

Andover Board of Selectmen
Regular Meeting -November 7, 2018 at 6:00 PM
Town Hall Community Room
17 School Road, Andover, CT

Minutes

Members Present: First Selectman Robert F. Burbank, Vice First Selectman Jeff Maguire, Selectman Julia Haverl and Selectman Cathleen Desrosiers (arrived 6:13 p.m.)

Members Absent: Selectman Jay Linddy

Others Present: Town Administrator Joseph Higgins, Town Treasurer Barbara Griffin, Recording Secretary Linda McDonald, David Sarisley, Dianne Grenier, Catherine Palazzi, John Handfield, Eric Anderson, Mike Palazzi, Curt Dowling, Journal Inquirer reporter Chris McDermott, Wallace Barton, Superintendent Sally Doyen, Paul Bancroft, Linda Fish, Amy Knox, Ed Sarisley, Judy Knox, George Knox, and others.

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

2. Public Speak (Audience of Citizens):

Curt Dowling from Capital Improvement Planning Committee (CIP) asked the BOS to fill the vacant members-at-large positions on the Commission. The vacancies will be posted in the Rivereast paper and on the Town website.

Cathy Palazzi thanked the superintendent for everything she, the principal and Board of Education have done to help the seniors find a new location at the school.

Eric Anderson said he has been working with Highway Foreman Ed Kasacek and Joe Higgins to forecast the needs of the Public Works Department. He distributed copies of Andover town buildings and properties, a fleet maintenance and replacement schedule, and an overview of the Public Works Department to the board.

Paul Bancroft said Andover & Hebron CERT teams have been working together doing volunteer traffic control during events in town. To protect the people in the streets, the CERYT members have been using their personal vehicles to block roads. The concern is that since they are not town employees, they would be personally responsible for any damage to their vehicles during these events. P. Bancroft said there has been discussion of taking one of Hebron's ambulances and repurposing it for emergency management, to use for transporting signs and cones from town garages to these events and to use to block roads as well. Hebron would provide the vehicle and house it. He suggested that the BOS consider regionalizing that truck by splitting the maintenance costs for the vehicle with the Town of Hebron.

3. Additions/Changes to the Agenda: J. Haverl MOVED to add agenda item 6.h: Mid Northeast Recycling Operating Committee correspondence. J. Maguire SECONDED. MOTION CARRIED 3:0:0.

J. Maguire MOVED to address agenda items 5.d and 5.3 under old business before item 5.a. J. Haverl SECONDED. MOTION CARRIED 3:0:0.

4. Town Administrator's Report: J. Higgins reported on the following:

- Animal Control Officer received certification from the State.
- He attended the annual CCM Conference and had some good conversations and attended informational classes over the two days.
- The Community Room door handle had to be repaired.
- He has a meeting tomorrow with Attorney Grillo and AFCSME union for a proposal for petitioning new members. Any proposal would have to be reviewed by the BOS.
- He met with E. Anderson and E. Kasacek met to go over long-term plan for public works capital equipment.
- Transfer Station Attendant job posting closed and the next step is to hold interviews.

5. Old Business

Discuss and Act Upon:

5.a Times Farm Bridge Update: J. Higgins reported the Town received a bill for \$3,290.00 from CME for inspection and construction services.

5.b Green Home Solutions Remediation Quote: J. Higgins said he received a quote from XSPOR Technologies (Jeff Murray) for cleaning of biological contamination, odors, inanimate allergens and mold stains at Old Firehouse. This work would normally cost \$1295.00 but XSPOR would donate their services. The Town would have to follow-up with paying for third party air quality testing after the clean-up.

Discussion followed. C. Desrosiers MOVED for the Town Administrator to get quotes from contractors for the cost of renovating the old firehouse for functional use as a community space. J. Maguire SECONDED. Discussion followed on the need for a plan before obtaining quotes. MOTION CARRIED 3:1:0 with J. Haverl opposed.

5.c Lake Road Bridge at Cheney Brook-Grants Update: J. Higgins said he found no state grants for design services and repair of small bridges under 20'. He said the BOS could go with the proposals submitted by Town Engineer, Gerry Hardisty P. E. or use Town Aid Road (TAR) funds. Discussion followed. J. Maguire suggested that J. Higgins reach out to the Town of Coventry for information on their approach to getting engineering services for small bridge repair.

