

Town of Andover
Board of Selectmen
Monday, June 8, 2020 at 7:00 P.M.
Location: virtual meeting via Zoom platform

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance
First Selectman Jeff Maguire called the Regular Meeting to order at 7:01 P.M.
BOS Members: Jeff Maguire, Paula King, Scott Person, Jeff Murray, Adrian Mandeville
Town Administrator: Eric Anderson
Administrative Assistant: Amanda Gibson
Town Attorney: Dennis O'Brien
CVC Representative: Nick Lavigne
Public Participants: Louise Goodwin, Curtis Dowling, Mike Palazzi, Joe Godwin, Joanne Hebert, Dianne Grenier, Linda Fish, Amy Knox, Dominic DeRico, Jennifer Burdette, Wally Barton
2. Public Speak
Amanda Gibson: Thanked the Resident State Trooper Darrell Tetreault for posting on the Resident State Trooper Facebook page about the Black Lives Matter movement that is happening across the world right now to help solve racial injustice. Inquired on working with the BOS members on how to appropriately post on the town Facebook page.
3. Additions/Deletions to the Agenda – None.
Scott Person suggested to add the 7l. Public Library Sprinkler System. Motion passed 3:2:0
4. Board and Commission Presentations and Appointments
 - a. Website Development Committee update
Paula King and Amanda Gibson provided an update on progress and the timeline. The live website is projected to launch in early July.
 - b. Traffic Safety Committee- appointment of the following members
Scott Person MOVED to appoint a Lake District Traffic Safety Committee for a duration of 18 months starting on June 15th, 2020. The committee will be composed of the following members: Joseph Godwin, Steve Willard, Michelle Vale, Deb Thompson, First Selectman Jeff Maguire along with Ex Officio members Town Administrator Eric Anderson and Resident State Trooper Darrell Tetreault. The goal of the commission will be to examine the issues around speeding in the lake district and report back to the Board of Selectman on appropriate steps the town can take to alleviate the situation. A preliminary report and recommendations are requested in 3 months.
Paula King SECONDED
MOTION CARRIED 4:0:0
5. Town Administrator's Report
Eric Anderson provided details on the included report.
Discussion included the following:
Eric Anderson shared success and learning curve regarding the newly instated town Emergency Alert System. Paula King shared that the Website Development Committee has planned for additional notification categories to be added including Community Events and Boards & Commissions.
Members discussed electrical issue currently happening at Veterans Monument Park.
6. Old Business
Discuss and act upon the following:
 - a. Town's Personnel Policies
Members agreed to vote on the revised policy at the next Regular Meeting.
 - b. Community Connectivity Grant
Already reviewed in the Town Administrator's Report.
 - c. Email Provider Office 365
Eric Anderson: Shared that the town is transitioning to the new provider on Thursday, June 18th with the help of IT vendor. This is due to numerous issues the town has experienced with the current provider.

- d. Annual Report and Audit
Eric Anderson: Shared that the town is still waiting for the final file from Mahoney Sabol. Jeff Maguire offered to call the auditor to receive a timeline.
- e. Town Accounting Software
Adrian Mandeville: Shared that Laura Edwards is coordinating a presentation for the Software Committee with Cheryl Miller CPA from CL Services on Quickbooks.
- f. Combined Finance Department
Members decided that this process needs to move forward.

7. New Business

Discuss and act upon the following:

- a. Plans for Reopening Town Hall

Adrian Mandeville MOVED to have full staff and employees back at the Town Hall during normal working hours starting Wednesday, June 17th and it will remain closed to the public.

Scott Person SECONDED

MOTION CARRIED 3:2:0 Jeff Murray and Jeff Maguire opposed

Jeff Maguire MOVED to allow the public gatherings to resume as long as all governor's executive orders pertaining to COVID 19 and social distancing are followed. This reverses a previous Board of Selectmen ruling on not having more than 2 people at a face to face meeting.

Jeff Murray SECONDED

Discussion: Members discussed that the town needs to follow the current state guidelines.

MOTION CARRIED 4:1:0 Adrian Mandeville opposed

- b. Transfer Station Operations and Policy

Jeff Murray: Stated that the Transfer Station Attendants have been treated disrespectfully.

