

## Select Board Meeting

Wednesday, October 23, 2024  
Select Board Room, Town Offices  
36 Bartlet Street Andover, MA 01810

6:30 P.M.

RECEIVED  
TOWN CLERK'S OFFICE

2024 OCT 21 PH 3:45

TOWN OF ANDOVER, MASS

### I. Call to Order – 6:30 P.M.

### II. Executive Session

- A. Board to vote to go into Executive Session pursuant to Purpose 2, to conduct contract negotiations with nonunion personnel, i.e., the Town Manager; and for the Chair to declare that an open session may have a detrimental effect on the negotiating position of the Town, and to return to open session.

### Regular Session – 7:00 P.M.

### III. Opening Ceremonies

- A. Moment of Silence/Pledge of Allegiance

### IV. Town Manager Report

### V. Communications/Announcements/Liaison Reports

### VI. Public Comment

### VII. Regular Business

A. Liquor License Change of Manager

Board to review and consider voting to approve the application of WHG Andover Inn, LLC, dba Andover Inn, for a Change of Manager to Nicolette Marie DeVito on its All Alcohol Alcoholic Beverages License at Andover Inn, 4 Chapel Avenue, Andover.

B. Andover Home for the Aged People

Board to receive a presentation and consider voting to approve a donation from the Andover Home for Aged People.

C. Town Manager Reappointment Public Input

Board to receive public input regarding the Town Manager reappointment.

D. Town Manager Reappointment

Board to discuss and consider taking action relative to the reappointment of the Town Manager.

### VIII. Consent Agenda

A. Appointments by the Town Manager

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

Department	Name	Position	Rate/Term	Date of Hire
Memorial Hall Library	Laurie Kulik	Cataloging Librarian	\$40.00/hour	10/24/2024
Commission on Disability	Tana Goldberg	Member	Term Expires 06/30/2026	10/24/2024
Cultural Council	Michael Hendrickson	Member	Term Expires 06/30/2027	10/24/2024

**IX. Approval of Minutes**

A. Board to approve minutes from the following meetings:

1. September 16, 2024
2. October 4, 2024

**X. 2024 Select Board Meetings**

A. Board to consider voting to accept the following Select Board Meeting Schedule:  
December 4, 2024 (Wednesday)

**XI. 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



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

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
 MONETARY TRANSMITTAL FORM

**AMENDMENT-Change of Manager**

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

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN  STATE  ZIP CODE

For the following transactions (Check all that apply):

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

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL

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

### Payment Confirmation

#### YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email.



Transaction Processed Successfully.

INVOICE #: 31dc3431-aab8-40c8-b272-5e6fe2896db7

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	WHG Andover Inn LLC	\$200.00
		<b>\$200.00</b>

Total Convenience Fee: \$5.18

Date Paid: 10/8/2024 1:49:24 PM EDT

Total Amount Paid: \$205.18

#### Payment On Behalf Of

**License Number or Business Name:**  
WHG Andover Inn LLC

**Fee Type:**  
FILING FEES-RETAIL

#### Billing Information

**First Name:**  
Joseph

**Last Name:**  
Devlin

**Address:**  
112 Water St., Ste 201

**City:**  
Boston

**State:**  
MA

**Zip Code:**  
02109

**Email Address:**  
atalbot@ucdlaw.com

# **APPLICATION AND FORMS**



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

**AMENDMENT-Change of Manager**  Change of License Manager

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
WHG Andover Inn LLC	Andover	00052-HT-0026

**2. APPLICATION CONTACT**

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

Name	Title	Email	Phone
Joseph Devlin	Attorney	jdevlin@ucdlaw.com	[REDACTED]

**3A. MANAGER INFORMATION**

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name	Nicolette Marie DeVito	Date of Birth	11/28/1989	SSN	[REDACTED]
Residential Address	22 Blaisdell St. Unit 1, Haverhill, MA 01832				
Email	ndeviso@andoverinn.com	Phone	[REDACTED]		
Please indicate how many hours per week you intend to be on the licensed premises	40+	Last-Approved License Manager	Brian Summers		

**3B. CITIZENSHIP/BACKGROUND INFORMATION**

Are you a U.S. Citizen?  Yes  No \*Manager must be U.S. citizen  
 If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.  
 Have you ever been convicted of a state, federal, or military crime?  Yes  No  
 If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

**3C. EMPLOYMENT INFORMATION**

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
Jan 2023	Present	Director of Sales	Waterford Hotel Group/Andover Inn,	Blake Alleyn
Jan 2020	Dec 2022	, Senior Event Coordinator &	Jodi Raphael Events	Jodi Raphael

**3D. PRIOR DISCIPLINARY ACTION**

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action?  Yes  No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature Mollie Deltas Date 10/9/24

**APPLICANT'S STATEMENT**

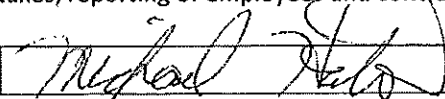
I, Michael Heaton the:  sole proprietor;  partner;  corporate principal;  LLC/LLP manager  
Authorized Signatory

of WHG Andover inn LLC  
Name of the Entity/Corporation

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

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

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

Signature: 

Date: 10/4/24

Title: LLC Managing Member



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

DEBORAH B. GOLDBERG  
TREASURER AND RECEIVER GENERAL

**CORI REQUEST FORM**

JEAN M. LORIZIO, ESQ.  
CHAIRMAN

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

**ABCC LICENSE INFORMATION**

ABCC NUMBER: <small>(OF EXISTING LICENSEE)</small>	00052-HT-0026	LICENSEE NAME:	WHG Andover Inn LLC	CITY/TOWN:	Andover
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**APPLICANT INFORMATION**

LAST NAME:	DeVito	FIRST NAME:	Nicolette	MIDDLE NAME:	Marie
MAIDEN NAME OR ALIAS (IF APPLICABLE):	Ortiz	PLACE OF BIRTH:	Melrose, MA		
DATE OF BIRTH:	11/28/1989	SSN:	[REDACTED]	ID THEFT INDEX PIN (IF APPLICABLE):	[REDACTED]
MOTHER'S MAIDEN NAME:	[REDACTED]	DRIVER'S LICENSE #:	[REDACTED]	STATE LIC. ISSUED:	Massachusetts
GENDER:	Female	HEIGHT:	[REDACTED]	WEIGHT:	[REDACTED]
EYE COLOR:	[REDACTED]	CURRENT ADDRESS:			
22 Blaisdell St. Unit 1					
CITY/TOWN:	Haverhill	STATE:	MA	ZIP:	01832
FORMER ADDRESS:					
510 Pinnacle St.					
CITY/TOWN:	Tewksbury	STATE:	MA	ZIP:	01876

**PRINT AND SIGN**

PRINTED NAME:	Nicolette Marie DeVito	APPLICANT/EMPLOYEE SIGNATURE:	<i>Nicolette DeVito</i>
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**NOTARY INFORMATION**

On this 9th October 2024 before me, the undersigned notary public, personally appeared Nicolette M. DeVito (name of document signer), proved to me through satisfactory evidence of identification, which were MA Driver's License to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

*Stephanie D. Vaccaro*  
NOTARY

STEPHANIE D. VACCARO  
Notary Public  
Commonwealth of Massachusetts  
My Commission Expires  
October 16, 2026



**DIVISION USE ONLY**

REQUESTED BY:	[REDACTED]
SIGNATURE OF CORI-AUTHORIZED EMPLOYEE	

The DCJ Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCJ. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCJ via mail or by fax to (617) 660-4614.

**CORPORATE RESOLUTION / VOTE**

**ENTITY VOTE**

The Board of Directors or LLC Managers of  Entity Name  
duly voted to apply to the Licensing Authority of  and the  
City/Town  
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on   
Date of Meeting

For the following transactions (Check all that apply):

Change of Manager

Other

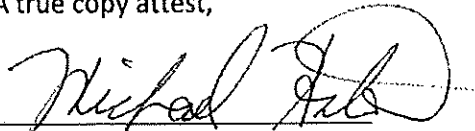
"VOTED: To authorize  Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint  Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,

  
Corporate Officer / LLC Manager Signature

MICHAEL HEATON  
(Print Name)

For Corporations ONLY

A true copy attest,

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

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

# **PROOF OF US CITIZENSHIP**

**MASSACHUSETTS** DRIVER'S LICENSE

*Cathy Johnson*

EXPIRES 10/18/2021

REGISTRATION 11/28/2025

CLASS D

SEX F

HT 5-04

DOB 11/28/1989

CLASS B NONE

**DEVITO**  
NICOLETTE MARIE  
22 BLAISDELL ST  
UNIT 1  
HAYVERHILL, MA 01832-5425

*Nicolette Devito*

18 EYES BRO

5 DD 10/18/2021 Rev 0 2/2/20 16

11/28/89

CERTIFICATE OF VITAL RECORD

VERIFY PRESENCE OF WATERMARK

HOLD TO LIGHT TO VIEW

The Commonwealth of Massachusetts  
City of Melrose  
Office of the City Clerk

044726

COPY OF RECORD OF BIRTH

REGISTERED NUMBER: 1147

CHILD

Name: NICOLETTE MARIE ORTIZ  
Date of BIRTH: NOVEMBER 28, 1989 Time: 2:28 AM  
Sex: FEMALE  
Place of Birth: MELROSE, MA

MOTHER

Name: MARY BETH ORTIZ  
Maiden surname: [REDACTED] Date of BIRTH: [REDACTED]  
Birthplace: [REDACTED]  
Residence: CHELSEA, MA

FATHER

Name: WAYNE ROBERT ORTIZ  
Birthplace: [REDACTED]  
Date of BIRTH: [REDACTED]

Date of RECORD: DECEMBER 11, 1989

*Mary Rita D'Shea*  
MARY RITA D'SHEA  
CITY CLERK

I, the undersigned, hereby certify that I am the City Clerk of the City of Melrose; that as such I have custody of the records of birth, marriage, and death required by law to be kept in my office; and I do hereby certify that the above is a true copy from said records.

IT IS ILLEGAL TO ALTER OR REPRODUCE THIS DOCUMENT IN ANY MANNER

VOID WITHOUT WATERMARK OR IF ALTERED OR ERASED

VOID IF ALTERED OR ERASED

VOID IF ALTERED OR ERASED

# MUNICIPAL FORMS



**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>	WHG Andover Inn LLC
<b>DBA:</b>	Andover Inn
<b>PREMISE ADDRESS:</b>	4 Chapel Avenue Andover, MA
<b>MANAGER/CONTACT NAME:</b>	Nicolette Marie DeVito
<b>EMAIL:</b>	ndevito@andoverinn.com
<b>PHONE:</b>	[REDACTED]
<b>BUSINESS MAILING ADDRESS: (if different from premise)</b>	
<b>FID/SS#:</b>	[REDACTED]

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

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

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

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

Signature: Nicolette DeVito Date: 10/9/24

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



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

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

**CRIMINAL OFFENDER RECORD INFORMATION (CORI)  
ACKNOWLEDGEMENT FORM**

TO BE USED BY ORGANIZATIONS CONDUCTING CORI CHECKS FOR  
EMPLOYMENT, VOLUNTEER, SUBCONTRACTOR, LICENSING, AND HOUSING PURPOSES

Town of Andover Town Clerk's Office is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the Department of Criminal Justice Information Services (DCJIS). I hereby acknowledge and provide permission to Town of Andover Town Clerk's Office to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing Town of Andover Town Clerk's Office with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY: The Town of Andover Town Clerk/Andover Public Schools may conduct subsequent CORI checks within one year of the date this form was signed by me provided, however, that Town of Andover/Andover Public Schools must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on page 2 of this Acknowledgement Form is true and accurate.

