

**Andover Board of Selectmen**

**Tuesday February 9, 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 7:01PM 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 :**

**Jeff Murray, 15 Fernwood Way** voices his complaint about the snow plow pushing stones onto his property and would like to know what the Town intends to do about removing them?

**Cathy Desrosiers** asks if it is just his property or the entire road. Jeff replies the entire road and he has the pictures.

**Robert Burbank** responds that he does not have an answer at this time, however he will speak with the Public Works Foreman regarding this. He did not receive the e-mail since it was not sent to him directly and he got it from Jay Linddy.

**Jeff Murray** would like to state for the record that he would like the Town to clean the rocks up and that he sent an e-mail to the Town requesting this and received no response.

He also mentions a 70yr old man who is trying to rebuild a stone wall that he sent an e-mail to the Town asking them to assist and has gotten no response. He expresses his frustration since he feels he is being ignored.

**Curt Dowling** provided a packet of information of Town records and the history of the Volunteer Fire Department for the Boards review. (attachment #2)

**Ron Mike**, Andover Fire Chief, presents the Board of Selectman a detailed call log for the Fire Department for 2015 and January 2016. (attachment #3). He would like the Fire Department to be put on the agenda every month so that he may present the Board of Selectmen with information.

**Cathy Desrosiers** would like to see an operational budget from the Fire Department incorporated in the Fire Dept. Presentation.

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

**Jay Motions to add Item 9a** Town Attorney since it is in the charter that the Town needs to renew the current Attorney or hire a new Attorney.

**Julia Haverl Seconded**

**Motion Passed/ Unanimous**

**Jay Linddy Motions** to add the Special Appropriation (28K) for the Resident State Trooper, **Item 9b**

**Jeff Maguire Seconds**

**Motion Passed Unanimous**

**Jeff Maguire** to add Tax Refunds further discussion to **Item 6**.

**Jay Lindy Motions** to add 12 Center Street Committee under **Item 9c**.

**Julia Haverl Seconded**

**Motion Passed/Unanimous**

**Cathy Desrosiers Motions** to add that the letter from the Town Clerk regarding the Contracts in the Town Clerk's Office be read aloud under **Item 9d**.

**Julia Haverl Seconded**

**Motion Passed/Unanimous**

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

##### **a. 1/25/2016 Special Meeting**

**Julia Haverl Motions** to approve the Minutes from 1/25/2016.

**Cathy Desrosiers Seconded**

**Motion Passed/Unanimous**

##### **b.1/12/2016 Regular Meeting**

**Julia Haverl Motions** to approve the Minutes from 1/12/2016.

**Jeff Maguire Seconded**

**Motion Passed/Unanimous**

##### **c. 12-2-2015 Regular Meeting**

**Jeff Maguire Motions** to approve the Minutes from 12/2/2015

**Julia Haverl Seconded**

**Motion Passed/Unanimous**

**d. 11-4-2015 Regular Meeting**

**Jeff Maguire Motions** to approve the Minutes from 11/04/2015

**Cathy Desrosiers Seconded**

**Motion Passed/Unanimous**

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

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

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

**Jeff Maguire Motions** to approve the January Bank Account Summary and the Budget Summary as presented.

**Julia Haverl Seconded**

**Discussion:**

**Jeff Maguire** points out that there is 41.14% left in the budget. He also points out the road improvement figure, which he addresses. Jeff also brings up the Severance pay balance, approx. 153K that he does not believe needs to be so high. He asks Cathy Desrosiers to look into this.

**Cathy Desrosiers** questions the Non-Recurring fund balance of \$103,557.03. She suggests we go over the funds with the Board of Finance.

**Robert Burbank** states that this is an emergency fund.

**Cathy Desrosiers** questions why there are still two Citizen Bank accounts open And not transferred to Farmington Bank? Jeff replies that there is about a million

dollars there earning no interest and he would also like some answers and a resolution.

**Robert Burbank** replies that there were some problems moving the accounts and he had met with the former Treasurer regarding this.

**Motion Passed/ Unanimous**

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

**Jeff Maguire Motions** to accept the tax refunds as listed for a total of \$623.13:

(note he wanted the exemption explained which Mr. Burbank did)

Clonch Brandon Michael	\$187.70
French Paul A	\$49.18
French Paul A	\$101.07
Hyundai Lease Titling Trust	\$102.15
Hyundai Lease Titling Trust	\$183.15

**Julia Haverl Seconded**

**Vote Passed/Unanimous**

**Jeff Maguire** Discussed the letter from the assessor, John Chaponis, CCCMA II (attachment #4). He would like clarification on the findings.

