



Select Board Meeting

Monday, August 1, 2022 7:00 PM
Municipal Services Facility Kitchen
5 Campanelli Drive, Andover, MA 01810

ANDOVER TOWN CLERK
RCID.2022.JUL.28 PM4:30

- 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. Town Governance Study Committee
Chair of the Town Governance Study Committee to update the Board on their process and schedule.
 - B. Complete Streets Policy (2nd Reading)
Board to consider voting on the Complete Streets Policy.
 - C. State Primary Warrant
Acting Town Clerk to present and request signature of the warrant for the state primary on September 6, 2022.
 - D. Police Details at Polling Locations
Select Board to vote to assign police details at polling locations in accordance with Section 72 of Massachusetts General Laws, Chapter 54.
 - E. 2022-2023 Select Board and Town Manager Goals
Select Board to consider voting to adopt the 2022-2023 Select Board and Town Manager Goals.
 - F. Town Manager Performance Evaluation
Board to discuss and consider voting to accept the Composite Review of the Town Manager.
- 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
Andover Police Department	John Beal (Justin Murray)	Patrolman	\$56,899.45/yr	9/19/2022

Andover Police Department	Matthew Belluche (<i>Sidy Seayam</i>)	Patrolman	\$56,899.45/yr	9/19/2022
Andover Police Department	Rachael Mini (<i>Michael Shanahan</i>)	Patrolman	\$56,899.45/yr	9/19/2022
Andover Police Department	Rhiannon Ormsby (<i>Benjamin Ledwell</i>)	Patrolman	\$56,899.45/yr	9/19/2022
Towle Fund	Toby O'Leary	Member	Term Expires 6/30/2023	7/1/2022

VII. Approval of Minutes

A. Board to approve minutes from the following meetings:

1. April 25, 2022
2. May 2, 2022
3. May 17, 2022
4. June 7, 2022
5. June 13, 2022
6. June 21, 2022

VIII. 2022 Select Board Meetings

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

- September 12, 2022
- September 26, 2022
- October 3, 2022
- October 17, 2022
- November 7, 2022
- November 21, 2022
- December 5, 2022
- December 19, 2022

IX. Executive Session

A. Board to vote to go into Executive Session pursuant to Purpose 2 of Massachusetts General Laws, Chapter 30, Section 21(a), to conduct contract negotiations with nonunion personnel, i.e., the Town Manager, 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.

X. Adjourn

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

MEETINGS ARE TELEVISED ON
COMCAST CHANNEL 22 AND VERIZON CHANNEL 45

Town of Andover
COMPLETE STREETS POLICY

I. Vision and Intent

Complete Streets principles contribute toward the safety, health, economic viability, and quality of life in a community by providing greater opportunities in multi-modal and non-motorized transportation. The purpose of the Town of Andover's Complete Street Policy is to accommodate all road users by creating a road network that meets the needs of individuals utilizing a variety of transportation modes. It is the intent of the Town of Andover to formalize the plan, design, operation and maintenance of streets so that they are safe for users of all ages and abilities. These policies direct decision makers to consistently fund, plan for, design, and construct streets to accommodate all anticipated users including pedestrians, bicyclists, motorists, transit, freight, and commercial vehicles.

Commented [ML1]: Added back into final draft

II. Core Commitment

The Town recognizes that Complete Streets design principles apply to all roadway projects and project phases, including reconstruction, new construction, design, planning, maintenance, and operations, for the entire right-of-way.

Commented [ML2]: Added back into final draft

The Town will may to the greatest extent possible, design, construct, reconstruct, maintain, and operate all streets to provide for a comprehensive and integrated street network that accommodates people of all ages, abilities and income levels, and all modes of transportation, including pedestrians, bicyclists, motorists, transit, freight, and commercial vehicles.

Commented [ML3]: Added back into final draft

The Town recognizes that Complete Streets can may be achieved through single elements incorporated into a particular project or incrementally through a series of smaller improvements or maintenance activities over time and may look at every transportation project and program as an opportunity to improve streets and the transportation network for all users by following a Complete Streets approach.

Exceptions:

1. When the existing right of way is constrained in a manner that may make it very costly or impossible to accommodate transit, bicycle, or pedestrian improvements, such as narrow Town right of way, historic streetscapes, and natural features like steep hillsides, etc.
2. When other Town policies, regulations, or requirements contradict or preclude implementation of Complete Streets principles.
3. On corridors where specific users are prohibited, such as interstate freeways or pedestrian malls.
4. Private Ways, which are neither owned nor maintained by the Town. Private ways shall be encouraged to consult with the Complete Streets Committee before beginning projects.
5. When the cost of accommodation would be excessively disproportionate to the need or probable use.
6. Where there is a documented absence of current and future need.
7. Routine maintenance of the transportation network that does not change the roadway

geometry or operations; such as mowing, sweeping, spot repair, chip seal, slurry seals, micro-surfacing, overlays, pulverizing or milling existing pavement and resurfacing, reconstruction of existing sidewalks, installing wheelchair ramps as needed, or other pavement rehabilitation.

- ~~7. Routine maintenance of the transportation network that does not change the roadway geometry or operations; such as mowing, sweeping, and spot repair.~~
8. When a reasonable and equivalent project along the same corridor is already programmed to provide facilities exempted from the project at hand.

Written requests for an exception, including documentation and data and justifying the reasons why a project cannot incorporate Complete Streets elements, shall be reviewed, and accepted by review agency as defined in section IV. In these cases the Town may consider alternatives such as lane reduction, lane narrowing, on-street parking relocation or reduction, shoulders, signage, traffic calming and increased enforcement.

III. Best Practices

In meeting the complete streets vision and commitments described above the following best practices will guide the activities of the Town of Andover's technical review agency (as identified in Section IV. Implementation).

1. The Town of Andover acknowledges the importance of a network approach and aims to create a comprehensive, integrated, connected network for all modes, ages, and abilities.
2. The Town of Andover recognizes the need to work with other agencies, departments, or jurisdictions. The Town, through its Department of Public Works, will carry out the Complete Streets Policy cooperatively within all relevant departments in the Town and, to the greatest extent possible, with private developers, state, regional, and federal agencies.
3. The most recent design guidance, standards, and recommendations available will be used in the design and implementation of Complete Streets (see Appendix).
4. Complete Streets principles shall be implemented in a manner that is sensitive to the community's physical, economic, and social setting. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historical, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions and balancing user needs through design flexibility.

IV. Implementation:

A representative from the Town Manager's Office, Department of Publics Works, Police Department, and The Department of Community Development and Planning shall serve as the Town of Andover's technical review agency for all Complete Street projects.

The Town ~~will~~may make the Complete Streets practices a routine part of everyday operations, shall approach every transportation project and program as an opportunity to improve streets and the transportation network for all users, and shall work in coordination with other departments, agencies, and jurisdictions.

The Town will update and solicit feedback on potential projects with the general public to ensure that the perspective of the community is considered and incorporated as appropriate.

The Town will maintain a comprehensive priority list of transportation improvement projects including problem intersections and roadways.

Each year the Department of Public Works compiles a list of streets to be paved during the construction season (annual paving program). The annual paving program plan, once compiled, will be cross-checked for streets that also have projects identified and listed in the Complete Streets Project list. Should Complete Streets projects be identified for streets also found in the annual paving program listing, the technical review agency will determine the viability of incorporating those projects into the annual paving plan.

The Town will maintain a comprehensive inventory of pedestrian infrastructure that will prioritize projects in accordance with Department of Public Works sidewalk inventory and masterplan that eliminate gaps in the sidewalk networks.

The Town will re-evaluate Capital Improvement Projects prioritization to encourage implementation of Complete Streets principals.

The Town will pursue training for pertinent Town staff and decision-makers on both the technical content of Complete Streets principles and best practices, as well as community engagement methods for implementing the Complete Streets Policy.

The Town will seek appropriate sources of funding and grants for implementation of Complete Streets treatments.

V. Evaluation of Effectiveness:

The Town of Andover's technical review agency will develop performance measures to periodically assess the rate, success and effectiveness of implementing the Complete Streets Policy.

These metrics may include:

- Linear feet of new or reconstructed sidewalks
- Miles of new or restriped on-street bicycle facilities
- Number of new or reconstructed curb ramps
- Number of new or repainted crosswalks
- Number of new street trees/percentage of streets with tree canopy
- Number and type of crosswalk and intersection improvements
- Decrease in rate of crashes, injuries, and fatalities by mode
- Satisfaction levels as expressed on customer preference surveys

Appendix:

- The Massachusetts of Department of Transportation [Project Design and Development Guidebook](#)
-
- The National Association of City Transportation Officials (NACTO) [Urban Bikeway Design Guide](#) and

[Urban Street Design Guide](#)

- The American Association of State Highway Transportation Officials (AASHTO) [A Policy on Geometric Design of Highway and Streets](#)
- The United States Department of Transportation Federal Highway Administration's [Manual on Uniform Traffic Design Controls](#)
- The Massachusetts Architectural Access Board (AAB) [521CMR Rules and Regulations](#)
- Documents and plans created for the Town, including: The [Local Comprehensive Plan](#), the [Andover Open Space and Recreation Plan](#), and the AIA [Design and Resiliency Team \(DART\) Report](#).

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

WARRANT FOR 2022 STATE PRIMARY

ESSEX, SS.

To the Constables of the Town of Andover

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Primaries to vote at:

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

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

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

on **TUESDAY, THE SIXTH DAY OF SEPTEMBER 6th, 2022**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Primaries for the candidates of political parties for the following offices:

Governor	For This Commonwealth
Lieutenant Governor	For This Commonwealth
Attorney General	For This Commonwealth
Secretary Of State	For This Commonwealth
Treasurer	For This Commonwealth
Auditor	For This Commonwealth
Representative In Congress	Sixth Congressional District
Councillor	Fifth District
Senator In General Court	Second Essex & Middlesex District
Representative In General Court	Seventeenth District
Representative In General Court	Eighteenth District
District Attorney	Eastern District
Sheriff	Essex County

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.
Given under our hands this 1st day of August, 2022.

Alex J. Vispoli, Chair

Laura M. Gregory, Vice Chair

Ann W. Gilbert, Clerk

Christian C. Huntress, Selectman

Melissa Danisch, Selectwoman

Select Board of: Andover

A true copy

ATTEST

Patrick J. Lawlor, Acting Town Clerk

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

_____, 2022.
Ronald Bertheim, Constable

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

_____, 2022.
Ronald Bertheim, Constable

WARRANT POSTING PLACES

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

Select Board Meeting
Minutes of Monday, April 25, 2022
School Administration Building
2nd Floor School Committee Conference Room
30 Whittier Court, Andover, MA 01810

I. Call to Order

Chairman Huntress called the Select Board Meeting of April 25, 2022 to order at 7:01 P.M.

Members present: Alex Vispoli, Annie Gilbert, L Gregory, and Melissa Danisch.

Others in attendance: Town Manager Andrew Flanagan, Town Clerk Melissa Ripley, and Town Counsel Tom Urbelis.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

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

III. Communications/Announcements/Liaison Reports

Alex Vispoli read a proclamation to the Armenian group present tonight from the Andover Community in remembrance of the Armenian Genocide of 1915, and urge all residents to take part in this observance. Over 1.5 Armenian men, women and children perished victim of genocide, perished in the Ottoman Empire from 1915-1923. Now, therefore, we the Town of Andover Select Board hereby issues this proclamation in remembrance of the Armenian genocide of 1915 and urge all residents to take part in this observance. In witness whereof, we have here onto set our hands and the seal of the Town of Andover to be affixed to this 25th day of April in the Year 2022.

Ralph Arabian, representing the Armenian Group is thankful to the Board for this proclamation and gave an emotional recap of the genocide that occurred from 1915-1923. He states that these atrocities against Armenians are still occurring today. Greg Monashian, a grandson of four genocide survivors, thanked the Select Board for allowing this yearly commemoration of April 24th with the proclamation for Andover.

