



Select Board Meeting

Tuesday, February 15, 2022 7:00 PM

Virtual Meeting Broadcast on Comcast Channel 22 Verizon Channel 45

ANDOVER TOWN CLERK
RCUD 2022 FEB 11 PM 12:48

I. Call to Order – 7:00 P.M.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

III. Communications/Announcements/Liaison Reports

IV. Citizens Petitions and Presentations

To provide public comment during Citizens Petitions and Presentations visit:

www.andoverma.gov/JoinSelectBoardMeeting

V. Regular Business

A. 2022 Annual Town Election Warrant – (5 minutes)

Board to consider voting to approve the March 22, 2022 Annual Town Election Warrant.

B. Excess Levy Capacity Policy Framework – (10 minutes)

Town Manager to present Excess Levy Capacity Policy Framework.

VI. Consent Agenda

A. Appointments by the Town Manager

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

Department	Name	Position	Rate/Term	Date of Hire
Memorial Hall Library	Liana DiPasquale (Susan Buckley)	Library Assistant	\$27.13/hr	3/09/2022
Memorial Hall Library	Charlene Clark (Ann McGrath)	Library Aide	\$14.25/hr	2/08/2022
Memorial Hall Library	Jacob Murphy (Arienne Schwartz Slauenwhite)	Library Aide	\$14.25/hr	2/08/2022
Community Services – Youth Services	Stephen Lisauskas	Seasonal	\$25.00/hr	3/01/2022
Community Services – Youth Services	Robert Alexander	Seasonal	\$25.00/hr	3/14/2022
Community Services – Youth Services	Victoria Rousseau	Seasonal	\$21.00/hr	2/08/2022

Community Services – Youth Services	Isabelle Wild	Seasonal	\$20.00/hr	3/01/2022
Community Services – Youth Services	Abigail Spewock	Seasonal	\$15.00/hr	3/01/2022
Community Services – Recreation	Kathleen Schardin	Kid Care Group Leader 2	\$18.00/hr	2/28/2022
Community Services – Recreation	Molly Whelan	Kid Care Assistant Group Leader	\$15.00/hr	2/08/2022
Community Services – Recreation	Ainsley Napolitano	Kid Care Assistant Group Leader 1	\$14.25/hr	2/07/2022
Community Services – Recreation	Osborne Macy	Kid Care Assistant Group Leader 1	\$14.25/hr	2/07/2022

VII. Approval of Minutes

A. Board to approve minutes from the following meetings:

1. November 15, 2021
2. November 29, 2021
3. December 8, 2021 – TriBoard
4. December 13, 2021
5. December 13, 2021 – Goals Workshop
6. January 5, 2022
7. January 12, 2022
8. January 24, 2022

VIII. Executive Session

- A. Board to vote to go into Executive Session pursuant to option 3 to discuss strategy with respect to collective bargaining for the America Federation of State, County and Municipal Employees State Council 93 Local 1704 AFL-CIO, Andover Independent Employees Association, Andover Police Patrolman’s Union Massachusetts Coalition of Police Local 477, Andover Police Superior Officers Association NEBPA Local 99, Andover Public Safety Communicators NEBPA Local 109 and International Association of Firefighters Local 1658 AFL-CIO, and for the Chair to declare that an open session may have a detrimental effect on the negotiating position of the Town; and not to return to open session.

IX. Adjourn

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

Members of the public who wish to participate in the meeting can do so by emailing manager@andoverma.us or by calling (978) 623-8311. Residents are encouraged to email their

Select Board with questions and comments received during the meeting. Please include your name and address with your question or comment.

Every effort will be made to ensure that the public can adequately access the proceedings in real time via technological means. In the event that we are unable to do so despite our best efforts, we will post on the Town's website an audio or video recording, transcript, or other comprehensive record of the proceedings as soon as possible after the meeting.

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

2022 Annual Town Election Warrant

**COMMONWEALTH OF MASSACHUSETTS
WARRANT
ANNUAL TOWN ELECTION**

ESSEX, SS.

To Either of the Constables of the Town of Andover

GREETING:

In the name of the Commonwealth, you are hereby required to notify and warn the Inhabitants of said Town who are qualified to vote in Elections and Town Affairs to vote at:

**Precincts 1 and 3
THE CORMIER YOUTH CENTER
WHITTIER COURT, ANDOVER, MASSACHUSETTS**

**Precincts 4, 4A, 5, and 6
WOOD HILL MIDDLE SCHOOL GYMNASIUM
HIGH PLAIN ROAD, ANDOVER, MASSACHUSETTS**

**Precincts 2, 7, 8, 9, and 10
THE RICHARD J. COLLINS FIELD HOUSE ANDOVER HIGH SCHOOL
SHAWSHEEN ROAD, ANDOVER, MASSACHUSETTS**

on **TUESDAY, THE TWENTY -SECOND DAY OF MARCH, 2022**

at seven o'clock A.M. to act upon the following articles:

ARTICLE 1. To elect a Moderator for a one year, two Select Board members for three-year, two School Committee members for three-years, one trustee of the Punchard Free School for a three years, one trustee of the Punchard Free School for a one year.

All of the above offices are to be voted on one ballot. The polls will be open from seven o'clock A.M. to eight o'clock P.M.

And you are directed to serve this Warrant by posting attested copies and publication thereof, fourteen days, at least, before the time and place of said election as directed by the Bylaws of the Town.

Hereof fail not and make return of this Warrant with your doings thereon at the time and place of said voting.

Given under our hands this 15th day of February, 2022.

Christian C. Huntress, Chair

Ann W. Gilbert, Selectwoman

Alexander J. Vispoli, Vice Chair

Laura M. Gregory, Selectwoman

Richard T. Howe, Clerk

Select Board members of: Andover, Massachusetts

A true copy

ATTEST

Ronald Bertheim, Constable

Pursuant to the foregoing Warrant, I, the subscriber, one of the Constables of the Town of Andover, have notified the Inhabitants of said Town to meet at the time and place and for the purposes stated in said Warrant, by posting a true and attested copy of the same on the Town Hall, on each schoolhouse, and in no less than five other public places where bills and notices are usually posted and by publication in the *EAGLE-TRIBUNE*. Said Warrants have been posted and published fourteen days.

Ronald Bertheim, Constable _____, 2022.

WARRANT POSTING PLACES

Precinct One	Youth Center Town Offices Doherty Middle School
Precinct Two	Public Library Post Office (Stevens Street) Shawsheen School
Precinct Three	Town House (Main Street) YMCA (Haverhill Street)
Precinct Four/Four A	West Elementary School Greater Lawrence Vocational Technical High School
Precinct Five	High Plain Elementary School Wood Hill Middle School
Precinct Six	Post Office (Ballardvale) Sanborn Elementary School
Precinct Seven	South Elementary School
Precinct Eight	Bancroft Elementary School
Precinct Nine	Andover High School West Middle School
Precinct Ten	Post Office (Andover St.)

Motion to Approve Town Election Warrant

I move to approve the March 22, 2022 Town Election Warrant as printed. With printed postcards being mailed in later February 2022, to inform the residents of any potential changes to their polling location or precinct.

Excess Levy Capacity Policy Framework

Excess Levy Capacity Policy Framework Motion

I move to accept the Excess Levy Capacity Policy Framework.

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
Memorial Hall Library	Liana DiPasquale <i>(Susan Buckley)</i>	Library Assistant	\$27.13/hr	3/09/2022
Memorial Hall Library	Charlene Clark <i>(Ann McGrath)</i>	Library Aide	\$14.25/hr	2/08/2022
Memorial Hall Library	Jacob Murphy <i>(Arianne Schwartz Slauenwhite)</i>	Library Aide	\$14.25/hr	2/08/2022
Community Services – Youth Services	Stephen Lisauskas	Seasonal	\$25.00/hr	3/01/2022
Community Services – Youth Services	Robert Alexander	Seasonal	\$25.00/hr	3/14/2022
Community Services – Youth Services	Victoria Rousseau	Seasonal	\$21.00/hr	2/08/2022
Community Services – Youth Services	Isabelle Wild	Seasonal	\$20.00/hr	3/01/2022
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Community Services – Recreation	Kathleen Schardin	Kid Care Group Leader 2	\$18.00/hr	2/28/2022
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Community Services – Recreation	Osborne Macy	Kid Care Assistant Group Leader 1	\$14.25/hr	2/07/2022

Motion for Consent Agenda

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

Meeting Minutes

Select Board Meeting
Minutes of Monday, November 15, 2021
School Administration Building
2nd Floor School Committee Conference Room
30 Whittier Court, Andover, MA 01810

I. Call to Order

Chairperson Chris Huntress called the Select Board Meeting of Monday, November 15, to order at 7:00 PM. Other members in attendance: Laura Gregory, Annie Gilbert, Alex Vispoli, Dick Howe.

Others in Attendance: Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, Acting Town Clerk Melissa Riley, and Town Counsel Tom Urbelis.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

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

III. Communications/Announcements/Liaison Reports

The Town Manager reported that they have revised Senior Tax Fund to provide a tax incentive for residents who are not able to participate in the Script Program. Contact Town Manager's Office or the Treasurer's Office for more information.

Recognizing the Staff of the Recreation Division. They lost a full time employee last year and were able to reinvent themselves. participation reports in rec program is at an all-time high coming out of Covid and they beat their revenue by \$350,000, Hats off to the Director Chris Dempsey and the entire staff. He also announced that the Town has received \$60,000 Housing Choice Emergency Program Grant to help update the Master Plan. Thank you to Lisa Schwartz and the Planning Staff who applied for the grant.

Laura Gregory said that the Board is meeting on Wednesday for the second round of interviews for the proposals for the sale of the Town-yard site; it will be an important decision.

Alex Vispoli reported that the Board participated in successful ribbon-cutting of the new Ballardvale Fire Station dedicated to Chief Bill Downs. Congratulations to everyone for the work on this project. Thank you to Annie Gilbert, Mike Lindstrom, Katherine Forina and Patrick Lawlor who helped to put the flags up for the 'Run for the Troops' held yesterday.

Annie Gilbert complimented Mark Comeiro of the Veterans Service Office for a wonderful Veterans Day on Thursday at Ballardvale Green it was well attended. She also recognized Brian Masterson for the excellent speech he gave that day.

Chris Huntress thanked Jemma Lambert and staff at the Andover Youth Services Open House. It was well attended with both parents and kids present; the building looked great.

IV. Citizens Petitions and Presentations

Jane Giffun, 9 Castle Heights Road, provided an update on the water project going on in her neighborhood. The work they are doing is amazing.

Kristen Wise, Inwood Lane. Concerned about the investigation into the allegations of a toxic work environment at AYS; it has been three months since the issue was brought forward. She hopes that the Town takes this claim seriously. In August, Town Counsel reported that they have retained the services of an investigator to look into the claim. Kristen is concerned that they still have not released a report. Chris Huntress said they are on schedule and expects that the Town will have the report by late November.

IV. Public Hearings

A. Liquor License Change of Officer/Director

Melissa Riley reported on the multi-location application from the 99 Restaurant, at 464 Lowell Street, Andover, MA, there are no violations on record.

Dick Howe moved to approve the application of 99 Restaurants of Boston, LLC d/b/a 99 Restaurant & Pub, 464 Lowell Street, Andover, MA who have applied for a Change of Officer/Director or New Officer/Director to an All Alcoholic Restaurant Beverages License at 464 Lowell Street, Andover, MA.

Dick Howe moved to approve the application of 99 Restaurants of Boston, LLC d/b/a 99 Restaurant & Pub, 464 Lowell Street, Andover, MA who has applied for a Change of Officer/Director or New Officer/Director to an All Alcoholic Restaurant Beverages License, subject to the condition that all other requirements of the Town are met prior to issuance. Motion seconded by Alex Vispoli. Motion passes 5-0.

B. Liquor License Transfer

Board to review and consider voting to approve the application of Aimbridge Hospitality, LLC, d/b/a Spring Hill Suites Andover for a Change of Manager to their Innholder – Wine & Malt Beverages License at 550 Minuteman Rd., Andover, MA. Melissa Riley reported that the Application was submitted on time with all forms included; there are no violations on record.

Annie Gilbert moved to approve the application of Aimbridge Hospitality LLC, d/b/a Spring Hill Suites Andover, for a Change of Manager to their Innholder-Wine & Malt Beverages License at 550 Minuteman Road, Andover, subject to the condition that all other requirements of the Town are met prior to issuance. Motion seconded by Alex Vispoli. Motion passes 5-0.

C. Liquor License New License Annie Gilbert recused herself at this time.

Melissa Riley reported on the application of Andover Town Market, LLC, for a new All Alcoholic Restaurant Beverages License, at 429 South Main Street, Andover, MA. As of the 2020 Census, based on the population size, Andover has received several more licenses for a total of 39 licenses. The Town has issued 31 licenses, one owner recently closed due to bankruptcy; the Town advised Town Market in 2013 that they should pursue an All Alcoholic Restaurant Beverage License.

Ms. Riley reported that since 2016, Town Market has had a number of alcohol-related complaints and has met with the Town to discuss these infractions. Ms. Riley reported on the complaints. Town Market has submitted a complete application for an on premise All Alcoholic Restaurant Beverages License, all abutters have been notified and a public hearing notice was placed in the Andover Townsman. All application fees have been paid. Town Market is fully-aware that by getting the All Alcoholic Pouring License they will be relinquishing their retail license and will no longer be able to sell alcohol to take away or BYO to the patio area.

Tom Walsh, owner of the Town Market, explained the violations that took place over the years and that none resulted in fines or loss of license; the majority of infractions were due to a misunderstanding that they did have the ability to consume alcohol on the patio. He is interested in converting to a full liquor license and moving away from the retail portion. They have been approved by the Zoning Board to convert to a sit-down restaurant with table service. With the conversion, every employee will be tipped certified. Alex Vispoli stated that the Town takes violations very seriously.

