

Andover Board of Selectmen
Regular Meeting -September 5, 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 and Selectman Cathleen Desrosiers

Members Absent: Selectman Jay Linddy and Selectman Julie Haverl

Others Present: Town Administrator Joseph Higgins, Recording Secretary Linda McDonald, John Handfield, Catherine Palazzi, Tony Ruggiero, Animal Control Officer (ACO) Scott Beebe, Jim McCann, Ann McCann, Ken Marcia, Kay Marcia, Edward Sarisely, David Sarisely, Wendy Kopp, Georgette Conrad, Eric Anderson, Mike Palazzi, Karen Zito, Curt Dowling, Finance Director Barbara Griffin, Resident State Trooper Darrell Tetreault, and Town Clerk Carol Lee

1. Call to Order: R. Burbank called the meeting to order at 6:02 p.m. The Pledge of Allegiance was recited. A moment of silence was held for Priscilla Bronke, active with the Town's Dial- a Ride program.

2. Public Speak (Audience of Citizens):

Jim McCann of 193 Lake Road said he was frustrated with traffic problems (speeding and not stopping at the stop sign) at the intersection in front of his house and pleaded with board to do something.

Curt Dowling of 389 Lake Road concurred with the previous statement. He said the Capital Improvement Planning Committee will call a meeting this month. He gave a history of the mold issue in the basement of the old firehouse and made recommendations to have the senior center busses checked for mold and the room be sealed off. He suggested that the BOS form a Public Building Committee. C. Dowling said Karen Zito would be a great choice as Community Emergency Response Team Coordinator to replace Paul Bancroft but asked the BOS to investigate reasons why the Town lost P. Bancroft.

Mike Palazzi expressed concern with speeding issues on Hutchinson Road and surrounding streets.

Tony Ruggiero, representing the First Congregational Church Board of Trustees, explained there is an agreement between the church and the Town to use the downstairs room at the church as an emergency back- up center and the church is interested in working with the town to turn that area into a senior center for the town.

Catherine Palazzi of Hutchinson Road responded the church kitchen currently does not meet State Health Department standards but agreed this could be a good space. She recommended getting opinions from the seniors and mentioned other possible locations for a senior center.

John Handfield recommended bonus instead of the wage increase for Transfer Station Attendant.

3. Additions/Changes to the Agenda:

C. Desrosiers MOVED to add the following items to the agenda: under Old Business: 5.d: Long Term Planning Survey, 5.e: Abandoned Blight and under New Business: 6.i: Animal Control, 6.j: Library Mural, 6.k: HSA/non- funding for non-union employees. J. Maguire SECONDED. MOTION CARRIED 3:0:0.

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

- Fire Department heating project has been completed and inspection is scheduled for 9/10/2018.
- Six refurbished computers have been purchased for Town hall to replace older computers.
- Line striping on Town roads has been completed.
- An RFP has been posted for replacing the museum roof.
- AFSCME contract has been completed and signed. Training is scheduled next week on HSA/HRA insurance for public works employees.
- Work has begun on the Town's Annual Report.
- An RFP is being written for paving the track at Veterans Memorial Field.
- A Town Meeting is scheduled at 7:00 p.m. on September 11, 2018 to appropriate funding for the Bunker Hill Bridge over Hop River project.
- Implementation of the Transfer Station sticker program has been prosperous for the Town. There has been a drop-off in MSW tonnage brought to the facility.
- Public Works employees have completed the East Street project and are currently cleaning catch basins and working on drainage projects around Town.

5. Old Business

Discuss and Act Upon:

- 5.a Times Farm Bridge: J. Higgins reported all final checks have been completed and the project is substantially closed. R. Burbank asked that J. Higgins check that all reimbursements have been received from the State.
- 5.b Town Hall Building Safety Committee Concerns regarding acoustics: Discussion on this agenda item was tabled to next meeting.
- 5.c MEIU Contract: J. Higgins reported contract mediation took place today, September 5, 2018.
- 5.d Long Term Planning Survey: Eric Anderson from the Long Term Planning Committee reviewed the results from Andover Town Wide Survey for long term planning. C. Desrosiers questioned how these projects would be funded. E. Anderson said the Town would have to plan for funding the projects in the survey through bonding or as part of the budget, not expecting much financial support from the State. He said the Commission will post the survey results on the Town's website.

