

**Town of Andover**  
**Board of Selectmen and Board of Education**  
**Special Meeting Minutes**  
Monday, June 12<sup>th</sup>, 2023 – 7:00pm  
Location: Virtual Zoom Meeting

Members Present: First Selectman Jeff Maguire, Adrian Mandeville, Paula King, Jeff Murray  
Members Absent: Scott Person  
Town Administrator: Eric Anderson  
Town Attorney: Dennis O'Brien  
Board of Education: Superintendent Valerie Bruneau  
Board of Finance: Joanne Hebert, Linda Fish  
Conservation Commission: Mike Palazzi  
Senior Transportation: Cathy Palazzi  
CIP: Ed Sarisley  
Library Board: Dianne Grenier  
Public Present: Diane Choquette

1. **Call to Order/Pledge of Allegiance** - Jeff Maguire called the meeting to order at 7:00pm. The Pledge was recited.
2. **Discussion** – Jeff Maguire stated that the Board of Education will discuss their Community Center concerns at their June 14<sup>th</sup> meeting and provide information to the Planning and Zoning Commission – will discuss later in meeting.
3. **Adjournment** – skipped

**Town of Andover**  
**Board of Selectmen**  
**Regular Meeting Minutes**  
Monday, June 12<sup>th</sup>, 2023 – 7:00pm (following Special Meeting)  
Location: Virtual Zoom Meeting

4. **Call to Order/Pledge of Allegiance** – skipped
5. **Public Speak** –  
Linda Fish – none  
Dianne Grenier – requested Board of Selectmen speakers to have their camera on  
Diane Choquette – none  
Mike & Cathy Palazzi – none  
Superintendent Valerie Bruneau – none  
Dennis O'Brien – none
6. **Additions/Deletions to the Agenda**  
Paula King MOTIONED to add agenda item 13g. Signage on Long Hill/Veteran's Memorial Fields and agenda item 13h. 3 vs. 3 Summer Tournament. Adrian Mandeville SECONDED.

Jeff Maguire gave brief background information moving Special Meeting with Board of Education, BOE members could not attend BOS meeting, BOS members will attend BOE meeting instead.

Jeff Murray MOTIONED to add agenda item 13i. Discuss concerns from Board of Education on Community Center project and move up in agenda. Adrian Mandeville SECONDED.

BOTH MOTIONS CARRIED 4:0:0

## **7. 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**
- g. Summary of Audit Status**
- h. Motions by the Board of Finance**

Eric Anderson gave update – all expenses entered into QuickBooks, working on Tax Collector revenue input – under budget for the 2022-2023 FY. Board of Finance motioned to transfer funds from the Resident State Trooper line item to a newly created line item for the purchase of a new vehicle for Senior Transportation. Need to review revenue totals, check register shows good amount of detail. Discussed consolidating bank accounts, Board of Finance on board – Eric will have a meeting with M&T Bank and transfer funds into STIF account, would like to have cleaned up by July 1<sup>st</sup>.

Board of Finance set mill rate at 31.29 – State released payments to Towns broken out by grant.

Jeff Maguire MOTIONED to establish a STIF account. Adrian Mandeville SECONDED. MOTION CARRIED 4:0:0

New account line established to transfer funds from Resident Trooper line to new line for Senior Transportation vehicle. Discussed creating Capital Fund for Andover Elementary School – would transfer funds from the AES Expansion Fund into the new Capital Fund, separate from AES budget.

Jeff Maguire MOTIONED to establish a Capital Fund for AES. Paula King SECONDED. MOTION CARRIED 4:0:0

Balance of AES Expansion fund to be transferred to new Capital Fund – current balance \$8,754.71

Jeff Maguire MOTIONED to transfer the \$8,754.71 balance of the AES Expansion Fund into the new AES Capital Fund. Paula King SECONDED. MOTION CARRIED 4:0:0

## **8. Board and Commission Presentations**

- a. Garden Club Thank You Letter** – letter of thanks for work by Public Works and donation from Adrian Mandeville

- b. Board and Commission re-appointment responses**

IWWC – re-appoint William Munroe, Jed Larson, Duncan Phyfe, Ed Smith, & Janice Maschi.

George Elliott not seeking re-appointment

Andover Fire Commission – Shawn Covell, re-appointed as Fire Commission representative on CIP

Conservation Commission – re-appoint Evan Aquirre, Hank Gruener, Mary Ann Guile, Mike Palazzi, and Cathy Shea as regular members. Re-appoint Carrie Crompton and Gary Gile as alternate members.

Economic Development Commission – re-appoint Elaine Buchardt, Cathy Palazzi, Catherine Magaldi-Lewis. Patrick Dougherty not seeking re-appointment.

