

Town of Andover
Board of Selectmen
Regular Meeting
Monday, November 14th, 2022 – 7:00pm
Location: Virtual Zoom Meeting

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

Members Absent: Jeff Murray

Town Administrator: Eric Anderson

Town Attorney: Attorney Dennis O'Brien

Board of Finance: Marc Brinker

Norton Commission: Dianne Grenier

Public Present: None

1. Call to Order/Pledge of Allegiance

Jeff Maguire called the meeting to order at 7:04 pm. The Pledge was recited.

2. Public Speak –none

3. Additions/Deletions to the Agenda

Paula King MOTIONED to remove item 4 from the agenda.

Adrian Mandeville MOTIONED to move agenda item 9c to Executive Session.

Jeff Maguire MOTIONED to add agenda item 9e – Discussion on Zoning Changes regarding Town property on School Road.

Scott Person SECONDED all motions. MOTIONS CARRIED 4:0:0

4. Board and Commission Presentations - removed

a. 175th Anniversary

5. Appointments

a. Appoint Janice Maschi to IWWC

Jeff Maguire MOTIONED to appoint Janice Maschi to the IWWC. Scott Person SECONDED. MOTION CARRIED 4:0:0

6. Resignations

a. Dianne Choquette Board of Finance

The Board accepted Dianne Choquette's resignation.

7. Town Administrator's Report

Eric Anderson gave updates on the following:

Finance Office – Cheryl Miller is working on the transition to Quickbooks as of December 1, 2022, she is also working on audit items, additional discussion on the open assistant position in the office

Public Works – one truck is going out for repair

Times Farm Bridge – waiting for the State to close out the project

Bunker Hill Road Bridge – 30% of design is complete

Long Hill Road Bridge – final acceptance letter received and signed by Jeff Maguire

Community Center – RFP is out

STEAP Grant – received 2020 refund from DOT, 2022 Grant – Eric has met with SHIPO, and at the Andover Museum regarding projects, will need to obtain quotes for historic renovations

CRCOG TRIP Program – Andover is now eligible, Eric worked diligently advocated for program requirements. Grant application is due February 10th, 2023.

Council of Small Towns (COST) – Eric provided testimony regarding the Resident State Trooper, Town Aid Road funding formula, and funding requirements for LOTCIP

Additional discussion on a committee to pick contractors for the Community Center RFP's.

Jeff Maguire MOTIONED to appoint a Contractor Selection Committee including Rick Langley (Lenco Electric), Adrian Mandeville, Eric Anderson, Scott Person and Jeff Murray. Paula King SECONDED.

MOTION CARRIED 4:0:0

8. Old Business

a. Discuss and act upon the following:

b. Finance Department employment

i. Status of Finance Official

Discussion on job posting for assistant, potentially wait until after the holidays – have Cheryl Miller give her thoughts at the next meeting.

c. Status of the Community Center RFP – previously discussed

d. Hop River homes update – no update, needs to be completed by January 1, 2023

e. Recognizing Andover Residents – Paula sent letter to Marcy MacDonald – discussion on criteria for nominating individuals, the brick walkway, putting together a running list of residents – will discuss next month.

f. Cool Program contract – Attorney Dennis O'Brien is working on the contract – he gave updates and thoughts on two different contract options, CIRMA coverage, and transportation using Town vehicles. Explanatory text may need to be added to the contract. Next meeting should have a representative from COOL and from the Recreation Commission present.

g. AES Usage agreement with Senior Transportation – Adrian Mandeville MOTIONED to accept the contract as presented by Eric Anderson. Jeff Maguire SECONDED. MOTION CARRIED 3:0:0.

h. Contract with Nathan L Jacobson – Jeff Maguire MOTIONED to accept the contract with Nathan L Jacobson LLC for Town engineering services. Scott Person SECONDED. MOTION CARRIED 4:0:0.

Additional discussion on cost for engineering services for future work (next 10-15 years) on bridges and culverts. Will discuss economic influence on costs for budget at the next meeting.

