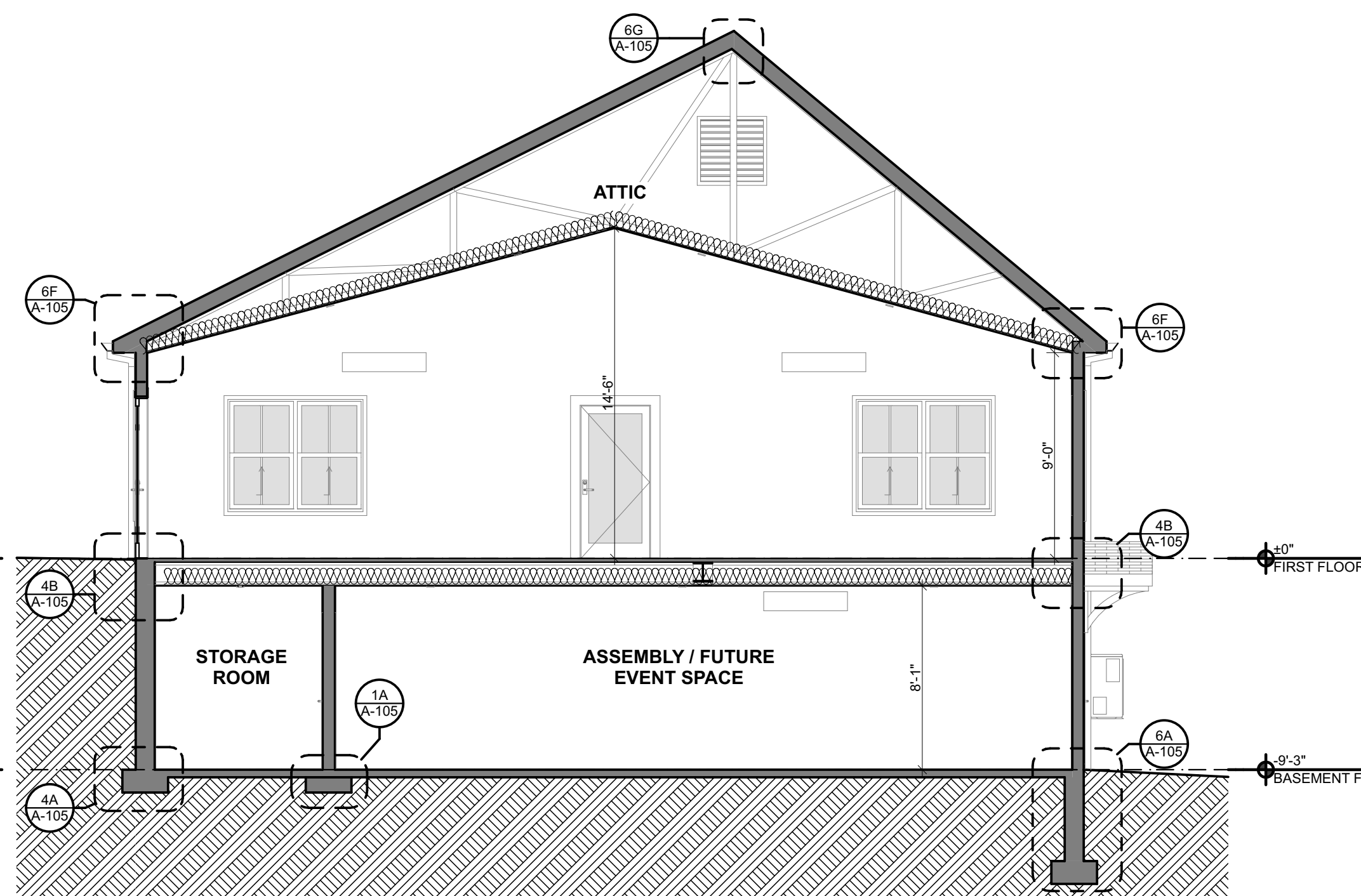
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EXTERIOR ELEVATIONS

SHEET ID  
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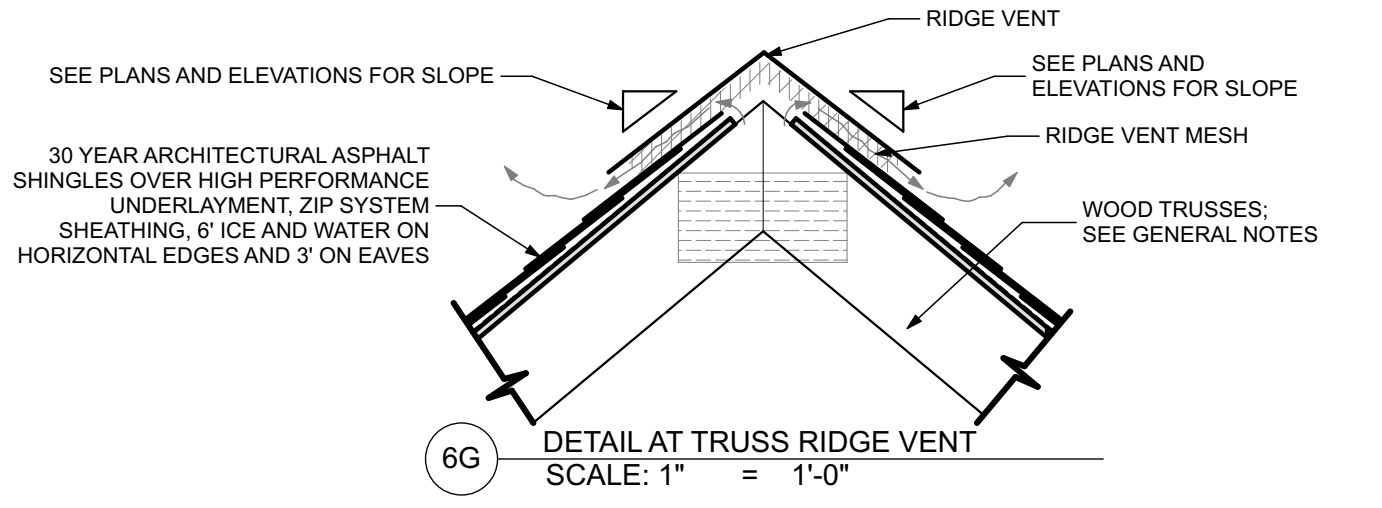




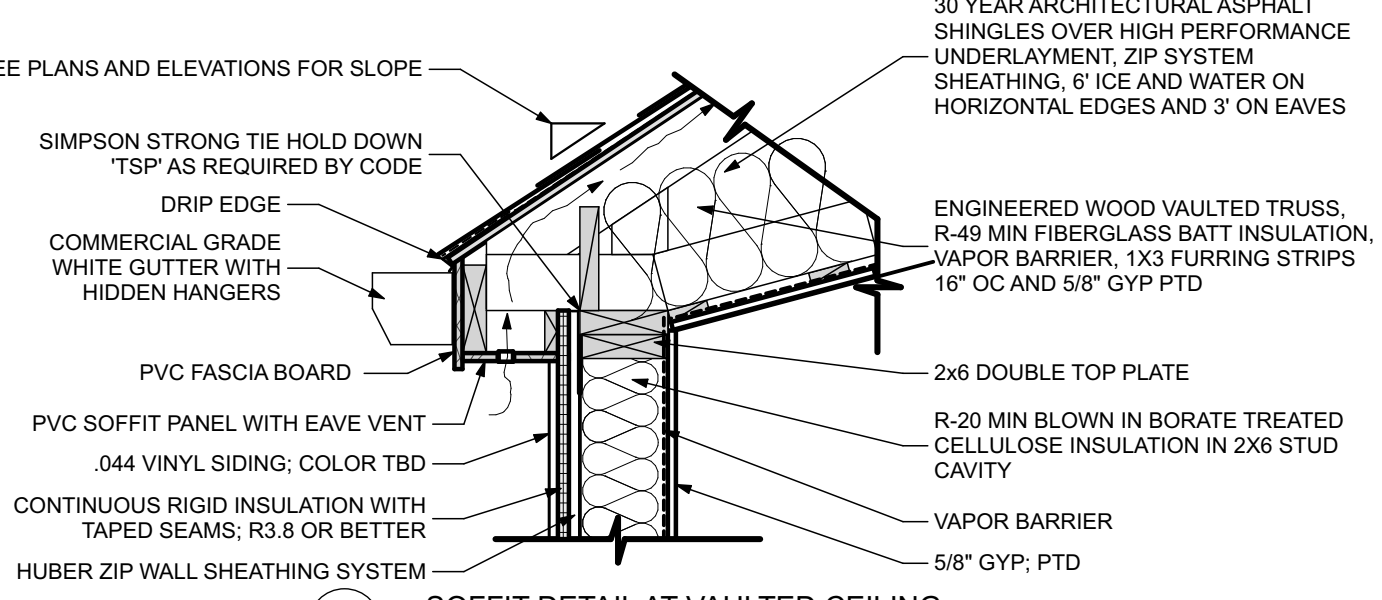
1F SECTION  
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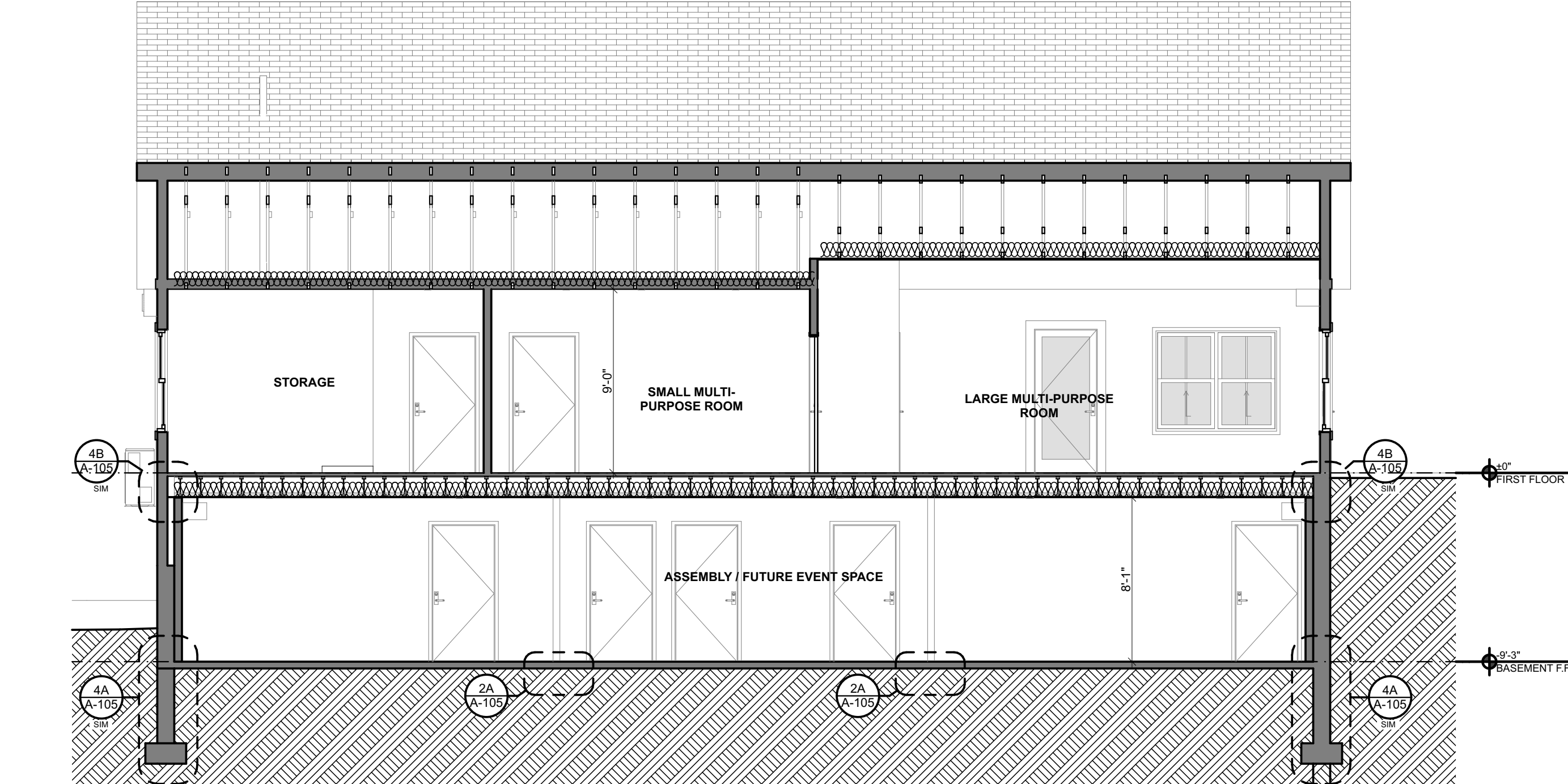
4F SECTION  
SCALE: 3/16" = 1'-0"



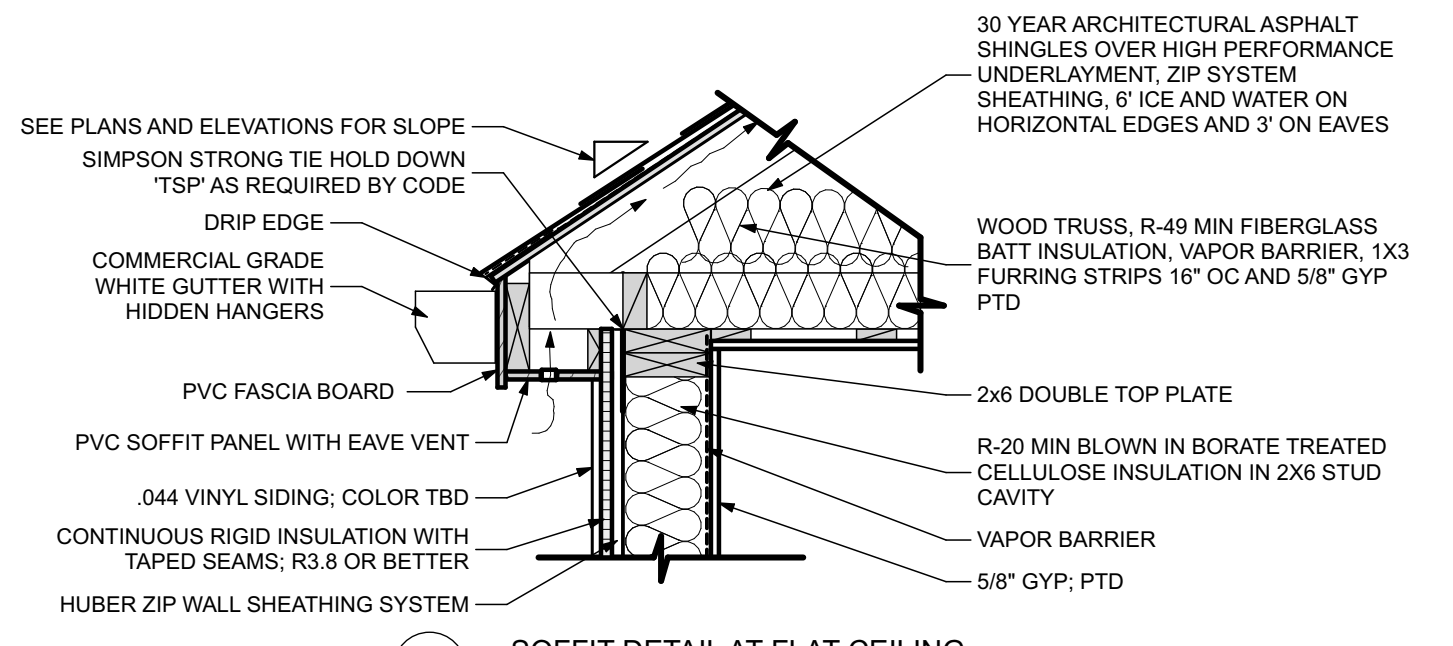
6G DETAIL AT TRUSS RIDGE VENT  
SCALE: 1" = 1'-0"



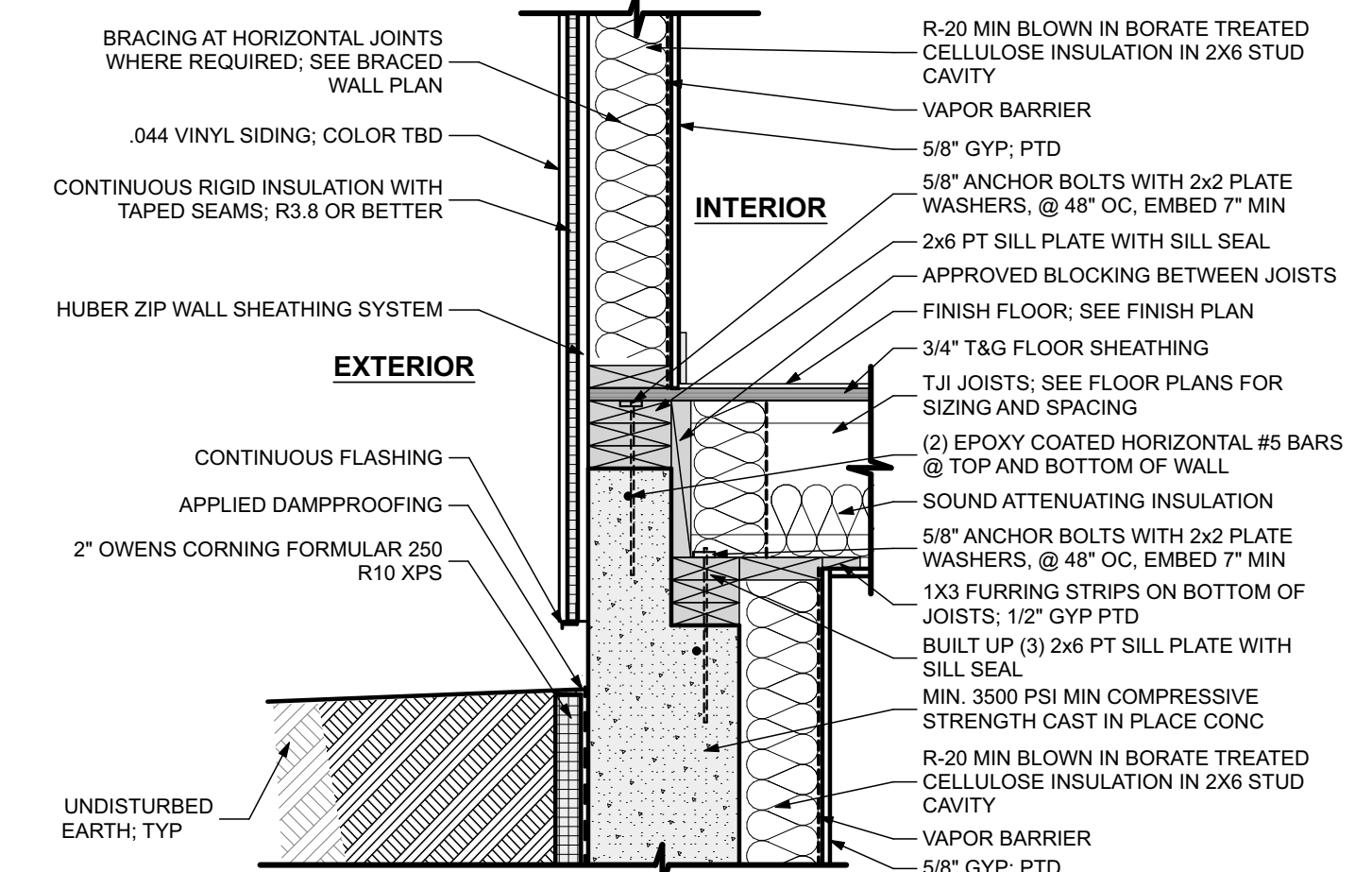
6F SOFFIT DETAIL AT VAULTED CEILING  
SCALE: 1" = 1'-0"



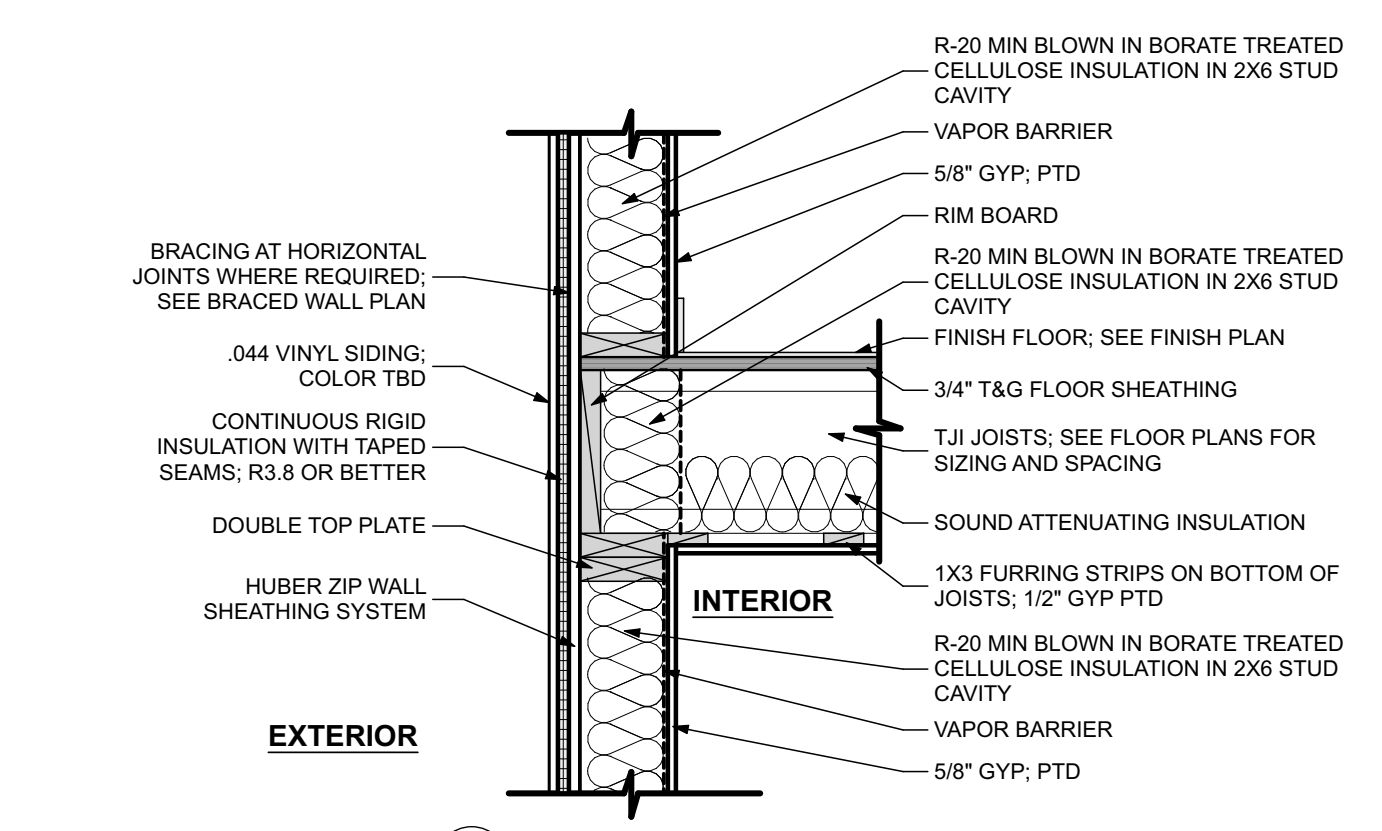
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SCALE: 3/16" = 1'-0"



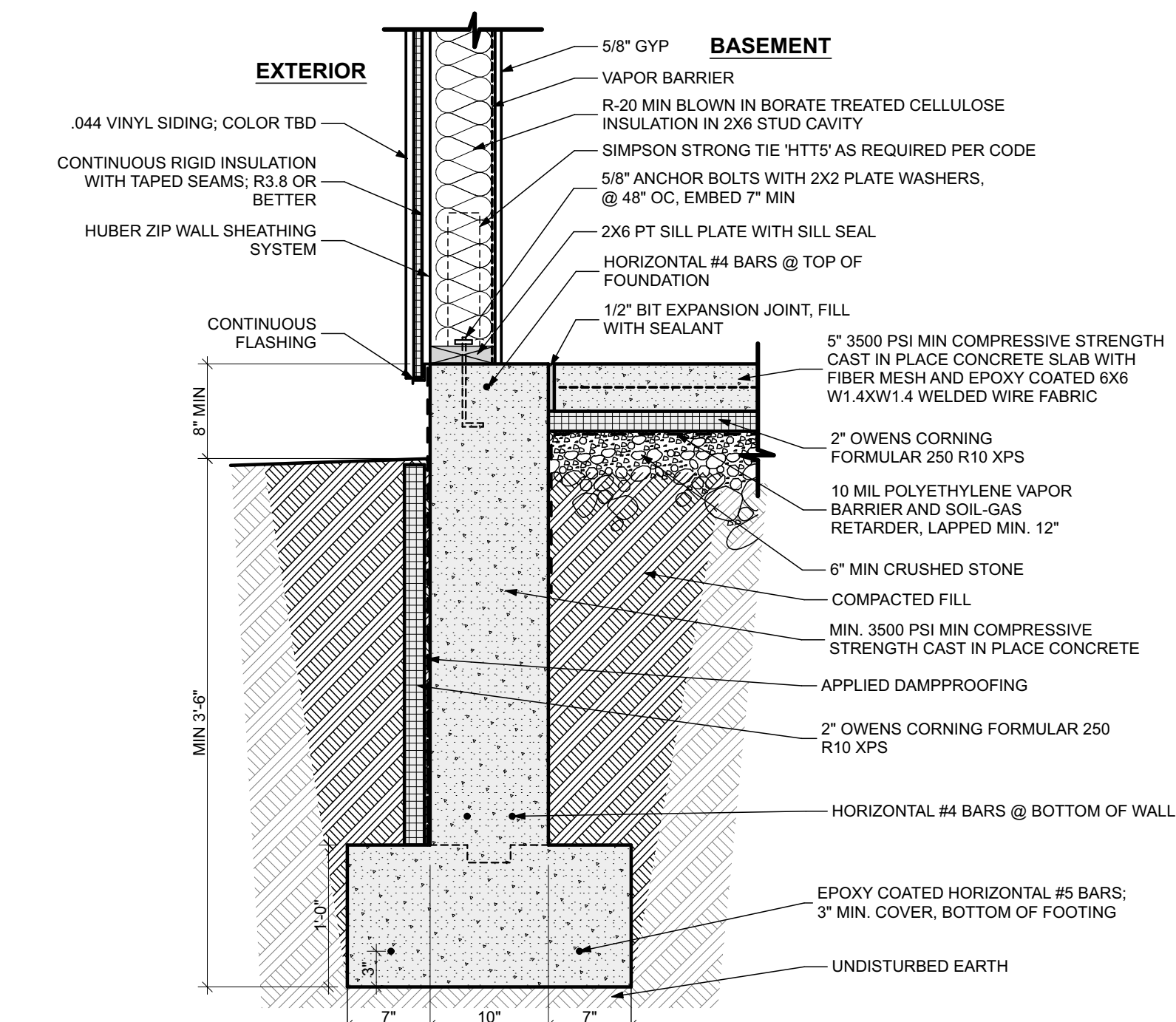
4D SOFFIT DETAIL AT FLAT CEILING  
SCALE: 1" = 1'-0"



