

**Town of Andover**  
Board of Selectmen  
Monday, April 13, 2020 at 7:00 P.M.  
Location: virtual Zoom meeting

Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance

First Selectman Jeff Maguire called the Regular Meeting to order at 7:08 P.M.

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

Town Administrator: Eric Anderson

Board Clerk/Administrative Assistant: Amanda Gibson

Town Treasurer: Barbara Griffin

Community Voice Channel representative: Nick Lavigne

Public Present: Dianne Grenier, Elaine Buchardt, Joanne Hebert, Joseph and Amy Godwin, Curt Dowling, Roberta Dougherty, and anonymous others.

2. Public Speak

Fire Chief Ron Mike: Offered for the BOS and residents to reach out with any questions for the Andover Volunteer Fire Department regarding COVID-19.

Elaine Buchardt: Expressed appreciation to the town's volunteer Community Emergency Response Team (CERT) who is doing a great job taking care of the clients of the food pantry and Foodshare, and also delivering food to homebound residents.

3. Additions/Deletions to the Agenda – None.

Jeff Maguire suggested to add New Business 7g. Public Field Use Policy during COVID-19. Members agreed unanimously.

4. Board and Commission Presentations and Appointments

a. BOE Shared Educational Services Committee

Adrian Mandeville: Shared there have been no recent meetings, therefore there is no update.

b. BOS Community/Senior Center Building Committee

Jeff Murray: Announced there have been no meeting and will reach out to the committee to set one up.

c. Website Development Committee

Amanda Gibson shared the following update:

i. Committee has solidified the home page and department pages.

ii. Committee sent out a survey to staff to gather their input.

iii. Committee is working hard to confirm the Headers information and How Do I? section of the homepage.

iv. Amanda's task is to update the current website so Civic can transfer to the new website when ready.

v. Special Meeting on Thu 4/16 to speed up the process.

Paula King shared the committee is going to share that the new website is coming soon.

5. Town Administrator's Report

**\*See included for report.**

Eric Anderson announced the passing of long time town volunteer and resident, Rick Osborne. Expressed appreciation for all of his dedication and extended sympathies to his family. Requested that the First Selectman sign the Proclamation to admire Rick's long standing efforts as a member of the Inland Wetlands and Watercourses Commission.

6. Old Business

Discuss and act upon the following:

a. Town's Personnel Policies

i. Eric Anderson: Shared that the Town Attorney Dennis O'Brien will review the full draft of the policy with him at a virtual meeting next week.

b. Community Connectivity Grant

i. Eric Anderson: Shared that an application needs to be submitted to the state very soon. Eric Anderson to touch base with the Town Engineer Gerry Hardisty.

c. Potential establishment of a combined Financial Department

i. Eric Anderson: Shared that there is no update to report.

d. Email Provider Office 365

i. Eric Anderson: Shared that at last BOS meeting, there was still reluctance from BOS to adopt Office 365 as the email provider. He has received recommendation from the town's IT Dept representatives to use Office 365. BOS requested that he look into other providers.

7. New Business

Discuss and act upon the following:

a. Memorial Day Parade

The BOS members decided to wait to make their decision to cancel the parade or not. Discussed possibilities of hosting a virtual or car parade instead of in-person parade. To discuss at the next Regular Meeting on May 11<sup>th</sup>.

b. Prohibition of in-person Meetings

Adrian Mandeville MOVED to sign the resolution as written.

Scott Person SECONDED

Discussion: Members discussion changing minor detail of the resolution presented.

Adrian Mandeville MOVED to amend the motion to change the language to "...including more than two (2)..." and otherwise as written in the RESOLUTION TEMPORARILY PROHIBITING CERTAIN IN-PERSON OPEN MEETINGS OF BOARDS, COMMISSIONS AND AGENCIES OF THE TOWN OF ANDOVER. *\*See included resolution.*

Jeff Murray SECONDED

MOTION CARRIED 5:0:0

c. Budget

i. Process

ii. Timeline and meeting schedule

The BOS discussed adopting a resolution that sets a procedure and timeline for the budget adoption.

Adrian Mandeville MOVED to accept the proposed resolution knowing there may be a subsequent resolution to allow for a public meeting and public vote.

Paula King SECONDED

Discussion: Members discussed options of adjusting dates.

Adrian Mandeville MOVED to amend the motion with adjusted dates as discussed in the RESOLUTION REQUIRING ADOPTION OF THE TOWN BUDGET BY THE BOARD OF FINANCE WITHOUT THE BUDGET MEETING AND REFERENDUM, AND THE SETTING OF THE MILL RATE. *\*See included resolution.*

Scott Person SECONDED

MOTION CARRIED 5:0:0

iii. Review revised proposed budget

Town Administrator Eric Anderson shared the proposed REVISED budget. *\*See town website.*

The Board of Selectman revised the preliminary budget presented to residents to be more in-line with the current economic conditions brought on by the COVID-19 pandemic. Members discussed various options to decrease town's budget and mill rate, while maintaining essential goals of the town. The BOS has to present their revised proposed budget to the Board of Finance. The Board of Selectman have authorized the Board of Finance to adopt a budget and set a mill rate in accordance with Governor Lamont's Executive order 7S.

