

Andover Board of Selectmen Meeting
April 2, 2024
Public Meeting
Approved

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

Town Administrator: Scott Hilliard

Secretary: Shelby Perreault

6:00: Chairman Dana Swenson called the meeting into session.

Many of the items on today's agenda are ongoing items but are being brought up tonight to get everyone up to speed.

All public select board meetings will be video recorded moving forward. These videos will be available via the town website.

Town Concerns

It was asked if the transfer station will be open tomorrow due to weather. The answer was "yes"

There was a request for an update on the universal access ramp on the town hall/library. Kevin discussed this during his report. He is hoping to begin fixing the ramp by midweek next week. He needs to order the materials. He is anticipating it being done by the end of April.

Highway Building, Ahead of Schedule and Under Budget! - Les Fenton

Les provided the selectmen with a written summary. He is still waiting for the finance reports from March.

All the lights are on, truck bays and offices and inside rooms are completed, elevator door operators are functional, heat is connected, the building can be heated and cooled. The things left inside include some painting, floor coverings, and other small details.

Need to establish a way to grade pipe yards and salt shed. Kevin came up with the idea to use existing gravel from the transfer station for this. Kevin will also screen the loam. By keeping this projects "in-house", Les was able to save about \$23,000.

There is about \$40,000-50,000 left in the contingency fund that will be able to be used for Kevin to purchase some things on his wish list to support his crew and the town.

Outdoor projects have been pushed back due to weather. The snow has impacted how much is able to be worked on outside. This includes the septic tank, salt yard, parking lot, etc. Les is hoping the ground is ready for the septic tank to be installed next week.

Inside, Les is waiting on the propane tank for heat. The well needs to be purged and the water needs to be tested. A water filtration system may need to be installed. This could cost \$10-12,000

The project is about 91-92% completed. It is anticipated that the garage will be completed by Memorial Day.

There was some discussion about an open house. It was decided that Kevin will "move in" around June. This will give him and his crew time to set up their space. The building will be open July 4th for an open house.

Bridge Replacements

Hall Road

There is a new hole in the bridge deck. Due to this, Kevin is trying to expedite this project. It was anticipated that this project would start in September but Kevin wants to start sooner. For the time being, Kevin has adjusted the steel plates so it is driveable until it is fixed. Kevin would like to have a meeting with the residents who will be impacted in April.

Once the bridge is closed, the only way to the 4 houses on the other side will be via the footbridge. The foot bridge is in process. Kevin's crew will do this, it will be cost effective. A fire truck will be placed on the other side before the bridge is closed. Steel plates will be installed for the truck to get across safely. A side-by-side will also be placed on the other side for emergencies. The electric company will have to be contacted as the fire truck will need to be plugged in 24/7.

Kevin is working on trimming/cutting the surrounding trees in preparation for this project.

It was discussed that the steel plates that will be put on the bridge for the fire truck to drive across safely would not be good for a long length of time. These plates will add weight to the bridge which would not be beneficial long term. In addition, we only have 2 steel plates. Kevin is interested in getting more, especially with all the bridge projects that are in process in town.

CWS is constructing the guardrails. CWS is having a hard time getting the materials but are doing their best to get what they need.

There was some conversation about the pond and its depth. All the planks are out. Right now, the pond is about a foot above the dam deck. The level will most likely go down another foot. Everything that can be removed, is. This pond is the fire pond. The pond was dredged two summers ago so it is deeper than it has been. There was a lot of silt in it previously. The pond is down for construction only. It will be brought up once the project is done.

Lawrence Street

This project will start around the fall of 2025. It is still in the design phase. There are some restrictions for a temporary bridge and where the crew will work. There is another meeting late summer/fall where it will be discussed further.

The town pays 20% of the design phase. The total design is about \$500,000. We are responsible for about. \$104,000. The construction cost is about 3.6 million dollars. This is 100% federal funds but we need to float them.

This is a 10 month project that has already been approved by the state.

Route 4

No start date for this. There was a public hearing in July 2023. There was a meeting in November at the state offices in Concord (Hazen Drive). This is a state road, the town does not need to pay (federal funds). This is about a 3.2 to 5 million dollar project.

Les mentioned that he knows all the drainage is done. They are anticipating starting next summer.

At this site, there is talk about a spot for public access to the river for fishing and kayaking as the current public places will be blocked by guardrails. There is an old boat ramp that was previously closed due to partying and vandalism. There is talk that now that it will be more visible, it may become a public recreational spot.

Route 11

There were meetings in November 2023 for this project. There is no start date at this time. This is a 7.4 million dollar project.

Cilleyville Covered Bridge

Abutments of the bridge need work. They've gotten some estimates for lifting the bridge and putting it off to the side to fix these. There is one bid for \$400,000 with \$200,000 of that being just for lifting the bridge and placing it to the side. There is another bid that said it'll be \$145,000 to raise it and put it back down after being fixed. The longer the bridge sits, the more damage it will cause to the abutments.

The conservation committee has some funds. There were some discussions about grants that can be applied for to help with the cost of this project.

Building Inspector

The board feels the town needs a part-time, permanent building inspector. There was discussion that the fees be raised to pay for this position. Scott is having discussions about this and will continue to look at this.

Town Hall Life Safety

The town hall building needs some work. Some egresses are only accessible through locked doors/offices which is an issue. Scott is working with state fire marshalls to see what alterations needs to be made and how.

Some changes that are on the docket include moving some offices down stairs, adding a door to the downstairs conference room, adding an HVAC system, and updating safety egress and the elevator.

Bradley Lake Parcel

There are two abutters. This property is town property that is non-conforming. There is discussion that the lot be surveyed and split down the middle for the abutters. There is also discussion that the lot be left as is.

