



Select Board Meeting

Monday, October 25, 2021 7:00 PM
School Administration Building
2nd Floor School Committee Conference Room
30 Whittier Court, Andover, MA 01810

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

V. Regular Business

A. Recognition of the 50th Anniversary of The Village Garden Club of Andover – (5 minutes)

Board to issue a proclamation in recognition of the 50th Anniversary of The Village Garden Club of Andover as a member of Garden Club Federation of Massachusetts.

B. One Day Liquor License on Town Property – (15 minutes)

Board to review and consider voting to approve an application by Oak & Iron Brewing Co. for a one day liquor license for Run for the Troops on November 14, 2021.

C. House Move from One Judson Road to 275 South Main Street – (20 minutes)

Board to consider and possibly vote upon the request of O'Brien Homes Inc. and Kevin O'Brien for approval of the move of a house from One Judson Road to 275 South Main Street on October 31, 2021.

D. Gift of Landscaping Services for Conservation Land – (5 minutes)

Board to vote to accept a gift of landscaping services from T&B Landscaping and Irrigation for Conservation Land.

E. Agreement for Maintenance of Cisco Phones – (10 minutes)

Board to discuss and vote on authorizing the Town Manger to sign an agreement with ePlusGroup inc for maintenance of Cisco phones.

F. Voting Precinct Boundaries – (5 minutes)

Board to vote to approve the language of the voting precinct boundaries.

G. Mask Update – (10 minutes)

Board to receive an update on the implementation of the mask mandate and guidelines.

RECEIVED
TOWN CLERK'S OFFICE
2021 OCT 21 PM 4:04
TOWN OF ANDOVER, MASS

H. Commission on Diversity, Equity and Inclusion Strategic Plan (1st Reading) – (20 minutes)

Commission on Diversity, Equity and Inclusion to present Strategic Plan.

I. Pension Obligation Bonds Update– (10 minutes)

Board to receive update from Town Manager and Investment Advisory Committee and consider voting to approve recommendations.

J. Establishment of Town Manager’s FY 2022 Annual Salary – (10 minutes)

Board to vote to establish Town Manager’s FY 2022 Annual Salary.

VI. Consent Agenda

A. Appointments by the Town Manager

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

Department	Name	Position	Rate/Term	Date of Hire
Community Services – Recreation	Laura Doucette	Kid Care Group Leader 3	\$19.00/hr	10/19/2021
Community Services – Recreation	Janice Holden	Kid Care Group Leader 3	\$19.00/hr	10/19/2021
Community Services – Recreation	Neeta Kumari	Kid Care Group Leader 2	\$18.00/hr	10/19/2021
Community Services – Recreation	Emma Chase	Kid Care Assistant Group Leader 1	\$14.25/hr	10/19/2021
Community Services - Recreation	Kiarra Danielle	Kid Care Assistant Group Leader 1	\$14.25/hr	10/19/2021
Community Services – Youth Services	Caroline Yates	Building Assistant	\$15.50/hr	10/17/2021
Library Strategic Planning Advisory Committee	Barbara McNamara	Member	Term Expires 6/30/2022	11/1/2021
Library Strategic Planning Advisory Committee	Kimberly Lynn	Member	Term Expires 6/30/2022	11/1/2021
Library Strategic Planning Advisory Committee	Claire Curran- Ball	Member	Term Expires 6/30/2022	11/1/2021
Library Strategic Planning Advisory Committee	Karen Van Welden-Herman	Member	Term Expires 6/30/2022	11/1/2021
Library Strategic Planning Advisory Committee	Susan McKelliget	Member	Term Expires 6/30/2022	11/1/2021

Library Strategic Planning Advisory Committee	Janet Nicosia	Member	Term Expires 6/30/2022	11/1/2021
Library Strategic Planning Advisory Committee	Kathryn Forina	Member	Term Expires 6/30/2022	11/1/2021
Library Strategic Planning Advisory Committee	Lisa Cascio	Member	Term Expires 6/30/2022	11/1/2021
Library Strategic Planning Advisory Committee	Austin Simko	Member	Term Expires 6/30/2022	11/1/2021
Library Strategic Planning Advisory Committee	Bonnie Zahorik	Member	Term Expires 6/30/2022	11/1/2021

VII. Approval of Minutes

A. Board to approve minutes from the following meetings:

1. September 13, 2021
2. September 20, 2021

VIII. 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

Recognition of the 50th Anniversary of The Village Garden Club of Andover

C I T A T I O N

WHEREAS: **THE VILLAGE GARDEN CLUB OF ANDOVER** is celebrating its 50th anniversary as a member of Garden Club Federation of Massachusetts on November 18, 2021.

WHEREAS: **THE VILLAGE GARDEN CLUB OF ANDOVER** has committed to a mission of the advancement of gardening; the beautification of private and public property; the dissemination of gardening knowledge to its members; and the establishment of and participation in projects for the beautification of the community.

WHEREAS: **THE VILLAGE GARDEN CLUB OF ANDOVER** has contributed to the Town of Andover and surrounding community through a variety of projects including planting and maintaining both the Veterans' Memorial Park at Elm Green and the welcome sign on Elm Street; designing and maintaining the perennial garden at the Robb Center; creating Christmas arrangements for distribution to seniors; creating floral arrangements for the Bread and Roses soup kitchen; designing and creating centerpieces for the annual Veterans' Lunch; and providing horticultural activities for Senior Connections at the Robb Center.

NOW, THEREFORE: We, the Town of Andover Select Board, offer the members of **THE VILLAGE GARDEN CLUB OF ANDOVER** our heartiest congratulations on celebrating its 50th anniversary as a member of the Garden Club Federation of Massachusetts.

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

Christian C. Huntress

Alexander J. Vispoli

Annie Gilbert

Laura M. Gregory

Richard T. Howe

Motion for Recognition of the 50th Anniversary of The Village Garden Club of Andover

I move to issue a proclamation in recognition of the 50th Anniversary of The Village Garden Club of Andover as a member of Garden Club Federation of Massachusetts.

One Day Liquor License – Oak & Iron Brewing Co. - Run for the Troops



Beer Garden Execution Plan

Ellen Munick

Chestnut St

four set
transceptor

Chestnut St

ID's

Bartlet St

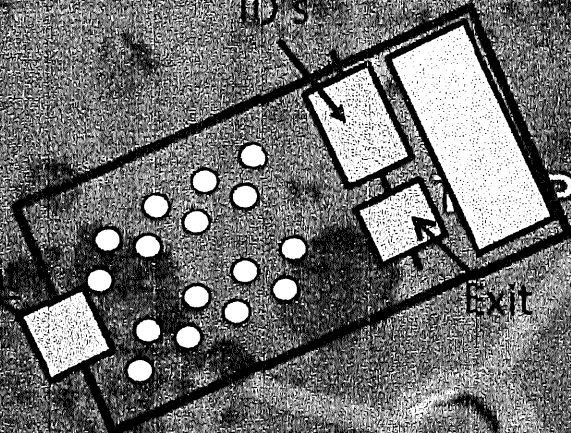
Park

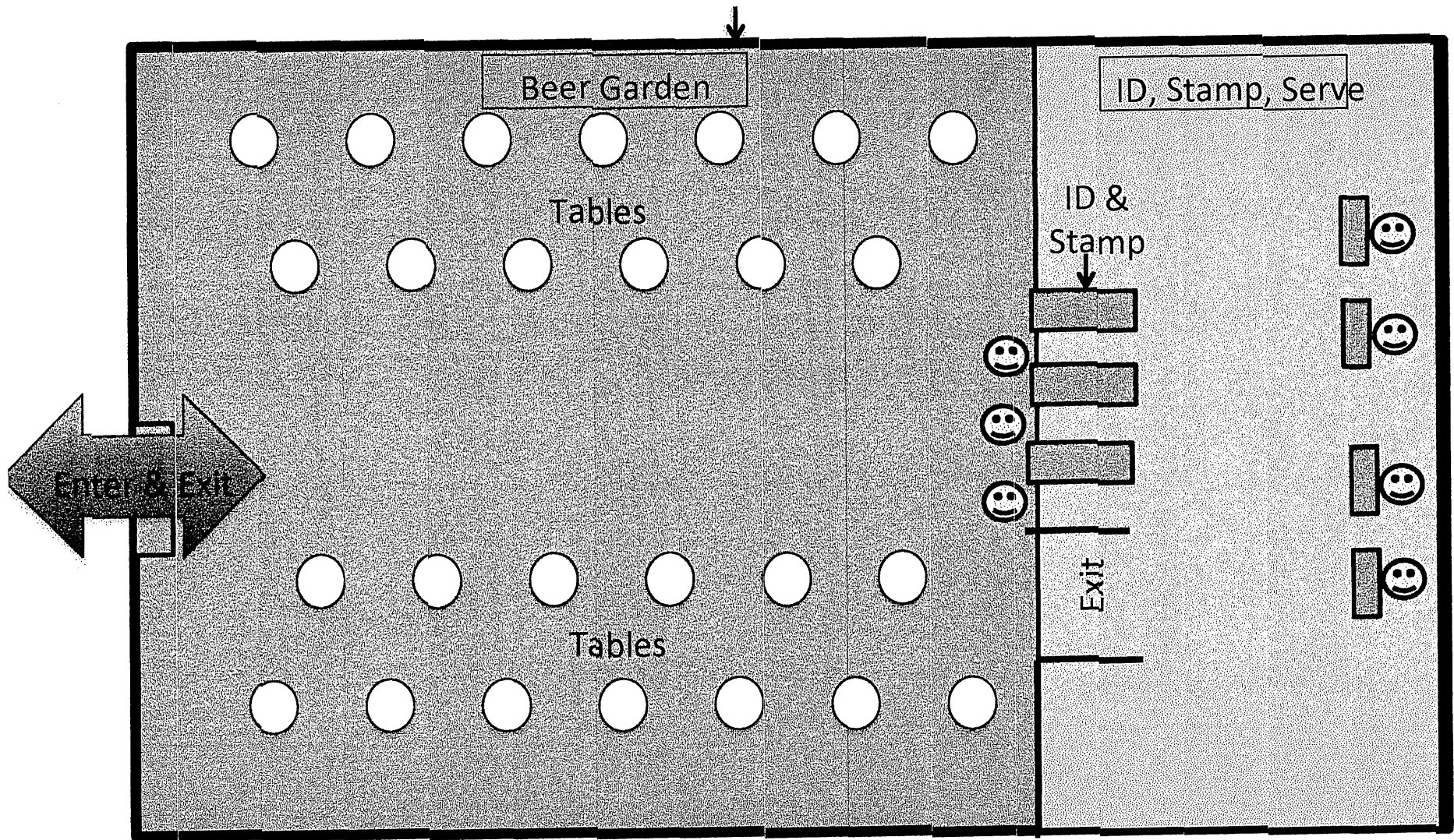
Entrance/Exit

Exit

Bartlet St

Andover Senior Cen





Beer Garden Execution Plan

Town Permit:	Oak & Iron Brewing Co. secures 1-day pouring permit
Insurance:	Oak & Iron liability/damage \$1M incident / \$2M total
Location:	Town Park / North of gazebo
Tent & Barricade Set up/Shut down:	Set up by 2:00PM Saturday 11.13.21 Shut down and remove by 1:30PM Sunday 11.14.21
Serving Time:	9:30AM – 11:30AM

Beer Garden Execution Plan

Beer Garden	Tent 20' * 40' Perimeter barricade around the tent to secure alcohol area. (excludes enter / exit and rear access for beer inventory) Signage throughout “Beer in Beer Garden ONLY” Occupancy: ~ 100 people (seated and standing)
Entrance Requirements:	Anyone may enter the beer garden
ID, Stamp, Serve : Process	These activities are handled in the “ID, Stamp & Serve” area (3 or 4) ID and Stamp Entrance lanes - Valid ID presented - Hand stamped (ID verification) Beer purchased at serving table (credit card only) “one valid ID/Stamped person – one beer” Beer poured into clear recyclable cups. 250 max. servings Beer pouring handled by Oak & Iron TIPS trained staff

Beer Garden Execution Plan

- Beer Consumption:** Beer consumed in the Beer Garden only
No beer allowed outside Beer Garden
*** Police officer or Oak & Iron staff at Entrance / Exit ***
- Beer Logistics & Storage** Beer cans on ice transported by Oak & Iron early Sunday AM
Inventory stored behind servers, inside the barricade
- Trash:** Recycle barrels dispersed throughout the beer garden
- Clean up / Leave:** By 1:30PM Sunday



**TOWN OF ANDOVER
MASSACHUSETTS
ONE DAY LIQUOR LICENSE**

2021 OCT 13 PM 4:00
TOWN PUBLICS TARRANT

License fee is \$50. Payable to the Town of Andover.

Page 1 of 2

BUSINESS/ORGANIZATION INFORMATION

TOWN OF ANDOVER, MASS

Business/Organization Name: **OAK & IRON BREWING Co.**

Address: **18 Red Spring Rd Andover Ma 01810**

Social Security/FID No.: **019442262 / 465492915**

INDIVIDUAL APPLICANT INFORMATION

Individual's Name: **James R. CAS**

Address: **18 Red Spring Rd / 15 Great Lake Lane No. Andover Ma 01845**

Telephone: **978.936.3510**

Is the Applicant a United States Citizen? Yes No

Driver's License & State: **S72609724 MA**

E-Mail Address **Jim@OakandIronBrewing.com**

EVENT INFORMATION

Date of Event: **11.14.21** Time: from ~ **9:00 AM** to **12:00 PM**

Location of Licensed Activity: **TOWN HALL PARK / ANDOVER Common**

Purpose of Event: **RUN FOR THE TROOPS**

Will there be entertainment? Yes No

Is the event being catered? Yes No **chips etc.**

Name of Caterer: **TBD** **TBD**

Number of People Attending: Adults Children

TYPE OF LICENSE (circle one)

One-Day All-Alcoholic **One-Day Beer & Wine** Charitable Wine Pouring Charitable Wine Auction

PURCHASE AND SERVICE

Is the alcohol being donated? Yes No

Where is the liquor being purchased from? **OAK & IRON BREWING Co.**

Are they a licensed wholesaler? Yes No

Who will be serving the alcohol? **OAK & IRON STAFF (all tips trained)**

Does the server have liquor liability insurance?

(If the event is at the Town House, evidence of insurance must be submitted to the Town House Staff.)

****Continue to page 2****

DETERMINATION OF LICENSE REQUIREMENTS

Is the event held by, or held for the benefit of, a business or non-profit group?

	Yes	No	Yes	No
Business:	<input type="checkbox"/>	<input type="checkbox"/>	Non-Profit: <input checked="" type="checkbox"/>	<input type="checkbox"/>

Will there be a cash bar: CREDIT CARD

Is there an entrance fee or donation required? ENTRANCE FEE

Is the event open to the general public?

If the answer to ANY of these questions is YES:

- A One-Day Special License is required. License applications must be put before the Board of Selectmen.
- All alcohol must be purchased by the licensee from a wholesaler.

****PLEASE SIGN****

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable Alcohol Control Laws of the State of Massachusetts and policies and regulations of the Town of Andover

Signature: James R. Cass 10-11-21

Please contact the Town Clerk's Office at 978-623-8258 with any licensing questions you may have.

OFFICE USE ONLY	OFFICE USE ONLY	OFFICE USE ONLY	OFFICE USE ONLY
Date of log entry <u>10-13-21</u>	By: <u>MU</u>	License Board Hearing Date: <u>10-25-21</u>	

Prior Approval Required:	DATE SENT:	DATE APPROVED
Town Mgr:	<u>10-13-21</u>	<u>10/14/21</u>
Police Dept:	<u> </u>	<u>10/20/21</u>
Fire Dept:	<u> </u>	<u>10/14/21</u>
Health Dept:	<u> </u>	<u> </u>
Town House:	<u> </u>	<u> </u>
Treasurer:	<u> </u>	<u>10/14/21</u>
<u>Building</u>	<u> </u>	<u>10/14</u>

Add'l conditions for license:

TOWN CLERK USE ONLY	
License: required	not required
initials: _____	

Motion for Run for the Troops

I move to approve the application of Oak & Iron Brewing Co., 18 Red Spring Road, Andover, MA, for a Malt Beverages Only “One Day” license, under M.G.L. Chapter 138 Section 14, for an event on Town property to be held in The Park, 34 Bartlet Street, on November 14, 2021, subject to the condition that all other requirements of the Town are met prior to issuance.

