

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

MINUTES

Members Present: First Selectman Jeff Maguire, Vice First Selectman Adrian Mandeville, Selectman Eric Anderson, Selectman Jeff Murray and Selectman Scott Person

Others Present: Carol Barton, Wallace Barton, Catherine Palazzi, Michael Palazzi, Dianne Grenier, Rivereast Reporter Sloan Brewster, Deborah Scanlon, Paula King, Amy Knox, Stacy Kluczuski, David Kluczuski, Daniel Foran, John Handfield, Judy Knox, Cathy Desrosiers, 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:

Cathy Palazzi read into the record information on a recent survey sent to senior citizens assessing support of moving the Andover Senior Center to the Andover Elementary School.  
(Memo attached)

Dianne Grenier delivered the Veterans Memorial Field sign to the BOS. The sign needs repair. D. Grenier said the cost to refurbish the sign would be approximately \$300.00.

L. McDonald said a Red Cross blood drive will be held in the Community Room at Town Hall on Wednesday, August 14 from 11:00 a.m. to 4:00 p.m.

3. Additions/Deletions to the Agenda:

J. Maguire MOVED to add agenda item 5.1 Andover Library, 5.j Walking Track Landscaping, 5.k Relay Race, and 10.l Senior Transportation. A. Mandeville SECONDED. MOTION CARRIED 5:0:0.

4. Old Business

Discuss and act upon:

- 4.a Times Farm Bridge Update: J. Maguire reported the project completion is expected in 3 to 4 weeks. There are still financial obligations for the Town.
- 4.b Lake Road Bridge at Cheney Brook: E. Anderson said he spoke to Town Engineer Gerry Hardisty who is working on a solution and obtaining quotes to reline the existing culvert and install new headwall.
- 4.c Hearing Procedure for Citations Ordinance for Ordinance Authorizing Penalties for Local Parking and Traffic Violations: Discussion followed on advertising for an elector to serve as hearing officer.

A. Mandeville MOVED that the Town advertise for an elector or electors to serve as hearing officers for the appeal and enforcement of fines, penalties, costs and fees for citations issued for violations of Town of Andover ordinances. E. Anderson SECONDED. MOTION CARRIED 5:0:0.

4.d AES Wing Renovation for Shared Space Use MOA-modified June 6, 2019:

J. Maguire said he has not received the signed MOA from the Board of Education. E. Anderson said the CGS 8-24 referral will be on the Planning and Zoning Commission (PZC) September agenda.

4.e Set the time, date and place for a Special Town Meeting including a Public Hearing and Vote to possibly Repeal, Amend or Replace the previously enacted Property Tax Liability Ordinance:

Discussion followed on the timetable for a special town meeting and referendum for public works facility roofing replacement and asbestos abatement. Further discussion and action were tabled to allow time to add additional agenda items for consideration at Special Town meeting. No action.

4.f Proposal from Tax Collector to turn over Collection of Motor Vehicle and Personal Property Delinquencies to Nationwide Credit Corporation:

A. Mandeville said he spoke with the Tax Collector to get a better idea of this proposal. He explained this proposal to turn over collection of motor vehicle and personal property delinquencies to Nationwide Credit Corporation would go after accounts that the Tax Collector has been unsuccessful in collecting due to persons moving from Town and ignoring requests for payment. Some delinquencies go back several years.

A. Mandeville MOVED to accept the proposal from the Tax Collector to turn over Collection of Motor Vehicle and Personal Property Delinquencies to Nationwide Credit Corporation E. Anderson SECONDED. Discussion followed. J. Maguire said he would like to see the list of delinquencies.

J. Murray MOVED to amend the motion to read:

Accept the proposal from the Tax Collector to turn over Collection of Motor Vehicle and Personal Property Delinquencies to Nationwide Credit Corporation for debts that are more than two years delinquent. S. Person SECONDED. MOTION CARRIED 5:0:0.

4.g Copier Contract Proposals: Discussion followed on leasing or buying copiers. Further discussion and action were tabled to the next regular meeting. No action.

4.h Quotes for Pole Mounted Graphic Display Speed Signs: Discussion followed on budgeting for this item. No action.

4.i Town Aid Road (TAR) Update:

J. Maguire reported there is a \$100,644.55 current balance in TAR account. Discussion followed on creating list of everyday public works projects relating to what is spent out of that account (i.e. catch basin cleaning, paving Townsend and Ryan Terrace, guardrails, line striping, crack sealing, pothole repair).