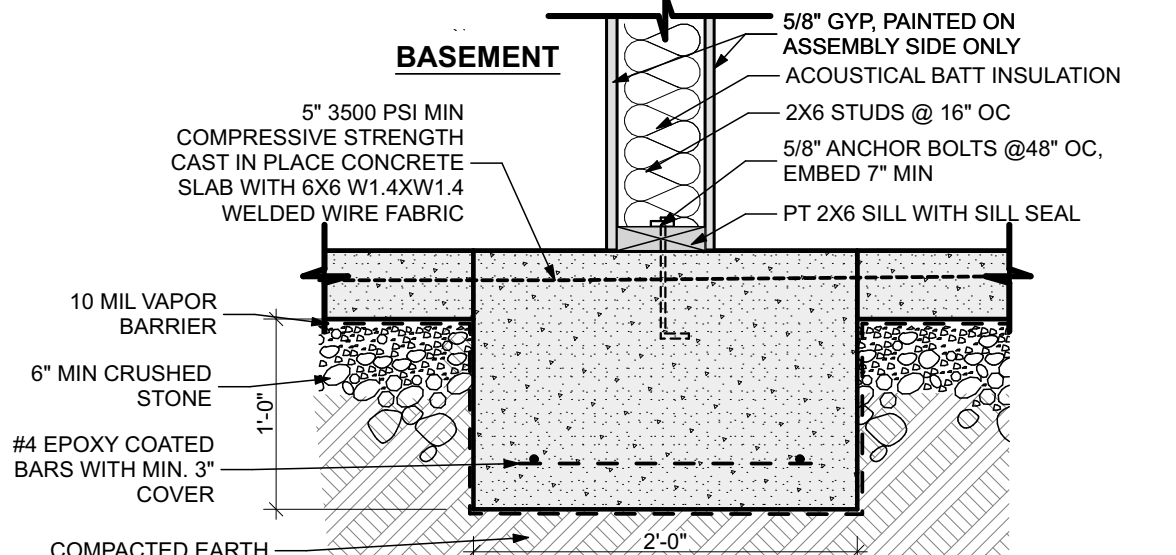
4B DETAIL AT JOIST LEDGE  
SCALE: 1" = 1'-0"



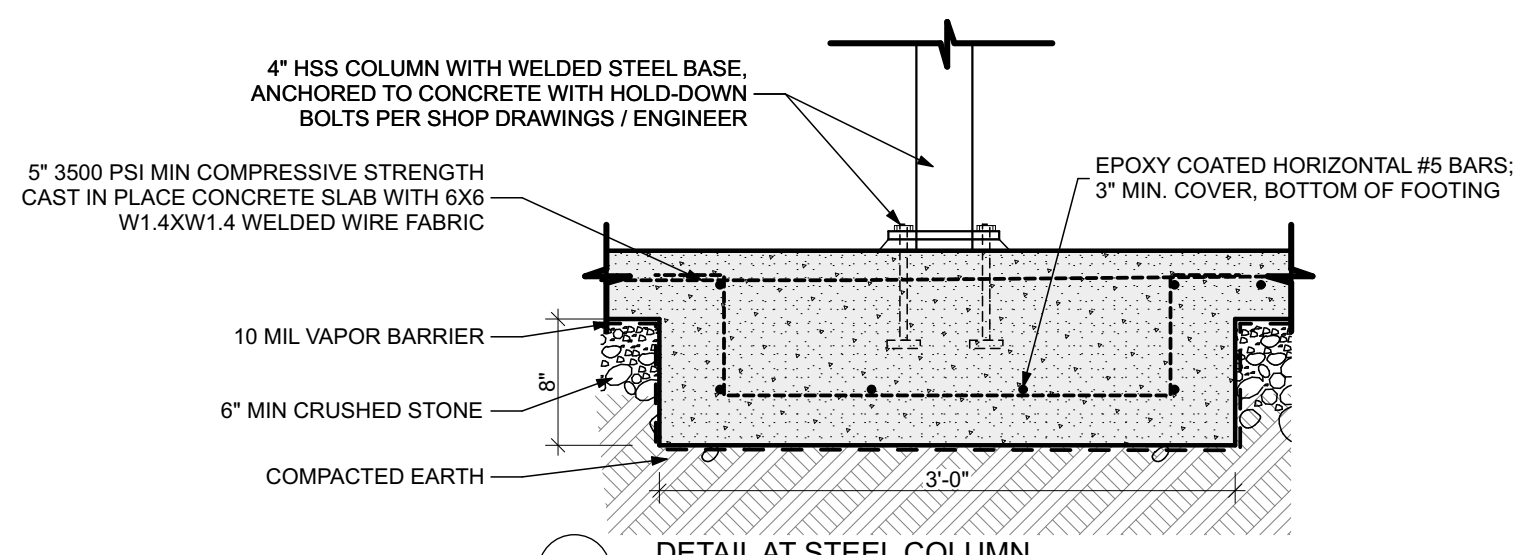
7D DETAIL AT JOIST AND EXTERIOR WALL  
SCALE: 1" = 1'-0"



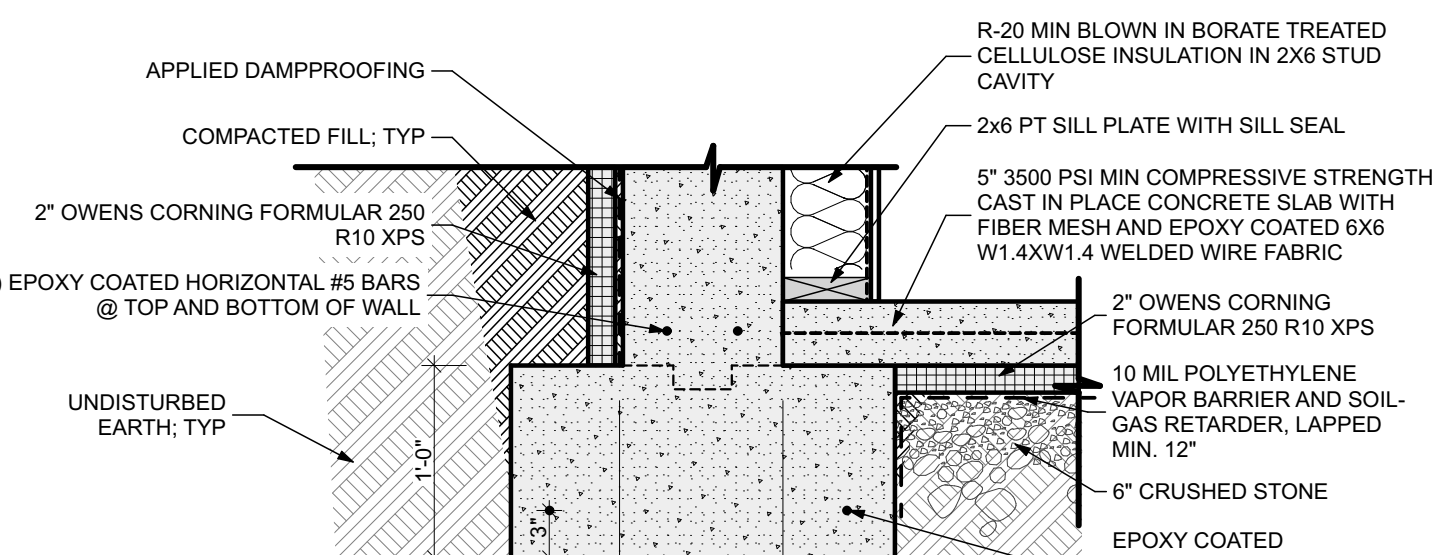
6A DETAIL AT BASEMENT FROST WALL  
SCALE: 1" = 1'-0"



1A DETAIL AT LOAD BEARING INTERIOR BASEMENT WALL  
SCALE: 1" = 1'-0"

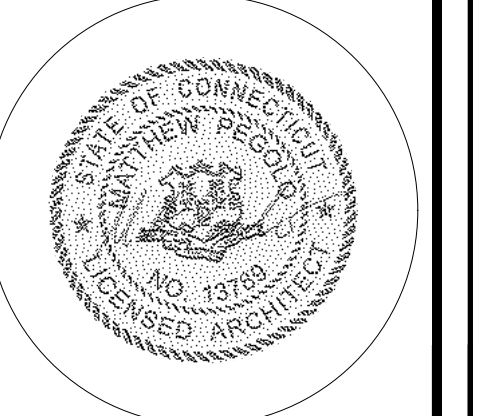


2A DETAIL AT STEEL COLUMN  
SCALE: 1" = 1'-0"



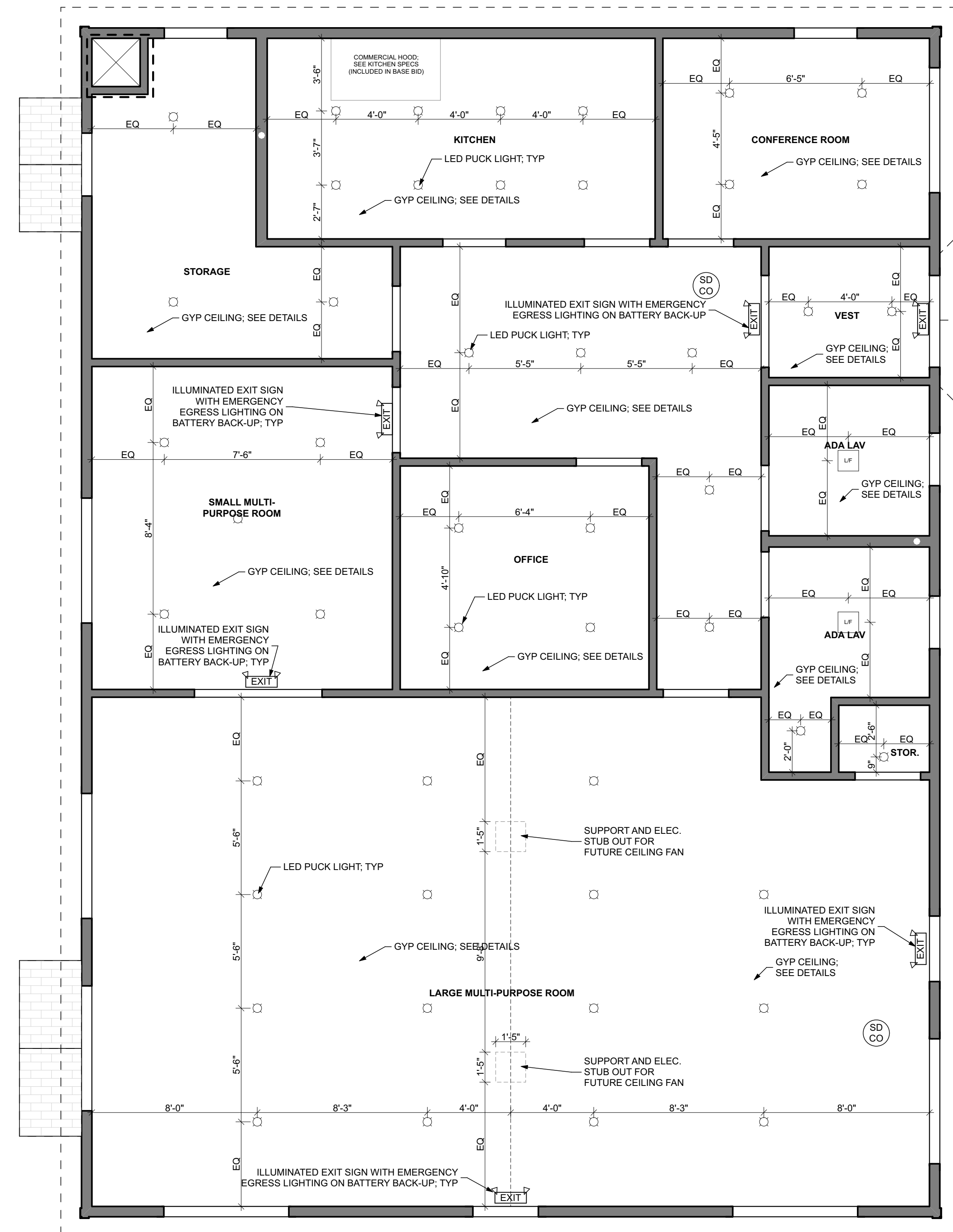
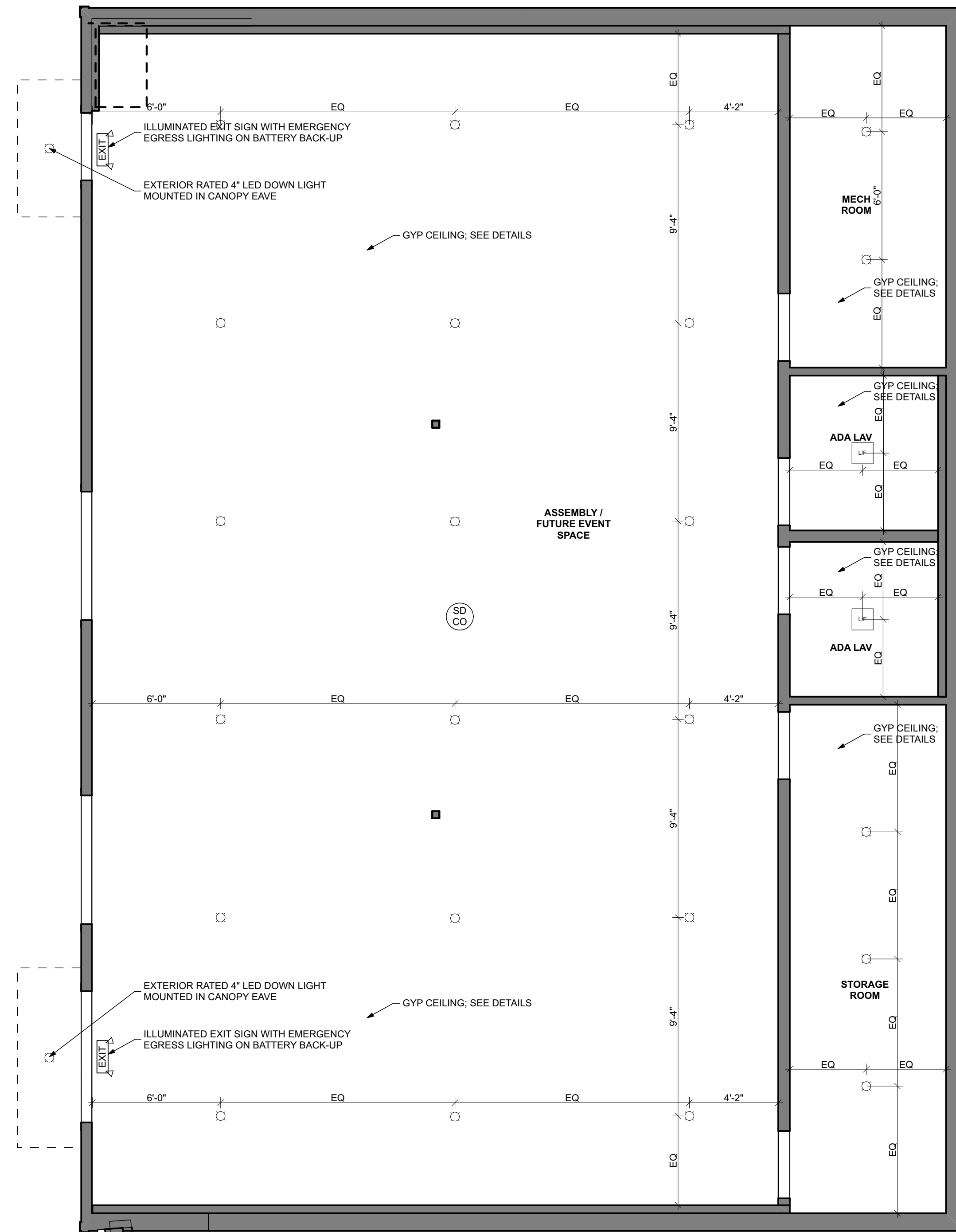
4A TYPICAL FOUNDATION DETAIL AT FULL FOUNDATION WALL  
SCALE: 1" = 1'-0"

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SHEET NAME  
**SECTIONS AND DETAILS**

SHEET ID  
**A-105**

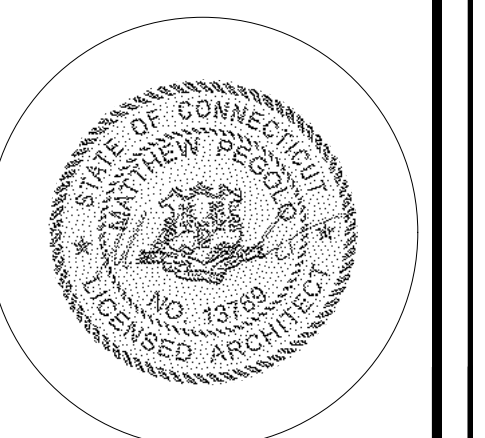


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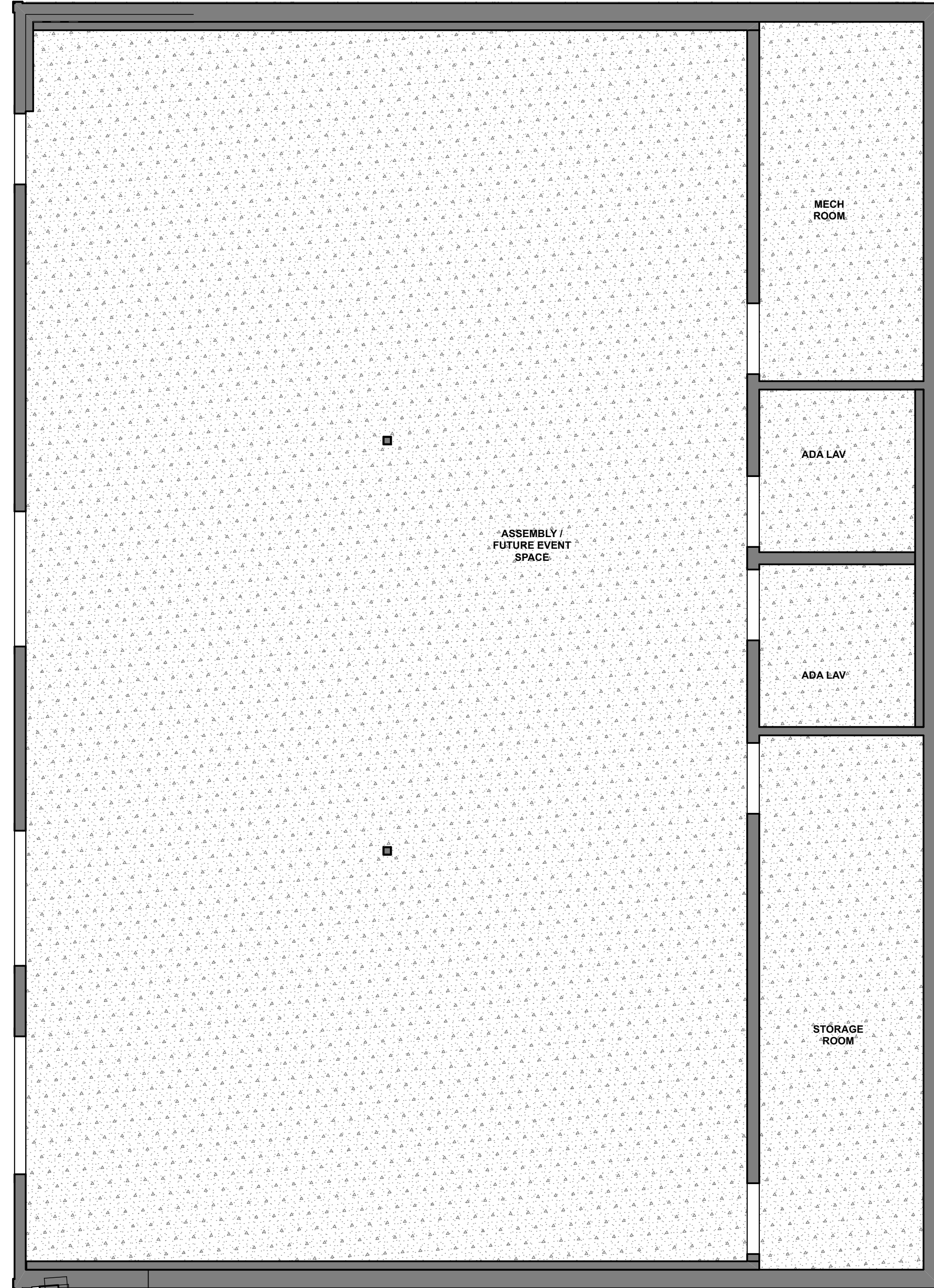
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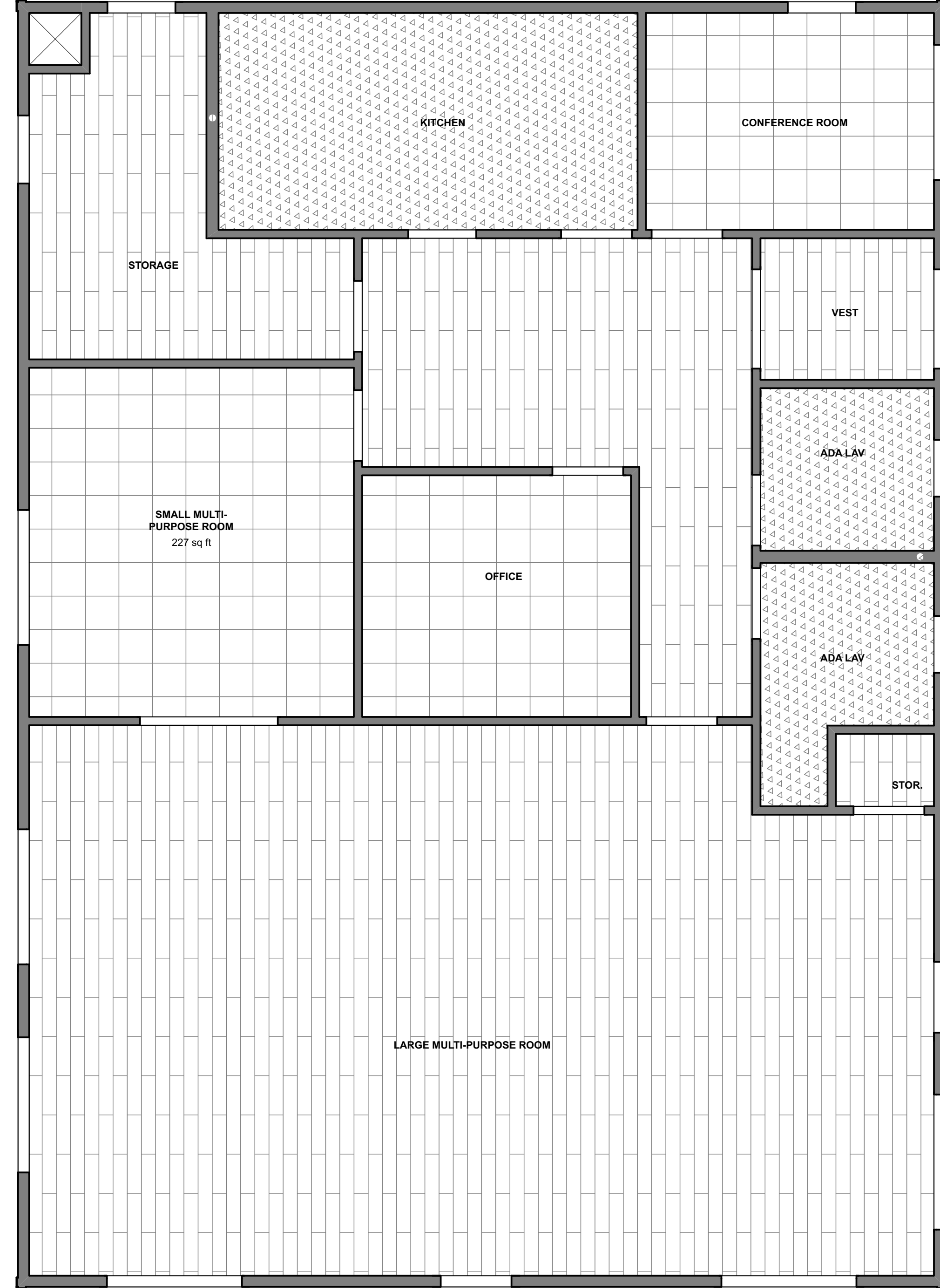
SHEET NAME  
**REFLECTED CEILING PLANS**