House Move from One Judson Road to 275 South Main Street

October 26, 2021

O'Brien Homes, Inc.
Attn: Kevin O'Brien
18 Cassimere Street
Andover, Massachusetts 01810

Re: House move from 1 Judson Road to 275 South Main Street

Dear Mr. O'Brien:

Thank you for meeting with the Select Board on October 25, 2021 to discuss the proposed building move. As was discussed during the meeting the Select Board granted approval for the move with the following conditions:

The move will be made on October 31, 2021 during the hours of 7:00am – 3:00pm. A rain date of November 7, 2021.

RESPONSIBILITIES OF Kevin O'Brien, Individually and O'Brien Homes, Inc.:

1. Notification to Phillips Academy and Harrison Ice Rink management.
2. In consideration of permission and authority to move a house over State and municipal public ways from its location of 1 Judson Road to 275 South Main Street in Andover, Massachusetts, Kevin O'Brien, individually and O'Brien Homes, Inc. (collectively hereinafter referred to as "O'Brien"), hereby guarantee, promise and covenant to repair or pay for any and all damages caused to any public way or private way or to any public or private property or to any trees, or to any other thing or to any person (1) by the vehicle transporting the house, or (2) by the house itself, or (3) as a direct or indirect result of the moving of said house.
3. Kevin O'Brien, Individually and O'Brien Homes Inc., hereby further agree to reimburse, indemnify, defend and hold harmless the Town of Andover, Massachusetts and the Commonwealth of Massachusetts and both of their respective agents, employees, attorneys and officials from any and all claims, demands, alleged damages, including but not limited to fiber optics, communications facilities and information system facilities, judgments, costs and attorney's fees which in any way whatsoever relate to, or arise from, the moving of said house.
4. The cost of police details, fire details, detours and all other town out-of-pocket expenses are the responsibility of Kevin O'Brien, Individually and O'Brien Homes, Inc.
5. The move will require no modification or disruption of the Town fiber optics and the move will not require any third party support to move or adjust the fiber optics.

RESPONSIBILITIES OF THE CONTRACTOR:

1. All precautions shall be taken to prevent damage to private property, utilities, and road surfaces. Kevin O'Brien, Individually and O'Brien Homes, Inc., shall be liable for any damage or injury to persons or property or to any road or bridge due to or resulting from the operations of the vehicles.
2. Kevin O'Brien, Individually and O'Brien Homes, Inc., shall be responsible for making all arrangements with utility companies and the Town of Andover's Building Division, Police Department, and the Highway Department.

3. Kevin O'Brien, Individually and O'Brien Homes, Inc. shall hire a professional tree trimmer/arborist if tree cutting or trimming is required.

INSURANCE REQUIREMENTS

1. Kevin O'Brien, Individually and O'Brien Homes, Inc., shall, by October 27, 2021 provide to the Andover Highway Department a surety bond of at least \$10,000.00 and they shall provide to the Town Manager Certificates of Insurance and the associated insurance endorsements to cover bodily injury and property damage as discussed below for the duration of the permit for the move. The surety bond, Certificates of such insurance and the associated endorsements satisfactory in the total absolute discretion of the Andover Town Manager must be provided to the Town Manager by October 27, 2021 or said move shall not go forward. If the surety bond, certificate and endorsements are not provided, then the move shall be cancelled.

The certificate shall include the following coverage and limits:

Certificate Holder:

**Town of Andover
36 Bartlet Street
Andover, MA 01810**

Additional Insured:

Town of Andover

1. **Commercial General Liability Insurance, with the following limits of liability:**
 - a. \$1,000,000 per occurrence;
 - b. \$2,000,000 general aggregate;
 - c. \$2,000,000 per occurrence products-completed operations coverage;
2. **Auto Liability Insurance - \$1,000,000 combined single limit;**
3. **Umbrella Liability Insurance \$5,000,000 per occurrence and aggregate;**
4. **Workers Compensation and Employer's Liability Insurance – statutory coverage.**

For all of the policies described in Items 1 through 3 above:

- a. The Town of Andover shall be named as additional insured.
- b. The policies shall include a waiver of subrogation in favor of the Town of Andover.
- c. The policies shall be primary and non-contributory.
- d. Kevin O'Brien, Individually and O'Brien Homes Inc., shall provide certificates of insurance and associated endorsements for all the above policies which demonstrate such coverages and which provide for the foregoing a, b and c.

All insurance carriers providing the aforementioned coverage in Items 1 through 4 above shall be authorized by the Commissioner of Insurance to do business in the Commonwealth of Massachusetts and shall carry an AM Best rating of no less than A-V1.

Any damage caused by the move in excess of the bond requirements and general liability insurance shall be the full responsibility of Kevin O'Brien, Individually and O'Brien Homes, Inc.

VEHICLE REQUIREMENTS FOR TRANSPORTING THE LOAD:

1. The operator of the vehicle must possess a Class A CDL Drivers License.

2. If the vehicle travels on any roadway in use by other drivers, signs with letters at least 10" in height indicating "WIDE LOAD" shall be displayed on the vehicle.
3. The vehicle shall not be operated at a speed in excess of ten (10) miles per hour.

SUPERVISION OF MOVE BY O'BRIEN HOMES, INC.:

1. O'Brien Homes, Inc.'s foreman must be on the job at all times during the moving of the building.
2. If the vehicle travels on any roadway in use by other drivers, a vehicle must follow behind the moving load with flashing lights.
3. A minimum of five (5) O'Brien Homes, Inc., employees or such contractors must be present while the move is in progress; foreman (directing traffic), driver, person tailing the building in vehicle with flashing lights, two (2) persons to remove and replace mailboxes, signs, and removing broken or cut branches from the street, etc.
4. At the completion of the move, Kevin O'Brien, Individually and O'Brien Homes, Inc. shall clear the debris in the traveled way caused by the move and repair any damages.

IN PREPARATION OF MOVING BUILDING:

1. House must be off foundation and ready to be moved by 7:00am on the moving date. Failure to be ready by 10:00am will mean possible revocation of the moving permit.
2. Rescheduling of move will require notifying the Town of Andover's Building Inspector, Police Department, Highway Department and Utility Companies.

PERMIT RESTRICTIONS:

1. The permit is issued for October 31, 2021 except for cancellation due to weather conditions or rescheduling by the utility companies.
2. Rain date is November 7, 2021 only.
3. This Permit may be revoked or modified at any time by the Town Manager, in the Manager's total and absolute discretion, for any reason, without any Town or Town Manager liability to Kevin O'Brien, Individually or O'Brien Homes Inc.

Please indicate your agreement to all of the foregoing conditions by signing below.

Kevin O'Brien, Individually and as
President of O'Brien Homes, Inc.

Very truly yours,

Andrew Flanagan,
Town Manager

CC: M. Lindstrom, Deputy Town Manager
Chief M. Mansfield, AFR
Chief P. Keefe, APD
C. Cronin, DPW
C. Clemente
P. Puzzanghera
T. Peznola

Motion for House Move from One Judson Road to 275 South Main Street

I move to approve the request of O'Brien Homes Inc and Kevin O'Brien to move a house from One Judson Road to 275 South Main Street on October 31, 2021 with a rain date of November 7, 2021, and to authorize the Town Manager to sign the letter of approval as presented to the Board, on the condition that O'Brien Homes Inc and Kevin O'Brien sign acceptance of the terms of approval as contained in the letter.

Gift of Landscaping Services for Conservation Land

MEMORANDUM

TO: Andover Select Board

FROM: Marisa Browning-Kamins, Conservation Land Manager

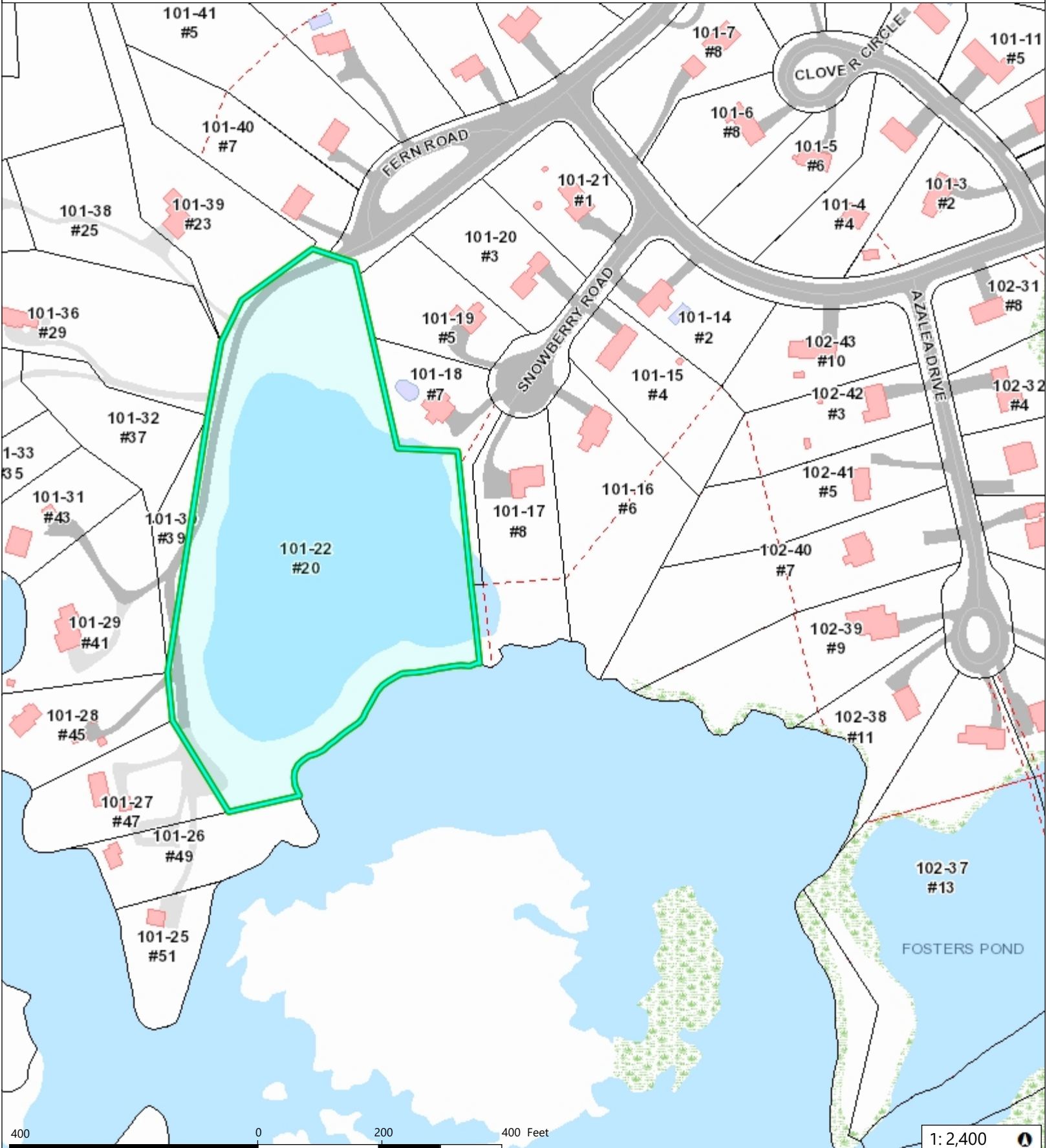
SUBJ: Gift of Landscaping Services for Conservation Land

DATE: October 19, 2021

To give back to their community, T &B Landscaping has donated landscaping services to Town offices and departments throughout the years. This year, they approached the Conservation department and generously offered to donate their services to a couple of our reservations in Andover. Dug Pond Reservation is one of the most highly-trafficked reservations in town, but it has been invaded by the highly invasive plant Oriental Bittersweet. Various volunteer groups have worked hard to clear this plant from the reservation over time and have made significant progress, but a large and persistent root system remains underground, which will continue to produce new shoots unless removed. After a site visit to the area, T&B has offered to use their equipment to remove this root system and add a new layer of top soil to the area, which will foster the growth of native species. In addition to their work at Dug Pond, they have also offered to help remove a large stand of invasive Japanese knotweed from Roger's Dell Reservation. Landscaping fabric will be laid down after the knotweed plants have been removed, and native plantings will be planted in the cleared area. The battle against invasive species in Andover requires dedication and large machinery, so the Conservation department is enthusiastic about the significant ecological benefits of T&B's generous offer to donate these landscaping services.

Dug Pond Reservation - Town of Andover

10/22/2021



1:2,400

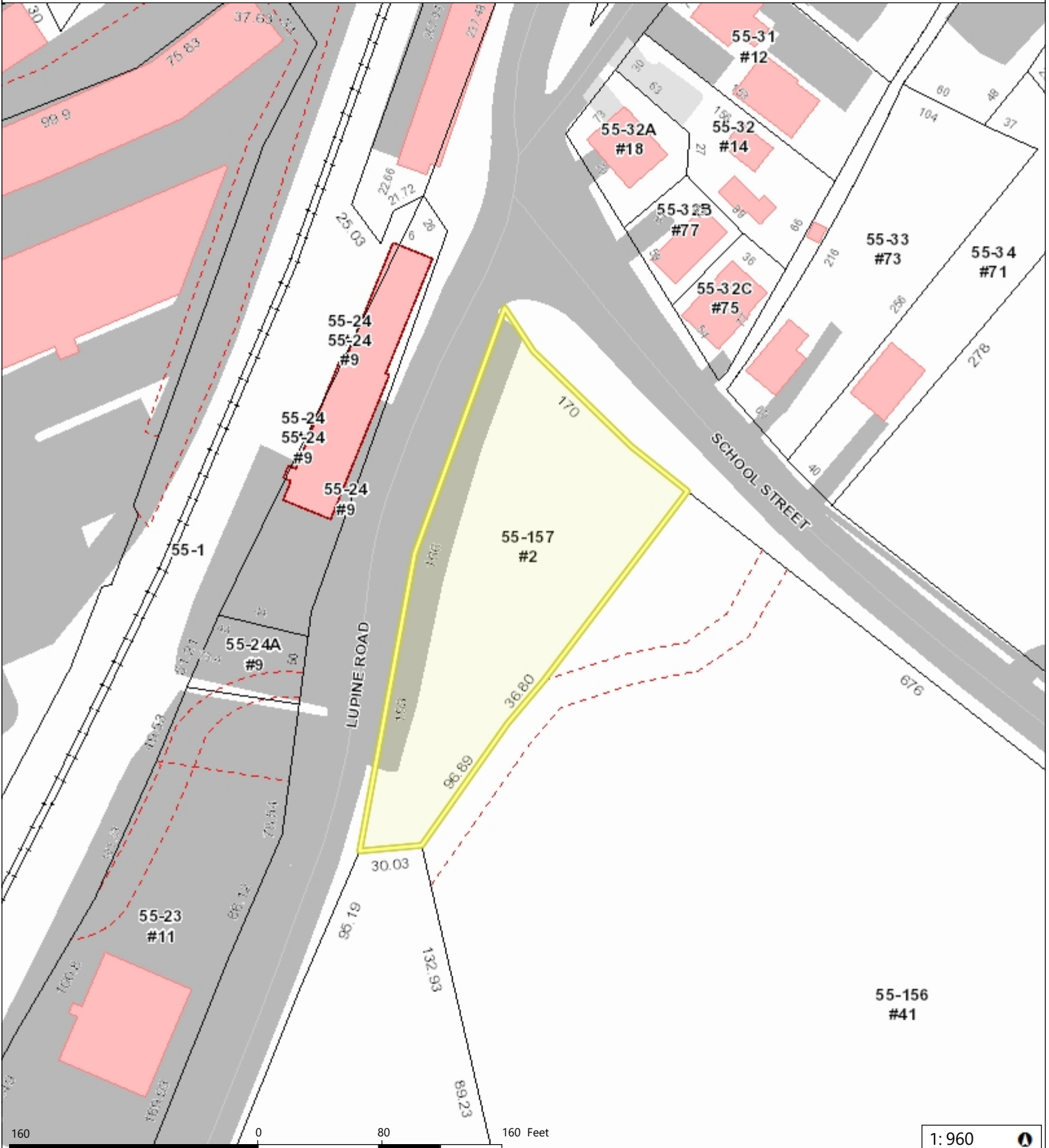
Data Sources: Produced by Merrimack Valley Planning Commission (MVPC) using data provided by the Town of Andover & MassGIS.
 MVPC AND THE TOWN OF ANDOVER MAKES NO WARRANTIES, EXPRESSED OR IMPLIED, CONCERNING THE ACCURACY, COMPLETENESS, RELIABILITY, OR SUITABILITY OF THESE DATA. THE TOWN OF ANDOVER AND MVPC DOES NOT ASSUME ANY LIABILITY ASSOCIATED WITH THE USE OR MISUSE OF THIS INFORMATION



