

Town of Andover
Board of Selectmen
Special Meeting Minutes
Wednesday, February 21st, 2024 – 7:00pm
Location: virtual Zoom meeting

Members Present: First Selectman Jeff Maguire, Jeff Murray, Scott Person, Paula King, Anne Cremé
Town Administrator: Eric Anderson
Town Attorney: Dennis O'Brien
Board of Finance: Joanne Hebert
Town Planner: John Guskowski
Planning & Zoning Commission: Jed Larson
Economic Development Commission & Commission on Aging: Elaine Buchardt
Andover Community Garden: Jeff Ballard, Jim Fitting
Public Present: Bill Penn, Dianne Grenier

1. **Call to Order/Pledge of Allegiance** – Jeff Maguire called the meeting to order at 7:02pm. The Pledge was recited.
2. **Public Speak** –
Elaine Buchardt – in need of Market Master for Farmer's Market, Chili Fest on May 4th, 2024 hosted by the Andover DTC in the Community Room
Jed Larson – none
Jeff Ballard - \$2400 request in April for fence around Community Garden to protect from animals – limited funding for garden – providing for Andover Food Pantry
Dianne Grenier – commented regarding new sign up at Veteran's Memorial Park
Bill Penn – Burnap Brook property trespassing, look into securing property
John Guskowski – introduced himself as Town Planner and how he will be assisting the Town
Joanne Hebert - none
3. **Board and Commission Presentations**
 - a. **Andover Community Garden Budget Request** – Community Garden members looking for additional \$2400 funding in current budget towards fencing; discussion on size of fence, materials, gate access, location around Community Center (leeching field, new leg of septic system). Review potential funding options and proposed location for next meeting. Will review Town Administrator's recommendation for funding and location – look to vote on at next meeting so fence can be installed before planting season.
 - b. **Commission on Aging** – Commission looking for alternates – Board of Selectmen can appoint members. Jeff Maguire MOTIONED to appoint Linda Armstrong as an alternate member to the Commission on Aging. Scott Person SECONDED. MOTION CARRIED 5:0:0, Board of Selectmen look into giving authority to Commission to appoint their own members – will have Town Attorney review
 - c. **Economic Development Committee** – Jeff Maguire MOTIONED to appoint Elizabeth Cargill and Meghan Lally to the Economic Development Commission. Paula King SECONDED. MOTION CARRIED 5:0:0

- i. **Welcome Sign** – Elaine Buchardt provided update on sign; has been designed and took comments into consideration. Further designed bridge and text on sign, reviewed dimensions, materials, and warranty – will take information to next budget meeting for 2nd sign to be done next year. Board discussion on sign and designs, look to have vendor give 2 more proofs of sign with different options. Paula King MOTIONED to move forward with the Welcome sign with 2 proofs – Option 1 to remove photo above “Welcome”, and possible font change. Option 2 – change background photo above “Welcome”, and font change. Anne Cremé SECONDED. MOTION CARRIED 5:0:0

4. Appointments – none

5. Resignations - none

- 6. Town Administrator’s Report** – no formal report in packet, Eric Anderson provided update on snow plowing from recent storms. On track with budget for snow removal and salt. Discuss later in meeting concerning culver washout on Boston Hill Road.

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

- a. **Staff discussion on affordable housing with Town Planner** – John Guskowski presented information regarded affordable housing and defined it as housing that is available to residents spending less than 30% of their household income on housing - State thresholds, fair housing mandates. Connecticut General Statutes mandates municipalities update Plan of Conservation and Development (POCD) every 10 years (plan for multi-family and affordable housing), review Zoning regulations for multi-family and affordable housing. Section 8-30J requires every municipality to update and produce a 5-year plan for Affordable Housing; Section 8-30G – Affordable Housing Appeals Act – minimum 10% of housing is designated as affordable. Currently 3.9% of housing in Andover is deemed affordable. Town setting goals to encourage more affordable housing and attract developers to Town. Town Planner’s recommendations to Board for affordable housing includes inventory of Town owned property for development potential, find target housing audience – would the Board consider pursuing the use of Town owned land towards Affordable Housing development? Would need to have access to public transportation, Town amenities – could incentivize land owners that have suitable land for development. Review portion of Affordable Housing plan at next meeting.
- b. **Community Center construction update** – Jeff Maguire MOTIONED to move agenda items 7b and 7e to Executive Session (after Public Speak, agenda item 16) per Connecticut General Statutes 1-200, inviting the Town Administrator and Town Attorney. Scott Person SECONDED. MOTION CARRIED 5:0:0
- c. **Discussion on Blight and level of involvement** – Eric Anderson sent Board an updated list of current blight violations – update on Barnett property, lien is being placed for \$5500 for failing to meet blight statutes. Town Attorney provided additional update on case and citation hearing officer.
- d. **Hutchinson/Hendee Road Buddhist road impacts** – Zoning Agent sent zoning compliance letter. Discussed with Town Attorney on permit fee schedule, drafted changes to ordinances – would present at Special Town Meeting. Board to review fee structure and fines for not applying for necessary permits.
- e. **Lot Line Agreement with King Property** – *moved to Executive Session*

