

Andover Board of Selectmen  
Regular Meeting - July 11, 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 McGuire, Selectman Cathleen Desrosiers, and Selectman Julia Haverl

Members Absent: Jay Linddy

Others Present: Town Administrator Joseph Higgins, Recording Secretary Linda McDonald, John Handfield, Catherine Palazzi, Diane Grenier, Deborah Scanlon, Scott Person, Mike Palazzi, Linda Fish, Carol Barton, Wally Barton, Roger Mike and Curt Dowling

**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):

Wally Burton said selling of the transfer station stickers is putting a burden on the Town Clerk's office. He also inquired why there are no meeting minutes posted for the Capital Improvement Planning Committee.

Mike Palazzi, Chair of the Conservation Commission, stated the Conservation Commission is charged by State Statute Title 7, Chapter 97, Section 7-131a with the "development, conservation, supervision and regulation of natural resources, including water resources, within the Town's territorial limits". He asked that the Commission be notified, in advance, of any alterations to river bank trails and paths.

Deborah Scanlon commented she was informed that the transfer station stickers petition she submitted at the June regular Board of Selectmen's (BOS) meeting was received too late for consideration. She asked for direction on how to get a petition to town meeting. The Board directed her to contact the Town Clerk for guidance in this matter.

Carol Barton said she would to see pedestrian and biking rules of the road published in the newspaper several times as a reminder to bike and walk safely.

Roger Mike explained he has a twenty-month-old open space issue he has been seeking resolution for. At last month's regular BOS meeting, it was determined that the members needed an additional month to review the substantial documents submitted by the Town Clerk. R. Mike said he came to the meeting tonight only to learn that this item had been dropped from the agenda. He asked to be notified in advance if this item would be on the next meeting's agenda. R. Burbank responded he would follow-up and notify R. Mike. Discussion followed on having a special BOS meeting for this item.

**3.** Additions/Changes to the Agenda: There were no changes or additions to the agenda.

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

- A blood drive will be held at Town Hall on August 2 from 11 am to 4 pm.
- Only one staff person will be available to work the Transfer Station on Saturday, July 14. Last Saturday, the employee on duty had several difficult customers but handled himself professionally. A Resident Trooper will be present at the facility for part of Saturday as well.
- The Town Clerk will be selling transfer Station stickers at Town Hall on Saturday, July 14 from 8:30 – noon.
- Public Works is finishing the aprons project on East Street.
- Eileen Curtain started as Tax Collector and July will be a very busy month in that department.
- Center Street application was submitted to the Department of Energy and Environmental Protection (DEEP).
- J. Higgins read correspondence from Willimantic Waste Paper Company that there will be an additional residue processing fee charged for recyclables. He said he is researching whether this is legal as such language is not in the contract with Willimantic Waste.
- At Veterans Memorial Field, the Snack Shack door was broken into recently.
- A memo from the Town Attorney regarding the continued absences of one of the BOS members.

## **5. Old Business**

Discuss and Act Upon:

- 5.a Transfer Station Stickers Update: The members were concerned that the Transfer Station employee was being abused by the public and C. Desrosiers entertained a motion to have another person at the Transfer Station this Saturday to help staff handle resident complaints. J. Higgins said the regular back-up people are not available to fill in. Discussion followed on possible staffing options.
- 5.b Times Farm Bridge: J. Higgins reported the final inspection was done on June 26<sup>th</sup>.
- 5.c AFSCME Contract: J. Higgins reported the contract will be going to mediation.
- 5.d Update on Hire of Tax Collector: This item was discussed under item 4. J. Haverl was concerned that some residents with post office box mailing addresses might not have received their tax bills.

