

**Town of Andover  
Board of Selectmen  
Special Meeting**  
Wednesday February 21st 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/85454752233>

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

Meeting ID: 854 5475 2233

Passcode: 175033

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

1. Call to Order/Pledge of Allegiance
2. Public Speak
  
3. Board and Commission Presentations
  - a. Garden Club Budget Request
  - b. Commission on Aging
  - c. Economic Development Committee
    - a. Welcome sign
4. Appointments
5. Resignations
6. Town Administrator's Report
7. Old Business Discuss and act upon the following:
  - a. Staff discussion on affordable housing with Town Planner
  - b. Community Center construction update
  - c. Discussion of Blight and level of involvement
  - d. Hendee Rd Buddhist road impacts
  - e. Lot Line Agreement with King Property
  - f. Stiff Account Update
  
8. New Business Discuss and act upon the following:
  - a. State Local Bridge Program approval
    - a. Discussion of contract expansion to Hire Nathan Jacobson
  - b. AHM Youth Services
  - c. Public meeting on March 12 7 pm Rt 316 Connectivity Project
  - d. Date for discussion to meet with fire chief and staff at the Firehouse
  - e. Local traffic Authority approval of a Detour for closure of rt 603 ( Boston Hill Rd)
  
9. Approval of Meeting Minutes
  - a. January 17<sup>th</sup>, 2024 Special Meeting Minutes
  - b. January 22, 2024 Special Budget Meeting Minutes
  - c. January 29th, 2024 Special Budget Meeting Minutes
  
10. Treasurer's Report
  - a. Finance Department Report
    - a. Revenue Summary

- b. Town Budget Summary
- c. Town Aid Road (TAR) Update
- d. Town Cash Report
- e. Appropriation Transfer
- f. Over Expenditure Report
- g. Summary of Audit Status

11. Tax Collector's Report

- a. Refund Request

12. Department Reports

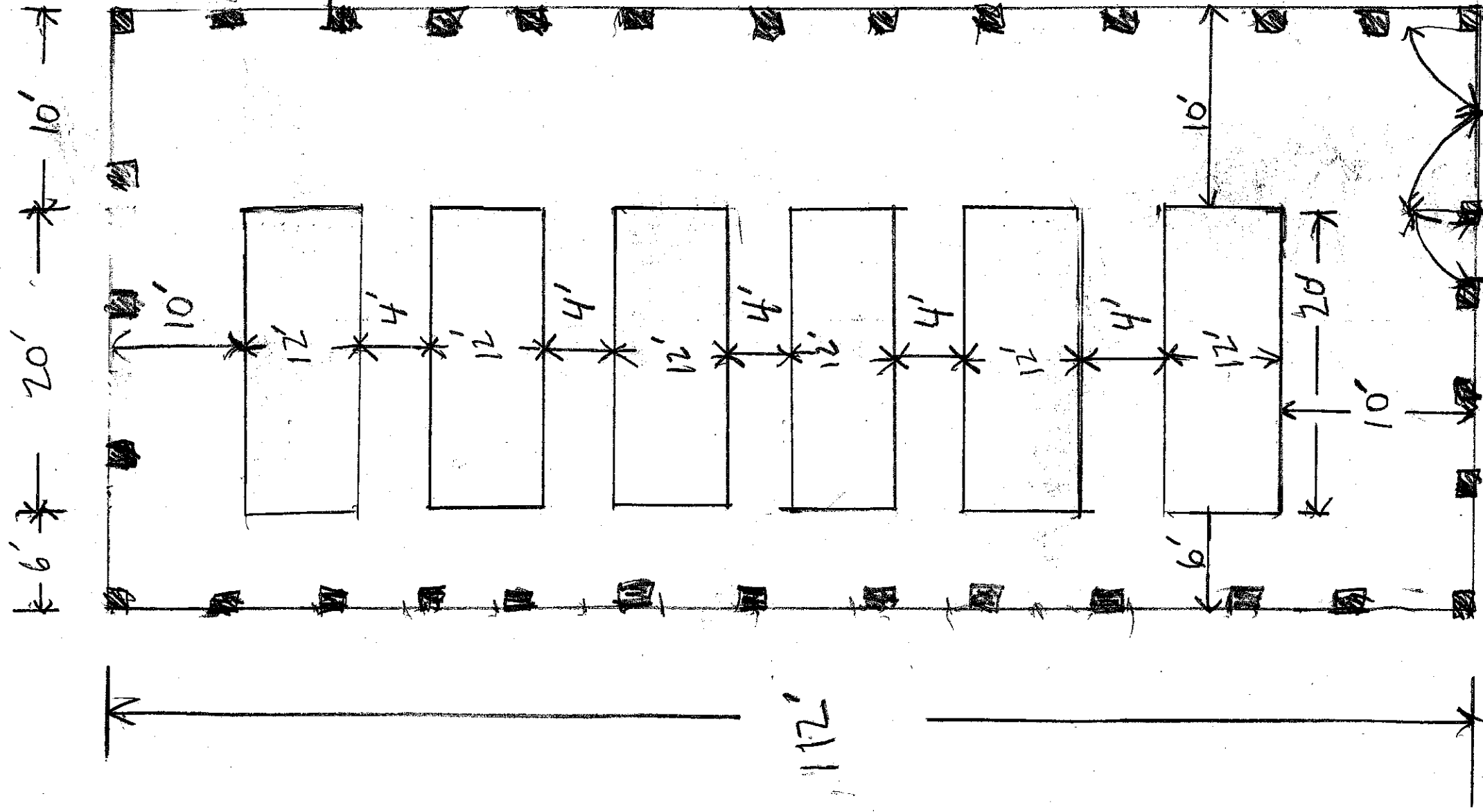
- a. Assessor's report
- b. Fire Department
- c. Burning Official
- d. Resident State Trooper
- e. Town Clerk
- f. Building Department
- g. Assessor's Office
- h. Public Works
- i. Transfer Station
- j. Library
- k. Senior Transportation
- l. AHM
- m. Economic Development Commission
- n. ZBA

13. Correspondence

14. Public Speak

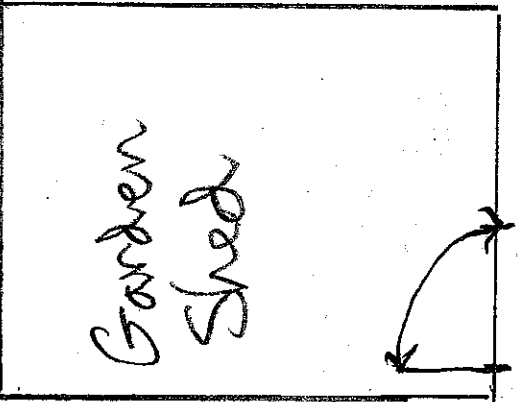
15. Adjournment

Andover  
Community  
Garden  
Proposed  
Fence

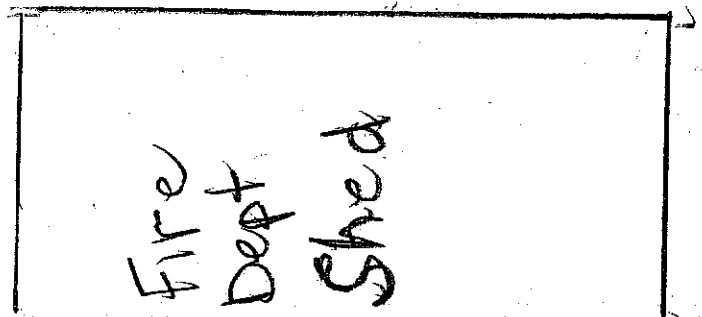


7' 4" \* 5' 5"  
Gate Gates

36'



Garden  
Shed



Fire  
Dept  
Shed

After discussion with the town clerk it was determined that the allowing of alternates for all appointed boards did not include the Commission on Aging. We are not a Board of Selectmen appointed committee. The COA exists at the request of the state of Connecticut. All changes and member appointments need to be done by the Board of Selectmen. Due to that fact we are requesting the following:  
We are requesting the Board of Selectmen allow for two alternates on the Andover Commission on Aging. We would also like you to appoint Linda Armstrong as an alternate. If possible we would like the Board of Selectmen to give us the authority to appoint our own members.

Thank you,  
Elaine Buchardt  
Chair of the Andover Commission on Aging

The Andover Economic Development Committee is requesting the Board of Selectmen to appoint Elizabeth Cargill and Meghan Lally to the EDC. I was informed that we are a committee of five and since there were only two members left, Cathy Palazzi and myself, we didn't have a quorum to vote new members in at this time. Once we have at least three members, we can authorize our own members.

Thank you,  
Elaine Buchardt  
Chair of the Andover EDC



**ESTIMATE**

Town of Andover  
Andover , Ct.

Salesperson  A.V.	<i>Sign Installed on corner of route 6 and Shaddy Mill Road</i>	50% DEPOSIT BALANCE ON DELIVERY	2/13/2024
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Qty	Description	Unit Price	Line Total
1	Single sided Dimensional pvc ,aluminum,composite wood, sign , installed  <p style="text-align: right;"><b>- DEPOSIT 2,125</b></p> <p style="text-align: right;"><i>Ct Tax Exempt</i></p>		4,250

**Make all Payments to Art Signs**

*Thank you for your business!*

Arts Custom Signs 8 Middle Butcher Rd, Ellington, CT (860)871-8361  
Art1sign@aol.com



**ESTIMATE**

Town of Andover  
Andover , Ct.

Salesperson  A.V.	<i>Sign Installed on corner of route 6 and Bunker Hill Rd.</i>	50% DEPOSIT BALANCE ON DELIVERY	2/13/2024
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Qty	Description	Unit Price	Line Total
1	<p>Single sided Dimensional pvc ,aluminum,composite wood, sign , installed</p> <p style="text-align: right;"><b>- DEPOSIT 2,125</b></p> <p style="text-align: right;"><i>Ct Tax Exempt</i></p>		4,250

**Make all Payments to Art Signs**

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Art1sign@aol.com

Designed By & Property Of



**ARTS CUSTOM SIGNS**  
ELLINGTON, CONNECTICUT

Dimensional Sign

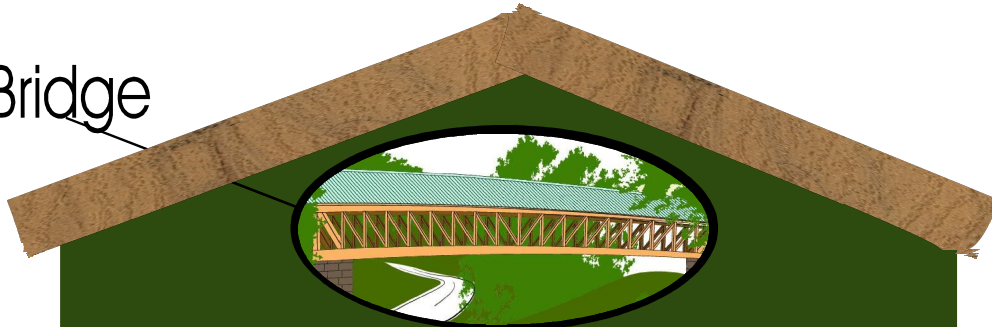
Pvc raised letters on aluminum background

Cost: 4000

Installation 250

4'

Painted Bridge



PVC Letters

*Welcome*  
TO

PT Inner Frame

4'

**ANDOVER**

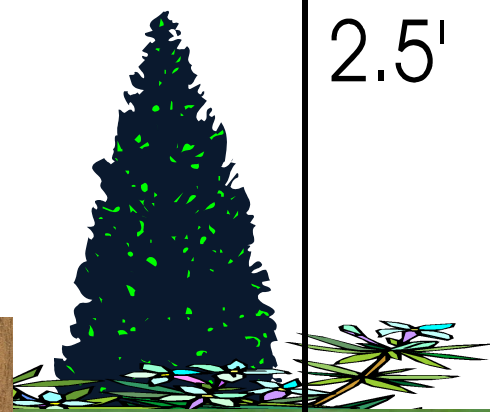
Aluminum  
on PVC

*Established 1848*

PT Posts Cemented

2.5'

Composite Wood

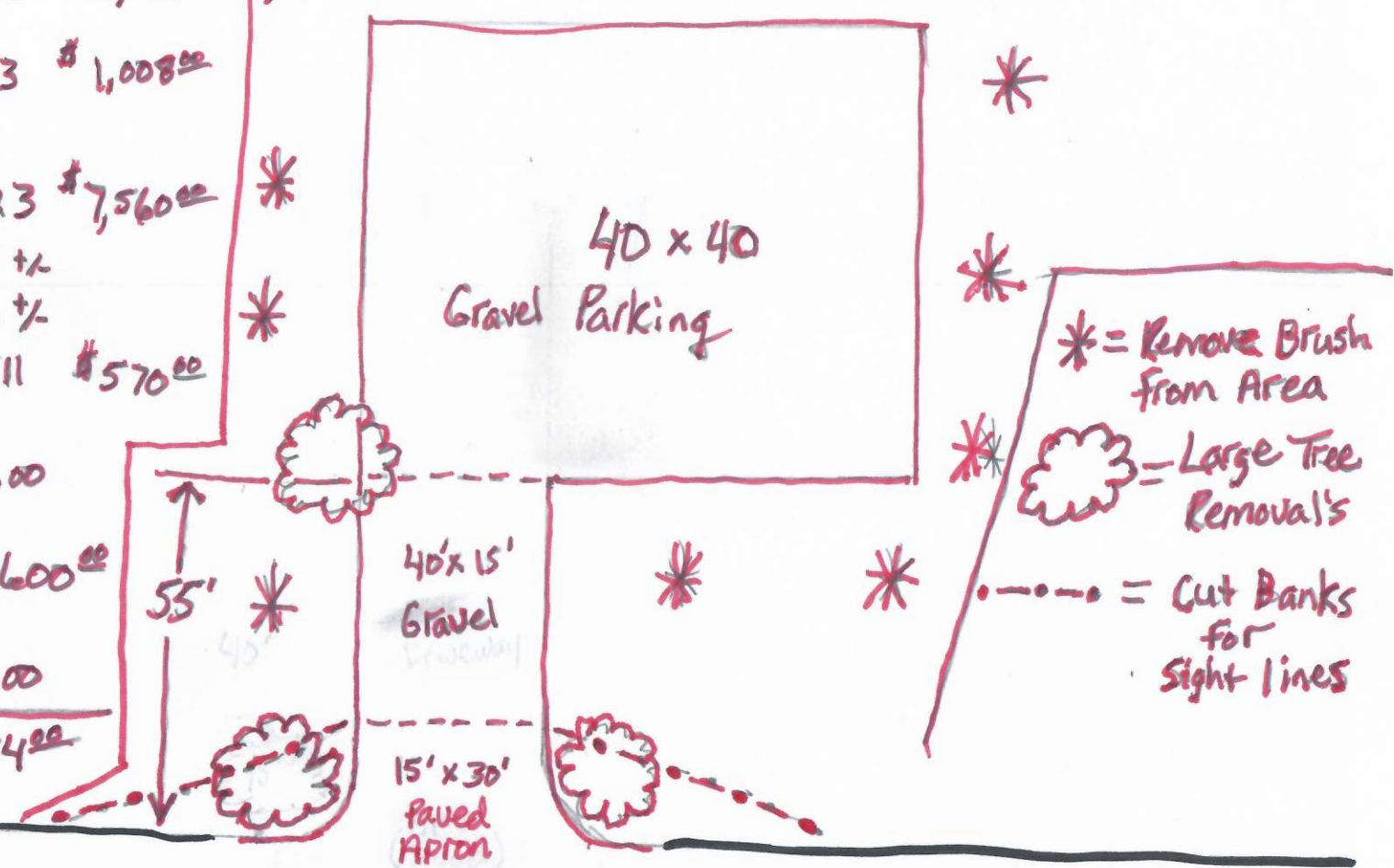




3 men at 1.5 times wage Cost

# Trail Parking Area Cost Estimate \* Skinner Hill Rd. \*

- Tree Take downs by Contractor \$1600<sup>00</sup>
- Site: Brush Removal 16 hrs x 3 \$2,016<sup>00</sup>
- Wood Removal 16 hrs x 3 \$2,016<sup>00</sup>
- Pull Stumps & Cut Back Banks For Sight lines 8 hrs x 3 \$1,008<sup>00</sup>
- Box out for Driveway & Parking Lot 60 hrs x 3 \$7,560<sup>00</sup>
- Haul material out 180 yds +/- material In 180 yds +/-
- Pave Apron 6 Ton Class 11 \$570<sup>00</sup>
- Town Owned Gravel 120 yards \$0.00
- 1 1/4" Process (purchase) w/delivery \$3,600<sup>00</sup>
- Town Owned Equip \$0.00
- Total Approx. \$16,354<sup>00</sup>



Skinner Hill Rd

\* NOT to scale \*

**From:** [Public Works](#)  
**To:** [Anderson, Eric](#)  
**Subject:** Skinner Hill - Town/Joshua Trust Trail Parking Area  
**Date:** Thursday, January 25, 2024 3:16:32 PM  
**Attachments:** [20240125 SkinnerHill ProposedTrailParking.pdf](#)

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Eric,

Please see attached cost estimate for the proposed trail parking area off Skinner Hill Road, formerly the Ernie Reed property.

**Proposal #1 \$16,354.00**

To properly construct the parking lot:

1. We would do the project on overtime, and I used a rough number of \$42.00 an hour (includes benefit package?)
2. We need to remove three large trees out front, cut back the embankments for sight lines, then remove all wood and brush from site.
3. Box out area 12 to 18 inches, put back 8 to 12 inches of town owned gravel for the base and top with 6 +/- inches of 1¼ inches of process (purchased through our vendor).
4. Pave a required apron by town ordinance.

**Proposal #2 \$8,000.00 (\$2000.00 either side of 8K)**

For a quick constructed parking lot:

1. Still do the project on overtime and used same \$42.00 an hour for calculation.
2. We would not cut the trees in front (only the third tree behind the first two and drop that ourselves) and not cut the embankments for a proper sightline.
3. We would only grub the minimal area of brush and organics. Then push all wood, brush and organics just off the rear of the parking lot into a pile, to decompose on site overtime.
4. We would only box out a maximum 3 to 6 inches of material losing it on site and bring in enough process to have cover on the area.
5. We still would have to do a Paved Apron by town ordinance. We would haunch at the road edge for strength but again will do minimal prep of base.

**Note:**

1. **Town Fuel and Equipment is being used and is not part of cost calculations.**
2. **If any flat tires occur with any equipment being used, cost of repair or replacement will be charged to the job.**

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)



Jacobson

August 8, 2023

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

Re: **Proposal for Civil Engineering Design and Permit Services**  
Replacement of Bridge No. 001007  
Lake Road over Cheney Brook  
Andover, CT

Dear Mr. Anderson:

In accordance with your request, we are pleased to submit herewith our proposal for providing civil engineering services with respect to the subject project.

This proposal is based on the following assumptions:

- A. The project will be funded with Town funds and Connecticut Department of Transportation (CTDOT) State Local Bridge Program (SLBP) funds.
- B. There are no agencies having jurisdiction, permit requirements or any other reason that would prevent the existing culvert from being replaced with a proposed precast concrete rigid frame on strip footing (piles not included).
- C. Precast products will be utilized in the design, to the extent they can, to accelerate the construction for cost savings. Structural design of precast elements will be performed by this office (NLJA).
- D. The road will be closed for the construction.
- E. A scour analysis is not included as it appears footings will be on rock.
- F. Progress pdf deliverable documents will be e-mailed to the Town whenever requested.
- G. Project will be bid in one phase; preparation of bidding documents for a separate precast materials contract is not included.
- H. The project design will be developed with the intent of bidding as a lump sum contract with approximately six unit price items for certain unknown item quantities.
- I. Proposed Metal Beam Guiderail will be carried over the culvert with field epoxied base plates welded to posts. Chain link fence for pedestrian protection is also included.



Mr. Eric Anderson, Town Administrator  
Town of Andover

Re: **Proposal for Civil Engineering Design and Permit Services**

Replacement of Bridge No. 001007  
Lake Road over Cheney Brook

August 8, 2023

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- J. There are existing overhead utilities at the culvert site that will need to be moved out of the way to facilitate the construction. It is anticipated that aerial utilities will be moved once, away from the road within proposed easements, and then moved back into the right-of-way after construction completion.
- K. This proposal does not include addressing any new (design, permit, approval, etc.) requirements from agencies having jurisdiction that may be enacted after the date of this proposal.
- L. The project does not fall within a Connecticut Department of Energy and Environmental Protection (CTDEEP) Natural Diversity Database (NDDB) area of concern.
- M. The project will qualify for U.S. Army Corps of Engineers' (Corps) Self-Verification (and CTDEEP 401 Water Quality Certification (WQC)) under their Connecticut (CT) General Permit expiring 12-15-2026.
- N. No environmental investigations or hazardous waste assessments are included within our scope of work.
- O. No public information meetings are included.
- P. This proposal does not include any state sales tax that may be enacted.
- Q. Services of this proposal are anticipated to be complete by the end of 2024.

Based on the foregoing, our Scope of Services is defined as follows:

Task 1 – Survey

- 1.1 Obtain the services of a certified professional wetland soil scientist to flag the wetland boundary in accordance with State and Federal criteria. Flags to be sequentially numbered in the field and shown accordingly on the drawings. We propose to utilize the services of New England Environmental Services, R. Richard Snarski, CPSS, CPESC, unless you have an objection.
- 1.2 Obtain the services a professional land surveyor to research Town of Andover Land Records to compile information that may be available to confirm property lines and right-of-way lines closest to the project and existing easement lines or other pertinent covenants or encumbrances. We propose to utilize the services of our affiliate, Land Survey & Technical Services, Inc., unless you have an objection.



Mr. Eric Anderson, Town Administrator  
Town of Andover

Re: **Proposal for Civil Engineering Design and Permit Services**

Replacement of Bridge No. 001007  
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- 1.3 Obtain the services of the professional land surveyor to conduct a vertical control survey conforming to Vertical Accuracy Class V-2 and establish at least two (2) permanent benchmarks for design and construction referenced to NAVD88. Horizontal datum will be NAD83. We propose to utilize the services of our affiliate, Land Survey & Technical Services, Inc., unless you have an objection.
- 1.4 Obtain the services of the professional land surveyor to perform a field survey conforming to Topographic Accuracy Class T-2 to obtain topographic information needed for design. We propose to utilize the services of our affiliate, Land Survey & Technical Services, Inc., unless you have an objection.
- 1.5 Obtain a topographic survey worksheet at a convenient scale and an elevation contour interval of one (1) ft. depicting the planimetric features, wetland flag locations, structure elevations, ground elevations, and approximate right-of-way, easement, and property lines (as applicable). We propose to utilize the services of our affiliate, Land Survey & Technical Services, Inc., unless you have an objection.

#### Task 2 – Preliminary Design

- 2.1 Attend one (1) meeting on site with Town officials to review project scope and design criteria. Briefly discuss aesthetic alternatives, if any. Prepare and distribute meeting minutes.
- 2.2 Prepare project base map from information provided by the professional land surveyor.
- 2.3 Coordinate the services of a geotechnical engineer to perform subsurface investigations, geotechnical engineering evaluation, and prepare a report. We propose to utilize the services of Welti Geotechnical, P.C., unless you have an objection.
- 2.4 Utilize United States Geological Survey (USGS) StreamStats to develop design discharges.
- 2.5 Utilize U.S. Army Corps of Engineers' HECRAS hydraulic modelling computer program to select proposed waterway cross-sectional dimensions.
- 2.6 Inform Town officials of the results of hydrologic and hydraulic analyses, and proposed waterway size determination.
- 2.7 Prepare a single engineering report including the results of the hydrologic and hydraulic analyses for purposes of submission to the CTDOT SLBP with the Supplemental Application.



Mr. Eric Anderson, Town Administrator  
Town of Andover

Re: **Proposal for Civil Engineering Design and Permit Services**

Replacement of Bridge No. 001007  
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2.8 Prepare a computer-generated preliminary design drawing set utilizing AutoCAD 2023 or later version and our English unit CAD standard. The primary purpose of these drawings will be for submission to agencies having jurisdiction to obtain pertinent approvals. It is anticipated that the following sheets will be prepared:

- 2.8.1 Title Sheet
- 2.8.2 Topographic Survey Plan
- 2.8.3 Demolition Plan
- 2.8.4 Roadway Plan
- 2.8.5 Roadway Profile
- 2.8.6 Erosion and Sediment Control and Planting Plan
- 2.8.7 Erosion and Sediment Control Notes
- 2.8.8 Erosion and Sediment Control Details (*including water-handling-cofferdam plan if necessary*)
- 2.8.9 Maintenance and Protection of Traffic Plan
- 2.8.10 Site Details and Notes
- 2.8.11 Bridge General Plan
- 2.9.12 Environmental Impact Plan

2.9 Identify proposed easements.

2.10 Conduct an on-site utility coordination meeting. Prepare and distribute meeting minutes.

2.11 E-mail pdf preliminary design drawings (showing proposed easement areas) to Town for review and comment.

2.12 Attend one (1) meeting on site with Town officials to review preliminary design drawings. Prepare and distribute meeting minutes. Make minor revisions.

### Task 3 – Permits

3.1 Solicit review of the project site from the State Historic Preservation Office (SHPO) (including submission of appropriate executed SHPO form).

3.2 Solicit a review of the project site from Tribal Historic Preservation Officers (THPOs).

3.3 Solicit a review of the project site by the U.S. Fish & Wildlife Service (USFWS) through their IPaC website.



Mr. Eric Anderson, Town Administrator  
Town of Andover

Re: **Proposal for Civil Engineering Design and Permit Services**

Replacement of Bridge No. 001007  
Lake Road over Cheney Brook

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- 3.4 Solicit a review of the project site by the CTDEEP Fisheries Division (including submission of appropriate executed Fisheries Consultation form).
- 3.5 Confirm that site remains outside of a CTDEEP NDDB area of concern.
- 3.6 Determine impact areas in wetlands and watercourse and depict on the proposed Environmental Impact Plan.
- 3.7 Prepare and submit (digital submission by e-mail) a Self-Verification package to the Corps under their CT General Permit expiring 12-15-2026, with e-mailed copy to CTDEEP for 401 WQC submission. Submission to Corps and CTDEEP to include:
  - 3.7.1 Executed Corps Self-Verification Notification Form
  - 3.7.2 Official endangered species list(s) from USFWS.
  - 3.7.3 Correspondence with the SHPO.
  - 3.7.4 Correspondence with the THPOs.
  - 3.7.5 Correspondence with CTDEEP Fisheries.
  - 3.7.6 NDDB map with site location shown.
  - 3.7.7 Project plans.
  - 3.7.8 Any state or local approvals obtained by this submission date.
  - 3.7.9 Existing condition photos.
- 3.8 Provide ten (10) sets of hardcopy drawings to the Town for their submission to their Inland Wetlands and Watercourses Commission (IWWC). Provide color rendering of one plan view for Town to present.
- 3.9 Attend one (1) IWWC meeting to assist in Town's presentation and attend one (1) site walk.
- 3.10 Provide one (1) set of hardcopy drawings to the Town for their submission to their Planning & Zoning Commission (PZC) for CGS 8-24 review and report.
- 3.11 Attend one (1) PZC meeting and assist in Town's presentation.

