



Board of Selectmen Meeting

Monday, December 16, 2019 7:00 PM

36 Bartlet Street, Andover, MA 01810

Selectmen's Conference Room

- I. **Call to Order – 7:00 P.M.**
- II. **Opening Ceremonies**
 - A. Moment of Silence/Pledge of Allegiance
- III. **Communications/Announcements/Liaison Reports**
- IV. **Citizens Petitions and Presentations**
- V. **Public Hearings**
 - A. Fiscal Year 2020 Tax Classification – (30 minutes) – 2nd Reading
Board to discuss and vote on classification and taxation of all property within the Town.
- VI. **Regular Business of the Board**
 - A. Community Choice Aggregation – (20 minutes)
Deputy Town Manager and Good Energy to provide an overview of Community Choice Aggregation (CCA).
 - B. Bertucci's Restaurants, LLC Liquor License Change in Manager – (10 minutes)
Board to review and consider voting to approve a request from Bertucci's Restaurants, LLC d/b/a Bertucci's, 90 Main Street, for a change of manager to its Wine and Malt Alcoholic Beverage License.
 - C. Andover Restaurant Group, LLC Liquor License Change in Hours – (10 minutes)
Board to review and consider voting to approve a request from Andover Restaurant Group, LLC d/b/a La Fina, 27 Main Street, for a change in hours to its All Alcohol Restaurant Alcoholic Beverage License to allow pouring on Sunday starting at 10:00 a.m.
 - D. JackRuss, LLC Liquor License Change in Officers / Directors – (10 minutes)
Board to review and consider voting to approve a request from JackRuss, LLC d/b/a Andiamo Restaurant & Bar, 1 Minuteman Road, for a change in Officers / Directors relating to its All Alcohol Restaurant Alcoholic Beverage License.
 - E. Affordable Property Right of First Refusal - (10 minutes)
Board to discuss and consider voting on the Town's Right of First Refusal for two affordable units located at 172 Haverhill Street and 174 Haverhill Street.

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TOWN CLERK'S OFFICE
2019 DEC 12 P 4:05
TOWN OF ANDOVER, MASS

- F. Amendments to the Traffic Rules and Regulations – (10 minutes) – 2nd Reading
 Board to discuss and vote on the following changes to the Traffic Rules and Regulations as proposed by the Andover Safety Officer.

Schedule 1, Article V, Section 2 – Parking

1. Restrict three (3) parking spaces (60 ft. total) in front of 27 Main Street for the purposes of valet parking with the restriction limited to Thursday – Saturday 5 pm – 11pm.
 Location: 27 Main Street West side a distance of 60 feet.

VII. Consent Agenda

A. Appointments by the Town Manager

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

Department	Name	Position	Rate/Term	Date of Hire
Ballardvale Historic District Commission	Sara Sobieski Nigrelli <i>(R. Branca)</i>	Member	Term Expires 6/30/2022	12/16/2019
Towle Fund	Sandra Levine <i>(M. Strout)</i>	Member	Term Expires 6/30/2021	12/16/2019
Community Development & Planning – Planning Division	Anthony Collins <i>(K. Forina)</i>	Planning Assistant	\$59,060/year	1/2/2020
Greater River Valley Medical Reserve Corps	John Lamond	Coordinator	\$31.39/hour	12/17/2019
Department of Public Works	Rose Fragala	Intern	\$12.75/hour	12/17/2019
Memorial Hall Library	Violet Rabold <i>(C. Murphy)</i>	Teen Room Aide	\$12.00/hour	12/30/2019
Community Services – Youth Services	Justin Gu	Seasonal	\$12.00/hour	11/25/2019
Community Services – Youth Services	Lindsey Parziale	Seasonal	\$12.00/hour	12/5/2019
Community Services – Recreation	Michael Ruggere	Seasonal	\$12.00/hour	12/17/2019
Community Services – Recreation	Joshua Salowe	Seasonal	\$12.00/hour	12/03/2019
Community Services – Recreation	Jasmin Pereyra	Kid Care	\$16.00/hour	12/17/2019
Community Services – Recreation	James Ventre	Kid Care	\$11.25/hour	12/17/2019

VIII. Approval of Minutes

A. Board to approve minutes from the following meetings:

1. January 28, 2019
2. February 25, 2019
3. March 25, 2019
4. May 13, 2019
5. July 15, 2019
6. November 18, 2019
7. December 2, 2019

IX. Executive Session

A. Board to vote to go into Executive Session pursuant to Purpose 2 of Massachusetts General Laws, Chapter 30, Section 21(a), to conduct strategy sessions in preparation for negotiations with nonunion personnel, i.e., the Town Manager., and not to return to open session.

X. Adjourn

If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact Kathryn Forina in the Town Manager's Office at 978-623-8215 or by email at kathryn.forina@andoverma.us

MEETINGS ARE TELEVISED ON COMCAST CHANNEL 22 AND VERIZON CHANNEL 45



TOWN OF ANDOVER MASSACHUSETTS

Board of Assessors

(978) 623-8930

Fax (978) 623-8993

Town Offices

36 Bartlet Street

Andover, Ma 01810

assessor@andoverma.gov

DATE: December 2, 2019

TO: Ms. Laura Gregory, Chair
And Members of the Select Board

FROM: David A. Billard, MAA
Board of Assessors

SUBJECT: Classification of Property - Fiscal Year 2020

The Board of Assessors for the Town of Andover has determined the total valuation for all property in Andover for Fiscal Year 2020. The Department of Revenue has granted approval of the FY2020 assessments in Andover. With this approval we can determine the minimum residential factor that may be adopted by the Town of Andover pursuant to Chapter 40, Section 56, and the percentages of the local tax levy that may be borne by each class of property for the Fiscal Year 2020 tax.

In accordance with Chapter 390 of the Acts of 1982, the Andover select Board will hold a public hearing on the 18th of November 2019 at 7:00 p.m. in order to determine the following items as they pertain to the Fiscal Year 2020 tax rate:

- 1) The adoption of a residential factor for the purpose of determining the percentage tax load to be borne by each class of property.**

The major decision for the Select Board is the annual determination of a residential factor in order to determine the tax burden to be borne by each class of property. The Commissioner of Revenue for the Commonwealth of Massachusetts has determined that the residential factor can be a minimum of 83.0284% and a maximum of 100% or a factor of 1. Selection of the minimum residential factor will establish a maximum commercial, industrial and personal property tax shift of 175%. A maximum residential factor of 1 will establish a uniform tax rate for all classes of property. The Select board may select either of these factors or any factor in between the two.

2) The determination of a discount factor of up to twenty-five percent (25%) for all land properly identified as "Open Space".

The Select Board is entitled to grant a discount factor of up to twenty-five percent for all property classified as open space. For Fiscal Year 2020, the Assessors have reviewed, at the request of the Department of Revenue, properties that were classified as open space. As often discussed at the classification hearing, the parcels that were recognized as open space for assessment purposes were unbuildable lots. This exemption is to preserve open space from development. If the parcels are unbuildable, then there is no development potential and really are not "open space" from an assessment standpoint. As such, the previously classified open space parcels have been reclassified as they should be as vacant land.

3) The determination of a residential exemption factor of up to thirty five percent (35%).

The Select Board may grant an exemption of not more than thirty five percent (35%) of the **average** value of all Class One, residential property. The exemption is borne by the residential class and may only be applied to residential parcels that are the **principal residence** of the taxpayer as used by the taxpayer for state income tax purposes as of January 1, 2018. The average of all Class One value for Fiscal Year 2020 is \$625,301. (Note that this average includes all Class One value, not just single-family homes. The average single family home for FY2020 is assessed at \$681,094. The maximum discount of 35% allowed for each eligible parcel would therefore be up to \$218,855. Based on these figures, every eligible parcel currently valued at less than \$625,301 would be subjected to a tax reduction. Conversely, each parcel valued greater than \$625,301 would be subjected to a tax increase. The less expensive residential properties would receive a tax reduction while more expensive properties would receive a tax increase.

4) The determination of a small commercial exemption of up to ten percent (10%).

Commercial properties with an assessed value of less than one million dollars and having each and every business in the building appearing on a specific list prepared by the Department of Employment and Training are eligible for a reduction in assessed value of up to ten percent (10%) of the existing assessed value. The resultant reduction in value and tax is to be borne by ineligible commercial and industrial property.

The information that follows in this packet is submitted to the Select Board to assist in understanding the impact of their votes. All tax rates and tax levy amounts are estimated in this document. The actual tax levy and the resultant tax rate/s cannot be calculated until the Select Board completes the Fiscal Year 2020 classification process. Should you have any questions or require other material, please do not hesitate to contact me at (978) 623-8930.

Respectfully submitted,

Fiscal Year 2020 Property Valuation Changes

FY2020 assessments were derived using calendar year 2018 sales. Single family home assessments increased from an average assessment of \$653,104 for FY2019 to an average assessment of \$681,100 for FY2020; a 4.3% increase. Condominium assessments increased from an average assessment of \$315,449 for FY2019 to \$336,520 for FY2020, a 6.7% increase. Multifamily assessments, two and three family homes, had an average assessment of \$498,768 in FY2019 that increased to \$539,372 for FY2020, an 8.1% increase. Commercial assessments increased 3.8% from an average FY2019 assessment of \$2,198,398 to a FY2020 average assessment of \$2,282,749. Industrial properties had a FY2019 average assessment of \$4,561,024 increasing to an average assessment for FY2020 of \$4,752,441, a 4.2% increase. These percentages represent overall changes in classes of properties. Individual assessment changes may be different.

FY2019 assessments were derived using calendar year 2017 sales. Assessment adjustments to single family homes overall were a 6.3% increase. Condominium assessments increased overall by 4.1%. Two and three family homes had assessment increases of 7.8% as a class. Commercial property assessments increased as a class by 2.2% and industrial properties increased as a class by 4.7%. Overall, assessment changes due to market activity were higher in FY2019 than the past two years. Sales activity occurring in calendar year 2018 will be analyzed and used to adjust assessments for FY2020; which is a State audited revaluation year.

Fiscal Year 2020 Classification Data

1. Total Assessed Value by Class - Fiscal Years 2019 to 2020 Comparison

The following chart compares the Fiscal Years 2019 and 2020 total assessed values of property by class. The total assessed value of all property in Andover increased by \$477,671,919. The class breakdown for the percentage changes are shown on the following table:

Property Class	Fiscal 2019 Value	Fiscal 2020 Value	% Change
Residential	\$6,818,924,895	\$7,175,327,051	+5.23%
Open Space	\$7,031,800	\$0	-100.00%
Commercial	\$605,393,222	\$629,857,515	+4.04%
Industrial	\$639,205,100	\$674,985,400	+5.60%
Personal Property	\$250,782,409	\$318,839,379	+27.14%

Property Class	Fiscal 2019 Value	Fiscal 2020 Value	% Change
Residential	\$6,818,924,895	\$7,175,327,051	+5.23%
Open Space	\$7,031,800	\$0	-100.00%
Commercial	\$605,393,222	\$629,857,515	+4.04%
TOTAL	\$8,321,337,426	\$8,799,009,345	+5.74%

2. Total Assessed Value Residential v. Commercial Class - Fiscal Years 2019 to 2020 Comparison

The following chart compares the Fiscal Year 2019 property values of residential and commercial (CIP) property to Fiscal Year 2020 totals.

Property Class	Fiscal 2019 Value	Fiscal 2020 Value	% Change
Res. & Open Space	\$6,825,956,695	\$7,175,327,051	+5.12 %
CIP	\$1,495,380,731	\$1,623,682,294	+8.58 %
TOTAL	\$8,321,337,426	\$8,799,009,345	+5.74 %

Estimated Tax Rates for Fiscal Year 2020

The levy limit for Fiscal Year 2020 is \$154,314,611. This amount includes \$3,782,989 for the school construction and Public Safety debt overrides. The estimated excess levy capacity for Fiscal Year 2020 is \$2,695,807. This will change when the tax rate is calculated due to rounding. The calculation of the excess levy capacity is done as follows.

Fiscal Year	Tax Levy Limit	Amount Levied	Excess Levy Amount
2020 (Estimated)	\$154,314,611	\$151,618,804	\$2,695,807
2019 (Actual)	\$146,503,847	\$145,370,283	\$1,133,564

The following table projects Fiscal Year 2020 estimated tax rates using various factors. **The FY2019 Shift Factor was 157.5%, which produced a residential rate of \$15.27 and a commercial rate of \$27.51 for FY2020.**

Residential Factor	Resulting CIP Shift Factor (%)	Residential Rate	Commercial Rate
1.00	100	\$17.25	\$17.23
95.4743	120	\$16.47	\$20.68
93.2114	130	\$16.08	\$22.40
90.9485	140	\$15.69	\$24.12
88.6857	150	\$15.30	\$25.85
88.4594	151	\$15.26	\$26.02
88.2231	152	\$15.23	\$26.19
88.0068	153	\$15.19	\$26.36
87.7805	154	\$15.15	\$26.54
87.5542	155	\$15.11	\$26.71
87.3279	156	\$15.07	\$26.88
87.1017	157	\$15.03	\$27.05
86.8754	158	\$14.99	\$27.23
83.0285	175	\$14.33	\$30.15

If you were to choose to keep the **same percentage shares** of the levy by class, so that residential and the commercial, industrial and personal property classes would pick up the same aggregate percentage of the levy as they did in Fiscal Year 2019, **you would need to vote a residential factor of 87.8937** equating to a 153.5 shift. By adopting this factor the average residential tax bill would increase by 3.6%, the average commercial tax bill would decrease by .2% and the average industrial tax bill would increase by .2%.

If you were to choose to keep the **tax increases as uniform as possible** by class, **then a vote of a residential factor of 87.1017 would have to be adopted**, equating to a shift factor of 157. By adopting this factor the average residential tax bill would increase by 2.6%, the average commercial tax bill would increase by 2.1% and the average industrial tax bill would increase by 2.5%.

If you were to choose to keep **the same shift factor constant** at a 157.5 shift, **you would need to vote a residential factor of 86.9885**. Should the Fiscal Year 2020 shift factor remain at 157.5, the average single family tax bill would increase by about 2.5% while the average commercial tax bill would increase by 2.4% and the average industrial tax bill would increase by 2.8%.

The average single family value increased from \$653,104 to \$681,094 while the average commercial value increased from \$2,198,398 to \$2,282,749 and the average industrial value increased from \$4,561,024 to \$4,752,441.

**TOWN OF ANDOVER
LEVY SHARE AT FULL VALUE**

FISCAL YEAR	RES/OPN SPACE	RESID %	COMM/IND/PERSPROP	CIP %
2019	6,825,956,695	82.03%	1,495,380,731	17.97%
2018	6,347,884,255	81.39%	1,451,345,590	18.61%
2017	6,191,555,580	80.77%	1,473,754,609	19.23%
2016	6,117,465,085	81.11%	1,425,011,097	18.89%
2015	5,801,226,330	80.24%	1,428,720,404	19.76%
2014	5,483,302,185	80.16%	1,357,223,951	19.84%
2013	5,450,304,845	80.12%	1,352,415,081	19.88%
2012	5,448,632,321	80.14%	1,349,872,925	19.86%
2011	5,269,717,961	79.64%	1,346,833,601	20.36%
2010	5,473,846,761	80.05%	1,363,810,483	19.95%
2009	5,765,913,581	80.52%	1,394,556,782	19.48%
2008	5,815,988,951	81.01%	1,363,764,124	18.99%

HISTORICAL TAX RATES

FISCAL	RES/OPN SPACE	COMM/IND PERS PROP	UNCLASSIFIED RATE
2019	\$15.27	\$27.51	\$17.47
2018	\$15.64	\$27.61	\$17.87
2017	\$15.18	\$26.46	\$17.36
2016	\$14.82	\$25.99	\$16.93
2015	\$14.97	\$24.77	\$16.91
2014	\$15.18	\$25.25	\$17.18
2013	\$14.51	\$24.26	\$16.45
2012	\$14.15	\$23.54	\$16.02
2011	\$14.12	\$22.46	\$15.82
2010	\$13.19	\$21.33	\$14.81
2009	\$12.16	\$19.98	\$13.68
2008	\$11.69	\$19.13	\$13.11

CLASSIFICATION FACTORS

FISCAL YEAR	SHIFT
2019	157.5
2018	154.5
2017	152.5
2016	153.5
2015	146.5
2014	147
2013	147.5
2012	147
2011	142
2010	144
2009	146
2008	146

SHIFT EFFECTS OF CLASSIFICATION FY2020

SHIFT	AVERAGE SINGLE FAM ASSESSMENT	% DECREASE	AVERAGE COMM ASSESSMENT	AVERAGE INDUSTRIAL ASSESSMENT
FY2020	681,094		2,282,749	4,752,441
100	\$11,748.87		\$39,331.77	\$81,884.56
120	\$11,217.62	-4.5%	\$47,207.25	\$98,280.48
130	\$10,951.99	-6.8%	\$51,133.58	\$106,454.68
140	\$10,686.36	-9.0%	\$54,877.29	\$114,248.68
150	\$10,420.74	-11.3%	\$59,009.06	\$122,850.60
151	\$10,393.49	-11.5%	\$59,397.13	\$123,658.51
152	\$10,373.06	-11.7%	\$59,785.20	\$124,466.43
153	\$10,345.82	-11.9%	\$60,173.26	\$125,274.34
154	\$10,318.57	-12.2%	\$60,378.71	\$125,702.06
155	\$10,291.33	-12.4%	\$60,972.23	\$126,937.70
156	\$10,277.71	-12.5%	\$61,154.85	\$127,317.89
160	\$10,155.11	-13.6%	\$62,935.39	\$131,024.80
170	\$9,889.48	-15.8%	\$66,861.72	\$139,199.00
175	\$9,760.08	-16.9%	\$68,824.88	\$143,286.10

With the maximum shift of 175, the residential taxpayer saves a maximum of 16.9% from the \$11,748.87 tax with no split.

