

**Town of Andover Board
of Selectmen Regular
Meeting**
Monday, June 13th, 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

Town Clerk: Carol Lee

Charter Revision Commission: Karen Madore

Senior Services Coordinator: Cathy Palazzi

Town Attorney: Dennis O'Brien

Board of Finance: Diane Choquette, Joanne Hebert

Planning & Zoning Commission: Anne Cremè, Jed Larson, Leigh Ann Hutchinson

Public Works: Jay Tuttle

Andover Board of Education: Superintendent Valerie Bruneau

175th Anniversary Committee: Catherine Magaldi-Lewis

Public Present: Mike Palazzi, John Kentris

2. Public Speak

Mike & Cathy Palazzi – none

Anne Cremè – none

John Kentris – inquired with Board of Selectmen about receiving permission to hunt on land in Town

Catherine Magaldi-Lewis – update on 175th Town Anniversary, could use help and support from Town leaders – looking for sponsors and donations

Diane Choquette – none

Carol Lee – none

Leigh Ann Hutchinson – asked if there will be enough Public Works personnel to complete seasonal roadside mowing

Attorney Dennis O'Brien – none

Marina Pandolfi - none

Jed Larson – none

Superintendent Valerie Bruneau – none

Jay Tuttle - none

3. Additions/Deletions to the Agenda

Eric Anderson asked to move agenda items 9b, 9c, 9d, 9e, 9g, and 9h before agenda item 5 - Appointments

4. Board and Commission Presentations

a. Recommendations from the Charter Revision Commission

Carol Lee stated she submitted a draft report for the Charter Revision Commission – provided in meeting packet. Dennis O'Brien commented that the Board of Selectmen will need to have a public hearing. Attorney O'Brien has sent in the revision, ballot questions will need to be submitted and reviewed at the Board of Selectmen's July meeting – it will then go on to the Secretary of the State's office to be put on the November election ballot.

Scott Person MOTIONED to set a Public Hearing date of Monday, June 27th, 2022 at 7pm via Zoom.

Jeff Murray SECONDED

MOTION CARRIES 5:0:0

Discussion between Board members and Attorney O'Brien if there are any changes the public would like to make, what the next steps would be.

Adrian Mandeville MOTIONED to schedule a meeting between the Board of Selectmen and the Charter Revision Commission immediately after the Board of Selectmen meeting for the Charter Revision Commission presentation.

Scott Person SECONDED

MOTION CARRIES 5:0:0

b. Planning and Zoning

Jed Larson touched on Affordable Housing Plan, all Towns were required to come up with an Affordable Housing Plan – Bill Warner put plan together and was submitted to the State before the deadline of June 1, 2022.

Reviewed and discussed the Affordable Housing Plan and Andover's demographic information, spoke to Board members about opting out of Public Act 21-29 Accessory Dwelling Units. Concern is for small building lots around the Lake, Accessory Dwelling Unit's on these lots would not be conducive to maintaining water quality of the Lake.

Jed also explained the process of opting out of this Public Act – presentation shown in meeting packet.

Additional discussion and questions regarding regulations from Board members.

Jed additionally discussed the Affordable Housing Plan – the State requirement is 10% of housing needs to be affordable. New potential units could be added to the senior housing by the ball fields, or by the new Community Center. The end goal is 10 new units over the next 10 years.

The Board of Selectmen will need to approve the opt out after the Planning and Zoning Commission meeting. In the future a building committee will need to be put together for affordable housing.

9. b. Demolition estimates for the Old Fire House

Jay Tuttle (DPW) discussed that his department could demo the building – no cost estimates yet. Would need to rent an excavator with attachment for around \$5000-\$6000, 10 +/- dumpsters for material, cost of diesel/Town vehicles, and employee time – project could be done for under \$20,000.

Additional discussion between Jay Tuttle, Eric Anderson, and Board on ideas for replacing the Old Fire House or other Town locations to store the Senior Transportation vehicles. Grant funding could potentially be used for this project. Need to have future discussion on demolition.

Adrian Mandeville MOTIONED to allow Eric Anderson to pursue the Old Fire House/Senior Transportation vehicles project as a STEAP grant option, and allot \$250,000k of STEAP funds towards the project.

Jeff Murray SECONDED
No action taken.

Board members discussed other options for STEAP grant funds. Superintendent Valerie Bruneau shared the Andover Elementary School could use STEAP grant funding to make the current playground and facility ADA compliant. There are currently no accommodations for students in wheelchairs.

Additional discussion on the requirements for the grant application, and how to apply the funds to certain projects.

Adrian Mandeville MOTIONED to authorize the Town Administrator to put together a STEAP grant application up to \$250,000 plus the requirement match funds from the Town for a new building to store Senior Transportation vehicles and the Old Fire House location project, and an additional \$250,000 grant for the Andover Elementary School to ensure the playground is ADA compliant.

Scott Person SECONDED
MOTION CARRIES 5:0:0

e. Purchase of a Portable PA System

New portable PA system needs to be purchased for Town events.

Adrian Mandeville MOTIONED to authorize the Town Administrator to purchase a new portable PA system for under \$600 for Town events.