Jeff Maguire MOTIONED to re-appoint all volunteers requesting re-appointment. Paula King SECONDED. MOTION CARRIED 4:0:0

Eric Anderson and Carol Lee will reach out to other Commissions regarding vacancies.

**9. Appointments** – see above

**10. Resignations** - none

**11. Town Administrator's Report**

Willie Bell working on Town Hall building – exterior painting almost complete, reglazing and repainting windows at Library next

Active RFP's for Andover Fire Department & Andover Town Hall, closed June 8<sup>th</sup>. Need a review committee – 2 bids received for AFD and 1 bid for Town Hall. Discussed bid process, scope of work and potentially splitting the RFP's by job.

Jeff Maguire MOTIONED to appoint Eric Anderson, Jeff Murray, and Adrian Mandeville to the Review Committee for the HVAC replacement programs at AFD and Town Hall.

Jeff Maguire REVISED his motion to appoint Adrian Mandeville, Jeff Murray, Eric Anderson, and require a representative from the Andover Fire Commission/Department to the Review Committee for the HVAC replacement programs at AFD and Town Hall. Adrian Mandeville SECONDED. MOTION CARRIED 4:0:0

LOCIP – Eric applied, additionally applied to State Historical Preservation Office – building is over 50 years old

Active RFP for RAV-4 Hybrid purchase for Senior Transportation – did not receive sealed bids back. Jeff Murray reached out to 3 Toyota dealerships in the area that RFP covered, received bids back but dealerships were reluctant to submit a sealed bid.

Jeff Maguire MOTIONED to appoint Board of Selectmen Members to the Bid Evaluation Committee for the RAV-4 for Senior Transportation and waive the sealed bid requirement. Paula King SECONDED. MOTION CARRIED 4:0:0

Jeff Maguire MOTIONED to select the lowest bidder and waive the color requirement on the RAV-4 purchase. Jeff Murray SECONDED. MOTION CARRIED 4:0:0

Jeff Murray MOTIONED to put a deposit on the RAV-4 from Lynch Toyota as the lowest bidder. Adrian Mandeville SECONDED. MOTION CARRIED 4:0:0

Fire Truck RFP – closes in July

Adrian Mandeville MOTIONED to nominate Jeff Maguire to the Review Panel for the Fire Truck RFP. Paula King SECONDED. MOTION CARRIED 4:0:0

Union Negotiations with AFSCME – June 14<sup>th</sup> @ 10:00am

COOL Contract – discuss and possibly authorize

Rec Trails Grant – did not received. Eric working on potential other funding source – rode the length of the rail trail with DEEP Trail Coordinator Kim Bradley, discussed what Andover needs in terms of trail maintenance, and additional improvements – free up some funds for tree removal along trail

Town Clerk's Office – issuing Transfer Station permits

Assessor's Office – regulations on MV evaluations changing, will affect Grand List in the future, will receive more information in October of next year

Social Services - handling multiple eviction issues

Audit – waiting on final item from actuary at Hooker & Holcombe

Building & Land Use Department – reviewing fee schedule with new Building Official

Zoning – working on enforcements and applications, Dennis O'Brien assisting with legal side

State/Local Bridge Program – application in for culvert at Lake Road & Bausola, asked DOT to meet and discuss access way for Hutchinson Road culvert

Bunker Hill Bridge – 70% design phase should be released shortly by the contractor

Long Hill Bridge – test borings complete, 30% design phase

Special Permit Application for Community Center – Pending

Transfer Station – having rodent issue, did cleaning, pest control coming in to get issue under control

Boundary Line Agreement/Adjustment - waiting for formal report from Town Engineer, followed up with Kim Hawes, in agreement with boundary line agreement, have Dennis O'Brien work up documentation to be filed with boundary line survey. Would require an 8-24 & Town Meeting per charter.

Received note back from DOT on speed limit on Route 6 being reduced to 40mph by Dollar General – DOT would drop it to 45mph, need confirmation from Jeff Maguire.

Adrian Mandeville MOTIONED to concur with the DOT's recommendation to enact the 45mph speed limit in the area of Dollar General on Route 6. Paula King SECONDED. MOTION CARRIED 4:0:0

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

- a. **Tax Collector Resignation** discuss in Executive Session
- b. **Status of the Community Center RFP Contract signing** – discuss in Executive Session  
Adrian Mandeville MOTIONED to add the discussion of agenda items 12 a. and 12 b. to Executive Session. Jeff Murray SECONDED. MOTION CARRIED 4:0:0
- c. **Recognizing Andover Residents** – submission form is live on Town website – also putting information in the Rivereast
- d. **COOL Program contract** – Dennis O'Brien sent contract revisions (in packet), was sent to COOL in previous week for review, will follow up to see if there are any concerns with current contract revisions

