

Select Board Meeting Agenda
January 13, 2026
Andover Town Hall at 6:00 p.m.

Meeting Attendance

Select Board - Brian Mills (Chair - BM), Frederick Detheridge (FD); **Absent:** Justin Thacker

Select Board Secretary - Susan Mills

Department Heads

None

Board/Committee Members

None

Citizens

Margaret Madigan (MM)

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

Select Board Updates

Brian

- Correspondence on the bridge culvert – last email was the district manager had no knowledge of the damage, so I will be getting a hold of Josh at FEMA and the guy at the State, and ask who owns the road surface going over State bridges

Fred

- Two citizens approached me to share the Road Commissioner is doing a wonderful job – including responding quickly to an ice situation to assist MedCare in safely caring for a patient

Citizen Requests

None

Department/Committee Reports

None

Meeting Minutes

- **Motion** made to accept the Meeting Minutes for January 6, 2026 by BM, seconded by FD
Vote - Carried

Financial Warrant #29

- **Motion to pay Andover School** in the amount of \$107,742 made by BM, seconded by FD
Vote – Carried
- **Motion to pay Andover Water District** in the amount of \$8,201.30 made by BM, seconded by FD
Discussion – BM – has the district made any progress on the one-mile square? MM – the district submitted for a grant and may know in February, and the board has looked at the reservoir and what money we will need – no price on the one mile square yet. BM – We don't want to be updating a road and then have it dug up two years later.
Vote – Carried
- **Motion to pay CN Brown** in the amount of \$3,663.93 made by BM, seconded by FD

Discussion – Diesel and heat

Vote - Carried

- **Motion to pay Med Care** the amount of \$3,055 made by BM, seconded by FD
Vote – Carried
- **Motion to pay RHR Smith** the amount of \$2,016 made by BM, seconded by FD
Discussion – Town auditor
Vote – Carried
- **Motion to pay Secretary of State** the amount of \$1,940.50 made by BM, seconded by FD
Vote - Carried
- **Motion to pay Steve Swasey Inc.** the amount of \$9,375.00 made by BM, seconded by FD
Discussion – culvert on Sawyer Brook Road and work around Bridge, out of Bridge account
Vote - Carried
- **Motion to pay the remainder of Warrant 29** in the amount of \$139,467.88 made by BM, seconded by FD
Vote - Carried

Wage Warrant #29

- **Motion to pay Wage Warrant #29** in the amount of \$7,446.24 made by BM, seconded by FD
Vote - Carried
- **Motion to pay Wage Warrant #28 from original amount of \$7,782.45** adjustment of \$1,814.02 for a new total of \$9,596.47 made by BM, seconded by FD
Discussion – January taxes
Vote - Carried

Old Business

- **Cell Phone Policy**
Discussion – None – Justin was unable to attend due to personal reasons, move forward to next meeting he will be able to attend
- **Cross Street Signatures**
Discussion – signatures added to required documents to file for reimbursement of the costs for this work, due back on 1/15/26
- **Employee Workshop “To Do” List**
Discussion – SM – the following items have been mentioned by the board as items to be discussed at the employee workshop Personnel Policy Ordinance updates, Incident Report, Harassment Policy, Annual Reviews, budget outlines being developed for departments to use when meeting with the Budget Committee. BM & FD – we will prioritize working on updates to the Personnel Policy Ordinance at this workshop.
- **Sand Pile Letter (Signature)**
Discussion – signatures added to be sent. FD - Person is aware a letter is coming

New Business

- **Motor Vehicle Printer Replacement**

Discussion – SM - Waiting on quote for printer replacements, however we may want to consider buying other printers without a contract.

- Other Town Offices use regular printers and buy cartridges for them. We use one printer cartridge per year on our current printer (\$35/each in contract).
- Our current Motor Vehicle printer contract is \$800 for 50,000 copies; **we do less than 1,400 annually** on this unit vs our copier (avg. 38,000 copies annually) is an additional \$602 contract
- The current printer needs a new drum – Kyocera states it cannot fix it as the parts are obsolete. eBay is selling them for \$20/each – but not sure we can install them ourselves, and if we do, does this void our maintenance agreement – I will ask the rep this question
- Kyocera has new customer service rep and he has stated the contract on the printer was not in line with our printing history and is willing to work with us on a price reduction should be continue with them

Do we want to get into another maintenance by copy contract again for this printer or buy 2 B&W copiers out right to stop networking the two computers used for Motor Vehicles to one printer which presents drawer printing issues. We would need to purchase toner cartridges. Other Town Offices (Bethel f/e) use non-contracted printers.

- **Locks for Town Buildings/Storage Areas**

Discussion – BM - OK to purchase but need to drop off a key (and list of those with keys for it) at the Town Office for the Town to be able to access it.

- **Town Hall Ramp**

Discussion – The Town Hall handicap accessible ramp was accidentally damaged by plow truck and needs to be fixed. Will move to next week's agenda.

- **Walter Fox CD Renewal**

Motion to approve 3.25% for 9 months Walter Fox CD renewal made by BM, seconded by FD

Vote – Carried

Other

AOHD Committee Chair Resignation

- **Motion** made to accept the resignation of Sharon Hutchins from the AOHD Committee Chair position made by BM, seconded by FD

Discussion – Reluctantly accept, thank you to be sent on behalf of the board.

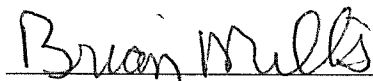
Vote - Carried

Adjournment

- **Motion** made to adjourn at 6:32 p.m. by BM, JT FD seconded

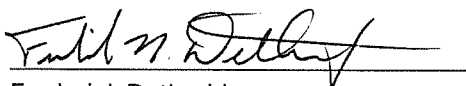
Vote – Carried

Select Board Members:



Brian Mills, Chair

Date: 1-27-26



Frederick Detheridge

Task List for 1/13/26:

On-going

- Earned Pay Leave policy
- Town Clerk Pay
- Town Hall Ramp (1/13/26)

Brian

- Following up with Josh/FEMA/District Manager regarding state bridge surface questions

Justin

- Cell Phone Policy
- Victualers and Lodging Policy

Fred

- Working on updates to Personnel Policy Ordinance for employee workshop 1/20/26

Sue

- Return Cross Street documents (4) to Cassandra by 1/15/26
- Thank you letter to AOHD chair regarding resignation
- Send Hurd letter re Sand Pile
- Notify Rec committee OK to purchase lock/provide TO with key/combo
- Notify Matt at O'Donnell's regarding Map 5, Lot 22 deed filed and where to add to tax commitment
- Look at cell phone purchase options for EMA/Town Office

Per

- Speed sign to White's property
- Incident Report on Town Hall Ramp