



**Select Board Meeting**

Monday, January 8, 2024 7:00 PM

School Committee Room, School Administration Building  
30 Whittier Court, Andover, MA 01810

RECEIVED  
TOWN CLERK'S OFFICE  
2024 JAN -4 PM 5:21

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**I. Call to Order – 7:00 P.M.**

**II. Opening Ceremonies**

A. Moment of Silence/Pledge of Allegiance

**III. Swearing In of New Police Officers**

**IV. Communications/Announcements/Liaison Reports**

**V. Citizens Petitions and Presentations**

**VI. Public Hearings**

A. National Grid and Verizon – Ridge Street

Board to review and consider voting to approve an application by National Grid and Verizon for permission to construct a line of underground electrical conduits, including the necessary sustaining and protecting fixtures, under and across the public way of Ridge Street.

B. National Grid and Verizon – Candlewood Drive

Board to review and consider voting to approve an application by National Grid and Verizon for permission to construct a line of underground electrical conduits, including the necessary sustaining and protecting fixtures, under and across the public way of Candlewood Drive.

**VII. Regular Business**

A. Alcoholic Beverages License – Change of Manager

Board to review and consider voting to approve the application of 99 Restaurants of Boston, LLC, doing business as 99 Restaurant & Pub, 464 Lowell Street, Andover for a Change of Manager on its All Alcoholic Beverages License.

B. Article 1 of November 20, 2023 Special Town Meeting

Board to review options and consider voting on next steps.

C. Town Governance

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

1. Encourage pre-submission of amendments to Town Meeting warrant articles.
2. Amend the Select Board's role in confirming appointments of Town employees by the Town Manager.

TOWN OF ANDOVER, MASS

## VIII. 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
Human Resources	Brittney Lavoie <i>(Jessica Porter)</i>	Chief People Officer & Director of Human Resources	\$145,000/yr	01/09/2024
Department of Public Works	Vincent Mitrano <i>(Christopher McQuade)</i>	Cemetery Equipment Operator	\$29.41/hr	01/09/2024
Andover Fire Rescue	Christopher Drumm	Firefighter	\$64,308/yr	01/02/2024
Andover Fire Rescue	Griffin Foley	Firefighter	\$64,308/yr	01/02/2024
Andover Fire Rescue	Robert Harnais	Firefighter	\$64,308/yr	02/05/2024
Andover Fire Rescue	Joseph Lords	Firefighter	\$64,308/yr	01/02/2024
Andover Fire Rescue	Justin Mullen	Firefighter	\$66,237/yr	01/02/2024
Andover Fire Rescue	Sara Semenza	Firefighter	\$64,308/yr	02/05/2024
Andover Police Department	Jalen Howard	Police Officer	\$59,198.19/yr	02/12/2024
Commission on Diversity, Equity and Inclusion	Lis Tamarkin	Member	Term Expires 06/30/2024	01/09/2024
Towle Fund	Toby O'Leary	Member	Term Expires 06/30/2026	07/01/2023

## IX. Approval of Minutes

A. Board to approve minutes from the following meetings:

1. September 18, 2023 Select Board
2. September 27, 2023 Select Board
3. September 27, 2023 Quad Board
4. October 16, 2023 Select Board
5. October 18, 2023 Select Board
6. October 30, 2023 Select Board

## 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

TOWN OF ANDOVER, MASSACHUSETTS



RECEIVED  
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2023 NOV 30 AM 11:15  
TOWN OF ANDOVER, MASS

PRIVATE UTILITY PETITION CHECKLIST

TO BE FILLED OUT BY PETITIONER

COMPANY: nationalgrid # 30837984

PROJECT MANAGER NAME: Rohail Aijaz

PROJECT MANAGER CONTACT NUMBER: 857-654-6534

LIST OF ADDRESSES IMPACTED BY PROPOSED WORK:  
Abutters can be attained through town office.

\*PETITIONER IS REQUIRED TO ATTACH PICTURES SHOWING AREA OF PROPOSAL\*

PICTURES HAVE BEEN ATTACHED YES

TO BE FILLED OUT BY TOWN OF ANDOVER STAFF

**DPW**

SUPPORT PROJECT ( YES / NO ) SIGNATURE: *[Signature]*

TITLE: *Town Engineer*

COMMENTS:

**POLICE DEPARTMENT**

SUPPORT PROJECT ( YES / NO ) SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMMENTS:

**FIRE DEPARTMENT**

SUPPORT PROJECT ( YES / NO ) SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMMENTS:

ANDOVER TOWN CLERK  
RCUD 2023 DEC 7 PM 1:35

TOWN OF ANDOVER, MASSACHUSETTS



RECEIVED  
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2023 NOV 30 AM 11:15  
TOWN OF ANDOVER, MASS

PRIVATE UTILITY PETITION CHECKLIST

TO BE FILLED OUT BY PETITIONER

COMPANY: nationalgrid # 30837984

PROJECT MANAGER NAME: Rohall Aljaz

PROJECT MANAGER CONTACT NUMBER: 867-864-6634

LIST OF ADDRESSES IMPACTED BY PROPOSED WORK:  
Abusers can be obtained through town office.

\*PETITIONER IS REQUIRED TO ATTACH PICTURES SHOWING AREA OF PROPOSAL\*

PICTURES HAVE BEEN ATTACHED YES

TO BE FILLED OUT BY TOWN OF ANDOVER STAFF

**DPW**

SUPPORT PROJECT (YES / NO) SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMMENTS:

**POLICE DEPARTMENT**

SUPPORT PROJECT (YES / NO) SIGNATURE: [Signature]

TITLE: Executive Officer

COMMENTS:

**FIRE DEPARTMENT**

SUPPORT PROJECT (YES / NO) SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMMENTS:

ANDOVER TOWN CLERK  
RCUD 2023 DEC 4 PM 2:33

TOWN OF ANDOVER, MASSACHUSETTS



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2023 NOV 30 AM 11:15  
TOWN OF ANDOVER, MASS

PRIVATE UTILITY PETITION CHECKLIST

TO BE FILLED OUT BY PETITIONER

COMPANY: nationalgrid # 30837984

PROJECT MANAGER NAME: Rohall Aljaz

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PICTURES HAVE BEEN ATTACHED YES

TO BE FILLED OUT BY TOWN OF ANDOVER STAFF

**DPW**

SUPPORT PROJECT ( YES / NO ) SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMMENTS:

**POLICE DEPARTMENT**

SUPPORT PROJECT ( YES / NO ) SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMMENTS:

**FIRE DEPARTMENT**

SUPPORT PROJECT ( YES / NO ) SIGNATURE: MB Mansfield

TITLE: Fire Chief

COMMENTS:

ANDOVER TOWN CLERK  
RCUD 2023 DEC 4 PM 2:38

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TOWN CLERK'S OFFICE

2023 NOV 30 AM 11:15

TOWN OF ANDOVER, MASS

**nationalgrid**

November 28, 2023

To the Board of Selectmen  
Of Andover, Massachusetts

To Whom It May Concern:

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

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

Rohail Aijaz (857) 654-6534

Please notify National Grid's Jenn Iannalfo of the hearing date / time to  
[Jennifer.Iannalfo@nationalgrid.com](mailto:Jennifer.Iannalfo@nationalgrid.com)

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

National Grid: Jennifer Iannalfo, 1101 Turnpike Street; North Andover, MA 01845.

Very truly yours,

*Dave Johnson*

Dave Johnson  
Supervisor, Distribution Design

Enclosures

RECEIVED  
TOWN CLERK'S OFFICE

Questions contact Central Design - Rohail Aijaz (857) 654-0534

2023 NOV 06 AM 11:15

**PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS**

TOWN OF ANDOVER, MASS

North Andover, Massachusetts

To the Board of Selectmen  
of Andover, Massachusetts

Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Ridge Street - National Grid to install 1 JO pole on Ridge Street beginning at a point approximately 131 feet East of the centerline of the intersection of School Street and Essex Street. NGrid to install new pole #3561 on Ridge Street in Andover, Ma.

Location approximately as shown on plan attached.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked - Ridge Street - Andover, Massachusetts.

**No.# 30837984**

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b/a  
NATIONAL GRID *Dave Johnson*

BY \_\_\_\_\_  
Engineering Department

VERIZON NEW ENGLAND, INC.

BY \_\_\_\_\_  
Manager / Right of Way

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2023 NOV 30 AM 11:15

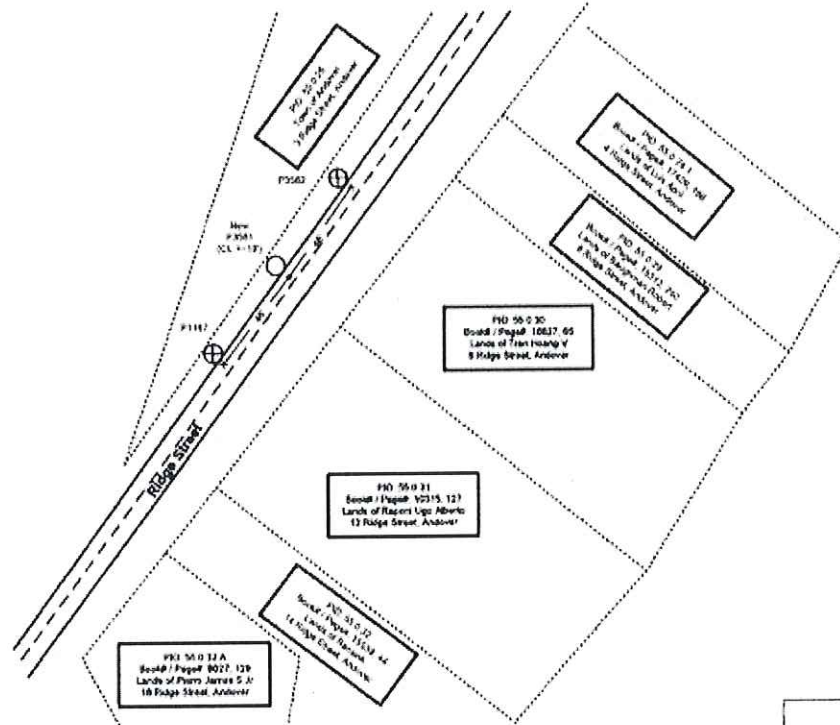
TOWN OF ANDOVER, MASS

PETITION SKETCH  
CITY OF Andover  
ESSEX COUNTY



Legend

- Proposed JO Pole
- ⊗ Ending JO Pole
- Center Line
- Street
- ..... Property Line



The exact location of said facilities to be established by and upon the installation and erection of the facilities thereof.

**ControlPoint**  
TECHNOLOGIES  
DESIGNER: Robert Agard  
ControlPoint Technologies, Inc.  
200 Leighton Place, Box 1040, MA 02170  
857.654.6534

**nationalgrid**

Petition Sketch for P3561  
Ridge Street  
Andover, MA  
WR# 30037084

Not To Scale Distances are Approximate	Drawn By: RA	Sketch # 1	DATE 10/5/2023
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TOWN CLERK'S OFFICE

2023 NOV 30 AM 11:15

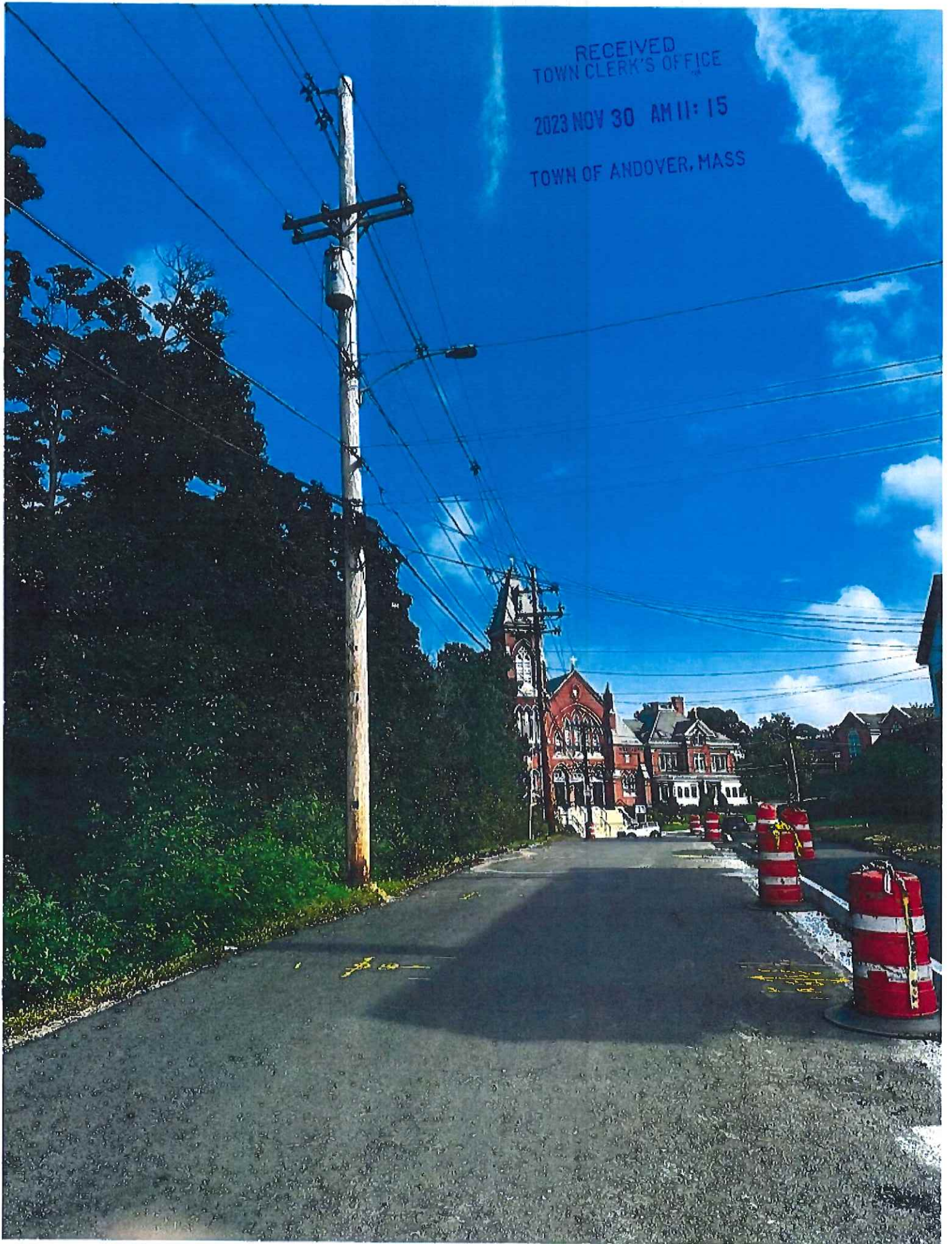
TOWN OF ANDOVER, MASS



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2023 NOV 30 AM 11:15  
TOWN OF ANDOVER, MASS



