

## Select Board Meeting

Monday, November 29, 2021 6:15 PM

School Administration Building

2<sup>nd</sup> Floor School Committee Conference Room

30 Whittier Court, Andover, MA 01810

ANDOVER TOWN CLERK  
RCUD 2021 NOV 28 PM 8:55

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### I. Call to Order – 6:15 P.M.

### II. Executive Session

- A. Board to vote to go into Executive Session with the Town Yard Selection Committee in attendance for confidential communication with Town Counsel and pursuant to option 6 to discuss the purchase, exchange, lease or value of real property, for the Chair to declare that that an open session may have a detrimental effect on the negotiating position of the Town, and to approve and not release Executive Session meeting minutes of August 2, 2021, August 16, 2021, September 21, 2021 and October 4, 2021, and to return to open session.

### Regular Session – 7:00 PM

### III. Opening Ceremonies

- A. Moment of Silence/Pledge of Allegiance

### IV. Communications/Announcements/Liaison Reports

### V. Public Hearings

- A. Fiscal Year 2022 Tax Classification – 2<sup>nd</sup> Reading (15 minutes)  
Board to discuss classification and taxation of all property in Town.

### VI. Regular Business

- A. Report from Safety and Respect at Work, LCC – (20 minutes)  
Board to receive a summary of the findings included in the report prepared by Safety and Respect at Work, LCC.
- B. Mask Update – (10 minutes)  
Board to receive an update on the implementation of the mask mandate and guidelines.
- C. Acceptance of Donation – (10 minutes)  
Board to consider voting the accept a gift of \$20,000 from Andover Senior Community Friends to be used for the Elder Services programs Aging Mastery and Matter of Balance Programs.

### VII. 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
Town Clerk	Melissa Ripley <i>(Austin Simko)</i>	Town Clerk	\$94,000.00/yr	11/30/2021
Memorial Hall Library	Patricia Craig <i>(Larisa Shvarts)</i>	Reference Librarian	\$64,203.74/yr	11/30/2021
Department of Public Works	Anthony Loycano <i>(Mark Wood)</i>	Mechanic	\$66,480.88/yr	11/30/2021
CD&P - Health	Henry Lindblad	Public Health Epidemiologist	\$39.89/hr	12/6/2021
CD&P - Health	Rosanna Lara	Community Health Worker/Contact Tracer	\$36.97/hr	11/29/2021
CD&P - Health	Cheyenne Self	Covid-19 Contact Tracer	\$36.97/hr	11/29/2021
Andover Youth Services Steering Committee	Brian Major	Chair	Term Expires 6/30/2022	11/29/2021
Andover Youth Services Steering Committee	Trent DeBonis	Member	Term Expires 6/30/2022	11/29/2021
Andover Youth Services Steering Committee	Emily DiCesaro	Member	Term Expires 6/30/2022	11/29/2021
Andover Youth Services Steering Committee	Timothy McCarron	Member	Term Expires 6/30/2022	11/29/2021
Andover Youth Services Steering Committee	Laura McVeigh	Member	Term Expires 6/30/2022	11/29/2021
Andover Youth Services Steering Committee	Lis Tamarkin	Member	Term Expires 6/30/2022	11/29/2021

**VIII. Approval of Minutes**

A. Board to approve minutes from the following meetings:

1. September 13, 2021 – Revised
2. October 25, 2021
3. November 4, 2021
4. November 6, 2021 Site Walks

**IX. 2022 Select Board Meetings**

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

January 3, 2022  
 January 24, 2022  
 February 7, 2022  
 February 28, 2022  
 March 7, 2022  
 March 21, 2022  
 April 4, 2022  
 April 25, 2022

**X. Citizens Petitions and Presentations**

**XI. Adjourn**

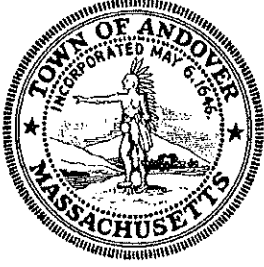
*If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact Kathryn Forina in the Town Manager's Office at 978-623-8215 or by email at [kathryn.forina@andoverma.us](mailto:kathryn.forina@andoverma.us)*

MEETINGS ARE TELEVISED ON  
COMCAST CHANNEL 22 AND VERIZON CHANNEL 45

### Motion for Executive Session

I move to vote to go into Executive Session with the Town Yard Selection Committee in attendance for confidential communication with Town Counsel and pursuant to option 6 to discuss the purchase, exchange, lease or value of real property, for the Chair to declare that that an open session may have a detrimental effect on the negotiating position of the Town, and to approve and not release Executive Session meeting minutes of August 2, 2021, August 16, 2021, September 21, 2021 and October 4, 2021, and to return to open session.

## Fiscal Year 2022 Tax Classification – 2<sup>nd</sup> Reading



# TOWN OF ANDOVER MASSACHUSETTS

## Board of Assessors

(978) 623-8930

Fax (978) 623-8993

*Town Offices*

36 Bartlet Street

Andover, Ma 01810

[assessor@andoverma.gov](mailto:assessor@andoverma.gov)

**DATE:** November 15, 2021

**TO:** Mr. Christian C. Huntress, Chair  
And Members of the Select Board

**FROM:** David A. Billard, MAA  
Board of Assessors

**SUBJECT: Classification of Property - Fiscal Year 2022**

The Board of Assessors for the Town of Andover has determined the total valuation for all property in Andover for Fiscal Year 2022. The Department of Revenue has granted approval of the FY2022 assessments in Andover. With this approval we can determine the minimum residential factor that may be adopted by the Town of Andover pursuant to Chapter 40, Section 56, and the percentages of the local tax levy that may be borne by each class of property for the Fiscal Year 2022 tax.

In accordance with Chapter 390 of the Acts of 1982, the Andover select Board will hold a public hearing on the 15th of November 2021 at 7:00 p.m. in order to determine the following items as they pertain to the Fiscal Year 2022 tax rate:

- 1) The adoption of a residential factor for the purpose of determining the percentage tax load to be borne by each class of property.**

The major decision for the Select Board is the annual determination of a residential factor in order to determine the tax burden to be borne by each class of property. The Commissioner of Revenue for the Commonwealth of Massachusetts has determined that the residential factor can be a minimum of 84.3008% and a maximum of 100% or a factor of 1. Selection of the minimum residential factor will establish a maximum commercial, industrial and personal property tax shift of 175%. A maximum residential factor of 1 will establish a uniform tax rate for all classes of property. The Select board may select either of these factors or any factor in between the two.

**2) The determination of a discount factor of up to twenty-five percent (25%) for all land properly identified as "Open Space".**

The Select Board is entitled to grant a discount factor of up to twenty-five percent for all property classified as open space. For Fiscal Year 2020, the Assessors have reviewed, at the request of the Department of Revenue, properties that were classified as open space. As often discussed at the classification hearing, the parcels that were recognized as open space for assessment purposes were unbuildable lots. This exemption is to preserve open space from development. If the parcels are unbuildable, then there is no development potential and really are not "open space" from an assessment standpoint. As such, the previously classified open space parcels have been reclassified as they should be as vacant undevelopable land.

**3) The determination of a residential exemption factor of up to thirty five percent (35%).**

The Select Board may grant an exemption of not more than thirty five percent (35%) of the **average** value of all Class One, residential property. The exemption is borne by the residential class and may only be applied to residential parcels that are the **principal residence** of the taxpayer as used by the taxpayer for state income tax purposes as of January 1, 2020. The average of all Class One value for Fiscal Year 2022 is \$694,924. (Note that this average includes all Class One value, not just single-family homes. The average single family home for FY2022 is assessed at \$759,465. The maximum discount of 35% allowed for each eligible parcel would therefore be up to \$243,223. Based on these figures, every eligible parcel currently valued at less than \$694,924 would be subjected to a tax reduction. Conversely, each parcel valued greater than \$694,924 would be subjected to a tax increase. The less expensive residential properties would receive a tax reduction while more expensive properties would receive a tax increase.

**4) The determination of a small commercial exemption of up to ten percent (10%).**

Commercial properties with an assessed value of less than one million dollars and having each and every business in the building appearing on a specific list prepared by the Department of Employment and Training are eligible for a reduction in assessed value of up to ten percent (10%) of the existing assessed value. The resultant reduction in value and tax is to be borne by ineligible commercial and industrial property.

The information that follows in this packet is submitted to the Select Board to assist in understanding the impact of their votes. All tax rates and tax levy amounts are estimated in this document. The actual tax levy and the resultant tax rate/s cannot be calculated until the Select Board completes the Fiscal Year 2022 classification process. Should you have any questions or require other material, please do not hesitate to contact me at (978) 623-8930.