5.d Wing of School for Seniors Use Update:

School Superintendent S. Doyen provided a synopsis of what the school is trying to do for the Town regarding providing meeting space. The plan would be for the school to share a wing (approximately 5,000 square feet) with the town, consisting of four large classrooms (each 750 square feet), a small conference room, two bathrooms, a health room, and a large capacity handicapped accessible bathroom. A ramp leads into the door at that wing. The wing can be closed off from the rest of school but will need a second entrance/exit and fire code compliant work. She explained the space is not currently needed. Three classes being held there would be relocated. The space would be used by the seniors and funding rolled into the next budget cycle. S. Doyen said there are 39 parking spaces and space for van parking.

S. Doyen said an RFQ was put out to find an architect for design of the wing and to determine what needs to be done to the space to make it code compliant. She provided a draft tentative

agreement between the BOE and the Town. S. Doyen explained the Board of Education (BOE) and the school's legal counsel must review the draft agreement first. Discussion followed on the potential for using the school wing as a multi-purpose community center.

- 5.e Tree Removal on School Property Update: S. Doyen said pine tree will be removed soon, hopefully before the weather turns bad.

6. New Business

- 6.a Fire Department Stipends: Discussion tabled to December meeting.

- 6.b Town Aid Roads (TAR) funds: The board reviewed the year ending balance of TAR funds for FY 2018 and authorized the Town Administrator to get contractor estimates (quotes) for paving and repairing the remaining six roads and get schedule of necessary work from road foreman so work can be scheduled early with contractors to be completed this fiscal year.

- 6.c FY 2020 Budget Schedule: B. Griffin said she attended the recent Board of Finance (BOF) meeting and discussed the budget schedule with the board members. She distributed the proposed budget process for FY 2020 to the selectmen. Discussion followed on the process of getting budget submitted to the BOS at the January 9, 2019 meeting. B. Griffin confirmed Board and Commission budget requests will go out as soon as possible.

2019 BOS Budget workshops were scheduled for 5:00 p.m. on January 14, January 28, February 4, February 11, February 18, and February 25.

- 6.d Administrative Assistant Hire:

J. Maguire MOVED to hire Linda McDonald as part-time Administrative Assistant to the Town Administrator at an hourly rate of \$17.00 for up to fifteen hours per week. J. Haverl SECONDED. MOTION CARRIED 4:0:0.

- 6.e Andover Museum Roof Bids: J. Higgins reported that the project went back out to bid with the specifications including the town's budget of \$10,000.00 for the project. Two bids were received.

- 6.f Veterans Memorial Field Paving Bids: J. Higgins reported two bids were received. As directed by the BOS, he will reach out to companies who submitted earlier non-RFP quotes.

- 6.g Invasive Plants: J. Haverl reported the Conservation Commission has given workshops on how to get cut out invasive plants along the Town's roadsides and other areas around town. She said there is money in the budget and suggested increasing the hours for David Sarisley for seasonal work on this problem as well as picking up deadwood around town roadsides under the management of the Town Administrator. The BOS will provide a list of areas around with invasive plant issues to the Town Administrator. Discussion followed on availability of a truck for this work and union and employees benefit issues with this proposal.

J. Haverl MOVED to increase hours of David Sarisley at his current rate for an additional two days per week for seasonal work to the end of this fiscal year. J. Maguire SECONDED.

Discussion followed. The Board praised D. Sarisley's work ethic. MOTION FAILED 2:2:0.
Consensus of the board was to speak to the DPW union with a proposal. Further discussion was tabled to the December meeting.

- 6.h Mid Northeast Recycling Operating Committee Correspondence: J. Higgins reported the Town of Andover has no representative on this board. Consensus of the Board was to advertise the opening for this volunteer position in the Rivereast paper.

7. Tax Collector's Monthly Reports: No report.
7.a August and September 2018 Summaries:

8. Treasurer's Monthly Report
8.a Bank Account Summary (Fund balance summary)
8.b Town Budget Summary: The members reviewed the summary dated /18.

