

TOWN OF ANDOVER ANNUAL MEETINGS
March 8, 2022

ARTICLE 1: To choose all necessary town officers for the ensuing year. (By ballot vote during polling hours 11:00 AM to 7:00 PM on Tuesday March 8, 2022)

Town Officers

Budget Committee 3-year term: Donna Crisp Duclos with 226 votes and Jessica Rand with 191 votes
Budget Committee 2-year term: Mark Cowdrey with 251 votes
Budget Committee 1-year term: Vacant
Cemetery Trustee 1-year term: James Reed with 240 votes
Library Trustee 3year term: Janet Moore with 244 votes and Susan Chase with 257 votes
Select Board 3-year term: James Delaney with 140 votes
Supervisor of the Checklist 6-year term: Victoria Mishcon with 246 votes
Town Clerk / Tax Collector 3-year term: Lisa Meier with 263 votes
Town Treasurer 2-year term: Shirley Currier with 262 votes
Trustee of Trust Funds: Vacant

School District

School Board 3-year term: Kayla Chandler with 183 votes and Stephen Chella with 148 votes
School Moderator 1-year term: Adrienne Summers with 256 votes
School Treasurer 1-year term: Shirley Currier with 265 votes
School Clerk 1-year term: Vacant

ARTICLE 2: PASSED 174 / 107

Are you in favor of an amendment to the Andover Zoning Ordinance as proposed by the Planning Board to add Article XVI: Conservation Subdivision? (By ballot vote during polling hours. By law, this amendment cannot be voted on during Town Meeting).

Article 3 – PASSED

To see if the town will vote to raise and appropriate the sum of \$2,042,422 for general municipal operations. This article does not include appropriations contained in special or individual articles addressed separately. The Select Board does not recommend this article, the Budget Committee does recommend this article. Majority vote required.

Motion and second to move the article. Chair of the Budget Committee Donna Crisp Duclos introduced the budget. She indicated that the 9-member board spent October 2021

through February 2022 working on the budget, trying to be realistic but cautious. The board came up with a final overall budget which included small changes to what was originally presented to them. Moderator Green advised the community that the final vote by them would be on the bottom line after adjustments voted on during the discussion. Bill Keyser indicated that the budget for the Cemetery Committee was \$32,164; however, the town report indicates \$49,755 for an additional \$17,591 and asked why it was changed. Select Board member Goings responded that the Select Board knew that the mowing of the cemeteries was a concern so the board and Budget Committee added what the boards believed would be the cost of an independent contractor to the budget so that they could hire an independent contractor to do this. Keyser stated that the Committee would have liked to have known this prior to Town Meeting and that the current Road Agent previously stated to him that the town employees would be mowing the cemeteries, and this is a bad time of year to find an independent contractor. Goings responded that the board went by the discussions between them and the committee the prior year that the committee was not happy with the town employees doing the mowing; therefore, money was added to their budget to allow for this. Keyser stated the only unhappiness was the unavailability of the town employees to do the mowing when it was due, and Goings responded that this was the reason it was added to the budget. Keyser said that the committee has been put in a bind with this decision. Steve Barton asked if the salaries of the town employees as well as the budget for printing of the town report come under the General Government portion of the budget. Duclos responded that all town departments are listed separately due to the state form and the cost of printing the town report does come under General Government. Barton asked what the cost to print the town report was and the response was for 2021 the cost was \$1353. Barton recommended increasing it by \$500 to get a decent report that could be understood. Select Board member Kinney responded that the budget for this year is \$2,000 for printing of the town report. Barton asked what item Town Administrator, Town Clerk / Tax Collector and Finance come under and Kinney responded under the Executive line item which also includes Select Board salary, NH Municipal Association dues, training seminars, and the salary for the Select Board Secretary. Barton asked if he proposed to increase the salary for the Select Board, would it come under the Executive line item and Kinney responded that it would; however, he did not believe it was necessary as last years salary was \$4,500 and this year is \$6,000. With no further comments, Green opened up discussion on Public Safety. Karen Brule asked if the ambulance was contracted with Franklin and the response was yes and also includes the towns' ability to maintain and equip its own transporting ambulance in the event that Franklin is unable to respond or a multi-vehicle crash. There being no further discussion on Public Safety, Moderator Green opened up discussion on Highway / Streets. Andy Guptill asked how much of the budget is for the proposed new Road Agent and what kind of benefits would the Road Agent receive. Kinney responded that the proposed salary is \$55,000. Roy responded that it would include full time pay, vacations, health insurance, short-term and long-term disability insurance, a retirement stipend. Roy explained that the employees are not part of the NH Retirement System as the Police Department is. Guptill asked if it is a salaried or an hourly position and the response was salary. Guptill stated that he believes in order to be competitive at \$55,000 he does not see the town hiring a qualified candidate. Guptill proposed adding \$15,000 to the highway portion to go towards the Road Agents salary for a total of \$70,000 as most Road Agents are in the NH Retirement System and does not

