



## Select Board Meeting Minutes

Monday, January 5, 2026 at 6:30 PM

Town Offices, Select Board Room

36 Bartlet Street, Andover, MA 01810

Meetings are televised on Comcast Channel 22 and Verizon Channel 45

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### I. Call to Order 6:30 P.M.

Chair Alex Vispoli called the meeting of January 5, 2026, to order at 6:30 PM in the Select Board Meeting Room at the Town Offices. Members Present: Alex Vispoli, Chair; Ellen Townson, Vice Chair, Melissa Danisch, Clerk, Laura Gregory, and Kevin Coffey.

Also Present: Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, Deputy Town Manager and Town Clerk Austin Simko, and Town Counsel Doug Heim.

Chair Vispoli announced the following:

### II. Executive Session

A. Board to vote to go into Executive Session pursuant to Purpose 6 of Massachusetts General laws Chapter 30, Section 21(a) to consider the purchase, exchange, lease or value of property; Tax Increment Financing Agreement; and

B. Board to vote to go into Executive Session pursuant to purpose 7 to approve and release or not release Executive Session minutes of December 3, 2025; and to return to open session.

It was moved by Ms. Danisch, seconded by Ms. Townson, and voted 4-0 to enter Executive Session.

Roll Call: Ms. Danisch, Y; Mr. Coffey, Y; Ms. Townson, Y; and Mr. Vispoli, Y.

Mr. Vispoli opened the regular meeting at 7:00 PM. He then noted this was the first meeting of the New Year, welcomed and introduced members and town officials. Before the moment of silence, Mr. Vispoli noted the passing of long- time resident and contributor to the town, John "Jack" Flynn.

### III. Opening Ceremonies

A. A moment of Silence/Pledge of Allegiance

A moment of silence was observed, followed by the Pledge of Allegiance.

### IV. Town Manager Report

A. [Department Update-Community Development & Planning](#)

Director of Planning, Paul Materazzo

Mr. Flanagan began by saying that this is the time of year when Christmas Tree Pickup (natural trees) and Budget Season has started. Christmas Tree Pickup will take place with trash pick up for the next two weeks. Ms. Danisch asked if DPW could put something on their website about cardboard boxes and Mr. Flanagan noted there are three locations in town for cardboard boxes. Mr. Coffey said there used to be a place on the app explaining where to leave boxes.

The Operating Budget is now being considered, will be released on February 6, 2026.

Mr. Vispoli said tonight the Community Development and Planning Department will be highlighted with Director Paul Materazzo.

Mr. Materazzo then introduced himself and showed a slide of Department responsibilities: Land Use; Transportation; Housing; Citizen participation; Zoning; Open space; Sustainability; Historic preservation; Accessibility; Redevelopment; Natural Resources; Cultural heritage; Environmental justice; Subdivisions; Economic development, and Arts and Culture.

The mission is to ensure the orderly growth and development of the Town through sound planning practices and the Comprehensive Plan. A new partnership has been established with Ann Ormond, Director of Business, Arts & Culture, and the Public Arts Commission.

He then showed a slide of the 2022-23 Andover Comprehensive Plan. He thanked those who provided input as this plan builds on the 2012 Master Plan sets goals and guides zoning and other initiatives,

A Slide of the Zoning By-law and street map showed integration of new streets and utilities. An example of new building for use as a warehouse, manufacturing, laboratory and office uses was presented along with a detailed map. The Haverhill Street medical building renovation will result in a new day care facility and medical office building.

The last permit of 2025, issued by the Planning Board, was for the new Merrimack College Office Building. The Old Town Yard Redevelopment Project will be ready in the Spring.

A key strategic measure to coordinate plans being developed is the Essex Street Corridor with a cost of \$3.3M to further additional growth. The former Andolini's restaurant site was shown and Essex Street, Elm Street, and the Town yard area will be connected.

