

**Select Board Meeting  
Minutes of  
Monday, July 19, 2021**

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**I. Call to Order**

Chairperson Chris Huntress called the Select Board Meeting of Monday, July 19, 2021 to order at 5:07 PM. Other Members in attendance: Annie Gilbert, Alex Vispoli, Dick Howe. Laura Gregory participated remotely.

**Others in Attendance:** Town Manager Andrew Flanagan, Asst. Town Manager, Patrick Lawlor, and Town Counsel Tom Urbelis.

**II. Opening Ceremonies**

A. Moment of Silence/Pledge of Allegiance

The meeting began with a Moment of Silence followed by a Salute to the Flag.

**III. Interviews for Tenant Appointment to Andover Housing Authority**

5:00 p.m.	Walter Thorburn
5:15 p.m.	Marga Linca
5:30 p.m.	Frank Ciaravolo
5:45 p.m.	Lynda Prenaveau
6:00 p.m.	Allan Knowles
6:15 p.m.	Nermin Morgan

The candidates were asked the following questions by a member of the Board:

- Tell us about your history in the Town of Andover and how long you have been a resident, and what has been your overall experience in Town?
  - What interests you about serving on the Andover Housing Authority?
  - Do you have any other experience serving on a public board, committee, or commission?
  - As the tenant appointment to the Andover Housing Authority, you will be a liaison for the residents, are you comfortable with taking criticism and making difficult decisions in a public setting?
  - As the tenant appointment, how do you plan on advocating for your fellow tenants?
- He sees that perhaps we can do more improve the area around the housing units to make it look more appealing.

*Meeting break at 5:45 PM and resumed at 6:05 PM.*

The Board was very impressed by each of the candidates that came forward out of a willingness to serve. The Board deliberated on the candidates.

Laura Gregory was impressed by Ms. Morgan's desire and passion to get involved, she is a parent and believes Ms. Morgan would be an excellent choice.

Laura Gregory moved to appoint Nermin Morgan to the Andover Housing Authority with a term to expire on March 28, 2023. Motion seconded by Annie Gilbert. Roll call: L. Gregory-Y, A. Gilbert-Y, D. Howe-Y, A. Vispoli-Y, C. Huntress-Y. Motion passes 5-0.

*At 6:42 PM the Board recessed.*

**The Chair resumed the meeting of the Select Board at 7:00 P.M.**

**IV. Communications/Announcements/Liaison Reports**

The Town Manager announced that the Grand Opening and Ribbon Cutting of the new Robb Center will be held on August 26<sup>th</sup> at 8:30 A.M. It will be a day-long event.

Tom Urbelis updated the Board on two matters relating to the litigation with Bill Fahey. On July 9<sup>th</sup>, the Town filed a very detailed response to a complaints and allegations and within the next week the Town will be filing a response to the letter from the Supervisor of Public Records that is commensurate with and relies upon the guidance the supervisor put in the letter. Atty. Kesten has requested that the Board not respond to any questions regarding the litigation with Mr. Fahey.

Alex Vispoli thanked the folks who supported the 4<sup>th</sup> of July Pancake breakfast and the Horribles Parade and his fellow board members and others who participated in the event. Alex also mentioned that there was an opportunity to testify in the House & Senate Committee on redistricting.

Annie Gilbert pointed out that information on events that are part of the 375<sup>th</sup> Andover Anniversary Celebration are available on the Town's website. AVIS and the Andover Conservation Commission are holding a 375<sup>th</sup> Anniversary hiking challenge. If you hike all 20 trails you will get a 375<sup>th</sup> backpack.

Chris Huntress mentioned that the Pancake Breakfast hosted and supported by the Andover Senior Center Friends Group [www.SCF.org](http://www.SCF.org) benefits and helps our seniors in Town.

Laura Gregory read a statement put out by Andover's Commission on Diversity, Equity, and Inclusion based on an incident that happened last week in North Andover. She also reported that the Dept. of Community Services is running cultural events on Monday nights.