Respectfully submitted,  
David Billard, Chief Assessor

### **Fiscal Year 2022 Property Valuation Changes**

FY2022 assessments were derived using calendar year 2019 and 2020 sales. Single family home assessments increased from an average assessment of \$695,152 to \$759,465, a 9.3% increase. Condominium assessments increased from an average of \$352,471 to a FY2022 average of \$371,309, a 5.3% increase. Multifamily assessments, two and three family homes, had an average assessment of \$563,270 in FY2021 that increased to \$618,126 for FY2022, a 9.7% increase. Commercial assessments increased 4.3% from an average FY2021 assessment of \$2,293,079 to a FY2022 average assessment of \$2,392,289. Industrial properties had a FY2021 average assessment of \$4,761,648 increasing to an average assessment for FY2022 of \$5,118,096, a 7.5% increase. These percentages represent overall changes in classes of properties. Individual assessment changes may be different. Calendar year 2020 and 2021 sales will be used to determine the FY2023 assessments.

FY2021 assessments were derived using calendar year 2018 and 2019 sales. Single family home assessments increased from an average assessment of \$681,100 to \$695,152, a 2.1% increase. Condominium assessments increased from an average of \$336,520 to a FY2021 average of \$352,471, a 4.7% increase. Multifamily assessments, two and three family homes, had an average assessment of \$539,372 in FY2020 that increased to \$563,270 for FY2021, a 4.3% increase. Commercial assessments increased 0.5% from an average FY2020 assessment of \$2,282,749 to a FY2021 average assessment of \$2,293,079. Industrial properties had a FY2020 average assessment of \$4,752,441 increasing to an average assessment for FY2021 of \$4,761,648, a 0.2% increase. These percentages represent overall changes in classes of properties. Individual assessment changes may be different. Calendar year 2019 and 2020 sales will be used to determine the FY2022 assessments.

### **Fiscal Year 2021 Classification Data**

#### **1. Total Assessed Value by Class - Fiscal Years 2021 to 2022 Comparison**

The following chart compares the Fiscal Years 2021 and 2022 total assessed values of property by class. The total assessed value of all property in Andover increased by \$630,894,810. The class breakdown for the percentage changes are shown on the following table:

<b>Property Class</b>	<b>Fiscal 2021 Value</b>	<b>Fiscal 2022 Value</b>	<b>% Change</b>
<b>Residential</b>	\$7,340,698,246	\$7,986,757,090	+8.80%

<b>Open Space</b>	\$0	\$0	0%
<b>Commercial</b>	\$632,912,993	\$625,781,847	-1.13%
<b>Industrial</b>	\$681,028,200	\$726,997,300	+6.75%
<b>Personal Property</b>	\$373,031,118	\$319,029,130	-14.48%
<b>TOTAL</b>	\$9,027,670,557	\$9,658,565,367	+6.99%

**2. Total Assessed Value Residential v. Commercial Class - Fiscal Years 2021 to 2022 Comparison**

The following chart compares the Fiscal Year 2021 property values of residential and commercial (CIP) property to Fiscal Year 2022 totals.

<b>Property Class</b>	<b>Fiscal 2021 Value</b>	<b>Fiscal 2022 Value</b>	<b>% Change</b>
<b>Res. &amp; Open Space</b>	\$7,340,698,246	\$7,986,757,090	+8.80 %
<b>CIP</b>	\$1,686,972,311	\$1,671,808,277	-.001 %
<b>TOTAL</b>	\$9,027,670,557	\$9,658,565,367	+6.99 %

**Estimated Tax Rates for Fiscal Year 2022**

The levy limit for Fiscal Year 2022 is \$165,901,388. This amount includes \$3,000,574 for the school construction and Public Safety debt overrides. The estimated excess levy capacity for Fiscal Year 2022 is \$300,000. This will change when the tax rate is calculated due to rounding. The calculation of the excess levy capacity is done as follows.

<b>Fiscal Year</b>	<b>Tax Levy Limit</b>	<b>Amount Levied</b>	<b>Excess Levy Amount</b>
<b>2022 (Estimated)</b>	\$165,894,022	\$165,433,926	\$460,673
<b>2021 (Actual)</b>	\$160,573,421	\$159,488,649	\$1,084,772

The following table projects Fiscal Year 2022 estimated tax rates using various factors. **The FY2021 Shift Factor was 1.59%, which produced a residential rate of 15.29 and a commercial rate of \$28.09 for FY2021.**

Residential Factor	Resulting CIP Shift Factor (%)	Residential Rate	Commercial Rate
1.00	100	\$17.14	\$17.13
95.8135	120	\$16.43	\$20.55
93.7203	130	\$16.07	\$22.27
91.6271	140	\$15.71	\$23.98
89.5339	150	\$15.35	\$25.69
89.3245	151	\$15.31	\$25.86
89,1152	152	\$15.28	\$26.04
88.9059	153	\$15.24	\$26.21
88.6966	154	\$15.21	\$26.38
88.4872	155	\$15.17	\$26.55
87.4406	160	\$14.99	\$27.41
87.2313	161	\$14.96	\$27.58
87.0220	162	\$14.92	\$27.75
86.8127	163	\$14.88	\$27.92
86.6033	164	\$14.85	\$28.09
86.3940	165	\$14.81	\$28.26
86.1847	166	\$14.78	\$28.43

If you were to choose to keep the **same percentage shares** of the levy by class, so that residential and the commercial, industrial and personal property classes would pick up the same aggregate percentage of the levy as they did in Fiscal Year 2021, **you would need to vote a residential factor of 85.0334** equating to a 171.5 shift. By adopting this factor the average residential tax bill would increase by 4.2%, the average commercial tax bill would increase by 9.1% and the average industrial tax bill would increase by 12.4%.

If you were to choose to keep the **tax increases as uniform as possible** by class, **then a vote of a residential factor of 85.1381 would have to be adopted**, equating to a shift factor of 171.0. By adopting this factor the average residential tax bill would increase by 4.3%, the average commercial tax bill would increase by 8.8% and the average industrial tax bill would increase by 12.1%.

If you were to choose to keep **the same shift factor constant** at a 159.0 shift, **you would need to vote a residential factor of 87.6499**. Should the Fiscal Year 2022 shift factor remain at 159.0, the average single family tax bill would increase by about 7.4% while the average commercial tax bill would increase by 1.1% and the average industrial tax bill would increase by 4.2%.

The average single family value increased from \$695,153 to \$759,465 while the average commercial value increased from \$2,293,079 to \$2,392,289 and the average industrial value increased from \$4,761,648 to \$5,118,096.

**TOWN OF ANDOVER  
LEVY SHARE AT FULL VALUE**

<b>FISCAL YEAR</b>	<b>RES/OPN SPACE</b>	<b>RESID %</b>	<b>COMM/IND/PERSPROP</b>	<b>CIP %</b>
2021	7,340,698,246	81.31%	1,686,972,311	18.69%
2020	7,175,327,051	81.55%	1,623,682,294	18.45%
2019	6,825,956,695	82.03%	1,495,380,731	17.97%
2018	6,347,884,255	81.39%	1,451,345,590	18.61%
2017	6,191,555,580	80.77%	1,473,754,609	19.23%
2016	6,117,465,085	81.11%	1,425,011,097	18.89%
2015	5,801,226,330	80.24%	1,428,720,404	19.76%
2014	5,483,302,185	80.16%	1,357,223,951	19.84%
2013	5,450,304,845	80.12%	1,352,415,081	19.88%
2012	5,448,632,321	80.14%	1,349,872,925	19.86%
2011	5,269,717,961	79.64%	1,346,833,601	20.36%
2010	5,473,846,761	80.05%	1,363,810,483	19.95%
2009	5,765,913,581	80.52%	1,394,556,782	19.48%
2008	5,815,988,951	81.01%	1,363,764,124	18.99%

**HISTORICAL TAX RATES**

<b>FISCAL</b>	<b>RES/OPN SPACE</b>	<b>COMM/IND PERS PROP</b>	<b>UNCLASSIFIED RATE</b>
2021	\$15.29	\$28.09	\$17.67
2020	\$15.01	\$27.14	\$17.23
2019	\$15.27	\$27.51	\$17.47
2018	\$15.64	\$27.61	\$17.87
2017	\$15.18	\$26.46	\$17.36
2016	\$14.82	\$25.99	\$16.93
2015	\$14.97	\$24.77	\$16.91
2014	\$15.18	\$25.25	\$17.18
2013	\$14.51	\$24.26	\$16.45
2012	\$14.15	\$23.54	\$16.02
2011	\$14.12	\$22.46	\$15.82
2010	\$13.19	\$21.33	\$14.81
2009	\$12.16	\$19.98	\$13.68
2008	\$11.69	\$19.13	\$13.11