SIGNATURE: \_\_\_\_\_

*Nicole DeLotto*

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

10/9/24

Your identity and signature must be verified by examining a government-issued identification in person.

**\*All CORI forms must be returned, in person, along with your ID\***



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

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

**CRIMINAL RECORD INFORMATION FORM**

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

<b>BUSINESS/ENTITY NAME:</b>	WHG Andover Inn LLC
<b>APPLICANT NAME:</b>	Nicolette Marie DeVito
<b>APPLICANT ADDRESS:</b>	4 Chapel Avenue
	Andover, MA
<b>OCCUPATION:</b>	Manager
<b>BIRTHPLACE:</b>	Melrose, MA
<b>DATE OF BIRTH:</b>	11/28/1989

If you have any record of misdemeanors including: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace, and such offences were disposed of ten or more years prior to the filing of this application, you may be considered to have NO RECORD for the purpose of furnishing this department information as to your criminal record.

I, Nicolette Marie DeVito, applicant for a Manager of Record on Liquor license  
(name) (license type)  
in the Town of Andover, hereby state that I have not been convicted for violation of a state or federal narcotic law.

I do hereby state that I have no record of criminal convictions in any state or federal court except those listed as follows:  
None

I do hereby state that I have no pending criminal charges against me for any criminal violations in any state or federal court except those listed as follows:  
None

Signed and subscribed to under the pains and penalties of perjury on this  
9 day of October, 2024.  
(date) (month) (year)

Signature: Nicolette Marie DeVito

*Any statements contained herein found to be untrue shall be cause for the cancellation and/or revocation of any license granted to the applicant or corporation in which they are a principal or agent.*



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

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

SUBJECT INFORMATION:	
Last Name:	DeVito
First Name:	Nicolette
Middle Name:	Marie
Suffix:	
Maiden Name (or other name(s) by which you have been known):	Ortiz
Date of Birth:	11/28/1989
Place of Birth:	Melrose, MA
Last Six Digits of Your Social Security # (REQUIRED):	██████ -
Sex:	F
Height:	5' 4" ft. in.
Eye Color:	Brown
Race:	
Drive License or ID #:	██████████
State of Issue:	MA
Mother's Full/Maiden Name:	Mary Hannon Ortiz
Father's Full Name:	Wayne Ortiz
Current Address:	22 Blaisdell St. Unit 1, Haverhill, MA 01832
Former Address:	510 Pinnacle St. Tewksbury, MA 01876

Office Use Only

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

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

VERIFIED BY: Kathryn L. Forina

Name of Verifying Employee (Please Print)

Kathryn L. Forina

Signature of Verifying Employee



**TOWN OF ANDOVER**  
**TOWN CLERK'S OFFICE**  
36 Bartlet Street  
Andover, MA 01810  
978-623-8230  
www.andoverma.gov

**TAX FORM**

**APPLICANT NAME:** WHG Andover Inn LLC

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

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

Michael Heaton

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

Michael Heaton, LLC Manager

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

**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: WHG Andover Inn, LLC

Address: 4 Chapel Avenue

City/State/Zip: Andover MA 01810

Phone #: (978) 775-4900

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 Hotel

\*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: Sompo America Insurance Company

Insurer's Address: 777 3rd Ave #2813

City/State/Zip: New York, NY 10017

Policy # or Self-ins. Lic. # [REDACTED]

Expiration Date: 12/1/24

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: Michael [Signature]

Date: 10/6/24

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



Sompo America Insurance Company  
1221 Avenue of the Americas, New York, NY 10020

**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY  
INSURANCE POLICY - INFORMATION PAGE**

**ITEM 1. NAMED INSURED AND MAILING ADDRESS:**  
WATERFORD HOTEL GROUP, LLC  
(See Extension of Information Page)  
C/O CFO  
914 HARTFORD TURNPIKE  
WATERFORD, CT 06385

**POLICY NO:** [REDACTED]  
**Renewal of:** [REDACTED]  
**NCCI Company No:** 19321  
**Risk ID No:** 000900556

**LEGAL ENTITY:** LIMITED LIABILITY COMPANY

**OTHER WORKPLACES NOT SHOWN ABOVE:** (See Extension of Information Page)

**ITEM 2. POLICY PERIOD:** From: 12/01/2023 To: 12/01/2024  
Effective 12:01 A.M. Standard Time at the Insured's mailing address.

**ITEM 3. COVERAGE:**

- A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here:  
AR CA CT FL IL MA NH NY PA
- B. Employers' Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3.A. The limits of liability under Part Two are:
 

Bodily Injury by Accident:	\$1,000,000	each accident
Bodily Injury by Disease:	\$1,000,000	policy limit
Bodily Injury by Disease:	\$1,000,000	each employee
- C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:  
**All States except North Dakota, Ohio, Wyoming, Washington and States listed in 3.A.**
- D. This policy includes these Endorsements and Schedules: (See Extension of Information Page)

**ITEM 4. PREMIUM:** The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

<u>Classifications</u>	<u>Code No.</u>	<u>Premium Basis</u>	<u>Rate Per \$100 of Remuneration</u>	<u>Estimated Annual Premium</u>
(See Extension of Information Page)				

Deposit Premium:	\$647,619.00	Total Estimated Annual Premium/Cost:	[REDACTED]
Minimum Premium:	[REDACTED]	Expense Constant:	[REDACTED]
FWCIGA Surcharge:	[REDACTED]		

Date: 12/11/2023

Countersigned by Christy Spens

**PRODUCER NAME AND ADDRESS:**  
BEECHER CARLSON INSURANCE SERVICES, LLC  
1400 FASHION ISLAND BLVD.  
SUITE 810  
SAN MATEO, CA 94404

**ISSUING OFFICE:**  
Sompo International  
Overlook Building 13146 Ballantyne Corporate Place  
Charlotte, NC 28277

**PRODUCER NO:** E8353



**SOMPO  
INTERNATIONAL**

**Policy Number**  
[REDACTED]

**ENDORSEMENT**

Sompo America Insurance Company

Named Insured WATERFORD HOTEL GROUP, LLC

Effective Date: 12-01-23  
12:01 A.M., Standard Time

Agent Name BEECHER CARLSON INSURANCE SERVICES, LLC

Agent No. E8353

**NAMED INSUREDS**

NAMED INSURED

FEIN  
[REDACTED]

WATERFORD HOTEL GROUP, LLC

WHG ANDOVER INN, LLC

***Town of Andover***  
**Office of the Town Clerk**

DATE	Receipt	Receipt #
10/09/2024		109265

Account #	Code	Description	#	Amount	Total	
010161.4410	509	APP FEE - ANDOVER INN	CHECK 2055	1	\$ 125.00	\$ 125.00
			Total Check			125.00
<b>Total .....</b>					<b>\$ 125.00</b>	



## CERTIFICATE OF COMPLETION

This certifies that

Nicolette DeVito

is awarded this certificate for

**TIPS On-Premise Alcohol Server Training**



Hours  
3.00



Completion Date  
10/10/2024



Expiration Date  
10/10/2027



Certificate #  
ON-000034891219

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

6504 Bridge Point Parkway, Suite 100 | Austin, TX 78730 | [www.360training.com](http://www.360training.com)

(CUT HERE)

(CUT HERE)

FOLD



**CERTIFIED**

Issued: 10/10/2024  
Certificate #: ON-000034891219

Expires: 10/10/2027

Nicolette DeVito  
4 Chapel Ave  
Andover MA 01810



Phone: 800-438-8477  
[www.gettips.com](http://www.gettips.com)

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

Signature \_\_\_\_\_



## Select Board Meeting

Monday, September 16, 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 Select Board Meeting of Monday, September 16, 2024 to order at 7:00 PM.

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

Others in attendance: Deputy Town Manager Michael Lindstrom, Chief Administrative and Financial Officer Patrick Lawlor, Town Clerk and Deputy Town Manager 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.

Keven Coffey read a Citation from the Select Board for Andover resident, Emily Reker, who grew up in Andover where she was an exceptional student and her passion for rowing was ignited. Emily helped her Para Rowing Team capture a silver medal at the 2024 Paralympic Games in Paris and marks a historic milestone inspiring new student athletes and solidifying her place in the annals of American Sports history.

Patrick Lawlor reported on the celebration of the Playstead Inter-generational Garden located behind the Robb Center next to the Andover Youth Center. The pollinated garden is the result of a collaborate effort between Town Departments and several Andover groups. They are especially proud of the project because it was part of the Town Participatory Capital Budget Program. Patrick thanked Jane Burn of the Senior Center who was an instrumental part of the project.

~Thank you to Mark Comeiro, Veteran Services Director. for the September 11<sup>th</sup> ceremonies held in front of Town Hall to remember the four Andover residents we lost that day.

~Update on Roadways: A significant amount of progress has been made on new projects including a new sidewalk on Walnut Street, the new water main on Abbott Street and work on Rte 28 between Main St and Kenilworth to be done later this week later this week.

~The ribbon cutting for the new West Elementary will be held this Friday at 2:30 PM and is open to the public.

~A new circulation desk on Level 1 at Memorial Hall Library will be installed this week to replace an existing desk that is several decades old.

~Andover Day will be held on Saturday, September 21<sup>st</sup> from 10:00 AM- 4:00 PM. The main stage will be located behind Old Town Hall. The Select Board and several other Town departments will have a table as well.

~The Health Division is hosting a series of flu vaccine clinics on October 10<sup>th</sup> for residents 65+ and a regular clinic for all other residents on October 17<sup>th</sup>. Appointments can be made through the Town website. For those residents who don't have access to the internet, they should call the Andover Health Division at 978-623-8640 to schedule a flu shot appointment.

~The Andover Fire Rescue Open House will be held on October 5<sup>th</sup> from 10:00 am to 1:00 PM.

Congratulations to Robert Harney and Sarah Sana who recently graduated from the Massachusetts Fire Fighting Academy.

A grant in the amount of \$360,000 Andover was received in partnership with Lowell and Methuen to evaluate the energy efficient needs of our local housing authorities and the fund was featured in The Beacon., the Mass Municipal Associations' Monthly publication. Thank you to Joyce Losick-Yang, Director of Energy and Sustainability who did extensive work on the application for this grant.

