

**Town of Andover
Board of Selectmen**
Monday, December 14th, 2020 at 7:00 P.M.
Location: virtual Zoom meeting

Regular Meeting Minutes

The Public Hearing scheduled did not occur.

1. Call to Order/Pledge of Allegiance
First Selectman Jeff Maguire called the Regular Meeting to order at 7:02 P.M.
The Pledge of Allegiance was recited.
Members Present: First Selectman Jeff Maguire, Scott Person, Paula King, Jeff Murray.
Members Absent: Vice Selectman Adrian Mandeville
Town Administrator: Eric Anderson, Admin Assistant: Amanda Gibson
Assistant Finance Officer: Marina Pandolfi
Town Attorney: Dennis O'Brien
Public Present: Bill Liswell, Lorraine Liswell, Dianne Grenier, Joanne Hebert, Shannon Loudon, Curt Dowling
2. Public Speak
Shannon Loudon acknowledged 8-year anniversary of Sandy Hook Elementary School shooting in Newton, CT. Shannon also expressed gratitude to the Andover Elementary School administration, staff, teachers, parents, students and community for keeping the school COVID-19 free and safe.
Dianne Grenier expressed gratitude to the community carolers this past weekend.
Curt Dowling expressed devastating news of losing 19-year Andover Volunteer Fire Department volunteer Gary Calve, sharing that he was an instrumental part of the department during the daytime hours. Curt also referred to his letter written to the Board of Selectmen regarding concerns of need for yellow line painting of roads, especially in the lake area, sharing concerns for pedestrian and cyclist safety.
3. Additions/Deletions to the Agenda
Scott Person and Paula King MOVED to delete Item Old Business 7c. Hunting on Town Property and to delete Item New Business 8b. Vote on Employee Dismissal Proceeding.
Jeff Maguire SECONDED
MOTION CARRIED 4:0:0
4. Board and Commission Presentations
 - a. BOS/BOE Combined Finance Department Committee
 - i. Town Accounting Software
Eric Anderson reported that the process with Edmunds software is in progress.
 - ii. Finance Director Interviews
Jeff Maguire reported that interviews are underway with applicants.
 - b. Traffic Safety Committee
 - i. Speed Check Sign
Eric Anderson stated that the single speed check sign is being utilized, high speeds have been detected and the Resident State Trooper is addressing this issue. The town is to be provided 2 more solar powered speed check signs from a federal grant in the near future.
 - ii. Island Street Intersections
Eric Anderson shared that the Island Street and Lakeside Road intersection crosswalk has been painted and the Lake Road and Island Street intersection updated from a 1-way stop to a 3-way stop.
 - iii. New Facebook page to solicit public comments
Eric Anderson shared that the Traffic Safety Committee created a Facebook page to share important information and gather more public feedback. (Andover, CT – Community Traffic Safety)
5. Appointments (Advisory Notice only)
 - a. Richard Begin, Public Works Maintainer
 - b. Susan England, Regular Member of the Planning and Zoning Commission
 - c. Ann Blanchard, Alternate Member of the Planning and Zoning Commission
 - d. Kevin Arnesen, Alternate Member of the Planning and Zoning CommissionThe Board of Selectmen acknowledged the appointments.

