

Select Board Meeting Agenda

January 6, 2026

Andover Town Hall at 6:00 p.m.

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

Meeting Attendance

Select Board Members

Brian Mills (Chair - BM), Justin Thacker (JT), Fred Detheridge (FD)

Select Board Secretary - Susan Mills (SM)

Department Heads/Reports

Amber Cooper, Treasurer

- Looking for clarification for **new hire employee contracts** – should they be done before the person accepts the employment and part of the hiring process in the event they don't want to sign it? JT – they have been told going in that they will be required to sign one, so they are aware they will be signing one, with new rules we may need to sign it upfront in the future before they are on boarded; AC – who is responsible to handle the contract being signed; JT – it is the department heads job to ensure their new employee comes to the office to sign before beginning work.
- **Background checks** - when the contract comes to me, should I be looking at them so see if they need one done or should I wait for direction from the board? JT - They have sign a form to run the background check, correct? AC – Yes, so you will let me know when they need to be done? BM – it is on us to tell you.
- **Driver's license checks** – not sure of the procedure; BM - perhaps we should incorporate it into the Personnel Policy Ordinance; however, when it comes up, the voters may decide not to incorporate. It would be easier to be part of the process; AC - only when driving our vehicles, when driving own vehicle doing town business do these things need to be checked? JT – our insurance company should have some requirement regarding driving town equipment, etc., where we could be liable; JA - we check licenses when we allow them to drive equipment for the Town of Andover

Melinda Averill, Town Clerk

- When will G/A hours be set? FD – after G/A training Feb 10, 2026; MA – has anyone called to talk with someone at the State or sent someone that enacts policy requiring us to do these things with no compensation? JT – I did, other than it is part of the portfolio of a job it is the will of the State House. They had a public hearing back in the summer on this for public comment; we have audit in the spring; BM - MMA legal did say if you are going to have the Town Clerk do it, that the Deputy Clerk is also trained when the Town Clerk is out
- The outer gate at the Transfer Station swings, especially when it is windy, you may want to look at it so it doesn't hit a vehicle when it is open; BM – we will have the secretary send Mark a note about tying it off

Fire Chief

- We (fire department) have been saving money for new air packs over the past 4 years (\$10,560 each year) and I am requesting to buy some of them (chief provided two quotes to the board). Not all companies have permission to sell Scott equipment, making it difficult to get quotes. IPS beat out the other vendor by \$1,920. This is the first batch due for 2026, 16 bottles needed, the next batch will be ordered in 2027; BM – these were under the Town Warrant article? JA – Yes. I recommend we go with IPS, even though the other vendor services our equipment, this is significant savings. The rep is the person who sold us the last bunch 25 years ago.

Motion to purchase 16 Scott air pack cylinders from IPS for \$1,130 as recommended by the fire chief made by BM, seconded by FD

Discussion – BM – do they take them back? JA – we dismantle and go to landfill

Vote – Carried

- BM – what about your (fire station) door? Can it be done in cold weather? JA - Yes, with a tarp and staggings; I was planning to wait until spring to see if we could get someone before we lose the money. BM – I talked with Travis Construction from Dixfield and I can give you his contact.

- SM - Mr. Todd signed the BOS and paid for the truck on 1/6/26 with the stipulation that the truck be moved off site within 7 days but stated he could not move it as it was snowed in and I told him to write that on the Bill of Sale. He stated that the fire chief was willing to help him move it to his property as soon as it was possible. JA - I told Robert Todd I will help him with moving the 1987 truck to his home. BM – prefer to have it off town property as soon as possible for liability purposes. JA - I am sure I can get it out, if I can get it started.

Board/Committee Members

None

Citizens/Reporters

Rose Lincoln, Reporter Bethel Citizen and Rumford Falls Times
Wayne Rundlett

Meeting called to order at 6 p.m. by BM.

Select Board Member Updates

Justin

- AES superintendent emailed me and asked to come on the 27th of Jan vs. tonight to be able to prepare full half year financial report
- Cell Phone policy update – employee list created
- Has a citizen stoppage in the store inquiring if we were going to respond to Ms. Stickney regarding her request; she sent us an email six weeks ago, BM – on the day we acted on her request to abate, if we don't respond within a specific time period, it goes to the next step that she chooses. BM - The board can choose to respond or do nothing, if nothing, she needs to appeal with Oxford County; she is familiar with the process and should know what the next steps should be

Brian

- MMA legal on the question on G/A and Town Clerk or anyone else in the office doing the G/A position, the decision is with what the board decides, if anyone is willing to accept it, but there is no money tied to it (for reimbursement), they did not recommend adding to the Town Clerk responsibility due to change in employees
- Response from attorney involved with the survey questions of the lot beside the Historical Society basically says they are not sure, but willing to do a complete survey for approximately \$3.7 to \$4.3K to get it resolved. He surveyed the Town Garage lot for us. I am not convinced it is going to take a survey, I think we should hold off and find someone more competent on doing title searches for a deed.
- Concern with an individual taking sand from sand pile added as adjustment to the agenda

