

**Andover Board of Selectmen**  
**Wednesday, March 14, 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 6:05PM with the Pledge of Allegiance

**BOS Members: Present:** Robert F. Burbank, First Selectman, Jeff Maguire, Vice First Selectman, Cathy Desrosiers (arrived at 6:16PM), Julia Haverl

**BOS Members: Absent:** Jay Linddy

**Town Officials Present:** Joe Higgins, Town Administrator, Dan Warren, Chairman, BOF, Eric Anderson, Chairman, P&ZC

**Staff Present:** Sandra Nichols, Board Clerk

**Public Present:** Attachment #1

**Agenda Item 2: Public Speak:**

**Dan Warren** talks about the meeting that the BOF had on Monday where they discussed the property that the P&ZC would like to purchase in Andover for Open Space and they support it. He notes that at this meeting they also voted 3-2 to remove the Resident State Trooper funding from the budget since the reassignment of the current trooper to the Governors Guard. Dan also states that he spoke with the BOE and they are looking to add funding in their budget for School Safety. He next talks about Budget Line item 145 (Senior Citizens funding, budget details available in the Treasures Office) that there were movements and changes made that did not have the appropriate approvals. Dan states what he was told that occurred and he explains in detail what was specifically done that was not done within the process outlined in the Charter (which he Cites).

***Discussion on this issue with the Budget***

**Cathy Palazzi** speaks to Dan on this Budget issue, not fully audible

***No Motion-BOS will look into what occurred***

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

Not allowed at a Special Meeting

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

**Joe Higgins** discusses a RFP for the Heating system (furnace) and storage tank for the Fire Dept. that he is working with Wally Barton on. He states that Mahoney and Sabel have submitted the proposal (32K) for the Audit that needs to be approved by the BOS. AHM has a meeting coming up on March 19<sup>th</sup> and they need BOS and BOF representation. Joe also states that his assistant will be leaving in May and he would like to hire someone to train before she leaves and he does not want to go the UConn intern route this time since he would like someone long term.

**Julia Haverl** asks Joe if they need to act on the Auditors bill and he responds that they just need to sign off on it by the BOF and the BOS. She also asks for details on the furnace in the Fire Dept. which Wally explains.

**Cathy Desrosiers** talks about the need for the trees and branches on the side of the road to be addressed. Agenda Item 7q

***Discussion on this issue*****Agenda Item 5: Meeting Procedures:**

**Julia Haverl** briefly talks about how the procedures are working with the new task list.

**Jeff Maguire** states that there are still issues with Items that were vote on (approved) and are still not getting done. He cites many examples however the one he is very specific on it was that Attorney's Opinions to be circulated to the Board Members for review as this was voted on to be done. He goes into detail on some of these examples.

***Discussion on this issue*****Agenda Item 6: Old Business:****a.Cleaning Contract: RFP**

l. Response due 2/26/2018

**Joe Higgins** states that the previous contractor gave their notice and they have been using the Fire Departments cleaning contractor does a good job however is a little bit more expensive then the last one.

**Cathy Desrosiers Motions** that the BOS chose K.T. Cleaning Services, the one that the fire department is using for discussion at this time.

**Julia Haverl Seconded**

***Discussion on the old cleaning company and the other Companies that provided for review. Insurance that these companies hold is also questioned and discussed.***

**Jeff Maguire** talks about MARC

**Cathy Desrosieres** goes through the Companies and the pricing.

**Robert Burbank** discusses the evaluation of the RFP's and what the BOS needs to make a decision. The Board should see the actual RFP that was returned. Make a decision at the next meeting when more information is provided from MARC and K.T. Cleaning services.

**Jeff Maguire** continues to explain MARC in detail

**Dan Warren** asks that whoever the BOS chooses for the cleaning that they have a signed contract. Would like a Motion so that the Town has control.

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

**Julia Motions** that the Town Administrator bring the additional information on the cleaning contractors K.T Cleaners and MARC to the April BOS meeting.

**Jeff Maguire Seconded**

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

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

***Additional information provided for review in regards to the lighting to the Board***

***Discussion on the information provided***

**Julia Motions** that the Board table this item until they have additional information  
**Jeff Maguire Seconded**

*Continued discussion on the information provided*

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

**Robert Burbank** states that he believes that the financing at 5% seems high

*Discussion on the cost/savings and the financing*

**Jeff Maguire** would like to see the Town's energy bills for the last 5yrs from Eversource.  
**Robert Burbank** explains the bills and how the lights are operated in the Town that will effect the bills. He also talks about LED lights and the cost of them vs the lights that are now being used.

**c. Task Report:**

**Cathy Desrosies** states that she will send Joe the information that Jeff was talking about regarding what was not being done that was voted on in a previous meeting. She goes through the task list. Some Items are on the agenda already.

**\*\* Put Agenda Item "Task List" after New Business**

**d. Transfer Station Stickers:**

**Robert Burbank** got three quotes on the stickers and he talks about what the Town should or should not charge for them.