Adrian Mandeville MOVED to ask the Board of Education to make additional cuts to their proposed budget and to present the town's revised proposed budget to the Board of Finance.

Paula King SECONDED

Discussion: Discussed high mill rate coming from the increased RHAM budget.

MOTION CARRIED 5:0:0

d. Tax Collection Proposals

Barbara Griffin: Presented tax collection by quarter. Approximately 40% are escrowed.

Town Attorney Dennis O'Brien: Recommended the blanket policy.

BOS discussed the following: Town is empowered by the state to create their own guidelines but has to make decision to participate in one of the programs by April 25<sup>th</sup>. There are only 6 towns in CT that conduct quarterly collections. Eileen Curtin to ask QDS program when they can implement the system for Andover.

Adrian Mandeville MOVED to accept the LOW INTEREST RATE PROGRAM ON DELINQUENT PAYMENT OF TAXES ON REAL ESTATE, PERSONAL PROPERTY OR MOTOR VEHICLES ESTABLISHED BY EXECUTIVE ORDER 7S PARAGRAPH 6b OF THE GOVERNOR. *\*See included resolution as presented by Town Attorney Dennis O'Brien.*

Scott Person SECONDED

MOTION CARRIED 5:0:0

e. Roadwork Plan through 2021

Town Administrator Eric Anderson shared his proposed plan in the meeting packet. To share his full presentation at the next Regular Meeting.

- f. Annual Report 2018-2019  
Amanda Gibson shared that the town's annual report is complete and awaits the Auditor's Report before posting to the town website.
- g. Public Field Use Policy during COVID-19  
Jeff Murray: Announced that large groups are still utilizing the Veteran's Memorial Athletic Fields, and that most towns have adopted a policy for the fields. No motion was made.
- 8. Approval of Meeting Minutes
  - a. Approval of Monday, March 9, 2020 Regular Meeting Minutes
  - b. Approval of Wednesday, March 18, 2020 Special Meeting Minutes
  - c. Approval of Friday, April 3, 2020 Special Meeting Minutes  
Scott Person MOVED to approve the following meeting minutes: Monday, March 9, 2020 Regular Meeting Minutes; Wednesday, March 18, 2020 Special Meeting Minutes; Friday, April 3, 2020 Special Meeting Minutes.  
Adrian Mandeville SECONDED  
MOTION CARRIED 5:0:0
- 9. Treasurer's Report
  - 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 – None.
- 11. Tax Collector's Report – Provided.
  - a. Refunds Requests – None.
- 12. Assessor's Report
  - a. Revaluation Services RFP – Not discussed.
- 13. Department Reports
  - a. Fire Department - Provided.
  - b. Resident State Trooper - Provided.
  - c. Town Clerk
  - d. Building Department - Provided.
  - e. Assessor's Office - Provided.
  - f. Town Garage
  - g. Transfer Station
  - h. Library - Provided.
  - i. Senior Transportation
  - j. Registrars
- 14. Resignations
  - a. Gerry Hardisty, PZC Alternate Member  
Eric Anderson: Announced that there are members VACANCIES on all of the Land Use commissions. Please email [adminassistant@andoverct.org](mailto:adminassistant@andoverct.org) to apply to serve on one or more of the following commissions: Inland Wetlands and Watercourses Commission, Planning and Zoning Commission, Zoning Board of Appeals.  
Scott Person MOVED to accept the proclamation.  
Adrian Mandeville SECONDED  
MOTION CARRIED 5:0:0
- 15. Correspondence – None.

16. Public Speak

Joanne Hebert: Announced that she had not received emails back after sending emails to various members of the town hall staff. It was suggested that she check her junk mail folder.

