



Select Board Meeting

Monday, July 19, 2021

5:00 PM - Interviews for Andover Housing Authority

7:00 PM - Regular Meeting

36 Bartlet Street, Andover, MA 01810

Select Board Conference Room

I. Call to Order – 5:00 P.M.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

III. Interviews for Tenant Appointment to Andover Housing Authority

5:00 p.m.	Walter Thorburn
5:15 p.m.	Evdochia Marga Linca
5:30 p.m.	Frank Ciaravolo
5:45 p.m.	Lynda Prenaveau
6:00 p.m.	Allan Knowles
6:15 p.m.	Nermin Morgan

7:00 PM – Regular Meeting

IV. Communications/Announcements/Liaison Reports

V. Citizens Petitions and Presentations

VI. Regular Business

A. Proclamation Celebrating India's 75th Independence Day – (5 minutes)

Board to issue a Proclamation in commemoration of India's 75th Independence Day on August 15, 2021 and encourage all residents to join the Indian Community to celebrate its 75th Independence Day.

B. Town Manager and Select Board Goals Update – (15 minutes)

Town Manager to provide an update on the Town Manager / Select Board strategic goals.

C. Zoning Board of Appeals Appointments – (10 minutes)

Zoning Board of Appeals Subcommittee to recommend the appointments of two Regular Members and one Associate Member to the Zoning Board of Appeals. Board to consider voting to approve Subcommittee's recommended appointments.

VII. Consent Agenda

A. Appointments by the Town Manager

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

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TOWN CLERK'S OFFICE
2021 JUL 15 PM 4:17
TOWN OF ANDOVER, MASS.

Department	Name	Position	Rate/Term	Date of Hire
Facilities	David Ouellette <i>(Dwayne Scruton)</i>	Building Operations Manager	\$96,995.00/yr	8/2/2021
Department of Community Services	Amy Heidebrecht <i>(Christine Marshall)</i>	Office Assistant IV	\$54,758.99/yr	8/2/2021
Department of Community Services – Recreation	Nathalie Zannini <i>(Kourtney Crampton)</i>	Program Assistant II	\$54,302.25/yr	7/19/2021
Information Technology	Stephen Douglass	Temporary Department Assistant	\$50.00/hr	7/1/2021
Department of Public Works	David Van Dooren <i>(Robert Fraser)</i>	Vehicle Maintenance Working Foreman	\$39.35/hr	7/20/2021
Department of Public Works	Nicholas Morasse <i>(Benjamin Cloutier)</i>	Highway Maintenance Craftsperson	\$29.66/hr	7/20/2021
Department of Public Works	Jason Ouellette <i>(Joseph Thompson)</i>	Water Meter Reader/Maintenance Distribution Specialist	\$28.74/hr	7/20/2021
Department of Public Works	Jacob Anderson <i>(John Keenan)</i>	Water Maintenance Distribution Specialist 1	\$28.06/hr	7/20/2021
Department of Public Works	Eric Guazzaloca <i>(David Tiney)</i>	Water / Sewer Maintenance Specialist 1	\$28.32/hr	8/2/2021
Memorial Hall Library	Catherine Cunnio <i>(Terrie Floyd)</i>	Children’s Room Library Assistant	\$24.48/hr	8/2/2021
Memorial Hall Library	Sarah Margi <i>(Sarah Nourse)</i>	Children’s Room Library Aide	\$13.50/hr	7/20/2021
Community Services – Recreation	Catherine Bravo	Seasonal	\$15.00/hr	7/12/2021
Community Services – Recreation	Rachel Holliday	Seasonal	\$15.00/hr	7/12/2021
Community Services - Recreation	Jane Campbell	Seasonal	\$13.50/hr	7/2/2021
Community Services – Youth Services	Haywood Schwartz	Seasonal	\$13.50/hr	6/22/2021
Community Services – Youth Services	Felix Yang	Seasonal	\$13.50/hr	6/22/2021
Community Services – Youth Services	Kevin Zou	Seasonal	\$13.50/hr	6/22/2021
Investment Committee	Andrew Betts	Member	Term Expires 6/30/2024	7/1/2021
Investment Committee	Brian Carbone	Member	Term Expires 6/30/2024	7/1/2021
Investment Committee	Aidan Forde	Member	Term Expires 6/30/2024	7/1/2021

Investment Committee	Andrew Gribbel	Member	Term Expires 6/30/2024	7/1/2021
Investment Committee	Nancy Kimelman	Member	Term Expires 6/30/2024	7/1/2021
Commission on Disability	Katherine Ananis	Member	Term Expires 6/30/2022	7/1/2021
Spring Grove Cemetery Board of Trustees	Mark De Lisio	Member	Term Expires 6/30/2024	7/1/2021

VIII. Approval of Minutes

A. Board to approve minutes from the following meetings:

April 10, 2021
May 17, 2021
June 1, 2021
June 5, 2021
June 21, 2021

IX. 2021 Select Board Meetings

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

September 13, 2021
September 20, 2021
October 4, 2021
October 18, 2021
November 1, 2021
November 15, 2021
December 6, 2021
December 20, 2021

X. Adjourn

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

MEETINGS ARE TELEVISED ON
COMCAST CHANNEL 22 AND VERIZON CHANNEL 45

4.03: continued

participate as a board member in any matter directly involving the LTO (or other tenants' association) in which he or she is an officer. No LTO (or other tenants' association) shall be given preferential treatment because an officer of the organization is a board member or a member of the family of a board member.

(3) Waiver of Restriction for Good Cause. The Department may in its discretion waive one or more of the restrictions in 760 CMR 4.03(2) in a particular situation where there is a good cause for the waiver and the conduct is not otherwise prohibited.

(4) Tenant Board Members. The following restrictions shall apply to tenants who are board members of an LHA:

(a) Laws Restricting Certain Actions. In recognition of the value of a tenant on the board of an LHA, M.G.L. c. 121B, § 5 requires that one of the four locally appointed board members in a city must be a tenant in the LHA's housing and M.G.L. c. 121B, § 5A requires that one of the four locally appointed or elected board members in a town must be a Tenant in the LHA's housing. The only restriction imposed by the Legislature in M.G.L. c. 121B on participation by a tenant board member in the LHA's business is that he or she may not participate in any decision which affects his or her "personal interest". The board members of an LHA are considered special municipal employees. The Commonwealth's Ethics Law, in M.G.L. c. 268A, § 19 prohibits a special municipal employee from participating in his or her job capacity in any matter in which the employee (or a family member, a business in which he or she holds an office or is employed, or a potential employer with which he or she is negotiating) has a "financial interest". Thus, a tenant board member under the Ethics Law must avoid participating in decisions which affect his or her "financial interest" (the Ethics Commission requires such an interest either to be "direct" or "reasonably foreseeable") and under M.G.L. c. 121B must avoid participating in decisions which affect his "personal interest". These two statutory requirements should be construed in harmony with each other in determining whether a tenant board member may participate in making a decision. The Ethics Law should not be read to prevent full and effective participation of a tenant member on an LHA board so long as he or she does not use his or her position to derive some direct personal benefit, financial or otherwise, to the board member (or to a family member or to a business or potential employer described in 760 CMR 4.04(2)).

(b) Determination of When Not to Participate. The determination (whether a decision would have a direct or other reasonably foreseeable effect on a personal interest) is one which the tenant board member must make initially. He or she should look to see whether the decision would result in some actual benefit to himself or herself (or a family member or a business or potential employer described in 760 CMR 4.04(2)). A benefit is something of more than minimal value which the board member (or family member or business or potential employer described in 760 CMR 4.04(2)) might receive depending on the board's vote. In the event that a vote could result in such a benefit to the board member (or family member or business or potential employer described in 760 CMR 4.04(2)), he or she should not participate in making the decision, unless the matter is one of general application to all tenants in a housing program. The question, whether a decision could be considered to have such a direct benefit, may be difficult for a board member to make under certain circumstances. In such a case the member should request advice from the Ethics Commission, which has established procedures for giving both formal and informal advice.

(c) Examples of When a Tenant Board Member May or May Not Participate. A tenant board member shall not participate in discussions or votes regarding any matters which will affect his or her tenancy or housing unit exclusively, or which will benefit a number of tenancies or housing units, including the tenant member's unit, but exclude other similar tenancies or housing units. For example, a member shall not participate in a discussion or

vote to provide new appliances to a number of selected units, including the member's own unit and excluding other units which also need new appliances. A tenant member may participate in a discussion or vote on policy matters if they will apply to all tenants in the same housing program equally, such as lease provisions, rules and procedures, but should not participate in a discussion or vote on policy matters which will confer a benefit on himself or herself (or a family member or to a business or potential employer described above) to the exclusion of other potentially eligible tenants.

Motion for Andover Housing Authority Appointment

I move to appoint _____ to the Andover Housing Authority with a term to expire on March 28, 2023.

**TOWN OF ANDOVER
PROCLAMATION**

WHEREAS, India is the largest free democratic country in the world, home of nearly a fifth of the world's population, and with exceptional beauty and rich cultural heritage; and

WHEREAS, the Indian independence movement was led by patriots including Mahatma Gandhi, Rani Laxmi Bai, Deshbandhu Das, Jawaharlal Nehru, Subhash Chandra Bose, Lala Lajpat Rai, Lokmanya Tilak, Bhagat Singh, Maulana Azad, Raja Gopalachari, and Sardar Patel. One of their resistance methods was nonviolent protest, which became a model of civil rights movements around the world, including the movement led by Martin Luther King, Jr. in the United States; and

WHEREAS, on August 15, 1947, India regained independence from two hundred years of repressive British occupation with civil disobedience and nonviolent protest. That movement became a new weapon to fight against inequality and injustice in the world; and

WHEREAS, the Constituent Assembly of India created a most democratic constitution of its own, including inspirations from the American constitution; and

WHEREAS, a youthful country on the verge of its 75th Independence Day celebration, modern India has shown an unsurpassed growth in education, health, agriculture, and technology since its independence; and

WHEREAS, India's Independence Day is celebrated by almost 1.4 billion people across the country with flag-hoisting ceremonies, kite-flying, and parades; and

WHEREAS, India has the largest diaspora in the world, and over 36 million of Indian origin live in other countries, with over 4 million people of Indian origin living in the United States, over 100 thousand in Massachusetts, and hundreds in Andover, who contribute greatly to the social, economic, and civic health of our nation and our community; and

WHEREAS, India is a composite civilization – an ancient nation extraordinarily unique as a cultural mosaic of people embracing a prodigious diversity of ethnic groups, religions, languages, customs, traditions, clothing, gastronomy, climatic conditions and natural resources, and yet presenting an underlying unity.

NOW, THEREFORE: We, the Town of Andover Select Board hereby issues this Proclamation in commemoration of India's 75th Independence day on August 15, 2021 and encourage all residents to join the Indian Community to celebrate its 75th Independence Day.

IN WITNESS WHEREOF, we have hereunto set our hands and caused the seal of the Town of Andover to be affixed this nineteenth day of July in the year two thousand twenty-one.

Motion for Proclamation Celebrating India's 75th Independence Day

I move to issue a proclamation in in commemoration of India's 75th Independence Day on August 15, 2021 and encourage all residents to join the Indian Community to celebrate its 75th Independence Day.

Select Board and Finance Committee

Saturday, April 10, 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, April 10, 2021 to order at 9:03 A.M. Members in attendance: Laura Gregory, Chris Huntress, Alex Vispoli, D. Howe.

Others in Attendance: Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, Assistant Town Manager Patrick Lawlor, Town Clerk Austin Simko, Town Counsel Tom Urbelis, and HR Director Jessica Porter.

Finance Committee Chair Eugenie (Janie) Moffitt called the Finance Committee to order. Members present from the Finance Committee: Paul Monticello, Spiro Christopulos, Paul Russo, Mary Ellen Logee, Andrew Betts, John Barry, Linn Anderson, Kevin O'Handley.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

The meeting began with a Moment of Silence and a Salute to the Flag

III. Opening Remarks

A. Town Manager

The Town Manager said the overview of the recommended budget and goals used to develop the FY-21-22 budget includes assumptions built in and is consistent with the goals developed by the Select Board and the Administration. The total budget increase is 1.5% which is inclusive of a 2.75% increase in the Town's operating budget and a 3.75% increase in the School Department's operating budget.

FY-22 Budget Highlights

While the budget does not increase the number of full time benefited employees, funds they have allocated funds for a Diversity, Equity and Inclusion Coordinator. A final decision on how they move forward will be dependent on the recommendations of the Community Assessment.

In addition, the recommended budget includes funds to support the Board's goals in each of the following areas; Downtown Andover & Economic Development, River and Open Space access, Energy and Sustainability, and Citizen Response to Management and Engagement. An effort has been made to incorporate Departmental plans as well. The Town Manager thanked Austin Simko and his team who have worked with every department to put a thoughtful plan in place.

The School Department overall budget includes an increase in the Kindergarten Fee Offset account which is reflective of a greater portion of the cost of free All Day Kindergarten being incorporated into the operating budget.

Future Reform: Increasing contributions of active and retired employees. Through collective bargaining agreed in 2018 that all new hires would have to contribute at least 30% in health insurance benefits. \$1.2M in savings to put towards unfunded liabilities. New funding stream for OPEB.

The budget for Employee Health Insurance is offset by \$1,594,782 in savings from increased contributions from both new and existing enrollees.

The budget reflects two reorganizations implemented as a result of COVID-19 in an effort to create efficiencies and reduce personnel costs. The reorganizations include: Reorganizing the Planning and Conservation Divisions into one Land Use Division, and consolidating the finance functions within the Department of Community Services.

The budget, as recommended, would increase the average residential tax bill by a projected 3.7%. The projection is subject to change based on valuations, new growth, and an increase in exempt debt services.

