

## BOARD OF SELECTMEN AGENDA

MONDAY, DECEMBER 5, 2016

SELECTMEN MEETING 7:00 P.M.

JOINT MEETING BOARD OF SELECTMEN, FINANCE COMMITTEE AND  
PERMANENT TOWN BUILDING COMMITTEE 7:35 P.M.

EXECUTIVE SESSION 8:45 P.M.

SELECTMEN'S CONFERENCE ROOM TOWN OFFICES

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The agenda for each meeting closes at 4:30 P.M. on the Wednesday preceding the meeting. Times designated for agenda items are estimated.

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### BOARD OF SELECTMEN

- I. Call to Order– 7:00 P.M.
- II. Opening Ceremonies – 7:00 P.M.
  - A. Moment of Silence/Pledge of Allegiance
- III. Communications/Announcements/Liaison Reports – 7:05 P.M.
- IV. Citizens Petitions and Presentations – 7:10 P.M.
- V. Continued Public Hearing – 7:15 P.M.
  - A. FY2017 Tax Classification – (20 Minutes)

Board to discuss and to consider to vote on classification and taxation of all property within the Town.

### BOARD OF SELECTMEN, FINANCE COMMITTEE AND PERMANENT TOWN BUILDING COMMITTEE

- VI. Regular Business of the Board – 7:35 P.M.
  - A. Permanent Town Building Committee to Present an update for the Municipal Services Building at 5 Campanelli Drive – (30 minutes)

Board to get an update from the Permanent Town Building Committee.
  - B. Zoning Score Card – (10 minutes)

Planning Board and Paul Materazzo, Planning Director will make a presentation to the Board on the Zoning Score Card.
  - C. Website Reveal – (5 minutes)

Town Manager and Deputy Town Manager will reveal the Town's New Website to the Board.
  - D. Approval of Policy Guidelines Section 1, Section 9 and Section 12 – (15 minutes)

Board of Selectmen to consider to vote to approve Policy Guidelines of Section 1, Section 9 and Section 12.

E. Appointment of Town Accountant Hiring Subcommittee of the Board of Selectmen- (10 minutes)

Board to discuss and consider voting to appoint a Town Accountant Hiring Subcommittee for the purposes of proceeding with the screening and initial interview process for hiring of a new Town Accountant. The Hiring Subcommittee shall be supported throughout the duration of the hiring process by the Town Manager, Deputy Town Manager, Finance Director, Chief Technology Officer, Assistant Superintendent of Schools for Finance and the HR Director.

F. Extension of the Appointment of the Acting Town Accountant – (5 minutes)

Board to consider extending the appointment of the Acting Town Accountant until March 31, 2017.

VII. Consent Agenda –8:35 P.M.

A. APPOINTMENTS – (Town Manager)

**That the following appointments by the Town Manager be approved:**

<u>NAME:</u>	<u>POSITION:</u>	<u>RATE:</u>	<u>DOH:</u>
<u>Department of Community Services</u>			
Liam Alden	Basketball Ref	\$9.00/hr.	11/28/16
Arsh Tiku	Sport Assistant	\$9.00/hr.	11/16/16
Madeline Mucher	Basketball Ref.	\$9.00/hr.	11/22/16
Donald Alois	Basketball Ref.	\$9.00/hr.	11/22/16
Nicole Dunn	Basketball Ref.	\$9.00/hr.	11/22/16
Nicholas Aycardi	Basketball Ref.	\$9.00/hr.	11/22/16
Madison Kefferstan	Basketball Ref.	\$9.00/hr.	11/22/16

Police Department

Matthew McMahon (v. Heseltine)	Patrolmen	P1 - \$50,769	12/5/16
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Daniel Vinning (v. Ouellette)	Patrolmen	P1 - \$50,769	12/5/16
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Poet Laureate Appointment – 3 year term

Linda Haltmaier	Poet Laureate
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VIII. Approval of Minutes from Previous Board of Selectmen Meetings – 8:40 P.M  
November 15, 2016 (Regular Meeting)

IX. Executive Session – 8:45 P.M.

Board to go into Executive Session for consultation with Town Counsel for confidential legal advice; to discuss litigation strategy for potential litigation; and to discuss contract negotiations with non-union personnel.

