

Town of Andover
Board of Selectmen
Monday, May 11th, 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 7:02 P.M. The Pledge of Allegiance was recited.

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

Town Administrator: Eric Anderson

Administrative Assistant/Board Clerk: Amanda Gibson

Town Attorney: Dennis O'Brien

Town Treasurer: Barbara Griffin

Public Participation: Joseph Godwin, Richelle STrimple, Melissa Loteczka, Dianne Grenier, Catherine Magaldi-Lewis, Joanne Hebert, Julie Victoria, Kim, Linda, Steve, Amy Knox, Elaine Bucharadt, Curt Dowling, Joe King, Louise Goodwin, Bob Hamburger, and others.

CVC Representative: Nick Lavigne

2. Public Speak

Joseph Godwin: **See included letter read aloud.*

Julia Victoria: Shared that she is available to answer questions regarding the Public Library.

3. Additions/Deletions to the Agenda

Jeff Maguire MOVED to add under New Business item 7h. Minor Ordinance Regarding Resignation and Replacement of Elected Official and New Business item 7i. Potential Establishment of Traffic Safety Committee.

Scott Person SECONDED

MOTION CARRIED 5:0:0

4. Board and Commission Presentations and Appointments

a. BOS Community/Senior Center Building Committee – No update.

b. Website Development Committee

i. Paula King and Amanda Gibson provided update of the following: The website is currently being transferred to the new website by vendor Civic Plus. The committee will review the draft website when available and conduct edits prior to launching. New town website coming soon, stay tuned!

5. Town Administrator's Report **See included for the full report.*

Board of Selectmen requested to hold an Executive Session to discuss the Town Administrator's review and Dennis O'Brien's contract renewal.

Members thanked Town Clerk Carol Lee for all of her hard work in helping Building Administrative Assistant Susan Magri with the new building department filing cabinets and organization.

6. Old Business

Discuss and act upon the following:

a. Town's Personnel Policies

Eric Anderson: Announced that the draft policy reviewed by the Town Attorney Dennis O'Brien has been sent out to the Board of Selectmen to review. Members agreed to review and discuss at the next Regular Meeting.

b. Community Connectivity Grant

Previously addressed during Town Administrator's Report.

c. Email Provider Office 365

Members agreed to discuss at the next Regular Meeting.

d. Annual Report

Town Treasurer Barbara Griffin: Announced she will send the final report to Amanda Gibson when available from the auditor. Amanda Gibson will post the final report on the town website.

e. Memorial Day Parade

Paula King: Shared great idea of hosting car parade in lieu of the annual Memorial Day Parade and Ceremony. This will include a vehicle parade only with no gathering. The Memorial Day Committee is organizing this and the details will be available soon.

7. New Business

Discuss and act upon the following:

a. Town Accounting Software

Eric Anderson: Shared that the goal is to host a combined meeting with the Board of Selectmen and Board of Education to discuss software upgrade for potential combined finance department.

b. Meeting with Board of Education to discuss combined Finance Department

Jeff Maguire MOVED to host a combined Special Meeting with the Board of Selectmen and the Board of Education on Tuesday, May 19th, 2020 at 7:00 P.M. to discuss the combined finance department and software upgrade.

Scott Person SECONDED

MOTION CARRIED 5:0:0

c. Transfer Station Operations

Adrian Mandeville MOVED to authorize the Town Administrator to send out a mailer and communicate to all residents to announce the closing of bulky waste and metal for 30 days in June to facilitate the Transfer Station electrical upgrade.

Scott Person SECONDED

Discussion: Announcement will be relayed via mailer, website, flyers, Facebook, etc.

MOTION CARRIED 4:1:0 Jeff Murray opposed

RFP AN-2020-21 #8, Transfer Station Electrical Upgrade: The Legal Notice and RFP (Request For Proposal) were posted to the town website, Town Clerk's Office and BizNet (state contracting website) on Tuesday, April 21, 2020. The bid proposals were to be received by 2:00 P.M. on Monday, May 11, 2020 to the Town Administrator's Office. Adrian Mandeville MOVED to accept the proposal bid from Lenco Electrical for \$34,192.13 for RFP AN-2019020 #8 (inclusive of Appendix AN-2019020 #8-1) for Transfer Station electrical upgrades. ***See included Legal Notice.**

Paula King SECONDED

MOTION CARRIED 5:0:0

d. Plans for Reopening

Eric Anderson: Proposed potential of Senior Transportation opening again in June to provide medicals only.

