

ANDOVER BOARD OF SELECTMEN
Special Meeting Minutes
July 1, 2019 7:00 P.M.
Town Hall Community Room

Members Present: First Selectman Jeff Maguire, Selectman Adrian Mandeville (arrived 7:01 p.m.), Selectman Eric Anderson, Selectman Jeff Murray and Selectman Scott Person

Others Present: Recording Secretary Linda McDonald, Rivereast Reporter Sloan Brewster, Catherine Palazzi, Mike Palazzi, John Handfield, Curtis Dowling, Gerard Crème, Anne Crème, Catherine M. Lewis, and others.

1. Call to Order: First Selectman J. Maguire called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited. J. Maguire explained this meeting was called to take care of some housekeeping items.
2. Discussion and possible action on matters pertaining to the resignation and replacement of the Town Administrator:

J. Maguire **MOVED**, pursuant to Charter Section 701E.2, that at the pleasure of this Board of Selectmen the appointment of Robert Burbank as interim Town Administrator by resolution of the prior Board of Selectmen on June 5, 2019, be terminated effective immediately, and that Robert Burbank be paid pro rata for his services as provided by that resolution and immediately replaced by this Board of Selectmen collectively without additional compensation, working in concert with the Administrative Assistant to the Town Administrator pending the onset date of a permanent replacement Town Administrator, or until further action of the Selectman. J. Murray **SECONDED**.

J. Maguire said he appreciated the work of Robert Burbank and respected the time over the years R. Burbank put toward the community. Discussion followed on the work items that would need to be addressed during the absence of a Town Administrator.

MOTION CARRIED 5:0:0.

3. Discussion and possible action to appoint members to the Town Administrator ad-hoc search committee:

E. Anderson recused himself from discussion of items 3 and 4 and left the room.

S. Person **MOVED**, pursuant to Charter Section 701B, that the following elected officials and electors be appointed to serve on the Town Administrator Ad Hoc Search Committee:

Selectmen **Adrian Mandeville (R)**, First Selectman **Jeff Maguire (D)**, **Diane Choquette (R)**, of the Board of Finance, and **Eric Shevchenko (D)** and **Paula King (R)**, two electors of the Town who do not hold any public office whatsoever. A. Mandeville **SECONDED**. Discussion followed.

MOTION CARRIED 4:0:0.

4. Discussion and possible action regarding the timing of interviews and hiring of a new Town Administrator:

S. Person **MOVED**, that the **recommended** schedule of action for the Town Administrator ad hoc search committee and associated action by the Board of Selectmen be as follows:

Appointment of the Ad Hoc Search Committee: July 1, 2019

First Search Committee Meeting: Week beginning July 8, 2019

Candidate Interviews by the Committee assisted by the Advisory Screening/Review Committee (recommended in the Charter): Week beginning July 15, 2019

Second Interviews and Committee Recommendation: Week beginning July 22, 2019

Board of Selectmen Follow Up Interviews: Week beginning July 29, 2019

Board of Selectmen Offer to Candidate: Prior to the August 7, 2019 Selectmen meeting

Board of Selectmen Final Approval: August 7, 2019 regular Selectmen meeting

A. Mandeville **SECONDED**. Discussion followed.

MOTION CARRIED 4:0:0.

E. Anderson re-took his seat at the table.

5. Discussion and possible action to appoint a Vice-First Selectman:

J. Murray MOVED, pursuant to Charter Section 403, that Selectman Adrian Mandeville be appointed to serve as Vice-First Selectman, who shall act in the absence or temporary disability of the Chairman First Selectman. E. Anderson **SECONDED**. **MOTION CARRIED 4:0:1 with A. Mandeville abstaining.**

6. Discussion and possible action to re-establish times and dates for regular Board of Selectmen meetings:

E. Anderson **MOVED**, pursuant to Town Charter Section 403, that the Board of Selectmen hereby fix the time, date and place of its regular meetings from this day forward to be held starting at 7 pm on the first Wednesday of each month in the Andover Town Hall Community Room, 17 School Road, Andover, Connecticut. J. Maguire **SECONDED**. Discussion followed. J. Maguire explained the Town Clerk needs 30 days' notice of any change in the regular meeting schedule.

