

**Select Board Meeting Agenda**  
**December 16, 2025**  
**Andover Town Hall at 4:30 p.m.**

*You may request to listen to the full meeting audio tape for entire discussion details.*

**Meeting Attendance**

**Select Board** - Brian Mills (Chair-BM), Justin Thacker (JT), Fred Detheridge (FD)  
Select Board Secretary - Susan Mills

**Department Heads**

Per Tripp – Road Commissioner  
Amber Cooper - Treasurer

**Board/Committee Members**

**Recreation:** Mary Cloutier, Karen Thurston, Carol Emery, Clarie Sessions  
**Budget:** Beth Macauley, Joan Forrester, Mike Forrester, Sherry Donovan

**Citizens**

David Gunn, Christine Swain, Brad Donovan

**Meeting** called to order by BM at 4:30 p.m.

**Executive Session**

**Motion to go into Executive Session at 4:32 p.m.** for 1 MRSA 405(6)(A) – Personnel Matters made by BM, seconded by JT

**Vote** - Carried

Exited Executive Session at 4:57 p.m.

**Workshop Session with Recreation Committee (5 p.m.)**

**Discussion** – The Recreation Committee requested a meeting with the Select Board to discuss a list of items provided by committee chair Carol Emery (10/18/25) as well as proposed committee recommendations to update the current Recreation Committee Policy (2016). Full discussion is available on the meeting tape dated 12/16/25 and the Recreation Committee notes from this session are attached.

**Select Board Updates**

Justin

- General Assistance on site requirement of half the hours the office open starts 1/1/26 with an audit in April, I have left a message with G/A admin at the State to see if there is an extension or loop hole we can step out of...I am the only G/A officer currently, BM - we should advertise for an officer however we have no money to hire, JT - we had 8 requests this year, we don't get a lot of requests, AC – is the application on line? JT – it is, but I must respond within 24 hours. They are requiring us to provide a confidential setting while the Town is open to have needs met when they come in
- MMA retroactive pay increase is permissible and must include a paper trail with supporting details. The Treasurer is all set with this
- Public Hearing – approximately 22 citizens attended the Informational Meeting last Tuesday; dialog focus was on small solar projects
- I spoke with the person who previously expressed interest in the ACO position, he said is coming in the morning, 12/17, to get an application and would like to be considered for the position

- We have received a complaint from a concerned citizen regarding dust under the Town Hall rugs and associated environmental dangers they pose. He provided pictures of what is under the rugs and states the floors are deteriorating because of it and the rugs are creating an unsanitary nuisance dust. He stated he has voiced his concerns before and is on record twice regarding this matter. He stopped me Saturday morning and sent me an email to discuss this. I thought he was staying to discuss further but he is not here now. BM – we did motion to remove them (late September). SM offered to correct the situation; PT – also offered to remove the rugs and ask the T/S foreman to drop them off tomorrow and pick some replacement rugs in Rumford.

**Motion** to have the broken-down carpets removed and brought to the Transfer Station by the Highway (Town) Crew made by Brian and seconded by JT

**Vote** – Carried

**Motion** to allow the Town Crew to charge the purchase of several Town Hall rugs made by BM, seconded by JT

**Vote** - Carried

Brian

- Email sent to the State of Maine for repairs done on the Cross Road/Wyman Hill bridge culvert that was repaired and paved due to the situation we were in at the time...hopefully we can get money back to get those repairs done
- Received a reply back from Maine Municipal on Solar Questions – see tape for full discussion

### Citizen Requests

None

### Department/Committee Reports

Per Tripp, Road Commissioner

- Would like to get approval for fixing the Town Garage door that snapped when opening – he received a quote from Overhead Door company for \$3,400 to fix the track and spring cable and since it is over \$2K I am asking to take it out of the Town Garage Repair Maintenance. Patch work around the column needs to be done. BM – related to this space - do you think we could put the salt in the cold storage bay? Isn't the concrete up by 3 feet? PT – Yes, the concrete is up, there is not a lot of room in the bay as I have both trucks, benches from rec committee and signs, so not really any room for that.

