



## Select Board Meeting

Monday, December 4, 2023 7:00 PM

School Committee Room, School Administration Building

30 Whittier Court, Andover, MA 01810

RECEIVED  
TOWN CLERK'S OFFICE

2023 NOV 30 PM 5:07

TOWN OF ANDOVER, MASS

---

**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. Public Hearings**

A. Fiscal Year 2024 Tax Classification – 2<sup>nd</sup> Reading

Board to discuss and consider voting classification and taxation of all property in Town.

**VI. Regular Business**

A. Town of Andover 375<sup>th</sup> Committee

Town of Andover 375<sup>th</sup> Committee to present to the Select Board the 375<sup>th</sup> Anniversary Journal "Celebrating 375 Years April 2021 – June 2022."

B. Liquor License – Change of DBA

Board to review and consider voting to approve the application of Andover Classic Wines, LLC, doing business as Andover Classic Wines, at 209 North Main Street, Andover, for a Change of DBA to "Andover Liquors" on its All Alcoholic Retail Package Store Liquor License.

C. Town Governance

Board to discuss and consider voting to accept the Town Governance Study Committee's following recommendations:

1. Provide informational welcome packets to new residents.
2. Support robust evaluation process for appointees to boards, committees, and commissions.
3. Endorse that Town permit-granting and advisory public bodies with respective jurisdictions coordinate and sequence their reviews to allow for an efficient review process.
4. Encourage pre-submission of amendments to Town Meeting warrant articles.

5. Amend the Select Board's role in confirming appointments of Town employees by the Town Manager.
6. Change the perennial date for when elected officials take office from the day after Annual Town Elections to the day after Annual Town Meetings.

**D. Determination of Useful Life**

Board to consider voting to approve the maximum useful life of departmental equipment for December borrowing.

**VII. Consent Agenda**

**A. Appointments by the Town Manager**

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

Department	Name	Position	Rate/Term	Date of Hire
Council on Aging	Judith Agnes	Member	Term Expires 06/30/2026	12/5/2023
Council on Aging	Setarreh Massihzadegan	Member	Term Expires 06/30/2026	12/5/2023

**VIII. Approval of Minutes**

**A. Board to approve minutes from the following meetings:**

- June 12, 2023
- July 17, 2023
- September 13, 2023

**IX. Executive Session**

Board to vote to go into Executive Session Board pursuant to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements (Open Meeting Law, G.L. c. 30A, s. 22); specifically, to perform a review of executive session minutes of April 23, 2018, May 10, 2018, September 4, 2018, October 7, 2019, January 27, 2020, February 22, 2021, August 2, 2021, August 12, 2021, November 29, 2021, December 13, 2021, January 5, 2022, January 12, 2022, February 15, 2022, February 28, 2022, March 14, 2022, April 13, 2022, April 25, 2022, May 2, 2022, June 13, 2022, November 7, 2022, November 21, 2022, December 12, 2022, January 23, 2023, February 27, 2023, April 12, 2023, April 24, 2023, May 15, 2023, June 5, 2023, and June 12, 2023 to determine whether all or portions thereof may be publicly released; and to vote to approve and release or not release executive session minutes of July 11, 2023, September 18, 2023, September 27, 2023 and October 16, 2023; and not to return to Open Session.

**X. Adjourn**

*If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact Amy Heidebrecht in the Town Manager's Office at 978-623-8213 or by email at [amy.heidebrecht@andoverma.us](mailto:amy.heidebrecht@andoverma.us)*

MEETINGS ARE TELEVISED ON  
COMCAST CHANNEL 22 AND VERIZON CHANNEL 45

# FY2024 CLASSIFICATION HEARING

---

11/29/2023

The four votes needed to be taken by the Select Board are:

1. Vote of a residential factor
2. Vote of an open space discount
3. Vote of a residential exemption
4. Vote of a commercial exemption

# VALUE COMPARISONS FY2023 TO FY2024

CLASS	FY2023 VALUE	FY2024 VALUE	% CHANGE
Residential	9,069,491,168	10,062,323,535	+10.8%
Open Space	0	0	0%
Commercial	680,896,666	766,160,279	+12.5%
Industrial	827,792,800	967,146,800	+16.8%
Personal Property	354,008,940	355,152,574	+.3%
<b>TOTAL</b>	<b>10,932,189,574</b>	<b>12,150,783,188</b>	<b>+11.1%</b>

# CLASS COMPARISONS FY2020 TO FY2024

	2020	2021	2022	2023	2024
Residential	+5.2%	+2.3%	+8.8%	+13.7%	+10.8%
Open Space	0.0%	0.0%	0.0%	0.0%	0.00%
Commercial	+4.0%	+0.5%	-1.1%	+8.8%	+12.5%
Industrial	+5.6%	+0.9%	+6.7%	+13.9%	+16.8%
Personal	+27.1%	+17.0%	-14.5%	+11.0%	+0.3%

Residential	+5.2%	+2.3%	+8.8%	+13.7%	+10.8%
CIP	+8.6%	+3.9%	-0.8%	+11.4%	+12.1%

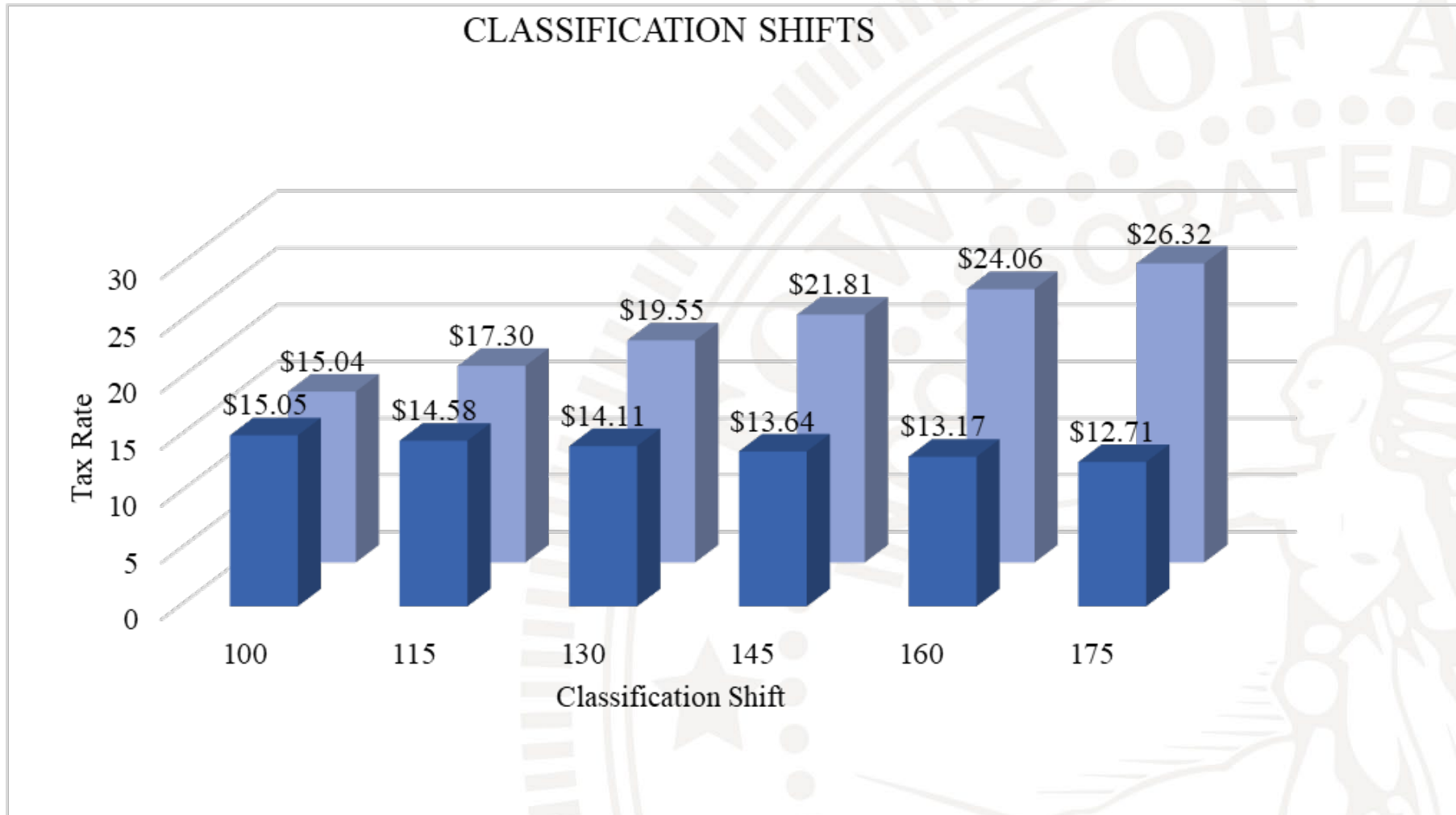
# 1. THE RESIDENTIAL FACTOR

- Total value of the town \$12,150,783,188.
- Total levy amount \$182,740,778.32
- Levy / Value X 1,000 = \$15.04 tax rate.
- Dividing the town value into classes yields:

Residential	10,062,323,535	or	82.8%
Open Space	0	or	0.0%
Commercial	766,160,279	or	6.3%
Industrial	967,146,800	or	7.9%
Personal Property	355,152,574	or	2.9%

