

**Andover Board of Selectmen**

**Wednesday September 6, 2017**

**Community Room, Town Hall**

**Regular Meeting Minutes**

**Agenda Item 1: Call to Order**

**Robert F. Burbank, First Selectman** called the meeting to order at 7:00PM with the Pledge of Allegiance

**BOS Members: Present:** Robert F. Burbank, First Selectman, Jeff Maguire, Vice First Selectman, Cathy Desrosiers

**BOS Members: Absent:** Julia Haverl, Jay Linddy

**Staff Present:** Joe Higgins, Town Administrator

**Other Attendees:** Information not available

**Agenda Item 2: Public Speak :**

**Gerry Wright** Talks about a project that he would like to complete, military donations that he has received and what he is looking for from the Town. (mostly inaudible)

**Eric Anderson** talks about his request to have the BOS to hold a Special Meeting for long term planning for the Town including all Town Representatives.

**Lady, no name stated (Dianne Grenier?)** talks about appointments and what has and has not been done. Would like clarification on how this is being handled.

**Robert Burbank** discusses the process with her and what the Board/Town will do to rectify this.

**Lady, no name stated (Cathy Palazzi?)** asks about how the time is being handled it appears as some people are losing time since there are some that people who are not being paid for the time they put in, it is rounded and sometimes they are losing time that should be paid. She wants to know what the rule is.

**Man, no name stated,** also talks about the appointments

**Agenda Item 3: Add or Delete Items:**

**Jeff Maguire Motions** to add Items 5a. East Street Culvert and 5b. Resolution of Authorization- donation of Combat Material.

**Cathy Desrosiers Seconded**

**Motion Passed/Unanimous 3/0/0**

*Note: Jeff Maguire's Motion was not listed on the list of Motions submitted . The sequence was changed on notes taken by Cathy Desrosiers and appear in the minutes reversed. Motion was on the recording of meeting.*

**Agenda Item 4: Ordinances for Special Town Meeting: *Town Meeting September 19, 2017: See Motion Below moved from Item 9***

**Robert Burbank Motions** that they move item 9, Town Ordinances be moved up to Item 4 at the request of the Town Attorney.

**Cathy Desrosiers Seconded**

**Motion Passed/Unanimous 3/0/0**

*Note: Motion was not listed on the Motions submitted however was on the meeting recording*

**Robert Burbank** asks the Town Attorney to speak on this.

**Town Attorney O'Brien** speaks on the Abatement Ordinance

**Jeff Maguire Motions** to approve the Abatement Ordinance.(attachment #1)

*Note: Motion was not listed on the Motions submitted however was on the meeting recording*

**Cathy Desrosiers Seconded**

**Motion Passed/Unanimous 3/0/0**

**Town Attorney O'Brien** speaks on the Blight Ordinance and who would enforce it (John Valente, Zoning Agent).

*Discussion on the Blight Ordinance and what right the Town has to enforce it, the procedure and the options that the Town has.*

**Jeff Maguire Motions** to accept the Blight Ordinance presented by the Town Attorney with Corrections. (Ordinance on Town Web Site)

*Note: the words “with corrections” was added to the motion since it was on recording, not on Motions submitted*

**Cathy Desrosiers Seconded**

**Motion Passed/Unanimous**

*Discussion on the Ordinance*

**Cathy Desrosiers Motions** to send the Abatement Ordinance and the Blight Ordinance to Blight Ordinance to the Town Meeting on September 19<sup>th</sup>.

*Note: Motion that was submitted states that Bob Burbank made the Motion and Cathy Desrosiers Seconded. Recording reflects what is in the Minutes.*

**Jeff Maguire Seconded**

**Motion Passed/Unanimous**

#### **Agenda Item 5: Town Administrator Report:**

**Joe Higgins** mentions that he assistant has started and the meetings that he has had recently including the one on the culvert and the RFP requested. He discusses briefly the Public Works report.

**Agenda Item 5a. Resolution of Authorization-donation of Combat Material:**

**Agenda Item 5b. East Street Culvert RFP: (discussed prior to Item 5a noted earlier in the beginning of the minutes.**

**Jeff Maguire** discusses the cost and the budgeted monies

*Discussion among the Board Members and Joe Higgins on the RFP and the culvert on East Street and the culvert and other culverts that the Town is waiting for approval to replace/fix on different roads (Hendee Road).*

**Cathy Desrosiers Motions** to approve the presented RFP culvert and for the Town Administrator to put it out for bid. (attachment #2)

*Note: Motion was not listed on the Motions submitted however was on the meeting recording*

