

**Andover Board of Selectmen**

**Tuesday January 12, 2016 7:00 PM**

Town Office Building (Community Room) 17 School Rd, Andover, CT

**Regular Meeting Minutes**

**Agenda Item 1: Call to Order**

**Robert F. Burbank**, First Selectman, called the meeting to order at 7:04PM with the Pledge of Allegiance

**BOS Members: Present:**

Robert F. Burbank, First Selectman

Jeff Maguire, Vice First Selectman

Julia Haverl

Jay Linddy

Cathy Desrosiers

**BOS Members: Absent: None**

**Other Attendees: Attachment #1**

**Agenda Item 2: Public Speak : None**

**Agenda Item 3: Add or Delete Items**

**Cathy Desrosiers** Notified the the BOS that the Committee members, adhoc public works Commission, Insurance Committee have not been notified with a letter from the will follow up with the Town Clerk.

**Jay Motions to add Item 9a** School Surplus (chairs) and **Item 9b** Snow removal Notice.

**Julia Haverl Seconded**

**Motion Passed/ Unanimous**

**Robert Burbank Motions** to add equipment reval to item 10a

**Jeff Maguire Seconds**

**Vote Passed Unanimous**

**Jeff Maguire Motions** to add Town Aid for the roads to Item 10B and Contracts to Item 10c.

**Jay Linddy Seconds**

**Motion Passed/Unanimous**

**Agenda Item 4: Approval of Board of Selectmen Minutes**

- a. 11-4-2015 Regular Meeting**
- b. 12-2-2015 Regular Meeting**
- c. 12-10-2015 Executive Session**

**Jeff Maguire Motions** that the two Regular Meeting Minutes be tabled until the February Meeting.

**Cathy Desrosiers Seconded**

**Vote Passed/Unanimous**

**Jay Linddy Motions** to approve the Executive Session Minutes

**Julia Haverl Seconds**

**Motion Passed 4/0/1, Cathy Desrosiers abstained**

**Jeff Maguire Motions** to appoint Julia Haverl to be an assistant to the Board Clerk to review the Minutes.

**Cathy Desrosiers Seconded**

**Vote Passed Unanimous**

**Jeff Maquire Motions** that Item 10b, Town Aid Roads, be moved to Item 5c.

**Jay Linddy Seconds**

**Vote Passed/ Unanimous**

#### **Agenda Item 5: Treasure's Monthly Report**

**5a. Monthly Fund Balance: (Bank Account Summary)**

**5b. Monthly Financial Report: (Budget Summary)**

**Julia Haverl Motions** to approve the December Bank Account Summary and the Budget Summary as presented.

**Jay Linddy Seconded**

**Motion Passed/ Unanimous**

**Cathy Desrosiers Motions** to accept the Budget Summary

**Jeff Maguire Seconds**

**Motion Passed/Unanimous**

**5c. Town Aid Road Attachment #2** (discussion)

The Board needs to look at it and understand what we are spending so that we can plan better. Jeff Maguire will prepare another sheet so that the Board can see this information more clearly.

He explains the accounts to the Board regarding the Town Aid Road funds. **Robert**

**Burbank** also explains what was done in prior years as far as spending the monies from different funds. He follows procedures that have been in place for the last 20 years. Jeff Maguire is just trying to create transparency so the Board and any Taxpayer can access and understand the procedures. The current process is not transparent.

### **Agenda Item 6: Tax Refunds**

**Cathy Desrosiers Motions** to accept the tax refunds as listed for a total of \$1960.83:

Chemerka Michael \$240.57

Liswell William & Lorraine \$1041.41

Toyota Motor Credit Corp \$280.32

Lintec LLC \$309.14

Toyota Lease Trust \$89.39

**Julia Haverl Seconded**

**Vote Passed/Unanimous**

### **Agenda Item 7: Tax Collectors Monthly Report**

**a. Monthly Cash Report**

**b. Grand Rate Book Balance Sheet Report**

**Julia Haverl Motions** to approve the Monthly Cash Report

**Jeff Maguire Seconded**

**Motion Passed/ Unanimous**

**Julia Haverl Motions** to approve the Grand Rate Book Balance Sheet Report

**Cathy Desrosiers Seconded**

**Vote Passed Unanimous**

### **Agenda Item 8: Town Treasurer**

**Jeff Maguire** reads a letter from Tavano, McCuin and Bonanno, LLC, Attorneys at Law dated December 2, 2015 to Robert Burbank (**attachment #3**).

