



**Select Board Meeting**

Monday, May 6, 2024

7:00 PM

School Committee Room, School Administration Building

30 Whittier Court, Andover, MA 01810

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TOWN OF ANDOVER, MASS

**I. Call to Order – 7:00 P.M.**

**II. Opening Ceremonies**

A. Moment of Silence/Pledge of Allegiance

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

**IV. Public Comment**

**V. Regular Business**

A. Zoning Board of Appeals Appointment Process

Board to discuss and consider voting to approve the process for appointments to the Zoning Board of Appeals.

B. 2024 Annual Town Meeting

Board to review and discuss outcomes from the 2024 Annual Town Meeting.

C. Goal Setting Process & Town Manager Review

Board to discuss and consider voting to approve schedule for annual goal setting process and Town Manager review.

**VI. Consent Agenda**

A. Appointments by the Town Manager

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

Department	Name	Position	Rate/Term	Date of Hire
Andover Fire Rescue	James E. Bancroft <i>(Michael Oteri)</i>	Lieutenant	\$104,249.54/yr	04/28/2024
Department of Public Works	Janice Fennell	Office Assistant II	\$27.40/hr	05/13/2024
Andover Police Department	Ronald Bertheim	Constable	06/30/2027	07/01/2024
Emergency Management	Patrick Keefe	Director	06/30/2025	07/01/2024
Forest Warden	Kyle Murphy	Fire Chief	06/30/2025	07/01/2024
Keeper of Lockup	Patrick Keefe	Police Chief	06/30/2025	07/01/2024
Merrimack Valley Planning Commission	Jacki Byerley	Member	06/30/2025	07/01/2024

Merrimack Valley Regional Transit Authority	Jacki Byerley	Alternate Member	06/30/2025	07/01/2024
Merrimack Valley Regional Transit Authority	Paul Materazzo	Member	06/30/2025	07/01/2024
Merrimack Valley Regional Transit Authority	Lisa Schwarz	Alternate Member	06/30/2025	07/01/2024
Veteran Service Agent	Mark Comeiro	Agent	06/30/2025	07/01/2024

**VII. Approval of Minutes**

- A. Board to approve minutes from the following meetings:
1. March 2, 2024 Select Board, Finance Committee and School Committee Budget Workshop
  2. March 18, 2024 Select Board

**VIII. Adjourn**

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



## Select Board, Finance Committee and School Committee Workshop

Saturday, March 2, 2024 9:00 AM  
Memorial Hall, Memorial Hall Library  
2 North Main Street, Andover, MA 01810

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### I. Call to Order

The Triboard was called to order at 9:00 AM in the Memorial Hall located in Memorial Hall Library.

Present from the Select Board: Laura Gregory, Alex Vispoli, Melissa Danisch.

Present from the School Committee: Susan McCready, Emily DiCesaro, Sandis Wright, Lauren Conoscenti, Tracey Spruce.

Present from the Finance Committee: Paula Colby-Clements, Kim Perry, Brian Major, Aaron Buzay, Bill Haskell, Paul Mackay, Andy McBrien, and Yican Cao.

### Others in Attendance

Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, Chief Administration & Financial Officer Patrick Lawlor, Deputy Town Manager/Town Clerk Austin Simko, Town Counsel Doug Heim, Chief People Officer and Director of Human Resources, Dr. Brittany Lavoie, Director of Facilities Janet Nicosia, Fire Chief Mike Mansfield, Deputy Fire Chief Kyle Murphy, and Chief Assessor, Tristan Hoare. School Superintendent Dr. Magda Parvey, Asst. School Superintendent of Finance and Administration Keith Taverna.

### 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. Opening Remarks

Town Manager Andrew Flanagan welcomed everyone to the FY-2025 Budget Meeting and introduced new members in attendance: Tristan Hoare Chief Assessor, Brittney Lavoie, Chief People Officer and Director of Human Resources, Doug Heim, Town Counsel, and Deputy Fire Chief Kyle Murphy.

### V. [FY-2025 Town Manager's Recommended Budget and Financial Plan](#)

The Town Manager is recommending a total budget of \$246,682,934 for FY-2025.

(Please click on the link above to view the document).

The document includes the FY-2025 Budget Goals, Revenue Assumptions, Notable Budget Changes, Tax Implications, managing long Term liabilities as well as the budgets goals and objectives of all Town Departments.

**Article 4:** The total of the Town & School Operating Budgets and Fixed Costs Obligations totals \$236,958,618, less budgeted revenues of \$2,938,351 for a Net Total of \$234,020,267 and is consistent with the framework of the Long-Range Financial Plan.

#### • **Budget Goals**

Develop an FY-2025 budget that is within the limitations of Prop 2.5 and in compliance with Town and Select Board financial policies, goals, and objectives. They have made a lot of modifications by transferring people in departments.

• Maintain a level service budget while identifying opportunities to improve service delivery through efficiency and a commitment to collaboration and innovation.

- Maintain employee compensation in a manner that provides opportunities for equity through modest adjustments and consistent with the Town’s long-term financial planning efforts. All Town units are currently under contract.
- Continue to aggressively manage employee benefits and associated impacts both short and long term.
- Identify opportunities to reduce Town’s unfunded liabilities including pension and OPEB costs. Maintaining the things that have been in place.
- Continue developing a long-term financial model that provides for predictability and sustainability of operations. Thank you to Patrick Lawlor who overhauled the budget model. This year, Solid Waste is being funded as a fixed cost and will look different than it has historically due to changes in the industry; there are significant costs that are unknown.
- Make improvements to the budget model so expenses are appropriated classified within the overall budget framework.
- Establish a Capital Program based on an annual spending target (5.72%) for cash and debt appropriations that provides the Town with the ability to expand capital capacity and fund investments in both infrastructure and facilities within the limitations of Prop 2.5.
- Develop a budget document consistent with the recommended guidelines and best practices of the Government Finance Officers Association.

Currently, there are two Town departments with sharp increases due to services provided to the school Department; in Year 2, there will be another town department providing services to the schools. Improvements should be made to the budget model so that expenses are appropriately classified and representative of both town and school increases. This will be an item for the FY-26 budget.

Establish a capital program that is based on annual spending target (5.72%) for cash and debt appropriations that provides the Town with the ability to expand capital capacity and fund investments in both infrastructure and facilities within limitations of Prop 2.5 and develop a budget document with the recommended guidelines and best practices set forth by the Government Finance Officers and Association.

**FY2025 Revenue Assumptions**

- Tax Levy increasing by the 2.5% as allowed by Prop 2.5 (less excess levy capacity) plus New Growth.
- New Growth: \$1,931,422 projection based on adjusted 10-year average.
- Local receipts (\$11,981,109) projection based on a line-by-line trend analysis on each individual category.
- State Aid: projections (\$16,82,064) Reflects the Governor’s preliminary local aid estimates and certified by the Dept of Revenue.
- Free Cash: \$1,919,128 to be appropriated only for one-time capital expenditures while maintaining a balance that will provide for a stable amount of Free Cash in future years.

Tax Implications: Assuming that each classification remains the same as a percentage of the total levy, the projected average single-family tax bill increase is 5.225% for FY-2025.

Budget Development:	Increase of 3.65% or \$451.00
Senior Tax Exemption:	Increase of 0.12% or \$13.00
West Elementary New Exempt Debt Service	Increase 1.45% or \$180 increase subject to the valuation changes in the levy share.

All subject to every tax classification

In 2018 they negotiated that new hires would contribute to their health insurance.

**Expense Assumptions**

Town & School Operating Budgets will increase only by the amount of funds available after meeting the funding requirements and obligations. The Town operating budget will increase 2.75% and the School’s Operating Budget will increase by 3.75%

Solid Waste & Recycling Disposal are being classified as a fixed cost and funds allocated to appropriate operating budgets.

Retirement assessment totals \$7,481,089 per the existing funding schedule established by the Retirement Board. The Debt service appropriation associated with the Pension Obligation Bond will total \$11,325,906 for FY-2025. In addition, \$1,056,908 will be appropriated /transferred to the Pension Obligation Reserve Account.

General Fund Other Post Employment Benefit (OPEB) funding will continue to be increased by 2.5% per year. Additionally, the incremental savings in health insurance resulting from the OPEB Funding Plan will be appropriated into the trust.

Employee Health Insurance expense to increase by 5.46%. We are performing a little bit better than the GIC.

The total appropriation for the Capital Expenditures (both cash and non-exempt debt) to be based on 5.62% of the budget.

### **Notable Budget Changes**

School Dept: \$3,735,032. An increase of 3.75% over FY-2024 includes \$537,625 in transfers to Debt Service and \$320,000 to Technology.

Public Works-Business Office: (\$132,737) Transferred a position from Public Works to Administration & Finance. into Business Service & Strategy which will focus on revenue forecasting and bring uniformity to the departments. 1.5 FTE's.

Paul Puzzanghera, Technology Chief Information Officer will be transferring out to a part-time role with benefits; he is still in a full-time role but his compensation will change. There are no new FTE's or benefitted positions.

Business Service & Strategy: +\$170,880 Re-alignment of existing positions for the establishment of a new division within Administration and Finance.

Legal Department: \$166,891 transition to an in-house Town Counsel function. They explored two models; the estimated external Town Counsel Option was \$710,000; expenses will go down with an in-house model. They now have a salary expense, plus an expense for labor counsel. The average legal budget of comparable communities for FY-2024 was about \$475,470; about \$55,000 more than what Andover is budgeting now.

Public Works Engineering: \$(68,797) position transfer from the General Fund in Water Enterprise Fund to coincide with attributable resources to the Water Department. Also, there was a position in the Water Department that was not doing water work and is now being charged to the General Fund.

Based on the recommendation, the projected tax increase for FY-25, totals 5.22%. The recommendation itself from budget development is 3.65% which is less than the five and ten-year average. The Senior tax Exemption, should it continue as it's been adopted, would be an additional .122% and the West Elementary exempt debt service issuance would be 1.45%. (or \$180 of the increase). This is all subject to all classifications maintaining their shares of the levy.

### **Managing Long-Term Liabilities:**

Active employee health insurance reform will generate \$1,360,382 in savings for 2025 resulting in a total of \$4,977,963 since enacted in FY-2018. Total contributions through the Unfunded Liability Offset (ULO) will total \$986,8875 in 2025.

Retiree Health Insurance Reform will generate \$1,123,828 in savings for FY-2025 resulting in a total of \$8,014,014 since enacted in 2017.

Prior to the issuance of the Pension Obligation Bond (POB), the Andover Contributory Retirement System was 47% funded. Appropriations between 2022 and the mandatory funding date of 2040 would total \$356M. The debt service of the POB, in order to meet the 2040 mandatory funding date totals \$203M. Without reform the OPEB liability would have been \$651M in 2045.

As of January 1, 2023, the Andover Contributory Retirement System is 96.06% funded and the unfunded liability will be resolved by 2032. Active employee health insurance reform will generate funds through the unfunded liability offset. Total contributions through the ULO (unfunded liability offset) will total \$986,875.

