

ANDOVER BOARD OF SELECTMEN
Regular Meeting Minutes
July 10, 2019 6:00 P.M.
Town Hall Community Room

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, Una Raza, Erin Boris, Jessica Talager, Mike Talager, Dianne Grenier, Lisa Kurtz, Rivereast Reporter Sloan Brewster, Robert Hamburger, Kelly Haggerty, Deborah Scanlon, Ed Kasacek, Paula King, Catherine Magaldi-Lewis, Linda Fish, John Bailey, Paula Bailey, Amy Knox, Stacy Kluczuski, Rosemary Crandall, Judy Knox, George Knox, Daniel Foran, Superintendent of Schools Sally Doyen, Georgette Conrad, John Handfield, Curtis Dowling, Recording Secretary Linda McDonald and others.

1. Call to Order/ Pledge of Allegiance: J. Maguire called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. Public Speak:

Deborah Scanlon of Shoddy Mill Road said she hopes the board will decide not to charge for transfer station stickers in next year's budget. She spoke against the proposed renovation at AES for shared space and said the seniors deserve a separate building.

Una Raza expressed concern regarding the AES shared space proposal and the moving of the second-grade students. A. Mandeville responded the BOE made the decision to move the students and decision was not related to the shared space use proposal and not a decision made by the BOS.

Wally Barton asked the board to publish the entire Property Tax Liability ordinance in the legal notice to the newspaper.

3. Additions/Deletions to the Agenda: E. Anderson MOVED to add 5.f: Procedure for conducting activities on Town land and 5.g: Hire Town engineer for Lake Road parking area

4. Old Business

Discuss and act upon:

- 4.a Submittal of FY 2018 Annual Report to Office of Policy and Management Update: J. Maguire reported the audit has been completed. The Town is waiting for bound copies of the document. Staff will send electronic copies to the members.
- 4.b Times Farm Bridge Update: J. Maguire reported there is no additional information at this time.
- 4.c Lake Road Bridge at Cheney Brook: J. Maguire reported Town Engineer G. Hardisty has been working on engineering designs and seeking costs from contractors.
- 4.d AES Wing Renovation for Shared Space Use MOA-modified June 6, 2019: J. Maguire reported the Town received a modified MOA from the BOE with revised costs. The MOA

has been approved by the BOE but not yet signed. J. Maguire said the proposed project, if approved at Town meeting, will not impact students in the upcoming school year.

E. Anderson MOVED to authorize the First Selectman to refer to the Andover Planning and Zoning Commission (PZC) the proposal to utilize a wing of the Andover Elementary School as a Community Center outlined in the Memorandum of Understanding (MOA) between the Board of Selectmen (BOS) and the Board of Education (BOE) in order to satisfy CGS 8-24. S. Person SECONDED. E. Anderson explained this step has to occur before it can go to Town Meeting. MOTION CARRIED 5:0:0.

S. Doyen gave a history of how the shared space proposal came about. She explained the State must oversee and approve the code work and the BOE is waiting to hear back from the State about what must happen in the space regarding the fire safety code. The Town may not have to provide firewall access to the building. The BOE has completed their charge. The elements of new construction (new entrance/exit) would have to be drawn up. S. Doyen said the BOE needs clarity on the steps of the project and confirmed the MOA still needs to be signed by the BOE.

S. Doyen said the consolidation of classrooms is not because of the proposed project. The BOE decision to consolidate was based on decreasing enrollment and security reasons.

4.e Hearing Procedure for Citations Ordinance for Ordinance Authorizing Penalties for Local Parking and Traffic Violations:

J. Maguire explained the board has to appoint a person to hear appeals of traffic violations under this proposed ordinance. E. Anderson pointed out the ordinance does not address collecting ticket revenue on speeding violations. Discussion was tabled to a future meeting to allow time to speak with the Resident State Trooper.

