

Town of Andover
Board of Selectmen Regular Meeting Minutes
Monday December 12th, 2022 at 7:00 P.M.
Location: virtual Zoom meeting

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

Members Absent: Adrian Mandeville, Jeff Murray

Town Administrator: Eric Anderson

Recreation Commission: Brian Briggs, Kim Hawes

COOL: Amy Knox, Jess Currier

Planning & Zoning Commission: Anne Cremè

Board of Finance: Joanne Hebert

Public Works: Jay Tuttle

Public Present: Grace & Dave G

1. Call to Order/Pledge of Allegiance

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

2. Public Speak – none, attendees will speak at their prospected agenda items

3. Additions/Deletions to the Agenda

Jeff Maguire MOTIONED to remove Agenda item 5. Executive Session – Union Grievance AFSCME, and move up Agenda item 11. A. i. – Freightliner of Hartford – New Plow. Scott Person SECONDED. MOTION CARRIED 3:0:0

11. a. i. – Freightliner of Hartford – New Plow

Public Works Supervisor Jay Tuttle discussed with the Board the quote for a new plow truck. The quote is valid until January 5, 2023. There may not be enough funds in the budget to purchase outright, but could pursue Municipal Lease payments at 4 or 5 years. Will be put on the agenda for the January meeting so members that are absent can review.

4. Treasurer's Report

a. Audit Finding Corrective Action Plan – completed and submitted

b. Finance Department Report

i. Revenue Summary

ii. Town Budget Summary

iii. Town Aid Road (TAR) Update

iv. Town Cash Report

v. Over Expenditure Report

vi. Chart of Account Display Options

Eric Anderson discussed Quickbooks transition and which reports will be provided monthly to the Boards. Jeff Maguire requested a monthly check register to be included, and a status update on the bank reconciliations.

5. Executive Session - removed

a. Union Grievance AFSCME

6. Board and Commission Presentations – none

7. Appointments – none

8. Resignations – none

9. Town Administrator's Report

No formal report – will be discussing upcoming budget trends in Agenda item 10.

10. Old Business

a. Discuss and act upon the following:

b. Finance Department employment

i. Status of Finance Official – will advertise for position after the holiday's

c. Status of the Community Center RFP – committee met and reviewed submissions (5 total). Committee is meeting with contractors on December 19th, 2022 and will be announcing the preferred bidder and start contract negotiations for the design build in January. Board discussion on process – potentially have a contract for the next Board of Selectmen meeting.

Jeff Maguire MOTIONED to allow the Community Center Committee to go through the bid process and pick the contractor that has the appropriate bid and start contract negotiations. Paula King SECONDED. MOTION CARRIED 3:0:0

d. Hop River homes update - none

e. Recognizing Andover Residents – Board will discuss off meeting, potentially discuss with Town's attorney

f. Cool Program contract – Jess Currier gave summary of the COOL program and what it provides to Andover families. Pre-COVID COOL had partnered with the Recreation Commission for insurance – has since gotten separate insurance coverage as requested by the contract – the Board would like to have a contract with COOL to tie up any loose ends and protect the Town.

Amy Knox, Jeff Maguire, and Paula King weighed in on the discussion about changes/recommendations to the contract – discussion on passenger van usage – using a Town driver versus Amy Knox receiving a CDL or endorsement to drive the van.

g. Zoning changes to Town Property on School Rd – Planning & Zoning Commission has a Public Hearing on January 19th, 2023. Surveyor has been reviewing Town records and walking the property.

11. New Business

a. Discuss and act upon the following:

i. Freightliner of Hartford- New Plow – moved up in meeting agenda

ii. 2023 Meeting Schedule – discussed schedule and any Holiday's that would effect the meetings

iii. Opioid Settlement Allocations to Towns – received recommendations from Health Board (page 47 of packet) to use funds, could donate to health program, Eric Anderson will reach out to AHM to see if there is a program the funds can be donated to.

iv. 8-24 Referral to P&Z Committee for Community Center – Eric Anderson sent to the Planning & Zoning Commission on the Board of Selectmen's behalf, on agenda for December 19th, 2022 meeting

v. 2023-2024 Budget

1. Proposed Time Schedule
2. Major Factors Affecting Budget

Eric Anderson shared his screen and discussion 7 areas of concentration for the 2023-2024 budget:

1. Personnel & Administrative Costs
 - Union agreements, retirement costs, staffing changes
2. Capital Equipment
 - Public Works, Fire Department
3. Energy Costs
 - Diesel & Oil costs – contract with Dime Oil, Gas and Electric costs
4. Elections
 - Major concern for early voting, a lot of unknown factors, Town has older voting machines
5. Buildings & Maintenance
 - Renovation of Old Town Hall, Senior Transportation garage, Community Center, HVAC upgrade at Town Hall
6. Bridges & Culverts
 - Hutchinson Road culvert
 - Bunker Hill Road and Long Hill Road bridges
7. Roadways
 - Shimming, chipsealing
 - TRIP grant to reclaim and repave Skinner Hill Road and Hendee Road

12. Approval of Meeting Minutes

- a. Monday, November 14th , 2022 Regular Meeting Minutes

Paula King MOTIONED to approve the Monday, November 14th , 2022 Regular Meeting Minutes. Scott Person SECONDED. MOTION CARRIED 3:0:0

13. Budget

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

14. Tax Collector's Report

- a. Refunds Requests

4 refunds in packet. Paula King MOTIONED to send out tax refunds totaling \$332.51. Scott Person SECONDED. MOTION CARRIED 3:0:0

15. Department Reports a. Assessor's report

- a. Assessor's report
- b. Fire Department
- c. Burning Official
- d. Resident State Trooper
- e. Town Clerk
- f. Building Department

Building Department permitting program is running well, easy to track permits, big improvement to the department. Straightened out phone tree issue with calls being routing incorrectly to Bolton.

- g. Assessor's Office
- h. Public Works
- i. Transfer Station
- j. Library
- k. Senior Transportation
- l. AHM
- m. Economic Development Commission
- n. ZBA

16. Correspondence - none

17. Public Speak

Joanne Hebert – happy to see the new Dollar General doing well and to bring in additional commercial taxes
Grace & Dave G – would like the Board's support for adult pickleball at AES – will be meeting with Recreation Commission

18. Adjournment

Paula King MOTIONED to adjourn the meeting at 8:13pm. Jeff Maguire SECONDED. MOTION CARRIED 3:0:0