

Town of Andover
Board of Selectmen
Monday, July 12th 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.

Board of Selectmen: 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, Louise Goodwin, Joanne Hebert.

Public Present: Amy Knox, Cathy Palazzi, Mike Palazzi, Dave Gostanian, Marcie Miner, Kimberly Person.

Town Attorney: Dennis O'Brien

Community Voice Channel: Nick Lavigne

2. Public Speak

Cathy Palazzi announced the Sustainable CT Committee is hosting a presentation and garden party on Saturday, July 17th at 3:00 P.M. in the Town Hall Community Room and Community Garden with opportunity to help with plantings and light refreshments.

3. Additions/Deletions to the Agenda

Jeff Maguire MOVED to edit the following:

Add under item 9. New Business: Replacement of sign kiosk at Veterans Monument Park, Senior Transportation Vehicles, Town IT Support;

Move the Public Works presentation under Item 4. Board and Commission Presentations;

Add Executive Session to discuss Town Administrator's Review as 17a. prior to adjournment.

Scott Person SECONDED

MOTION CARRIED 5:0:0

4. Board and Commission Presentations

a. Public Works by Supervisor Jay Tuttle

i. Storm Damage

The Town of Andover was affected from the tropical storm aftermath of Hurricane Elsa. Members discussed extent of water damage to Bunker Hill Road Bridge. The road at the bridge will be one lane until further notice. The area was inspected by the Town Engineer on the morning of Monday, July 12th. The bridge will be inspected by the state. The town experienced flooding in various areas including Long Hill Road and Veterans Memorial Field. The field is closed until further notice.

ii. Roadwork Progress Report

Shared materials needed for upcoming projects. Members discussed condition of roads briefly.

iii. Tree Trimming

Priorities for 2021-2022: Jay Tuttle spoke with concerned resident from Mathieson Road on Public Works cutting trees without permission on his property in the town's right of way.

Jay Tuttle had provided a letter to the selectmen regarding town tree work with recommendations, State Statute Sec 23-59, and a GIS map of property in question.

Procedure for Notification: The town will work on how to better inform residents on cutting dangerous trees on their property in the town's right of way. Town Attorney Dennis O'Brien provided advice.

iv. Public Works Promotions

Jay Tuttle recommended Thomas Pearl be promoted to Lead Maintainer who has been a Maintainer for 14 years with the town and the promotion has union approval.

Jeff Maguire MOVED to approve the promotion of Public Works Maintainer Thomas Pearl to Lead Maintainer with increase of \$1.38 per hour.

Scott Person SECONDED

MOTION CARRIED 5:0:0

Jay Tuttle proposed a gate at Veterans Memorial Field. Members discussed need for handicapped accessibility and recommended quotes from local fence companies.

5. Appointments

a. Library Board of Directors

Scott Person MOVED to appoint the following members to the Library Board of Directors for a 2-year term expiring on June 30th, 2023: Cathleen Desrosiers, Regular Member; Linda Fish, Regular Member; Dianne Grenier, Regular

Member; Lisa Kurtz, Regular Member; Julie Victoria, Regular Member; Jeffrey Ballard, Alternate Member; Sharon Shevchenko, Alternate Member.
Paula King SECONDED
MOTION CARRIED 5:0:0

6. Resignations

a. Region 8 RHAM Board of Education

i. Stephanie Bancroft

Jeff Maguire MOVED to accept the resignation of Andover resident Chair Stephanie Bancroft from the Region 8 RHAM Board of Education.

Adrian Mandeville SECONDED

Discussion: Members thanked Stephanie for her time as Chair on the board. Members to host a Special Town Meeting in early September to appoint a new member, and to pair with potential new ordinances included in the mailer. To plan at the next Regular Meeting in August.

MOTION CARRIED 5:0:0

7. Town Administrator's Report provided by Town Administrator. Eric Anderson shared the following:

The town received \$5,300 in reimbursements from CIRMA.

Senior Services programs, activities and transportation have returned with movies, luncheons, shopping, outings, etc. The Transfer Station attendants dealt with an angry resident and a letter will be written to the resident.

