

**Board of Selectmen
Meeting Minutes
Wednesday, March 22, 2023
Approved**



1) Open Meeting

Selectman Michelle Dudek called the meeting to order at 7:00 pm. Board members present: Michelle Dudek, Jim Delaney

Others present included: Kimberley Edelmann, Town Administrator; Frank Bryson, Highway Supervisor; Donna Crisp Duclos; and Lisa Meier, Secretary

2) Meeting Minutes

Minutes of February 16, 2023 – **motion** to approve by Selectman Delaney; **seconded** by Selectman Dudek. **Approved unanimously.**

Minutes of February 22, 2023 – **motion** to approve by Selectman Delaney; **seconded** by Selectman Dudek. **Approved unanimously.**

Minutes of February 28, 2023 – **motion** to approve by Selectman Delaney; **seconded** by Selectman Dudek. **Approved unanimously.**

Minutes of March 7, 2023 work session – **motion** to approve by Selectman Delaney; **seconded** by Selectman Dudek. **Approved unanimously.**

Minutes of March 7, 2023 meeting – **motion** to approve by Selectman Delaney; **seconded** by Selectman Dudek. **Approved unanimously.**

Minutes of March 16, 2023 – **motion** to approve by Selectman Delaney; **seconded** by Selectman Dudek. **Approved unanimously.**

3) New Business

a. Scrap Metal Acceptance and Rejection Policy

TA Edelmann presented the policy for Scrap Metal Acceptance and Rejection which Selectman Dudek and Selectman Delaney signed. It is imperative that the Transfer Station receives a copy of this.

4) Highway Supervisor's Report

Highway Supervisor Frank Bryson stated that a full-time person is needed at the Transfer Station specifically for the Scrap Metal Policy.

HS Bryson asked if a sign could be posted on Elbow Pond Road indicating no thru trucking. Selectman Delaney responded yes.

Selectman Dudek made a **motion** authorizing HS Bryson to post a no thru trucking sign on Elbow Pond Road. Selectman Delaney **seconded** the motion and the **motion passed unanimously**.

HS Bryson indicated he has spoken with Jason at DOT regarding metering Plains Road during the summer of 2024 and once again when the detour sign goes up for construction of the bridge on Route 4. TA Edelmann asked what action the town could take should traffic increase and HS Bryson asked if Andover could hold the state responsible for damage to the road.

Selectman Delaney asked HS Bryson if he has done anything regarding sand and HS Bryson replied not yet.

Bryson indicated that there is a concern with parking on Mill Road and he will look into getting some No Parking Signs.

5) Old Business

a. Keniston Bridge

Some bids have been received to do the work.

b. Going to bid / Highway Department Garage

A bid package has been put out. Nothing had been be put onto the town website yet, but when done, contractors will be redirected to Dubois & Kings page. Registration is needed to get package.

6) Town Administrator Report

a. Avitar Request

A letter was received from Avitar asking for data on New England Hydro which was signed by Selectmen Dudek and Delaney.

b. Town Meeting Prep Work

A 2023 Operating Budget and Capital Budget worksheet was completed for the board along with the tax impacts shown for each article.

Training material for the Town Moderator was received and distributed for review. This pertains to what can and can't be done during Town Meeting.

The 2022 Tax Rate Breakdown document from DRA was distributed,

An error in the MS-737 was explained to the board and the Finance Director is working with the Department of Revenue Administration to correct this.

TA Edelmann has some architectural drawings on large paper to put up on boards. TA Edelmann has asked Peter Stewart if he would like to attend in case of questions.

c. Radon in Town Offices / Library Building

Radon testing was done and the levels were very high. Radon is throughout the building. Another test will be performed. Selectman Delaney has ordered radon level monitors.

An engineer from McBrides Water (recommended by Primex) is coming in on March 29, 2023 at 2:00 p.m. to do another test and suggest mitigation. TA Edelmann said the cracks basement floor would need to be repaired. Erickson Foundation Solutions in Hudson, NH was also recommended by Primex.

The Hub has offered the use of their building for meetings in the interim. Donna Duclos asked if the radon issue was brought to the school's attention. Edelmann said she will post on the town website and on each door of the town hall. Selectman Dudek stated she is uncomfortable with the workers working in the office. TA Edelmann stated she has spoken with the librarian and the librarian will speak with the Library Trustees.

TA Edelmann has reached out to Jim Smith a surveyor regarding the Bradley Lake Property. He reported that he had been researching the deeds and it was going to involve more work.

d. Building Inspector

TA Edelmann spoke with the State Fire Marshall Sean Toomey. In lieu of a Town Building Inspector, his department would be able to perform inspections of the Highway Garage for the town, both at the front end of the project and throughout. A brief discussion took place regarding what would happen if there were no inspections.

e. Zoom

We have the capability of using Zoom for meetings. The Pro Plan was purchased; however, to get the HD quality the town would need the \$200 Business Plan but would need to purchase 10 licenses for a total of \$2,000 per year.

f. Septic System for the Transfer Station

A contract is needed with Thompson Excavating for the Transfer Station. Selectman Delaney said he will handle this.

7) Correspondence / Signatures

1. Payroll manifest for March 24, 2023 for \$24,540.49 was signed.
2. An invoice for CA Miller for the Transfer Station for \$1,150.09 was signed.
3. An invoice from Hoyle & Tanner for \$1,059.27 was signed.
4. A request to place a clothing box at the Transfer Station was received. Selectman Delaney said he will handle this.

8) Nonpublic Session

Selectman Delaney made a **motion** at 7:50 p.m. to enter non-public session per RSA 91-A:3 ii(a). Selectman Dudek **seconded** the motion and **all were in favor** of the motion. A roll call was completed.

Selectman Delaney made a **motion** at 7:55 p.m. to enter back into public session. Selectman Dudek **seconded** the motion and **all were in favor** of the motion.

Selectman Delaney made a **motion** to permanently seal the minutes from the non-public session. Selectman Dudek **seconded** the motion and **all were in favor** of the motion.

9) Adjournment & Next Meeting

There being no further discussion, Selectman Dudek made a **motion** to adjourn at 7:57 p.m. Selectman Delaney **seconded** the motion and **all were in favor** of the motion.

Respectfully Submitted,

Lisa Meier
Recording Secretary

These minutes were approved at the
Select Board meeting on April 5, 2023.