Meeting convened at 6:30 p.m.

PRESENT: Marj Roy, Town Administrator; Chuck Keyser, Select Board Chair; Dave Blinn and Bill Keyser, Select Board Members; John Thompson, Road Agent; and Police Officer Dan Mori

Also present were: Todd Goings, Peter Maynard, and Jane Hubbard. Ken Tripp made a brief appearance

ROAD AGENT REPORT by John Thompson

* Storm clean-up - consisted of only some trees and brush
* Last Street Bridge - finalization will be scheduled
* Beach House - winterized and closed for the season
* East Andover’s Cemetery - only needs the spigot work completed
* Ball Field – the Highway Department will do the closing work
* Keyser Road Tree Removal – Peter Maynard is concerned about the large hemlock tree that is leaning near his home towards his son’s bedroom. Roy went to look at the tree. It is a massive tree and is full of large branches. Thompson will look at the tree tomorrow.
* Shaw Hill Road – only needs to be scheduled
* Sam Hill Road – work is completed
* Flaghole Road – ledge removal work at the Town Line will be done by the end of the week.
* Shirley Road Project – materials are in
* Street Signs – This has not been worked on due to having a new employee and trying to catch up on work. An E-2 sign is needed for Kenniston Bridge. Roy will order. There are no speed limit signs, weight restriction or no thru trucking signs. Maple Street needs some 25 mph signs. Plains Road needs speed signs. Thompson will give the list to Roy.
* Elbow Pond Guardrails – subcontracted this work out to CWS Fence. The $13, 500 will fall under the project line
* Winter Sand - Roy handed the Board an agreement with the State (DOT Director) to be signed allowing the Town to mine the sand prior to the sale of White Oak Pit finalization.

Two Side Notes - Roy spoke to Chief Mahoney about missing speed limit signs. If there is no posted speed limit sign, the speed reverts to 35 mph.

Chuck Keyser requested that Roy contact Margaret Warren, the Town Administrator in Salisbury to let them know there is a missing stop sign on North Road in the newly paved area.

Ken Tripp walked in and interrupted the meeting. Tripp wanted to know if he was on tonight’s agenda. Tripp filled in paperwork requesting to be on the agenda to speak to the Board about the economics of recycling. Tripp was upset because no one from the Town notified him that he would be scheduled for tonight or not. Roy told Tripp that he was on the agenda scheduled at

7:00 p.m. Tripp indicated that at this point he would reschedule another time with the Board. The Board offered Tripp to come in during a work session. Tripp told the Board that their failure to let people know that they are actually on the agenda was not good protocol. Roy told Tripp that she was quite sure that Lois Magenau, the Administrative Assistant, made a call to him.

EMERGENCY MANAGEMENT DIRECTOR UPDATE by Jane Hubbard

Hubbard indicated that she is working on the quarterly report for the Elbow Pond Project. Blinn noted that the project is currently underway and is on schedule. It should be finished by mid to late November. Hubbard will contact Roy before the end of the year to gather pertinent information. Please see attached

PREVIOUS MINUTES

After review and discussion, Bill Keyser made a motion to approve the minutes of October 7, 2019 as amended. Chuck Keyser seconded the motion. All in favor. The October 7, 2019 minutes are approved as amended.

TOWN ADMINISTRATOR REPORT by Marj Roy

* Everything has been sent to Department of Revenue Administration (DRA) for setting the tax rate. Roy expects to have the rate by the end of the week
* Roy is working on draft budgets
* Final budget presentations by departments to the Select Board will be in November
* Department of Transportation (DOT) – White Oak Pit. DOT required certain notations on the survey plan. Those are complete. The closing on this property should be within about six weeks.
* The Select Board will hold two public meeting session to present their plans for the appointed Road Agent position. The initial meeting will be on Monday, October 28, 2019 and the second session will be on December 9, 2019 both at 6:30 p.m.
* Roy is looking for carpentry quotes
* Office staff is working on completing the Town Report this year. They will need volunteer proofreaders to assist on the project.
* Hopkins Pond was found to have Blue Cyanobacteria which can be toxic to dogs. The Department of Environmental Sciences (DES) began weekly testing October 22, 2019.

ELITA REED, BOOKKEEPER

Reed passed out information to the Board concerning the Transfer Station Revenues. Reed explained that the fees shown on the paperwork is actually what was collected from town residents for those items listed on the paper. Please see attached.

CORRESPONDENCE AND SIGNATURES

* DOT agreement that the Town may mine sand from White Oak Pit prior to the sale being finalized. All three Select Board Members signed.
* (2) Thank you for applying letters to applicants indicating the transfer station position has been filled. All three Select Board Members signed.
* Letter from the Mitchell Group allowing them to settle the utility case on the Town’s behalf for the Board to sign. All three Board members signed.
* Numerous Recreation Committee appointments forms signed by the Select Board

ADJOURNMENT

Chuck Keyser made the motion to adjourn the meeting at 7:30 p.m. Bill Keyser seconded the motion. All in favor. Meeting adjourned at 7:30 p.m.

Minutes prepared by Patricia Moyer, Select Board Secretary