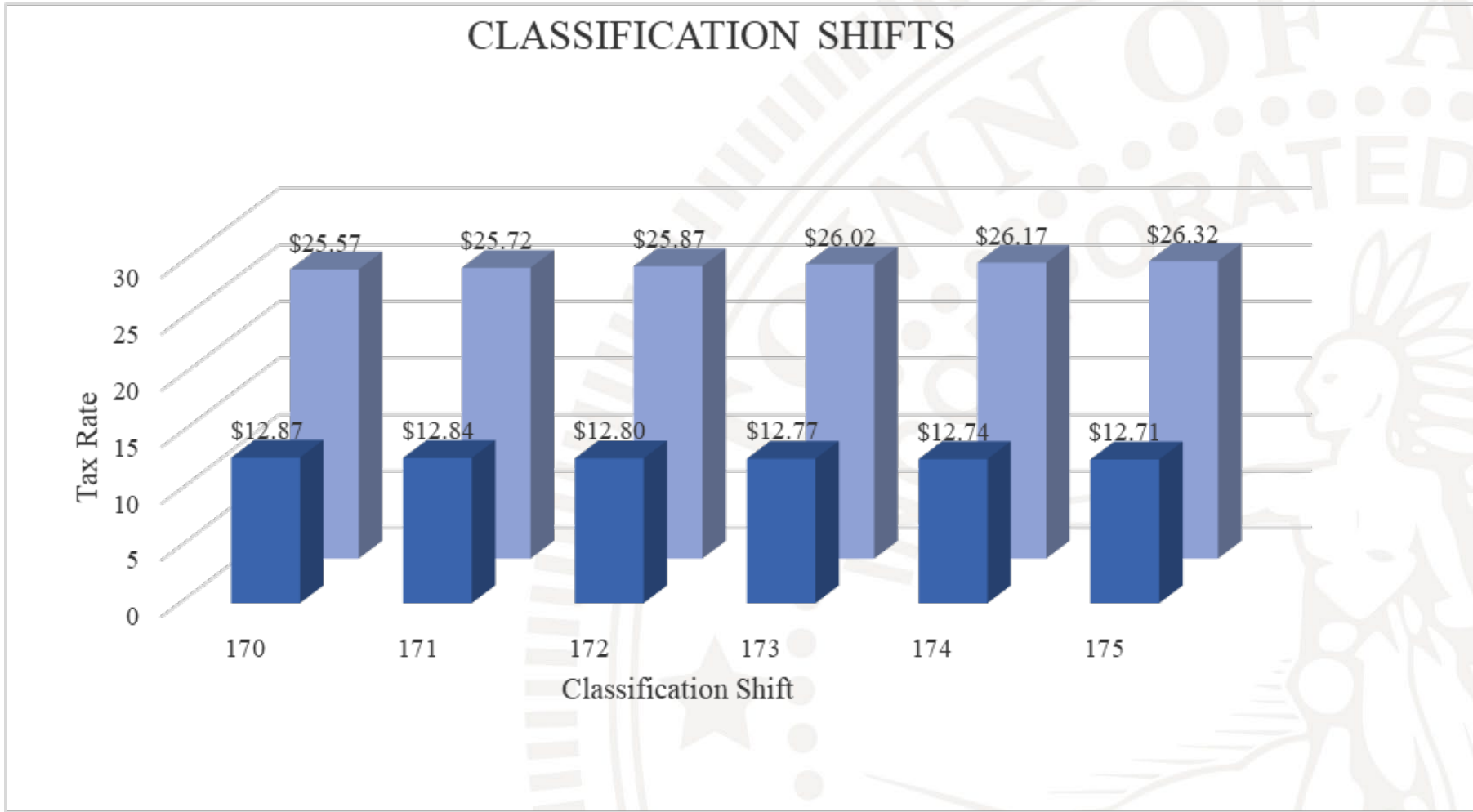
- Residential = 83% CIP = 17% - the same as 23

## CLASSIFICATION SHIFTS



FY2024	100	115	130	145	160	175
RES RATE	15.05	14.58	14.12	13.65	13.18	12.71
CIP RATE	15.04	17.30	19.55	21.81	24.06	26.32

## CLASSIFICATION SHIFTS



FY2024	170	171	172	173	174	175
RES RATE	12.87	12.84	12.80	12.77	12.74	12.71
CIP RATE	25.57	25.72	25.87	26.02	26.17	26.32

# FY2023 TAX COMPARISON

	FY2023 AVG SINGLE FAM		FY2023 AVG COMM		FY2023 AVG IND	
	TAX \$11,733		TAX \$70,768		TAX \$159,241	
FY24 VAL	957,210		2,907,201		6,810,100	
<b>SHIFT</b>						
168	\$12,391	5.6%	\$73,464	3.8%	\$172,091	8.1%
169	\$12,363	5.4%	\$73,901	4.4%	\$173,113	8.7%
170	\$12,334	5.1%	\$74,860	5.8%	\$175,360	10.1%
171	\$12,305	4.9%	\$74,773	5.6%	\$175,156	10.0%
172	\$12,267	4.6%	\$75,209	6.2%	\$176,177	10.6%
173	\$12,238	4.3%	\$75,645	6.9%	\$177,199	11.3%
174	\$12,210	4.1%	\$76,081	7.5%	\$178,220	11.9%
10 yr. avg		3.9%		4.0%		5.4%

# FY2023 TAX COMPARISON

2024 SHIFT	FY2023 AVG SINGLE	FY2023 AVG COMM	FY2023 AVG IND
	\$11,733 - \$13.66	\$70,768 - \$27.32	\$159,241 - \$27.32

169.5	\$12,344	5.2%	\$74,104	4.7%	\$173,589	9.0%
-------	----------	------	----------	------	-----------	------

*MOST UNIFORM TAX INCREASES*

RES RATE \$12.88 - CIP RATE \$25.49

For the vote- Residential Factor of 85.5751

171.0	\$12,305	4.9%	\$74,773	5.7%	\$175,156	10.0%
-------	----------	------	----------	------	-----------	-------

*RETAINS THE SHIFT ADOPTED FOR FY23*

RES RATE \$12.84 - CIP RATE \$25.72

For the vote- Residential Factor of 85.2637

# FY2023 TAX COMPARISON

2024 SHIFT	FY2023 AVG SINGLE	FY2023 AVG COMM	FY2023 AVG IND
	\$11,733 - \$13.66	\$70,768 - \$27.32	\$159,241 - \$27.32
169.5	\$12,344      5.2%	\$74,105      4.7%	\$173,589      9.0%

*RETAINS SAME LEVY SHARES AS FY23*  
 RES RATE \$12.88 - CIP RATE \$25.49  
 For the vote- Residential Factor of 85.5751%

## 2. THE OPEN SPACE DISCOUNT

- This adoption exempts up to 25% of the value of land that is classified as open space.
- Open space is land not otherwise classified and land which is maintained in an open and natural condition which contributes significantly to the benefit and enjoyment of the public.
- The parcels classified as open space were in excess of zoning, basically rear land or land from cluster developments that were never built on and had no development potential.
- At DOR's request, these parcels were reviewed and for FY2020 reclassified as vacant land.
- In FY2023, none of the communities in Massachusetts granted this exemption.

# 3. THE RESIDENTIAL EXEMPTION

- This is an exemption of up to 35% of the average assessed value of all residential property which is applied to the assessment of the principal residence of the property owner.
- In FY2023, there were 18 communities that adopted this exemption. Out of these communities, either there were a much higher percentage of seasonal renters or a more urban setting with a much higher rental community.
- Adoption of this exemption with a high percentage of owner occupancy shifts tax burdens from lower valued properties to higher valued properties.

## 4. THE COMMERCIAL EXEMPTION

- The Select Board may vote up to a 10% exemption for commercial property owners that had an average annual employment of 10 or fewer employees and an assessed value less than 1,000,000.
- Increase the tax of industrial property owners and those owning commercial properties valued over 1,000,000, as both are ineligible for this exemption.
- 14 communities adopted this exemption for FY2022, Auburn, Avon, Bellingham, Berlin, Braintree, Chelmsford, Dartmouth, Erving, New Ashford, North Attleborough, Seekonk, Swampscott, Westford and Wrentham.



**TOWN OF ANDOVER  
TOWN CLERK'S OFFICE**

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

**ALCOHOLIC BEVERAGES LICENSE APPLICATION**

<b>BUSINESS/ENTITY NAME:</b>	Andover Classic Wines LLC
<b>DBA:</b>	Request to reinstate: Andover Liquors
<b>PREMISE ADDRESS:</b>	209 N. Main St. Andover, MA 01810
<b>MANAGER/CONTACT NAME:</b>	Gina Agostinelli / Mona Marston
<b>EMAIL:</b>	[REDACTED]
<b>PHONE:</b>	[REDACTED]
<b>BUSINESS MAILING ADDRESS:</b> (if different from premise)	Same
<b>FID/SS#:</b>	[REDACTED]

Please select the license transaction for which you are applying below.

Each transaction has an application fee of \$125.00 made payable to TOWN OF ANDOVER.

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

I certify under the 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: \_\_\_\_\_

Date: 10/17/23

This license application requires Select Board approval upon prior approval from the Police Department, Fire Department, Health Department, Building Department and Town Treasurer.

(Office Use Only) SELECT BOARD HEARING DATE: \_\_\_\_\_



**TOWN OF ANDOVER  
TOWN CLERK'S OFFICE**

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

**TAX FORM**

**APPLICANT NAME:** Andover Classic Wines LLC

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.

**Signature of Individual or Corporate Name:**  
(Required for all applicants)

Andover Classic Wines LLC

**Name of Corporate Officer:**  
(Required if applicant is a corporation)

Robert J. Gilbert

**Social Security #:**  
(Required if applicant is an individual)

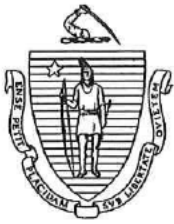
n/a

**Federal Identification Number (FID #):**  
(Required if applicant is a corporation or non-profit):

[REDACTED]

*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 delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass General Laws c. 62, 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 Classic Wines LLC

Address: 209 N. Main St.

City/State/Zip: Andover, MA 01810 Phone #: [REDACTED]

<p><b>Are you an employer? Check the appropriate box:</b></p> <p>1. <input checked="" type="checkbox"/> I am a employer with <u>11</u> employees (full and/ or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]</p> <p>3. <input type="checkbox"/> 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]**</p> <p>4. <input type="checkbox"/> We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]</p>	<p><b>Business Type (required):</b></p> <p>5. <input checked="" type="checkbox"/> Retail</p> <p>6. <input type="checkbox"/> Restaurant/Bar/Eating Establishment</p> <p>7. <input type="checkbox"/> Office and/or Sales (incl. real estate, auto, etc.)</p> <p>8. <input type="checkbox"/> Non-profit</p> <p>9. <input type="checkbox"/> Entertainment</p> <p>10. <input type="checkbox"/> Manufacturing</p> <p>11. <input type="checkbox"/> Health Care</p> <p>12. <input type="checkbox"/> Other _____</p>
--	---

\*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: MA Retail Merchants WC Group Inc.

