



Select Board Meeting

Monday, April 25, 2022 7:00 PM

School Administration Building

2nd Floor School Committee Conference Room

30 Whittier Court, Andover, MA 01810

ANDOVER TOWN CLERK
RCUD 2022 APR 21 PM5:05

-
- I. **Call to Order – 7:00 P.M.**
 - II. **Opening Ceremonies**
 - A. Moment of Silence/Pledge of Allegiance
 - B. Proclamation for Commemoration of the Armenian Genocide
 - III. **Communications/Announcements/Liaison Reports**
 - IV. **Citizens Petitions and Presentations**
 - V. **Public Hearings**
 - A. National Grid and Verizon New England Request to Relocate Pole – Howell Drive
Board to review and consider voting to approve a petition from Massachusetts Electric Company d/b/a National Grid and Verizon New England, Inc. to locate poles, wires and fixtures, including the necessary sustaining and protecting fixtures, along and across the public way of Howell Drive.
 - B. New All Kinds of Alcoholic Beverages on Premises Liquor License
Board to review and consider voting to approve the application of Shoyu Restaurant & Bar BTTMV, LLC, for a New All Kinds of Alcoholic Beverages on Premises Liquor License at 38-40 Park Street, Andover.
 - C. Discontinuance of a Portion of Lewis Street as a Public Way
Board to consider voting on the recommendation of the Discontinuance of a Portion of Lewis Street as a Public Way
 - VI. **Regular Business**
 - A. Reorganization of the Board
Board to elect a Chair, Vice Chair and Clerk for 2022-2023 to be effective following the 2022 Annual Town Meeting.
 - B. MBTA Communities Zoning Update
Director of Planning and Land Use to update the Board on multi-family zoning requirement for MBTA communities.
 - C. Acceptance of Deed of Portion of 15 Tucker Road
Select Board to accept and sign the Deed from Bettina B. Girdwood, Trustee of the 15 Tucker Road Trust for a 14,398 square foot portion of 15 Tucker Road.

D. Town Accountant Contract

Board to consider voting to approve and authorize the Town Manager to sign a.) a contract extension between Hayley Green and the Town for the period of April 23, 2022 through June 30, 2022; and b.) a successor contract between Hayley Green and the Town for the period of July 1, 2022 through June 30, 2025.

E. Annual Town Meeting Articles

Board to consider voting to take a position on the following articles:

11	Financial Housekeeping Articles (A Through E)
17	Jerry Silverman Fireworks
18	Doherty Middle School Upgrades and Andover High School Design
26	Retiree Cost of Living Adjustment Maximum Base
28	25 Miles-Per-Hour Speed Limit
31	Stream Gage System on the Shawsheen River
33	Funding to Repair Hacienda Way for Street Acceptance

VII. **Consent Agenda**

A. Appointments by the Town Manager

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

Department	Name	Position	Rate/Term	Date of Hire
Department of Public Works	Randy Farnan (Bruce Page)	Highway Equipment Operator II	\$28.19/hr	4/26/2022
Community Services – Recreation	Amanda Daniels	Seasonal	\$25.00/hr	4/19/2022
Facilities	Artur Miranda (Maurice Osteen)	Part Time Weekend and Holidays Security Guard	\$22.79/hr	5/1/2022
Commission on Diversity, Equity and Inclusion	Edward Mukalazi	Student Representative	Term Expires 6/30/2025	4/25/2022
Commission on Diversity, Equity and Inclusion	Ismael Rodriguez	Student Representative	Term Expires 6/30/2025	4/25/2022

VIII. **Approval of Minutes**

A. Board to approve minutes from the following meetings:

1. March 3, 2022
2. March 9, 2022 - TriBoard
2. March 21, 2022

IX. 2022 Select Board Meetings

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

June 13, 2022
June 27, 2022
July 13, 2022 (Wednesday)
August 1, 2022
August 15, 2022

X. Executive Session

A. Board to vote to go into Executive Session for confidential communication with Town Counsel and pursuant to option 6 to discuss the purchase, exchange, lease or value of real property, and to approve and not release Executive Session Minutes of April 13, 2022, 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.

XI. Adjourn

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

MEETINGS ARE TELEVISED ON
COMCAST CHANNEL 22 AND VERIZON CHANNEL 45

PROCLAMATION

WHEREAS: Armenians fled increasing oppression from the Ottoman government during the 20th century, coming to America in search of freedom, where they could live in dignity without fear and oppression, and

WHEREAS: Like many ethnic groups, Armenians, settled in Andover seeking a safe place to live, raise their families, practice their religion, and educate their children, they became an asset to the growth and vitality of Andover, through their strong work ethic, family values, and civic pride, and

WHEREAS: The Armenian Community in Andover is comprised of the children, grandchildren, and great-grandchildren of the survivors of the Armenian genocide,

WHEREAS: 1.5 million Armenian men, women and children – victims of genocide - perished in the Ottoman Empire from 1915 to 1923,

NOW, THEREFORE: We, the Town of Andover Select Board hereby issues this Proclamation in remembrance of the Armenian Genocide of 1915, and urge all residents to take part in this observance.

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

Christian C. Huntress, Chair

Alexander J. Vispoli, Vice-Chair

Melissa Danisch, Member

Annie Gilbert, Member

Laura M. Gregory, Member



TOWN OF ANDOVER

Town Clerk's Office

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

NOTICE

You are hereby notified that a Public Hearing will be held by the Andover Select Board, on Monday, April 25th in the 2nd floor School Committee Conference Room, 30 Whittier Court, at 7 p.m.

This hearing is on the petition of National Grid and Verizon New England, Inc. requesting permission to locate poles, wires and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

#30498480 Howell Drive - National Grid to relocate (1) JO pole 6472 on Howell Drive beginning at a point approximately 326 feet north-northwest of the centerline of the intersection of Summer Street and continuing approximately 20 feet in a west-southwest direction; relocate JO pole 6472 rights 10' NNW of existing pole 6472 to make room for new driveway installation to property.

Plan(s) of the proposed work can be found in the Meeting Packet on the Select Board's page on the Town of Andover website, www.andoverma.gov.

Should you have any questions about this proposal, please call Dave Boucher, 978-725-1461, prior to the above-mentioned Select Board meeting date. A representative from the utility company will be available at 6:45 P.M. on the above date to answer any other questions you may have relating to the proposed work.

By order of the
Select Board

Melissa K. Ripley
Town Clerk

Plan No: 30498480
April 25, 2022

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Select Board will be conducted via remote participation to the greatest extent possible. For this meeting, members of the public who wish to watch the meeting may do so in the following manner: Andover TV COMCAST CHANNEL 22 AND VERIZON CHANNEL 45. Members of the public who wish to ask a question on particular agenda items during the meeting can do so by calling 311 from their landline or cell phone within the geographical boundaries of Andover or by calling 978-623-8311 from anywhere or by emailing manager@andoverma.gov. Residents are encouraged to email their questions ahead of the meeting, however, staff will be available to present the Board with questions received during the meeting. Please include your name and address with your question.

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 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.

nationalgrid

ANDOVER TOWN CLERK
RCUD 2022 JAN 11 PM2:44

January 11, 2022

Board of Selectmen of Andover, Massachusetts

To Whom It May Concern:

Enclosed please find a petition of NATIONAL GRID and VERIZON, covering joint NATIONAL GRID-VERIZON pole location(s)

If you have any questions regarding this permit, please contact:

Dave Boucher 978-725-1461

Please notify National Grid's Lisa Ayres of the hearing date / time.

If this petition meets with your approval, please return an executed copy to each of the above-named Companies.

National Grid: Lisa Ayres, 1101 Turnpike Street; North Andover, MA 01845
978-725-1418

Very truly yours,

Dave Johnson/lla

Dave Johnson
Supervisor, Distribution Design

Enclosures

TOWN OF ANDOVER, MASSACHUSETTS

ANDOVER TOWN CLERK
RCUD 2022 JAN 12 AM 10:47



PRIVATE UTILITY PETITION CHECKLIST

TO BE FILLED OUT BY PETITIONER

COMPANY: nationalgrid

PROJECT MANAGER NAME: David Boucher

PROJECT MANAGER CONTACT NUMBER: 978-314-5069

LIST OF ADDRESSES IMPACTED BY PROPOSED WORK:

abutters can be attained thru town office

PETITIONER IS REQUIRED TO ATTACH PICTURES SHOWING AREA OF PROPOSAL

PICTURES HAVE BEEN ATTACHED YES

TO BE FILLED OUT BY TOWN OF ANDOVER STAFF

DPW

SUPPORT PROJECT (YES / NO) YES NO

SIGNATURE: [Signature]

TITLE: Town Engineer

COMMENTS:

POLICE DEPARTMENT

SUPPORT PROJECT (YES / NO)

SIGNATURE: _____

TITLE: _____

COMMENTS:

FIRE DEPARTMENT

SUPPORT PROJECT (YES / NO)

SIGNATURE: _____

TITLE: _____

COMMENTS:

TOWN OF ANDOVER, MASSACHUSETTS

ANDOVER TOWN CLERK
RCUD 2022 JAN 11 PM 2:44



PRIVATE UTILITY PETITION CHECKLIST

TO BE FILLED OUT BY PETITIONER

COMPANY: nationalgrid

PROJECT MANAGER NAME: David Boucher

PROJECT MANAGER CONTACT NUMBER: 978-314-5069

LIST OF ADDRESSES IMPACTED BY PROPOSED WORK:

abutters can be attained thru town office

PETITIONER IS REQUIRED TO ATTACH PICTURES SHOWING AREA OF PROPOSAL

PICTURES HAVE BEEN ATTACHED YES

TO BE FILLED OUT BY TOWN OF ANDOVER STAFF

DPW

SUPPORT PROJECT (YES / NO)

SIGNATURE: _____

TITLE: _____

COMMENTS:

POLICE DEPARTMENT

SUPPORT PROJECT (YES) / NO)

SIGNATURE:  _____

TITLE: Safety Officer _____

COMMENTS:

FIRE DEPARTMENT

SUPPORT PROJECT (YES / NO)

SIGNATURE: _____

TITLE: _____

COMMENTS:

TOWN OF ANDOVER, MASSACHUSETTS

ANDOVER TOWN CLERK
RCUD 2022 JAN 11 PM21



PRIVATE UTILITY PETITION CHECKLIST

TO BE FILLED OUT BY PETITIONER

COMPANY: nationalgrid

PROJECT MANAGER NAME: David Boucher

PROJECT MANAGER CONTACT NUMBER: 978-314-5069

LIST OF ADDRESSES IMPACTED BY PROPOSED WORK:

abutters can be attained thru town office

PETITIONER IS REQUIRED TO ATTACH PICTURES SHOWING AREA OF PROPOSAL

PICTURES HAVE BEEN ATTACHED YES

TO BE FILLED OUT BY TOWN OF ANDOVER STAFF

DPW

SUPPORT PROJECT (YES / NO)

SIGNATURE: _____

TITLE: _____

COMMENTS:

POLICE DEPARTMENT

SUPPORT PROJECT (YES / NO)

SIGNATURE: _____

TITLE: _____

COMMENTS:

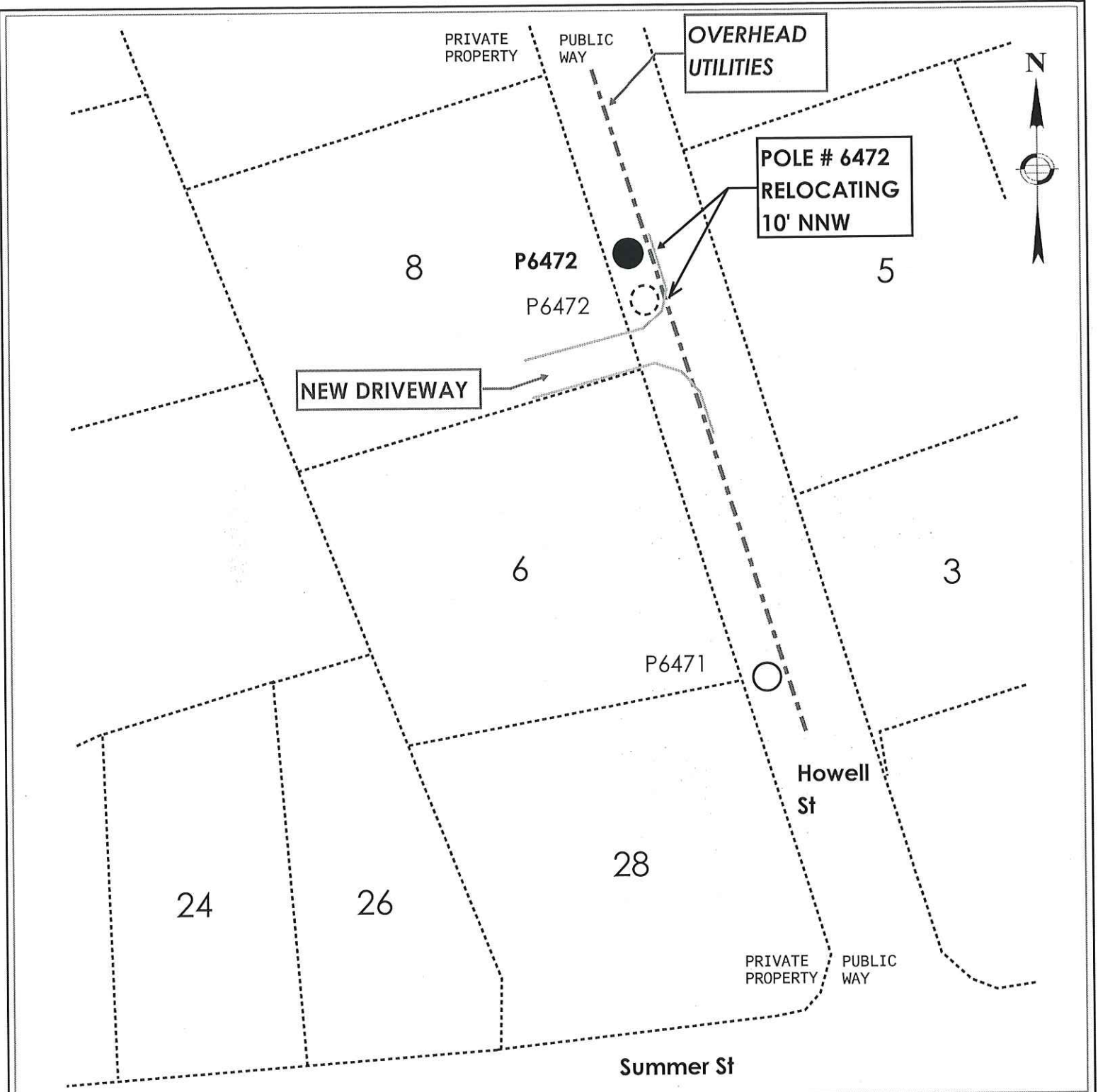
FIRE DEPARTMENT

SUPPORT PROJECT (YES / NO)

SIGNATURE: *MB Mansfield*

TITLE: *Fire Chief*

COMMENTS:



JOINT OWNED POLE PETITION

Plan Number 30498480

LEGEND

- ELECTRIC INSTALLS NEW J.O. POLE 6472
- TELCO REMOVES OLD J.O. POLE 6472 AFTER ALL UTILITIES TRANSFER
- EXISTING J.O. POLE
- LOT LINE

nationalgrid

and Verizon New England, Inc.