**Julia Haverl** would like more information from other Towns and perhaps have a sub-committee on this topic.

*Discussion on the stickers, what should be on them (registration) ,the cost and how to proceed.*

**Robert Burbank** talks about charging residents that pay for the station in their taxes

**Jeff Maguire Motions** that the BOS authorize the Town Administrator to purchase the stickers and charge \$20.00 per sticker

***Discussion on the stickers***

**Dan Warren** brings up issues with the stickers

***(New Motion)***

**Jeff Maguire Motion** that the Town Administrator give the Board a viable plan back to them for review at the April Meeting

**Cathy Desrosiers Seconded**

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

**e. Times Farm Bridge:**

**Joe Higgins** updates the Board on the Bridge and mentions the retainer of \$23, 994.00

**f. Suggestions for the Long Term Planning Committee:**

**Cathy Desrosiers** states that the Committee has been formed and that they have met and they don't have a charge? She asks Eric Anderson.

**Eric Anderson** requests that the BOS give them guidance if they have a specific path that they would like to follow.

***Board recommends implementing the POCD, the need for a Community Center and Main Street Grants that are available.***

**Agenda Item 7: New Business:**

**a. Update on Treasurers Position:**

**Joe Higgins** updates the treasurers position how many applications that he received and when the interviews will begin.

**b. AFSCME Contract:**

**Joe Higgins** updates the Board on the contract negotiations.

**c. Bridge Inspection Report:**

**Robert Burbank** states that these are the annual reports on the all the bridges in Town.

**Joe Higgins** states that he is working with the DOT on bridges they have been found to need repair.

***Brief Discussion on the Times Farm Bridge-NO ACTION***

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

**Dan Warren** discusses Budget Line Item 107, Legal Fees. He notes how much the Town is over budget and he reads what the Town Charter states as the process for supplemental appropriations in this situation. Dan also notes that he brought this matter to the attention of the BOS in November of 2017. He notes the invoices that were brought to his attention that were being paid.

***Discussion on legal fees/contracts for legal consul, appropriations that are needed and internal controls***

**Robert Burbank** discusses the Planning and Zoning Legal account and why it was set up that way he also talks about how much will be needed for a supplemental appropriation will be needed(20K).

**Dan Warren** continues to discuss the issue

**Cathy Desrosiers** discusses the legal fees with Dan in the budget and suggests that it is broken out in order to help get this situation under control.

**Jeff Maguire** would like to know who is managing the legal situation?

***Discussion on the management of the Legal fees***

***Jeff states a motion however he does not make it, discussion on his motion and the cost of a lawsuit***

**Robert Burbank Motions** to request from the BOF an additional appropriation for legal fees of \$20,000.00

**Julia Haverl Seconded**

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

***Additional discussion on information that the BOS would like on legal fees***

**Dan Warren** asks that the Board fill out the appropriate form which he provided.

**e. Eric Anderson:** Fact Sheet

**Eric Anderson** talks about the fact sheet that shows the sharrows and signs that are going to be implemented in the Town that he would like the residents to get for their information on what they mean.

***Discussion on how to get this information out, mail, website, Rivereast? (attachment #2)***

**NO ACTION- *need to investigate the best way to distribute***

**f. Recommendation from the P&ZC:** That the Town of Andover purchase 4 parcels of land using the open space funds.

**Eric Anderson** brings a survey map to the Selectmen to review as he discusses the properties and why the P&ZC wants to purchase them and specifies what they would be used for. He explains the benefits the properties have to the rail-trails. The cost would be \$30,000 plus Attorney fees. He states what he is asking for, send to Public Hearing and send an 8-24 referral to the P&ZC. Eric also talks about the deal that they made with the applicant on the industrial/commercial property parcel (parcel #4). They will talk to the Owner of the property and ask them to donate it in lieu of open space fee. The Town Attorney will be asked to write up the legal contract (3 parcels for \$30,000 and the donation of the 4<sup>th</sup> parcel).

**Julia Haverl Motions** that a Public Hearing be held on the purchase of property's identified on Assessor's maps 33-34-3, 33-34-4, 33-35-3, 33-35-4 as outlined in the

appendix of this document for \$30,000 using Open Space fund this including the donated land for a total approx. 3.7 acres.

**Eric Anderson** suggests that they speak with the Town Attorney on the wording

***Discussion on the motion***

**Cathy Desrosiers Seconded**

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

**Julia Haverl Motions** that the BOS direct the Town Administrator to write a letter to the P&ZC to request an 8-24 approval for this purchase.

**Cathy Desrosiers Seconded**

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

**Robert Burbank** asks about the Town Engineer and if they need a bid package from him? They do not at this time.

***Public Hearing date discussed***

**g. Assessor's Blocks 33-34-3, 33-34-4, 33-35-3,33-35-4:** Total approx. 3.7 acres for \$30,000

Discussed

**h. Set Public Meeting Date to coincide with the appointment of RHAM Board election :**

**Cathy Desrosiers Motions** to schedule a Special Town Meeting for Thursday March 29, 2018 at 7 PM in the Town Hall Community room for the appointment of RHAM Board election and the Open Space purchase.

