



Select Board Meeting

Monday, February 22, 2021 7:00 PM

Virtual Meeting Broadcast on Comcast Channel 22 Verizon Channel 45

RECEIVED
TOWN CLERK'S OFFICE

2021 FEB 18 PM 3:47

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. **Citizens Petitions and Presentations**

To provide public comment during Citizens Petitions and Presentations visit:
www.andoverma.gov/JoinSelectBoardMeeting
- V. **Regular Business**
 - A. COVID-19 Vaccinations – (10 Minutes)

Director of Public Health to provide update on the Town's role with COVID-19 vaccinations.
 - B. 2021 Annual Town Meeting Election Warrant – (5 Minutes)

Board to consider voting to approve the March 23, 2021 Annual Town Election Warrant.
 - C. Robb Center Room Naming – (10 minutes)

Board to consider voting to approve sponsored room names and a process for approving engraved bricks at the Robb Center.
 - D. Andover Town Seal – (10 Minutes)

Board to discuss a process to review the Andover Town Seal.
 - E. Town Yard Land Disposition – (10 Minutes)

Board to hear update on Town Yard disposition and to consider procedural amendments to the proposal process under the Request for Proposals.
- 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
Recreation	Christopher Dempsey (Jessica Downing)	Director of Recreation	\$85,000	2/23/2021

Recreation	Jeffrey Newman (<i>Christopher Dempsey</i>)	Assistant Director of Recreation	\$71,413	2/23/2021
Memorial Hall Library	Laura McVeigh (<i>M. Kimberly Bears</i>)	Part-Time Children's Librarian	\$30.82/hour	3/8/2021
Facilities	Denzel White (<i>Timothy McCarron</i>)	Part-Time Security Guard	\$22.34/hour	3/6/2021
375 th Committee	Joe Halpern	Member	Term Expires 6/30/2022	2/22/2021
375 th Committee	Paul Mackay	Member	Term Expires 6/30/2022	2/22/2021
375 th Committee	Bill Pennington	Member	Term Expires 6/30/2022	2/22/2021
375 th Committee	Gale Ross	Member	Term Expires 6/30/2022	2/22/2021
375 th Committee	Buzz Stapczynski	Member	Term Expires 6/30/2022	2/22/2021
375 th Committee	Joann Michalski	Member	Term Expires 6/30/2022	2/22/2021
375 th Committee	Melissa Litton	Member	Term Expires 6/30/2022	2/22/2021
375 th Committee	Richard Padova	Member	Term Expires 6/30/2022	2/22/2021
375 th Committee	Thomas Adams	Member	Term Expires 6/30/2022	2/22/2021
375 th Committee	Susan Pokress	Member	Term Expires 6/30/2022	2/22/2021
375 th Committee	Cipriano Apicelli	Member	Term Expires 6/30/2022	2/22/2021

VII. Approval of Minutes

A. Board to approve minutes from the following meetings:

1. January 11, 2021
2. January 13, 2021 (Mid-Year Review)
3. January 25, 2021

VIII. Executive Session

A. Board to vote to go into Executive Session for confidential communication with Town Counsel and pursuant to option 6 to discuss the purchase, exchange, lease or value of real property, for the Chair declares that an open session may have a detrimental effect on the negotiating position of the Town.

IX. 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 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.

**COMMONWEALTH OF MASSACHUSETTS
WARRANT
ANNUAL TOWN ELECTION**

ESSEX, SS.

To Either of the Constables of the Town of Andover

GREETING:

In the name of the Commonwealth, you are hereby required to notify and warn the Inhabitants of said Town who are qualified to vote in Elections and Town Affairs to vote at:

**Precincts 1 and 3
THE CORMIER YOUTH CENTER
WHITTIER COURT, ANDOVER, MASSACHUSETTS**

**Precincts 4, 5, and 6
WOOD HILL MIDDLE SCHOOL GYMNASIUM
HIGH PLAIN ROAD, ANDOVER, MASSACHUSETTS**

**Precincts 2, 7, 7A, 8, and 9
THE RICHARD J. COLLINS FIELD HOUSE ANDOVER HIGH SCHOOL
SHAWSHEEN ROAD, ANDOVER, MASSACHUSETTS**

on **TUESDAY, THE TWENTY THIRD DAY OF MARCH, 2021**

at seven o'clock A.M. to act upon the following articles:

ARTICLE 1. To elect a Moderator for one year, two Select Board members for three years, two School Committee members for three years, one member of the Andover Housing Authority for five years, one member of the Greater Lawrence Regional Vocational Technical School District Committee for three years, and two Trustees of the Punchard Free School for three years.