SHEET ID  
**A-106**



SEALED CONCRETE

1B BASEMENT FINISH PLAN  
SCALE: 1/4" = 1'-0"



LUXURY VINYL PLANK

COMMERCIAL CARPET TILE

TEXTURED EPOXY FLOORING

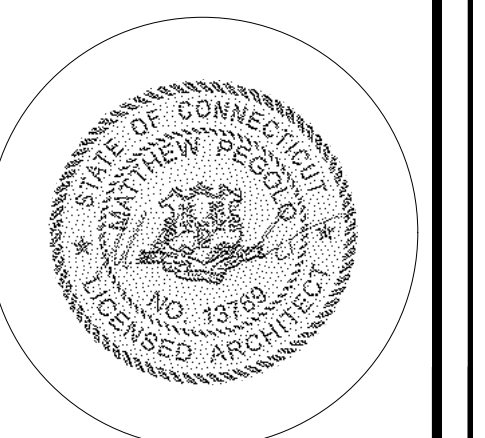
5B FIRST FLOOR FINISH PLAN  
SCALE: 1/4" = 1'-0"

**PEGARCH**  
ARCHITECTURE & DESIGN SERVICES  
236 MAIN ST PORTLAND, CT 06480  
860.740.5123  
PEGARCH.COM



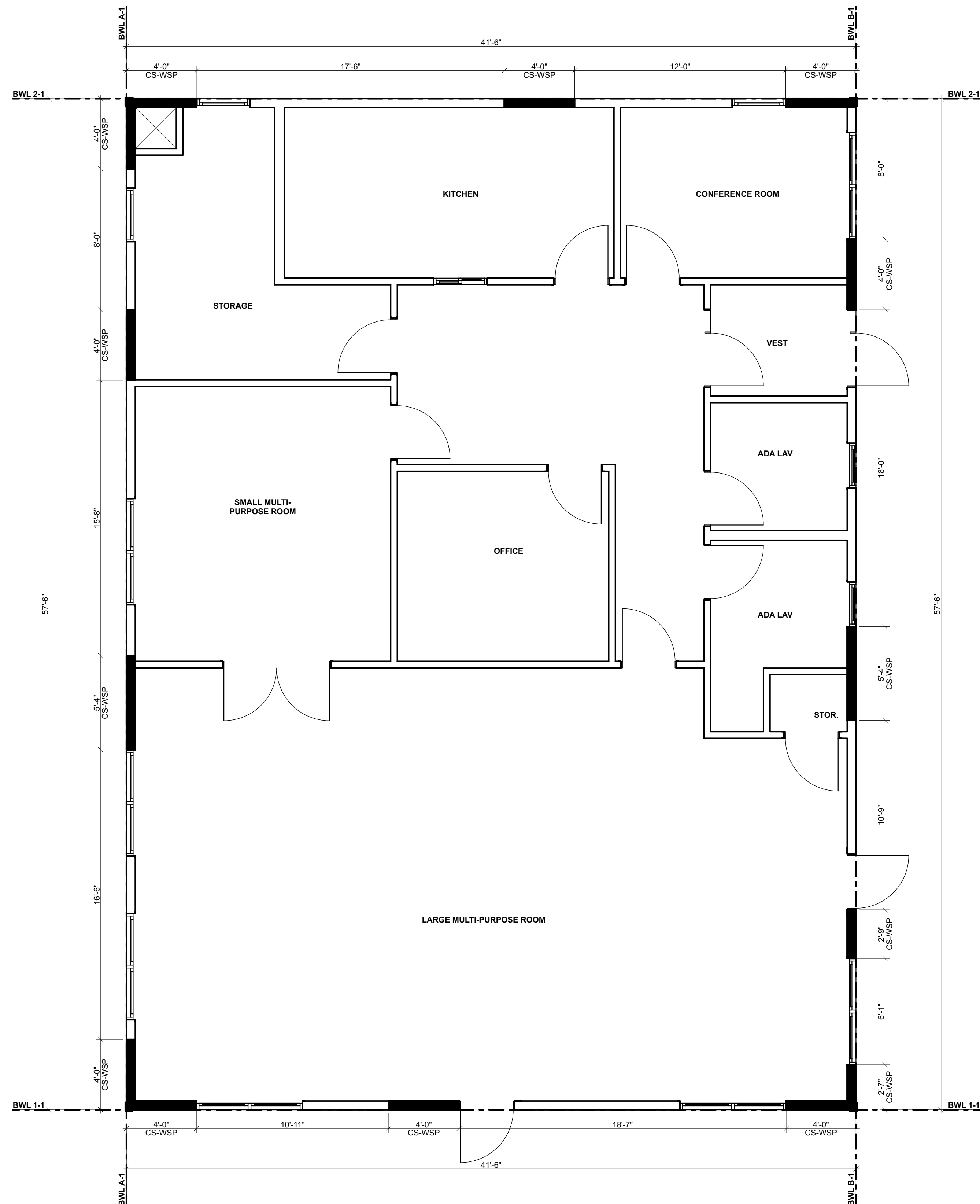
**New Construction**  
Andover Senior / Community Center  
25 School Road  
Andover, CT 06232

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SHEET NAME  
**FINISH PLANS**

SHEET ID  
**A-107**



1A FIRST FLOOR BRACED WALL PLAN  
SCALE: 1/4" = 1'-0"

**PROJECT INFORMATION**

NAME: Andover Community Center  
 ADDRESS: 17 School Road, Andover, CT  
 WALL DIRECTION: Front to Back  
 SEISMIC DESIGN CATEGORY: B  
 ULTIMATE DESIGN WIND SPEED: 120 mph  
 WIND EXPOSURE CATEGORY: B

	Wall Line A-1	Wall Line B-1
<b>Inputs</b>		
Braced-Wall-Line Location	1st of 1-story	1st of 1-story
Eave-to-Ridge Height	14 ft	14 ft
Braced-Wall-Line Spacing	41.50 ft	41.50 ft
Wall Height	8 ft	8 ft
Bracing Method	CS-WSP	CS-WSP
GB Construction Type	N/A	N/A
Gypsum Wall Board on Inside	Yes	Yes
Horizontal Joints Blocked	Yes	Yes
Holdown Device Used	No	No
<b>Results</b>		
Tabulated Wind Bracing Amount	6.725 ft	6.725 ft
Exposure Height Factor	1	1
Eave-to-Ridge Height Factor	1.24	1.24
Wind Wall Height Factor	0.95	0.95
Number of BWL Factor	1	1
Holdown Factor	1	1
Blocked Joint Factor	1	1
Gypsum on Inside Factor	1	1
Wind GB Construction Factor	1	1
Required Wind Bracing Amount	7.52 ft	7.52 ft
<b>RESULTS</b>		
Length of Wall Bracing Required	7.52 ft 17.3 FT PROVIDED	7.52 ft 13.7 FT PROVIDED

5E BRACED WALL CALCULATIONS FOR 'FRONT TO BACK' DIRECTION  
NOT TO SCALE

**PROJECT INFORMATION**

NAME: Andover Community Center  
 ADDRESS: 17 School Road, Andover, CT  
 WALL DIRECTION: Side To Side  
 SEISMIC DESIGN CATEGORY: B  
 ULTIMATE DESIGN WIND SPEED: 120 mph  
 WIND EXPOSURE CATEGORY: B

	Wall Line 1-1	Wall Line 2-1
<b>Inputs</b>		
Braced-Wall-Line Location	1st of 1-story	1st of 1-story
Eave-to-Ridge Height	14 ft	14 ft
Braced-Wall-Line Spacing	57.50 ft	57.50 ft
Wall Height	8 ft	8 ft
Bracing Method	CS-WSP	CS-WSP
GB Construction Type	N/A	N/A
Gypsum Wall Board on Inside	Yes	Yes
Horizontal Joints Blocked	Yes	Yes
Holdown Device Used	No	No
<b>Results</b>		
Tabulated Wind Bracing Amount	9.125 ft	9.125 ft
Exposure Height Factor	1	1
Eave-to-Ridge Height Factor	1.24	1.24
Wind Wall Height Factor	0.95	0.95
Number of BWL Factor	1	1
Holdown Factor	1	1
Blocked Joint Factor	1	1
Gypsum on Inside Factor	1	1
Wind GB Construction Factor	1	1
Required Wind Bracing Amount	10.75 ft	10.75 ft
<b>RESULTS</b>		
Length of Wall Bracing Required	10.75 ft 12.0 FT PROVIDED	10.75 ft 12.0 FT PROVIDED

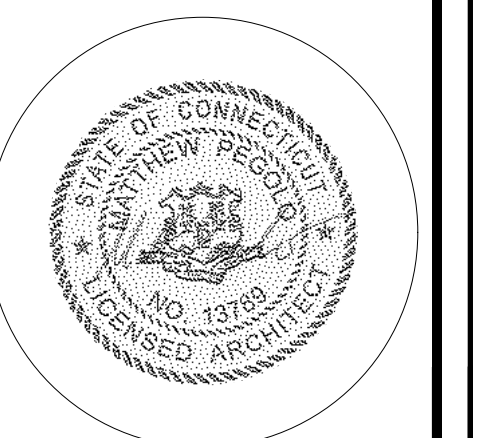
5A BRACED WALL CALCULATIONS FOR 'SIDE TO SIDE' DIRECTION  
NOT TO SCALE

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 860.740.5123  
 PEGARCH.COM



New Construction  
 Andover Senior / Community Center  
 25 School Road  
 Andover, CT 06232

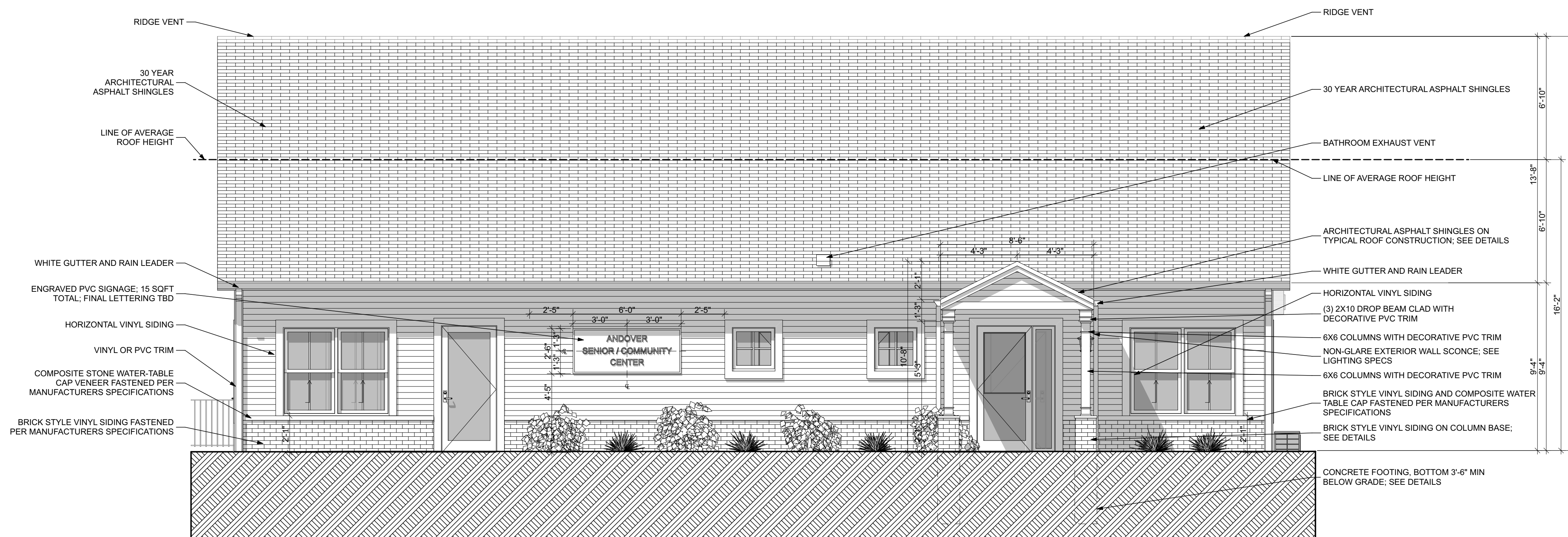
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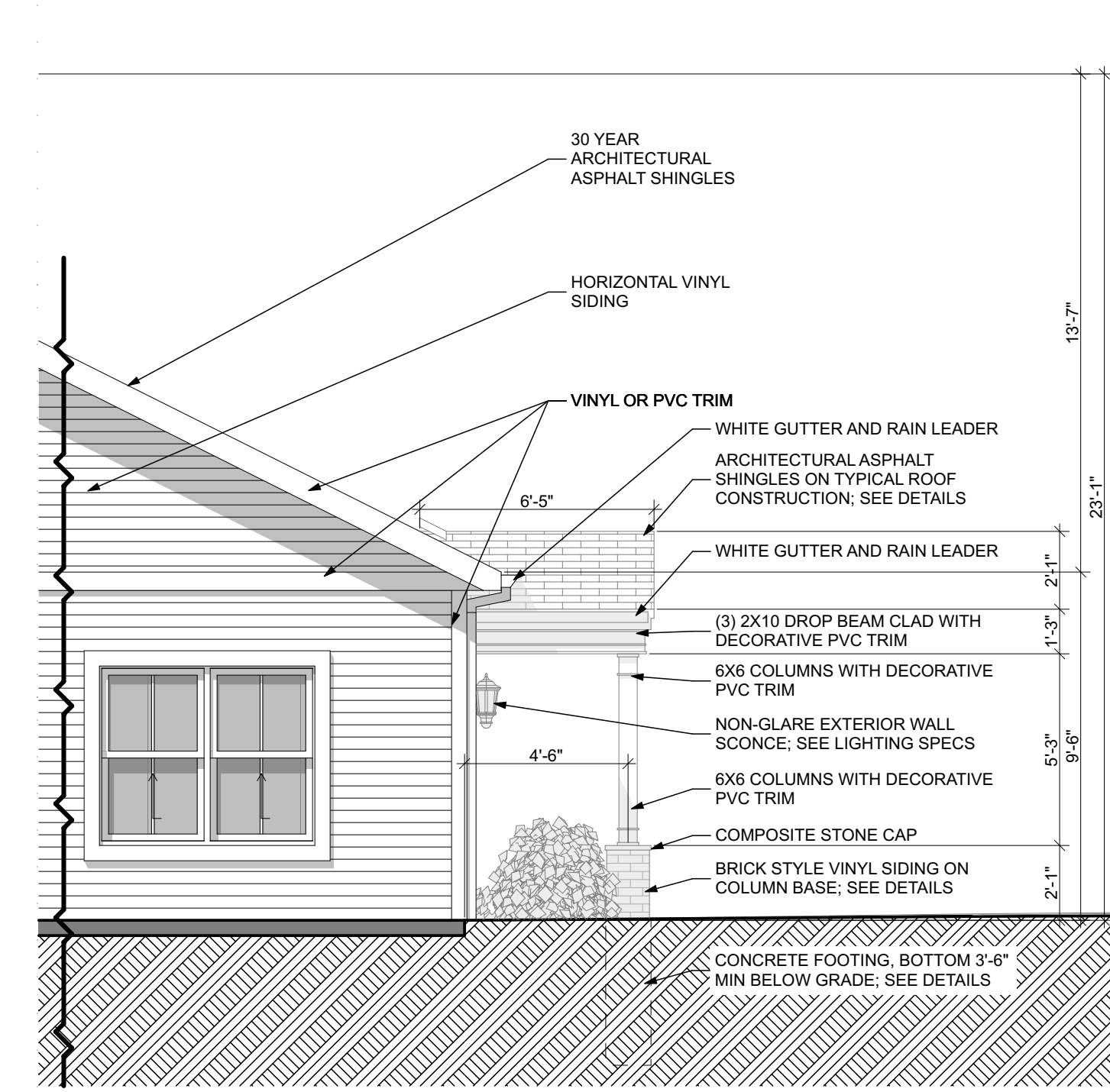
SHEET NAME  
BRACING PLANS

SHEET ID

A-108

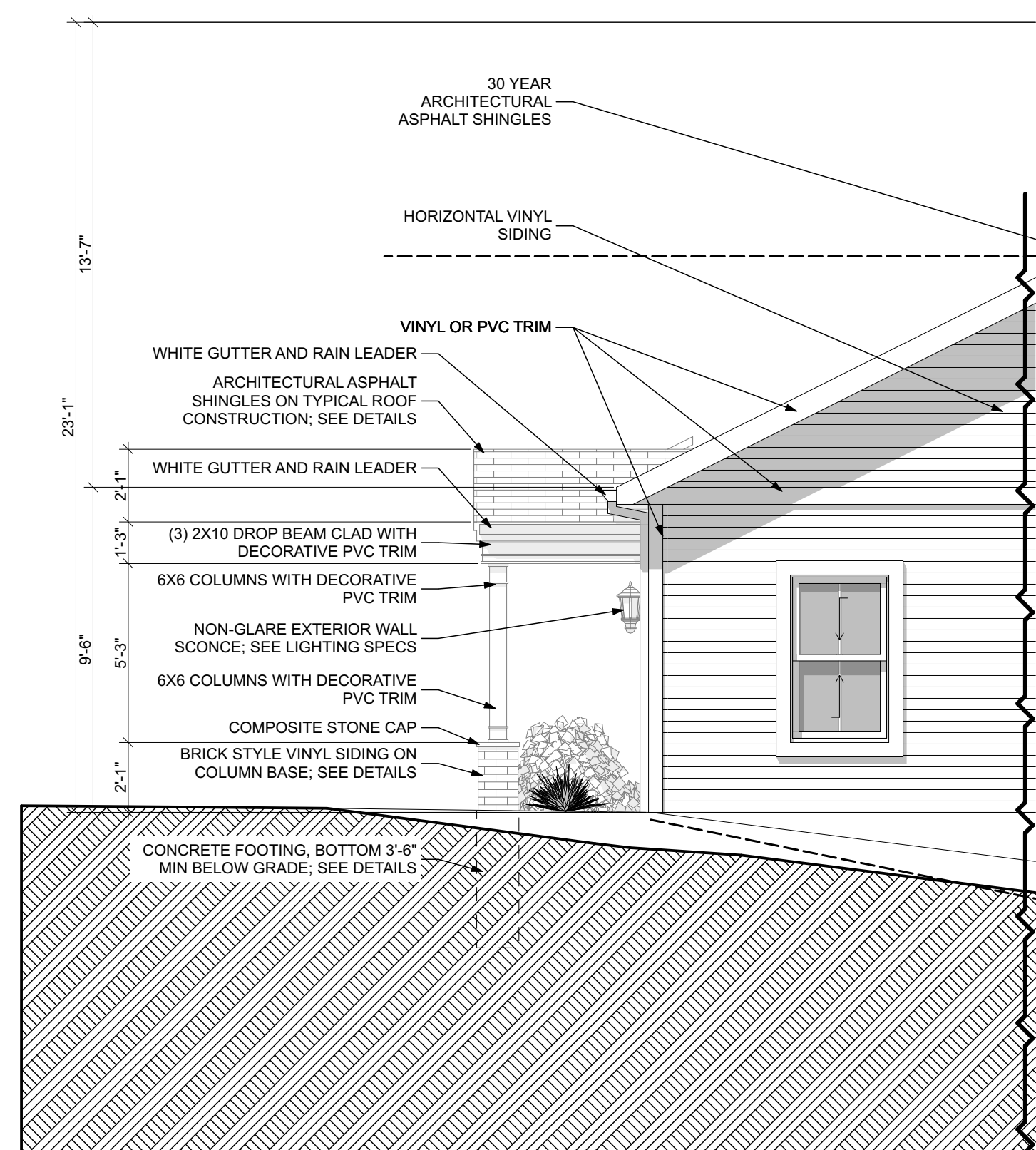


1F NEW ALTERNATE SOUTH ELEVATION  
SCALE: 1/4" = 1'-0"

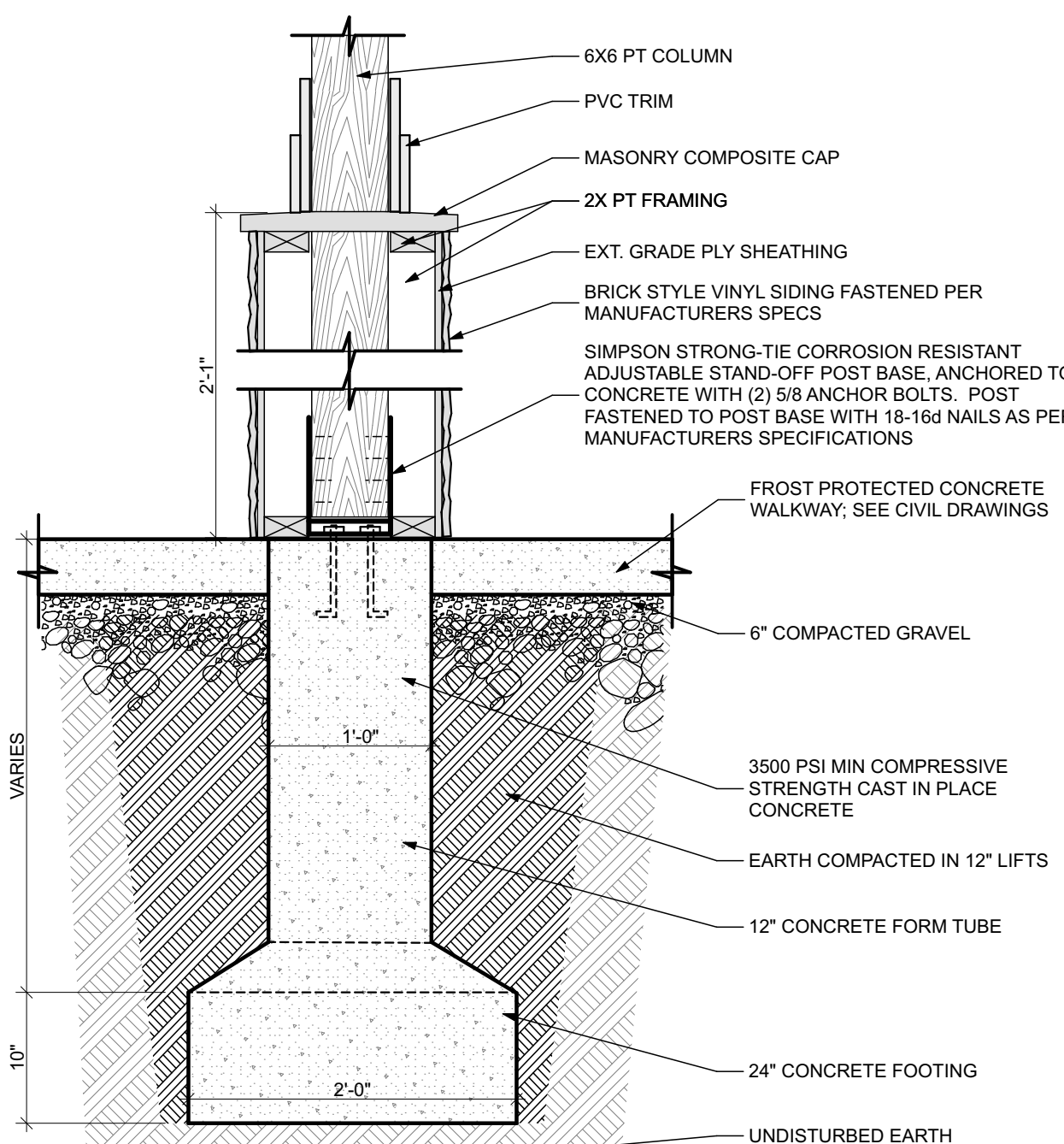


7F NEW ALTERNATE WEST ELEVATION  
SCALE: 1/4" = 1'-0"

