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**Select Board Meeting**  
Monday, October 4, 2021  
School Committee Meeting Room  
School Administration Building

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**I. Call to Order**

Chairperson Chris Huntress called the Select Board Meeting of Monday, October 4, 2021 to order at 7:00 PM. Other members in attendance: Laura Gregory, Annie Gilbert, Alex Vispoli, Dick Howe.

**Others in Attendance:** Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, Assistant Town Manager Patrick Lawlor, Town Counsel Tom Urbelis, Acting Town Clerk Melissa Ripley.

**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. Communications/Announcements/Liaison Reports**

Updates by the Town Manager: This Thursday all Town Depts/Divisions are participating in an annual retreat to review the budget process, and expects to have a document ready to go out to the public at the end of the month. Mr. Flanagan expects there will be a meeting scheduled for mid-October on the Town Seal.

Michael Lindstrom reported that they have been spending considerable time on the branding of the Andover Community Power webpage available on the Town's Website with information on renewable energy, rate options, etc. Andover's application is still before the Dept. of Public Utilities and there will be a public hearing via zoom Thursday, October 21<sup>st</sup> at 2:00 PM with information available on the Town website.

Melissa Ripley, Acting Town Clerk reported that their office is busy with processing fall licenses and are still accepting dog license applications and residents and their office are still navigating the new system Open Gov to understand what will work best for them for the 2021.2022 season.

Laura Gregory reported on an event held on Thursday evening through the Memorial Hall Library and Courageous Conversations which was to meet the DEI Commission. The meeting was well attended with a lot of questions and information on where the Commission is heading. They discussed changing Columbus Day to Indigenous People's Day which she would like to bring forward to the Board for future consideration.

Annie Gilbert also attended Courageous Conversations and it was an excellent event. She also acknowledged everyone all of the work that went into the Andover Community Day Event. Congratulations to the 375<sup>th</sup> Committee for a great day.

Alex Vispoli also congratulated the 375<sup>th</sup> Committee and the work they are doing and looks forward to First Night.

Chris Huntress attended his last AHS Open House and thanked the AHS Staff and Teachers for an excellent program and for what they always continue to do.

#### IV. Citizens Petitions and Presentations

Public comment will be limited to 30 minutes.

To provide public comment during Citizens Petitions and Presentations visit:

[www.andoverma.gov/JoinSelectBoardMeeting](http://www.andoverma.gov/JoinSelectBoardMeeting)

Mary Lyman, 50 School Street (former Human Resources Director for Andover) is wondering where the funding is coming from for the new HR position.

Effective January 1, 2022, the Town will have a full-time Director of HR whose time will be fully allocated to the Town Departments and Town Staff. The current HR Director will transfer to the Town at a reduced salary of @ \$20K. Staff support and administrative responsibilities will be absorbed within the General Government budget and there will be no increase in total personnel cost or General Fund benefited positions.

The Town Manager explained that he and the new Superintendent of Schools are moving forward with separating the Human Resources (HR) function between the Town and School looking through the lens of expanding their capacity and Town Department and Divisions. Funds from the Health Insurance Trust contribute to approximately 23% of the total HR Budget. The Town and School Dept. never adopted GL c.71 37M. The Town HR function has been largely decentralized across departments and divisions for a long time. There is heavy reliance on labor counsel for basic HR administrative functions and a demand for HR services has increased significantly over the past ten years. The total FTE that supports the Town functions is 1.35%. Increase in demand comes for HR support comes largely from the school side. Every comparable community has at least a full-time HR director as part of their FTE total.

Mary Lyman: One of the main reasons for having a shared HR Director was to make sure that labor relations went more smoothly. We will lose that because there you won't be adding someone on both sides of the table. Last year, the position of an Asst. HR Director was added and she does not know why this change is necessary. She would like to see a list of the abandoned positions as soon as possible.

