

Andover Board of Selectmen

February 22, 2016 7:00 PM

First Selectman's Office, 17 School Rd, Andover, CT

Special Meeting/Budget Workshop Minutes

Agenda Item 1: Call to Order

Robert Burbank, First Selectman calls the meeting to order at 7:22P M.

BOS Members: Present:

Cathy Desrosiers

Jeff Maguire, Vice First Selectman

Jay Linddy

Agenda Item 2: 2016-2017 Budget

Cathy Desrosies starts the meeting asking about the Conservation Commission Account (0815), Page 10 of the Town Budget Summary (they gave it to Bob Burbank). She asks Robert Burbank if this is the Budget Summary that we will be working from since the Phoenix system generated a 63 page budget that gave more detail. We do not have that this time. Therefore we need to work from this? Robert Burbank confirms.

Jeff Maguire asks what exactly do they do?

Robert Burbank Do a conservation report, not exactly sure however they try and control Growth.

Cathy Desrosies asks who do they report to? Bob Burbank answers the chairman.

Robert Burbank it is a general rule that the committees go before the BOF with their budget for Review. If we want to make comments on the budget we do.

Robert Burbank responds that that it is the format that we will use it goes line item by line item.

Cathy Desrosies, Jeff Maguire, Jay Linddy and Bob Burbank go through the entire Town Budget Summary and determine where the budget responsibility is, in regards to reporting.

The Board members go through line item by line item and discuss several items and which Town Board/Commission is responsible for.

Jeff Maguire Would like to come to the next budget workshop with only the line items the BOS is responsible for and the detail for them.

Public Works: discussion:

Robert Burbank One of the biggest accounts that we have. It has to be adjusted every year.

Cathy Desrosies the workers should be doing much more then they are doing, even if it is painting. They should also be giving you monthly reports on what they do everyday.

Robert Burbank they are supposed to give weekly reports however since Penny left there is no

one looking for the reports. When he checks on them they are working on the trucks.

Jay Linddy agrees that they have no supervision

Jeff Maguire we either find money to put management in place since they are not being watched over. We need to find someone who can manage them and the overtime hours that they are charging the Town for.

Jay Linddy recommends that the Town hire someone who is retired that was in the business to be Their supervisor for 3hrs per day.

Continue through budget line items who is responsible for their budget

Robert Burbank we need to go through evaluations for raises

Jeff Maguire will never agree to a raise across the board

Robert Burbank he agrees however some are union/ contracted and only a few that are not under contracted.

Jeff Maguire contractual obligation is one thing however you need to evaluate employees on their performance. He will have detail by person at the next meeting to evaluate the individuals.

Robert Burbank addresses concerns about errors in the salary/wage inputs and states that this comes directly from the BOF.

Cathy Desrosiers to have all the detail for all the line items that the BOS is responsible for at the next meeting.

Jeff Maguire is asking Bob Burbank to put something in an employee file that shows what/why the employee deserves a raise or does not deserve one.

Discussion on the Public Works crew and their work ethics with Robert Burbank and the Board

Cathy Desrosiers will provide three review sheets to Bob Burbank for evaluations of employees. The board is asking him to do evaluation and ask other employees to evaluate those who work for them(non union). The resident trooper and Building inspector should also be reviewed.

Discussion on the Public Works crew and their work ethics with Robert Burbank and the Board Continues

Cathy Desrosiers notes that the Town is frustrated with the Andover Public Works Dept.

Robert Burbank is also frustrated with the dept. and has tried to resolve issues without using taxpayers money.

Discussion among the board on hiring a supervisor/part time manager for the public works dept.

Cathy Desrosiers Motions for the 2016-2017 budget we add to hire a public works manager at a Salary & related expenses not to exceed \$35,000 per year (no benefits)

Jay Linddy Seconded

Motion Passed/ Unanimous

List of what is expected at the next meeting February 24, 2016 at 7PM

Cathy Desrosiers states for the meeting Bob Burbank needs to bring what is the BOS responsibility. Jeff Maguire will bring details , Cathy will bring her information on the Resident state trooper. She also asks about the hours Bob Burbank's assistant works. She will also get the employee evaluation forms to Burbank. She asks if the Contract room has been established yet? This process was supposed to be started after the last BOS meeting. Bob will look into this.

4, Adjourn

Cathy Desrosiers motions to adjourn at 9:00 PM

Jeff Maguire Seconded

Motion Passed/ Unanimous

Minutes respectfully submitted by: Sandra Nichols 02/23/2016

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