



Select Board Meeting

Monday, November 16, 2020 7:00 PM

Virtual Meeting Broadcast on Comcast Channel 22 Verizon Channel 45

RECEIVED
TOWN CLERK'S OFFICE
2020 NOV 12 PM 1:55

TOWN OF ANDOVER, MASS

- I. **Call to Order – 7:00 P.M.**
- II. **Opening Ceremonies**
A. Moment of Silence/Pledge of Allegiance
- III. **Communications/Announcements/Liaison Reports**
- IV. **Public Hearings**
A. Fiscal Year 2021 Tax Classification – (30 minutes) – 1st Reading
Board to discuss classification and taxation of all property within the Town.
B. Capital Improvement Program FY2022 – FY2026 – (20 minutes)
Town Manager to present the Town Manager's recommended Capital Improvement Program.
- V. **Regular Business**
A. COVID-19 Update – (5 minutes)
Town Manager and Health Director to provide an update on COVID-19.
B. Water Update – (10 minutes)
Director of Public Works to give an update on water improvements.
C. Resident Survey – (15 minutes)
Deputy Town Manager and Town Clerk/Chief Strategy Officer to present an overview of the results of the Resident Survey.
D. Master Plan and Zoning Bylaw Recodification Kickoff – (10 minutes)
Planning Division to provide overview of Master Plan and Zoning Bylaw Recodification Process.
- VI. **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
Police	Charles Edgerly (J. Hashem)	Lieutenant	\$109,154.91	11/23/20
Town Clerk	Pamela Bertheim	Constable	Term Expires 11/28/2023	11/28/2020

Council on Aging Advisory Board	Edward Plowey	Member	Term Expires 6/30/2021	11/20/2020
------------------------------------	---------------	--------	---------------------------	------------

VII. Meeting Minutes

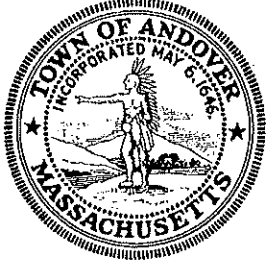
Board to vote to approve minutes from the following meetings:

1. October 5, 2020
2. October 19, 2020
3. November 2, 2020

VIII. Adjourn

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Select Board will be conducted via remote participation to the greatest extent possible. For this meeting, members of the public who wish to watch the meeting may do so in the following manner: Andover TV COMCAST CHANNEL 22 AND VERIZON CHANNEL 45. Members of the public who wish to ask a question on particular agenda items during the regular meeting can do so by calling 311 from their landline or cell phone within the geographical boundaries of Andover or by calling 978-623-8311 from anywhere or by emailing manager@andoverma.gov. Residents are encouraged to email their questions ahead of the meeting, however, staff will be available to present the Board with questions received during the meeting. Please include your name and address with your question.

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



TOWN OF ANDOVER MASSACHUSETTS

Board of Assessors

(978) 623-8930

Fax (978) 623-8993

Town Office

36 Bartlet Street

Andover, Ma 01810

assessor@andoverma.gov

DATE: November 16, 2020

TO: Ms. Annie Gilbert, Chair
And Members of the Select Board

FROM: David A. Billard, MAA
Board of Assessors

SUBJECT: Classification of Property - Fiscal Year 2021

The Board of Assessors for the Town of Andover has determined the total valuation for all property in Andover for Fiscal Year 2021. The Department of Revenue has granted approval of the FY2021 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 2021 tax.

In accordance with Chapter 390 of the Acts of 1982, the Andover select Board will hold a public hearing on the 16th of November 2020 at 7:00 p.m. in order to determine the following items as they pertain to the Fiscal Year 2021 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 82.7642% 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 undevelopable 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, 2019. The average of all Class One value for Fiscal Year 2021 is \$639,601. (Note that this average includes all Class One value, not just single-family homes. The average single family home for FY2021 is assessed at \$695,153. The maximum discount of 35% allowed for each eligible parcel would therefore be up to \$223,860. Based on these figures, every eligible parcel currently valued at less than \$749,043 would be subjected to a tax reduction. Conversely, each parcel valued greater than \$749,043 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 2021 classification process. Should you have any questions or require other material, please do not hesitate to contact me at (978) 623-8930.

Respectfully submitted,
David Billard, Chief Assessor

Fiscal Year 2021 Property Valuation Changes

FY2021 assessments were derived using calendar year 2018 and 2019 sales. Single family home assessments increased from an average assessment of \$681,100 to \$695,152, a 2.1% increase. Condominium assessments increased from an average of \$336,520 to a FY2021 average of \$352,471, a 4.7% increase. Multifamily assessments, two and three family homes, had an average assessment of \$539,372 in FY2020 that increased to \$563,270 for FY2021, a 4.3% increase. Commercial assessments increased 0.5% from an average FY2020 assessment of \$2,282,749 to a FY2021 average assessment of \$2,293,079. Industrial properties had a FY2020 average assessment of \$4,752,441 increasing to an average assessment for FY2021 of \$4,761,648, a 0.2% increase. These percentages represent overall changes in classes of properties. Individual assessment changes may be different. Calendar year 2019 and 2020 sales will be used to determine the FY2022 assessments.

FY2020 assessments were derived using calendar year 2017 and 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.

Fiscal Year 2021 Classification Data

1. Total Assessed Value by Class - Fiscal Years 2020 to 2021 Comparison

The following chart compares the Fiscal Years 2020 and 2021 total assessed values of property by class. The total assessed value of all property in Andover increased by \$228,661,212. The class breakdown for the percentage changes are shown on the following table:

Property Class	Fiscal 2020 Value	Fiscal 2021 Value	% Change
Residential	\$7,175,327,051	\$7,340,698,246	+2.30%

Open Space	\$0	\$0	0%
Commercial	\$629,857,515	\$632,912,993	+4.49%
Industrial	\$674,985,400	\$681,028,200	+0.90%
Personal Property	\$318,839,379	\$373,031,118	+17.00%
TOTAL	\$8,799,009,345	\$9,027,670,557	+2.60%

2. Total Assessed Value Residential v. Commercial Class - Fiscal Years 2020 to 2021 Comparison

The following chart compares the Fiscal Year 2020 property values of residential and commercial (CIP) property to Fiscal Year 2021 totals.

Property Class	Fiscal 2020 Value	Fiscal 2020 Value	% Change
Res. & Open Space	\$7,175,327,051	\$7,340,698,246	+2.30 %
CIP	\$1,623,682,294	\$1,686,972,311	+3.90 %
TOTAL	\$8,799,009,345	\$9,027,670,557	+2.60 %

Estimated Tax Rates for Fiscal Year 2021

The levy limit for Fiscal Year 2021 is \$159,456,439. This amount includes \$3,530,110 for the school construction and Public Safety debt overrides. The estimated excess levy capacity for Fiscal Year 2021 is \$1,116,982. 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
2021 (Estimated)	\$160,573,421	\$159,456,439	\$1,116,982
2020 (Actual)	\$154,314,611	\$151,611,876	\$2,702,735

The following table projects Fiscal Year 2021 estimated tax rates using various factors. **The FY2020 Shift Factor was 157.5%, which produced a residential rate of 15.01 and a commercial rate of \$27.14 for FY2020.**

Residential Factor	Resulting CIP Shift Factor (%)	Residential Rate	Commercial Rate
1.00	100	\$17.68	\$17.66
95.4038	120	\$16.87	\$21.20
93.1057	130	\$16.47	\$22.96
90.8076	140	\$16.06	\$24.73
88.5094	150	\$15.65	\$26.49
88.2796	151	\$15.61	\$26.67
88.0498	152	\$15.57	\$26.85
87.8200	153	\$15.53	\$27.02
87.5902	154	\$15.49	\$27.20
87.3604	155	\$15.45	\$27.38
87.2455	155.5	\$15.43	\$27.47
87.1306	156	\$15.41	\$27.55
86.9008	157	\$15.37	\$27.73
86.7859	157.5	\$15.35	\$27.82
86.6710	158	\$15.33	\$27.91
86.5560	158.5	\$15.31	\$28.00
82.7642	175	\$14.64	\$30.91

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 2020, **you would need to vote a residential factor of 87.2455** equating to a 155.5 shift. By adopting this factor the average residential tax bill would increase by 4.9%, the average commercial tax bill would increase by 1.7% and the average industrial tax bill would increase by 1.4%.

If you were to choose to keep the **tax increases as uniform as possible** by class, **then a vote of a residential factor of 86.4411 would have to be adopted**, equating to a shift factor of 159.0. By adopting this factor the average residential tax bill would increase by 4.0%, the average commercial tax bill would increase by 3.9% and the average industrial tax bill would increase by 3.7%.

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 86.7859**. Should the Fiscal Year 2021 shift factor remain at 157.5, the average single family tax bill would increase by about 4.4% while the average commercial tax bill would increase by 3.0% and the average industrial tax bill would increase by 2.7%.

