

**Town of Andover**  
Board of Selectmen  
Monday, September 14<sup>th</sup>, 2020 at 7:00 P.M.  
Location: virtual Zoom meeting

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance

First Selectman Jeff Maguire called the Regular Meeting to order at 7:00 P.M. The Pledge of Allegiance was recited.

Board of Selectmen: Jeff Maguire, Adrian Mandeville, Paula King, Scott Person, Jeff Murray

Town Administrator: Eric Anderson

Administrative Assistant: Amanda Gibson

Town Attorney: Dennis O'Brien

Public Present: Shannon Loudon, Charlotte Nelson, Elaine Buchardt, Mike Palazzi, Cathy Palazzi, Kinkade Knox-Silva, Meghan Lally, Joanne Hebert, Hank Gruner, Carrie Crompton, Brian Briggs, Catherine Magaldi-Lewis, Dianne Grenier

Rivereast Editor: Sloan Brewster

Community Voice Channel Representative: Nick Lavigne

Assessor: John Chaponis

2. Public Speak

Shannon Loudon: Congratulated Andover Elementary School on a successful opening and new Superintendent Valerie E. Bruneau. Shared hopes of approving the new town accounting software. Expressed appreciation of possibility of acquiring additional open space in town. Congratulated the Veterans Monument Park on receiving the new Agent Orange Monument soon. Encouraged the town to allow political signage on town property. Inquired on sentencing of the Public Library mural suspects and insurance for the town.

Brian Briggs: Encouraged the town to allow political signage on town property.

3. Additions/Deletions to the Agenda

Jeff Maguire MOVED to add the following to the agenda:

New Business 9p. Neglected Cemetery Account

New Business 9q. Hunting on Town Property

New Business 9r. Acquisition of the Klock Property

And to move Item 14. Assessor's Report prior to Item 4a.

Scott Person SECONDED

MOTION CARRIED 5:0:0

4a. Assessor's Report

Assessor John Chaponis presented options to the board with possible modifications to the revaluations by Vision in the midst of COVID-19, requesting guidance on how to move forward. Vision is not conducting interior inspections during COVID-19. Members discussed various options including sending a mailer to residents and/or conducting exterior inspections, asking the company to reduce the overall cost due to not providing the same services, legal repercussions, etc. John Chaponis shared that all residents are always informed of when and how the revaluation is occurring. First Selectman Jeff Maguire requested for Dennis O'Brien to review the Vision contract and report back to the Town Administrator this week.

Adrian Mandeville MOVED for John Chaponis to have Vision revise the contract to conduct exterior inspections, follow up with a mailer for residences of concern, and then complete the adjustments.

Scott Person SECONDED

MOTION CARRIED 5:0:0

4. Board and Commission Presentations

a. BOS/BOE Combined Finance Department Committee

i. Town Accounting Software

Adrian Mandeville MOVED to select Edmunds as the vendor for financial software for the Combined Finance Department, and to authorize the Town Administrator to enter into a contract for a total of \$38,955. Cost will be split evenly between the Town of Andover and Andover Elementary School, with the modified dates of implementation and to move forward with the contract.

Scott Person SECONDED

Discussion: Adrian Mandeville stated that the board does not wish to use two separate software programs. Jeff Maguire announced his belief that this software would be a waste of town funds.  
MOTION CARRIED 5:0:0

- ii. Assistant Finance Officer Job Posting  
Jeff Maguire MOVED motion to appoint Town Administrator Eric Anderson and Board of Selectman Adrian Mandeville, with Board of Finance Vice Chair Diane Choquette as the Alternate Member if Adrian is not capable, as the Town's representative for the hiring committee for the Assistant Finance Officer for the Town of Andover. These members will join 2 representatives from Andover Elementary School and one outside representative. The board delegated the determination of a local Finance Director to the Town Administrator.  
Adrian Mandeville SECONDED  
MOTION CARRIED 5:0:0

b. Conservation Commission

- i. CT ERT Report: Available on the town website at [www.andoverct.org](http://www.andoverct.org)
- ii. Land Parcels: Chair Mike Palazzi presented the parcels of land.  
Scott Person MOVED to refer the donation of land and acquisition of 8.54 acres of land from the Northern Land Trust, as well as, 7.83 acres from Thomas Talbot to the Planning and Zoning Commission for 8-24 Statutory Referral to determine if it is consistent with the Plan of Conservation and Development (POCD). If it receives a positive referral from the Planning and Zoning Commission, a Public Hearing to be set for the acquisition.  
Paula King SECONDED  
Discussion: The board requested for Town Administrator Eric Anderson to write the letter to the Planning and Zoning Commission.  
MOTION CARRIED 5:0:0
- iii. Mowing Recommendations  
Carrie Crompton presented the written mowing recommendations in order to reduce the amount of mowing done on town owned property, providing a greener and friendly environment for pollinator pathways. Members thanked Carrie Crompton for her efforts. First Selectman Jeff Maguire and Vice Selectman Adrian Mandeville offered to make a donation towards the plantings of vegetation and flowers along the roadside across from the Post Office on Route 6.

c. Economic Development Commission

- i. Sustainable CT  
Chair Elaine Buchardt presented the project mission and town certification process. Cathy Palazzi is the representative from the Economic Development Commission, requesting for a member of the Board of Selectmen to be appointed as the required liaison. Members discussed the list and benefits for the certification. First Selectman Jeff Maguire volunteered to be the liaison. Members agreed to sign the resolution. Town Attorney Dennis O'Brien offered to help connect to representatives in the Town of Windham which strongly participates in the program.