Annie Gilbert and Melissa Danisch, as appointed subcommittee members for the Board for the open seats on the Punchard Trust Board, reported that received six letters of interest for the one position. Interviews will begin this week (Wed and Thurs) and expect to bring their recommendation to the Board at their next meeting, May 2, 2022.

Chris Huntress, in response to the Triboard Meeting of last week and his request as Chair' for a resident to discontinue recording the meeting from their cellphone, noted that the Select Board's Policy 1.4.2 states all meetings of the Select Board should be held and conducted in strict requirement of the Massachusetts Open Meeting Law, that can be found in Chapter 30A Section 20, Paragraph F, and reads that after notifying the Chair of the Public Body, any person may make a video or audio recording of an open session of a meeting of a public body subject to the reasonable requirements of the Chair as to the number of placement operation of the equipment used so as not to interfere with the conduct of the meeting. At the beginning of the meeting, the Chair shall inform other attendees of any recordings.

The request was made because the individual did not notify the Chair and the individual has been informed that he is welcome and encouraged to file a complaint with the Mass Attorney General if he feels his rights were infringed upon. Mr. Huntress also sent the individual a copy of the complaint form to use.

IV. Citizens Petitions and Presentations

Kathy Grant, Morton Street, Andover, provided comments on a Select Board meeting that violated the Open Meeting Law per the Secretary of the Commonwealth of Mass. She questioned why Andover's Town lawyers and the Select Board did not follow the law and deliberately excluded the public from the meeting of August 12, 2021. She sends information to the Supervisor of Records because of problems she has with getting information from the Town.

Steve Whalther, Morton Street, commented on recent activities from the Select Board and his perception of problems that the Town who appears to be openly antagonistic to input from the community. His recommendation is to establish a citizen working group to see if there is a more inclusive and productive way for citizen involvement in Town government, and commented on the private warrant articles for the upcoming Town Meeting. Chair Huntress responded that warrant articles are open in January and cannot be modified once the warrant closes; however, there are many opportunities beforehand to discuss them.

V. Public Hearings

A. National Grid and Verizon NE Request to locate Pole- Howell Drive

Dave Boucher from National Grid, North Andover reported on the process and petition issues. The resident's concern has been addressed. The new pole being installed is 5' higher which raises the wires higher. National Grid's arborist will be in touch with the Andover Town Arborist who will examine the condition of the trees. There were no other concerns from other residents.

Annie Gilbert moved to vote to approve a petition from Massachusetts Electric Company d/b/a National Grid and Verizon N.E. Inc to locate poles, wires and fixtures, including the necessary sustaining and protecting fixtures, along and across the public way of Howell Drive as long as any affected trees are reviewed by the Town Arborist. Motion seconded Alex Vispoli. Motion passes unanimously 5-0.

B. New All Kinds of Alcoholic Beverages on Premise Liquor License

Board to review and consider voting to approve the application of Shoyu Restaurant Liquor Licenses at 38-40 Park Street. Atty. Bob Lavoie was present representing his clients and noted that the building application plans are complete and being submitted this week. The Town Clerk has found their paperwork to be in order.

Alex Vispoli moved approve the application of Shoyu Restaurant & Bar BTTMV, LLC for a New All Kinds of Alcoholic Beverages on Premises Liquor License at 38-40 Park Street, Andover, subject to the condition that all of requirements of the Town are met prior to issuance. Motion seconded by Annie Gilbert. Motion passes unanimously 5-0.

C. Discontinuance of a portion of Lewis Street as a Public Way

Annie Gilbert moved to continue the public hearing to discuss the discontinues of a portion of Lewis Street as a Public Way to Monday, May 2, 2022. Motion seconded by A. Vispoli. Motion passes 5-0.

VI. **Regular Business of the Board**

A. Annual Town Meeting Articles

Board to elect a Chair, Vice Chair and Clerk for 2022-2023 to be effective following the 2022 Annual Town Meeting

Annie Gilbert moved to nominate Alex Vispoli as Chair of the Select Board to be effective after Town Meeting in May 2022. Motion seconded by Melissa Danisch and voted 4-1 to approve. Laura Gregory opposing vote.

Annie Gilbert moved to nominate Laura Gregory as Vice Chair of the Select Board to be effective after Town Meeting in May 2022. Motion seconded by Melissa Danisch and voted 5-0 to approve.

Alex Vispoli moved to nominate Annie Gilbert as Clerk of the Select Board. The motion was seconded by Melissa Danisch and voted 5-0 to approve.

B. MBTA Communities Zoning Update

Director of Planning Paul Matarazzo provided a briefing to the Select Board on a requirement by the State for a Multi-family Zoning requirement for MBTA communities; Andover has two MBTA Commuter Rail stations.

The minimum growth density for the district is a minimum of 15 units an acre and located no more than a half mile from the transit station. Zoning for a minimum capacity of 15% of current housing stock is 2,031 units to stay in compliance with the law. An MBTA community that does not comply with Section 3A is not eligible for funding from the House Choice Initiative, the Local Capital Projects Fund or the MassWorks Infrastructure program. Over the past several years, the Town has received about \$6.3 million in grants from the state. The 15% requirement is based on Andover being designated a commuter rail community.

Discussion on the two areas proposed (downtown area and Ballardvale area) and how much of that area we satisfy presently. The presentation by Mr. Matarazzo showed maps of the existing zoning including the Mill District. This would be new zoning. The presentation included information on what this means for Andover and a timeline of next steps.

Next steps. Public engagement Summer 2022-2023; Action Plan Submitted to DHCD for approval July 1 2023; Adopt New Zoning December 31, 2024.

Tom Urbelis said this is a very significant piece of legislature and we should not under-estimate the potential effect this could have on the Town of Andover. These units area a matter of right, and not a special permit which can be denied. One of the criteria for a special permit is the character of the neighborhood, which does not come into play here.

2,000 units will be allowed within a ½ mile of the two train stations and will involve intensive community discussions on as to where these 2,000 units should go and a consideration on the impact on additional services for the Town. These units would be at 100% market rate and the law does not require any percentage of the housing to come under 'affordable'. The Board discussed the presentation presented by Mr. Matarazzo.

C. Acceptance of Deed of Portion of 15 Tucker Road

At the 2021 Town Meeting this property was on the list to acquire, but the Girdwood Family has very generously donated the land to the Town. generosity of the Girdwood Family and their donation to the Town, this parcel will form continuity of the base circuit trail they . The Board appreciates the Girdwood's generosity. The piece being deeded abuts Town Property.

Annie Gilbert moved that the Select Board accept and sign the Deed from Bettina B. Girdwood, Trustee of the 15 Tucker Road Trust for the portion of 15 Tucker Road in the Town of Andover shown as parcel X containing 14,398 sq. ft more or less on the plan entitled Plan of Land 15 Tucker Road, Andover Mass dated October 18, 2021 prepared by Andover Consultants, Inc. to be held under the care management and control of the Andover Conservation Commission under the provisions of Massachusetts Law Chapter Section 8C. Motion seconded by Laura Gregory. Motion passes unanimously on a vote of 5-0.

D. Town Accountant Contract

The Town Manager reported on the request of the Board to consider voting to approve a contract extension for Haley Green and to execute a new 3-year agreement effective July 1, 2022 through June 30, 2025 with an FY-23 salary of \$127,774. his position is voted by the Select Board who authorized the Town Manager to discuss terms for a new contract.

Melissa Danisch moved to approve & authorize the town Manager to sign a) a contract extension between Hayley Green and the Town for the period of April 23, 2022 through June 30, 2022 and b) a successor contract between Hayley Green and the Town for the period of July 1, 2022 through June 30, 2025. Motion seconded by Alex Vispoli. Motion passes unanimously 5-0.

E. Annual Town Meeting Articles:

Mr. Michael Silverman, 54 Tewksbury Street spoke to the Private WA 28 to establish a 25 - mile hour speed limit in thickly settled neighborhoods and business areas. There are 61 municipalities that have already opted in. By opting in, it gives the Town the ability to decide how to apply a 25-mile hour zone(s) on roads owned by the Town in thickly settled areas and business areas. Chief Keefe said they could target different areas and place signage to raise awareness. Thickly 30 is the speed standard across the State and will have to be approved by Mass DOT.

Alex Vispoli moved to recommend support of Private Warrant Article 28 for a 25-mph speed limit. Motion seconded by Annie Gilbert. Motion passes 5-0.

The Town Manager presented the following Town Meeting Articles:

Article 11	Financial Housekeeping Articles (A through E) Alex Vispoli moved the Board recommend approval of Article 11 Financial Article 11 A – E. Motion seconded by Annie Gilbert and voted unanimously 5-0 to approve.
Article 17	Jerry Silverman Fireworks Alex Vispoli moved to recommend the Annual Town Meeting Approval of Article 17 Jerry Silverman Fireworks. Motion seconded by Annie Gilbert. Motion passes unanimously 5-0.
Article 18	Doherty Middle School (DMS) Upgrades & Andover High School (AHS) Design. Annie Gilbert moved to recommend Town Meeting approval of Article 18 for DMS upgrades and AHS Design. Motion seconded by Alex Vispoli and unanimously voted 5-0 to approve.
Article 26	Retiree Cost of Living Adjustment Maximum Base Finance Committee unanimously recommended to approve. Alex Vispoli moved to recommend Town Meeting approval of Warrant Article 26. Motion seconded by Annie Gilbert and unanimously voted 5-0 to approve.
Article 28	25 Mile-per-Hour Speed Limit. Alex Vispoli moved to recommend Town Meeting approval. Motion seconded by Annie Gilbert. Motion passes unanimously 5-0.
Article 33 HOLD	Funding to Repair Hacienda Way for Street Acceptance No Action at this time.

Article 31: John Mahoney, Washington Park Condominiums, presented information for the request of WA P31, Shawsheen River Gage, to see if the Town will appropriate from Free Cash the sum of \$75,000 for the purpose of operating and maintaining a Streamgage Station on the Shawsheen River in the vicinity of Balmoral Street and further to authorize the Town Manager to enter into an agreement for the same with the US Geological Survey. The plan is to amend this for two-year funding after which it will be part of the Town' Operating Budget.

Alex Vispoli moved to support Warrant Article 31 Shawsheen River Gage as presented. Motion seconded by Annie Gilbert and voted 5-0 to unanimously approve.

Article 33: Funding to repair Hacienda Way submitted by Courtney Famiglietti of Hacienda Way and requesting approval of appropriated funds of about \$110,000 to assist with bringing the street up to code and to be accepted as a public way. The road has never been paved in 40 years. The developer failed to carry out his obligations. Paul Matarazzo said the Town seized the bond several years back which was only for \$19,000 (1970's) and not enough to get the road to acceptance. The culvert collapsed and the Town had to step

in to block the culvert. Town Engineer Al Martino reviewed the punch list of what has to be done to bring the road up to code which amounts to \$46,00 for a full reclamation of the road. They need to clean two catch basins and a few segments of pipeline, paint the hydrant and set the stone bonds and lot corners for a cost of approximately \$93,000. If accepted they would want to make repairs to the water line and gain acceptance of the easements which are crucial. The Board will table this Article for now and meet prior to Town Meeting to make a determination on this Article.

VI. Consent Agenda

A. Appointments by the Town Manager

Alex Vispoli moved to approve the appointments by the Town Manager as listed in the Consent Agenda. Motion seconded by Annie Gilbert. Motion passes unanimously on a vote of 5-0.

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.

