

Town of Andover
Board of Selectmen
Regular Meeting Minutes
Monday, December 11th, 2023 – 7:00pm
Location: Virtual Zoom meeting

Members Present: First Selectman Jeff Maguire, Jeff Murray, Scott Person, Paula King, Anne Cremè
Town Administrator: Eric Anderson
Town Attorney: Dennis O'Brien
Conservation Commission: Hank Gruener, Mike Palazzi
Senior Transportation: Cathy Palazzi
Library Board: Dianne Grenier
Public Present: Bill Penn, John Hankins (Joshua's Trust), Darryl Stein, Linda Fish

1. Call to Order/Pledge of Allegiance – Jeff Maguire called the meeting to order at 7:01pm. The Pledge was recited.

2. Public Speak –

Mike & Cathy Palazzi – thanked Eric Anderson for message put out, happy to see progress on Community/Senior Center. Proposed ideas for lobby in new building with a custom table, needlepoint piece, and fresh flowers from Andover residents
Darryl Stein – drainage structure discussion, unsafe for residents in area. Looking to address repair before it collapses
Bill Penn – attending in support of Joshua's Trust property
Hank Gruener – advisory recommendations for Joshua's Trust property from the Conservation Commission

3. Additions/Deletions to the Agenda

Paula King MOTIONED to add agenda item 10h – Use of Veteran's Memorial Fields for Summer use. Scott Person SECONDED. MOTION CARRIED 5:0:0

Jeff Maguire MOTIONED to move agenda items 9d. Stein drainage issues and agenda item 10e. Discussion of Lot Line Agreement with King Property to agenda item 15b. Executive Session, and add agenda item 15c. Motions on action items. Scott Person SECONDED. MOTION CARRIED 5:0:0

4. Treasurer's Report

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**

Check register and revenue information included in packet – STIF account balance is \$3.2 million, have earned ~\$33,000 in interest so far. Town financially doing well at this point in the year.

5. Board and Commission Presentations

- a. Cathy Palazzi recognition** – Received Richard C Lee Innovator's Award presented by CCM.

6. Appointments - none

7. Resignations - none

8. Town Administrator's Report – Eric Anderson shared screen, provided update on roof leak at Andover Fire Department; flat roof replaced. Active RFPs for Town Hall and AFD HVAC system project, committee met with contractor, had conversation with manufacturing rep as well; waiting on design sketch. Application submitted to Planning & Zoning Commission and Inland Wetlands & Watercourses Commission for propane tank installation – approval received from IWWC, looking for approval from PZC at next meeting – Public Works will be able to do construction of pad and trenching up to the fence line – contractor will do remaining work, waiting on two remaining proposals for tank installs. Barton and Loguidice chosen as contractor for multi-use path, walked path(s) with contractor and had meetings, looking to pursue both potential pathways; engineering firm will be reaching out to landowners effected along Route 316. LOTCIP submission due 2/21/2024, Rec Trails grant due around March 2024. Looking to fill Assistant Town Clerk position. Finance Office – update on STIF account, preliminary discussion with Jewett City Savings Bank on potentially moving Town bank accounts from M&T, also looking to meet with Key Bank to explore options. New Public Works plow truck is at the dealer, hope to receive in 2-3 months. No update on Bunker Hill or Long Hill Bridge projects. Library wall damage has been repaired; preliminary claim submitted to CIRMA. New Senior Transportation vehicle – chassis as received and assembly has begun, looking to potentially deliver in the first quarter of 2024. Small movement on 2022 STEAP grant, provided preliminary documentation – look to select volunteers for committee to oversee Phase 2 work at the Recreation Facility on Long Hill Road. Application submitted to PZC to change lighting regulations, Public Hearing to be held at 12/19/2023 meeting. No update on TRIP grant. Update on rodent issue at Transfer Station. Update on Community Center build – interior attic access to be compliant for inspection purposes, timer for exterior lighting, bathroom lighting, main room lighting, exterior outlets, plumbing, water cooler space in basement, and gas line install.

9. Old Business – Discuss and Act upon the following

a. Community Center construction update

1. Discuss potential uses of basement level – discussed potential uses; physical therapy, yoga studio, gym space -if any changes to be made, look to do before drywall installation

b. Discussion of Blight and level of involvement – Attorney Dennis O'Brien wrote hearing officer's manual for Town – Barnett property owner appealing ruling.

c. STIF account update – previously discussed

d. Stein drainage issues – moved to Executive Session

e. Joshua's Trust site-walk discussion – Jeff Murray, Paula King, and Anne Cremè met with John Hankins and Hank Gruener to walk the area and trails. Paula reviewed areas of concern for water levels and bringing dumpster in for clean-up – Anne Cremè also gave thoughts and information from site walk. Scott Person and Jeff Maguire also walked site – nice area to have walking trail, two stream crossings proposed – narrowed down to one. Joshua's Trust will mark out trail and send letter to abutting property owners (sample letter in packet). Discussed parking area, financials for clean-up, Public Works involvement with parking lot construction, usage per day/week, liability coverage for volunteers, pedestrian and equestrian use – Attorney Dennis O'Brien to review requirements for pedestrian only. Resident Bill Penn is Steward for land – look to have point of contact for residents and questions. Address outstanding questions before next meeting.

