

Andover Board of Selectmen
Wednesday, June 6, 2018, 6PM
Community Room, Town Hall
Regular Meeting Minutes

Agenda Item 1: Call to Order /Roll Call

Robert F. Burbank, First Selectman called the meeting to order at 6:00PM with the Pledge of Allegiance

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

BOS Members: Absent: Jay Linddy

Town Officials Present: Joe Higgins, Town Administrator

Staff Present: Sandra Nichols, Board Clerk

Public Present: Attachment #1

Agenda Item 2: Public Speak:

Public speak is recorded.

Deborah Scanlon presented attachment #2 to the Board for submission and discussion. She requested that it be added to the agenda tonight. (Sticker Program Petition)

Agenda Item 3: Add or Delete Items:

Cathy Desrosiers Motions to add under New Business Item p: Neglected Cemetery Account Grant, add Charter Revision Committee under Item q and Transfer Station Sticker Program under Item r.

Jeff Maguire Seconded

Motion Passed/Unanimous 4/0/0

Julia Haverl Motions to move agenda line Item 6n to line item 3a and move agenda line item 6h to line item 3b

Cathy Desrosiers Seconded
Motion Passed/Unanimous 4/0/0

Agenda Item 3a: Treasurers Report on Revenue and Expenditure: year to date
(Barbara Griffin)

Barbara Griffin hands out a summary report on the revenue and expenditures to the Board Members and goes through it with them in detail. (available upon request in the Treasurers Office)

Discussion/question on the report between the Board Members and Barbara

Jeff Maguire would like to see more detailed, accurate, current information/reports from Joe Higgins and Barbara

Agenda Item 3b: Open Space Fee Agreement: Carol Lee

Carol Lee hands out documentation, a timeline, regarding the Open Space Fee Agreement to the Board Members for their review.

Brief discussion among the Board Members and Carol Lee

Julia Haverl **Motions** that the Board table this item to the next Meeting so that they can review the information that was provided.

Cathy Desrosiers Seconded
Motion Passed/Unanimous 4/0/0

******Put Item on July Agenda***

Agenda Item 4: Town Administrator Report:

Joe Higgins discusses the following items: the school roof, Transfer Station (building) repairs (compactor included)

Discussion on condition/repairs of the Transfer Station and the available options

Joe Higgins continues with a discussion on the necessary repairs on East Street that are scheduled to occur. Joe also talks about his meetings with Nutmeg Mechanical to discuss the Fire Station PA system and Dan Warren, BOF Chairman to discuss the Bunker Hill Rd. Bridge.

Discussion on the funding for the design and work needed for this project

Agenda Item 6: Old Business:

a. Cleaning Contract: MARC Inc. Email

Joe Higgins updates the Board on how the Town can get the Tax Benefits from using them and reports on their performance and the cost to date.

Discussion on the tax benefits and what the Town needs to do to receive these

*****Joe Higgins to provide information on this regarding the Tax Benefits for July Meeting***

b. Transfer Station Stickers:

Joe Higgins states that the stickers have been ordered however they have not come in yet.

Julia Haverl **Motions** that the BOS has reconsidered the fee of \$40.00 for the stickers and at this meeting this Board may eliminate the fee .

Cathy Desrosiers **Seconded**

Discussion on the petition (attachment #2) and the Transfer Station sticker fee

Motion Failed 1/3/0 Robert Burbank for

c. Times Farm Bridge:

Joe Higgins updates the Board on the progress of the bridge retainer and what needs to occur still.

d. AFSCME Contract:

No Discussion

e. Update on Tax Collector:

Joe Higgins updates the Board on how the hiring process is going. He received seven applications however none had experience. Joe also states that the current Tax Collector can now only work one day instead of two days which puts the Town in a worse situation. He informs the Board what he has tried to do, contacting other Towns for assistance.

Discussion on the tax collector situation

f. Trail Head Parking Lot:

Joe Higgins provides the Board with the plans/map and discusses the plans with them.

