

**Town of Andover
Board of Selectmen
Special Meeting**
Monday May 13th, 2024 at 7:00 P.M.
Location: Virtual Zoom meeting

Regular Meeting Agenda

Zoom Directions:

Click here to join by computer for video/audio: <https://us02web.zoom.us/j/82705554447>

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

Meeting ID: 827 0555 4447

Passcode: 415406

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

1. Call to Order/Pledge of Allegiance
2. Public Speak
3. Board and Commission Presentations
 - a. Library Board of Directors
 - b. Garden Club Budget Request
 - a. Fencing
4. Appointments
 - a. Consideration of appointing three Advisory Boards for the senior/community center
 - b. CART- Don Lunberg
5. Resignations
 - a. CART- Mike Palazzi
6. Town Administrator's Report
7. Discussion with Assessor John Chaponis
 - a. Review significant Taxpayer report
8. Old Business Discuss and act upon the following:
 - a) Joshua's Trust Discussion
 - b) Community Center construction update
 - i) Community Center Sidewalk locations
 - ii) Fit Out for Building
 - c) Discussion of Blight and level of involvement
 - d) E Bike loaner program
9. New Business Discuss and act upon the following:
 - a. Road closure for Cidermill Rd Memorial day (BOS Acting as LTA)
 - b. Job Description for Senior/Community Center Director
 - c. Proposed Community Center Policies
 - d. Vendor Permit
10. Approval of Meeting Minutes
 - a. 4.11.2024 Special Meeting Minutes
11. Treasurer's Report
 - a. Finance Department Report

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

12. Tax Collector's Report

- a. Refund Request

13. 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

14. Correspondence

15. Public Speak

16. Executive Session

17. Adjournment

Appointments

4.

Recommendation for appointment of Advisory Committees

To be considered at the June meeting, these just represent Eric's thoughts on who would best represent these positions.

1. I recommend the BOS appoint the Rec commission as the advisory committee for the Senior and Community Center Director
2. I recommend that the BOS appoint a 5 person Senior Advisory board
 - a. Current senior coordinator Cathy Palazzi
 - b. Representative from Young at Heart Probably Sue Schmidt
 - c. Senior representing active Recreation Bill Penn
 - d. Board of Selectman member that is retired Suggest Ann Creme
 - e. Senior transportation driver or representative Susan Camaroda
3. I recommend the BOS appoint a Community Center Advisory committee
 - a. Library Director Amy Orlomoski
 - b. Member Beautification committee potential Cathy Derosiers
 - c. Recruit three at large members

Kate:

Please put this information below from Don Lundberg who is the new person who has taken over C.A.R.T. program for Mike Palazzi who has resigned effective today 5/8/2024. This program has been part of the Conservation Commission but is now standing alone since Mike had retired from the CC. Please put this new information on the website for Don for the committee and to interest residents in recycling bottles and cans for this great program. If you have any questions, please let me know.

Thank you.

Cathy Palazzi

860-916-6122

----- Original Message -----

From: Don Lundberg <donlundberg@sbcglobal.net>

To: nanasworld@comcast.net

Date: 05/07/2024 1:56 PM EDT

Subject: Don cart email

Hi Cathy,

I creates an email just for CART. Please send to the town when they update the CART page on the website.

Don Lundberg.

actcartdon@gmail.com

Phone 860-7164188

Thank you

[Sent from AT&T Yahoo Mail on Android](#)

Resignations

5.

Carol:

This is to inform you Mike Palazzi has resigned from the C.A.R.T. program effective 5/8/2024. Don Lundberg a member of the C.A.R.T. program has volunteered to handle this program at this time. He has begun by purchasing needed bags for the Transfer Station and will turn the receipt over to Chris to pay. I have copied her on this email.

I have sent him a spreadsheet that lists the people who are in the program and who receive money twice a year from our Assistant Treasurer. Currently, Chris has and this week will be receiving the check for April. At the beginning of June and July there will be checks coming in for the month of May and June. Once Chris receives these checks and Manchester Redemption center has received a message to send all checks starting with the May directly to the Town of Andover where Chris can deposit and keep track easier.

Don Lundberg will make sure the committee members receive a schedule as we have done in past. This schedule is good through July This spreadsheet has been forwarded to Don and he will make sure the C.A.R.T. members receive it.

It has been fun working with this group for many years and I am delighted Don has volunteered to take over. He will purchase the needed bags with the understanding that Chris will reimburse him with his receipt as she did for me. If you have any questions please reply to this email.

Thank you.

Mike Palazzi
860-916-6122

Town Administrator's Report

6.

Town Administrator's Report for the 15.13.24 Board of Selectmen Regular Meeting

Town Hall Operations:

Cleaning/Custodian: Building in good shape overall Thanks to Willi and Susan

Administrator's Office:

Very busy month Budget is off to referendum

Grant Submission for LOTCIP for the RT 316 connectivity project Has been awarded 2.85 million dollar award for construction

Grant submission for the DEEP Rec Trails Program to design a second trail through the woods No Response Yet

I submitted a Congressional Appropriation through Sen Murphey and Blumenthal's office for approximately \$410,000 to complete the community Center as well as install the Generator Backup for the Municipal campus.

HVAC work on town hall is ongoing expected to be completed by June 1, electrical work is largely completed. Fire dept HVAC will start as soon as the town hall is finished

New propane tanks expected to be installed by May 20th

Working to line up an MEP to evaluate the plumbing issues in the AES building.

Community Center Update

Will discuss orally at meeting. See notes on the fit out for the building

Town Clerks office

New (old) Assistant Therese Gonye is working our well Welcome Threse

Assessor's Office:

No major changes to the office

Social Services

No major current issues

Finance Office:

See updates from Cheryl

Blight

Notice sent to owner of Barnett Property on route 6. Ongoing issues.

Town Engineer:

In talks with DOT re new Access to Hutchinson rd

I also asked the town engineer for a proposal for survey and design for the pickleball fields and Playground to keep our design costs low. Proposal from cla engineering was too high.

Animal Control

On hold staying with current provider

Public Works:

Lots of smaller projects underway.

They wrapped up the conduit install for electrical generator backup and propane service. We will need to patch the parking lot between the fire dept/town hall.

Still waiting on the new plow truck

Bunker Hill Bridge Design:

Rfp for Inspections services for Federal Local bridge services is back we had 9 applicants

Review Pool Mark Burns (DOT) Ed Srisley PHD construction engineering, Todd Penny Town Engineer Coventry, Eric Anderson town administrator

Some Progress- We are at final design design stage. Project is proceeding. **Expected Start date 15 Feb 2025**

Long Hill Rd Bridge Design

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

Small Bridges and Culverts:

NLJ had done borings and is proceeding with the culvert design.

Andover Proposed Community Senior Center:

Proceeding See notes on fit out

Andover Veterans Monument:

Looks good plantings scheduled for next week to be ready in time for Memorial day

Grant for Senior Transportation Vehicle

Vehicle received, registered and in use.

Connectivity Grant:

Still have some funds left over. Used some money for poop dispensers which Public works needs to install along with additional signage.

If the Board agrees with the proposl for an ebike rental I will spend the remaining money on a bike boxes for the community center space and possibly a bike repair station.



Safety committee quarterly

Nothing new this month.



Andover School District

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

Valerie E. Bruneau
Superintendent

Taylor Parker
Principal

Dear Members of the Board of Selectmen

I hope you are doing well. On behalf of the Andover Board of Education, I am requesting your support in funding an engineering MEP (Mechanical Electrical Plumbing) assessment for the plumbing concerns at Andover Elementary School. I presented those concerns at a CIP meeting on March 21, 2024, and at that meeting the hiring of a MEP engineer to further investigate was discussed. Eric Anderson, who was at that meeting, indicated that he believed the Town would be able to cover the cost with existing funds already in the Town's general fund. The BOE concludes that this assessment will provide valuable insights that will enable the BOE to make informed decisions about necessary upgrades or repairs to ensure the optimal operation of the school. The BOE prioritizes the safety, well-being, and educational experience of our students and staff and the infrastructure of Andover Elementary School plays a critical role in achieving these objectives. To that end, I am hopeful that the BOS is willing to assist the BOE in the upkeep of our facility.

We believe that this is an important step in the collaboration between the Board of Education and the Board of Selectmen and it will exemplify our shared commitment to the well-being and prosperity of our community. We look forward to the opportunity to work together to ensure the continued excellence of Andover Elementary School.

Your support in funding the engineering MEP assessment would be greatly appreciated, and we thank you for your consideration in our request.

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

Sincerely,

Celeste Willard

Chairperson AES BOE

PROPERTY OWNER	ASSESSMENT	MILL RATE	TAXES		
SIMAAN PROPERTIES LLC	1583820	0.03129	\$49,558	dollar general	
WHISPERING HILLS LLC	1334130	0.03129	\$41,745	kingsley dr apartments	
WASHINGTON STREET ANDOVER LLC	1312010	0.03129	\$41,053	self storage	
MARITA LLC	1013040	0.03129	\$31,698	extramart	
*EASTERN CONNECTICUT HOUSING ORGANIZATION	848260	0.03129	\$26,542	hop river homes	AFTER 12K ABATMENT
GLOWACKI NICHOLAS A & ANNA R	827960	0.03129	\$25,907	residence	
84 ROUTE SIX LLC	802550	0.03129	\$25,112	scotts electrocraft	
HATEM PAMELA B	750540	0.03129	\$23,484	residence	
MAGUIRE DANIELLE B	714350	0.03129	\$22,352	residence	
SHAW DAVID	674940	0.03129	\$21,119	residence	
POST-JONES SERENITY	644390	0.03129	\$20,163	residence	
COLE ABBY G & JAMES L	644000	0.03129	\$20,151	residence	
BEERING ROBERT W	614950	0.03129	\$19,242	residence	
REAGAN LOUISE A & RISLEY JR RICHARD C	606690	0.03129	\$18,983	residence	
JIVAN LLC	570150	0.03129	\$17,840	andover plaza	
SURDEL PAUL EDMUND TRUSTEE OF THE REVOCA	565852	0.03129	\$17,706	residence	
AREL SERGE	563220	0.03129	\$17,623	residence	
OLLIE STEPHANIE G TRUSTEE	547750	0.03129	\$17,139	residence	
SHEA KEVIN C	547330	0.03129	\$17,126	residence	
PEDRO KEITH A & SARAH LYNN	543450	0.03129	\$17,005	residence	

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

Old Business

8.

May 8, 2024

TO: Andover Board of selectmen

RE: Joshua Trust Proposed Trail

Initially, I was skeptical regarding the proposed hiking trail on the conservation land abutting my property. At an earlier Board meeting I voiced my objection, not to the trail, but to any potential misuse of the trail. Since then, I have met with John Hankins and Bill Penn and subsequently dropped my objections.

I do so because the Joshua Trust People are not offering a feel good, pie-in-the-sky, fantasy proposal. Instead, they have a concrete plan backed by experience, skill, and intent. I believe they have the wherewithal to carry out their plans. I respect that.

I've heard about the controversy regarding the installation of parking lots. A 'not in my backyard' backlash. OK. So, what I would suggest is that the Board of Selectmen approve an abbreviated plan, sans parking lot.

On street parking is already approved in the neighborhood. There can be no objection to doing so. If an expanded parking arrangement would ever be considered, such a decision can be left for future action.

I hope you will look favorably on my suggestion. The trail is a low impact yet substantial asset for the Town of Andover.

Thomas J Fabian

Board of Selectman,

Leading edge thinks they will turn the building over to us around June 1. That seems reasonable. I would suggest we schedule a grand opening on Friday July 12 say 4 pm or Saturday the 13th at noon. This gives us time for a few of the other things we need to fit it out and get the grass to start growing, some beautification spending, etc. I would like approval at the next regular BOS meeting on May 13 to start spending for this.

At the grand opening it should hopefully be ready for a Director to occupy the building

To me this means the building will work for meetings and Luncheons, and be setup with work space for the director. There will be phones and a desk and computer for the director. The main space would work for Hybrid Meetings. We already have a safe and a secure filing cabinet.

The Cameras should function. There should be some outdoor amenities. This should include the bench that the Young at Heart group wants moved from the old fire house.

So I am going to suggest we start spending money on the fit out for the Community Center Fit. My suggestion is that we allocate \$25,000 from contingency to cover. Unless something drastic happens, we are in good shape overall on our current year budget. I spent 3 hours last week going over it line by line with Cheryl. Our overall spending should be under budget, and we have a \$100,000 cushion because we have a lot of anticipated revenue from interest.

I think we are safe starting to spend contingency to make this happen as opposed to the multiuse building fund. This represents an order from Uline for about \$13,500 for tables, chairs a desk outdoor furniture, chairs and table moving dolly

I would anticipate spending about \$2500 on 3 tv's, mounting kits and speakers for the main unit I asked Paula to confer with Jeff Murray and figure out exactly what they would recommend since I am not a TV guy.

Cameras Assume ~3-4K for the camera install for the building I would like to get this in by the grand opening if possible.

1500\$ for a good vacuum from shillers and initial Janitorial supplies to get the ball rolling for Wili and Suzie.

The remaining money would be spent on equipment and labor for getting the IT up and running

Here is what I am anticipating for the building

IT Per our It person, initial spend is aprox \$3500 to be able to function

Fiber connection to the new building Conduit installed now Need Length for the wiring from public works

UPS

Fire wall

Wireless routers 2 interior one inside with outside antenna

Patch Pannel

POE switch 24

Move the NAS to the building

Rack system

Labor to install

Not included in this budget allocation:

1 pc with dual 27" monitors Printer for the director.

1 owl 3 Plus owl bar and extra microphone meeting cameras, plus a cheap laptop. bought off of next years budget This would give us one large hybrid meeting setup and one small meeting setup.

Phones Potentially 3

Once IT is wired Use IP Genie service to start July 1

One upstairs in office, one in hallway, one downstairs

Audio Visual

T V,s Will want 2 minimum possibly 3

Large 1 with 2 speakers and sound bars

85" 4k UHD qled Samsung \$1250 My guess others may have better info/ solutions

(2) LG 50" 4k UHD smart tv's 299 each

Furniture etc Uline

1 Office Desk 72X72 Maple \$985

5 Vinyl sled based chairs wit arms (black) \$800

Radio wall clock \$57

Cork board aluminum Frame 4x3 \$495

Vinyl padded chairs 60 black \$1920

Chair and table dolly \$360

4 Folding tables 60X30 gray \$800

6 Folding tables 98x30 \$1680

4 folding tables 60" round \$1500

Outdoor furniture U line seems to have the best prices

1 ada Metal Picnic table round green \$1200

1 regular metal picnic table round green \$1200

2 under table umbrella bases \$198

2 9' umbrellas Green \$398

4 polywood Adirondack chairs grey \$1140

1 green all metal trash can with bonnet lid green vandal proof \$830

Additional spending. I submitted for senior center ARPA funding ~\$9800

With that I expect to purchase a commercial Fridge, commercial freezer, icemaker, Microwave, shelving, coffee maker system and at least one stainless counter. This will function until we are ready to finish the fit out the kitchen with range and hood/ fire suppression, etc. The goal will be to have at least one sink in the kitchen.

LIST FOR NEW COMMUNITY BUILDING/SENIOR CENTER

UNITED STATES & CONNECTICUT FLAGS AND POLES FOR LARGE ROOM

BULLETIN BOARD FOR LARGE ROOM

2 -WHITE BOARDS FOR CONFERENCE ROOM, LARGE ROOM

STAINLESS STEEL STOVE

STAINLESS STEEL HOOD

LARGE STAINLESS-STEEL REFRIGERATOR

STAINLESS-STEEL MICROWAVE

STAINLESS-STEEL DISHWASHER

STAINLESS STEEL ISLAND – PLUGS BOTH SIDES

TWO STAINLESS STEEL ROLLING CARTS

ROUND TABLES FOR LARGE ROOM (HOPEFULLY THEY ARE WOODEN AND FOLD)

CHAIRS THAT HAVE PADDED BACK AND SEAT FOR LARGE ROOM

OFFICE CHAIR AND DESK

CHAIRS FOR CONFERENCE ROOM

2 COMFORTABLE CHAIRS FOR READING, CHATTING AREA (MAYBE THIS IS WHERE THE BLUE SOFAS WILL GO)

72" FLAT SCREEN TELEVISION FOR LARGE ROOM

CLOCKS FOR: LARGE ROOM, CONFERENCE ROOM, KITCHEN, DIRECTOR'S OFFICE

DVD PLAYER

CARAFE FOR COFFEE K-CUPS (OURS WAS STOLEN FROM COMMUNITY ROOM)

POTS AND PANS FOR KITCHEN

UTENSILS FOR KITCHEN (MAJORITY OF OUR UTENSILS WERE STOLEN AND WE ARE IN PROCESS OF REPLACING WHAT IS NEEDED) WILL LET YOU KNOW IF WE NO LONGER NEED.

