

Andover Board of Selectmen
Wednesday, April 4, 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 6:03PM 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:

Curt Dowling makes a statement about the Resident State Trooper and why he and the Town residents support it.

Agenda Item 3: Add or Delete Items:

Julia Haverl Motions to add the Legal Re-engagement letter to Agenda Item 7F

Cathy Desrosiers Seconded

Motion Passed/Unanimous 4/0/0

Agenda Item 4: Town Administrator Report:

Joe Higgins discusses the following items: Union negotiations that are still in progress, the transfer station, removal of brush at the transfer station and on the sides of the roads, he notes that road sweeping will begin at the school and then proceed to the roads in the next few weeks. His Administrative Assistant will be leaving in May and he posted for

the position. He also read a letter from Jay Linddy addressed to the Town Office requesting his employment information dated back to 1972, not sure if this is available that far back since the Town is not required by law to keep records that go back that far however he is looking into the request. (letter available upon request).

Agenda Item 5: Meeting Procedures:

Julia Haverl briefly talks about the items on the report however it is on the agenda under : task report.

Agenda Item 6: Old Business:

a. Cleaning Contract: RFP

Joe Higgins updates the Board on the RFP's he received and provides a new packet that has the information for the Board to review.

The Board discusses the cleaning quote from MARC in detail and how often the buildings need to be cleaned and how many hours each Town building should take to clean.

Julia Haverl **Motions** that the Board award the cleaning contract to MARC on a 60 day trial period on a trial basis to clean the Senior Center, the Town Hall and the Library.

Cathy Desrosiers **Seconded**

Discussion on the tax advantage to the Town and how it works, is processed

Motion Passed/Unanimous 4/0/0

b. Transfer Station Stickers: Update from Carol Lee

Discussion on the procedures/suggestions that the Board received from Columbia/Carol Lee. (attachment #2)

Julia Haverl **Motions** that the Board institute a Transfer Station sticker program following the Columbia guideline and the additional suggestions from the Andover Town Clerk.

Jeff Maguire Seconds

Continued discussion on the sticker program the rules and regulation to accompany the sticker and when it should be implemented -effective July 1

Robert Burbank Motions to adopt a sticker program that is an annual fee of \$40.00/household for one sticker and \$20.00 for each additional sticker per year. Not to be implemented until the rules and regulations are approved by the Board. Implementation date to be July 1.

Julia Haverl Seconded

Discussion on the rules and regulation that is to be handed out with the sticker-Joe Higgins to provide this information to the Board for review and reviewed by the Town Attorney

Motion Passed/Unanimous 4/0/0

c. **Tanko Lighting:** Additional information requested from last meeting

Joe Higgins provided additional information requested on the savings and the cost to the board

Discussion on what the information that was provided and how the Town would save money

TABLED-not enough information

d. **Times Farm Bridge:**

Joe Higgins updates the Board on the inspection of the bridge and states that it is fully functional and they are now stabilizing the ground around it.

e. **AFSCME Contract:**

Joe Higgins states that the union is working on it and it will be done at a meeting next month and they need someone from the Board to be on the negotiating Committee.
(Public Works Contract)

Julia Haverl Motions

Cathy Desrosiers Seconded

Motion Passed 2/1/1 Jeff Maguire Opposed, Robert Burbank Abstained

f. Arbor Day:

Cathy Desrosiers planned for Saturday April 28th was published in the Rivereast. She describes what is being asked of the residents.

Discussion of the clean up and the disposal of the trash

Agenda Item 7: New Business:

a. Community Consultant Settlement:

Joe Higgins advises the Board that the settlement is \$9387.50

Julia Haverl Motions that the Board accept the settlement of &9387.50 as recommended by the Attorney from Community Consultant

Cathy Desrosiers Seconded

Discussion on the Settlement

Motion Passed 3/1/0 Jeff Maguire Opposed

b. Update on Treasurers Position:

Julia Haverl Motions to approve the hiring of Barbara Griffin to be the Town Treasurer

Cathy Desrosiers Seconded

Discussion on Barbara Griffin

Motion Passed 3/1/0 Jeff Maguire Opposed

c. Emergency Protocol:

Joe Higgins provides an Emergency protocol diagram to the Board (attachment #3)

Discussion on attachment #3

Cathy Desrosiers Motions that we accept the Emergency Protocol procedure as presented and that it is posted on the web site.