RECEIVED  
TOWN CLERK'S OFFICE  
2023 NOV 30 AM 11:15  
TOWN OF ANDOVER, MASS



TOWN OF ANDOVER, MASSACHUSETTS



PRIVATE UTILITY PETITION CHECKLIST

TO BE FILLED OUT BY PETITIONER

COMPANY: nationalGRID # 30335202  
PROJECT MANAGER NAME: David Boucher  
PROJECT MANAGER CONTACT NUMBER: 978-314-5069  
LIST OF ADDRESSES IMPACTED BY PROPOSED WORK:  
Abutters can be attained through Town office  
\*PETITIONER IS REQUIRED TO ATTACH PICTURES SHOWING AREA OF PROPOSAL\*  
PICTURES HAVE BEEN ATTACHED YES

TO BE FILLED OUT BY TOWN OF ANDOVER STAFF

**DPW**  
SUPPORT PROJECT ( YES / NO ) SIGNATURE: [Signature]  
TITLE: Town Engineer  
COMMENTS:

**POLICE DEPARTMENT**  
SUPPORT PROJECT ( YES / NO ) SIGNATURE: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
COMMENTS:

**FIRE DEPARTMENT**  
SUPPORT PROJECT ( YES / NO ) SIGNATURE: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
COMMENTS:

ANDOVER TOWN CLERK  
RCUD 2023 DEC 13 PM 1:32

TOWN OF ANDOVER, MASSACHUSETTS



PRIVATE UTILITY PETITION CHECKLIST

TO BE FILLED OUT BY PETITIONER

COMPANY: nationalGRID # 30335202

PROJECT MANAGER NAME: David Boucher

PROJECT MANAGER CONTACT NUMBER: 978-314-5069

LIST OF ADDRESSES IMPACTED BY PROPOSED WORK:  
 Abutters can be attained through Town office

\*PETITIONER IS REQUIRED TO ATTACH PICTURES SHOWING AREA OF PROPOSAL\*

PICTURES HAVE BEEN ATTACHED YES

TO BE FILLED OUT BY TOWN OF ANDOVER STAFF

**DPW**

SUPPORT PROJECT ( YES / NO ) SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMMENTS:

**POLICE DEPARTMENT**

SUPPORT PROJECT ( YES / NO ) SIGNATURE: *R. E. O'Grady*

TITLE: *Executive Officer*

COMMENTS:

**FIRE DEPARTMENT**

SUPPORT PROJECT ( YES / NO ) SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMMENTS:

# TOWN OF ANDOVER, MASSACHUSETTS



## PRIVATE UTILITY PETITION CHECKLIST

TO BE FILLED OUT BY PETITIONER

COMPANY:	nationalGRID	# 30335202
PROJECT MANAGER NAME:	David Boucher	
PROJECT MANAGER CONTACT NUMBER:	978-314-5069	
LIST OF ADDRESSES IMPACTED BY PROPOSED WORK:	Abutters can be attained through Town office	
*PETITIONER IS REQUIRED TO ATTACH PICTURES SHOWING AREA OF PROPOSAL*		
PICTURES HAVE BEEN ATTACHED	YES	

TO BE FILLED OUT BY TOWN OF ANDOVER STAFF

<b><u>DPW</u></b>	
SUPPORT PROJECT ( YES / NO )	SIGNATURE: _____
COMMENTS:	TITLE: _____

<b><u>POLICE DEPARTMENT</u></b>	
SUPPORT PROJECT ( YES / NO )	SIGNATURE: _____
COMMENTS:	TITLE: _____

<b><u>FIRE DEPARTMENT</u></b>	
SUPPORT PROJECT ( YES / NO )	SIGNATURE: <i>D.B. Mansfield</i>
COMMENTS:	TITLE: <i>Fire Chief</i>

ANDOVER TOWN CLERK  
RCUD 2023 DEC 4 PM 2:38

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2023 DEC -4 AM 9:15

TOWN OF ANDOVER, MASS

**nationalgrid**

December 4, 2023

To the Board of Selectmen, Andover, Massachusetts

To Whom It May Concern:

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

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

David Boucher (978) 725-1461

Please notify National Grid's Jennifer Iannalfo of the hearing date / time to [Jennifer.Iannalfo@nationalgrid.com](mailto:Jennifer.Iannalfo@nationalgrid.com)

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

National Grid: Jennifer Iannalfo, 1101 Turnpike Street; North Andover, MA 01845.

Very truly yours,

*Dave Johnson*

Dave Johnson  
Supervisor, Distribution Design

Enclosures

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TOWN CLERK'S OFFICE

Questions contact Central Design - Dave Boucher 978-725-1461 2021 DEC -4 AM 9:16

**PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS**  
TOWN OF ANDOVER, MASS

North Andover, Massachusetts

To the Board of Selectmen  
of Andover, Massachusetts

Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Candlewood Drive - National Grid to install 1 JO pole on Candlewood Drive beginning at a point approximately 97 feet East - Northeast of the centerline of the intersection of Exeter Way and continuing approximately 20 feet in a South - Southeast direction. Installing (1) new JO pole to reroute the service to pole# 29 so that there are no clearance issues crossing front porch.

Location approximately as shown on plan attached.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked - Candlewood Drive - Andover, Massachusetts.

No.# 30335202

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b/a  
NATIONAL GRID *Dave Johnson*

BY \_\_\_\_\_  
Engineering Department

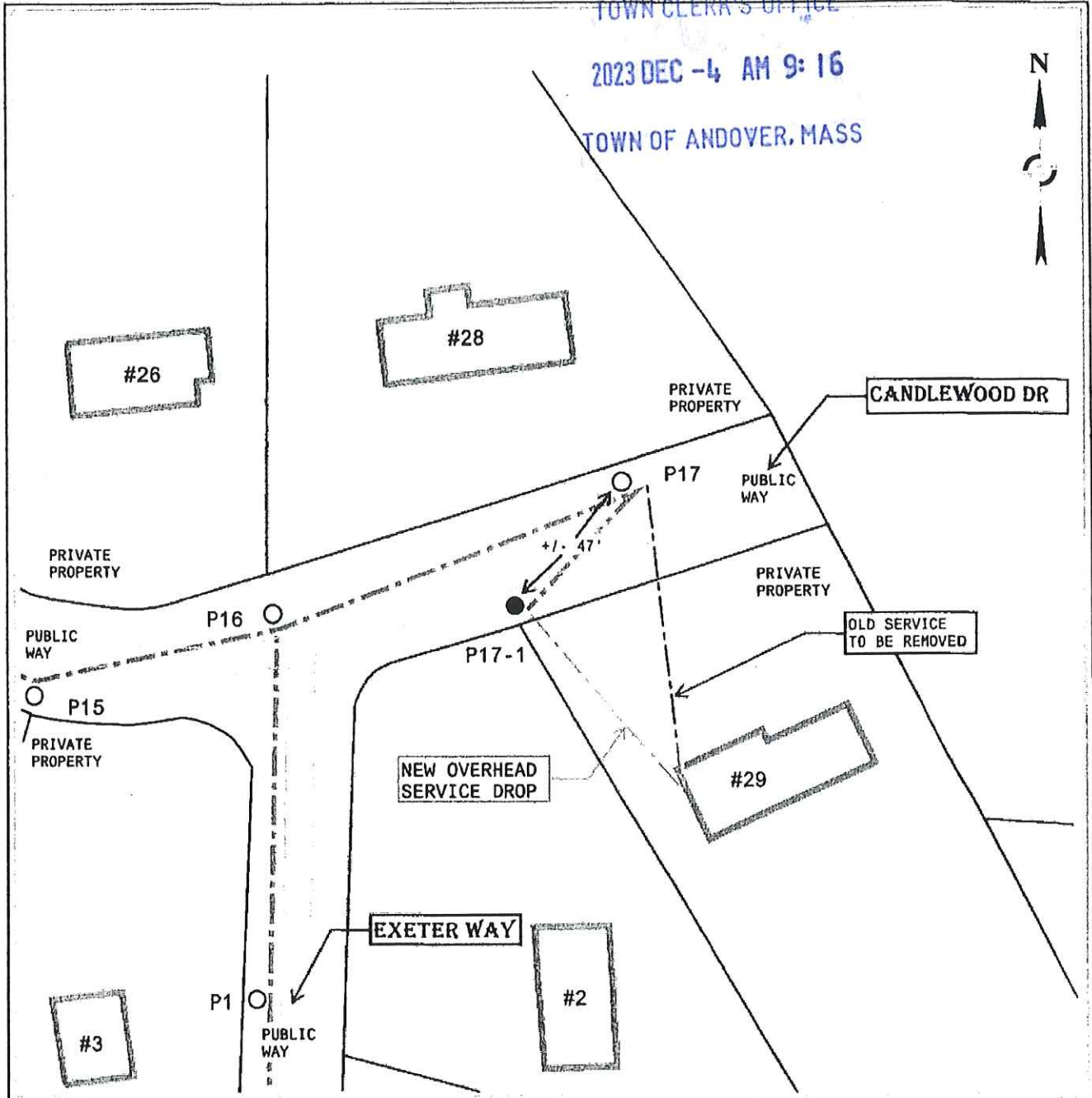
VERIZON NEW ENGLAND, INC.

BY \_\_\_\_\_  
Manager / Right of Way

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2023 DEC -4 AM 9:16

TOWN OF ANDOVER, MASS



### JOINT OWNED POLE PETITION

#### LEGEND

- EXISTING J.O. POLE
- PROPOSED NEW J.O. POLE

Date: 11/6/23      Drawn by: DJB  
 DRAWING NOT TO SCALE. DISTANCES ARE APPROXIMATE.

Plan Number 30335202

## nationalgrid

and Verizon New England, Inc.

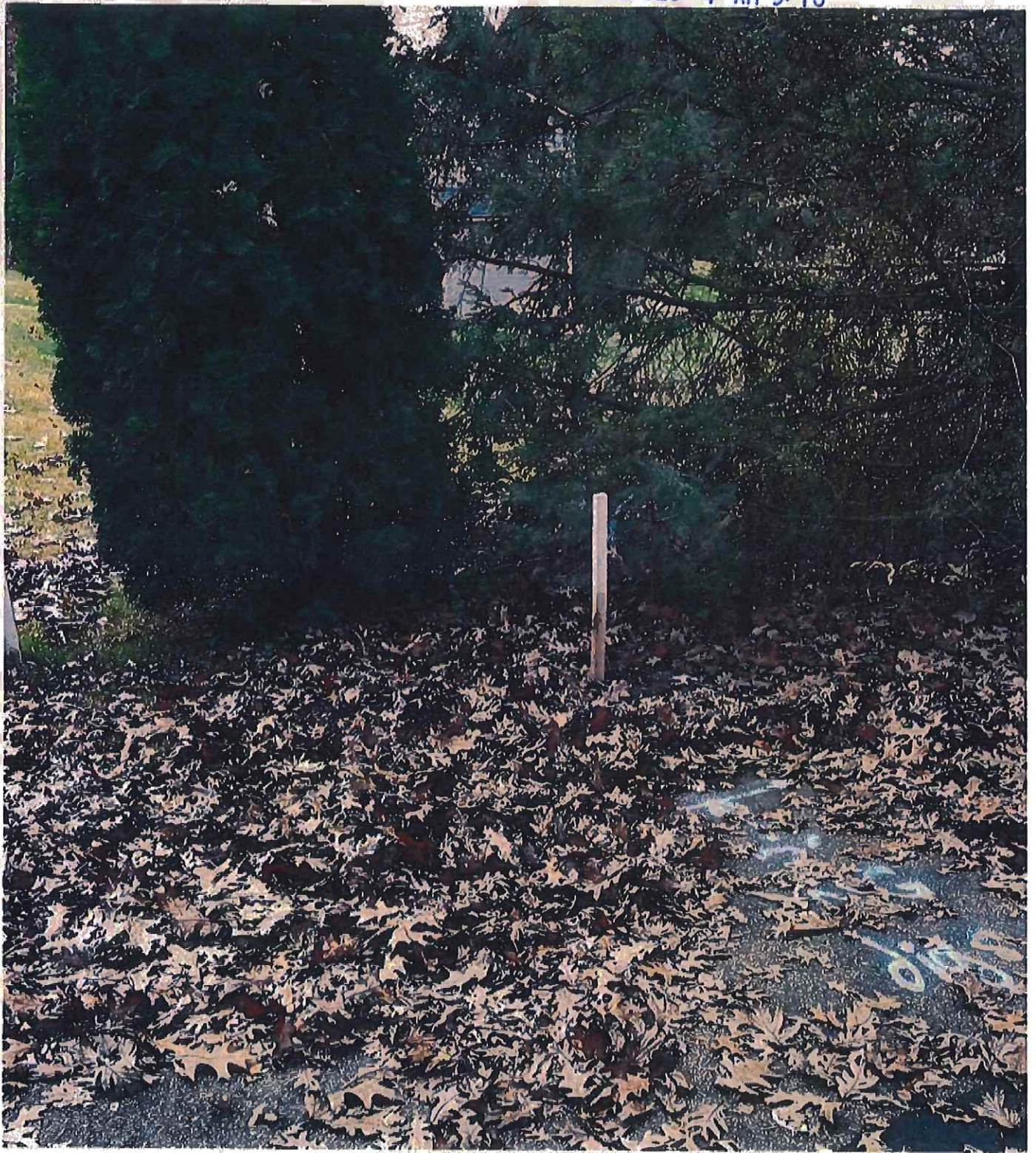
To The: Town of Andover MA      Location:  
 For Proposed:      New P17-1      Candlewood Dr

#### Sketch to accompany petition for:

Install (1) new pole# 17-1 to reroute existing utility lines to house with a angle to avoid crossing over the 1st floor porch. This will enable good aerial clearances for the service.

