

**Town of Andover**  
**Board of Selectmen**  
Regular Meeting Minutes  
Monday, September 11<sup>th</sup>, 2023 – 7:00pm  
Location: Virtual Zoom meeting

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

Members Absent: Adrian Mandeville

Town Administrator: Eric Anderson

Board of Finance: Joanne Hebert

Planning & Zoning Commission: Anne Cremè

Senior Services: Cathy Palazzi

Conservation Commission: Mike Palazzi

Public Present: Stephen King (Andover Sportsman's Club)

1. **Call to Order/Pledge of Allegiance** – Jeff Maguire called the meeting to order at 7:06pm. The Pledge was recited
2. **Public Speak** - none
3. **Additions/Deletions to the Agenda** – Paula King MOTIONED to add agenda item 9f – Andover's Finest and remove agenda item 15 Executive Session. Jeff Maguire SECONDED. MOTION CARRIED 4:0:0
4. **Treasurer's Report**
  - a. **Finance Department Report**
    - i. **Revenue Summary**
    - ii. **Town Budget Summary**
    - iii. **Town Aid Road (TAR) Update**
    - iv. **Town Cash Report**
    - v. **Appropriation Transfer**
    - vi. **Over Expenditure Report**
    - vii. **Summary of Audit Status**

Reports provided in packet – Eric Anderson provided update, Public Works line for alarm system is over expended – system needed to be replaced. Reviewed Check Register – questions from Board on a few check payments. Eric also provided update on STIF account.
5. **Board and Commission Presentations**
  - a. **Board and Commission appointment responses**
    - i. **See note from Carol Lee RE Memorial Day Committee** – postpone until next meeting, clarify members with Carol Lee
6. **Appointments** – none
7. **Resignations** – Treasurer resigning December 2023, put together roadmap for Finance Office and binder for Audit

## 8. Town Administrator's Report

Eric Anderson provided update on Town building operations – Willie Bell currently working on Library windows, look to do Andover Museum windows as next project. President of Joshua's Trust would like to talk with Board at October meeting about potential uses for property off of Skinner Hill Road, and Town property adjacent to property. Need to have discussion on State/Local Bridge Program grant application – will need to have Town meeting. Discussed with Assessor out of State vehicle registrations. Finance Office – switching to QuickBooks payroll service in October. Area behind Fire Department was surveyed with Wetlands Agent – Town Engineer creating design for a new pad to accommodate two new 1000-gallon propane tanks. Public Works – replaced Steiner mower through CIP, postponing chip sealing, guardrail repair on Long Hill and Townsend Road, one employee out for shoulder surgery (not worker's comp related), no changes to Bunker Hill/Long Hill Bridge projects, improved filtration on irrigation system at Veteran's monument, plow outside Town Garage. TRIP Grant – Eric followed up, hoping to have decision by October or November. Transfer Station – working on rodent issue, brush pile grinding. Need formal resolution for Connecticut Department of Emergency Services. Jeff Maguire MOTIONED to authorize the resolution to the Connecticut Department of Emergency Services, Public Protection and Homeland Securities. Scott Person SECONDED. MOTION CARRIED 4:0:0

Eric also included his submission of petitions to the Planning & Zoning Commission for changes to the lighting and signage regulations – will submit at the end of this month. Additionally discussed movement of funds for the AES Parking Lot Paving Project.

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

- a. **Community Center construction update** – Eric Anderson provided update on special inspections completed, BSC Group pinned corners and 20ft offsets – will begin digging foundation (excavator on site), Fire Marshall reviewing lighting plan
- b. **Townsend Cemetery Stump Removal** – discussion on stump removal and movement of chips, one tree left to cut. Additionally discussed guardrail damage around Town/if a fallen tree damages guardrail.
- c. **Discussion of Blight and level of involvement** – current properties in packet, discussion on other potential properties to be added
- d. **STIF Account Update** – account opened and funded with around \$1,000,000 – will continue to add funds, account has ~5% interest rate. Looking into switching banks from M&T – research through CCM and other municipalities
- e. **Speed Signs** – Eric Anderson provided update – located stolen items in Lebanon, looking to replace pole, sign, and solar mechanism
- f. **Andover's Finest** – will announce in November meeting

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

- a. **Andover Personnel Policy Discussion** – have separate meeting to discuss
- b. **LTD Policy for employees** – discussed with 10a.
- c. **Sales vendor License for Trinity Solar** – discussion on permit costs. Jeff Maguire MOTIONED to approve the sales vendor license for Trinity Solar to expire June 30<sup>th</sup>, 2024. Scott Person SECONDED. MOTION CARRIED 4:0:0
- d. **Town Meeting Discussion** – set meeting for mid-November, include boundary line agreements
  - i. **Accept culvert Grant** – Grant is 50% match by the Town
  - ii. **Other Items (Zoning fine ordinance?)** – ask Town Attorney to draft Zoning fine Ordinance
- e. **Senior Lunch Program** – discussed cost of food increase, potential increase to cost of meals for Seniors, funding program through the Town – Cathy Palazzi weighed in, sending letters to Seniors about potential cost increase, reaching out to other vendors, looking to begin a pancake breakfast in new Community/Senior Center
- f. **Vehicle Disposal** – discussed options for disposal, auction sites
  - i. **2002 20 Passenger Bus**
  - ii. **Old Steiner Mower**

- iii. **Proposal from Fire Department to try to trade in ED 215 (oldest engine now, instead of waiting until we get new Squad vehicle)**
- g. **Resignation of Town Treasurer December 2023** – previously discussed
- h. **Legislative Grant for RT 316 Traffic Study** - Eric enclosed proposed RFP in packet (page 104), goal is to get to next step for LOTCIP application
- i. **Out of State vehicle registrations** – Eric Anderson met with Assessor, let the Assessor know of any vehicles in Town with out of State registrations – look into contracting a company to research

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

- a. **August 14<sup>th</sup>, 2023 Regular Meeting** - Jeff Maguire MOTIONED to approve the August 14<sup>th</sup>, 2023 Regular Meeting Minutes. Paula King SECONDED. MOTION CARRIED 3:0:1 with Jeff Murray abstaining.

#### **12. Tax Collector's Report**

- a. **Refunds Requests**

Paula King MOTIONED to refund excess tax payments of \$2,543.85. Jeff Murray SECONDED. MOTION CARRIED 4:0:0

Eric Anderson provided update on tax office staffing changes – Fairfield Tax Collector came in to assist in reviewing policies and procedures – working on July tax deposits.

#### **13. 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**

#### **14. Correspondence** – Eric Anderson shared correspondence from Stephen King on the current status of the boundary line agreement

#### **15. Executive Session - REMOVED**

- a. **Boundary Line Agreements**

#### **16. Public Speak**

Anne Cremè – none

Stephen King – proceed on boundary line agreement, Town meeting to resolve

**17. Adjournment** – Paula King MOTIONED to adjourn the meeting at 8:40pm. Jeff Maguire SECONDED. MOTION CARRIED 4:0:0