



## Select Board Meeting – Amended 9.20.21

Monday, September 20, 2021 7:00 PM

Virtual Meeting Broadcast on

Comcast Channel 22 Verizon Channel 45

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- I. **Call to Order – 7:00 P.M.**
  - II. **Opening Ceremonies**
    - A. Moment of Silence/Pledge of Allegiance
  - III. **Communications/Announcements/Liaison Reports**
  - IV. **Citizens Petitions and Presentations**

Public comment will be limited to 30 minutes.  
To provide public comment during Citizens Petitions and Presentations visit:  
[www.andoverma.gov/JoinSelectBoardMeeting](http://www.andoverma.gov/JoinSelectBoardMeeting)
  - V. **Public Hearings**
    - A. Liquor License Change in Manager – (10 minutes)

Board to review and consider voting to approve the application of Lanam Club, 260 North Main Street, for a Liquor License Change of Manager to their All Kinds of Alcoholic Beverages Club License to Joanna Collantine-Kerr, 660 Great Pond Road, North Andover, MA.
  - VI. **Regular Business**
    - A. Mask Guidelines – (10 minutes)

Board to review and consider voting to approve mask guidelines for public buildings.
    - B. Pension Obligation Bond Update – (10 minutes)

Board to receive an update from the Chairman of the Investment Committee.
    - C. Update on Andover Youth Services – (10 minutes)

Board to receive an update on Andover Youth Services.
    - D. Town Manager Performance Evaluation – (30 minutes)

Board to discuss and consider voting to accept the Town Manager Composite Review.
  - VII. **Consent Agenda**
    - A. Appointments by the Town Manager

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

RECEIVED  
TOWN CLERK'S OFFICE  
2021 SEP 20 AM 8:43  
TOWN OF ANDOVER, MASS

Department	Name	Position	Rate/Term	Date of Hire
Department of Public Works	Mark Wood ( <i>David Van Dooren</i> )	Emergency Vehicle Technician	\$74,679.41/yr	9/21/2021
Community Services – Youth Services	Dawy Lebron	Temporary Program Coordinator	\$40.00/hr	9/7/2021
Andover Green Advisory Board	Willow Cheeley	Member	Term Expires 6/30/2024	9/20/2021
Andover Housing Trust Fund Board of Trustees	David Brown	Member	Term Expires 6/30/2024	9/20/2021
Council on Aging	Amanda Preston	Member	Term Expires 6/30/2022	9/20/2021
Cultural Council	Paul Graveline	Member	Term Expires 6/30/2022	9/20/2021
Cultural Council	Tanja King	Member	Term Expires 6/30/2022	9/20/2021
Cultural Council	Amie Joof Senghore	Member	Term Expires 6/30/2022	9/20/2021

**VIII. Approval of Minutes**

A. Board to approve minutes from the following meetings:

1. August 16, 2021
2. August 30, 2021

**IX. Executive Session**

A. Board to vote to go into Executive Session pursuant to Purpose 2 of Massachusetts General Laws, Chapter 30, Section 21(a), to conduct contract negotiations with nonunion personnel, i.e., the Town Manager, and for the Chair to declare that an open session may have a detrimental effect on the negotiating position of the Town, and not to return to open session.

**X. Adjourn**

Pursuant to S.2475 “An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency,” which was enacted into law on June 16, 2021, this meeting of the Select Board will be conducted via remote participation to the greatest extent possible. The virtual meeting will be broadcast on 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](http://www.andoverma.gov/JoinSelectBoardMeeting). They will be admitted during Citizens Petitions and Presentations.

Members of the public who wish to ask a question on particular agenda item during the regular meeting can speak to a staff member by calling 311 from their landline or cell phone within the geographical boundaries of Andover or call 978-623-8311 from anywhere. Questions can also be emailed during the meeting by emailing [manager@andoverma.us](mailto:manager@andoverma.us). Residents are encouraged to email their questions or comments ahead of the meeting – however, staff will be available to present the Select Board with questions and comments received during the meeting. Please include your name and address with your question or comment.

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 our 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.

**MEETINGS ARE TELEVISED ON  
COMCAST CHANNEL 22 AND VERIZON CHANNEL 45**

# Liquor License Change in Manager – Lanam Club

TOWN OF ANDOVER GENERAL LICENSE APPLICATION

RECEIVED  
TOWN CLERK'S OFFICE  
TIME STAMP

APPLICANT'S D/B/A: [REDACTED]

LANAM CLUB

2021 AUG 20 PM 3:01

APPLICANT NAME: JOHANNA COLLANTINE-KERR

TOWN OF ANDOVER, MASS

APPLICANT'S ADDRESS: [REDACTED]

NORTH ANDOVER MA 01845

APPLICANT'S TEL. NUMBER: [REDACTED]

CONTACT PERSON: JOANNA COLLANTINE-KERR

TELEPHONE: [REDACTED] E-MAIL joanna@lanam.org

MAILING ADDRESS: 260 NORTH MAIN STREET, ANDOVER MA 01810

TYPE OF LICENSE: LIQUOR LICENSE - CHANGE OF MANAGER

LOCATION OF LICENSE ACTIVITY: LANAM CLUB, 260 NORTH MAIN STREET

APPLICATION/LICENSE FEE: \$125 FID/SS # [REDACTED]

DATE OF ACTIVITY N/A TIME from N/A to N/A

I certify under penalties of perjury, that the above information is true and that named applicant has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature: [REDACTED]

OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY

Date of log entry 8.20.21 By: [Signature] License Board Hearing Date:

Prior Approval Required:	DATE SENT:	DATE APPROVED
Police Dept:	8-25-21	8/27/21
Fire Dept:	↓	8/27/21
Health Building CD&P Mgr:	↓	8/26/21
Town House:	↓	8/25/21
Treasurer:	↓	8/27/21

Add'l conditions for license:

This license requires: (circle all that apply)

Selectmen Approval

Business Certificate

Letter of Clearance



Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150

JEAN M. LORIZIO, ESQ.  
CHAIRMAN

**CORI REQUEST FORM**

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

**ABCC LICENSE INFORMATION**

ABCC NUMBER: [REDACTED] LICENSEE NAME: Lanam Club CITY/TOWN: Andover  
(IF EXISTING LICENSEE)

**APPLICANT INFORMATION**

LAST NAME: Collantine-Kerr FIRST NAME: Joanna MIDDLE NAME: Louise  
MAIDEN NAME OR ALIAS (IF APPLICABLE): [REDACTED] PLACE OF BIRTH: [REDACTED]  
DATE OF BIRTH: [REDACTED] SSN: [REDACTED] ID THEFT INDEX PIN (IF APPLICABLE): [REDACTED]  
MOTHER'S MAIDEN NAME: Jones DRIVER'S LICENSE #: [REDACTED] STATE LIC. ISSUED: Massachusetts  
GENDER: FEMALE HEIGHT: 5 4 WEIGHT: [REDACTED] EYE COLOR: Hazel  
CURRENT ADDRESS: 660 Great Pond Road  
CITY/TOWN: North Andover STATE: MA ZIP: 01845  
FORMER ADDRESS: 17 South Charles Street  
CITY/TOWN: Bradford STATE: MA ZIP: 01845

**PRINT AND SIGN**

PRINTED NAME: Joanna L Collantine-Kerr APPLICANT/EMPLOYEE SIGNATURE: [REDACTED]

**NOTARY INFORMATION**

On this August 20, 2021 before me, the undersigned notary public, personally appeared Joanna L. Collantine-Kerr  
(name of document signer), proved to me through satisfactory evidence of identification, which were U.S. Passport  
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

MELISSA K. RIPLEY  
Notary Public  
COMMONWEALTH OF MASSACHUSETTS  
My Commission Expires April 5, 2022

Melissa K Ripley  
NOTARY

**DIVISION USE ONLY**

REQUESTED BY: [REDACTED]  
SIGNATURE OF CORI AUTHORIZED EMPLOYEE  
The DCI Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCI. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCI via mail or by fax to (617) 660-4614.



