

Select Board Meeting Agenda
December 30, 2025
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

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

Department Heads/Reports

Melinda Averill (MA) – Town Clerk

- The Cemetery Committee will reschedule their 12/16 (failed to meet quorum) meeting to discuss a citizen concern regarding the rocks. FD – they are there for a purpose of keeping people and vehicles out
- Town Meeting date – reminder 100 days’ notice is required. JT - We need to do it before June 9 (Solar Moratorium 180 extension deadline)
- Concern of a citizen being in the building removing town property (rugs) without permission – JT – we were asked to update them on 12/16 or the person was going to report it as a violation; MA - disability people were here two years ago and said nothing about concerns with the rugs, building renters do not have the right to pick up any item without town officials consent
- Attendance at the recent concert – JT – I counted 144 because I knew we were close to code (140) Saturday night; second show Sunday was less capacity; BM – whose call is that people need to leave? FD - It is the fire chief, JT – maybe tickets need to be given out to ensure we stay within code
- MA - recommends the access to the (Town Hall) building be according to the renter’s signed contract

Board/Committee Members

None

Citizens

None

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

Select Board Member Updates

- All items on agenda

Citizen Requests

- None

Meeting Minutes

- **Motion made to accept the Meeting Minutes** for December 16, 2025 by BM and seconded by JT
Vote - Carried

Wage Warrant #27

- **Motion to pay Wage Warrant #27** for \$8,627.38 made by BM, seconded by JT
Vote - Carried

- **Motion to pay Wage Warrant #26** \$7,100.55, adjustment of \$1,595.54, for a new total of \$8,696.09 made by BM, seconded by JT
Discussion - December taxes
Vote - Carried

- **Motion to approve amended Wage Warrant 25** from \$7,190.72 adjustment of \$328.75 for total of \$8,426.35 made by BM, seconded by JT
Discussion - for winter roads and planning board fees
Vote – Carried
- **Motion to pay adjusted Wage Warrant 25** – \$1,395.60 motioned by Brian, seconded by Justin
Vote – Carried
- **Motioned to take the unused portion of pay (\$1,395.60), for empty position Fred filled, to split it evenly between the two board members serving at the time, select board members Mills and Thacker** made by BM, seconded by JT
Discussion – SM – Treasurer was unsure if it needed to be voted on again as the board had already voted to split the stipend evenly; BM – we should because it is a different circumstance
Vote - Carried
- **Motion we approve additional item on Financial Warrant 25 for \$6,900 for misc. nonprofit organization** requests by Brian and seconded by JT
Discussion – Previously approved at 2025 Town Meeting
Vote - Carried

Financial Warrant #27

- **Motion to pay CN Brown** \$3,606.95 made by BM, seconded by FD
Discussion - heating fuel for all buildings
Vote - Carried
- **Motion to pay Eastern Salt Company** \$8,396.61 made by BM, seconded by JT
Discussion – road salt
Vote – Carried
- **Motion to pay Elan** for \$2,945.32 made by BM, seconded by JT
Discussion – check card
Vote - Carried
- **Motion to pay Encore Fire Protection** \$1,003.50 made by BM, seconded by JT
Vote – Carried
- **Motion to pay Industrial Protection** \$13,600.00 made by BM, seconded by JT
Discussion – 5” hose
Vote – Carried
- **Motion to pay Kyes Insurance** \$3,301.00 made by BM, seconded by FD
Vote - Carried
- **Motion to O'Donnell** \$11,000.00 made by BM, seconded by JT
Discussion – BM - \$2,500 map access and \$8,500 semi- annual assessing; I have not heard back from him on the list for the re eval email I sent. Will clarify the process of getting on the list – have never seen the valuation drop so quickly in 7 years.
Vote - Carried
- **Motion to pay remaining financial warrant #27** in the amount of \$49,663.04 made by BM, seconded by FD
Vote – Carried

Old Business

- **GA Update**
Discussion – BM - we have a potential candidate; it will be discussed further in executive session.