6. Town Administrator's Report
Eric Anderson recognized that long-time Andover Volunteer Fire Department Gary Calve has sadly passed away, thanking him for his time and service to the Town of Andover.
Eric shared a COVID-19 update reporting 60 positive cases and 1 death in Andover. The Town Hall has its first employee positive case.
Eric announced for the community to take precautions for the impending snowstorm.
Eric provided a full report. *See included.
7. Old Business
Discuss and act upon the following:
 - a. COVID Update – Previously addressed.
 - b. Alarm Monitoring for Town Buildings – No update as of yet.
8. New Business
Discuss and act upon the following:
 - a. Town Meeting for Land Acquisition on Saturday, January 9th, 2020
Paula King MOVED that pursuant to General Statutes section 7-3, Town Charter sections 302 & 304(B), and paragraphs 1 of Executive Orders 7B and 9H of the Governor of the State of Connecticut, a Special Town Meeting is scheduled to be held in hybrid fashion starting remotely by telephone or computer at 10:00 a.m. on Saturday, January 9, 2021, and concluding with an in person drive up / walk up vote at the Town Hall, 17 School Road, Andover, beginning immediately after the remote portion of the meeting, and ending after the last person in line has voted, and therefore:
The Electors and Citizens qualified to vote in town meetings in the Town of Andover are hereby notified that a Special Town Meeting for the Town of Andover will be held via Zoom application and drive up /walk up vote on Saturday, January 9, 2021 beginning at 10:00 a.m. for the following purposes:
 1. To choose a Moderator for said meeting;
 2. For discussion to determine whether to accept gifts to the Town of two vacant parcels of land consisting of 5.3 acres, more or less, on or near Shoddy Mill Road, and 1.6 acres, more or less, on or near Oak Farms Road (both recorded in Andover Land Records Volume 75, Page 611), from the Northern CT Land Trust, and one vacant parcel of 7.84 to 8.2 acres of land, more or less, on or near Boston Post Road (recorded in the Andover Land Records Volume 25, Page 261) from Thomas D. Talbot, and approve acquisition of these parcels by the Town;
 3. Recess for voting to determine whether to accept these proposed gifts of land; and
 4. Adjournment.Anyone intending to vote on this item must provide proper identification. Voting by absentee ballot is not permitted for this meeting.
Dated at Andover, CT this 15th day of December, 2020.
Scott Person SECONDED
MOTION CARRIED 4:0:0
 - b. Possible discussion and resolution for the Appointment of an Acting Building Official
Jeff Maguire MOVED to appoint Jim Rupert as the Acting Building Official for the Town of Andover effective December 1st, 2020.
Paula King SECONDED
MOTION CARRIED 4:0:0
9. Approval of Meeting Minutes
 - a. Monday, November 9th, Regular Meeting Minutes
 - b. Wednesday, December 2nd, Special Meeting Minutes
Paula King MOVED to approve the Monday, November 9th, Regular Meeting Minutes and Wednesday, December 2nd, Special Meeting Minutes.
Scott Person SECONDED
MOTION CARRIED 4:0:0
10. Treasurer's Report
 - a. Revenue Summary
 - b. Town Budget Summary
 - c. Town Aid Road (TAR) Update
 - d. Town Cash Report
 - e. Over Expenditure Report

Eric Anderson introduced Marina Pandolfi, Assistant Finance Officer for the Town of Andover and Andover Elementary School. Marina greeted the Board of Selectmen and meeting attendees.

11. Budget

- a. Appropriation Transfers – None.
- b. Over Expenditure Requests – None.

12. Tax Collector's Report

- a. Refunds Requests

Paula King MOVED to approve the following refunds for excess payments; Ford Credit for \$473.67, Linda Armstrong for \$15.52 and Keybank for \$1154.66 (for a total of \$1643.85).

Scott Person SECONDED

MOTION CARRIED 4:0:0

13. Assessor's Report

- a. Revaluation Services

Per the auditing firm as of last Friday, December 11th, Vision had completed 27% of the residential assessments.

14. Department Reports

- a. Fire Department
- b. Resident State Trooper
- c. Town Clerk
- d. Building Department

Eric Anderson shared that he created a building fee structure and proposed updates for the Building Department.

- e. Assessor's Office

- f. Town Garage

Eric Anderson announced Jay Tuttle as the new Public Works Supervisor beginning on Monday, December 21st.

Recognized Foreman Ed Kasacek's 33 years of service.

- g. Transfer Station

- h. Library

Eric Anderson reported that the Public Library is currently open with restrictions.

- i. Senior Transportation

Eric Anderson reported that senior transportation is only running for emergency medicals, grocery shopping, and food delivery.

- j. Registrars

Eric Anderson shared that the Registrars held a very successful election.

- k. AHM

- l. RHAM

15. Correspondence

16. Public Speak

Jeff Maguire recognized long-time resident Jeanne Person, mother of 8 children including Selectman Scott Person, who unfortunately passed away. Expressed the shared sadness of the community and condolences to the family.

Shannon Loudon thanked the Board of Selectmen, Eric Anderson and Amanda Gibson for all their hard work. Wished everyone happy holidays!

Dianne Grenier shared that the Andover's Community Fund Advisory Committee (9 members) has been formed to determine the allocation of Hartford Foundation for Public Giving funds.

