

**Andover Board of Selectmen**  
**Wednesday November 1, 2017**  
**Community Room, Town Hall**  
**Regular Meeting Minutes**

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

**Robert F. Burbank, First Selectman** called the meeting to order at 7:00PM with the Pledge of Allegiance

**BOS Members: Present:** Robert F. Burbank, First Selectman, Jeff Maguire, Vice First Selectman, Cathy Desrosiers, Julia Haverl

**BOS Members: Absent:** Jay Linddy

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

**Agenda Item 2: Public Speak:**

**Curt Dowling** mentions the light in the front walk of the Town Hall that is not working and Bob Burbank informs him that it was just not turned on. He then brings up the position of Animal Control and suggests that the Town utilized a shared services with another Town. Curt also suggests that the Town do away with the Transfer Station and put the responsibility on the homeowners.

**Dianne Grenier** would like the appointment of Members to the Norton Commission added to the Agenda. This is briefly discussed with the Board Members.

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

**Julia Haverl Motions** to move Agenda Item 8d to Agenda Item 16c.

**Cathy Desrosiers Seconded**

**Motion Passed/ 3/0/1 Jeff Maguire Opposed**

**Robert Burbank Motions** to add Town Road emergencies to Agenda Item 8g

**Cathy Desrosiers Seconded**

**Motion Passed/Unanimous 4/0/0**

**Robert Burbank Motions** to add the First Selectman's Office space and Computer access to Agenda Item 8h.

**Julia Haverl Seconded**

**Motion Passed/Unanimous 4/0/0**

**Agenda Item 4: IT:**

**Joe Higgins** discusses the estimate that he received and provided to the Board from Sertex for connection in the Town Hall to the Fire Station.

*Discussion on the installation cost, the monthly fee, other buildings (library/school) and what this service offers to the Town. discussion on the Town's IT system. Continued discussion on the fiber optic lines and the phone connections and the issues that the Town has had regarding IT.*

**Jeff Maguire Motions** that the Board direct Joe Higgins to move forward with the IT improvements/evaluation of the IT systems and related services in the Town Hall with the contracted South Windsor Company and that Joe Higgins find the appropriate line item in the Budget for discussion at the next Meeting.

**Julia Haverl Seconded**

*Discussion on the Motion*

**Motion Passed/Unanimous**

**Agenda Item 5: Town Administrative Report:**

**Joe Higgins** mentions that the UPS delivery man was bit by a dog that is now in quarantine . He presents two forms to the Board for review; inspection on houses and personal action forms.

*Discussion on the forms-No Action*

**Agenda Item 6: Meeting Procedures:**

**Julia Haverl** comments on the BOS Meeting procedures

**Agenda Item 7: Old Business:**

**a. Times Farm Bridge:**

**Joe Higgins** updates the Board on the progress of the Bridge and states that they are still on schedule. There may be a delay requested however they will still be on schedule for completion in November.

***Discussion on the reimbursements***

**b. October 7<sup>th</sup> Road Race:**

**Jeff Maguire** reports that the Road Race went well however he recommends that the Recreation Committee be involved in the future.

**Joe Higgins** also comments on the success of the race

***Discussion on the race and the funds that were expended and the money taken in. A financial breakdown for the next meeting is requested***

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

**Joe Higgins** discusses the paving projects that the Town got quotes for and that will be completed this year. Complete School Road and the aprons at the ball field.

**i. Furnace Public Works**

**Joe Higgins** states that MM is fixing the furnace as they were the lowest quote. Half has been paid to date for materials.

**ii. Basin installations on School Road**

**Joe Higgins** reports that the basins have been installed and the area just needs to be paved. They were going to prep for that however the storm set them back. They will try to prep for that tomorrow.

***Discussion on the quotes for the paving***

**iii. Guardrails replaced Wales Road**

**Joe Higgins** updates the Board on this project and the reimbursement that they are looking for.

- iv. \*Include a Motion to Certify upon Approval of Projects\*

**Julia Haverl** discusses this item

***Brief discussion among the Board Members on what needs a Motion and what should be budgeted for-No Action***

**d. Status of Certificate of Occupancy for School Roof:**

- i. Requested by Jeff, 10-4-2017 Meeting

**Joe Higgins** presents the COO to the Board (attachment #2)

**e. Cleaning Contract:**

- i. Clarify which buildings will be included-Motion required

**Joe Higgins** discusses the cleaning invoices and the possible contract with the school.

No current contract with the Town Hall/Library

***Discussion on the Service and the possible changes for a future contract-No Action***

**Agenda Item 8: New Business:**

**a. Abandon Blight Properties**

**Cathy Desrosiers** discusses four properties that have been identified as Blight Properties

***Discussion on Blight properties and the process/procedure that the Town needs to follow.***

**b. Appropriation Transfers**

**Joe Higgins** discusses the Appropriation Transfers that he provided to the Board for review.

**Julia Haverl** **Motions** to approve the Appropriation Transfers as presented and have the Town Administrator forward them to the Board of Finance

**Cathy Desrosiers** **Seconded**

**Motion Passed/Unanimous 4/0/0**

**c. Vote to Authorize Second Yoga Program: Motion Required**

**Joe Higgins** discusses the e-mail he received from the Yoga Instructor, Linda Derick, to hold an additional class.

***Discussion on the Yoga classes, the charge and the liability involved***

**Cathy Desrosiers** recommends that this goes through the Recreation or the Senior Committee.

***No Action***

**d. Assessor Department:** Discuss current outstanding issues  
Moved to Agenda Item 16c

**e. Set November date for Joint Meeting of BOS and PZC and Chairs of all Boards/Commissions:**

- i. Meeting date should be the week of November 13<sup>th</sup>

***Discussion on the Meeting and a date for the subject Meeting***

**Jeff Maguire** **Motions** that the Joint Meeting of BOS and PZC and chairs of all Boards/Commissions be held on November 14<sup>th</sup> at 6PM.