**Jeff Maguire** States that he had sent a letter to the First Selectman on August 4, 2015 regarding this matter asking for an opinion.

**Cathy Desrosiers** believed that at a prior meeting that it was that Jeff Maguire would be acting Treasurer until the finances were in order and the Phoenix vs Quick Books software situation was resolved.

There is a discussion among the Board regarding this matter and Jeff Maguire states that he will have his formal resignation as Treasurer into the Town Clerk tomorrow morning. He does however suggest to the Board that he should be appointed a financial liaison to the Board of Selectmen.

The hiring of a Treasurer is to be added to next Month's Meeting Agenda.

We must by FOI rules advertise for the position.

## **Agenda Item 9: Long Hill Road Easement**

**Robert Burbank** reads a letter dated January 2, 2016 from Eric Anderson, Chair Planning and Zoning Commission, regarding the Easement. (**Attachment #4**)

The Board then reviews a letter with two proposed changes to the Easement from Tavano, McCuin & Bonanno, LLC Attorneys at Law, dated January 6, 2016.

Robert Burbank asks the Board if they take issue with Item 1 in the letter?

Julia Haverl Motions that the Board accept the Attorneys change. (added as long as this Easement is in effect)

Robert Burbank Seconded

Vote Passed/ Unanimous

Robert Burbank then asks the Board to review Item 2. He states that he believes the Limitation of two houses should remain and should not be expanded to three.

**Julia Haverl Motions** that the Board accept Attorney Bonanno's changes

**No Second**

**Motion Failed**

The Board begins a review of the latest Easement Agreement with the changes made in bold. (**attachment #5**). It is noted that the Planning and Zoning Commission did approve the property owners application for commercial vehicles to be used on the property.

**Cathy Desrosiers** believes that in section VI paragraph four that the bond of \$5,000 for repairs is too low. She would like to make a motion to revisited it or increase it 25%, however at this time she would like more time to formulate a motion in regards to the bond.

**Jeff Maguire Motions** to raise the bond to \$50,000

**Jay Lindy Seconded**

**Motion Failed**

**Jay Lindy Motions** that the bond be set at \$25,000

**Cathy Desrosiers Seconded**

**Motion Passed 4/1/0 Julia Haverl Opposed**

**Jay Lindy Motions** that the Board direct the First Selectman to meet with the Town's Attorney to present the changes made tonight to the easement agreement so that it can be implemented and written up in a final easement agreement for the applicants attorney to review and respond to the Board so it can be presented at the next meeting for approval.

**Jeff Maguire Seconded**

**Motion Passed/Unanimous**

**Item 9a: School Surplus (attachment #6)**

The Board agrees to accept the surplus of 54 chairs at no charge

**Item 9b: Snow Removal**

**Jay Lindy** presents the Board with a flier regarding this (**Attachment #7**)

**Agenda Item 10: C-Pace Agreement**

**Robert Burbank** presented information to the Board for review and stated that this is a great tool for the Town and no cost to save money on energy. (**attachment #8**)

**Julia Haverl Motions** that the Board authorize Robert Burbank to sign and submit the application for C-PACE.

**Cathy Desrosiers Seconded**

**Vote Passed/Unanimous**

### **Item 10a: R Equipment for Reval**

Approved a reval vendor, the problem is the equipment is obsolete. The issue is that the Town needs to use reval money to buy a new computer and server which is 10yrs old. The server will be used for other services and there is a requirement for reval. There is about \$11K set aside for this.

