

Planning Board Needs Part-Time Recording Secretary


Pay rate is \$18 per hour

Donna Duclos, Planning Board Chair

The Town of Andover seeks a part-time Recording Secretary to take meeting minutes for the town's Planning Board (PB). The person would be required to cover two-hour public meetings in person on the second and fourth Tuesdays of the month throughout the year.

Duties also will include working with the PB Administrator to update the filing system. Hours to be negotiated upon being offered the position.

This position is primarily responsible for preparing, keeping files of, and distributing draft and approved meeting minutes to the board's members; posting public notices; and informing abutters of such meetings. Current pay rate is \$18 an hour.

If Interested, please send your resume to DCDuclos@gmail.com or to Donna Duclos, Andover Planning Board, PO Box 61, Andover NH 03216-0061. 

Minutes from page 29

Plows will have new types of cutting edges this year in hopes of saving time and money.

The Board and Highway Super reviewed last year's plow contract and discussed 2022-2023:

- Post September 1
- Add that contractors have 45 minutes to respond to Hwy Super's call
- Add that contractors should expect to include three to four hours of clean up on their route after a weather event
- Need wording and process/record-keeping to address weather events where a contractor does not show – no show = that amount being deducted from contracted payment
- Any backup operators need proof of insurance with Town Hall
- Routes will remain the same
- Payment will remain the same

Cemetery Committee

Discussion regarding water at the cemetery. \$2,500 to install. Cemetery Committee still needs to meet to discuss the plan. It is important that all parties communicate regularly. It is suggested that the Board and Cemetery Committee meet quarterly. Town Hall does not have a key to the pump house and needs one.

Transfer Station Trailer

Marj has the cost info on repairs, but rails are missing and cannot be welded. Jim provided cost info on used trail-

ers, but there is concern with their age. Andy will look into trailers from a refuse trailer dealer in Salem. The Board needs to know how much money is available in the capital reserve for replacement.

Miscellaneous

Invite Harold Tuttle from Planning Board to next meeting

Michelle read an email exchange from Ed Hiller regarding Beaver Deceiver on Valley Road. The Board would like Frank to look into DES permitting to remove the device.

Ken Tripp requested the Town re-energize the Recycling Committee. He would be willing to serve, but not chair. Ken discussed the many grants available and would like to see the committee provide community outreach and education. Ken also suggested bringing to Town Meeting pay-as-you-throw trash disposal with clear bags.

Select Board

August 17

Condensed from approved minutes

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; Shawn Upton; John McDonald; Peter Howard, Dubois and King Inc.; Peter Stewart, Architect; Seth Currier; Jacob Gilman; and Lisa Meier, Secretary

Eastern Analytical

Testing and reports are done yearly on the gas wells at the old landfill on Monticello Drive and have been received. Test results are within normal limits.

Road Agent Report

The spoils pile needs to be relocated in order to bring in 10 loads of loam and 10 loads of gravel. Five of the loads of gravel will be 3/4" stone. Frank will confer with Jon Champagne for this. Champagne will use the bulldozer and loader to relocate the sand and will confirm how much is there.

Frank has been emailing with DES regarding paperwork for routine road maintenance. Frank has also submitted photos to DES. DES indicates a permit is not needed as they are only sleeving the pipe.

Dudek asked if the price was still \$40,000, and the response was yes; however, Frank would like to add \$10,000 due to inflation.

Dudek asked if this was for pipe, concrete subbing, and cutting back the bushes, and Frank responded it is only for the pipe and concrete.

Bryson asked for a check to be cut as a one-time thing. Guptill stated the policy needs to be addressed for the future. Dudek recommended Bryson speak with Finance regarding paying vendors within 30 days.

Dudek asked if the plow routes for this winter have been addressed, and the Board decided to hold a work session the following week. Bryson asked for plow prices so he can even pay across the board. Dudek stated that an on-call policy needs to be drawn up and requested Bryson for a draft policy for their work session the following week.

Ditching is being worked on. Work orders were signed by the Board. Bryson stated the pipe for Channel Road is \$20,000; however, the bridge culvert with steel plates is \$6,500.

Dubois and King

Howard asked the Board for any concerns as a conceptual drawing of the location of the building had been received. Delaney asked where we were at as far as bids. Howard responded that there has only been communication but will speak with John Kinney.

Guptill stated that during a prior dis-

cussion, the contractor did not include fire protection and asked if it was needed. Stewart stated there is a six-month grace period, but he will follow up; however, he would like to know exactly what is wanted by the Town.

Bryson replied he would like an 18' curling height with three overhead doors and drains in the slab; but only one bay with the floor drain, along with an oil/water separator or a retention pond.

Delaney stated there should be three bays, an office, a bathroom, a break-room with storage above.

Stewart asked if there would be vehicle maintenance done here, and the response was not at this time, only routine maintenance. Stewart asked what kind of siding would the Board like and offered to provide options. Stewart asked what kind of interior wall finish was wanted, and Bryson replied FRP in the wash bays 8' up all sides.

Stewart stated he will put together some conceptals and send them out for review. It was asked if there was a pre-qualified bidder list, and the response was yes. Roy stated she believes Primex will require something. Stewart stated a cistern, pump and generator are needed. Dudek will check with Steve Barton.

Bryson asked if the generator will be sufficient enough for the building also, and the response was yes. Bryson asked how thick the cement floor would be and the reply was 6". Delaney asked if there would be rebar or fiberglass, and the response was as it could be either, they will check on it.

Stewart asked if the Board would like them to provide a septic design, and the response was yes. Gilman asked what the difference in life span is between a wood building and a metal building, and the response was the metal is about 75 years and the stick-built is about 50 years. Stewart asked if this would go out to bid as soon as possible and the response was yes. Who was putting this out to bid – the Town or Dubois and King?

Highway Block Grant

Roy stated the Highway Block Grant was received yesterday with an additional \$85,000. Per HB401, this is to be used for roads and bridges. Dudek stated this will be added to a work session. Guptill stated they will need to set



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