

Town of Andover
Board of Selectmen
Monday, July 13th, 2020 at 7:00 P.M.
Location: virtual meeting via Zoom platform

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance

First Selectman Jeff Maguire called the Regular Meeting to order at 7:01 P.M.

BOS Members: First Selectman Jeff Maguire, Vice Selectman Adrian Mandeville, Paula King, Jeff Murray, Scott Person

Town Administrator: Eric Anderson

Admin Assistant: Amanda Gibson

Treasurer: Barbara Griffin

CVC Representative: Nick Lavigne

Town Attorney: Dennis O'Brien

Public Participants: Michelle Vale, Louise Goodwin, Michael Palazzi, Cathy Palazzi, Gerry Wright, Curt Dowling, John Collins, Catherine Magaldi-Lewis, Charlotte Nelson, Joanne Hebert, Kathleen Barrett, Irv Stanley, S Patrizz.

2. Public Speak

Michelle Vale: Submitted a request for a road closure from the corner of Island Street to the corner of Lake Road and Lakeside Drive to host a neighborhood block party in August, 2020.

3. Additions/Deletions to the Agenda – None.

17. Executive Session to discuss union negotiations

Jeff Maguire MOVED to add the following agenda items:

- 4. Board and Commission Presentations and Appointments: 4f. Senior Center Building Committee
- 7. New Business: 7f. Hiring of Wetlands Agent, 7g. Transfer Station Shed Orientation, 7h. Athletic Usage Contracts, 7i. Running Races on the Rail Trail, 7j. Senior Services Planning;
- 17. Executive Session: add discussion of union negotiations

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

4. Board and Commission Presentations and Appointments

a. Conservation Commission – Postponed until the next BOS Regular Meeting.

- i. CT ERT Report
- ii. Land Parcels

b. Website Development Committee

- i. New Website Launched!

Amanda Gibson and Paula King: Announced that the new website has been launched. Thanked the committee members for their hard work. Committee members included: Chair Scott Chalfant, Vice Chair Amy March, Wendy Kopp, Paula King and Amanda Gibson. Plan to announce launch via social media, Rivereast, This n' That, etc.

c. Traffic Safety Committee

- i. Initial Meeting

Jeff Maguire: Shared that the committee met on Saturday, June 27th with all five members including Eric Anderson and Resident State Trooper Darrell Tetreault. Next meeting is scheduled for Saturday, July 25th for a drive around the lake, to see which areas of the lake can be improved.

d. 175th Anniversary Committee

- i. Initial Meeting hosted on June 29th to decide on positions, meeting dates, etc.
Jeff Maguire MOVED to appoint Susan Slater and Ann Marie Daigle as additional members.
Scott Person SECONDED
MOTION CARRIED 5:0:0

e. BOS/BOE Combined Finance Department Committee

- i. Town Accounting Software
- ii. Combined Finance Department

The committee met on Thursday, July 9th to discuss options for accounting software and logistics. Members are First Selectman Jeff Maguire, Vice Selectman Adrian Mandeville, BOE Chair Shannon Loudon and BOE Member Chris Bernard. The Board of Education hosted a Special Meeting on Monday, July 13th to discuss this topic.

f. Community/Senior Center Building Committee

Scott Person: Shared that the committee met on Thursday, July 9th to discuss options.

Members are BOS Members Scott Person and Jeff Murray, BOF Member Diane Choquette, Karen Hunter, Ed Sarisley, Irv Stanley, Don Denley.

Adrian Mandeville MOVED to approve the Town Administrator Eric Anderson to have permission to apply for a STEAP grant (Small Town Economic Assistance Program) on behalf of the committee and town.

Scott Person SECONDED

MOTION CARRIED 5:0:0

5. Town Administrator's Report by Town Administrator Eric Anderson **See included report.*

Adrian Mandeville MOVED that the Town Hall accept cash payments upon reopening of the Town Hall.

Scott Person SECONDED

MOTION CARRIED 5:0:0

6. Old Business

Discuss and act upon the following:

a. Town's Personnel Policies

Adrian Mandeville MOVED to approve the Town's Personnel Policies as presented.

