

APPROVED  
ANDOVER SELECT BOARD  
MEETING MINUTES  
JUNE 22, 2023



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

Also present for duration of appropriate item: Joseph Mahoney, Police Chief; Donna Duclos; Jim Hanson;  
Kimberley Edelmann; and Lisa Meier, Recording Secretary

Delaney opened the meeting at 6:02 p.m. with roll call.

Chief Mahoney re: beach parking

Mahoney indicated that tickets are now being written for vehicles parked at the town beach without beach decals. There is a sign at the beach indicating one is necessary; however, the print is very small. He also distributed a Parking Ordinance that was created by a prior Select Board which includes the fine amounts; however, it does not look like the Ordinance was ever signed. Mahoney would like to entertain a new Parking Ordinance and have it signed by the Select Board. Delaney replied there should be a work session at the end of July to address the fines. Mahoney will submit his recommendations for fine amounts to the board for that meeting. Hanson asked if the ordinance change needs to have a public hearing. TA Edelmann responded that she does not believe so; however, she will investigate this. It was brought up that residents of Salisbury have been able to come to the town beach without decals for many years. TA Edelmann will send a letter to the TA in Salisbury regarding this.

Highway Department

SB Swenson stated that input on the test pits have been received and will put together a “put out to bid” package. This will be reviewed for two weeks. Swenson would like to reinstate the Highway Committee to review the bids; get the bids down to two; review again and get the bid down to one and bring that company / person in to discuss. Hanson stated that the decision should be for the best interest of the town. He will contact the prior committee and see if they will reconvene. SB Carter asked what the timeline is. Swenson responded this should be ready by June 30, 2023 for publication in the Concord Monitor and this should also be put on the town website. Delaney asked if it should be submitted to the Laconia Daily Sun and the Manchester Union Leader also and the response was yes. Hanson asked if the public can be present at the committee meetings and Edelmann responded yes, the can; however, observation only.

Correspondence / Signatures

1. Appointment paperwork for Harold Tuttle to be appointed to the Lakes Region Planning Commission. Donna Duclos is stepping down. Delaney made a motion to approve the appointment. Carter seconded the motion and the motion passed.
2. Delaney made a motion to authorize SB Carter to sign any documentation from DOT for the Lawrence Street Bridge project. Swenson seconded the motion and the motion passed.
3. TA Edelmann stated the first payment to Mason Alarm has been sent out. An invoice and estimate were received and signed by the board.

4. A service contract with Mason Alarm was signed. TA Edelmann stated she will request more coverage in the lobby area.
5. A Solar Exemption was signed
6. An invoice from CA Miller was received for the work at the Transfer Station and the board signed it.

#### Town Administrators Report

1. TA Edelmann indicated she visited the Transfer Station to look at the new bathroom and stated it looks good. She also asked if the port-a-potty should be retained and the board agreed to not cancel it yet.
2. The DRA letter has been squared away and the board will be provided with current budget numbers starting at the next board meeting.
3. The Highway Department has been ditching. A quote was received for \$4,135 for five culverts from CORE & Main.
4. The department would like to pave Poplar Street and Shirley Road; however, the Andover Village District (Water District) would like to do some work on these two roads.
5. Paving at the corner of Beech Hill Road – should they pave it or retain it as a dirt road. \$5,000 was previously donated for paving this. If this is not to be paved – what happens with this money?
6. Highway Department would like to repave a portion of Morrill Hill and Elbow Pond Road and quote(s) are needed.
7. More reporting is necessary regarding ARPA Funds. Edelmann has sent a form letter to the Treasury for authorization to do this.
8. SB Swenson asked if it is possible to have a charging station at Town Hall. TA Edelmann will investigate ARPA Funding and / or Twin States.
9. A work session will be held on June 28, 2023 at 11:30 a.m.

#### Public Comment

1. Al Hitchmoth asked why a charging station is not put in up at the parking area in Cilleyville. Delaney responded the board will need to speak to the State about this.
2. Hanson asked where the meeting for the Highway Committee will be. Delaney stated boards should be able to be back at Town Hall by July 24, 2023.
3. Swenson asked if the town has a Code of Ethics. Delaney responded he does not think so; however, a work session needs to happen to work on one.
4. The Select Board completed an Audit Questionnaire.
5. Al Hitchmoth asked if there is a “Continuity of Operation” for Town Hall. TA Edelmann responded she will speak with Anthony Booth about this.

#### Non-Public Session

Delaney made a motion at 7:15 p.m. to enter non-public session per RSA 91-A:3II (b). Carter seconded the motion and the board voted unanimously in favor of the motion.

#### Public Session

Delaney made a motion at 7:32 p.m. 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. Swenson seconded the motion and the board voted unanimously in favor of the motion.

TA Edelmann stated that a notice was received from Boscawen regarding Verizon Public Hearing to be held on July 5, 2023 at 6:30 p.m. The notice was reviewed by the board.

There being no further discussion, Delaney made a motion to adjourn at 7:41 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.