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2023 DEC -4 AM 9:16





**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>	99 Restaurants of Boston, LLC
<b>DBA:</b>	99 Restaurant & Pub
<b>PREMISE ADDRESS:</b>	464 Lowell Street Andover, MA 01810
<b>MANAGER/CONTACT NAME:</b>	Phillip A. Purcell
<b>EMAIL:</b>	[REDACTED]
<b>PHONE:</b>	[REDACTED]
<b>BUSINESS MAILING ADDRESS: (if different from premise)</b>	3038 Sidco Drive, Attn: Legal Nashville, TN 37204
<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 checked="" 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 type="checkbox"/> 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: Phillip A. Purcell Date: 11-7-23

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:** Brian Trepko

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) B Trepko

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

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

**Federal Identification Number (FID #):**  
(Required if applicant is a 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 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  
 Office of Investigations  
 1 Congress Street, Suite 100  
 Boston, MA 02114-2017  
 www.mass.gov/dia

30002

Workers' Compensation Insurance Affidavit: General Businesses

**Applicant Information**

Please Print Legibly

Business/Organization Name: 99 Restaurants of Boston, LLC d/b/a 99 Restaurant & Pub

Address: 464 Lowell Street

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

Are you an employer? Check the appropriate box:

- 1.  I am an employer with 47 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: Safety National

Insurer's Address: c/o Stephens Insurance, LLC, 111 Center Street, Suite 100

City/State/Zip: Little Rock, AR 72201

Policy # or Self-ins. Lic. # [REDACTED] Expiration Date: 08.01.2024

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: 10.04.2023

Phone # [REDACTED]

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

City or Town: 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: Phone #:





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

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

**CRIMINAL RECORD INFORMATION FORM**

*This form must be completed by all Managers, Directors, Stockholders, and Officers.*

<b>BUSINESS/ENTITY NAME:</b>	99 Restaurant
<b>APPLICANT NAME:</b>	Brigid Terpko
<b>APPLICANT ADDRESS:</b>	[REDACTED]
<b>OCCUPATION:</b>	Director of Operations
<b>BIRTHPLACE:</b>	[REDACTED]
<b>DATE OF BIRTH:</b>	[REDACTED]

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, Brigid Terpko (name) applicant for a liquor (license type) 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:  
N/A

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:  
N/A

Signed and subscribed to under the pains and penalties of perjury on this 8 day of November, 2023.  
(date) (month) (year)

Signature: Brigid Terpko

*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 they are 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/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: \_\_\_\_\_

*B. Terple*

DATE: \_\_\_\_\_

*11/8/23*

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:	
Last Name:	Terpko
First Name:	Brieud
Middle Name:	Kathleen
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 # (REQUIRED):	
Sex:	
Height:	
Eye Color:	
Race:	
Drive License or ID #:	
State of Issue:	
Mother's Full/Maiden Name:	
Father's Full Name:	
Current Address:	
Former Address:	

Office Use Only

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

- Driver's License     Certified Birth Certificate     US Passport     Other \_\_\_\_\_

VERIFIED BY: Vanessa French

Name of Verifying Employee (Please Print)

Vanessa French

Signature of Verifying Employee

**From:** [customerservice@nCourt.com](mailto:customerservice@nCourt.com)  
**To:** [Barbara Green](#)  
**Subject:** [EXTERNAL] Receipt from nCourt  
**Date:** Tuesday, October 24, 2023 12:14:59 PM

**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

YOUR RECEIPT >>

**Please include the payment receipt with your application. Thank you.**

Paid To	
<b>Name:</b>	Massachusetts Alcoholic Beverages Control Commission - Retail
<b>Address 1:</b>	95 Fourth Street, Suite 3
<b>City:</b>	Chelsea
<b>State:</b>	Massachusetts
<b>Zip:</b>	02150

Payment On Behalf Of			
<b>First Name:</b>	Brigid	<b>Last Name:</b>	Terpko
<b>Address 1:</b>	[REDACTED]	<b>State/Territory:</b>	MA
<b>City:</b>	[REDACTED]	<b>Zip:</b>	01844
<b>Phone:</b>	[REDACTED]		

Description	ID	Service Fee	Amount
FILING FEES-RETAIL	00006-RS-0026	\$4.70	\$200.00

**Receipt Date:** 10/24/2023 1:14:47 PM EDT  
**Invoice Number:** 8d08e918-252a-4c32-95ac-ba9ae97f7d68

**Total Amount Paid:** \$204.70

Billing Information	Credit / Debit Card Information
<b>First Name</b> ABRH <b>Last Name</b> LLC <b>Address 1</b> [REDACTED] <b>City</b> [REDACTED] <b>State/Territory</b> [REDACTED] <b>Zip</b> [REDACTED] <b>Email</b> [REDACTED]	<b>Card Type</b> Visa [REDACTED]

IMPORTANT INFORMATION >>

**Please include the payment receipt with your application. Thank you.**

Please verify the information shown above. Your payment has been submitted to the location listed above.



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/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  |   | <input type="checkbox"/> Other <input type="text"/>                       | <input type="checkbox"/> Change of DBA                                |

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

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



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: 99 Restaurants of Boston, LLC  
 Municipality: Andover  
 ABCC License Number: 002600006

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

Name: Brigid Terpko  
 Title: Director Of Operations  
 Email: [Redacted]  
 Phone: [Redacted]

**3A. MANAGER INFORMATION**  
 The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name: Brigid Terpko  
 Residential Address: [Redacted]  
 Email: [Redacted]

Please indicate how many hours per week you intend to be on the licensed premises: 10  
 Last-Approved License Manager: Sheila Lynch

**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
3/2001	n/a	Manager	99 Restaurants	Greg Babineau

**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: Brigid Terpko Date: 10/21/24

## APPLICANT'S STATEMENT

I, Phillip Purcell the:  sole proprietor;  partner;  corporate principal;  LLC/LLP manager  
Authorized Signatory

of 99 Restaurants of Boston, 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:

*Phillip A Purcell*

Date:

10.24.23

Title:

VP Legal Services and Associate General Counsel

**CORPORATE 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

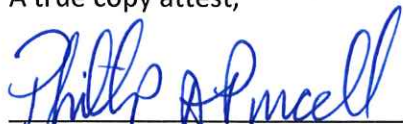
"VOTED: To authorize   
Name of Person

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

Phillip Purcell

(Print Name)

For Corporations ONLY

A true copy attest,

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

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



Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
239 Causeway Street, First Floor  
Boston, MA 02114

DEBORAH B. GOLDBERG  
TREASURER AND RECEIVER GENERAL

CORI REQUEST FORM

KIM S. GAINSBORO, ESQ.  
CHAIRMAN

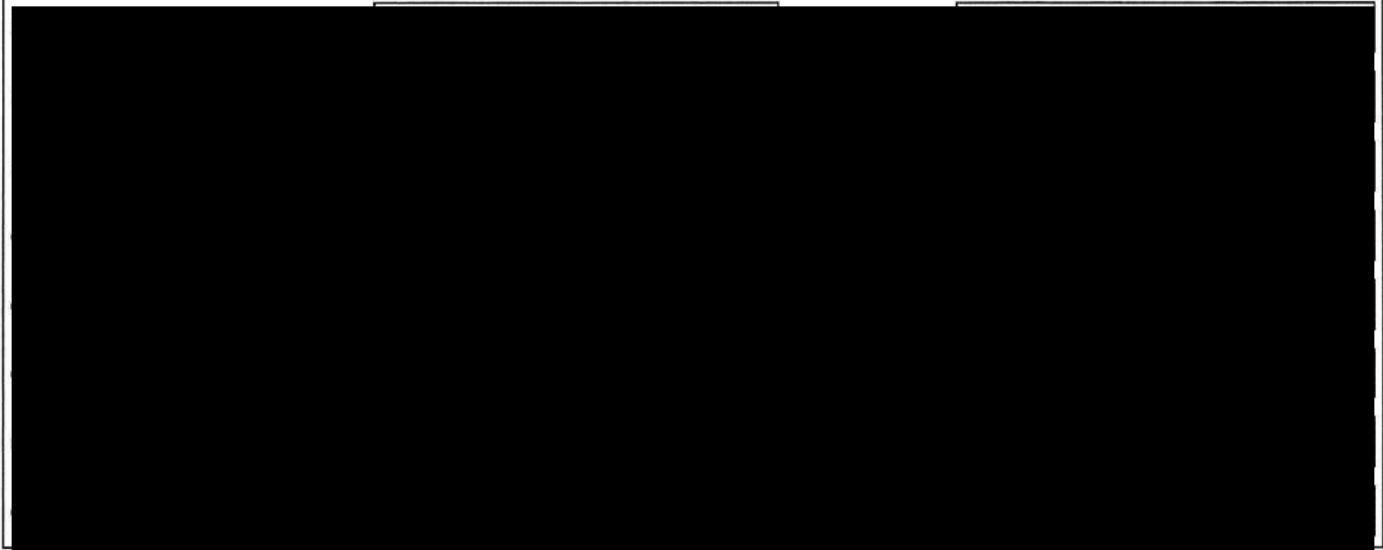
The Alcoholic Beverages Control Commission has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information. For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that 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>	2600006	LICENSEE NAME:	99 Restaurants of Boston, LLC	CITY/TOWN:	Andover
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APPLICANT INFORMATION

LAST NAME:	Terpko	FIRST NAME:	Brigid	MIDDLE NAME:	Kathleen
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PRINT AND SIGN

PRINTED NAME:	Brigid Terpko	APPLICANT/EMPLOYEE SIGNATURE:	<i>Brigid Terpko</i>
---------------	---------------	-------------------------------	----------------------

NOTARY INFORMATION

On this 1<sup>st</sup> day of November, 2023 before me, the undersigned notary public, personally appeared Brigid K. Terpko  
(name of document signer), proved to me through satisfactory evidence of identification, which were MA Driver's License  
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

*Suzy Narayanan*  
NOTARY

DIVISION USE ONLY

REQUESTED BY:	  
---------------	----------

SIGNATURE OF CORI AUTHORIZED EMPLOYEE

The DCJ Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identify Theft PIN Number by the DCJ. 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 DCJ via mail or by fax to (617) 660-4614.



SUZY NARAYANAN  
Notary Public  
Commonwealth of Massachusetts  
My Commission Expires  
December 12, 2025





## Select Board Meeting – Agenda Amended 9.15.2023

Monday, September 18, 2023 7:00 PM  
Lifelong Learning Room at The Robb Center  
30 Whittier Court, Andover, MA 01810

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### I. Call to Order – 7:00 P.M.

The Chair, Melissa Danisch, called the Select Board Meeting of Monday, September 18, 2023 to order at 7:00 PM in the Lifelong Learning Room at the Robb Center.

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

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

### 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 announced on Wednesday, September 27<sup>th</sup> a Quad Board Meeting (Select Board, Finance Committee, School Committee, AHS Building Committee), will be held in the School Committee Meeting Room in regard to the Andover High School Building Project. The Town Manager and CFO, Patrick Lawlor will present an analysis of financial impacts relating to the project.

Austin Simko reported that the MBTA Multi-family Housing Working Group will hold a Public Forum on Thursday, October 12 at 7:00 PM in the Memorial Hall Library to continue investigating the implications of the law and how the Town might react to the requirements put on it by the state.

All of the Select Board members recognized the members of the Administrative Team, Dept of Public Works, Fire Department and Police/Public Safety for the job they performed during the recent storms that left 77% of the Town without power with many trees down and roads closed. The level of communications was excellent and hearing updates from the Town every few hours was very reassuring as was the information that the Town would be picking up the debris. Chris Huntress acknowledged the many residents who did well-being checks on their neighbors and helped out in so many ways.

Thank you Mark Comeiro, Director of Veteran Services, and the Patriotic Committee for a very moving September 11<sup>th</sup> Service on Monday.

Next Saturday is Andover Days in Downtown Andover.

Melissa Danisch reported on the two Chair's Meetings (Select Board, Finance Committee, School Committee), that included the Town Manager, Superintendent of Schools, and Asst. Superintendent of Finance and Administration, Keith Taverna, that were held last

month to review the dates for the budget and the process going forward for Town Meeting. They also discussed financial areas relative to the AHS Building Project.

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

Joe Ponte, 10 Marian Avenue, asked if anyone had the opportunity to scan the magazine that lists the top 35 high schools in Massachusetts and if the expenditure of \$500M for a new high school get Andover on that list. Mr. Ponte provided the list of schools to the Chair.

Bob Pokress, Cherrywood Circle asked if the Select Board can decide to move the request for a Special Town Meeting on the docket for the Annual Town Meeting? The Town Manager said the AHS Building Committee requested the Select Board call for a Special Town Meeting to appropriate additional funds for Schematic Design. The Board can honor the request or defer to the Annual Town Meeting.

Andover resident, Kevin Coffey asked about the possibility of having inserts on important topics (i.e. AHS Building Project, MBTA Zoning Legislation) placed in mailings that normally go out to residents to inform them about important projects going on in town with links to the website. Many residents do not seem to be aware of these important projects.

#### **V. Regular Business**

##### A. Alcohol Beverage License – Beer Garden for Andover Day on Town Property

Board to consider voting to approve an application from the Andover Chamber of Commerce for a One-Day Liquor License for a beer garden on Town property under Section XI.2.N, “Special One-Day Alcohol License Policy & Application for Outdoor Events on Town-owned Property.” Request was presented by Paul Salafia, Chairman of the Chamber of Commerce and Jim Cass, owner of Oak & Iron.

Annie Gilbert moved that the Select Board approve the application from the Andover Chamber of Commerce 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 beer garden taking place during Andover Day, September 23, 2023, and where the manager of the liquor license will be Jim Cass of Oak & Iron and provided that all conditions of the Town are met prior to issuance. Motion seconded by Chris Huntress and voted 5-0 to approve.

##### B. Alcohol Beverage License – Wine Garden for Andover Day on Town Property

Board to consider voting to approve an application from the Andover Chamber of Commerce for a One-Day Liquor License for a wine garden on Town property under Section XI.2.N, “Special One-Day Alcohol License Policy & Application for Outdoor Events on Town-owned Property.”

Alex Vispoli moved that the board approve an application from the Andover Chamber of Commerce 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 wine garden taking place during Andover Day September 23, 2023, and where the manager of the liquor license will be Eldridge

Leland, II of Marble Ridge Winery; provided that all conditions of the Town are met prior to issuance. Motion seconded by Chris Huntress and voted 5-0 to approve.

C. Alcohol Beverage License – Change of Category and Change of Manager

Board to consider voting to approve the application of Lavdisha, Inc., dba Richdale Convenience, located at 10 Railroad St., Andover, MA, to amend its Wine and Malt Alcoholic Retail Package Store License to an All-Alcoholic Retail Package Store License, and to consider voting to approve a change of manager. Austin Simko reported that all information is in order. Annie Gilbert recused herself at this time.

Atty. Sean Regan spoke on behalf of Disha Patel who is requesting a change from a beer and wine license to an all-Alcohol category based on customer requests. They would not be eliminating any of the current offerings at the convenience store; their main sales will still be lottery and customer convenience.

Laura Gregory asked about the impact on the current All-Alcohol License's. Austin Simko replied that this is allowed because of the action Town Meeting took in 2021 requesting an increase in All- Alcohol licenses from the State Legislature.