Dick Howe moved to approve the application of Andover Town Market, LLC, Andover, MA for a new All Alcoholic Restaurant Beverages License, located at 429 South Main Street, Andover, subject to the condition that all other requirements of the Town are met prior to issuance. Motion seconded by Alex Vispoli. Motion passes 4-0-1. Annie Gilbert abstained. Annie Gilbert returned to the meeting at 7:25 PM.

VI. Regular Business

A. Stott Circle Condominium Project

Denise Johnson, Andover Community Trust, reported on the Stott Circle Condominium Project Board off of Lupine Road.

Ms. Johnson spoke about the collaborative project with South Church, the Greater Lawrence Technical School, and Habitat for Humanity that they enlisted to help build the project. The address for the project will be Stott Circle after Susan Stott, the founder of ACT. She explained the changes made due to some steep slopes and the redesign of the north complex to accommodate a handicap person. This project was permitted as a 40B. Tom Urbelis has reviewed the documents and found them acceptable. Dick Howe represented the Board at the opening of the project and said they had a good turnout of Habitat volunteers. The Board offered their congratulations on this collaboration.

Dick Howe moved that the Select Board approve the Regulatory Agreement and Declaration of Restrictive Covenants and the Monitoring Agreement for the Stott Circle Condominium Project and to authorize the Town Manager to sign the Agreements and any related documents. Motion seconded by Alex Vispoli. Motion passes 5-0.

B. Commission on Diversity, Equity and Inclusion Strategic Plan (2nd Reading)

Board to consider voting to accept the Commission on Diversity, Equity and Inclusion Strategic Plan which was presented by Jemma Lambert, Director of Community Services at the October 25th Select Board Meeting.

Laura Gregory moved to accept the Commission on Diversity, Equity and Inclusion Strategic Plan. Motion seconded by Annie Gilbert. Motion passes 5-0.

C. Acceptance of the Deeds and Approval of the Orders of Taking for 138 Chandler Road and 0 Cross Street and 140 Chandler

Board to review and vote to accept the deeds and approve the orders of taking for 138 Chandler Road and 0 Cross Street and 140 Chandler Road. Tom Urbelis reported on the motions presented to the Board.

Alex Vispoli moved that the Select Board (i) accept and sign the Deed from Robert A. Park, Jr. and Sally A. Francis, Trustees of the Park Family Trust to the inhabitants of the Town of Andover for the land and buildings known as 138 Chandler Road and 0 Cross Street, as submitted to the Select Board, in accordance with the vote upon Article 35 of the Town of Andover 2021 Annual Town Meeting; (ii) authorize that the Deed be recorded with the North Essex District Registry of Deeds; and (iii) authorize the Town Manager to sign such other documents as may be necessary to complete the purchase of said property by the Town. Motion seconded by Laura Gregory. Motion passes 5-0.

Annie Gilbert moved that the Select Board (i) accept and sign the Deed from Robert A. Park, Jr. and Joan A. Park to the Inhabitants of the Town of Andover for the land and buildings known as 140 Chandler Road, as submitted to the Select Board, in accordance with the vote upon Article 35 of the Town of Andover 2021 Annual Town Meeting; (ii) authorize that the Deed be recorded with the North Essex District Registry of Deeds; and (iii) authorize the Town Manager to sign such other documents as may be necessary to complete the purchase of said property by the Town. Motion seconded by Alex Vispoli and voted 5-0 to approve.

Laura Gregory moved that the Select Board (i) adopt and sign the Order of Taking by eminent domain of the land and buildings known as 138 Chandler Road and 0 Cross Street, as submitted to the Select Board, in accordance with the vote upon Article 35 of the Town of Andover 2021 Annual Town Meeting, and (ii) to authorize that the Order of Taking be recorded with the North Essex District Registry of Deeds. Motion seconded by Alex Vispoli. Motion passes 5-0.

Dick Howe moved that the Select Board (i) adopt and sign the Order of Taking by eminent domain of the land and buildings known as 140 Chandler Road, as submitted to the Select Board, in accordance with the vote upon Article 35 of the Town of Andover 2021 Annual Town Meeting, and (ii) to authorize that the Order of Taking be recorded with the North Essex District Registry of Deeds. Motion seconded by Annie Gilbert. Motion passes 5-0.

D. Disposal of Surplus Information Technology Property

Wally McKenzie from the Andover IT Department presented the information and thanked the Town employees who provided temporary storage space for the 10 yards of technology equipment to be disposed of. They reviewed ten-vendors to understand best practices and found the largest recycler in the US located in Andover Mass (HP facility). None of this waste is going to a landfill. Annie Gilbert asked about exploring donations. Wally reported that the majority of property has no useful life and are unusable.

Alex Vispoli moved that the Board vote to authorize the Town Manager to dispose of some or all of the 2,210 units of information technology surplus property as described on the list presented to the Board, and to authorize the Town Manger to do so in his discretion by public auction or competitive bids pursuant to General Laws Chapter 30B. The motion was seconded by Dick Howe. Motion passes 5-0.

E. Disposal of Surplus Andover Fire Rescue Property

Chief Mansfield provided history on the disposal of some old self-contained breathing apparatus and cylinders. In 2018, they applied and received a grant from FEMA to replace the equipment and bring equipment up to code and current standards. Recently, they received another grant to bring the other equipment up to code. They are requesting approval to dispose of the obsolete materials. They will keep a few for training purposes the others will be auctioned off through the 40B process.

Annie Gilbert moved that the Board vote to authorize the Town Manager to dispose of some or all of the Andover Fire Rescue cylinders and harnesses surplus property as described on the list presented to the Board, and to authorize the Town Manager to do so in his discretion by public auction or competitive bids pursuant to General Laws Chapter 30B. Motion seconded by Alex Vispoli. Motion passes 5-0.

F. Water Update

Director of Public Works, Chris Cronin provided an update on water, production and projects at the Water Treatment Plant. The presentation can be found on the Town of Andover Website.

The design for big generator is well under way and they have replaced the large pumps. The water demand is significantly less than in 2020 but above the numbers of 2019. The trend on the water distribution is less than what it was two years ago. North Reading buys all of their water from Andover.

Lead and copper testing; currently the UDSA through DEP takes samples from homes we know have lead service. The 90% percentile of the highest reading brought us to a different phase and they will be reaching out to 60 locations and have identified 150 parcels that have full lead service and will test those properties free of charge and share the information with the State. An Action Plan was sent to DEP and upon approval letters will go out to homeowners; everyone in Town will get notified.

Mr. Cronin provided an update on contracts with vendors for various jobs. Contract 1: majority of paving completed and removal of a parallel main on Main Street. Contract 2: Listing of streets projects. The target date for paving Main Street is April. They have completed the flushing program and doing very well on water main replacements and experiencing power failures at the Water Treatment Plant; when the power stops, the pumps stop and there is disruption in the flow.

G. Open Meeting Law Complaint

Board to review and possibly delegate responsibility to respond to, complaint of Kathleen Grant, 83 Morton Street, Andover, MA, of an Open Meeting Law violation on October 25, 2021. Tom Urbelis said we are required to respond or designate someone to respond.

Alex Vispoli moved that the Board delegate to Town Counsel the responsibility to respond to Kathleen Grant's open meeting law complaint regarding the meeting of October 25, 2021. Motion seconded by Annie Gilbert. Motion passes 5-0.

H. [Andover Means Tested Senior Tax Exemption](#)

Board to consider voting to set the exemption amount for the Andover Means Tested Senior Tax Exemption as voted in the 2018 ATM Article 37. The exemption may be up to a 100% match but no less than a 50% match of the amount of the circuit breaker income tax credit that the applicants received in the previous year. Assuming the Select Board votes to exempt 100% of the circuit breaker credit, the estimated residential tax rate would increase by .01.

The funding of the exemption is funded by an increase in the residential tax rate for the fiscal year to offset the exact amount offset explained by the Dave Billard. The increase for this year is exactly one cent on the fiscal year current rate; the full 100% exemption would add \$7.59 in additional tax to fund the exemption.

Applications will be available on the Town Website in late March/April and will be available until September 30th the basic parameters for the program are: applicant or joint owner have to have had owned any property in Andover for 10 years; be of age 65 by December 2020, and if jointly owned the co-owner must be at least 60 by 2020. The applicant must have filed a Mass Income Tax Bill return and received a Mass Income Tax Circuit Breaker tax credit earned on their 2020 tax filing. An explanation of the program is included in tax bills.

Annie Gilbert moved to establish the Andover Means Tested Senior Tax Exemption for FY2022 to be 100% of the Mass Income Tax Circuit Breaker tax credit earned on their 2020 tax filing. Motion seconded by Laura Gregory. Motion passes 5-0.

VII. **Public Hearings**

A. [Fiscal Year 2022 Tax Classification](#)

Board to discuss classification and taxation of all property in Town. This year residential values increased by 8% having an effect on the average single family tax bill. Andover has three classifications: Residential, Commercial, Industrial and Personal Property. Andover has a split tax rate meaning that the commercial and industrial taxpayers pay a greater rate; the current tax shift is 159. The current fiscal year the residential tax rate is the largest, then commercial and then industrial/personal properties. How values and assessments impact the average tax bills was explained by the Town Manager.

Dave Ballard provided a review of the FY-2022 Classification Hearing:

Four votes are required by the Board: a vote of the Residential Factor, the Open Space Discount, the Residential Exemption, the Commercial Exemption. The presentation included the Value Comparisons for FY-2018 to FY-2022 by Class. Changes in Values have increased 8.8% the highest increase in residential value since 2003. A chart showing changes in values and the impact each classification percentage of the total levy share was explained by David Billard.

Applying the Maximum Shift of 175.0, the FY 2022 tax rate will fund the appropriations from the June 2021 Town Meeting. The Town will not tax above levy limit; and have budgeted \$300,00 in excess levy capacity; the actual excess levy capacity is \$450,000.

They believe the real estate market will continue to rise over the next year; it is basically reacting to an emergency. Chris Huntress asked what happens if there is a market adjustment (as in 2005/2006). Alex Vispoli said the one thing that they can control is what you spend in the budget. It highlights that the rate of increase is really important. Mr. Billard said a shift of 171.0 would be the most uniform for all classifications

B. Capital Improvement Program FY2023 – 2027

Town Manager presented his recommended Capital Improvement Program which formally kicks off the budget process. There is no action required of the Board tonight, the presentation is informational only. There are no building projects or any major CIP Projects. Non-exempt Capital Program for this year is at 5.49% of revenue and intended to provide us more capacity. Article 5 is for Capital Improvement Projects. The total CIP amount recommended is \$17,801,199.

The Town Manager reported that they have earmarked \$4.7M for General Fund Revenue Projects for maintenance and improvements in school and town buildings. This year, they are recommending a top to bottom review of wetland, climate, and sustainability funding. Free Cash is certified @ \$8.5M. The Town Manager is recommending the entire IT Capital budget come from Free Cash which is just over \$1.2M and also fund the police vehicle request, and minor sidewalk repairs.

General Fund Borrowing recommendation is \$5.2M with \$3.2M related to school projects and replacing the copula at Memorial Hall Library. Public Safety Center projects and major school projects include: DMS Elevator design work, replacement of HPE/WHMS playground; and WMS Cafeteria Floor which has to be replaced and is a requirement of the health code. It will also include the Town Parks and Playground improvements/replacement of the track at lower Shawsheen. The General Fund Borrowing Appropriation is the lowest since 2017.

Special Dedicated Funds will be used to off-set CIP and the amount for the Chapter 90 for Annual Road Maintenance of \$1,364,279.

Water & Sewer Enterprise Funds are funded solely by the water rate. The Town Manager is recommending \$6.5M along with additional costs for replacement of the Lowell Street Pumping Station. There will be a wide-range of items that will come before the Board to approve the funding for through the American Recovery Act. Support in areas of housing, mental health, etc. will be an inclusive well rounded plan coming out of the pandemic. The Recovery Funds cannot be used to offset existing projects. CIP will be presented at the Triboard Meeting on December 8, 2021. This information is available on the home page of the Town website.

VIII. Consent Agenda

A. Appointments by the Town Manager

Annie Gilbert moved that the following appointments by the Town Manager as listed in the consent agenda. be approved. Motion seconded by Alex Vispoli. Motion passes 5-0.

Department	Name	Position	Rate/Term	Date of Hire
Andover Fire Rescue	Emma Keefe (Michael Oteri)	Firefighter	\$61,359.82/yr.	11/28/2021
Department of Public Works	Vincent Mitrano (Jason Ouellette)	Equipment Operator I	\$54,024.39/yr.	11/16/2021
Community Services – Recreation	Tori Manteo	Seasonal Employee	\$24.00/hr.	10/27/2021
Community Services – Elder Services	Patricia Kelly (Caren Connor)	Part Time Office Assistant	\$23.47/hr.	11/16/2021
Community Services – Youth Services	Vivian Steinbaugh	Temporary Program Coordinator	\$20.00/hr.	11/19/2021
Commission on Diversity, Equity and Inclusion	Rajiv Chopra	At-Large Member	Term Expires 6/30/2024	11/15/2021
Preservation Commission	Amy Bloom	Member	Term Expires 6/30/2022	11/15/2021
Revenue and Expenditure Task Force	Eugenie Moffitt	Member	Term Expires 6/30/2024	11/15/2021

IX. Approval of Minutes

A. Board to approve minutes from the meetings of October 4 and October 12, 2021.

Laura Gregory moved to approve the minutes of October 4, 2021 and October 12, 2021 as presented. Motion seconded by Annie Gilbert. Motion passes 5-0.

X. Adjourn

At 9:39 PM P.M. on a motion by Alex Vispoli and seconded by Dick Howe, the Select Board moved to adjourn the meeting of Monday, November 15, 2021. Motion passes 5-0.

Respectfully submitted,
Dee DeLorenzo
Recording Secretary

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

MEETINGS ARE TELEVISED ON
COMCAST CHANNEL 22 AND VERIZON CHANNEL 45

Select Board Meeting
Monday, November 29, 2021
Minutes

I. Call to Order

Chairperson Chris Huntress called the Select Board Meeting of Monday, November 29, 2021 to order at 6:20 PM. Select Board members in attendance: Annie Gilbert, Alex Vispoli, Dick Howe. Laura Gregory arrived after the meeting opened.