All of the above offices are to be voted on one ballot. The polls will be open from seven o'clock A.M. to eight o'clock P.M.

And you are directed to serve this Warrant by posting attested copies and publication thereof, fourteen days, at least, before the time and place of said election as directed by the Bylaws of the Town.

Hereof fail not and make return of this Warrant with your doings thereon at the time and place of said voting.

Given under our hands this 22nd day of February, 2021.

Ann W. Gilbert, Chair

Alex J. Vispoli, Selectman

Daniel Arrigg Koh, Vice Chair

Laura M. Gregory, Selectwoman

Christian C. Huntress, Clerk

Select Board members of: Andover, Massachusetts

A true copy

ATTEST

Ronald Bertheim, Constable

Pursuant to the foregoing Warrant, I, the subscriber, one of the Constables of the Town of Andover, have notified the Inhabitants of said Town to meet at the time and place and for the purposes stated in said Warrant, by posting a true and attested copy of the same on the Town Hall, on each schoolhouse, and in no less than five other public places where bills and notices are usually posted and by publication in the *EAGLE-TRIBUNE*. Said Warrants have been posted and published fourteen days.

Ronald Bertheim, Constable _____, 2021.

Pursuant to the foregoing Warrant, I, the subscriber, one of the Constables of the Town of Andover, have notified the Inhabitants of said Town to meet at the time and place and for the purposes stated in said Warrant, by posting a true and attested copy of the same on the Town Hall, on each schoolhouse, and in no less than five other public places where bills and notices are usually posted and by publication in the *EAGLE-TRIBUNE*. Said Warrants have been posted and published fourteen days.

_____, 2021.
Ronald Bertheim, Constable

WARRANT POSTING PLACES

Precinct One	Youth Center Town Offices Doherty Middle School
Precinct Two	Public Library Post Office (Stevens Street) Shawsheen School
Precinct Three	Town House (Main Street) YMCA (Haverhill Street)
Precinct Four	West Elementary School Greater Lawrence Vocational Technical High School
Precinct Five	High Plain Elementary School Wood Hill Middle School
Precinct Six	Post Office, Ballardvale Sanborn Elementary School
Precinct Seven	South Elementary School
Precinct Eight	Bancroft Elementary School
Precinct Nine	Andover High School West Middle School



Andrew P. Flanagan
Town Manager

TOWN OF ANDOVER

Town Manager's Office
36 Bartlet Street
Andover, MA 01810
(978) 623-8215
www.andoverma.gov

To: Select Board
From: Andrew P. Flanagan, Town Manager
CC: Jane Burns, Director of Elder Services, Jemma Lambert, Director of Community Services, Michael Lindstrom, Deputy Town Manager, Janet Nicosia, Director of Facilities, Andover Senior Community Friends
Subject: Naming of Rooms in the Robb Center
Date: February 19, 2021

Pursuant to Section XII.11 of the Select Board Policies, I am writing to seek the Board's approval of (1.) the naming of individual rooms within the Robb Center and (2.) the process for approving personalized engraved bricks that will be placed on the Robb Center patio.

As the Board is aware, the Andover Senior Community Friends has led a capital campaign to offset the costs of furniture, fixtures, and equipment within the newly renovated Robb Center. To date, the Andover Senior Community Friends have raised approximately \$450,000. The successful campaign has included gifts from major donors, as well as smaller contributions through the purchase of an engraved brick for the new patio.

The Select Board has the authority to name subsections of existing structures or facilities, such as individual rooms or gathering spaces. The Andover Senior Community Friends have submitted room-naming requests based on donations received to date. These requests are below:

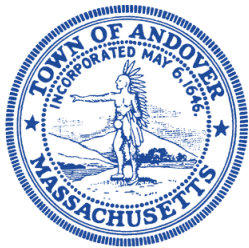
Room or Space	Proposed Room Name	Donor
Lifelong Learning Room	The Andover Home for Aged People Lifelong Learning Center	Andover Home for Aged People
Kitchen	Kitchen Dedicated to the Meals on Wheels Volunteers & Frank Melendez, Chef	Greg & Ellen Sebasky
Recreation Room	The MacKay Family Recreation Room	Dana & Paul MacKay
Arts and Crafts Room	The Andover Senior Community Friends Arts & Crafts Room	Andover Senior Community Friends
Fitness Room	Fitness Room Sponsored by Greg & Ellen Sebasky	Greg & Ellen Sebasky
Café	Reading Cooperative Bank Café & Dining Room	Reading Cooperative Bank
Conference Room	Enterprise Bank Conference Room	Enterprise Bank
Health Services Office	The Comfort Zone Sponsored by Molly & Chas Bicking	Molly & Chas Bicking
Veteran Services Office	Veteran Services Office In Honor of Mary Griffin Machinist Mate First Class WWII	Jane Giffun