**Cathy Desrosiers** suggests that Mr. Chaponis be invited to the next meeting to discuss.

**Bob Burbank** explains that the applicants refused to sign the document for the refund.

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

**a. Monthly Cash Report**

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

**Jeff Maguire Motions** to approve the Monthly Cash Report and the Grand Rate Book Balance Sheet Report

**Cathy Desrosiers Seconded(notes that 1mil=266,739.70)**

**Motion Passed/ Unanimous**

### **Agenda Item 8: 2015 Grand List Totals**

**Jeff Maguire** briefly discusses what is happening and states that the Assessor will be at the next meeting to go over the report. TABLED

### **Agenda Item 9: Town Plan of Conservation and Development (POCD)**

**Discussion** about the POCD and the date of April 18, 2016 for the Public Hearing at the Regular Planning and Zoning Meeting.

#### **Item 9a**

**Jay Linddy** discusses the attachment #5, Charter showing the section on the Town Attorney and a list of previous attorneys and their terms of service.

**Jeff Maguire** asks who is evaluation this since the attorney should answer to the Board of Selectman. He suggests that Cathy Desrosiers and Jay Linddy work with Bob Burbank on this Attorney issue.

**Jay Linddy** would also look at the Zoning Official.

**Julia Haverl Motions** that Bob Burbank, Cathy Desrosiers and Jay Linddy work

together on this issue.

### **Jeff Maguire Seconded**

**Bob Burbank** does not believe that Attorneys will be willing to sit through interviews

**Jay Linddy and Cathy Desrosiers** recommend that they network and go visit them.

**Motion Passed/Unanimous**

### **Item 9b: Special Appropriations**

**Jay Linddy** discusses the Board of Finance Minutes from the December 23, 2015

Regular Meeting (**attachment #6**) that shows that the Resident State Trooper requires a 28K supplemental appropriation and the charter which shows that the BOS should also be involved in this appropriation decision.

**Bob Burbank** recommends that this go before a Town Meeting.

**Jeff Maguire** does not believe that is enough money to transfer for this special appropriation and the Board of Selectmen needs to meet with the Board of Finance regarding this.

### **Item 9c: 12 Center Street (attachment #7)**

Discussion on the property at 12 Center street and the Committee that was originally appointed and what the original cost of the property was.

**Dan Warren, Board of Finance Chairman**, sent an e-mail to Robert Burbank on February 8, 2016 regarding this property that states that the current owner, Ahmet Caglar, has indicated that he may be willing to sell the property back to the Town. Mr. Warren is asking that the Andover Center Street Committee re-convene and put together and put together a plan for consideration in the budget. He believes that if this issue were to be re-visited and a more concrete plan was presented to the voters as part of the Annual

Budget, we could win approval. Mr. Warren is asking the Board of Selectman to pass a resolution to conduct an appraisal of 12 Center Street and charge the Andover Center Street Committee with engaging the owner and negotiating a sales price.

**Jay Lindy Motions** that the Board reconvene the 12 Center Street Committee to revisit the property and report on it.

**Jeff Maguire Seconded**

The Board decided to re-convene the Center Street Committee

**Motion Passed/Unanimous**

**Item 9d: Letter from Town Clerk regarding Contracts (attachment #8)**

**Cathy Desrosiers** reads the letter dated January 28, 2016, from Carol Lee, Town Clerk, to the Board of Selectmen on the placement of contracts and notes that there needs to be a procedure put in place to relocate the contracts into the Treasures office and to make them accessible.

**Cathy Desrosiers Motions** that all contracts are housed in the Treasurers Office

**Jay Lindy Seconds**

**Cathy Desrosiers** requests that Bob Burbank s Administrative Assistant begin this process.

**Motion Passed/Unanimous**

**Off line discussion:** starts among the Board members on the furnace however Cathy Desrosiers redirects the Board to Agenda Item 10.

**Agenda Item 10: Budget Workshop Dates**

**Jeff Maguire** suggests that the Board work via e-mail as much as possible.

**Cathy Desrosiers** states that on March 21<sup>st</sup> the budget will be presented to the Board of Finance by the Board of Selectman.

The following dates are suggested:

February 22, 2016, 7PM Community Room

February 24, 2016, 7PM School Library

March 2, 2016, 7PM Community Room

If Necessary:

March 9, 2016, 7PM Community Room

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

**Jeff Maguire** does not think that Bob Burbank provided enough information for the Board to make a decision and some of the information(quotes) have changed since the last meeting.

**Jeff Maguire Motions** to table the discussion

**Julia Haverl Seconded**

**Motion Passed/Unanimous**

### **Agenda Item 12: Hiring of Town Treasurer**

A letter from Attorney O'Brien is handed out to the Board for review. (attachment #9)

**Jeff Maguire** explains why he did not submit a letter of resignation in writing to the Town regarding his temporary position as Treasurer.