SEASONAL POSITIONS

Department	Name	Position	Rate/Term	Date of Hire
Department of Public Works	Randy Farnan (Bruce Page)	Highway Equipment Operator II	\$29.19/hr.	4/26/2022
Community Services Recreation	Amanda Daniels	Seasonal	\$25.00/hr.	4/19/2022
Facilities	Arthur Miranda (Maurice Osteen)	Part time Weekend and Holidays Security Guard	\$22.79/hr.	5/1/2022
Commission on Diversity, equity and Inclusion	Edward Mukalazi	Student Representative	Term Expires 6/30/2025	04/25/200

VII. Approval of Minutes:

A. Board to approve Minutes of March 3, March 9, (Triboard), and March 21, 2022 Motion

Annie Gilbert moved to approve the Select Board Minutes of March 3, March 9, (Triboard) and March 21, 2022 as presented. Motion seconded by Alex Vispoli and voted 3-0-2 to approve. Laura Gregory and Melissa Danisch abstained.

IX. Board to consider voting to accept the following Select Board Meeting Schedule June 13, June 27, July 13 (Wed), August 1, and August 15 2022.

Alex Vispoli moved to approve the Select Board Meeting dates as printed. Motion seconded by Melissa Danisch. Motion passes 5-0.

X. A. Executive Session

At 9:27 PM Alex Vispoli moved that the Board vote to go into Executive Session for confidential communication with Town Counsel and pursuant to option 6 to discuss the purchase, exchange, lease or value of real property, and to approve and not release Executive Session Minutes of April 13, 2022, and for the Chair to declare that an open session may have a detrimental effect on the negotiating position of the Town; and not to return to Open Session. The Chair so declared. Motion seconded by Annie Gilbert. Roll call: L. Gregory-Y, A. Gilbert-Y, A. Vispoli-Y, M. Danisch-Y, C. Huntress-Y. Motion passes 5-0.

VIII. Adjourn

At 9:27 P.M. the Select Board adjourned from the Select Board Meeting of Monday, of April 25, 2022 and to move to Executive Session, not to return.

Respectfully submitted

Dee DeLorenzo
Recording Secretary

April 25, 2022 (3.0)

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

I. Call to Order

Chairman Huntress called the Select Board Meeting of May 2, 2022 to order at 7:05 PM.

Members present: Alex Vispoli, Melissa Danisch, Laura Gregory and Annie Gilbert who participated remotely.

Others in attendance: Town Manager Andrew Flanagan, 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.

III. Communications/Announcements/Liaison Reports

The Town Manager thanked everyone who submitted applications to the Town's Inaugural Participatory Budgeting Program, receiving 60 applications for consideration. A few highlights include Wi-Fi in the Park, additions to Memorial Hall Library of Things that go beyond books, a community message board at Ballardvale playground, and some new benches on Summer Street. More information is available on the Town Website where the projects can be tracked as well as instructions on how to apply for the second round of funding. The Mobil Town Hall will be at Deyermund Field this Friday from 11-2 PM.

Janet Nicosia, Director of Facilities spoke about assisted listening accommodations to be available at Town Meeting this year. The software platform 'Listen Everywhere' will be available along with listening devices installed at Town Meeting to help those with hearing disabilities. They will have live captioning of Town Meeting through the audio system on the big screens, and a QR Code that can be scanned with one's smartphone to receive the live captioning on their own smartphone. The free app, "Listen Everywhere" can be downloaded and people will be able to scan into the room and use their own earphones and hear the audience amplified into their phones. Earphones will be provided at Town Meeting for those that need them. There will be a table at Town Meeting hosted by IT and the Commission on Disability to help people download access to the website.

Tom Urbelis spoke about the last several Select Board meetings where speakers repeatedly attacked the Town Record's Access Officer and himself for invoking the attorney client privilege in response to certain public record requests. They have accused the Town of stonewalling, not being transparent, and not providing information that the public is entitled to receive from an open government, suggesting that the Town should waive or ignore the Attorney Client Privilege. Atty. Urbelis discussed the responses which the Town has provided to requests for documents and the effect upon the Town.

The speakers' complaints are not with the Town, but with the Massachusetts Supreme Judicial Court, the Supervisor of Public Records, and the Massachusetts Legislature along with the Massachusetts Governor which he discussed each of those in turn along with the responses which the town has provided

Atty. Urbelis reported that on numerous occasions in writing and at public meetings of the Select Board, the Town has cited and referred speakers to the case of Suffolk Construction Company vs Commonwealth Department of Capital Asset Management as a ground for not producing certain documents, decision written by Chief Justice Marshall. Atty. Urbelis spoke about the 2007 Supreme Judicial Court opinion on that case where the issue was whether by enacting the public records law, the Legislature intended to extinguish the protection provided by Attorney Client Privilege to public officers, employees and governmental entities subject to that law.

The Supervisor of Public Records acknowledged that the Public Records Law lists several categories of documents that are exempt from that law but does not list documents subject to attorney client privilege. The legislature enacted, and the Governor has signed, the Open Meeting Law and specifically acknowledges that meetings held to discuss litigation strategy with attorneys may be closed to the public and minutes of those meetings are not available to the public.

In the past 15 years, the legislature has not enacted any other legislation to negate what Chief Marshall said and what the unanimous court did regarding the Public Records Law. The Supervisor of Public Records has specifically acknowledged the attorney client privilege as an exemption to the public records law based upon the Suffolk Construction case and what Chief Justice Marshall articulated.

Attorney Urbelis also reported on the Public Records Laws and specific reasons on why producing documents for public records requests received were denied and why confidential documents will not be produced and specific authority for those reasons. Attorney client privilege decisions have been repeatedly explained to speakers. On April 20, 2022 Records Access Officer, Town Clerk Melissa Ripley wrote to Steven Walther, with regard to communications with Nixon Peabody, and explained in detail why those communications would not be provided.

Town Clerk Melissa Ripley noted that the recent ceremony held by the Andover Community Trust celebrating their 30th year of creation included a recognition to Susan Stott one of the founding members.

Alex Vispoli recognized former Andover High School student, EJ Perry on being signed by the Philadelphia Eagles Football Team, congratulations to the entire Perry Family.

Mr. Vispoli remarked on the tragic accident that occurred on Elm Street last week that took the life a pedestrian and has received several communications asking if the Town would be providing a response on what happened and what the Town is going to do to address safety issues in that area and other areas as well. The Town Manager replied that the Andover Police Department is investigating the accident. He has had communication with a number of residents in the area and they are in the process of putting together a

neighborhood meeting. They will wait for the outcome of the investigation to see what the cause is before projecting remedies and looking at a number of different ideas to mitigate the safety in the Elm Street corridor.

Chris Huntress announced that Crafts in the Park will be held this Saturday May 7th in The Park with 150 vendors participating.

IV. Citizens Petitions and Presentations

V. Public Hearings

A. Discontinuance of a Portion of Lewis Street as a Public Way

The public hearing opened at 7:38 PM. Atty. Tom Urbelis reported that this is tied in with the Annual Town Meeting where they will be asking the Town to discontinue that portion of Lewis Street. If Town Meeting approves the Warrant Articles be sold as part of the acquisition and disposition of the Town Yard property to the successful bidder, the first step in discontinuing a street or part of a street as a public way is a vote by the Select Board and if approved, would also need to be approved by Town Meeting. Alex Vispoli asked if the discontinuance was part of the original document put out. Atty Urbelis said the RFP included Lewis Street and possibly acquiring other undefined property, this would be in the context of the bid.

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

The area shown as "Portion of Lewis Street to be Discontinued 4,000'+/-on plan of land entitled Discontinuous of Plan, Portion of Lewis Street, Andover, Massachusetts prepared for Town of Andover, January 18, 2022, Scale 1" = 40', Andover Consultants, Inc., 1 East River Place, Methuen, Mass., and a copy of which Plan is on file with the Office of the Town Clerk; and upon approval by Town Meeting, that said portion of Lewis Street be discontinued as a public way in accordance with M.G.L. Chapter 82, Section 21, and the Select Board respectfully report said action to the Town for its allowance. In witness whereof, we said members of the Select Board have unto here set our hands and seals on this 2nd day of May, 2022. Motion seconded by Melissa Danisch.

The Planning Board has recommended approval.

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

VI. Regular Business

A. Trustees of the Punchard Free School Appointment

Trustees of the Punchard Free School Subcommittee to recommend the appointment of a member to the Trustees of the Punchard Free School to a term that will expire on March 26, 2024. Board to consider voting to approve Subcommittee's recommended appointment.

Melissa Danisch reported that she and Annie Gilbert, as subcommittee members, met virtually with six people who were interested in being a Trustee of the Punchard Free School. They interviewed everyone who expressed an interest and decided to recommend Michelle Carlburg.

Melissa Danisch moved to appoint Michelle Carlburg to be a Trustee of the Punchard Free School and to be appointed by the Select Board. Motion seconded by Annie Gilbert. Roll call: A. Vispoli-Y, M. Danisch-Y, L. Gregory-Y, A. Gilbert-Y, C. Huntress-Y. Motion passes unanimously 5-0.

B. Affordable Property Right of First Refusal

Board to review and to consider voting to not exercise its right of first refusal to purchase the affordable housing unit at 1 Francis Drive, Unit 1205.

Lisa Schwartz from the Planning Board reported on the affordable unit coming up for sale in a 62+ age restricted senior housing unit on River Road. This is a 'first-come' first serve opportunity for those who qualify and not limited to Andover residents. Andover Community Trust, Denise Johnson, reviews all of the paperwork, income qualifications, and moves the process forward; this is a 'first come-first serve' opportunity for a person(s) who is eligible. The purchase price is \$206,000.

Melissa Danisch moved to not exercise the Select Board's right of first refusal. Motion seconded by Alex Vispoli. Roll call: A. Gilbert-Y, L. Gregory-Y, M. Danisch-Y, A. Vispoli-Y, C. Huntress-Y. Motion passes unanimously 5-0.

C. Transfer of Land from the Conservation Commission to the Select Board

Atty. Urbelis reported that this is the second portion of the land swap approved by Town Meeting and a special act of the Legislature. The Select Board has previously signed the deed that transferred the land to the Conservation Commission. The Dog Park is located at 126 Tewksbury Street and the Compost Area on High Plain Road.

Alex Vispoli moved the Select Board move to approve and sign the Transfer of Land from the Town of Andover Conservation Commission to the Town of Andover Select Board for two parcels of land on High Plain Road shown as lot 1 and lot 2 containing approximately 4.401 acres and .677 acres respectively on plan of land in Andover Massachusetts prepared for the Town of Andover on January 20, 2020 by Andover Consultants Inc, as authorized by Chapter 14 of the Acts of 2022. Motion seconded by Melissa Danisch. Roll call: A. Vispoli-Y, L. Gregory-Y, A. Gilbert-Y, M. Danisch-Y, and C. Huntress-Y. Motion passes 5-0 unanimously.

VII. Consent Agenda

A. Appointments by the Select Board

Alex Vispoli moved that the following appointments of Election Workers be approved. Motion 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 unanimously.

Department	Name	Position	Rate/Term	Date of Hire
Town Clerk	Karen Dobbelaar	Election Worker	\$9.25/hr	3/23/2022
Town Clerk	Nancy Donahue	Election Worker	\$9.25/hr	3/23/2022
Town Clerk	Cynthia Barakatt	Election Worker	\$9.25/hr	3/23/2022
Town Clerk	Amy Janovsky	Election Worker	\$9.25/hr	3/23/2022
Town Clerk	Patricia Dell-Ross	Election Worker	\$9.25/hr	3/23/2022
Town Clerk	Patrick Donahue	Election Worker	\$9.25/hr	3/23/2022
Town Clerk	Edna Allen	Election Worker	\$9.25/hr	3/23/2022
Town Clerk	Betsy Streeter	Election Worker	\$9.25/hr	3/23/2022
Town Clerk	Bonney Streeter	Election Worker	\$9.25/hr	3/23/2022
Town Clerk	James Blatchford	Election Worker	\$9.25/hr	3/23/2022
Town Clerk	George Woodward	Election Worker	\$9.25/hr	3/23/2022
Town Clerk	Susan Yavner	Election Worker	\$9.25/hr	3/23/2022

B. Appointments by the Town Manager

Alex Vispoli moved to approve the appointments by the Town Manager as listed in the Consent Agenda. Motion seconded by Melissa Danisch. Roll call: M. Danisch-Y, A. Vispoli-Y, L. Gregory-Y, A. Gilbert-Y, C. Huntress-Y. Motion passes 5-0.

