

**Town of Andover
Board of Selectmen
Regular Meeting and Budget Workshop Minutes
Monday, March 13th, 2023 – 7pm
Location: Virtual Zoom Meeting**

Members Present: First Selectman Jeff Maguire, Adrian Mandeville, Paula King, Jeff Murray, Scott Person
Town Administrator: Eric Anderson
Public Works: Jay Tuttle, Supervisor
Community Garden: Jeff Ballard, Amy March, Grace Gostanian,
Town Attorney: Dennis O'Brien
Board of Finance: Marc Brinker, Joanne Hebert
Planning & Zoning Commission: Jed Larson
Public Present: Mike & Cathy Palazzi, Bill Warner

1. Call to Order/Pledge of Allegiance

Adrian Mandeville called the meeting to order at 7:00pm. The Pledge was recited.

2. Public Speak -

Grace Gostanian - thanked Eric and the Board for supporting the pickle ball league
Joanne Hebert - none
Marc Brinker - none
Mike & Cathy Palazzi - none
Jed Larson - in support of a Town Planner

3. Additions/Deletions to the Agenda

Jeff Maguire MOTIONED to add

4b. i. Town Planner presentation by Bill Warner, 4b. ii. Roadwork Planning Report by Jay Tuttle 4b. iii. Discussion on Public Works Sprinkler Systems, 5a. Community Garden discussion, 6a. Appointment of Christina Harakaly as Accounting Assistant.

Scott Person SECONDED. MOTION CARRIED 4:1:0 with Adrian Mandeville opposing.

4. Treasurer's Report

Finance Department Report

a. Revenue Summary

b. Budget Workshop

i. Town Planner presentation by Bill Warner

Eric Anderson introduced Bill Warner – Bill gave background information including 34 years of experience in various towns, assisted Andover with the last two POCDs, and recently wrote the Affordable Housing Plan for Andover. Bill discussed beneficial points to having a Town Planner:

- Consistency, establishing a vision and sticking by it
- Plan Review – working with developers, the impact of development on the Town, meeting legal requirements, architectural details, and if the development is a good fit for the Town
- Writing Plans – incentive housing plan, affordable housing plan, POCD needs to be done every 10 years and must be up to date or the State may not issue grant funding
- UCONN Presentation – students presented ideas for Town owned property – would use funding to implicate – Town Planner would put together RFP's to bring new development to Town

- Grant Funding – Connectivity Grant, CT Community Challenge Grant, Brownfield Grant, TRIP Grant

Board discussion with Bill, the Planner would be very involved in the Grant applications – position would be about 10-20 hours per week.

ii. Roadwork Planning Report by Jay Tuttle

Jay Tuttle discussed with Eric Anderson – Capital Roads and Town Aid Road funding, would like the Town to have a good amount of start-up funding to start projects in the Spring – around \$250,000-\$300,000.

Jay shared his screen to discuss the chip seal preservation quote on roads in Town from The Gorman Group – with sweeping and traffic control was around \$221,000 – without sweeping and traffic control was around \$152,094. Jay also shared a map of roads in Town and progress on roads as of 2023 and the plan for 2024 and beyond. Will use TRIP grant funding if approved.

The Board, Eric, and Jay discussed a spreadsheet which showed a summary of funding, spending, and balances – costs were broken down by paving, chip sealing, drainage, traffic control, and others (WeatherWorks contract, materials). Funding from tax dollars and Town Aid Road. Potentially have the Board of Finance move funds to begin projects.

Adrian Mandeville MOTIONED to increase the proposed Road Improvement Fund request to \$410,000. Scott Person SECONDED. Discussion on material use for previous chip sealing – causing a lot of dust and loose stone. MOTION CARRIED 5:0:0.

iii. Discussion on Public Works Sprinkler Systems

Discussion on irrigation, potential seasonal Public Works employee – Public Works will manage the irrigation system at the ball fields. Some funding will be kept in the budget for traffic control – separate from the Public Works budget for road work.

Jeff Maguire MOTIONED to reduce budget line item 301-111-51522 to \$2500. Scott Person SECONDED. MOTION CARRIED 5:0:0

Discussion on changes to the budget with decision on Town Planner.

