

ANDOVER SELECT BOARD  
MEETING MINUTES  
March 19, 2026

Members Present: Les Fenton, Vice-Chair; Charlie Stewart; Jim Delaney and Mark Cowdrey

Also present for duration of appropriate item: Don Sieburg, Town Administrator; Jeremy Cornell, Highway Supervisor; Elita Reed, Finance Director; Cristy Reny-Perkins; Dale Perkins; Karen Brule; Jim Hanson; Laurel Shinerock; Janet Moore; Donna Duclos; Nancy Teach; Nancy Robart; Jon Champagne; and Lisa Meier, Secretary

As Chair Swenson was not present, Vice-Chair Fenton opened the meeting at 6:01 p.m. with roll call and reviewed the agenda.

Vice-Chair Fenton requested that item 7a be moved to the front of the agenda for the Conservation Commission. Robart explained that the Conservation Commission would like to create a walking trail on the McDonough property consisting of trail work completed by hand tools. Maps of the property were presented to the board (see attached). The trail would run from Dyers Crossing to the Koron property. Robart also stated that they have considered asking Proctor students help with this project for Earth Day. SB Stewart asked about parking provisions and Teach responded that there is an area available on Dyers Crossing Road. Teach also stated that they have discussed this with the Koron's and Perkins's and they are all in favor of this project. Stewart indicated he has concerns with the effect of parking on the neighbors. Cowdrey advised that if there are any soil disturbance issues, he hopes they will use best practices. **The Commission assured that they would. (MLC)** Robart explained that the bench that was on display during the election on March 10, 2026 will have a place on the walking trail. The Friends of the Northern Rail Trail have been met with to discuss this project. Stewart made a motion to support this project. Cowdrey seconded the motion and the motion passed unanimously.

### Minutes of March 5, 2026

As Cowdrey was not a member, it was determined that they do not have a quorum of members present from the March 5, 2026 to act on the minutes. TA Sieburg stated that “formal approval” is not necessary for minutes.

### Minutes of March 11, 2026

Duclos questioned the “defacto” response at the meeting regarding “can’t hold meetings” and was advised that it was brought up but not determined. ~~Sieburg brought up a “defacto” document and read it.~~ Sieburg then read into the record a summary of the *de facto* doctrine, explaining that it is a recognized legal principle under which the actions of an individual acting in an official capacity may be considered valid, even if a defect in appointment or authority is later identified. The reading was provided to ensure a shared understanding of the concept and its potential relevance to the discussion. (DKS) Cowdrey stated he interprets it to be “things that have already happened” not “things to happen”. Duclos stated that the Planning Board meeting scheduled for March 24, 2026 is only to discuss items that do not need any decision making, it’s basically just a work session. Fenton stated that because of this, they would be able to hold their regularly scheduled meeting. Stewart made a motion to accept the minutes. Cowdrey seconded the motion and the motion passed unanimously. Brule asked what happens to the members that have expired terms and Fenton stated they have been notified that they need to complete a new application.

### Public Comments

1. Robart stated she would like to thank Highway Supervisor Jeremy Cornell for plowing the parking lot at the ballfield on Lawrence Street

## Old Business

- a. Hotbox Quotes – Relative to Article 5 in the Town Warrant – Three quotes for the hotbox have been received. Cornell stated that he has operated this model in the past and it is very reliable. Stewart stated he found several comparable models and the board needs to keep with the Procurement Policy they developed and get three quotes. Cowdrey stated he understands Stewart's stand on this; however, with so much on the Select Board plate, **and in view of the specific amendment made at the March 10, 2026, Annual Town Meeting to the Highway Maintenance Equipment Capital Reserve Fund, he (MLC)** supports Jeremy's quote provided he's not going outside of the Procurement Policy. Stewart re-iterated more quotes are needed. Cornell stated that less money means not the same machine. Hanson stated he had used this machine in Claremont and they got 41 years of service out of it. Sieburg stated that Hanson had presented this specific model to him last year. **After review by Sieburg of the details of the procurement policy and opt-out provisions, MLC)** Fenton stated that he wished to request to waive the requirement for three quotes as this purchase was approved at Town Meeting. Stewart stated he only wants two more weeks for the quotes. Fenton made a motion to allow the purchase of the hotbox. Cowdrey seconded the motion and the motion passed two in favor and one against.
- b. Highway Equipment Trailer Quote – Fenton stated that the current Highway Department trailer is insufficient for their needs. Sieburg presented information on the proposed trailer which falls under the \$10,000 **Procurement Policy (MLC)** threshold so Finance, the Town Administrator and Highway Supervisor can make this decision; however, for full transparency, a quote was presented to the board. The quote is \$9,269. Sieburg stated that Cornell budgeted an additional \$11,200 into the 2026 budget thinking ahead for this. Stewart asked which of the department trucks can tow this trailer and the response was any of them. Sieburg also indicated that a welder needs to be purchased and a Lincoln was found with a \$500 rebate. The price (\$4,463.98 prior to rebate) is within the procurement policy limit. Brule asked if this was a new welder and trailer or used and the response was new. Sieburg also indicated that there is a