4.j Town of Andover Personnel Policies:

Consensus of the Board was the current personnel Policies require revision and are not compliant with existing union contracts. The suggestion was made to add a Social Media policy. Further discussion and action were tabled to the next regular meeting. No action.

4.k Community Connectivity Grant Update:

E. Anderson reported the PZC presented the grant project document to the public at their last regular meeting and the PZC considered an CGS 8-24 referral for the project. He said the PZC has decided the project is consistent with the Plan of Conservation and Development (POCD) and endorsed the document as written. E. Anderson said he would have a copy of the document including public comments for the next BOS meeting. The project still needs to go to the Inland Wetlands and Watercourses Commission (IWWC) for approval.

4.l Contract Proposal for IT Support at Town Hall:

J. Maguire reported the draft contract was presented to the Town and reviewed and edited by the Town Attorney. The draft was returned to the Town of South Windsor for review by their counsel.

A. Mandeville MOVED to accept the three-year Technology Services Agreement from the Town of South Windsor and to authorize the Town Administrator to sign the agreement upon acceptance from the Town of South Windsor. S. Person SECONDED. Discussion followed on contract specifics. MOTION CARRIED 5:0:0.

5. New Business

Discuss and act upon:

5.a Technology Review by Town of South Windsor:

J. Maguire explained that he and A. Mandeville met with the Assistant Town Manager for IT services for the Town of South Windsor and two IT staff to discuss the technology needs for the Town. A technology review was conducted by South Windsor, prioritizing technology needs of the Town as discussed at the meeting. J. Maguire said the highest priorities are back-ups for Town files and completion of a fiber optic connection with the elementary school. The infrastructure is in place for the connection. Funding for the technology upgrades would require approval at a special Town meeting. Consensus was to continue discussion at the September meeting.

5.b Asbestos Monitoring Services for Public Works Asbestos Abatement Project:

E. Anderson said there are two possible approaches to take: An alternative work practice which would involve disposal of the entire building and everything in it as asbestos. Or asbestos abatement and disposal of the asbestos containing materials, and then demolition and disposal of the rest of the building as regular trash.

E. Anderson explained most companies will not commit to a cost schedule for asbestos monitoring services unless they do a site visit first at a charge. Two companies were willing to commit to their fees without a site visit:

- Fuss & O'Neill - Initial inspection and abatement monitoring (\$4,946.00)
- Mystic Air - Initial inspection and abatement monitoring (\$4,595.00)

E. Anderson MOVED to authorize the First Selectman to sign an agreement with Mystic Air Quality Consultants Inc. for Technical Services and Monitoring for Asbestos Abatement related to RFP AN-2019-20 #1 for the public works building. A. Mandeville SECONDED. MOTION CARRIED 5:0:0.

5.c Approval of Contract for Ford F250 Pick-up Truck:

Discussion followed on whether to keep the 2004 F250 pick-up truck. Consensus of the board was to trade in the vehicle.

E. Anderson MOVED to authorize the First Selectman to sign a purchase order with Columbia Ford for the purchase of a 2019 Ford F250 with V plow and tommygate for the Public Works Department in the amount of \$36,506.00, trading in the 2004 F250 pick-up truck.

5.d Bids for Public Works Roofing Project (AN-2019-20 #2):

E. Anderson reported eight companies bid on this project and the bids need to be vetted. Costs came in near what CIP had budgeted and the public works building maintenance fund has sufficient funds for the project. Discussion followed on any advantage of using a 50- year shingle for the project. Consensus of the board was to continue discussion and establish a timeframe at the September meeting. No action.

5.e Job Descriptions (combined) for Zoning Official and Wetlands Agent:

Members reviewed the draft job descriptions. E. Anderson said Zoning Official and Wetlands Agent John Valente is retiring. Discussion followed on options to try to get an applicant who is qualified for both positions, accept applications for the separate positions and also pursuing sharing services with surrounding towns.

Discussion continued on pursuing hiring a wetlands agent (soil scientist) through the Conservation District. E. Anderson said he would look into what they would charge to provide a wetlands agent to the Town.

Discussion followed on the qualifications necessary for each position.

E. Anderson MOVED to post the job description for a combined Zoning Official and Wetlands Agent with amendments made during discussion at tonight's meeting. A. Mandeville SECONDED. MOTION CARRIED 5:0:0.

