

**Andover Board of Selectmen**

**Wednesday December 6, 2017**

**Community Room, Town Hall**

**Regular Meeting Minutes**

**Agenda Item 1: Call to Order /Roll Call**

**Jeff Maguire, Vice First Selectman** called the meeting to order at 7:03PM with the Pledge of Allegiance

**BOS Members: Present:** Jeff Maguire, Vice First Selectman, Cathy Desrosiers, Julia Haverl

**BOS Members: Absent:** Robert F. Burbank, First Selectman, Jay Linddy

**Town Officials Present:** Joe Higgins, Town Administrator

**Staff Present:** Sandra Nichols, Board Clerk

**Public Present:** Attachment #1

**Agenda Item 2: Public Speak:**

**Curt Dowling** questions the appointment of a Transfer Station “Supervisor”. He states that he believes that the Town could hire one more person in the Public Works Dept. that would handle the transfer station on the days it is open and work with PW on the other days.

**Cathy Palazzi** reads attachment #2 to the Board

**Curt Dowling** speaks again about the transfer station personnel and the running of it (efficiency).

**Agenda Item 3: Add or Delete Items:**

**Julia Haverl** motions to add the LED Street Lights proposal that the Town received under new business Item I.

**Joe Higgins** mentions that this could go under CIP

**Cathy Desrosiers Seconded**

**Motion Passed/Unanimous 3/0/0**

**Cathy Desrosiers** motions to add under old business item d the sharrows and signage that Eric Anderson (P&ZC)has requested.

**Julia Haverl Seconded**

**Motion Passed/Unanimous 3/0/0**

**Jeff Maguire** discusses old business items that are not closed that are not on the agenda

***Brief discussion on this topic, the agenda, old and new business***

**Agenda Item 4: Town Administrator Report:**

**Joe Higgins** updates the Board on the Treasurers position. He states that it has been advertised on the Town and Municipal web sites possibly in the Chronicle. Closing date December 19th. Joe also updates the Board on the progress of IT, signed a contract with South Windsor which they started on Monday and will work on a weekly basis. He describes what they would be doing and the list that they would work from.

***Discussion on IT/e-mails and the First Selectman's office and the issues setting it up***

**Joe Higgins** states that Budget Packets have been sent out to each Department which he explains in detail that are due back on the 28<sup>th</sup>.

***Discussion on the Budget Packets***

**Joe Higgins** states that the Bridge is fully operational except for a few loose ends

**Agenda Item 5: Meeting Procedures:**

***No discussion/Action***

**Agenda Item 6: Old Business:**

**a. Times Farm Bridge:**

**Joe Higgins** updates the Board on what has been reimbursed and what is still to be paid.

**b. Public Works Update:** Projects, Paving

**Joe Higgins** Completed on the open projects, no more work besides pothole filling to be done until Spring.

***Discussion on the road survey that Gerry Hardisty completed and the Board concerns on information that is not available.***

i. Furnace installation-Public Works:  
Complete-no discussion (take off agenda)

ii. Basin installations on School Road:

**Joe Higgins** complete, can be taken off the agenda

iii. Guardrails replaced Wales Road:

Complete (take off Agenda)

**Joe Higgins** discusses on what the Public works Dept. Is working on, what they have done recently and what still needs to be done.

***Discussion on the field/track and what needs to be done.***

**Jeff Maguire** requests that Joe Higgins address the problem with stone dust with Public Works.

***Discussion on the stone dust and how to fix the issue at the field. Also a discussion on the mowing on the field/track (what does the Town need to do in order maintain the field)***

**Cathy Desrosiers** mentions the dead wood on the sides of the road that really needs to be picked up.

***Discussion on this wood and how to handle it. Suggestions are made and discussed on how to dispose of this wood.***

**c. Cleaning Contract:**

**Joe Higgins** discussion on what has occurred, no progress made at this point. He states that the Town needs to go out for bid.

**Cathy Desrosiers** states that she has information from the library regarding what has been done and what needs to be done.

