

APPROVED
ANDOVER SELECT BOARD
MEETING MINUTES
October 26, 2023

Members Present: Roland Carter; Dana Swenson

Also present for duration of appropriate item: Donna Crisp Duclos; Melissa Geyer; Kat & Al Hitchmoth; Vinny Tuzzo; Mike Campbell; Les Fenton; Cheryl Fenton; Janet Moore; Pat Moyer; Todd Goings; John McDonald; Jon Champagne; David Barton; Charles Keyser; Laurie Zimmerman; Anthony Booth, Emergency Management Director; Kimberley Edelmann, Town Administrator; Lisa Meier, Recording Secretary

Swenson opened the meeting at 6:00 p.m. with roll call.

Appointments – Budgets

Cemetery Budget – Cheryl Fenton

Fenton presented the Cemetery Committee budget indicating that it is going up \$185 from 2023. Projects have been moved around for stone repair and they will need to put money into the CRF as there are leaking pipes at the Proctor Cemetery. SB Swenson indicated that as he is Cheryl's spouse and the Sexton, he is not comfortable voting on this budget as it includes his pay and this leaves no quorum to vote on this budget. Carter asked what the software line item is used for and the response

was for sales of lots and genealogical searches. Carter asked if there were any projects on the horizon and the response was headstone cleaning and stripping and painting of the fence at the East Andover cemetery.

Planning & Zoning Budget – Pat Moyer

Moyer presented the Planning & Zoning budget indicating that most of the increase is due to an increase in dues and mailing of the updated Master Plan. Postage has also gone up therefore an increase in that also. Swenson advised that COLA (Cost of Living Allowance) has gone up by 3.20% therefore that line items needs to be adjusted. Carter made a motion to accept the Planning & Zoning Budget. Swenson seconded the motion and the motion passed.

Library Budget – Janet Moore

Moore presented a new updated budget which in the amount of \$70,125. Moore advised that the healthcare line item is blank as it is going to be covered under the town's budget. Lee Wells will be retiring on November 1, 2023 and Makayla will now be working 37 hours per week – 30 hours open and 7 hours administrative work. Her hourly rate is indicated at \$20.00 for 2024. Swenson made a motion to accept the Library budget. Carter seconded the motion and the motion passed.

Projects – Highway Garage – Les Fenton

Fenton stated that they are two weeks ahead of schedule. The site for the garage has been cleared, footing and walls have

been poured. The forms for the walls will be removed on the 27th and backfill will happen on the 30th. A complete set of architectural plans has not been received yet. Swenson stated it is not uncommon to be waiting for architectural drawings. Fenton stated that the last set of plans were not stamped. There are no delivery tickets – everything is digital now; however, there is no reception at the site. Fenton will ask for a report from Construx. The stump and compaction tests have been completed. No financial documents have been received yet. Carter asked if the site for steel has been set up and the response was they have not identified the amount of steel needed.

Projects – Lawrence Street Bridge – Roland Carter

Carter indicated a meeting was held on October 20, 2023. Members of the Select Board, the Town Administrator, the Water Commissioners, a member of NH DOT, a member of Hoyle Tanner and various residents were present. The meeting was to discuss the location of the sidewalk and installing sleeves under the bridge for future water lines, sewer and electric. It was decided to relocate the sidewalk to the west side of the bridge. The sidewalk will be 5' wide with a 7" rise. Fenton asked if there will be a retaining wall and the response was yes, there will be one along the east side of the road. A walking area for the temporary bridge will need to be discussed. Carter also reported that there will be a meeting on October 31, 2023 regarding the Hall Street bridge.

Departments – Highway Department – Mike Campbell and
Vinny Tuzzo

Campbell stated that a new employee (Jason) started and was shown around town including the bus routes that will need to be plowed. Jason is proficient on the grader. New pavement has been put in on the left side of Beech Hill with round rock. The 550 broke down this past Thursday. The cutting edge has been received. Tuzzo met with Porter Paving regarding Maple Street and there will be nothing done until 2024. Tucker Mountain Road was done. One of Thompson Excavating's trucks was utilized as the 550 is down. There is a failed culvert on Dyers Crossing. Champagne stated this previously set up with SKR. Hoping to find a grader operator and do some grading next week. The plow equipment is ready to go. No thru trucking signs are ready to go up on Cilleyville and Depot Streets. The new loader has 359 hours on it and needs its 250-hour service scheduled. The backhoe has 3000 hours on it and needs its 2500-hour service scheduled. Tuzzo stated they need to call for an ETA on the new 550. Campbell stated they would like to look into a blower for the town. The town of Wilmot has a Buffalo and is satisfied with it. The cost on one is \$9,800. Edelman asked if this would be used often and the response was yes. Edelman asked if this is a piece of equipment that can be shared and the response was no. Tuzzo stated he is looking into Foley Fuels for renting a 500-gallon tank with a pump either battery powered or a 110. There is one available middle to end of November and it is \$140 for delivery and set up and