**CLASSIFICATION FACTORS**

<b>FISCAL YEAR</b>	<b>SHIFT</b>
2021	159
2020	157.5
2019	157.5
2018	154.5
2017	152.5
2016	153.5
2015	146.5
2014	147
2013	147.5
2012	147

**SHIFT EFFECTS OF CLASSIFICATION FY2022**

SHIFT	AVERAGE SINGLE FAM ASSESSMENT	% DECREASE	AVERAGE COMM ASSESSMENT	AVERAGE INDUSTRIAL ASSESSMENT
FY2022	759,456		2,392,289	5,118,906
100	\$13,017.08		\$40,979.91	\$87,686.86
120	\$12,477.86	-4.1%	\$49,161.54	\$105,193.52
130	\$12,204.46	-6.2%	\$53,276.28	\$113,998.04
140	\$11,931.05	-8.3%	\$57,367.09	\$122,751.37
150	\$11,657.65	-10.4%	\$61,457.90	\$131,504.70
151	\$11,627.27	-10.7%	\$61,864.59	\$132,374.91
152	\$11,604.49	-10.9%	\$62,271.28	\$133,245.12
153	\$11,574.11	-11.1%	\$62,701.89	\$134,166.53
154	\$11,551.33	-11.3%	\$63,132.51	\$135,087.93
155	\$11,520.95	-11.5%	\$63,515.27	\$135,906.95
156	\$11,490.57	-11.7%	\$63,921.96	\$136,777.17
160	\$11,384.25	-12.5%	\$65,572.64	\$140,309.21
170	\$11,110.84	-14.6%	\$69,663.46	\$149,062.54
175	\$10,974.14	-15.7%	\$71,696.90	\$153,413.61

With the maximum shift of 175, the residential taxpayer saves a maximum of 15.7% from the \$13,017.08 tax with no split.

**ANDOVER AVERAGE SINGLE FAMILY TAX BILL**

FISCAL YEAR	AVG VALUE	TAX RATE	AVG TAX BILL	% CHANGE	TAX FACTOR
FY2021	\$695,153	\$15.29	\$10,628.89	3.97%	159.0%
FY2020	\$681,094	\$15.01	\$10,223.22	2.51%	157.5%
FY2019	\$653,104	\$15.27	\$9,972.90	3.98%	157.5%
FY2018	\$613,261	\$15.64	\$9,591.40	4.60%	154.5%
FY2017	\$604,053	\$15.18	\$9,169.52	2.51%	152.5%
FY2016	\$603,550	\$14.82	\$8,944.61	3.43%	153.5%
FY2015	\$577,689	\$14.97	\$8,648.00	3.65%	146.5%
FY2014	\$549,662	\$15.18	\$8,343.87	4.73%	147.0%
FY2013	\$549,057	\$14.51	\$7,966.82	2.33%	147.5%
FY2012	\$550,219	\$14.15	\$7,785.60	3.33%	147.0%
<b>5 YEAR AVERAGE</b>				3.51%	
<b>10 YEAR AVERAGE</b>				3.50%	

**PERCENTAGE CHANGES IN PROPERTY TYPE VALUES**

<b>CLASS</b>	<b>VALUE FY2021</b>	<b>VALUE FY2022</b>	<b>VALUE CHANGE</b>	<b>PERCENT CHANGE</b>
Single Family	6,058,256,300	6,622,537,800	\$564,281,500	9.31%
Condominium	665,113,000	705,859,200	\$40,746,200	6.13%
2 & 3 Family	132,368,500	145,259,500	\$12,891,000	9.74%
Multi-Family	373,479,700	394,790,400	\$21,310,700	5.71%
Vacant Land	56,715,700	60,189,900	\$3,474,200	6.13%
Other Residential	54,765,046	58,120,290	\$3,355,244	6.13%
Open Space	0	0	\$0	0.00%
Commercial	632,912,993	625,781,847	-\$7,131,146	-1.13%
Industrial	681,028,200	726,997,300	\$45,969,100	6.75%
Personal Property	373,031,118	319,029,130	-\$54,001,988	-14.48%
<b>TOTAL</b>	<b>9,027,670,557</b>	<b>9,658,565,367</b>	<b>\$630,894,810</b>	<b>6.99%</b>

**COMMUNITY COMPARISON OF FY2021 TAX RATES**

<b>COMMUNITY</b>	<b>RSDNTL RATE</b>	<b>COM/IND RATE</b>
ACTON	\$20.23	\$20.23
<b>ANDOVER</b>	<b>\$15.29</b>	<b>\$28.09</b>
ARLINGTON	\$11.34	\$11.34
BEDFORD	\$13.53	\$29.72
BELMONT	\$11.54	\$11.54
CANTON	\$12.20	\$24.29
CONCORD	\$14.72	\$14.72
DUXBURY	\$14.48	\$14.48
HINGHAM	\$11.80	\$11.80
LEXINGTON	\$14.39	\$27.97
MARBLEHEAD	\$10.42	\$10.42
NATICK	\$13.61	\$13.61
NEEDHAM	\$13.03	\$25.74
NORWELL	\$16.94	\$16.94
SUDBURY	\$18.83	\$25.55
WAYLAND	\$18.52	\$18.52
WELLESLEY	\$11.75	\$11.75
WESTWOOD	\$14.78	\$28.59

**FY2022 DISTRIBUTION OF ASSESSMENTS OF SINGLE FAMILY HOME PARCELS**

<b>VALUE RANGE</b>	<b>NUMBER OF PARCELS</b>	<b>PERCENT OF TOTAL (COUNT)</b>	<b>AGGREGATE VALUE</b>	<b>PERCENT OF TOTAL (VALUE)</b>
0 to 300,000	23	0.3%	5,973,000	0.09%
300,001 to 400,000	135	1.5%	49,626,100	0.75%
400,001 to 500,000	671	7.7%	309,279,200	4.67%
500,001 to 600,000	1,709	19.6%	948,661,200	14.32%
600,001 to 700,000	2,033	23.3%	1,320,463,400	19.94%
700,001 to 800,000	1,470	16.9%	1,094,409,000	16.53%
800,001 to 900,000	852	9.8%	722,849,000	10.91%
900,001 to 1,000,000	646	7.4%	612,919,000	9.26%
1,000,001 to 1,100,000	355	4.1%	371,172,300	5.60%
1,100,001 to 1,200,000	269	3.1%	309,128,800	4.67%
1,200,001 to 1,300,000	162	1.9%	201,670,500	3.05%
1,300,001 to 1,400,000	108	1.2%	145,341,400	2.19%
1,400,001 to 1,500,000	75	0.9%	108,921,300	1.64%
1,500,001 to 2,000,000	151	1.7%	254,815,600	3.85%
2,000,000 AND UP	61	0.7%	167,308,000	2.53%
<b>TOTALS</b>	<b>8,720</b>	<b>100.0%</b>	<b>6,622,537,800</b>	<b>100.00%</b>

**FY2022 DISTRIBUTION OF ASSESSMENTS OF COMMERCIAL AND INDUSTRIAL PARCELS**

<b>VALUE RANGE</b>	<b>NUMBER OF PARCELS</b>	<b>PERCENT OF TOTAL (COUNT)</b>	<b>AGGREGATE VALUE</b>	<b>PERCENT OF TOTAL (VALUE)</b>
0 to 1,000,000	241	61.8%	78,204,900	5.92%
1,000,001 to 2,000,000	44	11.3%	60,778,200	4.60%
2,000,001 to 4,000,000	34	8.7%	93,537,900	7.09%
4,000,001 to 6,000,000	20	5.1%	104,392,100	7.91%
6,000,001 to 8,000,000	4	1.0%	30,152,200	2.28%
8,000,001 to 10,000,000	13	3.3%	114,548,100	8.68%
10,000,001 to 12,000,000	5	1.3%	55,591,200	4.21%
12,000,001 to 14,000,000	9	2.3%	115,719,700	8.77%
14,000,001 to 16,000,000	2	0.5%	29,062,800	2.20%
16,000,001 to 18,000,000	0	0.0%	0	0.00%
18,000,001 to 20,000,000	2	0.5%	36,734,800	2.78%
20,000,001, to 22,000,000	2	0.5%	42,028,300	3.18%
22,000,001 to 24,000,000	0	0.0%	0	0.00%
24,000,001 to 26,000,000	1	0.3%	25,078,100	1.90%
26,000,001 to 28,000,000	1	0.3%	26,169,000	1.98%
28,000,001 to 30,000,000	3	0.8%	85,020,900	6.44%
30,000,001 to 32,000,000	0	0.0%	0	0.00%
32,000,001 AND UP	9	2.3%	423,154,100	32.05%
	<b>390</b>	<b>100.0%</b>	<b>1,320,172,300</b>	<b>100.00%</b>