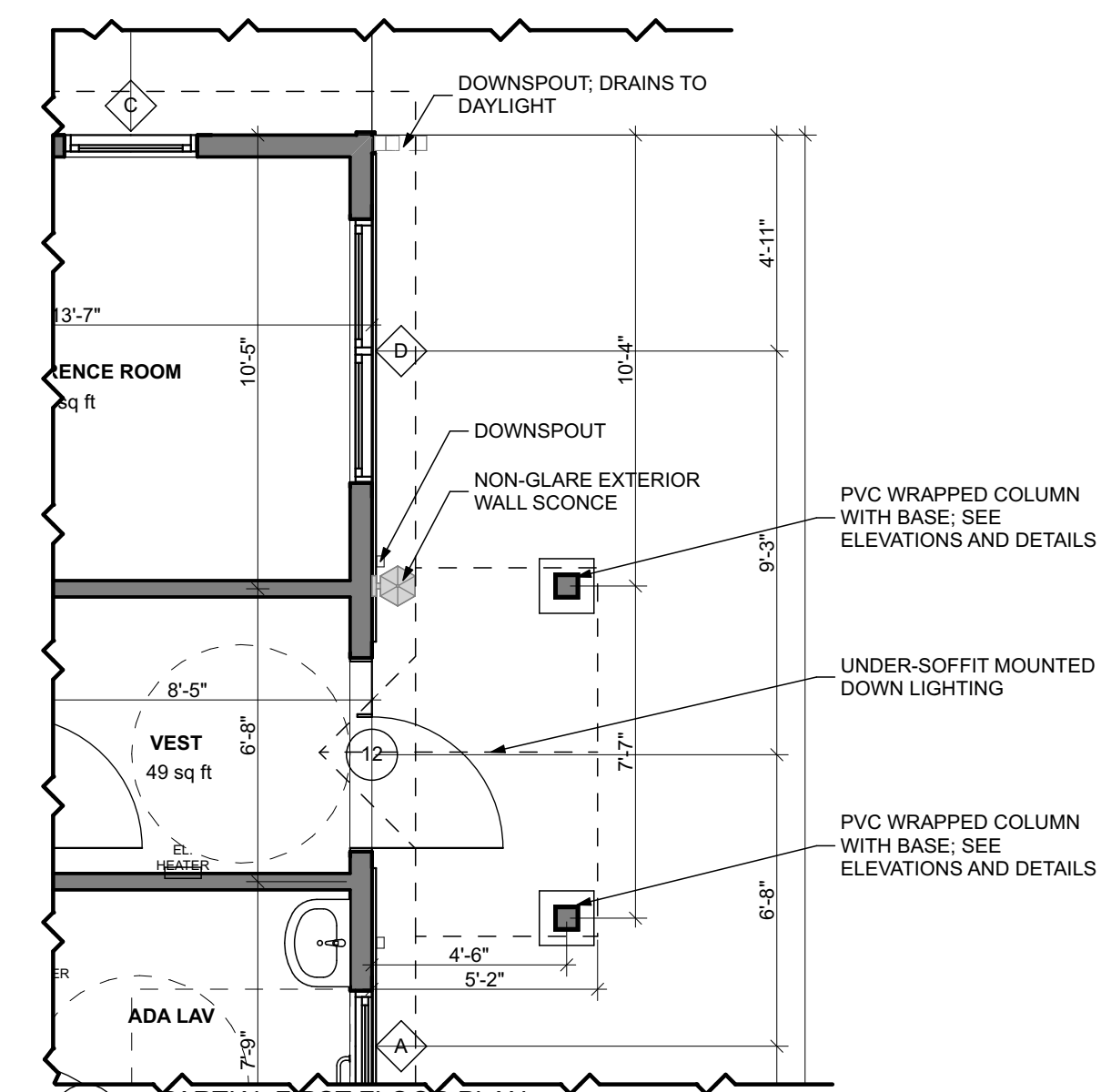
**ALTERNATES NOTE:**  
 ALTERNATE 1: ENGINEERED BLOCK RETAINING WALL WITH GUARD RAIL; SEE CIVIL DRAWINGS FOR DETAILS.  
 ALTERNATE 2: BRICK STYLE VINYL SIDING (OR SIMILAR) AT WATER-TABLE HEIGHT ON SOUTH ELEVATION ONLY, WITH A COMPOSITE STONE CAP.  
 ALTERNATE 3: DELETE DORMER OVER BASE BID DRAWINGS AND ADD A NEW COVERED ENTRY WITH TWO COLUMNS AS DETAILED.  
 ALTERNATE 4: ERV FOR FRESH AIR MECHANICAL VENTILATION AS SHOWN ON FLOOR PLANS  
 ALTERNATE 5: INCLUDE BASEMENT BATHROOM FIXTURES AND FINISHES



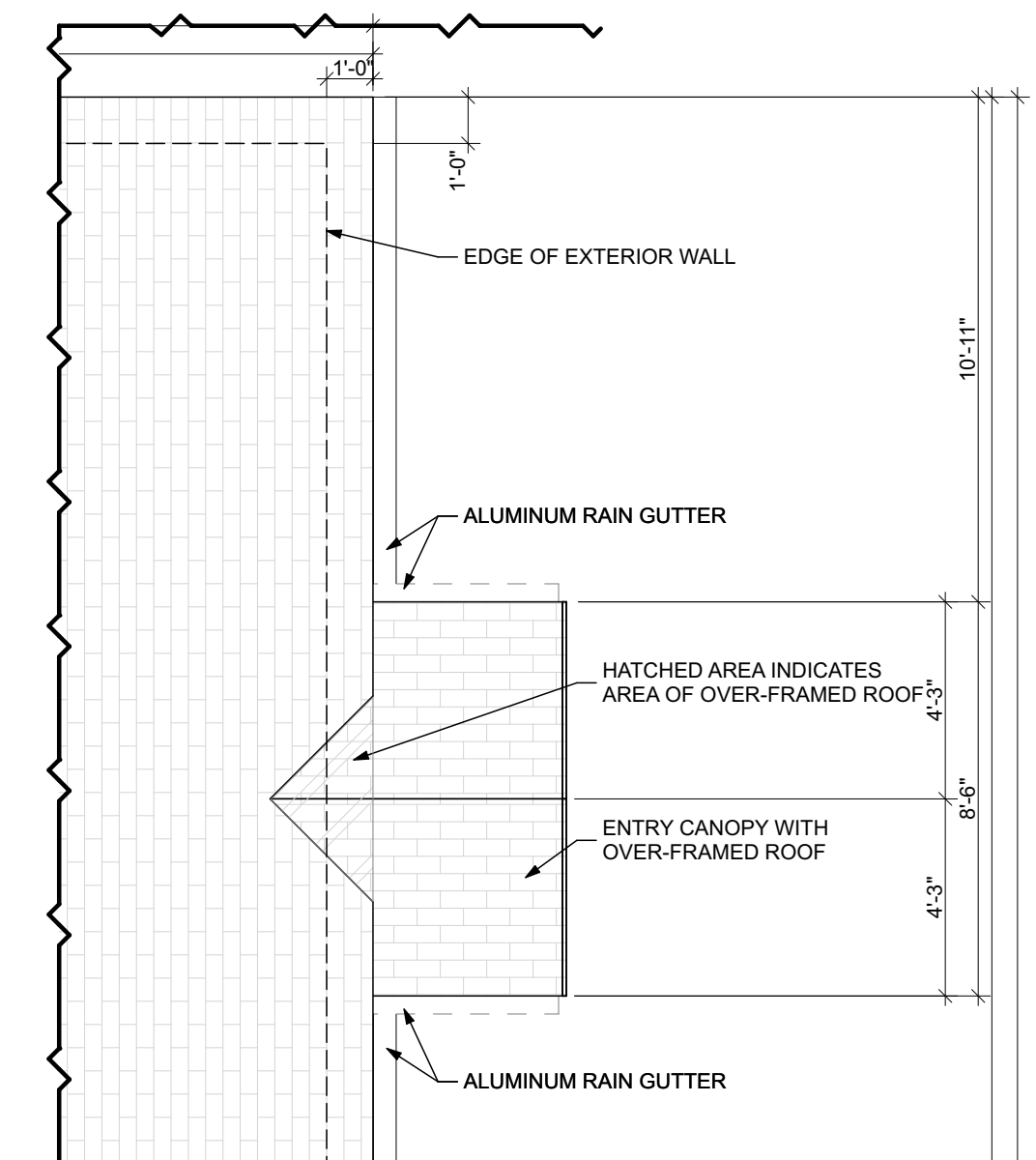
1A NEW ALTERNATE EAST ELEVATION  
SCALE: 1/4" = 1'-0"



4A TYPICAL DETAIL AT ENTRY COLUMN BASE  
SCALE: 1" = 1'-0"



5C PARTIAL FIRST FLOOR PLAN  
SCALE: 1/4" = 1'-0"



7C PARTIAL ROOF PLAN  
SCALE: 1/4" = 1'-0"



**PEGARCH**  
 ARCHITECTURE & DESIGN SERVICES  
 236 MAIN ST PORTLAND, CT 06480  
 860.740.5123  
 PEGARCH.COM

**LEADINGEDGE**  
 REGISTERED ARCHITECTS

**New Construction**  
 Andover Senior / Community Center  
 25 School Road  
 Andover, CT 06232

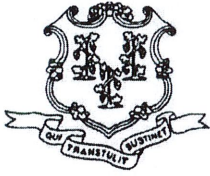
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SHEET NAME  
**ALTERNATES**

SHEET ID

**A-109**



STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546  
NEWINGTON, CONNECTICUT 06131-7546

July 14, 2023

Mr. Eric Anderson  
Town Administrator  
Town of Andover  
Town Office Building  
17 School Road - Box 328  
Andover, CT 06232-0328

Dear Mr. Anderson:

Subject: Local Bridge Program, Fiscal Year 2024  
Conditional Commitment to Fund  
Bridge No. 01007, Lake Road over Cheney Brook  
Assigned Project Number: 9001-0007  
Town of Andover  
State Grant Funds: \$920,480.00

The Department of Transportation (Department) has reviewed Town of Andover's Preliminary Application (enclosed) for the replacement or rehabilitation of the bridge at the subject location. The Department is pleased to inform you that the project qualifies for funding under the Local Bridge Program.

The State of Connecticut (State) hereby offers a Conditional Commitment to Fund fifty percent (50%) of eligible project costs through a State grant. This commitment is conditional and subject to certain administrative and financial approvals, Program Regulations and Statutory Requirements, in particular as follows:

1. The commitment amount is based upon the information in the Preliminary Application and is subject to later adjustments.
2. The commitment amount will lapse if your Supplemental Application cost estimate exceeds your Preliminary Application and sufficient monies are not available, or if you fail to file a Supplemental Application within **18 months** of the date of this letter. The Supplemental Application form, program manual, and other relevant items can be retrieved from our website at [www.ct.gov/dot/localbridge](http://www.ct.gov/dot/localbridge).
3. This Conditional Commitment to Fund does not constitute a binding agreement, and the State's obligation is further contingent upon the following:
  - a) Availability of State funds or the State's ability to sell bonds following allocation of money to the project by the State Bond Commission.
  - b) Your execution, delivery, and compliance with the terms of an agreement between the State and the Town of Andover in a timely manner showing consistent project progress.
4. Compliance with State set-aside and contract requirements enacted under Public Act 15-5. The Connecticut Commission on Human Rights and Opportunities (CHRO) is responsible for administering these requirements; however the municipality must include language relative to


the requirements in the bid notice and the contract documents. Further information can be found on the CHRO website at [www.ct.gov/chro](http://www.ct.gov/chro). Questions regarding the requirements are to be directed to CHRO at 860-541-3400.

The next step in the grant process, if this Commitment to Fund is acceptable to you, is to sign below. If this letter is not signed and returned within **45 calendar days** of the date listed, it will be assumed that the municipality is no longer interested in participating in the program. The funds previously dedicated for your project will then be reallocated elsewhere, and the Town of Andover will have to reapply for the next fiscal year for the subject project.


Within **18 months** of the date of this letter, the Supplemental Application must be submitted to the Department with all the required documents and certifications. Since some of these items take time to complete, they should be initiated at an early date. So that the project's costs may be accurately tracked, it is recommended that you set up a separate budget line item for this project and make your auditor aware of the project upon receiving this Commitment to Fund Letter. Also, the Department now only accepts electronic forms of submission and communication. Please ensure that the Local Bridge Program Office has an up-to-date e-mail address for your designated contact person at all times.

For any questions or assistance, please contact Mr. Andrew C. Shields, Project Engineer for the State Local Bridge Program, at [Andrew.Shields@ct.gov](mailto:Andrew.Shields@ct.gov).

Very truly yours,

 Digitally signed by Sweeney, Bartholomew  
DN: E=Bartholomew.Sweeney@ct.gov  
CN=Sweeney, Bartholomew  
OU=Floor 3, Civil-Engineering  
OU=DOT Users, DC=DOT, DC=CT,  
DC=DOT  
Date: 2023.07.21 09:22:50-0400

Bartholomew P. Sweeney, P.E.  
Division Chief of Bridges  
Bureau of Engineering and Construction

Accepted by:   
Eric Anderson, Town Administrator  
Town of Andover

Date: 7/24/2023

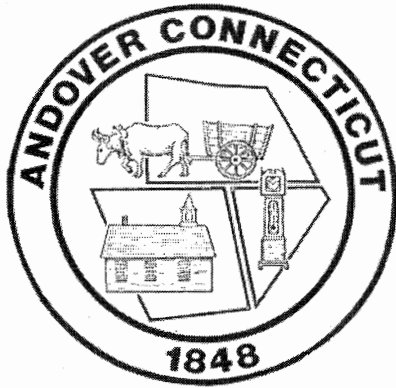
Enclosure

cc: The Honorable Jeffrey J. Maguire, First Selectman

# **New Business**

**11.**





**Andover Recreation Commission  
17 School Road  
Andover, CT 06232**

---

Dear Eric,

The only playground in Andover is the one located at the elementary school and this area is not accessible during school or summer camp hours. Due to the limited hours of use, this play area is not available during the prime hours that parents of young children would be going out to play so, this STEAP grant will provide a much needed play area.

The elementary school gym which is used as a court for an adult pickle ball program, adult and youth basketball programs, disc golf program and volleyball is also inaccessible during school hours, the before and after school latchkey program and summer camp hours. Our town doesn't have any outdoor courts so; these groups count on the gym as their only court and due to the extremely limited hours that the gym is available these programs don't have the space to grow so, this STEAP grant will provide much needed outdoor courts.

We, the undersigned Recreation Commission members are writing in support of your application for a STEAP grant to fund a playground, outdoor courts, lighting and other amenities for the residents of Andover and surrounding communities.

Thank you for applying for the STEAP grant.

Brian Briggs  
Annmarie Daigle  
Kimberly Hawes  
Carol Lee  
Cynthia Murray

## Memorandum of agreement

This Memorandum of Agreement( Agreement) is entered into by in between the Town Of Andover (Town) ,and the Municipal Employees Union Independent (MEIU) local 506 SEUI, AFL-CIO, CLC (Union)

Whereas; the town and Union are parties to the collective bargaining agreement currently in effect from July 1 2021 to June 30 2024, and whereas the town wishes to hire Kate Morrissey as the Tax Collector which position is part of the bargaining unit represented by the union and

Whereas; the town has notified Katherine Morrissey of the towns intention to hire her as the tax collector

Whereas; the town has met with Katherine Morrissey to discuss the change in job title and has had negotiations with the union over the impact of this transition.

Now, therefore, the parties agree as following:

1. Katherine Morrissey will be a part time employee, eligible for individual healthcare coverage as well as CMERS retirement program.
2. Katherine Morrissey shall be eligible for the standard PTO time allotted to permanent, Part-time employees. This equates to 59 hours of PTO per year
3. Katherine Morrissey is strongly encouraged to attend training by QDS as well as attend the certification courses to become a certified tax collector.
4. The town acknowledges that it will pay for all training costs and hourly wages to attend training, and the hours the tax collectors office will be open shall be modified to accommodate classwork
5. Salary:
  - a. at date of hire will be \$24 per hour, backdated to July 1 2023
  - b. on completion of 1CCMC course \$25.50 per hour.
  - c. on completion of two CCMC courses \$27 per hour
  - d. on completion of 3CCMC courses \$28.50 per hour,
  - e. on completion of 4CCMC courses \$30 per hour
  - f. on obtaining Certified Connecticut Municipal Collector certificate \$32 per hour
  - g. These hourly rates shall index with the cola established in the union contract
6. For a period not to exceed six months, Katherine Morrissey shall continue to assist in the administrative assistant role to the Town Administrator during her normal working hours.
7. This contract is effective July 1, 2023
8. The parties agree that this agreement is applicable to the circumstances related to Katherine Morrissey's employment with a Town, and is not intended to alter the terms of the collective bargaining agreement, including, but not limited to the normal contractual rate of pay.

In Witness whereof, the parties hereto have set their hands this 30 day of JULY 2023

**For the Town of Andover**

Eric Anderson

Eric Anderson, Town Administrator

Date: 7/30-23

**For the Union**

Theo Horesco

Theo Horesco MEIU Local 506, SEIU, AFL-CIO, CLC

Date: 7-28-23

**AUTHORIZING RESOLUTION OF THE**

**Town of Andover**

CERTIFICATION:

I, Carol Lee, the Town Clerk of the Town of Andover, do hereby certify that the following is a true and correct copy of a resolution adopted by the Town of Andover at its duly called and held meeting on Month and Day, Year, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Town of Andover may enter into with and deliver to the **State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security** any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Jeff Maguire, as First Selectman of the Town of Andover, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Andover and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that Jeff Maguire now holds the office of First Selectman and that he/she has held that office since July 1<sup>st</sup>, 2019.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 27 day of July 2023.

Carol Lee, Town Clerk

PLACE  
SEAL HERE  
(or "L.S." if  
no seal)



**FFY 2022 STATE HOMELAND SECURITY GRANT  
PROGRAM Region 3 MEMORANDUM OF AGREEMENT**




**Data Sheet**


**Step 1- Fill out this datasheet form to auto populate MOA document in this PDF file.**

**THIS DATASHEET MUST BE COMPLETED ELECTRONICALLY**

**Step 2- After populating the document, obtain the correct signatures as outlined by the completion checklist on the following page. Digital and /or scanned signatures can be used, no hardcopy/original signatures are required.**

<b>Town Information:</b> 	
<b>Person Completing Document:</b>	
<b>Municipality Name:</b>	
<b>Town CEO Name:</b>	
<b>Town CEO Title (ie. Mayor):</b>	

**\*Municipality Name - Municipalities can enter the name as either the long or short name, for example: enter name as either "New Haven" or "City of New Haven"**

<b>Point of Contact Information:</b> 	
<b>POC Name &amp; Title:</b>	
<b>Address:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>Fax:</b>	



**FFY 2022 STATE HOMELAND SECURITY GRANT  
PROGRAM Region 3 MEMORANDUM OF AGREEMENT  
CHECKLIST**



Please use this checklist to ensure completion and accuracy of the following agreement.

## 1. Instructions for:

**Received by:** \_\_\_\_\_

**For the MOA:**

- A municipal point of contact has been identified (p. 1 and 10).
- The Chief Executive Officer has signed and dated the agreement.
- The Chief Executive Officer's name and title has been typed in the space provided.

**Authorizing Resolution Attached**

The Blanket Resolution Template includes the recommended language for a resolution. If the information on a blanket resolution signed in a prior year is still valid, the town clerk can verify the accuracy, sign and seal the resolution. In order for a raised seal to be visible in a scan, please rub a pencil over the seal. If a Blanket Resolution is not used, the resolution must reference the FFY 2022 Homeland Security Grant Program. No other resolutions shall be accepted.

Please note: The Fiduciary and Municipality shall complete Appendix A Custodial Ownership and Memorandum of Agreement (Appendix A), for any municipality that takes ownership of equipment purchased with 2022 HSGP funds by the REPT.

(Sample attached, the Fiduciary will complete this form for custodial owners of equipment purchased under the FY 2022 Homeland Security Grant Program)

**Once complete, e-mail (no hard copies need to be sent) the complete MOA package (MOA and resolution) to:** \_\_\_\_\_, Capitol Region COG, Region 3 Fiduciary at:

## 2. Instructions for the Capitol Region COG as Regional Fiduciary

**Received by:** \_\_\_\_\_

**Review and Signature**

- The Chief Executive Officer has signed and dated the agreement.
- The Chief Executive Officer's name and title has been typed in the space provided.
- All of the items listed on this checklist have been completed and are correct.

Submit completed MOAs and resolutions to your DESPP/DEMHS Program Manager by email on a quarterly basis.

Please note: The Fiduciary shall complete Appendix A, Custodial Ownership, for any Municipality that takes ownership of equipment purchased with 2022 HSGP funds by the REPT. (Sample attached, Fiduciary will complete for custodial owners of equipment purchased under the FY 2022 Homeland Security Grant Program)

**DUE DATE:**

**Send to Regional Fiduciary on or before  
September 30, 2023**

# MEMORANDUM OF AGREEMENT

## REGARDING USE OF FEDERAL FISCAL YEAR 2022 STATE HOMELAND SECURITY GRANT FUNDING AND CUSTODIAL OWNERSHIP OF REGIONAL ASSETS IN DEMHS Region 3

### I. AGREEMENT REGARDING THE USE OF FEDERAL HOMELAND SECURITY GRANT FUNDS TO SUPPORT REGIONAL SET-ASIDE PROJECTS

#### A. Introduction

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Services and Public Protection (DESPP), including the Division of Emergency Management & Homeland Security (DEMHS), the municipality of \_\_\_\_\_, the Capitol Region COG (Fiduciary) and the Region 3 Regional Emergency Planning Team (Region 3 REPT).
2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for Federal Fiscal Year 2022 State Homeland Security Grant Program (SHSGP), Award No. EMW-2022-SS-00057. DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DEMHS Advisory Council, and the DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.
3. The DEMHS Advisory Council, through its Homeland Security Working Group, has approved the allocation formula for grant funds available under the SHSGP;
4. DESPP/DEMHS is retaining pass-through funds from 2022 SHSGP in the total amount of \$2,188,219.24 on behalf of local units of government, for the following eleven regional set-aside projects designed to benefit the state's municipalities:
  1. Regional Collaboration, 2. Enhancing Information and Intelligence Sharing and Cooperation with Federal Agencies, including DHS\*; 3. Addressing Emergent Threats; 4. Capitol Region Metropolitan Medical Response System (MMRS); 5. Medical Preparation and Response; 6. Citizen Corps. Program; 7. Enhancing Cybersecurity\*; 8. Enhancing the Protection of Soft Targets/Crowded Places\* (allocation included in REPT subgrants;); 9. Combating Domestic Violent Extremism\*; 10. Enhancing election security\* (allocation included in REPT subgrants;); and 11. Enhancing Community Preparedness and Resilience\* (*\*denotes National Priority Project*).
5. DEMHS – in coordination and cooperation with the municipalities located within DEMHS Region 3 including \_\_\_\_\_ – has created, and established bylaws for, the Region 3 REPT, a multi-disciplinary, multi-jurisdictional regional group to facilitate planning and resource coordination within DEMHS Region 3
6. \_\_\_\_\_ is eligible to participate in those Federal Fiscal Year 2022 SHSGP regional allocations made through the Region 3 REPT in the amount of \$480,956.15 (\$354,371.15 for regional projects, \$29,085 for soft target projects, \$10,000 for election security projects, and an additional \$87,500 for the regional bomb squad) for Region 3 which will be made available to the jurisdictions in Region 3 in the manner recommended by the Region 3 REPT in accordance with its approved bylaws, upon execution of the grant application and as accepted by DESPP/DEMHS.

#### B. Purpose of Agreement

1. DESPP/DEMHS and \_\_\_\_\_ enter into Part I of this MOA authorizing DESPP/DEMHS to act as the agent of \_\_\_\_\_ and allowing DESPP/DEMHS to retain and administer grant funds provided under 2022 SHSGP for the eleven regional set-aside projects listed above, and also for The Capitol Region COG to provide the financial and programmatic oversight described below.

#### C. SAA and \_\_\_\_\_ Responsibilities.

1. DESPP/DEMHS agrees to administer the SHSGP grant funds of \$2,188,219.24 in furtherance of the eleven regional set-aside projects listed above.  
\_\_\_\_\_ agrees to allow DESPP/DEMHS to provide financial and programmatic oversight of the \$2,188,219.24 for the purpose of supporting the allocations and uses of funds under the

2022 SHSGP consistent with the 2022 State Homeland Security Grant Application that has been reviewed and approved by the federal Department of Homeland Security and supported by the Initial Strategy Implementation Spending Plan (ISIP) as part of the Biannual Strategy Implementation Report (BSIR) approved by the Emergency Management & Homeland Security Council, now known as the DEMHS Advisory Council. \_\_\_\_\_ agrees to allow DESPP/DEMHS to hold, manage, and disburse the grant funds that have been reserved for the eleven regional set-aside projects listed above.

- D. Capitol Region COG and \_\_\_\_\_ Responsibilities.**
- \_\_\_\_\_ also agrees to allow the Capitol Region COG to provide financial and programmatic oversight of the Federal Fiscal Year 2022 regional allocation in the amount of \$480,956.15 (\$354,371.15 for regional projects, \$29,085 for soft target projects, \$10,000 for election security projects, and an additional \$87,500 for the regional bomb squad) targeted to member municipalities in DEMHS Region 3 and recommended through the Region 3 REPT in accordance with its approved bylaws. Such funds will be applied to specific projects developed and approved by the Region 3 REPT and DEMHS.