The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission

For Reconsideration

LOCAL LICENSING AUTHORITY REVIEW RECORD

ABCC License Number

Andover  
City/Town

Aug 20, 2021  
Date Filed with LLA

**TRANSACTION TYPE (Please check all relevant transactions):**

<input type="checkbox"/> New License	<input type="checkbox"/> Change Corporate Name	<input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)	<input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC)
<input type="checkbox"/> Transfer of License	<input type="checkbox"/> Change of DBA	<input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)	<input type="checkbox"/> Change of Hours
<input checked="" type="checkbox"/> Change of Manager	<input type="checkbox"/> Alteration of Licensed Premises	<input type="checkbox"/> Change of License Type (i.e. club / restaurant)	<input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder
<input type="checkbox"/> Change of Beneficial Interest	<input type="checkbox"/> Change of Location	<input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt)	<input type="checkbox"/> Management/Operating Agreement

**APPLICANT INFORMATION**

Name of Licensee: Lanam Club D/B/A: Lanam Club

ADDRESS: 260 North Main Street CITY/TOWN: Andover STATE: MA ZIP CODE: 01810

Manager: Joanna L Collantine-Kerr

Granted under Special Legislation? Yes  No

If Yes, Chapter \_\_\_\_\_ of the Acts of (year) \_\_\_\_\_

\$12 Club (Type) Annual (Class) All Alcoholic Beverages (Category)

(i.e. restaurant, package store) (Annual or Seasonal) (i.e. Wines and Malts / All Alcohol)

**LOCAL LICENSING AUTHORITY DECISION**

Please indicate the decision of the Local Licensing Authority: \_\_\_\_\_

Please indicate what days and hours the licensee will sell alcohol: \_\_\_\_\_

If **Approving With Modifications**, please indicate below what changes the LLA is making:

Please indicate if the LLA is downgrading the License Category (approving only Wines and Malts if applicant applied for All Alcohol): \_\_\_\_\_

<b>Changes to the Premises Description</b>	<b>Indoor Area</b>	<b>Floor Number</b>	<b>Square Footage</b>	<b>Number of Rooms</b>
Total Square Footage _____	Total Square Footage _____			
Patio/Deck/Outdoor Area Total Square Footage _____	Number of Entrances _____			
Seating Capacity _____	Number of Exits _____			

Abutters Notified: Yes  No

Date of Abutter Notification: \_\_\_\_\_ Date of Advertisement: \_\_\_\_\_

Please add any additional remarks or conditions here:

Check here if you are attaching additional documentation

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission  
Ralph Sacramone  
Executive Director

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date APPROVED by LLA

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
239 Causeway Street  
Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**AMENDMENT APPLICATION FOR A CHANGE OF MANAGER**

Please complete this entire application, leaving no fields blank. If field does not apply to your situation, please write N/A.

<b>1. NAME OF LICENSEE</b> (Business Contact)	Lanam Club
ABCC License Number	[REDACTED]
City/Town of Licensee	Andover

**2. APPLICATION CONTACT**

The application contact is required and is the person who will be contacted with any questions regarding this application.

First Name:	Joanna	Middle:	Louise	Last Name:	Collantine-Kerr
Title:	Authorized Representative	Primary Phone:	978.764.3448		
Email:	joanna@lanam.org				

**3. BUSINESS CONTACT**

Please complete this section **ONLY** if there are changes to the Licensee phone number, business address (corporate headquarters), or mailing address.

Entity Name:			
Primary Phone:		Fax Number:	
Alternative Phone:		Email:	

**Business Address (Corporate Headquarters)**

Street Number:	260	Street Name:	NORTH MAIN STREET
City/Town:	ANDOVER	State:	MA
Zip Code:	01810	Country:	USA

**Mailing Address**

Check here if your Mailing Address is the same as your Business Address

Street Number:		Street Name:	
City/Town:		State:	
Zip Code:		Country:	

**APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE**

**4. MANAGER CONTACT**

The Manager Contact is required and is the individual who will have day-to-day, operational control over the liquor license.

Salutation  First Name  Middle Name  Last Name  Suffix

Social Security Number  Date of Birth

Primary Phone:  Email:

Mobile Phone:  Place of Employment

Alternative Phone:  Fax Number

**Citizenship / Residency / Background Information of Proposed Manager**

Are you a U.S. Citizen?  Yes  No

Have you ever been convicted of a state, federal, or military crime?  Yes  No  
If yes, attach an affidavit that lists your convictions with an explanation for each.

Have you ever been Manager of Record of a license to sell alcoholic beverages?  Yes  No

If yes, please list the licenses for which you are the current or proposed manager:

Former- Stevens Estate at Osgood Hill 2017-2021 (changing to new manager as of 7/21)  
New -Lanam Club

Do you have direct, indirect, or financial interest in this license?  Yes  No

If yes, percentage of interest:

If yes, please indicate type of interest (check all that apply):

<input type="checkbox"/> Officer	<input type="checkbox"/> Sole Proprietor
<input type="checkbox"/> Stockholder	<input type="checkbox"/> LLC Manager
<input type="checkbox"/> LLC Member	<input type="checkbox"/> Director
<input type="checkbox"/> Partner	<input type="checkbox"/> Landlord
<input type="checkbox"/> Contractual	<input type="checkbox"/> Revenue Sharing
<input type="checkbox"/> Management Agreement	<input type="checkbox"/> Other

Please indicate how many hours per week you intend to be on the licensed premises:

**Employment Information of Proposed Manager**

Please provide your employment history for the *past 10 years*

Date(s)	Position	Employer	Address	Phone
7/2015 to 6/2021	Director	Town of North Andover	20 Main Street North Andover MA 0184	978 688 9500
1/2014 to 5/2015	Business Development Mgr	Kinetic Software	599 North Ave. Wakefield MA 01880	781 587 2052
1/2011 to 12/2013	Operations and Sales Director	Rolling Ridge Retreat Center	Great Pond Road, North Andover MA 01845	978 682 8815

