

**Town of Andover**  
**Board of Selectmen**  
Regular Meeting Minutes  
Tuesday, October 10<sup>th</sup>, 2023 – 7pm  
Location: Virtual Zoom meeting

Members Present: First Selectman Jeff Maguire, Jeff Murray, Paula King (arrived later in meeting), Scott Person

Members Absent: Adrian Mandeville

Town Administrator: Eric Anderson

Board of Education: Celeste Willard

Board of Finance: Joanne Hebert

Conservation Commission: Mike Palazzi, Hank Gruener

Town Attorney Dennis O'Brien

Library Board: Dianne Grenier

Economic Development Commission: Elaine Buchardt, Cathy Palazzi

Public Present: Darryl & Gretchen Stein, Jeff Tracy

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

**2. Public Speak**

Mike Palazzi – none

Cathy Palazzi – thanked Jeff Maguire for re-running in November election, wished well to all running

Darryl & Gretchen Stein – concerned about catch basin on property; is not in good condition, worried about possible collapse, sent correspondence to Eric Anderson. Will discuss later in meeting

Celeste Willard – none

Jeff Tracy – property owner additionally concerned with catch basin

Hank Gruener – will speak about Joshua's Trust (property off Skinner Hill Road), walked property and proposed parking area

Joanne Hebert – none

Dianne Grenier – spoke about Library Board of Directors appointments, looking for additional information regarding Joshua's Trust property

**3. Additions/Deletions to the Agenda** – Jeff Maguire MOTIONED to add agenda item 11e – AES Parking Lot Project discussion, 11f – Local Traffic Authority; Stop sign on Long Hill Road, 11g – Democratic Town Committee website, 11h – Norton Scholarship discussion. Scott Person SECONDED. MOTION CARRIED 3:0:0

**4. Treasurer's Report** – not included in packet, will forward onto Board members

**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**

Eric Anderson provided update on Finance office; payroll service switched to QuickBooks – working out minor issues. Discussed payroll tax returns being completed.

## 5. Board and Commission Presentations

**a. Board and Commission appointment responses** - Jeff Maguire MOTIONED to seat the following members to the Library Board; Cathy Desrosiers, Lisa Kurtz, Linda Fish, Dianne Grenier, Sharon Shevchenko (?), Jeff Ballard (Alternate), Brad Kelley (Alternate). Scott Person SECONDED. MOTION CARRIED 3:0:0

Elaine Buchardt also discussed Commission on Aging – Chair asked to have 2 Alternate members in addition to the 5 regular members.

**a. See note from Carol Lee RE Memorial Day Committee** – Eric Anderson read email from Carol Lee regarding members -will ask Carol for a defined list of members and alternates. Will also put together a lead sheet with all Commissions, members, and appointment dates.

## 6. Appointments – none

## 7. Resignations – none

**8. Discussion with Joshua's Trust Board President** – President unable to attend meeting, information included in packet with breakdown of site visit – looking to have Bill Penn and James Cole as the Andover representatives. Property location has frontage on Skinner Hill Road – adjacent to a Town parcel with restrictions from the State. Eric Anderson share screen with GIS map to show parcel. Would like to collaborate with Town on loop trail encompassing both properties – Joshua's Trust would assist in cleaning up property. Board would like Wetlands to weigh in, Joshua's Trust come back with more information, proposed trail and layout for the next Board of Selectmen meeting.

**9. Town Administrator's Report** - Eric Anderson gave update on Town Hall and Library maintenance, looking to have Mr. Bell start exterior window painting at the Andover Museum in the Spring. Rescheduling RFP for work at Town Hall and Andover Fire Department – looking to switch Town Hall heat over to propane and add new tanks behind AFD (subject to approval from Wetlands, Zoning, Fire Marshal, and Health Department). Working on State/Local Bridge Program grant application, will require Town meeting for funding match – will then submit an RFP. \$100,000 Connectivity Study for Route 316, will discuss later on in meeting – spoke with Transportation Planning staff at CRCOG, goal is to submit LOTCIP grant in February. Shared services – will discuss contract with Bolton for Building Official later in meeting, looking into potential shared Animal Control services with Hebron and Columbia. Road Work – guardrail replacement and line striping. Bunker Hill Bridge – DOT had Plans in Hand meeting. Community Center update later in meeting from Scott Person. Veteran's Memorial Monument – working on filters. Senior Transportation – submitted paperwork for 16-passenger van. STEAP Grant(s): 2022 – met with SHPO for Center Street project, discussed repairs to be made at Andover Museum. 2023 – awarded \$500,000 grant for Veteran's Memorial Fields (pickle ball and basketball courts, water supply to softball field, paving parking area, playground install, lighting for soccer field). Accepting grant requires Town meeting for match, would like to form a design committee for the project.

Jeff Maguire MOTIONED to request letters of interest to participate in Phase Two of renovations to the Veteran's Memorial Fields utilizing the 2023 STEAP Grant awarded to the Town of Andover. Scott Person SECONDED. MOTION CARRIED 3:0:0.

