

Andover Board of Selectmen Meeting  
March 19, 2024  
Public Meeting  
**Approved Minutes**

Selectmen: Jim Delaney, Dana Swenson, Pecco Beaufays, Roland Carter, Charles (Charlie) Stewart

Town Administrator: Scott Hilliard

Secretary: Shelby Perreault

The selectmen have increased from 3 members to 5 members. Charlie and Pecco have joined the committee as members.

**6:00:** Chairman Jim Delaney called the meeting into session.

**New Secretary for Boards**

Scott introduced Shelby Perreault. Shelby is the new part-time secretary. Shelby is responsible for taking minutes at Budget Committees, Planning Board, Select Board, Conservation Commission, and Zoning Board.

Shelby will be at all meetings and is responsible for taking the minutes. The draft minutes will be distributed to the chair member of each board for review and approval (with the exception of Select Board meetings - those will be sent directly to Scott). The minutes will then be sent to Scott for final approval who will send them to be uploaded to the town website. Per the law, draft minutes must be completed and available within 72 hours of the meeting being held.

**All Boards Meeting**

There will be an all boards meeting held on Saturday, April 13th at 9:00 at the town hall. Shelby will be introduced to other committees at this time. At this meeting, it will be discussed that board members within the committees must be approved by the selectmen. Scott is updating forms for this process that will be used moving forward. The chair will complete the form to be approved by the selectmen. The selectmen must then sign off on the new committee members who are requesting to join.

**New Chair and Vice Chair**

A motion was made to nominate a new chairman. Roland nominated Jim Delaney. No one second the nomination. Pecco nominated Dana. Charlie second Pecco's nomination. Roland opposed Dana's nomination. All other selectmen were in agreement with the motion. Dana Swenson was nominated as the new chairman of the selectmen's committee.

Dana made a motion to nominate a new vice chairman. Dana nominated Roland. Jim second the nomination. There were no other nominations. All selectmen agreed with the motion.

Scott reviewed the information that was in the folders in front of each member. Each member has received an agenda for tonight's meeting, the Town of Andover Policy on Board, Committees, and Commissions, as well as copies of emails and other forms that Scott wishes to share with the members. These emails and other forms are labeled with "FYI" at the top. These are provided to committee members to keep them in the loop with things happening in the town.

Dana reviewed today's agenda. He then addressed the public and asked if there were other concerns that people wanted to discuss tonight that were not on the agenda. No public members had other concerns.

### **Bridge Replacement - To Be Discussed Further at a Later Date**

Scott discussed that at some point in April, a public meeting will need to happen to discuss the bridge replacement. There are about 4 houses that will be impacted during this project. There will not be road access to these houses. There will only be access to these houses via walking or ATV. The plan is to put an ambulance and fire truck on the other side of the road before it is closed. This will be discussed further with the public at a later date.

### **NHMA Training for Selectmen**

Scott shared about a training being offered through the New Hampshire Municipal Association (NHMA) on April 3rd from 9am to 4pm. This training is offered in person in Concord or remote via Zoom. Scott would like to attend and has already registered himself, Pecco, Charlie, and Roland. Dana cannot attend the April 3rd meeting but is planning to attend another session in May. Within discussion between board members, it was agreed that attending in person would be more beneficial.

### **Chain of Commands Memo**

Scott moved into the "FYI" papers in the packet to discuss the chain of command memo. This memo was not in the packets and will be discussed at a later time.

### **Town Hall Survey**

The Town Hall building is currently in the process of being surveyed. Scott is working with Pierre J. Bedard for this process. The Town Hall was originally given to the town by the School District under a lease for 99 years for \$1. Scott is working on changing this so the town of Andover will own the town hall building and it will no longer be under a lease and will have a deed. This process is just beginning and it is in the very early stages.

### **Review of Andover Policy on Boards, Committees and Commissions**

Scott reviewed the Town of Andover Policy on Boards, Committees and Commissions. Charlie noticed some spelling errors in this packet. Scott is planning to clean this document up and it will be ready to put in order during the April 13th all board meeting.

### **March 5th and 6th Meeting Minute Approval**

Scott provided selectmen with minutes from the March 5th non-public meeting and the March 6th public meeting. The selectmen took some time to review the minutes. Roland made the motion to approve both minutes. Jim second his motion. All selectmen were in agreement. Scott shared that the forms for the non-public meetings are being updated to include the new members of the board.

### **Road Agent - Kevin Duval**

Kevin shared that they have spent the last two weeks addressing soft spots on the dirt roads with 1.5" stone. This has helped tremendously. Next week they will use the grater to fix potholes. There will still be some soft spots but they are continuing to work on this.

Kevin and his team have been working on the drainage on Maple Street. They have removed ledging. They have put down 280 feet of culvert piping and two catch basins. There are still two

more basins to install and 180 feet more of culvert piping to install. They are preparing it for paving.

