



## Select Board Meeting

Monday, August 19, 2024 7:00 PM  
Select Board Room, Town Offices  
36 Bartlet Street Andover, MA 01810

RECEIVED  
TOWN OF ANDOVER  
2024 AUG 19 10:00 AM

TOWN OF ANDOVER, MASS

**I. Call to Order – 7:00 P.M.**

**II. Opening Ceremonies**

- A. Moment of Silence/Pledge of Allegiance
- B. Recognition of Ruby Remati

**III. Town Manager Report**

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

**V. Public Comment**

**VI. Regular Business**

A. Alcoholic Beverages License – Event on Town Owned Property

Board to consider voting to approve an application from Marble Ridge Farm, LLC, doing business as Marble Ridge Winery, located at 11 Marble Ridge Road, North Andover, for a Wine and Malt One-Day Liquor License for use on Town property for a Recreation Summer Concert in The Park on August 21, 2024 (rain date to be the following day) under Select Board Liquor Regulations Section XI.2.N "Special One-Day Alcohol License Policy & Application for Outdoor Events on Town-owned Property."

B. Alcoholic Beverages License – Alteration of Premise

Board to review and consider voting to approve the application of Oak & Iron Brewing Co, at 18 Red Spring Road, Andover, for a seasonal alteration of premise on its On Premise All Alcoholic Beverages License.

C. Petition to Place Questions on Annual Town Election Ballot

Board to review and consider voting to take action on the petition of Kathleen Grant asking that the Select Board place questions on the March 25, 2025 Annual Town Election ballot.

D. Accessory Dwelling Unit (ADU) Law

Town Counsel to provide an update on the recently enacted Accessory Dwelling Unit Law.

E. Merrimack River Access Project

Board to review and sign Grant of Permanent and Temporary Construction Easements to Andover and Amendment to Andover-Greater Lawrence Technical School Agreement for Merrimack River Access Project.

F. Select Board Policy Review Framework

Board to review and consider options for reviewing its "Select Board Policy Guidelines."

VII. **Consent Agenda**

Appointments by the Town Manager

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

Department	Name	Position	Rate/Term	Date of Hire
Andover Police Department	Thiare Feliz (John Teichert)	Dispatcher	\$61,225.15/year	08/25/2024
Department of Public Works	John Ingeme (Matthew Byrne)	Public Grounds Laborer	\$27.83/hour	08/26/2024
Board of Assessors	Joel Janovsky	Member	Term Expires 06/30/2027	08/20/2024
Open Space Task Force	Jane Gifun	Member	Term Expires 06/30/2026	07/01/2024
Open Space Task Force	Doug Cummings	AVIS Member	Term Expires 06/30/2027	08/20/2024

VIII. **Approval of Minutes**

A. Board to approve minutes from the following meetings:

1. July 22, 2024
2. August 6, 2024

IX. **Executive Session**

A. Board to vote to go into Executive Session pursuant Purpose 7, to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements (the Open Meeting Law) to vote to approve and release or not release executive session minutes of July 17, 2024 and July 22, 2024; and not to return to open session.

B. To discuss strategy with respect to litigation Andover Community Trust v. Andover Zoning Board of Appeals.

X. **Adjourn**

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

MEETINGS ARE TELEVISED ON  
COMCAST CHANNEL 22 AND VERIZON CHANNEL 45

Vanessa / Austin



TOWN OF ANDOVER  
TOWN CLERK'S OFFICE

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

RECEIVED  
TOWN CLERK'S OFFICE  
2024 08 22 11:05  
TOWN OF ANDOVER, MASS

**SPECIAL ONE DAY LIQUOR LICENSE FOR AN OUTDOOR EVENT ON TOWN PROPERTY  
APPLICATION**

BUSINESS/ORGANIZATION INFORMATION	
BUSINESS/ORGANIZATION NAME:	Marble Ridge Farm LLC (d/b/a Marble Ridge Winery)
BUSINESS/ORGANIZATION ADDRESS:	11 Marbleridge Road North Andover, MA 01845
IS THIS A BUSINESS OR NON PROFIT ORGANIZATION?	<input checked="" type="checkbox"/> BUSINESS <input type="checkbox"/> NON PROFIT ORGANIZATION
SOCIAL SECURITY/FID #:	[REDACTED]
INDIVIDUAL APPLICANT INFORMATION (THIS INFORMATION IS REQUIRED FOR ALL APPLICATIONS)	
NAME:	Elbridge "Brig" Leland II
ADDRESS:	[REDACTED]
PHONE:	[REDACTED]
EMAIL:	[REDACTED]
DRIVER'S LICENSE #/STATE OF ISSUE:	[REDACTED]
DATE OF BIRTH:	[REDACTED]
EVENT INFORMATION	
DATE OF EVENT:	8/21/24 (Rain Date: 8/22/24)
TIME:	Start Time 6 : 00 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM End Time 8 : 00 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
PURPOSE OF EVENT:	Summer Concert hosted by Town of Andover Rec. Dept.
LOCATION OF LICENSED ACTIVITY:	Park at the Corner of Bartlet St and Chestnut St.
DESCRIPTION OF OUTDOOR AREA:	Wine Garden will be situated next to the Beer Garden and cordoned off within the same area as the Beer Garden within the Park as identified by the Town of Andover Recreation Department.
WILL THERE BE ENTERTAINMENT?	Yes, live music.
IS THE EVENT BEING CATERED?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If no, will food be served? <input type="checkbox"/> YES <input type="checkbox"/> NO)
APPROX NUMBER OF PEOPLE ATTENDING:	Adults <u>200</u> Children <u>200</u>

Food will be available for purchase at food trucks.

PURCHASE AND SERVICE	
IS THE ALCOHOL BEING DONATED?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
WHERE IS THE LIQUOR BEING PURCHASED FROM?	Marble Ridge Winery
ARE THEY A LICENSED WHOLESALER?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
WHO WILL BE SERVING THE ALCOHOL?	Marble Ridge Winery
IS AT LEAST ONE SERVER TIPS CERTIFIED OR HAVE COMPARABLE SAFETY TRAINING?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

SECURITY PLAN
1. DESCRIBE A PLAN FOR CROWD CONTROL.
Please see attached.
2. DESCRIBE A PLAN FOR DEALING WITH UNRULY PATRONS.
Please see attached.
3. DESCRIBE A PLAN FOR EMERGENCY EVACUATIONS.
Please see attached.
4. DESCRIBE A PLAN FOR CONTROLLING ACCESS TO ALCOHOL BY UNDER AGED PATRONS.
Please see attached.

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable Alcohol Control Laws of the State of Massachusetts and policies and regulations of the Town of Andover.

SIGNATURE: *Bridget Leland AA*

DATE: 7/31/2024

This application must be pre-approved by the Police Department, Fire Department, Health Department, Building Division, and Treasurer before final approval by the Select Board.

**Marble Ridge Winery**  
Andover Rec's Summer Concert  
August 2024

## **Security Plan**

### **Controlling Alcohol Perimeter**

- 4' high security barrier on all sides.
- At the front, a controlled entrance/exit station.

### **Controlling Access to Alcohol**

- Anyone may come in, only 21 YO+ served.
- Server checks ID before serving.
- Server responsibility: 1. Only serve 21+. 2. Ensure no 3<sup>rd</sup> party. 1 drink per person at a time. 3. Don't serve intoxicated.

### **Controlling Unruly Customers**

- Highly unlikely (audience, nature of event)
- All servers TIPS certified
- Ally (Event Manager and TIPS Certified) and 1-2 Servers (TIPS Certified)
- Police nearby if needed. 911 if needed.

### **Provisions for Crowd Control**

- Manager determines inflow of people to ensure controlled area is not overcrowded
- Space identified based on past experience with Town of Andover and Oak & Iron

### **Emergency Evacuation**

- Out the exit / entrance
- Knock down the security fencing

# Andover Recreation's Summer Concert August 2024

## Plot Plan for Marble Ridge Winery



**MARBLE  
RIDGE**  
W I N E R Y



**TOWN OF ANDOVER**

**TOWN CLERK'S OFFICE**

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

**TAX FORM**

**APPLICANT NAME:** Marble Ridge Farm LLC (d/b/a Marble Ridge Winery)

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

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

Elbridge C Leland II

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

Elbridge C Leland II, Manager

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

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



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

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



The Commonwealth of Massachusetts  
 Department of Industrial Accidents  
 Office of Investigations  
 Lafayette City Center  
 2 Avenue de Lafayette, Boston, MA 02111-1750  
 www.mass.gov/dia

**Workers' Compensation Insurance Affidavit: Builders/Contractors/Electricians/Plumbers**  
**Applicant Information** **Please Print Legibly**

Name (Business/Organization/Individual): Marble Ridge Farm LLC (d/b/a Marble Ridge Winery)

Address: 11 Marbleridge Road

City/State/Zip: North Andover, MA 01845 Phone #: [REDACTED]

**Are you an employer? Check the appropriate box:**

- |  |   |
|--|---|
| <p>1. <input type="checkbox"/> I am a employer with _____ employees (full and/or part-time).*</p> <p>2. <input checked="" type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required.]</p> <p>3. <input type="checkbox"/> I am a homeowner doing all work myself. [No workers' comp. insurance required.] †</p> | <p>4. <input type="checkbox"/> I am a general contractor and I have hired the sub-contractors listed on the attached sheet. These sub-contractors have employees and have workers' comp. insurance. ‡</p> <p>5. <input type="checkbox"/> We are a corporation and its officers have exercised their right of exemption per MGL c. 152, §1(4), and we have no employees. [No workers' comp. insurance required.]</p> |
|--|---|

**Type of project (required):**

6.  New construction
7.  Remodeling
8.  Demolition
9.  Building addition
10.  Electrical repairs or additions
11.  Plumbing repairs or additions
12.  Roof repairs
13.  Other Farmer Winery

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

† Homeowners who submit this affidavit indicating they are doing all work and then hire outside contractors must submit a new affidavit indicating such.

‡ Contractors that check this box must attached an additional sheet showing the name of the sub-contractors and state whether or not those entities have employees. If the sub-contractors have employees, they must provide their workers' comp. policy number.

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

Insurance Company Name: \_\_\_\_\_

Policy # or Self-ins. Lic. #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Job Site Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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

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

Signature: Elbridge C Leland II

Digitally signed by Elbridge C Leland II  
 Date: 2024.07.31 15:08:29 -04'00'

Date: July 31, 2024

Phone #: [REDACTED]

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

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

Issuing Authority (check one):

- 1  Board of Health 2  Building Department 3  City/Town Clerk 4  Electrical Inspector 5  Plumbing



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/31/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Jason M. Charette Agency, Inc 5 Central St.  Topsfield MA 01983		<b>CONTACT NAME:</b> Jason Charette <b>PHONE (A/C No. Ext):</b> (978)887-8304 <b>FAX (A/C No.):</b> (978)208-4716 <b>E-MAIL ADDRESS:</b> Jason.Charette@American-National.com	
<b>INSURED</b> Marble Ridge Farm LLC 11 Marbleridge Rd  North Andover MA 01845		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Farm Family Casualty Insurance Co. <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Select Business Package GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		2001X3280	05/06/2024	05/06/2025	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000						
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						OCCUR CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	2001W9553	05/06/2024	05/06/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
	Eldridge Leland is excluded from workers comp. coverage						

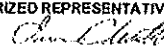
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 104, Additional Remarks Schedule, may be attached if more space is required)

Wine Manufacturing - Retail &amp; Wholesale, Special Events, Liquor Liability

Event: Concerts in the Park 2024

Town of Andover is named as an additional insured.

