

ANDOVER BOARD OF SELECTMEN
Regular Meeting Minutes
September 11, 2019 7:00 P.M.
Town Hall Community Room

Members Present: First Selectman Jeff Maguire, Vice First Selectman Adrian Mandeville and Selectman Scott Person, (Paula King appointed, sworn in and seated during the meeting)

Members Excused: Selectman Jeff Murray

Others Present: Catherine Palazzi, Michael Palazzi, Dianne Grenier, Rivereast Reporter Sloan Brewster, Curt Dowling, Paula King, Amy Knox, Daniel Foran, Shannon Loudon, Amanda Gibson, Meghan Lally, George Elliott, Carrie Crompton, Therese Gorry, Scott Warren, Hank Gruener, Michelle France, Elaine Buchardt, Bob Hamburger, Catherine Magaldi-Lewis, Karen Hunter, Recording Secretary Linda McDonald and others.

1. Call to Order/ Pledge of Allegiance: J. Maguire called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

2. Public Speak:

Elaine Buchardt, Economic Development Commission Chair, said the commission will be available to meet with BOS in November.

R. Hamburger, Chair of PZC, reminded residents of the upcoming PZC public meeting presentation for shared space at the school on Monday, September 16th.

C. Palazzi reviewed the final results of the survey sent to the seniors in Andover regarding a shared space at the Andover Elementary School (AES) for senior activities. (Report attached)

3. Additions/Deletions to the Agenda: None.

4. Appointment of Board of Selectmen Member:

A. Mandeville MOVED to appoint Paula King to the Board of Selectmen. S. Person SECONDED. Board members commented that P. King has a technology background, school involvement, and brings a perspective the board does not have. MOTION CARRIED 3:0:0.

Assistant Town Clerk Therese Gorry swore in Paula King and she took her seat as a member of the Board of Selectmen.

5. Board and Commission Presentations

- 5.1 Inland Wetlands and Watercourses Commission:

Meghan Lally and George spoke about materials presented to the board which included recommendations for member appointments. J. Maguire complimented M. Lally on the information provided to the board, especially discrepancies regarding board memberships in the Town Charter. M. Lally said IWWC bylaws were revised based on the Charter. George stated he wants to make sure the IWWC doesn't operate outside

regulatory statutes. Discussion followed on the difficulty filling board vacancies. E. Anderson asked the board if the IWWC can appoint their own member. He noted the Town Charter states the IWWC makes their appointments, but Town ordinance says the BOS makes IWWC appointments. Discussion followed. Consensus of the board is to have IWWC recommend their appointment to the BOS.

A. Mandeville MOVED to appoint George Elliot, Jed Larson (PZC Representative), Meghan Lally, James Hallisey, and Ed Smith as regular members to the IWWC and Rick Osborne and Wayne Thorpe as Alternates to the IWWC, terms to end 6//30/21. S. Person SECONDED. MOTION CARRIED 4:0:0.

5.2 Conservation Commission:

Michael Palazzi said the Conservation Commission bylaws have not yet been finalized or approved by the commission. He noted there are two vacancies, one for full member and one alternate position. H. Gruener said the Commission is looking to compliance with the plan of Conservation and Development POCD) specifically in the area of natural resources. He said goals of the commission include providing more input into projects associated with natural resources. E. Anderson said the Town is working to aid the volunteers in their work around town. The volunteer work is appreciated by the Town.

A. Mandeville MOVED to appoint Michael Palazzi, Hank Gruener, Carried Crompton, and Maryann Gile as regular members to the Conservation Commission and Gary Gile as Alternate to the Conservation Commission, terms to expire 6/30/21. S. Person SECONDED. MOTION CARRIED 4:0:0.

5.3 Norton Children's Fund Commission:

Dianne Grenier, Commission Chair, explained the purpose of the Commission is to spend the \$3,000.00 Andover farmer Chester Norton left in his will to the poor children of Andover. She said the commission holds fundraisers to help fulfill his wishes. D. Grenier said there are not enough funds in the account to give out a scholarship for continual education for an Andover high school senior. A. Mandeville explained the Town is limited by the State as to how their money can be invested. Members asked D. Grenier to let the board or Town Administrator know if there is anything the Town can help with.

S. Person MOVED to re-appoint Dianne Grenier, Sarah Shapiro, Cheryl Mayhew, Heidi Xenophontos, and Jan Neumuth to the Norton Children's Fund Commission, terms to expire 6/30/21. A. Mandeville SECONDED. MOTION CARRIED 4:0:0.

A. Mandeville MOVED to instruct the Town Clerk to advertise for alternate on IWWC. S. Person SECONDED. MOTION CARRIED 4:0:0.