Alex Vispoli moved to approve the application of Lavdisha, Inc., dba Richdale Convenience, located at 10 Railroad Street, Andover, MA, to amend its Wine & Malt Alcoholic Retail Package Store License to an All-Alcoholic Retail Package Store License, subject to the condition that all other requirements of the Town are met prior to issuance. Motion seconded by Laura Gregory and voted 4-0 to approve.

Chris Huntress moved to approve the application of Lavdisha, Inc., dba Richdale Convenience, located at 10 Railroad Street Andover, MA, for a Change of Manager on its All-Alcoholic Retail Package Store License; the new manager to be Disha Patel of 536 Winthrop Street, Medford, MA; subject to the condition that all other requirements of the Town are met prior to issuance. Motion seconded by Alex Vispoli and voted 4-0 to approve. Annie Gilbert returned to the meeting.

D. Board of Registrars Appointment

Board to consider nominees for appointment to the Board of Registrars of Voters and to appoint a registrar for a term expiring March 31, 2025. The Republican Town Committee nominates June Qiao of 3 Karlton Circle and Keith Saxon of 15 Wethersfield Drive. The replacement will fill out the remaining two years of Brian Major's three-year term who has become a member of the Finance Committee.

June Qiao, 3 Karlton Circle has lived in Andover for over 20 years as a first-generation immigrant. June volunteered as a poll-worker last year working along-side the many dedicated poll-workers to ensure elections are fair to everyone. Her primary years as a teacher provided her with organization, leadership, and communication skills which will be helpful in the role of Registrar. June wants to uphold the principal of integrity and transparency of the voting process.

Keith Saxon, 15 Wethersfield Drive, is honored to be considered to be on the Board of Registrar of Voters and would like to serve the town using his expertise and experience

in compliance. He has had a good relationship with Andover's Town Clerks and is very familiar with the voting list. He has advertised opportunities to register to vote on his Face Book page, and is quite experienced with the election process. It is critical that every citizen has the opportunity to exercise their right to vote, get on the voting rolls and aware of elections and Town Meetings.

Alex Vispoli moved that the Select Board appoint Keith Saxon of 15 Wethersfield Drive as a member of the Andover Board of Registrars of Voters for a term beginning September 19, 2023 and ending March 31, 2025. Motion seconded by Laura Gregory and voted 5-0 to approve.

#### E. Retirement Board Appointment

Board to interview candidates, deliberate and consider voting to appoint a member to the Retirement Board. Candidate names are listed as initially confirmed.

Candidates: Charles Hughes (unable to attend tonight)

#### Questions:

1. Candidates were asked to tell the Board about themselves and why they are interested in serving on the Andover Retirement Board.
  2. Candidates were asked about what experience / background they have that will be helpful to the Board.
  3. Candidates were asked if they have any conflicts that could affect their service on the Board.
  4. Candidates were asked what strategies they would use to make sure they make the best decisions for the Retirement System and what knowledge of the Retirement Board they have.
- Candidate, Deidre Lockhart, 271 S. Main Street, credits her interest in serving on the Retirement Board as a result of her participation in the Andover Leadership Academy. Her background is in Finance. As an employee of the Citizen Financial Group she works with risk management and analysis objectively, looking at the pros and cons to come to solutions that address needs of multiple stakeholders while also balancing risk. She would recuse herself of any conflicts that might arise. She is not highly versed in the Retirement Board but she has attended their meetings and reviewed annual reports.
  - Candidate, Michael Malloy, 41 Enmore Street has lived in Andover with his family for five years and is a litigator with offices in Andover, Lowell, and Woburn. He feels the Retirement Board is a good opportunity to be involved with the Town. He is familiar with disability issues in Worker Compensation, Social Security venues, and financial aspects. His knowledge of the Retirement Board is very limited, but knows It is an important Board with a fiduciary duty to the taxpayers and the employees. He has no conflicts that would affect his service.

As a Retirement Board member, you would serve as a fiduciary responsible for the long-term sustainability of the Retirement System, what strategies would you use to make sure you make the best decision for the Retirement System.

Response: You have to make decisions on a case-by-case basis understanding that the retirees are going to be affected by decisions made.

Funding for the Pension System is one of the Town's most significant obligations as a Retirement Board member. How would you balance the impact of taxpayers with the impact of retired needs and active members? Response: It is a balancing act between the taxpayers and benefits for the retirees.

- Mathew Fabiani, 4 Corinthian Way, is a financial advisor for Ameriprise and believes his skillset would bring something different to the Board. He does not know what the Retirement Board does but he wants to know. He does not have any conflicts that he knows of and would recuse himself if something did. As a financial advisor he creates retirement plans. He is a fiduciary for his company and is required to act as a fiduciary for all his clients, looking at the best interest of who you are trying to serve and creating the best situation for them.

How to balance the impact to taxpayers and retirees is a difficult to answer but Mr. Fabiani believes in coming to a conclusion where you can look the taxpayers in the eye and say that you are doing this for the betterment of the people who you are paying the taxes for.

The Board deliberated on the candidates.

Laura Gregory moved that the board appoint Deidre Lockhart to the Andover Retirement Board to a term ending September 19, 2026. Motion seconded by Annie Gilbert and voted 5-0 to approve.

F. Alcoholic Beverage License, Policies and Regulations

Board to review and consider voting to approve amendments to Town of Andover Alcoholic Beverage License Policies & Regulations, Section XI.2.F "Events with Alcohol in General – Special Licenses" and "Section XI.2.N Special One-Day Alcohol License Policy for Outdoor Events on Town Owned Property". Austin Simko and Tom Carbone, provided explanations on the proposed amendments.

Chris Huntress Moved that the board approve the proposed amendments to Town of Andover Alcoholic Beverage License Policies & Regulations, Section XI.2.F "Events with Alcohol in General -Special Licenses" and Section XI.2.N "Special One-Day Alcohol License Policy for Outdoor Events on Town Owned Property." Motion seconded by Alex Vispoli and voted 5-0 to approve.

G. Quad Board Update

Town Manager to provide an update on the planning process for the September 27th Quad Board Meeting.

The Town Manager explained that this Quad Board s meeting is solely on financial impacts and to try to find some commonality amongst what they have heard, what to expect, and what will be modeled and if there are any gaps. They with the different boards and committees about the different models to see if they made a decision on

how to move forward with the AHS project. A Quad Board Meeting on potential educational impacts to be scheduled in the future. They also looked at the Town's Debt Service today and going forward and will provide an overview of Standard & Poor's analysis of the impact on new residential values and will look at several scenarios. The Chairs have been discussing the trajectory of these discussions and what an interim plan would look like. Annie Gilbert asked if a potential interim plan for AHS could be provided. We have heard a lot of feedback from the community asking what a targeted investment would look like that could take us further down the line, rather than an all or nothing. From a perspective of order of magnitude, the Town Manager thinks it gives some sense of the types of things that could be funded as part of an interim plan.

Joe Ponte, 10 Marian Drive – is the expectation that a Special own Meeting will be called. Melissa Danish said they are going to be receiving a lot of information and does not think conclusions will be drawn at that meeting but there will be a follow up meeting (Quad) to go through all that has been presented, the decision for a Special Town Meeting rests with the Select Board.

H. [2023-2024 Proposed Town Manager & Select Board Strategic Goals](#)

Board to review and consider adopting the 2023-2024 Town Manager & Select Board Strategic Goals. Please click on the link above to see the presentation.

Major Goal Areas: Administration & Finance, Resident Response, Management & Engagement, Capital Improvements, Economic Development and Housing, Active Transportation, River and Open Space, Energy and Sustainability, Diversity, Equity and Inclusion. Some of the goals are in process and some have been completed.

The Town Manager provided an update on the status of the goals for 2023-2024. The Goals are listed on the Town website with updates highlighted.

Alex Vispoli moved to adopt the 2023-2024 Town Manager and Select Board Strategic Goals as presented. Motion seconded by Chris Huntress and voted 5-0 to approve.

I. [Town Manager Review](#)

Select Board Chair to provide an overview of the Town Manager Review for the period of July 1, 2022 through June 30, 2023 and Board to consider voting to accept. Please see attached review.

Bob Pokress, 3 Cherrywood Circle, shared that he and his wife have been very pleased with the quality of the job Andrew Flanagan has done as Town Manager. Mr. Flanagan reported here shortly after the gas lines and houses exploded, the pandemic, and the recent storms, all of which had to be handled the right way at the get-go. Andrew has done an outstanding job as Town Manager.

Town Manager Review:	Scores
	<u>2022</u>

Personal Characteristics	4.72 out of 5.0
Professionalism	4.35 out of 5.0
Public Relations/Communications	4.25 out of 5.0
Board Support and Relations	4.48 out of 5.0
Community Leadership	4.20 out of 5.0
Organizational Leadership Personnel Management	4.44 out of 5.0
Financial Management	4.67 out of 5.0
Planning & Organization	4.20 out of 5.0

### **Recognized Strengths**

Andrew maintains strong energy in difficult situations and is able to address issues at hand despite the difficult environment within which they may be presented. He has been called upon this past year to support residents through particularly challenging circumstances and displayed much compassion needed to support our community.

Leading the town to continue the delivery of quality services.

Capital Improvement projects planning and funding within the levy limit.

Maintaining the Town's AAA bond rating.

### **Areas for Improvement**

~Continue to evaluate and build upon initial improvements in the area of communications.

~See more resources and focus on DEI across town government, and the region.

~Provide a list of upcoming openings/appointments/reappointments on all boards and committees for the upcoming year before January 1<sup>st</sup>. This would allow residents to see opportunities to serve in advance.

~Develop an approach for Select Board Policy review.

~The Board needs to be regularly provided with direct information regarding relationships, leadership, and professional development of town staff.

While communications with the Town have vastly improved, additional advance planning may reap more opportunities to reach community members who have expressed that they are not informed. "Clean-up" of the website may be helpful. There is a wealth of information available there, but seems less organized and slightly overwhelming to navigate, as more information is shared over time.

### **Overall Comments:**

Commend the Town Manager for his work over the last several months. The issues associated with building new schools, hiring staff and dealing with unanticipated emergencies have been relatively seamless over the past year.

Andrew and his team's leadership abilities – both individually and collectively are at a high-water mark. It will be important to find ways to ensure retention and continued development of this talented team, as well as strategies to continue recruiting talented candidates in a changing workforce environment.

Andrew led the Tax Increment Financing Agreement with Flagship Pioneering that unlocked an approximately \$400M in investment at the former Phillips Medical

campus. It is estimated that the total Town benefit will be approximately \$75M over twenty years. This is a major economic driver for the Town.

The Town Manager has given a thoughtful and balanced review of the financial issues that surround the possible construction of a new high school.

During the review period, his major accomplishments included Rail Trail planning and funding using grants and ARPA funds.

After many years, the Old Town Yard site was put out for purchasing bids. A developer was selected for the sale and redevelopment. After a long negotiation process with the selected developer, Andrew led his team to a successful agreement to move forward in the sales and development of the Old Town Yard. This was a major accomplishment.

Overall rating 4.39 out of 5.0 which exceeds expectations.

The Board knows they have a great Town Manager who is committed to our Town and works very hard. Alex Vispoli thanked the Chair for her work in organizing and consolidating the review.

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

The Town Manager thanked the Board for the time and effort the Board puts in for this review. We are all lucky to have such a great and talented team that goes above and beyond.

## VI. Consent Agenda

### A. Appointments by the Town Manager

The Town Manager provided an explanation of the process in hiring Town Counsel which was quite in-depth. Doug Heim is an Andover resident formerly Town Counsel in Arlington. He comes with a wide range of experience from a comparable community. Atty. Heim acknowledged the high level of work of Atty. Tom Urbelis. Atty Heim is grateful for the hiring process which gave him an insight of the amazing team Andover has.

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

Department	Name	Position	Rate/Term	Date of Hire
Legal	Douglas Heim	Town Counsel	\$185,000.00/yr	10/10/2023
Legal	Kathryn Forina	Legal Administrator	\$91,570.00/yr	9/19/2023

Town Manager's Office	Amy Heidebrecht (Kathryn Forina)	Assistant to the Town Manager	\$86,500.00/yr	9/19/2023
Andover Police Department	Kristina Ryan	Behavior Health Clinician	\$83,000.00/yr	10/02/2023
Community Development and Planning – Conservation	Michael Murray (Marissa Browning-Kamins)	Land Manager	\$72,369.00/yr	10/02/2023
Department of Public Works	Mark Wood (David Van Dooren)	Vehicle Maintenance Working Foreman	\$40.84/hr	9/19/2023
Department of Public Works	Michael Ferris (Daniel Verrington)	Cemetery Working Foreman	\$36.76/hr	9/19/2023
Andover High School Building Committee	Scott Darlington	Member	Term Expires June 30, 2025	9/18/2023
Commission on Disability	Donald Silberstein	Member	Term Expires 6/30/2026	9/18/2023
Preservation Commission	Jessica Randolph	Member	Term Expires 6/30/2026	9/18/2023

**VII. Executive Session**

Laura Gregory moved 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. The Chair so declared. Roll call: Chris Huntress-Y, Laura Gregory-Y, Alex Vispoli-Y, Anne Gilbert-Y, Melissa Danisch-Y. Motion passes 5-0.

**VIII. Adjourn**

At 9:30 PM the Board adjourned from Regular Session and moved to Executive Session not to return to Open Session.

*Respectfully submitted*  
**Dee DeLorenzo**  
*Recording Secretary*

Presentations  
Strategic Goals  
Town Manager Review



## Quad Board Meeting

### Select Board - Finance Committee School Committee-AHS Building Committee

Wednesday, September 27, 2023

Robb Center

30 Whittier Court, Andover, Massachusetts

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#### I. **Call to Order**

Select Board Chair, Melissa Danisch called the Triboard Meeting to order at 7:05 PM in the Robb Center at 5:30 Whittier Court. Present from the Select Board: Laura Gregory, Alex Vispoli, Melissa Danisch, Chris Huntress, and Annie Gilbert.

Others in Attendance: Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, CFO Patrick Lawlor, and Janet Nicosia, Director of Facilities.

School Committee Chair Tracey Spruce called the School Committee to order. Members present: Susan McCready, Lauren Conoscenti, Sandis Wright (calling in remotely) Emily DiCesaro. Others in attendance Superintendent Dr. Magda Parvey and Asst. Superintendent for Finance and Administration Keith Taverna.

Finance Committee Chair Paula Colby Clements called the Finance Committee to order. Members in attendance: Aaron Buzay, Paul MacKay, Brian Major, Yican Cao, Paul MacKay, Paul Haskell, Andy McBrien.

AHS Building Committee: Chair, Mark Johnson, Shannon Scully, Susan McCready, Tracey Spruce, Dr. Lauren Conoscenti, Andrew Flanagan, Dr. Nancy Kimelman, Dr. Magda Parvey, Director of Facilities, Janet Nicosia, Asst. Superintendent for Finance and Administration Keith Taverna, CFO Patrick Lawlor, Paul Rollins, and AHS Asst. Principal Scott Darlington.

