

**Town of Andover**  
**Board of Selectmen**  
Special Meeting Minutes  
Thursday, April 11<sup>th</sup>, 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  
Board of Finance: Joanne Hebert  
Library Board: Jeff Ballard  
Andover Community Garden: Jeff Ballard  
Public Present: Sherry Michaud, Jody Gross, Bill Penn (Joshua's Trust), John Hankins (Joshua's Trust), Dianne Grenier, Kimberly Person, Linda Fish, Lisa Kurtz

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

**2. Public Speak –**

Jody Gross – commented in support of Joshua's Trust property and loop trail; trail is providing access to land for Town residents, limited to walkers and hikers only, promoting health and wellness for residents

Jeff Murray (commenting as member of the Public) – concerned regarding parking area location change and having trail goers close to property line

Sherry Michaud – in support of changes, safety and protective concerns of trail goers close to property

Bill Penn – in support of Joshua's Trust, trail will be valuable to residents, also in support of E-Bike program

**3. Board and Commission Presentations**

**a. Library Board of Directors** – Jeff Ballard is negotiating on 18<sup>th</sup> Century clock to display, concerns about traffic in area of display; look for alternate space to display, potentially in Community Room or Community Center once complete. Town Attorney to draw up contract, will have on agenda for next month with photos for discussion

**b. Community Garden Budget Request**

**i. Fencing** – Jeff Ballard looking for permission to install fence, met with Eastern Highlands Health District about location requirements around leach field, received grant funding from AES for fence materials. Scott Person MOTIONED to grant permission for the Andover Community Garden to install a fence where approved and funded by a grant. Paula King SECONDED. MOTION CARRIED 5:0:0

**ii. Rain Collection** – Jeff Ballard – 550-gallon water collection tank donated and is behind shed, shed needs gutters added and new roof. Will no longer need to use a hose and water from the Fire Department. Applied for Hartford Foundation for Public Giving grant towards water collection and storage for new 1,000-gallon tank. Jeff Maguire MOTIONED to move \$1,000 from Board of Selectmen Salaries to the Community Garden to allow the group to re-roof the shed to provide water collection for irrigation. Scott Person SECONDED. MOTION CARRIED 5:0:0

**4. Appointments** – none

**5. Resignations** – none

**6. Town Administrator's Report** – Eric Anderson provided update on projects in progress. Bridge & Roadwork: Bunker Hill Bridge replacement, road is scheduled to be closed and construction to begin February 15<sup>th</sup>, 2025. Bunker Hill culvert repaired by Public Works. Long Hill Bridge is at 30% design phase, trying to include traffic light at Hendee Road in project. Lake Road at Bausola culvert, working to try and reduce costs by using existing survey, goal is to start construction next summer. (Continued on next page)

Spring on Aspinall Drive, excessive water when it rains. Look to replace basin tops and patching at AES. Multi-Use Pathway for Route 316, waiting on grant funding award, currently working on design with Legislative funding. Town Buildings: Community Center – look to have building up and running around July 1<sup>st</sup>, 2024. HVAC projects at Town Hall and Fire Department scheduled to begin the end of April, will take 2 to 3 weeks to complete. Public Works working on trenching for project. Electrical Upgrades at Town Hall, work is largely complete, transfer switch in place, need to address connectors to elevator – prepped for HVAC install. Athletic Field Upgrades – waiting on final recommendations from Committee, will have Committee present and Town Meeting. Public Works- fuel delivery system upgrade on hold until next budget cycle. AES Bleacher Repair – removed bleachers to examine floor underneath and was coated – will have bleachers working properly when put back. Spoke with Lenco Electric for estimate on fans in gymnasium – remaining floor to be addressed over summer. AES Plumbing Repair – not much progress, need additional information and work with MEP. Senior Transportation Garage – filed paperwork with DECD. Discuss Public Works projects in Spring and Summer in Executive Session.

**7. Old Business – Discuss and act upon the following:**

**a. Joshua's Trust Discussion** – John Hankins and Bill Penn met with Sherry Michaud to discuss her safety concerns about the proposed parking area on Skinner Hill Road. Suggested Wheeling Road as a better location with four major considerations for change: safety, constructability, cost, and impact on neighbors. Wheeling Road has advantage of no immediately adjacent neighbors – re-aligned trail to bring to Wheeling Road. Spoke with Wetlands Commission about crossing being put in. Eric Anderson shared screen of map with proposed changes – Board review and discussion on thoughts and opinions of changes. Board members will look at Wheeling Road access option in person and look to give Joshua's Trust an answer next month on project.

**b. Community Center construction update** – Eric Anderson provided update; drywall and taping in progress, paint to begin next week. Excavation working on new septic area, correcting fans in bathrooms.