BOS members suggested for town to reach out to the drivers first to discuss. Members announced that the town would have to acquire shielding, PPE, etc.

Eric Anderson: Shared that the Public Library has concerns with opening. Staff is suggesting initial opening to include curbside pickup only. Then mandate controls such as removing furniture, shielding, limit number of visitors, PPE, etc. The town has received limited PPE equipment from the state.

Jeff Maguire: Shared that he believes the first thing to reopen would be Senior Transportation and the BOS is not in a rush to reopen the Town Hall as it is currently able to function successfully.

Members discussed the possibility of Transfer Station sticker delay.

Adrian Mandeville MOVED to extend Transfer Station stickers for additional 60 days until August 31st, 2020.

Scott Person SECONDED

MOTION CARRIED 4:1:0 (Jeff Murray opposed)

e. Andover Youth Summer Camp

Jeff Murray: Announced that camp director Amy Knox is trying to get the Andover Youth Summer Camp up and running by June 29th, 2020 and host for two months to accommodate families in town during this time as they return to work. They are trying to acquire PPE and receive permission to use the Andover Elementary School Gymnasium and Music Room.

Jeff Maguire MOVED to allow the Andover Youth Summer Camp to open in the summer of 2020, sponsored by the Recreation Commission. No Second. Adrian Mandeville suggested to request donations/sources for PPE equipment for the summer camp via social media.

- f. Recreation Sign Request by Joe King
BOS members discussed possible locations for the sign. Suggested for the Recreation Commission to propose location ideas and to discuss at the next Regular Meeting.
- g. Discussion of Senior Transportation Vehicles
Scott Person MOVED to authorize the Town Administrator to apply for a Section 5310 grant through the Connecticut Department of Transportation for the acquisition of a Configuration H, 5 passenger minivan, and a Configuration D bus capable of transportation of 12 passengers to provide on demand transportation of Senior and Disabled residents through the senior transportation program. The second vehicle will replace a 2002 20 passenger bus that will be retired. The town of Andover will pay 20% of the costs for the vehicle, estimated to be between \$22,200 and \$28,000.
Paula King SECONDED
MOTION CARRIED 5:0:0
- h. Minor Ordinance Regarding Resignation and Replacement of an Elected Official
Members discussed draft ordinance written by Town Attorney Dennis O'Brien. To address at the next Regular Meeting.
- i. Potential Establishment of Traffic Safety Committee
Members discussed how to improve traffic safety along Lake Road and entire town.
Joseph Godwin: Suggested forming a committee to do research and gather ideas to improve this issue.
Eric Anderson: Shared ways the town has previously tried to address this issue including sharrow signage, mailers, Resident State Trooper efforts, etc.
Town Attorney Dennis O'Brien: Suggested for the town to reach out to the Local Traffic Authority.

Adrian Mandeville MOVED to start a committee of 5 members for Traffic Safety Committee.
Paula King SECONDED
MOTION CARRIED 5:0:0

8. Approval of Meeting Minutes

- a. Monday, April 13th, 2020 Regular Meeting Minutes
Paula King MOVED to approve the Monday, April 13th, 2020 Regular Meeting Minutes
Adrian Mandeville SECONDED
MOTION CARRIED 5:0:0

9. Treasurer's Report by Town Treasurer Barbara Griffin

- a. Revenue Summary – provided.
- b. Town Budget Summary – provided.
- c. Town Aid Road (TAR) Update – provided.
- d. Town Cash Report – provided.
- e. Tax Collections YTD – provided.
- f. Over Expenditure Report – provided.

10. Budget

- a. Transfers
- b. Refunds
- c. Over Expenditure Requests
Jeff Maguire MOVED to approve the Appropriation Transfer Request from Equipment Maintenance Elections 0121-438 to Computer Replacement Services 0129-735
Scott Person SECONDED
MOTION CARRIED 5:0:0

11. Tax Collector's Report

a. Refunds Requests

Tax Collector Eileen Curtin included 3 Refund Requests to be approved.