**Prior Disciplinary Action of Proposed Manager**

Have you ever been involved directly or indirectly in an alcoholic beverages license that was subject to disciplinary action? If yes, please complete the following:

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation



**APPLICANT'S STATEMENT**

I, Gregory Serrao the:  sole proprietor;  partner;  corporate principal;  LLC/LLP member  
Authorized Signatory

of Lanam Club, hereby submit this application for Change of Manager  
Name of the Entity/Corporation Transaction(s) you are applying for

(hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature: Gregory Serrao

Date: 8/16/21

Title: President



# TOWN OF ANDOVER

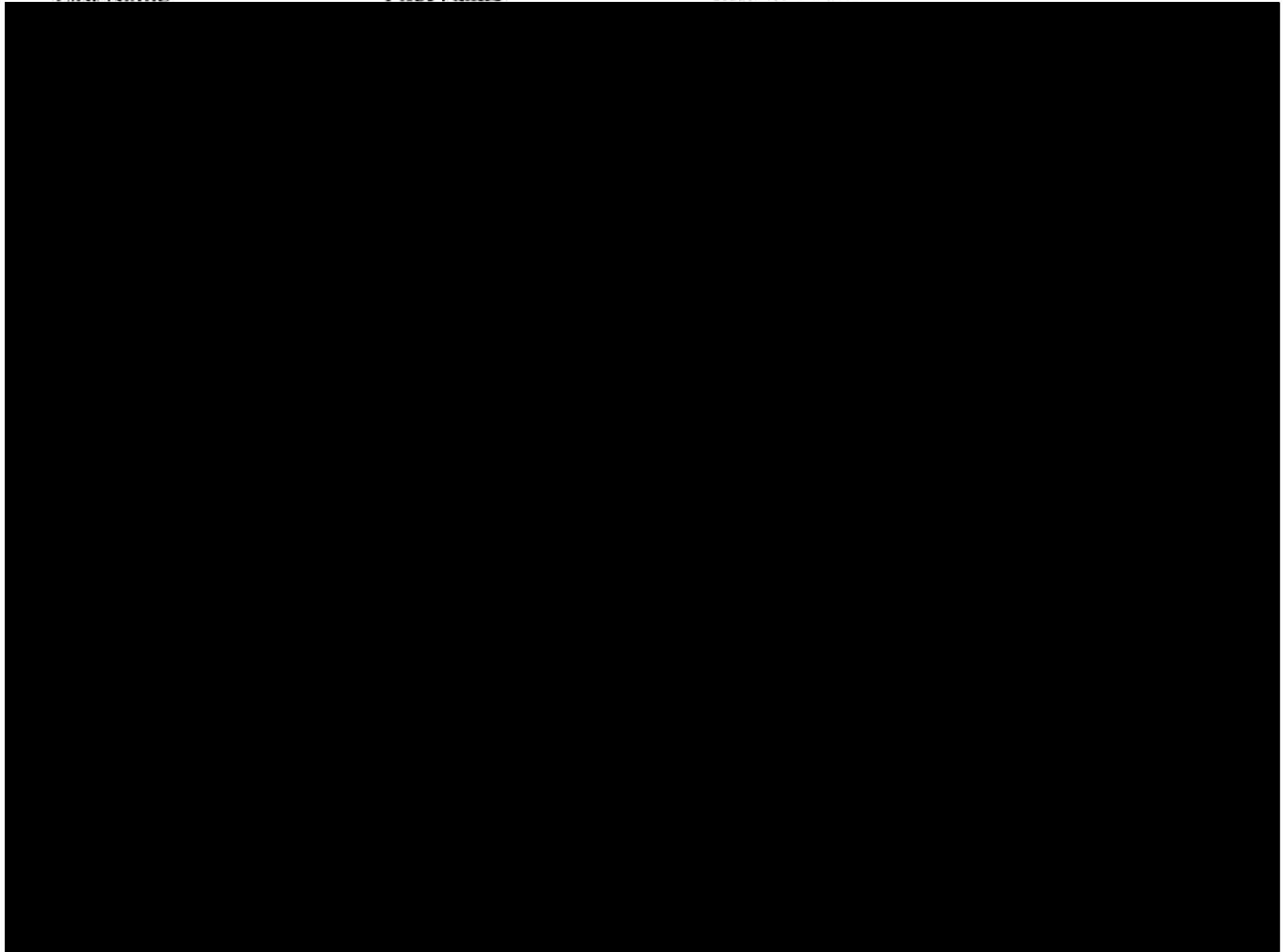
## TOWN CLERK'S OFFICE

36 Bartlet Street  
Andover, MA 01810  
978-623-8230

[www.andoverma.gov](http://www.andoverma.gov)

### SUBJECT INFORMATION:

<u>Collantine-Keel</u>	<u>Joanna</u>	<u>Louise</u>	
Last Name	First Name	Middle Name	Suffix



U.S. Passport

VERIFIED BY: Melissa K. Ripley  
Name of Verifying Employee (Please Print)

Melissa K Ripley  
Signature of Verifying Employee



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
Department of Criminal Justice Information Services  
200 Arlington Street, Suite 2200, Chelsea, MA 02150, MASS.GOV/CJIS  
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973



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**Massachusetts Criminal Offender Record Information (CORI)**

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To Whom It May Concern:

The Massachusetts Department of Criminal Justice Information Services (DCJIS) has conducted a computerized search of the Criminal Offender Record Information database.

The attached is a true copy of matching information from the CORI database for COLLANTINE-KERR, JOANNA L and date of birth [REDACTED]

Signed under the penalties of perjury this 25th day of August 2021.

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Norma Marquez  
Massachusetts Department Criminal Justice Information Services



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3, Chelsea, MA 02150  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
 MONETARY TRANSMITTAL FORM

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: <https://www.mass.gov/epay-for-online-payments-abcc>

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL

EPAY CONFIRMATION NUMBER

64c822a1-085f-4a62-  
 9dd4-942bd9c2f15

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME Lanam Club

ADDRESS 260 North Main Street

CITY/TOWN Andover

STATE MA

ZIP CODE 01810

For the following transactions (Check all that apply):

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> New License                                   | <input type="checkbox"/> Change of Location   | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License                           | <input type="checkbox"/> Alteration of Licensed Premises  | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input checked="" type="checkbox"/> Change of Manager                  | <input type="checkbox"/> Change Corporate Name  | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  |   | <input type="checkbox"/> Other <input type="text"/>                       | <input type="checkbox"/> Change of DBA                                |

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS  
 TRANSMITTAL FORM ALONG WITH  
 COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION  
 95 Fourth Street, Suite 3  
 Chelsea, MA 02150-2358

**Joanna Collantine-Kerr**

**From:** customerservice@nCourt.com  
**Sent:** Friday, August 20, 2021 2:51 PM  
**To:** Joanna Collantine-Kerr  
**Subject:** Receipt from nCourt

YOUR RECEIPT >>

Please include the payment receipt with your application. Thank you.