Adrian Mandeville MOVED for the Board of Selectman to sign the resolution and to appoint First Selectman Jeff Maguire as the liaison for Sustainable CT.

Scott Person SECONDED  
MOTION CARRIED 5:0:0

- ii. Board Member for the Tourism District  
Elaine Buchardt informed the board that Patrick Dougherty will be the commission member representative for the Tourism District.

Elaine Buchardt announced the partnership with the Hebron Open for Business campaign through social media via Andover's Economic Development Commission Facebook page.

d. Website Development Committee

- i. Status of Committee Appointment  
Paula King announced that the website is launched and the committee has exceeded expectations on the completed project.  
Adrian Mandeville MOVED to discontinue the committee and express a grand thank you to the members!  
Scott Person SECONDED

e. Traffic Safety Committee

i. Preliminary Site Assessment Draft Report

The excellent report by Chair Joe Godwin is located on the town website.

ii. Speed Check Sign

Eric Anderson announced that the manufacturer sent the wrong machine twice which the town has returned. The owner of the company apologized for the inconvenience. The town hopes to complete this project as soon as possible.

5. Appointments

a. Gabrielle Anderson, Alternate Member of the Inland Wetlands and Watercourses Commission

Jeff Maguire MOVED to appoint Gabrielle Anderson as an Alternate Member of the Inland Wetlands and Watercourses Commission.

Scott Person SECONDED

MOTION CARRIED 5:0:0

b. William Munroe, Regular Member of the Zoning Board of Appeals

Jeff Maguire MOVED to appoint William Munroe as a Regular Member of the Zoning Board of Appeals.

Scott Person SECONDED

MOTION CARRIED 5:0:0

6. Resignations

a. Therese Gonyea, Assistant Town Clerk

b. Wayne Thorpe, Alternate Member of Zoning Board of Appeals

c. Linda McDonald, Land Use Board Clerk

Members approved the employee resignations and thanked them for their service to the town.

7. Town Administrator's Report

Town Administrator Eric Anderson presented his report, which is located in the meeting packet.

Scott Person MOVED to conduct an A-2 Survey to evaluate Veterans Monument Park.

Jeff Maguire SECONDED

Discussion: Members had a discussion on whether to conduct the survey or not.

MOTION NOT CARRIED 2:3:0 (Adrian Mandeville, Paula King, Jeff Murray voted not in favor of).

8. Old Business

Discuss and act upon the following:

a. Town's Personnel Policies

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

Paula King SECONDED

Discussion: Eric Anderson stated that it was reviewed by an attorney. The policy will be reviewed by the unions following the Board of Selectmen approval.

MOTION CARRIED 5:0:0

b. Community Connectivity Grant

Eric Anderson stated that the town does not have date when the Department of Transportation (DOT) will be completed with the first phase. Members requested for the Town Administrator to ask the DOT if the town can complete work and be reimbursed.

c. COVID Update and Town Hall Reopening

Town Administrator Eric Anderson announced that the Town Hall is still open by appointment only, with exception of Transfer Station stickers via Town Clerk's Office by ringing the bell at the front entrance.

9. New Business

Discuss and act upon the following:

a. Storm Recap

Town Administrator Eric Anderson provided a recap of the storm.

Jeff Maguire announced that he was very pleased with the efforts in communication during the storm.

- b. Upcoming Road Maintenance Projects  
Previously discussed in the Town Administrator's Report.
- c. STEAP Grant Application  
Members to sign the application resolution.
- d. Veterans Monument Park  
Gerry Wright presented on behalf of the Veterans Monument Park.
- e. 155 Howitzer Monument at Veterans Monument Park – Cancelled.
- f. Consider Transition of Beautification Committee to Parks and Grounds Committee  
Discussion tabled until the next meeting. Adrian Mandeville suggested for the Beautification Committee to complete a list of all the properties that they wish to care for and how.
- g. Fiber Optic Connection at Town Hall  
Eric Anderson provided an update that the project is almost at completion.
- h. CIP Report for Town Buildings and Properties  
The report has been uploaded to the town website. Discussion tabled until the next meeting.
- i. Brand New Truck for the Volunteer Fire Department  
Members expressed congratulations to the Andover Volunteer Fire Department.
- j. Public Library Mural Restoration  
The mural has been almost completely been restored. Sara Walling the original artist will be completing the restoration next week and it will take approximately 2 days.
- k. Curb Guards at the Public Library  
Jeff Maguire presented the library's idea of curb guards for the parking lot to protect the mural and wall. He had met with Library Board of Directors members Dianne Grenier and Cathy Desrosiers.  
Eric Anderson explained the pros and cons of the curb guards. The curb guards would help to protect the mural but it would require additional labor for snow shoveling by Public Works as they already hand shovel various town buildings. Members discussed possibility of the town acquiring a snowblower to replace hand shoveling.  
  