Discussion on the property, the shed that stored trophies and the plans

Eric Anderson explains what happened to the trophies. He also explains the funding that will be used for the project (POCD fund and Open Space fund)

Jeff Maguire requests that Joe Higgins get a maintenance agreement for this property

Discussion on the maintenance of this property

Julia Haverl **Motions** to use the money in the POCD Fund to purchase a Trailhead Kiosk from Timber-homes VT with the following specifications; roof material will be a green metal roof, it will have a plexiglass bulletin board-top swinging door.

Cathy Desrosiers **Seconded**

Motion Passed/Unanimous 4/0/0

Eric Anderson discusses the drainage on Center Street and the issues with it.

Discussion on drainage and the shed at the land fill

Julia Haverl **Motions** that Board uses the money from the Community Improvement Fund to purchase a prefab Building(shed)

Cathy Desrosiers **Seconded**

Motion Passed 3/1/0 Jeff Maguire Opposed

Discussion on the motion

g. Long Hill Road Side Walk:

Eric Anderson talks about the project and the funding (Connectivity Grant). He suggests that hold off until the funding is available.

Discussion on the project that the grant would be used for

Agenda Item 6: New Business:

a. Update Long Term Planning Committee: (Eric Anderson)

Eric Anderson introduces himself as the Chairman of the Long Term Planning Committee and what they have done to date. The Committee hands out a packet to the Board Members that includes the Vision Statement and a Survey (attachment #3)

Wendy Kopp reads through and discusses the packet

Discussion among the Board Members and the Committee Members on the Survey

Amanda DaCunha talks about ideas that the Committee is discussing

b. Purchase Bike Racks & Trail Kiosk (Eric Anderson)

Eric Anderson talks about his proposal regarding the Complete Streets Plan which is part of the POCD. This includes installing Bike racks and he received proposals for these

which submitted to the Board regarding the bike racks that the Commission would like to purchase.

Discussion on the Bike Racks and how they are installed

Eric Anderson states that the cost would be \$1,594.00 plus shipping and this could be taken out of the money in the POCD fund

Cathy Desrosiers Motions that the board allocate the money from the POCD fund and the Community Improvement Fund 1-100-13-1305 to purchase the following bike racks for the Town of Andover. Bike racks to be purchased are listed on attachment #4 (read by Cathy, attachment #5) not to exceed \$2,000.00

Jeff Maguire Seconded

Motion Passed/3/1/0 Robert Burbank Opposed

Discussion on the purchase, installation and delivery of them

c. Hop River Trail/Discuss alternate payment methods for Conservation Commission Projects (Eric Anderson)

Cathy Desrosiers introduces Eric Anderson, Scott Person and John Handfield as the residents who put a trail in along the Hop River Trail.

Scott Person talks about the turtles that they are trying to protect and the area that they are trying to preserve.

Cathy Desrosiers Motions that the Board appoint Eric Anderson, Scott Person and John Handfield as an adhoc Committee to oversee the Hop River Trail.

Jeff Maguire Seconded

Motion Passed/Unanimous 4/0/0

Julia Haverl notes that this is an 18 Month appointment from this day 6/6/2018

d. Town Hall Building (Cracked windows, acoustics, gutters): Safety Committee Concerns

Joe Higgins discusses the issues and the costs associated with fixing them.

Discussion among the Members on the issues and what should be done.

Jeff Maguire **Motions** that Joe Higgins spend \$1,500.00 to fix the broken window in the Town Hall.

Julia Haverl **Seconded**

Motion Passed/Unanimous 4/0/0

Discussion on the gutter issues (overflow when it rains) and how to fix it

Acoustics need a copy of the plan that was proposed

e. Federal Local Bridge Program: Bunker Hill Bridge

Discussed in Administrative Report

f. Trash Cans at Recreation Locations in Town/Implement trash cans in Strategic locations:

Joe Higgins talks about the pick up/emptying of the trash and recycle cans and the cost associated with it.

Discussion on the garbage situation in the Town

*****Julia Haverl tables this item until the July Meeting . Joe/Jeff to provide the Board with more information.***

h. Board Clerk Pooling:

Joe Higgins talks about his idea for clerk pooling; \$60 for the 1st hour of the meeting and \$15.00 for each additional hour. The person would still be responsible for the minutes (no pay for that time).

