

Andover Board of Selectmen

Wednesday October 4, 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 7:03PM 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

Staff Present: Sandra Nichols, Board Clerk

Other Attendees: Attachments #1a and #1b

Agenda Item 2: Public Speak :

Eric Anderson Talks about the Planning and Zoning Commission Report (attachment #2). Question on the Floating Zone.

Georgette Conrad requests the Board to bring item 14, State Budget Situation, up on the Agenda.

Cathy Palazzi reads a letter addressed to the BOS (attachment #3)

Wally Barton mentions the lack of a clock in the Community room

Jeff Murray talks about the Town Budget and how the BOF is dealing with the lack of a State Budget. He urges all to contact their State Legislators.

Mike Palazzi voices opinion on how all small Towns are being hurt and he would like to know what larger ones are doing to help the State situation.

Roxann Hosking explains her situation and how any cut in Senior Transportation would effect her life.

Sharon Loudon explains what the BOE is looking at and what they presented to the BOF. She talks about the State Budget. She also urges all to contact their State Legislators.

Agenda Item 3: Add or Delete Items:

Julia Haverl Motions to move Item 14, State Budget Situation, to Item 5c.

Cathy Desrosiers Seconded

Motion Passed/Unanimous 4/0/0

Jeff Maguire Motions to add the Union Contract to Item 6a and to add the AES roof project to Item 6b.

Julia Haverl Seconded

Motion Passed/Unanimous 4/0/0

Robert Burbank Motions to add the "Ball Park" lease agreement to Item 6c

Julia Haverl Seconded

Motion Passed/Unanimous 4/0/0

Agenda Item 4: Town Meeting: October 4, 2017

No Discussion

Agenda Item 5: IT:

Joe Higgins briefly talks about the IT proposals for the Town Hall and then turns it over to Wendy Rego, CEN representative.

Agenda Item 5a:

Wendy Rego, CEN(Connecticut Education Network) Representative, makes a presentation on their proposal to the Board (attachment #4). She also discusses the cost and connectivity.

Discussion on the proposal including the connectivity to the Town Garage, Public Works, the Library and the School.

Agenda Item 5b:

Scott Roberts, IT Director, South Windsor talks about the situation in South Windsor and the proposal and what services they can offer the Town. He also discusses the cost.

Discussion and questions from the Board on the proposals

Agenda Item 5c: State Budget Situation:

Robert Burbank talks about the State Budget, the Town Budget and the proposals that came from the BOF on the Town Budget including the Resident State Trooper.

Discussion on the current situation regarding the Budget, what the Town can do and the recommendations.

Jeff Maguire recommends a spending freeze on all non essential spending and a 20% reduction in each Dept.

Discussion on this recommendation and other recommendations on cutting the budget. The State Trooper also discussed

Joe Higgins talks about possible areas that the could freeze spending; \$200,00 Road Work, \$15,000 Contingency, \$3,000 Registrars Office. Total \$218,000

Cathy Desrosiers recommends holding off on reductions/cuts until the next Budget discussion and then make cuts if needed.

Robert Burbank talks about what the Town has done in the past to reduce the Budget and the recommended cuts and what makes sense and what does not.

Continued Discussion on the Town Budget and how to reduce it or to keep it as is for the time and use money in the budget that can be used.

Jeff Maguire Motions to cut all the Selectman to zero

Cathy Desrosiers Seconded

Discussion on the motion

Motion Failed

Cathy Desrosiers recommends that Bob and Joe discuss the budget prior to the next Budget Session.

Discussion

Robert Burbank sums up what occurred for all present; no budget cuts, freezes on the item mentioned by Joe Higgins, and what the Board of Ed. has proposed in cuts.

Agenda Item 6a: Union Contracts:

Jeff Maguire talks about the Union Contract and the bargaining unit. They need someone from the Board to be involved in this process. He states that he will do this since no one on the Board offered.

Cathy Desrosiers **Motions** that the Board appoints Jeff Maguire to be the BOS Committee Member to work with the Attorney on the Assessor, the Tax Collector and Public Works Union Contracts.

Julia Haverl **Seconded**

Motion Passed/Unanimous 4/0/0

Agenda Item 6b: AES Roof:

Jeff Maguire asks the Town Administrator to verify the status on the Certificate of Occupancy for the AES roof by the next meeting. He would like to know what is going on with the building inspector and know what the status is, what occurred and what has happened to remedy it.

Brief Discussion with the BOE personnel present

Agenda Item 6c: Lease Agreement:

Robert Burbank presents the lease to be signed

Discussion on the lease and the terms on it should be 5yrs. Maria, USDA, explains why is is 3 years

Julia Haverl **Motions** that the Board authorize the First Selectman to sign the Lease Agreement with the 3 year term ASAP.

