

**Town of Andover**  
Board of Selectmen  
Monday, February 24, 2020 at 7:00 P.M.  
Andover Public Library, 355 Route 6

Special Meeting Budget Workshop Minutes

1. Call to Order/Pledge of Allegiance

The Pledge of Allegiance was recited.

First Selectman Jeff Maguire called the Special Meeting to order at 7:01 P.M.

Members Present: Jeff Maguire, Adrian Mandeville, Jeff Murray, Paula King, Scott Person

Town Treasurer: Barbara Griffin

Town Administrator: Eric Anderson

Board Clerk/Administrative Assistant: Amanda Gibson

Others Present: *\*See attached for the sign-in sheet.*

2. Public Speak

Dianne Grenier: Friendly reminder to discuss funding the 175<sup>th</sup> Anniversary Celebration in 2023 for the Town of Andover. She is hosting a kickoff brainstorming meeting on Sunday, March 1<sup>st</sup> at 6:30 P.M. at the First Congregational Church of Andover at 359 Route 6.

3. Discuss and act upon:

a. Pay rate increases for non-union employees

Adrian Mandeville MOVED to set the Pay Rate yearly increase for non-union employees at 3%.

Jeff Murray MOVED to amend the original motion to set the Pay Rate yearly increase for non-union employees at 2%.

Scott Person SECONDED

AMENDED MOTION CARRIED 5:0:0

Town Administrator Eric Anderson shared the letter from the Andover Volunteer Fire Department Fire Chief requesting that \$5,000 be added to the line item for town employees physicals.

The Board of Selectmen requested from the Fire Commission the supporting documentation including the volunteer list, physical requirements and approximate cost with the description of the physical required and a contract. *\*See attached for the letter request from Fire Chief Ron Mike.*

4. Budget Workshop

Paula King MOVED to authorize the Town Administrator to sign the employment contract with Town Treasurer Barbara Griffin as presented written and reviewed by the Town's Attorney.

Scott Person SECONDED

MOTION CARRIED 5:0:0

Adrian Mandeville MOVED to reduce the hours of work for the Andover Tax Collector effective October 1, 2020 to an average of 24 hours per week, with the work week set to 34 hours in the months of January and July, and to authorize the First Selectmen and Town Administrator to bargain in good faith with the MEUI, Local 506, AFL-CIO, CLC over this change to employee working hours, and that the First Selectman Jeff Maguire appoint someone else to negotiate.

Paula King SECONDED

MOTION CARRIED 5:0:0

Adrian Mandeville MOVED to reduce the hours of work for the Andover Assistant Treasurer, effective January 1, 2021 to an average of 24 hours per week, and to authorize the First Selectmen and Town Administrator to bargain in good faith with the LOCAL 1303-368 OF COUNCIL #4 AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES AFL-CIO over this change to employee working hours, and that the First Selectman Jeff Maguire appoint someone else to negotiate.

Scott Person SECONDED

MOTION CARRIED 5:0:0

The Board of Selectmen members walked through the proposed budget and discussed various changes to recommend to the Board of Finance. Town Treasurer Barbara Griffin noted all of the suggested changes from the BOS.

*\*See included for the memorandums from the Town Administrator, per the Board of Selectmen, to the Board of Education.*

Adrian Mandeville MOVED to send the budget as amended to the Board of Finance for review.

Scott Person SECONDED

MOTION CARRIED 5:0:0

5. Public Speak

Dianne Grenier: Requested for the Board of Selectmen to appoint committee members following the kickoff brainstorming meeting for the 175<sup>th</sup> Anniversary Celebration.

6. Adjournment

Adrian Mandeville MOVED to adjourn the Special Meeting at 9:29 P.M.

Paula King SECONDED

MOTION CARRIED 5:0:0

First Selectman Jeff Maguire adjourned the Special Meeting at 9:30 P.M.

Helpfully submitted by the Board Clerk/Administrative Assistant, Amanda Gibson. *Amanda Gibson*  
*Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.*

# SIGN IN SHEET

Town of Andover

Board of Selectmen

Monday, February 24, 2020 at 7:00 P.M.

Andover Public Library, 355 Route 6

Special Meeting

1. Catherine Galazzi
2. Dianne Grenier
3. Karen Hunter
4. Joanne Hebert
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6. \_\_\_\_\_
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17. \_\_\_\_\_
18. \_\_\_\_\_



## ANDOVER VOLUNTEER FIRE DEPARTMENT

11 School Road, Andover, CT 06232  
Phone: (860) 742-7477

February 13, 2020

To: Andover Board of Selectmen

Andover Town Administrator

Board of Fire Commissioners

I am formally requesting that \$ 5000 be added to the line item for town employee physicals. Due to aging membership we should be getting physicals on some of our members every year not every 2-3 like I have to do now with the current amount that is allocated. This amount should keep us more in accordance also with the NFPA guidelines. Any members that choose not to use Corpcare which is the towns provider is responsible for paying on their own.

Thank you for your consideration.

Ron Mike

Andover Fire Chief

1/30/2020

Memorandum from: Andover Town Administrator

To: Andover Board of Education, AES Superintendent

Subject: Combined Finance Department

At the board of Selectmen's meeting on January the following motion was moved and carried:

***Adrian Mandeville MOVED to appoint a combined finance position for both the Andover Elementary School and the Town Hall.***

***Scott Person SECONDED***

***Jeff Maguire MOVED to amend the motion to establish a finance department that coordinates all financial activities between the Andover Elementary School and the Town of Andover.***

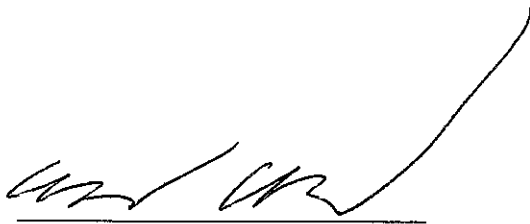
***Scott Person SECONDED***

***MOTION CARRIED 5:0:0***

***Amended motion:***

***MOTION CARRIED 5:0:0***

The Board of Selectmen requests that the Board of Education consider this proposal and act on it at the next regularly Scheduled Board of Education Meeting. The Selectmen's original intent was to implement it as of July 1, 2020, and that the combined department would be comprised of one full time Finance Director and one part time book keeper.

A handwritten signature in black ink, appearing to read 'Eric Anderson', is written over a horizontal line.

Eric Anderson Town Administrator

1/30/2020

Memorandum from: Andover Town Administrator

To: Andover Board of Education, AES Superintendent

Subject: Budget reduction request

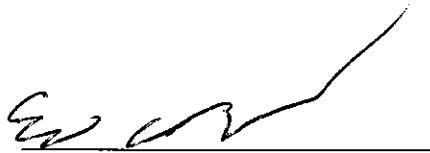
At the board of Selectmen's meeting on January the following motion was moved and carried:

***Jeff Maguire MOVED that they request the Board of Education's proposed 2020-2021 budget be reduced to approximately \$3.6 Million with a cost reduction of approximately \$400k.***

***Adrian Mandeville SECONDED***

***MOTION CARRIED 5:0:0***

The Board of Selectmen requests that the Board of Education consider this proposal during budgeting.

A handwritten signature in black ink, appearing to read 'Eric Anderson', is written over a horizontal line.

Eric Anderson Town Administrator