

**Select Board Meeting**  
**October 21, 2025**  
**Andover Town Hall, 4:30 p.m.**

*\*Posted agenda is subject to change\**

**MEETING ATTENDANCE**

**Selectboard Members:** Brian Mills (BM) & Justin Thacker (JT)

**Secretary to the Board:** Susan Mills (SM)

**Department Heads:** None

**Board Members:** None

**Citizens:** None

**MEETING CALLED TO ORDER & FLAG SALUTE:** 4:32 p.m. by BM / JT

**SELECT BOARD UPDATES**

*Brian*

- Early meeting as we both are attending the Oxford County Budget Meeting in South Paris at 6 p.m.

*Justin*

- United Insurance Waste Management Policy was cleared for liability purposes
- Heard from Matt on the (Town Hall) attic, engineering plan, blueprint and estimate received
- G/A update - starting in January 2026 all towns have to have General Assistance office hours for half the time the Town Office is open; an audit is going to be late winter/early April. I cannot do those hours. SM – did you ask if smaller towns could be exempt? JT – I did, no exemption for smaller towns
- Four voicemails on General Assistance messaging but all were for taxes. I responded to all of them. SM – forward these to the Town Clerk and we will take care of them

**CITIZEN REQUESTS/ANNOUNCEMENTS** – *follows Roberts Rules of Order*

- None

**MEETING MINUTES - APPROVAL**

1. **Motion** to approve meeting minutes dated 10/14/25 made by BM / seconded by JT  
**Discussion** – BM – did Mark Thurston say the State want him to enforce stickers? SM/JT – Yes  
**Vote** - Carried

**WAGE WARRANT #17**

1. **Wage Warrant #17**  
**Motion** to pay Wage Warrant #17 in the amount of \$4,927.05 made by BM / seconded by JT  
**Discussion** - Payroll  
**Vote** - Carried

**2. Adjusted Wage Warrant #16**

**Motion** to pay Adjusted Wage Warrant #16 original amount of \$5,031.38, additional fees of \$ 1,042.39 for a new total of \$6,073.77 made by BM / seconded by JT

**Discussion** - None

**Vote** - Carried

**FINANCIAL WARRANT #17**

**1. Andover Water**

**Motion** to pay Andover Water District \$8,201.30 made by BM / seconded by JT

**Discussion** – water bill

**Vote** – Carried

**2. CMP**

**Motion** to pay CMP in the amount of \$1,453.99 made by BM / seconded by JT

**Discussion** – None

**Vote** – Carried

**3. Cives/Viking**

**Motion** to pay Cives/Viking in the amount of \$1,133.85 made by BM / seconded by JT

**Discussion** – Plow sharpening service fees

**Vote** – Carried

**4. Elan**

**Motion** to pay Elan in the amount of \$2,028.41 made by BM / seconded by JT

**Discussion** – None

**Vote** – Carried

**5. MMEHT**

**Motion** to pay MMEHT in the amount of \$1,762.41 made by BM / seconded by JT

**Discussion** – None

**Vote** – Carried

**6. Secretary of State**

**Motion** to pay Secretary of State in the amount of \$1,014.00 made by BM / seconded by JT

**Discussion** – None

**Vote** – Carried

**7. Remainder Warrant #17**

**Motion** to pay remainder of Warrant #17 for a total of \$16,074.53 made by BM / seconded by JT

**Discussion** - None

**Vote** – Carried

**DEPARTMENT HEAD REPORTS**

None

## **BOARD/COMMITTEE REPORTS**

None

## **OLD BUSINESS**

### **1. Puzzle Mountain Soapery Personal Property Tax Letter**

**Motion** to accept the letter from Puzzle Mountain Soapery to be removed from Personal Property tax list made by BM / seconded by JT

**Discussion** – None

**Vote** - Carried

## **NEW BUSINESS**

### **1. Abatements (2) – Shellpoint Mortgage (Grafton/Anderson)**

**Motion** to made by BM, seconded by JT

**Discussion** - Fees for building reported as taken down in 2024, system not updated

**Vote** – Carried

### **2. Recreation Bench Donations**

**Discussion** – BM – donations to off-set purchases of the benches, question is whether to put in the designated account vs regular account which goes to surplus. Were the benches paid out of regular account? If designated account, we (the board) must approve designated fund spending and we can choose to do that shuffle (move the invoice to designated vs regular account). If Amber wants to move designated funds... we can hold off and give it a thought and see what the balance is and move forward from there.

### **3. Sign Shortened Election Warrant**

**Motion** made to approve the Shortened Election Warrant by BM / seconded by JT

**Discussion** – Required approval for Select Board vacancy election November 4th

**Vote** – Carried

## **OTHER BUSINESS/FYI**

### **1. Veterans Day 11/11**

**Motion** to move Select Board meeting from Veterans Day to Thursday, 11/13, made by BM / seconded by JT

**Discussion** - None

**Vote** - Carried

## **EXECUTIVE SESSION**

## **ADJUSTMENTS TO AGENDA**

### **1. Property Tax Correction**

**Discussion** – BM – did Brad come in the office today? SM – yes he did; JT – is this Brad Best tax shed issue - it didn't get fixed? Should I have followed up? Curious on protocol.

- BM- the best way to make sure it does get done is to forward the forms to O'Donnell's directly
- SM – if directly emailing them, please also forward to secretary email and I will create a folder for abatements sent

**2. Remote PC for Laptops**

**Discussion** - SM – Brian Phelps will be on site tomorrow to add Remote PC to select board, secretary, and treasurer laptops to allow access to the office computer servers and use of MS Office applications

- JT – I cannot send a separate email to the Secretary or Town Clerk; SM – I will let Brian know

**3. Renovation Update**

**Discussion** – SM - The Town Office renovation has been delayed due flooring being on back order, expected arrival is 10/31. We will be down to the wire on notifying citizens if the office will be open and where; JT – so we will plan to meet on 10/30 to move items? SM – yes, may need to move to following week; SM – they also cannot rent a POD for this area so we need to find an enclosed trailer that locks

**4. Recreation Email**

**Discussion** - BM – we received an email from Mary (Cloutier) on Recreation (committee) stuff. I read their previous meeting minutes, and no motions appeared to be voted on. Members need to be appointed to vote

- In new policy proposal (from the committee) some items need to go before the Town to change
  - i. BM – we have no maintenance of properties plan, and we thank her for wanting to improve it, a lot of things need to happen
  - ii. JT – important we follow policy on procedures. We cannot make some of these decisions

**5. Speed Limit Sign Letter**

**Discussion** – Select Board letter of request to move the speed limit sign to the White property just outside town, as described in the letter, was approved by Betsey & David White on 10/14/25 and received 10/16/25. *Note – no vote was required to accept the letter as the board had previously voted to send the letter to have the speed limit moved upon approval*

**6. Employee 60-Day Review (Secretary)**

**Discussion** - JT – we need to schedule a 60-day review for the secretary. We will delay until we have a new member on board; BM – I believe I can provide feedback, but let’s wait

**MEETING ADJOURNMENT**

**Motion** to adjourn meeting at 5:07 p.m. made by BM and seconded by JT

**Discussion** – None

**Vote** – Carried

*Full meeting audio available upon request: SM MTG AUDIO (date of meeting above)*

Brian Mills      **Date:** 10-28-25  
Brian Mills, Chair

[Signature]