

**Town of Andover  
Board of Selectmen**  
Monday, May 10<sup>th</sup> 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 7:00 P.M.  
The Pledge of Allegiance was recited.  
Members: First Selectman Jeff Maguire, Vice Selectman Adrian Mandeville, Paula King, Scott Person, Jeff Murray.  
Town Administrator: Eric Anderson, Board Clerk/Admin Assistant: Amanda Gibson  
Board of Finance: Diane Choquette  
Rivereast Newspaper: Sloan Brewster  
Public Present: Cathy Palazzi, Mike Palazzi, Marcie Miner, Abbie Winter, Joanne Hebert, Dianne Grenier.
2. Public Speak  
Cathy Palazzi inquired on details of the town building fire alarm monitoring systems, specifically regarding the old senior center building.  
Carrie Crompton shared updates on the town's Monarch Way Station located at the Rail Trail near Center Street, requesting the area not be mowed to allow for wildflower plants to flourish for the station. Shared idea of a labyrinth installation located behind the Veterans Memorial Field for visitors to enjoy.  
Gerry Wright shared updates on the Veterans Monument Park, fundraising and upcoming Agent Orange Monument Unveiling Ceremony on Saturday, June 5<sup>th</sup>.
3. Additions/Deletions to the Agenda  
Jeff Maguire motioned to add Appointment of Public Works Maintainer 2 to Appointments item 5d. Members agreed.
4. Board and Commission Presentations
  - a. Labyrinth Proposal by Carrie Crompton  
Previously discussed during Public Speak. Members agreed to add to the agenda for the next Regular Meeting.
  - b. Sustainable CT  
Cathy Palazzi presented updates regarding the town's status through Sustainable CT program with the town to be bronze certified in August 2021.
  - c. Andover Community Garden  
Abbie Winter presented proposal to the board including initial idea, site plan, goals, details, budget, etc.  
  
Adrian Mandeville MOVED to approve the proposal by Abbie Winter, through the Sustainable CT Committee, to construct an Andover Community Garden on town property located behind the Town Hall, subject to providing a monthly update report to the Board of Selectmen.  
Scott Person SECONDED  
MOTION CARRIED 5:0:0
  - d. Grant for Veterans Monument Park  
Eric Anderson shared that updates to the park will be conducted in August. Gerry Wright is seeking a matching grant through Sustainable CT for the Veterans Monument Park.
5. Appointments
  - a. Inland Wetlands and Watercourses Commission for a 2-year appointment
    - i. George Elliott - Regular Member
    - ii. Jed Larson - Regular Member
    - iii. William Munroe - Regular Member
    - iv. Ed Smith - Alternate Member
  - b. Commission on Aging for a 4-year appointment
    - i. Judy Knox – Regular Member
    - ii. Cathy Palazzi – Regular Member
    - iii. Elaine Buchardt – Regular Member
    - iv. Georgia O'Brien – Regular Member
    - v. Ellie Skoog – Regular Member

- c. Olde Andover Burying Ground Sub-Committee for no specification for appointment. 2 year June 30<sup>th</sup> 2023.
  - i. Michael Kurdzo – Regular Member
  - ii. Cathy Palazzi – Regular Member
  - iii. Maria Tulman – Regular Member
  - iv. Steve Fish – Regular Member
  - v. Robert Post – Regular Member
  - vi. Jeff Ballard – Alternate Member

Jeff Maguire MOVED to appoint the following members:

Inland Wetlands and Watercourses Commission for a 2-year term expiring June 30<sup>th</sup>, 2023:

- i. George Elliott - Regular Member
- ii. Jed Larson - Regular Member
- iii. William Munroe - Regular Member
- iv. Ed Smith - Alternate Member

Commission on Aging for a 4-year term expiring June 30<sup>th</sup>, 2025:

- i. Judy Knox – Regular Member
- ii. Cathy Palazzi – Regular Member
- iii. Elaine Buchardt – Regular Member
- iv. Georgia O’Brien – Regular Member
- v. Ellie Skoog – Regular Member

