

**Town of Andover Board
of Selectmen Regular
Meeting**
Monday, April 11th 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 7:00 P.M. The Pledge of Allegiance was recited.

Board of Selectmen Members present: First Selectman Jeff Maguire, Vice Selectman Adrian Mandeville, Paula King, Jeff Murray, Scott Person.

Staff Present: Town Administrator: Eric Anderson, Board Clerk: Marina Pandolfi

Assistant Finance Officer: Marina Pandolfi, Public Works Supervisor: Jay Tuttle

Senior Services Coordinator: Cathy Palazzi

Town Attorney: Dennis O'Brien

Library Board of Directors: Dianne Grenier

Planning and Zoning Commission: Leigh Ann Hutchinson

Board of Finance: Diane Choquette, Joanne Hebert

RHAM Board of Education: Eric Shevchenko

Veteran's Monument Park Director: Gerry Wright

Public Present: Mike Palazzi, Steve & Linda Fish, Susan Camoroda

2. Public Speak

Public comment was made by Linda Fish, Gerry Wright, Susan Camoroda, Dianne Grenier, Leigh Ann Hutchinson, and Eric Shevchenko

Members of the Public spoke regarding traffic safety and visibility related to pedestrians, charter revision, the RHAM budget, and the Veterans Affairs Position

3. Additions/Deletions to the Agenda

Jeff Maguire MOVED to add Board and Commission Presentations 4i. AHM Capital Request for HVAC Repairs – Steve Fish

Scott Person SECONDED

MOTION CARRIED 5:0:0

Jeff Maguire MOVED to add New Business 10j. Community Center RFP for Design Build

Scott Person SECONDED

MOTION CARRIED 5:0:0

Jeff Maguire MOVED to add New Business 10k. Authorize UCONN Energy Benchmarking Study

Scott Person SECONDED

MOTION CARRIED 5:0:0

Jeff Maguire MOVED to add New Business 10l. Town Personnel Policy

Scott Person SECONDED

MOTION CARRIED 5:0:0

Jeff Maguire MOVED to add New Business 10m. Request to Sign Agreement for Connecticut Department of Emergency Management Services to allow Town to utilize State Radio Frequencies and Towers.

Scott Person SECONDED

MOTION CARRIED 5:0:0

4. Board and Commission Presentations

i. AHM Capital Request for HVAC Repairs

Steve Fish presented on a request for funding and Support by AHM for Building HVAC repairs/ upgrades due to recent damage. He stated that the AHM building in Hebron suffered severe damage from a water coil failure two months ago. The Board of Selectmen requested additional information from Steve Fish. No Action taken by the BOS

5. Public Works

a. Current 2022 Roadwork Plan

Jay Tuttle discussed the Roadwork Plan which was also included in the packet. There are 8 miles of Road Improvement Preservation planned. These roads include Long Hill Road, Skinner Hill Road, Wheeling Road, Bear Swamp Road, Hendee Road, Old Farms Road, Shadblow Lane, Dogwood Drive, and Woodfern Way.

6. Appointments

a. Charter Revision Commission

i. Receive Applications

5 applications have been received

- Carol Lee (U)
- Pat Billings (D)
- Karen Madore (D)
- Don Denley (R)
- George Knox (D)

Adrian Mandeville MOTIONED to appoint Carol Lee (U), Pat Billings (D), Karen Madore (D), Don Denley (R), and George Knox (D) to the Charter Revision Commission.

Scott Person SECONDED

Adrian Mandeville amended his MOTION to include the resolution as it is written on Page 14 of the meeting packet, filling in the five applicant's names.

Scott Person SECONDED

MOTION CARRIED 5:0:0

7. Resignations – None

8. Town Administrator's Report

Submitted Written Report Nothing additional from Town Administrator.

9. Old Business

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

No motions or action taken

b. Town Hall Upgrades

No motions or actions taken

c. Edmunds Financial Software Status

BOS discussed options for Edmunds

10. New Business

a. Fiscal Year 2022-2023 Proposed Town Budget

Jeff Maguire MOTIONED to set the Town-Wide Budget Meeting on May 4th, 2022 at 7pm in the Andover Elementary School Gymnasium.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

b. Long Hill (Veteran's Memorial) Field Turf Contract No Action taken

c. Long Hill (Veteran's Memorial) Field Usage and Calendar

Eric Anderson sent a copy of the contract and field use schedule to the Board of Selectmen. (Included in meeting packet)
No action taken

d. DOT Local Bridge Program Preliminary Application

Scott Person MOTIONED to authorize the Town Administrator to sign the Connecticut Department of Transportation Federal Local Bridge Program preliminary application for Bridge #04582 located on Long Hill Road over the Hop River.