4.f 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:

J. Maguire said other items will be coming up that will require a special Town meeting. Consensus of the board was to hold off scheduling a Special Town Meeting including a Public Hearing and Vote to possibly Repeal, Amend or Replace the previously enacted Property Tax Liability Ordinance to a time when other items can be added to the agenda for a special Town meeting. No action.

4.g Copier Contract Proposals:

Further discussion and action were tabled to the August meeting to allow the new board to review the proposals, ask the Treasurer's office for information on copy monthly overages and ask for staff input on copier needs. No action.

4.h Quotes for Pole Mounted Graphic Display Speed Signs: A. Mandeville said the Resident State Trooper (RST) recommended taking the low quote for the solar pole mounted

graphic display speed sign. A. Mandeville will review the quotes and report back to the board. Discussion was tabled to the August meeting. No action.

- 4.i Town Aid Road (TAR) Update: J. Maguire explained TAR money is given to the Town by the State to do road work. He said the total amount allocated in the fund was \$198,000.00 fund now has \$100,000. The Town must decide how to handle paving Sunset Lane. A. Mandeville recommended taking the money from the road paving account. J. Maguire said TAR has to be as transparent as possible. Consensus of the board was to ask the Treasurer to provide a monthly printout of what remains in the TAR fund.

A. Mandeville MOVED to draw up an RFP in accordance with the Town Engineer's proposal to pave Sunset Lane, funded through line item paving. S. Person SECONDED. E. Anderson commented the road should be paved for environmental reasons. MOTION CARRIED 5:0:0.

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

J. Maguire explained this request from the Tax Collector is to use an outside service to collect delinquent taxes but said more information is needed. Discussion followed on whether other companies had been researched to provide this service and to give residents one more chance to pay back taxes before going to collection. There was confusion as to the exact total of taxes that were delinquent. J. Maguire will ask the Tax Collector to provide a true list with the complete total of delinquent motor vehicle and personal property taxes. No action.

- 4.k Approval of Tax Collector's Motor Vehicle and Personal Property Suspense Lists: Discussion was tabled to a future meeting. No action.

5. New Business

Discuss and act upon:

- 5.a Awarding Contracted Cleaning Services for Town Hall and Library FY 2020:

The members reviewed spreadsheet containing bids from four companies. Discussion followed.

A. Mandeville MOVED to contract for one year with K. T. Cleaning Services LLC for cleaning services at Town Hall and Library at a yearly cost of \$8,320.00 with an additional cost of \$875.00 for a one-time "spring" cleaning of the two buildings. S. Person SECONDED. MOTION CARRIED 5:0:0.

- 5.b Authorize the First Selectman to sign the Resident State Trooper Contract for the period July 1, 2019 through June 30, 2022:

E. Anderson MOVED to authorize the First Selectman to sign a contract (Agreement # 2000/645) with the State of Connecticut Department of Emergency Services and Public Protection to provide a Resident State Trooper to the Town of Andover for the period

July 1, 2019 to June 30, 2020. A Mandeville SECONDED. Discussion followed. J. Maguire said the State does not bill the Town until the end of the fiscal year and the contract does not specify an amount because the cost depends on the RST pay rate.

E. Anderson amended the motion as follows:

“Authorize the First Selectman to sign a contract (Agreement # 2000/645) with the State of Connecticut Department of Emergency Services and Public Protection to provide a Resident State Trooper to the Town of Andover for the period July 1, 2019 to June 30, **2022**” keeping with the contract period. A. Mandeville SECONDED. MOTION CARRIED 5:0:0.

- 5.c Appoint member to serve on the Capital Improvements Planning Committee, term to expire 6/30/2021:

E. Anderson explained the BOS is authorized one representative on CIP. J. Maguire said he, A. Mandeville and E. Anderson are currently serving on this committee. Two of the three cannot be re-appointed since election to the BOS.

J. Maguire MOVED to appoint A. Mandeville as the BOS member to the Capital Improvements Planning Committee. S. Person SECONDED. MOTION CARRIED 4:1:0 with A. Mandeville opposed.

