Call to Order

Chair Moffitt called the meeting to order at 7:01 p.m. in the Select Board Conference Room. Present were: Chair Eugenie (Janie) Moffitt, Mary Ellen Logee, Linn Anderson, Bojay Taylor, Andrew Betts, Paul Monticciolo and Spiro Christopulos (arrived late.) Also present was Patrick Lawlor, Management Analyst, Michael Morse, Treasurer, Donna Walsh and Andrew Flanagan, Town Manager. Absent were Paul Russo and John Barry. The meeting was videotaped and live cablecast.

Michael Morse – Collector/Treasurer – Investment Strategy
Mr. Morse outlined his investment strategy: safety, liquidity and yield. Safety is of utmost importance and at the conclusion of 2019, general fund monies were determined by the auditors to be FDIC insured and safe. Since liquidity is necessary to ensure funds are available for school and town payroll/vendor payment, money market funds are utilized. Yield is realized by watching changes in federal interest rates and moving funds accordingly. Cutting banking costs is realized by closing some bank accounts, depositing checks remotely and processing all payments in-house through a new collection software. In choosing local banks, community involvement is strongly favored.

In answer to Ms. Anderson’s question about real estate tax collection, Mr. Morse stated the town adheres to Mass General Laws’ requirement that delinquencies be transferred to tax title after 3 ½ years in order to ensure the town’s claim to property. Letters are sent to property owners prior to advertising delinquent properties, and if not paid, a lien is filed at Registry of Deeds for tax title. There are 62 tax titles going back to 1993, some of which are small slices of abutting land. Discussion ensued.

Health Insurance Update – Ms. Walsh
Ms. Walsh presented her health insurance update (see attached detailed powerpoint presentation.) Discussion ensued.

Liaison Updates
Mr. Monticciolo – Fire - The Ballardvale Fire Station project is well underway and within expected costs. Chief Mansfield is making independent purchases such as appliances, athletic equipment etc. at a cost saving. In accordance with the CIP, a new fire truck is being purchased to replace an old one. The ambulance is increasing revenue with new fee rates and timely billing. Upgrading from basic life support to advanced life support with existing trained paramedics will be presented for discussion. The 7 AED devices installed at playing fields are in good working order and will be taken indoors in November for routine maintenance. The fire truck is in Wisconsin and being lowered by the necessary 5” and will be driven back to Andover by Thanksgiving. The height change was made at no cost to the town.

Police – Mr. Monticciolo reviewed the items on the CIP such as cruiser turnover, animal control vehicle upgrade to a van, hybrid vehicles, enhancements to CAD RMS 911 system, as well as upgrade of the mobile camera trailer and general communication system.
IT and Community Services – Ms. Logee reported she had met with Mr. Puzzanghera and she was introduced to Ms. Lambert of Community Services and will schedule a meeting.

Permanent Town Building Advisory Committee – Ms. Anderson reported that the committee would meet on October 10th and invited Mr. Betts to attend and be introduced as the new co-liaison.

Revenue and Expenditure Task Force – Ms. Moffitt reported the task force had voted unanimously to endorse the Town Manager’s use of the 6.25% discount rate to calculate the unfunded pension liability. Revenue assumptions and health insurance are on the Task Force agenda with an eye toward issuing a report in early December. Discussion ensued with Mr. MacKay, member of the task force in attendance.

School – Ms. Moffitt reported she had met with the Superintendent and he and members of the school committee will be scheduled for the November 13th meeting. Mr. Christopulos requested that the question of how actual spending at the end of the fiscal year by the School Department exactly matched the amount budgeted be addressed at this meeting.

OPEB – Ms. Anderson raised the question about the effect new GASB regulations had on the town’s reporting of its unfunded liability. The Town Manager noted that Standard and Poors had made it very clear that the town needed to aggressively address its unfunded liability in order to ensure the continuation of its AAA rating. Discussion ensued on the importance of educating the taxpayers on the impact of losing this rating in terms of the increased cost of borrowing, and the prospect of an override to fund this liability. It was agreed this would be addressed in the Finance Committee Report.

Historic Mill District Update – Ms. Anderson
Since Mr. Simko and Mr. Materazzo’s presentation was rescheduled to the October 23 meeting, in the meanwhile she reviewed the list of questions generated from her presentation at the last meeting (see attached powerpoint presentation and list of questions.) Discussion ensued including the anticipated timeline.

Andover Award
The Town Manager noted that Andover has been designated a community for Municipal Vulnerability Preparedness in addressing climate change. This is an award made by the Governor for communities that have met certain qualifications. This enables the town to apply for applicable grants.

Plans for Future Agendas and November Meeting Dates
October 23 – Historic Mill District Update – Simko and Materazzo
November 13 – School Committee
November 20 – Purchasing Agent on Disposition of Land (Ms. Anderson to follow up)
December 4 – tbd
December 11 - Triboard
Approval of Minutes – September 25, 2019
Upon motion duly made by Ms. Anderson and seconded by Mr. Christopulos, it was unanimously voted to approve above minutes. Motion passed 6-0-1 with Mr. Taylor abstaining.

Adjournment
Upon motion duly made by Mr. Christopulos and seconded by Ms. Anderson, it was unanimously voted to adjourn. Motion passed 7-0. Meeting adjourned at 8:45PM.

Respectfully submitted,

Christine Martin Barraford
Recording Secretary

Attachments:
Minutes of September 25, 2019
Historic Mill District Presentation Questions and Update
Health Insurance Update