To The: **town of Andover, MA**

For Proposed:
J.O. pole# 6472

Location:
8 Howell Dr

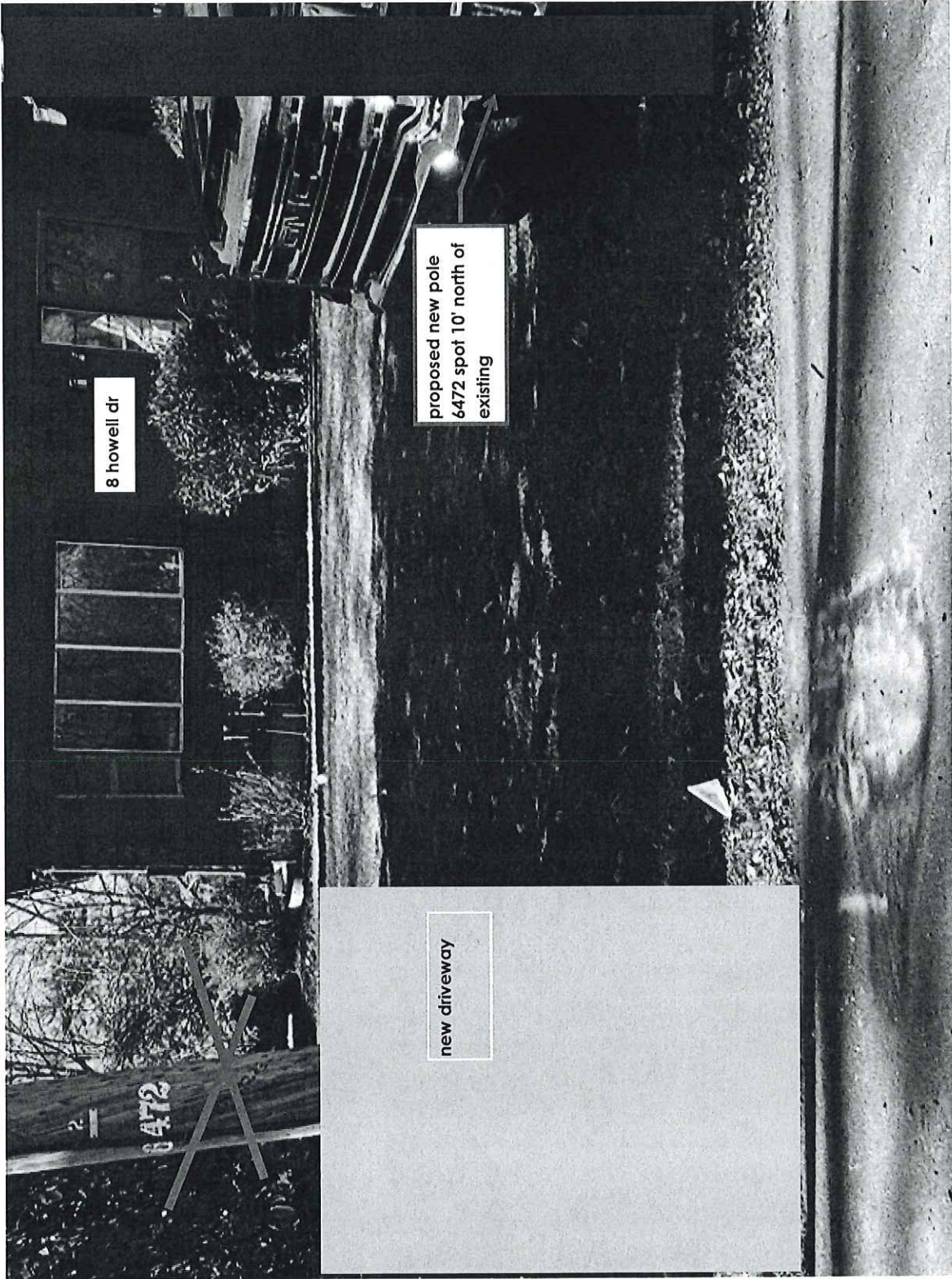
Sketch to accompany petition for:

relocation of pole# 6472 approx. 10' NNW of where it exists. Resident is installing new driveway and pole is in the way of access to park.

Date: 12/1/21

Drawn by: DJB

DRAWING NOT TO SCALE. DISTANCES ARE APPROXIMATE.



8 howell dr

proposed new pole
6472 spot 10' north of
existing

new driveway

6472

TOWN OF ANDOVER GENERAL LICENSE APPLICATION

TIME STAMP

APPLICANT'S D/B/A: SHOYU Restaurant + BAR

APPLICANT NAME: BTTMV LLC

APPLICANT'S ADDRESS: [REDACTED]

ANDOVER TOWN CLERK
RCUD 2022 FEB 1 PM 3:16

APPLICANT'S TEL. NUMBER: [REDACTED]

CONTACT PERSON: Michael Mei

TELEPHONE: [REDACTED] E-MAIL [REDACTED]

MAILING ADDRESS: [REDACTED]

TYPE OF LICENSE: LIQUOR LICENSE - New Application

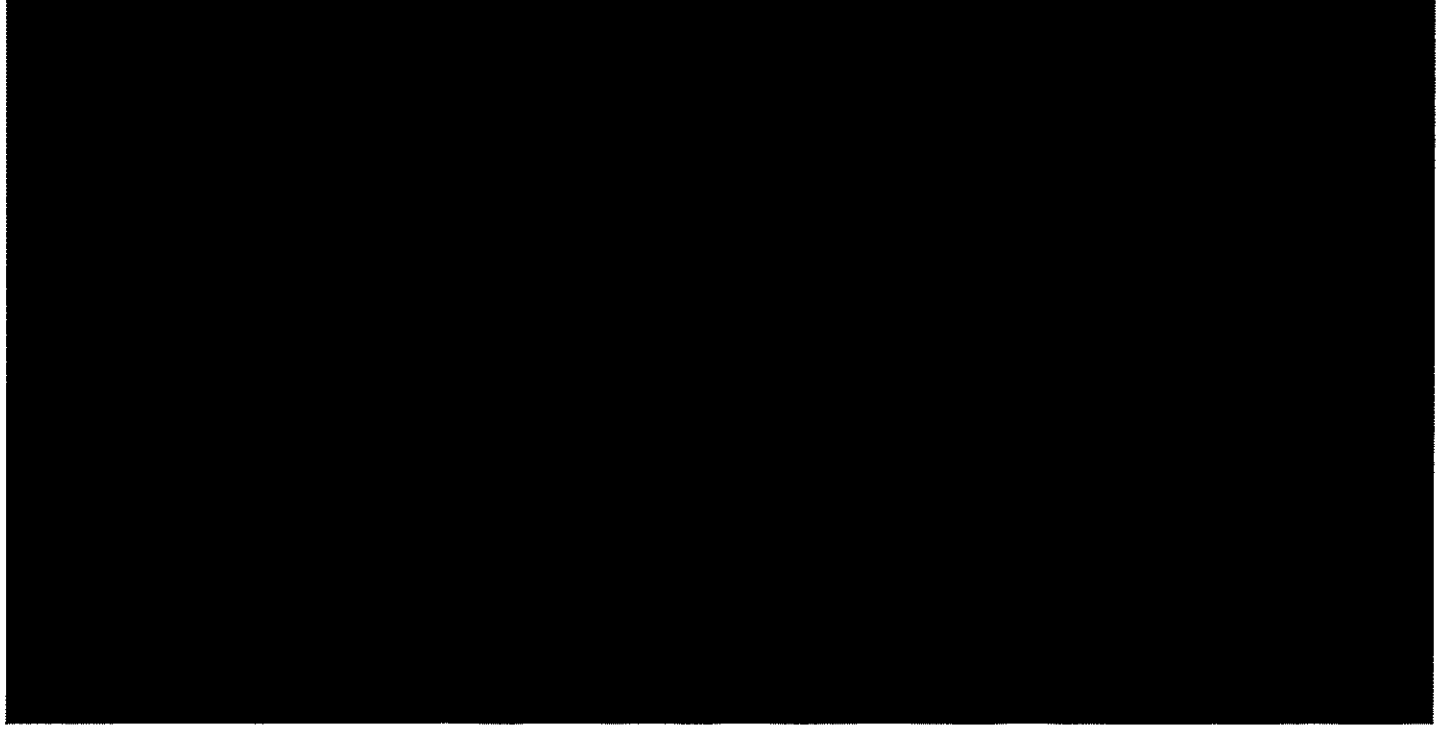
LOCATION OF LICENSE ACTIVITY: 28-40 Park St, Andover, MA 01810

APPLICATION/LICENSE FEE: \$125 FID/SS #

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

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

Signature: [Handwritten Signature]



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc



APPLICATION FOR A NEW LICENSE

Municipality

1. LICENSE CLASSIFICATION INFORMATION

ON/OFF-PREMISES	TYPE	CATEGORY	CLASS
<input type="text" value="On-Premises-12"/>	<input type="text" value="\$12 Restaurant"/>	<input type="text" value="All Alcoholic Beverages"/>	<input type="text" value="Annual"/>

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

The Applicant intends to utilize the same format he has successfully used for 5+ years at his original location, "Shoyu Restaurant" located at 124 Broadway D, Saugus, MA. The food will be Fusion, and the location will be called Shoyu Restaurant & Bar, located at leased premises at 38 Park St., Andover, MA.

Is this license application pursuant to special legislation? Yes No Chapter Acts of

2. BUSINESS ENTITY INFORMATION

The entity that will be issued the license and have operational control of the premises.

Entity Name	<input type="text" value="BTTWV LLC"/>	FEIN	<input type="text" value="REDACTED"/>
DBA	<input type="text" value="Shoyu Restaurant & Bar"/>	Manager of Record	<input type="text" value="Micheal Mei"/>
Street Address	<input type="text" value="REDACTED"/>		
Phone	<input type="text" value="REDACTED"/>	Email	<input type="text" value="REDACTED"/>
Alternative Phone	<input type="text"/>	Website	<input type="text"/>

3. DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

This restaurant & bar location is located on one floor at 38 Park St., Andover MA and will have a total of 2650 ft.² (approximately). The dining area contains 1067 ft.² with 56 seats, and the bar area has 519 ft.² containing 31 seats. A handicap male restroom and a handicap female restroom are provided, along with two walk-in coolers, and a kitchen area of 388 ft.². The proposed floor plan is attached.

Total Square Footage:	<input type="text" value="2,650"/>	Number of Entrances:	<input type="text" value="1"/>	Seating Capacity:	<input type="text" value="87"/>
Number of Floors	<input type="text" value="1"/>	Number of Exits:	<input type="text" value="1"/>	Occupancy Number:	<input type="text" value="approx 110"/>

4. APPLICATION CONTACT

The application contact is the person whom the licensing authorities should contact regarding this application.

Name:	<input type="text" value="ROBERT W. LAVOIE, ESQ"/>	Phone:	<input type="text"/>
Title:	<input type="text" value="ATTORNEY FOR APPLICANT"/>	Email:	<input type="text"/>

APPLICATION FOR A NEW LICENSE

ORGANIZATION STRUCTURE

Entity Legal Structure	LLC	Date of Incorporation	10/19/2020
State of Incorporation	Massachusetts	Is the Corporation publicly traded? <input type="radio"/> Yes <input checked="" type="radio"/> No	

6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.), Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The Individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:
On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers - At least 50% must be US citizens;
Off Premises (Liquor Store) Directors or LLC Managers - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
MICHAEL MEI	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
MANAGER	100%	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached? Yes No

CRIMINAL HISTORY
 Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions. Yes No

APPLICATION FOR A NEW LICENSE

6A. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
MICHAEL MEI	Restuarant All Alc Bev	SHOYU RESTAURANT	SAUGUS

6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

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

7. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Lease

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

Yes No

APPLICATION FOR A NEW LICENSE

FINANCIAL DISCLOSURE

A. Purchase Price for Real Estate	NA \$0
B. Purchase Price for Business Assets	NA \$0
C. Other * (Please specify below)	[REDACTED]
D. Total Cost	[REDACTED]

*Other Cost(s): (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"

SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial Institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Michael Mei	[REDACTED]
Shoyu Group LLC	[REDACTED]
Total:	[REDACTED]

SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
NA			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

COSTS: Applicant to spend \$100,000 to pay for renovation cost to the 2650 ft.² space and for furniture, fixtures and equipment. **FUNDING:** Per the attached Santander Bank statements, Applicant will draw on his personal savings for his \$10,000 contribution. The other \$90,000 contribution will be made available by Applicant's affiliate, Shoyu Group LLC, in the form of cash distributions due to Michael Mei by the affiliate.