Transfer Station Attendant Dominic DeRico: Stated that he has received negative commentary by town residents at the Transfer Station.

Town Attorney Dennis O'Brien: Stated that the BOS has authority to write minor ordinances. Offered to help develop an ordinance with the well written draft of Jeff Murray's document.

Paula King: Suggested to write the ordinance to pertain to all town employees.

- c. Upcoming Road Maintenance Projects

Members inquired on the upcoming roadwork projects. Eric Anderson offered to provide a tour of town roads upon request. Roadwork proposed schedule with dates and details are being shared on the town website and Facebook.

- d. Andover Youth Summer Camp

Amy Knox provided an overview: The camp will be hosted with a maximum size of 30 children, in groups of 10. Each group will remain a cohort, expected to stay 6ft away from other groups, and occupy the AES Music Room, Gym and Stage. Facemasks will be encouraged, though expected to be hard to regulate. Food will be provided by the families attending. Transportation will be used to visit Andover Lake with children seated every other seat with one cohort per trip. A compliance checklist will be provided each day after camp. Every camper's temperature will be taken daily, hand sanitation, keeping belongings separate, etc. On the search for more art supplies. The camp will be hosted from 6/22-8/14. Thus far, there are 15 children signed up to attend. Discussed the importance of social interaction for children to care for their mental health.

Scott Person MOVED to authorize the First Selectman of Town of Andover to enter into an agreement authorizing the town through the Recreation Commission to hold the Andover Youth Summer Camp in conjunction with COOL and the Andover Lake Property Owners Association, and allow the use of the Senior Transportation 20 passenger bus.

Paula King SECONDED

Paula King: Suggested for town groups to help share the news, i.e. through the AES Sunday Scoop.

MOTION CARRIED 5:0:0

- e. Recreation Commission Sign Request

BOS requested a picture of the exact location.

- f. Golf Carts in the Lake District
Eric Anderson: The state allows the Local Traffic Authority to make the decision regarding the possible ordinance.
Town Attorney Dennis O'Brien and Eric Anderson drafted an order from the Local Traffic Authority. Members decided to wait for the Traffic Safety Committee to decide.
 - g. Ordinance Regarding Resignation and Replacement of any Town Official
Adrian Mandeville MOVED to accept the town ordinance as written by Town Attorney Dennis O'Brien with regards for replacement of any elected official to any town board or committee.
Scott Person SECONDED
Discussion: Dennis O'Brien announced that when a resignation is submitted, it should be given to the Town Clerk to be properly recorded.
MOTION CARRIED 5:0:0
 - h. Potential purchase of a speed control sign
Scott Person MOVED to authorize the Town Administrator to purchase a 15" speed control sign with a data collection unit. Funds to be taken from contingency with a total cost of \$3,353.
Jeff Murray SECONDED
MOTION CARRIED 5:0:0
 - i. Transfer of funds between capital funds and to unexpended fund balance
To be discussed during Item 10. Budget
 - j. Yearly Review of Town Administrator
 - k. Yearly Review of Town Attorney
Eric Anderson: Shared how Executive Session will operate.
 - l. Public Library Sprinkler System
Scott Person MOVED to authorize the Library Board of Directors to install an in-ground sprinkler system at the Public Library using donated funds, done after the work for the Connectivity Grant is completed.
Paula King SECONDED
MOTION CARRIED 5:0:0
8. Approval of Meeting Minutes
- a. Monday, May 11th, 2020 BOS Regular Meeting Minutes
 - b. Tuesday, May 19th, 2020 BOS & BOE Special Meeting Minutes
 - c. Friday, May 29th, 2020 BOS Special Meeting Minutes
Scott Person MOVED to approve the following meeting minutes: Monday, May 11th, 2020 BOS Regular Meeting Minutes; Tuesday, May 19th, 2020 BOS & BOE Special Meeting Minutes; Friday, May 29th, 2020 BOS Special Meeting Minutes.
Paula King SECONDED
MOTION CARRIED 4:0:0
9. Treasurer's Report
- a. Revenue Summary
 - b. Town Budget Summary
 - c. Town Aid Road (TAR) Update
 - d. Town Cash Report
 - e. Tax Collections YTD
 - f. Over Expenditure Report
Eric Anderson: Announced that the town has received more revenue than predicted. The town is projected to use the funds towards roadwork projects. Adrian Mandeville offered to discuss this matter with the Auditor.
10. Budget
- a. Transfers
 - b. Refunds
 - c. Over Expenditure Requests
 - d. Motions for transfer of funds from capital accounts

