TOWN of
ANDOVER
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Incorporated 1779

SELECT BOARD

Regular Meeting Minutes

May 7, 2026 @ 6:00 PM

Andover Town Hall

MEMBERS PRESENT

Dana Swenson, Chairman
Jim Delaney, Member
Charlie Stewart, Member
Mark Cowdrey, Member
Absent: Vice Chairman Les Fenton (out of town)

STAFF PRESENT

Don Sieburg, Town Administrator (recorded minutes in the absence of the Town Clerk)
Jeremy Cornell, Highway Supervisor

MEMBERS OF THE PUBLIC

Deb Hunter, Jim Danforth, Donna Duclos, Roland Carter

I. CALL TO ORDER

Chairman Swenson called the meeting to order at 6:02 PM. A quorum was present with four of five Select Board members in attendance. Vice Chairman Fenton was not present.

Note: Town Clerk/Tax Collector Lisa Meier was absent due to illness. Town Administrator Sieburg recorded the minutes.

Chairman Swenson reviewed the agenda: review the April 16, 2026 minutes; public comment; old business (2025 Investment Policy and 2025 Delegation of Deposit Authority Policy); new business (2026 Paving Plan, RSMS Contract, CCDS Contract, Innovative Surface Solutions Contract, and employee annual review process); signatures; and adjournment.

II. APPROVAL OF MINUTES – APRIL 16, 2026

The Board reviewed the draft minutes from the April 16, 2026 Regular Select Board Meeting.

The following corrections were identified:

- The school superintendent's last name was missing from the minutes. It was confirmed as Masterson (Catherine Masterson).
- A typographical error was noted in the first paragraph.
- The heading of the meeting notice needed to reflect both the public hearing and the regular meeting portions of the April 16 session.

Discussion was held regarding the general level of detail in the minutes. The Board noted that minutes should clearly document motions, votes, and the subject matter of discussion without requiring an exhaustive transcript-level record.

Action: The Board agreed to defer formal approval of the April 16, 2026 minutes to the next regular meeting. Town Administrator Sieburg will incorporate the corrections identified above and distribute the revised draft to all Board members for review prior to the May 21, 2026 meeting.

III. PUBLIC COMMENT

No public comment was offered.

IV. OLD BUSINESS

A. 2025 Investment Policy – Annual Review

Town Administrator Sieburg presented the Investment Policy for annual review, noting that the 2025 audit has commenced with auditors from Plodzik & Sanderson conducting preliminary fieldwork.

The Town's independent auditors require evidence that the Select Board has reviewed the Investment Policy on an annual basis. The policy was last formally reviewed and signed in 2024. Because the review was not completed during the 2025 fiscal year, this review is being performed retroactively.

The policy has not been substantively amended in approximately six to seven years. It establishes broad investment parameters consistent with New Hampshire RSA requirements, prioritizing safety, liquidity, and yield. The Board discussed the policy's general framework and confirmed that no changes to the policy are warranted at this time.

A notation will be added to the policy document as follows:

"This policy was most recently reviewed at the Regular Select Board Meeting on May 7, 2026. This review was performed retroactively for the 2025 fiscal year."

B. 2025 Delegation of Deposit Authority Policy – Annual Review

Town Administrator Sieburg also presented the Delegation of Deposit Authority Policy for annual review under the same rationale. This policy is derived directly from RSA and has not been modified.

The same retroactive review notation will be applied:

"This document was reviewed and signed at the Regular Select Board Meeting on May 7, 2026. This review was performed retroactively for the 2025 fiscal year."

No Board action beyond signature was required for either policy.

V. NEW BUSINESS

A. 2026 Paving Plan

Town Administrator Sieburg introduced the item and turned the floor over to Highway Supervisor Cornell, who presented the proposed 2026 paving plan. The plan was finalized and committed to writing on the afternoon of May 7th.

The 2026 paving budget is $400,000. Highway Supervisor Cornell noted that 100% of the budget cannot be committed to pavement itself, as funds must be reserved for shoulder work, gravel, equipment rental, etc. An effective working budget for pavement is approximately $380,000.