ANDOVER AVERAGE SINGLE FAMILY TAX BILL

FISCAL YEAR	AVG VALUE	TAX RATE	AVG TAX BILL	% CHANGE	TAX FACTOR
FY2019	\$653,104	\$15.27	\$9,972.90	3.98%	157.5%
FY2018	\$613,261	\$15.64	\$9,591.40	4.60%	154.5%
FY2017	\$604,053	\$15.18	\$9,169.52	2.51%	152.5%
FY2016	\$603,550	\$14.82	\$8,944.61	3.43%	153.5%
FY2015	\$577,689	\$14.97	\$8,648.00	3.65%	146.5%
FY2014	\$549,662	\$15.18	\$8,343.87	4.73%	147.0%
FY2013	\$549,057	\$14.51	\$7,966.82	2.33%	147.5%
FY2012	\$550,219	\$14.15	\$7,785.60	4.08%	147.0%
FY2011	\$529,775	\$14.12	\$7,480.42	3.33%	142.0%
FY2010	\$548,860	\$13.19	\$7,239.46	2.63%	144.0%
10 YEAR AVERAGE				3.53%	
5 YEAR AVERAGE				3.63%	

PERCENTAGE CHANGES IN PROPERTY TYPE VALUES

CLASS	VALUE FY2019	VALUE FY2020	VALUE CHANGE	PERCENT CHANGE
Single Family	5,631,065,600	5,928,243,700	\$297,178,100	5.28%
Condominium	571,908,800	634,339,600	\$62,430,800	10.92%
2 & 3 Family	116,213,000	126,752,400	\$10,539,400	9.07%
Multi-Family	326,484,500	373,031,100	\$46,546,600	14.26%
Vacant Land	49,430,000	59,940,700	\$10,510,700	21.26%
Other Residential	123,822,995	53,019,551	-\$70,803,444	-57.18%
Open Space	7,031,800	0	-\$7,031,800	-100.00%
Commercial	605,393,222	629,857,515	\$24,464,293	4.04%
Industrial	639,205,100	674,985,400	\$35,780,300	5.60%
Personal Property	250,782,409	318,839,379	\$68,056,970	27.14%
TOTAL	8,321,337,426	8,799,009,345	\$477,671,919	5.74%

COMMUNITY COMPARISON OF FY2019 TAX RATES

COMMUNITY	RSDNTL RATE	COM/IND RATE
ACTON	\$19.37	\$19.37
ANDOVER	\$15.27	\$27.51
ARLINGTON	\$11.26	\$11.26
BEDFORD	\$13.18	\$28.95
BELMONT	\$11.67	\$11.67
CANTON	\$12.40	\$25.77
CONCORD	\$14.23	\$14.23
DUXBURY	\$14.68	\$14.68
HINGHAM	\$18.81	\$18.81
LEXINGTON	\$14.12	\$27.33
MARBLEHEAD	\$10.74	\$10.74
NATICK	\$12.71	\$12.71
NEEDHAM	\$12.39	\$24.42
NORWELL	\$16.40	\$16.40
SUDBURY	\$17.91	\$24.30
WAYLAND	\$18.28	\$18.28
WELLESLEY	\$11.57	\$11.57
WESTWOOD	\$14.65	\$28.24

FY2020 DISTRIBUTION OF SINGLE FAMILY HOME PARCELS

VALUE RANGE	NUMBER OF PARCELS	PERCENT OF TOTAL (COUNT)	AGGREGATE VALUE	PERCENT OF TOTAL (VALUE)
0 to 300,000	47	0.5%	12,261,600	0.21%
300,001 to 400,000	340	3.9%	124,139,300	2.09%
400,001 to 500,000	1,343	15.4%	614,377,700	10.36%
500,001 to 600,000	2,288	26.3%	1,258,657,800	21.23%
600,001 to 700,000	1,799	20.7%	1,161,387,300	19.59%
700,001 to 800,000	975	11.2%	727,359,700	12.27%
800,001 to 900,000	700	8.0%	594,541,500	10.03%
900,001 to 1,000,000	419	4.8%	395,659,900	6.67%
1,000,001 to 1,100,000	268	3.1%	280,752,700	4.74%
1,100,001 to 1,200,000	172	2.0%	196,539,500	3.32%
1,200,001 to 1,300,000	94	1.1%	116,855,000	1.97%
1,300,001 to 1,400,000	75	0.9%	100,766,100	1.70%
1,400,001 to 1,500,000	51	0.6%	73,683,800	1.24%
1,500,001 to 2,000,000	81	0.9%	136,493,900	2.30%
2,000,000 AND UP	52	0.6%	134,767,900	2.27%
	8,704	100.0%	5,928,243,700	100.00%

FY2020 DISTRIBUTION OF COMMERCIAL AND INDUSTRIAL PARCELS

VALUE RANGE	NUMBER OF PARCELS	PERCENT OF TOTAL (COUNT)	AGGREGATE VALUE	PERCENT OF TOTAL (VALUE)
0 to 1,000,000	262	64.7%	88,259,600	6.92%
1,000,001 to 2,000,000	40	9.9%	56,413,900	4.42%
2,000,001 to 4,000,000	31	7.7%	87,441,600	6.86%
4,000,001 to 6,000,000	16	4.0%	75,925,600	5.95%
6,000,001 to 8,000,000	11	2.7%	76,765,200	6.02%
8,000,001 to 10,000,000	12	3.0%	107,517,000	8.43%
10,000,001 to 12,000,000	8	2.0%	87,819,100	6.89%
12,000,001 to 14,000,000	6	1.5%	76,485,000	6.00%
14,000,001 to 16,000,000	1	0.2%	14,451,700	1.13%
16,000,001 to 18,000,000	3	0.7%	49,740,400	3.90%
18,000,001 to 20,000,000	1	0.2%	19,584,800	1.54%
20,000,001 to 22,000,000	1	0.2%	21,635,600	1.70%
22,000,001 to 24,000,000	0	0.0%	0	0.00%
24,000,001 to 26,000,000	1	0.2%	24,493,600	1.92%
26,000,001 to 28,000,000	3	0.7%	80,868,500	6.34%
28,000,001 to 30,000,000	0	0.0%	0	0.00%
30,000,001 to 32,000,000	0	0.0%	0	0.00%
32,000,001 AND UP	9	2.2%	407,808,100	31.98%
	405	100.0%	1,275,209,700	100.00%

Average tax bill increases at 5 year and 10 year averages

Effects of FY2020 shift on 5 and 10 year averages

FISCAL YEAR	AVERAGE SINGLE FAMILY	AVERAGE SINGLE FAMILY TAX	TAX BILL INCREASE	AVERAGE COMM VALUE	AVERAGE COMM TAX	TAX BILL INCREASE	AVERAGE INDUST VALUE	AVERAGE INDUST TAX	TAX BILL INCREASE	SHIFT
2019	653,104	\$9,973	3.98%	2,198,398	\$60,478	3.88%	4,561,024	\$125,474	4.74%	157.5
2018	613,260	\$9,591	4.60%	2,108,567	\$58,218	5.30%	4,338,749	\$119,793	6.20%	154.5
2017	604,053	\$9,170	2.51%	2,089,455	\$55,287	2.84%	4,262,878	\$112,796	2.23%	152
2016	603,550	\$8,945	3.43%	2,068,524	\$53,761	3.63%	4,245,399	\$110,338	4.52%	153.5
2015	577,689	\$8,648	3.65%	2,094,392	\$51,878	3.77%	4,261,954	\$105,569	5.85%	146.5
2014	549,622	\$8,343	4.73%	1,979,913	\$49,993	3.52%	3,546,256	\$89,543	5.89%	147.0
2013	549,057	\$7,967	2.55%	1,990,558	\$48,291	2.44%	3,485,790	\$84,565	2.22%	147.5
2012	549,043	\$7,769	3.86%	2,002,639	\$47,142	3.95%	3,514,422	\$82,729	2.11%	147.0
2011	529,775	\$7,480	3.33%	2,019,107	\$45,349	3.08%	3,607,335	\$81,021	-0.38%	142.0
2010	548,860	\$7,239	2.63%	2,062,520	\$43,994	2.68%	3,812,815	\$81,327	2.66%	144.0
5 yr avg 2019-2015	AVERAGE	AVERAGE	3.64%			3.88%			4.71%	
10 yr avg 2019-2010	AVERAGE	AVERAGE	3.53%			3.51%			3.60%	

157.5 shift - same shift adopted in FY2019

2020	681,094	\$10,223	2.51%	2,282,749	\$61,954	2.44%	4,752,441	\$128,981	2.80%	157.5
2019	653,104	\$9,973	3.98%	2,198,398	\$60,478	3.88%	4,561,024	\$125,474	4.74%	157.5
2018	613,260	\$9,591	4.60%	2,108,567	\$58,218	5.30%	4,338,749	\$119,793	6.20%	154.5
2017	604,053	\$9,170	2.51%	2,089,455	\$55,287	2.84%	4,262,878	\$112,796	2.23%	152
2016	603,550	\$8,945	3.43%	2,068,524	\$53,761	3.63%	4,245,399	\$110,338	4.52%	153.5
2015	577,689	\$8,648	3.65%	2,094,392	\$51,878	3.77%	4,261,954	\$105,569	5.85%	146.5
2014	549,622	\$8,343	4.73%	1,979,913	\$49,993	3.52%	3,546,256	\$89,543	5.89%	147.0
2013	549,057	\$7,967	2.55%	1,990,558	\$48,291	2.44%	3,485,790	\$84,565	2.22%	147.5
2012	549,043	\$7,769	3.86%	2,002,639	\$47,142	3.95%	3,514,422	\$82,729	2.11%	147.0
2011	529,775	\$7,480	3.33%	2,019,107	\$45,349	3.08%	3,607,335	\$81,021	-0.83%	142.0
5 yr avg 2020-2016	AVERAGE	AVERAGE	3.41%			3.62%			4.10%	
10 yr avg 2020-2011	AVERAGE	AVERAGE	3.51%			3.49%			3.57%	

153.5 shift- keeps levy shares consistent with FY2019 factor adopted

2020	681,094	\$10,332	3.60%	2,282,749	\$60,379	-0.16%	4,752,441	\$125,702	0.18%	153.5
2019	653,104	\$9,973	3.98%	2,198,398	\$60,478	3.88%	4,561,024	\$125,474	4.74%	157.5
2018	613,261	\$9,591	4.60%	2,108,567	\$58,218	5.30%	4,338,749	\$119,793	6.20%	154.5
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2012	549,043	\$7,769	3.86%	2,002,639	\$47,142	3.95%	3,514,422	\$82,729	2.11%	147.0
2011	529,775	\$7,480	3.33%	2,019,107	\$45,349	3.08%	3,607,335	\$81,021	-0.38%	142.0
5 yr avg 2020-2016	AVERAGE	AVERAGE	3.62%			3.10%			3.57%	
10 yr avg 2020-2011	AVERAGE	AVERAGE	3.62%			3.23%			3.36%	

157 shift- most uniform increases across all classes

2020	681,094	\$10,237	2.65%	2,282,749	\$61,748	2.10%	4,752,441	\$128,554	2.45%	157
2019	653,104	\$9,973	3.98%	2,198,398	\$60,478	3.88%	4,561,024	\$125,474	4.74%	157.5
2018	613,261	\$9,591	4.60%	2,108,567	\$58,218	5.30%	4,338,749	\$119,793	6.20%	154.5
2017	604,053	\$9,170	2.51%	2,089,455	\$55,287	2.84%	4,262,878	\$112,796	2.23%	152
2016	603,550	\$8,945	3.43%	2,068,524	\$53,761	3.63%	4,245,399	\$110,338	4.52%	153.5
2015	577,689	\$8,648	3.65%	2,094,392	\$51,878	3.77%	4,261,954	\$105,569	5.85%	146.5
2014	549,622	\$8,343	4.73%	1,979,913	\$49,993	3.52%	3,546,256	\$89,543	5.89%	147.0
2013	549,057	\$7,967	2.55%	1,990,558	\$48,291	2.44%	3,485,790	\$84,565	2.22%	147.5

2012	549,043	\$7,769	3.86%	2,002,639	\$47,142	3.95%	3,514,422	\$82,729	2.11%	147.0
2011	529,775	\$7,480	3.33%	2,019,107	\$45,349	3.08%	3,607,335	\$81,021	-0.38%	142.0
2010	548,860	\$7,239	2.63%	2,062,520	\$43,994	2.68%	3,812,815	\$81,327	2.66%	144.0
5 yr avg 2020-2016		AVERAGE	3.43%			3.55%			4.03%	
10 yr avg 2020-2011		AVERAGE	3.45%			3.38%			3.50%	

FY2020 CLASSIFICATION HEARING

11/18/2019

The four votes needed to be taken by the
Selectmen are:

1. Vote of a residential factor
2. Vote of an open space discount
3. Vote of a residential exemption
4. Vote of a commercial exemption

VALUE COMPARISONS FY2019 TO FY2020

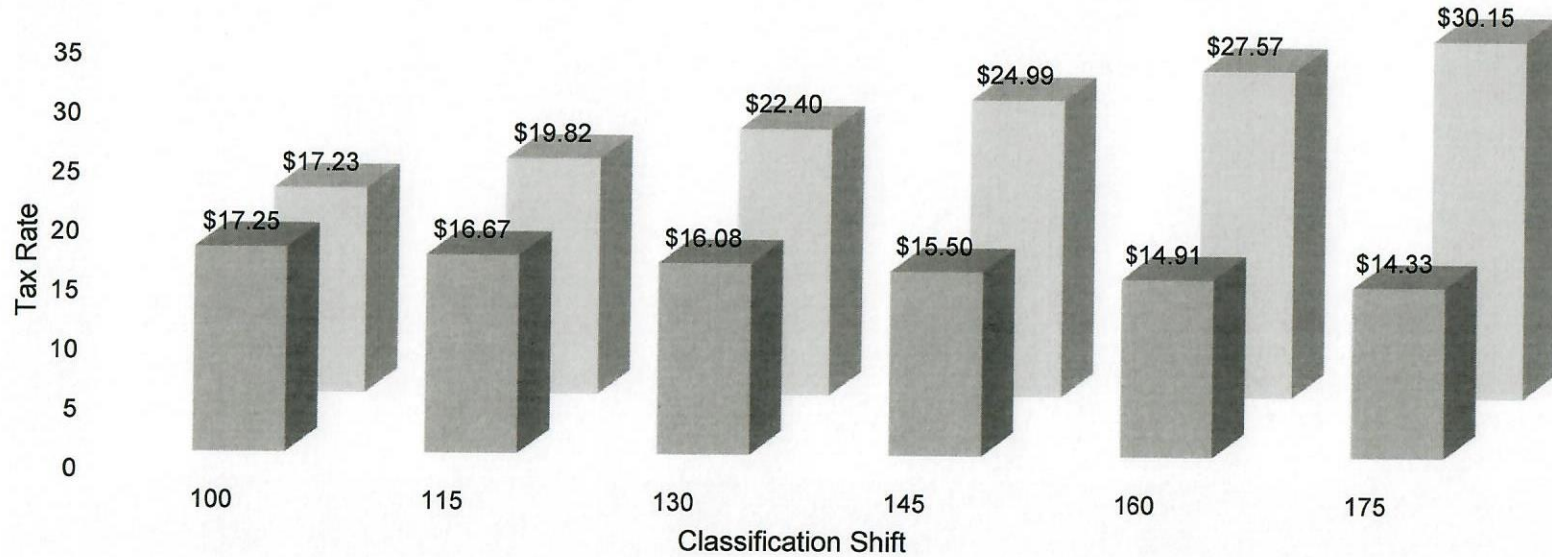
CLASS	FY2019 VALUE	FY2020 VALUE	% CHANGE
Residential	6,818,924,895	7,175,327,051	+5.23%
Open space	7,031,800	0	-100.00%
Commercial	605,393,222	629,857,515	+4.04%
Industrial	639,205,100	674,985,400	+5.60%
Personal Prprty	250,782,409	318,839,379	+27.14%
TOTAL	8,321,337,426	8,799,009,345	+5.74%

1. The Residential Factor

- Total value of the town \$8,799,009,345.
- Total levy amount \$151,618,804
- Levy / Value X 1,000 = \$17.23 tax rate.
- Dividing the town value into classes yields:

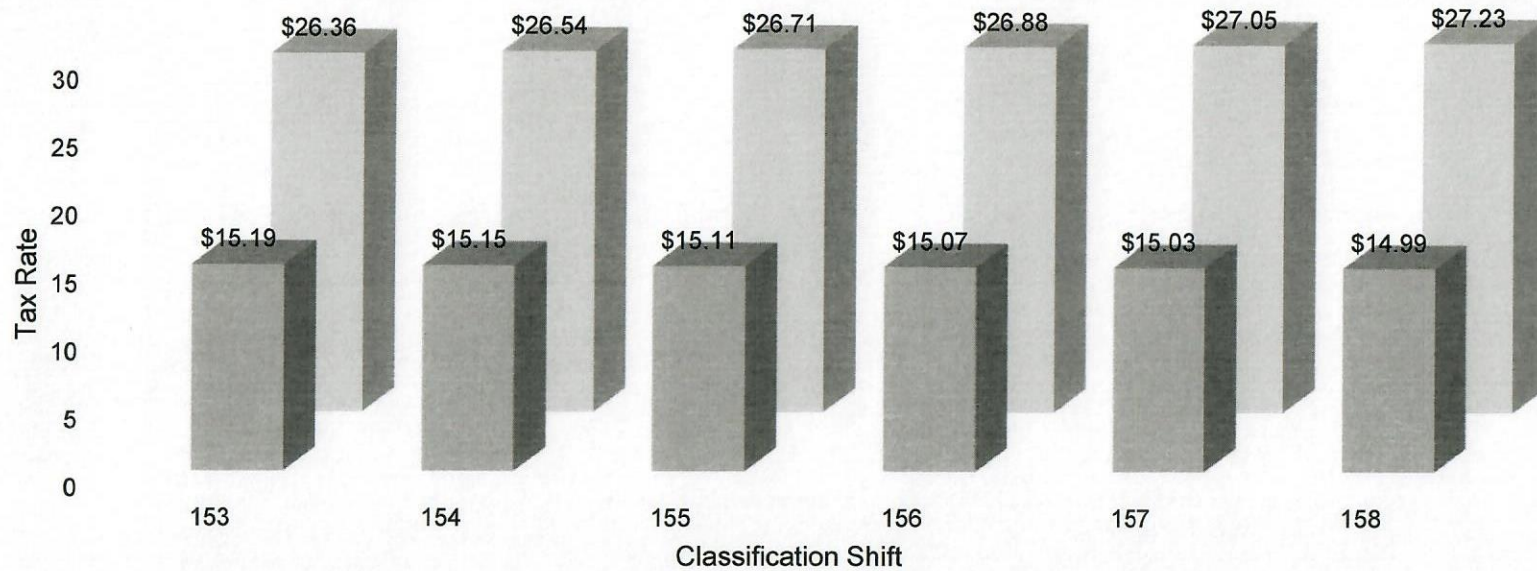
Residential	7,175,327,051	or	81.5%
Open space		or	.0%
Commercial	629,857,515	or	7.2%
Industrial	674,985,400	or	7.7%
Personal Prprty	318,839,379	or	3.6%
- Residential = 81.5% CIP = 18.5%

