



SELECT BOARD
Regular Meeting Minutes
June 18, 2026 – 6:00 PM
Andover Town Office – Meeting Room

Members Present:

Chairman Dana Swenson, Vice Chairman Les Fenton, Member Charlie Stewart, and Member Mark Cowdrey.

Members Absent: Member Jim Delaney (absent due to illness).

Also Present: Town Administrator Don Sieburg; Highway Supervisor Jeremy Cornell (Town Clerk / Tax Collector Lisa Meier was on vacation).

Members of the Public: Donna Duclos, Jon Champagne, Jim Hanson, John McDonald, and Matt Hollins.

I. Call to Order / Roll Call

Chairman Swenson called the meeting to order at 6:00 PM. Roll call confirmed the presence of Chairman Swenson, Member Cowdrey, Member Stewart, and Vice Chairman Fenton. Member Delaney was absent.

II. Review of Agenda

Chairman Swenson reviewed the agenda. Vice Chairman Fenton requested the addition of an item to revisit the Board's prior action combining the Treasurer's duties with those of the Town Administrator; this was added to the agenda as New Business item (e). The Board also added a non-public session under RSA 91-A:3, II(c).

III. Review & Approval of Minutes

June 4, 2026 – Regular Meeting

Minor grammatical corrections to the draft minutes were noted.

***Motion:** Member Stewart moved to approve the June 4, 2026 minutes as amended. Seconded by Member Cowdrey. Vice Chairman Fenton abstained, having been absent from the June 4, 2026 meeting; all remaining members voted in favor. Minutes approved as amended.*

IV. Public Comments

Jon Champagne addressed the Board to commend Highway Supervisor Jeremy Cornell for the marked improvement in the Highway Department over the prior eight months, citing the condition of the equipment fleet, winter plowing and sanding operations, and proper culvert installation. Mr. Champagne offered to provide approximately four to five loads of state-spec gravel, together with the use of his road roller, to improve a hill on a Town road.

IV. Public Comments (cont.)

The Board noted that the acceptance of donated materials is subject to requirements set out in the RSAs and recalled prior complications arising from material donated without prior coordination. To address those considerations, Mr. Champagne offered instead to sell the material to the Town at a nominal rate of one dollar per load. The Board indicated it would coordinate with the Highway Supervisor to arrange the purchase consistent with applicable requirements.

Chairman Swenson noted his recent observation of ditching and culvert work on Hoyt Road, and expressed the Board's appreciation for and confidence in the Highway Supervisor.

Jim Hanson commended the Highway Supervisor and crew for substantial improvements in road patching, shoulder repair, and overall road safety, and noted the visible, consistent presence of the crew. He credited the long-planned reorganization of the Highway Department as coming to fruition and thanked the Board for its support of the department.

V. Old Business

a. Town Meeting Minutes

Vice Chairman Fenton raised that the minutes of the Annual Town Meeting could not be located - having neither been published, finalized, nor otherwise made available - and requested that the inquiry be made part of the public record.

b. Town Administrator Review – Rubric & Schedule

The Board discussed the evaluation instrument for the Town Administrator's performance review. Member Cowdrey expressed that the prior rubric, with detailed descriptors under each element, was cumbersome, and presented a revised approach keyed directly to the Town Administrator's job description, with narrative comments prepared for each category (noting what worked well, what needs improvement, and whether an item should become a goal) rather than item-by-item scoring. The Board discussed:

- Tailoring future evaluations to the specific job description of each position rather than using a single generic form.
- Conducting goal-setting collaboratively with the Town Administrator following the review.
- Deferring the solicitation of input from department heads and staff (e.g., Finance Director, Land Use, Highway Supervisor, Police Chief) to a future evaluation cycle; for the current cycle, the instrument is limited to the Board's evaluation of the Town Administrator, with no peer input solicited at this time.

V. Old Business (cont.)

The Board reviewed its process: each member completes an evaluation, the results are compared against the Town Administrator's self-assessment, and areas of divergence are discussed, followed by joint goal-setting. Member Cowdrey agreed to circulate his materials in advance, targeting Monday.

Schedule: The Board scheduled a Special Meeting for Friday, June 26, 2026 at 9:00 AM to work on the evaluation rubric. The Town Administrator will not attend this meeting.

c. Strategic Plan

Member Cowdrey circulated feedback and proposed refinements to the strategic plan framework previously distributed by Chairman Swenson. The Board agreed that the document warrants dedicated time, identifying several questions requiring clarification, including the target range for the Unreserved Fund Balance, the intended scope of the Purchase Order system, priority infrastructure projects that may require bonding, and measurable goals and timelines for communication initiatives. The Board referenced a letter received from Mr. Danforth and expressed a desire to advance the plan to a point where it can be posted to the Town website.

Schedule: The Board scheduled a Special Meeting for Friday, July 10, 2026 at 9:00 AM to work on the strategic plan.

d. Combined Treasurer / Town Administrator Review

Vice Chairman Fenton distributed a one-page, two-sided summary to the Board addressing the prior action combining the duties of Town Treasurer with those of the Town Administrator. He explained that, in response to an undercurrent of dissatisfaction - including assertions that the arrangement was illegal - he had researched the question and wished to place the findings on the public record. The summary sets out, on one side, the circumstances under which the two positions may lawfully be held by one person and, on the other, the circumstances under which they may not. The materials cite RSA 41:26-c and additional statutes and are drawn from New Hampshire Municipal Association guidance. Vice Chairman Fenton stated that the arrangement is legal, is permitted under the conditions present in Andover, and was properly executed as a transition from a temporary to a permanent appointment, while noting that specific prohibitions would apply under other conditions not currently present.