The room naming requests are consistent with the intent of the donors and represent appropriate recognition for the donation made in the specified name(s). I recognize that the uses of certain rooms may change over time. In the event of a change in use of a particular room or space, I will work with the Andover Senior Community Friends and the Elder Services Division to ensure that recognition continues in a manner consistent with the intentions of the donor.

In addition to the naming requests for individual rooms, I am requesting the Board vote to approve the installation of engraved bricks on the patio and authorize me to grant final approval of the content included on the actual bricks. This will streamline the approval process and ensure the appropriateness of each engraving.

I appreciate the Board's consideration of this request. I know the Board shares my gratitude for the Andover Senior Community Friends, particularly Paul MacKay, who has led the capital campaign.

Thank you for your consideration.



Andrew P. Flanagan
Town Manager

TOWN OF ANDOVER

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36 Bartlet Street
Andover, MA 01810
(978) 623-8215
www.andoverma.gov

To: Select Board
From: Andrew P. Flanagan, Town Manager
Subject: Town Yard Request for Proposals
Date: February 19, 2021

On Monday, February 22nd, the Board will receive an update on the disposition of the Town Yard. Part of this discussion will center on a process-oriented revision to the Request for Proposals (RFP) suggested by the Town's disposition advisor, McCall/Almy, and by Town staff. I would like to provide information to the Board regarding this revision and the rationale behind it.

As originally drafted, the RFP calls for complete proposals to be submitted in one round. Under that process, developers would have to commit an enormous amount of time and money to submit their qualifications statement, full development plan, financial feasibility analysis, and price offer at the outset of the selection process without any indication from the Selection Committee that their proposals are on the mark. This high up-front commitment of time and money has the potential of discouraging some developers from submitting proposals.

To correct this, McCall/Almy has suggested that we bifurcate the submission process into two distinct rounds. This revision would not add any community development objective or evaluative criteria and would merely break the submissions originally contemplated into two rounds. I liken this to turning a four-chapter book into two two-chapter volumes - It's the same story.

Under this bifurcated process, developers would submit in "round 1" their qualifications statements, initial development plans (i.e., a summary of their "round 2" development plans), and initial economic proposals (i.e., a summary of their round 2 financial feasibility analyses and price offers). Then, the Selection Committee would invite the strongest developers to submit their full development plans, financial feasibility analyses, and price offers in round 2. Those developers invited to participate in round 2 would be afforded the opportunity and incentive to give us their best work.

This process-oriented revision is meant to increase the number and quality of development proposals submitted to the Town later this year. This simple change reduces the time and financial barriers to developers' participation in the process, and requires that only invited developers make the \$100,000+ investments into the principal parts of their proposals.

This revision does not substantially alter the RFP considered by Town Meeting on September 12, 2020.

TOWN YARD LAND DISPOSTION

MOTION: I move that the board approve the revisions to the Town Yard Request for Proposals effecting a two-round, rather than a one-round, proposal process.

Select Board Meeting

Monday, January 11, 2021

Virtual Meeting Broadcast on Comcast Channel 22 Verizon Channel 45

I. Call to Order

Chairperson Annie Gilbert called the Select Board Meeting of Monday, January 11, 2021 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

Alex Vispoli introduced the following Cub Scouts from the Arrow of Light Scouts, Pack 79, Den 4, who led the Pledge of Allegiance.

Arrow of Light Scouts

Nathan Burkett	Claire Janas	Nolan Janas
Zachary Oliver	Moussa Mazraany	Vir Rajani

Leaders: Kyle Oliver and Michael Burkett

III. B. Communications/Announcements/Liaison Reports

The Town Manager reported that the Department Operating Budget requests have been submitted and are currently being reviewed. The goal is to release the FY-2022 budget on Friday, February 5, 2021, although there is still uncertainty around local and state aid. The warrant for the Annual Town Meeting will close on Friday, January 22, 2021. Andover is serving as a Regional Vaccination Center for Public Safety Personnel around the area.