9. Budget
9.a Transfers
9.b Refunds: J. Haverl MOVED to approve the following tax refunds as presented by the Tax Collector:

Enterprise FM Trust	\$184.62
Ally Financial	\$230.80
VCFS Auto Leasing Company	\$150.29
Toyota Lease Trust	\$212.69
Toyota Lease Trust	\$637.39
Laura & John Kennedy	\$226.92
Craig Construction LLC	\$36.78
Nissan Infiniti LT	\$302.48
Nissan Infiniti LT	\$238.87
Edward Gale	\$6.76
Edward Cunningham	\$8.59
Anthony Piacenta Jr	\$78.42
Anthony Piacenta Jr	\$130.71
Lorraine Dubois	\$7.06
Heidi Xenophontos	\$161.67
Ian Stanton	\$38.50
Shane Remele	\$66.63

C. Desrosiers SECONDED. MOTION CARRIED 3:1:0 with J. Maguire opposed.

10. Approval of October 3, 2018 Regular Meeting Minutes:

The minutes from the 10/3/18 regular meeting was amended as follows:

Add to item 8. Tax Collector's Monthly Reports: 8.a: August 2018 Summary: Tax Collector's Monthly Report for July 2018: - J. Higgins said he received correspondence from the Tax Collector apologizing for not having the monthly report available for the meeting.

Delete from item 9: Treasurer's Monthly Report for July 2018: ~~J. Higgins said he received correspondence from the Treasurer apologizing for not having the bank account monthly report available for the meeting.~~

J. Haverl MOVED to approve the regular meeting minutes from October 5, 2018 as amended. C. Desrosiers SECONDED. MOTION CARRIED 4:0:0.

11. Department Reports: The members reviewed the following department reports (copies of the reports are attached):

- 11.a Fire Department: August, September and October reports were submitted.
- 11.b Resident State Trooper: R. Burbank reported he has been in discussion with Town Attorney regarding the ordinance allowing for the Town to keep the revenue for the collection of traffic fines on Town roads. The Board directed the Town Administrator to find out what the town of Coventry does when writing traffic tickets to assist in writing an ordinance for the Town of Andover.
- 11.c Town Clerk
- 11.d Building Department
- 11.e Assessor
- 11.f Town Garage (Department of Public Works)
- 11.g Transfer Station
- 11.h Library

J. Haverl MOVED to accept the department reports as presented. J. Maguire SECONDED. MOTION CARRIED 4:0:0.

12. Resignations: The Board thanked Deb Thompson and Sue Schmidt for their dedication and hard work over the years for helping the neediest residents in the Town.

- 12.a Accept Resignation of Deb Thompson from the Norton Children's Fund Commission
C. Desrosiers MOVED to accept, with thanks and appreciation, the resignation of Deb Thompson from the Norton Children's Fund Commission. J. Haverl SECONDED. MOTION CARRIED 4:0:0.

- 12.b Accept Resignation of Sue Schmidt from the Norton Children's Fund Commission:

C. Desrosiers MOVED to accept, with thanks and appreciation, the resignation of Sue Schmidt from the Norton Children's Fund Commission. J. Haverl SECONDED. MOTION CARRIED 4:0:0.

13. Public Speak (Audience of Citizens):

Linda Fish said Thompson Road has not yet been repaired. She reminded the Board that proper measures should be followed when dealing with the eradication of each specific invasive species.

Ed Sarisley expressed concern with resurfacing issues on Route 316 and said the Town needs political clout to get the State DOT to repair the road as the road is no longer on the schedule for resurfacing. J. Haver offered to talk to State Senator Steve Cassano on this issue.

Eric Anderson said the appropriate place to take architectural fees for school wing renovation would be the POCD Implementation Fund which falls under the Conservation Commission. He said he would be willing to accept appointment as a member-at-large to CIP. He recommended the maintenance replacement schedule for DPW equipment should be considered in this year's budget cycle and to recommend to the BOF to purchase a plow truck, so the truck would be available for winter 2019. The delivery time for a plow truck from the dealer is usually 6 to 8 months. This purchase would require town meeting approval. He also said he supported using the renovated wing at the elementary school as a multi-use community center.