SERVING SPOOLS, TONGS FOR LUNCHEONS AND PANCAKE BREAKFASTS

200 WHITE PLATES ALREADY PURCHASED AND DONATED BY THE PALAZZIS'

200 WHITE CUPS ALREADY PURCHASED AND DONATED BY THE PALAZZIS'

200 WHITE SMALL BOWLS ALREADY PURCHASED AND DONATED BY THE PALAZZIS'

200 WHITE SMALL DESSERT PLATES ALREADY PURCHASED AND DONATED BY THE PALAZZIS'

200 SETS OF SILVERWARE ALREADY PURCHASED AND DONATED BY THE PALAZZIS'

TRAYS FOR SERVING ALREADY PURCHASED AND DONATED BY THE PALAZZIS'

TWO LARGE GRIDLES WITH WARMERS

KNIFE SET

THREE COOKIE BAKING PANS, TWO 8" SQUARE, TWO 13"X9", TWO MUFFIN PANS

THREE CUTTING BOARDS

COLANDAR

SCISSORS FOR KITCHEN USE

TWO WAFFLE IRONS

COMMERCIAL TOASTER

ELECTRIC MIXER

KNIFE SET AND HOLDER

TWO BLACK BOOKCASES (WE HAVE ONE IN COMMUNITY ROOM)

RACKS FOR STORAGE ROOM (THESE ARE TO STORE OUR PAPERGOODS)

LOCK FOR STORAGE AREA

PORTABLE SPEAKER SYSTEM

TWO COMPUTERS – ONE FOR OFFICE AND ONE FOR PUBLIC TO USE

PRINTER – COLOR IF POSSIBLE

STAINLESS STEEL WASTE BASKETS (2 -LARGER SIZE KITCHEN, SMALL ONES IN CONFERENCE AND OFFICE ROOMS)

LOTS OF LIGHTING IN BUILDING INCLUDING KITCHEN

MOVE DORIS HUTCHINSON BENCH FROM OFH TO NEW BUILDING PATION AREA

THE REQUEST FOR THE APPLIANCES AND BAKING ITEMS – IT IS OUR INTENTION TO PUT ON BREAKFASTS MAYBE MONTHLY OR EVERY FIVE WEEKS TO THE COMMUNITY FOR A REASONABLE PRICE. ALL PROFITS WILL GO TO THE LUNCHEON FUND.

WE HAVE TWO BLUE SOFAS AND WILL CLEAN THEM WHEN IT IS TIME TO MOVE THEM IN 2024 TO THEIR NEW HOME! We WILL TAKE THE COFFEE TABLE AND CORNER TABLE AS WELL.

THERE IS A TALL BLACK CABINET IN COMMUNITY ROOM WE WOULD LIKE TO TAKE.

THERE IS A BLACK BOOKCASE IN COMMUNITY ROOM WE WOULD LIKE TO TAKE.

THERE IS BLACK CABINETS ALONG SIDE OF FRONT WALL WE WOULD LIKE TO TAKE.

ALL THESE ITEMS WERE PURCHASED FOR SENIORS WHEN FIRST SELECTMAN SAID WE WOULD STAY IN THE COMMUNITY ROOM UNTIL A BUILDING WAS BUILT.

EXERCISE EQUIPMENT: WE HAD SOME AT OFH BUT IT WAS SOLD THREE YEARS AGO. WE WOULD LIKE TO PUT IT INTO ONE OF THE CONFERENCE ROOMS AND MAKE AN EXERCISE ROOM FOR ALL TO USE. TREADMILL, BIKE, STAIR STEPPER. WE WOULD LIKE TO HIRE AN EXERCISE PERSON LIKE WE HAD IN THE OFH AND COMMUNITY ROOM – WE PAY THE PERSON DIRECTLY \$5 FOR THE LESSONS EACH WEEK. YOGA, TAI CHI, ETC. WE HAVE A PERSON ON STAY BY THAT TEACHES YOGA FOR SENIORS JUST WAITING FOR CORRECT PLACE TO TEACH US.

IS IT POSSIBLE WHEN BUILDING THE KITCHEN WALL THAT FACES THE BIG ROOM TO MAKE IT A HALF WALL FOR EASIER SERVING? LIKE THE HALF WALL THAT WE HAD AT OFH?

ALTHOUGH THIS IS A LONG LIST THESE ARE ITEMS THAT CAN BE PURCHASED AS WE GO ALONG. ONCE PEOPLE KNOW WE ARE ACTUALLY BUILDING WE FEEL PEOPLE WILL DONATE ITEMS.

LASTLY, WE HAVE A BENCH AT THE OFH THAT THE YAH GROUP PAID FOR AND PURCHASED IN THE MEMORY OF DOIS HUTCHINSON. WE WANT TO PUT THAT IN THE FRONT OF OUR BUILDING SOME PLACE FOR ALL TO SEE. ERIC SAID HE WOULD HAVE IT MOVED OVER AT THE CORRECT TIME.

THANK YOU.

CATHY PALAZZI

SENIOR COORDINATOR

860-916-6122

nanasworld@comcasst.net

The town of Andover is considering implementing an E bike loaner program for residents. Bikes would be purchased through a grant program

These bikes would be set up for commuting. They will be restricted to class 1 so the throttles will be disabled. The purpose of this is to encourage alternate means of transportation in keeping with state and local goals for carbon emission reduction. The Idea is to be able to have residents try alternative transportation without having to purchase it. This matches the State DOT efforts towards promoting alternative transportation. This program is loosely based on a successful program in ohio that has been run successfully for the last 10 years

The Basic outline of the program is as follows:

Available by loan for 3 hours at a time. Daytime only not during peak traffic times

This would be during the daytime only when there is a staff person available at our new community center

To sign out a bike, a person has to be a member of the Community Center

There will be a waiver form (a proposed waiver is provided for your review)

There is a checkout form to insure the bike is in good working condition. Any employee who is authorized to check out the bikes will be trained in that task to insure it is OK to loan out that will be signed by the staff person **and** person borrowing the bike.

Each person will be provided with a helmet (town will stock multiple sizes) and a lock to prevent the bike from being stolen.

At the last meeting when we discussed this, I asked that you all actually try an electric bike. Did any of you follow through with that? If so what were your impressions?

I would also suggest you ask the Gostanians and or Elaine Buchart and or her husband Don, or Ed Sarisley as all of them currently use e bikes for their impressions.

Jeff Murrays Comments in Italics I am posting this first so that I can address these points.

1. *I'm concerned about liability. I can say with certain confidence that this is not gonna fly with CIRMA.*
 - a. *Response from CIRMA*

2. *I'm concerned we have nobody to staff it to make sure that the bikes are brought back in operating condition. We cannot just have the bikes returned to a storage box because if it is broken the next person*

that rents it could have an issue or an accident if things like the brakes have failed. They also may not plug them back into charge. And we will be liable if someone has an accident on a bike that is broken or needs service.

3. We have nobody to pick up these bikes or to service them if somebody gets a flat or an issue with the bicycle. I've worked dozens of charity rides, and the average person does not even know how to change a bicycle tube.

4. We're putting people out there in traffic that may not have bike handling skills or awareness of the road. These bikes can travel up to 20 miles an hour uphill and flat terrain. Even faster downhill and in the hands of an inexperienced rider, that could spell trouble. Hazards can be cars, potholes, or sand. Most novice cyclists do not have the skills to safely negotiate these obstacles at a higher speed.

5. The roads are dangerous. Yesterday going along long hill I was buzzed by a truck going 70 miles an hour. People are traveling up to at least double the speed limit on the roads in Andover currently. We won't even know if these people using the bikes are going to be traveling on the right side of the road or obeying traffic signs

6. We cannot ensure and police that people wear helmets while using these. If someone does get in an accident and they are not wearing a helmet it could be a liability issue for us.

7. Statistically looking at crash data for cyclists, people on e-bikes are disproportionately getting into crashes more than normal human powered bicycles. This is because people that do not have the handling skills and are riding at a much higher speed than their skills are capable of handling.

I am going to respond to all of these points the best I can, but not in order.

My argument of this program is that basically the benefits outweigh the negatives. The goal is to convince people to change to an ebike (or regular bike for commuting and shorter trips). Andover has a lot of hills, and realistically the fraction of people that will commute on an e bike is a lot higher than on a non e bike.

Benefits of a bikeshare program:

- Better health outcomes from an active lifestyle
- Lower carbon footprint
- Lower cost for transportation

Negatives of a Bikeshare program:

- Liability/ Risk of injury

- Cost and hassle of running a program

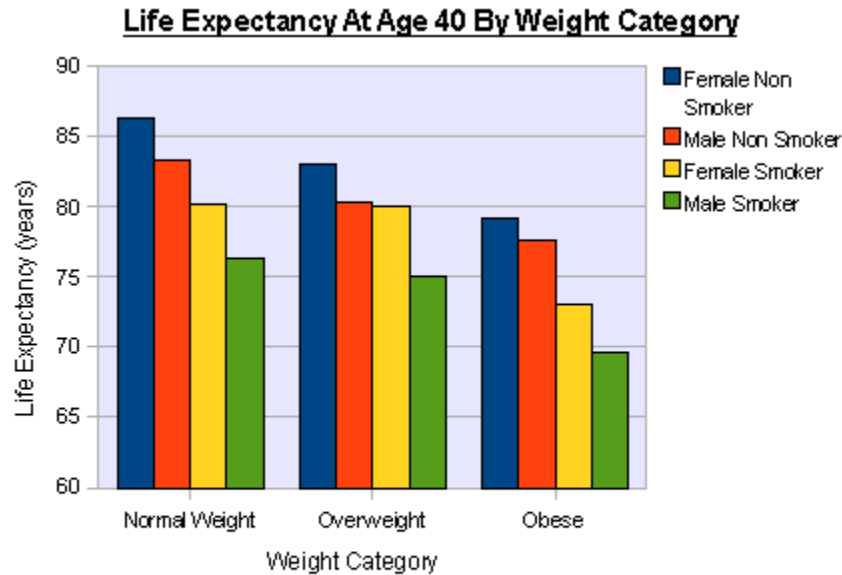
Lets start with the Benefits

Cycling and being active makes you healthier, live longer and has mental health benefits. The CDC recommends 150 minutes of moderate physical activity weekly which most americans do not get

In America the last year there are complete statistics in the US the obesity rate was 42.7% , in Connecticut was 35% Sedentary lifestyle contributed significantly to that. On average being obese reduces lifespan by 5 years (Per the CDC) Here are the effects of obesity:

- All-causes of death (mortality).
- High blood pressure (hypertension).
- High LDL cholesterol, low HDL cholesterol, or high levels of triglycerides (dyslipidemia).
- Type 2 diabetes.
- Coronary heart disease.
- Stroke.
- Gallbladder disease.
- Osteoarthritis (a breakdown of cartilage and bone within a joint).
- Sleep apnea and breathing problems.
- [Many types of cancer](#).
- Low quality of life.
- Mental illness such as clinical depression, anxiety, and other mental disorders^{4,5}.
- Body pain and difficulty with physical functioning⁶.

Obesity and Hypertension combined lead to over a million deaths annually in the US, the CDC estimates that obesity related conditions have an annual medical cost of 173 billion dollars. This is \$576 per capita. Anything we can do as a town to encourage healthy lifestyles is a good thing. Cycling and ebikeing count as moderate physical activity and commuting time counts towards the CDC recommended 150 minutes of physical activity per week.



Source: "Obesity in Adulthood and Its Consequences for Life Expectancy: A Life-Table Analysis" - *Annals of Internal Medicine*, January 2003

[Association of BMI with overall and cause-specific mortality: a population-based cohort study of 3.6 million adults in the UK - The Lancet Diabetes & Endocrinology](#)

Lower Carbon footprint. This one is obvious shorter duration trips made by bicycle reduce the total carbon usage. Coupled with Mass transportation for longer trips this is the standard European model.

Andover is the lowest density town in the Capital Region. If mass transportation is ever going to work again, micromobility is going to play a role in solving what is commonly called the **Last Mile** problem. Basically this is what you need to do to get people from their home to a transit hub without getting in a car. Since the Commuter Parking lot is centrally located in town, the majority of Andover Residents are in riding, but not walking distance from the Lot. The conclusion is that cycling would have to be part of the solution.

Given the necessity of an all hands on deck approach to combating climate change, this is one good tool for Andover.

Cost of transportation

Per AARP, on average in CT households spend \$18,000 per year on transportation. That is about 17% of the average household income in Andover. Given the number of people telecommuting, the opportunity for a household to decrease this number by using one or more ebikes has the potential to save a significant amount of the budget. Given the comparative cost of an E bike with a electric car, it is a better bang for the buck if it is used. There are a lot less barriers to adoption. Currently I am using

around 350 watt hours commuting an average of 4 days and 5 trips per week for a total of 25 miles. So assuming standard charge efficiencies of 80% I use 0.44 kwh per week of electricity. So that would cost me around \$0.16 per week in electricity.

Negatives

Safety Cycling is more dangerous per mile traveled than driving a car if you discount the health Benefits.

Over the last 10 years, Connecticut averages 3.4 cycling deaths per year. Of those Deaths, only 17% occur in rural areas. So if you exclude urban areas, the state of Connecticut averages 0.6 deaths per year for cyclists.

[Facts + Statistics: Sports injuries | III](#)

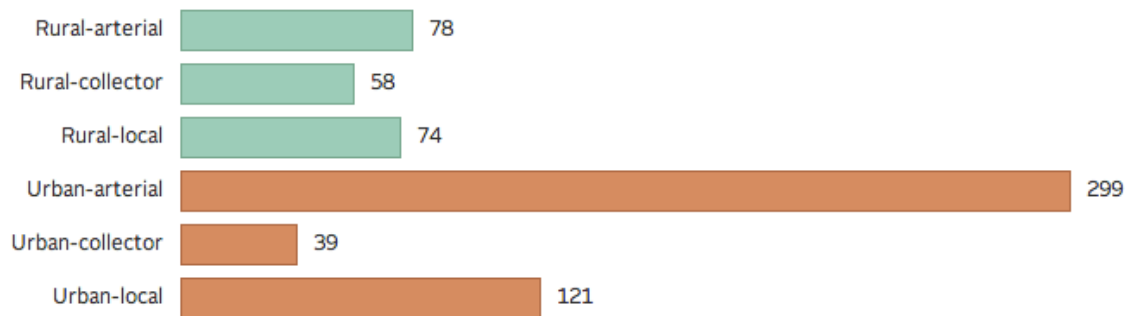
The reality is that bicycling and ebiking lead to very few fatalities and is a relatively safe activity. We could do much better as a country, but it still is not bad

Nationwide Between 75 and 85% of the ~1200 annual fatalities occur in urban areas. Of those 40% occur after dark even though it is a much smaller percentage of total riding.

So worse case there are 300 rural bicycling deaths in the entire United States. E bikes seem to have around 1.5 times that accident rate of pedal only bikes though data is

limited.

Locations of bicycle fatalities



Source: League of American Bicyclists



The US DOT estimates between 6 and 22 billion miles traveled per year by bike. While this is a huge difference, split the difference and call it 15 billion miles bicycled and 1266 deaths. On average you need to cycle 17 million miles before you are killed.

In 2022 17.7 million bicycles were sold in the US and 54 million people rode bicycles occasionally and on average 20 times. This causes 500,000 trips to the ER annually. So on average 1.08 billion bike rides each have a 0.05% chance of an ER trip.

Football has 1.2 million participants from youth through college and generates 383 thousand ER visits annually.

The Most sport related ER visits are generated by football 14%, Basketball 12.5% cycling 9.9%, Soccer 7.1% skating and skateboarding 6.9% and Playgrounds 6.3%

<https://www.cdc.gov/nchs/data/nhsr/nhsr133-508.pdf>

Dangerous? Those are the numbers. Andover participates in football, basketball, soccer and are building playgrounds.

The second question is are e bikes more dangerous than regular bikes. I would guess they are, but not by a lot. What you are seeing is lots of people that are not experienced riders are riding E bikes. Put that same person on a non e bike and he is still a lot more dangerous than an experienced rider. We will remove the throttles so they are using the torque sensor only.

Top Speed It is absolutely true that the average speed for an E bike is higher than a pedal only bike. The bikes only assist up to 20 mph. Given that most town roads have a 25 mph speed limit this should not be a problem. The top speed of an e bike is lower than what a road bike user is used to. For instance, when I ride from my house on a road bike, Wheeling rd to Bear Swamp rd to Long Hill rd. I average 25-26 mph for that stretch because it is mostly downhill with a max speed around 40 mph. On my ebike I average 21 with a max speed of 29 mph. Going uphill the numbers are reversed. So while e bikes increase average speed, they do not increase max speed.