The School Department is hiring an HR Director through their own budget. Understanding salary differences between school and town, Chris Huntress assumed that some procedures could be put into place for checks and balances. The Town Manager said they have looked at non-union positions with the other positions within the collective bargaining.

Mrs. Kim, 90 Road: 1.) Are there were two HR Directors in North Andover or are there two staff members? The Town Manager responded that there is one HR Director and one

staff member. 2) Suggestion for improving the evaluation of the Town Manager. Mrs. Kim said that where she works a google link is sent to employees to provide input into the evaluation of the Town Manager. She suggested the Town implement this tool as well.

**V. Public Hearings**

**A. Liquor License Change in Manager**

Melissa Ripley presented information for the requests for the Board to review and consider voting to approve the application of Old Andover Restaurant, Inc., 207 North Main Street, d/b/a Grassfields, for a Liquor License Change of Manager to their All Kinds of Alcoholic Beverages Club License to Chrisanne M. Shirley, 0 Overlook Avenue, Haverhill, MA. Chrisanne Shirley and the Attorney representing Grassfields were present.

Dick Howe moved to approve the application of Old Andover Restaurant, Inc. d/b/a Grassfields, for a Change of Manager to their All Kinds of Alcoholic Beverages Club License at 207 North Main St, Andover, subject to the condition that all other requirements of the Town are met prior to issuance. Motion seconded by Alex Vispoli. Motion passes 5-0.

**VI. Regular Business**

**A. Common Victualler License**

Melissa Ripley reported on the request for the Board to review and consider voting to approve the application of Bartlet Street of Andover, for a Common Victualler License at 11 Bartlet St., Andover. There are no complaints on record for this restaurant and all departments have approved the request.

Alex Vispoli moved to approve the application of Bartlet Street of Andover, for a Common Victualler License at 11 Bartlet St, Andover subject to the condition that all other requirements of the Town are met prior to issuance. Motion seconded by Annie Gilbert. Motion passes 5-0.

**B. Common Victualler License**

Acting Town Clerk, Melissa Ripley reported on the application of Shawsheen Luncheonette, for a Common Victualler License at 3 Lowell St., Andover. Mr. Peter Ahn was present at the meeting.

Laura Gregory moved to approve the application of Shawsheen Luncheonette for a Common Victualler License at 3 Lowell Street, Andover, subject to the condition that all other requirements of the Town are met prior to issuance. Motion seconded by Dick Howe. Motion passes 5-0.

**C. 2022 Annual Town Meeting and Town Election Calendar**

Board to discuss and consider voting to approve and adopt the 2022 Annual Town Meeting and Town Election Calendar as presented by Melissa Ripley, Acting Town Clerk.

Alex Vispoli moved to adopt the 2022 Election Calendar as presented by the Acting Town Clerk and the Board of Registrars. Motion seconded by Annie Gilbert. Motion passes 5-0.

D. Voting Re-Precincting Plan

Based on the 2020 Census, Melissa Riley reported that there will be Reprecincting in Andover. The Board of Registrars respectfully requests the Select Board review and approve the new boundaries as presented. The State is requesting that cities and towns approve the new boundaries and return information to the State by mid-October. The Town Clerk’s Office will notify residents of the precinct change via mail.

Ms. Ripley explained the parameters for each precinct noting that all of the 10 precincts have less than 10,000 residents so there are approximately 3,700 registered voters in each precinct. Reprinicting will eliminate the A and B labeled precincts. It will be very important to use all of our available communication skills to alert residents to the new precincts and what location they will be voting at. Postcards will be personalized for each person and sent out in January.

Annie Gilbert moved to adopt the Reprecincting Map and approve the required paperwork including the legal descriptions and Block Report created by the Massachusetts Secretary of State’s Office, as presented by the Acting Town Clerk and the Board of Registrars. Motion seconded by Laura Gregory. Motion passes 5-0.

E. Halloween Trick-or- Treating

Alex Vispoli moved to set the Halloween Trick-or-Treating hours to Sunday, October 31, 2021 from 5:00 PM to 7:00 PM. Motion seconded by Laura Gregory. Motion passes 5-0.