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

II. Executive Session

Dick Howe moved to vote to go into Executive Session with the Town Yard Selection Committee in attendance for confidential communication with Town Counsel and pursuant to option 6 to discuss the purchase, exchange, lease or value of real property, for the Chair to declare that that an open session may have a detrimental effect on the negotiating position of the Town, and to approve and not release Executive Session meeting minutes of August 2, 2021, August 16, 2021, September 21, 2021 and October 4, 2021, and to return to open session. Motion seconded by Alex Vispoli The Chair so declared. Roll call: A. Gilbert-Y, A. Vispoli-Y, D. Howe-Y, C. Huntress-Y. Motion passes 4-0.

III. Opening Ceremonies Meeting resumed at 7:10 PM

A. Moment of Silence/Pledge of Allegiance

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

IV. Communications/Announcements/Liaison Reports

The Town Manger reported that they are on schedule to close on 138-140 Chandler Road property. The Triboard will meet in the School Committee Room on December 8th starting at 7:00 PM. The Board will be asked to vote on the issuance of the Pension Obligation Bonds at that time.

Mike Lindstrom announced that they have finalized the contract to begin work on Shawsheen River Plan. A visioning meeting will be held in January with the project wrapping up in September of 2022. He is thankful to the delegation for helping to helped fund the project.

Tom Urbelis reported on the letter he received from the Office of the Attorney General in response to an Open Meeting Law complaint filed by Andover resident Mr. Michael Meyers alleging that the Select Board failed to provide him, as a member of the public, the opportunity to raise questions to Board members during an open meeting on August 30,

2021. The response from the Attorney General was that the Open Meeting Law does not require that a public body allow public participation but rather gives the Chair of the public body discretion to decide whether to permit public comment during the meeting and if permitted, the Chair may determine the method for receiving public comment and may set limitations on participation. The allegations do not constitute a violation of the Open Meeting Law. The Select Board did not violate the Open Meeting Law.

Alex Vispoli and other members of the Board thanked all the participants and members of the Fire Fighters Union who put on a great Holiday Parade yesterday, and the DPW Team for the lights that are displayed around town, they look phenomenal. Annie Gilbert attended the Andover High School/North Andover High School football game held at Fenway Park. Andover was technically the home team and therefore had the right to have their marching band on the field; however, the Band Director felt both teams should participate and arranged for the two bands to be combined and to play the national anthem before the game. It was an awesome game.

V. Public Hearing

[Fiscal Year 2022 Tax Classification](#) 2nd Reading

Board to discuss classification and taxation of all property in Town. At the last meeting, The Town Manager provided an explanation of the values and changes that effect tax bills.

Town Assessor David Billiard explained the four votes that the Board is required to take:

1. Vote of the Residential Factor
2. Vote of an Open Space Discount
3. Vote of a Residential Exemption
4. Vote of a Commercial Exemption

Every year, Mr. Ballard looks at where the values went in the town, up or down. This past year, Residential values increased 8.80%; Open space did not increase while Commercial values saw a decrease of 1.13% and the Industrial values had an increase of 6.75% (Personal Property a decrease of -14.48%)

Total Value of the Town is \$9,658,565,367

Total levy amount \$165,433,926

The presentation also included the amount of the tax increase using shifts of 159 to the maximum of 175 and the change in the tax rate for the three entities: Residential, Commercial, and Industrial. As a ten-year average, the Select Board has always tried to choose a shift percentage that is similar across the board. Mr. Ballard explained that the 171.0 Shift provides the most uniform increase for all three classes with a Residential Factor of 85.1381.

The Board discussed values they would be interested in supporting with a uniform increase.

Alex Vispoli moved to adopt a shift of 171.5 for the residential factor of 85,03334% or 171.5 for FY2022. The motion was not seconded. Motion fails.

Annie Gilbert moved to adopt a shift of 171.0 for the residential factor. The motion was seconded by Laura Gregory. Motion passes 4-1. Alex Vispoli abstained.

Alex Vispoli moved that the Board not adopt an open space discount for FY-2022. The motion was seconded by Annie Gilbert and voted 5-0 to approve.

Alex Vispoli moved that the Board not adopt a residential exemption for fiscal year FY-2022. Motion seconded by Laura Gregory and voted 5-0 to approve.

Alex Vispoli moved not to adopt a Commercial Exemption for FY-2022. The motion was seconded by Annie Gilbert and voted 5-0 to approve.

VI. Regular Business

A. Report from Safety and Respect at Work, LCC (report is available online)

Attorney McKenna from the Law Office of Valerio, Dominello & Hillman provided a summary of the findings included in the report prepared by Safety and Respect at Work, LCC. (Valerio, Dominello & Hillman is the Town's Labor Counsel). Questions were provided to Atty. McKenna in advance from the Select Board. The report is a confidential record and Town Manager Andrew Flanagan confirmed that public document requests have been received.

Members of the AYS submitted allegations of an unsupportive and toxic work environment. Atty. McKenna reported on the process which included interviewing witnesses, reviewing documents, and reviewing six hours of Select Board meetings. The report was completed on November 20, 2021 and presented to the Town. The allegations can be summarized as false.

The findings suggest insufficient evidence that the Town Manager created a toxic work environment. The complainants confirmed they did not make any complaints/grievances during this time. The complainants were devoted to the former AYS Director and staff were traumatized and emotional during the investigation. Any alleged lack of information is due to the conduct of AYS staff. It is undisputed that the AYS falls under the management of the Town of Andover.

Recommendations Include:

- .Consider remedial and corrective action focused on professionalism
- .Update and redistribute the Town's policies on harassment in the workplace.
- .Training for managers should be include: supervisory abilities, progress discipline, and include thorough training of policies and the town's obligations to addressing complaints.
- .Provide a platform to provide thoughtful feedback.

Management oversight of AYS which is a unique service, oversight should a communication platform and it is customary to take recommendations and update them accordingly.

Andrew Flanagan addressed four of the recommendations.

1. Training & Redistributing Town Policies: Senior Management have been notified.
2. Human Resources is working with the Town's Insurer to identify a series of trainings.
3. Updating Labor Laws and Town Policies.
4. Implementing the HR position on January 1st and establishing an HR Department specifically for the Town.
5. Online platforms and regular communications: will begin work with AYS and Steering Committee.

Increased management of AYS Services and this recommendation solidifies the practices that the Town began this fall. The Town Management Team are all involved with AYS and meeting with all AYS Staff on payroll, and supporting AYS and other departments. The Town accepts the recommendations included in Ms. Heartl's report.

Alex Vispoli asked if the youth will have representatives on the Steering Committee as that would be the best way to establish communication channels. The Town Manager replied that they will have youth representatives on the Steering Committee

B. Mask Update

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

Tom Carbone, Director of Public Health said a roll back of the mask mandate at Town Offices and lifting elements of the mask mandate depends upon the data. He thanked the general public for adhering to the mask mandate. He encourages people to consider putting on a mask when entering establishments that are crowded. They continue to see a large portion of young people testing positive. As of last week, 43% of our children ages 5-11 have received their first vaccination and are on track to see more vaccinations for children; however, we expect to see an increase in cases due to the holidays.

C. Acceptance of Donation

Board to consider voting to accept a gift of \$20,000 from Andover Senior Community Friends to be used for the Elder Services programs; Aging Mastery and Matter of Balance Programs. Jane Burns, from the Robb Center reported on the donation that transpired during the Robb Campaign. Pfizer Corp. and the Andover Senior Community responded with support for these two evidence-based programs that will run simultaneously and throughout the year.

Alex Vispoli moved to accept a gift of \$20,000 from Andover Senior Community Friends to be used for the Elder Services Programs: Aging Mastery and Matter of Balance. Motion seconded by Laura Gregory. Motion passes 5-0.

VII. Consent Agenda

A. Appointments by the Town Manager

Alex Vispoli moved to appoint Melisa Ripley as the Town Clerk. Motion seconded by Laura Gregory and voted 5-0 to approve.

Alex Vispoli moved for the Board the appointments as listed for the Memorial Hall Library, the DPW, CD&P-Health, and the six members of the AYS Steering Committee. Motion seconded by Dick Howe and voted 5-0 to approve.

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

VIII. Approval of Minutes

A. Board to approve minutes from the following meetings:

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

Annie Gilbert moved to approve the minutes of October 25 and November 4 2021 as printed. The motion was seconded by Alex Vispoli and voted 4-0-1 to approve. Laura Gregory abstained.

Annie Gilbert moved to approve the November 6, 2021 Site Walks. The motion was seconded by Dick Howe. Motion passes 3-2. Laura Gregory and Alex Vispoli abstained.

IX. 2022 Select Board Meetings

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

Laura Gregory moved that the Select Board adopt the following meeting schedule:

- January 3, 2022
- February 7, 2022
- February 28, 2022
- March 14, 2022
- March 21, 2022
- April 4, 2022
- April 25, 2022

Motion seconded by Dick Howe and voted 5-0 to approve.

X. Citizens Petitions and Presentations

Steve Walker, 83 Morton Street addressed the question of the Investigative report and work for hire. It would help with credibility if the report included the defined scope of work the investigator was given and a complete log of how the work is to be completed. The scope of work is essential at the very beginning and is essential to include any constraints on work. He would like to see that retroactively added into the report, the scope of work and any changes in the scope of work that occurred over time as well as a communications log with the investigator and the Town.

Mike Meyers, 416 South Main Street distributed handouts to the Board and briefly noted the idea of creating a report card to make the Select Board work more efficiently. He focused on the Select Board's Mission and Values and duties and responsibilities as well as trust and honesty and to hold the Town Manager accountable.

Kathy Grant, 83 Morton Street referred to the 2018 Select Board Meeting and other instances in which she feels the Town Manager was not honest.

Kristen Wises, Inman Lane. Read through the 58-page report from the labor attorney which was comprehensive and she encourages people to read it on-line.

Marie Flower, Boston Road. Recognized the former Program Staff at AYS for the time they provided to the youth of Andover during the week and on weekends. She has concerns with the investigative report and the actions of the Director of Community Services.

Judy Rich, 11 Bateson Drive. Read a report on behalf of Patrick Hogan. Mr. Hogan reported that he was interviewed on the events and feels his responses were misrepresented. Referred to the Mission of Andover DEI and a community that embraces tolerance and respect for all.

XI. Adjourn

At 9:13 P.M. on a motion by Dick Howe and seconded by Laura Gregory, the Select Board voted 5-0 to adjourn the meeting of Monday, November 29, 2021.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

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

MEETINGS ARE TELEVISED ON
COMCAST CHANNEL 22 AND VERIZON CHANNEL 45

TriBoard Meeting
Select Board - Finance Committee – School Committee

Wednesday, December 8, 2021 7:00 PM
Memorial Hall, Memorial Hall Library
2 North Main Street, Andover, MA 01810

I. Call to Order

Chairman Huntress called the Triboard Meeting to order at 7:02 PM in the Memorial Hall in Memorial Hall Library. Present from the Select Board: Annie Gilbert, Alex Vispoli, Dick Howe. Laura Gregory participated remotely by phone.

Others in Attendance: Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, Asst. Town Manager Patrick Lawlor, and Director of Finance Donna Walsh.

School Committee Chair Susan McCready called the School Committee to order. Members present: Shannon Scully, and Tracey Spruce and Dr. Magda Parvey.

Finance Committee Chair John Barry called the Finance Committee to order. Members present: Paula Colby-Clements, Yican Cao, Kevin O’Handley, Ken Russo, and Mary Ellen Logee.

II. Presentation by the Town Manager

Town Manager presented the on the Recommended Capital Improvement Program and preliminary overview of FY-2023 Budget.

1. Pension Obligation Bond Update

The Town Manager announced that they have locked in the rate of 1.256% for the Pension Obligation Bonds and based on that rate, they estimate the savings to be about \$142M which is more than what was presented at Town Meeting and what was discussed in their presentations. They funded just over 90% of the obligation and almost doubled the savings that was presented at Town Meeting. The Board signed the issuance earlier this year.

2. FY2023 Preliminary Budget Assumptions (does not include Exempt Debt for Pension Obligation Bonds)

Revenue Sources are built on prior year levy limit and actual new growth and a prop 2.5% increase. The new growth projection will use the 10-year average. Exempt Debt Service Schedules are dedicated revenues used for specific debt offerings.

State Aid: Assuming level funding for Chapter 70 which is school related and a 2% increase for Unrestricted General Aid.

Local Receipts have not completely rebounded from the effects of Covid. The Motor Vehicle Excise Tax was lower than the previous year. Local Receipts are certified by the DOR and they projected \$1,64,229 for FY-23; a difference of \$235,641 from FY-2022.

Expense Summary

School Dept	\$960,657,706	budget increase of 3.75%
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Town Depts	\$45,922,39	increase of 2.75%
Capital Projects Fund	\$2,756,500	decrease of 8.42%
Water & Sewer:	\$14,738,533	increase of 2.2%
Offset Expenditures	\$2,091,510	increasing of 10.6%

More info will be forthcoming on Health Insurance, Pension obligation, and Exempt Debt Service. They do not expect any opportunities for health insurance reform this year. There will be a major change in pensions – there will still be the normal cost but also debt service. Over the next two years, they anticipate seeing a significant increase in debt service due to the POB date and initial West Elementary School Borrowing.

One of the challenges of the POB is how it will be funded. The Town Manager reviewed the initial plan for the POB exempt service and the budget plan for FY-2023. The Town voted to exclude 50% of the Debt Service number at Town Meeting. Updated numbers will be presented at the next meeting.

2. Pension Obligations Bonds (POB) & the Tax Levy

The Town Manager explained the chart for the POBs and the FY-2023 Budget.

Revenues	Initial Plan	FY-2023 Budget
Exempt	\$4,000,000	\$5,900,000
Gen'l Fund Conotribution	\$7,800,000	\$7,800,000
Total Available Funds	\$11,800,000	\$13,700,000
Less Projected Debt	\$11,800,000	\$11,800,000
Excess Levy Capacity	-0-	\$1,900,000

3. Overview of Recommended Capital Improvement Program

Based on non-exempt target set at 5.72% of revenue. The FY 2-23 CIP is slightly less than 5.49% of revenue.

