

Town of Andover
Board of Selectmen
Monday, July 27th, 2020 at 7:00 P.M.
Location: Community Room

Special Meeting Agenda

1. Call to Order/Pledge of Allegiance
2. Public Speak
3. Additions/Deletions to the Agenda
4. New Business
Discuss and act upon the following:
 - A. Locip funding for Transfer Station paving RFP discussion
 - B. Locip funding for Veterans Memorial discussion
 - C. STEAP grant funding for Roadwork
 - D. Athletic Field Usage
5. Public Speak
6. Executive session to discuss the Assistant Town Clerk Position with Carol Lee
7. Adjournment

Helpfully submitted by the Town Administrator, Eric Anderson

7.24.20 Roadwork Summary and Spending to Date

		Funds	source	Remaining funds
	Costs			
Crack seal	9387	75,000	2019 budget	
Chip seal	133000	100,000	TAR 2019	
Micro surface	103114	300,000	2020 budget	
fog seal Rejuvenation	34692	75,000	TAR 2020	
Total to date	280193	550000		269807
Planned expenditures				
fog seal over Chip	26610			
fog seal walking track	1500			
Pothole Repair	20,000			
Total Planned	48110		Net Remaining For Paving	221697

Agenda Item 4A

As you all know the transfer Station renovations are underway. Here is the current breakdown

Transfer Station Expenses			
Left side blocks	10,150	Multiple vendor quotes	Vendor chosen
Right side Blocks	11,465	Switched for better quality	Builders Concrete East
	2555		United concrete
	2150		United concrete
Electrical Work-Lenco	34192	RFP	United concrete
Shed Replacement	7100	4 bids	The Barnyard
5 concrete Slabs	3,000	Labor	Concrete flatwork
	5000	concrete	BCE
	398	Rebar	mid city steel
Paving Costs		*Unknown currently RFP out	Day Rate for services
Railing And Bollards	3758	42" square posts wood rails	Uline
Electrical Room	1500		
Gravel and stone	822	windham materials	
total	82090		
Money Available	25,000	1-100-11-1101-724	Transfer Station shed
	25,000	1-100-13-1305-909	Transfer Station repair
	35000	1-100-13-1305-899	Contingency
For paving	65000		Roadwork Budget (2020-21)

This was originally allocated \$50,000 from CIP. Currently everything other than paving can be absorbed through contingency.

The big unknown Cost was Paving.

The original goal was to keep as much of the original pavement as possible, but all of the contractors we have talked to indicate that there is not enough structural integrity to the existing to pave over.

At this point our best option is to either remove, or recycle the existing paving, regrade Properly to drain, and repave with two lifts of 2" (compacted to 1.5") of class 1 asphalt. This will produce a slightly rougher texture, but hold up better to the heavy trucks that service our equipment.

At this point we have reviewed the paving needs with 3 paving contractors and gotten estimates from two of them. Both estimates are \$65,000 or less.

At this point I think the cleanest way to proceed is to issue an RFP (attached here) for reclaiming, regrading and paving with the alternative of striping the old asphalt instead of reclaiming.

My suggestion for paying for this is to use Locip funds. We currently have ~\$140,000 and we can easily prepare a Locip grant application for this for \$65,000.

To do this, we need approval from BOS as well as CIP and potentially BOF. I would like approval from the BOS before I send out the RFP.

I motion to approve the use of up to \$65,000 of LOCIP funding for reclaiming, grading and paving the Andover Transfer Station.

Agenda Item 4B

In reviewing the status of the Andover Veterans memorial, there is a lot of work that should be done there to upgrade the facility

1. Utilize a Andover Landscape architect to design the improvements to this area
2. Electrical system needs upgrading- Lenco is providing us with an estimate for work required.
3. Plumbing- pressure tank enclosure is too small. It need to be replaced with a larger enclosure. At the same time it would be coordinated with the need for the installation of an irrigation system.
4. Install irrigation system
5. Add topsoil and reseed area- not enough topsoil for sustained lawn growth
6. Prep work for the site and installation of an Agent Orange monument

My question is that if we put together a proposal, would the BOS consider funding this through LOCIP? I am just looking for guidance on how to proceed. This does not need any formal motions

Agenda Item 4C

The state published the rules for this round of STEAP grants after the last meeting. They are very different from previous years STEAP grants. These are designed to be quick infusions of cash for shovel ready projects.

