

Town of Andover
Board of Selectmen
Regular Meeting Minutes
Monday, January 9th at 7:00 P.M.
Location: virtual Zoom meeting

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

Members Absent: Adrian Mandeville

Town Administrator: Eric Anderson

Town Attorney: Dennis O'Brien

Department of Public Works: Jay Tuttle, Supervisor

Andover Elementary School: Valerie Bruneau, Superintendent

Senior Transportation: Cathy Palazzi

Conservation Commission: Mike Palazzi

Planning & Zoning Commission: Jed Larson, Chair, Anne Cremè

Economic Development Commission: Elaine Buchardt

Public Present: Bob Hamburger

1. Call to Order/Pledge of Allegiance

Jeff Maguire called the meeting to order at 7:00pm. The Pledge was recited.

2. Public Speak –

Cathy Palazzi – invited the Board of Selectmen to have a table at the Senior fundraiser on Sunday, February 5th from 10am to 2pm in the AES gym

Elaine Buchardt – here to support Jed Larson's presentation for a Town Planner – UCONN students presented 14 ideas that could help the Town

Anne Cremè- here to support Jed Larson's presentation for a Town Planner

3. Additions/Deletions to the Agenda

Jeff Maguire MOTIONED for discussion on Agenda Item 9. Paula King SECONDED.

Discussion with Town Attorney on having a Town Meeting for Community Center, new plow truck purchase, purchase/finance sections of the Town Charter.

Jeff Maguire AMENDED his motion to remove Agenda Item 9 by deleting it entirely and replacing it with the follow item 9 subsections:

- a. Freightliner of Hartford
- b. New Community Senior Center
- c. DELETED
- d. STEAP Grant
- e. DEEP Recreation Trails Grant
- f. TRIP Grant
- g. Finance Department Employment
- h. Status of Finance Official
- i. Hop River Homes Update
- j. Recognizing Andover Residents

- k. COOL Program Contract Update
- l. Zoning Changes to Town Property on School Road
- m. 8-24 Referral to PZC for proposed Community/Senior Center Building

Jeff Murray SECONDED. MOTION CARRIED 4:0:0

Jeff Maguire MOTIONED to add Agenda Item 5a. i. – Select Review Panel for Plan of Conservation RFP.
Scott Person SECONDED. MOTION CARRIED 4:0:0

4. Treasurer’s Report

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

Eric Anderson stated that the reports included an expenditure report, November and December’s check registers, and overages in the budget now that we are 6 months into the year. Funds will need to be moved internally for a roadwork expense and will be discussed with the Board of Finance. Discussion on the Quickbooks transition – questions on a few items on check register regarding Sweeper costs and Willimantic Waste fees.

5. Board and Commission Presentations

- a. Jed Larson presentation on recommendation for Town Planner

Jed Larson shared screen and gave presentation on recommending a Town Planner/Economic Development Coordinator. He gave information from the Plan of Conservation and Development – these tasks are difficult for a volunteer commission to accomplish. This position ideally would be 10 hours a week and would work with developers, apply for grants, promote goals & policies, attract commercial businesses to Town, and prepare regulation changes.

Elaine Buchardt added her support, she attends other Board and Commission meetings to listen to other Town planners. This is frustrating as Andover has no one to go to with these plans or ideas.

- i. Select Review Panel for Plan of Conservation RFP

Jeff Maguire MOTIONED to make the Planning and Zoning Commission the review panel for the Plan of Conservation and Development RFP. Paula King SECONDED. MOTION CARRIED 4:0:0

- b. Eric Anderson- Hop River Park Trail Signage and Wayfinding

Eric gave information regarding the Hop River Trail Association – is formed of residents residing along the Hop River Trail, Town Manager’s, Public Works employees, and other Town employees.

The goal of this Association is to apply for grant funding to update the signage along the trail, and work alongside DEEP. Additional discussion on the Town’s involvement with the Association.

6. Appointments – none, discussion on new Board of Finance member

7. Resignations – none

8. Town Administrator's Report

Eric Anderson updated the Board regarding: working with the Town Engineer and Public Works Supervisor – looking at roads, preparing for the Federal/Local Bridge Program application, working on the TRIP grant which is due mid-February – look at some roads that may need additional work, one Public Works member is out for surgery – another member injured their shoulder, discussion on the Bunker Hill Bridge right of way, the Long Hill Bridge design, engineer was assigned to the Times Farm Bridge project – forms re-submitted to DOT for close out, reviewing companies that the Community Center Committee chose, grant is being worked on for a multi-use pathway to connect the Town Hall, Community Center, and AES to the Rail Trail, Eric met with legislative representatives, discussed shared services with other Towns, and the survey is being finished for the Town property on School Road.

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

a. Freightliner of Hartford – New Plow Truck

Jeff Maguire made a RESOLUTION to finance the purchase of a plow truck expected to be received in late 2023 for a period of 5 years as presented by DPW Director Jay Tuttle at the December 12, 2022 meeting of the BOS, refer the matter for Board of Finance (BOF) approval at a special BOF meeting on January 18, 2023, and if so approved to a Special Town Meeting on February 7, 2023, or as soon thereafter as possible. Scott Person SECONDED. No further action.