**CERTIFICATE HOLDER****CANCELLATION**

Town of Andover 36 Bartlet Street Andover, MA 01810	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	---

Fax: ACORD 25 (2014/01)

Email:

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## CERTIFICATE OF COMPLETION

This certifies that

**Elbridge Leland II**

is awarded this certificate for

**TIPS On-Premise Alcohol Server Training**

Hours  
3.00

Completion Date  
01/08/2023

Expiration Date  
01/07/2026

Certificate #  
ON-000027421242

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

5000 Plaza on the Lake, Suite 305 | Austin, TX 78746 | 877.881.2235 | www.360training.com

(CUT HERE)

(CUT HERE)



Issued: 01/08/2023  
Certificate #: ON-000027421242

Elbridge Leland II  
11 Marbleridge Road  
North Andover MA 01845

**CERTIFIED**

Expires: 01/07/2026



Phone: 800-438-8477  
www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature \_\_\_\_\_



## CERTIFICATE OF COMPLETION

This certifies that

**Allison Procopio**

is awarded this certificate for

**TIPS On-Premise Alcohol Server Training**

Hours  
3.00

Completion Date  
06/19/2023

Expiration Date  
06/18/2026

Certificate #  
ON-000029065725

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

5000 Plaza on the Lake, Suite 305 | Austin, TX 78746 | 877.881.2235 | www.360training.com

(CUT HERE)

(CUT HERE)



Issued: 06/19/2023  
Certificate #: ON-000029065725

Allison Procopio  
43 Dayton Street  
Danvers MA 01923

**CERTIFIED**

Expires: 06/18/2026



Phone: 800-438-8477  
www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature \_\_\_\_\_



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

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

**ALCOHOLIC BEVERAGES LICENSE APPLICATION**

<b>BUSINESS/ENTITY NAME:</b>	OAK & IRON Brewing Co.
<b>DBA:</b>	
<b>PREMISE ADDRESS:</b>	18 RED SPRING RD. ANDOVER MA 01810
<b>MANAGER/CONTACT NAME:</b>	James Cass
<b>EMAIL:</b>	[REDACTED]
<b>PHONE:</b>	[REDACTED]
<b>BUSINESS MAILING ADDRESS: (if different from premise)</b>	18 Red Spring Rd Andover Ma 01810
<b>FID/SS#:</b>	[REDACTED]

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

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

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

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

Signature: James R. Cass Date: 7.29.24

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

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



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**SALE OF ALCOHOL ON PATIO & OUTDOOR AREAS  
ADDENDUM**

If you are applying to include a patio and/or outdoor area in your licensed premises you must provide the following additional information. This application will also be forwarded to the Building Department and Planning Department to determine if any additional permits are necessary.

**SECTION 1: RESTRICTIONS/CONDITIONS**

1. Are the premises (existing and/or proposed) subject to any easements, covenants, or deed restrictions regarding use of the property and/or service of alcohol?

YES

NO

If yes, please provide copies of the easements, covenants, or deed restrictions.

2. Are the premises (existing and/or proposed) subject to any Zoning Board of Appeals, Site Plan, or Subdivision conditions or restrictions?

YES

NO

If yes, please provide copies of the conditions and/or restrictions.

**SECTION 2: WRITTEN DESCRIPTION OF PROPOSED PREMISES**

3. Describe the proposed outdoor area including the dimensions, number of tables and chairs, proposed occupancy figures, whether there are any proposed outdoor bars and how the area will be enclosed.

SEE ATTACHED

4. Describe in detail the proposed type of fence, rope or other means of proposed enclosure.

See Attached

## **Section 2: Written Description of Proposed Premises**

3. Describe the proposed outdoor area including the dimensions, number of tables and chairs, proposed occupancy figures, whether there are any proposed outdoor bars and how the area will be enclosed.

**We will expand our licensed outdoor area into a portion of the parking lot and a portion of the grassed area beyond our fencing (see attached mapping).**

In the parking lot will be:

- One 20'\*30' tent with 12 8' banquet tables seating ~ 84 people.
- A catering area where Oktoberfest type foods will be served by a licensed caterer.
- A "fun" area for a Stein holding contest (M/F), kids pumpkin passing,
- Merchandise tent for the sale of t-shirts, hoodies, hats etc.

On the grassed area will be:

- 10 high-top tables
- Tent for kids pumpkin painting and face painting

### **Occupancy Figures**

Based on estimated 2022 figures and assuming favorable weather, we anticipate a maximum attendance of 650 people over the day (12:00 PM – 9:00 PM). The most densely populated times are between 3:00 PM – 7:00 PM.

### **Outdoor Bar**

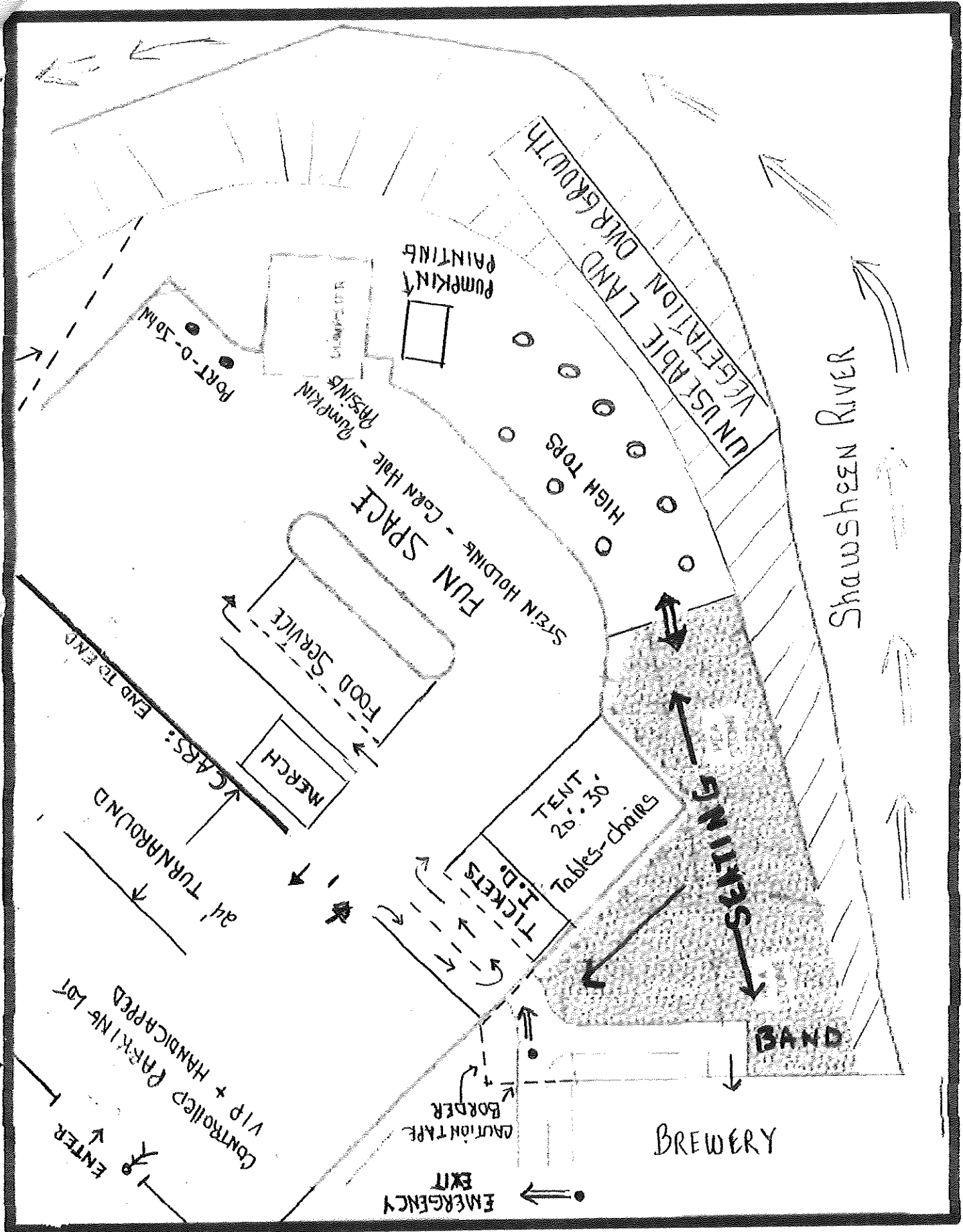
There will be one outdoor kegerator located adjacent to the outdoor tent.

### **Proposed Area Enclosure**

- The building encloses the western side.
  - The Shawsheen River encloses the south and east.
  - A combination of construction cones with yellow tape, 4' security fencing and cars aligned end to end will enclose the north.
4. Explain in detail the proposed type of fence, rope or other means of proposed enclosure.
- The building encloses / blocks-off the eastern border.
  - To the south and east the Shawsheen River is a natural border and enclosure.
  - The northern border is enclosed by a variety of measure: a line of end-to-end cars blocking entrance and exit. 4' security fencing on the grass area between the parking lot and the Shawsheen River
5. Describe the proposed use of the outdoor area. (E.g., tented area for special events, area for outdoor food service etc)
- In the macro, the outdoor area handles the following functions:
    - a. Check-in, ticket buying, transactions and exit
    - b. Food service
    - c. Tent for eating, drinking, socialization
    - d. Kegerator station
    - e. 10\*10 tent for merchandise
    - f. "Fun Area" for stein holding contests, corn hole, pumpkin passing, pumpkin painting.
    - g. High top area (10 units) on the grassed area for eating, drinking, socialization

SECURITY FENCE TO THE RIVER

Shawshen River



EXIT

ENTER

CONTROLLED PARKING LOT  
VIP + HANDICAPPED

EMERGENCY  
EXIT

CAUTION TAPE  
BORDER

BREWERY

BAND

SEATING

TENT  
26' x 30'  
Tables-Chairs

TICKETS  
I.D.

FUN SPACE

FOOD SERVICE

MERCH

CARS: END TO END

ad TURNAROUND

STAIN HOLDERS -  
Corn Hole -  
Pumpkin

HIGH TOPS

PUMPKIN  
PAINTING

PORT-O-John

UNUSABLE LAND  
OVERGROWTH  
VEGETATION

Shawshen River

5. Describe the proposed use of the outdoor area. E.g.: tented area for special events, area for outdoor food service, etc.

See Attached

6. Are outdoor food preparation areas proposed?

YES

NO

If yes, please consult the Board of Health.

SOUPED UP FOODS WILL BE HANDLING THE CATERING, A LICENSED VENDOR WITH THE TOWN OF ANDOVER.

**SECTION 3: REQUIRED PLAN**

Submit a detailed, scaled plan of the patio and /or outdoor area showing the proposed:

The existing:

- a) Egress/ingress between the inside premises and the proposed outdoor area
- b) Width of the path of egress/ingress from the inside premises through the outdoor area
- c) Location of proposed tables, chairs, bars, outdoor prep areas, etc.
- d) Location of required signage

} See Attached PLAN

All of the above should be clearly labeled.

**SECTION 4: ENFORCEMENT**

7. Detail how the applicant will ensure alcohol purchased off-premise will not be brought onto or consumed on the outdoor premises.

OAK & IRON CONTROLS THE ENTRANCE. WE WILL NOT ALLOW OFF-PREMISE PURCHASED ALCOHOL IN THE LICENSED AREA. IF, WE SEE OUTSIDE ALCOHOL IN THE POSSESSION OF CUSTOMERS, WE TAKE THE ALCOHOL AWAY. OAK & IRON CONSTANTLY WALKS THE PREMISE LOOKING FOR ISSUES.

8. Detail how the applicant will ensure patrons do not leave the outdoor premises with alcohol in their possession.

1. We have signs saying "no alcohol beyond this point"
2. We have fences and natural barriers (river) that block people from leaving
3. We control the exit, and will not allow people to leave with alcohol.

**PLEASE NOTE:**

The patio and / or outdoor area are an extension of new or already approved premises. It is a part of the same license and will have the exact same type of license as the entire premises. That means that the type of alcohol sold and the hours of sale will be the same for the entire premises



**TOWN OF ANDOVER**

**TOWN CLERK'S OFFICE**

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

**TAX FORM**

**APPLICANT NAME:** James Cass

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

**Signature of Individual or Corporate Name:**  
(Required for all applicants) James R. Cass / Oak & Iron Brewing Co.

**Name of Corporate Officer:**  
(Required if applicant is a corporation) James R. Cass

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

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

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

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





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

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

**Applicant Information**

Please Print Legibly

Business/Organization Name: OAK & IRON BREWING Co.

Address: 18 RED SPRING RD.

City/State/Zip: ANDOVER Ma 01810 Phone #: [REDACTED]

**Are you an employer? Check the appropriate box:**

- 1.  I am a employer with 15 employees (full and/ or part-time).\*
- 2.  I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3.  We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
- 4.  We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

**Business Type (required):**

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

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

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

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

Insurance Company Name: MA Retail Merchants WC Group INC / COVE RISK

Insurer's Address: 35 BRAINTREE HILL OFFICE PARK SUITE 206

City/State/Zip: BRAINTREE MA 02185

Policy # or Self-ins. Lic. # 014005034997124 Expiration Date: 01.01.25

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

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

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

Signature: James R. Carr Date: 04.07.24

Phone #: [REDACTED]

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

City or Town: Andover Permit/License # \_\_\_\_\_

Issuing Authority (circle one):

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

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

## FIRST AMENDMENT TO AGREEMENT DATED MAY 17, 2019

This Amendment to a certain Agreement dated May 17, 2019 (“Agreement”) is made and entered into pursuant to Chapter 162 of the Acts of 2010 this \_\_\_\_\_ day of \_\_\_\_\_, 2024 (the “Effective Date”) by and between the Town of Andover, having an address at 36 Bartlet Street, Andover, Massachusetts 01810 acting by its Select Board and the Andover Conservation Commission (the “Town” and the “Commission”) and the Greater Lawrence Regional Vocational Technical High School District, having an address of 57 River Road, Andover, Massachusetts 01810 (GLTS”).

