

AES BOE Special Meeting  
October 4, 2023  
Approved 10/12/23

**ANDOVER ELEMENTARY SCHOOL  
ANDOVER, CT 06232  
Special Board of Education Meeting  
Wednesday, October 4, 2023  
7:00 pm  
Virtual Meeting Zoom Only**

**Members Present:** Chairperson Gerard Cremé, Mike Beckwith, Steven Fuss, Caitlin Greenhouse, Shannon Loudon, Celeste Willard

**Members Absent:** Chris Bernard

**Administration:** Valerie Bruneau, Superintendent  
Taylor Parker, Principal  
Terri Smith, Finance Manager

**Others:** Anne Cremé, Brianne Lanzieri, Melissa Loteczka, Jamie Tilden-Bailey, Katie Marino, Amy Knox, Erin Boris

**1. Call to Order, Pledge of Allegiance**

The meeting was called to order at 7:00 p.m., followed by the Pledge of Allegiance. Chairman Cremé asked BOE Secretary S. Loudon to run this meeting, as he was remote in Vermont and concerned that he could lose connection.

**2. Comments From the Public – None.**

**3. Communications**

Shared letter/email from Eric Anderson to the BOE.

**4. Board Business**

**Discussion of the Upper Lot**

S. Loudon began by recapping where we are with the accounts. We have:

- A. A general fund “Andover Elementary Expansion Fund” on the Town side that is old and has a balance of about \$8,700. This account is in the general fund and overseen by the town (BOS and BOF). We have no oversight of this account despite the fact that the money must only be used for school.
- B. A 2% non-lapsing account that is overseen by the BOF which is not a capital account. By definition, we are allowed to ask the BOF at the end of each year to deposit up to 2% of our budget as a surplus. We must get BOF approval annually to add to this account and then request the money for applicable and emergency expenditures. Our account currently had about \$160,000 in it.

- C. A new capital account was approved to be opened by the BOF at their May meeting. The BOF voted to open this account and then to use the \$8,700 as an initial deposit since it was for the school. This account would be overseen solely by the BOF. The approved account has still not been opened.

S. Louden suggests that what needs to be determined (and S. Fuss pointed out that no vote can take place tonight, just discussion until the meeting on Wednesday) is:

- A. Where are we planning on going with this? Do we want to chip seal and plan for the paving in the spring?
- B. How will chip sealing be funded?
  - M. Beckwith said he feels that we just take the uncashed check back and pave in the spring.
  - C. Willard said we keep check in the hands of BOS.
  - C. Greenhouse said she doesn't care who holds the money as long as the chip seal gets done and the paving in the spring.
  - S. Fuss raised the concern of where the money goes IF the paving is not approved for the spring.
  - T. Smith pointed out that this expenditure can stay encumbered until June 2024 if need be.

Full BOE decided that a price from the Town was needed on the chip seal by the Wednesday meeting. Once a price was given, it could move to Board Business Wednesday and a vote taken on funding. The Town may pay for the whole thing, may use the \$8,700, or may ask the BOE to pay more.

S. Louden will pen a correspondence to the BOS asking them to please assist in providing answers for the BOE Wednesday meeting to the questions and concerns raised.

## **5. Upcoming Meetings**

- A. Regular Board Meeting – October 11, 2023
- B. Tri Board Meeting at Community Room – October 12, 2023

## **6. Adjournment**

**C. Willard made a motion to adjourn at 7:43 p.m., seconded by S. Fuss. No discussion.**

**6-0-0 (PASSED)**

**Respectfully Submitted,  
Valerie Bruneau, Superintendent**

**From:** Gerard Crémé [cremeg@andoverelementaryct.org](mailto:cremeg@andoverelementaryct.org)  
**Subject:** Fwd: repaving AES Parking lot  
**Date:** September 25, 2023 at 1:25 PM  
**To:** Steven Fuss [fuss@andoverelementaryct.org](mailto:fuss@andoverelementaryct.org), Shannon Loudens [loudens@andoverelementaryct.org](mailto:loudens@andoverelementaryct.org), Valerie Bruneau [bruneauv@andoverelementaryct.org](mailto:bruneauv@andoverelementaryct.org), Michael Beckwith [beckwithm@andoverelementaryct.org](mailto:beckwithm@andoverelementaryct.org), Celeste Willard [willardc@andoverelementaryct.org](mailto:willardc@andoverelementaryct.org), Caitlin Greenhouse [greenhousec@andoverelementaryct.org](mailto:greenhousec@andoverelementaryct.org), Theresa Smith [smitht@andoverelementaryct.org](mailto:smitht@andoverelementaryct.org)

