

**Town of Andover  
Board of Selectmen  
Regular Meeting**  
Monday, April 10<sup>th</sup>, 2023 – 7:00pm  
Location: Virtual Zoom Meeting

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

Members Absent: Paula King

Town Administrator: Eric Anderson

Public Works: Jay Tuttle, Supervisor

Board of Finance: Joanne Hebert, Linda Fish

Town Attorney: Dennis O'Brien

Planning & Zoning Commission: Leigh Ann Hutchinson

Public Present: Mike and Cathy Palazzi

**1. Call to Order/Pledge** – Jeff Maguire called the meeting to order at 7:04pm. The Pledge was recited.

**2. Public Speak**

Mike & Cathy Palazzi – May 18<sup>th</sup> is the 175<sup>th</sup> Anniversary celebration, May 20<sup>th</sup> from 11am to 4pm 175<sup>th</sup> Anniversary Festival behind Andover Elementary School, thanked Jeff Maguire for speaking at the dedication

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

Jeff Murray MOTIONED to add agenda item 9f – Purchase of Senior Transportation Vehicle. Jeff Maguire MOTIONED to add agenda item 10e – Public Works timber harvest at gravel pit. Scott Person SECONDED both motions. MOTIONS CARRIED 4:0:0

**10. e. Public Works – Timber harvest at gravel pit**

Discussion with Jay Tuttle – this will make more room to open the area up – could split proceeds with harvester and put towards 20-ton trailer that needs some repair – found a new trailer that would better suit DPW needs, possibly purchase some new attachments for the mini excavator.

Tops of trees could potentially be available for residents to harvest for firewood – discussion on liability factor, logistic issues, will have Town Attorney review. Will discuss debris removal more at next meeting, Scott Person suggested asking the harvester if they could move the tree tops to a separate area for residents. New Trailer purchase will need to be discussed with CIP and Board of Finance.

Adrian Mandeville MOTIONED to move forward with the approved timber harvest without restriction, and ask the Board of Finance and CIP to consider using the funds from the harvest for a Capital Equipment purchase for Public Works. Scott Person SECONDED.

Adrian Mandeville AMENDED his motion to add Scott Person as the liaison for the Board of Selectmen/Wetlands Commission. Jeff Murray SECONDED the amended motion. MOTION CARRIED 4:0:0

**4. Treasurer's Report**

**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**
- g. **Summary of Audit Status**

No Finance Department reports provided in meeting packet – Jeff Maguire and the Treasurer had a meeting with the Auditor – audit binder is all put together for review. Treasurer will update Board at next meeting.

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

**6. Appointments – Rich McKinnon, Building Official**

**7. Resignations – Land Use Board Clerk, Carol Ann Maclean**

**8. Town Administrator's Report**

- RiMaConn relay request – sent to CERT, Board to review application
- Potential to put out Transfer Station sticker mailer to try to streamline process/make more efficient, discussed how this would work – will look into it further
- Still working to obtain financial data from Andover Elementary School
- Willy Bell doing a great job on the Town Hall maintenance
- Board of Finance is in possession of the budget, need to set a date for Annual Budget Meeting
- Board of Assessment Appeals all set for Spring – 9 applications, Grand List decreased by \$361,000, tax revenue will decrease by \$11,000
- Route 6 rental relocation
- Discussion on how to rectify audit finding regarding over-expended funds (AES) from 2020-2021 year
- Submitting grant application for State/Local bridge program
- State assigned Bunker Hill Bridge design
- Long Hill Bridge design
- DOT follow up– potential traffic light at Hendee Road/Route 6, speed reduction on Route 6
- Received quote for work at Andover Museum
- Connectivity Grant – potential to use leftover funds for handicapped access to walking track at Veteran's Memorial Field, use Christine Randazzo for landscaping for Connectivity project
- TRIP grant application submitted to DOT
- Rec Trails grant application submitted – no update yet
- Town received Neglected Cemetery grant (\$5,000) – use at Cider Mill Road Cemetery
- Contracts for brush grinding – Distinctive Tree Care is the lowest bid, would also haul woodchips
- Boundary Line Adjustment – to discuss later in meeting
- Discussion on letter from the State regarding funding bridge repair

