

**Town of Andover**  
**Board of Selectmen**  
Regular Meeting Minutes  
Monday, November 13th, 2023 - 7:00pm  
Location: Virtual Zoom meeting

Members Present: First Selectman Jeff Maguire, Scott Person, Jeff Murray, Paula King, (newly elected member Anne Cremè effective November 20<sup>th</sup>, 2023)

Members Absent: Adrian Mandeville

Town Administrator: Eric Anderson

Town Attorney: Dennis O'Brien

Board of Finance: Joanne Hebert

Senior Transportation: Cathy Palazzi

Economic Development Commission: Elaine Buchardt

Conservation Commission: Mike Palazzi

Library Board: Dianne Grenier

Public Present: Carli (554 Lake Road), John Hankins (Joshua's Trust), Bryan Avery (Joshua's Trust), Bill Penn

**1. Call to Order/Pledge of Allegiance** - Jeff Maguire called the meeting to order at 7:05pm. The Pledge was recited.

**2. Public Speak -**

Cathy Palazzi - gave congratulations to Board members on re-election, welcomed Anne Creme

Elaine Buchardt - gave updates regarding RFPs for connective path from Town Hall property to rail trail, looking for Market Master for the Farmer's Market

Dianne Grenier - echoed Cathy Palazzi on congratulations to Board member re-election and others elected to various Town Boards and Commissions

Carli (554 Lake Road) - attending for catch basin discussion later on in meeting

Joanne Hebert - echoed congratulations on Board member re-elections, commended Adrian Mandeville on time and efforts put into Town

**3. Additions/Deletions to the Agenda** - Jeff Maguire MOTIONED to remove agenda item 16c – Andover's Finest and add as agenda item 10h, remove agenda item 16b – King Property boundary line discussion, per CGS sections 1-200(6)[E] and 1-210(b)(7), and postpone agenda item 11d – Appointment to CIP and Senior Center Building Committee to next month's meeting. Paula King SECONDED. MOTION CARRIED 4:0:0

**4. Treasurer's Report** - current versus actual budget in packet, Cheryl is working on preparing for the audit - Town Aide Road account reconciliation update for next meeting

**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**

**5. Board and Commission Presentations** - list included in packet of all Board and Commission members put together by Carol Lee

**6. Appointments** - none

**7. Resignations** - none

## 8. Discussion with Joshua's Trust Potential Skinner Hill Preserve

John Hankins (President, Joshua's Trust) gave background information - Trust operates in 14 Towns in Connecticut, acquired 32 acres on Skinner Hill Road and has potential for Open Space, low impact trail. Challenges include no current parking and wetlands on property - would need to create a parking area - trail would go between Joshua's Trust property and Town property which connects out to Wheeling Road, would be a pedestrian only trail. Bill Penn to be potential Steward of land - current debris on Town property - Joshua's Trust looking to collaborate with Town to clean up - Joshua's Trust volunteer efforts to be utilized to maintain 100% of trail. Board discussion regarding current trails in Town and potential downfall to the Town or residents if not used - Scott Person previously walked property with Eric Anderson, property would need to be re-walked to mark/flag trails - decision to be made at next Board of Selectmen meeting.

**9. Town Administrator's Report** - received complaints from Hendee Road residents - roof leak at Andover Fire Department, sent out to bid looking to wrap up before winter - currently working on RFP's for HVAC project at Town Hall and Fire Department, met with lowest bidder - RFP for Multi-Use pathway from Town Hall property to rail trail, received 6 bids and narrowed down to 3; choose Barton and Loguidice - additional discussion on engineering project and LOTCIP solicitation - will require public engagement on project.

