

APPROVED
ANDOVER SELECT BOARD
MEETING MINUTES
APRIL 13, 2023



Members Present: Jim Delaney, Chair; Roland Carter; Dana Swenson

Also present for duration of appropriate item: Kimberley Edelmann, Town Administrator; Elita Reed, Finance Director; Donna Duclos; Jim Hanson; and Lisa Meier, Secretary

Delaney opened the meeting at 4:00 p.m. with roll call.

Minutes of March 5, 2023

Delaney made a motion to accept the amended minutes of April 5, 2023. Carter seconded the motion and the motion passed.

Road Agent Report – provided by Roland Carter

- A. Selectman Carter stated the Highway Supervisor Bryson has indicated he would like a traffic count conducted before the bridge repair by Fenvale. Carter asked if it was possible to have yellow lines put on Plains Road.

Town Administrator Report

1. TA Edelmann has spoken with Diana Miller in regards to the snow removal / custodial position open and Miller responded she will consider it; however, there is currently a lot on her plate and she is focused on spring clean outs.
2. TA Edelmann indicated that Anna Cole from Drummond provided a 2009 / 2011 updated Personnel Policy and also has comments regarding 2020 proposed changes.
3. TA Edelmann has drawn up a new template for non-public sessions in order to meet 2022 changes to RSA 91-A. This was distributed to the board for review.
4. A letter was received from the Census Bureau containing an annexation survey.
5. A letter was received from Department of Environmental Services (NHDES) indicating there are no records authorizing an easement to the town for the old landfill on Monticello Drive (Tax Map 18, Lot 444,064). The letter was forwarded to the Town Attorney Matt Serge.
6. A letter was received regarding the three bridge projects coming up in Andover. The Lawrence Street bridge project (Andover 41407) now has a new manager – Anthony Puntin and a conference call will take place next week. Tim Dunn would like to meet with the Select Board regarding the Route 11 project (Andover 20650). A public hearing is scheduled for July 20, 2023 for the Route 4 project (Andover 40392).
7. TA Edelmann will be upgrading the Zoom quality to 720HD. The board approved this.
8. The board needs to select a new person to represent Andover for the Emergency Management. The board will invite Tony Booth to the Select Board meeting for appointment.
9. Hazard Mitigation Plan Contractor Selection is due by May 31, 2023. Per Jane Hubbard, the HMP expires August of 2024.

New Business

1. A new Town Treasurer needs to be appointed as a Letter of Resignation was received from Shirley Currier. Delaney made a motion to appoint Jessica Rand. Carter seconded the motion and the motion was unanimously approved. The board signed the appointment paperwork.
2. The paperwork for the lease for the new truck was signed.
3. Delaney met with Capital Well as there is a high level of arsenic in the new well at the Transfer Station and a filtration system was recommended. Delaney has requested to get quotes and recommends the employees not drink the water.
4. Delaney stated he would like to go back to having a Building Inspector. Delaney made a motion to go back to having a Building Inspector. Carter seconded the motion. After some discussion, Delaney amended his motion to find out what it will take to establish a Building Inspector. Carter seconded the motion and the motion unanimously passed.
5. The policy for Health Insurance buy-out has already been approved and TA Edelman and Finance Director Reed will need to determine how it is instituted.
6. Current Retirement pays 5% of the prior year wages on the employee's anniversary. The plan currently being looked at needs 100% of employee participation; provides for 11.99% of the employees' paycheck going into their retirement account and it takes ten years to be vested. FD Reed recommended looking at other alternatives.
7. A public hearing for the Junkyard Permit is scheduled for Wednesday, May 10, 2023 at 6:00 p.m. TA Edelman will let Pat Moyer know the date.
8. Changing the day for the Select Board meetings. Delaney made a motion to change the date to Thursdays. Swenson seconded the motion and the motion unanimously passed. Meetings will still take place at 6:00 p.m. TA Edelman confirmed that the meetings will still be on the 2nd and 4th Thursday of the month.

Transfer Station

1. The new septic system will be started April 24, 2023
2. The new door is completed.
3. Clayton Miller will be starting the bathroom install next week.