## Average tax bill increases at 5 year and 10 year averages

## Effects of FY2022 shift on 5 and 10 year averages

FISCAL YEAR	AVERAGE SINGLE FAMILY	AVERAGE SINGLE FAMILY TAX	TAX BILL INCREASE	AVERAGE COMM VALUE	AVERAGE COMM TAX	TAX BILL INCREASE	AVERAGE INDUST VALUE	AVERAGE INDUST TAX	TAX BILL INCREASE	SHIFT
2021	695,153	\$10,629	3.97%	2,293,079	\$64,413	3.97%	4,761,648	\$133,755	3.70%	159
2020	681,094	\$10,223	2.51%	2,282,749	\$61,954	2.44%	4,752,441	\$128,981	2.80%	157.5
2019	653,104	\$9,973	3.98%	2,198,398	\$60,478	3.88%	4,561,024	\$125,474	4.74%	157.5
2018	613,260	\$9,591	4.60%	2,108,567	\$58,218	5.30%	4,338,749	\$119,793	6.20%	154.5
2017	604,053	\$9,170	2.51%	2,089,455	\$55,287	2.84%	4,262,878	\$112,796	2.23%	152
2016	603,550	\$8,945	3.43%	2,068,524	\$53,761	3.63%	4,245,399	\$110,338	4.52%	153.5
2015	577,689	\$8,648	3.65%	2,094,392	\$51,878	3.77%	4,261,954	\$105,569	5.85%	146.5
2014	549,622	\$8,343	4.73%	1,979,913	\$49,993	3.52%	3,546,256	\$89,543	5.89%	147.0
2013	549,057	\$7,967	2.55%	1,990,558	\$48,291	2.44%	3,485,790	\$84,565	2.22%	147.5
2012	549,043	\$7,769	3.86%	2,002,639	\$47,142	3.95%	3,514,422	\$82,729	2.11%	147.0
<b>5 yr avg 2021-2017</b>		<b>AVERAGE</b>	<b>3.51%</b>			<b>3.69%</b>			<b>3.93%</b>	
<b>10 yr avg 2021-2012</b>		<b>AVERAGE</b>	<b>3.58%</b>			<b>3.53%</b>			<b>4.03%</b>	

## 159.0 shift - same shift adopted in FY2021

2022	759,456	\$11,415	7.39%	2,392,289	\$65,142	1.13%	5,118,906	\$139,388	4.21%	159
2021	695,153	\$10,629	3.97%	2,293,079	\$64,413	3.97%	4,761,648	\$133,755	3.70%	159
2020	681,094	\$10,223	2.51%	2,282,749	\$61,954	2.44%	4,752,441	\$128,981	2.80%	157.5
2019	653,104	\$9,973	3.98%	2,198,398	\$60,478	3.88%	4,561,024	\$125,474	4.74%	157.5
2018	613,260	\$9,591	4.60%	2,108,567	\$58,218	5.30%	4,338,749	\$119,793	6.20%	154.5
2017	604,053	\$9,170	2.51%	2,089,455	\$55,287	2.84%	4,262,878	\$112,796	2.23%	152
2016	603,550	\$8,945	3.43%	2,068,524	\$53,761	3.63%	4,245,399	\$110,338	4.52%	153.5
2015	577,689	\$8,648	3.65%	2,094,392	\$51,878	3.77%	4,261,954	\$105,569	5.85%	146.5
2014	549,622	\$8,343	4.73%	1,979,913	\$49,993	3.52%	3,546,256	\$89,543	5.89%	147.0
2013	549,057	\$7,967	2.55%	1,990,558	\$48,291	2.44%	3,485,790	\$84,565	2.22%	147.5
<b>5 yr avg 2022-2018</b>		<b>AVERAGE</b>	<b>4.49%</b>			<b>3.34%</b>			<b>4.33%</b>	
<b>10 yr avg 2022-2013</b>		<b>AVERAGE</b>	<b>3.93%</b>			<b>3.29%</b>			<b>4.24%</b>	

## 171.5 shift- keeps levy shares consistent with FY2021 factor adopted

2022	759,456	\$11,073	4.18%	2,392,289	\$70,262	9.08%	5,118,906	\$150,342	12.40%	171.5
2021	695,153	\$10,629	2.87%	2,293,079	\$64,413	6.68%	4,761,648	\$133,755	6.41%	159
2020	681,094	\$10,332	3.60%	2,282,749	\$60,379	-0.16%	4,752,441	\$125,702	0.18%	153.5
2019	653,104	\$9,973	3.98%	2,198,398	\$60,478	3.88%	4,561,024	\$125,474	4.74%	157.5
2018	613,261	\$9,591	4.60%	2,108,567	\$58,218	5.30%	4,338,749	\$119,793	6.20%	154.5
2017	604,053	\$9,170	2.51%	2,089,455	\$55,287	2.84%	4,262,878	\$112,796	2.23%	152
2016	603,550	\$8,945	3.43%	2,068,524	\$53,761	3.63%	4,245,399	\$110,338	4.52%	153.5
2015	577,689	\$8,648	3.65%	2,094,392	\$51,878	3.77%	4,261,954	\$105,569	5.85%	146.5
2014	549,622	\$8,343	4.73%	1,979,913	\$49,993	3.52%	3,546,256	\$89,543	5.89%	147.0
2013	549,057	\$7,967	2.55%	1,990,558	\$48,291	2.44%	3,485,790	\$84,565	2.22%	147.5
<b>5 yr avg 2022-2018</b>		<b>AVERAGE</b>	<b>3.85%</b>			<b>4.96%</b>			<b>5.99%</b>	
<b>10 yr avg 2022-2013</b>		<b>AVERAGE</b>	<b>3.61%</b>			<b>4.10%</b>			<b>5.06%</b>	

## 171.0 shift- most uniform increases across all classes

2022	759,456	\$11,088	4.32%	2,392,289	\$70,070	8.78%	5,118,906	\$149,933	12.10%	171
2021	695,153	\$10,629	3.83%	2,293,079	\$64,413	4.32%	4,761,648	\$133,755	4.05%	159
2020	681,094	\$10,237	2.65%	2,282,749	\$61,748	2.10%	4,752,441	\$128,554	2.45%	157
2019	653,104	\$9,973	3.98%	2,198,398	\$60,478	3.88%	4,561,024	\$125,474	4.74%	157.5
2018	613,261	\$9,591	4.60%	2,108,567	\$58,218	5.30%	4,338,749	\$119,793	6.20%	154.5
2017	604,053	\$9,170	2.51%	2,089,455	\$55,287	2.84%	4,262,878	\$112,796	2.23%	152
2016	603,550	\$8,945	3.43%	2,068,524	\$53,761	3.63%	4,245,399	\$110,338	4.52%	153.5
2015	577,689	\$8,648	3.65%	2,094,392	\$51,878	3.77%	4,261,954	\$105,569	5.85%	146.5
2014	549,622	\$8,343	4.73%	1,979,913	\$49,993	3.52%	3,546,256	\$89,543	5.89%	147.0
2013	549,057	\$7,967	2.55%	1,990,558	\$48,291	2.44%	3,485,790	\$84,565	2.22%	147.5
<b>5 yr avg 2022-2018</b>		<b>AVERAGE</b>	<b>3.87%</b>			<b>4.88%</b>			<b>5.91%</b>	
<b>10 yr avg 2022-2013</b>		<b>AVERAGE</b>	<b>3.62%</b>			<b>4.06%</b>			<b>5.02%</b>	



# Merrimack Valley Chamber of Commerce

----- *Working Together for Business and Community* -----

264 Essex Street • Lawrence, MA 01840 • Phone: 978-686-0900

 YouTube  [www.merrimackvalleychamber.com](http://www.merrimackvalleychamber.com)    LinkedIn

Christian Huntress

November 16<sup>th</sup>, 2021

Chair

Select Board

Town of Andover, Andover Town Offices

36 Bartlet Street

Andover, MA 01810

Re: Tax Classification

Dear Mr. Chairman and Members of the Board:

On behalf of the Chamber of Commerce members from Andover, please accept this letter in support of the Chamber's position that we respectfully submit, that property taxes continue to remain one of the addressable costs of doing business within Andover.

The business and industrial community, within Andover, continue to face increasing competition for retail, manufacturing jobs and services. The additional factor of the tragic COVID Pandemic has impacted all types of business even more.

The competition for an active downtown, manufacturing and professional services remain ever present. As such, the reduction of property taxes serves to assist these companies to remain viable and to keep literally thousands of jobs, while still paying a fair property tax.

The ever-rising costs to business and industry not only affect the large companies, but in nearly all cases, small and mid-size manufacturing and retail companies face even greater pressure in making payrolls and paying lease/mortgage obligations.

