

TOWN OF ANDOVER
SELECT BOARD MINUTES
APRIL 16, 2026

Members present: Dana Swenson, Chair; Les Fenton, Vice-Chair; Charlie Stewart, and Mark Cowdrey

Also present for duration of appropriate items: Don Sieburg, Town Administrator; Jeremy Cornell, Highway Supervisor; Elita Reed, Finance Director; Karen Brule; Donna Crisp Duclos; Roland Carter; Jesse Schust; Douglas Phelps; Jim Hanson; Rene Lefebvre; John MacDonald; Wood Sutton; Miranda Dawalga; Nancy Teach; Ken Tripp; and Lisa Meier, Recording Secretary.

Public Hearing – need the actual wording of the public hearing notice to insert here

Chair Swenson opened the public hearing at 6:00 p.m. with roll call of board members.

The Select Board has previously discussed increasing the Land Use Office fees and this public hearing is in regards to this. The Land Use Office canvassed surrounding towns regarding their fees for the Land Use Office / Planning Board and Zoning Board of Adjustment and Andover is the lowest in the area and the office and boards would like to bring our fees more in line with the surrounding towns. The general public will not be affected by the fee increases unless they are applying for a building permit or one of the Planning Board or Zoning Board of Adjustment applications. A spreadsheet was distributed with the old fees and proposed new fees and the board reviewed them with the public. Stewart recommended adding a non-dwelling structure to the list of fees. There being no further discussion, the public hearing was closed at 6:09 p.m. Stewart made a motion to accept the new fee schedule. Fenton seconded the motion and the board voted unanimously in favor of accepting the new fee schedule.

The regular Select Board meeting was opened at 6:09 p.m. with roll call of the board members and the agenda was reviewed.

Minutes of April 2, 2026 were reviewed. Stewart made a motion to approve the minutes; Fenton seconded the motion and the motion passed unanimously.

Minutes of April 11, 2026 were reviewed. Stewart made a motion to approve the minutes; Cowdrey seconded the motion and the motion passed unanimously.

Public Comment

Wood Sutton stated that Flaghole Road is a mess – it is full of potholes and a motorcyclist will have a serious accident if one is struck. He requested the board find the material to fix the road. Sutton stated that in order for the road to be fixed correctly, it would have to be completely dug up and paved and understands that the town cannot do this at this time. Swenson stated that the board recognizes the issue with Flaghole Road.

Old Business

- A. Andover Fire District Filing – MacDonald provided a letter to Sieburg indicating that a letter needs to be filed with the Secretary of State's Office establishing the Andover Fire Department as a Village District legally. When the East Andover and Andover Fire Departments were combined, the paperwork was not submitted to the Secretary of State's Office. Minutes from the March 22, 2017 Fire Department Meeting was submitted with the request.
- B. Andover Historical Society / Former "All Souls" Property – Phelps states that the All Souls Church was constructed in 1910 with money from the Unitarian Church. The Catholic Church utilized the building for approximately 20 years and then a non-profit took over. In approximately 1953, it was determined by a Select Board member that this needed to be taxes and the agreed upon amount was \$100 per year. The Masons started utilizing the building with a 99-year lease between the Kearsarge Masonic