- 5.d Transfer Station Sticker Program: J. Maguire explained work is needed to be done at the facility and recycling costs are increasing substantially. A. Mandeville spoke about granting transfer station sticker extensions to property owners no longer living in town but owning property. Discussion followed on the expense to the Town for carting away recyclables.

A. Mandeville MOVED to approve the issuance of a temporary one-time three-month transfer station sticker at a cost of \$40.00, applicable to non-residents still owning property in town. S. Person SECONDED. MOTION CARRIED 5:0:0.

- 5.e Town of Andover Personnel Policies: J. Maguire asked the members to review and comment on the personnel policies for update and modification. He commended DPW Foreman E. Kasacek for attending this meeting. Further discussion was tabled to a future meeting. Staff will provide copies of union contracts to the members and post the union contracts to the Town website, pending legal counsel.

- 5.f Procedure for conducting activities on Town land:

E. Anderson MOVED to rescind approval of the Motion entitled “Procedure for Requesting Approval to Conduct Activities on Town Land” that was approved at the June 5, 2019 BOS meeting. A. Mandeville SECONDED. Discussion followed. E. Anderson said he believes the policy enacted is not in the best interest of the Town. E. Anderson and S. Person volunteered to work with the Conservation Commission and PZC to craft a new procedure. MOTION CARRIED 5:0:0.

- 5.g Hire Town Engineer for Lake Road parking area:

E. Anderson MOVED to authorize the Town Consulting Engineer, Gerry Hardisty, to produce a preliminary site plan for a parking area on Town of Andover property located on Lake Road between Merritt Valley Road and Route 6 to accommodate a minimum of eight (8) cars and an additional two (2) cars with horse trailers, as well as a small picnic area along Blackmans Brook. A. Mandeville SECONDED.

E. Anderson explained this would be a gravel low-impact parking area. Discussion followed on where funds would come from to pay the Town Engineer. Consensus of the board was to get a cost estimate and the funding would be paid from the Town Engineer's budget. J. Maguire commented this project would be a very nice addition for trail access. MOTION CARRIED 5:0:0.

6. Tax Collector's Monthly Reports:

7. Treasurer's Monthly Report

7.a Revenue Summary:

7.b Town Budget Summary: J. Maguire said the BOE expenses for June have not yet been posted to the budget summary.

8. Budget

8.a Transfers:

J. Maguire MOVED to approve the transfer of \$2,420.00 from the Mowing -Ground Care account 1-100-03-0313-420 to the Building Maintenance-Town Office Building account 1-100-01-0129-432 for the parking lot pavement sealing of Town Hall and Library. A. Mandeville SECONDED. MOTION CARRIED 5:0:0.

8.b Refunds: No refunds.

9. Minutes

9.a Approval of June 5, 2019 Regular Meeting Minutes:

E. Anderson MOVED to approve the June 5, 2019 regular meeting minutes as presented. A. Mandeville SECONDED. MOTION CARRIED 3:0:2 with A. Mandeville and J. Murray abstaining.

9.b Approval of June 10, 2019 Special Meeting Minutes:

E. Anderson MOVED to approve the June 10, 2019 special meeting minutes as presented. A. Mandeville SECONDED. MOTION CARRIED 3:0:2 with A. Mandeville and J. Murray abstaining.

9.c Approval of July 1, 2019 Special Meeting Minutes:

E. Anderson MOVED to approve the July 1, 2019 special meeting minutes as presented. A. Mandeville SECONDED. MOTION CARRIED 5:0:0.

10. Department Reports

10.a Fire Department

- 10.b Resident State Trooper: Members requested information on the types of citations issued and the dollar amount collected.
- 10.c Town Clerk
- 10.d Building Department
- 10.e Assessor's Office
- 10.f Town Garage: Members would like the weekly PW work schedule in advance.
Discussion followed on the road pavement issues over Bunker Hill Road Bridge. S. Person reported the State inspector said the problem is coming from the bottom below the surface of the road and the pipes have rotted out. Members discussed replacing the headwall at the same time the pipe problem is addressed. Staff will provide data on the bridge for the board members.
- 10.g Transfer Station
- 10.h Library

Discussion followed on having department heads attend a meeting on a rotating basis to report on department needs and what each respective department is working on. The department reports would be placed on the agenda at the beginning of the BOS meeting.