Austin Simko updated the Board on the Annual Town Election scheduled for Tuesday, March 23, 2021. The legislature has taken action by extending some COVID measures but not others. There will be no in-person early voting, but there is universal excuse free mail-in voting. Ballots are available on the Town Website, and in the Customer Service Center at Town Offices. Ballots can also be mailed upon request.

Tom Urbelis reported that the Mass Supreme Judicial Court ruled that anyone with a Massachusetts Driver's License, who is stopped at a red light and has someone trying to sell them something, under Chapter 85 Section 17A, that type of panhandling is illegal. The Court demanded unanimously that it is unconstitutional and invalidated the statute in its entirety.

Laura Gregory shared that on Thursday this week, a program called "Mass Incarceration, a Time for Reform", is available in conjunction with the Burlington Library via Zoom. You can go to the website to sign up.

Dan Koh thanked all of the Town workers for the downtown lighting and decorations that look great.

Chris Huntress sent a video tape “Ballardvale in its Hey Day” highlighting the history of the area to Wes Murphy, so watch for it on Andover TV.

This year is Andover’s 375th year of being incorporated and Alex Vispoli hopes there is a plan in place to celebrate at some point this year. Also, he is glad to see that the railroad double-tracking was funded in the amount of \$70M by the legislature today. Alex also asked that the Town Manager let the Board know how the remaining discretionary money from Columbia Gas will be spent going forward.

Annie Gilbert reported on the events in Washington, DC last week that serves as a reminder that we cannot take for granted any of our institutions, local, state and federal. Thank you to all of our public servants in Andover and to everyone who brings different perspectives every day and keeps their eye on what’s important.

IV. Citizens Petitions and Presentations

To provide public comment during Citizens Petitions and Presentations visit:
www.andoverma.gov/JoinSelectBoardMeeting None

V. Public Hearings

A. National Grid Petition

Board to review and consider voting to approve a petition from National Grid to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as it may find necessary for the transition of electricity, said underground conduits to be located substantially in accordance with the plan filed herewith marked Wellington Circle, Andover, MA.

Dave Boucher from National Grid reported on the details of the project. They plan on starting the work in February. Chris Wellington is the project lead. Art Martineau, DPW, said this project has unique features that include the start of the project and the use of directional drilling, The DPW fully supports this project.

Alex Vispoli moved to approve the petition of Massachusetts Electric Company d/b/a National Grid to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as it may find necessary for the transmission of electricity, said underground conduits to be located substantially in accordance with the plan filed herewith marked Wellington Circle, Andover, MA. The motion was seconded by Dan Koh. Roll call: A. Vispoli-Y, D. Koh-Y, C. Huntress-Y, L. Gregory-Y, A. Gilbert-Y. Motion passes 5-0.

Alex Vispoli asked National Grid about the issue on Pine Street where residences are experiencing a lot of outages. Dan Boucher said the crews have been out and resolved the issue.

VI. Regular Business

A. West Elementary & Shawsheen Preschool Building Project Update

Paula Colby-Clements, Chair of Building Committee provided an update on the building project.

Paula Colby-Clements began the update with a slide presentation showing the architects rendering of the West Elementary/Shawsheen Preschool Building Project (WESP). Paula reported on the process beginning with the submission of the project to MSBA in 2017 with the Town voting on the project at Town Meeting. The update includes the Schematic Design which began in September 2020, and information on the many focus groups held including: Educational Planning, Site Design, Site Circulation Options, Exterior and Interior Design, and Mechanical Design. The decision was also made to go forward with the Construction Manager at Risk decision which has been approved by MSBA. Bids will be going out soon.

Paula also reported on the MEP Systems and Sustainability that include site regulations for NZE and carbon, building life cycle cost assessment, mechanical options, electrical and plumbing systems. Based on the calculations provided, the new building will be much more energy efficient.

Project Timeline: Bidding on the Construction Manager at Risk, sending the full construction package to the cost estimator, and anticipate having all the estimates by the end of February. The hope is that by the end of June, we would have the funding agreement and know what the reimbursement from MSBA will be at that time. By May of 2022, they anticipate beginning construction and to open the new schools in 2025.

The Board thanked Paula for the update.

B. Update on Andover DIVERSE

Board to receive update on Andover DIVERSE (DEI) from Jemma Lambert, Director of Community Services.

Jemma Lambert reported that the community survey went live about 3 weeks ago and will stay live on the Town's website for another 2 weeks. They have had over 1,300 responses to date. Many people are signing up to participate in focus groups.

