



Town of Andover, New Hampshire
Select Board Meeting Minutes
Thursday, March 5, 2026 – 6:00 PM
Andover Town Office Meeting Room

Call to Order

Chair Dana Swenson called the meeting to order at 6:00 PM.

Roll Call

Present: Dana Swenson (Chair), James Delaney (Vice Chair), Les Fenton (Selectman), Charlie Stewart (Selectman).

Also Present: Don Sieburg, Town Administrator (recording minutes).

Attendance – Staff and Public

Town Staff Present in Audience: Elita Reed (Finance Director), Cristy Perkins (Assistant Finance), Jeremy Cornell (Highway Supervisor).

Andover Fire District Representatives: Chief Steve Barton, Commissioner Scott Kidder, Commissioner Glenn Haley, Treasurer Fred Lance, John McDonald, and Rene Lefebvre.

Members of the Public: Mark Cowdrey, Debra Hunter, David Hunter, Donna Duclos, Janet Moore, Karen Brule.

Approval of Minutes

February 19, 2026, Select Board Meeting Minutes.

Motion by Charlie Stewart to approve the minutes. Second by James Delaney. Motion passed unanimously.

Public Comment

Elita Reed noted the importance of ensuring that documents signed by the Select Board, including solar exemptions and manifests, are reflected in meeting minutes for historical and audit purposes.

Debra Hunter expressed concern regarding the Andover School District budget, citing approximately 232 students with a budget of roughly \$7.8 million and noting a 36% increase over five years. The Chair noted that the school district operates as a separate governmental entity.

Karen Brule raised concerns regarding public comment limitations at school board meetings and the timing of the school meeting relative to Town Meeting.



Old Business

Andover Fire Department / Fire District Update

Chief Steve Barton explained that questions have arisen regarding the documentation of the Fire District following the 2016–2017 consolidation with the East Andover precinct. It appears that certain boundary and authority documents may not have been filed with the Secretary of State.

The Fire Marshal's Office recommended seeking legal clarification. The Town has contacted legal counsel and is reviewing available documentation to determine whether required filings were overlooked.

New Business

Highway Supervisor Report

Jeremy Cornell provided an update on highway operations.

Equipment: One International dump truck returned from repairs but experienced a hydraulic pump failure shortly after returning to service. Repairs were completed, and the truck returned to service. Additional hydraulic fittings were ordered to prevent downtime.

Welding Equipment: The department welder is insufficient for structural repairs, and replacement options are being explored.

Road Posting: Seasonal road weight limit postings are approximately 95% complete.

Bridge Conditions:

- Elbow Pond Bridge: deck rating 4 (poor), superstructure rating 4 (poor), substructure rating 3 (serious). A hole with exposed rebar was observed.
- Bradley Lake Bridge: several boards and rail sections require repair in the spring.

Road Maintenance: Difficulty obtaining hot asphalt patch material due to winter plant closures. The department is exploring the use of a hot box trailer for road repairs.

Winter Materials: Sand supplies are low, and additional salt has been ordered. Winter operations remain within budget expectations.

Lawrence Street Bridge Project Update

Town Administrator Sieburg and Selectman Les Fenton reported that tree-clearing permits are in process, and clearing work is expected to begin once permits are issued. Engineering RFQ responses are due the following Friday.

Winter Operations Policy

The Board reviewed the proposed Winter Operations Policy. The policy was revised to remove a fixed three-inch plowing threshold and instead allow decisions based on the rate of accumulation and conditions. The policy was approved and signed.



New Business (cont.)

Transfer Station Conduct Policy

The Board reviewed, approved, and signed the 'Transfer Station Rules of Use and Conduct Policy' intended to address conflicts between facility users and staff. Supplemental documents include a public notice, signage, and an incident report form for staff. The Board also discussed creating a broader conduct policy for all municipal facilities.

Set April 11, 2026 Meeting Agenda

The Board discussed the agenda for the April 11, 2026 Special Select Board Meeting. Items expected include election of officers, committee appointments, ex-officio assignments, annual goals discussion, and scheduling of an All Boards Meeting.

Signature Items

Solar Energy Exemptions:

- Map 17 Lot 10-369 – Daniel & Donna Hudson
- Map 17 Lot 738-542 – Ken & Lee Wells
- Map 17 Lot 828-464 – Janet Moore & Elizabeth Manahan
- Map 2 Lot 332-26 – David & Debra Hunter
- Map 8 Lot 152-576 – Steven & Nancy Mackinnon
- Map 16 Lot 799-357 – Mario & Caroline Ratzki

Manifests:

- Payables Manifest (3/6/2026): \$611,264.02
- Payables Manifest (3/6/2026): \$2,710.00
- Payroll Manifest (3/6/2026): \$41,257.14
- Payables Manifest (2/24/2026): \$4,500.00

Deputy Health Officer Nomination Form: Keith Hanson

Adjournment

Motion by Charlie Stewart to adjourn. Second by James Delaney. Motion passed unanimously. The meeting adjourned at 6:57 PM.

Respectfully submitted

Don Sieburg
Town Administrator