Discussion on the proposal

Julia Haverl Motions to approve that Joe set up the proposed clerk pooling proposal
Jeff Maguire Seconded

Discussion

Motion Passed/Unanimous 4/0/0

h. Open Space Fee Agreement: Carol Lee

Discussed under Item 3b

i. Elevator Contract: Laura Webb

Discussion on the elevator contract/cost

Jeff Maguire Motions that the Board authorize the Town Administrator sign the contract with Thyssenkrupp, Gold Service.

Cathy Desrosiers Seconded

Discussion

Motion Passed/Unanimous 4/0/0

j. US Environmental Protection Agency: Post Narrow Fabrics Company

No discussion

k. Voting Ballots (reword or remove)(Cathy Palazzi)

Cathy Palazzi reads a statement regarding the questions that were added to the ballot. She believes that this should be up to the BOS and that the questions should not be on the ballot.

**** Put Item on July Agenda**

I. District Center Street Project:

No discussion

- m. Discuss alternate payment methods for Conservation Committee projects:**

Eric Anderson discusses alternate payments for little things that the Committee purchases, such as a can of paint, instead of having to submit a PO.

*****Put on July Agenda***

- n. Treasurers Report on Revenue and Expenditure:** year to date (Barbara Griffin)

Discussed under Agenda Item 3a

- o. Blighted Property follow up** provided by the Building Dept.)

Cathy Desrosiers briefly discusses the four properties listed and states that this topic needs to be discussed further

- p. Neglected Cemetery Account:**

Cathy Desrosiers Motions to execute the Resolution to authorize Robert F. Burbank, First Selectman to apply for & accept a grant from the Neglected Cemetery Account.

Jeff Maguire Seconded

Motion Passed/Unanimous 4/0/0

- q. Charter Review Committee**

Discussion on the Committee

Cathy Desrosiers Motions that the Board appoint a Charter Revision Committee not to exceed 7 Members.

Jeff Maguire Seconded

Discussion on the # of Members (Cathy changes her motion). Positions will be advertised.

Motion Passed/Unanimous 4/0/0

r. Transfer Station Stickers (attachment #2)

Discussed under Item5b

Agenda Item 7: Board of Selectmen Task List:

No discussion

******Remove from Agenda as a Line Item***

Agenda Item 8: Tax Collector's Monthly Reports: April 2018

a. Tax Collector April 2018 Summary

No further discussion

b. Tax Refund: Property Taxes May 2018

Jeff Maguire Motions to approve the tax refunds as presented by the Tax collector for the month of May 2018 for a total of \$541.35

Cathy Desrosiers Seconded

Jeff Maguire asks Joe for additional information

Motion Passed/Unanimous 4/0/0

Nissan Motor Acceptance	\$238.87
Nissan Motor Acceptance	\$302.48
Total:	\$541.35

Agenda Item 9: Treasurer's Monthly Report: April 2018

a. Bank Account Summary

No further Discussion

b. Town Budget Summary

Agenda Item 10: Approval of Selectmen Minutes:

Jeff Maguire Motion to approve the May 2, 2018 Minutes

Julia Haverl Seconded

Motion Passed/Unanimous 4/0/0

Agenda Item 11: Department Reports: February 2018

- a. Fire Department-no report
- b. Resident State Trooper (attachment #6)
- c. Town Clerk (attachment #7)
- d. Building Department (attachment8)
- e. Assessor's Office (attachment #9)
- f. Town Garage (attachment #10)
- g. Transfer Station Report (attachment #11)
- H. Library-no report

Reports submitted submitted as attachments for the record

Agenda Item 12: Public Speak:

On recording

Nathaniel Houle discussed and submitted attachment #12

Agenda Item 13: Adjourn:

Cathy Desrosiers Motions to adjourn at 9:03PM

Julia Haverl Seconded

Motion Passed/Unanimous 4/0/0

Minutes respectfully submitted by: Sandra Nichols

***These Minutes are submitted as required by the Freedom of Information Act and are not official until formally approved by the Board.**

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