Kevin is continuing to price out some new equipment. He is waiting to hear back from a few places. He is hoping to make some decisions within the next few weeks.

He has continued measuring roads and making a list of roads that need work. This includes adding draining, cutting trees, etc. The results he is getting are off from the previous surveys that were done a few years ago. Kevin is finding the roads are worse compared to the past surveys. There are many roads that need trees removed.

Kevin informed the board that there are 5 trees on the road by Highland Lake that are a major safety concern. Kevin requested that he be able to remove these trees as they are dangerous. Dana motioned to give permission for Kevin to remove these trees. Jim second his motion. All selectmen were in agreement with this motion.

Kevin purchased 300 loads of 1.5" stone from John Champagne's pit. Champagne's prices were the cheapest and the stone is of good quality. There is a manifest for this tonight. This purchase was approved by the board.

### **Paving Bids - Maple Street**

#### ***Wooden Bridge to the intersection of Tilton Brook Road ~.8 Miles***

When receiving bids, Kevin makes it clear to the companies that when they submit a bid, it must be sealed and clearly marked "2024 Paving Project." A letter was received that appears to be a bid but it has not been clearly marked. This letter was disregarded and not opened.

There are a total of 3 bids that are to be considered tonight.

There is a bid from Busby Construction. Kevin did not send the project to Busby. Busby received the bid from Wolcott Construction who works closely with Busby. Wolcott does the paving for Busby Construction. Wollcot did not connect with Kevin about forwarding the project. Busby stopped in to see Kevin and requested to bid on the project.

Project bids were not posted online. Kevin did this intentionally. When completing these projects, there are specific parameters that Kevin must follow. Companies must be DOT Certified. Kevin pre-vetted the companies that he sent the project to. Kevin sent the Request for Bids (RFB's) to 6 companies, Busby was considered a 3rd party bid.

Part 1 of paving consists of the base of the paving. Part 2 would be completed in the spring/summer of 2025 and that is the wearing course. A representative of R&D Paving was present at tonight's meeting.

Bid 1: R&D Paving  
Part 1: \$138,238  
Part 2: \$92,148  
Total: \$230,386

Bid 2: Pike Industries  
Part 1: \$147,525  
Part 2: \$75,200  
Total: \$222,725

Bid 3: Busby Construction  
Part 1: \$174,929.50  
Part 2: \$96,640  
Total: \$271,569.50

The selectmen and Kevin discussed. They were in agreement that R&D Paving is the best value and completes great work. Delaney motioned a vote for R&D Paving. Pecco second his motion. All selectmen were in favor of this motion.

### **Highway Building - Les Fenton**

Les provided the selectmen with an updated budget breakdown as he received some preliminary numbers for items such as generator, generator pad, and security fence.

There will be more discussed about the highway building during a work session at the town hall at 9:00am this Thursday.

There was a substantial increase in the cost for the pipe yard. The original quote of \$10,000 only covered the removal of stumps. It did not include removing the organic material and creating the yard itself. Les has discussed with Kevin and Kevin shared he can complete some of this project for the town.

Les requested that his updated written report for the month of March be pushed to April. The April report will include March and April.

Les updated what has been completed recently. The concrete pads outside of doors to connect to the pavement for wheelchair access has been completed. The heating ventilation has been done. The A/C and heat pump has been installed and purged with heat and refrigerant. Heating and cooling can happen within a few days. All interior wall surfaces are finished and painted. Electricians were in today working on circuits. There is interior power now. The pressure tank for the well has been installed and has power. Once purged, the water can be tested. Fiberglass reinforced panels have been installed in the bathrooms and the flooring is down. Bathroom fixtures are ready to be set. Indoor plumbing is coming soon! The propane tank from Huckleberry should be coming to them by the end of March. Once Huckleberry gets it, they are going to bring it over to be put in the ground and connected.

The building is about 80% done. It will be done well before June 1st

### **Transfer Station Overflow Container**

Jim Delaney began the discussion about the overflow container at the transfer station. There is a 23 ton overflow container at the transfer station that was purchased last year for emergencies/when the main container is full. This container costs over \$500 a month.

Jim expressed that the main container is often not even half full and questioned whether that overflow container needs to be at the transfer station at all times. The main trailer is not being filled at all times. Jim is questioning if we need the overflow container at all times.

This will be discussed further at the Thursday meeting. Elita and Scott are working on a cost breakdown of things at the transfer station to be reviewed on Thursday.

**Manifests**

Manifests were provided to selectmen for signature. Dana read the numbers out. The selectmen signed the manifest.

The Police Cruiser was purchased for \$2,000 less than anticipated.

**Closings**

Public meetings will be video recorded in the near future. These recordings will be available on the Andover website.

**7:11:** Dana motioned to adjourn the meeting. Jim seconded his motion. All selectmen were in agreement with this motion.

**Respectfully submitted by**

**Shelby Perreault**