The Town and GLTS are each referred to herein as a “Party” and collectively as the “Parties”.

### RECITALS

- A. The Town is the owner of that certain real property shown on the plan entitled “Proposed Conveyance Plan of Land in Andover, Massachusetts,” dated April 17, 1995, revised January 12, 2009, by Dana F. Perkins, Inc., recorded as Plan No. 17950 which parcel shown as “Town of Andover” is also known as the “Merrimack Reservation,” and
- B. GLTS is the owner of certain real property located at 57 River Road, Andover, Massachusetts shown on said Plan.
- C. The Town, the Commission and GLTS are authorized by Chapter 162 of the Acts of 2010 to convey and accept conveyances of real estate, to grant and accept easements in the real estate shown on the Plan, and to enter into agreements which may include provisions for improvement to and maintenance of the real estate and for monitoring and controlling access to the real estate shown on the Plan;
- D. The Parties previously agreed and executed a certain Agreement dated May 17, 2019 pursuant to which the Town and GLTS exchanged certain lots of Land, GLTS granted an easement to the Town and the Town granted GLTS certain rights.
- E. Pursuant to the Agreement, GLTS previously granted an easement to the Town and the Commission for a term of twenty-five (25) years for the purpose of pedestrian and vehicular access to the Merrimack Reservation on, through, under, over, across and upon the land shown as “Access Easement Area = 1540SF+/-” and “Access Easement 25’ Wide, Area 11,309 sf+/- (together the “Easement Area”) on plan entitled “Easement Plan of Land Heffron Way, Andover, Massachusetts, Date, September 12, 2017” recorded as Plan No. 17951. The Easement Area shown on Plan No. 17951 is to be replaced by the “Easement I Access Drainage and Utility Easement to the Town of Andover Area 35,561SF +/-”, as described in Paragraph F of this First Amendment to Agreement.

F. The Town has agreed to Release the original easement and extend the term of the previous agreement and in consideration GLTS has agreed to grant the Town an additional easement for access and parking, drainage and utilities as described in Paragraph 2 hereof and as shown as “Easement I Access, Drainage and Utility Easement to the Town of Andover Area = 35,561 sq. ft., 0.816 Acres and “Easement II Parking, Drainage and Utility Easement to the Town of Andover, Area = 14,427 sq. ft, 0.331 Acres” (“Easement Areas”) on a certain Plan of Land entitled, “Access and Parking Easement Plan 53 River Road in Andover, Massachusetts (Essex County) Prepared for the Town of Andover, 36 Bartlet Street, Andover, MA 01810”, dated October 12, 2023 prepared by BSC Group attached as Exhibit A and recorded herewith.

G. The Parties now wish to Amend the previous Agreement.

NOW, THEREFORE, for and in consideration of Ten (\$10.00) Dollars, and such other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto, intending to be legally bound, agree as follows:

1. The Town of Andover, having an address at 36 Bartlet Street, Andover, Massachusetts 01810 acting by its Select Board and the Andover Conservation Commission agree to release and terminate the previous easement.
2. GLTS shall grant an easement for a term of twenty-five (25) years to the Town and the Commission for the purpose of pedestrian and vehicular access paths, walkways, parking, drainage and utilities to the Merrimack Reservation, in, through, under over, across and upon the Easement Area, and as described in “Easement I Access, Drainage and Utility Easement to the Town of Andover Area = 35,561 sq. ft., 0.816 Acres and “Easement II Parking, Drainage and Utility Easement to the Town of Andover, Area = 14,427 sq. ft, 0.331 Acres” (“Easement Areas”) on a certain Plan of Land entitled, “Access and Parking Easement Plan 53 River Road in Andover, Massachusetts (Essex County) Prepared for the Town of Andover, 36 Bartlet Street, Andover, MA 01810”, dated October 12, 2023 prepared by BSC Group attached as Exhibit A.
3. GLTS shall also grant to the Town and the Commission a Temporary Construction Easement for the purposes described herein for a term of three (3) years, in, on, under and upon certain portions of the GLTS land (“Temporary Construction Easement” being shown on said plan as “Easement III Temporary Construction Easement.”) The length of these grants may be extended in writing by mutual agreement of the Town, Commission and GLTS upon mutually acceptable terms.
4. The Town and the Commission grant to GLTS non-exclusive rights to (a) use a dock and (b) to store four (4) boats in a boathouse on the Merrimack Reservation land, for a period of twenty-five years commencing on the date that all of the foregoing easements in paragraph 2, are recorded at the Registry of Deeds unless terminated prior to the end of said period by mutual agreement of the Town, Commission and

GLTS. The length of this grant may be extended in writing by the Town, Commission and GLTS upon mutually acceptable terms.

5. GLTS agrees to assist the Town with the renovation of the Merrimack Reservation property and with the reconstruction and maintenance of said boathouse and dock. The Town shall pay for a new curb cut on River Road if necessary and for roadway improvements.
6. With respect to the rights granted under Paragraphs 4 and 5, GLTS agrees that GLTS, its agents, contractors and subcontractors will maintain the following Commercial General Liability Insurance and other insurance policies and coverage insuring GLTS and the Town against all claims and demands for personal injury and property damage:
  - (i) General liability insurance covering GLTS's and the Town's property, completed operations and products liability, and contractual liability, all with a minimum combined single limit of \$1,000,000 each occurrence and general aggregate of \$3,000,000 for bodily injury and property damage, including personal injury;
  - (ii) Comprehensive automobile liability insurance covering all owned, hired or otherwise non-owned vehicles with a minimum combined single limit of \$1,000,000 for bodily injury and property damage; and
  - (iii) Worker's Compensation Insurance as required by Commonwealth of Massachusetts law, and
  - (iv) Employers' liability insurance with a minimum limit of \$1,000,000.

All such policies shall be obtained from responsible companies qualified to do business and in good standing in Massachusetts. GLTS agrees to furnish the Town with certificates evidencing all such insurance prior to the commencement of the period of the grant under Paragraph 3 and evidencing renewal thereof at least thirty (30) days prior to the expiration of any such policy. Each such policy shall be non-cancelable with respect to the interest of the Town without at least ten (10) days' prior written notice thereto. In the event provision for any such insurance is to be by a blanket insurance policy, the policy shall allocate a specific and sufficient amount of coverage.

The Town shall be named as an additional insured on all liability policies obtained in connection with this Agreement, and all liability policies shall contain a waiver of subrogation in favor of the Town.

7. With respect to the rights granted under Paragraph 2 and 3 hereof, the Town agrees that the Town, its agents, contractors and subcontractors will maintain the following Commercial General Liability Insurance and other insurance policies and coverage

insuring GLTS and the Town against all claims and demands for personal injury and property damage:

- (i) General liability insurance of \$1,000,000/\$3,000,000 per occurrence and a \$5,000,000 Umbrella Policy;
- (ii) Comprehensive automobile liability insurance covering all owned, hired or otherwise non-owned vehicles with a minimum combined single limit of \$1,000,000 for bodily injury and property damage; and
- (iii) Worker's Compensation as required by Commonwealth of Massachusetts law, and
- (iv) Employers' liability insurance with a minimum limit of \$1,000,000.

All such policies shall be obtained from responsible companies qualified to do business and in good standing in Massachusetts. The Town agrees to furnish GLTS with certificates evidencing all such insurance prior to entry onto the Easement Area and evidencing renewal thereof at least thirty (30) days prior to the expiration of any such policy.

GLTS shall be named as an additional insured on all liability policy obtained by the Town in connection with this Agreement and all liability policies shall contain a waiver of subrogation in favor of the Town.

Except as amended hereby, all other terms and conditions of the Agreement between The Town and the Commission and GLTS shall remain in full force and effect.

In witness whereof, the Parties have executed this Agreement as of the date first written above.

GREATER LAWRENCE REGIONAL VOCATIONAL TECHNICAL  
HIGH SCHOOL DISTRICT

By \_\_\_\_\_  
John M. Lavoie, Superintendent-Director

TOWN OF ANDOVER, BY ITS  
SELECTBOARD

\_\_\_\_\_

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TOWN OF ANDOVER  
CONSERVATION COMMISSION

By: \_\_\_\_\_

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## **ACCESS, PARKING, DRAINAGE AND UTILITY EASEMENTS**

The Greater Lawrence Regional Vocational Technical High School District, having an address at 57 River Road, Andover, Massachusetts 01810 (“Grantor”), grants to the Town of Andover, to be held under the care, custody and control of the Conservation Commission of the Town of Andover under the provisions of M.G.L. c. 40, §8C, (“Grantee”), with Quitclaim Covenants, a non-exclusive easement for a term of twenty-five (25) years commencing on the date of recording of this Grant of Easement at the North Essex District Registry of Deeds for the purpose of pedestrian and vehicular access, parking, walkways, drainage and utilities to Grantee’s property by the Grantee and members of the general public, including access for life safety personnel of the Town of Andover in, through, under, over across and upon those certain parcels of real property shown as “Easement I Access, Drainage and Utility Easement to the Town of Andover Area = 35,561 sq. ft., 0.816 Acres and “Easement II Parking, Drainage and Utility Easement to the Town of Andover, Area = 14,427 sq. ft, 0.331 Acres” attached as Exhibit A (“Easement Areas”) and shown on a certain Plan of Land entitled, “Access and Parking Easement Plan 53 River Road in Andover, Massachusetts (Essex County) Prepared for the Town of Andover, 36 Bartlet Street, Andover, MA 01810”, dated October 12, 2024 prepared by BSC Group and recorded herewith.

- 1) Installation and Maintenance of Easement Areas. The Grantee shall be responsible for the installation of improvements and maintenance of the Easement Areas (“Improvements”) for the purposes stated herein, at its sole cost and expense in accordance with all applicable laws, rules and regulations. The Grantee shall have the right and easement from time to time during the term of this Easement to pass and re-pass over, across, under and upon said Easement Areas in order to clear the Easement Areas, remove trees and obstructions, and to make such grading and excavations, and compacting necessary, in the discretion of the Grantee, to install improvements for the purposes described herein and maintain the Easement Areas suitable for its intended purpose as a roadway and parking area for such vehicular and pedestrian access.
- 2) Restoration of Disturbed Land. Except for the installation of the Improvements to the Easement Areas described in Paragraph 1 above, in the event the Grantee disturbs or damages the land of the Grantor in the exercise of any rights or obligations hereunder, then the Grantee shall in a prompt and workmanlike manner, repair and restore such damage or disturbance to substantially the same (or, if not feasible given the nature of the disturbance, as nearly as practicable to the) condition that existed prior to such damage or disturbance. Any grading which materially alters the flow of surface water

or materially alters drainage shall be repaired and restored as nearly as practicable to the condition that existed prior to such grading.

3) Insurance.

- a. Grantee agrees that Grantee will maintain the following insurance insuring the Grantee against claims and demands for personal injury and property damage with respect to the Easement Areas as shown on said Easement Plan:
    - i. General liability insurance of \$1,000,000/\$3,000,000 per occurrence and a \$5,000,000 Umbrella Policy;
    - ii. Comprehensive automobile liability insurance covering all owned, hired or otherwise non-owned vehicles with a minimum combined single limit of \$1,000,000 for bodily injury and property damage;
    - iii. Worker's Compensation as required by Commonwealth of Massachusetts law, and (b) Employers' liability insurance with a minimum limit of \$1,000,000.
  - b. All such policies shall be obtained from responsible companies qualified to do business and in good standing in Massachusetts. Grantee agrees to furnish Grantor with certificates evidencing all such insurance prior to entry onto the Easement Areas and evidencing renewal thereof at least thirty (30) days prior to the expiration of any such policy.
  - c. Grantor shall be named as an additional insured on all liability policies obtained by the Town in connection with this Grant of Easement and all liability policies shall contain a waiver of subrogation in favor of the Grantor.
  - d. Prior to entry into the Easement Areas, the Grantee shall provide Certificates of Insurance, acceptable to the Grantor, evidencing the required insurance coverage.
- 4) Installation of Utilities. Grantor expressly reserves the right to install pipe or conduit beneath the Easement Areas so long as said pipe or conduit do not unreasonably interfere with intended use of the easement.
- 5) Amendment. The location of the Easement Areas shall not be changed without the express written consent of the Grantor and Grantee.
- 6) Term. The term of this grant may be extended by mutual agreement of the Town, Commission and GLTS by instrument recorded at this Registry of Deeds.