Legend	
Municipal Boundary	Condo Building
Fuel Tank	Structures
Intersection	Tennis Court
Paved	Water Plan
Unpaved	Road Right of Way
Pool	Basketball Court
Pipe Segment	Roads
Bridge	Rail Line
Hydrographic Features	Streams
Wetlands	

Rogers Dell Reservation - Town of Andover

10/22/2021



1: 960

Data Sources: Produced by Merrimack Valley Planning Commission (MVPC) using data provided by the Town of Andover & MassIT/MassGIS.
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Legend	
Municipal Boundary	Fuel Tank
Easement	Pool
Water Tank	Bridge
Intersection	Hydrographic Features
Paved	Streams
Unpaved	Condo Building
Pipe Segment	Basketball Court
Roads	Tennis Court
Rail Line	Wetlands
Road Right of Way	Building; <Null>
	Water Plan

Motion for Gift of Landscaping Services

I move to accept a gift of landscaping services with an approximate value of \$7,000.00 from T&B Landscaping and Irrigation.

Agreement for Maintenance of Cisco Phones



Installment Payment Agreement

Date: September 9, 2021		Installment Payment Agreement No. MAM130-1			THIS IS A NON-CANCELABLE, LEGALLY BINDING CONTRACT	
Customer (Customer Name) Use EXACT registered name if a Corp., LLC, or LP		Town of Andover				
Customer's Chief Executive Office	Street: 36 Bartlet Street	City: Andover	State: MA	County: Essex	Zip: 01810	Customer Telephone (not cell):

This Installment Payment Agreement, as it may be amended or supplemented from time to time (collectively, the "Contract"), represents the final and only agreement between You and Us regarding the subject matter herein and may not be contradicted or modified by evidence of prior, contemporaneous or subsequent oral [including documents generated by You and not signed by Us] agreements. There are no unwritten oral agreements between You and Us. The Contract can be changed only by a written agreement between You and Us. If any provision is found unlawful, it shall be removed and the rest enforced per its terms.

1. **CONTRACT.** Customer ("You" or "Your") agrees to finance through ePlus Group, inc. ("We," "Us" or "Our") the Licensed Product listed below and all existing and future accessories, embedded software, additions, replacements and repairs ("Asset") upon the terms stated herein. **This Contract is non-cancelable and may not be terminated early except as set forth in Section 10.** After You sign below, We may insert any information missing in the boxes above or below. This Contract is not binding on Us until We sign below.

Asset Location (if different than "Chief Executive Office" shown above)		Town of Andover, 36 Bartlet Street, Andover, MA 01810				
Asset Description: See Quote # 22602170		Asset Supplier: ePlus Technology, inc				
Quantity	Asset Make, Model & Serial Number (Required)	Quantity	Asset Make, Model & Serial Number (Required)			
	See Quote # 22602170					

Your Fiscal Period: _____ to _____

Original Term	30 months	Contract Payment Start Date	Commencement Date	Asset Cost	\$111,807.46	Advance Payment Applied as First Pmt:	Security Deposit\$
	Contract Payment	Three (3) payments each in the amount of \$39,448.88 due 9/30/21, 9/30/22 & 3/31/23					
						Check here if Contract Payment Includes Sales/Use Tax: <input type="checkbox"/>	

2. **UNCONDITIONAL OBLIGATIONS.** You agree that: (a) You, not We, selected the Asset(s) and the Supplier, (b) no statement made by the Supplier is binding on Us, (c) Your obligations to Us are unconditional despite any Asset failure or any other adverse condition, and Your obligation to make the Contract Payments shall not abate, reduce or diminish for any reason, including setoff, counterclaim, recoupment or any other defenses or doctrines, (d) We are not a party to any contract you may have with the Supplier, and no breach by the Supplier will excuse You from performing Your obligations to Us, (e) if the Asset is unsatisfactory or if the Supplier fails to fulfill any obligation to You, You agree not to make any claim against Us and to continue performing hereunder, and (f) You represent and warrant for Our benefit and that of Our assigns that, as of the time of execution of this Contract: (i) You are an entity organized and existing under the laws of the Commonwealth of Massachusetts; and have adequate corporate power to enter into and perform this Contract; (ii) This Contract has been duly authorized, executed and delivered by You and constitutes a valid, legal and binding agreement enforceable in accordance with its terms; (iii) No approval, consent or withholding of objection is required from any federal or other governmental authority or instrumentality with respect to the entering into or performance by You of this Contract; and (iv) The entering into and performance of this Contract will not violate any judgment, order, law or regulation applicable to You.

3. **TERM.** This Contract will begin upon the date of the last signature below ("Commencement Date") and will continue for the number of months shown above ("Original Term") and is non-cancelable during the full Original Term, except as set forth in Section 10.

4. **PAYMENTS.** Contract Payments and other charges are payable in advance as set forth above.

Restrictive endorsements on Your checks are not binding. Payments will be applied to past-due and current-due charges in such order as We determine. Any security deposit or estimated future Governmental Charge paid by You is non-interest bearing, and at the end of the Contract, the unused portion (if any) will be returned to You. If You pay late, You shall also pay a late fee of 5% of the amount that is late per month (or the maximum rate allowable by law, if less) until the date paid. If any check is dishonored, We will charge a fee of \$20.

5. **NO WARRANTIES.** We are financing the Asset(s) to You "as is". We have not made and hereby disclaim any and all warranties, express or implied, including without limitation, the implied warranties of merchantability and fitness for a particular purpose.

You hereby grant Us a security interest in the Asset(s) and all proceeds thereof effective as of the Commencement Date. You authorize Us to record (and amend, if appropriate) a UCC financing statement to protect Our interests. You may be entitled under Article 2A to the promises and warranties (if any) provided to Us by the Vendor(s) in connection with or as part of the contract (if any) by which We acquire the Asset(s). You may contact the Supplier for an accurate and complete statement of those promises and warranties (if any), including any disclaimers and limitations of them or of remedies. We hereby transfer to You, *without recourse to Us*, all automatically transferable promises and warranties, if any, made to Us by the Supplier or manufacturer.

6. **RESERVED.**

7. **ASSIGNMENT.** You shall not sell, transfer, assign or otherwise encumber (collectively, "Transfer"), or sublease, this Contract in whole or in part. We may, without notice to You, Transfer Our interests in the Asset(s) and/or this Contract, in whole or in part, to a third party (a "New Owner"), in which case the New Owner will have all of Our rights but none of Our obligations. You agree not to assert against the New Owner any claim, defense or offset You may have against Us.

8. **TAXES; OTHER FEES.** You are responsible for all taxes and governmental charges relating to the Asset(s) or this Contract (collectively, with such taxes, "Governmental Charges"). If We pay any Governmental Charges, You agree to reimburse Us upon demand. We may periodically bill You for, and You agree to promptly pay, estimated future Governmental Charges. You appoint Us as Your attorney-in-fact to sign Your

name to any document for the purpose of filing tax returns. You agree to pay Us (i) a fee for preparing and filing personal property tax returns (ii) for all costs of filing, amending and releasing UCC financing statements and a fee for each such filing, and (iii) a processing fee of \$75.00 to cover Our investigation and other administrative costs in originating this Contract. *You agree that the fees set forth in this Contract may include a profit component.*

9. **DEFAULT.** You will be in default if, with respect to this Contract or any other agreement between You and Us, (i) You fail to pay any sum within 5 days of the due date, (ii) fail to perform or observe any other obligation, (iii) any representation or warranty made by You to Us in connection with this Contract shall be untrue in any material respect, or (iv) a change of control of Customer shall occur. If You default, You agree We may do any or all of the following: (A) cancel this Contract, (B) require You to stop using the Asset(s), (C) require You to pay to Us on demand an amount equal to the sum of (i) all Contract Payments and other amounts then due and past due, (ii) all remaining Contract Payments for the Present Term discounted at a rate of 2% per annum, (iii) interest at the rate of 1.5% per month on the amounts specified in clauses "i" and "iii" above until the date paid, and (iv) all other amounts that may later become due hereunder, *and/or* (E) exercise any other remedy available to Us under law. You also agree to reimburse Us on demand for all reasonable expenses of enforcement (including, without limitation, reasonable attorneys' fees) and reasonable expenses of denying use of the Asset(s), plus interest at the rate of 1.5% per month on such amounts until the date paid.

10. **APPROPRIATION OF FUNDS.** You intend to continue this Contract for the term of this Contract and to pay the Contract Payments due under this Contract and other amounts due hereunder. You reasonably believe that legally available funds in an amount sufficient to pay all Contract Payments during the Original Term can be obtained. You further agree to do all things lawfully within its power to obtain and maintain funds from which the Contract Payments may be paid. Notwithstanding the foregoing, in the event sufficient funds are not appropriated to continue the term of this Contract for any Fiscal Period of You beyond the Fiscal Period first in effect at the Commencement Date, You may terminate this Contract with regard to not less than all of the Assets on this Contract so affected, provided You provide Us written notice sixty (60) days prior to the end of your current Fiscal Period confirming this Contract will be so terminated. All of Your obligations to pay the Contract Payments due after the end of the Fiscal Period for which such termination applies will cease, all of Your interests in the Assets will terminate and You shall surrender the Assets in accordance with this Contract. Notwithstanding the foregoing, You agree (i) not to terminate this Contract under this provision if any funds are appropriated to You for the Fiscal Period in question for the acquisition (by purchase, lease, or otherwise) of functionally similar products or services performing similar applications and procedures; (ii) without creating a pledge, lien or encumbrance upon funds available to You in other than Your current Fiscal Period, that You will use Your best efforts to obtain appropriation of funds to avoid termination of this Contract by taking all appropriate action including the inclusion in Your budget request for each Fiscal Period during the Original Term hereof a request for adequate funds to meet Your obligations and to continue this Contract in force; (iii) that You will not give priority or parity in the application of funds to any other functionally similar equipment for use by You; and, (iv) that if this Contract is terminated pursuant to this Section 10, You will not in the then current or succeeding Fiscal Period purchase, lease or rent products performing functions similar to those performed by the Products, and agrees not to permit functions similar to those performed through the use of the Products to be performed by its own employees or by any agent or entity affiliated with or hired by You. You represent and warrant that You have adequate funds to meet Your obligations during the first Fiscal Period of the Original Term. We and You understand and intend that the obligation of You to pay the Contract Payments hereunder shall constitute a current expense of You and shall not in any way be construed to be a debt of You in contravention of any applicable constitutional or statutory limitation or requirement concerning the creation of indebtedness by You, nor

shall anything contained herein constitute a pledge of the general revenues, funds or monies of You beyond the Fiscal Period for which sufficient funds have been appropriated to pay the Contract Payments hereunder.

11. REPRESENTATIONS AND WARRANTIES. You represent, covenant and warrant for Our benefit and Our assignee(s): (i) The use of the Asset(s) is essential to Your proper, efficient and economic operation; and (ii) You understand and agrees that We are relying on the essential nature of the Asset(s) to You and upon Your covenant to complete full implementation of the Asset(s) and any system associated therewith (the "Project"). In the absence of such a covenant by You, We would not provide the financing for the project under this Contract. Failure to honor this covenant shall be a material breach of this Contract and constitute an event of default hereunder, independent of any failure of the legislature to appropriate funds.

12. MISCELLANEOUS. This Contract shall be deemed to be performed in Fairfax County, Virginia (the place of Our chief executive office and the place where We will

administer Your contract account), and **the Contract shall be governed by the laws of the Commonwealth of Massachusetts.** All legal actions relating to this Contract shall be venued in a state or federal court located in the Commonwealth of Massachusetts at the option of Us (or our assigns). **You consent to personal jurisdiction in such courts. You and We hereby waive Your and Our respective rights to a trial by jury in any legal action.** This Contract may be executed in counterparts, all of which together shall constitute the same document. You agree that a facsimile or other copy containing Your faxed or copied signature shall be as enforceable as the original executed Contract. **If it is determined that any amount charged under this Contract is greater than the amount allowed by law, including any amount that is determined to exceed applicable usury limits (an "Excess Amount"), then any Excess Amount will be waived (or, if the Excess Amount was paid, it will be applied to past-due amounts, if any, or else refunded).**

Accepted by ePlus Group, inc. 13595 Dulles Technology Drive, Herndon, VA 20171		Customer Name	Town of Andover 36 Bartlet Street, Andover, MA 01810	
		By		Date
By	Date	Print Name		Title

Motion for Maintenance of Cisco Phones

I move to authorize the Town Manager to sign the agreement for maintenance of Cisco phones with ePlus Group, inc. dated September 9, 2021 as amended and ancillary documents.

Voting Precinct Boundaries

Andover Draft Legal Boundary Descriptions

Andover Precinct One.

All of that portion of Essex County bounded and described as follows: Beginning at the point of intersection of Park St and Main St, and proceeding easterly along Park St to Whittier St, and proceeding northerly along Whittier St to Summer St, and proceeding easterly along Summer St to Washington Ave, and proceeding northerly along Washington Ave to Elm St, and proceeding northerly along Elm St to Andover St, and proceeding northerly along Andover St to Andover/North Andover town line, and proceeding southerly along Andover/North Andover Town boundary to Hillside Rd, and proceeding southerly along Hillside Rd to Highland Rd, and proceeding southerly along Highland Rd to Salem St, and proceeding westerly along Salem St to Main St, and proceeding northerly along Main St to the point of beginning.

Andover Precinct Two.

All of that portion of Essex County bounded and described as follows: Beginning at the point of intersection of Beacon St and Canterbury St proceeding northerly along Beacon St to the Lawrence/Andover city/town line, and proceeding easterly along the Lawrence/Andover city/town line to the Shawsheen River, and proceeding southerly along Shawsheen River to N Main St. proceeding southerly on N. Main St. Main St., and proceeding southerly to Pearson St, and proceeding westerly along Pearson St. to Shawsheen Rd, and proceeding northerly along Shawsheen Rd to Lincoln St, and proceeding northerly along Lincoln St to Lowell St, and proceeding easterly along Lowell St to Canterbury St, and proceeding westerly along Canterbury St to Andover Country Club Ln, and proceeding southerly along Andover Country Club Ln proceeding westerly along stream to the point of beginning.

Andover Precinct Three.