The Initial concept for 19 Essex street is a 9- unit building. In 2024, the community was successfully petitioned regarding the multifamily overlay district covering the downtown, Ballardvale, and River Road areas. Also, in conjunction with MBTA zoning requirements, filing for 432 units of housing with ground floor units at 100 Old River Road across from Campanelli Drive will include numerous amenities.

There will be a new Multifamily Overlay District /MBTA Zoning for the January 2026 Planning Board Submission. Areas along Route 133 scheduled for construction in 2029 include the West Parish Intersection and Shawsheen Square. These areas are under initial review with a workgroup and there will be a consultant team and landscape architects with presentations to a larger public audience later.

Public engagement has been through Slido polling, as well as Town Meeting Article 35 and the Mobile Town Hall on these projects.

Mr. Materazzo then showed a slide of public outreach attempts to date.

Mr. Vispoli Alex asked about activity at Brickstone Square. There was nothing to report on this area or Palmers Restaurant. Ms. Townson asked whether there was any relaxation of permitting with respect to revitalizing historic mill overlays along rivers to assist/promote housing or commercial use as sometimes occurs in other communities.

Mr. Materazzo said areas like Ballardvale are part of the multifamily zoning district or by right permit, and there may be opportunities in these areas.

Ms. Townson asked about Route 133 River setback areas which will be discussed further.

Mr. Coffey said the areas under discussion have all experienced increased traffic congestion, a natural occurrence with the increased growth in these areas and safety is a big concern.

Mr. Materazzo said there will be recalibrations needed within the network to consider future growth especially as regards intersections. The goal is to make these suburban areas safe for the public.

Mr. Vispoli thanked Mr. Materazzo for his presentation.

## **V. Communications/Announcements/ Liaison Reports**

Mr. Lindstrom announced that on Wednesday, January 14, 2026, there will be a Life- Long Learning Session at the Robb Center covering the Chandler Road review survey results. He thanked those involved, noting that over 1400 people contributed feedback to be addressed at the next meeting.

Mr. Vispoli asked about spots available, and there will be a lottery system after the 36 spots taken. Mr. Lindstrom also noted Phase 1 of the Community garden has been completed with a pavilion and shed and there is ADA accessibility.

Mr. Simko gave an update on the town warrant closings and January 16 is the key date for private articles. February 3, 2026, is the deadline for candidates who wish to appear on the ballot for upcoming elections of the following: moderator, select board school - committee, housing authority, and Punchard Trustees. Mr. Coffey suggested the webpage be updated to include this information, and Mr. Vispoli asked about updating other town positions as well.

Mr. Heim noted warrant articles could be presented as simply as possible, and Mr. Vispoli thanked Mr. Heim and noted that it was one of the recommendations from a town governance study.

Mr. Coffey announced that Greater Lawrence Technical High School Superintendent Lavoie plans to retire. He also said the Housing Trust Fund Board drafted a letter in support of the Andover Trailside project.

Mr. Coffey noted the need for Select Board minutes to be released, and the Select Board web page contained meeting briefs.

He further asked that the process concerning failed water meters and transponders would be helpful to residents and that DPW might document these.

Ms. Townson announced the Recreation Department Winter Fest is scheduled for February 1, 2026, from 11 AM -2 PM. There are many activities which will take place whether or not the ice is frozen.

Ms. Gregory thanked Town Manager Flanagan and the Solid Waste Department for the successful Christmas tree composting, which is good for the environment and saves money.

Mr. Vispoli also thanked the DPW for the holiday season waste pick up.

He also thanked Dee DeLorenzo, who took minutes for the Town for the past 15 years as well as working to support the School Department. He thanked her for her many years of service and said she will be missed.

## **VI. Public Comment**

Hearing no public Comment, Mr. Vispoli moved to the next agenda item.

## **VII. Public Hearing**

### **A. Alcoholic Beverages License-Transfer**

The Board to review and consider voting to approve the application of Dhyani Patel Corp. Inc., doing business as Andover Spa, at 9 Elm Street, Andover to transfer an Off Premise All Alcohol Retail License from Prayosha108 Corporation, doing business as Andover Spa.