#### **IV. Department Budget Overview and Goals Update**

##### **FY2025 Budget Presentations**

###### **A. School Department**

School Superintendent Dr. Magda Parvey and Assistant Superintendent of Finance and Administration Keith Taverna, presented the 2025 Budget for the Andover Public Schools.

**Total Y2024 Budget**                      **\$99,6000,924**

The FY-25 budget increase of \$3.75% or \$3,735,035 is aligned with the Town and District Long Range Financial Plan.

FY-25 Total Budget:                      **\$103,335,959**

FY2025 Projected Expenses:        \$106,044,998\* \*Including anticipated compensation per contractual agreements, increase in energy costs, Out-of-District tuitions, transportation and other expenses.

**Total deficit to close**                      **\$2,709,039**

###### **Budget Timeline:**

December 21, 2023	2025 Preliminary School Budget presented to the Andover School Committee.
January 9, 2024	Overview of department budgets
January 18, 2024	2025 Preliminary Budget Presentation and vote by the School Committee.
January 25, 2024	2025 Budget Recommendation presentation to Town-wide PTO.
February 8, 2024	Public Budget Hearing held with the final budget recommendations.
February 29, 2024	Final Budget Recommendation shared.

The School Committee voted on the FY-2025 budget on March 7, 2024.

A level service budget should fulfill all contractual increases for 2024, forecasted utility expenses, address transportation increases, regular and special education, foster and homeless students, athletics, activities, positions previously funded by the ESSER Grants and the increase in Special Education Out-of-District-Tuition increases.

Dr. Parvey reviewed the FY-2025 increases and deficits, including salaries (per collective bargaining agreements), utilities, all transportation costs for regular education, special education, foster and homeless students as well as the cost for extra-curricular and athletics transportation. The total budget increase is forecasted at \$6,373,530. The level service increase at 3.75% equates to \$3,664,492; for a grand total of \$2,709,039.

**Budget Priorities:**

Staffing – Keeping staff at the current level (FTE neutral)

Requesting a .5 district-wide Multi-lingual Learner teacher to assist with the increased number of students requiring multilingual services.

Additional curriculum for multilingual learners

Continuation of police traffic detail at AHS and WMS.

Upon completion of West Elementary/Shawsheen Preschool they will need to hire a consultant for the redistricting process.

Continuation of Social Studies Experiential Learning (group needs special attention) i.e. trips added for students to support the curriculum.

Hire a coordinator for 9<sup>th</sup> grade Students to support and the Step-Up Academy and transition events.

Replacement of copiers purchased as part of the Bancroft School Opening.

Personnel: 80% of their budget for personnel	\$82,357,443	
General Expense: 20% of the school budget	\$20,978,516	
<b>FY-2025 Total Budget</b>		<b><u>\$103,335,959</u></b>
Aligns to the Town Manager’s Budget Recommendation		<b>\$103,335,959</b>

They went through a refining process and as a result, they have taken on the cost of the activities previously funded by the Booster Organization and have increased the tuition for Pre-school.

**APS Enrollment trends and SC Class Size Policy**

Enrollment declined from FY-14 to FY2024 by 720 students or 11.7% with level staff.

They have seen a decline in student enrollment over the past few years and have reviewed the School Committee Class Size Policy IIB: for grades Pre-K through grade 12. The goal of the administration is to maintain class sizes at the mid-range of the School Committee Policy for the 2024-2025 school year.

- Pre-K and Kindergarten: at or below 20 students per class, if not feasible to within a range of 24.
- Grades 1 - 2 at or below 23 students per class, and if not feasible to within a range of 19 to 27.
- Grades 3 -5 at or below 25 students per class and if not feasible to within a range of 21-29.
- Grades 6-8 at or below 25 students per class, and if not feasible to within a range of 21-29.
- Grades 9-12 at or below 23 students per class, and if not feasible to within a range of 21-29 and advisory group range of 15-17 students.

For some of the very large classes (Physical Education, Chorus, Band, etc.) there may be a few class sizes of 28 or 26. The majority of classes stay within the class average.

They do look at the Seniority List and areas across the board where they can consolidate staffing. They look to see where they might have additional staff across the Board and seniority comes into play as well. They continue to offer a \$1,000 bonus if a staff member informs the Andover School Dept of their retirement. They are still going through the Kindergarten Registration process and that will determine the number of kindergarten teachers needed.

As part of the DESE Evaluation process, one of their recommendations is to look at their class sizes to make sure enrollment equates with how they are staffed. They recognized there was significant learning loss among students due to COVID. The School Committee made the decision to maintain staffing levels even though enrollment was reduced to assist with the learning loss due to the pandemic. They have come a very long way by DESE standards in coming out of the pandemic and need to align their resource allocations to the data.

Preschool Tuition:

FY24 Budget Revenue increase of 2.5% would provide an average of \$4,250 for an anticipated revenue \$174,250 for FY-25. Preschool tuition has not been raised for the past ten years.

Non-Salary Reductions: Reduce non-salary line items by 2% to create budget savings of approximately \$126,750. (office supplies, contracted services, student activities, etc.)

Identified path to balance the FY25 Budget:

Increase in Preschool Tuition	\$ 4,250.00
Non-Salary Reductions: 2%	\$ 126,750.00
FTE Reductions: approximately 34.25 FTE's	\$ <u>2,578,039.00</u>
Grand Total of Reductions:	\$ <u><u>2,709,039.00</u></u>

FY-25 Budget

FY-25 Personnel	\$ 82,357,443
FY25 General Expense (20%)	\$ 20,978,516
FY-25 Total Budget	\$ <u>103,335,959</u>
FY-25 Town Manager's Budget Recommendation	\$ <u><u>103,335,959</u></u>

Highlights: \$103,335,959 Total Budget

Aligned to Town and District Long-range Financial Plans (3.75% annual increase)

Addresses learning gap identified by performance data

Includes all collective bargaining compensation increases for FY-25

Addresses the COVID Relief Funding expended and implemented.

No charges to:

~GR 7-12 Transportation Fees, Middle School Extracurricular Fees (eliminated in FY24 budget)

~Reduction in fees for AHS Athletic & Fine Arts Program Fees.

~Programs funded through ESSER Funds have been integrated into the budget.

The School Department's budget book will be available on March 8, 2025.

Tracy Spruce said that many communities are facing budget deficits and if not for careful planning and development of and adherence to a long-range financial plan Andover could be in a lot worse position.

Chair of the Finance Committee, Paula Colby Clements appreciates the hard work the School Committee has done and acknowledged how difficult it is to close a budget gap and adhering to the long-range financial plan. School Committee Chair, Susan McCready commended the School Administration for configuring the long-term planning

Select Board Chair, Melissa Danisch said that having a long-range plan and setting a budget that is sustainable is essential and recognizes the hard decisions of the School Dept. Chris Huntress asked the Town Manager to address the question regarding School Committee budget negotiations when it was suggested the Town use Free Cash; he does not think the use of Free Cash would be appropriate. The Town Manager said the Dept of Revenue recommended Free Cash be used as a one-time expenditure. Using Free Cash would be in violation of Town policy and inconsistent with their regulations.

There have also been questions and why the Andover School Dept can't use 'other' funds from other Town Departments to fill the \$2.7M gap in their budget. The Town Manager said Mass General Law clearly articulates what revenues from rates (i.e. water/sewer) can /cannot be used for and 80% of the School Department budget is for salaries; only 22% of the Town Budget is used for Town Department salaries.

The Board's discussed how to address the deficit and if Prop 2.5 is a viable option. The Town Manger said an override could raise the levy above 2.5%.

Paula Colby Clements said if we do an operational override we don't get to 'see' the benefit of seeing it "come off". The process is more often used for buildings, doing an operational override it stays on forever. The goal is to keep our tax bill within reasonable increases.

On a motion by Susan McCready and seconded by Sandis Wright, the School Committee adjourned at 10:19 AM.

**B. TOWN DEPARTMENTS**

**General Government**

Town Clerk Austin Simko, Deputy Town Manager/Town Clerk presented the budget information Increase in salaries due to having two elections;- Primary and Presidential Elections. In addition, they have moved to a new on-line license program.

Description	2024 Budget	2025 Recommended	%Chg	\$ Change
FY-24 FTE's 4.5		FY-25 4.98		
Salaries	\$489,681	\$529,392	8.11%	\$39,711
Expenses	\$101,660	\$122,295	20.95%	\$21,265
<b>Total</b>	<b>\$591,341</b>	<b>\$652,317</b>	<b>10.31%</b>	<b>\$60,976</b>

CIP request of \$25,000 from the General Fund Revenue for a high-speed ballot tabulator that tabulates 100,000 ballots a minute and allows them to livestream and include early voting and to use about ten people instead of thirty-five.

**Goals:**

- Improve the Election Officer Management Training a succession planning (Pole Workers)
- Adopt electronic voting for Town Meeting.
- Migrate licenses to more user-friendly online program (i.e. Dog Licenses).
- Continue to evolve the approval process for outdoor dining.
- They have revised the application to include private and public space for retail and restaurant establishments.

**Town Moderator**

Salaries	\$250.00 FY-2024	\$250.00 FY-2025	No Change
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**Community Development & Planning**

Description	2024 Budget	2025 Recommended	%Chg	\$ Change
*Salaries	\$2,118,748	\$2,264,628	6.89%	\$145,880
Expenses	\$ 243,901	\$ 249,602	2.34%	\$ 5,701
Reserve Funds	\$ -25,000	\$ -25,000	0.00%	\$ -0-
Total	\$2,337,649	\$2,489,231	6.48%	\$151,582

\* Increases due to contractual obligations

Slight reduction in FTE's	FY-24 22.3	FY-2025 22.1
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**Goals:**

Paul Matarazzo reported on the goals that included:

1. Comprehensive Plan – Update the 2012 Master Plan for 2023 Publication.
2. MBTA Communities Multi-Family Zoning -Collaboration with MBTA Communities.
3. Downtown Parking Lot Reconstruction Project.
4. Lead permitting process for mixed-use development project at the Old Town Yard.

5. Apply for and receive MassWorks Grant to support Essex Street Corridor and pedestrian and vehicular improvements. The contracts have been executed with the state. This is the second MassWorks Grant the Town has received. The plan was developed in 2019 and they will circle back with the public to confirm the plan. If there is a gap in the overall projected cost, they will come back to the Boards or work with DPW to try to bridge any gap.
6. Develop complete Streets & Active Transportation Plan.  
Initiative to collaborating with other departments and the community to develop and adopt the plan on April 1, 2024 and will then be eligible for tier 3 funding.
7. Develop adaptative Re-use feasibility Study of Old Town Hall and how to recondition the building to be more available to the community.

