

Andover Board of Selectmen

Wednesday March 01, 2017

Town Office Building (Community Room) 17 School Rd, Andover, CT

Regular Meeting Minutes

Agenda Item 1: Call to Order

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, Julia Haverl, Jay Linddy, Cathy Desrosiers

BOS Members: Absent: None

Other Attendees: Attachment #1

Agenda Item 2: Public Speak :

Cathy Palazzi speaks about the money that the Andover Farmer's Market raised and donated to the Andover Elementary School and the Andover food pantry. She also mentions the Budget Meetings that are going to be held and requests that the Selectman hold their meeting (Agenda Item 14 on May 4, 2017).

Agenda Item 3: Add or Delete Items:

Cathy Desrosiers **Motions** to add the Cleaning Contract to Item 20, the Dog Fund Report/Animal Control to Item 21 and Maintenance of the Town Office Building to Item 22.

Jeff Maguire Seconded

Motion Passed/Unanimous 5/0/0

Note: after item 19 was discussed the Board unanimously decided to change Item 20 to 19a, Item 21 to 19b and Item 22 to 19c.

Agenda Item 4: Update on Times Farm Road Bridge:

Robert Burbank briefly updates the Board on this Project and states that the targeted start date of April 11, 2017.

Agenda Item 5: Procedure for the Sale of Andover Fire Truck:

Robert Burbank reviews a recommendation from the Fire Dept. and the procedure.

Discussion among the Board Members and Wally Barton, Fire Dept. Member on this topic.

Jay Linddy **Motions** that the Fire Commission put out an ad to get competitive bids for the fire truck and bring it to the BOS.

Julia Haverl **Seconded**

Wally Barton states to the Board that he would like any money for the sale of the truck to go to a specific fund for the purchase of a new truck in the future. The Board briefly discusses this and agrees that this will be established.

Motion Passed/Unanimous

Further discussion including Curt Dowling on the sale of the Truck

Agenda Item 6: Update on the Talbot Property-P&ZC:

Julia Haverl talks about the this property and what was discussed at the Planning and Zoning Commission Meeting in reference to the property.

Agenda Item 7: Updated List of Tax Sale Properties:

Discussion among the Board on the Tax Sale Update provided by Donna Doyker, CCMC (attachment #2).

Agenda Item 8: Update on Audit:

Robert Burbank gives a brief update on the Audit Progress and there is a brief discussion among the Members on the audit deadline and the BOE audit.

Agenda Item 9: U of H Plan for Community Room Acoustics:

Julia Haverl gives an update to the Board on the progress that was made for improving the acoustics in the Community Room. She reads the proposal with three protocols for the study to be performed by the U of H (attachment #3). The U Of H is to send a written recommendation for the improvement to the Board with several options.

Brief discussion on this topic

Agenda Item 10: Town Administrator Search Committee Update:

Jay Linddy talks about the candidates (4) that applied for this position and what the Town Charter allows (two candidates). He reads a letter that was supposed to be sent out to the candidates that explains this and states that he will/has apologized to those candidates (2) who did not receive it.

Jeff Maguire discusses the Committee Meetings, the job description/qualifications and the time line when the Committee believes that the interview process will begin.

Brief discussion on the description/qualifications for this position

Agenda Item 11: Road Race Permit for the Use Public Property:

Robert Burbank states that Jeff Murray has completed the Application and the Town has Liability Insurance on this race.

Discussion on the races/applications and the process in the Town of Andover.

To be put on the Agenda in April

Agenda Item 12: FY18 CIP Appropriation Recommendations:

Discussion on attachment #4, the list of CIP Capital Appropriation requests from the Town Agencies from Dan Warren. The Board also discussed the State of CT's proposed budget and how it will effect the Town of Andover and how the Town can fund these requests from CIP. Cathy Desrosiers goes over each item and discusses LoCIP funds. Further discussion on the State/Town Budget.

Agenda Item 13: CIRMA Insurance Contract:

Robert Burbank presents the letter of commitment from CIRMA (estimate). Contract comes out in June (attachment #5).

Discussion on this topic

Agenda Item 14: Set Date for Annual Town Budget Meeting:

Brief discussion on the other Budget Meeting dates and the meeting date

Jay Linddy Motions to set the Meeting date at May 4, 2017 at 7PM

Julia Haverl Seconded

Motion Passed/Unanimous 5/0/0

(signed copy to be turned in to the Town Clerk)

Agenda 15: Homeland Security Grant Program Resolution:

Robert Burbank discusses the resolution and the necessity to update it (attachment #6).

