

**Select Board Meeting Agenda  
December 2, 2025  
Andover Town Hall at 6 p.m.**

**Meeting Attendance**

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

**Department Heads**

Melinda Averill, Town Clerk, Tax Collector  
Per Tripp – arrived at end of meeting

**Board/Committee Members**

None

**Citizens**

Margaret Madigan

**Meeting** called to order by BM at 6 p.m. followed by flag salute.

**Select Board Updates**

Justin

- Sent a 2<sup>nd</sup> email to Supt of Schools and have not gotten a response to our request for a report out on how things are going over there
- Sent proposed Cell Phone policy and Victuals and Lodging policy to Board members
  - BM – my concern is with the Air BNB language in it - we may need to have it checked to see if the State will allow the Town to regulate them. Voters have voted down regulating Air BNB's in the past. It is imperative for the Town to know if it is a legit business we are asked to check into in regard to legal matters, for example, our Health Officer going into facility and following the laws based on the property status (residents/business).
  - JT used Rumford's Ordinance for Inn Keepers 268-Section 3 – 4/2019 to go by as well as Bethel's licensing to develop the draft
  - See tape for further discussion, further discussion to be had

Brian

- Communicated with the head of Maine Department of Transportation and Roads about the Abbott Bridge wash out during the FEMA storm. I will be forwarding to them some pictures and information on what it took Swasey to repair it. They were on the wrong bridge and now acknowledge Abbott Bridge by Crossroads as a State bridge. Hopefully the State MDOT will now approve to reimburse us for the cost to fix this bridge and the culvert work done by Swasey. I have contacted several MDOT reps several times and there were State trucks on that site several times and they left a guardrail laying in the field for the past two years, so they should have known to include it in the reimbursement.

**Citizen Requests**

None

**Department/Committee Reports**

Melinda Averill

- Can we ask Mark Chaisson if he is interested in shoveling the Town Hall and Town Office as needed this winter? JT – yes, funds would need to come from Town Hall and Town Office accounts.
- Transfer Station – people not paying and us having the bill them after the fact is time consuming and costs we incur, and folks don't always come in to pay.

- Thank you for including consideration for a stipend for those who use their personal cell phones for work purposes
- Do appeals go to the Select Board or to the Appeals Board? We need two more members if something comes up

Per

- Regarding storm overtime – we had to prep for Sunday’s storm and had a piece of equipment brake down that needed fixing
  - BM – the board doesn't want to micromanage hours worked by the Highway, but if you can take advantage of going home early on other days, and swapping time that would be appreciated. Also, when plowing the Town Hall, can they also shovel the steps and try to not plow past the pavement area? PT – Yes, we can shovel, and I have reviewed not paving past pavement with them

### Meeting Minutes

- **Motion** made to on to accept the Meeting Minutes for November 18, 2025 by JT, seconded by BM  
**Vote** - Carried

### Financial Warrant #23

- **Motion to pay Archies** the amount of \$4,459.00 made by BM, seconded by JT  
**Discussion** – Most of the cost is for cleanup week
  - JT - it looks nice town there with new TV shed
  - BM - did you see the email from BDS Tire on the increase of disposal fees (starting 1/1/2026)? We may need to adjust our fees for tires
  - BM - Broken-up culverts on the left have been there a few weeks, Mark accepted them from Swasey under the impression only a few pickup trucks would be coming in, but it has been more than that. Contractors should account for the cost of getting rid of culverts in their bids
    - JT – I will touch base with Swasey and ask where they came from an Andover or a County road project

**Vote** - Carried

- **Motion to pay Elan** in the amount of \$2,274.53 made by BM, seconded by FD  
**Discussion** – Credit Card charges  
**Vote** - Carried
- **Motion to pay MMEHT** the amount of \$4,427.89 made by BM, seconded by JT/FD  
**Discussion** – Employee health insurance  
**Vote** – Carried
- **Motion to pay Waste Management** the amount of \$2,973.07 made by BM, seconded by JT  
**Discussion** – Tipping fees  
**Vote** – Carried
- **Motion to pay remainder of Warrant 23** in the amount of \$16,882.28 made by BM, seconded by FD  
**Vote** - Carried

