

## Select Board Meeting

Monday, June 27, 2022 7:00 PM

Town Offices

3<sup>rd</sup> Floor Select Board Conference Room

36 Bartlet Street, Andover, MA 01810

ANDOVER TOWN CLERK  
ROD 2022 JUN 28 4:42Z

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**I. Call to Order – 7:00 P.M.**

**II. Opening Ceremonies**

A. Moment of Silence/Pledge of Allegiance

**III. Communications/Announcements/Liaison Reports**

**IV. Citizens Petitions and Presentations**

**V. Regular Business**

A. Year-End Transfers

Board to consider voting to approve year-end transfers.

B. Tax Classification Impacts

Chief Assessor to present information relative to the impacts of the tax classification process.

C. Information Technology Surplus Property Disposal

Board to consider voting to authorize the Town Manager to dispose of some or all of the 891 units of information technology surplus property.

D. Town Manager Review Process Timeline

Board to consider voting to approve the timeline for the Town Manager review process.

**VI. Consent Agenda**

A. Appointments by the Town Manager

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

Department	Name	Position	Rate/Term	Date of Hire
Community Services – Recreation	Eric Strong	Seasonal	\$14.75/hr	6/20/2022
Community Services – Recreation	Kyla Kelley	Seasonal	\$14.75/hr	6/20/2022
Community Services – Recreation	Nico DeLeo	Seasonal	\$14.75/hr	6/20/2022
Community Services – Recreation	Reid Giribaldi	Seasonal	\$14.50/hr	6/27/2022

Community Services – Recreation	Will Beeny	Seasonal	\$14.00/hr	6/27/2022
Community Services – Recreation	Hanna Medwar	Seasonal	\$14.00/hr	6/27/2022
Community Services – Recreation	Hannah Ratner	Seasonal	\$14.00/hr	6/27/2022
Community Services – Recreation	Ethan Daly	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Sergey Bielecki	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Gavin Lohan	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Jonathan Oatman	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Taylor Henderson	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Margaret Borenstein	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Cole Robinson	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Nicholas Vaccaro	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Anthony DeLuca	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Jake Zannini	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Alex Lugo	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Ian Robinson	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Robert Hauser	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Nathaniel Hemman	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Emma Wiltshire	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Owen Collins	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Dominic Mazzariello	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Brodie Miolla	Seasonal	\$13.75/hr	6/28/2022
Community Services – Recreation	Jake Bowab	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Ava Vieira	Seasonal	\$13.75/hr	6/27/2022

Community Services – Recreation	Austin Pace	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Jack Van Buren	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Olivia Janasik	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Darby Hackett	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Cooper Conroy	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Brody Conroy	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Aidan Burke	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Luca Beltrandi	Seasonal	\$13.75/hr	6/27/2022
Community Services – Recreation	Michael Andelman	Seasonal	\$13.75/hr	6/27/2022
Community Services – Youth Services	Leilani Vasquez	Seasonal	\$15.00/hr	6/28/2022
Ballardvale Historic District Commission	Joanna Reck	Member	Term Expires 6/30/2025	7/1/2022
Ballardvale Historic District Commission	Sara Nigrelli	Member	Term Expires 6/30/2025	7/1/2022
Board of Assessors	David Billard	Member	Term Expires 6/30/2025	7/1/2022
Board of Health	Dr. Deborah Enegess	Member	Term Expires 6/30/2025	7/1/2022
Commission on Disability	Katherine Ananis	Member	Term Expires 6/30/2025	7/1/2022
Commission on Disability	Justin Coppola, Sr.	Member	Term Expires 6/30/2025	7/1/2022
Commission on Disability	S. David Kahan	Member	Term Expires 6/30/2025	7/1/2022
Commission on Disability	(Mary) Eileen Reilly	Member	Term Expires 6/30/2025	7/1/2022
Council on Aging	Gail Bloom	Member	Term Expires 6/30/2025	7/1/2022

Council on Aging	Amanda Preston	Member	Term Expires 6/30/2025	7/1/2022
Council on Aging	Kimberly Butler-Rainen	Member	Term Expires 6/30/2025	7/1/2022
Council on Aging	Thomas Rando	Member	Term Expires 6/30/2025	7/1/2022
Cultural Council	Paul Graveline	Member	Term Expires 6/30/2025	7/1/2022
Cultural Council	Tanja King	Member	Term Expires 6/30/2025	7/1/2022
Cultural Council	Amie Joof Senghore	Member	Term Expires 6/30/2025	7/1/2022
Design Review Board	Eric Daum	Member	Term Expires 6/30/2025	7/1/2022
Design Review Board	Paul Maue	Member	Term Expires 6/30/2025	7/1/2022
Economic Development Council	Amy Brearley	Member	Term Expires 6/30/2025	7/1/2022
Economic Development Council	Michael Morris, Jr.	Member	Term Expires 6/30/2025	7/1/2022
Emergency Management	Patrick Keefe	Director	Term Expires 6/30/2023	7/1/2022
Forest Warden	Michael Mansfield	Fire Chief	Term Expires 6/30/2023	7/1/2022
Keeper of the Lockup	Patrick Keefe	Police Chief	Term Expires 6/30/2023	7/1/2022
Merrimack Valley Regional Transit Authority	Jacki Byerley	Member	Term Expires 6/30/2023	7/1/2022
Merrimack Valley Regional Transit Authority	Paul Materazzo	Alternate	Term Expires 6/30/2023	7/1/2022

Merrimack Valley Regional Transit Authority	Lisa Schwarz	Alternate	Term Expires 6/30/2023	7/1/2022
Merrimack Valley Planning Commission	Jacki Byerley	Alternate	Term Expires 6/30/2023	7/1/2022
Patriotic Holiday Committee	James Bedford	Member	Term Expires 6/30/2023	7/1/2022
Patriotic Holiday Committee	Calvin Deyermond	Member	Term Expires 6/30/2023	7/1/2022
Patriotic Holiday Committee	Brian Masterson	Member	Term Expires 6/30/2023	7/1/2022
Patriotic Holiday Committee	Mark Comeiro	Member	Term Expires 6/30/2023	7/1/2022
Patriotic Holiday Committee	Michael Mansfield	Member	Term Expires 6/30/2023	7/1/2022
Patriotic Holiday Committee	R. Scott Parish, Jr.	Member	Term Expires 6/30/2023	7/1/2022
Patriotic Holiday Committee	Calvin Perry	Member	Term Expires 6/30/2023	7/1/2022
Patriotic Holiday Committee	H. Francis Ritterhaus	Member	Term Expires 6/30/2023	7/1/2022
Patriotic Holiday Committee	Stephen Wallingford	Member	Term Expires 6/30/2023	7/1/2022
Permanent Town Building Advisory Committee	Daniel Casper	Member	Term Expires 6/30/2025	7/1/2022
Permanent Town Building Advisory Committee	Richard Feldman	Member	Term Expires 6/30/2025	7/1/2022
Permanent Town Building Advisory Committee	David Giangrande	Member	Term Expires 6/30/2025	7/1/2022
Permanent Town Building Advisory Committee	Mark Johnson	Member	Term Expires 6/30/2025	7/1/2022

Permanent Town Building Advisory Committee	Ellen Keller	Member	Term Expires 6/30/2025	7/1/2022
Preservation Commission	Amy Bloom	Member	Term Expires 6/30/2025	7/1/2022
Preservation Commission	Eric Daum	Member	Term Expires 6/30/2025	7/1/2022
Preservation Commission	Joanne Michalik	Member	Term Expires 6/30/2025	7/1/2022
Scholarship Committee	Eric Stubenhaus	Member	Term Expires 6/30/2025	7/1/2022
Towle Fund Trustees	Sandra Levine	Member	Term Expires 6/30/2025	7/1/2022
Town Seal Review Committee	Thomas Adams	Member	Term Expires 6/30/2023	7/1/2022
Town Seal Review Committee	Elaine Clements	Member	Term Expires 6/30/2023	7/1/2022
Town Seal Review Committee	Andrew Flanagan	Member	Term Expires 6/30/2023	7/1/2022
Town Seal Review Committee	John Hess	Member	Term Expires 6/30/2023	7/1/2022
Town Seal Review Committee	Melissa Litton	Member	Term Expires 6/30/2023	7/1/2022
Town Seal Review Committee	Karen Van-Welden Herman	Member	Term Expires 6/30/2023	7/1/2022
Trustees of Memorial Hall Library	Carolyn Fantini	Member	Term Expires 6/30/2025	7/1/2022
Trustees of Spring Grove Cemetery	William Canane	Member	Term Expires 6/30/2025	7/1/2022
Veterans Service Agent	Mark Comeiro	Agent	6/30/2023	7/1/2022

**VII. Approval of Minutes**

A. Board to approve minutes from the following meetings:

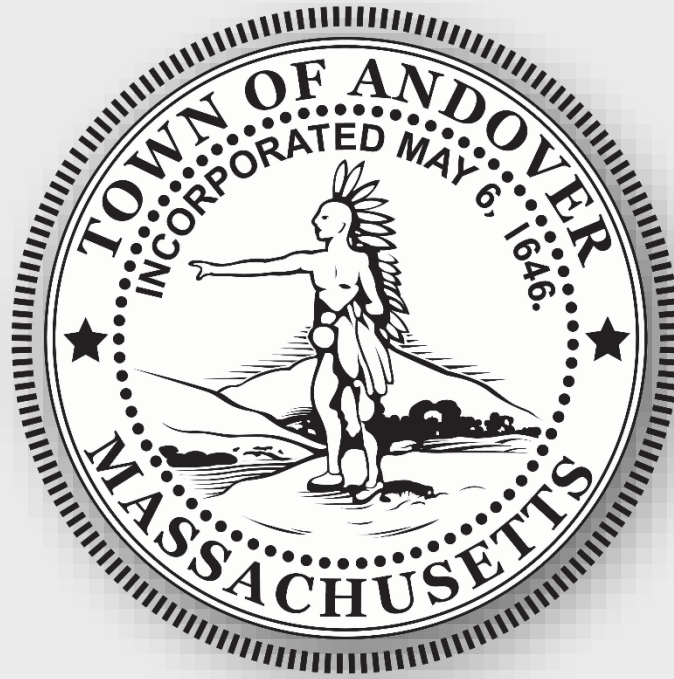
1. February 28, 2022

2. March 14, 2022
3. April 4, 2022
4. April 14, 2022
5. April 21, 2022

## **VIII. Adjourn**

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

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



# ANDOVER IT RECYCLING

Paul J. Puzzanghera, CIO  
Wallace McKenzie, Solution Architect  
June 27<sup>th</sup>, 2022

# REQUEST



- Motion: “I move that the Board vote to authorize the Town Manager to dispose of some or all of the 891 units of information technology surplus property as described on the list presented to the Board, and to authorize the Town Manger to do so in his discretion by public auction or competitive bids pursuant to General Laws Chapter 30B.”
- Background
  - Dec 2021 disposal resulted in \$13,500.00 of revenue for the Town.
  - IT extended the use of workstation for an additional year beyond their planned replacement due to supply chain issues.

# WHAT WILL BE DISPOSED?



Product	Non-Operational	Operational	Total	Est. Market Value
Chromebook	52		52	\$0.00
Dock Station		27	27	\$0.00
Flat Screen	7		7	\$0.00
iPad	14	173	187	\$2,595.00
Mobile Laptop Cart	1		1	\$0.00
Printer	10	3	13	\$0.00
Projector	3		3	\$0.00
Switch		4	4	\$0.00
Tablet	2	18	20	\$0.00
TV	2		2	\$0.00
TV WIFI	9	3	12	\$0.00
Unknown	2	3	5	\$0.00
VOIP Phone/Handset	8	2	10	\$0.00
Workstation	44	504	548	\$10,080.00
Totals	154	737	891	\$12,675.00

91% of Devices to be disposed have been in service over 5 years  
 Approximately 172 cubic ft and 1.3 tons of devices plus approximately 600 chargers, approximately 100 assorted cables, connection, etc. Actual Market Value varies by available supply and demand.

