

Andover Capital Improvement Planning Committee  
Meeting Minutes  
Thursday, January 21, 2021  
Via Zoom

1. Meeting called to order at 7:06 pm
2. Roll Call: CIP members Fred Oliver (chair), Ed Sarisley, Louise Goodwin, Shannon Loudon, Adrian Mandeville, Curt Dowling, Recreation Commission chair Carol Lee, Department of Public Works foreman Jay Tuttle, Town Administrator Eric Anderson
3. Public comment: none
4. Additions or changes to agenda: Eric Anderson proposed item 6c, Public Works equipment request
5. Curt Dowling moved to approve the minutes from the November 2020 meeting. Louise Goodwin seconded, and all were in favor. Mr Dowling noted some items omitted from the December minutes, which will be edited and submitted for approval at next month's meeting.
6. A. Improvements to Veteran's Memorial Field were discussed. Carol Lee informed us of a \$10,000 donation by a town resident toward the cost of playground equipment at the field. She shared a quote of \$91,000 to \$103,000 for installation of a playscape that could accommodate 40-55 users. We discussed the possibility of seeking outside grants, and also a less expensive playscape, but don't have enough information to take further action at this time.

B. Buildings and Grounds Requests for Public Works Department and Town Hall. Eric Anderson and Jay Tuttle presented the committee with a list of projects, which we discussed and prioritized. The committee decided to advise moving ahead with electrical work at the Town Hall, including replacing the existing obsolete electrical panel with one that meets modern code requirements, with an estimated cost of \$8400. The committee also decided to advise the Public Works Department to seek an RFP for replacing the roof of the cold storage building along with associated work. The committee asked Adrian Mandeville to communicate with vendors to learn about costs associated with replacing the fire alarm system in the Public Works buildings. The committee asked Curt Dowling to work with Mutual Aid for the purpose of determining how fire alarm monitoring will proceed in Town buildings after the Tolland County Mutual Aid fire alarm monitoring service ends.

C. Department of Public Works equipment funding requests. Eric Anderson and Jay Tuttle described the need for a street sweeper to replace the current machine, which is 38 years old and in poor condition. After discussing the costs and relative merits of new vs. used units, Shannon Loudon made a motion to authorize the Public Works supervisor to spend up to \$100,000 to purchase a used street sweeper. Ed Sarisley seconded the motion, which passed with all members in favor. Mr. Anderson and Mr. Tuttle also described the need for an asphalt hotbox, which is a trailer-mounted device that heats asphalt used for road repairs. The committee examined a specification sheet and quote and discussed the relative merits of different units. Shannon Loudon made a motion to approve the expenditure of up to \$35,000 to purchase a new four ton KM hotbox, pending the availability of funding. Louise Goodwin seconded the motion, which passed with all members in favor.

7. Public comment: None.

8. Shannon Loudon moved to adjourn the meeting at 9:36, and Curt Dowling seconded the motion, which passed unanimously.

Minutes submitted by Fred Oliver  
Approved 2/18/21