

**Town of Andover Board
of Selectmen Regular
Meeting**
Monday, July 11th, 2022 at 7:00 P.M.
Location: virtual Zoom meeting

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance-

Adrian Mandeville called the meeting to order at 7:00 P.M. The Pledge of Allegiance was recited.

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

Members absent: First Selectman Jeff Maguire

Town Administrator: Eric Anderson, Board Clerk: Marina Pandolfi

Assistant Finance Officer: Marina Pandolfi

Town Clerk: Carol Lee

Charter Revision Commission: Karen Madore, George Knox, Don Denley

Senior Services Coordinator: Cathy Palazzi

Town Attorney: Dennis O'Brien

Board of Finance: Diane Choquette, Joanne Hebert

Planning & Zoning Commission: Anne Cremé

Andover Board of Education: Superintendent Valerie Bruneau

CERT: Amber Armitage

Public Present: Mike Palazzi

2. Public Speak

Joanne Hebert – none

Mike & Cathy Palazzi – thanked Jay and the Public Works crew for planting the tree at the Andover Historical Society. Also thanked Scott Person and Cathy Desrosiers for caring for the tree.

Amber Armitage – none

Anne Cremé – none

Diane Choquette – none

Marina Pandolfi - none

3. Additions/Deletions to the Agenda

Adrian Mandeville MOTIONED to add agenda items 9L – Generator for Andover Elementary School, 16B – Executive Session to discuss the Collective Bargaining Unit, and 16C – Contract Renewal. Paula King SECONDED. MOTION CARRIED 3:0:0

5. Appointments – none

6. Resignations – none

7. Town Administrator's Report

Eric Anderson updated the Board with Town operations including exterior building painting, Transfer Station permit issuing, Town Engineer interviews, PermitLink online permit program for the Building Department, status of the 2020-2021 Audit, server location for the current and previous Financial Software – will get options together before the August Board of Selectmen meeting.

Additional discussion on debris management and the process for FEMA claims – Eric will send the Board additional documentation. There is drainage work, chipsealing, shimming being done as well as tree work being completed by Eversource on Gilead Road. The Bunker Hill Road bridge and the Long Hill Road bridge projects will be fully funded by the Federal Local Bridge Program. The Town has received the final invoice for the Times Farm Bridge project.

Adrian Mandeville gave an updated on the Community Center.

STEAP Grant – Eric Anderson is working on the application, Planning & Zoning needs to finalize their portion hopefully by July 18th, 2022. There were some asbestos and lead found – will need estimates to remedy. The survey has been completed – demolition estimates have been received. Zoning Board of Appeals will complete the Variance by July 20th, 2022.

Adrian Mandeville MOTIONED to make a variance to the Town's Purchasing Policy for contracting of engineering services for the Center Street Project – STEAP Grant. Paula King SECONDED. MOTION CARRIED 3:0:0

The Andover Board of Education will submit a 2nd STEAP Grant application for the difference from the Town's application up to the \$500,000 cap. Eric Anderson will forward the information from Superintendent Valerie Bruneau to the Board.

Connectivity Grant project – change in contractor for the timber rail fence. Town wide alarm monitoring has been fully addressed at the Town Garage. A new water bottle filler/water fountain is being installed at Town Hall on July 12th, 2022. The CART Program has new bins at the Transfer Stations – new location for tires at Transfer Station as well.

Discussion with Carol Lee about Transfer Station stickers, Town Clerk's Office will be open late on Wednesday, July 13th, 2022 to issue stickers. Paula King will update Town website and send communications out. Additional discussion on issuing process.

Superintendent Valerie Bruneau additionally discussed the Board of Education's STEAP Grant application for ADA access to the playground – and the Financial Software server location.

9. New Business

L. Generator for Andover Elementary School

Discussion on request from the Board of Education to the Town to pay for the maintenance of the generator – Elementary School is the emergency shelter for the Town.

J. COOL Rent Checks

Checks that the Town received for the 2021-2022 Fiscal Year can be given back to the Board of Education. All checks going forward will go to the Board of Education. Will add this topic to the next Board of Finance meeting agenda.

4. Board and Commission Presentations

a. Conference of Board of Selectmen and Charter Revision Commission and possible action by the Commission to finalize their Report, and by the Selectmen to approve the Final Report

Attorney Dennis O'Brien gave an update and presentation on the Charter Revision Commissions proposed changes on the Draft Report.

The Charter Revision Commission members that were present were all in favor of approving the changes to the sections recommended by the Board of Selectmen. Unanimous vote to accept sections 701c, 701 – General, and 702 with revisions made by the Board of Selectmen.