Consensus of the board was to address agenda items 13.b 7.c, and 7.g at this time.

6. Town Administrator Report: E. Anderson reported on the following:

- A special Town meeting will have to be scheduled to address several items. He presented several dates for consideration. Pressing items include the roof replacement at Town Garage and technology and IT security improvements at Town Hall.
- Meeting with the RHAM superintendent and RHAM board members, who are recommending rebuilding their main playing field with artificial turf. There are 3 public meetings scheduled, one in each town. The Andover public meeting is scheduled for September at 4:00 p.m. in the community room at Town Hall.
- Linda McDonald will resign as Administrative Assistant to the Town Administrator, effective end of business September 16, 2019. E. Anderson recommended the hiring of Amanda Gibson as Administrative Assistant for up to 15 hours per week at the current salary of \$17.51 hourly. A. Gibson's Monday evening hours in the Building Department will be covered by Building Department Administrative Assistant Susan Magri starting this week at an additional salary of \$2,000.00 per year for 4 extra hours per week.

After discussion, the consensus of the Board was for the Town Administrator to work with S. Magri to allow her flexibility to adjust (shorten) her weekly hours Tuesday through Thursday by four hours instead of increasing her weekly hours by four on Mondays.

- A. Gibson will clerk for the BOS and BOF. The Town is advertising for a Land Use Board Clerk.
- Laurel Andrews has resigned as Elderly and Social Services Coordinator. E. Anderson said he made the temporary appointment of Assistant Assessor Roberta Dougherty to fill the role and process renters' rebates. He asked R. Dougherty to do some legwork and meet with other towns to see what the job should be doing. E. Anderson prepared a job description for posting next week and he could look internally due to the low funding for the position. The State recommends (but does not mandate) 10 hours per week for this position. Town ordinance specifies this position is unpaid (needs to be corrected), although it is funded minimally at \$3,065.00 per year which includes the social services budget. Current state minimum wage will go up to \$11.00/hour in October. E. Anderson asked for guidance from the Board. J. Maguire asked that E. Anderson find out what services are required to be provided in the position.

S. Person MOVED to have the Town Administrator evaluate and try to fill the Elderly and Social Services Coordinator job internally. A. Mandeville SECONDED. Discussion followed. A. Mandeville MOVED the motion be withdrawn. No vote taken.

- Efforts are underway to find a replacement for Zoning Officer and Wetlands Agent John Valente. There has been some interest in ZEO by Jim Hallisey, a former Andover ZEO and community Planner and some interest by Town Engineer Gerry Hardisty and one other applicant. E. Anderson said he will try to set up an interview schedule in the next few weeks. E. Anderson said he has not had success in reaching out to other towns to help fill the Wetlands Agent position.
- The Town is still having issues hiring a CDL driver for the Senior Transportation program.
- There have been some complaints from residents regarding the Transfer Station, road conditions, traffic safety mostly in the lake district, blight, dangerous trees (referred to Tree Warden), land clearing in the lake district, noise, and trash burning (referred to Burning Official).
- Several meetings have been attended since his hire.

- The Town has to go to out RFP for Revaluation Services in the next 2-3 months. Revaluation will start in October 2020 and completed by October 2021. He said he asked to the Assessor to prepare the Revaluation RFP and will forward it to the board when available. Vision Appraisal, the company that is providing the appraisal software platform, has notified the Town that the platform that the software used is based off of is no longer supported and we will need to transition to a new software. J. Maguire asked that the Assessor research if there are other revaluations options that are less costly for the Town.
- E. Anderson asked if the members had no issues with the Social Media Policy and guidelines he sent for review, the policy will be published and effective Tomorrow. The Town of Andover will roll out a Facebook page prior to the October 2019 meeting.
- He has inquired with a number of other towns about websites. One good solution may be to use Civic, a company who has a platform developed exclusively for municipalities and have around 3,500 municipal websites they administer.
- Recommendation that the BOS appoint a small website committee, consisting of a BOS member, the Administrative Assistant, a Long- Term Planning Committee (LTPC) member, and two at-large members.

A. Mandeville MOVED to create a Town Website Development Committee, consisting of a BOS member, the Administrative Assistant, a Long- Term Planning Committee (LTPC) member, and two at-large members. S. Person SECONDED. MOTION CARRIED 4:0:0.