Adrian Mandeville MOTIONED to add a Town Planner at one full day per week. Jeff Murray SECONDED. Adrian Mandeville AMENDED his motion to add \$26,000 to the budget for a Town Planner. Jeff Murray SECONDED. MOTION CARRIED 5:0:0.

Scott Person MOTIONED to add 4 additional hours per week for the Zoning Agent to execute additional work and blight situations. Discussion on how Town Planner would come into play – would like to see how that plays out first on current zoning and blight situations. Town Attorney Dennis O'Brien weighed in on assisting the Zoning Agent.

c. Town Aid Road (TAR) Update

d. Town Cash Report

e. Appropriation Transfer

f. Over Expenditure Report

g. Summary of Audit Status – Eric Anderson stated that the goal this week is to have everything submitted to the auditor.

h. Budget review of Format for Presentation

5. Board and Commission Presentations

a. Community Garden Discussion

Jeff Ballard is requesting \$3,000 towards 6 new raised garden beds – looking to have planting started around May, also applied for grants but won't come in until June or July.

Adrian Mandeville MOTIONED to move \$3,000 from the Contingency Fund for the Community Garden. Scott Person SECONDED. Discussion on budget request for FY23-24. MOTION CARRIED 5:0:0
Adrian Mandeville MOTIONED to budget a line item of \$1500 for the Community Garden in the FY23-24 budget. Paula King SECONDED. MOTION CARRIED 5:0:0

6. Appointments

a. Appointment of Christina Harakaly – Accounting Associate

Adrian Mandeville MOTIONED to appoint Christina Harakaly as the Accounting Associate. Paula King SECONDED. MOTION CARRIED 5:0:0

7. Resignations - none

8. Town Administrator's Report

Eric Anderson gave an update on the TRIP Grant application – Town made the first round of selections. Rec Trails grant application has been submitted. Also working on a few rental situations in Town.

9. Old Business Discuss and act upon the following:

- a. Grant for Community Garden - previously discussed in meeting
- b. Status of the Community Center RFP – Adrian Mandeville gave update on the Community Center RFP, committee is meeting on Thursday, March 16th.
- c. Hop River homes update – Hop River Homes Board met – had questions for Eric to modify the contract to remove “adding electricity” section from contract
- d. Recognizing Andover Residents - will discuss at next meeting
- e. Cool Program contract - CIRMA has latest contract, waiting for review. Dennis O'Brien commented on certain language within the contract.
- f. Finance Department Employment - previously discussed in meeting
- g. Andover Personnel Policy discussion - will discuss at next meeting
- h. Discussion of Senior Transportation - funding in the 2023-2024 FY Budget
 1. Electric Vehicle research
 2. Review 15 passenger bus acquisition and usage

10. New Business Discuss and act upon the following:

- a. - none

11. Approval of Meeting Minutes

- a. Monday, February 14, 2023 Regular Meeting Minutes**
- b. Thursday, February 23, 2023 Budget Workshop Minutes**
- c. Monday, February 27, 2023 Budget Workshop Minutes**

Paula King MOTIONED to approve the March 13th, 2023 meeting minutes, February 14th, 2023 meeting minutes, February 23rd, 2023 meeting minutes, and February 27th, 2023 meeting minutes. Jeff Maguire SECONDED.

Paula King AMENDED the motion to remove the March 13th, 2023 meeting minutes. MOTION CARRIED 4:0:0

12. Budget

- a. Appropriation Transfers**
- b. Over Expenditure Requests**
- c. Budget Workshop**

Discussion on passing budget on to the Board of Finance. Overall decrease in expenditures, revenue, and the mill rate will decrease.

Jeff Maguire MOTIONED to accept the budget as presented. Paula King SECONDED. MOTION CARRIED 4:0:0

13. Tax Collector's Report - \$1.8 million collected in recent collection month

- a. Refunds Requests - none

14. Department Reports - provided in packet

- 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**

15. Correspondence - none

16. Public Speak - none

17. Adjournment

Jeff Murray MOTIONED to adjourn the meeting. Paula King SECONDED. MOTION CARRIED 4:0:0