### Wage Warrant #23

- **Motion to pay Wage Warrant #23** for \$5,613.08 made by BM, seconded by JT  
**Vote** - Carried
- **Motion to pay Wage Warrant #22** \$6,763.34 adjustment of \$1,491.70 for a new total of \$9,321.39 made by BM, seconded by JT/FD

**Discussion** – Adjustment is ME PERS

**Vote** - Carried

### Old Business

- **Tax Abatement for Personnel Property Act 63 Puzzle Mountain Soapery**  
**Motion** to approve Tax Abatement for Account 63 made by BM/ seconded by JT  
**Discussion** – To remove prior fees to allow this Personal Property Tax account to be closed  
**Vote** - Carried
- **Fill Replacement (South Arm Road – David Gunn)**  
**Discussion** –David was planning to attend but due to the in-climate weather today may have change his plan. BM - This is the property across from Black Brook Bridge where fill was taken out for drainage. I am pretty sure we had Swasey deliver fill to this property that was outside the scope of roadway limitations, but not exactly sure if David was expecting more, but let's verify with Steve; JT - I will ask Swasey about it.
- **Transfer Station Part Time Employee Hire**  
**Motion** to hire Mark Chaisson as per diem Transfer Station Attendant at the rate of \$15.65/hr. made by BM and seconded by JT  
**Vote** – Carried
- **ACO Application**  
**Discussion** – JT – I talked with the other candidate a week ago and he said he was coming in as he was coming to Andover to substitute for Katie, our current ACO. We had one other application this week, however he has no certification. BM – let's give it another week for applications.

### New Business

- **Set workshop date with Town Office employees**  
**Discussion** - JT – I have been working on policy changes and the Town Office staff requested to be involved. I thought the board could have a workshop with them to discuss some Personnel Policy Ordinance changes related to comp time, Family Medical Leave, Earned Paid Leave, etc. as well as other policies; BM – should we invite all Town employees to participate? JT - if they want to come as it affects them, they may be interested, can we invite them after the holidays (no date set), BM - is there someone local that can help us with these meetings? Let the Board know if you can think of anyone.
- **Highway OT Wages**  
**Discussion** – JT - Highway crew hours worked has been questioned during the smaller storms – I wanted to have it on record that the Road Commissioner was asked about the spike in OT hours. He reported they were not planning on the unexpected storm that came in and were out sanding as necessary. BM – they also had a truck break down which added some time, moving forward if the storm falls on a weekend, prior to that, we can ask the Supervisor to keep hours down by leaving early in anticipation of more hours to reduce the OT. JT – they have shifted from 4 x10's to 5 x 8's, if a storm comes in earlier in the week, once they hit max hours they could call it a week with Select Board approval. We do not want to micromanage the crews – but we need to keep on budget – they are allowed 10% overage on Winter Roads.
- **Sidewalk Maintenance**  
**Motion** to discontinue sidewalk maintenance during winter months made by BM, seconded by FD  
**Discussion** – this is something we are required to vote on by November 1 annually  
**Vote** - Carried
- **Recruiting Resources PP Tax Abatement Request**

**Motion** to abate Recruiting Resources for 3 years for \$18.89 and close the account made by BM, seconded by FD

**Discussion** – A letter from owner Kevin Scott, stated Recruiting Resources had not been in business ‘at that site since at least 2015’, JT - a quick Google search shows the business is listed as currently located on South Main Street, Andover.

**Vote** - Carried

- **Sign 25/26 Treasurer Disbursement for Warrants for Employee Wages Policy**

**Motion** to approve the 25/26 Treasurer Disbursement for Warrants for Employee Wages policy made by BM, seconded by JT/FD

**Discussion** – reoccurring signatures needed each year

**Vote** - Carried

- **Budget Committee 2026 Appointments (3)**

**Motion** to appoint Joan Forrester, Mike Forrester, and Sherry Donovan to the 2026 Budget Committee made by BM, seconded by JT

**Discussion** – This will concur the Budget Committee appointments (now at max 5)

**Vote** - Carried

- **Appeals Board Member Needed (Agenda Adjustment)**

**Motion** to update current job posting to show the Town needing two Appeals Board members made by Brian, seconded by JT

**Discussion** –MA - we are currently at one member, and we possibly have an upcoming Appeal request, the board needs to have at least two members, preferably filled at 3, to hear it

