APPROVED

ANDOVER SELECT BOARD

MEETING MINUTES

September 21, 2022

Members Present: Michelle Dudek, Chair; James Delaney, and Andy Guptill

Also present for duration of appropriate item: Marj Roy, Town Administrator; Donna Duclos; Frank Bryson; Janet Moore; and Lisa Meier, Secretary

Dudek opened the meeting at 6:00 p.m. and did roll call.

Road Agent Report

Three loads of salt are needed. Bryson drew up an on-call policy. The on-call person will carry the phone for two weeks with a two-hour minimum call-in time per state law. Dudek asked if he would have a set rotation and the response was yes. Moore indicated that the ditching project on Elbow Pond Road covered most of the entire stone wall. Bryson responded that he walked the area with Sandra Graves and determined this was from prior plowing. Guptill stated he received an email from Sandy Graves regarding the conversation. Bryson indicated the trailer needs tires prior to winter. A bid was received from J & B Landscaping for screening. Dudek asked if there were other places to receive bids from for screening and Bryson responded he is unsure of who else has screens. Guptill stated the purchase policy needs to be amended. Dudek stated that J & B makes the most sense and made a motion to override the purchase policy and accept the bid from J & B Landscaping. Guptill seconded the motion and the board voted unanimously in favor of the motion. Guptill asked if they will be crushing also. Bryson stated he has Fireline trim branches and will take them to other locations for estimates. Dudek asked if 61 Chase Hill Road has been looked at and the response was the culvert has already been cut out; however, a hard rain does wash out the land near her mailbox and there is an issue with her foundation but not from the highway department. Guptill asked Bryson if he had plans to join the Conservation Commission for the beaver deceiver trip and the response was no. Guptill asked what the cost to rent a loader until the end of the year is and the response was there are none available.

New Business

1. Roy stated that the Transfer Station recycling building is full and the swap shop has not had much of anything as it is set up in the store. The board stated they will need to discuss rectifying this in the spring. Guptill stated DES will question this if they did an inspection. Dudek asked what the turn-around time allowed is and Roy responded she is unsure. Dudek stated Roy needs to find this out and do a dating system.
2. Budget Season – the budget committee meets on Wednesdays. Dudek asked if they had received the dates and deadlines from the state yet and Roy responded yes and she will work with Duclos on a Budget Committee schedule. Roy will also send a notice to all department heads advising them to prepare their budgets for 2023. Guptill stated the board would like to meet with each department head to discuss wages, etc. Dudek stated the board will hold a work session and meet with the department heads on September 29, 2022 at 2:00 p.m.
3. Dudek asked if a public hearing is necessary for the board to accept and expend unanticipated revenue for the Highway Block Grant HB401. Roy responded if it is anticipated, no public hearing is necessary; however, a public hearing is necessary for bridges. Dudek stated a public hearing needs to be scheduled for a procedural defect meeting. The public hearing will be held on Wednesday, October 3, 2022 at 6:30 p.m. for the HB401 and 6:45 p.m. for the procedural defect meeting. The procedural defect meeting will be held Wednesday, October 12, 2022 at 7:00 p.m.

Old Business

1. Highway Garage – Delaney stated there is a quoted price of $2,000 - $2,500 from Dubois & King for drainage, water, waste tank and sediment tank plus $3,000 for a DES permit; however, the quote does not include fire protection or an alarm system. Delaney spoke with Lavalley’s and received an estimate of $258,000. Guptill stated that if the board is not going to go with Dubois & King, they need to read the contract to see what they board is bound to and then put it out to bid with a design-build spec. Dudek requested that Roy forward all correspondence from Dubois & King to her. Delaney asked what they were going to do regarding scheduling test pits and Guptill responded try to get a price for a septic design for the transfer station and White Oak. Dudek advised they need to contact three design people; however, they will have Dubois & King do the test pit. Bryson will contact Dubois & King for this.
2. The contract for the Transfer Station water needs to be signed by the board.
3. An application was received from Nancy Teach to be a member of the Conservation Committee. Delaney made a motion to approve the application as an alternate. Guptill seconded the motion and the board voted unanimously in favor of appointing Teach as an alternate.
4. Solar Array – an email chain was distributed to the board members.
5. Anne Marie Mahoney re: Bradley Lake property. The maps are incorrect and they need to have Avitar correct the tax card.
6. No updates on Ossipee Mountain Electronics for radios.
7. Buswell property – Guptill and Delaney spoke with John Kinney and Mark Stetson regarding where everything stood on this property. Stetson gave them the history of the illegal subdivision. Delaney and Roy spoke with Pierre Bedard regarding surveying both the Buswell and French properties and are waiting to hear back from him.
8. Right – to – Know Requests – All board minutes need to be put on the town website. Dudek spoke with Cristy at town hall; however, she does not have much training on this. Dudek stated she will assign the overseeing of the town website to Cristy.

Town Administrators Report

1. Roy distributed a list of items she is currently working on.
2. Roy went over the reports that are uploaded to DRA Portal

Signatures / Correspondence

1. A letter was received indicating Channel 11 will no longer be in operation. TDS will plan to reclaim the channel unless the town wants to utilize it. Per Charlie Darling, the software is outdated and expensive and people are not watching the channel. The community videos are available on the town website. Guptill made a motion to discontinue the use of Channel 11. Delaney seconded the motion and the board voted unanimously in favor of discontinuing the use of Channel 11.
2. Notice was received that there were no errors in the 2021 cyclical monitoring for DRA.

Guptill made a motion to enter into non-public session per RSA 91-A:3, 2 C&E at 7:57 p.m. Delaney seconded the motion and the board voted unanimously in favor of entering into non-public session.

Delaney made a motion to enter into public session at 8:12 p.m. Guptill seconded the motion and the board voted unanimously in favor of entering into public session.

There being no further discussion, Delaney made a motion at 8:13 p.m. to adjourn. Guptill seconded the motion and the board voted unanimously via roll-call vote to adjourn.

Respectfully Submitted,

Lisa Meier

Secretary