Department	Name	Position	Rate/Term	Date of Hire
Department of Public Works	Patrick Kelly <i>(James Spaulding)</i>	Water Treatment Plant Operator	\$31.18/hr	5/16/2022
Department of Public Works	Cole Johansen <i>(Roland Benjamin)</i>	Water Treatment Plant Operator	\$30.56/hr	5/3/2022
Community Services – Recreation	Paul Miller	Seasonal	\$24.00/hr	4/25/2022
Community Services – Youth Services	Elijah Botkin	Seasonal	\$15.00/hr	5/10/2022
Patriotic Holiday Committee	Andrew Sievert	Member	Term Expires 6/30/2023	5/2/2022

IX. **Executive Session**

A. At 7:59 PM Alex Vispoli moved that the Board go into Executive Session for confidential communication with Town Counsel pursuant to option 6 to discuss the purchase, exchange, lease or value of real property and 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 April 13, 2022 and April 25, 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 Melissa Danisch. Roll call: A. Gilbert-Y, L. Gregory-Y, Danisch-Y, A. Vispoli-Y, C. Huntress-Y. Motion passes 5-0.

X. Adjourn

At 8:00 PM the Board adjourned from Open Session and moved to Executive Session not to return to Open Session.

Respectfully submitted,

*Dee DeLorenzo
Recording Secretary*

May 2 2022 (3.0)

Select Board Meeting
Minutes of Tuesday, May 17, 2022
Andover High School
Classroom 110
80 Shawsheen Road, Andover, MA 01810

I. Call to Order

Chairman Huntress called the Select Board Meeting of May 17, 2022 to order at 5:57 P.M.

Members present: Alex Vispoli, Melissa Danisch, Annie Gilbert.

Others in attendance: Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, Town Counsel Tom Urbelis, DPW Director Chris Cronin.

II. Regular Business

A. Annual Town Meeting Articles

Article 33 Funding to Repair Hacienda Way for Street Acceptance

The Town Manager provided an update on an amendment to Article 33 which was ruled out of order by the Town Moderator. Tom Urbelis recommended the Board, who had previously voted to approve, to recommend disapproval.

Chris Cronin will recommend disapproval although he is sympathetic to the residents on the street, the problem is the easements especially the easements for the water. He recommends putting the pieces in place in the right order.

Tom Urbelis said the developer walked away and we do not know who owns the property. He recommends they withdraw the article and between now and next year conduct a title search that will tell us who owns the road, who owns the easement, etc., and we will need a certification of title.

Courtney Famiglietti, who submitted Private Warrant Article #33, feels that if Article 33 were passed than there would be funds available to move forward.

Having the easements is important to the Town. This is a unique situation and the Board wants to work with Courtney to find common ground. The Town Manager suggested amending the article for just the legal work. The Board discussed the concerns and possible options to consider to move forward in some fashion.

The decision was to table Article 33 for tonight and to continue the discussion Wednesday night May 18th in Room 110 at AHS. Ms. Famiglietti said she would amend the Article to request funding for legal services.

III. Consent Agenda

A. Appointments by the Town Manager

Annie Gilbert moved that the following appointments by the Town Manager be approved. Motion seconded by Alex Vispoli and voted 4-0 to approve.

Department	Name	Position	Rate/Term	Date of Hire
Community Services	Angelina Rogers	Wellness and Support Coordinator	\$102,903.00/yr	6/27/2022
Memorial Hall Library	Nicole Kramer <i>(Stefani Traina)</i>	Programming and Partnerships Manager	\$69,875.94/yr	5/31/2022
Memorial Hall Library	Lisa Francine <i>(Stephanie Smith)</i>	Reference & Cataloging Librarian	\$69,875.94/yr	6/6/2022
Information Technology	Luke Davey <i>(Brian Smith)</i>	Technical Specialist I	\$58,247.68/yr	5/23/2022
Facilities	Jeffrey Loveless <i>(Robin Littlejohn)</i>	Maintenance Craftsperson and Carpenter	\$31.14/hr	5/31/2022
Department of Public Works	Nicholas Morasse <i>(Jason Ouellette)</i>	Water Meter Reader/Water Distribution Specialist 1	\$29.32/hr	6/7/2022
Community Services – Youth Services	Jared Edwards	Seasonal	\$15.00/hr	5/17/2022
Community Services – Recreation	Alyssa Desfosse	Seasonal	\$14.25/hr	5/6/2022
Commission on Diversity, Equity and Inclusion	Jenny Jun-lei Kravitz	Private Institution Representative	Term Expires June 30, 2025	5/17/2022
100 B Committee	Dr. Gopala Dwarakanath	Member	Term Expires June 30, 2025	5/17/2022
100 B Committee	Hayley Green	Member	Term Expires June 30, 2025	5/17/2022
100 B Committee	Patrick Lawlor	Member	Term Expires June 30, 2025	5/17/2022

IV. Adjourn

At 6:23 PM on a motion by Alex Vispoli and seconded by Annie Gilbert the Select Board voted 4-0 to adjourn the meeting of May 16, 2022.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

Select Board Meeting
Minutes of Tuesday, June 7, 2022
School Administration Building
2nd Floor School Committee Conference Room
30 Whittier Court, Andover, MA 01810

I. Call to Order – 7:00 P.M.

Chairman Vispoli called the Select Board Meeting of June 7, 2022 to order at 7:00 P.M.

Members present: Chris Huntress Annie Gilbert, L Gregory, and Melissa Danisch.

Others in attendance: Town Manager Andrew Flanagan, Town Clerk Melissa Ripley, and Town Counsel Tom Urbelis.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

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

B. Proclamation in Recognition of LGBTQ+ Pride Month

Lisa Casio from the DEI Commission read the Proclamation declaring that the Andover Select Board declares June 2022 LGBTQ+ Pride Month in the Town of Andover and urges all residents to take part in this observance. Annie Gilbert moved to accept the month of June 2022 as Pride Month in the Town of Andover. Motion seconded by Laura Gregory and voted 5-0 to approve.

On Saturday, June 25th South Church will once again hold a Pride Parade in Downtown Andover starting at 12:00 PM. Please join them for food games, and fun activities.

III. Communications/Announcements/Liaison Reports

The Town Manager provided an update on the Main Street Construction Project. There has been a lot of activity and the contractor has run into an unanticipated issue relative to railroad ties and labor shortage; however they expect to finish the service connections between Elm Square and Chestnut Street soon. The construction activity on Main Street should be drawing to a close and moving onto Essex Street.

Melissa Danish attended the Mix and Mingle of the Andover Arts Cultural Committee It was a great event and wonderful to see all of the artists.

Chris Huntress congratulated the AHS Class of 2022 who graduated last night. Thanks to the School Committee for hosting the event which was followed by Senior Safari held at AHS after a 2-year hiatus due to Covid; over 300 students attended the event.

Laura Gregory, who represents the Board on DEI Commission, read the letter in regards to the Buffalo shooting targeting Black people in Buffalo, New York. Andover continues to work together to contribute to an inclusive Andover to combat racism and discrimination. There are links on the DEI page on the Website.

Annie Gilbert thanked Chris Huntress on a sensational job as Chair of the Board over the past year and on behalf of the Board, welcomed Alex Vispoli as the new Chair.

Chairman Vispoli thanked the Patriotic Holiday Committee and Mark Comeiro on the Memorial Day Parade event. The 4th of July Pancake Breakfast is going to be back on this year along with the Spirit Parade. More details to follow.

IV. Citizens Petitions and Presentations

Kathy Grant, 83 Morton Street, Andover said the Warrant Article on evaluating Town Leadership did not pass at Town Meeting, but she provided additional facts that were not correctly reported and suggestions on the survey. She asked that they look at some of the top companies who use send out a performance survey to employees. Ms. Grant also commented on SMART Goals and goal setting for the Town Manager suggesting they follow the advice of the Mass Municipal Association.

Dick Howe, 3 Robandy Road thanked the Board for the gift he received at Town Meeting for his year of service on the Board.

V. Regular Business

A. Preservation Restriction

Board to review and consider voting to approve and accept a Preservation Restriction at 275 South Main Street. Atty. Mark Johnson reported on the Preservation Restriction which has been approved by the Commission, the State, the Andover Preservation Board and reviewed by Town Counsel.

Chris Huntress moved to approve and accept the Preservation Commission for 275 South Main Street, Andover, MA. Motion seconded by Melissa Danish and voted 5-0 to approve.

B. Acceptance of Gift from Andover Home for Aged People

Board to consider voting to accept a gift of \$16,000 from the Andover Home for Aged People to Andover Elder Services for podiatry care. This is an annual gift from the Andover Home for Aged People. Jane Burns, Director of Elder Services, thanked them for the funds for this program which provides a much-needed service.

Annie Gilbert moved to accept the gift of 16,000 from the Andover Home for Aged people to Elder Services podiatry care. Motion seconded by Laura Gregory and voted 5-0 to approve.

C. Special Municipal Employee Disclosure

Board to review and consider voting to sign Disclosure by a Special Municipal Employee of Financial Interest in Municipal Contract as required by M.G.L. c. 268A, § (20D). The Town Manager explained that a member of the Council on Aging would like to teach a course on Chinese Brush Painting at the Senior Center. The request has to be approved by the Board.

Laura Gregory moved for the Board to approve and sign the Disclosure by Grace Lin in a Special Municipal Employee of Financial Interest in Municipal Contract as required by M.G.L. c. 268A, § (20D) as presented. Motion seconded by Annie Gilbert and voted 5-0 to approve.

D. Select Board Goal Discussion

Board to discuss potential goals for 2022-2023 Town Manager & Select Board Strategic Goals & Objectives.

1. Review of the Town Manager's Goals/Response and Achievements as well as providing a new document for the coming year.

2. Schedule for Goals discussion: Chair Vispoli would like to discuss specific goals at the June 21 Goal workshop and received an update on this year's goals. In advance of the Goal's Workshop, the Board should send him any other goals they would like to add. They would hope to finalize the goals by July 6th or a date to be determined. Tonight they discussed the process and possible dates for voting on the goals (i.e. July 13-August 1-August 16).

Dick Howe, 3 Robandy Road, spoke about the process for the Town Manager's Goals which he has been very impressed with; although very few people are aware of the process. The Board should think more broadly about the nature of democracy in Andover and how democratic and well informed the citizens are. However, relatively few people have the benefit of knowing the entire range of issues. He suggests that the Town needs to provide more communication tools, especially since local press is drying up. Local Town officials should take the initiative to reach out to town residents about the nature of the information that is provided. For example, the communication could include a headline, links to presentations, and factual discussions of decisions reached. They could also consider providing a bi-weekly summary of information.

Annie Gilbert added that the League of Women Voters used to take notes and send out newsletters with a summary of previous issues. Moving along through Covid has changed the way we meet and linking various items and providing a short summary of meetings would be beneficial. The Committee agreed there is room for improvement and we have to address how we use social media. We need to work with our local media to help them to help us for more concise ways to report the information.

The Town Manager said that the Board will be receiving an update on the new website that will provide a variety of ways to review information

Kathy Grant, Morton Street, suggested the Board adopt Robert's Rules / Parliamentary Rules and put out information on agenda deadlines for Special Town Meeting. Melissa Ripley said she and Town Counsel are working on this.

VI. Consent Agenda

A. Appointments by the Town Manager

Annie Gilbert moved that the following appointments by the Town Manager be approved and that members of the Andover High School Building Committee be designated as Special Municipal Employees. Motion seconded by Chris Huntress. Motion voted 5-0 to approve.