#### Task 4 – Final Design

- 4.1 Perform final engineering design, including structural design of precast rigid frame, and add necessary detail to the preliminary design drawings for construction, based on the Construction





Mr. Eric Anderson, Town Administrator  
Town of Andover

Re: **Proposal for Civil Engineering Design and Permit Services**

Replacement of Bridge No. 001007  
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Details and Materials Section of the Connecticut Department of Transportation Form 818 (2020), and supplements.

- 4.2 Obtain a load rating of the proposed final designed structure, in accordance with the CTDOT Load Rating Manual. We propose to utilize the services of M. B. Lee Engineering, LLC, unless you have an objection.
- 4.3 Prepare a computer-generated final design drawing set from the preliminary design drawing set. It is anticipated that the following sheets will be prepared:

NLJA Drawings

- 4.3.1 Title Sheet
- 4.3.2 Topographic Survey Plan
- 4.3.3 Demolition Plan
- 4.3.4 Roadway Plan
- 4.3.5 Roadway Profile
- 4.3.6 Erosion and Sediment Control and Planting Plan
- 4.3.7 Erosion and Sediment Control Notes
- 4.3.8 Erosion and Sediment Control Details (*including water-handling-cofferdam plan if necessary*)
- 4.3.9 Maintenance and Protection of Traffic Plan
- 4.3.10 Site Details and Notes
- 4.3.11 Bridge General Plan
- 4.3.12 Foundation Plan and Details
- 4.3.13 Bridge Details
- 4.3.14 Wingwall Details
- 4.3.15 Parapet Details
- 4.3.16 Figures for Dates on Bridge Parapets

CTDOT Standard Drawings

- 4.3.17 Temporary Precast Concrete Barrier Curb
- 4.3.18 MASH W-Beam Hardware
- 4.3.19 Metal Beam Rail (R-B MASH) Guiderail
- 4.3.20 R-B End Anchorage Type I and II
- 4.3.21 Metal Sign Posts and Sign Mounting Details
- 4.3.22 Signs for Construction and Permit Operations
- 4.3.23 Construction Sign Supports and Channelizing Devices



Mr. Eric Anderson, Town Administrator  
Town of Andover

Re: **Proposal for Civil Engineering Design and Permit Services**

Replacement of Bridge No. 001007  
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- 4.4 Prepare Project Manual to include boilerplate specifications (CSI Division 0) based generally on Engineer's Joint Contract Document Committee masters, and to include State of Connecticut Department of Labor Prevailing Wage Rates, State of Connecticut Commission on Human Rights and Opportunities (CHRO) requirements, funding agency requirements, and (technical) specifications.
- 4.5 Submit boilerplate specifications to the Town for submission to their attorney and insurance agent for review and approval. Make minor revisions.
- 4.6 Prepare final design opinion of probable construction costs (FDOPCC). Submit summary to Town.
- 4.7 Submit 95% final design construction documents (drawings and Project Manual) to the Town for review and comment.
- 4.8 Conduct one (1) virtual meeting with Town to review their comments on 95% final design construction documents and FDOPCC. Make minor revisions to final design documents to make 100% construction documents.
- 4.9 Prepare a Supplemental Application package and submit to the CTDOT SLBP to include the following:
  - 4.9.1 Cover letter
  - 4.9.2 Executed Supplemental Application
  - 4.9.3 Drawings
  - 4.9.4 Specifications
  - 4.9.5 Opinion of Probable Construction Costs
  - 4.9.6 Load rating documents
  - 4.9.7 Permits
  - 4.9.8 Easements
  - 4.9.9 Utility coordination
  - 4.9.10 Hydraulic (and hydrologic) design report
  - 4.9.11 Proposed project schedule
  - 4.9.12 Municipal meeting minutes (Town to provide)
  - 4.9.13 Municipal certifications (Town to provide)
  - 4.9.14 Engineer certifications

#### Task 5 – Additional Services

- 5.1 Preparation of a CTDOT SLBP Supplemental Application Time Extension Request submission.



Mr. Eric Anderson, Town Administrator  
Town of Andover

Re: **Proposal for Civil Engineering Design and Permit Services**

Replacement of Bridge No. 001007  
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- 5.2 Pile or other deep foundation design.
- 5.3 Land use permits, or related work, other than what is included in this proposal.
- 5.4 Work associated with the coordination, negotiation and/or procurement of easements (temporary or permanent) including research, computations, and preparation of easement maps.
- 5.5 Bidding, construction administration or construction inspection services.
- 5.6 Provide services above and beyond those services specifically provided for in this proposal.

It is our understanding that you will cooperate with us in providing those items or services specifically listed herein as being necessary to the performance of our services, and to the extent feasible, furnish or loan to us reference material and all other information pertinent to the subject project that would be useful to us in performing our services. Specifically, you will provide and/or pay as Additional Services for the following:

- Item A: Arrange for and provide access for us to enter upon the property, as necessary, for us to perform our services.
- Item B: Application/permit/advertising fees, including reproduction costs for permit submissions.
- Item C: Services of a laboratory, biologist, herpetologist, or other specialty consultant if required by agencies having jurisdiction.
- Item D: PowerPoint presentations.
- Item E: Attend public information meetings.
- Item F: Scour analysis.
- Item G: Should the Project require a Corps Pre-Construction Notification, participate in and present project at a remote Inter-Agency Coordination meeting with CTDOT, Environmental Protection Agency, Corps and CTDEEP. Prepare PowerPoint presentation and seek CTDOT approval of draft prior to presentation. Make CTDOT requested revisions to presentation.
- Item H: Easement appraisal services, and easement grantor compensation.



Mr. Eric Anderson, Town Administrator  
 Town of Andover  
 Re: **Proposal for Civil Engineering Design and Permit Services**  
 Replacement of Bridge No. 001007  
 Lake Road over Cheney Brook  
 August 8, 2023  
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We propose to provide our services for the following **Total Lump Sum Fee:**

<u>Professional Service or Expense</u>	<u>Engineering</u>	<u>Consultant or Other Expense</u>	<u>Task Total</u>
Task 1 – <i>Survey</i> .....			\$9,520
Engineering .....	\$320		
Soil Scientist .....		\$500	
Land Surveyor .....		\$8,700	
Task 2 – <i>Preliminary Design</i> .....			\$50,320
Engineering .....	\$40,000		
Soil Scientist.....		\$320	
Geotechnical Report.....		\$10,000	
Task 3 – <i>Permits</i> .....			\$11,900
Engineering .....	\$11,900		
Task 4 – <i>Final Design</i> .....			\$56,900
Engineering .....	\$46,900		
Load Rating Engineer.....		\$10,000	
Totals			
	\$99,120	\$29,520	\$128,640
<b>Total Lump Sum Fee</b>			<b>\$128,640</b>

We propose to provide any other services, beyond the services defined in the tasks above, as authorized by the Town, on an hourly rate basis plus reimbursement for out-of-pocket expenses (with no mark-ups). These services will be billed as additional services and will not be included in the fees listed above. The additional services fee shall be based on hourly rates for the type of personnel involved in performing the service multiplied by the total hours devoted to performing said services by each type of personnel.



Mr. Eric Anderson, Town Administrator  
Town of Andover  
Re: **Proposal for Civil Engineering Design and Permit Services**  
Replacement of Bridge No. 001007  
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2023 Hourly Rates for Services Rendered

<u>Personnel Category</u>	<u>Hourly Rate</u>
Principal Engineer, P.E.	\$162/hr - \$168/hr
Senior Engineer, P.E.	\$138/hr - \$141/hr
Staff Engineer	\$92/hr - \$117/hr
Geologist & Environmental Analyst	\$133/hr - \$144/hr
Construction Inspector	\$109/hr - \$117/hr
CADD Technician	\$106/hr - \$112/hr
Technical Assistant	\$65/hr

The hourly rates listed above shall remain in effect through the end of 2023. These rates shall be reviewed at the end of this and subsequent calendar years and, effective January 1 of every year thereafter, they will be adjusted to reflect current operating costs.

In providing services under this agreement, Nathan L. Jacobson & Associates, Inc. will endeavor to perform in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

If this proposal is acceptable to you, please sign the proposal and return a pdf of at least the signature page. This proposal is valid until December 31, 2023.

We look forward to being of continued service to the Town of Andover. If there are any questions, please feel free to contact me.

Very truly yours,

NATHAN L. JACOBSON & ASSOCIATES, INC.

J. Howard Pfrommer, P.E.  
President



Mr. Eric Anderson, Town Administrator  
Town of Andover  
Re: **Proposal for Civil Engineering Design and Permit Services**  
Replacement of Bridge No. 001007  
Lake Road over Cheney Brook  
August 8, 2023  
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Accepted: Town of Andover, Connecticut

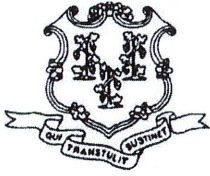
By: \_\_\_\_\_  
(Authorized signature)

\_\_\_\_\_  
(Please print)

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

JHP/jhp

cc: Cathie B. Couture  
Joseph M. Dillon, P.E.  
Geoffrey L. Jacobson, P.E.  
DocStar



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,  
OU=Sweeney, Bartholomew,  
OU=For-3, OU=980quarters,  
OU=DOTUsers, 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

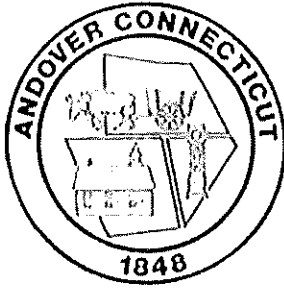
Accepted by:   
Eric Anderson, Town Administrator  
Town of Andover

Date: 7/24/2023

Enclosure

cc: The Honorable Jeffrey J. Maguire, First Selectman





TOWN OF ANDOVER  
17 SCHOOL ROAD  
ANDOVER, CT 06232  
PHONE: 860.742.7305 x4210  
E-MAIL: [Eanderson@andoverct.org](mailto:Eanderson@andoverct.org)  
[www.andoverct.org](http://www.andoverct.org)

Contract for Town Engineering Services

Date: 11/15/2022- 6/30/2026

---

**Contractor:**

Nathan L Jacobson & Associates, Inc.  
86 Main St P.O Box 337  
Chester, CT 06412-0337

In June of 2022, the Town of Andover distributed a Request for Qualifications (RFQ) to provide Town engineering services. The town subsequently interviewed 4 firms before deciding on a new firm.

The Town of Andover hereby awards **Nathan L Jacobson & Associates, Inc (NLJA)** a contract to provide municipal engineering services to the Town of Andover. These professional services on an as needed basis to be determined by the Town Administrator shall include but not be limited to:

1. Support to the Town land use commissions in reviewing applications as well as review of regulation changes;
2. Support for the Town Public Works Department;
3. Engineering support for Small Bridge and Culvert projects where the combined survey, design, permitting, bidding, construction administration and inspection costs are not expected to exceed \$75,000;
4. Land survey and site planning; and
5. Other services as determined by the Town Administrator

**Point of Contact:**

The Primary person of contact at **Nathan L Jacobson & Associates, Inc** will be **Joseph M Dillon, P.E**. If for some reason Mr. Dillon is not available or can no longer serve as a point of contact, another individual that is mutually agreeable to both parties shall be named.

**Contract Duration:**

1. This is a 4-year contract with a 3-year extension possible if both parties agree.
2. Contract extensions must include a reasonable revised fee schedule to be agreed upon by the parties.
3. Initial contract dates: Nov 1, 2022- June 30 2026.

**Termination:**

Either party may, upon 60 days' written notice terminate this contract without cause, recompense or resort to legal process.

Fee Schedule:

**2022 Calendar Year (Jan 1, 2022 to Dec 31, 2022) hourly rates for services rendered to the Town:**

- Personnel Category Hourly Rate
- Principal Engineer (P.E.) \$154-\$160/hr.
- Senior Engineer (P.E.) \$131-\$134/hr.
- Staff Engineer \$94-\$105/hr.
- Geologist/Environmental Analyst \$127-\$137/hr.
- Construction Inspector \$104-\$111/hr.
- CADD Technician \$101-\$107/hr.
- Technical Assistant \$62/hr.
- Licensed Surveyor \$148.50/hr.
- Survey Crew \$180/hr. for the entire crew

Fee Schedules in subsequent Calendar years (Jan 1 to Dec 31) will be agreed to by both the town and Nathan L Jacobson & Associates, Inc and will not exceed a 3% increase per annum without the written agreement of both entities. The Town will be billed in 15-minute increments for work provided. NLJA will bill the town monthly or quarterly to be determined by NLJA and continued until the further agreement of the parties. All bills will be paid net within 60 days. Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due from the date payment is originally due at the rate of 6% per annum.

**Contract Documents:**

The Contract Documents shall include this Contract, the Town's RFQ and each and every submission made by NLJA to the Town in response to the RFQ. Any inconsistency between or among any of the provisions of the Contract Documents will be resolved in favor of the Town of Andover.

**Cost Thresholds:**

The chairpersons of any Town land use commission can request engineering support from NLJA up to the commission's annual budgeted allotment for needed engineering and regulation review.

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

1. Any project not expected to exceed costs of \$5,000 require approval via email and shall be billed at the hourly rate for the title of the NLJA employee providing the work.
2. Projects that are expected to cost between \$5,000 and \$15,000 require written approval by the Town Administrator and shall be billed at the appropriate hourly rate for the individuals performing the work.
3. Projects where the combined survey, design, permitting, bidding, construction administration and inspection costs are expected to cost greater than \$15,000 and less than \$75,000 shall require a written not to exceed cost estimate/contract, including a proposed timeline for the work and must be approved by the Town Administrator and Board of Selectmen.
4. Projects with engineering and professional services costing greater than \$75,000 shall be separately and competitively bid via RFP. An NLJA consultant may assist in developing the bid documents and evaluating bids. If NLJA chooses to bid on such engineering services, they will not be part of the evaluation process.

**Indemnification:** To the fullest extent permitted by law, the contractor shall indemnify and hold harmless the Town of Andover, including Town officials, consultants, agents and employees from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work, provided that such claim, damage loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property other than the work itself, but only to the extent caused by the negligent acts or omissions of the consultant, a subconsultant, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

**CHANGES IN THE WORK:**

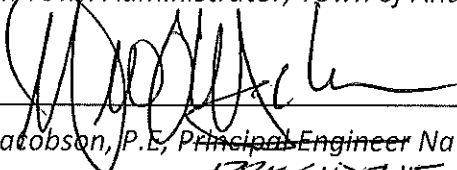
In the case of a written contract, the town of Andover, without invalidating the contract, may order changes in the Work within the general scope of the Contract, consisting of additions, deletions or other revisions and the Contract Sum and Contract Time shall be adjusted accordingly. If the Town and NLJA cannot agree to a change in the Contract Sum, the Town shall pay NLJA its agreed to hourly rates plus its actual costs for materials plus reasonable overhead and profit.

The Town may authorize or order minor changes in the Work that are consistent with the intent of the Contract Documents and do not require an adjustment in the Contract Sum or an extension of the Contract Time. Such authorization or orders shall be in writing and shall be binding on the Owner and Contractor. The Contractor shall proceed with such minor changes promptly.

This Contract, including all "Contract Documents" represents the entire and integrated agreement between the parties and supersedes prior negotiations, representations or agreements either written or oral. The Contract may be amended or modified only by a written modification.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Eric Anderson, Town Administrator, Town of Andover*

Signature  \_\_\_\_\_ Date NOVEMBER 17, 2022

*Geoffrey L. Jacobson, P.E., Principal Engineer Nathan L Jacobson & Associates, Inc*  
*PRESIDENT*

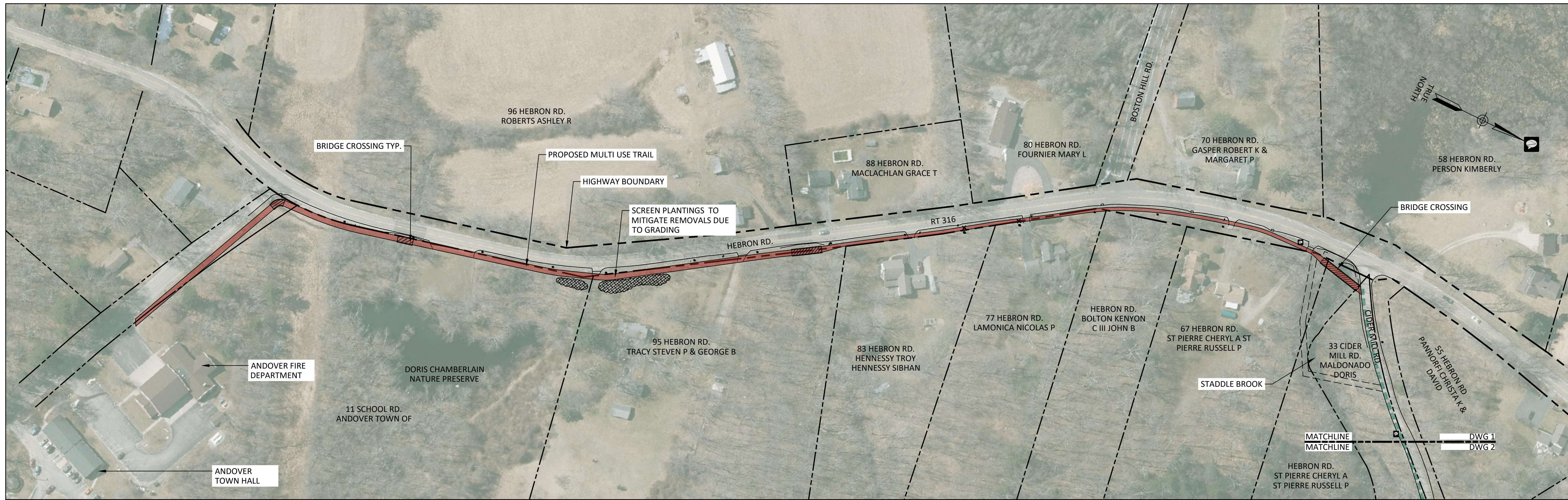
*The Town of Andover is an equal opportunity provider and employer  
and prohibits discrimination in its practices and policies on the basis of sex, race, religion or national origin*

AHM YOUTH & FAMILY SERVICES  
FY 2024-2025  
PROPOSED BUDGET

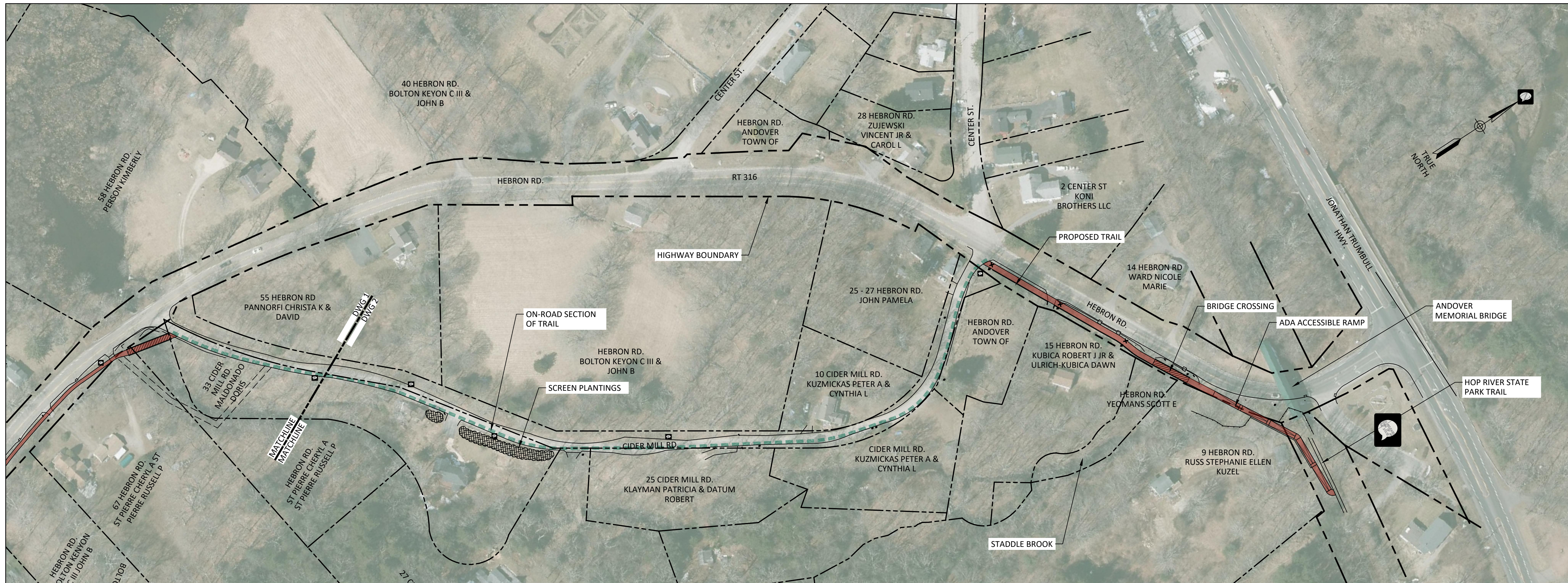
ACCOUNT	FY 24-25 INCOME	FY 23-24 INCOME	Variance
4000 · Federated Campaigns	-	2,500	(2,500)
4100 · Fundraising Events	-	-	-
4120 · Fall - Auction & Concert	10,000	10,000	-
4130 · Winter - Holiday Auction	9,000	9,000	-
4140 · Spring - Annual Appeal	53,000	53,000	-
4150 · Summer - Golf Tourn.	26,500	26,500	-
4160 · Fundraising Events	16,400	12,900	3,500
4400 · Government Grants	-	-	-
4440 · Local	15,160	2,000	13,160
4450 · State	173,021	180,462	(7,441)
4460 · Federal	31,250	125,000	(93,750)
4500 · Coporate/Foundations/Individual	-	-	-
4510 · Corporate	3,000	3,000	-
4520 · Donor Advised Funds	-	-	-
4525 · Faith Based	5,900	7,450	(1,550)
4530 · Foundations/Trust	20,500	7,000	13,500
4540 · Individual	16,055	14,650	1,405
4550 · Legacy/Bequest	-	-	-
4560 · Non-profit	13,500	15,950	(2,450)
4570 · Small Business	-	1,000	(1,000)
4700 · Program Service Revenue	-	-	-
4710 · Program Revenue	429,060	407,740	21,320
4720 · Local Service Contracts	976,467	910,179	66,288
<b>Andover</b>	<b>102,528</b>	<b>97,002</b>	5,525
<b>Hebron</b>	<b>312,246</b>	<b>296,552</b>	15,693
<b>Marlborough</b>	<b>211,308</b>	<b>202,713</b>	8,595
4730 · State Service Contracts	-	-	-
4740 · Federal Service Contracts	-	-	-
4800 · Investment Income	-	-	-
4810 · Interest/Dividends	42,505	41,088	1,417
<b>TOTAL INCOME</b>	<b>1,841,318</b>	<b>1,829,419</b>	<b>11,900</b>

(0)

ACCOUNT	FY 24-25 EXPENSE	FY 23-24 EXPENSE	Variance	
5100 · Personnel	-	-	-	
5110 · Salaries/Wages	1,218,905	1,214,644	4,262	
5111 · COLA/Increases	36,567	60,732	(24,165)	
5120 · FICA - Medicare/Soc. Sec.	93,246	92,920	326	
5130 · CT - Unemployment	16,000	8,500	7,500	
5200 · Fringe Benefits	-	-	-	
5210 · Health Insurance	63,000	94,000	(31,000)	
5215 · HSA Contributions	6,250	11,245	(4,995)	
5220 · Dental Insurance	-	-	-	
5230 · STD/LTD Disability Ins.	4,500	6,500	(2,000)	
5240 · Workers' Comp Ins.	1,500	5,500	(4,000)	
5250 · 401K - Match	35,000	34,000	1,000	
5260 · 401K - Discretionary	22,000	25,000	(3,000)	
6000 · Professional/Contractual	-	-	-	
6010 · Investment Mgt.	3,500	15,000	(11,500)	
6020 · Accounting	15,000	15,000	-	
6030 · Legal	2,000	2,000	-	
6040 · Contractor Services	76,200	67,939	8,261	
6100 · Advertising/Promotion	6,000	2,350	3,650	
6200 · Office Expense	-	-	-	
6210 · Program Supplies	87,800	45,000	42,800	
6220 · Office Supplies	8,500	5,000	3,500	
6230 · Telephone	1,750	2,533	(783)	
6240 · Postage/Shipping	2,200	1,400	800	
6250 · Equipment Rental	3,000	2,500	500	
6255 · Printing	7,500	2,145	5,356	
6260 · Bank Fees	1,400	1,532	(133)	
6270 · Credit Card Processing	7,700	3,000	4,700	
6275 · Awards/Recognition	7,000	3,000	4,000	
6280 · Recruiting/Pre-Employment	2,500	2,000	500	
6300 · Technology	-	-	-	
6310 · Tech. Gen	17,760	21,643	(3,883)	
6320 · Hardware	2,500	1,500	1,000	
6330 · Tech Support	9,000	9,000	-	
6400 · Occupancy	-	-	-	
6410 · Utilities	17,500	13,015	4,485	
6420 · Maintenance & Repairs	15,000	14,000	1,000	
6430 · Property Insurance	-	4,700	(4,700)	
6500 · Travel	-	-	-	
6510 · Airfare	2,500	2,500	-	
6520 · Lodging	5,500	5,500	-	
6530 · Mileage	600	500	100	
6540 · Per Diem	1,500	1,000	500	
6550 · Ground Transportation	1,000	1,500	(500)	
6600 · Professional Development	8,400	9,000	(600)	
6900 · Insurance	-	-	-	
6910 · Liability Ins.	12,500	12,058	443	
6920 · D&O Ins.	6,300	2,886	3,414	
6930 · Prof. Liability Ins.	8,000	2,637	5,363	
6940 · Auto Ins.	-	300	(300)	
6980 · Membership/Dues	4,240	4,240	-	
<b>Total Expenses</b>	<b>1,841,319</b>	<b>1,829,419</b>	<b>11,900.17</b>	
<b>Operating Expenses</b>	<b>180,349.95</b>	<b>163,438.72</b>	<b>16,911.23</b>	<b>10%</b>