FY22 Budget Change Explanations

~School Department Increase of \$3,346,752 over FY-21

~Public Works-Solid Waste Increase of \$308,493 over FY-21

~Fire Rescue Increase of \$170,000 over FY-21 (\$70,000 to fund the Ladder Aide position and overtime account and \$100,000 reduction of revenue offset due to decreased ambulance utilization.

~Community Services-Andover Diverse, in accordance with the Board & Town Manager's goals and objectives. \$86,000 for a full-time staff member and \$6,000 for related expenses.

Tax Implications

Assuming that each classification (residential/commercial/industrial and personal property) remains the same as a percentage of the total levy, the projected average single-family tax bill increase for FY-22 is 3.7%. This does not include the impact of the exempt debt service associated with funding the West Elementary/Shawsheen School project and/or the unfunded pension liability through pension obligation bonds.

Budget includes no additional FTE's

Select Board goals and objectives are integrated within the context of the operating budget, without adding to the number of full time, benefited positions. When vacancies occur, positions are evaluated in order to make decisions on how to best fill positions.

Revenue Assumptions for FY-2022

Tax levy to increase by the 2.5% as allowed by Proposition 2.5 plus new Growth
New Growth \$1,931,422 projected based on a 10-year average.

Local Receipts \$11,398,551 projected based on trend analysis on each individual category, reflective of reductions made as a result of COVID-19.

State Aid \$14,221,482 projected has been adjusted to reflect the Governor’s Budget.

Free Cash \$1,983,372 projected to be appropriated only for one-time capital expenditures while maintaining a balance that will provide for a stable amount of Free Cash in future years.

Expense Assumptions for FY-2022

Town & School Operating Budgets to increase only by the amount of funds available after meeting the funding requirements for all obligations.

Retirement contribution will total \$12,897,390 per the existing funding schedule established by the Retirement Board.

General Fund Other Post Employment Benefit (OPEB) funding will increase by 2.5%.

Additionally, the incremental savings in health insurance resulting from the OPEB Funding Plan will be appropriated into the trust.

Employee Health Insurance to increase by 3.62%.

Total appropriation to fund Capital Expenditures will be based on a percentage of the budget (5.72%).

The total Town budget to increase by 3.30% (2.75% plus 0.55% employee contributions to the ULO account).

IV. FY2021 Budget Presentations

A. General Government

Town Manager’s Office /Other

FY-21 Salaries	\$ 554,921	FY-22 Salaries Recommended:	\$565,690
FY-21 Expenses	\$ 43,300	FY-22 Expenses Recommended:	\$ 43,300
FY-21 Budget	\$ 598,221	FY-22 Budget Recommended:	\$608,990
FTEs: 4.0		FY-22 FTEs: 4.0	

FY-22 Capital Budget Recommendation

Department requests	\$50,000	for Participatory Capital Budgeting
TM Recommendation	\$20,000	
Request for Town Sidewalk Program	\$950,000	TM Recommendation \$950,000

Sustainability

FY-21 Salaries	\$ 84,745	FY-22 Salaries Recommended	\$ 86,440
FY-21 Expenses	\$ 52,250	FY-22 Recommended Expenses	\$ 22,900
FY-21 FTEs: 1.0		FY-22 FTEs: 1.0	

FY2021 budget included funds for first phase of Climate Action & Resiliency Plan.

Capital Budget Recommendation: \$47,000 Climate & Sustainability Action Plan.

Finance & Budget – Finance Administration

FY-21 Salaries	\$242,415	FY-22 Salaries Recommended	\$247,623
FY-21 Expenses	\$137,610	FY-22 Expenses Recommended	\$147,610
FY-21 FTEs:	2.0	FY-22 FTEs: 1.0	

Assessor's Office

FY-21 Salaries	\$401,165	FY-22 Salaries Recommended	\$416,533
FY-21 Expenses	\$ 28,700	FY-22 Expenses Recommended	\$ 26,700
FY-21 FTEs:	5.0	FY-22 FTEs:	5-0

Collector/Treasurer

FY-21 Salaries	\$340,425	FY-22 Salaries Recommended	\$352,986
FY-21 Expenses	\$ 72,300	FY-22 Expenses Recommended	\$ 75,000
FY-21 FTEs:	4.0	FY-22 FTEs:	4.0

Central Purchasing

FY-21 Salaries	\$124,932	FY-22 Salaries Recommended	\$135,086
FY-21 Expenses	\$ 13,800	FY-22 Expenses Recommended	\$ 13,800
FY-21 FTEs:	1.6	FY-22 FTEs:	1.6

Town Accountant

FY-21 Salaries	\$389,464	FY-22 Salaries Recommended	\$390,140
FY-21 Expenses	\$ 85,200	FY-22 Expenses Recommended	\$ 83,400
FTEs:	4.5	FY-22 FTEs:	4.5

Select Board and Finance Committee

FY-21 Salaries	\$17,300	FY-22 Salaries Recommended	\$17,300
FY-21 Expenses	\$13,150	FY-21 Expenses Recommended	\$11,650

Finance Committee

FY-2021 Budget	\$28,900	FY-22 Budget Recommended	\$28,900
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Commission on Disability

FY-21 Salaries	\$ 1,200	FY-22 Salaries Recommended	\$ 1,200
FY-21 Expenses	\$ 5,800	FY-22 Expenses Recommended	\$ 5,800

Other General Government Budgets (Town Counsel)

FY-21 Salaries	-0-	FY-22 Salaries Recommended	\$ 6,500
FY-21 Expenses	\$254,000	FY-22 Expenses Recommended	\$247,500

Central Services:

FY-21 Budget	\$92,300	FY-22 Recommended Budget	\$ 96,700
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Employee Benefits:

FY-21 Budget	\$99,114	FY-22 Recommended Budget	\$1,050,139*
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*Increased Medicare Costs for FY-22

Fixed Cost / Retirement

FY-21 Budget	\$13,610,301	FY-22 Recommended Budget	\$12,897.390
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Fixed Cost / OPEB

FY-21 Budget	\$1,631,003	FY-22 Recommended Budget	\$1,696,026
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Fixed Cost / Health Insurance

FY-21 Budget	\$22,338,257	FY-22 Recommended Budget	\$23,147,462
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Fixed Cost / General Insurance

FY-21 Budget	\$1,225,921	FY-22 Recommended Budget	\$1,240,000
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Public Safety - Police Department

Presented by Chief Keefe

Animal Control: New hire in February and looking forward to this person doing more community education.

Andover Police Department

FY-21 Salaries	\$6,875,739	FY-22 TM Rec Salaries	\$6,993,863
FY-21 Expenses	\$922,000	FY-22 TM Rec Expenses	\$ 907,000
From Sale of Service:	(\$90,000)	FY-22 TM Rec Budget	\$ 60,000
From Reserves	(\$64,947)	FY-22 TM Rec Budget	\$ (60,000)
FY-21 Total Budget	\$7,642,792	FY-22 Rec Budget	\$ 7,840,836
FY-21 FTE's	73.5	FY-22 FTE's	73.5

Dispatch – Standard

FY-21 Salaries	\$ 910,287	FY-22 TM Rec Salaries	\$ 922,561
FY-21 Expenses	\$ 29,000	FY-22 TM Rec Expenses	\$ 29,000
FY-21 Budget	\$ 939,287	FY-22 TM Rec Budget \$	\$ 951,561
FY-21 FTEs	73.5	FY-22 FTEs	73.5

Parking Control

Funds come from parking funds and self-funded for expense – no change expense increase due to new system.

FY-21 Salaries	\$ 93,109	FY-22 TM Rec Salaries	\$ 96,460
FY-21 Expenses	\$ 51,500	FY-22 TM Rec Salaries	\$ 55,500
FY-21 FTEs:	1.5	FY-22 FTEs	1.5

Animal Control

FY-21 Salaries	\$ 84,205	FY-22 TM Rec Salaries	\$ 76,305
FY-21 Expenses	\$ 7,300	FY-22 TM Rec Expenses	\$ 7,300
FY-21 Budget	\$ 91,505	FY-22 TM Rec Budget	\$ 83,605
FY-21 FTEs	1.0	FY-22 FTEs	1.0

Emergency Management

FY-21 Part-time Salaries	\$1,597	FY-22 TM Rec Salaries	\$ 1,500
FY-21 Expenses	\$20,500	FY-22 TM Rec Expenses	\$ 20,500
FY-21 Budget	\$22,097	FY-22 TM Rec Budget	\$ 22,000

Capital Budget

Vehicles changed from gas fired cruisers to hybrid; six months of data on hand shows an average savings of about \$7,000 over a three year period. The big savings is on the fuel efficiency. The hybrid is roughly about \$4,000 more expensive than a gas cruiser. The Mobil Camera System needs to be replaced which would also be hybrid powered.

Goals and Objectives

To maintain 100% of government strength working with HR in hiring and training. This year has been difficult with six officers leaving. Two civilian staff members also retired but those positions have been filled. There are two officers who just came out of the Academy with two more going in June/July. It takes an average of 3-years to get an officer fully up to speed.

Civil Service Assessment: Completed earlier in the year and promoted a Sargent and Lieutenant due to retirements.

Increased Community Relations:

If they are able to maintain 100% strength it allows them to put more officers into position and to better serve the community.

Crisis Intervention Training: The top training available for officers now is to know how to approach a person who is struggling and to get the help they need.

Officer on Board of the Equity and Diversity Committee.

Train educate and mentor officers to create an environment of lifelong learners who will continue.

They will conduct mandatory training to begin the process for new Police Reform Bill.

They have seen a slight increase in domestic violence, and mental health calls for service have increased annually.

Andover Fire Rescue Presented by Chief Mansfield

FY-21 Salaries: \$8,431,428 FY-22 Recommended Salaries: \$8,628,347

FY-21 Expenses: \$ 547,150 FY-22 Recommended Expenses: \$ 571,550

Total FY-21 Budget \$7,628,578 FY-22 Recommended Budget: \$7,949,897

FY-21 Sales of Service (1,350,000)

FY-22 Recommended Sales of Service \$(1,250,000)

The 2.4% increase in salaries is for contractual services.

Expenses have increased 4.46%.

Sale of Service: decreased as a result of the pandemic. Expect this to rebound to prior year level of \$1.35M for next year. Experienced increased call volume, due to the CDC and DPA Guidance to talk patients into not going to the hospital if they were experiencing mild symptoms of COVID.

Transported 250-300 patients who were extremely ill.

FTE's: No change. 72 staff members

Expenses: Increased funding of Ladder A position through the overtime account.

Capital: Fire apparatus replacements: \$350,00 to replace an ambulance which will be close to 12 years old when the replacement arrives.

Radio Box Repeater \$ \$38,000 A lot of development in West Andover and vendor recommended they put a reaper system in that will be picked up by the repeater system and will get into the dispatch center much stronger.

Bi-Directional Amplifier System: This is the last year of the multi-year phase in project within all of the schools. This one will be for DMS School. Systems are already installed in Sanborn and Bancroft, and will be installed in WMS and operating by the end of May.

Multi Band Portable Radios \$50,000 due to issues with communications responding to mutual aid. Tewksbury went from an analog to a digital system which forced them to reprogram radios; some could not be reprogrammed. Will drastically increase fire fighters safety.

Goals/Objectives:

Teamed with Crawford Collaborative to deliver a program to personnel on implicit bias, equity anti-racism and fostering stronger relationships. Four 90-minute sessions have been completed.

New Ballardvale Station: Experienced some problems due to pandemic but are currently on budget and on time looking to occupy and finish project by June 1, 2021. The Ballardvale residents are ecstatic about the building and how the design fits into the community. Hats off to everyone who has been involved in this project.

Initiate Civil Service process for new hires. Working with HR to interview nine potential candidates on Monday to fill the four vacancies.

Ordered new fire pumper for Engine 3. Expected delivery by late September.

Emergency Radio Microwave System: Near completion have been working on this project for 2.5 years. Waiting for the final switches to be configured and installed this month. This will give us the ability to communicate and have better coverage, it is the gold standard for public safety communication.

Apply for and approve grant funding: Have been extremely successful in receiving grant funding.

\$400K from FEMA to replace breathing apparatus.

\$22,000 Grant for disinfecting equipment.

\$13,000 Grant for two specialized extracting washing machines (one at headquarters and one at new Ballardvale Station). These machines extract all of the contaminants out of the protective clothing.

\$5,000 for Fire Prevention Activities.

\$80,000 for Covid Response/Training Activities.

Expecting a \$20,000 grant this month to increase ballistic gear for their EMS response person.

Community Development & Planning

FY-21 Salaries	\$948,249	FY-22 Recommended Salaries	\$2,020,504
FY-21 Expenses	\$242,201	FY-22 Recommended Expenses	\$ 234,295

Salary increases are contractual obligations and reorganization of Conservation and Planning Divisions into Land Use Division. Expense: Renegotiate Open Government Application.

Capital Projects: Paul Materazzo reported that as part of the CIP they are supporting the Master Planning Compilation and Completion in the amount of \$30,00 as recommended by the Town Manager, and undertaking the first step in updating the Master Plan. This will be used to help staff on the back end, assemble data and information of the community and then, with help from a specialist, analyze data and provide recommendations.

Historic Mill District: Circulation, Street Design and Construction.

Moving forward with a continuation of the conversation that the Town has supported, and finalizing a street design of the Essex, Shawsheen Road intersection; the new gateway into the downtown. RFP for intersection at the railroad contract is in process.

Shawsheen River Master Plan: Initiative garnered a tremendous amount of excitement and will be a process similar to the Town's Master Plan. Look for additional recreation opportunities along the Shawsheen River.

Division Goals:

HMD: the RFP is out and on April 22nd first phase of RFPs are due. Earlier this week they held a developer site tour and were pleasantly surprised to see the number of developers who participated. Working with Town Yard Committee to prepare for review of the responses. Goal is 2nd phase of the RFP. On April 22 they will review and develop a short list and invite those developers to provide us their best offer. In early fall, they will submit a developer or two to the Select Board for selection.

Updating the Town's Master Plan for 2022 Publication: Steering Committee is up and running.