# PROCESS



## Coordinate Internally

- Have worked with Theresa Peznola, Town Purchasing Agent on disposal process to conform to Chapter 30B.
- Review with Town Sustainability Dept for input

## Establish Disposal Guidelines

- Protect all confidential information
- Ensure responsible disposal emphasizing reuse/recycling and minimizing landfill impact
- Maximize any potential revenue opportunity. Revenue potential is unknown at this time

## Attempt disposal using Municbid auction site

- Allow potential vendors to bid on the block of assets

## If no acceptable bidders develop an RFP

- Use state contract vendors where possible

This is not a one-time event. Responsible disposal of e-Waste will be an on-going challenge

# DISPOSAL GUIDELINES



- Protect Confidentiality
  - If devices are to be refurbished for reuse, all hard drives must be wiped in accordance with Department of Defense specifications (DoD) 5220.22-M. The vendor provides a **Certificate** for each device.
  - If device is to be recycled, hard drives are physically destroyed. Recycler will provide a **Certificate of Destruction**
  - Asset tags are removed from all devices
- Ensure responsible disposal
  - **Reuse** first, **Recycle** second
  - Vendor will certify that essentially no material will be sent to a landfill.
  - Recycler must conform to all state and federal environmental management certifications and regulations.
  - Recycler will follow Town of Andover sustainability guidelines
  - Vendor should be Sustainable Electronics Recycling International (SERI R2) Certified
- Maximize revenue potential
  - Andover IT has unlocked and wiped devices in order to enhance market value
  - Vendor will pick up devices from Town of Andover
  - Emphasis on reuse where possible. Competitive bid for all material. Total revenue potential is very unclear

# QUESTIONS



TOWN OF  
**ANDOVER**  
MASSACHUSETTS



# BACKGROUND AND DETAIL SLIDES



# ASSET DISTRIBUTION (11/8/21)



Asset Category	# In State of Total	% of Total		# of Current Assets	% of Total
Disposed	5,890	27%			
E-Waste	210	1%		210	1%
In Repair	154	1%		154	1%
In Store	2033	9%		2,033	13%
In Use	13,163	60%		13,163	81%
Lease Up	148	1%		148	1%
Missing	327	1%		327	2%
RMA	179	1%		179	1%
Stolen	7	0%		7	0%
<b>TOTAL</b>	<b>22,111</b>	<b>100%</b>		<b>16,221</b>	<b>100%</b>

# SERI R2 CERTIFICATION



- Sustainable Electronics Recycling International (SERI) -The R2 Standard emphasizes reuse and resource management over e-waste management.
- Two main pillars of the R2 Standard are: maximum data security and maximum material recovery for end-of-life electronics.
- R2-certified facilities go through rigorous independent audits on an annual basis by certified bodies to ensure:
  - materials are clear of all confidential and personal residual data;
  - electronics for reuse are tracked throughout the supply chain;
  - downstream vendors are vetted in accordance with best industry practices and certification requirements;
  - and unusable products are responsibly recycled with the least environmental impact.

**Select Board Meeting**  
**Minutes of Monday, February 28, 2022**

School Committee Room  
School Administration Building

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**I. Call to Order**

Chairman Huntress called the Select Board Meeting of February 28, 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, Asst. Town Manager Patrick Lawlor, Town Clerk Melissa Ripley, Town Counsel Tom Urbelis.

**II. Opening Ceremonies**

**A. Moment of Silence/Pledge of Allegiance**

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

The Moment of Silence was dedicated to peace everywhere and to Laura Gregory's husband who recently passed away.

**III. Communications/Announcements/Liaison Reports**

Town Clerk Melissa Ripley reported that postcards have been sent to residents about the precincts for voting in the Town Election on March 22<sup>nd</sup>. The last day and time to register to vote in the Town election is March 11<sup>th</sup>. Also, Dog licensing is extended until April 1<sup>st</sup> after that there will be an additional fee.

Alex Vispoli will be submitting for the Board's review a proclamation of solidarity for the people of Ukraine.

**IV. Citizens Petitions and Presentations**

Joe Albuquerque, 197 Greenwood Road, asked that the Select Board reopen the warrant and move up the private warrants towards the beginning of the warrant when attendance is at its highest level for a more inclusive process. He also asked that the Select Board reopen the warrant and consider having the town place an article for final approval of the ARPA Funding Framework.

During discussions on the Landfill issues at the 2016 Town Meeting, the Town Manager said there would be opportunities for further discussion on post-closure. However, the Town had already contracted with the environmental consultants CDM four weeks earlier and moved forward towards 100% design for construction of a six acre \$1M DPW facility on the land with 10% of the work completed 2-days prior to the 2016 Town Meeting. The Town Manager has now allocated \$2.5M from ARPA funds for the landfill. Is it his intention to use these funds for post-closure use for the DPW Material Handling facility without Town Meeting approval? Mr. Albuquerque provided the articles and information from CDM to the Chair of the Select Board.

Mr. Huntress explained that they do not need to reopen the warrant to reorder the warrant articles. They will look at restructuring the articles when they begin their review of the articles in March.

The Town Manager said the recommended use of ARPA funds would only complete a project that did not include a material handling center. The 2016 vote was to cap the landfill, not to fund the post-closure use; the recommendation contained within the plan is consistent with that.

Kathy Grant, 83 Morton Street, spoke about accountable Town Government. She feels the Select Board meetings are not providing reliable or trustworthy information and public record requests are being denied. They were told that the funding source for the HR Director would be from the general budget and that person would take a pay cut with a reduced work load. Ms. Grant claims to have documentation that backs up her claims that the HR position is being paid through 2021 ARPA Funds. The Select Board is supposed to approve the appointments per the Town Charter and the HR Director has not been approved on the consent agenda yet. The Town Manager explained that Ms. Porter was hired and took a pay cut to come to Andover. Her salary is not being funded by ARPA. The Town received ARPA funds to establish a Human Services Division for Wellness and Support.

## **V. Regular Business**

### **A. COVID-19 Update**

Amy Ewing, Asst. Health Director of the Health Board provided an update on COVID-19 including a discussion on masking. She reported that our cases numbers have continued to decline and that 80% of the town people are fully vaccinated and 50% fully boosted. The CDC has changed their requirements and wearing masks is now a personal preference, unvaccinated and immuno-compromised people should continue to wear masks indoors. The Governor's directive to remove a statewide mandate takes place today. The School Committee is meeting on Thursday to discuss lifting the mask mandates. Andover Youth Services, Senior Center, and Library have received very good and positive reports and the department heads would like to see the mandate lifted. The Town Manager said there are no objections to lifting the mask mandate for Town Hall.

Dick Howe moved to lift the mask mandate in all municipal buildings on Friday, March 4<sup>th</sup> at 5:00 PM. The motion was seconded by Annie Gilbert. Annie Gilbert and Dick Howe voted in favor while Chris Huntress and Alex Vispoli opposed. Motion did not move forward. The Committee discussed a date to lift the mask mandate.

Alex Vispoli moved to lift the mask requirements effective March 1, 2022 in all Town Buildings, except for the Youth Center and facilities where recreation programs are taking place which will take place on Friday, March 4<sup>th</sup> at 5:00 PM. Motion seconded by Annie Gilbert. Motion passes 3-1. Dick Howe opposed.

### **B. School Building Updates. Joel Blumstein**

- West Elementary / Shawsheen Preschool

Chair of the West Elementary/Shawsheen Preschool Building Project, Joel Blumstein reported on the status of the construction project. They are on budget and on schedule. He showed a rendering of the new school that will be 3-stories with a capacity to hold 925 students; the building will have a rooftop garden. The Shawsheen Preschool will be a 2-story building with a capacity of 135 students. He also reviewed the Project Timeline and schedule. Construction will

begin with site prep work starting in April 2022 and will be a two-year process with West Elementary School opening in August 2024 and the Preschool in August 2025.

Budget: The amount of \$151M was passed at Town Meeting and we will receive the maximum MSBA Grant funding of \$38,442,820 with the Town share of \$113,219,148 and a construction budget of \$119,178,907 for soft costs, contingencies, etc. The current reconciled estimated construction costs show that we are within budget. They are paying attention to what the impact of the supply chain disruptions could be and escalation clauses for inflation have been built into the budget.

During construction the site logistics will change. There will be a bus loop off of Beacon Street and Parent drop-off of students at 3 different locations. The contractor access will be from Beacon only when full construction begins. They have communicated with abutters, presented to the School Committee, the West Elementary Staff, Finance Committee and held several public forums. Monthly Building Committee Meetings are held on the third Wednesday of the month at 7:00 pm and are live streamed on Andover TV.

Questions: How will residents reach out to the Town/Committee if they have construction complaints/concerns? Response: They will have a construction trailer on site and the construction sign will include a 24/7 number for people to call. Joe Albuquerque suggested the information be placed on the Town website. He also brought up the fact that CDM will be starting the landfill project at the same time and there will be a good amount of trucks using Beacon Street.

- [Andover High School](#): Mark Johnson

Atty. Mark Johnson spoke about the renovation for AHS. To date, they have submitted ten Statements of Interest (SOI's) to MSBA for renovation funding but unfortunately, we have not been accepted and it is unlikely that we would be accepted into the MSBA funding projects until West Elementary School is completed.

Mr. Johnson presented a cost comparison for a renovation as a Town Project versus waiting for approval from MSBA in 2026. The total cost to Andover for a Town Project would be \$266,000,000 to \$294,000,000 and the total cost to Andover for an MSBA project would be \$324,000,000 to \$358,000,000 and does not consider deferred maintenance. The Andover project could start in 2022 and be completed in 2027 versus completion in 2032 with MSBA funding, should we be accepted into the program after West Elementary is complete. They would appoint a Community Building Committee and mirror what a School Building Committee would be under an MSBA project. They are looking at the opportunities available to us as a Town and it will be a topic of discussion at future meetings.

### C. Investment Committee.

Nancy Kimelman, representing the Investment Committee, provided an update on the Pension Obligation Bonds from the Chair of the Investment Committee and was pleased with the interest rate received and the \$165M that they are working on investing. They are discussing what the right allocation should be for the \$165M and how it should be allocated. The monies are going

into the PRIT Core Funds and they feel very comfortable with this decision. They are not going to time the market and the Bond market is not a viable path. It will be a volatile year and they are working hard with the pension fund itself realizing this may be a difficult year with a 7% inflation rate. Before they present their final thoughts on how the funds should be invested, they would like to have an outside agency review their investment plan.

**D. Preservation Restriction**

Atty. Johnson shared information on the Preservation Restriction for 18 William Street. They have been approved by the Preservation Commission and has to be approved by the local Preservation Committee. The Zoning Board and the Planning Board have each approved the plan. There will be restrictions in perpetuity that do not exist today. Tom Urbelis said they have reviewed and approved the form.

Dick Howe moved to approve and accept the Preservation Restriction at 18 William Street. The motion was seconded by Annie Gilbert and voted 4-0 to approve.

**E. American Rescue Plan Act (ARPA)**

Annie Gilbert moved to vote to go into session to act in capacity as Water Commissioners. Motion seconded by Alex Vispoli and voted 4-0 to approve.

The Town Manager provided an overview of the ARPA Funds and other sources of funds used in response to the pandemic. (see attached)

The Town's total allocation is \$10.8M and the remaining amount of ARPA funds pending approval is \$4.6M; the projects were explained by the Town Manager. The funds have been allocated under Title IX subtitle M. There are a number of areas of funds that Andover residents and Andover Public Schools has access to. Input to identify needs was received from Town Department/Divisions, residents, the Select Board/Town Manager adopted goals and funds approved at Town Meeting was used to lay a foundation for use of funds.

Other funding sources include: the general fund, CARES, Municipal Discretionary Funds (Gas Disaster), and state grants. CARES funding in the amount of \$3,052,379 was used for pandemic response, pandemic related compensation, remote learning/work environments, community assistance, partnerships, HVAC improvements and community engagement. Municipal discretionary funds were used for small business grants and small business assistance for a total of \$416,522.

General funds were redirected for wellness and support services and Pandemic Related State Grants were provided for support for wellness, Health Needs Assessment, and Pandemic Response.

Denise Johnson from ACT provided a detailed report on the funding projects for rent and mortgage assistance. The total allocation for rental & home buying assistance is \$366,239.

The \$4.6M in the initial framework which funded 100% of the Argilla road water main project has been revised to fund other areas.

The Town Manager is recommending the Board approve an additional \$165,000 for a total allocation of \$789,522 for Small Business Assistance. Ann Ormond spoke about the response to the survey sent to small businesses asking what their needs are.

A total allocation of \$929,980 has been identified for Wellness & Support Services to create a hub for wellness support to provide social services and clinical interventions to the community creating a new division with one person coordinating with three other current employees. There would not be any new FTE's added. Community Services Director Jemma Lambert and Chief Keefe reported on the referrals from the community from a contact in place to assist with a crisis situation.

Public Health & Pandemic Response

The Board approved \$550,000 and \$618,736 from CARES, and \$599,831 from State Grants for a total allocation of \$1,768, 567. Asst. Health Director Amy Ewing reported that they would like to conduct a health assessment and then develop new goals.

Expanded Elder Home Visits

Approved \$49,385                  Pending \$15,000  
Total Allocation \$64,385

Jane Burns, Director of Elder Services, reported that this request was made early on due to the decline in Elder Services requests. From February 2021 through Feb 2022 they had a 60% increase in service needs.