**Health Division** – Tom Carbone, Health Director

Description	2025 Recommended	%Chg	\$ Change
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Last year, they completed the Community Health Assessment and developed a Community Health Improvement Plan that has brought them into three working groups:

1. Health Division will lead the behavioral health aspect of the work and redesign immunization of clinic operations to ensure appropriate and cost-effective service operations.
2. Planning Division will lead the effort to advance for affordable housing plans.
3. Office of Equity along with the DEI Commission will work on the DEI sense of community.

They are pleased that they will be able to complete the digitization of their records which has freed up space in the office and also allows residents to access information of their properties on their own.

They are looking at how they reimagine their Flu Vaccine Program and working to increase educational opportunities in the community i.e. Merrimack College student, to be part of this opportunity.

**Conservation:** Paul Materazzo reported that they are working with a resident to create additional signage along the Shawsheen River and continuing with Land Management practices to improve biodiversity and protect sensitive habitats. They are also continuing with promoting DEI in all aspects of Conservation projects including hikes in Den Rock Park and other areas in the region, spearheading the expansion of education opportunities and clean-up efforts in promoting the overall health of the Merrimack River and engaged Clean Harbors and organized clean-up efforts with volunteers. The Boy Scouts have provided assistance over the years.

Other areas they are supporting include:

- Implementing Andover’s Climate Resiliency Programs by utilizing the Municipal Vulnerability Preparedness Grant to reduce the incidence of flooding on the Shawsheen River.
- Shawsheen River Master Plan – Provides the playbook for the community for future investment of the Shawsheen River.
- Improve volunteer engagement

They have a new Land Manager (Michael Murray) who has been a great addition to the Department. He has brought in land stewards and is reorganizing how they manage the property and using the GIS to provide real time availability of encroachment and monitoring continued process of large-scale river projects.

- Advance progress on new and existing large-scale projects

**Building Division:**

Building Inspector, Chris Clemente reported on the Goals of their Division which includes the on-going process to develop the Building Division webpage. They have a new Energy Code which was updated by the State and have just updated the Plumbing Code; they expect they will be updating the Building Code as well.

**Goals :**

On- going process to develop Building Division web page.

New Energy and Plumbing Codes, many of the updates were linked to the community becoming a more Green Community with several new code and fire protection requirements and expect they will be updating the Building Code.

This year, they added certificates of inspection that are available on-line customers can upload themselves to streamline the process. They continue to coordinate approvals among various departments and were able to eliminate some approvals that were not relevant to the request. They also completed the digitization of departmental reports (about 35% of records complete) to make them more accessible to the public. In addition, they worked with the Planning Department on the recodification of the Zoning By-law with the portions adopted at the 2023 Annual Town Meeting with portions on the Warrant for the 2024 Annual Town Meeting.

**Town Manager’ Office**

No changes in FTE’s    FY24. 4.0            FY25 4.0

Capital Budget recommendations:

			<u>Funding Source</u>
Update Facility Master Plan	Requesting	\$ 50,000	Free Cash
Traffic and Intersection Safety Studies	Requesting	\$ 25,000	Free Cash
Hazardous Tree Removal	Requesting.	<u>\$150,000</u>	Free Cash
	Total	\$225,000	

**Sustainability**

Dr. Joyce Losick-Yang, Director of Sustainability and Energy	FTE’s 1.0	No change
Salaries            FY-24    \$97,702	FY-25 Budget Recommended	\$101,336    Change of \$3,634
Expenses            FY-24    \$ <u>42,705</u>	FY-25 Budget Recommended	\$ 34,800    Change of -\$7,905
<b>Total</b> FY024    \$140,407	Total FY-25	\$34,800            \$136,136.

**Goals:**

Learning about the potential impacts of a specialized opt-in building code for all new buildings. Study impacts in order to identify appropriate next steps.

Energy and Sustainability Goals:

Educating the public about the Stretch Code which is and another level of Energy Code that they can opt into as a community, which is the Specialized Opt-in Code.

Interviewed over 20 different building stakeholders across the Town to ask questions for them of the State Agencies to clarify what the codes mean. Worked with sister communities who have adopted the Specialized Opt-in-Code to understand from their perspective what the impacts are. They have held one virtual public session for implications for commercial buildings and will be focusing on the residential side soon. There is an opt-in Building Energy Code webpage on the Town Sustainability site.

They plan to hold Q & A Sessions for local builders and developers.

Pending DPU approval, conduct an Opt-Up campaign for Andover Community Power. They will be offering information sessions around town soon. Benefits associated with Andover Community Power will lock in rate for the duration of 2-3 years and the ability to purchase to lower carbon emissions and a unique aspect of Andover Community Power. Also protecting people from predatory practices. Residents who own their own solar can still participate in the program.

Implement Town Tree Removal and Replacement Policy. Policy is in place and Town Tree Committee has been established and convening regular meetings and starting to plan what the initial prioritize what the initiatives will be. Mike Lindstrom said they are going to dove-tail with the Master Plan. There is a lot of confusion about trees that are coming down and what the options are going forward and educating the public on what they can do collaboratively.

**Legal**

Doug Heim Town Counsel

FTE's	2.0	Town Counsel and Legal Administrator		\$ Change
Salaries	FY-2024	\$ 6,500		\$277,642
Salaries	FY-2025	<u>\$284,142</u>	Recommended	
Expenses	FY-2024	\$247,000		
Expenses	FY-2025	\$136,250	Recommended	-\$110,750

**Goals & Objectives**

Establish in-house Legal Department.

Manage risks.

Defend and pursue the Town's interests in litigation matters.

Audit, develop and promulgate legal and policy positionings.

Provide training opportunities for Town Boards, Committees and Commissions.

Public Records Laws, and Open Meeting Laws.

The Legal Budget does not add to the insurance costs. It is oriented towards covering the town's liability or actions that involve things not covered by the policy. Enhance Town Meeting preparation and legal information available for Town officials and the general public.

Atty. Heim would like opportunities for chairs of committees and make distinctions between committees and hearings. Having an opportunity to meet with working groups on various subjects/issues especially before Town Meeting to enhance Town Meeting.

**Administration and Finance**

Patrick Lawlor, Chief Administrative & Financial Officer

Tristan Hoare, Chief Assessor, Haley Green, Town Accountant/Assistant Finance Director

Faith Rea, Manager of Financial Administration

Michael Morse, Treasurer / Collector

Theresa Peznola, Purchasing Agent.

FY-24	1.5 FTE's	No change for FY-25	
FY-24	Salaries	\$241,391	
FY-25	Salaries	\$251,825 Recommended	Change of \$10,434
FY-24	Expenses	\$157,610	
FY-25	Expenses	\$416,825	Change of \$7,390
Increase in expenses related to the Enterprise Financial Software (Munis System)			

<b>Assessor's Office</b>	FTE's	5.0	No Change	
FY-24	Salaries	\$431,934		
FY-25	Salaries	\$425,509	Recommended	Change of \$-6,425
FY-24	Expenses	\$28,454		
FY-25	Expenses	\$27,600	Recommended	Change of -\$854

In the last six months they had three retirements in the Assessor's Office with over a combined seventy-seven years of experience. They are excited about building a new team. Tristan Hoare has a monumental task in rebuilding the team.

**Administration and Finance - Accounting**

FTE's	2024	4.0	No Change		
Salaries	FY-24	\$407,052	FY-25	\$427,066	Change of \$20,014
*Expenses	FY-24	\$88,400	FY-25	\$ 82,400	Change of -\$6000

\*change is due to the annual 5% increase in the software cost for the Munis System.  
Expect some cost changes in audit expenses

**Administration and Finance – Collector/Treasurer**

FTE's	2024	4.5	No Change		
Salaries	FY-24	\$362,704	FY-25	\$374,915	Change of \$12,211
Expenses	FY-24	\$79,800	FY-25	\$ 73,800	Change of -\$6,000

**Administration and Finance – Central Purchasing**

FTE's	2024	1.6	FTE's from other sources .40		
Salaries	FY-24	\$153,735	FY-25	\$157,643	Change of \$3,908
Expenses	FY-24	\$ 16,000	FY-25	\$ 16,200	Change of \$200

**Business Services and Strategy**

They are taking a harder look at their enterprises and streamlining all of their business processes. This staff person will also oversee the major CIP Projects and bring best practices to the tracking and reporting. CIP Request: \$35,000 for FY-25 to accompany some additional funds from AARPA funds for community engagement.

*Salaries	FY-24	\$0	FY-25	\$170,800
Expenses	N/A		FY-25	N/A

\*Transfer of FTE from Department of Public Works – Business Office

**Administration & Finance Capital Budget Recommendation:**

Participatory Capital Budgeting: Requesting FY \$75,000

Town Manager Recommending: \$35,000 for FY-2025.

Town Manager Plan for FY 2026 \$75,000

FY-2027 \$100,000 FY-2028 \$100,000 FY2029 \$100,000 Funding Source General Fund Revenue.

**Administration & Finance Goals & Objectives:**

- Developing and launch updated Long Range Financial Plan and Debt Analysis
- Guide the Assessing Office through the recertification Process for FY-2-25.
- Modernization of Assessing Office recording and administrative practices.
- Train all departments on more efficient use of financial software.
- Leverage purchase power of major platforms to accomplish organizational efficiencies.
- Produce an RFP for banking services to lower banking costs and increase efficiency.
- Oversee that all current short-term investment income while meeting the requirements of the Investment Policy, and that cash flow is sufficient to meet the Town’s needs.
- Fundamentals did not change but the plan has evolved over the past several years and the debt analysis tool has been helpful in building in a debt service tax calculator specific to Andover.
- Every 5 years municipalities have to go through a recertification process across all classes of properties and is a big undertaking for the Assessors Office.
- Modernization – looking to increasing the efficiency and best practices and have reorganized offices inside offices and look at how they were storing things and how to move forward in the future.

**Goals:** Training all departments on more efficient use of software.

Last year they spent a good amount of time on training of Munis, monitoring budgets, etc. and created their own in-house model. They have changed ways in which they make purchases. They have led the most efficient way to purchase goods faster and at a better price and in line with MGL.

RFP for Banking services – This year they achieved the finalization process to lower banking costs and increase efficiencies

Investment Strategy Income: 2024 was an historic year for investment income, significantly outpacing projections for investments. We are not aggressive, but we are not inactive; they have a number of banks they deal with.

**Select Board and Finance Committee**

No change in Select Board – Salaries remained the same at \$18,000 and Expenses at \$11,850.

**Finance Committee** had additional cost of \$35,550 for printing the Finance Committee Report for the Annual and Special Town Meeting.

