

**Town of Andover
Board of Selectmen
Regular Meeting**
Monday, January 10th, 2022 at 7:00 P.M.
Location: virtual Zoom meeting

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance
Jeff Maguire called the meeting to order at 7:01 P.M.
Members: First Selectman Jeff Maguire, Vice Selectman Adrian Mandeville, Jeff Murray, Paula King, Scott Person.
Town Administrator: Eric Anderson, Admin Assistant: Amanda Gibson
Finance Director: Sherry Holmes
Board of Finance: Vice Chair Diane Choquette, Joanne Hebert.
Economic Development Commission Chair: Elaine Bucharadt, Planning and Zoning Commission Chair: Jed Larson
Town Attorney: Dennis O'Brien
Public Present: Cathy Palazzi, Mike Palazzi, Leigh Ann Hutchinson, Amber Armitage.
Community Voice Channel: Nick Lavigne
2. Public Speak – None.
3. Additions/Deletions to the Agenda
Adrian Mandeville MOVED to add Executive Session for Employee Discipline Policy; to add establishing Plogging Day in Andover as New Business g.; to move 9b. Town Budget, 11. Finance Department Report, 12. Budget prior to item 5.
Scott Person SECONDED
MOTION CARRIED 5:0:0
4. Board and Commission Presentations
 - a. PZC and EDC Recommendation for a Town Planner/EDC Coordinator
Planning and Zoning Commission Chair Jed Larson and Economic Development Commission Chair presented to the board recommending a Town Planner and Economic Development Coordinator. Recommendation is based on reports from the Plan of Conservation and Development, LADA Study with Route 6 Corridor. Long Term Planning Committee along with the Planning and Zoning Commission and Economic Development Commission.
Paula King inquired on UCONN students helping with research. Adrian Mandeville stated there is no septic, water or gas lines on Route 6. Members recognized and discussed the lack of resources for this position. Jeff Maguire thanked Jed Larson and Elaine Bucharadt for their time and efforts.
5. Town Budget
Members stated that the Budget Workbook is due to the Board of Selectmen on January 18th.
Members agreed to host Budget Workshops on the following dates at 7:00 P.M. for 2 hours:
Tuesday, January 25th
Monday, January 31st
Monday, February 7th
Wednesday, February 16th
Monday, February 21st

Board reviewed the Finance Department Reports and Budget with Finance Director Sherry Holmes providing updates for the members. Members reviewed the Over Expenditure Report.

Adrian Mandeville MOVED to allow an overage of approximately \$10,000 to the Vehicle Maintenance Fund and forward to the Board of Finance for approval.
Scott Person SECONDED
MOTION CARRIED 5:0:0
6. Appointments
 - a. Memorial Day Committee – No members to appoint yet.
 - b. Citation Hearing Officer
 - c. Ethics Commission
 - d. Emergency Management Coordinator
Adrian Mandeville MOVED to appoint Mark Risley as the Citation Hearing Officer for the Town of Andover for term ending October 2023; to appoint Jay Kamins, Janice Maschi and Tammy Harrington as Regular Members and Amy March as Alternate Member to the Ethics Commission for a 2-year term ending January 1,2024; to appoint Amber Armitage as the Emergency Management Coordinator for the Town of Andover.
Paula King SECONDED

7. Resignations – None.

8. Town Administrator's Report

Adrian Mandeville MOVED to accept the proposal from Advanced Overhead Door to install an electric garage door at Public Works for \$830 to be paid for out of the General Building Maintenance Fund.

Paula King SECONDED

Adrian Mandeville MOVED to amend the motion to include electrician install cost for one outlet.

Scott Person SECONDED

MOTION CARRIED 5:0:0

Eric Anderson shared that Close Jensen & Miller will be presenting on the Bunker Hill Bridge redesign on Wednesday, January 19th at 10:00 A.M. and on Wednesday, February 9th with the DOT. Eric offered to send the Zoom meeting invitation to the members.