This will be discussed further at an upcoming work session.

Highland Lake Spring Drawdown

The dry hydrant across from the East Fire Station needs repairs.

Transfer Station

Pads and covers. Kevin is aware of this. He had some crews there last week to clear some trees. They assessed the footprint. He is working on getting some estimates.

Police and Fire Station

There have been conversations about if it is feasible to expand the current fire station to move the police station functions there as well. This expansion would go on the back of the building and go out. This building was expanded on before and Les knows that the expansion was intentionally designed to be added onto.

The next steps are to get the current blueprints, come up with a design, and bring it back to the town.

This will continue to be discussed later on.

Road Agent - Kevin Duval

Kevin and his crew have been working hard. There were recently some high winds that knocked down a lot of trees and caused a lot of damage. They cleaned these up. They are preparing for the storm coming this week.

The drainage is almost done on Maple Street. Kevin anticipates needing 2 to 3 more days to finish this. Once this is done, the road is ready for paving. Once paving is completed, Kevin will go back and plant some seed and grass. Kevin has been in touch with R&D Paving about the paving project. They are working on getting it scheduled.

He is anticipating pulling road bands soon. The dirt roads are drying out and stiffening nicely. Once the weather is nicer, they will look at grating the roads.

Kevin has been looking into the purchase of some equipment. Kevin has requested to purchase a bucket loader and an excavator. He would like to trade in the current town owned Kubota Bucket Loader. He has looked into some companies and presented the board with some comparisons. Kevin noted that each item was comparable to one another.

Chadwick - Baross

2024 Volvo Bucket Loader, 30K lbs = \$242,800

2024 Volvo Excavator, 14K lbs = \$109,611

Kubota Trade In = \$60,000

Total Cost = \$292, 411

Equipment East

2024 Develon Bucket Loader, 30K lbs = \$166,890

2024 Develon Excavator, 14K lbs = \$84,890

Kubota Trade In = \$63,000

Total Cost = \$ 188,000

Chappell Tractor

2024 Hitachi Bucket Loader, 30K lbs = \$270,760

2024 Hitachi Excavator, 14K lbs = \$97, 500

Kubota Trade In = \$53,000

Total Cost = \$315,260

Kevin also looked into JCB and Caterpillar however they were very overpriced. These companies offered the best value. Equipment East had the best trade in value for the Kubota.

Kevin shared that Equipment East was the only company who offered loaner equipment. Kevin used the bucket loader during the last storm and shared that it took less crew members and less time to complete the projects with the heavier equipment. It was also much safer for his team. He shared that based on previous experience, Equipment East has great support after purchase.

Kevin requested to purchase the equipment from Equipment East for \$188,000. This equipment will come with a warranty of 5 years/2,000 hours (which he shared is a lot of hours).

There is money within the current funds to afford this project without raising taxes next year.

Jim made a motion to purchase the equipment from Equipment East for \$188,000. Roland second the motion. All members were in favor.

Kevin is continuing to work on the townwide road survey. He has begun placing orange tape around trees that he would like to remove.

Pecco expressed some concern about some of the trees on Maple Street. Kevin will continue to monitor these trees throughout the season to see which ones are dead and which ones should be/can be removed. It was noted this is a historical street.

Payroll

Scott presented the select board with a proposal to purchase a payroll company. Currently, all of the payroll is completed in house. This takes a lot of time and effort from the town employees and can create errors where people are not getting paid.

Scott has been in touch with ADP. ADP is a payroll company that does it all. It does W2's, audits, taxes, etc. There would be about 26 employees that would use this system. Each employee would have a portal where they can access all their finances and see their time off and such. Employees will log their time which they will then submit to their supervisor for approval. Scott, Christy, and Elita would all be trained to do payroll.

Scott would like to start this on May 1st. It costs \$9,287 for 12 months. With starting in May, it would be less than that for this first year. There would be 2 months free.

Charlie expressed concern that ADP has been known to raise their annual prices throughout the years. He requested that Scott get some proposals from other companies for comparison for them to be discussed in an upcoming work session. Charlie recommended Scott look into Paylocity.

WMUR

Scott will be providing WMUR with closing information for the town. If the town hall needs to be closed for any reason, it will now be listed on WMUR. It will read "Town of Andover." Scott will be the contact person. Closing will also be posted on Facebook and the town website.

Thrift Shop

The thrift shop has requested a new sign to be hung by the road entrance. There is a limit as to how big the sign can be (4x8). Their proposed sign is 3x5. The school and superintendent have approved the new sign. This new sign will replace the current sign and move 2 feet over to be within regulation.

There was some concern that the thrift shop hours may change as they are volunteer based. The proposed sign does not leave any way to change the hours. Scott mentioned this to the thrift shop and they said their hours have never changed. The town residents concurred that the thrift shop has not changed their hours in decades. The sign was approved.

Town Car

At the last meeting, it was mentioned that a new police cruiser had been purchased. The current cruiser is going to become a town vehicle. Town employees can charge .67 a mile. With a town car, town employees can use that to go to conferences and meetings and such which will save the town money. The cruiser is in the process of being converted back to a civilian car. The cruiser is a 2013 with about 120,000 miles on it.

Recycling Committee

Scott received a call from a citizen about starting up a recycling committee. This is something that has been done in the past. The board had many questions to ask this citizen. They requested Scott connect with him and have him come to the next meeting with more information.

Work Session

A work session has been scheduled for Saturday, April 13th at around 10:00am. This work session will begin directly after the All Boards meeting that begins at 9:00am.

Manifests

Manifests were provided to selectmen for signature.

7:50: Dana motioned to adjourn the meeting. Jim second his motion. All selectmen were in agreement with this motion.

Respectfully submitted by

Shelby Perreault

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