Mike Lindstrom invited the public to attend the MASS DOT public hearing on Wednesday, September 18<sup>th</sup> at 6:30 PM at Memorial Hall Library for the reconstruction of Route 133. It is a \$17M Project for 2029 that is 80% federally funded and 20% State funded. Members of the Andover DPW Team will be available to answer questions and to learn more about the project.

Austin Simko reported on the State Primary Election held on September 3<sup>rd</sup> with 4,383 voters which is about a 17% turnout and lower than in recent state primary with 75-80% of the ballots were vote by mail as opposed to in-person. He also reported that the Central Street Historic District Study Committee has met three times and will meet every on the next two Wednesdays.

Doug Heim shared that the Katherine Forina from the Legal Dept. provided a presentation to the Board of Health on the Open Meeting Law and Public Records. They will meet with the Finance Committee Wednesday on the same items.

Kevin Coffey spoke about messages the Select Board receives from residents and suggested providing the Select Board's email addresses for residents to send messages to. Laura Gregory said she usually responds on behalf of the Board. Town Counsel has a few ideas that should be able to be incorporated in the response from the Select Board.

Alex Vispoli reminded everyone that Andover Day is this Saturday, September 21<sup>st</sup>. He also inquired about the responses to the survey for Lincoln Street. Mike Lindstrom reported that the trial run will be held through this Sunday with a public meeting scheduled with the Board to go over information from TEC and the data from the survey and a public presentation of data is scheduled in November.

Ellen Townson attended the August 26<sup>th</sup> Evite Program geared towards teenagers and an opportunity for kids who use E-Bikes in Town with Officer Ota providing

information on safe use. There is a new law The Safe Passing Distance providing a 4' path when on the street and children under the age of 16 must wear helmets. Bicycles of all kinds are allowed on sidewalks in Massachusetts unless posted differently or a busy business district. It was an effective meeting and Officer Ota who will be putting more information on the Town Website.

III. Town Manager Report. (NA)

IV. Communications/Announcements/Liaison Reports - None

V. **Public Comment**

Jane Gifun, Castle Heights Road recognized the Conservation Dept on the amazing job Mike Murray did reporting on the trees located on Pole Hill that came down in the September storm and the work that has been accomplished to date.

Paul Salafia, Chair of the Andover Chamber of Commerce and Vice Chair Diana Kisel gave a brief overview of Andover Day that is being held this weekend. Last year the event drew over 15,000 people and expect that or more this year. They have a policy to give preferences to Andover Businesses and Non-profits for two weeks and then open it up to others. In addition, a QR Code will be offered to all the businesses to enable participants to find all of the vendors easily. They have met with all of the Town Departments.

David Borrelli, 5 Waverly Drive, spoke about the Gillette expansion from South Boston to Andover and the growing concern among residents for the potential for air and water pollution. Mass DEP approved the air-permit but they do not have any sort of filter or process that would prevent potential emissions/chemicals. It is hard to access the risk not being privy to the information. They are requesting the Board take on this topic to ensure the town's water supply is protected.

Patrick Lawlor reported that the air quality permit is issued by the State Dept of Environment and will be more providing information on potential issues, the process and what role the Town does and does not play. They will speak with the Board of Health for more information on regulations. Doug Heim said the Town already filters and captures P-Test and conduct periodic testing of samples of water supplies. They expect the levels will soon be more heavily regulated and will be applying with all the standards required.

Alex Vispoli reported that Gillette has applied and received approval from the State. He asked the Patrick Lawlor if there is another regulatory approval needed. Patrick will find out more information for the Board. Austin Simko said the Planning Board will have this on their agenda as a general topic and the Director of Public Health will also provide input. Alex Vispoli asked about the reviewing agencies, what their intention is and what the implications are. Austin Simko will give it to the Planning Board and then share with other Boards.

## VI. Public Hearings

### A. Alcoholic Beverages License – Alteration of Premises

Board to review and consider voting to approve the application of BTTMV LLC, d/b/a Shoyu Restaurant and Bar, 38-40 Park Street, Andover, for an Alteration of Premises on its All- Alcoholic Restaurant Alcoholic Beverage License.

Attorney Bob Lavoie, representing Shoyu Restaurant and Bar spoke about the process they have followed to date. Austin Simko said everything is in order and they are seeing that post-covid restaurant owners coming forward to resume serving alcohol outside depending on dining permissions and hope to make it a one-time issue. Six parking spaces have been eliminated to allow for this space. Kevin Coffey asked about the restaurant activities and the effect on residents in the area. Austin Simko said the bylaw still stands and permission for outdoor dining has to be provided by the Town that includes a review process.

Comments from the audience: Dr. Angelica Donnelly and Robert Donnelly who live at 27 Florence Street directly behind the restaurant, spoke about the opening of Shoyu that has a Karaoke Bar that plays loud music into the evening hours. The neighborhood feels less safe and there are concerns with noise levels. They are asking the Select Board to deny the request and that Shoyu show that they are actually in compliance with the law.

Atty. Lavoie presented information on the location of the Donnelly's residence which is three houses beyond the restaurant. Scott Martineau, owner of the restaurant provided information on the outdoor seating which is not an expansion; the doors slide open during the day. Alex Vispoli asked if is any mitigation possible to minimize the noise level to the nearby residents or another solution to bring back to the Board. Doug Heim reported that when it comes to noise, the Health Dept and Police Dept would be the two departments can enforce the health code (decimal reading).

Chief Keefe said they don't have measuring devices but lean towards the time of day and noise level and can have a detail assigned to the area. Laura Gregory asked what the standard requirement they apply for the alteration of a restaurant to which Austin Simko said it depends on the alteration of premises and service of alcohol; he will speak with the family and coordinate with the department.

Alex Vispoli moved that the Board continue the alteration of premises licenses to the next Board Meeting on Monday Sept 23, 2024 at 7:00 PM. Motion seconded by Ellen Townson. Motion voted 5-0 to approve.

## VII. 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 Andover Day September 21, 2024 (rain date to be the following Saturday) under Select Board Liquor Regulations Section XI.2.N "Special One-Day Alcohol License Policy & Application for Outdoor Events on Town-owned Property." Representatives from

Marble Ridge Winery thanked the Andover Chamber of Commerce for inviting them to participate again this year and shared information on their location behind Old Town Hall. They will have one team member at one entrance/exit to ensure alcohol does not leave the area. All servers for Andover Day have been tipped certified and will have a 3-drink limit and using a hand stamp from 11:00 AM-5:00 PM.

Alex Vispoli moved that the board approve the application from Marble Ridge Winery, 11 Marbleridge Road, North Andover, MA, for a Wine and Malt One-Day Liquor License for use on Town property under Section XI.2.N "Special One-Day Alcohol License Policy & Application for Outdoor Events on Town-owned Property," where the event will be "Andover Day" on September 21, 2024 with a rain date of September 28, 2024, located at the Municipal Parking Lot behind Old Town Hall, 20 Main Street, and where the manager of the liquor license will be Elbridge Leland, II; provided that all conditions of the Town are met prior to issuance. Motion seconded by Melissa Danisch and voted 5-0 to approve.

B. Alcoholic Beverages License – Event on Town Owned Property

Board to consider voting to approve an application from Oak & Iron Brewing Co, at 18 Red Spring Road, Andover, for a Wine and Malt One-Day Liquor License for use on Town property for Andover Day September 21, 2024 (rain date to be the following Saturday) under Select Board Liquor Regulations Section XI.2.N "Special One-Day Alcohol License Policy & Application for Outdoor Events on Town-owned Property." Jim Cass, Owner Oak & Iron Brewery spoke to his application.

Alex Vispoli moved that the board approve the application from Oak & Iron Brewing Co., 18 Red Spring Road, Andover, MA, for a Wine and Malt One-Day Liquor License for use on Town property under Section XI.2.N "Special One-Day Alcohol License Policy & Application for Outdoor Events on Town-owned Property," where the event will be "Andover Day" on September 21, 2024 with a rain date of September 28, 2024, located at the Municipal Parking Lot behind Old Town Hall, 20 Main Street, and where the manager of the liquor license will be Jim Cass; provided that all conditions of the Town are met prior to issuance. Motion seconded by Melissa Danisch and voted 5-0 to approve.

C. Alcoholic Beverages License – Event on Town Owned Property

Board to consider voting to approve an application from Oak & Iron Brewing Co, at 18 Red Spring Road, Andover, for a Wine and Malt One-Day Liquor License for use on Town property for Run for the Troops November 10, 2024 under Select Board Liquor Regulations Section XI.2.N "Special One-Day Alcohol License Policy & Application for Outdoor Events on Town-owned Property."

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

#### A. Town Manager Reappointment

Board to set a timeline and process for the Town Manager's reappointment.

The Town Manager has an employment contract with the Town for a 5-year term and the initial term was renewed 5 years ago was extended. The Board has certain obligations within the contract to not reappoint the proposal; the Chair is putting together a process with ample time for all parties. This is the most important thing the Board does.

Laura Gregory discussed the input for the Town Manager's reappointment which can be sent to TMinput@andoverma.us. Public feedback should include name and address. It is helpful that when people are providing information to note if they are a business owner but not a resident.

The Board had a lengthy discussion on the evaluation process and public input. They will take public input at the meetings on September 23, and September 30 and October 23, 2024. The dedicated emails will go directly to Brittany Lavoie to summarize and then provide the statistical information to the Board.

Doug Heim discussed the evaluation process and balancing a wide range of input with the Open Meeting Law (Dr. Lavoie will create the summaries and analyze the information without exposing people's personal information. She is professionally obligated to handle information that is private.

Alex Vispoli would like to see the actual text/comments without the personal email information. Town Counsel said anything received by the Board is automatically a public record; however they could provide an anonymous version of the email.

Alex Vispoli moved that the Board vote to accept the Town Manager reappointment process whereby public input will be gathered at the September 23, 2024, September 30, 2024 and October 23, 2024 Select Board meetings and through a dedicated email address going to the Chief People Office through October 16, 2024 to summarize the replies and whereby the Board will meet in an Executive Session on October 23, 2024 to discuss contract negotiations and see the individual emails. Motion seconded by Melissa Danisch and voted 4-1 to approve.

#### B. Opioid Settlement Funds

Board to receive an update on the opioid settlement funds and an overview of the initial framework plan. Patrick Lawlor and Dr. Brittany Lavoie reported on this item and recognized members of the Opioid Working Group. The report included:

- ~Overview of the Opioid Settlement
- ~Allowed uses of the Opioid Funds
- ~Composition of Opioid Settlement Working Group
- ~Allowed uses of Settlement Fund
- ~Integration with the Community Settlement Working Plan (CHIP)
- ~Initial Feedback from the Working Group and potential initiatives
- ~Program Evaluation and Sustainability efforts.