Insurer's Address: PO Box 859222-9222

City/State/Zip: Braintree, MA 02185

Policy # or Self-ins. Lic. # 014005030176123 Expiration Date: 01/01/2024

**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: [Signature] Date: 10/17/23

Phone #: [REDACTED]

*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

## Workers Compensation and Employers Liability Insurance Policy

Insurer ID No (s): 34355  
 MA Retail Merchants WC Group Inc.  
 PO Box 859222-9222  
 Braintree, MA 02185-0000

Carrier Policy #:	Policy Period
014005030176123	01/01/2023 to 01/01/2024

Information Page	Renewal Policy
FEIN: 200334988	Carrier Prior Policy #: 014005030176122
Item 1:      Named Insured and Address	Agency
Andover Classic Wines, LLC 209-211 N. Main St. Andover, MA 01810	HUB NE Association Programs 300 Ballardvale Street Wilmington, MA 01887

### Schedule of Covered Workplaces

#### Other Workplace

Andover Classic Wines, LLC  
 209 North Main Street  
 Andover, MA 01810

Mailing:  
 209-211 N. Main St.  
 Andover, MA 01810

---

Effective Date:	01/01/2023
NAICS Code:	445310
Division #:	0
Workplace #:	0000000001
State Risk ID #:	0044253



THE COMMONWEALTH OF MASSACHUSETTS

ANDOVER TOWN CLERK  
RCUD 2023 JUL 19 AME

TOWN OF ANDOVER

July 18, 2023

In conformity with the provisions of chapter one hundred and ten, section five, of the General Laws, as amended, the undersigned hereby declare(s) that a business is conducted under the title of

Andover Classic Wines LLC at  
209 N. Main St., Andover, MA 01810  
(Name of Business)  
(Business Address)

Business Phone: [REDACTED]

Business [REDACTED]

By the following named person(s): (Include title, if corporate officer)

Full Name  
Robert J. Gilbert  
Managing Member

[REDACTED]

Signatures:

[Signature]

[REDACTED]

The Commonwealth of Massachusetts

Essex ss

7/18/ 2023

Personally appeared before me the above-named ROBERT J. GILBERT

and made oath that the foregoing statement is true.

ID Presented: Driver's License: [REDACTED]

Other: \_\_\_\_\_



[Signature]  
(Signature)  
RELATIONSHIP ADVISOR  
(Title)

In accordance with the provision of Chapter 337 of the acts of 1985 and Chapter 110, Section 5 of Mass. General Laws. Business Certificates shall be in effect for four years from the date of issue and shall be renewed each four years thereafter. A statement under oath must be filed with the Town Clerk upon discontinuing, retiring or withdrawing from such business or partnership.

Copies of this certificate shall be available at the address at which business is conducted and shall be furnished on request during regular business hours to any person who has purchased goods or services from this business.

Violations of Chapter one hundred and ten, Section five of the General Laws, as amended are subject to a fine of not more than (\$300) for each month during which violation continues.

Business Certificate Expires: July 19, 2027

The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
239 Causeway Street  
Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM**

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

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

0027-PK-0026

LICENSEE NAME:

Andover Classic Wines LLC

ADDRESS:

209 N Main St

CITY/TOWN:

Andover

STATE MA

ZIP CODE

01810

**TRANSACTION TYPE (Please check all relevant transactions):**

Change of Hours

Change of DBA

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

**ALCOHOLIC BEVERAGES CONTROL COMMISSION  
P. O. BOX 3396  
BOSTON, MA 02241-3396**



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

**APPLICATION FOR AMENDMENT-Change of Business Entity Information**

Change of Corporate Name

Change of DBA

- Payment Receipt (Req. for Chg of Corp Name only)
- Monetary Transmittal Form
- DOR Certificate of Good Standing (Req. for Chg of Corp Name only)
- DUA Certificate of Compliance (Req. for Chg of Corp Name only)
- Change of Corporate Name/DBA Application
- Vote of the Entity
- Business Structure Documents
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

Change of Corporate Structure

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Corporate Structure Application
- Vote of the Entity
- Business Structure Documents
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
Andover Classic Wines LLC	Town of Andover, Essex County	0027-PK-0026

Please provide a narrative overview of the transaction(s) being applied for.

Reinstated a previous DBA - Andover Liquors

**APPLICATION CONTACT**

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

Name	Title	Email	Phone
Mona L Marston	Financial Manager	[REDACTED]	[REDACTED]

**2. CHANGES TO BUSINESS ENTITY INFORMATION**

<b>2a. Change of Corporate Name</b>	Last-Approved Corporate Name:	<input type="text"/>
	Requested New Corporate Name:	<input type="text"/>
<b>2b. Change of DBA</b>	Last-Approved DBA:	Andover Classic Wines LLC
	Requested New DBA:	Andover Liquors
<b>2c. Change of Corporate Structure</b>	Last-Approved Corporate Structure	<input type="text"/>
LLC, Corporation, Sole Proprietor, etc	Requested New Corporate Structure	<input type="text"/>

Signature:

Date: 10/17/23

Title: Managing Member

## APPLICANT'S STATEMENT


I, Robert J Gilbert the:  sole proprietor;  partner;  corporate principal;  LLC/LLP manager  
Authorized Signatory  
of Andover Classic Wines LLC  
Name of the Entity/Corporation

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

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

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

Signature:



Date:

10/17/23

Title:

Managing Member

**ENTITY VOTE**

The Board of Directors or LLC Managers of Andover Classic Wines LLC  
Entity Name

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

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on 10/16/2023  
Date of Meeting

For the following transactions (Check all that apply):

- Change Corporate Name
- Change Corporate Structure (i.e. Corp / LLC)
- Change of DBA
- Other

“VOTED: To authorize Robert J Gilbert  
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.”

A true copy attest,

For Corporations ONLY

A true copy attest,



\_\_\_\_\_  
Corporate Officer /LLC Manager Signature

\_\_\_\_\_  
Corporation Clerk's Signature

Robert J Gilbert

(Print Name)

\_\_\_\_\_  
(Print Name)



THE COMMONWEALTH OF MASSACHUSETTS

ANDOVER TOWN CLERK  
RCUD 2023 JUL 19 AME

TOWN OF ANDOVER

July 18, 2023

In conformity with the provisions of chapter one hundred and ten, section five, of the General Laws, as amended, the undersigned hereby declare(s) that a business is conducted under the title of

Andover Classic Wines LLC at  
209 N. Main St., Andover, MA 01810  
(Name of Business) (Business Address)

Business Phone: [Redacted]

Business [Redacted]

By the following named person(s): (Include title, if corporate officer)

Full Name  
Robert J. Gilbert  
Managing Member

Residence  
[Redacted]

Signatures:

[Signature]

The Commonwealth of Massachusetts

Essex ss

7/18/ 2023

Personally appeared before me the above-named ROBERT J. GILBERT

and made oath that the foregoing statement is true.

ID Presented: Driver's License: [Redacted]

Other: \_\_\_\_\_

[Signature]  
(Signature)  
RELATIONSHIP ADVISOR  
(Title)



In accordance with the provision of Chapter 337 of the acts of 1985 and Chapter 110, Section 5 of Mass. General Laws. Business Certificates shall be in effect for four years from the date of issue and shall be renewed each four years thereafter. A statement under oath must be filed with the Town Clerk upon discontinuing, retiring or withdrawing from such business or partnership.

Copies of this certificate shall be available at the address at which business is conducted and shall be furnished on request during regular business hours to any person who has purchased goods or services from this business.

Violations of Chapter one hundred and ten, Section five of the General Laws, as amended are subject to a fine of not more than (\$300) for each month during which violation continues.

Business Certificate Expires: July 19, 2027

SECRETARY OF STATE  
RECEIVED

03 OCT 20 01 2:45

LLC/CORPORATIONS DIVISION

CERTIFICATE OF ORGANIZATION

OF

ANDOVER CLASSIC WINES, LLC

FILED


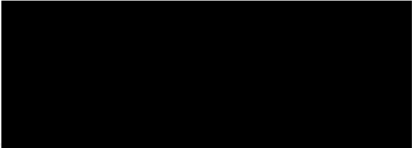
OCT 24 2003

SECRETARY OF THE COMMONWEALTH  
CORPORATIONS DIVISION

(Pursuant to the provisions of the  
Massachusetts Limited Liability Company Act)

To the State Secretary  
Commonwealth of Massachusetts

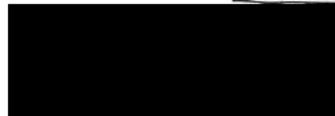
It is hereby certified that:

1. Federal Employer Identification Number. The limited liability company to be formed hereby has applied for (but not yet received) a federal employer identification number.
2. Name of the Limited Liability Company. The name of the limited liability company to be formed hereby is Andover Classic Wines, LLC (the "LLC").
3. Office of the Limited Liability Company. The address of the office of the LLC in the Commonwealth of Massachusetts, required to be maintained by the provisions of Section 5 of the Massachusetts Limited Liability Company Act ("Act"), and where the records are to be kept as prescribed by the provisions of Section 9 of said Act, is:  

4. Agent for Service of Process. The name and the address within the Commonwealth of Massachusetts of the resident agent for service of process for the LLC are:  

5. Date of Dissolution. The LLC shall have no fixed date upon which it shall dissolve.
6. Manager. The name and the address of the manager of the LLC at the time of its formation are:

NAME

ADDRESS

Robert J. Gilbert



7. Business of the LLC. The general character of the company's business is to sell wine and other alcoholic beverages along with fine foods and to engage in any activities directly or indirectly related or incidental thereto and, subject to the provisions of the LLC's Operating Agreement, any other lawful business purposes or activities permitted by the Act.