All of that portion of Essex County bounded and described as follows: Beginning at the point of intersection of Shawsheen River and Balmoral St, and proceeding northerly along the Shawsheen River to the Lawrence/Andover city/town line, and proceeding easterly along the Lawrence/Andover city/town line to the North Andover/Andover town line, and proceeding easterly along the North Andover/Andover town line to Elm St, to Washington Ave, and proceeding southerly along Washington Ave to Summer St, and proceeding westerly along Summer St to Whittier St, and proceeding southerly along Whittier St to Park St, and proceeding westerly along Park St to Main St, and proceeding northerly along Main St to N Main St, and proceeding northerly along N Main St to the Shawsheen River, and proceeding northerly along the Shawsheen River, to Balmoral St, to the point of beginning.

Andover Precinct Four.

All of that portion of Andover Town bounded and described as follows: Beginning at the point of intersection of the Methuen /Andover city/town line and I- 93, and proceeding easterly along the Methuen/Andover city/town line to the Lawrence/Andover city/town line, and proceeding southerly along the Lawrence/Andover city/town line to a point and then proceeding easterly along the Lawrence/Andover city/town line to Beacon St, and proceeding southerly along Beacon St to Andover Country Club Ln, proceeding northerly along Andover Country Club Ln to Canterbury St, and proceeding easterly along Canterbury St to Lowell St, and proceeding southerly along Lowell St to Lincoln St, and proceeding easterly along Lincoln St to Shawsheen Rd, and proceeding westerly along Shawsheen Rd to Beacon St, and proceeding northerly along Beacon St to High Plain Rd, and proceeding westerly along High Plain Rd to I- 93, and proceeding northerly along I- 93 to the point of beginning.

Andover Precinct Five.

All of that portion of Andover Town bounded and described as follows: Beginning at the point of intersection of the Middlesex/Essex county line and Bailey Rd., and proceeding north along the Middlesex/Essex county line to the Methuen/Andover city/town line, and proceeding northerly and easterly along the Methuen/Andover city/town line to I- 93, and proceeding southerly along I- 93 to I- 495, and proceeding southerly along I- 495 to Haggetts Pond Rd, and proceeding easterly along Haggetts Pond and proceeding westerly along Haggetts Pond Rd to Pleasant St, and proceeding westerly along Pleasant St to Bailey Rd, and proceeding westerly along Bailey Rd to Andover/Tewksbury Town Line, and proceeding westerly to the point of beginning.

Andover Precinct Six.

All of that portion of Essex County bounded and described as follows: Beginning at the point of intersection of Bailey Rd and Middlesex/Essex county line, and proceeding easterly along Bailey Rd to Pleasant St, and proceeding northerly along Pleasant St to Haggetts Pond Rd, and proceeding southerly along Haggetts Pond Rd to I- 495, and proceeding easterly along I- 495 to I- 93, and proceeding southerly along I- 93 to High Plain Rd, and proceeding easterly along High Plain Rd to Greenwood Rd, and proceeding southerly along Greenwood Rd to Lovejoy Rd, and proceeding southerly along Lovejoy Rd to Dascomb Rd, and proceeding westerly along Dascomb Rd to Middlesex/Essex county line, and proceeding westerly along Cardigan Rd to Middlesex/Essex county line, to the point of beginning.

Andover Precinct Seven.

All of that portion of Essex County bounded and described as follows: Beginning at the point of intersection of Andover St and River St, and proceeding easterly along Andover St to Woburn St, and proceeding northerly along Woburn St to Porter Rd, and proceeding easterly along Porter Rd to Hidden Rd, and proceeding northerly along Hidden Rd to S Main St, and proceeding southerly along S Main St to Gould Rd, and proceeding easterly along Gould Rd to North Reading/Andover town Line, and proceeding westerly along the North Reading/Andover town Line to the Wilmington/Andover town Line and proceeding westerly along Wilmington Andover town Line to River St, and proceeding northerly along River St to the point of beginning.

Andover Precinct Eight.

All of that portion of Essex County bounded and described as follows: Beginning at the point of intersection of Salem St and Main St, and proceeding easterly along Salem St to Highland Rd, and proceeding northerly along Highland Rd to Hillside Rd, and proceeding northerly along Hillside Rd to North Andover/Andover town line, and proceeding southerly along North Andover/Andover town Line to Harold Parker Rd, and proceeding southerly along Harold Parker Rd to the intersection of the North Reading/North Andover/Andover town line boundary, and proceeding southerly along North Reading/Andover town line boundary to Gould Rd, and proceeding northerly along Gould Rd to S Main St, and proceeding northerly along S Main St to Main St, and proceeding northerly along Main St to the point of beginning.

Andover Precinct Nine.

All of that portion of Essex County bounded and described as follows: Beginning at the point of intersection of Dascomb Rd. and Tewksbury/Andover town line, and proceeding easterly along Dascomb Rd. to Lovejoy Rd, and proceeding northerly along Lovejoy Rd to Iroquois Ave, and proceeding easterly along Iroquois Ave to Algonquin Ave, and proceeding southerly along Algonquin Ave to Dascomb Rd, and proceeding northerly along Dascomb Rd to Andover St, and proceeding easterly along Andover St to Central St, and proceeding easterly along Central St to Chestnut St, and proceeding easterly along Chestnut St to Main St, and proceeding southerly along Main St to S Main St, and proceeding southerly along S Main St to Hidden Rd, and proceeding southerly along Hidden Rd to Porter Rd, and proceeding westerly along Porter Rd to Woburn St, and proceeding southerly along Woburn St to Andover St, and proceeding westerly along Andover St to River St, and proceeding southerly along River St proceeding southerly along the Middlesex/Essex county line, and proceeding on various courses along the Middlesex/Essex county line to the point of beginning.

Andover Precinct Ten.

All of that portion of Essex County bounded and described as follows: Beginning at the point of intersection of High Plain Rd and Greenwood Rd, and proceeding northerly along High Plain Rd to Beacon St, and proceeding southerly along Beacon St to Shawsheen Rd, and proceeding easterly along

Shawsheen Rd to B&M Railroad tracks, and proceed easterly over B&M Railroad tracks to Main St, and proceeding southerly along Main St to Chestnut St, and proceeding westerly along Chestnut St to Central St, and proceeding southerly along Central St to Andover St, and proceeding southerly along Andover St to Dascomb Rd, and proceeding westerly along Dascomb Rd to Algonquin Ave, and proceeding westerly along Algonquin Ave to Iroquois Ave, and proceeding westerly along Iroquois Ave to Lovejoy Rd, and proceeding northerly along Lovejoy Rd to Greenwood Rd, and proceeding northerly along Greenwood Rd to the point of beginning.

2020 Reprecincting Detailed Boundaries

I move to approve the detailed boundaries for the 2020 Reprecincting as presented by The Acting Town Clerk on behalf of The Board of Registrars, as created by The State.

Mask Update

Commission on Diversity, Equity and Inclusion Strategic Plan

Welcome.

Andover's Progress: Diversity, Equity and Inclusion

Introductions

Definitions

Organizational Structure

History

Strategic Plan

Community Involvement



Land Acknowledgement

We open by respectfully acknowledging that we collectively gather on the territory of many Indigenous peoples, who have stewarded this land for hundreds of generations. With gratitude to the Andover Center for History & Culture for their guidance, we acknowledge the harmful effect colonization and violent systemic and cultural inequities have had on our understanding of Indigenous identity and terminology. Andover was home to the Pennacook people as early as 6000 BCE, and we honor their past, present, and emerging leaders.

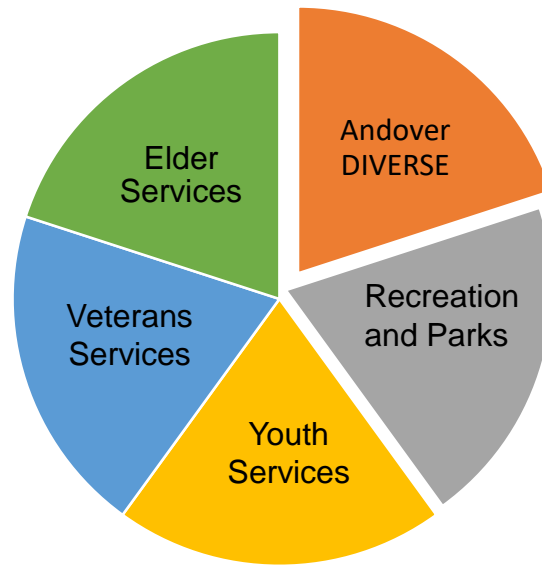
As members of the Town of Andover's Diversity, Equity, and Inclusion Commission, we will continue to learn, respect, and reconcile the histories, legacies, and ongoing experiences of Indigenous injustice. Land Acknowledgments are a small, but essential, step towards building a culture of respect, truth, and accountability. To learn more about the land we are on, visit: <https://native-land.ca/>.

Community Commitments

1. **Put Relationships First** - Work to build community and trust with an awareness and understanding of power dynamics. Relationships are built off shared experiences. Speak your own truth while also knowing that there are multiple truths. Honor and respect one another.
2. **Be Kind and Brave** - Treat others how they wish to be treated. Expect to be uncomfortable and work to be explicit with your language about race, class, gender, immigration, etc.
3. **Be self-aware** - Speak for yourself – use “I” or “me” statements and share your own story, not that of others. Acknowledge your privilege, be courageously honest and vulnerable yet mindful of your words and actions. Regardless of intent, take responsibility for potential harm as your words may impact others in ways you did not expect. Embrace a willingness to “get it right” rather than “to be right”.
4. **Understand Power Dynamics** - We live in a world that advantages particular social identity groups over others. Be aware of your own privileged identities and how you might use your privilege: from taking up too much emotional and airtime space or disengaging. Acknowledge that everyone has a right to be at the table, *especially* when their experience and style is different from your own so that we are able to allow, celebrate, and respect diversity.
5. **Strive to be anti-racist and know that it is a process** - Show what you’re learning, not what you already know and accept that much of this may be about challenging your own assumptions and biases. Commit to being inclusive, “see” who is harmed by particular policies and practices, challenge those systems and eliminate barriers to create an equitable and just Andover.

Andover DIVERSE

Andover DIVERSE (Diversity, Inclusion, Values, Respect, Support and Education) is focused on advancing community-driven initiatives and engagement with the goal of building a more inclusive Andover.



Community Services Department

Timeline/Accomplishments

2020

- Andover DIVERSE Division Created
- Diversity Audit Consultant hired, Public Forum held
- Andover DIVERSE Working Group assembled, Survey/Focus Groups designed
- Proposed Commission on DEI structure developed
- Select Board approves creation of Commission on DEI
- Diversity in Programming working group created, evolution of offerings, language, images on-going

2021

- Commission on DEI members appointed, meetings begin, founding documents created
- Diversity Audit completed, findings presented
- Town Meeting approves funding for Director of DEI position
- Strategic Plan drafted
- Strategic Plan socialized
- Working groups populated
- Director of DEI hired
- Strategic goal completion underway, short-term goals completed

Town of Andover

Commission on Diversity, Equity and Inclusion

Work to combat racism and discrimination in Andover by supporting programs, initiatives, education, outreach, policies and institutional change which contribute to an inclusive Andover.



Town of Andover

Diversity Audit

Anonymous Survey

1,500 participants

% reflective of Town demographics

Focus Groups

23 sessions

77 participants

Visions Consulting, Richard Pinderhughes



Diversity Audit Recommendations

1. Hire a more diverse workforce
2. Increase training/cultural competence for all employees
3. Ensure institutional support for DEI work
4. Support improvements in school curriculum and culture
5. Empower youth to participate in making cultural change
6. Improve residents' sense of belonging through programming
7. Communication: Actively work to improve frequency of communications in/around matters of DEI
8. Establish a robust, legitimate, respectful process for reporting incidents of discrimination
9. Commit to regular, on-going racial climate monitoring



- Does the strategic plan resonate with you?
- Are there elements missing?
- Are the timelines (ongoing, short term, long term) reasonable?

Strategic Plan Goals

Undertake data collection, analysis and updates as necessary to inform decisions

Proactively diversify the Town of Andover's Workforce

Create lasting culture change through on-going training and conversation with municipal staff

Engage citizens through cross-cultural programming

Foster support for and partnership between Commission on DEI and municipal leadership

Foster and improve communications with community members

Strategic Plan Actions

Undertake data collection, analysis and updates as necessary to inform decisions

1. (OG) Create process to monitor and assess progress
2. (OG) Identify knowledge gaps and gather additional data when necessary
3. (OG) Conduct regular surveys to assess current climate

OG= On-going

Strategic Plan Actions

Proactively diversify the Town of Andover's Workforce

4. (ST) Research and adopt best practices related to diversifying workforces.
5. (ST) Examine and change language in postings and job descriptions to increase inclusivity.
6. (LT) Diversify recruitment pipelines
7. (OG) Disrupt bias in the interview process by confronting implicit biases and diversifying interview team.
8. (ST) Ensure for the success of new hires by creating a robust, inclusive onboarding and retention processes
9. (LT) Explore police and fire departments withdrawal from the civil service system to positively impact the Town's ability to diversify their workforces.

ST=short-term LT = Long -term OG = On-going

Strategic Plan Actions

Create lasting culture change through on-going training and conversation with municipal staff

10. (ST) Establish affinity groups that are institutionally supported
11. (ST) Creation of a training series on a variety of topics identified by relevant DEI /HR staff
12. (ST) Provide coaching and mentorship for municipal leadership on a variety of topics identified as priorities

ST= Short-Term

Strategic Plan Actions

Engage citizens through cross-cultural programming

13. (ST) Support and expand town sponsored cultural celebrations
14. (OG) Enhance town sponsored programming which reflects the diversity that is Andover
15. (ST) Partner with community organizations working with underrepresented communities
16. (OG) Engage citizens, business owners, the faith community, etc. in planning, programming and decision-making to become a more inclusive community.

ST = Short-term OG = On-going

Strategic Plan Actions

Foster support for and partnership between Commission on DEI and municipal leadership

- 17. (ST) Develop and institutionalize communication with municipal leaders through regular updates and recommendations
- 18. (ST) Voice the Commission's support of the DEI work in the schools
- 19. (OG) Engage and actively support the strength of Andover's youth
- 20. (ST) Actively work to increase the participation of Andover's youth in the work

ST = Short-term OG = On-going

Strategic Plan Actions

Foster and improve communications with community members

21. (ST) Identify community-based groups and stakeholders and establish relationships with them.
22. (ST/OG) Create a confidential, effective and efficient process for reporting incidents of concern to municipal leaders which ensure these concerns are heard and responded to in a timely and respectful manner. Ensure for regular communication regarding the importance of reporting incidents
23. (ST) Create a communication strategy
24. (OG) Proactively plan and respond to instances of harassment

ST = Short-term

LT = Long-term

OG = On-going

- Does the strategic plan resonate with you?
- Are there elements missing?
- Are the timelines (ongoing, short term, long term) reasonable?

Working Groups

Creating lasting change in Andover requires community participation.

The Working Groups, comprised of municipal staff, Commission on DEI members and community volunteers will, together, ensure progress is made.

We invite you to consider participating.

