

**Andover Board of Selectmen**

**Wednesday January 3, 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:**

None

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

None

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

**Joe Higgins** states that the Vision web postings for the Assessors Office is up however there is an issue with some addresses that should be corrected soon. He also mentions the meeting with Hebron and Marlborough on ECS reductions which they shared their concerns about. The reduction for Andover is \$300,000 (the other towns reductions are also stated). They believe that RHAM is not reducing cost inline with ECS reductions. Joe also met with the Cert director to discuss power outages that could be caused by the storm tomorrow. It was recommended that the School gym and the Town Hall could be used as emergency warming centers.

***Recommendations/discussion on Town Buildings that are well suited to be used in emergency power outage situations.***

**Joe Higgins** continues to report that Bob's computer is now up and running however there is a problem with the office key that they are addressing. He mentions and gives the details on the two Recreation Field invoices that he received.

**Jeff Maguire** discusses these invoice with Joe and the Board.

**Agenda Item 5: Meeting Procedures:**

**Julia Haverl** notes that action items that are mentioned in previous meetings to be added to the next Month's agenda are still not being added.

**Cathy Desrosiers** talks about a report that was mentioned that as to be kept with outstanding items to be added to the next meeting agenda.

***Discussion on this topic***

**\*Under Meeting Procedures in the February Agenda "develop task report" is to be added\***

**Agenda Item 6: Old Business:**

**a. Public Works Update: Projects**

**Joe Higgins** updates the Board on the old backhoe that has been repaired however still needs to be replaced.

**Robert Burbank** discusses the backhoe situation as far as replacing it

**Joe Higgins** also states that the truck is fixed and ready to plow and there have been no complaints about plowing.

**Jeff Maguire** would like a document that shows what PW is working on and what it has accomplished.

**Joe Higgins** notes what he receives from PW documenting their work on a weekly basis

***Discussion on all the reports presented to the Board and the Month that could be presented, the month before, due to the timing of the Meeting.***

**b. Transfer Station Brush File:**

**Joe Higgins** discusses the proposals that he received, Willi Waste (approx 10K), Supreme Forest (\$21,600) and Enviro Cycle LLC that he believes is the best one to dispose of the brush for \$7,500. He discusses the budget and a line item that is needed to complete this task. Joe states however that since the brush is currently frozen and will remain that way for awhile this can wait until Spring.

**c. Cleaning Contract:**

**Joe Higgins** discusses the drafted RFP and what it entails (library, Town Hall, Senior Center).

***Brief discussion***

**Agenda Item 7: New Business:**

**a. Long Term Planning Committee:**

**Joe Higgins** states that this was posted and he only received two responses of interest, Eric Anderson and Wendy Kopp.

***Discussion on other interested parties, Ed Sarisly, Elaine Buchardt and Amanda Dacunha with Cathy Desrosiers as the BOS Liaison. The Board agrees to invite them all to the next meeting for appointment.***

**Cathy Desrosiers** states that she will notify all interested parties.

**b. Assessors Office: John Chaponis**

**John Chaponis** states that he would like to discuss the current work environment that he is dealing with and then will answer any question after he makes his statement. He reads attachment #2.

***Discussion on the complaint read by Mr. Chaponis. The Board Members ask questions in which Mr. Chaponis answers.***

**Jeff Maguire** reads what the Assessors Office has as a procedure posted on the Town Web site.

***Continued discussion on the Assessors Office, the process of assessing properties, re-evaluations and the expired Union Contract .***

**Jeff Maguire Motions** to appoint Julia Haverl to be on the Contact Negotiation Committee.

**Robert Burbank Seconded**

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

***Discussion on the copy machine requested by the Assessors Office and why it is necessary. Joe Higgins to follow up on this request.***

**c. Library Fiber Upgrade:**

**Cathy Desrosiers** states that this was discussed and closed at the last meeting and can be removed from the Agenda.

**d. Appoint Catherine Palazzi as a Member of the EDC:**

**Julia Haverl Motions** to appoint Catherine Palazzi as a Member of the EDC for a term ending June 30, 2019.

**Cathy Desrosiers Seconded**

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

**E. Capital Improvement Planning Committee (CIP):** Move to appoint Shannon Loudon

**Julia Haverl Motions** to appoint Shannon Loudon as the Board of Education member on the CIP Committee and Fred Oliver as an at large Member.