and the Unitarian Church. Three years ago, Kevin Sleeper presented to the Andover Historical Society to take over the building. Phelps came to the Select Board in 2025 regarding the back taxes and the possibility of the Historical Society acquiring the building. Phelps approached the Unitarian Church about a potential transfer of ownership to the Historical Society with the stipulation of requesting that the Select Board abate the taxes. The back taxes total approximately \$30,000. Swenson stated that if Sleeper had submitted a "Form 9" the church would have been exempt. FD Reed stated that Sleeper had come in each year except 2025 trying to get the town to abate the taxes but no Form 9 was submitted which is required by the state for a non-profit. Sleeper believed that where the All Souls had dissolved, he was unable to get their help on the form. Stewart asked if the Historical Society is a town entity and if it receives any funding from the town. The response was no, it is not a town entity and the only funding was the \$15,000 requested and approved at the 2026 Town Meeting. Fenton asked how the Historical Society was able to possess the building with back taxes owed on it and why would they do this. Fenton stated he is not in favor of an abatement. Phelps responded that the building is a historic building that Andover needs to preserve. Sieburg asked Phelps if the Unitarian Church has any interest in taking the building knowing there was \$30,000 in back taxes due. Phelps responded that the Unitarian Church wanted to do the right thing and turn it over to the Society. The Society paid the attorney fees for the Unitarian Church. Stewart made a motion to abate the back taxes; Cowdrey seconded the motion and the motion passed 3 in favor and 1 against.

- C. Town-Owned Property (Bradley Lake Property) – Meeting with Conservation Commission – Schust stated that the Conservation Commission would like to meet with the Select Board and the Sirard's regarding the Bradley Lake property owned by the town. A meeting was scheduled for 3:00 p.m. on Sunday, April 26, 2026. Sieburg to post the meeting and reach out to the Sirards.

D. School Payment – Sieburg stated he reached out to Sam York regarding the town payments for April, May and June 2026. He advised York that we can pay \$400,000 in April and May and \$728,000 in June. He also stated that the school district needs to be transparent with Andover regarding their finances. Stewart stated we need to have dialogue with the school district. Cowdrey stated that the ball is in the school districts court conversation-wise. Reed advised that payments are due the 15th of the month. Fenton stated he agrees with the proposed schedule; however, Andover’s cash flow is undetermined to meet our obligation. Sieburg stated he can ask for a lump-sum payment and save up for it and see how that works out for Andover. Swenson stated that the Select Board and Sieburg need to sit with Sam York and Katherine (did not get her last name ...) and work this out. Swenson volunteered to represent the Select Board

New Business

A. Highway Supervisors Report – Cornell stated that he attended asphalt school today. The department is transitioning from winter to summer at this time. They are still having issues with the loader and it will soon be out of warranty. Jon Champagne has been helpful with his equipment. Brule asked if there is a lemon law for the loader and Carter stated he believes it is only for 12 months. Fenton stated the maintenance records indicate nothing was done regarding maintenance in 18 months which voids the warranty. They are working on getting the street sweeper going. Stewart asked if all the asphalt gets swept and the response was yes. The list of culverts that need to be changed grows every day and we do not have the time or money to handle this issue. Cornell is hoping to get paving quotes within the next three weeks. Swenson stated they need a criteria layout for paving. Cornell stated he had met with R&D Paving and they indicated that SB member Delaney had advised them that they have the paving job. Sieburg confirmed that this conversation took place via email from R&D. Swenson asked if the 2025 contract had ever been cancelled formally and the response was Sieburg sent an email to R&D regarding postponing the

work on Flaghole in 2025 and Delaney was tasked with letting R&D know that the work was off. Fenton stated he remembers at the meeting that it was clear to him that the contract was to be cancelled. Hanson advised that paving contracts normally auto cancel at the end of the year. Swenson stated that R&D needs to bid along with all other paving companies. Sieburg read the minutes of the January meeting regarding cancelling of the contract. Sieburg asked about the arrival date of the hot-box and the response was it is supposed to be delivered the second week of May. Sieburg stated he has drawn up a spreadsheet using Andover's software and has a dashboard started for operating expenses and he will work with Cornell on this. Hanson stated that as the Highway Department grows, more line items will be necessary and as the department is seasonal, they need projection columns. Reed advised that the trailer should be a Capital Reserve item along with the hotbox.