Route 133 Corridor: Engage community to help guide development of pedestrian transportation enhancements and improve the Shawsheen Village infrastructure from Shawsheen Square up to Beacon Street intersection. Enhance sidewalks, infrastructure, drainage, connectivity. This is a long-range project.

Parking & Hardscape Improvement Project: Reconstruction of lots 1 and 2; Town is receiving a \$250K Housing Choice Grant to support this project. The Town will host a meeting with downtown business April 13th to review construction phasing. This project will enhance connectivity to the downtown area and provide solutions, including green areas, including EV charging stations and ADA accessible walkways.

Health Department– Tom Carbone presented

Goals/Objectives:

Completed the implementation of new Vaccine Software, developed and implemented Covid-19 Vaccine Clinic plans. The software assisted in scheduling appointments, posting immunization data to the State Website and bill for insurance. We will be able to use this software for flu clinics in the fall.

They have spent the last year not doing their normal work; inspections/programs, etc. But are in the process of making sure construction projects are happening. Their goal is to take an opportunity with this pause to review what their normal work has been and to determine where their priorities should be going forward.

Develop a training and guidance manual for recreational camps for children. Last year, only 1 of 12 camps were able to operate. This year they have 2-3 new camps coming on board. The challenge is that it takes 2-3 hours to setup operations with new camps.

Additional guidance will be needed for Covid as well. Develop and implement regular TV or internet educational program. Their new Assistant Health Director is very eager to start this program.

Review and update wellness clinics offered at senior housing facilities and at the Senior Center as part of their recovery plan.

Building Dept. Goals

Continue to develop and add new content to the Building Division website.
Continue to establish an electronic platform for digital access to websites.
Identify new Occupancies, establish safe occupant loads and life safety protections.
Provide training to new ZBA, DRB, APC & AVHDC members.
Coordinate unified approvals among various town departments/divisions.

Conservation

Bob Douglas reported that the Shawsheen River Access Plan will be a public process, for access, flood prevention, etc. They are filing an access improvement notice of intent. The new Land Manager will serve as a land steward to establish and run a comprehensive Land Management Program and work with Staff and Commission for volunteers.

Support Climate Resiliency Programs: Utilizing the Municipal Vulnerability Preparedness Grant Program to reduce the incidents of severe flooding on the Shawsheen River.

Working on a federal grant for the purchase of land to provide flood protection.

Merrimack River Area: Includes a long stretch of land along Merrimack and they are looking to make this more accessible to public. Partnering with the Vocational School to improve parking and access.

Town Clerk: Austin Simko presented

FY-21 Salaries	\$425,407	FY-22 Recommended Salaries	\$394,449
FY-21 Expenses	\$ 72,911	FY-22 Recommended Expenses	\$ 78,561

Salaries 7.3% decrease (due to reduction in elections in FY-22)

Expenses: Slight increase due to increase in pay of \$1 per hour for Election Poll workers, inflation and printing costs. Other Cost Driver: New pool check in and maintenance.

Town Moderator

Stipend for Town Meeting unchanged at \$250.00

Goals:

Expand functionality for license applications for Online portal for renewal of most licenses: dog licenses, outdoor dining, one-day liquor, etc. expect to launch this summer.

Find ways to make Town Meeting more accessible to diverse populations. Working with the Town Governance Committee. Looking at remote/recorded warrant article presentations and using online informational videos.

Explore modifying the date of annual town elections. Conducting a thorough study to give elective officials more time to prepare for Town Meeting and take positions on the budget.

Explore consolidating of election polling locations. Reduce election costs, reduce voter confusion and improve election administration. This would have to be approved by Select Board.

Information Technology

Paul Puzzanghera, COO

FY-21 Salaries	\$1,970,186	FY-22 Recommended Salaries	\$2,072,153
FY-21 Expenses	\$ 482,590	FY-22 Recommended Expenses	\$ 525,825
FY-21 FTEs:	21.2	FY-22 FTEs:	21.3

Operating Budget: The 5% increase on salaries is due to contractual agreements with a .1% increase to move a staff member to a 4-day a week, position currently vacant. Small increase in summer help. Currently, they have 3 vacancies and are in the process of interviewing candidates. Expenses: Restore cuts in FY-21 budget (Training, CIP obligations transfer to Operating).

IT-1: Annual Budget for New Computers: This year all 800+ teachers to receive new devices. Additional monies spent to provide hardware for IA’s to work from home. They have over 2,000 devices that need to be refreshed and in discussions with the School Superintendent about moving those devices over to the BYOD.

IT-3: Annual Infrastructure Program

Replacement of Facilities: Update classrooms to provide ability to work from home, allocate funds for new Select Board Room, and a data refresh. Will be downsizing some of the data capabilities moving to the cloud and moving some to an off-site location.

In response to the pandemic, they launched the Schoology System in 90 days and distributed 3,000 Chromebooks to students. Continue to have an on-going demand for Chromebooks and have a 40+ demand for repairs from students/teachers.

Updated all Town users to mobile devices.

Provided video conferencing capabilities to 1500 staff, 6,000 students.

Provided technology for Customer Service Center for Town.

Launching mobile and desktop phone applications.

Launched Microsoft 365

Convert all 1,500 on-premises mailboxes to the Cloud, provides a reduction for storage and creates a new more streamlined data experience.

Launched Teams Collaboration Platform.

Actively supporting technology for the Robb Center, Ballardvale Fire Station, and new Select Board Room. Launching a digital sign-in pilot at the Robb Center, testing new video conference systems, launched a new IT dashboard to better track project requests which is metric driven. Launched a new online project status system The System Status Page allows Staff to access the status of Aspen, Classlink, Email/Office 365, Google Workspace, Munis and Network Access at any moment in time.

Funding for the CIP items is coming out of Free Cash. This is the first year IT did not have cable funds to use towards expenses. Going forward, a long-term sustainable funding strategy will be established.

Community Services Jemma Lambert presented

Elder Services

FY-21 Salaries	\$602,406	FY-22 Rec. Salaries	\$625,584
FY-21 Expenses:	\$184,990	FY-22 Rec. Expenses	\$193,390
Expenses for supplies and equipment for new programming.			
FY-21 FTEs:	11.60	FY-22 FTEs:	11.60

Andover DIVERSE

FY-22 Salaries	\$80,000	FY-22 Expenses	\$6,000.00
Total FTEs for FY-22	1.0		
Total budget recommended for FY-22	\$86,000		

Three major impacts from a budgetary perspective:

1. Creation of the Andover DIVERSE Division
2. COVID and its implication especially on recreation
3. Completion of the Robb Center. They will be moving back in next week which will have some budget implications.

Veterans Services

FY-21 Salaries	\$88,700	FY-22 Rec Salaries	\$92,440
FY-21 Expenses	\$91,100	FY-22 Rec Salaries	\$91,100
FY-21 FTE:	1.0	FY-21 FTE	1.0

Recreation

FY-21 Salaries	\$554,674	FY-22 Rec Expenses	\$448,480
FY-22 Salaries	\$250,200	FY-22 Rec Expenses	\$160,785
Sale of Service	(\$593,510)	FY-22 Sale of Service	\$(393,310)
FY-21 FTEs:	6.	FY-22 FTEs:	5.0

Reduction in Sales of Service due to COVID impacts.

The Recreation Dept. remained open during the pandemic but their receipts were down about \$200,000 and they anticipate the same for FY-22. They made corresponding cuts in salaries and expenses. Achieved efficiencies by reducing the number of directors for summer positions (5) and staff by 12 positions.

Savings in Expenses: How they pay for and if they do hire outside staff for outside programming, what they are outsourcing and how they pay for it. Saved about \$50,000 and another \$40,000 this year in reducing other supplies and expenses.

Youth Services:

FY-21 Salaries	\$429,062	FY-22 Rec Salaries	\$436,183
FY-21 Expenses	\$115,900	FY-22 Rec Expenses	\$115,900
Sale of Service	(\$25,000)	FY-22 Sale of Service	(\$25,000)
AYF Gift	(\$22,000)	FY-22 AYF Gift	(\$22,000)

Goals/Objectives

- Stabilizing the Recreation Department is on-going.
- Continue to invest in organizational alignment for efficiencies.
- Continue to enhance educational activities.
- Roll out Leadership Academy.

Continued enhancement of communication activities, channels and publications,
Transition of the Senior Center to the Robb Center.

Instigating a feasibility study for new recreational facility – need a dedicated facility.

Actively participated in increasing public access for open space – collaborate on unmet needs.

Play a lead role in community discussions in advancing Diversity,Equity and Inclusion, and development of a roadmap for next steps. Serves as lead with consultant on completion of Diversity audit. Collaborate with internal and external stakeholders who outline work and to hire DEI Staff once we have a solid understanding of what skills we are looking for.

BREAK at 11:47 AM

Library Services - Barbara McNamara, Library Director

Salaries Town Manager’s recommended Salary amount: \$2,321,710 for FY-22. An increase of 2.93% or \$66,167.00.

Expenses Town Manager’s recommended Expense amount of \$660,687 for FY-22. An increase of 0.11% or \$700.00. No change in the FTE count.

Capital Projects Renovate Ground Floor for Library Makerspace \$225,000 from General Fund Borrowing.

Facilities

Salaries No change in Salaries for FY-22.

Expenses Increases due to changes in HVAC upgrades

FTEs: No change in FTEs for Custodians (9) for FY-22.

Sale of Service: They were not able to rent out the Town house as they normally would.

Building Maintenance

Decrease in FTE’s - longer-term employees left, new ones added

Mechanical/Electrical

7.5 increase in FTEs

Street Lighting

Savings on street lighting received all credited from National Grid, we continue to apply sources of funds. \$146,000 Grant from Green Communities completed and are not eligible to apply again until the Fall. When you do lighting projects, you can contract with National Grid’s preferred vendor who they give the funds to so we don’t have to ask Town Meeting. National Grid gives a discount at the G-1 rate.

FY-21 Capital

Facilities 1 and 2 are building.

Town & School Security projects.

Town Vehicles (2) that are over 10 years old are being replaced.

Park/Playground Improvement: Replacing docks at Pomp’s Pond.

Major Town Projects: To unclude maintenance projects and improvements and starting design for the entrance of Town Offices.

Energy initiatives:

LED Lighting at Town Offices, upgrade to DMS boiler with actual change over next year. Due to Covid the receipt of mechanical equipment is running at 8-16 weeks.
School Projects: Items that are not consumables.
Projects by Building: Replacement of the Sanborn Elementary Roofs and the implementation of solar.

Goals:

Finish up projects that have begun and continue to manage the new West Elementary School project, Ballardvale Fire Station and new Robb Center.
Working to bring electric charging stations to Andover.
Looking at future plans for facilities to work together to see them through the lens of sustainability working with Joyce Losick Yang.
Working with Planning on the Connectivity Project downtown.
Working on the senior parking, walkways and lighting and street lights to better connect downtown areas to make Andover a more walkable Town.

Universal Access:

Diligently looking at all recommendations from ADA Compliance Audit. A lot of visible and invisible changes. One of the important changes was to make live programming to include closed-caption. Also working on listening devices to be more accessible and used in some of the major buildings and rooms. Engaging with an acoustical engineer to make the acoustical challenged areas better.

Service and maintenance to town buildings and playground areas.

Deliver exemplary services to our consumers and community. Working through the ongoing challenges of the COVID-19 pandemic

F. Department of Public Works- Administration: Chris Cronin

FY-21 Salaries: \$238,830 FY-22 Recommended \$246,674

FY-21 Expenses: \$ 8,700 FY-22 Recommended \$ 8,700

FTE's: 3.1 employees with a modest increase in salaries

Business Office:

FY-21 Salaries: \$270,451 FY-22 Recommended \$272,922

FY-21 Expenses \$ 17,150 FY-22 Recommended \$ 24,500

FY-21 FTEs 3.1 FY-22 FTEs 3.1

Engineering:

FY-21 Salaries \$320,476 FY-22 Recommended \$322,668

FY-21 Expenses \$ 91,050 FY-22 Recommended \$ 103,050

Salaries are consistent, but expenses increased due to Storm Water Management and Permitting.

Highway

FY-21 Salaries \$1,203,223 FY-22 Recommended \$1,227,432

FY-21 Expenses \$ 521,900 FY-22 Recommended \$523,400

Snow & Ice

FY-21 Salaries \$ 198,000 FY-22 Recommended \$ 198,000

FY-21 Expenses \$1,049,000 FY-22 Recommended \$1,049,000

The Brine System will be up and running for next year that will save money on salt and salt applications and make roads safer and better for the environment.

Solid Waste: This is a big budget item that has changed in Public Works. Solid waste disposal costs increased 10% and recycling collection increased 9%. The vast majority of the increase is due to the cost of recycling and reduced tonnage. The value of cardboard boxes is our highest money maker in paper recycling. A new Re-collect Program will be implemented to help people recycle more correctly, hopefully before this Fall.

FY-21 Salaries	\$7,400	FY-22 Recommended	\$8,510.00
<u>FY-21 Expenses</u>	\$3,146,904	FY-22 Recommended	\$3,454,287

Working with Joyce Losick Yang in Sustainability. Have received recycle points (\$10,000) that has been helpful. Conducting Trash Pickups along the river with help from the community. Notable dates: Earth Day April 24th, CRT Collection April 22nd and Hazardous Home Recycling June 12th

Forestry

FY-21 Salaries:	\$290,042	FY-22 Recommended	\$302,972
FY-21 Expenses:	\$108,250	FY-22 Recommended	\$ 11,150

Trying to be more proactive to cutting down dead/failing trees and doing more planting FTEs. 4.0 no change

Spring Grove Cemetery

FY-21 Salaries	\$221,262	FY-22 Recommended	\$232,212
FY-21 Expenses	\$ 44,945	FY-22 Recommended	\$ 44,645

FTEs: 3.0

Parks & Grounds

FY-21 Salaries	\$621,232	FY-22 Recommended	\$645,725
FY-21 Expenses	\$146,850	FY-22 Recommended	\$142,850

FTEs: 7.5

The extra ½ person is now hired and will be working in the downtown area resulting in improvements in how the area looks.