To date, the Town has received approximately \$780,000 and will receive an average of \$80,000 a year over the next 14 years.

There are seven categories for usage of the Settlement Funds.

1. Opioid Use disorder treatment
2. Support people in treatment and recovery
3. Connections To Care
4. Harm reduction
5. Address the needs of criminal-Justice involved persons.
6. Support pregnant or parenting women and their families including babies with neo-natal abstinence syndrome.
7. Prevent misuse of opioids and implement prevention education.

Brittany Lavoie reported on the programs that will be offered through the funds received and the working group. They have used the 2023 Community Health Improvement Program (CHIP) that led to the priority of mental health across the lifespan which was the largest need for Andover as a community.

Specifically, the group is looking to elevate, programs, experiences and resources that meet their objectives.

Objectives:

Looking at prevention to address substance abuse. A comprehensive list of the feedback and potential initiatives were explained and that if you seek to get mental health support that they provide highly trained clinicians within a two-week turn around and are excited for everyone to use.

Review of initial feedback and potential initiatives: One point is that they have community and school clinicians who are experts in delivering these services and they will have to study the potential initiatives closely to determine what they can address and what maximum benefit they will have.

Those with the most challenging needs are those they need to reach. They are looking to bring more mental health first aid to residents and town employees.

Supporting folks with SNAP, increase amount of availability of food pantries and critical to have wrap-around-services.

Co-response model to reach those in the most need and increase response.

Commitment between student caregivers and school having more personal connection.

Keep listening to the community to make sure they are not leaving any highly effective tools on the table.

Evaluating and understanding the sustainability of these programs; these are one-time funds and we have to understand how they offer development programs that have lasting value.

They will continue to receive funds through 2038 and possibly a decade beyond that. The key is focusing on health outcomes and providing support to help with those efforts.

Moving forward, there are some opportunities to regionalize with other local communities and share plans. There is no deadline as to when the funds have to be used. Kevin Coffey asked if they could establish some metrics on what is realistic to set as goals and see statistics.

**VIII. Consent Agenda**

**A. Appointments by the Town Manager**

Motion: Kevin Coffey moved to approve the appointments by the Town Manager as listed in the Consent Agenda. Motion seconded by Alex Vispoli and voted 5-0 to approve.

Department	Name	Position	Rate/Term	Date of Hire
Administration & Finance – Assessor’s Office	Jennifer Overberg <i>(Aislyn Zybert)</i>	Office Assistant III	\$61,446.80/year	09/17/2024
Andover Police Department	Laurie Brown <i>(Gina Paldino)</i>	Office Assistant III	\$65,848.13/year	09/23/2024
Memorial Hall Library	Nicole Flanagan <i>(Owen Strellis)</i>	Library Aide	\$15.00/hour	09/17/2024
Andover Green Advisory Board	Jordan Stack	Member	Term Expires 06/30/2027	09/17/2024
Council on Aging	Timothy McCarron	Member	Term Expires 06/30/2027	09/17/2024

**IX. 2024 Select Board Meetings**

A. Board to consider voting to accept the following Select Board Meeting Schedule:  
November 4, 2024      November 18, 2024  
December 2, 2024      December 16, 2024

Ellen Townson moved to approve the 2024 Select Board meeting dates as listed on the agenda. Motion seconded by Melissa Danisch and voted 5-0 to approve.

**X. Approval of Minutes**

A. Board to approve minutes from the following meetings:

1. August 19, 2024
2. August 21, 2024

Melissa Danisch moved to approve the meeting minutes of August 19, 2024 and August 21, 2024 Select Board Meetings. Motion seconded by Ellen Townson and voted 5-0 to approve.

**XI. Executive Session**

On a motion by Ellen Townson and seconded by the Select Board voted 5-0 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 August 19, 2024; and pursuant Purpose 5, to discuss strategy with respect to litigation Andover Community Trust v. Andover Zoning Board of Appeals; and not to return to open session. not to return to open session; and for the Chair to declare that an open session may have a detrimental effect on then negotiating position of the Town and not to return to Open Session.

The Chair so declared. Roll call: Melissa Danisch-Y, Ellen Townson-Y, Kevin Coffey-Y, Alex Vispoli-Y, and Laura Gregory-Y. Motion passes 5-0.

**A. Adjourn**

At 9:34 PM on a motion by Ellen Townson and seconded by Melissa Danisch the Select Board voted 5-0 to adjourn the meeting of September 16, 2024.

Respectfully submitted,  
*Dee DeLorenzo*  
Recording Secretary

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

MEETINGS ARE TELEVISED ON  
COMCAST CHANNEL 22 AND VEARIZON CHANNEL 45



## Select Board Meeting

Friday, October 4, 2024

8:30 AM

Virtual Meeting:

Streaming on AndoverTV.com

Broadcast on Comcast Channel 22 and Verizon Channel 45

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### I. Call to Order – 8:30 A.M.

Chair, Laura Gregory called the Virtual meeting of October 4, 2024 to order at 8:30 AM. Members in attendance: Vice Chair Alex Vispoli, Clerk Ellen Townson, Members Melissa Danisch and Kevin Coffey.

Others in attendance: Town Counsel Doug Heim and Chief People Officer and Director of Human Resources Brittany Lavoie.

### 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. Town Manager Reappointment Process

A. The Board is meeting to clarify the process for the Town Manager's reappointment and take any action related thereto. This is regarding the handling of emails being sent and as to how they will be distributed and when to the Select Board.

It is the Chair's understanding that the emails would be provided to the Board to review at the Executive Session on October 23, 2024. It is Kevin Coffey's understanding that the emails should be provided in real time to the Board. Brittany Lavoie reported that 13 total submissions with feedback have been received.

The Board discussed with how to proceed. Mr. Coffey said it was resolved that the Board would see the initial inputs and that eventually they would be public record and subject to public records request; the question becomes timing and how. It seems more logical that the Board receive the emails as they come in so they have time to fully consider them and be more prepared for the discussion they will have.

Mr. Coffey understands that there is a distinction between open meeting and public records in general and that if materials are provided to the Board for preparation for an Executive Session those materials do not become disclosable until after the Executive Session and the purpose for that has expired. He feels the Board should be receiving them along the way giving them time to see and reflect before discussing. It is Ellen Townson's understanding that Dr. Lavoie, would summarize the input and share with the Select Board. Laura Gregory is confident that Dr. Lavoie will act appropriately.

Melissa Danisch noted that the Board approved that Dr. Lavoie would provide a summary for the Executive Session and the Board would see the emails after October 16<sup>th</sup>. The Board had discussed being provided the information in an Executive session not piece meal. The information should be managed and stay within the Board as it will be discussed in Executive Session.

Alex Vispoli agreed that as a Board, they would discuss this in their October 23<sup>rd</sup> Executive Session and that the Board would receive the input in advance. He would be curious to see how they are being received in real time or once a week in an agreement that the Board would wait until October 23<sup>rd</sup> to discuss in Executive Session. This is just part of the process of how they will make the decision going forward with the Town Manager's contract; the emails will potentially be made public.

Doug Heim shared that within Executive Session there is nothing prohibiting them from providing information beforehand to the Board to be used within Executive Session. If the Board reappoints the Town Manger, the Executive Session would be satisfied and can't be kept confidential. The Open Meeting Law allows for records to be used to make a decision i.e. using a composite evaluation which are typically not made public and considered personnel information; however, they would be disclosed at some point in time.

Melissa Danisch previously made a motion to close public input on October 16<sup>th</sup>. The Board will have a week to absorb the emails and receive a summary from Brittany Lavoie for the purpose of Executive Session on October 23, 2024 and act on as a Board which Laura Gregory confirmed.

Alex Vispoli moved that the Board receive the individual emails regarding the reappointment of the Town Manager after the period closes at the end of the day on October 16th and the Board will get a composite with any analysis from Dr. Lavoie at the Executive Session Meeting on October 23, 2024. Motion seconded by Kevin Coffey. Roll call. Alex Vispoli-Y, Kevin Coffey-Y, Melissa Danisch-Y, Ellen Townson-Y, and Laura Gregory-Y. Motion passes 5-0.

**B. Adjourn**

At 9:00 AM Alex Vispoli moved to adjourn the meeting of October 4, 2024.

Motion seconded by Melissa Danisch and voted 5-0 to adjourn the meeting at October 4, 2024

Respectfully submitted,  
*Dee DeLorenzo*  
Recorder



# TOWN OF ANDOVER

Accounting  
36 Bartlet Street  
Andover, MA 01810  
978-623-8920  
[www.andoverma.gov](http://www.andoverma.gov)

Hayley Green  
Town Accountant/Assistant  
Finance Director

To: Select Board  
Finance Committee  
School Committee

From: Hayley Green, Town Accountant/Assistant Finance Director

CC: Andrew Flanagan, Michael Lindstrom, Austin Simko, Patrick Lawlor, Magda Parvey,  
Keith Taverna, Martha Sybert, Tara Bicknell, Town Website

Date: October 7, 2024

Re: *FY 2024 Financials*

The attached reports summarize the Town's financial position through June 30, 2024.  
Included are the following:

- Executive Summary
- Budgeted versus Actual Revenues – General Fund and Enterprise Funds
- Revenue Comparison Graphs
- Personal Services and Other Expenditures by Department
- Reserve Account and Compensation Fund Analysis
- Chapter 44 § 53 E ½ Revolving Funds
- Capital Projects status – FY18 – FY24

Feel free to contact me, should you have any questions regarding the reports.

The attached reports of the Town Accountant summarize FY 2024 General Fund Revenues and Expenditures – *Preliminary and Unaudited* – through June 30, 2024.

**General Fund – Revenues**

FY 2024 Total General Fund Collections of all sources collected through June 2024 are \$222,040,174 which is \$8,253,814 *greater* than FY 2024 Budgeted.

FY 2024 Local Receipts collected through June 2024 are approximately \$8.6 million *greater* than budgeted and \$1.2 million *greater* than FY 2023 collections. Specifically, the following collections greatly contributed to the higher than budgeted collection:

- Motor Vehicle Excise Tax collections are \$542,075 greater than budgeted
- Hotel/Motel and Meals Tax Revenues are \$1,479,735 greater than budgeted
- Licenses and Permits are \$523,386 greater than budgeted
- Investment Income is \$5,731,984 greater than budgeted

FY 2024 Off-Set Receipts collected through June 2024 are \$54,096 *more* than budgeted.

The Town continues to have a high tax collection rate at 99.8% with \$182,386,718 collected for property taxes (including tax titles).

# Executive Summary | **FY 2024**

**General Fund – Expenditures**

FY 2024 General Fund Personal Services total \$117,504,271 which is \$293,986 less than FY 2024 Budgeted.

FY 2024 General Fund Other Expenses plus Encumbrances total \$95,741,658 which is \$666,106 less than FY2024 Budgeted.