The parties came to the table and Mr. Vispoli announced the meeting was being recorded by Andover TV.

Song Kim introduced himself as counsel to the transferee or future owner of Andover Wine and Spirit and the proposed Manager Kush Savalia, and Corp President Payal.

At issue is the transfer of the pre-existing off premises liquor license located at 9 Elm Street, Andover from Prayosha 108 Corporation to Dhyani Patel Corporation. The premises were described to include floor level and basement area. Mrs. Savalia would be 100% owner of the Corporation.

Mr. Savalia said he was manager for many years with Essex Schooner Market and was experienced with protecting against underage buying and said insurance matters are in order.

Mr. Vispoli noted that employees be trained and that screening and management is important to the Town.

Ms. Danisch asked if Free Christian church had any issues and explained her concern with signage in the window which announces new management—this has been confusing as no official transfer has taken place. She also noted that although signage is not within the purview of this Board, it is currently both in and below the windows. Ideally it should be such that it is a good fit with that business location. Applicants agreed to re-visit signage issues.

There were no public comments.

It was moved by Ms. Danisch, seconded by Ms. Townson, and voted 5-0 to approve the application of Dhyani Patel Corp. DBA Andover Spa, Wine and Spirit, 9 Elm Street, Andover Mass to transfer an off-premises all alcohol retail package store license from Prayosha108 Corp. DBA Andover Spa, 9 Elm Street, Andover, MA to Kush Savalia 7 Moore Circle, Danvers, Ma as the designated manager, subject to the condition that all requirements of the town are met prior to issuance.

Mr. Coffey noted there was a second motion regarding two churches as abutters though neither provided comment. Counsel for the applicant said notice was served to these churches, but Mr. Simko responded he would look at preparing the motion regarding the abutters while the meeting continues.

## **VIII .Regular Business**

### A. [National Grid](#)

Mr. Vispoli announced the National Grid's presentation on electrical outage and reliability improvements.

Introductions began with Shomit Kamal Customer and Community Engagement Director; Jay Dwyer, Manager of Distribution planning; Ruvini Kankanamalage, Distribution Planning Engineer, and Jason Johnston, National Grid's forestry supervisor for the Merrimack Valley

Mr. Dwyer put together an outage map as requested depicting outages within Andover. Although they have outage data, this was the first time it had been put in map form.

Ms. Kankanamalage said this interactive customized map covers the period from Jan 2024 to December 2025. Searches can be made by address or viewed on Google map. Layers of interactive map described, as well as a snapshot of recent outages. Events could be due to animals, fallen trees or weather-related events.

Mr. Vispoli noted that although the interactive map may be a one-off event which involved a lot of manual input, it will be very helpful going forward.

There is a plan to look at certain areas for tree trimming, installing animal guards on devices, looking at wire/fuse replacements and other improvements.

Mr. Vispoli asked about time frame. A workplan is in place and some improvements will take place within next few months.

Ms. Danisch said she'd like most residents to see improvements over the next few years and asked if an implementation plan could be put together with regular updates, every 90 days or so, over the next 2 years.

Mr. Vispoli asked about Rattlesnake Road/Woburn Streets' higher rate of power outages, and Ms. Townson talked about a transponder and the changing topography of the town and asked whether patterns of issues could be tracked. This could lead to collaboration on ideas for solving the problems.

Mr. Vispoli asked for an update for January 26, 2026, meeting outlining progress and timeline.

Ms. Townson asked for assistance regarding a faulty transformer in the Rattlesnake Road area as an ongoing resident request.

Ms. Danisch thanked National Grid for their ongoing efforts. There were no public comments.

Ms. Townson asked if residents could see improvements if they are located outside the targeted areas on the outages map, the response was yes.

Mr. Simko confirmed notice to the two abutters to the Andover Spa and drafted the second motion.