Jeff Maguire MOVED to transfer \$160,000 from Capital Reserve Fund titled "Times Farm Bridge" to fund balance effective July 1, 2020.

Scott Person SECONDED

MOTION CARRIED 5:0:0

Jeff Maguire MOVED to eliminate the Public Works Building Fund and transfer all remaining funds to the fund balance effective July 1, 2020.

Paula King SECONDED

MOTION CARRIED 5:0:0

Jeff Maguire MOVED to eliminate the New Library Fund and transfer all remaining funds to fund balance effective July 1, 2020.

Paula King SECONDED

MOTION CARRIED 5:0:0

Jeff Maguire MOVED to eliminate the AES Expansion Fund and transfer all remaining funds to the to fund balance effective July 1, 2020.

Paula King SECONDED

MOTION CARRIED 5:0:0

11. Tax Collector's Report

a. Refunds Requests

Jeff Maguire: Inquired on 2017-18 taxes not paid yet.

Jeff Maguire MOVED to approve the 4 refund requests for excess payments as outlined in the packet for a total of \$5,298.67.

Scott Person SECONDED

MOTION CARRIED 5:0:0

12. Assessor's Report

a. Revaluation Services

The team is not entering structures at this point to evaluate upgrades being done.

13. Department Reports

a. Fire Department

b. Resident State Trooper

c. Town Clerk

d. Building Department

e. Assessor's Office

f. Town Garage

g. Transfer Station

h. Library

i. Senior Transportation

Eric Anderson: Shared there is a plan in place with CERT (Andover Emergency Management) and Eastern Highland Health District to operate minimally and safely. Members inquired on transition plan for volunteer Cathy Palazzi to a paid staff position. Eric Anderson stated that he will be writing the job descriptions and posting the position in the near future.

j. Registrars

14. Resignations

Eric Anderson: Announced the resignation of David Gostonian from the Region 8 RHAM Board of Education.

Amanda Gibson: Announced the upcoming resignation of Chair Caren Osborne from the Zoning Board of Appeals.

15. Correspondence – None.

16. Public Speak

Dianne Greiner: Announced that Caren Osborne is resigning from the 175th Anniversary Committee.

17. Executive Session

- a. Yearly Evaluation of Town Administrator and Goal Setting
- b. Yearly Evaluation of Town Attorney by the BOS

Jeff Maguire MOVED to enter Executive Session at 9:57 P.M. to item 17a. Yearly Evaluation of Town Administrator Eric Anderson and 17b. Yearly Evaluation of Town Attorney Dennis O'Brien.

Paula King SECONDED

MOTION CARRIED 5:0:0

The Regular Meeting reconvened at 11:08 P.M.

18. Reconvene Regular Meeting

- a. Motions Regarding Review of Town Administrator

Jeff Maguire MOVED, in accordance with Section 3A of the employment agreement between the Town of Andover and Eric Anderson, having reviewed the deliverables in appendix A of the same, to award \$7,120 to the Town Administrator to be added to his pay on the week ending June 20. Additionally, per the terms of the agreement Eric Anderson is also awarded 2% of the PEGPITIA grant for \$16,655.36 by the Public Utilities Regulatory Commission for a total of \$333; for a total of \$7,453.

Scott Person SECONDED

MOTION CARRIED 5:0:0

- b. Motions Regarding Review of Town Attorney

19. Adjournment

Jeff Maguire MOVED to adjourn the Regular Meeting

Paula King SECONDED

MOTION CARRIED 5:0:0

Jeff Maguire adjourned the Regular Meeting at 11:24 P.M.

