

Town of Andover
Board of Selectmen
Friday, April 3rd, 2020 at 3:00 P.M.
Location: virtual meeting via Zoom website platform

Virtual Special Meeting Minutes

1. Call to Order

Jeff Maguire called the Special Meeting to order at 3:00 P.M.

Members Present: Jeff Maguire, Adrian Mandeville, Paula King, Scott Person, Jeff Murray

Town Administrator: Eric Anderson

Board Clerk/Administrative Assistant: Amanda Gibson

Town Treasurer: Barbara Griffin

Public Present: Elaine Buchardt, Dianne Grenier, and other members not listed by name.

2. COVID-19 Town of Andover Information and Response to date

Eric Anderson provided an update on the status of the town. The Town Hall is closed to the public until further notice. Please call the Town Hall at 860-742-7305 and leave a voicemail with the appropriate department with your name and phone number. Our staff is working hard to answer the phone and check voicemails, and get back to everyone as soon as they can. The Town Updates are distributed via the town website, Emergency Alert system, town Facebook page, etc. There are currently almost 900 residents signed up. Town is encouraging residents to sign up for the Emergency Alerts via the town website at www.andoverct.org. Like the page at www.facebook.com/townofandoverct. First Selectman Jeff Maguire requested that all selectmen continue to communicate with one another in order to relay shared information to our residents. Commended the Town Administrator for all of his efforts throughout the pandemic situation.

3. Town Budget Timeline

Town Attorney Dennis O'Brien referenced his legal opinion provided in a letter written to the town regarding the town's possible budgeting process following the Governor's Executive Orders. His opinion is subject to change pending any updates provided by the government, etc.

First Selectman Jeff Maguire stated that the Board of Selectmen need to set up a budgeting process.

Town Administrator Eric Anderson shared a document via Zoom with important upcoming dates and a possible timeline. Members discussed options for cutting the budget to reduce the previously proposed budget in order to decrease the projected higher mil rate for residents. Members wish to minimize the impact of taxes going up this year. Discussion on AES and RHAM proposed budgets and how they will affect the town's budget. Jeff Murray suggested to concentrate on the road, tree and bridge work and cut less important projects this year, as the board needs to move the town forward on essential projects.

Adrian Mandeville MOVED for the Board of Selectmen to request that the Town Administrator Eric Anderson to revise the proposed budget to be under a 5% increase.

Jeff Murray SECONDED

Discussion: Members suggested to potentially use reserve funds for essential projects. Reserve funds to not be used for regular town functioning costs. Requested to only use the fund balance for the bridge, trees and road work.

Scott Person announced that the seniors still want to research a Community/Senior Community Center. The BOS appointed committee was scheduled to meet on Wednesday, April 1st but was unable to due to current situation. Jeff Murray offered to work on scheduling one. Jeff Maguire suggested the Board of Selectmen host another Special Meeting to discuss proposed budget prior to the Monday, April 13th Regular Meeting.

MOTION CARRIED 5:0:0

4. Town Budget Process & Discussion

Eric Anderson inquired if the BOS members have feedback on the proposed budget timeline. BOS members to refine the timeline at their next Regular Meeting.

Eric Anderson shared possible methods for notifying the public and soliciting comments including but not limited to the following: town website, emergency alert system, Facebook, notice on Town Hall window, mailer to all residents, live budget presentation, YouTube channel with all BOS & BOF meeting recordings, Google form to receive feedback.

5. Public Speak

Elaine Bucharadt: Shared that the Economic Development Commission has coordinated with the Community Voice Channel to live broadcast and share all of the Board of Selectmen meetings on their website at www.cvcct.org. The recordings will be available following the meetings.

Amanda Gibson: Announced that all of the Board of Selectmen and Board of Finance meetings will also be shared on our town's NEW YouTube channel (Town of Andover CT) posted on our town website at www.andoverct.org.

*Notice to the public: The only way to participate and voice your opinion in the meetings during Public Speak is by joining the meeting via Zoom. All Zoom call-in directions are located on the meeting's agenda.

6. Adjournment

Scott Person MOVED to adjourn the Special Meeting.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

First Selectman Jeff Maguire adjourned the Special Meeting at 4:02 P.M.

***PLEASE STAY TUNED VIA OUR TOWN WEBSITE (WWW.ANDOVERCT.ORG) AND FACEBOOK PAGE (WWW.FACEBOOK.COM/TOWNOFANDOVERCT) FOR UPCOMING VIRTUAL MEETINGS WITH INSTRUCTIONS ON HOW TO JOIN.**

Helpfully submitted by the Board Clerk/Administrative Assistant, Amanda Gibson. *Amanda Gibson*
Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.