*(signature pages to follow)*

WITNESS the execution hereof under seal this \_\_\_\_ day of \_\_\_\_\_,  
2024.

**Greater Lawrence Regional Vocational  
Technical High School District**

By: \_\_\_\_\_  
John Lavoie, Superintendent-Director

COMMONWEALTH OF MASSACHUSETTS

ESSEX, SS. \_\_\_\_\_, 2024

On this \_\_\_\_ day of \_\_\_\_\_, 2024, before me, the undersigned notary public, personally appeared John Lavoie, Superintendent-Director proved to me through satisfactory evidence of identification, which was a drivers license, to be the person whose name is signed on the preceding document in my presence and acknowledged to me that he/she signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

ACCEPTANCE BY CONSERVATION COMMISSION

We, the undersigned members of the Conservation Commission of the Town of Andover, hereby accept the foregoing Grant of Easement to the Town of Andover, to be held under the care, custody and control of the Conservation Commission of the Town of Andover under the provisions of General Laws Chapter 40, Section 8C.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMONWEALTH OF MASSACHUSETTS

ESSEX, SS.

On this \_\_\_\_ day of \_\_\_\_\_, 2024, before me, the undersigned notary public, personally appeared Members of the Andover Conservation Commission proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the persons whose names are signed on the preceding document in my presence and acknowledged to me that they signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public  
My Commission Expires

ACCEPTANCE BY THE ANDOVER SELECT BOARD

We, the undersigned Select Board of the Town of Andover, Massachusetts, accept the foregoing Grant of Easement to the Town of Andover, to be held under the care, custody and control of the Conservation Commission of the Town of Andover under the provisions of General Laws Chapter 40, Section 8C.

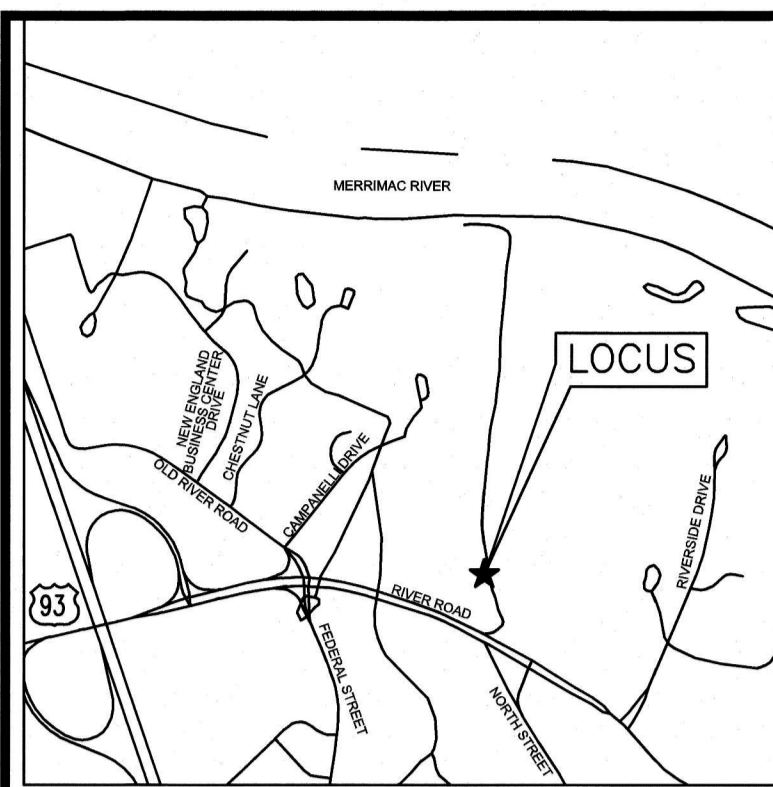
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMONWEALTH OF MASSACHUSETTS

ESSEX, SS.

On this \_\_\_\_ day of \_\_\_\_\_, 2024, before me, the undersigned notary public, personally appeared Members of the Andover Select Board proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the persons whose names are signed on the preceding document in my presence and acknowledged to me that they signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public  
My Commission Expires



Locus Map  
(NOT TO SCALE)

LEGEND

- STONE BOUND
- ▣ CONCRETE BOUND
- ▤ CONCRETE BOUND W/DRILL HOLE
- IRON PIPE
- IRON ROD
- DRILL HOLE
- X — CHAIN LINK FENCE
- ~ TREELINE

N/F  
INHABITANTS OF THE  
TOWN OF ANDOVER  
BK 14692 PG 310  
MAP 142 LOT 6

N/F  
NANCY A. GODEK TRUST OF 2015  
LC CERT 17286  
MAP 143 LOT 10

N/F  
TOWN OF ANDOVER  
CONSERVATION COMMISSION  
"HEFFRON WAY"  
RIGHT OF WAY RESERVATION  
BK 1828 PG 156  
MAP 126 LOT 2 (PORTION)

N/F  
INHABITANTS OF  
THE TOWN OF ANDOVER  
BOOK 15873 PAGE 284  
MAP 143 LOT 11 (PORTION)

N/F  
TOWN OF ANDOVER  
CONSERVATION COMMISSION  
"HEFFRON WAY"  
RIGHT OF WAY RESERVATION  
BK 1828 PG 156  
MAP 126 LOT 2 (PORTION)

EASEMENT I  
ACCESS, DRAINAGE, &  
UTILITY EASEMENT  
TO THE TOWN OF ANDOVER  
AREA = 35,561 SQ. FT.  
0.816 ACRES

N/F  
GREATER LAWRENCE REGIONAL  
VOCATIONAL TECHNICAL HIGH SCHOOL  
BK 15873 PG 288  
MAP 126 LOT 3  
MAP 126 LOT 2 (PORTION)  
MAP 143 LOT 11 (PORTION)

GENERAL NOTES

- THIS PLAN IS BASED UPON AN ON-THE-GROUND SURVEY PERFORMED BY BSC GROUP, INC. IN AUGUST AND SEPTEMBER 2020 AND A HYDROGRAPHIC SURVEY PERFORMED BY BSC ON SEPTEMBER 21, 2020.
- HORIZONTAL DATUM IS BASED UPON NAD '83 AS DERIVED VIA GPS OBSERVATIONS PERFORMED BY BSC GROUP, INC. ON AUGUST 19, 2020.

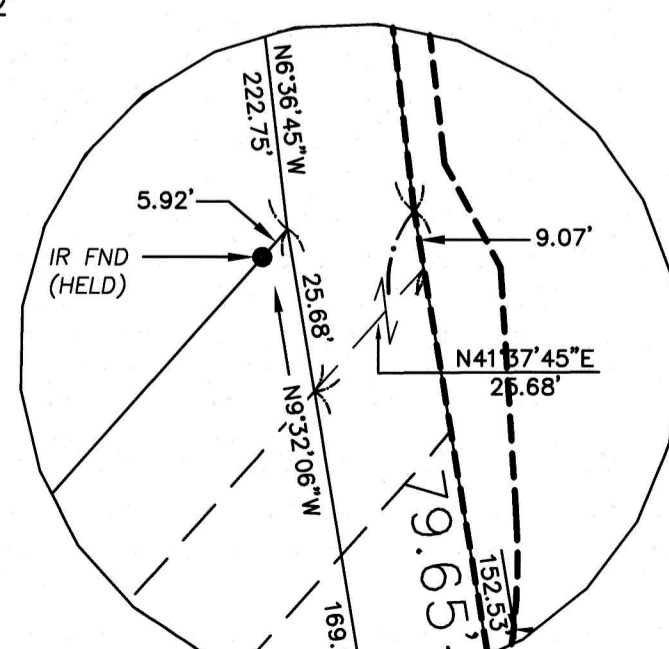
I CERTIFY TO THE BEST OF MY PROFESSIONAL KNOWLEDGE, INFORMATION AND BELIEF THAT:

- THIS PLAN HAS BEEN PREPARED IN CONFORMITY WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS.
- THIS PLAN SHOWS THE PROPERTY LINES THAT ARE THE LINES OF EXISTING OWNERSHIPS, AND THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED, AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR FOR WAYS ARE SHOWN.

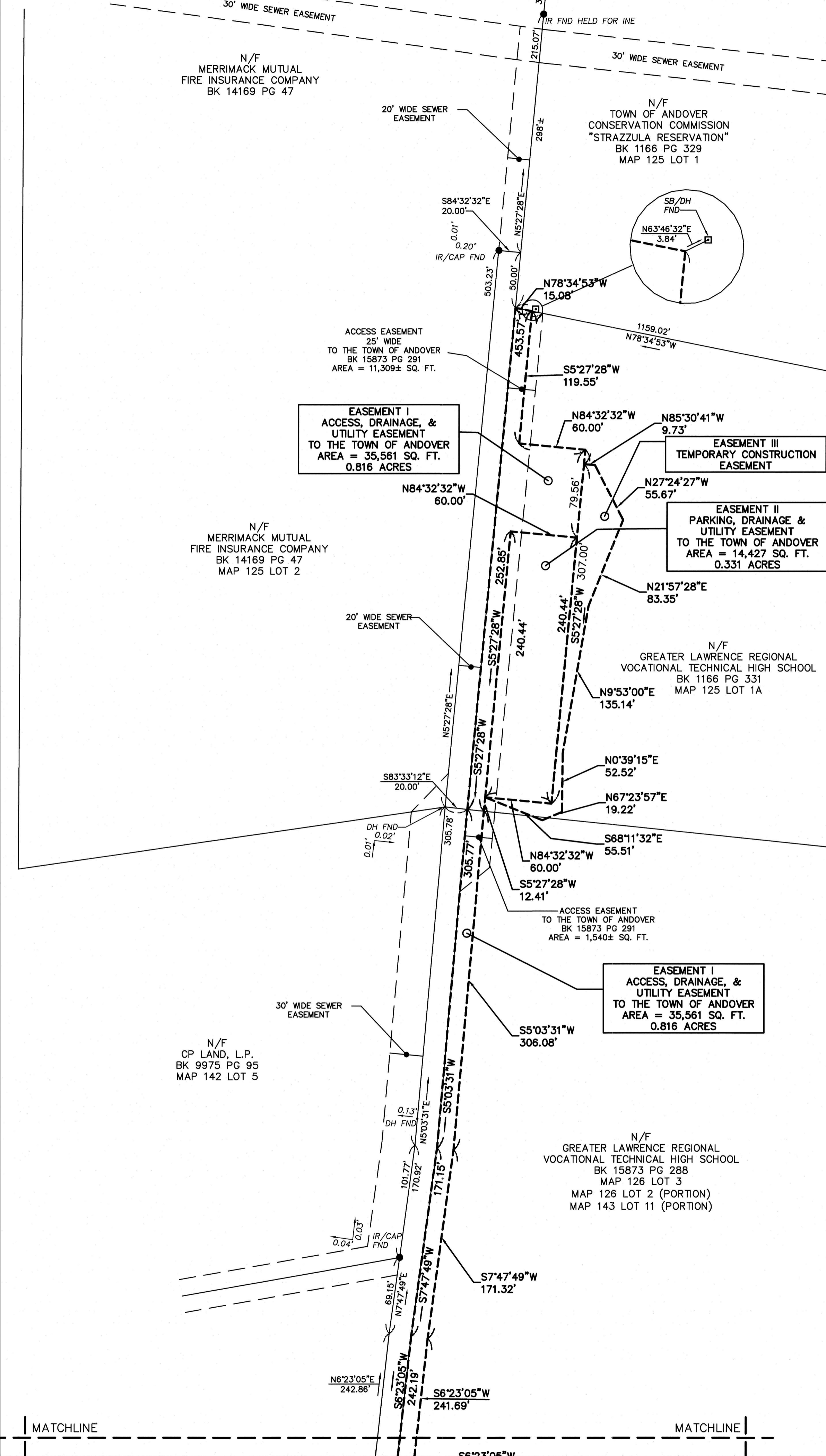


PROFESSIONAL LAND SURVEYOR  
FOR BSC GROUP, INC. DATE 10/14/23

RIVER ROAD  
(1992 TOWN LAYOUT)



MERRIMACK RIVER  
FLOW



ACCESS AND PARKING  
EASEMENT PLAN

57 RIVER ROAD  
IN  
ANDOVER  
MASSACHUSETTS  
(ESSEX COUNTY)

OCTOBER 12, 2023

REVISIONS:

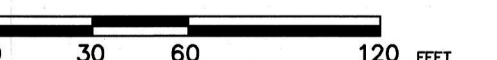
NO.	DATE	DESC.