The average single family value increased from \$681,094 to \$695,153 while the average commercial value increased from \$2,282,749 to \$2,293,079 and the average industrial value increased from \$4,752,441 to \$4,761,438.

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

FISCAL YEAR	RES/OPN SPACE	RESID %	COMM/IND/PERSPROP	CIP %
2020	7,175,327,051	81.55%	1,623,682,294	18.45%
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
2020	\$15.01	\$27.14	\$17.23
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
2020	157.5
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

SHIFT EFFECTS OF CLASSIFICATION FY2018

SHIFT	AVERAGE SINGLE FAM ASSESSMENT	% DECREASE	AVERAGE COMM ASSESSMENT	AVERAGE INDUSTRIAL ASSESSMENT
FY2021	695,153		2,293,079	4,794,696
100	\$12,290.31		\$40,495.78	\$84,674.33
120	\$11,727.23	-4.6%	\$48,613.27	\$101,647.56
130	\$11,449.17	-6.8%	\$52,649.09	\$110,086.22
140	\$11,164.16	-9.2%	\$56,707.84	\$118,572.83
150	\$10,879.14	-11.5%	\$61,156.42	\$127,874.54
151	\$10,851.34	-11.7%	\$61,156.42	\$127,874.54
152	\$10,823.53	-11.9%	\$61,569.17	\$128,737.59
153	\$10,795.73	-12.2%	\$61,958.99	\$129,552.69
154	\$10,767.92	-12.4%	\$62,371.75	\$130,415.73
155	\$10,740.11	-12.6%	\$62,784.50	\$131,278.78
156	\$10,712.31	-12.8%	\$63,174.33	\$132,093.87
160	\$10,601.08	-13.7%	\$64,802.41	\$135,498.11
170	\$10,316.07	-16.1%	\$68,861.16	\$143,984.72
175	\$10,177.04	-17.2%	\$70,879.07	\$148,204.05

With the maximum shift of 175, the residential taxpayer saves a maximum of 17.2% from the \$12,290.31 tax with no split.

ANDOVER AVERAGE SINGLE FAMILY TAX BILL

FISCAL YEAR	AVG VALUE	TAX RATE	AVG TAX BILL	% CHANGE	TAX FACTOR
FY2020	\$681,094	\$15.01	\$10,223.22	2.51%	157.5%
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%
5 YEAR AVERAGE				3.41%	
10 YEAR AVERAGE				3.51%	

PERCENTAGE CHANGES IN PROPERTY TYPE VALUES

CLASS	VALUE FY2020	VALUE FY2021	VALUE CHANGE	PERCENT CHANGE
Single Family	5,928,243,700	6,058,256,300	\$130,012,600	2.19%
Condominium	634,339,600	665,113,000	\$30,773,400	4.85%
2 & 3 Family	126,752,400	132,368,500	\$5,616,100	4.43%
Multi-Family	373,031,100	373,479,700	\$448,600	0.12%
Vacant Land	59,940,700	56,715,700	-\$3,225,000	-5.38%
Other Residential	53,019,551	54,765,046	\$1,745,495	3.29%
Open Space	0	0	\$0	0.00%
Commercial	629,857,515	632,912,993	\$3,055,478	0.49%
Industrial	674,985,400	681,028,200	\$6,042,800	0.90%
Personal Property	318,839,379	373,031,118	\$54,191,739	17.00%
TOTAL	8,799,009,345	9,027,670,557	\$228,661,212	2.60%

COMMUNITY COMPARISON OF FY2020 TAX RATES

COMMUNITY	RSDNTL RATE	COM/IND RATE
ACTON	\$19.24	\$19.24
ANDOVER	\$15.01	\$27.14
ARLINGTON	\$11.06	\$11.06
BEDFORD	\$13.18	\$28.95
BELMONT	\$11.00	\$11.00
CANTON	\$12.23	\$25.42
CONCORD	\$14.23	\$14.23
DUXBURY	\$14.66	\$14.66
HINGHAM	\$11.53	\$11.53
LEXINGTON	\$14.05	\$27.22
MARBLEHEAD	\$10.39	\$10.39
NATICK	\$13.61	\$13.61
NEEDHAM	\$12.49	\$24.55
NORWELL	\$16.63	\$16.63
SUDBURY	\$18.45	\$24.97
WAYLAND	\$17.76	\$17.76
WELLESLEY	\$11.56	\$11.56
WESTWOOD	\$14.51	\$28.22

FY2021 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	37	0.4%	9,514,600	0.16%
300,001 to 400,000	275	3.2%	100,260,000	1.65%
400,001 to 500,000	1,213	13.9%	556,479,400	9.19%
500,001 to 600,000	2,203	25.3%	1,215,813,600	20.07%
600,001 to 700,000	1,914	22.0%	1,236,902,600	20.42%
700,001 to 800,000	1,038	11.9%	774,335,100	12.78%
800,001 to 900,000	736	8.4%	625,132,900	10.32%
900,001 to 1,000,000	444	5.1%	418,665,500	6.91%
1,000,001 to 1,100,000	288	3.3%	302,281,600	4.99%
1,100,001 to 1,200,000	182	2.1%	207,958,700	3.43%
1,200,001 to 1,300,000	106	1.2%	131,776,600	2.18%
1,300,001 to 1,400,000	88	1.0%	118,988,000	1.96%
1,400,001 to 1,500,000	51	0.6%	74,254,400	1.23%
1,500,001 to 2,000,000	89	1.0%	151,233,900	2.50%
2,000,000 AND UP	51	0.6%	134,659,400	2.22%
	8,715	100.0%	6,058,256,300	100.00%

FY2021 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	259	64.0%	85,466,500	6.67%
1,000,001 to 2,000,000	41	10.1%	56,626,200	4.42%
2,000,001 to 4,000,000	33	8.1%	91,891,300	7.17%
4,000,001 to 6,000,000	16	4.0%	74,514,400	5.81%
6,000,001 to 8,000,000	11	2.7%	76,804,000	5.99%
8,000,001 to 10,000,000	11	2.7%	98,420,900	7.68%
10,000,001 to 12,000,000	8	2.0%	88,089,600	6.87%
12,000,001 to 14,000,000	7	1.7%	89,396,400	6.97%
14,000,001 to 16,000,000	1	0.2%	14,498,900	1.13%
16,000,001 to 18,000,000	3	0.7%	49,876,000	3.89%
18,000,001 to 20,000,000	1	0.2%	19,577,900	1.53%
20,000,001 to 22,000,000	1	0.2%	21,671,700	1.69%
22,000,001 to 24,000,000	0	0.0%	0	0.00%
24,000,001 to 26,000,000	1	0.2%	24,519,200	1.91%
26,000,001 to 28,000,000	3	0.7%	80,873,600	6.31%
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%	409,475,800	31.95%
	405	100.0%	1,281,702,400	100.0%

Average tax bill increases at 5 year and 10 year averages

Effects of FY2021 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
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	-0.38%	142.0
5 yr avg	2020-2016	AVERAGE	3.41%			3.62%			4.10%	
10 yr avg	2020-2011	AVERAGE	3.51%			3.49%			3.62%	

157.5 shift - same shift adopted in FY2020

2021	681,094	\$10,223	0.00%	2,282,749	\$61,954	0.00%	4,752,441	\$128,981	0.00%	157.5
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
5 yr avg	2020-2016	AVERAGE	2.72%			2.89%			3.19%	
10 yr avg	2020-2011	AVERAGE	3.18%			3.18%			3.66%	

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
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
5 yr avg	2020-2016	AVERAGE	3.62%			3.10%			3.57%	
10 yr avg	2020-2011	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%	

