

**Town of Andover
Board of Selectmen
Regular Meeting**
Monday, September 12th, 2022 at 7:00 P.M.
Location: Virtual Zoom Meeting

1. Call to Order/Pledge of Allegiance

Jeff Maguire called the meeting to order at 7:02pm. The Pledge was recited.

Members Present: First Selectman Jeff Maguire, Adrian Mandeville, Scott Person, Paula King, Jeff Murray

Town Administrator: Eric Anderson

Town Attorney: Dennis O'Brien

Public Works Supervisor: Jay Tuttle

Senior Transportation Coordinator: Cathy Palazzi

Board of Finance: Diane Choquette, Joanne Hebert, Curt Dowling

175th Anniversary Committee: Catherine Magaldi-Lewis

Conservation Commission: Mike Palazzi

Public Present: Mike S

2. Public Speak - none

3. Additions/Deletions to the Agenda

Paula King MOTIONED to add the following agenda items:

- 10j. Recognition of outstanding Andover residents
- 10k. Contract between the Town of Andover and Nathan L Jacobson
- 10l. Quickbooks discussion
- 10a. iiiii. Transfer requests for Audit Services
- 17a. Executive Session

Jeff Maguire SECONDED. MOTION CARRIED 5:0:0

Board asked to move Public Works reports up in the agenda.

7. Public Works Supervisor's Report

- i. Treework Report – Public Works partnered with Eversource for work on Gilead, Jurovaty, Townsend, Ryan, and Cone Road – 506 trees came down, looking at what can be done next year to be proactive on tree work
- ii. Review of Roadwork – chip sealing complete, asphalt reclamation starting on Long Hill, Bear Swamp, Shoddy Mill, and Wales Road
- iii. Disposition of 1997 Ford Plow truck – looking into fixing injection pump, needs front end work, Truck #7 needs repairs, additional discussion on purchasing a new plow truck next year
- iv. Hire Mark Williams for Public Works – Jeff Maguire MOTIONED to hire Mark Williams. Scott Person SECONDED. MOTION CARRIED 5:0:0
- v. Discussion of emergency debris storm management – Jay Tuttle discussed FEMA claims and the new process. Additional information on this new process will be presented at the October Board of Selectmen meeting.

4. Board and Commission Presentations

a. 175th Anniversary Committee

Catherine Magaldi-Lewis discussed recent accomplishments and a project management plan, received donations from local businesses and a grant award from the Hartford Foundation for Public Giving, explained upcoming events:

- May 18th, 2023 – Celebration at the Gazebo
- May 20th, 2023 – Festival at AES
- Town Tours
- June 24th, 2023 Festival at Andover Lake Beach

Committee is selling cookbooks, calendars, t-shirts, and ornaments – Board members will help to get funding
Fitch Family Farm donated tree

5. Appointments – Katherine Morrissey – Admin. Assistant

6. Resignations - none

8. Town Administrator's Report

Eric Anderson congratulated Marcy MacDonald for completing a swim across the English Channel. Gave updates on bridge design work, the Veteran's Monument Park, the Connectivity Grant project, small upcoming projects with Public Works, the shed is being moved for the Community Garden, and the little library is being installed.

9. Old Business – Discuss and act upon the following:

- a. Finance Department Employment – still working on filling positions
- b. Community Center RFP for Design Build – Eric and Adrian Mandeville reviewed RFP

Jeff Maguire MOTIONED to appoint Adrian Mandeville and Scott Person as the Community Center Building Management Team.

Paula King SECONDED. MOTION CARRIED 5:0:0

10. New Business – Discuss and act upon the following:

a. Audit Status

- i. Corrective Action Plan – the Board of Finance will submit the Corrective Action Plan
- ii. Capital Asset Tracking – Eric Anderson suggested a Memorandum of Understanding for the Fire Department to supply documentation. Attorney O'Brien is reviewing the language of the MOU and will make changes. An asset tracking policy also needs to be put in place.
- iii. Funds List – cleaning up Liability accounts, will discuss at next meeting
- iiii. Transfer Requests for Audit Services – Adrian Mandeville MOTIONED for the Board of Selectmen to ask the Board of Finance to transfer any excess funds from the Resident Troop budget line item and from the Contingency Fund budget line item into the Audit budget line item to be used for additional required Audit services in the contract and for the consulting services needed to address and reorganize the Town's financial records. Scott Person SECONDED.