***Discussion on what buildings need to be cleaned and the contract/bid and what they should be looking at for the bid, not just commercial.***

**d. P&ZC (Eric Anderson), Sharrows/Signage:**

**Cathy Desrosiers** discusses her discussion and the proposal that Eric Anderson submitted to the Board.

***Discussion on what was submitted by Eric Anderson regarding the Complete Streets Master Plan requests.***

**Julia Haverl Motions** that the Town Administrator implement the recommendations for roadway markings in the POCD Complete Master Streets Plan for the Lake district and Long Hill Rd using budget line Item 1-100-13-1305 for funding.

**Cathy Desrosiers Seconded**  
**Motion Passed/Unanimous 3/0/0**

***Julia Haverl Mentions the document that Eric Anderson provided to the Board Members outlining what he is proposing.***

**Julia Haverl Motions** that the BOS direct the Town Administrator to implement the signage and road painting plan included with this document. This is outlined in and fully supported by the Plan of Conservation and Development. The sign placement and painting will occur as soon as the roads are swept in the Spring. The money shall come from the POCD implementation fund line item 1-100-15-1305.

**Cathy Desrosiers Seconded**  
**Motion Passed/Unanimous 3/0/0**

**Discussion on the Members that Eric Anderson lists that would like to be appointed and two other residents that would like to be on the Andover Long Term Planning Commission.**

**Cathy Desrosiers** mentions the fact that the Town needs to advertise for members for the Long Term Planning Committee. She states that Joe Higgins needs to do this.

***The Board will hold off on the appointment/motion until the next meeting (to be on Meeting Agenda under Old Business at the next Meeting)***

**Agenda Item 7: New Business:**

**a. Assessors Office: John Chaponis**

**Joe Higgins** speaks on behalf of Mr. Chaponis who was unable to be at the Meeting. He states that the letter in their packet will be discussed when Mr. Chaponis can be at the meeting. The Board is to discuss the online Assessment Data.

**Jeff Maguire** **Motions** that the BOS authorize the Town Administrator to go forward with (Vision) VGSI so that this data is online.

**Cathy Desrosiers** **Seconded**

***Discussion on this data being online and what has occurred***

**Motion Passed/Unanimous 3/0/0**

**b. Draft Emergency Protocol:**

**Joe Higgins** discusses the draft chart he provided and what research he did regarding this, looking at other towns.

***Discussion on the Draft chart on protocol and the Boards suggestions on changes to the chart. Board Members agree that it is a workable plan.***

**c. Authorized Signature:**

**Joe Higgins** briefly discusses this item and the need for it since the First Selectman is not always available to sign State Documents, Grants and other forms that require an authorized signature. This document would allow him to sign them in his absence. He states that the Board Members just need to sign the document allowing him to sign these documents.

***Brief discussion on the authorization document***

**Julia Haverl Motions** that the Board Members approve and sign this authorization as presented (authorization document available in the Town Clerks Office).

**Cathy Desrosiers Seconded**

**Motion Passed/Unanimous 3/0/0**

**d. Library Fiber Update:**

**Cathy Desrosiers** discusses the update on the fiber and what CEM has done in other buildings. She explains the program and the Grants that will be provided to upgrade these systems. She talks about the advantages to doing this and the minimal cost to the Town maintenance cost per year. CEM will be at the next meeting to present this proposal.

**Jeff Maguire** states that this needs to be addressed

**Cathy Desrosiers Motions** that the the BOS approve the CEM fiber optic installation using CEM and start the grant process and all contractual agreements forthcoming that will go to the Town Administrator for approval.

**Jeff Maguire Seconded**

**Motion Passed/Unanimous 3/0/0**

**e. Use of Town Trails for Weekly Summer Mountain Bike and Trail Running Series Races:**

**Jeff Murray** presents his request for the use of the trails for these events.

**Joe Higgins** states that the school has requested that there not be anyone on the trails in back of the school when school is in session.

**Cathy Desrosiers** talks about the trail and where she was able to access and walk on it.

***Discussion on the trails and what Mr. Murray is proposing***

**Jeff Murray** hands out a packet to the Board Members on what he is proposing, discusses it in detail including how the trails would be used and who he is working with.

***Continued discussion on the trails among all including the procedures, insurance that would be required and signage/ availability to access the trail maps online or in the Town Hall. Also mentioned/discussed is where the registration money will go to (trail fund)***

**Jeff Maguire** would like a registration form to be developed for this.

**Julia Haverl** **Motions** that the BOS supports the Andover Mountain Bike and Train Running Summer Fun Series Proposal and recommends that the proposal is taken to the Recreation Commission for implementation.

