



Select Board Meeting Minutes

Tuesday, January 20, 2026, at 7:00 PM

Town Offices, Select Board Room

36 Bartlet Street, Andover, MA 01810

Meetings are televised on Comcast Channel 22 and Verizon Channel 45

I. Call to Order – 7:00 P.M.

Chair Alex Vispoli called the meeting of January 20, 2026, to order at 7:00 PM in the Select Board Meeting Room at the Town Offices. Members in attendance: Vice Chair Ellen Townson, Clerk Melissa Danisch, Kevin Coffey and Laura Gregory.

Others in attendance: Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, Deputy Town Manager and Town Clerk Austin Simko, Town Counsel Doug Heim.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

Prior to the moment of silence, Mr. Vispoli noted the passing of two Andover residents last week; Joan Fox, an advocate for the Senior Center and long-time attendee at Select Board meetings, and Al Dusey, a WWII Veteran with the Air Force who received a citation from the Board last year on his 100th birthday. The Pledge of Allegiance followed.

III. Town Manager Report

Mr. Flanagan thanked DPW for work done over the weekend with all the snow and ice. Also, Fire and Rescue responded to a house fire on Bellevue Road, and he thanked neighboring communities for their mutual aid. The resident surveys mentioned at the last Board meeting will officially begin next week. This will be done by random selection and will take about 12 minutes using an on-line link. The Budget will be released February 6, and Mr. Flanagan thanked Hayley Green and Sarah Carroll. The Annual Winterfest held by Andover Conservation and Andover Recreation is scheduled for February 1 at Pumps Pond. Mr. Flanagan thanked Library Director Esme Green and her team who were awarded a connected and online program grant from the Mass Broadband Institute to expand technology and literacy within the community. New chrome books, laptops and equipment will be added to the device lending program and the makerspace.

IV. Communications/Announcements/Liaison Reports

Town Counsel Doug Heim thanked residents who reached out to have town meeting warrant articles vetted before the filing deadline. This helped the focus to be on substance rather than procedural issues. The Town Meeting warrant has closed.

Ms. Danisch talked about a great weekend of events in Andover starting with the well-attended Raptor event at the Police Station; the festive re-opening of Gong Cha bubble tea shop, along with the attendance of the Consul General of the Taiwan consulate to Boston at the event, and the inspirational MLK event at the Baptist Church with the amazing AHS students who sang or spoke at that event.

Ms. Gregory and Mr. Coffey said the subcommittee of Selectboard/FinCom members began its work last week to review Select Board goals and existing debt and reserve policies.

Mr. Coffey added his praise of the Andover High School Chamber Choir noting the standing ovation they received.

Ms. Townson said she thought this year's was the best MLK Day event she ever attended in Andover, and the Gong Cha reopening with cultural and dance performances was also very good. The Winter Fest takes place February 1, from 11-2 which will be a safe opportunity on the ice at Pomp's Pond, along with animal tracking.

Mr. Vispoli announced the "Coffee with Select Board" event will start January 31, 2026, 9-11 at the Robb Center. Mr. Flanagan will be the guest and 2 Select Board members will attend on staggered hours. Mass Municipal Association (MMA) will be holding their annual statewide meeting in Boston, and Andover officials, staff and Andover mobile town hall will be there. Lastly, State Budget coming up.

V. Public Comment

Kathy Grant, 83 Morton Street, Andover had questions about how to access updates to the FY26 Budget, that are not listed on tonight's agenda. Also she suggested actual spending amounts within each town department be clearly noted in the budget to know where savings and expenses were at the end of the year. Mr. Flanagan said the information Ms. Grant is looking for is located on the Town web site, and the Town Budget Director provides quarterly reports, but the public may always reach out to his office. He further noted that tomorrow night the Finance committee will be reviewing the budget.

VI. Regular Business

A. [Second Generation Anticoagulant Rodenticides \(SGAR\)](#)

Board received a presentation from Donna Cooper, 4 Eagle Way, on residents' efforts to regulate Second Generation Anticoagulant Rodenticide (SGAR). She is working with 5 other Andover residents on an initiative to prevent use of this type of anti-coagulant rodenticide in private residences. State legislation is pending. SGARS can be restricted locally with home rule petitions followed by by-laws. Andover limits use of SGARS in municipal properties. A warrant article will be presented to the Board on this matter for its consideration.

Ms. Townson and Mr. Vispoli asked about alternative methods to control the rodent population, and it was noted that SGARS poisons transfer to other animals and water sources. Ms. Gregory spoke against this product.

B. [Amendments to Traffic Rules and Regulations](#)

1. Andover Safety Officer Glen Ota presented proposed changes to Schedule 3, Article VII, Section 9 – Isolated Stop Signs, of the Traffic Rules and Regulations:
 - a. North Street at Greenwood Road - Amend to: All-way north/south stop
 - b. Chandler Road at Greenwood Road - Amend to: All-way stop
 - c. Cutler Road at Reservation Road - Amend to: All-way stop
 - d. Harold Parker Road at Jenkins Road - Amend to: Three-way stop.