9. PLEDGE INFORMATION

Please provide signed pledge documentation.

Are you seeking approval for a pledge? Yes No

Please indicate what you are seeking to pledge (check all that apply) License Stock Inventory

To whom is the pledge being made?

MANAGER APPLICATION

PERSONAL INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name Date of Birth SSN

Residential Address

Email Phone

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

B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen? Yes No *Manager must be a U.S. Citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime? Yes No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
1/1/2019	PRESENT	OWNER/OPERATOR	SHOYU KITCHEN & BAR	N/A (OWNER)

D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? Yes No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation
11-5-2019	SHOYU KITCHEN & BAR	MA	SAUGUS	1 UNDER AGE SERVICE; WARNING GIVEN

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate;

Manager's Signat

APPLICANT'S STATEMENT

[REDACTED] MICHAEL WIE [REDACTED] the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory

of BTMV, LLC
Name of the Entity/Corporation

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

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

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature [REDACTED]

Title: MANAGER

MANAGEMENT AGREEMENT

requesting approval to utilize a management company through a management agreement?
 Please fill out section 11.

Yes No

Please provide a narrative overview of the Management Agreement. Attach additional pages, if necessary.

IMPORTANT NOTE: A management agreement is where a licensee authorizes a third party to control the daily operations of the license premises, while retaining ultimate control over the license, through a written contract. *This does not pertain to a liquor license manager that is employed directly by the entity.*

11A. MANAGEMENT ENTITY

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in the management Entity (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name	Address	Phone		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
Name of Principal	Residential Address	SSN	DOB	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?
 If yes, attach an affidavit providing the details of any and all convictions.

Yes No

11B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES

LICENSE

Does any individual or entity identified in question 11A, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages; and or have an active management agreement with any other licensees?

Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 11A, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held?

Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

11D. PREVIOUSLY HELD MANAGEMENT AGREEMENT

Has any individual or entity identified in question 11A, and applicable attachments, ever held a management agreement with any other Massachusetts licensee?

Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Licensee Name	License Type	Municipality	Date(s) of Agreement

11E. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Has any of the disclosed licenses listed in questions in section 11B, 11C, 11D ever been suspended, revoked or cancelled?

Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

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

11F. TERMS OF AGREEMENT

a. Does the agreement provide for termination by the licensee? Yes No

b. Will the licensee retain control of the business finances? Yes No

c. Does the management entity handle the payroll for the business? Yes No

d. Management Term Begin Date

e. Management Term End Date

f. How will the management company be compensated by the licensee? (check all that apply)

\$ per month/year (Indicate amount)

% of alcohol sales (Indicate percentage)

% of overall sales (Indicate percentage)

other (please explain)

ABCC Licensee Officer/LLC Manager

Signature:

Title:

Date:

Management Agreement Entity Officer/LLC Manager

Signature:

Title:

Date:

ADDITIONAL INFORMATION

Use this space to provide any additional information that will support your application or to clarify any information provided above.

N/A

ADDENDUM A

PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST (Continued...)

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.)

Entity Name

N/A

Percentage of Ownership in Entity being Licensed
(Write "NA" if this is the entity being licensed)

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager US Citizen

 Yes No Yes No

MA Resident

 Yes No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager US Citizen

 Yes No Yes No

MA Resident

 Yes No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager US Citizen

 Yes No Yes No

MA Resident

 Yes No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager US Citizen

 Yes No Yes No

MA Resident

 Yes No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager US Citizen

 Yes No Yes No

MA Resident

 Yes No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager US Citizen

 Yes No Yes No

MA Resident

 Yes No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager US Citizen

 Yes No Yes No

MA Resident

 Yes No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?
If yes, attach an affidavit providing the details of any and all convictions.

 Yes No



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

JEAN M. LORIZIO, ESQ.
 CHAIRMAN

CORI REQUEST FORM

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

ABCC LICENSE INFORMATION

ABCC NUMBER: <small>(IF EXISTING LICENSEE)</small>		LICENSEE NAME:		CITY/TOWN:	
-------------------------------------------------------	--	----------------	--	------------	--

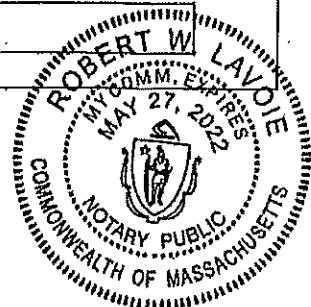
APPLICANT INFORMATION



NOTARY INFORMATION

On this 20th day of January, 2022 before me, the undersigned notary public, personally appeared Michael Mei
 (name of document signer), proved to me through satisfactory evidence of identification, which were MA Drivers License
 to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (~~she~~) signed it voluntarily for its stated purpose.

Robert W. Lavoie
 My Commission Expires 5-27-22
 NOTARY



DIVISION USE ONLY

REQUESTED BY: _____
 SIGNATURE OF CORI-AUTHORIZED EMPLOYEE _____

The DCI Identify Their Index PIN Number is to be completed by those applicants that have been issued an Identify Their PIN Number by the DCI. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. All CORI request forms that include this field are required to be submitted to the DCI via mail or by fax to (417) 860-4014.



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

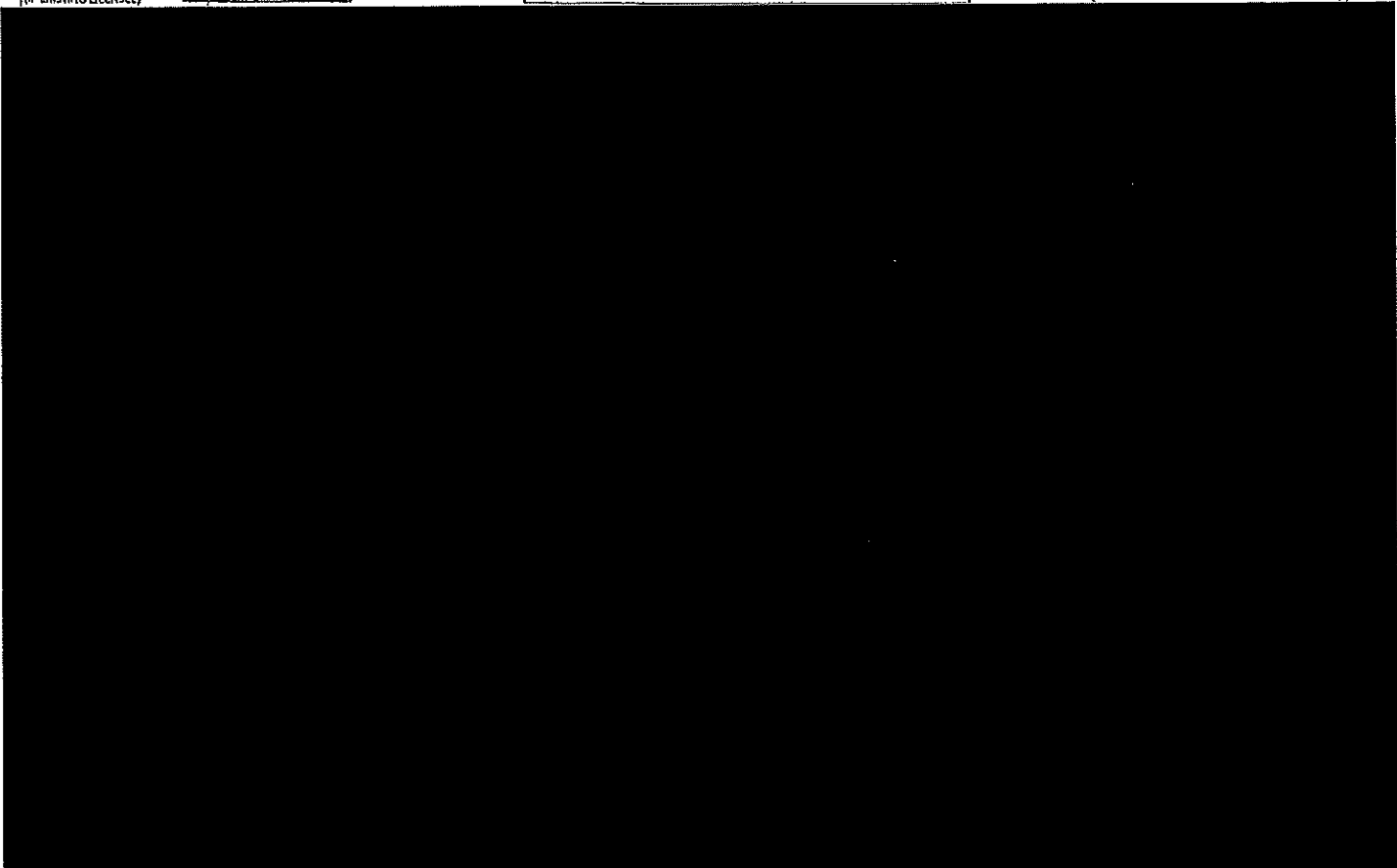
JEAN M. LORIZIO, ESQ.
 CHAIRMAN

CORI REQUEST FORM

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

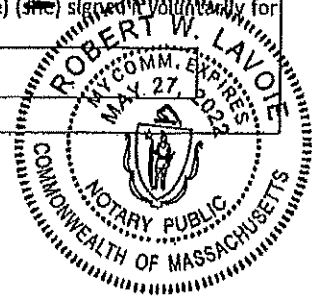
ABCC LICENSE INFORMATION

ABCC NUMBER: <small>(IF EXISTING LICENSEE)</small>		LICENSEE NAME:		CITY/TOWN:	
-------------------------------------------------------	--	----------------	--	------------	--



On this 20th day of January 2022 before me, the undersigned notary public, personally appeared MICHAEL MEI
 (name of document signer), proved to me through satisfactory evidence of identification, which were Ma Drivers License
 to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (~~she~~) signed voluntarily for
 its stated purpose.

[Signature]
 My Commission Expires 5-27-22
 NOTARY



DIVISION USE ONLY

REQUESTED BY:

SIGNATURE OF CORI AUTHORIZED EMPLOYEE

The DCI Identity Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCI. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. All CORI request forms that include this field are required to be submitted to the DCI via mail or by fax to (617) 660-4614.

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc



RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

APPLICATION FOR A NEW LICENSE

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

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

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

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN STATE ZIP CODE

For the following transactions (Check all that apply):

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

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

Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358

Massachusetts Alcoholic Beverages Control Commission - Retail

95 Centre Street, Suite 3, Chelsea, Massachusetts 02150

Phone (617) 727-3000

Payment Confirmation

YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email and via text message.



Transaction Processed Successfully.

INVOICE #: b7c6b5d19-053a-4688-0480-6cc52f8af30a

Description	Applicant License or Registration Number	Amount
FILING FEES-RETAIL	BTTMV LLC	\$200.00
		\$200.00

Total Convenience Fee: \$4.70

Date Paid: 1/31/2022 5:18:44 PM EDT

Total Amount Paid: \$204.70

Payment On Behalf Of

License Number or Business Name:
BTTMV LLC

Fee Type:
FILING FEES-RETAIL

Billing Information

First Name:
Mark

Last Name:
Johnson

Address:
12 Chestnut St

City:
Andover

State:
MA

Zip Code:
01810

Email Address:
mark@jblclaw.com

Print Receipt

Make Another Payment



The Commonwealth of Massachusetts
William Francis Galvin

Minimum Fee: \$500.00

Secretary of the Commonwealth, Corporations Division
 One Ashburton Place, 17th floor
 Boston, MA 02108-1512
 Telephone: (617) 727-9640

Certificate of Organization

(General Laws, Chapter 156C)

Identification Number: [REDACTED]

1. The exact name of the limited liability company is: BTTMV LLC

2a. Location of its principal office:

No. and Street: [REDACTED]
 City or Town: [REDACTED] Country: USA

2b. Street address of the office in the Commonwealth at which the records will be maintained:

No. and Street: [REDACTED]
 City or Town: [REDACTED] Country: USA

3. The general character of business, and if the limited liability company is organized to render professional service, the service to be rendered:
REAL ESTATE INVESTMENT AND RENTAL

4. The latest date of dissolution, if specified:

5. Name and address of the Resident Agent:

Name: [REDACTED]
 No. and Street: [REDACTED]
 City or Town: [REDACTED] Country: USA

I, MICHAEL MEI resident agent of the above limited liability company, consent to my appointment as the resident agent of the above limited liability company pursuant to G. L. Chapter 156C Section 12.


6. The name and business address of each manager, if any:

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
MANAGER	MICHAEL MEI	[REDACTED]

7. The name and business address of the person(s) in addition to the manager(s), authorized to execute documents to be filed with the Corporations Division, and at least one person shall be named if there are no managers.

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code

8. The name and business address of the person(s) authorized to execute, acknowledge, deliver and record any recordable instrument purporting to affect an interest in real property:

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
REAL PROPERTY	MICHAEL MEI	

9. Additional matters:

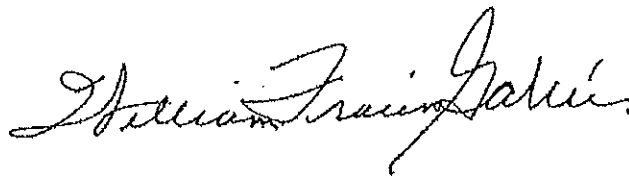
SIGNED UNDER THE PENALTIES OF PERJURY, this 19 Day of October, 2020,
MICHAEL MEI
(The certificate must be signed by the person forming the LLC.)

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are

deemed to have been filed with me on:

October 19, 2020 12:16 PM

A handwritten signature in cursive script that reads "William Francis Galvin". The signature is written in black ink and is centered on the page.

WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth

LEASE

**ARTICLE ONE
Reference Data**

1.1 Subjects Referred to. Each reference in this Lease to any of the following subjects shall be constructed to incorporate the data stated for the subject in this Section 1.1

DATE: December 1, 2021

PREMISES: 38-40 Park Street, Andover, Massachusetts consisting of approximately 2,650 squar feet

LANDLORD: LYMZ LLC,
a Massachusetts limited liability company

TENANT: BTTMV LLC,
a Massachusetts limited liability company

TERM: Five (5) years beginning Decembe 1, 2021 (the "Commencement Date") as may be extended pursuant to Section 2.3

BASE RENT: [REDACTED] as may be modified pursuant to Section

PERMITTED USE: Restaurnat and Bar

ARTICLE TWO

Premises and Term

2.1 Premises. Landlord hereby leases to Tenant and Tenant hereby leases from Landlord, subject to and with the benefit of the terms, covenants, conditions and provisions of this Lease, the

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals as of the date first written above:

WITNESS:

[Redacted signature]

Print: Kelly Mei

LANDLORD:

[Redacted signature]

WITNESS:

[Redacted signature]

Print: James Chen

BY THE LANDLORD:

[Redacted signature]

BY THE TENANT:

Town of Andover, Massachusetts Select Board
Discontinuance of a Portion of Lewis Street as a Public Way

We, the undersigned members of the Select Board of the Town of Andover, in the County of Essex, having held a Public Hearing at the Andover School Administration Building in Andover on April 25, 2022 at 7:00 P.M., and having received the report of the Planning Board, do hereby declare that public necessity and convenience require that the following described portion of Lewis Street be discontinued as a public way:

The area shown as “Portion of Lewis Street to be Discontinued 4,000+/-“on Plan of Land entitled “Discontinuance Plan, Portion of Lewis Street, Andover, Mass Prepared for: Town of Andover, Date: January 18, 2022, Scale 1”=40’, Andover Consultants, Inc., 1 East River Place, Methuen, Mass., 01844”, a copy of which Plan is on file with the Office of the Town Clerk;

And upon approval by Town Meeting, that said portion of Lewis Street be discontinued as a public way in accordance with M.G.L. c. 82 s. 21;

And the Select Board respectfully report said action to the Town for its allowance.

In witness whereof, we the said members of the Select Board have hereunto set our hands and seals this 25th day of April, 2022.

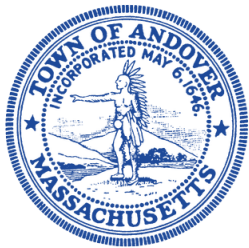
Christian C. Huntress, Chair

Alexander J. Vispoli

Laura M. Gregory

Ann W. Gilbert

Melissa Danisch



Andrew P. Flanagan
Town Manager

TOWN OF ANDOVER

Town Manager's Office
36 Bartlet Street
Andover, MA 01810
(978) 623-8215
www.andoverma.gov

To: Andrew Flanagan, Town Manager
From: Michael Lindstrom, Deputy Town Manager
Date: April 22, 2022
Re: Acceptance of Deed of Portion of 15 Tucker Road

At 2021 Annual Town Meeting voters approved a comprehensive list of priority parcels identified by the Open Space Task Force for potential acquisition, that included a portion of 15 Tucker Road.

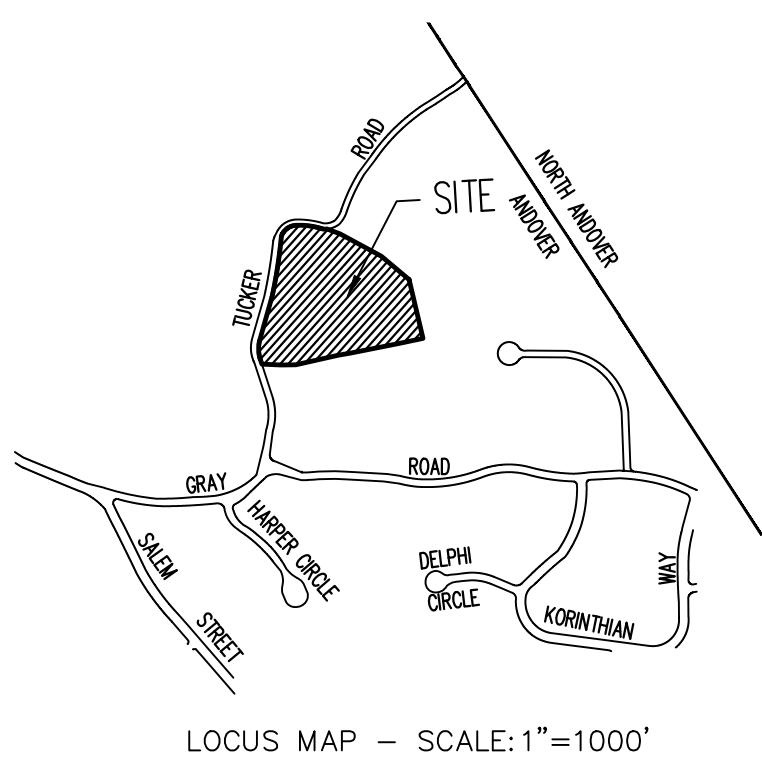
Since that time, Susan Stott and myself have been in conversation with Andrew and Tina Girdwood about permanent protection of the Bay Circuit Trail as it crosses their land at 15 Tucker Rd. from the Ward Reservation to Andover Conservation land. This acquisition puts the portion of the Bay Circuit Trail that runs onto their property into the control of the Conservation Commission.

Attached is a subdivision plan for a parcel (about 15,000 sq ft) the Girdwoods have generously agreed to donate to the Town, to be put under the care and control of the Conservation Commission. The plan will eliminate a small portion of the Bay Circuit Trail that runs along the road frontage and meets the trail from what is already a secondary access point. This access was originally requested decades ago by Alan French because the Town land on the other side of the stone wall is extremely wet.

The portion of land being donated has had a 21E Environmental report completed and was accepted by the Conservation Commission on April 5, 2022.

Upon acceptance by the Select Board, it will be recorded at the Essex County Registry of Deeds.

I am confident this is the first of many successful land acquisitions for the Open Space Task Force.

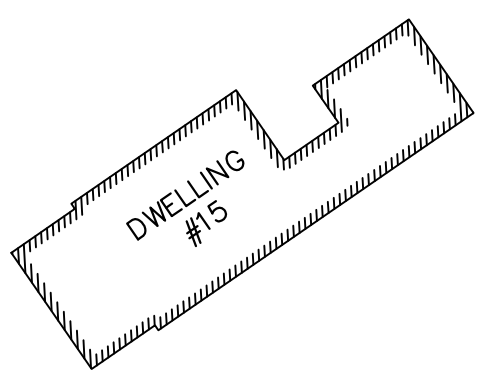


ROAD

(PUBLIC - WIDTH VARIES)

TUCKER

LOT 1
422,210± S.F.
9.693± ACRES



NOTE:
PARCEL 'X' TO BE CONVEYED
TO THE TOWN OF ANDOVER

PARCEL 'X'
14,398 ± S.F.
(NOT A BUILDING LOT)

BAY CIRCUIT TRAIL
TO BE ABANDONED

BAY CIRCUIT TRAIL

TOWN OF ANDOVER

TOWN OF ANDOVER

N/F
SAI BUILDERS, LLC

N/F
38 GRAY ROAD, LLC

N/F
STEPHEN & CARA
HOSMER TRUSTEES

I HEREBY CERTIFY THAT THIS
PLAN CONFORMS TO THE RULES AND
REGULATIONS OF THE REGISTERS OF
DEEDS OF MASSACHUSETTS.

REG. PROF. LAND SURVEYOR

ANDOVER PLANNING BOARD

APPROVAL OF THIS PLAN UNDER
THE SUBDIVISION CONTROL LAW IS
NOT REQUIRED.

DATE

THE ABOVE ENDORSEMENT IS NOT A
DETERMINATION AS TO CONFORMANCE
WITH ZONING REGULATIONS.

REFERENCE PLANS:

PLANS ON FILE AT THE ESSEX COUNTY
REGISTRY OF DEEDS, NORTHERN DISTRICT.

- 1.) PLAN 6342
- 2.) PLAN 11850
- 3.) PLAN 9429

DEED REFERENCE:

BOOK 5461 PAGE 258

ASSESSORS REFERENCE:

MAP 10 LOT 4A

PLAN OF LAND
15 TUCKER ROAD
ANDOVER, MASS.

PREPARED FOR: 15 TUCKER ROAD TRUST
DATE: OCTOBER 18, 2021
SCALE: 1"=40'



1 East River Place
Methuen, Mass. 01844
Telephone: 978-687-3828

Peter D. Goodwin
Reg. Prof. Land Surveyor



FOR
REVIEW

DEED

Bettina B. Girdwood, (" Grantor"), Trustee of the 15 Tucker Road Trust, under Declaration of Trust dated May 27, 1999, as evidenced by Trustee's Certificate dated October 24, 2019 recorded with the Essex North District Registry of Deeds in Book 16057, Page 1.

In consideration of less than One Hundred Dollars

Grants to the Town of Andover, to be held under the care, management and control of the Town of Andover Conservation Commission, under the provisions of M.G.L. Chapter 40, Section 8C,

With Quitclaim Covenants,
The real property in Andover, Essex County, Massachusetts, described in Exhibit A attached hereto.

Grantor hereby releases any rights of homestead in the granted premises and certifies that there is no other person entitled to homestead in the premises.

For Grantor's title, see Deed recorded at North Essex Registry of Deeds in Book 16057, Page 2.

Witness my hand and seal this 25th day of March, 2022.

Bettina B. Girdwood
Bettina B. Girdwood, Trustee of the
15 Tucker Road Trust

COMMONWEALTH OF MASSACHUSETTS

Essex, SS.

On this 25th day of March, 2022, before me, the undersigned Notary Public, personally appeared Bettina B. Girdwood Trustee of the 15 Tucker Road Trust, proved to me through satisfactory evidence of identification which was Personally Known to me, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose.

Kathryn L. Forina
Notary Public Kathryn L. Forina
My Commission Expires: April 22, 2027

Post Office Address of the Grantee
Andover Town Offices
36 Bartlet Street
Andover, MA 01810

Street Address of Property
15 Tucker Road (Portion)
Andover, MA 01810

EXHIBIT A

The land in Andover, Essex County, Massachusetts, situated at 15 Tucker Road, and being shown as Parcel X containing 14,398 ± square feet on a plan entitled, "Plan of Land, 15 Tucker Road, Andover, Mass." dated October 18, 2021, prepared by Andover Consultants, Inc., and recorded with the Essex North District Registry of Deeds as Plan No. _____, to which plan reference is hereby made for a more particular description.

ACCEPTANCE BY CONSERVATION COMMISSION

The Conservation Commission of the Town of Andover hereby accepts the foregoing conveyance to the Town of Andover, to be held under the care, management and control of the Town of Andover Conservation Commission under the provisions of M.G.L. Chapter 40, Section 8C.

Executed as an instrument under seal this 5th day of April, 2022.

Town of Andover Conservation Commission

Donald D. Cooper
Kevin J. Pato
Eileen Thomas
[Signature]
Lee E. [Signature]
Alyandra Driscoll

COMMONWEALTH OF MASSACHUSETTS

Essex, SS

April 5, 2022

On this 5th day of April, 2022, before me, the undersigned Notary Public personally appeared Donald D. Cooper, and proved to me through satisfactory evidence of identification, which was personal knowledge, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose, as Chair of the Conservation Commission of the Town of Andover.

Signor M. Velli
Notary Public
My Commission Expires: 8/15/2025

Acc

ACCEPTANCE BY SELECT BOARD

The Select Board of the Town of Andover hereby accepts the foregoing conveyance to the Town of Andover, to be held under the care, management and control of the Town of Andover Conservation Commission under the provisions of M.G.L. Chapter 40, Section 8C.

Executed as an Instrument under seal this _____ day of _____, 2022.

Town of Andover Select Board

COMMONWEALTH OF MASSACHUSETTS

Essex, SS _____, 2022

On this _____ day of _____, 2022, before me, the undersigned Notary Public personally appeared Christian C. Huntress, and proved to me through satisfactory evidence of identification, which was personal knowledge, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose, as Chair of the Select Board of the Town of Andover.

Notary Public
My Commission Expires:

ARTICLE 11	FINANCIAL HOUSEKEEPING ARTICLES (A THROUGH E)
------------	-----------------------------------------------

A. Budget Transfers To see if the Town will vote to transfer from amounts previously appropriated at the June 2021 Annual Town Meeting as authorized by Massachusetts General Laws Chapter 44, Section 33B, or take any other action related thereto.

On request of the Finance Director

B. Supplemental Budget Appropriations To see if the Town will vote to transfer from available funds a sum of money to supplement appropriations voted at the June 2021 Annual Town Meeting, or take any other action related thereto.

On request of the Town Manager

C. Unexpended Appropriations Capital Projects Fund To see what disposition shall be made of unexpended appropriations in the Capital Projects Fund, or take any other action related thereto.

On request of the Finance Director

D. Fiscal Year 2023 Revolving Accounts To see if the Town will vote to authorize the following expenditure limits for revolving funds for certain Town departments under Massachusetts General Laws, Chapter 44, Section 53E½ for the fiscal year beginning July 1, 2022, or take any other action related thereto:

Revolving Fund	FY2023 Limit
Community Development & Planning Department	\$20,000
Memorial Hall Library-Lost/Damaged Materials	\$20,000
Health Clinic	\$60,000
Division of Recreation	\$1,000,000
Division of Youth Services	\$400,000
Field Maintenance	\$150,000
Division of Elder Services	\$225,000
Police Communications	\$50,000
School Photocopy Fees	\$10,000
Compost Program	\$60,000

Solid Waste	\$40,000
Stormwater Management	\$5,000
Fire Rescue	\$100,000
Health Services	\$100,000
Professional Development Institute	\$50,000
Student Technology Rental	\$200,000

On request of the Finance Director

- E. PEG Access and Cable Related Expenses** To see if the Town will vote to appropriate cable franchise fees and other cable-related revenues to support PEG access services, cable related expenses, and oversight of the cable franchise agreements for fiscal year 2023, which begins on July 1, 2022, or take any other action related thereto.