**Paid To**

**Name:** Massachusetts Alcoholic Beverages Control Commission - Retail  
**Address 1:** 95 Fourth Street, Suite 3  
**Address 2:**  
**City:** Chelsea  
**State:** Massachusetts  
**Zip:** 02150

**Payment On Behalf Of**

**First Name:** Joanna  
**Address 1:** 660 Great Pond Road  
**Address 2:**  
**City:** North Andover  
**Last Name:** Collantine Kerr  
**State:** MA  
**Zip:** 01845

Description	ID	Service Fee	Amount
FILING FEES-RETAIL	Lanam Club	\$4.70	\$200.00

**Receipt Date:** 8/20/2021 2:51:09 PM EDT

**Invoice Number:** 84c822a1-085f-4a62-9dd4-942b1d9c2715

**Total Amount Paid:** \$204.70

**Billing Information**

**First Name:** Joanna  
**Last Name:** Collantine  
**Email:** joanna@lanam.org  
**Street:** [REDACTED]  
**City:** North Andover  
**State/Territory:** MA  
**Zip:** 01845  
**Phone Number:** [REDACTED]

**Credit / Debit Card Information**

**Card Type:** Visa

## Melissa Ripley

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**From:** iCORI <iCORI.submission@chs.state.ma.us>  
**Sent:** Wednesday, August 25, 2021 12:38 PM  
**To:** Melissa Ripley  
**Subject:** iCORI Order Summary



**iCORI**

Commonwealth of Massachusetts  
Department of Criminal Justice Information Services

### iCORI Order Receipt

Your request for Massachusetts Criminal Offender Record Information (CORI) for the subject(s) below has been received.

To view the status of your CORI requests, please log in to iCORI and select the View CORI Results tab.

The DCJIS will never ask for your password or other confidential information via email.

Please do not respond directly to this email message. If you have any questions regarding this message, please e-mail us at [iCORI.INFO@state.ma.us](mailto:iCORI.INFO@state.ma.us), or call the Constituent Assistance and Research Unit at 617-660-4640 between 8:00 AM and 6:00 PM Eastern Time, Monday - Friday.

### Order Summary

Order Number: [REDACTED]

Submission Date/Time: 08/25/2021, 12:37

Org. Id: [REDACTED]

Username: [REDACTED]

Row	Request ID	Name	Date of Birth	SSN
1	[REDACTED]	Collantine-Kerr, Joanna L	[REDACTED]	[REDACTED]

**TAX FORM**

APPLICANT NAME: JOANNA COLLANTINE-KEER

I certify under penalties of perjury that the above named applicant has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

[Redacted Signature]

Signature of Individual or Corporate Name (Mandatory)

By: Corporate Officer (if corporation)

[Redacted Signature]

Social Security# (if individual)

[Redacted Social Security Number]

Federal Identification Number (FID# if Corporation or Non Profit#)

*This license will not be issued unless the certification clause is signed by the applicant.*

*Your Social Security or FID number will be furnished to the Massachusetts Department of Revenue to determine if you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. General Laws C. 62c s.49A.*



The Commonwealth of Massachusetts  
 Department of Industrial Accidents  
 1 Congress Street, Suite 100  
 Boston, MA 02114-2017  
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.  
 TO BE FILED WITH THE PERMITTING AUTHORITY.

**Applicant Information**

Please Print Legibly

Business/Organization Name: LANTAM CLUB

Address: 260 NORTH MAIN STREET

City/State/Zip: ANDOVER MA 01810

Phone #: 978 475 5210

Are you an employer? Check the appropriate box:

1.  I am an employer with \_\_\_\_\_ employees (full and/or part-time).\*
2.  I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3.  We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
4.  We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5.  Retail
6.  Restaurant/Bar/Eating Establishment
7.  Office and/or Sales (incl. real estate, auto, etc.)
8.  Non-profit
9.  Entertainment
10.  Manufacturing
11.  Health Care
12.  Other \_\_\_\_\_

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

\*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: THE HARTFORD

Inurer's Address: PO BOX 660916 DALLAS TEXAS ONE HARTFORD PLAZA

City/State/Zip: HARTFORD CT 06155

Policy # or Self-ins. Lic. # 08 WEC A54 HHO Expiration Date: 8/1/22

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: \_\_\_\_\_

Date: 7/1/21

Phone #: \_\_\_\_\_

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: ANDOVER Permit/License # \_\_\_\_\_

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office  
 6. Other \_\_\_\_\_

Contact Person: Lawrence Murphy, Town Clerk / Lic. Agent Phone #: 978-623-8230



# TOWN OF ANDOVER

## Town Clerk's Office

36 Bartlet Street  
Andover, MA 01810  
978-623-8230  
townclerk@andoverma.gov

Notice is hereby given in accordance with Chapter 138 of the Massachusetts General Laws, as amended, that Lanam Club, Andover, MA has applied for a Change of Manager to an - All Kinds of Alcoholic Beverages License, located at 260 North Main St., Andover. Joanna Collantine-Kerr, 660 Great Pond Road., North Andover, MA will be the new manager.

The public hearing will be held on Monday, September 20, 2021, in Memorial Hall Library 2<sup>nd</sup> floor, 2 North Main Street, Andover, MA at 7:00 p.m. in accordance with the General Laws relating thereto.

By Order of the  
Select Board

Austin Simko  
Town Clerk

Date of Issue: Monday, August 30, 2021

## **Lanam Club**

I move to approve the application of Lanam Club, for a Change of Manager to their - All Kinds of Alcoholic Beverages Club License at 260 North Main St, Andover, subject to the condition that all other requirements of the Town are met prior to issuance.

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

Voted \_\_\_\_\_ to \_\_\_\_\_

# Mask Guidelines

Motion for Mask Guidelines

I move to accept the mask guidelines as recommended by the Town Manager.

# Town Manager Performance Evaluation

Motion for Town Manager Performance Evaluation

I move to accept the Town Manager Composite Review.

# Consent Agenda

<b>Department</b>	<b>Name</b>	<b>Position</b>	<b>Rate/Term</b>	<b>Date of Hire</b>
Department of Public Works	Mark Wood ( <i>David Van Dooren</i> )	Emergency Vehicle Technician	\$74,679.41/yr	9/21/2021
Community Services – Youth Services	Dawy Lebron	Temporary Program Coordinator	\$40.00/hr	9/7/2021
Andover Green Advisory Board	Willow Cheeley	Member	Term Expires 6/30/2024	9/20/2021
Andover Housing Trust Fund Board of Trustees	David Brown	Member	Term Expires 6/30/2024	9/20/2021
Council on Aging	Amanda Preston	Member	Term Expires 6/30/2022	9/20/2021
Cultural Council	Paul Graveline	Member	Term Expires 6/30/2022	9/20/2021
Cultural Council	Tanja King	Member	Term Expires 6/30/2022	9/20/2021
Cultural Council	Amie Joof Senghore	Member	Term Expires 6/30/2022	9/20/2021

Motion for Consent Agenda

I move to approve the appointments by the Town Manager as listed in the consent agenda.