J. Maguire will work on creating a template to be used by all departments for electronic submittal of the department reports in advance of the BOS meeting.

11. Appointments

Discuss and Act Upon:

- 11.a Re-appointments of Dianne Grenier, Heidi Xenophontos, Jan Neumuth, Sarah Shapiro, Cheryl Mayhew to the Norton's Children's Fund Commission, terms to expire 6/30/21.
- 11.b Re-appointments of Carrie Crompton, Maryann Gile, Meghan Lally, Michael Palazzi, ~~Scott Warren~~ and Gary Gile (Alternate) to the Conservation Commission, terms to expire 6/30/21.
- 11.c Re-appointments of Elaine Buchardt, Patrick Dougherty, and Catherine Palazzi to the Economic Development Commission, terms to expire 6/30/21.
- 11.d Re-appointments of Richard Osborne, W. Jed Larson, Ed Smith and Meghan Lally (Alternate) to the Inland Wetlands and Watercourses Commission, terms to expire 6/30/21.
- 11.e Re-appointments of Lauren Person, John E. McCall, Gerard Scagliola, and Wayne Thorpe to the Memorial Day Committee, terms to expire 6/30/21.
- 11.f Re-appointments of Ann Marie Daigle, Joseph King, Carol Lee, David Sarisley, Patrick Dougherty (Alternate) and Jeff Maguire (Alternate) to the Recreation Commission, terms to expire 6/30/21.
- 11.g Re-appointments of Carol Lee, Ed Kasacek, Sally Doyen, Dianne Grenier, and Catherine Palazzi to the Safety Committee, terms to expire 6/30/21.
- 11.h Re-appointments of Cathleen Desrosiers, Linda Fish, Dianne Grenier, Lisa Kurtz, Julie Victoria, Sharon Shevchenko (Alternate), and Jeff Ballard (Alternate) to the Library Board of Directors, terms to expire 6/30/21.

E. Anderson MOVED 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. A. Mandeville SECONDED. Discussion followed. MOTION CARRIED 5:0:0.

Staff will send the board members the FY 2018 annual reports from the board and commissions.

12. Resignations: There were no resignations to report.

13. Correspondence: there was no correspondence.

14. Public Speak:

Daniel Foran commented he understood the previous members of the BOE voted on but did not sign the AES shared space MOA. He stated as a new BOE member, he is not willing to sign something he did not vote on.

D. Grenier commended the board on conducting a civil meeting.

Curt Dowling asked if a taxpayer who owns two rental properties in Town could get a \$40.00 transfer station sticker. He has to get a special sticker each time he uses the transfer station. A. Mandeville responded that no town would allow this. This is a business and he can write off the cost.

D. Scanlon expressed concern about the cost associated with the Ordinance authorizing penalties for local parking and traffic violations, specifically having to print tickets to issue citations and is not in favor of the whole idea. She said she would rather see a graphic display speed signs attached to a portable trailer. A. Mandeville responded the pole mounted speed signs are being considered because of the limited road shoulders in Town to accommodate a sign on a portable trailer. D. Scanlon said the idea of turning over delinquent tax collections to collection agency would be taking away from the Tax Collector's duties to collect taxes.

Amy Knox said there is \$450,000 in the shared use building fund and inquired if there has been any discussion on other options for space for the seniors

Kelly Haggarty said she was confused about 3-4 wing consolidation at the AES. The members encouraged her to bring her concerns to the BOE.

Georgette Conrad asked if the Town has looked into using a modular building for the seniors. A. Mandeville responded he is looking into this.

15. Adjournment: E. Anderson MOVED to adjourn the meeting at 8:06 p.m. J. Murray 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.