FY2021 CLASSIFICATION HEARING

11/16/2020

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

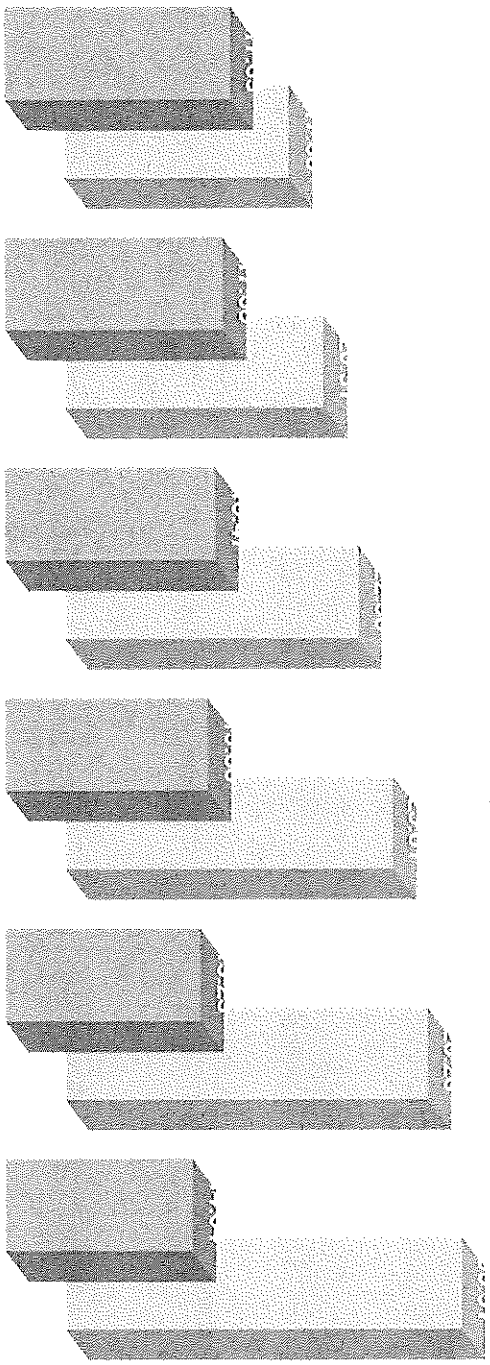
VALUE COMPARISONS FY2020 TO FY2021

CLASS	FY2020	FY2021	%
	VALUE	VALUE	CHANGE
Residential	7,175,327,051	7,340,698,246	+2.30%
Open space	0	0	0%
Commercial	629,857,515	632,912,993	+0.49%
Industrial	674,985,400	681,028,200	+0.90%
Personal Prprty	318,839,379	373,031,118	+17.00%
TOTAL	8,799,009,345	9,027,670,557	+2.60%

1. The Residential Factor

- Total value of the town \$9,027,670,557.
- Total levy amount \$159,456,442
- Levy / Value X 1,000 = \$17.66 tax rate.
- Dividing the town value into classes yields:

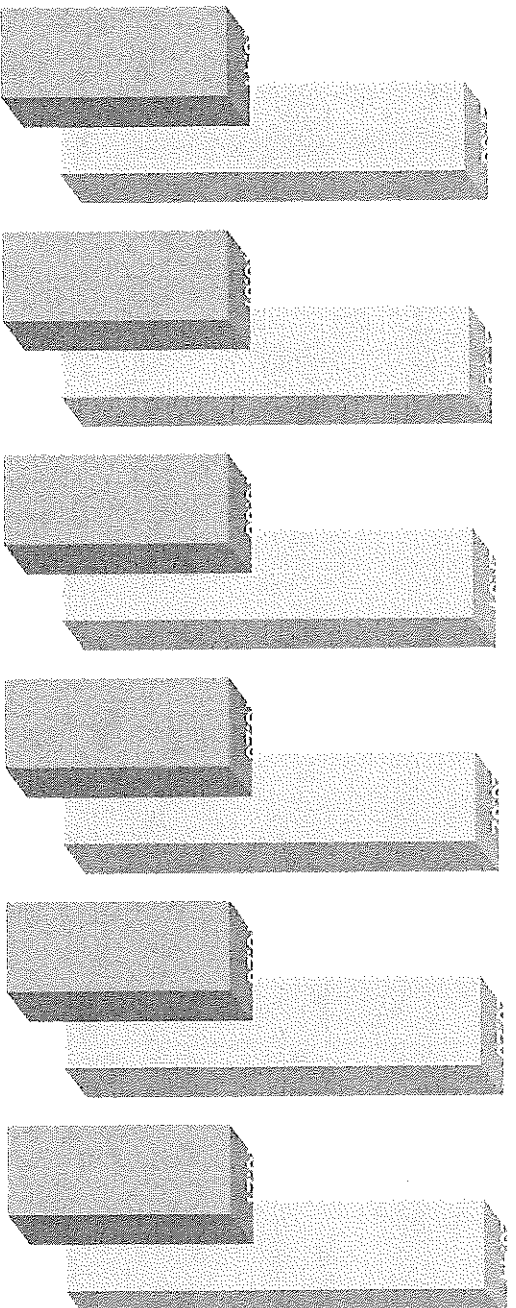
Residential	7,340,698,246	or	81.4%
Open space		or	.0%
Commercial	632,912,993	or	7.0%
Industrial	681,028,200	or	7.5%
Personal Prprty	373,031,118	or	4.1%
- Residential = 81.4% CIP = 18.6%



FY2021 100 115 130 145 160 175

RES RATE 17.68 17.08 16.47 15.86 15.25 14.64

CIP RATE 17.66 20.31 22.96 25.61 28.26 30.91



FY2021 156 157 158 159 160 161

RES RATE 15.41 15.37 15.33 15.29 15.25 15.21

CIP RATE 27.55 27.73 27.91 28.08 28.26 28.44

FY2020 TAX COMPARISON

	FY2020	FY2020	FY2020
AVG SINGL FAM		AVG COMM	AVG IND
TAX \$10,223		TAX \$61,954	TAX \$128,981

FY21 VAL 695,153 2,293,079 4,761,438

156.0	\$10,712	4.8%	\$63,174	2.0%	\$131,178	1.7%
157.0	\$10,684	4.5%	\$63,587	2.6%	\$132,035	2.4%
158.0	\$10,657	4.2%	\$64,000	3.3%	\$132,892	3.0%
159.0	\$10,629	4.0%	\$64,390	3.9%	\$133,701	3.7%
160.0	\$10,601	3.7%	\$64,802	4.6%	\$134,558	4.3%
161.0	\$10,573	3.4%	\$65,215	5.3%	\$135,415	5.0%

10 yr. average 3.5% 3.5% 3.6%

FY2020 TAX COMPARISON

2021	FY2020	FY2020	FY2020
SHIFT	AVG SINGLE	AVG COMM	AVG IND
\$10,223-	\$15.01	\$61,954-	\$27.14
\$128,981-	\$27.14		
155.5	\$10,726	4.9%	\$62,991
		1.7%	\$130,797
			1.4%

RETAINS THE LEVY SHARES

ADOPTED IN 2020 OF 70.9% RES 29.1% COM

RES RATE \$15.43 - CIP RATE \$27.47

For the vote- Residential Factor of 87.2455%

159.0 \$10,629 4.0% \$64,390 3.9% \$133,415 3.7%

MOST UNIFORM TAX INCREASES FOR FY21

RES RATE \$15.29 - CIP RATE \$28.08

For the vote- Residential Factor of 86.4411%

FY2020 TAX COMPARISON

2021	FY2020	FY2020	FY2020
SHIFT	AVG SINGLE	AVG COMM	AVG IND
\$10,223-	\$15.01	\$61,954-\$27.14	\$128,981-\$27.14

157.5 \$10,671 4.4% \$63,793 3.0% \$132,463 2.7%

RETAINS THE SHIFT ADOPTED IN FY2021

RES RATE \$15.35 - CIP RATE \$27.82

For the vote- Residential Factor of 86.7859%

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 FY2020, none of the communities in Massachusetts 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 16 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.
- 15 communities adopted this exemption for FY2019, Auburn, Avon, Bellingham, Berlin, Braintree, Chelmsford, Dartmouth, Erving, New Ashford, N. Attleborough, Seekonk, Somerset, Swampscott, Westford and Wrentham.



Merrimack Valley Chamber of Commerce

----- Working Together for Business and Community -----

264 Essex Street • Lawrence, MA 01840 • Phone: 978-686-0900

 YouTube  www.merrimackvalleychamber.com    LinkedIn

Annie Gilbert
Chairwoman
Select Board
Town of Andover, Andover Town Offices
36 Bartlet Street
Andover, MA 01810

November 3rd, 2020

Re: Tax Classification

Dear Madame Chairwoman and Members of the Board:

On behalf of the Chamber of Commerce members from Andover, please accept this letter in support of the Chamber's position that we respectfully submit, that property taxes continue to remain one of the addressable costs of doing business within Andover.

The business and industrial community, within Andover, continue to face increasing competition for retail, manufacturing jobs and services. The additional factor of the tragic gas disaster has impacted all types of business even more.

The competition for an active downtown, manufacturing and professional services remain ever present. As such, the reduction of property taxes serves to assist these companies to remain viable and to keep literally thousands of jobs, while still paying a fair property tax.

The ever-rising costs to business and industry not only affect the large companies, but in nearly all cases, small and mid-size manufacturing and retail companies face even greater pressure in making payrolls and paying lease/mortgage obligations.

The property tax cost is one area where a reduction can, and will, assist companies in remaining competitive and assist their continued operation, during the time of a national economic slowdown.

The Chamber, in recognition of these and other related factors, respectfully request that the Town of Andover reduce the business and industry tax classification rate downward from the current rate.

Thank you for your consideration.