Vehicle Maintenance

FY-21 Salaries	\$349,462	FY-22 Recommended	\$357,463
FY-21 Expenses	\$501,200	FY-22 Recommended	\$460,200

Expenses decreased slightly due to reduction in the cost of auto fuel.

Sewer

FY-21 Salaries	\$346,903	FY-22 Recommended	\$355,912
FY-22 Expenses	\$2,842,076	FY-22 Recommended	\$2,846,281

Debt Service is shifting from General Fund to Sewer Enterprise Funds

Water

FY-21 Salaries	\$2,178,805	FY-22 Recommended	\$2,338,139
FY-22 Expenses	\$3,323,000	FY-22 Recommended	\$3,534,993

Salaries increased due to overtime for water pumping and expenses in utilities and chemicals. No increase in FTEs. Vacant position will be filled shortly which will reduce overtime costs.

Capital Requests

Chapter 90 Funds: 1,364,279 for sidewalk repairs.

Minor Sidewalk repairs: \$250,000

Public Works Vehicles: \$545,000 for Sweeper and Truck 8 in the Highway Department.

Water and Sewer Vehicles: \$125,000 from Water Reserves.

Water Main Replacement: \$6,000 underway with last year's funding and will continue to move forward the replacements.

Water Treatment Plant Generator: \$2,500,000 from Water Enterprise Borrowing.

Minor Sanitary Sewer Collection System Improvements: \$100,000 from Sewer Reserves.

Main Street was on the water main replacement schedule for this year, but it has been moved to April 2022 for the downtown section of Main Street from Philips Academy towards downtown. The Water Treatment Plant Generator is the #1 priority; timely to do it now as they are currently putting in an electrical update. They expect the estimate to be lower.

Sanitary Collection Improvements: Replacing failing sections of sewer, incidental items, etc.

Spring Grove Cemetery: \$20,000 for paving wall/gates from General Fund Revenue.

Fish Brook Intake Replacement Project: \$500,000 from Water Enterprise Borrowing. They need to bring in more water to increase the water depth, replacement of a new station needs to be done.

Inflow/Infiltration Removal Program: \$150,000 from Sewer Reserves.

Goals and Objectives:

To finish the water/sewer rate model, update the CMS Program to determine the needs of the department by division/cost. Continuing working on the Gas Recovery Project on roadways. Vast majority of the water main improvements have been in the gas-impacted areas. They will be working with other departments on the walkability areas.

Technical oversites on all the infrastructure projects, working with Paul Puzanghera. It has been enjoyable working with all the members of the Town Departments, the cooperation has been fantastic. The Yearly Program for Downtown Beautification will continue. Energy & Sustainability: working with Joyce investigating sustainability on future flooding to improve and address issues with potential sewer pumping stations, improve energy efficiencies throughout the town (trash/lighting), Upgrades to battery powered tools where possible. Have begun the implementation of the Tree Inventory Plan.

V. Adjourn

At 1:03 PM the Departmental Budget Review concluded.

The Select Board, on a motion by Alex Vispoli and seconded by Chris Huntress, voted 5-0 to adjourn. Roll call: A. Vispoli-Y, C. Huntress-Y, L. Gregory-Y, D. Howe-Y, A. Gilbert-Y.

The Finance Committee, on a motion by Paul Russo and seconded by Spiro Christopoulos, voted 9-0 to adjourn. Roll call: L. Anderson-Y, J. Barry-Y, A. Betts-Y, P. Monticciolo-Y, E. Moffitt-Y, M.E. Logee-Y, S. Christopoulos-Y, P. Russo-Y, K. O'Handley-Y.

Respectfully submitted,
Dee DeLorenzo
Recording Secretary

Select Board Meeting

Monday, May 17, 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, May 17, 2021 to order at 7:10 PM. Other members in attendance: Laura Gregory, Chris Huntress, Alex Vispoli, Dick Howe.

Others in Attendance: Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, Assistant Town Manager Patrick Lawlor, Town Clerk Austin Simko, Town Counsel Tom Urbelis, Sustainability Coordinator, Joyce Losick-Yang.

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 Chair acknowledged the many passionate stories, emails and phone calls received regarding the departure of Bill Fahey, specifically about how much Bill has meant to them and to their family. The Board could not agree more as to the positive and transformational impact that Youth Services has had on countless young people in our community through the years. The original complaint, at the heart of the personnel issue involving Mr. Fahey, came to the Town from an outside agency and was turned over to an independent investigator. The Town played no role in developing the findings of the investigation conducted but once concluded, it became the responsibility of the Town Manager to make a decision based on the findings. The Select Board plays no role in personnel decisions like this. The Town Manager kept the Board informed as the process unfolded. The Select Board is confident that the process was conducted appropriately. We know there are members of the community who would like to see the Select Board overturn the Town Manager's decision, but we need people to understand that it is not within their role to do so and that they do support the decision the Town Manager has made. When situations like this arise, it is frustrating to people due to the limits on the information that can be disclosed publically.

Mr. Flanagan understands some people are concerned about the circumstances surrounding Mr. Fahey's departure and understands people may be drawing inferences about the circumstances because the Town has not released the investigation report based on conversations they have had with Bill Fahey or those close to him, or based on discussions within the community. The specific grounds and facts for personnel decisions are confidential and the Town does not share details even when it might be in the Town's best interest to do so. When there is an investigation into allegations regarding conduct by an employee involving other persons, those persons also have a right to privacy with respect to information shared with the investigator and the investigators findings. With respect to the specific investigation, the Town has not received a request from Bill Fahey to release the investigative report. Mr. Fahey is not the only person whose personal and private information would be impacted by the release of private information. Personal

and private information extends beyond a person's name, so a simple name redaction would not sufficiently protect the rights of those involved. As a community, we are proud of the resources that the Andover Youth Services has provided over the years to the kids. Our entire community would be devastated if it led to a negative outcome for one of those individuals. The decision had nothing to do with personalities or budget implications. Mr. Fahey was given the opportunity to respond to the allegation and in accordance with his employment contract, he was provided the reasons for his termination and provided 15 days to request a meeting which he did in writing. The letter sent to Mr. Fahey informing him of the Town Manager's decision also contained an extensive response to his letter. He understands that people are passionate about the future of AYS. We must begin taking steps for the next chapter to ensure that AYS is resourced appropriately to serve generations to come.

Comments from the Board.

Chris Huntress: He and his wife raised 4 kids who attended AYS. He responded to all of the emails and spoke to everyone who reached out to him regarding Bill Fahey. Chris was Chair of the AYS Building Committee and is very proud of the building, the staff, the kids they serve. He has worked with Bill Fahey, Glen, Tony, and others and considers Bill a friend. This is a tremendous loss for the Town of Andover and the reason makes it all the more difficult. Bill knows the reason for his termination, they were provided to him in writing in detail. This truly breaks Chris's heart, but as a father and Selectperson, he supports the decision.

Laura Gregory echoed what Annie and Chris have said. Her two daughters were involved in AYS program. Bill Fahey did great work for many years and will always have that legacy here. She has supported AYS for many years. Andover Youth Services is an important component in this Town and she will continue to speak out in its' favor going forward.

Alex Vispoli also echoed the comments made by the other members of the Board. Alex has been on the Board before the AYC was even funded and worked with the Youth Foundation supporting the whole process in getting the Center built. He supports the funding and continuation of the AYS Mission and to make sure that the resources are there to continue the mission and progress made. This is a disappointing situation, but he also supports the Town Manager's ultimate decision based on the independent results.

Annie Gilbert thanked everyone for their very heartfelt emails and phone calls and for their passion for Andover Youth Services. The Board is committed to doing everything they can to make sure AYS thrives for many years to come.

The Town Manager said the public outreach for the Integrated Financial Plan focusing on pension obligation bonds and the West El/Shawsheen Preschool Building project is ongoing and tomorrow they is an 8:30 AM session and a 7:00 PM public forum with a question and answer session on Thursdays at noon.

Austin Simko reported that tonight is the deadline to register to vote at Town Meeting. If you are already registered to vote, you can vote at Town Meeting.

Laura Gregory urged everyone who hasn't received a vaccine to consider getting one, there are 557 slots for tomorrow at the East School in Lawrence. Go to MA.COVID.com to find a convenient time/place.

Alex Vispoli attended a few meetings of the preliminary openings for the first stage of the letters of interest for the Town Yard Disposition. There are some serious contenders and it will be interesting to watch the process. The Selection Team is in full swing in terms of evaluating and moving forward.

Annie Gilbert reported that May is Asian American Pacific Islander Business Month. Representative Nguyen organized a group of fellow members from the State House and invited members of the Select Board to visit some of the AAPI restaurants located at Shawsheen Plaza in Andover who were affected by the pandemic and anti-Asian rhetoric. The restaurant owners of Raagini Indian Bistro, Thai Sweet Basil, and Karma truly appreciate the support of the Town and residents.

IV. Citizens Petitions and Presentations

To provide public comment during Citizens Petitions and Presentations visit:

www.andoverma.gov/JoinSelectBoardMeeting

Annie Gilbert asked that when callers are admitted to the meeting to speak, that they keep their comments to 2 minutes. Public Input is a time to share remarks, we are here to listen, not dialogue or debate. Please try not to repeat points already made.

Thirty-Five people from across the country called into the meeting (ten additional callers attempted to call in without success) in support of Bill Fahey and their dissatisfaction with his release as Director of the Andover Youth Services. Some of the comments included the following:

Callers respectfully asked that they consider reinstating Bill Fahey as Director of Andover Youth Services. Bill Fahey is an asset the Town cannot afford to lose. The Youth of Andover deserve a tireless advocate who is always looking out for their well-being, it is not a job it is a calling. Bill has touched the lives of thousands of kids. There is a lot of confusion as to why Bill was let go, they are asking for transparency.

Andrew Flanagan is wrong in his remarks that Andover isn't one person. You are getting rid of the one person who cares, and many kids who would not be on this earth without Bill Fahey. When you throw away Bill Fahey and his job, you are throwing away lives of people he has saved as well, in the future and in the past.

There is a conceived credibility gap between the residents and Town administration. People would like to hear what the Town is going to do in terms of the findings of the investigation. The Board is setting a dangerous precedent by having a private investigation which did not uncover any criminal activity, but you have still chosen to keep the information a secret.

Annie Gilbert repeated that the process followed is very strictly prescribed. There are a lot of rules around it and the Select Board is not part of any investigation. The Town Manager spoke earlier on privacy rights not only for people involved but also for the person bringing the complaint.

Many callers talked about the impact Bill Fahey played in the lives of their children and what he has done with the AYS leadership and employees has been remarkable. Bill has done so much for us and made us feel better about the world and made a serious difference.

There are a lot of kids in Town whose parents both work and kids have a lot of free time, Bill Fahey and his team were supportive and created a positive, welcoming atmosphere. No kid is ever turned away and the kids feel safe there after school. Bill is a leader and an organizer and has done so much for the community.

Bill opened the eyes of parents about drugs in town and educated us through the years a lot of which was done on his own time. He was at hospitals, wakes, and funerals to support the other kids and the community. There is nothing that he could have done that should have resulted in this action. The Selectmen should support Bill.

Bill Fahey has made so many generations of Andover kids what they are. Making people question his reputation is not right for the Town. Not knowing the reasons for his removal is difficult, please give us information and give Bill more of a chance for everything he has done for us and for our Town.

There are hundreds of people following this decision. We should have more information than misconduct as the reason for the release of Bill Fahey. The investigative report is fabricated with lies and targeted. The community will not stop until the truth comes out. The Town Manager has not spoken with Bill Fahey since 2016 nor has he sent an email.

The community at AYS formed a family because of Bill, who work well together and believe in each other. Bill has touched many lives and set them on their career path to help other people.

We have heard a lot from alums and folks who are feeling emotional. There are important details to consider given the optics, the 27 years of service Bill has given to the Town; at some point, the Town will release that report. It is upsetting that the most admired phenomenal counselor he has ever met has been released.

Withholding any sort of reason for the dismissal reeks of pure government corruption. You are investigating and spending thousands of dollars on someone who has clearly touched many lives. During 1994 when there was a string of suicides Bill was the one who brought us through that and getting the Youth Center passed, he stood up. He brought life, light and hope to many. He said yes when everyone else said no.

At 8:45 PM Annie Gilbert suggested taking a few more comments and the need to move onto the remainder of the business of the meeting. Additional comments can be sent to the Select Board at the following email address: selectboard@andoverma.us

V. **Public Hearings**

A. **Andover Community Power Aggregation Plan**

Board to hold a public hearing in accordance with Section 134 of Chapter 164 of the Massachusetts General Laws on the Community Choice Aggregation Plan for the Andover Community Power Program.

Mike Lindstrom and his team provided highlights of the plan to produce reduced rates for electrical power through a Community Choice Aggregation Plan (CCA). Tonight, marks the official closing of the public hearing for the Andover Community Power Program. They are getting close to the end of the 2-year process on CCA which has been a grass-roots inclusive project with the creation of a design team that represented all the various stakeholders in Andover. Our plan is a product of a shared vision offering residents an array of options. This program is completely voluntary.

Design Team member Tom Rando said they first selected a diverse design team composed of members of the community who represent the Andover Green Advisory Board, Andover Working to Educate Climate Action Group, moderate income households, the Council on Aging Community, and the Business Community. It took several months to develop a draft plan they could all agree on that included products to offer the community which had to be exactly defined for State requirements. The plan includes how it will be marketed, outreach strategies including the present website, and a draft model of energy service agreements the Town uses for 3rd party suppliers.