The Commission on DEI: They have advertised for applicants for the Commission receiving 35 applications for five available slots, with interviews to be scheduled.

Without exception, the applications that have come in are remarkable.

The Programming Committee: They launched a 2nd work group which consisting of seven members who have convened several times and are doing terrific work. The Diverse Working Group will steer us through the rest of the survey process and we will receive the final report from the consultant.

Annie Gilbert asked about the working group receiving the results of the survey and report, will they then weigh in on next steps or will that be the responsibility of the Commission yet to be named. Jemma said it depends on the timing and will leave the decision up to the Town Manager.

Laura Gregory thanked Jemma, the Town Manager, and the Steering Committee for the work that has been done and will be done going forward. The survey is available on the Town Website, and you can also register for the focus groups at the site. Chris Huntress said to let the Select Board know if there is anything they can do to help.

VII. Consent Agenda

A. Appointments by the Town Manager

Alex Vispoli moved to approve the appointments by the Town Manager as presented. Motion seconded by Laura Gregory. Roll call: L. Gregory-Y, D. Koh-Y, C. Huntress-Y, A. Gilbert-Y. Motion passes 5-0.

Jim McSurdy, who has been with the Town for 40 years, recently retired. The Town Manager said Brian Pena, who was selected to succeed Jim McSurdy, most recently served as the Water Superintendent for the City of Lawrence, sits on the MWRA Board of Directors and represents the Merrimack Valley on many boards Brian will be a great addition on building on the foundation of the Water Treatment Plan.

The Town Yard Selection Committee, as part of the RFP process to dispose of the Lewis Street Property, solicited members for the Town Yard Selection Committee. They worked to assemble a very diverse group with a wealth of experience that will complement each other. The Committee will consist of: 2 members from the Historic Mill District, 3 At-Large Members, 1 Associate Member, Planning Director, and a representative from the Town Manager, Joyce Losick-Yang.

Department	Name	Position	Rate/Term	Date of Hire
Department of Public Works	Brian Pena <i>(James McSurdy)</i>	Water Treatment Plant Superintendent	\$116,000.00/year	2/1/2021
Town Yard Selection Committee	Thomas Childs	Member	Term Expires 6/30/2023	1/11/2021
Town Yard Selection Committee	Jeremy Cyrier	Member	Term Expires 6/30/2023	1/11/2021
Town Yard Selection Committee	George Fantini	Member	Term Expires 6/30/2023	1/11/2021
Town Yard Selection Committee	Suzanne Korshun	Member	Term Expires 6/30/2023	1/11/2021
Town Yard Selection Committee	Joyce Losick-Yang	Member	Term Expires 6/30/2023	1/11/2021

Town Yard Selection Committee	Paul Materazzo	Member	Term Expires 6/30/2023	1/11/2021
Town Yard Selection Committee	Lais Washington	Member	Term Expires 6/30/2023	1/11/2021
Town Yard Selection Committee	Andrew Maylor	Associate Member	Term Expires 6/30/2023	1/11/2021

VIII. Adjourn

At 8:11 P.M. Dan Koh moved to adjourn the Select Board Meeting of Monday, January 11, 2021. Motion seconded by Alex Vispoli. Roll call: C. Huntress-Y, L. Gregory-Y, D. Koh-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.

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Select Board Meeting

Monday, January 25, 2021

Virtual Meeting Broadcast on Comcast Channel 22 Verizon Channel 45

I. Call to Order

Chairperson Annie Gilbert called the Select Board Meeting of January 25, 2021 to order at 7:08 P.M. Other 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, Town Moderator Sheila Doherty, Director of Health Tom Carbone.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

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

III. Communications/Announcements/Liaison Reports

The Town Manager made the following announcements.

- Release of the FY-2022 budget on February 5th is on target.
- The Diversity Equity Inclusion Focus Groups are underway with broad participation either actively or signed up to participate; more than 40 residents responded.
- Gearing up for the 375th Anniversary Celebration sometime this year with a solicitation going out for those who want to participate in the Planning Committee.
- The vaccinations of our Public Safety Personnel are complete, thank you to Tom Carbone and his Team.

