

Board of Selectmen
Meeting Minutes
Monday, January 16, 2023

Approved



1) Open Meeting

Chair Dudek called the meeting to order at 10:05 a.m. Board members present: Michelle Dudek, Chair; Andy Guptill; Jim Delaney.

Also present: Town Administrator Kimberley Edelmann; Donna Crisp Duclos, Chair of the Budget Committee

2) New Business

a. Town Owned Property

Chair Dudek explained that there was a very interested potential buyer for two Town owned parcels which total 6 acres. The buyer was working with an attorney. All related documents had been viewed by the Town attorney, Matt Serge. There was no reason why the property, taken by tax deed nearly 10 years ago, could not be sold after the 10 year anniversary. If the buyer agreed, the sale could take place after that.

Chair Dudek stressed that when the parcels did sell, it would be "as is" with no warranties. The Town would not be responsible for handling any property disputes.

b. Right To Know Requests

Chair Dudek shared that a right to know request had been processed during the prior week. Accordingly, if it's public information, the Town must respond. She noted that the new Town Administrator advised staff to maintain full records of all requests and responses. Chair Dudek said that the Town Attorney also recommended that process.

c. Parr Property

Chair Dudek shared some history. When the Parr property was torn down, Lenny Caron had a purchase and sale agreement with Justin Parr and was working with an attorney. The Town's attorney and Marjorie Roy provided Lenny Caron and his attorney with all of the documentation for everything, including bills. Mr. Caron (and or his attorney) have all of the documentation which Mr. Caron was requesting again.

Chair Dudek noted that the expenses that the Town incurred related to the property were not added to the lien and needed to be. She would connect the new TA and Town counsel to address that issue.

d. Selectman Dudek

Chair Dudek announced that due to her commitment load, she needed to step down as a Selectman. She was going to speak with counsel regarding how to do so in a way that would allow the Town to vote for a replacement. The idea was to have her resign and have the position added to the list of open positions. The Selectboard would then have to appoint a Selectman to fill the role until elections on March 14.

The Selectboard could appoint her. Selectman Guptill said if it was legal, he would agree. He wanted Selectman Dudek at Town Meeting for her knowledge of current activities.

If Town counsel approves and the resignation is filed before the filing period begins, two Selectman positions would be open for voters to fill. (Selectman Delaney arrived.)

e. Welfare Officer

The Board recognized that Cristy Perkins had been filling the role of "Welfare Officer" since Marjorie Roy's retirement and that she had been doing a great job. She had expressed a desire for related training, if it existed.

The Board discussed offering the role on a permanent basis with a stipend. Selectman Delaney felt that was reasonable. Discussion about a stipend amount followed. TA Edelmann noted that she did not have any data to work with in terms of the workload, but recommended starting at \$1,500.

TA Edelmann said she would like to speak with Ms. Perkins about it. She also would ensure that training was provided as well as the opportunity to attend NHMA events.

Selectman Guptill **made a motion** to offer the appointment of Cristy Perkins to the role of Welfare Officer with a \$1,500 annual stipend. Selectman Delaney **seconded**. The **motion passed** with all in favor.

f. Lakes Region Planning Commission (LRPC)

TA Edelmann reported that Linda Waldron from LRPC wanted to know who would be the Commissioner representing Andover, as they still had Marjorie Roy as the contact. Donna Duclos said she was the contact. TA Edelmann asked Ms. Duclos to contact the LRPC to confirm with them.

g. Town Administrator's Office

During her first week, TA Edelmann requested that her office have a door installed so that the public could gain direct access to her without going through the finance administration office. Selectman Guptill said he was already speaking to contractors about it.

Selectman Delaney recommended that they also get a door installed in the meeting room at the same time, addressing some of the issues caused by meeting noise traveling up the stairs.

3) Old Business

a. Highway Garage

Chair Dudek said she was still waiting to hear back from PCM. John Kenney reported, "I'll see what I can do about expediting the process with PCM." She had not heard anything since then, Thursday. Numbers were needed.

(Towards the end of the meeting, an email from Mr. Kenney arrived stating that PMC would have estimates within 2 weeks.)

Selectman Delaney recalled \$200 per square feet was talked about, or \$800,000, and that the price was going up. He suspected it would be more like \$1,500,000. Chair Dudek felt a \$100 per square foot increase is enormous.

Selectman Guptill did online research and found that data was arranged by region, with \$300 to \$700 per square feet projected. The data was published in 2009.

Selectman Delaney recalled that LaValley's was \$923,000 for concrete work and the building. Now, the Town was looking at \$800,000 estimate for everything.

Selectman Guptill added that missing from LaValleys was well and septic. Then, add \$100,000 for the engineer. It was \$88,000 before they added on the cost estimate and the septic design. Dubois & King were handling the project. Their engineering services were the only thing under contract so far. TA Edelmann asked for a copy of the contract in order to catch up.

Selectman Delaney noted that the costs of everything in construction were ever increasing. Chair Dudek noted that the preliminary drawings and estimates were two years old.