Department	Name	Position	Rate/Term	Date of Hire
Andover Fire Rescue	Cameron Connor <i>(Deming Yang)</i>	Firefighter	\$61,359.82/yr	7/5/2022
Andover Fire Rescue	Andrew Silvestro <i>(John McMullen)</i>	Firefighter	\$61,359.82/yr	7/5/2022
Department of Public Works	Nicholas Viens <i>(Randy Farnan)</i>	Highway Equipment Operator I	\$26.68/hr	6/21/2022
Department of Public Works	Miguel Hernandez <i>(Patrick Kelley)</i>	Highway Equipment Operator I	\$25.87/hr	6/21/2022
Department of Public Works	Kevin Ring	Temporary Seasonal	\$18.00/hr	5/23/2022
Human Resources	Lynn Wronkowski	Temporary Benefits Assistant	\$40.00/hr	6/13/2022
Memorial Hall Library	Jianna Christopher	Temporary Sunday Substitute Librarian	\$45.00/hr	6/8/2022
Memorial Hall Library	Laura Harrington	Temporary Sunday Substitute Librarian	\$45.00/hr	6/8/2022
Community Services – Youth Services	Dia Arora	Seasonal	\$15.00/hr	5/2/2022
Community Services – Youth Services	Kaitlin MacAllister	Seasonal	\$15.00/hr	6/7/2022
Community Services – Youth Services	Lorenzo Raponi	Seasonal	\$15.00/hr	5/10/2022
Andover High School Building Committee	Andrew Flanagan	Member	Term Expires June 30, 2025	6/7/2022
Andover High School Building Committee	Dr. Magda Parvey	Member	Term Expires June 30, 2025	6/7/2022
Andover High School Building Committee	Caitlin Brown	Member	Term Expires June 30, 2025	6/7/2022
Andover High School Building Committee	Janet Nicosia	Member	Term Expires June 30, 2025	6/7/2022

Andover High School Building Committee	Mark Johnson	Chair	Term Expires June 30, 2025	6/7/2022
Andover High School Building Committee	Nancy Kimmelman	Member	Term Expires June 30, 2025	6/7/2022
Andover High School Building Committee	Michael Prout	Member	Term Expires June 30, 2025	6/7/2022
Andover High School Building Committee	Shannon Scully	Member	Term Expires June 30, 2025	6/7/2022
Andover High School Building Committee	Taylor Webber	Member	Term Expires June 30, 2025	6/7/2022

VII. Approval of Minutes

A. Board to approve minutes from the following meetings:

1. April 2, 2022
2. May 18, 2022

Chris Huntress moved to approve the Select Board Minutes of April 2, 2002 and May 18, 2022. Motion seconded by Melissa Danisch and voted 4-0-1 to approve. Laura Gregory abstained.

VIII. Adjourn

At 8:05 P.M. on a motion by Laura Gregory and seconded by Chris Huntress the Andover Select Board voted 5-0 to adjourn the meeting of Tuesday, June 7, 2022.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

June 7 2022 Select Board

Select Board Meeting
Minutes of Monday, June 13,
School Administration Building
2nd Floor School Committee Conference Room
30 Whittier Court, Andover, MA 01810

I. Call to Order – 7:00 P.M.

At 7:01 PM Chairman Vispoli opened the meeting of Monday, June 13, 2022.

Members in Attendance: Annie Gilbert, Chris Huntress, Melissa Danisch, Laura Gregory.

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

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

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

B. Proclamation in Recognition of Juneteenth

Albert Pless, Director of DEI, read the Proclamation in recognition of Juneteenth, a celebration of freedom that should be recognized by all citizens, to celebrate the centuries of courage and hope that has brought us to progress and possibilities. The Town of Andover proclaims June 19th 2022, as Juneteenth Day of Observance in the Town of Andover. We call upon the people of the United States to acknowledge and celebrate the end of the Civil War and the emancipation of Black Americans and commit together to eradicate systemic racism that still undermines our founding ideals and collective prosperity.

Laura Gregory moved to proclaim June 19th 2022 as Juneteenth day in the Town of Andover Massachusetts. Motion seconded by Annie Gilbert and voted 5-0 to approve.

III. Communications/Announcements/Liaison Reports

Mike Lindstrom announced that on Wednesday, June 15th at 6:30 at Memorial Hall Library, they will continue the public process on the Chandler Road Recreational Area. They are taking the feedback from the initial two meetings. They will continue to meet over the summer, and they encourage everyone to attend.

Tom Urbelis provided an update on Article One in the Special Town Meeting which called for a one-time transfer of funds of \$800 to particular school employees. The Select Board recommended unanimously disapproval of that article, as did the School Committee and the Finance Committee at Town Meeting.

At Town Meeting, Attorney Urbelis read from an opinion of Labor and School Counsel that the article was unlawful because it violated collective bargaining laws. The Article passed by a vote of 250-231 oppose, subsequent to that, the president of the Andover Education Association wrote to the School Committee to demand bargaining to execute a one-time transfer of funds to the relevant employees. On June 8th, Susan McCready, Chair of the School Committee, responded to the President of the AEA on behalf of the Committee, that they reject the demand to bargain that

it was unlawful under General Laws Chapter 150 E and would require the reopening of a collective bargaining agreement that was fully negotiated, ratified by the Andover Instructional Assistant's membership and approved by the School Committee more than two months ago. Accordingly, the School Committee rejected the demand to bargain.

Laura Gregory announced that the Town of Andover and Andover Diverse in partnership with Social Justice Coalition of South Church are celebrating Juneteenth on Saturday June 18th at the Robb from 12-3:00 PM.

Annie Gilbert asked what the next steps would be to consider the Town Governance Study Committee recommendations. Alex Vispoli recently spoke with Jon Stumpf, Chair of the Governance Committee, and they expect to present their findings to the Board in July after which the Board will develop a timeline. There has been a desire to hold a fall Town Meeting to consider the Governance recommendations.

IV. Citizens Petitions and Presentations - none

V. Public Hearings. Annie Gilbert recused herself for the first three items at this time.

A. Liquor License All Alcoholic Beverages Not to be Drunk on Premises – Downtown Liquors

Board to review and consider voting to approve the application of Prince Liquors, Inc. d/b/a Downtown Liquors, for a new All Alcoholic Beverages Not to be Drunk on Premises License at 89 North Main St., Andover, MA. They are looking for a license to do business in Andover.

Melissa Ripley reported that all paperwork is in order, however some residents have expressed concern about having another liquor store in the area and parking issues. They have sent a letter to the Select Board asking that the Select Board decline this application. Alex Vispoli acknowledged that he spoke with the resident, Karen Courtney today. Alex thanked Melissa for provide the map showing the current liquor stores in town.

Questions of the Board: Chris Huntress is concerned about the location and where consumers would park. *They have on-street parking is shared with other businesses in that location (5 spots in the front and 3 on the side).* Melissa Danisch shares the same concerns on parking that it would be challenging. Response: *Applicants Offered to apply for 15-minute parking on the front.*

Alex Vispoli read the email from Karen Courtney who is in opposition of the liquor store into the record. The business area at 89 North Street currently has over 15 tenants and businesses with six parking spaces, the addition of the liquor store will increase parking in an already busy area. There is another liquor store in the same area and Ms. Courtney said they currently experience heavy traffic, parking, noise, etc. in their neighborhood and this request would be a severe hardship to the neighbors. An All-Liquor Sales Store would be open until 10:00 PM every night and adversely affect the quality of life for the abutters. She respectfully requests that the Town deny this petition.

Melissa Ripley provided a list and map of liquor stores/locations across the Town of Andover. Tom Urbelis provided information in the statute that controls this decision; i.e. traffic, noise, public convenience, etc. Laura Gregory's concern is with the traffic and parking and feels it is not an obvious need. Alex Vispoli also shares the concern about parking and there are other businesses there that would compete even more for parking.

Open to Public Comments: None

The applicant withdrew the request for Prince Liquors, Inc.

Laura Gregory moved to accept the petitioner's withdrawal of the application of Prince Liquors, Inc. d/b/a Downtown Liquors, for a new All Alcoholic Beverages Not to be Drunk on Premises License at 89 North Main St., Andover, MA. Motion seconded by Chris Huntress and voted 4-0-1 to approve. Annie Gilbert not present for the vote.

B. Liquor License Change in Manager – Wine-Sense

Board to review and consider voting to approve the application of Wine-Sense, Ltd., d/b/a Wine-Sense, 166 North Main Street, for a Liquor License Change of Manager to their Wine Only Beverages Not to be Drunk on Premises License to Samantha Ettore of 42 Farrwood Drive, Andover, MA.

Chris Huntress moved to approve the application of Wine-Sense, Ltd. d/b/a Wine-Sense, 166 North Main Street, for a Liquor License Change of Manager to their Wine Only Beverages Not to be Drunk on Premises License to Samantha Ettore of 42 Farrwood Drive, Andover, MA. subject that all other requirements of the Town are met. Melissa Danisch seconded the motion. Motion voted 4-0 to approve.

C. Liquor License Change in Manager – Andover Classic Wines, LLC

Board to review and consider voting to approve the application of Andover Classic Wines, LLC, 209 North Main Street, for a Liquor License Change of Manager to their All Kinds of Alcoholic Beverages Not to Be Drunk on the Premises License to Gina Agostini of 174 North Main Street, Andover, MA. Melissa reported that all paperwork is in order.

Melissa Danisch moved to approve the application of Andover Classic Wines LLC d/b/ as Andover Classic Wines, 209 North Main Street, Andover, MA 01810 for a change of manager to their All Kinds of Alcoholic Beverages Not to Be Drunk on the Premises License to Gina Agostini of 174 North Main Street, Andover, MA 01810, subject to the condition that all other requirements of the Town are met. The motion was seconded by Chris Huntress and voted 4-0 to approve.

Selectperson Annie Gilbert returned to the meeting at this time.

D. National Grid and Verizon Request to Construct a Line of Underground Electric Conduits – Beacon Street

Board to review and consider voting to approve a petition from Massachusetts Electric Company d/b/a National Grid and Verizon New England, Inc. to construct a line of underground electric conduits, including the necessary protecting and sustaining fixtures, under and across the public ways of Beacon Street. The petition was presented by representative of National Grid. The work will take approximately 2-3 days to complete the work. They are replacing the pole. The applications have been approved by the Andover Police and Fire. Public comments: None.

Chris Huntress moved to approve the petition from Massachusetts Electric Company d/b/a National Grid and Verizon New England, Inc. to construct a line of underground electric

conduits, including the necessary protecting and sustaining fixtures, under and across the public ways of Beacon Street. Motion seconded by Annie Gilbert and voted 5-0 to approve.

E. National Grid and Verizon Request to Relocate Pole – Beacon Street

Board to review and consider voting to approve a petition from Massachusetts Electric Company d/b/a National Grid and Verizon New England, Inc. to locate poles, wires and fixtures, including the necessary sustaining and protecting fixtures, along and across the public way of Beacon Street. The representative from National Grid explained the request. There was no public comment. Chris Huntress shared that the Town Engineer, Police Dept. and Fire Dept. have all signed off on the petition.

Melissa Danisch moved to approve a petition from Massachusetts Electric Company d/b/a National Grid and Verizon New England, Inc. to locate poles, wires and fixtures, including the necessary sustaining and protecting fixtures, along and across the public way of Beacon Street. Motion seconded by Chris Huntress and voted 5-0 to approve.