The motion was amended as follows:

“pursuant to Town Charter Section 403, that the Board of Selectmen hereby fix the time, date and place of its regular meetings, starting with the August 7, 2019 meeting, to be held starting

at 7 pm on the first Wednesday of each month in the Andover Town Hall Community Room, 17 School Road, Andover, Connecticut.”

MOTION CARRIED 5:0:0.

7. Discussion and possible action to approve new signers on the People’s Bank account:

A. Mandeville **MOVED**, that the authority of all current signatories on the People’s Bank account of the Town of Andover be terminated immediately, and that they be replaced forthwith in that capacity by **First Selectman Jeffrey Maguire** and Vice- **Selectmen Adrian Mandeville** and **BOE Superintendent Sally Doyen**. J. Maguire **SECONDED**. Discussion followed.

MOTION CARRIED 5:0:0.

8. Discussion and possible action to transition the Town of Andover to Google G-Suite for email and available collaboration software:

J. Murray **MOVED**, that **First Selectman Jeffrey Maguire** be authorized to enroll the Town of Andover in Google for Nonprofits (G-Suite) and the discretion to provide Town of Andover email accounts for employees and elected officials of the Town to the extent he deems necessary to best serve the interests of the Town of Andover. E. Anderson **SECONDED**.

Discussion followed on security issues. J. Maguire said the school uses this free service and all the teachers have email addresses. He said one of the benefits of using this service is that everything is stored for 99 years. He said right now the Town has a very disjointed service of emails and going with Google for Nonprofits would consolidate the emails under one andoverct.org address. E. Anderson said he reviewed this service and likes the idea of a cloud back-up for some information.

MOTION CARRIED 5:0:0.

9. Discussion and possible action to adopt “A Resolution Adopting the Capitol Region Hazard Mitigation Plan Update 2019-2024”:

J. Maguire said this is a requirement from FEMA so the Town can apply for funds in the event of a disaster. CCROG provides the training.

S. Person **MOVED**, that in the best interests of the Town of Andover, the Board of Selectmen hereby authorizes the First Selectman to notify the Capitol Region Council of Governments (**CCROG**) that the Board of Selectmen has adopted the Council’s “**Capitol Region Hazard Natural Hazards Mitigation Plan Update 2019-2024**”, primarily funded by The US Department of Homeland Security/FEMA, and additionally supported by the Connecticut Institute for Resilience and Climate Adaptation. A. Mandeville **SECONDED**.

E. Anderson commented that the document recommends that the community room be backed up by a generator, so it is available for emergency services. Discussion followed on equipping the community room with a generator. Consensus of the board was to add this item to the July 10th meeting agenda.

MOTION CARRIED 5:0:0.

10. Discussion and possible action to approve RFP's for the Public Works roof and Environmental Clean-up of the Public Works garage:

E. Anderson explained last year the Capital Improvements Planning Committee (CIP) allocated \$7,000.00 from the building maintenance fund to replace the main roof on the public works building. An issue is the boiler roof has extensive asbestos that needs to be abated so the shed attached to the public works building can be removed before the roof is replaced. Draft RFP's were distributed.

E. Anderson **MOVED**, that the First Selectman be authorized to oversee and implement forthwith the development and dissemination of requests for proposals regarding the repair/replacement of the Public Works Department roof, and also for the environmental cleanup of the Public Works garage.

Discussion followed on other possible funding sources for the cost of the asbestos abatement and revisions were made to the draft language in the RFP's. In addition to advertising the RFP's, consensus of the board was to send the roofing RFP's to the companies that previously bid. Several asbestos abatement companies will also be sent the environmental cleanup RFP.

MOTION CARRIED 5:0:0.

11. Adjournment: A. Mandeville **MOVED** to adjourn the meeting at 7:55 p.m. J. Maguire **SECONDED. MOTION CARRIED 5:0:0.**

Respectfully submitted by Linda H. McDonald

Linda H. McDonald

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.