

Select Board Meeting and Goal Setting Workshop

Monday, December 13, 2021 6:30 PM

School Administration Building

2nd Floor School Committee Conference Room

30 Whittier Court, Andover, MA 01810

I. Call to Order – 6:30 P.M.

II. Executive Session

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

III. Opening Ceremonies

- A. Moment of Silence/Pledge of Allegiance

IV. Communications/Announcements/Liaison Reports

V. Citizens Petitions and Presentations

VI. Public Hearings

- A. Capital Improvement Program FY2023 – 2027 – 2nd Reading - (20 minutes)
Board to discuss and consider voting to approve and accept the Town Manager's recommended Capital Improvement Program.

VII. Regular Business

- A. Common Victualler License – (10 minutes)
Board to review and consider voting to approve the application of Dickey's BBQ Pit, for a Common Victualler License at 209 North Main Street, Andover.
- B. Amendments to the Traffic Rules and Regulations – (10 minutes)
Board to discuss and vote on the following changes to the Traffic Rules and Regulations as proposed by the Andover Safety Officer.

Schedule 1, Article V, Section 2 – Parking Locations and Prohibitions

Location:

1. Dale Street both sides, 6 Hour Parking Only, Monday-Friday
 2. 26 Haverhill Street, No Parking, North 160 feet to the intersection of York Street
 3. 288 High Plain Road (Andover Community Garden entrance), No Parking, 400' both directions, east and west side
- C. 375th Anniversary Event One Day Liquor License on Town Property – (15 minutes)
375th Committee to present on the Town's First Night Program and the Board to review and consider voting to approve a request from the 375th Committee for a one

day liquor license on town property for a concert to be held in Old Town Hall, 20 Main Street, on December 31, 2021 as part of the 375th anniversary celebrations.

- D. Town Yard Developer Interviews - 2nd Reading – (30 minutes)
Board to discuss and consider voting on selection.

VIII. Consent Agenda

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

Department	Name	Position	Rate/Term	Date of Hire
Community Services – Andover DIVERSE	Albert Pless, Jr.	DEI Director	\$90,273.11	1/10/2022
Department of Public Works	Steven Ballard (<i>Harry Krikorian</i>)	Mechanic	\$66,480.88/yr	12/14/2021

- IX. Approval of Minutes
A. Board to approve minutes from the following meetings:
1. September 13, 2021 - Revised

X. Adjourn

Select Board Goal Setting Workshop

- I. **Call to Order**
- II. **Select Board/ Town Manager Goal Setting Workshop**
A. Select Board and Town Manager to discuss 2021-2022 goals.
- III. **Adjourn**

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

MEETINGS ARE TELEVISED ON
COMCAST CHANNEL 22 AND VERIZON CHANNEL 45

Motion for Executive Session

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

Capital Improvement Program FY2023 – 2027 – 2nd Reading

Motion for Capital Improvement Program

I move to approve and accept the Town Manager's recommended Capital Improvement Program for Fiscal Years 2023-2027.

Common Victualler License – Dickey’s BBQ Pit



12-3-21 (10) paid \$150.00 credit card

Town of Andover
OFFICE OF THE TOWN CLERK

36 Bartlet St., Andover, Massachusetts 01810
Telephone - (978) 623-8230

Common Victualler Application

License Number:	
-----------------	--

	Completed Application (PRINT or TYPE Clearly). The application must be signed,
	Completed Workers' Comp Insurance Affidavit, including a copy of Declaration page of Workers' Comp Policy.
	Retail License Application
	Application Fee: \$75.00 check should be made payable to the TOWN OF ANDOVER

Business Name	Dickens BBQ Pit	Tax Id Number -	111 62 0703
Address of Business	209 N Main Street Andover, MA 01810	Business Phone Number	978 401 -
Applicant's Name	Lawrence Jones	Applicant's Phone Number	339 227-2351
Applicant's Residential Address		Number of Employees	
Applicant's Email Address (required)	lwj@hotmail.com		
24 hour Emergency Contact Information			
Expiration Date of Business Certificate			
Circle one	Individual	Co-Partnership	Association Corporation
Days/Hours of Operation (list the hours per day):			
Monday	Tuesday	Wednesday	Thursday Fri Sat Sun
10 hours	10 hours	10 hours	10 hours 10 hours 10 hours 10 hours



TAX FORM

APPLICANT NAME:

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

Dickey's BBQ PIT Lawrence Jones
Signature of Individual or Corporate Name (Mandatory)

By: Corporate Officer (if corporation)

111 62 0703
Social Security# (if individual)

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

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

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

Lawrence Jones
Signature

12/3/2021
Date

Return to:

Andover Town Clerk's Office 36 Bartlet St. Andover, MA 01810

If you have any questions – call Melissa at (978) 623-8232 or via email at melissa.ripley@andoverma.us



36 Bartlet St., Andover, Massachusetts 01810
Telephone - (978) 623-8230

The Commonwealth of Massachusetts - Department of Industrial Accidents
Office of Investigations 600 Washington Street, Boston, MA 02111
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Business
Applicant Information Please Print Legibly

Business Name: *Dickey's BBQ Pit*
Address: *209 N Main Street*
Town/State/Zip: *Andover, MA 02176 01810*
Phone #: *978 401-9685*

Are you an employer? (check one):	
<input type="checkbox"/>	I am an employer with ____ employees (full/part-time)
<input type="checkbox"/>	I am sole proprietor or partnership and have no employees working for me in any capacity (No workers' compensation insurance required)
<input checked="" type="checkbox"/>	We are a corporation and its officers have exercised their right of exemption per c. 152, § 1(4), and we have no employees. (No workers' comp insurance required)
<input type="checkbox"/>	We are a non-profit organization, staffed by volunteers, with no employees. (No workers' compensation insurance required)

Business Type- (required):	
<input type="checkbox"/>	Retail
<input checked="" type="checkbox"/>	Restaurant/Bar/Eating Establishment
<input type="checkbox"/>	Office and/or Sales (incl. real estate, auto, etc.)
<input type="checkbox"/>	Entertainment
<input type="checkbox"/>	Manufacturing
<input type="checkbox"/>	Non-Profit
<input type="checkbox"/>	Health Care
<input type="checkbox"/>	Other:

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.
** If the corporate officers have exempt themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

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

Insurance Company Name: _____
Insurer's Address: _____
Town/State/Zip: _____
Policy # or Self-Ins. Lic. #: _____ Expiration Date: _____

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

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,5000.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP Work Order and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

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

Signature: *Lawrence W. Jones* Date: *12/3/2021*

Phone #:

TOWN OF ANDOVER GENERAL LICENSE APPLICATION

TIME STAMP

APPLICANT'S D/B/A: Dickens's Barbecue Pit

APPLICANT NAME: Lawrence Jones

APPLICANT'S ADDRESS: 209 N Main Street
Andover, MA 01810

APPLICANT'S TEL. NUMBER: 978 410-4865

CONTACT PERSON: Lawrence Jones

TELEPHONE: 339 227-2351 E-MAIL: lwj@hotmail.com

MAILING ADDRESS: 5 Landing Drive Methuen, MA 01844

TYPE OF LICENSE: COMMON VICTUALLER

LOCATION OF LICENSE ACTIVITY: 209 N Main Street Andover MA 01810

APPLICATION/LICENSE FEE: \$75 FID/SS # 82-4027554

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

Signature: Lawrence Jones

OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY
Date of log entry 12-3-21 By (N) License Board Hearing Date: _____

	<u>DATE SENT:</u>	<u>DATE APPROVED</u>
Prior Approval Required:		
Town Mgr:	<u>12-6-21</u>	<u>12-17-21</u>
Police Dept:	_____	_____
Fire Dept:	_____	_____
Health Dept:	_____	_____
Treasurer:	_____	_____

Add'l conditions for license: _____

This license requires: (circle all that apply)

Select Board Approval Business Certificate Letter of Clearance

Purchase Complete

Payment Date: 09/17/2021

Policy Term: 09/18/2021 - 09/18/2022

Quote: #23157

Thank you for making your payment. Your payment has been processed as follows. For billing inquiries, please contact customer service at 1 (800) 625-8257. You will receive your policy documents via email within the next two business days.

Workers Compensation Policy Number	Transaction Number	Amount
E771137	153498440	\$1,182.00

TOTAL: \$1,182.00

Town of Andover
Office of the Town Clerk

DATE	Receipt	Receipt #
12/03/2021		104708

Account #	Code	Description	#	Amount	Total
010161.4423	603	COM VICT - D BBQ	1	\$ 150.00	\$ 150.00
			Total Credit Card		150.00
Total.....				\$ 150.00	

Dickey's BBQ Pit

I move to approve the application of Dickey's BBQ Pit, for a Common Victualler License at 209 North Main St, Andover, subject to the condition that all other requirements of the Town are met prior to issuance.

Moved by _____

Seconded by _____

Voted _____ to _____

Amendments to the Traffic Rules and Regulations

SCHEDULE 1

Article V, Section 2

Dale Street both sides 6 hour parking only Monday-Friday

26 Haverhill Street, north 160 feet to the intersection of York Street

288 High Plain Road (Andover Community Garden entrance) 400' both directions, east and west side

Motion for Amendments to the Traffic Rules and Regulations

I moved to approve the amendments to the Traffic Rules and Regulations as presented by the Police Safety Officer for 26 Haverhill Street and 288 Haverhill Street.

375th Anniversary Event One Day Liquor License on Town Property

The 375th Anniversary Committee

Update:
Highlights, Schedule, Promotions, Map

December 13, 2021



First Night Schedule

ANDOVER 375

**20
22**

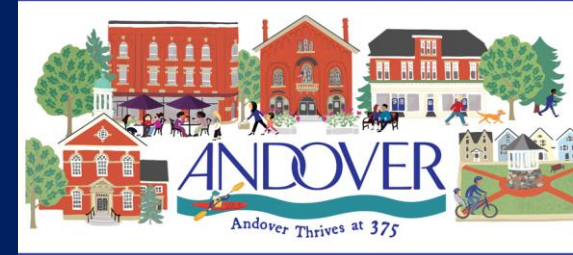
FIRST NIGHT
DOWNTOWN ANDOVER

FRI, DECEMBER 31
3PM - 12AM

JOIN US DOWNTOWN FOR MUSIC,
ENTERTAINMENT, ICE SCULPTURES,
FIREWORKS, DINING,
HORSE DRAWN CARRIAGE RIDES,
AND #ANDOVER375 FUN!

