

**BOARD OF SELECTMEN MEETING  
MINUTES OF  
MONDAY, DECEMBER 3, 2007**

**I. Call to Order/Roll Call**

Chairman Brian Major called the meeting of the Board of Selectmen to order at 6:34 PM in the Selectmen's Conference Room at the Town Offices. Present were: Chairman Major and Selectmen Mary Lyman, Ted Teichert, Alex Vispoli and Gerald Stabile. Also present was Town Manager Reginald Stapczynski, Assistant Town Manager Steve Bucuzzo. Present for the Tri-board Meeting directly following the Regular Meeting from the Finance Committee were: Chair Joanne F. Marden and members Margaret M. Bradshaw, Cynthia Milne, Harold J. Wright, Richard T. Howe, Mark Merritt, Jon Stumpf and Timothy Felter. Present from the School Committee were: Chair Arthur Barber and members Anthony James, Richard Collins, and Deb Silberstein. The meeting was duly posted and cablecast live.

**II. Opening Ceremonies**

Chairman Major asked for a Moment of Silence followed by the Pledge of Allegiance.

**III. Other Business of the Board**

**A. Long-Term Borrowing**

Assistant Collector/Treasurer Dennis Sheehan said the Town received a favorable interest rate of 3.8% for long-term borrowing, which is lower than last year. Selectman Lyman moved that the long-term bids on a 20 year note dated December 1, 2007 for the following projects be awarded to the low bidder of UBS Securities, LLC at the interest rate of 3.870481%.

Article 11, 2005	School Remodeling	\$ 500,000
Article 17, 2006	School Roofs	250,000
Article 41, 1999	Sewers	4,458,000
Article 2A, 2004	Sewers	500,000
Article 34, 2005	Water Treatment Plant	1,000,000
Article 10, 2002	Public Safety	80,000
Article 37, 2006	Fire Truck	440,000
Article 74, 1999	Main Street	30,000
Article 41, 2005	Water Pumping Station	50,000
Article 3, 2007	Land Acquisition	455,000
Article 4, 2007	Land Acquisition	390,000
Article 5, 2007	Land Acquisition	505,000
Article 51, 2007	Land Acquisition	2,100,000
Article 46, 2007	HVAC	450,000
Article 12, 2002	West Elementary School	100,000
Article 35, 2004	Sewers	1,225,000
Article 24, 2003	Water Treatment Plant	<u>1,472,000</u>
		\$14,005,000

The motion was seconded by Selectman Teichert, voted 5-0-0 and approved.

**IV. Approval of Consent Agenda Items**

**A. Appointments & Re-Appointments**

Selectman Teichert motioned that the following appointments be approved. The Motion was seconded by Selectman Lyman, voted 5-0-0 and approved.

DEPARTMENT	POSITION	RATE	EFF. DATE
<u>POLICE DEPARTMENT</u>			
Cheryl Stankiewicz (v. C. Stankiewicz)	Dispatcher	D1-583-1-0	12/04/07
<u>TOWN CLERK</u>			
Wendy Grobicki	Pollworker – PT	\$8.00/hr.	11/19/07

**B. Annual License Renewals**

Selectman Stabile motioned to approve the 2008 license renewals that include Alcoholic Beverages, Common Victualler, Automatic Amusement/Live Entertainment, Class I and Class II, and Lodging Licenses as listed in the attached packet. The motion was seconded by Selectman Lyman, voted 5-0-0 and approved. Complete list attached.

**V. Approval of Minutes of Previous Meetings**

Selectman Vispoli motioned to approve the Minutes of the Regular Meeting of November 19, 2007 as presented. The motion was seconded by Selectman Lyman, voted 5-0-0 and approved.

**Minutes of the Tri-board Meeting Monday, December 3, 2007**

**VI. Continued Presentation by the Long-Range Planning Subcommittee**

Finance Chair Joanne Marden reiterated the conclusion reached by the Long-range Planning Subcommittee, that there is a deficit balance which will require everyone working together to solve the budget problem facing the Town of Andover. Ms. Marden distributed a cost cutting exercise to all members of the Tri-board as a model for Department Heads, Town Manager and the Superintendent of Schools to use as a tool to reach a balanced budget based on various scenarios and a suggested timeline to follow. A hand out was distributed demonstrating how the agreed target amount is generated proportionately among the departments based on the 2008 allocations. The group is to agree on a specific timeline, override options, conclusions to balance the budget, clearly articulate what is expected, and provide a bullet list of specific cuts and expenses. After reviewing the list of potential cuts, if the Boards decide they cannot do without an item(s) listed, they will need to look for additional funding opportunities to cover the expenses and work collectively to provide two or three options to solve the problem. The lists should also show increases in revenue and cost saving measures. The Town Manager will keep the Board informed of any significant changes that would alter the planning model amounts or target levels of operating budget reductions.

