

**Andover Board of Selectmen**

**Thursday, February 15, 2018, 6PM**

**Community Room, Town Hall**

**Special 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 (arrived at 6:41), 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:**

**Joseph Remesh** talks about current issues within the Town and questions the need for a assistant to the Town Administrator.

**Ken Marcia** proposes that the Town get microphones for meeting since the acoustics are poor in the Community Room.

**Wally Barton** suggests that the Town rearrange the tables for large Meeting do the public can hear and be heard better.

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

Not allowed at a Special Meeting

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

**Joe Higgins** states that Mahoney Sable will be providing him with a proposal for next year's audit (2018) that he will provide to the Board when he receives it (note that the 2016 audit is complete and the 2017 audit has not yet been completed). He notes that the

South Windsor Company looking into the Town Hall connectivity issues found another set of copper cables underground which will make the project much cheaper than proposed. Joe also relays to the Board the information that he received on the proposed reinstatement of the Transfer Station Sticker program.

***Discussion among the Board Members on the Audit and the Transfer Station issues/proposed sticker program. No action taken.***

***\*\*Julia Haverl would like these items to be on the March Agenda***

**Robert Burbank** agrees and asks Joe about the Times Farm Bridge completion and the Reimbursement.

***\*\*Julia Haverl would like the Bridge to be on the March Agenda***

**Julia Haverl** discusses the task list that was created for items for upcoming meetings.

**Agenda Item 6: Old Business:**

**a.Cleaning Contract: RFP**

I. Response due 2/26/2018

**Joe Higgins** presents the copy of the RFP to the Board and states that it is on the Town website and has been placed in the paper.

**Robert Burbank** and Joe discussed the RFP and what is included/omitted from it.

**Joe Higgins** will update the Board on this Contract after the closing date.

***\*\*Item to be put on the March Meeting Agenda***

**b. Tanko Lighting:**

**Sharon, Tanko Representative** introduces herself and states that she will speak and the proposal presented, explain the process and answer any question that the Board may have. (presentation recorded). she also describes the lighting fixture (which she had brought with her). The Board asks her to leave it for them to review and show to others not in attendance.

***Discussion with and questions for the Tanko Rep. and the Board Members on the proposal (note that payback and maintenance were discussed). No action taken***

**c. Task Report**

**Julia Haverl** discusses the task report that was created by Cathy Desrosiers

***Brief discussion on what information is still needed and the best way of communicating it/need a procedure. No action taken***

**Agenda Item 7: New Business:**

**a. Long Term Planning Committee: Names, Term, Charge**

**Cathy Desrosiers Motions** to appoint the following Andover Electors as Members of the Long Term Planning Committee: Ed Sarisley, Wendy Kopp, Amanda Dacunha, Elaine Buchardt, Ken Marcia and Eric Anderson for an 18-Month term starting February 15, 2018.

**Julia Haverl Seconded**

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

**Julia Haverl Motions** to appoint Cathy Desrosiers as BOS Liaison to the Long Term Planning Committee.

**Jeff Maguire Seconded**

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

***Discussion among the Board Members and Eric Anderson on the Committee and the term of the the appointed Members.***

**Eric Anderson** asks the Board Members to advise the Committee of any areas of interest that they would like them to explore.

**Cathy Desrosiers** states that the Board should convey them to her as the liaison and she will relay them to the Committee.

**b. Update on Treasurers Position:**

**Joe Higgins** updates the Board on the applicants and describes what has occurred. At this time there is one left.

***Discussion among the Board Members on the candidates and the Treasurer positions requirements***

***Consensus that Joe will place another add for the position. No Action***

**c. Cone Road Property:** Excessive demolition material from Kralovich farm whose development rights were purchased from the State

**Joe Higgins** updates the Board on the property and the disposal of the debris from the demolition to the structures and the use of the Transfer Station. The Neighbors complain also discussed

***Discussion followed. The Board was not in favor of 2-3 pick up loads going to the land fill each month. Bob had alternative suggestions for Joe to investigate.***

**d. AFSCME Contract:**

**Joe Higgins** discusses the need to set up a meeting with the Union that he and Julia will be attending to set up the terms. Joe will then up follow up meeting via e-mail with the Board to discuss the terms..