Tom Carbone, Director of Health, reported that they have not quite completed the Public Safety Clinics. They are expecting additional vaccines this week with second doses coming next week. Today, the Governor announced that effective February 1st, we will be moving to Phase 2 with priority of age 75 and over. However, we do not have the vaccine available to implement that. Through February, we should expect 100 doses per week, but with over 800 residents over the age of 75 it won't get us very far. It is disappointing, but not to be unexpected. As anxious as we all are to receive the vaccine, it is going to take us time; he asks that everyone be patient. Various departments have been meeting to discuss how we get the vaccine clinics will be setup and how they will get people registered, and how to move forward with the process. They have a good understanding of what the challenges are going to be.

Annie Gilbert acknowledged that Selectman Alex Vispoli has joined the meeting.

Dan Koh thanked Tom Carbone and his team for all the work they have done on this.

Chris Huntress said a neighbor of his, who is also a veteran and over the age of 71, was able to get a vaccine at a VA Hospital. Are there other locations? Tom Carbone said there is a larger plan that will include a combination of community clinics, pharmacies, etc., and as all the vaccines come out, more and more places will be opened to give out

the vaccines. The State announced that there will be seven regional sites, which won't be enough. The closest one for Andover will be on the Danvers/Middleton line. His advice to anybody is that when you can get the vaccine, take it.

Alex Vispoli said some people they think they can call the Town and get on the vaccination list, but there no list being kept. Tom Carbone said there will be at some point in time the ability to pre-register online. We are using a new software module that will allow residents to sign-up online and we will be able to track all the doses used. Many residents don't have the ability to access the internet or are not tech savvy. They are hoping family members will be able to help out and they are working with the Senior Center to come up with an alternative plan.

Laura Gregory would be interested in receiving continuing updates either from Tom or the Town Manager on how things are developing because there are frequent changes. She suggested they work with the people at the library to assist those who do not have access to a computer.

Chris Huntress asked about Andover's numbers. Tom Carbone said he was very surprised at the last set of COVID numbers which were very low. The good news is that we are seeing a decrease state wide in positivity, it is trending in the right direction.

Austin Simko thanked those who are sending in their application for an absentee ballot for the March Town Election. Mail-in ballots will be sent out once the appropriate election deadlines have passed.

Tom Urbelis reported that the Comprehensive Economic Bill the Governor signed last week contains provisions amending the State Zoning Act, to include housing choice measures. It is designed to achieve the Governor's goal to have new housing units increase by 135,000 units by the year 2025. Those new provisions will have an effect in Andover.

There are four changes in the legislation. The first provision requires that any community served by the MBTA must provide at least one reasonably sized zoning district with multi-planned housing permitted as of right. Such a district must have a minimum of 15 units per acre and be no more than ½ mile from the nearest commuter rail station, subway, or bus station. An MTBA community that fails to comply with this, will be ineligible for funds from the Housing Choice Initiative, the Local Capital Projects Fund, or the Mass Works Infrastructure Program.

The second provision relates to the Town Meeting votes. This legislation reduces the quantum from a 2/3 vote to a simple majority vote for zoning laws that allow for multi-family housing, mixed use developments, or necessary dwelling units as of right and also reduces it to a simple majority vote for any bylaw amendment that modifies regulations concerning bulk, height of structure, yard size, lot area, open spacing, or parking to allow for additional housing units beyond what otherwise would be permitted by the existing bylaw.

The third provision relates to special permit use. This amendment provides that a special permit may be issued by a simple majority of the Board rather than a 2/3 majority for projects that allow for multi-family housing within a ½ mile of an MBTA Station if 10% of the units are affordable and also to reduce parking to unit ratio requirements if the reductions result in the production of additional units.

The fourth provision relates to the appeals of approvals. The legislation provides that a court may require a bond from a plaintiff who appeals the grant of a special permit, variance, or site plan approval. The court may require security or cash bond up to \$50,000 upon a finding that harm to a defendant or public interest resulting in delays caused by the appeal, outweighs the financial burden of a plaintiff seeking to overturn the allowance of an approval of multifamily housing.

Annie Gilbert suggested placing this on an agenda for a future meeting. Andrew said they will put it on in February and include members of the Planning Department.

Alex Vispoli attended the Mass Municipal Association Annual Meeting this weekend which was virtual. He attended sessions on zoning, legal updates, open meeting law, diversity, and a sustainability session which were all productive. He also complimented Jane Burns, Jemma Lambert, and the Senior Staff for the number of programs being run while we are in closed quarters. Annie Gilbert, who also attended the MMA Annual Meeting, attended a session on Bias which was interactive, very interesting and well done.

Laura Gregory agreed there is a lot of great programs being done by the Town Departments. Later this week, the Memorial Hall Library is offering a Community Read Event called Courageous Conversations, using the book “Stamped: Racism, Anti-Racism and You”, which is a virtual conversation with local educators and students. Laura encourages people to sign up at the library to participate.

