



Select Board Meeting

Monday, January 25, 2021 7:00 PM

Virtual Meeting Broadcast on Comcast Channel 22 Verizon Channel 45

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

To provide public comment during Citizens Petitions and Presentations visit
www.andoverma.gov/JoinSelectBoardMeeting

V. Regular Business

A. Community Choice Aggregation (CCA) Plan Design – (10 minutes)

Deputy Town Manager and Sustainability Coordinator to update the Board on
Community Choice Aggregation (CCA) Plan Design.

B. Date and Plan for Annual Town Meeting – (20 minutes)

Board to discuss the date and plan for Annual Town Meeting.

C. Integrated Financing Plan – (15 minutes)

Town Manager to provide an update on the Integrated Financing Plan

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
Department of Public Works	Matthew Byrne	Public Grounds Laborer	\$26.01/hour	3/01/2021

VII. Approval of Minutes

A. Board to approve minutes from the following meetings:

1. November 30, 2020 (Workshop)
2. December 7, 2020
3. December 14, 2020

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 provide public comment during Citizens Petitions and Presentations may do so by visiting: www.andoverma.gov/JoinSelectBoardMeeting. To

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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
Workshop**

Monday, November 30, 2020

Virtual Meeting Broadcast on Comcast Channel 22 Verizon Channel 45

I. Call to Order

Chairperson Annie Gilbert called the Select Board Workshop of November 30, 2020 to order at 6:36 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, Director of Finance Donna Walsh, Paul Russo, Finance Committee.

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. Workshop The Integrated Financing Plan for Major Obligations is available on the Town Website.

A. Select Board to discuss Pension Obligation Bonds and Integrated Financing Plan

The Town Manager presented a Pension Obligation Bonds and Integrated Financing Plan that he has been working on over the past several months with the assistance of the Finance Committee. The Integrated Financing Plan is what we know the Town's obligations to be. The unfunded OPEB liability \$145M and Mass General Law requires us to be fully funded by 2040; our current funding schedule is on track to be fully funded by 2037. Pension liability creates the greatest threat to our overall long term budget, service responsibility, and our bond rating. The bond rating agency wants us to create a plan to manage this over time.

The cost of the West Elementary & Shawsheen Preschool Building Project, based on today's estimate, is \$148M. The two schools will be located on one campus and built to have a capacity to allow us to address the overcrowding in the elementary schools across the district. MSBA's reimbursement will be approximate 23%.

The State has not said we have to fund the OPEB liability in 2021, but the rating agencies have looked positively on what Andover has done already and what they expect the funding plan to be in order to maintain our AAA bond rating.

A Statement of Interest (SOI) for renovation of AHS has been submitted to MSBA a number of times. Currently there is one SOI pending; however, we are not optimistic AHS will be accepted into the program.

This plan is about revenue, capital, and long-term obligations. Funds raised through revenue are directed towards liabilities. The Town Manager has committed to carrying the chart showing the tenets of the plan forward in every presentation.

This integrated plan should be considered because it would free up exempt capacity for future. The plan would present an option for a fully funded pension of \$295M, funding for

West Elementary and Shawsheen Preschool \$115M, and create a roadmap for a future AHS renovation design cost of \$5M.

The plan would identify the General Fund Mitigating Factor, to offset tax impacts of debt exclusion and retire the Debt Exclusion in year 18, repurposes the General Fund Mitigating Factor to fully fund the West Elem/Shawsheen Preschool Building Project and increase the annual OPEB funding by approximately \$145. It would commit \$10M for obligations that would always be put towards our debt, requiring us to exempt less money from our levy (Prop 2.5). Having \$10M within the budget, we could retire debt for West Elementary much earlier and once retired, those funds could be put towards OPEB.

Borrowing \$295M would require two debt exclusions on the ballot to be voted on at a Town Meeting.

The existing funding schedule shows the pension funding and the unfunded portion. The Town Manager is recommending that we always pay \$15M from the General Fund and the remainder from Debt Exclusion. We will have paid the pension debt and will be able to repurpose those funds.

Andrew explained the four scenarios comparing the options and the tax impacts for years 1-17 and Years 18-30. Scenario A: Integrated Financing Plan; Scenario B: Pension Operating Override and West Elem/Shawsheen Preschool Debt Exclusion; Scenario C: Pension Operating Override Only; and Scenario D: West Elementary and Shawsheen Preschool Only.

A review of the Pension Funding and Override History included a comparison chart of other communities. What has happened is that towns that are better funded have passed a number of operating overrides over time.

The heart of this plan is how are we going to structure this over the next 20-30 years. Understanding the risks:

Risk	Impact	Mitigation Measure
Return on assets does not exceed borrowing rate.	Create a "new" unfunded liability.	ate stabilization fund from earnings and/or utilize GFMF in year 18 to reconcile unfunded liability.
Legislature extends funding requirement beyond 2040.	Required to pay annual debt service based on 17-year debt schedule and absorb impacts accordingly.	Refinance debt service and extend schedule, alleviate impacts by spreading out over additional years.

Factors:

Andover's long-term rate of return is approximately 6.25% (discount rate). The Current Bond Market Expectation: 1.93% (as of 11/24/20) (Projections in presentation assume 4.5%).

Should we choose not to issue POB's and earn less than what we would have borrowed at the current unfunded liability would increase and the funding schedule would be adjusted accordingly.

Conceptual Impact of Pension Reform:

The Town Manager provided a review of pension reforms that would be applicable to new hires. Reform is big step in us not having a future liability. We have had a 6.5% rate of return for the past 4 years. Tom Hartwell from the Retirement Board will present the impacts of the plan to the Select Board at a future meeting in December.

Next Steps:

Continue Modeling with Financial Advisor and conduct probability testing with our Actuary.

Meet with the Department of Revenue

Await Legislative Approval

Request Borrowing Authorization from Town Meeting

Evaluate Market Conditions and decide to proceed with Debt Exclusion

The Town Manager will present the plan to the TriBoard on December 9th and at a School Committee Workshop on December 8, 2020.

Discussion: The Board expressed concern that it may be very difficult for the voters to understand this very complex plan. Andrew understands that trying to explain this to the average taxpayer will take some planning. They are working through what the best way might be to make it easier to digest.

The community has already considered the concept of passing obligation bonds and understands debt exclusion votes. We should know the cost of the West Elementary/Shawsheen school building project more definitively in January or February of 2021. The Town Manager is open to ideas on how to present this concept and how to increase opportunities to present the plan to Town residents...

The Town Manager may ask the Board to call a Special Town Meeting for this plan and include West Elementary/Shawsheen Preschool. We cannot do this until the Governor signs the Special Act.

The Board thanked Andrew and all of his staff for putting together this plan.

IV. Adjournment

At 7:38 P.M. Dan Koh moved to adjourn the Select Board Workshop. The motion was seconded by Alex Vispoli. Roll call: C. Huntress-Y, A. Vispoli-Y, L. Gregory-Y, D. Koh-Y, A. Gilbert-Y. Motion passes 5-0.

Respectfully submitted,

Dee DeLorenzo

Recording Secretary

Select Board Meeting

Monday, December 7, 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 16, 2020 to order at 7:00 P.M. Members in attendance: Dan Koh, Laura Gregory, Chris Huntress,

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 remembering the 79th Anniversary of Pearl Harbor Day and the 2,400 sailors who lost their lives and the 1,100 injured that day, followed by the Pledge of Allegiance

III. Communications/Announcements/Liaison Reports

Annie Gilbert reported that this is the first meeting we are able to have live public input on items, not on the listed on the agenda.

The Town Manager recognized the Andover Public Works Department, specifically the Parks and Ground Commission who put up the holiday lighting downtown. They did a wonderful job taking our Holiday Spirit to the next level. This Friday-Saturday the Holiday Stroll downtown will be held to stimulate the downtown merchants. For every \$100 spent shoppers can earn a \$25 gift card up to \$125 total. The event is fully funded through the Columbia Gas grant to support restaurants and businesses.