**Vote** – Carried

## Other

- **GA Admin Plan for 2026**

**Discussion** – JT – the state is requiring all towns to have a General Assistance Clerk available in the Town Office for half of its regular operating hours, or in our case, 10 hours a week; my schedule cannot accommodate being there 10 hours a week but I am willing to respond after the initial contact is made; BM - have we confirmed there is no variance for smaller towns? JT – I have, other smaller towns are using their Town Clerk, Tax Collector, Assistant or Treasurer; we only see from 1 – 5 referrals per year and position can be paid, but we will not get G/A reimbursement from the State to pay someone. They recommend adding it to a job description. BM - we can only ask the Treasurer or the Secretary as they are not elected. I don't think we can dictate the Town Clerk to do it without pay. JT – G/A is for emergency use only and there is required training and renewal of rules training. Once a request is filed, we have 24 hours to approve them. SM – have we written a letter and pushed back as a small town? Can it be shared hours? JT – we have not written a letter and yes, it can be shared. If we are not in compliance there are consequences and we have a G/A audit coming up in April. BM – we have until January 1<sup>st</sup> to figure it out.

- **Stephen Hudspeth Letter**

**Discussion** – Steve sent solar information to the Select Board and Planning Board to be shared – will bring to the Solar Informational Meeting next week

- **Sign Maine Recovery Documents (2)**

**Motion** to sign close out two Disaster Projects 740887 (completion date of 11/1/23) and 746067 (completed 7/6/2023) made by BM, seconded by JT

**Vote** - Carried

- **Review Cell Phone Policy Draft**

**Discussion** – SM – what would the process be for an employee to request a stipend? JT – they would use a form to fill out with estimated usage for professional business, for example, I call MMA for 25 minutes, keep a log and present to Select Board for consideration of a stipend. The average local stipend was \$40 per month; FD – we pay \$30 a month for a Town Cell phone for the Road Commissioner – most locations require your number to be listed to be called if the Town is paying for it and the phone is subject to be taken (by State Statute for phone being detained for legal purposes. Folks cannot delete any documents or emails if they are paid a stipend. BM - Where do we draw the line on who qualifies for a phone? You are answering by choice. JT – We authorized the stipend if justifiable; see tape for more discussion.

**Conditional Offer to Highway Employee**

**Motion** to add to Conditional Employment Contracts, under Misc Provisions, to verify driver's license paid for by the employer for employees required to drive Town equipment made by Brian and seconded by JT

**Discussion** – BM - Do we want to include language on our contracts that say the Town can request or ask for a random drug or alcohol test? SM – I believe the current Personnel Policy Ordinance covers this. FD - can we run their driver's license to verify status with the Bureau of Motor Vehicles, the Fire Department does this

**Vote** - Carried

**Executive Session**

- **1 MRSA 405(6)(A) – Personnel Matters**

**Motion** to go into Executive Session at 7:53 p.m. for 1 MRSA 405(6)(A) – Personnel Matters 90 Day Job Review made by BM, seconded by JT

**Discussion** – BM removed himself from the session due to conflict of interest.

**Vote** - Carried

**Exited Executive Session** at 8:30 p.m.

**Motion** to increase the Secretary hourly rate to max rate as approved by the Town in June of 2025 with the caveat being to back date to 10/31/25 (*note corrected actual 90 days was 10/29/25*) which would have been the 90-day review date. The employee had to wait for the election to have a full board to be reviewed.

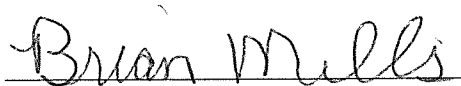
**Discussion** – FD - not sure we can do that because the review was just given. JT = when the employee was hired, and we voted to not provide full rate of pay until a 90-day period review. Due to unforeseen circumstances a Board member resigned prematurely, which was beyond the employee and Board's control, forcing the review to be held after it was due by 4 weeks.

**Vote** – Carried

**Adjournment**

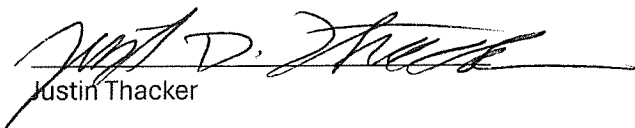
**Motion** made to adjourn at 8:33 p.m. by BM, FD seconded.

**Vote** – Carried



Brian Mills, Chair

Date: 12/9/25



Justin Thacker

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Frederick Detheridge