

Select Board Meeting

Monday, September 12, 2022 7:00 PM

Lifelong Learning Center at The Robb Center

30 Whittier Court, Andover, MA 01810

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. Outdoor Retail License on Town Property

Board to review and consider voting to approve an application by J. McLaughlin for an outdoor retail license for September 17th and September 18th.

B. One Day Liquor License on Town Property

Board to review and consider voting to approve an application by Oak & Iron Brewing Co. for a one-day liquor license for Andover Day on September 24, 2022.

C. Liquor License Change of Manager

Board to review and consider voting to approve the application of Andover Country Club Inc., 60 Canterbury Street for a Liquor License Change of Manager at the Andover Country Club, 62 Canterbury Street to Boyd Holk.

D. Liquor License Change of Manager

Board to review and consider voting to approve the application of Andover Country Club Inc., d/b/a Andover Country Club Pool, 60 Canterbury Street for a Liquor License Change of Manager at the Andover Country Club Pool, 62 Canterbury Street to Boyd Holk.

E. Town Governance Study Committee Presentation

Town Governance Study Committee to present its report and Board to discuss review process.

F. 25 mile-per-hour Speed Limit Opt-In

Chief of Police and Public Safety Officer to review 25 mile-per-hour Speed Limit Opt In.

G. 2022-2023 Reorganization

Town Manager to provide an overview of reorganization of administrative functions.

ANDOVER TOWN CLERK
ROUD 2022 SEP 8 PM4:34

VI. Consent Agenda

A. Appointments by the Select Board

Board to vote that the following appointments by the Select Board be approved.

Department	Name	Position	Rate	Date of Hire
Town Clerk	Ruth Emerton	Election Worker	\$10.25	8/11/2022

B. 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
Town Manager's Office / Town Clerk's Office	Austin Simko <i>(Patrick Lawlor /Melissa Ripley)</i>	Assistant Town Manager / Town Clerk	\$158,000.00/yr	9/14/2022
Finance	Patrick Lawlor <i>(Donna Walsh)</i>	Chief Financial Officer	\$158,000.00/yr	10/1/2022
Community Services – Youth Services	Hayato Tsurumaki	Assistant Director	\$83,026.17/yr	9/26/2022
Community Services - Youth Services	Sarina Hernandez <i>(Jaclyn Stackhouse)</i>	Outreach Coordinator	\$70,000.00/yr	8/29/2022
Andover Police Department	Sophie Robbins <i>(Chelsea Borden)</i>	Executive Secretary	\$70,603.82/yr	9/12/2022
Community Development and Planning	Margaret Terrio <i>(Patricia D'Agata)</i>	Assistant Office Administrator	\$58,958.87/yr	9/26/2022
Department of Public Works	Wilfredo Abreu <i>(John McQuade)</i>	Laborer II Parks and Grounds	\$23.36/hr	9/13/2022
Community Services - Recreation	Priyanka Chauhan	Kid Care	\$18.25/hr	8/26/2022
Community Services - Recreation	Sam Ryan	Kid Care	\$14.50/hr	9/12/2022
Community Services – Recreation	Macy Osborne	Kid Care	\$14.50/hr	9/12/2022
Community Development and Planning	Leonard Rose	Part-Time Weights and Measures	\$600.00/month	8/23/2022
Andover High School Building Committee	Lauren Conoscenti	Member	Term Expires June 30, 2025	6/7/2022
Andover Green Advisory Board	Aseem Junega	Member	Term Expires 6/30/2023	7/1/2022
Conservation Commission	Ruby Brown	Member	Term Expires 6/30/2025	9/7/2022

Conservation Commission	Miranda Chave	Member	Term Expires 6/30/2025	9/7/2022
Conservation Commission	Jon Honea	Member	Term Expires 6/30/2025	7/1/2022
Cultural Council	Aseem Junega	Member	Term Expires 6/30/2025	7/1/2022

VII. Meeting Minutes

Board to review and consider voting to approve the meeting minutes of the following meetings:

1. July 20, 2022
2. August 1, 2022

VIII. Adjourn

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

MEETINGS ARE TELEVISED ON
COMCAST CHANNEL 22 AND VERIZON CHANNEL 45

TOWN OF ANDOVER OUTDOOR RETAIL LICENSE APPLICATION

TIME STAMP

APPLICANT'S D/B/A: J. McLaughlin

APPLICANT NAME: Georgica Pine Clothiers, LLC

APPLICANT'S ADDRESS: 13 Main Street
Andover, Ma 01810

APPLICANT'S TEL. NUMBER: 978-608-8571 FID #: 13-3057139

OWNER OF BUILDING: Florence Burns Realty, LLC TEL: 978-475-4382

ADDRESS OF OWNER: 47 Central St., Andover, Mass. 01810

CONTACT PERSON: Lori Michaud

TELEPHONE: 978-608-8571 E-MAIL Stmaandover@jmcLaughlin.com

MAILING ADDRESS: 13 Main St. Andover, Ma 01810

LOCATION OF LICENSE ACTIVITY: 13 Main St - in front of JMcLaughlin

ZONING DISTRICT: Downtown Main Street

FEE: \$125 Is this a reapplication for a license granted in a prior year? YES _____ NO X

DESCRIPTION OF
SETUP 3 white restaurant dining barriers in front of store.
Clothing racks set up w/in the barriers. Tables against
store front windows.

DATE(s) OF SETUP 9/15/22, 9/16/22, 9/17/22

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

Signature of applicant: [Signature]
Signature/consent of building owner: [Signature]

OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY
Date of log entry (Application Complete) _____ By: _____

Prior Approval Required:	DATE SENT:	DATE APPROVED
Police Dept, Public Safety:	_____	_____
Fire Dept:	_____	_____
Board of Health:	_____	_____
Building Inspector:	_____	_____
Design Review Board:	_____	_____
Treasurer:	_____	_____

TOWN OF ANDOVER OUTDOOR RETAIL LICENSE APPLICATION

(page 2 of 2)

Evaluating Applicability of License (For applicant's use only)

Width of Sidewalk: 12 feet

In no event shall a license be granted where less than four feet of sidewalk will remain accessible for pedestrian/wheelchair passage.

SUBMISSION REQUIREMENTS

- \$125 Check to the Town of Andover
- Twelve copies of the application, plans, and all supporting materials.
 - Scaled plan. Plan should show the precise dimensions and location of the outdoor retail area; the arrangement of outdoor racks, displays and other equipment and furniture, perimeter fencing, umbrellas, other obstruction, and the width of sidewalk available for pedestrian/wheelchair passage. **All plans shall be folded to the size of 8½" by 11". No rolled plans will be accepted.**
 - Written description of the colors and materials to be used in the outdoor retail area. Photographs or samples of proposed furniture and materials are encouraged.
 - Tax form.

POST APPROVAL SUBMISSION REQUIREMENTS

- Signed License Agreement
- Workers Compensation Affidavit and Insurance Certificate and Endorsement.
- Commercial General Liability Insurance Certificate and Endorsements.

Door

entry

Store front
Window

Window

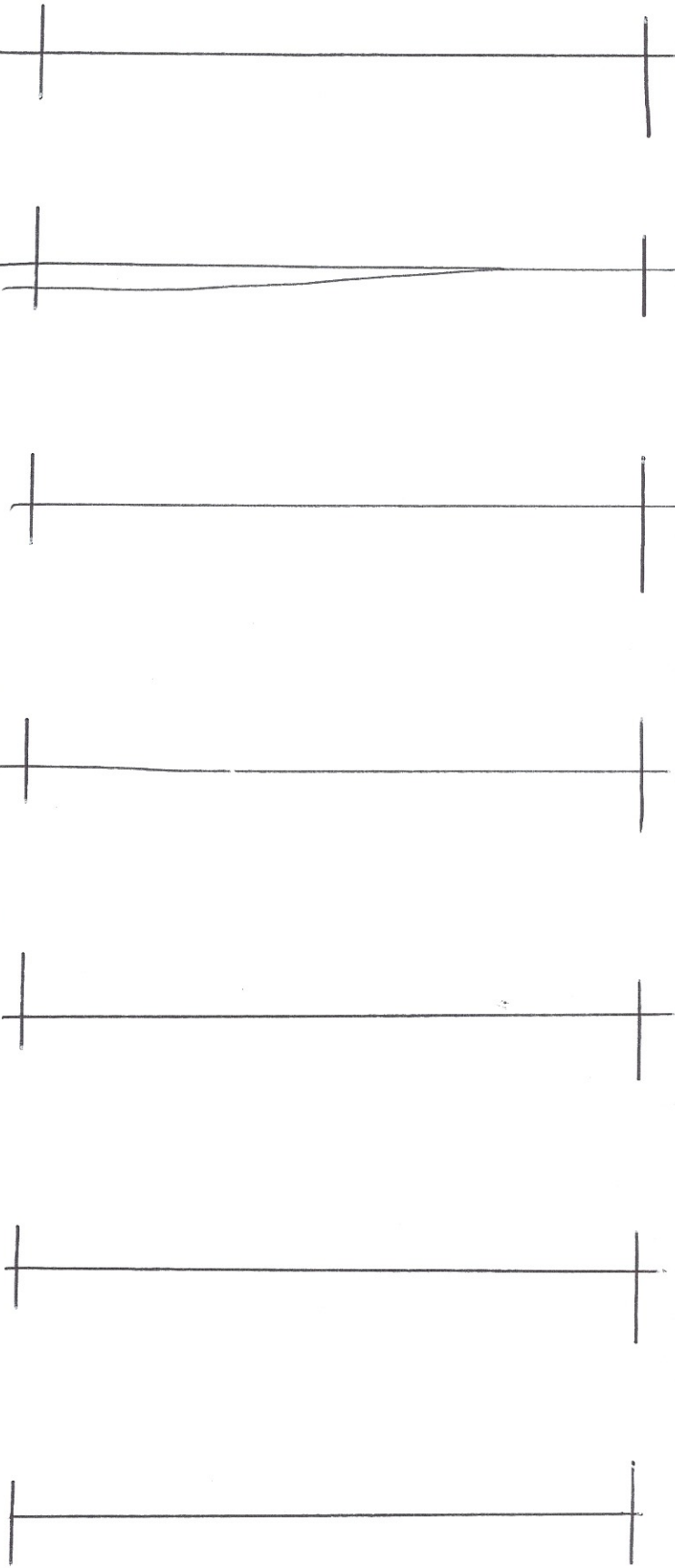
Table w/ Merchandise
White - Plastic
47" 23"

Store front
Window

Window

Table w/ Merchandise
White - Plastic
47" 23"

Rolling Racks - Metal - set up w/in the white barriers.
#TBD - approx 7 racks.



Andover Day

9.24.22

Oak & Iron Beer Garden

Concept: Oak & Iron Brewing Co will set up a "Beer Garden" at the intersection of Park/Main. The beer garden will expand the width of Park St and extend down Park St ~ 60' with ~ 15 to 20 high top tables dispersed throughout. Oak & Iron will serve 16 oz. pours of its top selling beers for the attendees of Andover Day that enter the beer garden and are 21+ years old.

Date: 9.24.22

Time: ~ 12:00PM – 4:00PM. Last call at 4:00PM

Setup: We would likely begin set up around 9:30AM for a 12:00PM opening.

Attendance: Given this has never been done before, we're making our best educated guess. We've been told there could be 3000 – 4000 adults (21+) attending Andover Day. Our best estimate suggests we could attract up to 20% - 25% of the attendees or 700 – 875 people over the course of the day. 875 people would likely be our maximum capacity in terms of space and ability to serve.

Alcohol Perimeter: The Town of Andover will place "Fencing" along both sides of Park Street (where the road and sidewalk meet). There will be "fencing" along the back of the beer garden with a small walkway to bring in supplies. The front of the beer garden will have two 10*10 pop up tents to be used as an enter / exit.

Security Plan:

- **Controlling Access to Alcohol:** We will set up three (3) **ID stations** as the customers enter the Beer Garden. With proper ID, a 21yo + individual will be stamped (right hand) which will be the official marking allowing our servers to pour them a beer. Before a server pours a guest a beer, the server will check to confirm the individual has a right-handed stamp
- **Controlling Unruly Customers:** This is a highly unlikely scenario given the nature of the event to include time served and time of day. However our servers are trained not to over serve which is the origin of most unruly customers. My wife Julie and I will be roaming the beer garden at all times and will address any unruly customer with calmness and firmness. If the situation calls for more control, we will call Andover police directly.
- **Emergency Evacuations:** The walls are nothing more than snow fences. If someone needs to be removed in an emergency situation, the fences can be pushed over from the beer garden and the individual moved to a safe place. If needed, the police will be called,
- **Provisions for Crowd Control:** The three individuals doing ID checks will be within 10' of the entrance. If the beer garden fills up, they will not let more people in the beer garden without the approval of Jim or Julie Cass and Justin Aisenberg. The crowd won't ultimately be inside but potentially in the street waiting to get in.
- **Traffic and Parking Conditions:** Not Relevant

Space per Person: Consider over a four (4) hour period, 875 people would average 219 people per hour. In a 2100 sq. ft. space, each guest would have 9.5 sq. ft., which is adequate.