On behalf of the Andover Farmers' Market Committee, Amanda Gibson thanked Jeanne Person, lifetime member of the Farmers' Market Committee for all her volunteerism and dedication to the market and community.

17. Adjournment

Paula King MOVED to adjourn the Regular Meeting

Scott Person SECONDED

MOTION CARRIED 4:0:0

Jeff Maguire adjourned the Regular Meeting at 8:16 P.M.

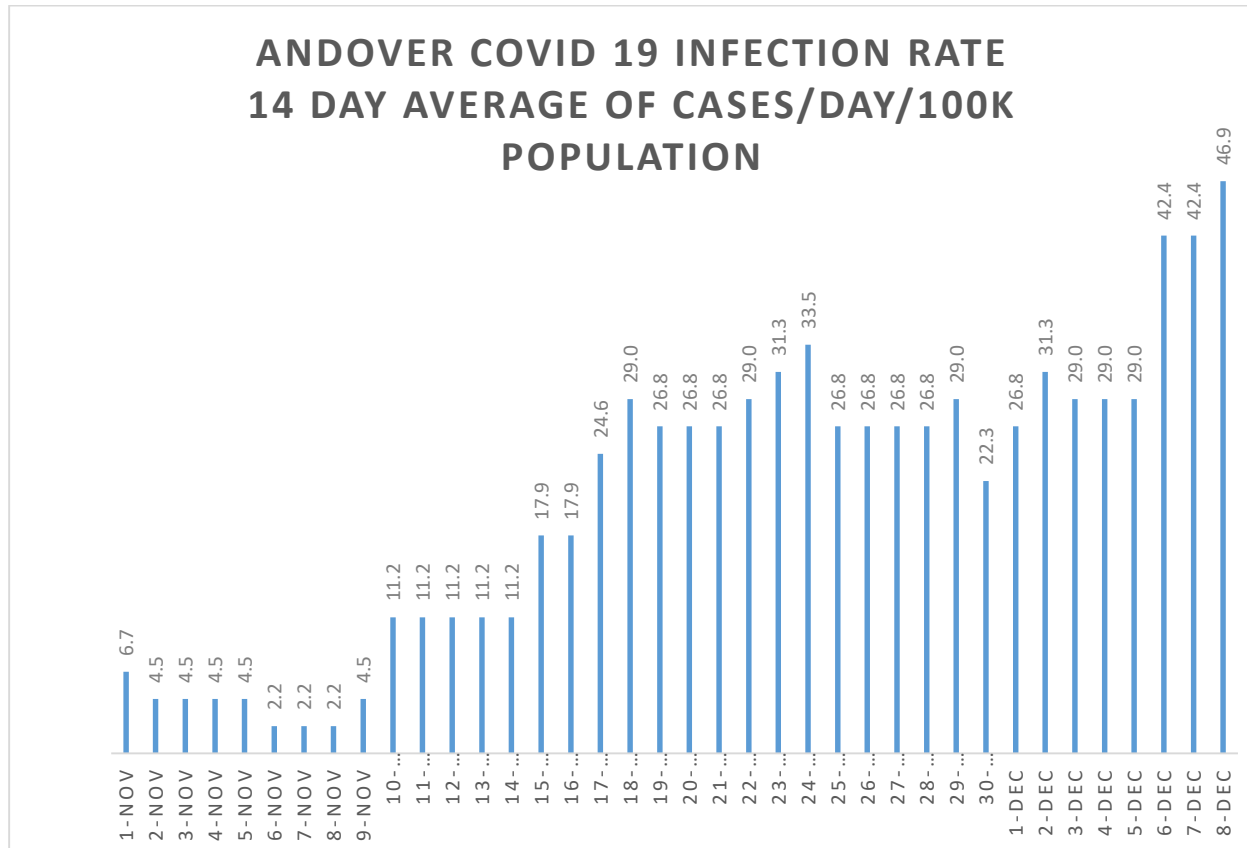
*Please visit our town website at www.andoverct.org for upcoming VIRTUAL meetings with instructions on how to join. The following boards/commission Zoom Video Recordings are posted to the NEW Town of Andover, CT YouTube Channel: Board of Selectmen, Board of Finance, Board of Assessment Appeals, Inland 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.