It is also true that a lot of adults are buying ebikes that have not ridden in many years. Because of this the accident rate will be higher. If you look at the data from research on active transportation below, you can see that incentive programs are effective at getting non riders to switch to e bikes as a transportation method. This is mitigated somewhat because these are not skinny road bike tires, the smallest of the bunch are 42C tires and the other two models are larger than that, with disk brakes and mirrors.

[UBC-REACT-Lab_ExecutiveSummary_Saanich-Ebike-Incentives_March2024.pdf](#)

Other concerns raised by Jeff

Staffing: That is also a legitimate concern. Based on the success of the program I modeled it on, relatively inexperienced people can be trained to check in and check out the bikes on a simple form. If we bought an outdoor tool stand with pump that would solve the tools problem. We would use the bike shop for anything beyond a simple putting air in the tires. At the moment, we have zero staff at the community center. At the same time, we are planning on turning a lot of other things over to that person including starting a cornhole league. This is just one thing of many they would be assigned to.

Breakdowns: We are starting with all new bikes. While it is always possible that something catastrophic will happen, it is unlikely. There is a big difference between a charity ride where someone hauls out his 20 year old schwin with dry rotted tires that has not been tuned in 15 years and a new ebike. Likewise with flats. These tires are made for durability not low rolling resistance and are much less susceptible to problems. These are heavy bikes made for durability not performance.

If we do have to get someone once per year or so, during the day public works will pick them up and worst case scenario we call one in after hours to retrieve a bike/body. We would also plan on occasional servicing by the local dealer that sells them. All the ebikes that we are potentially purchasing have charge indicators so you know if they have charge or not. The instant you turn it on, you know if it is charged. The fact of the matter, they are bikes and if they run out of juice, you just pedal them. As far

as I am concerned that is a non-issue. If we want to get high tech we can add a timer to the electrical circuit so it only charges for a set time.

Helmet use. It is correct that the town can't insure that a rider is wearing a helmet. All we can do is make sure the person HAS a helmet and wears it as he/she rides off. This is different from standard bike shares where helmets are not included/ available. Hopefully by setting the standard of sending people off with a helmet, we instill the message that it is important. That is clearly a problem with most bike share programs with remote bikes. On the other hand, we can't insure everyone riding on senior transportation vehicles are wearing seatbelts, or any town vehicle for that matter. Nor do we insure everyone is wearing a cup and shin guards playing soccer. Nor do we police eye ware for pickleball.

E bike vs non pedal assist bike. If you are riding for enjoyment a cycling enthusiast is not going to want to ride an e bike for most situations, too heavy not nimble not much fun.

E bikes are for people who are not avid riders, and people who can use it as a substitute for a car.

[Micromobility Products-Related Deaths Injuries and Hazard Patterns 2017-2021 \(cpsc.gov\)](#)

Here is the most comprehensive study of micromobility devices in the us by the consumer product safety council

[Facts + Statistics: Sports injuries | III](#)

To celebrate National Bike Month, CTDOT is participating in [National Walk, Bike, and Roll to School Day](#) on Wednesday, May 8, 2024. As of today, 50 schools across Connecticut are signed up. CTDOT is also participating in [Bike to Work Week](#) from May 13-19, 2024.

“Whether it’s for fun, exercise, or a means of travel, riding a bike is wonderful mode of sustainable transportation,” said **Connecticut Department of Transportation Commissioner Garrett Eucalitto**. “I encourage schools to participate in Walk, Bike, and Roll to School Day and for businesses to encourage their employees to Bike to Work. Our Safe Routes to School team is here to help plan activities and ensure that people stay safe in their communities.”

New Business

9.



TOWN OF ANDOVER

JOB DESCRIPTION FOR SENIOR AND COMMUNITY CENTER DIRECTOR

GENERAL DESCRIPTION

The Town of Andover is hiring a Director for our newly built Senior and Community Center. The individual hired will oversee all aspects of programming for our senior community including senior transportation, scheduling for our community center as well as recreational programming. The position will work with a Senior advisory board, the Recreation Commission and a Community advisory board. The director will be expected to explore a wide range of programming for residents of all ages and activity levels. This is envisioned as a full-time position, but for the right applicant the town will consider a part-time position or other accommodations.

SUPERVISED BY:

The Town Administrator when acting on the daily operations of the Senior/Community Center.

DUTIES & RESPONSIBILITIES:

Work with three advisory boards including:

- a. Community advisory board
- b. Senior advisory board
- c. Rec commission as an advisory board

Direct the operations of the Community Center and oversees all programming to include:

- a. Senior transportation:
 - i. Vehicles
 - ii. Drivers and scheduling
 - iii. Budget and management of the CDOT Elderly and Disabled Responsive

Transportation Grant, Obtaining New Vehicle Grants through State/Fed

- b. Weekly Senior luncheon Program
- c. Young at Heart Program (weekly socialization activity program for older seniors)
- d. Senior trip program
 - i. Expand options for Trip Programing for seniors
- e. Recreational programing and scheduling
 - i. Senior focused Recreational programing
 - ii. Youth and Adult Sports coordination with AES Superintendent for scheduling including the AES Gym including:
 - 1. Pickleball
 - 2. Disk Golf
 - 3. Basketball
 - iii. Assist town Administrator in Maintenance of the Recreational assets
 - 1. Soccer Fields
 - 2. softball fields
 - 3. future pickleball fields
 - 4. cornhole
- f. Rentals and special events
 - i. Plan for and facilitate using the facility for special events by groups and residents.
 - ii. Potential a E bike rental fleet for daily usage
- g. Daily use of the center and meeting scheduling
- h. Grant writing responsibility for programing and other avenues
- i. Fiscal management of the center and associated budget
- j. Assist in Emergency Shelter Operations as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of municipal operations.
- Thorough knowledge of Senior Center operations and Programming
- Familiarity with State of Connecticut grant programs for senior centers and funding
- Knowledge of commonly used computer software systems such as Microsoft Word and Excel. Ability to quickly learn new software.

- Ability to develop and administer a budget.
- Organizational skills and attention to detail.
- Ability to establish and maintain effective working relationships with the public, working groups, supervisors, staff, associates and the public.
- Ability to manage employees and volunteers including interviewing; training; assigning and directing work; appraising performance; rewarding and disciplining.
- Good oral and written communication skills.

PHYSICAL AND MENTAL REQUIREMENTS / WORK ENVIRONMENT

(Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all-inclusive and may be supplemented as necessary).

- Must be mobile with the ability to get from one location in the office or work site(s) to other locations in and outside from the primary office or work site(s). Ability to sit and/or stand for prolonged periods of time.
- Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy.
- Ability to see and read objects closely as in reading/proof reading narrative or financial reports. Ability to read plans, maps or diagrams and read from a computer monitor.
- Ability to hear normal sounds with background noise as in hearing, using a telephone. Ability to distinguish verbal communication and communicate through speech.
- Ability to communicate effectively in oral and written form.
- Ability to concentrate on complicated detail and complex issues for more than three hours at a time with some interruption, pressure and changing priorities.
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied, or previously learned.
- Ability to use knowledge and reasoning to solve complex problems.
- Ability to learn and apply new information, methodologies, techniques and legislation applicable to departmental activities.
- Ability to distinguish between public and confidential information and handle appropriately.
- Works in a typical office setting subject to interruptions, heavy traffic flow and heavy work volume expectations. May be exposed to dust and electromagnetic radiation from computer monitors.

QUALIFICATIONS: (preferred)

The town of Andover will consider all candidates both full and part time:

- MPA or Equivalent ideal, Associate or Bachelor’s degree in human services or a related field
- Experience running a Senior Center, Community Center and or municipal recreation department.
- Knowledge about senior citizen programing trends and practices
- Proven track record of successful grant writing
- Minimum of Three years supervisory experience.
- Certification in CPR and First Aid

Presented to BOS:	May _____, 2024
Adopted by BOS:	
Effective:	



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www.andoverct.org

Office of the Town Administrator

5/09/2024 Policy on Storage at the Senior/ Community Center

As the New Senior/ Community Center is occupied, numerous groups have requested space in the building for Storage. The town recognizes that storage in town buildings is at a premium and many groups have requested storage space in the lower Level of the Community Center.

Currently as designed, both the upper and lower Levels of the Center are designated for programming not Storage. There is limited Storage in a storage room in the lower Level and a combo storage/ cleaning supply/ food storage room in the upper Level. The main spaces of both floors are designated for occupancy, not storage. In part this is due to the building being designed with a 1-hour fire separation between floors which means that both floors have to have similar uses. Changing to a 2-hour fire barrier rating was too cost prohibitive for the construction. In other words, the main part of the lower level is not approved for Storage.

Therefore, storage in the building shall be restricted to those items approved by the Senior/ Community Center Director and shall be for items used directly by the center, and stored in a designated Storage room.

At this time, storage for the Library, Community Garden, CERT, will not be available.

At this point storage for the bounce house, has been approved, but other items require director approval.

We apologize for the the inconvenience the lack of storage causes and the town intends to rectify that when the Senior transportation Garage is constructed.

Jeffrey J Maguire First Selectman

Eric Anderson, Town Administrator

Town of Andover, Connecticut

TOWN OF ANDOVER VENDOR LICENSE

EFFECTIVE DATES OF THIS LICENSE _____ TO _____

FULL NAME William Barrs TELEPHONE # (860) 235-1938 (cell)

ADDRESS 63 Horse Pond Road, Apt D, Salem, CT 06420

DATE OF BIRTH 9/18/96 AGE 27 HEIGHT 6 WEIGHT 2

COLOR OF HAIR Black COLOR OF EYES Brown

DRIVERS LICENSE NUMBER 219038374 STATE OF ISSUE CT

NAME OF EMPLOYER Trinity/Solar, LLC TELEPHONE # (203) 701-3724 ext 1139

ADDRESS OF EMPLOYER 7mckee Place, Cheshire, CT 06410

TYPE OF MERCHANDISE TO BE SOLD Solar Energy/battery backup Products

METHOD OF DELIVERY TO CUSTOMER: TAKE ORDERS _____ CASH & CARRY _____

VEHICLE THAT WILL BE USED:

MAKE Nissan MODEL Altima YEAR 2017

COLOR Black LICENSE PLATE BH87744 STATE CT

DATE 4/24/24 APPLICANT SIGNATURE 

TOWN ADMINISTRATOR SIGNATURE _____

EVERY PERSON WHO WILL BE SELLING IS REQUIRED TO PURCHASE THIS LICENSE.

LICENSE FEE IS \$ _____ CASH OR CHECK PAYABLE TO "TOWN OF ANDOVER".

PHOTOCOPY DRIVER'S LICENSE ON BACK SIDE, MAKE COPY OF REGISTRATION GIVE ORIGINAL WITH RAISED SEAL TO VENDOR - MAKE A COPY TO KEEP IN THE OFFICE.

CONNECTICUT



William Barrs

8000 va

STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION

HOME IMPROVEMENT SALESPERSON

For
TRINITY SOLAR LLC

WILLIAM C BARRS
63 HORSE POND RD APT D
SALEM, CT 06420-4028

Registration #	Effective	Expiration
HIS.0568173	04/01/2024	03/31/2025

SIGNED

Approval of Meeting Minutes

10.

Town of Andover
Board of Selectmen
Special Meeting Minutes
Thursday, April 11th, 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

Board of Finance: Joanne Hebert

Library Board: Jeff Ballard

Andover Community Garden: Jeff Ballard

Public Present: Sherry Michaud, Jody Gross, Bill Penn (Joshua's Trust), John Hankins (Joshua's Trust), Dianne Grenier, Kimberly Person, Linda Fish, Lisa Kurtz

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

2. Public Speak –

Jody Gross – commented in support of Joshua's Trust property and loop trail; trail is providing access to land for Town residents, limited to walkers and hikers only, promoting health and wellness for residents

Jeff Murray (commenting as member of the Public) – concerned regarding parking area location change and having trail goers close to property line

Sherry Michaud – in support of changes, safety and protective concerns of trail goers close to property

Bill Penn – in support of Joshua's Trust, trail will be valuable to residents, also in support of E-Bike program

3. Board and Commission Presentations

a. Library Board of Directors – Jeff Ballard is negotiating on 18th Century clock to display, concerns about traffic in area of display; look for alternate space to display, potentially in Community Room or Community Center once complete. Town Attorney to draw up contract, will have on agenda for next month with photos for discussion

b. Community Garden Budget Request

i. Fencing – Jeff Ballard looking for permission to install fence, met with Eastern Highlands Health District about location requirements around leach field, received grant funding from AES for fence materials. Scott Person MOTIONED to grant permission for the Andover Community Garden to install a fence where approved and funded by a grant. Paula King SECONDED. MOTION CARRIED 5:0:0

ii. Rain Collection – Jeff Ballard – 550-gallon water collection tank donated and is behind shed, shed needs gutters added and new roof. Will no longer need to use a hose and water from the Fire Department. Applied for Hartford Foundation for Public Giving grant towards water collection and storage for new 1,000-gallon tank. Jeff Maguire MOTIONED to move \$1,000 from Board of Selectmen Salaries to the Community Garden to allow the group to re-roof the shed to provide water collection for irrigation. Scott Person SECONDED. MOTION CARRIED 5:0:0

4. Appointments – none

5. Resignations – none

6. Town Administrator's Report – Eric Anderson provided update on projects in progress. Bridge & Roadwork: Bunker Hill Bridge replacement, road is scheduled to be closed and construction to begin February 15th, 2025. Bunker Hill culvert repaired by Public Works. Long Hill Bridge is at 30% design phase, trying to include traffic light at Hendee Road in project. Lake Road at Bausola culvert, working to try and reduce costs by using existing survey, goal is to start construction next summer. (Continued on next page)

Spring on Aspinall Drive, excessive water when it rains. Look to replace basin tops and patching at AES. Multi-Use Pathway for Route 316, waiting on grant funding award, currently working on design with Legislative funding. Town Buildings: Community Center – look to have building up and running around July 1st, 2024. HVAC projects at Town Hall and Fire Department scheduled to begin the end of April, will take 2 to 3 weeks to complete. Public Works working on trenching for project. Electrical Upgrades at Town Hall, work is largely complete, transfer switch in place, need to address connectors to elevator – prepped for HVAC install. Athletic Field Upgrades – waiting on final recommendations from Committee, will have Committee present and Town Meeting. Public Works- fuel delivery system upgrade on hold until next budget cycle. AES Bleacher Repair – removed bleachers to examine floor underneath and was coated – will have bleachers working properly when put back. Spoke with Lenco Electric for estimate on fans in gymnasium – remaining floor to be addressed over summer. AES Plumbing Repair – not much progress, need additional information and work with MEP. Senior Transportation Garage – filed paperwork with DECD. Discuss Public Works projects in Spring and Summer in Executive Session.

