

Town of Andover
Board of Selectmen
Regular Meeting Minutes
Monday, March 11th, 2024 – 7:00pm
Location: virtual Zoom meeting

Members Present: First Selectman Jeff Maguire, Anne Cremè, Paula King, Scott Person, Jeff Murray
Town Administrator: Eric Anderson
Andover Community Garden: Jeff Ballard
Town Attorney: Dennis O'Brien
Board of Finance: Joanne Hebert
Public Present: Mike & Cathy Palazzi, Bill Penn, John Hankins (Joshua's Trust), Sherry Michaud, Dianne Grenier

1. Call to Order/Pledge of Allegiance – Jeff Maguire called the meeting to order at 7:02pm. The Pledge was recited

2. Public Speak –

Dianne Grenier – sent email regarding Welcome to Andover sign and other signage colors in Town

Mike & Cathy Palazzi – update road name in agenda item 7e

Jeff Ballard – commented regarding fence installation proposal at Community Garden, applying for grant for water collection

Joanne Hebert – commented on holding potential Town meeting for recent items proposed to residents regarding grants and purchases

Dennis O'Brien – followed up from last meeting regarding Commission on Aging looking to appoint alternates, wrote minor ordinance that the Board could act upon. Echoed Joanne Hebert on scheduling a Town meeting in the near future for outstanding items

3. Board and Commission Presentations

a. Andover Community Garden Budget Request

i. Fencing – photos provided to Board of proposed fencing, Eric Anderson provided feedback regarding fence installation – discussed impact on install near leach field, however garden overlaps of portion of repair area of septic, and installing before Community Center construction is complete. Add to next month's agenda – give additional time for Community Center construction. Jeff Maguire to work with Jeff Ballard on roofing issues, and work with Eric Anderson on location and funding source. Discussion on 2024-2025 budget funding for potential water and electricity for garden.

b. Economic Development Committee – reviewed and discussed visuals provided in packet from Elaine Buchardt of proposed formats of 'Welcome to Andover' sign from requests from Board members in previous month's meeting. Paula King will relay information discussed from meeting regarding concerns about the posts for sign and reflective material for the lettering. Jeff Maguire MOTIONED to approve the 'Welcome to Andover' sign that is green with gold lettering with the same font, 'Established in 1948', improved footings to provide for longer term stability, and to use reflective lettering as it conforms with DOT regulations. Jeff Murray SECONDED. 5:0:0

4. Appointments – none

5. Resignations – Cathy Palazzi (Burial Ground Committee, and Economic Development Commission), Mike Palazzi (Conservation Commission). Board members and Eric Anderson thanked the Palazzi's for their years and time put into the Town.

6. Town Administrator's Report – budget has been passed onto the Board of Finance; first budget workshop is March 13th, 2024. Application submitted for LOTCIP grant for the Route 316 Connectivity project, and for the Rec Trails program grant – Eric shared screen with proposed trail locations. RFP closed for inspection services for the State Local Bridge Program for Bunk Hill Bridge – 9 applications received; committee will review. Working on new arrangement for shared Animal Control services between Andover, Hebron and Columbia – will re-sign contract with NECOG for the time being. Playground Committee – reviewing specifications for playground and pickleball courts, will need to go to Town meeting. Roadwork – erosion on Bunker Hill Road from smaller stream, Public Works to repair. Proposed route for multi-use trail down Hebron Road and Cider Mill Road and proposed Hop River Trail trailhead and path included in packet. Discussed potential culvert repair on Hutchinson Road. Excavation work beginning at Community/Senior Center – did walkthrough of building, gave list of things to be corrected prior to installation. Boston Hill Road update – asked for extension on work time due to water levels in area, will post update for residents.