1 MULTI-USE TRAIL SOUTH SECTION  
SCALE: 1"=100'



2 MULTI-USE TRAIL NORTH SECTION  
SCALE: 1"=100'

- LEGEND**
- PROPOSED MULTI-USE TRAIL
  - MULTI-USE TRAIL BRIDGE CROSSING
  - ON-ROAD SECTION OF TRAIL
  - LIMIT OF GRADING
  - HIGHWAY BOUNDARY
  - PROPERTY LINE
  - PROPOSED PLANTING

REVISIONS

TOWN OF ANDOVER, CT  
MULTI-USE TRAIL  
**TRAIL LAYOUT  
NORTH AND SOUTH SECTIONS**  
TOLLAND COUNTY, CT

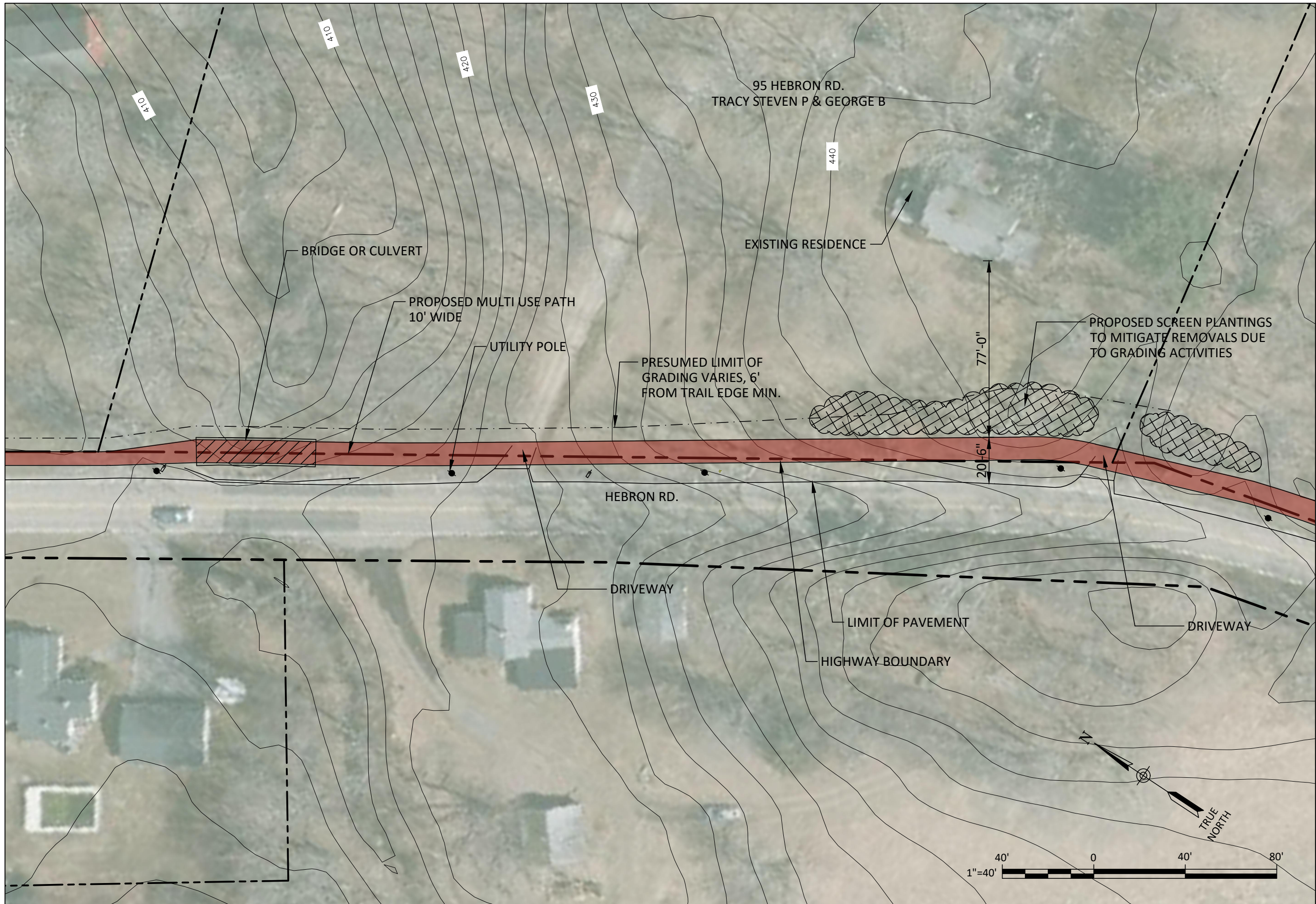
**Barton & Loguidice**  
41 Sequin Drive  
Glastonbury, CT 06033

REVIEW ONLY  
NOT FOR  
CONSTRUCTION

Date	JANUARY, 2024
Scale	AS SHOWN
Sheet Number	<b>S-100</b>
Project Number	3741.001.001

Checked by: INITIALS  
 Drawn by: INITIALS  
 Designed by: INITIALS  
 In charge of: INITIALS  
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 Jan 18, 2024 - 8:45AM  
 vllavicencio

Plotted: Jan 17, 2024 - 5:11PM SYR By: ovillavicencio  
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TOWN OF ANDOVER CT  
MULTI-USE TRAIL

TRAIL LAYOUT  
95 HEBRON RD

TOWN/VILLAGE

COUNTY, NEW YORK

**Barton  
&Loguidice**

Date  
JANUARY, 2024

Scale  
AS SHOWN

Figure Number  
1

Project Number  
3741.001.001

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TOWN OF ANDOVER CT  
MULTI-USE TRAIL

TRAIL LAYOUT - OPTION A  
83 HEBRON RD

TOWN/VILLAGE

COUNTY, NEW YORK



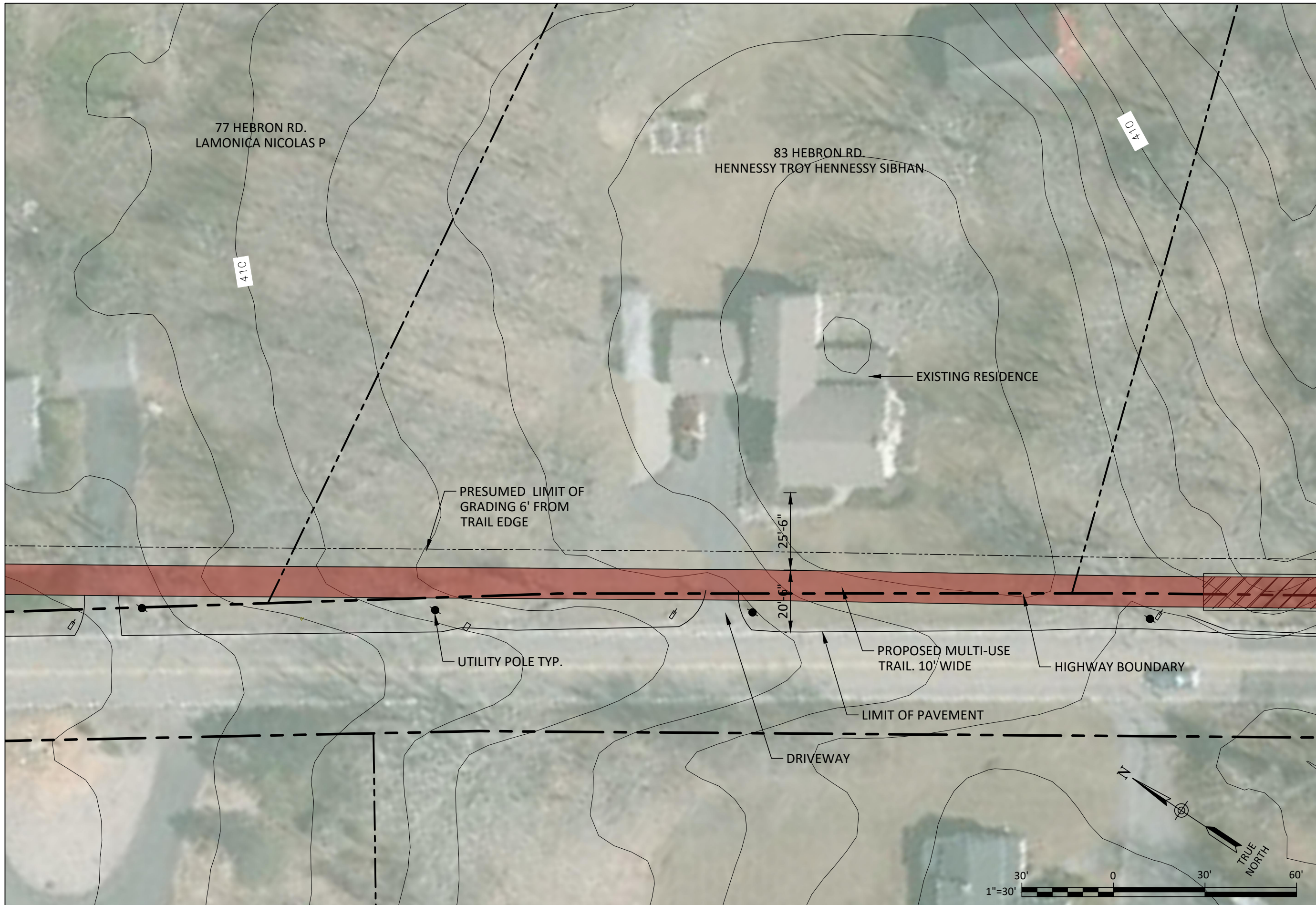
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JANUARY, 2024

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2A

Project Number  
3741.001.001

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TOWN OF ANDOVER CT  
MULTI-USE TRAIL

TRAIL LAYOUT - OPTION B  
83 HEBRON RD

TOWN/VILLAGE

COUNTY, NEW YORK



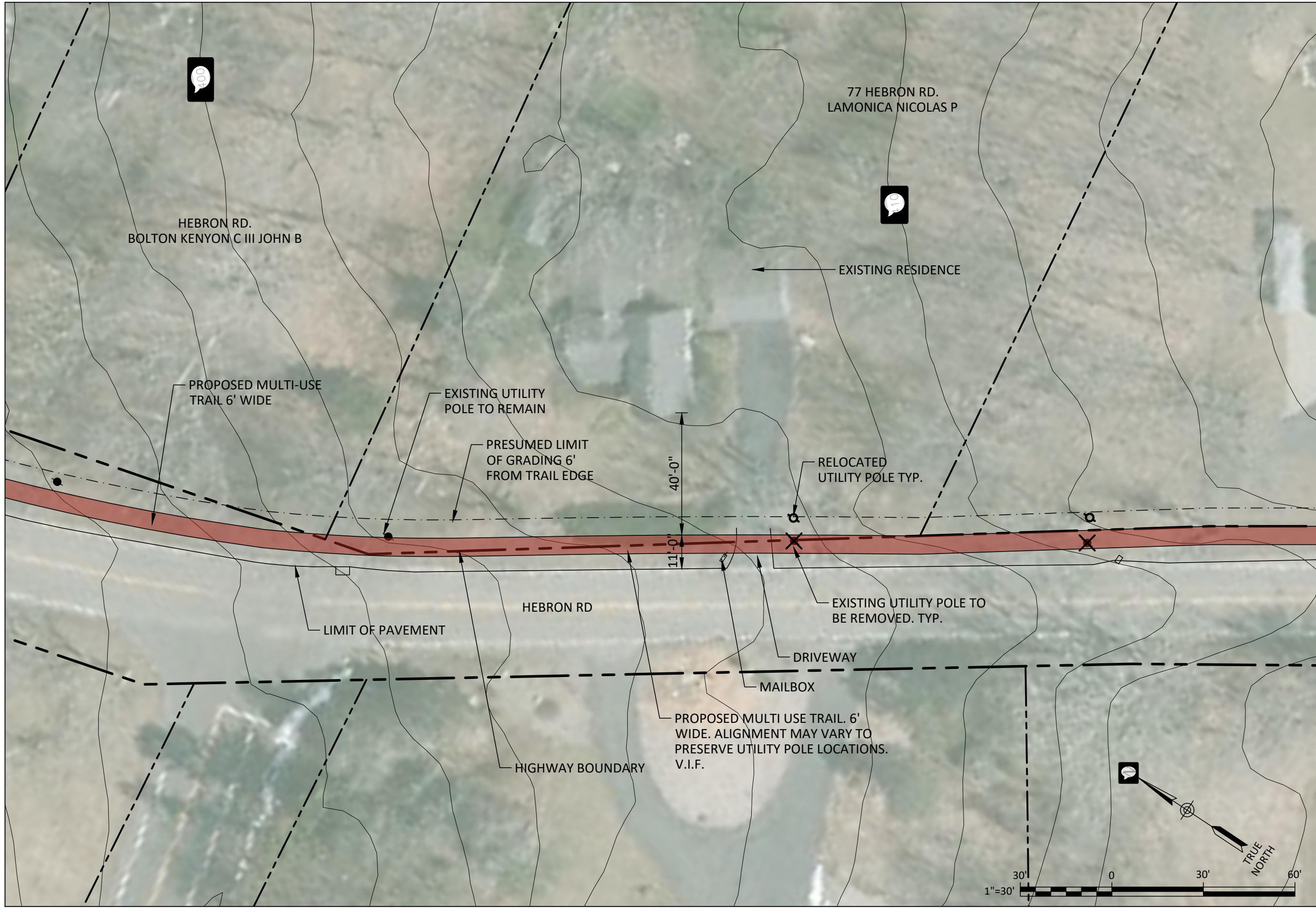
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JANUARY, 2024

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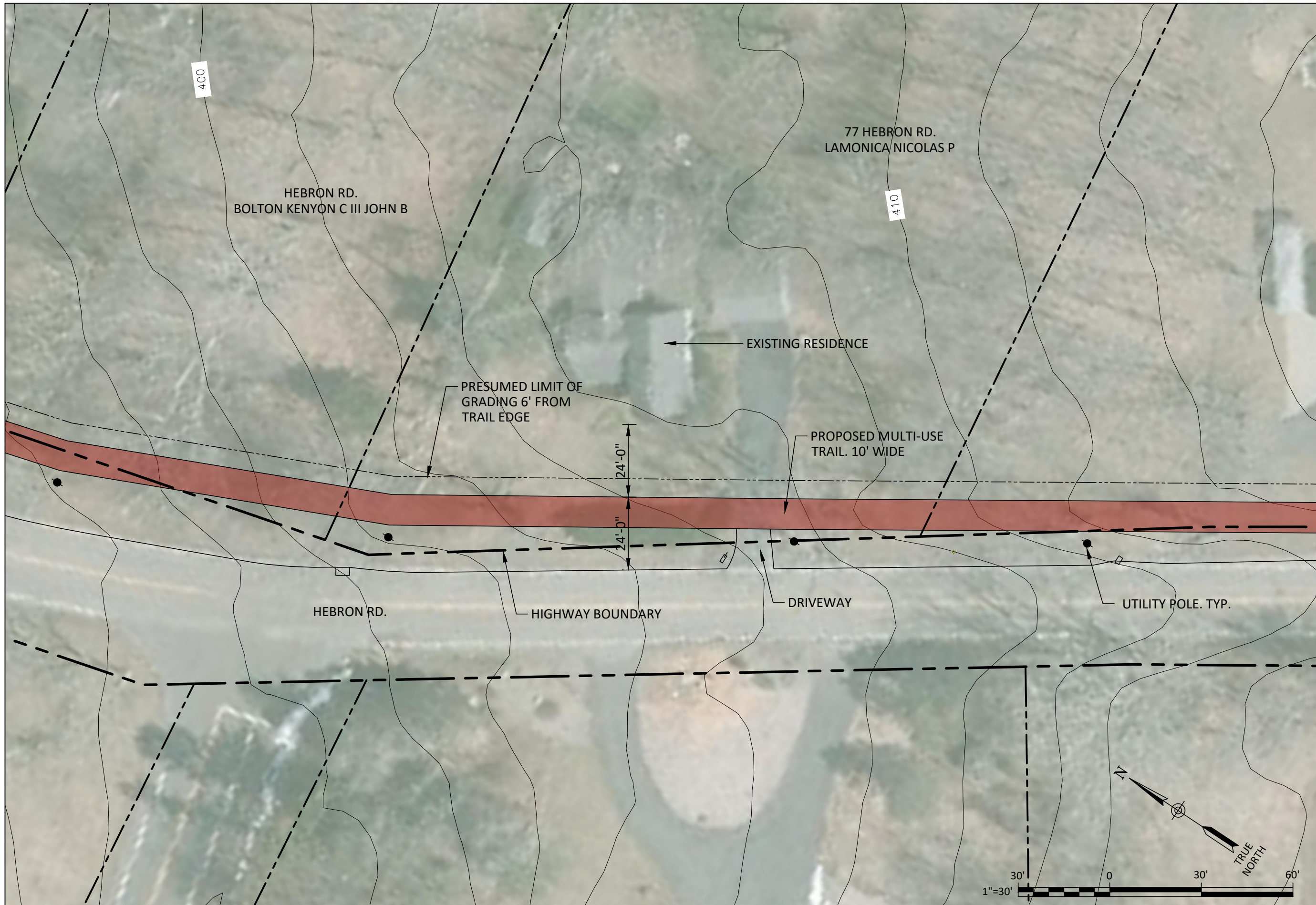
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Project Number  
3741.001.001





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TOWN OF ANDOVER CT  
MULTI-USE TRAIL

TRAIL LAYOUT - OPTION B  
77 HEBRON RD

TOWN/VILLAGE

COUNTY, NEW YORK

**Barton  
&Loguidice**

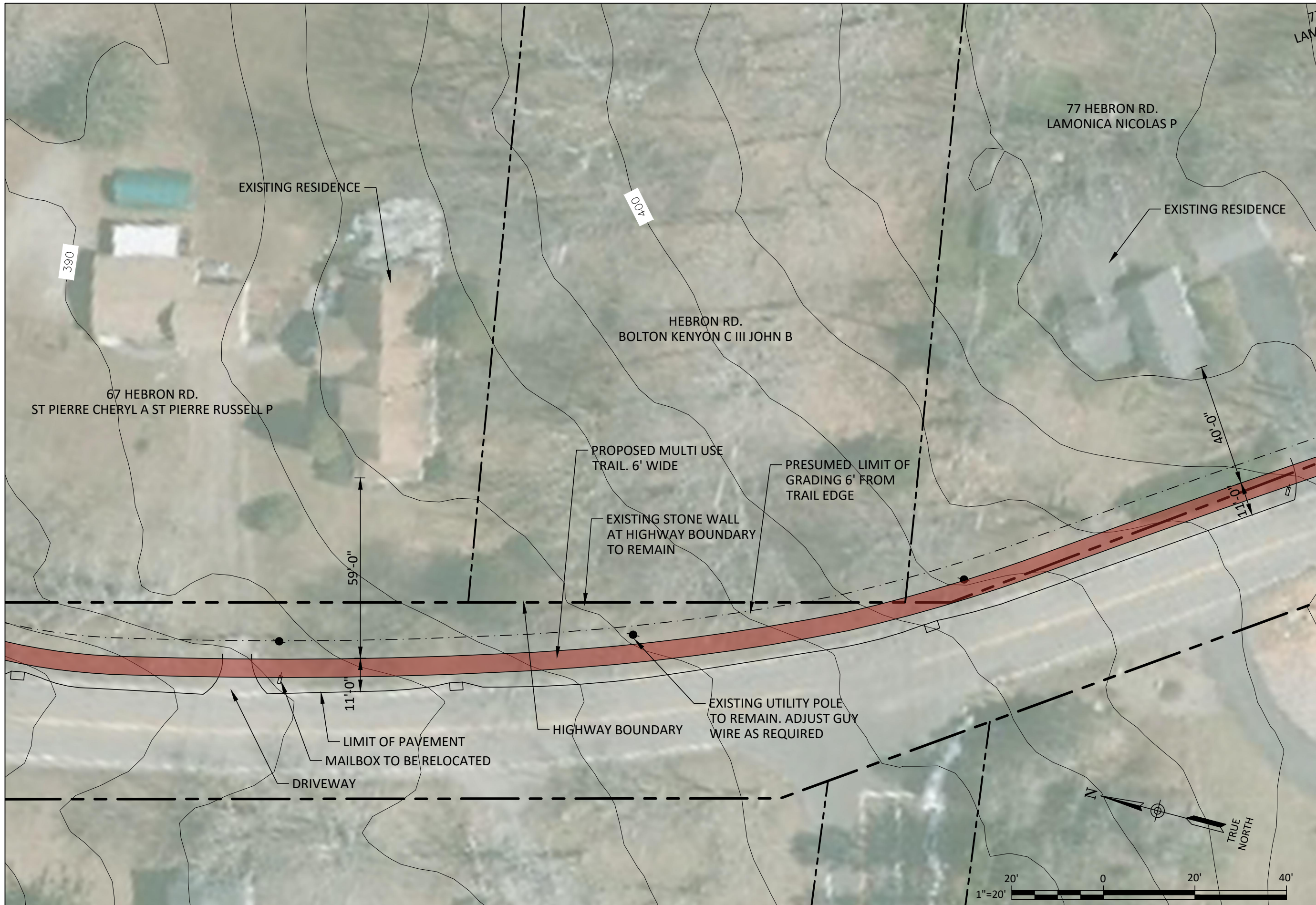
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**3B**

Project Number  
**3741.001.001**

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TOWN OF ANDOVER CT  
MULTI-USE TRAIL  
TRAIL LAYOUT  
HEBRON RD

COUNTY, NEW YORK

TOWN/VILLAGE



Date  
JANUARY, 2024

Scale  
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Figure Number  
4

Project Number  
3741.001.001

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TOWN OF ANDOVER CT  
MULTI-USE TRAIL

### TRAIL LAYOUT 67 HEBRON RD

TOLLAND COUNTY, CT

TOWN OF ANDOVER



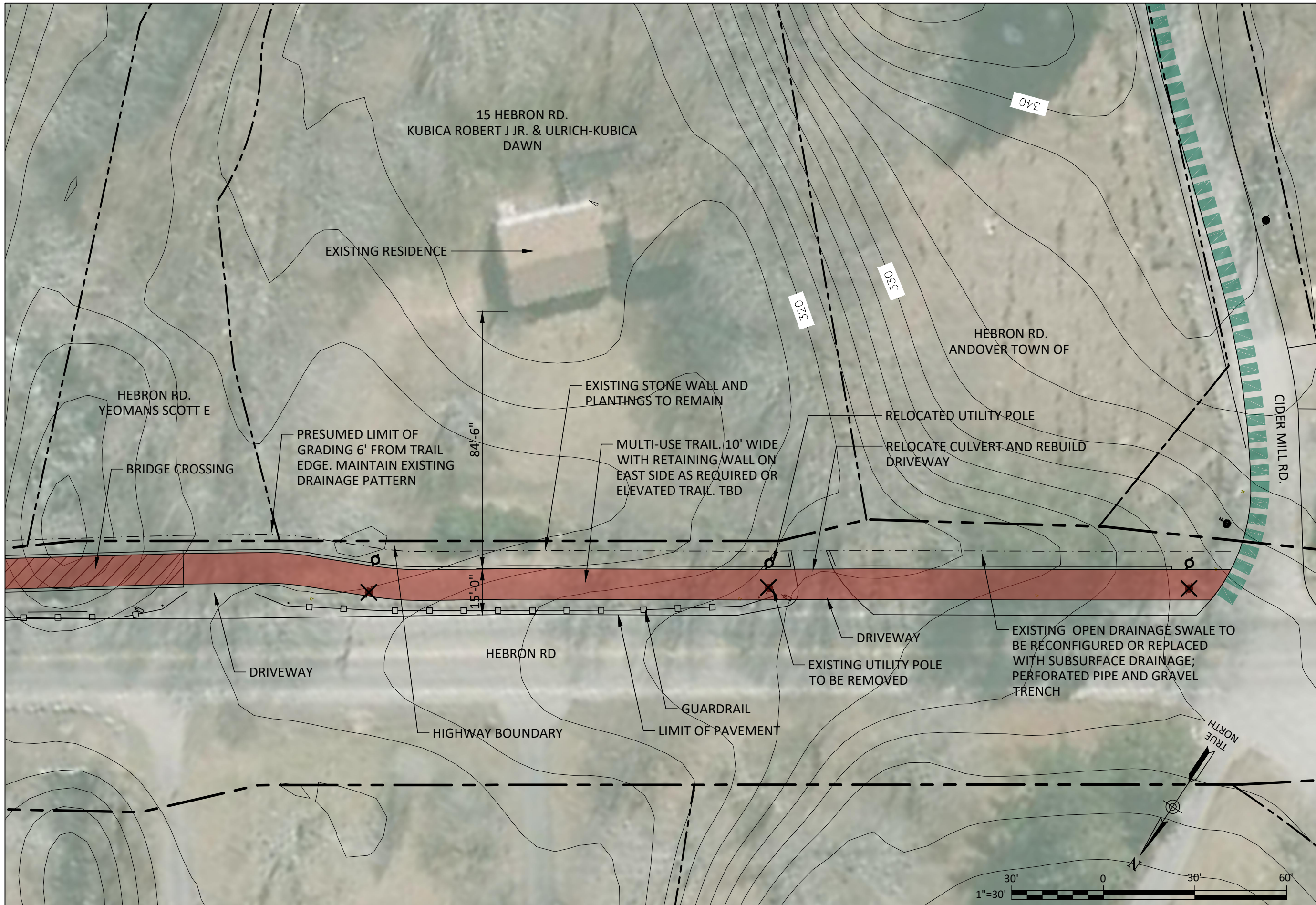
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JANUARY, 2024

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Figure Number  
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Project Number  
**3741.001.001**

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TOWN OF ANDOVER CT  
MULTI-USE TRAIL

### TRAIL LAYOUT 15 HEBRON RD.

TOLLAND COUNTY, CT

TOWN OF ANDOVER



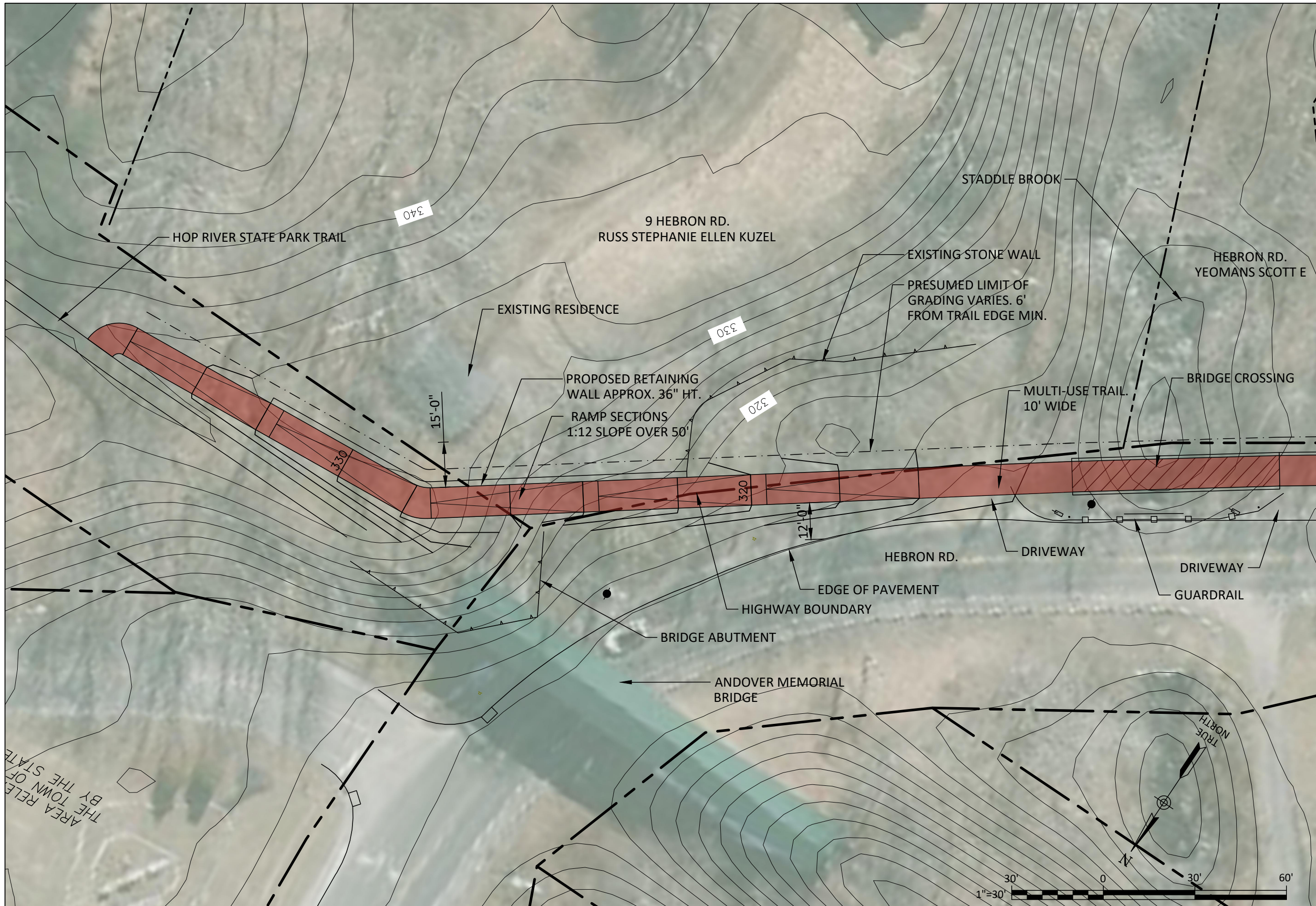
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Figure Number  
6

Project Number  
3741.001.001

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TOWN OF ANDOVER CT  
MULTI-USE TRAIL  
TRAIL LAYOUT  
9 HEBRON RD.



