

**Town of Andover  
Board of Selectmen  
Regular Meeting**  
Monday, February 14 at 7:00 P.M.  
Location: virtual Zoom meeting

Members Present: First Selectman Jeff Maguire, Adrian Mandeville, Jeff Murray, Scott Person, Paula King  
Town Administrator: Eric Anderson  
Treasurer: Cheryl Miller  
Town Attorney: Dennis O'Brien  
Senior Transportation: Cathy Palazzi  
Conservation Commission: Mike Palazzi  
Public Present: Dianne Grenier

**1. Call to Order/Pledge of Allegiance**

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

**2. Public Speak – none**

**3. Additions/Deletions to the Agenda**

Adrian Mandeville MOTIONED to move agenda item 9b. Status of the Community Center RFP to Agenda item 17.  
Jeff Maguire SECONDED. MOTION CARRIED 5:0:0

**4. Treasurer's Report**

- a. Finance Department Report
- b. Revenue Summary
- c. Town Budget Summary
- d. Town Aid Road (TAR) Update
- e. Town Cash Report
- f. Appropriation Transfer
- g. Over Expenditure Report
- h. Summary of Audit Status
- i. Budget review of Format for Presentation

Cheryl Miller gave an update on the Finance Department. Reviewed the Budget to Actual report provided in the packet. Will begin reconciling 2022-2023 bank statements in March. Discussed reports to include in the meeting packets going forward – including an Excel sheet with the Fund accounts. Cheryl also gave an update on the 2021-2022 Audit status – bank statements are ready and entered into QuickBooks, smaller accounts have been reconciled, she is next working on the separate Due to/Due from accounts and entering information into the spreadsheets for the Auditors. On track to have the current year information to the Auditors by the Fall of 2023. A binder is also being created for the audit process that will be kept in the office.

Additional discussion between Cheryl, Eric Anderson, and Board members regarding the open position(s) in the office – looking to post the job opening at local colleges.

**5. Board and Commission Presentations – none**

**6. Appointments**

- a. Appointment of Wallace Barton to the Safety Committee

Adrian Mandeville MOTIONED to appoint Wallace Barton to the Safety Committee. Jeff Murray SECONDED. MOTION CARRIED 5:0:0

- b. Reappointment of Eric Anderson to the Eastern Highlands Health District Board of Directors

Adrian Mandeville MOTIONED to re-appoint Eric Anderson to the Eastern Highlands Health District Board of Directors. Paula King SECONDED. MOTION CARRIED 5:0:0

**7. Resignations**

- a. Curt Dowling Board of Finance, CIP, Board of Fire Commissioners, Safety Committee

**8. Town Administrator's Report**

Eric Anderson gave update – Grand list has been filed (2.4% increase overall), worked with the Town Engineer to submit an application for the TRIP grant – now working on the Federal/Local Bridge Program grant app, one Public Works crew member is still out, the contract is being put out for the Long Hill Road bridge design, Senior Transportation is no longer getting the additional vehicle anticipated due to manufacturer – may need to look for additional vehicle elsewhere, STEAP grant is currently on hold, the Recreation Trails grant submission is due March 1<sup>st</sup>, 2023. There is one Town and one Fire Department HVAC project that will go out to RFP -need to review the 2 bids from consultants for the POCD project.

Additional discussion between Eric and Board members on pursuing other avenues of obtaining an additional Senior Transportation vehicle.

