

Board of Selectmen
Meeting Minutes
Tuesday, March 7, 2023
Approved



1) Open Meeting

Selectman Dudek called the meeting to order at 6:00 p.m. Board members present: Michelle Dudek, Andy Guptill, Jim Delaney, Highway Supervisor Frank Bryson

Also present includes: Town Administrator Kimberley Edelman

2) Highway Department - Sand

Highway Supervisor Bryson informed the board that they were starting to get into silty sand. They planned to dig around other spots and check the sand quality. If necessary, they might have to get manufactured sand to mix with the sand at the pit. He hoped he would have enough sand to get through the year without screening again. He explained that manufactured sand / stone dust was a byproduct of stone crushing. He noted the price was quite low as demand for the product was low.

HS Bryson was going to look into storage options for sand. Having sand out in the open results in having to fight with frozen chunks.

Selectman Delaney said he had driven around Town to deliver Town Reports. He commented that the roads looked good in terms of pushed back snow.

The transmission in the grader was currently behaving. HS Bryson said he would start looking into graders. Selectman Guptill added that the selectmen were the agents to expend on the equipment capital reserve fund.

3) Minutes

a. February 16, 2023 - Bond Hearing

Selectman Guptill said he had a couple edits he wanted to suggest for the Bond Hearing meeting minutes. He would email them to TA Edelman.

b. February 13, 2023

Selectman Guptill made a **motion** to approved the minutes of February 13. Selectman Delaney **seconded**. The **motion passed** with all in favor.

c. February 8, 2023

The select board suggested that the names of all parties interested in the Buswell Property - Seth Currier, Roy Carlson, and Lenny Caron - be shown in the minutes and that Mr. Caron presented a survey to the select board. Selectman Guptill made a **motion** to approved the minutes of February 8 with those corrections. Selectman Delaney **seconded**. The **motion passed** with all in favor.

d. February 2, 2023

Selectman Guptill made a **motion** to approved the minutes of February 2. Selectman Delaney **seconded**. The **motion passed** with all in favor.

Selectman Delaney requested that the drafts be emailed to him in one place as he had multiple email addresses.

4) NHDOT - Elbow Pond Road

Selectman Dudek reported that a letter dated March 3, 2023 from NHDOT regarding Andover Bridge # 125 / 129, Elbow Pond Road over Mountain Brook, had been received. She read the letter into the record:

Dear Ms. Dudek,

The New Hampshire Department of Transportation (NHDOT) is pleased to inform Andover that bridge aid funding is planned to be available for the rehabilitation or replacement of the above noted bridge.

As part of the upcoming Ten-Year Plan process, NHDOT will reduce the number of red listed bridges statewide with our available State and Federal bridge funds. Based on NHDOT bridge inspection data and this bridge's current poor condition, the above noted bridge is considered one of up to 65 candidates for funding. Our bridge aid programs are funded with 80% State or 80% Federal funds with the municipality responsible for the 20% local match. These programs are "reimbursement" type grants in which the municipality covers 100% of preapproved project costs initially and is subsequently reimbursed NHDOT's 80% share of eligible costs incurred.

Based on very preliminary data, NHDOT estimates the cost to rehabilitate or replace the above noted bridge is approximately \$1,030,800.00. The municipality's 20% share is estimated to be approximately \$206,160.00. The actual project cost and local share will depend on the design of the bridge, inflation, and other project related factors not possible to know at this time.

NHDOT is currently beginning the enrollment process for the bridge aid program for official acceptance in the next Ten-Year Plan cycle anticipated to be approved in the summer of 2024. Accepted Ten-Year-Plan approved bridge projects will be programmed for construction in years 2027 through 2032.

Although we can't guarantee that funding will be available to enroll your project, we would like to know if your municipality is interested in applying for funds? This will allow us to better develop our local bridge aid program for the upcoming Ten-Year Plan cycle. If Andover is interested or not interested in beginning the enrollment process with NHDOT for the above noted bridge, please check the appropriate response below and return a copy to me via my email noted below by April 15, 2023.

Please note that checking "Yes" does not legally bind Andover to enrolling in the bridge aid program. We are simply looking for an indication that if bridge aid funding is available, that your municipality would be interested in pursuing a bridge aid project with NHDOT and that your municipality would work towards obtaining your local 20% match.

Thank you for your attention to this request and please call or email me with any questions. I look forward to working with you in the future.

Sincerely,

C. R. Willeke, PE

Municipal Highways Engineer

Selectman Guptill felt it made sense to not take it off the table. Selectman Guptill made a **motion** to reply with "Yes". Selectman Delaney **seconded**. The **motion passed** with all in favor.

Discussion about funding of bridge maintenance followed. It was noted that the Town had a high number of bridges and was familiar with the maintenance that goes along with them.

5) Health Insurance Buy Out

The board reviewed a list of Towns and how they each handle health insurance buy outs, an option given to employees who did not want to sign up for the health insurance for which they were eligible to receive. Some Towns had fixed values, some had percentages of eligible health packages, some required proof of insurance coverage provided elsewhere.

Selectman Guptill supported offering 50% of the eligible package with proof of coverage required. TA Edelmann felt that was generous, but high. Selectman Delaney suggested 25% of the plan for which they were eligible, adding that it could be looked at again in the future.

Selectman Guptill made a **motion** to amend the Personnel Policy to include a buy out option in the amount of 25% of the Town's cost for whichever health insurance policy the employee was eligible, with proof of insurance. Selectman Delaney **seconded**. The **motion passed** with all in favor.

Selectman Dudek said she would send TA Edelmann the drafted updated Personnel Policy which never got approved nor implemented. Selectman Delaney said the Procurement Policy also needed review.