**Cathy Desrosiers** **Seconded**

**Motion Passed/Unanimous 3/0/0**

**f. Motions to Appoint/Fix Errors in Past Appointments:**

**Joe Higgins** states that this list was provided by Carol Lee, Town Clerk

***Discussion on the list provided***

**Jeff Maguire** **Motions** to keep the Inland Wetland Commission, Recreation Commission, Senior Transportation Committee, Conservation Commission, Library Board of Directors, Beautification Committee and the Farmers Market Committee appointments as voted during the June 7, 2017 Board of Selectmen Meeting.

**Julia Haverl** **Seconded**

**Motion Passed/ Unanimous 3/0/0**

**i. Commission on Aging:**

**Jeff Maguire** **Motions** to appoint Judy Knox, Georgia O'Brien, Cathy Palazzi, Sue Schmidt and Elaine Buchardt as Members of the Commission on Aging for a term ending June 30, 2021.

**Cathy Desrosiers** **Seconded**

***Discussion on the Term of 4yrs. Jeff believes it should be changed to two years***

**Motion Passed/ 2/0/1 Jeff Maguire Opposed**

ii. Economic Development Commission:

**Jeff Maguire Motions** to appoint Elaine Buchardt and Patrick Dougherty as regular members of the Economic Development Commission for a term ending June 30, 2019.

**Julia Haverl Seconded**

**Motion Passed/Unanimous 3/0/0**

iii. Memorial Day Committee:

**Jeff Maguire Motions** to appoint Karin Denley, John McCall, Lauren Person, Wayne Thorpe and Gerard Scagliola as regular members of the Memorial Day Committee for a term ending June 30, 2019

**Julia Haverl Seconded**

**Motion Passed/Unanimous 3/0/0**

iv. Norton Fund Commission:

**Jeff Maguire Motions** to appoint Dianne Grenier, Sue Schmidt, Heidi Xenophontos, Cheryl Meyhew and Debra Thompson as regular members of the Norton Fund Commission for a term ending June 30, 2019

**Julia Haverl Seconded**

**Motion Passed/Unanimous 3/0/0**

v. Safety Committee:

**Jeff Maguire Motions** to appoint the following members to the Safety Committee; Joe Higgins, Abby Belcher, Sally Doyen, Dianne Grenier, Carol Lee, Kathy Luntta, Edwin Kasacek and Cathy Palazzi for a term ending June 30, 2019.

**Cathy Desrosiers Seconded**

**Motion Passed/Unanimous 3/0/0**



vi. Capital Improvement Plan Committee:

***Discussion on this Committee and the appointments. Only one person is listed (Curt Dowling, Fire Commission). Recommendations of other members of Boards that have shown interest in being on the Committee.***

**Jeff Maguire Motions** to appoint Curt Dowling, Fire Commission Member, to the CIP Committee

**Julia Haverl Seconded**

**Motion Passed/Unanimous 3/0/0**

**Discussion on who was on it and who could be appointed to it. Need someone from BOE**

**Jeff Maguire Rescinds the previous Motion that he Motion made on this Committee**

**Cathy Desrosiers Motions** to appoint Curt Dowling, Fire Commission, Jeff Maguire, BOS and Eric Shevchenko, BOF to the CIP Committee for term ending June 30, 2019.

**Julia Haverl Seconded**

**Motion Passed/Unanimous 3/0/0**

**Jeff Maguire Motions** that the BOS authorize the Town Administrator to send notification letters to all appointed members.

**Cathy Desrosiers Seconded**

**Motion Passed/Unanimous 3/0/0**

**g. Appointment of Transfer Station Supervisor:**

**Joe Higgins** discusses this position and the transfer station as it is currently operating under the only applicant that applied for the position.

**Julia Haverl Motions** that the BOS appoint David Sarisley as the Transfer Station Supervisor at the hourly rate recommended by the Town Administrator

**Cathy Desrosiers Seconded**

***Discussion on the title of this position and the hourly rate and what his functions are and what he has been doing. Future plans for the transfer station, the operation and possibly reinstating the sticker program.***

**Motion Passed/Unanimous 3/0/0**

**h. Appointment of Animal Control Officer:**

**Joe Higgins** states that there was only one applicant, Scott Beebe prior to the closing date.

***Brief discussion on the applicant***

**Jeff Maguire Motions** to appoint Scott Beebe as the Animal Control Officer

**Julia Haverl Seconded**

**Motion Passed/Unanimous 3/0/0**

**Joe Higgins** mentions that Ed Sarisley showed interest in being a part time assistant/on call for emergency situations for the Transfer Station position.