The Design Team came up with the name Andover Community Power and the products being offered including information on the Standard rate, Andover Plus rate, Andover Ultimate rate, and Andover Basic rate. The plan also includes an opt-out option. The plan highlights how the Town procure electricity and once they do that, it will be very transparent. All residents will receive a letter about the program.

Components of the presentation included the initial outreach and education, customer notification, the timeline and preliminary marketing plan, ongoing outreach and education. The Town will be using existing staff working with Good Energy who will cover all the cost of the implementation. There will be no increases to taxes to fund this program. There is an opt-out option and the Town will maintain a list of those opting out.

The Andover Community Power Program meets all of the requirements of the municipal aggregation statute, including providing universal access, a reliable power supply and treating all customers equitably. The Municipality looks forward to the approval of this Plan by the Department so that they can launch the Program and pursue the benefits of renewable energy and increased electricity choice for its residents and businesses, recognizing that savings cannot be guaranteed.

Joyce Losick-Yang provided information on the timeline of the program and written comments received. She recognized Good Energy who brought this product to life. They have launched the official website which can be found on the Town's website. Mike Lindstrom said they met with the Mass. Dept. of Research who made some good suggestions to the draft plan. They were very impressed with what we are proposing and our outreach program. They need approval to send the plan to the DPU. Once they go through the approval program, they can begin the outreach component. The Board recognized the great work by the Design Team and the interns from Andover High School. They look forward to moving the program forward and the next step.

VI. Regular Business

A. Pride Month Proclamation

Board to review and consider voting to approve a Proclamation recognizing June as Pride Month, and to consider a procedure for future proclamation requests.

Annie Gilbert received a few requests to issue this proclamation. Moving forward, the Board may want to consider developing an application or policy for proclamation requests. Having a standardized form would be useful for the Board in making decisions. It was suggested they look into what information other communities and the Mass Municipal Association has and then discuss what direction the Board might want to go in.

Laura Gregory moved to approve the Proclamation recognizing June as Pride Month. The motion was seconded by Chris Huntress. Roll call: L. Gregory-Y, C. Huntress-Y, D. Howe-Y, A. Vispoli-Y, A. Gilbert-Y. Motion passes 5-0.

B. Affordable Property Right of First Refusal

Board to discuss and consider voting on the town's right of first refusal for an affordable unit located at 174 Haverhill Street. Information provided by Lisa Schwartz.

Dick Howe moved that the Town not exercise its right of first refusal to purchase the affordable housing unit at 174 Haverhill Street, Unit 317. Motion seconded by Alex Vispoli. Roll call: D. Howe-Y, A. Vispoli-Y, L. Gregory-Y, C. Huntress-Y, A. Gilbert-Y. Motion passes 5-0.

C. Acceptance of Deed and Approval of Order of Taking for 157 Andover Street

Board to vote to accept and sign the Order of Taking and Deed for 157 Andover Street. Town Counsel reported that this is the property for the Ballardvale Fire Station. The money has been paid and we have a release from the seller for any claims as a result of the order of taking. This is considered a friendly-taking.

Laura Gregory moved that the Select Board (i) adopt and sign the Order of Taking by eminent domain of the land and buildings at 157 Andover Street, as submitted to the Select Board in accordance with the vote upon Article 29 of the Annual Town Meeting held on September 12, 2020; and (ii) direct that the Order of Taking be recorded with the North Essex District Registry of Deeds. Motion seconded by Dick Howe.

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

Laura Gregory moved that the Select Board accept the deed from the Estate of Peter A. Paquette to the property at 157 Andover Street and authorize the Chair to sign the Acceptance on behalf of the Select Board. Motion seconded by Alex Vispoli.
Roll call: L. Gregory-Y, A. Vispoli-Y, C. Huntress-Y, D. Howe-Y, A. Gilbert-Y.
Motion passes 5-0.

D. Vehicle for Hire Policy Amendments – 2nd Reading

Board to review and consider voting to approve amendments to the Town of Andover Rules & Regulations for Public Vehicles for Hire.

Austin Simko provided information on the request to approve amendments to get the licensees in line with the Town’s application. Alex Vispoli asked if we or any consumer lose anything at all with this change. Austin said the call logs show that less than 5% of the operator’s business is conducted in Andover. The Board can be comfortable that we are not leaving anyone out ‘in the cold’. Safety Officer, Glenn Ota said most of their coverage area is Methuen and Lawrence.

Chris Huntress moved that the Board amend Select Board Policy XI.3 “Town of Andover Rules & Regulations for Public Vehicles for Hire” as presented. Motion seconded by Dick Howe. Roll call: D. Howe-Y, L. Gregory-Y, C. Huntress-Y, A. Vispoli-Y, A. Gilbert-Y.
Motion passes 5-0.

E. Department of Public Works Update

Director of Public Works, Chris Cronin provided an update on the 2021 Paving Schedule. His presentation showed three areas in Town where the paving projects are funded through the Gas Impacted Areas (will start in mid-July), Chapter 90 Funding (has already started), and Water Main Replacement Streets (some work began last year with incidental work to be done). They are focusing on repaving Main Street in the Spring of 2022. There is an interactive map on the Town website that residents can follow.

VII. Consent Agenda

A. Appointments by the Town Manager

Alex Vispoli moved that the Board approve the following appointments by the Town Manager as printed. Motion seconded by Chris Huntress. Roll call: A. Vispoli-Y, L. Gregory-Y, D. Howe-Y, C. Huntress, and A. Gilbert-Y. Motion passes 5-0.

Department	Name	Position	Rate/Term	Date of Hire
Information Technology	Kevin Bonnano <i>(Laura Hall)</i>	Solutions Programmer Analyst	\$68,380.43/year	5/24/2021
Police Department	Dylan Ring <i>(Matthew Hughes)</i>	Patrolman	\$54,148.49/year	6/7/2021
Community Services – Recreation	Janci Soto	Recreation Programmer	\$50,273.39/year	6/1/2021

Information Technology	Jason MacMillan	Intern	\$14.00/hour	5/24/2021
Information Technology	Sarah Rizzo	Intern	\$14.00/hour	6/1/2021
Community Services – Youth Services	Colleen Shay	Seasonal	\$13.50/hour	5/11/2021
Community Services – Youth Services	Isabel Rodenberger	Seasonal	\$13.50/hour	5/11/2021
Commission on Disability	Nancy Achin Audesse	Member	Term Expires June 30, 2024	5/17/2021

VIII. Adjourn

At 10:27 PM on a motion by Alex Vispoli and seconded by Laura Gregory, the Select Board voted to adjourn from the meeting of Monday, May 17, 2021.

Roll call: A. Vispoli-Y, L. Gregory-Y, D. Howe-Y, C. Huntress-Y, and 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 on an item that is *not* on the agenda may do so by visiting www.andoverma.gov/JoinSelectBoardMeeting. They will be admitted during Citizens Petitions and Presentations.

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

Tuesday, June 1, 2021

Virtual Meeting Broadcast on Comcast Channel 22 Verizon Channel 45

I. Call to Order

Chairperson Annie Gilbert called the Select Board Meeting of Tuesday, June 1 2021 to order at 5:00 PM. Members in attendance: Laura Gregory, Chris Huntress, Alex Vispoli, Dick Howe.

Others in Attendance: Town Manager Andrew Flanagan, Assistant Town Manager Patrick Lawlor, Town Clerk Austin Simko, Town Counsel Tom Urbelis.

II. Regular Business

A. Open Meeting Law Complaint

The meeting tonight has only one agenda item which is for the Board to review and possibly delegate responsibility to respond to a complaint of Suzanne Clark Allen, 179 Littleton Road, Harvard, MA of an Open Meeting Law violation on May 17, 2001.

Attorney Urbelis reported that a complaint was filed by Suzanne Clark Allen, 179 Littleton Road, Harvard, MA of an Open Meeting Law violation on May 17, 2001 because of the alleged technological issues that did not permit her to make a comment at the meeting. Under the Open Meeting Law, the Board itself can respond directly or the Board can delegate responsibility to respond to Ms. Allen's complaint to someone else. The last date the Town has to respond is June 9, 2021. Attorney Urbelis suggested that the Board delegate responsibility to respond to the complaint to him.

The members of the Board agreed that it would be reasonable to have Town Counsel respond on behalf of the Select Board. The deadline to respond to the complaint is June 9, 2021. The response will go to Ms. Allen and a copy of Ms. Allen's complaint along with a copy of our response will be sent to the Attorney General.

Laura Gregory moved that the Board delegate to Town Counsel the responsibility to respond to Suzanne Clarke Allen's Open Meeting Law complaint regarding the May 17, 2021 Board meeting. Motion seconded by Alex Vispoli. Roll call: L. Gregory-Y, A. Vispoli-Y, C. Huntress-Y, D. Howe-Y, A. Gilbert-Y. Motion passes: 5-0.

III. Adjourn

At 5:08 P.M. Alex Vispoli moved to adjourn the meeting of June 1, 2021. The motion was seconded by Chris Huntress. Roll call: A. Vispoli-Y, C. Huntress-Y, D. Howe-Y, L. Gregory-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.

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Select Board Meeting
Saturday, June 5, 2021
West Middle School Gymnasium

I. Call to Order

Chairperson Annie Gilbert called the Select Board Meeting of Saturday June 5, 2021 to order at 8:30 A.M. Members in attendance: Laura Gregory, Chris Huntress, Alex Vispoli, D. Howe.

II. Regular Business

Article 6 A: Alex Vispoli moved to recommend withdrawal Article 6A from the Warrant. Motion seconded by Chris Huntress. Motion passes 5-0.

Article 6B: Alex Vispoli moved to recommend approval of Article B. Motion seconded by Laura Gregory. Motion passes 5-0.

Article 6G: Alex Vispoli moved to recommend approval of article 6G as printed in the Warrant. Motion seconded by Chris Huntress. Motion passes 5-0.

Annie Gilbert said there could be a motion to reduce line item 3 from Article 4. Annie will speak to that at Town Meeting on behalf o the Board.

III. Adjourn

At 8:56 A.M. Alex Vispoli moved to adjourn the meeting of Saturday, June 5, 2021. Motion seconded by Dick Howe. 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.

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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, June 21, 2021
Memorial Hall, Memorial Hall Library
2 North Main Street, Andover, MA

I. Call to Order

Chairperson Chris Huntress called the Select Board Meeting of Monday, June 21, 2021 to order at 7:00 PM. Members in attendance: Annie Gilbert, Laura Gregory, Alex Vispoli, and Dick Howe.

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

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

The meeting began with a Moment of Silence in remembrance of Mike Roli who recently passed away. The Moment of Silence was followed by a Salute to the Flag.

III. Communications/Announcements/Liaison Reports

The Town Manager reported that the Annual Report has been released and available online at <https://andoverma.gov/224/financial-reports> at the Town Offices and Memorial Hall Library. A virtual meeting on the design phase of the Rte. 133 Corridor Project will be held on Thursday, additional information can be found at Andover@ma.gov.

The next virtual meeting of the Town Governance Study Committee is scheduled for Monday, June 28th; there are a large number of diverse issues to discuss.

Laura Gregory attended an all-day Equity & Inclusion Workshop on Friday followed by the Juneteenth festivities and forum held over the weekend.

Annie Gilbert thanked Austin Simko and his team for the work that went into setting up for Town Meeting.

Alex Vispoli also attended the Juneteenth Celebration on Saturday which was very well done with a nice turnout from the Town. Thank you to Brian Major's Scout Troop who completed their Eagle Project, which is a ceremonial place to retire flags. The Scout Troop is also working on gaining access to the Seero's Grove Property located near the Lowell Junction area on the Shawsheen River. There are some legal issues because it involves an active railroad track operated by PanAM Railways. They held a conference call with both Fire and Police Chiefs, people from the Town Government, and also with PanAm and others. Alex would like to see this move forward if possible to gain access to that great piece of property.

The Ribbon Cutting Ceremony for the Ballardvale Fire Station and the ceremony for naming of the Ballardvale Green will be held on the same day. Alex thanked outgoing Chair of the Select Board, Annie Gilbert for the great job she did this past year.

Dick Howe also complimented Austin Simko on how smoothly Town Meeting went and how impressed he was with the information provided to the Board.

Chris Huntress also thanked Annie Gilbert and Laura Gregory who served as Chairs at different times throughout the pandemic for their leadership. Chris also provided an update on the remote meetings objectives. It is their goal to host hybrid meetings this September. The Town IT Department has been working to update the Select Board Meeting Room with updated technology to accommodate key needs. They are exploring ways to see if Web-X can be provided for citizens to participate. We are transitioning into a new era and Chris is confident we have the staff and technology to be successful.

IV. Citizens Petitions and Presentations

Peg Campbell, 13 Virginia Road asked the Board to run through a timeline in regard to the Bill Fahey situation specifically where the complaint originated from as there have been conflicting stories. It is important they have one story around this issue, the District Attorney's Office and Police did not find any wrongdoing. They have had opportunities to ask questions, but never seem to get any answers; it is very frustrating.

Tom Urbelis explained that a Town employee of the Police Dept had a person directed to the District Attorney's Office. The DA's Office and State Police investigated. There is a letter from the DA's Office that they sent referring the matter to the Town and that letter was quoted verbatim in the newspaper. Other than that, regarding the specifics of the situation with Mr. Fahey, there is a lawsuit pending and legal counsel is advising the Select Board and Town Manager to discuss the specifics at this time would be inappropriate because there is pending litigation.

Will English, Beverly, MA: How is it not hypercritical on one hand to not release the report from Atty. Ryan but on the other hand the new attorney provides intimate details about this person. Tom Urbelis replied that the matter is in litigation and it would be inappropriate to address those items.

Ben Levine, 23 Kenilworth St, Andover, MA: Mr. Huntress indicated that he had read the report and since then he has said none of the Select Board members have read the report. Mr. Huntress said he cannot respond to the question as Town Counsel advised them not to not discuss the matter.