----- Forwarded message -----

**From:** Brinker, M <[mbrinker@andoverct.org](mailto:mbrinker@andoverct.org)>  
**Date:** Mon, Sep 25, 2023 at 12:46PM  
**Subject:** Re: repaving AES Parking lot  
**To:** Anderson, Eric <[eanderson@andoverct.org](mailto:eanderson@andoverct.org)>, Maguire, J <[jmaguire@andoverct.org](mailto:jmaguire@andoverct.org)>, [jeff.maguire@kolbmaguire.com](mailto:jeff.maguire@kolbmaguire.com) <[jeff.maguire@kolbmaguire.com](mailto:jeff.maguire@kolbmaguire.com)>, [cremeg@andoverelementaryct.org](mailto:cremeg@andoverelementaryct.org) <[cremeg@andoverelementaryct.org](mailto:cremeg@andoverelementaryct.org)>

Ugh. My take on this is to take the School Board's lead on what route they would like to follow. Obviously we need to keep the grounds safe, and we don't want to spend money unnecessarily.

Gerry, maybe poll your board and see what the thinking is?

Marc Brinker  
Board of Finance  
Town of Andover, CT

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**From:** Anderson, Eric <[eanderson@andoverct.org](mailto:eanderson@andoverct.org)>  
**Sent:** Monday, September 25, 2023 12:14 PM  
**To:** Maguire, J <[jmaguire@andoverct.org](mailto:jmaguire@andoverct.org)>; [jeff.maguire@kolbmaguire.com](mailto:jeff.maguire@kolbmaguire.com) <[jeff.maguire@kolbmaguire.com](mailto:jeff.maguire@kolbmaguire.com)>; [cremeg@andoverelementaryct.org](mailto:cremeg@andoverelementaryct.org) <[cremeg@andoverelementaryct.org](mailto:cremeg@andoverelementaryct.org)>; Brinker, M <[mbrinker@andoverct.org](mailto:mbrinker@andoverct.org)>  
**Subject:** repaving AES Parking lot

**Memo to :** BOS,BOF,BOE

**RE: Reclaim and repave AES upper Parking area**

Folks,

On Sept 22 AES deposited a check with the town for \$122,000. This was less than the 125,00 BOF motioned but was the amount encumbered by the BOE for this project. Given that there was some money in the AES capital fund, it would have been sufficient to complete the project, although there would have been no contingency available in case issues arose.

I was also informed that since the school paid the town, it was now a town project.

**OK I accept that.**

**Public works has the basin tops on hand. I asked MTL for a testing proposal for compaction testing and I would have that this afternoon. The town could execute the monitoring at short notice.**

**I followed up with Bill Constantine of Constantine Paving Friday via email and VM. Today I received a call from them indicating they did not have the bandwidth in this paving season to complete this prior to asphalt plant shutdown. They are backed up on projects because they have had lots of weather delays. Therefore they are unwilling to sign a contract with us until next spring.**

**Now the Question is what is Plan B?**

**Very unlikely we could line up another paving contractor for the fall season for a reclaim and pave.**

**We have not deposited the check yet. One question is whether the schoolboard still wants to given that the project will not go this fall. We could certainly deposit the check or alternatively give it back to the school.**

**As I understand, at this point the school board has decided not to use the Upper parking area for parking, pick up or drop off due to safety concerns. Given that paving is likely to be pushed off until Late Spring or early summer 2024, can we address the safety concerns on a temporary basis so that the school board feels comfortable using the upper parking area?**

**2 possibilities to do this at this point. The first is to use Indus and use asphalt mastic to seal the wide cracks in the lot as well as the basketball court as a temporary fix. Additionally we would use mastic to level out the catch basins so that there is no lip to trip on.**

**The second approach is to use a crack sealing company probably Indus for the wider cracks and have public works get conventional asphalt and tack coat and fill in so it is smooth around the basins. Would this alleviate the schoolboards concerns?**

**Jay and I are working to see if we can get contractors in to do the work this fall, but we need to know that is how the boards want us to proceed. If the school is going to keep the parking area closed anyway then we should not spend the money now.**