Chair Dudek noted that the Budget Committee would be holding their Public Hearing on January 26 and the Selectboard needed to provide numbers 10 days prior, which was why they were meeting on a holiday.

Discussion about what to put in the Warrant Article followed. It was agreed to appropriate \$650,000; of which \$375,000 would come from the unassigned fund balance and \$275,000 would come from new taxation. There was already \$650,000 in reserve from 2022. This would bring it to \$1,300,000.

Chair Dudek recalled that the goal was to keep the unreserved fund balance at about \$450,000.

4) Town Meeting - Warrant Articles

Discussion about all of the Warrant Articles followed.

TA Edelmann shared that she had listened to the 2022 Town Meeting and was surprised at a few things. First, that it felt like residents were expected to attend the Budget Committee Public Hearing to ask questions about the operating budget instead of doing so at Town Meeting. Second, that funds were grouped together under a couple Warrant Articles instead of being presented individually. She recommended presenting Expendable Trust and Capital Reserve fund requests in separate Warrant Articles and have department heads speak to those related to their areas. For example, when the moderator reads the article for the police vehicles, the Police Chief speaks to the request and explains how the funds would be used. Yes, it might take a bit longer, but more people might attend the Town Meeting.

Summarized Warrant Articles				
#	Purpose / Fund	Appropriate	From Unassigned Fund Balance	Taxation
1	Officers			
2, 3	ZBA articles			
4	Operating Budget			
5	Highway Building	\$650,000.00	\$375,000.00	\$275,000.00
6	Forest Fire Labor ETF	\$5,000.00		\$5,000.00
7	Town Building ETF	\$20,000.00		\$20,000.00
8	Transfer Station Projects ETF	\$15,000.00		\$15,000.00
9	Revaluation ETF	\$11,300.00		\$11,300.00
10	HW Equipment (towards grader)	\$15,000.00		\$15,000.00
11	HW Projects CRF	\$150,000.00		\$150,000.00
12	Police Vehicles CRF	\$13,500.00		\$13,500.00
13	Bridge Rehabilitation CRF	\$50,000.00		\$50,000.00
14	Lease of Dump Truck	\$31,793.44		\$31,793.44
15	Town Clerk / Tax Collector Wage Increase	n/a		n/a
16	Hoyle Tanner	\$26,000.00	\$26,000.00	\$0.00
	Totals	\$987,593.44	\$401,000.00	\$586,593.44

The Selectboard agreed to return to that approach.

It was agreed to present the following values to the Budget Committee. It was noted the article numbers might change. The Board worked on wording while the Chair typed.

During discussion, the lack of a current Capital Improvement Project (CIP) came up. TA Edelmann reported that she had already spoken with the CIP chair about getting the program going again.

It was noted that the Expendable Trust Fund for Technology already held \$17,000 and no projects were planned. Therefore, no additional funds would be requested in 2023. During discussions, road work projects were discussed. Earlier quotes for full reclaim / repave work were reviewed. The Franklin end of Flaghole Road, \$516,548; Maple Road, \$414,066; Cilleyville Road, \$119,908. Selectmen Delaney and Guptill both expressed a desire to get Cilleyville Road done sooner than later.

It was recalled that the Transfer Station benefited from ARPA funds which covered the cost of a trailer. Therefore, there were still funds in the CRF for Transfer Station Equipment. It was agreed to not ask for additional funds in 2023.

According to Huckleberry, the Town Hall boiler was in great condition and did not need to be replaced. Therefore, no additional funds would be requested towards its replacement in 2023.

It was decided no funds would be requested for the ambulance. A new ambulance had recently been purchased and the next one will be purchased in about 20 years.

It was decided no funds would be requested towards solar energy. Chair Dudek reported that she did not have new buyout numbers. She was not prepared to make any decisions about it. Selectman Guptill noted there was enough money in the CRF to cover the previous buyout number.

The final article discussed covered the lease of a new 6-wheel dump truck, with the first year's payment being \$31,793.44.

The Selectboard would not be requesting contingency funds.

The Selectboard would put forward an article about going from a 3 to a 5 member Selectboard.

The article regarding Hoyle Tanner would cover their engineering fees to evaluate the condition of the bridges and the bridge capital improvement plan. The funds would come from the unassigned fund balance.

Chair Dudek shared that the Town Clerk / Tax Collector wanted to move from part time to full time. It was recommended that as a large change, it be presented to the Town as a separate Warrant Article for the first year. That way it would be transparent and very clear to the voters. Selectman Guptill said the same approach was used when a new police officer was hired. Discussion followed. TA Edelmann wondered if the recommendation was to offer a referendum vote or a warrant article with a dollar amount. It was also noted that the Town Clerk is a separate office and does not fall under control of the Selectboard. No dollar amount was known during the meeting.

5) Adjournment & Next Meeting

Selectman Guptill **made a motion** to adjourn. Selectman Delaney **seconded**. The motion passed with all in favor. The next meeting was scheduled for Wednesday, January 25, 2023 at 6 p.m.

Respectfully Submitted,

Kimberley Edelmann
Town Administrator

*These minutes were approved at the
Select Board meeting on January 30, 2023.*