**Motion** to pay Overhead Door to fix the Town Garage door for up to \$3,400 from the Town Garage account made by BM, seconded by FD

**Vote** - carried

- The salt shed and shed next to it are both in rough shape, the concrete is cracking and I am nervous during deliveries. I am worried about the permitting for a new shed with the wetlands; BM – maybe check Maine local roads program to see if they can assist. If that shed collapses, we will be in a tough spot
- Washing the trucks - drainage is not good inside the garage bays – we want to keep up with it, but it fills the shop in water. BM - The drainage got blocked off because they didn't know where it was running and it drains very slow. They were filled and are not supposed to be used as drains. We can have drains, but they have to go somewhere. It is a big fine if they are used and not valid drains; PT – I might ask Swasey to use his facility to wash the trucks – I want to stay on top of it especially with the new truck

Amber Cooper, Treasurer

- LRAP – we got a check for about \$46,000, we used \$27K to pay part of our Road bond and the balance went into a designated account – we used \$7K on the East Andover Road; BM - for Farmers Hill Bond (4 more \$72+) can we pay extra on it?
- Requested FD to come assist with computer issues; FD- I will be in the morning to check it out
- Med Care budget is going up in January from \$43 to \$48.75 which is higher than it has typically gone up. FD – they are doing it this way so as not to hit smaller towns like us with a supplemental cost jump mid-year. They have gone to per individual cost for smaller towns.

### Meeting Minutes

**Motion made to accept the Meeting Minutes** for December 9, 2025 by BM and seconded by JT

**Vote** - Carried

### Financial Warrants

**Motion to pay Warrant #25** in the amount of \$6,900 made by BM, seconded by JT

**Vote** - Carried

### Wage Warrants

**Motion to pay Wage Warrant #24** for \$8,426.35 made by BM, seconded by JT

**Vote** - Carried

**Motion to pay Wage Warrant #23** \$7,233.99 adjustment of \$1,677.96 for a new total of \$8,911.95 made by BM, seconded by FD

**Vote** - Carried

### Old Business

- **Fill Replacement (South Arm Road – David Gunn)**

**Discussion** – DG - Quick follow up from in September of 2024 culvert work that was done and fill and trees were removed; I followed up with the board (Nov 2024) and left with the understanding that if there was fill going back by from further up the road I would receive several loads and I am wondering when it was coming back. BM – Swasey said he took some fill in – is that true? DG - I have seen nothing extra come in and due to the other work further up I thought I would; BM - he said he hadn't seeded it yet and would take care of that in the Spring and noted no fill should be going in near the culverts. The good news is we have a Fill Permit process now and if they are working up there, the Road Commissioner will follow-up – we put a hold on it this summer because we didn't have a process and had to check the liability on delivering fill to private property and we have gotten the clear to do so. Sorry for the mix up. Swasey was clear he dropped off fill in the location. DG - The only thing they did was drag out trees and three loads of fill and additional fill they were going to haul away to save them from having to hauled off

### New Business

- **Budget Committee Kick-Off**

**Discussion** – Beth, Sherry, Mike and Joan, recent appointees, were present. A review of what the Budget Committee did was done by Beth, she will call a meeting in early 2026 to get organized and plan future meeting dates with a goal to end within 10 weeks (early April) to ensure the Town has information to move forward with developing of the Town Report. She stated she will again provide a weekly spreadsheet to the board, Amber stated she is going to try to give some historical actuals to assist the committee as well as give all of the department information all at once. AC - I am going to ask the board to join me in helping do the Town Office budget; BM - historically the board has not participated in the process unless is extra if we have had concerns over something we share that The committee has done a great job and the updates by Beth have been tremendous help and the office staff getting us what we spend together. Remember the

figures are only a recommendation, the final vote is with the people; SD - Do we go into line items? AC – we include estimates for phones, etc., postage, lights, water, CMP, internet; BM - we vote on a lump sum budget – vs a line – we trust they spend where they said they would but sometimes departments ask the board to use it elsewhere; SD – if they do not spend it all, where does it go? AC – most goes to surplus – anything over \$300K going back to surplus goes toward taxes.

