

Town of Andover
Board of Selectmen
Monday, November 8th, 2021
Regular Meeting at 7:00 P.M.
Location: virtual Zoom meeting
Regular Meeting Minutes

1. Call to Order/Pledge of Allegiance
Jeff Maguire called the Regular Meeting to order at 7:01 P.M. The Pledge of Allegiance was recited.
Members: First Selectman Jeff Maguire, Vice Selectman Adrian Mandeville, Paula King, Jeff Murray, Scott Person.
Town Administrator: Eric Anderson, Admin Assistant/Board Clerk: Amanda Gibson
Finance Director: Sherry Holmes, Assistant Finance Officer: Marina Pandolfi
Board of Finance: Vice Chair Diane Choquette, Joanne Hebert.
Public Present: Cathy Palazzi, Mike Palazzi, Dianne Grenier, Kimberly Person.
Community Voice Channel: Nick Lavigne
2. Public Speak – None.
3. Additions/Deletions to the Agenda
Jeff Maguire MOVED to add New Business item 10.d.iii. Richard Clarco Field Evaluation Services.
Scott Person SECONDED
MOTION CARRIED 4:0:1 Jeff Murray abstained.
4. Finance Director Presentation on New Financial Software presented by Sherry Holmes
Sherry Holmes shared that Edmunds Software is fully functioning for the Town and Board of Education. Sherry stated that the auditor from Mahoney Sabol appreciates the software upgrade. Adrian Mandeville and Jeff Maguire inquired about payroll transactions due to staff turnover. Members requested for a report sent via email to the Board of Selectmen prior to the next meeting.
5. Board and Commission Presentations – None.
6. Appointments
 - a. Memorial Day Committee
Eric Anderson shared that the Memorial Day Committee requested help finding additional members for the committee. Paula King offered to help recruit members to help with the annual parade.
 - b. Norton Children’s Fund Commission
Eric Anderson stated that the commission is created by the Town Charter Section 606 which only specifies regular members, not alternates.
Jeff Maguire MOVED to create the following Minor Ordinance: Add two alternate positions for the Norton Children’s Fund Commission with the term to be 2 years and run concurrently with regular members.
Scott Person SECONDED
MOTION CARRIED 5:0:0
 - c. Building and Land Use Department Administrative Assistant
Adrian Mandeville MOVED to appoint Lynn Werner as the Building Department Administrative Assistant part time position for 20 hours per week.
Scott Person SECONDED
MOTION CARRIED 5:0:0
 - d. Assistant Town Clerk - Town Clerk Carol Lee is conducting the interview and selection process.
7. Resignations
 - a. Micky Quagliano, CERT Emergency Management Coordinator - Members accepted the resignation.
8. Town Administrator’s Report provided by Eric Anderson
William Bell as the new Custodian is working out very well with the Town Hall very clean and other projects underway. Connectivity Grant construction has begun at the intersection of Long Hill Road and Route 6.
Suggested for LOCIP grant funding to cover culvert costs.
Shared that the Town Hall’s plumbing pipes were blocked by paper towels from the bathrooms. Members requested for Eric Anderson to research hand dryers to replace paper towels.
Stated that the C.A.R.T. Program has a possible plan to rebuild the can sorting station structure. The town has received a quote from Regan Construction and the local Cub Scout group may help as well. Members agreed to host a Site Walk Special Meeting soon to discuss options for possible relocation of the can sorting area and tire recycling programs.
C.A.R.T. organizer Mike Palazzi provided insight on how the program works and what infrastructure it needs.
9. Old Business
Discuss and act upon the following:
 - a. Bunker Hill Road Bridge Closure
Adrian Mandeville MOVED to authorize Public Works to reopen Bunker Hill Road Bridge to all traffic with no weight restrictions remaining a one lane bridge open to traffic in both directions.

- b. RHAM Multi Use Turf Field Project – Members acknowledged that the vote did not pass.
- c. Veterans Monument Park Upgrades
 - i. Flag Poles
Eric Anderson shared that the flag poles are ready to be installed and funding is covered by donations.
 - ii. Battlefield Cross and P.O.W./M.I.A.
Eric Anderson shared that the monuments will be installed in the Spring of 2022.
 - iii. Irrigation System
Eric Anderson shared that the irrigation system is installed, low voltage lighting and electrical is complete and are now both running through the Museum of Andover History building. Stated that Gerry Wright requested for the Town to fund the \$2,180 cost of the lighting.
Scott Person MOVED to approve to expend \$2,118 from the Building Maintenance Fund to pay for the low voltage Lighting at the Veterans Monument Park to Ron’s Professional Lawn Care.
Jeff Maguire SECONDED
MOTION CARRIED 5:0:0

10. New Business

Discuss and act upon the following:

- a. Town Wide Christmas Caroling
Paula King shared that the Town will be hosting the event on Saturday, December 18th pending approval from the Recreation Commission, with all details to be announced soon.
- b. Personnel
 - i. Building and Land Use Dept Administrative Assistant Position – Previously discussed.
 - ii. Assistant Town Clerk Position – Previously discussed.
- c. Policy on Snow Plow Damage and Mailbox Replacement
Eric Anderson shared that Public Works Supervisor Jay Tuttle updated the policy, and communication was distributed to residents and located on town website. Members discussed to create a plan for tagging mailbox locations that need to be moved back. Paula King suggested to repost the new policy at the first snowfall.
- d. Veterans Memorial Field
 - i. Funding
 - ii. Agreement
 - iii. Richard Clarco Field Evaluation Services
Eric Anderson shared that the Town of Hebron is contracting with L and C Park Consultants for field maintenance services. Members discussed possible contract with L and C Park Consultants for \$1,150 per year. Members requested for Eric Anderson to discuss with the Town of Hebron prior to agreement.
- e. American Red Cross Donation Bin Request
Amanda Gibson shared that the American Red Cross is looking for a location in town to place a clothing donation bin. Members discussed options for bin location, specifically at the Transfer Station. Members agreed to discuss during the Site Walk Special Meeting at the Transfer Station soon.
- f. Connectivity Grant Construction Progress – Previously discussed.