# Minutes

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## Select Board Meeting

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Monday, August 16, 2021  
Meeting Room, Memorial Hall Library

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**I. Call to Order**

Chairperson Chris Huntress called the Select Board Meeting of Monday, August 16, 2021 to order at 6:33 PM. Other members in attendance: Laura Gregory, Annie Gilbert, 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, Human Resource Director Jess Porter, and Attorney Leonard Kesten.

**II. Executive Session**

At 6:33 PM Dick Howe moved to vote to go into Executive Session pursuant to Purpose 3 for confidential communication with Counsel to discuss strategy with respect to litigation filed by William Fahey and to reconvene in open session and that the Chair declare that an open session may have a detrimental effect on the litigation position of the Town. The Chair so declared. Motion seconded by Alex Vispoli. Roll call: Alex Vispoli-Y, Dick Howe-Y, Annie Gilbert-Y, Laura Gregory-Y, Chris Huntress-Y. Motion passes 5-0.

**II. Regular Session**

The Board returned to Open Session at 7:00 P.M.

**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 and Announcements**

The Town Manager announced that the Grand Opening of the Robb Center will be held on Thursday, August 26<sup>th</sup> with a day of events. He also reported that the first meeting of the Investment Advisory Committee was held last week to review and conduct a market analysis and make recommendations to the Board on how to proceed with the Pension Obligation Bond Initiative. The goal is to deliver a recommendation by late September or early October.

Mike Lindstrom reported that the 2019 Home Rule Petition before the legislature, for a land swap with 126 Tewksbury Street and Bald Hill to keep our current compost site in the current location, went before the Committee on Municipal Government on July 27<sup>th</sup>. who held a hearing on the bill and voted unanimously in favor of the petition. It is now before the House Steering Committee. We anticipate that it will be passed in September. Austin Simko reported that the Town Yard Selection Committee will be holding

interviews in September to hear all presentations from the four final proposers to develop the Town Yard on September 1<sup>st</sup> from 1:00-5:30 PM and on September 2<sup>nd</sup> from 1:00-5:00 PM. All meetings are open to the public. Depending upon how the deliberations go, the current plan is that after the second meeting there will have been a recommendation from the Town Yard Selection Committee.

The Town Governance Committee plans to have their study completed by the end of September and will then issue a draft report and send it to the Board to be placed on the Warrant for the 2022 Town Meeting. In the fall, the Board will also vote on precinct boundaries from the State that have been reviewed by the Board of Registrars twice. The boundaries and new precincts will be updated and then presented to the Board this fall and will then go to the State.

Laura Gregory reported that the Diversity Equity and Inclusion Commission is holding a Community Meeting on September 14<sup>th</sup> and also on September 30<sup>th</sup> at 7:00 P.M. to discuss the DEI Strategic Plan. The second meeting is to get to know the Committee and about the Strategic Plan. An announcement will be going out soon for the Director of DEI, more information is available on the Town's website. This Thursday's is Andover's Community Day with events scheduled for the afternoon and evening.

Chris Huntress said they adjusted the meeting agenda to place public comment after New Business to allow for the presentation on next steps on hiring the director of AYS and on August 12<sup>th</sup> they held a brief virtual meeting that was recorded and is available on AndoverTV.org by holding the meeting, they were able to clear tonight's agenda to specifically concentrate on AYS.

Chair Huntress read a statement from the Select Board regarding Andover Youth Services (INSERT STATEMENT)

As the public may be aware, yesterday afternoon the Town of Andover was informed by the four full-time AYS employees (Assistant Director Glenn Wilson, Anthony Lombardi, Jacklyn Stackhouse, and Neal Callahan) in separate letters that all are resigning from their employment. Because this coordinated resignation has raised public concerns about the delivery of essential services by AYS to our youth, the Town is issuing this response. The response will also correct significantly misleading information which has been circulated to the public regarding the alleged basis for these resignations.

First, the Town has immediately started to mobilize resources to support the Town's youth in the interim. To that end, Community Services Director Jemma Lambert has requested a meeting with the AYS Assistant Director as soon as possible to obtain information that is essential to a transition, especially given the short notice provided by the group resignation. The health, safety, and welfare of Andover's young people are the Town's top priority. The full-time staff's group resignation may have significant impacts

on seasonal staff, program participants and community members, and we hope that the resigning employees will share the Town's concern, cooperate in the transition, and help mitigate the impacts. Support services for those affected by the resignations will be made available beginning early next week. More information about this will be distributed soon.

Within the next week, the Town will be announcing a community-led process that will help shape the next steps for Andover Youth Services. If you are interested in participating in this process, please email [NextStepsForAYS@andoverma.us](mailto:NextStepsForAYS@andoverma.us) with an expression of your interest and your contact information.

Regarding the information that is circulating about the alleged basis for the group resignation, since February 5<sup>th</sup>, AYS has remained under the administrative oversight of Ms. Lambert with day to day direction provided by the Assistant Director of AYS. During that period of more than six months, no member of the staff or anyone else has suggested to any Town official that AYS has been a "toxic" or "hostile" workplace – until this week. Instead, these allegations were first made after the Select Board stated during its' meeting on Monday evening, August 16<sup>th</sup> that it supports an independent investigation into these employees' receipt of apparently unlawful payments from the Andover Youth Foundation and other potentially serious violations of the public's trust. Those facts first came to light in texts that were contained on former AYS Director Fahey's town-issued cell phone. For the purposes of transparency and to meet the Town's legal obligation to investigate conduct of this type, the investigation into these matters will continue and the findings will be made public.

One issue that has been raised involves the Town's decision to not appoint a member of the existing staff to the role of Interim Director instead of following the Town's typical assessment and selection process to find and select a qualified individual to serve in the interim capacity. As noted, there is an investigation underway to look into potential violations of law and improprieties by current AYS staff. In those circumstances, it simply would not have been appropriate to appoint a member of the existing staff.

Finally, at no time has the Town Manager had any interaction with the AYS staff, with the sole exception of offering support to the Assistant Director and asking him to provide a plan for the future operation of AYS. The staff's union representative was present for this discussion. The Assistant Director rejected the offer of support and did not follow up on crafting a plan for the future of AYS. During this discussion, he made no mention of a toxic or hostile work environment. The Town offered resources to the AYS staff if needed on several occasions over the past several months following the departure of the Director. Those offers were rejected.

Over the past several months, we have heard and listened to comments from many people about the decision to terminate Bill Fahey, and seven hours of comments. Our

inability to comment has been difficult. In response to comments made over the last several months, they have read the investigative report by Atty. Regina Ryan and the recommendations and fully support the Town Manager's decision to fire Bill Fahey.

#### Regular Business:

##### 1. Appointment of Youth Services Director

Jessica Porter, HR Director provided information on the plan to appoint an interim director of for AYS.

The role will provide leadership and operational oversight for an organizational transition program. They will oversee daily operations, support staff during the transition, lead budget development and capital planning and advocate for resources necessary.