The Building and Land Use Department is still pending union approval for the combination of Assistant Town Clerk and Building Admin Assistant. The department is functioning as part time with the hours posted on website and Town Hall doors. In the interim, previous admin Kathy Luntta is working 19 hours per week to assist with backup of permits.

The town signed another 6-month contract for Building Official services with the Town of Bolton. Online permitting system PermitLink will begin training soon. Members discussed complaints received by residents.

Provided an update on status Times Farm Road Bridge.

Members expressed appreciation for town communicating with residents on road work and issues.

8. Old Business

Discuss and act upon the following:

a. Alarm Monitoring for Town Buildings

Eric Anderson reported that the new monitoring system is working well. Members discussed need to decide on monitoring system for the Museum of Andover History system. Jeff Maguire and Scott Person to do a site visit with Eric Anderson. To be discussed at the next Regular Meeting.

b. COVID Funding

Adrian Mandeville MOVED to send the Eastern Highlands Health District funding request to the Board of Finance.

Paula King SECONDED

MOTION CARRIED 5:0:0

c. Community Senior Center Building Committee Update

i. Funding Discussion

ii. Request for Proposal

Eric Anderson reported that 5 companies have conducted site walks. The RFP is due on Monday, July 19th at 2:00 P.M. The RFP was distributed via town website, state website CT Source, Rivereast, and sent to local companies. Adrian Mandeville suggested for the Town Administrator's Office to create a list of company contacts for all future RFPs.

d. Veterans Monument Park Updates

The brick fundraising for the new Veterans Memorial Walkway and new Monuments is to be continued through September 30th, 2021.

e. Public Library Chimney Repointing Quotes

i. Referred to Capital Improvement Planning Committee

ii. Outside Evaluation - Discuss Conclusions

The town received a chimney inspection report from William Allen Chimneys.

f. Request for Qualifications - Affordable Housing Plan

The RFQ is due on Wednesday, September 1st, 2021 at 2:00 P.M.

9. New Business

Discuss and act upon the following:

a. Mowing along Route 6 / Rail Trail

Members discussed issue of mowing along the state road and DEEP trails. The state does one mowing pass per year and is not aesthetically pleasing or satisfactory. Jeff Maguire recommended the board talk with State Representative Robin Green on this issue.

- b. Town Budget Discussion
Town Budget Referendum is tomorrow, Tuesday, July 13th from 6:00 A.M. to 8:00 P.M. in the Town Hall Community Room at 17 School Road. This is the fifth Referendum for the proposed 2021-2022 Fiscal Year Town Budget.
- c. Complaint Log System
Eric Anderson provided plan for complaints received by town employees and provided first set of complaints from the Town Administrator's Office.
Paula King shared that there have been many positive comments and feedback regarding the town Facebook page. Members showed appreciation for great communication efforts.
- d. Legislation Regarding Re: SB 1201 - Adult Use Cannabis in CT
Town Attorney drafted the resolutions, both a condensed and long version, for the Board of Selectmen to approve. *"Governor has signed into law Senate Bill 1201, Public Act 21-1, which will replace the unregulated illicit cannabis market with a taxed and regulated system;"* Members discussed the positive economic development and increase in tax revenue for the town that this type of facility would produce.

Jeff Maguire MOVED to sign the condensed resolution created by the Town Attorney Dennis O'Brien regarding SB 1201 Adult Use Cannabis in Connecticut, supporting the implementation of the new cannabis law in the Town of Andover.

Adrian Mandeville SECONDED
MOTION CARRIED 5:0:0

- e. Set a date for a Special Town Meeting to elect a RHAM BOE representative for a term ending June 30, 2023
Previously discussed. Item to be discussed at the next meeting.
- f. Senior Transportation Grant Application
Eric Anderson presented grant proposed by Volunteer Senior Coordinator Cathy Palazzi.

Jeff Maguire MOVED to pass a resolution to authorize Eric Anderson, Town Administrator to apply for and accept a grant from the Department of Transportation for the 2021 Traditional Section 5310 Capital grant to receive a vehicle to be used for Senior Transportation.