Date  
JANUARY, 2024

Scale  
AS SHOWN

Figure Number  
7

Project Number  
3741.001.001

TOLLAND COUNTY, CT

TOWN OF ANDOVER

**Proposed change to the Tax Abatement Program  
For the Andover Volunteer Fire Department Inc.**

This ordinance will be effective for the 2025-2026 tax year and will supersede the similar ordinance passed May 15, 2001, revised September 2, 2005.

**Purpose:**

The Town of Andover in recognition of the benefits provided to the community by the dedicated residents of the Town of Andover who volunteer their time and service as firefighters, emergency medical technicians, and ambulance drivers, hereby establishes pursuant to CGS Sec. 12-81w, a tax abatement program as an incentive in recruiting and retaining such volunteers.

**Scope:**

All firefighters, emergency medical technicians and ambulance drivers who are volunteer members of the Andover Volunteer Fire Department Inc. who own real or personal property within the Town of Andover and who meet the criteria established below are eligible to participate in the tax abatement program. The Town of Andover is also authorized to enter into interlocal agreements for the purposes of providing property tax relief to such volunteers who live in another municipality but volunteer or volunteered their services to the Andover Volunteer Fire Department Inc.

**Definitions:**

1. A firefighter, emergency medical technician, or ambulance driver shall be a regular, active volunteer member of the Andover Fire Department Inc. who provides at least one of the aforementioned services for the Fire Department.
2. Emergency incidents are events that the Fire Department responds to with emergency services, and for which all members of the Department receive notification. ~~No credit will be awarded for non-emergency events e.g. drills or meetings.~~
3. ~~Mandatory training sessions are scheduled events that the Fire Department holds to hone the skills of its active members, where attendance is required to maintain active member status.~~
4. Firefighter 1 certification is defined as certification to the Firefighter 1 level by the State of Connecticut Commission on Fire Prevention and Control or equivalent based on NFPA Standard 1001. Emergency Medical Technician certification is defined as certification to the Emergency Medical Technician-Basic (EMT-B) level by the Connecticut Office of Emergency Medical Services.
5. A year of service shall be defined as the 12 month period commencing from the ~~January-March 1<sup>st</sup>~~ immediately following the date that the Firefighter or Emergency Medical Technician became a volunteer member of the Fire Department. ~~or the 12 month period from the anniversary date thereof.~~

6. Property shall be defined as the real estate, motor vehicle taxes and personal property taxes for the property in the Town of Andover that is owned by the member either individually, jointly, or as a tenant in common.

### **Eligibility:**

In order to be eligible for this program a member must be an ~~regular~~ active member of the Fire Department. An ~~regular~~ active member shall attend at least 15% of the Department's emergency incidents **and Mandatory Training**. If any member does not meet his/her 15% of calls **and training**, he/she will not be eligible for the tax abatement for that year, nor will he/she receive credit for an active year of service. However he/she will not lose any years already earned should he/she become active again. Any member with 25 years of active service and who has been recognized as a Life Member in the organization shall continue to receive an abatement of **\$2,000** annually for as long as he/she continues to reside and own property in the Town of Andover.

### **Notice of Eligibility:**

No later than January **15<sup>th</sup>** of each year the Chief of the Department shall provide to the Board of Selectmen and the Tax Collector a written list of the Fire Department's members who are eligible for the tax abatement program for the taxes due July 1 of that year. This list shall contain the home address of each eligible member, the eligible member's years of service as of **January 1<sup>st</sup>** of that year and shall specify the maximum abatement, as set forth below, for which the member is eligible.

### **Abatements:**

Abatements shall be granted to eligible members as follows.

1. Members who have met the eligibility requirements set forth above, but who have less than five (5) years of active service and are not certified as a Firefighter 1 or an Emergency Medical Technician, shall be eligible for a tax abatement of **\$500**.
2. Members who have met the eligibility requirements set forth above, but who have less than five (5) years of active service and are certified as a Firefighter 1 or an Emergency Medical Technician, shall be eligible for a tax abatement of **\$1,000**.
3. Members who have met the eligibility requirements set forth above, but who have at least five (5) years of active service, but less than seven (7) years of active service and are not certified as a Firefighter 1 or an Emergency Medical Technician, shall be eligible for a tax abatement of **\$1,000**.
4. Members who have met the eligibility requirements set forth above, and who have at least five (5) years of active service, but less than seven (7) years of active service and are certified as a Firefighter 1 or an Emergency Medical Technician, shall be eligible for a tax abatement of **\$1,500**.
5. Members who have met the eligibility requirements set forth above, and who have at least seven (7) years of active service, but less than ten (10) years of active service and are not certified as a Firefighter 1 or an Emergency Medical Technician, shall be eligible for a tax abatement of **\$1,500**.



6. Members who have met the eligibility requirements set forth above, and who have at least seven (7) years of active service, but less than ten (10) years of active service and are certified as a Firefighter 1 or an Emergency Medical Technician, shall be eligible for a tax abatement of **\$2,000**.
7. Members who have met the eligibility requirements set forth above, and who have at least ten (10) years of active service shall be eligible for a tax abatement of **\$2,000**.
8. The tax abatement will only be applied towards personal property or real estate taxes, not business property taxes.
9. Any unused portion of the abatement shall not be carried over into subsequent years, but may be applied to real property owned by qualified member's spouse if both reside in said property.
10. The tax abatement shall be credited toward the eligible member's tax liability at the beginning of each Fiscal Year.
11. No eligible member shall receive any abatement if any tax in that member's name is delinquent as of July 1.

**Abatement Schedule**

<b>Active Years</b>	<b>Base Amount</b>	<b>Certified EMT-B and/or FF1</b>
Under 1	\$0	\$0
1	\$500	\$1,000
2	\$500	\$1,000
3	\$500	\$1,000
4	\$500	\$1,000
5	\$1,000	\$1,500
6	\$1,000	\$1,500
7	\$1,500	\$2,000
8	\$1,500	\$2,000
9	\$1,500	\$2,000
10+	\$2,000	\$2,000

History

Passed at Annual Budget Meeting vote May 8, 2001

Passed by Referendum vote May 15, 2001

Ordinance to become effective 21 days after publication

Sections 9 & 11 Revised Selectmen's Meeting August 3, 2005

Published September 2, 2005 in the Journal Inquirer

**Total Abatement by Year**

<b>2009</b>	<b>\$22,750</b>
<b>2010</b>	<b>\$22,250</b>
<b>2011</b>	
<b>2012</b>	<b>\$19,750</b>
<b>2013</b>	
<b>2014</b>	<b>\$23,750</b>
<b>2015</b>	<b>\$24,000</b>
<b>2016</b>	
<b>2017</b>	<b>\$19,500</b>
<b>2018</b>	<b>\$20,000</b>
<b>2019</b>	
<b>2020</b>	<b>\$19,500</b>
<b>2021</b>	<b>\$19,500</b>
<b>2022</b>	
<b>2023</b>	<b>\$18,500</b>
<b>2024</b>	<b>\$17,500</b>

AVFD currently has one member who would qualify for a tax abatement, but lives in another town.

State Statute updated in 2022 boosting the maximum allowed amount from \$1,000 to \$2,000

To the Town of Andover,

The Bureau of Highway's Office of Maintenance District 1 recently became aware of a potentially serious issue relative to the Staddle Brook culvert under Route 603 (Boston Hill Road) between MP 3.35 and MP 3.37 in the Town of Andover. The culverts convey Staddle Brook at mile point 3.36, approximately 940 feet east of Route 316 (Hebron Road).



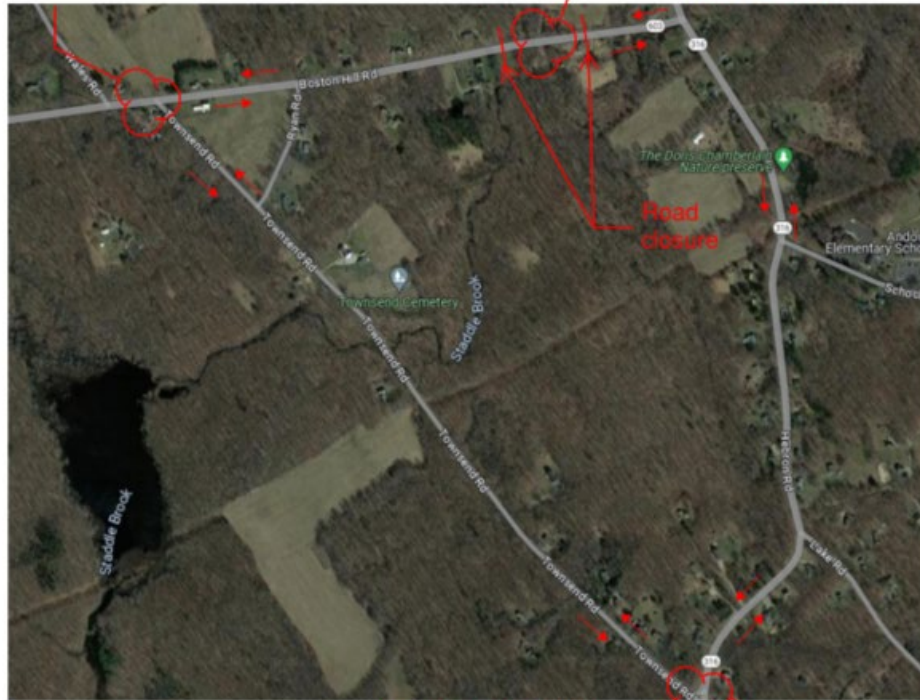
**Purpose and need for Maintenance:**

The purpose and need of this maintenance are to replace failed sections of twin 48" RCP pipes that convey Staddle Brook (west to east) under Route 603 (Boston Hill Road). This work will require a full closure of Route 603 at Staddle Brook due to the need for heavy equipment placement in the road to effectuate and complete the repair.

A Town approval for detouring traffic onto Townsend Road for a temporary duration of approximately 7 to 10 business days will also need approval. The ADT for Route 603 is 1000 (combined) vehicles per day. Attached is the proposed detour on State and Town Roads.

Detour south onto Townsend Road from  
Route 603 (Boston Hill Road)

Maintenance Project Location  
(Staddle Brook)



Detour north onto Route  
316 (Hebron Road) from  
Townsend Road

If you have any questions relative to this request, please contact Ms. Monique G. Burns (860-258-4504) or Mr. Jason R. Orr District 1 Drainage/ Traffic Engineer's.

Thanks,  
Jason



**Jason R. Orr | Transportation Engineer 3**

Connecticut Department of Transportation | Bureau of Highway Operations  
Special Services, District 1 - Traffic Engineer  
1107 Cromwell Avenue | Rocky Hill, CT 06067  
📞 Office: 860.258.4505, 📱 Cell: 860.478.7469, ✉️ [Jason.Orr@ct.gov](mailto:Jason.Orr@ct.gov)

**Town of Andover**  
**Board of Selectmen**  
Special Meeting Minutes  
Wednesday, January 17<sup>th</sup>, 2024 – 7:00pm  
Location: virtual Zoom meeting

Members Present: First Selectman Jeff Maguire, Jeff Murray, Scott Person, Paula King, Anne Cremè  
Town Administrator: Eric Anderson  
Town Attorney: Dennis O’Brien  
Economic Development Commission: Elaine Buchardt  
Board of Finance: Joanne Hebert  
Library Board: Dianne Grenier  
Community Garden: Jeff Ballard, Grace Gostanian  
Public Present: Bill Penn, John Hankins (Joshua’s Trust), Linda Fish, Tom Fabian

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

**2. Public Speak –**

Dianne Grenier – applauded Eric Anderson and Paula King for progress video on Community Center and Public Works ride-along, reminder regarding stump removal at Townsend Cemetery, add Veteran’s Ceremony to Town calendar  
Linda Fish – none  
Tom Fabian – none, will comment during Joshua’s Trust discussion  
Elaine Buchardt – Community Voice Channel/Public Access funding is being cut, will be reaching out for letters of support to send to Legislature  
Joanne Hebert - none

**3. Treasurer’s Report**

**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**

Report in packet – no specific questions from Board. Jeff Maguire reviewed recent positive articles published in Rivereast.

**4. Board and Commission Presentations**

- a. Garden Club Budget Request (continued on next page)**

Jeff Ballard sent information to Board (in packet) – fencing needed around garden due to animals getting into garden. Requesting \$2400 for fence project and \$3,675 in total funding (including signage, roof, gutters, and other supplies). Additionally looking for funding in current budget year – look to install fence in the Spring. Will revisit current budget year request next month due to Community Center construction.

**5. Appointments** – none

**6. Resignations** – Kelly Wood, BOF – vacancy advertised

**7. Town Administrator’s Report** - no written report in packet, Eric Anderson provided verbal update. Budget to be in Board’s hands by 1/23/2024 – prepare list of items for budget workshop and look to set dates for workshops. STIF account earned \$15,000~ in interest. Meeting with engineer for Bunker Hill Bridge project – look to put out RFP for bridge inspection services. Update on Community Center construction. Working towards LOTCIP deadline for Route 316 Connectivity project – meeting with DOT for their comments, some resident concerns. Met with John Hankins (Joshua’s Trust) and Jay Tuttle (DPW) regarding parking lot construction on property and the Town’s level of involvement. Discussion on recent rainfall events, no significant damage from rain or tree damage – some flooding to ball fields and some trees on trails.

**8. Old Business Discuss and act upon the following:**

**a. Joshua’s Trust Discussion** – Town notified abutters to proposed trail via letter. Received letters from Conservation Commission and residents (in packet) – discussed parking lot install and existing drainage, getting equipment in to remove junk and debris; materials and labor for parking lot could be charged to Joshua’s Trust, brush and trees need to be cleared – review costs and suitable needs of parking area prior to proceeding. Tom Fabian – received memorandum of proposed trail, is opposed to misuse of trails by ATV’s, dirt bikes, and vehicles – how issue can be monitored. Need to ensure all abutting property owners are content before moving forward with project. John Hankins weighed in regarding ATV use and things that can be done to limit access for off-road vehicles including surveillance, speaking with neighbors, following tracks. Bill Penn will be Steward for property, is also on Joshua’s Trust Board and can help mitigate any issues on the property that may arise. Tom Fabian and John Hankins to meet and discuss outstanding concerns – will discuss outcome at next meeting. Board discussed parking lot specifications (number of spots, fencing to limit access, related costs)

**b. Community Center construction update**

**1. Discuss potential uses of basement level**

**2. Approve construction change order**

Eric Anderson provided update – construction going well. Items on hold include design for fire alarm system, stake out of septic system – revisions on contract change request.

Scott Person MOTIONED for Eric Anderson to sign the construction change order request for the Community Center build. Anne Cremè SECONDED. MOTION CARRIED 5:0:0

**c. Signs at Veterans Memorial field**

**1. Zoning approval granted max sign 32 sf**

Planning and Zoning Commission approved for ballfield banners at 32 square feet – look into using advertising to fund recreation programs – plan will come back to Board for approval – set parameters for what is acceptable

**d. Dog signs and pet waste containers**

Discussion of additional signage for no dogs (5 signs total) on ballfields and pet waste containers – look into potential ordinance. Scott Person MOTIONED to have 2 additional signs for no pets on ballfields and 2 pet waste containers. Paula King SECONDED. Discussion on waste container locations, will discuss with Town’s attorney on potential ordinance execution and fines. MOTION CARRIED 5:0:0

**e. Discussion of Blight and level of involvement** – Attorney Dennis O’Brien updated the Board on the new Hearing Officer – blight hearing on 2/13/2024 for 664 Route 6. Drafted ordinance for fines – will have updated listing of blight cases at next meeting.

**f. Hendee Rd Buddhist road impacts** – Concerns with culvert from weight of parking on road – no permit for religious purposes, Zoning Agent aware of situation. Will send letter regarding compliance and work with Town Attorney on ordinance – keep on agenda until resolution

**g. Further Discussion regarding pet waste and trash at the Athletic Fields** – previously discussed

**h. Lot Line Agreement with King Property** – Reviewed documents in packet with lot size differences, culvert, area along brook – lot line discussion on making correct decision in best interest of the community – need to come up with agreement that is mutual for all land owners, push out to next month’s meeting. Jeff Maguire will meet with Mr. King. Dennis O’Brien weighed in on situation and experience he has seen in the past – need to be in agreement of information before going to Town meeting.

**i. Stiff Account Update** – previously discussed

**j. AVFD Tree Removal** – Scott Person spoke with Fire Department, no motion made to remove tree

**k. Budget**

**1. Priorities**

**2. Current documents**

**3. Determine Budget schedule for Feb and early March**

Budget needs to be approved by February 29<sup>th</sup>, 2024. Discussion on budget workshop dates.

Jeff Maguire MOTIONED to schedule the Board of Selectmen Budget Workshop Meetings for Monday, January 22<sup>nd</sup>, 2024, Monday, January 29<sup>th</sup>, 2024, Monday, February 5<sup>th</sup>, 2024, Wednesday, February 21<sup>st</sup>, 2024, and Monday, February 16<sup>th</sup>, 2024 – to be held virtually at 7:00pm. Paula King SECONDED. MOTION CARRIED 5:0:0 Eric Anderson will put together documents for meeting(s).

**9. New Business Discuss and act upon the following:**

**a. Vote on Meeting Schedule for 2024** – Jeff Maguire MOTIONED to set and submit the following regular meeting schedule to the Town Clerk: February 13<sup>th</sup>, 2024, March 11<sup>th</sup>, 2024, April 8<sup>th</sup>, 2024, May 13<sup>th</sup>, 2024, June 10<sup>th</sup>, 2024, July 8<sup>th</sup>, 2024, August 12<sup>th</sup>, 2024, September 9<sup>th</sup>, 2024, October 7<sup>th</sup>, 2024, November 12<sup>th</sup>, 2024, and December 9<sup>th</sup>, 2024. Paula King SECONDED. MOTION CARRIED 5:0:0

**b. Discuss Addition of a stop sign on shadblow/ dogwood/ woodfern intersection** – Requested by Anne Cremè and other residents in neighborhood – no stop sign at “T” intersection. Reviewed mapping of area. Anne Cremè MOTIONED to move the stop sign from Wood Fern Way to Shadblow. Paula King SECONDED. Discussion on sign location. Anne Cremè AMENDED her motion to additionally move the street sign to the left into better view for motorists, and add a new sign on Shadblow for the stop ahead. Paula King SECONDED. MOTION CARRIED 5:0:0

**c. Contract with L and C park consultants** – Scott Person MOTIONED to allow Eric Anderson to sign the contract with L and C Park Consultants. Paula King SECONDED. MOTION CARRIED 5:0:0

- d. Contracts for Municipal complex upgrades**
  - a. RFP update for fire dept HVAC upgrade**
  - b. RFP update for town hall HVAC upgrade**
  - c. Propane tank install, conduit for propane and future generator**
  - d. Town Hall electrical upgrades**

Eric Anderson reviewed each project listed – AVFD HVAC upgrade is a standalone project, future FEMA grant will be submitted towards new generator. Discussion on Public Works involvement in project, materials and labor – Lenco Electric provided quote, look to approve quote instead of RFP. Jeff Murray, Mark Williams, and Eric Anderson met to discuss hardware needed and place order.

Jeff Maguire MOTIONED to approve Lenco Electric’s quote for the emergency repair required for the electrical work related to the HVAC upgrade at the Town Hall offices. Scott Person SECONDED. MOTION CARRIED 5:0:0 Eric Anderson will take information to the Board of Finance to review modification of the Town’s purchasing policy.

## **10. Approval of Meeting Minutes**

- a. December 9th, 2023 Special Meeting Minutes**
- b. December 11th, 2023 Regular Meeting Minutes**

Paula King MOTIONED to approve the December 9<sup>th</sup>, 2023 Special Meeting minutes and the December 11<sup>th</sup>, 2023 Regular Meeting minutes.

Paula King AMENDED her motion to approve the December 9<sup>th</sup>, 2023 Special Meeting minutes. Jeff Murray SECONDED. MOTION CARRIED 3:0:2 with Scott Person and Jeff Maguire abstaining.

Paula King MOTIONED to approve the December 11<sup>th</sup>, 2023 Regular Meeting minutes. Jeff Murray SECONDED. MOTION CARRIED 5:0:0

## **11. Tax Collector’s Report** - in packet; Jeff Maguire to sign previous month’s tax refund request

## **12. Department Reports** - 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**



**13. Correspondence - none**

**14. Public Speak –**

Dianne Grenier – spoke in support of Community Voice Channel, Community Garden funding, applauded Board and Eric Anderson for their hard work

Joanne Hebert – commented regarding LOTCIP grant; project is a large undertaking and would like some additional information on project – spoke with other Town residents regarding push for trails

**15. Adjournment –** Jeff Murray MOTIONED to adjourn the meeting at 10:26pm. Paula King SECONDED. MOTION CARRIED 5:0:0

**Town of Andover  
Board of Selectmen**

Special Meeting – Budget Workshop Minutes  
Monday, January 22<sup>nd</sup>, 2024 – 7:00pm  
Location: virtual Zoom meeting

Members Present: First Selectman Jeff Maguire, Jeff Murray, Paula King, Scott Person, Anne Cremè  
Town Administrator: Eric Anderson  
Board of Finance: Joanne Hebert  
Public Present: none

**1. Call to Order/Pledge of Allegiance** - Jeff Maguire called the meeting to order at 7:04pm. The Pledge was recited

**2. Public Speak** -none

**3. Budget Workshop for Fiscal Year 2024-2025 Proposed Town Budget**  
**a. Spending Priorities**

Eric Anderson shared screen with provided information to the Board including a list of budget priorities broken down into functional areas, major cost drivers to the Town (personnel costs, healthcare, FICA), and major goals for the 2024-2025 year. Discussion on affordable housing development in Town, what areas are available, State compliance, State funding towards study, accessory apartments, and accessibility to transportation areas.

Board ranked budget priorities and discussed each focus area:

1. Education

- AES Capital Funding – upper parking lot project, plumbing repair in bathrooms in wing of School, older elevator (look to get quote on upgrades), roof leak. Asked BOE for 5–10-year Capital Plan with largest current issues and estimated costs – Eric Anderson will provide list to Board for review

2. Infrastructure (roads/bridges)

- Lake Road and Bausola culver project will require additional funding, roadwork, drainage, TRIP grant, Complete Streets program (10-year plan) – discussed traffic light/pathway @ Hendee Road to Rail Trail. Scott Person MOTIONED to keep the Traffic Light & Pathway @ Hendee Road to the Rail Trail as a future priority. Anne Cremè SECONDED. Discussion – on how to work with State to complete this project, review traffic data for Long Hill Road and Hendee Road. Scott Person RECINDED his motion.