Paula King MOVED to approve the tax refund requests for April 2020 as outlined in the packet.

Scott Person SECONDED

MOTION CARRIED 5:0:0

Jeff Maguire: Requested for the Tax Collector Eileen Curtin to provide monthly reports without initial reconciliation from the Town Treasurer Barbara Griffin.

12. Assessor's Report

a. Revaluation Services – Previously discussed.

13. Department Reports

a. Fire Department

b. Resident State Trooper - Jeff Maguire: Requested the Resident State Trooper invoice from the state via Town Treasurer Barbara Griffin prior to the end of summer.

c. Town Clerk

d. Building Department – provided.

e. Assessor's Office – provided.

f. Town Garage

g. Transfer Station

h. Library – provided.

i. Senior Transportation – provided.

j. Registrars – provided.

14. Resignations – None.

15. Correspondence

Eric Anderson: Announced that in order to protect the health and safety of voters, poll workers, and the most vulnerable members of our population, on April 17th, 2020, Governor Ned Lamont signed an Executive Order further postponing the June 2, 2020 Presidential Preference Primary to August 11, 2020.

16. Public Speak

Catherine Magaldi-Lewis: Expressed concerns of addressing attorney review in Executive Session without town input.

Elaine Buchardt: Suggested that Senior Transportation support grocery shopping as C.E.R.T. has been managing this.

Eric Anderson: Shared that he is holding a meeting with C.E.R.T. on Friday, May 15th to address how to transition to sustainable operations going forward.

Amanda Gibson: Announced that the Andover Farmers' Market Committee is planning the 2020 season to be hosted on the first Wednesday of each month from July to November from 4-7pm. The market will follow state regulations to host the markets safely as an essential operation. The market will be hosted outside in the Historic Meeting House field at the First Congregational Church of Andover at 359 Route 6 on the following dates: 7/1, 8/5, 9/2, 10/7, 11/4.

17. Adjournment

Paula King MOVED to adjourn the Regular Meeting

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

First Selectman Jeff Maguire adjourned at 10:01 P.M.

***PLEASE STAY TUNED VIA OUR TOWN WEBSITE (WWW.ANDOVERCT.ORG) FOR UPCOMING VIRTUAL MEETINGS WITH INSTRUCTIONS ON HOW TO JOIN.**

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.

From: Joseph GWN [mailto:jgodwin1091@gmail.com]

Sent: Tuesday, May 12, 2020 4:11 PM

To: adminassistant@andoverct.org

Subject: 05/11/20 Joseph Godwin - Public Speak

Good afternoon,

My notes from Public Speak at the last BOS meeting are below in quotations.

“ **Good evening,**

My name is Joseph Godwin, a resident of Andover. I moved my family to Andover because while home-shopping around the state we fell in love with the area. We liked that we saw Lake Rd. neighbors out walking, jogging, bike riding, taking their dogs on walks and just about everyone waves to each other. As we did our research, we loved the great school ratings, reasonable tax rate, low crime and having the lake amenities so close by. This meant to us that this was a good neighborhood to establish our roots

Fast forward to now and we live on Lake Rd. While we love our neighborhood, I have made some concerning observations of the current traffic habits that exist and which pedestrians have been dealing with. I'm not talking about the occasional vehicle speeding down Lake. Its is the constant flow of speeders on Lake (residents, non-residents, contractors, triaxles, trucks, cars, motorcycles, USPS, UPS, FedEx). I cannot let my kids play in the front yard because my property is sloped and the classic ball rolling into the road scenario is almost a guarantee my child would be taken from me too soon.