**V. Citizens Petitions and Presentations**

Chairperson Chris Huntress announced that the Select Board does not discuss personnel issues. A large group of people were present and many spoke about the termination of Bill Fahey. Some of the comments included the following:

Suzanne Allen read a letter brought forward by several women in support of Bill Fahey. The letter was signed by many former and current AYS woman staff members. Karen Kim asked about the status of the public record requests on the firing of Bill Fahey. Roland Kim feels that the process that led to the removal of Bill Fahey is flawed. Cameron McCloud, said the Public Records Division found that the heavily redacted report had to be given to the court where the judge will decide the version of the report that will be released. Ben Levine, would like to see better oversight of the Town Manager

by the Select Board. Peg Campbell said justice has not been served and suggested that the Select Board have all been duped by this process and hopes that they will reconsider.

**VI. Regular Business**

**A. Proclamation Celebrating India's 75<sup>th</sup> Independence Day**

Chris Huntress read the proclamation Celebrating India's 75<sup>th</sup> Independence Day celebrated on August 15, 2021.

Dick Howe moved to issue a proclamation in commemoration of India's Independence Day on August 15, 2021 and encourage all residents to join the Indian Community to celebrate its 75<sup>th</sup> Independence Day. Motion seconded by Alex Vispoli. Roll call: D. Howe-Y, L. Gregory-Y, A. Gilbert-Y, A. Vispoli-Y, C. Huntress-Y. Motion passes 5-0.

**B. Town Manager and Select Board Goals Update**

Town Manager to provide an update on the Town Manager / Select Board Strategic Goals.

The goal reporting period is July 1 2020-June 30, 2021. Over the past several years they have tried to categorize the goals and have made changes as the challenges of the community have changed. This year presented challenges as we worked through a pandemic.

**Long-range Financial Planning**

Deliverables: Work with Revenue & Expenditure Task Force

Update: The Task Force studied revenue trends from the last fiscal year and receipt trends pre-Covid. Recommendations for all revenues were incorporated in the Long Range Financial Plan and the FY-22 Budget and to develop a Revenue Recommendation for the FY-22 Operating Budget to present to the Select Board. Revenue recommendation was presented.

Increase resident engagement by identifying a funding source for a participatory budget program which has been designed and will launch in August with a deadline to submit proposals by mid-October. An internal committee has been established to evaluate and select proposals.

Develop a plan and funding model for the Town's Major Obligations. Including the construction of West Elem/Shawsheen Preschool Building Project and the Integrated Financial Plan. Both of which were approved at Town Meeting. We have a funding strategy in place for OPEB.

**Citizen Response Management and Engagement**

Deliverables and Update:

The Town Manager's Office is working with HR and Collective Bargaining Organizations on the development of a comprehensive training and professional development program for front line staff. A permanent customer service center has been designed within the Town Offices Renovation.

An agreement regarding permanent changes to staffing complements to support centralized/shared services is being finalized with the Andover Independent Employees Association to maximize efficiencies through collective bargaining.

Provide Board with update on department and division goals. Each Department and Division presented its goals and provided an update on operations to the Board on April 10.

Shared the survey results from the Resident Public Opinion Survey results that were presented to the Board in November 2016.

Continued commitment to increase communication methods through all media platforms has been elevated through the pandemic. Andover continues to serve as a model for other communities in terms of community and social engagement.

### **Capital Improvements**

The Robb Center is open and active with daily programming. The transition to the new Fire Station is tentatively scheduled for August.

Design and design implantation schedule for access and customer service improves to Town offices – design is finalized but process delayed until costs are stabilized.

Continue to implement the Gas Disaster Recovery Plan and some project incremental updates to the Select Board. The plan due to Covid has been pushed out an additional year. Phase 3 of the Road Restoration is underway and the expanded Robb Center parking lot will be completed later this month. Reconstruction of Lots 1 and 2 downtown are fully designed and the work is expected to begin this fall. The Route 133 project has been submitted for 25% design and has been submitted for State Funding. Public meetings continue.