Please visit: [Andover DIVERSE | Andover, MA \(andoverma.gov\)](https://www.andoverma.gov/andover-diverse)

Working Groups



Strategic Plan Actions by Working Group

Data Gathering / Engagement

1. (OG) Create process to monitor and assess progress
2. (OG) Identify knowledge gaps and gather add'l. data
3. (OG) Conduct regular data collection to assess current climate

Supporting Youth

18. (OG) Voice support of DEI happening in schools
19. (OG) Engage and actively support the strength of Andover's youth
20. (ST) Work to increase the participation of youth in DEI Efforts

Diversity in Hiring

4. (ST) Research and adapt best practices re: diversifying workforces
5. (ST) Examine and change language in job postings
6. (LT) Diversity recruitment pipelines
7. (OG) Disrupt bias in the hiring process
8. (ST) Ensure the success of BIPOC employees
9. Support Police/Fire in diversification of workforce
10. (ST) Establish affinity groups that are institutionally supported

Racial Climate / Reporting

1. (OG) Create process to monitor and assess progress
3. (OG) Conduct regular data collection to assess current climate
22. (ST/OG) Work with the Town to create a confidential reporting process
23. (OG) Raise Community Awareness of reporting process

Leadership Development

3. (OG) Conduct regular data collection to assess current climate
8. (ST) Ensure the success of BIPOC employees via onboarding, retention, advancement
9. Support Police/Fire in diversification of workforce
11. (ST) Create training series on topic ID'd by DEI/HR staff
12. (ST) Provide coaching/mentoring for leadership

Community Activities

1. (OG) Create process to monitor and assess progress
10. (ST) Establish affinity groups that are institutionally supported
13. (ST) Expand cultural celebrations
14. (OG) Supt. Prgmng the reflect the community
15. (ST) Partner with org. wkg with underrepresented communities
16. (OG) Engage woder community in programing

Communications

17. (ST) Develop and institutionalize comms with municipal leaders through regular communication
18. (OG) Voice support of DEI happening in schools
23. (OG) Raise Community Awareness of reporting process
24. (ST) Create a communication strategy

Working Groups

We invite you to participate in a working group.

Please contact Jemma Lambert, Director of Community Services at:

Jemma.lambert@andoverma.us

[Andover DIVERSE | Andover, MA \(andoverma.gov\)](#)

[Volunteer | Andover, MA \(andoverma.gov\)](#)

Pension Obligation Bonds Update

Establishment of Town Manager's FY 2022 Salary

Consent Agenda

Consent Agenda

A. Appointments by the Town Manager

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

Department	Name	Position	Rate/Term	Date of Hire
Community Services – Recreation	Laura Doucette	Kid Care Group Leader 3	\$19.00/hr	10/19/2021
Community Services – Recreation	Janice Holden	Kid Care Group Leader 3	\$19.00/hr	10/19/2021
Community Services – Recreation	Neeta Kumari	Kid Care Group Leader 2	\$18.00/hr	10/19/2021
Community Services – Recreation	Emma Chase	Kid Care Assistant Group Leader 1	\$14.25/hr	10/19/2021
Community Services - Recreation	Kiarra Danielle	Kid Care Assistant Group Leader 1	\$14.25/hr	10/19/2021
Community Services – Youth Services	Caroline Yates	Building Assistant	\$15.50/hr	10/17/2021
Library Strategic Planning Advisory Committee	Barbara McNamara	Member	Term Expires 6/30/2022	11/1/2021
Library Strategic Planning Advisory Committee	Kimberly Lynn	Member	Term Expires 6/30/2022	11/1/2021
Library Strategic Planning Advisory Committee	Claire Curran- Ball	Member	Term Expires 6/30/2022	11/1/2021
Library Strategic Planning Advisory Committee	Karen Van Welden- Herman	Member	Term Expires 6/30/2022	11/1/2021
Library Strategic Planning Advisory Committee	Susan McKelliget	Member	Term Expires 6/30/2022	11/1/2021
Library Strategic Planning Advisory Committee	Janet Nicosia	Member	Term Expires 6/30/2022	11/1/2021
Library Strategic Planning Advisory Committee	Kathryn Forina	Member	Term Expires 6/30/2022	11/1/2021
Library Strategic Planning Advisory Committee	Lisa Cascio	Member	Term Expires 6/30/2022	11/1/2021
Library Strategic Planning Advisory Committee	Austin Simko	Member	Term Expires 6/30/2022	11/1/2021
Library Strategic Planning Advisory Committee	Bonnie Zahorik	Member	Term Expires 6/30/2022	11/1/2021

Meeting Minutes

Select Board Meeting
Monday, September 13, 2021
Virtual Meeting

I. Call to Order

Chairperson Chris Huntress called the Select Board Meeting of Monday, September 13, 2021 to order at 7:03 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 Counsel Tom Urbelis, Human Resource Director Jessica Porter, and Melissa Ripley, Asst. Town Clerk and Acting Town Clerk.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

The meeting began with a Moment of Silence and a Pledge of Allegiance.

III. Communications/Announcements/Liaison Reports

The Town Manager reported that the Investment Advisory Committee established as part of the Pension Obligation Bond initiative have been meeting regularly. The first part of their work to conduct their own high level analysis has been completed. At their most recent meeting, they met with the Town's Financial Advisor and tomorrow they will meet with the Retirement Board's financial advisor. They will be meeting with the State's Office of Administration of Finance in two weeks. They are also working to evaluate opinions of underwriting. They will be asking the Chair to provide an update to the Board at the next meeting.

The Town Yard Selection Committee concluded their evaluation of the four final proposals for the redevelopment of the Town Yard have chosen Minco Corp as the recommended company. The Selection Committee will submit a proposal for the Select Board's approval. Alex Vispoli thought there were going to be finalist presented to the board. The Town Manager said the Board can certainly ask for two. Chris Huntress reported that the Board can go back to any one of the submissions that they like if the Board wants more information.

Andover is set to receive a little under \$11M from the American Rescue Act Plan. They are starting an internal process to identify departmental needs and meeting with the Department Heads to determine how the funds will be used for responsive recovery. Alex Vispoli asked what the \$11M criteria and process is and if there is any oversight by the Federal Government. The Town Manager said it is discretionary at the local level. Alex Vispoli said we should have some sort of process and add as a separate agenda item at future meet funds.

Tom Urbelis previously reported on the audit of the former AYS employee claims of a toxic work environment was being done by Jane Hurtle of Safety and Respect at Work,

LLC, and that the law firm of Nixon-Peabody had been retained to investigate reported payments by the AYS Foundation to the AYS employees. On August 19, four former AYS employees submitted letters of resignation and that their last date of employment would be September 2nd. They were directed by the Town's Human Resource Director to appear, along with a union representative and attorney if they so choose, for interviews with Ms. Hurtle on August 30th and with Nixon-Peabody on September 1. Both days were within the time frame of their employment. One former employee asserted that a medical condition prevented his appearance and three employees, along with their union representative, meet with Ms. Hurtle regarding their claim of a toxic work environment. Prior to September 1, the Town received notice that the three employees would not appear to meet for the September 1 interviews with Nixon-Peabody despite a direct order from the Human Resources Director. Three of the AYS employees appeared for interviews relating to their claims, but while still employed by the Town, they refused to appear for interviews of the claims of reported payments made to them by the AYS Foundation.

Alex Vispoli thanked Mark Comeiro, Director of Veterans Services, and the Patriotic Holiday Committee for the excellent ceremony for the 20th anniversary of September 11th. The 375th Anniversary Committee had a very successful 'End of Summer' event on Friday night. It was very well received and they are now gearing up for the September 25th Community Day which should prove to be a great event. Annie Gilbert also attended the 'End of Summer' event and said it was a home run. Thank you to Ann Ormond and the 375th Committee for putting this event together. Annie Gilbert also acknowledged that today is the 3-year anniversary of the Columbia Gas explosions and a vigil was held earlier today to remember Leonel Rondon who lost his life. Thanks to all of Andover first-responders and those across the Community.

Dick Howe asked if there is a spot on the agenda where the Board will be discussing virtual meetings as compared to in-person meetings. If not, could we add it to the next meeting agenda. Chris Huntress said we could discuss it under the Covid agenda item tonight.

Laura Gregory also recognized the Patriotic Committee on the September 11th Ceremony, and the 3rd anniversary of the Columbia Gas explosions which we came through because of our first responders, assistance from Town. It was a very difficult time for the Community.

Chris Huntress read a statement regarding recent activities at the Cormier Youth Center. He apologized to the entire Andover Community that photographs and historical materials were discarded from AYS. It was wrong to discard items and those of historical significance, it should not have happened. It was not meant to disrespect anyone involved with AYS in the past and Town Staff should have been more thoughtful in clearing out office spaces and other areas at AYS of what they were removing. Last week, town staff spent hours storing pictures and artifacts to be used as a permeant history wall at AYS. Much of the material will be used for wall hangings after the walls have been repaired and painted. The murals that are part of the Cormier

Youth Center will stay in place, which are a wonderful representation of AYS history. He looks forward to a permanent history wall that will include a blend of the past, present, and future and in create new memories.

IV. Public Hearings

A. Liquor License Change of Manager

Melissa Ripley reported on the application from the Andover Country Club.

Alex Vispoli moved to approve the application of Andover Country Club, Inc., d/b/a Andover Country Club Pool, 60 Canterbury Street for a Liquor License Change of Manager at the Andover Country Club Pool, 62 Canterbury to Geoffrey Piva, 19 Balmoral Street, Andover, MA subject to all conditions of the Town are met prior to issuance. Motion seconded by Annie Gilbert. Roll call: A.Vispoli-Y. D. Howe-Y, A. Gilbert-Y, L. Gregory-Y, C. Huntress-Y. Motion passes 5-0.

B. Liquor License Change of Manager

Melissa Ripley also reported on the application from the Andover Country Club for the Board to review and consider voting to approve the application of Andover Country Club, Inc., 60 Canterbury Street for a Liquor License Change of Manager to Geoffrey Piva, 19 Balmoral Street, Andover, MA.

Laura Gregory moved to approve the application of Andover Country Club, Inc. d/b/a Andover Country Club, for a Change of Manager to their Common Victualler Seasonal-All Kinds of Alcoholic Beverages License at 62 Canterbury St, Andover, subject to the condition that all other requirements of the Town are met prior to issuance. Motion seconded by Dick Howe. Roll call: L. Gregory-Y, A. Gilbert-Y, D. Howe-Y, A. Vispoli-Y, C. Huntress-Y. Motion passes 5-0.

C. Change of Ownership/Change of Stock (Annie Gilbert left the meeting)

Melissa Ripley reported on the request from Elm Square Liquors. All information is complete and all department heads have approved the request.

Laura Gregory moved to approve the application of Liquor Bros, LLC, d/b/a Elm Square Liquors Co., for a Change of Ownership Interest to their Retail Package Goods Store - All Kinds of Alcoholic Beverages License at 2 Elm Sq., Andover, subject to the condition that all other requirements of the Town are met prior to issuance. Motion seconded by Alex Vispoli. Roll call: A. Vispoli-Y, D. Howe-Y, L. Gregory-Y, C. Huntress-Y. Motion passes 4-0-1 Annie Gilbert abstained and returned to the meeting at 7:30 PM.

V. Regular Business

A. Common Victualler License

Melissa Riley reported on the application of Peking Garden of Andover, for a Common Victualler License at 36 Park St, Andover. There have been no issues or complaints in the file. All Departments have signed off on the application.

Dick Howe moved to approve to approve the application of Peking Garden of Andover, for a Common Victualler License at 36 Park St, Andover, subject to the condition that all other requirements of the Town are met prior to issuance. Motion seconded by Alex Vispoli. Roll call: A. Gilbert-Y, L. Gregory-Y, D. Howe-Y, A. Vispoli-Y, C. Huntress-Y. Motion passes 5-0.

B. Vehicle for Hire License

Melissa Riley reported on the application of Amrani Chauffeurs Corp, for a Vehicle for Hire License at 200 Woodview Way, Apt 2329, Andover.

Annie Gilbert moved to approve the application of Amrani Chauffeurs Corp, for a Vehicle for Hire License at 200 Woodview Way, Apt 2329, Andover, subject to the condition that all requirements of the Town are met prior to issuance. Motion seconded by Dick Howe. Roll call: A. Vispoli-Y, D. Howe-Y, L. Gregory-Y, A. Gilbert-Y, C. Huntress-Y. Motion passes 5-0.

C. COVID-19 Update

Town Health Director Tom Carbone provided an update on COVID-19 which included a discussion on masking. They have seen an uptick in cases counts this past week and expects to see a 'bump' in cases based on the holiday weekend. They are also seeing a bump in cases of school age children.

Questions from the Board:

Is there any movement on the part of the Board of Health requiring all Town employees to be vaccinated? *At the moment, there is no mandate by the Board of Health for vaccinations. Andrew Flanagan said there are mandatory Labor requirements that we need to look into and will report any information.*

Mr. Carbone reported that the Board of Health did talk about mandatory indoor masking for the public in general, but they don't feel we are at a point where it is needed but they are recommending that we change our signage coming into public buildings the public is strongly recommended to wear a mask.

Dick Howe is concerned about the Board's in-person meetings, like those held in MHL, is a risky opportunity for those of us who are vulnerable. He is asking the Board to consider to continue to hold all of their meetings virtually.

Chris Huntress talked about mask recommendations for in-door meetings similar to what the School Committee has been doing. He believes we have the ability to vote on wearing of masks in public buildings tonight which Tom Urbelis confirmed.

Annie Gilbert would like to consider a mask mandate for public buildings where the public is allowed access. She would prefer to have this as an agenda item for the Board's September 20th meeting. Alex Vispoli asked if we were to follow that route, what would that do for the employees who work within the offices, would they be required to wear a mask all day or just when they were at the counter interacting with the general public?

Laura Gregory is in favor of a mask mandate to protect our most vulnerable population and rather than wait a week, she wants to vote on this tonight. The Town Manager will present a draft for the next meeting for the Board's review. If voted tonight, the Town Manager would said it would take a few days to implement.

Patrick Lawlor reported on emails:

Sherry McCloud, 149 Shawsheen Road. The Select Board could hold their meetings in the Collins Center which would provide enough space for distancing.

Jane Giffin, Castle Heights Road, strongly supports the mandate. It is uncomfortable to be in the Robb Center.

Email: Kathleen Grant, 83 Morton Street: Asking about signage and policy language from last year that we could use.

Public Comment:

Roland Kim, 98 Burnham Road: understands the concern especially what the media is reporting about the variance; but looking at the cases in Essex County, they are starting to even out. He understands there is a desire to mask and individuals who want to can, but he does not think it is necessary for a mandate.

Laura Gregory moved that masks be required inside the following buildings in Andover: Memorial Hall Library, Cormier Youth Center and Robb Center and implemented as soon as possible by the Town Manager and that he come back to the Board with a plan. Motion seconded by Dick Howe. Roll call: A. Vispoli-Y, D. Howe-Y, L. Gregory-Y, A. Gilbert-Y, C. Huntress-Y. Motion passes 5-0.

The Town Manager will implement a plan as quickly as possible and work with staff to bring a more defined plan to the Select Board on Monday, September 20th and asked for guidance on in-person/virtual Select Board meetings.

Dick Howe strongly requests the Board continue with virtual Select Board meetings. The Board shared their thoughts on virtual meetings in place of in-person meetings. The Board did agree to meet virtually in-person at the next meeting on September 20th.

Tom Carbone encouraged everyone who has not been vaccinated to get the vaccine. The FDA and HCIP have not made any recommendations on a booster shot at this time.

D. Purchase and Sale Agreements for 138 Chandler Road, 0 Cross Street and 140 Chandler Road

Tom Urbelis reported on the Purchase and Sale Agreements for the purchase of the properties at 138 Chandler Road and 0 Cross Street and 140 Chandler Road. They are asking for a vote on the two agreements. There has been no change in the agreements that were approved at Town Meeting.

Dick Howe moved, subject to a title search of the properties which is satisfactory to Town Counsel, to authorize the Town Manager to sign the Purchase and Sale Agreements for the purchase of the properties at 138 Chandler Road and 0 Cross Street and 140 Chandler Road. Motion seconded by Alex Vispoli. Roll call: A. Gilbert-Y, L. Gregory-Y, D. Howe-Y, A. Vispoli-Y, C. Huntress-Y. Motion passes 5-0.

E. Amendments to the Traffic Rules and Regulations

Board to discuss and vote on the following changes to the Traffic Rules and Regulations as proposed by the Andover Safety Officer Ota.

Officer Ota reported on the changes with requests coming from residents in the neighborhood.