**Jeff Maguire Motions** that the Board appoint Adrian Mandeville, BOF Member to the Committee.

**Cathy Desrosiers Seconded**

***Motion Failed 1/2/1, Jeff Maguire for; Robert Burbank, Julia Haverl Opposed; Cathy Desrosiers abstained***

**e. Bridge Inspection Report:**

**Joe Higgins** discusses the inspection reports for the Bunker Hill and Times Farm Bridges (on file in the Town Hall)

***Brief discussion on the two Bridges and the letter form the State. No action taken***

**f. Grand List Totals for October 2017:** Office of the Assessor

***Brief Discussion on this Item as submitted. Action taken***

**g. Catherine Palazzi:** Resolution of Authorization

**I. DOT 50/50 Grant 5310B available for 2018/2019 Senior Transportation**

**Julia Haverl Motions** that the Board Authorize the First Selectman to sign the Resolution of Authorization.

**Cathy Desrosiers Seconded**

***Brief Discussion***

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

**h. Dan Warren:** Department 107 Expenditures

***Discussion on the information provided by Dan Warren (attachment #2)***

**Cathy Desrosiers** would like to see a list of the legal fee's and what they represent

**Jeff Maguire** requests a list of the attorney's that represent the Town

**\*\*Robert Burbank** brings up the Budget Workshops and believes these should be on the Agenda in March.

***Brief Discussion-no action taken***

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

a. Tax Refund: Property Taxes

**Julia Haverl Motions** to approve the Tax Refunds as presented by the Tax Collector with the correction of the date to February 15, 2018 for a total of \$3,687.41

**Cathy Desrosiers Seconded**

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

VCFS Auto Lease	\$36.76
VCFS Auto Lease	\$537.36
Rodrigues, Roberto	\$44.76
Breault Justin & Jasmine	\$548.28
Drake, Robert	\$250.06
Merry, Brian	\$72.58
Merry, Brian	\$97.11
JP Chase Morgan	\$442.26
Oconnor, Kathleen M	\$170.62
Moffit, James (Janice)	\$100.17
Osborne, Richard & Virginia	\$1,331.69
Grimaldi, Vincent	\$33.23
Morin, Michael	\$22.43
Total:	\$3,687.41

b. Tax Collector December 2017 Summary

***No discussion / No Action***

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

a. Bank Account Summary

b. Town Budget Summary

***No discussion / No Action***

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

**Cathy Desrosiers Motions** to approve the January 3, 2018 Minutes as presented.

**Julia Haverl Seconded**

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

**Agenda Item 11: Department Reports: December 2018**

- a. Fire Department- (attachment #3)
- b. Resident State Trooper (attachment #4)
- c. Town Clerk ( attachment #5)
- d. Building Department (attachment #6)
- e. Assessor's Office (attachment #7)
- f. Town Garage (attachment #8)
- g. Transfer Station Report (attachment #9)

***Reports submitted noted by the Board and submitted for the record***

**Agenda Item 12: Public Speak:**

**Eric Anderson** hands out information that he would like to discuss at the next BOS Meeting (attachment #10)

***\*\* Eric Anderson-sharrows/signs in Town on March Agenda***

**Ed Sarisley** talks about the Transfer Station and the proposed sticker program

**Joseph Remesh** talks about lighting issues

**Robert Burbank** calls for a Motion to go into Executive Session.

**Julia Haverl Motions** to go into Executive Session at 8:01PM and invites Joe Higgins, Town Administrator and Attorney Scott Chadwick.

**Cathy Desrosiers Seconded**

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

**Agenda Item 13: Executive Session:**

***Details available on the Agenda posted on the Website***

**Agenda Item 14: Adjourn:**

**Julia Haverl** Motions to adjourn at 8:46 PM

**Cathy Desrosiers** 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](http://www.andoverct.org)