Signatures / Correspondence

- A. The Keniston Bridge roof replacement was awarded to Braley Roofing at \$46,000. The contract was signed.
- B. A payroll manifest for April 7, 2023 in the amount of \$26,733.83 was signed.
- C. A Land Use Change was signed for Brenda Godwin.

Old Business

1. As the designated lead for the proposed project, Swenson followed up with John Kenney, PE (Project Executive at Dubois & King) last Thursday regarding materials, means and methodologies for the construction of the municipal garage building. Specifically discussed were the steps necessary to change the building from a wood-framed structure to a "steel" or metal framed structure – note that in both cases the exterior "skin" of the building remains metal panels, the interior finish in the garage area is fiberglass reinforced panels to 8' above finished floor and 5/8 gypsum wall board above, the interior finish in the wash bay is fiberglass reinforced panels to full height, and the insulation remains the same. Any sort of addendum regarding this level of change to the framing structure will require a new issue of structural

plans (dwgs S-1 through S-5), and architectural details and notes on dwgs A-1.0 and A-4.0. Adding time and cost to the project. With this understanding, Swenson's plan is to provide a motion and have discussion on Wednesday for the following: A) Continue with the bid package as issued; B) Have site visits by interested parties on April 18th; C) Accept no further questions from interested parties after April 25th; D) Have a Public Bid Opening on May 2nd. All parties should bid the package as proposed, but they have the ability to provide alternative solutions (along with timing and costs) with their submission. Alternative solutions also require stamped drawings for proposed changes. Any questions should be sent to John Kenney as per the bid documents' instructions. Following the bid opening (not necessarily at the same time), the board meet and discuss the results. With the information the board's course will be A) determine the "best value" submission and enter into negotiations or B) Reject all bids and put out a call for alternative solutions – as a municipal building, alternative solutions require stamped drawings and specifications. Swenson also reviewed NH DPW Designed Guidelines Section 100 – General: Paragraph 10.b – Drawings required licensed architect and/or engineer's (as applicable) stamp and signature which indicates "Local officials should carefully consider their decision to deviate from a recommendation if the engineer reports that he or she is unwilling to place their professional "stamp" upon the revised plans for a project. The professional engineer's stamp is a certification that the engineer believes that the plan represents a project that, if constructed, will be reasonably safe for public use. The professional engineer is a licensed professional, who is ethically interested in protecting the safety of persons who use the facilities that are designed, and personal interested in avoiding liability for malpractice of his or her profession. If the engineer will not "stamp" a revised specification, there is either a practical or ethical problem with the specification that should be fully explored and resolved before the local official approves the revised specification for construction".

2. Hanson asked if there was a contingency fund and the response was it is more of an allowance rather than a contingency fund. TA Edlmann stated that her presentation at Town Meeting indicated a 5% for soft and hard costs.
3. Radon status – work will be started Wednesday May 10, 2023 with two crews. The work is estimated to take four days and requires all materials be removed from the work area prior to commencement. TA Edlmann indicated that staff will arrange for the removal and will provide a secure location for temporary storage.
4. Updating policies – Time Sheets – FD Reed explained that it is important that time sheets are completed including time clocked in and clocked out as any Workers Comp claim will need these specific times. FD Reed will provide raise sheets for the Select Board to sign and those raises will be retroactive back to January 1, 2023.

Any other business

1. SB Carter stated someone will be present at the Transfer Station on Saturday April 15, 2023 to see what Andover can do to increase production and other areas for recycling to bring in more revenue. FD Reed stated she has a report with 2022 figures she will provide. Hanson state that recycling is not about the money, it is how you handle it.
2. Andover needs to appoint a Lakes Region Planning Commission member. Duclos stated she is currently the member and will find out if Ken Wells who is the Chair of the Planning Board would like to become the member.

Delaney made a motion to adjourn at 5:25 p.m. Swenson seconded the motion and the motion passed.

Respectfully Submitted,

Lisa Meier
Secretary

These minutes were approved at the
Selectboard meeting on August 10, 2023.