Schedule 3, Article VII, Section 9 – Isolated Stop Signs

Location:

1. Hay Bale Road
2. Larchmont Circle
3. Liberty Street

Laura Gregory moved to approve the following amendments to the Traffic Rules and Regulations Schedule 3, Article VII, Section 9 – Isolated Stop Signs at Hale Bale Road, Larchmont Circle and Liberty Street as presented by the Andover Safety Officer. Motion seconded by Alex Vispoli. Roll call: A. Vispoli-Y, L. Gregory-Y, D. Howe-Y, A. Gilbert-Y, C. Huntress-Y. Motion passes 5-0.

F. Diversity, Equity and Inclusion Update

Town Manager and Director of Community Services to provide an update on Diversity, Equity and Inclusion, including the status of the Director position.

The first public meeting was held during the summer of 2020 with a large turnout. They conducted a community audit with input from over 2,000 respondents and facilitated over 30 focus groups and built a framework on what DEI would look like. The charge of the Commission is to digest the recommendations and feedback of the process. They interviewed well over 50 residents who wanted to participate on the Commission. One of the goals was to hire a dedicated resource to oversee the work of the Commission.

Jemma Lambert reported on the nine goals arrived at to expand the work of DEI and action steps arrived out of the goals. Information will be available on the Town's website.

Strategic goals include:

Undertake data collection, analysis and updates necessary to inform decisions.
Proactively diversify the Town's workforce, create lasting culture change through on-going training and conversation with staff, engage citizens through cross-cultural

programming, foster support for and partnership between the Commission on DEI and municipal leadership, foster and improve communications with community members.

Seven groups to help do all of the work include: Data Gathering & Engagement, Supporting our Youth, Diversity in Hiring, Racial Climate Reporting, Leadership Development, Community Activities, and Communication

They welcome anyone interested in working with the groups on DEI.

The Town Manager said are able to fund the position without having to increase headcount. Andover Diverse will be part of Community Services and in their efforts, they consolidated all the functions under one person within Community Services.

Next steps:

Have a selection process that includes an assessment center.

Appoint person in November.

Once appointed, the person will be introduced to the Board and provide quarterly progress reports to the Board.

Continue to be listed on strategic goals.

Jemma Lambert reported that they will be looking for a person who has certification in this field, community, management, and leadership background.

Jessica Porter reported that they have a lot of resumes in the queue.

Andrew Flanagan said the schools have had representation with the Commission and have been involved every step of the way. The Superintendent attended the June 19th event and Jemma reported that there are two remarkable high school students on DEI. They also have a student representative from Phillips Academy.

G. Open Meeting Law Complaints

Tom Urbelis reported on the two complaints of an Open Meeting Law Violation, noting that the Board can respond to the complaints or delegate the responsibility to him as Town Counsel. In his view, there is no violation of an Open Meeting Law and the response would articulate that. A response would be sent to the person who filed the complaint and a copy to the Attorney General's Office, Division of Open Government. The response can be appealed to at the Attorney General's Office.

1. Complaint of Michael Meyers, 416 South Main Street, Andover, MA, of an Open Meeting Law violation on August 30, 2021.
2. Complaint of Kathleen Grant, 83 Morton Street, Andover, MA of an Open Meeting Law violation on August 12, 2021, August 16, 2021 and August 30, 2021.

Annie Gilbert moved that the Board delegate to Town Counsel the responsibility to respond to Michael Meyers's open meeting law complaint regarding the August 30, 2021 Select Board meeting and the responsibility to respond to Kathleen Grant's Open

Meeting Law complaints regarding the August 12, 2021, August 16, 2021 and August 30, 2021 Select Board meetings. Motion seconded by Dick Howe.

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

Motion passes 5-0.

H. Update on Andover Youth Services

An update on the next steps for Andover Youth Services was provided by the Town Manager and Jemma Lambert. The Cormier Youth Center re-opened on Tuesday, September 7th with the opening of the Drop-in Center. A statement was released on Friday on the reopening and the fall programs to be offered. They have been fortunate to hire some talented program staff. Andrew provided a high-level overview on the experienced and highly qualified staff they hired, including Transition Leader Patty Carey. Jemma Lambert reported on the membership and status of the programs. They plan to have an open house for parents to come and meet the staff and programs to be offered. A lot of repairs and clean-up of the facility is underway.

Dick Howe asked how the counseling will be handled. The staff they have hired all have solid backgrounds including social workers who relate to youth. They are working at identifying a training force staff to provide virtual training in the coming weeks and to into a MOU with a larger health organization. Laura Gregory suggested using some of the recovery funds to support for helping the youth with emotional and social health issues.

Email: Alison McCarron: Speed at which 7 people were hired and took longer to vote in an interim director.

VI. **Consent Agenda**

A. Appointments by the Town Manager

Annie Gilbert oved to approve the appointments by the Town Manager as listed in the consent agenda. Motion seconded by Dick Howe. Roll call: A.Vispoli-Y, A. Gilbert-Y, L. Gregory-Y, D. Howe-Y, C. Huntress-Y. Motion passes 5-0.

Department	Name	Position	Rate/Term	Date of Hire
Information Technology	Brian Smith <i>(Joseph Hadley)</i>	Technical Specialist I	\$62,441.30/yr	9/20/2021
Department of Public Works	Charles Valles <i>(Nicholas Morasse)</i>	Equipment Operator 2	\$57,395.51/yr	9/14/2021
Department of Public Works	Christopher George <i>(Jason Ouellette)</i>	Equipment Operator 1	\$55,698.97/yr	9/14/2021
Community Services – Youth Services	Patricia Carey	Temporary Transitional Leader	\$50.00/hr	9/1/2021
Community Services – Youth Services	Jessica Wildfong	Temporary Program Coordinator	\$40.00/hr	9/4/2021
Community Services – Youth Services	Guilford Allen	Temporary Program Coordinator	\$40.00/hr	9/7/2021

Community Services – Youth Services	Audrey Frater	Temporary Program Coordinator	\$40.00/hr	9/9/2021
Community Services – Youth Services	Rebecca Gilbert	Temporary Program Coordinator	\$40.00/hr	9/7/2021
Community Services – Youth Services	Saraina Hernandez	Temporary Program Coordinator	\$40.00/hr	9/7/2021
Community Services – Youth Services	Devon Murphy	Temporary Program Coordinator	\$40.00/hr	9/7/2021
Community Services – Recreation	Sharon Garvin	Kid Care Site Director	\$27.00/hr	9/15/2021
Community Services – Recreation	MaryKate Allard	Kid Care Group Leader 3	\$19.00/hr	8/31/2021
Community Services – Recreation	Patricia Simpson	Kid Care Group Leader 3	\$19.00/hr	9/15/2021
Community Services – Recreation	Manisha Behera	Kid Care Group Leader 2	\$18.25/hr	8/30/2021
Community Services – Recreation	Lisa Marini	Kid Care Group Leader 2	\$18.25/hr	8/30/2021
Community Services – Recreation	Laura Brindle	Kid Care Group Leader 1	\$17.50/hr	9/1/2021
Community Services – Recreation	Teagan Deery-Interlande	Kid Care Group Leader 1	\$17.50/hr	8/30/2021
Community Services - Recreation	Rudi Dunlap	Kid Care Group Leader 1	\$17.50/hr	9/15/2021
Community Services – Recreation	Sabrina Fullam	Kid Care Group Leader 1	\$17.50/hr	8/30/2021
Community Services – Recreation	Carmen Maria Gonzalez	Kid Care Group Leader 1	\$17.50/hr	9/15/2021
Community Services – Recreation	Deepa Nair	Kid Care Group Leader 1	\$17.50/hr	8/30/2021
Community Services – Recreation	Mia Chase	Kid Care Assistant Group Leader 1	\$14.00/hr	8/31/2021
Community Services – Recreation	Jacqueline Haney	Kid Care Assistant Group Leader 1	\$14.00/hr	8/30/2021
Community Services – Recreation	Marin King	Kid Care Assistant Group Leader 1	\$14.00/hr	8/31/2021
Community Services – Recreation	Katherine McCarthy	Kid Care Assistant Group Leader 1	\$14.00/hr	8/30/2021
Community Services – Recreation	Max McNeeley	Kid Care Assistant Group Leader 1	\$14.00/hr	8/30/2021

Community Services – Recreation	Aine Stuart	Kid Care Assistant Group Leader 1	\$14.00/hr	8/30/2021
Community Services – Recreation	Ryan Cotton	Kid Care Assistant Group Leader 1	\$14.00/hr	8/30/2021
Community Services – Recreation	Devon Higgins	Kid Care Assistant Group Leader 1	\$14.00/hr	8/30/2021
Community Services – Elder Services	Mary Catherine Torres	Per Diem Senior Center Drive	\$20.12/hr	9/14/2021
Memorial Hall Library	Brianna Caron-DiPietro	Library Assistant I - Sundays	\$35.00/hr	8/29/2021
Memorial Hall Library	Meaghan Brown	Library Assistant I - Sundays	\$35.00/hr	8/29/2021
Memorial Hall Library	Heather Maganzini	Library Assistant I - Sundays	\$35.00/hr	8/29/2021
Memorial Hall Library	Molly McIntyre	Library Assistant I - Sundays	\$35.00/hr	8/29/2021
Community Services – Recreation	Rachel Holliday	Seasonal	\$15.00/hr	8/24/2021
Community Services – Recreation	Laura Brindle	Kid Care	\$17.50/hr	9/1/2021
Town Governance Study Committee	Austin Simko	At-Large Member	Term Expires 6/30/2022	9/13/2021

VII. Approval of Minutes

A. Board to approve minutes from the following meetings:

1. July 19, 2021
2. August 12, 2021

Dick Howe moved to approve the meeting minutes of July 19, 2021 and August 12, 2021 as submitted. Roll call: D. Howe-Y, L. Gregory-Y, A. Gilbert-Y, A. Vispoli-Y, C. Huntress-Y. Motion passes 5-0.

VIII. 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

Maria Bartlett, 26 Jenkins Road: The agenda for the next meeting on September 20th to includes the annual review of the Town Manager. Will the public have an opportunity for input. *YES.* 2. Will compensation be reviewed? *No, that is done when the Select Board reviews the overall contract which was done last year.*

Melissa Danisch, summarized the thoughts in the letter she sent to the Board. She expressed her support for the Community Services Dept., but is disappointed in the responses and behaviors exhibited the past few months. The change in leadership at AYS should not change the mission of AYS. We as a community must rally together today to support the AYS program and ideals to ensure its success. Unity and resilience needed to recover and repair. Sustaining AYS as an institution and idea in Andover is this generation's call to action.

Call-in user 5: Patrick Hogan, 10 River Road read a prepared statement. He is an employee at AYS. He talked about the effort to wipe the images from the AYS that were found left in the dumpster at the AYS Building. These are relics to be saved. He has had multiple conversations to voice his frustrations and about the voice mail accusation that he removed his programs off of the site. We will always keep the faith.

Kathleen Grant, 83 Morton Street: Sent in a PDF presentation on guidelines for citizen presentation. She feels the Select Board does not follow their own policies. Tom Urbelis provided an explanation of the Select Board's public comments policy. The Select Board's policy does not carry the same weight as the Open Meeting Law. Chris Huntress said the Board will address non-disclosure agreements at a future agenda.

Email comments:

Kelly Sutcliffe, South Carolina: She was one of the citizens who supported AYS when it was a dream. No one on this Board participated then and her family contributed to every fundraiser. Her daughter painted the murals on the walls. She is ashamed to see history thrown away. Chris Huntress and Alex Vispoli said they contributed and participated in all of the fundraiser as well.

Kristin Wise: Inwood Lane: Who pays the invoices from the firms hired to investigate AYS? Tom Urbelis said the Town's insurance carrier designated Atty. Keston's firm to represent the Town Manager and the Town and will be by the insurance carrier.

IX. Adjourn

At 9:57 P.M. Alex Vispoli moved to adjourn the Select Board Meeting of Monday, September 13, 2021. Motion seconded by Laura Gregory. Roll call: D. Howe-Y, A. Vispoli-Y, L. Gregory-Y, A. Gilbert-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. 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

Select Board
Minutes of Monday, September 20, 2021
Virtual Meeting

I. Call to Order

Chairperson Chris Huntress called the Select Board Meeting of Monday, September 13, 2021 to order at 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, Acting Town Clerk Melissa Ripley, Town Counsel Tom Urbelis, Human Resource Director Jess Porter.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

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

III. Communications/Announcements/Liaison Reports

Andrew Flanagan reported that this upcoming Saturday, Andover Community Day will be held at Lower Shawsheen beginning at 9:00 A.M. with activities for the entire family as part of the 375th Anniversary Celebration. The Mobil Town Hall will be there as well.

Mike Lindstrom reported that the DPW is requesting any resident who has a row boat(s) stored at Merrimack River to remove them by October 1st.

Melissa Ripley said that the Town Clerk's Office is busy with licensing requests and the Town street listing which will go out next week.

At the last meeting of the Select Board, Tom Urbelis was delegated to respond to Open Meeting Law complaints from Michael Meyers and Kathleen Grant. The responses have gone out rejecting their claims of Open Meeting Law complaints with a copy of the responses sent to the Atty. General Office.

Atty. Kesten served a subpoena upon the Andover Youth Foundation's (AYF) financial records; however, the AYF attorney objected to the subpoena and refused to provide any financial information on the employees. Atty. Kesten is following up.

Alex Vispoli said the bicycle rodeo held on Saturday, September 18, was well attended with plenty of support from Town Departments. It was a great event that included a drawing for bikes, safety inspection of bikes, and Lawrence General Hospital staff gave away bike helmets and fitting them to the children. Thank you to everyone for their effort.

Chris Huntress received several questions on why the Select Board Meetings are being held remotely. Chris read his email response stating that there are many decisions that go into why we meet remotely or in-person, including the safety of the staff, the size of the rooms, size of the crowd, and for residents who may not want to come to a meeting for personal reasons to be able to participate. Other factors include which rooms are

open and what technologies are available in those rooms. They will continue to evaluate the options of meeting in person as we go along.

IV. Citizen Petitions:

Maria Bartlett, 26 Jenkins Road provided input on the Town Manager's review. The Select Board will be going into Executive Session tonight to discuss the Town Manager's contract. Will the public find out if the Select Board will hold the Town Manager accountable in any way for the injustices to the former AYS Director and the other AYS employees and for the problems with AYS? She feels the Town Manager exhibited extremely poor judgement. Two investigations with two findings of no credibility, and yet the Select Board. continued to support the Town Manager. No other accusations have ever surfaced about Bill Fahey's work with children over the entire length of his 26 years of tenure. This has exposed the Town of Andover to the possibility of a huge financial settlement.

Kristin Wise, Inwood Lane: She would like to know about the evaluation process for municipal employees. The Town Manager said most of them are in unions and prohibits us from giving evaluations; but most have some sort of an evaluation process. What would happen if an employee was violating town policies and the Manager was unaware, would there be consequences for the Manager?

Emails: Kathleen Grant, 83 Morton Street. When will there be a search for an interim clerk, who will not be permanent, and then a search for a permanent town clerk? The Town Manager said they made a decision to have an existing employee serve as the interim Town Clerk have been soliciting interest for the Town Clerk position and will be extending it for another three weeks to expand the candidate pool. The process will include an assessment component, evaluative tools, and other skills.

Roland Kim, 98 Burnham Road. Sent in a two-page attachment statement that Mr. Lawlor summarized. He does not understand why the Select Board Meetings are not held in public and is interested in the SB rationale in meeting virtually. He is concerned about the integrity of the Town's administration and states that he has heard from former employees about a culture of intimidation and he has read transcript and emails about arbitration proceedings between the Chelmsford's Sergeants Union and the Andover Town Manager's role with that serving as mediator for the Dept. of Labor Relations. He also talks about Records requests for public documents that ended up at the Commonwealth Supervisor of Public Records. He has reviewed reports by Regina Ryan's firm in which he states the outcomes are bias and predetermined.

