

**Town of Andover**  
**Board of Selectmen**  
Regular Meeting Minutes  
Monday, August 14<sup>th</sup>, 2023 – 7:00pm  
Location: Virtual Zoom meeting

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

Members Absent: Jeff Murray

Town Administrator: Eric Anderson

Town Attorney: Dennis O'Brien

Board of Finance: Joanne Hebert, Linda Fish

Planning & Zoning Commission: Anne Cremè

Board of Education: Chris Bernard

Senior Services: Cathy Palazzi

Conservation Commission: Mike Palazzi

Library Board: Dianne Grenier

Economic Development Commission: Catherine Magaldi-Lewis

Public Present: Steven (last name unknown)

**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

Mike & Cathy Palazzi – thanked the Board and Eric for their hard work on the Community/Senior Center approval.

Groundbreaking Ceremony scheduled for Friday, August 18<sup>th</sup>.

Dianne Greiner – echoed Cathy Palazzi on the Community/Senior Center – looking to add piano donation on agenda for discussion – thanked Catherine Magaldi-Lewis for all the hard work on 175<sup>th</sup> Anniversary events

Chris Bernard – none

Anne Cremè – none

Joanne Hebert – excited for groundbreaking to begin on Community/Senior Center

Catherine Magaldi-Lewis – none

Attorney Dennis O'Brien - none

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

Jeff Maguire MOTIONED to remove agenda item 4. Burnap Brook Lot Line Agreement Discussion with all Parties and replace it with agenda item 4a. AES upper Parking Lot paving, 4b. Community Center piano donation, 4c. Townsend Cemetery stump removal discussion, and 4d. Veteran's Memorial Field soccer goals. (No second on the motion) MOTION CARRIED 4:0:0

**4a. – AES upper Parking Lot paving**

Jeff Maguire sent information with proposed document for paving currently constituted from contractor – met with Marc Brinker and Gerry Cremè on how this project could be completed. The Board of Finance needs to weigh in on moving funds – use new fund created for capital projects for paving project, project needs to be done in accordance with Public Works Supervisor and Town Engineer.

Eric Anderson provided additional information – 3 basin tops being replaced, no mention of re-mortaring the basin where there was a previous sinkhole, tack coding of cold joints where new paving meets Town road or sidewalk, performance bonding – Town Engineer to monitor pavement thickness, materials testing lab to measure soil compaction prior to paving, DPW will come in last to backfill behind curbing at the completion of job – only sign contract if document references specifications given to School Board – discussed timeline of events, max 5 day project from start to finish, permit requirements/conditions, contract/document provided by Jeff Maguire - addendum to be made to document outlining specifications – Jeff Maguire will talk with Superintendent Valerie Bruneau and Marc Brinker to move funds into new Capital account – Joanne Hebert weighed in on communication from Marc Brinker about project/potential special meeting.

Jeff Maguire MOTIONED to authorize Eric Anderson to issue a permit for the paving of the AES upper parking lot with the following conditions:

- An addendum be made to the current contract to include all specifications outlined by Jay Tuttle (DPW) and the Town Engineer
- The Board of Finance approve via Special Meeting to transfer funds into the AES Capital Improvement Fund

Scott Person SECONDED. MOTION CARRIED 4:0:0

#### **4b – Piano Donation to Community/Senior Center**

Dianne Greiner graciously offered to donate piano – Paula King stated that the seniors can use, and library can use as well. Adrian Mandeville added information on room layout and space, will have lock on piano – Adrian is looking into specifications on density of the floor (leaving marks on floor depending on weight and floor material) piano can be stored by seller, if necessary, until Community/Senior Center is completed.

Jeff Maguire MOTIONED to accept Dianne's gift of an upright piano contingent on floor density information. Scott Person SECONDED. MOTION CARRIED 4:0:0

#### **4c - Townsend Cemetery Stump Removal**

Request from Town resident to grind stumps from trees that were cut years ago, visual impact to cemetery (not a Town owned cemetery) but were trees that were removed by the Town – discussion, talk more at next month's meeting speak with Attorney Dennis O'Brien.

