

Andover Board of Selectmen
Wednesday June 07, 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 7:00PM 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

Other Attendees: Attachment #1

Agenda Item 2: Public Speak :

Wally Barton briefly speaks on the fire dept. Supplemental Insurance quote that he will provide to the BOS.

Agenda Item 3: Add or Delete Items:

Jay Linddy Motions to add under New Business, Item 11a. Andover Museum.
Cathy Desrosiers Seconded

Jay Linddy Motions to add Recreation Committee to Item 6a.
Cathy Desrosiers Seconded

Jay Linddy Motions to add under New Business, Item 11b. State Troopers Contract.
Cathy Desrosiers Seconded

Jay Linddy Motions to add under New Business, Item 11c. Town Administrator Position.
Cathy Desrosiers Seconded

Jeff Maguire Motions to add under New Business, Item 11d. Town Audit
Cathy Desrosiers Seconded

Cathy Desrosiers Motions to add under New Business, Item 11e Sound System
Jeff Maguire Seconded

Robert Burbank calls a vote for the motions to add 6 Items to the Agenda; Motion Passed/Unanimous 5/0/0

Old Business:

Agenda Item 4: Road Survey Report and Future Planning:

Gerry Hardisty discusses the report that he provided to the BOS/the Town regarding the Road survey and explains what is represented in it (road conditions evaluated on need of repair). He discusses how the roads were evaluated to the need for repair. Gerry concludes by stating that he has given the Town his recommendations.

Discussion on this report among Gerry Hardisty and the Board.

Agenda Item 5: Community Room Acoustic Study Report:

Julia Haverl discusses discusses the Acoustic Report and what the suggestions were regarding the Community Room and it's structure and how it effects the acoustics in the room. She has received three reasonable quotes and will make sure that the Board Members receive these for discussion at the next Meeting.

Item Tabled

New Business:

Agenda Item 6: Town Treasurer:

Robert Burbank references the letter from Linda Savitsky, Consultant, regarding this position (attachment #2).

Brief Discussion on this interview process

Julia Haverl Motions to set a date for a 2nd interview including the BOS and Dan Warren, BOF Chairman that includes a background check prior to and set the Special Meeting date.

Cathy Desrosiers Seconded

Motion Passed/ 4/0/1 Jeff Maguire Abstained

Discussion on the date

Cathy Desrosiers Motions to set the Special Meeting date/ time for June 13th at 6PM

Robert Burbank Seconded

Motion Passed/ 4/0/1, Jeff Maguire Abstained

Agenda Item 6a: Recognition Committee:

Jay Linddy briefly discusses the Committee and the recommended appointees to the Committee and a motion he would like to make. The Board then turns the meeting over to Nichole Winnie who speaks on behalf of the Committee and gives a brief presentation on it and who they are looking to appoint to the Committee (attachment #3).

Jay Linddy shares his opinions on the people that were recommended for appointment.

Discussion on the recommendations and the Recognition Committee in general.

Julia Haverl Motions to approve the recommendations that were provided by the Recognition Committee

Jeff Maguire Seconded

Brief Discussion on the recommendations and future appointees to the Committee

Motion Passed/ Unanimous 5/0/0

Discussion on the presentation of a Certificate of recognition and an award ceremony

Agenda Item 7: Fee in lieu of for Mikes (email from Branse & Willis sent via John Valente):

Robert Burbank discusses the letter that he wrote to the Mike's Attorney regarding the "fee in lieu of". He explains how the fee would be recovered from the property and he states that he has not received any response to this letter to date.

Discussion on this topic and the drafting of the lien

No action

Agenda Item 8: Town Administrator Job Posting:

Robert Burbank discusses the invoices that the Town receive for advertising for this position (available at the Town Hall) and inquires what line item in the Budget this cost should be taken out of?

Brief Discussion

Cathy Desrosiers Motions that the Board of Selectman approve and pay the invoices/cost of the advertising for the Town Administrator as presented to the Board.
Julia Haverl Seconded

Discussion on the invoices and the expenses for advertising and the procedure

Motion Passed 4/0/1 Robert Burbank Abstained

Agenda Item 9: Re-Appointments of Committees:

Julia Haverl Motions to approve the recommend appointments/re-appointments to the following Committees: IWWC, Recreation, Transportation, Conservation/ Library, Beautification and the Farmers Market (attachments #5a,b,c,d,e,f).