3. Senior Services/Transportation, Recreation & Health

- Senior/Community Center Director position, full vs part-time, job responsibilities (Senior Transportation, Senior Lunches, recreation programs, AHM, rentals/special events, use of center, communications, directing advisory boards)
- Community Center hours, staff to man center, scheduling, event rentals (security deposit, set up and clean up), custodial line increase for cleaning fees for events in building
- Review Senior Transportation costs and trip usage
- Review full cost breakout for Senior/Community Center
- Town to put funding towards Veteran’s Memorial Field amenities
- Look to eventually replace mini-van for Senior Transportation

4. Capital Improvements

- Wall repair at Public Works building – look to make more energy efficient

5. Town Operations, Safety, and Protective Services

- Health insurance cost increase, reviewing reports/summary sheet of program
- Animal Control Officer program will require additional funding when switch is made to 3-Town program
- AFD purchasing new truck and ambulance

- Continue tree removal
- Work on FEMA grant for back-up generator
- Community Center staff, Administrative Assistant role, look to implement project manager role – ideal responsibilities, project ideas, employee vs contractor, qualifications, and experience

#### 6. Housing & Land Use

- Work with Town Planner on affordable housing compliance, location options, access for transportation

#### 7. Sustainability

- Explore materials handling at Transfer Station, could potentially offset operation costs
- Motion sensor lighting to reduce costs, switching to ductless HVAC system – changing fuel source

Eric Anderson to provide working copy of budget for next workshop meeting – outstanding items include grand list, RHAM budget, AES budget. Discussed RHAM Levy – student enrollment drives cost. Look to set priorities for next meeting – review DPW and include Jay Tuttle.

**4. Adjournment** – Jeff Murray MOTIONED to adjourn the meeting at 9:07pm. Paula King SECONDED. MOTION CARRIED 5:0:0

**Town of Andover**  
**Board of Selectmen**  
Special Meeting Budget Workshop  
Monday, January 29<sup>th</sup>, 2024 – 7:00pm  
Location: virtual Zoom meeting

Members Present: First Selectman Jeff Maguire, Jeff Murray, Scott Person, Paula King, Anne Cremè  
Town Administrator: Eric Anderson  
Public Works: Jay Tuttle (Supervisor)  
Board of Finance: Joanne Hebert  
Public Present: none

**1. Call to Order/Pledge of Allegiance** – Jeff Maguire called the meeting to order at 7:01pm. The Pledge was recited.

**2. Public Speak** – none

**3. Budget Workshop for Fiscal Year 2024-2025 Proposed Town Budget**

**a. Spending Priorities**

Eric Anderson shared his screen with the mill rate calculation, reviewed \$600,000 expenditure increase, revenue increase of \$175,000~, potential fund balance use of \$100,000~, and abatements for Andover Volunteer Fire Department and the Hop River Homes.

Jay Tuttle shared screen with operating budget for Public Works. Crew salaries are contractual – Supervisor salary set by Board; total increase around \$16,000. Variable items include overtime, temporary help. Reviewed budget increase requests: Tire Maintenance (3 trucks and chipper needing new tires), tire repairs during the course of the year. Shop Supplies, Sweeper Supplies, Uniforms. Hope that as fleet of vehicles becomes newer, the cost of maintenance will decrease. Miscellaneous Labor increase request (equipment rental, additional crew, signage. Traffic Control: need to address signage in Town – applied for State grant for additional funding. Radio/Communication increase: busses now on RHAM frequency – look into State system for Public Works. Fuel: increase, added additional 1,000 gallons in contract. Overall increase request from 2023-2024 budget year is \$27,884.28. Major drivers include salaries, fuel, tires.

Fueling system software is outdated, no longer supported, and can no longer receive updates - \$12,000~ for new system. Would go through CIP process – look to pay from Public Works Equipment Fund. Discussed fuel usage between Public Works, AES, RHAM, AFD, and Senior Transportation – look to amortize cost for software upgrade into billable gallons to entities using fuel. Reviewed current software issues, tank monitoring and reporting. Jeff Murray to meet with Jay Tuttle to look at existing system and review options.

Discussed Snow Removal budget – salaries remain contractual, look to add 5% increase to salt purchase from previous year, sanding equipment, meals budget line increased to \$850 (contractual). Salt contract signed for 800 ton – obligated to buy half of amount stated in contract. Public Works Building/Garage – increase in physicals cost for crew, working on electrical upgrades, electricity cost decrease to \$5400~.

Identify line items that are currently over or under budget – Eric Anderson added notes in overall budget on line items and updated contract costs for Fire Protection Services and annual alarm monitoring. Tree removal line item to remain the same – addressing tree work on Cider Mill Road and replacing wooden guardrails.

Capital Equipment purchasing: 2024 Freightliner plow truck \$58,881~, 2004 20-ton trailer (replace deck and springs) purchase for \$10,000, new snowblower, new jumping jack compactor to replace 23-year-old compactor. Large purchase request – 2024 John Deere 4x4 Roadside Mower – discussed how purchase would be financed, how does machine fit into Capital Equipment Plan – could try to sell current machine to offset cost, current machine is 23-years-old, parts are starting to become worn out and harder to find. Look to come up with 10-year Capital Plan.

Capital Roads – Jay Tuttle shared screen with breakout of budget. Town Aid Road Funding and Town funding to Road Improvement Fund = \$600,000 ask. Break out of projects to accomplish throughout the year – reviewed balances in funds from reconciling Town Aid Road account discrepancy. Projects include paving, chip sealing, drainage, traffic control, guardrails, striping, and signage. Generate a listing of roads with expectations of projects and corresponding dates for work. If TRIP grant is awarded can begin drainage work – need to reconfigure intersection of Hendee and Long Hill Road.

Discussed contractor(s) used for chip sealing project, AES upper parking lot reclaim and repave project funding, contract renewal with Street Scan. Reviewed Street Scan usage, reliability, cost and benefit of software. Addressing road treatment (reclaiming, repaving, chip sealing), justifying budget increase to tax payers.

Town Planner to attend regularly scheduled meeting on February 13<sup>th</sup>, 2024 to discuss affordable housing plan and attaining goals for Town.

Next Budget Workshop Topics (Monday, February 5, 2024) – Transfer Station: contract, prices increasing for services, potentially look to increase Transfer Station costs to residents if necessary. Have departments present their budget if they would like to. Review major increases by department – major increases include AES Capital Fund, Public Works Capital Equipment Fund, Bridge & Culvert Fund. Eric Anderson to put together top 10 expenditure increases, current expenditures versus prior year budget and YTD spending for current year for next workshop.

Joanne Hebert – also commented regarding disappointment in chip seal contractor

**4. Adjournment** – Paula King MOTIONED to adjourn the meeting at 9:53pm. Scott Person SECONDED. MOTION CARRIED 5:0:0

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

	Jul '23 - Jan 24	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4100 - PROPERTY TAX REVENUE</b>			
000-101 - 41101 Current Year Taxes	7,807,036.85	9,943,528.00	-2,136,491.15
000-108 - 41105 Prior Taxes	30,165.76	155,000.00	-124,834.24
000-110 - 41104 Supp MV	12,095.35	0.00	12,095.35
000-109 - 41106 NSF/DMV/Fees	2,108.22	0.00	2,108.22
000-104 - 41901 Liens Taxes	0.00	5,200.00	-5,200.00
000-103 - 41901 Interest Taxes	16,457.84	61,000.00	-44,542.16
000-239 - 43900 Telecom Personal Prop Tax	0.00	5,000.00	-5,000.00
<b>Total 4100 - PROPERTY TAX REVENUE</b>	<b>7,867,864.02</b>	<b>10,169,728.00</b>	<b>-2,301,863.98</b>
<b>4300 - INTERGOVERNMENTAL REVENUES</b>			
000-211 - 43300 Veteran's Tax Relief	750.96	0.00	750.96
000-222 - 43300 Municipal grants in aid	0.00	2,620.00	-2,620.00
000-223 - 43800 Mash-Pequot Funds	2,226.66	6,680.00	-4,453.34
000-226 - 43500 State Miscellaneous	10,770.00	6,000.00	4,770.00
000-227 - 43500 Municipal Stabilization	43,820.00	43,820.00	0.00
000-235 - Neglected Cemetery Grant	0.00	5,000.00	-5,000.00
000-238 - 43300 Disabled Programs	454.96	400.00	54.96
000-209 - 43600 - PILOT State Property	11,642.25	10,830.00	812.25
100-227 - 43800 MRSA Revenue Sharing	79,678.66	0.00	79,678.66
900-219 - 43800 ECS Funds	1,002,392.00	2,004,782.00	-1,002,390.00
<b>Total 4300 - INTERGOVERNMENTAL REVENUES</b>	<b>1,151,735.49</b>	<b>2,080,132.00</b>	<b>-928,396.51</b>
<b>4400 - CHARGES FOR SERVICES</b>			
000-801 - 44867 Miscellaneous Revenue	4,533.90	3,000.00	1,533.90
000-803 - 44867 Rentals	5,000.00	10,000.00	-5,000.00
100-401 - 44204 Fire Burn Permits	30.00	0.00	30.00
100-407 - 44102 Clerk Fees	28,458.04	55,000.00	-26,541.96
700-413 - 44403 Transfer Station	18,360.00	44,200.00	-25,840.00
700-415 - 44403 Waste Redemption	1,222.07	1,000.00	222.07
800-405 - 44705 Building & Land Use Fees	34,684.28	68,000.00	-33,315.72
<b>Total 4400 - CHARGES FOR SERVICES</b>	<b>92,288.29</b>	<b>181,200.00</b>	<b>-88,911.71</b>
<b>4600 - INVESTMENT INTEREST</b>			
000-303 - 46101 Interest	64,946.43	3,000.00	61,946.43
<b>Total 4600 - INVESTMENT INTEREST</b>	<b>64,946.43</b>	<b>3,000.00</b>	<b>61,946.43</b>
<b>Total Income</b>	<b>9,176,834.23</b>	<b>12,434,060.00</b>	<b>-3,257,225.77</b>
<b>Expense</b>			
<b>4700 - EDUCATION</b>			
901-527 - 58250 RHAM Education	3,036,350.00	4,493,413.00	-1,457,063.00
901-595 - 28900 AES BOE	696,342.65	4,234,796.00	-3,538,453.35
<b>Total 4700 - EDUCATION</b>	<b>3,732,692.65</b>	<b>8,728,209.00</b>	<b>-4,995,516.35</b>
<b>TOWN DEPARTMENTS</b>			
<b>4113 - TOWN ADMINISTRATOR</b>			
102-100 - 51000 Town Administrator	57,014.49	92,925.00	-35,910.51
102-101 - 51000 Admin Assistant	3,120.00	22,650.00	-19,530.00
102-330 - 55990 Conference/Seminar	299.00	300.00	-1.00
102-535 - 55300 Mobile Phone	498.42	854.04	-355.62
102-580 - 55800 Mileage	700.00	1,200.00	-500.00
<b>Total 4113 - TOWN ADMINISTRATOR</b>	<b>61,631.91</b>	<b>117,929.04</b>	<b>-56,297.13</b>
<b>4137 - TREASURER/FINANCIAL</b>			
109-100 - 51000 Treasurer Salary	3,825.00	15,500.00	-11,675.00
109-120 - 51000 Treasurer Clerk Wages	26,170.31	42,900.00	-16,729.69
109-330 - 55990 Conference/Seminar	191.88	500.00	-308.12
109-610 - 56120 Office Supplies	136.83	200.00	-63.17
<b>Total 4137 - TREASURER/FINANCIAL</b>	<b>30,324.02</b>	<b>59,100.00</b>	<b>-28,775.98</b>
<b>4147 - TOWN CLERK</b>			
117-100 - 51000 Town Clerk Salary	33,284.70	55,000.00	-21,715.30
117-101 - 51000 Town Clerk Supplemental	3,109.32	6,000.00	-2,890.68
117-120 - 51000 Asst Town Clerk Salary	10,760.00	27,824.00	-17,064.00
117-330 - 59900 Conference/Seminar	470.00	1,000.00	-530.00
117-335 - 52900 Training	429.00	2,000.00	-1,571.00
117-438 - 54300 Equip Maint	89.99	540.00	-450.01
117-580 - 55800 Mileage	131.00	400.00	-269.00
117-610 - 56120 Office Supplies	791.63	1,400.00	-608.37
117-612 - 53520 Land Records	4,068.68	10,500.00	-6,431.32
117-616 - 55500 Maps Filming & Indexing	0.00	600.00	-600.00
117-810 - 58100 Membership	200.00	520.00	-320.00
117-865 - 55900 Vital Statistics	0.00	300.00	-300.00
117-885 - 55900 Historic Doc. Restoration	538.80	6,500.00	-5,961.20
<b>Total 4147 - TOWN CLERK</b>	<b>53,873.12</b>	<b>112,584.00</b>	<b>-58,710.88</b>
<b>4135 - TAX COLLECTOR</b>			
111-100 - 51000 Tax Collector Salary	31,275.33	48,928.00	-17,652.67
111-330 - 55999 Conference/Seminar	920.00	1,000.00	-80.00
111-438 - 53510 Contract Software Maint	7,408.29	12,950.00	-5,541.71
111-580 - 55800 Mileage	510.08	0.00	510.08
111-610 - 56120 Office Supplies	168.02	500.00	-331.98
111-810 - 58100 Membership	200.00	190.00	10.00
<b>Total 4135 - TAX COLLECTOR</b>	<b>40,481.72</b>	<b>63,568.00</b>	<b>-23,086.28</b>
<b>4131 - ASSESSOR</b>			
113-100 - 51000 Assessor Salary	19,027.87	30,974.00	-11,946.13
113-120 - 51000 Asst Assessor Salary	24,205.18	39,469.00	-15,263.82
113-335 - 52900 Training	259.00	750.00	-491.00
113-438 - 53510 Contract Software Maint	16,991.63	20,669.52	-3,677.89
113-580 - 55800 Mileage	0.00	500.00	-500.00
113-610 - 56120 Office Supplies	253.11	825.00	-571.89
113-612 - 56400 Book/Subscriptions	857.00	775.00	82.00
<b>Total 4131 - ASSESSOR</b>	<b>61,593.79</b>	<b>93,962.52</b>	<b>-32,368.73</b>

**Town of Andover  
Interim Budget vs. Actual  
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	Jul '23 - Jan 24	Budget	\$ Over Budget
<b>4149 - REGISTRARS</b>			
125-100 - 51000 Registrars Salary	6,553.89	12,978.00	-6,424.11
125-120 - 51000 Asst Registrars Salary	0.00	1,085.15	-1,085.15
125-330 - 55990 Conference/Seminar	420.00	1,200.00	-780.00
125-335 - 52900 Training	373.02	3,500.00	-3,126.98
125-580 - 55800 Mileage	18.20	525.00	-506.80
125-610 - 56120 Office Supplies	0.00	315.00	-315.00
<b>Total 4149 - REGISTRARS</b>	<b>7,365.11</b>	<b>19,603.15</b>	<b>-12,238.04</b>
<b>4197 - ELECTIONS</b>			
121-100 - 51000 Election Salaries	3,473.45	17,820.00	-14,346.55
121-335 - 52900 Training	0.00	725.00	-725.00
121-438 - 54300 Equip Maint	750.00	3,000.00	-2,250.00
121-610 - 56010 Supplies	1,946.10	10,000.00	-8,053.90
121-800 - 55800 Misc/Canv	29.95	120.00	-90.05
121-830 - 52900 Meals	188.09	910.00	-721.91
<b>Total 4197 - ELECTIONS</b>	<b>6,387.59</b>	<b>32,575.00</b>	<b>-26,187.41</b>
<b>4211 - BUILDING DEPARTMENT</b>			
807-105 - 51000 Blding Dept - Shared Wage	12,116.16	23,900.00	-11,783.84
807-100 - 51000 Wages IWC	9,509.23	17,030.00	-7,520.77
817-100 - 51000 Zoning Agent Salary	16,818.70	26,181.46	-9,362.76
807-120 - 51000 Bldg Dept Admin Asst	13,550.84	24,249.41	-10,698.57
803-100 - 51000 Town Planner Wages	12,000.00	36,000.00	-24,000.00
807-438 - 54300 Equipment Maint	275.66	1,500.00	-1,224.34
807-580 - 55800 Mileage	600.00	1,200.00	-600.00
807-612 - 56400 Books & Manuals	0.00	500.00	-500.00
807-610 - 56120 Office Supplies	90.00	550.00	-460.00
807-810 - 58100 Membership	2,440.05	0.00	2,440.05
807-890 - 58100 PermitLink Fees	2,310.00	4,500.00	-2,190.00
807-901 - 57300 Equipment	0.00	250.00	-250.00
<b>Total 4211 - BUILDING DEPARTMENT</b>	<b>69,710.64</b>	<b>135,860.87</b>	<b>-66,150.23</b>
<b>4501 - LIBRARY</b>			
001-100 - 51000 Library Payroll	46,559.30	80,521.19	-33,961.89
001-800 - 56420 Library Operations	14,169.50	28,339.00	-14,169.50
<b>Total 4501 - LIBRARY</b>	<b>60,728.80</b>	<b>108,860.19</b>	<b>-48,131.39</b>
<b>4145 - CIVIL PREPAREDNESS</b>			
135-100 - 51000 Civil Preparedness Salary	385.55	771.75	-386.20
135-335 - 52900 Training	0.00	350.00	-350.00
135-435 - 54420 Shared CERT Vehicle	0.00	1,000.00	-1,000.00
135-730 - 56900 Supplies & Equipment	0.00	850.00	-850.00
<b>Total 4145 - CIVIL PREPAREDNESS</b>	<b>385.55</b>	<b>2,971.75</b>	<b>-2,586.20</b>
<b>Total TOWN DEPARTMENTS</b>	<b>392,482.25</b>	<b>747,014.52</b>	<b>-354,532.27</b>
<b>TOWN EXPENSES</b>			
<b>4213 - TOWN OFFICE BUILDING</b>			
129-315 - 53010 Payroll Services	2,738.79	7,000.00	-4,261.21
129-350 - 54410 Water Testing	305.00	500.00	-195.00
129-365 - 54010 Elevator Service Contract	2,384.85	2,350.00	34.85
129-401 - 58100 Elevator Permit	0.00	2,400.00	-2,400.00
129-442 - 53500 Computer Tech Support	5,717.76	11,461.00	-5,743.24
129-432 - 54301 Building Maint	478.01	4,250.00	-3,771.99
129-434 - 54301 Furnace Maintenance	0.00	500.00	-500.00
129-439 - 535100 Software Maint	0.00	9,000.00	-9,000.00
129-443 - 55990 Website Fees	2,206.92	4,731.00	-2,524.08
129-444 - 55510 Copier Rental	1,563.24	2,680.00	-1,116.76
129-490 - 54302 Alarm Monitoring	301.44	500.00	-198.56
129-493 - 53520 Tolland 911 Dispatch	11,656.00	12,665.00	-1,009.00
129-530 - 55300 Telephone	3,033.52	4,920.00	-1,886.48
129-531 - 55301 Postage	2,543.64	7,000.00	-4,456.36
129-533 - 55301 Postage Meter Rental	447.80	600.00	-152.20
129-537 - 55300 Internet Cable	369.00	1,500.00	-1,131.00
129-550 - 55500 Printing	0.00	1,600.00	-1,600.00
129-601 - 56220 Electricity	3,881.84	12,000.00	-8,118.16
129-603 - 56240 Fuel Oil	1,866.54	5,000.00	-3,133.46
129-609 - 57300 Equipment	0.00	750.00	-750.00
129-610 - 56120 Office Supplies	9,208.00	3,500.00	5,708.00
129-652 - 56010 Janitorial Supplies	410.19	2,000.00	-1,589.81
129-735 - 54320 Computer Repair/Service	2,463.00	2,100.00	363.00
<b>Total 4213 - TOWN OFFICE BUILDING</b>	<b>51,575.54</b>	<b>99,007.00</b>	<b>-47,431.46</b>
<b>4199-A - ADVERTISING</b>			
127-540 - 55400 Legal Ads-Advertising	2,189.00	5,500.00	-3,311.00
<b>Total 4199-A - ADVERTISING</b>	<b>2,189.00</b>	<b>5,500.00</b>	<b>-3,311.00</b>
<b>4157 - INSURANCE</b>			
137-500 - 55200 Insurance	90,126.05	113,047.00	-22,920.95
<b>Total 4157 - INSURANCE</b>	<b>90,126.05</b>	<b>113,047.00</b>	<b>-22,920.95</b>
<b>4117 - EMPLOYEE BENEFITS</b>			
141-205 - 52200 SS & Med	44,019.60	84,728.55	-40,708.95
141-210 - 52600 Unemployment Comp	4,686.36	10,000.00	-5,313.64
141-215 - 52100 Health/Dental Ins	110,675.40	165,999.92	-55,324.52
141-223 - 52950 Disability	1,641.22	3,000.00	-1,358.78
141-225 - 52900 Life Insurance	633.40	1,500.00	-866.60
141-230 - 52300 Retirement MERF	38,968.08	131,995.00	-93,026.92
141-280 - 53070 CDL, Physicals, Drug Tes	0.00	750.00	-750.00
141-290 - 52300 Amort MERF	0.00	131.00	-131.00
141-295 - 52010 Admin Fee MERF	3,120.00	3,640.00	-520.00
<b>Total 4117 - EMPLOYEE BENEFITS</b>	<b>203,742.06</b>	<b>401,744.47</b>	<b>-198,002.41</b>
<b>Total TOWN EXPENSES</b>	<b>347,632.65</b>	<b>619,298.47</b>	<b>-271,665.82</b>
<b>FACILITIES</b>			
<b>4213-A - OLD TOWN HALL</b>			
123-432 - 54301 Building Maint	0.00	2,500.00	-2,500.00
123-490 - 54302 Alarm System	50.24	575.00	-524.76
123-601 - 54100 Electricity	446.12	975.00	-528.88
<b>Total 4213-A - OLD TOWN HALL</b>	<b>496.36</b>	<b>4,050.00</b>	<b>-3,553.64</b>

**Town of Andover  
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	Jul '23 - Jan 24	Budget	\$ Over Budget
<b>4301 - TOWN GARAGE</b>			
309-350 - 53070 Medical/Drug Testing	301.00	550.00	-249.00
309-300 - 55990 Conference/Seminar	0.00	700.00	-700.00
309-432 - 54301 Building Maint	16,096.52	17,850.00	-1,753.48
309-434 - 54300 Furnance Maint	0.00	1,050.00	-1,050.00
309-490 - 54302 Alarm System	1,162.50	875.00	287.50
309-537 - 55300 Internet Cable	579.25	1,470.00	-890.75
309-601 - 56220 Electricity	1,974.45	6,750.00	-4,775.55
309-603 - 56240 Fuel Oil	14,946.56	7,500.00	7,446.56
309-610 - 56100 Office Supplies	55.98	200.00	-144.02
309-618 - 56500 Computer Supplies	70.30	350.00	-279.70
<b>Total 4301 - TOWN GARAGE</b>	<b>35,186.56</b>	<b>37,295.00</b>	<b>-2,108.44</b>
<b>4203-A - OLD FIRE HOUSE</b>			
149-601 - 54100 Electricity	329.58	1,000.00	-670.42
<b>Total 4203-A - OLD FIRE HOUSE</b>	<b>329.58</b>	<b>1,000.00</b>	<b>-670.42</b>
<b>Total FACILITIES</b>	<b>36,012.50</b>	<b>42,345.00</b>	<b>-6,332.50</b>
<b>OUTSIDE SERVICES</b>			
<b>4125 - AUDITOR/ACTUARY</b>			
105-320 - 53310 Annual Audit	23,400.00	35,000.00	-11,600.00
105-375 - 53310 Actuarial Services	5,475.00	5,500.00	-25.00
<b>Total 4125 - AUDITOR/ACTUARY</b>	<b>28,875.00</b>	<b>40,500.00</b>	<b>-11,625.00</b>
<b>4139 - TOWN ATTORNEY</b>			
107-310 - 53020 Legal Retainer	5,649.00	14,000.00	-8,351.00
107-312 - 53020 Assess - Legal	0.00	3,000.00	-3,000.00
<b>Total 4139 - TOWN ATTORNEY</b>	<b>5,649.00</b>	<b>17,000.00</b>	<b>-11,351.00</b>
<b>4151 - TOWN ENGINEER</b>			
311-370 - 53300 Consulting Fees-Engineer	2,613.94	10,000.00	-7,386.06
<b>Total 4151 - TOWN ENGINEER</b>	<b>2,613.94</b>	<b>10,000.00</b>	<b>-7,386.06</b>
<b>4161 - PROBATE COURT</b>			
119-800 - 58900 Misc Exp - Probate Court	3,262.00	3,200.00	62.00
<b>Total 4161 - PROBATE COURT</b>	<b>3,262.00</b>	<b>3,200.00</b>	<b>62.00</b>
<b>4177 - CRCOG, CCM, COST</b>			
819-810 - 53010 Cap Region COG/CCM/COST	8,316.00	8,500.00	-184.00
<b>Total 4177 - CRCOG, CCM, COST</b>	<b>8,316.00</b>	<b>8,500.00</b>	<b>-184.00</b>
<b>Total OUTSIDE SERVICES</b>	<b>48,715.94</b>	<b>79,200.00</b>	<b>-30,484.06</b>
<b>PUBLIC WORKS/GROUNDS</b>			
<b>4399 - PUBLIC WORKS</b>			
301-100 - 51000 Public Works Salary	179,056.65	321,305.57	-142,248.92
301-111 - 51520 Temp PW Salary	0.00	2,500.00	-2,500.00
301-112 - 51630 PW OT Salary	11,619.84	12,500.00	-880.16
301-391 - 54302 Fire Ext Testing	1,188.62	650.00	538.62
301-435 - 54301 Vehicle Maint	10,904.23	33,500.00	-22,595.77
301-448 - 51520 Misc Labor/Rental	786.11	1,575.00	-788.89
301-535 - 55300 Mobile Phone	498.42	852.00	-353.58
301-602 - 56260 Diesel	12,653.95	18,425.00	-5,771.05
301-603 - 56260 Gasoline	3,709.37	11,000.00	-7,290.63
301-620 - 56010 Supplies	9,708.70	18,500.00	-8,791.30
301-730 - 57300 Equipment	4,069.13	7,100.00	-3,030.87
301-810 - 58100 Membership	0.00	75.00	-75.00
<b>Total 4399 - PUBLIC WORKS</b>	<b>234,195.02</b>	<b>427,982.57</b>	<b>-193,787.55</b>
<b>4307 - SNOW REMOVAL</b>			
303-130 - 51630 Snow Removal OT	0.00	21,500.00	-21,500.00
303-436 - 54301 Ice Maint Bldg	0.00	550.00	-550.00
303-642 - 56010 Supplies	0.00	3,200.00	-3,200.00
303-643 - 57300 Sanding Equip	0.00	550.00	-550.00
303-644 - 54103 Sand	0.00	2,500.00	-2,500.00
303-646 - 54103 Salt	0.00	66,250.00	-66,250.00
303-830 - 56300 Meals	358.31	700.00	-341.69
<b>Total 4307 - SNOW REMOVAL</b>	<b>358.31</b>	<b>95,250.00</b>	<b>-94,891.69</b>
<b>4317 - TRANSFER STATION</b>			
701-100 - 51000 Transfer Station Wages	14,552.33	24,505.64	-9,953.31
701-438 - 54300 Maintenance	1,269.11	2,500.00	-1,230.89
701-480 - 54101 Hauling Fees	22,323.76	42,746.08	-20,422.32
701-481 - 54101 Bulky Waste	16,469.82	32,620.64	-16,150.82
701-601 - 56220 Electricity	1,185.70	3,100.00	-1,914.30
701-803 - 54420 Compactor Lease	1,639.08	3,328.00	-1,688.92
701-998 - 54421 Tipping Fees	20,615.37	48,368.32	-27,752.95
<b>8401 - RECYCLING</b>			
703-432 - 54421 Hazardous Waste	0.00	3,310.33	-3,310.33
703-484 - 54421 Antifreeze Pickup	0.00	200.00	-200.00
703-485 - 54421 Used Oil Pickup	1,030.40	1,500.00	-469.60
703-488 - 54421 Tire Pickup	2,332.00	2,000.00	332.00
703-807 - 54421 Permits	408.75	970.00	-561.25
<b>Total 8401 - RECYCLING</b>	<b>3,771.15</b>	<b>7,980.33</b>	<b>-4,209.18</b>
<b>Total 4317 - TRANSFER STATION</b>	<b>81,826.32</b>	<b>165,149.01</b>	<b>-83,322.69</b>
<b>4599 - GROUND CARE</b>			
313-420 - 54303 Mowing - Ground Care	15,251.03	25,000.00	-9,748.97
313-422 - 54900 Beautification	505.92	2,510.00	-2,004.08
313-424 - 54900 Old Cemetary Maint	0.00	7,000.00	-7,000.00
<b>Total 4599 - GROUND CARE</b>	<b>15,756.95</b>	<b>34,510.00</b>	<b>-18,753.05</b>
<b>4311 - STREET LIGHTING</b>			
305-410 - 56220 Street Lighting	2,535.92	10,360.00	-7,824.08
<b>Total 4311 - STREET LIGHTING</b>	<b>2,535.92</b>	<b>10,360.00</b>	<b>-7,824.08</b>