Austin Simko reported that the Town Governance Committee is having its' first of three public meeting tonight via WEB-X. The link is available on the website, you do not have to pre-register. The Committee will share with the public their findings and get public input.

Chris Huntress also congratulated the DPW on the decorations downtown, they are fantastic. Alex Vispoli said the holiday decorations downtown definitely makes a huge difference especially when you drive into Town and also go in front of Town Hall. Laura also recognized the DPW and the Town Manager on the decorations downtown.

Dan Koh reported on a meeting of the CCA he attended to continue the planning, everything is going really well.

Annie Gilbert thanked Mark Comeiro for putting on a nice ceremony in honor of Pearl Harbor Day today. She reported on last week's Chair's meeting. They reviewed what the content of Wednesday's Triboard Meeting will be. They also discussed the logistics of having a remote Triboard Meeting that they hope will go smoothly (19 people).

IV. Citizens Petitions and Presentations

To provide public comment during Citizens Petitions and Presentations visit: www.andoverma.gov/JoinSelectBoardMeeting

Jane Gifun 9 Castle Heights Road, sent an email about concerns to be shared during citizen petitions. On behalf of residents of Cherrywood Circle, they are seeking help with many service interruptions with Comcast also affecting their phones and computers are not working reliably and are extremely frustrated. Anything the Select Board or Town can do would be appreciated. Andrew said this is the first they have heard about this; his office will reach out to Comcast and report back to Jane.

Can parking be free this Friday and Saturday for people to shop in Town. Andrew reported they are looking at that for this weekend's event and will have an update in a few days.

V. Public Hearings

A. OTTO All Alcohol Liquor License Hearing –

Board to review and consider voting to approve the application of Pizza Hounds LLC d/b/a OTTO, 27 Main Street Andover, MA for an All Alcohol Restaurant Alcoholic Beverage License at 27 Main Street and the appointment of Alexander Budd, 10 Merrill Street, West Newbury, MA as designated manager. Austin Simko said the request has been processed through their office, there are five licenses left to issue and if this is approved there will be four. All relevant departments have given their approvals. Mr. Budd from OTTO, spoke about their request and their business. Alex welcomed them to Andover and thanked him for filling out the forms. Chris Huntress asked if they have setup an outdoor eating area. Mr. Budd said they had about 20-25 seats setup in the alleyway in the springtime. Their dining room is setup for about 70 seats, half of which will be available at this time. The bar area will not be open at this time. Austin will work with Mr. Budd on the setup. Austin confirmed that they have received and confirmed the liquor license and insurance.

Alex Vispoli moved to approve the application of Pizza Hounds LLC, d/b/a OTTO, 27 Main Street, Andover, MA, for an All Alcohol Restaurant Alcoholic Beverage License at 27 Main Street, Andover, MA, and to appoint Alexander Budd, 10 Merrill Street, West Newbury, MA, as Designated Manager, subject to the condition that all other requirements of the Town are met prior to issuance. Motion seconded by Chris Huntress. Roll call: A. Vispoli-Y, C. Huntress-Y, D. Koh-Y, L. Gregory-Y, A. Gilbert-Y. Motion passes 5-0.

Alex Vispoli moved to approve the application of Pizza Hounds LLC, d/b/a OTTO, 27 Main Street, Andover, MA, for an All Alcohol Restaurant Alcoholic Beverage License at 27 Main Street, Andover, MA, is not detrimental to the educational and spiritual activities of the Saint Augustine School at 26 Central Street, the Andover Baptist Church at 7 Central Street, or Christ Church at 29 Central Street, Andover, MA. Motion seconded by Chris Huntress. Roll call: L. Gregory-Y, D. Koh-Y, C. Huntress-Y, A. Vispoli-Y, A. Gilbert-Y. Motion passes 5-0.

B. Elm Square Liquor Co. All Alcoholic Liquor License Hearing

Annie Gilbert recused herself and logged out of the meeting at this time. Dan Koh assumed the duties as Chair.

Board to review and consider voting to approve the application of Liquor Bros. LLC, d/b/a Elm Square Liquor Co., 2 Elm Square, Andover, MA, for an All Alcoholic Package Store Alcoholic Beverage License at 2 Elm Square and to appoint Krupal Soni, 161 Flower Lane, Dracut, MA, as designated Manager.

Austin Simko reported that this will be the Town's final Retail Package Store License. The application has been reviewed and approved by all Departments. All insurance requirements have been met. If this is our last license, Alex Vispoli asked what the process would be to increase the number of licenses.

Atty. Urbelis reported that the standard is that the Board would apply, according to the statute, is whether this license would serve to protect the common good. The Board would have to access if there is a need, if the location is proper, consider the number of existing stores, and take into account views of the public. The Board can consider, if there are a number of views, one way or the other and take into account the reputation of the applicant. The Board has broad discretion, but if issuing a denial, they have to articulate exactly the reason for the denial. Alex Vispoli suggested they start the process to increase the number of licenses. Tom Urbelis said the first thing they would have to do is to submit a warrant article to vote to request a petition to the legislature to increase the number of licenses. Dan Koh suggested to delay this request for another week for more clarity on the process.

Alex Vispoli moved that the Board continue the Public Hearing to Monday, December 14, 2020 at 7:00 P.M. Motion seconded by Chris Huntress. Roll Call: L. Gregory-Y, A. Vispoli-Y, C. Huntress-Y, D. Koh-Y. Motion passes 4-0.

Annie Gilbert returned to the meeting as Chair at this time.

C. Fiscal Year 2021 Tax Classification– 2nd Reading

Board to discuss and vote on classification and taxation of all property within the Town.

Tax Assessor David. Billard provided information to the Select Board for their vote on the four required votes taken annually.

1. Open Space
2. Commercial
3. Residential
4. Industrial

The total value of the Town increased to a little over \$9 Billion and the target levy amount is \$159,456,000. Dividing the town value into classes yields: the residential share is absorbing 81.3% of the \$159M levy, Commercial absorbing 7.0%, Industrial absorbing 7.5, and Personal Property is 4.1%

Tax rate scenarios of where the Board has split the rate in the past few years were provided as were the tax consequences of the rates. All of the values looked at during the classification process are basically taxable property. Open space parcels are considered as undevelopable land.

Alex Vispoli moved to adopt a residential factor of .864411 (159) for FY-2021. The motion was seconded by Chris Huntress.

Discussion: Chris Huntress asked if a 159 shift is a 4% increase over last year. Dave Billard replied that yes, it is a 4% increase over last year; last year the increase was 2.5%. A160 shift would be a 3.7% increase for residential but raises the Commercial rate to 4.6%.

Laura Gregory said this is one of the most confusing and important things that the Board undertakes and they need to take their time with it. The 159 shift maintains equity across the classification, but we should consider providing some benefit to the industrial and commercial properties who are hurting the most from COVID. A 157 shift is the highest increase on residential rates but the lowest for commercial and industrial. Over 81% of the tax revenue is on the backs of the residents. This is a balancing act because we don't want to push the businesses out of town. Annie Gilbert would support Alex's motion making the most uniform possible tax increase across all classifications makes the most sense.

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

Alex Vispoli moved that the Board not adopt an open space discount. 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.

Alex Vispoli moved the Board not adopt a residential exemption for FY2021. Motion seconded by Chris Huntress. Roll call: D. Koh-Y, C. Huntress-Y, L. Gregory-Y, A. Vispoli-Y, A. Gilbert-Y. Motion passes 5-0.

Alex Vispoli moved not to adopt a Commercial Exemption for FY2021. Motion seconded by Chris Huntress. Roll call: D. Koh-Y, C. Huntress-Y, L. Gregory-Y, A. Vispoli-Y, A. Gilbert-Y. Motion passes 5-0.