**Other General Government Budgets** - \$2,000 for items not covered by Insurance

Employee Benefits: Medicare:	FY-2024 \$1,201,941	FY-2025 \$1,261,084
Tuition Reimbursement Programs	FY-2024 \$7,000.00	FY-2025 \$1,200

**Commission on Disability**

Salary	FY-2024 \$1,201	FY-2025 \$1,201
Expenses	FY-2024 \$5,800	FY-2025 \$5,800

**Central Services**

Expenses	FY-2024 \$169,800	FY-2025 \$171,283
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<b>Damages to Personal Property</b>	FY-2024 \$2,000	FY-2025 \$2,000
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**Fixed Costs:**

Retirement Assessment Expenses	FY-2024 \$7,124,644	FY-2025 \$7,481,089
Based on 5% annual increases:	Total: \$7,481,089	

**Fixed Costs – Retirement**

Expenses: FY-2024	\$7,124,644	
Expenses: FY-2025	\$7,481,089	TM recommendation: \$7,481,089

**Fixed Costs:**

<b>OPEB</b> FY-2024	\$1,812,834	
FY-2025 Recommended	<u>\$1,874,364</u>	Change of \$61,530

**Health Insurance:**

Expenses. FY-20224	\$23,835,094	FY-2025 Recommended	\$25,135,936	Change of \$1,300,842.
<b>Total</b>	<b>\$23,835,094</b>			

They see a net increase of 5.46%; about 30% of the active employees are on the new rate.

It is a self-insured plan. They are looking at an increase of about 5% this year. The GIC is looking at a 9% increase this year.

**Fixed Costs: General Insurance**

FY-2024	\$1,280,400	FY-25 Recommended	\$1,549,284	Change of \$268,884
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\*Projected increase of 10% in both the Comprehensive Insurance Policy premium and the Workers' Compensation Insurance Policy premium.

Technical Schools Two technical Schools: Northern Essex and Lawrence Regional Vocational

Expenses: FY-2024 \$1,351,587 FY-2025 Recommended \$1,351,587 Increase of \$39,367.  
They will know the exact number in the fall when the number of students enrolled is known.

<u>Debt Principal</u>	<u>FY2024</u>	<u>FY-2025 Recommended</u>	<u>\$ Change of</u>
Non-Exempt	\$10,292,265	\$10,145,475	-\$146,790
Exempt	<u>\$5,910,400</u>	<u>\$6,708,400</u>	\$798,000
<b>Total</b>	<u>\$16,202,665</u>	<u>\$16,853,875</u>	\$651,210

  

<u>Debt Interest</u>	<u>FY2024</u>	<u>FY-2025 Recommended</u>	<u>\$ Change of</u>
Non-Exempt	\$3,845,697	\$ 4,718,201	\$872,504
Exempt	<u>\$5,455,272</u>	<u>\$ 6,380,353</u>	\$925,081
<b>Total</b>	<u>\$9,300,969</u>	<u>\$11,098,554</u>	\$1,797,585

  

<b>Total Debt Service</b>	\$25,503,634	\$27,952,429	\$2,448,795
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Notable Budget Change: Second major debt issuance related to West Elementary Project in FY-25 for amount borrowed in December of 2023.

**Solid Waste:** \*Reclassified as a Fixed Cost

Salaries:	FY-2024	\$ 9,145	FY-25 Recommended	\$80,362	Change of	\$71,271
Expenses:	FY-2024	<u>\$3,815,216</u>	FY-25 Recommended	\$4,059,770	Change of	\$244,554
<b>Total</b>	FY-2024	<u>\$3,824,361</u>	FY-25 Recommended	\$4,140,132	Change of	\$315,771

**Unemployment** FY-2024 \$168,100 FY-25 Recommended. \$172,803 Change of \$4,203  
This relates to the Town's unemployment done through a self-insured trust and increased by 2.5% per year. Unemployment will include school reductions if that happens. The Town Manager is confident they won't need an additional appropriation.

**Reserve Fund:** \$2,000.00 per year under the guidance of the Finance Committee for unforeseen or unexpected expenses.

**People & Human Resources**

**FY-2024 FTE's 1.45 Salaries \$199,390 Recommended \$167,790. Change of -\$31,00**

Chief People Officer Brittany Lavoie reported that there is a decrease in salaries due to a reallocation of 1.55 FTE's moving into the HealthTrust to reflect the positions that manage the health benefits. A change in salaries of -\$31,601 reflects the positions that will be allocated into the Health Trust Fund.

Expenses: FY-24 \$20,000 FY-25 Recommended \$40,500 for a change of \$20,000 due to increases in expanded training and programming that will be offered for employees.  
There is no change in the total number of FTE's but there is an allocation in salaries.

The Office of DEI is joining the Human Resources Office.

Salaries:	FY02024	\$145,456	FY-25 Recommended	\$145,456	No change
Expenses:	FY-2024	\$10,000	FY-25 Recommended	\$ 30,000	Change of \$20,000

Notable budget changes include the re-organization of equity and engagement resource to the People & Human Resources Department. Increase in expenses for inclusion and cultural awareness trainings.

### **Goals**

Support goals that encompass the life cycle of the employee.

Develop and implement tools and programs that support recruitment and retention of a talented workforce. Expand training programs for employees, with a focus on cultural awareness, unconscious bias, and inclusion. Support town departments for employees with talent acquisition and talent management efforts which speaks to the increase in expenses as they take a more aggressive **approach** in recruitment. Make sure everyone has a connection to their community.

Ensure there are innovative benefit packages and clear pathways so employees can grow.

Ensure everyone has shared ownership in what they do and looking at benefits offerings are no cost or low cost.

Continue to manage employee benefits for town and school staff and retirees in a cost effective, but value driven approach.

**Equity & Engagement:** Jemma Lambert reported on the goals.

### **Goals**

Facilitate opportunities for meaningful community engagement that builds partnerships between municipal and citizen stakeholders.

Completion of two Leadership Academy sessions with 47 municipal employee graduates; about 25% are newly involved citizens.

Increase trust and civic dialogue and volunteerism.

Have completed six community events of celebration this past year and reflects their work experience.

Re-engaged youth in our Town with 800 students responding to their survey to better understand their needs. Many of the students are challenged and struggling so it is important to provide opportunity and engagements for them.

Achievement of DEI audit and a consequent strategic plan in 2021 and from there identified a series of goals and objectives as it relates to DEI in our Town and developed seven working groups that are now five groups and developed six community events this past year.

To better understand the current state of the kids in our schools, they reengaged the Youth DEI survey with 800 middle and high school students responding. Many of the students are challenged and struggling in many ways; they have had several youth summits to support the kids.

Developed and launched a new website and increased their social media presence.

In working with Brittany Lavoie and her team, they are deeply involved in adopting best practices in recruitment, retention and selection of a more diverse workforce.

Completed two trainings this year on DEI 101 and an unconscious bias training for staff which is something that is important to staff to excel in their positions.

### **Innovation and Technology**

Joe Piazza, Acting Director of Technology

FTE's: 2024 19.7 FY-205 19.7 No change

No changes in allocations of salaries

FY-2024	\$1,948,662	FY-2024 Recommended	\$2,036,308	Change of \$87,646
Expenses	\$ 916,865	FY-2024 Recommended	\$ 953,801	Change of \$36,936

Notable budget changes: Contract obligations and an increase in expenses resulting from the Transfer from the School Department to fund the leases for the student technology devices. There is a change in student devices.

Capital Budget Requests	Dept. Request	TM Rec.	TM Recommendations – Free Cash			
	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029
Annual Staff Device Refresh	\$ 447,574	\$340,000	\$553,871	\$558,603	\$551,412	\$ 551,412
Annual Student Device Refresh	\$ 385,751	\$250,000	\$ 441,972	\$543,883	\$546,029	\$ 450,522
IT Infrastructure	<u>\$1,693,000</u>	<u>\$350,000</u>	<u>\$1,916,000</u>	<u>\$577,500</u>	<u>\$ 22,500</u>	<u>\$ 42,500*</u>
<b>Total</b>	<u>\$2,526,325</u>	<u>\$940,000</u>	<u>\$2,911,843</u>	<u>\$1,679,986</u>	<u>\$1,119,941</u>	<u>\$1,044,344</u>

\*General Fund Borrowing

They have a program in place for students to lease devices from the IT Dept at a low cost and on an as need based program.

The IT 3 Infrastructure Refresh is to upgrade their internal communications between all buildings and refresh the original data center with a major investment in IT security; the current technology is almost 15-years old; they have been stretching the life cycle as much as they can.

Goals and Objectives:

1. Prioritize cybersecurity Initiatives to mitigate security risks.

They have done a lot of work to be leading in the best practice through infrastructure improvements for cybersecurity initiatives to mitigate information security risks and awarded a \$250,000 State grant for infrastructure improvements at the Water Treatment Plant and implementing a multi-factor authentication across all users. Andover has approximately 30,000 devices on their network daily and will be looking into hiring an Information Security Officer. This position is listed under Business Services and Strategy under Administration and Finance located in Page 65 of budget book. (Paul Puzzanghera will be moving to a part-time benefited position).

Deploy Record Digitization System. They did not fund any documentation digitization in the CIP this year because they have been focusing on the strategic acquisition of a State Grant that awarded \$150,000 for the cost to digitize Town and School personnel files at no cost to the Town. There are some files they have to keep for a very long time.

Embrace and deploy administrative solutions to improve organizational efficiencies. They are partnering with the IT Department and Administration and Finance and the HR Dept on launching new Munis applications focused on streamlining of self service. Streamline payroll and personnel actions processes to increase data accountability and access.

Strategic Management and Acquisition of Technology Devices and Infrastructure. They are moving away from the lease program out of the CIP to it being an operating budget expense. They will look at different ways they can manage the fleet of devices and how they are being used now and how they can accomplish device needs within the budget making sure that they can be the most productive and efficient organization. The IT Team has helped lead that process. They will continue to make improvements in device procurement in partnership with the School Committee and to develop data driven approach to long-term technology plans.

**Innovation & Tech Goals & Objectives**

They are moving away from server-based programs to Cloud-based programs which is more efficient and secure. They will be working with the Finance Team to streamline employee self-service.

**Department Budgets**

**Facilities**

Reported by Janet Nicosia, Director of Facilities

Salary increases due to contractual obligations.

Expense increases due to increases in energy costs.