Participatory/Community Driven Programs

Approved \$80,000 Pending approval \$220,000  
Total of \$300,000 for a community survey process.

Park Property/Recreation Park

Approved \$500,000                  Pending \$450,000  
Total of \$950,000

Reserve & Contingency Fund (total of 4 years)

Pending \$700,000 for an unknown need that is a result of the pandemic.

The Town Manager provided an update on Capital Improvements for Town Buildings. Focus Areas include: Public Access and Public Meeting Space, ADA Compliance and Emergency Response & Operations. The change in funding to increase meeting space to be ADA compliant was due to the increase in cost of materials and code requirements. The Board asked that they outline what the differences are in the original presentation approved at Town Meeting compared to the costs today and provide a more detailed presentation for Thursday's Select Board meeting.

Ledge Road Landfill

MassDEP permits expire on 5/3/2022 and work is underway to change the post closure use to exclude a material handling center. The approved ARPA funds will only fund completion of a project that excludes handling center.

Argilla Road Water Transmission Main

Reduced ARPA allocation from \$4.6M to \$2.8M. The balance will be paid out of the Water Enterprise Fund and subsidized by revenue from North Reading. The cost differential between a 20" main and an 8" main is substantial.

There was a discussion on water transmission for future growth and development of the lines and redistribution of water on Argilla Road. Jeff Crane, Water Distribution Supervisor from the Water Treatment Plant, explained that the water main that they would like to install would be a new transmission main with an upsizing of the pipe from 8" lines to 20" lines that was recommended with construction starting this summer. The new pipes will solve the brown water issues in the unlined pipes in the Argilla Road area which are prone to major water main breaks. ARPA funds will be used for the project and there will be no delay in the overall replacement schedule.

Stacey Albuquerque, 197 Greenwood Road asked if the public engagement on ARPA funds has begun yet? The Town Manager reported that they have had four public meetings, and public meetings with the Select Board on adopted goals, sent out a small business survey and a resident engagement survey and have received feedback from a variety of other public sources.

Kathy Grant, 83 Morton Street, said they expect to see more Andover kids experiencing development/mental health issues. She is concerned that we will need more funding to cover these expenses.

Alex Vispoli moved to adjourn as Water Commissioners and return to Select Board session. The motion was seconded by Dick Howe and voted 4-0 to approve.

The Select Board will meet on Thursday, March 3<sup>rd</sup> at the Memorial Hall Library.

**F. Excess Levy Capacity Policy Framework – 2<sup>nd</sup> Reading. (Tabled)**

Town Manager to present Excess Levy Capacity Policy Framework.

**VI. Consent Agenda**

**A. Appointments by the Town Manager**

Alex Vispoli moved that the Board vote to approve the following appointments by the Town Manager as printed. Motion seconded by Annie Gilbert. Motion passes 4-0.

Department	Name	Position	Rate/Term	Date of Hire
Community Services – Youth Services	Chenara Lam	Seasonal	\$21.00/hr	3/04/2022

Community Services – Elder Services	Karen Stow-Doucette	Temporary Kitchen Assistant	\$19.98/hr	3/02/2022
Community Services – Recreation	Matthew Wilen	Kid Care Assistant Group Leader 1	\$14.25/hr	2/21/2022

**VII. Executive Session**

At 10:04 P.M. Alex Vispoli moved that the Board go into Executive Session pursuant to Purpose 3 for confidential communication with Town Counsel to discuss strategy with respect to litigation filed by William Fahey, and to vote to approve and not to release Executive Session Minutes of November 29, 2021, December 13, 2021, January 5, 2022, January 12, 2022 and February 15, 2022, and not to reconvene in open session, and that the Chair declare that an open session may have a detrimental effect on the litigation position of the Town. The Chair so declared. Motion seconded by Dick Howe.

Roll call: D. Howe-Y, A. Gilbert- Y, A. Vispoli-Y, C. Huntress-Y. Motion passes 4-0.

**VIII. Adjourn**

The Select Board adjourned from Regular Session at 10:09 PM.

Respectfully submitted,

Dee DeLorenzo  
Recording Secretary

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

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

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

Documents:  
West Elem/Shawsheen Preschool Update  
AHS Update  
ARPA Funding Update

**Select Board Meeting**  
**Minutes of Monday, March 14, 2022**  
School Administration Building  
2<sup>nd</sup> Floor School Committee Conference Room  
30 Whittier Court, Andover, MA 01810

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**I. Call to Order – 7:00 P.M.**

Chairman Chris Huntress opened the meeting a 7:00 PM. Present

**Members present:** Annie Gilbert, Dick Howe, Alex Vispoli. Laura Gregory is not present this evening.

**Others in Attendance:** Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, Town Clerk Melissa Ripley.

**II. Opening Ceremonies**

A. Moment of Silence/Pledge of Allegiance

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

B. Proclamation in Recognition of Anil Navkal

Chairman Huntress recognized Anil who was first appointed to the Andover Green Advisory Board in 2010 and was instrumental in organizing the Solarize Andover efforts in 2014, and instrumental in getting Andover Community Power off the ground as a grass-roots organization, website designer, and Design Committee member. Anil has been an invaluable mentor to numerous AHS students as the Energize Andover Lead in partnership and a vocal champion of energy efficiency technologies teaming up with Andover Facilities in transformative building projects. Anil is moving into his new role with the City of Lawrence and stepping down as a member of the Andover Green Advisory Board after 12 years of voluntary service to dedicate more time in assisting the Lawrence community on issues of sustainability and energy efficiency. Chris Huntress recognized Anil as a Sustainability Hero. On behalf of the Board, Chris thanked Anil on the work that he has done in the Town of Andover.

Mr. Navkal thanked everyone for the recognition and for the honor of working with the residents and students in Andover. After the Columbia Gas disaster, he decided to dedicate himself to the cause of “environmental injustice” for our brothers and sisters in the City of Lawrence. He outlined his ideas and vision sharing them with the newly minted Mayor of Lawrence who asked him to take up the challenge. The Town is recognizing Anil on the very day he attended the staff meeting of Mayor of Lawrence today and the birthday of his father who was a city worker in Bombay and in charge of all their utilities. Andover has given him enormous support.

Joyce Losick Yang, Sustainability Coordinator extended her personal thanks to Anil and his wife Naomi. The Climate Summit is coming up in April and the ideas of that germinated with some of these meetings and also with other partners. Anil had the idea

for the 2015 Sustainability newsletter, it was his push to get the word out on the great work the Town and community was doing. Thank you to Anil for all of your service.

The Town Manager announced that the Mobil Town Hall is out and about and will be at Fridays and on Friday, March 25<sup>th</sup> it will be on Chandler Road and River Road and on April 8<sup>th</sup> at Memorial Circle. The Mobil Town Hall is a great community asset.

Mike Lindstrom reported on the kick-off meeting for Shawsheen River Master Plan held last week with about 71 people participating remotely. They are in the midst of the data collection phase right now need residents to get involved. Information is available on the Town Website. They are encouraging residents to get involved and share how they would like to invest r in this natural resource. The process for public input will continue but is most valuable now as they talk about next steps and to start developing different strategies.

Melissa Ripley reported that the Town Election will be held on Tuesday, March 22<sup>nd</sup> and the three polling locations are at Wood Hill Middle School, AHS Field House, and the Cormier Youth Center. Polling locations and precincts are available on the town website under Elections. She also reminded everyone that dogs are required to be licensed by the end of April.

Tom Urbelis reported that the Attorney General struck down a Town Zoning bylaw put forth at the Brookline Town Meeting on whether a town zoning bylaw could regulate buildings based upon fossil fuel infrastructure. This bylaw put some restrictions and conditions on special permits if they are going to have fossil fuel infrastructure on new buildings and was in violation of the State Building Law and the Dept of Public Utilities who have procedures in place and in violation of the building code and State DPU statute.

Alex Vispoli thanked the Bancroft School team for the student read-along, it was a great event.

Annie Gilbert reported that Andover's Diversity, Equity and Inclusion is hosting an open night mic at Oak and Iron on March 23<sup>rd</sup> from 6-8 PM to celebrate local women who own local businesses.

#### **IV. Citizens Petitions and Presentations**

Steve Whalther, 83 Morton Street, spoke about transparent Town Government and, as an example, talked about some of the document requests that go through the Town Clerk's Office. He submitted a document request on the Nixon Peabody Report to find out more to understand the Town's position on it and the instructions given to the lawyers. The response from the Clerk's Office was that attorney client privilege was asserted and there would be no sharing of documents. He suggested that the Town enact a policy of transparency for investigations and reports when third-parties are hired, prohibit the attorney client privilege, provides transparency, and mandates basic record keeping to allow citizens to know what is going on when third parties are being hired.

Tom Urbelis said the Nixon Peabody Report was produced in total unredacted form to the public, nothing was taken out that wasn't made public. Secondly, Mr. Walther did receive a substantial amount of the information on the Nixon Peabody Report that would not be protected by attorney client privilege. The attorney client privilege, in regard to the public records law, that it did apply and what was provided Mr. Whalter was a part of Nixon Peabody Communications that weren't redacted. All of the communications with Nixon Peabody were with Mr. Urbelis and nobody else.

Mr. Whalter did not receive any communication but a redacted time sheet. All he wants to know what the lawyers were asked to do. There should be some restriction on its usage when using tax-payer money.

## **V. Regular Business**

### **A. Outdoor Dining or Retail License Regulations and License Agreement**

The Town Manager said Town Meeting approved the outdoor dining permit as a requirement of the regulations. Paul Matarazzo spoke about the request for the license agreement for outdoor dining approved at the Town Meeting. They are asking to amend the license and agreement to reflect the change and to consider renewal of applications so long as their application hasn't changed since last year.

Alex Vispoli moved that the Board approve Article 11.5 regulations for outdoor dining for retail license and that the Board approve the form of a license agreement by and between the Town of Andover with the owner operator of a restaurant or retail facility located within the Town of Andover and as submitted to the Select Board. Dick Howe seconded the meeting. Motion passes 4-0.

### **B. Land Swap – 126 Tewksbury Street**

Tom Urbelis providing information to the Select Board to review and to consider voting to approve and sign the Transfer of Land from the Select Board to the Conservation Commission per Chapter 14 of the Acts of 2022. This is one of the steps in accomplishing what was voted at Town Meeting in regard to a land swap at Bald Hill Compost Facility and Dog Park in exchange for a swap of land at 126 Tewksbury Street, which is within the control of the Select Board. If the facility or the Dog Park are no longer used for those purposes, then that part of the property will revert back to the Conservation Committee.

Annie Gilbert moved that the Select Board approve and sign the Transfer of Land from the Town of Andover Select Board to the Town of Andover Conservation Commission for 7.419 acres of land at 126 Tewksbury Street as authorized by Chapter 14 of the Acts of 2022. Motion seconded by Alex Vispoli. Motion passes 4-0.

### **C. Purchase and Sale Agreement – 138A Chandler Road**

Atty Urbelis explained that this property was a subject of a warrant article at Town Meeting and is situated next to the property previously purchased. The seller has signed the P & S Agreement and all other terms and conditions agreed to.

Dick Howe moved that the Select Board approve the Purchase and Sale Agreement between the Town of Andover and Regina M. Currid for purchase of the land at 138A Chandler Road for the amount of Four Hundred Three Thousand Dollars (\$403,000.00), and authorize the Town Manager to sign the Purchase and Sale Agreement. Motion seconded by Alex Vispoli. Motion passes 4-0.

D. Acceptance of Donation to Andover Youth Services

Select Board to consider voting to accept a donation in the amount of \$500.00 from South Church, 41 Central Street, Andover, MA, to Andover Youth Services to support the sewing program. Mike Lindstrom said that this has been a highly-successful program that we are looking to enhance.

Alex Vispoli moved to accept a donation from South Church, 41 Central Street, Andover, MA to Andover Youth Services, in the amount of \$500.00 to support the Sewing Program. Motion seconded by Dick Howe. Motion voted 4-0 to approve.

E. Town Manager's FY 2023 Recommended Budget and Financial Plan:

The Town Manager provided an overview of the Fiscal Year 2023 Recommended Budget & Financial Plan presented in February. The budget is within the limits of Prop 2.5 and in compliance with Town and Select Board financial policies, goals and objectives. It maintains a level-service budget, while identifying opportunities to improve service delivery through efficiency and a commitment to collaboration and innovation and to maintain employee compensation in a manner that provides opportunities for equity through modest adjustments that is consistent with the town's long term financial planning efforts, and to continue to aggressively manage employee benefits and associated impacts, both short and long term. All of the union contracts are being negotiated this year and they have put aside revenue in the compensation for this.