\$50 per month rental fee. If they went with a 650-gallon tank it would need permits. The reason they are looking into this is should they get called in during the night in the winter, they will be able to refuel quicker. This would not be a constant use; they would still be able to utilize the shed. Foley Fuels would like to know prior to next Monday should they wish to reserve it. Carter asked what the price to purchase is and the response was he did not look at a purchase price and they will be waiting until the garage is completed prior to making any decision as they may want to go with a larger tank. Carter made a motion to accept a 500-gallon tank. Swenson seconded the motion provided it is within the budget allowance. The motion passed. Tuzzo also stated he would like to purchase a DEF tank for the diesels. A 330-gallon tank from Bay Ringer is \$1250, the manual pump that would go along with it is \$250 and this would be free delivery. These are both in stock and are overnight delivery. This will save \$4 - \$5 dollars per gallon on DEF and will also save on waste. Champagne stated that DEF has a shelf-life and cannot be in direct sunlight nor can it freeze. Champagne would like to hear a full plan on this i.e., where this will be placed, how will it be contained, also with the new fuel cell and bulk storage they need to have fire suppressant, containment and spillage. Tuzzo responded that with the 500-gallon tank, there is no fire suppressant necessary as it is double-walled and the new truck only has a 20-gallon tank so it's more convenient to fill it when coming back to get more sand. Tuzzo stated they will look into getting a heater for

this. He will also reach out to the company to find out what temperature the DEF freezes at. Carter recommended Tuzzo see if they have a heater also. Swenson stated these are good points by all; however, this is not a discussion for this setting. Tuzzo stated he would like to review the line value for the grader operator. Carter stated that the new employee that started this week quit today and we no longer have a grader operator. Tuzzo stated the line item needs to reflect \$25.00 per hour as needed. This will be a part-time person and they need to determine who will be operating the town's grader. Zach Barton and Jim Thompson have offered to help the town out as needed. Keyser stated that this has been done in the past; therefore, there should be something on the books for how this is addressed. Carter stated he would speak with the bookkeeper regarding this. Fenton asked if this is an open-ended amount of money or is this \$25 per hour in perpetuity as bills have been previously submitted that were not compatible to the length of the road. Tuzzo stated the operator would be punching a time-clock. Fenton stated that if the operator is a 1099 employee, he would have to have his own liability insurance and would not be covered by town insurance. Champagne asked who would be overseeing this and is there a standing road agent and the response was the highway department would be overseeing this. Champagne asked who is the foreman and the response was that technically right now Mike Campbell is the foreman until they hire a Highway Supervisor. Tuzzo stated that everything needs an oil change;

they could use a gas-powered post pounder in the future. A commercial grade costs around \$1800 and a smaller model goes for around \$800 - \$1,000. The crew is currently one person and one plow truck short. Tuzzo stated he spoke with Joe Poulin regarding plowing. Joe would need a steady route and if offered this he would purchase a new truck with sander and a plow on it. Champagne stated that each plow route takes approximately 3 to 3 ½ hours with the model in place when he was road agent. The new International being purchased by the town is very fast and efficient and will do a great job. The town still has the F550 and the road agents' truck so we have good artillery we just need people in the seat and the new truck will take a lot of pressure off the plow crew. Tuzzo stated that the crew is still one person short. Moore stated that Old College Road has been repaved and the sides were backed. Then heavy grass seed was put along the side. The vegetation pulls everything in. When the water comes running down, it soaks everything in. The upper part of Old College Road got severely ditched last year right up to the trees on the side, up to the stone walls, and the road agent tried to tell her that the boulders that fell down and the trees that got hit were from the snowplows. They were not from the snowplows. Now there is ditching starting from the corner of Maple and Old College Road and they are hitting the trees again damaging them and scraping away some of the vegetation that would absorb the water as it comes down. This is the reason some of the trees are dying and it's not pleasant watching this happen and she

hopes that whomever does the ditching thinks hard about not just the road, but the vegetation on the side and these trees.