**Town of Andover  
Interim Budget vs. Actual  
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	Jul '23 - Jan 24	Budget	\$ Over Budget
4199-B - CUSTODIAN			
147-100 - 51000 Custodian	8,854.30	14,846.00	-5,991.70
<b>Total 4199-B - CUSTODIAN</b>	<b>8,854.30</b>	<b>14,846.00</b>	<b>-5,991.70</b>
<b>Total PUBLIC WORKS/GROUNDS</b>	<b>343,526.82</b>	<b>748,097.58</b>	<b>-404,570.76</b>
<b>PUBLIC SAFETY</b>			
4201 - Resident Trooper			
403-375 - 53530 Contract ST Fee-Law Enfor	0.00	140,000.00	-140,000.00
403-901 - 56100 Office Supplies	0.00	450.00	-450.00
<b>Total 4201 - Resident Trooper</b>	<b>0.00</b>	<b>140,450.00</b>	<b>-140,450.00</b>
4203 - FIRE DEPARTMENT/COMMISSION			
401-800 - 53100 Fire Commission	114,562.50	152,750.00	-38,187.50
<b>Total 4203 - FIRE DEPARTMENT/COMMISSION</b>	<b>114,562.50</b>	<b>152,750.00</b>	<b>-38,187.50</b>
4215 - Animal Control			
151-105 - 51000 NECOG Shared Wages	11,748.75	10,500.00	1,248.75
<b>Total 4215 - Animal Control</b>	<b>11,748.75</b>	<b>10,500.00</b>	<b>1,248.75</b>
4219 - FIRE MARSHAL			
405-100 - 51000 Fire Marshal Salary	4,774.68	8,260.57	-3,485.89
405-110 - 51000 Deputy Salary	635.42	1,302.71	-667.29
405-150 - 51000 Fire Official Comp	0.00	350.00	-350.00
405-355 - 52900 Training	0.00	400.00	-400.00
405-610 - 56120 Office Supplies	187.25	50.00	137.25
405-612 - 56400 Subscriptions	0.00	500.00	-500.00
405-810 - 58100 Dues/Memberships	0.00	175.00	-175.00
405-901 - 57300 Equipment	0.00	1,000.00	-1,000.00
<b>Total 4219 - FIRE MARSHAL</b>	<b>5,597.35</b>	<b>12,038.28</b>	<b>-6,440.93</b>
<b>Total PUBLIC SAFETY</b>	<b>131,908.60</b>	<b>315,738.28</b>	<b>-183,829.68</b>
4423 - PUBLIC WELFARE			
4417 - SENIOR CITIZENS			
145-100 - 51000 Resident Services Coord.	3,482.14	5,776.24	-2,294.10
145-820 - 56300 Senior Lunch	1,451.02	1,080.00	371.02
145-870 - 56900 Programs Senior Citizens	768.81	2,000.00	-1,231.19
145-875 - 56290 Trips - Senior Citizens	1,920.68	4,000.00	-2,079.32
<b>Total 4417 - SENIOR CITIZENS</b>	<b>7,622.65</b>	<b>12,856.24</b>	<b>-5,233.59</b>
4499 - ANDOVER SENIOR TRANSPORTAION			
143-100 - 51000 Drivers/Dispatch Salary	20,032.53	27,500.00	-7,467.47
143-380 - 53070 Comm. Drivers Test-DAR	0.00	1,000.00	-1,000.00
143-435 - 54300 Vehicle Main - Dial a Rid	1,683.07	5,000.00	-3,316.93
143-603 - 56260 Fuel Dial a Ride	3,801.39	6,095.00	-2,293.61
<b>Total 4499 - ANDOVER SENIOR TRANSPORTAION</b>	<b>25,516.99</b>	<b>39,595.00</b>	<b>-14,078.01</b>
4401 - HEALTH OFFICER			
201-999 - 53010 Eastern Highlands Hlth	9,104.75	18,209.00	-9,104.25
<b>Total 4401 - HEALTH OFFICER</b>	<b>9,104.75</b>	<b>18,209.00</b>	<b>-9,104.25</b>
4413 - MENTAL HEALTH			
205-843 - 53010 Amplify Mental Health	440.00	250.00	190.00
<b>Total 4413 - MENTAL HEALTH</b>	<b>440.00</b>	<b>250.00</b>	<b>190.00</b>
4419 - AHM YOUTH SERVICES			
207-844 - 53010 AHM Youth Services	48,501.00	97,002.00	-48,501.00
<b>Total 4419 - AHM YOUTH SERVICES</b>	<b>48,501.00</b>	<b>97,002.00</b>	<b>-48,501.00</b>
<b>Total 4423 - PUBLIC WELFARE</b>	<b>91,185.39</b>	<b>167,912.24</b>	<b>-76,726.85</b>
<b>BOARDS &amp; COMMISSIONS</b>			
4111 - SELECTMEN			
101-100 - 51000 1st. Selectman Salary	0.00	6,000.00	-6,000.00
101-105 - 51000 Selectman Salary	1,800.00	1,800.00	0.00
101-836 - 59010 Veteran's Committee	0.00	500.00	-500.00
<b>Total 4111 - SELECTMEN</b>	<b>1,800.00</b>	<b>8,300.00</b>	<b>-6,500.00</b>
4103 - BOARD OF FINANCE			
103-121 - 51000 BOF Clerk Wages	1,408.75	1,700.00	-291.25
<b>Total 4103 - BOARD OF FINANCE</b>	<b>1,408.75</b>	<b>1,700.00</b>	<b>-291.25</b>
4171 - CONSERVATION COMMISSION			
815-330 - 58100 Membership	0.00	65.00	-65.00
815-609 - 57300 Equipment	0.00	60.00	-60.00
815-810 - 55990 Conferences	0.00	525.00	-525.00
<b>Total 4171 - CONSERVATION COMMISSION</b>	<b>0.00</b>	<b>650.00</b>	<b>-650.00</b>
4155 - BOARD OF ASSESSMENT APPEALS			
115-120 - 51000 BAA Clerk Salary	84.00	400.00	-316.00
115-335 - 52900 Training	150.00	150.00	0.00
<b>Total 4155 - BOARD OF ASSESSMENT APPEALS</b>	<b>234.00</b>	<b>550.00</b>	<b>-316.00</b>
4155-A - ZONING BOARD OF APPEALS			
805-115 - 51000 Board Clerk - ZBA	311.00	500.00	-189.00
<b>Total 4155-A - ZONING BOARD OF APPEALS</b>	<b>311.00</b>	<b>500.00</b>	<b>-189.00</b>
4173 - ECON DEVELOPMENT COMM			
801-800 - 55990 Economic Devel Comm	450.00	1,000.00	-550.00
<b>Total 4173 - ECON DEVELOPMENT COMM</b>	<b>450.00</b>	<b>1,000.00</b>	<b>-550.00</b>
4511 - MEMORIAL DAY COMM			
601-800 - 56900 Memorial Day Misc Exp	0.00	800.00	-800.00
<b>Total 4511 - MEMORIAL DAY COMM</b>	<b>0.00</b>	<b>800.00</b>	<b>-800.00</b>

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

	Jul '23 - Jan 24	Budget	\$ Over Budget
<b>4503 - RECREATION COMMISSION</b>			
603-493 - 54410 Outside Facility Rental	1,677.22	2,630.00	-952.78
603-870 - 55990 Programs	1,825.65	6,000.00	-4,174.35
603-890 - 55990 Community Garden	0.00	1,500.00	-1,500.00
<b>Total 4503 - RECREATION COMMISSION</b>	<b>3,502.87</b>	<b>10,130.00</b>	<b>-6,627.13</b>
<b>4153 - PLANNING &amp; ZONING COMMISSION</b>			
803-105 - 51000 Board Clerk Wages	519.75	3,200.00	-2,680.25
803-310 - 53020 Legal/Professional	4,165.00	6,500.00	-2,335.00
803-335 - 52900 Training	0.00	750.00	-750.00
803-340 - 53500 Mapping	0.00	500.00	-500.00
<b>Total 4153 - PLANNING &amp; ZONING COMMISSION</b>	<b>4,684.75</b>	<b>10,950.00</b>	<b>-6,265.25</b>
<b>4163 - INLAND WETLANDS C OMISSION</b>			
809-115 - 51000 Board Clerk - IWC	611.75	1,450.00	-838.25
809-335 - 52900 Training	65.00	250.00	-185.00
809-610 - 56100 Office Supplies	0.00	200.00	-200.00
809-810 - 58100 Dues/Membership	0.00	65.00	-65.00
<b>Total 4163 - INLAND WETLANDS C OMISSION</b>	<b>676.75</b>	<b>1,965.00</b>	<b>-1,288.25</b>
<b>4159 - HISTORICAL</b>			
153-800 - 53400 Town Historian	0.00	200.00	-200.00
<b>Total 4159 - HISTORICAL</b>	<b>0.00</b>	<b>200.00</b>	<b>-200.00</b>
<b>Total BOARDS &amp; COMMISSIONS</b>	<b>13,068.12</b>	<b>36,745.00</b>	<b>-23,676.88</b>
<b>CAPITAL RELATED</b>			
<b>4900 - CAPITAL</b>			
111-714 - 53520 Revaluation	16,500.00	16,500.00	0.00
<b>Total 4900 - CAPITAL</b>	<b>16,500.00</b>	<b>16,500.00</b>	<b>0.00</b>
<b>9900 - TRANSFERS</b>			
305-899 - 59020 Contingency	4,069.12	50,000.00	-45,930.88
305-908 - 59020 Fire Engine Fund/Tanker	125,000.00	125,000.00	0.00
305-xxx - 59020 PW Equipment Fund	125,000.00	125,000.00	0.00
305-911 - 59020 Road Improve. Fund	410,000.00	410,000.00	0.00
305-912 - 59020 Tree Removal Fund	50,000.00	50,000.00	0.00
305-914 - 59020 Bridge & Culvert Fund	100,000.00	100,000.00	0.00
305-915 - 59020 Bldg Main Fund	108,000.00	108,000.00	0.00
<b>Total 9900 - TRANSFERS</b>	<b>922,069.12</b>	<b>968,000.00</b>	<b>-45,930.88</b>
<b>Total CAPITAL RELATED</b>	<b>938,569.12</b>	<b>984,500.00</b>	<b>-45,930.88</b>
<b>Total Expense</b>	<b>6,075,794.04</b>	<b>12,469,060.09</b>	<b>-6,393,266.05</b>
<b>Net Ordinary Income</b>	<b>3,101,040.19</b>	<b>-35,000.09</b>	<b>3,136,040.28</b>
<b>Other Income/Expense</b>			
Other Expense			
Ask my accountant	-5,119.00	0.00	-5,119.00
<b>Total Other Expense</b>	<b>-5,119.00</b>	<b>0.00</b>	<b>-5,119.00</b>
<b>Net Other Income</b>	<b>5,119.00</b>	<b>0.00</b>	<b>5,119.00</b>
<b>Net Income</b>	<b>3,106,159.19</b>	<b>-35,000.09</b>	<b>3,141,159.28</b>

**Town of Andover  
Check Register  
As of February 15, 2024**

Type	Date	Num	Name	Split	Amount
Liability Check	01/02/2024	ACH	EFTPS	-SPLIT-	-7,875.20
Liability Check	01/02/2024	ACH	Commissioner of Revenue Services	24000 · Payroll Liabilities	-1,425.74
Transfer	01/03/2024			Peoples Choice Credit Card	-5,809.30
Paycheck	01/03/2024	DD1192	Anderson, Eric	-SPLIT-	0.00
Paycheck	01/03/2024	DD1193	Autorino, Lori S	-SPLIT-	0.00
Paycheck	01/03/2024	DD1194	Bazzani, Janice C	-SPLIT-	0.00
Paycheck	01/03/2024	DD1195	Begin, Richard	-SPLIT-	0.00
Paycheck	01/03/2024	DD1196	Bell, William A	-SPLIT-	0.00
Paycheck	01/03/2024	DD1197	Bricault, Roland O	-SPLIT-	0.00
Paycheck	01/03/2024	DD1198	Camoroda, Susan M	-SPLIT-	0.00
Paycheck	01/03/2024	DD1199	Campen, Catherine L	-SPLIT-	0.00
Paycheck	01/03/2024	DD1201	Derico, Dominic W	-SPLIT-	0.00
Paycheck	01/03/2024	DD1202	Dougherty, Roberta B	-SPLIT-	0.00
Paycheck	01/03/2024	DD1203	Gonyea, Therese	-SPLIT-	0.00
Paycheck	01/03/2024	DD1204	Hallisey, James J	-SPLIT-	0.00
Paycheck	01/03/2024	DD1205	Harakaly, Christina	-SPLIT-	0.00
Paycheck	01/03/2024	DD1206	Kauffman, Ricky J	-SPLIT-	0.00
Paycheck	01/03/2024	DD1209	Merry, Anne	-SPLIT-	0.00
Paycheck	01/03/2024	DD1210	Morrissey, Katherine V	-SPLIT-	0.00
Paycheck	01/03/2024	DD1211	Motyl, Stephen	-SPLIT-	0.00
Paycheck	01/03/2024	DD1212	Orlomoski, Amy E	-SPLIT-	0.00
Paycheck	01/03/2024	DD1213	Pearl, Thomas L	-SPLIT-	0.00
Paycheck	01/03/2024	DD1214	Peterson, Pamela	-SPLIT-	0.00
Paycheck	01/03/2024	DD1215	Skoog, Elinor A	-SPLIT-	0.00
Paycheck	01/03/2024	DD1216	Tuttle, Robert J	-SPLIT-	0.00
Paycheck	01/03/2024	DD1217	Wagner, Joseph W	-SPLIT-	0.00
Paycheck	01/03/2024	DD1218	Werner, Lynn M	-SPLIT-	0.00
Paycheck	01/03/2024	DD1220	Williams, Mark	-SPLIT-	0.00
Paycheck	01/03/2024	DD1221	Zito, Zachary A	-SPLIT-	0.00
Paycheck	01/03/2024	DD1200	Chaponis, John	-SPLIT-	0.00
Paycheck	01/03/2024	DD1207	Lee, Carol	-SPLIT-	0.00
Paycheck	01/03/2024	DD1208	Lester, Michael J	-SPLIT-	0.00
Paycheck	01/03/2024	DD1219	Westerberg, Lorraine	-SPLIT-	0.00
Liability Check	01/03/2024		QuickBooks Payroll Service	2110 · Direct Deposit Liabilities	-24,649.37
Check	01/03/2024	ach	WEX Bank	-SPLIT-	-1,328.78
Bill Pmt -Check	01/03/2024	10917	ADVANCED OVERHEAD DOOR LLC	20000 · Accounts Payable	-1,350.00
Bill Pmt -Check	01/03/2024	10918	ANDOVER FIRE COMMISSION	20000 · Accounts Payable	-38,187.50
Bill Pmt -Check	01/03/2024	10919	BACHER CORPORATION OF C	20000 · Accounts Payable	-498.34
Bill Pmt -Check	01/03/2024	10920	COMCAST	20000 · Accounts Payable	-115.85
Bill Pmt -Check	01/03/2024	10921	CRM CO LLC	20000 · Accounts Payable	-696.00
Bill Pmt -Check	01/03/2024	10922	CTCA	20000 · Accounts Payable	-150.00
Bill Pmt -Check	01/03/2024	10923	Dime Oil LLC	20000 · Accounts Payable	-612.73
Bill Pmt -Check	01/03/2024	10924	EAST COAST SIGN & SUPPLY	20000 · Accounts Payable	-1,040.00
Bill Pmt -Check	01/03/2024	10925	Fastenal	20000 · Accounts Payable	-128.22

## Town of Andover Check Register

As of February 15, 2024

Bill Pmt -Check	01/03/2024	10926	LINDA ARMSTRONG	20000 · Accounts Payable	-50.00
Bill Pmt -Check	01/03/2024	10927	Marina Pandolfi	20000 · Accounts Payable	-442.50
Bill Pmt -Check	01/03/2024	10928	PETE'S TIRE BARNS, INC	20000 · Accounts Payable	-2,106.32
Bill Pmt -Check	01/03/2024	10929	PHOENIX ENVIRONMENTAL LABOR	20000 · Accounts Payable	-699.00
Bill Pmt -Check	01/03/2024	10930	Pippin & Son Portable	20000 · Accounts Payable	-558.33
Bill Pmt -Check	01/03/2024	10931	SWISS UNIFORM RENTAL	20000 · Accounts Payable	-429.35
Bill Pmt -Check	01/03/2024	10932	TENNETT TREE SERVICE, INC	20000 · Accounts Payable	-6,400.00
Bill Pmt -Check	01/03/2024	10933	TOM'S PLACE FOOD LLC	20000 · Accounts Payable	-31.00
Bill Pmt -Check	01/03/2024	10934	TOWN OF SOUTH WINDSOR	20000 · Accounts Payable	-955.32
Bill Pmt -Check	01/03/2024	10935	W B MASON CO INC	20000 · Accounts Payable	-131.85
Check	01/03/2024	10936	DAS-ACCT. REC. - HDP	26000-5 · Hist Doc Preservation Pa	-72.00
Check	01/03/2024	10937	OFFICE OF THE TREASURER, State	-SPLIT-	-798.00
Check	01/03/2024	10938	Connecticut State Treasurer	26000-2 · State Treas Vital	-34.00
Check	01/03/2024	10939	D.E.E.P	26000-1 · Sportsmen License	-407.00
Deposit	01/05/2024	ach	STATE OF CT	25000 · Due to other Funds	92,979.39
Deposit	01/09/2024			-SPLIT-	581.70
Liability Check	01/09/2024	10940	AFSCME, LOCAL 1303	24000-5 · Local 1303-368 AFSCME	-223.70
Liability Check	01/09/2024	10941	MEUI	24000-4 · Local 506	-125.10
Liability Check	01/09/2024	10942	AIG RETIREMENT SERVICES	24000-6 · 457 AIG	-1,250.00
Check	01/10/2024	ACH	Spring	141-215 · 52100 Health/Dental Ins	-14,610.16
Check	01/10/2024	ACH	RHAM	901-527 · 58250 RHAM Education	-529,842.00
Check	01/10/2024	ACH	AES Payables	10008 · AES Checking	-423,479.60
Bill Pmt -Check	01/10/2024	10943	ATTY DENNIS O'BRIEN	20000 · Accounts Payable	-5,250.00
Bill Pmt -Check	01/10/2024	10944	CASELLA WASTE	20000 · Accounts Payable	-10,343.59
Bill Pmt -Check	01/10/2024	10945	CivicPlus LLC	20000 · Accounts Payable	-2,043.40
Bill Pmt -Check	01/10/2024	10946	Constellation NewEnergy Inc	20000 · Accounts Payable	-905.30
Bill Pmt -Check	01/10/2024	10947	D.E.E.P	20000 · Accounts Payable	-406.00
Bill Pmt -Check	01/10/2024	10948	Dime Oil LLC	20000 · Accounts Payable	0.00
Bill Pmt -Check	01/10/2024	10949	Eversource	20000 · Accounts Payable	-1,258.51
Bill Pmt -Check	01/10/2024	10950	Flying Free Therapeutic Ring Center I	20000 · Accounts Payable	-500.00
Bill Pmt -Check	01/10/2024	10951	Hooker & Holcombe, Inc	20000 · Accounts Payable	-2,675.00
Bill Pmt -Check	01/10/2024	10952	INFOSHRED LLC	20000 · Accounts Payable	-25.00
Bill Pmt -Check	01/10/2024	10953	LEAF	20000 · Accounts Payable	-223.32
Bill Pmt -Check	01/10/2024	10954	MAHONEY SABOL	20000 · Accounts Payable	-12,400.00
Bill Pmt -Check	01/10/2024	10955	MERF	20000 · Accounts Payable	-10,450.38
Bill Pmt -Check	01/10/2024	10956	MID-NEROC	20000 · Accounts Payable	-211.67
Bill Pmt -Check	01/10/2024	10957	Municipal Emergency Services Inc.	20000 · Accounts Payable	-1,013.44
Bill Pmt -Check	01/10/2024	10958	Point Software	20000 · Accounts Payable	-240.00
Bill Pmt -Check	01/10/2024	10959	QUALITY DATA SERVICE INC	20000 · Accounts Payable	-79.70
Bill Pmt -Check	01/10/2024	10960	ROBERT JAY TUTTLE	20000 · Accounts Payable	-599.64
Bill Pmt -Check	01/10/2024	10961	Shady Glen	20000 · Accounts Payable	-53.14
Bill Pmt -Check	01/10/2024	10962	State of CT Office of Education and D	20000 · Accounts Payable	-181.66
Bill Pmt -Check	01/10/2024	10963	TOM'S PLACE FOOD LLC	20000 · Accounts Payable	-28.00
Bill Pmt -Check	01/10/2024	10964	Tyche Planning and Policy Group	20000 · Accounts Payable	-4,000.00
Bill Pmt -Check	01/11/2024	10965	Eversource	20000 · Accounts Payable	0.00
Bill Pmt -Check	01/11/2024	10966	Dime Oil LLC	20000 · Accounts Payable	-666.58
Bill Pmt -Check	01/11/2024	10967	Glastonbury Citizen/Rivereast News B	20000 · Accounts Payable	-121.00

## Town of Andover Check Register

As of February 15, 2024

Bill Pmt -Check	01/11/2024	10968	Dime Oil LLC	20000 · Accounts Payable	-1,213.10
Deposit	01/11/2024	ach	STATE OF CT	000-226 · 43500 State Miscellaneous	10,500.00
Liability Check	01/16/2024	ACH	Commissioner of Revenue Services	24000 · Payroll Liabilities	-2,274.58
Liability Check	01/16/2024	ACH	EFTPS	-SPLIT-	-12,528.06
Paycheck	01/17/2024	DD1222	Anderson, Eric	-SPLIT-	0.00
Paycheck	01/17/2024	DD1223	Autorino, Lori S	-SPLIT-	0.00
Paycheck	01/17/2024	DD1224	Bazzani, Janice C	-SPLIT-	0.00
Paycheck	01/17/2024	DD1225	Begin, Richard	-SPLIT-	0.00
Paycheck	01/17/2024	DD1226	Bell, William A	-SPLIT-	0.00
Paycheck	01/17/2024	DD1227	Bricault, Roland O	-SPLIT-	0.00
Paycheck	01/17/2024	DD1228	Campen, Catherine L	-SPLIT-	0.00
Paycheck	01/17/2024	DD1230	Derico, Dominic W	-SPLIT-	0.00
Paycheck	01/17/2024	DD1231	Dougherty, Roberta B	-SPLIT-	0.00
Paycheck	01/17/2024	DD1232	Gonyea, Therese	-SPLIT-	0.00
Paycheck	01/17/2024	DD1233	Hallisey, James J	-SPLIT-	0.00
Paycheck	01/17/2024	DD1234	Harakaly, Christina	-SPLIT-	0.00
Paycheck	01/17/2024	DD1235	Kauffman, Ricky J	-SPLIT-	0.00
Paycheck	01/17/2024	DD1238	Merry, Anne	-SPLIT-	0.00
Paycheck	01/17/2024	DD1239	Morrissey, Katherine V	-SPLIT-	0.00
Paycheck	01/17/2024	DD1240	Motyl, Stephen	-SPLIT-	0.00
Paycheck	01/17/2024	DD1242	Pearl, Thomas L	-SPLIT-	0.00
Paycheck	01/17/2024	DD1243	Peterson, Pamela	-SPLIT-	0.00
Paycheck	01/17/2024	DD1244	Skoog, Elinor A	-SPLIT-	0.00
Paycheck	01/17/2024	DD1246	Wagner, Joseph W	-SPLIT-	0.00
Paycheck	01/17/2024	DD1247	Werner, Lynn M	-SPLIT-	0.00
Paycheck	01/17/2024	DD1248	Williams, Mark	-SPLIT-	0.00
Paycheck	01/17/2024	DD1249	Zito, Zachary A	-SPLIT-	0.00
Paycheck	01/17/2024	DD1245	Tuttle, Robert J	-SPLIT-	0.00
Paycheck	01/17/2024	DD1229	Chaponis, John	-SPLIT-	0.00
Paycheck	01/17/2024	DD1236	Lee, Carol	-SPLIT-	0.00
Paycheck	01/17/2024	DD1237	Lester, Michael J	-SPLIT-	0.00
Paycheck	01/17/2024	DD1241	Orlomoski, Amy E	-SPLIT-	0.00
Liability Check	01/17/2024		QuickBooks Payroll Service	2110 · Direct Deposit Liabilities	-28,557.01
Liability Check	01/17/2024		QuickBooks Payroll Service	2110 · Direct Deposit Liabilities	-10,300.13
Deposit	01/17/2024			-SPLIT-	5,136.27
Paycheck	01/18/2024	DD1250	Begin, Richard	-SPLIT-	0.00
Paycheck	01/18/2024	DD1251	Harakaly, Christina	-SPLIT-	0.00
Paycheck	01/18/2024	DD1252	Pandolfi, Marina N	-SPLIT-	0.00
Paycheck	01/18/2024	DD1253	Pearl, Thomas L	-SPLIT-	0.00
Paycheck	01/18/2024	DD1254	Person, Lauren A	-SPLIT-	0.00
Paycheck	01/18/2024	DD1255	Werner, Lynn M	-SPLIT-	0.00
Paycheck	01/18/2024	DD1256	Williams, Mark	-SPLIT-	0.00
Paycheck	01/18/2024	DD1257	Zito, Zachary A	-SPLIT-	0.00
Transfer	01/18/2024			10025 · ST of CT STIFF	250,000.00
Deposit	01/22/2024			-SPLIT-	639.05
Deposit	01/23/2024			12000 · Undeposited Funds	5,000.00
Bill Pmt -Check	01/24/2024	10969	Dubois Automotive Inc.	20000 · Accounts Payable	0.00