On request of the Finance Director

ARTICLE 17	JERRY SILVERMAN FIREWORKS
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To see if the Town will vote to appropriate and raise by taxation or available funds the amount of \$14,000 for the Jerry Silverman Fireworks Program as part of the Fourth of July festivities, or take any other action related thereto.

On request of the Town Manager

ARTICLE 18	DOHERTY MIDDLE SCHOOL UPGRADES AND ANDOVER HIGH SCHOOL DESIGN
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To see if the Town will vote to appropriate \$9,500,000 or any other amount, of which \$8,000,000 shall be used to pay costs of purchasing professional services related to the design, renovation and construction of the Doherty Middle School, including the payment of all costs incidental and related thereto, and \$1,500,000 shall be used to pay costs of the Andover High School Design project, including the payment of all costs incidental and related thereto; to determine whether this amount shall be raised by taxation, borrowing, transfer from available funds or by any combination thereof, or take any other action related thereto.

On request of the School Committee

ARTICLE 26**RETIREE COST OF LIVING ADJUSTMENT MAXIMUM BASE**

To see if the Town will authorize the Contributory Retirement Board to increase the maximum base on which the cost-of-living increase is calculated for retirees and beneficiaries of the Andover Contributory Retirement System by \$1,000 each July 1st for the next two years resulting in a base change from \$12,000 to \$13,000 effective July 1, 2022 and from \$13,000 to \$14,000 effective July 1, 2023.

On petition of Kevin Connors and others

ARTICLE P29

RETIREE COST OF LIVING ADJUSTMENT MAXIMUM BASE

To see if the Town will authorize the Contributory Retirement Board to increase the maximum base on which the cost-of-living increase is calculated for retirees and beneficiaries of the Andover Contributory Retirement System by \$1,000 each July 1st for the next two years resulting in a base change from \$12000 to \$13,000 effective July 1, 2022 and from \$13000 to \$14,000 effective July 1, 2023.

THIS ARTICLE IS PURSUANT TO MGL Chapter 32 Section 103(j);

Notwithstanding paragraph (a), the board of any system that establishes a schedule pursuant to section 22D or 22F, may increase the maximum base amount on which the cost-of-living adjustment is calculated, in multiples of \$1,000. Each increase in the maximum base amount shall be accepted by a majority vote of the board of such system, subject to the approval of the legislative body. For the purpose of this section, "legislative body" shall mean, in the case of a city, the city council in accordance with its charter, in the case of a town, the town meeting, in the case of a district, the district members, and, in the case of an authority, the governing body. In the case of a county or region, acceptance shall be by the county or regional retirement board advisory council at a meeting called for that purpose by the county or regional retirement board that shall notify council members at least 60 days before the meeting. Upon receiving notice, the treasurer of a town belonging to the county or regional retirement system shall make a presentation to the town's chief executive officer, as defined in paragraph (c) of subdivision (8) of section 22, regarding the impact of the increase in the cost-of-living adjustment base, the failure of which by a treasurer shall not impede or otherwise nullify the vote by the advisory council. Acceptance of an increase in the maximum base amount shall be deemed to have occurred upon the filing of the certification of such vote with the commission. A decision to accept an increase in the maximum base amount may not be revoked.

What is COLA?

PENSION COLA HISTORY

State Pension law (M.G.L. Chapter 32) spells out the process by which the 102 local retirement systems approve and pay for the annual COLA as well as the process for which the COLA base is set.

Retirees and beneficiaries in payment status are eligible to receive an annual cost of living adjustment (COLA) each July 1st. The annual adjustment is:

Based on increases in Consumer Price Index (CPI) to a maximum of 3% per annum as published by the Social Security Administration each October

Note: CPI is 5.9%. Average Social Security benefit received by Massachusetts resident \$19,000. The COLA is applied to full benefit.

Andover Retirement System COLA limited to \$12,000 of a retiree's pension (the "COLA base")

1997: COLA Reform Act granting authority to local retirement systems to increase their COLA Base. The COLA base was increased from \$9,000 to \$12,000 while returning responsibility for the COLA to the local retirement systems.

2010: Law again amended to allow local retirement systems with the approval of their legislative bodies to increase the COLA base beyond \$12,000 in \$1,000 increments. Currently, the Andover Contributory Retirement System is one of 22 of the 102 local retirement systems who have not improved their COLA base since the Reform Act of 2010 - 23 years.

Most of the 102 local retirement system's COLA base are in the \$15,000 to \$16,000 range.

Some comparable towns that have increased their base;

Concord - \$14,000

Wellesley - \$18,000

Lexington - \$14,000

Winchester - \$14,000

Needham - \$14,000

Arlington - \$14,000

Reasons to favor COLA Base increase

1) The Consumer Price Index rose 7.9 percent from February 2021 to February 2022, following a 12-month increase of 7.5 percent in January 2022. Food prices increased 7.9 percent for the year ended February 2022, the largest 12-month advance since July 1981. Energy prices rose 25.6 percent from February 2021 to February 2022, while prices for all items less food and energy rose 6.4 percent.

Prices for meats, poultry, fish, and eggs increased 13.0 percent for the year ended February 2022, the largest yearly increase since July 1979. From February 2021 to February 2022, fruits and vegetables prices rose 7.6 percent, and nonalcoholic beverages and beverage materials prices rose 6.7 percent.

From February 2021 to February 2022, prices for apparel rose 6.6 percent, while prices for shelter rose 4.7 percent.

Gas prices at the pump have jumped to record levels, and crude oil prices have climbed to 14-year highs and at least briefly topped \$130 per barrel.

Part B premium for Medicare will be \$170.10/month. A jump of \$21.60 is the biggest increase ever in dollar terms.

On top of all this we are in the midst of a geo-political crisis not seen since World War 2.

2) Investment Returns

Andover Contributory Retirement System as of Dec. 31, 2021

	Quarter	YTD/1Y	3 Year	5 Year	Since 2011
Total Portfolio-Gross	5.1	19.5	16.9	12.7	11.0

3) Responsibility

Raising the COLA base for our Town's retirees in conjunction with prudent COLA awards is equitable.

I believe an increase in COLA is a responsibility to the retirees.

The Retirement Board has shown fiduciary responsibility in not "rubber stamping" a 3% COLA during a low inflationary period;

FY 2019 2% (based on \$12000 base) \$20/month

FY 2020 2.8% (Based on \$12000 base) \$28/month

FY 2021 2.25% (based on \$12000 base) \$22.50/month

Increasing the 3% COLA base:

\$12000 (\$360) to \$13000 (\$390) = \$2.50/month increase

\$13000 (\$390) to \$14000 (\$420) = \$2.50/month increase

Most recent price I paid for a cup of coffee at DD = \$2.66

Note: Any future COLA award is subject to Retirement Board decision up to 3% maximum.

In conclusion, I believe that now is the time for a COLA base increase. As stated no increase to the COLA base of the Andover Contributory Retirement System has been made since the Reform Act of 1997. Inflation is at a 40 year high, gas prices are at levels we have never seen, health care costs are increasing as ever before. Asset gains should not be used to reduce the obligation to the Retirement System. The investment success of our retirement system must be shared with the retirees.

I respectfully ask for your support and recommendation of this article.

ARTICLE 28	25 MILES-PER-HOUR SPEED LIMIT
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To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 90 § 17C: Establishment of 25-miles-per-hour speed limit in thickly settled areas or business district in a city or town; or take any other action relative thereto.

On petition of Michael Silverman and others

ARTICLE 31	STREAM GAGE SYSTEM ON THE SHAWSHEEN RIVER
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To see if the Town will appropriate from free cash the sum of \$75,000 for the purpose of operating and maintaining a Streamgage Station on the Shawsheen River in the vicinity of Balmoral Street and further to authorize the Town manager to enter into an agreement for the same with the United States Geologic Survey.

On petition of John Mahoney and others

Shawsheen River Gage Town Warrant Article

- P30 Warrant Article
- Cost
- Gage History
- Rational for Support
- Economic and Safety Benefits
- NOAA Web site
- Q/A

Want to avoid this ever happening again



After a four-day deluge turned streets into rivers across New England, an elderly resident of Andover, Mass., was evacuated.

C.J. Gantner/European Pressphoto Agency

Help make The New York Times better:

P30 Warrant Article 2022

- To see if the Town will appropriate from free cash the sum of \$ 75,000 for the purpose of operating and maintaining a Streamgage Station on the Shawsheen River in the vicinity of Balmoral Street and further to authorize the Town manager to enter into an agreement for the same with the United States Geological Survey.
- Submitted by John Mahoney for the Andover community.

Cost of the StreamGage

- \$15,500 annually
- Constructed the kiosk at the Lower Shawsheen soccer field.
- Routine maintenance and repair
- Calibration
- Real time stream flow data
- Maintaining a website showing real time flow and forecast.



River Gage History

- 2007-2010
 - Installed and funded by the MA Energy and Environmental affairs, Dept of Conservation and Recreation, Dept of Environmental Protection.
- 2010-2011
 - Cooperative funding , \$15,000/year, half from USGS and half from Balmoral, Washington Park, Tactician, Marland Place, SRWA, Town of Andover
- 2011- present
 - Gage funded by warrant article in 2013 and 2017 because USGS funding was curtailed.

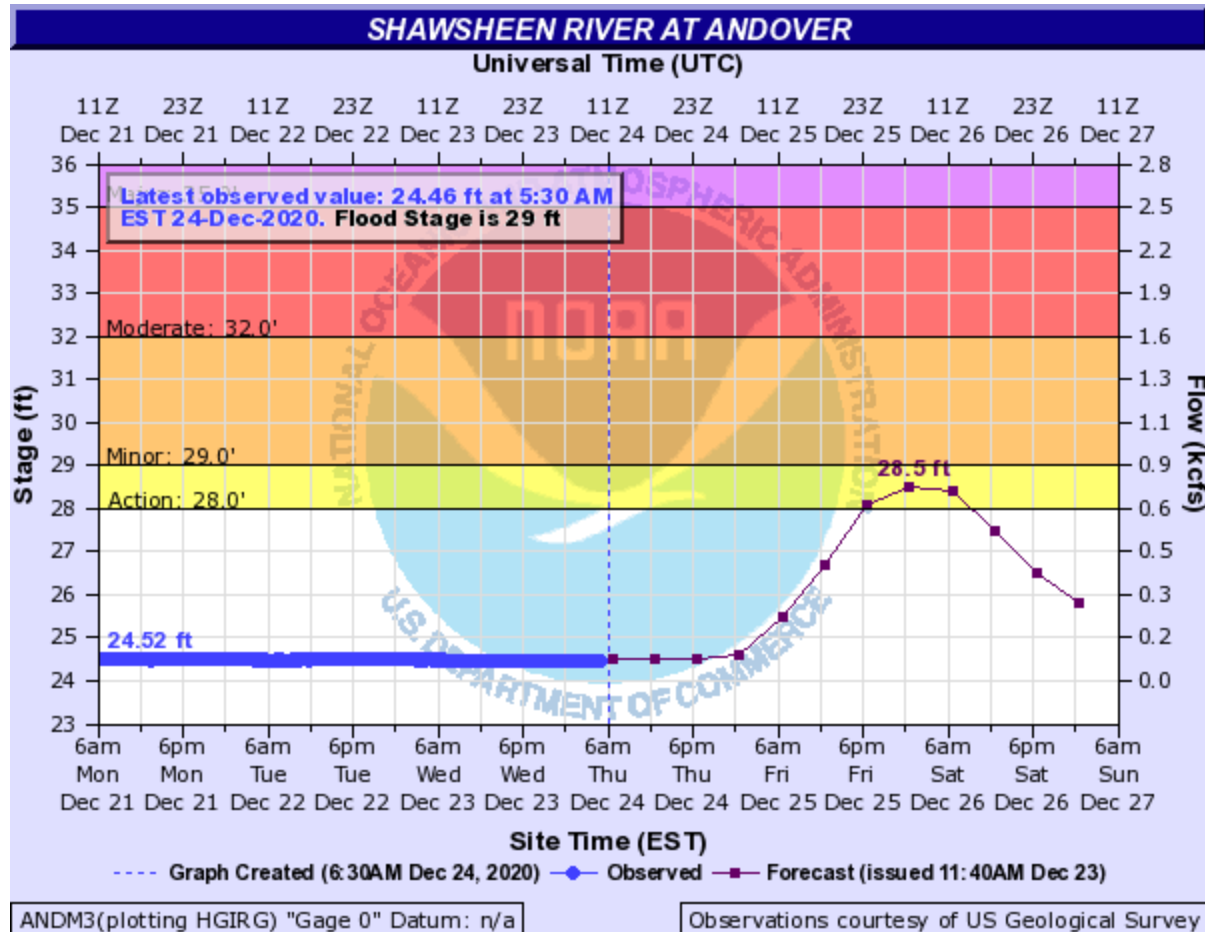
Rational for Support

- **PUBLIC SAFETY:** Vital 72-hour forecast of advance flood notice for Andover to enable recreational users, residents and businesses to take action, and for Town emergency rescue operational guidance
- **UNIQUE RESOURCE:** River conditions could be quite different between Wilmington (nearest other USGS station upstream) and Andover due to compound flooding (Merrimack River) and localized rain.
- **CRITICAL DATASET:** Surface water discharge data is critical for future climate resilience and hazard mitigation studies, as well as Shawsheen Watershed Scale studies.
- Now researching the Community Rating System (NFIP) to save residents on flood insurance rates.
- A STEM tool for teaching environmental science and technology.

Economic and Safety Benefits of Flood Forecasting - days to prepare.

- Benefits can be 4 to 10 times greater than the cost.
- Minimize evacuation hazards and reduce the risk of personal injury.
- More time to bring in resources for sandbagging and other flood proofing measures.
- Reduce damage to homes, businesses, and other structures.
- Minimize loss of property such as automobiles.
- Time for Fire, Police, and Rescue to prepare.