The cost for health insurance is actually going down and we are in a position not to have to increase the health insurance budget and to have long term stability in our health benefit expense line.

The Town Manager identified opportunities to reduce the Town's unfunded liabilities including pension and OPEB costs. This has been the heart of so much of their work over the past many years, whether it be increasing health insurance contributions for new hires or the OPEB reform vote in April 2016, and redirecting the savings into an a capital program based on an annual spending target of 5.72% for cash and debt appropriations that provides the Town with the ability to expand capital capacity and fund investments in both infrastructure and facilities within the limitations of Prop 2.5% and to develop a budget document consistent with the recommended guidelines and best practices set forth by the Government Finance Office.

There is a real need for additional custodial services for Town buildings and to meet that need, they are recommending a 1.0 FTE at a cost of \$55,00. They tried outsourcing the

services but that has not been successful. The Town Manager thanked the custodians who have gone above and beyond working long hours to keep the buildings clean.

**F. [Excess Levy Capacity Policy Framework – 2<sup>nd</sup> Reading](#)**

Select Board to consider voting to approve the Excess Levy Capacity Policy Framework. The Town Manager went through the framework and changes to consider as well as what the misconceptions and the alternatives to maintaining excess levy capacity are. The Town manager read the Levy Capacity Policy Statement and alternatives to maintaining excess levy capacity.

Alex Vispoli asked if an under-ride would reset the position we are in? If we reset the levy at \$300,000, we would give ourselves some capacity and the residents a chance to weigh in. The Town Manager suggests filing special legislation that allows Andover to set an annual amount to be raised outside the limits of Prop 2.5: 1. The amount could not exceed what was authorized by the debt exclusion and 2. The amount could be adjusted year to year. The Committee had an extended discussion on this alternative. The Town Manager feels that having a policy in place before Town Meeting is essential. The Board is committed to looking at this directly after Town Meeting.

Dick Howe moved to adopt the Excess Levy Capacity Policy Framework. Motion seconded by Annie Gilbert. Motion passes 4-0.

**G. [Annual Town Meeting Articles](#)**

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

**Preliminary Numbers**

P7	Minor Financial Articles (A Through D) overlay surplus transfers, recommending transfer \$30,000 to do an evaluation of personal property accounts and gas distribution. D. Elderly Disabled Transportation Program. \$5,000 to support Andover Day, and a \$6,000 appropriation from Spring Grove Perpetual Care.  Annie Gilbert moved that the Select Board recommend approval of Article P7. Motion seconded by Alex Vispoli. Motion passes 4-0.
P8	General Housekeeping Articles (A Through G) 8A Grant Program Authorization, B. Road contracts, C. Town Report, D. authorization to offer property tax exceptions E. contracts in excess of 3-years F. Accepting easements which authorizes the Committee to accept easements. G. Accept Bond reports.
P11	Granting Easements: Authorize SB and SC to Grant Easements. Dick Howe moved to recommend Approval of Town Meeting Articles P7, P8, and P 11. Motion seconded by Annie Gilbert and voted 4-0 to approve.
P19	Other Post-Employment Benefits Fund (required by law). Alex Vispoli moved to recommend approval of Article P19.

	Motion seconded by Annie Gilbert. Motion passes 4-0.
P25 P16	Transfer and Discontinuance of Portion of Lewis Street Discontinuance of portion of Lewis Street Alex Vispoli moved to recommend approval of Article P15 and Article P16 Motion seconded by Dick Howe. Motion passes 4-0.

**VI. Consent Agenda**

Appointments by the Town Manager

Dick Howe moved that the Board vote to approve the following appointments by the Town Manager as listed in the Consent Agenda Motion seconded by Alex Vispoli. Motion passes 4-0.

<b>Department</b>	<b>Name</b>	<b>Position</b>	<b>Rate/Term</b>	<b>Date of Hire</b>
Memorial Hall Library	Maura Deems <i>(Vicki Murphy)</i>	Executive Secretary	\$64,093.62/yr	3/28/2022
Town Clerk	Suzy Narayanan <i>(Susan Pimentel)</i>	Office Assistant III	\$55,38.32/hr	4/11/2022
Memorial Hall Library	Molly McIntyre <i>(Amy Martin)</i>	Library Assistant II	\$26.43/hr	3/19/2022
Memorial Hall Library	Brianna Caron-DiPietro <i>(Liana DiPasquale)</i>	Library Assistant	\$25.31/hr	5/6/2022
Community Services – Youth Services	Limor Soen	Building Assistant	\$15.50/hr	3/15/2022
Community Services – Recreation	Margaret Ford	Kid Care Group Leader 2	\$18.00/hr	3/8/2022
Community Services – Recreation	Jana Alamleh	Kid Care Group Leader 1	\$14.25/hr	3/8/2022
Community Services – Recreation	Claudia Vieira	Kid Care Group Leader 1	\$14.25/hr	3/8/2022
Commission on Diversity, Equity and Inclusion	Hannah Tolla	Andover Public Schools Representative	Term Expires 6/30/2024	3/14/2021
Design Review Board	Jonathan Fournier	Member	Term Expires 6/30/2023	3/14/2022

**VII. Approval of Minutes**

A. Board to approve minutes from the following meetings:

1. February 15, 2022

Annie Gilbert moved to approve the Regular Session Minutes of February 15, 2022 as presented. Motion seconded by Alex Vispoli and voted 4-0 to approve.

**VIII. Executive Session**

A. At 8:30 P.M. Alex Vispoli moved that the Board move to go into Executive Session pursuant to Purpose 3 for confidential communication with Town Counsel to discuss strategy with respect to litigation filed by William Fahey, and to vote to approve and not to release Executive Session Minutes of November 29, 2021, December 13, 2021, January 5, 2022, January 12, 2022, February 15, 2022 and February 28, 2022 and not to reconvene in open session, and that the Chair declare that an open session may have a detrimental effect on the litigation position of the Town. The Chair so declared. Motion seconded by Dick Howe. RC. AV. D Howe AG. C Huntress 4-0

**IX. Adjourn**

At 8:40 P.M the Select Board adjourned from Open Session and moved to Executive Session not to return to Open Session.

Respectfully submitted,

Dee DeLorenzo  
Recording Secretary

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

MEETINGS ARE TELEVISED ON  
COMCAST CHANNEL 22 AND VERIZON CHANNEL 45

**Select Board Meeting**  
Minutes of Monday, April 4, 2022  
School Administration Building  
2<sup>nd</sup> Floor School Committee Conference Room  
30 Whittier Court, Andover, MA 01810

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**I. Call to Order – 7:00 P.M.**

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

**Members present:** Alex Vispoli, Annie Gilbert, Laura Gregory, Melissa Danisch

**Others in attendance:** Town Manager Andrew Flanagan, and Deputy Town Manager Michael Lindstrom, and Town Counsel Tom Urbelis.

**II. Opening Ceremonies**

A. Moment of Silence/Pledge of Allegiance

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

B. Recognition of Nicholas Solt for Achieving the Rank of Eagle Scout

**III. Communications/Announcements/Liaison Reports**

The Town Manager reported that there will be a kickoff meeting for ideas for the Chandler Road property on Tuesday, April 12<sup>th</sup> at 5 2:30 at MHL and a virtual meeting on April 13<sup>th</sup>.

Alex Vispoli recognized Nicholas Solt for Achieving the Rank of Eagle Scout. Troop 77 BS of Andover outstanding achievements in Scouting. The Eagle projects tend to be projects that benefit the people of Andover. Nick built a 16' and 24' boardwalk at the Harold R. Rafton Reservation. His AVIS beneficiary was Buzz Stapchinski and Scout Leader Mr. Rudolph and his Dad. Congratulations to Nick on this great achievement.

Chris Huntress reported on the joint meeting with the Finance Committee that was held on Saturday at Memorial Hall Library. He thanked the Town Manager, his staff and the staff at MHL for hosting the meeting.

**IV. Citizens Petitions and Presentations**

Mike Meyers, South Main Street, submitted 200 pages with 1200 signatures from Andover residents requesting a special town meeting for six warrant articles. He thanked the team in the Town Clerk's Office for their professionalism. Mr. Huntress reported that this item can be an agenda item on the next regular Select Board Meeting.

**V. Regular Business**

A. Board of Registrars

Board to consider nominees for appointment to the Board of Registrars of Voters and to appoint a registrar for a term expiring March 31, 2023 and a registrar for a term expiring March 31, 2025. The Democratic Town Committee nominates Amy J. Sennett of 21 Windemere Drive. The Republican Town Committee nominates Brian P. Major of 11 Odyssey Way and Luan Giannone of 12 Strawberry Hill Road. There are 3 seats open with 2 up for renewal.

Amy Sennett is interested in this role because she deeply believes in a transparent and fair election, she also has a law degree and technology background. Her interest peaked from

her participation in the 2016 elections, and also when she served as a key advisor when her husband ran for a congressional seat. It is critical to have a professional board of registrars.

Alex Vispoli asked if there is anything we can improve on as a community? Amy's response is that they need to provide more education for voters.

Annie Gilbert moved to appoint Brian P. Major of 11 Odyssey Lane to a 3-year term and Amy Sennett, 21 Windermere Drive to one-year term. Motion seconded by Melisa Danish. Motion passes 5-1.

**B. Trustees of the Punchard Free School**

Board to discuss and consider voting to approve a process to appoint a member to the Trustees of the Punchard Free School to a term that will expire on March 26, 2024. The Town Manager asked that the Select Board allow his office to conduct the solicitation and have a sub-committee to then present the candidates to the Board. The individual who fills the seat will be appointed by the Select Board; it is for a 3-year term (2-years remaining on a 3-year term).

Annie Gilbert moved to authorize the Town Manager to begin a solicitation process for candidates that would be interested in serving on a term for the Punch Free School for a term that will expire on March 26, 2024. Alex Vispoli seconded the motion. Motion passes 5-0.

Alex Vispoli moved to appoint a subcommittee to include Select Board members Melissa Danish and Annie Gilbert to make a final recommendation to the Board. Motion seconded by Laura Gregory. Motion passes 5-0.

**C. Annual Town Meeting Articles- Discussion**

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

**ARTICLE 21** – Zoning Bylaw Recodification presented by Jackie Byerley from the Community Development and Planning Dept. There are changes being made to the Bylaw for reorganizing the bylaw in a way that is user-friendly, takes away the legalize, has updated definitions, and brought into compliance with state statutes.

**ARTICLE P29** – presented by Kevin Connors, 59 Carmel Road – Retiree Cost of Living Adjustment Maximum Base Increase. No increase to the COLA base has been made since 1997.

**ARTICLE P32 –P36** presented by Michael Meyers.

Attorney Urbelis provided the following: P32-the Board has a signed contract with the Town Manager and section 4B states that the Board will annually review and evaluate the Town Manager. This article imposes criteria without consultation with the Town Manager as required by contract and therefore invalid.

**ARTICLE P-33** Prohibiting the use of Non-Disclosure Agreements: This is advisory article and unenforceable.

**ARTICLE P-34:** Instructional Assistants Special Articles General Fund

This article would create a special articles general fund for IA's in the amount of \$500,000 annually from recent certified Free Cash balance. It is the opinion of Labor Counsel Atty.

Foskett who submitted a well-reasoned memorandum that has been provided to the Board and to the proponent of this private article as well. The legal opinion on this article is that payment to individual Town employees are subject to Collective Bargaining process under Chapter 150E, the exclusive mechanism for determining benefits for employees. Adoption of the article would result in a mandatory term and condition of employment such as wages being determined by Town Meeting and not by negotiations with the Town in the Collective Bargaining Unit. Article 34 is unlawful and could not be adopted. This article has nothing to do with ARPA funds.

**ARTICLE P-35: Mental Health & Wellbeing Special Articles General Fund**

Atty. Urbelis said the Article purports to appropriate annually a certain amount of money theoretically try to control what Town Meeting would do as far as appropriations in the upcoming years because it talks about this Town Meeting saying that there will be an annual appropriation.

**ARTICLE P-36: Annual Public Posting of Every No-Bid Contract or Agreement**

Terry Peznola purchasing agent for the Town of Andover reported on the process for public procurement which follows the multiple procurement laws in the Commonwealth. i.e. If the value of the contract is under \$10,000 it is considered best practices, and between \$10-50,000 requires 3 quotes and over \$50,000 goes out to bid. All information is available on the Purchasing Department’s Website including executed contracts. Attorney Urbelis said this article is advisory and unenforceable.