**Town of Andover  
Check Register  
As of February 15, 2024**

Bill Pmt -Check	01/24/2024	10970	Dubois Automotive Inc.	20000 · Accounts Payable	-383.69
Bill Pmt -Check	01/24/2024	10971	A&A Pest Control Co., Inc	20000 · Accounts Payable	-120.00
Bill Pmt -Check	01/24/2024	10972	ANTHEM LIFE& DISABILITY INSURA	20000 · Accounts Payable	-319.70
Bill Pmt -Check	01/24/2024	10973	BACHER CORPORATION OF C	20000 · Accounts Payable	-291.88
Bill Pmt -Check	01/24/2024	10974	CCMC	20000 · Accounts Payable	-300.00
Bill Pmt -Check	01/24/2024	10975	Constellation NewEnergy Inc	20000 · Accounts Payable	-84.09
Bill Pmt -Check	01/24/2024	10976	CT TAX COLLECTORS ASSOCIATIO	20000 · Accounts Payable	-75.00
Bill Pmt -Check	01/24/2024	10977	Dime Oil LLC	20000 · Accounts Payable	-13,427.40
Bill Pmt -Check	01/24/2024	10978	FRONTIER COMMUNICATIONS	20000 · Accounts Payable	-83.77
Bill Pmt -Check	01/24/2024	10979	HALLORAN & SAGE	20000 · Accounts Payable	-800.00
Bill Pmt -Check	01/24/2024	10980	HOSMER MT. BOTTLING COMPANY	20000 · Accounts Payable	-36.50
Bill Pmt -Check	01/24/2024	10981	Leading Edge Construction LLC	20000 · Accounts Payable	-86,601.04
Bill Pmt -Check	01/24/2024	10982	MY-TECH LLC	20000 · Accounts Payable	-11,326.10
Bill Pmt -Check	01/24/2024	10983	QUALITY DATA SERVICE INC	20000 · Accounts Payable	-836.22
Bill Pmt -Check	01/24/2024	10984	Shady Glen	20000 · Accounts Payable	-103.17
Bill Pmt -Check	01/24/2024	10985	TENNETT TREE SERVICE, INC	20000 · Accounts Payable	-7,200.00
Bill Pmt -Check	01/24/2024	10986	The Office Works, Inc.	20000 · Accounts Payable	-43.10
Bill Pmt -Check	01/24/2024	10987	TOWN OF BOLTON	20000 · Accounts Payable	-6,358.08
Bill Pmt -Check	01/24/2024	10988	TOWN OF SOUTH WINDSOR	20000 · Accounts Payable	-163.52
Bill Pmt -Check	01/24/2024	10989	VERIZON WIRELSS	20000 · Accounts Payable	-142.52
Bill Pmt -Check	01/24/2024	10990	Wallace Barton	20000 · Accounts Payable	-7.80
Deposit	01/26/2024			25000 · Due to other Funds	460.00
Liability Check	01/29/2024	ACH	EFTPS	-SPLIT-	-8,869.64
Liability Check	01/29/2024	ACH	Commissioner of Revenue Services	24000 · Payroll Liabilities	-1,605.40
Liability Check	01/29/2024	ACH	EFTPS	-SPLIT-	-30.24
Liability Check	01/30/2024		QuickBooks Payroll Service	2110 · Direct Deposit Liabilities	-28,826.20
Liability Check	01/30/2024		QuickBooks Payroll Service	2110 · Direct Deposit Liabilities	-173.12
Deposit	01/30/2024			-SPLIT-	13,285.44
Paycheck	01/31/2024	DD1280	Tuttle, Robert J	-SPLIT-	0.00
Paycheck	01/31/2024	DD1272	Lee, Carol	-SPLIT-	0.00
Paycheck	01/31/2024	DD1259	Autorino, Lori S	-SPLIT-	0.00
Paycheck	01/31/2024	DD1260	Bazzani, Janice C	-SPLIT-	0.00
Paycheck	01/31/2024	DD1261	Begin, Richard	-SPLIT-	0.00
Paycheck	01/31/2024	DD1262	Bell, William A	-SPLIT-	0.00
Paycheck	01/31/2024	DD1263	Bricault, Roland O	-SPLIT-	0.00
Paycheck	01/31/2024	DD1264	Campen, Catherine L	-SPLIT-	0.00
Paycheck	01/31/2024	DD1266	Derico, Dominic W	-SPLIT-	0.00
Paycheck	01/31/2024	DD1267	Dougherty, Roberta B	-SPLIT-	0.00
Paycheck	01/31/2024	DD1268	Gonyea, Therese	-SPLIT-	0.00
Paycheck	01/31/2024	DD1269	Hallisey, James J	-SPLIT-	0.00
Paycheck	01/31/2024	DD1270	Harakaly, Christina	-SPLIT-	0.00
Paycheck	01/31/2024	DD1271	Kauffman, Ricky J	-SPLIT-	0.00
Paycheck	01/31/2024	DD1274	Morrissey, Katherine V	-SPLIT-	0.00
Paycheck	01/31/2024	DD1275	Motyl, Stephen	-SPLIT-	0.00
Paycheck	01/31/2024	DD1276	Orlomoski, Amy E	-SPLIT-	0.00
Paycheck	01/31/2024	DD1277	Pearl, Thomas L	-SPLIT-	0.00
Paycheck	01/31/2024	DD1278	Peterson, Pamela	-SPLIT-	0.00

**Town of Andover  
Check Register  
As of February 15, 2024**

Paycheck	01/31/2024	DD1279	Skoog, Elinor A	-SPLIT-	0.00
Paycheck	01/31/2024	DD1281	Wagner, Joseph W	-SPLIT-	0.00
Paycheck	01/31/2024	DD1282	Werner, Lynn M	-SPLIT-	0.00
Paycheck	01/31/2024	DD1283	Williams, Mark	-SPLIT-	0.00
Paycheck	01/31/2024	DD1284	Zito, Zachary A	-SPLIT-	0.00
Paycheck	01/31/2024	DD1258	Anderson, Eric	-SPLIT-	0.00
Paycheck	01/31/2024	DD1265	Chaponis, John	-SPLIT-	0.00
Paycheck	01/31/2024	DD1273	Lester, Michael J	-SPLIT-	0.00
Paycheck	01/31/2024	DD1285	Morrissey, Katherine V	-SPLIT-	0.00
Transfer	01/31/2024			10004 · Tax Collector Dep Acct 512	1,830,723.68
Deposit	01/31/2024		STATE OF CT	900-219 · 43800 ECS Funds	501,196.00
Transfer	02/03/2024			Peoples Choice Credit Card	-3,021.87
Check	02/06/2024	ACH	WEX Bank	-SPLIT-	-1,143.63
Deposit	02/06/2024			-SPLIT-	8,934.45
Bill Pmt -Check	02/07/2024	10991	MERF	20000 · Accounts Payable	-21,360.43
Liability Check	02/07/2024	10992	AFSCME, LOCAL 1303	24000-5 · Local 1303-368 AFSCME	-263.30
Liability Check	02/07/2024	10993	MEUI	24000-4 · Local 506	-62.55
Liability Check	02/07/2024	10994	AIG RETIREMENT SERVICES	24000-6 · 457 AIG	-900.00
Bill Pmt -Check	02/07/2024	10995	ANDOVER LIBRARY	20000 · Accounts Payable	-14,169.50
Bill Pmt -Check	02/07/2024	10996	ANDOVER PIZZA	20000 · Accounts Payable	-632.22
Bill Pmt -Check	02/07/2024	10997	Avenu Enterprise Solutions LLC	20000 · Accounts Payable	-1,312.80
Bill Pmt -Check	02/07/2024	10998	CASELLA WASTE	20000 · Accounts Payable	-7,768.65
Bill Pmt -Check	02/07/2024	10999	COIT EXCAVATING INC	20000 · Accounts Payable	-599.43
Bill Pmt -Check	02/07/2024	11000	COMCAST	20000 · Accounts Payable	-115.85
Bill Pmt -Check	02/07/2024	11001	Dime Oil LLC	20000 · Accounts Payable	-1,194.12
Bill Pmt -Check	02/07/2024	11002	E J Prescott Inc.	20000 · Accounts Payable	-575.00
Bill Pmt -Check	02/07/2024	11003	EAST COAST SIGN & SUPPLY	20000 · Accounts Payable	-358.00
Bill Pmt -Check	02/07/2024	11004	Eversource	20000 · Accounts Payable	-1,336.72
Bill Pmt -Check	02/07/2024	11005	Genie Innovations Inc.	20000 · Accounts Payable	-409.95
Bill Pmt -Check	02/07/2024	11006	Gisemi Rolle	20000 · Accounts Payable	-450.00
Bill Pmt -Check	02/07/2024	11007	Glastonbury Citizen/Rivereast News B	20000 · Accounts Payable	-264.00
Bill Pmt -Check	02/07/2024	11008	INFOSHRED LLC	20000 · Accounts Payable	-25.00
Bill Pmt -Check	02/07/2024	11009	International Institute of Munciple Cler	20000 · Accounts Payable	-210.00
Bill Pmt -Check	02/07/2024	11010	LEAF	20000 · Accounts Payable	-223.32
Bill Pmt -Check	02/07/2024	11011	Marina Pandolfi	20000 · Accounts Payable	-691.25
Bill Pmt -Check	02/07/2024	11012	MICHAEL PALAZZI	20000 · Accounts Payable	-63.79
Bill Pmt -Check	02/07/2024	11013	Nathan L Jacobson & Assoc Inc	20000 · Accounts Payable	-72.60
Bill Pmt -Check	02/07/2024	11014	NIKOLAS COTE	20000 · Accounts Payable	-200.00
Bill Pmt -Check	02/07/2024	11015	Pippin & Son Portable	20000 · Accounts Payable	-558.33
Bill Pmt -Check	02/07/2024	11016	Point Software	20000 · Accounts Payable	-225.00
Bill Pmt -Check	02/07/2024	11017	RED'S BUILDING SUPPLIES LLC	20000 · Accounts Payable	-2,503.10
Bill Pmt -Check	02/07/2024	11018	Schillers	20000 · Accounts Payable	-784.00
Bill Pmt -Check	02/07/2024	11019	Shady Glen	20000 · Accounts Payable	-93.93
Bill Pmt -Check	02/07/2024	11020	SHANNON SAUNDERS	20000 · Accounts Payable	-200.00
Bill Pmt -Check	02/07/2024	11021	SILVERBACK DISTRIBUTION	20000 · Accounts Payable	-340.00
Bill Pmt -Check	02/07/2024	11022	SWISS UNIFORM RENTAL	20000 · Accounts Payable	-343.48
Bill Pmt -Check	02/07/2024	11023	The Peterbilt Store	20000 · Accounts Payable	-80.32

**Town of Andover  
Check Register  
As of February 15, 2024**

Bill Pmt -Check	02/07/2024	11024	THE W.I. CLARK COMPANY	20000 · Accounts Payable	-731.78
Bill Pmt -Check	02/07/2024	11025	TOWN OF MANSFIELD	20000 · Accounts Payable	-4,552.25
Bill Pmt -Check	02/07/2024	11026	TOWN OF SOUTH WINDSOR	20000 · Accounts Payable	-955.32
Bill Pmt -Check	02/07/2024	11027	Treasurer, State of CT	20000 · Accounts Payable	-369.00
Bill Pmt -Check	02/07/2024	11028	Tyche Planning and Policy Group	20000 · Accounts Payable	-4,000.00
Bill Pmt -Check	02/07/2024	11029	TYLER EQUIPMENT CORP	20000 · Accounts Payable	-98.62
Bill Pmt -Check	02/07/2024	11030	W B MASON CO INC	20000 · Accounts Payable	-111.84
Bill Pmt -Check	02/07/2024	11031	W. H. Preuss Sons Inc.	20000 · Accounts Payable	-528.96
Bill Pmt -Check	02/07/2024	11032	WESTERN OIL, INC	20000 · Accounts Payable	-583.10
Bill Pmt -Check	02/07/2024	11033	WILLIMANTIC AUTO & TRUCK	20000 · Accounts Payable	-262.13
Check	02/07/2024	11034	OFFICE OF THE TREASURER, State	-SPLIT-	-1,920.00
Check	02/07/2024	11035	DAS-ACCT. REC. - HDP	26000-5 · Hist Doc Preservation Pa	-216.00
Check	02/07/2024	11036	D.E.E.P	26000-1 · Sportsmen License	-52.00
Bill Pmt -Check	02/07/2024	11037	NEACTC	20000 · Accounts Payable	-50.00
Liability Check	02/12/2024	ACH	EFTPS	-SPLIT-	-8,489.34
Liability Check	02/12/2024	ACH	Commissioner of Revenue Services	24000 · Payroll Liabilities	-1,492.27
Deposit	02/12/2024			-SPLIT-	6,912.20
Liability Check	02/13/2024		QuickBooks Payroll Service	2110 · Direct Deposit Liabilities	-28,041.57
Paycheck	02/14/2024	DD1286	Anderson, Eric	-SPLIT-	0.00
Paycheck	02/14/2024	DD1287	Autorino, Lori S	-SPLIT-	0.00
Paycheck	02/14/2024	DD1288	Bazzani, Janice C	-SPLIT-	0.00
Paycheck	02/14/2024	DD1289	Begin, Richard	-SPLIT-	0.00
Paycheck	02/14/2024	DD1290	Bell, William A	-SPLIT-	0.00
Paycheck	02/14/2024	DD1291	Bricault, Roland O	-SPLIT-	0.00
Paycheck	02/14/2024	DD1292	Campen, Catherine L	-SPLIT-	0.00
Paycheck	02/14/2024	DD1293	Chaponis, John	-SPLIT-	0.00
Paycheck	02/14/2024	DD1294	Derick, Linda J	-SPLIT-	0.00
Paycheck	02/14/2024	DD1295	Derico, Dominic W	-SPLIT-	0.00
Paycheck	02/14/2024	DD1296	Dougherty, Roberta B	-SPLIT-	0.00
Paycheck	02/14/2024	DD1297	Gonyea, Therese	-SPLIT-	0.00
Paycheck	02/14/2024	DD1298	Hallisey, James J	-SPLIT-	0.00
Paycheck	02/14/2024	DD1299	Harakaly, Christina	-SPLIT-	0.00
Paycheck	02/14/2024	DD1300	Kauffman, Ricky J	-SPLIT-	0.00
Paycheck	02/14/2024	DD1301	Kurtz, Lisa	-SPLIT-	0.00
Paycheck	02/14/2024	DD1304	Merry, Anne	-SPLIT-	0.00
Paycheck	02/14/2024	DD1305	Morrissey, Katherine V	-SPLIT-	0.00
Paycheck	02/14/2024	DD1306	Motyl, Stephen	-SPLIT-	0.00
Paycheck	02/14/2024	DD1308	Pearl, Thomas L	-SPLIT-	0.00
Paycheck	02/14/2024	DD1309	Peterson, Pamela	-SPLIT-	0.00
Paycheck	02/14/2024	DD1310	Skoog, Elinor A	-SPLIT-	0.00
Paycheck	02/14/2024	DD1312	Victoria, Julie A	-SPLIT-	0.00
Paycheck	02/14/2024	DD1313	Wagner, Joseph W	-SPLIT-	0.00
Paycheck	02/14/2024	DD1314	Werner, Lynn M	-SPLIT-	0.00
Paycheck	02/14/2024	DD1315	Williams, Mark	-SPLIT-	0.00
Paycheck	02/14/2024	DD1316	Zito, Zachary A	-SPLIT-	0.00
Paycheck	02/14/2024	DD1302	Lee, Carol	-SPLIT-	0.00
Paycheck	02/14/2024	DD1303	Lester, Michael J	-SPLIT-	0.00



**Town of Andover**  
**Check Register**  
**As of February 15, 2024**

Paycheck	02/14/2024	DD1307	Orlomoski, Amy E	-SPLIT-	0.00
Paycheck	02/14/2024	DD1311	Tuttle, Robert J	-SPLIT-	0.00
Check	02/14/2024	ACH	Spring	141-215 · 52100 Health/Dental Ins	-14,746.78
Check	02/14/2024	ACH	AES Payables	10008 · AES Checking	-423,479.60
Check	02/14/2024	ACH	RHAM	901-527 · 58250 RHAM Education	-441,535.00
					388,311.83
					<b>388,311.83</b>

Jan-24

Deposits

	ONLINE	OFFICE	TOTAL
1/1/2024	\$ 985.82		\$ 985.82
1/2/2024	\$ 3,691.09	\$ 8,844.97	\$ 12,536.06
1/3/2024	\$ 13,555.95		\$ 13,555.95
1/4/2024	\$ 5,242.43	\$ 79,039.84	\$ 84,282.27
1/5/2024	\$ 1,083.32		\$ 1,083.32
1/6/2024	\$ 5,969.56		\$ 5,969.56
1/7/2024			
1/8/2024	\$ 9,726.16	\$ 81,157.52	\$ 90,883.68
1/9/2024	\$ 3,116.08		\$ 3,116.08
1/10/2024	\$ 12,524.43		\$ 12,524.43
1/11/2024	\$ 6,965.62	\$ 81,877.16	\$ 88,842.78
1/12/2024	\$ 2,072.71		\$ 2,072.71
1/13/2024			
1/14/2024			
1/15/2024	\$ 3,262.86		\$ 3,262.86
1/16/2024	\$ 1,000.94	\$ 113,090.37	\$ 114,091.31
1/17/2024	\$ 3,232.69		\$ 3,232.69
1/18/2024	\$ 6,089.07	\$ 60,990.64	\$ 67,079.71
1/19/2024	\$ 2,563.75		\$ 2,563.75
1/20/2024			
1/21/2024	\$ 4,960.45		\$ 4,960.45
1/22/2024	\$ 8,828.14	\$ 113,852.31	\$ 122,680.45
1/23/2024	\$ 38.80		\$ 38.80
1/24/2024	\$ 2,900.28		\$ 2,900.28
1/25/2024	\$ 1,453.93	\$ 552,068.14	\$ 553,522.07
1/26/2024	\$ 14,864.52	\$ 111,545.70	\$ 126,410.22
1/27/2024		\$ 42,696.27	\$ 42,696.27
1/28/2024	\$ 1,146.06	\$ 22,987.14	\$ 24,133.20
1/29/2024	\$ 8,380.92	\$ 112,320.84	\$ 120,701.76
1/30/2024	\$ 15,354.08		\$ 15,354.08
1/31/2024	\$ 7,685.23	\$ 204,433.61	\$ 212,118.84
TOTAL	\$ 146,694.89	\$ 1,584,904.51	\$ 1,731,599.40

COLLECTIONS BY TAX YEAR:

	RE	PP	MV	MVS	INTEREST	FEE	TOTAL
2017	\$ 4,389.76				\$ 2,115.38	\$ 24.00	\$ 6,529.14
2018	\$ 6,504.89				\$ 5,204.63	\$ 48.00	\$ 11,757.52
2019	\$ 4,604.36				\$ 4,376.78	\$ 24.00	\$ 9,005.14
2020	\$ 4,654.80		\$ 791.64	\$ 118.51	\$ 2,262.83	\$ 44.00	\$ 7,871.78
2021	\$ 16,453.63		\$ 3,153.23	\$ 1,571.86	\$ 4,261.72	\$ 75.00	\$ 25,515.44
2022	\$ 1,482,571.27	\$ 85,089.99	\$ 12,320.85	\$ 87,291.29	\$ 3,461.98	\$ 185.00	\$ 1,670,920.38
TOTAL							\$ 1,731,599.40

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	\$ 1,445.37	\$ 783.06	\$ 4,986.19
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	\$ 8,182.00	\$ 6,066.99	\$ 9,705.45	\$ 1,330.40	\$ 25,284.84
2018	\$ 20,723.75	\$ 6,923.42	\$ 6,767.51	\$ 408.60	\$ 34,823.28
2019	\$ 26,991.72	\$ 6,166.22	\$ 8,510.80	\$ 2,006.27	\$ 43,675.01
2020	\$ 36,269.94	\$ 7,986.76	\$ 20,455.94	\$ 9,020.48	\$ 73,733.12
2021	\$ 131,117.64	\$ 14,334.52	\$ 70,136.65	\$ 29,711.08	\$ 245,299.89
2022	\$ 6,741,555.77	\$ 355,647.21	\$ 1,221,675.12	\$ 50,618.32	\$ 8,369,496.42
TOTAL				\$	\$ 8,855,505.62

Town Only

Terminal / Batch	
Terminal	6
Batch	32

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

Last Assessor Bridge	
Run on:	01/22/2024

## Percent Collection as of 02/05/2024

**REAL ESTATE**

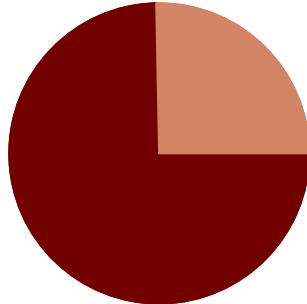
Uncollected - 25.30%  
Collected - 74.70%

**PERSONAL PROPERTY**

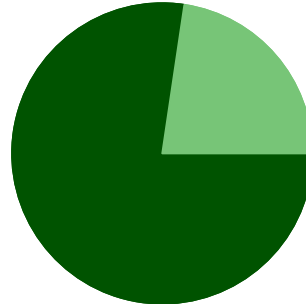
Uncollected - 22.63%  
Collected - 77.37%

**MV REGULAR**

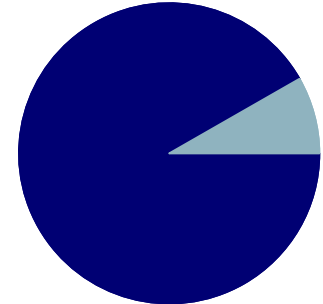
Uncollected - 8.27%  
Collected - 91.73%



<span style="color: lightred;">■</span>	Total Due = \$2,081,973.51
<span style="color: darkred;">■</span>	Total Paid = \$6,146,229.20



<span style="color: lightgreen;">■</span>	Total Due = \$99,716.19
<span style="color: darkgreen;">■</span>	Total Paid = \$340,996.89



<span style="color: lightblue;">■</span>	Total Due = \$101,379.16
<span style="color: darkblue;">■</span>	Total Paid = \$1,123,880.54

Type	Total Billed	Total Paid	Total Due	Percent Collected
REAL ESTATE	8,228,202.71	6,146,229.20	2,081,973.51	74.70
PERSONAL PRO	440,713.08	340,996.89	99,716.19	77.37
MOTOR VEHICL	1,225,259.70	1,123,880.54	101,379.16	91.73
MOTOR VEHICL	138,040.98	96,594.74	41,446.24	69.98
<b>TOTALS:</b>	<b>\$10,032,216.47</b>	<b>\$7,707,701.37</b>	<b>\$2,324,515.10</b>	

HONDA LEASE TRUST	\$256.26	REFUND OF EXCESS PAYMENTS
PLAUSSE, MICHAEL	\$129.70	REFUND OF EXCESS PAYMENTS
PLAUSSE, MICHAEL	\$30.98	REFUND OF EXCESS PAYMENTS
GOSTANIAN, GRACE	\$280.89	REFUND OF EXCESS PAYMENTS

DATE: Tax Refunds Total: \$697.83

**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.

# BAACOC Summary TOWN OF ANDOVER

02/08/2024

LIST NO.	NAME / ADDRESS	UNIQUE ID	COC#	BAA	ORIGINAL GR/EX/NET	ADJUSTMENT GR/EX/NET	NEW GR/EX/NET
562 1	GRIMALDI VINCENT & PATRICIA A 353 LAKE RD ANDOVER, CT 6232-0	102351	08822R	P 2022 12/18/2023	147,000 0 147,000	199,712 0 199,712	346,712 0 346,712
51547 1	HONDA LEASE TRUST 11675 GREAT OAKS WAY SUITE 200 ALPHARETTA, GA 30022-	51547	08821M	C 2022 12/14/2023 SOLD 3/23	16,380 0 16,380	-8,190 0 -8,190	8,190 0 8,190
<b>GRAND TOTAL # Of Accts 2</b>					<b>163,380</b> <b>0</b> <b>163,380</b>	<b>191,522</b> <b>0</b> <b>191,522</b>	<b>354,902</b> <b>0</b> <b>354,902</b>

Assessor's office monthly activity –DECEMBER 2023	
Processing conveyances	2
Processing building permits	12
Prorating motor vehicle grand list	1
Updating field cards	
Correspondence/Phone	12
Providing assistance to town hall customers (ie taxpayer, title searchers, appraisers etc)	3
Providing assistance to other departments	4
Researching mapping issue or questions	
Reports and communication with the State of Connecticut/ US Census	1
MLS research	2
Scheduling meeting and appointments	
Office work – ie filing, updating sales book, scanning documents etc	
Personal property grand list	
Personal Property/Discovery	
Homeowner's program	
Veteran's program	
Income & expenses	
Renter's rebate program	
Tax exemptions	
Adds & Deletes to the re, pp or mv grand list	
Pa 490	
Provided assistance to BAA	
Researching and providing requested information to auditor or software vendor (for grand list files or tax bills)	
Real property inspections	
Personal property inspections	
Real property appraisals	
Taxpayer correspondence	
Attorney correspondence	
Tax appeal review/appraisal	
Mls review	2
Town board/dept assistance	
Review & Approve C of Cs	2
Review & Approve Farmland & Forestland Assessment Applications	
Review, Approve, & create/data entry on land splits & mergers	
Mapping Research/Discrepancies	

02/01/2024  
10:07 AM

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

January 2024

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
Building Permit	4	1,586.00	98,335.79	0.00	0.00	0.00	0.00	0.00	0.00	26.00	60.00	1,500.00
Electrical Permit	6	883.52	50,327.80	0.00	0.00	0.00	0.00	0.00	0.00	13.52	90.00	780.00
Gas Permit	2	197.86	10,365.00	0.00	0.00	0.00	0.00	0.00	0.00	2.86	30.00	165.00
Mechanical Permit	2	73.26	50,075.00	0.00	0.00	0.00	0.00	0.00	0.00	13.26	30.00	30.00
Grand Totals	14	2,740.64	209,103.59	0.00	0.00	0.00	0.00	0.00	0.00	55.64	210.00	2,475.00
Grand # Voids	0											

02/01/2024  
10:08 AM

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

Grand Total Receipts

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

**PERMIT TOTALS FOR JANUARY 2024**

	amt paid	# permits
TOTAL BUILDING	\$2,740.64	14
TOTAL ZONING	\$140.00	1
TOTAL ZBA	\$0.00	0
TOTAL DRIVEWAYS	\$75.00	0
TOTAL BONDS	\$500.00	0
TOTAL MISC (copies & signs)	\$0.00	
TOTAL PERMITS/BONDS/MISC FOR JANUARY	\$3,455.64	15

## Public Works

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**Subject:** DPW 2024 January BOS report

### Highlights for the month:

- We responded 17 times to Snow & Ice events (mainly ice events), before, during and/or after a storm keeping our roads clear for travel. Eight (8) of those were an actual weather event itself, the other responses were for pretreatment before, cleanup after or spot treating roads the following day/s after an event.
- Equipment preparation and maintenance before and after a weather event.
- We had several Rain events this month: one event required us to close Bunker Hill Road for a short time due to flooding of the roadway, another was a Wind/Rain event.
- Much time was spent in preventative maintenance of our drainage systems by:
  - a) Checking/Clearing Catch Basins, Waterways, Inlets and Outlets of pipes so water may be collected, pass through, or leave our roadways as designed to prevent any erosion or damage of our roads.
  - b) We cut/shaped some old and new waterways in various places to get water off the road in problem areas that has caused icing or erosion on and along our roadways.
  - c) The Wind/Rain event also required some tree clean-up during and after the storm (mostly small stuff).
- Minor pothole patching
- Update Signage at Intersections of:
  - a) Hendee Road and Long Hill Road – Warning signs on approach and Stop Signs replaced.
  - b) Jurovaty Road and Jurovaty Lane – Stop Signs replaced.
- Fill in some minor road edge erosion areas – various places.
- A few Tree Removals and other miscellaneous tree work.
- Equipment Maintenance
- Start site work for additional Propane Tank Pad behind Firehouse.