The property tax cost is one area where a reduction can, and will, assist companies in remaining competitive and assist their continued operation, during the time of a national economic slowdown.

The Chamber, in recognition of these and other related factors, respectfully request that the Town of Andover reduce the business and industry tax classification rate downward from the current rate.

Thank you for your consideration.

Very truly,

  
Michael Bevilacqua

Vice President

Cc: Town Manager Andrew Flanagan

Sample motions for classification hearing

1. Motion to adopt a residential factor of \_\_\_\_\_ for FY2022.\*\*See Below
2. Motion to not adopt an open space discount for FY2022.
3. Motion to not adopt a residential exemption for FY2022.
4. Motion to not adopt a commercial exemption for FY2022.

\*\*\*\*\*

For a Shift of	1.590	Vote a Residential Factor of	0.876499
For a Shift of	1.595	Vote a Residential Factor of	0.875453
For a Shift of	1.600	Vote a Residential Factor of	0.874406
For a Shift of	1.605	Vote a Residential Factor of	0.873360
For a Shift of	1.610	Vote a Residential Factor of	0.872313
For a Shift of	1.615	Vote a Residential Factor of	0.871266
For a Shift of	1.620	Vote a Residential Factor of	0.870220
For a Shift of	1.625	Vote a Residential Factor of	0.869173
For a Shift of	1.630	Vote a Residential Factor of	0.868127
For a Shift of	1.635	Vote a Residential Factor of	0.867080
For a Shift of	1.640	Vote a Residential Factor of	0.866033
For a Shift of	1.645	Vote a Residential Factor of	0.864987
For a Shift of	1.650	Vote a Residential Factor of	0.863940
For a Shift of	1.655	Vote a Residential Factor of	0.862893
For a Shift of	1.660	Vote a Residential Factor of	0.861847
For a Shift of	1.665	Vote a Residential Factor of	0.860800
For a Shift of	1.670	Vote a Residential Factor of	0.859754
For a Shift of	1.675	Vote a Residential Factor of	0.858707
For a Shift of	1.680	Vote a Residential Factor of	0.857660
For a Shift of	1.685	Vote a Residential Factor of	0.856614
For a Shift of	1.690	Vote a Residential Factor of	0.855567
For a Shift of	1.695	Vote a Residential Factor of	0.854521
For a Shift of	1.700	Vote a Residential Factor of	0.853474
For a Shift of	1.705	Vote a Residential Factor of	0.852427
For a Shift of	1.710	Vote a Residential Factor of	0.851381
For a Shift of	1.715	Vote a Residential Factor of	0.850334
For a Shift of	1.720	Vote a Residential Factor of	0.849288
For a Shift of	1.725	Vote a Residential Factor of	0.848241
For a Shift of	1.730	Vote a Residential Factor of	0.847194
For a Shift of	1.735	Vote a Residential Factor of	0.846148
For a Shift of	1.740	Vote a Residential Factor of	0.845101
For a Shift of	1.745	Vote a Residential Factor of	0.844054
For a Shift of	1.750	Vote a Residential Factor of	0.843008

# Report from Safety and Respect at Work, LLC

Mask Update

## Acceptance of Donation

Motion for Acceptance of Donation

I move to accept a gift of \$20,000 from Andover Senior Community Friends to be used for the Elder Services programs Aging Mastery and Matter of Balance.

## 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
Town Clerk	Melissa Ripley <i>(Austin Simko)</i>	Town Clerk	\$94,000.00/yr	11/30/2021
Memorial Hall Library	Patricia Craig <i>(Larisa Shvarts)</i>	Reference Librarian	\$64,203.74/yr	11/30/2021
Department of Public Works	Anthony Loycano <i>(Mark Wood)</i>	Mechanic	\$66,480.88/yr	11/30/2021
CD&P - Health	Henry Lindblad	Public Health Epidemiologist	\$39.89/hr	12/6/2021
CD&P - Health	Rosanna Lara	Community Health Worker/Contact Tracer	\$36.97/hr	11/29/2021
CD&P - Health	Cheyenne Self	Covid-19 Contact Tracer	\$36.97/hr	11/29/2021
Andover Youth Services Steering Committee	Brian Major	Chair	Term Expires 6/30/2022	11/29/2021
Andover Youth Services Steering Committee	Trent DeBonis	Member	Term Expires 6/30/2022	11/29/2021
Andover Youth Services Steering Committee	Emily DiCesaro	Member	Term Expires 6/30/2022	11/29/2021
Andover Youth Services Steering Committee	Timothy McCarron	Member	Term Expires 6/30/2022	11/29/2021
Andover Youth Services Steering Committee	Laura McVeigh	Member	Term Expires 6/30/2022	11/29/2021
Andover Youth Services Steering Committee	Lis Tamarkin	Member	Term Expires 6/30/2022	11/29/2021

Motion for Consent Agenda

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

## Approval of Meeting Minutes

Select Board Meeting  
Monday, September 13, 2021  
Virtual Meeting

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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 at least two finalists 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 2<sup>nd</sup>. 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 30<sup>th</sup> 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 20<sup>th</sup> anniversary of September 11<sup>th</sup>. The 375<sup>th</sup> 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 25<sup>th</sup> 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 375<sup>th</sup> 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 11<sup>th</sup> Ceremony, and the 3<sup>rd</sup> 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 permanent 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 at this time) 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, and 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, and 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 20<sup>th</sup> 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.

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 20<sup>th</sup> 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 20<sup>th</sup>.

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. GilbertY, 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 ongoing 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 they 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 19<sup>th</sup> 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 7<sup>th</sup> 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.

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 (Joseph Hadley)	Technical Specialist I	\$62,441.30/yr	9/20/2021
Department of Public Works	Charles Valles (Nicholas Morasse)	Equipment Operator 2	\$57,395.51/yr	9/14/2021
Department of Public Works	Christopher George (Jason Ouellette)	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 and 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

Maria Bartlett, 26 Jenkins Road: The agenda for the next meeting on September 20<sup>th</sup> 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: 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 firm in the Fahey litigation? Tom Urbelis said it is the insurance carrier who is paying Attorney Kesten's firm in the lawsuit against the Town and the Town Manager.

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  
Rev 11/15/21 2.0

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Select Board Meeting  
Minutes of Monday, October 25, 2021  
School Administration Building  
2<sup>nd</sup> Floor School Committee Conference Room  
30 Whittier Court, Andover, MA 01810

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I. Call to Order

Chairperson Chris Huntress called the Select Board Meeting of Monday, October 25, 2021 to order at 7:00 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, and Town Counsel Tom Urbelis.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

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

III. Communications/Announcements/Liaison Reports

The Town Manager reported on the status of 11 Lewis Street (Old Town Yard). The Selection Committee has reviewed the proposals and ranked two of the proposals as #1 and #2. On November 4<sup>th</sup> at MHL, the two finalists will present their proposals to the Board as a first reading, followed by a second meeting for a selection. A communication will be sent out to the public tomorrow that includes the opportunity to submit questions and relevant information. Site walks are scheduled for 9:00 AM and 11:00 AM on November 6<sup>th</sup>.

Mike Lindstrom announced that the Dept. of Public Utilities held a public hearing on October 21<sup>st</sup> on Andover's Community Choice Aggregation Power Plan. The Town submitted testimony on the merits and the goals of the program that were well received. They will now come up with a list of questions for us and for the Department of Public Utilities.

Laura Gregory reported that there is a vacancy on the Open Space Task Force, interested parties can apply on the Town website or contact the Town Manager's Office. The Board thanked Annie Gilbert for making the CCA Scarecrow for the Select Board for the ACE Scarecrow Festival. Annie Gilbert said ACE has reported a record 100 scarecrows this year, and raised over \$25,000.

Alex vispoli thanked the Ballardvale Team who helped with the first annual Ballardvale Day. It was very well attended and a great day.

Chris Huntress announced that the Preservation Commission is holding their annual Preservation Awards Ceremony on October 28<sup>th</sup> at 7:00 PM at MHL.

IV. Citizens Petitions and Presentations

A joint statement was read to the Board by Bill Ham, Wildwood Road and Bob Pokress, Cherrywood Circle regarding the Pension Obligation Bonds. The statement shared their concern with the risk on investing and the possibility of losing money. They urged the Select Board to ensure the use of a dollar cost averaging and to control when funds raised by the pension bonds are disbursed in a way to guarantee implementation of dollar plus average discipline. They strongly urge they not borrow all of the funds at once. Alex Vispoli asked that the statement submitted be shared with the Investment Committee.

Patrick Hogan, 110 River Road, spoke about the current AYS employees who he sees as not interacting with kids and that the kids not feeling at home. Patrick mentioned the art work and displays that were part of AYS that were placed in a dumpster; many of those items were to be shared with the Historical Center to be archived. Mr. Flanagan said once the archiving process is underway the items will be available. All items are stored and being inventoried.