Mr. Vispoli thanked the public for its interest through emails received and noted the Jenkins Road signage came about as a result of the Participatory Budget process.

Mr. Lindstrom gave a brief overview of the framework for choosing these areas for stop signs which included resident input, state agencies and the transportation working group. Data was analyzed in a formal study. The process is ongoing.

Officer Ota and Director of Public Works Carlos Jaquez gave a slide presentation describing reasons such as accident history, visual impediments, or the shape of an intersection for additional signage. Mr. Coffey asked about public awareness of the new signs, and if these stop signs will be rolled out after message boards and police monitoring at each new area.

At this time Mr. Brad Weeden, 5 Summer Street, introduced himself. He talked about other intersections with 3 way stops and agreed with three of those proposed above. With respect to North Street, he agreed with having the existing two stop signs but did not think it was necessary for those travelling North Street to have to come to a complete stop. Ms. Danisch and Ms. Townson disagreed, each noted that area is difficult to cross due to traffic and has had a number of accidents.

Hearing no further comments from the public or board, Mr. Vispoli asked if there was a motion on each of the four recommended sites.

Ms. Danisch moved to approve the amendments to the Traffic Rules and Regulations of installing an all-way stop at North Street at Greenwood Road as presented by the Andover Safety Officer, and Ms. Townson seconded. The motion passed 5-0.

Ms. Gregory moved to approve the amendments to the Traffic Rules and Regulations of installing an all-way stop at Chandler Road at Greenwood as presented by the Andover Safety Officer. Ms. Townson seconded. The motion passed 5-0.

Ms. Townson moved to approve the amendments to the Traffic Rules and Regulations of installing an all-way stop at Cutler Road at Reservation Road as presented by the Andover Safety Officer. Ms. Danisch seconded. The motion passed 5-0.

Mr. Coffey moved to approve the amendments to the Traffic Rules and Regulations of installing a three-way stop at Harold Parker Road at Jenkins Road as presented by the Andover Safety Officer. Ms. Townson seconded. The motion passed 5-0.

C. Dog Park Donation

Mr. Vispoli said monies from a nonprofit fund benefiting the Dog Park, built 15 years ago, were being proposed as a donation. Mr. Lindstrom added that nearly \$4,900 was left in that account and the Friends of Andover Dog Park proposed to donate it to the town to upgrade amenities within the park. He thanked Carolyn Page for this donation on behalf of the Friends of Andover Dog Park.

Ms. Danisch moved to accept the donation from the Friends of Andover Dog Park in the amount of \$4,809.12 to be used for Andover Dog Park. Ms. Townson seconded. The motion passed 5-0.

D. Business Scorecard

Deputy Town Manager Simko, Paul Materazzo Director of Planning and Ann Ormond Director of Arts, Business and Culture appeared before the Select Board, to present the first "Business Scorecard" update.

Mr. Simko thanked them for their work on this project. He started the review of the different areas of the scorecard starting with the slide of the Quarterly Rooms Tax spanning 2015 through the first two quarters of FY26 with tax collection presented by quarter.

There has also been a steady request for Business Certificates for the same period-- if a business needs a license or operates as a DBA, they need a business certificate.

Mr. Materazzo then gave a slide presentation beginning with Commercial Building and Sign Permits—over last 10 years ranges from \$500K to \$3.5M—highest \$3,278,789 in 2025. This included Gillette fees to expand in the community. He explained business blips and expansions.

Mr. Flanagan added that there is often a correlation between building permit revenue and economic growth as building permits are based on value of the project, so larger investments often lead to economic growth over a longer period.

Mr. Simko then spoke about occupancy and vacancy and showed a slide called Townwide Commercial Real Estate Occupancy. Townwide occupancy rate of 82% and vacancy 18%.

A Downtown Commercial Real Estate Occupancy slide showed an occupancy rate of 96%. Square footage of various buildings explained to show vacancy of restaurant square footage in the downtown compared to larger industrial buildings.

Mr. Materazzo said data will help with planning growth in the downtown. He reviewed other commercial properties. The two River Road two properties --Phillips and Putnam Investment - account for 45% of the 30% vacancy out on River Road. Major Commercial Properties with Available Space Parking-- zoning for these facilities allow for expansion. Industrial Districts across the area are very different and looking at new ways to be more competitive. Mass Works grant in 2024 for sewer investment. Major Commercial Properties with available space are Brickstone, at Andover Landing, Phillips at Minuteman Road, and Putnam at Shattuck Road.

Mr. Vispoli asked about status/inquiries at the Phillips and Putnam sites. Mr. Materazzo said the multi-family overlay district on River Road is intended to bring housing close to businesses along with other co-locations that make property more desirable.

