

**Town of Andover Board
of Selectmen Regular
Meeting**
Monday, May 16th 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 7:02 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

Senior Services Coordinator: Cathy Palazzi

Town Attorney Dennis O'Brien

Library Board of Directors: Dianne Grenier.

Board of Finance: Diane Choquette, Joanne Hebert

Veteran's Monument Park Director: Gerry Wright

Economic Development Commission: Elaine Buchardt, Catherine

Magaldi-Lewis

CERT Coordinator: Amber Armitage

Public Present: Mike Palazzi, Maria Tulman, Elisabeth Houle, Cathy Desrosiers

2. Public Speak

Mike & Cathy Palazzi – none

Dianne Grenier – none

Elaine Buchardt – none

Catherine Magaldi-Lewis – none

Gerry Wright- updated the Board that the walkway at the Veteran's Memorial Park will be finished Saturday 5/21/2022,

the battlefield cross will be installed as well as three benches

Joanne Hebert – none

Maria Tulman – stated that the Hop River Homes Tax Abatement and the Softball Field Renewal are two separate and

unrelated issues

Diane Choquette – would like to address questions on the Expenditure Report in agenda item 10 (Finance Department)

Elisabeth Houle – none

Cathy Desrosiers – none

Attorney Dennis O'Brien – none

Marina Pandolfi - none

3. Additions/Deletions to the Agenda

Jeff Maguire MOTIONED to add agenda item 8L – Memorial Day Parade

MOTION PASSED 5:0:0

4. Board and Commission Presentations

a. Economic Development Commission

Elaine Buchardt and Catherine Magaldi-Lewis discussed that UCONN students will be doing a planning class in the fall in Andover. A walk through will need to be set up so the professor can collect information. The students will complete research, site visits, training, and planning workshops – will also be working with Town officials. Students will come up with 12 planning proposals, request feedback from the Town, and have a final presentation. A walkthrough needs to be done before August 29th 2022.

Suggestions were made for a communications and information section on the Town website for Boards and Commissions. Potentially have meetings every three months with Commission chairs to talk about ongoing projects.

5. Appointments - none

6. Resignations – Abbie Winter, Land Use Board Clerk has resigned

7. Town Administrator's Report

Eric Anderson discussed the 2022 Governor's Emergency Planning and Preparedness Initiative Meeting on Tuesday 5/24/2022 from 5pm to 8pm. Town Engineer Brandon Hanfield will no longer serve municipal clients – Eric will be putting out an RFQ for a new Town Engineer, also researching other firms as well. Adrian Mandeville suggested reaching out to the engineer working on the Community Center.

An RFP will be going out for the reclaiming and repaving for portions of Shoddy Mill Road and Long Hill Road.

A Public Works crew member had a minor injury on 5/16/2022, Jay Tuttle DPW Supervisor will file an injury report.

The Affordable Housing Public Hearing meeting will be up on YouTube in the coming days.

Transfer Station – Contract Renewal for textile recycling. Currently use BayState Textiles, Town receives about \$450 per year in revenue. New vendor CMRK Inc. offered to pay \$1000 per year for a recycling bin at the Transfer Station, can also place an additional bin on Town Hall property, and pay \$2000 per year additional. Eric will reach out to CMRK Inc. to see what can be done for the Town.

Nature Pond – Mr. Farrod will no longer be maintaining the Nature Pond, Eric will talk to Jay Tuttle about possible maintenance by DPW.

Connectivity project at the Library should have the majority completed by the end of the week (5/22/2022) – waiting on railing to be fabricated. The Center Street project will begin 5/19/2022 – DEEP will need to do a walkthrough. Hopeful to have project wrapped up within a month.

Board Members discussed snow removal on new walkways.

Town Clerk's Office –

Jeff Maguire MOTIONED to approve the Memorandum of Understanding with AFSCME to extend the probationary period with the Assistant Town Clerk. Adrian Mandeville SECONDED. MOTION PASSED 5:0:0

Jeff Maguire MOTIONED to appoint Adrian Mandeville as the Board of Selectmen representative for Union negotiations with AFSCME. Scott Person SECONDED. MOTION PASSED 5:0:0

8. Old Business

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

The Chairperson for Hop River Homes will extend the prior lease until June 30th, 2023

b. Town Hall Upgrades

Discussion about new water cooler – quoted product is no longer available, Eric is having Rick (My-Tech LLC) look into a lower cost product. Employee bathroom still being used by public – Adrian Mandeville will donate lock and install for employee bathroom.

c. Edmunds Financial Software Status

Eric updated the Board that Edmunds connection is now sitting on the Town server, working great. Current issue with Phoenix (previous accounting software) – trying to resolve with IT

d. Community Center RFP for Design Build

RFP's still in process – hoping to have things to approve in next few weeks

e. Municipal Veteran's Service Contact Person

Jeff Maguire MOTIONED to appoint Susan Camoroda of Jurovaty Road and John Botti of Woodford Way to a committee to act as the Municipal Veteran's Contact coordinators to act as the coordinating contact for all matters concerning Veteran's and their dependents in Andover. This will be effective as of 5/16/2022 with a term expiring on 7/1/2024. Scott Person SECONDED. MOTION PASSES 5:0:0

f. Authorize UCONN Energy Benchmarking Study

Eric met with principal and students from UCONN – need to get additional information from Finance Department for study

g. AHM Capital Request for HVAC Repairs

Eric Anderson and Jeff Maguire submitted letters in support of AHM's grant applications

h. Confirmation of Letter and Settlement for Amanda Gibson, Admin Assistant

Board Members discussed settlement letter and language in letter with Attorney Dennis O'Brien