Participate in internal meetings with three other Community Services divisions and other Town departments as appropriate. They will evaluate operations and management systems, serve as liaison to external stakeholders, community groups, and appropriate agencies.

They will prepare recommendations and an organizational overview for an incoming permanent director.

#### Selection Process

1. Solicit interest by advertising the position beginning August 17<sup>th</sup> ending on September 10<sup>th</sup>.
2. Establish an Interview Committee which will be facilitated by the Director of HR.
3. Interview Committee to include: Director of Community Services, Youth Services professional from another community, a representative from the Town Manager's Office, a representative from the Commission on Diversity, Equity and Inclusion, and a representative from the Andover Public Schools.
4. Facilitate Assessment Center designed to evaluate core competencies.
5. Town Manager to make recommendation to the Select Board on or about October 4<sup>th</sup>.

#### Questions from the Select Board

Is there a proposed timeline for the actual tenure for the interim?

Response. It will be as needed and depends upon when the individual starts and has had an opportunity to look to see what went well, what needs tweaking, and give us feedback and suggestions going forward.

Will the process for a permanent director be the same? Yes, they will have a panel selection with various stakeholders participating.

### Public Comment

Janet Nicosia, Director of Facilities, speaking as a Department Head and as a member of the Administration's Senior Staff, said the public needs to know that the Dept. Heads are a very tight group who support and challenge each other. Also, there are misconceptions in the newspaper on how people are hired. The process is a very thoughtful, fair, and one that includes an assessment center which is a rigorous process. She asks that people use their voices for good.

Mike Meyers, 416 South Main Street from a proud family in Town for many years. Has doubts about Mr. Flanagan's prudence regarding the outgoing managers who were given non-disclosure agreements.

Joe Cartwright, 39 Green Street, Shelburne Falls, Massachusetts spoke on behalf of the Youth for the Town of Andover. Over the past 25-years, he has been a trainer at AYS. There is no mention of a young person to be involved in the search process for an interim-director of Youth Services. Where are the young people and the community in this process who have been part of this organization since the inception?

Allison McCarron, 33 Marland Street: Look at the bigger picture, the young leaders raised \$5 Million to help build the AYC. We have progressed beyond the removal of Bill Fahey, the Select Board and Town Manager can repeatedly say AYS is not in danger; AYS and CYC will never will be about money, profit or personal gain. The Town should feel lucky to have such fiercely, talented individuals who put their efforts into running Youth Services for the students every day. The Town will not realize the trickle-down effect of loss. Consider what direction you are leading AYS.

Glen Wilson has been at AYS since the beginning working along-side Bill Fahey. There is no one else more suited to serve as the Director of Youth Services.

Judy Rich, 11 Bateson Drive: With Bill Fahey gone and changes looming for AYS, we are losing something that makes Andover unique. The situation has made people aware that they need to pay attention to who is running for office.

Heather Fahey finds it unfathomable how all of these people are talking to the Board about 25-years of experience and the Board is not hearing what they are saying. She is disappointed that they read a report that only had one purpose, which was to harm Bill Fahey. Listen, before you ruin something that is amazing.

Chris Huntress said the Select Board has unanimously supported Youth Services and will continue to do that.

Neil Edward Callahan, 9 Stevens Circle, works with young people and when they are under great stress, he encourages them to speak the truth. Bill Fahey offered

encouragement to young people and that they always try to be themselves Billy made the difference. He taught me to speak, look at people's actions not their words, and to give more than I get. Bill has been unfairly targeted since 2017. None of the AYS staff were interviewed. The fact that Glen Wilson has not been named interim, or director, shows you have no idea what the young people need. We were told not to take our jobs personally and to remember who signs our paychecks. It is hard to trust those in front of me whose actions don't add up to what is best for AYS and the citizens of Andover.

The Chair ended public comment at 8:01 PM.

**IV. Adjournment:**

At 8:01 PM on a motion by Alex Vispoli and seconded by Dick Howe, the Select Board Meeting voted 5-0 to adjourn

Respectfully submitted,

Dee DeLorenzo

**Select Board Meeting**  
Monday, August 30, 2021  
Virtual Meeting

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**I. Call to Order**

Chairperson Chris Huntress called the Select Board Meeting of Monday, August 30, 2021 to order at 7:00 P.M. 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, HR Director Jess Porter, Community Services Director Jemma Lambert.

**II. Opening Ceremonies**

**A. Moment of Silence/Pledge of Allegiance**

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

**III. Communications/Announcements/Liaison Reports**

Congratulations to everyone involved in the opening of the Robb Center. It was a great event and it was exciting to see the new activities going forward.

The Town Manager gave a brief statement regarding Non-disclosure agreements (NDA). A search of records since he has been appointed Town Manager shows that he has signed seven NDA's and none were for a monetary settlement, all other employees who have left either retired or changed employment. He has written to each of the seven former employees indicating his desire to release them from the NDA clause with the Town. Providing they agree, they will be released from the NDA agreement with the Town. Once the signed responses are received, there will be no former town employees, that left during his tenure, that are subject to non-disclosure clauses or separation or settlement agreements.

Annie Gilbert has heard there were twenty-two ND agreements, do you know where that number is coming from? The Town Manager does not. Laura Gregory asked to clarify what Andrew Flanagan said, that right now, the NDA are both directions and he is saying that the Town is willing to release their side of it, if the employee does? *Yes.*

Austin Simko reported that the Town Yard Selection Committee is holding meetings in the Library this Wednesday and Thursday afternoon to conduct interviews with proposals for the New Town Yard Development. The public is welcome to attend.

Tom Urbelis reported the following: In July, the Town released the redacted report of Atty. Regina Ryan who conducted the report of William Fahey which was based on the privacy protection of Public Records. Various speakers criticized the redactions and called for the unredacted report released. The Supervisor of Public Records has the redacted and unredacted reports and last week a written ruling was released stating that the Town had met its burden proving that the redactions were proper and closed out the appeal. This ruling totally justifies the action taken by the Town.

There was an article in the media on August 10<sup>th</sup> about payments reportedly made by AYF to AYS employees. The former Inspector General of the Commonwealth was quoted as saying that these reported payments creates a giant ball of ethical problems. On August 16<sup>th</sup>, the Select Board supported an investigation of these payment issues and accordingly the Town has retained the services of Nixon Peabody of Boston to conduct an investigation which is underway. The Board announced that it supported the investigation.

After announcement of the Board's support for an investigation, an AYS employee stated that there was a toxic work environment at AYS; but prior to the August 16<sup>th</sup> meeting, neither the Town Manager or the HR Director ever received a complaint of a toxic work environment from anyone on the staff at AYS. Four days later, the town received the four letters of resignation from the full-time AYS employees. The Town takes seriously this claim of a toxic work environment, and The Town has retained Jean Haertl of Safety and Respect at Work LLC to conduct a 3<sup>rd</sup> party independent audit into the alleged claim of a toxic work environment, not investigating any specific individual.

Alex Vispoli congratulated everyone involved with the successful ribbon-cutting of the Robb Center last week involved from the Town Departments, especially Jane Burns, Jemma Lambert, the Town Manager and his team.