Overview of funding sources

General Fund Revenue	\$2,756,500
General Fund Borrowing	\$5,250,000
Use of Free Cash:	\$1,870,340
Special dedicated Funds	\$1,364,279
Water & Sewer Enterprise Funds	\$6,560,000
Total Capital Improvement Program	\$17,801,119

4. Requests for the FY-2023 Capital Improvement Program totals \$29,335,511

In evaluating the requests to determine which projects will be funded within the annual target for capital spending, projects may not be recommended for funding based on the following considerations; Further study or analysis is needed; existing appropriations are available to fund or a portion of the project in whole; project capacity and resource bandwidth considerations; and project is not aligned with goals and objectives with the Select Board/Town Manager.

The Town Manager reviewed the list of projects funded by the General fund totaling \$2,756,500.

Free Cash:	\$1,870,340
General Fund Borrowing Recommending Includes Major Town and School Projects	\$5,250,000
Special Dedicated Funds State Funding for Road Maint.	\$1,364,276
Water & Sewer Enterprise Funds	\$6,560,000

Andover is expected to receive \$10,867,057 from the American Rescue Plan Act (ARPA) . The Funding Network from the Federal Government has clear guidelines of what the funds can and cannot be used for. Recommendations for use of the funds will be submitted to the Select Board in the upcoming weeks.

The CIP will be presented to the Select Board on Monday to be formally approved. They are going to try to consolidate Warrant Articles.

- Questions/Comments

Funding sources: Are we legislated that only a certain percentage can/cannot be borrowed? The law is specific on what types of things can be borrowed for.

State Aid: Expect to see a significant increase if the Build Back Better Act is approved. Questions were asked about the ARPA funds and the guidelines for using them.

III. Adjourn

At 7:51 PM Alex Vispoli moved that the Select Board adjourn from the Triboard Meeting. Motion seconded by Dick Howe. Roll call: A. Vispoli-Y, A. Gilbert-Y, D. Howe-Y, L. Gregory-Y, C. Huntress-Y. Motion passes 5-0.

On a motion by Tracey Spruce and seconded by Shannon Scully, the Andover School Committee voted to adjourn. Roll call: T. Spruce-Y, S. Scully-Y, Susan McCready-Y. Motion passes 3-0.

On a motion by John Barry and seconded by Paula Colby-Clements the Finance Committee voted adjourn. Roll call: Y. Cao-Y, K. O’Handley-Y, K. Russo-Y, M. Logee-Y, P. Colby-Clements-Y, J. Barry-Y, Motion passes 6-0.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

Select Board Meeting
Minutes of December 13, 2021

I. Call to Order

The Chair called the meeting to order at 6:30 P.M.

II. Executive Session

At 6:33 pm, Alex Vispoli 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. The Chair so declared. Motion seconded by Annie Gilbert. Roll call: L. Gregory-Y, A. Gilbert-Y, A. Vispoli-Y, D. Howe-Y, C. Huntress-Y. Motion passes 5-0.

III. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

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

IV. Communications/Announcements/Liaison Reports

Laura Gregory is pleased that a new DEI Director is going to be appointed tonight; those involved have had positive comments about the candidate.

V. Citizens Petitions and Presentations

Bill Pennington, Washington Park, provided a recap of the Run for Troops and noted that without the assistance from Ironstone Farm and Homes for our Heroes, Run for the Troops could not be possible. Mr. Pennington also thanked Mark Comeiro and Joe Leblanc for coming out and helping with the event; it was truly a Community Event. On behalf of the Select Board, Chris Huntress thanked Bill Pennington for the work he has done on this cause.

Michael Silverman, Tewksbury Street, has a question on the 'Golden Ticket Raffle". He thinks the threshold of \$50 for participating is a little high and asked if the threshold could be lower. He understands the money comes from Columbia Gas fund. The Town Manager said the program was based on feedback from the residents and business community. We will certainly take the recommendation into account moving forward.

VI. Public Hearings

A. [Capital Improvement Program FY2023 – 2027 – 2nd Reading](#)

Board to discuss and consider voting to approve and accept the Town Manager's recommended Capital Improvement Program. This is part of the annual process and all that the Board needs to do tonight is to except the CIP as presented.

The Town Manager provided an overview of the CIP with a non-exempt target set at 5.72% of revenue; three expenditures are Pay-as-You Go- from Free Cash in Article 5; Projection of new Debt Service that is recommended in the Plan include General Fund Expenditures, General Fund Revenue, General Fund Borrowing, Use of Free Cash, Special Dedicated Funds, and Water and Sewer Enterprise Funds. The total amount of requests

for the FY-2023 Capital Improvement Program is \$29,335,511. An overview of the Total CIP of projects funded by cash totals \$2,756,500.

The Free Cash Balance is \$1,870,340 and they are recommending using it for the following: FR1- Fire Apparatus Replacement, IT-Annual Staff Device Refresh, IT-2 Annual Student Device Refresh, IT-3 IT Platforms and Infrastructure, POL1 -Police Vehicle Replacement and DPW-2 Minor Sidewalk Repairs.

General Fund Borrowing in the amount of \$5,250,000 includes \$1,600,000 in Major Town Projects, \$1,650,000 for Major School Projects; \$8,500,000 for the Town Sidewalk Program, and \$400,000 for DPW-76 Public Works Vehicles – Large.

Special Dedicated funds in the amount of \$1,364,276 will be used for Annual Road Maintenance. Water & Sewer Enterprise Funds are \$6,560,000.

Alex Vispoli moved to approve and accept the Town Manager's recommended Capital Improvement Program for Fiscal Years 2023-2027. Motion seconded by Dick Howe. Motion passes unanimously 5-0.

VII. Regular Business

A. Common Victualler License

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 as presented by Town Clerk Melissa Ripley.

Dick Howe moved to approve the application of Dickey's BBQ Pit for a Common Victualler License at 209 North Main Street, Andover, subject to the condition that all other requirements of the Town are met prior to issuance. Motion seconded by Alex Vispoli. Motion passes unanimously 5-0.

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

Officer Otis reported that they are withdrawing the request for the Dale Street Location:

1. Dale Street both sides, 6 Hour Parking Only, Monday-Friday (withdrawn)
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

Annie Gilbert moved to approve the amendments to the Traffic Rules and Regulations as presented by the Public Safety Officer for 26 Haverhill Street and 288 High Plain Road. Motion seconded by Dick Howe. Motion passes unanimously on a vote of 5-0.

C. 375th Anniversary Event One Day Liquor License on Town Property

The 375th Committee presented the Town's First Night Program to the Board and approved the request 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.

Committee members: Melissa Litton, Joanne Michalik, Susie Pokress, and Bill Pennington recognized Ann Orman who has been a tireless advocate on their behalf. Buzz Stapczynski, Chairman of the 375th Anniversary and former Town Manager, shared information on the First Night Celebration. There will be shuttle busses, additional parking, warming stations with hot drinks, and a whole afternoon and evening of program for FREE! Information on events can be found on the Andover 375.org website. Anyone interested in volunteering can email Ann Ormond or look at the website.

Dick Howe moved to approve the request of the 375th Committee for a one-day liquor license. The One-day License under MGL is for an event to be held on town property, Old Town Hall, 20 Main Street, Andover on December 31, 2021. The motion was seconded by Laura Gregory. Motion passes 5-0.

D. Town Yard Developer Interviews - 2nd Reading
Board to discuss and consider voting on selection.

The Town Manager provided information on the background on the disposition of 11 Lewis Street, the site of the former Town Yard and home of the DPW for many years. They developed an RFP with specific criteria. The Selection Committee evaluated all the responses and interviewed two finalists: Minco Corporation and The Procopio Companies. Both developers previously presented their presentations to the Select Board. Procopio has withdrawn their proposal, leaving Minco Corporation as the developer based on the Select Board voting to award the project to them.

Paul Materazzo provided a brief review on the background of the project and the process followed over the past several years.

This is an important step in the process, it is not the end of the process. There will be a period of extended negotiations and a permit process which will be thoroughly vetted by our Planning Board and others.

Three votes required:

1. A vote to enter into negotiations with Minco Corp.
2. After negotiations, if we are successful and in agreement.
3. When the Planning Board comes back with their review.

Land Distribution Negotiations will be led by the Town Manager's Office and Select Board Member Laura Gregory will be the liaison from the Board.

Dick Howe remarked on the large number of town people who participated in this process and reflects the vision of so many in the Town.

This has been an extraordinary process and Paul Materazzo and his team should be given credit for their patience in taking us through this process culminating in two excellent projects. The Board is excited about the Minco Proposal that meets much of the vision that many who participated in the process had. Minco went out and secured surrounding parcels as part of a larger vision.

Jane Giffun Castle Heights Road, asked if this project will qualify for the new regulations in Chapter 48. Paul Materazzo said we will comply but may have to go back to Town Meeting to amend our zoning bylaws.

Dick Howe move to approve the selection of Minco Corp as the Town Yard Developer and to authorize the Town Manager to enter into negotiations. The motion was seconded by Alex Vispoli. Motion passes unanimously 5-0.

VIII. Consent Agenda

A. Appointments by the Town Manager

The Town Manager provided information and qualifications on Albert Pless, Jr. who has been selected after a thorough process as the DEI Director for the Town of Andover. Mr. Pless has accepted the appointment. Jemma Lambert, Director of Community Services provided an overview of the plans going forward.

Mr. Pless thanked the committee members; the process was a very deep dive for Andover and he appreciates the opportunity to lead this effort. The Select Board welcomed Mr. Pless to Andover.

Laura Gregory moved that the following appointments by the Town Manager be approved and as printed in the agenda. Annie Gilbert seconded the motion. Motion passes unanimously 5-0.

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

Annie Gilbert moved to approve the revised Minutes of September 13, 2021. The motion was seconded by Alex Vispoli and voted 5-0 to approve. Motion passes 5-0.

X. Adjourn

At 8:26 P.M. on a motion by Annie Gilbert and seconded by Laura Gregory, the Select Board voted 5-0 to adjourn from the Regular Session and to move to the Select Board Goal Setting Workshop.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

Select Board Goal Setting Workshop
Minutes of Monday, December 13, 2021
School Administration Building
2nd Floor School Committee Conference Room

I. Call to Order

At 8:30 P.M. Chairman Huntress called the Select Board meeting of the Goal Setting Workshop to order.

Members in attendance: Annie Gilbert, Laura Gregory, Alex Vispoli, and Dick Howe.
Others in Attendance: Town Manager Andrew Flanagan, Deputy Town Manager Michael Lindstrom.

II. [Town Manager to discuss 2021-2022 Goals](#)

The Town Manager said they will review the proposed goals for the Board's feedback and will then send out updated Goals

Major Goal Areas:

- o Administration & Finance- Long-range Financial Program
- o Citizen Response Management & Engagement
- o Capital Improvements
- o Downtown Andover, Historical Mill District & Economic Development
- o River and Open Space access
- o Energy & Sustainability

Administration & Finance:

Goal: Work with Investment Committee on Pension Obligation Bond proceeds.

Deliverable: Finalize strategy and share with the Board.

Develop a revenue recommendation for the FY2023 Operating Budget and present to the Board as part of the annual budget project

Deliverable: Present Revenue Recommendations to the Board in January 2022.

Hold a Tax Information Meeting to review and evaluate projected and estimated tax impacts. 1) the proposed budget (2) any debt service needed to fund a major capital project outside of the levy limit. Include a tax impact statement in the Town Manager's Annual Budget & Financial Plan that illustrates and explains the projected tax impact of the proposed budget. The tax impact statement should analyze the impacts of major budget drivers and provide a comparative summary, including the updated 10-year average and how the proposed budget relates to the average.

Deliverable: Hold Tax Information Meeting as part of regularly scheduled meeting and include tax impact statement as part of the Annual Budget and Financial Plan.

Develop policy framework that provides short and long term guidance around "excess levy capacity" and managed in the context of the overall tax levy, average single family tax bill and the annual budget. They did not expect to have excess levy capacity of \$1.9M and more which was an unintended consequence of the Pension Obligation Bond as

explained by the Town Manager. Dick Howe suggested Item 3 & 4 be linked at each point and outline the tax impacts on the basis of what we have as a budget and as a way of limiting the discussion. The Board agreed that they need to develop a plan.

Deliverable: Present Board with policy framework in January 2022.

Develop a framework for the Town's American Rescue Act Plan funds (ARPA) that focuses on investments that support the following: 1.) Promote recreation and outdoor space access and operational improvements. 2.) Continue response to the Covid-19 pandemic. 3) Expand the capacity of our water infrastructure including future system enhancements, modifications to the water plant, address brown water and lead lines and fully comply with DEP in a timely fashion. 4.) Expand access to Human Resources.

Deliverable: Present to the Board in January 2022 and begin implementation of some of the recommendations in spring 2022.

Begin to negotiate successor contracts for all town unions that expire on 6/30/2022.

Deliverable: Discuss strategy with Board in executive session in January 2022 and begin negotiations in February. The unions are anxious to get started.

Work with AYS Steering Committee to solicit public input and develop a profile for the Director of AYS and begin the recruitment and selection process for a Director of AYS and finalize organizational structure for permanent staff. The Town Manager will appoint the remaining people for the open AYS spots at the next Board Meeting.

Deliverable: Develop a profile and begin recruitment and selection of the next AYS Director in spring 2022. Begin development of a centralized human services function that aligns the Town's resources with the needs of the community. Leverage grant funds to support this effort. They have acknowledged the need to improve and create a hub area to improve the services of their social workers and health workers and align these resources to meet the needs of the community. Grant funds will be used for training, consulting and other resources using one-time funding to support this work which the Town Managers hopes to roll out in the budget.

Deliverable: Include recommendations as part of FY-23 Annual Budget & Financial Plan.

Discussion: Expand the deliverable to include programming.