VI. Regular Business

A. Bond and Bond Anticipation Note (BAN) Sale

Board to consider voting to approve a Bond Sale and a Bond Anticipation Note (BAN) Sale. Town Treasure, Michael Morse provided information on the BANs which will be used for multiple town/school projects. There were two bids of the Bonds received from Morgan Stanley and Century Bank. Bonds in the amount of sale of \$10,595,000 in General Obligation Bonds and \$955,150 in Bond Anticipation Notes that will close on December 17, 2020. The winning bid came in at 1.5% from Morgan Stanley. The BAN had 2 bids, and the winning bid went of .54% went to Century Bank. Andover has a Triple A rating from Standard & Poor.

Chris Huntress moved to adopt the vote presented to this meeting as prepared by bond counsel in connection with the Town's December 2020 bond issue and to incorporate the text of such votes in the minutes of this meeting. Motion seconded by Alex Vispoli. Roll Call: Dan Koh-Y, A. Vispoli-Y, L. Gregory-Y, C. Huntress-Y, A. Gilbert-Y. Motion passes 5-0.

Chris Huntress moved to adopt the vote presented to this meeting as prepared by bond counsel in connection with the Town's December 2020 Bond Anticipation Note issue and to incorporate the text of such votes in the minutes of this meeting. 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.

VI. Board to Consider Temporarily Reducing Town Alcohol License Renewal Fees for Restaurant Licensees

The Board discussed considering consider approving a temporary reduction in alcohol license renewal fees. The Town Manager reported receiving a number of requests from restaurant owners to reduce the alcohol license fee as a result of COVID.

Three considerations: a full 100% waiver would cost of \$156,000, a 50% waiver would cost \$73,000, and finally taking no action would be a zero cost. This type of fee is considered a local fee and we have already reduced our budget by 25%. How do we acknowledge the hardship and end the year with a fund balance? The meals tax is the tax mostly affected by COVID. The Town Manager is recommending a 50% reduction in Alcohol License Fees and believes we will be able to absorb that cost. It will be a significant relief to the restaurant owners.

Chris Huntress asked if we could use some of the Columbia Gas funds to cover a 100% exemption. Andrew replied that we could release and transfer some of the Columbia Gas funds to the General Fund if the wish of the Board is to consider a 100% exemption. There is approximately \$1M remaining in the fund provided for business support by Columbia Gas that has been earmarked for lasting long-term downtown projects. The Board discussed the options and supports the 50% reduction of the Alcohol License Renewal Fee.

Dan Koh moved that the Board temporarily amend Select Board Policy Section XI.2.M, "Fees: Alcoholic Beverage Licenses," insofar as the Town non-application fees for licensees will be reduced by 50% for "all alcoholic" restaurant licensees, "wine and malt" restaurant licensees, "all alcoholic" innholder licensees, "wine and malt" innholder licensees, the "all alcoholic" club licensee, and the Farmer Series Pouring Permit licensee, with such amendments to be effective only for license renewals for 2021. The motion was seconded by Alex Vispoli.

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

B. Presentation on Pension Reform

Tom Hartwell, Retirement Board Member (Select Board appointee), but presenting as an individual, gave an overview of Pension Reform options being considered by the Andover Retirement Board. Andover has one of the worst funded pension plans in the State and our funding ratio we are much lower than what you typically see across the country.

Each year we are losing money, as a Town we have lost \$46M over the past four years due to what we have to pay from the budget for our pension expense. The Town has had a negative net worth of \$48M since 2016. The Towns who did pass overrides in the past benefitted from that. It is going to be very difficult to make these payments if we don't initiate pension reform. We were anticipating to earn 8% but are earning less than 5% return.

Reforms will only effect new employees coming into the system and it will take time to see an improvement. We have made a lot of changes in our assumptions over the past few years. We have to reduce the growth of 6.70%. Chart showing scenarios of pension costs for FY-2020 and recommended reforms were explained by Mr. Hartwell. He recommends the Town establish an Investment Committee having decision making responsibilities over the investment process. Determine asset allocation options and approach, set the discount rate, and find the maximum achievable return from asset allocation options.

One of the few options would be to require more work hours for employees to be eligible for a pension plan as done in several other communities. His recommendation is to change the eligibility for new employees. Change option for employees to choose to join either a DB Plan or DC plan; this change would require approval by the State. We have to find ways to hire people, make the jobs attractive and not put this legacy on the Town that we cannot afford to pay and to work with the Human Resource Department for ideas. Mr. Hartwell does not recommend Pension Obligation Bonds without Pension Reform.

Four reforms presented:

Establish an Investment Committee (underway) to advise the Retirement Board, Define Contribution Plan Option DB or DC, reducing eligibility requirements, and removing option for buyback hours.

Discussion:

Reach out to the communities who have implemented a change in eligibility options from part-time to full-time employees. It is important to think holistically about the long-term impacts and those that impact to our children if we change eligibility requirements. The Select Board can include in the budget, money to go towards the unfunded liability which they did agree to do this year.

The Board thanked Mr. Hartwell for the comprehensive overview.

VII. Consent Agenda

A. Appointments by the Town Manager

Laura Gregory moved to approve the consent agenda as printed. Motion seconded by Dan Koh. Roll call: L. Gregory-Y, D. Koh-Y, A. Vispoli-Y, C. Huntress-Y, A. Gilbert-Y. Motion passes 5-0.

Department	Name	Position	Rate/Term	Date of Hire
Community Services – Recreation	Michael Fay	Kid Care	\$21.00/hour	1/4/2021

VIII. 2021 Board of Selectmen Meetings

A. Board to consider voting to accept the following Board of Selectmen Meeting Schedule:

Laura Gregory moved that the Board accept the slate of meetings for 2021 as printed in the agenda. Motion seconded by Chris Huntress. January 11, 2021, January 25, 2021, February 8, 2021, February 22, 2021, March 8, 2021, March 22, 2021, April 5, 2021, and April 26, 2021. Roll call: D. Koh-Y, L. Gregory-Y, C. Huntress, A. Vispoli-Y, A. Gilbert-Y. Motion passes 5-0.

IX. Adjourn

At 9:31 P.M. Dan Koh moved to adjourn the meeting of December 7, 2020. Motion was seconded by Alex Vispoli. Roll call: D. Koh-Y, L. Gregory-Y, C. Huntress, A. Vispoli-Y, A. Gilbert-Y. Motion passes 5-0.

Respectfully submitted,

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 provide public comment during Citizens Petitions and Presentations may do so by visiting www.andoverma.gov/JoinSelectBoardMeeting. 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, December 14, 2020

Virtual Meeting Broadcast on Comcast Channel 22 Verizon Channel 45

I. Call to Order

Chairperson Annie Gilbert called the Select Board Meeting of December 14, 2020 to order at 7:02 P.M. Roll call of members in attendance: L. Gregory-Y, A. Vispoli-Y, D. Koh-Y, C. Huntress-Y, A. Gilbert-Y.

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 deadline for applying to the Rent & Mortgage Program is Tuesday, December 15th additional information is available on the Town website. The Holiday Stroll held downtown on Friday and Saturday was an enormous success; \$700,000 in sales were tallied as of today by the Business Owners with \$75,000 in gift cards given out to shoppers.

A significant snowfall is expected on Thursday this week. Residents should go to the Town's website or call 311 for information.

Mike Lindstrom reported on the Street Tree Inventory & Management Project. They will evaluate over 16,000 trees across Andover and have accessed about 5,000 trees to date. Information will be loaded onto 'Tree Keeper' that the public can access on the Town's Web Site beginning in March 2021 and the Management Plan will be presented to the Board in April.