\*Unfortunately, due to power outages beyond the town's control, the meeting was cut short at approximately 10:07 P.M. with half of the attendees losing power and WiFi connection.\*

Curt Dowling: Written to the BOS directly after the meeting due to no opportunity for Public Speak

1. To Eric and the BOS, whenever having a discussion and update of the Covid-19 Pandemic, to please have or send an invite to the Virtual Meetings to the Fire Chief, the head of Andover CERT and Paul Bancroft to participate and update everyone as to what's going on in there world, behind the scenes. As stated in the Chief's monthly report, calls have been down for the month, but there are 20+ EMT's at the FD, and all the members of CERT that are all on edge every time that pager goes off. As of last night's meeting and the two previous special meetings, none of the First Responders in this town, have been invited to update what's going on in the area.
2. I was going to also recommend that when they are having a discussion on the AES or RHAM budget for the upcoming year, why not invite a Rep from the Andover Board of Ed, and Stephanie Bancroft and Dave Gostanian, our RHAM B.O.E. members to discuss their individual budgets with Eric and the B.O.S. and the B.O.F. at our meetings. Both Dave and Stephanie informed me this past week, that neither one have ever been contacted by Eric, the B.O.S. or B.O.F. to discuss where that RHAM budget is at this time. From what I learned, talking to Stephanie and Dave, and Andy Tierney, Town Manager in Hebron, we will all be surprised of what the final RHAM budget will be when we see it around April 20th, Let's Hope!  
Thanks for All You Do, -Curt Dowling

17. Adjournment

Scott Person MOVED to adjourn the Regular Meeting.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

Scott Person adjourned the Regular Meeting at 10:18 P.M.

**\*PLEASE STAY TUNED VIA OUR TOWN WEBSITE ([WWW.ANDOVERCT.ORG](http://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.*

# **Town Administrator's Report for Monday, April 13, 2020 BOS Regular Meeting**

## **COVID-19 Update:**

As of 4/8/2020 1 reported case of COVID-19 in Andover. Given the dearth in testing, it is assumed between 10 and 20 residents have COVID-19.

I hope you all enjoy you Easter, in whatever form it takes place and if you chose to celebrate or not.

## **Filming & streaming meetings:**

The Town got a Grant for **\$16,655.36**. I (with the help of Elaine B. and Nick from CVC) applied for it from the Public Utility Regulatory Agency Commission (PURA) to be able to film and livestream meetings of boards and commissions. It will provide the hardware for the library and AES to do the same. Yay.

## **Board and Commission news:**

In sad news, Rick Osborne longtime member of the IWWC passed away recently. His experience and personality will be missed by all that knew him. IWWC will need a vacancy filled in the coming months.

There is also a vacancy on the Andover Elementary School board that is not yet filled.

The Planning and Zoning Commission appointed Jed Larson to be the new Chairman after the resignation of former Chairman Robert Hamburger. They also appointed a new Alternate- Susan England who will bring a lot of knowledge to the commission. Alternate Gerry Hardisy resigned.

There is still a vacancy on the commission for a regular member.

Budget See details elsewhere in this meeting. I worked with the towns attorney to draft the appropriate motions to make this all happen.

## **Town Hall Information:**

The town continues to function with most employees working from home but the office staffed. The public is not allowed to enter the building except under unusual circumstances with prior approval. Employees are encouraged to work at home whenever possible, where they can to minimize exposure.

Steps the town has taken to make this happen:

1. Added a ring security device to the front of the town hall
2. Public works added an exterior lockbox for payments and documents to be left at town hall.
3. Purchased 4 used laptops for employees that need them to function from home.
4. Assessor: The Vision appraisal software moved to the cloud and installed Vision 8. The assistant assessor and assessor have access from home laptops and can work remotely. Roberta can also access QDS remotely. I approved the purchase O365 for assistant assessor's personal laptop to facilitate its use.
5. Tax Collector: has access to her software (QDS) remotely and can continue to Function. As well as a town laptop.

6. Building Dept: Laptops for Susan M and Jim H so the land use Dept. can function remotely. Susan is changing all her forms to word so they can be mailed via email, but also can remote access quicker at the office. Jim will be able to work remotely as much as possible
7. Finance- Phoenix is back up and running
8. Lenco Electric: finished the rewiring of the Town Hall today
9. Our IT service installed a new firewall. Employees can now safely remote in from home computers without risking the network virus intrusion.
10. We have installed remote access facilities so that we can access Phoenix remotely for the treasurer.
11. We ordered Manual Checks so as a last ditch emergency we can still write checks as a town. These are locked up in the vault and hopefully never used.
12. All employees have instructions on how to check voicemail on the town phone system and should do so multiple times per day.
13. For public hearings for land use, based on an opinion of our land use attorney we will have a web meeting setup for members of the public that do not have online capabilities. I would still like to purchase a webcam for this if I can figure out what to get
14. We are tracking expenses related to COVID- 19 in anticipation of future federal reimbursement.

## **Roadwork**

We finally have a fully functional Streetscan road evaluation program. I am including a first draft of the Road paving Priorities for discussion. This is a work in progress.

I am working on road by road estimates for chipsealing, fog coating, rejuvenating fog coat, micro sealing and shimming of roads. We will need to go to RFP for milling/paving.