Olde Andover Burying Ground Committee for a 2-year term expiring June 30<sup>th</sup>, 2023:

- i. Michael Kurdzo – Regular Member
- ii. Cathy Palazzi – Regular Member
- iii. Maria Tulman – Regular Member
- iv. Steve Fish – Regular Member
- v. Robert Post – Regular Member
- vi. Jeff Ballard – Alternate Member

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

- d. Appointment of Public Works Maintainer 2  
Jeff Maguire MOVED to appoint Zachary Zito as the Public Works Maintainer 2.  
Scott Person SECONDED  
MOTION CARRIED 5:0:0

- 6. Resignations – None.
- 7. Town Administrator’s Report \*See included.

Adrian Mandeville MOVED to authorize the Town Administrator Eric Anderson to sign the contract with Champion for salt purchases of up to 800 tons with a minimum of 400 tons, contingent upon the Capital Region Council of Governments (CRCOG) bid match.

Paula King SECONDED

MOTION CARRIED 5:0:0

8. Old Business

Discuss and act upon the following:

- a. Alarm Monitoring for Town Buildings  
Adrian Mandeville MOVED to accept the proposals from the Fire Protection Team (FTP) as recommended by the Board of Finance and the Capital Improvement Planning Committee to provide inspection, annual testing, and monitoring services for town buildings with condition that contract to expire simultaneously with the Andover Elementary School in order to renegotiate as one entity.  
Paula King SECONDED  
MOTION CARRIED 5:0:0
- b. COVID Funding  
Members discussed options for spending relief funds.
- c. Library Mural Vandalism Restitution Update – Ongoing.
- d. Community Senior Center Building Committee Update  
Eric Anderson announced that the Request For Proposal for architectural drawings coming soon. The town is awaiting feedback from the town’s engineering firm.
- e. Updates to Veterans Monument Park – Previously discussed.

- f. Open Burning Permits  
Members discussed request from resident Ylo Anson for larger property owners to have unlimited burn permits. Members agreed to gather information and discuss at the Regular Meeting. Adrian Mandeville to invite Burning Official Scott Yeomans to the next Regular Meeting to discuss.

9. New Business

Discuss and act upon the following:

- a. Reopening of Town Hall  
Eric Anderson provided potential suggestions for reopening plan and staff requirements for vaccines. Members discussed various options. Jeff Maguire requested the town to receive information from CIRMA insurance company and the state's employee policies.

Adrian Mandeville MOVED to allow First Selectman Jeff Maguire to decide when and how to reopen the Town Hall.  
Jeff Murray SECONDED  
MOTION CARRIED 3:2:0 Scott Person and Jeff Maguire opposed.

- b. Senior Center Activities  
Eric Anderson reported that the senior activities are back up and running with only outdoor dining events. Volunteer Senior Coordinator Cathy Palazzi shared upcoming calendar.
- c. Town Budget Discussion  
The Town's Budget Referendum is set for Thursday, May 18<sup>th</sup> from 6:00 A.M. to 8:00 P.M. at the Town Hall Community Room.
- d. Memorial Day Car Parade  
Eric Anderson shared that the car parade will be hosted on Monday, May 31<sup>st</sup> beginning at 9:00 A.M. Community groups and organizations are invited to participate. The event information is listed on the town website.
- e. Building and Land Use Department
  - i. Administrative Assistant
  - ii. Online Permitting System
  - iii. Driveway Bonds
- f. Blighted Properties  
Jeff Murray inquired on ordinance for blighted properties in town. Town Attorney Dennis O'Brien provided recommendations for the Planning and Zoning Commission.
- g. Recreation Commission
  - i. Recreation Funds  
Jeff Murray MOVED to recommend the Board of Finance create an account dedicated for depositing funds to utilize recreational purposes and to transfer previously deposited funds to initiate the newly instated fund.  
Scott Person SECONDED  
MOTION CARRIED 5:0:0
  - ii. Veterans Memorial Field Usage  
Not discussed.
- h. Cameras Covered under AES Grant  
Paula King MOVED to accept the gift from the Andover Elementary School grant for two security monitoring cameras to be pointed at Town Hall.  
Adrian Mandeville SECONDED  
MOTION CARRIED 5:0:0