***Please visit our town website at www.andoverct.org for upcoming VIRTUAL meetings with instructions on how to join. The following boards/commission Zoom Video Recordings are posted to the NEW Town of Andover, CT YouTube Channel: Board of Selectmen, Board of Finance, Board of Assessment Appeals, Inland Wetlands and Watercourses Commission, Planning and Zoning Commission, Zoning Board of Appeals. Like our www.facebook.com/townofandoverct page for community updates!**

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.

Town Administrator's Report

May 11, 2020 Board of Selectmen Regular Meeting

Town Hall

The installation of the new server is in progress. This work is being done by South Windsor IT both David Hicks and Lance Page.

I am working with CEN to discuss changing to fiber. Still working out what has to happen to run fiber between where our fiber enters the school and the CEN hub.

I am meeting with EastConn regarding locations of equipment and runs through the elementary school.

Final Monthly cost for CEN fiber connection about 10\$ more per month than Cable and ~25 times faster, and more reliable- Lately our cable connection has been poor (as with the rest of andover) It sounds like the will be able to be able to get rid of the Fire Department servers and use the fiber connection. CEN also can give use a direct link if we end up using cloud back up or south Windsor as a failsafe backup for our data.

As soon as the transition is made and we're up and running we will start working out the installation of the VoIP phone systems. South Windsor is recommending going with Novus using an existing CRCOG contract for voip services through their digital back office services. We are also looking at Connecticut communications which is what the school is planning on using.

After a meeting with the Google rep we are electing to go with O365 for email, file sharing etc.

Prime Pay

We ordered the Primepay time clocks. This will allow the final transition to automated time tracking for individuals.

Personnel Policy

Town Attorney has sent back a draft of the revised Personnel Policy. I gave you all a month to review before I proceed. Any Feedback on the direction that I am taking for this?

Combined Finance Office

Software. The town and AES still need to agree on a software system to replace Phoenix. Per the instructions from the BOS-BOE.

Website

New website design with Civic Plus. Is much closer. We had some issues with the design team and have been reassigned a different lead.

Town Wide Communications

Civic Ready Communication Platform is working for emergency alerts. There has been a strong learning curve, but we are improving. With the website launch we will be broadening the information that we are using civic ready for. We have had some (but not Much) pushback on using the emergency alert for non-Emergency Alerts. This will be corrected as we go from one communication list to multiple ones (Emergency Alerts, Community Events, Boards & Commissions)

Social Media

I have been working hard to better use social media to put out information to the public. It has been well received and is a good service but is a large time suck for me.

This month we published:

- the Roadwork Schedule
- Series of posts on resolving the speed issue town wide
- Trail usage and safety

Public Works

The crew has done a lot of sweeping and prep before chipsealing operations. Roads that will be chipsealed have been scraped, swept and cracksealed. All catchbasins have been cleaned. They replaced a failing basin on Stanly DR prior to chipsealing

We ordered a blower unit for our steiner tractor mower as well as a material spreader also from excess money from the snow plow budget. Approved by CIP

Mowing of roads, sightlines and rail trail is under way with temp labor. As of 6/5 all the roads that are being chipsealed are mowed.

I applied to IWWC for the Road Drainage Project along Shoddy Mill Rd. We hope to have approval for the project by July so we can start.

I contracted for one day of cracksealing by Indus prior to chipsealing complete (Lakeside Drive)

Chipsealing tentatively starting on June 10th (Comer Contracting working off the state of Connecticut DOT bid.

Microsealing scheduled for July- Aug time frame. More crack sealing for August timeframe.

I have gotten some negative feedback about potholes and road quality in general.

I am working on an RFQ for Treework assuming 40K spend between now and Nov with 10 K in reserve for emergencies. To be spent next spring if we have not needed it for storm or emergency cleanup

Culverts

Brandon Hanfield indicated he would have the initial analysis of the towns Culverts and Small bridges by 6/20

He has also been hired to help IWWC evaluate a proposed project near wetlands and another that is potentially in the floodplain.

Sign

The new Old sign at the ball field has been installed by PW and Gerry Wright

Transfer Station

Wed,6/3 quite a few people were not happy to find out they could not dump their bulky waste. We sent a mailer to all residents and P.O boxes, put it on the town website, Facebook and used the emergency alert system. I think we kind of put maximum effort into it, but we still do not get through to a lot of people

The transfer station wall rebuilding is underway.