Discussion regarding Section 803 – Annual Town Budget Meeting and Referendum changes as proposed by the Board of Selectmen. Carol Lee called for a vote on this proposed change – 4 opposed votes.

Adrian Mandeville MOTIONED to accept the recommendations of the Charter Revision Commission to move forward with the approved sections to a ballot referendum. Scott Person SECONDED. MOTION CARRIED 4:0:0

Adrian Mandeville MOTIONED to explore with the Town Clerk and Registrar of Voters if an advisory question can be put on the ballot regarding eliminating the Town Budget Meeting. Paula King SECONDED. MOTION CARRIED 4:0:0

The Board of Selectmen thanked the Charter Revision Commission for their hard work.

Additional discussion with Attorney Dennis O'Brien.

Adrian Mandeville MOTIONED to approve Alternative B Charter Revision Commission ballot questions, that an explanatory statement is put out with the mailing. Paula King SECONDED.

Adrian Mandeville AMENDED his motion to put together explanation statements to be included in the mailing and posted at the appropriate locations on Election Day. Paula King SECONDED. MOTION CARRIED 4:0:0

8. Old Business

Discuss and act upon the following

- a. Finance Department Transition – previously discussed
- b. Community Center RFP for Design Build – previously discussed
- c. 15 Center Street STEAP Grant – previously discussed

- d. Car Charging Station at Town Hall – grant has been submitted to Eversource
- e. Town Personnel Policy – no action taken
 - i. Part time employee status (health care and MERF)
 - ii. Return to work after injury
 - iii. Longevity payments
 - iv. Senior Transportation Drivers
- f. Senior Transportation Vehicle Parking – vehicles have not been moved yet
- g. Employee Educational funding for job skills – working with Union
- h. Purchase of a portable PA system – Jeff Murray will find system

9. New Business

Discuss and act upon the following

- a. Purchasing Policy waiver – Adrian Mandeville MOTIONED to make a waiver for the car charger installation. Paula King SECONDED. MOTION CARRIED 4:0:0
- b. Approval of the proposed amendments of the Charter to be placed on the November 8, 2022 gubernatorial election ballot in the form of questions for the electors of the Town to approve or not – previously discussed
- c. Long Hill Road bridge replacement – previously discussed
- d. Audit Status – previously discussed
- e. 2021-22 Financial Status – previously discussed
- f. Status of RFQ for Town Consulting Engineer – previously discussed
- g. Status of bottle filling station in Town Hall – previously discussed
- h. Emergency department panic buttons in Town Hall – discussed on installation in Town Hall and estimates. Safety Committee to come up with emergency plan for Town Hall employees.
- k. Status of open board positions
 - i. Town Treasurer – 2 applicants, need to form interview committee
 - ii. Administrative Assistant – many applicants, will narrow down to 10
 - iii. Board Clerk – no applicants yet

Also looking for a RHAM Board of Education member.

10. Approval of Meeting Minutes

- a. Monday, June 13th, 2022 Regular Meeting Minutes – Adrian Mandeville MOTIONED to approve the Monday, June 13th 2022 Regular Meeting Minutes. MOTION CARRIED 4:0:0
- b. Monday, June 27th, 2022 Public Hearing Meeting Minutes – Adrian Mandeville MOTIONED to approve the Monday, June 27th, 2022 Public Hearing Meeting Minutes. MOTION CARRIED 3:0:1 with Paula King abstaining.

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

No discussion.

12. Budget

- a. Appropriation Transfers
- b. Over Expenditure Report

Discussion on approved budget transfers by the Board of Finance for the 2021-202 Fiscal Year.

13. Tax Collector's Report

- a. Refunds Requests – Adrian Mandeville MOTIONED to approve the refund to Nissan for \$1084.14 in Section 12-129 and the refund to Valerie Taft for \$102.42 in Section 12-129. Paula King SECONDED. MOTION CARRIED 4:0:0

14. Department Reports – provided in packet

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

15. Correspondence – none

16. Public Speak

Superintendent Valerie Bruneau – none
Joanne Hebert – none
Amber Armitage – none
Diane Choquette – none

b. Executive Session – Collective Bargaining Unit - Adrian Mandeville MOTIONED to enter Executive Session at 9:30pm.
Returned from Executive Session at 9:52pm

c. Contract Renewal – Adrian Mandeville MOTIONED Eric Anderson to sign the MEUI union contract and begin negotiations with the AFSCME union. Paula King SECONDED. MOTION CARRIED 4:0:0

17. Adjournment

Adrian Mandeville MOTIONED to adjourn the meeting at 9:53. Paula King SECONDED. MOTION CARRIED 4:0:0

* 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.