Citizen Response Management & Engagement

Continue to expand the fully integrated customer service model within town offices.

The program will be tailored to Andover, developed internally and include a training program for frontline town staff who most often interact with the public.

Deliverable: Finalize training program and begin implementation in Spring 2022.

Alex Vispoli asked for trend data/metrics on a quarterly basis.

Reorganize the existing resources to maximize productivity and establish efficiencies thorough collective bargaining when necessary.

Deliverable: Ongoing.

Alex Vispoli reiterated his request for the Andoverma.gov website to be refreshed to show the most updated stats and to explore the creation of an Andover mobile app. With the

continued trend of less coverage in the local newspapers, Dick Howe would like the Town to provide more basic information to the citizens. i.e. a concise summary of weekly items, basic coverage of board/committee activities, and work being done in other groups that would engage a larger portion of the Town and to create an initiative that builds on the weekly digest using links to documents and presentations. Laura Gregory suggested they look at taking steps to address some of the recommendations of the Town Governance Committee. The Town Manager will frame out a goal for these requests.

Capital Improvements

Finalize the design and develop an implementation schedule for access and customer service improvements to Town Offices focusing on meeting space, ADA compliance, customer service and user experience.

Deliverable: Schedule is set to be finalized in February with construction of Phase 1 to begin in Summer/Fall 2022.

Continue to implement the Gas Disaster Recovery Plan and provide incremental updates.

Deliverable: Begin Year 3 of implementation including the road program and reconstruction of the municipal lots in spring 2022. The final product will be a major improvement. It has been 30+ years since they have done this work.

Continue to implement the sidewalk program and continue to incorporate it into the FY 23-27 CIP based on the Sidewalk Inventory Report and present the report at a public meeting. First step is the inventory and report and then a plan.

Deliverable: Present sidewalk inventory report in January or February 2022.

Begin visioning process and develop a funding plan for potential future uses of the Park Property on Chandler Road.

Deliverables: Town has closed on ownership of the property and the next step is to select a consultant to begin the visioning process for the property. Phase 1 to be funded from ARPA. They have heard from many sources on ideas for development of the property. A funding plan will begin in summer of 2022. They are looking at Rec Park for recreational opportunities as well. Laura Gregory would like to see the results of the survey on use of Rec Park.

Develop final plan for capping the Ledge Road Land.

Deliverable: Updated plan will be presented to the Board in the winter of 2022.

Downtown Andover, HMD & Economic Development

Continue to provide oversight the parking and hardscape improvement project behind Old Town Hall.

Deliverable: Construction to begin in spring 2022.

Work with the selected developer for 11 Lewis Street and negotiate and finalize the land disposition agreement. (LDA).

Deliverable: Pending approval, begin negotiations in January 2022 with target completion of April 2022.

Move the Route 133 Corridor Improvement Project to the 25% Design Phase with MassDOT. This is a project on the TIP (Transportation Improvement Program funded by the State). Our responsibility is to fund the design phase.

Deliverable: Enter 25% phase in Winter 2022. This will be a major project.

Support the work of the Master Plan Steering Committee in their work to update the 2012 Master Plan. They have started the process of identifying the major themes of the Plan which should be completed this winter. Lisa Schwartz will provide an update to the Board at a future meeting.

Deliverable: Identify major themes in winter/spring 2022 and schedule meetings with stakeholders.

River & Open Space Access: Updates provided by Mike Lindstrom

Goal: Oversee next steps of Merrimack River Access Project along the Heffron Right of Way and Greater Lawrence Technical School easement, including permitting, bidding and the start of construction. The focus of the work over the last year has been on the design of the access road, entryway, parking, turnaround, dock system for the fireboats, and the public access boat launch. The design is nearly complete some of the additional work is to extend the easements for drainage around the access road. There will be a formal filing with the Conservation Committee.

Deliverable: Permitting scheduled to begin in January 2022 with the goal of bidding the project in summer 2022.

Continue to work with the Open Space Task Force to further develop the process for identifying and prioritizing parcels for potential acquisition.

Deliverable: On-going

They are currently in negotiations for a number of parcels with several groups and beginning a land donation for one of the parcels targeted. The Open Space Task force is doing great work.

Continue to work collaboratively with Merrimack River District Commission on regional solutions to improving the overall health of the Merrimack River. Funds were appropriated at Town Meeting for moving floatables on the river; they put out an RFP but did not get any bids. They plan to tweak the RFP and resend. They are looking at ways to do some of the work on their own.

Deliverable: Ongoing

Kickoff the Master Planning Process for the Shawsheen River.

This will be the blueprint for the future of the river for improving access, recreation, and providing protection and vulnerability for those that live around the river.

Deliverable: Kickoff meeting scheduled for January 2022 and open to all stakeholder groups throughout winter 2022.

Increase access to our region's most scenic resources by constructing public pathways for recreation.

Deliverable: Ongoing.

Receive an update from the Land Management in Winter 2022.

Request: The Heffron Right-of-Way is going into permitting in January of 2022.

Chris Huntress asked that a copy of the plan be sent to the Board.

Energy & Sustainability

Phase 2: Begin work on the climate and sustainability action plan to address climate impacts, disaster preparedness, and sustainability for town and residents.

Deliverable: Climate Summit to be held April 8 and 9, 2022.

Facilitate steps for implementation of Andover Community Choice Aggregation Program. Includes continued community engagement and a comprehensive mailing program. DPU continues to send recommendations.

Deliverable: Pending DPU Approval.

Further align town projects and sustainability initiatives with the Andover Green Advisory Board (AGAB) through a shared goals process.

Deliverable: Administration and SMT to have workshop with AGAB in winter 2022.

Diversity, Equity & Inclusion

On-board the new Director of Diversity, Equity and Inclusion and support this new resource and the DEI Commission as part of the ongoing effort to develop the Town's DEI program

Deliverable: Provide an update to the Board in March 2022.

Support the work of the DEI Director and DEI Commission as they work to implement the action items of the strategic plan, including identifying and implementing training opportunities for Town employees. More clarity on how they are moving forward with the Strategic Plan will be provided to the Board.

Deliverable: Pending updates to come.

III. Adjourn

At 9:33 PM on a motion by Dick Howe and seconded by Alex Vispoli the Select Board voted 5-0 to adjourn the Goals Workshop of December 13, 2021.

Respectfully submitted,

Dee DeLorenzo

Recording Secretary

Andover Select Board Meeting
Minutes of Wednesday, January 5, 2022
School Administration Building
2nd Floor School Committee Conference Room
30 Whittier Court, Andover, MA 01810

I. Call to Order

Chairman Huntress called the Select Board Meeting of January 5, 2021 to order at 7:00 PM.

Members present: Chris Huntress, Alex Vispoli, Dick Howe, Annie Gilbert, and Laura Gregory (participated remotely).

Others in attendance: Town Manager Andrew Flanagan, Deputy Town Manager Michael Lindstrom, Assistant Town Clerk Melissa Ripley and Town Health Director, Tom Carbone.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

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

III. Communications/Announcements/Liaison Reports

Tom Carbone provided an update on COVID by sharing case numbers from November through today which have been increasing consistently. There has been an increase in Covid Omicron cases over the past two weeks. The CDC updated their isolation and quarantine guidance which changes frequently and is confusing to people. They are challenged with CDC guidance and expecting guidance from DESE and the State. There is a heavy demand for testing and the State is looking to setup additional testing sites. Five booster clinics are planned in Town over the next two weeks, appointment times will be available next week. They are also working on increasing vaccine availability and to leverage some mobile clinics available in the State. In general, the Health Department Staff is trying to respond as best they can to help people out. The community is 78% vaccinated with 36% of residents receiving the booster.

Mr. Carbone also updated the Board on the new hires at a recent meeting and who are doing contact tracing. They will be talking to our partners in other communities to re-task the new hires to assist in communications and help out with other issues rather than just strict contact tracing. Mr. Carbone said they expect to see Omicron cases drop off over the next 4-6 weeks and does not see the need to stop in-person meetings at this time. The Select Board thanked Mr. Carbone and his staff on their efforts to keep everyone as safe as possible.

Town Clerk Melissa Riley reported that the annual census will be sent out in late January and will include the application for dog licenses. All the local businesses will have their licenses soon as well.

Annie Gilbert congratulated the 375th Committee on the sensational First Night Celebration. Alex Vispoli thought it was a great night and wonderful to see so many families out with young children; the feeling of the community was very positive.

As this is the first Select Board Meeting for 2022, Chris Huntress shared a resolution that the Board will continue to meet in person and continue to make progress on civil discourse as well.

IV. Citizens Petitions and Presentations

Buzz Stapczynski, Chairman of the 375th Anniversary Committee and former Town Manager, along with several members of the Committee, wished the Select Board a Happy New Year. The 375th Committee was formed to organize events for the 375th First Night Celebration and have been very successful. Bill Pennington, Washington Park Drive, congratulated his fellow Committee members who did extraordinary things. Melissa Litton, High Plain Road, spoke about the crowds of people who were willing to show their vaccine cards as asked, the feedback has been very positive. She thanked the Public Safety Dept. Recreation Department, Health Department, and the Town Manager's Office who were all amazing in helping to make this a safe and successful event. She also recognized Ann Ormond who was the conduit to making this all happen. Entertainment Chair, Suzie Pokress, Cherrywood Circle, was very involved in making sure everything happened correctly. Tom Adams said collaboration and team work are the two words that jump out at him that describe the tremendous team members that made First Night materialize.

Buzz Stapczynski recognized the AHS Pep Band who led the noise parade which was great and Officer Glenn Ota who was a big help in providing insight on public safety. The fireworks were spectacular and the Fire Department should be congratulated. We could not have done this without Ann Ormond, she was unruffled by all the bureaucracy that we had to deal with. Buzz recognized the following sponsors: Pfizer, The Sebasky Family Fund, Navisite, Dunkin Donuts, MKS Instruments, Vicor, Putnam Investments, Brammer Technology, 92.5 The River, The Andover Companies Charitable Fund, Enterprise Bank, Dundee Office Park/Ozzy Properties, Elevat, Cambridge Isotope Labs, 34 Park, and Dalton & Finegold. Without the support of these sponsors, we could not have offered the event.

Chris Huntress said it is events like this put on by the community and attended by the community, that helps us to rebuild our social capital. The Chairs were rotated throughout the events which was a great example of sharing the wealth.

V. Regular Business

A. American Rescue Plan Act (ARPA) Framework

The Town Manager reported on the ARPA funds and the funding framework. He is requesting the Board vote to adopt the framework for the American Rescue Plan Act. Available funds to be allocated to the Town totals \$10,867,057 and includes both the town allocation and the Essex County re-allocation. ARPA is managed by the US Dept of Treasury. The Board report by December 2025. The Town Manager of Treasury and provides guidelines on how the funds are to be expended.

The funding priorities are aligned to the Select Boards adopted or proposed goals, ARPA Eligibility, and items that support the Town will provide regular updates to the Board on all of the categories. Question: Are there any sort of limitations or

requirements on how much has to be sent in each category? The Town Manager said there is no requirement as long as they fall into one of the ARPA categories.

Patrick Lawlor reported that all of the categories were tied to State guidance and Federal rules to make sure we were hitting the eligible categories. Mr. Flanagan reported that 3% of the funding goes towards the oversight of the funds.

Alex Vispoli asked that there be 'another set of eyes' on this spending project. The vote of the Board to endorse the ARPA frameworks will be held after the vote of the Finance Committee.

B. Select Board/ Town Manager Goals – 2nd Reading
Select Board / Town Manager 2021-2022 Goals. The Town Manager provided a presentation of the goals that were previously presented with the recommendations and feedback from the Board incorporated into the goals.

Major goal areas: Updates to the goals:

Administration & Finance

- ~Work with the Investment Committee to develop and recommend an investment for the town's pension obligation bond process.
- ~Hold Tax Information Meeting as part of regularly scheduled Board meeting and include tax impact statement of Annual Budget & Financial Plan.
- ~Develop a process for 'excess levy' capacity that provides short and long term guidance.
- ~Explore federal funding for removal of lead water service lines and develop a plan for moving forward:

Work with new AYS Director to review AYS Mission and align programming; work to begin in spring/summer 2022 and after the appointment of new AYS Director.

Citizen Response Management & Engagement

~ Continue to be a leader in the areas of transparency and engagement through module upgrades and data enhancement through the Town's data portal-Andover Data and develop quarterly reports to the Board on key metrics, and response times. Deliverables: Provide Board with updates as new modules are rolled out. Quarterly updates to begin winter 2022.

Begin the process for comprehensive updates of the Town website and develop a framework for a regular communication; Explore development of a mobile app and establish a resident focus group to support these efforts; Provide Board with update as new models are rolled out. Quarterly updates to begin Winter 2022.

Begin process for comprehensive update of the Town website and develop the framework for a regular communication.

Explore the development of mobile app and establish a resident focus group to support these efforts: Deliverables: Establish focus group in winter of 2022 and finalize timeline for updates.

Capital Improvements

Continue to implement the sidewalk program and incorporate it into the FY-22-27 Capital Improvement Program based on the sidewalk inventory report and prepare to present the sidewalk inventory report at a public meeting. Bring prioritization matrix to the Board for approval. Sidewalk inventory report will be finalized in February 2022 and present to the Board. Board will be asked to review and vote to support prioritization matrix.

Downtown Andover, Historic Mill District & Economic Development

Begin visioning process and development a funding plan for potential future uses of the Park Property and align with the Rec Park Master Plan. Select consultant to begin visioning process for the property. Phase 1 to be funded from ARPA funds (recommendation).

River & Open Space Access

No updates

Energy Sustainability

No updates

Diversity, Equity & Inclusion

No updates.

Discussion on goals and dates to review and adopt another set of goals in the cycle as several of the goals will carry over to the next year. Goals run from fiscal year to fiscal year and continue into the next year as a framework.

VI. Consent Agenda

A. Appointments by the Town Manager

Alex Vispoli moved to vote t that the following appointments by the Town Manager by approved. Motion seconded by Dick Howe. Roll call: Laura Gregory-Y, Dick Howe-Y, Alex Vispoli-Y, Annie Gilbert-Y, Chris Huntress-Y. Motion passes 5-0.