Music: We will bring a speaker and play German Oompah. We'll source the power from the outlets in front of Old Town Hall. We cover extension cord with rubber wire covers

Pouring / Transaction Stations: We will set up three pouring stations within the beer garden. Each station will include one person taking the order and executing the transaction (by phone) and credit card only, no cash. A second TIPS trained person will pour the beer. We control the sale of beer via "one stamp, one pour". All pours will be from cans into biodegradable cups. At 219 people per hour, and with three stations, each station would execute 73 transaction / hour

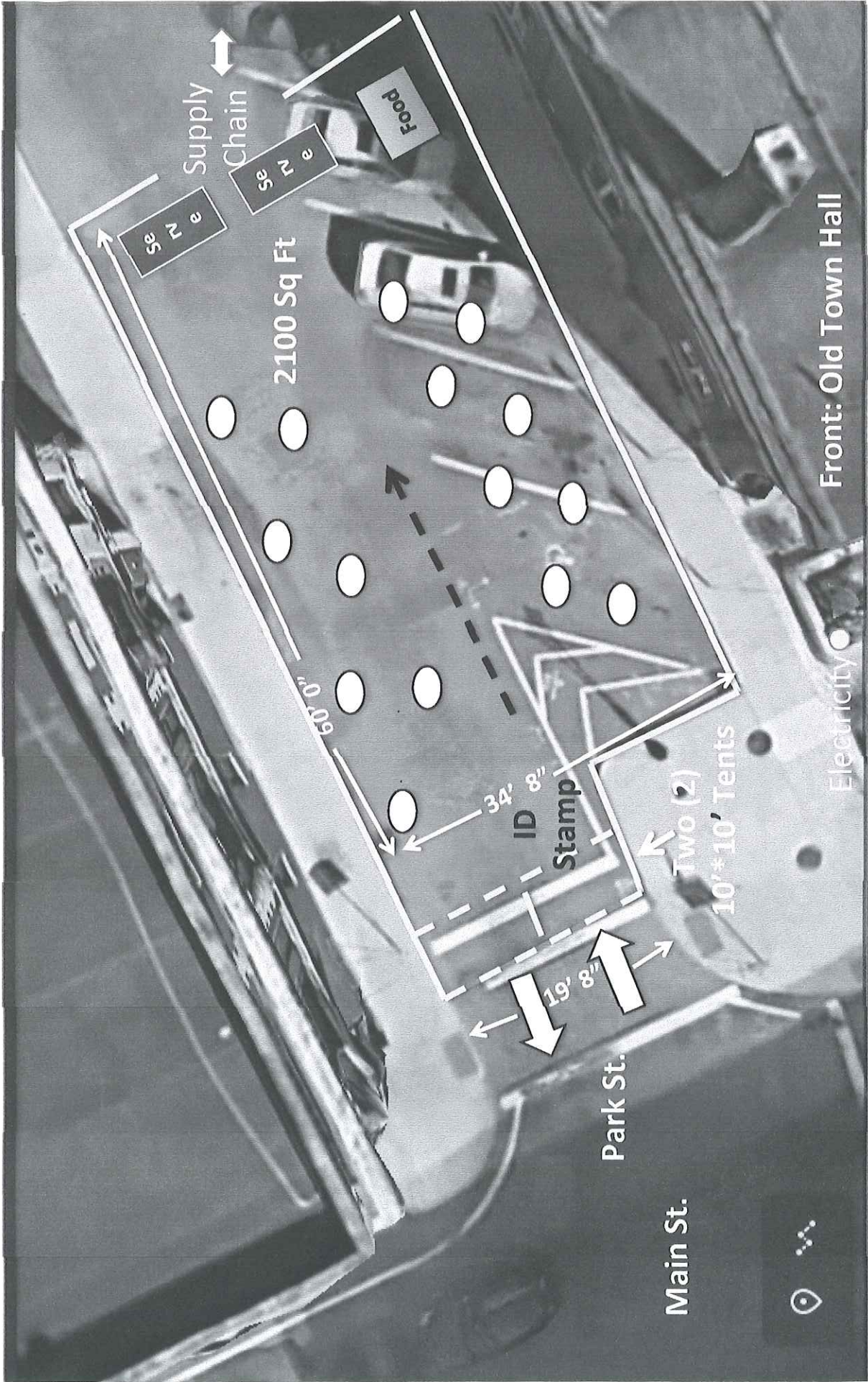
Food Strategy: Bartlet Street will handle the food requirements. Each table in the Beer Garden will have a table talker with a Bartlet Street QR code. The guest will scan the QR code, place their order (from a limited menu). Bartlet Street will deliver the food in a packaged container to a designated table in the beer garden with the guests name on the package.

Product / Price: We will offer three (3) varieties: light & crispy, malty, IPA. Each pour will be 16 oz. We will sell all varieties at the same price of \$9.00 + tax (includes gratuity).

Cups: We will use 16 oz. biodegradable cups

Trash: Oak & Iron will set up disposable trash stations throughout the Beer Garden. We anticipate the Town of Andover will pick up the trash at the end of the day.

Beer Supply Chain: In the morning, we will pack up buckets with beer and ice and transport from Oak & Iron to the back beer garden entrance on Park Street. We will bring a total of 875 beers to the beer garden over two-three trips back and forth from the brewery.



Hang sign, banners, balloons from 10*10's for awareness and impact

TOWN OF ANDOVER GENERAL LICENSE APPLICATION

TIME STAMP

APPLICANT'S D/B/A: Andover Country Club

APPLICANT NAME: Andover Country Club, Inc.

APPLICANT'S ADDRESS: 60 Canterbury St. Andover, MA 01810

APPLICANT'S TEL. NUMBER: _____

CONTACT PERSON: Boyd Holk

TELEPHONE: 978 474-6540 E-MAIL gm@andovercountryclub.com

MAILING ADDRESS: 60 Canterbury St. Andover, MA 01810

TYPE OF LICENSE: LIQUOR LICENSE - CHANGE OF MANAGER

LOCATION OF LICENSE ACTIVITY: 60 Canterbury St. Andover, MA 01810

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

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

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

Signature: _____

OFFICE USE ONLY	OFFICE USE ONLY	OFFICE USE ONLY	OFFICE USE ONLY
Date of log entry _____	By: _____	License Board Hearing Date: _____	
Prior Approval Required:	<u>DATE SENT:</u>	<u>DATE APPROVED</u>	
Police Dept: _____	_____	_____	
Fire Dept: _____	_____	_____	
Building: _____	_____	_____	
Health: _____	_____	_____	
Treasurer: _____	_____	_____	
Add'l conditions for license: _____			

This license requires: (circle all that apply)

Select Board Approval Business Certificate Letter of Clearance

TAX FORM


APPLICANT NAME: Andover Country Club

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

Andover Country Club
Signature of Individual or Corporate Name (Mandatory)

Justin Con Pedder
By: Corporate Officer (if corporation)

Social Security# (if individual)


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

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

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



The Commonwealth of Massachusetts
 Department of Industrial Accidents
 1 Congress Street, Suite 100
 Boston, MA 02114-2017
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.
 TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information

Please Print Legibly

Business/Organization Name: Andover Country Club, Inc.

Address: 60 Canterbury St.

City/State/Zip: Andover, MA 01810 Phone #: 978 475-1263

Are you an employer? Check the appropriate box:

- 1. I am an employer with _____ employees (full and/or part-time).*
- 2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
- 4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

- 5. Retail
- 6. Restaurant/Bar/Eating Establishment
- 7. Office and/or Sales (incl. real estate, auto, etc.)
- 8. Non-profit
- 9. Entertainment
- 10. Manufacturing
- 11. Health Care
- 12. Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

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

Insurance Company Name: AIM MUTUAL INSURANCE CO.

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: 05/11/2022 - 05/11/2023

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

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

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

Signature: Justin Con Redden Date: _____

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: Andover Permit/License # _____

Issuing Authority (circle one):

- 1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
- 6. Other _____

Contact Person: Austin Simko, Town Clerk Phone #: 978-623-8230



DATE: _____

Town of Andover

CRIMINAL RECORD INFORMATION FORM

Managers, Directors, Stockholders, Officer and Others

NAME OF BUSINESS Andover Country Club, Inc.

APPLICANT Boyd Holk

ADDRESS 8 Bear Meadow Rd Londonberry, NH 03053

OCCUPATION General Manager

BIRTHPLACE _____ DATE OF BIRTH _____


If you have any record of misdemeanors including: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace...and such offences were disposed of ten or more years prior to the filing of this application...you may be considered to have NO RECORD for the purpose of furnishing this department information as to your criminal record.

I, Boyd Holk, APPLICANT FOR A Liquor LICENSE IN THE TOWN OF ANDOVER HEREBY STATE THAT I HAVE NOT BEEN CONVICTED FOR VIOLATION OF A STATE OR FEDERAL NARCOTIC LAW.

I DO HEREBY STATE THAT I HAVE NO RECORD OF CRIMINAL CONVICTIONS IN ANY STATE OR FEDERAL COURT EXCEPT THOSE LISTED AS FOLLOWS:

I DO HEREBY STATE THAT I HAVE NO PENDING CRIMINAL CHARGES AGAINST ME FOR ANY CRIMINAL VIOLATIONS IN ANY STATE OR FEDERAL COURT EXCEPT THOSE LISTED AS FOLLOWS:

SIGNED AND SUBSCRIBED TO UNDER THE PAINS AND PENALTIES OF PERJURY THIS 25th DAY, OF August, 2022.

Signature: 

Any statements contained herein found to be untrue shall be cause for the cancellation and/or revocation of any license granted to the applicant or corporation in which he is a principal or agent.



TOWN OF ANDOVER

TOWN CLERK'S OFFICE

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

CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM

TO BE USED BY ORGANIZATIONS CONDUCTING CORI CHECKS FOR EMPLOYMENT, VOLUNTEER,
SUBCONTRACTOR, LICENSING, AND HOUSING PURPOSES

Town of Andover Town Clerk's Office is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the Department of Criminal Justice Information Services (DCJIS). I hereby acknowledge and provide permission to Town of Andover Town Clerk's Office to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing Town of Andover Town Clerk's Office with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY: The Town of Andover Town Clerk's Office/Andover Public Schools may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that Town of Andover/Andover Public Schools must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.



SIGNATURE

8/25/22

DATE

Your identity and signature must be verified by examining a government-issued identification in person

All CORI forms must be returned, in person, along with your ID



TOWN OF ANDOVER

TOWN CLERK'S OFFICE

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

SUBJECT INFORMATION:

HOLK Boyd ALLEN
Last Name First Name Middle Name Suffix

Maiden Name (or other name(s) by which you have been known)

[REDACTED]

Date of Birth

[REDACTED]

Last Six Digits of Your Social Security Number (REQUIRED):

[REDACTED]

Driver's License or ID Number:

[REDACTED]

State of Issue: NH

[REDACTED]

Mother's Full / Maiden Name

Father's Full Name

Current and Former Addresses:

B Bear Meadow Rd Londonderry NH 03053
Street Number & Name City/Town State Zip

[REDACTED]

Street Number & Name

City/Town

State

Zip

The above information was verified by reviewing the following form(s) of government issued identification:

VERIFIED BY:

Patrick J. Lawler
Name of Verifying Employee (Please Print)

[Signature]
Signature of Verifying Employee

SECRETARY'S CERTIFICATE OF VOTE


I, Yvon Cormier, do hereby certify that I am the elected, qualified and acting secretary of Andover Country Club, Inc., a Massachusetts corporation (the "Corporation"), and do further certify that the following vote was duly adopted by the unanimous consent of all of the Directors of the Corporation on July 20, 2022:

VOTED: That the Corporation appoint Boyd Holk as interim Liquor License Manager for both Liquor Licenses held by the Corporation effective immediately and continuing until the Town of Andover as Local Licensing Authority and the Alcoholic Beverages Control Commission approve the Corporation's formal applications for a Change in License Manager;

VOTED: That the Corporation appoint Boyd Holk as the new Liquor License Manager for both Liquor Licenses held by the Corporation effective upon the the Town of Andover as Local Licensing Authority and the Alcoholic Beverages Control Commission's approval of the Corporation's formal applications for a Change in License Manager.

I do hereby certify that the foregoing vote has not been modified, amended, annulled or revoked and is in full force and effect as of the date hereof.

A true record attest this 20th day of July, 2022.




Yvon Cormier
Secretary of Andover Country Club, Inc.

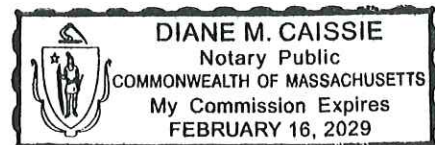
COMMONWEALTH OF MASSACHUSETTS

Essex, ss.