<u>Administration</u>		FY-2024 FTE's 8.0	FY-25 FTE's 8.0	No change	
Mechanical Electrical is now fully staffed.					
Salaries	FY-24	\$839,185	FY-25 Recommended	\$891,866	Change of \$52,681
Expenses	FY-24	<u>\$ 77,350</u>	FY-25 Recommended	\$ 81,350	Change of \$4,000
<b>Total</b>	FY-24	<u>\$916,535</u>	FY-25 Recommended	\$9,73,216	Change of \$56,681

<u>Facilities Services</u>	Major increase in energy costs from new contract effective in December.				
	FTE-s: FY-24 10	FY-25 10.0	No change		
Salaries FY-24	\$ 688,112	FY-25 Recommended	\$704,899	Change of \$16,787	
Expenses FY-24	\$ 364,250	FY-25 Recommended	\$395,000	Change of \$30,750	
Sale of Service	<u>-\$60,000</u>	FY-25 Recommended	-\$40,000	Change of \$20,000	
<b>Total</b>	<u>\$922,362</u>	FY-25 Recommended	\$1,059,899	Change of \$67,587	

<u>Building Maintenance</u>	FTE's 5.5	FY-25 Recommended	5.5	No Change	
Salaries FY-24	\$436,229	FY-25 Recommended	\$444,037	Change of \$7,708	
Expenses	<u>\$333,500</u>	FY-25 Recommended	\$299,750	Change of -\$36,750	
<b>Total</b>	<u>\$772,729</u>	FY-25 Recommended	\$743,787	Change of -\$28,942	

<u>Mechanical / Electrical</u>	FTE's 9.0	FY-25 Recommended	9.0	No Change	
(They are now fully staffed having found an HVAC mechanic and HVAC refrigeration apprentice)					
Salaries FY-24	\$768,604	FY-25 Recommended	\$785,418	Change of \$16,814	
Expenses FY-24	<u>\$583,300</u>	FY-25 Recommended	\$590,800	Change of \$7,500	
<b>Total</b>	<u>\$1,351,904</u>	FY-25 Recommended	\$1,376,218	Change of \$24,314	

**Street Lighting**

Expenses. FY-24	\$85,000	FY-25 Recommended	\$90,000	Change of \$5,000	
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They have a new contract for the maintenance of the street lights which is a little higher.

Major Projects: Building Mechanical Electrical Town & School, Town Vehicles, Town Parks Playground improvements, Major Town Projects, Town/School Energy Initiatives.

FY-25 Total request of \$2,730,000. FY-25 Recommended \$2,954,000 from General Fund Borrowing.					
FY-25 School-Wide-Maintenance requesting	\$ 1,00,000	FY-25 Recommended	\$930,000		
School Projects by Building	FY-25 requesting \$ 280,000	FY-25 Recommended	\$280,000		
Major School Projects	FY-25 requesting <u>\$1,300,000</u>	FY-25 Recommended	\$1,300,000		
<b>Total</b>	FY-25 requesting. <u>\$2,580,000</u>				

This year they had a grant to work on the football field (Playstead) and to work on the Tucker Field sign and a score board coming up in the next few weeks.

Major projects: Nason's Landing, demolition of the barn on the Park Property on Chandler Road, adding

HVAC to the 'garage' area at the Youth Center, adding a gender-neutral bathroom to the first floor of Town Offices, changing the theater lighting in the WW I Memorial Auditorium to LED lighting.

Andover Public Schools: School I includes School-wide maintenance, projects by building, and major school projects: **Total** \$2,580,000 FY-25 Recommended \$2,510,000.

Putting the elevator in and renovations at Doherty Middle triggered coding updates that included changing the fire detection systems and announcement systems, adding strobes, and within five years addressing all of the ADA compliant issues in the school.

There is maintenance work to complete at South School and asked for supplemental funds to complete the work in the West Middle School kitchen, adding trees for shading at the back of High Plain/Wood Hill School where it is currently paved to make the area more useable for the students. They have funds in School 5 for a water heater at Wood Hill/High Plain. They were able to replace one, but have to replace the other.

Departmental Goals:

West Elementary/Shawsheen School Project: They are about 50% done and there has been very little use of contingency funds. The old school will start to be demolished this summer with students moving into the new school in the fall of 2024 and the preschool students will move over in the fall of 2025.

Town Offices – Third floor: Nearing completion which are really dramatic and Janet Nicosia thinks everyone will be pleased with the functionality and the beauty. They will be updating the first and second floor after getting offices moved back to the third floor.

They expect the DMS project to open in the fall of 2024 in addition to the new elevator and staircase they are moving the ramp systems.

Continuing to work on AHS and support the team in developing an interim approach to address some of the issues there.

Continue to improve safety and security with enhancements to security systems, alarms, building automation to keep pace with new technology and trends and adding strobes.

Improve universal accessibility to programs, parks, playgrounds, recreation areas and utilizing designer materials that reduce barriers and welcome visitors of all abilities. (Nason's Landing, Haggetts Pond, etc.)

Achieve a high standard for facilities maintenance and construction and keep staff informed. They want to support staff and the Administration's goal to meet the needs and desires of both citizens and employees.

Memorial Hall Library

Barbara McNamara, Director of Memorial Hall Library reported that their budget is level funded.

FTE's:	FY-24	26.9	FY-25	26.9	No change		
Salaries	FY-24	\$2,383,930	FY-25 Recommended	\$2,414,256	Change of	\$30,326	
Expenses.	Fy-24	<u>\$ 674,179</u>	FY-25 Recommended	\$ 683,085	Change of	\$ 8,906	
<b>Total</b>	FY-24.	<u>\$3,058,109</u>	FY-25 Recommended	\$3,097,341	Change of	\$39,232	

Goals and Objectives: For the last two years they spent time building, staffing, and training to open their Maker Space. This year they are making a concerted effort for Maker-space programming offering a project every month and also using the space for those who sew and craft on a regular basis and technology-based maker space equipment and will roll out classes on specific pieces of the equipment.

Goals and Objectives (cont'd)

Increase Makerspace programing.

Continue to update Library Policies with the Library Board of Trustees.

Continue updating policies related to computer usage access, cyber-security, internet access etc.

Continue updating collection policies with special thanks to the new Town Counsel, Doug Heim for his assistance.

Continue to expand services to deliver materials to residents unable to visit the library in collaboration with the TOPS program. The students come to the library and help collect and bag up materials to deliver to residents at Stone Hill and Marland Place. They are very proud of the Book Club for adults that was launched in January .

They continue to expand library DEI initiatives; one of the things they are very proud of is the Next Chapter Book Club for adults with intellectual or developmental disabilities that gives them some agency in what they want to read. They engaged the services of both a Russian and Chinese language consultant to maintain their language collections and assist immigrant families housed in Andover to obtain library cards and technology assistance to access electronic resources.

They will be looking at the reference areas to reconfigure the space and complete a refresh of level one. Painting of level one was completed in January and they are working on replacing the carpeting. A new circulation desk will be installed in the spring and over the summer they will be exploring options for upgrading the reference area. They will be looking at their reference area to possibly make use of for study rooms.

Staff library continues to maintain services desired by Town residents.

Provide professional development/ training for staff using available programs i.e. state and local.

They experienced a tremendous of staff turnover retirement this year. The staff is relatively new and young; her goal is to encourage them to participate in some type of professional development and will do that through the program Brittany Lavoie offers.

Ms. McNamara gave a special shout-out to coworkers in community service for working on services for summer programs for kids being housed in Andover including transportation.

**Dept of Community Services:** Deputy Town Manager Mike Lindstrom reported that it has been a great year for the four divisions; Community Service, Elder Services, Youth Services, Recreation, and Veteran Services. They have seen considerable growth in events, participation and program offerings across the Board due to the passion that the division heads and men and women of the department bring every day.

Jane Burnes, is the Director of Elder Services, and Chris Dempsey is Director of Recreation, and Deputy Director of the Department. The team focus is sustainable growth and they want to ensure that they are meeting the needs of the community every day in an evolving field. Their goal is to manage and fund positions and operations through program revenues with the core focus of what goes on every day and what evolves every day, and targeted operations to streamline operations and meet the evolving needs and grow sustainably.

**Elder Services:** No major modifications. Salary increases reflect contract obligations and longevity and some targeted increases in part-time hours to expand programming to meet the needs of the community.

FTE's: FY-24 8.73 FY-25-9.12 FTE. FTE's from other sources. 2.85 Total FTE's 11.97

Salaries FY-24	\$684,553	FY-25 Recommended.	\$732,677	Change of \$48,124
Expenses FY-24	\$219,000	FY-25 Recommended	\$220,100	Change of \$1,100
Federal Grants	-\$51,000	FY-25 Recommended	\$ 0.00%	Change of \$0

Sale of Service	<u>-\$55,000</u>	FY-25 Recommended	<u>-\$55,000</u>	Change of \$0
<b>Total</b>	<u>\$797,553</u>		<u>\$846,777</u>	Change of \$49,224

There are some targeted increases in part-time hours to meet needs of the community.

**Community Services Recreation**

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FTE's: 2024	2.0	FY-25	2.0		
FTE's from other sources			<u>5.55</u>		
Total FTE's:			7.5		
Salaries FY-24	\$518,07	FY-25 Recommended	\$533,123	Change of \$15,047	
Expenses-FY-24	<u>\$235,565</u>	FY-25 Recommended	\$228,400	Change of -\$7,165	
Sale of Service-	-\$556,52	FY-25 Recommended	<u>-\$576,531</u>	Change of -\$20,000	
<b>Total</b>	<u>\$197,100</u>				

**Recreation:** Christopher Dempsey, Director of Recreation

Recreation has had a reduction in staff, but not a reduction in services. This has been a successful program especially after Covid when they had to roll back programming and lay off some of the recreation staff. Since that time, Chris Dempsey has built back the program. The program manages five sites and brings a major profit to the Town. Funds contribute towards the evolving needs at Rec Park and Pomp's Pond. They are going to strategize to have part-time administrative help to meet the growing needs and hiring of building monitors to help expand programming.

The Kid Care Program has grown significantly. Currently, they manage five sites that bring a major profit to the Town. Sale of Service indicates an increase in program growth and expansion. They have evolving needs at Rec Park and Pomp's Pond and are looking at ways to offset the cost for capital needs.

Reduction in Staff: AYS increase in growth as program offerings grow. They are going to strategize to have part-time administrative help and building monitoring.

**Community Services -Youth Services**

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FTE's:	FY-24	5.0	FY-25	3.0	FTE's from other sources	1.83	Total FTE's	4.83
Salaries	FY-24		\$410,714		FY-25 Recommended	\$403,958	Change of	-\$6,756
Expenses-FY-24	\$135,550		\$403,958		FY-25 Recommended	-0.04%	Change of	-\$50.00
Sale of Service	-\$ 25,000		-\$45,000		FY-25 Recommended	80.00%	Change of	-\$20,000
AYF Gift	\$0		\$0		FY-25 Recommended	\$-0	No Change	
<b>Total</b>	<u>\$ 521,264</u>		<u>\$494,458</u>		FY-25 Recommended	\$494,858.	Change of	-\$25,806

**Goals & Objectives:**

Continue sustainable growth & expansion Of Dept of Community Service programs and revenue  
 Established a Kid Care Division under the Recreation Department and hired a Director of Kid Care.  
 Targeted increase of part-time hours to increase programming offerings in both Elder Services and Andover Youth Services.

Develop and implement a formalized scholarship process across the Department.

Modified funding language across departments to allow for expanded rentals to fund CIP within buildings.

Increase event and program participation: New programs focused on inclusive and adaptive programming.

Began outreach project bringing programs to neighborhoods.

Collaborated between divisions to create community events to maximize participation and resources.

Financial Reporting: Streamlined financial reporting across Community Services divisions to use same methodology and reports for more uniform analysis of participants and revenue across the board.