Very truly,


Michael Bevilacqua
Vice President

Cc: Town Manager Andrew Flanagan

Master Plan Steering Committee Overview for Potential Volunteers:

The responsibilities of the **Master Plan Steering Committee** are to work with the Planning Board, the Planning Division, town staff, town boards and committees, other resources engaged by the town, and townspeople, to:

- (1) Advise, guide, and oversee the planning process of the Master Plan
- (2) Conduct public outreach efforts and engage stakeholders
 - a. It is important that a broad cross section of the community demographics provide input and comment throughout the process. Stakeholders should be representative of, but certainly not limited to, all age groups, ethnicities, various economic means, religious and secular associations, and family structures.
 - b. The Steering Committee shall seek out the advice and counsel of elected officials such as the Select Board and School Committee and of appointed boards such as the Finance Committee, Board of Health, Conservation Commission, Andover Green Advisory Board, Cultural Council, Council on Aging, Preservation Commission, Commission on Disabilities, Economic Development Council, Andover Housing Trust Fund Board, Revenue and Expenditure Task Force, and the Town Governance Study Committee.
- (3) Provide support and feedback to the Planning Board and Select Board as requested.

A finalized Master Plan must be adopted by the Planning Board. Consequently, the Planning Board will be engaged with the Steering Committee throughout the process. The Steering Committee is advisory in nature. It will be considered a study/research arm, and report directly to the Planning Board.

Planning Process for the 2022 Master Plan

- Conduct the Visioning and Branding process
- Establish schedule of public involvement and outreach
- Confirm milestones and deliverable due dates
- Establish subcommittees to study and report on specific topics
- Review and analyze data, findings, and draft documents and provide comment and input
- Build interest, excitement and awareness of the process and its value
- Solicit input and comment from other municipal boards and departments
- Determine and define goals and objectives
- Build consensus
- Present plan for adoption

The Steering Committee shall be between 11 and 13 members and shall strive to reach a consensus among its members in a respectful manner. Voting should not be the default position for the Committee and should only be undertaken in rare cases. This Committee will perform its charge through the completion and adoption of the Master Plan.

Membership on the Committee will be by appointment of the Town Manager for a term of three (3) years. The time commitment is up three years and up to 2 meetings per month for 1 to 2 hours. Times of the meetings will be held to suit the convenience of the majority of its members.

Master Plan

A Master Plan is a broad statement of a community's intent about what it wants for its future and a statement of intent to carry out the plan by those with responsibility for doing so. Knowing that there will be growth, it serves to guide the overall physical form, character and evolution of a community. *Who do we want to be? What do we want to be? How do we get there?*

Andover's Planning Board adopted its most recent Master Plan in 2012. The two preceding Master Plans were adopted in 1983 and 1992. The Master Plan looks 10+ years into the future and takes a broad view of the community. The Planning Board has relied on the 2012 Master Plan for many of its Special Permit decisions and recommendations to Town Meeting on Warrant Articles. The 2022 Master Plan should help to guide all Boards and Committees going forward.

State statute M.G.L. Chapter 41 Section 81D identifies 9 elements (or sections) required in a Master Plan:

- Goals and Policies
- Land Use
- Housing
- Economic Development
- Natural and Cultural Resources
- Open Space and Recreation
- Services and Facilities
- Circulation
- Implementation

However, many communities have been choosing to add elements (this is up to any community) such as:

- Sustainability
- Energy
- Inclusion/Diversity
- Downtown/Neighborhoods
- Community/Public Health. Etc.

Select Board Meeting

Monday, October 5, 2020

Virtual Meeting Broadcast on Comcast Channel 22 Verizon Channel 45

I. Call to Order

Chairperson Annie Gilbert called the Select Board Meeting of October 5, 2020 to order at 7:00 P.M. Members in attendance: Dan Koh, Laura Gregory, Chris Huntress, and Alex Vispoli.

Others in attendance: Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, Assistant Town Manager Patrick Lawlor, 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

Austin Simko reported that they have received the mail-in ballots from the State and will be sending them out to residents who have requested them. Ballots can be tracked on the Election Page on the Town Clerk's website. The location for early voting has been changed to the Ballardvale United Church, 23 Clark Road in Andover and not at the Collins Field House at AHS. Early voting starts Saturday, October 17th and runs through to Friday, October 30th including weekends.

Alex Vispoli thanked those who organized the coffee and cars event yesterday in the downtown area, it was a great community event. Laura Gregory reminded everyone to wear their masks outside in a congested area if social distancing of 6' is not possible.

IV. Public Hearings

A. Liquor License Transfer Hearing Annie Gilbert recused herself
Board to review and consider voting to approve the application of Charnik Lakeside LLC d/b/a Barron's Country Store, 429 Lowell Street, Andover, MA, for a transfer of a Wine and Malt Retail Package Store License from Barron's Country Store, Inc., 429 Lowell Street, Andover, MA, and that Keyur Patel, 1431 Pawtucket Blvd. Unit 69, Lowell, MA be the designated the manager.

Representative of the two parties involved were in attendance, Keyur Patel, Atty. Robert Lavoie, and Attorney Porter for Charnik Lakeside. There will be no major changes to the business and will continue to operate the Store as Mr. Barron has for many years.

Mr. Patel has worked in liquor stores for many years and has completed the alcohol tips training and has no past violations. Mr. Patel would be serving as Manager in both stores for 30 hours per week, and his other partner on the LLC will work the remaining hours.

There is a pledge of the business to Rockland Trust that also has to be approved by the Board. Tom Urbelis said it can be incorporated into the motion. Austin Simko confirmed that everything is complete and in order.

Chris Huntress moved to approve the application of Charnik Lakeside LLC d/b/a Barron's Country Store, 429 Lowell street, Andover, MA, for a transfer of a Wine and Malt Retail Package Store License from Barron's Country Store, Inc., 429 Main Street, Andover, MA, and that Keyur Patel, 1431 Pawtucket Blvd. Unit 69, Lowell, MA be the designated manager, subject to the condition that all other requirements of the Town are met prior to issuance, and that this shall be effective upon the purchase and of Barron's Country Store and to approve a pledge to approve the license and the inventory to Rockland Trust. Motion seconded by Alex Vispoli. Roll call: L. Gregory-Y, C. Huntress-Y, A. Vispoli-Y, Koh-Y. Motion passes: 4-0

V. Regular Business of the Board Annie Gilbert rejoined the meeting

A. Eagle Scout Project Gift Acceptance

Board to vote to accept gifts totaling up to \$10,000 for the purposes of an Eagle Scout Project at Spring Grove Cemetery to install a ceremonial granite fire pit and surrounding patio to be used for American flag retirement ceremonies. Annie Gilbert thanked Eagle Scout Jackson Mergendahl and Director of Veterans Services Mark Comeiro for their work on this project. Patrick Lawlor reported that this request is to have the Select Board to accept this project for the Veterans Account. If a resident has a flag to dispose of, they would still be accepted at Town Offices and disposed of at this memorial.

Chris Huntress moved that the Select Board accept, on behalf of the Town, accept the gifts totaling up to \$10,000 for the purpose of an Eagle Scout Project at Spring Grove Cemetery. The motion was seconded by Alex Vispoli. Roll call: C. Huntress-Y, D. Koh-Y, A. Vispoli-Y, L. Gregory-Y, A. Gilbert-Y. Motion passes: 5-0

B. Naming of the Ballardvale Fire Station and Ballardvale Green

Board to discuss and consider voting to approve a request by George Thomson to name the Ballardvale Fire Station after former Fire Chief William T. Downs, and a request by Perry Raffi to name the Ballardvale Green after former Town Manager Richard J. Bowen. The Select Board has a Facility Naming Policy requiring letters be submitted to the Board explaining their request.

Annie Gilbert read a statement submitted by Mr. Thompson on of the life of Chief Downs. Chief Downs joined the Andover Fire Dept. in 1965 and was the first fireman to become an EMT and the first to earn a degree in Fire Science. He rose through the ranks and was appointed Chief in 1977 serving through 1986 and devoted a large portion of his life to the Andover Community. Chief Downs was an Andover Selectman for 12 years and served on many other Andover boards and committees as well. He represented the Town and the Fire Department honorably.

Alex Vispoli said Chief Downs also served as the Board of Registrars and was the originator of Founder's Day.

All members of the Select Board are in favor of naming the new Ballardvale Fire Station after Chief Downs who worked tirelessly to address building a new fire station along with the many other boards and committees he participated on for Andover. The Town Manager will work with the Ballardvale Historical Commission to incorporate this name change, as the new Ballardvale Station is located in the Historic Ballardvale District.

Alex Vispoli said it is an honor to name the Fire Station after Chief Downs and moved that the Select Board vote to approve the naming of the Ballardvale Fire Station after former Chief William T. Downs. The motion was seconded by Dan Koh. Roll call: A. Vispoli-Y, C. Huntress-Y, L. Gregory-Y, D. Koh-Y, A. Gilbert-Y. Motion passes: 5-0

Mr. Raffi has respectfully requested naming the Ballard Green for Mr. Richard Bowen. Mr. Bowen grew up in Connecticut and the son of a firefighter. He earned a degree from Colby College and from the Wharton School of Business. In 1963, Mr. Bowen had the honor of becoming the Town Manager of Andover for a period of five years and lived on Bannister Road until two years ago. Mr. Bowen was the caretaker for the Ballard Green and was always an advocate for Ballardvale. He was the keeper of the two flag poles and submitted Town Meeting warrants on Ballard Green's behalf. He was the first Chairman of the Ballardvale Historic Commission in 1966 and organizer of the first year of the Ballardvale Tree Lighting. He was also a member of the Greatest Generation.

