

**Board of Selectmen
Meeting Minutes
Monday, October 23, 2023
DRAFT**



1) Open Work Session

Chair Jim Delaney opened the working session at 10 am. Board members present: Roland Carter, Dana Swenson.

Others present included: Town Administrator Kimberley Edelmann, Mike Campbell, Vinnie Tuzzo, Jason Sirles

2) Highway Department

The Select Board welcomed new HW worker Jason Sirles to the team.

a. Open Position

Selectman Swenson noted that the Board wanted to go over the timing and process of hiring a new supervisor for the Highway Department. Three key components of that were:

- 1) The job description, which had been changed
- 2) The timing internally and externally, and
- 3) The chain of command in the interim.

The job description now talks about a computerized work order system, allowing everyone to know who was doing what, a need for computer skills, and the ability to produce good records and reports. Supervision would be under the Town Administrator and the whole Select Board.

Selectman Carter agreed chain of command was important, but the Select Board needs to know what's happening. Selectman Swenson noted that the work order system was important.

The job was posted internally and was going out in the papers. Other Towns were also looking for Highway Supervisors. With the Town building a new garage, there was a good draw.

Selectman Swenson noted that there was no end date set for the open posting. Chair Delaney felt that 6 weeks was a good period to allow each employee to spend 2 weeks doing the job to show their capabilities. Selectman Carter also felt it would be good in terms of trying a new purchase order system and a work order system.

Selectman Swenson noted that in August, Mike Campbell had been promoted to Foreman. Therefore, he felt the decision about leadership had been set. Chair Delaney had no problem with that, but the circumstances had changed.

Internal applications were actively being received.

b. Purchase Order System

TA Edelmann noted that the purchase order system needs to be discussed more with the Finance Office. She felt turning it on full blast was not going to be successful. The PO module would be adding a lot of work. As it was, the Finance

Office was having to work overtime. She recommended trying it for HW purchases only at \$10,000 or more. Selectman Carter recommended a limit of \$1,000 as there would not be enough volume to get a feel for it.

c. Acting Supervisor

TA Edelmanna felt that one of the three Select Board members should be the interim supervisor, someone who knows the roads. She recommended Chair Delaney as he was already actively involved with the crew.

Selectman Carter agreed. Jason Sirles stated that it would be good to have a Selectman's perspective about the roads.

Chair Delaney noted that his CDL had lapsed, but otherwise, he would accept the job.

Selectman Swenson made a **motion** to make Chair Delaney the acting supervisor. Selectman Carter **seconded**. The **motion passed** with all in favor.

Chair Delaney informed the crew that he would meet with him every morning and discuss what the plans would be for the day.

Vinnie Tuzzo appreciated the idea of an acting supervisor for decision making and job prioritization.

Chair Delaney talked about shouldering the new pavements to prevent road damage.

The new truck at Fairfields was expected to be completed soon and ready for delivery.

Vinnie Tuzzo talked about DEF. He found the Town could get a 330 gallon tote at \$1,300 at \$5 per gallon instead of \$19 for 2.5 gallons. The tote could go into one of the box trailers. Selectman Carter said a PO could be filled out.

New tires were going to be ordered.

3) Highway Garage Construction

Selectman Swenson noted that the construction was going well.

TA Edelmanna informed the staff that she was tasked with renting them a heated toilet facility for the winter, replacing the unheated portapoo.

Selectman Swenson reminded the staff that they need to let the construction crew do their work. If they have any suggestions, they should speak with him directly.

4) HW Contacts

TA Edelmanna reported Frank Bryson handed in his Apple phone to her. The Town website has the phone number listed on the HW Department page. (The phone was picked up by Vinnie later that day.)

TA Edelmanna asked who was receiving the emails to RoadAgent@andover-nh.gov. No one knew. She reported that she was watching the mail, but nothing important had come in yet. No new paving quotes had arrived yet. She would have MainStay Technologies enable the email for Selectman Delaney to receive.

Selectman Delaney said the crew can hold onto the phone. They could rotate it amongst themselves.

Site security was also discussed.

5) Processes

a. Work Order System

TA Edelman reported that Frank Bryson had provided her with multiple work order systems. She wanted to know what the Town wanted in terms of a work order system. What would be the input? The output? She asked Chair Delaney to define what was wanted.

b. Purchase Order System

TA Edelman explained that in the PO system, for example, if a PO for tires was submitted, the system would wait for everyone to log in and approve the PO.

Once approved, the accounts are updated showing the expense. At the end of the year, if the purchase was not made nor encumbered into the next year, the actual expenditures would be readjusted.

The Purchase Order System and Work Order System are separate systems, but they could cross reference each other.

Chair Delaney added that Work Orders hadn't been used in the past as the Town didn't have a full time HW department. The Select Board agreed Work Orders were the way to move forward.

6) HW Budget

Foreman Mike Campbell asked about the HW budget. TA Edelman said she would provide him the current year to date expenditures and the 2024 budget as proposed.

7) Projects for the Week

The discussion moved to work that the HW crew would be doing during the week.

Chair Delaney advised that the crew look at the roads in terms of plowing. That included doing the shoulders. They also need to prep the winter equipment.

Chair Delaney asked that Jason Sirles grade the Transfer Station. He said some gravel might be needed, too.

8) Keys

Foreman Campbell asked if the vehicle and building keys should be kept in the shop. It was agreed they should.

9) Beech Hill

The Board discussed the need for a stop sign at the bottom of Beech Hill Road and a "stop sign ahead" warning sign. A white stop line was also considered.

10) Hall Road Bridge

The quote for Hall Road Bridge repair was discussed. It was agreed that the quote seemed high. Chair Delaney said he would speak with Hoyle Tanner about the engineering fee.

11) Purple Heart Signs

Vinnie Tuzzo asked where the 3 Purple Heart Signs were to be placed. It was agreed to put them at the town lines on the State Roads.

12) Perambulation

Selectman Swenson asked about the process for perambulation. TA Edelmann noted that it involved walking the border, taking photographs, making repairs, and submitting a report to the Secretary of State's department. She shared that during the Salisbury perambulation, one marker was under water.

Selectman Swenson said he would be interested in doing it. He'd like to take GPS measurements.

13) Bridge Inspections

TA Edelmann asked what the status was of the bridge inspections, as someone asked about it. Chair Delaney said he would find out.

14) Electric Vehicle Chargers

Selectman Swenson brought up the subject of EV chargers. He would like to see a couple chargers put in place for public use. The discussion drifted to electric vehicles in general, mileage, impact on wildlife, and more.

15) Setting the Tax Rate

TA Edelmann noted that the Board would need to set the tax rate soon. They would need to look at revenues, expenditures, and the proposed 2024 budget. The Board discussed the fact that they would need to be careful with the unassigned fund balance due to the upcoming Lawrence Street Bridge project. Cash flow was going to be a challenge.

16) Adjournment

The meeting closed without motions at 11:10 am.

Respectfully Submitted,

Kimberley Edelmann
Recording Secretary