**Cathy Desrosiers** asks if the \$64K of the current budget will cover all the reval expenses.

**Robert Burbank** says that it will.

**Julia Haverl** would like to table this until the February Meeting

**Robert Burbank** replies that this is not possible since it is needed now for reval to begin.

**Cathy Desrosiers** suggests a Special Meeting

**Robert Burbank** agreed

**Jeff Maguire** suggests that the First Selectman asks the assessor to give the Board information on the 64K in reval, and details of new equipment needed.

A Special Meeting is set for Tuesday January 19<sup>th</sup> at 5PM to discuss the Reval information.

### **Item 10b Contracts (attachment #2)**

**Jeff Maguire** discusses the Oil contract. His issue is that the Board is not always informed of contracts that are being signed without their knowledge. He would like to be informed that these contracts are being signed. Julia Haverl agrees.

### **Agenda Item 11: Public Works Furnace**

**Robert Burbank** presents a list of furnaces to the Board. (**attachment #9**)

**Julia Haverl** does not think that the Board has enough information to make a decision. Need to know the efficiency rates, BTU, Warranty, etc. And would like to table it until February.

**Jeff Maguire Motions** to use Fox Heating that has the same furnace as the existing one.

**Robert Burbank Seconded**

**Motion Failed**

This will be re-visited in February

**Jeff Maguire** would like to see all the bids with information as requested for the Board to review before making a decision. Robert Burbank will have all bids submitted in his office and available to the board for review. It is Board Members responsibility to come by and review the bids prior to the February Meeting. This this saves making copies for the Board Members.

### **Agenda Item 12: Housing Rehabilitation Loan Program**

**Robert Burbank** Provides the Board with information on this program (**attachment #10**) for review. He advises the Board that he will have to go to class to get more information on putting in an application which he will share with the Board. The actual cost will need to be determined as Columbia estimates that they pay \$2,500 in advertising that is not reimbursed.

### **Agenda Item 13: Office Space**

**Julia Haverl** reviews the office map (**attachment #11**) in detail and talks about some potential ways to increase space by moving cabinets. This is tabled.

The registrars do need the technology installed of by April 26, 2015, the registrars have new equipment in house and someone ready to install it. They are just waiting a decision where it to be located and actually make sure it is working properly prior to installation.

**Jeff Maguire Motions** that the Town will get in Compliance with State regulations for the Registrars

**Jay Linddy Seconded**

**Vote Passed/Unanimous**

### **Agenda Item 14: Farmers Market**

**Cathy Desrosiers Motions** that the Board accepts this letter (**attachment #12**) to move the Farmers Market to the Town Hall Parking lot with access to the bathroom facilities and the Community Room.

**Jay Linddy Seconded**

**Motion Passed/Unanimous**

### **Agenda Item 15: Soccer Fields**

Information presented to the Board for review. (**attachment #13**)

### **Agenda Item 16: Public Speak**

**Alex Kovtunenkp, C-PACE Associate** offers to answer any questions that the Board may have about this program.

**Cathy Lewis** expresses her frustration about the ongoing Office Space issue. She feels as if her efforts in helping alleviate this situation have gone no where and she is just tired of it.

**The owners of 64 Long Hill Road** state that they have paid a lot of money to date and are not only paying for their attorney but also the Town's Attorney. They have done everything that was asked of them.

**Agenda Item 17: Next Board of Selectman Meeting February 9, 2016**

**Agenda Item 18: Adjourn**

**Cathy Desrosiers Motions** to adjourn at 10:00 PM

**Jeff Maguire Seconded**

**Motion Passed/Unanimous**

Minutes respectfully submitted by: Sandra Nichols

All attachments are filed with the official copy of the minutes in the office of the Town Clerk. Unofficial copies of the minutes are posted on the Town of Andover Web site

[www.andoverct.org](http://www.andoverct.org)