It was moved by Ms. Danisch, seconded by Mr. Coffey, and voted 5-0 to approve the application of Dayani Patel Corp, DBA Andover Spa, Wine and Spirit, 9 Elm Street, Andover Mass to transfer an off-premises all alcohol retail package store license from Pryosha108 Corp DBA Andover Spa, 9 Elm Street, Andover, Mass is not detrimental to the educational and spiritual activities of the Free Christian Church, 31 Elm Street and the Andover Baptist Church, 7 Central Street, Andover, Mass.

#### B. Greater Lawrence Technical School

Brenda Richardson, Assistant Superintendent at the Greater Lawrence Technical School introduced herself as Superintendent Lavoie was not present until a later part of the discussion.

Ms. Richardson said she was before the Board asking for support of an amendment of the charter agreement to allow GLTS to enter a sublease for land held for school purposes from the City of Lawrence Municipal Airport. This would be for acquisition of a new hangar for the aviation program to better meet the needs of its students.

There would be no cost to Town of Andover. The original hangar needs upgrades, and the new hangar has the amenities needed-- including additional square footage for aircraft and instruction. There were three updated motions.

Mr. Vispoli said although the Select Board supports the goals of the GLTS, Town Meeting approval is needed.

Ms. Danisch said she also supports the school's aviation program, the Board is not a party to the proposed changed charter.

Ms. Richardson clarified that Supt. Lavoie is letting the Board know what GLTS is seeking and looking for its support even if the Board cannot vote on this matter.

Mr. Coffey reiterated the issue for clarification, and Mr. Heim explained that as attorney for Andover, the proposed motions brought before the Board don't have a clear connection to the Select Board, and he explained the technical process for Town Meeting to amend the lease agreement. The regional agreement does not provide GLTS with the power to lease and the earlier lease agreed to two years ago was specific to that lease and hangar. The ability to lease this new hangar must be approved at Town Meeting as they did the last one.

Ms. Danisch said it would be better to support rather than vote on the first two motions. Mr. Heim said the Board could move to support GLTS sublease, subject to successful amendment at Andover Town Meeting.

Superintendent Lavoie joined the meeting at this time.

It was moved by Ms. Gregory, seconded by Ms. Townson, and voted 5-0, that subject to successful amendment of the Greater Lawrence Technical School Regional Agreement, by Andover Town Meeting, approve GLTS entering into a sublease for land held for school purposes from the City of Lawrence at Lawrence Municipal Airport.

At this time, the Board supports the program but Andover Town Meeting must approve any amendment to the regional agreement for the sublease.

#### C. Elder Services Donation

Board to consider accepting a donation to Elder Services for the transportation program.

Ms. Jane Burns said she received a \$10K donation for the Robb Center to support the voluntary transportation program when it is not typically provided such as evenings. The donation was made in Memory of George Dexter Kelley by his wife Eleanor Marie (Terry) Kelly.

It was moved by Ms. Danisch, seconded by Ms. Townson, and voted 5-0 to accept the \$10,000 donation from Eleanor Marie Kelly in loving memory of George Dexter Kelly to Elder Services to be used towards the transportation program.

#### D. Affordable Unit Right of First Refusal-1 Powder Mill Square Unit 102

Board to voted to not exercise its right of first refusal to purchase the affordable housing unit at 1 Powder Square, Unit 102.

Mr. Heim said that although this unit could be bought by the Town, it will instead work with Andover Community Trust to market it as an affordable unit.

It was moved by Ms. Danisch, seconded by Ms. Townson, and voted 5-0 to not exercise the Board's discretion of right of first refusal to purchase the affordable housing unit at 1 Powder Mill Square, Unit 102.

#### E. Mid-Year Goal Review

Town Manager to provide a mid-year update on the Town Manager and Select Board Strategic Goals and Objectives.

Mr. Flanagan began his review by saying this would be a more holistic overview of the goals, and a more in depth discussion will follow in the next month-six weeks or so. The four main categories were:

- Administration & Finance
- Communications & Engagement
- Capital Improvements
- Select Board Priorities

The Goals and Objectives for FY 2026 are explained more fully on the website under the Select Board Goals.