**General Fund Expenditures plus Encumbrances less than Budgeted:**

• Personal Services – General Government	\$ 178,849
• Personal Services – Community Services	\$ 12,330
• Personal Services – Public Facilities	\$ 40,171
• Personal Services – Public Works	\$ 34,511
• Personal Services – Public Safety (Police & Fire)	\$ 27,520
• Personal Services – Library	\$ <u>605</u>
<b>Total Personal Services</b>	<b>\$ 293,986</b>
• Other Expense – General Government	\$ (145,593)*
• Other Expenses – Community Services	\$ 17,851
• Other Expenses – Public Facilities	\$ 36,404
• Other Expenses – Public Works	\$ 212,764
• Other Expenses – Public Safety (Police & Fire)	\$ (23,757)*
• Other Expenses – Library	\$ 13,787
• Other Expenses – School	\$ 109,459
• Other Expenses – Technical Schools	\$ 3,453
• Other Expenses – Debt Service	\$ 341,939
• Other Expenses – Insurance	\$ (9,185)
• Other Expenses – Unemployment	\$ 9,185
• Other Expenses – Retirement	\$ (200)
• Other Expenses – Reserve Fund	\$ <u>100,000</u>
<b>Total Other Expenses</b>	<b>\$ 666,106</b>

<b><i>FY 2024 General Fund Expenditure Surplus Estimate</i></b>	<b><i>\$ 960,092</i></b>
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\*The department budgets are voted in total, so overages in other expenses are covered by surpluses in personal services.

**Water Enterprise Fund**

FY 2024 Total Water Receipts are \$11,193,876 which is \$2,050,140 *less* than FY 2024 Budgeted.

FY 2024 Water Personal Services are \$125,473 *less* than FY 2024 Budgeted.

FY 2024 Water Other Expenses plus Encumbrances are \$278,006 *less* than FY 2024 Budgeted.

***FY 2024 Water Enterprise Fund Expenditure Surplus Estimate \$ 403,479***

**Sewer Enterprise Fund**

FY 2024 Total Sewer Receipts are \$5,794,487 which is \$164,997 *less* than FY 2024 Budgeted.

FY 2024 Sewer Personal Services are \$30,734 *more* than FY 2024 Budgeted.

FY 2024 Sewer Other Expenses plus Encumbrances are \$212,679 *less* than FY 2024 Budgeted.

***FY 2024 Sewer Enterprise Fund Expenditure Surplus Estimate \$ 181,945***

**Town of Andover**  
**FY 2024 General Fund Year-To-Date Revenue Report**  
**Budgeted vs. Actuals 6/30/2024 and 6/30/2023**

	FY 24 Budgeted Receipts	FY 24 YTD Revenues	% Collected	FY 23 Budgeted Receipts	FY 23 YTD Revenues	% Collected	Change in Budgets	Change in YTD Receipts
<b>Local Receipts</b>								
Motor Vehicle Excise	5,708,009	6,250,084	109.5%	5,651,834	6,048,329	107.0%	56,175	201,755
Hotel/Motel/Meals	1,841,700	3,321,435	180.3%	1,799,000	2,874,141	159.8%	42,700	447,293
Penalties and Interest on Taxes and Excises	405,000	504,684	124.6%	480,000	406,879	84.8%	(75,000)	97,805
Fees	38,000	88,532	233.0%	61,000	41,764	68.5%	(23,000)	46,768
Payments in Lieu of Taxes	467,463	475,783	101.8%	451,731	465,291	103.0%	15,732	10,492
Other Departmental Revenues	234,586	256,036	109.1%	213,000	426,734	200.3%	21,586	(170,699)
Other Departmental Revenues - School Medicare	275,000	356,936	129.8%	200,000	417,021	208.5%	75,000	(60,084)
Non-Recurring Revenues	-	6,301	0.0%	5,000	61,106	1222.1%	(5,000)	(54,804)
Licenses and Permits	2,401,315	2,924,701	121.8%	2,377,540	4,280,575	180.0%	23,775	(1,355,874)
Fines & Forfeits	132,500	181,535	137.0%	132,500	159,211	120.2%	-	22,324
Investment Income	275,794	6,007,778	2178.4%	204,000	4,009,989	1965.7%	71,794	1,997,789
Special Assessments	-	678	N/A	-	87	N/A	-	591
<b>Total Estimated Receipts</b>	<b>11,779,367</b>	<b>20,374,484</b>	<b>173.0%</b>	<b>11,575,605</b>	<b>19,191,127</b>	<b>165.8%</b>	<b>203,762</b>	<b>1,183,357</b>

	FY 24 Budgeted Receipts	FY 24 YTD Revenues	% Collected	FY 23 Budgeted Receipts	FY 23 YTD Revenues	% Collected	Change in Budgets	Change in YTD Receipts
<b>Off-Set Receipts</b>								
Recreation	556,531	498,850	89.6%	531,531	534,599	100.6%	25,000	(35,748)
Elder Services	106,000	125,156	118.1%	106,000	120,998	114.1%	-	4,158
Public Facilities - Rental Receipts	60,000	114,966	191.6%	40,000	90,173	225.4%	20,000	24,793
Cemetery - Interment Fees	60,000	79,947	133.2%	60,000	67,904	113.2%	-	12,043
Public Safety - Police Detail Fees	70,000	59,627	85.2%	60,000	68,990	115.0%	10,000	(9,362)
Public Safety / Fire - Ambulance Receipts	1,750,000	1,778,081	101.6%	1,300,000	1,748,182	134.5%	450,000	29,899
<b>Total Off-Set Receipts</b>	<b>2,602,531</b>	<b>2,656,627</b>	<b>102.1%</b>	<b>2,097,531</b>	<b>2,630,845</b>	<b>125.4%</b>	<b>505,000</b>	<b>25,782</b>

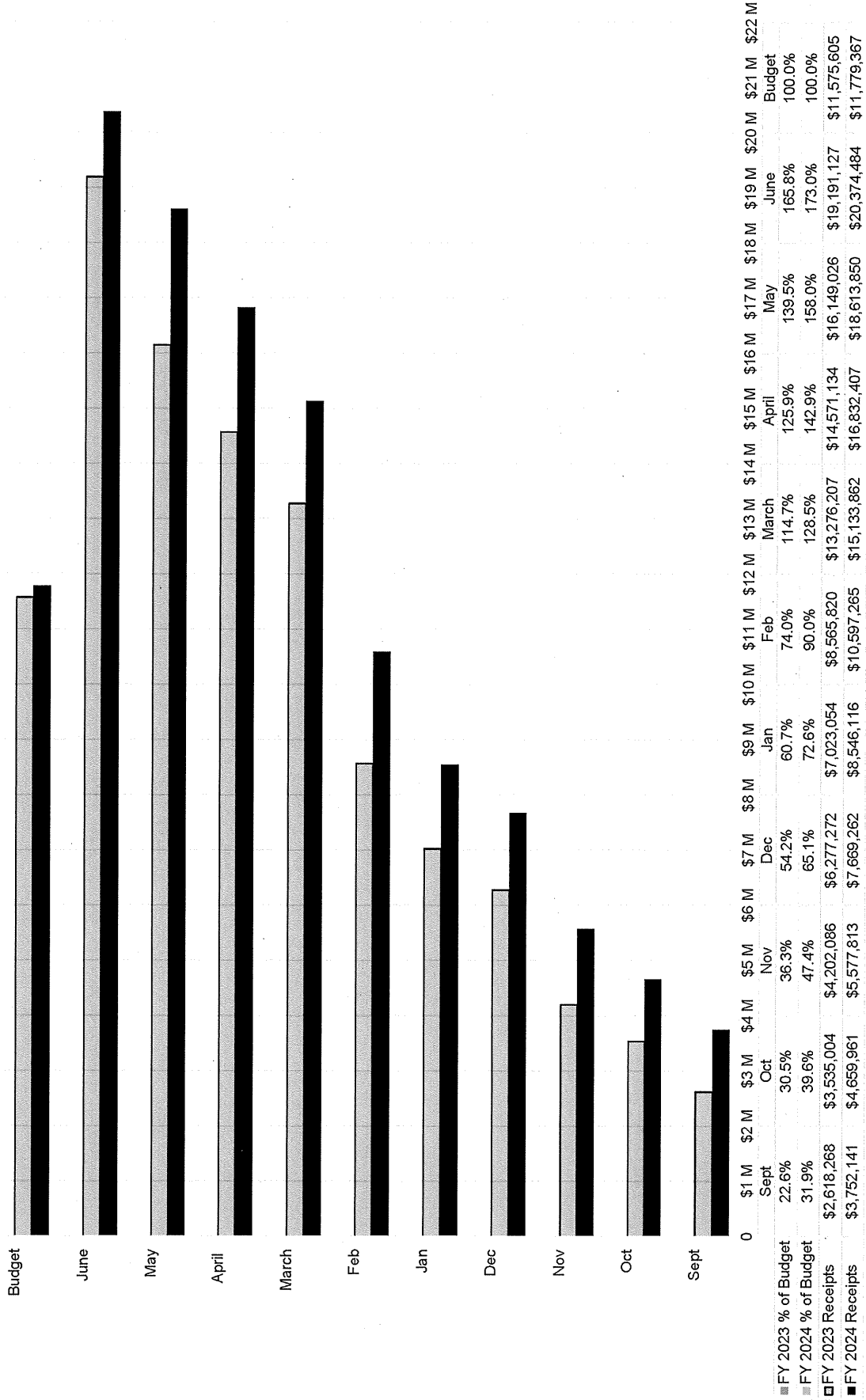
	FY 24 Budgeted Receipts	FY 24 YTD Revenues	% Collected	FY 23 Budgeted Receipts	FY 23 YTD Revenues	% Collected	Change in Budgets	Change in YTD Receipts
<b>Other Revenues</b>								
Property Taxes (inc. Tax Titles)	182,687,607	182,386,718	99.8%	174,778,254	174,155,732	99.6%	7,909,353	8,230,986
State Aid	16,716,855	16,622,346	99.4%	14,794,019	14,671,080	99.2%	1,922,836	1,951,266
<b>Total Other Revenues</b>	<b>199,404,462</b>	<b>199,009,063</b>	<b>99.8%</b>	<b>189,572,273</b>	<b>188,826,812</b>	<b>99.6%</b>	<b>9,832,189</b>	<b>10,182,252</b>
<b>Total Revenues</b>	<b>213,786,360</b>	<b>222,040,174</b>	<b>103.9%</b>	<b>203,245,409</b>	<b>210,648,783</b>	<b>103.6%</b>	<b>10,540,951</b>	<b>11,391,391</b>

**Town of Andover**  
**FY 2024 Enterprise Funds Year-To-Date Revenue Report**  
**Budgeted vs. Actuals 6/30/2024 and 6/30/2023**