8. Execution of Documents (Governmental). The name of the person who is authorized to execute any documents to be filed on behalf of the LLC with the Office of the Secretary of the Commonwealth or any local, state or federal agency is:

Robert J. Gilbert.

9. Execution of Recordable Instruments. The name of the person who is authorized to execute, acknowledge, deliver, and record any recordable instrument purporting to affect an interest in real property of the LLC, whether to be recorded with a Registry of Deeds or with a District Office of the Land Court is:

Robert J. Gilbert.

IN WITNESS WHEREOF AND UNDER THE PENALTIES OF PERJURY, the person whose signature appears below, does hereby affirm and execute this certificate of organization as an authorized person this 21<sup>st</sup> day of October, 2003.



Robert J. Gilbert



## Select Board Meeting

Monday, June 12, 2023

6:30 PM Executive Session    7:00 PM Regular Session

School Committee Room, School Administration Building

30 Whittier Court, Andover, MA 01810

---

### I. Call to Order – 6:30 P.M.

Select Board Chair, Melissa Danisch, opened the Select Board Meeting of June 12, 2023 in the School Committee Room at 6:30 PM.

Members in attendance: Vice Chair, Laura Gregory, Clerk, Chris Huntress, Annie Gilbert, and Alex Vispoli.

Others in Attendance: Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, Town Manager/Town Clerk Austin Simko.

### II. Executive Session

On a motion by Annie Gilbert and seconded by Laura Gregory, the Board voted to go into Executive Session pursuant to option 3 to discuss strategy with respect to litigation filed by Fusion Learning and pursuant to option 6 to discuss the purchase, exchange, lease, or value of real property, and to vote to approve and not release the Executive Session minutes of June 5, 2023; and for the Chair to declare that an open session may have a detrimental effect on the negotiating position and litigation position of the Town; and to return to open session. The Chair so declared that an open session may have a detrimental effect on the negotiating position and litigation position of the Town.

Roll call: L. Gregory-Y, A. Gilbert-Y, A. Vispoli-Y, M. Danisch-Y. Motion passes 4-0.

### III. Opening Ceremonies

The Chair opened the Regular Session at 7:00 PM.

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

The meeting began with a Moment of Silence followed by the Pledge of Allegiance. Austin Simko dedicated the Moment of Silence to Judy Lucus, a long-time poll worker leading Precinct 8, and very involved in the Town. Judy was hit by a car in Reading last week and succumbed to her injuries.

### IV. Communications/Announcements/Liaison Reports

The Town Manager thanked everybody who attended the Elm Square Safety Forum last Thursday. Approximately 200 people attended and provided a lot of valuable input that will become part of the record and incorporated into next steps. A designated email address has been setup for people to submit their safety concerns regarding Elm Square to [Safety@andoverma.us](mailto:Safety@andoverma.us).

During renovations to the Town Offices, some Departments will be operating out of temporary locations. The Town Manager's Office, Community Services, Legal, and Communications will work out of the ground floor of Town Offices. Human Resources

will be at Old Town Hall and Purchasing, Accounting, and Finance & Administration will be temporarily located at the Water Treatment Plant.

Alex Vispoli thanked the Planning Dept for a great session last week on the MBTA Zoning Housing Proposal that provided information on capabilities and options that the Town has. People came in with one feeling and left with another and the presentation gave us more options than we thought we had. Also, the 4<sup>th</sup> of July Pancake Breakfast will be served at 8:00 AM at the Robb Center followed by a Spirit Parade for the kids.

Annie Gilbert also attended the MBTA Community Forum last week which was excellent. The forum was well attended by a cross-section of people with great dialogue at each table. She encourages people to attend future planning sessions if possible (they are also virtual) There is a link on the planning Dept website with a link to the presentation.

Chris Huntress gave a shout out to the Andover Youth Services Facilities and Public Works for the renovations to the Skate Park that is now open.

## **V. Citizens Petitions and Presentations**

Kathy Grant, Morton Street, spoke about the letter received in December from Standard & Poor regarding Andover's bond rating being at risk if we went forward with the AHS project. In response to the question regarding Warrant Article 37 and why it takes a 2/3 vote to amend the Town Charter, she contacted the Municipal Law Office and was told that a 2/3 majority was not needed because the article was not actually modifying the Town Charter. Article 37 was getting approval for the Town to ask the State to pass a Special Act to modify the Charter.

## **VI. Regular Business**

### **A. Alcoholic Beverages License – Change of DBA. (A. Gilbert recused herself)**

Board to review and consider voting to approve the application of Five Bartlet Street, Inc., doing business as Five Bartlet Street, at 5 Five Bartlet Street, Andover, for a Change of DBA to "Nueva Liquors" on its All-Alcoholic Retail Package Store Liquor License.

Austin Simko provided information on the request to change the name to Nueva Liquors. All relevant departments have signed off on the request and all requirements have been met.

Chris Huntress moved to approve the application of Five Bartlet Street, Inc., doing business as Five Bartlet Street, at 5 Five Bartlet Street, Andover, for a Change of DBA on its All Alcoholic Retail Package Store License to "Nueva Liquors"; subject to the condition that all other requirements of the Town are met prior to issuance of the license. Motion seconded by Laura Gregory and voted 4-0 to approve. A. Gilbert returned to the meeting.

### **B. Alcoholic Beverage**

Board to review and consider voting to approve the application of Gati Thai, Inc., doing business as Gati Thai, at 12 Post Office Avenue, Andover, for a Temporary Alteration to its Premises on its All-Alcoholic Restaurant Alcoholic Beverage License.

Austin Simko explained that the first phase of the process is allowing Gati Thai to put tables and chairs outside and to use the public space/private space to make sure the liquor license envelops that additional square footage.

Laura Gregory moved to approve the application of Gati Thai, Inc., doing business as Gati Thai, for a Temporary Alteration of Premises to its All Alcoholic Restaurant Alcoholic Beverage License at 12 Post Office Avenue, Andover, subject to the condition that all other requirements of the Town are met prior to issuance. Motion seconded by Annie Gilbert and voted 5-0 to approve.

Annie Gilbert moved that the Board find that the application of Gati Thai, Inc., doing business as Gati Thai, for a Temporary Alteration of Premises to its All Alcoholic Restaurant Alcoholic Beverage License at 12 Post Office Avenue, Andover is not detrimental to the educational and spiritual activities of the Saint Augustine School at 26 Central Street, the Christ Church at 29 Central Street, or the Andover Baptist Church at 7 Central Street, Andover. Motion seconded by Alex Vispoli and voted 5-0 to approve.

C. Local Initiative Project Application [Local Initiative Project Application](#)

Andover Community Trust to present a Local Initiative Project application for the development of an affordable home at 13 Mary Lou Lane. Board to consider voting to support the application.

Denise Johnson, Executive Director of Andover Community Trust(ACT), said the affordable housing ACT develops homes for low-income families who make less than 80% of the average medium income. Local non-profits assist with developing the homes. ACT is proposing is build a 3-bedroom 1.5 bath single family home located at 13 Mary Lou Lane. They will use net zero green building materials, Energy Star appliances, rooftop solar, no fossil fuels, passive housing design and will be a model for future homes using net zero building materials.

The home will be built with the assistance of the Greater Lawrence Vocational Technical School students. ACT will continue to own the land as a community resource and the homeowner will have a 99-year renewable ground lease. The presentation included site plans and floor plans. ACT responded to the concerns of the neighbors relative to drainage, water issues, property values, aesthetics, site lines and non-conforming setbacks.

Alex Vispoli asked if there are restrictions on adding additional space to the house. Ms. Johnson replied that any additions to ACT homes have to be brought to ACT and the Zoning Board of Appeals for approval.

Many residents of Mary Lou Lane and surrounding neighborhoods expressed their concerns with the lot size, (7,560 sq.ft.), drainage, water issues, and safety concerns (due to the sharp curvature of the lot), sight lines, infrastructure and environmental concerns.

The inability to build anything that meets the side, rear, and front setbacks makes lot 61B egregiously non-conforming with no room to adhere to what necessitates as being suitable in the context of a friendly 40B.

ACT responded to concerns about a high water table and drainage issues and the results from tests conducted. There are two catch basins in the street at the front and west of the property. The home will be professionally designed and they will follow all conditions set out by the ZBA in the comprehensive permit and will offer fencing to neighbors as they have in previous projects.

#### Questions from the Board

Alex Vispoli: The current plan looks to be close to the lot line, will there be any restrictions on any additions to the home? *Any additions would have to be brought to ACT for approval and anything on a nonconforming lot would also have to be approved by the ZBA.*

Chris Huntress: Is the lot already created? *Yes, it was created in 2010 when the subdivision was done with the idea that a small affordable home could be built. Did the Planning Board consider this to be a non-confirming lot or open space? Most of the small or non-conforming lots are classified as non-building lot.*

Please explain why this house design is the best fit for this lot and if other designs were considered. *John Pearson, 140 Raven Road in Lowell and former President of the Community Trust responded that the initial scheme done 10-years ago was a ranch house but when they revised the project he looked at it from an architectural standpoint and found that it would be in the everyone's best interest if the footprint could be as small as possible with more yard around the house and intentionally kept the roof line to be one-story in the front to conform with the other houses in the neighborhood.*

Alex Vispoli: ACT has done an excellent job with all the houses they have built. His concern is with the house being 12' or so from another resident and the sight distance around the hairpin turn. He therefore cannot support this project as is.

The Chair recommended having a second reading on Tuesday, July 11, 2023.

#### D. [Land Disposition Agreement – 11 Lewis Street – 2<sup>nd</sup> Reading](#)

Board to consider voting to sign the Land Disposition Agreement between the Town of Andover and Minco Development and to approve the conceptual program and plan for the property located at 11 Lewis Street.

An overview of the LDA (Land Disposition Agreement) was presented at the last Select Board Meeting and, since that time, there have been some changes to the CPP (Conceptual Program Plan) based on the Board's feedback and request for increased retail space. The CPP has no effect on the LDA.