Kathleen Grant, 83 Morton Street, encouraged people to search the Andover website for the Select Board presentations and asked where the public can find the job description and expenses associated with the HR Director position.

The Town Manager replied that all town employees have job descriptions. The job description for the Town HR Director is in the process of being finalized. The position is being funded within the General Budget appropriated at Town Meeting. There will be no increase of FTE's or appropriations.

Michael Silverman, 54 Tewksbury Street, stated that M.G. L. C90 and 17C allows for any Town or City to lower speed limits. Since 2018, he has been asking the Town to lower the speed limit in the Ballardvale Historic District. They have met with Public Safety, asking the speed limit be reduced to 25 miles an hour in this area.

V. Regular Business

A. Recognition of the 50<sup>th</sup> Anniversary of The Village Garden Club of Andover  
Dick Howe read the proclamation in recognition of the 50<sup>th</sup> Anniversary of the Village Garden Club of Andover as a member of Garden Club Federation of Massachusetts.

Dick Howe moved 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. Motion seconded by Alex Vispoli. Motion passes 5-0.

B. One Day Liquor License on Town Property

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.

The Town Clerk's Office and the Police Department have approved the request for a one-day liquor license. Officer Ota reported they have reviewed the venue and do not find any issues with the request. Interim Town Clerk, Melissa Riley said that the beer will be in clear recycling cups with up to 250 servings and paid for by credit card only. Bill Pennington, Washington Park, organizer of the event, talked about the upcoming road race 'Run for the Troops'. They are well ahead of last year's fundraising to impact lives of veterans.

Alex Vispoli moved 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. Motion seconded by Annie Gilbert and voted 5-0 to approve.

A. House Move from One Judson Road to 275 South Main Street

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.

Atty. Mark Johnson, 24 Greybirch Road, representing Kevin O'Brien of O'Brien Homes Inc. Mr. O'Brien provided a presentation on how they are planning to move a house on One Judson Road to 275 South Main Street. Mr. O'Brien provided hand-outs of the house on Judson Road and maps of the route the move will follow.

Chris Clemente, Building Inspector, reported that he, fire prevention, and multiple town department employees have met with Kevin O'Brien to review the route and plan to move the house and are confident that this will work.

Tom Urbelis reported that the approval would be conditioned upon the insurance which he and Atty. Johnson have been working on. The issuance of the actual policy takes a little while to get but they have the binder from Howe Insurance. They will also provide a surety bond to the Town. Paul Puzzanghera, CO of Information Technology for the Town, said there are 256 fibers in that area that feed 17 different town buildings. They have reviewed the route and planned move and have procedures in place to restore any fibers that are impacted.

Laura Gregory moved 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 and specifically to meet the requirements to the satisfaction of Town Counsel including the insurance as discussed.

Laura Gregory withdrew her motion and proposed the following amended motion:

Laura Gregory moved 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 and specifically to meet the requirements to the satisfaction of Town Counsel including the insurance as discussed and to allow receipt of the proof of insurance to be provided to Town Counsel no later than noon On Friday, October 29, 2021. Motion seconded by Alex Vispoli. Motion passes 5-0.

B. Gift of Landscaping Services for Conservation Land

T&B Landscaping and Irrigation have offered to donate use of their machinery to remove bittersweet and other types of vegetation to allow for other natural types of vegetation to grow on conservation land in Andover. The estimated amount of the donation is between \$6,5000 \$7,500. Dick Howe suggested they reach out to John Kimball, Ward Hill Reservation Site Manager, who is an expert on removing bittersweet.

Dick Howe moved to accept a gift of landscaping services with an approximate value of \$7,000.00 from T & B Landscaping and Irrigation. Motion seconded by Annie Gilbert. Motion passes 5-0.

C. Agreement for Maintenance of Cisco Phones

Tom Urbelis reported on the request to authorize the Town Manger to sign an agreement with e-Plus Group, Inc. Paul Puzanghera explained that this is the third iteration of a nine-year agreement.

Alex Vispoli moved to authorize the Town Manager to sign an agreement with ePlus Group, Inc., dated September 9, 2021 as amended and ancillary documents for maintenance of Cisco phones. Motion seconded by Dick Howe. Motion passes 5-0.

D. Voting Precinct Boundaries

Melissa Riley reported that the draft map for Reprecincting was first presented to the Board on October 4<sup>th</sup>. They have received approval from the State that the precincts and boundaries set forth are acceptable. The State sends the town the maps, descriptions and the blocks and we then make sure the boundaries and descriptions are exact and make sense. The Board of Registrars did not have any changes to the descriptions.

Annie Gilbert moved 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. Motion seconded by Laura Gregory. Motion passes 5-0.

E. Mask Update

The Town Manager reported that pursuant to the Select Board vote, the mask mandate was instituted at Memorial Hall Library, the Robb Center and the Andover Youth Services, and Town Hall offices which are all public buildings. They are considering continuing the mask mandate through November at the MHL, Robb Center and AYS only.

Tom Carbone, Director of Health, reported that there were ten people (over age 60) who tested positive for Covid, some of whom were not vaccinated. As soon as they have the authorization for vaccinations for children, hopefully, we will then see cases decreasing while continuing with the mask mandate going into the holidays.

F. Commission on Diversity, Equity and Inclusion Strategic Plan (1<sup>st</sup> Reading)

Commission on Diversity, Equity and Inclusion to present Strategic Plan which can be found on the Town Website under Dept of Community Services, DEI.

Director or Community Services, Jemma Lambert provided an update on the DEI Strategic Plan. She encourages everyone to review the initiative which included a review

of the timeline from the initial development of DEI and the working group which focused on programming. In 2021, they recruited and appointed members of the Commission on DEI and the founding documents. The audit was completed, presented and approved at the 2021 Town Meeting. (press ctrl+click to follow the link)

<https://andoverma.gov/882/Diversity-Equity-and-Inclusion-Community>

Over 1,500 people participated in the anonymous survey and there were focus groups that met on a small group basis. Results of the discussions were presented as were the goals. The Cultural Community is working to engage business owners in planning events, foster support, and to act and conduct business in an inclusive way that welcomes everybody. A consultant was hired to work the feedback into a plan and action steps into measurable goals and to do this with community involvement. The Select Board and DEI members discussed how to structurally develop a more diverse leadership in the Town and the Schools.

#### G. Pension Obligation Bonds Update

The Town Manager introduced Investment Advisory Committee Member, Dr. Nancy Kimelen, who is an economist and worked with the Federal Reserve Bank on Wall Street. Mr. Flanagan said they have received four responses to the RFP for the pension obligation bonds and have chosen PEFIEL, the only lead underwriter working with Brockton and Quincy.

Nancy Kimelen, talked about interest rates for long-term borrowing which are the lowest they have been in over 50 years the end game is doing what is necessary for the employees of the Town. Doing nothing, is not an option and it makes more sense to issue bonds at an interest of 2-3% and invest the funds in a very conservative way. Earning 5.75% is a very reasonable and conservative expectation. The unfunded liability of the pension will be worn away over the next five years. No action taken at this time.

#### H. Establishment of Town Manager's FY 2022 Annual Salary

Chris Huntress reported that every year the Select Board conducts a rating of the Town Manager which was completed late this summer, in the fall of each year an annual salary is established after meeting in an executive session. The Board met in executive session and approved a 2% raise representing a salary of \$218,280 The vote in Executive Session was unanimous on a 2% raise across the board.

Dick Howe believes the Board is making a mistake in giving a 2% increase when his performance review was extraordinary. There should be no linkage what we give the Town Manager and what other employees receive.

Dick Howe moved that the Select Board approve a cost of living rate adjustment of 3% which would represent an annual salary of \$220,420. Annie Gilbert seconded the motion so there could be discussion.

The other members of the Board are comfortable with a 2% raise which was unanimously voted and approved in executive session. Other employees who received a 2% increase have vastly different salaries than the Town Manager and who was given a market adjustment in a prior year to bring him in line with town managers of other towns with the same similarities and reflective of competitive situations of comparable districts.

Dick Howe withdrew his motion.

Annie Gilbert moved that the Town Manager's annual Salary for FY-2021 be adjusted to \$218,280 which reflects a 2% increase. Adjustment to be effective as of July 31, 2021. The motion was seconded by Laura Gregory. Motion passes 5-0.

VI. Consent Agenda

A. Appointments by the Town Manager

Annie Gilbert moved following appointments as presented by the Town Manager be approved. Motion seconded by Laura Gregory. Motion passes 5-0.

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: September 13, 2021 and September 20, 2021.