**Jay Linddy Motions** to hire a treasurer with a committee along with Jeff Maguire to present a job description to Bob Burbank and review potential candidates.

### **Cathy Desrosiers Seconded**

**Cathy Desrosiers** believes that we need a job description, the amount of hours required and an evaluation of the two systems in place (Phoenix/Quick-books). Would the candidate need training? If so who would do it?

By the next Board of Selectman meeting there is to be a job description for the treasurer along with an auditor to post in the River East for a qualified candidate.

### **Motion Passed/Unanimous**

### **Agenda Item 13: 64 Long Hill Road**

The final easement agreement draft (attachment #10) and a map of the easement (attachment #11) are handed out to the Board for review and discussion.

**Julia Haverl** believes that this copy of the easement agreement has everything that the Board has requested.

**Cathy Desrosiers** has three questions: she believes that the final easement agreement should be reviewed by John Valente, Zoning Agent and his staff prior to approval. The Conservation property needs to be clearly defined and Cathy states that the Town Records show that this property has two deeds from the original purchase. One deed is for approx. 60 acres and the other for approx. 3 acres. She would like confirmation that this is now one piece of property.

**Robert Burbank** clarifies that the warranty deed is combined.

**Jay Linddy Motions** to table the easement agreement until John Valente and his staff have the opportunity to review and discuss the final easement agreement.

**Jeff Maguire Seconded**

**Robert Burbank** does not really know what John Valente and his staff could add to the discussion on the easement agreement.

**Board discussion:** Among each other *Inaudible*

**Motion Passed 3/1/1 Julia Haverl opposed, Bob Burbank abstains**

**Jeff Maguire Motions** that we take the final draft of the easement before the town at a hearing for a vote/referendum

**Cathy Desrosiers** states that the Town has already empowered this Board to write an easement agreement and make this decision.

**Jeff Maguire** states that this is not a normal decision.

**Cathy Desrosier** states that after John Valente and his staff review the final draft it will be crystal clear.

**Motion Failed**

**Agenda Item 14: Grant for Bus (requested by Cathy Palazzi)**

**Jay Linddy Motions** that the Board direct the First Selectman to apply for a grant for the bus.

**Julia Haverl Seconded**

**Motion Passed/Unanimous**

**Agenda 15: Additional Appropriations for Senior Van**

**Jay Linddy Motions** to pay to have the Senior Van repaired as presented.

**Jeff Maguire Seconded**

**Bob Burbank** explained why Standard Welding was chosen to submit the estimate and the cost was as it came in over \$2,000 and therefore needs to go before the Board of Finance for final approval.

**Motion Passed/Unanimous**

**Jay Linddy Motions** that the Board bring this before the Board of Finance since it is over \$2,000.00.

**Julia Haverl Seconded**

**Motion Passed/Unanimous**

**Agenda Item 16: Old Cemetery**

The Committee would like to be added to the March Agenda.

**Jeff Maguire Motions** that the Board authorizes Robert Burbank to authorize Public Works to assist Mr. Handfield in bringing down stones.

**Cathy Desrosiers Seconded**

**Motion Passed/Unanimous**

**Comments:** The road crew needs to do more work. **Julia Haverl** recommends that there should be changes to the format of the Agenda. Old business should be discussed first.

**Julia Haverl** would like to add reconciliation detail under fund balance/ financial report to the Agenda for discussion.

### **Agenda Item 17: Soccer Fields**

**Jeff Maguire** states that the Board still needs final approval from other Boards and that there is a meeting on February 18, 2016 that will discuss this topic of the recreation fields at the Planning and Zoning Regular Meeting/Public Hearing.

### **Agenda Item 18: Public Speak**

**Scott Person** recalls the Planning and Zoning Meeting where they wanted to keep the parcel at 64 Long Hill Road together and that it was also in the POCD to keep the back parcel open.

**Curt Dowling** was told that there was no longer a fire engine fund and funds previously were taken from the Fire Dept. Fund and 75K has never been put back in. He also notes that the Town of Hebron changes their attorney every two-three years. He does not believe that the Senior Van should be fixed it should be replaced. The Fire Dept. insurance he would like to see moved into the Fire Commission Budget and believes that the Fire Dept. is under insured.

**Dianne Grenier** in regards to the easement on Long Hill agrees that there was little information when the Town vote took place and said she felt like they were “held hostage”. She would like to see a public meeting prior to approval.

**Jeff Murray** brings up the fact that the Town vehicles are not washed enough to prevent corrosion.

### **Agenda Item 19: Next Board of Selectman Meeting March 8, 2016**

**Agenda Item 20: Adjourn**

**Julia Haverl Motions** to adjourn at 10:23PM

**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)