Discussion to bring Board members up to date that were not at last month's meeting on financing options over this year and next year's budget. This may impact the roadwork budget for the Spring – will ask the Board of Finance to find a way to finance the purchase without impacting this Fiscal Year's budget.

b. Status of Community Center RFP

Eric Anderson shared screen – shared the scope of the project, discussion on 60 days versus 90 days in the contract.

Jeff Maguire made a RESOLUTION to approve the offer of the proposed \$10,000 Interim Contract for various design items with Leading Edge Construction as recommended by the Town Administrator and set forth at pages 46-47 of the Packet for this 1/9/2023 Meeting. Scott Person SECONDED. MOTION CARRIED 4:0:0

c. REMOVED

d. STEAP Grant

Any grant with a Town match for over \$2,500 must go to a Town Meeting.

Jeff Maguire made a RESOLUTION to accept a STEAP grant for \$275,000 with a \$75,000.00 Town match probably from the multiuse building fund for referral to a Special Town Meeting on February 7, 2023. Scott Person SECONDED. MOTION CARRIED 4:0:0

e. DEEP – Recreation Trails Grant

Jeff Maguire made a RESOLUTION to authorize the Town Administrator to submit a DEEP Recreation Trails grant proposal for \$52,000 with the Town spending \$10,500 from Tax dollars (possibly Open Space Fund or Contingency Fund) for referral to a Special Town Meeting on February 7, 2023. Paula King SECONDED. MOTION CARRIED 4:0:0

f. TRIP Grant

Jeff Maguire made a RESOLUTION to authorize the Town Administrator to submit a TRIP grant (Transportation Rural Improvement Program) to the State for up to \$800,000 by which the Town will be required to pay for survey and engineering costs outside of the grant estimated to be \$30,000 to be paid for from the Town Aid Road or Road Improvement Fund, for referral to a Special Town Meeting on February 7, 2023. Paula King SECONDED. MOTION CARRIED 4:0:0

g. Finance Department Employment

Job opening will be posted this week – position will be for 30 hours a week

h. Status of Finance Official

Not ready to begin 2021-2022 FY audit yet.

i. Hop River Homes Update

Contract is in meeting packet – discussion of changes in language with Town Attorney, Eric Anderson will send to Hop River Homes for review.

j. Recognizing Andover Residents

Hold off until next month's meeting.

k. COOL Program Contract Update

Eric Anderson asked COOL to provide updated insurance policy including the use of/driving a Town bus. CIRMA to be involved with drafts of the contract.

l. Zoning Changes to Town Property on School Road

The Planning and Zoning Commission will have a meeting on January 23rd, 2023, to consider the zone change for the Andover Rural Design District that would enable the Town to build without seeking a variance for the building.

m. 8-24 Referral to the PZC for proposed Community/Senior Center Building

The Planning and Zoning Commission received a referral from Eric Anderson at their last meeting on behalf of the Board of Selectmen – the PZC voted in favor of the Plan of Conservation and Development locating a Community Center on the parcel behind Town Hall.

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

a. Constantine Paving Appeal

Jay Tuttle showed map of area of concern (13 Dogwood Drive) – Constantine Paving was the contractor for a driveway

Swale was not put back in – driveway was not put back to original design listed in permit. Discussion between Board members and Jay Tuttle regarding water, drainage, and snowbanks on this road. Jay Tuttle will ask Constantine Paving to fix the swale.

b. DPW Tilt Trailer

Jay Tuttle will purchase trailer for \$12,399.46. Funds previously approved for purchase of Skidsteer and Trailer not to exceed \$90,000.

c. Additional sick leave request for AFSCME Union employee – will discuss in Executive Session at later date

d. Discussion of Senior Transportation

a. Electric Vehicle for Senior Transportation

Discussion on Senior Transportation usage for non-handicapped residents, different residents that utilize the services, mileage range of trips – can look at grants to fund purchase of electric vehicle(s) for Town.

Scott Person MOTIONED to add \$30,000 to the Multi-Use Building Fund in the 2023-2024 FY budget for the purchase of a Chevy Bolt EUV for the Town. Paula King SECONDED. No action taken – will be doing more research on vehicle

b. Disposition of 2002, 20-passenger bus

Will potentially be receiving new 15-passenger bus that is handicap accessible – will not need 20-passenger bus. Discussed different options on disposition including auction, AES usage – Cathy Palazzi will discuss with Superintendent Valerie Bruneau.

e. 2023 Holidays

- a. Both Lincoln's/Washington's vs just Presidents Day
- b. Juneteenth

Discussion on Holiday's – split between 2 Union contracts – talked about options including changing the Personnel Policy/Union Contracts, consolidating the February holidays into one day, or matching the AES calendar.

11. Approval of Meeting Minutes

a. Monday, December 12, 2022 Regular Meeting Minutes

Paula King MOTIONED to approve the Monday, December 12th, 2022 Regular Meeting Minutes. Scott Person SECONDED. MOTION CARRIED 3:0:1 with Jeff Murray abstaining.