On this 20th day of July, 2022, before me, the undersigned notary public, personally appeared Yvon Cormier, secretary of Andover Country Club, Inc., who proved to me through satisfactory evidence of identification, which was photographic identification with signature issued by a federal or state government agency, oath or affirmation of a credible witness, personal knowledge of the undersigned, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose, and the foregoing is a true and record of action by Andover Country Club, Inc.



Notary Public Diane M. Caissie
My commission expires: February 16, 2029



Payment Confirmation

YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

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



Transaction Processed Successfully.

INVOICE #: dda28fe4-8952-468a-a899-76dd8cc69ee3

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	00001HT0026 Andover CC Club House	\$200.00
		\$200.00

Total Convenience Fee: \$4.70

Date Paid: 8/15/2022 10:57:10 AM EDT

Total Amount Paid: \$204.70

Payment On Behalf Of

License Number or Business Name:
00001HT0026 Andover CC Club House

Fee Type:
FILING FEES-RETAIL

Billing Information

First Name:
Jacqueline

Last Name:
Cormier-Riddle

Address:
60 Canterbury Street

City:
Andover

State:
MA

Zip Code:
01810

Email Address:
jackie.riddle@andovercountryclub.com

Change of Manager

- Manager Application
- CORI Authorization
- Vote of the Entity
- Proof of Citizenship (Manager must be U.S. citizen)
- Payment Receipt



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

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM

AMENDMENT-Change of Manager

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

ECRT CODE: RETA

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

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

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

ENTITY/ LICENSEE NAME

ADDRESS

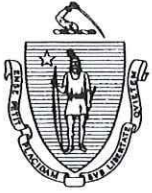
CITY/TOWN STATE ZIP CODE

For the following transactions (Check all that apply):

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

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL

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



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

AMENDMENT-Change of Manager

Change of License Manager

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Andover Country Club	Andover	00001HT0026

2. APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Denise Galligan	Comptroller	denise.galligan@andovercountryclub.com	978 474-6530

3A. MANAGER INFORMATION

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

Proposed Manager Name	Boyd A. Holk	Date of Birth	[REDACTED]	SSN	[REDACTED]
Residential Address	8 Bear Meadow Road Londonderry, NH 03053				
Email	gm@andovercountryclub.com	Phone	978-995-3252		
Please indicate how many hours per week you intend to be on the licensed premises	55-60	Last-Approved License Manager	Geoffery A Piva		

3B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen? Yes No *Manager must be U.S. citizen
 If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.
 Have you ever been convicted of a state, federal, or military crime? Yes No
 If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

3C. EMPLOYMENT INFORMATION

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

Start Date	End Date	Position	Employer	Supervisor Name
11/14/21	present	General Manager	Andover Country Club	Yvon Cormier
2020	11/21	General Manager	Washington Club	

3D. PRIOR DISCIPLINARY ACTION

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

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

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

Manager's Signature  Date **8-16-22**

APPLICANT'S STATEMENT

I, Yvon H. Comier the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory

of Andover CountryClub, Inc.
Name of the Entity/Corporation

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

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

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

Signature:



Date:

Title:

President of Andover Country Club

ENTITY VOTE

The Board of Directors or LLC Managers of
Entity Name

duly voted to apply to the Licensing Authority of and the
City/Town

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on
Date of Meeting

For the following transactions (Check all that apply):

Change of Manager

Other

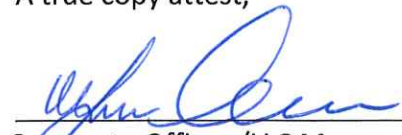
"VOTED: To authorize
Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint
Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,


Corporate Officer /LLC Manager Signature

Yvon Cormier
(Print Name)

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

(Print Name)



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

JEAN M. LORIZIO, ESQ.
CHAIRMAN

CORI REQUEST FORM

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

ABCC LICENSE INFORMATION

ABCC NUMBER: <small>(IF EXISTING LICENSEE)</small>	00001HT0026	LICENSEE NAME:	Andover Country Club, Inc	CITY/TOWN:	Andover
---	-------------	----------------	---------------------------	------------	---------

APPLICANT INFORMATION

LAST NAME:	Holk	FIRST NAME:	Boyd	MIDDLE NAME:	
MAIDEN NAME OR ALIAS (IF APPLICABLE):		PLACE OF BIRTH:	[REDACTED]		
DATE OF BIRTH:	[REDACTED]	SSN:	[REDACTED]	ID THEFT INDEX PIN (IF APPLICABLE):	
MOTHER'S MAIDEN NAME:	[REDACTED]	DRIVER'S LICENSE #:	[REDACTED]	STATE LIC. ISSUED:	[REDACTED]
GENDER:	[REDACTED]	WEIGHT:	[REDACTED]	EYE COLOR:	[REDACTED]
CURRENT ADDRESS:	8 Bear Meadow Road				
CITY/TOWN:	Londonderry	STATE:	NH	ZIP:	03053
FORMER ADDRESS:	[REDACTED]				
CITY/TOWN:	[REDACTED]				

PRINT AND SIGN

PRINTED NAME:	Boyd Holt	APPLICANT/EMPLOYEE SIGNATURE:	[Signature]
---------------	-----------	-------------------------------	-------------

NOTARY INFORMATION

On this August 25, 2022 before me, the undersigned notary public, personally appeared Boyd Allen Holt (name of document signer), proved to me through satisfactory evidence of identification, which were [REDACTED] to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

[Signature]
NOTARY

DIVISION USE ONLY

REQUESTED BY:	[REDACTED]
<small>SIGNATURE OF CORI-AUTHORIZED EMPLOYEE</small>	

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



JAMIE M. DOHERTY
Notary Public
Commonwealth of Massachusetts
My Commission Expires
December 26, 2025



ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 08/16/2022
PRODUCER Doherty Insurance Agency, Inc. P.O. Box 1985 21 Elm Street Andover, MA 01810	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Andover Country Club Inc 60 Canterbury Street Andover, MA 01810	INSURERS AFFORDING COVERAGE INSURER A: AIM Mutual Insurance Co INSURER B: Arbella Mutual Insurance Compan INSURER C: INSURER D: INSURER E:	NAIC #

COVERAGES

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

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
		GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS _____				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE _____ <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	ECC60040006432022	05/11/22	05/11/23	X WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
B		OTHER Liquor Liability	8500069887	05/01/22	05/01/23	\$1,000,000. Ea Occ \$2,000,000. Annual Agg

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 Covering operations usual to Andover Country Club, Inc...

CERTIFICATE HOLDER Town of Andover 36 Bartlett Street Andover, MA 01810	CANCELLATION 10 Days for Non-Payment SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>10</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE DocuSigned by: <i>Sheila M. Doherty</i>
--	--

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

TOWN OF ANDOVER GENERAL LICENSE APPLICATION

TIME STAMP

APPLICANT'S D/B/A: Andover Country Club, Inc.

APPLICANT NAME: Andover Country Club, Inc.

APPLICANT'S ADDRESS: 60 Canterbury St.
Andover, MA 01810

APPLICANT'S TEL. NUMBER: 978 475-1263

CONTACT PERSON: € Boyd Holk

TELEPHONE: 978 474-6540 E-MAIL gm@andovercountryclub.com

MAILING ADDRESS: 60 Canterbury St. Andover, MA 01810

TYPE OF LICENSE: LIQUOR LICENSE - CHANGE OF MANAGER

LOCATION OF LICENSE ACTIVITY: 60 Canterbury St. Andover, MA 01810

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

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

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

Signature: _____

OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY

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

Prior Approval Required:	<u>DATE SENT:</u>	<u>DATE APPROVED</u>
Police Dept:	_____	_____
Fire Dept:	_____	_____
Building:	_____	_____
Health:	_____	_____
Treasurer:	_____	_____

Add'l conditions for license: _____

This license requires: (circle all that apply)

Select Board Approval

Business Certificate

Letter of Clearance

TAX FORM

APPLICANT NAME: Andover Country Club

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

Andover Country Club
Signature of Individual or Corporate Name (Mandatory)

Joseph Cur Riddley
By: Corporate Officer (if corporation)

Social Security# (if individual)



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

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

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



The Commonwealth of Massachusetts
 Department of Industrial Accidents
 1 Congress Street, Suite 100
 Boston, MA 02114-2017
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.
 TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information

Please Print Legibly

Business/Organization Name: Andover Country Club

Address: 60 Canterbury St.

City/State/Zip: Andover, MA 01810 Phone #: 978 475-1263

Are you an employer? Check the appropriate box:

- 1. I am an employer with _____ employees (full and/or part-time).*
- 2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
- 4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

- 5. Retail
- 6. Restaurant/Bar/Eating Establishment
- 7. Office and/or Sales (incl. real estate, auto, etc.)
- 8. Non-profit
- 9. Entertainment
- 10. Manufacturing
- 11. Health Care
- 12. Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

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

Insurance Company Name: AIA MUTUAL INSURANCE CO

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: 05/11/2023

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

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

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

Signature: Jonathan Van Redden Date: _____

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: Andover Permit/License # _____

Issuing Authority (circle one):

- 1. Board of Health
- 2. Building Department
- 3. City/Town Clerk
- 4. Licensing Board
- 5. Selectmen's Office
- 6. Other _____

Contact Person: Austin Simko, Town Clerk Phone #: 978-623-8230



DATE: _____

Town of Andover

CRIMINAL RECORD INFORMATION FORM

Managers, Directors, Stockholders, Officer and Others

NAME OF BUSINESS Andover Country Club

APPLICANT _____

ADDRESS _____

OCCUPATION _____

BIRTHPLACE _____ DATE OF BIRTH _____


If you have any record of misdemeanors including: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace...and such offences were disposed of ten or more years prior to the filing of this application...you may be considered to have **NO RECORD** for the purpose of furnishing this department information as to your criminal record.

I, Boyd Holk, APPLICANT FOR A _____ LICENSE IN THE TOWN OF ANDOVER HEREBY STATE THAT I HAVE NOT BEEN CONVICTED FOR VIOLATION OF A STATE OR FEDERAL NARCOTIC LAW.

I DO HEREBY STATE THAT I HAVE NO RECORD OF CRIMINAL CONVICTIONS IN ANY STATE OR FEDERAL COURT EXCEPT THOSE LISTED AS FOLLOWS:

I DO HEREBY STATE THAT I HAVE NO PENDING CRIMINAL CHARGES AGAINST ME FOR ANY CRIMINAL VIOLATIONS IN ANY STATE OR FEDERAL COURT EXCEPT THOSE LISTED AS FOLLOWS:

SIGNED AND SUBSCRIBED TO UNDER THE PAINS AND PENALTIES OF PERJURY THIS 25th DAY, OF August, 2022,

Signature: 

Any statements contained herein found to be untrue shall be cause for the cancellation and/or revocation of any license granted to the applicant or corporation in which he is a principal or agent.



TOWN OF ANDOVER

TOWN CLERK'S OFFICE

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

CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM

TO BE USED BY ORGANIZATIONS CONDUCTING CORI CHECKS FOR EMPLOYMENT, VOLUNTEER,
SUBCONTRACTOR, LICENSING, AND HOUSING PURPOSES

Town of Andover Town Clerk's Office is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the Department of Criminal Justice Information Services (DCJIS). I hereby acknowledge and provide permission to Town of Andover Town Clerk's Office to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing Town of Andover Town Clerk's Office with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY: The Town of Andover Town Clerk's/Andover Public Schools may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that Town of Andover/Andover Public Schools must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.



SIGNATURE

9-25-22

DATE

Your identity and signature must be verified by examining a government-issued identification in person

All CORI forms must be returned, in person, along with your ID



TOWN OF ANDOVER

TOWN CLERK'S OFFICE

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

SUBJECT INFORMATION:

Holk Boyd Allen
Last Name First Name Middle Name Suffix

Maiden Name (or other name(s) by which you have been known)

[REDACTED]

Date of Birth Place of Birth

Last Six Digits of Your Social Security Number (REQUIRED): [REDACTED]

[REDACTED]

[REDACTED]

Current and Former Addresses:

8 Bear Meadow Rd Londonderry NH 03053
Street Number & Name City/Town State Zip

[REDACTED]
Street Number & Name City/Town State Zip

The above information was verified by reviewing the following form(s) of government issued identification:

VERIFIED BY: Patrick J. Lawlor
Name of Verifying Employee (Please Print)
[Signature]
Signature of Verifying Employee

SECRETARY'S CERTIFICATE OF VOTE


I, Yvon Cormier, do hereby certify that I am the elected, qualified and acting secretary of Andover Country Club, Inc., a Massachusetts corporation (the "Corporation"), and do further certify that the following vote was duly adopted by the unanimous consent of all of the Directors of the Corporation on July 20, 2022:

VOTED: That the Corporation appoint Boyd Holk as interim Liquor License Manager for both Liquor Licenses held by the Corporation effective immediately and continuing until the Town of Andover as Local Licensing Authority and the Alcoholic Beverages Control Commission approve the Corporation's formal applications for a Change in License Manager;

VOTED: That the Corporation appoint Boyd Holk as the new Liquor License Manager for both Liquor Licenses held by the Corporation effective upon the the Town of Andover as Local Licensing Authority and the Alcoholic Beverages Control Commission's approval of the Corporation's formal applications for a Change in License Manager.