VI. Consent Agenda

A. Appointments by the Town Manager

Alex Vispoli moved to approve the appointments by the Town Manager as listed in the Consent Agenda. Motion seconded by Dick Howe. Motion passes 5-0.

Department	Name	Position	Rate/Term	Date of Hire
Department of Public Works	Lisa Ring <i>(Anna Scapicchio)</i>	Office Assistant III	\$61,446.47/yr	10/5/2021
Andover Police Department	James Daly, Jr. <i>(John Peterson)</i>	Dispatcher	\$51,765.00/yr	10/10/2021
CD&P – Building Division	Raymond Costello <i>(Eric Tetrault)</i>	Alternate Building Inspector	\$40.00/hr	10/4/2021
Facilities	Maurice Osteen <i>(Michael LaPlante)</i>	Part-Time Security Guard	\$22.79/hr	10/9/2021
Community Services – Recreation	Annemarie McNerney	Kid Care Assistant Group Leader 2	\$18.00/hr	10/5/2021

Community Services – Recreation	Max McNeeley	Kid Care Assistant Group Leader 1	\$14.00/hr	9/21/2021
Council on Aging	Gail Bloom	Member	Term Expires 6/30/2022	10/4/2021
Council on Aging	Ralph Bledsoe	Member	Term Expires 6/30/2023	10/4/2021
Council on Aging	Grace Lin	Member	Term Expires 6/30/2024	10/4/2021
Andover Housing Trust Fund Board of Trustees	Patricia Del Ross	Member	Term Expires 6/30/2024	10/4/2021
Andover Cultural Council	Yuantai Du	Member	Term Expires 6/30/2024	10/4/2021

**VIII. Executive Session**

A. Laura Gregory moved to go into Executive Session pursuant to Purpose 2 of Massachusetts General Laws, Chapter 30, Section 21(a), to conduct contract negotiations with nonunion personnel, i.e., the Town Manager, and for the Chair to declare that an open session may have a detrimental effect on the negotiating position of the Town, and not to return to open session. The Chair so declared. Motion seconded by Annie Gilbert. Roll call: Dick Howe-Y, A. Vispoli-Y. L. Gregory-Y, A. Gilbert-Y, and C. Huntress-Y. Motion passes 5-0.

**IX. Adjourn**

At 8:01 P.M. the Select Board adjourned from Open Session and moved to Executive Session not to return to Open Session.

Respectfully submitted,

Dee DeLorenzo  
Recording Secretary

Pursuant to S.2475 “An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency,” which was enacted into law on June 16, 2021, this meeting of the Select Board will be conducted via remote participation to the greatest extent possible. The virtual meeting will be broadcast on Comcast Channel 22 and Verizon Channel 45.

Members of the public who wish to provide public comment on an item that is not on the agenda may do so by visiting [www.andoverma.gov/JoinSelectBoardMeeting](http://www.andoverma.gov/JoinSelectBoardMeeting). They will be admitted during Citizens Petitions and Presentations.

Members of the public who wish to ask a question on particular agenda item during the regular meeting can speak to a staff member by calling 311 from their landline or cell phone within the geographical boundaries of Andover or call 978-623-8311 from anywhere. Questions can also be emailed during the meeting by emailing [manager@andoverma.us](mailto:manager@andoverma.us). Residents are encouraged to email their questions or comments ahead of the meeting – however, staff will be available to present the Select Board with questions and comments received during the meeting. Please include your name and address with your question or comment.

Every effort will be made to ensure that the public can adequately access the proceedings in real time via technological means. In the event that we are unable to do so despite our best efforts, we will post on the Town’s website an audio or video recording, transcript, or other comprehensive record of the proceedings as soon as possible after the meeting.

MEETINGS ARE TELEVISED ON  
COMCAST CHANNEL 22 AND VERIZON CHANNEL 45