**Thoughts on how to proceed?**

Cheers,

Eric Anderson

**From:** Gerard Cremé cremeg@andoverelementaryct.org  
**Subject:** Fwd: Parking lot paving  
**Date:** September 27, 2023 at 6:26 PM  
**To:** Shannon Loudon loudens@andoverelementaryct.org, Steven Fuss fusss@andoverelementaryct.org, Michael Beckwith beckwithm@andoverelementaryct.org, Caitlin Greenhouse greenhousec@andoverelementaryct.org, Celeste Willard willardc@andoverelementaryct.org  
**Cc:** Valerie Bruneau bruneauv@andoverelementaryct.org, Theresa Smith smitht@andoverelementaryct.org

----- Forwarded message -----

**From:** Anderson, Eric <[canderson@andoverct.org](mailto:canderson@andoverct.org)>  
**Date:** Wed, Sep 27, 2023 at 7:55AM  
**Subject:** RE: Parking lot paving  
**To:** Gerard Cremé <[cremeg@andoverelementaryct.org](mailto:cremeg@andoverelementaryct.org)>, Maguire, J <[jmaguire@andoverct.org](mailto:jmaguire@andoverct.org)>, Brinker, M <[mbrinker@andoverct.org](mailto:mbrinker@andoverct.org)>

**Good evening Board of Education members. I am forwarding this email communication that I had with Eric today. Hopefully this email gives you insight into our options. We can discuss them at our meeting on Wednesday, October 4th. Please note that the meeting will be at 7:00 pm via Zoom only. I will be in Vermont so hopefully I will have a strong enough signal. In the event something does not go correctly, since I no longer have a vice-chair, I would request that Shannon (our secretary) chair this meeting. Thank you for your time and energy.**

**Gerry**

**Gerry,**

**My responses are in Red.**

**Cheers,**

**Eric**

**Hi Eric, Jeff and Marc,**

Thank you for the email. I have forwarded your email to all BOE members. I sincerely appreciate the cooperation from the BOS and BOF and yourself. I have called a special meeting for October 4th for the BOE to make some decisions based on the options you suggested. However, I have a few questions and details that I need for you to clarify for me as I present it to my board.

1. In your email you mentioned that you have not yet cashed our check. You asked us if we wanted you to return it to us. Can we just deposit our check into the new capital account that was approved for us by the Board of Finance? We can keep the money in the new account until March or April when we can get the driveway paved. Were you thinking that we should keep the money encumbered until that time in our new capital account?

EA We can deposit the money in the AES capital fund since both boards already agreed to that. It is already earmarked for the parking lot. I just did not want to do that without your explicit authorization now that timelines have changed. You could also chose as a board to recommend that some of the money go into you 2% non-lapsing account-

2. You suggested to us that simple repairs could be completed in order to get us through the winter. Would Public Works be able to help us out with this? Would they be able to get the cracks fixed and the parking lot to at a safe level until it is repaved in the spring? Will the town do this work and oversee it? Would the town be willing to help financially cover this expense?

EA We have a request in to one of our contractors to see if they have availability to do the work this fall. Either PCR/M crack seal or preferably Mastic sealing of the larger cracks- Public works will help. We will try to cover the costs at the town level- but we are much tighter on budget than we anticipated. Once we have a cost for the work we can have a further conversation.

3. In the Spring, would the town still be willing to contract with the paving company, and arrange for the monitoring of the paving project? This would include the hiring of a private monitoring company if the town would like to monitor the project in that way and to that extent?

EA If we knew we were doing the project next year, it would be a BOD decision on how to proceed. We would have plenty of time to go through the RFP process as we would for a normal project, or BOF could decide to go with the existing contractor. That is not likely to be my call.

Thank you for taking the time to elaborate on the details of our options. I am trying to anticipate the questions that will arise at our meeting. We want to be sure that we have a full and complete understanding of your thoughts. We want to be sure that we make an informed decision. Thank you once again for your help with this project. I will let you know what the board decides after the meeting on October 4th.

With appreciation,

Gerry

Cheers,

Eric Anderson

Town Administrator

Andover CT

(860) 742-7305 X 4210

From: Gerard Cremé <[cremeg@andoverelementaryct.org](mailto:cremeg@andoverelementaryct.org)>  
Sent: Tuesday, September 26, 2022 2:12 PM

**To: Anderson, Eric <[canderson@andoverct.org](mailto:canderson@andoverct.org)>; Maguire, J <[jmaguire@andoverct.org](mailto:jmaguire@andoverct.org)>; Brinker, M <[mbrinker@andoverct.org](mailto:mbrinker@andoverct.org)>**  
**Subject: Parking lot paving**

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With appreciation,

Gerry