CLASSIFICATION SHIFTS



FY2020	100	115	130	145	160	175
RES RATE	17.25	16.67	16.08	15.50	14.91	14.33
CIP RATE	17.23	19.82	22.40	24.99	27.57	30.15

CLASSIFICATION SHIFTS



FY2020	153	154	155	156	157	158
RES RATE	15.19	15.15	15.11	15.07	15.03	14.99
CIP RATE	26.36	26.54	26.71	27.88	27.05	27.23

FY2019 TAX COMPARISON

FY2019	FY2019	FY2019
AVG SNGL FAM	AVG COMM	AVG IND
TAX \$9,973	TAX \$60,478	TAX \$125,474

FY20 VAL	681,094	2,282,749	4,752,441
----------	---------	-----------	-----------

153.0	\$10,346	3.7%	\$60,173	-0.5%	\$125,274	-0.2%
154.0	\$10,319	3.5%	\$60,584	0.2%	\$126,130	0.5%
155.0	\$10,291	3.2%	\$60,972	0.8%	\$126,938	1.2%
156.0	\$10,264	2.9%	\$61,360	1.5%	\$127,746	1.8%
157.0	\$10,237	2.6%	\$61,748	2.1%	\$128,554	2.5%
158.0	\$10,210	2.4%	\$62,159	2.8%	\$129,409	3.1%
10 yr. average		3.5%		3.5%		3.6%

FY2019 TAX COMPARISON

2020	FY2019	FY2019	FY2019
SHIFT	AVG SINGLE	AVG COMM	AVG IND
	\$9,973-	\$60,475-	\$122,851-
	\$15.27	\$27.51	\$27.51
153.5	\$10,332	\$60,379	\$125,702
	3.6%	-0.2%	0.2%

RETAINS THE LEVY SHARES

ADOPTED IN 2019 OF 71.7% RES 28.3% COM

RES RATE \$15.17 - CIP RATE \$26.45

For the vote- Residential Factor of 87.8937%

157.0 \$10,237 2.6% \$61,748 2.1% \$128,554 2.5%

MOST UNIFORM TAX INCREASES FOR FY20

RES RATE \$15.03 - CIP RATE \$27.05

For the vote- Residential Factor of 87.1017%

FY2019 TAX COMPARISON

2020	FY2019	FY2019	FY2019
SHIFT	AVG SINGLE	AVG COMM	AVG IND
	\$9,973-	\$60,475-	\$122,851-
	\$15.27	\$27.51	\$27.51

157.5 \$10,223 2.5% \$61,954 2.4% \$128,981 2.8%

RETAINS THE SHIFT ADOPTED IN FY2019

RES RATE \$15.01 - CIP RATE \$27.14

For the vote- Residential Factor of 86.9885%

2. The Open Space Discount

- This adoption exempts up to 25% of the value of land that is classified as open space.
- Open space is land not otherwise classified and land which is maintained in an open and natural condition which contributes significantly to the benefit and enjoyment of the public.
- These parcels classified as open space are in excess of zoning, basically rear land or land from cluster developments that were never built on and had no development potential.
- At DOR's request, these parcels were reviewed and for FY2020 reclassified as vacant land.
- In FY2019 one community, Bedford, adopted this exemption.

3. The Residential Exemption

- This is an exemption of up to 35% of the average assessed value of all residential property which is applied to the assessment of the principal residence of the property owner.
- In FY2019, there were 17 communities that adopted this exemption. Out of these communities, either there were a much higher percentage of seasonal renters or a more urban setting with a much higher rental community.
- Adoption of this exemption with a high percentage of owner occupancy shifts tax burdens from lower valued properties to higher valued properties.

4. The Commercial Exemption

- The Selectmen may vote up to a 10% exemption for commercial property owners that had an average annual employment of 10 or fewer employees and an assessed value less than 1,000,000.
- Increase the tax of industrial property owners and those owning commercial properties valued over 1,000,000, as both are ineligible for this exemption.
- 14 communities adopted this exemption for FY2019, Auburn, Avon, Bellingham, Berlin, Braintree, Dartmouth, Erving, New Ashford, N. Attleborough, Seekonk, Somerset, Swampscott, Westford and Wrentham.



Town of Andover
BOARD OF SELECTMEN

RECEIVED
TOWN CLERK'S OFFICE

2019 NOV -5 A 10: 20

License and Permit Application Public Hearing Questionnaire

TOWN OF ANDOVER, MASS

Please be willing and able to address these questions before the Board of Selectmen during your hearing.

Liquor License Application, Renewal, Change of Designated Manager

Name	Jason Fuller
Address	384 Concord St #3 Manchester NH 03101
Title	General Manager
Company	Bertucci's
Are all employees who will be serving alcohol TIPS certified?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does the establishment or any employees have any prior violations in terms of liquor license compliance? If yes, please describe the nature of any violations	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please describe your business and the plans that have brought you before the Board this evening.	
Please provide an overview of qualifications, certifications, and experience of the designated manager of the establishment.	GM 1 Year, Asst Manager 4 yrs, with company 8 years in restaurant industry 15 years

Bertucci's Restaurants, LLC MOTION

I move to approve the application of Bertucci's Restaurants, LLC, d/b/a Bertucci's, for a Change of Manager on its Wine & Malt Restaurant Alcoholic Beverage License at 90 Main Street, Andover; the new Manager to be Jason Fuller of 384 Concord Street, Manchester, New Hampshire, subject to the condition that all other requirements of the Town are met prior to issuance of the license.

Moved by _____

Seconded by _____

Voted _____ to _____



Town of Andover
BOARD OF SELECTMEN

License and Permit Application Public Hearing Questionnaire

Please be willing and able to address these questions before the Board of Selectmen during your hearing.

Liquor License Application, Renewal, Change of Designated Manager

Name	Michael Cammarata
Address	27 Main St. Andover, MA 01840
Title	Owner/Partner
Company	Andover Restaurant Group LLC, DBA LaFina
Are all employees who will be serving alcohol TIPS certified?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does the establishment or any employees have any prior violations in terms of liquor license compliance? If yes, please describe the nature of any violations	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please describe your business and the plans that have brought you before the Board this evening.	LaFina is a full service restaurant. We realized that our Full Liquor License does not allow us to begin service until 12PM on Sundays. This has a major negative impact on our operation. We are requesting from the Board of Selectmen a revision to our Liquor license start time from 12PM on Sundays to 10AM on Sundays, so that we can offer Andover residents a Sunday Brunch.
Please provide an overview of qualifications, certifications, and experience of the designated manager of the establishment.	Paul LaRosa is the designated Manager and has 25 years of restaurant experience. Including 10 years as Manager of LaRosa's in Andover.

Andover Restaurant Group LLC d/b/a LaFina MOTION

I move to approve the application of Andover Restaurant Group LLC d/b/a LaFina at 27 Main Street, Andover, MA for a change of hours to allow pouring on Sunday starting at 10:00 a.m. under its All Alcohol Restaurant Alcoholic Beverage License, subject to the condition that all other requirements of the Town are met prior to issuance of the license.

Moved by _____

Seconded by _____

Voted _____ to _____



Town of Andover
BOARD OF SELECTMEN

License and Permit Application Public Hearing Questionnaire

Please be willing and able to address these questions before the Board of Selectmen during your hearing.

Liquor License Application, Renewal, Change of Designated Manager

Name	JAMES ROGERS and Patricia Collins
Address	One Minuteman Road Andover MA
Title	MANAGER, OWNER
Company	Andiamo Restaurant & Bar
Are all employees who will be serving alcohol TIPS certified?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does the establishment or any employees have any prior violations in terms of liquor license compliance?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, please describe the nature of any violations	
Please describe your business and the plans that have brought you before the Board this evening.	We have added a new member to our application and to our LLC.
Please provide an overview of qualifications, certifications, and experience of the designated manager of the establishment.	We have owned Andiamo Newburyport for 7 years and Andiamo Chelmsford for 3 years together. We also own and operate The Coffee Mill Cafe in Lowell for 15 years. WE have a combined 54 years in the foodservice business.

JackRuss LLC d/b/a Andiamo Restaurant & Bar at 1 Minuteman Road, Andover, MA, is applying for a change in Officers / Directors relating to its previously approved All Alcohol Restaurant Alcoholic Beverage License.

Motion:

I move that the Board approve the revised application of JackRuss LLC d/b/a Andiamo Restaurant & Bar at 1 Minuteman Road, Andover, MA, for a change in Officers / Directors relating to its All Alcohol Restaurant Alcoholic Beverage License.

Moved by _____

Seconded by _____

Voted _____ to _____



December 6, 2019

President
Amy Schectman

Town of Andover
Board of Selectmen
Laura M. Gregory, Chair
36 Bartlett Street
Andover, MA 01810

Vice President
Felicia Jacques

Vice President
Charleen Regan

Dear Ms. Gregory:

Treasurer
Ken Willis

This letter is sent to the Town of Andover on behalf of Raymond Forster, the son of a recently deceased owner of an affordable property under Chapter 40B, to inform you of the his intent to sell the affordable property. The property is located at 172 Haverhill Street, Unit 222 and is part of Coachman's Ridge, a Chapter 40B project for which Citizens' Housing and Planning Association (CHAPA) serves as the Monitoring Agent.

Clerk
Naomi Sweitzer

Chief Executive Officer
Rachel Heller

Based on the affordable housing deed rider for 172 Haverhill Street, Unit 222, CHAPA has determined that the Maximum Resale Price for the above-referenced property is \$195,000. According to this property's deed rider, the Town has a right of first refusal. This means that the Town of Andover has 120 days to decide if it would like to purchase the property from the homeowner at the Maximum Resale Price. Please consider this letter notification of the Town of Andover's 120-day right of first refusal period. This 120 day period will commence on December 6, 2019 and end on April 4, 2020. *If we do not hear from you within this period, we will assume you do not wish to exercise your right of first refusal.* As you may expect, Raymond is anxious to hear back from the Town of Andover and wishes to move forward as soon as possible in selling the property.


If the Town of Andover chooses not to exercise its right of first refusal, CHAPA will assist the seller with the resale of the property. CHAPA and the seller have 180 days to market the property in order to locate an Eligible Purchaser. When a new purchaser buys an affordable property, a new deed restriction is signed and recorded and the property remains on the Town of Andover's subsidized housing inventory. We will then work with the seller to switch to the new Universal Deed rider as authorized by the Town.

If an Eligible Purchaser fails to buy the property during the 180-day period, the current owner of the property could sell the property on the open market free of all affordable housing restrictions for fair market value. *The property would no longer be deed-restricted and therefore would no longer be counted on the Town's subsidized housing inventory.* However, the seller is not permitted to keep the difference between the fair

market value and the Maximum Resale Price. Any gain above the resale price would be given directly to the Town of Andover to be used for affordable housing activities.

We welcome any efforts the Town of Andover can offer in making potential eligible buyers aware of the property's availability during the affordable marketing period. Please feel free to contact me at (617) 701-7498 with any questions regarding this matter. On behalf of Raymond Forster, we look forward to hearing back from you soon and working with you during this process.

Sincerely,

A handwritten signature in cursive script, appearing to read "David A. Gasser".

David Gasser
Program Manager

cc: Raymond Forster
Andover Town Clerk
Andover Zoning Board of Appeals

Kathryn Forina

From: Lisa Schwarz
Sent: Monday, December 9, 2019 2:45 PM
To: Andrew Flanagan
Cc: Carol McGravey; Kathryn Forina
Subject: Affordable Unit for sale at Coachman's Ridge 172 Haverhill Street

Hi Andrew,

I believe CHAPA has reached out to see if the Town of Andover would like to use its option of First Right of Refusal for an affordable unit located at 172 Haverhill Street. At this time, the Housing Trust Fund does not have the funds to purchase the unit located at 172 Haverhill Street, also known as Coachman's Ridge. I am confident that CHAPA will work closely with the Town to find an eligible buyer for the property.

Thank you,

Lisa



November 26, 2019

President
Amy Schectman

Town of Andover
Board of Selectmen
Laura M. Gregory, Chair
36 Bartlet Street
Andover, MA 01810

Vice President
Felicia Jacques

Vice President
Charleen Regan

Dear Ms. Gregory:

Treasurer
Ken Willis

This letter is sent to the Town of Andover on behalf of the current owner of an affordable property under Chapter 40B to inform you of the owner's intent to sell the affordable property. The property is located at 174 Haverhill Street, Unit 317 and is part of Coachman's Ridge, a Chapter 40B project for which Citizens' Housing and Planning Association (CHAPA) serves as the Monitoring Agent.

Clerk
Naomi Sweitzer

Chief Executive Officer
Rachel Heller

Based on the affordable housing deed rider for 174 Haverhill Street, Unit 317, CHAPA has determined that the Maximum Resale Price for the above-referenced property is \$145,000. According to this property's deed rider, the Town has a right of first refusal. This means that the Town of Andover has 120 days to decide if it would like to purchase the property from the homeowner at the Maximum Resale Price. Please consider this letter notification of the Town of Andover's 120-day right of first refusal period. This 120 day period will commence on November 26, 2019 and end on March 25, 2020. *If we do not hear from you within this period, we will assume you do not wish to exercise your right of first refusal.*

If the Town of Andover chooses not to exercise its right of first refusal, CHAPA will assist the owner with the resale of this property. CHAPA and the homeowner have 180 days to market the property in order to locate an Eligible Purchaser. When a new purchaser buys an affordable property, a new deed restriction is signed and recorded and the property remains on the Town of Andover's subsidized housing inventory.

If an Eligible Purchaser fails to buy the property during the 180-day period, the current owner of the property could sell the property on the open market free of all affordable housing restrictions for fair market value. *The property would no longer be deed-restricted and therefore would no longer be counted on the Town's subsidized housing inventory.* However, the seller is not permitted to keep the difference between the fair market value and the Maximum Resale Price. Any gain above the resale price would be given directly to the Town of Andover to be used for affordable housing activities.

We welcome any efforts the Town of Andover can offer in making potential eligible buyers aware of the property's availability during the affordable marketing period. Please feel free to contact me at (617) 701-7498 with any questions regarding this matter or if the Town is interested in purchasing the property. We look forward to hearing back from you soon and working with you during this process.

Sincerely,

A handwritten signature in cursive script that reads "David Gasser".

David Gasser
Program Manager

cc: Andover Zoning Board of Appeals
Andover Town Clerk

Kathryn Forina

From: Lisa Schwarz
Sent: Friday, December 6, 2019 8:28 AM
To: Thomas Urbelis; Andrew Flanagan
Cc: Austin Simko; Kathryn Forina; Carol McGravey
Subject: RE: Notice of Intent to Sell 40B Unit

Hi Andrew,
At this time, the Housing Trust Fund does not have the funds to purchase this unit.
Thank you,
Lisa

From: Thomas Urbelis [mailto:tju@uf-law.com]
Sent: Friday, December 6, 2019 8:26 AM
To: Andrew Flanagan <aflanagan@andoverma.gov>
Cc: Austin Simko <austin.simko@andoverma.us>; Lisa Schwarz <lschwarz@andoverma.gov>; Kathryn Forina <kforina@andoverma.gov>; Carol McGravey <chm@uf-law.com>
Subject: Notice of Intent to Sell 40B Unit

Andrew.....This should be on the Board's agenda to vote on whether the Town wants to pursue the acquisition of this property. Thanks.

Tom

From: Austin Simko [<mailto:austin.simko@andoverma.us>]
Sent: Friday, December 06, 2019 8:18 AM
To: Lisa Schwarz; Carol McGravey
Cc: Kathryn Forina; Barbara Burke
Subject: Notice of Intent to Sell 40B Unit

Hi Lisa and Carol,

The Town Clerk's Office received the attached letter from CHAPA giving notice that the owner of a 40B unit in Andover intends to sell that unit. I believe this letter was also sent to the ZBA and Town Manager's Office. I wanted to make sure you've seen this as well.

Please let me know if you need anything further from me. Otherwise, I will file the notice in our office.

Thanks very much.

Austin

Austin Simko

Town Clerk & Chief Strategy Officer

Town of Andover, MA

36 Bartlet Street

Andover, MA 01810

Austin.Simko@andoverma.us



Andover Police Department

Support Services

Traffic Unit

TO: Andrew Flanagan
FROM: Officer Glen Ota, Safety Officer
RE: Traffic Rule Requests
DATE: October 22, 2019

Request 1:

Paul Larosa, owner of La Fina Restaurant, is requesting 3 valet parking spaces (60 feet total) in front of 27 Main Street. The parking restriction is limited to Thursday-Saturday 5PM-11PM.