Department	Name	Position	Rate/Term	Date of Hire
Andover Police Department	Sobhan Namvar	Community Support Coordinator	\$100,885.16/yr	1/06/2022
Finance	Faith Mangiafico (Christine Barraford)	Management Analyst	\$75,000.00/yr	1/06/2022
Andover Fire Rescue	Ryan Oteri (Jacqueline Moses)	Firefighter	\$61,359.82/yr	1/16/2022
Andover Fire Rescue	Lance Whitney (Shawn Kelly)	Firefighter	\$61,359.82/yr	1/16/2022
Andover Police Department	Jessica Moses (John Delaney)	Patrolman	\$56,889.45/yr	1/10/2022
Andover Police Department	Sidymohamed Seayam (Joseph Magliozzi)	Patrolman	\$56,889.45/yr	1/10/2022

Andover Police Department	Liam Murphy (<i>Christopher Lippi</i>)	Patrolman	\$56,889.45/yr	1/10/2022
Andover Police Department	Jacob Marshall (<i>James Moses</i>)	Patrolman	\$56,889.45/yr	1/10/2022
Department of Public Works – Treasurer/Collector	Sydney Paskos (<i>Lisa Ring</i>)	Office Assistant III	\$55,388.32/yr	1/24/2022
Community Services – Youth Services	Michaela Choate	Seasonal Program Instructor	\$25.50/hr	12/13/2021
Community Services – Youth Services	Jack Klock	Seasonal Program Instructor	\$15.00/hr	1/03/2022
Commission on Diversity, Equity and Inclusion	Benjamin Hoerner	Associate At-Large-Member	Term Expires 6/30/2024	1/05/2022

VII. Executive Session

A. Alex Vispoli moved that the Select Board 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 an open session may have a detrimental effect on the negotiating position of the Town; and not to return to open session. The Chair so declared that an open session may have a detrimental effect on the negotiating position of the Town. Motion seconded by Dick Howe. Roll call: Alex Vispoli-Y, Annie Gilbert-Y, Dick Howe-Y, Laura Gregory-Y, Chris Huntress-Y. Motion passes 5-0.

VIII. Adjourn

At 8:57 PM the Andover Select Board moved to Executive Session, not to return to Open Session.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

Select Board
 Minutes of Wednesday, January 12, 2022
 Virtual Meeting

I. Call to Order – 4:30 P.M.

Chairperson Chris Huntress called the meeting of January 12th to order at 4:30 PM.
 Members in attendance: Alex Vispoli, Dick Howe, and Annie Gilbert.

Others in Attendance:

Town Manager Andrew Flanagan, Town Counsel Tom Urbelis, Town Clerk Melissa Ripley.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

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

III. Communications

Alex Vispoli reported that the Town will be distributing 2,500 Covid-19 Test Kits to Andover residents only with required identification at the Municipal Maintenance Facility at Campanelli Drive starting at 10:00 am on Saturday and you can stay in your car. Each household is eligible to get one box with 2 kits.

Chris Huntress reported that they had a nice meeting with the Joint Chairs (School Committee and Finance Committee) to look at a draft of budget numbers and we seem to be on target. It was a very good productive meeting.

III. Consent Agenda

A. Appointments by the Town Manager

The Town Manager is asking the Board to approve three members to the AYS Steering Committee; this will come close to rounding out the Committee. Andrew thanked everyone who has stepped forward to serve, it will be a solid well-rounded Committee. Alex Vispoli asked if the meetings will be announced and open to the public to which the Town Manger confirmed they would be.

Alex Vispoli moved that the following appointments by the Town Manager be approved. Motion seconded by Dick Howe. Roll call: Alex Vispoli-Y, Annie Gilbert-Y, Dick Howe-Y, C. Huntress –Y. Motion passes 4-0.

Department	Name	Position	Rate/Term	Date of Hire
Andover Youth Services Steering Committee	Ryan Murphy	Chair	Term Expires 6/30/2022	1/12/2022
Andover Youth Services Steering Committee	Brian Masterson	Member	Term Expires 6/30/2022	1/12/2022
Andover Youth Services Steering Committee	Albert Pless, Jr.	Member	Term Expires 6/30/2022	1/12/2022

IV. Executive Session

At 4:38 P.M. Alex Vispoli moved that 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 an open session may have a detrimental effect on the negotiating position of the Town; and not to return to open session. The Chair so declared. Motion seconded by Dick Howe.

Roll call vote: Alex Vispoli-Y, Annie Gilbert-Y, Dick Howe-Y, C. Huntress-Y.
Motion approved 4-0

V. Adjourn

At 4:39 PM, the Board adjourned from Open Session and moved to Executive Session not to return to Open Session.

Respectfully submitted,

**Dee DeLorenzo
Recording Secretary**

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

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

Every effort will be made to ensure that the public can adequately access the proceedings in real time via technological means. In the event that we are unable to do so despite our best efforts, we will post on the Town's website an audio or video recording, transcript, or other comprehensive record of the proceedings as soon as possible after the meeting.

MEETINGS ARE TELEVISED ON
COMCAST CHANNEL 22 AND VERIZON CHANNEL 45

Andover Select Board
Monday, January 24, 2022
Minutes

I. Call to Order

Chairman Huntress called the Select Board Meeting of January 24, 2022 to order at 7:00 PM. Members present: Chris Huntress, Alex Vispoli, Dick Howe, Annie Gilbert, Laura Gregory. Others in attendance: Town Manager Andrew Flanagan, Deputy Town Manager Michael Lindstrom, Town Clerk Melissa Ripley, Town Counsel Tom Urbelis, Health Director, Tom Carbone.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

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

III. Communications/Announcements/Liaison Reports

The Town Manager communicated the following:

As part of the Neighborhood Service Program, the Mobil Town Hall will be out and about on Friday from 11 am – 2:00 P M in the vicinity of the Ballardvale Green for anyone who wants to conduct Town Business without having to go to the Town Offices. Thank you to the Town Departments and Divisions who successfully were awarded 47 grants for a total over \$2.3M for the calendar year 2021. More grant info available on Andoverma.gov\data.

Mike Lindstrom invited everyone to join the online Shawsheen River Massive Plan Kick-off meeting tomorrow at 7:00 pm. They will be developing plans for a shared vision of the future of the Merrimack River. It will be a brief overview of the project and how people can get involved in the data collection phase of the project.

Melissa Ripley reported that the Town Census is out and it is very important that residents fill out the census and return it to the Town Clerk's Office as soon as possible; it is important for our state funding. They are in the process of processing licensing for dogs, there is a form on-line and the form will also be included with the Town Census.

Annie Gilbert reported that the newly launched [Sustainability newsletter](#), called 'Twenty-50' which will be a monthly issue on sustainability issues in Andover. To see the first issue online, go to webpage on andoverma.gov and sign up to have the newsletter emailed to you. You can also submit information, tips or photos related to sustainability initiatives.

Dick Howe attended the virtual Annual Mass Municipal Meeting (MMA) and was delighted that at the end of the meeting to see the Innovation Award given to the Town of Andover. Congratulations to Andrew and his team.

IV. Citizens Petitions and Presentations

Diane Costagliola, Belknap Drive, representing the Andover Youth Foundation (AYF) gave a statement in response to the Nixon Peabody Report. The AYF takes issues with several statements in the report. It is the AYF's understanding that Bill Fahey did not solicit funds from the Hurston Family Foundation but that the Hurston Family Foundation approached Bill Fahey and set the terms of the gift and has no issue with how the funds were used. All of the funds issued originated from this single donor. The payments to Bill Fahey and other

members of the AYS Staff were not compensation for work performed as part of their duties as employees but predominately in acknowledgement of the enormous amount of volunteering, humanitarian efforts and community service performed by Bill Fahey and other AYS employees beyond their official duties. None of the payments at issue were in exchange for any public employees taking an official act or refraining from taking an official act. The Foundation voluntarily cooperated in with the Town's investigation, provided documentation, provided an 8-page statement which is attached to the report on the newspaper's website, and did not decline to cooperate with the investigator. The Andover Youth Foundation remains immensely proud of the great benefits the Foundation, Bill Fahey and the many people who volunteered their time brought to the youth of Andover.

Kathy Grant, 83 Morton Street. Re: Select Board and Town Manager's Goals. Today's Industry standard are SMART goals. Andover's on-going goal(s) do not fit into a goal measurement and should be removed and updated. She proposed the following: 1. No Non-Disclosure Agreements 2. If a citizen presents a policy idea, it should be placed on the Select Board's agenda. 3. Better communication with employees of the Town is important. 4. Contract with a company to write a good survey to evaluate managers who work with employees of the time.

Michael Silverman, Tewksbury Street, holding Town Meeting on a Saturday morning conflicts with a holy time for people of different faiths. Andover could be more inclusive if they take look at a different time.

V. Regular Business

A. Nixon Peabody Investigative Report - AYS

The Select Board has received a report dated 1/12/2022 from the firm of Nixon Peabody LLP who reviewed documents and evidence indicating that the former Director of AYS violated state law prohibiting the accepting of gifts by public employees. The investigation included AYS former Director and AYS former staff and the Andover Youth Foundation, a non-profit public charity. Pursuant to recommendations in the report, the Town has handed the report over to the State Ethics Commission for their review. The Town is also prepared to implement all recommendations made in the report including updates to staff training as appropriate.

The Andover Youth Foundation has been providing support to the AYS since its' inception making the construction of the building possible and continued to provide funding to support the countless programming to help benefit the kids. Mr. Huntress hopes that the Town of Andover and the Andover Foundation can continue the tradition started so many years ago and work together to inspire Andover Youth. Copies of the report can be requested through the Town Clerk's Office.

B. COVID-19 Update

Tom Carbone reported on the Covid statistics in Town stating that it appears we have ridden the current wave that started in January. On average, there were 75 cases per day in the first week, week two 63 cases, and week three 39 cases. About 1/3 of the cases occurred in persons under the age of 21-years old. They are still exploring holding a large clinic but spending a more time making it convenient for people to get a vaccine at smaller locations bringing the vaccine to where the people are. They are waiting for an order of testing kits to arrive. To sign up to receive Free at-home-tests from the Federal Government go to www.COVIDTEST.gov. Mr. Carbone recommends against implementation of a mask mandate at this time and the

Board of Health continues to encourage people to wear masks. We should be putting our resources into immunizations; the communities who have the best rates, have the lower positivity rates. All Town Public Buildings require the wearing of masks. If the Covid numbers continue to drop, they would hope they will be able to recommend holding in-person meetings. The Board thanked Mr. Carbone for his report.

C. 2022 Annual Town Meeting

Board to discuss and consider voting to approve changing the venue and date of the 2022 Annual Town Meeting. Town Moderator Sheila Doherty was present at the meeting for this discussion.

The Town Warrant closed last Friday with 37 warrant articles. Town Meeting is scheduled for May 2-3 at the Collins Center and the Town Manager is recommending the Board consider an outdoor Town Meeting on June 4th (2 days prior to AHS Graduation) similar to the last two Town Meetings. Should the Board move forward with this idea, the Andover High School may use the tent for graduation. Funds from ARPRA allocations can be used for this purpose.

Sheila Doherty has received a letter from the Rabbi about holding Town Meeting on Saturday mornings as it conflicts with the Sabbath. Due to the magnitude of issues on last year's agenda, they could not start the meeting any later in the day. This year they may be able to start the meeting at 1:00 PM. The Board discussed options and dates to consider for holding Town Meeting.

Dick Howe moved to set the date of the Annual Town Meeting to Saturday afternoon June 4, 2022 with a rain date of Sunday June 5th and with a backup date of June 11 or 12, 2022. 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.

D. Revenue Recommendations for FY-2023

The Town Manager presented the Revenue Recommendation for the FY-2023 Operating Budget. The recommendations serve for the basis of the budget. It is important to build consensus around the revenue expectations assumed. The Town Manager reviewed the revenue sources, amounts, assumptions and the plus/minus over the previous year and how the formula is applied. Revenue sources include: Prior Year Levy Limit, Prop 2.5% Increase, New Growth, Exempt Debt Service, State Aid, and Local Receipts which is greater than in 2021 but still not restored to the level they were before Covid. The Dept. of Revenue will review our revenue estimates. They will back out excess levy capacity, which is higher than ever due to the part of the Pension Obligation Bond setup, freeing up capacity before the levy. The recommendations were approved by the Revenue and Expenditure Task Force. The Town Manager responded to questions from the Board.

E. American Rescue Plan Act (ARPA) Framework 2nd Reading

The Town Manager made some changes to the framework based on the feedback from the Board and has been presented to the Finance Committee including the changes he recommended to the initial plan. The Finance Committee voted unanimously to approve. The four major categories for ARPA funds are: Public Health & Pandemic Response \$871,885; Community Engagement and Administration \$395,672; Capital Improvements and

Infrastructure \$9,344,500; and Community Assistance and Partnerships \$255,000 for a total of \$10,867,057. Overall, the CIP number decreased by \$100,000; the Community Engagement & Administration increased to \$255,000, Public Health to \$841,885 and the water main transmission line was changed to \$4,600,000 and moved up a year.

Alex Vispoli would like the Board to meet as Water Commissioners for a presentation on the water main transmission lines upgrade from an 8" main to a 20-24" main and the related costs.

Alex Vispoli moved to approve the American Rescue Plan Act Funding framework with a statement that the Board will meet as Water Commissioners on the number of the first topic, Water Main Transmission Lines in the amount of \$4.6 million, for further analysis before approving the amount of spending. Motion seconded by Dick Howe. Roll call: A. Vispoli-Y, D. Howe-Y, A. Gilbert-Y, L. Gregory-Y, C. Huntress-Y. Motion passes 5-0.

F. Select Board/Town Manager Goals –3rd reading

Board to consider voting to adopt the Select Board/Town Manager 2021-2022 Goals. The Town Manager sent the Board a document today highlighting the recommended changes by the Board.