X. Adjournment– 9:45 P.M.

*If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact Wendy Adams at 978-623-8210 or [wadams@andoverma.gov](mailto:wadams@andoverma.gov) in the Town Manager's Office.*

**FY2017 DISTRIBUTION OF SINGLE FAMILY HOME PARCELS**

<b>VALUE RANGE</b>	<b>NUMBER OF PARCELS</b>	<b>PERCENT OF TOTAL</b>
0 to 300,000	106	1.2%
300,001 to 400,000	862	10.0%
400,001 to 500,000	2,183	25.4%
500,001 to 600,000	2,225	25.8%
600,001 to 1,000,000	2,786	32.4%
1,000,001 AND UP	448	5.2%
	8,610	100.0%

**FY2017 DISTRIBUTION OF COMMERCIAL AND INDUSTRIAL PARCELS**


<b>VALUE RANGE</b>	<b>NUMBER OF PARCELS</b>	<b>PERCENT OF TOTAL</b>
0 to 1,000,000	260	64.4%
1,000,001 to 2,000,000	44	10.9%
2,000,001 to 4,000,000	32	7.9%
4,000,001 to 6,000,000	16	4.0%
6,000,001 to 8,000,000	17	4.2%
8,000,001 to 10,000,000	13	3.2%
10,000,001 to 15,000,000	8	2.0%
15,000,001 to 30,000,000	6	1.5%
30,000,001 to 45,000,000	5	1.2%
45,000,001 to 60,000,000	1	0.2%
60,000,001 to 75,000,000	2	0.5%
	404	100.00%

Average 10 year tax bill increase at different shifts

FOR THE VOTE RESIDENTIAL FACTOR	SHIFT	FISCAL YEAR	AVERAGE		TAX BILL INCREASE	AVERAGE COMMERCIAL VALUE	AVERAGE COMMERCIAL TAX	TAX BILL INCREASE	AVERAGE INDUSTRIAL VALUE	AVERAGE INDUSTRIAL TAX	TAX BILL INCREASE
			SINGLE FAMILY VALUE	AVERAGE SINGLE FAMILY TAX							
87.6226	152.00	2017	604,053	9,188	2.72%	2,089,455	55,120	2.53%	4,262,878	112,455	1.92%
	152.00	10 yr avg	2017-2008	AVERAGE	3.28%			3.11%			3.48%
87.5036	152.50	2017	604,053	9,176	2.59%	2,089,455	55,297	2.86%	4,262,878	112,817	2.25%
	152.50	10 yr avg	2017-2008	AVERAGE	3.26%			3.15%			3.52%
87.3846	153.00	2017	604,053	9,163	2.44%	2,089,455	55,475	3.19%	4,262,878	113,179	2.57%
	153.00	10 yr avg	2017-2008	AVERAGE	3.25%			3.18%			3.55%
87.2656	153.50	2017	604,053	9,151	2.31%	2,089,455	55,663	3.54%	4,262,878	113,563	2.92%
	153.50	10 yr avg	2017-2008	AVERAGE	3.23%			3.22%			3.59%



TO: BOARD OF SELECTMEN  
ANDREW FLANAGAN, TOWN MANAGER

FROM: PAUL MATERAZZO, DIRECTOR OF PLANNING 

SUBJ: ZONING AUDIT – BOARD OF SELECTMEN TOWN MANAGER STRATEGIC PRIORITIES

DATE: DECEMBER 1, 2016

In support of the “Board of Selectmen Town Manager 2016/2017 Strategic Priorities”, the Planning Board has prepared the attached DRAFT Zoning Audit for review and comment. The goal of the Zoning Amendment Audit is to provide an evaluative framework through which the Planning Board can assess (1) whether proposed amendments are consistent with the Town’s Master Plan and Planning Best Management Practices, and (2) how proposed amendments may affect existing zoning bylaws.

With the increase of both public and private zoning amendments being considered on an annual basis, the intent of the Zoning Audit is to simply provide an evaluative framework to facilitate a discussion amongst the Board. The Planning Board welcomes your comments and suggestions in helping refine, with representatives from the Board and staff being available to discuss further at your next regularly scheduled meeting.

## **Town of Andover Zoning Amendment Audit**

Each year, the Town of Andover is presented with a unique opportunity to shape the future of the community by proposing and reviewing amendments to the Zoning Bylaw at Town Meeting. In order to assist the Planning Board with analyzing such zoning amendments that are submitted by Town Officials, Boards and Committees, or private residents, the Planning Board has created this Zoning Amendment Audit. The goal of the Zoning Amendment Audit is to provide an evaluative framework through which the Planning Board can assess (1) whether proposed amendments are consistent with the town's master plan and Planning Best Management Practices, and (2) how proposed amendments may affect existing zoning bylaws.