Just crossing the street to get the mail turns into a game of frogger. I've almost been taken out by side mirrors going 30+. I've taken the kids on walks, which turns into a nightmare when two cars pass in opposite directions going well above the speed limit. And lastly, for the same reasons as noted previously, taking my child out to ride her bike becomes a dangerous task (kids should be able to ride their bikes in the neighborhood!). Her margin for error while still on training wheels is extremely low. No activity feels safe when serious bodily harm is just inches or feet away going well above safe speeds. There will be those who argue the road is for cars and not people, I would disagree, neighborhood roads have historically and culturally been a place where children play (bike, skateboard, rollerblade, etc) and with the Lake so close by, walk to the beach. This can't be our attitude, we all benefit from safe neighborhood roads. And while my perspective is for Lake Rd. specifically, I'm certain my sediments reflect what others are feeling in other areas of town.

In light of these observations, I decided to reach out to a small portion of the community, representing about 20% of the Andover population on the social media platform, Facebook. This Facebook Page is called Andover CT Crime and Safety Watch Group. And I asked if I was the only one noticing this traffic trend? It seems I struck a cord with those who participate on this particular Facebook Page and dozens of examples of how people blow through stop signs, speed, pass pedestrians dangerously close and not just on Lake road but around the town of Andover.

There were some (which this is hearsay unless already on the record) that say they have approached the Trooper and Selectman in the past looking for solutions. And from their perceptions, the status quo has continued (nothing has been done). Others mentioned how this is a new BOS and you would be interested in the problem, we as a community have identified. It is a public safety problem in its simplest form and an opportunity to make Andover neighborhoods a little more safe for everyone.

And while it may be easy to say “The Trooper will take care of it” or brush off the issue because their isn't a clear solution, I am contending that a public safety committee be established by the BOS to address this complex issue. Stops signs, speed bumps, radar speed limit signs, more Trooper presence/ticketing are all components of the solution, but an organized collaborative approach is necessary. The Trooper cannot single handedly provide a solution. In fact, once you pass the Trooper on 6 or 316, it's a safe bet you can speed without consequence for the remainder of your travel within the town.

This isn't something that will be solved instantly as their is no magic formula to control individual behavior (there will always be those who have no regard for anyone but themselves). But there are mitigation's and engineering controls that can be implemented over time in chorus to encourage drivers to obey the posted speed limits and create safer neighborhood roads frequented by pedestrians.

This is my official plea for the record to form a public safety committee with a minimum of two selectmen to address the speeding problem or any subsequent action deemed more appropriate to address the problem. The solutions will cost money, let that be expected, but in my opinion money well spent. Thank you for your time and consideration. I will forward my thoughts to the BOS for the record.”

Thank you.

Very Respectfully,

Joseph Godwin
167 Lake Rd. Andover, CT 06232
985-285-9976

Town Administrator's Report

Monday, May 11th, 2020 BOS Regular Meeting

Town Hall

Town hall building department- New Sliding racks are installed in the building department to save space and make it more organized. A major File re-organization is underway in the department effect. This is large undertaking by Carol, Ed Susan and Jim. Hopefully this will make the workflow smoother in the future between land use and Building departments.

The installation of the new server is in progress. Some work completed Thursday and Friday and Saturday. This work is being done by South Windsor IT both David Hicks and Lance Page. 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 This is being done in coordination with Lenco electric who is doing the rewiring.

Lenco electric will then strip out the old unused wiring.

Public Works

Currently Public Works is doing road sweeping and cleaning all of our catch basins are underway. It takes roughly 12 days barring any breakdown to clean all the catch basins. Additionally we're trucking a lot of our excess sweepings and other junk from the public works area down to our pit off of Parker Bridge Rd to make room at public works.

At some point in the next year or so we're going have to come up with a plan of where else we put excess materials because our area at the pit is starting to get filled to the point of being unusable.

The public works building has had quite a bit of work done for electrical upgrades recently by Lenco electric who mostly donated their time to do it which was greatly appreciated. The lighting in the facility has been dramatically improved and we've worked off pretty much all of the OSHA violations on the electrical systems.

Lenco was also able to remove an enormous amount of old wiring that has been discontinued but left in place over the years, all total they removed half of a 30 yd.³ dumpster worth of old wiring and sent it to scrap.

We purchased the material handling boom for the Public Works loader out of excess money left over from the snow plowing budget and we will also purchase a material spreader also from excess money from the snow plow budget. These were capital purchases that we planned to fund through next years budget and have already been approved by CIP, but were able to shift the spending to this year. We don't have money for it in the next budget anyway.