Three projects are proposed for the 2026 season:

- Project 1 – Plains Road (Route 11 to Route 4): Road surface is deteriorating, presenting safety concerns. The treatment approach is shimming and overlay (no reclamation).
- Project 2 – Elbow Pond Road (Mid-section starting from 2025 work to Old College Road): Road is actively breaking apart; safety and structural concerns. Same approach – shim and overlay.
- Project 3 – Flaghole Road (Route 11 to Boston Hill Road): Significant prior cold-patch investment in this section; limited pavement remaining. Shim and overlay approach; some hand-work with compactor in lieu of full paver passes in selected areas.

Highway Supervisor Cornell also identified roads for consideration in the 2027 season: Maple Street, Bay Road, Hall Road, and North Short Street.

Discussion adressed the condition of Flaghole Road and whether shimming alone would be sufficient given the deteriorated base. Highway Supervisor Cornell acknowledged that sections of Flaghole Road have minimal remaining base material, that a core sample would be

informative, and that reclamation is not feasible with available funding. The work proposed is the best available option within the budget.

Highway Supervisor Cornell noted that he has met with four paving contractors and that three have indicated they will submit bids: R&D Paving, Peckham (formerly GMI), and Blacktop. Sealed bids are to be delivered to the Highway Supervisor's office prior to the May 21, 2026 Select Board meeting.

Discussion was held regarding road width on Plains Road, specifically whether it could be restored to a wider dimension. The road was narrowed by a prior Select Board to reduce paving costs and restoring it to its original width would add significant expense. The Board agreed that restoring the width is not warranted at this time. There was brief discussion of road striping; Highway Supervisor Cornell indicated no striping is planned.

R&D Paving Discussion

Town Administrator Sieburg advised the Board that earlier in the afternoon, while Selectman Delaney was present in the Town Administrator's office, R&D Paving sales representative Jeff Twarog called to inquire about the Town's intentions for the 2026 season. The call was placed on speakerphone with Selectman Delaney present, and one of the owners, Matt DuBreuil, joined the call.

The discussion revealed a discrepancy in understanding: R&D Paving believed that the prior contract (for Flaghole Road, 2025 season) had never been formally cancelled and that they remained in line for paving work in 2026. The Town's position is that the decision not to proceed with Flaghole Road was made at the regular Select Board meeting on September 4, 2025 (due to late-season timing and budget constraints) and reaffirmed at the January 22, 2026 Select Board meeting.

Discussion was held regarding whether the Board should formally vote to cancel the prior contract. Selectman Stewart advised against making such a motion, reasoning that a formal vote to cancel the contract tonight could be interpreted as an acknowledgment that the contract had remained in effect up to this point, potentially creating legal exposure. The consensus position of the Board is that the prior contract was effectively concluded in September 2025 when both parties ceased to move forward, and was definitively superseded when the Board redirected the paving program at the January 22, 2026 meeting.

Chairman Swenson made a motion that was seconded by Member Cowdrey to formally cancel the prior contract with R&D Paving. Following discussion, the motion and second were rescinded. No vote was taken.

The Board's agreed position: The prior contract is considered concluded. R&D Paving is welcome to submit a sealed bid on the 2026 projects along with all other qualified contractors. All awards will be made in accordance with the Town's procurement policy; no contractor is guaranteed work.

Town Administrator Sieburg will communicate this position to R&D Paving.

B. Road Surface Management System (RSMS) Contract

Town Administrator Sieburg presented the formal contract from the Lakes Region Planning Commission (LRPC) for the Road Surface Management System (RSMS) assessment, previously discussed at the April 16, 2026 meeting.

The contract terms are as follows:

- Scope: Objective evaluation of town road conditions by LRPC staff; data entered into the statewide SADES database.
- Fee: $10,000, paid in two equal installments of $5,000 – one upon execution of the agreement and one upon delivery of the final report.
- Timeline: Data collection to be completed by approximately Labor Day 2026; final report, forecasting maps, and pavement management recommendations to follow in late 2026/early 2027.

The RSMS data will inform future bond planning. The Board discussed the timeline in relation to a potential road bond for the 2027 or 2028 Town Meeting. While data collection will be substantially complete by fall 2026, assembling the full scope of information needed to present a bond to Town Meeting – including project-level cost estimates, pavement condition indices, and attorney review – will require significant additional work. The Board acknowledged that a 2028 Town Meeting target for a bond may be more realistic than 2027.