14. Adjournment:

J. Maguire MOVED to adjourn the regular meeting at 8:41p.m. C. Desrosiers 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.

SIGN IN SHEET

NOVEMBER 7, 2018 BOS MEETING

1. Wallace Barton Wallace Barton
2. Dianne Grenier Dianne Grenier
3. Paul Bancroft Paul Bancroft
4. Eric Andersen Eric Andersen
5. Fatherine Palazzi Fatherine Palazzi
6. Mike Palazzi Mike Palazzi
7. Sally Dwyer Sally Dwyer
8. John Thompson John Thompson
9. Curt Dowling Curt Dowling
10. David Sarisley David Sarisley
11. Linda Fier Linda Fier
12. George Knox George Knox
13. Amy Knox Amy Knox
14. ED SARISLEY ED SARISLEY
15. Judy Knox Judy Knox
16. _____
17. _____



ANDOVER VOLUNTEER FIRE DEPARTMENT

11 School Road, Andover, CT 06232

Phone: (860) 742-7477

September 6, 2018

The Andover Fire Department responded to 29 emergency calls for the month of August. Here is the breakdown.

Medical Calls 25

M.V.A. 4

Drills 4

Meetings 1

Work Detail 1

Ron Mike

Andover Fire Chief



ANDOVER VOLUNTEER FIRE DEPARTMENT

11 School Road, Andover, CT 06232

Phone: (860) 742-7477

October 10, 2018

The Andover Fire Department responded to 39 emergency calls for the month of September. Here is the breakdown.

Medical Calls 25

M.V.A. 5

Fire Alarms 3

Wires Related 4

Service Call 1

Officer Call 1

Drills 2

Meetings 1

Work Detail 1

Special Event 1

Ron Mike

Andover Fire Chief



ANDOVER VOLUNTEER FIRE DEPARTMENT

11 School Road, Andover, CT 06232

Phone: (860) 742-7477

November 7, 2018

The Andover Fire Department responded to 15 emergency calls for the month of October. Here is the breakdown.

Medical Calls 9

M.V.A. 3

Fire Alarms 2

Haz Mat 1

Drills 2

Meetings 1

Work Detail 1

Ron Mike

Andover Fire Chief



Commanding Officer
Lt. Christopher Sharland #039

State of Connecticut



Connecticut State Police Troop K - Colchester



Executive Officer
Master Sergeant William Kittle
#091

Date: 10/1/18

Joseph Higgins
17 School Road
Andover CT 06232

Dear Joseph Higgins:

This correspondence is an effort to keep you apprised of the monthly police services occurring within the Town of Andover.

During the month of **September 2018** the Andover Resident Trooper as well as Troop K Troopers responded to **213** Calls for Service in the Town of Andover. Of these Calls for service the most notable are:

Accidents: 5
Burglaries: 0
Larcenies: 0
Narcotic Cases: 0
Other Criminal: 0
Other Non-Criminal: 6
Non Reportable Matters: 165
Other Noteworthy Events (List):

Untimely Death: 1

In addition to the above investigations Troopers conducted the following motor vehicle enforcement:

On-Sight DWI: 0
Traffic Citations: 30
Written Warnings: 12

Sincerely,

Lt. Christopher Sharland #039
Commanding Officer
Troop "K" Colchester, CT

15A Old Hartford Road
Colchester, Connecticut 06415
Phone (860) 537-7500
FAX (860) 537-7550

Town Clerk Monthly Report

September 2018

Total Town Clerk's Receipts	\$3,367.75
Dog License Receipts	\$ 35.00
Town PA 09-228	\$ 274.00
Town Clerk Preservation Fund	\$ 152.00

Customer Service 1577

Documents 49

Dog License 3

Reports Submitted 12

Notarization 22

Sport Licenses 1

Vital Copies 10

Pistol Permits 1

Scanning 215

BUILDING DEPARTMENT MONTHLY REPORT

September 2018

Permits applied for -	12
Permits issued -	10
Permits issued, not picked up -	4
Inspections done -	9
Customer service -	155
EHHD - accompanying forms dated in	5 - money collected, receipts issued and
Reports -	3 monthly, 1 federal report, 2 state quarterly
New House Permits -	1 issued
New House open permits -	8
PZC -	0
IWWC -	0
Driveway apron permits -	0
CO's issued -	0
Fire Marshal -	0
Public Works -	correspondence
Scanning -	0