I'm subbing out the slab for the shed and the slab for the relocated dumpster/ compactor to Modern Concrete Pumping- Much lower quote then before. Based on the new location for electrical equipment in the blue shed what makes the most sense is to go ahead and install a complete slab in the blue building as opposed to just a small slab where the new electrical equipment will go. we had it bid out on that basis.

The replacement shed has been ordered and is expected to be delivered somewhere around June 15, it's still in construction.

For the walls, I'm electing to use easy block by united concrete for the walls instead of the previous block used on the other side. it appears to be a better product for what we're trying to accomplish. We are also changing the layout slightly to relocate the shipping container that we are required to have for mattresses.

Andover Veterans Monument and Flagpole

Issues with well pump at the Monument. Unknown if the issue is electrical vs plumbing. I am going to start with Charlie M. of M & M oil and go from there.

There is also a request from beatification committee for improvements at the monument, including augmenting the topsoil. They would still like to proceed with a sprinkler system and they are working on private funding to do it.

Also had a request from beatification for installation of light on the flagpole at town hall- I received several quotes. Working with the Beatification Committee they would like a ground mounted System and preferred the proposal from Lenco- I concur assigning the job to Lenco.

Connectivity Grant

Included in the packet is the build package from EZIQC. EZ IQC which is basically a construction management program for completing the connectivity grant. The upgrade to the signalized exchange at Long Hill Road and Route six has begun. But we don't have a firm timetable for completion. Sometime between June and October. I am pushing their project manager to fit us in at the beginning of their schedule. Any construction on the connectivity grant program has to follow after the signalized upgrade is complete, because we are meeting their work.

We have been able to expand the scope of the original design to include additional items since the costs are under our total. We added a picnic table and two benches at Center Street. We are adding a Bicycle Repair stand and Pump (like the Unit in Valley Falls. We are also replacing the Handicap ramp, Entrance platform and front steps to the Library as well as replacing the Railing. As you may remember this was a priority request from the library.

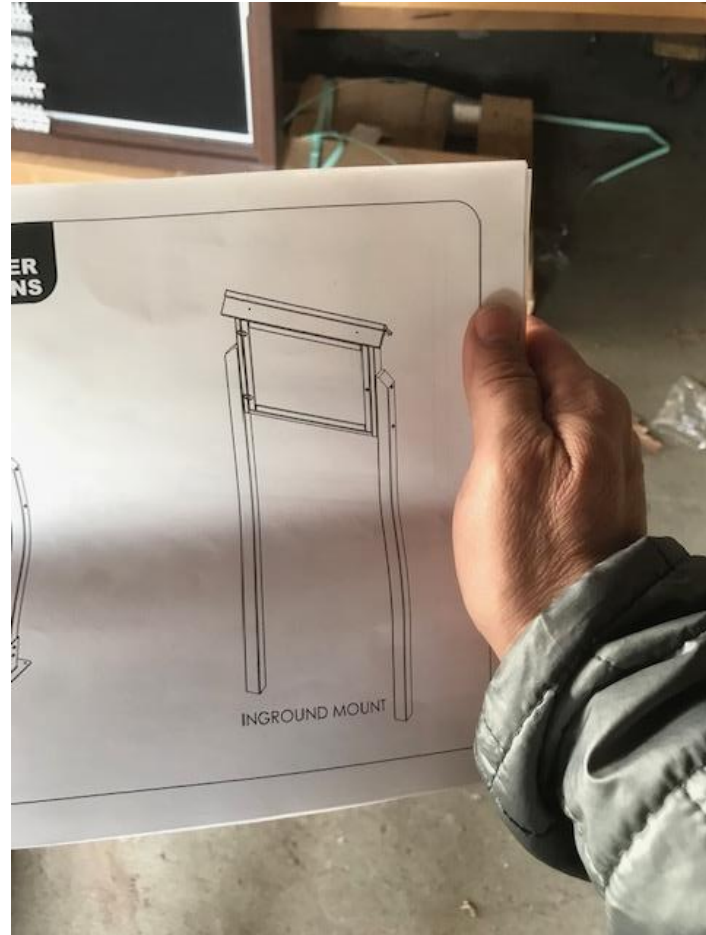
Sign Board

After Speaking with Carol Lee, we are trying to get the Rec commission to agree to a final sign Location for the Bulletin Board sign