## **II. AGREEMENT REGARDING CUSTODIAL OWNERSHIP OF REGIONAL ASSETS**

### **A. Introduction**

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Services and Public Protection (DESPP), including the Division of Emergency Management & Homeland Security (DEMHS), the municipality of \_\_\_\_\_, the Capitol Region COG (Fiduciary), and the DEMHS Region 3 Regional Emergency Planning Team (Region 3 REPT).
2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for grants awarded beginning in Federal Fiscal Year (FFY) 2004, up to the present time. DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DEMHS Advisory Council, and the DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.
3. \_\_\_\_\_ has agreed to operate as the custodial owner of the asset(s) described in Appendix A, on behalf of \_\_\_\_\_, the region, and if necessary, the State. (Please note: If a town takes ownership of assets, the Fiduciary will assist them in completing Appendix A. The Appendix will be added to this MOA).
4. The parties also agree that \_\_\_\_\_ may operate as the custodial owner of additional assets purchased on behalf of the Region from FFY 2022 grant funds, as approved by the Region 3 REPT, and DEMHS, which assets will be added to Appendix A by the Fiduciary within thirty (30) days of approval by the Region 3 REPT.
5. The Region 3 REPT has been established to foster regional collaboration and mutual aid through, among other things, collaborative plan development, all equipment and resources sharing and coordination. All equipment and resources purchased with SHSGP money in this region is eligible for use by any municipality in the region, regardless of who is the custodial owner. An inventory of all equipment purchased with this money shall be maintained and available to DEMHS and all Region 1 municipalities if requested.
6. The Capitol Region COG (Fiduciary) has agreed to operate as the fiscal agent for the federal SHSGP grants awarded to DEMHS Region 3 for Federal Fiscal Year 2022;

### **B. Purpose.**

DESPP/DEMHS, the Region 3 REPT, Capitol Region COG (Fiduciary), and \_\_\_\_\_, enter into Part II of this MOA regarding asset(s) for which \_\_\_\_\_ agrees to be the custodial owner, and which are described in the approved 2022 Subgrant Application and will be added to this MOA as Appendix A.

### **C. Agreements and Responsibilities of the Parties.**

#### **1. Definitions.**

As used in this MOA:

- The term “authorized training” means training that is authorized by DESPP/DEMHS.
- The term “custodial owner” means a political subdivision or tribe that has agreed to accept title and responsibility for the asset(s), subject to possible redeployment under the terms outlined in Paragraph C(4) below.



**2. Responsibilities of DESPP/DEMHS and Capitol Region COG (Fiduciary)**

In its role as SAA, DESPP/DEMHS will subgrant funds to Capitol Region COG which, as the Region 3 Fiscal Agent, will procure the asset(s) listed in their approved Subgrant Application (which will be added to Appendix A).

**3. Appendix A.**

The parties agree that decisions regarding the placement of regional assets in \_\_\_\_\_ may be made after the execution of this agreement and that Appendix A shall be completed accordingly. \_\_\_\_\_ agrees to be bound by the terms of this agreement for any asset added to Appendix A. The parties also agree that Appendix A must be signed by the DEMHS Deputy Commissioner, the chair of the Region 3 REPT, and the Chief Executive Officer, or his/her designee, of \_\_\_\_\_.

**4. Responsibilities of Custodial Owner**

\_\_\_\_\_ understands that it is the Custodial Owner, on behalf of itself and the Region, of the asset(s) which will be added to Appendix A, as may be amended pursuant to Paragraph C(4) above. As Custodial Owner, \_\_\_\_\_ agrees:

- a. To safeguard the asset(s) in a secure location, including, for example, providing refrigeration or protection from the elements, if appropriate;
- b. To regularly test, use and maintain the asset(s) in working order. It is understood by the parties that trained personnel of \_\_\_\_\_'s municipal agencies may use the asset(s) for appropriate emergency response/emergency management purposes, including authorized training and exercise;
- c. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested: under the terms of this MOA; under a mutual aid agreement, including a civil preparedness mutual aid agreement approved by DESPP/DEMHS, as required by Conn. Gen. Stat. §28-7(d); under the terms of the intrastate mutual aid system, Connecticut General Statutes §28-22a; or at any time by the State of Connecticut, including DESPP/DEMHS;
- d. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested for authorized training and/or exercise;
- e. To maintain records of the use of the asset(s), including deployment for an actual incident or for authorized training, and to provide these records to DESPP/DEMHS as requested;
- f. To maintain an inventory of the asset(s), including a unique tagging system (including the DEMHS logo) so that the asset(s) can be easily identified as separate from the Custodial Owner's other property, and to provide that inventory to DESPP/DEMHS as requested.
- g. To maintain all necessary insurance regarding the asset(s) and their use;
- h. To cooperate with any state or federal audit of the asset(s) and/or their use;
- i. To abide by the bylaws and/or procedures established under any applicable State of Connecticut or regional plan;
- j. That the State, including DESPP/DEMHS, does not guarantee any further funding for, or provision of repairs to, the asset(s) beyond the terms of this MOA;
- k. That all maintenance and operations of the asset(s) by \_\_\_\_\_ shall conform to the manufacturer's recommendations. If appropriate, \_\_\_\_\_ shall maintain trained personnel available to transport and supervise the operation of the asset(s). All personnel or agents of \_\_\_\_\_ performing any maintenance or repair services in connection with these asset(s) shall be fully qualified and authorized or permitted under federal, state, and local laws to perform such services.

**5. Responsibilities of the REPT.**

The Region 3 REPT understands and acknowledges that, in accepting responsibility as the custodial owner of the asset(s), \_\_\_\_\_ is furthering regional collaboration and mutual aid on behalf of all of the members of Region 3

**6. Assignment of Asset(s).**

If \_\_\_\_\_ does not comply with the requirements under this MOA, or terminates its involvement in this MOA, then DESPP/DEMHS, in consultation with the REPT Chair, may redirect the asset(s), preferably to a different town within the Region. Whenever possible, DESPP/DEMHS will provide 60 days' notice before re-assigning the asset.

**7. Effective Date.**

The terms of this agreement will become effective when all parties have executed it.

**8. Authority to Enter Agreement.**

DESPP/DEMHS is authorized to enter into this Agreement through the Deputy Commissioner of the DESPP/DEMHS pursuant to the authority provided under Connecticut General Statutes §4-8 and Titles 28 and 29. The Municipality of \_\_\_\_\_ is authorized to enter into this agreement through its Chief Executive Officer, authorized pursuant to the attached [original or certified copy of resolution, ordinance or charter provision]. The other persons executing this Memorandum of Agreement (MOA) on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter into this agreement on behalf of the entity for which they sign, as indicated by valid resolutions, if necessary.

**9. Duration of Agreement.**

Part I of this MOA, as modified with the consent of the parties, remains in full force and effect until the end of the grant period, or any extension thereof, covered by this MOA, unless cancelled by DESPP/DEMHS, giving

\_\_\_\_\_ written notice of such intention at least thirty (30) days in advance. Any party may terminate its involvement with Part II of this agreement upon sixty days' written notice to the other parties. DESPP/DEMHS reserves the right to cancel any funding under this MOA without prior written notice when the funding is no longer available.

**10. Amendment of the Agreement.**

This agreement may be modified upon the mutual written consent of the parties.

**11. Additional Required Terms and Conditions**

Parties agree to incorporate the additional terms in Appendix B and Appendix C into this agreement. Parties agree to be bound by the terms in Appendix B and Appendix C.

Points of Contact

1. The Point of Contact for DESPP/DEMHS	
<b>Name &amp; Title:</b> Deputy Commissioner Brenda M. Bergeron	
<b>Address:</b> 1111 Country Club Road, Middletown, CT 06457	
<b>Emails:</b> <a href="mailto:brenda.bergeron@ct.gov">brenda.bergeron@ct.gov</a> and <a href="mailto:DEMHS.HSGP@ct.gov">DEMHS.HSGP@ct.gov</a>	<b>Phone:</b> 860-685-8531
	<b>Fax:</b> 860-685-8551
2. The Point of Contact for (Please fill in the following fields)	
<b>Name &amp; Title:</b>	
<b>Address:</b>	
<b>Email Address:</b>	<b>Phone:</b>
	<b>Fax:</b>

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the dates written below:

THE \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Its Chief Executive Officer  
Duly Authorized

Typed Name & Title: \_\_\_\_\_

THE Capitol Region COG, as fiduciary agent By:

\_\_\_\_\_ Date: \_\_\_\_\_

Its Chief Executive Officer  
Duly Authorized

Typed Name \_\_\_\_\_

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION/  
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Brenda M. Bergeron

Duly Authorized

# MEMORANDUM OF AGREEMENT

REGARDING USE OF  
FEDERAL FISCAL YEAR STATE HOMELAND SECURITY  
GRANT FUNDING AND CUSTODIAL OWNERSHIP OF REGIONAL  
ASSETS IN DEMHS REGION

## AMENDMENT TO APPENDIX A

FOR THE [REDACTED]

Equipment Description

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THE [REDACTED]

By: \_\_\_\_\_  
Its Chief Executive Officer Duly Authorized

Date: \_\_\_\_\_

Typed Name & Title:

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION/  
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY**

By: \_\_\_\_\_  
Brenda M. Bergeron  
Deputy Commissioner  
Duly Authorized

Date: \_\_\_\_\_



**STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
DIVISION OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY  
APPENDIX B**



**State of Connecticut General Terms and Conditions**

**SECTION 1: Audits**

- 1.1 For purposes of this paragraph, the word "contractor" shall be deemed to mean "nonstate entity," as that term is defined in Section 4-230 of the Connecticut General Statutes. The contractor shall provide for an annual financial audit acceptable to the Department for any expenditure of state-awarded funds made by the contractor. Such audit shall include management letters and audit recommendations. The State Auditors of Public Accounts shall have access to all records and accounts for the fiscal year(s) in which the award was made. The contractor will comply with federal and state single audit standards as applicable.

**SECTION 2: Access to Contract and State Data.**

- 2.1 The Contractor shall provide to the Agency access to any data, as defined in Conn. Gen Stat. Sec. 4e-1, concerning the Contract and the Agency that are in the possession or control of the Contractor upon demand and shall provide the data to the Agency in a format prescribed by the Agency and the State Auditors of Public Accounts at no additional cost.

**SECTION 3: Forum and Choice of Law.**

- 3.1 The parties deem the Contract to have been made in the City of Hartford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the Contract to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by Federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Contractor waives any objection which it may now have or will have to the laying of venue of any Claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.

**SECTION 4: Termination.**

- 4.1 Notwithstanding any provisions in this Contract, the Agency, through a duly authorized employee, may Terminate the Contract whenever the Agency makes a written determination that such Termination is in the best interests of the State. The Agency shall notify the Contractor in writing of Termination pursuant to this section, which notice shall specify the effective date of Termination and the extent to which the Contractor must complete its Performance under the Contract prior to such date.

- 4.2 Notwithstanding any provisions in this Contract, the Agency, through a duly authorized employee, may, after making a written determination that the Contractor has breached the Contract, Terminate the Contract in accordance with the provisions in the Breach section of this Contract.
- 4.3 The Agency shall send the notice of Termination via certified mail, return receipt requested, to the Contractor at the most current address which the Contractor has furnished to the Agency for purposes of correspondence, or by hand delivery. Upon receiving the notice from the Agency, the Contractor shall immediately discontinue all services affected in accordance with the notice, undertake all commercially reasonable efforts to mitigate any losses or damages, and deliver to the Agency all Records. The Records are deemed to be the property of the Agency and the Contractor shall deliver them to the Agency no later than thirty (30) days after the Termination of the Contract or fifteen (15) days after the Contractor receives a written request from the Agency for the Records. The Contractor shall deliver those Records that exist in electronic, magnetic or other intangible form in a non-proprietary format, such as, but not limited to, ASCII or .TXT.
- 4.4 Upon receipt of a written notice of Termination from the Agency, the Contractor shall cease operations as the Agency directs in the notice, and take all actions that are necessary or appropriate, or that the Agency may reasonably direct, for the protection, and preservation of the Goods and any other property. Except for any work which the Agency directs the Contractor to Perform in the notice prior to the effective date of Termination, and except as otherwise provided in the notice, the Contractor shall terminate or conclude all existing subcontracts and purchase orders and shall not enter into any further subcontracts, purchase orders or commitments.
- 4.5 The Agency shall, within forty-five (45) days of the effective date of Termination, reimburse the Contractor for its Performance rendered and accepted by the Agency in accordance with Exhibit A, in addition to all actual and reasonable costs incurred after Termination in completing those portions of the Performance which the notice required the Contractor to complete. However, the Contractor is not entitled to receive and the Agency is not obligated to tender to the Contractor any payments for anticipated or lost profits. Upon request by the Agency, the Contractor shall assign to the Agency, or any replacement contractor which the Agency designates, all subcontracts, purchase orders and other commitments, deliver to the Agency all Records and other information pertaining to its Performance, and remove from State premises, whether leased or owned, all of Contractor's property, equipment, waste material and rubbish related to its Performance, all as the Agency may request.
- 4.6 For breach or violation of any of the provisions in the section concerning representations and warranties, the Agency may Terminate the Contract in accordance with its terms and revoke any consents to assignments given as if the assignments had never been requested or consented to, without liability to the Contractor or Contractor Parties or any third party.
- 4.7 Upon Termination of the Contract, all rights and obligations shall be null and void, so that no party shall have any further rights or obligations to any other party, except with respect to the sections which survive Termination. All representations, warranties, agreements and rights of the parties under the Contract shall survive such Termination to the extent not otherwise limited in the Contract and without each one of them having to be specifically mentioned in the Contract.
- 4.8 Termination of the Contract pursuant to this section shall not be deemed to be a breach of contract by the Agency.

## **SECTION 5: Tangible Personal Property.**

- 5.1 The Contractor on its behalf and on behalf of its Affiliates, as defined below, shall comply with the provisions of Conn. Gen. Stat. §12-411b, as follows:
- 5.1.1 For the term of the Contract, the Contractor and its Affiliates shall collect and remit to the State of Connecticut, Department of Revenue Services, any Connecticut use tax due under the provisions of Chapter 219 of the Connecticut General Statutes for items of tangible personal property sold by the Contractor or by any of its Affiliates in the same manner as if the Contractor and such Affiliates were engaged in the business of selling tangible personal property for use in Connecticut and had sufficient nexus under the provisions of Chapter 219 to be required to collect Connecticut use tax;
  - 5.1.2 A customer's payment of a use tax to the Contractor or its Affiliates relieves the customer of liability for the use tax;
  - 5.1.3 The Contractor and its Affiliates shall remit all use taxes they collect from customers on or before the due date specified in the Contract, which may not be later than the last day of the month next succeeding the end of a calendar quarter or other tax collection period during which the tax was collected;
  - 5.1.4 The Contractor and its Affiliates are not liable for use tax billed by them but not paid to them by a customer; and
  - 5.1.5 Any Contractor or Affiliate who fails to remit use taxes collected on behalf of its customers by the due date specified in the Contract shall be subject to the interest and penalties provided for persons required to collect sales tax under chapter 219 of the general statutes.
- 5.2 For purposes of this section of the Contract, the word "Affiliate" means any person, as defined in section 12-1 of the general statutes, that controls, is controlled by, or is under common control with another person. A person controls another person if the person owns, directly or indirectly, more than ten per cent of the voting securities of the other person. The word "voting security" means a security that confers upon the holder the right to vote for the election of members of the board of directors or similar governing body of the business, or that is convertible into, or entitles the holder to receive, upon its exercise, a security that confers such a right to vote. "Voting security" includes a general partnership interest.
- 5.3 The Contractor represents and warrants that each of its Affiliates has vested in the Contractor plenary authority to so bind the Affiliates in any agreement with the State of Connecticut. The Contractor on its own behalf and on behalf of its Affiliates shall also provide, no later than 30 days after receiving a request by the State's contracting authority, such information as the State may require to ensure, in the State's sole determination, compliance with the provisions of Chapter 219 of the Connecticut General Statutes, including, but not limited to, §12-411b.

## **SECTION 6: Indemnification.**

- 6.1 The Contractor shall indemnify, defend and hold harmless the State and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) Claims arising, directly or indirectly, in connection with the Contract, including the acts of commission or omission (collectively, the "Acts") of the Contractor or Contractor Parties; and (2) liabilities, damages, losses, costs and expenses, including

but not limited to, attorneys' and other professionals' fees, arising, directly or indirectly, in connection with Claims, Acts or the Contract. The Contractor shall use counsel reasonably acceptable to the State in carrying out its obligations under this section. The Contractor's obligations under this section to indemnify, defend and hold harmless against Claims includes Claims concerning confidentiality of any part of or all of the Contractor's bid, proposal or any Records, any intellectual property rights, other proprietary rights of any person or entity, copyrighted or uncopyrighted compositions, secret processes, patented or unpatented inventions, articles or appliances furnished or used in the Performance.

- 6.2 The Contractor shall not be responsible for indemnifying or holding the State harmless from any liability arising due to the negligence of the State or any third party acting under the direct control or supervision of the State.
- 6.3 The Contractor shall reimburse the State for any and all damages to the real or personal property of the State caused by the Acts of the Contractor or any Contractor Parties. The State shall give the Contractor reasonable notice of any such Claims.
- 6.4 The Contractor's duties under this section shall remain fully in effect and binding in accordance with the terms and conditions of the Contract, without being lessened or compromised in any way, even where the Contractor is alleged or is found to have merely contributed in part to the Acts giving rise to the Claims and/or where the State is alleged or is found to have contributed to the Acts giving rise to the Claims.
- 6.5 The Contractor shall carry and maintain at all times during the term of the Contract, and during the time that any provisions survive the term of the Contract, sufficient general liability insurance to satisfy its obligations under this Contract. The Contractor shall name the State as an additional insured on the policy and shall provide a copy of the policy to the Agency prior to the effective date of the Contract. The Contractor shall not begin Performance until the delivery of the policy to the Agency. The Agency shall be entitled to recover under the insurance policy even if a body of competent jurisdiction determines that the Agency or the State is contributorily negligent.
- 6.6 This section shall survive the Termination of the Contract and shall not be limited by reason of any insurance coverage.

#### **SECTION 7: Sovereign Immunity.**

- 7.1 The parties acknowledge and agree that nothing in the Solicitation or the Contract shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of the Contract. To the extent that this section conflicts with any other section, this section shall govern.

#### **SECTION 8: Summary of State Ethics Laws.**

- 8.1 Pursuant to the requirements of section 1-101qq of the Connecticut General Statutes (a) the State has provided to the Contractor the summary of State ethics laws developed by the State Ethics Commission pursuant to section 1-81b of the Connecticut General Statutes, which summary is incorporated by reference into and made a part of this Contract as if the summary had been fully set forth in this Contract; (b) the Contractor represents that the chief executive officer or authorized signatory of the Contract and all key employees of such officer or signatory have read and understood the summary



and agree to comply with the provisions of state ethics law; (c) prior to entering into a contract with any subcontractors or consultants, the Contractor shall provide the summary to all subcontractors and consultants and each such contract entered into with a subcontractor or consultant on or after July 1, 2021, shall include a representation that each subcontractor or consultant and the key employees of such subcontractor or consultant have read and understood the summary and agree to comply with the provisions of state ethics law; (d) failure to include such representations in such contracts with subcontractors or consultants shall be cause for termination of the Contract; and (e) each contract with such contractor, subcontractor or consultant shall incorporate such summary by reference as a part of the contract terms.

**SECTION 9: Audit and Inspection of Plants, Places of Business and Records.**

- 9.1 The State and its agents, including, but not limited to, the Connecticut Auditors of Public Accounts, Attorney General and State's Attorney and their respective agents, may, at reasonable hours, inspect and examine all of the parts of the Contractor's and Contractor Parties' plants and places of business which, in any way, are related to, or involved in, the performance of this Contract.
- 9.2 The Contractor shall maintain, and shall require each of the Contractor Parties to maintain, accurate and complete Records. The Contractor shall make all of its and the Contractor Parties' Records available at all reasonable hours for audit and inspection by the State and its agents.
- 9.3 The State shall make all requests for any audit or inspection in writing and shall provide the Contractor with at least twenty-four (24) hours' notice prior to the requested audit and inspection date. If the State suspects fraud or other abuse, or in the event of an emergency, the State is not obligated to provide any prior notice.
- 9.4 The Contractor shall pay for all costs and expenses of any audit or inspection which reveals information that, in the sole determination of the State, is sufficient to constitute a breach by the Contractor under this Agreement. The Contractor shall remit full payment to the State for such audit or inspection no later than 30 days after receiving an invoice from the State. If the State does not receive payment within such time, the State may setoff the amount from any moneys which the State would otherwise be obligated to pay the Contractor in accordance with this Agreement's setoff provision.
- 9.5 The Contractor shall keep and preserve or cause to be kept and preserved all of its and Contractor Parties' Records until three (3) years after the latter of (i) final payment under this Agreement, or (ii) the expiration or earlier termination of this Agreement, as the same may be modified for any reason. The State may request an audit or inspection at any time during this period. If any Claim or audit is started before the expiration of this period, the Contractor shall retain or cause to be retained all Records until all Claims or audit findings have been resolved.
- 9.6 The Contractor shall cooperate fully with the State and its agents in connection with an audit or inspection. Following any audit or inspection, the State may conduct and the Contractor shall cooperate with an exit conference.
- 9.7 The Contractor shall incorporate this entire Section verbatim into any contract or other agreement that it enters into with any Contractor Party.

**SECTION 10: Campaign Contribution Restriction.**

- 10.1 For all State contracts, defined in Conn. Gen. Stat. §9-612 as having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this Agreement expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice.

**SECTION 11: Protection of Confidential Information.**

- 11.1 Contractor and Contractor Parties, at their own expense, have a duty to and shall protect from a Confidential Information Breach any and all Confidential Information which they come to possess or control, wherever and however stored or maintained, in a commercially reasonable manner in accordance with current industry standards.
- 11.2 Each Contractor or Contractor Party shall develop, implement and maintain a comprehensive data - security program for the protection of Confidential Information. The safeguards contained in such program shall be consistent with and comply with the safeguards for protection of Confidential Information, and information of a similar character, as set forth in all applicable federal and state law and written policy of the Department or State concerning the confidentiality of Confidential Information. Such data-security program shall include, but not be limited to, the following:
- 11.2.1 A security policy for employees related to the storage, access and transportation of data containing Confidential Information;
  - 11.2.2 Reasonable restrictions on access to records containing Confidential Information, including access to any locked storage where such records are kept;
  - 11.2.3 A process for reviewing policies and security measures at least annually
  - 11.2.4 Creating secure access controls to Confidential Information, including but not limited to passwords; and
  - 11.2.5 Encrypting of Confidential Information that is stored on laptops, portable devices or being transmitted electronically.
- 11.3 The Contractor and Contractor Parties shall notify the Department and the Connecticut Office of the Attorney General as soon as practical, but no later than twenty-four (24) hours, after they become aware of or suspect that any Confidential Information which Contractor or Contractor Parties have come to possess or control has been subject to a Confidential Information Breach. If a Confidential Information Breach has occurred, the Contractor shall, within three (3) business days after the notification, present a credit monitoring and protection plan to the Commissioner of Administrative Services, the Department and the Connecticut Office of the Attorney General, for review and approval. Such credit monitoring or protection plan shall be made available by the Contractor at its own cost and expense to all individuals affected by the Confidential Information Breach. Such credit monitoring or protection plan shall include, but is not limited to reimbursement for the cost of placing and lifting one (1) security freeze per credit file pursuant to Connecticut General Statutes § 36a-701a. Such credit monitoring or protection plans shall be approved by the State in accordance with this Section and shall cover a length of time commensurate with the circumstances of the Confidential

Information Breach. The Contractors' costs and expenses for the credit monitoring and protection plan shall not be recoverable from the Department, any State of Connecticut entity or any affected individuals.

- 11.4 The Contractor shall incorporate the requirements of this Section in all subcontracts requiring each Contractor Party to safeguard Confidential Information in the same manner as provided for in this Section.
- 11.5 Nothing in this Section shall supersede in any manner Contractor's or Contractor Party's obligations pursuant to HIPAA or the provisions of this Contract concerning the obligations of the Contractor as a Business Associate of the Department.
- 11.6 The above section uses the terms "Confidential Information" and "Confidential Information Breach." Please use the following two definitions for those terms and include them, alphabetized, in the definition section of the contract:

"Confidential Information" shall mean any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual's name, date of birth, mother's maiden name, motor vehicle operator's license number, Social Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information that the Department classifies as "confidential" or "restricted." Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.

"Confidential Information Breach" shall mean, generally, an instance where an unauthorized person or entity accesses Confidential Information in any manner, including but not limited to the following occurrences: (1) any Confidential Information that is not encrypted or protected is misplaced, lost, stolen or in any way compromised; (2) one or more third parties have had access to or taken control or possession of any Confidential Information that is not encrypted or protected without prior written authorization from the State; (3) the unauthorized acquisition of encrypted or protected Confidential Information together with the confidential process or key that is capable of compromising the integrity of the Confidential Information; or (4) if there is a substantial risk of identity theft or fraud to the client, the Contractor, the Department or State.

## **SECTION 12: Executive Orders and Other Enactments.**

- 12.1 All references in this Contract to any Federal, State, or local law, statute, public or special act, executive order, ordinance, regulation or code (collectively, "Enactments") shall mean Enactments that apply to the Contract at any time during its term, or that may be made applicable to the Contract during its term. This Contract shall always be read and interpreted in accordance with the latest applicable wording and requirements of the Enactments. Unless otherwise provided by Enactments, the Contractor is not relieved of its obligation to perform under this Contract if it chooses to contest the applicability of the Enactments or the Client Agency's authority to require compliance with the Enactments.

- 12.2 This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this Contract as if they had been fully set forth in it.
- 12.3 This Contract may be subject to (1) Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services; and (2) Executive Order No. 61 of Governor Dannel P. Malloy promulgated December 13, 2017 concerning the Policy for the Management of State Information Technology Projects, as issued by the Office of Policy and Management, Policy ID IT-SDLC-17-04. If any of the Executive Orders referenced in this subsection is applicable, it is deemed to be incorporated into and made a part of this Contract as if fully set forth in it.

