

Town of Andover
Board of Selectmen
Monday, September 13th, 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 Present: First Selectman Jeff Maguire, Vice Selectman Adrian Mandeville, Jeff Murray, Scott Person.
Members Absent: Paula King
Town Administrator: Eric Anderson, Admin Assistant: Amanda Gibson, Public Works Supervisor: Jay Tuttle, Town Clerk: Carol Lee, Town Attorney: Dennis O'Brien.
Board of Finance: Diane Choquette, Louise Goodwin.
Circuit Rider: Melissa Evans
Public Present: Cathy Palazzi, Mike Palazzi, Michelle Vale, Dorothy Yeomans, Joseph Godwin, Katherine Hutchinson, Leigh Ann Hutchinson, Ed Sarisley.
Community Voice Channel: Nick Lavigne
2. Public Speak
Cathy Palazzi announced the town-wide Flu Clinic on Thursday, October 14th from 2:00 to 6:00 P.M. in the AES Gym.
Mike Palazzi expressed appreciation for the tree cutting beginning on Hutchinson Road.
Michelle Vale stated that the tree canopies are scraping the school buses and Public Works will help address the issue.
3. Additions/Deletions to the Agenda
Scott Person MOVED to add under item 12. the approval of Tuesday, August 31st, 2021 Special Meeting Minutes
Jeff Maguire SECONDED
MOTION CARRIED 4:0:0
4. Traffic Safety - Andover Lake Area Road Striping
 - a. Presentation by Circuit Rider
Melissa Evans presented on behalf of the CT Transportation Institute at UCONN, explaining options for safety upgrades on town roads in the lake district. Members recognized various options for potential road safety improvements and thanked Melissa for her time.
 - b. Traffic Safety Committee
Michelle Vale recommended side line striping as it would be beneficial for safety of walkers.
Joe Godwin thanked Circuit Rider for helpful information, suggesting temporary approach of line striping to see value.
 - c. Public Comment (accepted on this agenda item only)
Jay Tuttle did not recommend installing speed humps due to safety of drivers. Recommended a center stripe down the middle of the road as they are beneficial to any driver during big snowstorm guiding drivers down the road.
Cathy and Mike Palazzi spoke in support of side line striping.
Louise Goodwin inquired about maintenance of leaves, sand, snow, etc.
Eric Anderson received 3 emails from residents in support of center line striping.
Ed Sarisley recommended all to review the Complete Streets Plan from the Plan of Conservation and Development (POCD) regarding road safety.
Members gave perspective and discussed differences in options and pricing. Jay Tuttle recommended epoxy striping as it lasts approximately 5 years.
Adrian Mandeville MOVED to install epoxy line striping for \$23k cost.
Jeff Murray SECONDED
Discussion: Jeff Murray inquired if the road will be fog sealed soon. Jay Tuttle stated that Lake Road will not be fog sealed in the near future due to work load and high cost.
MOTION CARRIED 3:1:0 Jeff Maguire opposed.
5. Public Works
 - a. Mini Excavator and Compactor Purchase
Jay Tuttle presented proposal and estimate. Adrian Mandeville recommended purchasing instead of renting.
Adrian Mandeville MOVED to purchase the Excavator as quoted in the estimate provided.
Scott Person SECONDED
MOTION CARRIED 4:0:0

Adrian Mandeville MOVED to purchase the Compactor as quoted in the estimate provided.
Jeff Maguire SECONDED
MOTION CARRIED 4:0:0