9. Old Business

Discuss and act upon the following:

a. Veterans Monument Park Upgrades

i. Presentation from Gerry Wright on Status

Scott Person stated that he marked two trees at the park and Distinctive Tree Care will be removing them at no cost to the town, with approval from Dave Buckley from DEEP.

b. Connectivity Grant Construction Progress - Construction postponed until Spring 2022.

c. Electrical and HVAC Upgrades at Town Hall - Already discussed in Town Administrator's Report.

d. Transfer Station - Previously discussed.

e. Formation of Museum of Andover History Committee

Paula King stated that the town is advertising for this volunteer opening.

f. Pedestrian Safety Initiative

Jeff Murray stated that the town is waiting on transfer of \$1,200 in funds. The Board of Finance to transfer into the Recreation Commission Fund.

10. New Business

Discuss and act upon the following:

a. Town Covid Status Mask/COVID Test Kit Distribution – Eric Anderson provided update that masks from the state were distributed on Tuesday, January 14th and more will be distributed on Tuesday, January 11th at 5:00 P.M.

b. Budget

i. Format and overview

ii. Workshop Schedule

iii. Budget Book preliminary draft

iv. Permanent Funds Discussion

c. VOIP System

Adrian Mandeville MOVED to authorize the Town Administrator to sign a contract with IP Genie Innovations to provide VOIP services to the Town of Andover with \$7,100 for initial set up and \$400 per month.

Paula King SECONDED

MOTION CARRIED 5:0:0

d. Resolution for CT Department of Emergency Services

Jeff Maguire MOVED to authorize the signing of a resolution for the CT Department of Emergency Management Services

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

e. Grant of Covenant and Easements - Loteczka Acres

Members decided to discuss at the next Regular Meeting.

f. Renewal of Tax Abatement for Hop River Homes and Softball Field Renewal

Members discussed the agreement with Town Attorney Dennis O'Brien. Dennis to consult with the Town Clerk, Jeff Maguire, Scott Person and Eric Anderson.

- g. Establish Plogging Day in Andover
Jeff Maguire MOVED to establish Plogging Day in Andover on the first Sunday of each month as a social recycling effort for residents to pick up litter throughout town.
Adrian Mandeville SECONDED
MOTION CARRIED 4:0:1 Adrian Mandeville abstained
- 11. Approval of Meeting Minutes
 - a. Monday, December 13th, 2021 Regular Meeting Minutes
Scott Person MOVED to approve the Monday, December 13th, 2021 Regular Meeting Minutes.
Adrian Mandeville SECONDED
MOTION CARRIED 5:0:0
- 12. Finance Department Report – Previously discussed.
 - a. Revenue Summary
 - b. Town Budget Summary
 - c. Town Aid Road (TAR) Update
 - d. Town Cash Report
 - e. Over Expenditure Report
- 13. Budget – Previously discussed.
 - a. Appropriation Transfers
 - b. Over Expenditure Requests
- 14. Tax Collector's Report
 - a. Refunds Requests
Jeff Maguire MOVED to approve the refunds for excess tax payment for Jane Sylvester for \$14.98.
Paula King SECONDED
MOTION CARRIED 5:0:0
- 15. Assessor's Report
 - a. Revaluation Services – No update provided.
- 16. Department Reports
 - a. Fire Department – Provided.
 - b. Burning Official – Provided.
 - c. Resident State Trooper – Provided.
 - d. Town Clerk
 - e. Building Department – Provided.
 - f. Assessor's Office – Provided.
 - g. Public Works
 - h. Transfer Station
 - i. Library – Provided.
 - j. Senior Transportation – Provided.
 - k. Registrars
 - l. AHM
- 17. Correspondence – None.
- 18. Public Speak – None.
- 19. Executive Session for Employee Discipline Policy
Adrian Mandeville MOVED to enter Executive Session at 9:27 P.M. and invite Town Administrator Eric Anderson.
Members exited Executive Session at 10:09 P.M.
- 20. Adjournment
Adrian Mandeville MOVED to adjourn the meeting.
Scott Person SECONDED
MOTION CARRIED 5:0:0
Jeff Maguire adjourned the meeting at 10:10 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.