Jeff Maguire MOVED to authorize the Andover Public Library to install curb guards in front of the Public Library mural in the parking lot to protect the mural.  
Scott Person SECONDED  
Discussion: Dianne Grenier shared her perspective that she believes the curb guards are worth the time and efforts.  
MOTION CARRIED 5:0:0
- l. Merritt Valley Property  
Scott Person announced that there is not a complete agreed upon deal with the realtor and property owner. This discussion was tabled until the next meeting.
- m. RHAM Generator  
Eric Anderson shared that there was a proposal from Community Emergency Response Team (CERT) with Andover, Hebron Marlborough to run a regional emergency shelter at RHAM which includes needs for a generator. This would involve rewriting the emergency handbook, making Andover Elementary School the secondary emergency shelter. CERT is asking for support for this concept as CERT will be applying for a grant to purchase a generator. The members contemplated if it would make sense to regionalize. Members agreed to sign the resolution.
- n. Route 6 Corridor Forestry  
Eric Anderson presented on the project, including a map of the section and idea from Hull Forestry management plan. Jeff Murray explained that Coventry residents are very adamantly opposed to this trail, and that the area is very wet.  
Adrian Mandeville MOVED to not hire Hull Forestry, and instead explore another forestry company and hopefully vote at the next meeting for timber harvesting specifically on town properties.  
Scott Person SECONDED

- o. Alarm Monitoring for Town Buildings  
Eric Anderson shared that Tolland County Mutual Aid is no longer offering this service to the town. Members agreed to explore another vendor.
- p. Neglected Cemetery Account  
Cathy Palazzi presented the state grant in order to maintain the cemetery.

Board of Selectmen agreed to sign the following resolution: **Resolved:** That the Board of Selectmen as the legislative body of the Town of Andover hereby authorizes Eric Anderson, Town Administrator to apply for and accept a grant from the Neglected Cemetery Account. As part of this resolution Eric Anderson, Town Administrator is authorized to enter into and execute all agreements, contracts and documents necessary to obtain the grant.

- q. Hunting on Town Property  
Members discussed option of allowing residents to hunt on town property, not including school grounds or surrounding areas. Members agreed to work on a plan for allowing only bow hunting on town property. Jeff Maguire suggested for the members to come up with a plan with the Town Attorney to present at the next meeting.
- r. Sign placement on Town Property  
Town Attorney Dennis O'Brien provided input for the board. Since the town was considering creating rules regarding signage, he created a draft policy. Suggested that the town does not apply the policy since many towns do not as it is unnecessary. Members discussed possible options, lake properties, right of ways, etc. Adrian Mandeville MOVED to approve signs on town property and right of ways which are to be no larger than 4 square feet. No set time to be put up or be taken down. Per usual, no signage at Veterans Monument Park.  
Jeff Murray SECONDED  
MOTION CARRIED 5:0:0

10. Approval of Meeting Minutes

- a. Monday, June 13<sup>th</sup>, 2020 Regular Meeting Minutes
- b. Monday, July 27<sup>th</sup>, 2020 Special Meeting Minutes

Jeff Maguire MOVED to approve the following meeting minutes:  
Monday, June 13<sup>th</sup>, 2020 Regular Meeting Minutes  
Monday, July 27<sup>th</sup>, 2020 Special Meeting Minutes  
MOTION CARRIED 5:0:0

11. Treasurer's Report

- a. Revenue Summary – provided.
- b. Town Budget Summary – provided.
- c. Town Aid Road (TAR) Update – provided.
- d. Town Cash Report – provided.
- e. Over Expenditure Report

12. Budget

- a. Appropriation Transfers – provided.  
Adrian Mandeville MOVED to authorize the Appropriation Transfers as outlined in the Treasurer's Report through the Board of Finance.  
Jeff Maguire SECONDED  
Discussion: Members agreed this is to be decided by the Board of Finance.  
MOTION CARRIED 5:0:0
- b. Over Expenditure Requests – None.

13. Tax Collector's Report

- a. Refunds Requests  
Scott Person MOVED to authorize the tax refunds as outlined in the Tax Collector's Report for a total of \$2,787.25.  
Jeff Maguire SECONDED  
MOTION CARRIED 5:0:0

14. Department Reports

- a. Fire Department – provided.
- b. Resident State Trooper – provided.  
Eric Anderson shared that organized youth gangs are breaking into vehicles in town and all surrounding towns. Recommended for everyone to lock their vehicles and do not leave anything of value inside.
- c. Town Clerk
- d. Building Department – provided.
- e. Assessor's Office – provided.
- f. Town Garage
- g. Transfer Station
- h. Library – provided.
- i. Senior Transportation – provided.
- j. Registrars – provided.

15. Correspondence

16. Public Speak

Shannon Loudon: Thanked the Board of Selectmen for a lengthy meeting!

17. Adjournment

First Selectman Jeff Maguire adjourned the Regular Meeting at 11:46 P.M.

**\*Please visit our town website at [www.andoverct.org](http://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](https://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.*