Tom Urbelis reported that last week the Supreme Judicial Court in MA, made a determination as to whether the Governor had the power to issue more than 50 orders that affected every district in the Commonwealth. The Governor's orders placed restrictions on everyone's activities. The court decided that the 1950 Civil Defense Act provided the authority for the Governor's Declaration of Emergency and for issuance of the orders, and also decided that the orders did not violate the complainant's civil rights. Our public health experts and the CDC have recommended the wearing of face coverings, but they don't have the force of law; however, the Governor's orders do. Emergency Order 55 addresses the recommendations of the public health experts and that all people age 5 and older are required to wear a face covering whenever they are in a public location indoors or outdoors. The order is enforced by the Board of Health and State and Local Police and could result in a \$300 fine for each fine.

Board Communications:

Dan Koh and his family went to the Holiday Stroll on Friday. It was a great night in Andover and the lights were phenomenal. Thank you to everyone who organized it.

Laura Gregory commended everyone who decorated downtown and those that put on the Holiday Stroll. Laura also pointed out the Andover Equity and Inclusion Survey that is available on the front page of the Town's website.

Chris Huntress was incredibly impressed with Ann Ormond and her staff who gave out \$75,000 in gift cards over the Holiday Stroll event which is significant. He spoke with many of the store owners, and every one of them were thrilled with the turnout. Thank you to Andrew and his staff.

Alex Vispoli also complimented Ann Ormond, her staff and members of the Town Team for the successful turnout for the Holiday Stroll. A new business, OTTO Pizza, opened recently. It is a great place that is tucked along the alleyway next to where LaFina Restaurant is. There is even a window on the alley so you don't even have to enter the shop.

IV. Citizens Petitions and Presentations None

To provide public comment during Citizens Petitions and Presentations visit:
www.andoverma.gov/JoinSelectBoardMeeting

V. Public Hearings Annie Gilbert recused herself and Dan Koh acted as Chair

A. Elm Square Liquor Co. All Alcoholic Liquor License Hearing Continued

Board to review and consider voting to approve the application of Liquor Bros. LLC, d/b/a Elm Square Liquor Co., 2 Elm Square, Andover, MA, for an All Alcoholic Package Store Alcoholic Beverage License at 2 Elm Square and to appoint Krupal Soni, 161 Flower Lane, Dracut, MA, as designated Manager.

The Town Manager provided the Board an overview of the request, a corresponding map of the location, and information relative to the cap on liquor licenses. The establishments seeking the future licenses will have to be explicitly stated. The only mechanism to increase the licenses is through the State Legislature.

The applicant, Krupal Soni, was present as was his attorney. Mr. Soni is very familiar with the area and they feel this is a good location for the type of upscale store they plan to open. Chris Huntress appreciates it when new businesses want to locate in town, but he is concerned with this location because there are several similar businesses in this area. With this being the last liquor license, he is concerned with consolidating them all in the downtown area. Laura Gregory added that all the requirements have been met and there are no problems, which Austin Simko confirmed. Laura recognizes the concern of the placement of the businesses but does not feel it is the appropriate role for the Board to decide where businesses can be located. If we don't allow this license, we have no guarantee that there is a place that is less popular and she feels we should take the requests as they come. Dan Koh also shares Laura's view. He does have a concern of the

concentration of stores; competition is good and doesn't think the applicant would be applying if he were going to offer the same type of store as others. We should pursue the requirements to expand the number of liquor licenses.

Alex Vispoli agreed that it is something the Town has to take under consideration. He supports this request.

Chris Huntress feels we need to think hard about the steps to offer more liquor establishments. He would not support this request based on the proximity and the burden we have to go through to secure more licenses.

Laura Gregory moved to approve the application of Liquor Bros. LLC d/b/a Elm Square Liquor Company, 2 Elm Square, Andover, MA, for an All Alcoholic Package Store Alcoholic Beverage License at 2 Elm Square, Andover, MA, and to appoint Krupal Soni, 161 Flower Lane, Dracut, MA, as designated Manager, subject to the condition that all other requirements of the Town are met prior to issuance. Alex Vispoli seconded the motion. Roll call: L. Gregory-Y, A. Vispoli-Y, C. Huntress-N, D. Koh-Y. Motion passes 3-1. Chris Huntress opposed.

Laura Gregory moved that the Board find that the application Liquor Bros. LLC d/b/a Elm Square Liquor Company, 2 Elm Square, for an All Alcoholic Package Store Alcoholic Beverage License at 2 Elm Square, Andover, MA is not detrimental to the educational and spiritual activities of the Andover Baptist Church at 7 Central Street or the Free Christian Church at 31 Elm Street, Andover, MA. The motion was seconded by Alex Vispoli. Roll call: A. Vispoli-Y, C. Huntress-Y, L. Gregory-Y, D Koh-Y. Motion passes 4-0

Annie Gilbert returned to the meeting as Chair at 7:30 P.M.

B. National Grid and Verizon New England Pole Petition

Art Martineau, DPW, reported that the petition was received and they and are in full support of the project. David Boucher from National Grid explained that they are adding just the one pole. Mike Lindstrom reported that the neighbors were notified but they have not received any comments from the abutters.

Laura Gregory moved that the Board vote to approve the petition of National Grid and Verizon New England for National Grid to install (1) JO pole on Salem Street beginning at a point approximately 5 feet south of the centerline of the intersection of Vine Street and continuing approximately 20 feet in a northeast direction; to install (1) new stub pole with anchor in town right of way; and to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purposes of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes. Motion seconded by Chris Huntress. Roll call: L. Gregory-Y, C. Huntress-Y, A. Vispoli-Y, D. Koh-Y, A. Gilbert-Y. Motion passes 5-0.

C. Capital Improvement Program FY2022 – FY2026 – 2nd Reading

The Town Manager reported that this is an annual exercise that he asks of the Board to approve and accept the CIP in a public venue. The presentation of the CIP has been presented twice for the Board.

They have established an overall budget of \$5.72% for the CIP which includes the new debt service for everything recommended in the CIP Program and General Fund Revenue (pay as you go – Article 5). The total CIP is \$22,327,651. Funding sources: \$3M in General Fund Revenue; \$6,595,000 from General Fund Borrowing, Certified Free Cash Balance \$9.5M, General Fund Exempt excluded from Prop 2.5, amount to be provided for West El/Shawsheen Preschool, Special Dedicated Funds \$134,279; and \$9,375,000 from Water and Sewer Enterprise funds.

The goals of the Town Manager align with the CIP which Andrew reviewed and provided information on. Andrew reported on the General Fund Revenue Projects in the amount of \$3,010,000 include: Free Cash in the amount of \$1,983,372, noting that we are spending less in Free Cash than in previous years. General Fund Borrowing in the amount of \$6,595,000. Special Dedicated Funds in the amount of \$1,364,276 for Annual Road Maintenance and the Water & Sewer Enterprise Funds in the amount of \$9,375,000.

The Board asked if the IT Requests funded through Free Cash is an appropriate use of funds. The Town Manager explained that based on the increased demand of IT due to COVID and related costs, it is crowding out other projects in Article 5. He decided to use Free Cash for the IT requests so that other aspects of Article 5 aren't pushed out. Moving forward, it will have to be discussed for next year. This will leave a Free Cash Balance (other than snow/ice) of approximately \$7.5M.

Alex Vispoli moved to accept the FY2022-2026 Capital Improvement Program 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.

VI. Regular Business

A. Update on COVID-19

Town Manager and Health Director to provide an update on COVID-19.

Over the past week, they have made modifications in Town Departments to ensure they are able to maintain the continuity to all departments. The only modification is that the Library will be closing for a portion of each day for cleaning. All Town services will continue without interruption.

Tom Carbone reported that the Town moved up to the high-risk category last week. Over the last two-week period, we had 500 fewer tests associated with our community which may have worked against us. They encourage people to maintain social distances, wear face coverings, etc. Staff has been doing a lot of work with the Andover Public Schools and the private schools. Regarding the cluster outbreak at Atrium Marland Place, they have been conducting testing with zero new cases.

Once again, they starting to see more cases associated with indoor ice hockey and are working with surrounding towns to determine why that is happening. Now that the vaccine has been approved, they have started working on clinical planning and how we will get involved and when. Phase One is now underway for health care workers. We will be involved in Phase 2 sometime in February or March.