5.f Contract for Crack Sealing Roads:

E. Anderson explained the differences between the two standing road crack sealing RFPs from the State and Capitol Region Council of Governments (CRCOG). He said all current sealing on Town roads using the high-performance compound has held up extremely well. E. Anderson said the majority of town roads have not been crack-sealed. He suggested budgeting \$100,000.00 this year from Town Aid Road (TAR) fund for pavement preservation and said the Town will receive second TAR installment of \$94,000.00 from the State later this month. The current Town budget also has approximately \$200,000.00 in the road improvement fund. A. Mandeville expressed concern that the residents are expecting paving of town roads and the talk is now to crack seal and not pave the roads. E. Anderson responded reconstructing a road is extremely expensive per mile. Consensus of the board was to use the road improvement fund to crack seal Town roads.

E. Anderson MOVED to authorize the First Selectman to sign a contract with INDUS for PRCM crack sealing with fibers at a price of \$1.47 per lb. under CRCOG RFP bid #676 for Asphalt Pavement Crack Sealing. The Town will spend up to \$99,000.00 with funds to come from the Road Improvement Fund. A. Mandeville SECONDED. MOTION CARRIED 5:0:0.

5.g Town Credit Card:

J. Maguire explained there is currently a low threshold limit on the Town credit card resulting in issues of going over the limit each credit cycle and having purchases declined.

A. Mandeville MOVED to increase the credit card limit on two cards, each at an amount of \$10,000.00, pending approval of a credit card usage policy by the BOS. MOTION CARRIED 5:0:0.

5.h Board Clerk Pool: L. McDonald explained there has been no response advertising for a clerk for the board pool. She recommended advertising for a board clerk specific to the Board of Selectmen and Board of Finance, as there is only one person currently in the clerk pool who takes minutes for the land use boards and commissions.

A. Mandeville MOVED to advertise for Board Clerk specific to the Board of Selectmen and Board of Finance. J. Maguire SECONDED. MOTION CARRIED 5:0:0.

5.1 Library Pump:

D. Grenier explained the history of getting an irrigation system for the Library grounds. There is a plumbing issue (pressure switch and tank) that needs addressing before the irrigation system could be considered. She said three quotes were received that would address the problem in different ways:

- Homestead Plumbing - \$1,700.00
- My Tech Plumbing- \$\$1,513.95
- KDC Plumbing - \$1,400.00

D. Grenier said the current maintenance budget (\$1,000.00) for the Library will not support the repairs. J. Murray suggested installing a leak sensor that could be monitored remotely. Board suggested installing a transducer with a Franklin sub drive constant pressure unit. The board requested that the Library Board work with Town Administrator on the project.

A. Mandeville MOVED to authorize the Library Board to spend up to \$2,200.00 for a transducer with a Franklin sub drive constant pressure unit and to go back to get matching bids from the other companies, re-quoted with leak sensor. Once the job has been re-quoted, the Library Board will work with the Town Administrator to get the work funded and completed. J. Murray SECONDED. MOTION CARRIED 5:0:0.

#### 5.j Walking Track Landscaping:

S. Person reported he received three bids for the walking track landscaping for loam and seeding around the track:

- \$3,900.00 from Fuller Paving
- \$3,400.00 from Ron Bisson
- \$1,010.00 from Rich Calarka of Hebron Parks and Recreation (will also loam and seed the field)

E. Anderson MOVED to contract with Rich Calarka of Hebron Parks and Recreation for landscaping services on the walking track for loam and seeding of the field at a cost of \$1,010.00, funds to come from the maintenance line item. A. Mandeville SECONDED. MOTION CARRIED 5:0:0.

#### 5.k Relay Race:

J. Murray said he received an email from the promoter of the race asking for volunteers on the rail trail during the event. He expressed concern that there are 130 two-person teams signed up for the Hartford Marathon Foundation relay race later this month and 260 people will be crossing Route 6 between 6:30 and 8:30 p.m. There will be at least 130 vans parked at the Library, Town Garage, and ballfields. He said he doesn't know what the Town is providing for support. inquired if CERT will be present for traffic control. Discussion followed. J. Murray said he would follow-up with the promoter and CERT.

### 6. Tax Collector's Monthly Reports

#### 7. Treasurer's Monthly Report

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

8. Budget

8.a Transfers:

A. Mandeville MOVED to approve all appropriation transfer requests from the Treasurer with the exception of the appropriation request for senior transportation (from 0143-435 to 0143-380 and 0143-603). (List of transfers attached) S. Person SECONDED. MOTION CARRIED 5:0:0.

8.b Refunds: No refunds.

9. Minutes

9.a Approval of July 10, 2019 Regular Meeting Minutes:

E. Anderson MOVED to approve the July 10, 2019 regular meeting minutes as presented. A. Mandeville SECONDED. MOTION CARRIED 5:0:0.