- f. **STIF Account Update** – continuing to add funds into account, creating around \$14,000-\$15,000 in interest per month

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

a. State/Local Bridge Program approval

- i. **Discussion of contract expansion to hire Nathan Jacobson** – Eric Anderson provided update regarding increased cost, design and permit requirements for bridge projects – looking to authorize Nathan Jacobson to complete the design work and engineering services for project without having to go to RFP. Presented information to Board of Finance previously – cost is around \$180,000~ per DOT guidelines, Nathan Jacobson will charge \$128,000. Jeff Maguire MOTIONED to allow the Town Administrator to expand the contract to hire Nathan Jacobson for the Lake Road culvert project. Paula King SECONDED. MOTION CARRIED 5:0:0

- b. **AHM Youth Services** – proposed budget summary provided in packet. Board of Selectmen and Board of Finance each have one vote in approving overall AHM budget. Expenditure increase of \$5000 – discussed resident utilization of program (listed in annual report for AHM). No major concerns from budget presentation – AHM received grant from Hartford Foundation for Public Giving – reviewed other line item drivers (health insurance cost). Jeff Maguire MOTIONED (voted) to authorize the 2024-2025 AHM Youth Services budgeted amount for the Town of Andover of \$102,528. Paula King SECONDED. MOTION CARRIED 5:0:0

- c. **Public Meeting on March 12th, 2024 @ 7:00pm for Route 316 Connectivity Project** – look to hold Public meeting in Community Room to solicit further input from the public and take into consideration of homeowners effected. Will have engineer present preliminary plan – get as far through design process as possible. Jeff Maguire MOTIONED to schedule a meeting on March 12th, 2024 at 7:00pm in the Community Room to discuss the Route 316 Connectivity Project. Paula King SECONDED. MOTION CARRIED 5:0:0

- d. **Date for discussion to meet with Fire Chief and staff at the Firehouse** – looking to set up casual meeting with Chief Mike and officers of AVFD, reviewed dates in March and April. Possible dates for meeting; March 10th or April 14th at 1:30pm. Would like to discuss Fire Commission tax abatements.

- e. **Local Traffic Authority approval of detour and closure of Route 603 (Boston Hill Road)** – culvert inspection by DOT, needed emergency replacement and will require a detour. Work to begin within 2 weeks after approval. Jeff Maguire MOTIONED to authorize a detour to allow the State of Connecticut to close and repair the culvert at Route 603 (Boston Hill Road). Scott Person SECONDED. MOTION CARRIED 5:0:0

9. Approval of Meeting Minutes

- a. **January 17th, 2024 Special Meeting Minutes**
- b. **January 22nd, 2024 Special Budget Meeting Minutes**
- c. **January 29th, 2024 Special Budget Meeting Minutes**

Jeff Maguire MOTIONED to approve the January 17th, 2024 Special Meeting Minutes, January 22nd, 2024 Special Budget Meeting Minutes, and the January 29th, 2024 Special Budget Meeting Minutes. Paula King SECONDED. MOTION CARRIED 5:0:0

10. Treasurer's Report – included in packet, Town Administrator working with Treasurer on outstanding items, auditor to issue draft audit report by Friday March 1st, 2024.

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

11. Tax Collector's Report – reviewed reports in packet, uncollected taxes by year. - have Kate review.

- a. **Refund Request** – Jeff Maguire MOTIONED to approve tax refunds for excess payments to four taxpayers in the amount of \$697.83. Anne Cremé SECONDED. MOTION CARRIED 5:0:0

12. Department Reports – in packet, reviewed building permits issued for the month. Public Works to have discussion regarding chip seal contractors and pricing. Senior Transportation report, Registrar of Voters report – listing on monthly basis for crumbling foundations in town; registered for program, listing goes to Assessor's Office. Town Administrator to provide list next month with houses impacted, houses that will receive abatement and dollar amount.

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

13. Correspondence – none

14. Public Speak –

Elaine Buchardt – commented regarding Affordable Housing and study/presentation completed by UCONN students, look to review the 13 plans from study

Dianne Grenier – commented regarding the Affordable Housing presentation by the Town Planner, survey is out for Plan of Conservation and Development (POCD), kudos given for blight clean up in Town, discussed other services offered by AHM

Joanne Hebert – echoed Town Planner presentation, look more into senior housing

15. Executive Session – Jeff Maguire MOTIONED to enter into Executive Session at 9:31pm, inviting the Town Administrator and Town Attorney. Paula King SECONDED. MOTION CARRIED 5:0:0

Returned from Executive Session at 10:32pm.

Jeff Maguire MOTIONED to authorize and finalize a boundary line agreement and property conveyance between the Town of Andover and the King Family, which references the last map presented to the Board of Selectmen at the January 8th, 2024 regular meeting. Paula King SECONDED. MOTION CARRIED 5:0:0

16. Adjournment – Jeff Maguire MOTIONED to adjourn the meeting at 10:33pm. Anne Cremé SECONDED. MOTION CARRIED 5:0:0