VOTES: Special Town Meeting Warrant Article votes as follows

P21	Zoning Bylaw Recodification Alex Vispoli moved to approve Warrant Article P21 as presented. Motion seconded by Annie Gilbert . Motion passes 5-0.
P29	Retiree Cost of Living Adjustment Maximum Base – Tabled until after the Finance Committee votes.
P32	Mandating Municipal Employee Participation in Annual Review of Town Manager. Alex Vispoli moved to recommend disapproval. Motion seconded by Annie Gilbert. Motion for disapproval passes 5-0.
P33	Prohibiting the use of Non-Disclosure Agreements (NDA’s) Annie Gilbert moved that Town Meeting recommend disapproval. Motion seconded by Alex Vispoli. Motion for disapproval 5-0.
P34	Instructional Assistants Special Articles General Fund Annie Gilbert moved that Town Meeting recommend disapproval. Motion seconded by Alex Vispoli. Motion voted 5-0 for disapproval.
P35	Mental Health & Wellbeing Special Articles General Fund Alex Vispoli moved that Town Meeting recommend disapproval. Motion seconded by Melissa Danisch. Motion voted 5-0 for disapproval.
P36	Annual Public Posting of Every No-Bid Contract or Agreement Melissa Danisch moved to recommend disapproval. Motion seconded by Alex Vispoli. Motion voted 5-0 for disapproval.

**VI. Consent Agenda**

A. Appointments by the Town Manager

Alex Vispoli moved that the following appointments by the Town Manager be approved. The motion was seconded by Annie Gilbert and voted 5-0 to approve.

Department	Name	Position	Rate/Term	Date of Hire
Andover Police Department	Joshua Barbosa <i>(James Smith)</i>	Dispatcher	\$53,575.00/yr	4/18/2022
Andover Police Department	Kendra Wilson <i>(Mark Fiorentini)</i>	Part Time Dispatcher	\$26.44/hr	4/18/2022
Andover Fire Rescue	Nicole Swiec <i>(Joan Lemieux)</i>	Office Assistant II Fire Prevention	\$28.08/hr	4/19/2022
Department of Public Works	Jason Ouellette <i>(Eric Guazzaloca)</i>	Water/Sewer Maintenance Specialist II	\$28.74/hr	4/5/2022
Community Services – Elder Services	Andrew Sievert	Per Diem Senior Center Driver	\$27.57/hr	4/5/2022
Community Services – Recreation	Joe Halpern	Kid Care Group Leader 1	\$18.00/hr	3/28/2022
Community Services – Recreation	Jennifer Hurst	Kid Care Assistant Group Leader 1	\$14.25/hr	3/28/2022
Andover Police Department	Kathryn Kozikowski	Inspector of Animals	Term Expires 4/30/2023	5/1/2022
Commission on Diversity, Equity and Inclusion	George Nugent	At-Large Member	Term Expires 6/30/2024	4/4/2022

**VII. 2022 Select Board Meetings**

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

Annie Gilbert moved to approve the Select Board Meeting Schedule for May 2, 2022 and May 16, 2022 and to hold on June 6, 2022. Motion seconded by Alex Vispoli and voted 5-0 to approve.

**VIII. Executive Session**

At 8:24 P.M. Annie Gilbert moved that the Board go into Executive Session pursuant to option 3 to discuss strategy with respect to collective bargaining for the America Federation of State, County and Municipal Employees State Council 93 Local 1704 AFL-CIO, Andover Independent Employees Association, Andover Police Patrolman’s Union Massachusetts Coalition of Police Local 477, Andover Police Superior Officers Association NEBPA Local 99, Andover Public Safety Communicators NEBPA Local 109 and International Association of Firefighters Local 1658 AFL-CIO, and to approve and not release Executive Session Minutes of March 14, 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. The Chair so declared. Motion seconded by Alex Vispoli. Roll call: A. Gilbert-Y, M. Danisch-Y, A. Vispoli-Y, L. Gregory-Y, C. Huntress-Y. Motion passes 5-0.

**IX. Adjourn**

At 8:24 P.M. the Select Board adjourned from the Regular Meeting of April 4, 2022 and moved to Executive Session not to return.

**Respectfully submitted,**

**Dee DeLorenzo  
Recording Secretary**

**Select Board Meeting**  
Minutes of Monday, April 13, 2022  
School Administration Building  
2<sup>nd</sup> Floor School Committee Conference Room  
30 Whittier Court, Andover, MA 01810

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**I. Call to Order**

Chairman Huntress called the Select Board Meeting of April 3, 2022 to order at 7:06 PM.  
Members present: Alex Vispoli, Annie Gilbert, and Melissa Danisch participated remotely.

Others in attendance: Town Manager Andrew Flanagan, Town Clerk Melissa Ripley, Town Counsel Tom Urbelis and Chris Cronin, Director of Public Works

**II. Opening Ceremonies**

A. Moment of Silence/Pledge of Allegiance

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

**III. Communications/Announcements/Liaison Reports**

Chris Cronin provided an update on the watermain break on Dascomb Road that occurred on Tuesday, April 12<sup>th</sup> near the 93 overpass. About 700,000 gallons of water was lost and it took time to repair as they had to bring in the state engineers to check the condition of the Rte. 93 bridge for any damage. There were challenges to the repair but it was completed and paving was done today. A number of people from Mass DOT were involved as well.

Annie Gilbert attended the kickoff session of the Chandler Road Property public input session along with Alex Vispoli who agreed that it was a great session that was well attended. There were many good ideas on how we might envision the site. Thank you to everyone who participated. There is a portal on the Town website where you can pinpoint a spot on the property and include your ideas.

Alex Vispoli thanked Sustainability Coordinator, Joyce Losick Yang and her team for their work on the Climate Summit presented by the AHS students last Friday. Melissa Danisch who also attended the Climate Summit and participated in a workshop on Saturday agreed that it was a great event.

**IV. Citizens Petitions and Presentations**

Michael Meyers, 416 South Main Street, asked if citizen dialogue would be open for the next part of the meeting. The Chair responded that there would be a citizen dialogue.

**V. Regular Business**

A. Annual Town Meeting and Special Town Meeting Scheduling

The Town Manager report that there was a petition to hold a Special Town Meeting and that it would be best to consolidate the Annual Town Meeting & Special Town Meeting to reduce the cost of holding two individual meetings. To streamline this request, the Town Manager recommends consolidating the two meetings into one beginning on

Tuesday, May 17th at 7:00 PM and continuing on Wednesday, May 18<sup>th</sup>, at 7:00 PM at the Richard J. Collins Field House. The Finance Committee will issue and mail one consolidated report. Once the schedule is set, the Board can sign the warrants.

Melissa Danisch asked if there is a cost to having an Annual and Special Town Meeting. The Town Manager responded that there will be an additional cost of \$40,00-\$50,000 and we will lose some money changing the meeting date from June to May.

Melissa Danisch also has concerns about the petition for a Special Town Meeting and is discouraged that we are having a Special Town Meeting now that is typically for issues that are quite pressing and don't typically happen without advance notice. In addition, some of the items for the Special Town Meeting are already on the agenda for the Annual Town Meeting. She understands that the meeting was called for transparency and accountability; but we need to hear why this Special Town Meeting is time sensitive.

Tom Urbelis talked about the cost the Town incurs for responding to Public Record requests, many of which are broad-based requests on different subjects requiring a vast amount of Town resources for the response(s). Many times, the request is for documents that do not exist and then the requestor appeals the response, putting more of a burden on the Town. Since last summer, public document requests have dramatically increased; however, it is our responsibility to respond.

Mr. Huntress clarified that in order to have a Special Town Meeting, 200 signatures have to be provided, which this request does have, and according to State Law, the Board has to hold the Special Town Meeting within 45 days; therefore, they are moving and coordinating the Annual and Special Town Meeting to May 17<sup>th</sup> and 18<sup>th</sup> and will not hold the Annual Town Meeting on June 11<sup>th</sup>. Several of the articles on the Special Town Meeting were also submitted by Mr. Meyers for the Annual Town Meeting.

The members of the Board are disappointed in this situation but agree that it is the best solution to consolidate the Annual and Special Town Meeting although it does compress the time frame for people to prepare for the Annual Town Meeting. Town Moderator Sheila Doherty appreciates the thought and process to accommodate this request. There are a number of other activities going on at AHS on those two nights that will create parking issues and the timing of this is very important.

Michael Meyers, South Main Street, responded to the comments from the Committee regarding the petition for a Special Town Meeting. The sense of urgency for the Special Town Meeting is due to the \$10.9M ARPA funds that in his words were 'pushed through'. He wants the Board to rescind their March 3, 2022 vote to approve the ARPA funds. He previously asked that the private articles be moved up to the front of the warrant, but there was no indication that was taken under consideration. Mr. Huntress said that has always been his intention and will be his recommendation to the Board. Mr. Meyers also talked about the public records documents requested to which Atty. Urbelis responded to.

Former Select Board Member, Mary Lyman, 50 School Street, said the Board is hearing a pattern of frustration on both sides of the aisle. The Board can help us to work together. She is offering an olive branch to work together to get something done for the taxpayers.

Holly Currier, Main Street spoke about the Special Town Meeting and her concern with the legal opinions over the past two-years. People should have an opportunity to express their concerns about how the town operates.

Alex Vispoli moved to set the Special Town Meeting for Tuesday, May 17<sup>th</sup> and to set the Annual Town Meeting to Tuesday, May 17<sup>th</sup> and Wednesday, May 18<sup>th</sup> if needed. Motion seconded by Melissa Danisch. Roll call: A. Vispoli-Y, A. Gilbert-Y, M. Danisch-Y, C. Huntress. Motion passes unanimously on a vote of 4-0.

B. Annual Town Meeting Articles

Board to consider voting to take a position on the following articles as explained by the Town Manager.

P4	Fiscal Year 2023 Budget. \$213,556,536 Alex Vispoli moved to recommend Town Meeting approval of Article P4, Fiscal Year 2023 Budget for a total of \$213,556,536. Motion seconded by Annie Gilbert. Roll call: M. Danisch-Y, A. Gilbert-Y, A. Vispoli-Y. C. Huntress-Y Motion passes unanimously on a vote of 4-0.
P5	Fiscal Year 2023 Capital Projects Fund for a total of \$2,756,500. Annie Gilbert moved to recommend Town Meeting approval of Article P5, Fiscal Year 2023 Capital Projects Fund for a total of \$2,756,500. Motion seconded by Alex Vispoli. Roll call: A. Gilbert-Y, M. Danisch-Y, A. Vispoli-Y, C. Huntress. Motion passes unanimously on a vote of 4-0.
P6 <b>HOLD</b>	Financial Housekeeping Articles (A Through G)
P16	Capital Projects from General Fund Borrowing \$5,350,000. The Town Manager reported that School 5 has been increased by \$100,000 due to the necessary increase for High Plain Elementary Playground Equipment. The School Department and PTO are participating in the cost as well.  Alex Vispoli moved to recommend Town Meeting approval of Article P16, Capital Projects from General Fund Borrowing in the amount of \$5,350,000. Motion seconded by Annie Gilbert. Roll call: A. Vispoli-Y, A. Gilbert-Y, M. Danisch-Y, C. Huntress-Y. Motion passes unanimously on a vote of 4-0.

P17	Capital Projects from Free Cash in the amount of \$1,870,340. Annie Gilbert moved to recommend Town Meeting approval of Article P17, Capital Projects from Free Cash in the amount of \$1,870,340. Motion seconded by Melissa Danisch. Roll call: M. Danisch-Y, A. Gilbert-Y, A. Vispoli-Y, C. Huntress-Y. Motion passes unanimously on a vote of 4-0.
P28	Shawsheen River Interceptor Improvements as reported by Chris Cronin Director of Public Works. \$2.2M  Alex Vispoli moved to recommend Town Meeting approval of Article P28, Shawsheen River Interceptor Improvements. Motion seconded by Annie Gilbert. Roll call: A. Vispoli-Y, A. Gilbert-Y M. Danisch-Y, C. Huntress-Y. Motion passes unanimously on a vote of 4-0.

**VI. Consent Agenda**

A. Appointments by the Town Manager

Annie Gilbert moved to approve the appointments by the Town Manager as listed in the Consent Agenda. Motion seconded by Alex Vispoli. Roll call: M. Danisch-Y, A.

Gilbert-Y, A. Vispoli-Y, C. Huntress-Y. Motion passes unanimously on a vote of 4-0.

The Town Manager reported on the status of the hiring process for the new Director of Youth Services and the work of the Steering Committee. They expect that a request to hire will be sent out within the next few weeks.