Mr. Flanagan talked about the objectives within each of the four goals along with the Deliverable, Status, and Updates associated with each.

Updates under A&F include the Long-Term Financial Plan now completed with the CIP release. The Policy Review/process came about as a result of this Plan which will be explained in more detail at a later point. Capital Improvements include those to the High School and at this point the School Committee must vote on design. Also cost estimates need to be firm and accurate and this may be taken up at Spring Town meeting. Many variables are involved with the various stakeholders, and there is an ongoing process to navigate these variables. A Facility Master Plan may be completed soon.

There has been much progress with town and school buildings in the last 10 years. The Shawsheen short term utilization report on programming shows the programming and location use has gone well, but long- term use is still being studied. Board members briefly discussed the community use of the building and grounds for children’s activities, and use of the playground and fields.

A \$10M bond authorization for water and infrastructure will be explained at the next Select Board meeting by DPW.

Communication infrastructure has involved building on resident feedback. There has been an expanded use of video media through partnership with Andover TV. Emergency protocols with MEMA to ensure broader access including the schools have been put in place. A Welcome Guide for new residents will be previewed by the Select Board, and improvements to the Town Website using CivicPlus have been in high demand in Andover. Mr. Coffey asked about community input and there will be a focus group at some point. Licenses should be easier to obtain/renew going forward.

Although there has not been an MBTA letter with regard to the Lewis Street development, there has been verbal communication between it and the Town.

Legislative tracking and updates expanded. The State delegation will be invited to a Select Board meeting at a future date.

The “Business Scorecard” may be taken up at the next meeting.

Appointment of the 250<sup>th</sup> Anniversary of American Independence Committee, and many residents very excited to participate on the Public Arts Committee. Mr. Vispoli talked briefly about possible public art initiatives within the town.

Recruitment of a Sustainability Director underway.

Mason’s Landing-- Mr. Heim said permit applications were being sought prior to Conservation Committee and State and NEPA reviews.

Mr. Flanagan thanked those who have been involved in these goals.

F. Select Board Finance & Investment Policy 2nd Reading

Board to discuss and potentially vote on Select Board Finance & Investment Policy

Mr. Heim said he consolidated the old policy manual which included many restatements and codifications of laws and member rolls and put together a basic one- page document of goal setting for basic financial policies. He emphasized that Select Board financial policy is subject to change over the years. Mr. Vispoli said he'd like to see as a goal or statement the policy of keeping the AAA bond rating. Ms. Gregory noted the various ways the bond rating could be negatively impacted and said it is only one part of a sound fiscal management piece. Mr. Coffey suggested adding another page of financial policies which could include an aspirational AAA Bond piece. Ms. Danisch suggested maintaining an AAA bond rating could be outside Board control.

Mr. Flanagan said perhaps including language on the principles of finance such as striving for excellence in fiscal management could be included. Ms. Danisch noted there would be sub-committee outcomes as well.

Mr. Heim said the proposed language he put together could be adopted "as is" with additions when finance committee and subcommittees weigh in. He then explained 3 options for this proposed policy.

Mr. Vispoli clarified that he would like to keep the one page and see whether the Board/fincom subcommittee comes back with policies of other metrics to be added.

It was moved by Ms. Gregory, seconded by Ms. Danisch, and voted 5-0 to revise the financing and investment policy as presented with the understanding that further policies will be discussed in the future.

Mr. Vispoli announced that the next meeting of the Select Board would be January 20, 2026, at 7 PM.

Ms. Gregory noted the time and suggested meetings might be shortened/streamlined in the future.

**VI. Consent Agenda**

A. Appointments by the Town Manager Board

It was moved by Ms. Townson, seconded by Ms. Gregory, and voted 5-0 to approve the appointments listed in the consent agenda.

A. Appointments by the Town Manager

Board to vote that the following appointments by the Town Manager be approved.