believe anyone would give that up to take on this job without retirement benefits. Guptill made a motion to increase the highway budget by \$15,000 to a total of \$70,000. Steve Barton seconded the motion. There being no further discussion it was voted unanimously to increase the Highway / Street budget by \$15,000. Greg Stetson called Point of Order and asked if the overall budget needed to be amended. Green explained that the \$15,000 would be added to the bottom line and that is what would be voted on at the end; however, the Select Board understands what the intent of the legislative body is as far as what the increase is for; however, the board may be forced to reallocate what that money is used for in the coming year. Green also explained that there is a 10% limit of increasing the overall budget. Liam O'Hagan spoke about the advertisement for a Highway Supervisor and asked if it was the same position as the Road Agent or a separate position. The response was they are the same position. Greg Stetson stated he urged the Select Board to look at the NH Retirement System for all eligible town employees for next year as recruitment and retention, especially in this job market and competing with the state and all the other towns that are in that system, is important and this includes office personnel. There being no further comment on Highway / Streets, Moderator Green opened discussion up on Sanitation. There being no discussion on Sanitation, Moderator Green opened up discussion on Health. There being no discussion on Health, Moderator Green opened up discussion on Welfare. There being no discussion on Welfare, Moderator Green opened up discussion on Culture and Recreation. There being no discussion on Culture and Recreation, Moderator Green opened up discussion on Conservation and Development. There being no discussion on Conservation and Development, Moderator Green opened up discussion on Debt Service. There being no discussion on Debt Service, Moderator Green opened up discussion on Capital Outlay. There being no discussion on Capital Outlay, Moderator Green opened up discussion on Operating Transfers Out. There being no discussion on Operating Transfers Out, Moderator Green advised that the total amount for the budget is \$2,057,422. Steve Barton asked if there was a 3% increase in pay for the town employees and the response was yes. Barton asked what the Town Administrators position pays and the response by Kinney was \$64,913 is budgeted for 2022. Steve Barton asked what was budgeted for the Bookkeepers salary and the response was \$45,198. Les Fenton made a comment regarding the level of detail having disappeared in the town report over the years and the format in which the residents receive the information and that the residents have been told that if they want the details of the numbers, to come to the Budget Committee meetings and hearings and can see no reason why that information should not be available in the Town Report. Fenton stated that over the years, the residents have asked for a return to the day when the details could be provided and why this information is not available to the general public. Fenton stated that the level of detail now compared to fifteen years ago has declined dramatically and the level of detail the public is asking for is not being provided and he finds that disappointing. Donna Crisp Duclos, Chair of the Budget Committee stated that at the meetings and public hearings, which next to nobody show up, they go through every line item in detail and state whether they agree or disagree with the line item and the meetings and hearings are for the detail and town meeting is for voting on the budget. Mark Cowdrey of the Budget Committee responded that the budget meetings and hearings are an opportunity for the residents to provide feedback to the committee about what the residents would like to see in terms of whether they support the departments requests – do they agree with the amount; do they believe it should be

increased or decreased. Cowdrey stated that as far as he knows, the level of detail that Fenton is requesting can certainly be done. Cowdrey encouraged the residents to come to the meetings and hearings and provide some guidance to the Budget Committee. Guptill stated he had questions regarding Section 3220 for Motor Vehicle Registrations. The budget indicates that the town received \$0 in revenue last year for this and they were anticipating \$450,000 and asked what the amount was the town received for that item. Town Administrator Marj Roy responded that it was right around \$450,000 which is why they estimated \$450,000 for this year. Guptill stated that if they added the \$450,000 to the \$98,000 from the Highway Block Grant the town will find that our budget is not funded by property taxes at all, it is completely offset by revenue from other sources, the highway budget has been peanuts for years and he urges the Selectmen for next years highway budget so we can have roads that will actually last. Select Board member Dudek explained that there is an RSA that would need to be adopted as a town to be able to use all of those funds strictly and specifically for the Highway Department, but the board can look at that for next year. There being no further discussion on the budget, Moderator Green asked for a motion to vote on the budget. Bill Keyser made a motion to vote on the budget and Morgan Braley seconded the motion. The vote on the total budget of \$2,057,422 was approved. Greg Stetson made a motion to restrict reconsideration on Article III and the motion was seconded. The residents voted unanimously in favor of restricting reconsideration on Article III.