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

a. Joshua’s Trust Discussion – John Hankins and Bill Penn met with Sherry Michaud to discuss her safety concerns about the proposed parking area on Skinner Hill Road. Suggested Wheeling Road as a better location with four major considerations for change: safety, constructability, cost, and impact on neighbors. Wheeling Road has advantage of no immediately adjacent neighbors – re-aligned trail to bring to Wheeling Road. Spoke with Wetlands Commission about crossing being put in. Eric Anderson shared screen of map with proposed changes – Board review and discussion on thoughts and opinions of changes. Board members will look at Wheeling Road access option in person and look to give Joshua’s Trust an answer next month on project.

b. Community Center construction update – Eric Anderson provided update; drywall and taping in progress, paint to begin next week. Excavation working on new septic area, correcting fans in bathrooms.

c. Discussion of blight and level of involvement – no significant updates

d. Review of significant Tax Payer list – in packet, review and discussion; look to have Assessor input on how businesses that are collecting rent impact their assessed values. Additionally add top Motor Vehicle tax payers.

e. Discussion of extensive tree trimming on Burnap Brook Road – Scott Person provides update, reviewed with Jay Tuttle, large trees in Town’s ROW. Try to work with Eversource to address trees that are creating a safety issue close to the road. Would like to send letter to residents letting them know of trimming.

f. Ride for CCAP – Jeff Maguire MOTIONED to sign the permit for the Ride for CCAP fundraiser. Scott Person SECONDED. MOTION CARRIED 5:0:0

8. New Business – Discuss and act upon the following:

a. Set Meeting Date for Annual Town Budget Meeting

i. Proposed May 1 – Jeff Maguire MOTIONED to set the Annual Town Budget Meeting for May 1st, 2024. Jeff Murray SECONDED. MOTION CARRIED 5:0:0

b. Set Meeting Date for Town Meeting to discuss (Proposed dates Tuesday April 23rd or Monday April 29th)

i. Boundary Line Agreement with King Family and Town owned property

ii. Boundary Line Agreement with Hawes Family

iii. Acceptance of STEAP Grant with Town match

iv. Purchase and Lease of a Roadside Mower

v. Zoning violation fine Ordinance

vi. Failure to get a permit or post a bond for work in the Town ROW

vii. Ordinance for Commission on Aging

(Continued on next page)

Discussion on potentially separating above items into different meetings based on budget need. Jeff Maguire MOTIONED to set a Town meeting for April 23rd, 2024 to discuss the purchase and lease of the roadside mower and the acceptance of the STEAP grant for the Town recreation area (playground and pickleball courts). Paula King SECONDED. Discussion with Dennis O'Brien – need to create documents for King property with Eric Anderson. Jeff Maguire REVISED his motion for the Town meeting to cover: Boundary Line Agreement with King Family and Town owned property, ii. Boundary Line Agreement with Hawes Family, Acceptance of STEAP Grant with Town match, Purchase and Lease of a Roadside Mower, Zoning violation fine Ordinance, Failure to get a permit or post a bond for work in the Town ROW, and Ordinance for Commission on Aging.

c. E-Bike loaner Program – Eric Anderson submitted grant for program. Asked CIRMA for evaluation on program – liability and usage issues. Board will discuss more if grant is approved.

d. Charter Revision Panel discussion – Jeff Maguire would like to start new committee to line up with Presidential Election – committee would need to be appointed within 30 days. Jeff Maguire MOTIONED to impanel a Charter Revision Commission. Scott Person SECONDED. Discussion – would need to have into the Secretary of the State's Office by September to have on November ballot, begin advertising and have interested residents submit letter of intent by May 1st, 2024 – hold meeting on May 8th, 2024 to impanel. MOTION CARRIED 5:0:0

9. Approval of Meeting Minutes

a. 3.11.2024 Regular Meeting Minutes – Paula King MOTIONED to accept the March 11th, 2024 Regular Meeting Minutes. Jeff Murray SECONDED. MOTION CARRIED 5:0:0

10. Treasurer's Report - in packet, no further questions from Board members

a. Finance Department Report

i. Revenue Summary

ii. Town Budget Summary

iii. Town Aid Road (TAR) update

iv. Town Cash Report

v. Appropriation Transfer

vi. Over Expenditure Report

vii. Summary of Audit Status

11. Tax Collector's Report – in packet, no further questions from Board members

a. Refund Request – Jeff Maguire MOTIONED to approve a refund request of excess payment to Lauren Carrara for \$66.40. Paula King SECONDED. MOTION CARRIED 5:0:0

12. Department Reports – in packet, no further questions from Board members

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

13. Correspondence - none

14. Public Speak –

Bill Penn – appreciates work done by Board members

Jody Gross – echoed Bill Penn, work by Board is appreciated by residents. Encourage drive for solution for Joshua’s Trust that will have the least amount of impact

Sherry Michaud – voiced concerns on safety with Joshua’s Trust trail and impact to residents close to property

Dianne Grenier – commented regarding Joshua’s Trust, Wheeling Road parking location and parties involved

Joanne Hebert – commented regarding Joshua’s Trust, and public awareness and input of proposed trail

15. Executive Session – Jeff Maguire MOTIONED to move into Executive Session at 9:42pm, inviting Eric Anderson and Dennis O’Brien. Anne Cremè SECONDED. MOTION CARRIED 5:0:0

Returned from Executive Session at 10:12pm.

16. Adjournment – Jeff Murray MOTIONED to adjourn the meeting at 10:13pm. Paula King SECONDED. MOTION CARRIED 5:0:0

Treasurer's Report

11.

Town of Andover Interim Budget vs. Actual

July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4100 · PROPERTY TAX REVENUE			
000-101 · 41101 Current Year Taxes	9,791,974.74	9,943,528.00	-151,553.26
000-108 · 41105 Prior Taxes	47,977.05	155,000.00	-107,022.95
000-110 · 41104 Supp MV	46,655.06	0.00	46,655.06
000-109 · 41106 NSF/DMV/Fees	3,399.06	0.00	3,399.06
000-104 · 41901 Liens Taxes	0.00	5,200.00	-5,200.00
000-103 · 41901 Interest Taxes	36,932.59	61,000.00	-24,067.41
000-239 · 43900 Telecom Personal Prop Tax	7,429.29	5,000.00	2,429.29
Total 4100 · PROPERTY TAX REVENUE	9,934,367.79	10,169,728.00	-235,360.21
4300 · INTERGOVERNMENTAL REVENUES			
000-211 · 43300 Veteran's Tax Relief	750.96	0.00	750.96
000-222 · 43300 Municipal grants in aid	0.00	2,620.00	-2,620.00
000-223 · 43800 Mash-Pequot Funds	4,453.33	6,680.00	-2,226.67
000-226 · 43500 State Miscellaneous	445.00	6,000.00	-5,555.00
000-227 · 43500 Municipal Stabilization	43,820.00	43,820.00	0.00
000-235 · Neglected Cemetery Grant	0.00	5,000.00	-5,000.00
000-238 · 43300 Disabled Programs	454.96	400.00	54.96
000-209 · 43600 - PILOT State Property	11,642.25	10,830.00	812.25
100-227 · 43800 MRSA Revenue Sharing	79,678.66	0.00	79,678.66
900-219 · 43800 ECS Funds	2,004,782.00	2,004,782.00	0.00
Total 4300 · INTERGOVERNMENTAL REVENUES	2,146,027.16	2,080,132.00	65,895.16
4400 · CHARGES FOR SERVICES			
000-801 · 44867 Miscellaneous Revenue	7,731.27	3,000.00	4,731.27
000-803 · 44867 Rentals	11,250.00	10,000.00	1,250.00
100-401 · 44204 Fire Burn Permits	30.00	0.00	30.00
100-407 · 44102 Clerk Fees	40,699.54	55,000.00	-14,300.46
700-413 · 44403 Transfer Station	20,310.00	44,200.00	-23,890.00
700-415 · 44403 Waste Redemption	0.00	1,000.00	-1,000.00
800-405 · 44705 Building & Land Use Fees	56,410.00	68,000.00	-11,590.00
Total 4400 · CHARGES FOR SERVICES	136,430.81	181,200.00	-44,769.19
4600 · INVESTMENT INTEREST			
000-303 · 46101 Interest	101,819.45	3,000.00	98,819.45
Total 4600 · INVESTMENT INTEREST	101,819.45	3,000.00	98,819.45
Total Income	12,318,645.21	12,434,060.00	-115,414.79
Expense			
4700 · EDUCATION			
901-527 · 58250 RHAM Education	4,184,341.00	4,493,413.00	-309,072.00
901-595 · 28900 AES BOE	1,930,481.22	4,234,796.00	-2,304,314.78
Total 4700 · EDUCATION	6,114,822.22	8,728,209.00	-2,613,386.78
TOWN DEPARTMENTS			
4113 · TOWN ADMINISTRATOR			
102-100 · 51000 Town Administrator	78,458.73	92,925.00	-14,466.27
102-101 · 51000 Admin Assistant	3,120.00	22,650.00	-19,530.00
102-330 · 55990 Conference/Seminar	424.00	300.00	124.00
102-535 · 55300 Mobile Phone	712.17	854.04	-141.87
102-580 · 55800 Mileage	1,000.00	1,200.00	-200.00
Total 4113 · TOWN ADMINISTRATOR	83,714.90	117,929.04	-34,214.14
4137 · TREASURER/FINANCIAL			
109-100 · 51000 Treasurer Salary	13,912.50	15,500.00	-1,587.50
109-120 · 51000 Treasurer Clerk Wages	37,310.45	42,900.00	-5,589.55
109-330 · 55990 Conference/Seminar	267.86	500.00	-232.14
109-610 · 56120 Office Supplies	198.99	200.00	-1.01
Total 4137 · TREASURER/FINANCIAL	51,689.80	59,100.00	-7,410.20
4147 · TOWN CLERK			
117-100 · 51000 Town Clerk Salary	45,976.98	55,000.00	-9,023.02
117-101 · 51000 Town Clerk Supplemental	4,493.94	6,000.00	-1,506.06
117-120 · 51000 Asst Town Clerk Salary	16,260.00	27,824.00	-11,564.00
117-330 · 59900 Conference/Seminar	620.00	1,000.00	-380.00
117-335 · 52900 Training	699.00	2,000.00	-1,301.00
117-438 · 54300 Equip Maint	752.49	540.00	212.49
117-580 · 55800 Mileage	131.00	400.00	-269.00
117-610 · 56120 Office Supplies	1,157.34	1,400.00	-242.66
117-612 · 53520 Land Records	8,316.96	10,500.00	-2,183.04
117-616 · 55500 Maps Filming & Indexing	0.00	600.00	-600.00
117-810 · 58100 Membership	460.00	520.00	-60.00
117-865 · 55900 Vital Statistics	0.00	300.00	-300.00
117-885 · 55900 Historic Doc. Restoration	538.80	6,500.00	-5,961.20
Total 4147 · TOWN CLERK	79,406.51	112,584.00	-33,177.49

Town of Andover Interim Budget vs. Actual

July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget
4135 · TAX COLLECTOR			
111-100 · 51000 Tax Collector Salary	39,556.47	48,928.00	-9,371.53
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	702.24	0.00	702.24
111-610 · 56120 Office Supplies	258.97	500.00	-241.03
111-810 · 58100 Membership	200.00	190.00	10.00
Total 4135 · TAX COLLECTOR	49,045.97	63,568.00	-14,522.03
4131 · ASSESSOR			
113-100 · 51000 Assessor Salary	26,175.91	30,974.00	-4,798.09
113-120 · 51000 Asst Assessor Salary	33,317.32	39,469.00	-6,151.68
113-335 · 52900 Training	284.00	750.00	-466.00
113-438 · 53510 Contract Software Maint	18,039.13	20,669.52	-2,630.39
113-580 · 55800 Mileage	0.00	500.00	-500.00
113-610 · 56120 Office Supplies	275.42	825.00	-549.58
113-612 · 56400 Book/Subscriptions	857.00	775.00	82.00
Total 4131 · ASSESSOR	78,948.78	93,962.52	-15,013.74
4149 · REGISTRARS			
125-100 · 51000 Registrars Salary	6,553.89	12,978.00	-6,424.11
125-120 · 51000 Asst Registrars Salary	0.00	1,085.15	-1,085.15
125-330 · 55990 Conference/Seminar	770.00	1,200.00	-430.00
125-335 · 52900 Training	1,695.44	3,500.00	-1,804.56
125-580 · 55800 Mileage	254.04	525.00	-270.96
125-610 · 56120 Office Supplies	113.69	315.00	-201.31
Total 4149 · REGISTRARS	9,387.06	19,603.15	-10,216.09
4197 · ELECTIONS			
121-100 · 51000 Election Salaries	7,947.59	17,820.00	-9,872.41
121-335 · 52900 Training	473.88	725.00	-251.12
121-438 · 54300 Equip Maint	750.00	3,000.00	-2,250.00
121-610 · 56010 Supplies	5,007.75	10,000.00	-4,992.25
121-800 · 55800 Misc/Canv	104.95	120.00	-15.05
121-830 · 52900 Meals	350.08	910.00	-559.92
Total 4197 · ELECTIONS	14,634.25	32,575.00	-17,940.75
4211 · BUILDING DEPARTMENT			
807-105 · 51000 Bldg Dept - Shared Wage	18,174.24	23,900.00	-5,725.76
807-100 · 51000 Wages IWC	13,169.69	17,030.00	-3,860.31
817-100 · 51000 Zoning Agent Salary	24,118.00	26,181.46	-2,063.46
807-120 · 51000 Bldg Dept Admin Asst	19,267.26	24,249.41	-4,982.15
803-100 · 51000 Town Planner Wages	28,000.00	36,000.00	-8,000.00
807-438 · 54300 Equipment Maint	275.66	1,500.00	-1,224.34
807-580 · 55800 Mileage	900.00	1,200.00	-300.00
807-612 · 56400 Books & Manuals	0.00	500.00	-500.00
807-610 · 56120 Office Supplies	90.00	550.00	-460.00
807-890 · 58100 PermitLink Fees	3,435.00	4,500.00	-1,065.00
807-901 · 57300 Equipment	0.00	250.00	-250.00
Total 4211 · BUILDING DEPARTMENT	107,429.85	135,860.87	-28,431.02
4501 · LIBRARY			
001-100 · 51000 Library Payroll	64,643.38	80,521.19	-15,877.81
001-800 · 56420 Library Operations	26,782.00	28,339.00	-1,557.00
Total 4501 · LIBRARY	91,425.38	108,860.19	-17,434.81
4145 · CIVIL PREPAREDNESS			
135-100 · 51000 Civil Preparedness Salary	385.55	771.75	-386.20
135-335 · 52900 Training	278.55	350.00	-71.45
135-435 · 54420 Shared CERT Vehicle	0.00	1,000.00	-1,000.00
135-730 · 56900 Supplies & Equipment	0.00	850.00	-850.00
Total 4145 · CIVIL PREPAREDNESS	664.10	2,971.75	-2,307.65
Total TOWN DEPARTMENTS	566,346.60	747,014.52	-180,667.92
TOWN EXPENSES			
4213 · TOWN OFFICE BUILDING			
129-315 · 53010 Payroll Services	2,738.79	7,000.00	-4,261.21
129-350 · 54410 Water Testing	516.00	500.00	16.00
129-365 · 54010 Elevator Service Contract	2,384.85	2,350.00	34.85
129-401 · 58100 Elevator Permit	0.00	2,400.00	-2,400.00
129-442 · 53500 Computer Tech Support	10,230.56	11,461.00	-1,230.44
129-432 · 54301 Building Maint	784.60	4,250.00	-3,465.40
129-434 · 54301 Furnace Maintenance	0.00	500.00	-500.00
129-439 · 535100 Software Maint	1,355.56	9,000.00	-7,644.44
129-443 · 55990 Website Fees	6,246.98	4,731.00	1,515.98
129-444 · 55510 Copier Rental	2,828.57	2,680.00	148.57
129-490 · 54302 Alarm Monitoring	401.92	500.00	-98.08
129-493 · 53520 Tolland 911 Dispatch	11,656.00	12,665.00	-1,009.00
129-530 · 55300 Telephone	4,514.17	4,920.00	-405.83
129-531 · 55301 Postage	5,392.99	7,000.00	-1,607.01
129-533 · 55301 Postage Meter Rental	745.60	600.00	145.60
129-537 · 55300 Internet Cable	1,107.00	1,500.00	-393.00
129-550 · 55500 Printing	398.44	1,600.00	-1,201.56
129-601 · 56220 Electricity	5,623.51	12,000.00	-6,376.49