### **SECTION 13: Nondiscrimination.**

- 13.1 For purposes of this Section, the following terms are defined as follows:
- 13.1.1 "Commission" means the Commission on Human Rights and Opportunities;
- 13.1.2 "Contract" and "contract" include any extension or modification of the Contract or contract;
- 13.1.3 "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
- 13.1.4 "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
- 13.1.5 "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- 13.1.6 "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- 13.1.7 "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- 13.1.8 "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- 13.1.9 "minority business enterprise" means any small contractor or supplier of

materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and

13.1.10 "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, unless the contract is a municipal public works contract or quasi-public agency project contract, (2) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in C.G.S. § 1-267, (3) the federal government, (4) a foreign government, or (5) an agency of a subdivision, state or government described in the immediately preceding enumerated items (1), (2), (3), or (4).

13.2 (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such

information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

- 13.3 Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- 13.4 The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- 13.5 The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- 13.6 The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- 13.7 (1)The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.

- 13.8 The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- 13.9 Pursuant to subsection (c) of section 4a-60 and subsection (b) of section 4a-60a of the Connecticut General Statutes, the Contractor, for itself and its authorized signatory of this Contract, affirms that it understands the obligations of this section and that it will maintain a policy for the duration of the Contract to assure that the Contract will be performed in compliance with the nondiscrimination requirements of such sections. The Contractor and its authorized signatory of this Contract demonstrate their understanding of this obligation by (A) having provided an affirmative response in the required online bid or response to a proposal question which asks if the contractor understands its obligations under such sections, (B) signing this Contract, or (C) initialing this nondiscrimination affirmation in the following box:

**SECTION 14: Iran Investment Energy Certification.**

- 14.1 Pursuant to section 4-252a of the Connecticut General Statutes, the Contractor certifies that it has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date.
- 14.2 If the Contractor makes a good faith effort to determine whether it has made an investment described in subsection (a) of this section then the Contractor shall not be deemed to be in breach of the Contract or in violation of this section. A "good faith effort" for purposes of this subsection includes a determination that the Contractor is not on the list of persons who engage in certain investment activities in Iran created by the Department of General Services of the State of California pursuant to Division 2, Chapter 2.7 of the California Public Contract Code. Nothing in this subsection shall be construed to impair the ability of the State agency or quasi-public agency to pursue a breach of contract action for any violation of the provisions of the Contract.

**SECTION 15: Consulting Agreement Representation.**

- 15.1 Pursuant to section 4a-81 of the Connecticut General Statutes, the person signing this Contract on behalf of the Contractor represents, to their best knowledge and belief and subject to the penalty of false statement as provided in section 53a-157b of the Connecticut General Statutes, that the Contractor has not entered into any consulting agreements in connection with this Contract, except for the agreements listed below or in an attachment to this Contract. "Consulting agreement" means any written or oral





personnel, official, employee or agent of the Contractor to provide a gift to any such public official or State employee; and

- 16.4 That the Contractor is submitting bids or proposals without fraud or collusion with any person.

**SECTION 17: Large State Contract Representation for Official or Employee of State Agency.**

- 17.1 Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz Executive Order No. 21-2, promulgated July 1, 2021, the State agency official or employee represents that the selection of the person, firm or corporation was not the result of collusion, the giving of a gift or the promise of a gift, compensation, fraud or inappropriate influence from any person.

**SECTION 18: Call Center and Customer Service Work.**

- 18.1 Contractor shall perform all required state business-related call center and customer service work entirely within the State of Connecticut. If Contractor performs work outside of the State of Connecticut and adds customer service employees who will perform work pursuant to this Contract, then Contractor shall employ such new employees within the State of Connecticut prior to any such employee performing any work pursuant to this Contract.

# FY 2023 DHS Standard Terms and Conditions

The Fiscal Year (FY) 2023 DHS Standard Terms and Conditions apply to all new federal financial assistance awards funded in FY 2023. These terms and conditions flow down to subrecipients unless an award term or condition specifically indicates otherwise. The United States has the right to seek judicial enforcement of these obligations.

All legislation and digital resources are referenced with no digital links. The FY 2023 DHS Standard Terms and Conditions will be housed on dhs.gov at [www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions](http://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions).

## **A. Assurances, Administrative Requirements, Cost Principles, Representations and Certifications**

- I. DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances – Non-Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the awarding agency.
- II. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200 and adopted by DHS at 2 C.F.R. Part 3002.
- III. By accepting this agreement, recipients, and their executives, as defined in 2 C.F.R. § 170.315, certify that their policies are in accordance with OMB’s guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.

## **B. General Acknowledgements and Assurances**

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

- I. Recipients must cooperate with any DHS compliance reviews or compliance investigations conducted by DHS.
- II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities or personnel.
- III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
- IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law, or detailed in program guidance.
- V. Recipients (as defined in 2 C.F.R. Part 200 and including recipients acting as pass-through entities) of federal financial assistance from DHS or one of its awarding component agencies must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award for the first award under which this term applies. Recipients of multiple awards of DHS financial assistance should only submit one completed tool for their organization, not per award. After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov). This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and

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Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>. DHS Civil Rights Evaluation Tool | Homeland Security

The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov) prior to expiration of the 30-day deadline.

## **C. Standard Terms & Conditions**

### **I. Acknowledgement of Federal Funding from DHS**

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

### **II. Activities Conducted Abroad**

Recipients must ensure that project activities performed outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

### **III. Age Discrimination Act of 1975**

Recipients must comply with the requirements of the Age Discrimination Act of 1975, Public Law 94-135 (1975) (codified as amended at Title 42, U.S. Code, § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

### **IV. Americans with Disabilities Act of 1990**

Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101– 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

### **V. Best Practices for Collection and Use of Personally Identifiable Information**

Recipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

### **VI. Civil Rights Act of 1964 – Title VI**

Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

### **VII. Civil Rights Act of 1968**

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection

# FY 2023 DHS Standard Terms and Conditions

therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. § 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

## VIII. Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

## IX. Debarment and Suspension

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3002. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

## X. Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106).

## XI. Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons.

## XII. Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318 (1972) (codified as amended at 20 U.S.C. § 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

## XIII. E.O. 14074 – Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety

Recipient State, Tribal, local, or territorial law enforcement agencies must comply with the requirements of section 12(c) of E.O. 14074. Recipient State, Tribal, local, or territorial law enforcement agencies are also encouraged to adopt and enforce policies consistent with E.O. 14074 to support safe and effective policing.

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## XIV. Energy Policy and Conservation Act

Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. 94- 163 (1975) (codified as amended at 42 U.S.C. § 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

## XV. False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. §§3729-3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made.)

## XVI. Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

## XVII. Federal Leadership on Reducing Text Messaging while Driving

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the Federal Government.

## XVIII. Fly America Act of 1974

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C.) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

## XIX. Hotel and Motel Fire Safety Act of 1990

Recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a

## XX. John S. McCain National Defense Authorization Act of Fiscal Year 2019

Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to DHS recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

## XXI. Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Recipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. § 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

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## XXII. Lobbying Prohibitions

Recipients must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

## XXIII. National Environmental Policy Act

Recipients must comply with the requirements of the National Environmental Policy Act of 1969, (NEPA) Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 et seq. and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

## XXIV. Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

## XXV. Non-Supplanting Requirement

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

## XXVI. Notice of Funding Opportunity Requirements

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

## XXVII. Patents and Intellectual Property Rights

Recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 et seq, unless otherwise provided by law. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

## XXVIII. Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. § 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

## XXIX. Rehabilitation Act of 1973

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112 (1973), (codified as amended at 29 U.S.C. § 794,) which provides

# FY 2023 DHS Standard Terms and Conditions

that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

## XXX. Reporting of Matters Related to Recipient Integrity and Performance

General Reporting Requirements:

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

## XXXI. Reporting Subawards and Executive Compensation

Reporting of first tier subawards.

Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

## XXXII. Required Use of American Iron, Steel, Manufactured Products, and Construction Materials

Recipients must comply with the “Build America, Buy America” provisions of the Infrastructure Investment and Jobs Act and E.O. 14005. Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

(1) all iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;

(2) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and

(3) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

# FY 2023 DHS Standard Terms and Conditions

## *Waivers*

When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements. Information on the process for requesting a waiver from these requirements is on the website below.

- (a) When the Federal agency has made a determination that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that:
- (1) applying the domestic content procurement preference would be inconsistent with the public interest;
  - (2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
  - (3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office.

There may be instances where an award qualifies, in whole or in part, for an existing waiver described at ["Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov](#).

The awarding Component may provide specific instructions to Recipients of awards from infrastructure programs that are subject to the "Build America, Buy America" provisions. Recipients should refer to the Notice of Funding Opportunity for further information on the Buy America preference and waiver process.

## XXXIII. SAFECOM

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

## XXXIV. Terrorist Financing

Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

## XXXV. Trafficking Victims Protection Act of 2000 (TVPA)

Trafficking in Persons.

Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106 (g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. § 7104. The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated here by reference.



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## XXXVI. Universal Identifier and System of Award Management

Requirements for System for Award Management and Unique Entity Identifier Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

## XXXVII. USA PATRIOT Act of 2001

Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.

## XXXVIII. Use of DHS Seal, Logo and Flags

Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

## XXXIX. Whistleblower Protection Act

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.

# **Approval of Meeting Minutes**

**12.**

**Town of Andover**  
**Board of Selectmen**  
Regular Meeting Minutes  
Monday, July 10<sup>th</sup>, 2023 -7:00pm  
Location: Virtual Zoom meeting

Members present: First Selectman Jeff Maguire, Paula King, Jeff Murray, Scott Person

Members absent: Adrian Mandeville

Town Administrator: Eric Anderson

Board of Finance: Joanne Hebert, Linda Fish

Town Attorney: Dennis O'Brien

Planning & Zoning Commission: Leigh Ann Hutchinson

Public Present: Mike & Cathy Palazzi

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

**2. Public Speak** – none

**3. Additions/Deletions to the Agenda** – Paula King MOTIONED to add Agenda item 9g. Long Hill/Memorial Fields signage. Jeff Maguire SECONDED. MOTION CARRIED 4:0:0

**4. Treasurer's Report**

**a. Finance Department Report**

**a. Revenue Summary**

**b. Town Budget Summary**

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

**d. Town Cash Report**

**e. Appropriation Transfer**

**f. Over Expenditure Report** – NECOG invoice higher than budgeted

**g. Summary of Audit Status**

Reports and check register provided in packet, bills paid through June. Discussed revenue – taxes collected (final numbers from Tax Collector further in packet, building and land use fees, Town Clerk fees, Transfer Station revenue and rental revenue.

Budget – discussed transfers, bottom line of budget. Senior Transportation Vehicle Maintenance over expended, Auditor/Actuary line item – supplemental payment to auditor for previous year's audit.

AES Levy Schedule – allocate funding in 10 equal monthly installments beginning in July

Submitted paperwork to State for STIF account – Eric also speaking with Government Banking representative from M&T Bank to come up with solution, possibly open a Money Market account

**5. Board and Commission Presentations**

**a. Board and Commission re-appointment responses**

Norton Children's Fund – members seeking re-appointment Charlotte Nelson, Bill Penn, Heidi Xenophontos, Louise Goodwin, Linda Armstrong

Memorial Day Committee – members seeking re-appointment Kim Hawes, Carol Lee, John McCall, Robert Post, Louise Goodwin, Wayne Thorpe

Recreation Commission – members seeking re-appointment Brian Briggs, Annmarie Daigle, Kim Hawes, Carol Lee, Cindy Murray

Inland Wetlands Watercourses Commission – members seeking re-appointment Jed Larson, William Munroe, Duncan Phyfe, alternates – Jan Maschi, Ed Smith, new member – Brad Kiel

Conservation Commission – members seeking re-appointment Evan Aquirre, Mary Ann Gile, Hank Gruener, Mike Palazzi, Cathy Shea, Carrie Compton, Gary Gile

Library Board of Directors – Sharon Shevchenko seeking re-appointment as a regular member

Jeff Maguire MOTIONED to appoint and re-appoint all requested members to the various boards reviewed. Scott Person SECONDED. MOTION CARRIED 4:0:0

**6. Appointments** – see above

**7. Resignations** – none

**8. Town Administrator’s Report** – sent separately from packet, summary and status of projects going on

Bridges – Bunker Hill Bridge 70% design stage, have preliminary drawings – Long Hill Bridge working towards 30% design stage. DOT sent out notifications for Towns that were awarded State grant – have not heard yet, may reach out to DOT for further information

Community Center – Zoning Special Permit was accepted, received revised set of drawings from BSC Group. Working with Chief Engineer to clean a few things up. Will have Planning & Zoning Commission Chair and Zoning Agent review and sign off – have mylars made once everything is accepted. Need final approval from Health Department and Wetlands.

HVAC Projects – Eric working on – will send information over to Jeff Murray and Adrian Mandeville. Received approval from SHPO for State Historic Preservation to remove wall mounted a/c units in Town Hall to replace with ductless split. Board of Fire Commissioners meeting – will appoint member for review panel, Eric will provide information. Goal is to bring both back to contractor to discuss projects before awarding bids.

Museum Renovations – nothing started yet. Need to go to SHPO and to RFP, need authorization to begin teardown at Old Fire House

Road Work – shimming is complete, on schedule for crack sealing and chip sealing

No notifications on TRIP Grant. Town did not receive Rec Trails Grant – legislative team helped get Town \$100,000 bond for study and design phase for multi-use connection between Municipal Campus and Rail Trail – will engage new Town Planner once on board. Try to get on LOTCIP application due in January/February 2024.

Pickleball – looking at possible locations for courts

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

**a. Status of the Community Center RFP Contract signing** - have contract with General Contractor, submit building permit within the next few weeks. Schedule groundbreaking ceremony – Jeff Maguire spoke with Marc Brinker, Gerry Cremè, Senior Coordinator and other Board members – possibly coordinate with a Senior Luncheon

- b. Andover Personnel Policy discussion** – discuss at next month’s meeting
- c. Discussion of Blight and level of involvement** - Eric shared screen, status of current blight violations/complaints – keep revisiting over next few months for updates/progress on properties – potential discussion in Executive Session with Town Attorney
- d. Disposition of 2002 20-passenger bus** - will be disposing of bus in one way or another, needs a lot of money in repairs, registration is up in August – potentially auction off – Eric to follow up on replacement bus – Eric reached out to DMV, State is getting rid of some 12-passenger handicapped accessible busses – new Rav4 will be ready tomorrow or Wednesday – Eric will prepare payment, license plates and insurance.
- e. AES contract renewal for Transportation vehicle** – Eric sent to Jeff Maguire to sign
- f. Boundary Line Agreement** - Eric spoke with Town Engineer, partially reviewed by Chief of Survey – not a lot of consistency between all surveys and boundary surveys (S. King). Hawes Family boundary line – Town Attorney feels this should have an 8-24 Survey and a Town meeting – could put on agenda next time there was a Town meeting.

**1. Steven King**

**2. Hawes Family**

- g. Long Hill/Memorial Field Signage** - soccer league looking at putting up some signs on fence & down at field – discuss with Scott – could generate revenue for Rec Commission & Town (rental space for signs), sign sizes/locations – speak with Rec Commission. Funds donated by Ken Platt from trail race, looking to purchase two new picnic tables – recognize Ken Platt for donation. Paula, Eric, and Scott will review sign size allowance.

**10. New Business – Discuss and act upon the following**

- a. “Andover’s Finest”** – Electronic nominations in packet, waiting for paper nominations – will talk about more next month. Any nominations received after today (7/10/2023) will be reviewed next quarter

- b. Local Traffic Authority** – all traffic authorities required to go through a training during the year- Board of Selectmen is Local Traffic Authority or can designate someone – designee will negotiate with State Traffic Authority. Scott Person MOTIONED to appoint Eric Anderson as the Local Traffic Authority designee. Jeff Maguire SECONDED. MOTION CARRIED 4:0:0

**11. Approval of Meeting Minutes**

- a. June 12<sup>th</sup>, 2023 Special and Regular Meeting**

Paula King MOTIONED to approve the June 12<sup>th</sup>, 2023 Special and Regular Meeting Minutes. Jeff Murray SECONDED. MOTION CARRIED 3:0:1 with Scott Person abstaining.

**12. Tax Collector’s Report**

- a. Refunds Requests** – Paula King MOTIONED to send out three tax refund requests totaling \$4,043.31. Scott Person SECONDED. MOTION CARRIED 4:0:0

**13. Department Reports** – provided in packet

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

Well pump at Library needs replacement – Jeff Murray MOTIONED to allocate \$3500 from the Building Maintenance Fund for the replacement of the well pump at the Andover Library. Paula King SECONDED. MOTION CARRIED 4:0:0

**14. Correspondence - none**

**15. Executive Session – Union Negotiations**

Jeff Maguire MOTIONED to enter Executive Session at 8:33pm – inviting Eric Anderson, Attorney Dennis O’Brien, and Joanne Hebert.

Returned from Executive Session at 9:44pm.

**16. Public Speak**

Mike & Cathy Palazzi – thanked Board members and Eric Anderson for all their help

Lind Fish – none

Joanne Hebert – none

Leigh Ann Hutchinson – portraits in Town Hall taken down – looking to locate and hang back up

**17. Adjournment** – Paula King MOTIONED to adjourn the meeting at 9:44pm. Scott Person SECONDED. MOTION CARRIED 4:0:0

# **Tax Collector's Report**

**13.**

HAGGERTY, PETER & VICTORIA	\$758.82	REFUND OF EXCESS PAYMENTS

08/14/2023 Tax Refunds Total: \$4,043.31

**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.



Town Only

Terminal / Batch	
Terminal	5
Batch	20

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

Last Assessor Bridge	
Run on:	06/15/2023

## Percent Collection as of 08/01/2023

**REAL ESTATE**

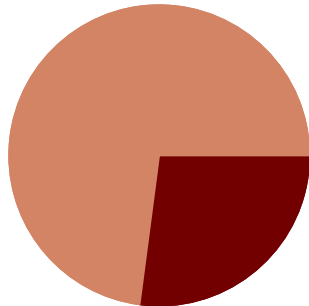
Uncollected - 72.90%  
Collected - 27.10%

**PERSONAL PROPERTY**

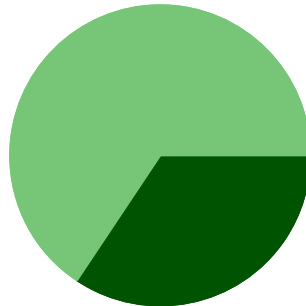
Uncollected - 65.66%  
Collected - 34.34%

**MV REGULAR**

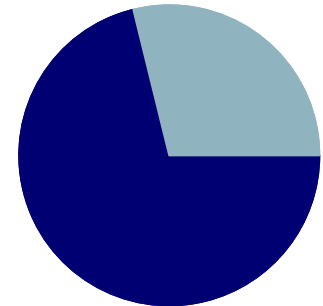
Uncollected - 28.83%  
Collected - 71.17%



<span style="color: red;">■</span>	Total Due = \$5,993,824.21
<span style="color: darkred;">■</span>	Total Paid = \$2,228,157.59



<span style="color: green;">■</span>	Total Due = \$289,382.48
<span style="color: darkgreen;">■</span>	Total Paid = \$151,354.72



<span style="color: blue;">■</span>	Total Due = \$355,031.37
<span style="color: darkblue;">■</span>	Total Paid = \$876,455.95

Type	Total Billed	Total Paid	Total Due	Percent Collected
REAL ESTATE	8,221,981.80	2,228,157.59	5,993,824.21	27.10
PERSONAL PRO	440,737.20	151,354.72	289,382.48	34.34
MOTOR VEHICL	1,231,487.32	876,455.95	355,031.37	71.17
<b>TOTALS:</b>	<b>\$9,894,206.32</b>	<b>\$3,255,968.26</b>	<b>\$6,638,238.06</b>	

## JUNE 2023

### Deposits

	ONLINE	OFFICE	TOTAL
	\$ 1,516.44		\$1,516.44
	\$ 416.18		\$416.18
6/1	\$ 251.00		\$251.00
6/2	\$ 959.40		\$959.40
6/3	\$ 49.00		\$49.00
6/4			\$0.00
6/5	\$ 257.28		\$257.28
6/6		\$ (953.78)	-\$953.78
6/7	\$ 1,359.99		\$1,359.99
6/8	\$ 460.94		\$460.94
6/9			\$0.00
6/10			\$0.00
6/11	\$ 1,920.88		\$1,920.88
6/12			\$0.00
6/13			\$0.00
6/14			\$0.00
6/15	\$ 329.95	\$ 5,444.15	\$5,774.10
6/16			\$0.00
6/17	\$ 1,088.79		\$1,088.79
6/18			\$0.00
6/19			\$0.00
6/20	\$ 158.29		\$158.29
6/21	\$ 154.10		\$154.10
6/22	\$ 147.54	\$ 145.30	\$292.84
6/23			\$0.00
6/24			\$0.00
6/25			\$0.00
6/26			\$0.00
6/27			\$0.00
6/28			\$0.00
6/29		\$ 6,636.67	\$6,636.67
6/30			\$0.00
<b>TOTAL</b>	<b>\$ 7,553.34</b>	<b>\$ 11,272.34</b>	<b>\$ 18,825.68</b>

### COLLECTIONS BY TAX YEAR:

	RE	PP	MV	MVS	INTEREST	FEE	TOTAL
2020		\$ 16.56		\$ 384.48	\$ 103.75	\$ 11.77	\$ 516.56
2021	\$ 12,220.70	\$ 132.16	\$ 2,883.38	\$ 1,647.83	\$ 1,335.05	\$ 90.00	\$ 18,309.12
<b>TOTAL</b>							<b>\$ 18,825.68</b>

### UNCOLLECTED TAXES BY TAX YEAR:

	RE	PP	MV	MVS	TOTAL
2007			\$476.65	\$71.26	\$ 547.91

2008			\$520.26	\$28.15	\$	548.41
2009			\$356.32		\$	356.32
2010			\$211.42		\$	211.42
2011		\$439.82	\$4,314.46	\$249.48	\$	5,003.76
2012	\$	2,404.78	\$ 3,146.24	\$ 204.03	\$	5,755.05
2013	\$	2,757.76	\$ 1,486.53	\$ 783.06	\$	5,027.35
2014	\$ 1,066.00	\$ 4,038.48	\$ 2,103.08	\$ 2,991.24	\$	10,198.80
2015	\$ 1,066.00	\$ 4,702.67	\$ 9,522.35	\$ 2,286.15	\$	17,577.17
2016	\$ 2,620.29	\$ 5,534.85	\$ 7,922.16	\$ 1,930.73	\$	18,008.03
2017	\$ 12,571.76	\$ 6,066.99	\$ 9,705.45	\$ 1,330.40	\$	29,674.60
2018	\$ 27,228.64	\$ 6,923.42	\$ 6,767.51	\$ 408.60	\$	41,328.17
2019	\$ 31,564.06	\$ 6,166.22	\$ 8,510.80	\$ 2,006.27	\$	48,247.35
2020	\$ 40,924.74	\$ 7,986.76	\$ 21,182.45	\$ 9,138.99	\$	79,232.94
2021	\$ 147,571.27	\$ 14,334.52	\$ 73,311.32	\$ 31,282.94	\$	266,500.05
TOTAL	\$ 264,612.76	\$ 61,356.27	\$ 149,537.00	\$ 52,711.30	\$	528,217.33

# Department Reports

14.