Details located Here:

https://portal.ct.gov/OPM/Bud-Other-Projects/STEAP/STEAP_Home



STEAP_Home - Connecticut

PROGRAM DESCRIPTION . Preserving the historical integrity and beauty of our small towns is vital to our economy and quality of life. The Small Town Economic Assistance Program (CGS Section 4-66g) funds economic development, community conservation and quality-of-life capital projects for localities that are ineligible to receive Urban Action (CGS Section 4-66c) bonds.

portal.ct.gov

I have called their office several times but have not gotten in contact with the program administrator yet

There are a few things that are important

1. The Maximum award is \$128K per municipality
2. This is designed for shovel ready projects Application due Aug 14, awarded Sept 14 Expectation that we begin work quickly.
3. 100% funding for the project must be secured. This implies the max budget would need to be 450K+128K or \$578K for the community center.
4. No changes in scope allowed. This is a problem because we don't even have a preliminary design so it is hard to get the scope correct for the project.

I may be missing something here, but I do not think this is a good fit for our plans for a community center. It likely represents less than 10% of the total cost of the community center. We would have to gamble that we know where the building is going.

I want a community center as much as all of you, but I think this round of STEAP funding won't work to well for what we need. I can submit a STEAP grant for the community center. I would simply modify our last submission to identify the new location. If we do it and move the location or do not finish the project in a 2-3 year timeframe- we potentially loose the money. I do not want to let the grant go to waste.

What other possible things can we apply for fast?

The most obvious is roadwork or culverts since we have some or all of the matching funds in those accounts anyway.

1. A paving Project like Shoddy Mill Rd, Hendy Road, long Hill, etc.
2. A second good option would be a Culvert Project. I spoke to Brandon today and there are multiple possibilities for Culvert Replacements, including Basola Rd and Hutchinson Rd culverts that would meet the requirements.
3. Another option Might be a Mini roundabout for Lake Road/ Lakeside Drive as well as realigning the intersection of Lake rd and Matheson. This would need us to hire a traffic engineer quick
4. The last option is my least favorite- which would be to use the money to install speed humps in the lake district. I don't think we are far enough along with this. It would be a struggle to get the preliminary plan in time

Currently on our list for Paving this year was Long Hill Rd from Rt6 to the intersection of Bear Swamp, as well as Shoddy Mill Rd from Rt 6 to just past the intersection of Wales Rd.

Long Hill Rd

Long Hill Rd from Riverside to Bear Swamp Rd has a PCI of 34 (rated Very poor) and from Rt 6 to Riverside a PCI of 43 (poor) which means it needs to be milled and overlaid or ground up and reconstructed. Because there is not much pavement thickness on the road less than 2.5" in many spots grinding it up is the better long term option than mill and fill. This road is has high traffic volume (priority 5) Any work will occur after the connectivity grant where the sidewalk install will disturb the pavement anyway.

Shoddy Mill Rd

Shoddy Mill Rd Between Rt 6 and Wales Rd Has a PCI of 55 (fair) It is a priority 3 road. Ordinarily with that PCI we would not address it at this time. However we need extensive drainage work on that road. That is the second priority project after the Transfer Station is complete. With the cuts required for drainage, it would be better to reclaim the rest of the road instead of patching all the cuts and then overlaying.

Given that my recommendation is to Reclaim and Pave both sections of roads

Here are the options for these roads:

	square yards	\$ Shim+ overlay	\$ Mill shim overlay	\$ reclaim pave
Long Hill Rt6- Bear Swamp Rd	7410	74,000	98862	126168
Shoddy Mill Rd Rt6- Wales Rd	7580	70246	109726	137082
All costs include Driveway aprons and tack coats				

If we submitted a STEAP grant for this we would be out of pocket~ 265-128= \$137K from our budget

If we don't get the grant we just shim and overlay which will cost us around \$145,000.