Assessor's office monthly activity –SEPTEMBER 2018

Processing conveyances	9
Processing building permits	10
Prorating motor vehicle grand list	12
Updating field cards	2
Correspondence/Phone	7
Providing assistance to town hall customers (ie taxpayer, title searchers, appraisers etc)	35
Providing assistance to other departments	8
Researching mapping issue or questions	3
Reports and communication with the State of Connecticut/ US Census	1
MLS research	5
Scheduling meeting and appointments	2
Office work – ie filing, updating sales book, scanning documents etc	14
Personal property grand list	All pp declarations processed, labeled, folded, stamped & mailed.
Personal Property/Discovery	7 days
Homeowner's program	
Veteran's program	
Income & expenses	
Renter's rebate program	
Tax exemptions	1
Adds to the re, pp or mv grand list	
Pa 490	1
Provided assistance to BAA	7
Researching and providing requested information to auditor or software vendor (for grand list files or tax bills)	
Real property inspections	2
Personal property inspections	
Real property appraisals	2
Taxpayer correspondence	13
Attorney correspondence	14
Tax appeal review/appraisal	2
Mls review	5
Town board/dept assistance	2
Review & Approve C of Cs	14
Review & Approve Farmland & Forestland Assessment Applications	3
Review, Approve, & create/data entry on land splits & mergers	2
Mapping Research/Discrepancies	

BAA/COC Listing Report TYPE : All ANDOVER YEAR : 2003 TO : 2017 DATE : 11/01/2018
 Conditions: District: Reported Type: All Order By : List No
 LIST NO NAME / ADDRESS

				BAA		COC#		ORIGINAL GR/EX/NET		ADJUSTMENT GR/EX/NET		NEW GR/EX/NET	
LIST NO	NAME / ADDRESS	TYPE	YEAR	TO	DATE	11/01/2018	DATE	11/01/2018	DATE	11/01/2018	DATE	11/01/2018	DATE
822	LANGLEY STEVEN R 163 LAKE RD ANDOVER CT 6232-0		765										
1194	REPAY RICHARD F & ELLEN L 63 KNOLLWOOD RD MANCHESTER CT 6042-0		1581										
50030	ADAMS GERALDINE S 14 HENDEE RD ANDOVER CT 6232-1009		50030										
50033	ADAMS MEAGHAN M 36 BOSTON HILL RD ANDOVER CT 6232-1402		50033										
50065	ANDERSON JAMES E 222 LAKE RD ANDOVER CT 6232-1708		50072										
50316	BERNIER MICHAEL A 71 WINDRUSH LN ANDOVER CT 6232-1610		50322										
50317	BERNIER MICHAEL A 71 WINDRUSH LN ANDOVER CT 6232-1610		50323										
50745	CUNNINGHAM EDWARD R 239 GILEAD RD ANDOVER CT 6232-1605		50753										
50927	DUBOIS LORRAINE E PO BOX 21 ANDOVER CT 6232-21		50936										
51720	KENNEDY LAURA C 6 SHADLOW LN ANDOVER CT 6232-1130		51727										
52242	MATYIA ALBIE C 418 LAKE RD ANDOVER CT 6232-1534		52243										
53938	WOOLLEY TAMMY M 35B CENTER ST ANDOVER CT 6232-1302		53938										
53939	WOOLLEY TAMMY M 35B CENTER ST ANDOVER CT 6232-1302		53939										
54045	NISSAN INFINITI LT P.O. BOX 254648 SACRAMENTO CA 95865-4648		17A060										
TOTAL													

Of Accts 14

BAA/COC Listing Report TYPE : All RNDOVER YEAR : 2003 TO : 2017 DATE : 11/01/2018
 Conditions: District: Reported Type: All Order By : List No
 LIST NO NAME / ADDRESS UNIQUE ID COC# BAA

		PAGE : 2	
ORIGINAL	ADJUSTMENT	NEW	
GR/EX/NET	GR/EX/NET	GR/EX/NET	
410,320	31,252	441,572	
410,320	31,252	441,572	
410,320	31,252	441,572	
410,320	31,252	441,572	
410,320	31,252	441,572	
410,320	31,252	441,572	