**Cathy Desrosiers** **Seconded**

**Motion Passed/Unanimous 4/0/0**

**f. Discuss if the BOS would consider another request for the Town to purchase, #12 Center Street:**

**Robert Burbank** believes that this is a “dead” issue.

**Eric Anderson** explains that the Town will need a new Community/ Senior Center and that land would be useful/necessary and for this project.

***Discussion on this Agenda Item with Eric Anderson***

***Agenda Item to be kept on the Agenda for further discussion***

**g. Town Road Emergencies:**

**Robert Burbank** discusses the emergency situations and the calls that he receives from the State Police and others in the middle of the night for alarms going off and road issues. He asks for the Boards opinion on how they would like him to proceed? He explains the situation with the Town Road Crew being Union.

***Discussion on this Agenda Item more information is required***

**Jeff Maguire** requests that Joe Higgins come back to the Board at the next Meeting with an emergency situation Plan/Protocol.

***Discussion on Jeff's request***

***Keep on the Agenda under Old Business until resolved***

**h. First Selectman's Office space and Computer access:**

**Robert Burbank** discusses the situation, he has no computer access and no Office.

***Discussion on setting up an Office for the First Selectman in the State Troopers Office and setting up a computer for him to use.***

**Jeff Maguire** Motions that all BOS have e-mails set up  
**Julia Haverl** Seconded

***Discussion on the First Selectman's Office/Computer***

**No Vote on the Motion**

**Agenda Item 9: Tax Collector's Monthly Reports:**

**a. Tax Refund: Property Taxes**

Palmer, Sheri                      \$7.68

Swokla, Brittany	\$18.77
Bazzani, Janice C	\$18.92
McNamara, Kathleen	\$60.00
Bolton, John	\$6.50
Total:	111.87

**Cathy Desrosiers Motions** to approve the tax refunds as presented by the Tax Collector.

**Julia Haverl Seconded**

**Motion Passed/3/0/1 Jeff Maguire Opposed**

b.Tax Collector September 2017 Summary

**Jeff Maguire** discusses the summary presented

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

**Agenda Item 10: Treasurer's Monthly Report:**

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

***Discussion on the reports- no action***

***Discussion on the Treasures Office, the audit and the position***

**Agenda Item 11: Hiring to fill positions vacated by BOS as a result of the Termination of Jay Linddy: Motion Required**

- a. Scott Beebe-Animal Control
- b. David Nontransferable Station Supervisor

***Discussion on the positions and the fact that they were not advertised. Also a discussion on the two people noted above.***

**Julia Haverl Motions** that the BOS authorize Joe Higgins to advertise for the Animal Control Position and the Transfer Station Superintendent.

***Discussion on the Transfer Station requirements, the pay and the hours***

***Cathy Desrosiers Seconded***

***Motion Passed/Unanimous 4/0/0***

**Agenda Item 12: State Budget Situation:**

***Brief Discussion***

**Agenda Item 13: Approval of Selectmen Minutes:**

**Cathy Desrosiers Motions** to approve the October 4, 2017 Minutes as presented

**Julia Haverl Seconded**

**Motion Passed/Unanimous 4/0/0**

**Agenda Item 14: Department Reports: October**

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

***Discussion on the reports the information provided and the format that they are provided in.***

**Agenda Item 15: Next Years BOS Meeting Schedule:**

***Discussion on the meeting day of the week, the time and which week of the month***



**Robert Burbank Motions** to hold the Regular BOS Meeting on the first Wednesday of the Month at 6PM.

**Julia Havel Seconded**

**Motion Passed/Unanimous 4/0/0**

**Agenda Item 16: Executive Session: Moved to after Public Speak Agenda Item 17**

- a. Complaint from the Union for Contracting out Culvert Project
- b. Possible suit against the Assessor/BAA:
  - i. 116 Bunker Hill Road, Roy Family
- c. **Assessor Department:** Discuss current outstanding issues. Moved from Item 8d.

**Agenda Item 17: Public Speak:**

**Joan Foran** asks about Agenda Item 8d being moved to Agenda Item 16c. She expresses her opinion/concern on this

**Eric Anderson** thanks the Board for setting up the requested Joint Meeting. He then discusses the Public Hearing that the PZC will have in December to discuss; Mixed use “Floating Zone” Regulation, Storm water management Regulations and the revised Parking Regulations.

**Eric Anderson** explains these three Regulations to be presented at the Public Hearing to to the Board.

*Discussion with Eric on these Regulations*

**Sharon Loudon** talks about the BOE budget (inaudible)

**Agenda Item 18: Adjourn:**

**Cathy Desrosiers Motions** to adjourn at 10PM

**Julia Haverl Seconded**

**Motion Passed/Unanimous 4/0/0**

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)