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

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

#### III. **Regular Business**

##### A. **AHS Building Project Financial Considerations**

Presentation by the Town Manager, Andrew Flanagan. (click link to see entire presentation)

The Town Manager provided information relative to the potential financial impact of a large-scale building project i.e. the AHS Building project, and the escalation as it relates to a town funded project versus an MSBA funded project. They engaged S & P to simulate scenarios showing the impact of a bond rating downgrade, impact to the CIP Program, and the impact of the Pension Obligation Bond.

The presentation included the Project Schedule

For the purposes of this presentation, the baseline project is \$480M high school replacement project funded in 2024.

- .Baseline Project Complete in 2028
- .Interim Project Complete in 2026
- .Potential MSBA Project complete in 2033 if accepted in 2026 (based on MSBA acceptance in 2026) and 2039 (based on MSBA acceptance in 2031)
- .Probability of being accepted into the MSBA is unknown at this time.

Bond Rating:

- .Rating likely preserved with \$50M investment.
- .Rating likely downgraded with an investment substantially more than \$50M.
- .Approximate impact of a downgrade as a result of baseline project: \$26.17M.
- .Implications on the CIP and Water & Sewer rates.
- .Potential impacts on economic development activities and marketability.

Results of the Models:

Project Cost & Escalation Model: Project gets more expensive in terms of both total cost and the project's share of the tax bill over time.

Total Debt as a percentage of per Capita Income Model: Project gets less expensive in terms of the percentage of income that will be required to fund the Town's debt service.

Assumptions:

Escalation: 5.5% and 4% annual increase for building costs.  
 Borrowing Costs: 4.5% borrowing rate for AAA rated and 4.75% borrowing rate for AA+.

MSBA reimbursement effective total reimbursement at 1%, 20% and 23%.

Impact on Debt Schedule: existing debt plus any new debt resulting from a potential AHS Project. The debt service projections presented do not include future debt exclusions.

Per Capita Income: 3.5% annual growth (based on DOR 15-year average of 3.52%).

Interim Plan Overview:

Develop an alternative that achieves the following: Manages costs and provides a bridge to a future project, provides the best opportunity to preserve the Town's bond rating, includes value that will be extended beyond the life of the existing building, short-term alleviation of overcrowding at a project range of \$50-60M.

- .High-level conceptual plan intended to show order of magnitude of potential interim plan for AHS.
- Potential plan to bridge the gap between the existing building and a new building.
- Coincide with a process for continuing to submit Statement of Interest to MSBA.
- The plan if developed and approved would be funded over a 15-year borrowing schedule.
- Depending upon the final cost, the plan may preserve the Town's bond rating.
- If the Plan includes fields and other site improvements, approximately 49% of the total value of the plan will extend beyond the life of the existing school.
- The project has not been designed.
- Design funds would need to be approved by Town Meeting.
- Project would be further developed and managed by the AHS Building Committee.

Baseline Project: \$480M funded in 2024.

The presentation included information on the Escalation and Project Schedule and the impact on the CIP.

Preparing for a Potential Project – Fund Balance

~Andover's current Free Cash a percentage of budget is within the town's policies for reserve funds as a percentage of budget between 3-7% of budget.

~Andover's Free Cash as a % of the budget has averaged 4.90% over the last 5 years.

~Increase Fund Balance to 10% of the operating budget, the approximate average of comparable AAA rating.

The presentation does not include potential impacts to Education Plan.

Bond Rating- S&P Simulations. (presented by Patrick Lawlor)

- Town engaged in an exercise of four simulations (see presentation)
- Impact of downgrade on a High School Project - \$261,77,919.

Patrick Lawlor presented scenarios of the Bond Rating over the course of the CIP and its' impact. The impact from borrowing costs would be about \$4.6M and will affect water & sewer costs and the actual debt service incurred.

Debt Profile and impact of Pension Obligation Bond: The POB has had a significant impact on our debt profile. In the peak year of the prior funding schedule, the required funding was \$42.9M including funding for the unfunded liability and normal costs of the pension; this would have fully funded the pension system by 2037. In the peak year of our current funding schedule, the required funding is 21.8M and includes funding for the unfunded liability, normal costs of the pension system, and funding for the POB reserve.

Question: On preserving the Bond Rating (lowest being AA+) would that be the lowest? The Town Manager believes that based on the information they have now, they are comfortable it would just be one downgrade.

Annie Gilbert asked about the funding the CIP and if there were a downgrade, going forward year by year would you anticipate funding fewer CIP projects and maintaining the 5.72% funding model? The Town Manager replied that at 5.27% there are 3 parts to it. Article 5 (Free Cash) all of our existing debt and new non-exempt debt based on what is proposed and funded. Impact would be minimal in year 1 – over-time as the same projects cost more and the cap doesn't go up, we would do less projects; except for Water and Sewer.

The Town Manager reviewed various scenarios, dates, total project cost, escalation costs used, MSBA funding, and AHS debt.

Interim Plan:

It is a short-term solution to overcrowding and like any plan, it would need approval of the Select Board to advance and more in-depth information. The alternate plan would manage costs and provide a bridge to a future project, provide the best opportunity to preserve the

Town's bond rating, includes value that will be extended beyond the life of the existing building

This plan has not gone through design development; however, the major share of the cost would be for module classrooms (leaving other spaces vacant and needed to be refit). Other costs include \$1M for the cafeteria, \$2.5M for furniture (which could be redistributed within district), \$1.75 M investment for mechanical systems that have exceeded their use of life , and \$2M for a security audit to implement that plan, \$2M for parking improvements, and \$3M for pavement. Total in the area of \$31M. Other items: \$6M to fund the field plateau with lighting (ADA compliant with soft costs). If needed, they can expand field offerings at Chandler Road and costs for bus transportation. Other allocations of funds from the Maintenance Reserve Funds (through CIP). This plan was designed as an interim plan (some items will need to be repaired)and improvements would need to be ADA compliant. The Town Manager said the interim plan would serve to bridge a gap to where the Town's overall indebtedness would change a bit and provide a short-term alleviation of overcrowding.

What is the plan for security, and accessibility for ADA and those without disabilities in inclement weather? Janet Nicosia shared that modules are built to be fully assessable. The initial plan is that they would be in the parking lot next to the field house and connected to water and sewer. The security for movement to the main building from the modular classrooms would have to be addressed.

Brian Major: How many modular classrooms does this represent? Answer 22 classrooms. How do we improve the high school with the security and space issues, why do we complicate that with adding new fields and renovating fields that increases cost? The Town Manager said it would be an option that the community may or may not approve.

Janet Nicosia spoke about the parking lot and potential loss of spaces, so they would consider using West Middle School for some parking or using the fields at the front of AHS.

Annie Gilbert asked if the 22 modular classrooms would require additional teachers. Dr. Parvey replied that they are taking teachers out of the building and putting them in modular classrooms, the teachers would move into the modular classrooms and the spaces could be repurposed; depends upon the enrollment each year. If our enrollment does not increase, there could be that type of expense if expanding spaces.

Chris Huntress asked about retrofitting the Collins Center. Janet Nicosia said the Collins Center is not very accessible and we do not have a good way to divide the Center, it does not have the clearance in the hallway to make it an accessible route. Certain items trigger the compliance code requirements.

The Educational Plan identified how many classrooms the high school is short using the current number of students. Will the modular classrooms alleviate the shortage? The size of the modulars include seven science classrooms to replace and retrofit existing science classrooms into regular classrooms.

Susan McCready said they have to take into account the amount of learning time required by the state and additional passing time (to modular classrooms) that would have an effect on the amount of learning time required.

Shannon Scully spoke about the appetite to stay under the \$6M investment to not trigger code requirements, what areas of AHS are not on the list and need improvement. Updates to the cooling and heating of the building is not on the list. The interim plan keeps the building minimally operational.

Tracey Spruce thanked everyone who assembled this plan, but it cannot be lost to what it does not do.

The Town Manager said the Interim Plan is intended to serve as a bridge, the final plan has not been fully developed, designed or approved by the Town. A full-scope of finances will need to be conducted; another Quad Board Meeting scheduled for October.

Paula Colby Clements asked when we can fund a project this size and not affect the bond rating.

Mark Johnson said that the AHS Bldg. Committee has voted to ask Town Meeting for a vote to approve \$1.3M for a schematic design to help make a calculated decision, on how to pay for AHS and the impact on taxpayers. They asked for more information especially on other issues related to the debt ceiling; the Board has to have that discussion and reflect on Tonight's information. There should be a timeline for the \$1.3M and if the project will proceed. Melissa Danisch said having the follow-up conversation on the interim plan would drive the process. Tracey Spruce said we have always gone to Town Meeting for a vote.

The Town Manager suggested scheduling another Quad Board Meeting in October. Melissa Danisch said it has been asked of the Board to call a Special Town Meeting for a vote from residents.

**Public: Comment:**

Jeff Hamilton, 3 Blueberry Circle: Saw information about cost if the MSBA approved plans in different years, but did not see information if we delayed the project and continued to be denied by the state. Why don't we have a scenario where we delay the project and the State does not approve the proposal. If we delay the program the interim plan is absurd relative to exterior buildings, and security would be a concern, we need more information for cost of the interim plan. Plan does not provide full information on what the cost will be, missing a lot of information.

Joe Ponti, 10 Marion Avenue – Would like to see a table showing assessed values and what the tax bill would be for that year provided at the next meeting. What is the average size of the classrooms at AHS now? Dr. Parvey said the average is 22 students; 83 Regular Classrooms and about 15 Special Program Classrooms (1700 students).

Dara Obbard, 6 Marie Drive is disappointed that we are not going through with the Special Town Meeting for the \$1.3M and not allowing the Building Committee's hard work to come to a public vote. Many people are concerned about the cost to their taxes. It would be good to understand what the per capita impact is on waiting and if you are on a fixed income, and the impact of a lower bond rating.

Joel Blumstein, Athena Circle Chair of the Building Committee for West El/Shawsheen Project, has some major reservations about the interim plan. Trying to avoid code-compliance to not trigger higher costs, does not sit well with him. Andover's theoretically, reimbursement rate with MSBA is about 45%, the actual for the Bancroft Project was around 32%, West El Project is 26.2%. The likelihood of Andover getting into the MSBA Reimbursement Plan is 2031.

Krista DiNapoli, Summer Street- The Building Committee, MSBA, and our architects have put a great deal of work into this project. Do the Schematic Design to determine what the figures are.

Shannon Scully said the AHS Building Committee did an evaluation of what could be done at various levels of investment. In 2018, they reached the conclusion that it was not financially responsible to solve both educational and environmental issues and it was determined that the AHS Building Committee put forward an option that solves the larger problems of the school.

Ted Teichert, 44 Linwood Street, at \$480M and 4% with no reimbursement from MSBA, is this a financially responsible project? The Town Manager thinks that it is different at what lens you are looking at this through; cost/ meeting needs of students, etc.

Kevin Coffey, 1 Stafford Lane - In spite of attending many meetings, it is difficult to understand a range of options and associated costs, it would be a property tax increase of about 20%. There is serious work to be done at AHS, but the numbers presented are high.

#### **IV. Adjourn:**

At 10:51 PM on a motion by Alex Vispoli and seconded by Laura Gregory the Select Board voted 5-0 to adjourn from the Quad Board Meeting. Roll call: L. Gregory-Y, A. Gilbert-Y, A. Vispoli-Y, C. Huntress-Y, Melissa Danisch-Y. Motion passes 5-0.

On a motion by Tracey Spruce and seconded by Lauren Conoscenti, the Andover School Committee voted 5-0 to adjourn. Roll call: T. Spruce-Y, E. DiCesaro-Y, L. Conoscenti-Y, Susan McCready-Y. Motion passes 4-0.

On a motion by Brian Major and seconded by Paula Colby-Clements, the Finance Committee voted 7-0 to adjourn. Roll call: B. Major-Y, Aaron Buzay-Y, Yican Cao-Y, P. MacKay-Y, A. McBrien-Y, Paul Haskell-Y, P. Colby-Clements-Y.

Shannon Scully moved for the AHS Building Committee to adjourn. Motion seconded by Janet Nicosia and voted to approve.

The Meeting adjourned at 8:52 pm

Respectfully submitted,  
Dee DeLorenzo  
Recording Secretary

Presentation: AHS Building Project Financial Considerations



## Select Board Meeting

Wednesday, September 27, 2023

6:00 PM

School Committee Conference Room, School Administration Building  
30 Whittier Court, Andover, MA 01810

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### I. Call to Order – 6:00 P.M.

The Chair, Melissa Danisch Called to order at 6:00 PM in the School Committee Conference Room.

Other Select Board Members in attendance: Annie Gilbert, Alex Vispoli, Chris Huntress.  
Others in attendance: Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, CFO Patrick Lawlor and Asst. Town Manager/Town Clerk Austin Simko.

### 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

Alex Vispoli thanked Kathryn Forina and the team for the great job in putting together the recognition and send off for Tom Urbelis and Carol McGreevey last week. It was a great event.

### IV. Citizens Petitions and Presentations - None

### V. Public Hearings

#### A. National Grid and Verizon – Chestnut Street

Board to review and consider voting to approve an application from Mass Electric d/b/a National Grid and Verizon New England for permission to install one pole on Chestnut Street continuing approximately 20' in a north direction; approximately 30' from existing pole 1570. Also, for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes. Austin Simko said the request has gone through the process and DPW is satisfied.

Dave Bouchard, Senior Designer, National Grid, spoke on behalf of National Grid regarding the request for the pole placement on Chestnut Street noting that the Town approached them to move a guidewire on a tree located on Chestnut Street because the tree is going to be removed.

Chris Huntress asked about the height of the new pole. Mr. Bouchard said the relative height of the new pole is about 30" above ground.

Alex Vispoli moved to approve a petition from Mass Electric d/b/a as National Grid and Verizon New England Inc., requesting permission to locate poles, wires, and fixtures,

including necessary sustaining and protecting fixtures along and across the public way of Chestnut Street. The motion was seconded by Annie Gilbert and voted 5-0 to approve.

**B. National Grid – Haggetts Pond Road**

Board to review and consider voting to approve an application from Massachusetts Electric Company, d/b/a National Grid, for permission to install (1) JO pole 5347-84 on Haggetts Pond Road beginning at a point approximately 600’ east of the centerline of the intersection of Rutgers Road and continuing approximately 20’ in a north direction; approximately 33’ from existing pole 6347. Further for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Dave Bouchard from Mass Electric provided information on the request. The pole number is 5347-84. All of the lines will be in a public way and will also be a small pole. This will enable them to continue to support their line across the street in a manner they need. All of the lines will be in a public way and will be a small pole.