Paula King SECONDED

MOTION CARRIED 5:0:0

b. Community Connectivity Grant

Eric Anderson: Provided an update with the project to be worked on at the end of August or beginning of September.

c. Email Provider Office 365

Eric Anderson: Shared that there is a delay in completion and he has touched base with the South Windsor IT department to determine progress.

d. Transfer Station Operations and Policy

Members requested for modification on the existing document presented as an ordinance regarding the Transfer Station which was included in the packet. Edited version as a regulation provided by the Town Attorney Dennis O'Brien to be sent following the meeting. **See included for the regulation.*

7. New Business

Discuss and act upon the following:

a. Plans for Reopening Town Hall

Provided in the Town Administrator's Report.

b. Upcoming Road Maintenance Projects

Provided in the Town Administrator's Report.

c. Agent Orange Monument

Adrian Mandeville MOVED to approve the monument as presented by resident Gerry Wright to raise awareness of Agent Orange Exposure by Veterans of the Vietnam War, and to erect the monument at the Andover Veterans Monument Park.

Scott Person SECONDED

MOTION CARRIED 5:0:0

d. Lake St. Block Party

Adrian Mandeville MOVED to approve the Block Party request upon submission of event paperwork to the Town Administrator with conditions of hosting between the hours of 12pm-8pm and coordination with the State Trooper working on the day of the event.

Jeff Murray SECONDED

Discussion: Paula King inquired if all surrounding residents have been notified. Michelle Vale will notify all residents of the Block Party plans in the form of a flyer.

MOTION CARRIED 5:0:0

e. Administrator Overpayment

Eric Anderson presented that his salary was overpaid. **See included for suggested reform.*

Members agreed to accept the repayment schedule as presented by the Town Administrator.

f. Hiring of Wetlands Agent

Eric Anderson: Shared that the new Wetlands Agent Joseph Wagner will begin effective immediately per the Board of Selectmen's approval. Members approved the hiring of Joseph Wager for the Wetlands Agent position.

g. Transfer Station Shed Orientation

Adrian Mandeville MOVED to rotate the Transfer Station shed 90 degrees.

Scott Person SECONDED

MOTION CARRIED 4:0:1 Jeff Maguire abstained

h. Athletic Usage Contracts

Jeff Maguire: Requested the paperwork from the HAMR Softball or access to the field will be eliminated.

Eric Anderson: Stated that the town is awaiting paperwork from the adult pickup soccer league.

i. Running Races on the Rail Trail

Jeff Murray: The organizations are not using town property. Members approve as long as the event follows state guidelines regarding COVID-19.

j. Senior Services Planning

Eric Anderson presented: Opening the grocery shopping weekly trips in the near future. Drivers will be utilizing the large bus to spread residents out inside. There are plans to host the senior luncheon on Friday, July 31st outside, following COVID-19 guidelines.

Adrian Mandeville MOVED to accept the ordinance for the Transfer Station Operation Policy as modified by Town Attorney Dennis O'Brien.

Jeff Murray SECONDED

Discussion: Paula King suggested for an ordinance to be created to protect all town employees.

MOTION CARRIED 5:0:0

8. Approval of Meeting Minutes

a. Monday, June 8th, 2020 Regular Meeting Minutes

Paula King MOVED

Scott Person SECONDED

MOTION CARRIED 5:0:0

9. Treasurer's Report by Barbara Griffin

a. Revenue Summary

b. Town Budget Summary

c. Town Aid Road (TAR) Update

d. Town Cash Report

e. Tax Collections YTD

f. Over Expenditure Report

10. Budget

a. Transfers

b. Refunds

c. Over Expenditure Requests

Adrian Mandeville MOVED the approve appropriation transfers as outlined in the memo dated July 9th, 2020 prior to closing out the fiscal year.

Scott Person SECONDED

MOTION CARRIED 5:0:0

11. Tax Collector's Report

a. Refunds Requests

Paula King MOVED to approve the tax refund request for June 2020 as outlined in the packet for a total of \$71.90.