Town of Andover Interim Budget vs. Actual

July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget
129-603 · 56240 Fuel Oil	4,989.82	5,000.00	-10.18
129-609 · 57300 Equipment	0.00	750.00	-750.00
129-610 · 56120 Office Supplies	11,585.83	3,500.00	8,085.83
129-652 · 56010 Janitorial Supplies	1,455.14	2,000.00	-544.86
129-735 · 54320 Computer Repair/Service	3,290.00	2,100.00	1,190.00
Total 4213 · TOWN OFFICE BUILDING	78,246.33	99,007.00	-20,760.67
4199-A · ADVERTISING			
127-540 · 55400 Legal Ads-Advertising	3,854.03	5,500.00	-1,645.97
Total 4199-A · ADVERTISING	3,854.03	5,500.00	-1,645.97
4157 · INSURANCE			
137-500 · 55200 Insurance	113,108.05	113,047.00	61.05
Total 4157 · INSURANCE	113,108.05	113,047.00	61.05
4117 · EMPLOYEE BENEFITS			
141-205 · 52200 SS & Med	60,237.21	84,728.55	-24,491.34
141-210 · 52600 Unemployment Comp	6,103.79	10,000.00	-3,896.21
141-215 · 52100 Health/Dental Ins	154,225.87	165,999.92	-11,774.05
141-223 · 52950 Disability	2,349.52	3,000.00	-650.48
141-225 · 52900 Life Insurance	884.20	1,500.00	-615.80
141-230 · 52300 Retirement MERF	86,994.88	131,995.00	-45,000.12
141-280 · 53070 CDL, Physicals, Drug Tes	0.00	750.00	-750.00
141-290 · 52300 Amort MERF	0.00	131.00	-131.00
141-295 · 52010 Admin Fee MERF	3,120.00	3,640.00	-520.00
Total 4117 · EMPLOYEE BENEFITS	313,915.47	401,744.47	-87,829.00
Total TOWN EXPENSES	509,123.88	619,298.47	-110,174.59
FACILITIES			
4213-A · OLD TOWN HALL			
123-432 · 54301 Building Maint	0.00	2,500.00	-2,500.00
123-490 · 54302 Alarm System	50.24	575.00	-524.76
123-601 · 54100 Electricity	711.91	975.00	-263.09
Total 4213-A · OLD TOWN HALL	762.15	4,050.00	-3,287.85
4301 · TOWN GARAGE			
309-350 · 53070 Medical/Drug Testing	411.00	550.00	-139.00
309-300 · 55990 Conference/Seminar	300.00	700.00	-400.00
309-432 · 54301 Building Maint	8,501.67	17,850.00	-9,348.33
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	1,042.65	1,470.00	-427.35
309-601 · 56220 Electricity	3,284.12	6,750.00	-3,465.88
309-603 · 56240 Fuel Oil	4,365.58	7,500.00	-3,134.42
309-610 · 56100 Office Supplies	87.14	200.00	-112.86
309-618 · 56500 Computer Supplies	70.30	350.00	-279.70
Total 4301 · TOWN GARAGE	19,224.96	37,295.00	-18,070.04
4203-A · OLD FIRE HOUSE			
149-601 · 54100 Electricity	640.48	1,000.00	-359.52
Total 4203-A · OLD FIRE HOUSE	640.48	1,000.00	-359.52
Total FACILITIES	20,627.59	42,345.00	-21,717.41
OUTSIDE SERVICES			
4125 · AUDITOR/ACTUARY			
105-320 · 53310 Annual Audit	48,000.00	35,000.00	13,000.00
105-375 · 53310 Actuarial Services	5,475.00	5,500.00	-25.00
Total 4125 · AUDITOR/ACTUARY	53,475.00	40,500.00	12,975.00
4139 · TOWN ATTORNEY			
107-310 · 53020 Legal Retainer	8,274.00	14,000.00	-5,726.00
107-312 · 53020 Assess - Legal	0.00	3,000.00	-3,000.00
Total 4139 · TOWN ATTORNEY	8,274.00	17,000.00	-8,726.00
4151 · TOWN ENGINEER			
311-370 · 53300 Consulting Fees-Engineer	2,686.54	10,000.00	-7,313.46
Total 4151 · TOWN ENGINEER	2,686.54	10,000.00	-7,313.46
4161 · PROBATE COURT			
119-800 · 58900 Misc Exp - Probate Court	3,262.00	3,200.00	62.00
Total 4161 · PROBATE COURT	3,262.00	3,200.00	62.00
4177 · CRCOG, CCM, COST			
819-810 · 53010 Cap Region COG/CCM/COST	8,616.00	8,500.00	116.00
Total 4177 · CRCOG, CCM, COST	8,616.00	8,500.00	116.00
Total OUTSIDE SERVICES	76,313.54	79,200.00	-2,886.46

Town of Andover Interim Budget vs. Actual

July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget
PUBLIC WORKS/GROUNDS			
4399 - PUBLIC WORKS			
301-100 - 51000 Public Works Salary	253,339.07	321,305.57	-67,966.50
301-111 - 51520 Temp PW Salary	0.00	2,500.00	-2,500.00
301-112 - 51630 PW OT Salary	2,329.74	12,500.00	-10,170.26
301-391 - 54302 Fire Ext Testing	1,188.62	650.00	538.62
301-435 - 54301 Vehicle Maint	30,715.13	33,500.00	-2,784.87
301-448 - 51520 Misc Labor/Rental	600.00	1,575.00	-975.00
301-535 - 55300 Mobile Phone	712.17	852.00	-139.83
301-602 - 56260 Diesel	36,177.11	18,425.00	17,752.11
301-603 - 56260 Gasoline	5,010.89	11,000.00	-5,989.11
301-620 - 56010 Supplies	15,897.79	18,500.00	-2,602.21
301-730 - 57300 Equipment	5,385.28	7,100.00	-1,714.72
301-810 - 58100 Membership	0.00	75.00	-75.00
Total 4399 - PUBLIC WORKS	351,355.80	427,982.57	-76,626.77
4307 - SNOW REMOVAL			
303-130 - 51630 Snow Removal OT	13,113.96	21,500.00	-8,386.04
303-436 - 54301 Ice Maint Bldg	0.00	550.00	-550.00
303-642 - 56010 Supplies	1,864.01	3,200.00	-1,335.99
303-643 - 57300 Sanding Equip	608.94	550.00	58.94
303-644 - 54103 Sand	0.00	2,500.00	-2,500.00
303-646 - 54103 Salt	59,749.06	66,250.00	-6,500.94
303-830 - 56300 Meals	638.83	700.00	-61.17
Total 4307 - SNOW REMOVAL	75,974.80	95,250.00	-19,275.20
4317 - TRANSFER STATION			
701-100 - 51000 Transfer Station Wages	20,127.26	24,505.64	-4,378.38
701-438 - 54300 Maintenance	1,629.11	2,500.00	-870.89
701-480 - 54101 Hauling Fees	31,468.81	42,746.08	-11,277.27
701-481 - 54101 Bulky Waste	21,186.78	32,620.64	-11,433.86
701-493 - 54900 Outdoor Facility	930.55	0.00	930.55
701-601 - 56220 Electricity	2,073.43	3,100.00	-1,026.57
701-610 - 56010 Supplies	1,299.33	0.00	1,299.33
701-803 - 54420 Compactor Lease	2,458.62	3,328.00	-869.38
701-998 - 54421 Tipping Fees	30,655.91	48,368.32	-17,712.41
8401 - RECYCLING			
703-432 - 54421 Hazardous Waste	3,310.33	3,310.33	0.00
703-484 - 54421 Antifreeze Pickup	0.00	200.00	-200.00
703-485 - 54421 Used Oil Pickup	1,613.50	1,500.00	113.50
703-488 - 54421 Tire Pickup	2,332.00	2,000.00	332.00
703-807 - 54421 Permits	408.75	970.00	-561.25
Total 8401 - RECYCLING	7,664.58	7,980.33	-315.75
Total 4317 - TRANSFER STATION	119,494.38	165,149.01	-45,654.63
4599 - GROUND CARE			
313-420 - 54303 Mowing - Ground Care	16,891.03	25,000.00	-8,108.97
313-422 - 54900 Beautification	505.92	2,510.00	-2,004.08
313-424 - 54900 Old Cemetary Maint	0.00	7,000.00	-7,000.00
Total 4599 - GROUND CARE	17,396.95	34,510.00	-17,113.05
4311 - STREET LIGHTING			
305-410 - 56220 Street Lighting	4,251.46	10,360.00	-6,108.54
Total 4311 - STREET LIGHTING	4,251.46	10,360.00	-6,108.54
4199-B - CUSTODIAN			
147-100 - 51000 Custodian	13,354.30	14,846.00	-1,491.70
Total 4199-B - CUSTODIAN	13,354.30	14,846.00	-1,491.70
Total PUBLIC WORKS/GROUNDS	581,827.69	748,097.58	-166,269.89
PUBLIC SAFETY			
4201 - Resident Trooper			
403-375 - 53530 Contract ST Fee-Law Enfor	0.00	140,000.00	-140,000.00
403-901 - 56100 Office Supplies	0.00	450.00	-450.00
Total 4201 - Resident Trooper	0.00	140,450.00	-140,450.00
4203 - FIRE DEPARTMENT/COMMISSION			
401-800 - 53100 Fire Commission	152,762.50	152,750.00	12.50
Total 4203 - FIRE DEPARTMENT/COMMISSION	152,762.50	152,750.00	12.50
4215 - Animal Control			
151-105 - 51000 NECOG Shared Wages	11,748.75	10,500.00	1,248.75
Total 4215 - Animal Control	11,748.75	10,500.00	1,248.75

Town of Andover Interim Budget vs. Actual

July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget
4219 · FIRE MARSHAL			
405-100 · 51000 Fire Marshal Salary	6,680.94	8,260.57	-1,579.63
405-110 · 51000 Deputy Salary	635.42	1,302.71	-667.29
405-150 · 51000 Fire Official Comp	0.00	350.00	-350.00
405-355 · 52900 Training	0.00	400.00	-400.00
405-610 · 56120 Office Supplies	187.25	50.00	137.25
405-612 · 56400 Subscriptions	0.00	500.00	-500.00
405-810 · 58100 Dues/Memberships	0.00	175.00	-175.00
405-901 · 57300 Equipment	0.00	1,000.00	-1,000.00
Total 4219 · FIRE MARSHAL	7,503.61	12,038.28	-4,534.67
Total PUBLIC SAFETY	172,014.86	315,738.28	-143,723.42
4423 · PUBLIC WELFARE			
4417 · SENIOR CITIZENS			
145-100 · 51000 Resident Services Coord.	4,815.10	5,776.24	-961.14
145-820 · 56300 Senior Lunch	1,451.02	1,080.00	371.02
145-870 · 56900 Programs Senior Citizens	1,686.39	2,000.00	-313.61
145-875 · 56290 Trips - Senior Citizens	3,477.64	4,000.00	-522.36
Total 4417 · SENIOR CITIZENS	11,430.15	12,856.24	-1,426.09
4499 · ANDOVER SENIOR TRANSPORTAION			
143-100 · 51000 Drivers/Dispatch Salary	27,966.82	27,500.00	466.82
143-380 · 53070 Comm. Drivers Test-DAR	0.00	1,000.00	-1,000.00
143-435 · 54300 Vehicle Main - Dial a Rid	2,304.05	5,000.00	-2,695.95
143-603 · 56260 Fuel Dial a Ride	4,716.35	6,095.00	-1,378.65
Total 4499 · ANDOVER SENIOR TRANSPORTAION	34,987.22	39,595.00	-4,607.78
4401 · HEALTH OFFICER			
201-999 · 53010 Eastern Highlands Hlth	13,657.00	18,209.00	-4,552.00
Total 4401 · HEALTH OFFICER	13,657.00	18,209.00	-4,552.00
4413 · MENTAL HEALTH			
205-843 · 53010 Amplify Mental Health	440.00	250.00	190.00
Total 4413 · MENTAL HEALTH	440.00	250.00	190.00
4419 · AHM YOUTH SERVICES			
207-844 · 53010 AHM Youth Services	48,501.00	97,002.00	-48,501.00
Total 4419 · AHM YOUTH SERVICES	48,501.00	97,002.00	-48,501.00
Total 4423 · PUBLIC WELFARE	109,015.37	167,912.24	-58,896.87
BOARDS & COMMISSIONS			
4111 · SELECTMEN			
101-105 · 51000 Selectman Salary	1,800.00	6,000.00	-4,200.00
101-115 · 51000 Board Clerk BOS	984.00	1,800.00	-816.00
101-836 · 59010 Veteran's Committee	0.00	500.00	-500.00
Total 4111 · SELECTMEN	2,784.00	8,300.00	-5,516.00
4103 · BOARD OF FINANCE			
103-121 · 51000 BOF Clerk Wages	2,326.25	1,700.00	626.25
Total 4103 · BOARD OF FINANCE	2,326.25	1,700.00	626.25
4171 · CONSERVATION COMMISSION			
815-330 · 58100 Membership	0.00	65.00	-65.00
815-609 · 57300 Equipment	0.00	60.00	-60.00
815-810 · 55990 Conferences	85.00	525.00	-440.00
Total 4171 · CONSERVATION COMMISSION	85.00	650.00	-565.00
4155 · BOARD OF ASSESSMENT APPEALS			
115-120 · 51000 BAA Clerk Salary	315.75	400.00	-84.25
115-335 · 52900 Training	300.00	150.00	150.00
Total 4155 · BOARD OF ASSESSMENT APPEALS	615.75	550.00	65.75
4155-A · ZONING BOARD OF APPEALS			
805-115 · 51000 Board Clerk - ZBA	395.00	500.00	-105.00
Total 4155-A · ZONING BOARD OF APPEALS	395.00	500.00	-105.00
4173 · ECON DEVELOPMENT COMM			
801-800 · 55990 Economic Devel Comm	450.00	1,000.00	-550.00
Total 4173 · ECON DEVELOPMENT COMM	450.00	1,000.00	-550.00
4511 · MEMORIAL DAY COMM			
601-800 · 56900 Memorial Day Misc Exp	0.00	800.00	-800.00
Total 4511 · MEMORIAL DAY COMM	0.00	800.00	-800.00

Town of Andover Interim Budget vs. Actual

July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget
4503 - RECREATION COMMISSION			
603-493 - 54410 Outside Facility Rental	3,166.10	2,630.00	536.10
603-870 - 55990 Programs	3,103.83	6,000.00	-2,896.17
603-890 - 55990 Community Garden	0.00	1,500.00	-1,500.00
Total 4503 - RECREATION COMMISSION	6,269.93	10,130.00	-3,860.07
4153 - PLANNING & ZONING COMMISSION			
803-105 - 51000 Board Clerk Wages	854.50	3,200.00	-2,345.50
803-310 - 53020 Legal/Professional	6,625.00	6,500.00	125.00
803-335 - 52900 Training	0.00	750.00	-750.00
803-340 - 53500 Mapping	0.00	500.00	-500.00
Total 4153 - PLANNING & ZONING COMMISSION	7,479.50	10,950.00	-3,470.50
4163 - INLAND WETLANDS C OMISSION			
809-115 - 51000 Board Clerk - IWC	695.75	1,450.00	-754.25
809-335 - 52900 Training	65.00	250.00	-185.00
809-610 - 56100 Office Supplies	0.00	200.00	-200.00
809-810 - 58100 Dues/Membership	0.00	65.00	-65.00
Total 4163 - INLAND WETLANDS C OMISSION	760.75	1,965.00	-1,204.25
4159 - HISTORICAL			
153-800 - 53400 Town Historian	0.00	200.00	-200.00
Total 4159 - HISTORICAL	0.00	200.00	-200.00
Total BOARDS & COMMISSIONS	21,166.18	36,745.00	-15,578.82
CAPITAL RELATED			
4900 - CAPITAL			
111-714 - 53520 Revaluation	16,500.00	16,500.00	0.00
Total 4900 - CAPITAL	16,500.00	16,500.00	0.00
9900 - TRANSFERS			
305-899 - 59020 Contingency	4,555.74	50,000.00	-45,444.26
305-908 - 59020 Fire Engine Fund/Tanker	125,000.00	125,000.00	0.00
305-xxx - 59020 PW Equipment Fund	125,000.00	125,000.00	0.00
305-911 - 59020 Road Improve. Fund	410,000.00	410,000.00	0.00
305-912 - 59020 Tree Removal Fund	50,000.00	50,000.00	0.00
305-914 - 59020 Bridge & Culvert Fund	100,000.00	100,000.00	0.00
305-915 - 59020 Bldg Main Fund	108,000.00	108,000.00	0.00
Total 9900 - TRANSFERS	922,555.74	968,000.00	-45,444.26
Total CAPITAL RELATED	939,055.74	984,500.00	-45,444.26
Total Expense	9,110,313.67	12,469,060.09	-3,358,746.42
Net Ordinary Income	3,208,331.54	-35,000.09	3,243,331.63
Other Income/Expense			
Other Expense			
Ask my accountant	28,427.28	0.00	28,427.28
Total Other Expense	28,427.28	0.00	28,427.28
Net Other Income	-28,427.28	0.00	-28,427.28
Net Income	3,179,904.26	-35,000.09	3,214,904.35