ANDOVER375.COM

Andover's 375th First Night's Highlights



- By the numbers:

11 Venues

5 Town; 6 private

40 shows

22+ Performers

9 hrs

3-12 midnight

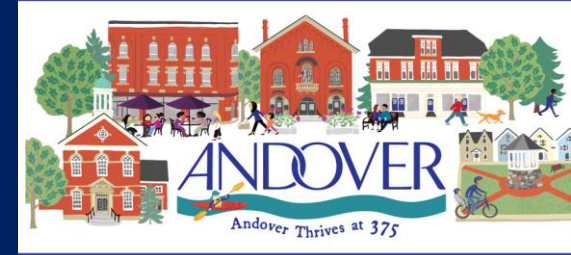
- **Featured events:**

- Ice Sculptures & demonstration
- Noise Parade at 6:30
- Fireworks at 7:30

- **Private entities have stepped-up**

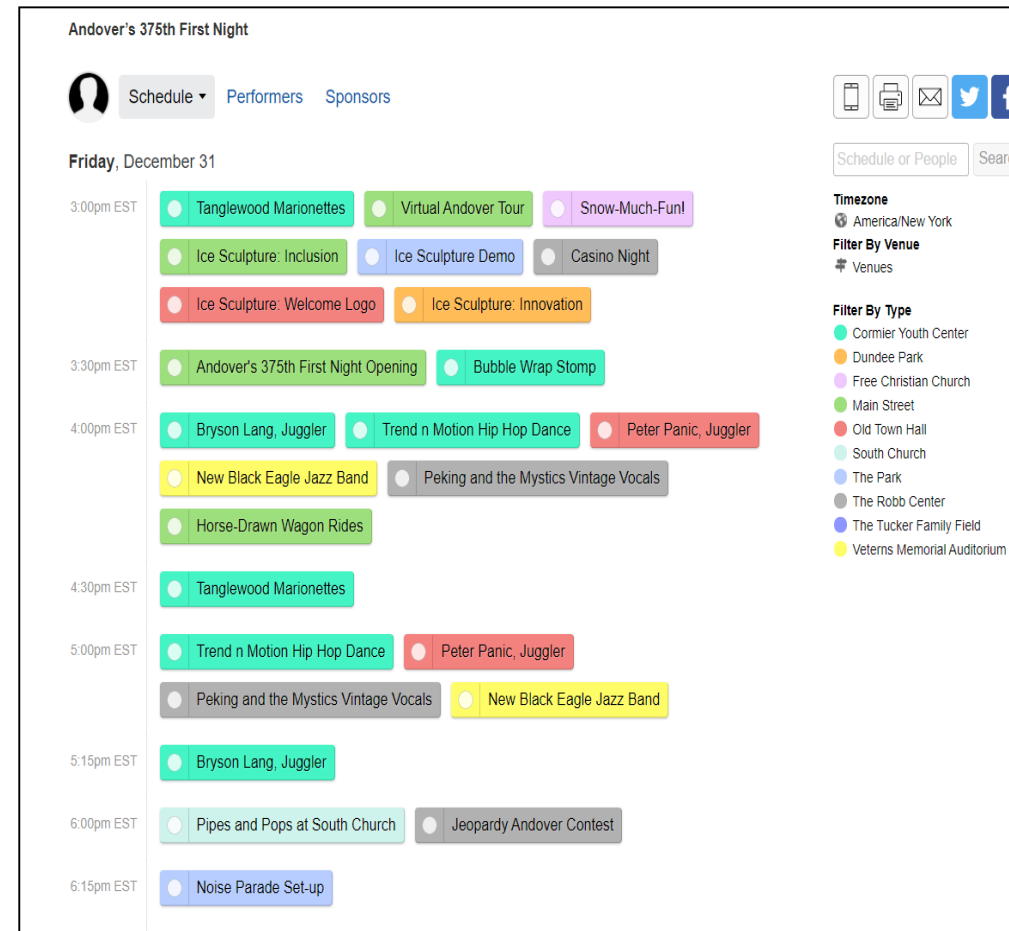
- *Dundee Park* for parking, warming station, venues, and bus service
- *Baptist Church, Free Christian, and South Churches* – entertainment and facility
- Donations of entertainment – *Peking & Mystics, The Finn McCools, ELEV802 Ice Skating, Real School of Music, and many more*
- Restaurants with special menus – and donations from *Dunkin Donuts, and 34 Park*
- Volunteers from *Interact, AHS, and more*

Schedule/Promotions



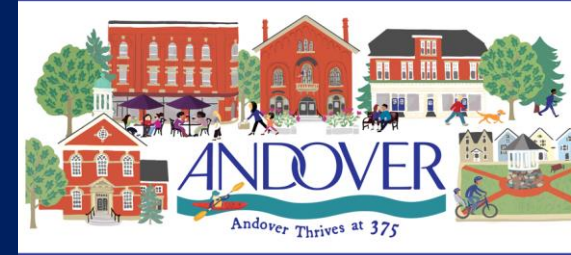
- **Schedule is available by QR Code**
 - Andover375.org and on SCHED App
 - Personalized by time, venue, or performer.
- **Overall Schedule**
 - 3:00 Family Friendly
 - 6:30 Noise Parade
 - 7:30 Fireworks
 - 8:00 Adult-orientated
- **Getting the word out**
 - Traditional – Townsman, Andover TV, Patch, Senior Center notices, posters
 - Social Media – FB, Instagram, links to performer sites, QR Code
 - Radio – purchased (and donated) slots from FM 92.5, The River

Schedule as seen on-line

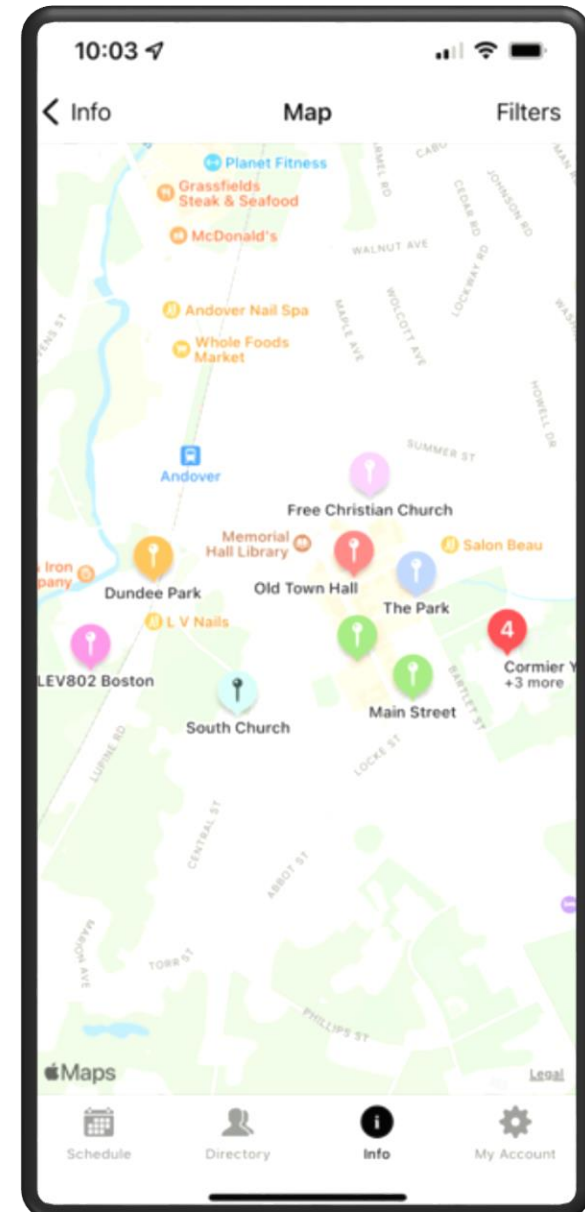


Please spread the word: Use the QR Code, like/share a post, etc.

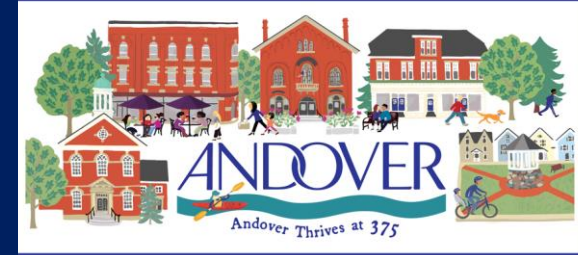
Welcoming and Easy Access



- **All Events / performances are FREE**
- **Map is loaded on:** andover375.org and SCHED app
- **Limited Street Closures:** limited part of Main St and Bartlet St around Park/Town Hall complex. Exact locations on posted map
- **Shuttle Bus:** Free bus service will run from 3 pm to midnight starting in Dundee Office Park
- **Parking:** Additional parking is available at Dundee Office Park and others. (will have signs)
- **Warming Stations/hot drinks:** A number of warming stations are located throughout. Buying hot drinks to provide for guests
- **Food options:** Many restaurants will be open – but not all.
 - After 8 pm, 34 Park will be on the 2nd floor of Old Town Hall for beer, wine and food.
 - Food Truck in The Park
- **COVID:** Most requiring masks while indoors.



We can use your help



- **Download the app: SCHED**
- **Get the word out**
- **Volunteer or Donate on andover375.org**



First Night Schedule



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

*License fee is \$50. Payable to the Town of Andover.
Page 1 of 2*

BUSINESS/ORGANIZATION INFORMATION

Business/Organization Name: Sal's 34 Park, LLC

Address: 34 Park Street, Andover, MA

Social Security/FID No.: 45-2646531

INDIVIDUAL APPLICANT INFORMATION

Individual's Name:

Address:

Telephone:

Is the Applicant' a United States Citizen? Yes No

Driver's License & State:

E-Mail Address

EVENT INFORMATION

Date of Event: 12/31/21

Time: from 7pm

to 10:30pm

Location of Licensed Activity: Old Town Hall

Purpose of Event: Town Event New years Eve

Will there be entertainment? Yes No

Is the event being catered? Yes No

Name of Caterer: 34 Park

Number of People Attending: Adults 225 Children _____

TYPE OF LICENSE *(circle one)*

One-Day All-Alcoholic

One-Day Beer & Wine

Charitable Wine Pouring

Charitable Wine Auction

PURCHASE AND SERVICE

Is the alcohol being donated? Yes No

Where is the liquor being purchased from? Horizon Beverage

Are they a licensed wholesaler? Yes No

Who will be serving the alcohol? 34 Park employees

Does the server have liquor liability insurance? Yes

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

DETERMINATION OF LICENSE REQUIREMENTS

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

	X	Yes	No	Town of Andover		X	Yes	No
Business:	<input type="checkbox"/>		<input type="checkbox"/>	Non-Profit:	<input type="checkbox"/>		<input type="checkbox"/>	
Will there be a cash bar:	<input type="checkbox"/>		<input type="checkbox"/>					
Is there an entrance fee or donation required?	<input type="checkbox"/>		<input checked="" type="checkbox"/>					
Is the event open to the general public?	<input checked="" type="checkbox"/>		<input type="checkbox"/>					

If the answer to ANY of these questions is YES:

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

****PLEASE SIGN****

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

Signature: _____

Please contact the Town Clerk's Office at 978-623-8230 with any licensing questions you may have.

OFFICE USE ONLY

OFFICE USE ONLY

OFFICE USE ONLY

OFFICE USE ONLY

Date of log entry _____ By: _____ License Board Hearing Date: _____

Prior Approval Required:

DATE SENT:

DATE APPROVED

Town Mgr: _____

Police Dept: _____

Fire Dept: _____

Health Dept: _____

Town House: _____

Treasurer: _____

Add'l conditions for license: _____

TOWN CLERK USE ONLY

License: required _____ not required

initials: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/01/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services LLC 3 Executive Park Drive, Suite 300 Bedford, NH 03110 855 874-0123	CONTACT NAME: PHONE (A/C, No, Ext): 855 874-0123		FAX (A/C, No):
	E-MAIL ADDRESS:		
INSURED Sal's 34 Park LLC dba 34 Park 34 Park Street Andover, MA 01810	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Preferred Mutual Insurance Co.		15024
	INSURER B : Travelers Property Cas. Co. of America		25674
	INSURER C : Hartford Accident & Indemnity Company		22357
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	BOP0100710785	10/26/2021	10/26/2022	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		BOP0100710785	10/26/2021	10/26/2022	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10K		CUP4S19367321NF	07/01/2021	07/01/2022	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y/N <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	31WECAN6ZRR 3A States: MA	10/05/2021	10/05/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
A	Liquor Liability		BOP0100710785	10/26/2021	10/26/2022	\$1,000,000 Ea. Common Cause \$2,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Town of Andover is named Additional Insured with respect to the General Liability.