**Veteran Services**

Mark Comeiro, Director of Veteran Services does a great a great job and has become a regional leader in the area securing \$400,000 in Veterans Services. Having Mark in the Robb Center provides more visibility for this Department.

Salaries:	FY-24	\$106,934	FY-25 Recommended	\$109,682	Change of \$2,748
Expenses:	FY-24	<u>\$ 62,400</u>	FY-25 Recommended	\$ 62,400	No Change
<b>Total</b>	FY-24	<u>\$169334</u>	FY-25 Recommended	\$172,082	Change of \$2,748

**Patriotic and Civic Celebrations**

They are looking into holding a specialty event this fall for the Korean War.

Expenses	FY-24	\$30,000	FY-25 Recommended	\$35,000	Change of \$5,000
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Notable budget changes:

Increase in the number of Patriotic events in 2025.

Created a program to determine who is attending the programs and who are not and how do we bring the program(s) out to the neighborhoods and meet Veterans where they are at.

**Andover Police Dept**

FTE's:	FY-24	60.00	FY-25 Recommended	61.5	Funding from other sources 1.5
Salaries	FY-24	\$ 7,384,269	FY-25 Recommended	\$7,672,897	Change of \$288,628
Expenses	FY-24	\$ 932,000	FY-25 Recommended	\$884,000	Change of -\$48,000
Sale of Service	FY-24	-\$ 70,000	FY-25 Recommended	-\$60,000	Change of \$10,000
Reserve Funds	FY-24	<u>-\$108,659</u>	FY-25 Recommended	-\$111,647	Change of - \$2,988
<b>Total</b>	FY-24	<u>\$ 8,137,610</u>	FY-25 Recommended	\$8,385,250	Change of \$247,640

Chief Keefe reported on the change in Contractual obligations and that there is a reduction in expenses related to allocation of medical expenses.

**Central Dispatch**

\*reduction is in part-time communication salaries

FTE's:	FY-24	11.0	FY-25	No Change	11.0
Salaries	FY-24	\$ 1,015,762	FY-25 Recommended	\$1,000,475	Change of -\$15,287
Expenses	FY-24	<u>\$ 29,000</u>	FY-25 Recommended	\$23,000	Change of -\$ 6,000
<b>Total</b>		<u>\$ 1,044,762</u>	FY-25 Recommended	\$1,023,475	Change of -\$21,287

**Parking Control**

FTE's:	FY-24	1.5	FY-25	No Changes	1.5
Salaries:	FY-24	\$ 99,712	FY-25 Recommended	\$102,173	Change of \$2,461
Expenses	FY-24	\$ 57,000	FY-25 Recommended	\$ 62,000	Change of \$5,000
Reserve Fund		<u>-\$156,712</u>	FY-25 Recommended	\$-164,173	Change of -\$7,461

**Animal Control**

No Changes

FTE's:	FY-24	1.0	FY-25	No Change	1.0
Salaries	FY-24	\$77,816	FY-25 Recommended	\$78,957	Change of \$1,141
Expenses	FY-24	\$ 7,300	FY-25 Recommended	\$7,300	No Change

**Emergency Management**

Salaries	FY-24	\$ 1,500	FY-25 Recommended	\$1,500	No Change
*Expenses	FY-24	\$22,000	FY-25 Recommended	\$26,500	Change of \$4,500
<b>Total</b>		<u>\$23,000</u>	FY-25 Recommended	\$28,000	Change of \$4,500

\*Dept expense increase related to the Code Red Notification System

**CIP:**

Police Vehicles Replacement	FY-25	requesting	\$205,000	Funding from Free Cash
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Firearms Replacement FY-25 requesting \$ 65,000 Funding – General Fund Revenue

**Total CIP requests** FY-25 requesting \$270,000

- Ford will not be producing the Hybrids for the police interceptor vehicles. The only hybrids will be the Explorer Premium Packages.
- Firearms replacement: the current weapons they have had for 10 years and are showing a lot of wear and tear.

Goals & Objectives

~Staff Dept on the needs for the Dept and Town to better serve the community.

Maintain 100% Department strength (currently 987 with one opening for a patrolman) They have had seven personnel changes in 2023 and hired a Mental Health Clinician

They were reaccredited in January 2024 and will start the process for Nationally accredited Standards. All personnel should be nationally accredited by July.

They continue to host, train, educate and mentor Officers and staff to create an environment of lifelong learners who will continue to strive for excellence in the profession. Continue to host challenging and pertinent training in the Public Safety Training Room . Four of six lieutenants have completed the Executive Management Programs (FBI NA/NW)

Increase Community relations and expand community services to the community.

They have a Mental Health LCSW who rides with the Community Support Sergeant Monday-Friday from 12:00-8:00 PM who goes to calls to assist; they. have made a large impact in the community and paid through a Dept of Health Grant. The goal is to cut down the number of emergency room visits.

The Traffic Unit will increase to two officers for FY-25.

They forecast the retirement of five Senior Employees in early 2025.

There will be a lot of changes.

**Emergency Management**

Continue to meet monthly with Town Departments to identify security and safety issues,

Continue to train and plan for the next Emergency.

EOC has been updated with new technology.

Question: How long does the National Accreditation take? They have to purchase the software and when in place, it shouldn't take long.

**Fire Rescue**

Chief Mansfield reported on the proposed budget for the Fire Rescue Dept.

There is a 4.20% change in salaries:

FTE's:	FY-24 81.0	FY-25 81.0		No change
Salaries FY-24	\$9,255,441	FY-25 Recommended	\$ 9,644,286	Change of \$388,845
Expenses-FY-24	\$ 749,465	FY-25 Recommended	\$ 691,504	Change of -\$57,961
Sale of Service	<u>-\$1,750,000</u>	FY-25 Recommended	<u>\$-1,750,000</u>	No Change
<b>Total</b>	<u>\$ 8,254,906</u>	FY-25 Recommended	<u>\$ 8,585,790</u>	Change of \$330,884

Medical expenses are moving out of the Public Safety Dept to provide more predictably in costs and will be an actual in the regular wage and the medical are not in 5151 but 5256 based on how they are changing funding for actual expenditure to a warrant article that will provide more predictability in budgets. One of the decisions they think about when making different recommendations is actuals in those categories and based on history as well. The recommended appropriation is consistent with prior year spending.

They now have an internal trainer taking on some of the responsibilities of outside training. When it comes to life safety equipment the Town Manger’s Office will make it work; they prioritize safety. They have just issued each firefighter a new radio. Question: What if there are more radios needed than what is budgeted?

They will work with the Town Manager’s Dept. The Public Safety Dept and the Town Manager’s Dept on needs. They have the flexibility in the operational budget to make up the difference.

**Goals/Objectives:**

Improve communications through multi-band portable radios.

This was a 2-phase process. Upgrades necessary for mutual aid.

~Develop specifications and begin the design of the Engine 1 replacement. Process completed and apparatus ordered last July with delivery sometime in 2027.

~Engaged with Civil Service to begin the process of hiring personnel to fill existing vacancies and given approval in FY2024 to hire an additional 10 firefighters

~New Academy graduates have been permanently assigned; they will have a third ambulance in play.

~They were able to develop, train, and implement Emergency Medical Services Bicycle Response Team (15 personnel) which went into effect in May of 2024 and utilized in several events.

~Streamlined permitting process on-line.

~Digitization of records. They were able to get rid of a lot of paper.

CIP requests:	Dept Request	TM Recommended	Funding Source
Radio Box Repeater System	\$130,000	\$130,000	General Fund Borrowing
Thermal Imaging Camera Replacement	\$ <u>90,000</u>	<u>\$45,000</u>	General Fund Borrowing
<b>Total</b>	<b><u>\$220,000</u></b>	<b><u>\$175,000</u></b>	

They have ten additional firefighters coming on board that were approved to hire in FY-24.

There are about a dozen employees who could retire in the near future.

They haven’t had any issues in the past except making sure they have enough applicants.

Chief Mansfield is retiring this year.

**Dept of Public Works** – Director of Public Works Chris Cronin and Deputy Director Carlos Jaquez  
Chris Cronin and Carlos Jaquez reported that they conducted a reorganization as a result of office staffing as a result of Business Office staffing.

**Administration**

FTE’s: 2024 2.0	FY-2025	2.0 No change		
Salaries FY-24	\$238,475	2025 Recommended	\$270,496	Change of \$32,021
Expenses FY-24	\$ <u>11,650</u>	2025 Recommended	\$ 10,150	Change of -\$1,500
<b>Total</b>	<b><u>\$250,125</u></b>	2025 Recommended	<b>\$2,80,646</b>	<b>Change of \$30,521</b>

They have a number of divisions and have re-shuffled personnel within the department. The Assistant Town Engineer was reallocated to the Water Enterprise Fund. Expenses are up 10% due to storm water management and utilities.

**Business Office**

Notable Budget Change – DPW Business Manager transferred to Manager Administration & Finance

FTE’s: 2024 3.1

FT’s: 2025 2.0

Salaries FY-24	\$271,953	2025 Recommended	\$1,43,216	Change of -\$128,737
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Expenses FY-24	\$ 33,000	2025 Recommended	\$ 29,000	Change of - \$4,000
<b>Total</b> FY-224	<u>\$304,953</u>	2025 Recommended	\$172,216	Change of -\$132,737

Engineering

Notable Budget Change – Re-allocation of Asst. Town Engineer to Water Enterprise Fund

FTE's: 2024 3.0

FTE's: 2025 2.5

Salaries FY-2024	\$340,377	2025 Recommended	\$285,579	Change of -\$54,798
Expenses FY-24	<u>\$134,700</u>	2025 Recommended	\$120,700	Change of -\$14,000
<b>Total</b>	<u>\$475,077</u>	2025 Recommended	\$406,077	Change of -\$68,798

Highway

FTE's 2024 15.5

FTE's: 2025 15.5 No change

Salaries 2024	\$1,267,661	2025 Recommended	\$1,308,345	Change of -\$40,684
Expenses 2024	<u>\$ 608,500</u>	2025 Recommended	\$ 576,881	Change of -\$31,619
<b>Total</b>	<u>\$1,876,161</u>	2025 Recommended	\$1,885,226	Change of \$ 9,065

Snow and Ice

Salaries	\$ 198,000	2025 Recommended	\$ 198,000	No Change
Expenses	<u>\$ 1,049,000</u>	2025 Recommended	\$1,049,000	No Change
<b>Total</b>	<u>\$ 1,247,000</u>	2025 Recommended	\$ 1,247,000	No Change

Forestry

FTE's 2024 4.0

FTE's 2025 4.0

Salaries 2024	\$337,497	2025 Recommended	\$348,739	Change of \$11,242
Expenses 2024	<u>\$122,410</u>	2025 Recommended	\$118,050	Change of -\$4,360
<b>Total</b>	<u>\$459,907</u>	2025 Recommended	\$466,789	2025 Recommended

Expenses related to other services: Outsourcing to a different contractor.