PREPARED FOR:  
TOWN OF ANDOVER  
36 BARTLET STREET  
ANDOVER, MA 01810

**BSC GROUP**  
300 Brickstone Square, Suite 203  
Andover, Massachusetts  
01810  
617 896 4300

© 2023 BSC Group, Inc.

SCALE: 1" = 60'



FILE:  
DWG.: 8990901EASE SHEET 1 OF 1  
JOB. NO: 8-9909.01

## **TEMPORARY CONSTRUCTION EASEMENT**

The Greater Lawrence Regional Vocational Technical High School District, having an address at 57 River Road, Andover, Massachusetts 01810 (“Grantor”), grants to the Town of Andover, to be held under the care, custody and control of the Conservation Commission of the Town of Andover under the provisions of M.G.L. c. 40, §8C, (“Grantee”), with Quitclaim Covenants, a temporary non-exclusive construction easement in, on, under and upon those certain portions of the Grantor's property on River Road in Andover, Massachusetts (“Temporary Construction Easement”) and being more particularly described in Exhibit A attached and as shown as “Easement III Temporary Construction Easement” on a Plan of Land entitled, “Access and Parking Easement Plan 53 River Road in Andover, Massachusetts, Essex County Prepared for the Town of Andover, 36 Bartlet Street, Andover, MA 01810” dated October 12, 2023 prepared by BSC Group and recorded herewith.

The Temporary Construction Easement and right of entry is granted to the Grantee and its employees, agents, and contractors for the purposes of the construction of the Access and Parking Easement Area, as shown on the plan, in connection with installing, constructing, maintaining, certain improvements (“Project Improvements”) to the Easement Area and the areas abutting thereto. Said work may include but is not limited to construction of access ways, paths and/or walkways, drainage, utilities, parking area and installation or restoration of landscaping and/or any other improvements or work as shown on the Plan, and all other work related or incidental thereto (collectively, the "Project Improvements").

The Grantee, its contractors and subcontractors shall have the right to enter and use the Temporary Construction Easement by foot and motor vehicles, including heavy equipment, for the foregoing purposes and for all other purposes and uses incidental thereto, including, without limitation, grading land, constructing, access ways, paths, walkways, drainage, utilities, and parking area in, on, under, and upon the Access and Parking Easement for the proper construction of the Project Improvements.

The Temporary Construction Easement shall terminate automatically upon the expiration of three (3) years from the date this Grant of Easement is recorded with the Essex Registry of Deeds without the necessity of recording any instrument with said Deeds.

The Grantor agrees not to interfere with, nor grant any other easements, leases or licenses to the Temporary Construction Easement Area which may interfere with the Grantee's easements on the Easement Premises without the prior written permission of the Grantee.

In return for the Temporary Construction Easement described herein, the Grantee by its acceptance of this Grant of Easement agrees that during the term of this Temporary Easement (a) all Project Improvements will be performed in a good and workmanlike manner; (b) the Grantee will maintain the Easement Premises in good repair and safe condition; (c) the Grantee will maintain General liability insurance of \$1,000,000/\$3,000,000 per occurrence and a \$5,000,000 Umbrella Policy; naming the Grantor as an additional insured; (d) the Grantee will remove any and all material, equipment and debris from the Temporary Easement Area following completion of Project Improvements.

All rights and privileges herein granted, including all benefits and burdens, shall run with the land and shall be binding upon and inure to the benefit of the parties hereto, their respective heirs, executors, administrators, successors, assigns and legal representatives.

[signature page follows]

WITNESS the execution hereof under seal this \_\_\_\_ day of \_\_\_\_\_, 2024.

**Greater Lawrence Regional Vocational Technical  
High School District**

By: \_\_\_\_\_

John Lavoie, Superintendent-Director

COMMONWEALTH OF MASSACHUSETTS

ESSEX, SS. \_\_\_\_\_, 2024

On this \_\_\_\_ day of \_\_\_\_\_, 2024, before me, the undersigned notary public, personally appeared John Lavoie, Superintendent-Director proved to me through satisfactory evidence of identification, which was a drivers license, to be the person whose name is signed on the preceding document in my presence and acknowledged to me that he/she signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public

My Commission Expires:

ACCEPTANCE BY CONSERVATION COMMISSION

We, the undersigned members of the Conservation Commission of the Town of Andover, hereby accept the foregoing Grant of Easement to the Town of Andover, to be held under the care, custody and control of the Conservation Commission of the Town of Andover under the provisions of General Laws Chapter 40, Section 8C.


COMMONWEALTH OF MASSACHUSETTS

ESSEX, SS.

On this \_\_\_\_ day of \_\_\_\_\_, 2024, before me, the undersigned notary public, personally appeared Members of the Andover Conservation Commission proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the persons whose names are signed on the preceding document in my presence and acknowledged to me that they signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public

My Commission Expires

ACCEPTANCE BY THE ANDOVER SELECT BOARD

We, the undersigned Select Board of the Town of Andover, Massachusetts, accept the foregoing Grant of Easement to the Town of Andover, to be held under the care, custody and control of the Conservation Commission of the Town of Andover under the provisions of General Laws Chapter 40, Section 8C.


COMMONWEALTH OF MASSACHUSETTS

ESSEX, SS.

On this \_\_\_\_ day of \_\_\_\_\_, 2024, before me, the undersigned notary public, personally appeared Members of the Andover Select Board proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the persons whose names are signed on the preceding document in my presence and acknowledged to me that they signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public

My Commission Expires

**RELEASE OF EASEMENT**

The Town of Andover, under the care, custody and control of the Conservation Commission of the Town of Andover under the provisions of M.G.L. c. 40, §8C, and being entitled to use of a certain easement affecting, in part, the parcel of land located at and known as 57 River Road, Andover, Massachusetts, described in a Easement recorded in the Essex North County registry of Deeds at Book 15873 Page 291(the “Easement”) and further depicted on a plan entitled “Easement Plan of Land Heffron Way, Andover Massachusetts, Dated: September 12, 2017” recorded as plan No. 17951 does hereby release all of its rights in, to, and under said Easement and hereby terminates any and all interests as shown on the plan pursuant to said Easement.

This release shall be binding on any and all successor in interest.

WITNESS the execution hereof under seal the \_\_\_ day of \_\_\_\_\_, 2024.

**ACCEPTANCE BY CONSERVATION COMMISSION**

We, the undersigned members of the Conservation Commission of the Town of Andover, hereby accept the foregoing Release of Easement to the Town of Andover held under the care and custody and control of the Conservation Commission of the Town of Andover under the provisions of General Laws Chapter 40, Section 8C.


ESSEX, SS.

On this \_\_\_\_ day of \_\_\_\_\_, 2024, before me, the undersigned notary public, personally appeared Members of the Andover Conservation Commission proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the persons whose names are signed on the preceding document in my presence and acknowledged to me that they signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public

My Commission Expires

ACCEPTANCE BY THE ANDOVER SELECT BOARD

We, the undersigned Select Board of the Town of Andover, Massachusetts, accept the foregoing Release of Easement to the Town of Andover under the care, custody and control of the Conservation Commission of the Town of Andover under the provisions of General Laws Chapter 40, Section 8C.


COMMONWEALTH OF MASSACHUSETTS

ESSEX, SS.

On this \_\_\_\_ day of \_\_\_\_\_, 2024, before me, the undersigned notary public, personally appeared Members of the Andover Select Board proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the persons whose names are signed on the preceding document in my presence and acknowledged to me that they signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public

My Commission Expires



## Select Board Meeting

Monday, July 22, 2024

7:00 PM

Select Board Room, Town Offices

36 Bartlet Street Andover, MA 01810

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### I. Call to Order – 7:00 P.M.

Select Board Chair Laura Gregory called the meeting of July 22, 2024 at 7:00 PM in the Select Board Meeting Room.

Members in attendance: Vice Chair Alex Vispoli, Clerk, Ellen Townson, members, Kevin Coffey and Melissa Danisch.

Others in attendance: Town Manager Andrew Flanagan, Deputy Town Manager Mike, Chief Administrative & Financial Officer Patrick Lawlor, Deputy Town Manager/Town Clerk Austin Simko, and Town Counsel Doug Heim.

### II. Opening Ceremonies

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

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

### III. Communications/Announcements/Liaison Reports

The Town Manager reported receipt of a \$71,00 grant from Mass Development Cultural Facilities Funds to invest in listening devices and a lift for Town Hall. He also reported that he is in preliminary development with Andover TV for a regular cable television show. Thank you to Wess Murphy and his team for agreeing to produce it.

Mike Lindstrom thanked everyone who made the Andover Pickleball Classic possible this past Saturday at Rec Park with over 50 teams and 120 participants raising over \$7,00 for Massachusetts Special Olympics. He also reported that the Weekly Farmer's Market held at South Church will run through October 12<sup>th</sup> and the Town has two tables for two town departments there each week to talk about Town projects and answer resident's questions.

Ellen Townson said Friday, July 26<sup>th</sup> is the 34<sup>th</sup> anniversary of the Americans with Disabilities Act and the Massachusetts Office is hosting a celebration via Zoom. The link is on the Commission with Disabilities website and meeting agenda.

### IV. Public Comment

Molly Stolberg Lamonte, 10 Lincoln Street stated her opposition to the one-way Lincoln Street project. Residents have stated their opposition to this change and would like the Town to come up with another solution. They may consider calling a Special Town Meeting to solve this. Lincoln Street is located between the two busiest streets, Shawsheen Road and Lowell Street and is especially busy when school is open and during the morning and evening commutes. This proposal is mainly about sidewalks, but speed is the bigger problem. Making this a one way would encourage speeding and also impact emergency vehicle response time and also create a huge inconvenience for delivery and landscape trucks for those who live in this area. Traffic in this area is already very bad, but this project will only make it worse. Gregory James, 8 Shadow Lane also spoke against changing Lincoln Street to a one-way street. that will affect other areas especially around the road from the Andover Country Club.

Wendy Bossin, Cuba Street, said the Town can do a better job with taxation and representation around Capital Projects. For example, the parking lot behind Town Hall, the Historic District, and changes to Lincoln Street, etc. It seems like every year at Town Meeting voters approve projects going in excess of the guidelines of the Commonwealth of Mass. While we do our planning take seriously the representation and taxation not being on the same playing field.

The Town Manager will provide a briefing on the proposed traffic change on Lincoln Street at the next Select Board Meeting.

## **V. Public Hearings**

### **A. National Grid – Webster Street, North Street, River Road and Old River Road**

Board to review and consider voting to approve an application by National Grid to install underground facilities, beginning at a point approximately 0 feet North of the centerline of the intersection of Webster Street & Steven Street and continuing approximately 7128 feet in a Northwest direction. National Grid will install new manholes and ducts or new 35KV feeder from substation on Webster Street to Minuteman Road. Install 23 new manholes on Webster Street, North Street, River Road & Old River Road locations.

The Project Manager, Logan Nunziato, provided an overview and scope of the project which is to expand the West Andover substations footprints and replace two transmission line substations line structures and installation of a new feeder route.

Discussions have been held with the Conservation Commission at public hearings. The project will be overseen by environmental licensing and permitting consultant(s). A notice of intent was sent to abutters as well as a notification of the start date of the distribution line and substation construction as well as follow up letters providing updates on the construction.

Austin Simko reported that all processes have been followed.

Frank Mackal, 4 Webster Street has an issue with the Town and follow-up on the project. Webster Street was recently dug up and was not restored to its proper state; will the Town be following up? The Town Manager reported that Carlos Jaquez, Deputy Director of Public Works will follow up. Information on the project will be available on the Town website.

Melissa Danisch moved to approve the application by National Grid to install underground facilities, beginning at a point approximately 0 feet North of the centerline of the intersection of Webster Street & Steven Street and continuing approximately 7128 feet in a Northwest direction. National Grid will install new manholes and ducts or new 35KV feeder from substation on Webster Street to Minuteman Road. Install 23 new manholes on Webster Street, North Street, River Road & Old River Road locations. Motion seconded by Alex Vispoli and voted 5-0 to approve.

## **VI. Regular Business**

### **A. Acceptance of Deed and Grant of Utility of Monarch Lane**

Board to accept and sign the Deed and Grant of Utility of Monarch Lane.

Town Counsel Doug Heim reported that the Board's acceptance of this street represents the final step of the development of the street. The second step will be the actual construction and will then go to Town Meeting for acceptance. The Board will sign off on the attached easements from the developing company to the Town. The legal department will review the documents and consistent with the planning Board's decision on the subdivision.

