

APPROVED  
ANDOVER SELECT BOARD  
WORK SESSION MINUTES  
October 18, 2023

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

Also present for duration of appropriate item: Mike Campbell; Vinny Tuzzo; Kimberley Edelmann, Town Administrator; Lisa Meier, Recording Secretary

Delaney opened the meeting at 1:30 p.m. with roll call.

Work Session – Budgets, Positions, Policies

Campbell stated that new pavement has been put down on Beech Hill Road. Campbell asked if they could use the tailings from the sandpile that we currently have and Carter responded yes, they can. Edelmann stated the CAP has \$47,000 in it; however, the regular budget has a lot more should they opt to purchase sand. Delaney reminded the board that there needs to be \$50,000 in the budget at the end of the year for the plow budget and agreed that it is ok to use the tailings. Tuzzo asked if the gravel is going to be used for the highway garage or can they utilize it now and Delaney responded Les Fenton says to purchase new gravel as ours does not meet state specs for a building and to leave our gravel for our roads. Carter stated he agrees to keep our gravel for our roads. Delaney stated to be

prepared to make some gravel in 2024 and Carter said to ask Dan Merzi for a quote in the spring also. Delaney said to get quotes for next year now. Campbell stated that the gravel we have now is silty and washes out; however, the gravel from Champagne holds up well. Delaney stated that 2021 was the last time Andover had some made and it was \$15,000 for 6,000 yards.

Tuzzo stated he reached out to New England Tire to find out if there was a tire order placed and they were going to check into it and if not, we will need a quote. Delaney stated that Frank Bryson had previously spoken about getting another set of rims which will make swapping them out better. Tuzzo stated there is a rear light out on the International and it should be a warranty item. He would also like to get a quote for tool holders on the side of the truck and have them put on while the truck is in for service. The pusher needs a cutting edge. Delaney said to take it to the yard and do a service.

Tuzzo stated Peak RV fluid is needed for winterizing, side steps are needed on the old 550, he would like to get Quonset hut type covers for the top of the boxes. Campbell stated he has a concern with rips and tears with canvas and Edelmann replied that metal would be more expensive; however, a better investment. Carter stated they could buy rafters with attic space also. Delaney stated that Jim Danforth does pre-fab but would rather go with metal and to get a quote from Danforth also. Tuzzo stated he will get quotes on several sizes. Tuzzo

stated he would call Reeds for a quote on the side steps and Delaney responded that the truck was bought through Irwin in Laconia and to call them. DEF fluid is needed for the trucks and Tuzzo will get 55-gallon drums of it. Delaney recommended getting quotes on this. Tuzzo stated the old 550 needs services and the International needs an alignment.

Delaney stated they found another location on the new International for another fuel tank and wants the crew to get a quote. Tuzzo stated they need to get another lift pump with an additional tank. Campbell asked if a grate for the sander came with the new truck and the response was yes.

Tuzzo stated that the backhoe has no CB radio and it is a necessity and the loader and grader is fine with a single-channel radio.

Delaney stated a Warrant Article needs to be go before the town at town meeting for a new mini excavator with tracks. Edelmann stated that it is in the CIP already.

Edelmann read the notes from the October 12, 2023 Select Board meeting to the highway crew of things that need to be done. Tuzzo stated they need to look at a tow-behind for lyme distribution (liquid fertilizer). Edelmann stated that calcium needs to be put down on Old College Road and Tuzzo responded that it turns to mud. Tuzzo stated that the culvert on Lawrence Street is clogged. Tuzzo asked if the tree on the corner of Plains Road and Route 4 can be removed where the ground drops down. Edelmann stated that shoulders need to

be filled in and Campbell responded that this was on the plan and still needs to be done on Cilleyville Road, Depot Street, Beech Hill Road, Poplar Street, and Shirley Road. Delaney stated they need to reach Potter about the top of Maple Street and Tuzzo responded they contacted SKR and is waiting to hear back on a price to shim Maple Street. Tuzzo stated there are rocks exposed at the intersection of Chase Hill Road and Flaghole Road that need to be removed.

The new highway department worker is starting either Friday October 20 or Monday October 23, 2023. Edelmann stated if he starts on Friday, he can work on inventory.

Campbell stated that Frank Bryson had previously indicated the Highway Department was supposed to get a heated bathroom trailer and Edelmann responded that she had told him they could go through another year and will look at one then.

Campbell stated he ordered a rear-view mirror for the backhoe and it should be in soon.

### Work Session – Budgets

1. Edelmann presented the agreement for the solar array buy-out from Revision Energy in the amount of \$17,724.00 and stated she had Town Counsel review it and he felt it was good to sign. Delaney signed it.
2. A quote was received for 2024 project to seal Switch Road and Shaw Hill Road in the amount of \$76,579.75.
3. The Transfer Station and Town Hall budgets were reviewed. Delaney stated he spoke with the Transfer

Station employees and the light in the office building needs to be completed – he will get ahold of Laury Clark – the door on the Recycle Building needs to be done this coming spring. Walls are needed upstairs in the office building also. An area for the concrete pads needs to be measured so they can be done in 2024. Delaney responded that a single slab should be done.

4. Carter stated that Al Hitchmoth is working on writing up a plan on how the Transfer Station currently operates. A plan for traffic flow, etc. needs to be set up.
5. The Transfer Station employees need warmer jackets and need to be added into the reimbursement program for boots. Delaney made a motion for the Transfer Station employees to have the same boot and jacket policy as the Highway Department. Carter seconded the motion and the motion passed.
6. Carter asked how the Transfer Station is set with lighting for this time of year and the response was it needs to be checked into.
7. Carter stated they need to ask Naughton & Sons Recycling to change the day of taking the hopper down to empty.
8. Edelman asked if there is a Capital Reserve Fund for Transfer Station equipment and the response was no; however, one is needed.
9. Edelman will investigate quotes for uniforms for both the Transfer Station and the Highway Department for 2024 and have it put into the budget.

10. Delaney stated they need to categorize positions in the Highway Department and do the step-grade system as they need to stay competitive with other towns. Job descriptions need to be reviewed. Carter stated they may want to consider looking at the State's pay grade system.
11. The next work session will be held Friday, October 20, 2023 at 10:00 a.m. to review more budgets.
12. Edelman stated she researched the ownership of the park n ride in West Andover and the State owns it and Andover provides the plowing.

There being no further discussion, Delaney made a motion to adjourn at 4:00 p.m. Carter seconded the motion and the motion passed.

Respectfully Submitted,

Lisa Meier

Recording Secretary