Jeff Maguire SECONDED

MOTION CARRIED 5:0:0

First Selectman Jeff Maguire to sign the request.

12. Assessor's Report

a. Revaluation Services – None.

13. Department Reports

- a. Fire Department
- b. Resident State Trooper
- c. Town Clerk
- d. Building Department
- e. Assessor's Office
- f. Town Garage
- g. Transfer Station
- h. Library
- i. Senior Transportation
- j. Registrars

14. Resignations

a. Maureen Brancato, Effective July 21st

b. George Knox, Effective June 30th

Paula King MOVED to accept the resignation of Assistant Treasurer Maureen Brancato effective July 21st, 2020 and Senior Transportation Driver George Knox effective June 30th, 2020.

Jeff Maguire SECONDED

MOTION CARRIED

15. Correspondence – None.

16. Public Speak – None.

17. Executive Session to Discuss Town Personnel Issues and Union Negotiations

Jeff Maguire MOVED to enter into Executive Session to discuss town personnel issues and interim union collective bargaining issues at 9:37 P.M.

Paula King SECONDED

MOTION CARRIED 5:0:0

Executive Session ended at 10:37 P.M.

18. Adjournment

The Regular Meeting was adjourned at 10:38 P.M.

***Please visit our town website at www.andoverct.org for upcoming VIRTUAL meetings with instructions on how to join. The following boards/commission Zoom Video Recordings are posted to the NEW Town of Andover, CT YouTube Channel: Board of Selectmen, Board of Finance, Board of Assessment Appeals, Inland Wetlands and Watercourses Commission, Planning and Zoning Commission, Zoning Board of Appeals. Like our www.facebook.com/townofandoverct page for community updates!**

Helpfully submitted by the Board Clerk/Administrative Assistant, Amanda Gibson. *Amanda Gibson*

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.

Town Administrator's Report

Board of Selectmen Regular Meeting July 13th, 2020

COVID-19:

The town of Andover has not had a new case of COVID-19 in over eight weeks the entire Eastern Highlands Health District is averaging about three cases per week between the 9 towns s. At this point the risk appears to be relatively low but that does not mean we should not stay Vigilant. There are clear trends from other states that have not been so lucky

Website:

As of 7/9/2020 the new town website is live. Thanks to all the members of the website committee for their efforts in making it happen. Over the next few months there will be continued improvement. Please forward all feedback to Amanda. The website committee will stay active while the site is refined.

- The conversion to a new domain screwed up our email since they were both the same provider

Public Works:

Roadwork-

Since the last meeting the town has accomplished quite a bit of roadwork with chip sealing of Wales Road, Juravody Road, School Road., Lakeside Drive, Stanley and Chesterbrook, Oak Farms Road, as well as Riverside Drive. At this point all these roads have been swept and are looking pretty decent. The current plan is on Friday July 10th to microseal School Road, Lakeside Drive, Island Street and Oak Farms Road.

Delayed due to weather. This will be followed by the roads that are not getting micro sealed getting fog coated sometime in August.

Additionally we treated multiple roads with a rejuvenating fog seal designed to extend the pavement life. Roads treated includes Sunset Lane, and Andover/s portion of E. Street, Townsend Rd., and Windrush Lane

We have just about completed one full mowing of the town roads. Next we will go back over and redo sightlines and go from there on further mowing.

Bunker Hill Bridge- We have received an official Number from the federal bridge program and agreement by the state of CT DOT for ROW acquisition.

Transfer Station Updates:

We had to go back out to get new quotes for the concrete slabs at the transfer station. This delayed pouring the slab's about two weeks. the tentative plan is to form the slabs Friday on the 10th and start pouring the following Monday on the 13th.

The shed at the transfer station has been delivered. *** Some controversy over orientation of the shed**

We are still operating without the compactors and will hopefully be reinstalling compactors in about two weeks. We currently have bulky waste and metal open but at reduced capacity.