I am requesting the Board of Selectmen review this request for the following additions to Andover parking regulations:

SCHEDULE 1

Article V, Section 2

Parking

<i>Location</i>	<i>Side</i>	<i>From</i>	<i>To</i>	<i>Type</i>
27 Main St	West	27 Main St. A distance of 60 feet	No Parking	Thu-Sat 5PM-11PM

Board of Selectmen
Minutes of January 28, 2019
Regular Session

I. Call to Order

Chairman Vispoli called the meeting of the Board of Selectmen to order at 7:00 P.M. in the Board of Selectmen's Meeting Room at Town Offices. Present from the Board of Selectmen: Annie Gilbert, Chris Huntress, Paul Salafia, Laura Gregory, and Alex Vispoli. Also present: Town Manager Andrew Flanagan, Deputy Town Manager Michael Lindstrom, Town Counsel, Tom Urbelis, and Town Clerk Austin Simko. The meeting was duly posted and cablecast live.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

The meeting began with a Moment of Silence followed by Pledge of Allegiance.

III. Communications/Announcements/Liaison Reports

The Town Manager reported that the Warrant for the May 2019 Town Meeting has closed, and annual budget will be released on February 1, 2019, simultaneously with the Andover Visual Budget (open checkbook) providing residents with online access to budget information.

This week the Revenue & Task Force meeting will be held on Tuesday at 7:00 P.M., the Historic Mill District Task Force is meeting on Wednesday at Memorial Hall Library at 7:00 P.M. to discuss the potential reuse of Town Yard-Lewis Street property, and the Textile Survey has been sent out.

Mike Lindstrom attended the first of two workshops on Community Resiliency last week for the purpose of identifying vulnerabilities in our community, creating future plans, and how to apply for grants.

Laura Gregory said this week's Historic Mill District Task Force meeting is an opportunity for the public to provide input on the project. This Friday is the Town's next First Friday Event which is Salsa Dancing (free) from 6-9 PM.

The 40th Annual Massachusetts Municipal Conference was held in Boston this past weekend which Annie Gilbert attended along with a team of Andover employees. Annie recognized Paul Materazzo for the workshop he gave about zoning for allowing people to age in place, he did a great job!

Chris Huntress acknowledged and congratulated Selectman Paul Salafia who was honored by the Knights of Columbus for his contributions to the Community. Chris also reported that he met with Town staff on the draft bylaw for the reduction of noise and ordinance which has been sent to the Town Manager.

Alex Vispoli announced that the Zoning Bylaw Study Committee is up and running, and gave a Shout-out to the Free Christian Church who ran a Back to Business theme event which was excellent.

IV. Citizens Petitions and Presentations

Jane Gifun of Castle Heights Road announced that a presentation on the renovations to the Senior Center will be held on February 13 at 7:00 P.M. at the Andover Safety Center. Residents are welcome to attend and bring their ideas.

V. Regular Business of the Board

A. Legislative Update

State Senator Barry Finegold, State Representative Frank Moran and State Representative Nguyen Trahn, updated the Board on what their goals are for Andover. They will do everything they can to advocate for school funds, building funds, and remain very much involved with the status of the aftermath of the Columbia Gas incident. There is still a lot of work to do and bills have been filed to address the problems. They acknowledged that public communication is getting costly, and there is a need to find more ways to reduce traffic. Their focus is on education, the opioid crisis, environmental issues, infrastructure, and will continue to advocate for more funding for Andover (Chapter 70). Alex asked about 5G rollout and if there are any best practices. Senator Finegold said it is a public safety issue and they want to make sure everyone in Town has adequate cellphone coverage. The Board thanked the legislative team for coming to the Board meeting tonight.

B. Liquor License

The Board has received an application request for a Change of Manager to the All-Alcoholic Restaurant Beverage License for Pepper Dining, Inc., d/b/a Chili's Grill and Bar at 131 River Road.

Chris Huntress moved to approve the application of Pepper Dining, Inc., d/b/a Chili's Grill and Bar, 131 River Road, Andover, for a Change of Manager on it's All Alcoholic Restaurant Beverage License; the new Manager to be Edward James Sullivan of 21 Bartemus Trail, Nashua, New Hampshire, subject to the condition that all other requirements of the Town are met prior to issuance of the license. The motion was seconded by Annie Gilbert and voted 5-0 to approve.

C. Columbia Gas Disaster Update

Kirk Cresto, Vice President for the Merrimack Valley Operation, spoke about the rollout of the Equipment Repair Plan (at no cost to customers) for residents who had equipment repaired or replaced. The coverage will run through May of 2020 for residents, and from one year to the date of installation for businesses. The process will provide support through a network of licensed professionals. There were 173 Andover customers who were part of the rapid relight process. It is the expectation of Columbia Gas that this process will be more organized and expeditious, include a 3-4-man team with a project manager, with the goal to schedule ten appointments per day. Chris Huntress asked how the 173 Andover customers will be prioritized and for Columbia Gas to continue to update the Town Manager. Tracy Stefanowicz, Communication Manager for Columbia Gas, reported on the several communications that will be going out to customers, especially those most affected.

Stacey distributed information on the status of the number of claims registered for residential and commercial entities as of January 21, 2019 for Andover. The total number claims received and in process is 5,052, with 429 claims in active status, 4,623 closed, and 4,623 claims closed for a total of \$27,638,551 processed. The Affected Customer Helpline number 1-866-388-3239 will be staffed 24/7.

D. Frenchmen's Reserve Sewer Easements

The Board to vote to accept the title to the Frenchmen's Reserve Sewer Easements at 90 Beacon Street. The DPW has approved the sewer easement.

Paul Salafia moved that the Board sign the Frenchmen's Reserve Sewer Easement. The motion was seconded by Annie Gilbert and voted 5-0 to approve.

E. 161 Andover Street -Purchase of Property for Ballardvale Fire Station

The Board will vote to accept and sign the Deed and the Order of Taking for the property at 161 Andover Street. Town Counsel said this is part of the Ballardvale Fire Station Project and the they are ready for the closing this week.

Annie Gilbert moved to accept and sign the deed from Dolores Dunning to the Inhabitants of the Town of Andover and the Order of Taking for the property at 161 Andover Street and to authorize the Town Manager to execute and deliver any and all documents related to the purchase of said property by the Inhabitants of the Town of Andover. The motion was seconded by Chris Huntress and voted 5-0 to approve.

F. Town Counsel Updates

Tom Urbelis provided an update on the recent Superior Court case against the Natick School Committee relating to what limitations can be put on speakers at a Public Speak portion of an agenda and the policies and the effect of the court decision. No one has the right to speak per Open Meeting Law; however, public bodies may have policies to allow the public to speak, once you have the policy it must not be unconstitutional.

Town Counsel recommended that the Board of Selectmen look at their policy and determine if it needs to be updated and shared that the Massachusetts Association of School Committees (MASC) has a policy that the School Committee is looking at. Annie Gilbert said the Andover School Committee approved the new Policy last Thursday and is available on their website.

Next steps: Board agreed to review the policy.

VI. Consent Agenda

A. Appointments by the Town Manager: On a motion by Paul Salafia and seconded by Laura Gregory the Board voted 5-0 that the following appointments by the Town Manager be approved.

Department	Name	Position	Rate/Term	Date of Hire
Public Works	Bridget Morris	Chemist	\$74,108.67	2/11/19
Public Works	Michael Ferris	Tree Climber	\$54,100.00	2/11/19
Community Services - Recreation	Mary Milward	Seasonal	\$12.00/hour	1/8/19
Community Services - Recreation	Karyn Francis	Kid Care After School Program	\$27.00/hour	3/1/19
Community Services - Recreation	Yuka Nakamura	Kid Care After School Program	\$27.00/hour	3/1/19
Community Services - Recreation	Linda Berube	Kid Care After School Program	\$15.00/hour	1/28/19
Community Services - Youth Services	Mike Trocchi	Seasonal	\$12.00/hour	1/15/19
Community Services - Youth Services	Caroline Fraser	Seasonal	\$12.00/hour	1/23/19

VII. Approval of Minutes

On a motion by Chris Huntress and seconded by Paul Salafia, the Board voted 5-0 to approve the Board of Selectmen Minutes of the Regular Session of November 19, 2019, and December 17, 2019, and the December 19, 2018 Minutes of the Board of Selectmen's Public Hearing as presented.

VIII. Executive Session

Paul Salafia moved that the Board vote to go into executive session for confidential communication with Town Counsel and pursuant to Purpose 6: to discuss purchase, exchange, lease or value of real property and Purpose 2: to conduct strategy sessions for negotiations with non-union personnel (Town Manager) and that the Chair declare that an open session may have a detrimental effect on the negotiating position of the Town and not to return. The Chair so declared. The motion was seconded by Laura Gregory. Roll call: P. Salafia-Y, L. Gregory-Y, C. Huntress-Y, A. Gilbert-Y, A. Vispoli-Y. Motion approved.

IX. Adjourn

At 8:30 P.M. the Board adjourned from Open Session to move to Executive Session not to return to Open Session.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

**Board of Selectmen
Minutes of February 25, 2019
Regular Session**

I. Call to Order

Chairman Vispoli called the meeting of the Board of Selectmen to order at 7:03 P.M. in the Board of Selectmen's Meeting Room at Town Offices. Present from the Board of Selectmen: Annie Gilbert, Chris Huntress, Paul Salafia, Laura Gregory, and Alex Vispoli. Also present: Town Manager Andrew Flanagan, Deputy Town Manager Michael Lindstrom, Town Counsel, Tom Urbelis, and Town Clerk Austin Simko. The meeting was duly posted and cablecast live.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

The meeting began with a Moment of Silence followed by Pledge of Allegiance.

III. Communications/Announcements/Liaison Report

The Town Manager announced that Barbara McNamara has been selected as the successor to Beth Mazin, Director of MHL who is retiring in March. Barbara currently serves as Assistant Director of the Library with 25 years of service.

Andrew provided clarification on the report in the Andover Townsman related to the AHS Field House floor. Since November, the Town has been in the process of following the normal terms of agreement for a Warrant Article which will be in next year's CIP for funding. The Town was not aware that any fundraising had started resulting in one user group leaving.

The Historic Mill District will be discussing place-making at their meeting this Friday at Memorial Hall Library.

Annie Gilbert attended a meeting of the collective groups working on private fundraising for the renovation of the Senior Center for the items that won't be covered by the Town budget, such as equipment and furniture; so far \$299,000 raised to date.

Paul Salafia recently attended the Economic Development Committee meeting at which time they discussed EDC's future direction. They have a lot of projects on the horizon and are relooking at their mission, charter and foundational items they first established.

A respectful swearing in ceremony was held today for three new firefighters and five new fire lieutenants which the Selectmen attended. This was an opportunity to thank the firefighters for their efforts and support throughout the Columbia Gas explosion of September 13th and afterwards.

IV. Citizens Petitions and Presentations

Joe Albuquerque, Greenwood Road, reported that a 50 gallon hydraulic oil spill occurred off of the compost site on High Plain Road, which is being used as a DPW Yard but has only been approved as a compost yard. Joe read a statement about the property and activities taking place there. Mishaps during the DPW activities at Bald Hill and at the landfill on Chandler Road are quite problematic. Mr. Albuquerque provided a Mass DPW Notice of Responsibility Document the Town Manager.

V. Regular Business of the Board

A. Local Initiative Project Off Haverhill Street

An overview of the proposed Local Initiative Project (LIP) off Haverhill Street was provided by Princeton Properties. The property is located behind York Street and owned by Brickstone Square. Princeton Properties have been negotiating with KS Partners, the new owners of Brickstone Square, about purchasing that part of the property(6-7 acres). Their plan is to build a retail area (restaurants) at the base of the building, garage parking, and housing above the first floor overlooking the Shawsheen River. Residences will be offered at 80% Market Rate, 20% Restricted who make 50% of the area's medium income or less with 21-22% to be directed to Andover's preference as they see fit.

Paul Materazzo, Director of Planning, provided background information on his engagement with the residents in the area on the process relative to the rezoning of Haverhill Street. This is an opportunity to integrate housing into the York Street/Haverhill Street area. The development will consist of five 3 bedroom units and the remainder will be 1 and 2 bedrooms units. Public Forums will be scheduled.

Don Robb, 36 York Street, said area residents knew that this property would one day be developed and they have consistently said they would like to have a restaurant in the area, but want to make sure the development fits in with the tone of Shawsheen Village.

B. Plastic Ban Implementation

An update on the implementation of the Town' plastic ban bylaw was provided by Tom Carbone, Director of Public Health. Information has been sent to food service places in Town that there will be more information to come on this bylaw. Today, the Public Health Department held a staff level meeting about developing an open house that will provide information for restaurant operators on the by-law to be held on March 12th Information will be uploaded to the Town website. The Board stressed how important it is to communicate the information on the by-law to businesses and the community. All of the documents are available on the Public Health Department's website.

C. Annual Town Meeting Warrant

Laura Gregory moved that the Board approve and sign the Annual Town Meeting Warrant. The motion was seconded by Paul Salafia and voted 4-0 to approve. Chris Huntress was not present at time of the vote.

D. Frederick Drive Appeal

Board to consider appeal by Attorney Donald Borenstein, on behalf of Mark and Phillip D'Annolfo, to disqualify three expert peer reviewers selected by the Conservation Commission for a subdivision project on Frederick Drive.

PROCEDURE FOR THIS APPEAL TO THE BOARD

- This is the first time this Board has ever held a hearing to rule on such an appeal which is pursuant to State law and a Regulation adopted by the Conservation Commission in 2006
- Attorney Donald Borenstein will make his presentation with no questions from the Board
- Town Counsel Thomas Urbelis will make his presentation with no questions from the Board
- The Board will then have the opportunity for questions or comments to Attorney Borenstein or Town Counsel Urbelis or Director of Conservation Robert Douglas
- The Chair will then recognize other persons, if any, who wish to speak
- The Board will have the opportunity for questions
- The Board will then deliberate
- The Chair will then entertain a motion to deny the appeal or a motion to order the Conservation Commission to obtain one or more alternative peer reviewers

The property is located off of Rocky Hill Road, originally owned by the parents of Mark and Phillip D'Annolfo. Attorney Borenstein distributed a presentation sharing the history of the subdivision plan from 1958- 2018. After several changes to the property to satisfy wetland concerns, approvals from the DEP, and the request for three additional peer reviews selected by the Conservation Commission, the decision is being appealed by Mark and Phillip D'Annolfo, who are asking the Board for a fair minded actual peer review, fair charges for the work done, and not something established as a road block to the project.

Town Counsel provided a lengthy response sent to the Board of Selectmen. Appeal results from the developer filing a totally new set of subdivision plans with the DEP during an appeal to the DEP of the Conservation Commission denial of their project and asking the DEP to reverse the Commission's decision and approve those plans all without providing a copy of those plans to the Commission for peer review and a public hearing. Tom Urbelis walked the Board through a sequence of steps for the subdivision . The Planning Board approves the subdivisions (since revised in Sept 2018) the Planning Board has not held a hearing on, and has not approved, the September 2018 plans and a history of litigation on two of the projects. The Superior Court issued a 24-page decision to dismiss the case in December of 2018 without discussion of the billing dispute. In June of 2018 the DEP said that any new information filed with the DEP was to be shared with the other parties. The plans of September were not shared in accordance with the orders of the DEP. Tom shared information of MGL Chapter 44, Section 3G that provides that a conservation commission may adopt rules & regulations regarding peer review fees.

Bob Douglas, Director of the Conservation Commission, provided a memo to the Board and the Developers outlining the concerns of the Conservation Commission. Portions of the new plan may be dangerous, and peer reviews are critical of design plans, and concerns with the safety of the retaining wall. Peer reviewers have a duty to the Conservation Commission not the developer.

Grounds for the appeal are not for the qualifications of the peer reviewers or a conflict of interest is because the peer reviewers disagree with the developers. Tom recommends the Board deny the request.

Questions by the Board were directed to Attorney Borenstein and Town Counsel Urbelis.

Laura Gregory moved that the Board of Selectmen deny the appeal of Mark & Phillip D'Annolfo to deny three expert peer reviewers for the subdivision at Frederick Drive based on the Boards determination that neither the conflict of interest or required minimum basis has been met and as a result the Board denies the appeal. Paul Salafia seconded the motion. Motion passes 4-0-1. Chris Huntress abstained.

A. Appointments by the Town Manager

On a motion by Annie Gilbert and seconded by Paul Salafia and voted 5-0 that the following appointments by the Town Manager be approved.

Department	Name	Position	Rate/Term	Date of Hire
Health	Cherie Monahan <i>(Jane Morrissey)</i>	Public Health Nurse	\$59,127.93	3/4/19
Community Services – Recreation (Seasonal)	Abigail Linzer	Seasonal	\$11.00/hour	2/25/19
Community Services – Recreation (Seasonal)	Anna Riley	Seasonal	\$11.00/hour	2/12/19

VII. Approval of Minutes

Chris Huntress Moved to approve the Minutes of the January 22, 2019 Workshop as presented. The motion was seconded by Annie Gilbert and voted 4-0-1 to approve. Laura Gregory abstained.

VIII. Executive Session

Chris Huntress moved that the Board of Selectmen enter into Executive Session pursuant to purpose (3) of Massachusetts General Laws, chapter 30, section 21(a), the Open Meeting Law, to discuss strategy with respect to collective bargaining with New England Police Benevolent Association (NEPBA) Local 9 (Patrolmen), Local 109 (Communicators), and Local 99 (Superior Officers), AFSCME Local 1704, Department Heads, International Association of Fire Fighters Local 1658, and the Andover Independent Employees

Association, and that the Chair declare that an open meeting may have a detrimental effect on the bargaining position of the Board of Selectmen. The Chair so declared. The motion was seconded by Annie Gilbert. Roll call: P. Salafia-Y, L. Gregory-Y, A. Gilbert-Y, C. Huntress-Y, and A. Vispoli-Y. Motion passes 5-0.

IX. **Adjourn**

At 9:35 P.M. the Board of Selectmen adjourned from the Regular Meeting of February 25, 2019 to Executive Session not to return to Open Session.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

Documents: Princeton Andover Apartment Homes Presentation
Subdivision Plans for Frederick Drive

**Board of Selectmen
Minutes of March 25, 2019
Regular Session**

I. Call to Order

Chairman Vispoli reconvened the meeting of the Board of Selectmen to order at 7:03 P.M. in the Board of Selectmen's Meeting Room at Town Offices. Present from the Board of Selectmen: Annie Gilbert, Chris Huntress, Paul Salafia, Laura Gregory, and Alex Vispoli. Also present: Town Manager Andrew Flanagan, Deputy Town Manager Michael Lindstrom, Town Counsel, Tom Urbelis. The meeting was duly posted and cablecast live.