Paula King SECONDED
MOTION CARRIED 5:0:0

- g. Replacement of sign kiosk at Veterans Monument Park
Jeff Murray explained that the old Creamery Company sign at Veterans Monument Park near the Museum of Andover History needs to be replaced.

Scott Person MOVED to fund the new Creamery Company sign at Veterans Monument Park out of \$20,000 park funding, not to exceed \$1,000 total.

Paula King SECONDED
MOTION CARRIED 5:0:0

- h. Senior Transportation Vehicles
Members discussed possibility of allowing residents and long-time senior transportation supporters, the Gostanian family, to utilize the senior buses for their daughter's wedding transportation in Andover in lieu of a donation to the Senior Transportation program. Dave Gostanian presented on behalf of his family as they are long time supporters of the program, and it would be meaningful to use the buses and make a donation to the program. Town Attorney Dennis O'Brien expressed concerns for permitting this as it would be an insurance liability for the town and would set a precedent for the future. Members requested for Eric Anderson to ask CIRMA for consequences.

Adrian Mandeville MOVED to permit the Gostanian family to utilize the Senior Transportation buses as a shuttle for a family wedding in July only if CIRMA insurance covers the liability, and then to negotiate a donation to facilitate the event; but the board would not approve if insurance is not covered.

Scott Person SECONDED

Discussion: Members discussed possibility of a contract between the Gostanian family and the town. Members agreed that the town would need to establish a fee structure. Members agreed to not approve the request as it is a liability for the town. Jeff Maguire apologized to the Gostanian family on behalf of the board and thanked them for their long-term support of the Senior Transportation program.

MOTION NOT VOTED ON

10. Approval of Meeting Minutes

- a. Monday, June 14th 2021 Regular Meeting Minutes
- b. Thursday, June 24th, 2021 Special Meeting Minutes

Paula King MOVED to approve the following meeting minutes:

Monday, June 14th 2021 Regular Meeting Minutes and Thursday, June 24th, 2021 Special Meeting Minutes

11. Finance Department Report
 - a. Revenue Summary
 - b. Town Budget Summary
 - c. Town Aid Road (TAR) Update
 - d. Town Cash Report
 - e. Over Expenditure Report
Eric Anderson shared that Finance Department has been very productive and busy, hence not able to provide reports this month.
12. Budget
 - a. Appropriation Transfers – None.
 - b. Over Expenditure Requests – None.
13. Tax Collector’s Report
 - a. Refunds Requests - Provided.
Adrian Mandeville MOVED to accept the refund requests for a total of \$220.48.
Scott Person SECONDED
MOTION CARRIED 5:0:0
14. Assessor’s Report
 - a. Revaluation Services
15. Department Reports
 - a. Fire Department – Provided.
Members discussed the tragic accident on Route 6.
 - b. Burning Official – Provided.
 - c. Resident State Trooper – Provided.
Eric Anderson reported that the new trooper Sebastian Nesci is very successful in delivering speeding tickets.
 - d. Town Clerk
 - e. Building Department
 - f. Assessor’s Office – Provided.
The office has been receiving numerous complaints on used motor vehicle tax increases as implemented based on state recommendations.
 - g. Public Works – Provided.
 - h. Transfer Station
 - i. Library – Provided.
 - j. Senior Transportation – Provided.
 - k. Registrars – Provided.
 - l. AHM
16. Correspondence – None.
Added agenda item: Town IT Support was discussed at the end of the meeting. Eric Anderson provided a report that the town’s IT support is only available to the staff every 2 weeks for 4 hours. The new financial software has not yet been properly installed, and hopes to be completed on Thursday, July 15th.
17. Public Speak – None.
18. Executive Session to discuss Town Administrator’s Review.
Jeff Maguire MOVED to enter into Executive Session at 9:41 P.M.
Executive Session ended at 10:30 P.M.
19. Adjournment
The meeting was adjourned at 10:35 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.