Jeff Maguire MOTIONED to authorize the settlement for Amanda Gibson for \$11,236.50 as well as authorize the First Selectmen to sign the general releasing settlement agreement. Adrian Mandeville SECONDED. MOTION PASSES 5:0:0

- i. Town Personnel Policy
 - i. Part Time Employee Status (health care and MERF)
To be discussed in Executive Session
 - ii. Return to work after injury
Discussed language for personnel policy
 - iii. Longevity Payments
Discussion – policy employee was hired under should be honored, will discuss and approve next month – need time to read through details and changes
 - iv. Senior Transportation Drivers
No discussion
- j. Finance Department Structure
No major changes – Eric will give Selectmen notes from weekly transition meetings. Updated Board on audit status, will review Treasurer job description
- k. Upcoming In-Person Town Meetings
Online Special Meetings will now need 48-hour notice to committee members, and posted within 24 hours. Board members think virtual meetings are working better
- l. Memorial Day Parade
Discussion about Memorial Day Parade location – concern is being able to hear over Route 6 traffic; Jeff Maguire will talk to committee. Paula King will bring a speaker and microphone to be used for the ceremony.
- 9. New Business
 - a. US Army Donations Program – Qualification Checklist
Checklist needs to be signed by the First Selectman every 3 years, stating the Town would like to still pursue the program, and keeps Town on the list when new pieces of Army material become available.
Scott Person MOTIONED to authorize either the First Selectman or Town Administrator to file paperwork to authorize the acceptance of donations of Army material through the US Army Donation Program for combat materials. Adrian Mandeville SECONDED. MOTION PASSES 5:0:0
 - b. Fiscal Year 2022-2023 Proposed Town Budget
 - i. Referendum on Tuesday May 17th from 6am to 8pm – no discussion
 - c. Longevity Bonus for Town Employees per old contract – previously discussed in agenda item 8i. iii.
 - d. Vision Government Solutions
 - i. Discussion of local hosting vs Cloud hosting for data base
Eric discussed that the Town will need to purchase an additional server license or use a cloud hosting site. The cloud would cost around \$2500 per year – the best route would be to host locally.
Adrian Mandeville MOTIONED to authorize the Town Administrator to have the Town's IT professionals secure a license for Vision, to install software on our local server and use remaining money from the revaluation to accomplish this. Paula King SECONDED. MOTION PASSES 5:0:0
 - e. Board Clerk Employment
Discussion of pay via 1099 or W2.
Adrian Mandeville MOTIONED to have all Board Clerk pay switched to 1099's, effective immediately – as well as the Town Administrator advertise for additional Board Clerks. Paula King SECONDED. MOTION PASSES 5:0:0
 - f. Town Communications Policy
Town Communications Procedure produced – Page 48 of the meeting packet, effective 4/20/2022
 - g. AHM Mental Health Little Library
Decision to place Little Library at near the Community Room entrance at Town Hall
 - h. Senior Transportation Vehicle Parking
Concern for current parking of vehicles at Old Senior Center – DPW may be able to clear an area behind the locked gate until a new location is determined. Discussion of possible new location, repairs to a current Town location, and explore other ideas
- 10. Approval of Meeting Minutes
 - a. Monday, April 11th, 2022 Regular Meeting Minutes
No action taken – correction to format of minutes to be done

11. Finance Department Reports
 - a. Revenue Summary
 - b. Town Budget Summary
 - c. Town Aid Road (TAR) Update
 - d. Town Cash Report
 - e. Over Expenditure Report

Diane Choquette had questions regarding Grants being listed in the Expenditure Report – should not have been listed, formatting error. Marina Pandolfi updated Board about a new product from Edmunds Financial Software – ViewPoint Dashboard that would allow Board or Commission members to view data updated through the Financial Software.

Discussion about remaining dollars in budgeted expense accounts, if there is a cutoff date for funds to be used by. Eric reviewed potential budget transfers for the Board of Finance to approve.

12. Budget
 - a. Appropriation Transfers
 - b. Over Expenditure ReportReviewed in agenda item 11e.

13. Tax Collector's Report
 - a. Refunds RequestsPaula King MOTIONED to authorize the First Selectman to sign the authorization to refund excess tax payments to Kevin Shea of \$544.50 and Kristin McGregor of \$28.80, for a total of \$573.30. Scott Person SECONDED. MOTION PASSES 4:0:1 with Adrian Mandeville abstaining.

14. Assessor's Report
 - a. Revaluation ServicesDiscussed in agenda item 9d.

15. Department Reports
 - a. Fire Department
 - b. Burning Official
 - c. Resident State Trooper
 - d. Town Clerk
 - e. Building Department
 - f. Assessor's Office
 - g. Public Works
 - h. Transfer Station
 - i. Library
 - j. Senior Transportation
 - k. Registrars
 - l. AHM

16. Correspondence – none

17. Public Speak

Amber Armitage –none
Elaine Buchardt – none
Joanne Hebert – happy that the Board of Selectmen is reviewing the Town's Personnel Policy
Diane Choquette – none

18. Executive Session to Discuss
 - a. Consider Renewal of Town Administrator's contract
 - b. Union contracts discussion

Adrian Mandeville MOTIONED for Executive Session at 9:19pm to discuss "Consider Renewal of Town Administrator's contract" and Union contracts. Attorney Dennis O'Brien was asked to be included. Scott Person SECONDED. MOTION PASSES 5:0:0

Executive Session ended at 11:07pm

19. Adjournment

Adrian Mandeville MOTIONED to adjourn the meeting at 11:08pm. Paula King SECONDED. MOTION PASSES 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.