Alex Vispoli thanked Mr. Raffi for the background on Mr. Bowen. Mr. Bowen was an advocate for the Ballard Green and for a new Ballardvale Fire station for many years. He was always supporting the improvement of Ballardvale. Chris Huntress said Richard Bowen served us all well. Chris had the pleasure of serving on the Ballardvale Historic Commission for several years and knew him as a friend. Andrew Flanagan spoke with Mike Comeiro who reported that the Veterans' s Community fully supports naming the Ballard Green after Mr. Bowen.

Chris Huntress moved to dedicate the Ballard Green in the name Mr. Richard Bowen. Alex Vispoli seconded the motion. Roll call: D. Koh-Y, L. Gregory-Y, C. Huntress-Y, A. Vispoli-Y, A. Gilbert-Y. Motion passes: 5-0

D. Halloween Trick-or-Treating

The guidelines consistent with the CDC and Massachusetts Regulations for Trick or Treat were discussed. Anyone who does not want to participate should shut their lights off. Director of Public Health Tom Carbone spoke with some of the members of the Board of Health and they feel that using the CDC precautions should be adequate except if we go into the red area, then we should reconsider. The Board talked about creative ideas that residents could also consider to give out treats. Chris Huntress recommended an early start.

Dan Koh moved to approve Trick or Treating for October 31, 2020 from 5:00 PM – 7:00 PM and to follow the CDC Guidelines. Motion seconded by Chris Huntress. Roll call: D. Koh-Y, A. Vispoli-Y, L. Gregory-Y, C. Huntress-Y, A. Gilbert-Y. Motion passes 5-0.

E. In-Person Select Board Meetings

A meeting with the stakeholders on returning to in-person Select Board and School Committee Meetings was recently held and included a review of the CDC guidelines to determine if we can move to in-person meetings. The guidelines include a limitation of 25 people in attendance and does not take into consideration of the size of the meeting area. The Select Room can accommodate only 5 people and would not allow for public attendance; the School Committee Room is allowed to hold 8 people, and Memorial Hall Library can hold 18.

The Town Manager read the summary report included in his recommendation. In-person meetings would be limited to the Select Board and School Committee. They would use the School Committee Room because it allows for remote participation and can accommodate a number of different screens that already exist in the room. The Select Board Meeting Room could be used as a satellite meeting room shifting over from the School Committee Room for presentations and other participation. Everyone has to wear a mask in the meeting room. The Commission on Disabilities said if any public meeting moved forward with mask wearing, closed captioning has to be made available.

Another option is to continue in our current format and expanding for increased participation from a WebEx platform in the meeting room or to move forward with the Hybrid Model. Restrictions in this area have not changed. If we do go to a larger facility, we would have to setup an overflow room for residents to participate requiring a person to monitor the number of people in the room. All of the combinations are going to be logistically challenging.

All members of the Select Board agreed to continue with the remote meetings platform currently being used and expanding the remote interactions for increased public participation.

F. Post Office Lease

Board to consider voting to authorize the Town Manager to enter into and sign a new lease with the United States Postal Service for 1,105 square feet of interior space on the first floor of the Andover Town House at 20 Main Street for a five-year period commencing as of August 1, 2020 and ending on July 31, 2025. The last five-year agreement expired in August. They have been in discussions with the Post Office for the past few years about extending the lease. Tom Urbelis explained that the changes in the lease were due to a change in personnel at the Postal service and changes the Post Office requested that were not all acceptable to us as seen by the red line changes which were negotiated over time. The agreement is acceptable by both parties.

Dan Koh moved that the Select Board declare that the 1,105 sq. ft of interior space located in the first floor of the Andover Town House at 20 Main Street currently occupied by the United Postal Service is available for disposition and the Select Board authorize the Town Manager to enter into and sign a new lease with the US Postal service for said space for a five-year period commencing on August 5, 2020 and ending on July 31, 2025. Motion

seconded by Alex Vispoli. Roll call: A. Vispoli-Y, C. Huntress-Y, D. Koh-Y, L. Gregory-Y, A. Gilbert-Y. Motion passes: 5-0

G. 2020 State Election Warrant

Austin Simko said this is a conventional warrant, the Election is November 3rd with the same polling locations used for the September Primaries. Polls open at 8:00 AM and close at 7:00 PM. There are also two ballot questions.

Chris Huntress moved that the Select Board vote to approve and sign the 2020 State Election Warrant. Motion seconded by Alex Vispoli. Roll call: L. Gregory-Y, D. Koh-Y, C. Huntress-Y, A. Vispoli-Y, A. Gilbert-Y. Motion passes: 5-0

H. 2021 Annual Town Meeting and Town Election Calendar

The calendar is the list of dates relating to our Annual Town Election on March 23rd and Town Meeting scheduled for Monday, May 3, and Tuesday, May 4, 2021. Austin said they are assuming we will be back to normal and able to meet at the Collins Center.

Alex Vispoli moved that the Select Board sign the 2021 Annual Town Meeting and Town Election Calendar as proposed. The motion is seconded by Laura Gregory. Roll call: D. Koh-Y, C. Huntress-Y, L. Gregory-Y, A. Vispoli-Y, A. Gilbert-Y. Motion passes: 5-0.

I. Continuation of Outdoor Dining on Public and Private Property

1. Board to consider approving a resolution supporting an extension of the 120-day Outdoor Dining Community Event on Town property.
2. Board to consider adopting the temporary regulations XI.8 and XI.9 governing the issuance of licenses for outdoor dining on public and private property.
3. Board to consider extending its delegation to the Town Manager of the authority to act as the Andover Local Licensing Authority for the purposes of facilitating outdoor dining through the approval of temporary alteration of existing premises for alcohol licenses.

The Town Manager said the outdoor dining has been an enormous success. A survey of residents conducted came back with the highest response to a survey received in years. The public is very supportive of the outdoor dining arrangement and looking for an expanded curbside pickup arrangement heading into the winter months. Austin Simko and Tom Urbelis reviewed the regulations and restrictions with modifications and carrying it forward. There are 24 restaurants and 44 permits issued in connection to this. The 100-day community event expires in October, the Governor issued a new order that local zoning can be waived 60 days after. The Board is supportive of the continuation of outdoor dining.

Chris Huntress moved that now therefore, the Andover Select Board hereby resolves that the that the Town Manager can and should extend the community event to a time appropriate in his judgement in order to support Andover's restaurants. Motion seconded

by Dan Koh. Roll call: L. Gregory-Y, D. Koh-Y, C. Huntress-Y, A. Vispoli-Y, A. Gilbert-Y. Motion passes 5-0.

Dan Koh moved to approve the temporary regulations 11.8 and 11.9. Motion seconded by Chris Huntress. Roll call: A. Vispoli-Y, L Gregory-Y, C. Huntress-, Dan Koh-Y, A. Gilbert-Y. Motion passes 5-0.

Chris Huntress moved that in accordance with Governor Baker’s June 1, 2020 COVID-19 Order No. 35 and his September 10, 2020 COVID-19 No. 50, the Board designate the Town Manager to act as the Andover Local Licensing Authority for the purposes of facilitating outdoor dining and hereby delegate to the Town Manager the authority to approve temporary alternation of existing premises for alcohol licenses to allow the service alcohol onto approved outdoor dining facilities. Motion seconded by Laura Gregory. Roll call: A. Vispoli-Y, L. Gregory-Y, D. Koh-Y, C. Huntress-Y, A. Gilbert-Y. Motion passes: 5-0.

VI. Consent Agenda

A. Appointments by the Town Manager

Dan Koh moved that the Board vote that the following appointments by the Town Manager be approved as printed. Motion seconded by Alex Vispoli.

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

Motion passes: 5-0

Department	Name	Position	Rate/Term	Date of Hire
Community Services – Youth Services	Holly Khatchadurian	Seasonal	\$12.75/hr	9/28/2020
Town Clerk	Barbara Bourgeois	Pollworker	\$9.25/hr	9/30/2020
Town Clerk	Kaori Kelts	Pollworker	\$9.25/hr	9/30/2020
Town Clerk	Susan Rice	Pollworker	\$9.25/hr	9/30/2020
Town Clerk	Sarah Slaughter	Pollworker	\$9.25/hr	10/1/2020
Town Clerk	Amy Jaromin	Pollworker	\$9.25/hr	10/1/2020
Town Clerk	Stephanie Hart	Pollworker	\$9.25/hr	10/1/2020
Town Clerk	Linda Kosinski	Pollworker	\$9.25/hr	10/1/2020

VII. Executive Session

Laura Gregory 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 to approve and not release the Executive Session Meeting Minutes of March 23, 2020 and not to return to open session. Motion seconded by Chris Huntress.