Dick Howe moved to approve the Minutes of September 13, and September 20, 2021 with revisions. Motion seconded by Alex Vispoli. Motion passes 5-0.

VIII. Adjourn

At 10:00 PM on a motion by Alex Vispoli and seconded by Laura Gregory, the Select Board voted 5-0 to adjourn the meeting of October 25, 2021.

Respectfully submitted,

Dee DeLorenzo  
Recording Secretary

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

Select Board Meeting  
Minutes of Thursday, November 4, 2021  
Memorial Hall, Memorial Hall Library  
2 North Main Street, Andover, MA 01810

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I. Call to Order

Chairperson Chris Huntress called the Select Board Meeting of Thursday, November 4 to order at 6:00 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, Town Counsel Tom Urbelis, Paul Materazzo, George Pantini, Joyce Losick-Yang, Lauren Donahue, and Tom Childs.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

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

III. Regular Business

A. Town Yard Developer Interviews (1<sup>st</sup> Reading)

Chris Huntress said the Board will interview the top two proposals as ranked by the Town Yard Selection Committee for the disposition of the Old Town Yard at 11 Lewis Street, and review questions at the end.

Paul Materazzo read a brief statement of how we got here and where we are in the process that preceded the presentations. He is very excited for the Community as we embark on the next steps of the redevelopment of the Old Town Yard and expansion of our downtown.

Michael Procopio, CEO of Procopio Companies, provided background information on himself and his company. His presentation included an overview of the key development team and shared information on recent completed projects and an example of a larger project and smaller project with 62 units and awards they won. The primary driver of their design was the neighborhood context and to hear the basis of the design.

They spent time in the materials provided in the street design study and the materials in the RFP and wanted to craft a project of what Andover wanted. The most important category to them is neighborhood context. How is it going to affect those that have been in the area for years, and a project that is uniquely Andover and when it is done, feels like it was always there. Their presentation includes three buildings that provides a diversity of housing types; rentals and home ownership was very important.

The presentation showed improvement in key areas and traffic and road design. They envision a public co-working facility with dedicated restaurant space, boutique fixed retail and iconic pop retail. There are six playmaking opportunities throughout the project to pull people in and ideas to create space that people want to be. The project includes a central court and pedestrian connectivity with an elevated garden walk.

The plan includes public art opportunity and creating a shared space for artists. There are many lawn and shade areas and a fire bowl area where people can congregate.

One of the requirements was to have a mixed area. Their vision is to have some pop-up retail boxes, that would rotate on short-midterm and seasonal users curating an experience for people coming there and opportunities for businesses. They also plan for a public makerspace that is open to the public for public use, a unique element that is different. Co-working facilities is the #1 amenity now and provides for flex opportunity. All parking will be underground. The entry to the site would have a sculpture that is unique to the history of the area.

Connectivity was an important part of the RFP. Unique public bike storage, few vehicular conflict points, full connectivity to all public areas, dedicated bike lanes, and a community Bike Share Program with the ability to walk anywhere in the site. There are 3 ways to come onto the site; Pearson Street, Lewis Street, and Railroad Street that are all ADA accessible. The goal is to make it as easy and desirable for the public to want to come there. There is a master plan for the whole area for future options: MBTA Platform, a pedestrian bridge, and sustainability features well beyond current codes.

Mr. Procopio shared the baseline features of sustainability goals that include EV charging stations, onsite food production, heat island reduction and vegetated roof elements, rain gardens, water irrigation, non-tropical reused reclaimed wood, air-source heat-pumps, heating & cooling with no fossil fuels or combustive and native plantings.

Mr. Procopio ended the presentation with a review of key considerations.

#### Questions from the Board:

How will the traffic flow interact with Pearson Street?

There would be almost no increase traffic on Buxton; their vision is to close that whole intersection and put in a rotary. Andover is a driving community and they think that Pearson Street would be the only option for high volume traffic.

Are the pop-up structures there 12-months of a year? Yes, they are permanent structures they can be there year-round, but the uses change based on the seasons and can also be removed.

Describe how you would continue to interact with the community in terms of going through the processes and changes. Mr. Procopio said they have a robust methodology of getting out and gathering information through a platform called Co-Urbanize; a mini network for community input. People can comment on-line as they are posting information on the project. They want to build projects the neighbors are proud of.

How will you decide between the various sustainability programs to follow? They would start with a charrette and go through their goals and look at the options are and which ones are feasible. They use a scoring rubric that is monitored by a 3<sup>rd</sup> party.

The primary residential access by Pearson Street and underground parking, does that apply to Building #1. Yes, everyone would park in that one garage. There is an affordable component of 20 units in the residential apartments, 70 market rental units, and 46 for sale condo units for a total of 136 units.

Retail pop-ups, is that the only retail? No, there will be a restaurant in the lower section fronting on the second building and the lower section is fixed retail fronting on the plaza.

Access to the MBTA the intersection is dangerous. What can be done now to address that? The intersection can be completely redesigned through other funding mechanisms, i.e. Massworks grants. Aside from rebuilding the intersection would be the option for a pedestrian bridge over the tracks.

Massing in proximity of Buxton Court and Main Street, what is the scale relative to Buxton? The scale from Buxton Street will be looking at the upper two floors, the materials will be the same as on the rest of the building (panels/masonry) there would not be any facades. It is tight on that corner, but this is a vision of what this looks like, and will get cleaned up in the permitting process. What the sight lines are and how that can be made better.

Water is a major feature in some of the spaces, is that the best use? It is the use that people like and find peaceful – they use rain runoff. There needs to be an element there that attracts people; they are open to the conversation for other features. The green roof will check the sustainability request. It is a growing green roof accessible to the operator (building, restaurant people). It is part of the conversation as you progress through permitting. Currently, it is green space. This would not be a phased project; their goal would be to get in and finished as quickly as possible.

The Board thanked Mr. Procopio for his time and look forward to seeing him on Saturday, for a walk-thru of their Beverly project. Mr. Procopio would also like to take them to their Lynn project.

7:00 PM      Minco Development

Mr. Minco thanked the Selection Committee and the Select Board for giving them an opportunity to present their proposal. Their proposal has 100 rentals 15% affordable (20 units) as well as a significant amount of community space. Their vision is what can we do to provide an interaction with community and the development and create a community center. Ironically, they are building a similar type of development in North Andover.

Through their conversations with the stakeholders, they learned what Andover wanted. Minco has several consultant companies representing various aspects of the project. Mr. Minco shared some of the projects that they have developed that they can hopefully incorporate similar ideas into the Town Yard. They are all about connectivity and spaces in-between and retail and restaurants that brings diverse groups together and community space that is meaningful and memorable – space outside of the site. They showed two of their projects that implemented public art having day and night aspects and gateway

features at the Clippership Wharf in Boston, Exchange Street Park in Lynn with the first harbor walk created in Lynn.

Concept Plan for Andover – Site Key Features: 1. Building organization response to the site and the neighborhood, maximizing open spaces, maximizing community spaces that open up public spaces and have connectivity. As the building zigs and zags, it creates private areas for residents and helps with the parking by tucking the parking in under grade. They consolidated the building into one allowing for other opportunities to be created around the site. The main street coordinator, railway corridor and Essex Street Corridor– Lewis Street is wide open all the way through, space used on Buxton Court to turn around and drop off; the rest is all pedestrian pathways. Coming in by train provides a welcoming view all the way to Main Street. They put in as much green public space as they could and that can be used in conjunction with other spaces. Public space should be meaningful. Each open space is placed adjacent to the neighborhood experience. Community Space to the community on Buxton Court as is the dog park.

They envision public Dog Park, Public Parking, Residential Parking, East Terrace/Buxton Court, Public Park, public Green Space, Public Pedestrian Path, Flexible Public Plaza Area and a Town Community Plaza with multiple community opportunities; 60% of the site is open space. Café Space and a plaza in-between that connects to a community building, a splash park area, Buxton court extended across and down to create vehicle circulation and most of the parking is on one level under the building. Amenities open out onto the 2<sup>nd</sup> floor terrace; 136 units in total. In the area of the amphitheater are Shade structures, seating areas, and water feature/activity area that can be used for multiple activities.

They see this as a big opportunity for Art and Community engagement activities that could be held in the spaces and that are interactive. They spoke about other properties 'pinch points' that could enhance the site and afford a lot more flexibility. They feel very committed that this must be a community project. They have two of the properties under agreement, the corner of Lewis and Buxton and it is their commitment to not only their site but a catalyst for the revitalization of the district and the beginning of their commitment to buy additional parcels to revitalize the neighborhood. Needs for public events, a theater, farmers market and other endless possibilities for the residents to determine what they would like.

Questions:

Is the café outlined the sole retail option? Yes

Residential parking looks like 190 spaces, is there other spaces available for the public?