F. Eversource Request to Excavate – Central Street, Torr Street and Phillips Street

Board to review and consider voting to approve a petition from Eversource to excavate for the purpose of replacing and or extending its gas mains and to make the necessary house connections along said extensions along and across the public ways of Central Street from Abbot Bridge Drive to Torr Street, Torr Street and Phillips Street from Torr Street to Abbot Street. Representatives from Eversource in attendance explained the project and that it will take 2-3 months to complete and expects to start the project within the next two weeks. Service interruptions will only occur upon date of individual installations, and homeowners will be notified. They will work with the Police Dept. on traffic control. Every service will have a valve in the street to shut off their flow valve to shut off gas. The stamped plans were provided to the DPW today. Chris Cronin said they have a set of plans that can be provided to the Fire/Police if needed.

The Torr Street residents asked if there will be an engineer on site. The Eversource representative said that project managers and site inspectors would be on site for the duration of the project, but not engineers. The resident at 87 Central Street, who lives about 200' from Torr Street, said they have had problems over the years with this area and disturbances. He requested they start the project at Torr Street. Ken Welch from Eversource will meet with the resident at 87 Central Street. He understands there is an impact to the neighborhood.

Annie Gilbert moved to approve a petition from Eversource to excavate for the purpose of replacing and or extending its gas mains and to make the necessary house connections along said extensions along and across the public ways of Central Street from Abbot Bridge Drive to Torr Street, Torr Street and Phillips Street from Torr Street to Abbot Street. Motion seconded by Melissa Danisch and voted 5-0 to approve.

VI. Regular Business

A. Common Victualler License – Brookwood Park Café, LLC

Board to review and consider voting to approve the application of Brookwood Park Café, LLC for a Common Victualler License at 165 Dascomb Rd., Andover, MA. Melissa Ripley reported that all the paperwork is in order.

Melissa Danisch moved to approve application of Brookwood Park Café, LLC for a Common Victualler License at 165 Dascomb Rd., Andover, MA. Motion seconded by Chris Huntress and voted 5-0 to approve.

B. Short-Term Borrowing

Town Treasurer Mr. Morse reported that on June 8, 2022 the Town issued \$725,000 in Bond Anticipation Notes with Piper Sandler & Company came in with the lowest bid with a net interest cost of 2.49%. of 117 days of issuance and maturity date of less than 4-months. The borrowing consists of \$500,00 for water main replacements, \$25,000 towards fire apparatus replacement, \$100,000 towards minor storm drainage, \$50,000 towards town/school energy initiatives, and \$50,000 for Fishbrook intake replacement.

Annie Gilbert moved to adopt the votes presented as prepared by Bond Counsel in connection with the Town's June 2022 Bond Anticipation note issue and to incorporate the text of such votes in the minutes of this meeting. Motion seconded by Melissa Danisch and voted 5-0 to approve.
[Vote of the Select Board](#)

C. Sidewalk Master Plan and Pedestrian Master Plan

DPW Director, Chris Cronin provided a combined presentation on the Sidewalk Master Plan and the Pedestrian Master Plan. There will be 30-days allowed for public comment. They are partnering with Consultant Environmental Partners on this project.

Conrad Ledger, Director of Infrastructure matters for Environmental Partners provided an overview of the plan that includes the program goals and focus of the project which is the sidewalk infrastructure and curb ramps. A full inventory of the sidewalks in the entire Town has been completed rating the sidewalks and curb ramp infrastructure as good/fair/poor or replace.. The majority of the sidewalks and ramps are good/excellent. There are 59.9 miles of sidewalks with 72.4% in good/ excellent condition and of the 1,002 Ramps 69% were found to be rated good/excellent.

Cost for Sidewalks: \$9,239,000 includes \$462,800 for replacements and \$376,200 for isolated structural repairs. Ramps: \$1,618,800 which includes \$456,000 for good ramps, \$988,000 for Fair, and \$174,800 for those in the poor category.

Next step was prioritizing the repairs starting with priority pedestrian routes (schools, businesses, mixed use/developments, parks/recreation areas and community buildings), then creating a prioritized capital improvement plan for pedestrian infrastructure. As part of the project they have provided a Public Comment Tool to hear from the users of the structures. The comment tool will be available for 30-days. Link for comments: <https://tinyurl.com/npemjcb>

Resident (I think it was Willa Rapp?) at 10 Launching Road talked about access for people who have difficulty getting around. Dennis Richards, 129 Haverhill Street hopes that they consider public input from different points of view, difficulty getting around, exercise/running. He recently sent a letter to the Board on Complete Streets in regard to the northeast section of Town(Haverhill/High Street area) and the connection between Andover and other towns around us.

Comments included coordinating the project with the Commission on Disability for people who have difficulty getting around. Complete Streets are those streets that are safe and comfortable. Now that the inventory has been conducted, they will keep the map updated.

Annie Gilbert asked if there will be an ongoing process for public comment after the initial 30-day comment period. Mr. Cronin said that they are always looking for public comment and can leave the public comment portal open. They will begin the process of maintenance once sidewalk work is completed.

Chris Huntress referred to a previous discussion the Board had with using social media to communicate information. It would be helpful to keep the portal open to capture as much activity as possible would be helpful. The Town Manager said they will take advantage of all media opportunities to communicate this information and keep the public comment portal open longer.

Laura Gregory said that in the last 2.5 years they have seen more people and dogs on sidewalks as we return to normal activity; her concern is with looking at the numbers that are increasing the need to contemplate a time frame on how we are going to address this and the cost.

D. Complete Streets Policy (1st Reading)

Complete Streets Program through Mass DOT is a three-tier process that looks at all modes of transportation. The program has been around since 2017. It was noted that 66% of communities in the Commonwealth have adopted a local Complete Streets Policy, 56% of Mass cities and towns have developed a Complete Streets Prioritization Plan, and 41% of Mass municipalities have implemented a Complete Streets project using program funding.

Tier 1. Complete Streets Training and Policy; Tier 2. Complete Streets Prioritization Plan, and Tier 3 is the Complete Streets project construction. There are rolling deadlines that have to happen on a yearly basis. Guidance has been provided on developing a policy and the next steps are for the Board to vote to approve the policy. The Town submits the policy to MassDOT through an online portal for approval. Once approved, the town enters into a contract with MassDOT for reimbursement or technical assistance. Once NTP Tier 2 Prioritization Plan work begins, Tier 2 is submitted to MassDOT for approval. Once approved, the Town is eligible to apply for construction funding.

Annie Gilbert asked when the prioritization plan is created if there are certain projects the State is looking to fund? The response was that they will be looking for rehabilitation of sidewalks, and connection points for all modes of transportation. Residents have submitted some revised language i.e. will vs may, does that make a difference? It is Annie's view that 'will' confirms the Town's commitment will reflects *They wanted to allow the Towns flexibility*. Several residents commented on the 'may' vs 'will' and changing to 'will to the greatest extent possible' makes the commitment clear that the Town will make this a complete part of everyday operations, and finally, there should be a citizen advisory board.

In the implementation section, they wanted to really spell out that this will be a public process. Mike Lindstrom said there will be a working group for this project. It seems that most communities are in the same place as Andover, which is developing a policy and they will call upon the stakeholders to help develop the plan. Andover is at Tier 1, approving the policy.

Andover's target date for the submission depends upon how long it takes the State to approve the policy.

ADA Transition Plan & Pedestrian Master Plan, pedestrian infrastructure has been ranked based on condition and priority locations.

Comments: Several residents spoke about needs for specific groups, i.e., cyclists. Mike Lindstrom said the working group will have dedicated areas for specific groups. Laura Gregory would like to see opportunities to strengthen the language and to speak with Joyce Losick-Yang to see if she has any suggestions on the language.

Based on the feedback tonight, the Town Manager will provide an overview based on the changes at an upcoming Select Board meeting (date to established).

E. Acceptance of the Deed and Approval of the Order of Taking for 138A Chandler Rd

Board to review and vote to accept the deed and approve the order of taking for 138A Chandler Road. This will complete the order of taking that was approved at Town Meeting. The Board will sign the necessary documents.

Chris Huntress moved to accept the deed and approve the order of taking for 138A Chandler Road. Motion seconded by Laura Gregory and voted 5-0 to approve.

F. Zoning Board of Appeals Appointments

Board to discuss process for appointments to the Zoning Board of Appeals.

In the past they have solicited interest and then put together a Sub-Committee to review all applicants and then make a recommendation to the full Board. Chris Huntress and Melissa Danisch volunteered to be part of the Sub-Committee.

Annie Gilbert moved to approve the process of appointments by the Select Board for the Zoning Board of Appeals and to appoint Chris Huntress and Melissa Danish as subcommittee members. Motion seconded by Laura Gregory and voted 5-0 to approve.

VII. Consent Agenda

A. Appointments by the Town Manager

Chris Huntress moved to vote that the following appointments by the Town Manager be approved. Motion seconded by Annie Gilbert and voted 5-0 to approve.

Department	Name	Position	Rate/Term	Date of Hire
Department of Public Works	Milagros Puello <i>(Anthony Reppucci)</i>	Assistant Town Engineer	\$100,885.16/yr	7/5/2022
Department of Public Works	Zach Laird	Temporary Sesonal	\$18.00/hr	6/13/2022
Department of Public Works	Owen Glover	Intern	\$18.00/hr	6/14/2022

Andover Green Advisory Board	Anna Du	Member	Term Expires June 30, 2025	7/1/2022
Andover Green Advisory Board	Vijayant Kumar	Member	Term Expires June 30, 2025	7/1/2022
Council on Aging	Joan Fox	Member	Term Expires June 30, 2025	7/1/2022
Council on Aging	Dorothy Hollenbeck	Member	Term Expires June 30, 2025	7/1/2022
Council on Aging	George Moran	Member	Term Expires June 30, 2025	7/1/2022
Council on Aging	Christina Vidoli	Member	Term Expires June 30, 2025	7/1/2022

VIII. Executive Session

A. At 9:19 PM Annie Gilbert moved that the Board vote to go into Executive Session for confidential communication with Town Counsel pursuant to Option 6 to discuss the purchase, exchange, lease or value of real property, and to approve and not release Executive Session Minutes of May 2, 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 Melissa Danisch. Roll call vote: A. Gilbert-Y, M. Danisch-Y, C. Huntress-Y, L. Gregory-Y, A. Vispoli-Y. Motion passes 5-0.

IX. Adjourn

At 9:19 PM the Board adjourned from Regular Session and moved to Executive Session not to return to Open Session.

Respectfully submitted,

Dee DeLorenzo

Recording Secretary

Select Board
Goal Setting Workshop

Tuesday, June 21, 2022

Town Offices

3rd Floor Select Board Conference Room

36 Bartlet Street, Andover, MA 01810

I. Call to Order

Select Board Chair, Alex Vispoli, called the Goal Setting Workshop to order at 7:00 PM.

Members in attendance Laura Gregory, Chris Huntress, Annie Gilbert, Melissa Danisch

Others in attendance: Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, Asst. Town Manager Patrick Lawlor.

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. Goal Setting Workshop

Alex Vispoli announced that the Goal Setting presentation will be provided by the Town Manager followed by discussion with the Select Board on the process.

A. Town Manager to update the Board on 2021-2022 Goals and Objectives

The Town Manager will go through the goals adopted by the Board and provide a progress report of their status as of today. When they transition into next year's goals, there will be overlaps of some of the goals, but they are updated with deliverables and timelines based on certain circumstances.

Main General Goal Areas:

Administration & Finance

Goal: Work with the Investment Committee to develop and finalize an investment strategy for the Town Pension Obligation Bond proceeds (POB). **Deliverable:** An investment strategy was developed and \$98M of the bond proceeds have been invested through a dollar cost averaging method. The Investment Advisory Committee will continue to meet even after all the funds are appropriated.

Goal: Develop a revenue recommendation for the FY23 Operating Budget and present to the Select Board as part of the annual budget process.

Deliverable: Presentation given to the Board in January 2022. The Town Manager's recommended budget was developed using the 10-year average as a benchmark and consistent with what was presented in the budget.

