

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

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

Members absent: Adrian Mandeville

Town Administrator: Eric Anderson

Board of Finance: Joanne Hebert, Linda Fish

Town Attorney: Dennis O'Brien

Planning & Zoning Commission: Leigh Ann Hutchinson

Public Present: Mike & Cathy Palazzi

**1. Call to Order/Pledge of Allegiance** – Jeff Maguire called the meeting to order at 7:02pm. The Pledge was recited.

**2. Public Speak** – none

**3. Additions/Deletions to the Agenda** – Paula King MOTIONED to add Agenda item 9g. Long Hill/Memorial Fields signage. Jeff Maguire 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** – NECOG invoice higher than budgeted

**g. Summary of Audit Status**

Reports and check register provided in packet, bills paid through June. Discussed revenue – taxes collected (final numbers from Tax Collector further in packet, building and land use fees, Town Clerk fees, Transfer Station revenue and rental revenue.

Budget – discussed transfers, bottom line of budget. Senior Transportation Vehicle Maintenance over expended, Auditor/Actuary line item – supplemental payment to auditor for previous year's audit.

AES Levy Schedule – allocate funding in 10 equal monthly installments beginning in July

Submitted paperwork to State for STIF account – Eric also speaking with Government Banking representative from M&T Bank to come up with solution, possibly open a Money Market account

**5. Board and Commission Presentations**

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

Norton Children's Fund – members seeking re-appointment Charlotte Nelson, Bill Penn, Heidi Xenophontos, Louise Goodwin, Linda Armstrong

Memorial Day Committee – members seeking re-appointment Kim Hawes, Carol Lee, John McCall, Robert Post, Louise Goodwin, Wayne Thorpe

Recreation Commission – members seeking re-appointment Brian Briggs, Annmarie Daigle, Kim Hawes, Carol Lee, Cindy Murray

Inland Wetlands Watercourses Commission – members seeking re-appointment Jed Larson, William Munroe, Duncan Phyfe, alternates – Jan Maschi, Ed Smith, new member – Brad Kiel

Conservation Commission – members seeking re-appointment Evan Aquirre, Mary Ann Gile, Hank Gruener, Mike Palazzi, Cathy Shea, Carrie Compton, Gary Gile

Library Board of Directors – Sharon Shevchenko seeking re-appointment as a regular member

Jeff Maguire MOTIONED to appoint and re-appoint all requested members to the various boards reviewed. Scott Person SECONDED. MOTION CARRIED 4:0:0

**6. Appointments – see above**

**7. Resignations – none**

**8. Town Administrator's Report – sent separately from packet, summary and status of projects going on**

Bridges – Bunker Hill Bridge 70% design stage, have preliminary drawings – Long Hill Bridge working towards 30% design stage. DOT sent out notifications for Towns that were awarded State grant – have not heard yet, may reach out to DOT for further information

Community Center – Zoning Special Permit was accepted, received revised set of drawings from BSC Group. Working with Chief Engineer to clean a few things up. Will have Planning & Zoning Commission Chair and Zoning Agent review and sign off – have mylars made once everything is accepted. Need final approval from Health Department and Wetlands.

HVAC Projects – Eric working on – will send information over to Jeff Murray and Adrian Mandeville. Received approval from SHPO for State Historic Preservation to remove wall mounted a/c units in Town Hall to replace with ductless split. Board of Fire Commissioners meeting – will appoint member for review panel, Eric will provide information. Goal is to bring both back to contractor to discuss projects before awarding bids.

Museum Renovations – nothing started yet. Need to go to SHPO and to RFP, need authorization to begin teardown at Old Fire House

Road Work – shimming is complete, on schedule for crack sealing and chip sealing

No notifications on TRIP Grant. Town did not receive Rec Trails Grant – legislative team helped get Town \$100,000 bond for study and design phase for multi-use connection between Municipal Campus and Rail Trail – will engage new Town Planner once on board. Try to get on LOTCIP application due in January/February 2024.