10. Approval of Meeting Minutes

- a. Monday, April 12<sup>th</sup>, 2021 Regular Meeting Minutes  
Jeff Maguire MOVED to approve the Monday, April 12<sup>th</sup>, 2021 Regular Meeting Minutes.  
Paula King SECONDED  
MOTION CARRIED 5:0:0

11. Finance Department Report
  - a. Revenue Summary – Provided.  
Jeff Maguire requested to have Finance Director Sherry Holmes provide the cost sharing savings.
  - b. Town Budget Summary – Provided.
  - c. Town Aid Road (TAR) Update – Provided.
  - d. Town Cash Report
  - e. Over Expenditure Report – Provided.  
Members discussed spreadsheet from the Finance Director reflecting the over expenditures. Jeff Maguire requested for Eric Anderson to meet with Sherry Holmes to determine procedures for personnel reports.
  
12. Budget
  - a. Appropriation Transfers
  - b. Over Expenditure Requests
  
13. Tax Collector’s Report
  - a. Refunds Requests  
Paula King MOVED to authorize the refunding of excess payments to Cynthia Murray of \$70.99, Dennis Foran of \$227.09 and Kenneth Sklodosky of \$134.43 for a total of \$432.51 in refunds.  
Adrian Mandeville SECONDED  
MOTION CARRIED 4:0:1 Jeff Murray abstained.
  
14. Assessor’s Report
  - a. Revaluation Services  
Crumbling foundation reports provided for all CT towns including Andover.
  
15. Department Reports
  - a. Fire Department – Provided.
  - b. Burning Official
  - c. Resident State Trooper
  - d. Town Clerk
  - e. Building Department – Provided  
Members reviewed the updated building permit applications forms. Eric Anderson stated that the town is waiting for response from the union regarding the Building Administrative Assistant position.
  - f. Assessor’s Office – Provided.
  - g. Public Works – Provided.
  - h. Transfer Station
  - i. Library – Provided.
  - j. Senior Transportation – Provided.
  - k. Registrars – Provided.  
Jeff Maguire thanked the Registrar of Voters for a successfully run election.
  - l. AHM
  
16. Correspondence  
Members agreed to plan an Executive Session during the next Regular Meeting for the Town Administrator’s annual review.
  
17. Public Speak  
Dianne Grenier reported update of white sucker fish population in Andover Lake being indicative of a clean lake.  
Inquired on updates to Veterans Monument Park.  
Joanne Hebert complimented Vice Selectman Adrian Mandeville and mentioned no opinion on reopening Town Hall.
  
18. Adjournment  
Adrian Mandeville MOVED to adjourn the Regular Meeting  
Paul King SECONDED  
MOTION CARRIED 5:0:0  
Jeff Maguire adjourned the Regular Meeting at 10:32 P.M.