Gage Data Analyzed by NOAA to Predict Flooding



Flood History

Major Flood Stage:	35
Moderate Flood Stage:	32
Flood Stage:	29
Action Stage:	28

Historic Crests

- (1) 37.45 ft on 05/15/2006
- (2) 36.16 ft on 03/16/2010
- (3) 34.15 ft on 04/18/2007
- (4) 33.98 ft on 04/01/2010
- (5) 31.37 ft on 12/17/2020 **(P)**

Community Support for a Stream Gage

- Town of Andover - Conservation Commission, Sustainability
- Washington Park Condominiums
- Balmoral Condominiums
- Woodward Motors
- Marlin Place Senior Living
- Powder Mill Condominiums
- Single family Homes on North Main St.
- Shawsheen River Watershed Association -SRWA
- Avis
- Shawsheen Plaza, Stop & Shop
- Gillespie Hair Studio
- Shawsheen Luncheonette
- Shawsheen Sunoco
- Tactician Corporation soon to be converted to 28 apartments.

Summary

- The funding of the streamgage on the Shawsheen river at the Balmoral will continue the previous 12 years of funding.
- This gage gives a 72 hr. forecast of imminent flooding. These precise 72 hrs. are critical as it gives residents, businesses, fire, police, and rescue personnel time to prepare.
- In addition to reducing injuries and possible loss of life, cost savings are estimated to be anywhere from \$4 to \$10 for each \$1 spent on flood mitigation.
- Previous floods in 2006 and 2010 resulted in evacuations by row boats, residents being displaced from their homes for months, cars floating down the river, and millions of dollars spent to restore flooded homes.

ARTICLE 33**FUNDING TO REPAIR HACIENDA WAY FOR STREET ACCEPTANCE**

To see if the Town will vote to authorize the Select Board of Andover to acquire by eminent domain, gift, purchase, or otherwise, any fee, easement or other interest in the land known as Hacienda Way as shown on a plan entitled Subdivision & Acceptance Plan Pleasant Street Estates Andover, Mass, April, 1973 Approved 6/18/1973 and recorded with Essex North Registry of Deeds, Plan 7035 and on file in the Office of the Town Clerk, and as constructed, and to award no damages for said taking or payment for said acquisition, and to appropriate and raise by taxation, transfer from available funds or borrowing or any combination thereto a sum of \$110,000 for required engineering services, legal services, repairs and improvements to Hacienda Way and expenses incidental thereto, or take any other action related thereto.

On petition of Courtney Famiglietti and others

Select Board Meeting
Thursday, March 3, 2022
Memorial Hall
Memorial Hall Library

I. Call to Order

Chairman Huntress called the Select Board Meeting of March 3, 2022 to order at 6:00 PM.

Members present: Alex Vispoli, Dick Howe, Annie Gilbert.

Others in attendance: Town Manager Andrew Flanagan, and Deputy Town Manager Michael Lindstrom.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

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

B. Proclamation in Solidarity with the People of Ukraine

Alex Vispoli read the proclamation in Solidarity with the People of Ukraine.

Whereas, we the Select Board of the Town of Andover Massachusetts, do hereby proclaim that Andover stands in solidarity with the Ukrainian People. Furthermore, we condemn Russia's unilateral invasion of a sovereign country and express our unwavering support for democracy. We encourage the residents of Andover to join in condemnation of these unjust acts of war. We stand in solidarity with the Ukrainian members of our community and those with family members and relatives in Ukraine.

Alex Vispoli moved to support the Proclamation. Motion seconded by Annie Gilbert. Motion passes 4-0.

III. Communications/Announcements/Liaison Reports - none

IV. Citizens Petitions and Presentations

Kristen Wise, Inwood Lane, asked if information on ARPA spending would be posted on the Town website. The Town Manager said the entire presentation was posted on the website immediately after the February 28th meeting.

V. Regular Business

A. American Rescue Plan Act (ARPA) and Town Offices Project

The Town Manager provided additional information on the Town Offices Building Project and reviewed the original slides from Town Meeting showing the improvements for Town Offices meeting rooms, public access improvements, and associated project costs. The primary goals are to expand public meeting spaces throughout the building, improve ADA and code compliance and build a customer service center to improve service delivery. The project does not include any improvements to existing offices, the overall footprints for employee spaces actually decreases in the plan.

The increased costs are a result of rapidly increasing material costs, additional code requirements triggered by the increased cost, and abatement of hazardous materials throughout the building. They are reconfiguring some of the offices left vacant when facilities moved to Campanelli Drive to allow for three conference rooms with additional seating. The renovation also includes technology enhancements for the Select Board Room and an increase in seating from 49 to 100 spaces.

The final project will improve the functionality of the building portion of the project, provide the necessary spaces to implement the evolving methods of service delivery and public participation as well as meeting code requirements upon completion. The demand for services is at an all-time high. They didn't expect to come back and ask for additional funding but with ARPA, it is an opportunity to specifically use the funds for one of the intended uses which is to expand public access and customer service delivery and to put the to use these funds that will ensure the building remains functional for another 40 years.

Comments from the Board

Alex Vispoli thanked the Town Manager for the overview and detail of the project.

Annie Gilbert said the Board has been updated multiple times since the summer on the status of the project; she is glad to see more information tonight.

Dick Howe asked what portion of this program has been appropriated by Town Meeting, what will come from ARPA Funds, and are the purposes fully consistent with the Federal guidelines for use of ARPA funds? The Town Manager replied that \$979K has been appropriated from town funds and the balance will come from ARPA. The total amount is \$1,150,784 and the use is consistent with the Federal Bill.

Beyond the increases in material costs that triggered the extra code review, Chris Huntress asked if there are fire requirements as well that are required for the building? Yes, we are not being treated any differently than any other project that would have come before the Town.

Mike Meyers, 416 South Main Street thanked the Town Manager for the presentation, that is tantamount to what they have been asking for, accountability and transparency. He is glad the public was able to inspire the Town Manager to answer the hard questions. Please consider keeping the Town Offices project from exceeding \$1.3M to not evoke the code requirements.

Kathy Grant, 83 Morton Street, said the project looked like it was originally planned before the 2020 Town Meeting. She questions if the way the building is designed is the best use of office space and if people will take the chance and enter the building now that they have new on-line options. We need to think of a post-Covid plan.

Chris Huntress said he has seen an increase in attendance at their meetings during the pandemic than before it. The Town Manager said Andover was one of the few town offices that offered an in-person option during Covid. Since restrictions have been limited, all offices are seeing a return of residents and people from the business community

coming into Town Hall; the demand for service is increasing and the methodology of delivering them is evolving. Both options, in-person and online, will be offered. The population in Andover has increased.

American Rescue Plan Act (ARPA) Presentation

The Town Manager reviewed the presentation showing the overall total of ARPA funds of \$10M with \$4.6M pending approval. The cost to expand the size of the Argilla Road Water Main is \$2.8M.

Input for areas of funding came from Town departments/divisions, residents, the business community, and the Select Board/Town Managers Adopted Goals. A breakdown of all available funds related to the pandemic include: ARPA \$4.6M, CARES \$3,052,379, Municipal Discretionary Funds from the Gas Disaster \$750,000, the General Fund \$2,093,594, and Pandemic Related State Grants in the amount of \$699,831.

Mr. Flanagan gave an overview of the funding for the focus areas: Public Health and Pandemic Response, Capital Improvements and Infrastructure, Community Assistance and Partnerships, Community Engagement and Administration.

	Total Allocation
Rental and Home Buying Assistance	\$ 366,239
Small Business Assistance	\$ 789,522
Wellness and Support Services	\$ 936,280
Pandemic Response	\$ 1,768,567
Expanded Elder Care	\$ 64,385
Participatory/Community Driven Programs	\$ 300,000
Capital Improvements: Park Property/Recreation	\$ 950,000
Reserves/Contingency	\$ 700,000

Ledge Road Landfill: The current MASS DEP permit expires on May 3, 2022 and work is underway to exclude the materials handling center as part of the post closure use. ARPA will only fund completion of the project that excludes the material handling center and is consistent with commitments made at 2016 Town Meeting. Total approved \$2.25M from ARPA.

Pending approval: Argilla Road water transmission allocation was reduced from \$4.6M to \$2.8M from ARPA funds. The remainder of the cost to be subsidized from the Water Enterprise Fund and revenue from North Reading. This will be a phased effort to increase water main capacity throughout the system and is the most critical connection given the state of the existing water main. They have been approved for \$9.5M of borrowing through SRS Funding to use towards other water connections/projects.

ESSER and CARES Funding in the amount of \$3,395,453 was made available to Andover Public Schools and used for HVAC Improvements of \$2,206,384 and for Remote Learning/Work Environments \$781,792.

Annie Gilbert said that Ann Ormond, Director of Business, Arts & Culture has specifically been hands on engaging with small businesses in Town. Others have been reaching out to small business especially in the downtown area.

Chris Huntress thanked the members of the general public and residents who came forward and asked questions prodding them to provide additional information on how we are spending the ARPA funds. He thanked the members of the Select Board for their discussions on making sure the funds are spent well and to the Town Manager and his team to ensure the funds are allocated in the right place and that we can make the adjustments as needed.

Public Comments:

Mr. Meyers, Main Street, is questioning the Covid Relief Funds and how they were spent and how decisions were made.

Steve Walther, 83 Morton Street has concerns with the COVID 19 pandemic relief funding and items that were proposed that were unrelated to the pandemic and funding, and missed opportunities for the Town.

Chris Huntress stated that we are addressing the needs of our capital programs and that the Town has redistributed funds back to social services and several other areas as discussed in tonight's presentation. Annie Gilbert said the water main transmission is about economic development which is at the heart of the ARPA Program.

Jeff Crane, Town Water Distribution Supervisor explained the water main map pointing out the location of the pipes and the size of the mains. The Argilla Road main is an important main because it is an 8" unlined main and when it breaks, it causes all kinds of property damage and there is discolored water in the area for days. The 12" and 16" mains coming to Argilla Road from the Water Treatment Plant, never break and due to the velocity of the mains sediment never occurs.

Kathy Grant, 83 Morton Street said the DPW site has links of the history of water main breaks in that area and other information that she shared. She heard that Town employees interacted with the residents to find out what their needs are. She spoke with residents living in the Morton Street housing area who would like the area cleaned up and landscaped. She is asking for money for neighborhoods who are under-privileged.

The Board has already approved part of the ARPA Funding and the balance to be approved is \$4.6M.

Alex Vispoli moved that the board approve the balance as outlined by the Town Manager for the American Rescue Plan Fund as outlined tonight. Dick Howe seconded the motion. Motion passes 4-0.

VIII. Adjourn

At 7:48 PM on a motion by Alex Vispoli and seconded by Dick Howe, the Andover Select Board voted 4-0 to adjourn the meeting of Thursday, March 3, 2022.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

TriBoard Meeting
Select Board - Finance Committee – School Committee
Wednesday, March 9 2022 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.

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 McCreedy called the School Committee to order. Members present: Shannon Scully, Tracey Spruce. Also present 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, P. Russo.

II. [School Committee Budget Presentation](#) (click to see presentation)

Dr. Magda Parvey, Superintendent and School Committee Chair, Susan McCreedy presented the Andover Public Schools FY-2023 School Budget.

Susan McCreedy reported on the APS Budget presentations that have been given from December thru this evening and on the many activities that Dr. Parvey has overseen and attended this year. Dr. Parvey is honored to be here and to present her budget this evening.

Preliminary 2023 Base Budget Recommendation

Personnel	\$77,899,943	
General Expenses	<u>\$18,100,948</u>	
Total	\$ 96,000,891	(an increase of 3.68%)

On February 3, the School Committee approved the following budget

General Expenses	\$18,100,948
Debt Service/IT Offset to Town	(\$ 854,000)
Town HR Expense	<u>(\$ 20,000)</u>
General Expense Total	<u>\$17,226,948</u>
Total FY 2023 Preliminary Budget.	\$95,126, 891*

*FY-23 Base for FY-24 budget is maintained at \$96,000,891 (FY-23 at 3.68% increase). \$854,000 includes \$604,000 for items that do not realistically fit within the CIP and \$250,000 for device leases that are typically paid through CIP (IT-2) to the school

operating budget and to provide a test fleet to support MCAS and school-based assessments at AHS..

\$20,000 is a one-time transfer from the School HR budget to the Town HR budget to cover expenses as a result of the January 2022 Town & School HR functions split.

The attached presentation contains the major initiatives for FY-23 and beyond that includes expanding coaching and instructional support for math K-8; to begin the curriculum development process across grades and content areas; implement a new middle school schedule to enable increased core academic time and additional focus on social-emotional learning, and expanding supports for students with emotional behavioral needs.

It also includes improvements to the back-office effectiveness and efficiency through the implementation of electronic requisitions and purchase orders, hiring of a Business Manager (school accountant plus additional responsibilities, transportation support), and a Business Office Generalist.

Staffing recommendations to strategically allocate staff and maximize efficiencies to address the learning gap created by the pandemic, provide targeted support to schools/departments based on identified needs, provide structures to promote continuous professional learning and curriculum development and to support social emotional learning for students.

State Aid is budgeted at \$12,002,131 a rate of \$30 per student. Out-of- District Tuition Expenses of \$5,081,613 is budgeted for FY-23 compared to \$6,783,286 for FY-22. Chapter 70 State Aid for Education has not changed much due to Andover's tax base.

The budget stays below the Town Manager's recommendation of a 3.68% increase, meets all obligations, provides for personnel salary increases, meets all educational and curricular requests presented by Principals, Department Heads, and Assistant Superintendents. It includes budget increases for student activities, including requests from athletics and fine arts to assume expenses traditionally carried by parent/booster organization.

The budget invests resources in efficiencies for the Business Office, continues to move full-day kindergarten expenses into the operating budget, reduces student fees (bus and middle school extra curriculars), provides increased investment in instructional technology including student devices. The budget accelerates some facility projects that do not realistically fit into within the CIP and leverages ESSER and other grants for student supports in targeted areas. Out-of-District Tuition Expenses show a significant decrease this year.