Departments – Town Administrator

1. Edelman stated that Carter had asked about the perambulation and she received the most recent copy that involves Andover which is from 2007 from the Secretary of State's Office. We are supposed to perambulate the perimeter of the town every seven years and we are way behind. Moyer stated that Vicky Mishcon did this when she was on the board and Michelle Dudek did it also. Edelman stated that yes, they were done; however, the reports are supposed to be filed with the Secretary of State's Office and they were not. There is no process to follow, there are no fixed procedures, the markers on the town lines need to be found. A full list of each town is included in the report along with the email address for the woman at the Secretary of State's Office. There is an RSA that states this needs to be done and not necessarily by the Select Board.
2. Edelman stated she has not received the quotes for the Town Report yet. She did review a spreadsheet of the amounts paid for the last six years from different vendors. Last years report was 150 pages and it had never been that large in previous years. The spreadsheet is on her computer should anyone want to look for it.

3. Edelmann passed to the Select Board and read a two-week notice effective today to terminate her employment. Champagne thanked her for her service to the town and stated it is a shame. Edelmann contacted MainStay and our legal counsel. She has sent Elita and Cristy files of importance for them to follow through with. Swenson stated that he will personally miss having her here because she has made his job as a Selectman much easier and believes this is not something that she just thought of and he's not sure that we will be able to find a replacement as good and personally thinks she is the best thing that could have happened to this town for the last nine months. Edelmann replied that she promised them six months. Swenson stated he would like her to finish out the two weeks of her notice and he trust her that everything will be turned over properly, professionally, and he wishes there was some way he could convince her to stay. Swenson stated that running a town is not easy and she has butted heads with the office, with selectman, with fire department, with committees and with residents but for each time she has butted heads, there have been fifteen or twenty people that have said she is the right person for the job and he will be sad to see her go. Champagne agreed with Swenson and thanked Edelmann. Edelmann stated she will finish out the minutes for the Budget Committee.

Other Business

Champagne stated that we all need to ask ourselves why there is such a large turn over in town employees and he came in here a month ago stating that he believed everybody has the best interest of the town in their heart and would like to keep moving the town forward and put petty differences aside and move on and be professional. Unfortunately, that is not the case and he is coming here for the last time to say he is tired of being a target. Defamation at its best is recorded – thank God for Arlo. He has a town Selectman and a town employee and he is ashamed of these people. He is a tax payer and he will be respected if he is paying wages. There is a code of conduct and what we need to do – for employees and selectmen - we need to put forward, and he would like to make a motion that if employees or Selectmen do not treat their tax payers and employees that they must be removed immediately for disciplinary action. This is a professional building; this is the town and we used to have pride under this roof. He is begging and pleading for the second time to work with each other. John McDonald seconded this. Champagne stated that he would like to work with everyone, this is a great town and we need to move forward. Innocent and good people are paying for this. He challenged the two Selectmen to come up with a plan and do something reasonable and good for the town while

they are in their seat. Carter stated he agreed with doing something good. Keyser stated they need to do something good for the taxpayers and not for their own fruition sitting as Select Board members. Keyser stated that the Select Board works for the town and it is absolutely true that good people are being pushed out from this town and hopefully the next election people are smart enough to solve the problem.

Champagne stated they could do something now. Carter stated there needs to be a lot of discussion about this and everyone needs to work together. Champagne stated he is going into a winter with plow routes and believes he is being set up for failure. Carter asked Champagne what he has for the board to listen to and Champagne responded that he has a recording and any time they would like to hear it in a closed session he would bring it to them to listen to. Carter asked if he asked the people being recorded if they were okay with being recorded and the response was it is the same security system in place when he was Road Agent. McDonald stated it is sad to walk into the town offices and hear a Select Board member bashing the public and town employees while you are sitting there – it needs to be addressed. Champagne stated it really does not matter to him if he works for the town or not but at the end of the day, he wants what is best for the tax payers and the town moving forward. He has donated his time and material to the town in the past and he was going to come tonight and offer to donate his time and stated that David Barton would go out if the town did not have anybody to operate the grader and he

will keep doing that. They would just like to help and if the town does not want their help, just tell him. Swenson stated that this needs to be addressed in a non-public session. They will figure out what they can do as they are unsure of what they can do.

Minutes October 12, 2023

The board moved to review these minutes at the next meeting.

There being no further discussion, Swenson made a motion to enter into non-public under RSA 91-A:3(c) at 7:20 p.m. Carter seconded the motion and the motion passed.

Swenson made a motion to enter back into public session at 8:09 p.m. Carter seconded the motion and the motion passed.

There being no further discussion, Carter made a motion to adjourn at 8:10 p.m. Swenson seconded the motion and the motion passed.

Respectfully Submitted,

Lisa Meier

Recording Secretary