Chris Huntress asked about Pfizer, who are manufacturing the new vaccine and located in Andover and if there any potential threats we should be aware of. Tom said that Pfizer has held an RD&A permit and meet annually with the Bio-Safety Committee to talk with them about their procedures.

Annie Gilbert asked about the cases affected with hockey and how it affects school programs. Mr. Carbone said MIAA has put together a plan and the Merrimack Valley Conference has a plan to modify sports. Youth Hockey and Basketball are both high-risk sports and they are keeping an eye on it with the State Dept. of Public Health.

B. Chili's Grill and Bar Liquor License Change in Manager

Board to review and consider voting to approve the application of Pepper Dining, Inc., d/b/a Chili's Grill and Bar, for a Change of Manager on its All Alcoholic Beverages Alcoholic Beverage License at 131 River Road, Andover.

Austin Simko said this is a license the Town already has and the request is to change the manager. All of the required documentation has been received and in order. Attorney Upton, representing Pepper Dining, said the new Manager has ten-years of experience and there are no other changes. Melanie Costantino is certified in ServSafe Training. Chili's policy is for all managers to have both ServSafe and TIPS Training. After a discussion on the difference between ServSafe and TIPS training, Austin Simko will look into it and send additional information to the Board. Austin confirmed there have been no past incidents or violations.

Chris Huntress moved to approve the application of Pepper Dining, Inc., d/b/a Chili's Grill and Bar, for a Change of Manager on its All Alcoholic Beverage Alcoholic Beverage License at 131 River Road, Andover, and that the new Manager is Melanie Costantino of 11 Railroad Avenue, Wilmington, MA subject to the condition that all requirements of the Town are met prior to issuance of the license. Motion seconded by Alex Vispoli. Roll call: A. Vispoli-Y, C. Huntress-Y, L. Gregory-Y, D. Koh-Y, A. Gilbert-Y. Motion passes 5-0.

C. Commission on Diversity, Equity and Inclusion

Jemma Lambert, Community Services, reported that the Community Survey on Diversity, Equity, and Inclusion was released last week and they have received 1,000 responses to date and hope to double that number. The survey is available on the main web page of the Town of Andover. They are now working with their consultant to map out a strategy for their next companion phase of conducting focus groups in the community. She is requesting permission to create a fixed standing committee that will oversee the work on equity in the Town.

They have identified a charge and structure for the committee that includes 13 appointed members for 3 years, and that marginalized communities will have a seat at the table and appointed by the Town Manager.

The make-up of the 13 members of the Diverse Board will include: Five individuals who live/work in Andover, three members of the Clergy Community, two Youth representatives, a representative from AHS, and Phillips Academy, one representative from the Andover Police Department, one member of the Select Board, and one member from the School Committee. It has been suggested that The Committee meet once a month. Going forward, they could meet more/less frequently with the working groups. Their intent was to leave it 'open' so they can be agile to how the committee works. Reports can be asked/provided at the request of the Select Board.

Laura Gregory, thanked everyone for their hard and difficult work and that we are moving forward as a community to address these issues. Dan Koh agreed and that it is an opportunity to bring new voices to the Committee. Annie agreed that new voices and faces is important and that the survey and membership on this Commission is also open for people who work in Andover, anywhere throughout the Community.

Jemma reported that the folks on the Working Committee represent many of the sectors as represented of this Committee and they are working with Ann Ormond and the Planning Department. A lot of people are paying attention to this, know what we are doing, and are interested in being engaged.

Laura Gregory moved that the Board approve the Commission on Diversity Equity and Inclusion for the Town of Andover with the charge as printed. Motion seconded by Dan Koh. Roll call: L. Gregory-Y, A. Vispoli-Y, D. Koh-Y, C. Huntress-Y, A. Gilbert-Y. Motion passes 5-0.

D. Federal Aviation Administration Lease

Board to vote to authorize the Chair of the Select Board to sign a lease with the Federal Aviation Administration. Article 31 at 2020 Town Meeting authorized the Town to enter into a lease with the Federal Aviation Administration Leases. This represents the first lease of \$3,000 with a 10% escalation rate each year. Previously, a no cost lease.

Dan Koh moved to approve the lease as printed and to authorize the Chair to sign the lease. Motion seconded by Alex Vispoli. Roll call: D. Koh-Y, A. Vispoli-Y, C. Huntress-Y, L. Gregory-Y, A. Gilbert-Y. Motion passes 5-0.

VII. Consent Agenda

A. Appointments by the Town Manager

Alex Vispoli moved to recommend the following appointment by the Town Manager be approved. Motion seconded by Chis Huntress. Roll call: C. Huntress-Y, Vispoli-Y, L. Gregory-Y, D. Koh-Y, A. Gilbert-Y. Motion passes 5-0.

Department	Name	Position	Rate/Term	Date of Hire
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Police Department	Matthew Hughes (Charles Edgerly)	Sergeant	\$96,145.47/year	12/20/2020
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VIII. Approval of Minutes

A. Board to approve minutes from the following meetings:

Alex Vispoli Moved to approve the Select Board Minutes of May 28, 2020, September 3, 2020 and November 16, 2020 as printed. Motion seconded by Dan Koh.

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

Motion passes 5-0.

IX. Adjourn

At 8:37 P.M. Dan Koh moved to adjourn the meeting of December 14, 2020. Motion seconded by Alex Vispoli. Roll call: D. Koh-Y, C. Huntress-Y, L. Gregory-Y, A. Vispoli-Y, A. Gilbert-Y. Motion passes 5-0.

Respectfully submitted,

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 provide public comment during Citizens Petitions and Presentations may do so by visiting www.andoverma.gov/JoinSelectBoardMeeting. 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 *Finance & Budget*

Hayley Green, CPA, Town Accountant/Assistant Finance Director
Accounting Department

36 Bartlet Street
Andover, MA 01810
(978) 623-8920

hayley.green@andoverma.us
www.andoverma.gov

Andrew P. Flanagan
Town Manager

Michael Lindstrom
Deputy Town Manager

To: Select Board
Finance Committee
Superintendent of Schools
School Committee
Revenue and Expenditure Task Force

From: Hayley Green, Town Accountant/Assistant Finance Director

CC: Andrew Flanagan, Michael Lindstrom, Patrick Lawlor, Donna Walsh, Stephen Nembirkow,
Janet Wright, Town Website

Date: January 15, 2021

Re: ***FY 2021 Financials***

The attached reports summarize the Town's financial position through November 30, 2020.
Included are the following:

- Executive Summary
- Budgeted versus Actual Revenues – General Fund and Enterprise Funds
- Revenue Comparison Graph – Local Receipts
- Personal Services and Other Expenditures by Department
- Reserve Account and Compensation Fund Analysis
- Chapter 44 § 53 E ½ Revolving Funds
- Capital Projects status – FY15 – FY21

Feel free to contact me, should you have any questions regarding the reports.

The attached reports of the Town Accountant summarize FY 2021 revenues and expenditures for the General Fund, Enterprise Funds, Compensation Fund, Reserve Fund, Revolving Funds and Capital Projects through November 30, 2020.

General Fund

The total general fund receipts of all sources collected through November 30, 2020 are in line with the annual projections through the first five months of the year. However, FY2021 local receipts are approximately \$1.6 million less than FY 2020 collections through the same period of time. Last year by this time we had one large building permit for \$416,000 and more cash available from the Columbia Gas Settlement to earn investment income. There was also a delay in the State sending hotel, motel and meals receipts in FY2021 and the Town received a FEMA receipt of \$258,000 from a prior snowstorm in October. Off-set receipts collections are lower than collections through the same period of time last fiscal year mainly due to lower ambulance collections, summer recreation programs and rental of town spaces.