- **Solar Meeting Date**
Motion for the next Solar Ordinance Moratorium Committee to meet on January 13th at 4:30 p.m. made by BM, seconded by JT
Vote – Carried
- **Cell Phone Policy Update**
Discussion – FD – if you are working for the Town off-site, or doing town business on regular basis you would fall into this...for example while cleaning the Town Hall, working at the Transfer Station, without access to a landline phone would be accessible in my opinion. BM - we each will do a list of who qualifies and reason and review next week; JT – when we sit down with employees for other policies (Jan 20th) we can review the process with employees
- **Victualers & Lodging Update**
Discussion – BM - It is already built into statute; JT - I am going to research to see what the current statute is and report back. Based on what we have it is confusing and incomplete and the Town voted for no ordinance and no policy. The reason we are looking into this is because of a citizen complaint requesting intervention with the CEO and health officer and the state and we were asked what authority does a CEO have if the complaint is not a licensed facility? BM – the statute gives the Select Board the authority to be a licensing board. We can create an outside board and incorporate fees through them. The short-term rental thing is separate from this. The information we need to confirm is whether we can or cannot put Air BNB's under Victualers and Lodging.
- **Andover School Department Financial Report Request**
Motion we also ask the Supt. of Schools to provide the Board with enrollment numbers, and students who are paying tuition in to and out of the department made by BM, seconded by JT
Discussion - JT - Next Tuesday we are meeting with the Supt of Schools, and she has shared she is not providing any reports. We would like financial reports to be able to better respond to citizen questions as people come to us. I will send the email; BM – we want clarification of enrollment and how the numbers are configured
Vote - Carried
- **Signed Fire Truck Bill of Sale**
Discussion – Old ladder truck sold to Robert Todd and Beth Macauley in November for \$2,000

New Business

- **Vacation Coverage (Treasurer/March)**
Discussion – JT - Amber is going to be on vacation in March – payroll needs to be covered for employees
- **Incident Report Protocol**
Discussion – JT – we will present the Incident Reporting protocol to employees at employee meeting on January 20 as what needs to be filed when an incident occurs as we need record of incident reports for a variety of reasons.
- **Pineland Ski Club Property Inquiry**
Discussion – follow up discussion with Matt at O'Donnell's re property Map 5, Lot 22 not being on the tax commitment – recommends the Town start with the 'free options' of finding out who owns the property and getting a title filed with the Registry of Deeds to post it on our tax commitment. Start with Pineland Ski Club – send letter or talk to the club; BM – I will follow up with Tim Akers this week.
- **General Filed Complaint – Fire Department - Bottles**
Discussion – FD – the recycle shelter belongs to Fireman's Association – it is an issue, it will be taken care of by Sunday.
- **General Verbal Complaint – Dog**
Motion to send letter the person allowing dog to relieve itself on the Town Common made by BM, seconded by JT
Discussion – person walking dog on Town Common and allowing it to relieve itself on the Veterans Memorial. BM - send a letter to them to notify them of the Animal Control Ordinance
Vote - Carried

Adjustment to Agenda

- **Animal Control Officer**
Motion we offer the ACO position to Chris Reimiss at rate of \$15.93 per hour with stipulation the Town of Andover will provide the cost of training made by BM, seconded by JT
Discussion – according to the Depart of Agriculture site, certification training costs \$50
Vote - Carried

Other

- **Electricity Comparison Update**
Discussion – rates were provided and it was noted the Town is currently with the lowest rate (Standard Offer)
- **Andover Historical Society 2025 Update**
Discussion – acknowledged receiving the write up from the Andover Historical Society
- **Maine Recovery Signatures (4) (Brian) - Done**
- **FEMA Login.gov Information (Brian) – Done**
- **Andover Recreation – Bench request**
Discussion – Brian received a request from rec member Claire Sessions regarding installing foundations for them, more follow up was needed as it was unclear where the money was coming from; kudos to them for getting together to discuss.

Executive Session

- **1 MRSA 405(6)(A) – Personnel Matters**
Motion to go into Executive Session at 8:17 p.m. for 1 MRSA 405(6)(A) – Personnel Matters made by BM, JT seconded
Vote - Carried

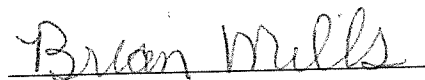
Exited Executive Session at 8:57 p.m.

Motion made to appoint Frederick Detheridge as GA clerk made by BM; seconded by JT
Vote – Carried

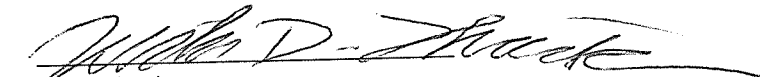
Adjournment

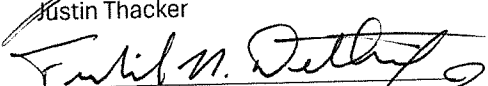
- **Motion** made to adjourn at 8:58 p.m. by BM, JT/FD seconded
Vote – Carried

Approved by:


Brian Mills, Chair

Date: 1-6-26


Justin Thacker


Frederick Detheridge