Capital Projects (SCH-5)

The new West Elementary School will be coming on line in 2024 and Shawsheen Preschool in 2025. At the same meeting in 2016, they voted to form an Andover

Facilities Study Committee that included submitting Statements of Interest (SOI) to MSBA who once again notified us that they will not be accepting an AHS Renovation Project into their program.

Operating budget expense of \$604,000 (ongoing for term of borrow) for: Doherty Middle School Improvements and AHS Renovations. The plan is to use \$604,000 towards debt service to cover \$8M for the Facilities Dept and items identified as major projects for DMS to keep that school usable and functional.

Student Device Leasing

Operating Budget expense of \$250,000 ongoing (moving out of CIP and into the school operating budget) and enables us to create a testing fleet to support MCAS testing.

Town Human Resource expense transfer effective January 1, 2022 for Town and School Human Resource Functions.

The budget was presented to the Finance Committee on February 9th.

The Public Hearing will be held on March 17, 2022 at 7:00 PM.

The Preliminary APS Budget Book will be available the end of March.

Questions:

ESSER Funds: Are we repurposing FTE's for that support or hiring support? Response: *We are hiring personnel. Where does the funding for the support come from when grant monies run out? It's about building our own capacity. This person will spend 2 years to build our program and we will build our own internal capacity to maintain that. As the grants start to end we can determine if we need this 'person' in our budget or we at a point where we can sustain ourselves.*

Enrollment has declined and the School Department has done some restructuring similar to other districts. When enrollment comes back, will that restructuring built into this budget have us appropriately staged to meet the needs of students as the rebound in enrollment occurs? *Yes, based on our budgets, they will be looking at efficiencies and patterns in the numbers and looking at all of the positions and areas of support.*

Obligations: Question on the transition cost of \$343,754 for the full-day kindergarten (which is now offered at no cost).

In the summer of 2019, the School Committee came before the Select Board with a plan to eliminate Kindergarten tuition. At that time, the School Committee reduced the tuition every year for 4 years, by taking the funds in the revolving account and moving it into the operating budget. To eliminate tuition, they thought they would get a significant bump in Chapter 70 funding. However, the Student Opportunity Act went into effect that year and Andover became one of the 85% of districts whose funding went down to the minimum. Instead of using all of the remaining money in the revolving account to bring our tuition down to zero, we took a little out of the operating budget each year. This \$3,475 is a continuation of this plan. It is a plan in a multi-year transition.

The Select Board and Finance Committee thanked Dr. Parvey for her excellent presentation.

III. Adjourn

At 7:51 PM Annie Gilbert 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 Kevin O'Handley and seconded by Paula Colby-Clements, the Finance Committee voted to adjourn.

Roll call: Y. Cao, K. O'Handley-Y, K. Russo-Y, M. Logee-Y, P. Russo-Y, P. Colby-Clements-Y, J. Barry-Y. Motion passes 7-0.

Respectfully submitted,

**Dee DeLorenzo
Recording Secretary
Rev. 4.21.22**

Select Board Meeting
Minutes of Monday, March 21, 2022

School Administration Building
School Committee Room, 2nd floor

I. Call to Order

Chairman Huntress called the Select Board Meeting of March 21, 2022 to order at 7:00 PM.

Members present: Alex Vispoli, Dick Howe, Annie Gilbert.

Others in attendance: Town Manager Andrew Flanagan, Deputy Town Manager Michael Lindstrom.

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

Deputy Town Manager, Mike Lindstrom announced that the kickoff meeting for the public input session for the Park Property (Chandler Road) will be held on Tuesday, April 12th at 6:30 PM at Memorial Hall Library and a virtual meeting will be held on Wednesday, April 13th at 6:30 PM. They are excited to start this community process.

Tonight, is Dick Howe's last meeting as a member of the Select Board. Mr. Howe said it has been an honor and privilege to serve on the Board. It has been a busy, sometimes controversial, and exciting year, he has learned a lot and is pleased to have been part of the Board.

Annie Gilbert thanked Dick for a tremendous year of service. Alex Vispoli appreciates his thoughtfulness and for being prepared for every meeting. It has been an honor and a pleasure serving with him. Chris Huntress said Dick, who volunteered to fill the remaining term of Dan Koh, has stepped up to address many matters that have come before the Select Board this past year. On behalf of the Select Board and the Town, thank you for contributing your time.

Chris Huntress announced the following:

- AHS Building Committee is looking for candidates to join their Committee. Interested persons should email the Town Manager @ Andoverma.us.
- Robert Douglas, Director of Conservation is looking for volunteers for the Shawsheen River Master Plan Committee. If interested, please email Bob at conservation@andoverma.gov for information.
- The water main improvements on Main Street have begun.

IV. Citizens Petitions and Presentations - None

V. Public Hearings

A. Alteration of Premises to All Kinds of Alcoholic Beverages on Premises License

Board to review and consider voting to approve the application of C7 Hospitality Group, LLC, d/b/a Bueno Malo, for an Alteration of Premises to its All Kinds of Alcoholic Beverages on Premises License at 93 Main Street, Andover, MA.

Asst. Town Manager Patrick Lawlor spoke on behalf of the Town Clerk and shared information on the request to increase the space by about 2,000 sq ft. All paperwork has been received and approved by the appropriate Town departments.

Alex Vispoli moved to approve the application of C7 Hospitality Group, LLC d/b/a Bueno Malo, for an Alteration of Premises to their All Kinds of Alcoholic Beverages on Premises license at 93 Main Street, Andover, subject to the condition that all other requirements of the Town are met prior to issuance. Motion seconded by Dick Howe. Motion passes 4-0.

VI. Regular Business

A. Annual Town Meeting Articles

Board to consider voting to take a position on the following articles: The Town Manager explained each of the seven articles listed below.

P12	Stabilization Fund Bond Premium \$100,000 Annie Gilbert moved that the Board recommend Town Meeting Approval of Article P12, Stabilization Fund Bond Premium. Motion seconded by Dick Howe. Motion voted 4-0 to approve.
P14	Water Treatment Plant Maintenance \$500,000 Dick Howe moved to recommend Town Meeting Approval of Article P14, Water Treatment Plan Maintenance. Motion seconded by Alex Vispoli. Motion voted 4-0 to approve.
P15	Sewer Collection System Maintenance \$300,000 Dick Howe moved to recommend Town Meeting Approval of Article P15, Sewer Collection System Maintenance. Motion seconded by Alex Vispoli. Motion voted 4-0 to approve.
P18	Capital Projects from Water and Sewer Enterprises. \$6,500,000 Alex Vispoli moved to recommend Town Meeting Approval of Article P18, Capital Projects from Water and Sewer Enterprises. Motion seconded by Annie Gilbert. Motion voted 4-0 to approve.
P20	Land Acquisition. \$413,000.00 Alex Vispoli moved to recommend Town Meeting Approval of Article P20, Land Acquisition. (Chandler Road) Motion seconded by Annie Gilbert. Motion voted 4-0 to approve.
P23	Public Safety Multi-Band Portable Radios \$200,000 Annie Gilbert moved to recommend Town Meeting Approval of Article P23, Public Safety Multi-Band Portable Radios. Motion seconded by Alex Vispoli. Motion voted 4-0 to approve.

P27	<p>Pension Obligation Bond Stabilization Fund Transfer.</p> <p>Alex Vispoli moved to recommend Town Meeting Approval of Article P27, Pension Obligation Bond Stabilization Fund Transfer.</p> <p>Motion seconded by Dick Howe.</p> <p>Motion voted 4-0 to approve.</p>
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VII. Consent Agenda

A. Appointments by the Town Manager

Dick Howe moved to approve the appointments by the Town Manager as listed in the Consent Agenda. Motion seconded by Annie Gilbert. Motion voted 4-0 to approve.

Department	Name	Position	Rate/Term	Date of Hire
Treasurer/Collector	Ana-Maria Derosa <i>(Peter Forcellese)</i>	Assistant Treasurer-Collector	\$81,398.36/yr	4/11/2022
Community Services – Recreation	Irina Boulanova	Kid Care Group Leader 2	\$18.25/hr	3/21/2022
Community Services – Youth Services	Erin Gregoire	Seasonal	\$15.00/hr	4/1/2022

VIII. Adjourn

At 7:35 PM on a motion by Dick Howe and seconded by Alex Vispoli the Andover Select Board voted 4-0 to adjourn the meeting of Monday, March 21, 2022.

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



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 *HG*

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

Date: April 7, 2022

Re: ***FY 2022 Financials***

The attached reports summarize the Town's financial position through February 28, 2022.
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 February 28, 2022.

General Fund

The total general fund receipts of all sources collected through February 28, 2022 are greater than annual projections through the first eight months of the year. FY2022 local receipts are approximately \$768,000 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, and a large school Medicaid payment. Off-set receipts collections also exceed projections and are approximately \$313,000 greater than collections through the same period of time last fiscal year, mainly due to activity in the recreation department where more programs were offered as compared to last year with COVID-19 limitations.

General fund personal services are lower and other expenditures are in line with FY 2022 projections through February 28, 2022. 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. The Fire department incurred significant medical expenses which were not budgeted and the technical schools' appropriation came in higher than estimated. These two deficits are expected to be covered with free cash approved at Town Meeting.

Water Enterprise Fund

The total water enterprise fund collections are in line with the annual projections through February 28, 2022. The user charges receipts are approximately \$1.3 million 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 and other expenses are slightly lower than FY 2022 projections through February 28, 2022.

Sewer Enterprise Fund

The total sewer enterprise fund collections are lower than annual projections through February 28, 2022 with user charges being approximately \$733,000 less than prior year receipts through the same period. The lower collections are correlated with the lower water collections. Sewer personal services are lower than and other expenses are greater than the FY 2022 projections through February 28, 2022. The greater expenditures are due to a significant sewer main repair which was not budgeted.

Reserve Fund

Town Meeting approved a reserve fund balance of \$200,000. This money has not been used through February 2022.

Compensation Fund

Town Meeting approved a compensation fund balance of \$155,326. This money has not been used through February 2022.

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 \$2,903,656 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 2/28/2022 and 2/28/2021

	FY 22 Budgeted	FY 22 YTD	%	FY 21 Budgeted	FY 21 YTD	%	Change in	Change in
Local Receipts	Receipts	Revenues	Collected	Receipts	Revenues	Collected	Budgets	YTD Receipts
Motor Vehicle Excise	5,595,875	2,251,394	40.2%	5,445,856	2,486,929	45.7%	150,019	(235,535)
Hotel/Motel/Meals	1,475,000	1,239,237	84.0%	1,064,009	605,569	56.9%	410,991	633,668
Penalties and Interest on Taxes and Excises	480,000	392,255	81.7%	480,000	300,916	62.7%	-	91,338
Fees	61,000	125,270	205.4%	61,000	29,670	48.6%	-	95,600
Payments in Lieu of Taxes	440,713	2,016	0.5%	430,000	2,016	0.5%	10,713	-
Other Departmental Revenues	294,200	129,706	44.1%	291,481	210,676	72.3%	2,719	(80,971)
Other Departmental Revenues - School Medicare	200,000	418,036	209.0%	180,000	111,685	62.0%	20,000	306,351
Non-Recurring Revenues	5,800	5,863	N/A	8,519	2,700	N/A	(2,719)	3,163
Licenses and Permits	2,354,000	1,745,182	74.1%	2,408,496	1,692,438	70.3%	(54,496)	52,744
Fines & Forfeits	227,000	91,339	40.2%	227,000	111,285	49.0%	-	(19,946)
Investment Income	200,000	107,845	53.9%	395,918	185,682	46.9%	(195,918)	(77,837)
Special Assessments	-	90	N/A	-	596	N/A	-	(507)
Total Estimated Receipts	11,333,588	6,508,233	57.4%	10,992,279	5,740,163	52.2%	341,309	768,070
Off-Set Receipts	FY 22 Budgeted	FY 22 YTD	%	FY 21 Budgeted	FY 21 YTD	%	Change in	Change in
	Receipts	Revenues	Collected	Receipts	Revenues	Collected	Budgets	YTD Receipts
Recreation	393,510	458,465	116.5%	593,510	215,841	36.4%	(200,000)	242,624
Elder Services	106,000	84,420	79.6%	106,000	71,629	67.6%	-	12,792
Public Facilities - Rental Receipts	20,000	64,881	324.4%	80,000	16,112	20.1%	(60,000)	48,769
Cemetery - Interment Fees	60,000	41,835	69.7%	60,000	42,757	71.3%	-	(922)
Public Safety - Police Detail Fees	60,000	58,627	97.7%	90,000	34,958	38.8%	(30,000)	23,669
Public Safety / Fire - Ambulance Receipts	1,250,000	881,856	70.5%	1,350,000	895,900	66.4%	(100,000)	(14,044)
Total Off-Set Receipts	1,889,510	1,590,084	84.2%	2,279,510	1,277,196	56.0%	(390,000)	312,888
Other Revenues	FY 22 Budgeted	FY 22 YTD	%	FY 21 Budgeted	FY 21 YTD	%	Change in	Change in
	Receipts	Revenues	Collected	Receipts	Revenues	Collected	Budgets	YTD Receipts
Property Taxes (inc. Tax Titles)	165,459,877	122,261,896	73.9%	159,488,649	117,030,282	73.4%	5,971,228	5,231,614
State Aid	14,178,409	9,560,713	67.4%	13,939,807	9,256,846	66.4%	238,602	303,867
Total Other Revenues	179,638,286	131,822,609	73.4%	173,428,456	126,287,128	72.8%	6,209,830	5,535,481
Total Revenues	192,861,384	139,920,926	72.5%	186,700,245	133,304,487	71.4%	6,161,139	6,616,439