EYE. MOU with Andover Fire Commission – Eric Anderson shared screen, discussed the MOU involving the Town, Andover Fire Commission, and the Andover Volunteer Fire Department. This is a finding from the Auditor regarding Capital Assets. Adrian Mandeville MOTIONED to accept the MOU as presented by Eric Anderson this evening. Scott Person SECONDED.

Adrian Mandeville AMENDED his motion, "to accept the MOU between the Fire Commission and the Town as presented by Eric Anderson this evening" Scott Person SECONDED. MOTION CARRIED 4:0:0

9. New Business

a. Discuss and act upon the following:

b. Contract with Dennis O'Brien Reappointment as Town Attorney – Adrian Mandeville MOTIONED to accept the contract with Attorney Dennis O'Brien. Paula King SECONDED. MOTION CARRIED 4:0:0

Scott Person found numerical error in contract which will be corrected.

c. Town Administrators contract – to be discussed in Executive Session

d. Regions 8 Health and Medical Insurance – Discussion on contract, Jeff Maguire MOTIONED to accept the Regional School District #8 Health & Medical Insurance Consortium agreement and bylaws. Paula King SECONDED. MOTION CARRIED 4:0:0. Jeff Maguire will sign contract.

e. Discussion on Zoning Changes regarding Town property on School Road – Eric Anderson requested a zone change which will go before the Planning and Zoning Commission at their next meeting. Municipal Buildings are not permitted use in Andover's Rural Design district. Eric Anderson gave this information to the zoning attorney – this is a two month process, CROCOG and surrounding communities will need to be notified. Discussion and questions regarding the boundary line between the Town property and School Property – will have an A2 property survey done, Eric Anderson will file an 824 Statutory Referral with the Planning and Zoning Commission next month on behalf of the Board of Selectmen.

10. Approval of Meeting Minutes a. Tuesday, October 11th, 2022 Regular Meeting Minutes

Paula King MOTIONED to approve the Tuesday, October 11th, 2022 Regular Meeting Minutes. Scott Person SECONDED. MOTION CARRIED 3:0:1 with Jeff Maguire abstaining.

11. Finance Department Report

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

Eric Anderson included reports of revenue received from the State, the Tax Collector's report of tax revenue collected, and a check register for the month of October.

12. Budget

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

13. Tax Collector's Report – reviewed report, \$1,798,413 collected in October. Will check with Tax Collector about process regarding unpaid taxes.

a. Refunds Requests

Jeff Maguire MOTIONED to refund the excess tax payments to the listed tax payers in the packet. Adrian Mandeville SECONDED. MOTION CARRIED 4:0:0.

14. Department Reports – provided in packet, no additional discussion

- a. Bay State Collections
- b. Assessor's report
- c. Fire Department
- d. Burning Official
- e. Resident State Trooper
- f. Town Clerk
- g. Building Department
- h. Assessor's Office
- i. Public Works
- j. Transfer Station
- k. Library
- l. Senior Transportation
- m. AHM
- n. Economic Development Commission
- o. ZBA

15. Correspondence – Eric Anderson stated that an RFP will need to go out in the next month or so for the Planning and Zoning Commission for the Town’s Plan of Conservation and Development, it will be coming due in the next 2 years.

16. Public Speak – none

17. Executive Session

Paula King MOTIONED to move into Executive Session at 9:04pm, inviting Eric Anderson and Attorney Dennis O’Brien. Scott Person SECONDED. MOTION CARRIED 4:0:0

Returned from Executive Session at 9:37pm

Adrian Mandeville MOTIONED to accept the Town Administrator’s 2-year contract with a change to the 2nd year salary to be at \$92,925. Scott Person SECONDED. MOTION CARRIED 4:0:0

18. Adjournment

Adrian Mandeville MOTIONED to adjourn the meeting at 9:39pm. Paula King SECONDED. MOTION CARRIED 4:0:0