Updates were made in the following categories:

Administration & Finance: Develop a Revenue Recommendation for the FY-23 Operating Budget. Deliverable date changed to February 2022.

River & Open Space Access:

Changes included: Kickoff the Master Planning Process for the Shawsheen River and improve safe access to fishing and boating. Increased access to our rivers most scenic resources by constructing public pathways and enhancing river access to recreation.

Energy & Sustainability - There is no change but an update to the last goal which is to further align town projects and sustainability initiatives with the Andover Green Advisory Board (AGVB) through a shared goals process. The Town Manager reported that the Town Administrators/Dept. Heads had a very productive workshop with AGVB last Wednesday.

Chris Huntress shared questions received by email.

1. Water Infrastructure Program Goals? *The Town Manager said they do not have an existing goal because they have been operating under a plan endorsed by the Board. They will include a category on that moving forward.*
2. Why are goals labeled as on-going? *Goals are on-going because they are functions of government or they are year-over-year initiatives or a subject of collective bargaining.*
3. Keep citizens regularly and clearly informed on pension fund obligation funding. *The Investment Committee and Retirement Board have been meeting regularly about the strategy moving forward. They are waiting for the update on the Actuarial Evaluation which will provide information on the exact normal cost and exact portion they need to fund. An update will be regularly reported on moving forward. This goal will be regularly reported on going forward.*
4. Include in the sidewalk program a specific mandate to properly maintain existing sidewalks. *Maintenance costs are part of any discussion regarding any new sidewalks.*
5. Guiding principles, priorities, constraints and trade-offs are adequately resolved before moving forward in the design process for the Rte. 133 corridor. *They have had a good amount of public engagement with information available on the website. There will be an opportunity to provide feedback. It is a large infrastructure project and almost everyone is pleased with the design project.*

Annie Gilbert pointed out that part of their process has always been to receive updates on progress towards goals.

Dick Howe moved to adopt the Select Board/Town Manager's 2021-2022 Goals as reviewed for approval this evening. Motion seconded by Annie Gilbert. Roll call: L. Gregory-Y, A. Vispoli-Y, A. Gilbert-Y, D. Howe-Y, C. Huntress-Y. Motion passes 5-0.

VI. Consent Agenda

A. Appointments by the Town Manager

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

Department	Name	Position	Rate/Term	Date of Hire
Human Resources	Risa Hassell (Rita Marconi)	Benefits Manager	\$100,00.00/yr	1/31/2022
Finance - Assessor	Megan Anderson (Patricia Sullivan)	Senior Assessor	\$81,398.36/yr.	1/31/2022
Memorial Hall Library	Meaghan Brown	Library Assistant	\$26.21/hr.	1/31/2022
Community Services- Youth Services	Sean Ballou	Seasonal	\$18.00/hr.	1/18/2022
Community Services- Youth Services	Girish Rao	Seasonal	\$18.00/hr.	1/18/2022
Community Services- Recreation	Enclin Guerrero	Seasonal	\$14.25/hr.	1/08/2022

VI. Adjourn

At 8:58 PM on a motion by Alex Vispoli and seconded by Dick Howe, the Andover Select Board moved to adjourn the meeting of Monday, January 24, 2022.

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

Motion passes 5-0.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

Motion for Minutes

I move to approve the meeting minutes of November 15, 2021, November 29, 2021, December 8, 2021- TriBoard, December 13, 2021, December 13, 2021- Goals Workshop, January 5, 2022, January 12, 2022 and January 24, 2022 as submitted.

Executive Session Motion

Executive Session Motion

I move that the Board to vote to go into Executive Session pursuant to option 3 to discuss strategy with respect to collective bargaining for the America Federation of State, County and Municipal Employees State Council 93 Local 1704 AFL-CIO, Andover Independent Employees Association, Andover Police Patrolman's Union Massachusetts Coalition of Police Local 477, Andover Police Superior Officers Association NEBPA Local 99, Andover Public Safety Communicators NEBPA Local 109 and International Association of Firefighters Local 1658 AFL-CIO, and for the Chair to declare that an open session may have a detrimental effect on the negotiating position of the Town; and not to return to open session.



TOWN OF ANDOVER *Finance & Budget*

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

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

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

Andrew P. Flanagan
Town Manager

Michael Lindstrom
Deputy Town Manager

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

From: Hayley Green, Town Accountant/Assistant Finance Director

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

Date: January 25, 2022

Re: ***FY 2022 Financials***

The attached reports summarize the Town's financial position through November 31, 2021.
Included are the following:

- Executive Summary
- Budgeted versus Actual Revenues – General Fund and Enterprise Funds
- Revenue Comparison Graph – Local Receipts
- Personal Services and Other Expenditures by Department
- Reserve Account and Compensation Fund Analysis
- Chapter 44 § 53 E ½ Revolving Funds
- Capital Projects status – FY16 – FY22

Feel free to contact me, should you have any questions regarding the reports.

The attached reports of the Town Accountant summarize FY 2022 revenues and expenditures for the General Fund, Enterprise Funds, Compensation Fund, Reserve Fund, Revolving Funds and Capital Projects through November 30, 2021.

General Fund

The total general fund receipts of all sources collected through November 30, 2021 are exceeding the annual projections through the first five months of the year. FY2022 local receipts are approximately \$346,000 greater than FY 2021 collections through the same period of time. This is primarily due to the increase in hotel motel and meals tax revenue as more people are dining out and traveling as compared to last year, as well as the increase in liquor license renewals since the fees were lowered in FY21 due to COVID-19. Off-set receipts collections are approximately \$124,000 greater than collections through the same period of time last fiscal year mainly due to higher ambulance collections.

General fund personal services are lower and other expenditures are in line with FY 2022 projections through November 2021. The school encumbers most of their projected salaries at the beginning of the fiscal year and adjusts during the school year as they determine where staff will be funded. Insurance premiums were paid in July and the required appropriation for pension was paid in full in August.

Water Enterprise Fund

The total water enterprise fund collections are in line with the annual projections through November 2021. The user charges receipts are \$1,359,393 less than FY21 through the same period of time because there were drier conditions and more pool installations, resulting in more consumption for FY21. Water personal services are in line with and other expenses are slightly greater than the FY 2022 projections through November 2021.

Sewer Enterprise Fund

The total sewer enterprise fund collections are lower than annual projections through November 2021 with user charges being \$622,491 less than prior year receipts through the same period. The lower collections are correlated with the lower water collections. Sewer personal services are consistent with and other expenses are greater than the FY 2022 projections through November 2021.

Reserve Fund

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

Compensation Fund

Town Meeting approved a compensation fund balance of \$155,326. This money has not been used through November 2021.

Revolving Accounts

Town Meeting voted to approve 16 revolving funds with a total spending limit of \$2,240,000.

Capital Projects

These projects are part of the Town's capital improvement plan voted at Town Meeting from taxation. There is a balance of \$3,456,765 available for the most recent seven years of approved projects.

Town of Andover
FY 2022 General Fund Year-To-Date Revenue Report
Budgeted vs. Actuals 11/30/2021 and 11/30/2020

	FY 22 Budgeted Receipts	FY 22 YTD Revenues	% Collected	FY 21 Budgeted Receipts	FY 21 YTD Revenues	% Collected	Change in Budgets	Change in YTD Receipts
Local Receipts								
Motor Vehicle Excise	5,595,875	633,960	11.3%	5,245,856	680,643	13.0%	350,019	(46,684)
Hotel/Motel/Meals	1,475,000	555,061	37.6%	1,769,000	364,240	20.6%	(294,000)	190,822
Penalties and Interest on Taxes and Excises	480,000	297,125	61.9%	480,000	204,862	42.7%	-	92,263
Fees	61,000	78,742	129.1%	61,000	26,845	44.0%	-	51,897
Payments in Lieu of Taxes	440,713	-	0.0%	430,000	-	0.0%	10,713	-
Other Departmental Revenues	300,000	77,402	25.8%	300,000	138,861	46.3%	-	(61,458)
Other Departmental Revenues - School Medicare	200,000	56,107	28.1%	180,000	49,671	27.6%	20,000	6,436
Licenses and Permits	2,354,000	1,186,770	50.4%	1,903,505	993,140	52.2%	450,495	193,630
Fines & Forfeits	227,000	59,651	26.3%	227,000	67,731	29.8%	-	(8,080)
Investment Income	200,000	70,722	35.4%	414,862	143,892	34.7%	(214,862)	(73,170)
Total Estimated Receipts	11,333,588	3,015,542	26.6%	11,011,223	2,669,886	24.2%	322,365	345,656
Off-Set Receipts								
Recreation	393,510	132,112	33.6%	593,510	159,085	26.8%	(200,000)	(26,973)
Elder Services	106,000	47,212	44.5%	106,000	42,581	40.2%	-	4,631
Public Facilities - Rental Receipts	20,000	37,316	186.6%	80,000	8,534	10.7%	(60,000)	28,782
Cemetery - Interment Fees	60,000	23,387	39.0%	60,000	24,176	40.3%	-	(789)
Public Safety - Police Detail Fees	60,000	29,775	49.6%	90,000	17,496	19.4%	(30,000)	12,279
Public Safety / Fire - Ambulance Receipts	1,250,000	542,552	43.4%	1,350,000	436,630	32.3%	(100,000)	105,923
Total Off-Set Receipts	1,889,510	812,354	43.0%	2,279,510	688,502	30.2%	(390,000)	123,853
Other Revenues								
Property Taxes (inc. Tax Titles)	165,604,775	79,476,980	48.0%	159,488,649	75,677,272	47.4%	6,116,126	3,799,708
State Aid	14,178,409	6,015,772	42.4%	13,939,807	5,781,802	41.5%	238,602	233,970
Total Other Revenues	179,783,184	85,492,752	47.6%	173,428,456	81,459,074	47.0%	6,354,728	4,033,678
Total Revenues	193,006,282	89,320,648	46.3%	186,719,189	84,817,461	45.4%	6,287,093	4,503,187

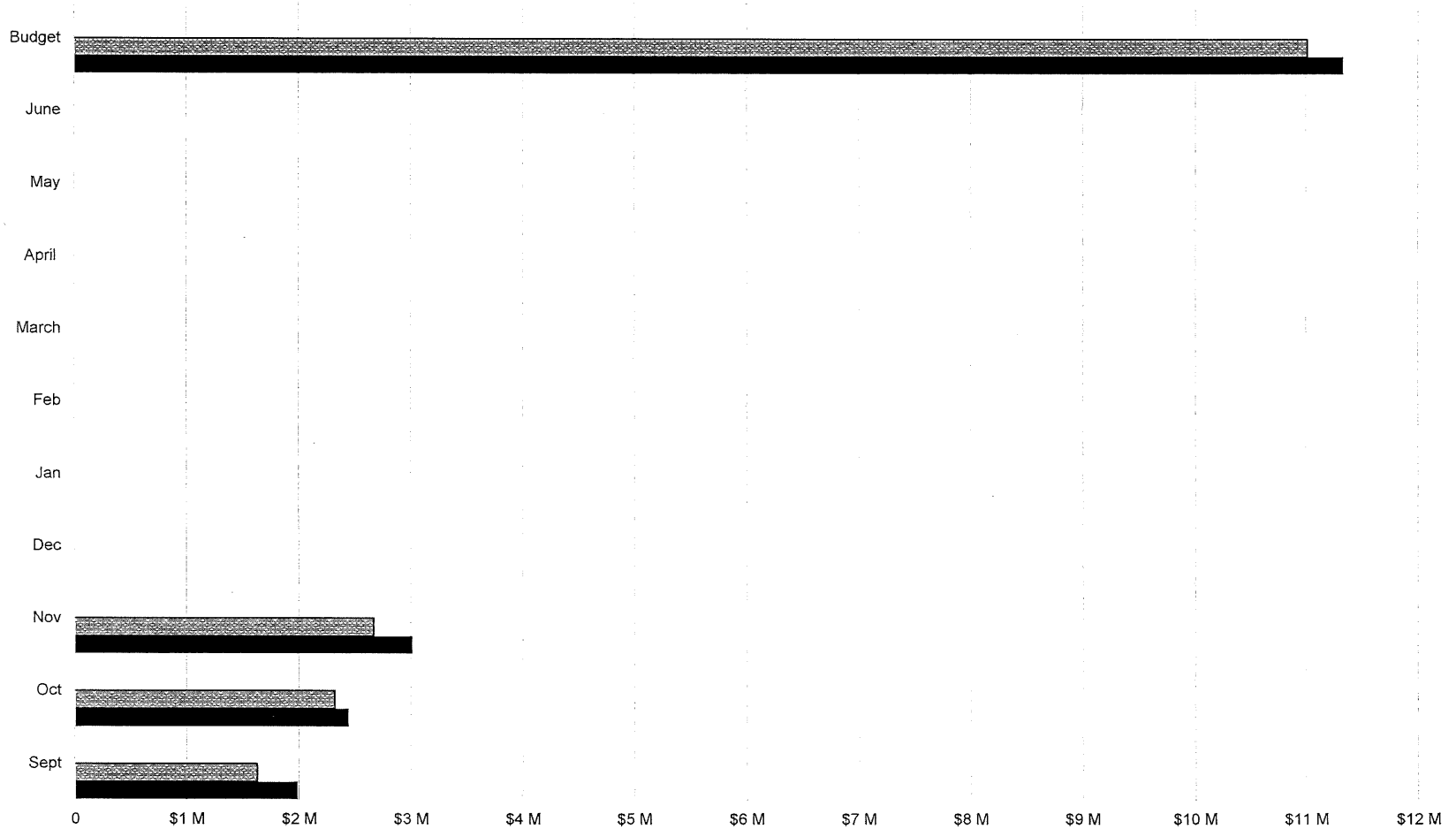
Town of Andover
FY 2022 Enterprise Funds Year-To-Date Revenue Report
Budgeted vs. Actuals 11/30/2021 and 11/30/2020