12. Budget

- a. Appropriation Transfers - none
- b. Over Expenditure Requests - none
- c. Capital Funds Allocation for 2023-2024 Budget Season

Eric Anderson shared screen – discussed Capital Funds allocations for the 2023-2024 year, Fire Department may be looking to purchase a new squad vehicle.

13. Tax Collector's Report

a. Refunds Requests – none

14. Department Reports

- 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. AHM m. Economic Development Commission
- n. ZBA

All reports provided in packet – Eric Anderson commented on a well-executed storm cleanup.

15. Correspondence - none

16. Public Speak –

Bob Hamburger – discussed electric vehicle purchase, able to speak on his experience with his EV and mileage range, ideas on renting or leasing out the 20-passenger van

17. Adjournment

Paula King MOTIONED to adjourn the meeting at 10:10pm. Jeff Murray SECONDED. MOTION CARRIED 4:0:0

Town Administrator's Report for the 2.14.23 Board of Selectmen Regular Meeting Happy Valentines day.

Town Hall Operations:

Cleaning/Custodian: William Bell Is hard at work keeping out buildings clean. New Electronic lock installed on the employees Bathroom after the last one was vandalized

Assessor's Office:

Grand List has been filed 2.4% increase overall which is good

Administrator's Office:

Initial budget is in your hands

Working on RFP for HVAC replacement for Fire Station and second RFP for Town Hall

Town Clerks office

Running smoothly.

Finance Office:

Cheryl Miller is working to assist us in getting our financial house in order.

Interviews for the finance associate Scheduled for Feb 13th.

We need another BOF member to replace Curt

Building Department:

Overall building department operations are going well.

slow over the winter should pick up in the next month or so

Bolton is advertising for a second building official to meet demand. Jim Rupert has been hired as the town administrator so they are short one staff at this position.

Town Engineer:

Met with Joe Dillon multiple times- myself and Jay Tuttle

Assisting the town in the trip Grant application.

Starting preparation for the State Local Bridge program applications for culverts on Hutchinson Rd and and Lake Rd at Basola

Public Works:

One employee out good time to do it, we are covered for plow routes It has been a very light now year this year

Debris management

Discussion of debris management still on hold

Bunker Hill Bridge Design:

The 30% design stage complete. Update as of 11/9 the state has decided that the bridge designers fee schedule is close enough that they are going to allow it without extensive review- Still stalled at the state level
Received the forms from the state for right of Way Acquisition Negotiation

Long Hill Rd Bridge Design

DMS final acceptance letter received and signed by first selectman. Survey mostly completed. Test borings contract accepted likely March for actual boring holes

Small Bridges and Culverts:

Starting application for Stat Local Bridge program

Andover Proposed Community Senior Center:

The Review Committee selected the combination of Leading Edge/ PegArch as the lowest cost bidder with a proposal that the committee preferred

We signed an interim contract design/full product selection with Alternates to insure that the HVAC and other systems are exactly what we want before signing the full design bid contract. We have a series of meetings to address specific aspects of the design

Andover Veterans Monument:

The Benches are engraved- coordinated by Paula King and they look great

Times Farm Bridge:

Working on the final close out.

Grant for Senior Transportation Vehicle

We are not getting the vehicle this year- there are no chassis for the manufacturer to build off of. We have no idea when and if we will get a vehicle. The implication is that we are stuck with the 2002 vehicle for the foreseeable future.

If we are not going to fund a small vehicle for senior transportation we should probably not agree to allow the cool program or AES the use of the bus after the end of the school year. If so we should tell them now so they can plan/budget for it.

STEAP Grant 2022:

project assigned to DECD

Project on hold for a month or 2.

We are required to mitigate the effect of tearing down a historic property. It has to be a significant upgrade to an existing historic property in the same district. For us that means the Andover Historical Society Property (Museum/ old town hall_ I met with Paula King, Cathy Derosiers, Scott Yeomans on sight to discuss.

The Priority for work on the building will be

1. Ceiling in addition- badly peeling lead paint possibly replace ceiling entirely
2. Replace all exterior doors- Sills rotting badly hard to open- safety Hazard
3. Repoint/ repaint exterior windows

Need to get ct historic renovation people to quote the work to estimate what that will cost before we go back to shipo with a proposal.

Connectivity Grant:

Still planning on adding a Handicapped Access to the Walking Track at Veterans Memorial field and Parking Spot.
Still need landscaping on that area

TRIP Grant- DOT

Due Feb 10th

Grant Goal- reclaim and repave Hendee from Pine Ridge Rd to Long Hill Rd, then Long Hill rd to Skinner and then Skinner to Wheeling.

Working with the town Engineer for this application .

Rec Trails Grant DEEP

Due Mid Feb

Budget:

Working on it

American Recovery Act Funding:

We have the full funding of **\$478,848.04** in the second tranche

The board of selectman have voted to devote all of the American recovery act funding to construction of the community center. Given the contractor selected this should be sufficient

Town Hall Projects"

RFP for HVAC work

Transfer Station

Running smoothly Had a problem with one contractor on the very cold day. Back working now

Safety committee quarterly

Nothing new this month.