

Andover Board of Selectmen

Wednesday August 2, 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 7:02PM with the Pledge of Allegiance

BOS Members: Present: Robert F. Burbank, First Selectman, Jeff Maguire, Vice First Selectman, Jay Linddy, Cathy Desrosiers, Julia Haverl

BOS Members: Absent: None

Staff Present: Joe Higgins, Town Administrator, Sandra Nichols, Board Clerk

Other Attendees: Attachment #1

Agenda Item 2: Public Speak :

Wally Barton introduces Mike Lester who is the Fire Marshall in Columbia and will possibly be assisting by being the Fire Marshall in Andover. He also talks about the surplus equipment.

Cathy Palazzi talks about how the Farmer Market is doing well and that they plan to continue with it. She also thanks Jay Linddy for his help and mentions a dog show that will be held on August 18th with a show of a dogs agility on August 12th.

Agenda Item 3: Add or Delete Items:

Jay Linddy Motions to Move Agenda Item 13 Fire Marshall to Agenda Item 3a and to add under 4d the two Item that Eric Anderson would like to discuss, Complete Streets Master Plan and the Grant that was applied for. (attachment #2).

Cathy Desrosiers Seconded

Motion Passed/Unanimous 5/0/0

Agenda Item 3a: Fire Marshall:

Robert Burbank briefly talks about the previous Fire Marshall.

Mike Lester introduces himself and talks about his qualifications and what he currently does in Columbia.

Discussion among the Board Members including Mr. Lester and Wally Barton on the responsibilities, including what structures need to be inspected, training required and what information needs to be provided to the Town.

Robert Burbank reads a document that explains who has the authority to appoint

Cathy Desrosiers **Motions** that the Board of Selectman support the Fire Commission in the appointment of Mike Lester in the Town of Andover for FY17/18.

Julia Haverl **Seconded**

Discussion

Motion Passed 4/1/0 Jeff Maguire Opposed

Agenda Item 4: Town Meeting September 19, 2017:

- a. Review Hop River Home Tax Abatement
- b. Review Blight Ordinance

Jay Linddy talks about the Town Meeting and the need for a legal opinion on this Ordinance prior to the Meeting.

Jeff Maguire speaks about what he discussed with ALMA and ALPOA regarding this Ordinance.

Attorney Dennis O'Brien states that he has had the opportunity to review this document and discuss it with Eric Anderson, Planning and Zoning Chairman and John Valente, Zoning Agent. He talks about the Ordinance and what it covers. He also notes that he added a nuisance section. Attorney O'Brien continues to talk about what he changed/added since there were issues in the past with passing this Ordinance. He believes the fee for violations should be dropped from \$50 to \$25 and states that this as written still has "teeth" since a lien can be placed on the property.

Jay Linddy states that the Board of Selectman needs to have something in front of them before the Town Meeting.

Attorney Dennis O'Brien states that they will have the Ordinance by their next Meeting and a draft in a few days for review.

- a. Review Hop River Home Tax Abatement

Attorney Dennis O'Brien talks about this item and what he has done with this in the past and how it works for tax breaks/abatement's for housing projects. He states that you need a statutory authority for this you can not do it on a motion at a Town Meeting. What was done in the past was done incorrectly. He talks about 8-2-15 that allows for this tax break/ abatement and for what purpose it can be used. He hands out five different options on how to do this for the Board to review and he discusses them. Attorney O'Brien also talks about who has the authority to approve this and why. The Board of Selectman has the final vote. He explains also the difference between resolutions and ordinances.

Discussion on the ordinance/tax abatement and the different options that the Board needs to vote on at a future date.

b. Review Blight Ordinance

Re-visited

Attorney Dennis O'Brien mentions that John Valente was troubled by farms being exempt in the Blight Ordinance. He talks about the definition of farms in the State Statute and that John would like it taken out of the ordinance.

Further discussion on the Blight Ordinance

Julia Haverl Motions that the fee be set at \$25.00 per day for the Blight Ordinance violation for property owners who do not repair structures/clean up the property.

Jay Linddy Seconded

Discussion on how this would be enforced with Attorney O'Brien who discusses the enforcement mechanism. Discussion on this process

Motion Passed Unanimous/5/0/0

c. Review Lake Septic Ordinance

No Discussion

d. Eric Anderson's request to discuss attachment #2 with the BOS

Eric Anderson begins by stating that this topic comes out of the POCD. This first item that he discusses is the pavement marking and some signage needed for implementing this Complete Streets Plan. He states that the BOF has funded this in the budget. Eric talks about the paint he would like to use on the road, why and the cost.

Discussion on Eric's requests

Eric Anderson explains what he is planning with the signs and sharrows painted on for the bikes (he explains the sharrows to the Board). he states that he would like to use epoxy paint and states why (longevity).

Continued discussion

Joe Higgins reads a letter from the DOT regarding a project that have in place regarding signs that would be at no cost to the Town.