Department	Name	Position	Rate/Term	Date of Hire
Community Services – Youth Services	Guilford Allen (Glenn Wilson)	Program Coordinator	\$34.49/hr	4/19/2022
Community Services – Youth Services	Devon Murphy (Anthony Lombardi)	Program Coordinator	\$34.49/hr	4/19/2022
Community Services – Youth Services	Dawy Lebron (Neal Callahan)	Program Coordinator	\$33.32. /hr	4/19/2022
Community Services – Youth Services	Nicholas Bain (Geoffrey Fulgione)	Program Coordinator	\$33.32/hr	5/2/2022
Community Services – Youth Services	Hannah Wilen (Charles Kim)	Program Coordinator	\$33.32/hr	5/31/2022
Community Services – Youth Services	Rebecca Gilbert	Part-Time Program Coordinator	\$33.32/hr	4/19/2022
Open Space Task Force	James Leahy	Member	Term Expires 6/30/2023	4/13/2022

**VII. Executive Session**

A. At 8:25 P.M. Alex Vispoli moved that the 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 pursuant to option 2 to

conduct strategy sessions in preparation for negotiations with nonunion personnel, i.e., the Town Accountant, and to approve and not release Executive Session Minutes of April 4, 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. The Chair so declared Motion seconded by Annie Gilbert Roll call: A. Vispoli-Y, A. Gilbert-Y, M. Danisch-Y, C. Huntress -Y. Motion passes unanimously on a vote of 4-0.

### **VIII. Adjourn**

At 8:26 P.M. the Select Board adjourned from Open Session and move to Executive Session not to return to Open Session.

### **Respectfully submitted**

*Dee DeLorenzo*  
Recording Secretary

April 13.2022. Rev 6.27.22

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

MEETINGS ARE TELEVISED ON  
COMCAST CHANNEL 22 AND VERIZON CHANNEL 45

**Triboard Meeting**  
**Select Board - Finance Committee – School Committee**  
Thursday, April 21, 2022  
Memorial Hall, Memorial Hall Library  
2 North Main Street, Andover, MA 01810

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**I. Call to Order**

Select Board Chair, Chris Huntress called the Triboard Meeting to order at 7:01 PM in the Memorial Hall in Memorial Hall Library. Present from the Select Board: Alex Vispoli, Laura Gregory, Melissa Danisch. Annie Gilbert participated remotely.

Others in Attendance: Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, Town Counsel Tom Urbelis and Director of Finance Donna Walsh, Superintendent of Schools, Dr. Magda Parvey.

School Committee Chair Susan McCready opened the School Committee.  
Members present: Tracey Spruce, Lauren Conoscenti, Sandis Wright, Emily DiCesaro.

Finance Committee Kevin O’Handley called the Finance Committee to order.  
Members present from the Finance Committee: Paul Monticciolo, Yican Cao, Ken Russo, Mary Ellen Logee, Paul McKay, and Finance Committee Chair, John Barry who participated remotely.

**II. Opening Ceremonies/Moment of Silence/Pledge of Allegiance**

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

**III. Annual Town Meeting Warrant and Special Town Meeting Warrant**

Both the Annual and Special Town Meeting are scheduled for Tuesday, May 17, and Wednesday, May 18, starting at 7:00 PM in the Collins Center. The Town Manager reported that copies of the proposed order of the Warrant were distributed to members in attendance.

They will proceed with the private articles submitted by Mr. Michael Meyers that include, and in the order of, Articles P1 Covid-19 Public Health Emergency Funds; Article P2 Annual Public Posting of Every No-bid Contract or Agreement; Article P3 Prohibiting Use of Non-Disclosure Agreements; Article P4 Implementing a Performance Management Blueprint for the Town Manager and Superintendent of Schools; Article P5 Covid-19 stipend for Educational Support Professionals; Article P6 Mental Health & Well-Being Special Articles General Fund. These articles will be presented at a Special Town Meeting on Tuesday, May 17<sup>th</sup> at 7:40 PM. The report will go to the printer tomorrow if the Select Board votes tonight.

The School Committee has no questions for the Board nor does the Finance Committee.

Alex Vispoli moved that the Select Board sign the Annual Town Meeting Warrant. The motion was seconded by Melissa Danisch. Roll call: A. Gilbert-Y, L. Gregory-Y, A. Vispoli-Y, M. Danisch-Y, C. Huntress-Y. Motion passes 5-0.

Alex Vispoli moved that the Select Board sign the Special Town Meeting Warrant. Motion seconded by Melissa Danisch.

Mr. Meyers: Point of Order question: The six articles were generated in a specific order, why have they been reordered with the ARPA/Covid at the back of the list. Chairman Huntress responded that it is the Select Board's decision to schedule and organize the warrant and the articles.

Roll call vote: A. Gilbert-Y, L. Gregory-Y, A. Vispoli-Y, M. Danisch-Y, C. Huntress-Y. Motion passes 5-0.

#### **IV. Special Town Meeting Articles**

A. Select Board, Finance Committee and School Committee to consider voting to take a position on the following articles:

Mr. Meyers as the petitioner of the warrant articles provided a commentary on remarks by Ms. Danisch from the last Board meeting questioning the 1200 signatures they collected and that Ms. Danisch made phone calls to people and tried to suppress voter participation and has been reported to the State Attorney General.

Ms. Danisch replied that she has not spoken to or approached any businesses, she has spoken to family and friends who signed the document. Mr. Huntress feels it is every individual's right to discuss the Town Meeting Warrant Articles.

##### **Article P1 Covid-19 Public Health Emergency Funds**

Mr. Meyers provided a narrative previously presented at the time of the petition for Article P1 Covid-19 Public Health Emergency Funds, as well as his personal commentary that community participation on this article was not included.

Mr. Huntress responded that all of the meetings for distributing ARPA funds were public, posted, and agendas provided with significant public participation. Town Meeting votes on the Warrant Articles, the Select Board only makes a recommendation to Town Meeting.

Kathy Grant, Morton Street, the \$10.9M in ARPA funding has not been voted on by the public in any way, the Federal rule states that community outreach and engagement resources is required. She stated that Andover did not offer any of the tools for the ARPA funds. She does not feel that \$400,000 earmarked for mental health personnel is adequate and that we need more resources.

Select Board Chair, Chris Huntress responded to the remarks by Kathy Grant. There are no funds being used for the renovation of Town Hall offices but only to provide handicap accessibility for public spaces within the building. They have had similar discussions and conversations on these items at previous meetings.

The Town Manager shared that they looked at the level of participation of surveys that occurred in other communities and learned that those surveys did not provide a sufficient number of responses. They looked at the public participation components offered by other communities and Andover exceeded all of those who responded with the exception of Arlington, which did complete a survey receiving 23 responses. Several communities had public meetings on the ARPA Plan, Andover had four. The ARPA Plan is reflective of prior approvals at the most recent Town Meeting where the community overwhelmingly supported handicap accessibility at the Town Offices, water infrastructure work and water main replacement. Dascomb Road water pipe replacement will allow for future development that will benefit the taxpayers in Andover generating significant tax dollars and is not tied to a prior Town Meeting zoning change.

Mr. Roland Kim, 98 Burnham Road. During a previous Select Board Meeting, the Town Manager referred to meetings held with his service providers and based on prior Town Meeting votes approved the appropriation of money in the Warrant for water and sewer. Mr. Kim does not see how prior town meeting votes allows the Town Manager to extend what was previously voted on for what the ARPA money is intended. It would be better suited to support and compensate the workers who worked through the pandemic and to support businesses who were affected.

Chris Huntress: The Town Meeting articles on Water & Sewer needs and the budget is an appropriate place to act; ARPA funds allow for expenditures for improving conditions for overall water systems and sewer maintenance and not subject to Town Meeting vote but approval by the Select Board.

Town Counsel reported that he and the Finance Director concurred that the money for this subject matter is from a Federal Grant and pursuant to Chapter 44 Section 53A, the money is dispersed by the approval of the Select Board; this particular Warrant Article is an advisory vote only.

Kathy Levine, Kenilworth Road: How is the Chair and Town Counsel confident in the decisions arrived at. The response from the Board was that they remain confident that they have met the requirements of the both the Federal and State Government and have had several public meetings on this and reviewed with Town Counsel and staff.

Alex Vispoli moved that the Select Board recommend disapproval of Article P1 Covid-19 Public Health Emergency Funds. Motion seconded by Melissa Danisch.

Roll call: L. Gregory-Y, A. Vispoli-Y, M. Danisch-Y, A. Gilbert-Y, C. Huntress-Y. Motion passes unanimously 5-0.

Chairperson Susan McCready said that the School Committee has worked with the Superintendent to allocate ESSER Funds and it is their recommendation that Article P1 is not within the School Committee's purview and will forgo taking a position.

Finance Committee Vice Chair Kevin O'Handley said the Finance Committee will vote on Article P1 at their Finance Committee Meeting immediately following this Triboard Meeting.

**Article P2: Annual Posting of Every No-bid Contract or Agreement.**

Mr. Meyers commented on the records requests for contracts for public relation firms/ contracts with attorneys, etc.

Atty. Urbelis commented that Mr. Meyers received and anyone who asked for received his contract with the Town which is a public record; no one was denied access. Mr. Meyers disputed the response.

Mr. Kim said best practice would be to have the contracts on the Town Website which would be more accessible and the reduce the Public Records requests.

Theresa Peznola, Andover Purchasing Agent, reported that posting purchases under \$10,000 are considered best practices (in the best interest of the Town). Purchases over \$10,000 require three price quotes, and bids are required for purchases over \$50,000. There are items exempt from public bidding. All of the contracts executed in her office are available on the Town Website/Purchasing Department and have been so since July of 2020.

On April 11, Ms. Peznola received a public records request from Mr. Meyers which she responded to and provided the link to the contracts. Contracts not available on the website would be for those companies that are not hired by the Town but by an insurance company.

The School Committee and Finance Committee had no additional questions.

Melissa Danisch moved that the Select Board recommend disapproval of Article P2, Annual Posting of Every No-bid Contract or Agreement. The motion was seconded by Annie Gilbert. Roll call: A. Gilbert-Y, M. Danisch-Y, A. Vispoli-Y, L. Gregory-Y, C. Huntress-Y. Motion passes unanimously on a vote of 5-0.

**Article P3: Prohibiting Use of Non-Disclosure Agreements**

Karen Kim, 98 Burnham Road provided commentary on Article P3. The purpose of the article is to increase transparency and protect municipal workers. Non-Disclosure Agreements should not be used to protect the powerful at the expense of the individual or used to silence an individual when they terminate employment. The language in the article has a provision for an employee to request a Non-Disclosure Agreement when they feel it is in their best interest. It was noted that eight Non-Disclosure Agreements were in effect and that the Town Manager has offered to release the individuals to release them from the

Non-Disclosure Agreements. It is important to note that these agreements were not issued under the prior Town Manager. All of the agreements had been signed since January 1, 2017. She urges the Board to vote yes on this article to increase transparency and protect municipal employees.

Attorney Urbelis: The current Town Manager has entered into seven settlement agreements with former employees since 2015 and signed by the former employees and Town Manager. In August 2021, the Town Manager announced at a Select Board Meeting that he sent a release form to each of these individuals, which he signed noting that the Agreement could be made public and for the employee to sign the release and return to him. As of today, none of the seven employees have responded. Settlement agreements are part of an employee's personnel file and Public Records Law recognizes Exemption C for personnel files. In Atty. Urbelis' opinion, this proposed warrant article is advisory only and is not enforceable.

Melissa Danisch moved that the Select Board recommend disapproval of Article P3 Prohibiting Use of Non-Disclosure Agreements (NDA's) The motion was seconded by Alex Vispoli. Roll call: A. Gilbert-Y, M. Danisch-Y, L. Gregory-Y, A. Vispoli-Y, and C. Huntress-Y. Motion passes unanimously on a vote of 5-0.

The School Committee Chair said that the only employee the Committee supervises is the Superintendent. The article is very broad and they would not want to tie the hands of the Superintendent. Tracey Spruce, who has worked on a number of settlements in her private practice where all parties felt strongly about having a non-disclosure agreement, feels that this Article P3 is overly-broad.

Lauren Conoscenti moved to recommend Special Town Meeting disapproval of Article P3 Prohibiting Use of Non-Disclosure Agreements (NDA's). Motion seconded by Tracey Spruce. Motion voted 5-0 to recommend disapproval.

Finance Committee had no opinion on Article P3.

**Article P4: Implementing a Performance Management Blueprint for the Town Manager and Superintendent of Schools.**

Steve Walther, 83 Morton Street: He found that the language of Article P4 was very clear and understandable. The Article would have the Select Board contract with a firm chosen by the Finance Committee to conduct an anonymous review of municipal employees for our Town CEO's (Town Manager, School Superintendent). It would be information available to the Select Board should they choose to use it and an anonymous survey to avoid fears of retribution and to provide a path for employees to offer concerns they may have. At the Select Board Meeting of October 4, 2021, there was a discussion of the Town Manager's performance review which included having more ways for the Board to reach

their own conclusions regarding the Town Manager's leadership and relationships with department heads and other town staff.