II. Communications/Announcements/Liaison Report

A notification was sent to the Board by the Town Manager alerting them that the Town has received a grant in the amount of \$100,000 that supports the goals and objectives of improving the Customer Service Initiative.

There are two public meetings scheduled for this week, one for the Indian Ridge Playground on Cuba Street, and the other for the renovations to the Senior Center.

Paul Salafia was recognized by the Board of Selectmen on his last meeting as a member of the Board. Board members thanked Paul for his many years of service to the Town.

Although his name won't be on the ballot Paul, who was involved in hundreds of different projects and served on many committees over the last decade, is proudest of how Andover reacted to the Opioid Crisis in 2015 and the success they have had through prevention education and enforcement in decreasing the number of overdoses substantially. Paul thanked his wife for her support, the Town Manager and this Board, on the very productive year they had this year being able to agree and disagree on what is good for Andover.

Several members of the Board attended the Andover Coalition for Education (ACE) Gala Fundraiser on Saturday evening at the Andover Country Club. Congratulations to ACE for another great event.

On April 4th at 7:00 P.M. a meeting on Public Spacing in the Downtown Area will be held at the Public Safety Center, including a short list of ideas that will be presented by the Planning Department.

The Ribbon Cutting Ceremony held last Thursday morning was the official opening of the Municipal Facility; an Open House for the public is planned for the spring (Saturday).

Memorial Hall Library is holding a College Planning Event on Tuesday, March 26th at 7:00 P.M and on April 3rd a presentation will be provided on the *Voices from Lawrence's Transformation* from 1985 to 2000.

Tickets are still available for The Firemen's Ball that is being held this weekend.

The Board of Selectmen will hold the re-organization meeting of the Board after their meeting of April 8th. The reorganization doesn't take effect until after Town Meeting.

III. Citizens Petitions and Presentations - None

IV. Regular Business of the Board

A. Elm Street Conservation Restriction

Board to review and consider approving three restrictions presented and approved by the Conservation and Planning Boards:

1. Conservation Restriction
2. Affordable Housing Restriction (in perpetuity)
3. Age Restriction (age 55 and older)

Tom Urbelis reported that the documents have been reviewed and approved.

On a motion by Laura Gregory and seconded by Annie Gilbert the Board voted 4-0-1 to approve the Conservation Restriction, Affordable Housing Restriction, and Age Restriction as presented in regard to the Elm Street Property and as provided in the agenda. Christ Huntress abstained.

B. Sewer Use Agreement, 160 Dascomb Road

The first reading on the Inter-Municipal Sewer Use Agreement between Dascomb Road Limited Partnership and the Town of Tewksbury for the property at 160 Dascomb Road was provided. The Sewer Agreement with Town of Tewksbury is moving forward now to ensure the future use of the sewer by extending the private agreement by four years so the dates are in sync. Tewksbury has signed the Sewer Use Agreement. There is no opt out in the existing agreement, so they have included a 2-year opt out notice. The IMA will involve Andover, Tewksbury, and Lowell. Andover's DPW and Health Department have reviewed and approved the document.

C. Statement of Interest (SOI) Vote

The Town/School Department is once again submitting a Statement of Interest for AHS to the Massachusetts School Building Authority for consideration of financial assistance in renovating/replacing Andover High School. The SOI is very similar to the one submitted in 2018. With some changes for funding approval.

Annie Gilbert moved that the Board of Selectmen authorize the Superintendent of Schools to submit a Statement of Interest to the Massachusetts School Building Association for the Andover High School Project. Paul Salafia seconded the motion and the Board voted 5-0 to approve.

D. Annual Town Meeting Articles

Board to consider voting to take a position on the following articles:

<p>Article 11 Recommend Approval</p>	<p>G. Rescinding of Bond Authorizations Chris Huntress moved to recommend approval of Article 11 paragraph B as written in the Warrant. Annie Gilbert seconded the motion and was voted 5-0 to recommend approval.</p>
<p>Article 64 Hold</p>	<p>Spring Grove Cemetery Transfer of Property Planning Board backed the decision of the Cemetery</p>
<p>Article 26 and Article 27 Recommend Approval</p>	<p>Electronic Voting – presentation by Brian Major. Paul Salafia moved for the Board of Selectmen to recommend approval of Article 26 & 27 as presented. The motion was seconded by Chris Huntress and voted 4-0-1 to recommend approval. Laura Gregory abstained.</p>
<p>Article 41 Hold</p>	<p>Parking and Hardscape Improvements</p>
<p>Article 49 Hold</p>	<p>Amend Zoning Bylaw Article VIII: Solar Energy presented by Jacki Byerley, Town Planner</p>
<p>Article 54 Recommend Approval</p>	<p>Special Permit Lapse, presentation by Jacki Byerley, Town Planner Chris Huntress moved for the Board to Recommend Approval of Article #54, Paul Salafia seconded the motion and the Board voted 4-1 to Recommend Approval.</p>
<p>Article 56 Not Recommend Approval</p>	<p>Amend Section 51 of Bylaw Article XII – Ban Polystyrene Only Presented by Keith Saxon. Laura Gregory moved that the Board recommend disapproval of Article #56 as printed in the Warrant. The motion was seconded by Paul Salafia and voted 5-0 to not recommend approval.</p>
<p>Article 57 Not Recommend Approval</p>	<p>Create a Water Commission: Joe Albuquerque presented information on WA 57. Laura Gregory moved that the Board recommend disapproval of WA #57 as presented. The motion was seconded by Paul Salafia and voted 5-0 to recommend disapproval.</p>
<p>Article 58 Not Recommend Approval</p>	<p>Representative Town Meeting: Joe Albuquerque presented information on WA58 to appoint a special Governance Committee to study means of establishing Representative Town Meeting. Annie moved for the Board to recommend disapproval of WA #58, but with the expectation to hear back from Joe and the Town</p>

	<p>Manager with a plan to study the idea. The motion was seconded by Paul Salafia and voted 5-0 to not recommend approval.</p>
<p>Article 59 Not Recommend Approval</p>	<p>Free Cash: Joe Albuquerque presented information on WA59 to transfer 20% of the most recent Cash Balance to offset the operating budget to reduce the tax rate.</p> <p>Chris Huntress moved that the Board recommend disapproval of WA #59. The motion was seconded by Annie Gilbert to not recommend approval. (Alex reiterated that the Board needs to look at ideas to reduce taxes). The motion was voted 5-0 to not recommend approval.</p>
<p>Article 62 reluctantly voted to not recommend approval</p>	<p>Greenwood Road Sidewalk: information presented by Josh Shenker. The sidewalk along Greenwood has been identified on the Master Plan as needed. Chris Cronin said it is needed but the Town budget doesn't have the funds for annual maintenance of sidewalks so they don't install them. Chris will provide a cost analysis for the Board.</p> <p>Chris Huntress reluctantly moved for the Board to recommend disapproval. The motion was reluctantly seconded by Laura Gregory and voted 5-0 to reluctantly vote to recommend disapproval.</p>
<p>Article 63 Reluctantly voted to recommend disapproval</p>	<p>Dascomb Road Sidewalks: Asking for a sidewalk for a .7 mile stretch along Dascomb Road. This is a priority for many residents.</p> <p>Annie Gilbert reluctantly moved to recommend disapproval. Motion seconded by Paul Salafia and voted 5-0 to not recommend approval.</p>
<p>Article 66 Not Recommend Approval</p>	<p>Planning Board Term: Brad Weeden, Summer Street explained his request for a Bylaw Change that would reduce terms of members from 5 years to 3 years.</p> <p>Paul Salafia moved that the Board vote to Not Recommend Approval of Article 66. The motion was seconded by Chris Huntress and voted 4-1 to not recommend approval</p>

V. Consent Agenda

A. Appointments by the Town Manager

The Town Manager is pleased to introduced Jemma Lambert, new Director of Community Services and has extensive experience in project planning and management. Paul Salafia moved to approve the appointment of Jemma as Director of Community Service. The motion was seconded by Laura Gregory and voted 5-0 to approve.

Chris Huntress moved that the remaining appointments by the Town Manager be approved. The motion was seconded by Laura Gregory and voted 5-0 to approve.

Department	Name	Position	Rate/Term	Date of Hire
Community Services	Jemma Lambert	Director of Community Services	\$127,500	4/22/2019
Community Services – Recreation	Trenton DeBonis	Seasonal	\$12.00/hour	4/1/2019
Community Services – Recreation	Emily Cole	Summer Program Director	\$16.50/hour	6/3/2019
Community Services – Recreation	Carl Grygiel	Seasonal	\$11.25/hour	7/15/2019

VI. Approval of Minutes

On a motion by Annie and seconded by Laura Gregory the Board voted 5-0 to approve the Board of Selectmen Regular Session Minutes of February 11, 2019 as amended.

VII. Executive Session

Chris Huntress moved for the Board to enter into executive session under exemption 6 to consider the purchase, exchange, lease, or value of real property and that the Chair declare that an open meeting would be detrimental to the towns negotiating position, and to approve the Executive Session Minutes of February 11, 2019 and February 25, 2019. The Chair so declared. The motion was seconded by Laura Gregory and voted to approve. Roll call: P. Salafia-Y, C. Huntress-Y, A. Gilbert-Y, L. Gregory-Y, A. Vispoli-Y.

VIII. Adjourn

At 11:15 P.M. the Board adjourned the Regular Meeting of March 25, 2019 and moved to Executive Session not to return to Open Session.

Respectfully submitted
Dee DeLorenzo
Recording Secretary

Select Board
Minutes of May 13, 2019
Regular Session

I. Call to Order

Chairperson Laura Gregory called the meeting of the Select Board to order at 7:04 P.M. in the 2nd Floor Conference Room located at Town Offices. Present from the Select Board: Alex Vispoli, Dan Koh, Annie Gilbert, Chris Huntress, and Laura Gregory. The meeting was duly posted and cablecast live.

Also in attendance: Town Manager Andrew Flanagan, Deputy Town Manager Michael Lindstrom, Town Clerk Austin Simko, 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. Communications/Announcements/Liaison Reports

The Town Manager shared the following communications:

- A joint settlement with Andover, North Andover, and Lawrence has been reached with Columbia Gas in the amount of \$80M with \$20M allocated for Andover mainly for road and sidewalk restoration. Acceptance of the settlement will require a Special Town Meeting to appropriate the funds this June. Columbia Gas is holding an open house on Saturday to answer any outstanding questions.
- This Sunday at 11:00 A.M. the annual flag replacement for Memorial Day will be held at Spring Grove Cemetery.
- Founders Day will be held this Thursday, May 16th starting at 4:00 P.M. at Indian Ridge Country Club.

Michael Lindstrom said they are wrapping up the Social Media Project this week that has been highlighting Town Departments. Austin Simko said the Historic Mill District Meeting will be meeting at 8:30 A.M. tomorrow to look at how the plans are shaping up.

Chris Huntress, congratulated the folks at Christ Church who organized an event at Arts in the Park with the benefits going to help people in the Merrimack Valley affected by the events of the Columbia Gas crisis.

Annie Gilbert acknowledged Alex Vispoli for the work he did as Chair of the Select Board over the past year that included several Town Meetings and the historic Gas Crisis. Annie also welcomed Laura Gregory as the new Chair of the Select Board. Andover Coalition of Education (ACE) is sponsoring its 3rd Showcase of work by the Capstone students at the Cormier Youth Center on Monday, May 21st.

Dan Koh thanked everyone who attended the Ironstone Derby, Run for the Troops, and Step Up for Colleen 5K, which were all amazing community events.

Alex Vispoli reported:

- He attended the Council on Aging Meeting and the Seniors are thrilled with the support received for the new Senior Center.
- The Ribbon Cutting Ceremony for the new Pfizer 175,000 campus addition was an inspiring event, and he is proud of their partnership with the Town.
- The Economic Development Committee (EDC) shared an information graphic on what our Town looks like going forward at their meeting last Friday.
- Once the Certificate of Occupancy is received and paving is finished, a date for the Open House for new Maintenance Facility will be announced.

Laura Gregory communicated the following:

- Thank you to Alex for the excellent job done as Chair last year.
- Congratulations to the Town Manager and his Team on negotiating the settlement with Columbia Gas.
- The Andover Center for History and Cultural held their Spring Event last week and she learned something new about Andover.
- Pfizer's ribbon cutting was a great event with Governor Baker in attendance.

IV. Citizens Petitions and Presentations - none

V. Regular Business of the Board

A. Memorial Bench Gift at Deyermond Field

Mark Comeiro, Director of Veteran Services, and Peter Witman from American Legion Post 8 said that to commemorate the 100th Anniversary of the American Legion, Post 8 is donating a bench to be placed at Deyermond Field in memory of Buster Deyermond who lost his life in Vietnam. There will be a proper dedication at a future date.

On a motion by Alex Vispoli and seconded by Chris Huntress, the Board voted 5-0 to accept the Memorial Bench.

B. Town of Tewksbury Request – Approval of Heavy Commercial Vehicle (Truck) Exclusion (First reading)

Tewksbury Town Manager Richard Montuori and Assistant Town Manager Steve Sadwick, appreciate the opportunity to discuss the request for a heavy truck exclusion on East Street in Tewksbury which experiences a great deal of truck traffic and which the residents have asked them to find an alternative. They are here to request approval from the Andover Select Board that would provide relief for the citizens of Tewksbury by instituting a Heavy Vehicle Exclusion from 6 P.M. to 6:00 A.M. that would reduce travel during that time period.

Chairman Vispoli acknowledged that this is one of the most challenging intersections in the area, but he is not sure if adding more heavy traffic to the area is good for Andover traffic, especially due to the current zoning going through that area. He cannot support the request because it would not add any benefits to Andover residents.

Annie Gilbert's concern is with the intersection itself, and that the proposed exclusion from 6:00 P.M. to 6 A.M. is right in the teeth of rush hour. It appears to her that things are going to get worse rather than better due to the development in process right now, and therefore not sure this is the right time for this request.

Chris Huntress shares the Boards concerns and asked what the volume of traffic is from 6:00 P.M to 6:00 A.M. that residents in the area have expressed concern with. Paul Materazzo will ask the Traffic Management Consultants for a review.

Dan Koh does not see how the exclusion would benefit our residences at this time. Laura Gregory is concerned about the timing and the volume of traffic there now, and environmental issues in that area that don't benefit our residents either.

The Tewksbury Town Manager read a report conducted for Tewksbury on the traffic study. Three streets are heavily impacted by current truck traffic and they are not looking to push any additional traffic through to Andover. They are asking Andover to be neighborly to Tewksbury and are willing to conduct the request on a trial basis. Mass DOT has reviewed this request.

Audience comments:

Residents of the area (Carriage Hill Road, Surry Lane, Dascomb Road) expressed their concerns about adding additional traffic to an already busy area that has more than their share of trucks coming on/off the 93 interchange. Traffic is already problematic due to the work trains that go through backing up traffic at key times of the day, and there will be more congestion when the development on Dascomb Road, and the use of Carriage Hill Road being used to change direction.

Alex Vispoli moved that the Board disapprove the request by Tewksbury for a Heavy Commercial Vehicle (Truck) Exclusion. The motion was seconded by Dan Koh and voted 5-0 to disapprove the request.

C. Overview of the Local Initiative Program

Paul Materazzo, Planning Director for the Town of Andover gave an overview of the Local Initiative Program (LIP) which is a State program for communities and developers who are working together to create affordable house and bypassing local zoning restrictions. An informal IDR was presented a few months ago to the Select Board and Paul Materazzo said he can work with Town Counsel to provide the Select Board more information. Annie Gilbert said this program is meant to support a positive partnership for a win/win situation but if the Select Board says no, the developer could come back with a planning project that would not include residential use. Chris Huntress would like to engage the neighbors to determine their needs. Town Counsel reported that there is no application filed yet with any Board for this particular project and that the developer should reach out to residents in the neighborhood. The project should be a good fit for the Town, affordable housing (also for seniors) should be important component.

Mr. Poe, Enmore Street, asked why would you bypass normal local zoning restrictions. If you approve the LIP and a developer wants to develop a project but the area is zoned industrial, does that override the zoning? Sean Duffy, 24 Riverina Road, supports affordable housing but is concerned about the LIP process and changing zoning. The 40B Handbook has very severe strict guidelines and timelines. On a large scale, 40B's are used to get these types of developments approved.

D. Department of Conservation and Recreation Open Space Acquisition

Chris Huntress moved that the Board vote to authorize the Chair to certify that on May 13, 2019 at a duly held meeting of the Town of Andover Board of Selectmen, an announcement was publicly made regarding the Commonwealth's interest in acquiring approximately twenty-seven (27) acres of undeveloped land, located in the Town of Andover to be added to Harold Parker State Forest. The motion was seconded by Alex Vispoli and voted 5-0 to approve.

Alex Vispoli moved that pursuant to Chapter 51 of Title 301 of the Code of Massachusetts Regulations, that the Board authorizes the Chair to sign a waiver of the 120-day notice period as required by said regulations as to the six (6) parcels of forestland containing approximately twenty-seven (27) acres located in the Town of Andover, in which the Department of Conservation and Recreation is considering acquiring an interest. The motion was seconded by Dan Koh and voted 5-0 to approve.

E. Vicor TIF Agreement

On a motion by Alex Vispoli and seconded by Chris Huntress, the Select Board moved to approve and sign the Tax Increment Financing Agreement between the Town of Andover and Vicor Corporation and to approve the submission of Vicor Corporation's EDIP Local Incentive Only Application to the Massachusetts Economic Assistance Coordinating Council in accordance with the provisions of M.G.L. Chapter 23A, Sections 3(A) and 3(C), and as authorized by vote of the Town of Andover Special Town Meeting on April 30, 2019.