- b. Roadwork and Tree Trimming Progress Report
Jay Tuttle provided update that Bunker Hill Road Bridge is closed until further notice until repairs are made. Tree trimming by Eversource began this week on Hutchinson Road, Hendee Road, Skinner Hill Road. Public Works working to upgrade drainage on Shoddy Mill Road.
 - c. Bausola Road Bus Turnaround Proposal
Jay Tuttle shared proposal of a bus turnaround on Bausola Road for school buses and Public Works vehicle access. Adrian Mandeville MOVED to pursue an easement agreement with 71 Bausola Road to install a turnaround for plowing and school bus access.
Scott Person SECONDED
MOTION CARRIED 4:0:0
6. Board and Commission Presentations
- a. Community Senior Center Building Committee
Ed Sarisley presented on behalf of the committee, sharing the preliminary site plan, floor plan and proposed elevations. Ed also shared slides from the Route 316 Safety Improvements Presentation from 2019, recommending a walking/biking pathway on Route 316 from the Town Hall/Elementary School/future proposed Community Senior Center down to the Rail Trail. The committee received Request For Proposals from various vendors and received recommendation from the Town Engineer Brandon Handfield. The committee recommended the town hires BSC Group for the site survey and architectural drawings. Members approved the recommendation.
7. Appointments – None.
8. Resignations
- a. Mattea Whitford: Members acknowledged the resignation of Mattea Whitford, Assistant Town Clerk and Building and Land Use Department Administrative Assistant.
9. Town Administrator’s Report
Eric Anderson presented numerous updates, with highlight including that the town received official notice from the Department Of Transportation to proceed with the Connectivity Grant with construction beginning end of September.
10. Old Business
Discuss and act upon the following:
- a. American Rescue Plan Fund
Eric Anderson shared that the town has received first \$478,848.04 allotment.
 - b. Veterans Monument Park Updates
Gerry Wright fundraising for the new Battlefield Cross Monument to be installed spring 2022.
 - c. Storm Damage at Veterans Memorial Field
Rick Langley needs to provide a summary for what storm damage occurred in order to submit a CIRMA insurance claim. The new well pump needs to be installed.
 - d. Complaint Log
Provided by Town Administrator’s Office. Eric Anderson reported that other staff members are not submitting their complaints. Members stated that the complaint log is to discover potential staffing and service issues.
 - e. Building and Land Use Department - Online Permitting System
Eric Anderson shared that the PermitLink online application website has launched in the Building and Land Use Department. The Finance Director to finalize payment process.
11. New Business
Discuss and act upon the following:
- a. Bunker Hill Road/Bridge Closure
Bunker Hill Road Bridge is closed until further notice. Additional sink holes developed from the last storm. Repairs will be made prior to opening to one lane only again. Eric Anderson received the Town Engineer’s report today and shared his screen to display the report. Members asked Town Attorney to report the town’s liability. Jay Tuttle provided insight.

Adrian Mandeville MOVED to empower Public Works to make the necessary repairs using the previous method from last sinkhole and then recap as needed, reduce the bridge to one lane with load restrictions and proper signage, and refer to the matter to Town Attorney to address liability.
Scott Person SECONDED
MOTION CARRIED 4:0:0
 - b. Tuesday, September 28th Special Town Meeting
 - i. Election of Region 8 RHAM Board of Education Member
 - ii. Ordinances
Scott Person MOVED to approve the agenda for the Special Town Meeting as presented by the Town Attorney and Town Clerk.
Jeff Maguire SECONDED
MOTION CARRIED 4:0:0
 - c. RHAM Multi Use Turf Field Project - To be discussed at the next meeting.

- d. Request For Proposal – Cleaning Services
Due Tuesday, September 14th at 2:00 P.M. Town has received numerous requests for mandatory site visits. Members discussed consideration of hiring 1099 contractor as both custodian and cleaning service. To be discussed after the RFPs are submitted.
 - e. Request For Proposal – Electrical Town Hall
Draft included in the packet. Eric Anderson stated that updates need to be made in order for the Town Hall to comply with electrical regulations. Members discussed options for upgrades to include the oil tank, then VOIP phone system and then electrical upgrades. Jeff Maguire requested for Eric Anderson to present cost estimates at the next Regular Meeting.
12. Approval of Meeting Minutes
 - a. Monday, August 9th 2021 Regular Meeting Minutes
 - b. Tuesday, August 31st, 2021 Special Meeting Minutes
Jeff Maguire MOVED to approve the following: Monday, August 9th 2021 Regular Meeting Minutes, Tuesday, August 31st, 2021 Special Meeting Minutes. Members voted in favor of.
 13. 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
 14. Budget
 - a. Appropriation Transfers
 - b. Over Expenditure Requests
 15. Tax Collector’s Report
 - a. Refunds Requests
Adrian Mandeville MOVED to approve the refund requests for a total of \$816.30.
Jeff Murray SECONDED
MOTION CARRIED 4:0:0
 16. Assessor’s Report
 - a. Revaluation Services – None.
 17. Department Reports
 - a. Fire Department – Provided.
 - b. Burning Official
 - c. Resident State Trooper – Provided.
 - d. Town Clerk
 - e. Building Department
 - f. Assessor’s Office – Provided.
 - g. Public Works – Provided.
 - h. Transfer Station
 - i. Library – Provided.
 - j. Senior Transportation – Provided.
 - k. Registrars – Provided.
 - l. AHM
 18. Correspondence – None.
 19. Public Speak – None.
 20. Executive Session to discuss Union Bargaining Position for Building and Land Use Office
Jeff Maguire MOVED to enter into Executive Session inviting the Town Administrator, Town Attorney and Town Clerk.
Scott Person SECONDED
MOTION CARRIED 4:0:0
Entered into Executive Session at 10:54 P.M. Executive Session ended at 11:50 P.M.
 21. Adjournment
Adrian Mandeville MOVED to adjourn the Regular Meeting.
Scott Person SECONDED
MOTION CARRIED 4:0:0
Jeff Maguire adjourned the Regular Meeting at 11:51 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. אַמאַנדאַ גילבסאָן.
Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.