***Discussion on part time/temporary help at the Transfer Station***

**Cathy Desrosiers Motions** that the BOS authorized the Town Administrator to hire temporary help as needed at the minimum wage.

**Jeff Maguire Seconded**

**Motion Passed/Unanimous 3/0/0**

**I. LED Lights:**

***Tabled to next month***

**Joe Higgins** briefly talks about information that he received on solar lights from Coventry that could be used for the ball field.

***Joe Higgins will provide more information on these lights to the Board***

## **Agenda Item 8: Tax Collector's Monthly Reports:**

### **a. Tax Refund: Property Taxes**

**Julia Haverl Motions** to approve the Tax Refunds as presented by the Tax Collector  
**Cathy Desrosiers Seconded**

#### ***Discussion on the refunds***

**Motion Passed/ 2/0/1 Jeff Maguire Opposed**

Stephenson, Kenneth	\$287.01
Werner, Lenard	\$6.24
Bazzani, Janice	\$25.09
Lee, Heidi J & Richard M.	\$36.00
Hangland, Lauren E.	\$20.00

Total: \$374.34

### **b. Tax Collector November 2017 Summary**

***Discussion on the audits, Joe Higgins states that the Audit for FY15/16 is completed by Mahoney and Sablol (Glastonbury CT) and FY 16/17 is not yet complete. No date of completion is available at this time. Information to be provided to the Board Members.***

**Jeff Maguire** wanted to know if their is a new contract signed for the next fiscal year?  
**Joe Higgins** states that this contract is still being discussed.

#### ***Discussion on the Summary-no action***

## **Agenda Item 9: Treasurer's Monthly Report:**

- a. Bank Account Summary**
- b. Town Budget Summary**

***Discussion on the reports, the information provided and individual line items in the reports (no bank account summary)- no action***

**Agenda Item 10: State Budget Situation:**  
***No Discussion/ no action***

**Agenda Item 11: Approval of Selectmen Minutes:**

**Jeff Maguire Motions** to approve the November 1. 2017 minutes as presented  
**Cathy Desrosiers Seconded**  
**Motion Passed/Unanimous 3/0/0**

**Agenda Item 12: Department Reports: November**

- a. Fire Department- (attachment #3)
- b. Town Clerk (attachment #4)
- c. Building Department (attachment #5)
- d. Assessor's Office (attachment #6)
- e. Resident State Trooper (attachment #7)
- f. Landfill Report- No Report
- g. Dog Warden- No Report

***Discussion on the reports and the information provided and information on the reports that is needed to clarify some information provided on the reports.***

**Julia Haverl Motions** to approve the reports a-e as submitted to the Board.  
**Cathy Desrosiers Seconded**  
**Motion Passed/ Unanimous 3/0/0**

***\*\*\*Cathy Desrosiers would like to see the Sale of the small senior bus on the next Agenda***

**Agenda Item 13: Public Speak:**

**Curt Dowling** asks about the Town's Mutual Aid and would like to know who is in charge of that. ( Information will be provided to him by Joe Higgins)

**Jeff Maguire** asks Joe Higgins for additional information on the Transfer Station regarding money being paid and money received.

**Dianne Grenier** would like to see the reports that are provided to be put on line and she would like the Boards and Commissions updated on the Town Web site regarding the Members.

**Curt Dowling** speaks about the new Fire Marshall and the lack of office space for him. He states what the Fire Marshall would need.

**Agenda Item 14: Adjourn:**

**Jeff Maguire** **Motions** to adjourn at 9:44 PM

**Cathy Desrosiers** **Seconded**

**Motion Passed/Unanimous 3/0/0**

Minutes respectfully submitted by: Sandra Nichols. All attachments are filed with the official copy of the minutes in the office of the Town Clerk. Unofficial copies of the minutes are posted on the Town of Andover Web site [www.andoverct.org](http://www.andoverct.org)