Either way this leaves us ~ 75,000 for shimming roads this fall

I motion to authorize the town administrator to submit a STEAP grant for Reclaiming and Paving Long Hill Rd from Rt 6 Bear Swamp Road, and Shoddy Mill Rd from Rt 6 to Wales Rd

Agenda Item 4D

Athletic field Usage

Attached is the document from Kyle of FC north. I have a call into Richard Clarko to get pricing for lining the fields.

TOWN OF ANDOVER, CONNECTICUT
17 School Road, Andover, CT 06232

TOWN FACILITY REQUEST FORM AGREEMENT

Please provide the following information to better assure your league or group the use of the requested facility. We will make every effort to provide you with safe and playable fields and facilities. In the event of a conflict, you will be notified to re-schedule your request or to make other arrangements. Because of the growing concern for liability and insurance, each group requesting facilities must complete this form. If you are applying on behalf of an organized group, please attach a copy of your Organizations/ business Certificate of Insurance.

Date of Application: 7/20/2020

Email: Kylewayer@gmail.com

Name of Applicant: Kyle Ayer

Contact # 413-626-6383

Organization/business Name: FSC North
(If applicable)

Contact # 413-626-6383

Address: P.O. Box 208 Town Coventry Zip 06238

Purpose of Outdoor Use: youth soccer practice and game

Date(s) of Use: August 1 - Nov. 30 Hours: Various to _____

March 15 - July 31
Indicate facilities requested: Long Hill Field

Athletic Field Rules

1. The field and adjacent Town property must be left clean. Remove and Dispose of all waste off site.
2. The Applicant is responsible for the supervision of parking and for the control and good behavior of players and spectators. Any minor under age thirteen must be supervised by an adult.
3. Park only in designated areas and not on the grass except along the field side of Riverside Drive.
4. Smoking and the consumption of alcoholic beverages or illegal drugs is strictly forbidden.
5. No pets are allowed on the athletic fields.
6. Good judgment must be used by the Applicant in case of bad weather. Do not use the fields when the weather is likely to cause harm to a participant or the field. The Town reserves the absolute right to determine field use during or before bad weather.
7. Any damages, loss of equipment or inadequate cleanup may be charged to the Applicant.
8. Users of Town of Andover athletic fields must obey all rules and conditions set forth in this Request Form/Agreement and promptly pay any charges assessed against the Applicant or the Town in its discretion may cancel this Agreement upon notice of seven calendar days.

3. Park only in designated areas and not on the grass.
4. Smoking and the consumption of alcoholic beverages or illegal drugs is strictly forbidden.
5. No pets are allowed on the athletic fields.
6. Good judgment must be used by the Applicant in case of bad weather. Do not use the fields when the weather is likely to cause harm to a participant or the field. The Town reserves the absolute right to determine field use during or before bad weather.

The Governor has issued Executive Orders to prevent the spread of the novel coronavirus or COVID 19. The Applicant is required to submit with this application a written plan detailing how the Applicant plans to comply with the applicable Orders of the State, Health Department, Town and CDC while using the Town of Andover field it wants to use, to be attached hereto.

In exchange for the consideration given by the Town of Andover in permitting the use of Town property, the Applicant will defend, indemnify and hold harmless the Town of Andover and Town officials, employees and agents from and against any losses arising from any claim, lawsuit, action, legal fees or proceeding resulting from any claims of injuries of any nature, including death, damages and losses incurred by any participant using the property as part of the Applicant group or organization and including but not limited to any third party and the general public, which may arise or may be alleged to have arisen out of or in connection with the Applicant group or organization's use of the Town's field or any adjacent Town property.

The Applicant will provide to the satisfaction of the Town of Andover a certificate of liability insurance covering the Town of Andover for the Applicant's use of the field and adjacent town property for general liability for a minimum of \$1,000,000.00 for each occurrence and \$2,000,000.00 in the aggregate for any claims made against the Applicant group or organization or the Town of Andover in any way related to any activity or event covered by this Agreement. The certificate of insurance will be attached hereto.