Opinion provided by Attorney Urbelis: (who has had nothing to do with the negotiation of the Town Manager's contract). This Warrant Article requires the Select Board to annually contract with an independent employee appraisal firm which puts the burden on the Select Board on an annual basis and is in direct conflict with the Town Manager's contract.

The warrant article also imposes the same requirement on the School Committee in regard to the Superintendent of Schools. Mr. Urbelis has no participation in the execution or negotiation of the Superintendent's contract. Attorney John Foskett, Counsel to the School Committee, provided a statement that under General Laws, Chapter 71 Section 38, the regulations promulgated by the Department of Elementary and Secondary Education specify that the School Committee's evaluation of the Superintendent must conform to requirements and standards and not a Town Meeting blueprint based on an outside contractor use of best management policies. Article 4 directly conflicts with State Law and furthermore, the Superintendent has an individual contract with the School Committee that covers performance evaluations and this article interferes with the contract in the agreement negotiated with the School Committee and the Superintendent.

The School Committee is familiar with the employment process and thanked Atty. Urbelis for pointing out that evaluations are governed by DESE and their regulations.

Emily DiCesaro moved that the School Committee recommend disapproval of Article P4. Lauren Conoscenti seconded the motion. Motion passes 5-0. The Finance Committee did not vote as this article does not pertain to them.

Alex Vispoli moved that the Select Board recommend disapproval of Special Town Meeting Warrant P4. The motion was seconded by Melissa Danisch. Roll call: A. Gilbert-Y, M. Danisch-Y, Gregory-Y, A. Vispoli-Y, C. Huntress-Y. Motion to recommend disapproval passes 5-0.

#### **Article P5: Covid-19 Stipend for Educational Support Professionals**

Holly Currier, Instructional Assistant (IA) spoke about Special Town Meeting Warrant Article P5 to provide a Covid-19 stipend for Educational Support Professionals. The IA turnover has been at 40% and retention issues are making their job harder. Holly reached out to other municipalities and the Economic Policy Institute to see how this was being handled by other communities noting that Towns paid the stipend directly to the employee and the employee signed a specific form.

Susan Grecoe, Instructional Assistant, also spoke on behalf of Support Specialists and hourly workers to be awarded a stipend from ARPA funds available for the lowest paid essential educators. She and Holly would not benefit personally from the stipend as they worked remotely; but the stipend would include cafeteria workers, custodians, and others.

Please consider how they might enter into an MOA on the request for an \$800 stipend which was provided to the teachers. The Instructional Assistants went out of their way during the pandemic shutdown and they were told that they did not know if they had a job for the next school year and were not treated respectfully. Atty. Valerio's advice does not address the current article.

Chris Huntress: The article stipulates that \$800 per employee would come from ARPA funds and if employees are deemed ineligible then the Town would set aside a \$300,000 fund from the most recent certified Free Cash to distribute the \$800.

Atty. Urbelis reported on the opinion of Attorney Foskett, that the employees to receive payment are represented by a certified bargaining unit and as conceded by the article, the terms and conditions, including wages are determined by the Collective Bargaining process as described in General Laws Chapter 150E which commits the collective bargaining process solely to the Town as the employer. Town Meeting has no role in the negotiations of those wages and therefore Article P5 injects Town Meeting into the negotiation process.

Susan McCready said that all of the personnel mentioned in this Article are under a contract with a collective bargaining agreement and the School Committee would look to their Labor Attorney for guidance. Emily DiCesaro appreciates the IA's and all the professionals and what they have gone through and we all owe them our gratitude. She would be interested in other creative ways to appreciate and support them. Tracey Spruce clarified that the \$800 was a flat payment for teachers and a part of their compensation from the last round of budget funding and had nothing to do with the Pandemic. Susan McCready said that when the initial school closure happened there were hourly workers who were not working in the school buildings, but the School Committee did take a position to continue paying those employees.

Finance Committee: No comment at this time.

Susan McCready asked the School Committee for a motion on Article P5. Tracey Spruce recommended the School Committee vote disapproval of Special Town Meeting Article P5. Motion seconded by Lauren Conoscenti. Motion passes 5-0.

Alex Vispoli moved to recommend Select Board disapproval of Article P5, Covid 19 Stipend for Educational Support Professionals. Motion seconded by Melissa Danisch. Roll call: L. Gregory-Y, A. Vispoli-Y, M. Danisch-Y, A. Gilbert-Y, C. Huntress-Y. Motion passes unanimously 5-0.

#### **Article P6 Mental Health & Well-Being Special Articles General Fund**

On behalf of Mr. Meyers, Mary Lyman, 50 School Street presented. The spirit of the article is to address the fact of what is important coming out of COVID and recognizing that the Opioid crisis got worse and mental health conditions worsened. What better way to use the funds then to use them for the people who need assistance? There are 35,000 people

in this Town and one out of three are going to need assistance. Let's see what we can do to help Andover residents get through this very difficult time.

Andrew Flanagan reported on the funds appropriated in the amount of \$400,000 for mental health needs and that they are using a State Grant to establish a Wellness and Support Division with allocated ARPA Funds for a total amount of just under \$1M allocated from all funding sources. This Town has a long history of not using Free Cash to fund operations.

Tracey Spruce shared that the School Committee has spent a lot of time talking about how they can support our students coming out of the pandemic. The School Committee has a workshop planned on April 28<sup>th</sup> in the School Committee Meeting Room to specifically talk about Mental Health. They are taking this issue very seriously and allocating significant resources to address this important issue.

Annie Gilbert moved to recommend Special Town Meeting disapproval of Article P6 Mental Health & Well-Being Special Articles General Fund. Motion seconded by Melissa Danisch. Roll call: L. Gregory-Y, A. Vispoli-Y, M. Danisch-Y, A. Gilbert-Y, C. Huntress-Y. Motion passes 5-0.

The School Committee will not be taking a position on this article.

## **V. Adjourn**

At 9:15 PM Alex Vispoli moved that the Select Board adjourn from the Triboard Meeting. Motion seconded by Melissa Danisch. Roll call: A. Vispoli-Y, A. Gilbert-Y, L. Gregory-Y, M. Danisch, C. Huntress-Y. Motion passes 5-0.

On a motion by Tracey Spruce and seconded by Lauren Conoscenti, the Andover School Committee voted to adjourn. Roll call: T. Spruce-Y, S. Wright-Y, E. DiCesaro-Y, L. Conoscenti-Y, Susan McCready-Y. Motion passes 5-0.

On a motion by Mr. O'Handley and seconded by Ken Russo, the Finance Committee voted to adjourn. Roll call: Y. Cao-Y, K. O'Handley-Y, K. Russo-Y, M. Logee-Y, P. McKay-Y, P. Monticciolo-Y, and J. Barry-Y. Motion passes 7-0.

**Respectfully submitted,  
Dee DeLorenzo  
Recording Secretary**



**TOWN OF ANDOVER** *Finance & Budget*

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

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Andover, MA 01810  
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[www.andoverma.gov](http://www.andoverma.gov)

Andrew P. Flanagan  
Town Manager

Michael Lindstrom  
Deputy Town Manager

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

From: Hayley Green, Town Accountant/Assistant Finance Director

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

Date: June 22, 2022

Re: ***FY 2022 Financials***

The attached reports summarize the Town's financial position through May 31, 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.

# Executive Summary | **FY 2022**

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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 May 31, 2022.

## **General Fund**

The total general fund receipts of all sources collected through May 31, 2022 are greater than projections through the eleven months of the year. FY2022 local receipts are approximately \$2.7 million 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, larger building permits, a large school Medicaid payment and timing of the Phillips Academy PILOT payment. Off-set receipts collections also exceed projections and are consistent with collections through the same period of time last fiscal year.

General fund personal services and other expenditures are lower than FY 2022 projections through May 31, 2022. The school encumbers most of their projected salaries and adjusts them throughout the school year. Department heads frequently communicate with the finance department near year end to ensure expenditures and encumbrances are within the fiscal year budgets.

## **Water Enterprise Fund**

The total water enterprise fund collections are slightly lower than the annual projections through May 31, 2022. The user charges receipts are approximately \$1 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 lower than FY 2022 projections through May 31, 2022.

**Sewer Enterprise Fund**

The total sewer enterprise fund collections are lower than annual projections through May 31, 2022, with user charges being approximately \$229,000 less than prior year receipts through the same period. The lower collections are correlated with the lower water collections. Sewer personal services and other expenses are lower than FY 2022 projections through May 31, 2022.

**Reserve Fund**

Town Meeting approved a reserve fund balance of \$200,000. This money has not been used through May 31, 2022.

**Compensation Fund**

Town Meeting approved a compensation fund balance of \$155,326. This money has not been used through May 31, 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 \$2,466,391 available for the most recent seven years of approved projects.



**Town of Andover**  
**FY 2022 Enterprise Funds Year-To-Date Revenue Report**  
**Budgeted vs. Actuals 5/31/2022 and 5/31/2021**

<b>Water Fund</b>	<b>FY 22 Budgeted Receipts</b>	<b>FY 22 YTD Revenues</b>	<b>% Collected</b>	<b>FY 21 Budgeted Receipts</b>	<b>FY 21 YTD Revenues</b>	<b>% Collected</b>	<b>Change in Budgets</b>	<b>Change in YTD Receipts</b>
User Charges	9,996,766	8,829,596	88.3%	9,567,598	9,860,417	103.1%	429,168	(1,030,822)
Water Connection	41,000	5,661	13.8%	41,000	32,079	78.2%	-	(26,418)
Water Testing Fees	18,000	12,490	69.4%	22,000	13,510	61.4%	(4,000)	(1,020)
Meter Installations	9,000	6,525	72.5%	10,000	13,275	132.8%	(1,000)	(6,750)
Fire Flow Test	9,000	4,982	55.4%	9,000	7,500	83.3%	-	(2,518)
Special/Final Reads	25,000	19,413	77.7%	25,000	50,393	201.6%	-	(30,981)
Backflow/Cross Connection Fees	75,000	114,125	152.2%	75,000	57,634	76.8%	-	56,492
Water Tap	1,000	600	60.0%	-	1,200	N/A	1,000	(600)
Liens	80,000	94,951	118.7%	120,000	81,996	68.3%	(40,000)	12,955
Fire Suppression	220,000	271,198	123.3%	220,000	231,688	105.3%	-	39,510
Interest /Misc Revenue	-	1,693	N/A	12,000	18,851	157.1%	(12,000)	(17,157)
Non-Revenue Interest	19,000	3,475	18.3%	16,000	10,676	66.7%	3,000	(7,202)
<b>Total Water Receipts</b>	<b>10,493,766</b>	<b>9,364,708</b>	<b>89.2%</b>	<b>10,117,598</b>	<b>10,379,219</b>	<b>102.6%</b>	<b>376,168</b>	<b>(1,014,511)</b>