General fund personal services and other expenditures are both consistent with or less than FY 2021 projections through November 2020. The school encumbers most of their projected salaries at the beginning of the fiscal year and adjusts during the school year as they determine where staff will be funded. The required appropriation for pension was paid in full in August, workers compensation insurance changed to a premium based plan in FY2021 and the OPEB appropriation was transferred in November. Technical Schools charges came in higher than budgeted.

Water Enterprise Fund

The total water enterprise fund collections are better than the annual projections through November 2020, with user charges being \$1.7 million greater than prior year receipts through the same period, due to the drier weather conditions increasing usage. Water personal services are also consistent with FY 2021 projections through November 2020. Water other expenses are greater than FY2021 projections due to the increased volume of

water services causing an increased demand for supplies such as electricity and chemicals.

Sewer Enterprise Fund

The total sewer enterprise fund collections are consistent with projections through November 2020 and user charges are approximately \$453,000 greater than prior year receipts through the same period. Sewer personal services and other expenses are consistent with the FY 2021 projections through November 2020.

Reserve Fund

Town Meeting approved a reserve fund balance of \$200,000. This money has not been used through November 2020.

Compensation Fund

Town Meeting approved a compensation fund balance of \$174,718. This money has not been used through November 2020.

Revolving Accounts

Town Meeting voted to approve 15 revolving funds with a total spending limit of \$1,915,000.

Capital Projects

These projects are part of the Town's capital improvement plan voted at Town Meeting from taxation. The finance department is working on creating a policy for use of old and nominal balances from prior years.

Town of Andover
FY 2021 General Fund Year-To-Date Revenue Report
Budgeted vs. Actuals 11/30/2020 and 11/30/2019

	FY 21 Budgeted	FY 21 YTD	%	FY 20 Budgeted	FY 20 YTD	%	Change in	Change in
Local Receipts	Receipts	Revenues	Collected	Receipts	Revenues	Collected	Budgets	YTD Receipts
Motor Vehicle Excise	5,245,856	680,643	13.0%	5,826,858	708,297	12.2%	(581,002)	(27,654)
Hotel/Motel/Meals	1,769,000	364,239	20.6%	2,358,666	781,791	33.1%	(589,666)	(417,552)
Penalties and Interest on Taxes and Excises	480,000	204,862	42.7%	461,500	324,610	70.3%	18,500	(119,748)
Fees	61,000	26,845	44.0%	59,850	39,610	66.2%	1,150	(12,765)
Payments in Lieu of Taxes	430,000	-	0.0%	412,000	-	0.0%	18,000	-
Other Departmental Revenues	300,000	156,251	52.1%	250,950	70,329	28.0%	49,050	85,922
Other Departmental Revenues - School Medicare	180,000	49,671	27.6%	366,924	43,214	11.8%	(186,924)	6,457
Non-Recurring Revenues	-	-	0.0%	-	258,187	0.0%	-	(258,187)
Licenses and Permits	1,903,505	990,624	52.0%	2,400,000	1,368,386	57.0%	(496,495)	(377,762)
Fines & Forfeits	227,000	67,731	29.8%	242,000	103,656	42.8%	(15,000)	(35,925)
Investment Income	414,862	143,892	34.7%	631,269	603,177	95.5%	(216,407)	(459,285)
Total Estimated Receipts	11,011,223	2,684,758	24.4%	13,010,017	4,301,255	33.1%	(1,998,794)	(1,616,497)
Off-Set Receipts	FY 21 Budgeted	FY 21 YTD	%	FY 20 Budgeted	FY 20 YTD	%	Change in	Change in
	Receipts	Revenues	Collected	Receipts	Revenues	Collected	Budgets	YTD Receipts
Recreation	593,510	159,085	26.8%	583,510	221,428	37.9%	10,000	(62,343)
Elder Services	106,000	42,581	40.2%	106,000	42,559	40.2%	-	22
Public Facilities - Rental Receipts	80,000	8,534	10.7%	80,000	42,073	52.6%	-	(33,539)
Cemetery - Interment Fees	60,000	24,176	40.3%	60,000	15,105	25.2%	-	9,071
Public Safety - Police Detail Fees	90,000	17,496	19.4%	90,000	27,936	31.0%	-	(10,440)
Public Safety / Fire - Ambulance Receipts	1,350,000	436,930	32.4%	1,350,000	584,548	43.3%	-	(147,618)
Total Off-Set Receipts	2,279,510	688,802	30.2%	2,269,510	933,649	41.1%	10,000	(244,847)
Other Revenues	FY 21 Budgeted	FY 21 YTD	%	FY 20 Budgeted	FY 20 YTD	%	Change in	Change in
	Receipts	Revenues	Collected	Receipts	Revenues	Collected	Budgets	YTD Receipts
Property Taxes (inc. Tax Titles)	159,456,444	75,677,272	47.5%	151,611,876	73,310,971	48.4%	7,844,568	2,366,301
State Aid	13,939,807	5,781,802	41.5%	13,929,158	5,795,679	41.6%	10,649	(13,877)
Total Other Revenues	173,396,251	81,459,074	47.0%	165,541,034	79,106,650	47.8%	7,855,217	2,352,424
Total Revenues	186,686,984	84,832,634	45.4%	180,820,561	84,341,555	46.6%	5,866,423	491,079

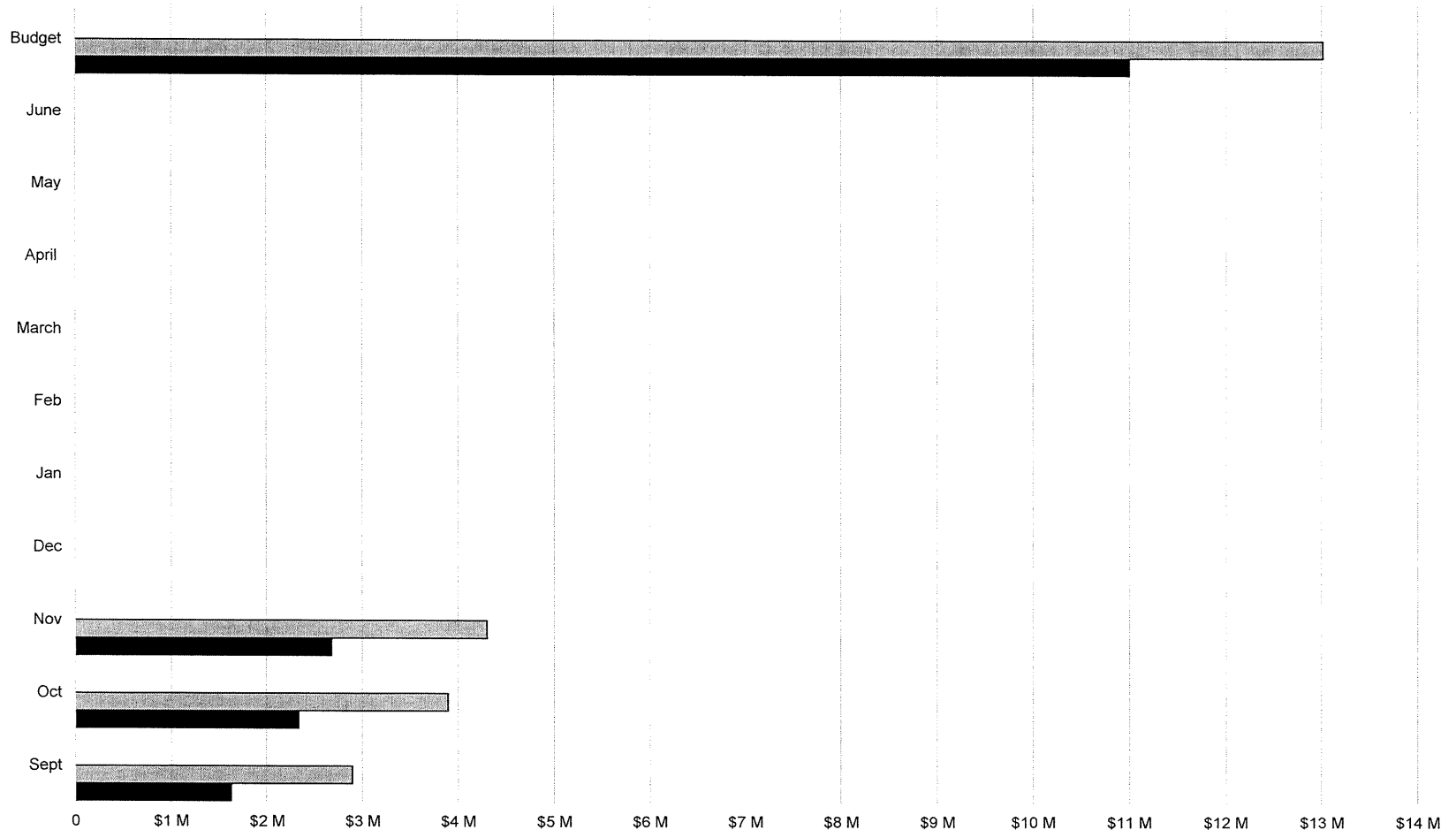
Town of Andover
FY 2021 Enterprise Funds Year-To-Date Revenue Report
Budgeted vs. Actuals 11/30/2020 and 11/30/2019