Assessor's office monthly activity –JUNE 2023

Processing conveyances	14
Processing building permits	34
Prorating motor vehicle grand list	28
Updating field cards	1
Correspondence/ Phone	42
Providing assistance-town hall customers	23
Providing assistance to other departs	6
Researching mapping issue or questions	1
Reports & communication with the State	3
MLS research	3
Scheduling meeting and appointments	1
Office work	
Personal property grand list	1
Personal Property Discovery	
Homeowner's program	
Veteran's program	
Income & expenses	
Renter's rebate program	25
Tax exemptions	2
Adds to the re, pp or mv grand list	8
Pa 490	
Provided assistance to BAA	
Researching and providing requested information to auditor	
Real property inspections	
Personal property inspections	
Real property appraisals	
Taxpayer correspondence	
Attorney correspondence	
Tax appeal review/appraisal	
MLS review	3
Town board/dept assistance	
Review & Approve C of Cs	30
Review & Approve PA 490 Applications	
Review Approve & create/data entry on land splits & mergers	
Mapping Research/Discrepancies	

BAA/COC Listing Report		TYPE : All	ANDOVER	YEAR : 2008	TO : 2022	DATE : 08/10/2023	PAGE : 1		
Conditions: District:		Reported Type: All		Order By : List No		ORIGINAL	ADJUSTMENT	NEW	
LIST NO	NAME / ADDRESS	UNIQUE ID	COC#	BAA	GR/EX/NET	GR/EX/NET	GR/EX/NET		
173 1	BRAULT CYNTHIA B 209 LAKE RD ANDOVER CT 6232-0	1456	08712R	C	218,470	0	218,470		
				2022 06/14/2023	0	1,000	1,000		
				TOTALLY DISABLED	218,470	-1,000	217,470		
40304 1	TRAPP MARIA L 100 WHEELING RD ANDOVER CT 6232-0	22PP065 00100 WHEELING RD	08686P	C	0	620	620		
				2022 06/06/2023	0	0	0		
				ADD UNREG MV	0	620	620		
50779 1	DAMICOL JUSTIN M 70 ROUTE 87 ANDOVER CT 6232-1331	50779 2015 01 VOLKS	08689M	C	8,190	0	8,190		
		JETTA BA		2022 06/08/2023	0	8,190	8,190		
		3VW2K7AJ9FM350989		CGS 12-81 (53)	8,190	-8,190	0		
50914 1	DRAINWORKS PLUMBING AND SEPTIC LLC 489 OLD HARTFORD RD APT A COLCHESTER CT 6415-2758	50914 2020 02 PETER	08705M	C	58,000	-58,000	0		
		337		2022 06/13/2023	0	0	0		
		2NP2HJ7X9LM684038		WRONG TT - SENT TO COLUMBIA	58,000	-58,000	0		
50915 1	DRAINWORKS PLUMBING AND SEPTIC LLC 489 OLD HARTFORD RD APT A COLCHESTER CT 6415-2758	50915 2019 02 FORD	08706M	C	37,170	-37,170	0		
		F550 SUP		2022 06/13/2023	0	0	0		
		1FDUF5HT5KDA11076		WRONG TT- SENT TO COLUMBIA	37,170	-37,170	0		
50916 1	DRAINWORKS PLUMBING AND SEPTIC LLC 489 OLD HARTFORD RD APT A COLCHESTER CT 6415-2758	50916 2020 10 BIG T	08707M	C	5,210	-5,210	0		
		14ET-20		2022 06/13/2023	0	0	0		
		16V1C2524L2083446		WRONG TT - SENT TO COLUMBIA	5,210	-5,210	0		
50917 1	DRAINWORKS PLUMBING AND SEPTIC LLC 489 OLD HARTFORD RD APT A COLCHESTER CT 6415-2758	50917 2021 10 BIG T	08708M	C	5,540	-5,540	0		
		14ET-20		2022 06/13/2023	0	0	0		
		16V1C2522M2039446		WRONG TT - SENT TO COLUMBIA	5,540	-5,540	0		
50918 1	DRAINWORKS PLUMBING AND SEPTIC LLC 489 OLD HARTFORD RD APT A COLCHESTER CT 6415-2758	50918 2018 03 NISSA	08709M	C	23,700	-23,700	0		
		NV 2500/		2022 06/13/2023	0	0	0		
		1N6AF0LY9JN817358		WRONG TT - SENT TO COLUMBIA	23,700	-23,700	0		
50920 1	DRAINWORKS PLUMBING AND SEPTIC LLC 489 OLD HARTFORD RD APT A COLCHESTER CT 6415-2758	50920 2012 03 FORD	08710M	C	7,680	-7,680	0		
		TRANSIT		2022 06/13/2023	0	0	0		
		NM0LS6BN1CT100191		WRONG TT - SENT TO COLUMBIA	7,680	-7,680	0		
50921 1	DRAINWORKS PLUMBING AND SEPTIC LLC 489 OLD HARTFORD RD APT A COLCHESTER CT 6415-2758	50921 2021 03 FORD	08711M	C	35,490	-35,490	0		
		TRANSIT		2022 06/13/2023	0	0	0		
		1FTBR1C89MKA06735		WRONG TT - SENT TO COLUMBIA	35,490	-35,490	0		
51045 1	FARRELL THOMAS J 19 LAKEVIEW DR ANDOVER CT 6232-1520	51045 2009 01 VOLVO	08713M	C	4,240	-1,412	2,828		
		S60 2.5T		2022 06/14/2023	0	0	0		
		YV1RH592192721943		SOLD 5/23	4,240	-1,412	2,828		
52660 1	NEUBAUER CARL P 242 HEBRON RD ANDOVER CT 6232-1706	52660 2007 01 TOYOT	08690M	C	4,740	-2,763	1,977		
		CAMRY CE		2022 06/08/2023	0	0	0		
		4T1BE46K27U125297		SOLD 2/23	4,740	-2,763	1,977		
52723 1	OCONELL MICHAEL J 90 WHEELING RD ANDOVER CT 6232-0	52723 2016 01 FORD	08687M	C	10,240	-3,410	6,830		
		FUSION S		2022 06/08/2023	0	0	0		
		3FA6P0T97GR220946		SOLD 5/23	10,240	-3,410	6,830		
53065 1	RISLEY MARK W 200 HEBRON RD ANDOVER CT 6232-1723	53065 2008 01 DODGE	08688M	C	2,680	0	2,680		
		GRAND CA		2022 06/08/2023	0	2,680	2,680		
		2D8HN44H08R676396		MOD HANDICAP EXMPT	2,680	-2,680	0		
53662 1	VCFS AUTO LEASING CO 1800 VOLVO PL MAHWAH NJ 7430-2032	53662 2020 01 VOLVO	08685M	C	37,780	-37,780	0		
		XC90 T6		2021 06/05/2023	0	0	0		
		YV4A221K6L1559669		WRONG TT - SENT TO DARIEN	37,780	-37,780	0		

LIST NO	NAME / ADDRESS	UNIQUE ID	COC#	BAA	ORIGINAL GR/EX/NET	ADJUSTMENT GR/EX/NET	NEW GR/EX/NET	
53677 1	VCFS AUTO LEASING CO 1 VOLVO DR ROCKLEIGH NJ 7647-2507	53667 2020 01	VOLVO XC90 T6 YV4A221K6L1559669	08684M 2020 06/05/2023	C WRONG TT - SENT TO DARIEN	43,350 0 43,350	-43,350 0 -43,350	0 0 0
53979 0	NISSAN INFINITI LT PO BOX 650214 DALLAS TX 95865-4648	20A062 2018 01	NISSA PATHFIND 5N1DR2MMXJC659392	08697M 2020 06/12/2023	C ADD FROM DMV	0 0 0	15,033 0 15,033	15,033 0 15,033
54062 0	RATTI BRUCE J 688 EAST ST HEBRON CT 6248-0	22A002 1930 25	CHEV SEDAN 1442101	08691M 2022 06/12/2023	C ADD FROM HEBRON	0 0 0	500 0 500	500 0 500
54063 0	RATTI BRUCE J 688 EAST ST HEBRON CT 6248-0	22A003 2006 03	TOYOT TACOMA 5TETX22N76Z169910	08692M 2022 06/12/2023	C ADD FROM HEBRON	0 0 0	6,140 0 6,140	6,140 0 6,140
54064 0	RATTI BRUCE J 688 EAST ST HEBRON CT 6248-0	22A004 1956 25	INTER INTERNAT R10219212	08693M 2022 06/12/2023	C AD FROM HEBRON	0 0 0	500 0 500	500 0 500
54065 0	RATTI BRUCE J 688 EAST ST HEBRON CT 6248-0	22A005 2005 11	SNOWB 9000 2SWUW11A45G255115	08694M 2022 06/12/2023	C ADD FROM HEBRON	0 0 0	350 0 350	350 0 350
54066 0	COCHRANE ERIKA K 178 HEBRON RD ANDOVER CT 6232-0	2A006 2011 01	VOLKS JETTA 3VWDZ7AJ0BM306734	08695M 2022 06/12/2023	C ADD FROM EAST HADDAM	0 0 0	5,230 0 5,230	5,230 0 5,230
54067 0	VEGA IRIS N 25 RIVERSIDE DR APT 4E ANDOVER CT 6232-0	2A008 2014 01	HONDA ACCORD 1HGCR2F52EA154455	08696M 2022 06/12/2023	C ADD FROM DMV	0 0 0	10,605 0 10,605	10,605 0 10,605
54068 0	GOLD JILLIAN A 66 BAUSOLA RD ANDOVER CT 6232-0	22A009 2018 01	NISSA PATHFIND 5N1DR2MMXJC659392	08700M 2022 06/12/2023	C ADD FROM DMV	0 0 0	15,033 0 15,033	15,033 0 15,033
80127 1	DRAINWORKS PLUMBING AND SEPTIC LLC 231 ROUTE 6 UNIT C COLUMBIA CT 6237-0	80127 2019 02	FORD F550 SUP 1FDUF5HT5KDA11076	08702S 2021 06/13/2023	C WRONG TT - SENT TO COLUMBIA	31,830 0 31,830	-31,830 0 -31,830	0 0 0
80128 1	DRAINWORKS PLUMBING AND SEPTIC LLC 231 ROUTE 6 UNIT C COLUMBIA CT 6237-0	80128 2019 02	RAM 3500 3C7WRTAL8KG596311	08703S 2021 06/13/2023	C WRONG TT - SENT TO COLUMBIA	26,570 0 26,570	-26,570 0 -26,570	0 0 0
80129 1	DRAINWORKS PLUMBING AND SEPTIC LLC 231 ROUTE 6 UNIT C COLUMBIA CT 6237-0	80129 2020 10	BIG T 14ET-20 16V1C2524L2083446	08704S 2021 06/13/2023	C WRONG TT - SENT TO COLUMBIA	5,660 0 5,660	-5,660 0 -5,660	0 0 0
80402 1	NISSAN INFINITI LT LLC P O BOX 254648 SACRAMENTO CA 95865-0	80402 2018 01	NISSA PATHFIND 5N1DR2MMXJC659392	08698S 2021 06/12/2023	C SOLD 12/21	18,830 0 18,830	-14,123 0 -14,123	4,707 0 4,707
80509 1	VCFS AUTO LEASING CO 1 VOLVO DR ROCKLEIGH NJ 7647-2507	80509 2020 01	VOLVO XC90 T6 YV4A221K6L1559669	08701S 2019 06/12/2023	C WRONG TT - SENT TO DARIEN	19,015 0 19,015	-19,015 0 -19,015	0 0 0
80609 1	GOLD JILLIAN A 66 BAUSOLA RD ANDOVER CT 6232-0	21A018 2018 01	NISSA PATHFIND 5N1DR2MMXJC659392	08699S 2021 06/12/2023	C ADD FROM DMV	0 0 0	12,522 0 12,522	12,522 0 12,522

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

LIST NO	NAME / ADDRESS	UNIQUE ID	COC#	BAA	ORIGINAL GR/EX/NET	ADJUSTMENT GR/EX/NET	NEW GR/EX/NET
<b>TOTAL</b>	<b># Of Accts 30</b>				604,385	-292,170	312,215
					0	11,870	11,870
					604,385	-304,040	300,345
<b>YEAR 2021</b>	<b># Of Accts 30</b>				604,385	-292,170	312,215
					0	11,870	11,870
					604,385	-304,040	300,345
<b>GRAND TOTAL</b>	<b># Of Accts 30</b>				604,385	-292,170	312,215
					0	11,870	11,870
					604,385	-304,040	300,345



08/01/2023  
9:16 AM

TOWN of ANDOVER, CT  
Permit Receipts Report for (ALL FISCAL YEARS)  
Receipt Date Range 07/01/2023 - 07/31/2023 (All Payments)

July 2023

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
Building Permit	8	4,270.72	270,036.28	0.00	0.00	0.00	0.00	0.00	0.00	70.72	120.00	4,080.00
Demolition Permit	1	75.00	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00	60.00
Electrical Permit	7	517.02	24,185.32	0.00	0.00	0.00	0.00	0.00	0.00	7.02	105.00	405.00
Mechanical Permit	3	701.18	42,121.00	0.00	0.00	0.00	0.00	0.00	0.00	11.18	45.00	645.00
Plumbing Permit	2	182.60	9,400.00	0.00	0.00	0.00	0.00	0.00	0.00	2.60	30.00	150.00
Grand Totals	21	5,746.52	349,742.60	0.00	0.00	0.00	0.00	0.00	0.00	91.52	315.00	5,340.00
Grand # Voids	0											

08/01/2023  
9:18 AM

TOWN of ANDOVER, CT  
Permit Receipts Report for (ALL FISCAL YEARS)  
Receipt Date Range 07/01/2023 - 07/31/2023 (All Payments)

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
Wetlands Permit Applic	3	505.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00	45.00	280.00
ZBA Application	1	215.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	15.00	140.00
Grand Totals	4	720.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00	60.00	420.00
Grand # Voids	0											

**PERMIT TOTALS FOR JULY 2023**

	amt paid	# permits
TOTAL BUILDING	\$5,746.52	21
TOTAL WETLANDS	\$505.00	3
TOTAL ZONING	\$0.00	
TOTAL ZBA	\$215.00	1
TOTAL DRIVEWAYS	\$150.00	2
TOTAL BONDS	\$1,000.00	2
TOTAL MISC (copies/signs)	\$41.00	
TOTAL PERMITS/BONDS/MISC FOR JUNE	\$7,657.52	29

## Public Works

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Subject:

DPW 2023 June BOS Report

### Highlights for the month:

- Catch Basin Cleaning: 4 Days – 382 Basins Cleaned *Note; included in the basin cleaning we also opened up as many inlets and outlets of cross culverts & pipes under resident's driveways that the contractor could reach from the road.*
- Sweeping Chipseal Roads:
- Prep & mark out roads for shimming that are to be chipsealed:
- Water plants:
- Pothole Patching:
- Clean silt pond at Bunker Hill:
- Dig out/Clear drainage outlets various places around town:
- Contractor in for shimming roads to be chipsealed:
- Clear trash & clean around dumpsters at Transfer Station:
- Roadside mowing:
- Fill roadside erosion & seed various places around town:
- Work on V-Plow: Sandblast, Repair & Prime
- Curb Repair: School Road
- Catch Basin replacement: Webster Lane
- Handicap opening/Entrance at Veterans Field, Pave Handicap Parking area for three vehicles & install signage:
- Tree Work: Raise canopy - Hutchinson Rd
- Minor equipment maintenance & repairs:

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](mailto:publicworks@andoverct.org)

## Public Works

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**Subject:**

DPW 2023 July BOS Report

### Highlights for the month:

- Fire Alarm issues at DPW: Bad signal/reception and later in the month failure of alarm panel – Contractor updated antenna moved to outside of building and outdated alarm panel replaced
- Work on V-Plow: Paint
- Clean up from several heavy rains:
  - a) Ck/Clear catch basins & waterways
  - b) Ck roads for erosion areas and repair
  - c) Pick up heavy debris and sweep roads where needed
  - d) Tree Clean up where needed
- Roadside Mowing
- Work at pit
- Tree Work: Raise canopy various roads
- Drainage:
  - a) Restore/clean sedimentation pond by #142 Bunker Hill Rd
  - b) Clear pipe and pave/repair swale at #34 Bailey Rd
- Several meetings/planning for possible paving project at Elementary School:
- Road Work: Re-shape shoulders of the road various locations

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](mailto:publicworks@andoverct.org)

6-1-23 50°/89° Sunny

Jay 5:30 - 3:00

9.0

Trk 1

- Admin
- Pick up Rental Blower
- Blow/clear/Prep Chip seal Roads for Shimming
- Contractor in For Catch Basin Cleaning - 2 Trucks w/crew

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Compaction	Tom	1.0	/	Back Hoe
8.0	• Sweeping Chip Seal Roads	Tom Mark	7.0 8.0	3 Loads Sweepings	Sweeper Truck 3
8.0	• Catch Basin Cleaning	Rich Zach	8.0 8.0	107 Basins	Truck 5 Truck 7

6-2-23 56°/89° Sunny w/Assbl T-Storms

Jay 5:30 - 2:45

Trk 1

8.75

- CK Water Filter at Veterans Memorial
- Admin
- Water Plants at Depot Parking, DPW, Veterans Heart
- Prep for Shimming - Blow off Edges of Road
  - Wheeling, Shadbblow, Wood Fern, Dogwood, Pine Ridge
- Meet CT Mulch at T.S. for Brush Grinding Quote
- Inspections
- Contractor in for Catch Basin Cleaning - 2 Trks w/crew

	Job	staff	Time	materials	Equip
3.0	• Tree Trimming - Raise Canopy Baily Rd (motor Home Complaint)	Tom	3.0	/	Trk 3
		Mark	3.0		Trk 4 Chipper saws
2.0	• Remove Old Swing Gates (1 set) • Back Fill at Burnap Brook	Tom	2.0	on site materials	Back Hoe
		Mark	2.0		Trk 3 Trailer
3.0	• Clean out Silt Pond at Bottom of Bunker Hill	Tom	3.0	3 Loads spoils	Back Hoe
		Mark	3.0		Trk 3
		Zach	1.0		Trk 7
8.0	• Catch Basin Cleaning	Rich	8.0	98 Basins	Trk 5
		Zach	7.0		Trk 7

6-5-23 48°/68° Mstly Cldy

Jay 5:30 - 3:00

Trk 1

- 9.0
- Clk Water Filter & Flush Veterans Memorial Sprinkler System
  - Admin
  - Pay Bills
  - Blow off Chipseal Rds - Prep for Shimming
  - Mark Rds for Shimming
  - Inspections
  - layout Proposed Property lines w/Eric at Town Hall
  - Contractor In For Catch Basin Cleaning - 2 Trks w/crew
  - Contractor In For Shimming

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
1.0	• Trash Compaction	Mark	1.0	/	Back Hoe
3.0	• Pot hole Patching	Mark	3.0	1/2 Ton Cold Patch	Trk 4
4.0	• Work at Pit	mark	4.0	/	Trk 4 Chipper
8.0	• Catch Basin Cleaning	Rich Zach	8.0 8.0	108 Basins Cleaned	Trk 5 Trk 7
8.0	• Vacation Day	Tom	8.0	/	/

6-6-23 50°/73° Prtly Sunny - PM Shwrs

Jay 5:30 - 4:30

11 hrs

- Admin
- Inspections
- Mark out Roads For Shimming
- Blow off Roads - Prep for Shimming
- BOS Reports

Trk 1

- Contractors in for: Catch Basin Cleaning  
Shimming Chipseal Roads  
Sand Blasting V-Plow

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
3.0	• Pot hole Patching	mark	3.0	1/4 Ton Cold Patch	Trk 4
2.0	• Cones & Baracade - Townsend Rd Flex Beam Damaged - Car Accident	mark	2.0	/	Trk 4
3.0	• Work at Pit	mark zach	3.0 1.0	/	Trk 4 Chipper saws
7.0	• Catch Basin Cleaning	Rich zach	7.0 7.0	69 Basins Cleaned	Trk 5 Trk 7
8.0	• Vacation	Tom	8.0	/	/
1.0	• Sick	Rich	1.0	/	/

6-9-23 46°/67° Mostly Cldy - PM shwrs

Jay 4:30 - 3:00  
10.5

Trk 4

- Inspections
- Paper Work - Catch up
- Admin
- P/u Supplies for T.S. Cleaning
- Blow of Roads for Shimming
- Mark out Roads for Shimming
- Return Rental Blower
  
- Contractor in for Shimming Roads

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Clean up Trash and Wash Concrete Pads around Compactors at Transfer Station	Tom	8.0	4 Gallons Bleach	Loader
		Zach	8.0		Trk 7
		Mark	8.0		Pressure washer Hand Tools
8.0	• Roadside Mower	Rich	8.0	/	Roadside mower



6-7-23 49°/72° Prtly cldy

Jay  
9.25 5:15 - 2:30

Trk 1

- Admin
- Inspections
- Mark out Roads For Shimming
- Blow off Roads For Shimming
- Contractor in For: Shimming Roads  
Sand Blasting V-Plow

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
1.0	• Trash Run	Zach Mark	1.0 1.0	/	Trk 4
8.0	• Roadside Mowing	Rich	8.0	/	Roadside Mower
2.0	• Fab Tools for To S. Cleaning	Tom	2.0	shop stock	shop Tools
7.0	• Bunker Hill Road: - Clear Outlets of Sediment - Fill Re-grade Turn arounds	Tom	6.0	5 Loads spoils	Back Hoe
		Zach	7.0		Trk 7
		Mark	7.0	3 Loads process	Trk 3

6-12-23 58°/75° Cldy

Jay 5:45 - 11:00 AM Afternoon follow up Dr. Appointment  
5.25

- Admin
- Mark out Roads For Shimming
- Pay Bills

Trk 1

- Contractor in for shimming

	<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	• Clear Outlets of Sediment Various Locations	Tom Mark Zach	7.0 8.0 2.5	7 loads spoils	Back Hoe Trk 3 Trk 7
5.0	• Roadside mowing	Rich	5.0	/	Roadside mower
0.5	• Sick	Zach	0.5	/	/
3.0	• Sick	Rich	3.0	/	/

6-13-23 64°/77° cldy

Jay 5:30 - 2:30

Trk 1

- 9.0
- CK/Clear Water filter at Sprinkler System Veterans Memorial
  - Inspections
  - Admin
  - Mark Roads For Shimming
  - Contractor In for Shimming

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
8.0	• Clear Outlets of Sediment Various Locations	Tom Zach Mark	8.0 8.0 8.0	8 Loads Spots	Back Hoe Trk 7 Trk 3
8.0	• Roadside Mowing	Rich	8.0	/	Roadside Mower

6-14-23

52°/76°

Ptly cldy

Jay

5:45 - 3:30

9.25

- Admin
- Mark out Roads for Shimming
- Inspections
- P/u Paint Supplies for V-Plow

Trk 1

- Contractor in for Shimming

	Job	Staff	Time	materials	Equip
4.0	• Shop:				
	- Rotate Tires, Repair Tail light Trk 1	Zach	4.0	/	
	- Take Trk 4 to Dealer for Recall	Rich	4.0	/	Trk 4
	- Repair Roadside mower	Tom	4.0	/	
	- Clean Shop & Trash Run	Mark	4.0	/	Trk 1
2.0	• Union Meeting	Tom	2.0	/	Trk 7
		Zach	2.0	/	
4.0	• Roadside mow	Rich	4.0	/	Roadside mower
4.0	• Work at Pit	Mark	4.0	/	P.V. chipper
2.0	• Ck wash outs/Erosion	Tom	2.0	/	Trk 7
		Zach	2.0	/	

6-15-23 55° / 78° Partly cldy

Jay 5:30 - 12:00

Trk 1

6.5

- Admin
- Ck/clear water filter at Sprinkler System
- Inspections
- Prime V-Plow
  
- Contractor in for Shimming

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Compaction	Tom	1.0	/	Back Hoe
1.0	• Pick up Trk 4 from dealer	Mark Zach	1.0 1.0	/	Trk 2
4.0	• Back Fill Erosion areas & seed	Tom Mark Zach	4.0 4.0 3.0	6 yds Loam 5 lbs seed	Back Hoe Trk 2 Trk 4
3.0	• Ck Catch Basins & Waterways	Tom mark	3.0 3.0	/	Trk 4
8.0	• Roadside mow	Rich	8.0	/	Roadside Mower
4.0	• Sick	Zach	4.0	/	/

6-16-23 56°/80°

Mostly Sunny

Jay 5:30 - 3:00

- Admin
- Inspections
- Curb Repair

Trk 9

- Contractor in for Shimming

<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
• Curb Repair #70 School Road	Tom Zach Mark Jay	3.0 3.0 3.0 3.0	3.5 Ton Class II	Back Hoe Trk 7 Trk 4 Trk 1
• Pot hole Patching	Tom Zach Mark Jay	1.0 1.0 1.0 1.0	1.5 Ton Class II	Trk 7 Trk 4 Trk 1
• Prep For CB Repair	Tom Zach <del>Mark</del>	1.0 1.0	/	Trk 4 Road saw
• Load & Haul Dirty Loam to Shop From Pit	Tom Zach Mark	3.0 3.0 4.0	4 Loads Dirty Loam	Trk 10 Trk 7 Loader
• Roadside Mow	Rich	8.0	/	Roadside Mower

6-19-23 55°/76° Prtly Cldy

Jay 5:30 - 3:00

Trk 1

9.5

- CK/clear Water Filter at Sprinkler System Veterans Memorial
- Inspections
- Admin
- Pay Roll
- Pay Bills
- Repair/Paint V-Plow Parts
  
- Contractor in for Shimming

<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0 • Trash Compaction	Tom	1.0	/	Back Hoe
4.0 • Backfill Curb Repair School St	Tom	3.0	1 Load Dirty Loam 5lbs Seed	Back Hoe Trk 7 Trk 4
	Zach	4.0		
	mark	4.0		
4.0 Drainage: • Catch Basin Rplcmnt Webster Ln - Open up & Prep	Tom	4.0	1 Load Spoils	Back Hoe Excavator Trk 7 Trk 3 Trk 4
	Zach	4.0		
	mark	4.0		
8.0 • Roadside Mow	Rich	8.0	/	/

6-20-23 54°/73° Mostly cldy

Jay 5:45 - 4:00

9.75

Trk 1

- Admin
- Water Plants
- Inspections
- P/u Paint & Supplies for U-Plow (Resin, Mat, Color, etc.)
- Contractor in for Shimming chipseal Route

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
S.O	• Drainage: Replace Catch Basin Webster Lane	Tom	8.0	1) CB Sump	Excavator
		Rich	8.0	1) 24" riser	Back Hoe
		Zach	8.0	3) loads spoils	Trk 7
		Mark	7.5	3) yds 1 1/4 stone 2) bags Mortar	Trk 3 Trk 4 Tools



6-21-23 52°/73° Mstly cldy

Jay  
8.5 5:30 - 2:30

- Admin
- Inspections
- Work on V-Plow

Trk 1 ↓

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Drainage work: Webster Ln.	Tom	8.0		Excavator
	- Investigate old drainage and abandon	Rich	8.0	ON SITE materials	Backhoe Trk 4
	- finish Mortar & Backfill New Catch Basin	Mark	8.0	4) Bags Mortar	Trk 3 mixer
8.0	• Sick	Zach	8.0		

6-22-23

55°/66°

Cldy - Am Rain

Jay

5:30 - 3:00

Trk 1

9.0

- Admin
- Pay Bills
- Work on V-Plow (Patch holes, clean Paint Gun)
- Inspections
- Meeting w/ Eric