Michael Silverman: What is the purpose of the Bike Rodeo in relation to safe streets for kids and families to use our roadways to bike? The Town Manager said they shared the Safe Street concept to build streets that makes multi-transportation safe. Make sure people who are traveling by bike are safe on the roadways and consistent with the State's Safe Street Program.

Jane Giffun, 9 Castle Heights Road, commented on the Colleen Ritzer Road Race and was moved by the students with pink T-shirts under their football jerseys and stood

with hands over their hearts. It was encouraging to see their dedication and it was a wonderful pink day for Andover.

Amy Belcher, 20 Wildwood Drive. Who is monitoring the employees at AYS? They seem to be using their computers and not interacting with the kids. Jemma Lambert said there is an Interim Director on site providing great support and Jemma is there as often as she can. Not all of the staff is focused 100% on the kids. One Program Coordinator is extremely busing ramping up the program and occupied on the computer trying to get her work done, everyone else is focused on the kids.

V. Public Hearings

A. Liquor License Change in Manager

Melissa Ripley reported on the request of the Lanam Club Board to review and consider voting approving 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. There are no issues with the Lanam Club and the application was accurately completed.

Annie Gilbert moved to approve the application of the Lanam Club, for a change of Manager to their All Kinds of Alcoholic Beverages Club License at 260 North Main Street, Andover, subject to the condition that all other requirements of the Town are met prior to issuance. Motion seconded by Alex Vispoli. Roll call: L. Gregory-Y, D. Howe-Y, A. Gilbert-Y, A. Vispoli-Y, C. Huntress-Y. Motion passes 5-0.

VI. Regular Business

A. Mask Guidelines

At the last meeting, the Board voted on a mask mandate for the Cormier Youth Center, the Robb Center, and the Memorial Hall Library. The decision has been well received by staff, and users of the spaces. Based on the last meeting, they set out to develop straight forward guidelines for extending face coverings at all Town Buildings effective Wednesday, September 22nd. This only applies to Town owned and operated buildings, and not to the school buildings who operate under their own guidelines. All Town Buildings will remain open to the public for walk in service and residents will be required to wear a mask when entering any Town-owned building. All meetings held in town buildings will require face coverings by all participants. The Fire and Police Chiefs will develop a policy and implementation plan for the Public Safety Center and their respective departments. Town employees will be required to wear masks when conducting business.

The Town Manager is asking for the authorization to make changes to the mask wearing policy without coming back to the Board. Tom Carbone will provide an update at the October 18th to the Board.

Dick Howe moved that the Select Board extend the mask mandate to all Town-owned buildings in accordance with the requirements presented by the Town Manager and authorize the Town Manager to make any modifications necessary to ensure both compliance and the effective delivery of services and that the Board revisit the decision at their October 18th meeting after an update from Tom Carbone. Motion seconded by Annie Gilbert. Roll call L. Gregory-Y, D. Howe-Y, A. Vispoli-Y, A. Gilbert-Y, C. Huntress-Y. Motion passes: Motion passes 5-0.

B. Pension Obligation Bond Update

The Town Manager reported on the progress of the Investment Advisory Committee who have been meeting regularly and reviewing information on how best to invest the proceeds for the Pension Obligation Bond. The Committee is ready to make a recommendation to the Retirement Board on how to proceed. Next week, they will be checking in with the Executive Office of Administration and Finance who have general guidelines that we have to follow. Andrew Gribbel, Chair of the Investment Advisory Board was present to answer questions from the Board.

When can we expect to go forward with the borrowing process? They expect to go forward with the process in late October and early November.

Andy Gribbel, provided background information on the five members of the Committee who, in conjunction with the Andover Staff and Financial people have gathered an abundance of data and information and are building on the work already done by the Town and the Retirement Board. They are analyzing the information and re-evaluating the risk of borrowing money. Their hope is to be in a position to reach a conclusion on the issuance of funds at their next meeting on October 29th and then make a presentation to the Andover Retirement Board. Even though it has been approved by the voters at Town Meeting, they want to make sure they take the right course of action. The process includes their making a recommendation to the Select Board for a vote, and then a recommendation to Andover Retirement Board for a vote.

C. Update on Andover Youth Services

Jemma Lambert provided a brief update to the Board on Andover Youth Services. Attendance is growing substantially with the Drop-in Activities. They have been working to get every one of the activity requests up and running, including theater works, drama clubs, and performance dates. In addition, other activities such as, dance, cooking, girls' coding, art classes, wrestling, Dungeons and Dragons, are being actively pursued.

Shuttle Service registration begins this week and the Drop-In Center regular schedule resumes the week of September 27. They hope to resume membership registration the week of October 4th staff training is on-going. They have been partnering with APS Athletic Dept., Andover Center for History and Culture, Merrimack Valley YMCA and are developing a Memorandum of Understanding MOU with a local clinical consultant.

Much of the work over the past weeks has been preparing to open the Center. A draft timeline for AYS Steering Committee was provided by Andrew that included the following timeline:

- October 18th the Board to approve eleven appointments to the Steering Committee.
- Nov-December – Committee to develop and administer a community survey and facilitate public members to solicit public input.
- January – finalize profile for Director of AYS and provide update to the Board.
- February – Advertise and solicit interest for Director position.
- March – Facilitate selection process for Director position with Committee participation.
- April – Appoint a Director.
- May – Committee to host public forum, introduction to new Director, share survey results and recommendations derived from public input.
- June – Committee to conclude its work.

They will not be hiring permanent staff until the Director is in place.

Questions from the Select Board:

What is the status of the Selection Committee for the Steering Committee: *The Town Manger said they hope to have town staff identified by next week and completed by Oct 18th*

~ Is the assumption that everyone who submitted an email does want to be on the Steering Committee? *It was a mix of both, they will be reaching out to confirm their interest.*

D. Town Manager Performance Evaluation

Board to discuss and consider voting to accept the Town Manager Composite Review.

Chris Huntress provided a brief overview on how the information will be presented. Individual Selectmen have not seen the reviews or the overall composite rating. Jess Porter will be presenting the composite review. The Select Board members may comment on each category before moving on to the next. The documents are available by public request.

Jess Porter, outlined the parameters of the performance evaluation tool used by all five of the Select Board Members. That includes personal characteristics, professionalism, public relations/communications, Board Support/Relations, Community Leadership, Organizational Leadership/Personnel Management, and Financial Management, and Planning and Organization.

Rating scale is 1-5 with 1 being unsatisfactory, 2 improvement needed, 3 meets expectations, 4 exceeds expectations and 5 Excellent/Highly Commendable. Each category includes sub-categories.

	<u>2021 Rating</u>
Personal Characteristics	4.76 out of 5.00
Professionalism	4.21 out of 5.00
Public Relations/Committee	3.75 out of 5.00
Board Support & Relations	4.00 out of 5.00

Community Leadership	3.84 out of 5.00	
Organizational Leadership /Personnel Management	3.83 out of 5.00	
Financial Management	4.57 out of 5.00	
Planning & Organization	3.93 out of 5.00	
Overall rating:	4.12 out of 5.00	4

7 goals for 2020-2021

- Long Range Financial & Operational Planning
- Citizen Response Management & Engagement
- Capital Investments
- Downtown Andover
- River and Open Space Access
- Diversity, Equity & Inclusion
- Energy & Sustainability

Annie Gilbert suggested including the document that outlines the goals, that were adopted last year, with the update on the Town Manager’s evaluation for those that request it.

The Town Manager thanked the Board for participating in the evaluation process. The information from their feedback will be used as they move forward. They have accomplished a lot over the last several years and he is grateful for the Town Staff who are committed to the overall organizational success.

There are a lot of good suggestions for areas of improvement that will be invaluable to the Town Manager.

Annie Gilbert moved to accept the Town Manager’s composite review. Motion seconded by Alex Vispoli. Roll Call: D. Howe-Y, L. Gregory-Y, A. Vispoli-Y, A. Gilbert-Y, C. Huntress-Y. Motion passes 5-0.

VI. Consent Agenda

A. Appointments by the Town Manager

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

Department	Name	Position	Rate/Term	Date of Hire
Department of Public Works	Mark Wood (David Van Dooren)	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

VII. Approval of Minutes

A. Board to approve minutes from the following meetings:

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

Laura Gregory moved to approve the Select Board Minutes of August 16 and August 30 as amended. Motion seconded by Alex Vispoli. Roll Call: D. Howe-Y,

L. Gregory-Y, A. Vispoli-Y, A. Gilbert-Y, C. Huntress-Y. Motion passes 5-0.

IX. Executive Session

A. Annie Gilbert moved for the 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. The Chair so declared. Motion seconded by Dick Howe. Roll call: A. Gilbert-Y, L. Gregory-Y, D. Howe-Y, A. Vispoli-Y, C. Huntress-Y. Motion passes 5-0.

X. Adjourn

At 8:37 PM the Select Board adjourned from Regular Session.

Respectfully submitted,
Dee DeLorenzo
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 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.

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. 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

Motion for Meeting Minutes

I move to approve the meeting minutes of September 13, 2021 and September 20, 2021 as submitted.



TOWN OF ANDOVER *Finance & Budget*

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

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

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

Andrew P. Flanagan
Town Manager

Michael Lindstrom
Deputy Town Manager

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

From: Hayley Green, Town Accountant/Assistant Finance Director

CC: Andrew Flanagan, Michael Lindstrom, Patrick Lawlor, Donna Walsh, Paul Szymanski,
Janet Wright, Town Website

Date: October 12, 2021

Re: ***FY 2021 Financials***

The attached reports summarize the Town's financial position through June 30, 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 General Fund Revenues and Expenditures – *Preliminary and Unaudited* – through June 30, 2021.

General Fund – Revenues

FY 2021 Total General Fund Collections of all sources collected through June 2021 are \$187,234,960 which is \$534,715 *greater* than FY2021 Budgeted.

FY 2021 Local Receipts collected through June 2021 are approximately \$1.1 million *greater* than budgeted and \$2.8 million *less* than FY 2020 collections. Specifically, the following collections contributed to the higher than budgeted collection:

- Motor Vehicle Excise Tax collections are \$689,340 greater than budgeted
- Hotel/Motel and Meals Tax Revenues are \$106,476 greater than budgeted
- School Medicare Revenue is \$226,342 greater than budgeted
- Licenses and Permits are \$252,917 greater than budgeted

Although greater than budgeted, the hotel/motel and meals tax revenues came in \$1.2 million *lower* than FY2020. The general fund received a \$463,884 FEMA payment in FY2020 that was not budgeted and had no comparable general fund receipt in FY2021. There was \$545,039 less in licenses and permits and \$880,846 less in investment income, as compared to FY2020.

FY2021 Off-Set Receipts collected through June 2021 are \$64,663 *more* than budgeted.

Executive Summary | FY 2021

General Fund – Expenditures

FY 2021 General Fund Personal Services plus Encumbrances total \$105,682,351, which is \$448,311 *less* than FY2021 Budgeted.

FY 2021 General Fund Other Expenses plus Encumbrances total \$86,847,631, which is \$1,032,604 *less* than FY2021 Budgeted.

General Fund Expenditures plus Encumbrances less than Budgeted:

• Personal Services – General Government	\$ 49,302
• Personal Services – Community Services	\$ 64,913
• Personal Services – Facilities	\$ 109,991
• Personal Services – Public Works	\$ 91,171
• Personal Services – Public Safety(Police & Fire)	\$ (20,753)*
• Personal Services – Library	\$ 19,895
• Personal Services – Compensation Fund	<u>\$ 133,792</u>
Total Personal Services	\$ 448,311
• Other Expenses – General Government	\$ 190,640
• Other Expenses – Community Services	\$ 204,532
• Other Expenses – Facilities	\$ 117,703
• Other Expenses – Public Works	\$ 107,637
• Other Expenses – Public Safety(Police & Fire)	\$ 28,056
• Other Expenses – Library	\$ 32,411
• Other Expenses – Technical Schools	\$ 1
• Other Expenses – Debt Service	\$ 151,594
• Other Expenses – Reserve Fund	<u>\$ 200,000</u>
Total Other Expenses	\$1,032,604

<i>FY 2021 General Fund Expenditure Surplus Estimate</i>	<i>\$ 1,480,915</i>
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*The department budgets are voted in total, so overages in personal services are covered by surpluses in other expenses.

Water Enterprise Fund

FY 2021 Total Water Receipts are \$11,175,046 which is \$1,057,448 *greater* than FY2021 Budgeted.

FY 2021 Water Personal Services are \$93,169 *greater* than FY 2021 Budgeted.

FY 2021 Water Other Expenses plus Encumbrances are \$376,979 *greater* than FY2021 Budgeted.

<i>FY 2021 Water Enterprise Fund Expenditure Deficit Estimate</i> <i>\$ 470,148</i>

Sewer Enterprise Fund

FY 2021 Total Sewer Receipts are \$5,811,267 which is \$131,199 *greater* than FY2021 Budgeted.

FY 2021 Sewer Personal Services are \$16,381 *less* than FY2021 Budgeted.

FY 2021 Sewer Other Expenses plus Encumbrances are \$683,660 *less* than FY2021 Budgeted.

<i>FY 2021 Sewer Enterprise Fund Expenditure Surplus Estimate</i> <i>\$ 700,041</i>

Town of Andover
FY 2021 General Fund Year-To-Date Revenue Report
Budgeted vs. Actuals 6/30/2021 and 6/30/2020

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	6,135,196	112.7%	5,826,858	5,962,009	102.3%	(381,002)	173,187
Hotel/Motel/Meals	1,064,009	1,170,485	110.0%	2,358,666	2,408,929	102.1%	(1,294,657)	(1,238,444)
Penalties and Interest on Taxes and Excises	480,000	471,759	98.3%	461,500	557,100	120.7%	18,500	(85,341)
Fees	61,000	69,995	114.7%	59,850	60,489	101.1%	1,150	9,506
Payments in Lieu of Taxes	430,000	437,436	101.7%	412,000	422,306	102.5%	18,000	15,130
Other Departmental Revenues	300,000	296,566	98.9%	250,950	260,475	103.8%	49,050	36,092
Other Departmental Revenues - School Medicare	180,000	406,342	225.7%	366,924	190,256	51.9%	(186,924)	216,086
Non-Recurring Revenues	-	46,306	N/A	-	490,342	N/A	-	(444,036)
Licenses and Permits	2,408,496	2,661,413	110.5%	2,400,000	3,206,452	133.6%	8,496	(545,039)
Fines & Forfeits	227,000	171,918	75.7%	242,000	232,746	96.2%	(15,000)	(60,829)
Investment Income	395,918	248,328	62.7%	631,269	1,129,174	178.9%	(235,351)	(880,846)
Special Assessments	-	1,193	N/A	-	1,247	N/A	-	(54)
Total Estimated Receipts	10,992,279	12,116,937	110.2%	13,010,017	14,921,525	114.7%	(2,017,738)	(2,804,588)