<b>Board/Commission</b>	<b>Name</b>	<b>Position</b>	<b>Start Date</b>	<b>Term Expires</b>
250 <sup>th</sup> Anniversary Committee	Mark Comeiro	Member	01/06/2026	06/30/2027
250 <sup>th</sup> Anniversary Committee	Mairathe Emerson	Member	01/06/2026	06/30/2027
250 <sup>th</sup> Anniversary Committee	Marilyn Fitzgerald	Member	01/06/2026	06/30/2027
250 <sup>th</sup> Anniversary Committee	Rodney Johnson	Member	01/06/2026	06/30/2027
250 <sup>th</sup> Anniversary Committee	Christopher Klein	Member	01/06/2026	06/30/2027
250 <sup>th</sup> Anniversary Committee	Susan McCready	Member	01/06/2026	06/30/2027
250 <sup>th</sup> Anniversary Committee	Max Murphy	Member	01/06/2026	06/30/2027
250 <sup>th</sup> Anniversary Committee	Bill Pennington	Member	01/06/2026	06/30/2027
250 <sup>th</sup> Anniversary Committee	Gail Ralston	Member	01/06/2026	06/30/2027
250 <sup>th</sup> Anniversary Committee	Jennifer Robbins	Member	01/06/2026	06/30/2027
250 <sup>th</sup> Anniversary Committee	Martha Tubinis	Member	01/06/2026	06/30/2027
Merrimack Valley Planning Commission	Monica Gregoire	Alternate Member	01/06/2026	06/30/2026

Merrimack Valley Regional Transit Authority	Monica Gregoire	Member	01/06/2026	06/30/2026
Public Art Commission	Anita Adler	Member	01/06/2026	06/30/2028
Public Art Commission	Christopher DeLorenzo	Member	01/06/2026	06/30/2028
Public Art Commission	Cornelia Fitts-Russo	Member	01/06/2026	06/30/2028
Public Art Commission	Andrew Flanagan	Member	01/06/2026	06/30/2028
Public Art Commission	Molly Foley	Member	01/06/2026	06/30/2028
Public Art Commission	Carlos Jaquez	Member	01/06/2026	06/30/2028
Public Art Commission	Hannah Keller	Member	01/06/2026	06/30/2028
Public Art Commission	Lauren Kosky-Stamm	Member	01/06/2026	06/30/2028
Public Art Commission	Stefanie McIver	Member	01/06/2026	06/30/2028
Public Art Commission	Pamela Soltes	Member	01/06/2026	06/30/2028
Public Art Commission	David Whitney	Member	01/06/2026	06/30/2028
Public Art Commission	William Wrigley	Student Representative	01/06/2026	06/30/2028

**X Approval of Minutes**

It was moved by Ms. Danisch, seconded by Ms. Gregory, and voted 5-0 to approve the following minutes:

- October 20, 2025
- November 6, 2025
- November 12, 2025
- November 21, 2025
- December 3, 2025
- December 8, 2025

**XI. Adjourn**

It was moved by Ms. Danisch, seconded by Mr. Coffey, and voted 5-0 to adjourn the meeting at 9:18 PM

**Document 20: Town Manager’s Summary of 4 Goals**

**Summary of Town Manager Staff Appointments**

The Town Manager is pleased to announce the following appointments:

<b>Department</b>	<b>Name</b>	<b>Position</b>	<b>Date of Hire</b>	<b>Rate/Term</b>
Andover Police Department	Courtney Perry (Martin Hehir)	Public Safety Communicator	01/12/2026	\$31.33/hour
Facilities	Stephen Rivers (Richard Drinkwater)	Custodian	01/05/2026	\$26.19/hour
Public Works	Cameron Foote (John Parker)	Equipment Operator	12/15/2025	\$28.73/hour
Public Works	Susan Pieslak (Katy Dorandi)	Office Assistant	01/12/2026	\$28.93/hour

If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact Amy Heidebrecht in the Town Manager’s Office at 978-623-8213 or by email at [amy.heidebrecht@andoverma.us](mailto:amy.heidebrecht@andoverma.us)