F. Preservation Restriction

Attorney Mark Johnson shared a document showing the site of the preservation restriction and explained the request. The Preservation Commission has signed off on the Agreement and Karen Herman, Preservation Committee, explained that they had to allow the State to take over the process because of specific requirements to sign a preservation request. The Zoning Board had to approve the request and the State has agreed to signed off on the Agreement after the Select Board has approved the request.

Chris Huntress moved to approve the Preservation Restriction Agreement for 147 Lovejoy Road to move and place an Historic Structure on the foundation. The motion was seconded by Annie Gilbert and voted 5-0 to approve.

G. Board Policy Guidelines relating to Citizens Petitions and Presentations (Second reading)

Town Counsel provided a brief follow-up of the prior presentation on the Revision to the Select Board Policy Guidelines, Section Guidelines 1.6 that would provide a 3-minute time period for public speaking, and not allow improper conduct and if it continues, the Chair may discontinue the speaker from commenting further, or allow an extension of a comment period, and not hear personal complaints of Town personnel, except those that the Board itself replaces. Written comments may be provided to the Board.

Discussion: Allow the presiding chairperson to determine the length of time for public comment, eliminate the 3-minute rule, keep in mind the need to balance the desire to hear public comment and to accomplish the business of the Town. How to reign in public accusations of employees, while allowing an opportunity to speak at an open meeting. Allow criticism of Town Programs and Operations without getting into the personality of Town employees. The Board will include this item on a future agenda and Town Counsel will provide some alternative wording.

Public comment: It was suggested that the Board allow a few minutes to introduce comments and if more time is needed, add the item(s) to a future agenda and publically post.

VI. Consent Agenda

A. Appointments by the Town Manager

On a motion by Annie Gilbert and seconded by Chris Huntress, the Board voted 5-0 that the following appointments by the Town Manager be approved:

Department	Name	Position	Rate/Term	Date of Hire
Library	Clare Curran-Ball <i>(Barbara McNamara)</i>	Assistant Director for Technical Services and Collection Development	\$84,902.17	5/14/2019
Public Works/ Treasurer's Office	Lisa Ring <i>(Dianne Anciello)</i>	Office Assistant III	\$53,237.55	5/28/2019
Community Services – Youth Services	Jacob Dalimonte	Youth Services	\$12.00/hour	4/22/2019
Community Services – Recreation	Haley Brenner	Kid Care After School Program	\$12.25/hour	8/1/2019
Community Services – Recreation	Emma Accardi	Kid Care After School Program	\$9.25/hour	9/2/2019
Community Services – Recreation	Kelley Carzo	Kid Care After School Program	\$12.25/hour	6/17/2019
Community Services – Recreation	Rachel Souza	Seasonal	\$11.25/hour	5/20/2019
Information Technology	Ronald Arbo	Department Assistant	\$15.00/hour	5/14/2019
Information Technology	Gavin O'Neil	Department Assistant	\$12.00/hour	6/24/2019
Information Technology	Kathryn Turner	Department Assistant	\$17.00/hour	5/28/2019
Information Technology	Madison Quill	Department Assistant	\$13.00/hour	6/10/2019
Information Technology	Matthew MacGregor	Department Assistant	\$13.00/hour	6/17/2019

VII. Approval of Minutes

A. Board to approve minutes from the following meetings:

On a motion by Alex Vispoli and seconded by Annie Gilbert the Board voted 5-0 to approve the Minutes of the March 18, 2019 Select Board Meeting, the March 25, 2019 Triboard Meeting, and the April 30, 2019 Select Board Work Session as presented.

VIII. Executive Session

Alex Vispoli moved for the Select Board to move to Executive Session to discuss and approve Select Board Executive Sessions of March 25, 2019, April 11, 2019, and April 22, 2019 and not to return to Open Session. The motion was seconded by Annie Gilbert. Roll call: D. Koh-Y, C. Huntress, A. Vispoli, A. Gilbert, L. Gregory-Y. Motion passes 5-0.

IX. Adjourn

At 9:00 P.M. the Select Board adjourned the Regular Meeting of May 13, 2019.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

Select Board
Regular Meeting Minutes of July 15, 2019

I. Call to Order

Chairwoman Laura Gregory called the meeting to order at 7:25 P.M. in the Meeting Room at Memorial Hall Library. Present: Alex Vispoli, Chris Huntress, Annie Gilbert, Laura Gregory, and Dan Koh. Also present: Town Counsel Tom Urbelis, Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, and Town Clerk Austin Simko.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

The meeting began with a Moment of Silence followed by the Pledge of Allegiance.

III. Communications/Announcements/Liaison Reports

The Town Manager updated the Board on the status of Ladder 1 which was recently delivered. It was discovered that the fire truck does not meet the height requirements of the bid contract and does not fit under the Horn Bridge on Central Street. The truck will be going back to the manufacturer for adjustments.

Mr. Flanagan reported that they are moving forward with the renovations to the Sr. Center and construction of the Ballardvale Fire Station. Both projects are scheduled to go out to bid in the fall with construction beginning next spring.

The Town will begin the process of looking back to last September's Columbia Gas disaster to identify what the Town did well and what can be approved upon. The study will take several months and a presentation will be given to the Board in October.

Mike Lindstrom and Austin Simko have been working with U/Mass Lowell to work out the framework of the price and process for the residential survey.

Annie Gilbert attended the June 7th Merrimack River District Commission Kick-off Meeting hosted by the Merrimack Valley Planning Committee. Distinguished guests from area communities talked about action items with respect to pollutants coming from storm water and CSO which has become of concern to many communities. In addition, she attended an event for Brides Across America, a national non-profit that provides gowns and weddings to women in the military with proceeds going to first responders.

Both Laura Gregory and Annie Gilbert attended the Census 2020 Kick-Off hosted by several state legislatures. Information on the process of becoming an Ambassador for the April 1, 2020 Census was shared. Anyone interested can become an Ambassador for Census.

Saturday morning coffee hour has returned to the Old Town Hall. Alex Vispoli thanked the Andover Police Department for another night of ride-arounds with Sergeant Connor.

IV. Citizens Petitions and Presentations - None

V. Public Hearing

National Grid Underground Electric Conduit

The Board received a petition from National Grid to construct a line of underground electric conduit, including the necessary sustaining and protecting fixtures along and across Gavin Circle, in Andover. National Grid was not present but several residents spoke.

Resident comments:

Bob Cronin, 20 Gavin Circle, the work looks like it is all being done on the South Side, what about the North Side?

Bob Banta, 15 Gavin Circle, said this has been an issue for several years. Three years ago, they had two power failures, last year there were four, and this year there was one power failure that last 8+ hours. He is in favor of fixing the problem and sorry it has to be delayed because National Grid is not here tonight.

Steve Wiley, 22 Gavin Circle reiterated that it is extremely inconvenient to lose power which only seems to happen in the summertime lasting 8-14 hours and supports taking care of this problem as soon as possible.

The Public Hearings will be rescheduled to the Board of Selectmen's Meeting of August 12th.

VI. Regular Business of the Board

1. 2019-2020 Goals and Objectives

Board to discuss and consider voting to approve 2019-2020 Goals and Objectives.

The Town Manager presented an update on his 2019-2020 Goals and Objectives that include Capital Improvements, Long Range Financial Planning, Citizen Response Management, Downtown Andover and the Historic Mill District, River and Open Space, and Energy & Sustainability. The majority of the questions/discussion by the Board on the goals was centered around the Long-range Financial Planning Goal and identifying resources for the new Energy and Sustainability Goal (private and public grants and regional opportunities). Andrew is looking for feedback on these two goals so the goals and objectives can be approved.

Alex Vispoli is not sure if it is appropriate to have the selection of the architect for the new West Elementary School as a goal for the Town Manager as he is part of a Committee. The Board agreed to remove this line item from the goals (remove sentence that begins with as a member of the Design Selection Committee).

Annie Gilbert moved that the Select Board approve the Citizen Response Management & Engagement Goal, Capital Improvement Goal, and the River & Open Space as printed and revised. The motion was seconded by Dan Koh and voted 5-0 to approve.

Discussion on Long Range Financial Planning:

If the goal is to save Andover money in the long-term, Dan Koh feels we need to think about the return on investments. He has specific concerns about the sustainability of using the 10-year average tax cap as an absolute checkpoint for taxes and recommends removing the 10-year average tax cap and start at a cap and remove items without discussion.

Annie Gilbert is concerned with unforeseen consequences of having a goal that stipulates you not exceed and how it effects the Town Manager's budget funding process and does he foresee any issues.

The Town Manager said the budget is built off of budget presumptions and other formulas used to build the budget. The estimated average tax bill would be increased by 3.65% as a projection and is too soon to determine where the 3.65% will put us. Fluctuations in the excess levy would determine tax rate. The goal is subject to the vote of the Annual Tax Classification hearing in the fall.

The Select Board is the only tax authority in Town and they adopted to look at the impact of the tax rate as a metric to set the tax rate and the budget. Mr. Vispoli said the 10-year average tool protects the Andover taxpayer who have seen property rates continue to rise, especially for seniors. To raise taxes more than a 10-year limit protects taxpayers, to pay additional long-term disability would be determined by a vote of the Board. Alex disagrees with Mr. Koh to pull the 10-year average out of the process.

Chris Huntress agrees that we need to start the budget review at a fiscally conservative position which gives us the opportunity to increase if needed. Annie Gilbert said this is a one-year goal. It is critical if we adopt a 10-year average we do not exceed, that we include the language to come back to the Board if there are options to address unfunded liabilities.

The Chair is concerned about maintaining our bond-rating and the sustainability goal she recommended which is very important to the future of the Town. It is important that we do not have big decisions made in the Town Manager's Office without coming before the Board for discussion, most importantly unfunded liabilities. She does not want to have to redo the budget half-way through the process. Any circumstances that puts us over the tax ceiling on the average tax bill our businesses will have a higher rate, and potentially have an effect in a significantly higher increase in a different classification. If we leave the language in as presented as a guideline that will come to the Board for a vote at the Tax Classification Hearing.

Alex Vispoli prefers using the term goal and not guideline. When the budget is built, it will be based on a projection from the time we begin to build the budget to the vote at the Tax Classification Hearing. Dan Koh is not in favor of an average cap in general, it should be arbitrary to change it.

Alex moved that the Board adopt the Long-range Financial Goal as worded. Chris Huntress seconded. Motion passes 4-1 Dan Koh opposed.

Energy & Sustainability:

This is a new goal based on Board feedback to define a dedicated resource to do this work funded within this year's budget. Alex Vispoli does not see the need for having a dedicated staff member (full or part time) for this objective. The goal is not clear to him as to where the funding would come from. There are many local and government grants available that should be pursued, and Andover already has a Readiness Preparedness Program.

The other Board members are all in agreement of hiring a dedicated person to oversee the Sustainability Goal, funded within the current budget, is the right thing to do. This is not an unusual circumstance as many communities have a dedicated person; this is something Andover needs to do and a step in the right direction. It would be irresponsible not to have one or more people fully-focused on this goal. There is a great deal of community engagement to do.

Chris Huntress would like to see Janet Nicosia work with the Town Manager on this goal, he is comfortable with the way the goal is written.

Public Comment: Steve Fink, 26 Bateson Drive said it is important to have an in-house resource dedicated to our community. Anil Naval, Andover Green Community, feels we need the focus that a dedicated person would provide. Amy Zanosky said there are many opportunities for State Funding, the Town needs one person to concentrate on protecting open space, trees, issues of waste disposal/recycling coordinator, etc. The Select Board should work with the Town Manager towards sustainability. Several other residents provided similar comments. Mark Fournier said we have to think about our future generation of environmental sustainability, not just about dollars. Major goals include being a leader as a Green Community, hiring a sustainability coordinator who is focused on the job and working with town management to help us to look possibilities.

Annie Gilbert moved to approve the Energy and Sustainability Goal as written. The motion was seconded by Chris Huntress and voted 4-1 to approve. Alex Vispoli opposed.

1. 125 Bailey Road Preservation Restriction - hold

2. Andover Village

Board to receive an overview by Lincoln Essex OAV, LLC for a plan for Andover Village and the public land adjacent to the building. Chris Razinwski, Sleeping Dog Properties on behalf of Lincoln Essex, discussed the property located at 89 Main Street (site of Olde Andover Book Store) and presented an overview of plans for a sidewalk change at the site.

Town Urbelis said they would be using town property as a result of what is being proposed. One of the provisions that the Board might, or not, consider if there should be a cost or payment to the Town to do this. This is not an easement but a license for them to use this property and revocable at the will of the Board of Selectmen at any time.

Laura Gregory suggested we negotiate the scope of the use and maintenance of this entire area because if it going to be used primarily by Smyth and Dove, their use is going to require maintenance. The owners have agreed to maintain the passageway. No action taken.

VII. Consent Agenda

A. Appointments by the Town Manager

On a motion by Alex Vispoli and seconded by Chris Huntress, the Board voted 5-0 that the following appointments by the Town Manager be approved and as printed. (see attached list)

VIII. Approval of Minutes

On a motion by Chris Huntress seconded by Annie Gilbert, the Board vote 5-0 to approve Board Minutes as printed in the agenda.

1. April 11, 2019 Regular Session
2. April 22, 2019 Regular Session
3. April 30, 2019 Pre-Town Meeting/Special Meeting
4. May 16, 2019 Regular Session
5. June 3, 2019 Regular Session
6. June 12, 2019 Workshop
7. June 19, 2019 Regular Session prior to Special Town Meeting

IX. Executive Session: to be rescheduled to next meeting.

X. Adjourn

At 9:10 P.M. the Select Board voted 5-0 to adjourn from the Regular Session Meeting of July 15, 2019 and to enter into Executive Session, not to return.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

Department	Name	Position	Rate/Term	Date of Hire
Public Works	Matthew Byrne (Donald Swenson)	Equipment Operator	\$51,926.47	7/16/2019
Community Services - Elder Services	Stephanie McSurdy (Aimee Ciccariello)	Social Day Care Lead Program Aide	\$43,134.00	8/5/2019
Community Services - Recreation	Brendan Gruenberg	Summer Program Counselor	\$11.25/hour	6/28/2019
Community Services - Recreation	Kelly Sherman	Summer Program Counselor	\$12.00/hour	6/24/2019
Community Services - Recreation	Heidi Nash	Kid Care After School Program	\$28.00/hour	9/1/2019
Planning Board	Joan Duff	Full Member	Five Years	7/1/2019
Planning Board	Rocky Leavitt	Associate Member	Five Years	7/1/2019
Permanent Town Building Advisory Committee	Ellen Keller	Member	Three Years	7/1/2019
Town Clerk's Office	Mary Jane Bausemer	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Champa Bilwakesh	Deputy Warden	\$9.25	7/15/2019
Town Clerk's Office	Jeanne P. DeLisio	Deputy Inspector	\$9.25	7/15/2019
Town Clerk's Office	Nancy S. Gump	Deputy Inspector	\$9.25	7/15/2019
Town Clerk's Office	Jack Hall	Deputy Clerk	\$9.25	7/15/2019
Town Clerk's Office	Vecenza Johnson	Inspector	\$9.25	7/15/2019
Town Clerk's Office	Charlotte Lyons	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Barbara MacIntire	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Ellen T. Marcus	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Jeanne Normandy	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	James J. Redmond	Clerk	\$10.25	7/15/2019
Town Clerk's Office	Judith T. Reghitto	Warden	\$11.25	7/15/2019
Town Clerk's Office	Maryann Sadagopan	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Kathleen M. Salvi	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Susan A. Schwarz	Inspector	\$9.25	7/15/2019
Town Clerk's Office	Marilyn P. Wicker	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Lora Bates (Williams)	Deputy Warden	\$9.25	7/15/2019
Town Clerk's Office	Patricia Boutin-Skene	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Gail A. Demaso	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Rhonda Fisher	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Norma A. Gammon	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	AnnGrecoe	Deputy Clerk	\$9.25	7/15/2019
Town Clerk's Office	Lois Kelly	Deputy Inspector	\$9.25	7/15/2019
Town Clerk's Office	Gerda Mosca	Deputy Inspector	\$9.25	7/15/2019
Town Clerk's Office	Walter W. Salvi	Warden	\$11.25	7/15/2019

Town Clerk's Office	James Sellers	Clerk	\$10.25	7/15/2019
Town Clerk's Office	Patricia Simpson	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Margaret Tenczar	Inspector	\$9.25	7/15/2019
Town Clerk's Office	George Thomson	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Kevin J. Twohig	Inspector	\$9.25	7/15/2019
Town Clerk's Office	Nancy Vogel	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Myrna Zetlan	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Rita T. Arsenault	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Nancy A. Burnham	Deputy Inspector	\$9.25	7/15/2019
Town Clerk's Office	Delores J. Cleland	Deputy Inspector	\$9.25	7/15/2019
Town Clerk's Office	Denise S. Doherty	Deputy Warden	\$9.25	7/15/2019
Town Clerk's Office	John Doherty	Deputy Clerk	\$9.25	7/15/2019
Town Clerk's Office	Kathleen Dolan	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Joan M. LeMieux	Inspector	\$9.25	7/15/2019
Town Clerk's Office	Melvin Martin	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Mary Mcgettrick	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Nancy Mitchell	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Calvin G. Perry	Warden	\$11.25	7/15/2019
Town Clerk's Office	Peter H. Schwind	Clerk	\$10.25	7/15/2019
Town Clerk's Office	H. Francis Rittershaus	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Cynthia M. Sexton	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Suzanne Soo Hoo	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Mary Kate Allard	Deputy Warden	\$9.25	7/15/2019
Town Clerk's Office	Constantine Basilakis	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Nancy Buckley	Deputy Inspector	\$9.25	7/15/2019
Town Clerk's Office	Cynthia Campbell	Deputy Inspector	\$9.25	7/15/2019
Town Clerk's Office	Christine Curran	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Eleanor A. Everett	Warden	\$11.25	7/15/2019
Town Clerk's Office	Alice E. Friedenson	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Robert A. Friedenson	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Carol Hopkinson	Deputy Clerk	\$9.25	7/15/2019
Town Clerk's Office	Susan Hunter	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	MaryRuth Luther	Inspector	\$9.25	7/15/2019
Town Clerk's Office	Kenneth Ozoonian	Inspector	\$9.25	7/15/2019
Town Clerk's Office	Julie E. Pike	Clerk	\$10.25	7/15/2019
Town Clerk's Office	Henry Poirier	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Helen Sellers	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Susan Wartman	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Mary D. Barry	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	David Cleary	Deputy Warden	\$9.25	7/15/2019
Town Clerk's Office	Suanne C. Dillman	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Maureen A. Finneran	Deputy Clerk	\$9.25	7/15/2019