Alex Vispoli moved that the board accept and sign the Deed and Grant of Utility of Monarch Lane. Motion seconded by Melissa Danisch and voted 5-0 to approve.

B. [Massachusetts Clean Water Trust Loan](#)

Board to consider voting to approve and sign related closing document for the issuance and details of a loan (DW-22-28) from the Massachusetts Clean Water Trust. Patrick Lawlor reported on this item. The total loan amount of \$6,900, comes with a favorable interest rate of 1.9% saving the Town \$2.6M principal forgiveness and a low interest rate.

Alex Vispoli moved that the votes presented to this meeting relating to Loan Number DW-22-28 are hereby adopted and the text of such votes are hereby incorporated into the minutes of this meeting. Motion seconded by Melissa Danisch and voted 5-0 to approve.

C. [Sewer Rates – 1st Reading](#)

Board to review sewer rate recommendation.

The Town Manager has twice before developed a water rate plan but not sewer rates.

For the past several years, they have built in 2.5% increases but were notified by the State that we needed to be more aggressive in our rate increases. A 6% rate increase for about 5 years will equate to about \$10 per year. The rate is necessary to provide maintenance to the system, debt service, assessment to Greater Lawrence Sanitation

Patrick Lawlor provided information on the objectives of the sewer rate plan which are to maintain service levels of wastewater operations in Andover and to continue to meet ongoing Capital Improvement Projects (CIP) that focus on our collection and sewer flow lines. To prepare for major upgrades to the Shawsheen Pump Station, which is a critical infrastructure we have to meet the continued and evolving needs of wastewater treatment provided by the Greater Lawrence Sanitary District and to ensure adequate reserves to prepare for unforeseen circumstances or events.

The presentation included information on what is funded through the Sewer Enterprise: Wastewater treatment, personnel, operations, debt service, principal and interest payments related to sewer as well as the Shawsheen Interceptor improvements, maintenance, and upgrades. The Dept of Revenue must approve the Enterprise Fund user rate charges and assumptions. Historically, the Town has relied on reserves to mitigate annual increases to the rates. The goal is to have predictable increases.

The rate plan is to adjust the rates from 2.5% annual increases to 6% annual increases effective September 1, 2024 through FY-2029 for FY 2025 (first bill in December 2024). The average household uses about 90 gallons of water per year; most people fall into Tier one and Tier two. Andover's average sewer bill will be @ \$567 which is among the lowest in the region and comparable to AAA communities.

The Select Board will act on sewer rate increases at their meeting of August 6, 2024.

D. [FY-2025 Select Board and Town Manager Goals](#)

Presentation includes:

Lowering the Rate of increase of the Average Tax Bill – increase excess levy capacity. If we spend less there is excess levy capacity. Be cognizant about the overall demand for services from the residents which they try to meet. They have a multi-school deficit, and employee

contracts renewing in 2025. Andover has been able to provides services due to the investment into the community and have never relied on a Prop 2.5 override.

Mechanical challenges: Lowering the rate of increase of the average tax bill and mechanical challenges which is often influenced by circumstances out of the town control. Varying shifts in market values across the different classes of property can cause unanticipated swings in the annual growth of the residential tax bill.

Increase Excess Levy Capacity as a percentage of the Budget, establish Capital Stabilization Fund/Increase capacity of CIP, increase free cash balance to that of comparable communities.

Develop budget alternative limiting all-in average single-family residence tax growth to 3.5% including exempt debt service on other overrides. Understanding the relationship between these goals will be critical.

#### Administration & Finance

- Work with the Select Board to further define the relationship between the budget and the annual tax increase.
- Provide a presentation to the public and explain the mechanics of the tax bill.
- Evaluate Phase 1 of the Public Safety Staffing Plan and continue to assess staffing levels and identify additional need (additional ambulance) that may be incorporated into Phase 2 of the plan. Kevin Coffey suggested having a strategy discussion with the Fire Chief.
- Identify funding plan to appropriately resource the Town's cybersecurity efforts. Laura Gregory suggested looking into cyber security insurance. Patrick Lawlor said they have done that. There are a lot of technical 'type' calls especially on the highways.
- Hold a Financial Summit with the Triboard in the Fall of 2024. Provide a long-range financial plan and receive feedback on longstanding assumptions. Through working groups, modify the plan to better align with current revenue expectations and the needs of the organization and community.
- Begin to negotiate successor contracts for all Town collective bargaining agreements expiring in FY-2025.
- Utilize funds from the opioid settlement to advance the recommendations of the Community Health Improvement Plan (CHIP).
- Develop a communication plan and prepare for changes to solid waste and recycling disposal.
- They will be moving to a totter system for trash. There are a lot of expectations are changes relative to what you can be expected to be put out. An update will be presented to the Board at a later date.
- Create a standing Select Board agenda item: Town Manager's Report with updates on Town projects and initiatives and initiate information on community events, key vacancies, update on grants, and the status of hiring and appointments and financial reports with updates by departments.

Mr. Flanagan reviewed updates on grants and information on projects funded or proposed as well as updates on achievements, recognitions and professional development activities, and quarterly financial reports.

Continue to develop approaches and programs designed to promote the effort to recruit and retain a talented workforce.

Melissa Danisch suggested adding hyperlinks to presentations would be helpful and provide vital information. Laura Gregory said a number of these things are directly related to the Town Manager's review and would be foregoing some of the Board's role to not do this. The Town Manager is going to propose a platform under communications.

Capital Improvements:

The Town Manager provided an update on the following CIP Items:

Complete capping of the Ledge Road Landfill.

Develop plan for reuse of Shawsheen School.

Develop phasing plan and financing model for the Chandler Road property – have a many phased-approach.

Andover High School- Coordinate the process for advancing the Interim Plan, including engaging the community, Select Board, Finance Committee, and School Committee.

Complete the Facility Master Plan Study which should dovetail with the long-range plan and identify a funding source for a capital stabilization fund.

Communications and Resident Engagement- Explore platforms to maintain information about projects including solutions that may be external from the website. Implement project information solution by early 2025 and convene a cross-functional working group with representation from the Town Manger's Office, Facilities, Public Works, Planning and Administration and Finance to ensure that project information remains current and relevant.

Economic Development and Housing- Monitor and manage the permitting process for development of 11 Lewis Street.

Provide information to the Board on Town-owned parcels that could be disposed of to support affordable housing in Andover. Monitor real estate activity at Brick Stone Square, collect data as necessary and facilitate neighborhood discussion about future uses.

River and Open Space Access - Complete Merrimack River Access Project along the Heffron Right of Way and the Greater Lawrence Tech School easement that will provide public safety and public access to the Merrimack River.

Energy and Sustainability - Collaborate with the Andover Green Advisory Bord on shared goals and initiatives.

Proposed Goals suggested by the Select Board members - Increase Town's reserves and develop best practices of peer AAA communities. Increase excess tax levy reserve to a percentage of the total budget from \$300K. The goal is to increase the excess capacity as the budget grows. Propose a FY-26 budget alternative with all-in property tax growth 3.5% or less. Establish Capital Stabilization Fund and update Board Policy Manual.

E. Town Manager Review

Chair, Laura Gregory provided an overview of the Town Manager's Review for the period of July 1, 2023 through June 30, 2024, and for the Board to consider voting to accept. The reviews from all five of the Select Board members was forwarded to Human Resources to compile responses:

Overview of how the Board voted using a rating scale from 1-5 with 5 being high.

Categories

Personal Characteristics	Score of 4.56	Exceeds expectations
Professionalism	Score of 4.25	Exceeds expectations
Public relations/communications	Score of 4.11	Exceeds expectations
Board Support/Relations	Score of 4.20	Exceeds expectations
Community Leadership-	Score of 4.26	Exceeds expectations
Organizational Leadership/Personnel Management	Score of 4.3	Exceeds expectations
Financial Management	Score of 4.33	Exceeds expectations
Planning and Organization	Score of 4.12	Exceeds expectations

Last Year's Goals and Objectives

Composite Rankings:

Administration & Finance	4.0	
Resident Response Mgmt. & Engagement	4.0	
Capital Investments		4.0
Active Transportation	4.2	
Economic Development & Housing		4.0
Energy Sustainability	4.2	
River & Open Space Access		3.4
Diversity, Equity & Inclusion	2.5	

Overall Composite Ranking 4.24 Exceeds Expectations

The Chair read excerpts from individual Board members that included recognized strengths, creative thinking, finance and budgeting, collective bargaining, and negotiating outside the box thinking.

Town Manager Flanagan thanked the Select Board for their support and feedback provided which is incredibly valuable to him. The Town Manager recognized his team for all of their work and support.

Members of the Board thanked the Town Manager for all of his hard work, creating a culture of creativity and recognized his negotiation skills and how they have benefited the Town in many ways. The Board is very impressed with the Team the Town Manager has built and who work well together.

On a motion by Alex Vispoli and seconded by Melissa Danisch, the Board voted 5-0 the Board to accept the review.

**VII. Consent Agenda.**

The Town Manager recognized Gino Ngallopi, Administration and Finance Analyst and welcomed him to the Team.

A. Appointments by the Town Manager

Melissa Danisch moved to approve the appointments by the Town Manager as listed on the Consent Agenda. Motion seconded by Alex Vispoli and voted 5-0 to approve.

Department	Name	Position	Rate/Term	Date of Hire
Administration & Finance	Jennifer Callahan (Lynn Spitalere)	Cash Manager	\$75,106.11/year	07/23/2024
Administration & Finance	Gino Ngallopi (Faith Rea)	Administration & Finance Analyst	\$78,500/year	07/23/2024
Design Review Board	Adam Knoll	Member	06/30/2025	07/01/2024

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

Alex Vispoli moved to approve the reappointment of election officers as printed in the consent agenda as submitted by the Board of Registered Voters and further approve that the Town Clerk may from time to time appoint from among Election Officers such as wardens, deputy wardens, Clerks, Deputy Clerks, Inspectors, Deputy Inspectors, and tellers. Motion seconded by Melissa Danisch and voted 5-0 to approve. Melissa voted 5-0 to approve

Department	Name	Position	Rate/Term	Date of Hire
Town Clerk	Abigail C. Harris	Deputy Warden	\$ 10.25	07/22/2024
Town Clerk	Adel Paulino	Deputy Warden	\$ 10.25	07/22/2024
Town Clerk	Alexander Iannicelli	Deputy Clerk	\$ 10.25	07/22/2024
Town Clerk	Alexandra Driscoll	Deputy Warden	\$ 10.25	07/22/2024
Town Clerk	Alice Friedenson	Deputy Warden	\$ 10.25	07/22/2024
Town Clerk	Amanda Gasse	Deputy Warden	\$ 10.25	07/22/2024
Town Clerk	Amanda Lutsch	Deputy Clerk	\$ 10.25	07/22/2024
Town Clerk	Amy Belscher	Deputy Clerk	\$ 10.25	07/22/2024
Town Clerk	Amy Jaromin	Deputy Warden	\$ 10.25	07/22/2024
Town Clerk	Amy V. Holland	Deputy Warden	\$ 10.25	07/22/2024
Town Clerk	Andrew Smith	Deputy Warden	\$ 10.25	07/22/2024
Town Clerk	Ann Grecoe	Deputy Clerk	\$ 10.25	07/22/2024
Town Clerk	Anne M Feeney	Deputy Warden	\$ 10.25	07/22/2024
Town Clerk	Anthony J. Sofia	Deputy Clerk	\$ 10.25	07/22/2024
Town Clerk	Arthur Rousmaniere	Deputy Warden	\$ 10.25	07/22/2024
Town Clerk	Barbara Bourgeois	Inspector	\$ 10.25	07/22/2024
Town Clerk	Barbara Longworth	Deputy Warden	\$ 10.25	07/22/2024
Town Clerk	Betsy Couture	Inspector	\$ 10.25	07/22/2024
Town Clerk	Betsy Streeter	Deputy Inspector	\$ 10.25	07/22/2024
Town Clerk	Bonita Zahorik	Deputy Clerk	\$ 10.25	07/22/2024
Town Clerk	Brewster LaMacchia	Inspector	\$ 10.25	07/22/2024
Town Clerk	Brian Masterson	Clerk	\$ 11.25	07/22/2024
Town Clerk	C William Kettinger, Jr.	Inspector	\$ 10.25	07/22/2024
Town Clerk	Calvin Perry	Deputy Inspector	\$ 10.25	07/22/2024