**9. Old Business - Discuss and act upon the following:**

- a. Status of Finance Official – held interviews Monday February 13<sup>th</sup>, only one candidate showed up – discussed other avenues of posting the job opening (local colleges) – start prescreening resumes and call candidates as they come in
- b. Hop River homes update – Eric reached out to Maria Tulman, Hop River Homes Board has yet to meet, as soon as they meet and discuss they will reach back out to Eric. Jeff Maguire will also reach out to a Hop River Homes Board member.
- c. Recognizing Andover Residents – discussion on process – will have a nomination form on the Town website and in the Town Clerk's office, can run advertisements on the Town's Facebook page and in the Rivereast Newspaper – can leave application process open and review as they come in – looking to add a brick for the candidate into a walkway at the new Community Center
- d. Cool Program contract – Eric Anderson stated that COOL has the Certificate of Insurance for the Town and School, a copy of the full insurance policy, a copy of the contract with the Elementary School – COOL has yet to accept any versions of the draft contract – Eric reached out to Jess Courier to meet and review. Will also send to CIRMA to review.
- e. Finance Department Employment – previously discussed

- f. Andover Personnel Policy discussion – Eric provided a copy of the revised Personnel Policy with the Holiday changes to Board members to review – would like to make any changes before the next Board of Selectmen meeting in March. This revised policy will go into effect next Fiscal Year.
- g. Discussion of Senior Transportation
  - i. Electric Vehicle research
  - ii. Review 15 passenger bus acquisition and usage

Discussion between Board members, Cathy Palazzi and Eric Anderson on obtaining an additional vehicle for Senior Transportation. Discussed EV vs. Gas vs. Hybrid vehicle options – can look for any grant programs for an electric vehicle, the Department of Transportation will be opening their grant program again in the Spring. Cathy will put together a daily estimated mileage report – discussed criteria for new vehicle, Eric will begin to look for other options that the Town may be able to purchase.

#### **10. New Business – Discuss and act upon the following**

- a. Budget Meeting Dates
- b. Budget Discussion – discussed a & b together, keep Monday meeting dates – budget meetings will be held virtually on 2/23/2023, 2/27/2023, 3/6/2023, (3/13/2023 is the regularly scheduled Board of Selectmen meeting), and use 3/20/2023 as a reserve date.
- c. Roadwork Planning – will discuss at first budget meeting with Jay Tuttle - DPW
- d. Grant for Community Garden (see letter) – Community Garden would like to apply for another Grant, the Town would be the fiduciary for the funds.

Paula King MOTIONED for the Town to be the fiduciary for the Community Garden Grant funds. Scott Person SECONDED. MOTION CARRIED 5:0:0

#### **11. Approval of Meeting Minutes**

- a. Monday, January 9<sup>th</sup>, 2023 Regular Meeting Minutes

Paula King MOTIONED to accept the Monday, January 9<sup>th</sup>, 2023 Regular Meeting Minutes as presented. Scott Person SECONDED. MOTION CARRIED 5:0:0

#### **12. Budget**

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

#### **13. Tax Collector's Report**

- a. Refund Requests

Adrian Mandeville MOTIONED to approve the two refund requests provided in the meeting packet totaling \$735.92. Paula King SECONDED. MOTION CARRIED 5:0:0

#### **14. Department Reports – included in packet**

- a. Assessor's report
- b. Fire Department
- c. Burning Official
- d. Resident State Trooper
- e. Town Clerk
- f. Building Department – Jeff Maguire asked if the revenue amount for Building Permits is accurate
- g. Assessor's Office
- h. Public Works
- i. Transfer Station

- j. Library
- k. Senior Transportation
- l. AHM
- m. Economic Development Commission
- n. ZBA

**15. Correspondence – none**

**16. Public Speak –**

Cathy Palazzi thanked the Board for their consideration for getting a new vehicle for Senior Transportation

**17. Community Center RFP – Executive Session**

Adrian Mandeville MOTIONED to move into Executive Session including the Town Administrator and Town Attorney to discuss strategy and negotiations regarding the progress and completion of the Community Center. Scott Person SECONDED. MOTION CARRIED 5:0:0

Returned from Executive Session at 10:04pm.

**18. Adjournment**

Adrian Mandeville MOTIONED to adjourn the meeting at 10:04pm. Paula King SECONDED. MOTION CARRIED 5:0:0