Water Fund	FY 24 Budgeted Receipts	FY 24 YTD Revenues	% Collected	FY 23 Budgeted Receipts	FY 23 YTD Revenues	% Collected	Change in Budgets	Change in YTD Receipts
User Charges	12,777,571	10,695,835	83.7%	10,445,844	10,366,768	99.2%	2,331,727	329,067
Water Connection	5,000	15,096	301.9%	7,500	5,032	67.1%	(2,500)	10,064
Water Testing Fees	5,000	22,855	457.1%	12,000	5,075	42.3%	(7,000)	17,780
Meter Installations	10,000	10,306	103.1%	10,000	10,250	102.5%	-	56
Fire Flow Test	5,000	6,272	125.4%	5,000	9,773	195.5%	-	(3,501)
Special/Final Reads	15,000	15,335	102.2%	25,000	15,698	62.8%	(10,000)	(363)
Backflow/Cross Connection Fees	80,000	95,690	119.6%	87,500	77,275	88.3%	(7,500)	18,415
Water Tap	-	650	N/A	-	1,725	N/A	-	(1,075)
Liens	70,000	78,612	112.3%	85,000	87,924	103.4%	(15,000)	(9,312)
Fire Suppression	250,000	224,349	89.7%	280,000	223,245	79.7%	(30,000)	1,104
Interest /Misc Revenue	-	8,432	N/A	2,500	4,445	177.8%	(2,500)	3,986
Non-Revenue Interest	26,445	20,444	77.3%	7,500	50,881	678.4%	18,945	(30,437)
<b>Total Water Receipts</b>	<b>13,244,016</b>	<b>11,193,876</b>	<b>84.5%</b>	<b>10,967,844</b>	<b>10,858,091</b>	<b>99.0%</b>	<b>2,276,172</b>	<b>335,785</b>

Sewer Fund	FY 24 Budgeted Receipts	FY 24 YTD Revenues	% Collected	FY 23 Budgeted Receipts	FY 23 YTD Revenues	% Collected	Change in Budgets	Change in YTD Receipts
User Charges	5,354,484	5,084,921	95.0%	5,173,301	4,400,108	85.1%	181,183	684,813
Committed Interest/Income	130,000	115,129	88.6%	110,000	138,212	125.6%	20,000	(23,083)
Liens	50,000	49,174	98.3%	55,000	46,707	84.9%	(5,000)	2,468
Apport Assmnts	400,000	445,482	111.4%	340,000	460,284	135.4%	60,000	(14,802)
Deferred Property Tax	-	13,425	N/A	-	10,800	N/A	-	2,624
Interest /Misc Revenue	-	8,924	N/A	3,500	1,497	42.8%	(3,500)	7,427
Non-Revenue Interest	25,000	77,432	309.7%	6,500	59,775	919.6%	18,500	17,657
State Reimb/Grants	-	-	N/A	-	5,630	N/A	-	(5,630)
<b>Total Sewer Receipts</b>	<b>5,959,484</b>	<b>5,794,487</b>	<b>97.2%</b>	<b>5,688,301</b>	<b>5,123,012</b>	<b>90.1%</b>	<b>271,183</b>	<b>677,105</b>
<b>Total Enterprise Revenues</b>	<b>19,203,500</b>	<b>16,988,363</b>	<b>88.5%</b>	<b>16,656,145</b>	<b>15,981,103</b>	<b>95.95%</b>	<b>2,547,355</b>	<b>1,012,891</b>

# Town of Andover Local Receipts FY 2024 and FY 2023



**Town of Andover**  
**FY 2024 Year-To-Date Budget Report**  
**Personal Services and Other Expenditures thru 6/30/2024**

Personal Services	Original Appropriation	Transfers/ Adjustments	Revised Budget	YTD Expended	Encumbrances	Available Balance	% Expended & Encumbered	% Expended
General Government	7,771,063	200,000	7,971,063	7,792,214	-	178,849	97.8%	97.8%
Community Services	1,956,387	(315,000)	1,641,387	1,629,057	-	12,330	99.2%	99.2%
Public Facilities	2,732,130	-	2,732,130	2,691,959	-	40,171	98.5%	98.5%
Public Safety - Fire	9,255,441	350,000	9,605,441	9,554,642	-	50,799	99.5%	99.5%
Public Safety - Police	8,579,059	280,000	8,859,059	8,882,338	-	(23,279)	100.3%	100.3%
Public Works	3,930,369	74,070	4,004,439	3,969,927	-	34,511	99.1%	99.1%
Library	2,383,930	(65,000)	2,318,930	2,318,930	-	605	100.0%	100.0%
School	79,732,097	933,711	80,665,808	80,665,808	-	-	100.0%	100.0%
<b>Total Personal Services - General Fund</b>	<b>116,340,476</b>	<b>1,457,781</b>	<b>117,798,257</b>	<b>117,504,271</b>	<b>-</b>	<b>293,986</b>	<b>99.8%</b>	<b>99.8%</b>

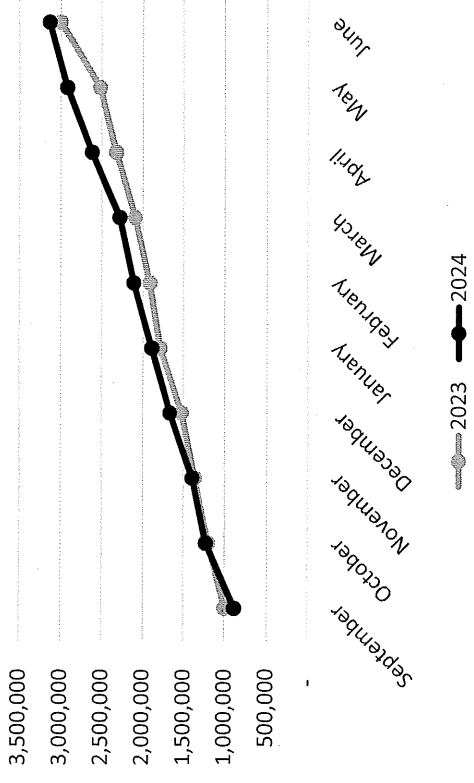
Water Enterprise	2,395,322	-	2,395,322	2,269,849	-	125,473	94.8%	94.8%
Sewer Enterprise	378,940	-	378,940	409,674	-	(30,734)	108.1%	108.1%
<b>Total Personal Services - Enterprise Funds</b>	<b>2,774,262</b>	<b>-</b>	<b>2,774,262</b>	<b>2,679,523</b>	<b>-</b>	<b>94,739</b>	<b>96.6%</b>	<b>96.6%</b>

Other Expenses	Original Appropriation	Transfers/ Adjustments	Revised Budget	YTD Expended	Encumbrances	Available Balance	% Expended & Encumbered	% Expended
General Government	2,911,145	254,923	3,166,068	3,130,740	180,921	(145,593)	104.6%	98.9%
Community Services	617,115	9,787	626,902	542,365	66,686	17,851	97.2%	86.5%
Public Facilities	1,446,400	112,124	1,558,524	1,431,362	90,759	36,404	97.7%	91.8%
Public Safety - Fire	749,465	46,696	796,161	725,524	55,335	15,302	98.1%	91.1%
Public Safety - Police	1,047,300	55,998	1,103,298	1,093,208	49,149	(39,059)	103.5%	99.1%
Public Works	6,445,997	945,228	7,391,225	6,698,387	480,074	212,764	97.1%	90.6%
Library	674,179	(7,793)	666,386	650,959	1,600	13,787	97.9%	97.7%
School	19,868,827	119,416	19,988,243	18,583,451	1,295,333	109,459	99.5%	93.0%
Technical Schools	1,312,220	(55,000)	1,257,220	1,253,767	-	3,453	99.7%	99.7%
Debt Service	25,503,634	-	25,503,634	25,161,696	-	341,939	98.7%	98.7%
Insurance	1,280,400	-	1,280,400	1,280,499	9,086	(9,185)	100.7%	100.0%
Health Insurance	23,835,094	-	23,835,094	23,835,094	-	-	100.0%	100.0%
Unemployment	168,100	29,031	197,131	182,862	5,084	9,185	95.3%	92.8%
Retirement	7,124,644	-	7,124,644	7,124,844	-	(200)	100.0%	100.0%
Reserve Fund	200,000	(100,000)	100,000	-	-	100,000	0.0%	0.0%
OPEB Appropriation	1,812,834	-	1,812,834	1,812,834	-	-	100.0%	100.0%
<b>Total Other Expenses - General Fund</b>	<b>94,997,354</b>	<b>1,410,410</b>	<b>96,407,764</b>	<b>93,507,630</b>	<b>2,234,028</b>	<b>666,106</b>	<b>99.3%</b>	<b>97.0%</b>

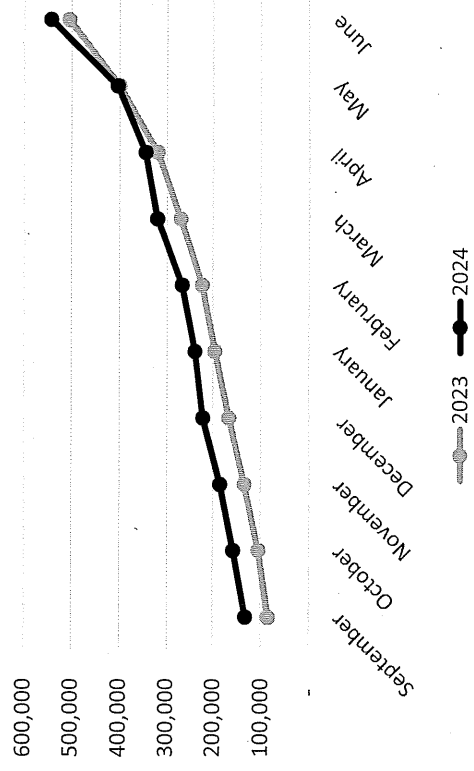
Water Enterprise	8,759,225	1,024,434	9,783,659	9,274,470	231,183	278,006	97.2%	94.8%
Sewer Enterprise	4,819,026	871,202	5,690,228	5,346,011	131,538	212,679	96.3%	94.0%
<b>Total Other Expenses - Enterprise Funds</b>	<b>13,578,251</b>	<b>1,895,636</b>	<b>15,473,887</b>	<b>14,620,481</b>	<b>362,721</b>	<b>490,685</b>	<b>96.8%</b>	<b>94.5%</b>

<b>Total - General Fund</b>	<b>211,337,830</b>	<b>2,868,190</b>	<b>214,206,020</b>	<b>211,011,901</b>	<b>2,234,028</b>	<b>950,092</b>	<b>99.6%</b>	<b>98.5%</b>
<b>Total - Enterprise Funds</b>	<b>16,352,513</b>	<b>1,895,636</b>	<b>18,248,149</b>	<b>17,300,004</b>	<b>362,721</b>	<b>585,424</b>	<b>96.8%</b>	<b>94.8%</b>