- B. CCDS & RSMS – Fenton and Cowdrey – Fenton stated they tried to come up with guiding principles for these and the RSMS needs updating to the current paved roads. Cowdrey stated the CCDS (Closed Culvert Drainage System) should be used as a planning and budgeting tool rather than operational tool. Stewart asked if this could be accelerated and the response was yes. Cornell stated that the Highway Department budget cannot support this. Stewart stated Andover needs to consider paving some of the gravel roads. Sieburg stated he will speak with DRA regarding the \$50,000 Road Warrant Article from Town Meeting. Fenton made a motion to proceed with the proposals as presented and to ask to have done no later than fall and contingent upon DRA approval. Stewart seconded the motion and the motion passed unanimously.
- C. Review of Code of Conduct – Cowdrey drew up a new Code of Conduct after reviewing ones of other towns and distributed to board members. Stewart made a motion to approve the Code of Conduct with the amendment of removing the second sentence in #4. Fenton seconded the motion and the motion was approved unanimously.

- D. Cemetery Mowing Contract - Swenson recused as he is representing the Cemetery Committee. Swenson asked who negotiates the contract for cemetery mowing – the Select Board or the Cemetery Committee. He advised that Poulin Property Maintenance would like a 2-year contract as last year which is good through 2026. Sieburg stated that Town Counsel previously stated that the contract should be no more than a 2-year contract. Swenson asked if a contract can be negotiated with Poulin or do they need bids. Sieburg stated that the argument can be made to not bid. Stewart stated the Procurement Policy says bids are necessary; however, the Committee can make the final decision. Fenton made a motion to follow the Procurement Policy with no more than a 2-year contract. Cowdrey seconded the motion and the motion passed unanimously.
- E. Purchase AED Kit for Blackwater Park / Field from Recreation Funds at \$1,064.00 – Sieburg stated that Alan Hanscom of the Recreation Committee approached him requesting an AED for Blackwater Park and payment to come out of the Recreation Fund. Brule asked where the device would be located and the response was in the building. Stewart made a motion to approve provided the device is brought in to a warm environment during winter months. Fenton seconded the motion and the motion passed unanimously.
- F. Millennial Moving Solutions – Application for Wholesale Distributor Liquor License – Sieburg stated he had received a letter from the Liquor Commission indicating Millennial Moving Solutions had applied for a Wholesale Distributor Liquor License which would be only distribution to other locations – there would be no sales on premises. A formal letter is requested of the Select Board. Fenton made a motion for Sieburg to prepare and send a letter. Cowdrey seconded the motion and the motion passed unanimously.

Signatures

- A. Trustees of Trust Fund Reimbursement Request for \$1,559.67 for SQL Server Mainstay 2/26 / 2/27
- B. Trustees of Trust Fund Reimbursement Request for \$3,899.62 for Bridge Rehab & Beam Rental 2025 / 2026
- C. Trustees of Trust Fund Reimbursement Request for \$1,854.46 for Welfare Rental Assist 2025
- D. Trustees of Trust Fund Reimbursement Request for \$53,809.50 for Highway Projects 2025
- E. Trustees of Trust Fund Reimbursement Request for \$12,838.52 for Town Buildings Maintenance 2025
- F. Trustees of Trust Fund Reimbursement Request for \$13,341.00 for Transfer Station Equipment 2026
- G. Payroll Manifest for 4/17/2026 in the amount of \$41,722.22
- H. Payables Manifest for April 17, 2026 in the amount of \$436,247.36
- I. July 2026 Ambulance Service Agreement City of Franklin in the amount of \$72,250.00 (July 2026 payment)
- J. Gravel Tax Levy for Timothy Wunderlich, Tax Map 18, Lot 520,168

There being no further discussion, at 8:27 p.m. Cowdrey made a motion to enter non-public session per RSA 91-A:3 II (a). Swenson seconded the motion and the motion passed unanimously.

Swenson made a motion to enter back into public session at 8:45 p.m. Cowdrey seconded the motion and the motion passed unanimously.

Swenson made a motion to adjourn at 8:46 p.m. Cowdrey seconded the motion and the motion passed unanimously.

Respectfully submitted,

Lisa Meier, Recording Secretary