Jeff Maguire MOTIONED to authorize the Town Administrator to sign a contract with Barton and Loguidice for the Town Center Multi-Use Trail Master Plan and preliminary engineering for a maximum of \$57,000 to be paid from a Legislative grant. The proposal and final contract to be reviewed by the Town Attorney prior to signing. Jeff Murray SECONDED. MOTION CARRIED 4:0:0

Will need to advertise for Assistant Town Clerk position - Finance Office struggling with M&T Bank for Town bank accounts - update on Barnett property on Route 6 - application sent to the Planning and Zoning Commission and Inland Wetlands & Watercourses Commission for two additional propane tanks as part of the HVAC upgrade project at Town Hall and Fire Department, waiting for remaining approvals; timeline for project is around a month and a half - potential to change to shared services for Animal Control with Columbia and Hebron - Public Works; control and monitoring system for diesel tanks failed, looking into replacing system - Bridges & Culverts; Bunker Hill Bridge at 90% design phase, looking for completion around 2025, Long Hill Bridge at 30% design phase, looking for completion around 2027 - CRCOG meeting and presentation regarding small bridges and culverts - Community Center update; footings, foundation, first floor framing and drainage complete - Library wall damage; claim put in to CIRMA, Ron's Landscaping to repair within next two weeks - Senior Transportation; manufacturer received chassis for new vehicle and assembly can begin with potential delivery in the first quarter of 2024 - STEAP Grant; (2022) Center Street project update, (2023) received \$500,000 grant, need to schedule Town meeting for Town match of grant - application in with Planning and Zoning Commission for lighting regulation change - need to publicize for volunteers for committee - Connectivity Grant; issue with pet waste on athletic fields, look into ordinance or put up bag dispensers with remaining funds in grant.

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

- a. Community Center construction update** - issue to address with CIRMA regarding cancelled Builder's Risk policy, Eric Anderson will complete application for coverage
- b. Discussion of Blight and level of involvement** - update in packet from Zoning Agent, Barnett property clean up
- c. STIF Account Update** - October made \$13,000~ in interest, current balance around \$3.5 million
- d. Traffic concerns** - complaints regarding Hendee and Lake Road - residents look for potential mirror on trees for blind spot or look into trimming trees - asked engineering firm to include cost of new traffic signal as part of work on bridge project
- e. Welcome Sign** - proposed sign in packet, Elaine Buchardt provided update - final design, will be put near Over And Over on Town property facing traffic coming from Columbia on Route 6. Potential to have additional sign put up next year near Shoddy Mill Road facing traffic from opposite direction. Board discussion on sign design and colorway - will need to submit application to Planning and Zoning for approval

**f. Stein drainage issues** - Stein property drainage issue - Eric worked with Zoning attorney on gathering additional information - will need to locate stipulated settlement with applicant approved by previous Board of Selectmen. Discussion on settlement/document location process and potential replacement and repair costs.

Jeff Maguire MOTIONED to authorize Eric Anderson to request the Zoning attorney to research the necessary documentation at Rockville Superior Court. Scott Person SECONDED. Town Attorney Dennis O'Brien weighed in. No vote made on motion.

Jeff Maguire MOTIONED to authorize Town Attorney Dennis O'Brien to conduct the initial research for the necessary documentation, and authorize Eric Anderson to allow Attorney Willis to make a secondary search if necessary. Paula King SECONDED. MOTION CARRIED 4:0:0

**g. Budget**

**1. Schedule**

**2. Priorities**

**3. Fuel and Heating Oil**

Eric Anderson included in packet a proposed budget schedule - preliminary budget workbook by January 22nd, 2024, listed out Town functions and will put together a list of active grants. Will need to have a discussion regarding contract and price for diesel and heating fuel, will work on forecasting diesel usage with Public Works Supervisor.

Jeff Maguire MOTIONED to authorize Eric Anderson to sign a long-term contract for diesel and heating fuel for the Town of Andover if the price falls under \$2.90/gallon. Paula King SECONDED. MOTION CARRIED 4:0:0

**h. Andover's Finest** - Board reviewed candidates over last six months - reviewed residents who have added great value to the Andover community and narrowed down selection to three residents.

