

APPROVED  
ANDOVER SELECT BOARD  
WORK SESSION MINUTES  
APRIL 28, 2023



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

Also present for duration of appropriate item: Kimberley Edelmann; and Lisa Meier, Recording Secretary

Delaney opened the meeting at 11:05 a.m. with roll call.

Signatures / Correspondence

- A. A Zoning Board of Adjustment Application for Andrew Guptill was received. The board reviewed it and Delaney made a motion to appoint Guptill to the board. Swenson seconded the motion and the board voted unanimously in favor of appointing Guptill to the board.
- B. The Capital Alarm maintenance agreement for Town Hall cameras was discussed.

Delaney made a motion to enter into non-public session per RSA 91-A:3 II (a) at 11:09 a.m. Carter seconded the motion and the motion passed.

Delaney made a motion to enter back into public session at 12:00 p.m. Carter seconded the motion and the motion passed.

Town Administrator Position

Swenson made a motion to move that Kimberley Edelmann's hiring as Town Administrator was a legal hiring. Carter seconded the motion and the motion passed unanimously.

Former Buswell Property Tax Map 20 Lot 268,419

Delaney indicated that all deeds and tax information have been received by the Select Board and Delaney made a motion to do a minor subdivision and sell what is currently the lower half of the property to Lenny Caron and auction off what is currently the upper half of the property. Swenson seconded the motion and the motion passed.

748 Raccoon Hill Road

Delaney indicated he has spoken with Town Attorney Matt Serge regarding auctioning the property as is. Attorney Serge responded that buyers are not going for this type of sale any longer and recommended sending a Letter of Repurchase with 30 days to decide.

Building Inspector

Delaney stated he has a person interested in the Building Inspector position and will invite him to one of the board meetings to discuss. Pay for this position was discussed and the board needs to determine fees. The New Hampshire Municipal Association job description for a Building Inspector was reviewed along with a few from other towns. Delaney made a motion to have TA Edelmann draft a job description for the Building Inspector's job based on the town of Dunbarton's job description.

### Transfer Station Update

Delaney stated that the leach field is complete and an inspection will be conducted on April 28, 2023.

### Emergency Management Director

TA Edelmann explained to the board that the Hazard Mitigation Plan needs to be in place by May 31, 2023 and the deadline is 2024. TA Edelmann will contact Lakes Region Planning Commission for help on this. Swenson made a motion to appoint Anthony Boot as the Emergency Management Director for Andover. Delaney seconded the motion and the motion passed unanimously.

### Town Policies and Procedures

- A. Job descriptions are needed for each position for the town. The New Hampshire Municipal Association job description for a Building Inspector was reviewed along with a few from other towns.
- B. Procurement Policy – the fee schedule was reviewed and discussed. Delaney made a motion to increase the fee for approval by Department Head at \$1,000; approval by the Town Administrator for \$1,001 - \$5,000; and approval by the Select Board \$5,001 - \$10,000. All other items in the Policy remain the same. Swenson seconded the motion and the motion passed unanimously.

There being no further discussion, Delaney made a motion to adjourn at 1:15 p.m. Swenson seconded the motion and the motion passed unanimously.

Respectfully Submitted,

Lisa Meier  
Recording Secretary

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