Mr. Coffey asked if the tax rate on rooms/meals changed and if so, was inflation driving that growth. The tax rate is $\frac{3}{4}$ of 1%. The rate has not changed. Mr. Flanagan said occupancy has been about the same over the time frame discussed on River Road, so increase is basically due to inflation. Mr. Simko said inflation is probably more pronounced in restaurants than rooms in that ten- year period.

Mr. Vispoli asked Pioneer Group for an [Infographic](#) on Raytheon System and presented a slide which breaks down the businesses by size for the town.

Mr. Vispoli and Mr. Flanagan thanked Mr. Materazzo, Ms. Ormond and Mr. Simko for the team effort that went into this planning presentation/project.

E. Select Board Policy Review

As part of the Board's policy review process, Board to discuss and vote on Select Board Policy for Town Manager appointment in the event of a vacancy.

Mr. Heim said while working on the Policy handbook, he noticed some areas within the section on "unanticipated vacancy of town manager office" also in the town charter, that might be updated. The term unanticipated is one instance and it might be helpful to codify the town manager's transition appointment process for the Board.

Depending on reason for vacancy, such as retirement, the number of days allowed to appoint an "acting" or interim town manager might be changed.

A brief discussion followed regarding the search process as it relates to an interim town manager being a town or out of town employee, number of days for a search and the definition of a qualified member of the town. Ms. Danisch and Ms. Gregory agreed that a framework of steps/process for the Select Board would be helpful.

Ms. Gregory said she would change the term acting to interim as acting seems like a temporary or short period of time. The Charter would allow this and is clear that in the absence of town manager making the appointment falls to the Select Board.

Mr. Heim said the Town Charter says the town manager may designate a qualified officer of the town during a temporary absence or disability. Could redefine "qualified manager of the town" to avoid contract and other issues. Ms. Danisch suggested building in flexibility.

Ms. Danisch moved to adopt the Select Board Policy as amended by changing the term from acting to interim for the Town Manager Appointment in the event of a vacancy as presented. Ms. Gregory seconded. The motion passed 5-0.

VII. Approval of Minutes

A. Board to approve minutes from the following meetings:

1. November 17, 2025
2. December 3, 2025, Tri-Board
3. January 5, 2026

Ms. Townson moved to approve the meeting minutes from the November 17, 2025, Select Board Meeting and the January 5, 2026, Select Board Meeting minutes. Ms. Gregory seconded. The motion passed 5-0.

The December 3, 2025, Tri-Board minutes will be considered at the next Select Board meeting.

VIII Consent Agenda

A. Appointments by the Town Manager

Mr. Flanagan thanked Alex Magee for his services and announced a reorganization of certain positions within the department. Mr. Flanagan said he was pleased to bring forward Dr. Lavoie for appointment as Deputy Town Manager for Operations, and Hayley Green for appointment as Chief Financial Officer, both from Town positions.

Dr. Lavoie has been with the Town for over two years and brings organizational development skills and working among departmental lines to the position. She has certifications in both the municipal and school sides of operations, and experience with the budget and finance side of things which makes her well positioned for Internal Operations. Dr. Lavoie has been a trusted resource in the division responsible for coordinating internal operations and providing oversight over key functions.

Ms. Green is beginning her 12th year as a town employee, rising from the ranks of Assistant Town Accountant to CFO. She is a CPA, with complete knowledge of finance in Andover and is known for her sound judgement. In addition, she served six years as Chair of the Andover Retirement Board. She is ready to take on this role with the trust and support of the Department.

Dr. Lavoie said she was grateful for the opportunity and thanked the Board for its support and thanked her family and support system. Ms. Green likewise thanked the Board, and said staff is hard-working and supportive and she looks forward to new opportunities. She also thanked her family for their support.

Ms. Danisch moved to approve the appointments by the town manager as listed in the Consent Agenda. Mr. Coffey seconded. The motion passed 5-0.

Mr. Vispoli congratulated Dr. Lavoie and Ms. Green on their new appointments.

Administration & Finance	Dr. Brittney Lavoie <i>(Alex Magee)</i>	Deputy Town Manager	01/22/2026	\$180,000/year
Administration & Finance	Hayley Green <i>(Hayley Green)</i>	Chief Financial Officer	01/22/2026	\$168,000/year
<i>These are internal promotions to positions that require Select Board approval per Town Charter</i>				

Summary of Town Manager Staff Appointments

The Town Manager is pleased to announce the following appointments:

Department	Name	Position	Date of Hire	Rate/Term
Andover Fire Rescue	Edward Mrozowski, IV <i>(Eric Teichert)</i>	Firefighter	01/19/2026	\$75,558.93/year
Andover Fire Rescue	Joshua Tirrell <i>(Richard Capano)</i>	Firefighter	01/19/2026	\$68,058.93/year
Andover Police Department	John Bessette <i>(Angelo Taveras)</i>	Police Officer	01/04/2026	\$60,382.15/year

VIII. Adjourn

Ms. Gregory moved to adjourn, and Ms. Townson seconded. The motion passed 5-0. The meeting adjourned at approximately 9:14 PM.

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