

APPROVED  
ANDOVER SELECT BOARD  
WORK SESSION MINUTES  
MAY 26, 2023



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

Also present for duration of appropriate item: Kimberley Edelmann; Jeff & Terra Jean Bradish; and Lisa Meier,  
Recording Secretary

Delaney opened the meeting at 2:00 p.m. with roll call.

The original planned appointment canceled.

Working Session – Restart Bid Process for Highway Garage Facility

Swenson indicated he has started working on an RFP (Request for Proposals) for a 50' x 80' highway garage. The town owns the Dubois & King plans and will utilize these for bids. Swenson is hoping to have an RFP prior to the next Select Board meeting. Carter indicated that Construx believes a steam bay is a huge benefit for the building as it is more expensive to get humidity out of a building. The board needs to decide whether this should be a separate bay on the outside of the structure. Swenson indicated that Twin Pines cost included radiant flooring. Swenson also toyed with the idea of going with a 54' x 80' building. Edelmann indicated that Highway Supervisor Frank Bryson was not involved originally and believes some items in the original bid packages are not necessary and the board should speak with Bryson when doing the RFP to get his input. Delaney was curious about going with a 2-bay structure with the concrete being expandable. Carter stated that with extra bays – all the equipment can be put inside the building. Carter asked if is necessary to be bonded and the response was yes. Edelmann stated that the State Fire Marshall wants to be involved from the beginning. Swenson asked if there will be air conditioning and Edelmann responded that air extraction is required. Edelmann asked if there was an Energy Committee in town and the response was no; however, there had been talk in the past about using solar; however, the original design was no solar-ready. Carter stated maybe they could use solar to heat the water for the floors and in the winter use an electric heater. Carter asked if they could do pavement as an add-on in the future rather than from the start and the response was to look at different option that the builders present. Edelmann stated the Bryson had shown her a steel pole-barn type structure and asked if something like this could be utilized instead of indoor parking and if there is no building within a year, is there enough money in the fund to do something such as that type of structure and the response was yes. Carter stated that a lot of people use the Quonset hut type of structure.

Prepping for Meetings

Edelmann stated she would create packets for meetings for each board member and asked each how they would like to receive them. Delaney and Carter indicated a paper version and Swenson indicated electronic.

### MainStay – IT Support

Edelmann indicated she has been able to eliminate four accounts and archived items for Right-to-Know access only. She will also create town email addresses for the three Select Board members. Carter asked about business cards and Edelmann advised that Cristy in the Finance Office can help get these for them.

### CIP ( Capital Improvement Plan )

A generator is needed at the Police Department. Delaney asked about a carport for the police cruiser for easier access in the winter. Edelmann stated that the Planning Board is going to start working on the CIP and asked the board if there is anything they need and the response was to start looking into a Safety Complex.

### Non-Public Session

Delaney made a motion at 3:05 p.m. to enter non-public session per RSA 91-A:2C. Carter seconded the motion and the board voted unanimously in favor of the motion.

### Public Session

Delaney made a motion at 4:00 to enter back into public session. Carter seconded the motion and the board voted unanimously in favor of the motion. Carter made a motion to seal the non-public minutes for 60 days. Swenson seconded the motion and the board voted unanimously in favor of the motion.

There being no further discussion, Delaney made a motion to adjourn at 4:10 p.m. Carter 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.