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Drainage work : Webster Ln.	Tom	8.0	3 yards	Excavator
	- Set Top-Final Grade	Rich	8.0	Process	Backhoe
	- & Compact	Zach	8.0	4) bags mortar	Trk 3 Trailer
	- Move Equip	Mark	8.0	1) Load Spoils	Trk 4 Mixer
	- Clean mixer				

6-23-23 62°/78° cldy

Jay 5:30-3:30

9.5

Trk 1

- Admin
- Work on V-Plow
- P/u Wood Rail Posts Hartford Lumber
- Mark out Handicap area for Paving at Veterans Field
- Pay Bills
- Meet w/ Scott Veterans Field - mow Brush

<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
• Weed Trimming DPW	Rich	3.0	/	Trimmer
• R & R Wood Rail at Veterans Field - Make Access/opening	Tom	3.0	2) wood End Posts	Excavator Trk 4 Hard Tools
	Zach	3.0		
	Mark	3.0		
• Tree Work: - Raise Canopy Hutchinson Rd	Tom	5.0	/	Trk 4 Chipper Trk 3 Saws
	Rich	5.0		
	Zach	5.0		
	mark	5.0		

6-26-29 66°/79° Mstly cldy Psbl PM-Tstorms

Jay 5:30 - 11:00

4.5

- Admin
- FY 21-22 TAR Report
- Inspections

Trk 1

- Contractor in for Shimming Chipseal Roads and  
- Handicap Parking Veterans Field

	<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
8.0	• Tree Work: - Raise Canopy Hutchinson Rd	Mark	8.0	/	Trk 4
		Rich	8.0		Chipper
		Zach	7.0		Trk 3 saws
8.0	• Side	Tom	8.0		

6-27-23 68°/74° Cldy - Asbl Am T-stems

Jay 5:15 - 4:45

11.0

Trk 1

- Admin
- Inspections
- Work on V-Plow
- Meet w/Contractor - Future Parking Lot Work
- Layout Handicap Parking - Veterans Field
- Abby's in to finish Parking Area at Veterans Field

<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
• Tree Work: - Raise Canopy Hutchinson Rd	Tom	5.0	/	Trk 4
	Rich	5.0		Chipper
	Mark	5.0		Trk 3 Saws
• Ck/Clear Catch Basins & Waterways	Tom	3.0	/	Trk 4
	Mark	3.0		
	Jay	3.0		Trk 1
	Rich	3.0		
Personal	Zach	8.0	/	/

6-28-23 68°/78° Cldy - Pssbl PM T-Storms

Jay 5:30 - 12:45  
7.25

Trk 1

- Admin
- Work on V-Plow
- Meet w/chipseal Contractor - discuss add ons

Job	Staff	Time	Materials	Equip
2.0 • Install (3) Handicap Parking Signs at Veterans Field	Rich	2.0	3) Posts 3) HC Signs	Trk 4 Hand Tools
	Zach	2.0		
	Mark	2.0		
6.0 • Tree Work: Raise Canopy Hutchinson Road	Rich	6.0	/	Trk 4 Chipper
	Zach	6.0		
	Mark	6.0		
8.0 • Sick	Tom	8.0	/	/

6-29-23 61°/80° Prtly cldy

Jay 5:45 - 12:00

- 6.25
- Admin
  - Work on U-Plow
  - Inspections

Trk 1

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Tree work: - Raise Canopy Hutchinson Rd	Tom Rich Zach Mark	8.0 8.0 8.0 8.0		Trk 4 Chipper Trk 3 Saws

6-30-23 58°/83° Mostly cldy

Jay 5:30 - 3:15

9.25

Admin

Work on V-Plow-Paint

Trk 1

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
3.0	• Roadside Mow & Trim at Rail Trail Depot Area	Tom Rich Zach Mark.	2.0 3.0 3.0 3.0	/	Roadside mower Trk 4 Trimmers
4.5	• Tree Work : Raise Canopy Hutchinson Rd	Tom Rich mark Zach	4.5 4.5 4.5 4.5	/	Trk 4 Chipper Trk 3 Saws
1.0	• Repair Retaining Wall at Transfer Station	Tom Rich Zach Mark	1.0 1.0 1.0 1.0	/	Back Hoe Hand Tools



7-2-23

69°/78°

Rain - Cloudy - T-storms

Jay 11:00<sup>AM</sup> - 12:30<sup>PM</sup>

1.5  
//

- Admin
- Payroll
- Inspections - CK on a few chipseal Rds when raining
- Fire Alarm at DPW - Trouble Alert / Ground Fault
- Many times over Holiday Week End

7-3-23

Jay/Mark/Zach - Day off P.L.

<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
Misc. Jobs & Inspections	Tom Rich	8.0 8.0	/	Trk 4

7-5-23 67°/89° Sunny

Jay  
8.75

5:45 - 3:00

ck/clear water filter at sprinkler system Veterans Memorial

Admin

Pay Bills

Paint U-Plow

Trash Run

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
3.0	• ck Routes for wash outs Heavy Debris	Tom Rich Zach Mark	3.0 3.0 3.0 3.0	/	Trk 1 Trk 4
5.0	• Pick up / Sweep Roads With heavy debris from Weekend Heavy Rains	Tom Rich Zach mark	5.0 5.0 5.0 5.0	3 Loads Spoils	Sweeper Trk 3 Back hoe Trk 10

7-6-23

Jay OFF Family Sick

	<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	• Union Meetings	Tom Zach	7.0 5.0	/	/
3.0	• Repair Trk 10: - R&R Hanger Bearing	Zach Mark	3.0 2.0	/	Shop Tools
8.0	• Roadside Mowing	Rich	8.0	/	Roadside Mower
6.0	• Work at Pit	Mark	6.0	/	Backhoe

7-7-23 67°/88° Mstly sunny

Jay 5:45 - 11:45

6.0

Admin

Work on U-Plow - Paint

Trk 1

### Job

#### Shop:

	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
• Repair Roadside Mower - R&R Pin & Hyd Hoses	Tom Rich Zach	5.0 5.0 5.0	/	shop tools
• Work at Pit	Mark	8.0	/	Backhoe
• Trim Sight lines	Tom Zach	3.0 3.0	/	Trk 4 Saws
• Roadside Mow	Rich	3.0	/	Roadside Mower

7-10-23

68°/75°

Rain

Jay

5:30 - 3:00

Trk 1

9.0

- Ck/clear Wtr filter at Veterans Memorial Sprinkler System
- Inspections
- Admin
- Pay Bills

<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
• Trash Compaction at T.S.	Tom	1.0	/	Backhoe
• Ck/clear water ways	Tom	3.0	/	Trk 4
	Rich	3.0		
	mark	3.0		
	Zach	3.0		
• Clean Shop - Clean yard	Mark	5.0	/	Shop tools
	Zach	5.0		
	Tom	4.0		
• Roadside mow	Rich	5.0	/	Roadside mower

7-11-23

Jay 5:30 - 10:00

4.5 Admin  
Bills

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7-12/13/14 - 23

Jay OFF (Family Sick) caring for father

7-17/18/19/20/21-23

Jay Bereavement (Death of my father)

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During, I kept in touch with Crew they handled Day to Day affairs, Continued Tree Trimming and Canopy Raising on Roads to be Chipsealed and other Roads. They Swept Roads needed in Preparation for Crackseal. Crackseal Contractor was in. They Serviced Equipment and made some repairs. Pic-nic Tables were placed in areas directed and old ones removed. Roadside Mowing was Continued. They kept up with the Clearing of Catch Basins and Water ways as needed etc. etc.!

Much Thanks to the Crew!

7-24-23 61°/85° Mstly Cldy

Jay 8.5 5:30 - 2:30

Trk 1

- Admin
- Pay Bills
- Inspections
- Tree Inspections
- CBYD Sedimentation area Bunker Hill #142

	Job	staff	Time	Materials	Equip	
8.0	• Tree Trimming: - Raise Canopy/Cut Back on Old Farms Road	Tom Rich	7.0 8.0	/	Trk 10 Trk 4 Chipper saws	
	- Push Back/Trim shrubs on Hutchinson Road	Zach Mark	8.0 8.0			
	1.0 • Trash Compaction at T.S.	Tom	1.0		/	Backhoe



7-25-23 67°/83° Prtly Cldy w/ Psbl T-Storms

Jay 5:00 AM - 12:00

7.0

Admin

Catch up paperwork

Inspections

Trk 1

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Roadside Mowing	Rich	8.0	/	Roadside Mower
8.0	• Drainage work:	Tom	8.0	6 Loads Brush	Excavator
	- Tree/Brush Removal #142	Zach	8.0		Trk 10
	Bunker Hill Sedimentation area	mark	8.0		Trk 3 Trk 4 Saws

7-26-23 62°/87° Sunday

Jay 5:30 - 2:30  
8.5

Trk 1

Admin

Inspections (Driveway Permits)

Communication w/ Resident Bailey Rd about their Cross Culvert

Search for Stden Electronic Speed Limit Sign (Last Known GPS Location)

Return Calls - Paving Contractors

Clean Bathroom/Breakroom/Office

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Run	Mark Zach	1.0 1.0	/	Trk 4
6.0	• Drainage: #34 Bailey Rd Clear Pipe of Debris and Pave Swale	Tom Zach Mark	6.0 5.0 5.0	2.5 Ton Asphalt	Trk 4 Trk 7 Back Hoe
2.0	• Tree Removal From Sedimentation Pond at #142 Bunker Hill	Tom Zach Mark	2.0 2.0 2.0	1 Load Brush	Trk 3 Trk 4 Excavator
8.0	• Roadside Mowing	Rich	8.0	/	Roadside Mower

7-27-23 69°/89° Mostly Cldy - Psbl Pm T-Storms

Jay 5:30 - 3:00

Trk 1

9.0

### Admin

Shoulder work: Reshape/regrade Sides of Road - Skinner Hill  
Inspections

Meet With Lettering Vendor (V-Plow)

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
	• Shoulder work:	Zach	7.5		Skidsteer
8.5	• Re-shape/Re-Grade Sides of Road on Skinner Hill * (NO LUNCH) *	Rich	8.5	6 Loads Scrapings	Trk 3
		Mark	8.5		Trk 2
		Jay	4.0		Trk 4
1.0	• Trash Compaction	Zach	1.0	/	Back Hoe
8.0	• Sick	Tom	8.0	/	

7-28-23 68°/90° Sunny

Jay 4:45 - 2:45  
9.5

Trk 1

- CK Roads After Last night Storms
- Admin
- Inspections - Drainage
- Meet w/Guardrail Contractor - Get quotes

	Job	Staff	Time	Materials	Equip
4.0	<ul style="list-style-type: none"> <li>• CK Roads for Debris, Washouts</li> <li>• CK/clear CB's &amp; Waterways</li> <li>• Clean/sweep Rds of Gravel from Wash outs</li> </ul>	Tom	4.0	1/2 load spoils	Trk 1
		Rich	4.0		Trk 4
		Zach	4.0		Backhoe
		Mark	4.0		Sweeper Trk 7
4.0	<ul style="list-style-type: none"> <li>• Drainage Work:</li> <li>- Remove excess Sediment from Sedimentation Area #142 Bunker</li> </ul>	Tom	4.0	4 loads spoils	Excavator
		Zach	4.0		Trk 7
		Mark	4.0		Trk 10 Trk 4
4.0	• Roadside Mow	Rich	4.0	/	Roadside Mower

7-31-23 53°/80° Misty sunny

Jay 5:15 - 3:30

Trk

9:15

- Inspections
- Ck/Clear water filter at Veterans Monument - Sprinkler Sys
- Admin
- Mark CB40 For drainage work - Lake Rd & Lakeview
- Meet w/Engineer at Elem School - Paving Project
- meet w/Ron Mike - Drainage Inspection
- Pick up mic's at J&S Radio

	Job	Staff	Time	Materials	Equip
1.0	• Trash Compaction	Tom	1.0	/	Back Hoe
6.0	• Drainage: - Finish Sedimentation Pond at #142 Bunker Hill Rd - Prep & Pick up Materials For CB Replacement Lake Rd & Lakeview	Tom	5.0	/	Excavator Trk 10 Trailer Trk 4 Back Hoe
		Zach	6.0		
		Mark	6.0		
2.0	• Test Pit at Elem School Prtng Lot - Cut hole in Lot take 18" of material for Testing & Back fill w/ suitable's	Tom	2.0	Little's Process Cold Patch	Trk 4 Road saw Hand Tools
		Zach	2.0		
		Mark	2.0		
8.0	• Roadside mow	Rich	8.0	/	Roadside mower



ANDOVER SENIOR TRANSPORTATION  
MONTH OF JULY 2023

Dated 8/1/2023  
Cathy Palazzi  
Senior Coordinator

Drug tests – Two

- Medicals 51
- Events Three Events - (2) Friday lunches, (1) trip Main Moose
- Maintenance 2014 Dodge Caravan - Certification Inspection for registration.
- Incident Log None.
- Disabled 11 Passengers riding who require equipment or ramp to enter and exit bus.
- Veterans 5 Medical trips to VA in Newington
- Meetings 0 YAH Meeting
- Shopping 4 trips (one per week) (2-3) seniors.
- Food Share 2 trips per month – approximately (8-10) people riding.
- Food Pantry 4 trips per month – approximately (4-5) people on Monday nights  
(6) people on Wednesdays

- Thank you to the BOS for purchasing a car for those seniors who do not require a ramp.
- We service eleven (11) handicap people on a regular basis.
- 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.

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

# July 2023 Nominations

Submitted on Wednesday, May 24, 2023 - 8:17am

Who would you like to nominate and why?

**Joan Soucy**

She has lead the Andover Food Pantry for years and years; working several hours a week, ordering, picking up, delivering and shelving food and doing all the paperwork involved for the state.

==Please provide the following information:==

Your name: Cheryl Mayhew

Your email address: [CTLover60712@comcast.net](mailto:CTLover60712@comcast.net)

==Address==

Street: 4 Old Farms Road

City: Andover

State: CT

Zip Code: 06232

Phone Number: 8607427748

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Submitted on Tuesday, May 30, 2023 - 11:30pm

Who would you like to nominate and why?

**Allana Fuss-**

She is always willing to help or listen to anyone in town, young or elderly it doesn't matter! She is very active in my recreational sporting activities and even adult rec activities. She is a joy to be around and she truly loves this community!

==Please provide the following information:==

Your name: Melissa Kjellquist

Your email address: [melissak1928@yahoo.com](mailto:melissak1928@yahoo.com)

==Address==

Street: 36 Long Hill Rd

City:

State: CT

Zip Code: 06232

Phone Number:

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Submitted on Wednesday, May 31, 2023 - 6:25am

Who would you like to nominate and why?

**Susan Slater**

She always steps up and goes above and beyond. She always looks out for others and cares about our town so much.

==Please provide the following information:==

Your name: Susan Dunko

Your email address: [susandunko@gmail.com](mailto:susandunko@gmail.com)

==Address==

Street: 17 Hickory Hill Dr

City:

State: Ct

Zip Code: 06232

Phone Number:

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Submitted on Wednesday, May 31, 2023 - 9:35am

Who would you like to nominate and why?

**Gerry Creme**

Gerry has devoted 7+ years to the Andover Board of Education, also he is often in attendance at other boards and commission meetings, listening, learning, and submitting input. He is kindhearted and gentle in his devotion to the education of the children in our community. He has also participated in AHM's mentor program for over 7 years, devoting even more of his free time to spend with children who needed an extra role model in their life. His commitment to the youth of our community, and our community in general, goes far above and beyond what could ever be expected from one individual volunteering their time. He is a true leader, inspiration and a source of guidance for the next generation, and an excellent role model to other adults around him.

==Please provide the following information:==

Your name: Kate Morrissey

Your email address: [WolfTa2@aol.com](mailto:WolfTa2@aol.com)

==Address==

Street: 54 School Rd

City: Andover

State: CT

Zip Code: 06232

Phone Number: 8604907050

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Submitted on Wednesday, May 31, 2023 - 9:51am

Who would you like to nominate and why?

**Mike and Cathy Palazzi**

Mike and Cathy spend dozens of hours volunteering in service to the town each week. Cathy is the senior services coordinator and advocates tirelessly on their behalf, along with constantly stepping up wherever help is needed to support the town's elderly. Mike has served as chairman of the conservation commission, for at least a decade, and devotes significant amounts of his time to protecting the natural beauty of Andover. I'm sure they both do so much more than I know, but in my experience, they both epitomize what it means to be a volunteer and to give up on selves for the better of the community. Neither is the type of person to seek recognition for their hard work... But it would certainly be a great thing to do for them!!

==Please provide the following information:==

Your name: Meghan Lally

Your email address: [ms.meghan.lally@gmail.com](mailto:ms.meghan.lally@gmail.com)

==Address==

Street: 49 Pine Ridge Drive

City: Andover

State: CT

Zip Code: 06232

Phone Number: 203-313-4104

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Submitted on Wednesday, May 31, 2023 - 9:08pm

Who would you like to nominate and why?

**Mindy Hegener**. 25+ years of volunteer service with Andover Fire Department. Always giving to our community through FD. Supporter of various other town functions. Gives her time and provides care and compassion to the community. Above and beyond generous. Puts others before herself. The FD wouldn't be what is it without her! Steak dinner, plant sale, community cpr classes, making Andover a Heart Safe Community wouldn't happen without her and her dedication to the community. Throughout her battle with kidney disease and failure, still needing a donor kidney and undergoing dialysis 3x a week she is still active with FD as Deputy Chief, providing care and compassion to all of the community. Ask anyone in the community she is known for her compassion and generosity!

==Please provide the following information:==

Your name: Jennifer Whitcomb

Your email address: [jennycarol@comcast.net](mailto:jennycarol@comcast.net)

==Address==

Street: 22 Brown Drive

City: Andover

State: Connecticut

Zip Code: 06232 Phone Number: 860-982-7630

Submitted on Wednesday, May 31, 2023 - 6:57pm

Who would you like to nominate and why?

**Joan soucy**. Tireless director of food pantry

==Please provide the following information:==

Your name: Dorothy Yeomans

Your email address: [yeomansdor@comcast.net](mailto:yeomansdor@comcast.net)

==Address==

Street: 63 Bunker Hill Rd

City: Andover

State: CT

Zip Code: 06232

Phone Number: 8607426796

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Submitted on Saturday, June 3, 2023 - 9:18am

Who would you like to nominate and why?

**Amanda Gibson**

Due to her continued dedication and support to our towns farmers, and residents alike. She puts her free time into efforts to help bring food Farm to table all over town. Grateful for her support and proud to know her as an Andover resident. Farmers all over the county know her when you mention Andover, and they all have said the same thing.

==Please provide the following information:==

Your name: Andrea

Your email address: [biel.andrea@gmail.com](mailto:biel.andrea@gmail.com)

==Address==

Street: 1 Jurovaty Lane

City: Andover

State: Connecticut

Zip Code: 06232

Phone Number: 8602681693

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Submitted on Thursday, June 1, 2023 - 2:17pm

Who would you like to nominate and why?

**Cathy Palazzi**

Cathy spends countless hours working to obtain grants for vehicles and reimbursement for the senior transportation program. She goes above and beyond to provide senior lunches and assist any senior citizen in need. She volunteers to help in any area where she sees a need and always goes above and beyond.

Cathy's actions paint a true picture of her love for Andover, she works countless hours without compensation, she takes the initiative to fill any need that she sees and she is positive and helpful.

==Please provide the following information:==

Your name: Carol Lee

Your email address: [andovertownclerk@sbcglobal.net](mailto:andovertownclerk@sbcglobal.net)

==Address==

Street: 17 School Road

City: Andover

State: CT

Zip Code: 06232

Phone Number: 860-742-0188 x 2

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Submitted on Thursday, June 1, 2023 - 2:09pm

Who would you like to nominate and why?

**Brian Trzcinski** - Brian has served as a volunteer coach for the Andover Youth Basketball program for many years. He continues to volunteer even though his children have grown up and no longer participate in our program. He puts in many hours to organize the games and tournaments too.

==Please provide the following information:==

Your name: Carol Lee

Your email address: [andovertownclerk@sbcglobal.net](mailto:andovertownclerk@sbcglobal.net)

==Address==

Street: 17 School Road

City: Andover

State: CT

Zip Code: 06232

Phone Number: 860-742-0188 x 2

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Submitted on Thursday, June 1, 2023 - 2:03pm

Who would you like to nominate and why?

**Annmarie Daigle** - Recreation Commission member and volunteer. Annmarie has been on the Recreation Commission for several years and is always there to help at events helping with set up, serving and cleanup. Annmarie also served on the 175th Anniversary Committee.

==Please provide the following information:==

Your name: Carol Lee

Your email address: [andovertownclerk@sbcglobal.net](mailto:andovertownclerk@sbcglobal.net)

==Address==

Street: 17 School Road

City: Andover

State: CT

Zip Code: 06232

Phone Number: 860-742-0188 x 2

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Submitted on Thursday, June 1, 2023 - 1:59pm

Who would you like to nominate and why?

**Kim Hawes** - Recreation Commission member and volunteer. Kim has helped with many recreational programs and also serves as an EMT with our Fire Department. She is always ready to help and goes above and beyond for Andover residents.

==Please provide the following information:==

Your name: Carol Lee

Your email address: [andovertownclerk@sbcglobal.net](mailto:andovertownclerk@sbcglobal.net)

==Address==

Street: 17 School Road

City: Andover

State: CT

Zip Code: 06232

Phone Number: 860-742-0188 x 2

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Submitted on Monday, June 19, 2023 - 2:19pm

Who would you like to nominate and why?

**Scott Yeomans** -

Scott Yeomans comes from a long line of Yeomans who have helped shape Andover into the fine town it is today. Scott has continued the love and dedication to Andover that has been passed down through several generations of Yeomans'

He is a long-time member of the Andover Volunteer Fire Department, the Andover Sportsman's Club, the President of the Andover Historical Society, the Andover Museum Curator, and the Town Historian. He has spent a lifetime collecting and sharing Andover's history in books, Youtube, website postings, and photographs.

Andover residents both past and future are indebted to Scott for his dedication, commitment, and service to Andover.

Your name: Dianne F. Grenier

Your email address: [Deardianne@comcast.net](mailto:Deardianne@comcast.net)

==Address==

Street: 400 Lake Road

City: Andover

State: CT

Zip Code: 06232

Phone Number: 8607423033

Submitted on Monday, June 19, 2023 - 2:17pm

Who would you like to nominate and why?

**Cathy Palazzi** - Catherine (Cathy) Palazzi has been a long-time, hard-working advocate for the Seniors in Andover. She has served Seniors in many capacities including Municipal Agent, Commission on Aging, Senior Center Building Committee, Senior Transportation Committee, Senior Luncheon Coordinator, AHM's East of the River committee, she represents Andover on the CT Association of Senior Center Personnel, Vice Chairman of the North Central Area on Aging, and more. Cathy is the Seniors' "go-to" person for all issues making sure their needs are met and issues and concerns are addressed, and she never lets them down.

She also serves the community as the Republican Registrar of Voters, secretary of the Andover 175th Anniversary Committee, chairman of the SustainableCT Committee, secretary of the Republican Town Committee, and member of the Olde Burying Ground Committee and Economic Development Commission. Cathy is always willing to lend a helping hand wherever and whenever she can to help make Andover a great town for all residents.

Cathy has given tremendous amounts of her time, skills, and knowledge to the resident of Andover making it a better place for all. Her dedication to Andover and its residents is unparalleled.

Your name: Dianne F. Grenier

Your email address: [Deardianne@comcast.net](mailto:Deardianne@comcast.net)

==Address==

Street: 400 Lake Road REPEAT NOMINATION FROM SAME NOMINEE

City: Andover

State: CT

Zip Code: 06232

Phone Number: 8607423033

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Submitted on Tuesday, June 20, 2023 - 7:04pm

Who would you like to nominate and why? **Joan Soucy** - she runs the Andover Food Pantry. She is just remarkable person, and puts in countless hours each week to make sure Andover residents and anyone that needs help with groceries, gets what they need. I have only know her for less than a year, but am so impressed with her dedication to the project and has done in day in and day out for a number of years. I also know that she is just as dedicated to the church in town for all major events. She cares and puts the needs of others ahead of her own over and over again.

Your name: Janice Maschi

Your email address: [janicemaschi@yahoo.com](mailto:janicemaschi@yahoo.com)

Street: 48 pine ridge dr

City: Andover

State: Ct

Zip Code: 06232

Phone Number: 860-234-9111

Submitted on Thursday, June 22, 2023 - 8:39am

Who would you like to nominate and why?

**Cathleen (Cathy) Desrosiers**

Andover is fortunate to have many outstanding volunteers. I am delighted to nominate Cathleen (Cathy) Desrosiers for the honor of Andover Finest. A true Andover girl who has actively and passionately served our community her whole life. A few of the positions she has held and has made significant contributions to include the Board of Selectman, Board of Finance, Building Department Clerk, Chairman of the Library Board of Directors, Beautification Committee, Historical Society, Republican Town Committee, and the Andover Congregational Church.

Cathy has been very active and hands-on in all the positions she served in and has devoted numerous hours and self-sacrifice to making Andover the Town we can all be proud of. She is an inspiration to us all.

Your name: Dianne F. Grenier

Your email address: [Deardianne@comcast.net](mailto:Deardianne@comcast.net)

Street: 400 Lake Road

City: Andover

REPEAT NOMINATION FOR SAME PERSON FROM SAME NOMINEE

State: CT

Zip Code: 06232

Phone Number: 8607423033