Town Clerk's Office	Wendy Cassidy-Grobicki	Inspector	\$9.25	7/15/2019
Town Clerk's Office	Charles H. Heseltine	Warden	\$11.25	7/15/2019
Town Clerk's Office	Geraldine Jacobson	Deputy Inspector	\$9.25	7/15/2019
Town Clerk's Office	Phyllis A. Jardine	Deputy Inspector	\$9.25	7/15/2019
Town Clerk's Office	Shirley E. Kountze	Inspector	\$9.25	7/15/2019
Town Clerk's Office	Lynn M.R. Landry	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Joanne Lepine	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Genee Morrissey	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Beatrice A. Pfister	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Shiva Sheel	Clerk	\$10.25	7/15/2019
Town Clerk's Office	David C. Tomlinson	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Judith F. Birtles	Deputy Warden	\$9.25	7/15/2019
Town Clerk's Office	Cynthia Cohen	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Dianne E. Delucia	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	James Demaso	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Alexandra Driscoll	Deputy Inspector	\$9.25	7/15/2019
Town Clerk's Office	John (Jack) Driscoll	Deputy Inspector	\$9.25	7/15/2019
Town Clerk's Office	Abigail Harris	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Christine Hayward	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Nancy A. James	Clerk	\$10.25	7/15/2019
Town Clerk's Office	W. Robert James	Deputy Clerk	\$9.25	7/15/2019
Town Clerk's Office	Nancy Mulvey	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Marilyn S. Nolan	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Joy Sapienza	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Gisella Spreizer	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Cynthia Stoltz	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Robert E. Willard	Warden	\$11.25	7/15/2019
Town Clerk's Office	Marian C. Bicking	Warden	\$11.25	7/15/2019
Town Clerk's Office	Robert Decelle	Deputy Warden	\$9.25	7/15/2019
Town Clerk's Office	Patricia Donohue	Deputy Inspector	\$9.25	7/15/2019
Town Clerk's Office	Nancy Earnley	Deputy Inspector	\$9.25	7/15/2019
Town Clerk's Office	Marilyn Fulginiti	Deputy Clerk	\$9.25	7/15/2019
Town Clerk's Office	Denise Gentile	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Yvette Goulet	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Jennifer Hickman	Inspector	\$9.25	7/15/2019
Town Clerk's Office	Paul Hickman	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Dorothy Hollenbeck	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Elizabeth A. Kochakian	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Sharon Magnuson	Deputy Warden	\$9.25	7/15/2019
Town Clerk's Office	Sandra Minkkinen	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Dorothy S. Morrissey	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Judith Norton	Clerk	\$10.25	7/15/2019
Town Clerk's Office	Jeanne S. Paskowsky	Pollworker	\$9.25	7/15/2019

Town Clerk's Office	Gail Ralston	Deputy Clerk	\$9.25	7/15/2019
Town Clerk's Office	Evelyn A. Retelle	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Charlotte Taylor	Inspector	\$9.25	7/15/2019
Town Clerk's Office	Helen Waldruff	Inspector	\$9.25	7/15/2019
Town Clerk's Office	David W. Brown	Warden	\$11.25	7/15/2019
Town Clerk's Office	Donna Cooper	Deputy Inspector	\$9.25	7/15/2019
Town Clerk's Office	Donnabeth Dooley	Deputy Inspector	\$9.25	7/15/2019
Town Clerk's Office	George Fulginiti	Deputy Warden	\$9.25	7/15/2019
Town Clerk's Office	Suzanne Hornick	Deputy Clerk	\$9.25	7/15/2019
Town Clerk's Office	Judith Lugas	Clerk	\$10.25	7/15/2019
Town Clerk's Office	RemiMachet	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Deborah K. Moskal	Inspector	\$9.25	7/15/2019
Town Clerk's Office	Marcia S. O'Donnell	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Howard Rabinowitz	Inspector	\$9.25	7/15/2019
Town Clerk's Office	Catherine A. Robie	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Linda Salzman	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Delia Strobel	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Gloria Wager	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Howard Zetlan	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Justine Croteau	Deputy Clerk	\$9.25	7/15/2019
Town Clerk's Office	Sandra DiVincenzo	Deputy Warden	\$9.25	7/15/2019
Town Clerk's Office	Luan M. Giannone	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Jane Gifun	Inspector	\$9.25	7/15/2019
Town Clerk's Office	Joseph F. Gifun	Inspector	\$9.25	7/15/2019
Town Clerk's Office	Phyllis E. Herskovits	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	George Kakridas	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Pamela Mitchell	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Richard G. O'Brien	Warden	\$11.25	7/15/2019
Town Clerk's Office	Paul Ordman	Deputy Inspector	\$9.25	7/15/2019
Town Clerk's Office	Carolyn Page	Deputy Inspector	\$9.25	7/15/2019
Town Clerk's Office	Ivy Raboniwitz	Clerk	\$10.25	7/15/2019
Town Clerk's Office	Mildred M. Raymond	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Lisa Reid	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Ruth N. Shapiro	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Joan Dow	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Paul Dow	Pollworker	\$11.25	7/15/2019
Town Clerk's Office	Randall L. Hanson	Pollworker	\$11.25	7/15/2019
Town Clerk's Office	Maurice Y. LaBarre, Jr.	Pollworker	\$11.25	7/15/2019
Town Clerk's Office	Sallie L. LaBarre	Pollworker	\$9.25	7/15/2019
Town Clerk's Office	Alice Pincus	Pollworker	\$11.25	7/15/2019
Town Clerk's Office	Anthony Sofia	Pollworker	\$11.25	7/15/2019
Town Clerk's Office	Ken Veznaian	Pollworker	\$9.25	7/15/2019

Andover Select Board Meeting Minutes of November 18, 2019

I. Call to Order

Chairperson Laura Gregory called the meeting of the Select Board to order at 7:00 P.M. in the 3rd Floor Conference Room located at Town Offices. Present from the Select Board: Alex Vispoli, Dan Koh, Annie Gilbert, Chris Huntress, and Laura Gregory.

Others in Attendance: Town Manager Andrew Flanagan, Deputy Town Manager Michael Lindstrom, Town Counsel Tom Urbelis, Town Clerk Austin Simko. The meeting was duly posted and cablecast live.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

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

III. Communications/Announcements/Liaison Reports

The Town Manager reported that they are in the process of temporarily moving the Senior Center to temporary locations that include the Ballardvale United Church located at 23 Clark Road, Town Offices and Dundee Park. An informational meeting will be held on Wednesday, November 20th at 7:00 PM.

The Residential Scientific Survey Mike Lindstrom and Austin Simko have been working on with the students at UMass Lowell will be sent randomly to about 3,000 on Wednesday. Citizens that do not receive a random survey can participate online. The survey is available on the front page of the Town website at www.andoverma.us.

The Town is looking for community members to help educate and motivate the public to respond to the 2020 Census. Austin Simko reported that fifteen community members attended the first meeting for the 2020 Census. The Town Governance Study Committee is holding a listening study on Wednesday at 7:00 P.M. at the Public Safety Center, and December 11th at 9:30 A.M. at Memorial Hall Library to take input on what is working well and what isn't, and to clarify issues they will investigate and research.

Chris Huntress extended a thank you to Mark Comeiro, Director of Veterans Services for the wonderful Veteran's Day Services held across the Town, the ceremonies were very well done. Dan Koh and Laura Gregory also remarked on the notable and moving services held on Veterans Day.

Annie Gilbert attended the first Town Governance Study Committee Listening Meeting. It was interesting to hear what people were saying and the discussion stimulated many ideas. Now is the time to give feedback that will shape the Committee's Work.

Congratulations to the AHS Girls Swim & Dive Team on winning their 19th State Championship. Congratulations as well to the AHS Girls' Soccer, Boys' Soccer and the Girls' Field Hockey team who all did amazingly well. It has been a great fall season for the Andover High school teams.

Alex Vispoli asked about the bid process for space the senior center is using during the renovation project. Andrew said a competitive bid process was conducted and the Ballardvale Church was the only response. The monthly rent is about \$7,000 for about 7,000 sq. ft.

IV. Citizens Petitions and Presentations

Jane Gifun, Castle Heights, said the Senior Center this Friday is the last day at the current location and an information desk is setup at the Senior Center this week. They will be opening at the new Center on December 2nd. Packets of information are available at the Senior Center and on line. Current telephone numbers will remain as they are.

Philip D'Agati, the Grand Knight of the Andover Knights of Columbus said the Council is hosting their Annual Winter Warmup on January 25th at 5:30 PM at the Andover Country Club to present awards to both Andover and North Andover to those persons who have provided community service this year, called the Torch Bearer Awards. The awards for Andover will be presented to Father Arthur Johnson, St. Augustine's Parish, and to Town Manager, Andrew Flanagan for his community work during the gas crisis. In North Andover Jim and Peter LaFond, will be recognized for serving on over 25 Boards in the Merrimack Valley conducting charity work. A press release was presented to the Board.

Keith Saxon, Wethersfield Drive, spoke about recycling of fluorescent lightbulbs to help the environment and establishing a collection site for Andover residents to recycle. He helped to organize the 11th Whole Foods Recycle Program last week where a large percentage of people dropped off fluorescent bulbs. Andover provides few options to dispose of mercury. It would be an important service to residents of Andover if a collection site could be provided at the new Municipal Maintenance Center.

Donald Coleman addressed concerns with the Volunteer Program at the Senior Center, and the Veterans Day Services because they were not allowed to have their military salute with guns. He would also like the Senior Center to known as the Punchard Center and said there are serious concerns with Columbia Gas.

V. Public Hearings

A. Fiscal Year 2020 Tax Classification

The Town Manager said data has been submitted to the Dept. of Revenue and when their process is concluded we will be able to move forward with setting the Tax Classification rates. He is requesting the Board open the hearing and continue it to December 2, 2019.

On a motion by Annie Gilbert seconded by Alex Vispoli, the Select Board moved to open the Fiscal Tax 2020 Tax Classification Hearing and to continue the Hearing to December 2, 2019.

B. Liquor License Hearing

Board to discuss and consider voting to approve an application by MRG Asset Holdings, LLC d/b/a Pazzo Pizza Co., 10 Main Street, Andover, MA, for a transfer of an All Alcohol Restaurant Alcoholic Beverage License from Schneidbach Enterprises, LLC, d/b/a Theory Wine Bar + Listening Room, 18 Stratford Road, Andover, MA. Austin Simko reported all paperwork is in order.

Chris Huntress moved to approve the application of MRG Asset Holdings LLC d/b/a/ Pazzo Pizza Co, 10 Main Street, Andover, MA, for a transfer of an All Alcoholic Restaurant Alcoholic Beverage License from Schneidbach Enterprises, LLC, d/b/a Theory Wine Bar +Listening Room, 18 Stratford Road, Andover, MA; and David Malloy 8 Sawyers Lane, Andover, MA as the Designated Manager, subject to the condition that all other requirements of the Town are met prior to issuance. The motion seconded by Dan Koh, and voted 5-0 to approve.

VI. Regular Business of the Board

A. Amendments to the Traffic Rules and Regulations

Board to discuss and vote on the following changes to the Traffic Rules and Regulations as proposed by the Andover Safety Officer Glenn Ota.

Schedule 1, Article V, Section 2 – Parking

1. Impose a parking restriction of No Parking approximately 40' from the driveway at 52 Chestnut Street to the corner of Chestnut Street and Whittier Street. Location: Chestnut Street West side from 52 Chestnut Street to a distance of 40 feet. Which Safety Officer Ota said would be a permanent change by removing two parking spots. There have been several in the last 3 years and many near misses along with complaints by neighbors. Chris Huntress asked if we can gain any spaces on the opposite side of the road along the park.

Patty Burke, 52 Chestnut asked if it is necessary to take two spaces, one space may be enough due to the bump-out and to consider allowing parking on the weekends/holidays. John Burke, 52 Chestnut Street, suggested moving the signs on Whittier or make it a 4-way stop. The State (MADOT) regulates requirements to warrant 4-way stop requests. Sharon Mason 50 Chestnut, wants safety for everyone and is disappointed it takes a certain number of incidents to get a request for a 4 way stop. Restrict parking during the week.

First Reading: No action taken.

2. Impose a parking restriction of No Parking Here to Corner 80' from the corner of Salem Street and Highland Road 80' south to the driveway at 26 Salem Street. Location: Salem Street North side from 26 Salem Street to a distance of 80 feet. Pedestrians have to get "into" the intersection to see oncoming cars – Phillips Academy students/faculty and pedestrians have expressed concerns. The property adjacent belongs to Philips Academy so the change would affect a private residence.

On a motion by Alex Vispoli and seconded by Chris Huntress, the Board voted 5-0 to recommend approval for the 2nd suggestion to impose a parking restriction of No Parking from the corner of Salem Street and Highland Road as presented. The motion to recommend approval was voted 5-0 to approve.

3. Paul LaRosa owner of LaFina/LaRosa Restaurants is requesting permission to restrict three (3) parking spaces (60 ft. total) in front of 27 Main Street for the purposes of valet parking (free to customers) with the restriction limited to Thursday – Saturday 5:00-10:00 P.M.

Restaurant owner, Paul LaRosa uses Boston Valet Service and everyone is certified/licensed and they take full responsibility for all services and will be happy to provide an insurance certificate. Mr. LaRosa said there are provisions to allow anyone to use their valet spot, and have a voucher from the restaurant to get complimentary parking or they could charge a small fee. Having a valet service would free up space for 60-70 cars valet parked in a private lot and not on Main Street.

Concern/discussion: this is a public parking spot and not exclusive to one business. It will mitigate traffic impacts along Main Street from 5-10 P.M. generated by an application by a certain business. This change would be included in the traffic rules and regulations. It could be considered a pilot program for a particular time period and the Town has the right to revoke the request at any time. Jane Gifun said it could be a disservice to other businesses in the area. Mr. Coleman does not support this initiative. Mr. Pokress Cherrywood Circle, disagrees with allowing this to turn a public resource into a privately controlled resource.

The Board suggested putting parameters in place as a pilot program and if it doesn't work have the ability to end it. Caveat – not any different than leasing outdoor seating having the license renewed every year. Chris Huntress would like to see a circulation routing, and that they provide the name of the company running the service.

Laura Gregory requested a written application be drafted showing traffic routing and be held for a second reading for the December 2nd agenda.

B. Presentation on Town's Actions Relative to Vaping

Director of Public Health Tom Carbone, gave a presentation on the Town's actions relative to regulating vaping. Current regulations, regulate vaping devices as a tobacco product and can only be sold to someone over the age of 21 and requires flavored tobacco products sold only at adult stores that only allows someone over the age of 21 to enter. Vaping devices were originally designed for nicotine and in the intervening years has become a delivery device for marijuana and CBD. The Board of Health is considering if it should regulate the vaping devices separately. The State issued a ban on September 24th on all vaping devices in the Commonwealth slated to expire on December 24th. Mr. Carbone will keep the Board apprised of the regulations.

Bob Pokress asked if we can restrict the types of products in Andover and a ban on the sale of vaping devices. The Board of Health is looking into this.

C. Acceptance of Conveyance of Land to the Conservation Commission

Board to discuss and consider voting to accept from Raytheon Company the conveyance of a certain parcel of land known as 0 Osgood Street to the Town of Andover, under the care, custody and control of the Andover Conservation Commission under the provisions of General Laws, Chapter 40, Section 8C.

Director of Conservation, Bob Douglas explained the parcel of land that Raytheon would like to convey to the Board. The Conservation Land Group and Commission voted favorably to accept the parcel of land Raytheon is offering to the Town.

On a motion by Dan Koh and seconded by Alex Vispoli, the Board of Selectmen of the Town of Andover hereby accepts the foregoing conveyance to the Town of Andover to be held under the care, custody and control of the Conservation Commission of the Town of Andover under the provisions of General Laws, Chapter 40, Section 8. Motion passes 5-0.

D. Update on Gas Legislation

Board to receive an update on gas safety legislation and consider signing a letter of support.

The Town Manager testified before the Joint Committee on Telecommunications and Energy on the two bills pending legislature, House Bill 2850 and Senate Bill 1967 for Natural Gas Safety and Responsibility. The Town Manager is asking the Board to sign the letter of support of this legislation. The bill is intended to setup two items, to require communications between any gas facility in the Commonwealth of Mass and public safety and municipal officials to be able to identify maps and distribution systems, leak protection, and establish timelines for leaks to be addressed. The bill also requires utility companies to have mutual aid agreements with police and fire with neighboring communities.

Alex Vispoli moved to support the letter by the Town Manager on Gas Safety Legislation. Motion seconded by Dan Koh and voted 5-0 to approve.

E. Town Manager and Select Board Goals Update See Handout

Town Manager provided an update on the Town Manager / Select Board Strategic Goals that were voted by this Board for the current goal period at a workshop in June and which the Board adopted as goals in July 2019.

Mr. Flanagan reported on the six overarching goals:

1. Long-range Financial Planning

Andrew worked closely on this goal with Donna Walsh, and the Revenue & Expenditure Task Force on the long- range financial planning goals.

Framework and tool will have to wait until next fall to realize the impact of this goal. Commercial and Industrial revenue will change with the result of the TIF coming offline, and getting a windfall due to the Columbia Gas incident. This is a unique situation that we got two increases in revenue which will have a positive impact on residential tax bills.

Unfunded liabilities to be addressed at Triboard Meeting on December 11th. Employees will be contributing 1% of their pay to the unfunded OPEB liability and will have a positive impact in reducing the unfunded liability schedule from 7-10 years. The unfunded liability was reduced from \$1.45M to \$1.27 M as a direct result of changes to the funding schedule.

