

**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.

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

Mike & Cathy Palazzi – nothing at this time

Linda Fish asked if signs can be put up on roadways for pedestrians to walk against traffic instead of with traffic.

Gerry Wright reiterated Linda Fish's comment, adding that some walkers wear dark clothes and are hard to see.

Gerry Wright announced he will be stepping down as the Director for the Veteran's Services advisor, and would like Susan Camoroda to take over.

Jeff Maguire and Scott Person thanked Gerry Wright for his time he has dedicated to the Town.

Susan Camoroda also commented about walking on Town roads and signs for motorists to adhere to the speed limit.

Jeff Murray stated that reflective vests are being ordered and will be available at Town Hall. Public will be notified when they are available.

Dianne Grenier agreed that the reflective vests are a good idea. Also stated agenda items 10(b) and 10(c) should be changed from "Long Hill Field" to the "Veteran's Memorial Field"

Leigh Ann Hutchinson had a question about the Charter Revision agenda item.

Eric Shevchenko wanted to give an update on the RHAM budget. The budget proposal has been completed. Relative to last year the budget has decreased 1.22% = \$375,000. Andover's bill for RHAM will be \$215,00 LESS. There will be \$8,000 returned to Andover from the surplus. Asked for support on the RHAM budget.

Gerry Wright gave an update on the Community Garden shed project – there is one partially rotted beam, the shed will be fixed where it currently is and then will be transported.

Susan Camoroda introduced herself, she is a newer Andover resident – she met Gerry Wright, she would like to be involved in veteran's matters and to help Andover and surrounding areas.

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 stated that the AHM building in Hebron suffered severe damage from a water coil failure two months ago. The damages are currently being repaired – and are somewhat covered by insurance. AHM is making an effort to communicate to Andover and Marlborough to ask if these Towns can apply any extra funds to this project. AHM has been applying for grants – Representative Joe Courtney visited the building – Courtney’s office has community grants. AHM has put in a grant request for \$55,000. \$55,000 was also approved by the Hebron Board of Selectmen to be added into the Hebron budget.

Jeff Maguire stated that the Andover Board of Selectmen would like to participate and help out – would like some additional information and answers to some outstanding questions. Steve Fish will provide.

5. Public Works

a. Current 2022 Roadwork Plan

Jay Tuttle shared his screen and discussed the Roadwork Plan. 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.

Adrian Mandeville asked to have a schedule/time line made up for road repairs – suggested it be posted on the Town’s Facebook page and website to let residents know.

Jay Tuttle discussed work the Public Works Department has been doing to the roads, as well as specific roads that needed attention.

Adrian Mandeville asked if the current Public Works road crew can handle the amount of work – and if this crew has the time to complete the work upon other tasks

Scott Person asked what the worst roads in Andover were – and that they need to be prioritized

Jeff Murray asked to have an update each month on the progress made

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 is concerned with Don Donnelly’s application, he was appointed to the Community Center Committee and did not attend one or two meetings.

Jeff Murray seconded Adrian’s concern.

Scott Person stated he spoke with Denley – he will attend all meetings and wants to be on this commission.

Attorney Dennis O’Brien added that the Town needs to be careful about political party affiliation as well as if any of the applicants are sitting on any other boards, commissions, or are a public official (Carol Lee). He also stated that the appointments need to be done within 30 days of the commission being initiated (March 24, 2022). A Special Meeting will be held to finalize.

Adrian Mandeville asked if an alternate or replacement could be appointed.

Attorney Dennis O’Brien said a replacement could be appointed only if a member resigns. The additional person would need to comply with the above requirements.

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

Nothing additional from Town Administrator.

Scott Person asked a question about the letters for the Veteran's Memorial benefactors – have been sent out
Adrian Mandeville gave an update regarding the Finance Department transition – they are working on a job posting for the Treasurer position.

Adrian Mandeville also asked about the Town Hall server – Eric Anderson has been in contact with the network administrators, who have also been in contact with the IT Department for the Andover Elementary School. They will be working together for the Town Hall to have a direct connection to the new Edmunds accounting software instead of accessing it through the Andover Elementary School server.

Jeff Maguire asked for an update on the grant work being done at the Andover Public Library – Eric Anderson replied that the contractor is currently working on the sidewalk, and the Center Street project should also be complete within two months.

9. Old Business

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

Jeff Maguire stated the Board of Selectmen do not have all the necessary information to discuss this agenda item. They are missing information from Hop River Homes and the lease agreement for the ball fields.

b. Town Hall Upgrades

Eric Anderson stated the Town Hall upgrades are on hold until the new Community Center HVAC system is in the works – approved site plan is needed.

c. Edmunds Financial Software Status

The Town was asked if there was a possibility of moving to a "Cloud Based" version of the software – Eric Anderson stated with the changes to the server it can be functional from Town Hall.

10. New Business

a. Fiscal Year 2022-2023 Proposed Town Budget

i. Wednesday, April 13th Board of Finance Budget Public Hearing

ii. Set a date for the Town-Wide Budget Meeting

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

Paula King wanted to note that the DARE Graduation for the 6th grade class is also May 4th, 2022 at the Andover Elementary School.

b. Long Hill (Veteran's Memorial) Field Turf Contract

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)

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 in the works for the new Treasurer position. Eric Anderson is working on better access for the Edmunds accounting software in the Town Hall building

g. Municipal Veteran's Contact Person

Adrian Mandeville suggested to put an offer out for this position to other veteran's in Town. It can be advertised in the Rivereast for two weeks and voted on next month.

h. CIRMA Annual Meeting

Eric Anderson stated he may not be able to attend the meeting, extended the invite to the Board of Selectmen members if they wish to attend. The meeting is on May 26th, 2022 at the Hartford Marriott. The first seminar is at 9:30am. Registration at 9am.

i. Upcoming In-Person Town Meetings

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

10. New Business - Continued

j. Community Center RFP for Design Build

The Community Senior Center Building Committee is looking for approval from the Board of Selectmen to take the next steps of soliciting design builds and quotes. The Committee is working on 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

Eric Anderson stated he would like to revisit the Town Personnel Policy. Some items he would like to update is the Return to Work policy – Adrian Mandeville will speak to Superintendent Bruneau to see how this policy is stated for the Andover Elementary School staff. He would also like to make sure the Longevity policy is included, as well as stating the 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 how Town departments could participate 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 24th, 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.