

**Andover Board of Selectmen**  
**Wednesday, May 2, 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 6:07 PM 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 (arrived at 6:33PM)

**Public Present:** Attachment #1

**Agenda Item 2: Public Speak:**

All attendees in the public that wished to speak were allowed to address the Board on all Town issues not on the agenda.

**Agenda Item 3: Add or Delete Items:**

**Cathy Desrosiers Motioned** to add to Agenda Item H and to Agenda Item I.

**Julia Haverl Seconded**

**Motion Passed/Unanimous 4/0/0**

**Julia Haverl Motions** to delete Agenda Item 5

**Cathy Desrosiers Seconded**

**Motion Passed/Unanimous 4/0/0**

***Tax collector is resigning at the end of May***

**Julia Haverl Motions** to add appoint an Administrative Assistant under New Business Agenda Item J.

**Cathy Desrosiers Seconded**

**Motion Passed/Unanimous 4/0/0**

**Agenda Item 4: Town Administrator Report:**

No report/ notes taken

**Agenda Item 5: Meeting Procedures:**

Item removed in a motion by Julia Haverl in Agenda Item 3

**Agenda Item 6: Old Business:**

**a. Cleaning Contract:** MARC Inc. Starts 04-23-18

No discussion/ notes taken

**b. Transfer Station Stickers:**

The Transfer stickers Have been ordered and the Town will begin selling them in June, the effective date is July 1. The Cost for the stickers is \$600.

**Robert Burbank Motions** to change the sticker fee to be \$20 + \$5 for each additional sticker.

**Julia Haverl Seconded**

**Motion Failed 1/3/0 Cathy Desrosiers, Jeff Maguire and Julia Havel opposed**

**c. Times Farm Bridge:**

The engineer was looking at plating and wants a few more week for stabilization. \$20K and\$ 9K estimate remains to be paid.

**d. AFSCME Contract:**

**Moved to Executive Session**

**e. Arbor Day:**

Update on the success of the day

**f. Community Consulting Settlement:**

***Settlement paid***

**g. Update on Treasurers position:**

***Joe Higgins discusses her progress***

Barbara Griffin started 04-23-18 she will work two weeks with Beth training . Barbara is working out and is comfortable with the Phoenix system and will attend BOF Meetings.

**Agenda Item 7: New Business:**

**a. ROV Certification Course Reimbursement: Linda Derick**

**Joe Higgins** explains the situation with the courses, how much it cost (which she paid for, information provided to the BOS) now she would like to be reimbursed for the courses.

***Discussion on the appointment***

**Jeff Maguire Motions** to reimburse Linda Derick the \$800.00 for the courses taken  
**Julia Haverl Seconded**  
**Motion Passed/Unanimous**

**b. Permits for the use of Town Property (the First Mile): Joe Higgins**

**Joe Higgins** explains the request for the race (information provided to the Board Members)

**Cathy Desrosiers Motions** that the BOS approve the permit for the race to take place on August 4<sup>th</sup> on the Hop River Rail/Trail  
**Julia Haverl Seconded**

***Discussion on the procedure for approval and the race ( Jeff Maguire would like to know if it went through the Recreation Commission)?***

**Motion Passed/3/1/0 Jeff Maguire Opposed**

**c. Fire Station Furnace Replacement RFP: Bid Results**

**Joe Higgins** discusses the bids that are included in the BOS packets

**Julia Haverl Motions** that the BOS award the Contract to Nutmeg Mechanical Services to replace the furnace in the Fire Dept and the removal of the oil tank.

**Cathy Desrosiers Seconded**

***Discussion on the Furnace removal/ replacement. The process the Fire Department went through to get the competitive bids and the scope of the project***

**Motion Passed/3/1/0 Jeff Maguire Opposed**

**d. Farmington Bank: Deposit Account Resolution for Municipality**

**Joe Higgins** talks about the situation with the account Signatures that he needs the Boards approval for.

***Discussion on the signatures that are required for official documents***

**Cathy Desrosiers Motions** that the BOS approve the new Treasurer, Barbara Griffin become a signatory for the Town for the form municipality along with Robert Burbank, Sally Doyan, and Joseph Higgins resolution.

**Julia Haverl Seconded**

**Motion Passed/Unanimous 4/0/0**

**e. Trail Head Parking Lot:**

**Cathy Desrosiers** asks Eric Anderson to discuss his proposals.

**Eric Anderson, Chairman P&ZC** speaks on what his intentions are with the two pieces of property that he is looking to utilize and the Grants that are still available. (Eric hands out information to the Board and all detail of the project are recorded and on file in the Town Hall)

***Discussion among all on these projects the Town Engineers opinion and the cost/what the grant would cover***

**Cathy Desrosiers Motions** that the BOS have the Town Engineer, Gerry Hardisty review and write the two proposals for the Trail Head at Center Street and the project the side walk and retaining wall along Long Hill by the library Property.