E. Anderson presented a draft letter State Department of Transportation (DOT) Commissioner James Redeker requesting that the shoulder on Route 316 be widened during the milling and re-paving project. He asked for feedback from the BOS on the letter as the request should come from the Board of Selectmen and/or Town Administrator. The members will be sent a word copy of the letter for review and comment.

J. Maguire thanked the members of the Long Term Planning Committee for all their hard work. Discussion on this report will continue at the next meeting.

- 5.e Abandoned Blight: Discussion followed on the status of abandoned blighted properties. No action taken.

6. New Business

- 6.a Budget Transfers 2017-2018: Finance Director Barbara Griffin reported on four categories for the Fiscal Year 2018 Appropriation Transfers. The transfers were submitted for the record. Discussion followed. R. Burbank said the Board of Finance must make/approve any major transfers or out of budget transfers.

C. Desrosiers MOVED to approve the Fiscal Year 2018 budget transfers as presented by the Finance Director. J. Maguire SECONDED. Discussion followed. An additional \$1,000.00 was moved from the Treasurer's Supplement account # 0109-155 to the Library Payroll account #1001-100. MOTION CARRIED 3:0:0.

- 6.b Security Camera System: J. Higgins reported electricity must be installed at the Snack Shack for the security system and the security system would cost approximately \$3,200.00, not including associated costs to run and maintain the system. He said there is currently no money budgeted for a security system. Discussion followed on pursuing grant money to cover the cost.

- 6.c Appointment of EMC Person: The Board thanked Paul Bancroft for all his work as Community Emergency Response Team Coordinator.

C. Desrosiers MOVED to appoint Karen Zito as the Community Emergency Response Team Coordinator to replace Paul Bancroft. J. Maguire SECONDED. MOTION CARRIED 3:0:0.

- 6.d Resident State Trooper: R. Burbank introduced RST Darrell Tetreault to the audience. RST Tetreault addressed those present and said he has been an RST for eight years and enjoys this work. He commented on speed enforcement, specifically on Lake Road, saying that most of the tickets issued have been to residents. He said Veterans Field has a field camera installed and installing a gate at Veterans Field parking lot could be a consideration with volunteers to open and close each day. RST Tetreault said he would attend the BOS meeting each month will do "Coffee with the Trooper" in the winter time. Residents can contact him by phone or email.

- 6.e Poll Worker Pay Rate: Assistant Registrar of Voters W. Barton said he was informed by the Town Treasurer that the rates paid to the poll workers were never formally approved by the BOS. The members reviewed the poll worker rates for 2018.

C. Desrosiers MOVED to approve the 2018 poll worker rates as presented. J. Maguire SECONDED. MOTION CARRIED 3:0:0.

- 6.f Annual Report: J. Higgins reported that his office has been working with Town Clerk Carol Lee to put together the annual report before the end of the year. B. Griffin will report the printing costs to the BOS once the size of the report is determined. Discussion followed on the timeline for producing the report.

- 6.g Transfer Station Attendant's Wage: J. Higgins complimented the transfer station attendant on his reports and professionalism during the sticker program implementation. Discussion on the Transfer Station Attendant's wage was tabled to executive session at the BOS meeting scheduled for September 11, 2018.
- 6.h Air Quality Testing Quotes: J. Higgins said there are funds available in the building maintenance budget to test the levels of air quality at the old firehouse. Discussion followed. J. Maguire commented that the mold problem exists, and funds would be better spent on a plan to remedy the mold issue. Discussion followed on options available to mitigate the problem or abandon the building.

C. Desrosiers MOVED to contract with Green Home Solutions to perform air quality testing at a cost of \$440.00 at the old firehouse. J. Maguire SECONDED. MOTION CARRIED 2:1:0 with J. Maguire opposed.