The updated plan includes the three additional lots acquired by Minco and incorporated into the development resulting in a much larger public green space, bigger splash pad,

and the community building with a different orientation on the site. This plan increases the sq. footage to 51,000 sq.ft. allowing them to increase the number of units from 136 to 163 and increase the affordable component from 21 units to 25 units. The retail component includes an 800' café, a public gymnasium, and a co-working/ incubator space for business.

Annie Gilbert moved to approve the revised Conceptual Program and Plan submitted by Minco Development Corp in connection with the development of 11 Lewis Street i.e. the Town Yard including the outlined retail and commercial space of the Fitness Wework and cafe' space and to approve the Land Disposition Agreement between the Town of Andover and Minco Development Corp and substantially the form provided on June 12, 2023 to authorize the Town Manager to make non-substantive changes prior to release of the signatures of the Select Board members. Motion seconded by Alex Vispoli and voted 5-0 to approve.

E. [Andover High School Building Project](#)

Board to review and consider voting to support the new building option as recommended by the Andover High School Building Committee.

The Town Manager and Select Board had a joint meeting with the Finance Committee last week that included an overview from the AHS Building Committee followed by an overview on financial considerations.

Mark Johnson, Chair of the AHS Building Committee, provided an updated version of the three options for the AHS Building Project and explained how the Building Committee came to the vote for the Campus 2 option which includes a new auditorium (2028), completion of the Field House renovations in 2029, and site work completed by 2030. The next phase of the project is the Schematic Design which will provide areas to consider to reduce the cost. In response to the question by Chris Huntress on moving students to the middle schools, Dr. Parvey responded that while it may create some ease of space, there are specialized areas that teachers are certified to teach; they cannot transfer to middle-to-high school.

Annie Gilbert: Provided historical information on results of previous AHS building projects, solutions and scenarios presented and investigated. This Building Committee has presented an option for taking all of the problems on. We should acknowledge that this is the option we should be discussing as the Board figures out all of the financial obstacles that are very significant.

Laura Gregory: Shared her knowledge of the and issues that students are confronted with at AHS including overcrowding, climate (too hot, too cold), and the building not being designed to do education in the way it should be provided. There is never a better option, waiting will not improve the cost. This is also a Town Meeting decision.

Chris Huntress encourages the Board to pause and reconsider the implication of advancing Campus 2 to schematic design, and the impact on our bond rating, future borrowing possibilities and a 20% increase to our tax rate. He is suggesting that the Board not accept the Campus 2 option and instead, direct the Building Committee to continue to explore options and not move forward to schematic design until we know what we want to build. Mark Johnson said they have looked at 11 different options choosing the Campus 2 option which is less disruptive to students, a lower cost, and makes the most sense. They will be looking to see what changes can be made to the project that still meet the educational standards while reducing the cost of the project.

Alex Vispoli: Ultimately it will be a decision of the Town, but there are still a lot of unanswered questions. The Board brings some wisdom as far as looking at the Town's financials and where we are now, what the future looks like, affordability and the impact on the taxpayers.

Annie Gilbert: we have very significant financial issues to untangle and grapple with as a community. It will be easier if we have an option to talk about, and not go backwards and reexamine what has been looked over the past several years.

Melissa Danisch: would like to go ahead with the vote and continue on a parallel track to figure out how we can see our commitment to the high school through in a way that is affordable to the Town of Andover and to the taxpayers.

Annie Gilbert moved to accept the new building option Campus 2 with Auditorium as recommended by the Andover High School Building Committee. Motion seconded by Laura Gregory and voted 3-2 to approve. Alex Vispoli and Chris Huntress opposed.

F. [Year-End Transfers and Revolving Fund Spending Limit](#)

Board to consider voting to approve year-end transfers and Revolving Fund Spending Limit Increase(s) as explained by the Chief Financial Officer, Patrick Lawlor.

Motion #1: Alex Vispoli moved that the Select Board approve the following transfers from the Compensation Fund:

\$150,000 from the Compensation Fund to Police Personnel Services

\$50,000 from the Compensation Fund to Fire Personnel Services

\$30,000 from the Compensation Fund to the Medicare Account

Motion seconded by Chris Huntress and voted 5-0 to approve.

Motion #2 Laura Gregory moved that in accordance with Massachusetts General Laws, Chapter 44, Section 33B, the Select Board approve the FY2023 Operating Budget transfers as presented. Motion seconded by Alex Vispoli and voted 5-0 to approve.

Motion 3: Alex Vispoli moved move that in accordance with the requirements of Massachusetts General Laws, Chapter 44, Section 53 E ½, the Select Board approve increasing the FY2023 spending limit for the Recreation Revolving Fund to \$1,750,000.00. Motion seconded by Chris Huntress and voted 5-0 to approve.

G. [Select Board/Town Manager Goal Update](#) (Click on the link to view the Goals and Updates)  
Town Manager to update the Board on the 2022-2023 Select Board / Town Manager Goals.

An update on the FY-23 Strategic Goals and Objectives was provided by the Town Manager who reported that 76% of the Goals are complete and 24% are nearing completion; some of the goals are multiple goal cycles.

Goal Areas include:

- Administration & Finance
- Citizen Response and Engagement
- Capital Improvements
- Downtown Andover, Historic Mill District, and Economic Development
- River & Open Space Access
- Energy & Sustainability
- Diversity, Equity & Inclusion

Proposed Timeline for the Town Manager’s Review

- July 17 Goal Workshop & Select Board Approves Timeline
- August 4 Town Manager sends goal documents to the Board.
- August 25 Board to submit completed review to HR Director
- Sept 15 Board to vote review

**VII. Consent Agenda**

A. Appointments by the Town Manager

Alex Vispoli Moved that the Select Board vote that the following appointments by the Town Manager be approved as printed. Motion seconded by Chris Huntress and voted 5-0 to approve.

Department	Name	Position	Rate/Term	Date of Hire
Andover Fire Rescue	Timothy Bartlett	Lieutenant	\$107,144.42/yr	7/09/2023
Department of Public Works	Michael Schieding (Michael Ferris)	Tree Climber	\$28.03/hr	6/26/2023
Facilities	Richard Drinkwater (Richard Souza)	Second Shift Custodian	\$25.06/hr	6/13/2023
Facilities	Ryan Raycraft (Blair Heffernan)	Second Shift Custodian	\$25.06/hr	6/26/2023
Memorial Hall Library	Bonney Streeter	Part-Time Library Aide	\$15.00/hr	6/13/2023
Memorial Hall Library	James Chen	Part-Time Library Aide	\$15.00/hr	6/13/2023
MBTA Communities Working Group	Jessica Randolph	Member	Term Expires 6/30/2025	6/12/2023

MBTA Communities Working Group	Emran Baqui	Member	Term Expires 6/30/2025	6/12/2023
MBTA Communities Working Group	Jane Gifun	Member	Term Expires 6/30/2025	6/12/2023
MBTA Communities Working Group	John O'Hara	Member	Term Expires 6/30/2025	6/12/2023
MBTA Communities Working Group	Kevin Coffey	Member	Term Expires 6/30/2025	6/12/2023
MBTA Communities Working Group	Andrew MacKenzie	Member	Term Expires 6/30/2025	6/12/2023
MBTA Communities Working Group	Linda Lecomte	Member	Term Expires 6/30/2025	6/12/2023
MBTA Communities Working Group	Stuart Rubin	Member	Term Expires 6/30/2025	6/12/2023
MBTA Communities Working Group	Denise Johnson	Member	Term Expires 6/30/2025	6/12/2023
MBTA Communities Working Group	Bennet Raphel	Member	Term Expires 6/30/2025	6/12/2023
MBTA Communities Working Group	High Conlon	Member	Term Expires 6/30/2025	6/12/2023
MBTA Communities Working Group	Jennifer Lemmerman	Member	Term Expires 6/30/2025	6/12/2023

**VIII. Approval of Minutes**

A. Board to approve minutes from the following meetings:

1. May 15, 2023

On a motion by Alex Vispoli and seconded by Chris Huntress the Board voted 5-0 to approve the Minutes of the May 15, 2023 Select Board Meeting.

**IX. Adjourn**

At 9:50 PM on a motion by Laura Gregory and seconded by Chris Huntress the Board voted 5-0 to approve.

Respectfully submitted,

*Dee DeLorenzo*

Recording Secretary

Presentations:

[Year-End Transfers and Revolving Fund Spending Limit](#)

[Local Initiative Project Application](#)

[Select Board/Town Manager Goal Update](#)

[Andover High School Building Project](#)

[Land Disposition Agreement – 11 Lewis Street – 2<sup>nd</sup> Reading](#)

## Select Board Meeting

July 17 2023.

2<sup>nd</sup> Floor. Conference Room Town Offices

Regular Meeting and Goal Workshop

School Committee Room

30 Whittier Court, Andover Mass.

---

### I. Call to Order – 7:00 P.M.

Chair, Melissa Danisch called the Select Board Meeting of July 17, 2023 to order at 7:00 PM.

Members in attendance: Laura Gregory, Annie Gilbert, Alex Vispoli.

Others in attendance: Town Manager Andrew Flanagan, CFO Patrick Lawlor, Austin Simko, Town Manager, Asst Town Clerk and Atty. 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.

### III. Communications/Announcements/Liaison Reports

~The Town Manager reported that the MBTA Community Working Group will hold their first meeting on Tuesday July 15<sup>th</sup> at 6:30 PM. to kick-off the process that will continue throughout the year in anticipation of the next Annual Town Meeting. The meeting will be virtual and registration is available on-line. The meeting will include a brief recap of the law, data from the June Visioning session, feedback received to-date and identifying some of the guiding values that will be the product of this process and the financial impact and analysis of potential zoning changes.

~Traffic in Town: Many of the 25-mph signs gone up around town and they are waiting for the radar signs to be delivered. The next public forum to review the data and recommendations of the Elm Square Traffic Study is scheduled for Monday, August 7, 2023 at 7:00 PM. Location to be determined.

Patrick Lawlor recognized and congratulated Chief Assessor David Billard who retired on July 9<sup>th</sup> after 34 years of government public service. The candidate process for a successor is currently underway.