C. Culverts and Closed Drainage Systems (CCDS) Contract

Town Administrator Sieburg also presented the CCDS contract from LRPC, also previously discussed.

The contract terms are as follows:

- Scope: Inventory and condition assessment of culverts and closed drainage systems; data entered into the statewide SADES database.
- Fee: $17,556.64, based on an estimated inventory of approximately 450 culverts. If additional culverts are identified during the survey, the cost is included within the fixed fee.
- Payment: 50/50 split, consistent with the RSMS contract structure.
- Timeline: Inventory and data collection through August 2026; concurrent with municipal input process through fall 2026.

The Board noted that the CCDS assessment is particularly valuable to Highway Supervisor Cornell for planning culvert replacement and maintenance work and for structuring future road improvement projects.

The Board authorized execution of both the RSMS and CCDS contracts with LRPC.

D. Innovative Surface Solutions Contract

Town Administrator Sieburg presented a proposed contract with Innovative Surface Solutions, a regional provider of magnesium chloride for dust suppression and road de-icing treatment, headquartered in Glenmont, New York, serving the Northeast and beyond.

Background: The Highway Department currently purchases calcium chloride for dust control from a supplier for whom it is not a primary business line. The current delivery and storage setup requires staff to climb a ladder to fill a tank, which Town Administrator Sieburg and Highway Supervisor Cornell identified as a safety concern. The existing tank lacks a level gauge and proper valves.

The proposed contract includes:

- One 3,000-gallon storage tank (leased; the Highway Department already owns a 3,000-gallon tank and will retain it, connecting the two)
- One 925-gallon spray system for the truck
- 20 feet of two-inch hose, docking hardware, signage, and freight
- Total equipment value: $16,064 (leased, not purchased; equipment is serviced and maintained by Innovative)
- Minimum 2026 purchase commitment: 11,000 gallons of magnesium chloride at $1.36/gallon = $14,960
- Approved Town Meeting budget line item: $15,000

Highway Supervisor Cornell described the advantages of magnesium chloride over calcium chloride: it is effective to approximately -30°F (useful as a winter pre-treatment wetting agent as well as a summer dust suppressant), is less corrosive than standard calcium chloride, and does not contribute to road surface degradation in spring as long as appropriate quantities are applied. He noted that past issues with roads turning muddy were attributable to over-application, not to the product itself.

The Board discussed whether other vendors could supply the same product locally. Highway Supervisor Cornell indicated that there are essentially two suppliers; the current vendor does not consider this product their primary business, while Innovative specializes in it and has an established service model with other NH municipalities.

If the Town chooses to terminate the contract, Innovative will retrieve the leased equipment at no additional cost.

The Board authorized execution of the Innovative Surface Solutions contract.

E. Employee Annual Review Process

Town Administrator Sieburg raised the issue of outstanding employee performance reviews.

The Select Board discussed the appropriate process for conducting reviews and the following general framework was agreed upon:

- Town Administrator Sieburg, in coordination with the employee's supervisor, where applicable, will prepare draft performance evaluations for employees.
- Draft evaluations will be submitted to the Select Board for review prior to being shared with the employees.
- The Select Board may provide input on the evaluations before they are delivered.
- Following the review meeting with the employee, Town Administrator Sieburg will return to the Select Board with a compensation recommendation (e.g., full merit increase, partial increase, etc.). The Select Board retains authority to approve, modify, or override any recommended adjustment.
- Per the employee compensation policy previously adopted by the Board, all adjustments will be retroactive to each employee's anniversary date.
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The Board agreed that evaluations should be tailored to specific positions and employees rather than using a generic checklist format. Evaluations should incorporate prior-year goals and an employee self-assessment component, with a forward-looking goals section for the coming year.

F. Highway Department Update

Highway Supervisor Cornell provided a general update on departmental operations:

Road Sweeping

- Town-wide road sweeping has been completed by Highway Supervisor Cornell personally. The sweeping involved cleaning up approximately 53 winter sand applications, resulting in above-average material accumulation.
- Several complaints were received from residents regarding sand on private property. Highway Supervisor Cornell responded professionally and explained the limitations of the sweeping operation. He noted that some requests (e.g., raking and landscaping private lawns) were outside the scope of municipal operations.
- Highway Supervisor Cornell stated he will investigate the cost of having a vacuum sweeper brought in for certain roads that are suitable candidates.
- Town Hall sweeping: The Highway Department will handle the Town Hall parking area when time permits.