Gabe Levine is concerned about what will happen next now that Mr. Fahey has been removed and how will the next Director of AYS will be identified. Chris Huntress: AYS is under the direction of Jemma Lambert and she and the Town Manager and others will discuss next steps. AYS has the full support of the Select Board. Mr. Levine said that to remove Bill Fahey is to remove the person who has been the head of an organization for the past 2 decades that built it from something small to something amazing. If we can't talk about what we all want to talk about, then you have to tell us where AYS is going.

Lesley Barber, 3 Sparta Way: The natural progression would be to instate the current Assistant Director as Director of the Youth Center. He has worked hand-in-hand with Bill Fahey for many years. Her other concern is the length of time Mr. Fahey was interviewed (50 minutes) and the investigation went on for 15 weeks. We have the right

to know what went on during that time, everything we see and that was returned is redacted.

Kathy Grant, 83 Morton Street talked about a list of questions she submitted to the Select Board that included how many outside investigations the Town paid for since 2015 and who paid for them. Ms. Grant asked how often we use non-disclosure clauses in this Town, and what have been the payments out for those; she remembers the battle to build the Youth Center, and to get one more employee in 2014. The AYF should have a big say in who the next Director will be. Mr. Urbelis advised Chris Huntress that this matter relating to reports and allegations could be subject to this lawsuit and Board members should not respond. She also requested the budgets from 2015-to present, broken down by departments, and has not received the information yet. Austin Simko said they are working to put the information together.

V. Public Hearings

A. Alteration of Premises to All Alcoholic Restaurant Alcoholic Beverage License Board to consider approving the application of Andover Restaurant Group LLC., DBA LaFina, for an Alteration of Premises to its All Alcoholic Restaurant Alcoholic Beverage License at 27 Main Street, Andover. LaFina is looking to expand into the adjacent space (1500 sq. feet) to the right of LaFina and the liquor license would include 6,000 sq. Ft All relevant groups have approved and signed off on the request.

Alex Vispoli moved to approve the application of Andover Restaurant Group LLC., DBA LaFina, for an Alteration of Premises to their All Alcoholic Restaurant Beverage License at 27 Main Street, Andover, subject to the condition that all other requirements of the Town are met prior to issuance. Motion seconded by Dick Howe. Motion passes 5-0.

Alex Vispoli moved to approve the application of Andover Restaurant Group LLC., DBA LaFina, for an Alteration of Premise is not detrimental to the educational and spiritual activities of the Saint Augustine School at 26 Central Street, the Christ Church at 29 Central Street or the Andover Baptist Church at 7 Central Street, Andover. Motion seconded by Dick Howe. Motion passes 5-0.

B. Eversource Gas of Massachusetts Utility Petition – Iroquois Avenue

Town Engineer Art Martineau, said the DPW, Police, and Fire are all in support of both requests. Eversource believes that the plastic material they are using as a replacement will last hundreds of years. Chief Keefe said Safety Officer Ota will be working with Eversource.

Annie Gilbert moved to approve the application from Eversource Gas of Massachusetts to excavate for the purpose of replacing and extending its gas mains, and to make the necessary house connections on Iroquois Avenue in Andover, MA from the intersection of Cherokee Circle and Iroquois Avenue to the Indian Ridge Country Club. Motion seconded by Laura Gregory. Motion passes 5-0.

C. Eversource Gas of Massachusetts Utility Petition – Dascomb Road

Annie Gilbert moved to approve the application of Eversource Gas of Massachusetts to excavate for the purpose of replacing and extending its' gas mains, and to make the necessary house connections on Dascomb Road in Andover, MA from the intersection of Cardinal Lane and Dascomb Road to Dascomb Road and Glen Meadow Road. Motion seconded by Laura Gregory. Motion passes 5-0.

VI. Regular Business

A. Grant of Easement

Board to review and consider voting the grant an easement to National Grid on a portion of 397 Lowell Street. Brian Pina explained the request is for new overhead and underground lines for the water treatment plant. It will allow them to switch gears A & B that were installed in 1960-1970's.

Alex Vispoli moved to approve the grant of an easement request to National Grid on a portion of 397 Lowell Street as written. Motion seconded by Annie Gilbert. Motion passes 5-0.

B. Covid-19 Declaration of Emergency

Board to discuss and consider rescinding the March 23, 2020 Declaration of Emergency.

The Town Manager said 71% of the community is vaccinated with only 2 active cases since June 1st. Tom Carbone and his team have worked tirelessly.

Alex Vispoli moved that the Town of Andover rescind the Declaration of Emergency Order from March 23, 2020. Motion seconded by Annie Gilbert. Motion passes 5-0.

C. MSBA 2021 Statement of Interest Recommendation

Mark Johnson, Chair of the AHS Building Study Committee explained the request to authorize the submission of the SOI for AHS to be submitted to the Massachusetts School Building Association. The filing deadline is this Friday. The School Committee unanimously approved the SOI on Thursday, June 17, 2021.

Having convened in a public meeting on June 21, 2021, prior to the SOI submission closing date, the Select Board of the Town of Andover, Andover, Massachusetts, in accordance with its charter, by-laws, and ordinances, has voted 5-0 on a motion by Annie Gilbert and seconded by Alex Vispoli to authorize the Superintendent of Schools to submit the Statement of Interest Form dated June 17, 2021 for the Andover High School located at 80 Shawsheen Road which describes and explains the deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future. The complete SOI is attached.

D. Short Term Borrowing and Year End Transfers

Board to consider voting to approve short-term borrowing and year-end transfers

Director of Finance, Donna Walsh reported on short-term borrowing in the amount of \$4,647,000 for ten projects for a 6-month period. The winning bidder was TD Securities at 0.24%.

Alex Vispoli moved to adopt the vote presented to this meeting prepared by Bond Counsel in the connection with the Town's June 2021 BAN issue and to incorporate the text of such votes in the minutes of the meeting. Motion seconded by Laura Gregory. Motion passes 5-0.

Compensation Fund Transfer:

Funds are voted at the Annual Town Meeting into the Compensation Fund. These funds can be used to supplement funds voted at Town Meeting in individual departmental salary budgets. With a majority vote of the Select Board, funds are transferred to cover salary amounts needed for collective bargaining agreements that have been signed after the budget was voted. The Police Patrolman Bargaining Unit agreed to a 1% increase for FY-20 and that amount is \$40,967,000. The motion being voted is to transfer that into the Compensation Fund.

Alex Vispoli moved that the Select Board approve the transfer of \$40,967,000 from the Compensation Fund to the Police Personnel Services. Motion seconded by Dick Howe. Motion passes 5-0.

Citizen Input: Ms. Levine commented on what she sees as general confusion on the votes on the BANS and transfer of funds into the Compensation Fund.

FY-21 Operating Budget Transfers:

As of June 30, the following accounts are projected to require transfers under MGL Chapter 44 Section 33B:

<u>Account</u>	<u>Amount</u>	<u>Transfer From</u>
Greater Lawrence Technical School	\$ 28,835	from Unemployment
Fire Salaries	\$125,000	Library Salaries
Fire Salaries	\$ 25,000	General Government Salaries
Fire Operating	\$ 35,000	Library Operating

Alex Vispoli moved that the Select Board approve the FY-21 Operating Budget transfers as presented. Motion seconded by Dick Howe. Motion passes 5-0.

E. Zoning Board of Appeals Appointments

Board to discuss process for appointments to the Zoning Board of Appeals.

The Town Manager reported that the Select Board serves as the appointing authority for the ZBA. In the past, the Board has had a 2-person sub-committee to interview candidates; there are 3 members whose terms are up at the end of June 2021. Alex Vispoli and Laura Gregory agreed to serve on the sub-committee.

Annie Gilbert moved to appoint Alex Vispoli and Laura Gregory as the subcommittee members for the ZBA appointments. Motion seconded by Dick Howe. Motion passes 5-0.

F. Housing Authority Tenant Member Appointment

Board to discuss process for a tenant appointment to the Andover Housing Authority and to select a subcommittee to interview candidates.

Austin Simko explained the new law that was signed by the Governor in January of this year requiring one of the members of the Housing Authority to be a tenant appointed by the Select Board. A tenant is defined as an adult residing in public housing in town, participating in a housing program, or someone in Section 8 housing. The appointment will run through 2023. The tenant will receive training from the Dept. of Housing/Community Development. A solicitation has been conducted and ten applications have been received. The Board discussed appointing a sub-committee to handle the interview process. Dick Howe suggested the Select Board meet as a Committee of a whole to interview the applicants. The Board discussed setting up a special meeting to interview the applicants.

Dick Howe moved for the Select Board to establish a Committee of the whole to interview candidates for the Housing Authority Tenant member at a time to be set after checking with the candidates and Board members. Alex Vispoli seconded the motion passes 5-0.

G. Andover Community Power

Board to consider voting to approve the Aggregation Plan (“Andover Community Power”) for submission to the Department of Public Utilities for their review and approval.

Mike Lindstrom said what they are submitting to DPU is a plan that will offer a standard product (33%) which puts us in a leadership circle of Towns offering that service and staying 100% in competition with National Grid’s pricing. Our products will offer the basic product (bulk purchasing), standard product offering 15% over what the state requires and the 100% Green Up Option. Andover Community Power will be 100% optional; residents can stay with National Grid if they so choose.

Members of the Select Board thanked Mike Lindstrom and Joyce Losick-Yang for all of their hard work on this project.

Laura Gregory moved that the Board vote to approve the aggregation plan (“Andover Community Power”) for submission to the Department of Public Utilities for their review and approval. Motion seconded by Alex Vispoli. Motion passes 5-0.

VII. Consent Agenda

A. Appointments by the Town Manager

Annie Gilbert moved that the Board vote that the following appointments by the Town Manager be approved. Motion seconded by Alex Vispoli Motion passes 5-0.

Department	Name	Position	Rate/Term	Date of Hire
CD&P – Building Division	Eric Tetreault (<i>Raymond Costello</i>)	Local Building Inspector	\$75,404.35/year	7/6/2021
Town Clerk	Melissa Ripley (<i>C. Dawne Warren</i>)	Assistant Town Clerk	\$70,341.55/year	6/28/2021

Fire Rescue	Kevin Bosse <i>(Clifford Pattullo)</i>	Firefighter	\$61,359.82/year	7/11/2021
Fire Rescue	Jeremiah Manfra <i>(Stephen Stabile)</i>	Firefighter	\$61,359.82/year	7/11/2021
Fire Rescue	Jason McCarthy <i>(Ernest Vocell)</i>	Firefighter	\$61,359.82/year	7/11/2021
Facilities	John Robillard <i>(Abimael Pizoni)</i>	Maintenance Craftsperson / Carpenter	\$31.14/hour	7/1/2021
Facilities	Jeffrey Baldonado	Seasonal Laborer	\$15.00/hour	6/7/2021
Department of Public Works	Benjamin Cloutier <i>(David Hajj)</i>	Equipment Operator II / Catch Basin Truck Operator	\$29.66/hour	6/22/2021
Department of Public Works	Dan McMahon <i>(Randy Willis)</i>	Tree Climber II	\$28.51/hour	7/19/2021
Department of Public Works	Felix Plunkett <i>(Randy Farnan)</i>	Tree Climber I	\$27.63/hour	6/22/2021
Department of Public Works	Jermaine King	Seasonal Parks Laborer	\$17.00/hour	6/15/2021
Department of Public Works	Hai Nguyen	Engineering Intern	\$17.00/hour	6/9/2021
Department of Public Works	John Russo	Engineering / Highway Intern	\$17.00/hour	6/9/2021
Community Services – Recreation	Patrick Meagher	All Day Discovery Director	\$21.00/hour	6/29/2021
Community Services – Recreation	Aaron Mistry	Kid Care	\$13.50/hour	5/13/2021
Community Services – Recreation	Catherine Fuller	Seasonal	\$20.00/hour	5/25/2021
Community Services – Recreation	Jennifer Bell	Seasonal	\$20.00/hour	5/14/2021
Community Services – Recreation	Molly Agostino	Seasonal	\$13.50/hour	6/21/2021
Community Services – Recreation	Henry Campbell	Seasonal	\$13.50/hour	6/21/2021
Community Services – Recreation	Kiernan Florio	Seasonal	\$13.50/hour	6/21/2021
Community Services – Recreation	Katherine Swan	Seasonal	\$13.50/hour	6/21/2021
Community Services – Recreation	Matthew Serrano	Seasonal	\$13.50/hour	6/21/2021
Community Services – Recreation	Abigail Rajchel	Seasonal	\$13.50/hour	6/21/2021

Community Services – Recreation	Brandon Daley	Seasonal	\$13.50/hour	6/21/2021
Community Services – Recreation	Patrick Soong	Seasonal	\$13.50/hour	6/21/2021
Community Services – Recreation	Chris Zhang	Seasonal	\$13.50/hour	6/21/2021
Community Services – Recreation	Benjamin Rowland	Seasonal	\$13.50/hour	6/22/2021
Community Services – Recreation	Lily Farnham	Seasonal	\$13.50/hour	6/22/2021
Community Services – Recreation	Maya Flatley	Seasonal	\$13.50/hour	6/22/2021
Community Services – Recreation	Abby Arpin	Seasonal	\$13.50/hour	6/22/2021
Community Services – Recreation	Joseph Murphy	Seasonal	\$12.75/hour	6/28/2021
Community Services – Recreation	Sophia Gonzalez	Seasonal	\$12.75/hour	6/28/2021
Community Services – Recreation	Katelyn Gemmell	Seasonal	\$12.75/hour	6/29/2021
Community Services – Recreation	Caroline Pritchard	Seasonal	\$12.75/hour	6/29/2021
Community Services – Recreation	Anna MacDonald	Seasonal	\$12.75/hour	6/29/2021
Community Services – Recreation	Rebecca Modderno	Seasonal	\$12.75/hour	6/29/2021
Community Services – Recreation	Devon Ford	Seasonal	\$12.75/hour	6/29/2021
Community Services – Recreation	Quinn Conroy	Seasonal	\$12.75/hour	6/29/2021
Community Services – Recreation	Ashley Hardock	Seasonal	\$12.75/hour	6/28/2021
Community Services – Recreation	Kalli Archambault	Seasonal	\$12.75/hour	6/28/2021
Community Services – Recreation	Connor Sheehan	Seasonal	\$12.75/hour	6/28/2021
Community Services – Recreation	Grace Kowalski	Seasonal	\$12.75/hour	6/28/2021
Community Services – Recreation	Daniela Friedman	Seasonal	\$12.75/hour	6/28/2021
Community Services – Recreation	Molly O’Handley	Seasonal	\$12.75/hour	6/28/2021
Community Services – Recreation	Catherine Gorman	Seasonal	\$12.75/hour	6/28/2021
Community Services – Recreation	Danny Greene	Seasonal	\$12.75/hour	6/28/2021

