Town Administrator's Report
For the Monday, March 9, 2020 BOS Regular Meeting

February was a busy month.   Here are some of the Highlights:

Corona virus

There will be a meeting on March 13 at the Mansfield community center- community room from 9-11.
This is a briefing on Eastern Highlands Health district response to COVID 19 response. If any BOS
members want to attend, let me know. I invited the AES principal, Senior Services Coordinator and
Emergency Coordinator to attend.

Town Hall and Employee

Building IT upgrade project

Work is underway- The server Cabinet is installed downstairs. Lenco Electric was awarded the contract
for rewiring, and the wiring is underway.   Most equipment will arrive in the next 10 days.
I am getting a second quote on the VOIP part of the upgrade to see if we and the school can do it at the
same time. Also talking Thursday with the Fire Department and David Hicks to Coordinate VoIP and data
needs with them.

Town Attorney

Town Attorney is working on the Personnel Policy. He has also given us a couple of legal opinions
recently.

Accounting Software

We still need to make a decision about software. I spoke with the accountant who does Sprague, and
am trying to set up a meeting to discuss using QuickBooks with her.   Probably will be mar 12 at noon. I
have also discussed this with finance/ treasurers at Lisbon (Chris Maynard, town treasurer) and
Canterbury (Michele Dimicco- finance director for Canterbury schools). In both cases the Town uses
Quick books, but the school uses something else. Canterbury Schoolboard is switching to Efinance plus
now from SunGard. They considered switching to QuickBooks, but ultimately decided it would not easily
do what they needed.
Lisbon the school board gives the town a check register every 2 weeks, and the book keeper manually
enters in all the checks into QuickBooks, Monthly the treasurer and school finance director review and
reconcile the towns books to make sure the town and school match.
I would note that all the schools I talked to use QuickBooks for their student activity funds.
I might have found a Charter School (Integrated Day Charter School) in Norwich that uses QuickBooks. I
will reach out to them also.
We are trying to schedule a meeting of the financial software review committee to discuss the software
packages we have already looked at, and plot our next steps.

Job description for the Finance Director Position
I have an initial job description for a finance director that I have circulated. Additionally, Laura has given us a complete description of her responsibilities for the school.

Website
New website design underway with Civic Plus. Website committee meets on March 11. Hope to launch in about 3 months

Town Wide Communications
Civic Ready Communication Platform is up and running we have an internal web list for town employees. We are working on expanding the capabilities. We plan to launch it town wide with the launch of the website

Budget stuff

The Budget has been delivered to the Board of finance, and they met to discuss it on March 5th.
I met with the CEO's of the other RHAM towns and we discussed the RHAM Budget and the impacts to the towns.
I received a legal opinion on the creating and deleting of funds which I will forward to both boards once I get a final draft.
I should have final numbers from CIRMA early this week, we are locking into a fuel contract for heating oil and Diesel fuel for busses and town Vehicles.

BOF feels it would be smarter to put a line time in the Board of Fire Commissioners budget to cover fire Dept. Physicals.
Chief Mike also gave me description of what the physical for fire dept. members entails. Basically they get a DOT physical, plus a lung function test, plus another test for using SCBA, EKG, and the Fire Commission requires a drug screen also since they are not part of the towns random drug test program.

Infrastructure

Town Aid Road
Town Aid Rd fund is still up in the air for bond funding. As many of you know the State is about $187,000 behind in payments to the town

LOCIP funding
  Locip funding if approved will be approximately $60,000 available to Andover.

Bridges and Culverts
Brandon Hanfield was injured (broken neck) so I do not have any updates for you at this time. As far as I know he will recover. Analysis of our culvert projects will be delayed.
Streetscan
Work is in progress. Ed and I have had a web meeting with them. I Hope to have an initial plan to present to the BOS at the April Meeting with a proposed roadwork list, as well as a 5-10-year plan. We will try to coordinate this with the drainage work that needs to be complete

Tree work-
Eversource cleaned up the trees on the side of Long Hill Rd
4 Trees along the river next to the soccer trees have been removed.

Transfer Station
Working on transfer station rebuilding Project.
We need to submit RFP for the electrical work. We have a revised plan from Lenco that we will submit for RFP
Met with MG masonry about pouring pads for electrical work, revised compactor location as well as under the new shed.   It is probably easier at this time to do the whole slab in the blue shed (per conversation with MG.
I also got a reinforcement schedule from Gerry Hardisty for the slabs.
We also met with atlas concrete and we are pricing several wall replacement options, and hope to make a decision shortly

Energy Efficiency
Met with Eversource re EE upgrades. As a first step I am going to use a program that energize Ct runs with UCONN to benchmark the energy usage of our buildings.

Town Garage
MG masonry will send me a new quote for filling in the holes in the outside walls of the garage, not including the side door.
I also have a quote for adding an exterior door at the rear of the building from MG.
Lenco is still working on a plan for the required electrical upgrades for the Garage to become code compliant.
If we do get through March and early April, I will shift some of the funds in the overtime and sand/salt budget into building maintenance to work off some of the priorities.

Cheers,
Eric Anderson
Andover Town Administrator