Roadwork

Roadwork planning is still underway based on what I gave the board of selectmen recently. It appears that we will be able to chip seal most of the roads on our priority list .

The one thing that's coming back higher than I would've liked is the cost to Mill and Pave a section of Long Hill Road as well as a section of Shoddy Mill Road. I'm rethinking our approach to this based on feedback from the contractors. and I'll get back to you with more details when I know a little more.

Transfer station

The transfer station wall rebuilding is still scheduled to start around June 1 but it's going to be somewhat dependent on contractors. The RFP for the electrical work which is the most expensive portion will be opened on Monday hopefully prior to the board of selectmen meeting. We did not get a good response to our RFP at all, which given the current Covid may be unavoidable.

I'm planning on using MG Masonry for the concrete slab work. 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 1, 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.

Futureproofing- We are setting the transfer station up so that in the future we could add a fourth compactor and one more bulky/metal dumpster than we have now basically since were redoing it we're designing in additional capacity.

Connectivity grant

I'm exploring using a CRCOG program called EZ IQC which is basically a construction management program for completing the connectivity grant This seems to be a popular approach there are at least 10 other towns doing connectivity grant projects that are being managed through EZ IQC and the department of transportation has explicitly approved using them for these projects. Basically CRCOG has a contract with a company called the Gordian group, as well as one general contractor in each of the five DOT regions. Essentially projects for bid based on task codes and quantities and the cost basis for it is already pre-negotiated by CRCOG. I'm still not sure this is the approach we will use, but we're exploring it right now. 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. Some time 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.

Personnel Policy

Town Attorney has sent back a draft of the revised Personnel Policy. Please Review.

Combined Finance Office

Job description for the Finance Director/ book keeper Position

I have an revised job description for a finance director and assistant that I have circulated. This is an attempt to lay out between the two employees who should be responsible for what tasks.

this was just included for planning purposes. When we go to advertise much of that would be taken out the tasks that both those positions. Superintendent Sally Doyen felt strongly that the finance director should also be or should obtain credentials as a certified school business manager through CSDE.

Software. The town and AES still need to agree on a software system to replace Phoenix.

Combined BOS/BOE Meeting

The Board of Education has proposed a Joint meeting to discuss plans for the combined Finance Department.

At the same time I think it would be appropriate to also discuss plans for the software selection and Transition. Adrian and I are working on getting a proposal for how using quickbooks could be implemented as well as a team to help us with the transition.

Website

New website design with Civic Plus. Is much closer . They are transitioning content to the new site now so we should have a preliminary site to look at shortly.

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.

State Bonding

We have Town Aid Road money for the current year plus a small tar supplement coming

We also Have the ability to Tap LOCIP funding- Potentially for needed HVAC upgrades.

LOCIP funding will be approximately \$60,000 available to Andover.

Cheers,

Eric Anderson

Andover Town Administrator

Town of Andover, CT

LEGAL NOTICE

RFP AN-2020-21 #8, Transfer Station Electrical Upgrade

The TOWN of ANDOVER is accepting proposals for the **Transfer Station Electrical Upgrade**. Sealed Bids for **Andover Transfer Station Electrical Upgrade** must be received by **2:00 P.M. local time on Monday, May 11, 2020 at the Town Administrator's Office, 17 School Road, Andover, CT 06232.**

A pre-bid review of the site will be held at **1:00 P.M. local time on Thursday, April 30, 2020, to the Andover Transfer Station at 155 Shoddy Mill Rd, Andover, CT 06232. Attendance at the pre-bid conference is required unless there is previous communication with the Town Administrator's Office.**

Amanda Gibson adminassistant@andoverct.org is the point of contact.

Answers to questions raised at the walk through or submitted via email to Amanda Gibson at: Amanda Gibson, adminassistant@andoverct.org. To be posted in Addenda #1 on Monday, May 4, 2020 if necessary. The RFP is available online at www.andoverconnecticut.org/ifbs-and-rfps/

Posted to the Town of Andover, CT website www.andoverct.org on Tuesday, April 21, 2020.