- **Food Pantry Update**

**Discussion** – Christine Swain - we are very active and approximately 50 families from five towns are using the pantry. I am giving you an invitation to come visit us – thank you for your work. JT – has being open on Tuesday night been successful? CS – when SNAP benefits ceased we thought offering a night option would be better for some, but it has not proven to be so we are going to discontinue them at the end of December; they can call at any time and we will assist folks. Sometimes the school requests food for families and we ensure it is delivered by the bus driver. Some folks just won't come to a local pantry and go out of town even though we wish they would come see us; BM - Was there an increase in need since SNAP issues began? CS - We have had 7 new clients in the past six weeks. Walmart donates to us several times a month.

- **Appoint Appeals Board Member**

**Motion to appoint David Gallant to the Appeals Board** made by BM, seconded by JT  
**Vote** - Carried

- **MedCare 2026 Budget FYI**

**Discussion** – covered under Amber Cooper Department Head comments

### Other

- **Victualers & Lodging Policy**

**Discussion** – JT – Bed and Breakfasts - different towns do different things and to me it falls under short term/long term lodging; JT will send MMA an email to see if Air BNB's fall under this category

- **FEMA Login.gov due 12/21/25**

**Discussion** – Notification from the State requiring a login be made to access future grant funding was received. BM will take care of making or updating the current login.

- **2026 Employee Review Schedule**

**Motion to begin in Jan 2026 to schedule annual reviews of employees hired or appointed** made by JT, seconded by FD

**Discussed** – JT - by Personnel Policy Ordinance we are supposed to do initial 120 day reviews followed by annual employee reviews, and it would be fitting to start doing them; PT – requesting the board allow Department Heads do the evals on their people; FD – I feel we should table it and see who has direct line to the board and decide. We need a standardized evaluation process before sitting down with the employees.  
**Vote** – Motion fails

**Motioned to begin annual reviews starting February of 2026** with the next 4 or 5 weeks allowing us to be prepared to do the reviews made by JT, seconded by FD

**Discussion** – JT – we are in agreement on the principal it is the layout and how we are going to carry it out. If I amend my motion to start in February, can you get on board with this? FD - so start the process in Feb 2026?

JT - Yes

**Vote** - Carried

- **NIMA Compliance Paperwork (due 12/8)**

**Discussion** – FD - I reached out to the EMA folks and Oxford County provided our compliance certification. Now BM can go online and fill it out, there is also required training. Allyson (Hill) knows I will be helping Brian get his training.

### **Holiday Schedule – Select Board**

**Motion** to not hold a Select Board meeting next week made by Brian and seconded by JT  
**Vote** – Carried 2 – 1

**Motion to approve anything the Treasurer has that is time sensitive to be signed off on by the minimum of two select board members in the office** made by BM, seconded by JT

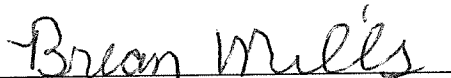
**Discussion** – JT – usually things are 30 days out? AC - not the CC

**Vote** - Carried

### **Adjournment**

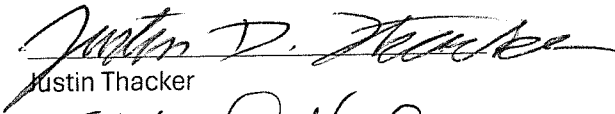
**Motion** made to adjourn at 8:14 p.m. by BM, JT seconded

**Vote** – Carried

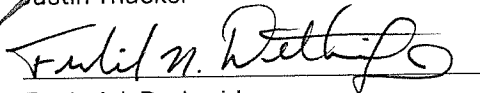


Brian Mills, Chair

Date: 12.30.25



Justin Thacker



Frederick Detheridge