If you have any questions, please feel free to contact me anytime.  
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)



1-2-24 22°/39° Sunny

Jay 5:30 - 2:45

8.75

Trk 1

- Admin
- Ck Roads
- Stabalize Catch Basin 554 Lake Rd
- Tree Inspections
- Tennett in for Remarals - Bunker Hill Rd

	Job	staff	Time	Materials	Equip
1.5	• Trash Compaction @ T.S.	Mark	1.5	/	Back Hoe
1.5	• Ck Roads For Ice	Rich	1.5	3 yds salt	Trk 3 Trk 7
	- Spot Treat	Zach	1.5		
2.0	• Stabalize Basin - Lake Rd	Rich	2.0	1 1/2 yards stone	Trk 3 Payloader Trk 1 Hand Tools
		Zach	2.0		
		Mark	2.0		
		Jay	2.0		
2.0	• Pot hole Patching	Rich	2.0	1/2 Ton Cold Patch	Trk 4
		Zach	2.0		
2.5	• Tree Clean up - Lakeview Bunker	Rich	2.5	1 Load wood 1/2 load chips	Trk 5/Chipper Trk 3 Trk 10 w/ Trailer Excavator
		Zach	2.5		
		Mark	2.5		
8.0	Sick	Tom	8.0	/	/
2.0	Vacation	Mark	2.0	/	/

1-3-24 28°/41° Prtly - Mstly - Sunny

Jay  
4.5

5:30 - 10<sup>AM</sup>

Trk 1

Admin



Dr Appointment CDL Physical

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Run	Rich Mark	1.0 1.0	/	Trk 4
6.5	Sign Work: • Update Signage at Intersection of Long Hill & Hendee • Remove Outdated Signage and Install new	Zach	6.5	7 Posts	Back Hoe
		Rich	5.5	2) Stop Ahead	Trk 4
		Mark	5.5	5) warning 4) Reflective strips	Hand Tools
1.5	• Site work at Firehouse Remove under Brush and Vines from area	Zach	1.5	1) Load Brush	Excavator
		Rich	1.5		Truck 3
		Mark	1.5		Trk 4 Saws
8.0	• Sick	TOM	8.0	/	/


# Signage Work : Long Hill Rd & Hendee Rd

1-3-24


## Long Hill

- 1) Area # 217 - Remove Old Sign & Post  


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- 2) # 229 - Install New Sign & Post 

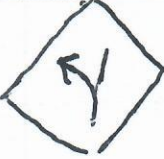
---

- 3) # 233 - Install New Sign & Post 


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- 5) # 264 - Remove Old & Install New Sign & Post w/ Reflective Strip 


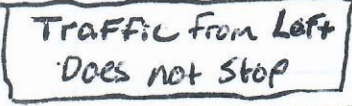
---

- 6) # 260 - Install New sign & Post 

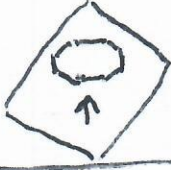
---

- 7) # 250 - Remove old Sign & Post 


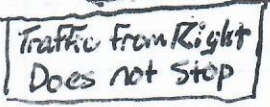
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- 8) # 250 - Remove old & Install New Sign & Post w/ Reflective Strip  

## Hendee Rd (approach to Long Hill)

- 9) Remove old & Install New Sign & Post w/ Reflective Strip 

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- 10) Remove old & Install New Sign & Post w/ Reflective Strip  

1-4-24

32°/40°

AM Snow Shwrs - Prtly Cldy

Jay 5:30 - 2:30  
8.5 Admin

Trk 1

Lt Snow Falling Treat Rds & Walkways  
Meeting w/vendor @ shop go over New Truck

Job	Staff	Time	Materials	Equip
2.5 • Spot Treat Rds & Walkways	Rich Zach Mark Jay	2.5 2.5 2.5 2.5	12 yds Salt	Trk 3 Trk 7 Trk 10 Trk 1
1.5 • Trash Compaction @ T.S.	Mark	1.5	/	Back Hoe
2.0 • Meet w/vendor - New Truck	Zach Jay	2.0 2.0	/	Trk 1
5.5 • Tree Clean up & Site Wrk at Firehouse (Chip Brush)	Rich Mark Zach	5.5 4.0 3.5	1 Load chips	Trk 5 Chipper Trk 4 Saws
8.0 Sick	Tom	8.0	/	/

1-5-24 19°/33° Sunny

Jay 5:45 - 2:30

Trk 1

8.25

Admin  
Monitor Weather  
Storm prep

	Job	Staff	Time	Materials	Equip
3.0	<ul style="list-style-type: none"> <li>Site Work at Firehouse</li> <li>- Clean up Wood chips and</li> <li>Install Woodchip Berm around</li> <li>Work site</li> </ul>	Rich Zach Mark	3.0 3.0 3.0	3 Loads chips	Excavator Loader Trk 3 Trk 4 Hand Tools
5.0	Storm prep all Snow Equip	Rich Zach Mark	5.0 5.0 5.0	/	Trk 3 Trk 7 Trk 10 Loader Trk 1 Trk 4 Hand Equip
8.0	Sick	Tom	8.0	/	/

1-6-24 31° +/- SNOW 5 to 8"

Jay  
27.5

6:00 PM

Trk 1

- Admin
- Monitor Weather
- 7:00 PM Call in Crew - Snow on our Doorstep
- 8:00 PM Trucks on Road Treating - Light Accumulation
- 11:00 PM Trucks Back in - All Staff Take Break  
\* 1-7-24 \*
- 3:00 AM All Trucks Back out - Open All Roads & Treat  
As Necessary
- Long Duration Snow/sleet/Ice Storm  
Plow/Treat all Roads
- 4:00 PM Start Clean-up Rds & Clear Parking Lots  
Treat as Necessary - Conserve Salt
- 9:30 PM All Equip Away & Staff Released

26.5  
Hours

STAFF
Rich
Zach
Mark

1-8-24

26°/37°

Sunny

Jay 5:30 - 2:45

8.75

- Admin
- CK Parking Lots & Walkways
- Storm Clean up - Intersections

Trk 1

Job

		Staff	Time	Material	Equip
8.0	• CK Roads - Spot Treat as needed	Rich	8.0	9 yds Salt	Trk 3
	• Clean up - Push back Edges	Zach	7.0		Trk 7
	• Afternoon - Slush off Edges	Mark	8.0		Loader
1.0	• Trash Compaction @ T.S.	Zach	1.0	✓	Back Hoe
8.0	• Sick	Tom	8.0	✓	✓

1-9-24 18°/39° Cldy - Rain (Heavy) - Wind

Jay 8.5  
5:30 - 2:30

Trk 1

Admin  
Prep For Storm  
ck Clear Basin's and Waterways

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Storm Prep	Rich	8.0	/	Trk 4
	• ck Clear Basin's and Waterways	Zach	8.0		Trk 1
		Mark	8.0		
		Jay	5.0		
1.0	• Fill salt buckets at library	Jay	1.0	1 bag Salt	Trk 1
8.0	• Sick	Tom	8.0	/	/



1-10-24 52°/52° Rain

Jay 3:00 AM - 2:30 PM  
11.5

Trk 1

- Admin
- Pay Bills
- Inspections
- Notify Columbia/Coventry of Water over Rd  
- Parker Bridge Rd & Bunker Hill
- Close (Temporary) Road - Bunker Hill AM
- Open Road - Bunker Hill Early Afternoon

	Job	Staff	Time	Materials	Equip
5.0	• Ck Roads For Debris • Ck/Clear Basins & Waterways	Rich	5.0	/	Trk 4
		Zach	5.0		Trk 1
		Mark	5.0		
		Jay	5.0		
1.0	• Trash Run	Mark	1.0	/	Trk 4
		Rich	1.0		
6.0	Shop: • Clean/Repair Equip - Repair/Weld Plows (cracks)	Zach	6.0	/	Shop Tools
		Mark	5.0		
		Rich	5.0		
8.0	Sick	Tom	8.0	/	/

1-11-24 37°/42° P-ty Cldy

Jay 5:45 - 4:45  
10.5

Trk 1

- Admin
- Inspections
- Budget Reconciliation

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Compaction at T.S.	Mark	1.0	/	Back Hoe
3.0	• Ck/Clear Basins & Waterways Prep for Next Storm	Rich	3.0	/	Trk 4 Trk 1
		Zach	3.0		
		Mark	2.0		
2.0	• Finish Repairs to Plows	Zach	2.0	Shop Supplies	Shop Tools
		Rich	2.0		
		Mark	2.0		
3.0	• Fill in Erosion & Cut Waterways - Lower Jurovaty Rd	Rich	3.0	3 yds Process Spoils lost on site	Trk 3 Trk 4 w/Trailer Skidsteer Backhoe Trk 1
		Zach	3.0		
		Mark	3.0		
		Jay	3.0		
8.0	• Sick	Tom	8.0	/	/

1-12-24

Jay 5:30 - 4:00

10.0

- Admin
- Budget Reconciliation
- Budget work

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
2.0	• Finish Checking Waterways	Rich Zach Mark	2.0 2.0 2.0	/	Trk 4 Trk 1
3.0	• Replace Stop Signs & Post Jurouaty Rd & Jurouaty Ln	Rich Zach Mark	3.0 3.0 3.0	2) stop signs 1) Post Sign 1) Warning Strips 2) Reflective Strips	Trk 4 Back Hoe Hand Tools
3.0	• Storm Prep / Prep Equip for Weekend - Pssbl Snow	Rich Zach Mark	3.0 3.0 3.0	/	/
8.0	• Sick	Tom	8.0	/	/

1-14-24

Cloudy

Jay  
2.5

1:00<sup>PM</sup> - 3:30<sup>PM</sup>

Trk 1

Admin

Monitor Weather - Possible Snow Squalls

ck Rds - Air & Road Temps above freezing

\* No Call out \*

---

1-15-24 18°/32° Some Sun

Jay 4:00<sup>AM</sup>

Admin

ck Rds for Ice

5:30<sup>AM</sup> Call in 1 crew member to spot Treat Rds - Zach

Ice Areas Treated

Out at 8:30<sup>AM</sup>

6 yds  
Salt

1-16-24 24°/27° Snow<sup>AM</sup> - Pssbl Frzng Rain<sup>PM</sup>

Jay  
20.0  
Admin

12:00<sup>AM</sup> - 8:00<sup>PM</sup>

Trk 1

Call in crew 12:45 AM

All hands on Deck to keep up with Icing  
Keep Parking Lots  
" Library  
and walkways

19.25 •

Rich	19.25	45 yds Salt	Trk 3
Zach	19.25		Trk 7
Mark	19.25		Trk 10
Jay			Trk 1 Loader

8.0 •

Sick	Tom	8.0
------	-----	-----

1-17-24

17°/24°

Sunny

Jan 10.0  
5:00<sup>AM</sup> - 2:30

Trk 1

- Admin
- Check Parking Lots and Sidewalks
- Pay Bills
- Mailbox Inspection

	Job	Staff	Time	Materials	Equip
3.5	• CK Roads - Spot Treat Ice	Rich Zach Mark	3.5 3.5 3.5	8 yds Salt	Trk 3 Trk 7 Trk 10 Loader
1.0	• Trash Compaction at T&S.	Rich	1.0	/	Back Hoe
4.5	Shop: • Clean Equip • Shop Maintenance	Mark	4.5	/	Snow Equip
		Zach	4.5		
		Rich	3.5		
8.0	• Sick	Tom	8.0	/	/

1-18-24 14°/24° Mostly cldy

Jay 5:00<sup>AM</sup> - 4:00<sup>PM</sup>  
10.5

- Admin
- Ck Sidewalks
- Budget Work
- Meet w/salesman

Trk 1

	Job	Staff	Time	Materials	Equip
3.0	• Ck Rds Spot Treat	Rich Zach Mark	3.0 3.0 3.0	6 yds Salt	Trk 3 Trk 7 Trk 10 Loader
3.0	• Trim Trees Branches hitting mirrors Various places	Rich Mark	3.0 3.0	/	Trk 4 Saws
5.0	Shop: • Clean up • Equip Maintenance	Rich Mark Zach	2.0 2.0 5.0	/	Shop Tools
8.0	• Sick	Tom	8.0	/	/

1-19-24 22°/28°

cldy - Snow Showers

Jay 6:00 - 2:00

8.0

Admin

Budget work

\* Vacation 2 Days \* (Gone 20<sup>th</sup> thru 23<sup>rd</sup>)

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
2.0	• Clk Roads Spot Treat	Rich Zach Mark	2.0 2.0 2.0	6 yds Salt	Trk 3 Trk 7 Trk 10 Loader
3.0	• Shop: Small Equip Maintenance Clean Shop	Rich Zach Mark	3.0 3.0 3.0	/	Shop Tools
3.0	• Lt Snow Falling in Afternoon - Treat Rds Keep From Freezing	Rich Zach Mark	3.0 3.0 3.0	21 yds Salt	Trk 3 Trk 7 Trk 10 Loader
8.0	• Sick	Tom	8.0	/	/



SAT Jan 20<sup>th</sup>

L010° - Roads 17° - Hi. 18° mostly cloudy

+/- 1" yesterday/overnight (Powder)

Zach 4:30A arrival, Drive around, find SPOTTY  
Dustiness, Blowing + DRIFTS. INTERSECTIONS SLICK here  
and there. PARKING LOTS ICY. Call in MARK + RICH.  
Single lane Bare roads, double lane Dusted + drifting  
roads. Treat all PARKING LOTS and DUMP (VERY ICY)  
Guys in at 5AM, Leave 7:30  
CHECK WALKS AT LIBRARY - O.K.

MARK - #10, SALT ROUTE, Load TRUCKS

RICH #3, SALT ROUTE

---

SAT Jan 20<sup>th</sup>

14° +/- .5" SQUALLS. Roads 16-21°

Zach arrive 6:45, Tide roads, MOSTLY coated/dry/wet/slushy  
75% of Brake test fail. Call GUYS AT 7:15  
double drop centers<sup>main</sup>, Single Secondaries. Due to expected low  
temps of Single Digits. Scraped off DRIFT SPOTS.  
Leave 10:15PM

MARK - #10, SALT RT, Load TRUCKS

RICH #3, SALT ROUTE

SUN Jan 21

9<sup>0</sup> - roads - 10-4<sup>0</sup>

(26<sup>0</sup>/14<sup>0</sup>) MOSTLY sunny

Zach

7:10 A - Come in to check drifts + roads.

Roads O.K. Drifting + Ice Pack to  
hit in A.M. + walkways need to be done.

Old farms - Big icing.

Check email + forecast for today/ tomorrow

leave 8:15

Monday Jan 22  
35/26 mostly sunny

(9° Roads 12°)

- Zach
- Check mail, messages, forecast, email
  - Shovel + treat walkways
  - Scrape ice old farms (#1), ASPINAL, BUNKER
  - Finish compactor service

- Rich
- #3, SPOT + treat, ice + drift patrol
  - Scrape ice old farms (#3), ASPINAL, BUNKER
  - Sweeping in shop

- Mark
- #10 SPOT + treat, ice + drift patrol
  - CRUSH DUMP
  - Scrape ice old farms (Backhoe), ASPINAL, wash Backhoe

Tues Jan 23  
38° - 27° Partly cloudy  
(Snow + mix this afternoon / overnight)

Zach

- Check mails, messages + forecast
- finish load LT #3
- Check RT + Basins
- Wash #7, #1, Spreader
- Call for parts

Rich

- fix tarp #3
- Check RT + Basins
- Wash #3

Mark - #10, Check RT + Basins

- Wash #10

---

7 PM Call in. - all (32° Roads 32-35°)  
Roads coated, Treat only

1-24-24 33°/36° Snow - Cldy

Jay 3:00<sup>AM</sup> - 2:30<sup>PM</sup> Trk 1

11.0

- Check Rds - Snow starting to stick
- 4:00 AM - Call in crew
- 4:45 AM All trucks on Roads - Plow / Treat and Plow Parking lots, Clear sidewalks
- Trash Run / Clean Shop
- 11:30 AM Take early lunch
- 12:00 PM Slush of Roads
- 2:30 PM Crews Dismissed

10.0 • 

Rich	10.0	24 yds Salt	Trk 3
Zach	10.0		Trk 7
Mark	10.0		Trk 10
			Loader

8.0 • Sick | Tom | 8.0 |

1-25-24 45°/52°

AM Rain - PM Cldy

Jay 5:30 - 3:00 PM

9.0

Admin

Pay Bills

Budget Reconciliation

Trail Parking Estimate

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Compaction at T.S.	Mark	1.0	/	Back Hoe
1.0	• Receive Salt - Push up piles	Zach	1.0	50 Ton	Loader
8.0	Shop:				
	• Replace Brakes Trk 1	Zach	7.0	/	Shop Tools
	• Wash/Clean Equip	Rich	8.0		
• Clean Shop	Mark	7.0			
8.0	• Sick	Tom	8.0	/	/

1-26-24 36°/40° AM Rain - PM cldy

Jay 5:45 - 2:30

8.25

Trk 1  
Loader

- Admin
- Pay Bills
- Pay Roll
- Receive Salt 50 Ton

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
2.5	• CK/clear waterways	Rich Zach Mark	2.5 2.5 2.5	/	Trk 4 Trk 1
2.0	• Raise Sea Container at T.S. "Doors won't open"	Rich Zach Mark	2.0 2.0 2.0	3 yds Stone	Trk 3 Loader Trk 4 Hand Tools
3.5	Shop: • Small Equip Maintenance • Grease Equip	Rich Zach Mark	3.5 3.5 3.5	/	/
8.0	• Sick	Tom	8.0	/	/

1-28-24 33°/35° AM Rain Change to Snow Late Morning  
Change back to Rain Afternoon

Jay  
5.5 9:00 AM - 2:30 PM Trk 1

- Monitoring Weather All Morning Sleet/Snow now  
Mixing in 9:00 AM
- Head into work 9:30 - Roads are starting to accumulate/slush, Air Temps and Road Temps at or just above Freezing.
- Call in Crew 10:00 AM Roads getting slick, changed over to All snow, Roads coated
- All trucks on Roads 10:30 AM Plow Centers & Treat
- 12:30<sup>PM</sup> Changeover Back to Rain, Temps rising above Freezing.
  - Notify all trucks Conserve Salt Scrape/Plow off slush/snow all Roads
  - Plow off Parking Lots and Walkways
- All Staff Dismissed 2:30 PM

4.5 •

Rich	4.5	12 yds salt	Trk 3
Zach	4.5		Trk 7
Mark	4.5		Trk 10 Loader



1-29-24 33°/37° Snow / cldy

July 12:00 AM - 12:00 PM

Trk 1

12.0

- Weather Alert Rain Change over to snow Higher Elevations Road & Air Temps at Freezing +/- Will struggle to accumulate
- 12:45 AM on the road - Lower elevation Roads remain wet, Higher elevation Rds light accumulation.  
- Continue monitor Rds
- 3:30 AM Call in Crew Scrape/Treat higher elevation Roads, Check all roads spot treat where needed. Scrape Parking lots, Check Sidewalks, Treat where needed.
- 8:00 AM All Trucks back at shop - Take Break
- 9:00 AM Work in shop Zach 3.0  
Repair Plow Damage Rich 3.0  
Mark 3.0
- 12:00 PM Lunch
- 12:30 PM Light Snow Falling Treat All Roads up the middle
- 2:30 Crew Dismissed

10.5

Rich	10.5	24 yards	Trk 3
Zach	10.5	Salt	Trk 7
Mark	10.5		Trk 10

8.0

Sick	Tom	8.0
------	-----	-----

1-30-24 29°/33°

Mstly Cldy

Jay 5:15 - 5:30  
11.75

Trk 1

Admin  
Budget Work Capital Equip  
Inspections  
Call in low cable line - Lake Rd

	Job	Staff	Time	Materials	Equip
3.0	• Ck Rds For Icing - Spot Treat Parking Lots & Walkways	Rich Zach Mark	3.0 3.0 3.0	12 yds salt	Trk 3 Trk 7 Trk 10 Loader
5.0	Shop: • Equip Maintenance • Work on Steiner	Rich Mark Zach	3.0 3.0 5.0	shop materials Stock steel	shop Tools
2.0	• Fill Erosion along Road Edge Bunker Hill Rd	Rich Mark	2.0 2.0	on site material	Back Hoe Trk 4
8.0	• Sick	Tom	8.0	/	/

1-31-24

25°/38°

Mostly Cldy

Jay 5:30 - 3:00  
9.0  
Admin

Trk 1

Clean Break/Bath/office Rooms  
Budget work

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Run	Rich Mark	1.0 1.0	/	Trk 4
	Shop:				
8.0	• Work on Steiner Equip Basket	Zach	8.0	shop supplies	shop tools
7.0	• Site Work behind Firehouse For propane Tank Pad	Rich Mark	3.0 7.0	on site material	Excavator Trk 5
4.0	• Pick up Parts & Supplies (WI Clark & Mid city steel)	Rich	4.0	/	Trk 4
8.0	• Sick	Tom	8.0	/	/

ANDOVER SENIOR TRANSPORTATION  
MONTH OF JANUARY 2024

Dated 2/6/2024  
Cathy Palazzi  
Senior Coordinator

Drug tests – None (waiting for new employee to be called)

- Medicals 41
  - Events (4) - (1) Friday lunch, (1) Movie, (2) YAH Meetings
  - Maintenance 2 Maintenances-2014 Dodge Caravan – leak at transmission oil cooler lines-repaired and (1) oil change and new wipers 2014 Dodge Caravan.
  - Incident Log None.
  - Disabled 12 - Passengers riding who require equipment or ramp to enter and exit ramp vehicles.
  - Veterans 5 - Medical trips to VA in Newington
  - Meetings 2 YAH Meetings
  - Shopping 5 trips (one per week) (6) seniors.
  - Food Share 3 trips per month – approximately (5-7) seniors riding.
  - Food Pantry 6 trips per month – approximately (5-6) people on Monday nights (5-7) people on Wednesdays
- 
- We service (12) handicap people regular basis including weekly trips to the VA.
  - Two seniors we drive 3-5 days a week for cancer treatment.
  - (3) seniors having PT treatment three times per week, (1) Dementia passenger weekly
  - Bus transportation continues to drive our seniors, disabled and veterans to their medical appointments, meetings, movies, luncheons, town meetings, shopping, food share, food pantry, and voting days.
  - Currently we have a totally disabled individual whom we take shopping on a separate day as he requires special care and stores for his needs. Caregiver goes with him.

*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

**Registrar of Voters**

**17 School Road**

**Andover, Connecticut 06232**

**January 2024 Monthly Report**

**Processed 28 Voters.**

**Attended Tolland County ROVAC meeting in Hebron.**

**3 Moderators attended Moderator Refresher Class**

**Attended Secretary of State Zoom Meeting.**