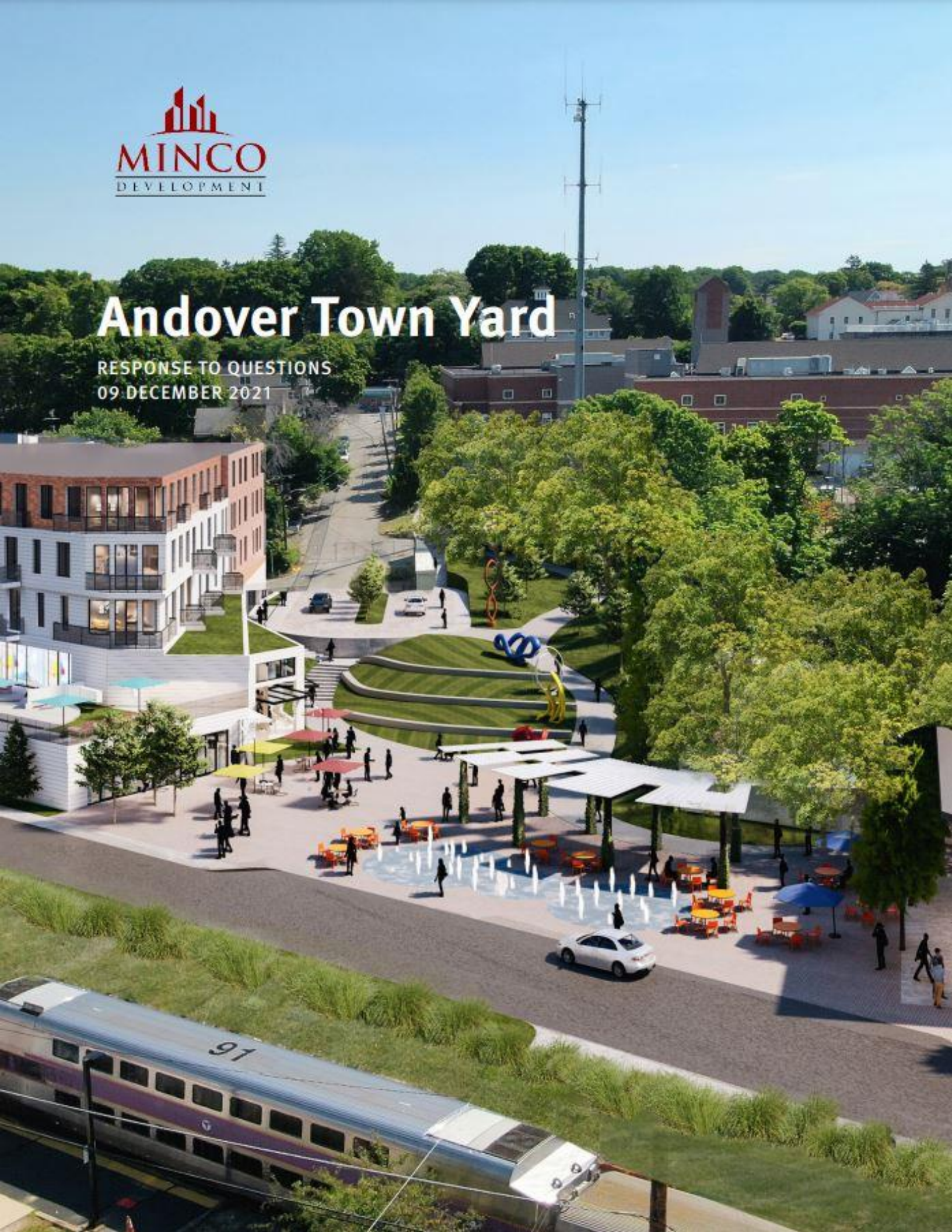
CERTIFICATE HOLDER Town of Andover 36 Bartlett Street Andover, MA 01810	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Town Yard Developer Interviews - 2nd Reading



Andover Town Yard

RESPONSE TO QUESTIONS
09 DECEMBER 2021

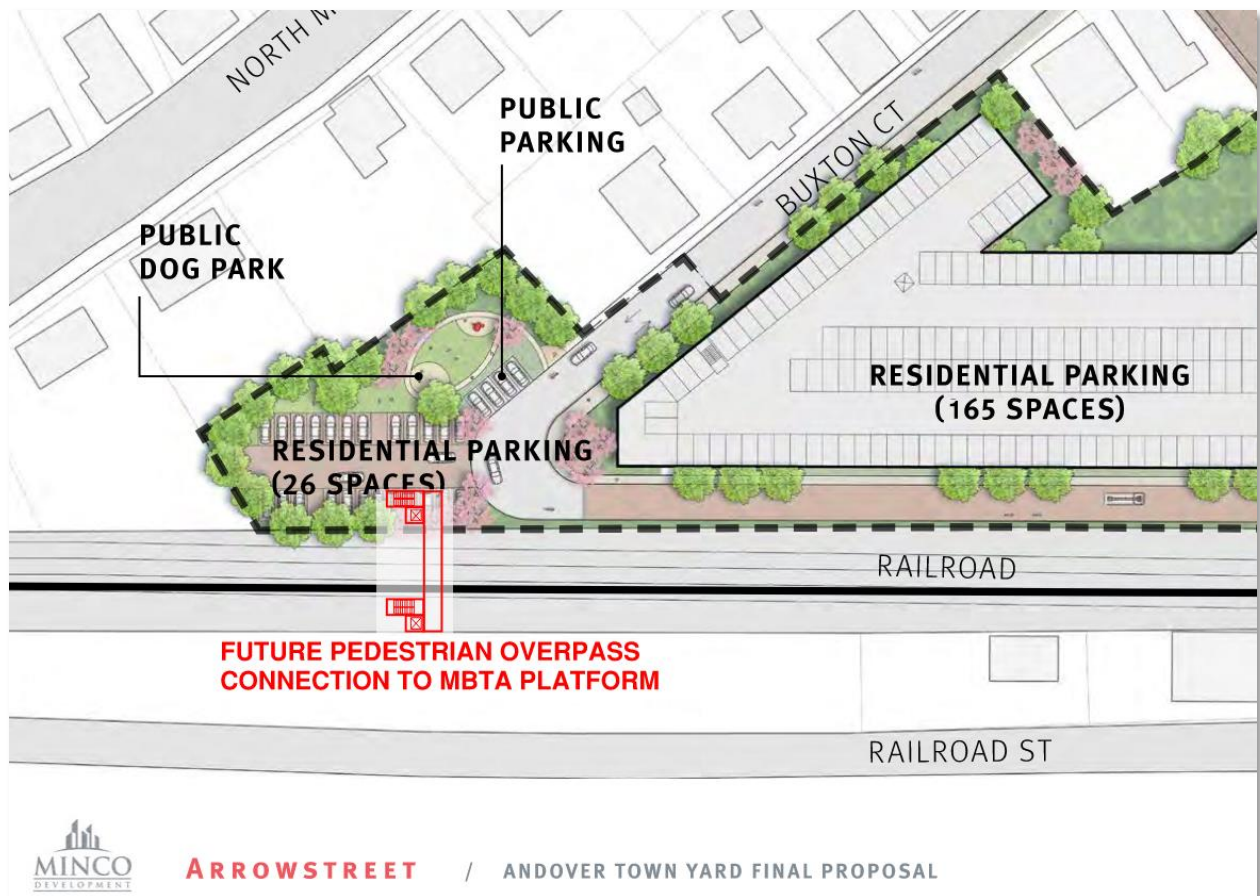


Question 1: Proximity to the MBTA train is a major feature of this location. Is there anything in your plan that will allow for an improved train station or at least to improve access to the train from the new re-development area?

Response:

There will be a pedestrian and bicycle crossing at the same place where it occurs now, at the Essex Street & Railroad Street crossing. However, we will be improving this intersection and making it safer by eliminating vehicular access from Pearson St. This plan leaves open opportunities for MBTA rail connections to the site. We would welcome the opportunity to work with the MBTA and the Town to design a future pedestrian overpass and to encourage redevelopment of the existing MBTA parking lot.

Also, the sketch below shows an overpass connection to the MBTA platform as conceptualized by the architect.



Question 2: Town to respond.

Question 3: How do the Top 2 ranked proposals address the relationship between the Old Town Yard site, as redeveloped, and the train station, the commuters waiting on the platform, etc.? What are the developers' respective histories with transit-oriented development and MBTA negotiations? Their respective histories with master development? The Old Town Yard site is a crucial piece of a larger puzzle that includes the train station, the rest of the HMD and its integration into the existing downtown. Though beyond the scope of this RFP it would be nice to know what to expect in terms of larger vision and ability to execute in a way that supports that vision.

Response:

Minco has been involved in many Transit Oriented Development (TOD) sites, including the construction of Vanguard at Waterfront Square located at 660-674 Ocean Ave. in Revere, a 194-unit rental project, which was developed on a site master planned by Arrowstreet, the architect for our proposed Town Yard project. The entire master planned site is adjacent to and within walking distance of the Wonderland MBTA station.

Additionally, Bob Uhlig of Halvorson | Tighe & Bond Studio, our landscape architect, was appointed by the Secretary of Executive Office of Housing and Economic Development and has served as the landscape architectural representative on the Revere Beach Design Review Board from 2013 through the present.



Figure 1 Vanguard at Waterfront Square in Revere

Minco worked with the City of Newburyport for many years in the creation of the Smart Growth (Chap. 40R) district, which, as you know, is transit oriented development zoning. Our three projects as described below will fulfil nearly 50% of the City’s Smart Growth goals. To date, Minco is the only developer to use the 40R process in Newburyport for the development of multi-family housing.

Minco developed Newburyport Crossing at One Boston Way, a 76-unit Smart Growth rental project with 25% affordable units adjacent to the Newburyport MBTA station and Newburyport Crossing at Three Boston Way, an 84-unit Smart Growth rental project with 25% affordable units adjacent to One Boston Way and the MBTA station. One Boston way is fully occupied, and Three Boston Way is in construction, with an expected occupancy date of early 2024.

The One Boston Way site was purchased from the MBTA as a result of being the successful bidder to the MBTA’s Invitation to Bid (ITB) for their surplus 9.35-acre site. From the initial ITB in 2012 to the actual purchase of the site in 2018, Minco was in competition with many prospective developers, and was ultimately the successful purchaser and developer.

One Boston Way is a LEED Gold and Fitwell certified project. Three Boston Way will be a LEED Gold, Fitwel and Passive House certified project.