Chris Huntress moved to approve the petition from Massachusetts Electric Company, d/b/a National Grid, requesting permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures along and across the public way of Haggetts Pond Road. Motion seconded by Alex Vispoli and voted 5-0 to approve.

Chris Huntress asked if a damaged pole located on Andover Street would be removed or replaced. Mr. Bouchard will take a look at it and respond back.

**VI. Regular Business**

**A. Halloween Trick-or-Treating**

Board to consider voting to set the date of Trick-or-Treating to October 31, 2023 from 5:00 p.m. to 7:00 p.m.

Annie Gilbert moved to set the date of Trick-or-Treating to October 31, 2023 from 5:00 p.m. to 7:00 p.m. Alex Vispoli seconded the motion. Motion passes 5-0.

**VII. Consent Agenda**

**A. Appointments by the Town Manager**

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

Alex Vispoli moved to approve the appointment as requested by the Town Manager. Annie Gilbert seconded the motion. Motion voted 5-0 to approve.

<b>Department</b>	<b>Name</b>	<b>Position</b>	<b>Rate/Term</b>	<b>Date of Hire</b>
Open Space Task Force	Julia John	Member	Term Expires June 30, 2026	9/27/2023

**VIII. 2023-2024 Select Board Meetings**

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

November 20, 2023  
December 4, 2023\* added  
December 11, 2023  
January 8, 2024  
January 22, 2024

Annie Gilbert moved to approve the Select Board meeting dates as amended to include December 4, 2023. Motion seconded by Alex Vispoli and voted 5-0 to approve.

**IX. Executive Session**

Alex Vispoli moved that the 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. The Chair so declared.

Motion seconded by Annie Gilbert. Roll call: Chris Huntress-Y, Laura Gregory-Y, Annie Gilbert-Y, Melissa Danisch-Y, Alex Vispoli-Y. Motion passes 5-0.

**X. Adjourn**

At 6:21 PM. on a motion by Alex Vispoli and seconded by Annie Gilbert, the Select Board voted 5-0 to adjourn the Regular Meeting of meeting of September 27, 2023.

*Respectfully submitted,*  
*Dee DeLorenzo*  
*Recording Secretary*



## Select Board Meeting – Amended 10/12/2023

Monday, October 16, 2023

7:00 PM

School Committee Room, School Administration Building  
30 Whittier Court, Andover, MA 01810

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### I. Call to Order – 7:00 P.M.

The Chair, Melissa Danisch called the Select Board to order at 7:00 PM.

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

Others in attendance: Town Manager, Andrew Flanagan, Deputy Town Manager, Mike Lindstrom, Asst. Town Manager/Town Clerk, Austin Simko and Chief Administrative and Town Clerk Patrick Lawlor, and Town Counsel Douglas Heim.

### 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

Andrew Flanagan thanked the DPW and residents for all their work in helping to clean up after the historic September 8<sup>th</sup> storm.

Pomp's Pond and Bald Hill will remain open until October 20<sup>th</sup> for residents to dispose of storm debris from 12:00-3:00 PM and on Saturdays and Sundays from 8:00 – 4:00 PM. Residents will need a sticker to dispose of debris at Bald Hill after October 20<sup>th</sup>. Curbside pickup will continue through November 11, 2023. Any questions, contact DPW or the Town Manager's Office. Information is also available on the Town website.

Mike Lindstrom provided an update on the 25-mph speed limit in town. In September two separate letters were sent to Mass DOT regarding opting into the Town wide 25-mph speed limit which has been accepted and they have received blanket support rescinding the special speed zones for the 16 streets above 25-mph to opt into 25-mph. Once the paperwork has been signed we can take the signs down.

Parking Lot construction at Old Town Hall is on schedule to finish curbing and sidewalk work by October 30<sup>th</sup> and final paving the week of November 13<sup>th</sup>.

Patrick Lawlor recognized Jane Melia, who after 36.5 years as an employee to the Town in the Assessor's Office retired last month. Jane was always a smiling face and a fixture in Town Hall and recognized by the Mass. Assessor's Office for her customer service. On behalf of the Board Melissa recognized Jane and Dave Billard on their retirements.

Austin Simko provided an update on the forum held by the MBTA working group held last Thursday. The forum was very well attended (and included remote participation) with a lot of interesting conversations and interactive poll questions. They are looking to comply with State Law by identifying one district in Town (calling it HMD+) and includes the Historic Mill District, Red Spring Road, Cuba Street and Shawsheen Plaza. The

working group will continue to pursue public feedback including forums which will take place in November.

Austin also provided an update on the redevelopment of the Old Town Yard. Minco Corp. has submitted their special permit pre-application to the Town Manager, the pre-application to the Planning Board, and are coordinating with Town Depts on their conceptual plans. Next milestone is submission of their application due at the end of the year. The Special permit application has to be consistent with the plan submitted to the Select Board.

In addition, Austin reported that the new Land Manager came on board two weeks ago and has been affected by the September storm. Fosters Island, Pole Hill and Carmel Woods, were heavily impacted the most. The Forestry Division is heavily involved and the Boy Scouts are contributing in a safe way.

Chris Huntress requested a presentation from the Land Manager and would like to go on a safe walking tour of Pole Hill noting that the damage is pretty significant.

The MBTA Zoning Meeting at the MHL last week was well attended, a follow up meeting of the Committee is scheduled for October 26<sup>th</sup>.

Alex Vispoli thanked the "Ballardvale Team" for Ballardvale Day held on Saturday and also the Public Safety had a great open house on Saturday.

Melissa Danisch said the Scarecrows are up and thank you to Annie Gilbert for constructing the Select Board's scarecrow.

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

Bill Pennington, 70 Washington Park, spoke about the upcoming Run for the Troops. To date, 30,000 people have attended their events allowing them to provide assistance to the troops. A Veterans Brunch will be held on Veterans Day and the Lawrence ROTC kids will be on the route with American flags. Mr. Pennington also spoke about the cost of using town buildings and is asking for a assistance in defraying the cost.

Mike Meyers, South Main Street, thanked the Town Manager and Patrick Lawlor for the great presentation on September 27<sup>th</sup>. He also asked that when they get to item 60 to please consider a letter he sent to the Board.

#### **V. Public Hearings**

A. Eversource Gas of Massachusetts – Installation of Gas Telemetry Cabinets Project Manager and Construction Supervisor from Eversource were present.

Austin Simko said the DPW asked for additional photos which were provided. All other paperwork is in order. The DPU mandated the Safety Assessment. The Eversource Representative said abutters will be notified before the work begins. Upon approval, construction will begin early in 2024. Currently, there are about eight existing Gas Telemetry Cabinets located in Andover. The Cabinets will be located on the sidewalk or off the sidewalk and ADA compliant, each concrete pad is about 5' high. Melissa Danisch had a question about the placement of one of the cabinets to be placed on Upland and

Summer Street and asked if it could be set back further from the stop sign. Eversource is working with the DPW on the best placements.

Board to review and consider voting to approve an application by Eversource Gas of Massachusetts to install 6 Telemetry Cabinets and associated service lines in Andover for the purpose of remote pressure monitoring per the DPU Safety Enhancement Assessment at the following locations:

- 78 River Street
- 109 Gould Road
- 464 River Road
- Bellevue Road and Barron Court
- Upland Road and Summer Street
- Elm Street and Farnsworth Road

Alex Vispoli moved to approve an application by Eversource Gas of Massachusetts to install six Telemetry Cabinets and associated service lines in Andover for the purpose of remote pressure monitoring per the DPU Safety Enhancement Assessment at the following locations:

- 78 River Street
- 109 Gould Road
- 464 River Road
- Bellevue Road and Barron Court
- Upland Road and Summer Street
- Elm Street and Farnsworth Road

Melissa Danisch asked if anyone in the audience had any questions. Hearing none the Public Hearing was closed.

Motion seconded by Annie Gilbert and voted 5-0 to approve.

#### B. National Grid – Park Street

Board to review and consider voting to approve an application by National Grid for permission to construct a line of underground electrical conduits, including the necessary sustaining and protecting fixtures, under and across the public way of Park Street. Austin Simko reported that all paperwork has been signed off by the necessary Town Departments. Dave Boucher, Senior Designer for National Grid met with Mr. Ouellette and Mr. Martineau from the Town DPW about boosting the power for the electrical service.

Annie Gilbert moved to approve an application by National Grid for permission to construct a line of underground electrical conduits, including the necessary sustaining and protecting fixtures, under and across the public way of Park Street. Motion seconded by Chris Huntress and voted 5-0 to approve.

#### C. Verizon Cable Ascertainment Hearing

Board to provide the public an opportunity to comment on the community's cable-related needs as part of the cable television license renewal process for Verizon New England, Inc. due to expire on June 25, 2024. The Select Board serves as the licensing authority for the Town.

Attorney Bill August, was present via Zoom to answer questions by the Board. He reported that the FCC installed two regulations in 2018 to count more things towards the annual franchise fee payment including in-kind benefits. They negotiate the annual 5% of gross revenues and the capital facility and equipment funding. There are big changes are with the renewals for Verizon and Comcast, most everything else is the same.

Notice of this hearing was advertised in the Eagle Tribune and the Andover Townsman. The Town will be conducting ongoing work to identify needs. They are open to accepting comments on all cable related matters.

Patrick Lawlor said the legal ads, labeled Exhibit 1 and 2, are available for this hearing. In June 2024, he and Atty. August will engage in negotiations with Verizon and Comcast. Mr. Lawlor reported on programming changes and the renewals including the support that Andover TV provides to the town and collaborates with the Andover IT Department. They are a very important part of the Governance process and they pay close attention to the franchise and licensing fees. They will continue to meet with Verizon's counsel to negotiate a contract and have asked them for their first draft. The Select Board will be provided the final document for review.

Wess Murphy, Exec Director of Andover TV spoke about the background of what AndoverTV does and how the needs and demands for the service are increasing. During the pandemic, the requests for virtual meetings grew exponentially. AndoverTV is a non-profit organization with an office in AHS with approximately 250 AHS students participating in their program yearly. Their staffing consists of himself and the Program Director Sara Antonakous, However, they are not Town employees and operate on funds from subscribers. They also maintain seven broad casting sites.

During the Pandemic, the Town relied on AndoverTV for broadcasting all live meetings. They look forward to a favorable agreement with Verizon and thanked them for adding closed captioning without charge. Melissa Danisch thanked Mr. Murphy for the information provided. The hearing was closed at 8:00 PM.

## **VI. Regular Business**

### **A. Amendment to Traffic Rules and Regulations**

Board to discuss and consider voting on the following changes to the Traffic Rules and Regulations as proposed by the Andover Safety Officer.

#### **1. Schedule 1, Article V, Section 2 - Parking**

Elm Street south 115' east of Main Street to a distance of 250'.

Currently 30-minute parking, 8:00 a.m. to 9:00 p.m. except Sundays and legal holidays.

Change to 15-minute parking, 8:00 a.m. to 9:00 p.m. except Sundays and legal holidays.

#### **2. Schedule 3, Article VII, Section 9 - Isolated Stop Signs**

Mike Lindstrom reported on the change to making the location of Abbot Street and Phillips Street to all-way stop which would improve accessibility and safety. He also reported on the process of traffic studies and requests for other intersection evaluations. There are a lot of ideas and opinions for the Horn Bridge intersection which will require a more in-

depth investigation. Chief Keefe has made a request for funds as part of the CIP process for funds to support professional studies of general roadways-pedestrian safety.

Melissa Danisch would be interested in further studies for the Torr Street and how it could be made safer.

Alex Vispoli moved to amend the Traffic Rules and Regulations Schedule 1, Article V. Section 2 parking as requested by the Andover Police Safety Officer. Motion seconded by Annie Gilbert and voted 5-0 to approve. (30-minute parking instead of 15-minutes)

Alex Vispoli moved to approve parking as requested by the Andover Police Safety Officer to 30-minute parking. Motion seconded by Laura Gregory and voted 5-0 to approve.

Alex Vispoli moved to amend the traffic rules and regulations to Schedule 3 article 9, isolated stop signs as requested by the Andover Police Safety Officer for the all-stop at Abbot Street and Philips Street. Motion seconded by Laura Gregory and voted 5-0 to approve.

#### B. 2024 Annual Town Meeting and Town Election Calendar

Board to discuss and consider voting to approve the 2024 Annual Town Meeting and Town Election Calendar.

Austin Simko provided detail information on the 2024 Annual Town Meeting & Town Election Calendar (including the Town election dates, access to the ballot and Annual Town Meeting when the warrant opens and closes). The Warrant opens the 3<sup>rd</sup> Monday in October and closes the 3<sup>rd</sup> or 4<sup>th</sup> Friday in January. The Warrant for the Town Meeting will open one week from tonight.

Annie Gilbert moved that the Board approve the 2024 Annual Town Meeting and Election Calendar as presented. Motion seconded by Alex Vispoli and voted 5-0 to approve.

#### C. Quad Board & Andover High School Building Project

The Board met to discuss September 27<sup>th</sup> Quad Board meeting and consider voting to submit warrant article(s) for an anticipated Special Town Meeting.

Melissa Danisch reported on the Sept. 27<sup>th</sup> Quad Board Meeting regarding the impact on the Town's finances and for townspeople to discuss specific different projects, specifically the one that has been proposed by the AHS Building Committee and vote to put the item on the Warrant for a Town Meeting vote.

Chris Huntress added that a second Quad Board Meeting is being held this Wednesday, October 18<sup>th</sup> for a better understanding of financial aspects of a new high school, and a better understanding of the interim plan and the educational program impacts.

Melissa Danisch reported on the past meetings of the AHS Building Committee at a Quad Board Meeting and the estimated cost of the high school. In February, the Select Board voted to approve the schedule until May of 2023. In March, prior to Town Meeting the Select Board, Finance Committee and AHS Building Committee, found out that the high

school project would likely exceed our debt limit at a cost of \$487M. At that point, the Building Committee decided to withdraw the schematic design from the Town Meeting. The AHS Building Committee recommended the campus 2 site approach. The Finance Committee has discussed this modeling and what the financial impact would look like. It was decided to call a Special Town meeting for schematic design funds. The Governor signed the budget which changed the fact that school building projects that did not have MSBA reimbursement would not be subject to the debt limit. A Quad Board meeting was held to discuss what the financial modeling would look like and what the impact would be on the Town's finances.

They have been asked by the AHS Building Committee that the Town meeting vote for \$1.3M for a feasibility study, and discussed what happens if the request is voted down and what an interim plan would be that would give some relief to some issues.

