

APPROVED
ANDOVER SELECT BOARD
MEETING MINUTES
DECEMBER 20, 2021

Members Present: Todd Goings, Chair; Michelle Dudek, John Kinney

Also present for duration of appropriate item: Marj Roy, Town Administrator; Jon Champagne, Road Agent; Doug Phelps, Andover 4th of July Committee; Bill Keyser; Shawn Upton; Joe Mahoney, Police Chief; Dan Shaw, Police Officer; Andrew Perkins; Brian and Amber Signer; Donna Duclos, Planning Board; and Lisa Meier, Secretary

Chair Goings opened the meeting at 6:00 p.m.

Review of 12/6/2021 Minutes

Motion to approve – Dudek

Second – Kinney

Unanimous – Vote to approve

Purchasing Policy

Roy distributed the new purchasing policy for the town department heads to review and advised that the new software system that was installed will affect how departments purchase things. Purchases up to \$500 can be approved by the department head. If the collective total of more than one item is over \$500, it will still need approval of the Town Administrator. Any purchase between \$500 and \$1,000 must be approved by the Town Administrator. Any purchase over \$1,000 will need approval by the Town Administrator and the Select Board. Any purchases for goods and services that are \$5,000 to \$10,000 must have three written quotes obtained by the department head or the Town Administrator. Any purchases over \$10,000 will need to be competitively bid by a minimum of three bidders. If there are any emergency items to purchase, contact the Town Administrator and she can contact the Select Board if necessary for approval. If three bids are not available, a written justification must be on file. The cemetery contract for cleaning headstones will be grandfathered. A chart of accounts will

be sent out no later than the beginning of next week. Phelps asked if there is a form for signatures and the response was yes. Phelps asked where the forms should be filed and the response was with the invoice. The Town Administrator will send blank purchase orders to the department heads.

Road Agents Report

Plowing and sanding has been going on and they have received positive feedback. The grader is ready. The lights on the plow truck keep loosening up. Radios had previously been requested by Champagne when he was Road Agent in 2000 as there was trouble with cellphone service and the Highway Department needs to communicate with each other as it is currently unsafe, unprofessional and costing the town money. Kinney asked if there were specific band-widths they need to tune in on for 911 response. Champagne replied yes and that the radios need to be programmable to those frequencies.

B&S Diesel – Turn-over from Planning Board

Signer stated he had received two cease and desist orders from the town and he replied with a certified letter to the town and someone from the town office signed for the certified letter. Signer provided copies of everything that he sent certified to the town. Kinney asked if the U-Haul business was still in operation and the response was no. Kinney asked if the nature of his business has changed and the response was no. Kinney asked if the volume of vehicles and hours of operations have increased as the hours of operation previously approved by the Planning Board were 8:00 a.m. until 6:00 p.m. Signer replied that business in the town do not have specific hours of operation and he would like the same option. Kinney stated that because his business is now in the Village Zone, this should be brought to the attention of the Planning Board for lenience in hours of operation. Goings asked if the board felt they should turn this back to the attention of the Planning Board and the board stated yes. Champagne stated that there has been nothing in the way of the town plowing. Kinney asked if there was any other business in the same building and the response was yes. Signer stated that all vehicles parked in that area are actually parked in the towns right-of-way as it is a one-way road. Kinney stated that the board will advise the Planning Board that Signer will be reaching out to them with a revised parking plan and to discuss the

other items. Signer advised the board that he would like to tear down one of the buildings and Roy stated he will need to get a demolition permit from Pat Moyer, the Planning & Zoning Administrator.

Shawn Upton – Conservation Commission

Upton provided the board with a letter of resignation from the Conservation Commission which outlined his reasons for his resignation. The letter is available in Town Hall should anyone wish to review it.

Budget Review

A current Highway Department budget was received for review; however, it only had expenses and no encumbrances indicated. Dudek stated that there is no money in the budget at this time for encumbrances for rock crushing. Dudek asked Champagne how much gravel is currently stock-piled and the response was 6,000 – 7,000 yards.

Library Entrance

The board agreed that they would rather see the \$57,000 for the entrance included in the budget rather than a Warrant Article. The board voted unanimously to respond to the Library Committee advising the do not agree with this as the project is not an “operating item” and for them to submit a Warrant Article.

Transfer Station

Dudek made a motion to encumber \$14,000 for the signed contract with Cushing & Sons for the well. Goings seconded the motion and the board voted unanimously in favor of signing the contract with Cushing & Sons for the well. This will rescind the prior encumbrance of \$22,000.

Town Administrator Report

1. NRRA sent a notification advising of an increase from \$83.00 per ton to \$95 per ton effective June 30, 2022 due to increases in tire disposal cost, light iron and ferrous metals.

Correspondence / Signatures

1. A letter of representation for auditors was signed.

2. A letter of support for Lakes Region Planning Commission was signed.
3. A land use change tax warrant was signed.
4. A timber tax abatement was signed.
5. Payroll changes were signed.
6. Snow plow amendments were made.

Dudek left the meeting at 8:25 p.m. and the board voted unanimously to enter into a non-public session per RSA 91-A:3(a).

Respectfully Submitted,

Lisa Meier
Secretary