Eric Anderson replies that that is for pedestrian crossing which exist now it would not cover all the roads for bikes that is why he believes that sharrows are necessary with other signs for bikes.

Discussion on the Complete Streets Plan project, painting of roads/parking lots and the funding

Julia Haverl Motions that the Andover Town Administrator implements the recommendations for roadway marking in the POCD complete Streets Master Plan with epoxy for the Lake District and Long Hill Road using the money in the budget from line item 1-100-13-1305.

Cathy Desrosiers Seconded

Discussion on the funding and the State funding pending

Motion Failed 2/3/0 Robert Burbank Jeff Maguire and Jay Linddy Opposed

Eric Anderson discusses his next item; the Grant that he submitted to the State. He states that the only obligation that the Town would have would be to cover the engineering cost if the grant passes (approx. \$5K). Eric talks about another grant that would be in the fall that would focus on the area around Center Street and a Main Street Grant that would focus on the library. He explains the problem with the second two grants following the first one discussed is that they would need full engineering support.

Discussion on the grants and the engineering support that would be required

Jeff Maguire asks when the Grants are due in?

Eric Anderson answers his question(around Oct. 15th)

Jeff Maguire Motions that the Board of Selectman authorize the Town Administrator to provide engineering services to evaluate Center Street to the Library Property.

Cathy Desrosiers Seconded

Motion Passed/Unanimous 5/0/0

Agenda Item 5: Town Administrator Report:

Joe Higgins lists the things that he is working on in the Town Hall. He received a request from Donna Donker regarding signs that she would like placed outside the Town Hall regarding taxes.

Discussion on the request-no action

Joe Higgins continues with the Uniform Services contract that he has renegotiated. He shows the Board the options on the cost/length of contract and explains that he feels/recommends that Swiss Cleaners would be best for the new contract and why. He discusses what Ed from Public Works has requested, sealing and shimming of roads (list of roads provided).

Discussion on Ed's road work request and the scope of work

Joe Higgins states the requests that Ed(PW) has for yard supplies and he reads the list aloud to the Board. He discusses the East Street drainage issue. The next three topics are getting signs back, Carol Lee's request to make Tariz, the Asst. Town Clerk a Notary Public since there are times when there is not one available in the Town Office and it is a minimal cost and removing Robert Burbank's Cell phone from the Verizon plan.

Discussion on all of these mentioned topics

Joe Higgins mentions two interviews that he had this week

Discussion on the First Selectman's Office and the Town Administrator's Office space

Jeff Maguire next talks about several motions that he would like the Board Members to review and vote on.

Jay Linddy **Motions** to require the solicitation of bids for all agencies excluding the BOE be done by the Town Administrator's Office until the purchasing policy is formally adopted by the BOF.

Cathy Desrosiers **Seconded**

Brief discussion

Motion Passed/Unanimous 5/0/0

Jeff Maguire Motions to require the Town Administrator to prepare a report detailing all personnel costs including compensation, benefits, expenses and accrued leave to the BOS at the November 2017 Meeting.

Julia Haverl Seconded

Discussion on this motion

Motion Passed/Unanimous 5/0/0

Jeff Maguire Motions to require that the Town Administrator prepare a memo to all town officials and employees outlining the chain of command to be presented to the BOS prior to the September 2017.

Cathy Desrosiers Seconded

Motion Passed/Unanimous 5/0/0

Jeff Maguire Motions that the following budget line items be linked to the previous position and that the BOS affirm that the Town Administrator has direct Managerial responsibility for all three positions.

1-100-01-131 Administrative Assistant-I Assistant to the Town Clerk

1-100-01-131 Administrative Assistant-II Building Department Admin

1-100-01-131 Administrative Assistant-III Assistant to the Assessor

Discussion on this Motion among the Board Members

Motion Tabled

Jeff Maguire Motions to require that all bank accounts not controlled by the Treasurer's Office be immediately moved to Farmington Bank. This includes but is not limited to the following accounts: BOE Grant Account, Library Operating Account, Fire Commission Operating Account, Andover Youth Basketball Account.

Jay Linddy Seconded

Discussion on this Motion

Motion Passed/ 4/1/0 Robert Burbank Opposed

Jeff Maguire Motions to require the Town Administrator with the assistance of the Board of Selectman to prepare a cost reduction plan in anticipation of a potential reduction in State Funding

Jay Linddy Seconded

Discussion on this motion

Motion Passed/Unanimous 5/0/0

Agenda Item 6: Administrative Assistant/Internship:

Julia Haverl Motions that the Board of Selectmen hire Philip Hnatowicz to be the Assistant to the Town Administrator.

Jay Linddy Seconded

Discussion on the cost and the position/Philip and the term of his internship

Motion Passed/Unanimous 5/0/0

Agenda Item 7: Shared Proposed Services: with School & other Towns

Joe Higgins talks about his discussion with Superintendent Doyan on this topic. He talks about the research that he has done on IT services and what information he has gathered. He talks about the different Towns with shared services. Joe also talks about what the Town Hall needs to do regarding IT Services and what support is needed. He still need to do more research.