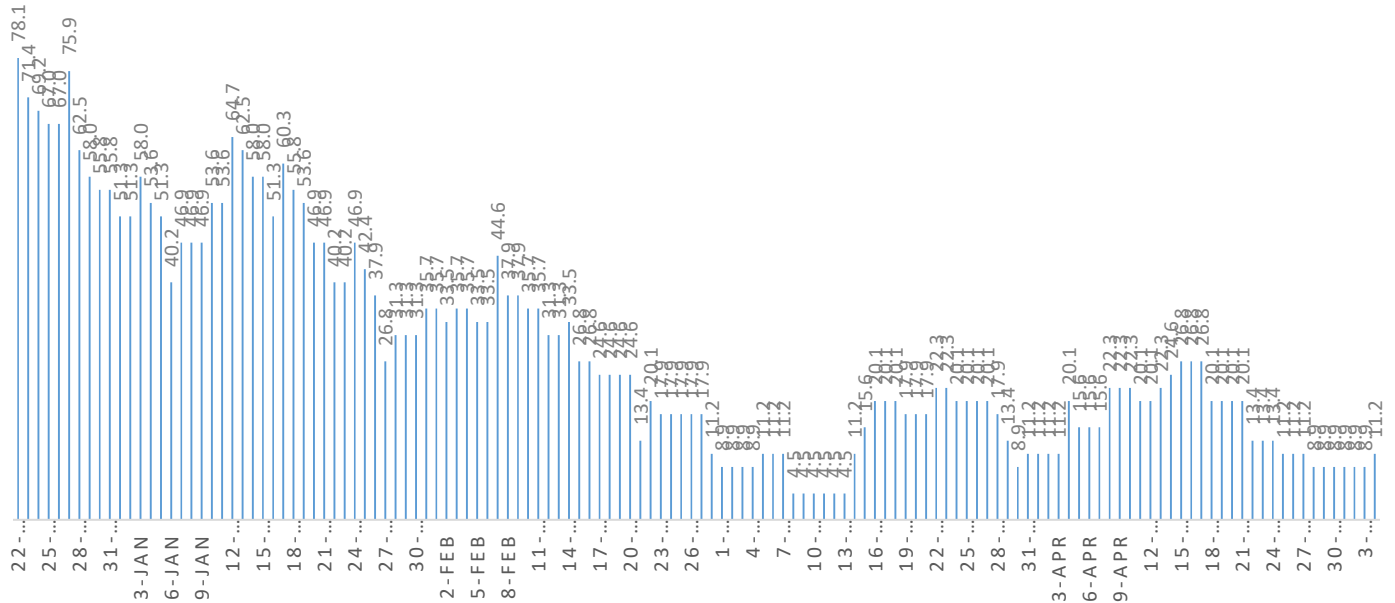
\*Please visit our town website at [www.andoverct.org](http://www.andoverct.org) for upcoming VIRTUAL meetings with instructions on how to join. The following boards/commission Zoom Video Recordings are posted to the NEW Town of Andover, CT YouTube Channel: Board of Selectmen, Board of Finance, Board of Assessment Appeals, Inland Wetlands and Watercourses Commission, Planning and Zoning Commission, Zoning Board of Appeals. Like our [www.facebook.com/townofandoverct](https://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.