Water Fund	FY 22 Budgeted Receipts	FY 22 YTD Revenues	% Collected	FY 21 Budgeted Receipts	FY 21 YTD Revenues	% Collected	Change in Budgets	Change in YTD Receipts
User Charges	9,996,766	4,209,088	42.1%	9,567,598	5,568,481	58.2%	429,168	(1,359,393)
Water Connection	41,000	1,258	3.1%	41,000	27,676	67.5%	-	(26,418)
Water Testing Fees	18,000	1,885	10.5%	22,000	11,305	51.4%	(4,000)	(9,420)
Meter Installations	9,000	4,050	45.0%	10,000	9,000	90.0%	(1,000)	(4,950)
Fire Flow Test	9,000	2,800	31.1%	9,000	5,500	61.1%	-	(2,700)
Special/Final Reads	25,000	11,432	45.7%	25,000	31,476	125.9%	-	(20,044)
Backflow/Cross Connection Fees	75,000	43,445	57.9%	75,000	4,160	5.5%	-	39,285
Water Tap	1,000	300	30.0%	-	900	N/A	1,000	(600)
Liens	80,000	9,684	12.1%	120,000	15,185	12.7%	(40,000)	(5,502)
Fire Suppression	220,000	115,504	52.5%	220,000	94,635	43.0%	-	20,868
Interest /Misc Revenue	-	1,051	N/A	12,000	14,519	121.0%	(12,000)	(13,468)
Non-Revenue Interest	19,000	1,318	6.9%	16,000	4,335	27.1%	3,000	(3,017)
Total Water Receipts	10,493,766	4,401,815	41.9%	10,117,598	5,787,173	57.2%	376,168	(1,385,358)

Sewer Fund	FY 22 Budgeted Receipts	FY 22 YTD Revenues	% Collected	FY 21 Budgeted Receipts	FY 21 YTD Revenues	% Collected	Change in Budgets	Change in YTD Receipts
User Charges	5,086,120	1,407,798	27.7%	4,962,068	2,030,289	40.9%	124,052	(622,491)
Committed Interest/Income	165,000	7,766	4.7%	170,000	17,236	10.1%	(5,000)	(9,470)
Liens	55,000	4,953	9.0%	55,000	12,984	23.6%	-	(8,031)
Apport Assmnts	410,000	66,626	16.3%	445,000	73,671	16.6%	(35,000)	(7,045)
Interest /Misc Revenue	-	1,789	N/A	-	1,350	N/A	-	439
Non-Revenue Interest	15,000	1,176	7.8%	48,000	3,312	6.9%	(33,000)	(2,137)
Total Sewer Receipts	5,731,120	1,490,106	26.0%	5,680,068	2,138,842	37.7%	51,052	(648,736)

Total Enterprise Revenues	16,224,886	5,891,921	36.3%	15,797,666	7,926,014	50.17%	427,220	(2,034,093)
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Town of Andover Local Receipts FY 2022 and FY 2021



	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Budget
■ FY 2021 % of Budget	14.8%	21.1%	24.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
▨ FY 2022 % of Budget	17.6%	21.6%	26.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
■ FY 2021 Receipts	\$1,628,383	\$2,323,802	\$2,669,886								\$11,011,223
■ FY 2022 Receipts	\$1,989,405	\$2,444,067	\$3,015,542								\$11,333,588

Town of Andover
FY 2022 Year-To-Date Budget Report
Personal Services and Other Expenditures thru 11/30/2021

	Original Appropriation	Transfers/ Adjustments	Revised Budget	YTD Expended	Encumbrances	Available Balance	% Expended & Encumbered	% Expended
Personal Services								
General Government	7,167,854	112,166	7,280,020	2,802,694	-	4,477,326	38.5%	38.5%
Community Services	1,819,521	-	1,819,521	865,786	-	953,735	47.6%	47.6%
Public Facilities	2,508,336	-	2,508,336	1,004,851	-	1,503,485	40.1%	40.1%
Public Safety - Fire	8,628,347	32,813	8,661,160	3,442,243	-	5,218,917	39.7%	39.7%
Public Safety - Police	8,090,689	32,178	8,122,867	3,257,362	-	4,865,505	40.1%	40.1%
Public Works	3,814,578	-	3,814,578	1,382,576	-	2,432,002	36.2%	36.2%
Library	2,321,710	-	2,321,710	866,538	-	1,455,172	37.3%	37.3%
School	75,617,287	-	75,617,287	19,775,337	52,401,532	3,440,418	95.5%	26.2%
Compensation Fund	155,326	-	155,326	-	-	155,326	0.0%	0.0%
Total Personal Services - General Fund	110,123,648	177,157	110,300,805	33,397,386	52,401,532	24,501,887	77.8%	30.3%
Water Enterprise	2,338,139	-	2,338,139	902,114	-	1,436,025	38.6%	38.6%
Sewer Enterprise	355,912	-	355,912	134,002	-	221,910	37.7%	37.7%
Total Personal Services - Enterprise Funds	2,694,051	-	2,694,051	1,036,117	-	1,657,934	38.5%	38.5%
Other Expenses								
General Government	2,233,879	216,881	2,450,760	1,115,140	441,175	894,445	63.5%	45.5%
Community Services	605,675	103,285	708,960	213,166	230,998	264,796	62.7%	30.1%
Public Facilities	1,325,450	247,628	1,573,078	575,285	604,630	393,163	75.0%	36.6%
Public Safety - Fire	571,550	81,058	652,608	257,564	160,004	235,041	64.0%	39.5%
Public Safety - Police	1,019,300	149,034	1,168,334	423,054	364,490	380,790	67.4%	36.2%
Public Works	5,921,832	893,969	6,815,801	2,151,047	2,870,460	1,794,294	73.7%	31.6%
Library	660,687	15,053	675,740	298,691	205,253	171,796	74.6%	44.2%
School	16,976,165	686,223	17,662,388	5,531,799	11,427,605	702,984	96.0%	31.3%
Technical Schools	800,000	-	800,000	320,340	321,693	157,967	80.3%	40.0%
Debt Service	11,057,553	-	11,057,553	5,840,405	-	5,217,148	52.8%	52.8%
Insurance	1,240,000	18,911	1,258,911	1,157,984	35,783	65,144	94.8%	92.0%
Health Insurance	23,147,462	-	23,147,462	4,493,002	-	18,654,460	19.4%	19.4%
Unemployment	160,000	-	160,000	33,545	2,050	124,405	22.2%	21.0%
Retirement	12,897,390	-	12,897,390	12,897,390	-	-	100.0%	100.0%
Reserve Fund	200,000	-	200,000	-	-	200,000	0.0%	0.0%
OPEB Appropriation	1,696,026	-	1,696,026	1,696,026	-	-	100.0%	100.0%
Total Other Expenses - General Fund	80,512,969	2,412,042	82,925,011	37,004,438	16,664,140	29,256,433	64.7%	44.6%
Water Enterprise	6,782,728	1,046,651	7,829,379	3,851,379	1,946,206	2,031,793	74.0%	49.2%
Sewer Enterprise	4,936,767	346,744	5,283,511	3,312,940	1,412,479	558,091	89.4%	62.7%
Total Other Expenses - Enterprise Funds	11,719,495	1,393,395	13,112,890	7,164,320	3,358,686	2,589,884	80.2%	54.6%
Total - General Fund	190,636,617	2,589,199	193,225,816	70,401,824	69,065,672	53,758,319	72.2%	36.4%
Total - Enterprise Funds	14,413,546	1,393,395	15,806,941	8,200,437	3,358,686	4,247,819	73.1%	51.9%

Town of Andover
FY 2022 Reserve Account and Compensation Fund
As of 11/30/21

RESERVE FUND

Appropriation by Vote of Town Meeting June 2021	\$ 200,000.00
Transfers by Vote of Town Meeting	0.00
Transfers by Authority of the Finance Committee	0.00
Available Balance	<u>\$ 200,000.00</u>

COMPENSATION FUND

Appropriation by Vote of Town Meeting June 2021	\$ 155,326.00
Transfers by Vote of Town Meeting	0.00
Transfer by Authority of the Select Board	0.00
Available Balance	<u>\$ 155,326.00</u>

Town of Andover
FY 2022 Revolving Accounts
(M.G.L. CH. 44, § 53 E1/2)
As of 11/30/21

	CD & P Legal Notices Acct 5550	Library Lost/Damaged Materials Acct 5631	CD & P Health Services Clinics Acct 5557	Recreation Special Services Acct 5552	Youth Services Acct 5553	Facilities Field Maintenance Acct 5622	Elder Services Acct 5554	Police Antenna Uses Acct 5653	School Photocopy Fees Acct 4510	Facilities Compost Program Acct 5666	DPW Solid Waste Fees Acct 5667	CD & P Stormwater Management Acct 5668	Fire Emergency Billing Acct 5669	Health Services Inspections Acct 5670	School Professional Development Acct 4500	Student Technology Rental Acct 4260
Balance thru 6/30/2020	16,598	14,081	26,344	227,426	199,511	68,107	129,857	39,290	28,080	23,927	58,090	0	23,942	92,715	2,719	15,210
Receipts thru 6/30/2021	31,045	1,044	40,322	605,596	354,496	56,938	43,954	7,426	1,237	30,275	31,661	0	6,732	53,168	800	18,850
Expenditures thru 6/30/2021	26,394	619	67,354	435,669	224,274	16,140	40,090	0	100	39,705	13,464	0	29,993	25,891	240	20,884
Balance thru 6/30/2021	21,249	14,506	-688	397,353	329,733	108,904	133,721	46,716	29,218	14,497	76,288	0	681	119,994	3,279	13,176
Receipts thru 11/30/2021	14,580	1,403	28,926	612,453	60,621	38,384	32,928	2,877	10,085	4,262	9,514	0	0	20,600	0	15,080
Expenditures thru 11/30/2021	11,064	34	26,271	436,116	79,550	16,114	31,038	0	0	12,907	435	0	0	255	0	0
Balance thru 11/30/2021	24,765	15,875	1,967	573,690	310,804	131,174	135,611	49,593	39,303	5,853	85,366	0	681	140,339	3,279	28,256

Spending Authorization Art 6G - ATM 21	\$20,000	\$20,000	\$60,000	\$750,000	\$400,000	\$150,000	\$225,000	\$50,000	\$10,000	\$60,000	\$40,000	\$5,000	\$100,000	\$100,000	\$50,000	\$200,000
Y-T-D % Spent	55.32%	0.17%	43.79%	58.15%	19.89%	10.74%	13.79%	0.00%	0.00%	21.51%	1.09%	0.00%	0.00%	0.26%	0.00%	0.00%

**Town of Andover
Capital Projects
11/30/2021**

	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>Total Available</u>
Budget	1,078,000	1,120,000	1,495,643	1,040,000	1,011,600	1,150,000	1,185,000	
Expended	1,078,000	1,119,821	1,489,626	1,036,129	939,101	618,577	199,321	
Encumbered	-	-	-	410	24,216	278,049	184,547	
Total School CIP	-	179	6,017	3,461	48,282	253,374	801,131	1,112,445
Budget	112,000	222,000	579,018	487,000	1,044,098	902,108	137,000	
Expended	77,000	191,142	553,143	393,361	648,156	471,929	-	
Encumbered	-	-	9,300	13,206	53,044	327,740	-	
Total General Government CIP	35,000	30,858	16,575	80,433	342,898	102,439	137,000	745,203
Budget	-	-	32,214	-	-	-	-	
Expended	-	-	28,601	-	-	-	-	
Encumbered	-	-	-	-	-	-	-	
Total Youth Services CIP	-	-	3,613	-	-	-	-	3,613
Budget	70,000	50,000	-	-	-	-	-	
Expended	66,873	50,000	-	-	-	-	-	
Encumbered	-	-	-	-	-	-	-	
Total Recreation CIP	3,127	-	-	-	-	-	-	3,127
Budget	25,000	25,000	-	-	10,000	50,000	-	
Expended	25,000	25,000	-	-	-	-	-	
Encumbered	-	-	-	-	-	15,000	-	
Total Library CIP	-	-	-	-	10,000	35,000	-	45,000
Budget	590,000	623,000	800,000	946,000	1,303,000	468,000	1,180,000	
Expended	590,000	623,000	778,446	921,535	1,242,339	259,285	190,233	
Encumbered	-	-	1,355	24,100	38,488	30,954	151,758	
Total Facilities CIP	-	-	20,199	366	22,173	177,761	838,008	1,058,507
Budget	285,000	195,000	293,500	250,077	195,000	195,000	255,000	
Expended	285,000	195,000	293,400	249,159	195,000	167,923	-	
Encumbered	-	-	-	-	-	11,640	41,700	
Total Police CIP	-	-	100	918	-	15,437	213,300	229,755
Budget	50,000	20,000	63,500	214,000	-	96,000	88,000	
Expended	37,332	20,000	61,352	201,715	-	96,000	50,000	
Encumbered	-	-	-	-	-	-	27,383	
Total Fire CIP	12,668	-	2,148	12,285	-	-	10,617	37,718
Budget	240,000	285,000	415,000	328,000	400,000	-	165,000	
Expended	234,163	254,895	361,564	323,147	371,546	-	-	
Encumbered	5,838	20,475	7,303	4,312	28,362	-	-	
Total DPW CIP	-	9,631	46,132	541	93	-	165,000	221,396
Budget	1,372,000	1,420,000	2,183,232	2,225,077	2,952,098	1,711,108	1,825,000	
Expended	1,315,367	1,359,037	2,076,507	2,088,916	2,457,041	995,138	240,233	
Encumbered	5,838	20,475	17,958	41,618	119,893	385,333	220,841	
Total Town CIP	50,796	40,489	88,767	94,543	375,164	330,637	1,363,925	2,344,321
Budget	2,450,000	2,540,000	3,678,875	3,265,077	3,963,698	2,861,108	3,010,000	
Expended	2,393,367	2,478,858	3,566,132	3,125,045	3,396,142	1,613,715	439,555	
Encumbered	5,838	20,475	17,958	42,028	144,109	663,382	405,389	
Grand Total	50,796	40,667	94,784	98,004	423,446	584,011	2,165,057	3,456,765