Discussion among the Board Members on this Agenda Item/ IT Services

Agenda Item 8: Appointment of Boards and Commissions:

- a) C.I.P.
- b) Commission on Aging
- c) Conservation Commission
- d) Economic Development
- e) Norton Fund Commission
- f) Memorial Day Committee

Julia Haverl Motions to appoint Cathy Palazzi to the Commission on Aging, Meghan Lally to the IWWC and Deb Thompson and Cheryl Mayhew to the Norton Fund Commission. Appropriate terms available at the Town Hall.

Jay Linddy Seconded

Motion Passed/Unanimous 5/0/0

Agenda Item 9: CIRMA: Member's Equity Distribution \$4,736.00

Informational purposes only

Agenda Item 10: Supplemental Appropriations: \$6,183.50 Contract St. Fee Resident Trooper (2016-2017)

Robert Burbank briefly talks about it

Jeff Maguire **Motions** that the Board of Selectman does not approve the supplemental appropriation.

Discussion on the appropriation

Julia Haverl **Motions** that the Board of Selectman approve the Supplemental appropriation of \$6,183.50 for FY2016/17

Cathy Desrosiers **Seconded**

Discussion on the billing process from the State

Motion Passed/ 3/2/0 Jay Linddy and Jeff Maguire Opposed

Agenda Item 11: IT Proposal:

Discussed under Agenda Item 7

Agenda Item 12: Employee Benefits: H.R.A Health Insurance

Joe Higgins speaks on the meeting that went well.

Discussion on the health plan

Agenda Item 13: Fire Marshall:

Moved to Agenda Item 3a.

Agenda Item 14: Times Farm Bridge:

Joe Higgins discusses discusses the project and how much is completed and the monies involved (reimbursement from DOT).About 50% Construction 20% Pavement complete. Projected completion date is November.

Agenda Item 15: Public Works Update: Projects, paving

Discussed under Agenda Item 5

Agenda Item 16: Old Town Hall: Update

Cathy Desrosiers updates the project. The power wash company hired came to power wash the building but the well couldn't handle it had to bring a water bucket and now since he is unavailable (on active duty) may have to use another company. She will follow up. Cathy talks about the old pine tree in front of the Hall, the roots are causing problems. She states that there is money in the budget that can be used and she is getting quotes.

Agenda Item 17: Tax Collectors Monthly Reports:

a. Tax Refunds (July)

Oman, David & Michelle \$1244.16

Julia Haverl Motions to approve the tax refund as recommended by the Tax Collector

Cathy Desrosiers Seconded

Motion Passed/ 4/1/0 Jeff Maguire Opposed

b. Tax Collector Summary (July 2017)

Brief discussion on the Tax Collector Summary Report-no action

Agenda Item 18: Treasure's Monthly Report:

Jeff Maguire request that Joe Higgins look into these reports that have not been available for discussion for several months.

5a. Bank Account Summary: no report

5b. Reconciliation Summary: no report

5c. Reconciliation Detail: no report

5d. Town Budget Summary: report presented

Discussion on Budget Transfers

No Action

Agenda Item 19: State Budget Situation:

Jay Linddy discusses an article in the paper on the State Budget

Agenda Item 20: Insurance Policy: Inland Marine/Umbrella

Robert Burbank talks about the Fire Department needing additional insurance (inland marine) he asks Joe Higgins to get copy of the policy that the Fire Department has to make sure that there is no duplication of coverage and give it to Carol at CIRMA to review.

Discussion on the Fire Department Insurance coverage

Agenda Item 21: Long Hill Fields: Parking Lot Lights

Discussion on the lights, their use and the electric bills

Agenda Item 22: Approval of Board of Selectman Minutes:

a. 7/12/2017 Special Meeting

Jeff Maguire Motions to approve the 7/12/2017 Minutes as presented

Jay Linddy Seconded

Motion Passed/Unanimous 5/0/0

b. 7/20/2017 Special Meeting

Jeff Maguire Motions to approve the 7/20/2017 Minutes as presented

Jay Linddy Seconded

Motion Passed/Unanimous 5/0/0

Agenda Item 23: Board of Selectman: Meeting Procedures

No Action

Agenda Item 24: Fire Department Monthly Report:

Attachment #3

No Action

Agenda Item 25: Public Speak:

Eric Anderson talks about planned meeting that he would like to have regarding the POCD for projects that members from different Boards and Commissions are looking to implement.

Discussion on funding the projects that the POCD would like to implement

Jay Linddy **Motions** to go into Executive Session at 10PM and he invites the Town Administrator to stay.

Jeff Maguire **Seconded**

Motion Passed/Unanimous 5/0/0

Agenda Item 26: Executive Session: Discussion of Pending Lawsuit

Agenda Item 27: Adjourn

Cathy Desrosiers **Motions** to adjourn at 10:16PM

Julia Haverl **Seconded**

Motion Passed/Unanimous 5/0/0

Minutes respectfully submitted by: Sandra Nichols

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