Equipment and Maintenance

- All plow equipment has been stripped, washed, and stored.
- Road grading has commenced; ditching is underway.
- The newer CV is at TMS for repairs, not Reed.

- The Freightliner experienced a battery failure (bad batch); both batteries were replaced on-site at no significant cost.
- A radio has been ordered for the mini excavator, the last piece of equipment without radio communication capability. This was deferred from the prior year.
- Two tires for the grader have been purchased and placed in storage for installation later in the season, as front tires are still serviceable.
- A new water pump for the sweeper has been ordered (the prior pump was not functional; the issue predates Highway Supervisor Cornell's tenure).
- The hot box is currently in the paint shop; estimated delivery date is May 21, 2026. Decals with the Town seal are being arranged through a Tilton vendor. The hot box will be on display at an upcoming equipment show.
- The large snow blower and hand compactor have been fully serviced; the jumping jack is next. Highway Supervisor Cornell noted that several pieces of equipment had not been serviced in prior years.

Culvert and Catch Basin Work

- Staff have been deployed to inspect every culvert in town, divided into four sections by employee. A list of culverts requiring excavation, flushing, or replacement is being compiled.
- Approximately 50–60 culverts are plugged. Highway Supervisor Cornell is authorized to use the Andover Fire Department truck to flush culverts where feasible.
- If culverts cannot be flushed in-house, Highway Supervisor Cornell will engage with Bellemore (estimated $5,000-$6,000 at approximately $275/hour). Work will be batched and pre-staged to maximize efficiency.

Safety and Training

- A lockout/tagout board with all required locks and devices has been installed at the highway facility. Staff training is planned.
- Equipment tagging for out-of-service conditions is being implemented.
- Four highway employees have been enrolled in training courses: two have completed the safety component of backhoe school, two have completed the safety component of grader school. Hands-on machine operation days are the next step. Total training cost for all employees was approximately $600.
- Highway Supervisor Cornell has also enrolled in additional courses including road plan/layout and budgeting.

Truck Fleet

- Highway Supervisor Cornell and Selectman Delaney noted that several municipalities in the region are experiencing significant issues with their CVs, primarily electrical problems, and that many are moving away from Reed as a vendor.
- The Town of Grafton recently convened a public meeting and voted to discontinue purchasing from Reed following a major repair failure.

Truck from New London (Auction Acquisition)

Highway Supervisor Cornell reported that the six-wheel truck purchased from New London will be picked up Tuesday or Wednesday of the week of May 11, 2026.

Sale of Old Red Dump Truck

Discussion was held regarding the sale of the Town's old red dump truck.

The Board authorized Highway Supervisor Cornell and Town Administrator Sieburg to proceed with listing the truck at an asking price of $10,000. The Board set a floor price of $7,500.

Motion by Selectman Cowdrey: Authorize Town Administrator Sieburg and Highway Supervisor Cornell to accept a sale price for the red dump truck with a floor of $7,500, subject to Town Administrator Sieburg's review and approval by Chairman Swenson prior to acceptance.

Second: Provided by Chairman Swenson.

Vote: All in favor. Motion carried.

VI. CONSENT AGENDA – SIGNATURES

The following items were presented for Board signatures:

- Veteran Tax Credit – Map/Lot 30/665-211 – Karissa Ulrich
- Veteran Tax Credit – Map/Lot 30/665-211 – Gregory Ulrich
- Payables Manifest dated May 1, 2026: $76,658.69
- Payroll Manifest dated May 1, 2026: $45,913.65
- 2026 MS-232
- Intent to Cut Timber – Map/Lot 3/107-350 – W. Reed
- Payables Manifest dated May 1, 2026: $50.00 (Void and Reprinted Check)

VII. ADJOURNMENT

There being no further business, Selectman Delaney made a motion to adjourn, seconded by Selectman Cowdrey; all were in favor, and the meeting was adjourned at 7:37 PM.

Respectfully submitted,

Don Sieburg, Town Administrator