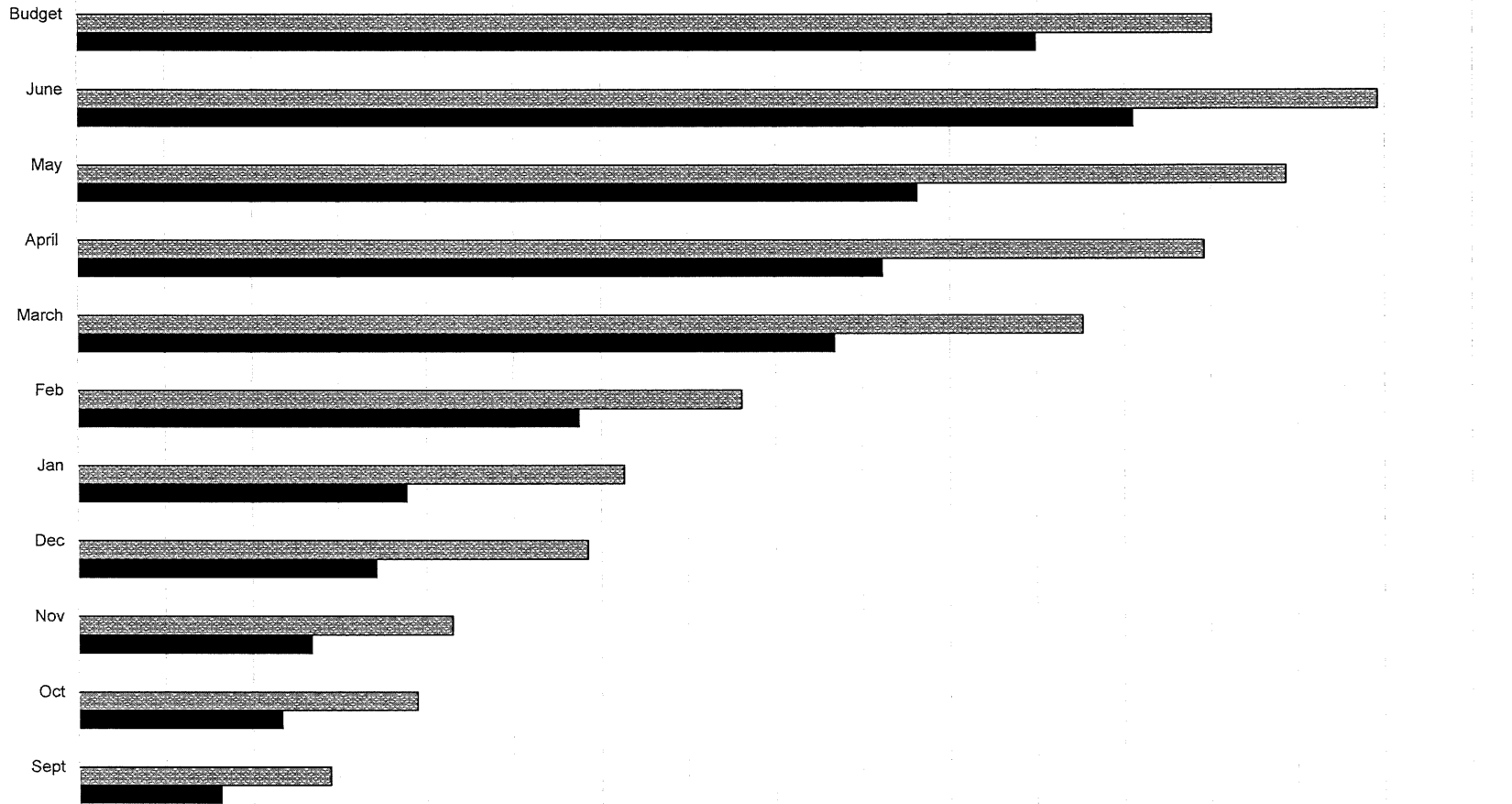
Off-Set Receipts	FY 21 Budgeted Receipts	FY 21 YTD Revenues	% Collected	FY 20 Budgeted Receipts	FY 20 YTD Revenues	% Collected	Change in Budgets	Change in YTD Receipts
Recreation	593,510	733,823	123.6%	583,510	390,434	66.9%	10,000	343,389
Elder Services	106,000	118,566	111.9%	106,000	119,305	112.6%	-	(739)
Public Facilities - Rental Receipts	80,000	34,980	43.7%	80,000	66,912	83.6%	-	(31,932)
Cemetery - Interment Fees	60,000	85,873	143.1%	60,000	58,964	98.3%	-	26,909
Public Safety - Police Detail Fees	90,000	67,739	75.3%	90,000	60,483	67.2%	-	7,256
Public Safety / Fire - Ambulance Receipts	1,350,000	1,303,192	96.5%	1,350,000	1,387,497	102.8%	-	(84,305)
Total Off-Set Receipts	2,279,510	2,344,173	102.8%	2,269,510	2,083,594	91.8%	10,000	260,579

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	158,854,822	99.6%	151,611,876	150,534,397	99.3%	7,876,773	8,320,425
State Aid	13,939,807	13,919,028	99.9%	13,929,158	13,926,749	100.0%	10,649	(7,721)
Total Other Revenues	173,428,456	172,773,850	99.6%	165,541,034	164,461,146	99.3%	7,887,422	8,312,704
Total Revenues	186,700,245	187,234,960	100.3%	180,820,561	181,466,265	100.4%	5,879,684	5,768,695

Town of Andover
FY 2021 Enterprise Funds Year-To-Date Revenue Report
Budgeted vs. Actuals 6/30/2021 and 6/30/2020

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	10,608,912	110.9%	8,511,201	8,518,362	100.1%	1,056,397	2,090,550
Water Connection	41,000	32,708	79.8%	41,000	44,731	109.1%	-	(12,023)
Water Testing Fees	22,000	13,510	61.4%	25,000	18,920	75.7%	(3,000)	(5,410)
Meter Installations	10,000	17,325	173.3%	9,000	12,420	138.0%	1,000	4,905
Fire Flow Test	9,000	8,000	88.9%	9,000	11,706	130.1%	-	(3,706)
Special/Final Reads	25,000	52,318	209.3%	25,000	49,435	197.7%	-	2,883
Backflow/Cross Connection Fees	75,000	68,791	91.7%	75,000	40,690	54.3%	-	28,101
Water Tap	-	1,200	N/A	-	725	N/A	-	475
Liens	120,000	85,940	71.6%	120,000	77,838	64.9%	-	8,102
Fire Suppression	220,000	253,679	115.3%	150,000	237,544	158.4%	70,000	16,135
Interest /Misc Revenue	12,000	18,940	157.8%	-	4,358	N/A	12,000	14,582
Non-Revenue Interest	16,000	13,723	85.8%	19,000	68,379	359.9%	(3,000)	(54,656)
Total Water Receipts	10,117,598	11,175,046	110.5%	8,984,201	9,085,109	101.1%	1,133,397	2,089,937
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	4,924,583	99.2%	4,841,042	4,155,228	85.8%	121,026	769,355
Committed Interest/Income	170,000	205,004	120.6%	235,000	207,960	88.5%	(65,000)	(2,957)
Liens	55,000	68,645	124.8%	90,000	54,676	60.8%	(35,000)	13,969
Apport Assmnts	445,000	591,827	133.0%	491,400	562,031	114.4%	(46,400)	29,796
State Reimb/Grants	-	8,512	N/A	-	5,586	N/A	-	2,926
Interest /Misc Revenue	-	3,025	N/A	-	4,400	N/A	-	(1,375)
Non-Revenue Interest	48,000	9,671	20.1%	45,046	43,564	96.7%	2,954	(33,893)
Total Sewer Receipts	5,680,068	5,811,267	102.3%	5,702,488	5,033,445	88.3%	(22,420)	777,822
Total Enterprise Revenues	15,797,666	16,986,313	107.5%	14,686,689	14,118,554	96.13%	1,110,977	2,867,758

Town of Andover Local Receipts FY 2021 and FY 2020



	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Budget
■ FY 2020 % of Budget	22.2%	29.9%	33.1%	45.0%	48.1%	58.5%	88.6%	99.3%	106.6%	114.7%	100.0%
● FY 2021 % of Budget	14.9%	21.3%	24.4%	31.2%	34.4%	52.3%	79.0%	84.1%	87.7%	110.2%	100.0%
■ FY 2020 Receipts	\$2,892,581	\$3,894,457	\$4,301,255	\$5,848,439	\$6,263,615	\$7,614,962	\$11,532,929	\$12,923,852	\$13,864,841	\$14,921,525	\$13,010,017
■ FY 2021 Receipts	\$1,634,729	\$2,338,674	\$2,684,758	\$3,432,465	\$3,782,616	\$5,753,610	\$8,687,870	\$9,242,034	\$9,641,372	\$12,116,937	\$10,992,279

Town of Andover
FY 2021 Year-To-Date Budget Report
Personal Services and Other Expenditures thru 6/30/2021

	Original Appropriation	Transfers/ Adjustments	Revised Budget	YTD Expended	Encumbrances	Available Balance	% Expended & Encumbered	% Expended
Personal Services								
General Government	6,950,662	1,831	6,952,493	6,791,025	112,166	49,302	99.3%	97.7%
Community Services	1,808,992	-	1,808,992	1,744,079	-	64,913	96.4%	96.4%
Public Facilities	2,453,849	-	2,453,849	2,343,858	-	109,991	95.5%	95.5%
Public Safety - Fire	8,431,428	164,115	8,595,543	8,553,486	32,813	9,244	99.9%	99.5%
Public Safety - Police	7,966,037	55,765	8,021,802	8,019,621	32,178	(29,997)	100.4%	100.0%
Public Works	3,720,378	163,491	3,883,869	3,792,698	-	91,171	97.7%	97.7%
Library	2,255,543	(125,000)	2,130,543	2,110,648	-	19,895	99.1%	99.1%
School	72,080,761	69,018	72,149,779	72,149,779	-	-	100.0%	100.0%
Compensation Fund	174,718	(40,926)	133,792	-	-	133,792	0.0%	0.0%
Total Personal Services - General Fund	105,842,368	288,294	106,130,662	105,505,194	177,157	448,311	99.6%	99.4%
Water Enterprise	2,178,805	-	2,178,805	2,271,974	-	(93,169)	104.3%	104.3%
Sewer Enterprise	346,903	-	346,903	330,522	-	16,381	95.3%	95.3%
Total Personal Services - Enterprise Funds	2,525,708	-	2,525,708	2,602,495	-	(76,787)	103.0%	103.0%
Other Expenses								
General Government	2,176,126	217,446	2,393,572	2,059,847	143,086	190,640	92.0%	86.1%
Community Services	680,691	49,221	729,912	469,095	56,286	204,532	72.0%	64.3%
Public Facilities	1,375,450	24,366	1,399,816	1,034,486	247,628	117,703	91.6%	73.9%
Public Safety - Fire	547,150	76,944	624,094	596,709	81,058	(53,673)	108.6%	95.6%
Public Safety - Police	1,030,300	52,566	1,082,866	852,103	149,034	81,729	92.5%	78.7%
Public Works	5,635,948	942,513	6,578,461	5,576,855	893,969	107,637	98.4%	84.8%
Library	659,987	(29,494)	630,493	582,999	15,053	32,441	94.9%	92.5%
School	17,165,939	461,924	17,627,863	16,941,641	686,223	-	100.0%	96.1%
Technical Schools	740,000	28,835	768,835	768,834	-	1	100.0%	100.0%
Debt Service	16,873,972	-	16,873,972	16,722,378	-	151,594	99.1%	99.1%
Insurance	1,225,921	-	1,225,921	1,207,010	18,911	-	100.0%	98.5%
Health Insurance	22,338,257	-	22,338,257	22,338,257	-	-	100.0%	100.0%
Unemployment	160,000	4,869	164,869	164,869	-	-	100.0%	100.0%
Retirement	13,610,301	-	13,610,301	13,610,301	-	-	100.0%	100.0%
Reserve Fund	200,000	-	200,000	-	-	200,000	0.0%	0.0%
OPEB Appropriation	1,631,003	-	1,631,003	1,631,003	-	-	100.0%	100.0%
Total Other Expenses - General Fund	86,051,045	1,829,191	87,880,236	84,556,385	2,291,247	1,032,604	98.8%	96.2%
Water Enterprise	3,323,000	1,428,193	4,751,193	4,506,521	621,651	(376,979)	107.9%	94.9%
Sewer Enterprise	2,842,076	291,527	3,133,603	2,353,199	96,744	683,660	78.2%	75.1%
Total Other Expenses - Enterprise Funds	6,165,076	1,719,720	7,884,796	6,859,720	718,395	306,681	96.1%	87.0%
Total - General Fund	191,893,413	2,117,484	194,010,897	190,061,579	2,468,404	1,480,915	99.2%	98.0%
Total - Enterprise Funds	8,690,784	1,719,720	10,410,504	9,462,215	718,395	229,893	97.8%	90.9%

Town of Andover
FY 2021 Reserve Account and Compensation Fund
As of 6/30/21

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	40,926.00
Available Balance	<u>\$ 133,792.00</u>

Town of Andover
FY 2021 Revolving Accounts
(M.G.L. CH. 44, § 53 E1/2)
As of 6/30/21

	CD & P Legal Notices Acct 5550	Library Lost/Damaged Materials Acct 5631	CD & P Health Services Clinics Acct 5557	Recreation Special Services Acct 5552	Youth Services Acct 5553	Facilities Field Maintenance Acct 5622	Elder Services Acct 5554	Police Antenna Uses Acct 5653	School Photocopy Fees Acct 4510	Facilities Compost Program Acct 5666	DPW Solid Waste Fees Acct 5667	CD & P Stormwater Management Acct 5668	Fire Emergency Billing Acct 5669	Health Services Inspections Acct 5670	School Professional Development 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 6/30/2021	31,045	10,644	40,322	605,596	354,496	56,938	43,954	7,426	1,237	30,275	31,661	0	6,732	53,168	800
Expenditures thru 6/30/2021	26,394	619	67,354	435,669	224,274	16,140	40,090	0	100	39,705	13,464	0	29,993	25,891	240
Balance thru 6/30/2021	21,249	24,106	-688	397,353	329,733	108,904	180,652	46,716	29,218	14,497	76,288	0	681	119,993	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	131.97%	3.09%	112.26%	69.71%	56.07%	10.76%	17.82%	0.00%	1.00%	66.17%	33.66%	0.00%	29.99%	25.89%	0.48%

**Town of Andover
Capital Projects
6/30/2021**

	<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	861,404	308,665		
Encumbered	-	-	2,377	-	17,088	86,024	242,685		
Total School CIP	Available	-	-	179	6,017	410	64,173	598,649	669,428
Budget	85,000	112,000	217,770	579,018	487,000	1,044,098	902,108		
Expended	79,132	77,000	186,912	553,143	391,736	617,270	200,189		
Encumbered	5,000	-	-	9,300	1,806	52,403	295,789		
Total General Government CIP	Available	868	35,000	30,858	16,575	93,458	374,425	406,129	957,313
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	590,000	623,000	778,446	903,940	1,101,762	135,788		
Encumbered	-	-	-	1,355	32,226	162,319	122,628		
Total Facilities CIP	Available	-	-	20,199	9,835	38,919	209,585	278,537	
Budget	231,000	285,000	195,000	293,500	250,077	195,000	195,000		
Expended	228,752	285,000	195,000	293,400	249,159	193,298	27,476		
Encumbered	-	-	-	-	-	1,702	141,194		
Total Police CIP	Available	2,248	-	-	100	918	-	26,330	29,596
Budget	129,000	50,000	20,000	63,500	214,000	-	96,000		
Expended	92,676	37,332	20,000	61,352	201,715	-	96,000		
Encumbered	-	-	-	-	-	-	-		
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	225,370	356,978	323,147	279,753	-		
Encumbered	-	5,838	50,000	11,889	4,312	120,155	-		
Total DPW CIP	Available	-	-	9,631	46,132	541	92	-	56,396
Budget	1,330,000	1,372,000	1,415,770	2,183,232	2,225,077	2,952,098	1,711,108		
Expended	1,263,536	1,315,367	1,325,282	2,071,921	2,069,697	2,192,083	459,453		
Encumbered	5,000	5,838	50,000	22,544	38,343	336,579	559,611		
Total Town CIP	Available	61,464	50,796	40,489	88,767	117,037	423,436	692,044	1,474,032
Budget	2,370,000	2,450,000	2,535,770	3,678,875	3,265,077	3,963,698	2,861,108		
Expended	2,303,536	2,393,367	2,442,726	3,561,546	3,092,199	3,053,487	768,118		
Encumbered	5,000	5,838	52,377	22,544	55,432	422,602	802,297		
Grand Total	Available	61,464	50,796	40,667	94,784	117,447	487,609	1,290,694	2,143,461