2. Citizen Response Management and Engagement

Patrick Lawlor has done extraordinary work with Town Departments to launch Andover Central the new customer service solution utilized by all departments and to make sure that anyone with any carrier who dials 311 will be able to access Andover Central.

Customer Service Functions – Recommendations in CIP to maximize the resources and includes public outreach.

The AIEA has agreed with the language in every job description that includes cross collaboration and training that will allow employees to move laterally across departments.

Development of a Performance Management System launched to collect baseline data and to use when they build the budget.

Develop and Disseminate Citizen Survey:

Mike Lindstrom and Austin Simko worked with UMass Lowell to develop a scientific survey to be sent randomly to 3,000 Andover residents and is available on the Town Website for any resident to complete. They will aggregate the responses and present to the Board in 2020.

Expand effective communication systems with the public through a variety of media followers have increased by 77% since 2018 and subscribers to Andover News Flash has doubled.

3. Capital Improvements

The move to the new Municipal Services Facility has been seamless and all operations at 11 Lewis Street have ended.

The Senior Center Renovation project is on schedule and on budget. Bids will be opened on January 29th and construction is scheduled to begin on Monday, March 2, 2020. Senior Center Offices and Programs have been relocated to the Ballardvale Church, Dundee Park, and Town Offices.

The Ballardvale Fire Station design was finalized in September 2019, construction will begin in the winter of 2020 (March 2, 2020) and take about 18 months to complete. They worked well with the Ballardvale Historic District.

Implementation for Town Office Space Improvements: Will present a plan at the beginning of January 2020.

Implementing the Gas Disaster Recovery Plan Status: The Town Manager expects there will be a 4-year paving cycle for sidewalks and roads. The Senior Center parking expansion is in the design stage and improvements to the Senior Center are incorporated into the final design.

Senior Center Parking, Municipal Complex and Downtown connectivity improvements will begin construction in the Spring 2020. The Bath House at Pumps Pond and Turf Surface is delayed for further study. Weekly inter-departmental meetings will report on the progress.

Not on the list is the Rte. 133 Corridor to trigger funding to rebuild Rte. 133 from the intersection at Shawsheen up to Lowell Street.

Sidewalk programs that complements our original CIP program include increased small sidewalk repair and earmarked using 10% of free cash to install new and rebuild existing sidewalks.

West Elementary School: Working with the School Committee, and the West Elementary Building Committee they have signed a contract with SMMA Architects (designed Bancroft, WHMS/HPE) for the new West Elementary School.

4. Downtown Area, Historic Mill District

Funds approved by Article 41 last year and further subsidized by Gas Restoration funds for parking and hardscape improvements behind Old Town Hall and the parking lot beyond. Project is in the design stages and work is scheduled to begin in the spring of 2020.

In the process of developing plan for disposition of 11 Lewis St.

Public Input Session scheduled for December 9th and January 17th. The Board received an update on October 28th and will receive another in early December. The vote to dispose of 11 Lewis Street will happen at the Annual Town Meeting. The Select Board, Planning Board, and HMD Task Force have all voted to select the sale of the site as the method of disposition.

5. River/Open Space

Finalizing the design and developing budget plans for Merrimack River access along the Heffron Right of Way and the GRLT School easement. Expects to have design options in hand within next six days that will increase access to region's scenic resources by constructing public pathways and a bridge over the Shawsheen River to connect with Pumps Pond, ADA Rail Trail for Dale Street Bridge, and connectivity project.

6. Energy & Sustainability

A Sustainability Coordinator was selected through a competitive candidate process. Submitted an application for flood mitigation and developed a plan for the Street Tree Program including a budget of \$500,000 to help us move through several years of backlog. Submitted Urban Forestry Challenge Grant and hope to hear back in a few months.

The Board appreciates the update on the goals.

F. Town Manager Reappointment Public Input and Discussion

Board to take public input on Town Manager reappointment and discuss process.

Mr. Pasquale said the Town Manager has done an exceptional job of managing and directing the activates during the gas disaster, spearheaded the effort for the long-overdue Ballardvale Fire Station, has been focused on priorities of the Schools and Town, and reorganized the Department of Public Works. Mr. Pasquale is pleased with how clean The Park looks. Andrew devised a funding plan for the new Town Yard and there is more transparency in Town Government. He has done a dynamite job. Bob Pokress, Cherrywood Circle, feels all the particulars that are good for us in the Town have improved in all manners. The town is running smoothly and he senses a different attitude with Town Departments.

Mr. Coleman is going to collect signatures for a vote of no confidence. There is no transparency especially at the Senior Center. Disappointed in elder services for his mother and is not happy with the Senior Center being temporarily moved to the Ballardvale Church.

Keith Saxon, Wethersfield Drive, recommends that the Board not hire the Town Manager for another 5 years because of the culture that many people fear in this town and prevalent from many people in his circle. Information should go to the Select Board right away, instances of untruths, lack of follow-up and mid- higher priced homes are not selling because we have not been aggressive in reducing our costs. Many seniors are worried about spending. The culture is not inclusive and operating costs have increased.

VII. Consent Agenda

A. Appointments by the Town Manager

1. On a motion by Alex Vispoli seconded by Dan Koh, the Board voted 5-0 that the following appointments by the Town Manager be approved:

Department	Name	Position	Rate/Term	Date of Hire
Department of Public Works	Jeffrey Crane <i>(Morris Gray)</i>	Water Distribution & Waste Collection Superintendent	\$107,132.06/yr	11/19/2019
Facilities	Robert Bouche <i>(Allen Smith)</i>	Refrigeration Apprentice	\$27.09/hour	11/18/2019
Facilities	Jason Royston <i>(Joshua Welch)</i>	Junior Custodian	\$23.62/hour	11/25/2019
Community Development & Planning	Michel Chaput	Alternate Plumbing, Gas & Sewer Inspector	\$40.00/hour	11/14/2019
Community Services – Recreation	Lindsey Langlais	Kid Care	\$18.00/hour	11/19/2019
Community Services – Recreation	Tomas Loureiro	Kid Care	\$12.00/hour	11/19/2019

Community Services – Recreation	Grace Angelo	Kid Care	\$12.00/hour	11/19/2019
Community Services – Youth Services	Ethan Doherty	Seasonal	\$12.00/hour	11/18/2019
Community Services – Youth Services	Jocelyn Pern	Seasonal	\$12.00/hour	11/12/2019

VIII. Approval of Minutes

A. Board to approve minutes of October 7 and October 28, 2019.

On a motion by Annie Gilbert and seconded by Chris Huntress the Board voted 5-0 to approve the minutes of October 7, 2019 rev. and October 28, 2019 rev.

IX. 2020 Board of Selectmen Meetings

Dan Koh moved that the Board accept the meeting schedule of January 13, 2020, January 27, 2020, February 10, 2020, February 25, 2020, March 9, 2020 and March 23, 2020. The motion was seconded by Alex Vispoli and voted 5-0 to approve

X. Executive Session

Annie Gilbert moved that the Board vote to go into Executive Session pursuant to Purpose 3 of Massachusetts General Laws, Chapter 30, Section 21(a), for the purposes of discussing confidential legal advice with Town Counsel and litigation strategy in the Federal Court case filed against opioid manufacturers and distributors, and for the Chair to declare that a public session would have a detrimental effect on the town’s litigation strategy, and Purpose 2: of Massachusetts General Laws, Chapter 30, Section 21(a), to conduct strategy sessions in preparation for negotiations with nonunion personnel, i.e., the Town Manager and for the Board to return to open session. The Chair so declared. The motion was seconded by Alex Vispoli. Roll call: D. Koh-Y, C. Huntress-Y, A. Vispoli-Y, A. Gilbert-Y, and L. Gregory-Y. Motion passes.

XI. Open Session resumed at 10:43 P.M.

Laura Gregory reported that the Select Board would like to pursue the reappointment of the Town Manager and to that end, she asked for a motion to for the appointment of a two-member subcommittee to prepare for and to conduct negotiations.

Dan Koh moved that the Select Board vote to appoint Annie Gilbert and Laura Gregory as the two Subcommittee members to prepare and conduct negotiations for the reappointment of the Town Manager. The motion was seconded by Chris Huntress and voted 5-0 to approve.

XII. Adjourn

At 10:45 P.M. on a motion by Alex Vispoli and seconded by Chris Huntress, the Board voted 5-0 to adjourn from Open Session.

Respectfully submitted,

Dee DeLorenzo, Recording Secretary
 Documents: 2019-2020 Goals and Objectives
 Conservation Commission Exhibit A
 Recycling handout, Keith Saxon

**Andover Select Board
Minutes
Monday, December 2, 2019**

I. Call to Order

Chairperson Laura Gregory called the meeting of the Select Board to order at 7:02 P.M. in the 3rd Floor Conference Room located at Town Offices. Present from the Select Board: Alex Vispoli, Dan Koh, Annie Gilbert, Chris Huntress, and Laura Gregory.

Others in Attendance: Town Manager Andrew Flanagan, Deputy Town Manager Michael Lindstrom, Town Counsel Tom Urbelis, Town Clerk Austin Simko. The meeting was duly posted and cablecast live.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

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

III. Communications/Announcements/Liaison Reports

Andrew reported that the Senior Center has officially moved to the Ballardvale Church on Clark Road and will be there until the renovations to the Senior Center are completed. Holiday Happenings will be held on Friday, December 13th on Main Street from 4:00-8:00 P.M. with fireworks at 8:00 P.M. in the Park.

IV. Citizens Petitions and Presentations

None

V. Public Hearings

A. Fiscal Year 2020 Tax Classification – (30 minutes) – 1st Reading

Board to discuss and vote on classification and taxation of all property within the Town. David Billard provided a presentation to the Board on the FY-20 Tax Classification.

The Board has to vote on the following four items:

1. Vote of a residential factor
2. Vote of an open space factor (25% land)
3. Vote of a residential tax exemption.
4. Vote of a commercial exemption (with values under \$1M or employees of ten or fewer.

The presentation included value comparisons of FY-19 to FY-20 showing that in FY-19 the residential value was \$6,818,924,895 and FY-20 \$7,175,327,051 a change of +5.23%.

Open Space value of \$605,393,222 in FY-19 and zero for FY-2020 a change of -100.00%.

Commercial Property of \$605,393,22 for FY-19 and \$629,857,515 for FY-20 for a net change of +4.04% and Industrial of \$639,205,100 for FY-19 and \$674,985,400 for a net change of +5.60%.

Personal Property of \$250,782,409 for FY-19 and \$8,799,009,345 for FY-20. A net change of +5.75%.

The Total value of the town is \$8,799,009,345. The total levy value is \$151,618,804. The levy/value x 1,00=a tax rate of \$17.23. Dividing the town value into classes yields:

Residential	\$7,175,327,051	81.5%
Open space	-0-	.0%
Commercial	\$629,857,515	7.2%
Industrial	\$674,985,400	7.7%
Personal Property	\$318,839,379	3.6%
Residential = 81.5%	CIP =18.5%	

The Department of Revenue directive was to review Open Space due to a lot of the parcels should not have been recommended as unbuildable vacant pieces of land.

Andover is an owner-occupied community and with such a higher amount it winds up shifting the tax burden from lower value property to higher value properties.

Commercial Exemption: Only sixteen communities adopted a commercial exemption. Look at this as a best practice rule, if there were any significant interest in adopting this exemption it would be prudent to look at this during the year. Approximately 54 properties in Andover fit this scenario.

Mr. Billiard provided a review of classification shifts and the effects of different shifts that could be adopted for the tax rate. He suggested that the 157 shift or 157.5 are the most uniform shifts to consider.

Please contact Dave Billard if there are any questions.

Chairwoman Gregory announced that the Tax Classification Hearing will be continued to Monday, December 16th 2019.

VI. Regular Business of the Board

A. Town Manager Reappointment Update

Board to make announcement relative to the reappointment process for the Town Manager.

Laura Gregory provided an update on the status of the reappointment process for the Town Manager. The Board voted to create a sub-committee to work with the Town Manager on the reappointment and will continue to meet with him on negotiations and anticipate announcing an agreement at a future meeting. The Board received a large amount of community input. The appointment is for an additional five-years and one of the most significant roles the Board undertakes. The Board expects to make an announcement at their next meeting. Alex said this is a significant announcement by the Board to appoint Andrew for an additional five years. Andrew thanked the Board for

their support and appreciates the process the Board has laid out and appreciates the Board for the vote they have taken so far.

B. Bond Sale

The Town Treasurer reported that there were eleven bids for the sale of the \$10,970,000 General Obligation Municipal Purpose Loan of 2019 Bonds of the Town dated December 18, 2019 and that Fidelity Capital Markets came in with the lowest bid of 2.23%. The Town Treasurer is requesting the Board to vote to approve.

Dan Koh moved the Board adopt the vote prepared by bond counsel in connection with the Town's December 2019 bond issue. Alex Vispoli seconded the motion. The Board voted 5-0 to approve.

C. Historic Mill District Update

Board to receive an update on the former Town Yard (11 Lewis Street) Request for Proposals (RFP).

It was decided that to redevelop the Old Town Yard it would be more advantageous to sell the property rather than to lease it and as a result of this decision Austin Simko provided an update on the drafting of the Request for Proposals (RFP).

Discussion Topics

1. Upcoming Public Engagement meetings and calendar reviewed were reviewed. The Task Force is hosting a forum next Monday at 7:00 PM at MHL.

2. RFP Planning Objectives: There have been no changes to the seven objectives with corresponding selection criteria: stay within the fabric of the neighborhood context and character, adhere to the strategic place-making plan using discussions and community decisions made over the past several years. Preservation of commuter parking is important. Improvement of traffic, circulation and congestion spots to be a part of the development proposal and to include bicyclists, pedestrians and connectivity to the Shawsheen River. Community spaces such as art & culture spaces, playgrounds, maker spaces, performance spaces, to be included and they are looking for ideas from the developer for a mix of restaurant, retail and housing, environmental sustainability materials, energy efficiency, low impact development planting of native species and promotion of water responsibility, and design developments to adhere to overlay zoning and comply with design guidelines.

The Selection Committee will evaluate each of the seven objectives. The issuance of RFP qualification statements will be graded, as will development proposals including interviews, composite rating, initial ranking. They will then look at their financial feasibility. Rankings will be determined by purchase price and final ranking and recommendation and negotiation (if any), Select Board Design and Land Disposition Agreement as well as the presentation of their Permit Application, and then the public permitting process.

Town Meeting has to vote on the disposal of the property and with a warrant article for Town Meeting. Lots of community engagement needed.

The RFP Selection Committee appointed by the Town Manager will include two people from the HMD Task Force Members, three at-large residents, the Planning Director, and a staff member designated by the Town Manager. Documents will be available later this week

D. All Day Kindergarten Update

Board to receive an update on the All-Day Kindergarten Initiative by Dr. Berman and School Committee Chair Shannon Scully

Using additional Mass Chapter 70 Financial Aid to replace tuition income they will be able to eliminate full day kindergarten tuition. The School Committee has been reducing the fee for the past three years and at this point at a crossroads of eliminating tuition completely and it is important that all Boards understand the implications of this.

Town buy-in is required now to execute a plan for tuition free FDK for FY 21. Chapter 70 kicks in on enrollment for prior year so they would not collect aid for next the next school year. There has been a rapid increase in full day students which has increased our revolving account that can fund the gap year but we could not underwrite the health insurance and therefore asking the Town to fund that for the year.

Benefits for regular employees paid through the town side, health insurance for those employees paid out of the revolving account are reimbursed to the Town. No new hires are required. Dr. Berman and School Committee member Shannon Scully explained how the revolving account and tuition revenue is used. Due to reduced tuitions and greater interest in FDK this year, 93% of our parents are choosing full-day kindergarten with 24 half-day students being integrated into the full day classes.

Dr. Berman and Shannon explained the State Foundation Budget and the calculations received relative to enrollment. DESE classifies any student who pays tuition as a half-day student. Full day student enrollment adds 2x the foundation budget as half-day enrollment for an additional \$4,508 per student in FY-20.

This is separate and distinct from the Chapter 70 funds from the State. State Aid will start in FY-2022 with FY-21 school year as the gap year meaning in FY-21 they will not have enough revenue to cover salary and benefits for the Full-day Kindergarten teachers, but will have funds to cover these expenses in FY-22. The FDK increase in the operating budget can be covered by State Aid with no cost to taxpayers. The required municipal increase by the Town increases by \$500,000. The total operating budget increases by \$1,137,185 (1.32%) which will be entirely offset by the additional State Aid that comes in as a direct result of this change. The Finance Committee has seen the presentation. The School Department will need an allocation for the gap year.

Key takeaways

The Town would pay employee benefits for FDK Staff beginning in FY-21, School

related FDK expenses, during the gap year of FY-21, will be funded from the FDK revolving account. In subsequent years, FY-22 and beyond, the school operating budget would receive the Chapter 70 increase resulting from tuition free FDK.

VII. Consent Agenda

A. Appointments by the Town Manager

On a motion by Chris Huntress and seconded by Dan Koh the Board voted 5-0 that the following appointments by the Town Manager be approved:

Department	Name	Position	Rate/Term	Date of Hire
Andover Green Advisory	Elizabeth Rasmussen	Member	Term Expires 6/30/2022	12/02/2019
Community Services – Recreation	Nancy Simili	Kid Care	\$15.75/hour	12/03/2019

VIII. Executive Session

Annie Gilbert moved that the Board vote to go into Executive Session pursuant to Purpose 2 of Massachusetts General Laws, Chapter 30, Section 21(a), to conduct strategy sessions in preparation for negotiations with nonunion personnel, i.e., the Town Manager., and not to return to open session. Dan Koh seconded the motion.

Roll call: C. Huntress-Y, A. Gilbert-Y, D. Koh-Y, A. Vispoli-Y, L. Gregory-Y.

XI. Adjourn

At 8:54 P.M. on a motion by Alex Vispoli and seconded by Dan Koh the Board voted 5-0 to adjourn from Open Session.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

Documents: FY-20 Classification Hearing Presentation
December 2019 Bond Issue