The Board further discussed the financial checks and balances currently in place, including the multi-layer review of manifests and invoices (Finance Assistant to Finance Director to Town Administrator to Board) and the fact that the Town Administrator has view-only access within the MTS accounting system and does not write checks. The Board noted the distinction between an elected and an appointed treasurer and the corresponding need for appropriate balances. No action was taken; the item was informational and placed on the public record.

VI. New Business

a. Transfer Station Hours – 4th of July

Town Administrator Sieburg noted that July 4, 2026 falls on a Saturday - the Transfer Station's usual Saturday operating day - and that the matter was placed on the agenda at the request of a Board Member following mixed resident input. Options discussed included opening Saturday with extended Sunday hours, or operating regular hours on Sunday only. The Board noted the long-standing practice, on the infrequent occasions when the 4th of July falls on a Saturday, of closing Saturday and opening Sunday, with no budget impact to staff.

***Motion:** Vice Chairman Fenton moved that the Transfer Station not open on Saturday, July 4, 2026, and instead open Sunday, July 5, 2026 for regular hours. Seconded by Member Cowdrey. All in favor. Motion carried.*

The Board directed that the closure be noticed promptly on the Town website, the digital sign, and at the Transfer Station.

b. Designate Accessible / Handicap Parking for July 4th

As in prior years, the Board considered designating the area in front of Town Hall as accessible / handicap parking for the July 4th festivities.

***Motion:** Member Stewart moved to designate the area in front of Town Hall and Library as accessible / handicap parking for the July 4th festivities. Seconded by Member Cowdrey. All in favor. Motion carried.*

c. Highway Supervisor Report

Highway Supervisor Cornell reported that he had been out sick for much of the week but had remained in contact with the crew, who continued operations. He provided the following update:

- Crews completed patching, ditching, and culvert clearing during the week.
- Hoyt Road: significant progress on the hill, with ditching performed prior to grading; approximately 150 loads of material have been hauled out, an area that had not been addressed in a very long time.
- More than seventy culverts have been identified as plugged and in need of attention.
- 2026 Paving Projects: Flaghole and Elbow Pond have been paved, and driveways repaired
- Paving Plains Road is delayed until a large culvert can be addressed. Replacement is anticipated. The work will require a road closure and was timed to follow the end of the school year; a larger excavator has been donated to assist. Timing depends on weather and water conditions, with associated paving to follow in August or September.
- The grader has been over the main roads approximately twice and most of the secondary roads.
- Approximately 25 tons of hot patch has been placed.

VI. New Business (cont.)

Town Administrator Sieburg added that he, Highway Supervisor Cornell, Member Cowdrey, and Vice Chairman Fenton met with the Lake Region Planning Commission to kick off the Road Surface Management System (RSMS), which went well. Sieburg also attended a road maintenance class presented by the UNH T2, and found it valuable, with more to follow.

Sam Hill Bridge: Town Administrator Sieburg reported he is awaiting details about the concrete trucks that need to cross the bridge and is in communication with the Town's consulting engineer (Josif) regarding the bridge's weight designation and equivalent single axle load. The bridge is weight-restricted owing to the condition of its wood decking and degraded steel I-beams, as documented in the engineer's photographs. The matter is to be continued.

d. Planning Board Update – Vice Chairman Fenton (Ex Officio)

Vice Chairman Fenton, ex officio member of the Planning Board, provided an update:

- The master plan update has been temporarily placed on hold. The current master plan is considered sufficient and compliant for present purposes; significant changes are not anticipated, though reserved chapters may be filled in.
- The Planning Board's present priority is bringing the zoning ordinance into compliance with recent State legislative changes (for example, conflicts between the State ADU statute and the local ordinance), with the goal of presenting a reconciled ordinance for re-ratification at the March Town Meeting.
- Two distinct enforcement tracks were described: (1) enforcement of the zoning ordinance, which is statute-based (RSA 674 / 676) and must be written into the zoning ordinance; and (2) enforcement of local ordinances (e.g., camping, parking, beach use, winter maintenance, Transfer Station), which requires a separate enforcement policy adopted under RSA 31:39-c and presented to the legislative body for authorization. This second track falls to the Select Board.
- Vice Chairman Fenton is working with the Land Use Coordinator on both tracks. The camping ordinance rewrite is complete; a local-ordinance enforcement policy will be brought back to the Board.
- The Board discussed the distinction between the roles of the Planning Board and the Select Board and the importance of each body remaining within its proper scope, noting that the administrative steps of enforcement - notice of violation and cease-and-desist - fall to the Select Board's side. Chairman Swenson and Member Stewart emphasized incorporating established codes and statutes by citation rather than rewriting them.
- Town Administrator Sieburg read into the record citations from RSA 674:1 and RSA 674:2 concerning the duties of the Planning Board and the purpose of the master plan.

VII. Manifests & Signatures

The following were reviewed and signed by the Board at the outset of the meeting:

- **Payables Manifest (6/12/26):** \$823,971.04
- **Payroll Manifest (6/12/26):** \$51,330.91
- **Intent to Cut Timber:** 24/356-600, R. Berti

VIII. Non-Public Session

***Motion:** Member Stewart moved to enter non-public session under RSA 91-A:3, II(c) at 7:16 PM. Seconded by Chairman Swenson. All in favor. Motion carried.*

The Board entered non-public session at 7:16 PM and reconvened in public session by roll call at 8:22 PM.

IX. Adjournment

***Motion:** Member Stewart moved to adjourn at 8:24 PM. Seconded by Chairman Swenson. All in favor. Motion carried.*

The meeting was adjourned at 8:24 PM.

Respectfully submitted,

Don Sieburg, Town Administrator

