

**Town of Andover Board
of Selectmen Regular
Meeting**
Monday, August 8th, 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 of Finance: Diane Choquette

Planning & Zoning Commission: Anne Cremè

Andover Board of Education: Superintendent Valerie Bruneau

Municipal Veteran's Services – Susan Camoroda

Public Present: Michael Sinkewicz

2. Public Speak

Michael Sinkewicz- none

Susan Camoroda – none

Anne Cremè – none

Superintendent Valerie Bruneau - none

3. Additions/Deletions to the Agenda

Jeff Maguire MOTIONED to remove agenda item 4a. 175th Anniversary Presentation and add agenda item 8c ii. AES STEAP Grant. Paula King SECONDED. MOTION CARRIED 4:0:0

4. Board and Commission Presentations

removed

5. Appointments – none

6. Resignations – none

7. Town Administrator's Report

Eric Anderson updated the Board with Town operations including exterior building painting, gutter cleaning, a small leak in the furnace room, and an air conditioning leak into the bathroom. Finance Office – Assistant Finance Officer has resigned full-time, will stay on part-time until position is filled, Eric also provided audit draft report – there are correcting journal entries to be made. Grants – gave update on Connectivity Grant status, STEAP Grant submission is due in 7 days, working on a final quote from a building company, also waiting on 2nd half of ARPA funding. Building and Land Use offices are both running well. Town Engineering firm chosen – Nathan Jacobson. Public Works – working on roadside mowing, next project is chip sealing, tree work is being completed on Gilead Road in conjunction with Eversource. Discussion with Board members on FEMA claims, storm clean up, debris management, and the RFP for the Community Center.

8. Old Business

a. Finance Department Employment

Temporary contract signed with Marina Pandolfi until replacement for Assistant Finance Officer. Upcoming interviews for the open Treasurer position.

b. Community Center RFP for Design Build – previously discussed in Town Administrator's Report

c. 15 Center Street STEAP Grant

i) Discussion on STEAP Grant – Town has to cover 20% of \$350,000 = \$70,000

Jeff Maguire MOTIONED to authorize the Town Clerk to submit a resolution for the STEAP Grant. Adrian Mandeville SECONDED. MOTION CARRIED 4:0:0

ii) Board of Education STEAP Grant Application

Discussion with Superintendent Valerie Bruneau on application for ADA accessibility for lower playground.

Adrian Mandeville MOTIONED that the Board accepts Motion 4 as presented on Page 27 of the packet.

Paula King SECONDED.

Adrian Mandeville AMENDED his motion for the total for the Board of Education project be changed from \$220,000 to \$225,000. Paula King SECONDED.

MOTION CARRIED 4:0:0

d. Car Charging Station at Town Hall

Purchase Order sent to Lenco Electric for install work. Purchase Order also sent to company for the charger parts. Waiting on additional information from the IT Department so chargers can be pre-programmed before install.

e. Employee Educational Funding for Job Skills

No current action – will discuss with Union for contract negotiation

f. Purchase of a Portable PA System

Jeff Murray found system – will purchase from Costco

g. Emergency Department Panic Buttons at Town Hall

Eric Anderson will set up meeting with Resident Trooper and Town Hall staff to discuss safety protocols.

9. New Business

a. Long Hill Bridge Replacement

Eric Anderson had a meeting with DOT and Close, Jensen and Miller, also had a meeting at the bridge itself

b. Audit Status

Auditor completed additional work resulting in additional bill to the Town. Will see if last payment can be made contingent on a signed contract for the 2021-2022 Fiscal Year audit. Going forward all bank reconciliations will be in the Board of Finance monthly meeting packet.

c. 2021-2022 Financial Status

Received Resident State Trooper bill, less than budgeted for. Will discuss with Board of Finance on final audit payment as well as creating a permanent Contingency Fund.

d. COOL Program Contract with Town

Town's attorney drafted contract because the program is on the Town's insurance – will run contract by CIRMA. Have a contract that is signed yearly.

e. Discussion of Rivereast Article "Coups Attempt" – Board discussion

f. Town Assistance in Remediating a Hoarding Situation

Orders have been issued that the house is uninhabitable. Eric Anderson received quotes from contractors for indoor & outdoor clean up. Town will need to check on lien process, work with the Town attorney and look into trying to help the homeowner the best they can.

g. Set a Date for a Town Meeting to elect a RHAM Representative

Anything after August 29th, 2022 gives the Town Clerk time to do notices.

Paula King MOTIONED to set a meeting date for Thursday, September 8th, 2022 at 7pm in the Community Room at Town Hall. Jeff Maguire SECONDED. MOTION CARRIED 3:0:1 with Adrian Mandeville abstaining.

h. Status of RFQ for Town Consulting Engineer

Eric Anderson discussed his meeting with the Engineer, what the Town's objectives are as well as what needs to be in the new contract.

Adrian Mandeville MOTIONED that Eric Anderson be allowed to engage Town Engineering services up to \$75,000 on all non-federally funded projects, once the project is initially approved by the Board of Selectmen.

Paula King SECONDED. MOTION CARRIED 5:0:0

i. Surge Suppressors for Veteran's Memorial Field irrigation system – no further updates

j. Moving the Shed for the Community Garden

Discussion on shed moving – Public Works could do it, but would rather not. Abbie Winter has a volunteer that could move the shed. Will try to find an alternative just in case.

k. Hop River Homes letter to BOS

Eric Anderson will ask Hop River Homes to attend the next Board of Selectmen meeting on Monday, September 12th, 2022 at 7pm.

l. Status of Open Board Positions

i. Town Treasurer – previously discussed

ii. Board Clerk – Amy Knox will take on Land Use Boards, Marina Pandolfi will continue doing the Board of Selectmen and Board of Finance meeting minutes.

10. Approval of Meeting Minutes

a. Monday, July 11th, 2022 Regular Meeting Minutes

b. Monday, July 25th, 2022 Special Meeting Minutes

No action taken.

11. Finance Department Reports

No reports provided in packet as they are currently inaccurate. Waiting to post remaining budget transfers and reimbursement checks from Andover Elementary School for Grant reimbursement.

12. Budget
 - a. Appropriation Transfers
 - b. Over Expenditure Report

None.

13. Tax Collector's Report
 - a. Refunds Requests – none

14. Department Reports – provided in packet, reviewed and discussed by Board members

- 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

Michael Sinkewicz- none
Susan Camoroda – none
Anne Cremè – none
Superintendent Valerie Bruneau – none
Diane Choquette - none

17. Executive Session to discuss Union bargaining

Adrian Mandeville MOTIONED to enter Executive Session at 9pm. Paula King SECONDED. MOTION CARRIED 5:0:0

18. Adjournment

Xxxxx MOTIONED to adjourn the meeting at xx:xxpm. Xxx 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.