

**Town of Andover**  
**Capital Improvement Projects Committee**  
**Regular Meeting**  
**Thursday, March 21, 2024**  
**Minutes**

1. Call to Order 7:02
2. Roll Call: Shannon Louden, Shawn Covell, Robert England, Anne Creme, Fred Oliver, Town Administrator Eric Anderson, Public Works Foreman Jay Tuttle, Board of Education Chair Celeste Willard, Economic Development Commission representative Elaine Buchardt
3. Public Comment: none
4. Additions or Changes to the Agenda: none
5. Approve Minutes of prior Meeting: Shannon Louden moved to approve amended minutes (date correction), Anne Creme seconded, Robert England abstained, all other members in favor
6. New Business

a. EDC Sign Request

Elaine Buchardt presented a request for a second “Welcome to Andover” sign, same design and price (\$4250 including installation) as the one that was approved last year. The proposed location for this sign is on the town-owned plot at the intersection of Shoddy Mill Rd and Rt 6. The committee stipulates that the support posts be sunk to a depth of 42” to 48” and surrounded by gravel rather than the proposed 36” surrounded by concrete in order to increase the stability of the sign and prolong the useful life of the posts. Robert England moved to approve the expenditure of \$4250 for the sign with the above stipulation. Anne Creme seconded the motion, which was approved by unanimous consent.

b. Review DPW Equipment Modernization Plan

Public Works Foreman Jay Tuttle presented a long-term capital expenditure plan for the Public Works department. Robert England moved to endorse the plan. Shawn Covell seconded the motion, which passed by unanimous consent.

c. AES Plumbing Project

Board of Education Chair Celeste Willard presented information about the need for significant plumbing work in the original wing of Andover Elementary School. Some concrete-encased toilet drain pipes have failed, causing sewage to leak into the building. The affected bathrooms have been closed and the failed pipes have been sealed to prevent methane emission into the building. At present the Committee doesn't have enough information about the scope and potential cost of the repair work to make a recommendation to the elected boards. The Committee asked Town Administrator Eric Anderson to look into hiring an MEP (mechanical, electrical, plumbing) engineer to assess the condition of the plumbing system and propose a plan that could be used as the basis of an RFP for the project.

7. Public Comment: none

8. Adjourn: Shannon Loudon moved to adjourn at 8:00. Robert England seconded the motion, which passed by unanimous consent.

Submitted by Fred Oliver