

Town of Andover
Board of Selectmen
Special Meeting Minutes
Wednesday, January 17th, 2024 – 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

Economic Development Commission: Elaine Buchardt

Board of Finance: Joanne Hebert

Library Board: Dianne Grenier

Community Garden: Jeff Ballard, Grace Gostanian

Public Present: Bill Penn, John Hankins (Joshua's Trust), Linda Fish, Tom Fabian

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

2. Public Speak –

Dianne Grenier – applauded Eric Anderson and Paula King for progress video on Community Center and Public Works ride-along, reminder regarding stump removal at Townsend Cemetery, add Veteran's Ceremony to Town calendar

Linda Fish – none

Tom Fabian – none, will comment during Joshua's Trust discussion

Elaine Buchardt – Community Voice Channel/Public Access funding is being cut, will be reaching out for letters of support to send to Legislature

Joanne Hebert - none

3. 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

Report in packet – no specific questions from Board. Jeff Maguire reviewed recent positive articles published in Rivereast.

4. Board and Commission Presentations

a. Garden Club Budget Request (continued on next page)

Jeff Ballard sent information to Board (in packet) – fencing needed around garden due to animals getting into garden. Requesting \$2400 for fence project and \$3,675 in total funding (including signage, roof, gutters, and other supplies). Additionally looking for funding in current budget year – look to install fence in the Spring. Will revisit current budget year request next month due to Community Center construction.

5. Appointments – none

6. Resignations – Kelly Wood, BOF – vacancy advertised

7. Town Administrator's Report - no written report in packet, Eric Anderson provided verbal update. Budget to be in Board's hands by 1/23/2024 – prepare list of items for budget workshop and look to set dates for workshops. STIF account earned \$15,000~ in interest. Meeting with engineer for Bunker Hill Bridge project – look to put out RFP for bridge inspection services. Update on Community Center construction. Working towards LOTCIP deadline for Route 316 Connectivity project – meeting with DOT for their comments, some resident concerns. Met with John Hankins (Joshua's Trust) and Jay Tuttle (DPW) regarding parking lot construction on property and the Town's level of involvement. Discussion on recent rainfall events, no significant damage from rain or tree damage – some flooding to ball fields and some trees on trails.

8. Old Business Discuss and act upon the following:

a. Joshua's Trust Discussion – Town notified abutters to proposed trail via letter. Received letters from Conservation Commission and residents (in packet) – discussed parking lot install and existing drainage, getting equipment in to remove junk and debris; materials and labor for parking lot could be charged to Joshua's Trust, brush and trees need to be cleared – review costs and suitable needs of parking area prior to proceeding. Tom Fabian – received memorandum of proposed trail, is opposed to misuse of trails by ATV's, dirt bikes, and vehicles – how issue can be monitored. Need to ensure all abutting property owners are content before moving forward with project. John Hankins weighed in regarding ATV use and things that can be done to limit access for off-road vehicles including surveillance, speaking with neighbors, following tracks. Bill Penn will be Steward for property, is also on Joshua's Trust Board and can help mitigate any issues on the property that may arise. Tom Fabian and John Hankins to meet and discuss outstanding concerns – will discuss outcome at next meeting. Board discussed parking lot specifications (number of spots, fencing to limit access, related costs)

b. Community Center construction update

1. Discuss potential uses of basement level

2. Approve construction change order

Eric Anderson provided update – construction going well. Items on hold include design for fire alarm system, stake out of septic system – revisions on contract change request.

Scott Person MOTIONED for Eric Anderson to sign the construction change order request for the Community Center build. Anne Cremè SECONDED. MOTION CARRIED 5:0:0

c. Signs at Veterans Memorial field

1. Zoning approval granted max sign 32 sf

Planning and Zoning Commission approved for ballfield banners at 32 square feet – look into using advertising to fund recreation programs – plan will come back to Board for approval – set parameters for what is acceptable

d. Dog signs and pet waste containers

Discussion of additional signage for no dogs (5 signs total) on ballfields and pet waste containers – look into potential ordinance. Scott Person MOTIONED to have 2 additional signs for no pets on ballfields and 2 pet waste containers. Paula King SECONDED. Discussion on waste container locations, will discuss with Town’s attorney on potential ordinance execution and fines. MOTION CARRIED 5:0:0

e. Discussion of Blight and level of involvement – Attorney Dennis O’Brien updated the Board on the new Hearing Officer – blight hearing on 2/13/2024 for 664 Route 6. Drafted ordinance for fines – will have updated listing of blight cases at next meeting.