Town Clerk	Carol J. Hopkinson	Clerk	\$ 11.25	07/22/2024
Town Clerk	Carolyn Hill Page	Inspector	\$ 10.25	07/22/2024
Town Clerk	Catherine Robie	Deputy Clerk	\$ 10.25	07/22/2024
Town Clerk	Cathleen Conroy	Clerk	\$ 11.25	07/22/2024
Town Clerk	Charlotte Taylor	Clerk	\$ 11.25	07/22/2024
Town Clerk	Christina Banta	Deputy Inspector	\$ 10.25	07/22/2024
Town Clerk	Christine Curran	Deputy Clerk	\$ 10.25	07/22/2024
Town Clerk	Christine Hayward	Deputy Clerk	\$ 10.25	07/22/2024
Town Clerk	Claire Enos	Deputy Inspector	\$ 10.25	07/22/2024
Town Clerk	Cynthia Barakatt	Inspector	\$ 10.25	07/22/2024
Town Clerk	Cynthia Campbell	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Cynthia Cohen	Teller	\$ 10.25	07/22/2024
Town Clerk	Cynthia Stoltz	Inspector	\$ 10.25	07/22/2024
Town Clerk	Danielle Crompton	Deputy Clerk	\$ 10.25	07/22/2024
Town Clerk	David Berman	Deputy Inspector	\$ 10.25	07/22/2024
Town Clerk	David Brown	Warden	\$ 12.25	07/22/2024
Town Clerk	David C. Tomlinson	Deputy Inspector	\$ 10.25	07/22/2024
Town Clerk	David Cleary	Teller	\$ 10.25	07/22/2024
Town Clerk	David Lewis	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Deb Hartman	Teller	\$ 10.25	07/22/2024
Town Clerk	Debra Lowry	Clerk	\$ 11.25	07/22/2024
Town Clerk	Denise Doherty	Warden	\$ 12.25	07/22/2024
Town Clerk	Diane Riemer	Deputy Inspector	\$ 10.25	07/22/2024
Town Clerk	Donna Cooper	Inspector	\$ 10.25	07/22/2024
Town Clerk	Donna Dooley	Deputy Inspector	\$ 10.25	07/22/2024
Town Clerk	Dora Volpe	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Dorothy R. Hollenbeck	Deputy Clerk	\$ 10.25	07/22/2024
Town Clerk	Edna Allen	Inspector	\$ 10.25	07/22/2024
Town Clerk	Eleanor Everett	Warden	\$ 12.25	07/22/2024
Town Clerk	Elizabeth A. Kochakian	Inspector	\$ 10.25	07/22/2024
Town Clerk	Elizabeth Anderson	Teller	\$ 10.25	07/22/2024
Town Clerk	Elizabeth Shiro	Teller	\$ 10.25	07/22/2024
Town Clerk	Emily O'Hara	Teller	\$ 10.25	07/22/2024
Town Clerk	Erin Staudt	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Gail Ralston	Election Worker	\$ 10.25	07/22/2024
Town Clerk	George Kakridas	Election Worker	\$ 10.25	07/22/2024
Town Clerk	George Martin	Election Worker	\$ 10.25	07/22/2024
Town Clerk	George Thomson	Election Worker	\$ 10.25	07/22/2024
Town Clerk	George Woodward	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Geraldine Jacobson	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Gertraud Mosca	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Gisella Spreizer	Clerk	\$ 11.25	07/22/2024

Town Clerk	Gloria Wager	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Heather Norton	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Helen Waldruff	Clerk	\$ 11.25	07/22/2024
Town Clerk	Francis Rittershaus	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Jack Hall	Election Worker	\$ 10.25	07/22/2024
Town Clerk	James Blatchford	Election Worker	\$ 10.25	07/22/2024
Town Clerk	James Redmond	Clerk	\$ 11.25	07/22/2024
Town Clerk	Jane Gifun	Teller	\$ 10.25	07/22/2024
Town Clerk	Jane Roberts	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Janet Arnold	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Jeanne S. Paskowsky	Deputy Inspector	\$ 10.25	07/22/2024
Town Clerk	Jennifer B. Hickman	Teller	\$ 10.25	07/22/2024
Town Clerk	Jennifer O'Neill	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Jennifer Perigaut	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Jennifer Smith	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Joan Fox	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Joan Howland	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Joanne Lepine	Election Worker	\$ 10.25	07/22/2024
Town Clerk	John Doherty	Election Worker	\$ 10.25	07/22/2024
Town Clerk	John Gardner	Inspector	\$ 10.25	07/22/2024
Town Clerk	John J. Sudol	Election Worker	\$ 10.25	07/22/2024
Town Clerk	John McCarthy	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Joseph Gifun	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Joy Sapienza	Warden	\$ 12.25	07/22/2024
Town Clerk	Judith Birtles	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Judith Norton	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Judith Reghitto	Warden	\$ 12.25	07/22/2024
Town Clerk	Julianne Stein	Deputy Inspector	\$ 10.25	07/22/2024
Town Clerk	Karen Dobbelaar	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Katherine A. Craig-Comin	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Kathleen M. Salvi	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Kenneth Gasse	Deputy Inspector	\$ 10.25	07/22/2024
Town Clerk	Kenneth Ozoonian	Teller	\$ 10.25	07/22/2024
Town Clerk	Leo Greene	Teller	\$ 10.25	07/22/2024
Town Clerk	Linda D'Andrea	Teller	\$ 10.25	07/22/2024
Town Clerk	Linda Kosinski	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Linda O'Connell	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Lisa Lapp	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Lisa Martin Rigoli	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Lisa Reid	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Lora Bates	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Luan Maria Giannone	Election Worker	\$ 10.25	07/22/2024

Town Clerk	Lynn Landry	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Marcia Jacobs	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Marcia O'Donnell	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Margaret Tenczar	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Marian Bicking	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Marie Holbrook	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Marilyn Blumsack	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Marilyn Fulginiti	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Mark Thibodeau	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Martha Mahoney	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Mary D. Barry	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Mary Jane Bausemer	Election Worker	\$ 10.25	07/22/2024
Town Clerk	MaryKate Allard	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Matt Murphy	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Matthew Gosselin	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Michael Wartman	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Micheline Pelletier	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Myrna L. Zetlan	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Nancy Buckley	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Nancy E. Donahue	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Nancy Earnley	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Nancy Mulvey	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Nancy Simili	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Nancy Vogel	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Norma A. Gammon	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Norman Rice	Warden	\$ 12.25	07/22/2024
Town Clerk	Pam Newman	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Patricia Boutin-Skene	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Patricia Dell-Ross	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Patricia Donahue	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Patricia Fleming	Warden	\$ 12.25	07/22/2024
Town Clerk	Patrick Donahue	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Paul Dick	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Paul G. Ordman	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Paula DelDotto	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Peter H. Schwind	Clerk	\$ 11.25	07/22/2024
Town Clerk	Qiong Qiao	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Rajiv Chopra	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Rebecca Kelley-Morgan	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Rebecca Tola	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Reginald S. Stapczynski	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Remi Machet	Warden	\$ 12.25	07/22/2024

Town Clerk	Richard Jenson	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Richard M. Lincoln Vogel	Clerk	\$ 11.25	07/22/2024
Town Clerk	Robert A. Friedenson	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Robert Banta	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Robert Decelle	Warden	\$ 12.25	07/22/2024
Town Clerk	Robert McLellan	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Robin Manning	Clerk	\$ 11.25	07/22/2024
Town Clerk	Ron Rieder	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Rosemary Murphy	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Ruth Emerton	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Ruth Martin	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Sanders Witman	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Sandra B. Morrison	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Sandra DiVincenzo	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Sandra Levine	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Sandra Minkkinen	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Sarah Arden Slaughter	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Scott Dianis	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Sharon Magnuson	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Shiva Sheel	Warden	\$ 12.25	07/22/2024
Town Clerk	Stephanie Yang	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Steve Buccieri	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Steven Knapp	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Steven Rosenfeld	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Steven Wallingford	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Suanne Dillman	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Susan B. Yavner	Clerk	\$ 11.25	07/22/2024
Town Clerk	Susan Fried	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Susan Hunter	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Susan McLellan	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Susan Rice	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Susan Thomson	Warden	\$ 12.25	07/22/2024
Town Clerk	Susan Wartman	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Suzanne Hornick	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Suzanne Soo Hoo	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Timothy Carter	Clerk	\$ 11.25	07/22/2024
Town Clerk	Traci Connor	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Vicki Keene	Election Worker	\$ 10.25	07/22/2024
Town Clerk	Wendy Grobicki	Election Worker	\$ 10.25	07/22/2024
Town Clerk	William Webber	Election Worker	\$ 10.25	07/22/2024

**A. Approval of Minutes**

On a motion by Melissa Danisch and seconded by Alex Vispoli, the Board voted 5-0 to approve the minutes of the following meetings:

1. June 3, 2024 Select Board Subcommittee for the Zoning Board of Appeals
2. June 5, 2024 Select Board Subcommittee for the Zoning Board of Appeals
3. June 14, 2024 Select Board Subcommittee for the Zoning Board of Appeals

**VIII. Executive Session**

A. The Board voted to go into Executive Session pursuant to Purpose 2, to conduct contract negotiations with nonunion personnel, i.e., the Town Manager; and Purpose 6 of Massachusetts General Laws, Chapter 30, Section 21(a), to consider the purchase, exchange, lease or value of real property; and to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements (Open Meeting Law, G.L. c. 30A, s. 22); and for the Chair to declare that an open session may have a detrimental effect on the negotiating position of the Town, and not to return to open session. Roll call: Melissa Danisch-Y, Laura Gregory-Y, Ellen Johnson-Y, Kevin Coffey-Y, Alex Vispoli-Y. Motion passes 5-0.

**IX. Adjourn**

At 10:05 PM the Select Board adjourned from Open Session and moved to Executive Session not to return to open session.

*Respectfully submitted,*

*Dee DeLorenzo, Recorder*

*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 Meeting

Tuesday, August 6, 2024

7:00 PM

Select Board Room, Town Offices

36 Bartlet Street Andover, MA 01810

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### I. Call to Order – 7:00 P.M.

The Chair, Laura Gregory, called the Meeting of Tuesday, August 6, 2024 to order at 7:00 PM.

Members in attendance: Vice Chair Alex Vispoli, Clerk, Ellen Townson, members, Kevin Coffey and Melissa Danisch.

Others in attendance: Town Manager Andrew Flanagan, Deputy Town Manager Mike, Chief Administrative & Financial Officer Patrick Lawlor, Deputy Town Manager/Town Clerk Austin Simko, and Town Counsel Doug Heim.

### II. Opening Ceremonies

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

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

### III. Communications/Announcements/Liaison Reports

Mike Lindstrom reported that Andover Community Power/ National Grid went out to bid for their next six-month rate setting on the supply side from August 1<sup>st</sup> through January 31<sup>st</sup>. The rate is set at 16.005 cents per kilowatt hour. They have continued to meet National Grid's rate. He encourages residents to look at usage and compare to a previous bill.

Doug Heim had a mini catastrophe at his home and complimented the DPW who got them back on line as well as the other safety departments that responded quickly.

Kevin Coffey said the Board received email from resident regarding complaint resolution policy. Laura Gregory said they are looking to put him on a future agenda. He also spoke about the level of community energy relative to the Haggetts Pond Project and if there is any other vehicle for productive conversation in the community. The Town Manager said there may be other opportunities for project kick off but the next step is with the Conservation Committee.

Melissa Danisch made the following announcements: She welcomed the "Sweetest Ride" which is a new ice cream shop in Town located at 22 Andover Street. There are three concert dates left in the Park for this summer that are held on Wednesday nights from 6-8 PM with food trucks and a Beer Garden on site. The Preservation Commission is Meeting on the August 13<sup>th</sup> at 6:30 PM at the Memorial Hall Library to continue to discuss the demolition of 60 Central Street. There is another demolition listed for another house also on Central Street.

The Town Manager reported that the demolition on the former West Elementary School is almost complete. The school behind the old school is ready to go for this fall; the project is on time. The Plan is to move into the new school this fall, and the Preschool will move in the Fall of 2025. They are on budget and on time. The School Department will be sending out communications to families.

Ellen Townson announced the following: A Garden Gathering will be held in The Park on August 8<sup>th</sup> from 4-6 PM to learn about pollinator plants and lessons on how to provide pollinator gardens. A Conservation Hike is scheduled for August 29<sup>th</sup> from 9:00 am to 11:00 PM at the Retelle Reservation on Brundrett Avenue. More information is available on the Conservation Website. Ellen recognized two rising fifth graders who have been selling ice cream in the Concerts in the Park raising more than \$500 for food and baby supplies.