I do hereby certify that the foregoing vote has not been modified, amended, annulled or revoked and is in full force and effect as of the date hereof.

A true record attest this 20th day of July, 2022.




Yvon Cormier
Secretary of Andover Country Club, Inc.

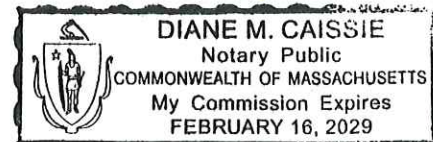
COMMONWEALTH OF MASSACHUSETTS

Essex, ss.

On this 20th day of July, 2022, before me, the undersigned notary public, personally appeared Yvon Cormier, secretary of Andover Country Club, Inc., who proved to me through satisfactory evidence of identification, which was photographic identification with signature issued by a federal or state government agency, oath or affirmation of a credible witness, personal knowledge of the undersigned, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose, and the foregoing is a true and record of action by Andover Country Club, Inc.



Notary Public Diane M. Caissie
My commission expires: February 16, 2029



Payment Confirmation

YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

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



Transaction Processed Successfully.

INVOICE #: 980af174-1b1d-4790-9791-fd3da55dde85

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	00054RS0026	\$200.00
		\$200.00

Total Convenience Fee: **\$4.70**

Date Paid: **8/15/2022 11:00:56 AM EDT**

Total Amount Paid: **\$204.70**

Payment On Behalf Of

License Number or Business Name:
00054RS0026

Fee Type:
FILING FEES-RETAIL

Billing Information

First Name:
Jacqueline

Last Name:
Cormier-Riddle

Address:
60 Canterbury Street

City:
Andover

State:
MA

Zip Code:
01810

Email Address:
jackie.riddle@andovercountryclub.com

Change of Manager

- Manager Application
- CORI Authorization
- Vote of the Entity
- Proof of Citizenship (Manager must be U.S. citizen)
- Payment Receipt



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

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM

AMENDMENT-Change of Manager

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

ECRT CODE: RETA

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

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

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

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN STATE ZIP CODE

For the following transactions (Check all that apply):

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

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL

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



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

AMENDMENT-Change of Manager

Change of License Manager

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Andover Country Club	Andover	00054RS0026

2. APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Denise Galligan	Comptroller	denise.galligan@andovercountryclub.com	978-474-6530

3A. MANAGER INFORMATION

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

Proposed Manager Name	Boyd A. Holk	Date of Birth	[REDACTED]
Residential Address	8 Bear Meadow Road Londonderry, NH 03053		
Email	gm@andovercountryclub.com	Phone	978-995-3252
Please indicate how many hours per week you intend to be on the licensed premises	55-60	Last-Approved License Manager	Geoffery A Piva

3B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?*

Yes No *Manager must be U.S. citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.
 Have you ever been convicted of a state, federal, or military crime? Yes No

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

Date	Municipality	Charge	Disposition

3C. EMPLOYMENT INFORMATION

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

Start Date	End Date	Position	Employer	Supervisor Name
11/14/21	present	General Manager	Andover Country Club	Yvon Cormier
2020	11/21	General Manager	Washington Club	

3D. PRIOR DISCIPLINARY ACTION

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

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

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

Manager's Signature		Date	8-16-22
---------------------	--	------	---------

APPLICANT'S STATEMENT

I, Yvon H. Comier the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory
of Andover CountryClub, Inc.
Name of the Entity/Corporation

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

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

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

Signature:



Date:

Title:

President of Andover Country Club

ENTITY VOTE

The Board of Directors or LLC Managers of
Entity Name
duly voted to apply to the Licensing Authority of
City/Town and the
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on
Date of Meeting

For the following transactions (Check all that apply):

Change of Manager

Other

"VOTED: To authorize
Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint
Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,


Corporate Officer /LLC Manager Signature

Yvon Cormier
(Print Name)

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

(Print Name)



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

JEAN M. LORIZIO, ESQ.
 CHAIRMAN

CORI REQUEST FORM

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

ABCC LICENSE INFORMATION

ABCC NUMBER: <small>(IF EXISTING LICENSEE)</small>	00054RS0026	LICENSEE NAME:	Andover Country Club, Inc	CITY/TOWN:	Andover
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APPLICANT INFORMATION

LAST NAME:	Holk	FIRST NAME:	Boyd	MIDDLE NAME:	
MAIDEN NAME OR ALIAS (IF APPLICABLE):		PLACE OF BIRTH:	[REDACTED]		
DATE OF BIRTH:	[REDACTED]			PIN (IF APPLICABLE):	
MOTHER'S MAIDEN NAME:	[REDACTED]				

CURRENT ADDRESS:	8 Bear Meadow Road
------------------	--------------------

CITY/TOWN:	Londonderry	STATE:	NH	ZIP:	03053
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[REDACTED]

PRINT AND SIGN

PRINTED NAME:	Boyd Holk	APPLICANT/EMPLOYEE SIGNATURE:	[Signature]
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NOTARY INFORMATION

On this August 25, 2012 before me, the undersigned notary public, personally appeared Boyd Allen Holk
 (name of document signer), proved to me through satisfactory evidence of identification, which were [REDACTED]
 to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

[Signature]
 NOTARY

DIVISION USE ONLY

REQUESTED BY:	[REDACTED]
<small>SIGNATURE OF CORI-AUTHORIZED EMPLOYEE</small>	

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



JAMIE M. DOHERTY
 Notary Public
 Commonwealth of Massachusetts
 My Commission Expires
 December 26, 2025



MEMORANDUM

TO: Town of Andover Select Board

DATE: 7/18/2022

FROM: Elizabeth Oltman, PE
Director of Transportation Planning

PROJECT NO.: P2022

RE: MGL Chapter 90, Section 17C

At the 2022 Andover Annual Town Meeting, the meeting members passed an Article to allow the Town to opt-in to Massachusetts General Law Chapter 90, Section 17C to reduce the statutory speed limit of local jurisdiction roadways in thickly settled or business districts from 30 miles per hour (mph) to 25 mph. The Town of Andover Police Department has requested additional information on the process for enacting Section 17C be provided to the Select Board.

MGL Chapter 90, Section 17C allows the reduction of the statutory speed limit for thickly settled or business districts to 25 mph. A thickly settled or business district is defined by MGL Chapter 90, Section 1 as "the territory contiguous to any way which is built up with structures devoted to business, or the territory contiguous to any way where dwelling houses are situated at such distances as will average less than two hundred feet between them for a distance of a quarter of a mile or over." A significant percentage of roadways throughout Andover meet this requirement, both in the Downtown area and in the residential neighborhoods such as Ballardvale and Shawsheen Village.

Statutory speed limits exist in the absence of special speed regulations on file with MassDOT. There are 19 special speed regulations governing 29 local-jurisdiction roadways throughout the Town. These regulations were recorded between 1966 and 2005. Where special speed regulations exist in the Town of Andover, that posted speed limit will always supersede a statutory speed limit, even within a thickly settled or business district. The local-jurisdiction roadways currently governed by Special Speed Regulations are shown on the attached map.

MassDOT recommends that if a municipality opts-in to MGL Chapter 90, Section 17C, that it do so on a town-wide basis to avoid potential confusion for drivers. However, cities and towns do have the option to opt-in on a street-by-street basis.

Due to the number of roadways with existing regulations and the apparent percentage of roadways that meet the thickly settled or business district definition, TEC recommends that the Town of Andover opt-in to the MGL Chapter 90, Section 17C on a Town-wide basis. This will allow for consistent and straightforward signage throughout the Town.

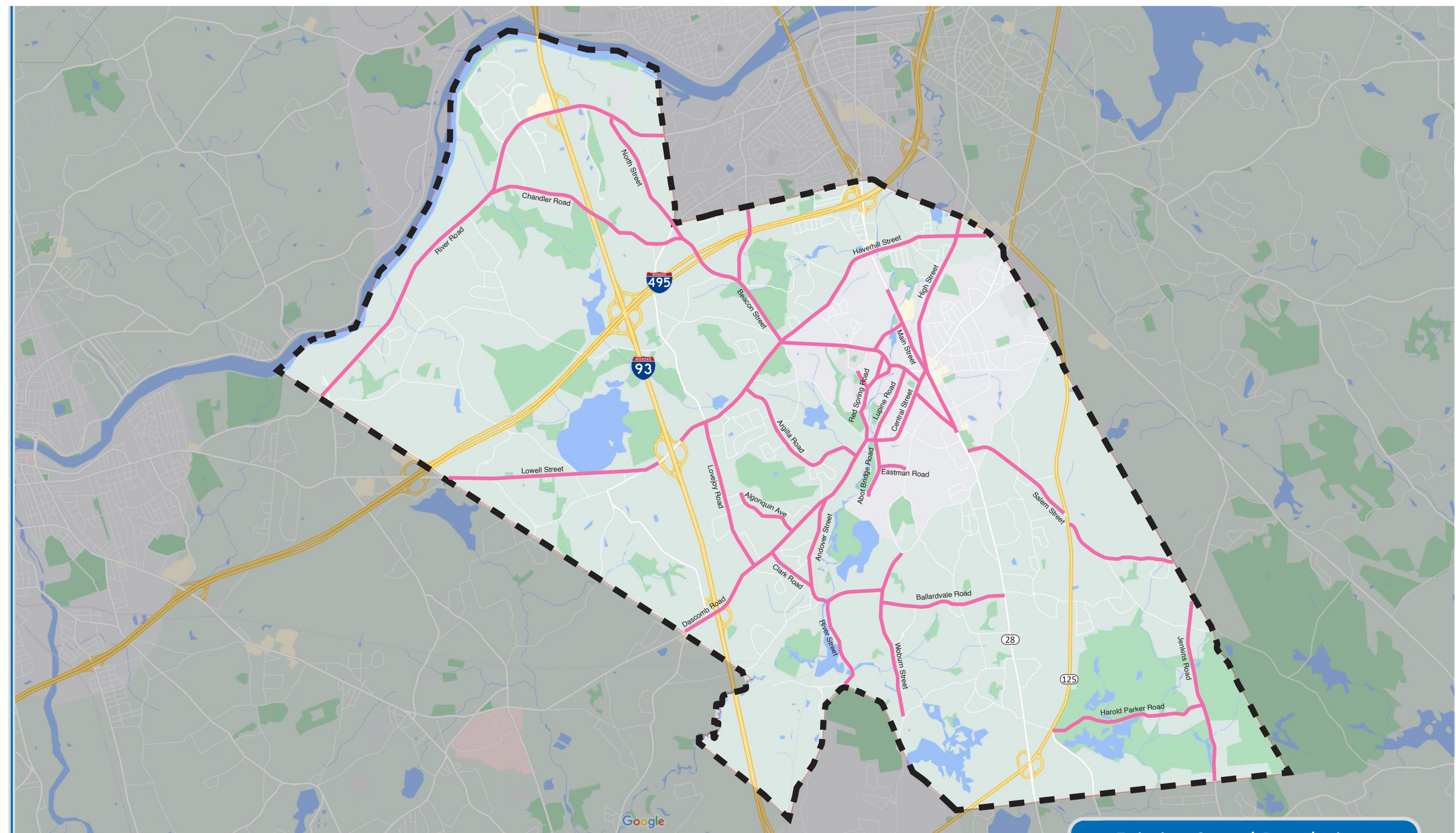
Adopting the 25-mph statutory speed limit on a Town-wide basis allows the Town to place regulatory signs (as shown) on local-jurisdiction roadways at Town boundaries, staying in conformance with national and MassDOT directives. The "Thickly Settled District 30 MPH" signs recently posted (examples: Greenwood Road, Elm Street, and Wildwood Road) can also be changed to read "Thickly Settled District 25 MPH."

Once a municipality has opted-in to MGL Chapter 90, Section 17C, it is required to notify MassDOT. To notify MassDOT, the Town should send a copy of the approved change to the Andover Bylaws Appendix E, Traffic: Rules and Orders Regulating Traffic to the Regulations Engineer at MassDOT Highway Division Traffic and Safety Engineering.



TEC notes that an existing special speed regulation can only be removed by conducting a Traffic Engineering Study as set forth in the MassDOT publication, "Procedures for Speed Zoning on State Highways and Municipal Roads (September 2021)" and upon approval of that study by MassDOT.

Please let me know if you have any questions at (978) 794-1792.



Existing Speed Regulations



282 Merrimack Street, 2nd Floor
Lawrence, MA 01843
978.794.1792

July 19, 2022

Andover, Massachusetts

From: [Candy Dann](#)
To: [SelectBoard](#); [Glen Ota](#); [Andrew Flanagan](#); [Michael Lindstrom](#); [Paul Materazzo](#); [REDACTED]
Subject: 25 MPH
Date: Wednesday, August 17, 2022 2:04:37 PM

Dear Town Officials,
Thank you for all your hard work on so many topics.