- The Senior transportation is likely going to be over budget. This budget was approximately \$4,000.00 over budget last year and ride demand has increased this year, but the budget has not. Options to offset costs include charging drivers for some medical trips.
- Public works has had a large vehicle maintenance expense. There may be another on the horizon.
- He has started a road condition survey. The contract for road crack sealing has been signed and mastic sealing will start late September. Bids were received for the Sunset Lane paving project. Hain Paving was selected and will complete the project the week of September 23. Public Works employee Tim Higley will oversee as the Town's representative. The recommendation for the roof replacement of the public works building needs to go to town meeting. The closing date for the Asbestos Abatement RFP is September 17th and will need to go to town meeting. E. Anderson reported on an emergency guide rail repair on Gilead Road due to an auto crash. CIRMA has begun the process to seek reimbursement of the repair cost which will be billed to insurance company.

Discussion followed on the condition of the hickory tree outside Town Hall. A. Mandeville MOVED that the BOS authorize the removal of hickory tree overhanging the roof at Town Hall. J. Maguire SECONDED. MOTION CARRIED 4:0:0.

- The Department of Transportation (DOT) will be adding some signage at curves on some state roads in Town.
- E. Anderson conducted an initial survey of Andover's major culverts those greater than 30" in diameter. He referred five culverts to the Town Engineer for evaluation. The

Town will need to allocate significant money for culvert repair. Discussion followed. J. Maguire said the residents will need to see a detailed list of needed repairs.

- There has been a temporary fix to replace four blocks in a wall at the Transfer Station. He is working on a staging plan for block replacement, with project renovations to start October 1st.

The Board complimented E. Anderson on his comprehensive and informative report.

7. Old Business

Discuss and act upon:

- 7.a Times Farm Bridge Update: No update.
- 7.b Lake Road Bridge at Cheney Brook:
- 7.c Approval of Hearing Procedure for Citations Ordinance for Ordinance Authorizing Penalties for Local Parking and Traffic Violations- Citation Officer Letters of Interest.

RST Tetreault said he cannot provide an accurate accounting of money collected from each \$92.00 speeding fine. This ordinance would be the first in this area. This ordinance is usually used in towns with a local police force. The Town currently gets, at most, \$10.00 per ticket. Discussion followed.

A. Mandeville MOVED to approve the "Approval of Hearing Procedure for Citations Ordinance for Ordinance Authorizing Penalties for Local Parking and Traffic Violations". P. King SECONDED. Discussion followed. E. Anderson has asked the Town Attorney to look into the prior ordinance "Ordinance Authorizing Penalties for Local Parking and Traffic Violations" which had been approved by the prior BOS. He said he would like to combine the "Hearing Procedure for Citations Ordinance for Ordinance Authorizing Penalties for Local Parking and Traffic Violations" with a revised version of the "Ordinance Authorizing Penalties for Local Parking and Traffic Violations".

A. Mandeville amended his prior motion to include "authorizing the Town Administrator to complete a legal review of the "Ordinance Authorizing Penalties for Local Parking and Traffic Violations" and to bring the legal review back to the board. S. Person SECONDED. MOTION CARRIED 4:0:0.

- 7.d AES Wing Renovation for Shared Space Use Fully Executed MOA-modified June 6, 2019: waiting on PZC CGS 8-24 Report.
- 7.e Set the time, date and place for a Special Town Meeting for a Public Hearing and Vote to possibly Repeal, Amend or Replace the previously enacted Property Tax Liability Ordinance, vote on Ordinance Authorizing Penalties for Parking and Traffic Violation, and vote on Hearing Procedure for Citation Ordinance. (Possibly for the end of October)

A. Mandeville MOVED to schedule a special town meeting for October 24, 2019 at 7:00 p.m. in the Community Room. J. Maguire SECONDED. MOTION CARRIED 4:0:0.

- 7.f Copier Contract Proposals:

A. Mandeville MOVED to authorize the Town Administrator to sign a five-year contract with The Office Works, 45 Corporate Avenue, Plainville, CT 06062 for the buyout lease of a Toshiba E Studio 4515 color copier for the terms outlined in the bid documents, as the lowest cost bidder and to sign a one-year lease renewal on the existing Toshiba Studio 457 black and white copier. P. King SECONDED. Discussion followed. MOTION CARRIED 4:0:0.

7.g Quotes for Pole Mounted Graphic Display Speed Signs:

RST Tetreault said it would not be difficult to move the speed signage around Town. He said the sign would be moved to locations that would keep the solar power charged. Upon request of the board, RST Tetreault will research a battery-operated option offered by All Traffic Solutions, currently used in the Town of Columbia.

7.h Town Aid Road (TAR) Update: E. Anderson reported the TAR account currently has \$98,000.00. He said there are no current expenses pending or expected.

7.i Town of Andover Personnel Policies: Discussion was tabled. No action taken.

