

Town of Andover
Board of Selectmen
Monday, September 23, 2019 7:00 p.m.
Town Hall Community Room, 17 School Road

Special Meeting Minutes

1. Call to Order

First Selectmen, Jeff Maguire called the meeting to order at 7:01 P.M.

The Pledge of Allegiance was recited.

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

Town Administrator: Eric Anderson

AES Superintendent: Sally Doyen

Board Clerk: Amanda Gibson

Long Term Planning Committee: Chair Wendy Kopp, Vice Chair Ed Sarisley, Elaine Buchardt, Amanda Gibson

Public Attendees: Carol Barton, Wally Barton, Catherine Magaldi Lewis, Judy Knox, George Knox, Dianne Grenier, Betty Kerr, Catherine Palazzi, Lorraine Liswell, Bill Liswell, Daniel Foran, Ryan Warrine, Steve Willard, Derek KJeliquist, David Kluczewski, Lucie Wilson, Jess Currier, Karen Hunter.

2. Olde Andover Burial Ground Committee

- a. Goals
- b. Mission Statement
- c. Annual Report
- d. Reappointment of Members

Cathy Palazzi represented the committee.

3. Senior Transportation Committee

- a. Goals
- b. Mission Statement
- c. Annual Report
- d. Reappointment of Members

Cathy Palazzi represented the committee.

4. Town Administrator's Report: Eric Anderson presented on the following-

- Town is working with DATTCO to address a long-standing problem with security lighting at the bus depot. He filed a Special Permit with the Planning and Zoning Commission on behalf of the Town of Andover to install lighting fixtures.
- Filed a Permit Application with the Inland Wetlands and Watercourses Commission for a small failed culvert on Hutchinson Rd.
- Large culverts now require Army Corps approval, then DEEP water quality, then DEEP fisheries approval. Will be an ongoing process.
- Started conversation with the 3 companies (Streetscan, Beta and VBH) that provide Pavement Management Services for Andover. To be done with Town Aid Road fund money, will provide more info next month.
- Working with FD to get the ID cards for town employees that work off premises.
- Working with the Building Department on updating fees and policies.

- Legal Services: Attorney Dennis O'Brien would prefer to be on a retainer for 9,000\$ per year or 750\$/month instead of hourly billing. Good deal for the town as it would be 19,000\$ allotted for legal.

5. Long Term Planning Committee

a. 'Final Report' Presentation

Chair Wendy Kopp presented the PowerPoint presentation on behalf of the committee. Elaine Buchardt, Ed Sarisley and Amanda Gibson also helped to present.

The report included a summary and recommendations on the following items: demographics; town-wide survey; senior/community center; communication plan; marketing strategy; public amenities; town staffing needs; public works department; connectivity, transportation & safety; town buildings & public spaces.

Amanda Gibson: Announced that the website will soon be updated with the LTPC Final Report.

Adrian Mandeville: Happy to share that some of the action items are already coming to fruition.

Jeff Maguire: Thanked the LTPC committee for all of their hard work as a great example of volunteering and demonstrating efforts to make Andover an even better place.

6. Public Works Department

a. RFP Bids for Roofing Project (AM-2019-20 #2)

The Town of Andover received 9 bids total. Eric Anderson recommended using Shoreline Restoration. He confirmed that the time frame of the project depends when we go through to a Public Meeting. The company can get in late fall, early winter.

Adrian Mandeville: Requested the Public Works employees take photos before, during and after the project to verify the work.

Adrian Mandeville MOVED to authorize the Town Administrator to award the RFP for the Roof Replacement at Andover Public Works Facility, Bid Number AN-2019-20 #2 to Quality Roofing Services of West Haven, CT as the lowest qualified bidder for 60,540\$, with additional scope of work to include replacing fascia with 1x12 PVC trim board on eaves, and 1x6 PVC on rake edges per email confirmation dated August 6, 2019. The award is subject to approval at a Town Meeting authorizing the funds, with the agreement to have Public Works conduct work inspections on the project twice daily administered by the Town Administrator.

Paula King SECONDED

MOTION CARRIED 5:0:0

b. RFP Bids for Asbestos Abatement (AM-2019-20#1)

The Town of Andover received 3 bids total. Eric Anderson recommended using ServPro. Once the Town Administrator is authorized and contract is signed, the company will immediately submit the paperwork to the state and can most likely begin work on October 9th. Suggested for the BOS to authorize the Town Administrator to sign a contract with them immediately, with the understanding that if it fails at a Town Meeting, the town would allocate from the contingency fund to keep from waiting until another month. There is a reasonable chance that the project can get done in November.

Adrian Mandeville: Suggested that the town allocate funds from the Town Aid Road (TAR) fund.

Eric Anderson: Has not considered this possibility and does not know if possible to pull from that fund. Only concern is that the state still has not done bonding for TAR fund and therefore does not know when TAR will be reimbursed.

Adrian Mandeville MOVED to authorize the Town Administrator to award the RFP for Asbestos Abatement and Disposal at the Andover Public Works Facility, Bid Number AN-2019-20 #1 and Addenda #1, and #2 to ServPro of Bloomfield, CT for 15,000\$ as the lowest qualified bidder. The award will be paid after approval at a Town Meeting authorizing the funds to be paid from the Town Aid Road Fund.

Scott Person SECONDED

Discussion: Jeff Maguire confirmed the bid only includes the asbestos abatement.

MOTION CARRIED 5:0:0

7. Resolution of authorization for neglected cemetery account

Adrian Mandeville MOVED for the BOS to authorize Town Administrator, Eric Anderson to submit the reimbursement for the funds for the cemetery repairs and allow the BOS to sign the Resolution Authorization Form.

Jeff Maguire SECONDED

MOTION CARRIED 5:0:0

The BOS proceeded to sign the Resolution Authorization Form.

Scott Person MOVED to reappoint the Olde Andover Burial Ground Committee members: Mike Kurdzo, Chair/Building Maintenance; Bob Post, Vice Chairman/Building Maintenance; Cathy Palazzi, Secretary; Maria Tulman, Treasurer; Steve Fish/Building Maintenance; Jeff Ballard/Building Maintenance Alternate.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

Scott Person MOVED to reappoint the Senior Transportation Committee members: George Knox, Chair/Driver; Mike Wallace, Secretary/Treasurer; Elaine Buchardt, Judy Knox, Cathy Palazzi, Elinor Skoog, Susan Schmidt.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

8. Adjournment

Adrian Mandeville MOVED to adjourn the Special Meeting.

Jeff Murray SECONDED

MOTION CARRIED 5:0:0

First Selectman, Jeff Maguire adjourned the Special Meeting at 9:02 P.M.

Helpfully submitted by Board Clerk, Amanda Gibson.

Amanda Gibson

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.