**Jeff Maguire Seconded**

**Motion Passed/Unanimous 3/0/0**

**Agenda Item 5a. Resolution of Authorization-donation of Combat Material: (was 5a.)**

***Discussion on the Resolution of authorization (Veterans Memorial Field) Attachment #3***

**Jeff Maguire Motions** to authorize the resolution

***Note: Motion was not listed on the Motions submitted however was on the meeting recording***

**Cathy Desrosiers Seconded**

**Motion Passed/Unanimous 3/0/0**

**Agenda Item 6: Beth Bauer:**

***Discussion with Joe Higgins and the Board Members on the qualifications of this person and what is needed.***

**Cathy Desrosiers Motions** to approve Beth Bauer as the temporary Treasurer working part time/2 days (15hrs)

***Note: wording “working part time/2days (15hrs)” on meeting recording, not on the Motions submitted.***

**Jeff Maguire Seconded**

**Motion Passed/Unanimous 3/0/0**

**Agenda Item 7: Appointment of Boards and Commissions:**

a) Eastern Highlands Health Representative

**Joe Higgins** Briefly speaks about his interest in this position

**Jeff Maguire Motions** to approve and appoint Town Manager, Joe Higgins as the Eastern Highlands Health Representative.

**Cathy Desrosiers Seconded**

**Motion Passed/ Unanimous 3/0/0**

**Agenda Item 8: IT:**

**Joe Higgins** updates the Board on what he has been working on and what needs to be done. He also discusses the money that is needed and what he is looking into as far as services.

*Discussion among the Board and Joe Higgins on IT. The Board would like more information prior to making a decision and would like the person who presented the information to them at the next meeting to answer questions.*

**Agenda Item 9: Ordinances for Special Town Meeting: Moved to Item 4: Town Meeting September 19, 2017 (Motion in item 4):**

*Discussed*

**Agenda Item 10: Resolution of Authorization: Andover Transit Initiative**

**Jeff Maguire** Motions to authorize the Resolution of Authorization for the CDOT grant. (attachment #4)

*Note: Motion submitted read “to approve the Resolution of Authorization for safe Transit Initiative” meeting recording is reflected in the minutes.*

**Cathy Desrosiers** Seconded

**Motion Passed/ Unanimous 3/0/0**

*Discussion on a Special date to meet per the request of Eric Anderson to discuss long term Planning and Development in the Town.*

**Agenda Item 11: Employee Benefits: H.R.A Health Insurance**

**Joe Higgins** updates the Board on the status of the Health Insurance

**Agenda Item 12: Time Farm Bridge**

**Joe Higgins** updates the Board on the status of the completion of the bridge and the status of the reimbursement money.

***Discussion on the Bridge***

**Agenda Item 13: October 7<sup>th</sup> Road Race**

Brief discussion

**Agenda Item 14: Public Works Update: Projects, Paving**

- a. Pavement markings around Lake Rd. and Signage
- b. Furnace at Garage

**Joe Higgins** updates the Board on both items a. and b.

***Discussion on the furnaces and the PW Dept. and what has been done this year. Also the field and other areas are discussed.***

**Agenda Item 15: Tax Collector's Monthly Reports:**

- a. Tax Refund: Property Taxes Total \$94.64

McKinney, Karen	\$23.32
Crandall, Edward or Rosemary	\$13.15
Jacewicz, Andrzej	\$45.99
Yeomans, Peter G & Dorothy	\$12.18

**Robert Burbank Motions** to approve the recommendation from the tax collector for the tax refunds in the total amount of \$94.64

***Note: wording "the recommendation from the tax collector for" added, on recording and not on Motions submitted***

**Cathy Desrosiers Seconded**

**Motion Passed 2/1/0 Jeff Maguire Opposed**

the recommendation from the tax collector for

b. Tax Collector August 2017 Summary

***No discussion***

**Agenda Item 16: Treasurer's Monthly Report:**

- a. Bank Account Summary
- b. Reconciliation Summary
- c. Reconciliation Detail
- d. Town Budget Summary

***Discussion on the reports***

**Agenda Item 17: State Budget Situation:**

***Discussion on the proposed reduction***

**Agenda Item 18: Insurance Policy: Inland Marine/Umbrella**

***Brief discussion on the policies***

**Agenda Item 19: To Approve Selectmen Meeting Minutes:**

***August Minutes Tabled***

**Agenda Item 20: Board of Selectmen:**

***No discussion***

**Agenda Item 21: Fire Department Monthly Call Report: August Report**

***No report***

***Discussion on the fire dept. and what the Town is supporting and the report that must be submitted.***

**Agenda Item 22: Public Speak:**

**Dianne Grenier** asks the name of Joe Higgins new assistant and what her functions are.

**Agenda Item 23: Adjourn**

**Cathy Desrosiers Motioned** to adjourn at 8:58PM

**Jeff Maguire Seconded**

**Motion Passed/Unanimous 3/0/0**

Minutes respectfully submitted by: Sandra Nichols, transcribed from the recording of the meeting. Cathy Desrosiers submitted the approved Motions.

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](http://www.andoverct.org)