Town of Andover Check Register As of April 30, 2024

	Type	Date	Num	Name	Amount
10000 - General Fund Checking					
	Bill Pmt -Check	04/01/2024	11167	Corbett HVAC Services LLC	0.00
	Bill Pmt -Check	04/01/2024	11168	Corbett HVAC Services LLC	-24,354.99
	Bill Pmt -Check	04/01/2024	11169	Corbett HVAC Services LLC	-15,922.50
	Deposit	04/01/2024			115.00
	Bill Pmt -Check	04/02/2024	11170	ADELMAN SAND & GRAVEL INC	-240.00
	Bill Pmt -Check	04/02/2024	11171	ANDOVER PIZZA	-30.22
	Bill Pmt -Check	04/02/2024	11172	Avenu Enterprise Solutions LLC	-650.00
	Bill Pmt -Check	04/02/2024	11173	Builders Concrete East LLC	-1,527.00
	Bill Pmt -Check	04/02/2024	11174	CASCP	-25.00
	Bill Pmt -Check	04/02/2024	11175	CASELLA WASTE	-9,133.44
	Bill Pmt -Check	04/02/2024	11176	Cash True Value - East Lyme	-109.28
	Bill Pmt -Check	04/02/2024	11177	Dime Oil LLC	-1,073.75
	Bill Pmt -Check	04/02/2024	11178	Dubois Automotive Inc.	-225.35
	Bill Pmt -Check	04/02/2024	11179	FleetPride	-406.61
	Bill Pmt -Check	04/02/2024	11180	INFOSHRED LLC	-25.00
	Bill Pmt -Check	04/02/2024	11181	Leading Edge Construction LLC	-192,457.37
	Bill Pmt -Check	04/02/2024	11182	LHS ASSOCIATES INC	-1,747.72
	Bill Pmt -Check	04/02/2024	11183	Marina Pandolfi	-692.50
	Bill Pmt -Check	04/02/2024	11184	Pippin & Son Portable	-558.33
	Bill Pmt -Check	04/02/2024	11185	Professional Lock & Safe Co. Inc.	-91.90
	Bill Pmt -Check	04/02/2024	11186	Siteone Landscape Supply	-187.47
	Bill Pmt -Check	04/02/2024	11187	SWISS UNIFORM RENTAL	-442.60
	Bill Pmt -Check	04/02/2024	11188	TENNETT TREE SERVICE, INC	-10,500.00
	Bill Pmt -Check	04/02/2024	11189	TOWN OF SOUTH WINDSOR	-955.32
	Bill Pmt -Check	04/02/2024	11190	Tyche Planning and Policy Group	-4,000.00
	Bill Pmt -Check	04/02/2024	11191	UNITED AG & TURF	-86.20
	Bill Pmt -Check	04/02/2024	11192	W B MASON CO INC	-31.49
	Check	04/02/2024	11193	D.E.E.P	-8.00
	Check	04/02/2024	11194	DAS-ACCT. REC. - HDP	-176.00
	Check	04/02/2024	11195	OFFICE OF THE TREASURER, State of CT	-919.00
	Deposit	04/02/2024			531.39
	Transfer	04/03/2024			-3,829.08
	Transfer	04/05/2024			750,000.00
	Liability Check	04/08/2024	ACH	EFTPS	-9,417.64
	Liability Check	04/08/2024	ACH	Commissioner of Revenue Services	-1,478.40
	Deposit	04/08/2024			115.00
	Liability Check	04/09/2024		QuickBooks Payroll Service	-31,696.41
	Deposit	04/09/2024		STATE OF CT	115.00
	Paycheck	04/10/2024	DD1401	Anderson, Eric	0.00
	Paycheck	04/10/2024	DD1402	Autorino, Lori S	0.00
	Paycheck	04/10/2024	DD1403	Barrett, Kathleen M	0.00
	Paycheck	04/10/2024	DD1404	Barton Jr., Wallace E	0.00

Town of Andover Check Register As of April 30, 2024

	Type	Date	Num	Name	Amount
	Paycheck	04/10/2024	DD1406	Begin, Richard	0.00
	Paycheck	04/10/2024	DD1407	Bell, William A	0.00
	Paycheck	04/10/2024	DD1408	Bricault, Roland O	0.00
	Paycheck	04/10/2024	DD1409	Buchardt, Elaine M	0.00
	Paycheck	04/10/2024	DD1410	Camoroda, Susan M	0.00
	Paycheck	04/10/2024	DD1411	Campen, Catherine L	0.00
	Paycheck	04/10/2024	DD1413	Derick, Linda J	0.00
	Paycheck	04/10/2024	DD1414	Derico, Dominic W	0.00
	Paycheck	04/10/2024	DD1415	Dougherty, Roberta B	0.00
	Paycheck	04/10/2024	DD1417	Gruner, Nicholas J	0.00
	Paycheck	04/10/2024	DD1418	Hallisey, James J	0.00
	Paycheck	04/10/2024	DD1419	Harakaly, Christina	0.00
	Paycheck	04/10/2024	DD1420	Horn, Robin B	0.00
	Paycheck	04/10/2024	DD1421	Hovey, Philip	0.00
	Paycheck	04/10/2024	DD1422	Kauffman, Ricky J	0.00
	Paycheck	04/10/2024	DD1423	Kurtz, Lisa	0.00
	Paycheck	04/10/2024	DD1424	LaCroix, Noreen K	0.00
	Paycheck	04/10/2024	DD1427	Merry, Anne	0.00
	Paycheck	04/10/2024	DD1428	Morrissey, Katherine V	0.00
	Paycheck	04/10/2024	DD1429	Motyl, Stephen	0.00
	Paycheck	04/10/2024	DD1430	Orlomoski, Amy E	0.00
	Paycheck	04/10/2024	DD1431	Pearl, Thomas L	0.00
	Paycheck	04/10/2024	DD1432	Peterson, Pamela	0.00
	Paycheck	04/10/2024	DD1433	Skoog, Elinor A	0.00
	Paycheck	04/10/2024	DD1434	Tuttle, Robert J	0.00
	Paycheck	04/10/2024	DD1435	Victoria, Julie A	0.00
	Paycheck	04/10/2024	DD1436	Wagner, Joseph W	0.00
	Paycheck	04/10/2024	DD1437	Werner, Lynn M	0.00
	Paycheck	04/10/2024	DD1438	Williams, Mark	0.00
	Paycheck	04/10/2024	DD1439	Zito, Zachary A	0.00
	Paycheck	04/10/2024	DD1405	Bazzani, Janice C	0.00
	Paycheck	04/10/2024	DD1412	Chaponis, John	0.00
	Paycheck	04/10/2024	DD1416	Gonyea, Therese	0.00
	Paycheck	04/10/2024	DD1425	Lee, Carol	0.00
	Paycheck	04/10/2024	DD1426	Lester, Michael J	0.00
	Check	04/10/2024	ACH	Regional School District 8 - RHAM	-353,228.00
	Check	04/10/2024	ACH	AES Payables	-423,479.60
	Check	04/10/2024	ACH	Spring	-12,921.54
	Bill Pmt -Check	04/10/2024	11196	ATTY DENNIS O'BRIEN	-2,625.00
	Bill Pmt -Check	04/10/2024	11197	Cargill Inc	-20,843.02
	Bill Pmt -Check	04/10/2024	11198	Constellation NewEnergy Inc	-352.17
	Bill Pmt -Check	04/10/2024	11199	Eversource	-1,180.45
	Bill Pmt -Check	04/10/2024	11200	HEBRON ACE HARDWARE	-36.74

Town of Andover Check Register As of April 30, 2024

	Type	Date	Num	Name	Amount
	Bill Pmt -Check	04/10/2024	11201	Home Depot Credit Services	-108.02
	Bill Pmt -Check	04/10/2024	11202	HOSMER MT. BOTTLING COMPANY INC	-36.50
	Bill Pmt -Check	04/10/2024	11203	HUNTER MOULTON	-40.00
	Bill Pmt -Check	04/10/2024	11204	L&C PARK CONSULTANTS LLC	-400.00
	Bill Pmt -Check	04/10/2024	11205	LEAF	-223.32
	Bill Pmt -Check	04/10/2024	11206	MID-CITY STEEL	-207.40
	Bill Pmt -Check	04/10/2024	11207	Point Software	-480.00
	Bill Pmt -Check	04/10/2024	11208	SHI INTERNATIONAL CORP.	-1,355.56
	Bill Pmt -Check	04/10/2024	11209	THE W.I. CLARK COMPANY	-890.73
	Bill Pmt -Check	04/11/2024	11210	Constellation NewEnergy Inc	-45.09
	Bill Pmt -Check	04/11/2024	11211	CTCA	-150.00
	Bill Pmt -Check	04/11/2024	11212	Dime Oil LLC	-8,654.96
	Bill Pmt -Check	04/11/2024	11213	HALLORAN & SAGE	-880.00
	Bill Pmt -Check	04/11/2024	11214	TOWN OF BOLTON	-6,358.08
	Bill Pmt -Check	04/11/2024	11215	TOWN OF SOUTH WINDSOR	-528.00
	Bill Pmt -Check	04/11/2024	11216	Tyche Planning and Policy Group	-8,000.00
	Check	04/11/2024	ACH	RHAM	-353,228.00
	Deposit	04/13/2024		STATE OF CT	1,442.00
	Deposit	04/15/2024			458.16
	Deposit	04/16/2024			789.60
	Liability Check	04/22/2024	ACH	Commissioner of Revenue Services	-1,425.16
	Liability Check	04/22/2024	ACH	EFTPS	-8,235.46
	Liability Check	04/22/2024	11217	AFSCME, LOCAL 1303	-330.82
	Liability Check	04/22/2024	11218	AIG RETIREMENT SERVICES	-600.00
	Liability Check	04/22/2024	11219	MEUI	-125.10
	Deposit	04/22/2024			111.00
	Liability Check	04/23/2024		QuickBooks Payroll Service	-26,829.11
	Deposit	04/23/2024			1,599.16
	Paycheck	04/24/2024	DD1440	Anderson, Eric	0.00
	Paycheck	04/24/2024	DD1441	Autorino, Lori S	0.00
	Paycheck	04/24/2024	DD1442	Barton Jr., Wallace E	0.00
	Paycheck	04/24/2024	DD1443	Bazzani, Janice C	0.00
	Paycheck	04/24/2024	DD1444	Begin, Richard	0.00
	Paycheck	04/24/2024	DD1445	Bell, William A	0.00
	Paycheck	04/24/2024	DD1446	Bricault, Roland O	0.00
	Paycheck	04/24/2024	DD1447	Camoroda, Susan M	0.00
	Paycheck	04/24/2024	DD1448	Campen, Catherine L	0.00
	Paycheck	04/24/2024	DD1450	Derick, Linda J	0.00
	Paycheck	04/24/2024	DD1451	Derico, Dominic W	0.00
	Paycheck	04/24/2024	DD1452	Dougherty, Roberta B	0.00
	Paycheck	04/24/2024	DD1453	Gonyea, Therese	0.00
	Paycheck	04/24/2024	DD1454	Hallisey, James J	0.00
	Paycheck	04/24/2024	DD1455	Harakaly, Christina	0.00

Town of Andover Check Register As of April 30, 2024

	Type	Date	Num	Name	Amount
	Paycheck	04/24/2024	DD1456	Kauffman, Ricky J	0.00
	Paycheck	04/24/2024	DD1459	Merry, Anne	0.00
	Paycheck	04/24/2024	DD1460	Morrissey, Katherine V	0.00
	Paycheck	04/24/2024	DD1461	Motyl, Stephen	0.00
	Paycheck	04/24/2024	DD1463	Pearl, Thomas L	0.00
	Paycheck	04/24/2024	DD1465	Skoog, Elinor A	0.00
	Paycheck	04/24/2024	DD1466	Tuttle, Robert J	0.00
	Paycheck	04/24/2024	DD1467	Wagner, Joseph W	0.00
	Paycheck	04/24/2024	DD1468	Werner, Lynn M	0.00
	Paycheck	04/24/2024	DD1469	Williams, Mark	0.00
	Paycheck	04/24/2024	DD1470	Zito, Zachary A	0.00
	Paycheck	04/24/2024	DD1449	Chaponis, John	0.00
	Paycheck	04/24/2024	DD1457	Lee, Carol	0.00
	Paycheck	04/24/2024	DD1458	Lester, Michael J	0.00
	Paycheck	04/24/2024	DD1462	Orlomoski, Amy E	0.00
	Paycheck	04/24/2024	DD1464	Peterson, Pamela	0.00
	Bill Pmt -Check	04/24/2024	11220	A&A Pest Control Co., Inc	-120.00
	Bill Pmt -Check	04/24/2024	11221	Adkins Printing Company	-1,150.00
	Bill Pmt -Check	04/24/2024	11222	ANTHEM LIFE& DISABILITY INSURANCE	-639.40
	Bill Pmt -Check	04/24/2024	11223	Avenu Enterprise Solutions LLC	-384.10
	Bill Pmt -Check	04/24/2024	11224	Cargill Inc	-11,288.17
	Bill Pmt -Check	04/24/2024	11225	CDW Government	-827.00
	Bill Pmt -Check	04/24/2024	11226	CL Services	-10,087.50
	Bill Pmt -Check	04/24/2024	11227	COIT EXCAVATING INC	-3,979.79
	Bill Pmt -Check	04/24/2024	11228	COMCAST	-115.85
	Bill Pmt -Check	04/24/2024	11229	D.E.E.P	-464.00
	Bill Pmt -Check	04/24/2024	11230	FRONTIER COMMUNICATIONS	-83.26
	Bill Pmt -Check	04/24/2024	11231	Glastonbury Citizen/Rivereast News Bullet	-242.00
	Bill Pmt -Check	04/24/2024	11232	L. E. Whitford Co., Inc.	-662.50
	Bill Pmt -Check	04/24/2024	11233	LENCO ELECTRICAL CONTRACTORS	-825.00
	Bill Pmt -Check	04/24/2024	11234	Marketing Solutions Unlimited LLC	-830.14
	Bill Pmt -Check	04/24/2024	11235	MERF	-11,435.12
	Bill Pmt -Check	04/24/2024	11236	Recognition Products	-19.35
	Bill Pmt -Check	04/24/2024	11237	Rons Professional Landscape Construction	-3,800.00
	Bill Pmt -Check	04/24/2024	11238	STATE OF CONNECTICUT	-529.00
	Bill Pmt -Check	04/24/2024	11239	State of CT Office of Education and Data	-330.07
	Bill Pmt -Check	04/24/2024	11240	TENNETT TREE SERVICE, INC	-3,500.00
	Bill Pmt -Check	04/24/2024	11241	The Office Works, Inc.	-70.37
	Bill Pmt -Check	04/24/2024	11242	TOWN OF MANSFIELD	-3,310.33
	Bill Pmt -Check	04/24/2024	11243	University of CT	-300.00
	Bill Pmt -Check	04/24/2024	11244	VERIZON WIRELSS	-142.46
	Bill Pmt -Check	04/24/2024	11245	INFOSHRED LLC	-25.00
	Bill Pmt -Check	04/24/2024	11246	A&A Pest Control Co., Inc	-120.00

Town of Andover
Check Register
As of April 30, 2024

	Type	Date	Num	Name	Amount
	Deposit	04/29/2024			3,881.59
	Liability Check	04/30/2024	eft	Administrator Unemployment	-2,935.53
	Deposit	04/30/2024		STATE OF CT	1,002,390.00
Total 10000 - General Fund Checking					156,535.56
					156,535.56

Tax Collector's Report

12.

