The meeting started prior to Moyer entering at 6:15 p.m. Roy took the minutes during the start of the meeting until Moyer entered.

PRESENT: Marj Roy, Town Administrator; Chuck Keyser, Select Board Chair; Dave Blinn and Bill Keyser, Select Board Members

CORRESPONDENCE AND SIGNATURES

* Sign Application and Permit - Beachcombings Jewelry Studio (Rolande Andrews) 412 Depot Street (Map 35-326-293) Signed by Marj Roy
* Andover Fencing Proposal - $1195.00 for materials and labor for installation of 6’x11’ wide swing gate at the Transfer Station in the hopper area
* Elbow Pond Road Project – Hoyle Tanner and Associates Payment Application for R. M. Piper Construction, Inc. **Total Cost $141, 975.50** Three (3) copies signed by Select Board Chair
* Elbow Pond Road Project – Change Order – decrease $6, 368.00 Original Cost = $134, 641.00

Increase Cost = $ 13, 702.50 Total Cost = $148, 343.50

Decrease = $ 6, 368.00

**Final Cost =** **$141, 975.50**

* Elbow Pond Road Project – Certificate of Final Completion of Work from R. M. Piper, Inc. Due to complete project on 01/31/2020 Includes Change Orders **$141, 975.50**
* Elbow Pond Road Project – Certificate of Substantial Completion dated 11/08/2019 from R M Piper

REQUEST FOR PROPOSAL – FINANCIAL AUDIT

Roy explained to the Board Andover has used the same auditing company for many years and feels it is time to see what other companies might offer.

WHITE OAK PIT

Roy explained that the draft deed is with the Town Attorney who looked at it and spoke with Phil Miles from the State. Roy told the Board that this may not close before the end of the year so the $51, 000.00 will need to be encumbered. In order to be encumbered, a purchase and sale must be done on the last Select Board meeting which will be Monday, December 16, 2019. Roy expects the closing to take place in January 2020.

NEW JOB APPLICATION FORM

Roy provided the Board with a draft of an updated job application form. The Board approved it.

ROAD AGENT JOB DESCRIPTION

Roy provided the Board with a draft of the job posting. Chuck Keyser felt there was too much information regarding the number of miles of town roads and suggested skipping the first section. Blinn suggested using the words “further developing” instead of “new.” Roy will do a second draft for the Board’s review and approval.

OTHER BUSINESS

Bill Keyser reiterated the need to do an inventory of the Town’s equipment prior to the new road agent taking over.

PREVIOUS MINUTES

After review of the November 18, 2019 minutes, Chuck Keyser made the motion to accept and approve the minutes as written. Bill Keyser seconded the motion. All in favor. The November 18, 2019 minutes are approved as written.

WORK SESSION

The Board entered into their work session at 6:40 p.m. Chuck Keyser excused Moyer from the work session. Roy will take the minutes during the work session.

Minutes prepared by Patricia Moyer, Select Board Secretary