7. Old Business – Discuss and act upon the following:

- a. Joshua's Trust Discussion** – outstanding items from last meeting: 1) addressing Mr. Fabian's concerns, and 2) a costs basis for parking area. Jay Tuttle created 2 proposals for parking area (included in packet). Sherry Michaud (abutter to property) – expressed concerns regarding safety and privacy. Joshua's Trust members will meet with Sherry to address concerns. John Hankins provided update – met with Mr. Fabian twice, who had also expressed concerns similar to Sherry Michaud. Joshua's Trust was able to move the proposed trail 30-40 feet from Mr. Fabian's property. Joshua's Trust will also pay the first \$8,000 towards parking lot construction, the parking lot will be similar to the parking lot design on Lake Road (or the parking lot proposal #2 in packet). Bill Penn will be the steward for the trail and will be responsible for maintenance, make periodic visits to the parking lot, and ensure litter pick up. Joshua's Trust will provide volunteers for the debris cleanup, as well as signage for the trail once complete. Will discuss further at next meeting.
- b. Staff discussion on Affordable Housing with Town Planner** – Eric Anderson provided updated – generated list of potential properties in Town as requested and provided to Town Planner for review
- c. Community Center construction update** – previously discussed in meeting
- d. Discussion of Blight and level of involvement** – no update, Dennis O'Brien sent ordinance draft to Board
- e. Hendee/Hutchinson Rd Buddhist Road impacts** – Zoning Agent sent letter regarding application submission for permits
- f. STIF Account update** – continuing to generate interest on account
- g. Fire House Meeting April 14th, 1:30pm** – confirmed meeting

8. New Business – Discuss and act upon the following

- a. Discuss Annual Audit** – draft copy of audit sent to Board of Selectmen and Board of Finance. Waiting on Corrective Action Plan from AES, otherwise ready to file.
- b. Discussion on Fire Department Heavy Rescue sale** – Discussion, Jeff Maguire MOTIONED to allow the Fire Commission to seek offers on the department's heavy rescue vehicle for sale. Paula King SECONDED. MOTION CARRIED 5:0:0
- c. Updated DPW Equipment Projections** – Jay Tuttle sent spreadsheet with updated information – reviewed summary of projections for vehicles going forward. Board of Finance to approve financing new mower purchase – will then go to Town meeting for approval.
- d. Review Significant Taxpayer List** – Eric Anderson provided list to Board, will review further at next meeting
- e. Discussion of extensive tree trimming on Burnap Brook Road** – Jay Tuttle (DPW) to start discussion with Board regarding tree removal, concerned with changing character of the road. Scott Person to review with Jay and will update at the next meeting.

9. Approval of Meeting Minutes

- a. 2.21.2024 Special Meeting Minutes** – Paula King MOTIONED to approve the February 21st, 2024 Special Meeting Minutes. Jeff Maguire SECONDED. MOTION CARRIED 5:0:0
- b. 2.26.2024 Special Budget Meeting Minutes** – Paula King MOTIONED to approve the February 26th, 2024 Special Budget Meeting Minutes. Anne Cremè SECONDED. MOTION CARRIED 5:0:0

10. Treasurer's Report – in packet, have not yet received second half of ECS funding from State. Reviewed Contingency fund and other permanent fund balances. Working to clean up other fund accounts.

- a. Revenue Summary
- b. Town Budget Summary
- c. Town Aid Road (TAR) Update
- d. Town Cash Report
- e. Appropriation Transfer
- f. Over Expenditure Report
- g. Summary of Audit Status

11. Tax Collector's Report – in packet, Eric Anderson working with Tax Collector on updating spreadsheet for uncollected taxes by year

12. Department Reports – in packet, State paperwork is being completed for Senior Transportation vehicles for inspections – looking to receive new vehicle around April 2024

- a. Assessor's Report
- b. Fire Department
- c. Burning Official
- d. Resident State Trooper
- e. Town Clerk
- f. Building Department
- g. Assessor's Office
- h. Public Works
- i. Transfer Station
- j. Library
- k. Senior Transportation
- l. AHM
- m. Economic Development Commission
- n. ZBA

13. Correspondence

- a. **Fuel Assistance Fund Donation** – Eric Anderson thanked Saint Columba Church for their donation to the Andover Fuel Bank

14. Public Speak –

- Dianne Grenier – commented regarding reflective lettering on 'Welcome to Andover' sign
- Joanne Hebert – commented regarding holding Town meeting in the next few weeks for input from Public

15. Executive Session – Jeff Maguire MOTIONED to enter into Executive Session at 8:53pm to discuss employee matters, inviting Eric Anderson and Dennis O'Brien. Paula King SECONDED. MOTION CARRIED 5:0:0

Returned from Executive Session at 9:13pm.

16. Adjournment – Paula King MOTIONED to adjourn the meeting at 9:13pm. Scott Person SECONDED. MOTION CARRIED 5:0:0