11. Approval of Meeting Minutes

- a. Tuesday, October 12th 2021 Special Meeting Minutes
Adrian Mandeville MOVED to approve the Tuesday, October 12th, 2021 Special Meeting Minutes.
Scott Person SECONDED
MOTION CARRIED 5:0:0

12. Finance Department Report

- a. Revenue Summary – Provided.
- b. Town Budget Summary – Provided.
- c. Town Aid Road (TAR) Update – Provided.
- d. Town Cash Report
- e. Over Expenditure Report

Finance Director Sherry Holmes provided the Summary and Revenue Reports for Fiscal Year 2020-2021 and a detailed Expenditure Report for 2022. Assistant Finance Officer Marina Pandolfi offered to provide the check transactions monthly to the Board of Selectmen separate from the Regular Meeting packet.

13. Budget

- a. Appropriation Transfers – None.

b. Over Expenditure Requests – None.

14. Tax Collector’s Report

a. Refunds Requests – Members agreed to discuss after Executive Session.

15. Assessor’s Report

a. Revaluation Services - Eric Anderson shared that the revaluation will be complete at the beginning of December.

16. Department Reports

- a. Fire Department – Provided.
- b. Burning Official – Provided.
- c. Resident State Trooper – Provided.
- d. Town Clerk
- e. Building Department
- f. Assessor’s Office – Provided.
- g. Public Works
- h. Transfer Station
- i. Library – Provided.
- j. Senior Transportation – Provided.
- k. Registrars – Provided.
- l. AHM

17. Correspondence – None.

18. Public Speak – None.

19. Executive Session to discuss Assistant Finance Officer’s Union Contract, Pay & Benefits

Paula King MOVED to enter into Executive Session with Marina Pandolfi, inviting Board of Finance Vice Chair Diane Choquette and Town Administrator Eric Anderson.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

Members entered Executive Session at 8:36 P.M. The Executive Session ended at 9:32 P.M.

Adrian Mandeville MOVED to approve the following tax refunds for excess payments as outlined in the packet for a total of \$6,341.74.

Paula King SECONDED

MOTION CARRIED 4:1:0 Jeff Maguire opposed.

| | | |
|------------------------|------------|-------------------------------------|
| Honda Lease Trust | \$226.58 | Sec 12-129 Refund of excess payment |
| Armstrong Linda | \$52.99 | Sec 12-129 Refund of excess payment |
| Albert Amanda | \$326.52 | Sec 12-129 Refund of excess payment |
| JP Morgan Chase | \$433.02 | Sec 12-129 Refund of excess payment |
| ACAR Leasing | \$397.08 | Sec 12-129 Refund of excess payment |
| Fuss Steven & Alana | \$231.84 | Sec 12-129 Refund of excess payment |
| Enterprise FM Trust | \$112.46 | Sec 12-129 Refund of excess payment |
| Breault Justin | \$25.39 | Sec 12-129 Refund of excess payment |
| Fogarty Daniel & Helen | \$55.80 | Sec 12-129 Refund of excess payment |
| Lanzieri Brian | \$271.08 | Sec 12-129 Refund of excess payment |
| Deluco Michelle | \$1,289.38 | Sec 12-129 Refund of excess payment |
| Byron Joan | \$2,919.60 | Sec 12-129 Refund of excess payment |

20. Adjournment

Adrian Mandeville MOVED to adjourn the Regular Meeting

Paula King SECONDED

MOTION CARRIED 5:0:0

Jeff Maguire adjourned the Regular Meeting at 9:34 P.M.

Please visit our town website at www.andoverct.org for upcoming VIRTUAL meetings with instructions on how to join. The following boards/commission Zoom Video Recordings are posted to the NEW Town of Andover, CT YouTube Channel: Board of Selectmen, Board of Finance, Board of Assessment Appeals, Inland Wetlands and Watercourses Commission, Planning and Zoning Commission, Zoning Board of Appeals. Like our www.facebook.com/townofandoverct page for community updates! Helpfully submitted by the Board Clerk/Administrative Assistant, Amanda Gibson. *Amanda Gibson*. Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.

**MINOR ORDINANCE ADDING TWO ALTERNATE POSITIONS
TO THE NORTON FUND COMMISSION**

1. The Norton Fund Commission has expressed a need and desire to add two alternate member positions to the Commission.
2. Such action may be taken on an interim bases pursuant to Town Charter Sections 402A and 105H, authorizing the enactment of “**Minor Ordinances**” by the Board of Selectmen.
3. If enacted by the Board of Selectmen, this **Minor Ordinance** shall become effective immediately but must be either confirmed as a regular Town Ordinance or be terminated by vote of the next Special Town Meeting duly convened and held in the Town of Andover that is attended by a quorum of the voters as required by Charter Section 302B.
4. Per this “**Minor Ordinance**,” two alternate member positions are hereby created on the Norton Fund Commission, and said alternate members shall be appointed by the Norton Fund Commission per Section 603 of the Town Charter for terms ending on June 30, 2023, at which time, subject to paragraph 2 above, the positions shall be filled at two-year intervals by the Board of Selectmen per Charter Section 601.