#### **4d – Soccer Goals at Veteran's Memorial Field**

2 goals not being used anymore – suggestion of auctioning off and can donate money to Senior Tag Sale.

Paula King MOTIONED to auction off the retired soccer goals at Veteran's Memorial Field and the proceeds go to towards the Senior Tag Sale in August. Scott Person SECONDED. MOTION CARRIED 4:0:0

### **5. 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**

Reports in packet – all bank accounts reconciled through last Fiscal Year. Eric Anderson gave update on revenue and expenses, in the black on Town side for \$270k smaller expenses still rolling in. Finance Office looking to switching to a new payroll service. Listing of all Town grants (State and Federal funding) that was received for Town and School.

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

**a. Board and Commission Appointment Responses** – Brad Kelle – Library Commission, Alan Repay for Norton Commission as alternate – will discuss next month. Eric will transfer letters for Brad and Alan to appropriate chair persons.

**7. Appointments – none**

**8. Resignations - Catherine Magaldi-Lewis resigned from the Economic Development Commission**

**9. Town Administrator's Report**

Eric sent report out –

Town Hall operations - Willie is working on Library windows. Eric was asked to walk property on Skinner Hill Road being acquired by Joshua's Trust and work with Joshua's Trust and Town Land Trust, will have President come to next Board of Selectmen meeting collaborate on establishing a parking area, would like to work on cleanup of property. Signed RFP for Fire Truck. Received State/Local Bridge Program grant for replacing culvert on Lake Road – will need to go to Town meeting before formally approved for Town match - 2 years before construction begins, will continue to put funds away in future budget years. Town did not receive Rec Trails Grant but did get \$100,000 authorization from State Senator MD Rahman for study and design work on pedestrian connection. Social Services - most eviction situations have been resolved. Finance Office - audit has been submitted, looking into switching to QuickBooks payroll software. Building Department – cost evaluation for jobs (Adrian Mandeville weighed in on costs compared to other Towns). Zoning Enforcement Actions – no update yet actively, working on 664 Route 6. Tax Collector – new Tax Collector will be attending fall training classes, look at additional training for other departments DPW, Building Department, Assistant Town Clerk, etc. DPW - Chip sealing beginning shortly, spoke with Jay Tuttle to work on debris management plan for catastrophic events. Eric attended Bunker Hill Bridge 70% design phase meeting – issues that arose include relocating utilities, negotiating with property owners about temporary easements, threatened species in the area, coordination with State and Coventry for bridge on the other end of the road, also discussed funds reserve for invoices until reimbursed by government, moving funds/reallocating funds from 2022-2023 Fiscal Year into Bridge and Culvert Fund instead of putting back into General Fund. Community Center – permit approved, mylars signed and filed, groundbreaking on Friday August 18<sup>th</sup>. Senior Transportation - new vehicle received just needs lettering, big bus will be leaving for disposal. Handicapped spot for walking trail at Veterans Memorial Fields is paved, waiting on striping. TRIP Grant - no decision from DOT yet. Eric included photos of erosion on roads. Town resident Bill Penn cycled across country, chicken loose on Veteran's Memorial Fields, bench donated from Ken Platt (Platt Systems) installed on rail trail, junk sitting on Town property right-of-way on Route 6. Steiner mower repair for DPW – new motor is backordered could look at potentially replacing the entire mower – will go to CIP to review purchase, Eric will provide information to Board of Selectmen of what will be presented to CIP.

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

**a. Status of the Community Center RFP Contract signing** – contract signed, groundbreaking on 8/18/2023, final bid came over expected amount, reviewed list of items that could be adjusted, agreed to release package to begin foundation, plumbing, in-ground electrical, and site work. Will keep working on other pieces to get number down.