I, the undersigned, am applying for this permit on behalf of FSC North
_____. I hereby represent that I have been authorized by the organization/business/group to make this application and to bind the organization to this Hold Harmless Agreement.

AGREED THAT THIS IS A BINDING AGREEMENT IF SIGNED BY THE TOWN ADMINISTRATOR.

Kyle Ayer
Signature of Applicant
Duly Authorized

Kyle Ayer
Print Name Here

07/20/2020
Date

Eric Anderson, Town Administrator.

Date

Town of Andover
17 School Road
Andover, CT 06232
ATHLETIC FIELD USE AGREEMENT

Applicant/Group Representative: Kyle Ayer

Group/Organization: FC North FSC North

Address: P.O. Box 208

City/State/Zip: Caventry, CT 06238

Phone Number: 413-626-6383 **Alternative Phone Number:**

Field(s) & Location Requested Long Hill Field

Dates/Days Various August 1 - July 31

Weeks/Hours Requested Various

Estimated Number of Attendees Expected 20-60

The Applicant agrees to pay a yearly usage fee of \$ 10,000 from July 1 2020 to June 30 2021 to * hold the date(s) of the requested field usage. No Field Use Agreement may extend for more than one year. Any damages, loss of equipment or inadequate cleanup will be charged to the Applicant. Users of Town of Andover athletic fields must obey all rules, regulations and conditions set forth herein and promptly pay all charges assessed against the Applicant or the Town in its complete discretion will have the absolute right to cancel this Agreement upon notice of seven calendar days. The Applicant will have the right to use an on-site storage facility if one is available under conditions specified by the Town. The storage facility conditions will be attached hereto as Exhibit B. The signature of the Town Administrator on this Agreement is necessary to bind the Town of Andover to it.

Athletic Field Rules for the Applicant:

1. The field and adjacent town property must be left clean. Remove and Dispose of all waste offsite.
2. The Applicant is responsible for the supervision of parking and for the control and good behavior of spectators and players. Any child under the age of thirteen must be supervised by an adult.

* See Amounts on Hold Harmless Agreement Page

Hold Harmless Agreement

I, Kyle Ayer, a resident of Andover, Connecticut, and residing at 315 RT 6, hereby apply on behalf of myself and the Organization identified below (the "User"), for a permit to use Town property. The Town property to be used and the date(s) of use are as follows: Property: Long Mill Field; Date(s) of Use: Various between August 1 - July 31

I am applying for this permit on behalf of FSC North (the "Organization"), of which I am Vice President. I hereby represent that I have been authorized by the Organization to make this application and to bind the Organization/business to this Hold Harmless Agreement.

In exchange for the consideration given by the Town of Andover in permitting the use of Town property, the undersigned User agrees that it shall not hold the Town of Andover and its officials and employees responsible for any claims or injuries of any nature whatsoever that may arise out of the use of the property. The undersigned User further agrees to indemnify and hold the Town harmless from any and all claims, losses, damages, judgments, costs, settlements, fines, penalties, and expenses (including legal fees) that the Town may incur, directly or indirectly, as the result of the use of the property, including with limitation claims, losses, etc. that may result from a claim by the User or a member of the User or by a third party.

Foundation Soccer Club (FSC) North
Print Name of Organization/business

07/20/2020
Date of Application

By: _____

Its: _____

The Applicant agrees to pay a usage fee as follows: 5,000.00 if Field is mowed but not lined
10,000.00 if Field is mowed and lined
once per week. (All 3 fields)

In making this application, we hereby agree to comply strictly with the rules and regulations and Covid-19 guidelines as approved by the Town of Andover, State of Connecticut, Health Department, and CDC. The organization/business also agrees that they will follow the Covid-19 plan submitted by the applicant organization/business to accompany this application.

Kyle Ayer
Print Name, Duly Authorize

Kyle Ayer
Signature

07/20/20
Date

The town reserves the right to cancel any permit which does not comply with the rules, regulations and Covid-19 plan.

Accepted and **AGREED** this 20th day of July, 2020.

Eric Anderson, Town Administrator