Figure 2 One & Three Boston Way at Newburyport Crossing

Additionally, Minco is presently permitting the third project in Newburyport Crossing, a 92-unit rental project with 25% affordable units at 166-168 Route 1. It is also in the Smart Growth district and has been submitted to the Planning Board which is holding public hearings. When completed, Newburyport Crossing will consist of three buildings with a total of 252 rental units, all within the Smart Growth district and within immediate walking distance of the MBTA station.

Newburyport Crossing demonstrates our ability to work with both the municipality and the MBTA.



Figure 3 166-168 Route 1, Newburyport

Minco developed Point 262 at 262 Monsignor O'Brien Highway (Route 28) in Cambridge, a 56-unit condominium project with six affordable units. It is within walking distance to the Lechmere MBTA station and is a LEED Gold Certified project.



Figure 4 Point 262 at 262 Msgr. O'Brien Highway (Route 28) in Cambridge.

We developed Point 262 in anticipation of the relocation of the Lechmere MBTA station, which is two blocks to the south. Landscape Architecture was provided by Halvorson Design, the landscape architect for our proposed Town Yard project.

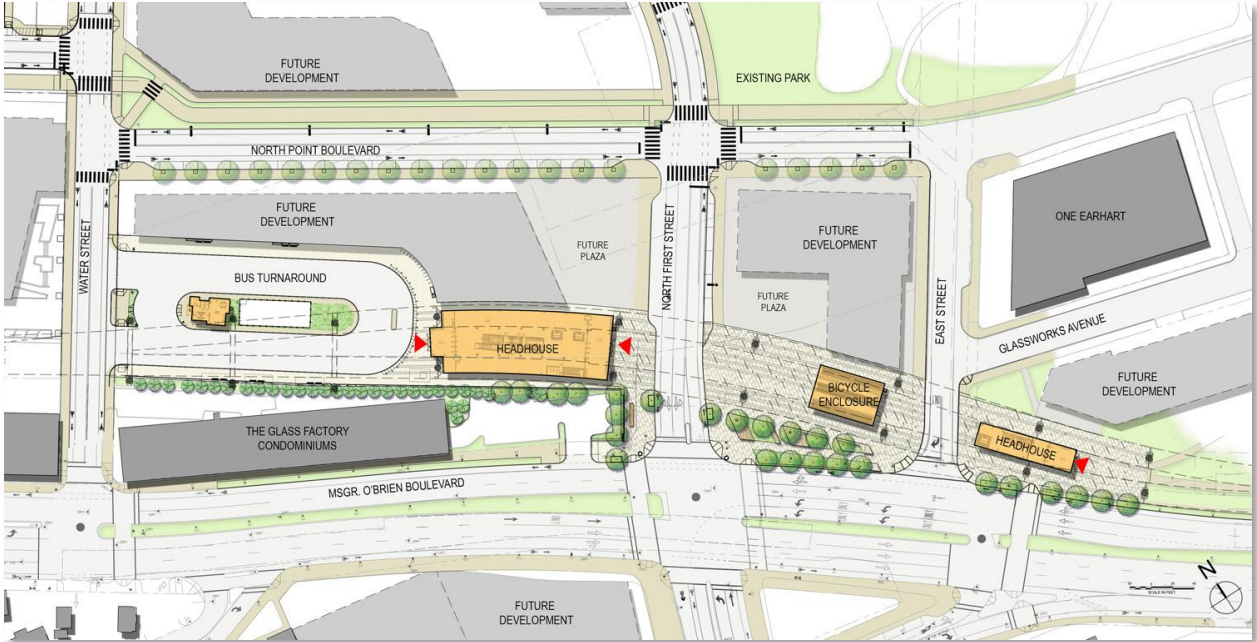


Figure 5 New MBTA Station at Lechmere in Cambridge – Halvorson Design, Landscape Architect

Breakwater-North Harbor at 254 Lynnway in Lynn is a project that we worked closely with the City of Lynn, the Department of Conservation and Recreation (DCR), the Department of Environmental Protection (DEP), the Department of Capital Asset Management and Maintenance (DCAMM), and the Army Corps of Engineers to permit 331 units in two buildings located on Lynn Harbor. This project included a 1,500 linear foot harborwalk linear park and a 1,500 linear foot revetment along the harbor. It is a 5-minute walk to both the Lynn MBTA station and to the Lynn Ferry Landing, which hosted the MBTA water taxi to Rose Wharf in Boston, funded by the Commonwealth as a trial for one year.



Figure 6 Breakwater-North Harbor at 254 Lynnway in Lynn

In conjunction with the construction of Breakwater, Minco constructed an urban park at 1-19 Exchange St. in downtown Lynn and deeded it to DCR in August 2021. As shown in the photo, there is a performance stage, a lawn area, an existing wall mural, and several kinds of seating. This Park abuts the Lynn Museum.



Figure 7 1-19 Exchange St. Park in Lynn

This park was designed by Halvorson Design, the landscape architecture firm that is designing the proposed parks and open space at the Town Yard site. The Exchange St. Park was dedicated in August 2021 to Frederick Douglass, who lived in Lynn from 1841 to 1848.



Figure 8 Photo of Completed Exchange St. Park in Lynn

Locally, Minco developed Powder Mill Square on Stevens St. and Route 28 in the Shawsheen neighborhood of Andover. It is a 60-unit condominium Local Initiative Project (LIP) project with 10% affordable units. At the time we developed this project, TOD development was in its early history, but Powder Mill Square played an important role in our multi-family development experience, leading us to focus on TOD developments during the last 20 years.



Figure 9 Townhouses on Stevens St. at Powder Mill Square in Andover



Figure 10 Powder Mill Square Rendering



Figure 11 Powder Mill Square



Figure 12 Waterfront Square on Revere Beach as Master Planned by Arrowstreet

Arrowstreet has been involved with many TOD and Master Plan initiatives including the Revere Beach Master Plan, included in which was the renovation of the Wonderland Blue Line stop, a new MBTA parking garage, and five new multi-family mixed use developments totaling over 850 units, with restaurant, retail, and unobstructed elevated pedestrian connections to Revere Beach. Vanguard at Waterfront Square is part of the Revere Beach Master Plan and was the first site to be developed.

Also, Arrowstreet designed Ora Seaport, 304 units of residential, 289 hotel rooms and a direct connection to the adjacent Silver Line station; three new developments in East Boston; two in Quincy; and one in Norwood.



Figure 13 ORA Seaport in Boston by Arrowstreet in the Seaport District of Boston

Question 4: As a developer, what will you do to preserve the open areas for the public to commune with nature, while increasing the number of businesses in the same area?

Response:

Our proposal provides a plan with a significant amount of publicly accessible space (over 60% of the site) and that separates vehicular traffic from pedestrian oriented activities. This separation of vehicular traffic will provide a quiet area for the pedestrian oriented green spaces. The hard surfaced public plaza areas will border the retail/cafe space and the community building to create opportunities for outdoor events and reinforce the pedestrian connection with the adjacent open green spaces.



Figure 14 Proposed Town Yard Community Building-Concept #1



Figure 15 Proposed Town Yard Community Building-Concept #2

Our commitment to providing open space and parks for the benefit of the community allowing for public gatherings, service delivery, cultural events, and performance opportunities are demonstrated in the above two concept drawings. As these plans are further refined in conjunction with the Town, the final community space plan will be further developed.

Question 5: What is the expected timeline for contract award, construction start, and completion?

Response:

Our expected timeline, subject to the public permitting process and assuming no appeals, is:

- Land Disposition Agreement negotiation – 3 months;
- Planning Board special permit process – 4-6 months;
- Preparation of construction drawings – 6 months; and
- Construction – 18 months

As part of our vision, we have identified eight adjacent parcels that we are working to acquire to fulfill the LEED Neighborhood sustainability goals and to create a broader redevelopment initiative that will expand housing affordability options within the community.

Of the eight adjacent parcels, we have purchased two (35 Pearson St. and 7-9 Lewis St.), two more (2-4 Buxton Ct. and 7-9 Buxton Ct.) are scheduled to close on Dec. 21st, and we are still investigating the opportunity to purchase four more parcels.

The timeline as shown above is an estimate and is subject to Covid-19 and supply chain disruptions. However, we are committed and are able to move quickly to bring this project through permitting, construction, and completion.

Our commitment to move quickly has been demonstrated by our purchase of two of the four identified parcels on Buxton Ct. and Lewis St. Even though the proposal award has not been finalized, we believe that if the Town Yard project were to serve as a catalyst for neighborhood redevelopment, we needed to have certainty in the ownership of these adjacent parcels to effectively continue our planning process.

It would not be productive to go through the approval process and then, in six months, acquire additional properties. That would not allow for an orderly and comprehensive approach to the planning process.

Question 6: Can MINCO, the Town, or MBTA provide a conceptual plan and timeline for building a new Andover Commuter Rail station, and could it possibly be constructed in parallel with the Town Yard project?

Response:

We will assist the Town in its effort to create a new commuter rail station, which will require public funds to be designed and constructed. The MBTA has an \$8 billion, 5-year capital investment plan, and is renovating stations, modernizing fare collection systems, upgrading services for buses, subways, and ferries, and improving the accessibility of the entire system.

Due to the length of time needed to design and permit the construction of a new rail station and the need to apply for grant funds to do so, it is beyond the scope of the Andover Town Yard project to do this in parallel with the permitting, design, and construction of our project.

However, we will assist the Town in its application for funding, such as a MassWorks Infrastructure Grant, and other funds that may be available through the Federal Infrastructure Bill.

Our team has worked with other communities on similar publicly funded projects.

Question 7: How does the scale of this building relate to the adjacent neighborhood? How does the program and organization of the master plan support or enrich the adjacent neighborhood? What are the sustainability goals of this project? This could impact how the facades and building massing are organized. What is the strategy or narrative that makes this master plan proposal and its architecture a part of Andover, and its future? These buildings look like they can be placed anywhere outside Boston. Can the architecture be more ambitious and systematic in the use of materials with regards to building massing? A clear architectural idea needs to be better communicated.

Response:

- How does the building relate to the neighborhood?
 - The building organization responds to the site and the neighborhood, and the use of setbacks reduces the mass of the building.
 - Segmented organization reinforces the neighborhood grid.
 - Setbacks on all sides provide opportunities for public and private open space and the majority of parking is tucked into the slope of the site.

- Support or enrich the neighborhood
 - Maximize open spaces - creating both broad and local connections.
 - There are three corridors - Main St., the rail corridor, and the Shawsheen River greenway corridor.
 - Lewis St. – There is a strong visual connection to the site and the Shawsheen River greenway corridor.
 - We are creating layers of spaces that are linked by bicycle and pedestrian corridors.
 - Provide housing opportunities.
 - Provide affordable housing.
 - Create public gathering spaces.
 - Create business opportunities within the 5,000 sq.ft. retail space, serving as a neighborhood gathering place.
 - Provide a community building for the neighborhood and community at-large.
 - Transform the non-tax paying, underutilized and unattractive vacant town yard site to a vibrant and aesthetically pleasing location, which will contribute tax revenue to support the Town and stabilize the neighborhood.

- Sustainability goals?
 - Energy efficiency - we are targeting LEED New Construction Gold, and LEED ND Silver.
 - Electrify – we will heat and cool with electricity.
 - Drive less – we are creating a pedestrian friendly development near the downtown and across the street from the MBTA station.
 - Drive electric – we will provide automobile electric charging stations.