# Town Administrator's Report for the 5.10.21 Board of Selectmen Regular Meeting

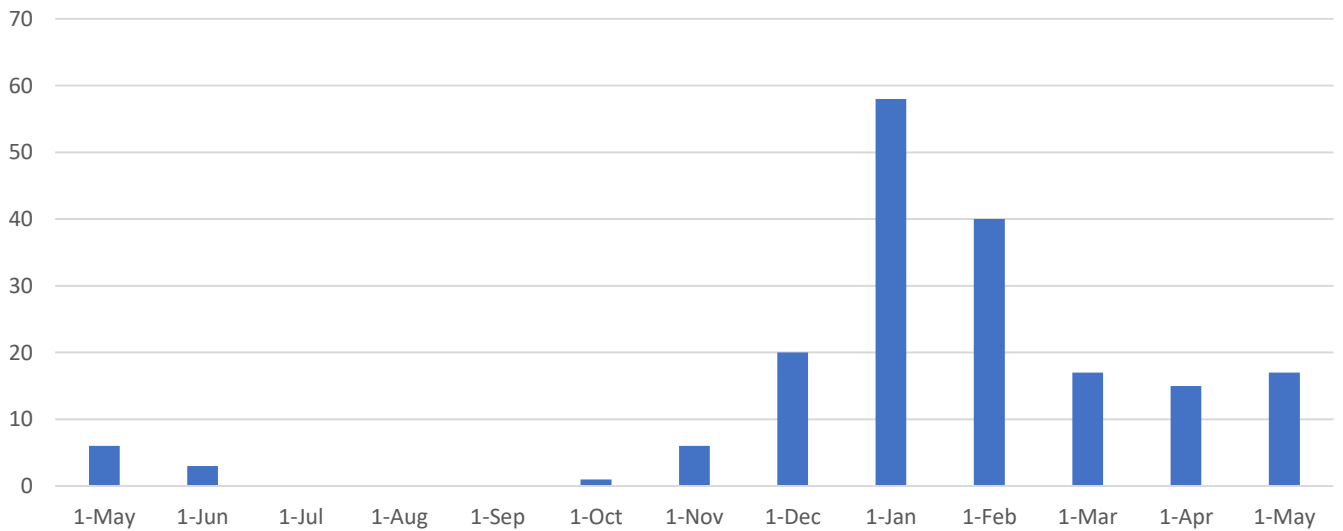
**Covid Update as of 5.6.21:**

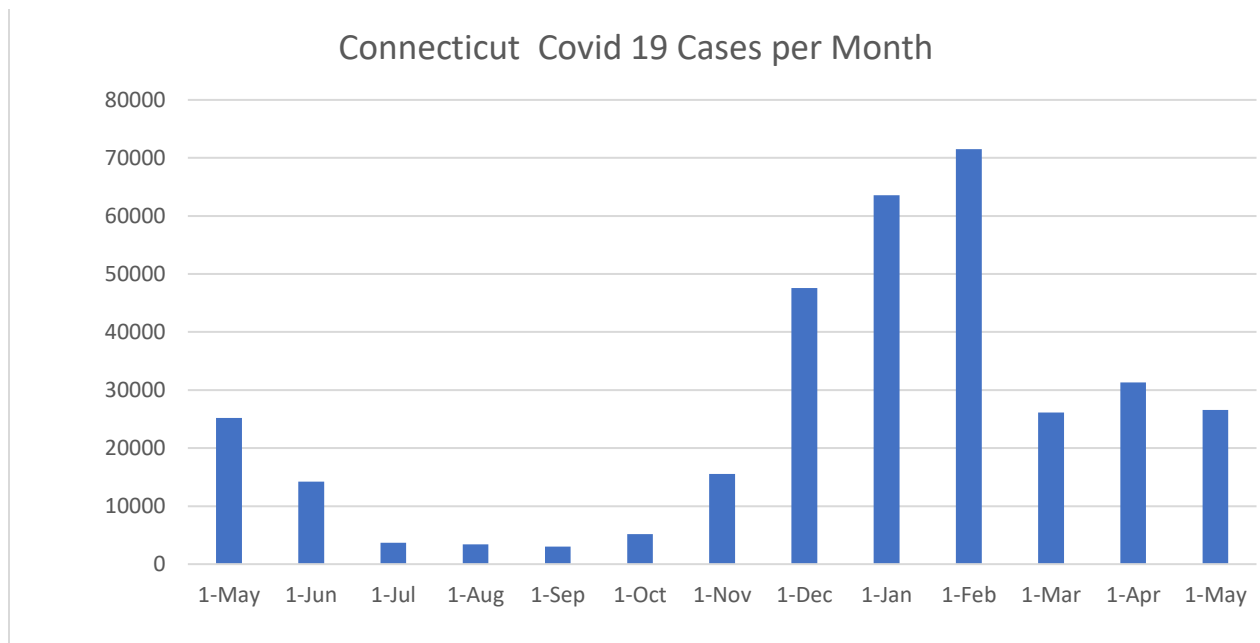
This is rapidly evolving. As of today 34/6 Andover has had 183 positive Covid cases and 3 deaths from the disease. Current case rate is around 10 Here is Andover's numbers for infection rate.