Town Administrator's Report

for Monday, December 14th, 2020 Board of Selectmen Regular Meeting

Covid Update as of 12-9-2020:

This is rapidly evolving. Here is Andover's numbers for infection rate.

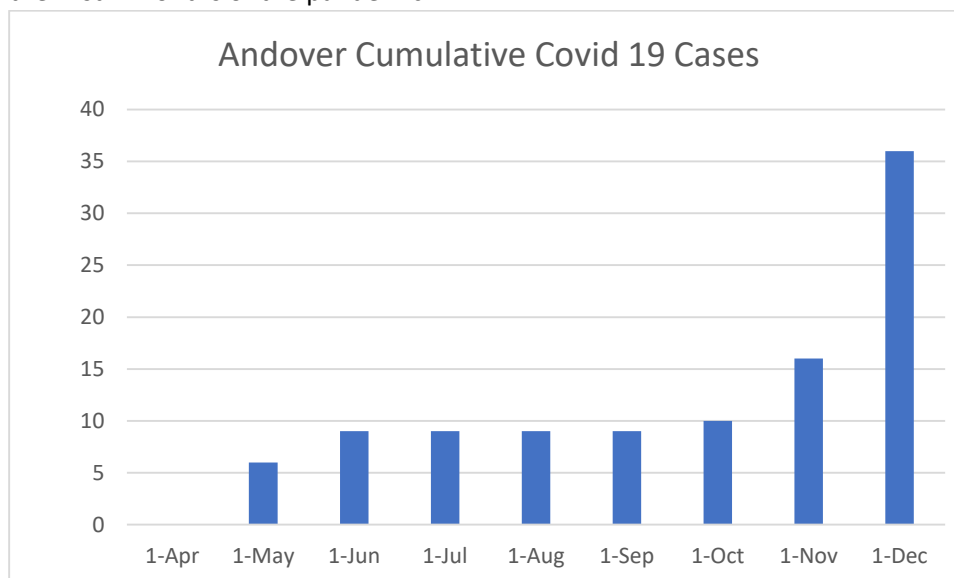


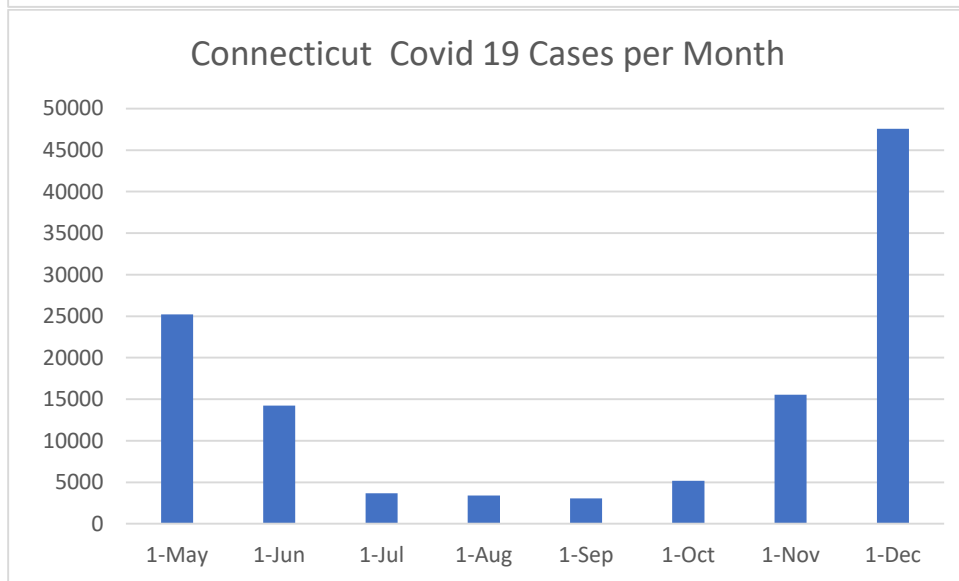
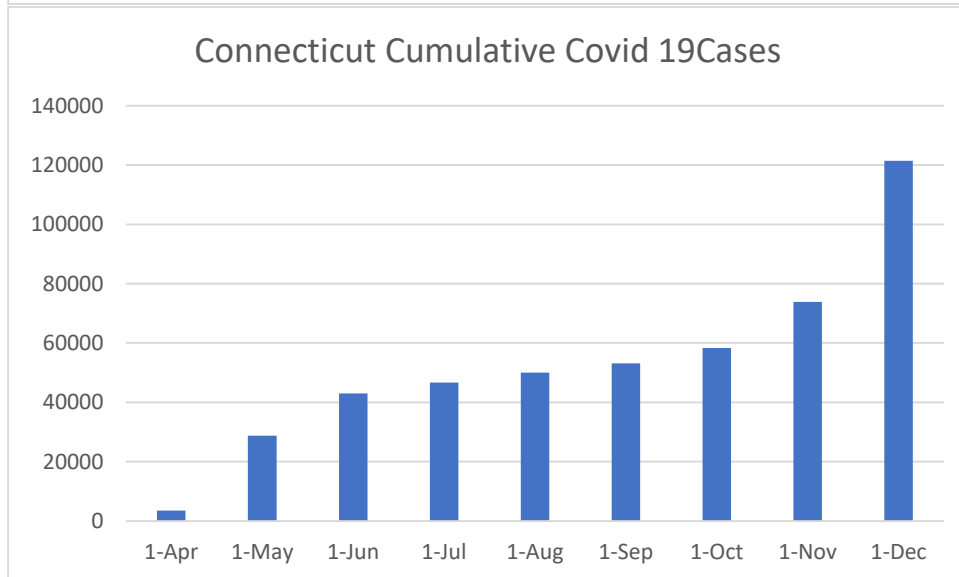
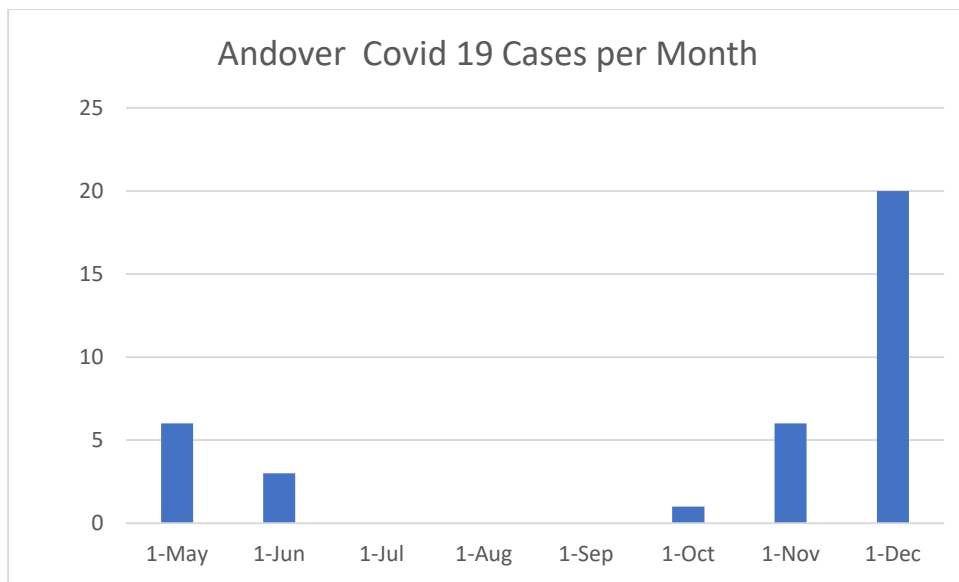
Connecticut overall is running around 60 now so we are still below the state average although both are rising.

Nationally the number is ~55.

Nationally, the states that were the hardest hit are starting to get better as they initiate lockdowns.

In the first 8 days of December Andover had **16** new Covid 19 infections. We had more cases in the last 8 days than in the first 7 months of the pandemic.





The other concern is hospital beds.

October 1st Connecticut had **110** patients hospitalized with COVID 19

November 1st Connecticut had **340** patients hospitalized with COVID 19

December 1st Connecticut had **1212** patients hospitalized with COVID 19

This increase leveled off a bit this week, which is good.

Obviously that is a bad trend. Hospitalizations lag positive COVID tests by ~ 2 weeks so we can expect the trend in hospitalizations to keep increasing. There are differing reports of how much capacity we have for additional patients.

NPR was reporting that one of the doctors groups in Connecticut is saying the hospitals will be at capacity in 1-2 weeks here in Connecticut.

Our neighbor Rhode Island has opened its first field hospital, because their hospitals are already at capacity.