**b. Discussion of Blight and level of involvement** – nothing additional, in Town Administrator's report

**c. Stiff Account Update** – account open, Eric gave information on funds transfer process, review having M&T as primary bank for Town

- d. Long Hill/Memorial Field Signage** – Zoning regulation on sign size, Eric spoke with Jed Larson (PZC), request change to Zoning regulation, let soccer club know they can put up temporary signs for time being during practice or games.
- e. Revised Mapping for Community Center** – in packet
- f. Contract for Planner Services** – contract met criteria town was looking for. Adrian Mandeville MOTIONED to give Eric authorization to sign the Town contract for Planner Services. Scott Person SECONDED. MOTION CARRIED 4:0:0
- g. Grant for State/Local Bridge Program** – grant application submitted and received, review in next month's meeting
- 1. How to proceed**

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

- a. Life insurance MOA with Town Administrator** – discussion on reducing life insurance coverage from \$100,000 to \$50,000. Attorney Dennis O'Brien reviewed. Jeff Maguire MOTIONED to have MOU and reduce Eric Anderson's life insurance coverage from \$100,000 to \$50,000. Paula King SECONDED. MOTION CARRIED 4:0:0
- b. Andover Personnel Policy discussion** – discuss at next month's meeting
- c. LTD policy for employees** – not listed in Personnel Policy or Contracts, need to add to discussion on personnel
- d. STEAP Grant Approval Resolution** – Eric Anderson read the 2023 STEAP Grant resolution listing project ideas. Adrian Mandeville MOTIONED to authorize Eric to move forward with STEAP Grant application. Scott Person SECONDED. MOTION CARRIED 4:0:0. received letters from community members in support of grant.
- e. Tax Collector MOU** – signed, Eileen Curtain will retire 8/31/2023
- f. Homeland Security Grant to DEMS** – Paula King MOTIONED to sign the Department of Emergency Management Services grant application. Scott Person SECONDED. MOTION CARRIED 4:0:0
- g. Speed Sign** – discussion on signs, 2 new signs on Lake Road stolen and vandalized, look into putting camera up.
- h. Acknowledge Town Resident Bill Penn** – Eric Anderson acknowledged Town resident Bill Penn on his accomplishment of biking across the country, included photo in packet.

**12. Approval of Meeting Minutes**

- a. July 10, 2023 Regular Meeting** – Paula King MOTIONED to accept the July 10<sup>th</sup>, 2023 Regular Meeting Minutes as presented. Jeff Maguire SECONDED. MOTION CARRIED 3:0:1 with Adrian Mandeville abstaining

**13. Tax Collector's Report**

- a. Refunds Requests** - incomplete information for refunds listed, will wait until next month's meeting to approve – reviewed June's collection numbers

**14. Department Reports - 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**

**15. Correspondence** - Thank You note to Board of Selectmen from pickleball program

**17. Public Speak -**

Dianne Grenier – naming of Long Hill/Veteran’s Memorial Fields, naming of Andover Community/Senior Center, estimate on timeframe for Community Center build completion (goal is April 2024)

Linda Fish – none

Anne Cremè – STEAP Grant information, location of proposed playground and pickle ball courts

Joanne Hebert – Community Center naming, obtain additional information from Eric regarding LTD policy for employees

Catherine Magaldi-Lewis – blight ordinance for businesses in Town

**16. Executive Session**

Jeff Maguire MOTIONED to move into Executive Session at 9:23pm inviting Eric Anderson and Attorney Dennis O’Brien.

Paula King SECONDED. MOTION CARRIED 4:0:0

**a. Union Negotiations**

**b. Andover’s Finest**

Returned from Executive Session at 10:45 pm

**18. Adjournment**

Paula King MOTIONED to adjourn the meeting at 10:46. Jeff Maguire SECONDED. MOTION CARRIED 10:46pm