## **VI. Continued Presentation by the Long-range Planning Subcommittee (Cont'd)**

The Town Manager and the Superintendent meet with department heads in December and January to prioritize the list of cuts and present what the impact will be. By February 1, 2008, the Town Manger is to release a balanced budget providing a list of specific reductions needed to reach the target level for each department including a list submitted by the Superintendent of Schools. The list will identify the jobs to be eliminated, explain the impact on services, and account for any projected change. The Boards will evaluate services and cuts needed to balance the budget, meet with all department heads, evaluate override options, and provide opportunities for public input. By March 3<sup>rd</sup>, the three Boards will reach consensus on budget balance items, it does not mean they agree to support or oppose any of the items. Public budget forums will be held and residents are invited to email their ideas to the Town Manager or the Superintendent of Schools.

Comments: Deb Silberstein is not comfortable with the methodology of overly focusing on just department cuts, and feels the communication needs to be clear with the community and the Boards on what options are available including use of free cash, the stabilization fund, pension funding, CIP, etc and they should be looking at more than just one fiscal year. Brian Major said balancing the budget will require some combination of cost savings and the Boards need to be in agreement on what increases/cuts and revenue enhancements are needed to balance the budget. Dr. Bach said the School Dept has provided specific lists of cuts every year, and feels the School Department Budget has no more room for cuts.

Bill Pennington, 46 Clark Road asked how the Boards plan to inform the public about anticipated cuts, and said the School PTO/PAC's can help get the budget information and override information out. The Committee discussed available options to inform the community; however, they believe it is important to complete the exercise first and have a real number to show the public, and structure the options available. Mike DeLucia, 6 Norwich Place feels the School Department is unevenly burdened by the demands the Dept of Education forces on them.

Selectman Teichert made a motion to go through the exercise process to have all department heads provide a detailed list of what the cuts and services would be to maintain a FY2008 budget level. The motion was seconded by Selectman Vispoli, voted 5-0-0 and approved. Finance Committee member Richard Howe motioned to endorse the exercise process, seconded by Mark Merritt, voted 8-0 and approved. Mr. Barber asked for a motion from the School Committee members. Mr. Collins motioned to approve, seconded by Mr. James, voted 3-1-0 and approved. Deb Silberstein voted against the motion.

## **VII. Capital Improvement Plan**

The Town Manager said the Public Hearing of the Capital Improvement Plan has been completed and the next step is for the Board of Selectmen and the Finance Committee to discuss the CIP prior to voting on December 17, 2007. Copies of the Summary pages of the CIP were distributed (pages 2 and 3 of the CIP Book). The Town Manager's recommends a total CIP of \$20,872,500 for FY2009.

The members discussed the CIP and asked what items listed could be charged to debt exclusion or capital expenditures and also if there are any items that could be deleted, nice to have vs. need to have. Should the Capital Preservation Act be approved at the Town Election, some items will qualify for funding and be deferred until the revenues are received. Mr. John Hess said there are a number of items that would qualify for the CPA and Andover should take advantage of the opportunity.

**VIII. Other Business**

The Town Manager said the Health Insurance Task Force will meet on December 18<sup>th</sup> and are expecting a report from the Insurance Advisor on a variety of different options to maintain and reduce costs. Buzz will bring the findings back to the Tri-Board.

The Town Manager said the Andover Government Channel is now available to Verizon Fios customers on Channel 43 (Education) and Channel 45 (Government). In January, the Public Access Channel for Verizon customers will be Channel 47.

**IX. Motion to Adjourn**

Selectman Vispoli made a motion to adjourn them meeting, seconded by Selectman Teichert, voted 5-0 and approved. The meeting adjourned at 8:55 P.M.

Respectfully submitted,

*Dee DeLorenzo*

Dee DeLorenzo  
Recorder