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

Motion passes: 5-0

VIII. Adjourn

At 8:32 P.M. Laura Gregory moved to adjourn from the Regular Meeting of the Select Board and move to Executive Session, not to return to Open Session. Motion seconded by Alex Vispoli.

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

Motion passes 5-0.

Respectfully submitted,

Dee DeLorenzo
Dee DeLorenzo
Recording Secretary

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Select Board will be conducted via remote participation to the greatest extent possible. For this meeting, members of the public who wish to watch the meeting may do so in the following manner: Andover TV COMCAST CHANNEL 22 AND VERIZON CHANNEL 45. Members of the public who wish to ask a question on particular agenda items during the regular meeting can do so by calling 311 from their landline or cell phone within the geographical boundaries of Andover or by calling 978-623-8311 from anywhere or by emailing manager@andoverma.gov. Residents are encouraged to email their questions ahead of the meeting, however, staff will be available to present the Board with questions received during the meeting. Please include your name and address with your question.

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

Select Board Meeting
Monday, October 19, 2020

Virtual Meeting Broadcast on Comcast Channel 22 Verizon Channel 45

I. Call to Order

Chairperson Annie Gilbert called the Select Board Meeting of October 19, 2020 to order at 7:00 P.M. Members in attendance: Dan Koh, Laura Gregory, and Alex Vispoli. Chris Huntress arrived after the meeting opened.

Others in attendance: Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, Assistant Town Manager Patrick Lawlor, Town Clerk Austin Simko, and Town Counsel Tom Urbelis.

If you have a question or comment about an item on the agenda email manager@ma.gov or call 311 from any Andover number or 623-8311 elsewhere.

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 announced that a free Community Flu Clinic will be held on Saturday, from 9:00 AM-2:00 PM at 5 Campanelli Drive. This will be a drive-thru clinic and the public is asked to register online.

The kickoff for the Rte. 133 Corridor Forum was very successful. The project will be funded through the State program in 4-5 years. The presentation is available on the Town of Andover website www.andoverma.us The next meeting will be held on November 18th.

Austin Simko provided information on the November 3rd Presidential Election. Early voting in-person is ongoing at the Ballardvale Church on Clark Road through Friday, October 30th from 9:00 AM-4:00 PM (including weekends).

As part of the 8th Annual Scarecrow Festival, scarecrows are lining both sides of street in the downtown area. Laura Gregory thanked Annie Gilbert for building the Select Board's scarecrow this year. Laura also recognized the staff in the Town Clerk's Office who have overseen three elections within a 5-month period this year including the processing of 11,000 absentee ballot requests.

Dan Koh also thanked the Town Clerk's Office and their team for their work this year. The Scarecrow Festival was wonderful, thank you to Andona for the festival held outside of Town Hall.

Annie Gilbert reported that the first Chairs meeting was held on October 14th. Chairs of the Select Board, School Committee, Finance Committee attended as did the Town Manager, Finance Director, and School Superintendent. They put together a calendar of important meetings that will be happening over the next few months. The School Committee Chair

asked that the CIP be released on the 6th of November this year. The first Tax Classification Hearing will be heard in November, and the second hearing will be in December.

IV. Public Hearings

A. National Grid and Verizon New England Pole Petition

Board to discuss and consider voting to approve a petition from National Grid and Verizon New England for National Grid to locate poles, wires and fixtures, including the necessary sustaining and protecting fixtures, along and across Salem Street beginning at a point approximately 200 feet southeast of the centerline of the intersection of Prospect Road and continuing approximately 20 feet in a northeast direction.

Alex Vispoli moved that the Select Board continue the Public Hearing from National Grid and Verizon New England to a future date with all abutters being notified of the date and time. Motion seconded by Laura Gregory. Roll call: A. Vispoli-Y, D. Koh-Y, L. Gregory-Y, A. Gilbert-Y. Motion passes 4-0 to continue the Public Hearing without discussion.

V. Regular Business

A. Town Governance Study Committee Update

Town Governance Study Committee Chair and Town Clerk to provide an update to the Board. Annie welcomed Jon Stumpf, Chair of the Town Governance Study Committee.

Mr. Stump and Austin Simko provided an update on the status of the work done by the Committee. Mr. Stump publicly acknowledged and thanked everyone for their hard work. Their presentation included information of where they have been since they started this study last fall to where they are now and how they plan to move forward. Multiple listening sessions were held beginning in the fall of 2019, and in January 2020 they identified 88 items in the bylaws. The Town Charter, and practices to review. In April, they studied a significant amount of data on forms of Government and compared Town demographics.

In May of 2020, they looked at the data from the U/Mass Lowell Survey; the survey response rate was high. After reviewing the data, they took stock of all of the information from members who were given sufficient time to provide their views. They studied the Open Town Meeting with reforms and assigned five different sub-committees. They are now moving on to do further research on a Council Management Form of Government. Hopefully, they will have community forums in November and December 2020. In the Winter of 2021, they will look at the form of government with a tentative decision and at the issues identified. They will prepare a Committee Report to review with the Select Board in January 2022 and provide a presentation at the April 2022 Town Meeting. They looked at three forms of government, Open-town meeting, representative town meeting, council manager and council mayor.

The Select Board appreciates all of the incredible work the Town Governance Study Committee has been doing. The timeline represents a big extension of the time originally recommended but it is important to take the time needed to look deeply at all of the information. The presentation will be put on the Town website under the Town Governance Study Committee. All data referenced is also available on the website.

<https://andoverma.gov/792/Town-Governance-Study-Committee>

B. West Elementary and Shawsheen Preschool Building Project Update

West Elementary School Building Committee Chair, Paula Colby Clements provided an update to the Board via a slide-presentation of the project. The building proposal includes a pre-school and an increase in the size of the new West Elementary School to encompass future need. The request was submitted to MSBA in 2017, Town Meeting approved the Feasibility Study in Spring of 2019, and since then they have been submitting required documents to MSBA. The best option is to design a new building and raze the old one.

Paula explained the preferred option chosen and the many steps that were followed to reach approved schematic design with MSBA in September of 2020 for a building that will provide sufficient district capacity and instructional learning spaces for the future. Their goal has been to provide a long-term solution that will address future enrollment capacity. The site strategy includes having parts of the building occupied, use of modular classrooms, and a phased demolition during the building process. The building will be three stories high and includes a pre-school. It is expected that the new school building will be completed in 2025.

The Select Board thanked Paula and members of the West Elementary School Building Committee for their dedication to this project. Public forums will be scheduled to provide opportunities for discussion.

C. Good Energy Agreement

Mike Lindstrom, Deputy Town Manager, reported on the agreement for consultant services for Community Aggregation with Good Energy L.P. who will lead the process of creating the aggregation plan, work with public/state agencies, handling of bids, and public outreach. Good Energy is committed to saving residents money. This project first began in August 2019. Laura Gregory asked about the certificate of liability insurance which Tom Urbelis said was submitted after the Board’s packet was sent out.

The Board will hold on voting on this agreement until the next Select Board meeting of November 2, 2020.

VI. Consent Agenda

A. Appointments by the Town Manager

Dan Koh moved that the Board vote that the following appointments by the Town Manager be approved as printed. Motion seconded by Laura Gregory. Roll call: D. Koh-Y, C. Huntress-Y, L. Gregory-Y, A. Vispoli-Y, A. Gilbert-Y. Motion passes: 5-0

Department	Name	Position	Rate/Term	Date of Hire
Cultural Council	Peter Fenzel	Member	Term Expires 6/30/2023	10/19/2020
Economic Development Council	Brian Carbone	Member	Term Expires 6/23/2023	10/19/2020
Community Services – Youth Services	Alison McCaron	Seasonal	\$12.75/hr	10/26/2020
Town Clerk	Noah Barehmi	Pollworker	\$9.25/hr	10/01/2020
Town Clerk	Patricia Dell-Ross	Pollworker	\$9.25/hr	10/01/2020
Town Clerk	Robert McLellan IV	Pollworker	\$9.25/hr	10/01/2020

