

**Town of Andover**  
**Board of Selectmen**  
Regular Meeting Minutes  
Monday, May 8<sup>th</sup>, 2023 – 7:00pm  
Location: Virtual Zoom meeting

Members Present: First Selectman Jeff Maguire, Adrian Mandeville, Jeff Murray, Scott Person, Paula King  
Town Administrator: Eric Anderson  
Board of Finance: Linda Fish, Joanne Hebert  
COOL Program: Jessica Courier, Amy Knox, Brad Kelle  
Library Board: Dianne Grenier

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

Jeff Maguire called the meeting to order at 7:02pm. The Pledge was recited.

**2. Public Speak**

Linda Fish – none

Jess Courier – none

Amy Knox – none

Paula King – gave reminders of events for 175<sup>th</sup> Anniversary celebration, will work with Admin Assistant to add events to calendar on Town website

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

Adrian Mandeville MOTIONED to add an Executive Session to agenda item 16.5 to discuss the King Property, COOL contract, Community Center contract, and Union contracts. Scott Person SECONDED.  
MOTION CARRIED 5:0:0

**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**

Some reports included in packet – will discuss in Executive Session

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

**6. Appointments - none**

**7. Resignations**

**a. Tax Collector Retirement – will discuss in Executive Session**

## 8. Town Administrator's Report

- Legislation to approve early voting to begin in 2024 – 14 day early voting period prior to general election, increase for next budget year; will need to increase staffing, State may provide funding
- Bills before Appropriation Committee – will decrease revenue on delinquent taxes
- Town Hall staff received Narcan training
- RFP's for HVAC (Fire Dept and Town Hall) are live and available on Town website
- Town did not receive Rec Trails grant
- Looking into 2 traffic requests with DOT
- Library would like heating looked at in basement
- Town Clerk's office currently offering Transfer Station tickets
- Audit, mostly complete – 2 remaining items open
- New Building Official – Building department running well, number of zoning enforcements being worked on
- Applications for State/Local Bridge Program
- Public Works cleaning area behind Town Hall for Community Garden – tree removal, addressing roads in Town
- Debris Management – met with contractor about disaster clean up, discuss signing preliminary contract
- BCS working on special permit application for Community Center – review at next Planning & Zoning meeting on May 22<sup>nd</sup>.
- Discuss Rav-4 purchase for Senior Transportation at next Board of Finance meeting
- Submitted STEAP Grant application – Connectivity Grant 90% expended, use remaining funds for landscaping at DPW and Center Street
- Update on TRIP grant
- Distinctive Tree Care to grind brush pile
- Discuss Mutual Benefit Use agreement

Discussed Town notification system/texting to make residents aware of Town voting – can put reminders on fliers for communications in Town

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

- a. Status of the Community Center RFP Contract signing** – discuss in Executive Session
- b. Recognizing Andover Residents** – Paula King send link to Board members – asked for feedback, would like to start promoting and getting input from the public
- c. Cool Program contract** – discuss in Executive Session
- d. Andover Personnel Policy discussion** – discuss at next meeting
- e. Senior Transportation Purchase** – discuss at next Board of Finance meeting to allocate funds towards purchase
- f. Boundary Line Agreement**
  - 1. Steven King**
  - 2. Hawes Family**

Eric Anderson sent the Boundary Line Agreement to the Hawes family for review – yet to hear back. King property was referred to the Town Engineer – having survey team review, discuss more in Executive Session

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

**a. Event permit discussion**

**a. Event permit sign off**

Discussion on signing/approval process – having Administrator sign off. Eric will redo the form with an updated signature section. Speak with Town Attorney on having an ordinance to enforce late submissions/issuing a fine.

**11. Approval of Meeting Minutes**

**a. April 10th, 2023 Regular Meeting**

Jeff Maguire MOTIONED to approve the April 10<sup>th</sup>, 2023 Regular Meeting Minutes. MOTION CARRIED 5:0:0

**12. Budget**

**a. Appropriation Transfers**

**b. Over Expenditure Requests**

None.

**13. Tax Collector's Report**

**a. Refunds Requests** – Adrian Mandeville MOTIONED to approve the refund request to Richard Timreck for \$81.05. Jeff Maguire SECONDED. MOTION CARRIED 5:0:0

2.7% uncollected taxes, Personal Property over 95% collected, Motor Vehicle 93% collected

**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**

**g. Assessor's Office**

**h. Public Works**

**i. Transfer Station**

**j. Library**

**k. Senior Transportation**

**l. AHM**

**m. Economic Development Commission**

**n. ZBA**

Jeff Maguire followed up on building permit revenue – Eric asked Building Department Admin to pull about 10 permits to have the Building Official review,

## **15. Correspondence - none**

## **16. Public Speak**

Linda Fish – none

Joanne Hebert – commented on proper sign offs on application for using Town facilities

Jessica Courier – none

Dianne Grenier – none

Brad Kelle – none

Amy Knox - none

## **16.5 Executive Session**

Jeff Maguire MOTIONED to move into Executive Session at 7:56pm to discuss the COOL contract, King property, lot line adjustment, Community Center contract, and Union contracts. Jess Courier, Amy Knox, and Brad Kelle were invited in. Adrian Mandeville SECONDED. MOTION CARRIED 5:0:0

Returned from Executive Session at 9:48pm.

Adrian Mandeville MOTIONED to hire Amy Knox as an alternate driver for Senior Transportation. Scott Person SECONED. MOTION CARRIED 5:0:0

## **17. Adjournment**

Adrian Mandeville MOTIONED to adjourn the meeting at 9:49pm. Jeff Murray SECONDED. MOTION CARRIED 5:0:0