## **6. New Business**

Discuss and Act Upon:

- 6.a Safety Committee Concerns regarding acoustics and gutters in the Town Hall Building: J. Higgins reported the gutters were cleaned. He said he is waiting for a report on the acoustics from the University of Hartford.
- 6.b Federal Local Bridge Program - Bunker Hill Bridge over Hop River: C. Desrosiers said Board of Finance (BOF) Chair Dan Warren has requested the BOS hold a special town meeting in September to commit \$80,000.00 from the undesignated fund balance for design services for this project. J. Higgins will confer with the Town Clerk for available dates and bring the information to the next regular BOS meeting.

- 6.c Amending Language on Voting Ballots: Catherine Palazzi, Republican Deputy Registrar of Voters, explained there are three questions regarding the budget on the voting ballot:
- Do we accept the Budget?
  - Is the Town budget too high or too low?
  - Is the Education budget too high or too low?

She researched why the last two questions were put on the ballot and learned that the BOS years ago added the questions to gather information about the budget that year and the questions have remained on the ballot since. C. Palazzi said she is requesting that the BOS remove the two questions from the ballot.

J. Haverl MOVED to remove the following two questions from the budget voting ballot:

- Is the Town budget too high or too low?
- Is the Education budget too high or too low?

C. Desrosiers SECONDED. Discussion followed. MOTION CARRIED 4:0:0.

- 6.d South Windsor Computers: J. Higgins explained the Town's IT consultant, South Windsor Computers, is recommending the Town invest in technology infrastructure and the Town of South Windsor has offered repurposed replacement computers at a cost of \$50.00 each, totaling \$450.00, as a step to allow the Town to have a shared drive and work more on a network. The Board directed J. Higgins to purchase the repurposed computers.

## 7. Tax Collector's Monthly Reports

- 7.a May 2018 Summary: J. McGuire said he has concern with the amount of uncollected taxes and the fact that the figures on the summary sheet do not balance.
- 7.b Approving Tax Refunds for June 2018: There were no tax refunds for June 2018.

## 8. Treasurer's Monthly Report for June 2018

- 8.a Bank Account Summary
- 8.b Town Budget Summary: J. McGuire asked if the Town has received the bill for the State Trooper services. He has concern that this bill will come in over budget. Discussion followed on expenditures not shown in the report. J. McGuire asked J. Higgins to bring finalized budget numbers to the Board and to ask the Treasurer why funds for RHAM are not fully expended.

## 9. Approval of BOS Minutes

- 9.a Regular Meeting Minutes from June 6, 2018:  
The following amendment was made to the June 6, 2018 minutes:

Item 6.b: Julia Haverl Motions that the BOS **eliminate the \$40.00 fee** ~~has reconsidered the fee of \$40.00 for the stickers sticker program for the Transfer Station. and at this meeting this Board may eliminate the fee.~~

J. Haverl MOVED to approve the regular meeting minutes from June 6, 2018 as amended. C. Desrosiers SECONDED. MOTION CARRIED 3:1:0 with J. McGuire opposed.

**10.** Department Reports: The members reviewed the following reports:

- 10.a Fire Department
- 10.b Resident State Trooper (Troop K): Discussion followed on the definition of “non-reportable matters”.
- 10.c Town Clerk
- 10.d Building Department
- 10.e Assessor
- 10.f Town Garage (Department of Public Works): J. Higgins said reports are transcribed from hand-written notes and he will work with staff to provide a more comprehensive report for future meetings.
- 10.g Transfer Station
- 10.h Library

**11.** Public Speak (Audience of Citizens):

D. Scanlon asked if the question to eliminate the Transfer Station sticker fee next year could be put on the upcoming special town meeting agenda for a vote without going through the process of a petition. She said she would follow-up on this matter.

A resident suggested having a Trooper randomly patrol the Snack Shack in the evenings during the summer. J. Higgins said he spoke to the Trooper and part of his plan is to patrol the area at random times.

John Handfield suggested the Town inquire if a Transfer Station employee from the Town of Hebron could cover this Saturday at the Transfer Station as their Transfer Station is closed that day of the week.

**12.** Adjournment: J. Haverl MOVED to adjourn the regular meeting at 7:44 p.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.