Paula King SECONDED

MOTION CARRIED 5:0:0

e. Town of Bolton Building Official Services Contract

Scott Person MOTIONED to authorize the Town Administrator to sign a contract with the Town of Bolton for shared Building Official services from January 1, 2022 through June 30, 2023

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

f. Finance Department Office Structure

A job description and hours are being created for the new Treasurer position.

g. Municipal Veteran's Contact Person

The BOS requested that the position be advertised online and, in the River East, and a decision made at the following meeting.

h. CIRMA Annual Meeting

The meeting is on May 26th, 2022 at the Hartford Marriott.

i. Upcoming In-Person Town Meetings

Attorney Dennis O'Brien will be looking into a pending bill regarding meetings returning to in-person

j. Community Center RFP for Design Build

The Community Senior Center Building Committee is requesting approval from the Board of Selectmen to take the next steps of soliciting design builds and quotes. The Committee is working on developing an RFP's. Adrian Mandeville MOTIONED to allow the Community Senior Center Building Committee to move the project forward in asking for RFP's for design builds.

Scott Person SECONDED
MOTION CARRIED 5:0:0

k. Authorize UCONN Energy Benchmarking Study

Cathy Palazzi has been in contact with Amy Thompson from UCONN Engineering – this department would like to complete a free of charge study on Town buildings to provide advice on how to make the Town buildings more energy efficient.

Scott Person MOTIONED to allow Amy Thompson of UCONN Engineering to complete this Benchmarking Study.

Adrian Mandeville SECONDED
MOTION CARRIED 5:0:0

l. Town Personnel Policy

The Town Administrator requested to revisit the Town Personnel Policy. Items to be brought back to the BOS include Return to Work policy, the Longevity policy, switching to 26-hour per week benefit inclusion for new employees.

m. Request to Sign Agreement with Connecticut Department of Emergency Management Services

The Board of Selectmen members and Eric Anderson discussed participation in this new radio program which will allow Andover to utilize State frequencies and towers

11. Approval of Meeting Minutes

a. Monday, March 14th, 2022 Regular Meeting Minutes

b. Thursday, March 24th, 2022 Special Meeting Minutes

Paula King MOTIONED to approve the Monday, March 14th, 2022 Regular Meeting Minutes and the Thursday, March 24th, 2022 Special Meeting Minutes

Scott Person SECONDED
MOTION CARRIED 5:0:0

12. Finance Department Report

a. Revenue Summary – Provided.

b. Town Budget Summary – Provided.

c. Town Aid Road (TAR) Update

d. Town Cash Report - Provided

e. Over Expenditure Report

Adrian Mandeville questioned two line items on the Revenue Summary – 100.30.0000.303 and 100.10.0000.103 – these accounts are under budgeted. Marina Pandolfi will look into it with Sherry Holmes.

Jeff Maguire asked about the Transfer Station Permit revenue line seeming to have a low amount – Eric Anderson replied that many residents will purchase Transfer Station Permits before the end of the fiscal year

13. Budget

a. Appropriation Transfers – none

b. Over Expenditure Requests – none

14. Tax Collector's Report – provided

a. Refund Requests

Paula King MOTIONED to authorize the First Selectman to sign the authorization to refund Thomas Talbott in the amount of \$130.22 for taxes paid in advance on property he donated to the Town of Andover, located near Boston Hill Road.

15. Assessor's Report – none

a. Revaluation Services

16. Department Reports

a. Fire Department – Provided

b. Burning Official – Provided

c. Resident State Trooper – Provided

d. Town Clerk – none

e. Building Department – Provided

f. Assessor's Office – none

g. Public Works – none

- h. Transfer Station – none
- i. Library – Provided
- j. Senior Transportation – Provided
- k. Registrars – none
- l. AHM – none

17. Correspondence – none

18. Public Speak

Joanne Hebert commented regarding RHAM's budget.

Leigh Ann Hutchinson commented that there are a small, but diverse group of applicants for the Charter Revision Commission.

19. Adjournment

Adrian Mandeville MOTIONED to adjourn the meeting at 9:31pm

Paula King SECONDED

MOTION CARRIED 5:0:0

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