Adrian Mandeville MOTIONED to approve the current COOL contract version in meeting packet. Paula King SECONDED. MOTION CARRIED 4:0:0

- e. **Andover Personnel Policy discussion** – move to next meeting
- f. **Boundary Line Agreement** - previously discussed in meeting (agenda item 11.)
  - 1. Steven King
  - 2. Hawes Family

**13. New Business – Discuss and act upon the following:**

- a. **Recognition of Andover Landscaping donation** – letter for donation provided in packet  
Jeff Maguire MOTIONED to send the letter to Matt at Andover Landscaping. Paula King SECONDED.  
MOTION CARRIED 4:0:0  
  
Also thanked Scott & Lauren Person, and Adrian Mandeville for their donations to the Community Garden
- b. **Discussion of blight and level of involvement** – discussion on guidance/handling/enforcing these situations, Dennis O’Brien weighed in – files maintained in Building/Zoning Departments on properties. Discuss more at next meeting.
- c. **Status of Special Permit application** – discuss in Executive Session
- d. **Disposition of 2002 20-passenger bus** – bus has gone through many repairs, oil leak, registration expiring in August. Looking to receive new 12-passenger bus in 2024. Need to make sure there are currently enough resources to support Senior Transportation, AES, and the COOL Program – additionally need contract for student at AES needing wheelchair transportation – have a quote for the bus repair around \$3500, look at potentially renting a 12-passenger van. In the meantime, execute most cost-effective way to keep transportation operational and purchase the new RAV-4 as soon as possible.
- e. **AES contract renewal for Transportation vehicle** – Eric Anderson will put together a contract, logistics need to be worked on, Amy Knox currently training for license
- f. **Appoint a panel to review the following RFP’s** – previously discussed in meeting (agenda item 11.)
  - a. **Purchase of RAV-4 for Senior Transportation**
    - 1. Review RFP and purchasing policy
    - 2. BOS acts as review panel for RFP
    - 3. Authorize purchase
  - b. **Purchase of Squad Rescue Pumper for the Fire Department**
  - c. **HVAC upgrades to the Fire Department**
  - d. **HVAC upgrades to the Town Hall**
- g. **Signage on Long Hill/Veteran’s Memorial Fields**  
Organizer utilizing field asking to put signs up promoting soccer club for the Fall – will discuss more with Scott Person at next meeting
- h. **3 vs. 3 Summer Soccer Tournament** – Paula King spoke with resident who is interested in running a summer program at the Long Hill/Veteran’s Memorial fields, would be a 2-week long program. Adrian Mandeville and Dennis O’Brien working on contract for the program – Town would be collecting fees, Recreation Commission involved. Discussion on fee collection, vendor payments, insurance, and running the program itself.

Adrian Mandeville MOTIONED to agree to the 3 vs. 3 Summer Tournament contract with the stipulation that CIRMA is contacted regarding an event insurance policy that could be acquired. Jeff Maguire SECONDED. Discussion – no action taken

Jeff Maguire MOTIONED to approve the 3 vs. 3 Summer Tournament with a revised contract with stipulations that the Town receives 15% of the gross collections of application fees and requires the organizers to obtain an event insurance policy (paid for by the event organizer). Paula King SECONDED. MOTION CARRIED 4:0:0

*i. Board of Education Concerns for Community Center – moved up in meeting agenda*

**14. Approval of Meeting Minutes**

**g. May 8<sup>th</sup>, 2023 Regular Meeting**

Jeff Maguire MOTIONED to approve the May 8<sup>th</sup>, 2023 Regular Meeting Minutes. Paula King SECONDED. MOTION CARRIED 4:0:0

**15. Tax Collector's Report – less than \$200,000 left to collect for the current Fiscal Year**

**a. Refunds Requests - none**

**16. Department Reports – provided 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**

**17. Correspondence – none, Public Works is back to a full crew of 5**

**18. Public Speak**

Dianne Grenier – 175<sup>th</sup> Anniversary Committee did a wonderful job with recent events, Town Administrator's report location in packet, asked what would be discussed regarding the Community Center in Executive Session (legal matters)

Superintendent Valerie Bruneau – none

Joanne Hebert – in favor of 3 vs. 3 tournament, make sure there is adequate staff for the program

Ed Sarisley – looking forward to a hopeful groundbreaking ceremony on the Community Center

**19. Executive Session – Union Negotiations & Community Center**

Adrian Mandeville MOTIONED to enter into Executive Session inviting the Town Administrator and Town Attorney at 9:54pm. Paula King SECONDED. MOTION CARRIED 4:0:0 Returned from Executive Session @ 10:53pm

**20. Adjournment**

Jeff Maguire MOTIONED to adjourn the meeting at 10:53pm. Paula King SECONDED. MOTION CARRIED 4:0:0