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

- a. **Status of the Community Center RFP Contract signing** – Adrian Mandeville gave update, received contract and reviewed, is generally okay with the contract, will send to Dennis O'Brien and others for review – will need permission to have Eric Anderson sign the general contract for original bid amount. Adrian Mandeville MOTIONED to have Eric Anderson sign the contract to build once the perspective parties and Town Attorney have signed off on the contract. Scott Person SECONDED. Additional discussion – have Rick from Lenco Electric review contract as well, looking to have someone appointed to review change orders. Adrian Mandeville AMENDED his motion to include appointing himself to be the owner's responsibilities designee. Scott Person SECONDED. MOTION CARRIED 4:0:0

- b. **Hop River Homes update** – none, agreement in place to use for softball and the right to run a water and electrical line under the road to fee the property. If the Town decides to put up lighting to have Hop River Homes involved in the process.
- c. **Recognizing Andover Residents** – move to next month's meeting
- d. **COOL Program Contract** – still waiting for CIRMA to review, Dennis O'Brien working on draft of contract; concerned about section regarding termination of the contract being removed. Dennis will send the most recent draft copy he wrote to Board members – trying to meet COOL program halfway; would like to have complete before summer programs begin.
- e. **Andover Personnel Policy discussion** – move to next month's meeting
- f. **Senior Transportation Vehicle purchase** – Jeff Murray discussed that this purchase was put into the 2023-2024 FY budget just in case there is not room in the current year budget to purchase – it was then removed from the 2023-2024 FY budget per the Board of Finance. Looking to purchase from this year's budget from the unexpended fund balance.

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

- a. **Selectman resolution in support of 2022 STEAP Grant** – Jeff Maguire MOTIONED to sign a resolution for the 2022 STEAP Grant. Scott Person SECONDED. MOTION CARRIED 4:0:0
- b. **Budget message recommendations** – Discussion to include fund use to furnish the Community Center up to \$125,000. Include that the Town has gotten the budget to a place that's respectful of the current economy while funding its needed functions. Eric and Adrian will work together to craft a message with the Board of Finance.
- c. **Set date for Town Budget meeting** – Jeff Maguire MOTIONED to set the Town Budget Meeting for Tuesday, May 2<sup>nd</sup>, 2023 at 7pm in the AES Gymnasium. Adrian Mandeville SECONDED. MOTION CARRIED 4:0:0
- d. **Boundary Line Agreement**
  - a. **Steven King**

Property was just purchased on Burnap Brook that borders the Transfer Station Property – new survey was done, need to have Zoning attorney review and have potential boundary line agreement signed by both parties. This intersection of Burnap Brook and the rail trail is very scenic – Town trying to take possession of this piece of property. Will require 8-24 referral to the Planning and Zoning Commission, a Town meeting, reviewed by both the Board of Selectmen and Zoning attorney.

Additional discussion on the survey, boundary lines and property size.

#### **b. Hawes Family**

Boundary lines for Town property on School Road – difference between boundary descriptions. BSC Group will not sign off on A2 survey because of the size difference in the descriptions. Suggest a lot line agreement between the Town and property owner – Board agreed. Eric will begin working on boundary line agreement.

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

- a. **March 6<sup>th</sup>, 2023 Budget Workshop**
- b. **March 13<sup>th</sup>, 2023 Regular Meeting and Budget Workshop**

Jeff Maguire MOTIONED to approve both the March 6<sup>th</sup> and March 13<sup>th</sup>, 2023 meeting minutes. Scott Person SECONDED. MOTION CARRIED 4:0:0

**12. Budget - none**

- a. Appropriation Transfers**
- b. Over Expenditure Requests**

**13. Tax Collector's Report**

- a. Refunds Requests**

Tax Collector submitted letter of retirement effective 8/31/2023 – will need to have discussion on filling position. There was \$136,000 collected in the previous months.

Jeff Maguire MOTIONED to approve the tax refund request for Brian Lanzieri for \$141.97. Adrian Mandeville SECONDED. MOTION CARRIED 4:0:0

**14. Department Reports**

- a. Assessor's Report**
- b. Fire Department**
- c. Burning Official**
- d. Resident State Trooper**
- e. Town Clerk**
- f. Building Department – Eric Anderson will review receipt totals for building permits**
- 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 - none**

**17. Adjournment**

Scott Person MOTIONED to adjourn the meeting at 8:58pm. Jeff Murray SECONDED. MOTION CARRIED 4:0:0