The Select Board has been asked to submit a Warrant Article for \$1.3M for Schematic Design and also funding for an interim plan.

Laura Gregory commented that this is not a plan, but a possibility of what could be done. To suggest that this proposal should be in a Town Meeting as a 2-part article is short-sighted. The issue for a new high school should be put to the voters. By not bringing the high school up to code is putting the safety to students in jeopardy. It is inappropriate to have this 2<sup>nd</sup> issue on the Special Town Meeting Warrant.

Melissa Danisch disagrees that it is an anti- new AHS plan. This information was provided by the architect's, building project committees work.

Annie Gilbert said there were others participating in meetings to develop the potential idea of an interim plan; there was no intent to not be open about this. The \$1.3M article for a schematic design should move forward to a Special Town Meeting and it would be a good idea to put additional money to flush out other investments if a high school is not supported. Because of timing and incase the request is or is not approved, it provides an opportunity to not lose more time. There should be a parallel path to continue the process. She is concerned about the difficulty about having the conversation at Town Meeting about two things at the same time.

The Town Manager said they are on a very tight time frame and trying to respect everything that has asked of them in a 3-day span. Andrew met with the Town Moderator today.

Sheila Doherty, Town Moderator suggested that if the two items are put on the warrant it would make sense that they are under one article to talk about two things in unison. There would be two separate votes. The motion would be the School Building Committee's motion and the second motion would be moved into a discussion.

Questions from the Public:

Joe Ponte, Marian Ave, we have some metrics and some vague innuendos. He has heard \$480M to build new school, no state support, loss of bond rating, and that the real estate tax could potentially go up \$2,000-\$3,000.

What would the educational impacts be? Andover has not appeared on any top-50 lists in many years. The safety issues should be put on the table and should be remediated and something happens we could be liable to lawsuits.

Melissa Danisch said the Quad Board Meeting on Wednesday will include review the educational impacts. The Town Manager said the security audit findings will be published sometime soon.

Shannon Scully, asked the Select Board to come up with very specific parameters for what they want examined for the next round. The SBC has looked very carefully at modulars and there are reports available on the website. She encourages them to think very carefully of what they want studied for this \$500K; they need a specific list of what should be studied.

Mark Johnson, AHS Building Committee Chair, said they have been working a long time on this project, their concern is running two feasibility studies at the same time. Is the goal to come up with some project that is less than a specific dollar amount or Bldg. Community charged with coming up with an interim plan that makes sense to the community and meets as many educational goals as possible. Is it going to be a cost driven exercise or one that will mix the cost with education. Right now they are in a holding pattern and would like the Board to move on the \$1.3M request as soon as possible. It is important to bring the schematic design to a conclusion so they have an idea on costs.

Jane Gifun, Castle Heights Road. We have not paid off Bancroft School or the new West Elementary School which is not completed. Think about the debt we already have in the schools. As a senior, she does not want to see her taxes go up that much; we do not want the seniors to move out.

Susan McCready, School Committee Member, said that the AHS the West El project is going well and they are on target. We have continued to kick the can down the road on the new school buildings. She fully respects the taxes for seniors and being mindful of that. At the same time she has heard very little talk about the kids which is an important component is the education for our children.

Mike Prout 29 Morton Street (Community Rep on AHS Bldg. Committee). He is concerned with the comment to get us to a place for an interim and a place where this can be more affordable. Twice in 100 years has the construction index in NE dropped and rebounded the following year and does not expect significant improvement in the cost of construction. Based on our history with MSBA he does not see approval in the year that would be productive for the Town. He spoke about the bonding rating and unhealthy debt profile, what are we doing to fix the debt profile so we don't continue to run into this problem. AHS has issues with heating and cooling and most of the

building has no sprinklers and other code issues. He believes we need to support the schematic design which demonstrates completing phase that is part of the MSBA project plan. If we don't we could go backwards.

Kathy Grant, Morton Street, A new high school has been kicked down the road for a long time but she is concerned with the debt and cost. What is the 30-year construction plan and what will our tax profile look like as we have to replace other schools.

The Town Manager said a Facility Master Plan was done in 2016. They hope to update the plan next year and have continued to make investments in the middle schools.

Chris Huntress, supports putting out a \$1.3M Warrant Article for Schematic Design to the voters. He does think it is the Select Board's responsibility to provide an interim plan. If not \$480M what can we afford before it impacts our bond rating. It is at the core of what the Select Board is responsible to do. He supports bring both plans forward to let the Town decide.

A. Alex Vispoli moved that the Board put a two-part article in Section A for the AHS Schematic Design to see if the town will vote to appropriate \$1.3M to pay the cost of purchasing professional services and related to the design, renovation, construction of AHS, including the payment of all costs, incidental and relative there too and to determine whether this amount shall be raised by taxation, borrowing, transfer from available funds or any other combination thereof or take any action related there to.

B. On the request of the AHS Bldg. Committee to see if the Town will vote to raise by taxation, borrowing or transfer from available funds or any combination thereof and appropriate the sum of \$500,000 for the purpose of purchasing services and material related AHS renovation, schematic design, including any other costs, incidentals related thereto or take any other action related thereto. Motion seconded by Chris Huntress.

Annie Gilbert hopes that we will be able to have more discussions on what the \$500,00 schematic design would involve after the Special Town Meeting

Laura Gregory is in favor of option A for \$1.3M for Schematic Design but she is not in favor of going forward to a Special Town Meeting with Option B.

Motion passes 4-1.

Alex Vispoli moved to request the Select Board insert the following warrant article(s) for the (November 20, 2023 resident petitioned Special Town Meeting (warrant article(s) language to be provided). Motion voted 4-1 to approve.

- |           |   |
|-----------|---|
| Article 1 | Ballot Question on Open Town Meeting.                                       |
| Article 2 | Property tax limit for Andover residents age 65 and older.                  |
| Article 3 | Retiree Health Care Premiums  |
| Article 4 | Town Meeting Speaking Limits and Time Clock                                 |
| Article 5 | Reduce speed limits on several roadways under municipal jurisdiction        |
| Article 6 | Establish and report key performance indicators of vehicular traffic safety |
| Article 7 | AHS Schematic Design  |

D. Special Town Meeting

Board to consider calling a Special Town Meeting, as petitioned for by Kathleen Grant and others, for Monday, November 20<sup>th</sup> at 7:00 PM, opening the warrant, inserting the six resident articles, and closing the warrant.

Austin Simko reported on this request that they have six (6) private warrant articles and the article voted on by the Select Board for a total of seven (7) warrant articles. The date of Monday, November 20<sup>th</sup> at 7:00 PM has been presented for the Special Town Meeting.

Alex Vispoli moved that the Board call a Special Town Meeting for the articles petitioned for by Kathleen Grant and others for Monday, November 20, 2023 at 7:00 PM and that the following articles be inserted into the warrant and that the warrant be closed and then the articles that the Board just approved would be read. Motion seconded by Chris Huntress and voted 5-0 to insert the following warrant articles and the resident petitioned Special Town Meeting Warrant Article.

- Article 1            Ballot Question on Open Town Meeting.
- Article 2            Property tax limit for Andover residents age 65 and older
- Article 3            Retiree Health Care Premiums
- Article 4            Town Meeting Speaking Limits and Time Clock
- Article 5            Reduce speed limits on several roadways under municipal jurisdiction
- Article 6            Establish and report key performance indicators of vehicular traffic safety
- Article 7            AHS Schematic Design

VII. **Consent Agenda**

A. Appointments by the Town Manager

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

Alex Vispoli moved to approve the appointments by the Town Manager as listed in the consent agenda. The motion was seconded by Annie Gilbert and voted 5-0 to approve.

<b>Department</b>	<b>Name</b>	<b>Position</b>	<b>Rate/Term</b>	<b>Date of Hire</b>
Finance – Assessor	Tristan Hoare <i>(David Billard)</i>	Chief Assessor	\$118,000/yr.	10/17/2023
Finance – Assessor	Lisa Van Campen <i>(Jane Melia)</i>	Office Assistant	\$62,019.82/yr	10/17/2023
Department of Public Works	Steven Ballard <i>(Mark Wood)</i>	Emergency Vehicle Technician	\$36.57/hr.	10/17/2023
Department of Public Works	Kevin Ring <i>(Leonard Foote)</i>	Cemetery Laborer	\$26.96/hr.	10/17/2023
Department of Public Works	Christopher Sharkey <i>(Christopher George)</i>	Equipment Operator	\$27.95/hr.	10/17/2023
Community Services – Elder Services	Makayla Cafua	Culinary Co-Op Student	\$17.00/hr.	10/17/2023
Andover High School Building Committee	Patrick Lawlor	Town Manager’s Alternate	Term Expires 06/30/2025	10/17/2023

**VIII. Approval of Minutes**

A. Board to approve minutes from the following meetings:

July 11, 2023

August 15, 2023

Annie Gilbert moved to approve the minutes of July 11<sup>th</sup>, 2023 and August 15<sup>th</sup> 2023 as submitted. Motion seconded by Alex Vispoli and voted 5-0 to approve.

**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 vote to approve and not release the Executive Session meeting minutes for July 27, 2023, September 18, 2023 and September 27, 2023; 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 move 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 vote to approve and not release the Executive Session meeting minutes for July 11, 2023\* (*agenda had incorrect date of July27th*), September 18, 2023 and September 27, 2023; and for the Chair to declare that an open session may have a detrimental effect on the negotiating position of the Town, and not to return to open session. The Chair so declared. Motion seconded by Annie Gilbert. Roll call: A. Gilbert-Y, A. Vispoli-Y, L Gregory-Y, C. Huntress-Y. M. Danisch-Y. Motion passes 5-0.

**X. Adjourn**

The Select Board adjourned from Regular Session at 9:20 PM and moved to Executive Session not to return to Regular Session.

**Respectfully submitted,**

Dee DeLorenzo  
Recording Secretary

Select Board Meeting  
Wednesday, October 18, 2023  
6:30 PM  
Memorial Hall Library  
2 North Main Street  
Andover, Massachusetts

I. **Call to Order**

Select Board Chair, Melissa Danisch called the Select Board to order at 7:00 PM in the Meeting Room at the Memorial Hall Library. Present from the Select Board: Laura Gregory, Alex Vispoli, Melissa Danisch, Chris Huntress, and Annie Gilbert.

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

II. Opening Ceremonies.

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

III. **Regular Business**

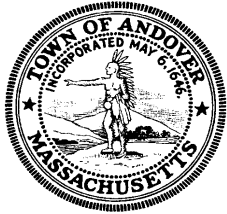
The Chair said this is a follow up to the Monday, October 16<sup>th</sup> Meeting at which time they opened the Warrant for a Special Town Meeting and closed the Warrant. Tonight the Board will be signing the Warrant for the Special Town Meeting that has seven articles on it and has been presented to the Town.

Alex Vispoli moved that the Board vote to sign the Warrant for the Special Town Meeting. Motion seconded by Annie Gilbert and voted 5-0 to approve.

IV. Adjourn

At. 7:10 PM on a motion by Alex Vispoli and seconded by Annie Gilbert the Select Board moved to adjourn the meeting of November 20, 2023 .

Respectfully submitted  
Dee DeLorenzo  
Dee DeLorenzo  
Recording Secretary



## Select Board Meeting – Amended 10/26/2023

Monday, October 30, 2023

7:00 PM

School Committee Room, School Administration Building  
30 Whittier Court, Andover, MA 01810

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### I. Call to Order – 7:02 P.M.

The Chair, Melissa Danisch, called the Select Board Meeting of Monday, October 30, 2023 to order at 7:00 PM.

Members in Attendance: Alex Vispoli, Chris Huntress, Annie Gilbert. Laura Gregory arrived after the meeting opened.

Others in Attendance: Town Manager Andrew Flanagan, Deputy Town Manager, Mike Lindstrom, CFO Patrick Lawlor and Town Manager/Town Clerk Austin Simko and Town Counsel Doug Heim.

### 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 said they have been busy preparing for the Special Town Meeting and working on the budget calendar. The CIP will be released in November. Thank you to Patrick Lawlor and the Dept. Heads for their work on the CIP.

Chief Mansfield is retiring the first week in July. A request for proposals for consulting services has gone out with the goal to appoint a new Chief by April 1<sup>st</sup>

Mike Lindstrom said a public forum on the Complete Streets Prioritization Program will be held on November 8<sup>th</sup> at 6:30 PM at MHL This will be the 2<sup>nd</sup> of four public forums and will be their blueprint for active transportation projects for the CIP.

Patrick Lawlor reported that the FY24 Project Year for the Participatory Capital Budget Program is now open and requests from citizens will be accepted through January 14, 2024. Submission form @andoverma.gov/engage CIP.

Austin Simko reported that voter registration for Town Meeting is Friday November 10<sup>th</sup> at the Clerk's Office or online. Town Offices are closed on November 10<sup>th</sup> for Veterans Day, but residents can go to the Fire Public Safety Office to register on that day.

This will be the first Town Meeting voting using an Electronic Device. Folks will get their electronic clickers at voter check-in and they recommend people come earlier than usual. The meeting will start at 7:00 PM.

Alex Vispoli said that Veterans will be recognized at Saturday, November 11 at 11:00 AM.

Alex Vispoli reported on the expansion of Gillette and has heard from residents in the Ballardvale area about providing some relief of the traffic or have some planning done ahead of that and if there is still an option to get a feeder route and if the Town Manager can speak with our legislature. The Town Manager said they have been in discussions with Gillette for about four years and the Town would be working with them on traffic and as part of the permitting process. All of the past information has been shared with them and he expects it to be part of the conversation going forward.

Melissa Danisch, Annie Gilbert, and Alex Vispoli attended the Vietnam Veterans' Recognition Day held in The Park, there was quite a turnout and quite a ceremony. Alex Vispoli recognized Melissa on the remarks she delivered in honor of the occasion.

**IV. Citizens Petitions and Presentations**

Jane Gifun, Caste Heights Road shared that the Veterans' Ceremony was absolutely wonderful.

**V. Public Hearings**

**A. National Grid – Greenwood Road**

Board to review and consider voting to approve an application by National Grid for permission to construct a line of underground electrical conduits, including the necessary sustaining and protecting fixtures, under and across the public way of Greenwood Road.

Dave Boucher, Senior Designer from National Grid spoke about the request for a new Pole #6201 location to accommodate the new housing development, Weeping Willow Drive . Austin Simko said all departments have signed off on the request. Chris Huntress asked if the location of the pole will impede the site line coming in/out of that road. Mr. Bouchard said it will not.

On a motion by Alex Vispoli and seconded by Chris Huntress the Board voted 5-0 to approve the application by National Grid for permission to construct a line of underground electrical conduits, including the necessary sustaining and protecting fixtures, under and across the public way of Greenwood Road.

