

Town Administrator's Report

December 4, 2019 Board of Selectmen Meeting

CIRMA

We had a report on a Slip/Fall injury on Times Farm bridge that resulted in multiple broken bones. Referred it to CIRMA. Resident indicated it was black ice on the bridge resulting in the injury.

Lawsuit with old Tax collector still ongoing.

RHAM

RHAM Meeting NOV 7th 6:30 pm At RHAM Media Center to discuss the MBR. Attendance is important to understand the effects of this on Andover. Basic result is MBR does not apply to Andover.

Andover BOE

Superintendent Sally Doyen asked me to go to the next BOE meeting to answer questions about the memo I submitted to the Board of Selectmen. I am presenting the document on the relative cost of education vs general budget. General conclusion is that Andover's spending relative to education and the general budget are out of line with other towns.

State Trooper

No major Reports working a mix of nights and days. The speed sign is on Hutchinson Rd It was a wakeup for me the first time I saw it (I was speeding).

Transfer Station

I authorized a longtime resident of Andover that is now legally blind to obtain a laminated pass to the transfer station. That person will be able to have a friend from Coventry's truck, or her son bring some stuff to the transfer station. She currently has trash pick up, but needs to get rid of stuff. Dominic (Transfer Station Manager) is aware of the situation and the procedure.

Left side block walls are in place Tom (Public works) is working on a solution to replace the old upright guardrails with something that will last better than the previous railings.

We need a better block for the other side or we need to use a poured wall. Ledge is not as much of a problem on that side so a poured wall is workable. I am looking at other options.

I decided to hold off on paving the left side before spring- the fill is too wet and until it drains it will settle too much. The reality is that the whole lot needs to be repaved so we would be smarter to do it all at once.

After discussing it with Dominic D. We will open the Transfer Station Dec 26, and Jan 2nd instead of the Holidays. We will publicize it on the town website, facebook page etc.

TOWN HALL

Payroll

We are still planning on transitioning to electronic submission of records for payroll. This is the first step in changing to automated clock in/ clock out.

As of Jan 1 we will eliminate paystubs and employees will access the info online. There will be more information from the treasurer.

Ultimate goal. Ease of use- empower employee's accountability and tracking.

Employee Related Matters

Resignation of one of the senior transportation drivers (Sue Schmidt) due to illness. We will try to hire one new driver.

Josh Snarski IWWC, James Hallisey ZEO, Roberta Dougherty Elderly and Social Services Coordinator are all hired and on board.

Kathy Bishop hired as a CDL driver 15\$ per hour probationary and \$18 per hour after 90 days

Joe Higgins has escalated the payroll dispute with the Department of Labor and is appealing their ruling in our favor. We may still owe him an additional \$224.45. This is the conclusion with DOL. Stay tuned.

Financial

Account overages Policy BOF See the minutes from the Board of Finance Meeting. The basic premise is instead of doing mid-year transfers, I as administrator will be allowed to run accounts negative, but will do so under strict guidelines and oversight. \$0-2000 department head and Town Administrator approval. \$2000-5000 department head, Town Administrator, BOS approval. \$5000+ department head and Town Administrator then BOF approval.

Assessor's Office

RFP for Reval is in your packet. Any comments on the document? This is preliminary, and I am making some small changes to it, but here is the major document. I will send it to town attorney for review. Goal will be to Post it around Dec 11th

Times Farm Bridge

Still waiting on CME. The times Farm Bridge Account currently has \$171,647.81 so probably we will end up with around 160,000\$ in the account after everything is concluded.

Public Works Facility

Rusty Billings repaired the soffit's where the sheds were removed.

Contract signed with shoreline restoration for roof replacement-work imminent.

I will begin working on the next round of funding and also look at the remaining budget to try to finish some electrical work in the building where we have unsafe situations.

Roads and Bridges

Brandon Handfield of Yantic River Consultants is evaluating all the problem culverts prior to spring budget season with the goal of preparing a plan to correct the deficiencies

Streetscan has been Hired on a 3-year contract to help us with a Pavement evaluation and Pavement Management Plan.

Indus has done Pavement preservation work for Andover this fall. Work includes Crack sealing as well as Mastic road sealing. I chose to seal roads that needed extensive cracksealing but were still structurally sound. Still evaluating our cost per SF for these treatments. Because I chose to seal older roads that cost per mile is higher.

Mastic sealing we tried 2 different compounds, (but not on purpose) The major goal of it was to address very wide cracks 4-5" wide on Stanly Drive that are not easily addressed any other way. We also treated some potholes on school rd and tried skim patching several alligator sections. Time will tell if this is worthwhile. There is no good way to deal with wide roadside cracks- regular crack seal will not work- we tried that- You can't pave over them as the new pavement will fail so the only options are to cut them out one at a time and patch, grind the whole road up and start over, or Mastic.

Indus Crack sealed Jurovaty Road, School Road, most of Lakeside Drive, Bunker Hill Road from the bridge to Route 6, Stanly Drive, Chesterbrook and Oak Road.

Meeting with Rob Aloise of CRCOG transportation is scheduled.

Budget

I am working on budget big picture and capital spending Priority's for CIP. I am also looking at the capital funds and how to maximize the use of our existing funds. I am attaching an excel spreadsheet with the current list of capital funds and recommendations for future capital funds.

12/4/19 update*

Contains information since my report was given to the board last Wednesday.

I am working with Jeff Murray to get an RFP published to switch over the transfer station to a 3 Phase rotary converter. We are not delivering the correct power to the compactors with our existing static converters. As part of the upgrade to the walls, we can also insure we have at least 2 compactors working at all times if we do the power changeover at the same time.

I am also going to put out an RFP for an on call Electrician, Plumber, Carpenter and Mason. The goal is to know ahead of time who we are going to call and what the arrangement will be.

We are working to get the 22 passenger Bus back in service for Senior Transportation. Lapsed Registration and needs inspection.

We are going to have to reconcile all of our town employee vacation, personal and Sick Leave Policy's. They are inconsistent with the union contracts as well as how we actually conduct business. What we have been actually doing is using the calendar year as the reference point. Per our policy's and contracts in some cases we should be using anniversary dates, in others fiscal year and in others calendar year. My goal is to codify one Calendar year for all personal, sick and vacation days.

Assessors Reval. I have reviewed the Reval RFP. The town's attorney has reviewed and made minor corrections. If the Board of Selectmen has no objections, the corrected RFP will be posted in the next week.

We are also having problems with the light at Route 6 and Long Hill Rd: It is being addressed. DOT did not initially have the parts to fix the problem.

Issue with the Transfer Station: Household garbage full, multiple angry residents. We are working on preventing this from ever happening again.

Cheers,

Eric Anderson