

Town of Andover
Board of Selectmen
Wednesday, October 14th, 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: Elaine Buchardt, Community Voice Channel Representative: Nick Lavigne
2. Public Speak – None.
3. Additions/Deletions to the Agenda
Paula King MOVED to delete Item 8b. Consider transition of Beautification Committee to Parks and Grounds Committee. Paula King, Jeff Maguire and Scott Person voted in favor of. Adrian Mandeville and Jeff Murray abstained.
4. Board and Commission Presentations
 - a. BOS/BOE Combined Finance Department Committee
 - i. Town Accounting Software
Eric Anderson shared that the expected start date for the new software is early 2021.
 - ii. Assistant Finance Officer Hiring Committee
Eric Anderson announced the committee will be conducting interviews in the following weeks.
 - b. Conservation Commission
 - i. Rail Trail Bank Proposal
 - ii. Monarch Way Station Proposal
Member Carrie Crompton presented on behalf of the commission, with the projects as a partnership with the town. Board of Selectmen stated wishes to accommodate the proposals.
 - c. Economic Development Commission
 - i. Open for Business campaign
Chair Elaine Buchardt presented on behalf of the commission. Andover's EDC wishes to mirror and partner with the 'Open for Business' campaign to support local businesses during COVID-19 and beyond. Hebron Board of Selectman Peter Jasper, a member of the Hebron EDC's Task Force, offered to attend the next meeting to help create a partnership with the town. Elaine shared there is a new town EDC Facebook page that will promote Andover businesses.
 - d. Traffic Safety Committee
 - i. Speed Check Sign
Eric Anderson shared that the Resident State Trooper Darrell Tetreault has installed the sign.
 - ii. Site Assessment Implementation
Committee members recently met informally and hope to regroup soon. Members discussed possibility of Island Street turning into a one way in the summer or year round and options for line painting in town to create safer roads.
5. Appointments
 - a. Mindy Gosselin, Land Use Board Clerk
 - b. Alicia Lee, Temporary Town Clerk's Assistant
 - c. Mattea Whitford, Assistant Town Clerk
Members acknowledged the new town staff members as being approved and appointed by Eric Anderson, congratulating them on their new positions.

6. Resignations

a. Beautification Committee

Jeff Maguire MOVED to accept the resignation of the Beautification Committee and honor the members for their years of service to the Town of Andover including Joan Foran, Pat Billings, Lori Easton, Valerie Jurovaty, and Emily Timreck.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

7. Town Administrator's Report by Eric Anderson

Eric Anderson stated that it is up to the board if they wish to install the town email to their personal phones and laptops due to possibility of Freedom of Information Act requests. Amanda Gibson announced that she is happy to help the members set up their devices.

Eric Anderson stated there are wood chips available at the Transfer Station leftover from the town's tree trimming by Distinctive Tree Care and have been available to town residents. Members discussed possibility of giving some to the Andover Sportsman's Club or CT Mulch picking up all of the piles.

Eric Anderson stated that the staff is happy with the current situation of being open by appointment only at the Town Hall and all needs of residents are being met.

Members discussed proposed idea of allowing hunting on town property. Adrian Mandeville clarified that only bow and cross bow hunting would be allowed. Scott Person stated that he contacted other nearby clubs to check for rules and that no hunting would be allowed behind the elementary school property. Paula King suggested that there are numerous questions to be addressed prior to permitting including which properties, permission regulations, monitoring, etc. Jeff Maguire suggested for Scott Person, Adrian Mandeville and Jeff Murray to create an official proposal. Members discussed numerous questions and issues of concern. Scott Person has received requests from residents to hunt on town property, and suggested it would benefit the reduction of the overpopulated deer. Members stated that a Public Hearing will take place directly before the next Board of Selectmen Regular Meeting on Monday, November 9th, 2020 at 7:00 P.M.