Laura Gregory also participated in the grand opening which was a great event. Laura would like to have a discussion on the next Select Board agenda for a mask mandate in Town.

Annie Gilbert echoed everyone's comments about the Robb Center ribbon cutting and to help recognize the extremely generous donors who had contributed to various rooms, bricks on the patio. We are grateful for the partnership of so many in Town. There is a link to an accessibility survey on the Town website and on Tuesday, September 21<sup>st</sup> there will be a public meeting at the Robb Center to go over the results of the survey.

Dick Howe attended the Commissioning of the new Ballardvale Fire Station this morning and the decommissioning of the old one. Chief Mansfield did a fine job and Chris Huntress spoke as well. It was a great event.

Chris Huntress reported that tonight's agenda has been adjusted to place Citizen Input after the public input of the Board so they could hear the discussion by Town Staff on AYS.

**IV. Regular Business**

**A. Update on Andover Youth Services**

Board to receive an update on the next steps for Andover Youth Services and vote to approve the charge for the Andover Youth Services Steering Committee. Chris would like to table the motion and vote for the charge for the AYS Steering Committee until the end of the meeting after public comment.

Andrew Flanagan said the majority of work has been putting together the pieces for AYS to open the Youth Center after Labor Day. The resignation of the full-time staff was unanticipated. A real effort has been made to continue the existing programming with the goal of having the program the same that participants are accustomed to. AYS looks different now and will need the community's help to shape what the future of AYS will look like going forward. The Town Manager is proposing an AYS Steering Committee of eleven members and is asking the Board to consider a Selection Process.

Next Steps for Andover Youth Services

Short-term Planning

AYS will re-open on Tuesday, September 7<sup>th</sup> and to establish a temporary staffing plan and continuing the existing program. Includes an oversight on program development and planning, program staff, a support model is under way to have a continuity of operations and Programming.

Long-term Planning

Charge for the AYS Steering Committee

Selection Process

Establish a Steering Committee of 11 members

The goal is to maintain existing programs when possible, including retaining existing seasonal staff who wish to continue with AYS and to add new programming staff.

Jessica Porter reported that they have begun advertising for Transition Leaders, Program Coordinators, and Seasonal Staff.

Compensation Charts

Temporary Staff Compensation / hourly rates.      Transition Leaders – Temporary

Director                      \$55.46

Asst. Director              \$52.42

Program Coordinator      \$44.22

Outreach Worker          \$42.77

Program Assistant         \$33.00

The hourly wages are not benefited positions.

Jemma Lambert said they are prepared to open the AYS Building up until 6:00 PM and then at 8:00 PM and on Saturday mornings. For the drop-in center, we understand it is best to have unstructured time and to have friendly faces to meet the youth where they are at. Our regular season staff and some volunteers will be assisting. The Skate Park will be resuming their regular hours. Drop-in Center will open on September 7<sup>th</sup> Monday-Friday from the end of the school day until 6:30 PM.

They will be looking at additional programming that will be developed with participating youth and are working to confirm current program staff for existing programs and to identify new staff for new and additional programming going forward. Several community groups and associations have contacted the Town about potential partnerships to provide programming support.

Dick Howe asked what information is being given to the temporary employees regarding how long this is likely to last for? Jemma Lambert reported that the ads estimated a time frame of 6-9 months roughly, depends upon the Steering Committee.

Andrew Flanagan said there are two parallel courses, short term which is underway and the long-term plan. The success will depend on the community's help to create the next steps which include:

The long term goal is to establish a Steering Community of 11 members from a group of residents/stakeholders who can come together to dialogue about AYS. They will be charged with facilitating a community discussion about the future of AYS and to solicit input from the community, from both youth and adults, through public meetings and a community wide survey and make recommendations for necessary steps to ensure long term success of AYS and to develop a profile for the Director of AYS and to participate on the hiring committee for the next Director of AYS.

The Long-Term Selection Panel shall include Andrew Flanagan or his representative Superintendent of Schools, Dr. Parvey, and two community members including a youth representative for a total of 4 people. The final appointments to the Steering Committee will be confirmed by the Select Board.

The AYS Steering Committee members will be composed of:

Residents & Community leaders.

Youth representatives.

Representatives from partnering or relevant organizations.

Staff representative from Departments and/or Divisions that regularly interact with AYS (max of 3 members).

Those who have submitted interest through the "Next Steps for AYS " email will be contacted about participating on the Committee.

The Town Manager would like the Steering Committee appointed within the next 30 days and a have clear plan and advertise for a Director in the spring.

Comments/Questions from the Board.

- Underscored the importance of somebody representing the Youth Foundation being involved and to have members who have a deep familiarity of Youth Services as it has been and a deep understanding of what has made it successful and that the programs are consistent with all the things that have made Youth Services successful in the past.
- What the scope of youth representative will be and how far removed from the program would still be considered a youth representative (college now, etc.)? *The Town Manager said it should extend from age 17-21.*
- What would examples be of departments/divisions that regularly interact with Youth Services? *The Recreation Department, Elder Services, Community Services, and MHL. There may be more.*
- What to anticipate in the coming weeks and months?  
*Open on September 7<sup>th</sup> and operate under the terms of the agreement between the Town and the AYS Foundation with qualified staff in place for the opening and efforts to continue to build out the staff are underway. The AYS Steering Committee will serve as a strong community-based review committee to ensure AYS is successful for the next generation. The entire organization is committed to the future success of AYS.*
- Will we have staffing in place to handle social and emotional assistance for youth?  
*The Town Manager said they are actively working to have those resources available.*
- It is critical that we have enough youth representatives on the Committee. What is the time-frame which is needed so expectations can be set? *They should have a Selection Panel by the end of next week and would like to come back to the Board at the end of the month.*

Alex Vispoli asked to have the timeline available for the Board's next meeting. Chris Huntress said it would be appropriate to have it on the Board's agenda for every meeting.

Annie Gilbert said there has been a lot of focus on how mental health services are delivered. What are the models we are going to use and this should be kept on the front burner? Mr. Flanagan said that it will have its own process and he will provide an update at a future meeting. When the drop-in program open, there will be social services available. Jemma Lambert shared that they have spent a lot of time looking to identify mental health service providers but they are in short supply. They will continue to work on this, it is just going to take more work.

Annie Gilbert moved to approve the charge for the Andover Youth Services Committee as presented and to include a timeline for milestones to be considered to be presented at the Select Board's next meeting. Motion seconded by Alex Vispoli. Roll call: D. Howe-Y, A. Gilbert-Y, L. Gregory-Y, A. Vispoli-Y, C. Huntress-Y. Motion passes 5-0.

**B. Seasonal or Part-Time Non-Benefitted Hires**

Board to vote to permit the Town Manager to hire seasonal or part-time non-benefitted employees to be later confirmed by the Select Board at its next meeting in order to maintain continuity of operations for Andover Youth Services. Board to agree to approve retroactively. The AYC will be open before the next Board meeting on September 13<sup>th</sup>.