Per the request from Jeff Murray, Dennis O'Brien, the towns attorney is presenting an option for amending the transfer station ordinance.

I sent around to board of selectmen members a copy of a letter that was sent to the Fitch residence last month

Other Contractor Work:

Lenco electric installed the flagpole lighting at the end over town hall to comply with federal law looks great.

There's also been work done at the Andover museum/old town Hall. We are installing the Camera system that used to be in town halls in the old town hall, but it needed some electrical work and security lighting prior.

Veterans Memorial:

The water has been temporarily restored. I asked M&M to replace the contactor which is sticking and make sure the pressure tank is OK.

I also asked Lenco to evaluate and give me a quote on redoing the electrical system which trips regularly. We may have an issue with the legality of the installation since there is no meter.

Town Hall:

As you all know the Town hall is not open but is fully staffed at this point. There have been several grievances filed from the unions over the requirements of the reopening. We can discuss the grievances in executive session if the board would like.

Separately I am presenting a plan for the gradual reopening of town Hall and other town services.

There's also separately attached what we're proposing for senior luncheon/senior programming for the end of July and August. These are of course negotiable based on how the state is doing with COVID-19.

The radar speed sign that we ordered should arrive within the next few days

The Cameras and equipment that we purchased through the PEGPITIA grant should arrive next week. I look forward to the day when we all be present in the community room and can livestream meetings.

Many of you know that the mural at the Andover library was vandalized. The individuals in question have been identified and arrest warrants have been issued. The mural has an anti-graffiti coating and I'm reaching out to the paint manufacturer to get recommendations on cleaning. We are hoping that we can clean it without doing any long-term damage to the mural.

Spoke to the Paint manufacturer. If we are lucky we can clean carefully with Mineral spirits. If not we will need to strip the outer coat of varnish and varnish. We need to find a competent Paint restorer for the work.

We have had a request for a resident to hold a block party on Lake Road between the intersection of Lakeside Drive and Island Street. I worked with the applicant on the location selection to minimize its effect on traffic. The applicant will be before the board of selectmen at this meeting to discuss this. I had assumed I would just issue administrative approval for this but several board members asked that this be brought before the full board of selectmen to discuss prior to the event

Athletic Events on Town Property:

Veterans Memorial Field-

I've spoken again with the representative from HAMR Softball, FC North soccer and the adult soccer league. We should have signed agreements in place by the board of selectmen meeting.

Jeff Murray has a request for a running time trial on the rail trail.

We are also experiencing much heavier usage of town and State Trails. The Hop River Rail Trail usage has basically doubled since last year.

Eric Anderson

Town Administrator

**REGULATIONS OF THE BOARD OF SELECTMEN OF THE TOWN OF ANDOVER
AUTHORIZING LOSS OF TRANSFER STATION PRIVILEGES FOR PROHIBITED MISBEHAVIOR.**

1. These regulations are authorized by and promulgated pursuant to the “**Ordinance to Regulate Andover Disposal Area, #90-01**, and Sections 2 and 3(e) of “**An Ordinance Regulating the Recycling of Solid Waste in the Town of Andover, #91-03**.”
2. Pursuant to Section 2 of Ordinance **#91-03**, the Town Administrator is appointed to be the Administrator of the Town Solid Waste Recycling Program
3. Transfer Station users shall not threaten, harass, or direct insults or foul language toward any Town of Andover employed landfill attendant.
4. Transfer Station users must cooperate with employed attendants trying to inspect refuse to determine the type of waste and appropriate containers for such waste.
5. Users may not ignore the directions of any attendant regarding the placement of waste in appropriate containers.
6. In response to any report from the attendant of any such prohibited behavior, the Town Administrator may write a warning letter to the offender informing them that a second offense will result in a suspension of eligibility to use the transfer station for two weeks.
7. A second offense after a first written warning will result in a letter from the Town Administrator imposing a two-week suspension with a warning that a third violation will result in a thirty-day suspension.
8. For a third offense after a second written warning, the Town Administrator will issue a letter to the offender requiring a thirty-day suspension of participation with a warning that any additional offense against an attendant will be referred to the Board of Selectmen for consideration of permanent revocation of the offender’s permit.
9. It is expected that attendants will behave in a business like and courteous manner towards permittees/users and do their best not to engage them in negative dialogue, while reporting any misbehavior, preferably in writing, to the Town Administrator.