Laura Gregory said the Select Board members are residents of the community and their positions are their own unless the Select Board has taken a formal vote.

**IV. Public Comment      None**

**V. Town Manager Report**

The Town Manager reported on the following:

Old Town Yard - The Town Manager deeply appreciates those who have worked on this project over the past several years.

The Town is entering into an agreement with North Andover Lynnfield and North Reading to form a Regional Health Care Coalition with the Mass. Dept of Public Health who has offered grants for shared services amongst communities. In order to apply for the grants, you have participate in the program which 100% funded by the State with support staff from each community. They will formalize permitting projects, receive free professional development and is about two hours a month of the Director's time for the Board of Health and can withdraw at any time. The Board of Health is expanding to five members with three great additions.

The Town Manager sincerely appreciates the work of the IT Staff on the installation installing devices at West Elementary School.

Congratulations to the new recruits hired by the Fire Dept. Joseph Lords, and Griffin Foley who received the Bangs Outstanding Recruit Award for demonstrating outstanding commitment and excellence. Also, congratulations to Christopher Drum, Justin Mullin, and Police Officer Jaylen Howard who recently graduated from the Police Academy.

There is a unique appointment on the Consent Agenda: Patrick Goddard part-time project manager (per diem). Patrick moved to Andover in the fall and is the retired Facilities Director for the Town of Lexington with an impressive background. He was also an OPM (Owner's Project Manager) for many projects in Lexington. This part-time position will complement Andover's Facilities Department bringing an enormous savings to the Town.

Budget updates – The Town Manager and Patrick Lawlor attended the first meeting of the Superintendent's Budget Advisory Committee and interviewed over 50 candidates for the position.

The CIP will formally be kicked off within the next week and released in late October or early November with the annual update from the Accounting Dept released in October.

Alex Vispoli asked how long the Grant with multi-towns will last. The Town Manager said about 3 years with employees housed in North Andover who will oversee all the benefits etc. paid for by a State Grant.

Kevin Coffey asked about the process of the sale of Old Town Yard and where will the proceeds of the sale go?

The Town Manager said Articles 31, 32, and 33 of the 2016 Annual Town Meeting appropriated the funds to design the facility at Campenelli Drive and created a Municipal Service Fund (approved by the Legislature) Proceeds from the sale and actual taxation from the site will be deposited in this account to pay down the debt service associated with the new facility. The fund has some money in it for initial service fees.

Kevin Coffey asked if the budget process is going to be the same as it has been or if there will be an opportunity for conversation to provide feedback on the process. The Town Manager said they are making some mechanical changes internally to the process.

## **VI. Regular Business**

### **A. [Lincoln Street](#)**

Board to receive presentation and overview of proposed pedestrian safety improvements on Lincoln Street. There is a "Lincoln Street" page on the Town website that provides information.

Mike Lindstrom provided an overview of the proposed safety improvements to Lincoln Street and the evaluation process. In attendance: DPW Director Chris Cronin, Town Engineer Art Martineau, Police Chief Keefe, Safety Officer Mark Ota and Director of Land Use and Planning Paul Materazzo,

The presentation included:

- Current conditions and evaluation process
- Connection to Complete Streets & Route 133 State funded Project
- Recap of April and June Public Information Sessions
- Neighborhood Alternatives Request
- TEC Traffic Analysis and recommendations.

Issues:

Issues include the connection to WMS and AHS with students/pedestrians walking Lincoln Street. Many sections are ADA challenging as is speed, volume, and a cut-through for traffic. They have looked at many different options to add an ADA sidewalk and what options/trade-offs are available to route traffic to other areas.

Town Engineer Art Martineau that they procured services through TEC, a local Transportation Engineering Company to study the traffic pattern and provide recommendations and reviewed the four options under consideration along with the pros and cons:

1. Installing a 5' sidewalk keeping two 12' lanes of traffic from Marilyn Road to Lowell Street.
2. Installing a 5' sidewalk from Marilyn Road to Lowell Street and converting to a one-way.
3. Installing a sidewalk extension through the Marilyn Road neighborhood instead of down Lincoln Street.

4. Turning the entirety of Lincoln Street to a one-way that will allow them to install an 8-10' shared use path along the entire road both north and southbound evaluations completed.

Obstacles: Relocation of six poles and impacts to residents of Lowell and Lincoln Street and turning Lincoln Street into a one way and installing an 8'-10' shared use path along the entire road both north and south bound.

Mike Lindstrom provided information on the Complete Street Policy that the Town has adopted and the Shared Use Path that is a nicer and safer amenity. If they apply for a grant for a shared use path at a cost of \$550,000, it would close a key network gap between Lowell and Shawsheen Road.

Lincoln Street southbound one-way flow condition: There is not expected to be any substantial change in traffic along the connecting neighborhood streets. The more applicable desire for non-resident's use appears to be northbound regardless of the existing posted restriction and the general benefit, in most conditions of resident travel time in the Lincoln St. southbound direction.

They will continue the process needed to look at unintended consequences and proposed a five-week trial beginning August 19 to Sunday September 22<sup>nd</sup>. Notifications will be sent out to residents before the school year begins and conduct a community wide-survey that will be available on the Town website to with real-time data and talk to residents in the area and hold a community meeting at the conclusion of the trial.

Laura Gregory commented on the disproportionate number of new drivers which raises safety issues.

Comments from the audience:

~Have an open and honest communication and inform residents in a timely manner.

~Think about the decision making and how they go forward with the vision of a safer town. This was not an arbitrary decision to look at Lincoln Street and investing in a safer walk/ride to school and Town.

Steps in getting the process going: The Town Manager said the Select Board will vote to make Lincoln Street a one-way. There will be survey on the Town Website and they encourage residents to participate so they can get as much information as possible. Residents can stay engaged in the process and provide the Board with their position and participate in the survey that will be available on the Town Website.

#### B. [Sewer Rates – 2nd Reading](#)

Board to consider voting to approve a sewer rate recommendation.

Patrick Lawlor provided a review of the presentation including the objectives, what the process is, and what is funded through the Sewer Enterprise Rate Plan. (150 miles of sewer lines in Andover). Andover does not have wastewater treatment plan wastewater is transmitted to the Lawrence Sewer District for treatment. Both water and sewer are rates cyclical based.

The plan would be to adjust rates from a 2% annual increase to 6% for the next five years effective September 1, 2024 through FY2029. Presentation included Major Expense Areas

such as personnel, operations, indirect costs, and meeting the needs of the Greater Lawrence Sanitary District and the District Assessment. Debt service is expected to decrease in FY-25 and FY26 and then increase in FY-27-29 to meet capital needs.

Rate plan is designed to fund services of the Sewer Enterprise Fund as well as maintain consistency predictability and affordable rates. Andover's average bill will be \$560 which is lower than comparable communities except for Lawrence.

Motion: Melissa Danisch moved to approve the Sewer Rate Plan as presented. Motion seconded by Ellen Townson and voted 5-0 to approve.

C. [Historic District Study Committee](#)

Board to discuss and consider voting to appoint members of the Central Street Historic District Study Committee.

Select Board members of the subcommittee (Alex Vispoli, Kevin Coffee, and Melissa Danisch) conducted the interviews. Alex reported that they had more applications than available slots. The meetings will be public and posted.

Alex Vispoli moved that the Board vote to appoint the following persons as members of the Central Street Historic District Study Committee, for terms beginning August 7, 2024 and expiring on June 30, 2027: Lisa Dore, Christina Erikson, John O'Hara, Gina Prisco, Joanna Reck, Katherine Robinson and Mark Rogers. Motion seconded by Melissa Danisch and 5-0 voted to approve.

D. [FY 2025 Select Board and Town Manager Goals \(revised\)](#)

Town Manager and Board to discuss potential goals and consider voting to adopt goals for FY-2025.

The Town Manager incorporated the Board's feedback of the goal's he presented at the last Select Board Meeting and provided the updates which was further discussed with the Board.

Admin & Finance:

Public Safety Plan more specific: Updated. (See attached for updates) to make more specific. Evaluate and assess the impact of Phase 1 of the Public Safety Staffing Plan which includes having a third ambulance in service approximately 50% of the time.

Consider service impacts/improvements, revenues and anticipated costs.

Capital Improvements: Complete Facility Master Study Plan & Identify potential sources for a Capital Stabilization Fund.

Economic Development & Housing:

Provide info to the Board on Town Owned Parcels that could potentially be disposed of in the future. The deliverable would be to provide an analysis to the Board on available parcels, the process required to authorize disposition, the conditions that could be attached to dispositions and potential uses for proceeds generated by disposal and facilitate action determined by the Board.

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

Monitor real estate activity at Brickstone Square, collect data as necessary, and facilitate neighborhood discussions.

Kevin Coffey suggested they broaden the parameters including the funding source they are still too thin on the communications. Laura Gregory is not in favor of increasing budget options and opposed to creating two financial budget books in addition to the CIP.

The Town Manager will give a budget presentation in January to include what would be cut at different levels of taxation. He recommended the Board schedule a meeting to take a deep dive into the financial plan to which the Board agreed.

Communications & Resident Engagement:

Improve public information regarding on-going planned Capital Projects. The document is presented and then amended to provide an alternative budget analysis in January.

The Board discussed pay as you go in solid waste, and cost of totters. There is a financial consideration on the cost of the totters, but it is something that is valued by residents and the number one rated item by the residents. The alternative should be similar to what we have now – 2.7% of our budget is minimal. Solid waste disposal will be in the tax bill and look at how to address the fee for the totters (one for trash and one for recycling).

Communications: Overall assessment of findings by the Select Board  
Conduct an overall assessment of Town communications and present findings and recommendations to the Select Board. Provide an alternative budget in January.

Motion: Ellen Townson moved to adopt the 2024-2025 Town Manager and Select Board Strategic Goals. Motion seconded by Alex Vispoli and voted 5-0 to approve.

E. Establishment of Town Manager's FY 2025 Annual Salary

Board to vote to establish Town Manager's FY 2025 Annual Salary.

Melissa Danisch moved that the Town Manager's annual salary for FY-2025 be adjusted to \$235,059,91, which reflects a 2.75% general wage adjustment, such adjusted salary to be effective as of July 1, 2024. Motion seconded by Alex Vispoli and voted 5-0 to approve.

F. Retirement Board Appointment Process

The Board discussed the Retirement Board member appointment process.

There are five members on the Retirement Board with one member appointed by the Select Board. The Town Manager recommended to approve a process that includes posting the vacancy by the end of this week and approved by August 30<sup>th</sup>. The solicitation would run through the end of August and approval at the Board's meeting on September 16, 2024.

G. September 3, 2024 State Primary Warrant

Board to consider voting to approve the September 3, 2024 State Primary Warrant.

Austin Simko reported on this item. The polling places and precincts remain the same. His office is ready and the warrant is standard issue.

Alex Vispoli moved that the Board approve and vote to sign the September 3, 2024 State Primary Warrant. Motion seconded by Melissa Danisch and voted 5-0 to approve.

**F. Consent Agenda**

Appointments by the Town Manager

A. Alex Vispoli moved to approve appointments by the Town Manager as listed in the Consent Agenda. Motion seconded by Ellen Townson and voted 5-0 to approve.

<b>Department</b>	<b>Name</b>	<b>Position</b>	<b>Rate/Term</b>	<b>Date of Hire</b>
Community Development & Planning	Angela Whitney <i>(Barbara Burke)</i>	Office Assistant	\$57,358.69/year	09/09/2024
Facilities	Patrick Goddard <i>Per-Diem</i>	Part-Time Project Manager	\$70/hour	08/07/2024
Conservation Commission	Stuart Rubin	Member	06/30/2027	07/01/2024
Memorial Hall Library Trustees	Sarah Klock	Member	06/30/2027	09/09/2024

**5. Approval of Minutes**

A. Moved to approve minutes from the following meetings:

1. 2024 Select Board Meeting – July 17, 2024.

Alex Vispoli moved to approve the July Select Board Meeting Minutes of July 17, as presented. Motion seconded by Ellen Townson voted 5-0 to approve.

2. Alex Vispoli moved to approve the Central Street Historic District Study Subcommittee Meeting Minutes of July 22, 2024 and July 24, 2024 as presented. Motion seconded by Melissa Danisch and voted 5-0 to approve.

**6. Adjourn**

At 9:29 PM on a motion by Melisa Danisch and seconded by Ellen Townson the Select Board voted 5-0 to adjourn the meeting of August 6, 2024.

Respectfully submitted,  
*Dee DeLorenzo*  
Recording Secretary

MEETINGS ARE TELEVISED ON  
COMCAST CHANNEL 22 AND VERIZON CHANNEL 45