

Board of Selectmen
Meeting Minutes
Thursday, May 11, 2023
Approved



1) Open Meeting

Chairman Delaney called the meeting to order at 6 pm. The meeting was held at the Andover Community Hub. Board members present: Jim Delaney, Roland Carter, Dana Swenson

Others present included: Town Administrator Kimberley Edelmann and over 20 members of the public.

2) NH DOT Presentation

Chairman Delaney welcomed Tim Dunn and Hans Weber from NH Department of Transportation. Mr. Dunn explained that he's the Project Manager for NH DOT project "Andover 20650", the Route 11 bridge replacement program which involves two bridges over Sucker Brook and the Northern Rail Trail close to the Franklin town line.

The following notes were provided by Tim Dunn. The complete presentation can be found on NH DOT's Andover 20650 project website at: <https://www.nh.gov/dot/projects/andover20650/>

Tim Dunn opened the presentation by giving a brief history of the project. He identified the goals for this meeting were to provide an update of the project design and schedule and solicit comments prior to the Public Hearing on June 27. Mr. Dunn discussed the project location, current condition of the bridges over the Northern Rail Trail (206/137) and Sucker Brook (208/137), and geometric deficiencies of the existing roadway alignment and profile.

Hans Weber then discussed the project, what it will ultimately look like, and what it will look like during construction. He continued by explaining the order of construction and how this design meets the purpose and need of the project, and how construction would impact the rail trail. He noted that the rail trail may require some extended closure, but these will not take place during the snowmobile season, and the goal is to utilize short term temporary closures as much as possible when a closure is required for public safety. He discussed how this design meets the purpose and need of the project and maintains the clearances to accommodate a rail line in the future if needed. Lastly, he discussed the natural and cultural resource impacts caused by the project.

Mr. Dunn then discussed how to become a Consulting Party for cultural resources and how the Department will evaluate and compensate for Right-of-Way impacts caused by the project. Lastly, he reviewed the project's cost estimate of \$8,320,000 (80% Federally funded, 20% State funded, no cost to Andover taxpayers), remaining schedule, and the upcoming Public Hearing (June 27) and the opportunity it provides to the public to comment on the project.

The presentation incorrectly notes the Public Hearing will be at the Andover Town Hall, while in actuality the Hearing will be held at the Andover Elementary / Middle School. At the end of the presentation Mr. Dunn opened the floor to questions and comments.

Question: Parker Rowe asked if there be an area to relocate the sap collection tank on the Koron parcel to?

Answer: The owner of the sap tank will be eligible for business relocation expenses. No location has been specifically designed for the sap tank to be relocated to. Relocation of the tank will be handled through the ROW negotiation process. NHDOT Bureau of ROW employees will be at the Public Hearing in June and will be better able to answer questions at that time.

Question: Is this project being coordinated with the other bridge replacement project on US 4 in Andover? Both roads should not be closed at the same time.

Answer: NH 11 should only be closed for very short durations and very sparingly, most likely when traffic is switched from the old road to the new road. For all practical purposes NH 11 will remain open to two-way traffic throughout the project. To accomplish this, some temporary widening will be required.

Question: Is this project funded by the federal Infrastructure investment and Jobs Act (IIJA)?

Answer: This project is not specific to the IIJA; it has been in the State's Ten-Year Plan with funding since 2013, originally planning construction in 2020.

Question: Will the existing road and railroad bridges be removed and does them being historic require any additional actions?

Answer: The roadway bridges will be removed while the rail trail bridge will remain. The area around the Sucker Brook bridge will be regraded to return the brook to a more natural condition. Because the bridges that will be removed are historic the Department will advertise them for sale.

Question: Why did it take 20 years to engineer a new bridge?

Answer: It takes around 5 years to move a typical project through the design and construction process and when the project was added to the 2013 Ten Year Plan (TYP) it was added at the end of the plan in 2020. The project started as just the bridge over the rail trail, the Sucker Brook bridge was added to the project in 2019 which then necessitated a redesign of the project.

3) Twin States Clean Energy

Chairman Delaney noted that Katelynn Monroe from Twin States was expected, but had not arrived yet. Chairman Delaney said he would invite her to the next meeting.

4) Minutes

The selectboard passed on approval of meeting minutes until the next meeting.

5) Finance

Elita Reed presented the selectboard with two sets of documents to sign:

- ◆ Tax Warrant
- ◆ Payroll change forms

Selectman Swenson explained that the Tax Collector's Warrant Property Tax Levy was a document the selectboard would present to the Tax Collector, directing her to collect \$3,483,392 in property taxes.

Ms. Reed stated that pay increases were associated with the budget approved at Town Meeting and would be retroactive to January 1. The forms were required by the Town's auditors.

The selectboard also signed two check manifests.

6) New Business

a. Municipal Records Committee

Chairman Delaney noted the Town needed to form a Municipal Records Committee, per State statute:

RSA 33-A:3 Municipal Committees. – The municipal officers or their designee together with the clerk, treasurer, an assessor, and tax collector of each city or town shall constitute a committee to govern the disposition of municipal records pursuant to this chapter. Unless otherwise provided by a municipal ordinance, the committee shall designate the office responsible for the retention of each type of record created for the municipality.

Chairman Delaney stated that the committee would be chaired by Town Clerk Lisa Meier. TA Edelmann noted that 3 citizens had volunteered to be on the committee, but felt it should be up to the Town Clerk to decide who would be on the committee.