Water Fund	FY 21 Budgeted Receipts	FY 21 YTD Revenues	% Collected	FY 20 Budgeted Receipts	FY 20 YTD Revenues	% Collected	Change in Budgets	Change in YTD Receipts
User Charges	9,567,598	5,568,481	58.2%	8,511,201	3,911,103	46.0%	1,056,397	1,657,378
Water Connection	41,000	27,676	67.5%	41,000	40,328	98.4%	-	(12,652)
Water Testing Fees	22,000	11,305	51.4%	25,000	13,495	54.0%	(3,000)	(2,190)
Meter Installations	10,000	9,000	90.0%	9,000	7,245	80.5%	1,000	1,755
Fire Flow Test	9,000	5,500	61.1%	9,000	11,206	124.5%	-	(5,706)
Special/Final Reads	25,000	31,476	125.9%	25,000	14,437	57.7%	-	17,039
Backflow/Cross Connection Fees	75,000	4,160	5.5%	75,000	27,755	37.0%	-	(23,595)
Water Tap	-	900	N/A	-	350	N/A	-	550
Liens	120,000	15,185	12.7%	120,000	10,595	8.8%	-	4,591
Fire Suppression	220,000	94,635	43.0%	150,000	93,556	62.4%	70,000	1,080
Interest /Misc Revenue	12,000	14,519	121.0%	-	1,229	N/A	12,000	13,290
Non-Revenue Interest	16,000	4,335	27.1%	19,000	22,415	118.0%	(3,000)	(18,080)
Total Water Receipts	10,117,598	5,787,173	57.2%	8,984,201	4,153,713	46.2%	1,133,397	1,633,460

Sewer Fund	FY 21 Budgeted Receipts	FY 21 YTD Revenues	% Collected	FY 20 Budgeted Receipts	FY 20 YTD Revenues	% Collected	Change in Budgets	Change in YTD Receipts
User Charges	4,962,068	2,030,289	40.9%	4,841,042	1,577,041	32.6%	121,026	453,248
Committed Interest/Income	170,000	17,236	10.1%	235,000	5,286	2.2%	(65,000)	11,950
Liens	55,000	12,984	23.6%	90,000	8,045	8.9%	(35,000)	4,939
Apport Assmnts	445,000	73,671	16.6%	491,400	72,577	14.8%	(46,400)	1,094
Interest /Misc Revenue	-	1,350	N/A	-	1,789	N/A	-	(439)
Non-Revenue Interest	48,000	3,312	6.9%	45,046	13,957	31.0%	2,954	(10,645)
Total Sewer Receipts	5,680,068	2,138,842	37.7%	5,702,488	1,678,694	29.4%	(22,420)	460,147

Total Enterprise Revenues	15,797,666	7,926,014	50.2%	14,686,689	5,832,407	39.71%	1,110,977	2,093,607
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Town of Andover Local Receipts FY 2021 and FY 2020



	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Budget
■ FY 2020 % of Budget	22.2%	29.9%	33.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
■ FY 2021 % of Budget	14.8%	21.2%	24.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
□ FY 2020 Receipts	\$2,892,581	\$3,894,457	\$4,301,255								\$13,010,017
■ FY 2021 Receipts	\$1,634,729	\$2,338,674	\$2,684,758								\$11,011,223

Town of Andover
FY 2021 Year-To-Date Budget Report
Personal Services and Other Expenditures thru 11/30/2020

Personal Services	Original Appropriation	Transfers/ Adjustments	Revised Budget	YTD Expended	Encumbrances	Available Balance	% Expended & Encumbered	% Expended
General Government	6,950,662	26,831	6,977,493	2,733,121	26,831	4,217,541	39.6%	39.2%
Community Services	1,808,992	-	1,808,992	814,010	-	994,982	45.0%	45.0%
Public Facilities	2,453,849	-	2,453,849	902,357	-	1,551,492	36.8%	36.8%
Public Safety - Fire	8,431,428	14,115	8,445,543	3,404,874	14,115	5,026,554	40.5%	40.3%
Public Safety - Police	7,966,037	14,839	7,980,876	3,118,841	14,839	4,847,196	39.3%	39.1%
Public Works	3,720,378	13,491	3,733,869	1,427,739	13,491	2,292,639	38.6%	38.2%
Library	2,255,543	-	2,255,543	842,370	-	1,413,173	37.3%	37.3%
School	72,080,761	-	72,080,761	18,798,907	49,850,123	3,431,731	95.2%	26.1%
Compensation Fund	174,718	-	174,718	-	-	174,718	0.0%	0.0%
Total Personal Services - General Fund	105,842,368	69,276	105,911,644	32,042,219	49,919,399	23,950,026	77.4%	30.3%
Water Enterprise	2,178,805	-	2,178,805	968,051	-	1,210,754	44.4%	44.4%
Sewer Enterprise	346,903	-	346,903	133,130	-	213,773	38.4%	38.4%
Total Personal Services - Enterprise Funds	2,525,708	-	2,525,708	1,101,181	-	1,424,527	43.6%	43.6%
Other Expenses	Original Appropriation	Transfers/ Adjustments	Revised Budget	YTD Expended	Encumbrances	Available Balance	% Expended & Encumbered	% Expended
General Government	2,176,126	200,773	2,376,899	971,787	415,937	989,175	58.4%	40.9%
Community Services	680,691	49,221	729,912	143,594	111,261	475,057	34.9%	19.7%
Public Facilities	1,375,450	24,366	1,399,816	293,226	538,365	568,225	59.4%	20.9%
Public Safety - Fire	547,150	41,944	589,094	239,724	112,907	236,463	59.9%	40.7%
Public Safety - Police	1,030,300	52,566	1,082,866	339,761	295,739	447,366	58.7%	31.4%
Public Works	5,635,948	592,513	6,228,461	2,039,498	1,137,104	3,051,859	51.0%	32.7%
Library	659,987	5,506	665,493	304,001	219,241	142,251	78.6%	45.7%
School	17,165,939	530,942	17,696,881	4,809,543	6,990,461	5,896,877	66.7%	27.2%
Technical Schools	740,000	-	740,000	152,312	638,543	(50,855)	106.9%	20.6%
Debt Service	16,873,972	-	16,873,972	9,031,121	-	7,842,851	53.5%	53.5%
Insurance	1,225,921	-	1,225,921	1,011,332	20,000	194,589	84.1%	82.5%
Health Insurance	22,338,257	-	22,338,257	4,898,126	-	17,440,131	21.9%	21.9%
Unemployment	160,000	33,704	193,704	1,950	35,654	156,100	19.4%	1.0%
Retirement	13,610,301	-	13,610,301	13,610,301	-	-	100.0%	100.0%
Reserve Fund	200,000	-	200,000	-	-	200,000	0.0%	0.0%
OPEB Appropriation	1,631,003	-	1,631,003	1,631,003	-	-	100.0%	100.0%
Total Other Expenses - General Fund	86,051,045	1,531,535	87,582,580	39,477,279	10,515,212	37,590,089	57.1%	45.1%
Water Enterprise	3,323,000	1,428,193	4,751,193	2,795,246	1,553,319	402,628	91.5%	58.8%
Sewer Enterprise	2,842,076	291,527	3,133,603	1,480,023	1,337,994	315,586	89.9%	47.2%
Total Other Expenses - Enterprise Funds	6,165,076	1,719,720	7,884,796	4,275,269	2,891,313	718,214	90.9%	54.2%
Total - General Fund	191,893,413	1,600,811	193,494,224	71,519,498	60,434,611	61,540,115	68.2%	37.0%
Total - Enterprise Funds	8,690,784	1,719,720	10,410,504	5,376,450	2,891,313	2,142,741	79.4%	51.6%