Celeste Willard will provide information for playground ideas to Eric Anderson. Connectivity Grant – have \$25,000 remaining, need ideas to implement. TRIP Grant – no decision made yet by State/DOT. Transfer Station – continuing to address rodent issue. Aspinall Drive – artesian spring under road, residents concerned.

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

**a. Community Center construction update** – Safety meeting (today 10/10/2023), very few issues, forms are being put up – will be pouring for walls, pipe being replaced and backfilling will begin next

**b. Discussion of Blight and level of involvement** – no written update from Zoning Agent – Jim working with Town Attorney on Barnett property on Route 6, Long Hill property with mattresses

c. **Stiff Account Update** – 5.3% current interest rate, last month around \$7000 in interest. Look to keep adding funds into account

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

a. **Catch Basin Complaint** – Eric Anderson provided information on catch basin location and issue it is causing for residents – will reach out to Attorney Branse for opinion

b. **Meeting on BOS/BOF/BOE joint meeting on Oct 12<sup>th</sup>** – goal is to outline responsibilities of each Board, work together to accomplish goals for Town/School

c. **RFP for Rt 316 connectivity project** – RFP for Route 316 Connectivity Project – contractor review today (10/10/2023), 4 contractors attended, will close on October 24<sup>th</sup>, 2023. Eric Anderson will look to form a small committee for review. Jeff Maguire MOTIONED to appoint a committee to evaluate the RFPs for the Route 316 Connectivity Project – members to include Eric Anderson, Jed Larson, and John Guszowski. Scott Person SECONDED. MOTION CARRIED 4:0:0

d. **Building inspector contract** - Board and Town Attorney to review contract; Scott Person MOTIONED to have Eric Anderson sign contract once reviewed by Dennis O'Brien. Paula King SECONDED. MOTION CARRIED 4:0:0

e. **AES Parking Lot Project** – Eric Anderson sent copy of contract with INDUS for mastic sealing and crack sealing – would do work to AES upper lot, lower lot, Town Hall lot, and shared lot with AFD; discussion on process, price, repairs to be completed. Celeste Willard weighed in on discussion – lot is closed for safety due to large crack. Funding would come from Road Improvement Fund. Reviewed timeline, use of Public Works, how long these repairs will last before other repairs may be needed. Basketball court is also closed due to crack, temporary fixes versus full repave of lots – long term fix versus short term repairs. Could have discussion in the Spring for possible reclaim. Scott Person MOTIONED to spend the quoted \$24,000 from INDUS from the Town's Road Improvement Fund to seal the School and Town Office building parking lots. Jeff Maguire SECONDED. MOTION CARRIED 4:0:0, additional discussion with Celeste Willard regarding funding for project.

f. **Traffic Authority, Long Hill Stop Sign** – discussion; Board of Selectman is decision maker related to traffic. Eric has been working with Public Works on problematic intersections in Town (Hendee & Long Hill Road) – brainstormed potentially making into a 3-way stop, pros/cons, complaints, and dangers. Other intersections of concern include Gilead/Cone/Jurovaty and Lake Road/Lakeside Drive.

g. **Democratic Town Committee Website** – National and State organization links on Registrar website – Eric Anderson shared screen of website. Jeff Maguire will address with Catherine Magaldi-Lewis, Admin Assistant can add links for parties to website and email contact. Jeff Maguire MOTIONED that the political parties can have a link for their state organization, local organization, and corresponding email on the Town website. Jeff Murray SECONDED. MOTION CARRIED 4:0:0

h. **Norton Commission Scholarship** – Dianne Grenier would like to set up a scholarship under her name, kept by the Hartford Foundation for Public Giving – would only be available to Andover students pursuing a trade. Norton Commission would head applications and advertising. Will put together agreement with Hartford Foundation to approve at future meeting.

**12. Approval of Meeting Minutes**

a. **September 11th, 2023 Regular Meeting** - Paula King MOTIONED to accept the September 11<sup>th</sup>, 2023 Regular Meeting Minutes as presented. Scott Person SECONDED. MOTION CARRIED 4:0:0

**13. Tax Collector's Report** – note from Tax Collector in packet regarding delinquent MV taxes

a. **Refunds Requests** – Jeff Maguire MOTIONED to approve

**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**

- a. BMX** – request from Public on building a BMX park, Eric Anderson referred request to Rec Trail's Coordinator
- b. Democratic Town Committee** – previously discussed in meeting
- c. Welcome Sign** – EDC proposal on location, current location was DEEP property, look to move location to Town owned property. Elaine Buchardt gave information from Art at Custom Signs – will write new proposal and send to Eric Anderson and Town Planner; will also look at lighting options for sign.

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

Elaine Buchardt – appreciated Board members looking into “Welcome” sign, will rewrite proposal with new location, discussed Selectmen involvement in Sustainable CT

**17. Adjournment** – Paula King MOTIONED to adjourn the meeting at 9:53pm. Scott Person SECONDED. MOTION CARRIED 4:0:0