Spring Grove Cemetery

FTE's 2024 3.0

FTE's 2025 3.0

Salaries 2024	\$240,435	2025 Recommended	\$224,503	Change of -\$15,932
Expenses 2024	\$ 50,695	2025 Recommended	\$ 54,420	Change of \$3,725
Sale of Service	<u>\$-60,000</u>	2025 Recommended	\$-60,000	No Change
<b>Total</b>	<u>\$231,133</u>			

Parks & Grounds Salaries a little lower due to a retirement

FTE's 2024 7.5

FTE's 2025 7.5

Salaries 2024	\$673,861	2025 Recommended	\$674,674	Change of \$813
*Expenses 2024	<u>\$154,400</u>	2025 Recommended	\$159,252	Change of \$4,852
<b>Total</b>	<u>\$828,261</u>	2025 Recommended	\$833,926	Change of \$5,665

Some of the expense is due to the Downtown Beautification Projected.

Vehicle Maintenance

Salaries				
FTE's 2024 4.0	\$352,965	2025 Recommended	\$355,618	Change of \$2,653
FTE's 2025 4.0	<u>\$472,426</u>	2025 Recommended	\$472,426	Change of \$6,000
<b>Total</b>	<u>\$825,391</u>			

Sewer Enterprise Fund

FTE's 2024 4.0

FTE's 2025 4.0

Salaries 2024	\$ 378,940	2025 Recommended	\$388,877	Change of \$9,937
Expenses 2024	\$3,860,798	2025 Recommended	\$4,188,392	Change of \$327,594
Sewer Debt Service	<u>\$1,558,288</u>	2025 Recommended	\$1,173,278	Change of -\$384,950
<b>Total</b>	<u>\$5,797,966</u>	2025 Recommended	\$1,173,278	Change of - \$47,419

The biggest driver of expenses is due to the Greater Lawrence Sanitary Division.

Debt Service: Related to the large Sewer Project done about 20 years ago.

The Water Enterprise Fund reflects the New Rate Plan.

Capital Budget Recommendations requests totals \$12,39,126.

Major Annual Road Maintenance was completed and funded by State Aid Chapter 90 funds. Last year they were able to replace the roads that needed paved and last year were able to complete 99% of all roads within the gas impacted areas. The remainder is being completed in 2024. all

2025 Recommended by Town Manager \$1,395,126 from Special Dedicated Funds for localized repairs, fixing curb ramps, ADA compliant projects. Adopt a new comprehensive Sidewalk Master Plan to identify needs and implement improvements for walkability. Program follows the Master Plan set by the Town, this year and will be focusing on connectivity and reconstruction of sidewalks in poor condition that are heavily used in the Town.

Storm Water Management – The vast majority of cost will be used towards development of a feasibility study and more information will follow. Storm Water Utility is a funding mechanism for storm water expenses. In the last fifteen years, it has gained more wide-spread adoption to have some mechanism to fund the account.

Public Works Vehicles: They are coming into the five-year cycle for vehicle replacement (Large vehicles). They expect the life cycle of the new vehicles will be longer and will be a change on how they project out the future funding schedule for the vehicles due to the development of Campanelli Drive.

Drainage Improvements is a particular focus of the Department for this year. There are areas to be improved or repaired in the storm water drainage and have targeted areas throughout the town.

They performed a major rehabilitation of the Essex Street Bridge and found some deficiencies due to a recent bridge review by the State. They were able to make the required repairs and bring it into compliance with funds available.

Major Water Main Improvements – through the accelerated program they identified some acute problems within the distribution system and focused on water quality which meant replacing old unlined cast iron water mains. They are asking for \$6M which is consistent with what they asked for in previous years and part of their effort to increase the reliability of the water system and the ability to transfer more water.

Water Treatment GAC Replacement – an annual request to replace the GAC activated carbon and two filters every year.

Sanitary Sewer Collection – General improvement for areas that need attention.

Inflow Infiltration removal program required a mandatory plan for water coming into the system that doesn't belong there. They taking out leaking sewer pipes in a number of sub-areas in Town.

Shawsheen River Interceptor Improvement Program which runs all along the river to our Pump Station in Shawsheen and will allow them to address and replace problems.

**Goals and Objectives:**

In cooperation with the MA Dept of Environmental Protection, identify and replace all lead service lines within the Andover Water Distribution Service. They have engaged with Mass DEP to identify and replace the lines in Town and have investigated 100% of the lines. They expect to replace all of the 71 lead or lead component lines this calendar year.

Maintain roadways in Andover – Completed re-pavements for the 4-5 miles allowed per year.

Adopt a new Comprehensive Sidewalk Master Plan to identify needs, implement improvements and approve walkability.

Improve Customer Service includes reaching out to residents and businesses.

Improve Winter operations and road conditions. They continue to improve their operations and training of operators of best management techniques of road salt application and upgraded the fleet of telematics and treatment of trucks to ground speed controllers for salt application.

Develop and adopt a Complete Streets Policy with a goal to complete and finalize the plan and submit to Mass DOT.

Become an American Public Works Association Accredited Agency that provides an opportunity for agencies to earn an accreditation after completion of an evaluation and review process. The application for Voluntary Accreditation was submitted to APWA in December 2023. The process can take up to two years.

**C. Adjourn**

At 2:15 PM on a motion by Laura Gregory and seconded by Alex Vispoli the Select Board adjourned.

On a motion by Paula Colby-Clements and seconded by Brian Major the Finance Committee adjourned.

**Respectfully submitted,**

*Dee DeLorenzo, Recording Secretary*



## Select Board Meeting

Monday, March 18, 2024

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 Meeting of Monday, March 18, 2024 to order at 7:00 PM.

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

Others in Attendance: Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, Chief Administrative & Financial Officer, Patrick Lawlor, Town Counsel Doug Heim, and Deputy 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 that there will be a joint meeting of the School Committee and the Town Building Advisory Committee on Wednesday, March 20<sup>th</sup> at 5:00 PM in the School Committee Room to talk about an interim approach for Andover High School. The first step was to solicit interest for designer (architect) services. The Town Manager is asking the School Committee to approve the scope of work for designer selection. The appropriation was just to appropriate funds for an architect. Construction of funds for a project would have to go before Town Meeting and then to the ballot for a debt exclusion (funds have been appropriated for a designer/architect services).

Mike Lindstrom reported that there will be a fourth public meeting for Complete Streets tomorrow from 6:30-8:30pm Presentation on the priority project and a list of over 30 projects that they will gather additional feedback on and then submit to the State the first week of April to be eligible for \$2.5M in funds for sidewalk and pedestrian infrastructure improvements.

Patrick Lawlor said the Town is now accepting nominations for the Virginia Cole Community Services Award that is given out annually at Town Meeting to a resident who has made outstanding long-term contributions to the Town in an elected appointed or volunteer role. They will be accepting nominations through April 5<sup>th</sup>. Additional information and nomination form is available on the Town website.

Austin Simko reported that the Annual Town Election will be held on Tuesday March 26<sup>th</sup> and the deadline for voters to request a mail-in ballot is tomorrow at 5:00 PM. Ballots can be submitted in-person or emailed to the Town Clerk. He suggested ballots be brought to the Town Clerk's Office or deposited in the mailbox outside of Town Offices if possible. Alex Vispoli thanked the Board, Austin Simko, and Patrick Lawlor for joining in the perambulation on Saturday Morning to confirm the Town boundaries.

As this is Annie Gilbert's last Select Board Meeting, she took the opportunity to thank her colleagues on the Select Board, Chris Huntress, Laura Gregory, Melissa Danisch and Alex Vispoli, as well as her former colleagues, Paul Salafia, Dan Kho, and Dick Howe; she learned so much for all of them. They have been through many issues they never could have predicted (i.e. gas explosion, pandemic). It has been an honor to serve with all of the Select Board members and also thanked the Town Manager and his staff for the amazing work they do every day on behalf of the community.

One of the really special privileges of being on the Board is having the opportunity to work and learn from such dedicated professionals. It has been an exceptional experience. She also thanked the residents of Andover and dozens of people who serve on local boards and to the hundreds of people who come to Town Meeting to make their voices heard. We are very fortunate to live in a town with so many residents who truly do care about our community. She also thanked her family for their support.

Melissa Danisch said Andover has been fortunate to have the benefit of Annie Gilbert and Chris Huntress who have been tireless in their efforts on behalf of the Andover Community. Thank you both for your long-standing commitment to public service and she truly valued the time and service they both shared with her since she joined the Board

Alex Vispoli thanked Annie Gilbert and Chris Huntress for the contributions they have brought to the Select Board.

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

Steve Walther, Morton Street, proposed that the Select Board put Articles 7 and 34 together on the warrant for the upcoming Town Meeting. Melissa Danisch said they would be put together. He also commented on the format of the recent Special Town Meeting. There was a mixture of presentations and citizen comment. The comment time for citizens is a precious resource; his recommendation is that both sides on any particular article, finish their presentation before comments.

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

##### **A. Affordable Unit Right of First Refusal – 170 Haverhill Street, Unit 117**

Denise Johnson, Andover Community Trust reported that Unit 117 located 170 Haverhill Street is up for sale because the Town does not have funds to purchase the unit. This is a unit available for two people at 80% of medium income and has been advertised. The unit is monitored by Chapa.org and also on the Andover Community Trust website (under housing available homes.)

Annie Gilbert moved that the Select Board not exercise the Board's right of first refusal to purchase the affordable housing unit at 170 Haverhill Street, Unit 117. Motion seconded by Alex Vispoli and voted 4-0 to approve.

##### **B. Annual Town Meeting Warrant**

Board to consider voting to sign the 2024 Annual Town Meeting Warrant.

Alex Vispoli moved to sign the Warrant for the 2024 Annual Town Meeting. Motion seconded by Laura Gregory and voted 4-0 to approve.