Pickleball – looking at possible locations for courts

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

**a. Status of the Community Center RFP Contract signing -** have contract with General Contractor, submit building permit within the next few weeks. Schedule groundbreaking ceremony – Jeff Maguire spoke with Marc Brinker, Gerry Cremè, Senior Coordinator and other Board members – possibly coordinate with a Senior Luncheon

**b. Andover Personnel Policy discussion** – discuss at next month’s meeting

**c. Discussion of Blight and level of involvement** - Eric shared screen, status of current blight violations/complaints – keep revisiting over next few months for updates/progress on properties – potential discussion in Executive Session with Town Attorney

**d. Disposition of 2002 20-passenger bus** - will be disposing of bus in one way or another, needs a lot of money in repairs, registration is up in August – potentially auction off – Eric to follow up on replacement bus – Eric reached out to DMV, State is getting rid of some 12-passenger handicapped accessible busses – new Rav4 will be ready tomorrow or Wednesday – Eric will prepare payment, license plates and insurance.

**e. AES contract renewal for Transportation vehicle** – Eric sent to Jeff Maguire to sign

**f. Boundary Line Agreement** - Eric spoke with Town Engineer, partially reviewed by Chief of Survey – not a lot of consistency between all surveys and boundary surveys (S. King). Hawes Family boundary line – Town Attorney feels this should have an 8-24 Survey and a Town meeting – could put on agenda next time there was a Town meeting.

**1. Steven King**

**2. Hawes Family**

**g. Long Hill/Memorial Field Signage** - soccer league looking at putting up some signs on fence & down at field – discuss with Scott – could generate revenue for Rec Commission & Town (rental space for signs), sign sizes/locations – speak with Rec Commission. Funds donated by Ken Platt from trail race, looking to purchase two new picnic tables – recognize Ken Platt for donation. Paula, Eric, and Scott will review sign size allowance.

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

**a. “Andover’s Finest”** – Electronic nominations in packet, waiting for paper nominations – will talk about more next month. Any nominations received after today (7/10/2023) will be reviewed next quarter

**b. Local Traffic Authority** – all traffic authorities required to go through a training during the year- Board of Selectmen is Local Traffic Authority or can designate someone – designee will negotiate with State Traffic Authority. Scott Person MOTIONED to appoint Eric Anderson as the Local Traffic Authority designee. Jeff Maguire SECONDED. MOTION CARRIED 4:0:0

**11. Approval of Meeting Minutes**

**a. June 12<sup>th</sup>, 2023 Special and Regular Meeting**

Paula King MOTIONED to approve the June 12<sup>th</sup>, 2023 Special and Regular Meeting Minutes. Jeff Murray SECONDED. MOTION CARRIED 3:0:1 with Scott Person abstaining.

**12. Tax Collector’s Report**

**a. Refunds Requests** – Paula King MOTIONED to send out three tax refund requests totaling \$4,043.31. Scott Person SECONDED. MOTION CARRIED 4:0:0

**13. 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**

Well pump at Library needs replacement – Jeff Murray MOTIONED to allocate \$3500 from the Building Maintenance Fund for the replacement of the well pump at the Andover Library. Paula King SECONDED. MOTION CARRIED 4:0:0

**14. Correspondence - none**

**15. Executive Session – Union Negotiations**

Jeff Maguire MOTIONED to enter Executive Session at 8:33pm – inviting Eric Anderson, Attorney Dennis O’Brien, and Joanne Hebert.

Returned from Executive Session at 9:44pm.

**16. Public Speak**

Mike & Cathy Palazzi – thanked Board members and Eric Anderson for all their help

Lind Fish – none

Joanne Hebert – none

Leigh Ann Hutchinson – portraits in Town Hall taken down – looking to locate and hang back up

**17. Adjournment** – Paula King MOTIONED to adjourn the meeting at 9:44pm. Scott Person SECONDED. MOTION CARRIED 4:0:0