Regarding the lawsuit brought by William Fahey in June of 2021 against the Town, Attorney Urbelis clarified that there is a \$25,000 deductible on the insurance policy which the Town has paid; the insurance company is paying the remainder of the attorney fees. In September of last year, Mr. Fahey filed another lawsuit against the Director of Unemployment Assistance. The State has their own attorney representing the Director of that Department; Andover was named as a nominal defendant. The insurance company is not providing insurance defense coverage on that case so the Town has paid \$1,200 to date for outside counsel.

### IV. Citizens Petitions and Presentations - None

### V. Public Hearings

A. Eversource Gas – Essex Street

Board to review and consider voting to approve an application from Eversource Gas of Massachusetts requesting permission to excavate for the purpose of installing approximately 900 feet of 8" plastic gas main in Andover on Essex Street from Central Street to School Street, according to blueprints made as part of this petition, and to make the necessary connections along said extensions. A police detail and a full-time inspector will be on site.

Representatives from Eversource explained the project to install a larger gas main. There will be no interruption of services. Eversource will be responsible for repaving the area and have been working closely with the DPW.

Annie Gilbert moved to approve a petition from Eversource Gas of Massachusetts to excavate for the purpose of installing approximately 900' of 8" plastic gas main in Andover on Essex Street from Central Street to School Street, according to blueprints made as part of this petition, and make the necessary connections along said extensions. Motion seconded by Alex Vispoli and voted 4-0 to approve.

## **VI. Regular Business**

### **A. Matchplay Golf and Sports Lounge License Issuance Extension**

\*Annie Gilbert recused herself at this time.

Board to consider voting to approve a two-month extension of the Board's November 7, 2022 approval of a new All Alcoholic Beverages Pouring License for MP GOLF LLC, d/b/a Matchplay Golf & Sports Lounge, 209 North Main Street, Andover, MA, so that the new license can be issued at any time before October 1, 2023.

Alex Vispoli moved that the Board approve a two-month extension of the Board's November 7, 2022 approval of a new All Alcoholic Beverages Pouring License for MP GOLF LLC, d/b/a Matchplay Golf & Sports Lounge, 209 North Main Street, Andover, MA, so that the new license can be issued at any time before October 1, 2023 on the condition that all conditions of the Town are met prior to issuance. Motion seconded by Laura Gregory and voted 3-0 to approve. \*Annie Gilbert returned to the meeting after the vote.

### **B. Right of First Refusal - 2 Francis Drive Unit # 404**

Board to consider voting to not exercise their right of first refusal for the affordable unit at 2 Francis Drive Unit # 404. Lisa Schwartz from the Planning Department spoke to the request.

Alex Vispoli moved to not exercise the Town's Right of First Refusal for the affordable unit located at 2 Francis Drive, Unit # 404. Motion seconded by Laura Gregory and voted 4-0 to approve.

### **C. One Day Liquor License on Town Property**

Board to consider voting to approve an application from the Recreation Division of the Town of Andover for a One-Day Liquor License for use on Town property under Section XI.2.N "Special One-Day Alcohol License Policy & Application for Outdoor Events on Town-owned Property." Austin explained that this is a request from a Town Department for approval for a Town function by the Recreation Division.

Chris Dempsey presented information on the Fundraiser for the Annual Unified Pickleball Classic. It will be a community event and a family fun day. The one-day liquor license request

is by Oak & Iron Beer Garden at Rec Park. The beer garden will be fenced off (1,200 sq. ft) from 11:00-5:00 PM. Only 21 and older patrons will be served, there will be ID checkers and one transaction/serving station, and a food truck at the event.

Alex Vispoli asked if a police detail would be available. The Town Manager will check on that. Austin Simko said the request is in order and has been signed off by all departments.

Laura Gregory moved that the board approve an application from the Recreation Division of the Town of Andover for a One-Day Liquor License for use on Town property under Section XI.2.N "Special One-Day Alcohol License Policy & Application for Outdoor Events on Town-owned Property," where the event will be a pickleball tournament located at 147 Abbot Street, and where the manager of the liquor license will be Jim Cass of Oak & Iron; provided that all conditions of the Town are met prior to issuance. Motion seconded by Alex Vispoli and voted 4-0 to approve.

**D. Orders of Taking for Greenwood Road Easements**

Board to consider voting to approve Orders of Taking for temporary and permanent easements located at 168 Greenwood Road, 170 Greenwood Road, and 172 Greenwood Road in connection with the capping of the Ledge Road landfill.

Austin Simko reported that this is the next step after the approval at Town Meeting to authorize the order of taking.

Alex Vispoli moved that the board approve Orders of Taking for temporary and permanent easements located at 168 Greenwood Road, 170 Greenwood Road, and 172 Greenwood Road in accordance with Town Meeting approval of Article 26 on May 2, 2023. Motion seconded by Annie Gilbert and voted 4-0 to approve.

**VII. Consent Agenda**

**A. Appointments by the Select Board**

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

Laura Gregory moved to approve the annual appointment and re-appointment of Election Officers as printed in the consent agenda and as submitted by the Board of Registrars of Voters, and further approve that the Town Clerk may from time to time appoint from among the Election Officers such Wardens, Deputy Wardens, Clerks, Deputy Clerks, Inspectors, Deputy Inspectors, and Tellers to the various precincts as he deems appropriate. Motion seconded by Annie Gilbert and voted 4-0 to approve.

Department	Name	Position	Rate	Date of Hire
Town Clerk	Abigail Harris	Inspector	\$10.25/hr	7/17/2023
Town Clerk	Adam Isbitsky	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Alexander Iannicelli	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Alexandra Driscoll	Inspector	\$10.25/hr	7/17/2023
Town Clerk	Alice E. Friedenson	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Alicia Wang	Election Worker	\$10.25/hr	7/17/2023

Town Clerk	Amanda Gasse	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Amanda Lutsch	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Ameera Mazraany	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Amy Belscher	Deputy Clerk	\$10.25/hr	7/17/2023
Town Clerk	Amy Holland	Inspector	\$10.25/hr	7/17/2023
Town Clerk	Amy Janovsky	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Amy Jaromin	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Andrew Smith	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Ann Grecoe	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Anne Feeney	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Anthony Sofia	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Art Rousmaniere	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Barbara Ann Bourgeois	Inspector	\$10.25/hr	7/17/2023
Town Clerk	Betsey Couture	Inspector	\$10.25/hr	7/17/2023
Town Clerk	Betsy Streeter	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Bill Kettinger	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Bobbie Brodie	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Bonita Zahorik	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Brewster LaMacchia	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Buzz Stapczynski	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	C. William Kettinger, Jr.	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Calvin G. Perry	Deputy Warden	\$11.25/hr	7/17/2023
Town Clerk	Carol Hopkinson	Clerk	\$11.25/hr	7/17/2023
Town Clerk	Carolyn Page	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Catherine A. Robie	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Cathleen Conroy	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Champa Bilwakesh	Inspector	\$10.25/hr	7/17/2023
Town Clerk	Charlotte Taylor	Clerk p.m.	\$11.25/hr	7/17/2023
Town Clerk	Christina Banta	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Christine E. Curran	Inspector	\$10.25/hr	7/17/2023
Town Clerk	Christine Hayward	Warden	\$12.25/hr	7/17/2023
Town Clerk	Claire Enos	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Clinton Reiser	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Constantine Bassilakis	Deputy Clerk	\$10.25/hr	7/17/2023
Town Clerk	Cynthia Barakatt	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Cynthia Cohen	Deputy Clerk	\$10.25/hr	7/17/2023
Town Clerk	Cynthia D. Campbell	Inspector	\$10.25/hr	7/17/2023
Town Clerk	Cynthia Stoltz	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Daniela Roubicek	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Danielle Crompton	Inspector	\$10.25/hr	7/17/2023
Town Clerk	David Berman	Inspector	\$10.25/hr	7/17/2023
Town Clerk	David C. Tomlinson	Election Worker	\$10.25/hr	7/17/2023

Town Clerk	David Cleary	Deputy Clerk	\$10.25/hr	7/17/2023
Town Clerk	David Lewis	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	David W. Brown	Warden	\$12.25/hr	7/17/2023
Town Clerk	Deb Hartman	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Debbie Lowry	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Deborah K. Moskal	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Delores J. Cleland	Inspector	\$10.25/hr	7/17/2023
Town Clerk	Denise Gentile	Inspector	\$10.25/hr	7/17/2023
Town Clerk	Denise S. Doherty	Warden	\$10.25/hr	7/17/2023
Town Clerk	Dennis Bell	Inspector	\$10.25/hr	7/17/2023
Town Clerk	Diane Riemer	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Dianne E. DeLucia	Inspector	\$10.25/hr	7/17/2023
Town Clerk	Donna Cooper	Deputy Warden	\$11.25/hr	7/17/2023
Town Clerk	Donnabeth Dooley	Deputy Clerk	\$10.25/hr	7/17/2023
Town Clerk	Dora Volpe	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Dorothy Hollenbeck	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Dorothy S. Morrissey	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Edna Allen	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Eleanor Everett	Warden	\$12.25/hr	7/17/2023
Town Clerk	Elizabeth Anderson	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Elizabeth Kochakian	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Ellen T. Marcus	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Emily O'Hara	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Erin Staudt	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Eugenia Moffitt	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Evelyn A. Retelle	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Evelyn Curley	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Frank Lastrina	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Gail A. Demaso	Inspector	\$10.25/hr	7/17/2023
Town Clerk	Gail Ralston	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Gal Kramer	Inspector	\$10.25/hr	7/17/2023
Town Clerk	Genee Morrissey	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	George Fulginiti	Inspector	\$10.25/hr	7/17/2023
Town Clerk	George Kakridas	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	George Thomson	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	George Woodward	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Geraldine Jacobson	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Gerda Mosca	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Gisela Spreizer	Clerk	\$11.25/hr	7/17/2023
Town Clerk	Gloria Wager	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Greg Bird	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	H. Francis Rittershaus	Deputy Inspector	\$10.25/hr	7/17/2023