f. Budget

1. Fuel and Heating Oil – Eric able to lock in price at \$2.90 per gallon up to 16,500 gallons.

2. Priorities – Staff for Community/Senior Center building, cleaning, and utilities. Discussed recreation, Senior activities, and sports leagues. Eric to come up with list of tasks, programming, and job responsibilities. Eric additionally looking for help with project management – proposal for position, see if grant funding could be utilized for position.

10. New Business – Discuss and Act upon the following

a. Appointment of Town Administrator Additional Roles and Responsibilities – Board moved to appoint Eric Anderson to the following Boards and Committees:

1. Capital Region Council of Governments “Policy Board”
2. Capital Region Council of Governments “Transportation Committee”
3. Capital Region Council of Governments “Bike/Pedestrian Committee”
4. Eastern Highlands Health District “Policy Board”
5. Hop River Trail Alliance “Board of Directors”
6. Mid Northeast Recycling Operating Committee (MidNEROC) “Board of Directors”

Information provided in packet from Town of Windsor on handling traffic concerns and mitigating a formal strategy. Public Works could potentially demonstrate projects with temporary materials for changes – discussed intersections of concerns due to stop signs

b. Tree Removal at AVFD – discussion, leaves blowing into bays of building. Review further at next meeting.

c. Selection of Veteran’s Memorial Rec Field Improvement Committee –

Reviewed 11 applications and discussed. Jeff Maguire MOTIONED to nominate Scott Person as the Board of Selectmen Liaison to committee. Paula King SECONDED. Motion rescinded. Board members will look at space.

Jeff Maguire MOTIONED to seat the following members to the committee:

Christine Randazzo

Scott Person

Beata Gadomski

Mike Russo

Sarah Becker

Julie Nunes

Grace Gostanian

And the following as Alternates:

Kim Lachut

Brandie Sklodosky

Brian Briggs

Shannon Loudon

Scott Person SECONDED. MOTION CARRIED 5:0:0

d. LTA – Eric Anderson completed training to be the Local Traffic Authority designee. Speed Limit reduced on section of Route 6 from 50mph to 45mph.

e. Discussion of Lot Line Agreement with King Property – moved to Executive Session

f. Appoint a Vice Chair for BOS – Paula King nominated Jeff Murray as Vice First Selectman. Jeff Maguire SECONDED. MOTION CARRIED 4:0:1 with Jeff Murray abstaining.

g. Appointment of Town Attorney

a. Contract and Motion – update dates in Section 3: Retainer. Appointed 5:0:0 by Board members. Will need to sign appointment document in Town Clerk’s office.

11. Approval of Meeting Minutes

- a. November 13th, 2023 Regular Meeting**
- b. November 16th, 2023 Special Meeting**

Jeff Maguire MOTIONED to approve the November 13th, 2023 Regular Meeting Minutes and the November 16th, 2023 Special Meeting Minutes. Paula King SECONDED. MOTION CARRIED 5:0:0

12. Tax Collector's Report - \$140,000 collected last month, uncollected taxes on balance sheet

- a. Refund Requests** – Paula King MOTIONED to approve the refund of \$841.11 to ACAR Leasing Ltd. Jeff Maguire SECONDED. MOTION CARRIED 5:0:0

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**

Reviewed BAA (Board of Assessment Appeals) report, appeal filed by ACAR Leasing Ltd. Will review report for next meeting. Reviewed building permit report – how many permits were new home builds.

14. Correspondence - none

15a. Public Speak –

Dianne Grenier – Beautification Committee received grant funding for \$5,000 from the Hartford Foundation for Public Giving to remove stumps from Townsend Cemetery. Town will need to be fiduciary – Eric Anderson will work on. Scholarship set up – Jeff Maguire to speak with Attorney Dennis O'Brien.

15b. Executive Session – Agenda items 9d. Stein Drainage issues and agenda item 10e. Discussion of Lot Line Agreement with King Property

Jeff Maguire MOTIONED to move into Executive Session at 9:21pm inviting Eric Anderson and Attorney Dennis O'Brien. Scott Person SECONDED. Returned from Executive Session at 10:21pm.

15c. Motions on action items from Executive Session – Jeff Murray MOTIONED to repair the existing structure on the Stein property with riprap and grading for a temporary repair. Scott Person SECONDED. MOTION CARRIED 5:0:0

16. Adjournment – Jeff Murray MOTIONED to adjourn the meeting at 10:22pm. Paula King SECONDED. MOTION CARRIED 5:0:0