Town Only

Terminal / Batch	
Terminal	6
Batch	46

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

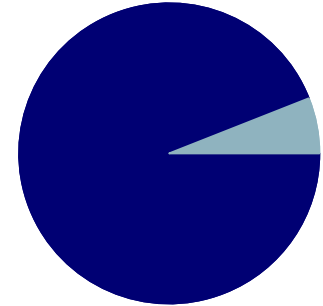
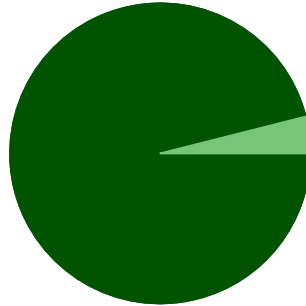
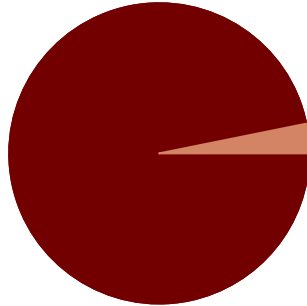
Last Assessor Bridge	
Run on:	01/22/2024

Percent Collection as of 05/01/2024

REAL ESTATE
 Uncollected - 3.16%
 Collected - 96.84%

PERSONAL PROPERTY
 Uncollected - 3.95%
 Collected - 96.05%

MV REGULAR
 Uncollected - 5.97%
 Collected - 94.03%



■	Total Due = \$260,313.97
■	Total Paid = \$7,967,654.59

■	Total Due = \$17,398.89
■	Total Paid = \$423,314.19

■	Total Due = \$73,095.15
■	Total Paid = \$1,150,728.84

Type	Total Billed	Total Paid	Total Due	Percent Collected
REAL ESTATE	8,227,968.56	7,967,654.59	260,313.97	96.84
PERSONAL PRO	440,713.08	423,314.19	17,398.89	96.05
MOTOR VEHICL	1,223,823.99	1,150,728.84	73,095.15	94.03
MOTOR VEHICL	137,842.65	118,437.81	19,404.84	85.92
TOTALS:	\$10,030,348.28	\$9,660,135.43	\$370,212.85	

Apr-24

Deposits

	ONLINE	TOTAL
4/1/2024	\$ 2,798.19	\$ 2,798.19
4/2/2024	\$ 1,704.60	\$34,366.16
4/3/2024	\$ 4,426.38	\$ 4,426.38
4/4/2024	\$ 12,378.15	\$35,101.21
4/5/2024	\$ 5,039.99	\$ 5,039.99
4/6/2024		\$ -
4/7/2024		\$ -
4/8/2024		\$ -
4/9/2024	\$ 2,419.07	\$75,526.77
4/10/2024	\$ 800.33	\$ 800.33
4/11/2024	\$ 1,452.72	\$ 1,452.72
4/12/2024	\$ 1,243.54	\$ 1,243.54
4/13/2024		\$ -
4/14/2024	\$ 811.05	\$ 811.05
4/15/2024	\$ 933.20	\$86,568.63
4/16/2024	\$ 2,206.03	\$ 2,206.03
4/17/2024	\$ 1,810.83	-\$791.49
4/18/2024	\$ 1,758.44	\$853,022.57
4/19/2024	\$ 5,871.10	\$55,725.31
4/20/2024		\$ -
4/21/2024		\$ -
4/22/2024	\$ 6,224.14	\$100,880.89
4/23/2024	\$ 3,307.90	\$79,705.96
4/24/2024	\$ 3,658.71	\$ 3,658.71
4/25/2024	\$ 2,155.26	\$107,544.91
4/26/2024	\$ 9,297.68	\$ 9,297.68
4/27/2024		\$ -
4/28/2024	\$ 3,314.85	\$ 3,314.85
4/29/2024	\$ 2,009.39	\$170,893.39
4/30/2024	\$ 8,437.67	\$57,239.60

Returned Check

ESCROW

ESCROW

TOTAL \$ 1,739,843.13

COLLECTIONS BY TAX YEAR:

RE	PP	MV	MVS	INTEREST	FEE	TOTAL
2018	\$ 965.73	\$	62.99	\$	89.08	10.00
2019		\$	17.81	\$	12.29	5.00
2020		\$	1,413.29	\$ 119.41	\$ 589.79	40.00
2021	\$ 3,008.80	\$	2,253.49	\$	1,464.99	69.00
2022	\$ 1,638,010.70	\$81,463.94	\$ 5,761.45	\$ 581.41	\$ 3,753.97	150.00

TOTAL \$ 1,739,843.14

UNCOLLECTED TAXES BY TAX YEAR:

RE	PP	MV	MVS	TOTAL
2007		\$	476.65	\$ 71.26
2008		\$	520.26	\$ 28.15
2009		\$	356.32	\$ 356.32
2010		\$	211.42	\$ 211.42
2011		\$439.82	\$ 4,314.46	\$ 249.48
2012		\$2,404.78	\$ 3,146.24	\$ 176.95
2013		\$2,757.76	\$ 1,399.60	\$ 783.06
2014	\$ 1,066.00	\$4,038.48	\$ 2,038.57	\$ 2,949.77
2015	\$ 1,066.00	\$4,702.67	\$ 9,384.11	\$ 1,937.24
2016	\$ 2,620.29	\$5,504.85	\$ 7,398.35	\$ 1,930.73
2017	\$ 8,182.00	\$6,066.99	\$ 9,606.66	\$ 1,066.92
2018	\$ 18,702.14	\$6,923.42	\$ 6,037.96	\$ 210.59
2019	\$ 26,991.72	\$6,021.17	\$ 7,902.47	\$ 1,465.08
2020	\$ 32,594.82	\$7,994.03	\$ 10,946.41	\$ 3,397.36
2021	\$ 38,944.46	\$8,040.95	\$ 40,459.50	\$ 11,132.07
2022	\$ 260,313.97	\$17,398.89	\$ 73,095.15	\$ 19,404.84

TOTAL \$ 684,872.84

Tax Collector's Collection Update

5/9/24

All delinquent tax bills have had Demand notices sent to them this week. Delinquent real estate bills will have liens placed by the end of the month. Personal Property UCC-1 liens will be processed the first week of June. Starting in June, Alias Tax Warrants will begin to be issued for delinquent taxpayers. An Alias Tax Warrant grants my powers of collection to a State Marshall or Local Constable. All fees included with this service are paid by the taxpayer, so there is no cost to the town. I am fully aware that many of these delinquent taxes will likely never be collected as they do go back 15 years, but I must do my due diligence in attempting to collect them. I plan to start with the highest and oldest motor vehicle and personal property bills. I would like to attend a BOS meeting in the next couple of months to discuss collection methods for delinquent Real Estate taxes, and how the town would like to go forward with that in the future. Alias Tax Warrants can be issued for Real Estate, but they are not the "best" method of collection for outstanding Real Estate tax bills.

By State Statute, I must put a minimum of 1 account on suspense every year and provide this report to the Board of Selectmen for approval. Putting a bill on suspense does not make it uncollectible. All tax bills remain collectible for 15 years. Suspense merely alerts the town that this bill will likely never be recovered, and to not consider it an asset. Most commonly, I am only going to put a bill on suspense if the taxpayer has passed away, has no estate and no heirs. I will also start putting bills on suspense after the State Marshal has concluded that there is likely no way to recover the outstanding bills.

The June Refund Request may be higher than normal months, as ethically I must send refund request reminders to 2020 GL overpaid bills, before their refund time runs out.

As always, if you have any questions or concerns, please let me know. I am continuing to learn a great deal about the legal and ethical side of collecting. Not just processing payments. My current class is focusing on collection methods, and I have learned quite a bit.

As of May 9, 2024, the current uncollected taxes are at \$682,441.16. Interest, and fees is an additional \$428,118.07, creating a TOTAL of \$1,110,559.23 in outstanding taxes due.

ENTERPRISE FM TRUST	\$467.07	REFUND OF EXCESS PAYMENTS

DATE: Tax Refunds Total: \$467.07

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

Department Reports

13.

Assessor's office monthly activity –APRIL 2024

Processing conveyances	9
Processing building permits	25
Prorating motor vehicle grand list	5
Updating field cards	2
Correspondence/ Phone	37
Providing assistance-town hall customers	9
Providing assistance to other departs	4
Researching mapping issue or questions	2
Reports & communication with the State	3
MLS research	2
Scheduling meeting and appointments	
Office work	
Personal property grand list	
Personal Property Discovery	
Homeowner's program	1
Veteran's program	2
Income & expenses	2
Renter's rebate program	
Tax exemptions	
Adds to the re, pp or mv grand list	
Pa 490	
BAA	4
Researching and providing requested information to auditor	
Real property inspections	
Personal property inspections	
Real property appraisals	
Taxpayer correspondence	
Attorney correspondence	
Tax appeal review/appraisal	
MLS review	2
Town board/dept assistance	
Review & Approve C of Cs	7
Review & Approve PA 490 Applications	
Review Approve & create/data entry on land splits & mergers	
Mapping Research/Discrepancies	

BAACOC Summary TOWN OF ANDOVER

05/09/2024

LIST NO.	NAME / ADDRESS	UNIQUE ID	COC#	BAA	ORIGINAL GR/EX/NET	ADJUSTMENT GR/EX/NET	NEW GR/EX/NET
232 1	CARRARA LAUREN M 21 LAKESIDE DR ANDOVER, CT 06232-	1567	08892R	B 2023 4/24/2024 BAA CHANGE	300,650 0 300,650	-33,250 0 -33,250	267,400 0 267,400
567 1	GRIMALDI VINCENT & PATRICIA A 353 LAKE RD ANDOVER, CT 06232-	102351	08891R	B 2023 4/24/2024 BAA CHANGE	445,970 0 445,970	-91,770 0 -91,770	354,200 0 354,200
51172 1	GABBEY JOHN R 92 BEAR SWAMP RD ANDOVER, CT 06232-1102	51172	08893M	C 2023 4/30/2024 SOLD 4/24	3,760 0 3,760	-1,568 0 -1,568	2,192 0 2,192
51631 1	HYUNDAI LEASE TITLING TRUST 4100 WILDWOOD PARKWAY ATLANTA, GA 30339-	51631	08887M	C 2022 4/11/2024 SOLD 12/22	23,430 0 23,430	-17,572 0 -17,572	5,858 0 5,858
52458 1	MIKE CHRISTOPHER T 228 LONG HILL RD ANDOVER, CT 06232-1104	52458	08890M	C 2022 4/11/2024 SOLD 7/23	10,240 0 10,240	-1,710 0 -1,710	8,530 0 8,530
54098 0	MIKE CHRISTOPHER T 228 LONG HILL RD ANDOVER, CT 06232-1104	22A041	08888M	C 2022 4/11/2024 ADD FROM DMV	0 0 0	500 0 500	500 0 500
54099 0	MIKE CHRISTOPHER T 228 LONG HILL RD ANDOVER, CT 06232-1104	22A042	08889M	C 2022 4/11/2024 ADD FROM DMV	0 0 0	17,273 0 17,273	17,273 0 17,273
GRAND TOTAL # Of Accts 7					784,050	-128,097	655,953
					0	0	0
					784,050	-128,097	655,953

05/01/2024
12:40 PM

TOWN of ANDOVER, CT
Permit Receipts Report for (ALL FISCAL YEARS)
Receipt Date Range 04/01/2024 - 04/30/2024 (All Payments)

April 2024

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
Building Permit	15	2,742.90	160,476.71	91.30	0.00	0.00	0.00	0.00	0.00	42.90	225.00	2,475.00
Electrical Permit	9	2,412.12	159,609.05	0.00	0.00	0.00	0.00	0.00	0.00	38.74	135.00	2,238.38
Plumbing Permit	1	167.60	9,800.00	0.00	0.00	0.00	0.00	0.00	0.00	2.60	15.00	150.00
Grand Totals	25	5,322.62	329,885.76	91.30	0.00	0.00	0.00	0.00	0.00	84.24	375.00	4,863.38
Grand # Voids	0											

05/01/2024
12:41 PM

TOWN of ANDOVER, CT
Permit Receipts Report for (ALL FISCAL YEARS)
Receipt Date Range 04/01/2024 - 04/30/2024 (All Payments)

Grand Total Receipts

Permit Type	Qty	Amt Paid	Est Cost	Refunds	Radon	Roadcut	CertFee	COFee	Zoning	State	Point	TownFee
ZBA Application	1	215.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	15.00	140.00
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	2	355.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00	30.00	205.00
Grand # Voids	0											

PERMIT TOTALS FOR APRIL 2024

	amt paid	# permits
TOTAL BUILDING	\$5,322.62	25
TOTAL ZONING	\$140.00	1
TOTAL ZBA	\$215.00	1
TOTAL DRIVEWAY PERMITS	\$525.00	7
TOTAL PUBLIC WORKS PERMITS	\$150.00	1
TOTAL BONDS	\$4,000.00	8
TOTAL MISC (copies & signs)	\$62.00	
TOTAL PERMITS/BONDS/MISC FOR APRIL	\$10,414.62	43

Public Works

From: Public Works
Sent: Tuesday, May 7, 2024 11:54 AM
To: Kate Morrissey
Subject: DPW 2024 April BOS Monthly Report

Highlights for the Month:

- Much continued wood pick up from tree removals
- Pick up/Receive a donated enclosed trailer to DPW that we will use as a jobsite equipment trailer when working on different projects lessening the chaos of tools in the back of a truck
- Bear Swamp Cross Culvert at Bunker Hill Road (outlet side) using approximately 80-Ton of stone:
 - a) Fill in Erosion areas to stabilize embankments
 - b) Support Headwall
 - c) Fill in scour areas at bottom of headwall (discharge area)
- Repair areas of plow damage: various places
- Repair erosion areas along road edges: various places
- Some routine equipment maintenance and minor repairs
- Continued work at Propane Tank & Future Generator project behind firehouse to provide power to the firehouse, town hall, and senior center
 - a) Installation of (2) electric vaults and approximately 2500' feet of electrical conduit (made up of 3" and 1 ½" conduit) for interconnection of buildings (generator supply)
 - b) Installation of approximately 550' feet of conduit for gas lines (made up of 4" conduit) to supply town hall, senior center, and future generator
 - c) Installation of approximately 250' feet of conduit for a communication line between town hall and senior center for a backup server

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

4-1-24

Jay Day off

	<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
8.0	• Wood Pick up from Removals - Bunker Hill Rd	Tom	8.0	6 loads wood	Trk 4 Excavator
		Rich	8.0		Trk 3
		Mark	7.0		Trk 10 Saws
8.0	• Sick	Zach	8.0	/	/

4-2-24 37°/48° Cldy ^{PM} Rain

Jay 5:45 - 2:30

8.25 Admin
Office

Trk 1

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
4.0	• Clean up stump grindings Shoulder of Roadway on Townsend Rd at Cemetery	Tom Rich Mark	3.0 4.0 4.0	2 loads spoils	Backhoe Trk 4 Trk 10
1.0	• Clear Beaver Dam at Town Pit Flooding Driveway	Tom	1.0	/	Backhoe
4.0	• Continue Wood Pickup on Bunker Hill	Tom Rich Mark	4.0 4.0 4.0	3 Loads wood	Excavator Trk 3 Trk 10
8.0	• Sick	Zach	8.0	/	/

4-3-24

37°/42°

Rain

Jay
8.5

5:45 - 2:45

Trk 1

- Admin
- Ck in New Senior Bus & Work on Registration Paperwork and make DMV Appointment
- Clean Office/Break/Bath rooms

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Shop Clean up / OSHA Prep	Tom	8.0	Shop Supplies	shop Tools
	• Fire Ext. inspections	Rich	7.0		
	• Work on New Trailer set up	Mark	7.0		
1.0	• Trash Run	Rich	1.0	/	Trk 4
		Mark	1.0		
8.0	• Sick	Zach	8.0	/	/

4-4-24 35°/38° Lt Rain - Snow Shwrs

Jay 5:45 - 3:00

Trk 1

8.5

- Admin
- Ck Roads of Debris from Overnight Hi winds
- Office

	Job	Staff	Time	Materials	Equip
2.5	• Ck Roads of Wood debris	Mark Jay Tom Rich	2.5 2.5 2.5 2.5	/	Trk 1 Trk 4 saws
1.0	• Trash Compaction at T.S.	Mark	1.0	/	Backhoe
5.5	Shop: • Continue Clean up OSHA Prep • " Work on new Equip trailer • Pick up Donated Enclosed Trailer - and Empty Contents at Dump	Tom Rich Mark	5.5 5.5 4.5	Shop Materials	Shop tools Trk 4
8.0	• Sick	Zach	8.0	/	/

4-5-24 31°/46° Cldy

Jay
8.75 5:30 - 2:45

- Admin
- Pay Bills
- Inspections
- office

Trk 1

	<u>Job</u>	<u>staff</u>	<u>Times</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Wood Pick up from tree Removals Bunker Hill	Tom Rich Mark	8.0 8.0 8.0	2 loads wood	Excavator Trk 3 Trk 10 Trk 4 Saws
8.0	• Sick	Zach	8.0	/	/

4-8-24 34°/66° Mstly Sunny

Jay 5:45 - 2:30

8.25

Trk 1

- Admin
- Payroll
- Office work
- Receive Material For Bunker Hill - 43.94 ton 18" to 30" Stone
- Help at Bunker Hill Rd

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Compaction at T.S.	Tom	1.0	/	Backhoe
3.0	• Fill Edge of Road Erosion areas	Tom	2.0	6 yards Dirty loam	Backhoe Trk 4 Hand Tools
		Rich	3.0		
		Mark	3.0		
5.0	• Fill Scour (erosion) areas either Side of Headwall (outlet side) at Bear Swamp Brook Cross Culvert on Bunker Hill Road with Heavy Stone 18" to 30"	Tom	5.0	18 Ton stone 15'x15' Filter Fabric	Excavator backhoe Loader Trk 4 Hand Tools
		Rich	5.0		
		Mark	5.0		
		Jay	2.0		
8.0	• Sick	Zach	8.0	/	/

4-9-24 42°/72°

Prtly cldy

Jay
8.25

5:45 - 2:30

Trk 1

Admin

Office

Meet w/Distinctive Tree - RE: Removals

Work w/crew on Bunker at Cross Culvert

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
8.0	<ul style="list-style-type: none"> Continue Fill Scour areas at Outlet side Bear Swamp Brook Cross Culvert on Bunker Hill Rd with 18" to 30" Heavy Stone 	Tom Rich Mark Jay	8.0 8.0 8.0 3.0	22 Ton Stone 15'x15' Filter Fabric	Excavator Backhoe Loader Trk 4 Hand Tools
8.0	Sick	Zach	8.0	/	/

4-10-24 41°/65° Mstly cldy

Jay 8.5 5:30 - 2:30

Trk 1

- Admin
- Clean Office/Break/Bath rooms Area
- Inspections
- Review Sitework at S.C. Prior to Our Work For Added Propane & Electrical lines from behind Firehouse
- CBYD Tickets Review

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
8.0	• Continue work at Bear Swamp Brook Cross Culvert on Bunker Hill	Tom Rich Mark	8.0 8.0 8.0	26 Ton Stone	Excavator Backhoe Loader Trk 4 Hand Tools
8.0	• Sick	Zach	8.0	/	/