Town Meeting Funded Year 2 of the Board's Goal to develop the Capital Improvement Program. The Sidewalk program has been funded for \$1.9M over the past two years and improvements will be based on an updated master plan.

The School Committee and West Elem Bldg. Committee to provide direction and oversight of the School Building Project, including participation in the MSBA process.

### **Downtown Andover & Historic Mill District**

Outdoor dining zoning changes have been made permanent. The constructions of lots 1 and 2. Pending TM approval, the Town Yard Selection Committee has reviewed Phase 1 responses of the RFP and narrowed finalist down to four developers. The Selection Committee will review Phase 2 of the proposals in August and provide a recommendation to the Select Board in September/October.

### **River & Open Space Access**

Design and survey work for access to the Merrimack River Access project along the Heffron Right of Way and the GLTS Easement currently undergoing permitting through numerous environmental agencies. The Open Space Task Force was successful in

increasing access to our region's most scenic resources by constructing public pathways for recreation. Initiated feasibility study to construct pedestrian bridges at Dale Street. Design underway for Castle Heights ADA Fishing platform and part of the Shawsheen River Master Plan process, they will continue to look for enhanced opportunities along the entire river. Part time Manager began in April.

Continue to work collaboratively with the Merrimack River District Commission on regional solutions for improving the overall health of the Merrimack River.

### **Energy & Sustainability**

Began work on the emissions inventory phase of the Climate and Sustainability Action Plan was concluded on time. Funds were approved to continue Phase II of the work.

Andover Green Advisory Board, the CCA Design Team, and the Good Energy consultant worked together to name the program Andover Community Energy.

Opportunities to invest in Climate Resiliency through the Municipal Vulnerability Preparedness Grant program. They will continue to submit for funding.

Completed the Street Inventory of 16,000 trees in town with information available on the Town's website under available data.

### **Diversity, Equity, and Inclusion**

The community survey was completed in February 2021 with 1,461 individuals participating through an online anonymous survey representing a wide range of ethnic/racial identification and age. The diverse Working Group is presently working with the project consultant on the analysis of project data. The final report was released and the Town hosted a community forum on the results of the assessment/audit.

The Town is working with Crawford Collaborative Consulting on Implicit Bias and Culture Awareness Program for staff. The Commission on Diversity, Equity and Inclusion was appointed and has begun meeting. A total of 23 focus groups were held. Funding for the Diversity Equity and Inclusion Coordinator was approved at Town Meeting. A job description is in process and recruitment for the selection is expected to be completed this fall.

### **C. Zoning Board of Appeals Appointments**

The Select Board Sub-Committee consisting of Alex Vispoli and Laura Gregory completed the interviews meeting with six applicants for three openings; two Regular appointments and one Associate appointment.

Laura Gregory moved to appoint Elizabeth Oltman and Kathy Faulk as Regular Members of the Zoning Board of Appeals and Michael Novaria as an Associate Member of the Zoning Board of Appeals with terms to expire on June 30, 2024. Motion seconded by Alex Vispoli. Roll call: L. Gregory-Y, A. Gilbert-Y, D. Howe-Y, A. Vispoli-Y, C. Huntress-Y. Motion passes 5-0.

**VII. Consent Agenda**

A. Appointments by the Town Manager

Annie Gilbert moved to approve the appointments by the Town Manager as listed in the Consent Agenda. Motion seconded by Dick Howe. Roll call: L. Gregory-Y, A. Gilbert-Y, D. Howe-Y, A. Vispoli-Y, C. Huntress-Y. Motion passes 5-0.