A member of the public asked when the Town Offices would be reopened. TA Edelmann answered that the reopening was expected to be May 22. The work was complete, but the selectboard needed to inspect the work. Chairman Delaney added that they planned to seal the basement floor and build shelves in the basement to keep boxes off the floor.

Elita Reed asked about the open raised floor. Selectman Carter noted that it had been covered with a new membrane and sealed.

Selectman Swenson noted that the Municipal Records Committee would also be responsible for identifying which records needed to be retained and which the Town could get rid of according to RSA 33-A. While it sounded simple, it was going to be a lot of work. Also, some of the records included confidential information.

b. Emergency Management Director

Chairman Delaney invited Anthony Booth to stand and introduce himself.

Mr. Booth shared some of his career history, including work as an Enfield Police Officer. He works for the NH Fire Marshall's office.

c. BeaconFest

Chairman Delaney reported that he approved a request from Ty Morris to use the Andover Town Green on Sunday, August 13. Selectman Swenson added that the Andover Beacon had recently changed hands. The event would include food trucks, live music, and other entertainment. It will be a fund raising event for the non-profit newspaper.

7) Old Business

a. Highway Department Facilities / Garage

Selectman Swenson provided an update. He reported that 3 bids had been received, one of which was for only a portion of the project. The other bids were for around \$1,510,000, the other for approximately \$1,610,00. Both bidders indicated that they would like to discuss value engineering. The Town appropriated \$1,525,000 for the project, of which \$91,000 had already been used. He also believed \$10,000 should be used for contract administration, 5% contingency should be set aside, and a clerk of the works should be engaged on a regular basis to compare invoices to actual materials used. He felt \$20,000 would make sense. Subtracting those out, construction funds would be about \$1,300,000. So, \$200,000 would have to be found via value engineering. He explained that value engineering was an industry term used to describe the process of reviewing the details of the project and finding ways to reduce costs by replacing aspects of the project with lower cost items of equal value.

Selectman Swenson commented that other alternatives, other styles of buildings could be considered. That would include modular buildings, metal framed buildings. However, any comparisons should be applicable with similar components.

Herbie Barton asked if the bids would cover everything. Selectman Swenson confirmed both bids would take the project to completion.

Mr. Barton asked if there was an opportunity to bid on a metal building. Selectman Swenson noted that the bids were for a metal paneled building. After the contractors got pricing from sub contractors, the Town would have a maximum guaranteed price.

Mr. Barton suggested that the Town needed to get moving. Chairman Delaney said one of the issues they had was trying to convince someone to be the clerk of the works, but he hadn't answered yet; that would help get things going.

Mr. Barton asked if there was enough money to put up a building. Selectman Swenson said there was. Mr. Barton recommended including radiant heat for the garage.

b. Radon Status

Selectman Carter provided an update. Crews from Erickson Foundation Solutions had been in the building for two days working on the system. Holes were bored into the basement floor to insert extraction pipes underneath. Air exchange systems were being installed. Two air filtration systems were also placed in the building. They expected to be finished the next day.

Once work by Erickson was complete, the selectmen wanted to seal the basement floor and add shelving.

TA Edelmann reported that the AirThings units were still being used continuously in the office to monitor the radon levels.

8) Signatures

Chairman Delaney noted that the selectboard was signing documents:

- ◆ The original warrant
- ◆ Certification yield and tax assessed form
- ◆ Application for tax exemption
- ◆ Payroll Manifest
- ◆ Payables
- ◆ Letter to resident
- ◆ Thompson - Gravel Intent - 23-015-03
- ◆ Ohler - Report of Excavation - 22-015-02
- ◆ Timber Yield - Map 9 / Lot 30.109
- ◆ Timber Yield - Map 18 / L679-375
- ◆ Veterans Tax Credit - M28 / L270-062
- ◆ Veterans Tax Credit - M35 / L234-234

9) Public Comments

Jim Hanson commented that the Transfer Station project was looking good. He asked if the septic work was done within budget. Chairman Delaney confirmed it had been done within budget. The only work still waiting to be done was some plumbing.

Mr. Hanson also asked if paving bids had been received yet. Chairman Delaney said they estimates only.

10) Nonpublic Session

At 7:30 pm, Chairman Delaney made a **motion** to enter nonpublic session under RSA 910A:3 ii (b). Selectman Carter **seconded**. Roll call, **all in favor**.

TA Edelmann reported that Road Agent Frank Bryson had identified someone he wanted to hire. She asked the selectboard if RA Bryson could extend an offer to the applicant or if the selectboard wanted to interview them first. Chairman Delaney said he knew the individual and felt it would be a good hire. Selectman Carter asked how much RA Bryson wanted to offer. TA Edelmann said the offer would be for \$20 per hour, \$2 less than the other two employees, and that the position was full time. The board agreed RA Bryson could proceed without delay.

Chairman Delaney noted the minutes did not need to be sealed. He made a **motion** to return to public session at 7:33 pm. Selectman Swenson **seconded**. Roll call, **all were in favor**.

11) Adjournment

There being no further discussion, Chairman Delaney made a **motion** to adjourn. Selectman Swenson **seconded** the motion. The **motion passed** with all in favor and the meeting was adjourned at 7:34 p.m.

Respectfully Submitted,
Kimberley Edelmann
Recording Secretary

These minutes were approved at the
Selectboard meeting on May 25, 2023.