Cathy Desrosiers Seconded

Discussion

Motion Passed/Unanimous 5/0/0

Agenda Item 10: Tax Collector's Hours:

Jay Linddy discusses the issues with the tax collectors hours and the complaints from residents that the Town has been receiving.

Robert Burbank believes that this position needs to be evaluated and there are many complaints about resident that are unable to register their vehicle because they are unable to provide proof of paid taxes and other frustrations that have come to his attention.

Discussion on this topic

Jay Linddy requests that the Board adds Town/Office hours to the agenda for the next Meeting. The Board agrees.

Agenda Item 11: Community Connectivity Grant Program:

Robert Burbank brings up the grant opportunity that received and forwarded to the Chairman of the Planning and Zoning Commission.

Eric Anderson presents the Board with the Grant information (attachment #6) and discusses it with the board. He states that he needs the BOS to be on board with him pursuing this since it requires Gerry Hardisty's (Town Engineer) assistance and he would need to be paid for his time. He also states that this would also be the case for the STEAP Grant that he would like to apply for since Bill Warner would be needed to assist on applying and also require payment. Mr. Anderson states to the Board where he

believes the funds can be taken from the Budget to pay for the required assistance for these grants.

Robert Burbank states that the Board needs to make a motion to authorize this

Cathy Desrosiers **Motions** that the First Selectman/ Board of Selectman authorize Eric Anderson, Chairman, Planning and Zoning Commission, to move forward to draft an application for these grants and take and take any reasonable expenses that are involved from the Budget.

Julia Haverl **Seconded**

Motion Passed/ Unanimous 5/0/0

Jeff Maguire goes back to the topic of the terms of Committee Members that are appointed. Discussion among the Board regarding this.

Agenda Item 11a: Andover Museum:

Cathy Desrosiers talks about the building, it's condition and the money that is in the Budget under Budget Line Item 1-100-0123-432 (Building Maint.-Old Town Hall). She has received 3 quotes to power wash the building that she presents to the Board and states which company she would like to use.

Discussion on the Budget Line Item and the quotes presented and the water on site

Julia Haverl **Motions** that the Board approve Cathy's recommendation for the Company to power wash the building that was quoted.

Cathy Desrosiers talks about the front doors and their condition and what it would cost to repair/replace them. She presents a quote to the Board (attachment #7)

Robert Burbank states that this is a capital expense that is not budgeted for this year and there is a Committee in place to review this.

Discussion among the Board

Cathy Desrosiers **Seconded**

Motion Passed/Unanimous 5/0/0

Agenda Item 11b: State Troopers Contract:

Robert Burbank talks about the additional money that has been requested for this position (approx 6K) and that the Board needs to approve it so that it can be sent to the BOF for approval.

Julia Haverl Motions that the BOS approve the additional 6k needed for the State Trooper Contract for FY16-17 and sent it to the BOF (1-100-0403-375)

Jeff Maguire would like to see some documentation on this and he is told that there is none available at this meeting since it just came in.

Cathy Desrosier Seconds and notes that the exact amount is a \$6,184.00 difference from what was budgeted.

Discussion on this topic

Jeff Maguire mentions the payments that the Town makes regarding the troopers personal cell phone bill and he would like this looked into.

Continued discussion on the additional funds requested

Motion Failed

Jeff Maguire Motions that the First Selectman only authorizes the payment of \$162,290.62 budgeted FY16-17 for the State Trooper.

Julia Haverl Seconded

Motion Passed/Unanimous 5/0/0

Agenda Item 11c: Town Administrator Position:

Jeff Maguire Motions to move this discussion of the Town Administrator Position to the June 13th Special Meeting Agenda

Cathy Desrosiers Seconded

Discussion

Motion Passed/Unanimous 5/0/0

Agenda Item 11d: Town Audit:

Jeff Maguire asks about getting money back from the original auditor.

Robert Burbank replies that the auditor had no municipal experience and Dan Warren, Chairman BOF, was the primary controller of this. With the recommendation to terminate him the Town did so. There have been two extensions on the deadline and now are beyond the deadline and as July 1st the Town will be in default of all extension. He States there needs to be a plan in place.

