

**Select Board Meeting Agenda
February 3, 2026
Andover Town Hall at 5:00 p.m.**

Meeting opened at 5 p.m. by BM

Attendance

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

Candidate - Tara Robinson

Employee - Amber Cooper, Treasurer

Citizen - Hannah Thacker

Executive Session

- **Motion** made to enter into Executive Session for 1 MRSA § 405 (6) - personnel matter – to interview Tara Robinson for the position of Deputy Treasurer at 5:02 p.m. made by BM, seconded by JT
Vote – Carried

Exited Executive Session at 5:38 p.m.

Meeting back in session at 5:57 p.m. By BM, followed by flag salute.

Select Board – Brian Mills, Frederick Detheridge; Justin Thacker left for a family reasons

Select Board Secretary – Sue Mills

Department Heads/Employees

Amber

- Kyes Insurance offers same product as United Insurance and looking to have adding the fire station insurance (building) added to our United policy. BM - is Jim (fire chief) OK, shopping it? AC - Yes. It would be easier to manage all the insurances under one policy.

Motion to pursue a quote from United Insurance to include fire department insurance made by BM seconded by FD

Discussion – FD - fire chief is behind this; BM - should we go the other way as well (price all with Kyes) to compare? Last time insurance was shopped the town saved around \$10K. AC – going to make some phone calls to other towns to see who they use as well

Vote – Carried

Tim Johnson, Code Enforcement Officer

- Meeting with Revision tomorrow with Fire Chief at Rt. 120 site (Andover Solar LLC) and that will conclude our meetings; BM - have you seen their checklist for fire departments and if it is close to the other solar site list? TJ – I have not but thinking it will be
- I have told Revision, as we have had a hard time getting together, I will not sign the operating license until we (him and I) meet with the fire chief

Citizens

Margaret Madigan (MM)

Select Board Updates

Brian

can only allow 10% of total budget? AC - if he doesn't have enough with the County money, he can go over by 10%, BM – it costs money (salt) but it works well

Vote – Carried

- **Motion to pay Kyes (final payment)** the amount of \$3,298.00 made by BM, seconded by FD
Vote – Carried
- **Motion to pay MMEHT (Feb payment)** the amount of \$3,332.12 made by BM, seconded by FD
Discussion – Health and employee portion paid and disability and life
Vote – Carried
- **Motion to pay Morrison's Motors** the amount of \$1,096.21 made by BM, seconded by FD
Discussion – AC - two different invoices, BM – all parts
Vote – Carried
- **Motion to pay Secretary of State Motor Vehicles** the amount of \$2,638.79 made by BM, seconded by FD
Discussion – Motor vehicle registrations
Vote – Carried
- **Motion to pay Treasurer State of Maine** the amount of \$2,781.00 made by BM, seconded by FD
Discussion – End of month /January
Vote -
- **Motion to pay the remainder of Warrant #32** in the amount of \$32,530.75 made by BM, seconded by FD
Vote – Carried

Old Business

- **Town Office Printer Replacement Update**
Discussion – FD - our secretary and Town Clerk and will roll it into one contract and get pricing on options; answers forthcoming

New Business

- **Treasurer Application – Full Time Position**
Motion made to set up and interview for the Treasurer applicant on 2/17 at 5 p.m. by BM seconded by FD
Discussion – AC - I cannot train two people at the same time; I am ready to move on
Vote – Carried
- **Revision Operational Licensing Approval**
Motion made to approve Andover Solar LLC, a subsidiary of Revision Energy, pending review with fire department on 2/4/26 an Operational License ending 2/28/2027 for \$440 made by BM, seconded by FD
Discussion – Sue to add section for project manager and select board signature lines and leave for the board to sign in the office tomorrow, 2/4/26
Vote - Carried
- **Travel Pay for CEO Clarification**
Discussion – TJ – wasn't sure if travel is included in my package; BM – it has been in the past; TJ- so I can collect mileage as well? BM – Yes; AC – there is a federal and state rate I believe it is 72 cents.
- **Set Date for Select Board Budgeting Discussion**

Discussion –Put on agenda weekly to discuss – select board to bring items to discuss weekly. For example, sidewalks, salt shed, Town Hall roof, doors, kitchen sink, stove repairs, building ramps, roads, tree work, surveying, etc., items we will want department heads to put in their budget before presenting to the Budget Committee

Vote - Carried

Other

- **Sign Carla Kingston appointment letter**

Discussion – Completed and ready to send

- **Seniors Plus Support Letter**

Discussion – \$500 request for 2026 will go to the Budget Committee

Adjustment to Agenda

- **Hiring of Deputy Treasurer**

Motion to hire Tara Robinson for Deputy Clerk at a wage of \$18.59 per hour pending background and reference checks by BM, seconded by FD

Discussion - None

Vote – Carried

- **Treasurer Salary**

Discussion – AC- confirming the \$1,320.31 for my additional hours was included in the \$24,200.