**According to the Andover Master Plan's Goals and Objectives for Land Use, Housing, Economic Development, Open Space and Transportation, does the amendment:**

- Include criteria that strengthens or maintains the Town's character.
- Encourage shared parking for uses with complementary parking demands?
- Encourage redevelopment of existing buildings or new construction that is not already allowed by existing zoning.
- Encourage sidewalks, pedestrian and bicycle paths?
- Encourage variety of residential choices and styles for a diverse demographic population?
- Encourage landscape design which would buffer adjacent properties?
- Encourage signage that continues to adhere to principles of good design and communicates efficiently?
- Encourage a wide range of ownership and rental housing types and densities, including adaptive reuse of existing housing stock (into smaller, manageable and efficient units)?
- Encourage preservation and restoration of existing structures of historic interest?
- Encourage affordable and manageable housing options for the elderly?
- Encourage alternative residential living such as life-care, assisted or congregate living?
- Encourage the creation of affordable housing for persons with disabilities (i.e., those with mental, physical or developmental challenges)?
- Encourage the creation and/or preservation of Andover's supply of affordable housing?
- Encourage job creation and/or the retention of existing jobs?
- Encourage redevelopment within the Business Districts and/or the Industrial Districts to keep them competitive?
- Encourage educational opportunities?
- Encourage opportunities for emerging new industry and startup businesses?

- Avoid conflict with any existing allowed uses?
- Encourage the creation of community open space (such as pocket parks, community gardens, connections to abutting open space or trail system, etc.)?
- Encourage features for accessibility for people with disabilities and both active and passive recreation?
- Encourage the protection of distinctive natural features and resources?
- Encourage connecting to the inter-connected regional transportation system?
- Encourage provisions for transportation and circulation best management practices?

**Other Considerations:**

- What other Zoning Districts are impacted?
- Are other sections in the Zoning Bylaw effected? If so, how many?
- Area of coverage (town wide, localized)?
- Does proposed amendment conflict with any other bylaw?
- Is this the product of thoughtful deliberation, with input from interested stakeholders, and planning consistent with best practices?
- Is this amendment within the proposing board or commission's purview?
- Is this amendment reactive, meaning is it a response to an event or municipal decision?
- Is this amendment reactive, meaning is it a response to the discovery of an existing loophole within the zoning bylaws?
- Is this amendment being proposed to prevent a specific development or eliminate existing allowed uses?
- Is the amendment being proposed to create a specific development opportunity?
- What/who is the population affected?
- Is this amendment being proposed as of right or by special permit?

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November 18, 2016

Board of Selectmen  
Andover Town Offices  
36 Bartlet Street  
Andover, MA 01810

RE: Hiring Subcommittee

Dear Members:


Chairman Salafia inquired about whether there is a mechanism by which a member of the Board of Selectmen could participate in the process of selecting the new Town Accountant which is appointed by the Selectmen. In my opinion, the following could be one way to do so.

In my November 16, 2016 letter to you I discussed a prohibition of a member of the Board of Selectmen serving on another Town Committee. In the search for a Town Accountant, there could be a preliminary screening committee appointed by the Board or there could be a "hiring subcommittee" of the Selectmen as described in my April 7, 2015 letter to you which is attached hereto.

Therefore, in my opinion, if the Board were to create a "hiring subcommittee" of two members of the Board that hiring subcommittee would be a mechanism for two members of the Board to participate in the process of selecting a new Town Accountant. The subcommittee could also have other persons assist that subcommittee. That hiring subcommittee would follow the procedures articulated by the Attorney General as stated in my April 7, 2015 letter, including keeping of minutes.

As always, please call if you have any questions.

Very truly yours,

  
Thomas J. Urbelis

TJU/kmp

cc: Andrew Flanagan  
John Mangiaratti

MOTION

I move that the Board of Selectmen appoint \_\_\_\_\_ and \_\_\_\_\_ as a Town Accountant Hiring Subcommittee of the Board for the purpose of proceeding with the screening and initial interview process for the new Town Accountant and for recommending finalists to the Board of Selectmen, and that the Hiring Subcommittee shall be supported throughout the duration of the hiring process by the Town Manager, Deputy Town Manager, Finance Director, Chief Technology Officer, Assistant Superintendent of Schools for Finance and the HR Director.