## ANDOVER COVID 19 INFECTION RATE 14 DAY AVERAGE OF CASES/DAY/100K POPULATION



## Andover Covid 19 Cases per Month





**Town Hall Operations:**

The Town hall is open by appointment but is mostly staffed at this point. We should discuss reopening plans. I added a summary of options for COVID policy.

**Assessor's Office:**

No report.

**Building Department:**

Signed a contract with Permit link. The BOF has approved the adoption of an online permitting system Permit Link. We will be looking at implementing an online permitting software for June 1, 2021. Working with the building official/zoning/wetlands on this. More on this to come. Union negotiations going slowly... Currently the Assistant Town Clerk is covering the Building Department with the eventual aim of making it permanent.

**Senior/Social Services:**

Currently the Senior Transportation/Services are back in action. We are going to outdoor events/luncheons and have a movie night scheduled safely. Indoor activities resume on June 1, 2021 with Young at Heart. At this point requiring all participants to be vaccinated. Still providing food delivery and for residents.

**Resident State Trooper:**

Trooper Christopher Ferreira is covering as our Resident Trooper for at least the next few months.

Several significant events: We have some more details about the house that was struck with gunfire on Rt 316. State police have recovered the 9 mm bullet and a bunch of shell casings. It appears that about a dozen shots were fired. Only one struck the house so it was either a random shot and they were not aiming or they were just really bad shots. The investigation continues, if I learn anything I will share with you.

**Burning Official:**

No change Scott Yeoman's has completed the course to be appointed Andover's Burning Official. Mark Williams is also going to take the course.

**Library:**

No new news, they are open to the public.

**Public Works:**

Tim Higley Resigned. We are interviewing for his replacement. At least 38 applicants so far.

Narrowed down to two candidates, both Andover residents.

One OSHA reportable accident this month with one lost day of work.

**Tree Work:**

Distinctive Tree Care did a demonstration project with the town for Eversource on Wales Rd. We supplied road guards but did not have to pay for it.

We hired Distinctive Tree Care to address dead and dangerous trees on Jurovaty Lane and Road. We spent a total of \$18,000 which ran the tree budget negative.

The BOF transferred an additional \$30,000 dollars into the Tree Work Fund from the Software Fund that went unspent since the school paid the bill. We have \$26,027 remaining after paying Distinctive Tree Care. We are planning on tree work on the roads we are doing chipseal on, prior to Roadwork. We will use next year's funding during the summer likely on Gilead/ Wheeling/ Bear Swamp among others.

**Snow Plowing Budget:**

We spent the remaining salt budget to top us off in anticipation of much higher prices next year. We have a contract that we will sign with Champion Salt for \$78 per ton maximum but the contract will agree to match the CRCOG bid or State Bid so we are covered either way. This is about \$10 per ton higher than current- largely due to increased trucking costs since the New London barge location is no longer in service.

**Transfer Station:**

Transfer station running smoothly. Brand new sign installed at the entrance - required by law and old one was unreadable. Still awaiting pricing on replacing the shed roof over the recycling can area that was destroyed/rotted waiting on that. Still getting complaints about Transfer Station personnel.

**ONGOING PROJECTS...****Bunker Hill Bridge Design:**

Bid is out but has not closed yet on the coring to determine soil Characteristics- Part of the design phase.

I spoke to the state Bridge inspection team. They did not think they would put weight limits on it this year on Bunker Hill Road - good news and they did not see signs of pavement undermining in their inspection.

They also inspected Long Hill Bridge. I did not stick around for the full inspection, but the inspector said it has not gotten a lot worse. They probably won't drop it a rating - it is currently a 5 structurally, but he said it should be inspected after any really significant flooding. The bridge deck is getting bad and pitted.

**Small Bridges and Culverts**

Finished Survey and Wetlands flagging for culvert replacement on Hutchinson Rd. Town Engineer is examining most cost effective alternatives for replacement.