Julia Haverl Seconded

Motion Passed/Unanimous 4/0/0

d. Conservation Commission: Request from Michael Palazzi

Robert Burbank reads a letter from Michael Palazzi (attachment #4)

Cathy Desrosiers Motions that the Board authorize the alternate position for the Conservation Commission

Julia Haverl Seconded

Motion Passed/Unanimous

e. Library: Alternates and Appointments

Cathy Desrosiers talks about vacancies on the Board

Julia Haverl Motions to appoint Lisa Kurtz for the duration of the term of Mimi Graff

Jeff Maguire Seconded

Motion Passed/Unanimous 4/0/0

Cathy Desrosiers Motions to add Jeff Ballard and Sharon Schiencko as Alternates

Julia Haverl Seconded

Motion Passed/Unanimous

f. Legal Re-Engagement Letter:

Joe Higgins discusses the situation regarding the fee and the services provided

Discussion on the situation regarding the specific court cases and the Attorney that was hired

Julia Haverl Motions that the Board authorize the Town Administrator to sign the Re-Engagement Letter to retain the Law Offices of Lloyd L. Langhammer, LLC

Cathy Desrosiers Seconded

Motion Passed 3/1/0 Jeff Maguire Opposed

Agenda Item 8: Board of Selectmen Task List:

Jeff Maguire discusses the Long Hill item on the Task List, he would like to know what the correct numbers are in this line item. He does not believe that the numbers are correct.

Discussion on the funds for this project

*****Put on May Agenda***

Agenda Item 9: Tax Collector's Monthly Reports: February 2018

a. Tax Collector February 2018 Summary

Jeff Maguire Motions to approve the report as presented

Julia Haverl Seconded

Discussion on delinquent taxes, information provided to the BOS for review, and the process for collecting it

Motion Passed/Unanimous 4/0/0

b. Tax Refund: Property Taxes March 2018

Julia Haverl Motions to approve the tax refunds as presented by the Tax collector for the month of February 2018 for a total of \$164.13

Cathy Desrosiers Seconded

Motion Passed/Unanimous 4/0/0

Honda Lease Trust \$164.13

Total: \$164.13

Agenda Item 10: Treasurer's Monthly Report:

a. Bank Account Summary

No Discussion

b. Town Budget Summary

Discussion on the Report and what they are looking at during the meeting for discussion.

Discussion on the budget and the roads that need to be worked on and the cost to repair these roads. (Gerry Hardisty Town Road survey)

Agenda Item 11: Approval of Selectmen Minutes:

Cathy Desrosiers Motions to approve the March 14, 2018 Minutes as presented.

Julia Haverl Seconded with the addition of a the following Motion under Agenda Item 5: "Julia Haverl Motions the BOS Members receive copies of Legal Opinions from the Town Administrator.

Cathy Desrosiers Seconded

Motion Passed/Unanimous 4/0/0"

Motion Passed/Unanimous 4/0/0

Agenda Item 11: Department Reports: February 2018

- a. Fire Department- (attachment #5)
 - i. Fire Chief discusses Insurance

Ron Mike, Fire Chief briefly speaks on the report and asks that antique fire truck be put on an insurance policy for \$600.00 per year (inaudible)

Discussion on what insurance policy it should be under and for how long

Jeff Maguire **Motions** that the Board add the antique fire truck to one of the Town Insurance policies

Cathy Desrosiers **Seconded**

Motion Passed/Unanimous 4/0/0

- 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 (attachment #12)

Cathy Desrosiers would like to have these reports to be put on the Town website

Discussion on this and on the Reports (Public Works/Town Clerk specifically)

Reports submitted submitted as attachments for the record

Agenda Item 13: Public Speak:

Curt Dowling comments on the Transfer Station sticker program and asks about Tanko lighting. He also talks about erosion on lake that Bob states he will have Joe mention to John Valente.

Dianne Grenier states that she would like the lake area to be a priority when the street sweeping starts.

Eric Anderson talks about the P&ZC updated regulation that were adopted and will be in effect on April 15th. He also discusses new regulation that they will be looking at and what CIP will be looking at as a long term vision. Eric then talks about a potential project on the Rail-Trail and Using Gerry Hardisty and the Public Woks Crew.

****Trail Project to be put on May Agenda**

Discussion on the Project

Agenda Item 14: Adjourn:

Cathy Desrosiers Motions to adjourn at 8:05PM

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