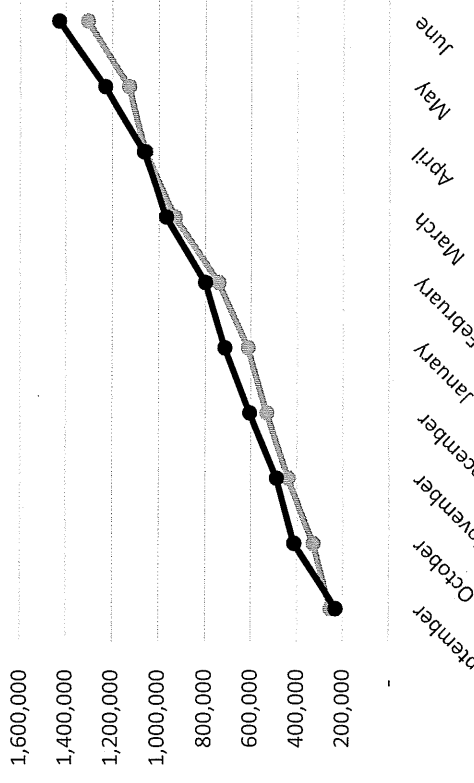
### General Government Expenses



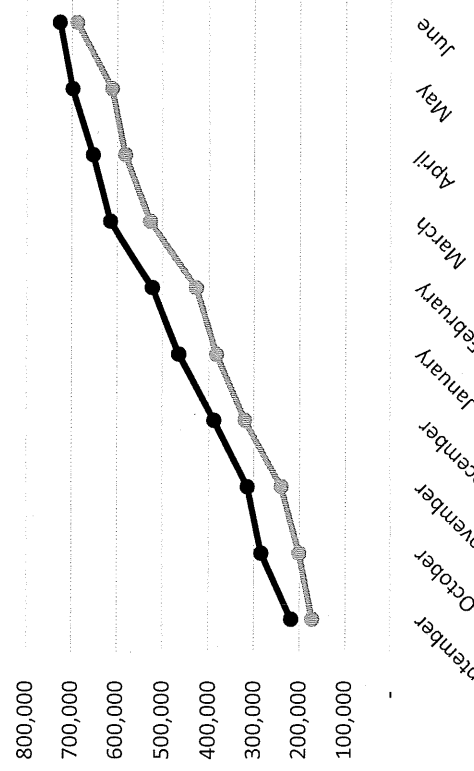
### Community Services Expenses



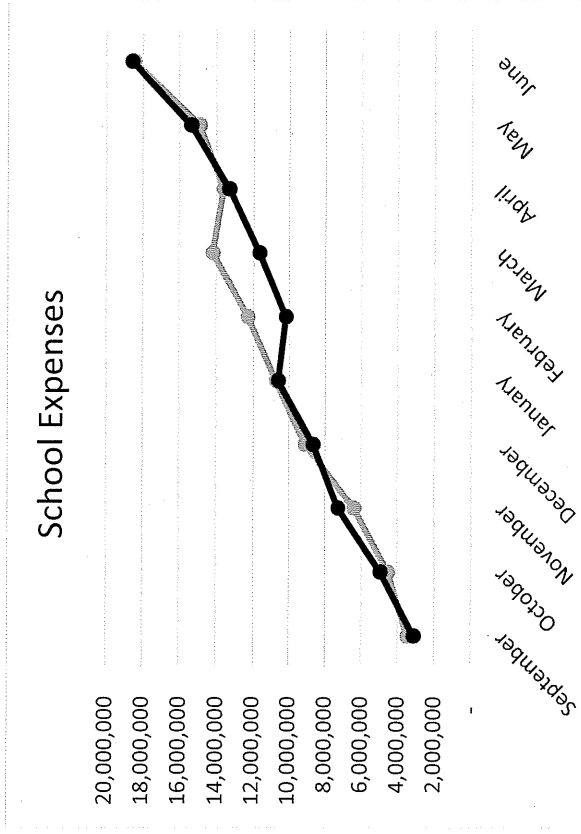
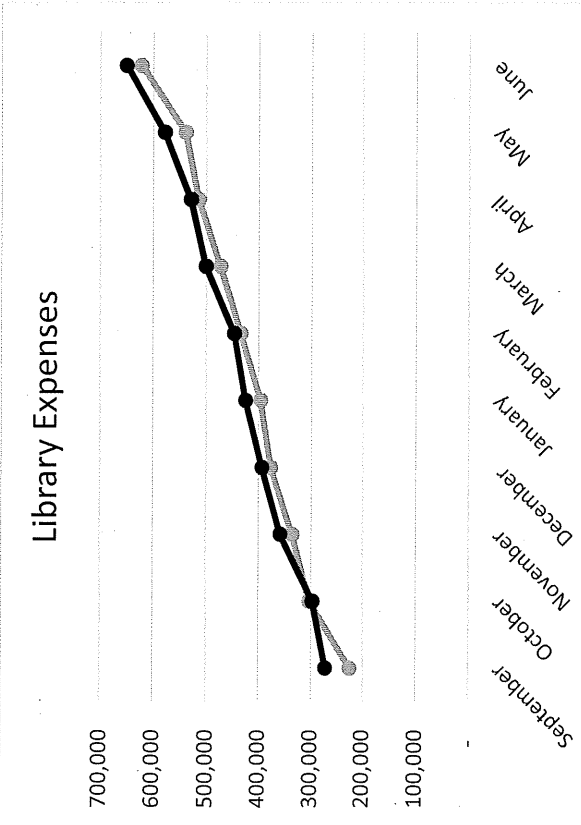
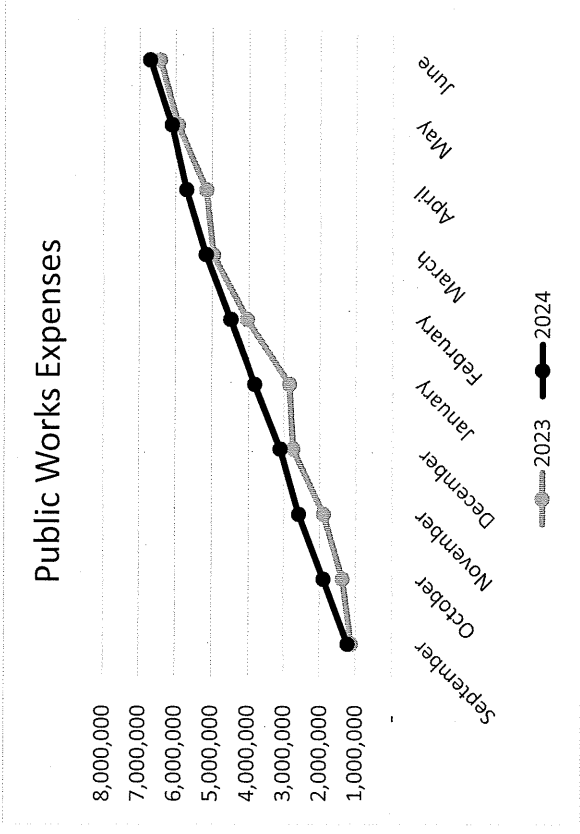
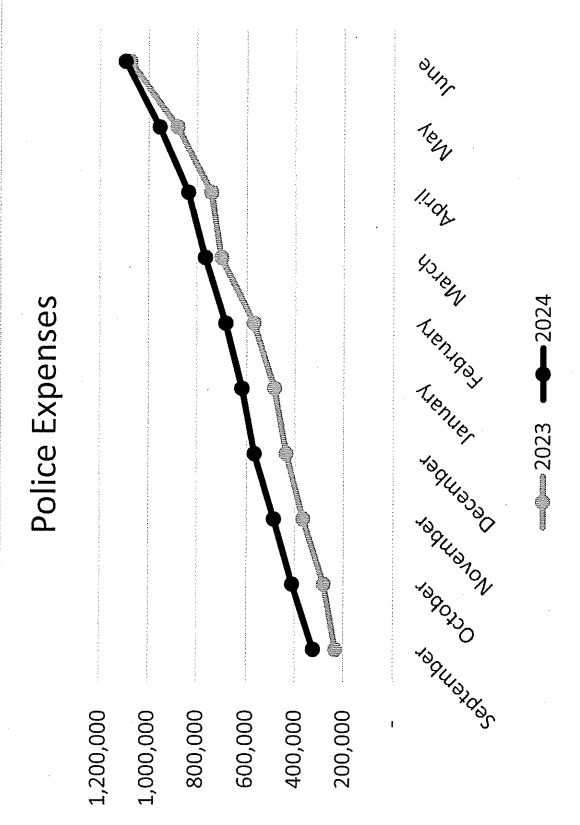
### Public Facilities Expenses