Will be surveying Lake Rd culvert near Bausola Road and wetlands flagging also.

Received 3 bids for inspection services and recommendations for rehabilitation of small bridges for Lake Road near Merritt Valley and also on Merritt. All 3 did site visits and sent proposals. No progress since last report.

**Andover Proposed Community Senior Center**

Pumped, inspected and camera inspected the septic system for the town all and Fire Dept.

Staked so accurate As built can be Produced. Also staked and inspected the drainage culvert that crosses the area. We have a tentative RFP for survey/ site design it is being reviewed by the town engineer.

Next step is to develop RFP for preliminary drawing.

**Andover Veterans Monument:**

Well report from Chowanec is good. We did have to replace the well pump - non functional. Min 12 gpm with 70 ft of head.

Will need water quality test. Shocked with chlorine, need to pump it out to get rid of chlorine and send for water quality testing. Public Works will dig for a connection down to the monument.

**Times Farm Bridge:**

Working on the final close out.

We are making progress with the state and contractor.

**STEAP Grant:**

Working on paperwork for STEAP grant.

**Connectivity Grant:**

Resubmitted to DOT - They have sent us the letter stating that they will accept it. We (me, Jay Tuttle, Brandon Hanfield) are meeting with Gordian Group and the contractor May 18<sup>th</sup> with the intention of submitting to the Connectivity Program at DOT for funding shortly thereafter. Requesting a bid from Gordian Group to act as clerk of the works, which is part of the bid.

**Forestry:**

We had a meeting with Rick Zulic of Datum Engineering, myself and Scott Person. We site walked a number of properties. Hope to have a discussion worthy set of options in a few months.

**Town-Wide Alarm Monitoring and Repair:**

Info provided separately. CIP and BOF approved FPT as the preferred vendor.

Basic problem with systems:

1. 6 different locations each one has a different system type. Two systems are priority school and fire Department.
2. Except for the school, none of the systems are maintained or tested annually
  - a. Public works system needs full rewiring and modification
  - b. Library alarm currently does not call out.
  - c. System in museum non-functional needs to be done from scratch.

Lowest bid so far for garage is approx 11,000 reuse sensors and rewire\* presuming fire marshal approves of existing locations of detectors.

Trying for 4 bids on the alarm systems monitoring and repair/ upgrade

Monitoring services:

1. There are a few big hubs that do monitoring will not be local. Likely neither Albany NY or in MA.
2. Copper phone lines are 35\$ per month and fairly unreliable
3. Monitoring via phone line ~17-20 dollars/month each should use 2 lines
4. Cost to monitor via cellular monitoring ~ 45-48\$/month each.
5. Similar cost if we use a vhf radio based system
6. None of the systems work well with VOIP or straight internet connection.

My working assumption is that we are going to use a cell based monitoring system. See the included Proposals. With BOS concurrence will submit to CIP this month and then BOF for funding.

**Town Administrator's Review**

You should schedule my review for the June meeting or a special meeting - your call.

**Elections:**

Thanks to everyone who stepped up to run and support our small town.

424 of 1959 voters on the rolls voted in municipal elections 22% of the registered voters

Here are the election results:

Recount was conducted Wed due to multiple very close elections.

Board of Finance - Congratulations to Robert England, Mark Brinker and Joanne Hebert.

Board of Education - Congratulations to Gerard Crème, Celeste Willard and Adrian Mandeville.

Planning and Zoning Commission - Congratulations to Leigh Ann Hutchinson and Brian Briggs.

Planning and Zoning Alternate - Congratulations to Susan England.

Zoning Board of Appeals - Congratulations to Walter Weir and Ylo Anson.

Zoning Board of Appeals Alternate - Congratulations to David Gostanian.

Board of fire Commissioners - Congratulations to Scott Yoemans and Gerry Wright.

The RHAM operating and Capital budget passed in all 3 towns and is adopted town.

212 of 1959 voters on the rolls voted in municipal elections 11% or registered voters