I'm writing to you in support of a town-wide adoption of a 25mph default speed limit in thickly settled areas and business districts, as applicable under MGL c. 90 § 17C. I live in Andover and frequently walk and bike around town.

At the last town meeting, Andover residents overwhelmingly voted in support of the adoption of MGL c. 90 § 17C, an "opt-in" law that allows towns and cities to set a 25mph speed limit in thickly settled areas and business districts. Currently, that default speed limit is 30mph. While the difference between 30 and 25mph may seem small, it has an enormous impact on the survivability of pedestrian crashes.

The average risk of severe injury to a pedestrian at 30mph is 50%. This drops in half, to 25% at 25mph. The average risk of death at 30mph is 25%-- an expected 1 in 4 pedestrian crashes at 30mph leads to death. At 25mph, this drops by more than half, to 10%. The statistics for our most vulnerable populations--young children and seniors-- is even more grim.

Unfortunately, this is not an abstract issue for Andover. On the evening of April 27th, a pedestrian was struck and killed while crossing Elm St. at Whittier St. The town has made significant investments in pedestrian safety along the Elm St corridor, and a town-wide 25mph default speed limit would simply enhance the effectiveness of these changes.

In order to minimize driver confusion and maximize effectiveness, it is imperative that this change is implemented town-wide, [as MassDOT themselves recommends](#), rather than neighborhood-by-neighborhood or street-by-street. If done street-by-street, drivers will be expected to stay up-to-date on the current list of 25mph streets, an unreasonable and unsafe expectation. Our default should be safer streets for all residents, across all thickly settled areas. With a town-wide 25mph default limit, simple and concise signage can be used ("25mph unless otherwise posted"), and outreach can be done to educate drivers before a singular changeover date.

Thank you for your consideration.

Candy Dann

Kathryn Forina

From: Christie L <[REDACTED]>
Sent: Sunday, August 28, 2022 5:33 PM
To: SelectBoard
Subject: Town wide 25 mph limit

Dear select board,

I am a mom of three children under 3 1/2 and Andover resident. It is sometimes frightening to see how fast people drive in thickly settled areas in this town. I want to write in support of a new town wide 25 mph speed limit in thickly settled areas to improve pedestrian safety in this town

Thank you for your consideration,

Christie Langenberg

Kathryn Forina

From: Karla Zakas [REDACTED]
Sent: Monday, August 29, 2022 5:30 PM
To: SelectBoard; Glen Ota; Andrew Flanagan; Michael Lindstrom; Paul Materazzo
Subject: Town-wide 25mph Speed Limit

Dear **Select Board / Select Board Member / Town Officials,**

I'm writing to you in support of a town-wide adoption of a 25mph default speed limit in thickly settled areas and business districts, as applicable under MGL c. 90 § 17C. I **live** in Andover on a thickly settled main road.

At the last town meeting, Andover residents overwhelmingly voted in support of the adoption of MGL c. 90 § 17C, an "opt-in" law that allows towns and cities to set a 25mph speed limit in thickly settled areas and business districts. Currently, that default speed limit is 30mph. While the difference between 30 and 25mph may seem small, it has an enormous impact on the survivability of pedestrian crashes.

The average risk of severe injury to a pedestrian at 30mph is 50%. This drops in half, to 25% at 25mph. The average risk of death at 30mph is 25%-- an expected 1 in 4 pedestrian crashes at 30mph leads to death. At 25mph, this drops by more than half, to 10%. The statistics for our most vulnerable populations--young children and seniors-- is even more grim.

Unfortunately, this is not an abstract issue for Andover. On the evening of April 27th, a pedestrian was struck and killed while crossing Elm St. at Whittier St. The town has made significant investments in pedestrian safety along the Elm St corridor, and a town-wide 25mph default speed limit would simply enhance the effectiveness of these changes.

In order to minimize driver confusion and maximize effectiveness, it is imperative that this change is implemented town-wide, [as MassDOT themselves recommends](#), rather than neighborhood-by-neighborhood or street-by-street. If done street-by-street, drivers will be expected to stay up-to-date on the current list of 25mph streets, an unreasonable and unsafe expectation. Our default should be safer streets for all residents, across all thickly settled areas. With a town-wide 25mph default limit, simple and concise signage can be used ("25mph unless otherwise posted"), and outreach can be done to educate drivers before a singular changeover date.

Thank you for your consideration.

Karla Hanna

Kathryn Forina

From: Lisa Smith [REDACTED]
Sent: Sunday, August 28, 2022 5:00 PM
To: SelectBoard; Glen Ota; Andrew Flanagan; Michael Lindstrom; Paul Materazzo
Subject: 25 MPH speed limit

Dear **Select Board members & town officials,**

I'm writing to you in support of a town-wide adoption of a 25mph default speed limit in thickly settled areas and business districts, as applicable under MGL c. 90 § 17C. I **live at 63 Maple Ave.** in Andover and **often walk** around town. My children walked to Doherty Middle School and now my youngest will be walking home from the High School a few afternoons each week.

At the last town meeting, Andover residents overwhelmingly voted in support of the adoption of MGL c. 90 § 17C, an "opt-in" law that allows towns and cities to set a 25mph speed limit in thickly settled areas and business districts. Currently, Andover's default speed limit is 30mph. While the difference between 30 and 25mph may seem small, it has an enormous impact on the survivability of pedestrian crashes. The speed limit on Maple Ave is currently 30 mph, and we completely support the change on our street to 25 mph.

The average risk of severe injury to a pedestrian at 30mph is 50%. This drops in half, to 25% at 25mph. The average risk of death at 30mph is 25%-- an expected 1 in 4 pedestrian crashes at 30mph leads to death. At 25mph, this drops by more than half, to 10%. The statistics for our most vulnerable populations--young children and seniors-- is even more grim. My children, and now the children of my neighbors, wait each morning for the school bus. I remember while we waited cars would rush by - in a hurry to get to the high school or to work. The shift in speeds would make a tremendous difference.

Unfortunately, this is not an abstract issue for Andover. On the evening of April 27th, a pedestrian was struck and killed while crossing Elm St. at Whittier St. The town has made significant investments in pedestrian safety along the Elm St corridor, and a town-wide 25mph default speed limit would simply enhance the effectiveness of these changes. All of my children crossed Elm St. to walk to Doherty Middle School. I worried about unsafe drivers every school day.

In addition, on Maple Avenue alone - we have had numerous less serious accidents. I have witnessed more than one accident with cars crossing Elm St., going from Maple to Summer or vice versa. One winter night across the street from us, a car barreled through a large snow pile and crashed into a fire hydrant\ . On two separate occasions over the last few months, cars have hit trees on my side of the street. In one instance, my husband was opening his door to leave his car when a car sped by him, swerved and crashed into our neighbor's tree. A 25 mph speed limit could very well have helped prevent these accidents.

In order to minimize driver confusion and maximize effectiveness, it is imperative that this change is implemented town-wide, [as MassDOT themselves recommends](#), rather than neighborhood-by-

neighborhood or street-by-street. If done street-by-street, drivers will be expected to stay up-to-date on the current list of 25mph streets, an unreasonable and unsafe expectation. Our default should be safer streets for all residents, across all thickly settled areas. With a town-wide 25mph default limit, simple and concise signage can be used ("25mph unless otherwise posted"), and outreach can be done to educate drivers before a singular changeover date. I also believe we need more signage in densely settled neighborhoods posting these speed limits. Especially on cut through streets such as Maple Ave.

Thank you for your consideration.

Lisa Smith

63 Maple Ave.

[REDACTED] cell

Kathryn Forina

From: Marisol Bolaños Hernández [REDACTED]
Sent: Monday, August 29, 2022 7:15 AM
To: SelectBoard; Glen Ota; Andrew Flanagan; Michael Lindstrom; Paul Materazzo
Subject: Town-wide 25mph Speed Limit

Dear

I'm writing to you in support of a town-wide adoption of a 25mph default speed limit in thickly settled areas and business districts, as applicable under MGL c. 90 § 17C. I work in Andover and frequently walk around town.

At the last town meeting, Andover residents overwhelmingly voted in support of the adoption of MGL c. 90 § 17C, an "opt-in" law that allows towns and cities to set a 25mph speed limit in thickly settled areas and business districts. Currently, that default speed limit is 30mph. While the difference between 30 and 25mph may seem small, it has an enormous impact on the survivability of pedestrian crashes.

The average risk of severe injury to a pedestrian at 30mph is 50%. This drops in half, to 25% at 25mph. The average risk of death at 30mph is 25%-- an expected 1 in 4 pedestrian crashes at 30mph leads to death. At 25mph, this drops by more than half, to 10%. The statistics for our most vulnerable populations--young children and seniors-- is even more grim.

Unfortunately, this is not an abstract issue for Andover. On the evening of April 27th, a pedestrian was struck and killed while crossing Elm St. at Whittier St. The town has made significant investments in pedestrian safety along the Elm St corridor, and a town-wide 25mph default speed limit would simply enhance the effectiveness of these changes.

In order to minimize driver confusion and maximize effectiveness, it is imperative that this change is implemented town-wide, [as MassDOT themselves recommends](#), rather than neighborhood-by-neighborhood or street-by-street. If done street-by-street, drivers will be expected to stay up-to-date on the current list of 25mph streets, an unreasonable and unsafe expectation. Our default should be safer streets for all residents, across all thickly settled areas. With a town-wide 25mph default limit, simple and concise signage can be used ("25mph unless otherwise posted"), and outreach can be done to educate drivers before a singular changeover date.

Thank you for your consideration.

Marisol Bolaños

Kathryn Forina

From: Steve Samler [REDACTED]
Sent: Sunday, August 28, 2022 6:07 PM
To: SelectBoard; Glen Ota; Andrew Flanagan; Michael Lindstrom; Paul Materazzo
Subject: In Support of 25 mph speed limit

Dear Town Officials

I'm writing to you in support of a town-wide adoption of a 25mph default speed limit in thickly settled areas and business districts, as applicable under MGL c. 90 § 17C. I live in Andover, live near downtown and would prefer to walk or ride a bicycle to do my in town errands.

At the last town meeting, Andover residents overwhelmingly voted in support of the adoption of MGL c. 90 § 17C, an "opt-in" law that allows towns and cities to set a 25mph speed limit in thickly settled areas and business districts. Currently, that default speed limit is 30mph. While the difference between 30 and 25mph may seem small, it has an enormous impact on the survivability of pedestrian and bike crashes.

I often sit on my front porch at 83 Maple Avenue and 1 in 5 vehicles making the turn from Walnut is doing 40 mph by the time they get to number 65. It's not much better as vehicles come down Maple to Walnut.

The average risk of severe injury to a pedestrian at 30mph is 50%. This drops in half, to 25% at 25mph. The average risk of death at 30mph is 25%-- an expected 1 in 4 pedestrian crashes at 30mph leads to death. At 25mph, this drops by more than half, to 10%. The statistics for our most vulnerable populations--young children and seniors-- is even more grim.

Unfortunately, this is not an abstract issue for Andover. On the evening of April 27th, a pedestrian was struck and killed while crossing Elm St. at Whittier St. The town has made significant investments in pedestrian safety along the Elm St corridor, and a town-wide 25mph default speed limit would simply enhance the effectiveness of these changes.

I'll note that similar enhancements were promised on Maple Avenue, but alas those have not occurred. We had yet another car accident in front of my property back in July.

In order to minimize driver confusion and maximize effectiveness, it is imperative that this change is implemented town-wide, as MassDOT themselves recommends, rather than neighborhood-by-neighborhood or street-by-street. If done street-by-street, drivers will be expected to stay up-to-date on the current list of 25mph streets, an unreasonable and unsafe expectation. Our default should be safer streets for all residents, across all thickly settled areas. With a town-wide 25mph default limit, simple and concise signage can be used ("25mph unless otherwise posted"), and outreach can be done to educate drivers before a singular changeover date.

Thank you for your consideration.
Steven Samler
83 Maple Ave

Sent from my iPhone

Kathryn Forina

From: Andrew Lewine [REDACTED]
Sent: Friday, September 9, 2022 1:26 PM
To: Patrick Keefe; SelectBoard; Glen Ota; Andrew Flanagan; Michael Lindstrom; Paul Materazzo
Subject: In support of a town-wide 25mph default speed limit

Dear Police Chief Keefe, Select Board, and other Town Officials,

I'm writing to you in support of a town-wide adoption of a 25mph default speed limit in thickly settled areas and business districts, as applicable under MGL c. 90 § 17C. I live and commute in Andover and frequently walk and bike around town.

At the last town meeting, Andover residents overwhelmingly voted in support of the adoption of MGL c. 90 § 17C, an "opt-in" law that allows towns and cities to set a 25mph speed limit in thickly settled areas and business districts. Currently, that default speed limit is 30mph. While the difference between 30 and 25mph may seem small, it has an enormous impact on the survivability of pedestrian crashes.

The average risk of severe injury to a pedestrian at 30mph is 50%. This drops in half, to 25% at 25mph. The average risk of death at 30mph is 25%-- an expected 1 in 4 pedestrian crashes at 30mph leads to death. At 25mph, this drops by more than half, to 10%. The statistics for our most vulnerable populations--young children and seniors-- is even more grim.