Town Clerk	Susan McLellan	Pollworker	\$9.25/hr	10/01/2020
Town Clerk	Sarah Wittig Galgano	Pollworker	\$9.25/hr	10/01/2020
Town Clerk	Asha Nadipuram	Pollworker	\$9.25/hr	10/01/2020
Town Clerk	Courtney Duffy	Pollworker	\$9.25/hr	10/01/2020
Town Clerk	Jason Stellakis	Pollworker	\$9.25/hr	10/01/2020
Town Clerk	Steven Rosenfeld	Pollworker	\$9.25/hr	10/01/2020
Town Clerk	Paul Mercandetti	Pollworker	\$9.25/hr	10/01/2020
Town Clerk	Claire Dolan	Pollworker	\$9.25/hr	10/01/2020
Town Clerk	William McCarthy	Pollworker	\$9.25/hr	10/01/2020
Town Clerk	Sheila Wescott	Pollworker	\$9.25/hr	10/02/2020
Town Clerk	Tanner O'Sullivan	Pollworker	\$9.25/hr	10/02/2020
Town Clerk	John Saba	Pollworker	\$9.25/hr	10/02/2020
Town Clerk	Martin Horkan	Pollworker	\$9.25/hr	10/02/2020
Town Clerk	Lenard Zohn	Pollworker	\$9.25/hr	10/02/2020
Town Clerk	Catherine Donovan	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Amanda Gasse	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Liam Donovan	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Susan Fried	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Vicki Keene	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Grace Livingston	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Pam Newman	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Jacqueline Vieira	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Kristen Ahearn	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Elizabeth Anderson	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Liz Bardetti	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Amy Belscher	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	David Berman	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Thidarat Brooks	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	John McCarthy	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Alice Ren	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Adam Isbitsky	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Tobias Rao	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Emily Iarocci	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Jennifer Hoenig	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Anne Waddoups	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Mary Long	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Julianne Stein	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Rob Cook	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Danielle Crompton	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Alexander Iannicelli	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Betsy Couture	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Tim Carter	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Lori Mattheiss	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Brewster LaMacchia	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Maryse Tremblay	Pollworker	\$9.25/hr	10/03/2020

Town Clerk	Steven Knapp	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Constance Prochniak	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Rajiv Chopra	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Karen DiCenzo	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Liana Caffrey	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Nisreen Dahod	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Jennifer Glines	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Melissa Danisch	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Ameera Mazraany	Pollworker	\$9.25/hr	10/03/2020
Town Clerk	Amy Holland	Pollworker	\$9.25/hr	10/06/2020
Town Clerk	James Dunne	Pollworker	\$9.25/hr	10/06/2020
Town Clerk	Gal Kramer	Pollworker	\$9.25/hr	10/06/2020

VII. Meeting Minutes

Alex Vispoli moved that the Board vote to approve the Select Board minutes of September 28, 2020 as presented. Motion seconded by Chris Huntress.

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

Motion passes 5-0

VIII. Adjourn

At 8:11 PM Dan Koh moved to adjourn the meeting of October 19, 2020. Motion seconded by Laura Gregory. Roll call: C. Huntress-Y, D. Koh-Y, A. Vispoli-Y, L. Gregory-Y, A. Gilbert-Y.

Motion passes: 5-0

Respectfully submitted,

Dee DeLorenzo

Dee DeLorenzo

Select Board Meeting

Monday, November 2, 2020

Virtual Meeting Broadcast on Comcast Channel 22 Verizon Channel 45

I. Call to Order

Chairperson Annie Gilbert called the Select Board Meeting of November 2, 2020 to order at 7:00 P.M. Members in attendance: Dan Koh, Laura Gregory, Chris Huntress, Alex Vispoli.

Others in attendance: Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, Assistant Town Manager Patrick Lawlor, 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 Capital Improvement Program (CIP) will be released on Friday November 6th which is the formal kickoff of the budget program. The Town Manager thanked all of the Department Heads and to the members of his team for their assistance on this project. The CIP will be presented to the Select Board on November 16th.

Patrick Lawlor provided an overview of the rental and mortgage assistance project being launched using CARES Funding and which the Andover Community Trust will administer for us. The benefit of the program provides up to a 1-month rental/mortgage payment up to \$5,000. Payments will be made directly to landlords or lenders. There will be two funding rounds with all payments will be made before December 30th.
www.andoverma.gov/rentalassistance

Mike Lindstrom announced that the Kick off Meeting for the Open Space Task Force will be held on Thursday, November 12th to identify possible acquisition of new open space.

An update on the November 3rd Election Day was reported by Austin Simko. Many people have already voted with 15,000 ballots counted so far and we are expecting to break Andover's record of participation. Thank you to 200+ people involved in the elections and especially for the help from our Town Departments.

The Massachusetts Small Business Grant Program was announced by the State today with over \$51M in grants targeted for minorities, women, and veteran services. Chris Huntress encourages any resident or business owner to apply for a grant. Information is available on the Town website. Chris also gave a shout out to the AHS Cross Country Team for competing against Haverhill today, congratulations to the seniors.

Laura Gregory thanked Austin Simko and all of the people from the different various Town departments for making voting happen this year. Laura stated that she is getting

questions from people in town regarding the Select Board's lack of response in some circumstances. Laura pointed out that the Open Meeting Law prevents the Board from making any decisions or deliberating on anything in between meetings, and they are required to have an agenda posted 48-hours between meetings. As a Board, they cannot respond without having a meeting.

Although the Board cannot return to in-person meetings at this time, Annie Gilbert said that they all agreed that they would like to expand the public input session in remote meetings working within the confines of the Platform that we use. Patrick Lawlor has put together options on what that would like. One option is to have a citizen input as an agenda item starting at 7:15 PM where each person could speak to their item. After public input, the Board would respond. Those who want to comment about an agenda item would continue with how it is currently being done through an email or call-in. They will be further exploration and testing of this option before it is rolled out.

IV. Regular Business

A. COVID-19 Update

The Town Manager and Director of Public Health have been closely monitoring developments around COVID and positive cases. Today, the Governor announced a new directive that includes a stay-at-home advisory order from 10:00 PM-5:00 AM except for going to work or to the grocery store. Restaurants will be required to stop providing table service at 9:30 PM but carry-out orders can continue after that time. Liquor stores will also shut down at 9:30 PM. The directive, which goes into effect on Friday, also includes a new mask requirement. When out in public everyone needs to wear a mask, in and out of doors.

There are 121 Cities and Towns that have been listed as red since the last update. The Town Manager expects Andover will be listed as red by the end of this week. The Dept. of Health determined that a person's residence is the Town/City they sleep in. Some of the Merrimack student residences are in Andover and will now be counted as Andover residents. We will receive our weekly designation without Merrimack College cases first, and then with Merrimack. Andover has been showing in the yellow/green zone. Students will be leaving for Thanksgiving soon and may be off the campus until after the holidays which will have an effect on our designation.

Tom Carbone reported that the active number of positive cases for Andover is 40 in a 2-week period. If this trend continues, it will put us in the red zone and keep us on a heightened alert. If we spend 3 consecutive weeks in red we would roll step back to phase 3, step 1 in the Governor's guidance. We have not seen an increase in school settings but typically what we are seeing is the exposure has happened outside of the classroom. Case numbers are now being counted on Thursdays. Daily updates are on the Andover's website updates at www.andoverma.gov/coronavirus.

In addition, they will be increasing communication, placing temporary signage around town, and are working on a production of short videos. Laura Gregory shared that there

is free 'stop the spread' testing at Lawrence General Hospital from 9:00 AM-4:00 PM five days a week with results provided in about 24 hours.

Chris Huntress spoke about emails received over the past few weeks about COVID cases at AHS but that are not specifically related to AHS. Tom Carbone said the cases, with the exception of possible transmission within families, they are not seeing school-related spread. Should we be driven by the data we might see a school closure of some type but that would be up to the School Committee.

In the beginning there were approximately 70 positive cases with most of those cases in long-term care facilities. Today, we are hearing about more cases within families and people who are asymptomatic. Annie Gilbert asked what we can expect as more people are testing positive in the community in terms of contact tracing. Tom Carbone said cases have gotten much more complex, especially with contact tracing. Tom encourages people to be patient if they are told they were in close contact with someone who tested positive and to start their quarantine as soon as possible.

B. Eversource

Edward 'Kelly' Merritt, Community Relations Specialist for Eversource introduced members of their company to the Select Board. Mr. Merritt will be the primary point of contact for the Town Manager and his staff. The President of Eversource Gas Distribution, Mr. Bill Blakey, said they take seriously their responsibility of taking command of the Columbia Gas operations.2020. They are required under the settlement agreement to perform a complete detailed assessment of the system with the results of the safety assessment to be issued in 2021. Their regulators will close off gas supply instantly to prevent an incident from happening again. They have filed their emergency response program with the State.

Mr. Blakely responded to Alex Vispoli's question on what specific things they will do differently to prevent accidents from happening. They will conduct standardized procedures to compare and put into place their very detailed practices and mitigate existing concerns with master records, immediately comparing existing practices that requires intensive work. They will have workers observing construction where they see need. Seth Krueger sees a difference in Eversource's leadership, their engagement, operational knowledge, and emergency response plans.

Chris Huntress believes that even with all the best plans and procedures in place incidents happen. He wants to make clear that everyone at Eversource has direct communication with our Public Safety Departments, and we have a commitment from Eversource, that there will be no lag time and they will continue with the open lines of communication moving forward. Mr. Blakely replied that they absolutely have his commitment.

