

APPROVED
ANDOVER SELECT BOARD
WORK SESSION MINUTES
October 20, 2023

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

Also present for duration of appropriate item: Kimberley Edelman, Town Administrator; Elita Reed, Finance Director; Lisa Meier, Recording Secretary and Donna Duclos

Delaney opened the meeting at 10:01 a.m. with roll call.

Work Session – Budgets, Positions, Policies

Budgets for the Town Clerk and the Town Office were reviewed line by line and adjustments were made.

Edelman asked if there is an exit sign in the Town Clerk's office indicating as such. The response was yes and Delaney stated a total floor plan indicating all exists are needed.

Delaney asked if a response from Steve Perkins regarding monitoring of and access to the old landfill property on Monticello Drive has been received and the response was no.

Highway Department / Garage

The propane levels at the Highway Department and the Police Department need to be checked. Edelman asked if the board

would be interested in having solar installed onto the Highway garage and the response was yes. Swenson made a motion to have solar installed on the garage. Carter seconded the motion and the motion passed. Reed asked if this would be done by Revision and Swenson responded to allow Construx handle it. The board would like to meet with the Highway Department personnel to discuss the interim prior to a Highway Supervisor being hired. A staff meeting is scheduled for Monday, October 23, 2023 at 10:00 a.m.

Town Report

The town report was discussed and the board agreed to get quotes for the Town Report from Echo Communication, Bristol and Freedom to compare to the quote from RC Brayshaw.

Town Owned Property

It was asked if the town had to hold onto property that they acquired through tax deed for a specific amount of time prior to selling / releasing it. Meier will get an answer on this.

Retirement Program – in lieu of the State Retirement Program

It was explained that at their anniversary all full-time employees receive 5% of the prior year's wages to put into their own retirement account. The board discussed having someone from the State come in and speak with employees about the State Retirement Program. Reed will contact the State to set up a meeting. It was discussed whether an employee that leaves prior to their anniversary date, would /

should they receive a pro-rated amount and Swenson made a motion to amend the town's current retirement policy to pro-rate the amount should an employee leave prior to their anniversary date. Carter seconded the motion and the motion passed.

There being no further discussion, Carter made a motion to adjourn at 12:31 p.m. Swenson seconded the motion and the motion passed.

Respectfully Submitted,

Lisa Meier

Recording Secretary