Jeff Maguire **Seconds**

Motion Passed/Unanimous

Agenda Item 6: Town Administrator Report:

Joe Higgins talks about service agreements for phone service for the Town Hall and the cost and where the cost can be reduced. He next talks about 45 Basola Road where the Dept. of Social Services went in and removed an occupant that was living with his

brother the Fire Marshall also went in and noticed many violations. He notes that if they are to be removed per state statute the Town would have to put them up in a hotel. There will be a meeting on this soon. He discusses the Town Clerks reports (attachments #6a and #6b), the Building Department report (attachment #7) and the Assessor report (attachment #8).

Joe Higgins next discusses the offer from Columbia to share gas for emergency purposes. This is an offer from Columbia to share gas at a reduced rate. They proposed to build a new storage facility. If Andover would like to share gas at a reduced rate with Columbia they would like Andover to share her cost.

Discussion on the emergency gas proposal, no action taken

Robert Burbank asks Joe if the fund transfers for FY2016/17 have been completed.

These are overdue and should be completed at this time

Joe Higgins states that the Treasurer is looking into it

Cathy Desrosiers recommends that Bob work with Joe Higgins so that he understands what is involved with the fund transfers.

Agenda Item 7: Meeting Procedures:

Julia Haverl mentions the Meeting materials and how she appreciates getting them in a timely manner

Agenda Item 8: Farm Bridge:

Joe Higgins updates the Board on the Bridge progress and the problems that they are having with the silt in the river. He also discusses the payments/bills and the schedule.

***Discussion on the issues/payments, the Bridge completion (mid to end of November).
The debris on the side of the road is also mentioned***

Agenda Item 9: October 7th Road Race:

Joe Higgins talks about the plan that has been put together.

Jeff Murray talks about the race and the number of people registered now and the registration process on the day of the race.

Agenda Item 10: Public Works Update: Projects. Paving

a. Pavement Markings

Joe Higgins discusses the quote from Highway Safety System, Inc. That the Town has used before that he would like to use.

Discussion on the quotes and the pavement markings. The Board has no issues

No motion made

b. Furnace Public Works

Joe Higgins talks about the quotes. He would like to go with M&M Boiler

No motion made

c. Basin Installation on School Road

Joe Higgins discusses this and the cost that was higher due to ledge and the need for special equipment.

No motion made

Discussion on Item 10c

Joe Higgins talks about quotes for tree removal and stump removal/grinding for at the Museum. Total cost \$1,850.00

Agenda Item 11: RFP Culvert Replacement East Street:

Joe Higgins discusses the bids that he received and recommends that the Town go with Koss Construction, LLC.

Discussion on the culvert replacement

Julia Haverl Motions to award the contract for East Street culvert Construction to Koss Construction

Cathy Desrosiers Seconded

Motion Passed/Unanimous 4/0/0

Agenda Item 12: Tax Collector's Monthly Reports:

a. Tax Refund: Property Taxes

b. Tax Collector August 2017 Summary

Discussion on the Treasurer Office and the completion of the Audit. There was a recommendation to change the title when advertising for the position from just Treasures to Financial Director/Treasurer.

Agenda Item 13: Treasurer's Monthly Report:

a. Bank Account Summary

b. Reconciliation Summary

a. Reconciliation Detail

b. Town Budget Summary

Joe Higgins states that this is basically the Budget Summary

Discussion on the report

Jeff Maguire requests that Joe work with the School on the elevator contract. He also asks about the cleaning contract if it has gone out to bid.

Discussion on what building are involved in the cleaning contract

Jeff Maguire questions the Tax Collectors report. He also mention an update that was received from the State.

Discussion on the reports

Agenda Item 14: State Budget Situation:

Discussed in Item 5a.

Agenda Item 15: Approval of Selectman Meeting Minutes:

Tabled

Agenda Item 16: Fire Department Monthly Call Report:

Discussion on the report (attachment #9)

Jeff Maguire requests that this report be expanded

Discussion on the financial reports , other reports provided and meeting procedures regarding action items that are in previous minutes

Agenda Item 17: Public Speak:

Linda Fish talks about the Fire Dept.,the budget regarding road work and would like to receive the BOS minutes via e-mail

Sharon Loudon clarifies what is going on within the BOE regarding the Budget and the proposed cuts.

Dr. Sally Doyen thanks the BOS for their consideration and states that the School will continue to work with the Town.

Bob Burbank asks for a list from the BOE on mandates if they can provide it for leverage with in the State.

Dianne Grenier states that she is disappointed that there has been no action on regarding the appointments of Members to Boards and Commissions. She would like to see this on the next agenda.

Agenda Item 18: Adjourn

Cathy Desrosiers Motioned to adjourn at 9:18PM

Jeff Maguire Seconded

Motion Passed/Unanimous 4/0/0

***** PLEASE NOTE: That the Motions that were made to additions to the Agenda in Item 3 were discussed and recorded in a different sequence and are noted in these minutes as so recorded.***

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