Laura Gregory moved to authorize the Town Manager to hire seasonal or part-time non-benefitted employees to be later confirmed by the Select Board at its next meeting in order to maintain continuity of operations for Andover Youth Services. Motion second by Dick Howe. Roll Call: D. Howe-Y, A. Vispoli-Y, A. Gilbert-Y, L. Gregory-Y, C. Huntress-Y. Motion passes 5-0.

**V. Consent Agenda**

**A. Appointments by the Town Manager**

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

<b>Department</b>	<b>Name</b>	<b>Position</b>	<b>Rate/Term</b>	<b>Date of Hire</b>
Elder Services	Angela Lonergan	Social Day Care Lead Program Assistant	\$23.90 per hour	8/31/21
Town Seal Review Panel	Tom Adams	Member	Three Years	8/31/2021
Town Seal Review Panel	Melissa Litton	Member	Three Years	8/31/2021
Town Seal Review Panel	Basenal Dessin	Member	Three Years	8/3/2021
Town Seal Review Panel	Karen Van Weldan Herman	Member	Three Years	8/31/2021
Town Seal Review Panel	John Hess	Member	Three Years	8/31/2021
Town Seal Review Panel	Elaine Clements	Member	Three Years	8/31/2021
Town Seal Review Panel	Andrew Flanagan	Member	Three Years	8/31/2021

**VI. Citizens Petitions and Presentations**

Public comment will be limited to 30 minutes.

To provide public comment during Citizens Petitions and Presentations visit:

[www.andoverma.gov/JoinSelectBoardMeeting](http://www.andoverma.gov/JoinSelectBoardMeeting) or call 978-623-8311 to call in comments or send an email to [manager@andoverma.gov](mailto:manager@andoverma.gov)

Michael Silverman, 54 Tewksbury Street, appreciated hearing the Town Manager’s presentation and also the questions about citizen participation. He felt the presentations were vague about who the community groups are and it seems like it is going to be top-heavy with town employees. He suggested having a separate Board made up of kids and others. Keep in mind Jerry Silverman (his Dad) and how he was able to join people together. He would like to see that happening and looks forward to them being able to do that.

Mr. Flanagan said the composition of the Commission will be parents, residents, and to solicit public input through a variety of different means. Students, those who have used AYS services, and to have the Steering Committee facilitate the process, not be the process.

Maria Bartlett, 26 Jenkins Road. It sounds like things are merrily moving along but it is important to state that the AYS was operating extremely well for 27-years under Bill Fahey as Director. Everything you are doing now would not be necessary if Bill had not been fired.

Gabe Levine, 23 Kenilworth Street. The misdirection in putting a statement about what is going on is deplorable, talking about complaints by AYS when there are 22 other employees who want to talk about the toxic environment under this Town Manager. Before the August 16<sup>th</sup> meeting, there was no talk of a toxic work environment. He is pleased that they are hiring an independent person to investigate the toxic work environment. We are launching several complaints with several state agencies about the mismanagement in the Town. The issues that have been happening will not continue, it is important and necessary for good governance. There were many instances of failure to follow policies and for citizens input. Thank you for your time.

Email: Cara McNeil, 1 Forbes Way. Who hired the investigator to look into the toxic environment? Tom Urbelis said the selection was done by him. He investigated their qualifications and did research finding them to be totally independent and will run the audit on the alleged toxic environment on AYS.

Patrick Hogan, 10 River Road, runs the Gaming Program at AYS and is concerned about the lack of communication and feels that they are taking a lot of their time and energy to keep their programming going. Jenna Lambert said she spoke with Patrick on Friday and discussed his program and dates and that she will be back in touch with him. Alex Vispoli thanked Patrick Hogan for what he has done with the Gaming Program and for continuing the program and keeping communications up.

Jan Makkinje, 7 Crescent Drive. He has known Tony, Glen, and Neil and is proud of them for standing up for their values. The Town Manager mentioned it will go in accordance with the contract, please explain how the time will be divided up. The Town Manager said there are no changes or plans for other Divisions going into the Youth Center at this time.

Matt Doyle, 38 Prospect Road. Previous question asking if Chris Huntress received emails regarding AYS emails regarding toxic work environment. Chris said he has had conversations with Glenn Wilson but a toxic work environment was not talked about.

Happy to hear AYS will be reopening Sept 7<sup>th</sup> What makes AYS special is the staff and when can we expect to have a program schedule as in past years? How do you plan to minimize the time between now and when staff is on board? Jemma Lambert said the drop-in center will be open on September 7<sup>th</sup> with an array of activities and adults to welcome the

youth and we continue to build from there. She welcomes parents and others to join them. Mr. Flanagan said there will be new faces with experiences in providing programming to and for youths.

Jane Giffin, Castle Heights Road, commented on the opening of the Robb Center. She loves the new parking lot and as much as the physical space is wonderful, everyone who comes in leaves smiling. Thank you for your hard work.

Email: Susanne Clark Allen, asked if they will they look at toxic work place complaints in other departments. Response: *No*.

Chris Huntress. said they support the investigation into the Toxic Work Environment.

Will English, Beverly MA: What specific health supports will be put into place at AYS, are the schools being called upon, what agencies? The lack of support at this time could not have come at a worse time. The Town Manager responded that they are engaged with the School Department and in dialogue and outside agencies.

Chris Huntress closed public comment at 8:32 PM.

Alex Vispoli recognized Austin Simko thanking him for the phenomenal job he has done over the last few years as Town Clerk and Chief Strategy Officer and for his service to the Community. Austin thanked the committee for their support.

## **VII. Adjourn**

At 8:51 P.M Dick Howe moved to adjourn the Select Board Meeting of Monday, August 30, 2021. Motion seconded by Alex Vispoli. Roll call: A. Vispoli-Y, L. Gregory-Y, A. Gilbert-Y, D. Howe-Y, C. Huntress-Y. Motion passes 5-0.

Respectfully submitted,

Dee DeLorenzo  
Recording Secretary

Pursuant to S.2475 "An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency," which was enacted into law on June 16, 2021, this meeting of the Select Board will be conducted via remote participation to the greatest extent possible. The virtual meeting will be broadcast on Comcast Channel 45 and Verizon Channel 22

Members of the public who wish to participate in the meeting can do so by calling (978 623-8311, or by emailing [manager@andoverma.us](mailto:manager@andoverma.us). Residents are encouraged to email their questions or comments ahead of the meeting – however, staff will be available to present the Select Board with questions and comments received during the meeting. Please include your name and address with your question or comment.

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 our 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.

Motion for Minutes

I move to approve the meeting minutes of August 16, 2021 and August 30, 2021 as submitted.

# Executive Session

### Motion Executive Session

I move to go into Executive Session pursuant to Purpose 2 of Massachusetts General Laws, Chapter 30, Section 21(a), to conduct contract negotiations with nonunion personnel, i.e., the Town Manager, and for the Chair to declare that an open session may have a detrimental effect on the negotiating position of the town, and not to return to open session.