**Jeff Maguire Seconded**

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



**i. Arbor Day:**

**Cathy Desrosiers** talks about Arbor day and the date that she would like to observe it April 28<sup>th</sup> along with Earth Day. She would like all residents, the boy scouts and anyone who would like to participate to pick up garbage on the roads and trails.

***Discussion among all present***

**Robert Burbank Motions** that April 28<sup>th</sup> be named Town clean up day in Honor of Arbor Day/Earth Day

**Cathy Desrosiers Seconded**

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

**j. Resolution Authorizing Tax Abatement:**

**Julia Haverl Motions** that the BOS tonight authorize the authorize the resolution of tax abatement for housing for low/moderate income persons for Hop River Homes at 25 Riverside Drive, pursuant to Connecticut General Statutes section 2-215. Therefore it be Resolved by the BOS of the Town of Andover that the Town Administrator with the aid of the Town Attorney execute and implement forthwith a written contract with Hop River Homes for the abatement of \$12,000 for the year beginning June 2017 and ending June 30, 2022.

***Discussion on the abatement time frame (3yrs or 5yrs)***

**Cathy Desrosiers Seconded**

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

**k. Easement Issues:**

**Jeff Maguire** asks Joe if the payment has been made

**Joe Higgins** yes

**Jeff Maguire** he now mentions a bill that the BOS was not made aware of from the Town Attorney and brings up a structure that is in violation of the agreement.

***Discussion on the property and the easement agreement with the Town***

**Eric Anderson** states what occurred within the P&ZC for the easement and the home based business including the legal opinion that they received from the Town Attorney on the easement and the home based business.

**Jeff Maguire** states that he has received complaints from residents about vehicles parking in the easement.

***Brief discussion on easement parking***

***\*\* 35 Riverside Drive to be on the April Agenda along with the Legal Opinion***

***Discussion on the structures on the property***

**I. Legal Option Distribution:**

***Discussion on legal opinions***

**Jeff Maguire** **Motions** that all legal opinions go through the Town Administrator

**Julia Haverl** **Seconded**

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

**m. Grant Applications:**

**Joe Higgins** goes through a list of Grants that are available and not available at this time (Town Administrator has the list)

***Discussion on the available grants including a discussion on the rails/trails***

**n. Budget Workshop Dates and Meeting Schedule:**

***Discussion on dates***

**Budget Workshop dates: March 26th, 27th, 28<sup>th</sup> at 4:30PM**

**April 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> at 4:30PM**

***Discussion on what is needed for these Budget Workshops***

**o. Set Date for Annual Budget Meeting:**

**Cathy Desrosiers Motions** to hold the Annual Budget Meeting on Thursday May 3, 2018  
in the Town Hall Community Room

**Julia Haverl Seconded**

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

**p. Set Date for Special Town Meeting:**

- i. To elect a Region 8 Board Member and consider the purchase of open space  
as recommended by the P&ZC.

***Done earlier in the Meeting***

**q. Address tree damage and broken limbs from the last snow storm:**

***Continued discussion on storm debris, logs and branches***

**Agenda Item 8: Tax Collector's Monthly Reports: January 2018**

**a. Tax Refund: Property Taxes February 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 \$2,369.17

**Cathy Desrosiers Seconded**

**Brief Discussion**

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

Osborne, Richard & Virginia	\$1,331.69
Grimaldi, Vincent	\$33.23
Morin, Michael	\$22.43

Beebe, William R & Panno L                      \$1,004.25

Total:              \$2,369.17

b. Tax Collector January 2018 Summary

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

***No Action***

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

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

***Discussion on the Reports***

***No Action***

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

**Cathy Desrosiers Motions** to approve the February 15, 2018 Minutes as presented.

**Jeff Maguire Seconded**

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

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

- a. Fire Department- (attachment #4)
- b. Resident State Trooper (attachment #5)
- c. Town Clerk ( attachment #6)
- d. Building Department (attachment 7)
- e. Assessor's Office (attachment #8)
- f. Town Garage (attachment #9)
- g. Transfer Station Report (attachment #10)
- H. Library (attachment #11)

**Julia Haverl** **Motions** the monthly reports as presented  
**Cathy Desrosiers** **Seconded**

***Discussion on the Reports***

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

***Reports submitted submitted for the record***

**Agenda Item 12: Public Speak:**

**Eric Anderson** goes through his bullet items with the Board and they discuss each bullet item.

- P&ZC Public Hearing on Monday, March 19<sup>th</sup>- he goes over the agenda (on the Town web site)
- Legal fees-P&ZC will most likely exceed what is in the budget
- CIP- the P&ZC made a recommendation that they use the Town Engineer for the analysis of the walking track around Memorial field
- P&ZC has agreed to finish the trails using open space funds

***Discussion on putting in the Budget for next year or if there is money still in this years Budget that can be used***

- Mentions port-o-potties that he would like to place on the trails and at the Historical Society for a quoted price of \$93.00 each and place garbage cans on the trails where there is high use to cut down on the garbage on the trails. He has spoken with the Recreation Committee and they are reviewing these requested that he made.

**Agenda Item 13: Adjourn:**

**Cathy Desrosiers** **Motions** to adjourn at 9:45PM

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