Article 4 – NOT VOTED ON

Shall we adopt the provisions of RSA 40:13 (known as SB2) to allow official ballot voting on all issues before the towns on the second Tuesday of March? Passage requires a three-fifths (3/5) majority vote of those voting.

Select Board member Kinney stated that the board was advised earlier in the day that because the town failed to make proper notification in a local paper seven days prior to the public hearing on this article and the RSA is very clear that without that notice in a local paper, it could not be just on the website or posted at the Post Office or Town Hall and not meeting that requirement, anything that is voted on regarding Article 4 will not count. Kinney did advise that the Article could not be struck as it is on the Warrant. Kinney quickly explained what SB2 is. It was brought to the Moderators attention that the Article was not read nor was a motion to act on it done. Moderator Green read the Article and there was a motion and second to act on it. Kinney explained that the Article could be tabled and revisited in 2023 or they could proceed with a vote which would be considered a straw vote and if it is voted down, it would not be up for vote in 2023; however, if the majority say yes, it will come before town meeting in 2023. Toby Locke made a motion to table the Article. Locke retracted his motion and made a motion to vote on the Article. Bill Keyser stated that out of the 224 towns in New Hampshire, 63 have SB2 and these towns are in the southern part of the state and have larger populations than Andover and read a quote from Bill Gardner that “town meeting is the purest form of democracy; don’t give it up”. Jim Delaney seconded the motion to vote on the Article. Moderator Green reminded those present that the vote does not count and a yes vote means the town would adopt it – but it does not count, and a no vote means it would not be adopted. Toby Locke clarified with

Point of Order that no means no and Green replied that is correct – a no vote means no SB2; however, it is not binding. Chuck Keyser asked who failed to do the notification correctly. Kinney stated that he was not aware of this requirement, and that this was simply overlooked. Green called for those in favor of adopting Article 4 to indicate as such and there were no votes in the affirmative. Green called for those not in favor of adopting Article 4 to indicate as such and it was a unanimous vote not in favor.

Article 5 – PASSED

To see if the town will vote to raise and appropriate the sum of \$400,000 for the purpose of construction of a Highway Department garage. Said funds will come from the unassigned fund balance. This special warrant article will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the garage is completed of by 2025, whichever is sooner. The Select Board and the Budget Committee recommend this appropriation. Majority vote required.

Greg Stetson moved to act on the article and Donna Crisp Duclos seconded. Kinney explained that the funds were discussed and approved last year; however, the town people wanted more detailed plans so they would understand what they were getting for their money regarding the town garage. Kinney stated it was his personal opinion that the \$400,000 was an estimate for the building but not necessarily for the entire amount of work that needed to be put into it. The final figure came in on February 17, 2022, and that figure is \$747,116 which includes the building, concrete, septic, well, heating, electrical, interior carpentry and site work. Kinney stated there is a lot of work that can be done in-house rather than hired out especially the earth work and site prep and the board believes they can decrease the total by \$100,000 bringing the total down to approximately \$450,000. Kinney stated there is \$400,000 in unreserved fund balance so the first \$400,000 of the cost would not come out of new taxes but it would require an additional \$250,000 to complete the project to be raised from taxes. If the town people would like to proceed with this, the article would need to be amended to state \$400,000 from the unreserved fund balance plus to raise and appropriate an additional \$250,000 from taxes to complete the project. Toby Locke asked if the structure would be on top of the dirt or brought down to a grade so they would not be discontinuing use of sand for the roads as it was previously indicated that this purchase of the property was to provide sand for twenty years. Select Board member Goings replied that the engineer indicated that there are two potential sites for the building – one being on the right of the access road and the second being on the left of the access road. After speaking with the board and the Road Agent, the engineers picked the right side of the access road where the trees are, and it won't impact the sand or salt. Dudek stated that the board is actively looking for grant funding but is unsure if any of that will come to fruition but will continue to look. Jim Hanson asked the board to clarify what the \$250,000 would do to the tax rate. The response was it would add approximately \$145 per year for a property assessed at \$200,000. Steve Barton stated this process was started four to five years ago for the road agent and highway garage and recommended spending the money now and move the project forward which is what the towns people want. Janet Moore moved to amend the article to raise and appropriate \$250,000 from taxation. Andrew

