

Board of Selectmen
Meeting Minutes
Thursday, March 16, 2023
Approved



1) Open Meeting

Selectman Dudek called the meeting to order at 5:00 p.m. Board members present: Michelle Dudek, Chair; James Delaney, and Andy Guptill

Also present includes: Town Administrator Kimberley Edelmann, Frank Bryson, Highway Supervisor, Steve Barton, Donna Crisp Duclos, and Recording Secretary Lisa Meier

2) Highway Department Facility

Selectman Dudek stated that the intent of this meeting is to review the bid package. TA Edelmann stated that DuBois & King is ready to send out a package. She said she would also post it on the NHMA website in the classifieds. TA Edelmann also stated that she has the architectural drawings via email; however, she has not printed them yet. Selectman Guptill stated that he wanted make sure items such as a refrigerator, a microwave, etc are not included for the bid package.

TA Edelmann stated she has again spoken with the New Hampshire Municipal Bond Bank and confirmed they will not adjust their schedule for Andover and the other towns which postponed town meetings. The board needs to decide if they want to proceed once the bids come in.

Selectman Guptill made a **motion** to instruct DuBois & King to move forward with the bid process with a note that funding was contingent upon approval at Town Meeting, with release only after the Select Board had a three day period to review and comment. Selectman Delaney **seconded** the motion and the motion was **unanimously approved**.

3) Town Hall Shoveling

TA Edelmann stated that she was informed by the Fire Chief Barton that Town Offices / Library need to be shoveled out on a regular basis due to snow storms. TA Edelmann has spoken with the Librarian and advised that all doors need to be able to be opened all the way.

TA Edelmann asked the board what their priority is for the Highway Department during a storm – shoveling & plowing Town Offices or plowing roads & removing downed trees.

Fire Chief Barton stated that the person that cleared and shoveled Town Offices / Library a few years back purchased a small snowblower for doing this.

TA Edelmann stated that the egress doors should have been located on the gable end of the building, not exactly where roof snow would be deposited. HS Bryson stated that a wheelchair would not be able to get out through the emergency doors as they are currently.

Selectman Guptill made a **motion** authorizing TA Edelmann to contact Diana Miller to see if she would be interested in providing snow clearing services to the town and to negotiate something with her. Delaney **seconded** the motion and the motion was **unanimously approved**.

4) Junkyard Permits

Selectman Dudek indicated that she had received an email from the Planning & Zoning Administrator asking what the Junkyard Permit fee should be. The board agreed to leave the fee as it currently is.

5) Transfer Station Office Door

TA Edelmenn stated she had visited the Transfer Station and asked what the status on the new door is. Selectman Delaney stated a quote was received from Steve Barton for \$900.

Selectman Guptill made a **motion** to authorize Steve Barton to order a door and use the town's account. Selectman Delaney **seconded** the motion and the motion was **unanimously approved**.

Selectman Delaney stated he would speak with Belletete's and advise them Steve Barton is authorized to order the door on the town's behalf.

The Transfer Station workers also indicated that they would like to correct the side door for the recycling building. Highway Supervisor Bryson recommended keeping the door locked due to it being very close to the compactor. Fire Chief Barton agreed with HS Bryson.

6) Highway Supervisor Report

Highway Supervisor Bryson stated that the wood is still on the side of the road on Shaw Hill from the tree that was previously cut down and the landowner is stating the wood belongs to them.

Selectman Delaney made a **motion** to have a letter sent to the property owner indicating they have ten day to remove the wood or the town will remove it. Selectman Guptill **seconded** the motion and the **motion passed unanimously**.

HS Bryson also indicated he would like a traffic meter installed on Plains Road prior to the construction of the bridge on Route 4 to see how much traffic is currently on the road and then another traffic meter installed once construction starts. The board advised HS Bryson to directly speak with DOT about this.

7) Emergency Management Director

TA Edelmenn indicated to the board that Andover does not have an Emergency Management Director at this time. Selectman Dudek stated this will be put on a future agenda. TA Edelmenn stated she will confirm the process for appointing a director.

8) Next Select Board Meeting

Selectman Dudek stated she is unable to be on time for the March 22, 2023 meeting due to other commitments. The board agreed to start the meeting at 7:00 p.m.

9) Nonpublic Session

Selectman Guptill made a **motion** to enter into non-public session per RSA 91A:3I (a) at 5:25 p.m. Selectman Delaney **seconded** the motion. Selectman Dudek did roll call. The board **voted unanimously in favor** of entering into nonpublic session.

Selectman Guptill made a **motion** to enter back into public session per RSA 91A:3 III at 5:50 p.m. Selectman Delaney seconded the **motion** and the board voted **unanimously in favor** of entering back into public session.

Selectman Guptill made a **motion** to permanently seal the non-public minutes. Selectman Delaney **seconded** the motion and the board **voted unanimously** in favor of sealing the non-public minutes permanently.

10) Adjournment

There being no further discussion, Selectman Guptill made a **motion** at 5:55 p.m. to adjourn. Selectman Delaney **seconded** the motion and the board **voted unanimously** via roll-call vote to adjourn.

Respectfully Submitted,

Lisa Meier

Recording Secretary

These minutes were approved at the
Select Board meeting on March 22, 2023.