**VI. Regular Business**

**A. Liquor License - Change of Officers/Directors/LLC Managers**

Board to review and consider voting to approve the application of Sonesta International Hotels Corporation, doing business as Sonesta ES Suites, 4 Tech Drive, Andover, for a Change of Officers/Directors/LLC Managers on its Innholder All Alcoholic Beverages License; the new officers are Bradford Maxwell, Vera Nazareth Manoukian, and Keith Pierce. Whitney Gillings from Blue Bonnet Consulting participated via Zoom. Austin Simko reported that all paperwork is in order.

Annie Gilbert moved to approve the application of Sonesta International Hotels Corporation, doing business as Sonesta ES Suites, 4 Tech Drive, Andover, for a Change of Officers/Directors/LLC Managers on its Innholder All Alcoholic Beverages License; the new officers are Bradford Maxwell, Vera Nazareth Manoukian, and Keith Pierce and subject that all conditions of the Town have been met. Motion seconded by Alex Vispoli and voted 5-0 to approve.

B. Liquor License - Change of Officers/Directors/LLC Managers

Board to review and consider voting to approve the application of Aimbridge Hospitality, LLC, doing business as Springhill Suites by Marriott Boston Andover, 550 Minuteman Road, Andover, for a Change of Officers/ Directors/LLC Managers on its Innholder All Alcoholic Beverages License; the new LLC Managers are Mark Chloupek and Andrew Leavitt. Austin Simko reported that all conditions have been met

On a motion by Chris Huntress and seconded by Alex Vispoli the Board voted 5-0 to approve the application of Aimbridge Hospitality, LLC, doing business as Springhill Suites by Marriott Boston Andover, 550 Minuteman Road, Andover, for a Change of Officers/ Directors/LLC Managers on its Innholder All Alcoholic Beverages License; the new LLC Managers are Mark Chloupek and Andrew Leavitt and subject to the condition that all other requirements are met prior to the issuance of the license.

C. Liquor License – Event on Town Owned Property

Board to consider voting to approve an application from Oak & Iron Brewing Co., 18 Red Spring Rd, Andover, MA, for a Wine and Malt One-Day Liquor License for use on Town property under Select Board Liquor Regulations Section XI.2.N “Special One-Day Alcohol License Policy & Application for Outdoor Events on Town-owned Property.” Jim Cass of Oak & Iron Brewing reported on the layout of the beer garden.

Alex Vispoli moved to approve the application from Oak & Iron Brewing Co., 18 Red Spring Rd, Andover, MA, for a Wine and Malt One-Day Liquor License for use on Town property under Select Board Liquor Regulations Section XI.2.N “Special One-Day Alcohol License Policy & Application for Outdoor Events on Town-owned Property where the event will be Run for the Troops, located at the Town Park, 34 Bartlet Street and the manager of the liquor license will by Jim Cass provided that all other conditions of the Town have been met prior to the issuance of the license. Motion seconded by Annie Gilbert and voted 5-0 to approve.

D. Class II Motor Vehicle Dealer’s License – Henry’s Automotive, Inc.

Board to review and consider voting to approve the application of Henry’s Automotive, Inc., 77 Essex Street, Andover, MA, for a Class II Motor Vehicle Dealer’s License, with Henry Prussman, 34 Michael Way, Andover, MA as the proposed manager of the business.

Chris Huntress moved to approve the application of Henry’s Automotive, Inc., 77 Essex Street, Andover, MA, for a Class II Motor Vehicle Dealer’s License, with Henry Prussman, 34 Michael Way, Andover, MA as the proposed manager of the business. Subject to the condition that all other requirements of the Town are met prior to issuance. Motion seconded by Alex Vispoli and voted 4-0 to approve. Austin Simko reported that this will authorize the sale of second-hand vehicles and the applicant receives zoning approval.

E. Special Town Meeting Articles

Select Board to review and consider voting to take a position on the following articles: Steve Walther speaking for Kathy Grant of the petitioner for Article I. The presentation began with the objective of the Article to ask the voters if they would like to explore alternatives to Open Town Meeting. Voting data for Town Meeting was not found in the Town Governance Report.

Melissa Danisch read the Citizen Petition on the Article for Article.

Town Counsel, Doug Heim said his review of the Warrant Articles is limited to legal part of assessing them. One issue that needs that needs to be highlighted is that this is advisory for the Board and called political ballot questions, and are non-binding policy advisory questions that can be placed on a ballot for Annual Town election by the vote of the Select Board, at an Annual Town Meeting, but not a Special Town Meeting because of the timing process.

Alex Vispoli spoke about the work previously done by the Governance Committee chaired by Jon Stumpf and staffed by citizens of the Town on whether or not to keep open town meeting or change the process. It was decided to keep Open Town Meeting with improvements. Chris Huntress said this warrant article. Is not properly presented.

Jon Stumpf, former Chair of the Town Governance Committee, believes that this is an unwise measure and should not be approved.

Andy O'Brien, previous member of the Town Governance Committee said he spent hundreds of hours researching this item (see page 80 of the Town Governance Report) and Appendix 5 provides additional information.

Article 1	Ballot Question on Open Town Meeting – Information presented by Steve Walther on behalf of Kathy Grant, Morton Street. Alex Vispoli moved to recommend disapproval of Article 1, Ballot Question on Open Town Meeting Motion seconded by Chris Huntress Motion voted 5-0 to recommend disapproval of Article I
Article 2	Mike Myers, Main Street, Andover provided information on Article 2 Property Tax Limit for Andover Residents who are 65 or Older.  Town Counsel reported that the Select Board does not have the authority to amend the rules for local taxes, authority is required from the State. A Home Rule Petition would need to be submitted. The article would not be approved by the Atty. General in its current form.  Property Tax Limit for Andover Residents who are 65 or Older Annie Gilbert moved to not recommend approve Article 2, Property Tax Limit for Andover Residents who are 65 or Older Motion seconded by Chris Huntress Motion voted 5-0 to not recommend approve
Article 3	Retiree Health Care Premiums presented by Michael Meyers, Main Street. Town Counsel: Alex Vispoli moved to recommend disapproval of Article 3 Retiree Health Care Premiums Motion seconded by Annie Gilbert Motion voted 5-0 to not recommend approval of Article 3.

	<p>The Town Manager provided background information on what the annual cost would be about \$1M per year – the vast majority of today’s cohort between 55-64.</p> <p>Discussion by the Board. The Town Manager explained that the Select Board approved the OPEB Reform Plan in 2018 and reappropriated funds to the OPEB Trust.</p> <p>Dave Kraut, based on the TM’s comments, asked about the impacts of \$1M per year what would that do to our borrowing position. The Town Manager said that unfunded liabilities are considered part of unfunded liabilities profile</p>
Article 4	<p>Time Meeting Speaking Limits and Time Clock - presented by Mike Meyers.</p> <p>Town Counsel: The Moderator is afforded a great deal of discretion under Article 4. You can have bylaws that dictate certain factions of Town Meeting. The moderator can make that decision. Steve Walther, 83 Morton Street said this speaks to the basis of fair debate.</p> <p>Chris Huntress moved to recommend disapproval of Article 4 Time Meeting Speaking Limits and Time Clock.</p> <p>Motion seconded by Alex Vispoli.</p> <p>Motion voted 5-0 to recommend disapproval of Article 4</p>
Article 5	<p>George Thorlin 115 Summer Street, distributed a Safe Street Presentation to the Board and provided information on Article 5 to Reduce the Speed Limit on several roadways under Municipal Jurisdiction. To rescind more streets to the 25-mph limit.</p> <p>Town Counsel: The Town accepted Chapter 96 Sec C to default Town-wide speed limit to 25-mph with some special speed zone regulations to remain. Town Meeting action is not required to change speed zones. This would be a decision of the Select Board. Update on speed zones for remaining roads provided by Mike Lindstrom.</p> <p>Comments from audience: Michael Silverman, 54 Tewksbury also appreciates the spirit of the Article. Unfortunately, most of the Town residents don’t know about the process.</p> <p>Deputy Town Manager Mike Lindstrom reported on the process to change the speed zones and working with the State and Registry of Motor Vehicles for approval mph changes of each street. They will work to get the word out to residents.</p> <p>Annie Gilbert moved to recommend Special Town Meeting disapproval of Article 5 Reduce the Speed Limit on Several Roadways Under Municipal Jurisdiction.</p> <p>Motion seconded by Chris Huntress</p> <p>Motion voted 5-0 to recommend Special Town Meeting disapproval.</p>
Article 6	<p>Establish and Report Key Performance Indicators of Vehicular Traffic Safety. Presented by George Thorlin 115 Summer St. Will they be making the results of the Records request data available to public.?</p>

	<p>Town Counsel: Whatever reports/recommendations are made, the Police Dept cannot direct to change traffic laws thru Town Meeting.</p> <p>Annie Gilbert based moved to recommend disapproval of Article 6 Establish and Report Key Performance Indicators of Vehicular Traffic Safety. Motion seconded by Alex Vispoli and voted 5-0 to recommend Town Meeting Disapproval.</p>
Article 7A	<p>Andover High School Schematic Design - \$1,300,000. AHS Building Committee Chair Mark Johnson spoke to Article 7A requesting funds to finish Andover High School Schematic Design - \$1,300,000. (The SC and School Bldg. Committee have recommended approval of 7A and the Finance Committee recommended disapproval – 6-2-1).</p> <p>Annie Gilbert moved to recommend Special Town Meeting approval of Special Town Meeting Article 7A. Motion seconded by Laura Gregory Motion voted 3-2. Motion passes</p>
Article 7B	<p>Andover High School Schematic Design – Renovation \$500,000 moved to recommend approval of Special Town Meeting Article 7B. (The Finance Committee, School Committee, AHS Building Committee recommended approval of 7B.)</p> <p>Alex Vispoli moved to recommend Special Town Meeting approval. Motion seconded by Annie Gilbert. Motion passes 4-1.</p>

F. Update on Storm Damage to Conservation Land

Board to receive update from Conservation Staff on efforts to assess wind damage on Town conservation land caused by the September 8<sup>th</sup>, 2023 storm and plans for clearing the damage provided by Bob Douglas, Director of Conservation and Land Manager Mike Murray.

Mr. Douglas provided a State of the Trees report as a result of the September 8, 2023 storm. Numerous large trees were uprooted and Pole Hill has been left very sparce. Land Manager Mike Murray provided a global overview noting that there are 2,200 acres of conservation land with 82 separate parcels managed by volunteer land stewards including at Wood Hill and Bald Hill. They have identified three properties of need, Spencer Court, Pole Hill Reservation and Foster’s Island. They have five volunteers to conduct tree removal.

Foster’s Island 51 acres: 24 downed trees on 13 acres. Currently inaccessible.  
Spencer Court – 3 acres. 11 downed trees on six sites. 2-4 small trees have been cleared. Property contains a walking path used by children of the neighborhood to get to West Elementary and is therefore a priority.

Progress: Retelle Reservation, Mary French Reservations, Haggetts Pond, Serio’s Grove Carmel Woods have been cleared.

In progress: Pole Hill, Spencer Court, Foster’s Island – 3 downed trees cleared to date.

They have received help from local land stewards and the Boy Scouts but need professional tree removal crews who have special tools to deal with large and complex damage.

Annie Gilbert said Andover is fortunate to have so many volunteers working on this but we need to rethink how we approach confronting these challenges rather than relying primarily on volunteers.

The Town Manager said additional funding would be required (via CIP Article) to accelerate this clean up through a contracted service. Chris Huntress is concerned about Pole Hill, there some large trees that will need cranes to get them removed to make the trail(s) safe. The Town Manager said something that poses an immediate hazard is something we should care about.

G. Elder Services Outreach Project – To be rescheduled

Board to receive an update from Elder Services regarding outreach efforts for underserved Andover senior citizens.

H. Establishment of Town Manager’s FY 2024 Annual Salary

Board to vote to establish Town Manager’s FY 2024 Annual Salary.

The Board met and voted to award a COLA to Town Manager consistent with other Town employees and keeping with the review goals and review of the Town Manager.

Annie Gilbert moved that the Town Manager’s Annual salary be adjusted to \$228,768.77 which reflects a 2.75% wage adjustment effective July 2022. Motion seconded by Chris Huntress and voted 5-0 to approve.

**VII. Consent Agenda**

A. Appointments by the Town Manager

Alex Vispoli moved to vote that the following appointments by the Town Manager be approved as printed in the agenda. Motion seconded by Annie Gilbert and voted 5-0 to approve.

Department	Name	Position	Rate/Term	Date of Hire
Facilities	Emanuel Couto <i>(Ryan Raycraft)</i>	Custodian	\$25.74/hr.	11/06/2023
Constable	Pamela A. Bertheim	Constable	Term Expires 11/13/2026	11/14/2023
Board of Assessors	Tristan Hoare	Member	Term Expires 06/30/2026	11/01/2023
Board of Assessors	Patrick Lawlor	Member	Term Expires 06/30/2024	11/01/2023
Poet Laureate Committee	Leslie Seaton Malis	Member	Term Expires 06/30/2026	07/01/2023
Poet Laureate Committee	Jane Cairns	Member	Term Expires 06/30/2026	07/01/2023
Poet Laureate Committee	Champa Bilwakesh	Member	Term Expires	07/01/2023

			06/30/2026	
Poet Laureate Committee	Jessica Bird	Member	Term Expires 06/30/2026	07/01/2023
Poet Laureate Committee	Sarah Klock	Member	Term Expires 06/30/2026	07/01/2023
Tree Committee	Claudia Bach	Member	Term Expires 10/31/2026	11/01/2023
Tree Committee	Carlos Jaquez	Member	Term Expires 10/31/2026	11/01/2023
Tree Committee	Michael Lindstrom	Member	Term Expires 10/31/2026	11/01/2023
Tree Committee	Willow Cheeley	Member	Term Expires 10/31/2026	11/01/2023
Tree Committee	Joann Michalik	Member	Term Expires 10/31/2026	11/01/2023
Tree Committee	Elizabeth Poland	Member	Term Expires 10/31/2026	11/01/2023
Tree Committee	Paul Sanborn	Member	Term Expires 10/31/2026	11/01/2023
Tree Committee	James Sutton	Member	Term Expires 10/31/2026	11/01/2023

**VIII. 2024 Select Board Meetings**

A. Board to consider voting to accept the following Select Board Meeting Schedule:  
To be decided. There will be no meeting in December 2023.

**IX. Adjourn**

At 9:57 PM on a motion by Laura Gregory and seconded by Annie Gilbert, the Select Board voted 5-0 to adjourn the meeting of October 30, 2023.

**Respectfully submitted.**

**Dee DeLorenzo  
Recording Secretary**

*If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact 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**