*Percy Cook* - former first Selectman and roadwork foreman, donated land that currently houses the Andover Elementary School

*Jean Gasper* - former Town secretary for 16 years, member of many Boards and Commissions in Town

*Curt Dowling* - with Andover Volunteer Fire Department for 53 years. Fire Chief for 22 years, 21 years on the Board of Fire Commissioners, also served on CIP and the Board of Finance

Board working on how to memorialize candidates chosen.

**11. New Business Discuss and Act upon the following**

**a. Animal Control Officer discussion** - Eric Anderson created potential Memorandum of Understanding for shared service between Andover, Hebron, and Columbia - currently using NECOG with limited services to Andover. State grant for regional performance incentive could be utilized to kick off program - facilities will need to be modified to meet State guidelines. Other Towns will need to be on board as budget season is approaching - will need to obtain statistics on number of claims relative to Town.

Jeff Maguire MOTIONED to authorize Eric Anderson to pursue the regional service contract for shared Animal Control services. Paula King SECONDED. MOTION CARRIED 4:0:0

**b. Select contractor for AN-2023-24#1 Town Center Multi-Use Trail Master Plan** – previously discussed in meeting

**i. Committee Recommendation**

**c. Vendor Permit – Sunrun** - application in packet for vendor permit (Sunrun). Jeff Maguire MOTIONED to approve the Town of Andover vendor permit for Francesca Brown representing Sunrun, beginning November 15th, 2023 for one 12-month period. Paula King SECONDED. MOTION CARRIED 4:0:0

**d. Appointment to CIP and Senior Center Building Committee** - deleted

**e. Dogs at Veteran’s Memorial Field** – previously discussed in meeting

**f. Parking enforcement on Hutchinson Road** - concerns expressed regarding parking on Hutchinson Road near Buddhist Center - need to follow permit process for special event permits - hundreds of attendees and cars on roadway. permits to be filed earlier rather than later, potentially explore parking enforcements. site plan also to be filed with the Planning and Zoning Commission. Additionally discussed impact of cars to culvert on Hutchinson Road

**12. Approval of Meeting Minutes**

**a. October 10<sup>th</sup>, 2023 Regular Meeting** - Jeff Maguire MOTIONED to approve the October 12th, 2023 Regular Meeting Minutes as presented. Paula King SECONDED. MOTION CARRIED 4:0:0

**13. Tax Collector’s Report**

**a. Refunds Requests** - Paula King MOTIONED to approve Tax Refunds listed in meeting packet totaling \$2,316.66. Scott Person SECONDED. MOTION CARRIED 4:0:0

**b. Office Policy for Delinquents** - Eric had discussion with Kate regarding implementing policies into office including to more aggressively pursue delinquent taxes where appropriate including involving a State Marshal, garnishing wages, bank accounts etc.

**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 – none**

**17. Public Speak (moved up in agenda) -**

Dianne Grenier - applauded efforts of Board, commenting regarding new “Welcome” sign and possible colors. Will let Elaine Bucharth know.

Anne Cremè - commented regarding “Welcome” sign location

**16. Executive Session**

**a. Personnel Contracts**

**b. King Property boundary line discussion, per CGS sections 1-200(6)[E] and 1-210(b)(7) – DELETED**

**c. Andover's Finest – MOVED TO AGENDA ITEM 10H.**

Jeff Maguire MOTIONED to enter into Executive Session at 9:58pm inviting Eric Anderson, Attorney Dennis O'Brien, and Anne Creme. Returned from Executive Session at 1025pm.

Jeff Maguire MOTIONED to authorize Eric Anderson to finalize contracts with Amy Orlomoski and Jay Tuttle. Paula King SECONDED. MOTION CARRIED 4:0:0

**18. Adjournment** - Jeff Murray MOTIONED to adjourn the meeting at 10:26pm. Scott Person SECONDED. MOTION CARRIED 4:0:0