Unfortunately, this is not an abstract issue for Andover. On the evening of April 27th, a pedestrian was struck and killed while crossing Elm St. at Whittier St. The town has made significant investments in pedestrian safety along the Elm St corridor. The bumpouts that are currently under construction will go a long way in making Elm St safer for all users, and a town-wide 25mph default speed limit would simply enhance the effectiveness of these and other future changes.

In order to minimize driver confusion and maximize effectiveness, it is imperative that this change is implemented **town-wide**, [as MassDOT themselves recommends](#), rather than neighborhood-by-neighborhood or street-by-street. If done street-by-street, drivers will be expected to stay up-to-date on the current list of 25mph streets, an unreasonable and unsafe expectation. Our default should be safer streets for all residents, across all thickly settled areas. With a town-wide 25mph default limit, simple and concise signage can be used ("25mph unless otherwise posted"), and outreach can be done to educate drivers before a singular changeover date.

Thank you for your consideration. I look forward to your policy proposal at the Select Board Meeting on Monday and hope that the recommendation is for town-wide adoption in all thickly settled areas and business districts.

Best,
Andrew Lewine
50 York St.
Walk/Bike Andover member

Select Board Meeting
Minutes of Wednesday, July 20, 2022
Ballardvale Fire Station Community Room
161 Andover Street, Andover, MA 01810

I. Call to Order

The Chair of the Select Board, Alex Vispoli, called the meeting to order at 7:00 PM. Members in Attendance: Annie Gilbert, Chris Huntress, Laura Gregory, Melissa Danisch. Others in Attendance: Town Manager Andrew Flanagan, Asst. Town Manager Patrick Lawlor 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.

Chris Huntress provided an overview of Ballardvale and its historic significance as the first of Andover's planned mill villages located along the Shawsheen River. Water power was first harnessed by Timothy Ballard who operated a grist and sawmill and the Ballardvale Manufacturing Company built a 200' dam in 1836. The historic center included Center Street, Marland Street, Chester Street, Oak Street, Tewksbury Street, Clark Road and Highvale Lane, and were laid out in 1848. The original Ballardvale Manufacturing Company still sits along the river in a four story brick structure. The mills became world renowned for producing flannels, worsted goods, tools and stoneware. Other industries included the Ballardvale Machine Shop Company, Whipple File Company, Abbot Hat Factory, and Willard & Sons Potteries. By 1860 Ballardvale bustled with industrial and commercial activities supported by the railroad depot, post office, shops, pool room, barbershop, bowling alley, tailor, blacksmith, tavern and several general stores. Andover's first public library and two churches and entertainment hall all contributed to the village of Ballardvale.

The Pole Hill Conservation area, known as The Grove, featured picnic areas and a dance hall. More information can be found at the Andover History and Culture Center including details on historic walking tours. In 1987 Ballardvale was added to the National Historic Districts and recognized as an historic district in 1996.

III. Communications/Announcements/Liaison Reports

The Town Manager reported that Andover Days will return on Saturday, September 24th after a two-year hiatus with new elements being added. The plans will be submitted to the Town Manager's Office in a few weeks. Mr. Flanagan also announced that Town Clerk, Melissa Ripley will be departing as Town Clerk but will stay on as Election Clerk until the State Primary. Asst. Town Manager Patrick Lawlor will fill in as Town Clerk until the position is filled.

Patrick Lawlor said voters will soon be receiving postcards to vote by mail and can choose which elections they wish to vote by mail. The primary will be held September 6th and the last day to register is August 27, 2022 at 5:00 PM and they ask that applications and ballots be sent in as soon as possible.

Tom Urbelis reported that the ability for meetings (committees and Town meetings) to meet virtually expired last Friday but the Senate has extended the date to March 31 2023.

Alex Vispoli reported that the Robb Center will be acting as a cooling location from 8:00 AM to 8:00 PM for residents to use. Over the 4th of July, the Board served pancakes to the Town residents at the Robb Center and recognized Jane Burns, Director of Elder Services and other members of the Robb Center for their assistance.

IV. Citizens Petitions and Presentations

Kathy Grant, Morton Street is still waiting to find out the timeline for signatures to be collected for articles for a Special Time Meeting. Also, it is unclear to her if the Select Board or Town Moderator are in charge of the goals for the Finance Committee, or the budget items that come under the purview of the Select Board, and what the status is of the funds appropriated. If funds are not spent in 3-years, she feels the money should go back into cash.

There have been empty buildings downtown and other businesses for sale; is there funding that people can apply to for black/brown businesses in Andover. The Town Manager said that anyone interested in opening a business in Andover should reach out to Ann Ormond.

Alex Vispoli agreed that unexpended balances should be available. The Town Manager said the Town is audited each year by an independent outside firm and the information is available to the public. The leftover funds are located in unexpended balances.

Michael Silverman, 54 Tewksbury Street, who put forward the citizen petition warrant at Town Meeting to opt into the 25mph limit, did not see it in the Town Manager's goals for this year, is there a reason why this is delayed? Also, within the last year, the Town received \$200,000 for recreational and bicycle activity, has that money been received? The Town Manager reported that the police are speaking with MassDOT to develop a process which the Town Manager hopes will be ready for approval in August; the funds from the legislature will go towards this. Precinct 9 voting will be held at Andover High School.

V. Regular Business

A. Acceptance of Drainage Easement

Board to discuss, and possibly vote to accept, a drainage easement from Stephen and Kathleen Welch of 82 Pine Street. Atty. David McBride, Danvers, Mass represented Mr. & Mrs. Welch and reported on the granting of this easement. Tom Urbelis said they are satisfied with the request and that the Welch's have to get the mortgages subordinated which they have agreed to do. Chris Cronin said they are very happy to move forward with this project. The Welch's have never occupied the property.

Chris Huntress moved to accept a permanent easement for the Town of Andover from Stephen and Kathleen Welch of 82 Pine Street, Andover, MA for the purpose of maintaining, repairing and relocating a certain underground drainage pipe located on Grantor’s property of 82 Pine Street, Andover, MA. Motion seconded by Annie Gilbert and voted 5-0 to approve.

B. Long-Term Borrowing

Finance Director Donna Walsh reported on the recent long-term borrowing being done on the advice of their financial advisor due to the rising interest rates. They borrowed \$50,725,000 at a 3.75% interest rate which was better than anticipated, so it was a good time to borrow the money. There were eleven bidders with the award going to RBC Capital Market. The first interest payment will be due in 2024. Part of the motion stipulates that they will incorporate the votes into the minutes.

Annie Gilbert moved to adopt the votes presented to this meeting as prepared by bond counsel in connection with the Town’s July 2022 General Obligation Bond 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.

AJS/KKA

VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Andover, Massachusetts (the “Town”), certify that at a meeting of the board held July 20, 2022, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that the sale of the \$47,555,000 General Obligation Municipal Purpose Loan of 2022 Bonds of the Town dated July 28, 2022, (the “Bonds”), to RBC Capital Markets at the price of \$50,917,687.85 and accrued interest is hereby approved and confirmed. The Bonds shall be payable on July 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2023	\$50,000	5.00%	2034	\$1,290,000	5.00%
2024	805,000	5.00%	2035	1,350,000	5.00%
2025	845,000	5.00%	2036	1,420,000	5.00%
2026	885,000	5.00%	2037	1,490,000	5.00%
2027	930,000	5.00%	2038	1,565,000	5.00%
2028	975,000	5.00%	2039	1,645,000	5.00%
2029	1,025,000	5.00%	2040	1,725,000	5.00%

2030	1,075,000	5.00%	2041	1,800,000	4.00%
2031	1,125,000	5.00%	2042	1,875,000	4.00%
2032	1,185,000	5.00%	2052	23,270,000	4.00%
2033	1,225,000	5.00%			

Further Voted: that the Bonds maturing on July 15, 2052 (a “Term Bond”) shall be subject to mandatory redemption or mature as follows:

<u>Term Bond due July 15, 2052</u>	
<u>Year</u>	<u>Amount</u>
2043	\$1,930,000
2044	\$2,010,000
2045	\$2,090,000
2046	\$2,175,000
2047	\$2,265,000
2048	\$2,360,000
2049	\$2,455,000
2050	\$2,555,000
2051	\$2,660,000
2052*	\$2,770,000

*Final Maturity

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated June 30, 2022, and a final Official Statement dated July 12, 2022 (the “Official Statement”), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and to comply with relevant securities laws.

Further Voted: that any certificates or documents relating to the Bonds (collectively, the “Documents”), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a “.pdf” file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: July 20, 2022

Clerk of the Select Board

C. Affordable Property Right of First Refusal

The Town Manager reported that they are asking the Board to review and to consider voting to not exercise its right of first refusal to purchase the affordable housing unit at One Francis Drive, Unit 101 which is a 62+ community located off of River Road in Andover. Andover Housing Trust would proceed to advertising for the sale of the home which will remain in perpetuity as affordable housing.

Chris Huntress moved to not exercise the Select Board's right of first refusal to purchase the affordable housing unit at One Francis Drive, Unit 101. Motion seconded by Laura Gregory and voted 5-0 to approve.

D. Diversity, Equity and Inclusion Update

Director of Andover DIVERSE, Albert Pless provided an update to Board on the timeline and accomplishments and an update on the Strategic Plan Action items. Pless thanked the Town Manager, the Select Board, and the Andover residents for their efforts in this important work.

The charge of the DEI is to work to combat racism and discrimination in Andover by supporting programs, initiatives, education, outreach, policies and institutional change which contribute to an inclusive Andover.

Mr. Pless reviewed a timeline and accomplishments that included hiring a consultant to conduct a diversity audit, holding a public forum with over 150 residents attending and assembling working groups and several process improvements. They sent out a youth survey receiving over 250 responses and held a summit to identify best practices for recruitment and selection of new employees and adopted several process improvements.

Goals: Undertake data collection, analysis and updates to inform decisions around DEI program work, proactively diversify the Town of Andover's workforce, create lasting

culture change through ongoing training and conversation with municipal staff starting with the survey they created, engage residents through cross-cultural programming, foster support for partnership between the Commission on DEI and municipal leadership, and foster and improve communication with community members. There were 151 responses from the employee survey that was closed on July 15, 2022. The survey analysis will help inform recommendations for training and professional development for management and frontline staff.

Next steps include a data visualization project in partnership with Memorial Hall Library. They are working with a consortium to help put together a project on what an inclusive Andover looks like, to increase youth participation, and understanding Andover's underserved communities.

They have held several community engagement events from February through June with another event 'Passport to the World Culture Day' on August 25th and are excited about working with Middle School students on Heritage Day.

In addition, they have been working with Elder Services, Memorial Hall Library, Youth Services, and the Planning Department as well as local public and private schools, churches, Andover Coalition for Education (ACE) and the Better Chance Program (ABC). Moving forward, they will be working with the personnel in the Town offices on Diversity in Hiring, Leadership Development, Resource Development, the FY-24 operating budget training and grants and foundations to support their work.

The Board thanked Mr. Pless for the update.

As the Select Board Liaison, Laura Gregory looks forward to working with the Mr. Pless and the DEI Commission. Her goal for the Select Board is that they support these efforts and issues as best they can.

Comments: Kathy Grant, Morton Street asked if there would be a survey for the school employees. Mr. Pless said they are still working on a survey for the school employees. Kathy Grant thinks we should seriously consider using pronouns (he/she/her, etc.) as other public schools are using. Michael Silverman, 54 Tewksbury Street, is curious about what the next steps will be after they receive the data from the different surveys sent out. Mr. Pless said they will be relying on other data as well. Barbra Burke asked how was the decision made on which schools to include and why the Greater Lawrence Tech School was not included. Mr. Pless said they recently reached out to the Technical Schools and they now have a contact there.

The Select Board members thanked Mr. Pless for his presentation.

C. Zoning Board of Appeals Appointments

Zoning Board of Appeals Subcommittee to recommend the appointment of two regular members and one associate member to the Zoning Board of Appeals to terms that will

expire on June 30, 2025. Board to consider voting to approve Subcommittee's recommended appointments.

Chris Huntress reported that he and Melissa Danisch met with the five residents who expressed interest in being on the Board. They conducted the interviews over two nights followed by deliberation. All of those interviewed were outstanding candidates. The recommendation of the sub-committee is that the three current members continue on with their terms. The other two applicants were encouraged to seek a position on other open boards. Laura Gregory stated that we need to be aware and consider adding new voices and representation on Town boards.

Chris Huntress moved to appoint Carol McDonough and Lisa Rechisky as regular members and David Guerette as an associate member of the Andover Zoning Board of Appeals to terms that expire on June 30, 2022. Motion seconded by Melissa Danisch and voted 5-0 to approve.

D. Investment Committee Update

Board to receive an update from the Investment Committee on the pension obligation bond proceed investment strategy.