C. Update on Diversity, Equity & Inclusion Initiative

Jemma Lambert, Director of Community Services provided an overview on the Diversity, Equity & Inclusion Initiative to build a more inclusive Andover where all feel safe, welcomed and respected. They have been working with many talented community members who are in the midst of some important work. They are preparing a community wide survey to find out what residents observe as the current state of Andover and what they would like to see improved. Responses will provide the groundwork for their task. Their focus group will be managed by the consultant and their teams and there will be approximately 20 more focus groups held over the coming months. Their webpage has regular updates www.andoverma.gov/diverse

On behalf of the Community, the Board thanked Andrew and Jemma for all of their hard work. Laura hopes the Select Board will continue to make this important process a priority and asked if the training for the Fire Department includes implicit bias training. The Town Manager confirmed that the training does include complicit bias training.

Dan Koh said that there have been more racial incidents reported since this started and many in Andover are very concerned over this, they are made to feel different every day and not feeling welcome in the Town where they grew up. This initiative is new, but the incidences of racism are not new. The survey is important, but he wants to reemphasize the importance of maintaining the proper emphasis going forward. Thank you for all the progress made thus far.

Chris Huntress said the path to inclusion will not always be a straight line and Jemma has the Board's whole-hearted support.

Annie Gilbert agreed that there have been instances of racism we know about and many we don't. It is really important that a standing committee is being formed but also that we have grassroot groups included and that we are reaching out to those various groups as quickly and effectively when incidents happen and not just putting out statements. The Town Manager said the entire Administration finds themselves acting to situations that, rightly so, generate a lot of emotion. As a normal standard operating procedure when confronted with an incident they act accordingly and immediately.

Communication is key especially going forward. Jemma Lambert shared that the working group has spent a good amount of time talking about communication and for the standing committee to establish some avenues to share communications. We need to over communicate to effectively communicate with the public.

D. 3 Gray Road Preservation Restriction

Attorney Mark Johnson, representing the home owners of 3 Gray Road, reported on the process and status of the Preservation Restriction on the property. Tom Urbelis provided revisions to the agreement and pointed out that the Select Board has the final approval on the agreement. All Town and State Boards have supported this agreement, and no abutters have come forward with any objections to this agreement. Laura Gregory asked about the limitations on building on the secondary property. Mark Johnson said whatever

is built on the new lot has to be approved by the Andover Preservation Commission and noted in Condition 11 of the Agreement.

Alex Vispoli moved to approve and accept the Preservation Restriction Agreement for 3 Gray Road. Motion seconded by Chris Huntress. Roll call: L. Gregory-Y, D. Koh-Y, A. Vispoli-Y, C. Huntress-Y, A. Gilbert-Y. Motion passes 5-0.

E. Good Energy Agreement

Mike Lindstrom said this contract with Good Energy will help us begin our work with them and their Design Team to develop the rate structure that will be proposed to the Board in January. As a follow-up from the previous Board meeting that left one small item remaining on the agreement, Laura Gregory said the issue had to do with the insurance. She worked with Tom Urbelis, which is noted in the agreement, and she is fine with the update to the contract. Tom confirmed that they worked together and the suggestions by Laura were accepted and incorporated in the agreement.

Motion: Dan Koh moved that the Select Board vote to approve and sign the agreement with Good Energy L.P. for Municipal Aggregation Services. Motion seconded by Laura Gregory. Roll call: D. Koh-Y, L. Gregory-Y, A. Vispoli-Y, C. Huntress-Y, A. Gilbert-Y. Motion passes 5-0

F. Andover Means Tested Senior Tax Exemption

Andover Tax Assessor Dave Billiard provided a presentation on the Andover Senior Tax Exemption which was passed at the 2018 Annual Town Meeting. The criteria to qualify for the exemption includes: The applicant or joint owner must have owned an Andover property for the last 10 years, be age 65 by December 2019, and a joint owner must be at least 60 by December 2019. The applicant needed to have filed a 2019 Mass State Income Tax return and received the Mass State Income Tax Circuit Breaker Tax Credit. There are 126 applicants who qualified for this Senior Tax Exemption in 2021. The exemption would be equal to a minimum of 50% to a maximum of 100% of the Mass Circuit Breaker Income Tax Credit the applicant earned. This exemption is funded by a residential tax rate for the fiscal year to offset the exact amount exempted. The Select Board votes on the percentage of the tax credit that will be exempted for that fiscal year. The Board feels this is a wonderful way to support our senior citizens.

Chris Huntress moved to establish the Andover Means Tested Senior Tax Exemption for FY 2021 to be 100% of the Mass Income Tax Circuit Breaker Tax Credit earned on their 2019 tax filing. Motion seconded by Alex Vispoli. Roll call: D. Koh-Y, C. Huntress-Y, A. Vispoli-Y, L. Gregory-Y, A. Gilbert-Y. Motion passes 5-0.

G. Useful Life Vote

Donna Walsh reported on the request to set the useful lives of certain equipment at 10-15 years. It has been determined that useful lives of the four vehicles (listed below) are longer than 5 years.

Laura Gregory moved that the maximum useful life of the departmental equipment listed to be financed with the proceeds of a borrowing authorized by the vote of the Town passed September 12, 2020 is hereby determined pursuant to G.L. C. 44 Section 7(1) to be as follows:

<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
Pierce Fire Pumper	\$700,000	15 Years
Mack GR 64F Dump Truck	\$224,130	10 Years
Ford F550 with Maintainer Body	\$119,870	10 Years
Bucket Truck	\$236,000	10 Years

The motion was seconded by Alex Vispoli. Roll call: A. Vispoli-Y, C. Huntress-Y, D. Koh-Y, L. Gregory-Y, A. Gilbert-Y. Motion passes 5-0.

H. Zoning Board of Appeals Appointments

As subcommittee members to the ZBA, Alex Vispoli and Chris Huntress said how fortunate Andover is to have had eight people step up to apply for the three openings on the ZBA and go through the interview process last week. Alex and Chris thanked everyone who participated. Alex asked that each of the candidates receive a personal phone call from the Town Manager on Tuesday.

Chris Huntress moved to appoint the following Andover residents to the Zoning Board of Appeals for a 3-year term on the ZBA, Ellen Keller, Regular Member, Daniel Lopez, Associate Member, and Ralph Arabian Associate Member. Motion seconded by Alex Vispoli. Roll call: A. Vispoli-Y, C. Huntress-Y, D. Koh-Y, L. Gregory-Y, A. Gilbert-Y. Motion passes 5-0.

The Select Board recognized Dan Casper for his many years of service on the Zoning Board of Appeals

I. Amendments to the Traffic Rules and Regulations

Andover Safety Officer Glenn Ota, Director of Planning Paul Matarazzo, and Director of Business Arts & Culture Ann Ormond participated in the discussion on the changes to the Traffic Rules and Regulations. Officer Ota reported on each of the locations listed below for curbside pickup. Paul Matarazzo said that having these designated spaces will be greatly appreciated by businesses as we move into the colder months and specifically after the Governor's guidelines today. Curbside parking is for pick up and take out at area restaurants to provide more services to the public based on the results of the community survey sent out. The parking spaces would be used all year long.

Schedule 1, Article V, Section 2 – Parking

1. Restrict eight (8) parking spaces in the downtown to 15-minute parking for the purposes of curbside food pickup.

Location	Side	From	Type
18 Elm Street	North	1 space 22 ft.	15-minute parking New
2 Main Street	East	2 spaces 44 ft.	15-minute parking New
7 Barnard Street	South	1 space 22 ft.	15-minute parking New
Municipal Lot 1	South	1 space 18 ft.	15-minute parking Existing
90 Main Street	East	1 space 22 ft.	15-minute parking Existing
19 Essex Street	East	1 space 22 ft.	15-minute parking New
93 Main Street	West	1 space 22 ft.	15-minute parking Existing

Laura Gregory moved to approve the changes to the traffic rules and regulations as presented by the Andover Safety Officer. Motion seconded by Alex Vispoli.

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

Motion passes 5-0

V. Adjourn

At 8:52 PM Dan Koh moved to adjourn from the November 2, 2020 Select Board Meeting. Motion seconded by Laura Gregory. Roll call: D. Koh-Y, L. Gregory-Y, C. Huntress-Y, A. Vispoli-Y, A. Gilbert-Y. Motion passes 5-0.

Respectfully submitted,

Dee DeLorenzo
Dee DeLorenzo
Recording Secretary

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Select Board will be conducted via remote participation to the greatest extent possible. For this meeting, members of the public who wish to watch the meeting may do so in the following manner: Andover TV COMCAST CHANNEL 22 AND VERIZON CHANNEL 45. Members of the public who wish to ask a question on particular agenda items during the regular meeting can do so by calling 311 from their landline or cell phone within the geographical boundaries of Andover or by calling 978-623-8311 from anywhere or by emailing manager@andoverma.gov. Residents are encouraged to email their questions ahead of the meeting, however, staff will be available to present the Board with questions received during the meeting. Please include your name and address with your question.

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