Town Clerk	Helen Waldruff	Clerk a.m.	\$11.25/hr	7/17/2023
Town Clerk	Howard A. Zetlan	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Howard J. Rabinowitz	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Iris Roskell	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Jack Hall	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	James Blatchford	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	James J. Redmond	Clerk	\$11.25/hr	7/17/2023
Town Clerk	James Sellers	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Jane Gifun	Inspector	\$10.25/hr	7/17/2023
Town Clerk	Janet Arnold	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Jason Stellakis	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Jeanne S. Paskowsky	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Jennifer B. Hickman	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Jennifer O'Neill	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Jennifer Smith	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Joan Fox	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Joanne Lepine	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	John Doherty	Inspector	\$10.25/hr	7/17/2023
Town Clerk	John Gardner	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	John Joseph Sudol	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	John McCarthy	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	John Saba	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Joseph F. Gifun	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Joy A. Sapienza	Clerk	\$10.25/hr	7/17/2023
Town Clerk	Judith F. Birtles	Clerk	\$11.25/hr	7/17/2023
Town Clerk	Judith T. Norton	Election Worker	\$12.25/hr	7/17/2023
Town Clerk	Judith T. Reghitto	Warden	\$12.25/hr	7/17/2023
Town Clerk	Julianne Stein	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	June Qiao	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Karen Dobbelaar	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Kathleen Dolan	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Kathleen Salvi	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Kathy Vieira	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Kenneth Gasse	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Kenneth Ozoonian	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Kevin J. Twohig	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Kirsten Ahearn	Deputy Clerk	\$10.25/hr	7/17/2023
Town Clerk	Kitty Craig Comin	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Lenard Zohn	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Leo Greene	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Linda D'Andrea	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Linda Kosinski	Election Worker	\$10.25/hr	7/17/2023

Town Clerk	Linda O'Connell	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Linda Salzman	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Lisa L. Reid	Deputy Warden	\$10.25/hr	7/17/2023
Town Clerk	Lisa Lapp	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Lisa Rigoli	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Lois Kelly	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Lora Bates	Deputy Warden	\$10.25/hr	7/17/2023
Town Clerk	Luan M. Giannone	Inspector	\$10.25/hr	7/17/2023
Town Clerk	Lynn M.R. Landry	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Marcia S. O'Donnell	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Margaret Tenczar	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Marian Bicking	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Marie Holbrook	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Marilyn Blumsack	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Marilyn Fulginiti	Inspector	\$10.25/hr	7/17/2023
Town Clerk	Martha B. Mahoney	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Mary D. Barry	Deputy Warden	\$10.25/hr	7/17/2023
Town Clerk	Mary Jane Bausemer	Deputy Clerk	\$10.25/hr	7/17/2023
Town Clerk	Mary Kate Allard	Deputy Warden	\$10.25/hr	7/17/2023
Town Clerk	Mary Long	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Mary Mcgettrick	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	MaryRuth Luther	Clerk	\$11.25/hr	7/17/2023
Town Clerk	Matt Murphy	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Matthew Gosselin	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Maureen A. Finneran	Inspector	\$10.25/hr	7/17/2023
Town Clerk	Michael Wartman	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Micheline M. Pelletier	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Mildred M. Raymond	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Molly C. Bicking	Deputy Warden	\$10.25/hr	7/17/2023
Town Clerk	Myrna L. Zetlan	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Nancy Buckley	Inspector	\$10.25/hr	7/17/2023
Town Clerk	Nancy Donahue	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Nancy Earnley	Deputy Clerk	\$10.25/hr	7/17/2023
Town Clerk	Nancy Husted	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Nancy Mulvey	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Nancy Simili	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Nancy Vogel	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Norm Rice	Clerk	\$11.25/hr	7/17/2023
Town Clerk	Norma A. Gammon	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Pam Newman	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Patricia Boutin-Skene	Deputy Clerk	\$10.25/hr	7/17/2023
Town Clerk	Patricia Dell-Ross	Election Worker	\$10.25/hr	7/17/2023

Town Clerk	Patricia Fleming	Warden	\$12.25/hr	7/17/2023
Town Clerk	Patricia J. Simpson	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Patricia M. Donahue	Inspector	\$10.25/hr	7/17/2023
Town Clerk	Patrick Donahue	Election Worker	\$10.25/hr	7/17/2023
Town Clerk	Paul G. Ordman	Warden	\$12.25/hr	7/17/2023
Town Clerk	Paul Hickman	Deputy Inspector	\$10.25/hr	7/17/2023
Town Clerk	Paula DelDotto	Election Worker	\$10.25/hr	7/17/2023

**B. Appointments by the Town Manager**

Annie Gilbert moved to approve the appointments by the Town Manager as listed in the consent agenda. Alex Vispoli seconded the motion and the Board voted 4-0 to approve as listed. Board to vote that the following appointments by the Town Manager be approved.

Department	Name	Position	Rate/Term	Date of Hire
Andover Police Department	Michael Egitto <i>(Colin Radford)</i>	Police Officer	\$59,198.19/yr	7/17/2023
Andover Police Department	Hector Perez <i>(Daniel Vining)</i>	Police Officer	\$59,198.19/yr	7/17/2023
Andover Police Department	David Rodriguez <i>(Michael Anderson)</i>	Police Officer	\$59,198.19/yr	7/17/2023
Andover Police Department	Drew Searfoss <i>(Barry Dubois)</i>	Police Officer	\$59,198.19/yr	7/17/2023
Andover Police Department	Joseph Nunez-Roman	Police Officer	\$59,198.19/yr	7/17/2023
Memorial Hall Library	Heather Maganzini <i>(Molly McIntyre)</i>	Library Assistant II	\$31.73/hr	8/1/2023
Commission on Disability	Elizabeth Maldari	Member	Term Expires 6/30/2026	7/1/2023
Commission on Disability	Hannah Wilen	Member	Term Expires 6/30/2026	7/1/2023

**VIII. Goal Setting Workshop**

**Select Board Member Chris Huntress arrived at 7:40 PM**

**A. Town Manager to update the Board on 2022-2023 Goals and Objectives**

1, [Andover's Comprehensive Plan and Climate Action Plan Alignments](#). Dr. Joyce Losick-Yang, Director of Sustainability, and Assistant Town Planner Lisa Schwartz updated the Board on the alignment of the Comprehensive Plan and Climate Action Plan. Lisa Schwartz said they have worked on this plan for 2-years and it touches on what their values are. They also have a Climate Action Plan that will have a base net-zero emissions mandates by 2050. The Comprehensive Plan (formerly called Master Plan), is an overarching strategic vision presented and adopted by the Planning Board on July 25, 2023.

Dr. Joyce Losick-Yang reported on the progress their committee has made on the Climate Action Plan ([see link above](#)). The plan will be available for public comment from July 14-26 2023 and will publish a final plan by early August 2023. Select Board Chair, Melissa Danisch, thanked Joyce, Lisa and their team for the work they have done.

## 2. [Community Health Improvement Plan](#)

– Director of Public Health Tom Carbone presented preliminary recommendations and an overview of next steps. The Committee was a combination of community officials and residents from both communities (Andover and North Andover). Interviews with key stakeholders and residents were held and a community survey went out his past fall. Key themes resulted in Advisory Committee Recommendations:

Priority 1: Mental Health across the Lifespan. The Health Dept. will be leading the team on this effort and working with the local medical providers.

Priority 2: Affordable Housing – Ensure sustainable affordable housing options which is a key social deterrent of good health  
Transit-oriented housing units to increase by 2026.

Priority 3: Led by the DEI Commission and Staff to establish the community of Andover as a welcoming, inclusive, accepting, respectful and safe place for all who live and work here.

### Next steps:

Seek public input on DHIP

Daytime in-person presentation session on July 28<sup>th</sup>

Evening Remote presentation session

Close comments: August 14

Adjust CHIP based on comments

Finalize document – September 1, 2023

Establish work groups.

## 3. [Town Manager & Select Board Strategic Goals & Objectives](#)

Click on link to review the presentation which includes deliverables.

The Town Manager presented the Strategic Goals & Objectives. The Board will share what they would like to see included and then the document will be revised and brought to the board at the next meeting.

Major Goal areas: (refer to link above)

Administration & Finance

Resident Response Management & Engagement

Capital Improvements

Economic Development & Housing

Active Transportation

River & Open Space

Energy & Sustainability

Diversity, Equity & Inclusion.

- The increase related to the general budget has been below the 10-year average due to consistency and growth in classification.

- Work with State delegation to enact special Legislation and approved by Town Meeting in 2023 to place restrictions on the excess levy capacity created by the POB Plan.
- Work with the Board to review final recommendations of the Town Governance Study Committee. Assisting with advancing recommendations as determined by the Select Board; this is phase 2.
- Continue to meet or exceed requirements for inspection and removal of lead water service lines established in the voluntary administration comment order with DEP.
- Evaluate the Phase 1 of Public Safety staffing plan and continue to assess staffing levels, and identify additional needs to be incorporated.
- Review recommendation of the Community Health Improvement Plan (CHIP) and identify resources need to implement its recommendations.
- Develop & Implement tools and programs that support the recruitment and retention of a talented workforce. This effort should include identifying opportunities for increasing access to Town services for residents and businesses.

Deliverable: Develop and implement tools and programs by Spring of 2024. (Flex work schedules, hybrid options, different approaches to leaves, training, development, childcare, engage in the outcomes, etc.). The Town Manager believes we should be ahead of the changes, a leader among cities and towns, and competitive in attracting talented people that expands services. A more in-depth presentation will be presented in Spring 2024. There are 3 recommendations in the CHIP that needs to be addressed with the Board.

Laura Gregory said that there is a working group as part of the DEI Commission that is looking at recruitment and retention issues and she would like to have their concerns and activities included in this deliverable as well.