10. Department Reports: The members expressed the need for consistency in the monthly department reports and will work to create a standard report form.

10.a Fire Department

10.b Resident State Trooper: J. Maguire said he asked the RST to provide how much money is collected and number of traffic tickets he writes.

10.c Town Clerk

10.d Building Department

10.e Assessor's Office: certificates of reductions

10.f Town Garage

10.g Transfer Station

10.h Library

10.i Senior Transportation: The board thanked C. Palazzi for everything she does for the seniors.

11. Appointments: The Board reviewed a draft letter to be sent to all boards, commissions and committees relating to the following motion made at the June BOS meeting:

*"motion to table the appointments of all appointed boards and commissions and continue the current members as outlined in section 605 of the town charter, until such time as those commissions submit to the BOS a synopsis of their mission, bylaws if applicable, accomplishments for the previous year, goals for the upcoming year, and the chairperson or their designated representative, appears before the BOS to discuss the appointments."*

E. Anderson MOVED to formally submit the drafted letter to all boards and commissions. A. Mandeville SECONDED. MOTION CARRIED 5:0:0.

12. Hire of Town Administrator:

J. Maguire MOVED pursuant to Section 701B of the Charter of the Town of Andover, that Eric Anderson be appointed to serve as Town Administrator of the Town of Andover, effective immediately after the adjournment of this meeting, until June 30, 2021, pursuant to the attached Employment Agreement between the Town of Andover, Connecticut and Eric Anderson.

S. Person SECONDED. Discussion followed. J. Maguire explained the hiring committee interviewed four candidates and determined that E. Anderson would be the best fit for the community to assist the Town to move forward. The two-year contract details have been agreed upon.

MOTION CARRIED 4:0:1 with E. Anderson abstaining.

13. Resignations:

13.1 Resignation of Amy Knox from the Board of Education: The board recognized the resignation and noted the vacancy has been advertised.

J. Maguire recommended that after E. Anderson signs the contract to be appointed as Town Administrator, his resignations from Planning and Zoning Commission, Board of Selectmen, and Long-Term Planning Committee be immediately submitted, and the Town advertise for the vacancies on these boards and commissions.

14. Correspondence: No correspondence.

15. Public Speak:

C. Palazzi commented she has seen the Resident State Trooper (RST) patrolling several town roads. She commented she is pleased that the BOS hired E. Anderson as Town Administrator.

D. Grenier said she has noticed the RST everywhere around town and congratulated E. Anderson on his appointment.

D. Foran asked the members if they are concerned with the participants in the upcoming Relay Race event parking at trail lots or crossing Route 6. Members responded with concern for both.

E. Anderson MOVED to enter into Executive Session at 9:23 p.m. with Linda McDonald present. A. Mandeville SECONDED. MOTION CARRIED 5:0:0.

16. Executive Session per State Statutes Section 1-200(6)(A): Personnel- Town Administrator Contractual Closeout, Severance Payout for Building Department Administrative Assistant, FY 2020 one day payment for Interim Town Administrator.

Executive session ended at 10:14 p.m.

17. Act upon Town Administrator Contractual Closeout:

J. Maguire MOVED that the BOS authorize payment by the Town Treasurer to former Town Administrator Joseph Higgins in the total amount of \$12,505.00, which is absolutely everything that is now owed to him pursuant to his Employment Agreement with the Town of Andover, as amended, extending from July 1, 2017 through June 30, 2019, and amended to June 30, 2021,



and in particular, pursuant to Section 5 ("Leave") of that Agreement. S. Person SECONDED.  
MOTION CARRIED 5:0:0.

18. Act upon Severance Payout for Building Department Administrative Assistant:

J. Maguire MOVED that the BOS authorize payment by the Town Treasurer to Kathy Luntta in the total amount of \$9,007.00 being all that is owed to her for accumulated vacation and sick time. E. Anderson SECONDED. MOTION CARRIED 5:0:0.

19. Act upon FY 2020 one day payment for Interim Town Administrator:

J. Maguire MOVED that the Board of Selectman authorize payment by the Town Treasurer to Robert Burbank in the total amount of \$336.72 being all that is owed to him as payment in full for his service as temporary Town Administrator for the Town of Andover during calendar year 2019. S. Person SECONDED. MOTION CARRIED 5:0:0.

20. Adjournment: J. Murray MOVED to adjourn the regular meeting at 10:15 p.m. J. Maguire SECONDED. MOTION CARRIED 5:0:0.

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.