Annie Gilbert spoke about an email the Board received from a resident asking questions about the imagery depicted in the Town Seal, particularly the Native American in the Town Seal. Governor Baker recently signed a bill establishing a Commission to review the State Seal over the same kinds of concerns. Annie suggested that, in conjunction with our upcoming 375th Anniversary, we should review the Town Seal. She would like the Board to ask the Town Manager to come back with a recommendation on how a review process can work. Andrew will bring something back to the Board in February or early March.

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

Deputy Town Manager Mike Lindstrom, Sustainability Coordinator Joyce Losick-Yang, and Patrick Roache (Good Energy) who has been leading the town through this process, provided an update on the CCA Plan Design. The collective goal of CCA is to bring more energy opportunities to Andover.

They are positioning themselves to present a plan to the Board in March that will put Andover into a leadership circle of all the communities participating in CCA and at the same time maximizing our chances of staying competitive and beating NGrid's Basic Service over the term of our contract.

Joyce talked about the Design Team they formed that represented a wide-range of stakeholders who met six times and studied Andover's demographics and our population and compared us to other green aggregations communities in Mass. Thanks to the interns for delving deep into the data. They studied multiple different aggregations and came up with three different products.

1. Base option: this is the most similar to what is existing that the consumers have access to, but they want to offer this with the hopes of bringing additional savings through the wholesale bulk purchase price through NGrid. This would be a direct comparable in order to bring in as many people into the CCA program as possible.
2. Standard: This is the product that people will automatically be enrolled in unless they opt out or opt for a different option. They are going to target an additional 15% local renewal.
3. Opt-up product:) Allows the people who want to do more to sign up for 100% local renewal.

The elements of the products as well as their communication plan will be reflected in a draft plan as required to be posted for public comment on the Town's website and simultaneously offering additional listening sessions. They will be meeting with DOER and DPU for guidance and compliance. The draft plan will be submitted to the Select Board for approval in March, and then sent to the State DPU for approval. They will also develop branding and marketing strategies and will launch an official program website.

Most aggregations do not offer more local renewable energy than state requirements allow in their standard product. Joyce shared information from a chart showing additional local renewables in Standard Aggregation Product across 39 leading communities in the State. Among the 39 communities, only 11 will offer 15% or more. The 15% could also minimize the risk of our customers paying more than basic service.

Dan Koh, thanked the entire team (especially the interns) on the work they have put into this incredibly thoughtful process. Laura Gregory is very pleased that the town strongly supported this at Town Meeting.

Annie Gilbert asked about the graph of the various communities showing that most are at or below the 15% mark, why do you think there aren't more communities who have jumped in on this?

Joyce explained that each aggregation plan has unique desires, goals, and objectives. Andover wanted stability, predictability and the rates, but also to put more renewable on the grid. People wanted to push the envelope on local renewable and at the same time trying to beat the NGrid basic. The reason Andover went with Good Energy is their history of strategic patience.

Patrick Roche (Good Energy) said that when you go out to bid matters, the plan has the flexibility to adjust percentages based on market conditions. Many of the communities on the list chose 5% for their first contracts. Andover has the benefit of coming into this with a lot of rich data on how other communities have performed.

B. Date and Plan for Annual Town Meeting

When the Select Board set the calendar date for this fiscal year Town Meeting it was scheduled for May 3rd and 4th in a traditional setting at the Collins Center. The Town Manager said we are not sure if the restrictions will be lifted by May 3rd and if people would be comfortable participating indoors; although we have several locations it would become complex.

The Town Manager and Austin Simko met with the Town Moderator Sheila Doherty to discuss options to push the date out. They are planning a large-scale Town Meeting drawing a big turnout. To have an outdoor Town Meeting is a big production and considering other factors of when the population will be vaccinated, and if socially distancing restrictions will be relaxed.

Town Meeting has appropriated monies for the schematic design of the West Elementary/Shawsheen School Building Project and they are working on MSBA's Schedule trying to minimize the gap of when one phase ends and another begins. Also, the passing of the IFP will taking advantage of the interest rates for the building project.