Community Services – Recreation	Alan Dowty	Seasonal	\$12.75/hour	6/28/2021
Community Services – Recreation	Ella Berry	Seasonal	\$12.75/hour	6/28/2021
Community Services – Recreation	Andrew Salowe	Seasonal	\$12.75/hour	6/28/2021
Community Services – Recreation	Emma Jensen	Seasonal	\$12.75/hour	6/28/2021
Community Services – Recreation	Aaron Hubler	Seasonal	\$12.75/hour	6/28/2021
Community Services – Recreation	Matthew Branscombe	Seasonal	\$12.75/hour	6/28/2021
Community Services – Recreation	Will Sheehan	Seasonal	\$12.75/hour	6/28/2021
Community Services – Recreation	Utsav Gambhir	Seasonal	\$12.75/hour	6/28/2021
Community Services – Recreation	Luke Bardetti	Seasonal	\$12.75/hour	6/28/2021
Community Services - Recreation	Ryan Swenson	Seasonal	\$12.75/hour	6/28/2021
Community Services - Recreation	Emily Gryllakis	Seasonal	\$12.75/hour	6/28/2021
Community Services - Recreation	Charles Baillargeon	Seasonal	\$12.75/hour	6/28/2021
Community Services - Recreation	Felicia Melendez	Seasonal	\$12.75/hour	6/28/2021
Community Services - Recreation	Brendan Sheedy	Seasonal	\$12.75/hour	6/28/2021
Andover Green Advisory Board	Amy Latva-Kokko	Member	Term Expires 6/30/2024	7/1/2021
Audit Committee	Robert Finneran	Member	Term Expires 6/30/2024	7/1/2021
Ballardvale Historic District Commission	Ronald Abraham	Member	Term Expires 6/30/2024	7/1/2021
Ballardvale Historic District Commission	Remi Machet	Member	Term Expires 6/30/2024	7/1/2021
Board of Assessors	Denis Adams	Member	Term Expires 6/30/2024	7/1/2021
Board of Assessors	Lewis Trumbore	Member	Term Expires 6/30/2024	7/1/2021
Board of Health	Dr. Gopala Dwarakanath	Member	Term Expires 6/30/2024	7/1/2021
Commission on Disability	Rebecca Schnopp	Member	Term Expires 6/30/2024	7/1/2021
Conservation Commission	Alexandra Driscoll	Member	Term Expires 6/30/2024	7/1/2021

Conservation Commission	Ellen Townson	Member	Term Expires 6/30/2024	7/1/2021
Constable	Ronald Bertheim	Constable	Term Expires 6/30/2024	7/1/2021
Council on Aging	Louise Hadad	Member	Term Expires 6/30/2024	7/1/2021
Council on Aging	Edward Plowey	Member	Term Expires 6/30/2024	7/1/2021
Council on Aging	Judith Trerotola	Member	Term Expires 6/30/2024	7/1/2021
Economic Development Council	Evan Belansky	Member	Term Expires 6/30/2024	7/1/2021
Economic Development Council	Mark DeCourcy	Member	Term Expires 6/30/2024	7/1/2021
Economic Development Council	Marlene Hoyt	Member	Term Expires 6/30/2024	7/1/2021
Emergency Management	Patrick Keefe	Director	Term Expires 6/30/2022	7/1/2021
Forest Warden	Michael Mansfield	Fire Chief	Term Expires 6/30/2022	7/1/2021
Keeper of the Lockup	Patrick Keefe	Police Chief	Term Expires 6/30/2022	7/1/2021
Merrimack Valley Regional Transit Authority	Paul Materazzo	Member	Term Expires 6/30/2022	7/1/2021
Merrimack Valley Regional Transit Authority	Jacki Byerley	Alternate	Term Expires 6/30/2022	7/1/2021
Merrimack Valley Regional Transit Authority	Lisa Schwarz	Alternate	Term Expires 6/30/2022	7/1/2021
Patriotic Holiday Committee	Mark Comeiro	Member	Term Expires 6/30/2022	7/1/2021
Patriotic Holiday Committee	Calvin Deyermond	Member	Term Expires 6/30/2022	7/1/2021
Patriotic Holiday Committee	Brian Masterson	Member	Term Expires 6/30/2022	7/1/2021
Patriotic Holiday Committee	Michael Mansfield	Member	Term Expires 6/30/2022	7/1/2021
Patriotic Holiday Committee	R. Scott Parrish	Member	Term Expires 6/30/2022	7/1/2021
Patriotic Holiday Committee	Calvin Perry	Member	Term Expires 6/30/2022	7/1/2021
Patriotic Holiday Committee	Francis Rittershaus	Member	Term Expires 6/30/2022	7/1/2021
Patriotic Holiday Committee	Stephen Wallingford	Member	Term Expires 6/30/2022	7/1/2021

Planning Board	Zachary Bergeron	Member	Term Expires 6/30/2026	7/1/2021
Planning Board	Neil Magenheim	Member	Term Expires 6/30/2026	7/1/2021
Planning Board	Vincent Chiozzi, Jr.	Member	Term Expires 6/30/2026	7/1/2021
Preservation Commission	Karen Van Welden- Herman	Member	Term Expires 6/30/2024	7/1/2021
Revenue and Expenditure Task Force	Kevin Connors	Member	Term Expires 6/30/2024	7/1/2021
Revenue and Expenditure Task Force	Joseph Guilmartin	Member	Term Expires 6/30/2024	7/1/2021
Revenue and Expenditure Task Force	Thomas Hartwell	Member	Term Expires 6/30/2024	7/1/2021
Revenue and Expenditure Task Force	Paul MacKay	Member	Term Expires 6/30/2024	7/1/2021
Revenue and Expenditure Task Force	Timothy Vaill	Member	Term Expires 6/30/2024	7/1/2021
Scholarship Committee	Kate Allard	Member	Term Expires 6/30/2024	7/1/2021
Scholarship Committee	Phil Giguere	Member	Term Expires 6/30/2024	7/1/2021
Scholarship Committee	Carolyn Hanson	Member	Term Expires 6/30/2024	7/1/2021
Towle Fund Trustees	Gloria Wager	Member	Term Expires 6/30/2024	7/1/2021
Triad Council	Joseph Gifun	Member	Term Expires 6/30/2024	7/1/2021
Triad Council	John Howard, Jr.	Member	Term Expires 6/30/2024	7/1/2021
Trustees of Memorial Hall Library	John Hess	Member	Term Expires 6/30/2024	7/1/2021
Trustees of Memorial Hall Library	Laurence Lamagna	Member	Term Expires 6/30/2024	7/1/2021
Trustees of Memorial Hall Library	Marilyn Santagati	Member	Term Expires 6/30/2024	7/1/2021
Trustees of Memorial Hall Library	Anthony Straceski	Member	Term Expires 6/30/2024	7/1/2021
Trustees of Spring Grove Cemetery	Gail Ralston	Member	Term Expires 6/30/2024	7/1/2021
Town Clerk	Ronald Bertheim	Constable	Term Expires 6/30/2024	7/1/2021

Veterans Service Agent	Mark Comeiro	Agent	Term Expires 6/30/2022	7/1/2021
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Alex Vispoli read the Citation for Rotari Stack, of Troop 73, who has achieved the rank of Eagle Scout and who is being recognized for his outstanding achievements in scouting. He organized a group of volunteers to clean over 60 gravestones of Civil War Veterans buried in South Church Cemetery. The cleaning helped restore the appearance of the gravestones and called attention to the sacrifices each soldier made. The Citation is signed by the members of the Select Board.

VIII. Approval of Minutes

A. Board to approve minutes of April 26, 2021 and April 28, 2021 (Triboard)

Alex Vispoli moved to approve the Select Board Minutes of April 26, 2021 and the Tri-Board Minutes of April 28, 2021 as presented. Motion seconded by Annie Gilbert Motion passes 5-0.

IX. Adjournment

At 8:30 P.M. Annie Gilbert moved to adjourn the Select Board Meeting of Monday, June 22, 2021. Motion seconded by Alex Vispoli. Motion passes 5-0.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

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

MEETINGS ARE TELEVISED ON
COMCAST CHANNEL 22 AND VERIZON CHANNEL 45



TOWN OF ANDOVER *Finance & Budget*

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

36 Bartlet Street
Andover, MA 01810
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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, Paul Szymanski,
Janet Wright, Town Website

Date: June 24, 2021

Re: ***FY 2021 Financials***

The attached reports summarize the Town's financial position through May 31, 2021.
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 May 31, 2021.

General Fund

The total general fund receipts of all sources collected through May 31, 2021 are in line with the annual projections through eleven months of the year. However, FY2021 local receipts are approximately \$4.1 million less than FY 2020 collections through the same period of time. Last year we had two large building permits for \$416,000 and \$354,000 and more cash available at the beginning of the year from the Columbia Gas Settlement to earn investment income with better interest rates. The hotel, motel and meals receipts came in lower than prior year, the Town received two FEMA receipts in FY 2020 totaling about \$464,000 from a prior snowstorm, motor vehicle excise bills went out later this year and PILOT payments came in a month earlier last year. Off-set receipts collections are higher than collections through the same period of time last because of recreation programs.

General fund personal services and other expenditures are both consistent with or less than FY 2021 projections through May 2021. Technical Schools charges have come in higher than budgeted, but in June the Finance Committee and Select Board approved a transfer to cover the deficit.

Water Enterprise Fund

The total water enterprise fund collections are better than the annual projections through May 2021, with user charges being \$1.9 million greater than prior year receipts through the same period, due to the drier weather conditions and more people at home during the pandemic, increasing usage over the year.

Water personal services and other expenses are consistent with FY 2021 projections through May 2021. There are some encumbrances pertaining to the increased water

volume being pumped and maintenance of the aging system which may result in a deficit at year end.

Sewer Enterprise Fund

The total sewer enterprise fund collections are consistent with projections through May 2021 and user charges are approximately \$750,000 greater than prior year receipts through the same period. Sewer personal services and other expenses are lower than the FY 2021 projections through May 2021.

Reserve Fund

Town Meeting approved a reserve fund balance of \$200,000. This money has not been used through May 2021.

Compensation Fund

Town Meeting approved a compensation fund balance of \$174,718. This money has not been used through May 2021.

Revolving Accounts

Town Meeting voted to approve 15 revolving funds with a total spending limit of \$1,915,000. In regards to the Health Services Clinics Fund and CD&P Legal Notices, there has been a delay in receipt of flu vaccine reimbursements and we are working to identify expenditures which may be able to be charged to other funds.

Capital Projects

These projects are part of the Town's capital improvement plan voted at Town Meeting from taxation.

Town of Andover
FY 2021 General Fund Year-To-Date Revenue Report
Budgeted vs. Actuals 5/31/2021 and 5/31/2020

Local Receipts	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
Motor Vehicle Excise	5,445,856	5,235,818	96.1%	5,826,858	5,679,890	97.5%	(381,002)	(444,072)
Hotel/Motel/Meals	1,064,009	842,898	79.2%	2,358,666	2,096,206	88.9%	(1,294,657)	(1,253,308)
Penalties and Interest on Taxes and Excises	480,000	432,839	90.2%	461,500	502,523	108.9%	18,500	(69,684)
Fees	61,000	33,755	55.3%	59,850	58,064	97.0%	1,150	(24,309)
Payments in Lieu of Taxes	430,000	2,016	0.5%	412,000	422,306	102.5%	18,000	(420,290)
Other Departmental Revenues	300,000	312,521	104.2%	250,950	249,468	99.4%	49,050	63,054
Other Departmental Revenues - School Medicare	180,000	141,298	78.5%	366,924	85,055	23.2%	(186,924)	56,244
Non-Recurring Revenues	-	-	0.0%	-	463,884	0.0%	-	(463,884)
Licenses and Permits	2,408,496	2,245,998	93.3%	2,400,000	2,991,337	124.6%	8,496	(745,339)
Fines & Forfeits	227,000	159,439	70.2%	242,000	219,986	90.9%	(15,000)	(60,547)
Investment Income	395,918	233,597	59.0%	631,269	1,094,875	173.4%	(235,351)	(861,279)
Special Assessments	-	1,193	N/A	-	1,247	N/A	-	(54)
Total Estimated Receipts	10,992,279	9,641,372	87.7%	13,010,017	13,864,841	106.6%	(2,017,738)	(4,223,469)