Nancy Kimelman of the Investment Committee reported on the investment strategy. The May index was down 12% and June saw another 8% decline; the markets were down in the first half of the year due to inflation and it looks like we could be heading into a recession the second half of the year. Every price in the market place including real estate has to come down. The only way to deal with a declining market is to not 'put all your eggs in one basket'. The PRIT Fund is down 5% and our assets are diversified. Her advice for diversifying is to not try to 'time the market'. Patrick Lawlor reported that the Investment Committee shares Dr. Kimelman's opinion and will further discuss their long-term approach. The Retirement Board is in agreement with the Investment Committee's recommendation. The Board thanked Nancy for her presentation.

E. [2022-2023 Goals Update](#) (click to see updated goals)

Town Manager presented an updated draft of the 2022.2023 goal's for the Board to review. The updates are highlighted in yellow. The Goal areas are:

Administration & Finance. Updates

Goal: Eliminate the excess levy capacity created by the POB Plan through Special Legislation.

Deliverable: Work with the legislative delegation to draft, file, and adopt legislation by end of 2022.

Goal: Assist Board with the review of the MBTA Community Housing Legislation and make any necessary recommendations relative to meeting the legislation's requirements by Winter of 2022.

Deliverable: Provide update and begin process in fall 2022.

Goal: Work with Board to develop a process of reviewing of the Town Governance Study Committee Report including a public engagement component and a plan for prioritizing the report's recommendations. Assist with advancing recommendations as

determined by the Select Board.

Deliverable: Present process in September 2022 and begin review and public engagement this fall.

Goal: Develop scope of work and solicit proposals for consulting services to manage and support a comprehensive review of the Select Board's Policies. Present options to the Board for its consideration and provide staff support to assist with the facilitation of the review process.

Deliverable: Present scope of work an issue RFP for consulting services in fall of 2022.

Goal: Develop scope of work and solicit proposals for consulting services to manage and support a comprehensive review of the Select Board's Policies. Present options to the Board for its consideration and provides staff to assist with the facilitation of the review process.

Goal: Board to receive updates on the progress of the AHS Building Committee.

Deliverable: On-going.

Citizen Response Management & Engagement-

Goal: Define and establish the scope for a dedicated resource to manage Town-wide communication and develop a funding plan for the resource within the appropriated budget. This function shall be funded through a reallocation of resources.

Deliverable: Present plan to the Board in Summer 2022 and begin the process for identifying and selecting communications resource in fall of 2022. They have collected information from other communities. There is a need, and an additional resource will improve communications. This person would work with all of the different departments.

Goal: Update the Town Website.

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

Goal: Board to identify opportunities for public engagement outside of regularly scheduled meetings to facilitate engagement between the Board and the community.

Deliverable: Schedule an event for fall of 2022.

Goal: Increase engagement with state delegation.

Deliverable: Invite state delegation to a regular Board meeting in September 2022 and as needed moving forward.

Capital Improvements

Goal: Start to implement the sidewalk program and continue to incorporate it into the FY2024-2028 CIP based on the Sidewalk Master Plan. The portal is still open. Residents to hear the priority based on the information they receive by the end of September.

Deliverable: Begin to implement the prioritization plan created through the Sidewalk Master Plan process.

Goal: Capping of the Ledge Road Landfill.

Deliverable: Present final plan in the fall of 2022.

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

Deliverable: 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 the Park Property and potential construction of rail trail.

Deliverable: Finalize preferred concept with Committee winter of 2022 in preparation for the 2023 Annual Town Meeting including Funding recommendation in CIIP.

Downtown Andover, HMD & Economic Development:

Goal: Work with the selected developer for 11 Lewis St. and negotiate and finalize the land disposition agreement.

Deliverable: negotiate with selected developer.

Goal: Move the Rte. 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 fall 2022.

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

Deliverable: Present process in fall of 2022.

Updated Goal: In conjunction with the planned hardscape improvement project, leverage state grant funds to explore potential future uses of Old Town Hall.

Deliverable: Secure funds and select consultant in fall of 2022.

River and Open Space

Goal: 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 Merrimack River. There is a lot of interest in this project. The project is fully funded.

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

Goal: Complete Master Planning Process for the Shawsheen River and improve safe access for fishing and boating. Complete Master Plan/winter 2022.

No change to original goal.

Updated Goal: Identify opportunities for improving access, and specifically ADA access, to the river(s) and other open/recreation areas.

Deliverable: Ongoing/ADA Component: Identify project in fall of 2022.

Energy and Sustainability

Goal: Finalize Community Action Plan.

Deliverable: Provide draft of the Andover Climate Change Plan by June 2023.

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

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

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

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

Diversity, Equity & Inclusion

Goal. Support 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.

Deliverables: Implement the results of the DEI Employee Survey.

The Town Manager thanked the Board for their input over the past several weeks on the goals. The Board will vote on the goals at their next meeting on August 1, 2022.

VI. Consent Agenda

A. Appointments by the Town Manager

The Town Manager said the one major appointment tonight is the Director of Youth Services, Anthony Serio. Mr. Flanagan reviewed the process that went into the selection. He thanked Ryan Murphy for Chairing the Committee and also the other members of the Selection Committee, the Screening Committee and the members of the two panels. Thirty-eight candidates applied and the Screening Committee moved forward nine candidates which were pared down to four. The candidates also participated in an all-day assessment process. Tony comes to Andover from Lexington. Mr. Flanagan provided a review of Mr. Serio’s background in Youth Services.

Annie Gilbert moved to approve the appoint Anthony Serio as Director of Youth Services and to approve the appointments by the Town Manager as listed in the Consent Agenda and to designate members of the Design Review Board as Special Municipal Employees. Motion seconded by Melissa Danisch. Motion voted 5-0 to approve.

Department	Name	Position	Rate/Term	Date of Hire
Community Services – Youth Services	Anthony Serio <i>(William Fahey)</i>	Director	\$97,000.00/yr	8/8/2022
Information Technology	Stephen Douglas, III <i>(James Casey)</i>	Customer Service Manager	\$96,183.70/yr	7/25/2022
Information Technology	Daniel Burm <i>(Joseph Huskey)</i>	Technical Specialist	\$77,149.99/yr	7/25/2022
Facilities	Richard Reid <i>(Mark Gardella)</i>	Working Foreman – Electrical	\$37.64/hr	7/11/2022
Facilities	Anthony Accardi, Jr.	Junior Custodian – Second Shift	\$24.57/hr	7/25/2022
Department of Public Works	Christopher George <i>(Jason Ouellette)</i>	Highway Equipment Operator 2	\$27.49/hr	7/21/2022
Department of Public Works	Justin Narbonne <i>(Felix Plunkett)</i>	Tree Climber	\$27.49/hr	7/25/2022
Department of Public Works	Robert Cotter <i>(Christopher George)</i>	Equipment Operator 1	\$26.68/hr	8/1/2022

Memorial Hall Library	Derek Fox (Clayton Rabold)	Teen Room Aide	\$14.25/hr	7/21/2022
Information Technology	Naren Savkur	Seasonal	\$15.00/hr	7/21/2022
Community Services – Youth Services	Elizabeth Maldari	Seasonal	\$25.00/hr	7/11/2022
Community Services – Recreation	Kara Abate	Seasonal	\$30.00/hr	7/12/2022
Community Services – Recreation	Jeffrey Stewart	Seasonal	\$24.00/hr	7/6/2022
Community Services – Recreation	Elena Connors	Seasonal	\$21.00/hr	7/5/2022
Community Services – Recreation	Alicia Zhang	Seasonal	\$15.00/hr	7/19/2022
Community Services – Recreation	Myles Robinson	Seasonal	\$14.75/hr	6/28/2022
Community Services – Recreation	Skye Ryan	Seasonal	\$14.75/hr	7/4/2022
Community Services – Recreation	Julia Barletta	Seasonal	\$13.75/hr	6/28/2022
Community Services – Recreation	Lucy Buonopane	Seasonal	\$13.75/hr	7/11/2022
Andover Cultural Council	Morgan von Prelle Pecelli	Member	Term Expires 6/30/2025	7/1/2022
Andover Green Advisory Board	Jonathan Unger	Member	Term Expires 6/30/2025	7/1/2022
Andover Green Advisory Board	Harry Voorhees	Member	Term Expires 6/30/2025	7/1/2022
Andover Housing Partnership Committee	Vinod Bhandari	Member	Term Expires 6/30/2025	7/1/2022
Andover Housing Trust Fund Board of Trustees	Andrew Flanagan	Member	Term Expires 6/30/2025	7/1/2022

Andover Housing Trust Fund Board of Trustees	Carolyn Hall-Finlay	Member	Term Expires 6/30/2025	7/1/2022
Andover Housing Trust Fund Board of Trustees	Linda O'Connell	Member	Term Expires 6/30/2025	7/1/2022
BallardVale Historic District Commission	Thomas Adams	Member	Term Expires 6/30/2025	7/1/2022
BallardVale Historic District Commission	Sandra Frechette	Member	Term Expires 6/30/2025	7/1/2022
BallardVale Historic District Commission	Alexis Winnell	Member	Term Expires 6/30/2025	7/1/2022
Commission on Disability	Bernadette Lionetta	Member	Term Expires 6/30/2025	7/1/2022
Design Review Board	Ken Feyl	Member	Term Expires 6/30/2025	7/1/2022
Preservation Commission	Leo Greene	Member	Term Expires 6/30/2025	7/1/2022
Town Governance Study Committee	David Floreen	Member	Term Expires 6/30/2023	7/1/2022
Town Governance Study Committee	Richard Fox	Member	Term Expires 6/30/2023	7/1/2022
Town Governance Study Committee	Dara Obbard	Member	Term Expires 6/30/2023	7/1/2022
Town Governance Study Committee	Gail Ralston	Member	Term Expires 6/30/2023	7/1/2022
Town Governance Study Committee	Austin Simko	Member	Term Expires 6/30/2023	7/1/2022
Town Governance Study Committee	Aleksandra Stapczynski	Member	Term Expires 6/30/2023	7/1/2022
Town Governance Study Committee	S. Jon Stumpf	Member	Term Expires 6/30/2023	7/1/2022
Trustees of Spring Grove Cemetery	Sandra Dearborn	Member	Term Expires 6/30/2025	7/1/2022

VII. Approval of Minutes

A. Board to approve minutes April 13, 2022

Annie Gilbert moved to approve the Select Board Minutes of April 13, 2022 as presented.

Motion seconded by Chris. Motion passes 4-0-1. Laura Gregory abstained.

VIII. Adjourn

At 9:33 PM on a motion by Melissa Danisch and seconded by Annie Gilbert, the Select Board voted 5-0 to adjourn the meeting of July 20, 2022.

Respectfully submitted,

Dee DeLorenzo

Recording Secretary

Select Board Meeting
Minutes of August 1, 2022
Municipal Services Facility Kitchen
5 Campanelli Drive, Andover, MA 01810

I. Call to Order – 7:00 P.M.

Select Board Chair Alex Vispoli called the Select Board Meeting of August 1, 2022 to order at 7:00 P.M being held in the ‘new’ Municipal Maintenance Services Building, as Mr. Vispoli explained, was a 15-20 year effort to relocate the old town yard from 11 Lewis Street to the new site and has been open for the past three years. It is a first-class facility for our employees and extends the life of our equipment that is now housed inside.

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

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 dedicated to former Town Manager Richard Bowen and his wife, Lucy Bowen who both passed away this week. The Ballardvale Green was dedicated to Mr. Bowen last year. The Moment of Silence was followed by a Salute to the Flag.

III. Communications/Announcements/Liaison Reports

The Town Manager announced that the Shawsheen River Master Planning process is underway with an extra meeting scheduled to be held virtually on Wednesday, August 10th at 6:30 PM.

Mike Lindstrom reported that the booms purchased to help collect floatables on the Merrimack River will be launched in Methuen tomorrow for the first time. This project has been a coordinated effort from our friends from AVIS and the DPW and many other volunteers. We are pleased to report that there will be a lot of work done by many.

Patrick Lawlor said Andover residents will be receiving their mail in voting applications in the mail with more ballots being sent out this week. Thank you to the Clerk’s Office and the volunteers and election workers for their assistance in this effort.

Annie Gilbert asked for a status of the on-going drought in Andover and what we can expect. The Town Manager said the cooperation of our residents, following the even/odd night watering, has made a difference allowing us to fill our water distribution tanks and preventing us from having to move forward with activating the next step in the Drought Management Plan. The Board’s commitment to replacing water mains in historic increments over the past several years is making a difference.

IV. Citizens Petitions and Presentations

Jane Cairns, 2 Nicholas Circle, read a short statement on behalf of the Andover Trails Board, which is a 50-year organization founded by Alan French to facilitate navigation and public access to outdoor spaces. She urges the Board to place a high priority on the original strategic goal adopted in January to include safe access to the Shawsheen River for fishing and boating. They are concerned about the process for extending the completion date of the master plan and would like it to be made a priority in the fall; some very simple necessary improvements have been put on hold for the past few years which need to be completed. This summer has been another very active summer on the river. The inaction on this goal has resulted in continued erosion on the riverbed that looks to require much more extensive repairs than if the problem had been addressed earlier.