- Reduce waste – we will provide recycling.
 - Conserve water – we will use low flow water fixtures.
 - Sustainable landscaping – we will provide native species.
 - Reduce poverty – by providing affordable housing.
 - Good health and wellbeing – we are building to Fitwel standards.
 - Quality education – our community building will provide educational opportunities.
 - Gender equality – we will comply with HUD equal housing opportunity regulations.
 - Responsible consumption and production – this goal will be met through LEED certification.
 - Industry innovation and infrastructure – our construction methods and materials will be of high quality.
 - Partnership for the above goals – we are an active member of the greater-Andover community and will provide public spaces and a community building to foster these sustainable goals and peace, justice, and strong institutions.
- What is the strategy or narrative that makes this master plan proposal and its architecture a part of Andover, and its future?
 - Our compact building plan seeks to maximize the open space and community spaces around the building, creating walkable and bicycle friendly streets with publicly accessible spaces designed for flexible uses. We have created open edges at the corners of the site to increase the potential for an opportunity to provide connections to future developments within the HMD, the MBTA and the Main St. corridors. We are creating a building that speaks to the future of Andover but also uses materials that are familiar to the Main Street corridor and the HMD.

Question 8: There is a lot of parking at grade level. Can any of this go below grade to open up a more pedestrian friendly public open space? Are there future plans for parking where these spaces can be adaptively reused when parking may no longer be needed in such great quantities? The massing of the building has a lot of moves and competing concepts that provide little apparent benefit to the adjacent public open space. What can Minco do to allow for a more porous ground level where the public feels welcome? Can you please clarify the design intent? The precedents used for the public realm seem exciting, but the proposed design and spaces provided do not reflect that same excitement. Can the public green space be more occupiable as it feels static and off limits to the public? The use of water fountains seems wasteful when considering recent droughts. Will there be acoustic and seismic issues for tenants being located so close to the railroad?

Response:

- We have 165 covered parking spaces below the residential building and 29 surface spaces; therefore, only 15% of the parking is at the surface, a very low ratio for a suburban location.
- Creating parking spaces that can be adaptively reused when parking may no longer be needed in current quantities is a good idea and we will take this into consideration during the design of the parking structure.
- The use of setbacks reduces the mass of the building. It is our intent to have the open green space be flexible in conjunction with the plaza, splash park, café, and community space. We will continue to develop this space to maximize the potential for a variety of active uses.
- Splash pads provide a variety of benefits including:
 - encouraging interaction among a variety of age groups;
 - they offer accessibility to all;
 - energize the neighborhood environment;
 - provide a front door to visitors coming in from the MBTA;
 - create a focal point at the base of the public green space and can be reprogrammed as a skating park the winter months;
 - The minimal water required is filtered and cleaned in the recirculation process; and
 - The splash pad can be turned off and the area utilized for other purposes.



Figure 16 View of Proposed Splash Pad & Black Box Theater

- Garage conversion:
 - Arrowstreet has had experience in designing parking garages with a look to the future for possible conversion to other uses. They provided the City of St. Louis with a study that contemplates converting an existing parking garage to housing.
 - Arrowstreet also designed the Wonderland MBTA parking garage with 1,436 spaces and a 1,500-space public parking garage next to the Hilton Hotel at Logan Airport. In addition, they have completed working drawings for Massport for a 2,000-space parking garage at Logan Airport's Terminal E. The construction has been postponed due to changes in international travel related to the pandemic.
 - Most recently, Arrowstreet has designed housing at 500 Ocean Blvd. in Revere (part of the Revere Waterfront Master Plan) with a multi-story parking garage utilized for both housing and parking.

Minco and Arrowstreet have designed mixed use projects adjacent to MBTA stations and we will be addressing the foundations, exterior wall design and windows to help mitigate any ground vibrations and train noise.

Our recent project in Newburyport adjacent to the MBTA station, including One Boston Way which has been occupied for seven months, has not received any complaints from its residents related to seismic or noise issues. We will be employing similar construction techniques.

Question 9: Procopio

Question 10: Will there be any retail and restaurant space in the Minco plan?

Response:

Our proposal includes 5,000 square feet of commercial space, which will include a café and a retail area. We envision the retail area to work in conjunction with the café, providing both a small venue for public performances similar to “Ted-Talks” and space for the sale of art and artisan goods.

The commercial space will open to the central green space, a splash fountain, and a community building which will create a dynamic plaza and help to generate activity that will be visible from the train corridor, Main St., and Pearson St.



Figure 17 Cafe Area & Splash Pad Concept

Question 11: Town to respond.

Question 12: How does your proposal align with the Town's Diversity, Equity and Inclusion Strategic Plan?

Response:

The question asks about MINCO's alignment with these findings and Andover's Plan. The parallel can best be seen by understanding how MINCO generally approaches all issues, including diversity, in the communities they invest in.

We approach all development initiatives from the posture of first seeking to understand as much as possible. That is the case for all important aspects of a community and now perhaps more than ever, understanding diversity is at the forefront. We believe in the value of understanding the nature and role of diversity in the communities we become part of.

Diversity as a value in Andover is clear as evidenced by the investment in the time, energy and resources that the 2021 study represents. Diversity is one of many aspects of a community we seek to understand.

The following infographic summaries provide an overview of a portion of the location intelligence we have gathered as we contemplate how best to support local needs and initiatives.

All graphics are included in an Appendix.

Diversity in the Community

A sophisticated analytic measure often considered is the Diversity Index. It is a statistical measure of the likelihood that randomly sampling two people from an area would represent different racial or ethnic backgrounds. A Diversity Index of 0 implies no diversity and a score of 100 representing complete diversity.

Andover produces a Diversity Index of 46.8 (see graphic). This suggests that if two people were randomly selected from Andover there would be a nearly 50% chance that they would be from two different racial/ethnic backgrounds.

SEE "Andover Demographics Infographic" in Appendix A

Further insights are achieved when additional data is brought into focus regarding a more refined understanding of diversity in Andover.

SEE "Community Insights Report – Population Characteristics" in Appendix B

SEE "Community Insights Report – Community Characteristics" in Appendix C

The Diversity Index is predicted to grow to 54.3 by 2025. In addition, the observed language diversities support the need for a variety of **multicultural collaborative efforts**.

A review of the Andover “Taking Diversity and Inclusion to the Next Level – Assessment Report April 7, 2021” suggests that initial efforts will likely be focused efforts at the level of leadership, policy, training, and community awareness.

As an extension of that focus, additional data demonstrates that diversity in Andover goes beyond racial and ethnic diversity. Andover is also a diverse community in terms of a variety of lifestyle related variables.

SEE “Dominant Lifestyles” in Appendix D

A review of the Tapestry LifeModes (Leftmost Column) also reveals diversity of age, culture, gender, generation, and religion.

As we understand and appreciate the complexity of the Andover community, it has become clear that MINCO has a responsibility to work to maintain and promote equitable diversity in Andover through balanced marketing and real estate practices.

In addition, we also believe that our commitment extends to providing a community center for the community. The intended purpose is to provide an epicenter for gathering, program and service delivery, cultural events, and performance opportunities. It serves as a foundational resource for local non-profits, community engagement and provides enduring physical evidence of our desire to enable the community to implement those changes that exemplify the enhancements to community diversity described in their plan and the vision for Andover.

Question 13: Will construction of the development require any blasting?

Response:

From the information provided by the Town so far, there is no blasting foreseen on the site. As a local developer of at least 1,000 residential units in Andover and North Andover and of commercial sites such as the North Andover Stop and Shop, we have not, to date, encountered the need for blasting.

Question 14: Town to respond.

Question 15: Will there be any 'public-space' at the development? Perhaps a walking track or skate park?

Response:

Our proposal includes a generous amount (over 60%) of public open space that includes walking paths, bicycle lanes, multi-use lanes, public green space, park space, a community building with outdoor space, a dog park, and a public plaza with a splash park (that can be converted to a skating area in the winter months).

Question 16: How will traffic be handled in such a small area with so many additional cars likely to come in and out there?

Response:

Our proposal is designed to balance the traffic flow through the site between Lewis St. (including our proposed Buxton Ct. extension that loops the site and that was suggested in the Andover provided traffic study) and Pearson St. This provides clear in- and out-access to all portions of the site without overtaxing the Buxton Ct. neighborhood. Traffic through the site has been consolidated to these two roads to maximize pedestrian and public realm space.

Question 17: In both proposals there is stark lack of public realm and access for the neighborhood. This is an amazing site with great potential to better connect this part of town and make a walkable porous neighborhood. However, the Minco and Procopio proposals feel very private and walled off from the neighborhood, and lack the critical mass of commercial and open space to make this development feel inclusive. Both proposals feel very private along the railroad corridor. The Minco proposal provides a small public area at the corner of Essex St which is a good start and more developed than the public area shown in the Procopio proposal. However, in each proposal that corner feels very private beyond the Essex St. corner. My questions are therefore:

1. Can more commercial/retail/restaurant space be provided along the full length of the railroad to create more placemaking opportunities and the feel of a neighborhood street vs. a private parking lot?

Response:

Due to site constraints and our desire to balance community and open space opportunities with on-site retail, we believe we have achieved an economically feasible option for development, ensuring the ability to provide affordable and market rate housing opportunities.

2. Can the developers improve the connections to Pearson St, Lewis St and Buxton CT so that those streets feel better connected to the neighborhood rather than feeling like a dead end in a private development parking lot?

Response:

We continue to work with our traffic engineer to ensure safe passage by pedestrians coming and going from our development to the downtown and train station.

These connection points at Lewis St., Buxton Ct., and Pearson St., are a critical component to a successful redevelopment of the Town Yard site. The Lewis St. roadway abruptly ending is a result of the two residential buildings that remain on the corner of Buxton Ct. and Lewis St. In an ideal development scenario, these two buildings would have been incorporated into the master plan when initially submitted in April 2021.

At that time, we identified this as a problem and sought to acquire these parcels. The properties on Buxton Ct. and Lewis St. were being marketed for sale. We were told by the real estate broker that their motivation for selling was that they were seeking to relocate to more appropriate housing. Knowing that that there would eventually be a redevelopment of this area, some of the sellers delayed maintenance and the structures were somewhat in disrepair.

We have been successful in acquiring 7-9 Lewis St., on the corner of Lewis and Buxton, and 35 Pearson St. The other two properties, 2-4 Buxton Ct. and 7-9 Buxton St. are scheduled to close on December 21st.

Therefore, we envision a great opportunity to provide an enhanced connection to Main St. with the 35 Pearson St. site. Now that all four of these parcels will be under our control, once again we believe there will be a significant opportunity for enhancement to the public park area, splash park, and community center. The homes on Lewis and Buxton can be incorporated into a master plan and not be adversely affected by the Town Yard development.

The traffic issue has been addressed in Question 16.

3. What levels of affordability are included for the 15% affordable units included in the proposals?

Response:

Our affordable unit program will be designed in compliance with the requirements of Sec. 8.7 of the Historic Mill District overlay zoning bylaw and will be presented to the Planning Board during the special permit public hearing process.

To provide context of our affordable housing experience, we are providing our local affordable housing program examples. We are offering this information to demonstrate our ability and capacity to effectively collaborate with the Town's vision.

We have significant experience in numerous types of affordable housing programs. We have developed many units under Chapter 40B which has a 25% affordability component, including three condominium developments in North Andover totaling 591 units.

