Meeting convened at 6:30 p.m.

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

Also present were: Janet Moore, Alita Phelps, Mark Cowdrey, Susan Chase, and Caroline Ratzki. Library Trustees; and Vicky Mishcon

ROAD AGENT REPORT by John Thompson

* Shirley Street re-charge basins work began
* The Town has approximately one thousand tons of sand for use (some from last year)
* Chuck Keyser would like to meet with Thompson for direction on what would be needed in preparation for a Town garage
* Recently, Schnitzer had an issue picking up the metal at the Transfer Station. The area wasn’t plowed. Thompson and Shanda MacMasters, the Transfer Station Supervisor, generally communicate with each other and will continue to do so.
* The Select Board asked Thompson not to make any unnecessary purchases until the end of the year. The Board made this request to all departments. Thompson indicated that his budget should have enough in it to cover the next two weeks.
* Reminder that the jersey barriers need to be removed
* Ed Hiller on Valley complained about a culvert issue. At the time of the complaint, the Board and Thompson thought the issue was by the bridge but that appeared to be fine as did the Beaver Deceiver. However, the issue is actually at Hiller’s driveway. Thompson will visit Hiller.

LIBRARY RAMP PROPOSAL by Janet Moore and Mark Cowdrey

Please see attached.

After discussion, the Select Board tasked the Trustees to come up with a proposal with the individual items broken down instead of a lump sum. The Trustees agreed.

Mishcon suggested the money come from the Unassigned Fund Balance.

A warrant article will need to be drafted. Roy indicated she would need it by January 10-12th so it can be put into the Town Report.

Once the proposal with the individual items and figures are given to the Select Board, the Board will then meet with Thompson. The proposal information needs to be in time for the next Select Board meeting in January, the 6th.

TOWN ADMINISTRATOR by Marj Roy

Roy gave the Board four (4) items in their packets for tonight’s meeting, including:

* Proposed Overtime & Call Back Policy (for their review)
* Select Board Operation Guidelines (for their review every six months)
* NRRA loose paper letter (reacceptance of loose paper)
* How to Present a Budget (for their review)

PREVIOUS MEETING MINUTES

After review of the December 2, 2019 minutes, Bill Keyser made the motion to accept and approve the minutes. Chuck Keyser seconded the motion. All in favor. The December 2, 2019 minutes are approved.

TRANSFER STATION

* **Wednesday, December 25, 2019, Christmas Day, CLOSED**
* **Thursday, December 26, 2019, the day after Christmas, OPENED**
* **Friday, December 27, 2019, CLOSED**
* The Board spoke to MacMasters about keeping the Transfer Station opened on Friday afternoons. After discussion, the Board agreed the Transfer Station will be closed on Friday afternoons, starting on January 3, 2020. However, if an excessive need arises such as after a holiday, the Transfer Station would then be opened up. It was estimated this would be approximately four to five times a year. Chuck Keyser made the motion to close the Transfer Station on Friday afternoons, starting on Friday, January 3, 2020. Blinn seconded the motion. All in favor. **The Transfer Station will be closed on Friday afternoons, starting on Friday, January 3, 2020. This will be posted publicly.**

Current Issues to be addressed:

Recently, there have been inappropriate items put at the Transfer Station when it is closed. Some of the inappropriate items were dumped into the wrong container which caused the container not to be accepted and returned to the Transfer Station. The company gave the Town a warning. However, a fine can be assessed up to $25, 000 per incident. The Board agreed they need to take steps to combat these issues. The Board agreed they do not want to go to clear plastic bags, but will do so if the need arises.

The Board reiterated that when the Transfer Station is closed, it needs to be closed to everyone. There cannot be unauthorized entrance. There are substantial liability issues involved along with the health and safety of the attendants. The attendants are there to

enforce the Transfer Station rules. Everyone needs to take personal responsibility for what they bring to the Transfer Station.

The Transfer Station is not taking used motor oil and hazardous waste. However, if those items need to be disposed of, both the Town of Bristol and City of Franklin have two days a year where those items are accepted for disposal, typically in July and August. Another option is Goffstown.

Trash coming from other towns has become a problem. Contractors are working on jobs and disposing of items in Andover’s Transfer Station. It is more trash than the normal weekly household trash. Andover residents are paying for those disposals where the trash should be taken to the town where the projects are worked on.

The Board agreed to work on these issues as it is costing the Andover Town residents money. Cameras will be installed to help alleviate these issues.

ENCUMBRANCE

The $51,100 for the purchase of White Oak Pit from the State, by law, must be done at the last Select Board meeting for 2019, which is tonight’s meeting. Roy explained the closing will not likely not happen until January 2020 but there is a signed purchase and sale agreement between Andover and the State to back up the encumbrance. The Planning Board signed the mylar last week for the Lot Line Adjustment. It was recorded at the Merrimack County Registry of Deeds last Friday, December 13, 2019. The last step is for the Governor’s Counsel to meet and sign off on the purchase. The Board agreed and voted to encumber the $51,100 for the purchase of White Oak Pit from the State.

Chuck Keyser YES Dave Blinn YES Bill Keyser YES

NON-PUBLIC SESSIONS (2)

The Board entered into Non-Public Session at 7:25 p.m. by Roll Call Vote:

Chuck Keyser YES Dave Blinn YES Bill Keyser YES

Chuck Keyser excused Moyer at 7:25 p.m. Roy will take the minutes for the Non-Public Session.

Minutes Prepared by Patricia Moyer, Select Board Secretary