4-11-24 49°/60° Cldy w/periods of Rain

Jay 5:45 - 3:00

8.75

• Admin

Trk 1

• Office work

• Receive Material: 100 Ton Salt
23.53 Ton 6" to 10" Rip-Rap
46.89 Ton 1 1/4" Process

• Inspections

	Job	Staff	Time	Materials	Equip
1.0	• Trash Compaction at T.S.	Tom	1.0	/	Backhoe
2.0	• Swap Trailer Ramps on New Trailer	Rich	2.0	/	Shop Tools
		Mark	2.0		
		Tom	1.0		
3.0	• Finish Work at Bear Swamp Brook Cross Culvert on Bunker Hill Rd and Re-Install Flex Beam	Tom	3.0	10 Ton 6" to 10" Rip-Rap	Excavator Loader Trk 10 Trk 4 Hand Tools
		Rich	3.0		
		Mark	3.0		
3.0	• Pick up Wood from Removals on Bunker Hill and Move Machine to Fire House	Tom	3.0	1 Load wood	Excavator Trk 10 w/Trailer Trk 3
		Rich	3.0		
		Mark	3.0		
8.0	• Sick	Zach	8.0	/	/

4-12-24 58°/61° Rainy - Windy

Jay 5:45 - 2:45

8.5

- Admin
- Pay Bills
- Inspections
- Office work

Trk 1

	Job	Staff	Time	Materials	Equip
3.0	<ul style="list-style-type: none"> • Ck/Clear Basins & Waterways - Ck Roads For Debris 	Rich Jay Tom mark	3.0 3.0 3.0 3.0	/	Trk 1 Trk 4 Hand Tools
5.0	<ul style="list-style-type: none"> • Shop: - Work on Trailers - Clean Shop 	Tom Rich mark	5.0 3.0 3.0	Shop Materials	Shop Tools
2.0	<ul style="list-style-type: none"> • Repair Areas of Plow damage - Various Places 	Rich mark	2.0 2.0	On Site Materials	Trk 4 Hand Tools
8.0	• Sick	Zach	8.0	/	/

4-15-24 42°/71° Mstly Sunny

Jay 5:45 - 3:30

9.25

Trk 1

- Admin
- Paint Trailer
- Meet w/Electrician at Senior Center - Review Ground Work & Plans
- Prep Floor & Paint directional lines in trailer Bay

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
1.0	• Trash Compaction at T.S.	Tom	1.0	/	Back Hoe
8.0	• Repair Plow damage Various Places	Rich	8.0	On-Site materials 2 yds Loam 3 lbs Seed	Trk 4 Hand Tools
		Tom	2.0		
		Mark	5.0		
3.0	• Material Run to Wallingford United Concrete	Mark	3.0	Supplies For Senior Center	Trk 3
5.0	Sick	Tom	5.0	/	/
8.0	Sick	Zach	8.0	/	/

4-16-24 43°/66° Sunny

Jay 5:45 - 1:45
7.5

Trk 1

- Admin
- Register Senior Bus
- Work on Electrical Materials list - Senior Center
- Driveway Inspection

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
8.0	• Repair Plow Damage Various Places	Tom Rich Mark	8.0 8.0 6.0	On site 3 yds lawn Grass Seed	Trk 4 Hard Tools
2.0	• Sick	Mark	2.0	/	/
8.0	• Sick	Zach	8.0	/	/

4-17-24 42°/63° Partly to Mostly Cldy

Jay 5:15 - 9:00 AM Went Home Sick

- 3.75
- Admin
 - Receive Material For Electrical Project at S.C.

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
4.0	• Return Wrong Material and Pick up Correct Material at United Concrete (Wallingford) for Electrical Vaults at Senior Center	Mark	4.0	/	Trk 10 Trailer
8.0	• Repair Plow Damage Various Places	Tom Rich Mark	8.0 8.0 4.0	6 yds Loam Grass seed	Trk 4 Hand Tools
8.0	• Sick	Zach	8.0	/	/

4-18-24 41°/46° Light Rain

Jay
8.25
5:45 - 2:30

Trk 1

- Admin
- office work
- Ck/clear Basins & waterways

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
3.0	• Ck/clear Basins & waterways	Jay Rich Tom mark	3.0 3.0 3.0 3.0	/	Trk 1 Trk 4
5.0	• Work on Erosion Areas along Road Edges - various places	Tom Rich Mark	5.0 5.0 2.0	4 yds Loam mix Grass Seed	Trk 4 Hand Tools
3.0	• Pick up Double CB Top at United Concrete (Wallingford) for Senior Center	mark	3.0	/	Trk 3
8.0	• Sick	Zach	8.0	/	/

4-19-24

Jay Day off

<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0 • Re-Shape & Re-establish water ways Erdoni Rd	Tom Rich Mark	8.0 8.0 8.0	3 loads Spoils 2 loads Loam/stone mix Grass seed	Back Hoe Trk 3 Trk 10 Hand Tools
8.0 • Sick	Zach	8.0	/	/

4-22-24

34°/57°

Sunny

Jay 6:00 - 2:30

8.0 • Admin

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Site work behind firehouse	Jay	8.0		Trk 1
	- Electrical & Gas Project to Connect Town Buildings (Trench around ballards)	Tom	8.0	1) Elec Vault	Excavator
		Rich	8.0	80'x4" Conduit	Back Hoe
		Zach	8.0	Haul Material to Shop to Store	Trk 3
		Mark	8.0		Trk 10
	- Haul Material to Shop to Stock Pile			Trk 4	
				Hand tools	
				Loader	

4-23-24

29°/62°

Sunny

Jay

5:45 - 4:00

6:45 - 9:00 PM Town Meeting

12.0

- Admin
- Pay Bills
- Prep for Town Meeting

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Site work behind Firehouse - Electrical & Gas Project to Connect Town Buildings	Jay	6.0	1) Elec Vault	Trk 1
		Tom	8.0	2) Loads spoils	Excavator
		Rich	8.0	4) Loads to Shop	Backhoe
		Zach	8.0	1/2) Load Pea Stone	Trk 3
		Mark	8.0	160'x4" Conduit	Trk 10
				Trk 4	Hand Tools

4-24-24 43°/64°

Mostly Cldy - Psbl T-storms

Jay

5:30 - 3:15

9.25

• Admin

Trk 1

• Lenco Electric Assemble & Install Electrical Conduit Runs

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.75	• Site work behind firehouse - Elec & Gas project to connect town buildings	Jay	8.75	80' x 4" conduit 6) Loads Spoils 4) Loads Shop	Trk 1
		Tom	8.75		Excavator
		Rich	8.75		Backhoe
		Zach	8.75		Trk 3
		Mark	8.75		Trk 10 Trk 4 Hand Tools

4-25-24 32°/57° Sunny

Jay 5:30 - 2:30

Trk 1

8.0

- Admin
- Lenco Electric Assemble & Install Electrical Runs

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
8.0	• Site work behind firehouse	Jay	8.0	10) Loads spoils	Trk 1
	- Elec & Gas project to	Tom	8.0	2) Loads shop	Excavator
	Connect town buildings	Rich	8.0	6) Loads sand	Backhoe
	- start Backfill	Zach	8.0		Trk 3
		Mark	8.0		Trk 10
					Trk 4
					Hand tools
					Loader

4-26-24 28°/61° Sunny

Jay 5:45 - 2:45

Trk 1

8.5

• Admin

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>materials</u>	<u>Equip</u>
1.0	• Trash Compaction at T.S.	Tom	1.0	/	BackHoe
1.0	• Trash Run	Rich	1.0	/	Trk 4
8.25	• Site work behind Fire house - Continue back Fill Trench & Compact	Jay	8.25	1) Load Sand 10) Loads Gravel	Trk 1
		Zach	8.25		Excavator
		Rich	7.25		Trk 10
		Mark	7.25		Trk 3
		Tom	7.25		Trk 4 Hand Tools Back Hoe Compactor Loader

4-29-24 57°/75° Prtly Cldy

Jay 5:45 - 4:45

10.5

- Admin
- Office
- Pick up Supplies

Trk 1

	<u>Job</u>	<u>Staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
9.75	• Site work behind firehouse	Mark	9.75		Excavator
	- Finish back fill Gas trench to Senior Center	Rich	9.75	3) Loads spoils	Trk 3
		Zach	9.75	1) Load sand	Trk 10
		Tom	9.75	2) Loads Gravel	Backhoe
	- Excavate Elec & Gas Trench to Town Hall	Jay	4.5	120'x4" Elec Conduit	Trk 4
					Hand Tools
					Compactor
					Trk 1
					Loader

4-30-24

48°/64°

Cloudy

Jay

5:30 - 2:30

Trk 1

8.5

- Admin
- Driveway inspections
- Meet w/Eric & Rick (Lenco Elec) Review Propane/Generator Project
- Office

man hours

	<u>Job</u>	<u>staff</u>	<u>Time</u>	<u>Materials</u>	<u>Equip</u>
20.0	<ul style="list-style-type: none"> • Site Work behind Firehouse - Stabilize Embankment For final phase of Conduits - Back fill Trench 	Tom Rich Zach	8.0 8.0 4.0	1 Load Wood/Brush 2.5 Loads Large Boulders/Rock 1 Load sand 1 Load Dirty Top soil	Excavator Trk 3 Trk 10 Trk 4 Hard Tools Chain Saw
7.5	• Work at Pit Loading Material	Mark	7.5	/	Back Hoe
4.0	• Haul Gravel From Pit to Shop	Zach	4.0	4 Loads Gravel to Shop	Trk 10
.5	• Sick	Mark	.5	/	/

Public Works

From: Public Works
Sent: Tuesday, May 7, 2024 1:07 PM
To: Public Works
Subject: Bear Swamp Brook Cross Culvert at Bunker Hill Road

The following shows:

The protection of the headwall and embankments from erosion and scour on the discharge side of the Bear Swamp Brook Cross Culvert at Bunker Hill Road is complete (please see attached pictures).

We placed:

- 2) Sheets of 15'x15' Filter Fabric (one each embankment)
- 3) Tri-Axle loads of 18" to 30" Rip Rap totaling 66.40 Tons (between the two sides and across the middle)
- 1) 6-Wheel Dump of 6" to 10" Rip Rap approximately 10 Ton (filling the scour under the headwall and filling the voids of the middle between the two sides)

When summer comes and the brook is running at its lowest levels we'll have to go back and do some minor work on the inlet side. There is some erosion directly in front of the inlets at the headwall that needs filling, and we'll use 6" to 10" Rip Rap to do that. Also, we will need to do some re-pointing of the stonework (on both sides) in some areas (especially between the two pipes).

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

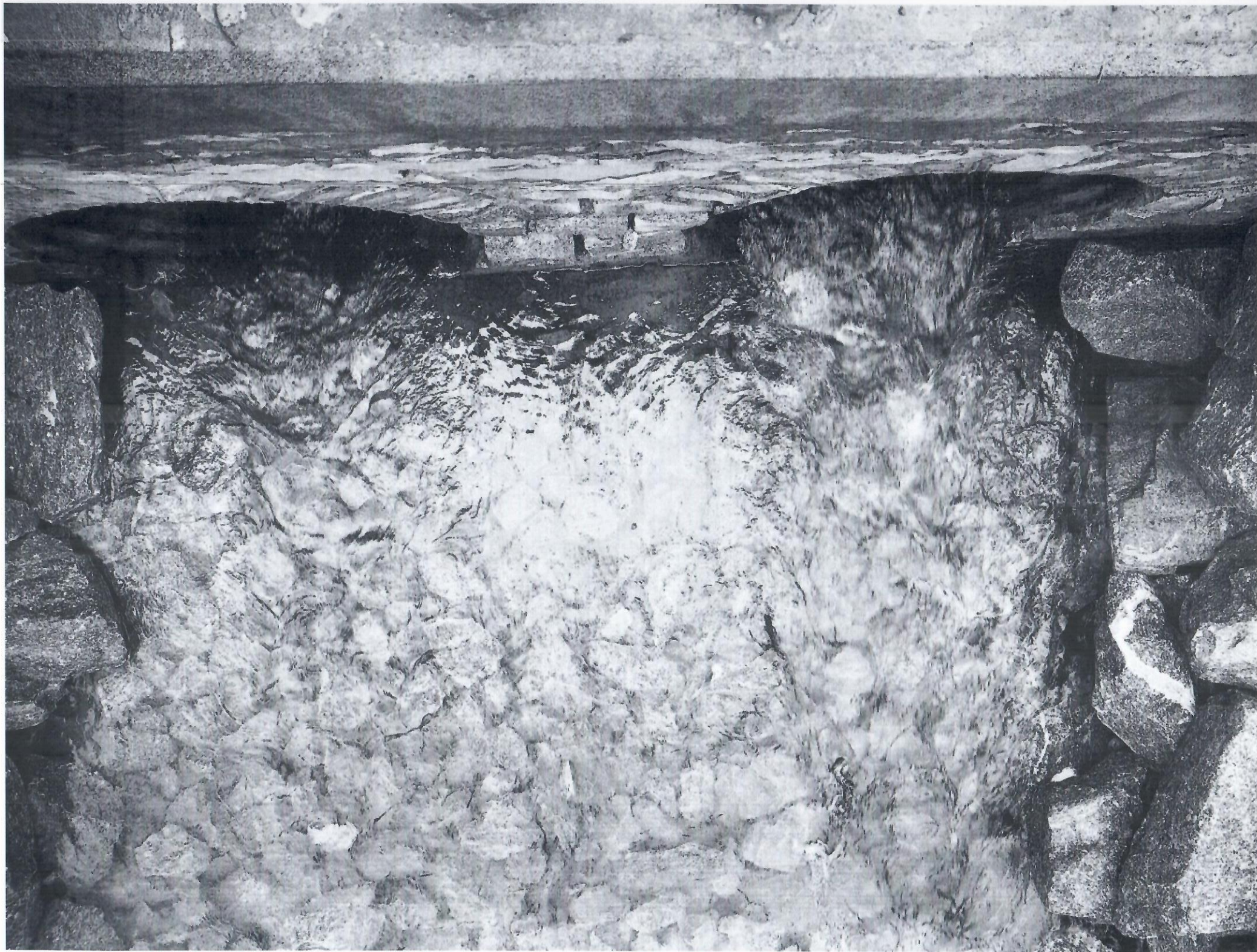
Thank you,

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











**Registrar of Voters
17 School Road
Andover, Connecticut 06232
April 2024 Monthly Report**

Attended training on Early Voting by the Secretary of State's Office.

**Held Early Voting for 4 days and Regular Presidential Preference Primary
1% Turnout.**

Attended ROVAC Spring conference and Seminar in Bristol.

Worked at a Town Meeting.

Took Security on-line training

**Conducted an audit of the Presidential Preference Primary after being selected
by the State, (we were one of forty selected).**

Prepared for RHAM referendum

Conducted annual canvass of voters as required by the State.

ANDOVER SENIOR TRANSPORTATION
MONTH OF APRIL 2024

Dated 5/1/2024
Cathy Palazzi
Senior Coordinator

Drug tests – One

- Medicals 72
 - Events (3) - (1) Friday lunch, (2) YAH Meetings
 - Maintenance (0) - Maintenance
 - Incident Log None.
 - Disabled 12 Passengers riding who require equipment or ramp to enter and Exit bus. The 13th disabled as recovered almost in total and beginning to drive again.
 - Veterans 5 - Medical trips to VA in Newington
 - Meetings 2 - YAH Meetings
 - Shopping 4 trips (one per week) (6) seniors.
 - Food Share 2 trips per month – (7) people riding.
 - Food Pantry *5 trips per month – (10) people on Monday nights,
-
- *Seniors have been notified that the bus will no longer run on Wednesday mornings to Food Pantry as there was no interest. The seniors prefer to go on Mondays at 5:00 PM and we have a large turnout with as many as 10 going.
 - We service (12) handicap people regular basis including weekly trips to the VA.
 - Two seniors we drive 3 days a week for cancer treatment.
 - (2) seniors having PT treatment three times per week.
 - Bus transportation continues to drive our seniors, disabled and veterans to their medical appointments, meetings, movies, luncheons, town meetings, shopping, food share, food pantry, and voting days.
 - Currently we have a totally disabled individual whom we take shopping on a separate day as he requires special care and stores for his needs. Caregiver goes with him.
 - We take a disabled child to and from AES each school day.
 - We will soon begin a new exercise program and the bus will be available to pick seniors up as needed.

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.

I will need to recertify Title VI this year to keep current with the American Disability Act (ADA) and Title VI.

Respectfully submitted,

Cathy Palazzi
Senior Coordinator