The Town Manager said they want to see the recommendations that come out of the master planning process and have those inform budget decisions. They are following this very closely and think they can make a big step in next year's budget.

Kristen Wise, Inwood Lane, had questions about the water project in the downtown area disrupting the traffic flow and Shawsheen Road is still a mess and the parking in the library area is difficult. She suggested they offer free parking for patrons at the library and other areas around Town.

Mrs. Wise also said the Children's Room at MHL looks similar to what it did 30-years ago, and the Activity Room is very small and limits participation for story time and other activities for the younger children ages 2.-5. A large amount of ARPA funds are dedicated to improving the Customer Service Department at Town Offices. Since Covid, more people are using on-line options and this has changed people's behavior. She suggested moving some of those funds for a larger activity area in the Children's Room that would impact a larger group of people.

Deputy Director of Public Works, Carlos Jaquez shared the status of the roadwork around town and the downtown water project which will be wrapping up final paving of the Shawsheen Road area just before school starts. The water main project will take some time to complete, and they expect to finish in the fall.

The Town Manager said they have worked with the Friends of the Library and library personnel and are getting close to opening the Maker Space in the very near future, which is a very unique and progressive space for libraries of our size. A lot of planning and design has gone into this major investment; they also added the outdoor patio on the 2nd floor and made a number of other upgrades. They are almost funding 100% of what the Friends of the Library and library personnel have requested.

V. Regular Business

A. Town Governance Study Committee

Alex Vispoli reported that several years ago, they received suggestions to look into other types of governments and decided it was a good time to review Andover and how we are governed today and potential changes. The Committee has spent the better part of two years conducting a complete review and options to be considered. Their report was

produced at the end of last year. The Charter for this group was to come up with a report and make a recommendation to the Select Board who would then deliberate.

Jon Stumpf, 11 Stafford Lane, Chair of the Town Governance Study Committee (TGSC) provided a brief summary of the process and endeavors the Committee followed over the past few years. Their first meeting was held on September 25, 2019. The next two years were spent studying the Town's form of government and governance and examining the models of government in comparable communities.

They reached out to residents, town employees, and others to identify the strengths and weaknesses in Andover's current Government and facilitated public engagements and public discussions on the TGSC's work. In December 2021, they issued their report with a recommendation to keep the Open Town Meeting with reforms and a host of other significant changes to Andover's government. The next and final phase of the study includes working with the Select Board and reviewing the report. They anticipate meeting with the Select Board as soon as possible and presenting on items in their report and engaging in a dialogue on their findings. Their presentation will be based on the Select Board being their primary audience with public meetings after that. The summary will include all recommendations for reforms, and recommendations on what needs to happen to bring the reforms to fruition.

Annie Gilbert said the Town Governance Study Committee did a tremendous amount of work and all their meetings were public with an expansive amount of data generated. There is a great deal of information on the Town website along with the report. Chris Huntress said they took an incredible amount of information making it into a very concise and clear report which was very well written and easy to follow considering the amount of information provided.

The Board members thanked Mr. Stumpf and the members of the Governance Committee for the tremendous amount of work they have done.

Stephen Walther, Morton Street, has looked at the Town's website but did not find the preliminary report, but did find some of the data. To him, based on the data, they looked at many different ways of analyzing the data of who did attend Town Meeting.

There is a very large cohort of people who do not traditionally attend town meeting. He would like to know what fraction of the Committee are those who do not traditionally attend Town Meeting and how much work the Committee did to reach out to people who do not normally vote at town meeting. A large fraction of the community do not usually attend town meeting; typically there are only 2% to 1% of eligible voters that makes our form of democracy vulnerable to special interest groups. We need to do something dramatic to increase participation to really make it a democracy.

Mr. Stumpf said the official report is on the Town website along with a selected area where all of their research data resides. They have eighteen different recommendations with items for educating consumers, communication, and getting information out there in advance.

Michael Silverman, Tewksbury Street, asked what the key evidence that led to staying with an open town meeting. It seems that everything is decided before the voters even get to Town Meeting. He will be interested in see the evidence on who participated.

B. Complete Streets Policy (2nd Reading)

Mike Lindstrom said the Board has been provided a revised draft of the Complete Streets Policy that was first presented to the Board on June 13th. Following the first reading, they received a lot of different feedback and have since made appropriate changes they feel are reflective of that feedback (word changes, language changes to the vision section, and commitment to the core goals of the program). Also the changes include giving the DPW some flexibility in terms of making certain road repairs that are changing the geometry of the roadway, etc. An updated policy is before the Board for their approval. Mr. Lindstrom thanked everyone who participated in the making of this policy.

Annie Gilbert thanked the residents for their great feedback and staff who collaborated well with the public and to everyone who worked on this project. The Board agreed that the public comments were very helpful.

Laura Gregory was pleased to see the change to stronger language and that they made sure to focus on walking/biking and those sort of transportation methods. Chris Huntress All members of the Board shared how pleased they are to see the transition to the stronger language incorporated in the policy.

On a motion by Annie Gilbert and seconded by Laura Gregory the Select Board voted 5-0 to adopt the Complete Streets Policy as presented. Motion passes unanimously on a vote of 5-0.

C. State Primary Warrant

Acting Town Clerk, Patrick Lawlor, is requesting the Board vote to sign the warrant for the state primary to be held on September 6, 2022, to be posted in the proper locations as required by Mass General Laws. None of the voting locations have changed since the last election.

Chris Huntress moved to sign the warrant for the state primary on September 6, 2022. Motion seconded by Melissa Danisch and voted 5-0 to approve.

D. Police Details at Polling Locations

Select Board to vote to assign police details at polling locations in accordance with Section 72 of the Massachusetts General Laws, Chapter 54.

Patrick Lawlor reported that there are no changes to the actual process on voting day, but a procedural step that that has been changed and amended by Section 13 of Chapter 92 of the Act of 2022 which created the Voting Opportunities, Trust Equity and Security Act, which provided a whole host of changes to mail-in voting and when you can register to vote. This request creates a voting opportunity to assign officers to all elections going forward. Patrick will be working with the police chief as necessary.

Laura Gregory moves to approve a sufficient number of police officers, but not less than one, at the polling locations at every election therein to preserve order and to protect the election officers and supervisors from any interference with their duties and to aid in enforcing the laws relating to elections, as required by Section 2 of MGL Chapter 54 which was changed in section 13 of Chapter 92 of the Acts of 2022. Further move to designate the Police Chief the authority to assign specific police officers according to scheduling and availability. The Town Clerk will advise the Police Chief on the location and time the officers are needed. Motion seconded by Chris Huntress and voted and unanimously 5-0 to approve.

E. 2022-2023 Town Manager and Select Board Goals

Select Board to consider voting to adopt the 2022-2023 Select Board and Town Manager Goals. Alex Vispoli explained the process that started over the past few months where the Board reviewed the goals from the prior year and new goals which are reflective of all of the Board's input. (The yellow sections are the changes that have been added).

Laura Gregory pointed out that that the process does not include some of the items discussed for the Diversity goals and some of the items presented to the Board from the presentation by Albert Pless at the last meeting.

The presentation by Mr. Pless included next steps in moving recommendations in diversity and hiring to continue improvements in ongoing recruiting practices to address language and job descriptions, constitutional interview panels focusing on retention and affinity groups, leadership in hiring, improving understanding of what it means to be a workplace committed to inclusion, and ongoing workshops for all staff building leadership capacity in this space.

For the record, Chris Huntress read the DEI Goals that are currently on the Town website. The Town Manager provided some updates on the DEI goals and the Board collectively discussed the goals to consider for DEI, putting the following goal forward:

New Goal: Implement the results of the DEI employee survey and support the work of the working groups, including making progress in the areas of diversity and hiring and leadership development as it relates to DEI and provide an update at the next quarterly report.

Deliverable: On-going.

Melissa Danisch moved to adopt the 2022-2023 Select Board and Town Manager Goals as amended. The motion was seconded by Chris Huntress and voted 5-0 to approve.

F. [Town Manager Performance Review](#) *(click to see complete Performance Evaluation)*

Board to discuss and consider voting to accept the Composite Review of the Town Manager. Alex Vispoli explained that the Town Manager is reviewed every year and each Board member has filled out the evaluation sheets and all of the results were compiled into the review. It is a very involved process.

The Chair read the Town Manager’s Performance Review Report which included the following categories and rating on a scale of 1-5 with 5 being the highest.

<u>Categories</u>	<u>Number of subcategory areas to rate</u>
Personal Characteristics	5 subcategories
Professionalism	4 subcategories
Public Relations/Communications	4 subcategories
Board Support/Relations	5 subcategories
Community Leadership	4 subcategories
Organizational Leadership/Personnel Management.	8 subcategories
Financial Management	6 subcategories
Planning and Organization	3 subcategories

The Performance Evaluation of the Town Manager also includes comments by the Select Board by Category for the period of July 1, 2021-June 30, 2022.

Select Board Member Ratings:

Compilation of all the reviews and all the topics discussed

Christian Huntress	4.15
Annie Gilbert	4.04
Laura Gregory	4.28
Melissa Danisch	5.00
Alex Vispoli	3.93

Overall Rating from 2016-2022

Year 2016	4.80	Exceeds Expectations
Year 2017	3.22	Meets Expectations
Year 2018	4.00	Exceeds Expectations
Year 2021	4.12	Exceeds Expectations
Year 2022	4.27	Exceeds Expectations

Goals & Objectives for 2021-2022

Composite Rating.

Administration and Finance	4.40
Citizen Response & Management	3.60
Capital Investments	4.20
Downtown Andover	3.80
River & Open Space Access & Sustainability	3.60
Diversity, Equity & Inclusion	4.00
Energy & Sustainability	4.20

Comments Regarding Goals & Objectives

~Introduction of 331 Service Reporting and & Andover Data Center are positive achievements.

~The Robb Center and Ballardvale Fire Station are complete. Both on time and within budget. Remarkable given the issues that Covid 19 created on public construction and material supply.

~Downtown remains one of Andover’s true gems. The outdoor dining and public gathering improvements are incredibly successful.

- ~Access to the Merrimack River behind GLTS made great strides this year. The acquisition of the Park Property on Chandler Road is also a good step forward.
- ~Development and implementation of the Pension Obligation Bond borrowing and investment strategy has been very successful, especially given the challenging current investment climate. Andrew’s leadership around this process deserves high praise.
- ~The establishment of the DEI Task Force represents one of our most successful and engaged community efforts in the history of Andover.
- ~Downtown Andover: During the review period the Board was told that the downtown water project was to be completed by Memorial Day; it was to be a 6-week project, it has been about 5 months and still not completed.
- ~During the review period, there had been significant progress on the Citizen Response & Management platform.

Recognized Strengths:

- ~Financial Planning and Management of long-term liabilities and creative ways to invest in capital projects received high marks.
 - ~Exceptional financial acumen and leadership of the Pension Obligation Bond financing and investment process.
 - ~Strong development of Senior Management Team and customer service focus.
 - ~Resilient leadership in the face of challenges and unforeseen events.
- Strong commitment to profession, both locally, and beyond

The Town Manager thanked the Board for their continued confidence in him to lead the organization and their commitment to this valuable process for himself and his entire team. He recognized the employees of the Town and his team that go above and beyond to ensure the whole operation goes as smoothly as possible and was glad to see their efforts recognized. Chris Huntress thanked Alex Vispoli and Jess Porter, Human Resources Director, for compiling all of the information.

Chris Huntress moved to accept the Composite Review of the Town Manager. Motion seconded by Annie Gilbert and voted 5-0 to approve.

VI. Consent Agenda

A. Appointments by the Town Manager

Laura Gregory asked that positions be updated to be gender neutral. The Town Manager will look to have Patrolman changed to a gender-neutral position.

Annie Gilbert moved to approve the appointments by the Town Manager as listed in the consent agenda. Motion seconded by Melissa Danisch and voted 5-0 to approve.

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

Annie Gilbert moved to approve the meeting minutes of April 25, 2022, May 2, 2022, May 17, 2022, June 7, 2022, June 13, 2022, and June 21, 2022. Motion seconded by Chris Huntress and voted 5-0 to approve.

VIII. 2022 Select Board Meetings

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

Melissa Danisch moved to approve the Select Board meeting schedule as printed in the agenda up to and including December 5, 2022. Motion seconded by Annie Gilbert voted 5-0 to approve. September 12, 2022, September 26, 2022, October 3, 2022, October 17, 2022, November 7, 2022, November 21, 2022, and December 5, 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.

Chris Huntress moved that the Select Board 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. The Chair so declared that an open session may have a detrimental effect on the negotiating position of the Town. Motion seconded by Laura Gregory. Roll call: A. Gilbert-Y, L. Gregory-Y, M. Danisch-Y, C. Huntress-Y, A. Vispoli-Y. Motion passes 5-0.

X. Adjourn

At 8:27 P.M. the Select Board adjourned from Open Session and moved to Executive Session, not to return to Open Session.

Respectfully submitted
Dee DeLorenzo
Recording Secretary