Paula King SECONDED

Adrian Mandeville AMENDED his motion that Jeff Murray will select this new system.

Paula King SECONDED
MOTION CARRIES 5:0:0

g. Resolution Regarding Driveway Apron Permits

Adrian Mandeville MOTIONED to approve the resolution delegating Board of Selectmen authority for permits regarding driveways connecting the roads in Town to the Department of Public Works supervisor of the Town, as so written by Attorney Dennis O'Brien in the Board of Selectmen meeting packet.

Scott Person SECONDED
MOTION CARRIES 5:0:0

h. Employee Educational Funding for Job Skills

Discussion regarding Town considering contributing funds to a portion of an online college degree program for Department of Public Works Supervisors for a current DPW employee. Eric Anderson and Jay Tuttle will put together a proposal for costs. Will need to speak with AFSCME Union as well.

5. Appointments - none

6. Resignations – none

7. Town Administrator's Report

Eric Anderson reviewed his report provided in the meeting packet.

An RFQ is out for Engineering Services – will consult with Jay Tuttle, Jed Larson and Ed Sarisly to interview & pick a firm. Eric is consulting with the project engineer for the Community Center design – will be paid from the Multi-Use Building Fund. Reviewed RFP for reclaim on Long Hill Road and Shoddy Mill Road. He will begin to advertise for the open Public Works Maintainer position. Adrian Mandeville will additionally join the interview panel. The Connectivity Grant project is 75% complete – a landscape design will be added. The Town should be receiving the remaining portion of the ARP Grant funds soon.

8. Old Business

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

Board of Selectmen signed and agreed to the Tax Abatement, Softball field Renewal needs remaining signature from USDA

b. Community Center RFP for Design Build

RFP's still in process – sent out to a few people for consult

c. Authorize UCONN Energy Benchmarking Study

Eric Anderson provided all of the information required. Waiting on one more piece of information from the Andover Elementary School.

d. Town Personnel Policy

i. Part Time Employee Status (health care and MERF)

To be discussed in Executive Session

ii. Return to work after injury

no discussion

iii. Longevity Payments

no discussion

iv. Senior Transportation Drivers

No discussion

Eric Anderson is waiting for the Board to review the redline copy and provide feedback.

e. Finance Department Structure

No major changes – Eric sent note to Board on Friday June 10th, 2022 on status of office

f. Board Clerk Employment

Job posting is active – look into posting on Indeed

g. Senior Transportation Vehicle Parking – previously discussed in meeting

9. New Business

a. Fiscal Year 2022-2023 Proposed Town Budget – budget passed at referendum, Board of Finance set Mil Rate at 31.91

f. Car Charging Installation at Town Hall

Eric Anderson stated that a grant can be applied for through Eversource, Town will pay for half the cost of the chargers – Eversource will cover the installation, funds will be taken from the Building Maintenance Fund.

Adrian Mandeville MOTIONED for the Town Administrator to submit an Eversource application for a grant to cover the installation cost of 2 Electric Chargers – EVSE 3704 pole mounted Level 2 chargers with a credit card station and RFID reader at the Andover Town Hall with an estimated cost of \$24,132 – Town's cost is about \$5,000. Chargers to be located on the south-west side of the Town Hall building, project will not be started until Eversource issues the official incentive reservation determination letter.

Paula King SECONDED
MOTION CARRIES 5:0:0

Eric Anderson will also let the Library know about this program – if they are interested a 2nd grant application will be submitted.

10. Approval of Meeting Minutes

- a. Monday, April 11th, 2022 Regular Meeting Minutes
- b. Monday, May 16th, 2022 Regular Meeting Minutes

Paula King MOTIONED to approve the Monday, April 11th, 2022 Regular Meeting Minutes and the Monday, May 16th, 2022 Regular Meeting Minutes.
Adrian Mandeville SECONDED
MOTION CARRIES 5:0:0

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

Adrian Mandeville asked a quick question regarding multiple line items on the same Purchase Order/Check #. Many vendors have multiple invoices that are paid on one check.

12. Budget

- a. Appropriation Transfers
- b. Over Expenditure Report
 - In meeting packet

13. Tax Collector's Report

- a. Refunds Requests - none

14. Assessor's Report

- a. Revaluation Services – none will move this report into agenda item 15 going forward

15. Department Reports – provided in packet

- 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

Karen Madore – none

Joanne Hebert – commented regarding consideration of employee education funding

Anne Cremè – none

Diane Choquette – none

Leigh Ann Hutchinson – none

Carol Lee – none

Marina Pandolfi – circled back on longevity payment for employee to be paid out this fiscal year

Attorney Dennis O'Brien – question on public hearing for Charter Revision Commission meeting date

Paula King – stated the 175th Anniversary Committee is collecting recipes for a book that will be sold. Recipes can be submitted through the Facebook page, Library, and Town Hall. There is also a donation link on the Support Network, Town Website, and Town Facebook page

18. Executive Session to discuss Union Contract

Paula King MOTIONED to enter Executive Session at 9:45pm. Scott Person SECONDED. MOTION PASSES 5:0:0

Executive Session ended at 10:06pm

19. Adjournment

Adrian Mandeville MOTIONED to adjourn the meeting at 10:06pm. 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.