f. Hendee Rd Buddhist road impacts – Concerns with culvert from weight of parking on road – no permit for religious purposes, Zoning Agent aware of situation. Will send letter regarding compliance and work with Town Attorney on ordinance – keep on agenda until resolution

g. Further Discussion regarding pet waste and trash at the Athletic Fields – previously discussed

h. Lot Line Agreement with King Property – Reviewed documents in packet with lot size differences, culvert, area along brook – lot line discussion on making correct decision in best interest of the community – need to come up with agreement that is mutual for all land owners, push out to next month’s meeting. Jeff Maguire will meet with Mr. King. Dennis O’Brien weighed in on situation and experience he has seen in the past – need to be in agreement of information before going to Town meeting.

i. Stiff Account Update – previously discussed

j. AVFD Tree Removal – Scott Person spoke with Fire Department, no motion made to remove tree

k. Budget

1. Priorities

2. Current documents

3. Determine Budget schedule for Feb and early March

Budget needs to be approved by February 29th, 2024. Discussion on budget workshop dates.

Jeff Maguire MOTIONED to schedule the Board of Selectmen Budget Workshop Meetings for Monday, January 22nd, 2024, Monday, January 29th, 2024, Monday, February 5th, 2024, Wednesday, February 21st, 2024, and Monday, February 16th, 2024 – to be held virtually at 7:00pm. Paula King SECONDED.

MOTION CARRIED 5:0:0 Eric Anderson will put together documents for meeting(s).

9. New Business Discuss and act upon the following:

a. Vote on Meeting Schedule for 2024 – Jeff Maguire MOTIONED to set and submit the following regular meeting schedule to the Town Clerk: February 13th, 2024, March 11th, 2024, April 8th, 2024, May 13th, 2024, June 10th, 2024, July 8th, 2024, August 12th, 2024, September 9th, 2024, October 7th, 2024, November 12th, 2024, and December 9th, 2024. Paula King SECONDED. MOTION CARRIED 5:0:0

b. Discuss Addition of a stop sign on shadblow/ dogwood/ woodfern intersection – Requested by Anne Cremè and other residents in neighborhood – no stop sign at “T” intersection. Reviewed mapping of area. Anne Cremè MOTIONED to move the stop sign from Wood Fern Way to Shadblow. Paula King SECONDED. Discussion on sign location. Anne Cremè AMENDED her motion to additionally move the street sign to the left into better view for motorists, and add a new sign on Shadblow for the stop ahead. Paula King SECONDED. MOTION CARRIED 5:0:0

c. Contract with L and C park consultants – Scott Person MOTIONED to allow Eric Anderson to sign the contract with L and C Park Consultants. Paula King SECONDED. MOTION CARRIED 5:0:0

- d. Contracts for Municipal complex upgrades**
 - a. RFP update for fire dept HVAC upgrade**
 - b. RFP update for town hall HVAC upgrade**
 - c. Propane tank install, conduit for propane and future generator**
 - d. Town Hall electrical upgrades**

Eric Anderson reviewed each project listed – AVFD HVAC upgrade is a standalone project, future FEMA grant will be submitted towards new generator. Discussion on Public Works involvement in project, materials and labor – Lenco Electric provided quote, look to approve quote instead of RFP. Jeff Murray, Mark Williams, and Eric Anderson met to discuss hardware needed and place order.

Jeff Maguire MOTIONED to approve Lenco Electric's quote for the emergency repair required for the electrical work related to the HVAC upgrade at the Town Hall offices. Scott Person SECONDED. MOTION CARRIED 5:0:0 Eric Anderson will take information to the Board of Finance to review modification of the Town's purchasing policy.

10. Approval of Meeting Minutes

- a. December 9th, 2023 Special Meeting Minutes**
- b. December 11th, 2023 Regular Meeting Minutes**

Paula King MOTIONED to approve the December 9th, 2023 Special Meeting minutes and the December 11th, 2023 Regular Meeting minutes.

Paula King AMENDED her motion to approve the December 9th, 2023 Special Meeting minutes. Jeff Murray SECONDED. MOTION CARRIED 3:0:2 with Scott Person and Jeff Maguire abstaining.

Paula King MOTIONED to approve the December 11th, 2023 Regular Meeting minutes. Jeff Murray SECONDED. MOTION CARRIED 5:0:0

11. Tax Collector's Report - in packet; Jeff Maguire to sign previous month's tax refund request

12. 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**

13. Correspondence - none

14. Public Speak –

Dianne Grenier – spoke in support of Community Voice Channel, Community Garden funding, applauded Board and Eric Anderson for their hard work

Joanne Hebert – commented regarding LOTCIP grant; project is a large undertaking and would like some additional information on project – spoke with other Town residents regarding push for trails

15. Adjournment – Jeff Murray MOTIONED to adjourn the meeting at 10:26pm. Paula King SECONDED.
MOTION CARRIED 5:0:0