There is parking by the café and some spaces distributed around a few areas.

The decision to go all apartments vs ownership. Concern about people who want to downsize but want to go to a condo vs a rental. Is there any consideration to making any of the units for ownership? It would be difficult to have a 'fractured' type of building but Minco is finding that a lot of people have sold their houses and want more flexibility that renting provides.

Can you expand upon the green environmental features of the development? In a previous package, they did have their leed chart, they are going for leed gold and attempting to reach leed silver; those chances will increase if they can develop the land across the street. They will be using all electric appliances and heating in the building. 'Fit well' and certified, is something they found very attractive in Newburyport having individual air-filtration units in each apartment. They are at leed gold now. Given the amount of open space they have they are certain they can collaborate as a development team.

The use a European window which is significantly better than any you can buy in the U.S. and are looking at a raintree system that has the insulation on the outside that will keep the building cooler. There will be opportunity for solar panels on the roof. The standard sidewall insulation is 21, we are doing an R42 and an R16 on the roof.

How will you take advantage of the MBTA site? They envision that the majority of the people will walk to the site. There are plenty of opportunities for traffic improvement through the Massworks Grant totally reconfiguring the intersection. They have looked at a proposal to go over the rail station that could be a 3-4-year process with MBTA and is fairly expensive. Tying in the parking lot at MBTA would be an opportunity to create a combination of parking and needed housing. Their vision is to try to incorporate as many of the perimeter parcels as they can.

They have looked at the Community Building as an integral part of this development and looking to attract children, theatre production, etc. and improved parking. The two lots on Lewis/Buxton is an opportunity for a bigger park.

If the community center space was expanded into the red block, how would the responsibility of the maintenance of that area be spread out. They have allocated \$1.5M in their budget to do that and turn the keys over to the Town, other conversations can be held going forward.

As you move forward with envisioning the entire space, especially the amenities how specifically do you work with the community to get input. This is a very unique situation because the Town owns the land and he would expect the Town/stakeholders to collaborate with them on what they are envisioning.

Chris Huntress feels the way Minco handles the public open spaces are well done. He would caution them on the parcels on Buxton and Lewis and how they plan that space and to make sure it ties into the neighborhood.

Alex Vispoli asked how long this project would take after getting the permits. Once they can put a shovel in the ground it would be approximately 18-month schedule for construction. It is hard to predict the supply chain disruption and labor shortages and assuming a six-month permitting process.

Next Steps: The Board will conduct site visits with the developers on Saturday, November 6<sup>th</sup> and the second hearing for this process will be held at the November 17<sup>th</sup> Select Board Meeting.

The Town Manager said a communication was sent out to the community for any questions they wanted to submit. The developers were given the questions before hand and the Town Manager and they feel both developers addressed the questions in their presentation.

Mr. Flanagan then reviewed and responded to questions and via a slide presentation.

Other questions included:

- Expected timeline for contract award and construction start and completion t
- How will traffic be handled
- Why does it all have to be privatized
- Will there be any blasting

Sustainability elements

Joyce Yang-Losick said they focused on the concepts and what sustainability elements were going to be proposed. There are many sustainable design elements in both proposals that they like. The Selection Committee had to evaluate the totality of the information pursuing a balanced approach.

The Board took questions from the audience.

The presentations are available on the Town's website.

## VII Adjournment

At 8:47 pm on a motion by Dick Howe and seconded by Alex Vispoli the Select Board voted 5-0 to adjourn.

Respectfully submitted,

Dee DeLorenzo  
Recording Secretary

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

MEETINGS ARE TELEVISED ON  
COMCAST CHANNEL 22 AND VERIZON CHANNEL 45

Meeting minutes from 11/6/21 site walk at Boston Street Newburyport - Minco Development.

Attendees: Annie Gilbert, Dick Howe, Laura Gregory, Chris Huntress, Lisa Schwarz, Kathryn Forina, Lou Minicucci, Karen Pollastrino, Eric Loth, Bob Uhlig (Halvorson / Tighe & Bond) Joseph Sirkovich (Arrowstreet), Quality Control and Building Manager, Mayor Holaday, City of Newburyport.

The site walk began at 9:00 am. Chris Huntress introduced the SB members from Andover and reminded everyone that Town Counsel had advised that SB members refrain from asking questions during the site walk.

Lou Minicucci, President of Minco Development, provided an overview of the project at Boston Street, Newburyport. Mr. Minicucci reviewed materials, building height, number of apartments, future phases, and their efforts to work with the City of Newburyport regarding connections to bike paths and adjacent MBTA property. Mayor Holaday spoke to the SB members about the City's experience in working with Minco on the project. Mayor Holaday stated that Minco was very receptive to design and detail suggestions and worked very well with the City boards and committees throughout the permitting and approval process. The SB members were shown the exterior public and private site features, including the outdoor parking, patio terrace with fire pit, and outdoor seating. The tour then proceeded indoors and included a review of a three-bedroom and two-bedroom apartment. Mr. Minicucci and the Building Manager explained the finishes within each apartment, including the kitchen, living areas, bedrooms, and bathrooms. Mr. Minicucci also showed the group the indoor fitness center, community spaces, and rooftop balconies.

The tour was concluded with a review of the building heating and cooling systems, pet wash, and below-grade parking and storage areas. Several residents of the building were in the lobby and took the opportunity to speak to the SB members about why they chose to live here and they had very positive comments regarding Lou Minicucci and the Minco Development team. Upon exiting the building Bob Uhlig, the project Landscape Architect spoke about the connections to the bike path and MBTA station. The SB members walked part of the bike path before returning to their cars to proceed to the Procopio site in Beverly. The site walk was concluded at approximately 10:15 am.

Respectfully submitted  
Christian C. Huntress, Chair  
Andover Select Board

Meeting minutes from 11/6/21 site walk at 16 Congress Street Beverly, MA - Procopio Development.

Attendees: Annie Gilbert, Dick Howe, Laura Gregory, Michael Procopio, Lisa Schwarz, and Kathryn Forina

The site walk began at 11:04 a.m. in one of three surface parking lots of the Sedna development at 16 Congress Street in Beverly, MA. The Select Board members introduced themselves. Lisa Schwarz reminded everyone that Town Counsel had advised that SB members refrain from asking questions during the site walk.

Michael Procopio, Chief Executive Officer of Procopio Companies, provided an overview of the project, Sedna at 16 Congress Street, Beverly, MA. Mr. Procopio reviewed the history of the site as a uranium grinding operation for the Manhattan Project. He noted that the Federal Government began remediation of the site in the 1980s and the site has no restrictions on its use. Mr. Procopio discussed how the site was designed with the existing neighboring residential properties in mind, and was designed to not ruin the views of the Danvers River that these properties have enjoyed for decades.

Mr. Procopio walked the Board around the perimeter of the site, along a publicly accessible boardwalk along the Danvers River. He pointed out the MBTA line that abuts the property and noted that the closest MBTA stop was 10 to 15 minute walk towards downtown Beverly. Mr. Procopio discussed the work that went into shoring up the seawall. He pointed out public amenities such as an outdoor area with a firepit, barbecue grills and kayak storage, cornhole as well as a kayak launch on the property.

The Board toured the inside of one of the two residential buildings on the site. Mr. Procopio pointed out the security features of the building, including a video entry system, timed key entry for visitors, and onsite management office. The group toured multiple Wi-Fi enabled common areas, and Mr. Procopio explained the building's concierge service.

The Board members were shown a vacant two-bedroom unit. Mr. Procopio pointed out the different features of the kitchen, living areas, bedrooms, and bathrooms, including in-unit laundry and outdoor space.

The Board was brought to the top floor of the building. Mr. Procopio showed the board a rooftop solar array and the individual HVAC units. The group then toured the rooftop terrace before moving to the fitness center, dog wash and resident storage area that included bicycle storage. Mr. Procopio noted that the demographic moving into this development is mostly empty nesters who are downsizing, so their resident storage area is almost full. He noted that in Procopio's development in Lynn, the demographic is younger people and the storage area is empty.

The site walk was concluded at approximately 11:58 a.m.

Respectfully submitted  
Kathryn Forina  
Executive Assistant to the Town Manager

Motion for Meeting Minutes

I move to approve the revised meeting minutes of September 13, 2021, the meeting minutes of October 25, 2021 and November 4, 2021, and the site walk minutes of November 6, 2021.

## 2022 Select Board Meeting Schedule

**IX. 2022 Select Board Meetings**

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

January 3, 2022  
January 24, 2022  
February 7, 2022  
February 28, 2022  
March 7, 2022  
March 21, 2022  
April 4, 2022  
April 25, 2022

Motion for Select Board Meeting Schedule 2022

I move to accept the 2022 Select Board Meeting Schedule as listed in the agenda.