Cathy Desrosiers asks what happened to the contract for the auditor?

Robert Burbank replies that upon the recommendation of the BOF the Town Attorney

wrote a letter of Termination. He states that there is an audit firm (from Glastonbury) that can be used and they are willing to come in and meet with the BOF in order to do this in a short period of time.

The Board Members have a discussion on the auditor what he was paid and what still needs to be done to complete the audit. The money that was expended in the Budget for the Treasurer and the Auditor. The sequence of events that occurred in the Treasures Office and the Auditor (auditor explained by Jeff Maguire and Bob Burbank). The previous auditor and his function and hourly rate that he is being paid is also discussed (Bob states that Dan Warren is monitoring it). Concerns about the money in the budget for these positions is also addressed.

Agenda Item 11e: Sound System:

Cathy Desrosiers brings up a letter from a student who would like to evaluate the sound systems in the Town.

Discussion on what buildings, the School or Town Hall

Jeff Maguire Motions that the Board communicate with the student authorizes the student, Liam Calhoun, to evaluate the sound system and make his recommendations to the town.

Cathy Desrosiers Seconded

Motion Passed/Unanimous 5/0/0

Monthly Reports:

Agenda Item 12: Treasure's Monthly Report:

5a. Bank Account Summary: no report

5b. Reconciliation Summary: no report

5c. Reconciliation Detail: no report

5d. Town Budget Summary: report presented

Cathy Desrosies brings up the fact that the BOS is not receiving the reports that they used to get for review.

Jeff Maguire explains that he had previously supplied, the information/software to Linda, the Consultant in the Treasure's Office, to generate these reports. He explains what is going on with the systems (Phoenix?) and what has occurred and what has happened and what needs to happen.

Brief discussion on reports/ no action

Agenda Item 13: Tax Collectors Monthly Reports:

a. Tax Collector Summary (April)

Jeff Maguire goes through the report in detail with the Board. He asks Bob Burbank about the tax Sale update? He would like information on this.

Discussion on the set up of the Agenda for meetings (missing old business)

b. Tax Refunds (May)

DATTCO INC	\$5.55
Otlowski Stanley R & Suz	\$37.99
Rocco. Paul	\$74.89
Delventhal, Brian A & Sophia	\$10.26
Dake, James CR & Sylvia	\$20.03
Deschenes, Richard R	\$9.08
Giannelli, Michael J	\$95.63
Giannelli, Michael J	\$5.22
Azzara, Joann	\$8.76

Total: \$267.41

Julia Haverl **Motions** to approve the tax refunds as recommended by the Tax Collector
Cathy Desrosiers **Seconded**
Motion Passed/ 4/1/0 Jeff Maguire Opposed

Agenda Item 14: Other Reports:

a. Fire Department Monthly Report:

No Discussion (Attachment #8)

b. Public Works Monthly Report (April)

Robert Burbank discusses the report submitted by the P.W. Dept. (attachment #9).

Discussion on the mowing and the issues the Board has with it

Jeff Maguire talks about the Town landscaping contractor and the issues that the Town could have with the ball-field (Hop River) that was mowed and the lease on that property. He received a complaint about that and it should be looked into.

Discussion on the landscaping contractor

Agenda Item 15: Approval of Board of Selectman Minutes:

a. 5/3/2017 Regular Meeting

Jeff Maguire Motions to approve the 5/3/2017 Minutes as presented

Julia Haverl Seconded

Motion Passed/Unanimous 5/0/0

Agenda Item 16: Public Speak:

Eric Anderson talks about the Historical Buildings/Landmarks in Town that he believes need repair. He gives specific details on some and why he believes it is important.

Discussion on the buildings and the Budgeted money to repair them

Agenda Item 17: Next Board of Selectman Meeting July 5, 2017

Discussion on the meeting date. Agenda will be finalized via e-mail

Cathy Desrosiers Motions

Julia Haverl Seconded

Motion Passed/Unanimous 5/0/0

Agenda Item 18: Adjourn:

Jay Linddy Motions to adjourn at 10:01PM

Jeff Maguire 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