**Julia Haverl Seconded**

**Motion Passed/Unanimous 4/0/0**

**f. Long Hill Side walk:**

**Cathy Desrosiers Motions** that Joe Higgins negotiate a shared used agreement with the DEEP for the Center Street parking lot

**Julia Haverl Seconded**

**Discussion on the Motion**

**Motion Passed/Unanimous 4/0/0**

**g. Transfer Station compactors:**

**Joe Higgins** discusses the information that he received regarding this topic.

***Discussion on the compactors and the Company that the Town uses.***

**Julia Haverl Motion** that the Town does the repair for Compactors #1 and #4 for the estimated cost of \$1,950.00

**Cathy Desrosiers Seconded**

***Discussion on the compactors and the previous repairs and the current and past repairs.***

**Motion Passed/ Unanimous 4/0/0**

**h. appointment of the Auditor:**

**Joe Higgins** explains the information that he has presented to the Board from Mahoney and Sable along with the cost to the Board Members

**Cathy Desrosiers Motions** that the Board appoint Mahoney and Sable as the auditor for the next fiscal year 18/19 in the amount of 32K

**Julia Haverl Seconded**

**Motion Passed/Unanimous 4/0/0**

**i. Hebron and Andover Turf Management contract:**

**Joe Higgins** discusses the cost of the contract this year and next year materials and labor, this year \$3,288.00

***Discussion on the contract this year and the following years***

**Jeff Maguire Motions** to approve the Turf Management Contract from the Town of Hebron May 3,2018 to June 30, 2019

**Julia Haverl Seconded**

**Motion Passed/Unanimous 4/0/0**

**j. Appointment of the Administrator:**

**Cathy Desrosiers Motions** to authorize Joe Higgins to hire the administrator of his choice

**Jeff Maguire Seconded**

**Motion Passed/Unanimous 4/0/0**

**Agenda Item 8: Board of Selectmen Task List:**

***Discussion on the items on the task list (sweeping of the Town Roads specifically discussed)***

**Agenda Item 9: Tax Collector's Monthly Reports: March 2018**

a. Tax Collector March 2018 Summary

***Report reviewed by the Board***

b. Tax Refund: Property Taxes April 2018

**Julia Haverl Motions** to approve the tax refunds as presented by the Tax collector for the month of April 2018 for a total of \$2,460.55

**Cathy Desrosiers Seconded**

**Motion Passed 3/1/0**

White, Judith	\$1,444.63
Vault Trust	\$290.07
Vault Trust	\$374.14
Cantafi, Vicki	\$43.32
Cantafi, Vicki	\$97.50
Cantafi, Vicki	\$92.16
Cab East LLC	\$118.73
Total:	\$2,460.55

**Agenda Item 10: Treasurer's Monthly Report: March 2018**

a. Bank Account Summary

***No Discussion***

b. Town Budget Summary

***Discussion on the Report***

**\*\*Open Space fund regarding the Mike's should be on the June Agenda**

### **Agenda Item 11: Approval of Selectmen Minutes:**

**Cathy Desrosiers Motions** to approve the April 4, 2018 Minutes as presented with the following correction; under item 6e add to Julia Haverl's Motion that Robert Burbank be a member of the Union negotiation team and submit the emergency protocol plan for posting with the Town Clerk.

**Julia Haverl Seconded**

**Motion Passed/Unanimous 4/0/0**

### **Agenda Item 11: Department Reports: March 2018**

- a. Fire Department (attachment #2)
- b. Resident State Trooper (attachment #3)
- c. Town Clerk ( attachment #4)
- d. Building Department (attachment5)
- e. Assessor's Office (attachment #6)
- f. Town Garage (attachment #7)
- g. Transfer Station Report (attachment #8)
- H. Library (attachment #9)

***Reports submitted as attachments for the record***

### **Agenda Item 13: Public Speak:**

***Public speak and discussion available on the recording of the meeting.***

### **Agenda Item 14: Executive Session:**

**Julia Haverl Motions** to go into executive Session at 8:05

**Cathy Desrosiers Seconds**

**Motion Passed/Unanimous 4/0/0**

### **Agenda Item 15: Adjourn:**

**Cathy Desrosiers Motions** to adjourn at 10:00PM



**Julia Haverl Seconded**

**Motion Passed/Unanimous 4/0/0**

Minutes respectfully submitted by: Sandra Nichols

\*\* First portion (1/2 hour) transcribed from notes taken by Cathy Desrosiers

**\*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](http://www.andoverct.org)