- Review & Update the Town's Financial Policies, Debt Analysis Tool and Financial Forecasting models to improve the Town's Long range financial planning and financial management planning and financial management tools and resources. This is a huge part of where we decide to fund capital.
- Develop comprehensive assessment and selection process for Town Counsel and Fire Chief (who will be retiring in 2024) in anticipation of mandatory retirement date in 2034.
- Continue to explore opportunities where appropriate to reorganize resources to better meet the needs of the community and organization. Deliverables will be to finalize the reorganization of the Community Services Dept including establishing a Kid Care Division (hire a director funded by incoming revenue) to meet the evolving needs of the community. Establish an Enterprise Fund and Capital Project Accounting Division within the Finance Department.
- Continue to explore opportunities where appropriate to reorganize resources to better meet the needs of the community and organization. The first being the reorganization of Community Services (establishing a Kid Care Division). Establishing an Enterprise Fund and a Capital Project Accounting Division within the Finance Dept., and completing the IT Dept Study and developing a process for implementing recommendations.

- **Board Update and Reporting Goals:** (On-going)  
Manage the distribution of the Town's ARPA Funds and present a semi-annual update on expenditures to the Board.

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

Provide updates on construction projects, including both infrastructure and building projects, as needed throughout the year.

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

### **Resident Response Management & Engagement**

- Develop a comprehensive multi-faceted public educator campaign leading up to Annual Town Meeting.  
~Produce educational resources in a variety of media, including digital, video, and print for distribution on social media and public events.
- Expand subscribership of the Bartlet Street Dispatch (by 20%).

### **Capital Improvements:**

- Complete Phase 1 of access and customer service improvements to Town Offices with a focus on meeting space, ADA compliances customer services and user experience (Phase I is well underway) Begin Phase 2 by the end of FY2024 (gutting 3<sup>rd</sup> floor and building Customer Service Center on the Main Floor). There could be two big trees that will have to come down outside the Town Hall.
- Manage the capping of the Ledge Road Landfill.  
Proceed with project in compliance with administrative consent order. Contract signed today.
- Develop preferred concept for recreational improvements including but not limited to developing the Park Property (currently on-hold for now, may be put into on-going based on the status of the AHS Building Project). The barn needs to come down due to structural concerns. Chris Huntress asked if can we open up some of the property for /passive recreation? i.e. hiking/walking trails and to think about how we can secure the existing structures. The Town Manager will look into that suggestion.
- Advance the Haggetts Pond Rail Trail Project. They have the funds to do the project and the goal is to complete the design by the end of this fiscal year and to begin Phase 2 by the end of FY-2024 and hold some public input sessions. The funding is constrained through the Mass Trail funds and ARPA.

- Complete Downtown Parking Lot project and present the Old Town Hall adaptive reuse assessment process. Completion: Weather permitting the parking lots will be done first quarter of 2024. A finding will be presented on adaptive use for the Old Town Hall.
- Economic Development & Housing
  - Assist the Board with the review of the MBTA Community Multi-Family housing Law and make any necessary recommendations relative to meeting the law's requirements by winter of 2023.
  - Deliverable: Work with MBTA Communities Working Group to assess requirements of the law and its implementation in Andover. Ensure that recommendations are delivered to the Select Board in sufficient time to meet state benchmarks for compliance.
- Monitor and manage the permitting process of 11 Lewis Street
  - Deliverable: Ensure compliance with deliverables and timelines established in the executed Land Disposition Agreement. There are a lot of benchmarks and miles stones they are working with MINCO on.
- Active Transportation
  - ~Continue sidewalk program and incorporate work into the FY-2023 FY-2029 CIP based on the Sidewalk Master Plan; a lot of work will be happening in the near future. There will be a very clear plan presented to the Board in 2024.
  - ~Develop Complex Streets Prioritization Plan: Form a steering Committee. Continue public process to draft project list or prioritization plan to be submitted to the State in the Spring of 2024. Deliverable: Form Steering Committee and continue public process to draft project list for Prioritization Plan to be submitted to the State in the Spring of 2024.
  - ~Complete implementation of town-wide 25-mph speed limit, identify strategic locations and install newly acquired speed signs. Deliverable: Complete Implementation of Town-wide 25-mph speed limit, identify strategic locations and install newly acquired speed signs. Working with Mass DOT on regulations.
  - ~ Investigate and implement Elm Square Intersection improvements. Deliverable: Complete traffic study and road safety audit in Summer 2023. Implement recommendations to Elm Square Intersection. More to come.
- River & Open Space Access
  - ~Complete the Merrimack River Access Project along the Heffron Right of Way and the GLTS easement that will provide public safety and public access to the Merrimack River. Deliverable: Bid and complete access road in 2023. Complete docking system in the spring of 2024.
- Work with neighbors to complete design of an ADA accessible kayak launch at Nason's Landing. Deliverable: Present project for funding at 2024 Annual Town Meeting.

- **Energy & Sustainability**

Goal: Launch an outreach effort on specialized opt-in building code adoption for all new buildings. Important to get the building electrical codes as stringent as possible for new construction. One of the most significant ways one can reduce carbon emissions at home is to switch from natural gas to a heat pump.

Deliverable: Prepare outreach material and develop a recommendation on adoption of an opt-in building code for 2024-Annual Town Meeting.

Goal: Upon DPU approval of Andover's Municipal Aggregation Plan, conduct an education campaign targeting 20% enrollment in the Andover Ultimate 100% local renewable power option. Andover has been waiting 1.5 years for approval of their plan.

Goal: Implement Town Tree Removal and Replacement Policy.

Deliverable – Appoint Tree Committee and work with Committee to implement tree removal and planting notification process and other measures established in the policy, including the development of a potential Town bylaw. Work with the Green Advisory Board.

Policy was adopted by the Town in April 2023.

- **Diversity, Equity & inclusion**

Goal: To support Andover youth particularly those unrepresented and increasing their sense of safety, security and inclusion and present findings from the Youth Summit to the public via targeted engagement activities and collaborate with Andover Public Schools and Youth Services to ensure youth voices are amplified.

Deliverable: Present findings from Youth Summit and collaborate with APS, AYS, and Andover Recreation to ensure youth voices are amplified.

Goal: Implement strategic recommendations regarding hiring and supporting a more diverse workforce.

Deliverable: Institute effective pipelining to diversify applicant pool. Continue cultural competence training for all municipal staff. 170 of full-time employees have gone through diversity training in the past year.

Goal: Ensure successful completion of DEI priorities as outlined in Andover's 2023 CHIP Plan.

Deliverable: Develop initiative to increase representation of historically underrepresented communities on boards, commissions, and committees. Led effort to reduce barriers to equitable health care in order to reduce health disparities.

- **Economic Development & Housing**

Goal: Assist Board with review of the MBTA Community Multi-family Housing law and make any necessary recommendations relative to meeting the law's requirements by winter of 2023.

Goal: Monitor and manage permitting process for development of 11 Lewis Street.

Chris Huntress spoke about questions that came up during the Mary Lu Lane request by ACT for development of a home on a non-conforming lot. Chris suggested they consider as a goal to provide an understanding of what potential Town-owned properties are out there that are available for affordable housing trust and if there enough funds in the Andover Housing Trust that would be available for the Town to purchase to make sure when a good opportunity comes along we would be ready to move on it.

Melissa suggested they consider updating the Board's Policy Book this year.

4. Board to discuss and consider voting to approve Town Manager Review Process.  
Goal Workshop & Select Board Approved Timeline  
August 4 – Town Manager to send goal documents to the Board  
August 25 Board to submit completed review to Human Resource Director  
September date to be determined (Board to vote review)

Alex Vispoli moved that the Board agree to the Town Manager's Review Process as discussed. Motion seconded by Annie Gilbert and voted 5-0 to approve.

## **X. Adjourn**

At 9:15 PM on a motion by Alex Vispoli and seconded by Laura Gregory, the Select Board voted 5-0 to adjourn the meeting of Monday, July 17, 2023.

Respectfully submitted,

*Dee DeLorenzo*  
*Recording Secretary*

[SelectBoard@andoverma.us](mailto:SelectBoard@andoverma.us)  
[Manager@TownManager](mailto:Manager@TownManager)

*Presentations:*

[Community Health Improvement Plan](#)  
[Andover's Comprehensive Plan and Climate Action Plan Alignments.](#)  
[Town Manager & Select Board Strategic Goals & Objectives](#)

**Select Board Meeting**  
Wednesday, September 13, 2023  
Regular Session. 8:30 AM.  
2<sup>nd</sup> Floor. Conference Room Town Offices  
36 Bartlet Street Andover, MA

---

**I. Call to Order – 8:30 AM**

Chair, Melissa Danisch called the Select Board Meeting of September 13, 2023 to order at 8:30 AM.

Members in attendance: Laura Gregory, Annie Gilbert, Alex Vispoli, Chris Huntress.

Others in attendance: Mike Lindstrom, Deputy Town Manager, Austin Simko, Town Manager, Asst. Town Clerk.

**II. Opening Ceremonies**

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

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

Chair Danisch thanked the Department of Public Works, Public Safety, and all employees of Town Departments for their work in getting through the recent storm.

**III. Regular Business**

Board to review and consider voting to approve the application of Oak & Iron Brewing Co, at 18 Red Spring Road, Andover, for a temporary Alteration of Premises on its' Farmer Series Pouring, Malt, Alcoholic Beverage License.

Austin Simko reported on the request by Oak & Iron for one event that is happening this weekend. All employees are tips certified and will have a police detail from 2:00-6:00 PM.

Jim Cass, owner of Oak & Iron, thanked the Board for holding this meeting today and proceeded with a brief presentation to the Select Board showing the area they are requesting a temporary alteration to, and shared that approximately 100% of the guests will park at Dundee Park. Annie Gilbert asked if they have had issues in the past with neighbors/abutters about the noise? Mr. Cass said they have a very good relationship with neighbors in the area.

Austin Simko confirmed that all requirements of the Town have been met.

On a motion by Alex Vispoli moved to approve the application of Oak & Iron Brewing Co, 18 Red Spring Road for a temporary alteration of Premises to its Farmer Series Pouring Malt Alcoholic Beverage License, subject to the condition that all other requirements of the Town are met prior to issuance. Motion seconded by Chris Huntress and voted 5-0 to approve.

**IV. Adjourn**

On a motion by Alex Vispoli and seconded by Laura Gregory, the Select Board voted 5-0 to adjourn the meeting of September 13, 2023.

Respectfully submitted,  
Dee DeLorenzo, Recording Secretary