In addition, our experience includes development using Chapter 40R which has a 20% affordable component. In Newburyport, we are constructing or have completed three rental developments, totaling 252 units, of which 25% or 63 units are affordable.

Powder Mill Square in Andover was developed under the LIP program and 10% of the 60 units are affordable.

Minco has also served as a development manager for many HUD and State public housing programs in the 1980s to provide housing for the elderly in communities such as Needham, Groveland, West Newbury, Rowley, and Methuen. We have had a long history in affordable housing and believe that our experience will allow us to work effectively with the Town to address its affordable housing goals.

Question 18:

a. What kind of HVAC system is planned? All electric or is it based on boilers?

Response:

Heating and cooling in the individual units will be electric air source heat pumps.

b. If Natural Gas based heating systems are being considered, does it not conflict with the "Climate Act of Net Zero by 2050"?

Response:

Natural Gas heating systems are not being considered for the individual units.

c. If heat pumps are not considered for residential units, can you explain why?

Response:

Heat pumps will be used, similar to those used in Newburyport Crossing, all three buildings of which are LEED Gold Certified and the most recent is planned to also be Passive House Certified.

d. Will residential units have induction cook tops?

Response:

Yes.

e. How much electrical load are you expecting in total on per year basis.

Response:

In our latest project of 84 rental units in construction at 3 Boston Way in Newburyport, we sized the electrical system to support a grid tie rooftop photovoltaic system of 115KWH per year. There are at least three limiting factors in solar arrays: the health and ability of the grid to accept your electrical production, available rooftop area not encumbered by other mechanical equipment and internal wiring and interconnects.

Keeping in mind the limiting factors noted above, we propose similar solar density and production per unit for the Town Yard building.

f. How much area on the roof do expect to be available for the future solar system?

Response:

The proper area on the roof available for the future solar system will be determined when the space needed for other mechanical systems is designed.

g. Assuming all solar ready roof space is fully utilized for solar, what percentage of total energy would that serve on a yearly basis?

Response:

This will be determined when the electrical system is designed, and the contribution of solar energy is estimated.

h. Why did the selection committee decide to overlook the lack of LEED community certification?

Response:

All LEED and Fitwel applications and certifications are presented for review during the design process. LEED ND certification continues to be viable. As described below, we are pursuing the purchase of adjacent properties that can contribute to the master planning of the site as a whole.

i. It does appear that the sustainability issue was not addressed on priority basis. If true, why? If that impression is not well grounded, can you enumerate at least 5 big ones?

Response:

Minco has a history of building energy sustainable housing. It has always been our goal to design our units to require less energy while providing the same level of comfort, convenience, and aesthetic appeal. This becomes a balancing act to utilize materials that are eco-friendly while providing proper indoor air quality. We are unable at this time to say what specificity of exactly how we would approach this issue but we will strive for LEED New Construction Gold, LEED Silver, LEED ND, and Fitwel.

j. How are the two proposals lining up with Massachusetts Climate Act?

Response:

Chapter 8 of the Acts of 2021, An Act Creating A Next-Generation Roadmap For Massachusetts Climate Policy, was signed by Governor Banker in March 2021.

Our proposal which targets LEED New Construction Gold, LEED Silver, and LEED ND, supports Massachusetts climate policy as embodied in the recently adopted climate policy act.

Question 19: It is my understanding that the Minco proposal, being one large building, will not be able to obtain LEED Neighborhood Certification. Were there other compelling environmental aspects to their plan that compensated for this? What are they?

Response:

We have always looked this development with a master plan in mind, with the Andover Town Yard project as the catalyst, spurring the redevelopment of surrounding sites and creating the opportunity to do a LEED Neighborhood master plan. Our initial draft assessment of the LEED ND project checklist indicates our goals and path for ND certification despite the site as presently designed only having two buildings.

Since our initial proposal and our draft LEED ND assessment, we have considered how this project can reinforce the community and public realm aspects in conjunction with the adjacent neighborhoods. We are committed to providing improvements that extend beyond the boundaries of the current project site, spurring the redevelopment of surrounding sites, and creating the opportunity to do a LEED Neighborhood Development master plan.

As part of that vision, we have identified eight adjacent parcels that we are working to acquire to fulfill the LEED Neighborhood sustainability goals and to create a broader redevelopment initiative that will expand housing affordability options within the community.

Of the eight adjacent parcels identified, Minco has purchased two (35 Pearson St. and 7-9 Lewis St.), two more (2-4 Buxton Ct. and 7-9 Buxton Ct.) are scheduled to close on Dec. 21st, and we are still investigating the opportunity to purchase four more parcels.

Question 20:

I notice that the Minco building is described as "solar ready." Why are they not specifying actually installing this solar PV? What is the kW potential for the rooftop size? And, is the proposed heating and cooling system designed to use the electricity so generated...ie are they proposing air or ground source heat pumps?

Response:

The building is designated as "solar ready" as we cannot specify the system size until final construction drawings are completed. The available rooftop area combined with the production from the solar panels chosen will drive the ultimate array size. We would like to maximize the size of the solar array for several reasons, chief among them to reduce our carbon footprint. On a more prosaic note the solar array will likely be accretive to the economics of the project, hence we will, as a development team, be doubly incentivized.

Most apartments have individual electric meters. Naturally this encourages conservation. However, this makes it very difficult to consume the solar you produce on site. Typically solar arrays are designed as "grid-tie" or "net-meter" systems where you feed the electricity produced back into the electrical grid and receive a credit on your utility bill. This is what we intend to do at Town Yard.

Question 21: Procopio

Question 22: Town to respond.

Question 23: Town to respond.

Question 24: It does not look like there is central open space, just little pockets of green. the building looks mammoth and overbearing. Is there a way to scale down the structure and create more of a unified open space? I know developers are good and building big buildings- but from a resident's point of view this is not inviting at all. To help make the structure more inviting- can it have walk through openings so you can access areas without having to walk all the way around? a central courtyard? not so high? This is a bit far from what I though the town residence were hoping for due to the lack of public open space.

Response:

We have always been mindful that community public spaces are a critical component of the desires of the Town. For that reason, we have provided nearly 60% of the site as public open space. We have also anchored the development of the site by a community building which benefits both our residents, the neighborhood, and the community.

Recognizing that there needs to be a balance between affordable and market rate housing and public open space, we have designed a single building which makes available as much open space on the site as possible. There are always trade-offs in any proposed development, but we believe that we have achieved an appropriate balance between public and private.

The community open spaces will provide the opportunity for many open-air activities, such as a dog park, splash pad, bike path, amphitheater, green spaces with seating areas, and a café. We are also proposing a community building that can host theater events, concerts, farmers' markets, art exhibits, flower shows, holiday festivals and many more activities too numerous to mention.

The ongoing control and maintenance of the community building has been addressed in our letter to the Select Board of November 29th. We have proposed that the Town could control the building and maintain it OR we as the developer would control and maintain the building and provide full access to the community.

Question 25: Town to respond.

Question 26: Will the Town, Developer, or MBTA pay to upgrade access to Andover Station from the Whole Foods side of the station? Those of us who access the train through that side, have waited far too long for steps and lighting that would make accessing the train from both ends of Railroad Street safe and handicap accessible. As a legally blind resident this issue is extremely important to me and other disabled people like me.

Response:

As a developer and potential owner of property across the street, we have no legal right to make modifications to the MBTA train platform; however, we would work closely with the Town and MBTA to encourage improvements to the platform. We know historically that the MBTA encourages housing development near their stations because they know from experience that about 10% of the residents who live in housing convenient to a train station will ultimately use the services of the MBTA. The MBTA knowing that there would be increased ridership at this location may have economic justification to improve accessibility and lighting at the train station.

Question 27: Are the developers intending to actually install solar PV or just construct as "solar ready?"

Response:

See previous response.

What percent of the electricity used in their building(s) will be met with the amount of solar that can be installed?

Response:

In our latest project in Newburyport we aim to offset 15-20% of the electrical consumption with solar production. With current solar panel efficiency and output it is unlikely we could offset more than 20% of electrical consumption with onsite solar.

Are they anticipating installing heat pumps rather than fossil fuel equipment for heating indoor air and hot water?

Response:

Heat pumps will be used for indoor heat and air conditioning. Hot water will be provided by highly efficient gas fired on demand hot water heaters with superstore storage.

If so, are they planning to install ground-source heat pumps (more efficient) or will they consider installing this type of equipment?

Response:

Ground source heat pumps are not planned for the project. We have not seen a viable commercial-scale ground source heat pump system that meets our needs for distribution and individual metering. We believe it is a great solution for a single-family house but more challenging for a multi-unit project for numerous reasons:

- Hot pipes have to be run all around the site. These pipes must be well insulated, are expensive to install, and even the best systems lose heat in the distribution.
- Heat meters must be installed in each apartment and each occupant has to be billed for the heat they use. Heat meters are notoriously difficult to maintain accuracy and obtain information from and there is considerable administration involved in collecting these payments from occupants.

- Occupants can only buy their heat from one source, giving the ground source heat pump system owner a monopoly over this supply as opposed to the price of electricity set by a regulated utility.
- A dedicated plant/room building needs to be constructed to house the central plant.

Question 28: Procopio

Question 29: Procopio

Question 30: Procopio

Question 31: Please clarify how many parking spaces will be available to the public/visitors in your proposed design - for use of amenities?

Response:

There will be 38 public/visitor parking spaces:

- Residential drop-off and guests – 10
- Café – 8
- Central green space and plaza – 11
- Community Building – 5
- Public Dog Park - 4.

Nearly 20% of the 194 parking spaces on site are for use by the public and/or visitors.

Question 32: How many other projects are you presently working on?

Response:

Minco is presently working on the construction of the following:

- Newburyport Crossing at Three Boston Way, 84 units to be completed in early 2024;
- Breakwater-North Harbor at 254 Lynnway, Lynn, 331 units to be completed in spring 2022; and
- 505 Sutton St., North Andover, 136 units to be completed in fall 2022.

By the time the Town Yard project is in construction, we anticipate that the Lynn and North Andover projects will be complete, and the Newburyport project will be nearly complete.

Question 33: Who will be the project manager / point of contact through permitting?

Response:

The point of contact during permitting will be Karen Pollastrino, Senior Project Manager. The project managers through permitting and construction are Louis P. Minicucci, Jr., President and Eric B. Loth, Jr., Vice President.

Louis P. Minicucci, Jr. Founder & President/Principal in Charge

Short Bio:

More than 47 years ago, Lou Minicucci earned an M.B.A. and began his career in real estate, developing subsidized multifamily housing. Through his work with the Federal Department of Housing and Urban Development, he gained a reputation for building projects on-time and on-budget. In 1982, Lou founded MINCO Development Corporation, a commercial real estate company. He has developed over 3,000 units of housing in both New England and Southeast Florida and has also developed, managed, and owns numerous retail sites, including Super Stop & Shop and CVS-anchored centers.

Lou is recognized as an expert in real estate matters having held appraisal, brokerage, and construction supervisor licenses in Massachusetts and has served as an expert witness in both arbitration and court proceedings in State Superior, Federal District and Bankruptcy Courts. He is an active member of the community and has served on the local hospital building committee, served as chair of the North Andover school building committee for the construction of four new schools, and was a member of the Lawrence Boys' and Girls' Club and YMCA boards.