**Annual Town Meeting Articles**

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

	<p><b>P6:</b> Financial Housekeeping Articles A-8  <b>P6A</b> Budget Transfers No action at this time  <b>P6B</b> Supplemental Budget Appropriation: No action at this time.  <b>P6C</b> Stabilization Fund - No action at this time  <b>P6D</b> Free Cash. No action at this time</p> <p><b>P6E.</b> Unexpended Appropriations: Acquisition of Granley Drive \$1,653.84.  PE Article 29 of the 2020 Town Meeting acquisition of 157 Andover Street in the amount of \$7,519.85. Total of \$9,173.69 to be closed out and returned to Free Cash. Laura Gregory moved to recommend Town Meeting Approval of Article P6E in the amount of \$9,173.69. Motion seconded by Alex Vispoli and voted 4-0 to approve.</p> <p><b>P6F:</b> Annual Appropriations; Total of \$21,362.18. (Article 5 2018 Town Meeting Health inspection Software in the amount of \$21,333.18 and Article 5 of the 2021 Town Meeting – Master Plan Compilation and Completion returning \$29.00. Total of \$21,362.18. Alex Vispoli moved to recommend Town Meeting approval of P6F in the amount of \$21,362.18. Motion seconded by Laura Gregory and voted 4-0 to approve.</p> <p><b>P6G.</b> Article to approve the spending limits for the revolving accounts. They are increasing the recommendation for the Recreation Division to \$1,750,000 from \$1,000,000. Annie Gilbert moved to recommend Town Meeting approval of P6G for the fiscal year 2025 Revolving Accounts. Motion seconded by Alex Vispoli and voted 4-0 to approve.</p> <p><b>P6H:</b> Peg Access and Cable related expenditures. Total for FY-25 \$453,429. Alex Vispoli moved to recommend Town Meeting approval of P6H for Peg Access and Cable related expenditures in the amount of \$453,429. Motion seconded by Annie Gilbert and voted 4-0 approve.</p> <p><b>P6I:</b> Pension Obligation Bond Stabilization Transfer.  Laura Gregory moved to recommend Town Meeting approval of Article P6I Pension Obligation Bond Stabilization Fund Transfer. Motion seconded by Annie Gilbert and voted 4-0 to recommend approval.</p>
P7	<p><b>Ballot Question for Town Government</b>  Alex Vispoli moved to recommend Town Meeting approval of Article P7. Motion seconded by Laura Gregory and voted 4-0 to recommend approval.</p>
P10	<p><b>Unpaid Bills.</b> \$21,792.25  Patrick Lawlor explained that they have an unpaid bill from National Grid. MGL does not like municipalities to pay bills from prior fiscal years. They have corrected this situation and this will not be an issue going forward.</p> <p>Annie Gilbert moved to recommend Town Meeting approval for Article P10 Unpaid bills in the amount of \$21,792.25. Motion seconded by Laura Gregory and voted 4-0 to recommend approval 4-0 to approve.</p>

P23	<p>Zoning Bylaw -Non conforming units and structures.  Building Inspector Chris Clemente provided information on the recodification of the zoning bylaw which makes it more user-friendly.  Atty. Heim also provided information on this article. The by-law has been updated to be more consistent and transparent with what the state of the law is today is in Massachusetts.</p> <p>Laura Gregory moved to recommend Town Meeting approval of Article P23. Zoning Bylaw Amendment Non-conforming units and structures Motion seconded by Alex Vispoli and voted 4-0 to approve.</p>
P24	<p>Zoning Bylaw Amendment Off-Street Parking Requirements  Paul Materazzo, Director of Planning reported on this article to address several areas pertaining to parking and to calibrate the zoning to make Andover a more walkable place and allowing more flexibility. The Planning Board has recommended approval.</p> <p>Alex Vispoli moved to recommend Town Meeting Approval of Article P24 Zoning Bylaw Amendment Off-Street Parking Requirements. Motion seconded by Laura Gregory and voted 4-0 to approve.</p>
P25	<p>Street Acceptance Monarch Lane. Paul Materazzo and Atty Heim reported on this amendment. The Street is now ready for acceptance.  Annie Gilbert moved to recommend Town Meeting Approval of P25- Street acceptance Monarch Lane. Motion seconded by Alex Vispoli and voted 4-0 to recommend approval.</p>
P30	<p>Old Town Yard Confirmatory Actions  Austin Simko spoke to Article P30 – Agreement in the LDA with Minco.</p> <ol style="list-style-type: none"> <li>1. Harmonize how Buxton Court is laid out physically.</li> <li>2. Accommodates the private parcels Minco added to the development</li> <li>3. Confirmatory takings of several parcels within the Old Town Yard proper.</li> <li>4. Preserves public access.</li> </ol> <p>Alex Vispoli moved to recommend Town Meeting Approval of P30 - Old Town Yard Confirmatory Actions. Motion seconded by Annie Gilbert and voted 4-0 to approve.</p>
P31	<p>Taking by Eminent Domain of Hacienda Way – This is a private Warrant Article.  Atty. Heim provided information on the article, the subdivision that was laid out in the 1970’s with remaining lots that were not able to be developed due to wetlands. There were certain elements of the subdivision that were not completed. After 50 years, the roadway has become nearly impassable. They are proposing the Town take by eminent domain the roadway and the access they</p>

	<p>need to make improvements. The three residents are supporting the article. The article authorizes the Town to do something.</p> <p>Alex Vispoli moved to recommend Town Meeting Approval of P31 Taking by Eminent Domain of Hacienda Way. Motion seconded by Annie Gilbert and voted 4-0 to approve.</p>
P33	<p>Granting of a Non-Exclusive Access/Egress Easement Atty. Mark Johnson reported on this private article. Town Meeting Grant of Easement and Special Legislation at 264 Andover Street on behalf of Remi and Kathleen Maschot. The easement would be over town land to provide access to their garage.</p> <p>Alex Vispoli moved to recommend Town Meeting approve Article P33 granting of a Non-Exclusive Access/Egress Easement. Motion seconded by Laura Gregory and voted 4-0 to approve.</p>
P43	<p>Ballot Question: Type of Local Government. Private Warrant Article presented by Kathy Grant, Morton Street. Austin Simko shared background information on the steps they took to address this request.</p> <p>The Select Board discussed at length whether this was something they should do and opted to have P7 as a ballot question for Town Government.</p> <p>Annie Gilbert moved to recommend Town meeting disapproval of Article 34 - Type of Local Government. Motion seconded by Laura Gregory and voted 4-0 to recommend disapproval.</p>
P35	<p>General Bylaw Amendment – to amend the second paragraph of the General By-laws section one; contracts for the purchase of services or supplies shall be executed in the name of the Town by the Town Manager and should not contain any non-disclosure agreements (NDA’s) employee compensation and contracts for purchase of services or supplies and there to be a written codification of this agreement.</p> <p>Kathy Grant, Morton Street reported on Warrant Article P35. The Select Board tabled action on P35.</p>

C. Notice of Bond Authorization from Greater Lawrence Technical School

Board to discuss bond authorization for debt to be incurred by Greater Lawrence Technical School in connection with a land acquisition by Greater Lawrence Technical School.

Superintendent John Lavoie from the Greater Lawrence Technical School explained that they are looking to obtain a bond for \$4M in order to purchase a building and land on Andover Street in South Lawrence to allow expansion of their Medical Program and provide more access for students. Currently, they have approximately 1,800 students; this new facility will enable them to accommodate about 2,100 students.

This request would require a Town Meeting vote for the bond for them to move forward. Andover is one of four communities that has to approve this request. Andover's commitment to this Bond is 3% of the \$4 million; approximately \$120,000 plus interest which puts it at about a \$150,000 commitment over ten years; which is about \$15,000 per year.

Atty. Heim clarified that under the agreement when the Vocational School wants to borrow money for a capital project they notice the Board. If the Board is ok with the request, they don't have to do anything but accept the notice and say ok to the \$15,000 a year for them to acquire a second campus. If the Board had concerns, they could send it to Town Meeting for a vote.

Alex Vispoli moved to accept the notice and take no further action on the notice of bond authorization of Greater Lawrence Technical School. Motion seconded by Annie Gilbert and voted 4-0 to approve.

D. Special Town Meeting Warrant

Board to consider calling a Special Town Meeting (within the Annual Town Meeting) for Tuesday, April 30<sup>th</sup> at 7:00 PM, opening the warrant, inserting articles, closing the warrant, and signing the warrant. Austin Simko said the Warrant has two articles; the MBTA Article and the second relates to the GLTS land acquisition.

Alex Vispoli talked about possibly waiting to vote on the MBTA Article. Town Counsel said they would want to have that meeting as soon as possible. The Board discussed waiting on this article.

Annie Gilbert moved that the Board call a Special Town Meeting for Tuesday, April 30<sup>th</sup> at 7:00 PM to open the Warrant, insert articles as presented, close the Warrant and sign the Warrant. Motion seconded by Laura Gregory and voted 4-0 to approve.

E. Special Town Meeting Articles

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

1	<p>Zoning Bylaw Amendment / Multifamily Overlay District. Paul Materazzo, Director of Planning spoke to this article and why it is being considered by the Commonwealth, i.e. to create a range of housing options, increase property taxes, attract and retain employers and for the Town to maintain access to state grants. They have targeted three areas in Town: downtown Andover, Ballardvale and River Road. The Planning Board will hold their hearing and make their recommendation on March 19th.</p> <p>John O'Hara 53 Central Street, spoke about concerns residents that surround the downtown area and especially those who live on Lupine Road who think Lupine Road was not a good choice for housing because the lots are long and narrow, there is a lot of noise from the trains, and the area is surrounded by dense industrial development. They are concerned with more development in place that is beyond the mandate and exposing this to an overreach that may not pass at Town Meeting. Kevin Coffey is concerned with the zoning of the Shawsheen Plaza area.</p> <p>Annie Gilbert moved to recommend approval of Article I- Zoning Bylaw Amendment / Multifamily Overlay District established Multifamily Overlay District. Motion seconded by Laura Gregory and voted 4-0 to recommend Town Meeting approval.</p>
2	<p>Greater Lawrence Technical School Land Acquisition Alex Vispoli moved to recommend Town Meeting approval of Article 2 Greater Lawrence Technical School Land Acquisition. Motion seconded by Laura Gregory and voted 4-0 to recommend Town Meeting approval.</p>

**VI. Consent Agenda**

A. Appointments by the Town Manager

Laura Gregory moved to approve the following appointments by the Town Manager as listed on the Consent Agenda. Motion seconded by Annie Gilbert and voted 4-0 to approve.

Department	Name	Position	Rate/Term	Date of Hire
Community Services	Gabrielle Brickley	Kid Care Director	\$88,757.53/yr	04/08/2024
Department of Public Works	Paul Gahinet <i>(Milagros Puello)</i>	Assistant Town Engineer	\$91,900.40/yr	03/19/2024
Finance – Assessor’s Office	Aislyn Zybert <i>(Anne Berthold)</i>	Office Assistant III	\$55,959.78/yr	04/01/2024
Andover Police Department	Kathryn Kozikowski	Inspector of Animals	Term Expires 04/30/2025	05/01/2024
Council on Aging	Ralph Bledsoe	Member	Term Expires 06/30/2026	03/19/2024

**VII. Approval of Minutes**

A. Board to approve minutes from the following meetings:

December 6, 2023 Tri-Board, January 17, 2024 Select Board, January 22, 2024 Select Board

Annie Gilbert moved to approve the minutes of:

1. December 6, 2023 Tri-Board
2. January 17, 2024 Select Board
3. January 22, 2024 Select Board

Motion seconded by Alex Vispoli and voted 4-0 to approve.

**VIII. Adjourn**

At 9:40 PM on a motion by Annie Gilbert and seconded by Alex Vispoli, the Select Board voted 4-0 to adjourn the meeting of Monday, March 18, 2024.

Respectfully submitted,

Dee DeLorenzo  
Recording Secretary