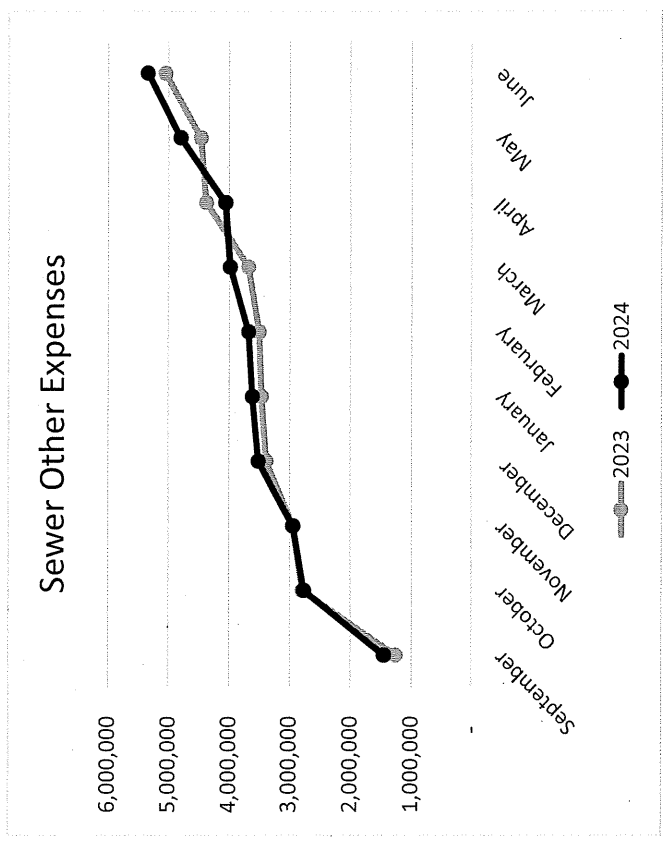
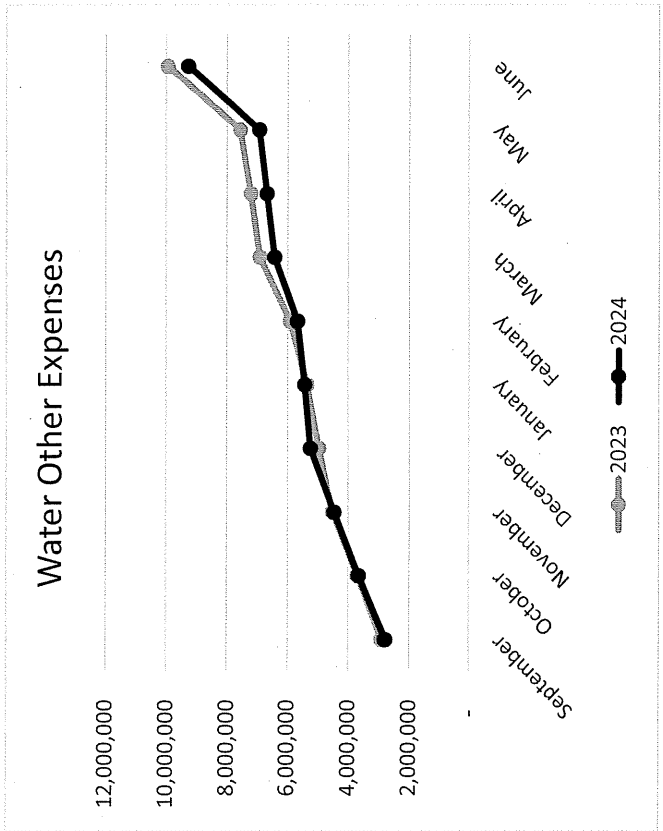
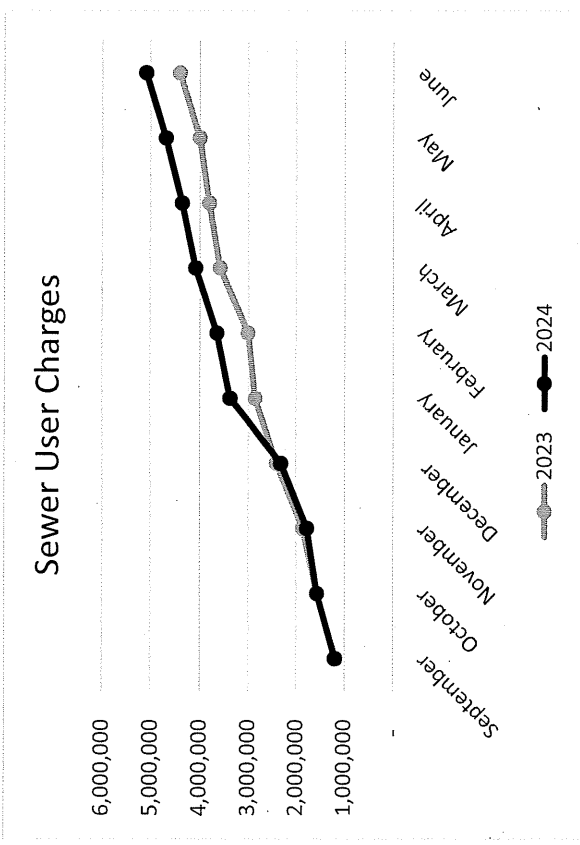
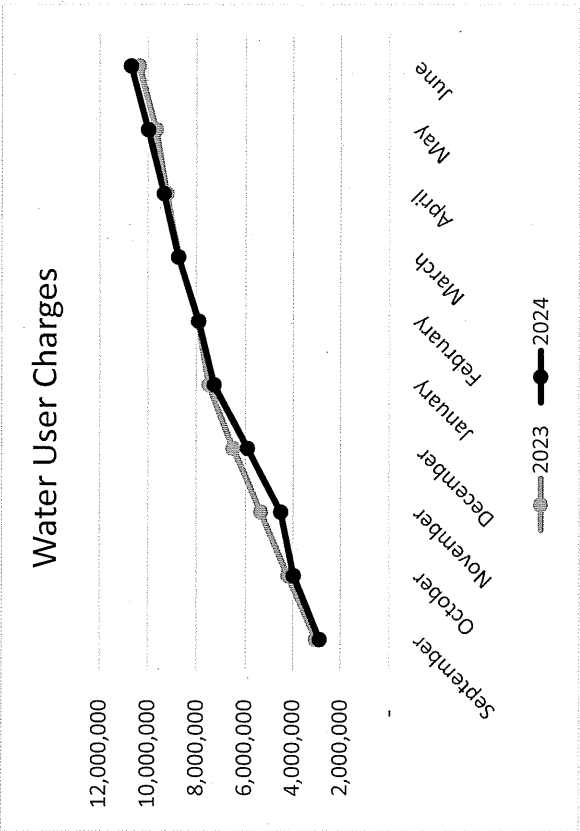
### Fire Expenses



\*Expenses vary from year to year due to timing and departmental needs, but can still be on budget.



\*Expenses vary from year to year due to timing and departmental needs, but can still be on budget.



\*Expenses vary from year to year due to timing and departmental needs, but can still be on budget.

**Town of Andover**  
**FY 2024 Reserve Account**  
**As of 6/30/24**

**RESERVE FUND**

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Appropriation by Vote of Town Meeting May 2023	\$ 200,000.00
Transfers by Vote of Town Meeting	0.00
Transfers by Authority of the Finance Committee	
Special Town Meeting Expenses	(100,000.00)
Available Balance	<u><u>\$ 100,000.00</u></u>

**Town of Andover**  
**FY 2024 Revolving Accounts**  
**(M.G.L. CH. 44, § 53 E1/2)**  
**As of 6/30/24**

	CD & P Legal Notices	Library Lost/Damaged Materials	CD & P Health Services Clinics	Recreation Special Services	Youth Services	Facilities Field Maintenance	Elder Services	Police Antenna Uses	School Photocopy Fees	Facilities Compost Program	DPW Solid Waste Fees	CD & P Stormwater Management	Fire Emergency Billing	Health Services Inspections	School Professional Development	Student Technology Rental
	Acct 5550	Acct 5631	Acct 5557	Acct 5552	Acct 5553	Acct 5622	Acct 5554	Acct 5653	Acct 4510	Acct 5666	Acct 5667	Acct 5668	Acct 5669	Acct 5670	Acct 4500	Acct 4260
Balance																
thru 6/30/2022	24,288	18,086	13,920	1,041,163	341,339	155,602	141,987	53,645	41,855	36,334	89,403	0	681	150,066	3,279	46,503
Receipts																
thru 6/30/2023	30,230	3,965	73,295	1,935,462	293,757	96,210	123,989	5,247	8,743	29,956	34,215	0	0	63,540	0	34,975
Expenditures																
thru 6/30/2023	20,000	3,163	34,139	1,546,422	200,020	27,601	86,427	0	0	32,093	40,000	0	0	37,130	95	29,624
Balance																
thru 6/30/2023	34,517	18,887	53,076	1,430,203	435,076	224,211	179,548	58,892	50,598	34,197	83,617.47	0	681	176,476	3,184	51,854
Receipts																
thru 6/30/2024	28,058	3,378	64,730	1,974,285	391,724	87,788	167,133	5,319	3,034	32,967	22,473	0	0	56,660	0	35,750
Expenditures																
thru 6/30/2024	28,412	1,797	3,637	1,713,458	186,942	156,636	116,437	0	0	45,423	38,696	0	0	25,473	0	20,390
Balance																
thru 6/30/2024	34,163	20,468	114,169	1,691,031	639,859	155,362	230,244	64,211	53,632	21,741	67,395	0	681	207,663	3,184	67,214

Spending Authorization	\$30,000	\$20,000	\$60,000	\$1,750,000	\$400,000	\$210,000	\$225,000	\$50,000	\$10,000	\$60,000	\$40,000	\$5,000	\$100,000	\$100,000	\$50,000	\$200,000
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Y-T-D % Spent	94.71%	8.98%	6.06%	97.91%	46.74%	74.59%	51.75%	0.00%	0.00%	75.70%	96.74%	0.00%	0.00%	25.47%	0.00%	10.20%
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**Town of Andover  
Capital Projects  
6/30/2024**

	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>Total Available</u>
Budget	1,495,643	1,040,000	1,011,600	1,150,000	1,185,000	1,271,500	1,338,000	
Expended	1,495,643	1,040,000	1,011,600	1,102,687	1,123,023	881,125	476,167	
Encumbered	-	-	-	4,066	10,356	137,988	149,685	
<b>Total School CIP</b>				43,247	51,621	252,387	712,147	1,059,402
Budget	579,018	487,000	1,069,098	902,108	137,000	150,000	95,000	
Expended	555,672	458,690	932,462	831,509	131,283	86,977	3,063	
Encumbered	9,300	3,517	10,600	3,693	130	3,900	44,565	
<b>Total General Government CIP</b>				66,906	5,587	59,123	47,373	343,864
Budget	32,214	-	-	-	-	-	-	-
Expended	32,214	-	-	-	-	-	-	-
Encumbered	-	-	-	-	-	-	-	-
<b>Total Youth Services CIP</b>								
Budget	-	-	10,000	50,000	-	-	-	
Expended	-	-	10,000	18,840	-	-	-	
Encumbered	-	-	-	29,080	-	-	-	
<b>Total Library CIP</b>				2,080				2,080
Budget	800,000	946,000	1,303,000	468,000	1,180,000	1,165,000	1,130,000	
Expended	800,000	943,486	1,302,540	428,531	1,111,420	873,965	448,789	
Encumbered	-	-	460	4,913	38,069	98,915	159,527	
<b>Total Facilities CIP</b>		2,514		34,556	30,511	192,121	521,684	781,386
Budget	293,500	250,077	195,000	195,000	255,000	-	40,000	
Expended	293,500	250,077	195,000	195,000	254,948	-	34,257	
Encumbered	-	-	-	-	52	-	-	
<b>Total Police CIP</b>							5,743	5,743
Budget	63,500	214,000	-	96,000	88,000	-	185,000	
Expended	61,353	213,299	-	96,000	77,383	-	-	
Encumbered	-	691	-	-	-	-	-	
<b>Total Fire CIP</b>		10			10,617		185,000	197,774
Budget	415,000	328,000	400,000	-	165,000	170,000	102,000	
Expended	366,924	328,000	399,119	-	145,000	63,393	-	
Encumbered	158	-	-	-	-	86,607	34,922	
<b>Total DPW CIP</b>			881		20,000	20,000	67,078	155,877
Budget	2,183,232	2,225,077	2,977,098	1,711,108	1,825,000	1,485,000	1,552,000	
Expended	2,109,662	2,193,551	2,839,121	1,569,880	1,720,034	1,024,335	486,109	
Encumbered	9,458	4,208	11,060	37,686	38,251	189,422	239,014	
<b>Total Town CIP</b>		27,318	126,917	103,542	66,715	271,244	826,877	1,486,724
Budget	3,678,875	3,265,077	3,988,698	2,861,108	3,010,000	2,756,500	2,890,000	
Expended	3,605,305	3,233,551	3,850,721	2,672,567	2,843,057	1,905,460	962,276	
Encumbered	9,458	4,208	11,060	41,752	48,607	327,410	388,699	
<b>Grand Total</b>		27,318	126,917	146,789	118,336	523,630	1,539,025	2,546,126