7.j Community Connectivity Grant Update: E. Anderson reported an application is before IWWC as wetlands are involved in the project. When IWWC application comes back, the Town Engineer will provide a full costing and the Town will then re-apply to the State with the final plan.

7.k Technology Review from Town of South Windsor:

A. Mandeville MOVED to send the technology and IT infrastructure review conducted by the Town of South Windsor to the Board of Finance to review as a request for a supplemental appropriation for \$40,000.00. P. King SECONDED. MOTION CARRIED 4:0:0.

7.l Bids for Public Works Roofing Project (AN-2019-20 #2): Discussion was tabled to the September special BOS meeting.

7.m Approval of Credit Card Usage Policy: E. Anderson explained the need for the policy as the Town is applying for credit cards with higher credit limits. P. King expressed concern with the security issue of taking cell phone photos of the credit cards.

S. Person MOVED to adopt the Town Credit Card Usage Policy as presented. P. King SECONDED. MOTION CARRIED 4:0:0.

8. New Business

Discuss and act upon:

8.a Authorize the First Selectman to Sign the Commercial Card Resolution Form for the Municipality of Town of Andover, Connecticut:

A. Mandeville MOVED to Authorize the First Selectman to Sign the Commercial Card Resolution Form for the Municipality of Town of Andover, Connecticut. P. King SECONDED. MOTION CARRIED 4:0:0.

- 8.b Signing the Resolution Regarding Business Card or Corporate Card Agreement Authorization Authorize the First Selectman to Sign the Commercial Card Resolution Form for the Municipality of Town of Andover, Connecticut:

A. Mandeville MOVED that the Board of Selectmen sign the Resolution Regarding Business Card or Corporate Card Agreement Authorization Authorize the First Selectman to Sign the Commercial Card Resolution Form for the Municipality of Town of Andover, Connecticut. P. King SECONDED. MOTION CARRIED 4:0:0.

- 8.c Authorize the Town Administrator to Sign the Corporate and Business Credit Card Maintenance Form Exhibit B to Master Terms and Conditions:

A. Mandeville MOVED to Authorize the Town Administrator to sign the Corporate and Business Credit Card Maintenance Form Exhibit B to Master Terms and Conditions. P. King SECONDED. MOTION CARRIED 4:0:0.

- 8.d Set Special Meeting Date (September 23 or 24) for Board and Commission presentations, including Long Term Planning Committee recommendations, and possible appointments:

A. Mandeville MOVED to set a special meeting date of the Board of Selectmen for September 23, 2019 at 7:00 p.m. in the Community Room at Town Hall for the following purposes: Long Term Planning Commission report, reports from two additional commissions and appointments, and discussion of RPF's for Asbestos Abatement and Roof Replacement at the Public Works facility. P. King SECONDED. MOTION CARRIED 4:0:0. at 7:00 p.m. in the Community Room at Town Hall.

- 8.e Upcoming Tax Sales: Discussion was tabled to October meeting. No action taken.

- 8.f Hire of Administrative Assistant to Town Administrator:

A. Mandeville MOVED to authorize the Town Administrator to hire Amanda Gibson as part-time Administrative Assistant to the Town Administrator at an hourly rate of \$17.51 effective September 17, 2019 and also as the Board Clerk for the Board of Selectmen and Board of Finance. This is a part-time position not to exceed 20 hours per week combined. P. King SECONDED. MOTION CARRIED 4:0:0.

- 8.g Revision to 2019 BOS Regular Meeting Schedule (change November date):

J. Maguire MOVED to amend the 2019 BOS regular meeting schedule as follows: The November meeting date changed to Wednesday, November 6th at 7:00 p.m. S. Person SECONDED. MOTION CARRIED 4:0:0.

- 8.h 2020 Regular Meeting Schedule: Discussion followed on changing calendar year 2020 BOS meeting dates to the second or fourth Monday of each month. Further discussion tabled to the October meeting. No action taken.

9. Tax Collector's Monthly Reports: No report filed.

A. Mandeville MOVED to ask the Treasurer to be present for the October regular BOS meeting.
J. Maguire SECONDED. MOTION CARRIED 4:0:0.