Perkins seconded the motion. Joann Hicks stated that the Article is written incorrectly. Toby Locke asked if this gets voted down, what happens, and the response was it would go back to the original article. Locke asked what would happen if that got voted down and the response was as the budget was passed, they town would be looking to hire a Road Supervisor, but the crew would not have a facility to work in or to store the equipment or provide safety and ease of function for the road crews. Ken Wells asked if this exhausts the fund does it put other articles in danger of funding. Kinney responded that this specific \$400,000 is specifically earmarked only for the garage as it comes from the unreserved fund balance. Jeff Newcomb stated that the town needs to consider the line items under Sanitation, Sewage Collection and Disposal, and Electric with this \$600,000 structure that the general public has not had much time to review and is concerned that something might have been missed in the proposed budgets. Is there a ventilation system and such that needs to be considered. Recommends appropriating \$400,000 and come back next year with the actual appropriation of what is remaining to complete the project giving time to review things cautiously as we do in Andover. Chris Caron asked what happened to the town truck that \$30,000 was appropriated for and why has it never been used. Green replied that the meeting has moved beyond that and is now discussing the garage and Caron responded that he is concerned with raising money for nothing and there is stuff missing and there is no discussion about that and the Select Board should speak about this. Goings asked what vehicle he was referring to and Caron replied he was referring to the fire truck that was donated. Goings replied that it was sold two years ago. Caron asked why the truck was never completed and how much money was lost by the town. Point of Order was called by Janet Moore and Moderator Green turned the discussion back to the Warrant Article. Greg Stetson asked if more than one price was received, and the response was yes, and this was the most cost-effective answer. John Thompson stated that nothing has been presented regarding the operation of the building and should more be added to cover this. Dudek stated this would be addressed in next years budget. Andy Guptill asked if this includes a cushion for overages and Goings replied that there are contingencies in the budget. Janet Moore made a motion to call the question. Duncan Coolidge seconded the motion. Jim Delaney asked if there was enough money in the unreserved fund balance to not raise additional taxes and the response was no, as it would put us under the threshold that the state recommends. Moderate Green asked all those in favor to amend the article from \$400,000 to \$650,000 with \$250,000 being raised by taxes and \$400,000 coming from the unreserved fund balance to say aye and all those not in favor to say nay and the ayes won. Moderator Green opened the floor to anyone that wanted to speak about the article in its entirety. A motion was made and seconded to call to question. **Article passed.** Motion and second to restrict consideration. **Motion passed.**

Article 6 – PASSED

To see if the town will vote to raise and appropriate the sum of \$55,000 to be added to the following Expendable Trust Funds previously established. The Select Board and the Budget Committee recommend this appropriation. Majority vote required.

**Forest Fire Labor ETF
Town Buildings**

**\$ 5,000
\$30,000**

Transfer Station Projects	\$15,000
Technology ETF	\$15,000

Greg Stetson moved the article and Kent Hackman seconded. Toby Locke asked what the \$20,000 for the town building includes and the response was this is a maintenance fund encompassing all town buildings. Janet Moore made a motion to call the questions. Ken Wells seconded.

Article 7 - PASSED

To see if the town will vote to raise and appropriate the sum of \$254,800 to be added to the following Capital Reserve Funds previously established. The Select Board and the Budget Committee recommend this article.