MOTION CARRIED 5:0:0

b. 2021-2022 Purchasing Policy – Diane Choquette completed a first draft to discuss, will send out to the Board of Selectmen members and the Capital Improvement Planning Committee. Will then bring to the Board of Finance meeting at the end of the month.

c. COOL Program contract with Town (See document) – Discussion on contract, Eric Anderson sent to CIRM for review – waiting on feedback. Need to make sure that insurance coverage is adequate for the program.

d. Town assistance is remedying a hoarding situation – no update

e. Hop River Homes letter to the Board of Selectmen – Hop River Homes declined to join meeting this evening, Eric Anderson will try to get a new meeting scheduled for September 27th, 2022, in person in the Town Hall Community Room.

f. Soccer Field Usage – FSC North Soccer is no longer using the fields, discussion between Board on how to utilize the fields – can work with RHAM for field usage for next year

g. Status of Senior Transportation Drivers – will be getting a new vehicle in 2023. This service will not be able to transport an AES student, Board would like to review trip logs – Cathy Palazzi will provide.

h. Status of Open Board positions

i. Town Treasurer – no qualified applicants

j. Recognition of Outstanding Andover Residents – discussion, start to get word out – could recognize residents quarterly

k. Contract between the Town of Andover and Nathan L Jacobson – Eric Anderson sent a draft to the Board, the contract will need to correspond with the Board of Finance on the Purchasing Policy limits – Eric will review with Nathan

l. Quickbooks – discussion on moving the Town to use Quickbooks accounting software

Adrian Mandeville MOTIONED to have the Board of Finance strongly consider transitioning to Quickbooks.

Paula King SECONDED. MOTION CARRIED 5:0:0

11. Approval of Meeting Minutes

a. Monday, July 11th, 2022 Regular Meeting Minutes – Jeff Maguire MOTIONED to approve the July 11th, 2022 Regular Meeting Minutes as amended by Attorney Dennis O'Brien with additions to the final draft reports as well as proposed ballot questions. Scott Person SECONDED. MOTION CARRIED 5:0:0

b. Monday, July 25th, 2022 Special Meeting Minutes – Jeff Maguire MOTIONED to approve the July 25th, Special Meeting Minutes as amended by Attorney Dennis O'Brien. Scott Person SECONDED. MOTION CARRIED 5:0:0

c. Monday, August 8th, 2022 Regular Meeting Minutes – Jeff Maguire MOTIONED to approve the August 8th, 2022 Regular Meeting Minutes. Scott Person SECONDED. MOTION CARRIED 5:0:0

12. Finance Department Report – provided in packet

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

- 13. Budget - none
 - a. Appropriation Transfers
 - b. Over Expenditure Requests

- 14. Tax Collector's Report
 - a. Refunds Requests - none

Discussed the report – Eric Anderson will ask the Tax Collector if she can condense the report

- 15. Department Reports – provided in packet
 - a. Assessor's report – discussed letter sent to Assessor from resident
 - b. Fire Department
 - c. Burning Official
 - d. Resident State Trooper
 - e. Town Clerk
 - f. Building Department
 - g. Assessor's Office
 - h. Public Works – discussed letter sent regarding debris on cars
 - i. Transfer Station
 - j. Library
 - k. Senior Transportation
 - l. Registrars
 - m. AHM

- 16. Correspondence - none

- 17. Public Speak –

Catharine Magaldi-Lewis – circled back to portable toilet rental costs, will also look at t-shirt costs for 175th Anniversary

- a. Executive Session

Adrian Mandeville MOTIONED to enter Executive Session at 9:20pm with Eric Anderson and Attorney Dennis O'Brien included. Scott Person SECONDED. MOTION CARRIED 5:0:0

Returned from Executive Session at 9:30pm

- 18. Adjournment

Adrian Mandeville MOTIONED to adjourn the meeting at 9:30pm. Paula King 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.