- 6.i Animal Control Officer Training: J. Higgins reported the State requires the ACO to attend 120 hours of classes not currently budgeted. Andover ACO Scott Beebe explained he is asking for reasonable hourly compensation from the Town as he would be taking time from his business to attend these classes. He noted he uses his own vehicle and phone and equipment for record-keeping to perform his duties, asking for no Town compensation.

Discussion followed. R. Burbank explained the BOS can allocate \$2,000.00 for the ACO training without having to go to the Board of Finance (BOF) for approval.

C. Desrosiers MOVED to allocate \$2,000.00 for ACO training. J. Maguire SECONDED. MOTION CARRIED 3:0:0.

- 6.j Library Mural: C. Desrosiers reported the Library Board of Trustees has secured a grant and contracted with an artist to paint a mural depicting historic scenes relating to the Town and no taxpayer money will be used for the project.

J. Maguire MOVED to approve the painting of a mural on back wall of the library facing the parking lot. R. Burbank SECONDED. MOTION CARRIED 3:0:0.

- 6.k HSA/Non-funding Insurance for Non-Union Employees: Discussion on this agenda item was tabled to executive session at the BOS meeting scheduled for September 11, 2018.

7. Tax Collector's Monthly Reports:

- 7.a June 2018 and July 2018 Summaries: J. Maguire asked that the Tax Collector include 2017 receivables in the report (uncollected taxes) for the next meeting.
- 7.b Approving Tax Refunds for July 2018:

C. Desrosiers MOVED to approve the following tax refunds for July 2018 as presented by the Tax Collector:

- Stephen Pasay – refund of \$80.01
- Thomas Rimsa – refund of \$17.46

J. Maguire SECONDED. MOTION CARRIED 2:1:0 with J. Maguire opposed.

J. Maguire expressed concern that the BOS does not see a list of the Certificates of Corrections from the Tax Assessor. He said there is a report that can be generated by the Assessor.

8. Treasurer's Monthly Report for July 2018

- 8.a Bank Account Summary
- 8.b Town Budget Summary

9. Approval of BOS Minutes

- 9.a Regular Meeting Minutes from July 11, 2018: The minutes from the July 11, 2018 were amended as follows:

The spelling of Selectman Jeff McGuire's name was corrected to Jeff Maguire throughout the minutes and under item 2: Public Speak was amended as follows "Carol Barton said she would **like** to see pedestrian and biking rules of the road published in the newspaper several times as a reminder to bike and walk safely."

C. Desrosiers MOVED to approve the regular meeting minutes from July 11, 2018 as amended.
J. Maguire SECONDED. MOTION CARRIED 3:0:0.

10. Department Reports: The members reviewed the following reports for the months of June and July 2018:

- 10.a Fire Department
- 10.b Resident State Trooper
- 10.c Town Clerk
- 10.d Building Department
- 10.e Assessor
- 10.f Town Garage (Department of Public Works)
- 10.g Transfer Station

11. Public Speak (Audience of Citizens):

C. Dowling commented the Transfer Station attendants deserve a raise for their good work. He announced the Andover Volunteer Fire Department is celebrating 80 years of service and will hold a banquet on Oct 22, 2018 at Black Ridge with some tickets available to the public. C. Dowling reported that the Fire Department has started a junior cadet program for teenagers 14 and 15 years of age with good initial response.

Eric Anderson said the Town Administrator has been compiling a list of all equipment at the Department of Public Works. He said the average age of the municipal equipment is 32 years, well past recommended service life. His opinion is too little money is being budgeted for purchase of capital equipment and, instead, money is being spent on DPW labor costs to repair

the equipment. E. Anderson commented the Town needs to have a plan and schedule for equipment replacement.

D. Sarisely reported there has been a reduction in the amount of Municipal Solid Waste (MSW) tonnage at the Transfer Station and staff have been able to combine some Wednesday and Saturday to one pick-up, saving the Town the tipping fee of \$165.00 each time this is done.

12. Adjournment:

C. Desrosiers MOVED to adjourn the regular meeting at 8:52 p.m. J. Maguire SECONDED.
MOTION CARRIED 3:0:0.

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.