Jay Linddy Motions that the Board authorize the First Selectmen to sign the Resolution

Cathy Desrosiers Seconded

Motion Passed/Unanimous 5/0/0

Agenda Item 16: Senior Grants:

Discussion on the request submitted to the Board regarding grants and funding for senior programs in the Town.

Julia Haverl Motions that the Board of Selectman hereby approves applications for two grants for senior citizens by Town of Andover Grant 5310B for transportation and a grant for title 111B funding for senior services.

Jay Linddy Seconded

Motion Passed/Unanimous 5/0/0

Agenda Item 17: Public Works Bathroom Renovations:

Robert Burbank talks about the repairs that the Public Works Department made to the facilities restrooms and the estimated cost (brief discussion).

The Board states that it has not received the reports for the last two months and requests the First Selectman to present them at the next meeting.

Agenda Item 18: MEUI Union Negotiation Status:

Jay Linddy states that he would like to meet with the Attorney representing the Union.

Discussion on the Union Contract and having the discussion with the Attorney

Agenda Item 19: Tax Refunds:

Gilbert, Ryan	\$34.96
Morin, Aida	\$72.34
Honda Lease Trust	\$37.23
Lokow, Terry F.	\$2,864.14
Doyle, Pamela A.	\$15.54
Anderson, Griffin A.	\$22.67
Seller, Deborah	\$238.39

Total: \$3,285.27

Julia Haverl Motions to approve the tax refunds as presented for a total of \$3,285.27

Cathy Desrosiers Seconded

Motion Passed/ 4/1/0 Jeff Maguire Opposed

Agenda Item 19a: Cleaning Contract:

Julia Haverl Motions that the Town put the Cleaning Contract out to bid and have a description of the bid at the next meeting.

Jay Linddy Seconded

Discussion on the Cleaning Contract. Robert Burbank to supply the current contract to the Board

Motion Passed/ Unanimous 5/0/0

Agenda Item 19b: Dog fund (Warden) Report/Animal Control:

Jay Linddy presents the duties of the Animal Control Officer (attachment #7)

Brief discussion among the Board Members

Agenda Item 19c: Maintenance of the Town Hall Office Building:

Jeff Maguire Motions that the Board Authorize the Recreation Committee to install the sign in front of the Building.

Jay Linddy Seconded

Discussion on improving the building and the installation of the sign

Motion Passed/Unanimous 5/0/0

Agenda Item 20: Treasure's Monthly Report:

5a. Bank Account Summary:

5b. Reconciliation Summary:

5c. Reconciliation Detail:

5d. Town Budget Summary:

Tabled

Julia Haverl Motions that the Treasurers Office supply the above reports for the Month of February for review.

Cathy Desrosiers Seconded

Discussion on the Reports and the process. Jeff would like a report from the Building Dept.

Motion Passed/ 4/0/1 Jeff Maguire Abstained

Agenda Item 21: Tax Collectors Monthly Reports:

a. Tax Collector Summary (Jan)

Jay Linddy Motions to accept the report as presented

Cathy Desrosiers Seconded

Jeff Maguire discusses the report

Motion Passed/Unanimous 5/0/0

Agenda Item 22: Other Reports

a. Fire Department Monthly Report

Julia Haverl Motions to accept the Fire Department Monthly Report (attachment #8)

Jay Linddy Seconded

Motion Passed/ Unanimous 5/0/0

b. Public Works Monthly Report

No Report Presented/no action

Agenda Item23: Approval of Board of Selectman Minutes:

a. 2/1/2017 Regular Meeting

b. 2/13/2017 Special Budget Meeting

c. 2/14/2017 Special Budget Meeting

d. 2/22/2017 Special Budget Meeting

e. 2/23/2017 Special Budget Meeting

Julia Haverl Motions to approve the 2/1/2017 Regular Meeting Minutes as presented.

Jay Linddy Seconded

Motion Passed Unanimous 5/0/0

Julia Haverl Motions to approve the Special Budget Meeting Minutes under Items 23b,c,d and e as presented.

Cathy Desrosiers Seconded

Motion Passed/Unanimous 5/0/0

Agenda Item 24: Public Speak:

None

Jay Linddy Motions to close the Regular Meeting at 8:40PM and go into Executive Session.

Cathy Desrosiers Seconded

Motion Passed/Unanimous 5/0/0

Agenda Item 25: Executive Session-Pending Litigation:

Agenda Item 26: Next Board of Selectman Meeting April 5, 2017

Agenda Item 27: Adjourn:

Jay Linddy Motions to adjourn at 8:55PM

Julia Haverl Seconded

Motion Passed/Unanimous 5/0/0

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