**TOWN OF ANDOVER, CONNETICUT**

**Board of Selectmen**

**Andover Town Hall**

**17 School Road, Andover, CT 06232**

**RESOLUTION TEMPORARILY PROHIBITING CERTAIN IN-PERSON OPEN MEETINGS  
OF BOARDS, COMMISSIONS AND AGENCIES OF THE TOWN OF ANDOVER**

Pursuant to the authority vested in this Board of Selectmen by paragraph 1 of the March 14, 2020 Executive Order 7B, paragraph 13 of the March 21, 2020 Executive Order 7I, paragraph 7 of the April 1, 2020 Executive Order 7S, and paragraph 2 of the March 20, 2020 Executive Order 7H of the Governor of the State of Connecticut, and also by Connecticut General Statutes section 7-12 and the prior Declaration of a Public Health Emergency in the Town of Andover, it is hereby RESOLVED that no meeting of any Board, Commission or Agency of the Town of Andover including more than two (2) people may be held in-person and open without the express permission of the Town Administrator and in full compliance with all requirements for remote public participation of all of the foregoing Executive Orders of the Governor, subject only to the further Order of the Governor and subsequent Resolution of this Board.

AMENDED and MOVED by Adrian Mandeville  
Selectman

SECONDED by Jeff Murray  
Selectman

Dated at Andover, Connecticut this 13<sup>th</sup> day of April, 2020.

**TOWN OF ANDOVER, CONNECTICUT**

**Board of Selectmen**

**Andover Town Hall**

**17 School Road, Andover, CT 06232**

**RESOLUTION REQUIRING ADOPTION OF THE TOWN BUDGET BY THE BOARD OF FINANCE**

**WITHOUT THE BUDGET MEETING AND REFERENDUM, AND THE SETTING OF THE MILL RATE**

Pursuant to the authority provided to this Board of Selectmen by paragraph 13 of the March 21, 2020 Executive Order 7I, and paragraph 2 of the March 20, 2020 Executive Order 7H of the Governor of the State of Connecticut, it is **RESOLVED** that the Board of Finance of the Town of Andover is hereby authorized and required to promptly and timely adopt the Annual Town Budget of the Town of Andover for the fiscal year beginning July 1, 2020, without the Annual Town Budget Meeting and Referendum otherwise required by Town Charter section 803, and rather in accordance with said paragraph 13 of Executive Order 7I, and also with paragraph 1 of the March 14, 2020 Executive Order 7B of the Governor of the State of Connecticut, subject only to the further Order of the Governor and subsequent Resolution of this Board.

**Accordingly**, it is further **RESOLVED** that in compliance with the foregoing charge and the legal authorities set forth therein, it shall be the duty of this Board of Selectmen to provide and publish its draft budget for the fiscal year beginning July 1, 2020, to the Board of Finance and by reasonable means including the official Town website to the public of the Town of Andover no later than April 20, 2020, and the duty of the Board of Finance to then edit the draft budget in compliance with all procedural requirements of the above cited Executive Orders, followed by an on line budget meeting with public access on May 6, 2020, and an additional two (2) weeks for public comment by reasonable means including email, and finally an online publicly available meeting of the Board of Finance on May 26, 2020, at the conclusion of which a Town budget must be adopted and a mill rate set by the Board for the 2020-2021 fiscal year.

So Moved by Adrian Mandeville

Selectman

Seconded by Paula King

Selectman

Dated at Andover, Connecticut this 13<sup>th</sup> day of April, 2020.

**TOWN OF ANDOVER, CONNECTICUT  
Board of Selectmen  
Andover Town Hall  
17 School Road  
Andover, CT 06232**

**RESOLUTION REQUIRING TOWN OF ANDOVER PARTICIPATION IN THE LOW INTEREST RATE PROGRAM ON DELINQUENT PAYMENT OF TAXES ON REAL ESTATE, PERSONAL PROPERTY OR MOTOR VEHICLES ESTABLISHED BY EXECUTIVE ORDER 7S PARAGRAPH 6b OF THE GOVERNOR.**

Pursuant to the authority provided to and election required of this Board of Selectmen no later than April 25, 2020, by paragraph 6, and in particular subparagraph 6b, of the April 1, 2020 Executive Order 7S of the Governor of the State of Connecticut, it is hereby **RESOLVED** that the Town of Andover shall provide to any taxpayers, businesses, nonprofits, and residents the lowered interest rate of three (3) per cent per annum for ninety (90) days from the time when the delinquent portion of any taxes on their real property, personal property or motor vehicles became due and payable from March 10 through and including July 1, 2020, subject only to the further Executive Order of the Governor and subsequent Resolution of this Board, or to the further Resolution of this Board no later than April 25, 2020

So Moved by Adrian Mandeville  
Selectman

Seconded by Scott Person  
Selectman

Dated at Andover, Connecticut this 13<sup>th</sup> day of April, 2020