

## Minutes from page 11

from last year).

Chuck Keyser would like to meet with Thompson about what would be needed in preparation for a Town garage.

Recently, Schnitzer had an issue picking up the metal at the Transfer Station. The area wasn't plowed. Thompson and Shanda MacMasters, the Transfer Station Supervisor, generally communicate with each other and will continue to do so.

The Select Board asked Thompson not to make any unnecessary purchases until the end of the year. The Board made this request to all departments. Thompson indicated that his budget should have enough in it to cover the next two weeks.

Ed Hiller on Valley Road complained about a culvert issue. At the time of the complaint, the Board and Thompson thought the issue was by the bridge, but that appeared to be fine, as did the Beaver Deceiver. However, the issue is actually at Hiller's driveway. Thompson will visit Hiller.

### Library Ramp Proposal

After discussion, the Select Board tasked the Library Trustees to come up with a proposal with the individual items broken down instead of a lump sum. The Trustees agreed.

Mishcon suggested the money come from the Unassigned Fund Balance. A warrant article will need to be drafted.

Once the proposal with the individual items and figures are given to the Select Board, the Board will then meet with Thompson.

### Town Administrator

Roy gave the Board four items in their packets for tonight's meeting, including:

Proposed Overtime and Call Back Policy (for their review)

Select Board Operation Guidelines

(for their review every six months)

NRRA loose paper letter (reacceptance of loose paper)

How to Present a Budget (for their review)

### Transfer Station

The Board spoke to MacMasters about keeping the Transfer Station open on Friday afternoons. After discussion, the Board agreed the Transfer Station will be closed on Friday afternoons, starting January 3. However, if need arises such as after a holiday, the Transfer Station would then be opened. It was estimated this would be approximately four to five times a year.

Recently, there have been inappropriate items put at the Transfer Station when it is closed. Some of the inappropriate items were dumped into the wrong container which caused the container to be returned to the Transfer Station. The company gave the Town a warning. However, a fine can be assessed up to \$25,000 per incident.

The Board agreed they need to take steps. The Board agreed they do not want to go to clear plastic bags, but will do so if the need arises.

The Board reiterated that when the Transfer Station is closed, it needs to be closed to everyone. There cannot be unauthorized entrance. There are substantial liability issues involved along with the health and safety of the attendants. The attendants are there to enforce the Transfer Station rules. Everyone needs to take personal responsibility for what they bring to the Transfer Station.

The Transfer Station is not taking used motor oil and hazardous waste. However, if those items need to be disposed of, both the Town of Bristol and City of Franklin have two days a year where those items are accepted for disposal, typically in July and August. Another option is Goffstown.

Trash coming from other towns has

become a problem. Contractors are working on jobs and disposing of items in Andover's Transfer Station. It is more trash than the normal weekly household trash. Andover residents are paying for those disposals where the trash should be taken to the town where the projects are worked on.

The Board agreed to work on these issues as it is costing Andover residents money. Cameras will be installed to help alleviate these issues.

### White Oak Pit

The \$51,100 for the purchase of White Oak Pit from the State, by law, must be done at the last Select Board meeting for 2019, which is tonight's meeting. Roy explained the closing will not likely not happen until January 2020, but there is a signed purchase and sale agreement between Andover and the State to back up the encumbrance. The Board voted to encumber the \$51,100 for the purchase of White Oak Pit from the State.

## Select Board

January 6, 2020

*Condensed from approved minutes*

**Present:** Marj Roy, Town Administrator; Chuck Keyser, Select Board Chair, Bill Keyser and Dave Blinn Members; and John Thompson, Road Agent

**Also present:** Todd Goings

### Town Administrator

Personnel Policy Manual: It is recommended this be updated yearly. Roy continues to work on updating the manual and should have a new copy for the Board's review and editing in the next few months.

### Road Agent

North Street: Proctor notified Roy that part of North Street has not been sanded for the last three storms. Thompson explained that they use more salt on that street due to the high foot traffic.

Thompson will speak with the plow driver to make sure North Street is cared for during storms properly.

Transfer Station: Thompson will check with the snow plow driver to make sure it gets plowed and sanded even if the Transfer Station is closed.

Lawrence Street Bridge: Hoyle Tanner and Associates prepared the Fee and Scope for the Design Phase of the project. The Preliminary Design will take 36 weeks and cost \$110,000. The Final Design will take 26 weeks and cost \$84,000. Roy expects the Design Phase will start in January.

White Oak Pit Sand Agreement: The State will allow the Town to remove up to 4,000 cubic yards through March 31. If the conveyance of the property does not happen, the Town must reimburse the State for the sand used. The Board made Thompson aware accurate records must be kept as the State may request those records without notice.

Blinn noted the Town complied with every requirement the State requested to acquire the White Oak Pit property. The Town is only awaiting the State Executive Council's approval for the conveyance. Roy noted that the Purchase and Sale Agreement is signed and although the closing did not happen in 2019, the \$51,100 funds are encumbered.

### Correspondence

Letter from Avitar regarding the PSNH settlement agreement for the years 2014-2016. PSNH paid less than expected. The Board will need to sign an abatement form at the next meeting.

Letter from Riverbend Community Mental Health requesting \$3,500 in funds. Last year Riverbend service increased to 61 Andover clients, both adults and children. The \$3,500 is the cost of care for one client. The Board agree to put the \$3,500 into the General Assistance budget for 2020.

Letter from Plodzick and Sanderson for the 2018 Audit signed by Chuck Keyser.

Fee and Scope Design Phase agreement with Hoyle Tanner and Associates signed by Chuck Keyser.

Letter from Bradley Lake Summer resident regarding the increase and decrease property value letters they received from Avitar. Roy contacted Avitar who then sent Roy a copy of the explanation letter which was sent to the resident by Avitar.

Civic Plus yearly contract for \$1,500 which is the same amount as last year's contract. Chuck Keyser signed.

Tax Collector Warrant for Land Use Change Tax: Henderson, Valley Road, \$8,270.

Stonehill Municipal Solutions' annual bookkeeping support contract on an "As Needed" basis at \$57 per hour.

Buswell Property: Two certified letters plus regular mail sent to interested

*See Minutes on page 14*



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