Fred

- Still working on our Personnel Policy Ordinance
- G/A position – Sue will me sign up for the training on February 10th
- Complaint on bottles was taken care of, and the Association is creating a policy to alleviate it in the future

Citizen Requests

None

Meeting Minutes

- **Motion made to accept the Meeting Minutes** for December 30, 2025 by BM and seconded by JT
Discussion – BM – want to clarify the statement made that the board had voted to split the stipend when what we actually did last year (2024) was voted to pay the Chairman of the Board more money than the other two positions. JT – what Brian is alluding to is last summer in 2024 when it was just the two of us serving, and most of my time serving the board it has been just the two of us, so the discussion was, especially Brian, he was working a lot of hours on the storms and everything and to use the money from the 3rd spot to elevate the pay; SM – I spoke up last meeting to share what information we had from July 15th meeting minutes that stated the board had already voted to split the stipend evenly between board members serving; JT - in July we did vote to split the stipend 33.3% per position so everyone was paid the same and then 2.5 weeks later the 3rd position became vacant.
Vote – Carried with clarification

Wage Warrant #28

Motion to pay Wage Warrant #28 for \$7,782.55 made by BM, seconded by JT

Vote – Carried

Motion to pay adjusted Wage Warrant #27 in the amount of \$8,627.38, adjustment of \$9,174.67, for a new total of \$17,802.05 made by BM, seconded by JT

Discussion – AC – Quarterly filings, IRS, State of Maine, PFML and Maine PERS

Vote - Carried

Financial Warrant #28

Motion to pay Bangor Savings \$63,883.81 made by BM, seconded by JT

Discussion – borrowing money for COMSAT – two payments: 1st East B Hill and 2nd Payment on Stillman Road)

Vote - Carried

Motion to pay MMEHT January \$3,332.12 made by BM, seconded by FD

Discussion – employee health trust

Vote – Carried

Motion to pay remainder of Financial Warrants for a total of \$69,292.62 made by BM, seconded by FD

Vote – Carried

Old Business

- **Mark Brown Email/Border Tree Update**

Discussion – JA – more than happy to let the town use my man lift, it will cost you \$600 to move it or wait until I bring it back; it would be cheaper than renting it; FD – did we get an estimate from a logging company? BM - we get into the situation they are supposed to have an insurance, if they volunteer they need to be competent in what we need to do; SM – Per stated recently he did not feel comfortable taking it down in the winter time; AC – I know someone who does it professionally; BM – can Esau look at it and if not interested ask the contractor? AC – yes I will get back to you; we can make a motion next week if our research brings options to remove and you send me; JT – it's to the right of the border, it needs to come down

- **Victualers & Lodging MMA Update**

Discussion – JT – feedback from MMA opinion wouldn't be required as we are referring to because it is a single house on a property and is excluded. B&B is required to have a license; we should add comment with asterisk “with Airbnb as exempt” to clarify this for future reference; JT – this was the only question we have on the policy we are creating? BM – does a hiker hostel count? Worse case is we send them an application and ask them to come see us, if it is something we ask the CEO or health officer to respond to then we should address

- **Treasurer Vacation Coverage for Payroll**

Motion to allow the Treasurer to go on vacation made by BH and seconded by JT

Vote - Carried

Motion to have the secretary learn payroll protocol and procedure as part of the secretarial position hours made by Justin, seconded by FD

Discussion – JT – the secretary has offered to train on payroll to allow the Treasurer to go on vacation; **SM** – I want to be clear that I am not looking to extend my hours, just looking to help someone go on vacation as the town continues to search for a deputy treasurer

Vote – Justin and Fred yes; Brian abstained

- **Map 5 Lot 22-1**

Discussion – BM – this is the Pineland piece? I want to inform the board that if we apply for a non profit status, you have to show activity, and it is up to the board to decide if the property owner meets the criteria to allow for non profit status (not pay taxes). As a non profit, I believe you have to take money in and take money out; SM – Rick Mills has information related to Outing Club activities I would encourage you to invite him to discuss this with the board. MA – does the State check up on this? JT – they do not, they are suppose to show being active as being a non profit,

no one follows up from the State; BM - as far as town's go, it is us to monitor. Secretary asked to invite Rick to a meeting at his convenience to share the information he has on this property and the Pineland Ski & Outing Club. *Note – this property is on the tax map and not on the tax commitment. The assessors have advised us to let the club know that if they are the owner, the title/deed needs to be filed with the registry of deeds (before April 1, 2026) to get on the tax roles for 2026. All property needs to be listed on the tax commitment, even if it is taxed at zero dollars.*

New Business

- **DOT Replacement of Andover Falls Bridge Meeting**
Discussion – coming up this summer, they will likely have to close the road
- **DEP Transfer Station Training (January)**
Discussion – FYI only, in Portland, can ask Mark, have him register ASAP as seats are limited