- **Doors to Town Hall**

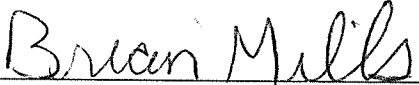
Discussion – BM - Town Hall doors are terrible (front and side) and really take effort to close – we lose heat the building; BM - we should look at getting appropriate doors (add to articles for 2026), the entry floor is slippery, rugs should be replaced, the kitchen is not set up to do dishes - the sink needs work, perhaps we should consider putting in a new sink not commercial; AC - there is a bit of money in the renovation account for the Town Hall; BM - have we looked at replacing the stove that does not work downstairs...and does the stove work upstairs? SM – (Upstairs) - It was recently tried and didn't work; BM - should disconnect from propane if not using. BM – we need to create Town Hall articles.

Adjournment

- **Motion** made to adjourn at 6:54 p.m. by BM, seconded by FD

Vote – Carried

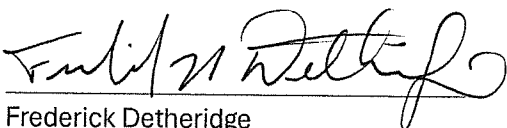
Minutes Approved by:



Brian Mills, Chair

Date: 2.17.26

Justin Thacker



Frederick Detheridge

Task List for 2/3/26:

On-going

- Town Hall Roof Update
- Town Clerk Pay
- Budget Items for 2026

Brian

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

Justin

- Cell Phone Policy updated – share documents with board and secretary
- Victualers and Lodging Policy progress
- Attend 2/12 GA training for credential requirements

Fred

- Work on updates to Personnel Policy Ordinance for employee workshop; next meeting is 2/24/26
- Town Office TRIO printer recommendation (TBC)
- Attend 2/10 GA training (zoom)

Sue

- Look at cell phone purchase options for EMA/Town Office
- Contact Treasurer applicant regarding 2/17 interview at 5 p.m.
- Get copy of Op License for Andover Solar LLC
- Look for new rug for Town Hall
- Create letter to KP about upstairs stove
- Pricing for electric stove for downstairs kitchen
- Quote for downstairs sink add?
- Send letter to Carla Kingston
- Write up contract for Dep Treasurer
- Email Kyrocera regarding printer options and contract pricing

Per

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

- I have heard back from the DEP, Tim, is water frontage deemed all types of water? TJ - all sources; BM – then we may be able to be considered for repairs (reimbursement) for Abbott Brook as we have had several instances and Wyman Hill Road needing repair and we don't have the money to do it; up the brook is even worse – if we have another event we could have road issues. TJ – let me know if you need help with the DEP with that
- Received email response from MMA legal on zoning which basically said we can do it ourselves if we feel capable and referenced our Comprehensive Plan which would go hand in hand, it should outline how to protect or develop it in the our Comprehensive Plan - reflected in the Zoning Plan; my question regarding historical districts was not responded to but I have resent the email asking for information on that, we originally thought it might be timely and cost consuming, but it may not be
- The question whether solar panels need to be on residences or can be on another building on the property has not been responded to yet

Citizen Requests

Margaret Madigan – water meeting tomorrow night at 6 p.m., regular monthly meeting; open to the public; BM - anything on there about the engineering? MM - we are still waiting to hear – started it in November

Meeting Minutes

- **Motion made to accept the Meeting Minutes for January 27, 2026** with an amendment of adding the tree cutting services fee to come from professional services by BM, seconded by FD
Discussion – BM – under motion for tree cutting did we specify to take from professional services account; AC – is that for legal only? BM – the board agrees that we take it from there. Sue to amend to minutes to add this information; BM – do we want to break up legal with professional? The road commissioner has talked about another tree that needs to come down and surveying costs may be in the future; AC - I will look into the background of that account; BM if we know we are going to survey something or new other prof services we should present it as such; AC – most of the other departments have it listed as contracted services.
Vote – Carried with amendment

Wage Warrant #32

- **Motion to pay Wage Warrant #32** in the amount of \$8,653.05 made by BM, seconded by FD
Vote - Carried

Adjusted Wage Warrant #31

- **Motion to pay Adjusted Wage Warrant 31** from original amount of \$7,992.61 by \$5,763.69 for adjusted total amount of \$13, 756.30 made by BM, seconded by FD
- **Discussion** – January taxes
- **Vote** – Carried

Financial Warrant #32

- **Motion to CN Brown the amount of 5,225.63 made by BM, seconded by FD**
Discussion – Fuel
Vote – Carried
- **Motion to pay Corporate Payment Systems (credit card)** the amount of \$2,545.53 made by BM, seconded by FD
Discussion – Multiple departments and bills
Vote – Carried
- **Motion to pay Eastern Salt Company** the amount of \$8,283.70 made by BM, seconded by FD
Discussion – BM – did we run out of salt the last storm? Are we over budget? AC - we will be – winter roads budget can be supplemented with County money. I believe there is another invoice coming for salt; BM – we