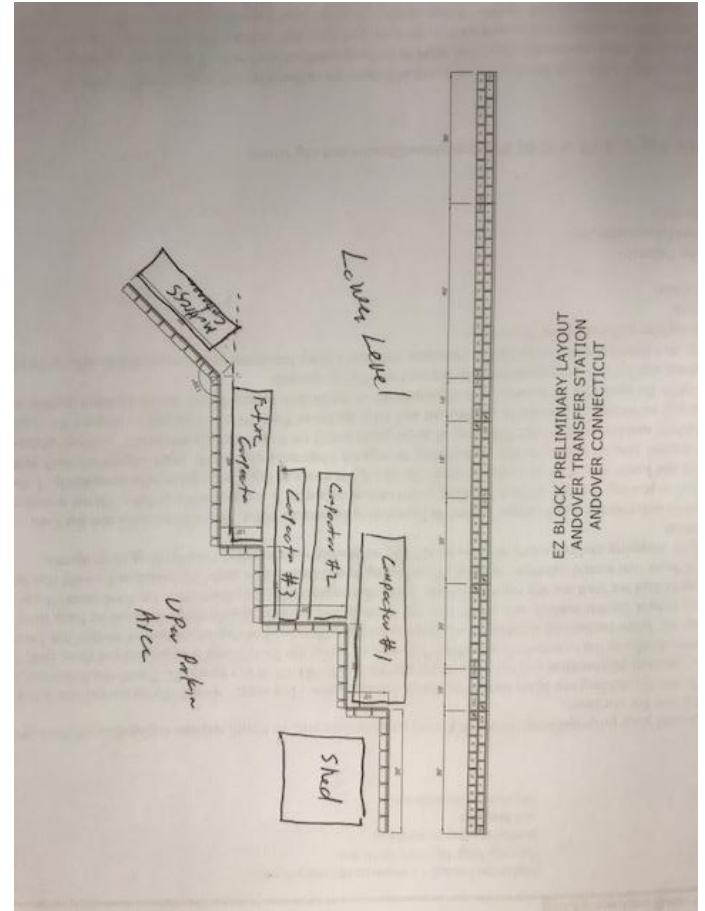
Cheers,

Eric Anderson, Andover Town Administrator

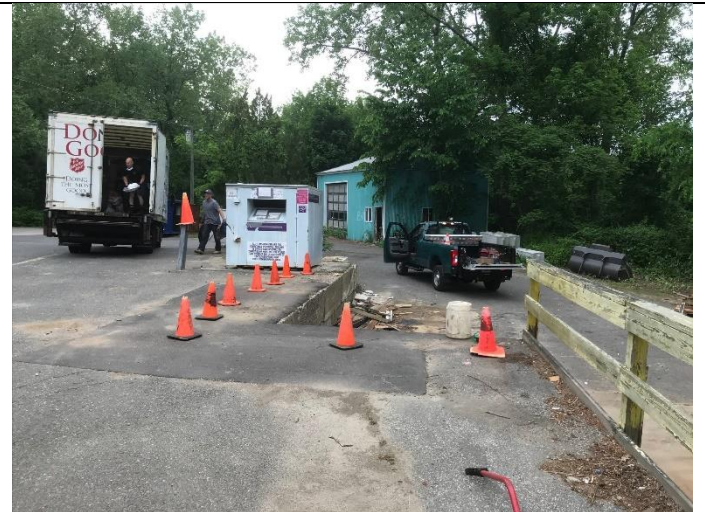
Proposed notice board sign to be installed



Basic Schematic for Wall rebuild at the Transfer Station



Transfer Station rebuild



Stanley Drive finished basin



Library Steps to be replaced during Connectivity Grant



Refurbished Sign at Veterans Memorial Field



New filing System for Building Dept