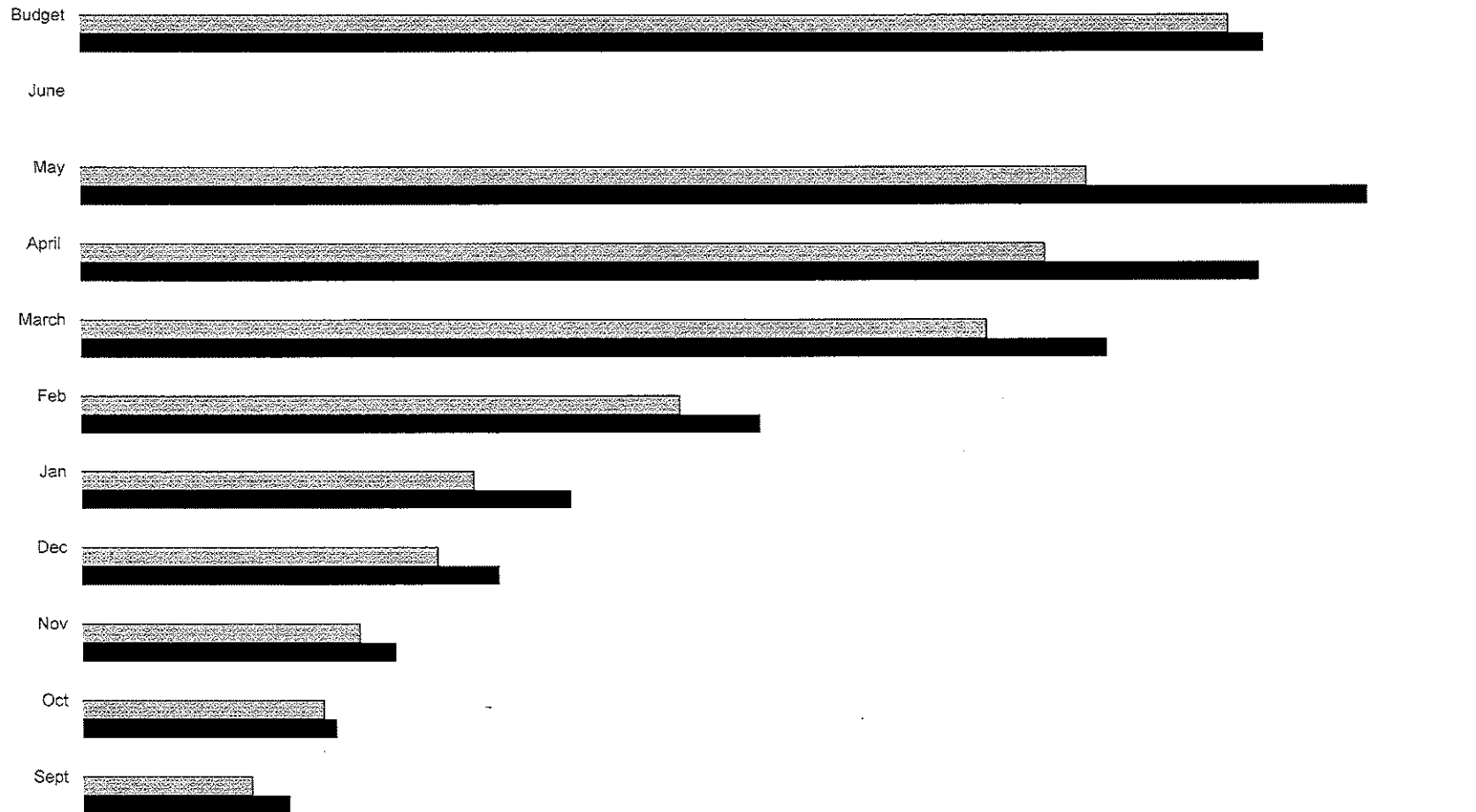
  

<b>Sewer Fund</b>	<b>FY 22 Budgeted Receipts</b>	<b>FY 22 YTD Revenues</b>	<b>% Collected</b>	<b>FY 21 Budgeted Receipts</b>	<b>FY 21 YTD Revenues</b>	<b>% Collected</b>	<b>Change in Budgets</b>	<b>Change in YTD Receipts</b>
User Charges	5,086,120	4,157,224	81.7%	4,962,068	4,386,378	88.4%	124,052	(229,154)
Committed Interest/Income	165,000	164,952	100.0%	170,000	202,806	119.3%	(5,000)	(37,854)
Liens	55,000	62,400	113.5%	55,000	63,728	115.9%	-	(1,327)
Apport Assmnts	410,000	494,521	120.6%	445,000	563,921	126.7%	(35,000)	(69,401)
State Reimb/Grants	-	7,218	N/A	-	8,512	N/A	-	(1,294)
Interest /Misc Revenue	-	2,580	N/A	-	2,788	N/A	-	(209)
Non-Revenue Interest	15,000	2,437	16.2%	48,000	7,428	15.5%	(33,000)	(4,992)
<b>Total Sewer Receipts</b>	<b>5,731,120</b>	<b>4,891,332</b>	<b>85.3%</b>	<b>5,680,068</b>	<b>5,235,562</b>	<b>92.2%</b>	<b>51,052</b>	<b>(344,230)</b>

<b>Total Enterprise Revenues</b>	<b>16,224,886</b>	<b>14,256,040</b>	<b>87.9%</b>	<b>15,797,666</b>	<b>15,614,781</b>	<b>98.84%</b>	<b>427,220</b>	<b>(1,358,740)</b>
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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	\$13 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%	78.9%	84.0%	87.7%	0.0%	100.0%		
▨ FY 2022 % of Budget		17.6%	21.6%	26.6%	35.3%	41.4%	57.4%	86.7%	99.6%	108.8%	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	\$8,675,697	\$9,235,997	\$9,635,291		\$10,992,279		
▨ FY 2022 Receipts		\$1,989,405	\$2,444,067	\$3,015,542	\$4,004,836	\$4,695,288	\$6,508,233	\$9,831,470	\$11,289,767	\$12,330,329		\$11,333,588		

**Town of Andover**  
**FY 2022 Year-To-Date Budget Report**  
**Personal Services and Other Expenditures thru 5/31/2022**

	Original Appropriation	Transfers/ Adjustments	Revised Budget	YTD Expended	Encumbrances	Available Balance	% Expended & Encumbered	% Expended
<b>Personal Services</b>								
General Government	7,167,854	112,166	7,280,020	6,204,744	-	1,075,276	85.2%	85.2%
Community Services	1,819,521	-	1,819,521	1,605,338	-	214,183	88.2%	88.2%
Public Facilities	2,508,336	-	2,508,336	2,195,777	-	312,559	87.5%	87.5%
Public Safety - Fire	8,628,347	32,813	8,661,160	7,763,475	-	897,685	89.6%	89.6%
Public Safety - Police	8,090,689	32,178	8,122,867	7,287,844	-	835,023	89.7%	89.7%
Public Works	3,814,578	227,800	4,042,378	3,561,732	-	480,646	88.1%	88.1%
Library	2,321,710	-	2,321,710	1,965,779	-	355,931	84.7%	84.7%
School	75,617,287	(500,000)	75,117,287	59,075,900	15,027,328	1,014,058	98.7%	78.6%
Compensation Fund	155,326	-	155,326	-	-	155,326	0.0%	0.0%
<b>Total Personal Services - General Fund</b>	<b>110,123,648</b>	<b>(95,043)</b>	<b>110,028,605</b>	<b>89,660,589</b>	<b>15,027,328</b>	<b>5,340,687</b>	<b>95.1%</b>	<b>81.5%</b>
Water Enterprise	2,338,139	-	2,338,139	1,942,907	-	395,232	83.1%	83.1%
Sewer Enterprise	355,912	-	355,912	289,909	-	66,003	81.5%	81.5%
<b>Total Personal Services - Enterprise Funds</b>	<b>2,694,051</b>	<b>-</b>	<b>2,694,051</b>	<b>2,232,816</b>	<b>-</b>	<b>461,235</b>	<b>82.9%</b>	<b>82.9%</b>
<b>Other Expenses</b>								
General Government	2,233,879	246,881	2,480,760	2,046,572	214,981	219,207	91.2%	82.5%
Community Services	605,675	103,285	708,960	424,255	100,663	184,043	74.0%	59.8%
Public Facilities	1,325,450	247,628	1,573,078	1,245,281	265,316	62,481	96.0%	79.2%
Public Safety - Fire	571,550	356,058	927,608	724,364	85,915	117,329	87.4%	78.1%
Public Safety - Police	1,019,300	149,034	1,168,334	956,207	200,165	11,962	99.0%	81.8%
Public Works	5,921,832	1,166,169	7,088,001	5,290,307	1,387,644	410,051	94.2%	74.6%
Library	660,687	15,053	675,740	527,167	89,084	59,488	91.2%	78.0%
School	16,976,165	1,186,223	18,162,388	13,246,937	3,700,448	1,215,002	93.3%	72.9%
Technical Schools	800,000	274,952	1,074,952	1,072,920	-	2,032	99.8%	99.8%
Debt Service	11,057,553	-	11,057,553	10,701,710	-	355,843	96.8%	96.8%
Insurance	1,240,000	18,911	1,258,911	1,215,601	12,566	30,744	97.6%	96.6%
Health Insurance	23,147,462	-	23,147,462	15,314,595	-	7,832,867	66.2%	66.2%
Unemployment	160,000	-	160,000	63,701	-	96,299	39.8%	39.8%
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%
<b>Total Other Expenses - General Fund</b>	<b>80,512,969</b>	<b>3,764,194</b>	<b>84,277,163</b>	<b>67,423,033</b>	<b>6,056,782</b>	<b>10,797,347</b>	<b>87.2%</b>	<b>80.0%</b>
Water Enterprise	6,782,728	1,046,651	7,829,379	6,378,189	972,900	478,290	93.9%	81.5%
Sewer Enterprise	4,936,767	346,744	5,283,511	4,019,043	747,488	516,980	90.2%	76.1%
<b>Total Other Expenses - Enterprise Funds</b>	<b>11,719,495</b>	<b>1,393,395</b>	<b>13,112,890</b>	<b>10,397,232</b>	<b>1,720,388</b>	<b>995,270</b>	<b>92.4%</b>	<b>79.3%</b>
<b>Total - General Fund</b>	<b>190,636,617</b>	<b>3,669,151</b>	<b>194,305,768</b>	<b>157,083,623</b>	<b>21,084,111</b>	<b>16,138,034</b>	<b>91.7%</b>	<b>80.8%</b>
<b>Total - Enterprise Funds</b>	<b>14,413,546</b>	<b>1,393,395</b>	<b>15,806,941</b>	<b>12,630,049</b>	<b>1,720,388</b>	<b>1,456,504</b>	<b>90.8%</b>	<b>79.9%</b>

**Town of Andover**  
**FY 2022 Reserve Account and Compensation Fund**  
**As of 5/31/22**

**RESERVE FUND**

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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**

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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 5/31/22**

	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 5/31/2022	27,230	3,569	39,468	1,687,445	141,217	50,120	76,803	6,351	11,897	22,950	18,544	0	0	54,210	0	15,080
Expenditures thru 5/31/2022	23,474	541	29,035	968,381	126,407	26,820	65,093	0	0	4,065	5,604	0	0	6,096	0	20,624
Balance thru 5/31/2022	25,006	17,535	9,745	1,116,417	344,544	132,204	145,431	53,066	41,115	33,382	89,228	0	681	168,108	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	117.37%	2.70%	48.39%	129.12%	31.60%	17.88%	28.93%	0.00%	0.00%	6.78%	14.01%	0.00%	0.00%	6.10%	0.00%	10.31%

**Town of Andover  
Capital Projects  
5/31/2022**

	<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	1,120,000	1,489,687	1,036,539	972,511	942,535	604,127		
Encumbered	-	-	-	3,461	28,785	92,469	123,672		
<b>Total School CIP</b>	Available	-	-	5,956	-	10,305	114,996	457,201	588,458
Budget	112,000	222,000	579,018	487,000	1,044,098	902,108	137,000		
Expended	77,000	192,000	555,462	399,604	739,089	673,289	2,836		
Encumbered	4,400	-	9,300	11,841	8,054	68,789	47,820		
<b>Total General Government CIP</b>	Available	30,600	30,000	14,256	75,555	296,956	160,030	86,344	693,741
Budget	-	-	32,214	-	-	-	-		
Expended	-	-	32,214	-	-	-	-		
Encumbered	-	-	-	-	-	-	-		
<b>Total Youth Services CIP</b>	Available	-	-	-	-	-	-	-	-
Budget	70,000	50,000	-	-	-	-	-		
Expended	66,873	50,000	-	-	-	-	-		
Encumbered	3,127	-	-	-	-	-	-		
<b>Total Recreation CIP</b>	Available	-	-	-	-	-	-	-	-
Budget	25,000	25,000	-	-	10,000	50,000	-		
Expended	25,000	25,000	-	-	-	15,000	-		
Encumbered	-	-	-	-	-	-	-		
<b>Total Library CIP</b>	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	780,801	934,358	1,266,210	304,596	368,085		
Encumbered	-	-	-	11,627	29,083	45,783	204,121		
<b>Total Facilities CIP</b>	Available	-	-	19,199	15	7,706	117,622	607,794	752,336
Budget	285,000	195,000	293,500	250,077	195,000	195,000	255,000		
Expended	285,000	195,000	293,500	249,159	195,000	179,055	41,700		
Encumbered	-	-	-	-	-	15,945	86,046		
<b>Total Police CIP</b>	Available	-	-	918	-	-	127,254	128,172	
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	-	-	-	-	-	-	-		
<b>Total Fire CIP</b>	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	261,090	366,154	323,147	382,946	-	-		
Encumbered	5,838	14,711	2,713	4,312	16,962	-	-		
<b>Total DPW CIP</b>	Available	-	9,200	46,132	541	92	-	165,000	220,965
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	1,366,090	2,089,483	2,107,983	2,583,245	1,267,940	490,004		
Encumbered	13,365	14,711	12,013	27,780	54,099	130,516	337,987		
<b>Total Town CIP</b>	Available	43,268	39,200	81,735	89,315	314,754	312,652	997,009	1,877,933
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	2,486,090	3,579,170	3,144,522	3,555,756	2,210,476	1,094,131		
Encumbered	13,365	14,711	12,013	31,241	82,883	222,985	461,659		
<b>Grand Total</b>	Available	43,268	39,200	87,692	89,315	325,059	427,648	1,454,210	2,466,391