The good news is that the average stay in the hospital is ½ as long as it was in June so that is part of the reason we are only at 1200 hospitalized.

The Governor is going to have to make some hard decisions about keeping restaurants open.

Town Hall:

As you all know the Town hall is CLOSED to the public, but is fully staffed at this point as the COVID case count in Connecticut is rising again.

Planning underway with employees and IT in case the Town Hall needs to shut down again if COVID spikes cause shutdowns at the state level again. I have asked all departments to give me a plan for how they will transition back to remote operations if necessary. I am hopeful this will not be necessary. Still working out the kinks to allow all employees to work from home.

Planning is also underway for a backup internet connection at the Town Hall incase CNET goes down. Likely will be by some sort of MiFi.

Implemented an IT security training program for town employees through South Windsor. The Tax Collector Eileen was the first employee to complete all the trainings. She will get a \$25 gift certificate for being the first to complete it.

Finance Office:

Andover hired and welcomes Marina Pandolfi as the Assistant Finance Officer. She is settling into the job nicely. We are interviewing for the Finance Director.

Building Department:

As we modernize the department we also need to update our fee structure which has not been updated in many years. This will also potentially allow us to pursue an online permitting system. I am working on this as well as a simple spreadsheet to calculate it.

Senior /Social Services:

Continuing to run the bus for essential medical runs. We are also doing grocery bus runs for those that do not have cars. All COVID protocols are being observed.

This month we have had one emergency fuel request and one for diapers. Both have been accommodated.

We are unfortunately providing very limited services for seniors at this time.

Toy Drive is underway until 12/17. Gifts to be distributed to Andover families in need the week of 12/21.

Land Acquisition:

There will be a resolution to sign regarding the town meeting for land acquisition. The meeting has been delayed to January due to a number of factors.

Library Mural Vandals:

Court docket updates: <https://www.jud2.ct.gov/crdockets/DocketNoEntry.aspx?source=Pend>

Next Court date March 2 2021 for all 3 of them.

Amanda filed the paperwork with the courts for restitution to the town which will be refundable.

Speed Radar Info:

We are getting two new solar powered speed signs through a state/federal grant program. I asked about it about 6 months ago and then forgot all about it until they called to say we were getting the signs. Initially the signs will go up on Gilead Rd and Bunker Hill Road, because they are purchased with rural crash reduction federal dollars we need to deploy them where there is crash data to warrant it. After a few months, we can move them around to other locations. These signs upload data directly via cellular network so should be easier to do data analysis. This is about an \$8,000 grant to the town.

We are still working out the kinks of data acquisition with our Stryker Unit. No additional data to report from last time.

Public Works Info:

Edwin Kasecek retired effective Dec 1. I would like to thank Ed for 33 years of service to the Town of Andover. I hope he enjoys his retirement. His replacement, Jay Tuttle starts Dec 21. I am covering in the meantime.

We still need a new more functional computer setup for Public Works for Jay, now that we have a PW Supervisor that can use a computer. This is in the works.

Richard Begin is onboard as a full time Public Works Maintainer.

We have had 2 plowable events so far this winter. I have received one complaint about not using sand from a resident who could not make it up Bunker Hill Road while it was snowing.

Here is the current project list for Public works which we have been able to mostly work off the items:

- ~~1. Evaluate dura patcher to truck mounting~~
 - ~~a. Call Marty Comer at 860-250-6442 Ed~~
 - ~~b. Bring truck to Comer to try to fit it (Tim and Tom)~~
 - ~~c. Alt find another truck to borrow~~
 - ~~d. Get stone for durapatcher~~
- ~~2. Get geotextile fabric and finish the drainage at the transfer station (Tim, Tom, Ed)~~
- ~~3. Hook up battery to radar sign, program and mount first one (Eric, Darrell, PW crew)~~
4. Rail trail blow off leaves on rest of trail (Richard final for winter need to wait for snow melt)
- ~~5. Cut large tree on rail trail near gun club need backhoe (whole crew)~~
- ~~6. Cut large Tree on rail trail near Andover museum need backhoe (whole crew)~~
- ~~7. Guardrails Are they finished? Richard~~
- ~~8. Clean up debris on Old Coventry Road~~
- ~~9. Clean up old maple tree on Burnap Brook~~
- ~~10. Line striping, stop bars sharrows, crosswalk at Island St, striping at transfer station~~
 - ~~a. Use our normal contractor or R and J striping 860-234-2784~~
 - ~~b. See excel file for striping and painting areas (Ed coordinates, Tim or Tom works with vendor (in the works)~~
- ~~11. Get durapatcher and fill potholes (2-3 person crews)~~
12. Exterior Painting at transfer station
 - a. Borrow airless sprayer Delayed until next Spring
- ~~13. Move the container at the ball field to the other side of the road~~
- ~~14. Rodent problem at Library real or imagined~~
- ~~15. Remove stuff at athletic field of elementary school~~
16. Remove large metal piece near school dumpster
- ~~17. New sign at the edge of gas lines near school property saying no trespassing school property~~
18. Pour Concrete extension for pump at athletic field (spring)
19. Fix fence near ball field
20. Adjust lights at the ball field (why are they not turning on for Soccer?) Requested Eversource replace bulbs burned out Rick from Lenco will adjust lights when bulbs replaced
- ~~21. Tear down old building outbuilding at town Garage~~
22. Repair truck body Sides
23. Repaint stop bar on roadway near Island St.- may wait until spring
24. Interior painting of Public works building

Precision Weather Forecasting:

So far the results using a Public Works Specific weather service have been very good. We are debating between two products both roughly the same cost. We will probably go with **Weather Works** since that is the one Jay Tuttle prefers. They both seem equal to me.

Transfer Station:

Transfer Station brush pile has been chipped and hauled.

We delivered 15 loads of chips to the Andover Sportsman's Club to get rid of it and they made a donation to the Andover Food Pantry so that worked out well all around.

Drainage detention basin on the lower level is complete per specs from town engineer
Line painting and no parking paint is complete. Things still under consideration

Bunker Hill Bridge:

Survey done, January they will be doing test borings for soil stability.
We are still looking at Spring 2022 to start the actual bridge construction work.

Hutchinson Rd Culvert:

This culvert is in critical need of replacement. We are beginning the process with Survey, wetlands flagging and hydrology calculations. The initial work paid from the bridge and culvert permanent fund

Times Farm Bridge:

Still on Hold awaiting CME reassigning a new engineer for coverage. We have submitted paperwork to DOT requesting certification of new personnel. DOT has not yet certified the proposed personnel. We are now just waiting on a final cost accounting of one of the change orders from CME. As it stands, there is a \$17,000 discrepancy. CME has to resolve to the states satisfaction before we can proceed.

STEAP Grant:

Working on paperwork for STEAP grant.

Connectivity Grant:

Still no Major update, phase one of the project the signalized upgrade is STILL not finished yet. CDOT will not issue encroachment permit letter until phase 1 is complete. We still do not have an encroachment permit letter. I transferred the Survey and drawings from Gerry Hardisty who has now moved out west to Brandon Hanfield.

Forestry:

No updates since last month.

I examined all the property's that are large enough to justify a forestry management program.

We are still awaiting setting up a meeting with Rick Zulic of Datum Engineering. Will set up a meeting with Scott Person and myself.

Revaluation:

The revaluation process by the Assessor's Office is beginning now. We sent a mailer to all residents, got press releases in the papers, and used the website and social media to push it to inform residents.

Oil and Diesel:

We still have not locked in prices for next year.

Federal Reimbursement:

We received \$7,000 in COVID related expenses reimbursed from the federal government. I will refund the Library their share of the expenses and use the rest at the town level.

Building and Grounds Expenses for winter/spring.

1. Considering replacing the overhead door at the Transfer Station, current door is completely rotted.
2. Personnel door at the rear of the Public Works Building, OSHA compliance as well as not having to open the overhead door as much.
3. Electrical upgrades to Veterans Memorial Park.
4. Electrical Upgrades to Town Hall
 - a. Redo electrical to Registrars room (overloading circuits causing trips when AC is used).
 - b. Replace dangerous Stabloc electrical panel with larger one, re-feed electrical connections.
 - c. Reconfigure circuits on back up generation to address problems with current setup
 - d. This will allow limited use of community room during outages.
 - e. This will be done so that it is forward compatible with a new generator, and or Automatic transfer switch. If a new community center does go in there will be no rework needed at Town Hall.