Goal: Include a presentation and statement that illustrates and explains the projected tax impact of the proposed budget in the Town Manager's Annual Budget & Financial Plan and as part of the regularly scheduled meeting. Evaluate projected and estimated tax impacts of the proposed budget and the debt service needed to fund the West Elementary School Building Project and POB's outside of the levy limit. The Tax Impact Statement should analyze the impacts of major budget drivers and provide a comparative summary, including the updated 10-year average and how the proposed budget relates to the average.

Deliverable: Presented Revenue Recommendation to the Board in January 2022. Using the 10-year average as a benchmark. The budget, and subsequent presentations included explanations on other tax impacts including the POB, an initial borrowing for year one of the WESP School Building Project and the Senior Tax Exemption. On average, about 150 people a year take advantage of the Senior Tax Exemption.

Goal: Develop policy framework for excess levy capacity that provides short and long term guidance on how it is managed in the context of the overall tax levy, average single family tax bill in the annual budget.

Deliverable: Policy Framework was presented and approved by the Board in January 2022. Long term options were discussed which will be included in next year's goals.

Goal: Develop framework for Town ARPA funds that focuses on investments that support promoting recreation and outdoor space, access and operational improvements, continued response to COVID-19 pandemic, expanding the capacity of water infrastructure and expanding access to human resources. |

Deliverable: The ARPA Framework Plan was presented to the Board and the Finance Committee. Upon approval and finalization of the plan by the Board, they began implementing aspects of the plan in the spring. They will present bi-annual updates expenditure category to the Board.

Goal: Secure federal funding for removal of lead water service lines. Develop a plan moving forward.

Deliverable: Working with our state delegation and the Governor's Office, the Commonwealth has \$5M earmarked for replacing the lead service water lines. A final plan will be presented once the funds have formally been secured. Service lines have been replaced as part of the water main improvement program where possible. Letters were sent to residents in an effort to identify additional lines. There is a plan in place with the EPA on how we will proceed.

Goal: Negotiate successor contracts for all town unions.

Deliverable: Two successor agreements have been ratified, one tentative agreement has been reached pending ratification, representing 80% of our unionized workforce. They will continue to negotiate agreements consistent with the Select Board's authorization.

Goal: Onboard new AYS Director and review mission and align programming.

Deliverable: The AYS Steering Committee developed a profile for the next Director and developed a community survey. The selection process is underway and expected to be completed in early July. Permanent staff were appointed in May. The Steering Committee has been very helpful in this process. Once appointed, the next Director will work with the administration on a strategic planning and visioning process.

Goal: Launch the Town's new Wellness & Support Services Division. Under the leadership of Wellness and Support Coordinator.

Deliverable: The Wellness and Support Services Department was proposed and approved as part of the FY2023 budget. The first coordinator has been hired and will start next week. The first task will be to identify what additional resources might be necessary. The Town has added capacity to its human services functions through a one-time state grant in the

amount of \$100,000 to support this Department (not for salary) and will also leverage ARPA funds to continue to build capacity.

2. 2022-2023 Goals

A. New Mobile App and Website Refresh Update

Patrick Lawlor provided an update on the mobile App refresh ANDOVER Central that will soon be launched and consistent with the branding of our one-stop customer service functions for residents and businesses. The App will be available through the App Store and Google Play with public access in early July. The app's main screen features the Town's most frequently used online and digital services including; request a service using the 311 platform, read and subscribe to Andover News, pay bills, view the Public Meeting Calendar, upcoming community events, agendas and minutes of board and committee meetings. In addition, you can find information on recycling and solid waste, visit the online permit center, research property information, and find information from all town departments.

The site's redesign will focus on what we know about our user's activity and an experience that is simpler and more user friendly. Andover's website is a portal for all town activity and services including permitting, licensing, election information, requests for service, emergency alerts and notifications that is the legal and official posting location for the Open Meeting Law.

An internal team has been established to serve as the Steering Committee for the new website with representation from the Town Manager's Office, Information Technology, DPW, Dept. of Community Services, and Community Development and Planning. This group will drive the internal decision-making process based on the experience of the power users from these departments. A residential group will be assembled for testing and feedback.

B. Andover Central Customer Service System Response Update.

www.andoverma.gov/data

Patrick Lawlor provided an update on the Town's 311 customer service requests and response patterns.

Self Service and staff entry of service requests are the two pathways for case management. There are variations in the use of the system with some departments utilizing the system as a work process management system. They would like it to be available for all departments and that all employees have an awareness of the 311 System. All the information is available in the data portal as well (in real time). This is the 'one-stop' shop for all service requests.

Chris Huntress asked if they could include an option for information on upcoming events and using a QR code. Patrick responded that they are working on that.

Goal: Citizen Response Management and Engagement

This goal when adopted was to continue to expand the fully-integrated customer service model within Town Offices, including the development and training program for frontline Town staff, developed by town staff, that focuses on professional training and development of those who most often interact with the public.

Deliverable: Finalize training program and begin implementation in 2022. Construction on the permanent customer service center is expected to begin this winter and the staffing component has been fully integrated into bargaining agreements. An internal credentialing program will allow staff to develop expertise across the organization. This is an on-going goal.

Goal: Reorganize existing resource to maximize and establish efficiencies through collective bargaining when necessary.

Deliverable: They negotiated language into all job descriptions of the Independent Association that allows them to move staff within the centralized service function, so people are working across department alliance regularly. They are always looking at vacancies and the evolving needs of the municipality which has created several efficiencies. They made adjustments to positions focused on: customer service, community development administration, engineering, finance, and recreation.

Goal: Continue to be a leader in the areas of transparency and engagement through module upgrades and data enhancement through the Town's portal-Andover Data and to develop quarterly reports to the Board on key metrics, trends, and response time.

Deliverable: All data modules were updated to include 2021 annual performance data; a new Grants dashboard was added to highlight grants received by departments.

Goal: Begin process for comprehensive update of the Town website and develop the framework for a regular communication. Explore the development of a mobile app and establish a resident focus group to support these efforts.

Deliverable: Focus group established in the winter of 2022. Mobile App developed and is ready for public launch; website update is underway through the work of the internal focus group; a resident feedback group will be developed to test and provide feedback.

Goal: Provide the Board with an update on departmental and division goals including relevant metrics and outcomes and potential barriers, including quarterly updates in the areas of DEI, Sustainability, Water & Business Engagement.

Deliverable: All data modules were updated to include 2021 annual performance data. A new grants dashboard was added to highlight grants received by departments.

Deliverable: The Board received an update on department goals at the April 2, 2022, Saturday Budget Meeting. Quarterly updates of these departments will begin in July 2022.

Capital Improvements:

Goal: Finalize design and develop implementation schedule for access and customer service improvements to Town offices with a focus on meeting space, ADA Compliance, customer service, and user experience.

Deliverable: Preliminary work has been ongoing to allow the transition of spaces; abatement is underway in certain areas and the full project scope work is expected to begin in the fall of 2022. The Town Manager's Office will be temporarily moving to the basement for a few months until the third-floor construction is completed. They will be utilizing all of the spaces as best they can.

Goal: Continue to implement the Gas Disaster Recovery Plan and provide incremental updates to the Select Board. They expect to finish all of the work by the end of the summer.
Deliverable: They have been providing updates and are beginning Year 3 implementation of the road program with Lot 1 and 2 reconstructions to be rebid in July 2022.

Goal: Continue to implement the sidewalk program and continue to incorporate it into the FY-2023-2027 CIP based on the sidewalk inventory report and prepare to present the sidewalk inventory report at a public meeting and bring prioritization matrix to the Board for approval.

Deliverable: Sidewalk Master Plan is currently open for public comment. A prioritization plan will be put forward in the fall of 2022 that will also align with Complete Streets policy and prioritization plan. The public facing portal is open and the response has been solid.

Goal: Begin visioning process and develop a funding plan for potential future uses of the Park Property on Chandler Road and align with the Recreation Park Master Plan.

Deliverable: Selected consultant to begin visioning process. Phase 1 to be funded from ARPA and the development of a funding plan will begin in summer 2022. Three public meetings have been held to date with the community to solicit input. A preferred design concept for the property will be finalized in the fall of 2022.

Goal: Develop Final Plan for capping Ledge Road Landfill.

Deliverable: Updated plan was presented to the Board in the Winter of 2022. Planning will continue throughout the summer and fall of 2022 for a final plan for the landfill.

Downtown Andover, HMD, & Economic Development

Goal: Continue to provide oversight to the Parking and Hardscape Improvement Project behind Old Town Hall. **Deliverable:** Based on project bid responses modifications to this project will be needed in order to proceed.

Goal: Work with the selected developer for 11 Lewis Street and negotiate and finalize the land disposition agreement (LDA) pending approval, negotiations will begin.

Deliverable: Negotiations are underway and will work with the selected developer to finalize the land disposition agreement (LDA)

Goal: Move the Route 133 Corridor Improvement Project to the 25% Design Phase with MassDOT.

Deliverable: Public input via surveys, in person and virtual meetings have been held. A preferred alternative for reimagining the 1.25-mile corridor has been developed and public input received. They are working with the consultant TEC and 25% of the Design Plans have been submitted to MassDOT for review and approval this past winter. A Public Hearing is targeted for the Summer/Fall 2022 and a community update provided in the fall.

Goal: Support work of Master Plan Steering Committee in their work to update the 2012 Master Plan.

Deliverable: The Master Plan Steering Committee (MPSC) conducted over 20 focus groups with approximately 190 residents and business owners. With the feedback received, they created an Affinity Map and from that, a resident survey was sent out receiving almost 700 responses. The MPSC received a \$60,000 grant from the Dept of Housing & Community

Development to hire a consultant to assist in the compilation of Plan.

Update: A Kickoff meeting will be held June 21st with additional information available soon.

Goal: River & Open Space Access.

They have been working with John Lavoie, Superintendent of the Gr. Lawrence Technical School on public safety access along the Heffron Right of Way and GLTS easement to the Merrimack River, including permitting, bidding and the start of construction. There will be parking for drop off and turnaround areas and we will provide power and a security camera. Three site walks were held over the past few weeks.

Update: They are in the middle of a peer review with the Conservation Commission and looking for more ADA access.

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

Update: The Open Space Task Force is currently in negotiations with two of the priority parcels approved at the 2021 Annual Town Meeting.

Goal: Continue to work collaboratively with the Merrimack River District Commission on regional access to the Merrimack River to improve the overall health of the river.

Update: The Town has signed an agreement with Clean Harbors/Safety Clean to place two booms (town owned) on the River and to collect and remove debris. They expect to get 2.5 seasons out of the \$75,000 in funding received. Having the resources allowed them to put out the RFP.

Goal: Kickoff Master Planning Process for Shawsheen River

Update: A kick-off meeting was held in January 2022 and stakeholder groups engaged throughout the winter which will be continued.

Update: They will reconvene public meetings in July to advance concepts and policies.

Goal: Increase access to the region's most scenic resources by constructing public pathways and enhancing river access for recreation. This is on-going.

Update: An update from the Land Manager was received this past winter. Currently, they are developing a comprehensive, accurate, and inclusive land management plan for the Town that guides the overall management and use of all conservation-controlled properties.

Energy & Sustainability

Goal: Begin work on the 2nd phase of the Climate & Sustainability Action Plan to address climate impacts, disaster preparedness, and sustainability for town and residents.

Deliverable: Climate Summit was held in April 2022 with more than 100 attendees. A workshop held on the second day kicked off the Climate and Sustainability Action Plan Engagement and feedback process.

Goal: Facilitate next steps for implementation of Andover's Community Choice Aggregation Program upon approval of the Dept of Public Utilities which includes continued community engagement and comprehensive mailing program.

Deliverable. The DPU issued its first information request on the draft of the Andover

Community Power Plan in June. This is a requisite step on the path for DPU approval and Town Management met with Good Energy to craft a response to DPU questions the first round of which was received last week.