Other

- **Sign Letter for Dog Complaint**
Motion to sign the letter for the dog complaint made by BM, seconded by JT
Discussion – BM - before we sign it, the individual who filed the complaint needs to understand we are going to use a name if asked; FD - the person has no problem being ID'd but my issue is that the sign is no longer there, following discussion with those who did it we do not have a date of the event or the date when the dog sign was removed; BM – I am fine sending the letter with the ordinance and follow up with another motion after that vote; it is not ideal considering circumstances have changed a bit (no signs posted). JT - with no signs and no exact time, do we know for sure who the individual is? FD – yes the person was identified; the signs we cannot confirm; BM – who took the signs down? When? FD – Removal of the signs was part of their inherited to do list before winter
Vote – Carried

Motion to ask the Highway crew to reinstall two dog signs on the front and back sides of the Town Common made by BM, seconded by JT
Vote – Carried
- **ACO Employee Letter & Job Description**
Discussion – Chris Rembis has accepted job offer for the ACO position on January 1, 2026 (by email)
Motion to approve conditional employment for the ACO made by Brian, seconded by JT
Discussion – FD - the date he onboards is the effective date for the conditional employment contract the date his employment begins; *Note – conditional employment agreement includes the requirement to attain an animal control certification within a specified time period paid for by the Town*
Vote – Carried

Adjustment to Agenda

- **Cell Phone Policy**
Motion to approve up to a \$30 stipend for Treasurer, Town Clerk, Members of the Select Board, if a voucher is submitted for personal cell phone use for Town business made by BM, seconded by FD
Discussion – This vote was for it to be included in the new Cell Phone policy and revolved around who, in the boards opinion, meets the criteria to submit a voucher for their personal cell phone used for work purposes, criteria included, but wasn't limited to:
 - who travels on behalf of the town,
 - employees who work in situations alone or
 - in areas there is no town phone available such as the Town Hall and Transfer Station
 - employees needing access to one while working in the event of safety situation or emergency,
 - employees in elevated situations
 - used for two factor authorization for town accounts
 - used for pictures of events and areas
 - required for election sites
 - a. Employees under the Town Office Technology Account who qualify include the Treasurer, Town Clerk, and members of the Select Board, all stated preference for option of, if they felt their use warranted it, request a stipend via a voucher over having to carry a town owned phone. Secretary

does not use her phone for work purposes; EMA – can use a cell phone kept in town office to loan out

- b. Other department positions meeting criteria for a stipend, but will need to request funding, will be encouraged to do so include the Fire Chief who has to use a cell phone as a contact when on scene to call officials, the ACO due to calls, potential situational circumstances and working alone and travel, the CEO, working alone and returning timely calls and travel
- c. Highway crew has had a cell phone (town owned) since Fall and had budgeted for it in 2025 (remote locations and working alone and communications)

- AC - does this need to be an Ordinance because it involves money? BM – we can do the office for now and bring it to June meeting for everyone else (the voters increased the T/O account to accommodate phone stipends with board having final approval).

Vote – Carried

Motion to purchase one phone for use by Town Office employees as needed by Mint Mobile made by BM, seconded by JT,

Discussion – JT with this we can now update the policy and submit for board approval

Vote – Carried

- **Sand Use**

Motion we send a letter to Caleb Hurd sharing sand is not to be picked up with a tractor bucket, citizens are only allowed two 5 lbs. buckets per storm, per property owner made by BM, seconded by

Discussion – we have put up signs in the past and

Vote – Carried

- **Snowplowing onto Town Property**

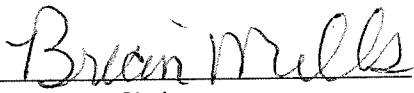
Discussion – BM - contractors are continuing to plow snow onto town property; it continues to happen even after businesses were notified not to do it; FD – there are others who are

Adjournment

- **Motion** made to adjourn at 8:11 p.m. by BM, JT/FD seconded

Vote – Carried

Approved by:



Brian Mills, Chair

Date: 1-13-26

Justin Thacker



Frederick Detheridge

Task List from 12/30/25:

From prior meetings

- Earned Paid Leave policy
- Town Clerk pay
- Personnel Policy Updates (Meeting 1/20 with all employees)

Brian

- Schedule EMA training
- Recreation policy updates
- Check on furniture at the library

Justin

- Cell phone policy – call MMA for clarification
- Victualers & Lodging - MMA follow up on Air BNB's
- Follow up with Mark Brown on Tree plan

Fred

- Work with Brian on EMA training
- Work on employee Annual Review standardization per Personnel Policy Ordinance
- Schedule training for G/A clerk with Sue (Feb 10)

Sue

- Request Rick Mills attend a future meeting regarding status of Map 5, Lot 22-1: Pineland Ski & Outing Club copy of title, proof of purpose use and non profit status
- Send letter to citizen for Dog on Town Common
- Sign ACO candidate up for certification training
- Write letter to Calub Hurd re sand pile
- Train with Amber on Payroll

Per

- Move speed limit sign to White's property
- Get Town Garage overhead door repaired
- Salt shed – check with maybe check Maine local roads program
- File incident report on Town Hall ramp
- repost Town Common with two Dog Signs (either end)

Amber

- Start working on budget committee information for January meetings
- Reach out to on board new ACO officer/sign contract
- Respond to board with Esau /Benji Tree response
- Train secretary on payroll prior to March vacation

Jim Adler

- Remove sold 1987 ladder truck to new owners property