6) Tax Waiver Request

Selectman Dudek reported that a Tax Waiver Request for \$10.55 for Map 20, Lot 147 / 437 C had been received from Brice Hobbs. Mr. Hobbs did not receive his tax bill due to the address on his property card being incorrect. The \$10.55 was the amount charged for late payment.

Selectman Guptill made a **motion** to waive the \$10.55 fee. Selectman Delaney **seconded**. The **motion passed** with all in favor.

7) Septic Bids

The select board reviewed the bids. They narrowed the selection down to two vendors.

Selectman Dudek said both vendors' quotes were what was requested. Selectman Guptill noted that both had been in business a long time and he had used both of them in the past. He also noted that based on the Procurement Policy, the board did not have to go with the lowest bid.

With both companies considered equally qualified, Selectman Guptill supported going with the company based in Andover, a large taxpayer, noting that their quote was only \$1,500 higher but included concrete barriers for parking, an \$860 value, which the other bid did not. The board agreed with that rationale.

Selectman Guptill made a **motion** to award the contract to Mark E. Thompson Excavating, Inc to install a septic system using the H-20 specifications at the Transfer Station. Selectman Delaney **seconded**. The **motion passed** with all in favor.

Selectman Delaney said he would communicate the news to the vendor.

8) Map 20, Lot 268 / 419 - Buswell Property

Selectman Dudek reported that during the earlier working session at 2:30 pm, Lenny Caron talked to the board. She shared the advice provided by legal counsel regarding the Buswell Property and how to move forward. She wanted to vote on that action as a way to provide guidance to the next select board.

Selectman Delaney made a **motion** to follow the Town Attorney's recommended course of action as discussed during the 2:30 pm meeting earlier in the day. Selectman Guptill **seconded**. The **motion passed** with all in favor.

9) Town Administrator Report

a. Health Inspector

TA Edelmann noted that Chuck Bodien would be doing a health inspection for Imagination Inn later in the week. For his services, the Town would be invoiced \$60. Mr. Bodien was well regarded by the NH Department of Health and Human Services.

b. Land Fill Report

TA Edelmann learned that the Town was due to submit a Land Fill Report for the land fill on Monticello Road, owned by Steven Perkins. Andover resident Lori Cox, an employee of Nobis Group who does the inspections and reports, would be doing the report. TA Edelmann noted that the contract with Nobis Group had expired in December.

TA Edelmann gave the email and previous contract to Selectman Delaney to move forward with a new contract. Nobis Group would be sending a new proposal and pricing.

c. Town Offices Meeting Room Occupancy

TA Edelmann reported that she asked Fire Chief Barton to set a maximum room occupancy for the meeting room.

Meanwhile, NH DOT Hearings Coordinator Gisela Weber was planning to visit the Town Offices to measure and assess the meeting room for suitability for two planned public hearings about bridge projects. The hearings were planned for June 27th and July 20th.

d. Avitar - Eversource Inventory Request

TA Edelmann presented a letter from Avitar which they wanted the select board to sign and send to Eversource. The letter requests that an inventory of transmission lines be sent to Avitar.

Selectman Guptill noted that Eversource was the biggest taxpayer in Andover due to their powerlines.


TA Edelmann noted that there were 49 properties that used Eversource power. Selectman Guptill said that included Flaghole from North Road to the Franklin line and Rt. 11 from Dyer's Crossing on. He had to know that from when he worked for DigSafe. Selectman Delaney

e. NH Electric Coop Abatement Request

TA Edelmann reported that an abatement request from NH Electric Coop was received. She forwarded it to the assessor for processing.

10) Other Business

TA Edelmann asked if this was officially the last meeting for Selectmen Guptill and Dudek. It was. She thanked them for hiring her. Selectman Delaney said that legally, they had to stay through the Town Meeting. Then, after elections, they were free to go.

| PERMIT TO OPERATE A PLACE OF ASSEMBLY | |
|---|---|
| It appearing that the necessary safeguards for the safety of life are provided on the within described premises in accordance with the provision of the New Hampshire RSA 155, this is to certify that; | |
| <u>Town of Andover</u> | owner or operator |
| of the place of assembly known as <u>Town Hall Meeting Room</u> | |
| located at <u>31 School st</u> | is permitted to operate said premises in accordance with the provisions of such law for the period of ONE YEAR from date unless sooner revoked. |
| Authorized capacity in person, excluding employees: <u>86.</u> | |
| Certificate of flame proofing received: _____ | |
| Restrictions: | |
| <div style="border: 1px solid black; padding: 5px; min-height: 50px;">86 chairs 120 Standing</div> | |
| Issued: <u>3-2-2023</u> | |
| Expires: <u>3-2-2024</u> | |
| FIRE DEPARTMENT HEADQUARTERS | |
| <u>Andover N.H.</u> City, Town or Village District Copies: Original to owner Liquor Commissioner if liquor license is required |  Chief of Fire Department Signature |

Selectman Delaney pointed out that Ms. Dudek had served the town for many years and it was greatly appreciated. He also noted that this was one of the few boards where even when they disagreed, they remained civil and there were no hard feelings.

11) Adjournment

There being no further discussion, Selectman Delaney made a **motion** to adjourn at 6:40 pm. Selectman Guptill **seconded**. The **motion passed** with both in favor.

Respectfully Submitted,

Kimberley Edelman, Recording Secretary

Post meeting: After the meeting, Selectman Delaney shared that he had located several unused filing cabinets in the basement which would be put to use for the Supervisors of the Checklist. They did not need to be in a secure location, but they did need to be locked. Locks would be put in the cabinets.

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