In regards to town forestry, Eric Anderson requested a goal for the town from the members being to maximize the timber harvest, recreational opportunities and/or forest preservation. Questions need to be answered in order for a forestry company to create the suggestions and proposal for short term and/or long term. Members to meet with forestry company in the near future to discuss preliminary list of parcels and options.

Eric Anderson shared that the Town Clerk and Registrars Offices have a plan in place for the upcoming election. Voting information is on the town website and Facebook. The ballot box and security camera is in place for a safe and fair election.

Eric Anderson announced that RHAM High School is shutting down on Thursday, October 15th due to a student testing positive for COVID-19 with the students learning virtually. RHAM hopes to complete contact tracing and open up school on Friday.

8. Old Business

Discuss and act upon the following:

a. COVID Update and Town Hall Reopening – previously discussed.

b. Fiber Optic Connection at Town Hall

Eric Anderson share that there is a stable fiber connection at the Town Hall and the next project is VOIP setup for a new phone system.

c. Town-Wide Forestry – previously discussed.

d. Hunting on Town Property – previously discussed.

- e. Tree Trimming Update – previously discussed.
- f. Alarm Monitoring for Town Buildings
Fire Commissioner Wally Barton is researching a new alarm monitoring vendor.

9. New Business

Discuss and act upon the following:

- a. AHM Annual Report – provided in the packet and to be included in the town’s Annual Report.
- b. Veterans Monument Park – previously discussed at last meeting.
- c. Town Email Access – previously discussed.
- d. Wood Chip Agreement with Andover Sportsman’s Club
- e. Voting Plans – previously discussed.

Adrian Mandeville suggested compiling a list of projects completed this year to inform residents of all the Town Administrator and staff is doing to move the town forward. Requested for Town Road Updates to be included on the agenda every month.

10. Approval of Meeting Minutes

- a. Monday, September 14th, Regular Meeting Minutes
Paula King MOVED to approve the Monday, September 14th, Regular Meeting Minutes
Scott Person SECONDED
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 – None.
Treasurer Barbara Griffin shared that there are leftover funds in the employee health insurance fund.

12. Budget

- a. Appropriation Transfers – None.
- b. Over Expenditure Requests – None.

13. Tax Collector’s Report

- a. Refunds Requests
Paula King MOVED to authorize the following tax refunds requests: Kristine Metcalf for \$54.23, Brendan Donohue for \$11.19, and Steven and Allana Fuss for \$137.20 as outlined for a total of \$202.62.
Scott Person SECONDED
MOTION CARRIED 4:0:0 Adrian Mandeville abstained.

Jeff Maguire thanked Tax Collector Eileen Curtin and QDS software for the new visual graph report provided.

14. Assessor’s Report

- a. Revaluation Services
Assessor John Chaponis included the following: Amendment to the Contract with Vision; Revaluation Update (which has been posted on the town website); proposed Letter to Property Owners; Vision 2021 Project Schedule. Eric Anderson met with John Chaponis to amend the existing contract which was reviewed by Town Attorney Dennis O’Brien. All details will be sent via a mailer to all town residents, Town Update notification system (sign up via town website), town website, Facebook, signage, etc.

15. Department Reports

- a. Fire Department – provided.
New tanker was used at the house fire on Gilead Road recently. The truck is being worked on by the dealer to install a new dump valve that is not working correctly and is covered under warrantee.
- b. Resident State Trooper – provided.
- 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.

16. Correspondence – None.

17. Public Speak – None. Jeff Maguire thanked everyone for their time.

Scott Person MOVED to go into Executive Session at 9:04 P.M.

Paula King SECONDED

MOTION CARRIED 5:0:0

18. Executive Session

- a. Discussion of Treasurer's Contract with Treasurer Barbara Griffin
- b. Pending Litigation and Union Contracts with Public Works and Town Hall Employees

Executive Session ended at 10:04 P.M.

19. Adjournment

Regular Meeting was adjourned at 10:05 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.