YEAR 2017 # OF Accts 14

GRAND TOTAL # OF Accts 14

TOWN GARAGE LOG

Employee Name: Ed Kasack Initials: _____

Week Ending 11-3-18

Date	Job/ Project (Be as detailed as possible)	Road/Building/Truck #	Start Time	End Time	Total Time
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Monday

10/29/18

Crush Dump CK Rd - Basins Tree limbs. Sand Delivng.
Paper work

Tuesday

10/30/18

Sand Delivng Shop work
Paper work

Wednesday

10/31/18

Sand Delivng Mouse Rocks Ball Field
Dump Run.

Thursday

11/1/18

Crush Dump East 5th Basin etc
Deer - Bottom. Shop work. Clean tool + Equip.

Friday

11/2/18

Possible Heavy Rain - Basins
Shop work

Saturday

1/1

Sunday

1/1

TOWN GARAGE LOG

Employee Name: Ed Kasack Initials: _____

Week Ending 11-10-18

Date	Job/ Project (Be as detailed as possible)	Road/Building/Truck #	Start Time	End Time	Total Time
Monday	Crush Dump Clean basin + branches Shop work TRKS + loader, blow leaves off area + etc.				
11/5/18					
Tuesday	Rain clean Basins.. Shop work #710 + TRKS Sign work leaves				
11/6/18					
Wednesday	Dump Run - leaves. Mow Dump Down below IS not Raining Shop work Mix Salt-Sand leaves				
11/7/18					
Thursday	Crush Dump Shop work TRKS, Mow Dump Mix Salt, Sand. Sign work leaves				
11/8/18					
Friday	Mix Salt + Sand, Mow Dump leaves. Shop work Patch Holes				
11/9/18					
Saturday					
11/10/18					
Sunday					
11/11/18					

TRANSFER STATION OCT 2018

# of Haul Aways	Wed	Sat	Wed	Sat	Wed	Sat	Wed	Sat	Monthly Total	Cost /Revenue to Town
Household Trash		1		1		1		1	4	Cost
Single Stream Recycling		1		1		1		1	4	Haul Cost / Material Refund
Bulky Waste	1	1	1	1		1		1	5	Cost
Scrap Metal								1	1	Haul Cost / Material Refund
Mattress/Box Springs				1					1	No Haul Cost, No Material Refund?
Electronics	1					1			2	No Cost
Refrigerators/Freezers/AC									0	No Cost
Oil/Anti Freeze			1	1					2	Cost
Tires									0	Cost
Porti-Poti									0	
Brush									0	
Vehicle Batteries					1				1	Revenue

ANDOVER PUBLIC LIBRARY - LIBRARIAN'S REPORT - September 2018			
	Sep-18	YTD 17-18 (July 1, 2018 - June 30, 2019)	
Adult:			
Fiction	497	1722	
Non-fiction	73	304	
Video	54	273	
Audio	55	214	
Magazines	7	33	
E-reader (Kindle)	0	0	
Total Adult	686	2546	
Children:			
Fiction	171	669	
Non-fiction	25	119	
Video	17	68	
Audio	3	7	
Total Children	216	863	
Young Adult:			
Fiction	29	111	
Non-fiction	0	7	
Audio	1	3	
Magazines	0	0	
Total Young Adult	30	121	
Total Fiction	697	2502	
Total Non-fiction	98	430	
Total Video	71	341	
Total Audio	59	224	
Total Magazines	7	33	
Total Uncategorized**	19	86	
Total Passes	1	13	
Total OverDrive	128	367	
Total E-readers	0	0	
Total Circulation	1080	3996	
Out-of-town circ.	78	370	
Ref. questions	21	114	
Patrons registered:			
Andover	3172		
Out-of-town	552		
Total Patrons	3724		
Collection size *	19487		
Public Computer Usage (hrs.)	75.5	235.25	
ILL provided	50	196	
ILL received	72	178	
# Patrons (inc. programs):	616	2429	
PROGRAM ATTENDANCE	69	522	
Number of programs:	10	37	