Town Administrator Over Payment:

To the Board of Selectmen,

We (as in the treasurers office and myself) screwed up my compensation in a big way. When I was hired, apparently Maureen took my annual salary, divided it into the remaining pay periods of the year as opposed to dividing it into 26 pay periods. The difference was substantial- I was overpaid a total of \$12,293 since I was hired.

Barbara caught it Friday when she was recalculating the salary's and Merf for this upcoming year. In past years, Maureen has done the calculations, but this year Barbara was doing it, because Maureen makes too many mistakes. Frankly we have shifted most of the responsibilities for payroll to Barbara over the last 4 months for that reason.

I should have probably caught it when I did my taxes, but since I had only been paid ~ 4 months from the town, with most of my earnings from Tesla, I did not pick it up.

Barbara and I look at the Budget numbers each month, and we still underspent the administrators budget line item for the year, even after doing a \$5000 fund transfer from that line item to fund other expenses. I look at the percentage of spending vs how far into the year we are, and we were always underspent on the line item so it never really caught my eye. That of course is just an excuse.

Obviously, I am going to repay the town. I can't just write a check since I have already paid taxes, merf, etc on that money. My plan is to repay it as follows:

For the next 3 pay periods, I will forego my pay except the portion that funds my part of the healthcare plan. That wipes out about 2/3 of the overpayment. The rest I will just amortize over the remaining pay periods between now and December- Presuming this is acceptable to the BOS. Here is how it would work out.

Eric Anderson					FY 2021Salary reimbursement		
FY 2020 salary overpayment							gross
pp ending	pay date	paid	s/b	diff	pay date	re-paid	pay
8/31/2019	9/4/2019	2137					
9/14/2019	9/18/2019	3469.97	2884.61	585.36	7/8/2020	2836.39	48.22
9/28/2019	10/2/2019	3469.97	2884.61	585.36	7/22/2020	2836.39	48.22
10/12/2019	10/16/2019	3469.97	2884.61	585.36	8/5/2020	2836.39	48.22
10/26/2019	10/30/2019	3469.97	2884.61	585.36	8/19/2020	378	2506.61
11/9/2019	11/13/2019	3469.97	2884.61	585.36	9/2/2020	378	2506.61
11/23/2019	11/27/2019	3469.97	2884.61	585.36	9/16/2020	378	2506.61
12/7/2019	12/11/2019	3469.97	2884.61	585.36	9/30/2020	378	2506.61
12/21/2019	12/25/2019	3469.97	2884.61	585.36	10/14/2020	378	2506.61
1/4/2020	1/8/2020	3469.97	2884.61	585.36	10/28/2020	378	2506.61
1/18/2020	1/22/2020	3469.97	2884.61	585.36	11/11/2020	378	2506.61
2/1/2020	2/5/2020	3469.97	2884.61	585.36	11/25/2020	378	2506.61
2/15/2020	2/19/2020	3469.97	2884.61	585.36	12/9/2020	378	2506.61
2/29/2020	3/4/2020	3469.97	2884.61	585.36	12/23/2020	381	2503.61
3/14/2020	3/18/2020	3469.97	2884.61	585.36			
3/28/2020	4/1/2020	3469.97	2884.61	585.36			
4/11/2020	4/15/2020	3469.97	2884.61	585.36			
4/25/2020	4/29/2020	3469.97	2884.61	585.36			
5/9/2020	5/13/2020	3469.97	2884.61	585.36			
5/23/2020	5/27/2020	3469.97	2884.61	585.36			
6/6/2020	6/10/2020	3469.97	2884.61	585.36			
6/20/2020	6/24/2020	3469.97	2884.61	585.36			
				12292.6		12292.17	
insurance co-pay			48.22				
salary less co-pay			2836.39				