

Town of Andover
Board of Selectmen
Wednesday, March 18, 2020 at 2:00 P.M.
Location: virtual meeting via Zoom website platform

Virtual Special Meeting Minutes

1. Call to Order

First Selectman Jeff Maguire called the Virtual Special Meeting to order at 2:01 P.M.

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

Town Administrator: Eric Anderson

Administrative Assistant/Board Clerk: Amanda Gibson

Public/Staff Present: 34 participants total

2. COVID-19 Discussion and Update

Town Administrator Eric Anderson shared that he and the staff are working on the following:

- Guidelines for community food distribution crews. CERT (Emergency Response Team) is working hard to coordinate food delivery to seniors who need help. Grocery Store List for Andover Seniors is being updated to include senior only shopping hours. Information to be sent out to the seniors via email/text/voicemail in the near future.
- Town Update is to be sent out via the town website, Emergency Alert system, town Facebook page, etc. There are currently almost 800 residents signed up. Town is encouraging residents to sign up for the Emergency Alerts via the town website at www.andoverct.org.
- Detailed plans for Town Hall staff during quarantine in order to carry out essential functions. Eric Anderson shared that if the Town Hall Staff ends up being quarantined, they are exploring ways to function from home.
- All town meetings are being held as Virtual Zoom meetings. The Board of Finance cancelled their Wednesday, March 18th Budget Workshop Special Meeting to be rescheduled for a later date. The governor extended the budgeting deadline by 30 days. The Board of Assessment Appeals meeting was cancelled. The deadline for Board of Assessment Appeals has also been extended for up to 30 days. There is a Planning and Zoning Commission Public Hearing on Monday, March 30th for a subdivision application with special permits and the town is exploring ways to host this as a virtual meeting with a web cam.

Adrian Mandeville MOVED to use the Governor's budget extension so that we can push out our town's budgeting process by 30 days accordingly.

Scott Person SECONDED

MOTION CARRIED 5:0:0

Adrian Mandeville MOVED for the Board of Assessment Appeals to extend by 30 days to reflect the guidance from the state.

Scott Person SECONDED

MOTION CARRIED 5:0:0

Adrian Mandeville asked the Tax Collector Eileen Curtin to be on the call and to research options for people to not have to come into the Town Hall to pay their taxes. Eileen Curtin announced that People's United Bank has agreed to work with the Town of Andover to waive processing fees through April 1st. The bank is willing to waive fees for debit cards but not credit cards as the processing companies charge the bank.

Adrian Mandeville MOVED to waive the ACH/debit card for electronic withdrawals through April 1st so residents do not have to come into the Town Hall. To send out communications to residents to pay via debit card or electronic withdrawals between now and April 1st.

Scott Person SECONDED

Discussion: BOS requested for the town to post in the Rivereast newspaper as a Public Notice.

MOTION CARRIED 5:0:0

Members discussed the newly instated Emergency Alert system from the Town Hall through our Civic Ready platform. Civic Plus is in the midst of creating our new town website to be launched in 3 months with the town's Website Development Committee. Eric Anderson explained that this platform was launched ahead of time via our town website in order to get emergency alerts to our residents during this time.

Paula King offered for the BOS to help if the Town is getting bogged down with tasks during this time. Eric Anderson requested a web cam solution for our future town meetings from Paula King.

Paula King shared that the AES has had leftover bagged lunches and asked if we can use them for our residents. Members discussed possible options for this. Paula also shared that the Hebron Food Pantry is still open and our town could possibly share that information with our residents. Members discussed pros and cons of this. Requested for Roberta Dougherty to speak with Joan Soucy the Director of the Andover Food Pantry regarding this.

3. Public Speak

Marianella Chalfant:

Expressed appreciation for Jeff Murray's idea to offer leftover AES bagged lunches to other residents.

Louise Goodwin:

Inquired about the impact of the Census Bureau. Eric Anderson suggested filling out the census online.

Assistant Assessor/Municipal Agent, Roberta Dougherty:

Waiting to hear from state's OPM regarding extensions for some of the Assessor's Office state reports and Board of Assessment Appeals.

There are 12 seniors signed up that are homebound and need to be checked in on during this time. She will reach out to Krista the Hebron Food Pantry Director to see about partnering up.

CERT Member, Elaine Buchardt:

She is the designated call person for the CERT (Emergency Response Team) food delivery program. If anyone is in need of food, they will fill out the form with her and send it to Ted's Supermarket. CERT will then deliver it, dropping off at a closed door and then calling to inform of the delivery. The team is piloting for both Andover and Hebron residents. Paul Bancroft and Karen Zito will be driving/delivering the food. We do have 7 backup members in case they need to be quarantined.

Adrian Mandeville:

Shared concerns that if the town starts to go into a quarantine, there will be bigger issues. The state is encouraging quarantines in lieu of tests because there are not enough tests currently available.

Eric Anderson: The town MAY be able to extend this service with a senior vehicle. Recruiting a group of volunteers with minimum level of training. CERT will remain primarily responsible with a backup plan in place.

Paula King shared written comments from meeting attendees via Zoom:

Amy Pearsall: Agrees with offering leftover school lunches to others. Also, Covenant Soup Kitchen in Willimantic might accept it.

Amy Knox: Lunch available at AES are a part of the student program but perhaps students/families can take and give extras to someone in need.

Luis Mendoza: Shared that more students will be informed and utilizing the school lunches going forward. Also, the state has announced that hourly employees can apply for unemployment

Adrian Mandeville MOVED to adjourn the Virtual Special Meeting.

Scott Person SECONDED

MOTION CARRIED 5:0:0

Eric Anderson suggested the BOS meet on a weekly basis for the foreseeable future.

Scott Person thanked everyone for putting this together.

Jeff Maguire thanked the staff for being on the call.

4. Adjournment

First Selectman Jeff Maguire adjourned the Virtual Special Meeting at 3:17 P.M.

***PLEASE STAY TUNED VIA OUR TOWN WEBSITE (WWW.ANDOVERCT.ORG) AND FACEBOOK PAGE (WWW.FACEBOOK.COM/TOWNOFANDOVERCT) FOR UPCOMING **VIRTUAL** SPECIAL MEETINGS WITH INSTRUCTIONS ON HOW TO JOIN IN TO HELD BY THE BOARD OF SELECTMEN DURING THIS TIME.**

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.