10. Treasurer's Monthly Report

- 10.a Revenue Summary
10.b Town Budget Summary

11. Budget

- 11.a Transfers: No transfers submitted.
- 11.b Refunds: A. Mandeville MOVED to approve the following transfers totaling \$3,582.17 as presented by the Tax Collector:

| | | |
|---------------------------------|----------|-------------------------------------|
| ACAR Leasing | \$493.36 | Sec 12-129 Refund of excess payment |
| Adams, Meahhan | 31.47 | Sec 12-129 Refund of excess payment |
| Bourey, Mark S. | 14.35 | Sec 12-129 Refund of excess payment |
| Burke, Charles S | 27.86 | Sec 12-129 Refund of excess payment |
| Boxall Robert & Ann | 10.21 | Sec 12-129 Refund of excess payment |
| Conte, David & Tricia | 18.80 | Sec 12-129 Refund of excess payment |
| Delventhal, Sofia G | 15.95 | Sec 12-129 Refund of excess payment |
| Donnelly, Heidi M. & Michael P. | 35.27 | Sec 12-129 Refund of excess payment |
| E Tech | 190.31 | Sec 12-129 Refund of excess payment |
| Enterprise FM Trust | 130.41 | Sec 12-129 Refund of excess payment |
| Hearn, William & Kim | 48.92 | Sec 12-129 Refund of excess payment |
| Heise, Suzanne L | 79.71 | Sec 12-129 Refund of excess payment |
| Keener, Daniel | 41.55 | Sec 12-129 Refund of excess payment |
| Kerekes, Thomas | 76.06 | Sec 12-129 Refund of excess payment |

| | | |
|-----------------------------|---------|-------------------------------------|
| McEntire, Lucas | 151.16 | Sec 12-129 Refund of excess payment |
| McEntire, Lucas | 37.86 | Sec 12-129 Refund of excess payment |
| Morin, Aida | 54.65 | Sec 12-129 Refund of excess payment |
| Palmer, Sheri A | 62.56 | Sec 12-129 Refund of excess payment |
| Repoli, Donald | 200.84 | Sec 12-129 Refund of excess payment |
| Soucy, Gilbert A. & Joaneen | 12.02 | Sec 12-129 Refund of excess payment |
| Stephenson Kenneth | 46.99 | Sec 12-129 Refund of excess payment |
| Toyota Lease Trust | 96.25 | Sec 12-129 Refund of excess payment |
| Toyota Lease Trust | 637.39 | Sec 12-129 Refund of excess payment |
| Toyota Lease Trust | 1031.16 | Sec 12-129 Refund of excess payment |
| Vanty, Christine | 11.93 | Sec 12-129 Refund of excess payment |
| Winne Tawnya | 10.45 | Sec 12-129 Refund of excess payment |
| Zito, Karen | 11.78 | Sec 12-129 Refund of excess payment |

9/11/19 Tax Refunds totaling \$3,582.17

P. King SECONDED. MOTION CARRIED 4:0:0.

12. Minutes

- 11.a Approval of August 7, 2019 Regular Meeting Minutes: A. Mandeville MOVED to approve the August 7, 2019 regular meeting minutes as presented. J. Maguire SECONDED. MOTION CARRIED 3:0:1 with P. King abstaining.

13. Department Reports

13.a Fire Department

- 13.b Resident State Trooper: RST Trooper Darrell Tetreault spoke about the report he submitted to the board regarding infractions (156), (including tickets submitted on Town roads), that he issued from May through August 2019. RST Tetreault said he called the State Traffic Authority to find out the procedure to change speed limits on Town roads and learned the Town would need a traffic study and permission from the State. Signage or speed bumps (with Town Administrator and BOS approval) would not require State approval.

13.c Town Clerk

- 13.d Building Department
- 13.e Assessor's Office
- 13.f Town Garage: A. Mandeville MOVED to have the Town Administrator research a bolts and parts supply program for the Public Works Department, reaching out to parts companies and gathering information from other towns in order to submit an RFP. J. Maguire SECONDED. MOTION CARRIED 4:0:0.
- 13.g Transfer Station
- 13.h Library
- 13.i Senior Transportation

14. Appointments

15. Resignations

- 14.1 Resignation of Meghan Lally from the Conservation Commission: The board accepted, with regret and appreciation, the resignation of Meghan Lally from the Conservation Commission.

16. Correspondence

- 16.a Prescription Drug Card Savings Report
- 16.b CT Siting Council – T-Mobile Modifications to Antenna on Bunker Hill Road

17. Public Speak

M. Lally urged the Board to use caution when considering increasing speed limits on Town roads. She said she feels like a hostage on her road.

R. Hamburger said sidewalks would help toward a walkable town.

Audience members recommended wasted space on the back wall in the community room could be used to hold white boards or smart boards.

S. Loudon announced Brendan Lorenz was appointed as a member to the Board of Education (BOE) tonight.

18. Adjournment: J. Maguire MOVED to adjourn the regular meeting at 9:37 p.m. A. Mandeville SECONDED. MOTION CARRIED 4:0:0.

Respectfully submitted by Linda H. McDonald

Linda H. McDonald

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