He also served as chair of the Merrimack Valley Chamber of Commerce and Merrimack Valley United Way. Prior to starting Minco, he was the Executive Director of the North Andover Housing Authority and Community Development Director for the town of North Andover. He is an alumnus of the Harvard Graduate School of Design where he also served as a member of the Harvard Graduate School of Design Executive Education Board.

Eric B. Loth, Jr. Managing Director/Vice President/Principal

Short Bio:

Eric earned his B.A. from Colby College and his Master's Degree in Real Estate Development from the Massachusetts Institute of Technology (MIT). Eric worked at AIG Global Real Estate in Manhattan, co-managing a national retail portfolio and a 17,000-unit apartment portfolio in the mid-Atlantic. Eric began his career in real estate at MINCO in 2000. During his time at MINCO, Eric sourced, permitted, and helped develop numerous residential projects. Eric has been involved in every facet of the development process from developing financial modeling, placing financing, permitting, and construction.

Karen Pollastrino Senior Project Manager, Permitting

Short Bio:

Karen Pollastrino holds a Master's Degree in Regional Planning from UMASS-Amherst and a B.A. from SUNY-Albany. As Senior Project Manager, Karen coordinates the permitting process at MINCO and has been with the company since 1982. She will be the Project Manager and primary point of contact throughout the permitting process. Karen has permitted a majority of MINCO's developments including those in southeast Florida.

Mr. Loth and/or Mr. Minicucci will attend all community board meetings and will each have a complete understanding of every aspect of this project. There will be an experienced staff to support Mr. Loth and Mr. Minicucci in the preparation and submission of all document requests and requirements in a timely manner. Having two project managers in charge with the authority to make binding commitments eliminates a protracted decision-making process and allows for efficient responses to community needs.

Question 34: Who will be the project manager / point of contact through construction?

Response: The points of contact will be Louis P. Minicucci, Jr., President, and Eric B. Loth, Jr., Vice President/Principal, and Nancy Basilicato, Assistant Project Manager Finance.

Members of the MINCO staff who will be available to support the Principals throughout construction:

Nancy Basilicato CPA, MST, Assistant Project Manager Finance/CFO

Short Bio:

Nancy Basilicato joined MINCO as CFO in June 2015. Prior to that, she was MINCO's outside accounting firm since 1990. Nancy holds a Master's Degree in Taxation from Bentley College. She is thoroughly familiar with all financial requirements that come with developing a project of this size.

Richard Cordeiro, Director of Construction (will support construction initiatives)

Short Bio:

Richard Cordeiro holds a degree in Civil Engineering and has worked with many multifamily developers, including Avalon Bay Communities and Fairfield Residential. He maintains an Unrestricted Construction Supervisor's License. His knowledge includes multifamily construction, design, and development.

John F. McCarthy, Chief Executive Officer (available for valuation and acquisitions)

Currently the CEO of MINCO Corporation, John has more than 38 years of experience with the company and integrates all the disciplines of the company. John attended the University of New Hampshire and holds a General Certified Appraiser License and a Real Estate Brokerage License in both Massachusetts (#401) and New Hampshire (#230). He is renowned for his in-depth appraisal and local real estate knowledge of every major property class throughout the Merrimack Valley and parts of Southern New Hampshire. John has served as an expert witness in both arbitration and court proceedings.

Emerson Rogers, Assistant to the Principals

Short Bio:

Emerson joined MINCO as a project manager. Prior to MINCO, he gained valuable experience in a variety of roles in Real Estate and Finance at Merrill Lynch. Emerson's roots are in Andover and his family owned and operated the Eagle Tribune/Andover Townsman newspapers. He graduated with a Bachelor of Science degree from the Questrom School of Business at Boston University and is currently enrolled in the Boston University Commercial Real Estate Program.

Robert W. Levy, Esq., Eckert Seamans Cherin & Mellott, LLC

Short Bio:

Robert W. Levy has practiced law in Massachusetts since 1980, with a concentration in real estate and land use matters. He is a member of the law firm of Eckert Seamans Cherin and Mellott, LLC, resident in its Boston office, and formerly chaired its real estate and land use practice group.

Mr. Levy has represented MINCO for over 25 years and in various aspects of the following c. 40B projects:

- Kittredge Crossing, North Andover, MA (126 Units);
- Maritime Landing, Newburyport, MA (115 Units);
- Oakridge Village/Maplewood Reserve, North Andover, MA (269 Units)
- Riding Academy Preserve (Berry Farms), North Andover, MA (196 Units).

Mr. Levy has also represented MINCO in conjunction with c. 40R projects:

- One Boston Way, Newburyport, MA (76 units);
- Three Boston Way, Newburyport, MA (84 units); and
- 166-168 Route 1, Newburyport (92 units).

He has been a Member of the Town of Wellesley Zoning Board of Appeals for over 21 years and in that capacity has chaired the public hearings for many housing developments. He has also gained extensive municipal real estate law through his long-term involvement with the Town of Wellesley.

Question 35: Will the design firms (Architect / Landscape Architect / Civil) that helped prepare your proposal remain part of your project team throughout permitting and construction?

Response:

Arrowstreet Inc. (architect), Halvorson | Tighe & Bond Studio (landscape architect), and The Morin-Cameron Group, Inc. (civil engineer) will remain part of the project team through permitting and construction.

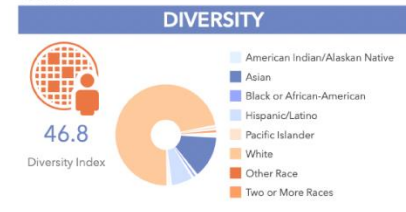
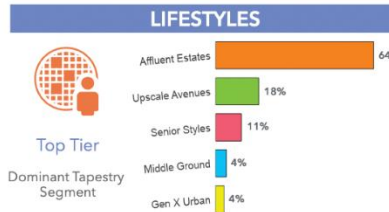
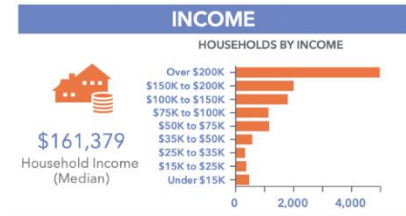
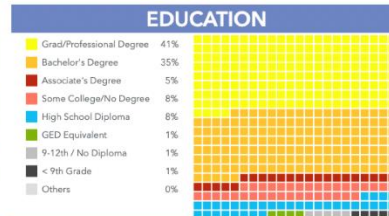
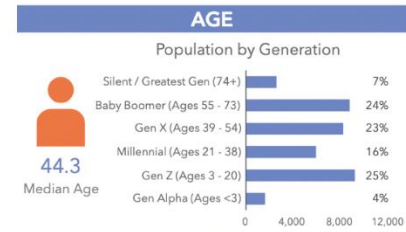
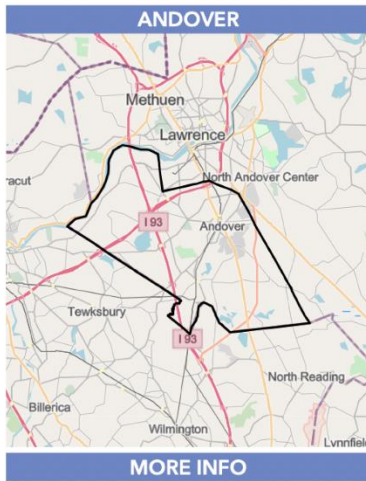
Minco has worked with these three specific firms in multiple projects, and we have a working understanding and relationship that provides for continuity to bring design concepts to fruition.

Question 36: Procopio

Question 37: Procopio

Appendix

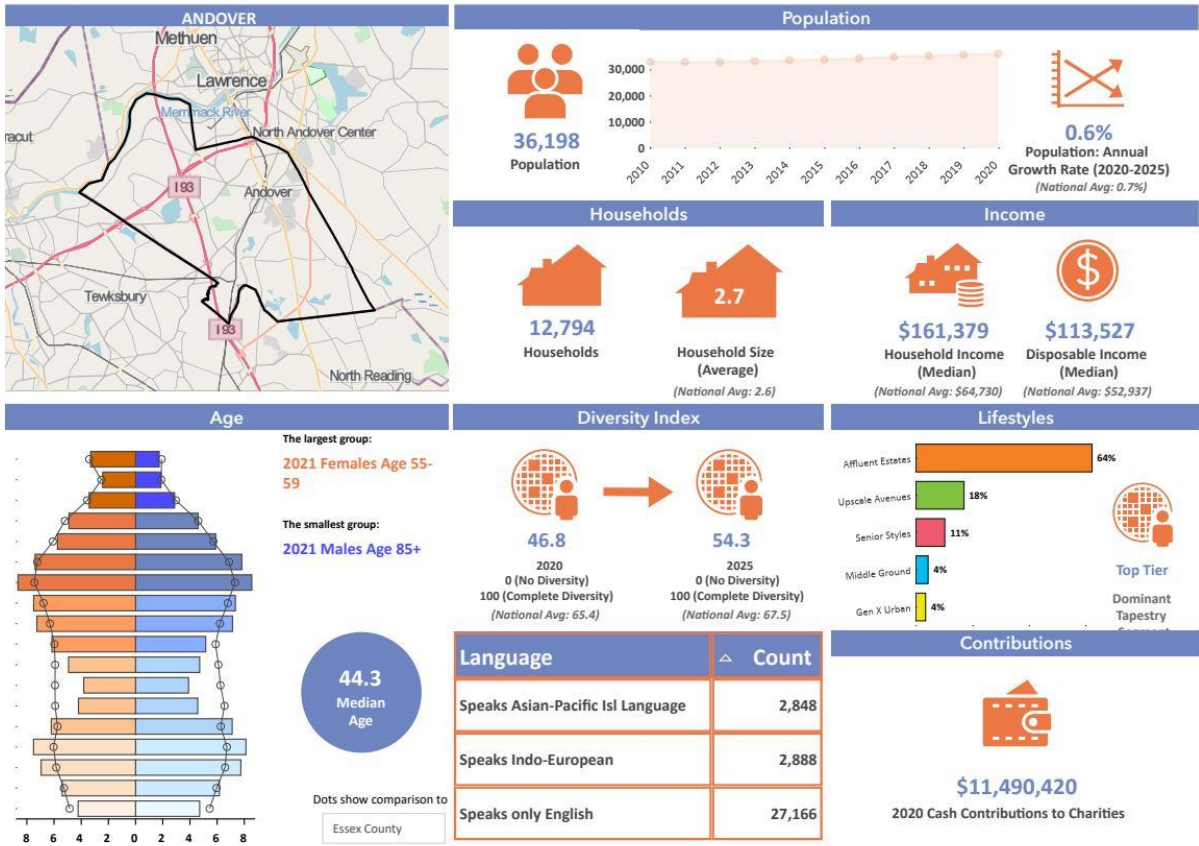
DEMOGRAPHICS



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Appendix A: Andover Demographics Infographic