Town of Andover
FY 2021 Reserve Account and Compensation Fund
As of 11/30/20

RESERVE FUND

Appropriation by Vote of Town Meeting September 2020	\$ 200,000.00
Transfers by Vote of Town Meeting	0.00
Transfers by Authority of the Finance Committee	0.00
Available Balance	<u>\$ 200,000.00</u>

COMPENSATION FUND

Appropriation by Vote of Town Meeting September 2020	\$ 174,718.00
Transfers by Vote of Town Meeting	0.00
Transfer by Authority of the Select Board	0.00
Available Balance	<u>\$ 174,718.00</u>

Town of Andover
FY 2021 Revolving Accounts
(M.G.L. CH. 44, § 53 E1/2)
As of 11/30/20

	CD & P Legal Notices	Library Lost/Damaged Materials	CD & P Health Services Clinics	Recreation Special Services	Youth Services	Facilities Field Maintenance	Elder Services	Police Antenna Uses	School Photocopy Fees	Facilities Compost Program	DPW Solid Waste Fees	CD & P Stormwater Management	Fire Emergency Billing	Health Services Inspections	School Professional Development
	Acct 5550	Acct 5631	Acct 5557	Acct 5552	Acct 5553	Acct 5622	Acct 5554	Acct 5653	Acct 4510	Acct 5666	Acct 5667	Acct 5668	Acct 5669	Acct 5670	Acct 4500
Balance thru 6/30/2019	14,640	17,958	41,618	421,752	250,919	118,492	192,812	33,049	20,916	30,806	47,282	0	35,428	64,272	0
Receipts thru 6/30/2020	19,146	3,405	33,979	577,945	262,137	33,360	91,147	6,241	7,164	28,950	24,734	0	27,136	52,158	21,600
Expenditures thru 6/30/2020	17,188	7,282	49,253	772,271	313,545	83,745	107,171	0	0	35,829	13,925	0	38,622	23,715	18,881
Balance thru 6/30/2020	16,598	14,081	26,344	227,426	199,511	68,107	176,788	39,290	28,080	23,927	58,090	0	23,942	92,715	2,719
Receipts thru 11/30/2020	12,895	263	26,506	62,336	96,216	17,020	13,154	2,842	504	6,804	8,328	0	4,423	18,675	800
Expenditures thru 11/30/2020	13,048	580	66,083	182,138	61,450	12,873	46,488	0	0	22,806	0	0	7,351	0	240
Balance thru 11/30/2020	16,445	13,764	-13,233	107,624	234,277	72,254	143,454	42,132	28,584	7,925	66,418	0	21,014	111,390	3,279

Spending Authorization Art 7G - ATM 20	\$20,000	\$20,000	\$60,000	\$625,000	\$400,000	\$150,000	\$225,000	\$50,000	\$10,000	\$60,000	\$40,000	\$5,000	\$100,000	\$100,000	\$50,000
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Y-T-D % Spent	65.24%	2.90%	110.14%	29.14%	15.36%	8.58%	20.66%	0.00%	0.00%	38.01%	0.00%	0.00%	7.35%	0.00%	0.48%
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**Town of Andover
Capital Projects
11/30/2020**

	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>Total Available</u>	
Budget	1,040,000	1,078,000	1,120,000	1,495,643	1,040,000	1,011,600	1,150,000		
Expended	1,040,000	1,078,000	1,117,444	1,489,626	1,019,117	765,624	206		
Encumbered	-	-	2,377	1,500	13,579	97,023	134,329		
Total School CIP	Available	-	-	179	4,517	7,303	148,953	1,015,465	1,176,418
Budget	85,000	112,000	222,000	579,018	487,000	1,044,098	902,108		
Expended	75,550	65,900	159,230	552,378	385,324	545,847	74,927		
Encumbered	9,450	-	-	12,800	6,426	89,651	-		
Total General Government CIP	Available	0	46,100	62,770	13,840	95,250	408,600	827,181	1,453,745
Budget	62,000	-	-	32,214	-	-	-		
Expended	39,976	-	-	28,601	-	-	-		
Encumbered	-	-	-	-	-	-	-		
Total Youth Services CIP	Available	22,024	-	-	3,613	-	-	-	25,637
Budget	17,000	70,000	50,000	-	-	-	-		
Expended	17,000	66,873	50,000	-	-	-	-		
Encumbered	-	-	-	-	-	-	-		
Total Recreation CIP	Available	-	3,127	-	-	-	-	-	3,127
Budget	50,000	25,000	25,000	-	-	10,000	50,000		
Expended	50,000	25,000	25,000	-	-	-	-		
Encumbered	-	-	-	-	-	-	-		
Total Library CIP	Available	-	-	-	-	10,000	50,000	60,000	
Budget	550,000	590,000	623,000	800,000	946,000	1,303,000	468,000		
Expended	550,000	588,336	615,094	767,684	851,096.59	664,257.92	1,731		
Encumbered	-	1,650	7,906	12,122	94,903.41	378,369.95	25,267		
Total Facilities CIP	Available	-	14	0	20,194	-	260,372	441,002	721,582
Budget	231,000	285,000	195,000	293,500	250,077	195,000	195,000		
Expended	224,260	284,661	195,000	293,400	248,399	70,180	-		
Encumbered	-	-	-	-	760	15,142	-		
Total Police CIP	Available	6,740	339	-	100	918	109,678	195,000	312,775
Budget	129,000	50,000	20,000	63,500	214,000	-	96,000		
Expended	92,676	37,332	16,623	61,352	201,715	-	96,000		
Encumbered	-	-	-	-	-	-	-		
Total Fire CIP	Available	36,324	12,668	3,378	2,148	12,285	-	-	66,803
Budget	206,000	240,000	285,000	415,000	328,000	400,000	-		
Expended	206,000	234,163	225,018	341,127	323,147	142,421	-		
Encumbered	-	5,838	50,300	27,740	4,312	92,410	-		
Total DPW CIP	Available	-	-	9,682	46,132	541	165,170	-	221,525
Budget	1,330,000	1,372,000	1,420,000	2,183,232	2,225,077	2,952,098	1,711,108		
Expended	1,255,461	1,302,264	1,285,964	2,044,542	2,009,682	1,422,706	172,658		
Encumbered	9,450	7,488	58,206	52,663	106,401	575,572	25,267		
Total Town CIP	Available	65,088	62,248	75,830	86,027	108,994	953,819	1,513,183	2,865,195
Budget	2,370,000	2,450,000	2,540,000	3,678,875	3,265,077	3,963,698	2,861,108		
Expended	2,295,461	2,380,264	2,403,408	3,534,168	3,028,799	2,188,330	172,863		
Encumbered	9,450	7,488	60,583	54,163	119,980	672,595	159,596		
Grand Total	Available	65,088	62,248	76,009	90,545	116,297	1,102,772	2,528,649	4,041,612