Revaluation CRF	\$ 11,300
Highway Equipment CRF	\$ 15,000
Highway Projects CRF	\$150,000
Police Cruiser Replacement CRF	\$ 13,500
Transfer Station Equipment CRF	\$ 10,000
Bridge Rehabilitation CRF	\$ 50,000
Town Office Boiler Replacement CRF	\$ 5,000

Jim Delaney made a motion to move the article and it was seconded. Jim Delaney stated that he has been asking for a Capital Reserve Fund for the replacement of the F450 one-ton truck since it was purchased for the Highway Department and the fund has still not been started and asked if a new fund for \$10,000 could be added to this Warrant Article for that purpose. Green stated after speaking with Town Counsel, a new fund cannot be added to the Article; however, money can be added to or deleted from specific line items, but a new subject matter cannot be added. Delaney made a motion to add \$10,000 to the highway equipment fund that will be there for that truck when it needs to be replaced. Dudek stated that the highway equipment fund was originally put in place specifically for the grader replacement, but it has been called the highway equipment just generic so the boards consensus is it can be done. Kinney stated that the board has tried hard to honor the intent to limit that fund to the grader, as have past boards, so it is the deciding opinion of the town body to make the decision to include other highway equipment beyond just the grader. Delaney stated that old budgets that had \$15,000 highway funds specifically stated grader and this one does not. Roy stated that what they have to go back to is the original warrant article that established the Capital Reserve Fund, and it just says equipment, but they know the intent was the grader. Delaney rescinded his motion. There being no further discussion, Bill Keyser made a motion to call to question and Janet Moore seconded the motion. Motion passed. Article passed.

Article 8 – PASSED

To see if the town will vote to raise and appropriate the sum of \$2,954 to be added to the Solar Energy Capital Reserve Fund previously established. Said funds to come from the unreserved fund balance. The Select Board and the Budget Committee recommend this article.

Greg Stetson moved the article, and it was seconded by Duncan Coolidge. Toby Locke asked if it was running and why do we need more. Dudek replied that yes, it is still running and this is the last year of payment for the contract. Locke asked for clarification that this is just for the last payment and the response was yes. Janet Moore made a motion to call to question and the motion was seconded. Article passed. A motion was made and seconded to restrict consideration. Motion passed.

Article 9 – PASSED

To see if the town will vote to establish a contingency fund for the current year for unanticipated expenses that may arise and further to raise and appropriate \$10,000 to put in the fund. This sum to come from the Unreserved Fund Balance. Any appropriation left in the fund at the end of the year will lapse to the general fund. The Select Board recommends this article. The Budget Committee does not recommend this article. Majority vote required.

Greg Stetson made a motion to move the article and Duncan Coolidge seconded the motion. Toby Locke stated that there is a lot of talk about Unreserved Fund and asked how much money is in it and where did it come from. Roy responded that it is money that is left over at the end of the year from departments that did not use their full budgets and it lapses and goes into the Unreserved Fund Balance which currently has a balance of \$1,136,107. The state has guidelines for what should be retained – a 5% recommendation and 8% recommendation, a 10% and 17% recommendation There is actually a minimum and a maximum and we are currently over the maximum. Locke asked why it doesn't go to reduce taxes and Roy replied that it often does, and it actually did last year. This year they are hoping to utilize that money to apply towards expenditures rather than raise taxes for things that came out of the ordinary such as the garage. Locke asked if there is a cap on what can be used and Kinney replied that there is a 5% minimum which is 5% of our operating budget meaning the fund cannot drop below approximately \$370,000. There being no further discussion, a motion was made and seconded to call to question. Article passed. A notion was made and seconded to restrict reconsideration. Motion passed.

Article 10 – PASSED

To transact any other business that may come legally before this meeting.

Andy Guptill made a motion to move the article and Greg Stetson seconded the motion. The motion passed. Andy Guptill asked to hear from the board regarding applications for the Road Agent position and what is the plan until a new one is hired. Dudek replied that they are currently working with Municipal Resources Incorporated, a municipal temporary agency out of Plymouth, who will provide the town with a temporary Road Agent that

travels to different towns and would be with us a couple of times a week depending on our needs. Guptill asked how long this might be for and Dudek replied as short as possible. Toby Locke stated he is very disappointed in how short the meeting was, and he believed the meeting was too streamlined. Janet Moore replied that the Budget Committee stated early in the meeting that the purpose of the meeting is to vote on the Warrant Articles and the time to talk and discuss is at public hearings. Steve Barton stated that not everyone can make the meetings due to personal conflicts and asked how difficult it would be to put the information in the town report, so the information is there at town meeting.

Art Urie made a motion to adjourn. Kurt Meier seconded the motion, and the meeting was adjourned at 8:49 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Lisa Meier', written in a cursive style.

Lisa Meier
Town Clerk.