Goal: Further align Town projects and sustainability initiatives with the Andover Green Advisory Board through a shared goals process.

Deliverable: Administration & SMT worked with AGAB this past winter.

Goal: Diversity, Equity & Inclusion

Onboard new Director of DEI and support this new resource and the DEI Commission as part of the ongoing effort to develop the Town's progress.

Deliverable: provided an update to the Board in March and April 2022 and developed a consensus set of shared goals to be implemented in late FY22 and will continue throughout 2023. The DEI Director continues to develop networks within the community and is supported by cross-department efforts and resources to facilitate the Town's DEI program

Goal: Support the work of the DEI Director and Commission as they work to implement the action items of the strategic plan, including identifying and implementing training opportunities for Town employees.

Deliverable: A DEI survey was recently distributed to Town employees and will be part of the data collection to drive training opportunities for Town employees. They look forward to bringing members of the DEI to the Select Board.

Draft Goals 2022-2023

The Town Manager went through the list of the new goals some of which are overlapping goals.

Goals: Administration & Finance for 2022.2023.

Goal: Continue to work with Investment Committee to develop and recommend an investment strategy for the Town's Pension Obligation Bond proceeds.

Deliverable: Continue to develop ongoing investment strategy and recommend asset allocation changes as necessary

Goal: Develop a revenue recommendation for the FY 2024 Operating Budget and present to the Select Board as part of the annual budget process.

Deliverable: Present Revenue recommendations to the Board in January 2023 as part of the budget kick-off.

Goal: Include presentation on projected tax increase as part of the regularly scheduled meeting to review and evaluate projected and estimated tax impacts of 1) the proposed budget and 2) the debt service needed to fund WESP & POB outside of the levy limit and to include a tax impact statement in the Town Manager's Annual Budget & Financial Plan that should include impacts of major budget drivers and provide a comprehensive summary, including the updated 10-year average and how the proposed budget relates to the average.

Deliverable: Establish the 10-year average single family tax increase as the benchmark for building the annual budget. Include tax impact statement as part of the Annual Budget & Financial Plan that provides comparative analysis of how the increase relates to the

benchmark and identifies major budget drivers and the relative tax implications. Identify any economic implications that may impact the annual increase.

Goal: Review staffing levels in both the Police and Fire Departments and provide a staffing recommendation as part of the FY-24 budget proposal. There has been no real change in Police and Fire in 15 years. *Deliverable:* Include staffing plan with the FY-2024 recommended budget.

Goal: Develop draft for special legislation that will enable the Town to adjust the annual amount of exempt debt service from the Pension Obligation Bond Plan. *Deliverable:* To work with the legislature to draft, file and adopt legislation.

Response: Needs to be consistent with what was voted on at Town Meeting. Alex Vispoli would like to have discussions on this.

Goal: Continue to manage the Town's American Rescue Plan Act Funds (ARPA)
Deliverable: Present the Board with a bi-annual update by expenditure category.

Goal: Secure funding from the State for removal of lead water service lines.
Deliverable: Funds have been earmarked, the goal is to finalize the work and begin the work. They anticipate the funding to happen at the end of August.

Goal: Continue to negotiate all successor contracts for all town unions.
Deliverable: They will continue to negotiate with the units that are not settled.

Goal: Onboard the AYS Director and review inclusion and align programming.
Deliverable: Begin the work in Summer 2022 and after appointment to engage the public in this next chapter. The response to the opening and the candidates has been strong. There will be a major open house and engagement with the public once the Director is appointed.

Goal: Launch the Town's new Wellness and Support Services Division under the leadership of Wellness and Support Coordinator.
Deliverable: Identify necessary resources and collaborate with the Health Division on the Community Health Assessment. Community Health Assessment timeline is one year.

Goal: Citizen Response & Engagement
Collaboration with the Board to define and implement an enhanced communication function.
Deliverable: Present plan to Board in the Summer of 2022 and implement soon after.

Goal: Continue to expand the fully integrated customer service model within Town offices, including the development of a training program for frontline town staff that focuses on training and development for staff who most often interact with the public.
Deliverable: Continue working with a joint/employee/management committee on the customer service experience development program.

Goal: Reorganize existing resources to maximize productivity and establish efficiencies through collective bargaining when necessary.
Deliverable: On-going

Goal: Continue to be a leader in the areas of transparency and engagement through module upgrades and data enhancement through the Town's data portal – Andover data. Develop quarterly reports to the Board on key metrics, trends and response times.

Deliverable: On-going.

Goal: Continue to manage and update the Town website.

Deliverable: Establish resident focus group in the fall of 2022; launch new website in the fall/winter of 2022.

Goal: Update the Board on departmental and division goals including relevant metrics and outcomes and potential barriers, including quarterly updates in the areas of DEI, Sustainability, Water and Business Engagement.

Deliverable: Quarterly updates.

Capital Improvements

Goal: Finalize design and develop implementation plans and schedule for access and customer service improvements to Town Offices with a focus on meeting space, ADA compliance, customer service and user experience.

Deliverable: Begin construction in the fall of 2022.

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

Deliverable: Begin Year 4 of implementation of the road restoration program. Municipal lots will be rebid in July 2022.

Goal: Continue to implement the sidewalk program and to incorporate it into the FY 2024-2028 CIP based on the Sidewalk Master Plan.

Deliverable: Begin to implement the prioritization plan created through the Sidewalk Master Plan process. The public portal for comments is open. Report will be given to the Board in the fall.

The Board asked about the request to have a sidewalk along the Chestnut Street side of the Park. Response: The parallel parking piece is not part of the plan, but the sidewalk piece is part of the plan.

Goal: Develop Plan for Capping the Ledge Road Landfill:

Deliverable: The project is now fundamentally different requiring an update of the permitting as necessary for landfill closure and present final plans this fall. We have the funding and expect to bid the project in the fall and begin in the work in the spring of 2023 that will take at least 18 months. There will be no active recreation for the property.

Goal: Continue to identify and implement accessibility improvements throughout Town.

Deliverable: Continue to work with the Commission on Disability to identify ADA needs as they relate to capital projects. The Town Manager thanked Janet Nicosia who has been an advocate for residents.

Goal: Develop Complete Streets Prioritization Plan and submit to the State for approval.

Deliverable: Goal is to complete in the fall of 2022 and to collaborate with stakeholders to identify eligible projects to submit as part of the prioritization plan.

Goal: Develop preferred concept and financing plans for recreational improvements including, but not limited to developing the Park Property and the potential construction of a rail trail.

Deliverable: Finalize the preferred concept with the community in the winter of 2022 in preparation for the 2023 Annual Town Meeting including initial funding recommendation in the CIP.

Goal: Continue to provide oversight to the parking and Hardscape Improvement Project behind Old Town Hall.

Deliverable: Re-construction of lots 1 and 2 will begin in the Fall of 2022 based on bid results.

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

Deliverable: Negotiations with MINCO Development will continue.

Goal: Move the Route 133 Corridor Improvement Project to the 25% Design Phase with MassDOT.

Deliverable: Continue to engage the public in the design process; hold 25% design public hearing in the fall of 2022.

Goal: Support the work of the Master Plan Steering Committee in their work to update the 2012 Master Plan.

Deliverable: Continue the Master plan timeline and scope of work with a public input event in September 2022.

Goal: Develop process for considering 25 MPH speed limit requests.

Deliverable: Present process in the fall of 2022.

Chris Huntress asked about the construction staging area located on High Street and if it will continue to be used for this purpose and what the long-term goal is for this parcel. The Town Manager said the site is still in use but night work will not continue through the construction season. They expect to continue using it in the winter months for snow removal.

Goal: River & Open Space Access

Complete the Merrimack River Access Project along the Heffron Right of Way and the GLTS easement that will provide public safety and public access to the river.

Deliverable: Complete the Conservation Review in summer of 2022 and prepare bid documents for Fall 2022 bidding and construction.

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

Deliverable: Ongoing.

Annie Gilbert asked if there should be language in the goal to identify ADA-compliant access to the river area.

Goal: Develop plan to collect trash and debris in the Merrimack River:

Deliverable: The Town is finalizing an agreement to place its own booms in targeted areas along Andover's shoreline to collect and professionally remove debris.

Goal: Continue the Master Planning Process for the Shawsheen River and improve safe access for fishing and boating.

Deliverable: Complete the Master Plan in the winter of 2022.

Goal: Increase access to our region's most scenic resources for the Shawsheen River and improve access for fishing and boating.

Deliverable: Completed the Master Plan – work is ongoing.

Goal: Finalize Climate Action Plan

Deliverable: Deliver draft of the Andover Climate Action Plan by June 2023.

Goal: Facilitate the next steps for implementation of Andover's Community Choice Aggregation Program upon approval of the Dept of Public Works which includes continued community engagement and comprehensive mailing program.

Deliverable: Review and respond to DPU information requests to prepare for final approval. Tentative target date of June 2023.

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

Deliverable: Work with AGAB to implement shared goals including Complete Street Prioritization Plan, Town Tree Policy and C-Space.

Goal: Incorporate sustainability features into town projects.

Deliverable: Develop sustainable features as part of the final design of the Park Property.

Goal: Support the work of the Director of Diversity, Equity and the DEI Commission as part of the ongoing effort to develop the Town's DEI program(s).

Deliverable: Ongoing.

Goal: Support the work of the DEI Director and DEI Commission as they work to implement the action items of the strategic plan, including identifying and implementing training opportunities for Town employees.

Deliverable: Implement the results of the DEI employee survey.

Comments from the Board:

Citizen Response Management & Engagement: In reference to the comments from Dick Howe at a recent Board meeting, there is nothing we hear more frequently about than the need for more communication. As we look at the desire for more social media engagement, and focus on a comprehensive communication strategy and rollout, we should think about bringing in a dedicated resource as a Communication Resource person and explore what that might look like. The Town Manager has shown a tremendous amount of strength to not add staff, but this is something we should be considering within this goal. The Board discussed possibly sending out a survey and other ideas on how to find out who is not getting the information and in what ways they could be reached. Having a comprehensive communications plan would be helpful.

Communicating proactively would offset some of the comments on social media without taking a lot of time from administrative focus. Some of the pieces are already in place with the Customer Service Center, we need to look at all of the pieces.

The Board asked the Town Manager to come back to them with some funding options, and options for a goal. Mr. Flanagan said he will need direction from the Board on how to offset the position.

Another goal to consider is to create a subcommittee or process to work on updating and revamping the Select Board Policy Manual. Professional help may be needed to do this and involve someone with the DEI perspective.

Other suggestions of the Board included: Reviewing the processes in place for the Board's governance structure, developing an annual calendar of dates and related steps in the process that are naturally built into the system, increasing the Board's engagement with the community and to make sure the departments have communication with DEI to look into changing wording that reflects the messaging we are trying to get out to the community. Category of Board Goals should be sent to the Chair.

Alex Vispoli spoke about the zoning decision that they will be presented with this year which could be a transformative change if we decide to implement the requirement for 2,000 units of housing near the railway stations. They will need to evaluate the process and include the community on the decision. Alex Vispoli will secure dates for the Governance Committee to present their report to the Board and to develop a process to deliberate on the items we want to go forward with, this would be a roll out. He suggested creating a timeline of what is required to do the items.

Next steps for Town Manager review: Schedule a meeting between June 27-August 1st to discuss the evaluation schedule. The Select Board will create a calendar of their meetings and events, i.e. when specific items are typically in the agenda. The Town Manager will work on his self-evaluation until the end of June. The Town Manager's new evaluation timeline is July 1, 2022-June 30, 2023.

IV. Adjourn

At 9:20 PM on a motion by Annie Gilbert and seconded by Chris Huntress, the Board voted 5-0 to adjourn the Workshop Meeting of June 21, 2022.

Respectfully submitted,

Dee DeLorenzo

Recording Secretary