COMMUNITY INSIGHTS REPORT - Population Characteristics

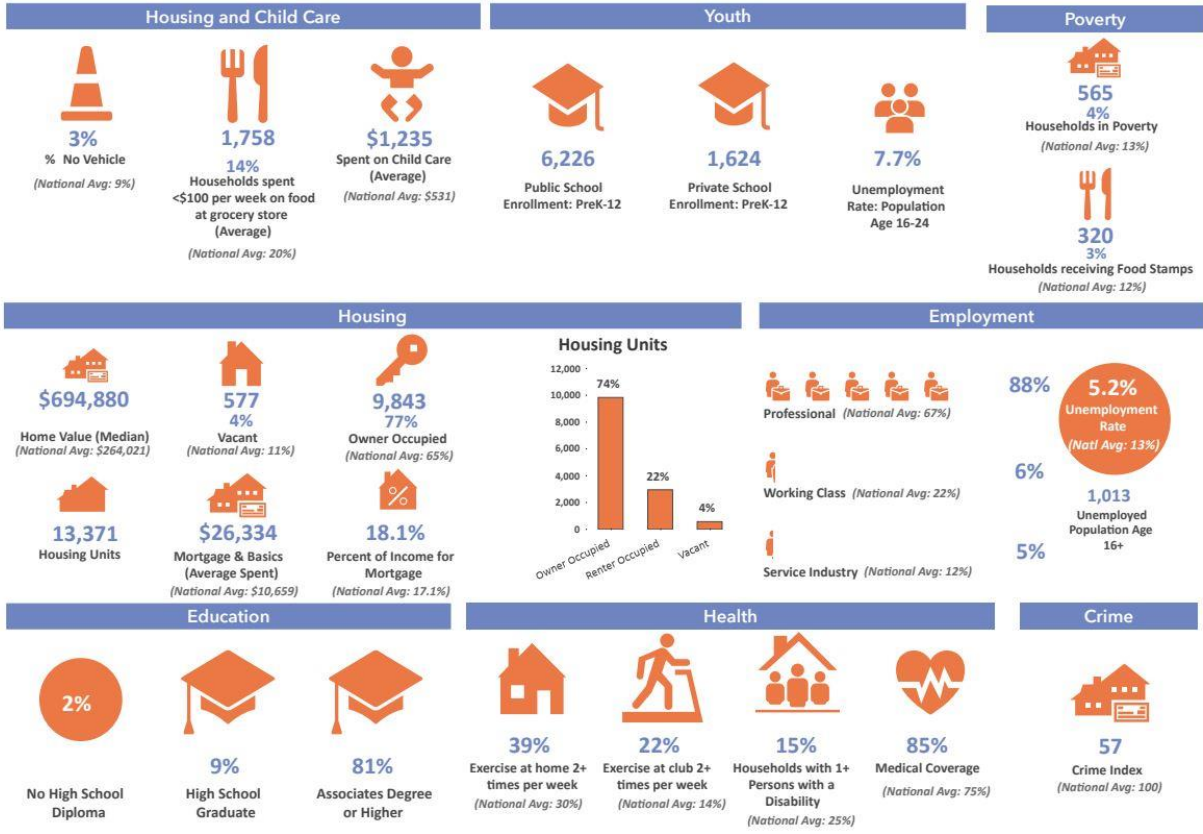


For additional market analysis options, please visit www.DatastoryLI.com

v1.0

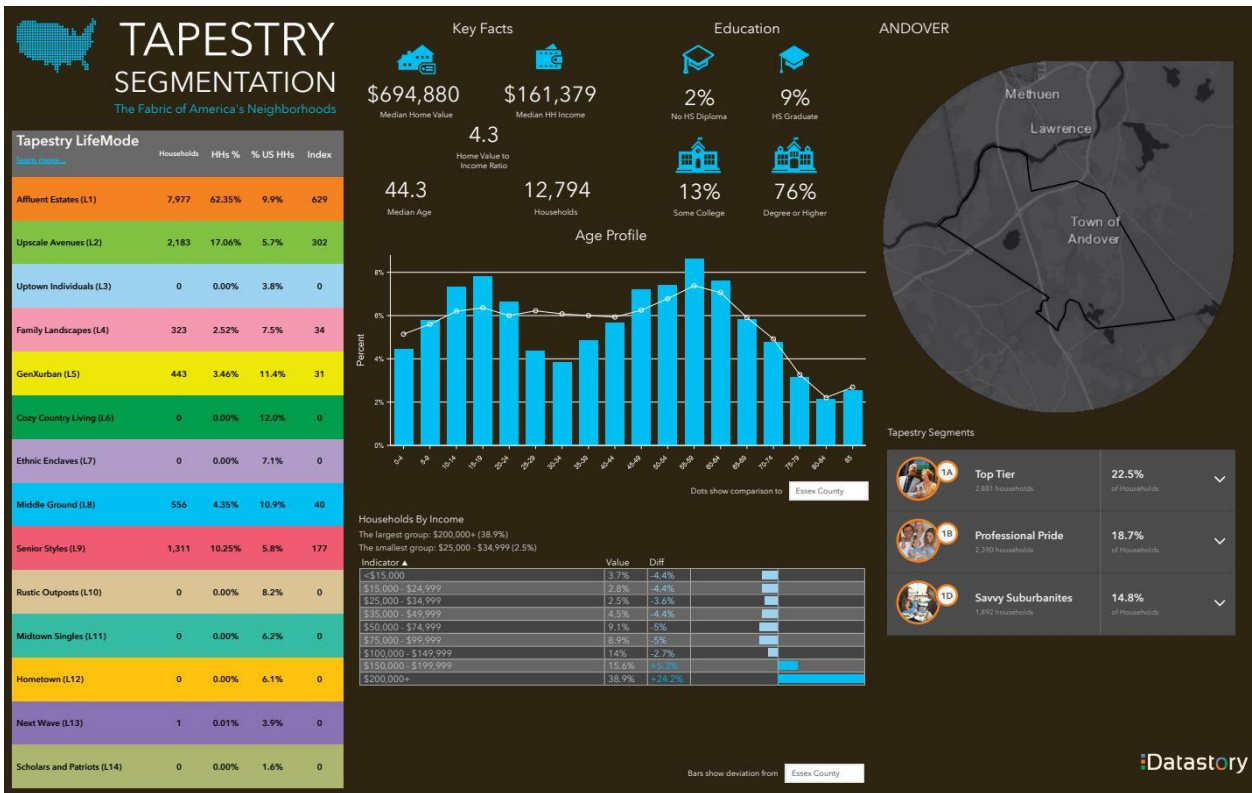
Appendix B: Community Insights Report – Population Characteristics

COMMUNITY INSIGHTS REPORT - Community Characteristics



For additional market analysis options, please visit www.DatastoryLL.com

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Appendix D: Dominant Lifestyles

Consent Agenda

Consent Agenda

A. Appointments by the Town Manager

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

Department	Name	Position	Rate/Term	Date of Hire
Community Services – Andover DIVERSE	Albert Pless, Jr.	DEI Director	\$90,273.11	1/10/2022
Department of Public Works	Steven Ballard <i>(Harry Krikorian)</i>	Mechanic	\$66,480.88/yr	12/14/2021

Approval of Meeting Minutes

Select Board Meeting
Monday, September 13, 2021
Virtual Meeting

I. Call to Order

Chairperson Chris Huntress called the Select Board Meeting of Monday, September 13, 2021 to order at 7:03 PM. Other members in attendance: Laura Gregory, Annie Gilbert, Alex Vispoli, Dick Howe.

Others in Attendance: Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, Assistant Town Manager Patrick Lawlor, Town Counsel Tom Urbelis, Human Resource Director Jessica Porter, and Melissa Ripley, Asst. Town Clerk and Acting Town Clerk.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

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

III. Communications/Announcements/Liaison Reports

The Town Manager reported that the Investment Advisory Committee, established as part of the Pension Obligation Bond initiative, have been meeting regularly. The first part of their work to conduct their own high-level analysis has been completed. Recently, they met with the Town's Financial Advisor and tomorrow they will meet with the Retirement Board's financial advisor and 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 Jean Haerti of Safety and Respect at Work, LLC, and that the law firm of Nixon-Peabody had been retained to investigate reported payments by the AYS Foundation to the AYS employees. On August 19, four former AYS employees submitted letters of resignation and that their last date of employment would be September 2nd. They were directed by the Town's Human Resource Director to appear, along with a union representative and attorney if they so choose, for interviews with Ms. Hurtle on August 30th and with Nixon-Peabody on September 1. Both days were within the time frame of their employment. One former employee asserted that a medical condition prevented his appearance and three employees, along with their union representative, meet with Ms. Haerti regarding their claim of a toxic work environment. Prior to September 1, the Town received notice that the three employees would not appear to meet for the September 1 interviews with Nixon-Peabody despite a direct order from the Human Resources Director. Three of the AYS employees appeared for interviews relating to their claims, but while still employed by the Town, they refused to appear for interviews of the claims of reported payments made to them by the AYS Foundation.

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

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

Laura Gregory also recognized the Patriotic Committee for the September 11th Ceremony, and noted this marks the 3rd anniversary of the Columbia Gas explosions which we came through because of our first responders and assistance from the 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.*

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

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

Annie Gilbert would like to consider a mask mandate for public buildings where the public is allowed access. She would prefer to have this as an agenda item for the Board's September 20th meeting. Alex Vispoli asked if we were to follow that route, what would

that do for the employees who work within the offices, would they be required to wear a mask all day or just when they were at the counter interacting with the general public? Laura Gregory is in favor of a mask mandate to protect our most vulnerable population and rather than wait a week, she suggested they 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 20th and asked for guidance on in-person/virtual Select Board meetings.

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

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

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

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

E. Amendments to the Traffic Rules and Regulations

Board to discuss and vote on the following changes to the Traffic Rules and Regulations as proposed by the Andover Safety Officer Ota. Officer Ota reported on the changes with requests coming from residents in the neighborhood.

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

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

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

F. Diversity, Equity and Inclusion Update

Town Manager and Director of Community Services provided an update on the 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 reported that 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 said that they will be looking for a person who has certification in this field, community, management, and leadership background.

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

G. Open Meeting Law Complaints

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

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

Annie Gilbert moved that the Board delegate to Town Counsel the responsibility to respond to Michael Meyers's open meeting law complaint regarding the August 30, 2021 Select Board meeting and the responsibility to respond to Kathleen Grant's Open Meeting Law complaints regarding the August 12, 2021, August 16, 2021 and August 30, 2021 Select Board meetings. Motion seconded by Dick Howe. Roll call: D. Howe-Y, L. Gregory-Y, A. Gilbert-Y, A. Vispoli-Y, C. Huntress-Y. Motion passes 5-0.

H. Update on Andover Youth Services

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

Dick Howe asked how the counseling will be handled. The staff they have hired all have solid backgrounds including social workers who relate to youth. They are working at identifying a training force staff to provide virtual training in the coming weeks and to enter into a Memorandum of Understanding 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 moved to approve the appointments by the Town Manager as listed in the consent agenda. Motion seconded by Dick Howe. Roll call: A. Vispoli-Y, A. Gilbert-Y, L. Gregory-Y, D. Howe-Y, C. Huntress-Y. Motion passes 5-0.

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

Community Services – Youth Services	Sarina 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 20th to includes the annual review of the Town Manager. Will the public have an opportunity

for input? *Yes.* 2. Will compensation be reviewed? *No, that is done when the Select Board reviews the overall contract which was done last year.*

Melissa Danisch, summarized the thoughts in the letter she sent to the Board and 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.

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

Motion for Meeting Minute Approval

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