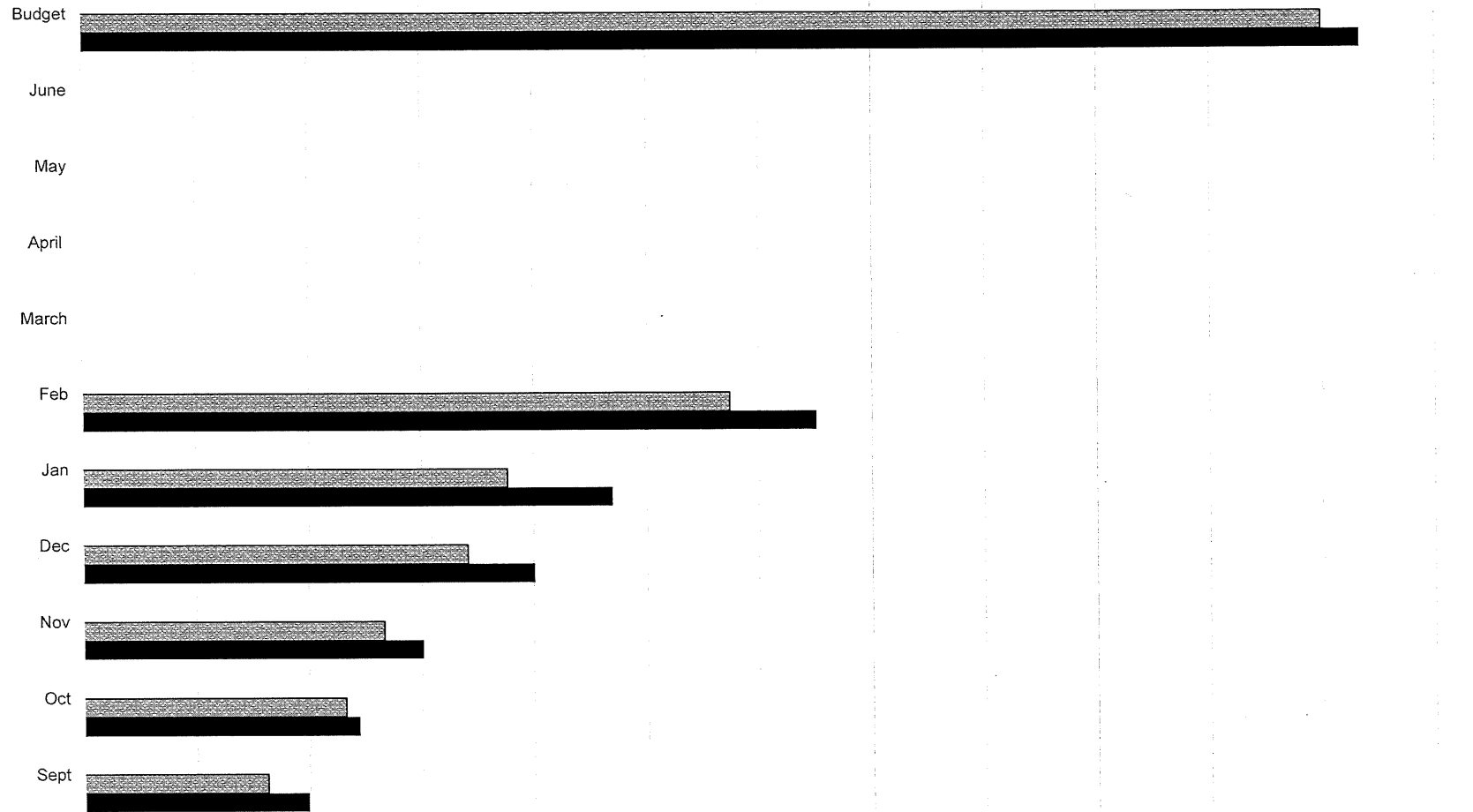
Town of Andover
FY 2022 Enterprise Funds Year-To-Date Revenue Report
Budgeted vs. Actuals 2/28/2022 and 2/28/2021

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	6,819,958	68.2%	9,567,598	8,152,185	85.2%	429,168	(1,332,227)
Water Connection	41,000	4,403	10.7%	41,000	29,563	72.1%	-	(25,160)
Water Testing Fees	18,000	12,140	67.4%	22,000	11,305	51.4%	(4,000)	835
Meter Installations	9,000	4,050	45.0%	10,000	9,900	99.0%	(1,000)	(5,850)
Fire Flow Test	9,000	4,982	55.4%	9,000	6,000	66.7%	-	(1,018)
Special/Final Reads	25,000	15,047	60.2%	25,000	36,848	147.4%	-	(21,801)
Backflow/Cross Connection Fees	75,000	64,038	85.4%	75,000	4,160	5.5%	-	59,878
Water Tap	1,000	600	60.0%	-	1,050	N/A	1,000	(450)
Liens	80,000	42,934	53.7%	120,000	42,552	35.5%	(40,000)	381
Fire Suppression	220,000	182,480	82.9%	220,000	170,111	77.3%	-	12,368
Interest /Misc Revenue	-	1,114	N/A	12,000	16,863	140.5%	(12,000)	(15,749)
Non-Revenue Interest	19,000	2,353	12.4%	16,000	7,807	48.8%	3,000	(5,455)
Total Water Receipts	10,493,766	7,154,097	68.2%	10,117,598	8,488,345	83.9%	376,168	(1,334,248)

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	2,699,663	53.1%	4,962,068	3,343,909	67.4%	124,052	(644,246)
Committed Interest/Income	165,000	86,849	52.6%	170,000	111,174	65.4%	(5,000)	(24,325)
Liens	55,000	22,123	40.2%	55,000	31,803	57.8%	-	(9,680)
Apport Assmnts	410,000	274,180	66.9%	445,000	325,781	73.2%	(35,000)	(51,602)
Interest /Misc Revenue	-	1,908	N/A	-	1,741	N/A	-	167
Non-Revenue Interest	15,000	1,662	11.1%	48,000	5,474	11.4%	(33,000)	(3,812)
Total Sewer Receipts	5,731,120	3,086,384	53.9%	5,680,068	3,819,882	67.3%	51,052	(733,498)

Total Enterprise Revenues	16,224,886	10,240,481	63.1%	15,797,666	12,308,227	77.91%	427,220	(2,067,746)
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Town of Andover Local Receipts FY 2022 and FY 2021



	0	\$1 M	\$2 M	\$3 M	\$4 M	\$5 M	\$6 M	\$7 M	\$8 M	\$9 M	\$10 M	\$11 M	\$12 M
		Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Budget	
■ FY 2021 % of Budget		14.8%	21.1%	24.3%	31.1%	34.3%	52.2%	0.0%	0.0%	0.0%	0.0%	100.0%	
■ FY 2022 % of Budget		17.6%	21.6%	26.6%	35.3%	41.4%	57.4%	0.0%	0.0%	0.0%	0.0%	100.0%	
■ FY 2021 Receipts		\$1,628,383	\$2,323,802	\$2,669,886	\$3,417,591	\$3,767,743	\$5,740,163					\$10,992,279	
■ FY 2022 Receipts		\$1,989,405	\$2,444,067	\$3,015,542	\$4,004,836	\$4,695,288	\$6,508,233					\$11,333,588	

Town of Andover
FY 2022 Year-To-Date Budget Report
Personal Services and Other Expenditures thru 2/28/2022

	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	4,537,158	-	2,742,862	62.3%	62.3%
Community Services	1,819,521	-	1,819,521	1,237,225	-	582,296	68.0%	68.0%
Public Facilities	2,508,336	-	2,508,336	1,652,434	-	855,902	65.9%	65.9%
Public Safety - Fire	8,628,347	32,813	8,661,160	5,741,417	-	2,919,743	66.3%	66.3%
Public Safety - Police	8,090,689	32,178	8,122,867	5,229,851	-	2,893,016	64.4%	64.4%
Public Works	3,814,578	-	3,814,578	2,609,337	-	1,205,241	68.4%	68.4%
Library	2,321,710	-	2,321,710	1,415,029	-	906,681	60.9%	60.9%
School	75,617,287	-	75,617,287	40,829,754	32,133,467	2,654,066	96.5%	54.0%
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	63,252,204	32,133,467	14,915,133	86.5%	57.3%
Water Enterprise	2,338,139	-	2,338,139	1,431,517	-	906,622	61.2%	61.2%
Sewer Enterprise	355,912	-	355,912	207,881	-	148,031	58.4%	58.4%
Total Personal Services - Enterprise Funds	2,694,051	-	2,694,051	1,639,398	-	1,054,653	60.9%	60.9%
Other Expenses								
General Government	2,233,879	216,881	2,450,760	1,627,796	300,699	522,265	78.7%	66.4%
Community Services	605,675	103,285	708,960	294,192	166,812	247,956	65.0%	41.5%
Public Facilities	1,325,450	247,628	1,573,078	966,911	417,866	188,301	88.0%	61.5%
Public Safety - Fire	571,550	81,058	652,608	583,032	107,204	(37,628)	105.8%	89.3%
Public Safety - Police	1,019,300	149,034	1,168,334	623,307	280,567	264,460	77.4%	53.4%
Public Works	5,921,832	893,969	6,815,801	3,843,810	2,156,942	815,050	88.0%	56.4%
Library	660,687	15,053	675,740	432,235	121,896	121,609	82.0%	64.0%
School	16,976,165	686,223	17,662,388	10,330,384	8,238,712	(906,708)	105.1%	58.5%
Technical Schools	800,000	-	800,000	580,584	262,274	(42,858)	105.4%	72.6%
Debt Service	11,057,553	-	11,057,553	8,796,176	-	2,261,377	79.5%	79.5%
Insurance	1,240,000	18,911	1,258,911	1,190,503	15,329	53,079	95.8%	94.6%
Health Insurance	23,147,462	-	23,147,462	8,249,378	-	14,898,084	35.6%	35.6%
Unemployment	160,000	-	160,000	51,365	1,075	107,560	32.8%	32.1%
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	52,163,088	12,069,375	18,692,547	77.5%	62.9%
Water Enterprise	6,782,728	1,046,651	7,829,379	4,921,830	1,496,500	1,411,049	82.0%	62.9%
Sewer Enterprise	4,936,767	346,744	5,283,511	3,897,238	1,357,674	28,599	99.5%	73.8%
Total Other Expenses - Enterprise Funds	11,719,495	1,393,395	13,112,890	8,819,068	2,854,174	1,439,648	89.0%	67.3%
Total - General Fund	190,636,617	2,589,199	193,225,816	115,415,293	44,202,843	33,607,680	82.6%	59.7%
Total - Enterprise Funds	14,413,546	1,393,395	15,806,941	10,458,466	2,854,174	2,494,301	84.2%	66.2%

Town of Andover
FY 2022 Reserve Account and Compensation Fund
As of 2/28/22

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 2/28/22

	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	16,599	14,082	26,344	227,426	199,511	68,107	129,857	39,289	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	21,250	14,507	-688	397,353	329,733	108,905	133,721	46,715	29,218	14,497	76,288	0	681	119,994	3,279	13,176
Receipts thru 2/28/2022	19,025	2,728	38,401	1,030,224	97,413	37,475	52,150	4,614	11,552	5,834	10,244	0	0	52,125	0	15,080
Expenditures thru 2/28/2022	16,146	301	28,889	693,400	106,895	16,154	43,731	0	0	1,336	3,920	0	0	5,240	0	20,624
Balance thru 2/28/2022	24,129	16,934	8,823	734,177	320,251	130,225	142,140	51,329	40,770	18,995	82,612	0	681	166,879	3,279	7,633

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	80.73%	1.50%	48.15%	92.45%	26.72%	10.77%	19.44%	0.00%	0.00%	2.23%	9.80%	0.00%	0.00%	5.24%	0.00%	10.31%

**Town of Andover
Capital Projects
2/28/2022**

	<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	1,036,539	945,561	824,485	498,931		
Encumbered	-	-	-	-	43,985	202,497	120,563		
Total School CIP	Available	-	179	6,017	3,461	22,054	123,018	565,507	720,236
Budget	112,000	222,000	579,018	487,000	1,044,098	902,108	137,000		
Expended	77,000	191,142	553,143	396,617	694,197	526,487	-		
Encumbered	-	-	9,300	9,950	33,999	275,621	-		
Total General Government CIP	Available	35,000	30,858	16,575	80,433	315,902	100,000	137,000	715,768
Budget	-	-	32,214	-	-	-	-		
Expended	-	-	28,601	-	-	-	-		
Encumbered	-	-	-	-	-	-	-		
Total Youth Services CIP	Available	-	-	3,613	-	-	-	-	3,613
Budget	70,000	50,000	-	-	-	-	-		
Expended	66,873	50,000	-	-	-	-	-		
Encumbered	-	-	-	-	-	-	-		
Total Recreation CIP	Available	3,127	-	-	-	-	-	-	3,127
Budget	25,000	25,000	-	-	10,000	50,000	-		
Expended	25,000	25,000	-	-	-	4,075	-		
Encumbered	-	-	-	-	-	10,925	-		
Total Library CIP	Available	-	-	-	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	779,446	934,358	1,243,385	278,889	263,274		
Encumbered	-	-	1,355	9,908	34,951	33,550	190,022		
Total Facilities CIP	Available	-	-	19,199	1,734	24,664	155,561	726,704	927,862
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	179,055	41,700		
Encumbered	-	-	-	-	-	1,327	-		
Total Police CIP	Available	-	-	100	918	-	14,617	213,300	228,935
Budget	50,000	20,000	63,500	214,000	-	96,000	88,000		
Expended	37,332	20,000	61,352	201,715	-	96,000	77,383		
Encumbered	-	-	-	-	-	-	-		
Total Fire CIP	Available	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	257,845	363,644	323,147	377,246	-	-		
Encumbered	5,838	17,525	5,223	4,312	22,662	-	-		
Total DPW CIP	Available	-	9,631	46,132	541	92	-	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	1,361,987	2,079,587	2,104,996	2,509,828	1,084,507	382,357		
Encumbered	5,838	17,525	15,878	24,170	91,611	321,423	190,022		
Total Town CIP	Available	50,796	40,489	87,767	95,911	350,659	305,178	1,252,621	2,183,420
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	2,481,808	3,569,212	3,141,535	3,455,389	1,908,992	881,288		
Encumbered	5,838	17,525	15,878	24,170	135,596	523,921	310,585		
Grand Total	Available	50,796	40,667	93,784	99,372	372,713	428,195	1,818,128	2,903,656