**c. Discussion of blight and level of involvement** – no significant updates

**d. Review of significant Tax Payer list** – in packet, review and discussion; look to have Assessor input on how businesses that are collecting rent impact their assessed values. Additionally add top Motor Vehicle tax payers.

**e. Discussion of extensive tree trimming on Burnap Brook Road** – Scott Person provides update, reviewed with Jay Tuttle, large trees in Town's ROW. Try to work with Eversource to address trees that are creating a safety issue close to the road. Would like to send letter to residents letting them know of trimming.

**f. Ride for CCAP** – Jeff Maguire MOTIONED to sign the permit for the Ride for CCAP fundraiser. Scott Person SECONDED. MOTION CARRIED 5:0:0

**8. New Business – Discuss and act upon the following:**

**a. Set Meeting Date for Annual Town Budget Meeting**

**i. Proposed May 1** – Jeff Maguire MOTIONED to set the Annual Town Budget Meeting for May 1<sup>st</sup>, 2024. Jeff Murray SECONDED. MOTION CARRIED 5:0:0

**b. Set Meeting Date for Town Meeting to discuss (Proposed dates Tuesday April 23<sup>rd</sup> or Monday April 29<sup>th</sup>)**

**i. Boundary Line Agreement with King Family and Town owned property**

**ii. Boundary Line Agreement with Hawes Family**

**iii. Acceptance of STEAP Grant with Town match**

**iv. Purchase and Lease of a Roadside Mower**

**v. Zoning violation fine Ordinance**

**vi. Failure to get a permit or post a bond for work in the Town ROW**

**vii. Ordinance for Commission on Aging**

(Continued on next page)

Discussion on potentially separating above items into different meetings based on budget need. Jeff Maguire MOTIONED to set a Town meeting for April 23<sup>rd</sup>, 2024 to discuss the purchase and lease of the roadside mower and the acceptance of the STEAP grant for the Town recreation area (playground and pickleball courts). Paula King SECONDED. Discussion with Dennis O'Brien – need to create documents for King property with Eric Anderson. Jeff Maguire REVISED his motion for the Town meeting to cover: Boundary Line Agreement with King Family and Town owned property, ii. Boundary Line Agreement with Hawes Family, Acceptance of STEAP Grant with Town match, Purchase and Lease of a Roadside Mower, Zoning violation fine Ordinance, Failure to get a permit or post a bond for work in the Town ROW, and Ordinance for Commission on Aging.

**c. E-Bike loaner Program** – Eric Anderson submitted grant for program. Asked CIRMA for evaluation on program – liability and usage issues. Board will discuss more if grant is approved.

**d. Charter Revision Panel discussion** – Jeff Maguire would like to start new committee to line up with Presidential Election – committee would need to be appointed within 30 days. Jeff Maguire MOTIONED to impanel a Charter Revision Commission. Scott Person SECONDED. Discussion – would need to have into the Secretary of the State's Office by September to have on November ballot, begin advertising and have interested residents submit letter of intent by May 1<sup>st</sup>, 2024 – hold meeting on May 8<sup>th</sup>, 2024 to impanel. MOTION CARRIED 5:0:0

#### **9. Approval of Meeting Minutes**

**a. 3.11.2024 Regular Meeting Minutes** – Paula King MOTIONED to accept the March 11<sup>th</sup>, 2024 Regular Meeting Minutes. Jeff Murray SECONDED. MOTION CARRIED 5:0:0

#### **10. Treasurer's Report** - in packet, no further questions from Board members

##### **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**

#### **11. Tax Collector's Report** – in packet, no further questions from Board members

**a. Refund Request** – Jeff Maguire MOTIONED to approve a refund request of excess payment to Lauren Carrara for \$66.40. Paula King SECONDED. MOTION CARRIED 5:0:0

#### **12. Department Reports** – in packet, no further questions from Board members

##### **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**

**13. Correspondence** - none

**14. Public Speak –**

Bill Penn – appreciates work done by Board members

Jody Gross – echoed Bill Penn, work by Board is appreciated by residents. Encourage drive for solution for Joshua's Trust that will have the least amount of impact

Sherry Michaud – voiced concerns on safety with Joshua's Trust trail and impact to residents close to property

Dianne Grenier – commented regarding Joshua's Trust, Wheeling Road parking location and parties involved

Joanne Hebert – commented regarding Joshua's Trust, and public awareness and input of proposed trail

**15. Executive Session –** Jeff Maguire MOTIONED to move into Executive Session at 9:42pm, inviting Eric Anderson and Dennis O'Brien. Anne Cremè SECONDED. MOTION CARRIED 5:0:0

Returned from Executive Session at 10:12pm.

**16. Adjournment –** Jeff Murray MOTIONED to adjourn the meeting at 10:13pm. Paula King SECONDED. MOTION CARRIED 5:0:0