**Cathy Desrosiers Seconded**

**Motion Passed 4/0/0**

**f. Tanko Lighting: Morgan Melendrez Proposal**

**Joe Higgins** talks about the Tanko Lighting proposal that he has presented to the Board. He states that this proposal would be a 20 year cost savings of approximately \$36K.

***Discussion on the proposal submitted, the cost and savings. NO ACTION***

**g. Hire Treasurer:**

**Joe Higgins** discusses the applications that he has received and talks about the interviewing process and who would be involved.

***Discussion on the position, the Budget/funding for the position and the Treasurers Office in general***

**Robert Burbank** clarifies what needs to happen between the BOS and the BOF to secure this position in the future regarding the budget/funding

***The Board determines that they would like to have a Special Meeting with the BOF on January 11<sup>th</sup> at 6PM.***

**Cathy Desrosiers Motions** that the BOS hold a Special Meeting with the BOF on January 11<sup>th</sup> at 6PM to discuss the Treasurers position.

**Julia Haverl Seconded**

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

**h. Approve or Reject Steven Estes request for the use of the Community Room for pistol permit classes:**

**Steven Estes** introduces himself and explains to the Board what he would like to use the Community Room for and the details of his classes. He states that there will not be live firearms/ammunition in the building.

**Jeff Maguire** asks him to present a one page request for what he does and what he is looking for from the Town,

***Discussion on this class, no action at this time***

**Agenda Item 8: Tax Collector's Monthly Reports:**

***Discussion on the Tax Collectors letter to the BOS (attachment #3). the Board talks about the issue of holding the meeting the first week of the month when the financial statements are not complete.***

a. Tax Refund: Property Taxes

**Julia Haverl Motions** to approve the Tax Refunds as presented by the Tax Collector for a total of \$232.27

**Cathy Desrosiers Seconded**

***Discussion on the refunds/reports***

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

Hewett, David S	\$18.68
Hewett, David S	\$109.20
Dibella Amanda, Shawn	\$104.39

Total: \$232.27

b. Tax Collector December 2017 Summary

***Discussion on the Summary-no action***

**Agenda Item 9: Treasurer's Monthly Report:**

- a. Bank Account Summary
- b. Town Budget Summary

***Discussion on the reports, Town revenues/ No Action***

**Agenda Item 10: Approval of Selectmen Minutes:**

**Cathy Desrosiers Motions** to approve the December 6, 2017 minutes with Joe Higgins corrections; Agenda Item 4, Joe Higgins change “on a weekly basis” to “a monthly basis” and change “except for a few loose ends” to “a few punch list items remain”. Under Agenda Item 7e change “on the trails in back of the school when school is in session” to “accessing the trails from the school while there are children at recess”.

**Julia Haverl Seconded**

**Motion Passed/ 3/0/1 Robert Burbank Abstained**

**Agenda Item 11: Department Reports: December**

- a. Fire Department- no report
- b. Resident State Trooper (attachment #4)
- c. Town Clerk ( attachment #5)
- d. Building Department (attachment #6)
- e. Assessor’s Office (attachment #7)
- f. Transfer Station Report- No Report
- g. Dog Warden- No Report

***Brief discussion, reports discussed earlier in the Meeting***

**Agenda Item 12: Public Speak:**

**Shannon Loudon** mentions that the calender on the Town Website needs to be updated/fixed. She also discusses the use of the Recreation Field.

**Agenda Item 13: Adjourn:**

**Julia Haverl Motions** to adjourn at 8:41 PM

**Robert Burbank Seconded**

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

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