<b>Department</b>	<b>Name</b>	<b>Position</b>	<b>Rate/Term</b>	<b>Date of Hire</b>
Facilities	David Ouellette <i>(Dwayne Scruton)</i>	Building Operations Manager	\$96,995.00/yr	8/2/2021
Department of Community Services	Amy Heidebrecht <i>(Christine Marshall)</i>	Office Assistant IV	\$54,758.99/yr	8/2/2021
Department of Community Services – Recreation	Nathalie Zannini <i>(Kourtney Crampton)</i>	Program Assistant II	\$54,302.25/yr	7/19/2021
Information Technology	Stephen Douglass	Temporary Department Assistant	\$50.00/hr	7/1/2021
Department of Public Works	David Van Dooren <i>(Robert Fraser)</i>	Vehicle Maintenance Working Foreman	\$39.35/hr	7/20/2021
Department of Public Works	Nicholas Morasse <i>(Benjamin Cloutier)</i>	Highway Maintenance Craftsperson	\$29.66/hr	7/20/2021
Department of Public Works	Jason Ouellette <i>(Joseph Thompson)</i>	Water Meter Reader/Maintenance Distribution Specialist	\$28.74/hr	7/20/2021
Department of Public Works	Jacob Anderson <i>(John Keenan)</i>	Water Maintenance Distribution Specialist 1	\$28.06/hr	7/20/2021
Department of Public Works	Eric Guazzaloca <i>(David Tiney)</i>	Water / Sewer Maintenance Specialist 1	\$28.32/hr	8/2/2021
Memorial Hall Library	Catherine Cunnio <i>(Terrie Floyd)</i>	Children’s Room Library Assistant	\$24.48/hr	8/2/2021
Memorial Hall Library	Sarah Margi <i>(Sarah Nourse)</i>	Children’s Room Library Aide	\$13.50/hr	7/20/2021
Community Services – Recreation	Catherine Bravo	Seasonal	\$15.00/hr	7/12/2021
Community Services – Recreation	Rachel Holliday	Seasonal	\$15.00/hr	7/12/2021
Community Services - Recreation	Jane Campbell	Seasonal	\$13.50/hr	7/2/2021
Community Services – Youth Services	Haywood Schwartz	Seasonal	\$13.50/hr	6/22/2021
Community Services – Youth Services	Felix Yang	Seasonal	\$13.50/hr	6/22/2021
Community Services – Youth Services	Kevin Zou	Seasonal	\$13.50/hr	6/22/2021

Investment Committee	Andrew Betts	Member	Term Expires 6/30/2024	7/1/2021
Investment Committee	Brian Carbone	Member	Term Expires 6/30/2024	7/1/2021
Investment Committee	Aidan Forde	Member	Term Expires 6/30/2024	7/1/2021
Investment Committee	Andrew Gribbel	Member	Term Expires 6/30/2024	7/1/2021
Investment Committee	Nancy Kimelman	Member	Term Expires 6/30/2024	7/1/2021
Commission on Disability	Katherine Ananis	Member	Term Expires 6/30/2022	7/1/2021
Spring Grove Cemetery Board of Trustees	Mark De Lisio	Member	Term Expires 6/30/2024	7/1/2021

**VIII. Approval of Minutes**

A. Board to approve minutes from the following meetings:

Alex Vispoli moved to approve the meeting minutes of April 10, 2021, June 1, 2021, June 5, 2021, and June 21, 2021 presented. Motion seconded by Annie Gilbert. Roll call: L. Gregory-Y, A. Gilbert-Y, D. Howe-Y, A. Vispoli-Y, C. Huntress-Y. (May 17 hold).

**IX. 2021 Select Board Meetings**

A. Board to consider voting to accept the following Select Board Meeting Schedule: September 13 and September 20, 2021; October 4 and October 18, 2021; November 1 and November 15, 2021; and December 6 and December 20, 2021.

Alex Vispoli asked to schedule a meeting for a mid-Year review.

Alex Vispoli moved to accept meeting schedule as printed. Motion seconded by Dick Howe. Roll call: L. Gregory-Y, A. Gilbert-Y, D. Howe-Y, A. Vispoli-Y, C. Huntress-Y. Motion passes 5-0.

**X. Adjourn**

At 8:48 P.M. Alex Vispoli moved to adjourn the Select Board Meeting of Monday, July 19, 2021. The motion was seconded by Dick Howe. L. Gregory-Y, A. Gilbert-Y, D. Howe-Y, A. Vispoli-Y, C. Huntress-Y. Motion passes 5-0.

Respectfully submitted,

Dee DeLorenzo  
Recording Secretary