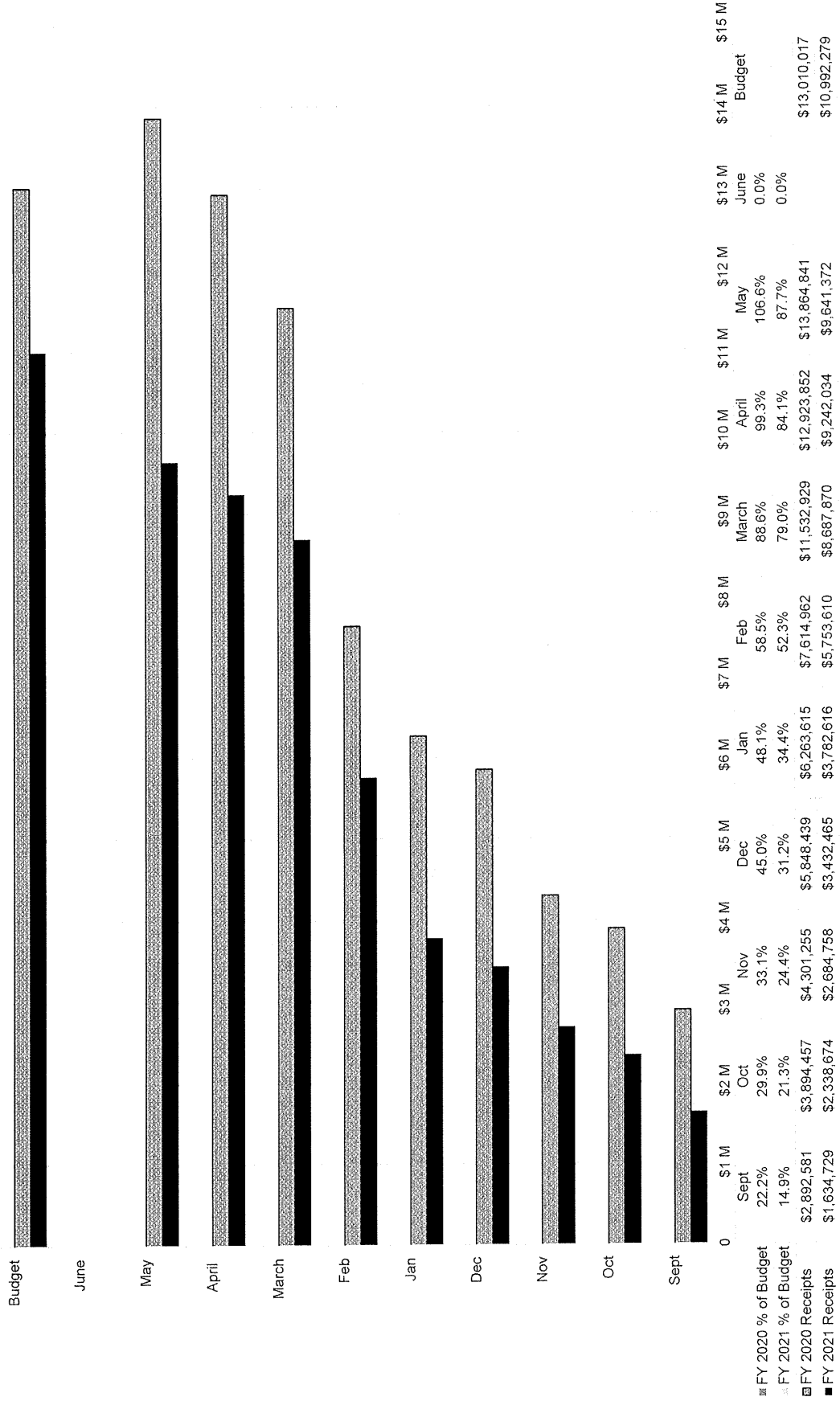
Off-Set Receipts	FY 21 Budgeted Receipts	FY 21 YTD Revenues	% Collected	FY 20 Budgeted Receipts	FY 20 YTD Revenues	% Collected	Change in Budgets	Change in YTD Receipts
Recreation	593,510	610,997	102.9%	583,510	361,869	62.0%	10,000	249,128
Elder Services	106,000	103,666	97.8%	106,000	131,098	123.7%	-	(27,432)
Public Facilities - Rental Receipts	80,000	28,321	35.4%	80,000	62,321	77.9%	-	(33,999)
Cemetery - Interment Fees	60,000	62,671	104.5%	60,000	52,726	87.9%	-	9,945
Public Safety - Police Detail Fees	90,000	60,032	66.7%	90,000	53,617	59.6%	-	6,416
Public Safety / Fire - Ambulance Receipts	1,350,000	1,194,177	88.5%	1,350,000	1,251,417	92.7%	-	(57,240)
Total Off-Set Receipts	2,279,510	2,059,865	90.4%	2,269,510	1,913,048	84.3%	10,000	146,817

Other Revenues	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
Property Taxes (inc. Tax Titles)	159,488,649	158,526,660	99.4%	151,611,876	149,241,099	98.4%	7,876,773	9,285,560
State Aid	13,939,807	12,741,821	91.4%	13,929,158	12,759,348	91.6%	10,649	(17,527)
Total Other Revenues	173,428,456	171,268,481	98.8%	165,541,034	162,000,447	97.9%	7,887,422	9,268,033
Total Revenues	186,700,245	182,969,718	98.0%	180,820,561	177,778,337	98.3%	5,879,684	5,191,382

Town of Andover
FY 2021 Enterprise Funds Year-To-Date Revenue Report
Budgeted vs. Actuals 5/31/2021 and 5/31/2020

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	9,860,417	103.1%	8,511,201	7,974,163	93.7%	1,056,397	1,886,254
Water Connection	41,000	32,079	78.2%	41,000	43,473	106.0%	-	(11,394)
Water Testing Fees	22,000	13,510	61.4%	25,000	18,920	75.7%	(3,000)	(5,410)
Meter Installations	10,000	13,275	132.8%	9,000	7,920	88.0%	1,000	5,355
Fire Flow Test	9,000	7,500	83.3%	9,000	11,706	130.1%	-	(4,206)
Special/Final Reads	25,000	50,393	201.6%	25,000	40,726	162.9%	-	9,667
Backflow/Cross Connection Fees	75,000	57,634	76.8%	75,000	40,690	54.3%	-	16,944
Water Tap	-	1,200	N/A	-	725	N/A	-	475
Liens	120,000	81,996	68.3%	120,000	76,994	64.2%	-	5,002
Fire Suppression	220,000	231,688	105.3%	150,000	214,173	142.8%	70,000	17,515
Interest/Misc Revenue	12,000	18,851	157.1%	-	4,311	N/A	12,000	14,539
Non-Revenue Interest	16,000	10,676	66.7%	19,000	62,107	326.9%	(3,000)	(51,431)
Total Water Receipts	10,117,598	10,379,219	102.6%	8,984,201	8,495,909	94.6%	1,133,397	1,883,310
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	4,386,378	88.4%	4,841,042	3,636,575	75.1%	121,026	749,804
Committed Interest/Income	170,000	202,806	119.3%	235,000	203,032	86.4%	(65,000)	(226)
Liens	55,000	63,728	115.9%	90,000	53,650	59.6%	(35,000)	10,078
Apport Assmnts	445,000	563,921	126.7%	491,400	539,068	109.7%	(46,400)	24,853
State Reimb/Grants	-	8,512	N/A	-	5,586	N/A	-	2,926
Interest/Misc Revenue	-	2,788	N/A	-	4,075	N/A	-	(1,287)
Non-Revenue Interest	48,000	7,428	15.5%	45,046	39,583	87.9%	2,954	(32,155)
Total Sewer Receipts	5,680,068	5,235,562	92.2%	5,702,488	4,481,569	78.6%	(22,420)	753,993
Total Enterprise Revenues	15,797,666	15,614,781	98.8%	14,686,689	12,977,478	88.36%	1,110,977	2,637,303

Town of Andover Local Receipts FY 2021 and FY 2020



Town of Andover
FY 2021 Year-To-Date Budget Report
Personal Services and Other Expenditures thru 5/31/2021

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	6,087,752	-	889,741	87.2%	87.2%
Community Services	1,808,992	-	1,808,992	1,566,282	-	242,710	86.6%	86.6%
Public Facilities	2,453,849	-	2,453,849	2,087,169	-	366,680	85.1%	85.1%
Public Safety - Fire	8,431,428	14,115	8,445,543	7,606,535	-	839,008	90.1%	90.1%
Public Safety - Police	7,966,037	14,839	7,980,876	6,945,252	-	1,035,624	87.0%	87.0%
Public Works	3,720,378	13,491	3,733,869	3,427,730	-	306,139	91.8%	91.8%
Library	2,255,543	-	2,255,543	1,887,819	-	367,724	83.7%	83.7%
School	72,080,761	-	72,080,761	56,078,561	14,527,120	1,475,080	98.0%	77.8%
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	85,687,100	14,527,120	5,697,424	94.6%	80.9%

Water Enterprise	2,178,805	-	2,178,805	2,026,409	-	152,396	93.0%	93.0%
Sewer Enterprise	346,903	-	346,903	293,883	-	53,020	84.7%	84.7%
Total Personal Services - Enterprise Funds	2,525,708	-	2,525,708	2,320,291	-	205,417	91.9%	91.9%

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	1,803,047	203,428	370,425	84.4%	75.9%
Community Services	680,691	49,221	729,912	386,805	83,567	259,540	64.4%	53.0%
Public Facilities	1,375,450	24,366	1,399,816	872,715	431,315	95,787	93.2%	62.3%
Public Safety - Fire	547,150	41,944	589,094	486,766	73,562	28,765	95.1%	82.6%
Public Safety - Police	1,030,300	52,566	1,082,866	710,251	217,850	154,765	85.7%	65.6%
Public Works	5,635,948	592,513	6,228,461	5,068,185	1,109,629	50,647	99.2%	81.4%
Library	659,987	5,506	665,493	505,669	98,189	61,635	90.7%	76.0%
School	17,165,939	530,942	17,696,881	12,968,729	3,251,143	1,477,009	91.7%	73.3%
Technical Schools	740,000	-	740,000	768,834	-	(28,834)	103.9%	103.9%
Debt Service	16,873,972	-	16,873,972	15,195,938	-	1,678,034	90.1%	90.1%
Insurance	1,225,921	-	1,225,921	1,050,800	17,373	157,748	87.1%	85.7%
Health Insurance	22,338,257	-	22,338,257	14,242,084	-	8,096,173	63.8%	63.8%
Unemployment	160,000	33,704	193,704	3,900	33,704	156,100	19.4%	2.0%
Retirement	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	69,305,027	5,519,759	12,757,794	85.4%	79.1%

Water Enterprise	3,323,000	1,428,193	4,751,193	4,091,092	726,795	(66,694)	101.4%	86.1%
Sewer Enterprise	2,842,076	291,527	3,133,603	2,297,145	138,413	698,046	77.7%	73.3%
Total Other Expenses - Enterprise Funds	6,165,076	1,719,720	7,884,796	6,388,237	865,208	631,351	92.0%	81.0%

Total - General Fund	191,893,413	1,600,811	193,494,224	154,992,127	20,046,879	18,455,219	90.5%	80.1%
Total - Enterprise Funds	8,690,784	1,719,720	10,410,504	8,708,528	865,208	836,768	92.0%	83.7%

Town of Andover
FY 2021 Reserve Account and Compensation Fund
As of 5/31/21

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 5/31/21

	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 5/31/2021	27,685	10,376	39,960	521,887	330,199	60,595	36,879	6,853	990	26,711	26,584	0	6,732	52,568	800	
Expenditures																
thru 5/31/2021	23,077	619	65,491	355,972	163,856	13,260	100,219	0	0	35,242	8,000	0	7,594	4,554	240	
Balance																
thru 5/31/2021	21,206	23,839	814	393,340	365,854	115,441	113,447	46,143	29,070	15,396	76,675	0	23,081	140,730	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
Y-T-D % Spent	115.39%	3.09%	109.15%	56.96%	40.96%	8.84%	44.54%	0.00%	0.00%	58.74%	20.00%	0.00%	7.59%	4.55%	0.48%

**Town of Andover
Capital Projects
5/31/2021**

	<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	1,022,502	851,743	237,206		
Encumbered	-	-	2,377	1,500	17,498	107,217	249,427		
Total School CIP	Available	-	-	179	4,517	-	52,640	663,367	720,701
Budget	85,000	112,000	222,000	579,018	487,000	1,044,098	902,108		
Expended	76,132	65,900	173,372	553,143	387,116	606,413	190,490		
Encumbered	8,868	-	-	9,300	6,426	62,573	216,531		
Total General Government CIP	Available	-	46,100	48,628	16,575	93,458	375,112	495,087	1,074,964
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	589,985	620,502	778,446	900,768	1,054,213	167,234		
Encumbered	-	-	-	1,355	45,216	207,803	54,750		
Total Facilities CIP	Available	-	15	2,498	20,199	16	40,984	246,016	309,728
Budget	231,000	285,000	195,000	293,500	250,077	195,000	195,000		
Expended	227,563	284,758	195,000	293,400	249,159	193,298	27,389		
Encumbered	1,189	-	-	-	-	1,702	140,204		
Total Police CIP	Available	2,248	242	-	100	918	-	27,407	30,916
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	-	-	3,378	-	-	-	-		
Total Fire CIP	Available	36,324	12,668	-	2,148	12,285	-	-	63,425
Budget	206,000	240,000	285,000	415,000	328,000	400,000	-		
Expended	206,000	234,163	225,018	350,422	323,147	250,164	-		
Encumbered	-	5,838	50,352	13,230	4,312	149,836	-		
Total DPW CIP	Available	-	-	9,631	51,348	541	-	-	61,519
Budget	1,330,000	1,372,000	1,420,000	2,183,232	2,225,077	2,952,098	1,711,108		
Expended	1,259,347	1,304,009	1,305,514	2,065,365	2,061,906	2,104,088	481,112		
Encumbered	10,057	5,838	53,729	23,885	55,954	421,913	411,485		
Total Town CIP	Available	60,596	62,153	60,756	93,982	107,218	426,096	818,510	1,629,317
Budget	2,370,000	2,450,000	2,540,000	3,678,875	3,265,077	3,963,698	2,861,108		
Expended	2,299,347	2,382,009	2,422,959	3,554,990	3,084,407	2,955,831	718,318		
Encumbered	10,057	5,838	56,106	25,385	73,452	529,130	660,912		
Grand Total	Available	60,596	62,153	60,935	98,500	107,218	478,737	1,481,878	2,350,018