quote **and invoice in the meeting packet (DKS)** for a new police cruiser in the amount of \$46,998.80 and the cruiser has already been purchased **from CMG Colonial Municipal Group out of Plymouth, MA (DKS)**. Cowdrey asked if the Chief had this latitude in the past and Reed responded that this has been this way for several years and was told that Irwin Motors said they were six months out on new ones. Teach asked if this was the full price and the response was there would be additional cost for outfitting of the cruiser.

- c. Fenton stated that there are eleven expired positions on the town's boards and committees. Sieburg asked if the board would like the process formalized and if members that have expired terms still need to re-apply and the response was yes. Sieburg asked if job descriptions for board members should be generated and the response was no; everything should be informal. Sieburg asked if there is a deadline for applications and the response was the board hopes to interview at the April 2, 2026 meeting and will also accept applications that night. Duclos asked if the board wants input from boards and committees and the response was no. It was asked if there was a Code of Conduct **for Board & Committee members (MLC)** and the response was no.

### New Business

1. Maple trees on the town green – there is a maple tree on the town green that needs to come down, and another that had died and been removed last year that has yet to be replaced. Proctor has offered to sponsor a tree and asked if the Town was willing to sponsor the second. Stewart made a motion to sponsor a maple tree. Cowdrey seconded the motion and the motion passed unanimously.
2. Highway Supervisors Report – Cornell stated that they are still working on the roads and will be grading them in another month. Moore thanked Cornell for his support of Old College Road at town meeting.
3. Concord Coach / Historical Society Appropriation of \$15,000 – Sieburg stated he had received a request for the money as it was approved at town meeting. Due to this being approved at town meeting (Warrant Article 14) there is no action due by the board. A check will be issued on April 3, 2026.

4. 2026 Select Board Goals – Suggestions have been submitted to the Town Administrator by Fenton, Cowdrey and Stewart. Suggestions will be solicited from Delaney and Swenson prior to proceeding further with this. Some suggestions are road inventory, master plan and the town website. Champagne asked if the RSMS that was implemented has been reviewed and Fenton responded that this is a priority for the Select Board. Brule stated that it is important to set a deadline for goals as this subject has been brought up many times and not achieved. Fenton stated one of his pet peeves is lack of strategic planning. Cowdrey asked when the goals will be discussed again and the response was once Fenton and Delaney have submitted their suggestions.
5. Preliminary School Payment Discussion – Town Administrator Sieburg presented the estimated 2026–2027 school year assessment letter received from SAU #46 Superintendent Randy Wormald, dated March 18, 2026. The estimated total assessment for Andover is \$6,630,570, to be paid in twelve equal monthly installments of \$552,547.50, due on the 15th of each month beginning July 15, 2026. It was noted that these figures are preliminary and subject to adjustment upon final determination by the New Hampshire Department of Revenue Administration.

Mr. Sieburg advised the Board that the Town does not currently have sufficient cash flow to sustain monthly payments at this level without further financial planning.

Selectman Fenton reported that, based on discussions with Director of Finance Reed, the Town is currently overpaying on the remaining balance of the 2025–2026 school assessment, which totals \$5,022,859.

The Board agreed to review and discuss potential adjustments to the remaining 2025–2026 payment schedule, as well as strategies for managing the anticipated 2026–2027 assessment. (DKS)

## Signatures

1. Tax-Exempt 2023 International yearly payment - \$31,793.44
2. Quote for the Police Cruiser from Colonial Municipal Group - \$46,998.80
3. Payables Manifest for 3/20/2026 at \$74,758.89
4. Payroll Manifest for 3/20/2026 at \$57,758.74
5. Ray-Tech Infrared Equipment Quote at \$47,578.75
6. Timber Yield Tax for Tax Map 20, Lot 771,144 ( Karen Gross)
7. Intent to Cut for Tax Map 11, Lot 554,572 (Mark Stetson on Overlook Avenue)

There being no further discussion, Stewart made a motion to adjourn. Cowdrey seconded the motion and the motion passed

Respectfully Submitted,

Lisa Meier

Recording Secretary