The Town Manager is asking the Board to consider having a one-day Annual Town Meeting on Saturday, June 5th beginning in the morning until finished; and moving the Town Election to June 15th. By considering the vote to move the Annual Town Meeting tonight, they can start making their plans accordingly providing flexibility. They will be waiting for some direction from the State on vaccination rates and loosening of the restrictions; 30 more days should improve things. The warrant has closed with 34 Town Articles and 9 Private Articles. As we get closer to Town Meeting, Andrew will come back with a decision on whether to hold the meeting indoors or outdoors. Austin Simko will check with vendors (tents, etc.) to confirm dates.

Sheila Doherty said it would behoove us to lock down the vendors now; if we wait until late March or early April we could be out of luck on getting a tent the size we need.

Alex Vispoli moved to have the Annual Town Meeting on Saturday, June 5, 2021 as per the Town Manager's recommendation. Motion seconded by Dan Koh.

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

Motion passes 5-0.

C. Integrated Financing Plan (IFP)

The Town Manager provided an update on the Integrated Financing Plan (IFP). They have engaged an actuarial firm to conduct some probability testing with different interest rates and provided some new models with new information which is firming up as they go through more rounds of testing.

The Pension Liability and the West El/Shawsheen Building Projects are the two biggest liabilities. MGL requires us to fully fund the Pension Liability by 2040; we are on track for 2037. Pension eligibility is determined state law.

A Bond Authorization will be required for the cost of the West El/Shawsheen Project. MSBA will only reimburse approximately 23% of the sq. footage. The two schools will alleviate overcrowding in the district and both schools will be on one campus.

Andrew explained the IFP over a 30-year span. The whole concept of the IFP was to see if we could mitigate the cost to the average tax payer. The Annual General Fund Mitigating Factor is to offset tax impacts.

Tenets of the IFP over 30 years includes:

- 1) Proposed \$290M Debt Exclusion to fully fund the Unfunded Pension Liability and the School Building Project. \$175M to fund the Pension Obligation Bond with a 17-year borrowing term, and \$115M to fund the School Building Project over a 30-year borrowing term.
2. Identify \$10M annually for the General Fund Mitigating Factor to offset tax impacts of a debt exclusion, the General Fund's contribution to the IMF.
3. Retire Debt Exclusion in Year 18 and repurpose the GFMF to fully fund the School Building Project.
4. Reauthorize Bancroft Exempt Debt to fund AHS Design.

Andrew went on to explain several charts showing the tax impacts of various scenarios that compare the options and tax impacts over a 30-year period, different scenarios of the Unfunded Pension to the Integrated Plan, the effects of the plan with level principal, and the impacts to the average tax bill where the payment is fixed, the effects of the pension and the average tax bill.

The Town Manager also explained charts of Probability Testing conducted by the Town's Actuarial firm with five scenarios showing the likelihood of investment returns through 2040 that would exceed the rate shown. Andrew projected that all of the modeling is based on a 3.5% rate.

Questions:

What is the bond rate today? *On December 9th a taxable municipal bond rate was at 1.5%.*
Is there going to be some type of review of the performance of the investment strategies?
They plan to setup an Investment Committee with background in this area that can help form the decisions in an advisory position, as a resource to the Retirement Board.

Is there a way to illustrate the results of pension eligibility reform?
Ultimately, the Retirement Board will make the decision on reforms. Reforms would slow the rate of growth of pension costs.

Of the five scenarios on the Probability slide show, how does one vs the other get chosen?
The decision of how much to borrow is the Town's decision, the allocation is the Retirement Board's decision.

Next Steps:

Special Legislation has been signed into law by Governor Baker.

Two Articles are on the Warrant:

1. West Elementary/Shawsheen School Building Project
2. Pension Bonds which requires 2/3 approval.

VI. Consent Agenda

A. Appointments by the Town Manager

On a motion by Alex Vispoli and seconded by Chris Huntress the Board voted that the following appointment by the Town Manager be approved. Roll call: D. Koh-Y, A. Vispoli-Y, C. Huntress-Y, L. Gregory-Y, A. Gilbert-Y. Motion passes 5-0.

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:

On a motion by Chris Huntress and seconded by Dan Koh the Board approved the meeting minutes of November 30, 2020 (workshop), December 7, 2020, and December 14, 2020. Roll call: D. Koh-Y, L. Gregory-Y, A. Vispoli-Y, C. Huntress-Y, A. Gilbert-Y. Motion passes 5-0

VIII. Email questions: Finance Committee Linn Anderson submitted several questions about the IFP were read and answered by the Town Manager.

IX. Adjourn

At 8:54 P.M. Dan Koh moved to adjourn the Select Board Meeting of Monday, January 25, 2021. The motion was 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.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary