



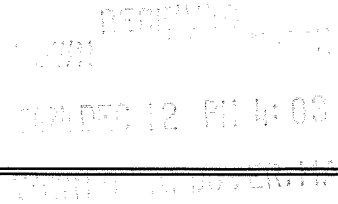
Select Board Meeting

Monday, December 16, 2024

7:00 PM

Select Board Room, Town Offices

36 Bartlet Street Andover, MA 01810



-
- I. **Call to Order – 7:00 P.M.**
 - II. **Opening Ceremonies**
 - A. Moment of Silence/Pledge of Allegiance
 - III. **Town Manager Report**
 - A. Updates
 - B. Staff Appointments (see list below).
 - IV. **Communications/Announcements/Liaison Reports**
 - V. **Public Comment**
 - VI. **Regular Business**
 - A. Rare Road Foundation

Board to consider voting to approve a donation of \$25,000 from the Rare Road Foundation for the purchase of accessible equipment for Ballardvale Playground.
 - B. Solid Waste Collection and Disposal

Board to vote to authorize the Town Manager to sign a contract up to five years for the purposes of solid waste collection and disposal.
 - C. Capital Improvement Program FY2026 – 2030 (2nd Reading)

Select Board to vote to accept the Town Manager’s recommended Capital Improvement Program. Board to receive preliminary FY2026 revenue and expense summary.
 - D. ARPA Update and Final Plan

Board to receive an update on ARPA funding and consider voting to accept final recommendation for allocation of funds.
 - E. Select Board Policy Review

Board to review and consider voting on changes and/or additions to the Select Board Policy Manual. Policies to be reviewed include the Code of Conduct (4th Reading).
 - VII. **Consent Agenda**
 - A. Appointments by the Town Manager

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

Board	Name	Position	Term Begins	Term Expires
Commission on Diversity, Equity & Inclusion	Trish Villanueva	Member	12/17/2027	06/30/2027

VIII. Approval of Minutes

A. Board to approve minutes from the following meetings:

1. November 25, 2024
2. December 2, 2024

IX. Executive Session

A. Board to vote to go into Executive Session for confidential communication with Town Counsel and pursuant to option 6 to discuss the purchase, exchange, lease or value of real property, for the Chair to declare that an open session may have a detrimental effect on the negotiating position of the Town; and/or

B. 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 November 25, 2024; and not to return to open session.

X. Adjourn

Summary of Town Manager Staff Appointments

The Town Manager is pleased to announce the following appointments:

Administration & Finance	Clicia Garcia <i>(Jennifer Callahan)</i>	Office Assistant	\$61,467/year	12/30/2024
Department of Public Works	Carlos Jaquez <i>(Christopher Cronin)</i>	Director of Public Works	\$162,000/year	12/30/2024
Facilities Department	Eric Akalski <i>(James McSweeney)</i>	Deputy Director of Facilities	\$128,500/year	01/06/2025
Memorial Hall Library	Kaileigh Rogato <i>(Sarah Margi)</i>	Library Aide	\$15.00/hour	01/02/2025

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

MEETINGS ARE TELEVISED ON
COMCAST CHANNEL 22 AND VERIZON CHANNEL 45



rare road
foundation

Julee Armitage
5 Howell Drive
Andover, MA 01810
rareroadfoundation@gmail.com

May 23, 2024

Evan George
ADA Grant Compliance Coordinator
Massachusetts Office on Disability
One Ashburton Place, Room 1305
Boston, MA 02108

Dear Mr. George,

I am writing to express my strong support for the Town of Andover's Municipal ADA Improvement Grant application to upgrade the Ballardvale playground for accessibility and inclusivity. As an Andover resident, a parent of a child with disabilities, and a founding member of an organization dedicated to supporting children and families with disabilities, I am deeply committed to this cause.

Our youngest daughter, Remy, has a rare genetic condition called HNRNPH2, a neurodevelopmental disorder that results in various medical complexities and disabilities. Through our journey with Remy, my family has experienced firsthand the challenges faced by families and children with disabilities. This journey has led us to connect with the Tourkistas family, who have a daughter with Phelan-McDermid Syndrome. We share a mutual interest in improving the lives of children and families with disabilities, which inspired us to start the Rare Road Foundation. Together, our families are working to break down barriers to inclusivity, starting with improving playgrounds.

Inclusive playgrounds are vital in fostering a sense of belonging and equality among children of all abilities. As a mother of three young children, I spent countless hours at playgrounds with my eldest two. I have fond memories of connecting with other families and watching my children play. However, when Remy required a mobility aid for a few years, playgrounds became isolating and challenging and I found myself avoiding them. Playgrounds with wood chips were particularly difficult, as I had to carry Remy or drag a stroller around, making it hard to keep up with her siblings. Even at playgrounds with rubber matting, the lack of inclusive structures meant Remy could not fully engage. Playgrounds were no longer carefree and fun; instead, Remy and I watched from the sidelines.

About one year ago I connected with Janet Nicosia, Andover's ADA Coordinator, and proposed using funds from our daughter's annual awareness fundraiser to purchase inclusive playground equipment for Andover. We identified the Ballardvale playground is a prime candidate for an upgrade. The Ballardvale

FOUNDING MEMBERS

Julee & Marshal Armitage Angelica & Matthew Tourkistas



rare road foundation

playground is a central gathering place for young families in Andover, situated across the street from the Ballardvale fire station and adjacent to a baseball field. It features basketball courts, play structures, swings, and a shaded picnic area. However, the current playground surface of wood chips and a narrow concrete track creates obstacles for those with mobility issues. As a parent of a child with disabilities, I have witnessed and experienced these difficulties firsthand.

Introducing a rubber mat surface would enhance the playground's safety and accessibility. Rubber matting provides a stable and even terrain, enabling children who use wheelchairs or other mobility aids to move around with ease and safety. Additionally, the playground lacks inclusive structures for children of all abilities to play together. Transforming the Ballardvale playground into a truly inclusive space requires a collaborative effort. Since that initial conversation one year ago, The Rare Road Foundation was born. We are excited to partner with the Town of Andover to expedite the renovation process for a more impactful outcome.


We fully endorse the town's grant application to fund the transition from wood chips to rubber matting. The Rare Road Foundation also pledges to donate \$25,000 in the form of inclusive play equipment from Landscape Structures in alignment with ADA guidelines. After surveying the playground, we believe that the Rhapsody Grandioso Chimes and the OmniSpin Spinner would be excellent inclusive additions to Ballardvale. The combination of rubber matting and new inclusive play structures will reduce the risk of injuries and ensure that all children and adults, regardless of ability, can fully participate in playground activities.

I am impressed by the Town of Andover's commitment to creating an inclusive community, as demonstrated by the active Commission on Disability, the work of ADA Director Janet Nicosia, and initiatives such as the Andover DIVERSE division. An inclusive playground benefits the entire community by promoting social integration and understanding, enabling children to play together without barriers.

I deeply appreciate your consideration of this request. By approving Andover's grant application, you can create a lasting impact on our community. This project will transform the Ballardvale playground into a truly accessible and inclusive space, fostering joy and connection for all children and families of Andover and surrounding communities. The Rare Road Foundation remains committed to collaborating with the Massachusetts Office on Disability and the Town of Andover to make this vision a reality.

Thank you for your time and support.

Sincerely,



Julee Armitage

FOUNDING MEMBERS

Julee & Marshal Armitage Angelica & Matthew Tourkistas

Home > Products > Playground Components > OmniSpin® Spinner

OmniSpin® Spinner

Model #173591





Design Inspiration

Products

Home > Products > Playground Components > Rhapsody® Grandioso® Chimes

Rhapsody® Grandioso® Chimes

Model #214442







Tri-Board Meeting

Preliminary FY 2026 Budget Overview & Capital Improvement Program



December 2, 2024

Agenda

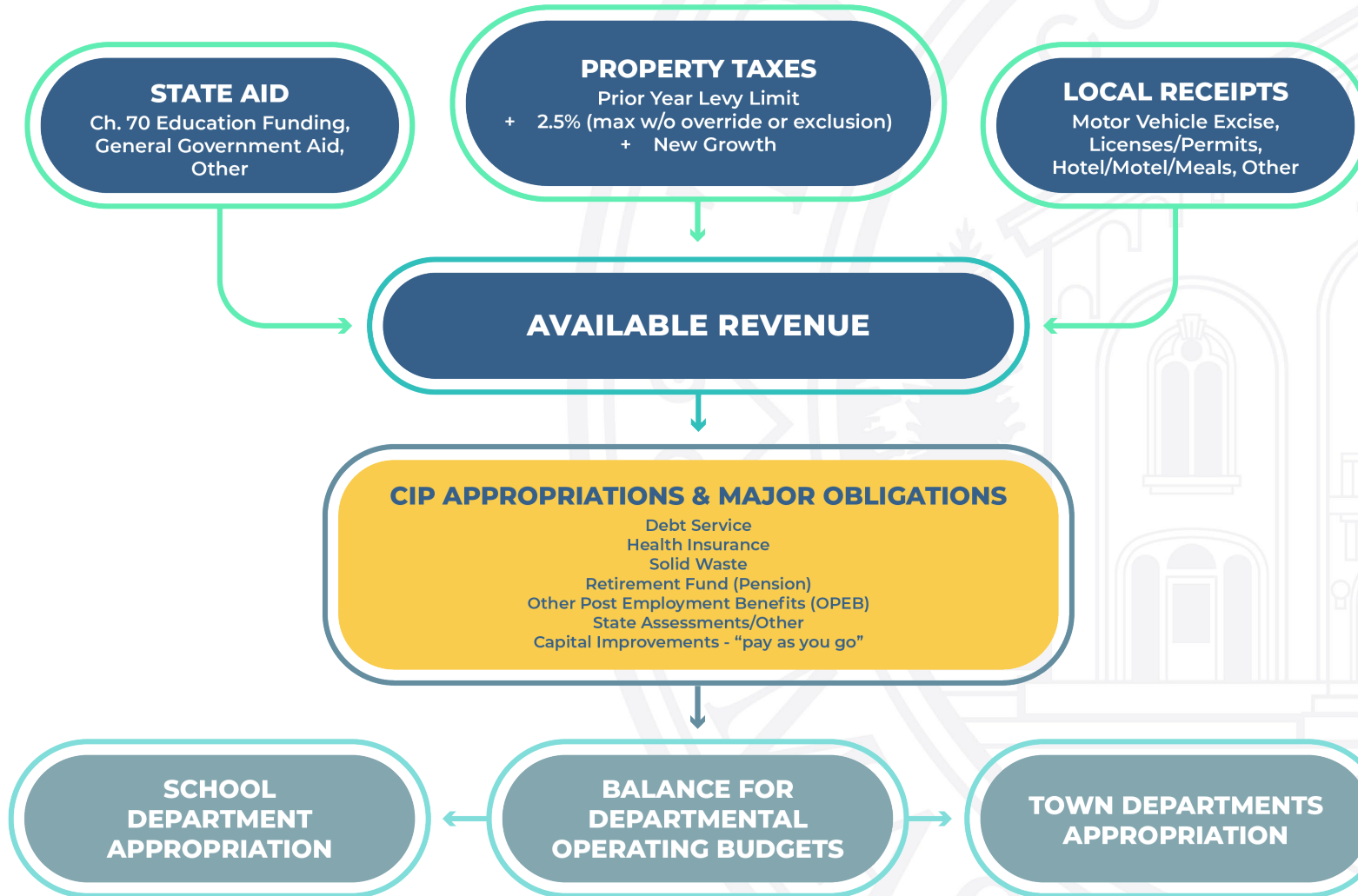
- Overview of the Budget Model
- FY 2026 Preliminary Budget Assumptions
- FY 2026 – FY 2030 Capital Improvement Program
 - New Approach
 - Recommended Plan
- Capital Stabilization Fund Concept
- Preliminary Tax Projections
- Long Range Financial Plan
- Next Steps

Overview of the Budget Model

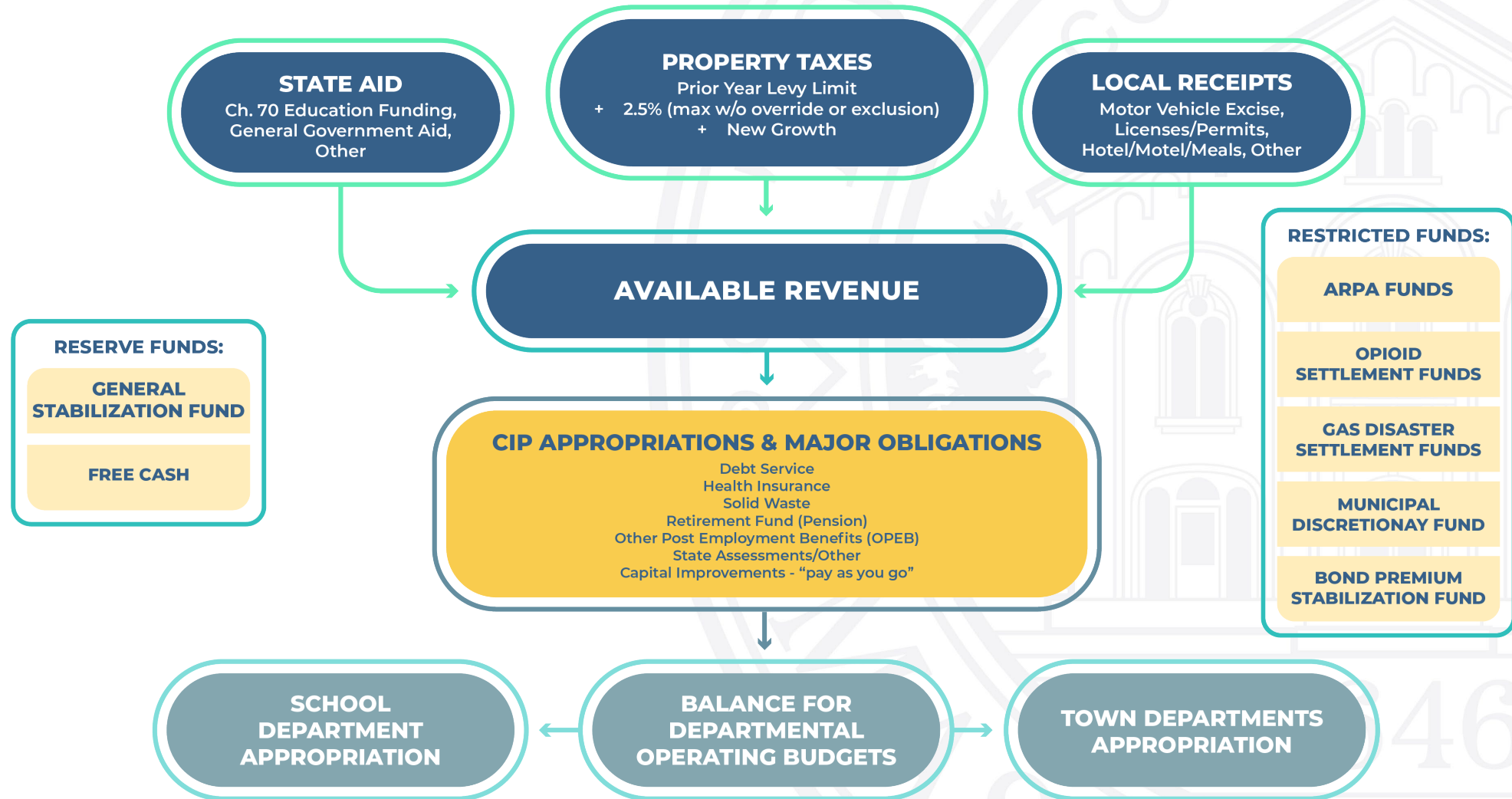


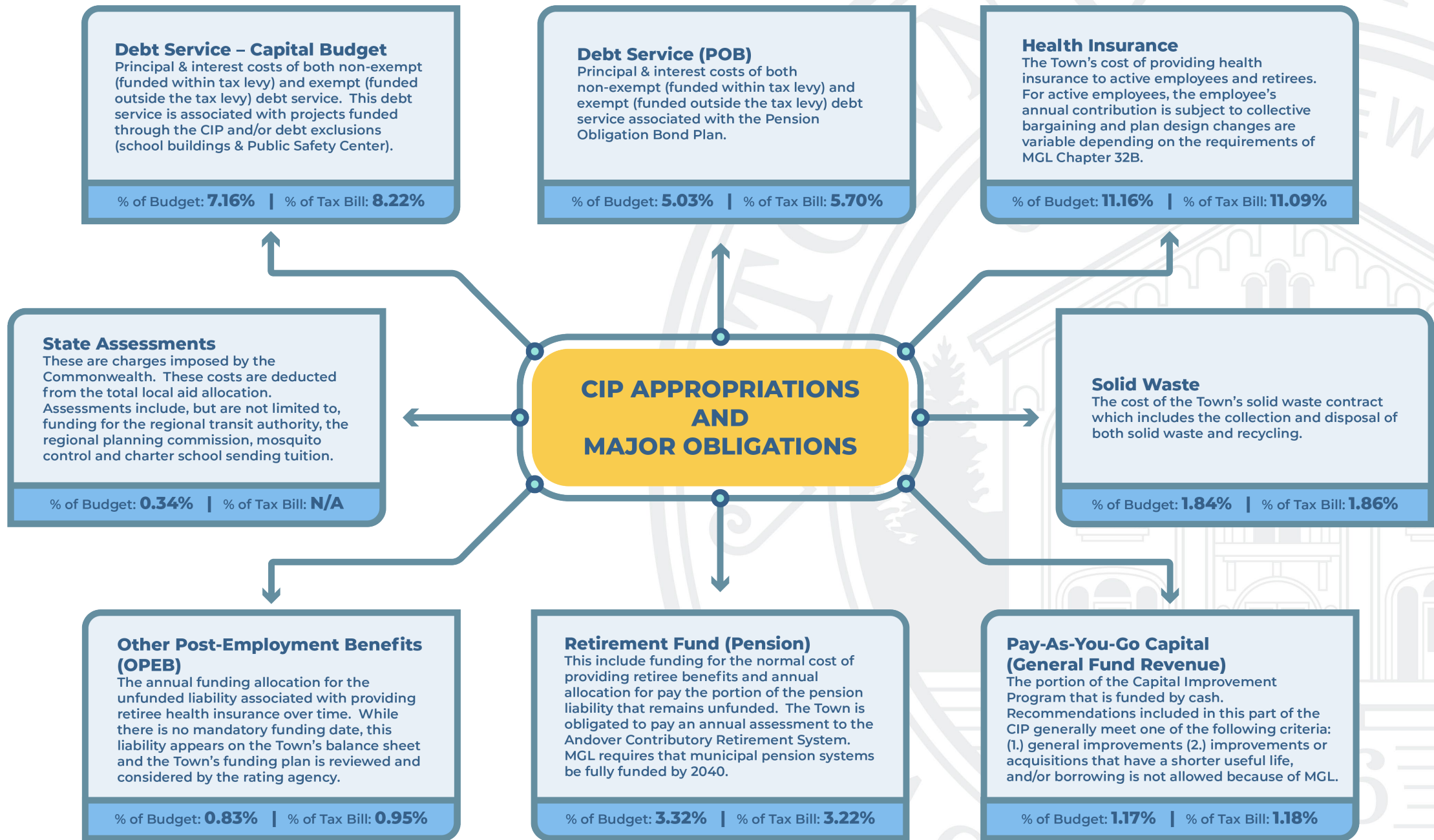
ANDOVERMA.GOV

Budget Model



Budget Model





FY 2026 Preliminary Budget Assumptions



	FY2025 Budget	FY2026 Budget	Change \$	%
Revenue				
Property Tax	\$ 191,776,235	\$ 198,225,009	\$ 6,448,774	3.36%
State Aid	\$ 17,270,208	\$ 17,595,724	\$ 325,516	1.88%
Local Receipts	\$ 11,967,374	\$ 13,118,010	\$ 1,150,636	9.61%
Free Cash for Articles	\$ 2,035,000	\$ 3,865,001	\$ 1,830,001	89.93%
Other Revenue	\$ 2,096,900	\$ 2,146,206	\$ 49,306	2.35%
Total Revenue	\$ 225,145,718	\$ 234,949,950	\$ 9,804,232	4.35%
Expenditures				
Town Departments	\$ 45,251,453	\$ 46,536,426	\$ 1,284,973	2.84%
School Department	\$ 102,761,421	\$ 106,597,135	\$ 3,835,714	3.73%
Capital Budget	\$ 11,870,556	\$ 12,207,915	\$ 337,359	2.84%
Exempt Debt - Capital	\$ 7,379,967	\$ 7,230,795	\$ (149,172)	-2.02%
Pension Obligation Bond	\$ 11,325,906	\$ 11,322,470	\$ (3,436)	-0.03%
Retirement & Health Insurance & OPEB	\$ 34,491,389	\$ 36,747,267	\$ 2,255,878	6.54%
Insurance, Workers' Comp, Unemployment	\$ 1,721,587	\$ 1,880,822	\$ 159,235	9.25%
Solid Waste	\$ 4,140,132	\$ 4,407,170	\$ 267,038	6.45%
Technical Schools	\$ 1,351,587	\$ 1,392,134	\$ 40,547	3.00%
Warrant Articles - Free Cash	\$ 2,035,000	\$ 3,865,000	\$ 1,830,000	89.93%
Warrant Articles - Taxation	\$ 1,052,033	\$ 928,735	\$ (123,298)	-11.72%
Total Expenditures	\$ 223,381,031	\$ 233,115,869	\$ 9,734,838	4.36%
Non-Appropriated Expenses	\$ 1,764,687	\$ 1,834,081	\$ 69,394	3.93%
Surplus / (Deficit)	\$ (0)	\$ (0)	\$ (0)	0%

Town Manager's Recommended Capital Improvement Program

FY 2026 - FY 2030

ANDOVERMA.GOV



History of the 5.72% Target

$$\begin{array}{c} \text{Prior Non-} \\ \text{Exempt Debt} \\ \text{Service} \\ + \\ \text{New Non-} \\ \text{Exempt Debt} \\ \text{Service} \\ + \\ \text{General Fund} \\ \text{Revenue} \\ = \\ \text{Total Non-} \\ \text{Exempt Plan} \end{array}$$

- In 2015, an **annual** funding target was established for the Capital Improvement Program. The target for the “non-exempt plan” was set at 5.72% of the overall revenue budget.
- The target was based on the total available funds for pay-as-you-go capital (General Fund Revenue/Article 5), existing debt service and new debt service resulting from recommendations in the CIP.
- **The following goals were established as part of changing the approach to financing the CIP:**
 - Provide the Administration & Departments with a clear funding benchmark to plan year over year requests and priorities.
 - Eliminate annual fluctuations in available funds for capital investment.
 - Prevent annual capital appropriations from being reduced due to potential pressure to increase operating budgets.
 - Improve debt management and create flexibility to fund major capital projects within the tax levy.

Outcomes – Projects & Initiatives

- **The Town has been able to fund several major building projects within the tax levy and without having to seek a debt exclusion override, they include the following:**
 - Construction of the Municipal Services Facility
 - Construction of the new Ballardvale Fire Station
 - Renovation & Expansion of the Senior Center
- **The Park & Playgrounds program was launched to coincide with the implementation of the target.**
 - Every municipal playground has been replaced or renovated.
 - Playing surfaces (tennis, basketball, pickleball, track) have been built or replaced.
 - Improvements to The Park & Playstead.
- **Establishment of the Town Sidewalk Program**
 - Town has appropriated \$6,075,000 dollars since FY 2017
- **Outside the target, but through the same approach, \$35,500,000 has been invested in water infrastructure and \$11,894,000 in the Water Treatment Plant since 2017.**

Debt Schedule

FY 2009-FY2016			
FY	Total Debt Service	Debt Service as % of Budget	Debt as % of EQV
2009	13,083,738	9.43%	0.17%
2010	12,250,000	8.97%	0.17%
2011	11,799,684	8.43%	0.16%
2012	11,948,761	8.27%	0.16%
2013	16,307,607	11.11%	0.22%
2014	12,813,328	8.13%	0.18%
2015	14,835,983	9.02%	0.21%
2016	15,278,356	8.84%	0.21%
Average	13,539,682	9.03%	0.18%

FY 2017-FY2024			
FY	Total Debt Service	Debt Service as % of Budget	Debt as % of EQV
2017	13,922,795	7.66%	0.17%
2018	13,459,506	7.32%	0.17%
2019	14,314,814	7.39%	0.17%
2020	14,964,754	7.42%	0.16%
2021	15,037,461	7.18%	0.16%
2022	14,790,102	6.86%	0.14%
2023	12,011,422	5.30%	0.11%
2024	14,181,164	6.00%	0.12%
Average	14,085,252	6.89%	0.15%

- Since the implementation of the 5.72% target, on average, debt service has represented **6.89%** of the annual budget and **0.15%** of the overall valuation of the Town. In the 8 years prior to the implementation of the target, debt service represented **9.03%** of the annual budget and **0.18%** of the overall valuation of the Town.
- The plan has worked by providing the Town with the ability to plan debt service and create capacity for larger projects.

A New Approach to Financing the CIP

As outlined in the CIP Transmittal Letter, the plan includes several modifications intended to ensure a balanced and sustainable program moving forward:

1.) **Change the source of funding the “target” from a percentage of overall revenue to a percentage of the Town & School Operating Budget**

- The plan retires the 5.72% of overall revenue target and replaces it with a new target equal to 7.5% of the Town & School Operating budget.
- While the change does not increase the total available funds, it provides the Town with a greater level of confidence in managing debt service and planning future capital expenditures.
- The growth of the operating budget is far more predictable than the growth of overall revenue.
- Under the 5.72% model, increases in exempt debt service, sharp increases in state aid and/or new growth require proportional increases in the CIP.
 - Result has required the Town to fall short of the target in FY 2023 through FY 2025.

A New Approach to Financing the CIP

2.) The Plan is Balanced Over Time

- The CIP has been a funding plan for Year 1 of the program and a broad identification of needs for Years 2-5 of the program.
- Moving forward, the plan will be balanced against the target in each year of the program. This will transition the document from an identification of needs approach to a prioritization of needs approach.
- The plan should maintain capacity in the out years to maintain future flexibility.
- Improves the Town's ability to integrate the CIP with the Long Range Financial Plan

A New Approach to Financing the CIP

3.) Utilization of other Funds: Free Cash, Revolving Fund Revenues & Capital Carryforward

- **Free Cash**

- Free Cash has historically been used to provide supplemental funding to the CIP.
- Approx. 20% of certified balance has been used in prior years.
- Has been used as part of a “split funding” approach which includes funding one project/improvement through two funding sources.
- Capital is an appropriate use of Free Cash.

- **Recreation Revolving Funds**

- Recreation Revolving Funds are being recommended to offset the costs of recreation improvements that are necessary to generate revenue specific to the revolving fund.
- Program fees generate revenue from programs and are the source of funding for the Recreation Revolving Fund.
- Funds may be used to offset capital expenses specific to the program that generates the revenue (fields, courts, Poms Pond, etc.). Town Meeting approved this change at 2024 Annual Town Meeting.

- **Introduction of Capital Carryforward**

- Utilize unexpended capital balances to offset the cost of projects proposed in the plan.
- Reconciles outstanding balances and provides a funding source for new projects/improvements.
- Ensures target is met over time.
- Requires Town Meeting Approval

A New Approach to Financing the CIP

Free Cash Capital Appropriation History					
	FY2022	FY2023	FY2024	FY2025	FY2026 (Rec.)
Certified Free Cash Balance	\$9,360,482	\$8,224,998	\$10,079,412	\$14,919,306	\$18,978,730
Capital Appropriation	\$1,983,372	\$1,870,340	\$1,919,128	\$1,885,000	\$3,865,000
% of balance for CIP	21.19%	22.74%	19.04%	12.63%	20.36%

BYLAW AMENDMENT REVOLVING FUND REVENUES AND EXPENDITURES

ARTICLE 7. To see if the Town will vote to amend General Bylaw Article XII Section 48 (“Departmental revolving funds”), subsection 5(G) by amending the table to expand the permitted revenue sources and expenses from the Division of Recreation, Division of Youth Services, Division of Elder Services, and Compost Program revolving funds as follows (deleted language in “~~strikethrough~~” additional language underscored):

Revolving Fund	Revenues (Column C)	Expenses (Column D)
Division of Recreation	<u>Participant fees, rentals and concessions</u>	Trips, ticket sales and special programs and activities <u>Programs, activities, events, supplies, staffing and related expenses, facility maintenance and capital improvements</u>
Division of Youth Services	<u>Participant fees, rentals and concessions</u>	All p Programs and activities expenses, part-time help <u>events, supplies, staffing and related expenses, facility maintenance and capital improvements</u>
Division of Elder Services	<u>Participant fees, rentals and concessions</u>	Senior p Programs, classes and activities, <u>events, supplies,</u>

FY 2026 Capital Improvement Program

Funding Source	Total
General Fund Revenue	\$2,503,528
General Fund Borrowing	\$4,830,000
Use of Free Cash	\$3,865,000
Special Dedicated Funds	\$2,041,194
Water and Sewer Enterprise Funds	\$10,300,000
Total	\$23,539,722

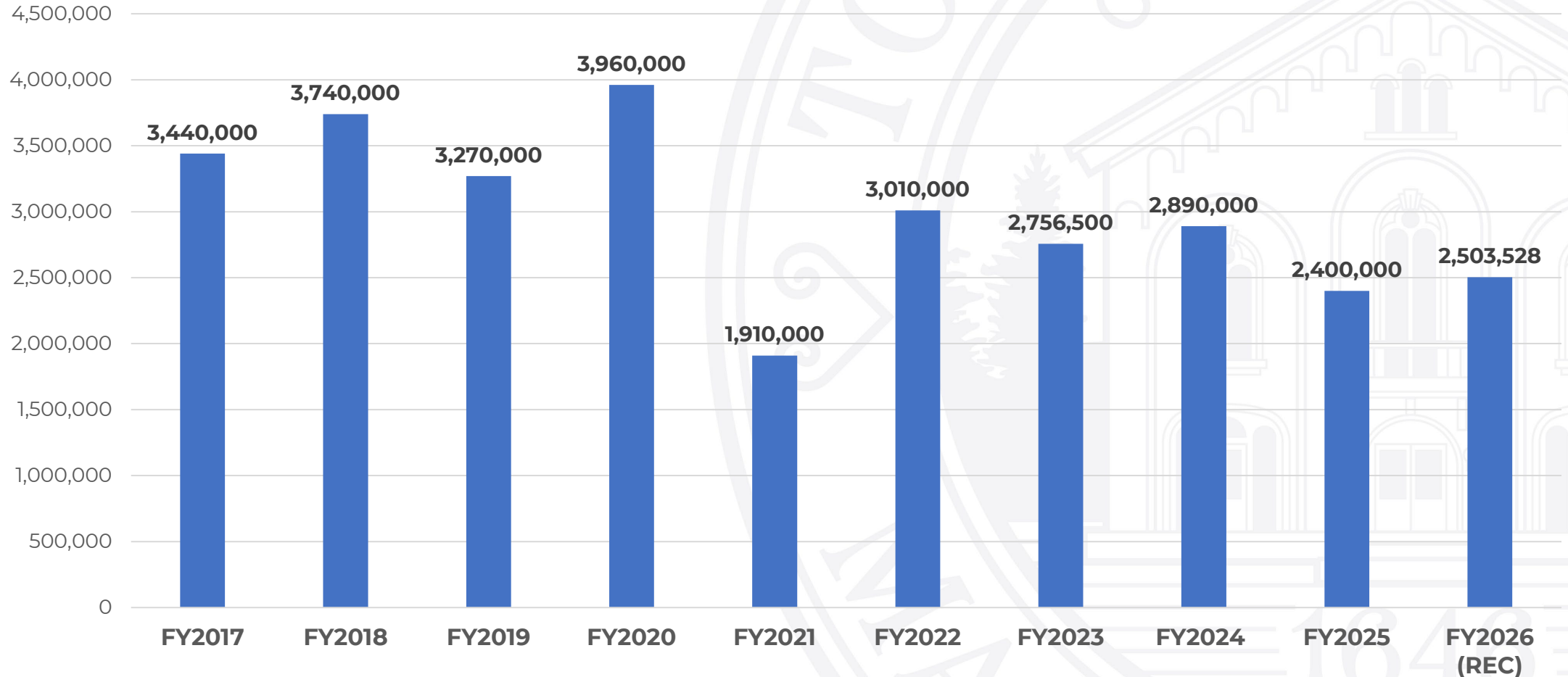
General Fund Revenue

TOTAL
\$2,503,528

Project #	Description	Amount
ANF-3	Participatory Capital Budgeting	\$50,000
CDP-1	Invasive Species Management & Education on Conservation Properties	\$42,340
CDP-3	Mary French Boardwalk Restoration and Accessibility	\$30,448
DPW-7	Public Works Vehicles - Small	\$99,000
DPW-28	Spring Grove Cemetery Maintenance	\$20,000
SUS-1	Shawsheen River Stream and Rain Gauge	\$21,740
FAC-1	Town Projects-Buildings	\$470,000
FAC-2	Town Projects-Mechanical & Electrical	\$385,000
FAC-4	Town Vehicles	\$100,000
SCH-1	School Wide Maintenance Program	\$1,000,000
SCH-2	School Projects by Building	\$285,000

General Fund Revenue

Appropriation History



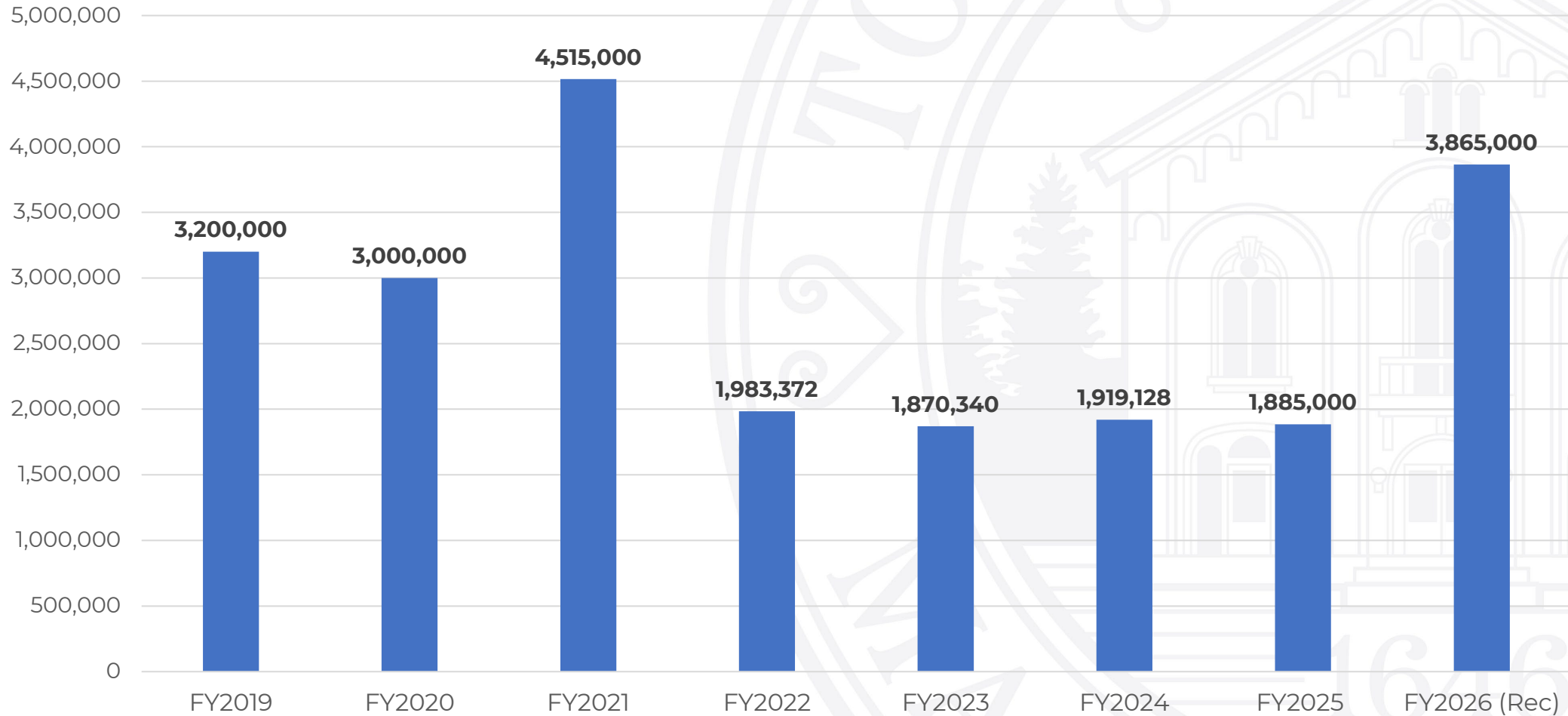
Free Cash

TOTAL
\$3,865,000

Project #	Description	Amount
DPW-2	Minor Sidewalk Repairs	\$250,000
DPW-4	Town Sidewalk Program	\$550,000
DPW-15	Hazardous Tree Removal	\$75,000
DPW-44	Shawsheen Culvert Study	\$150,000
FIR-3	Cordless Battery-Operated Rescue Tools	\$60,000
IT-1	Annual Staff Device Refresh	\$300,000
IT-2	Annual Student Device Refresh	\$150,000
IT-3	IT Infrastructure	\$550,000
POL-1	Police Vehicle Replacement	\$205,000
PS-1	Public Safety Simulcast Radio System	\$1,000,000
FIR-2	Multi Band Portable Radios	\$275,000
FAC-6	Public Safety Center Roof	\$300,000

Free Cash

Appropriation History



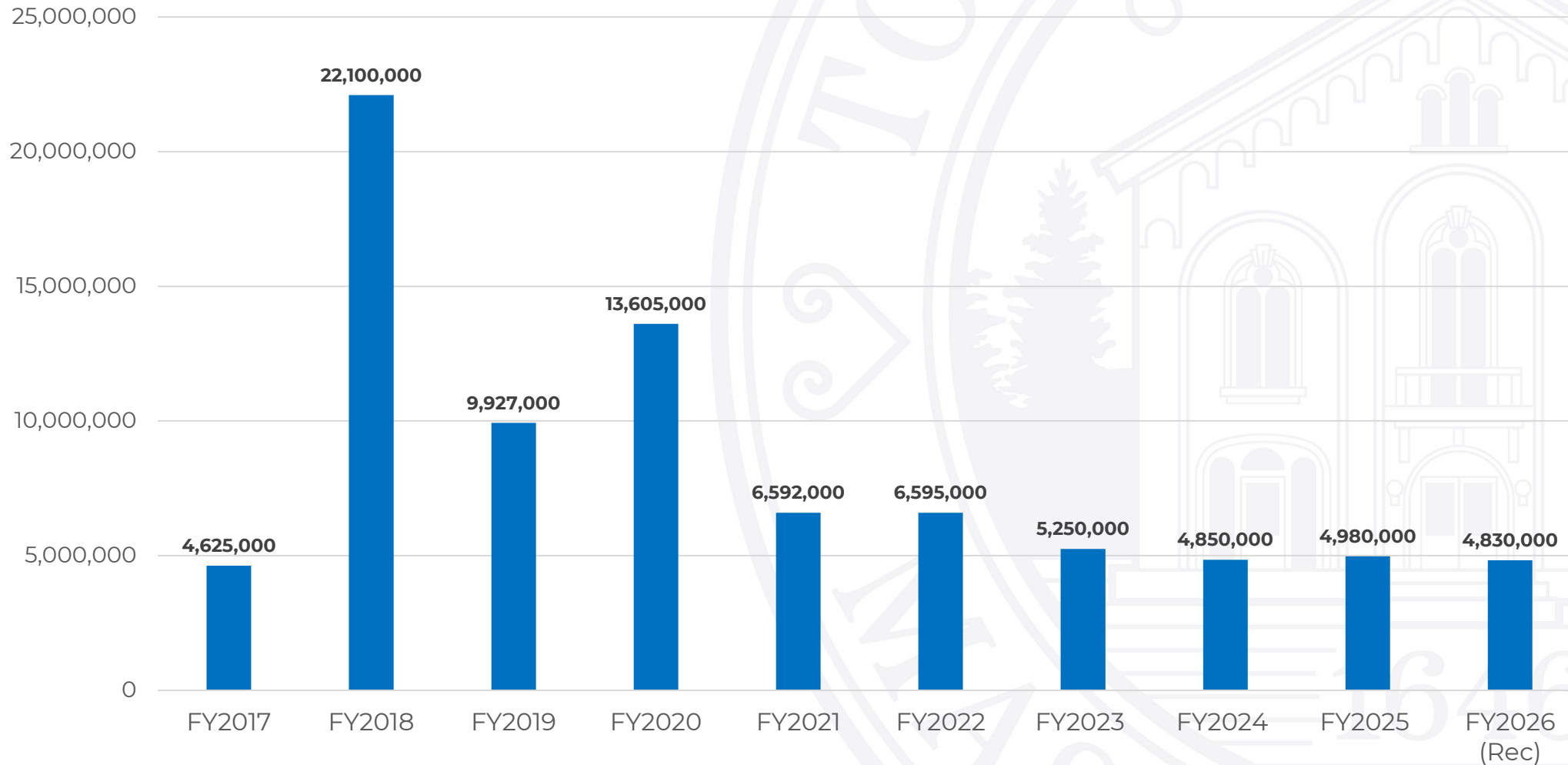
General Fund Borrowing

TOTAL
\$4,830,000

Project #	Description	Amount
DPW-7	Public Works-Large Vehicles	\$300,000
DPW-8	Minor Storm Drainage Improvements	\$200,000
DPW-23	Elm Square Safety Improvements	\$600,000
FAC-5	Town Parks & Playground	\$900,000
FAC-6	Major Town Projects	\$1,585,000
FIR-1	Fire Rescue Vehicles	\$565,000
SCH-5	Major School Projects	\$680,000

General Fund Borrowing

Appropriation History



Special Dedicated Funds

TOTAL
\$2,041,194

Project #	Description	Amount
DPW-1	Annual Road Maintenance	\$2,041,194

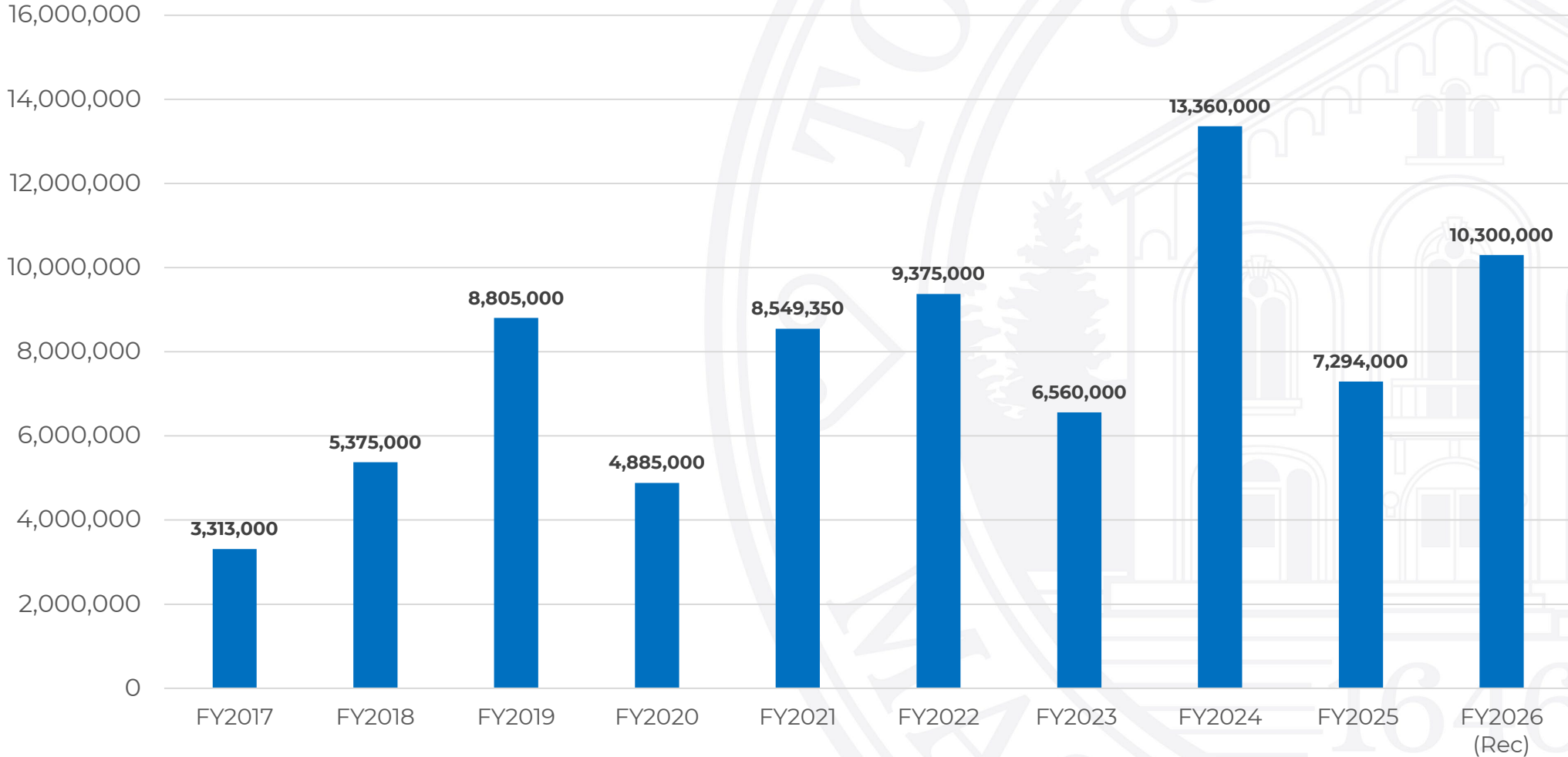
Water & Sewer Enterprise Funds

TOTAL
\$10,300,000

Project #	Description	Amount
DPW-14	Major Water Main Replacement/Distribution Improvements Projects	\$6,000,000
DPW-18	WTP – Granular Activated Carbon	\$300,000
DPW-27	WTP – Wood Hill Pumps and Motor Control Centers	\$650,000
DPW-29	WTP – Fish Brook Pumping Station	\$500,000
DPW-32	WTP – Shawsheen Pumping Station	\$1,000,000
DPW-36	WTP – Raw Water Pumping Station	\$1,850,000

Water & Sewer Enterprise Funds

Appropriation History



CIP Summary Table

		FY26	FY27	FY28	FY29	FY30
Total Town and School Operating Budget 7.5% CIP Target		153,133,561	158,432,591	163,917,620	169,595,273	175,472,413
		11,485,017	11,882,444	12,293,822	12,719,645	13,160,431
Non-Exempt Plan	General Fund Revenue	2,503,528	2,742,940	2,926,573	2,981,251	3,146,457
	Existing Non-Exempt Debt Service	9,591,887	8,713,155	8,127,220	7,457,824	7,003,611
	New Non-Exempt Debt Service	102,300	576,558	1,356,656	2,122,817	3,020,655
	Plan Total	12,197,715	12,032,653	12,410,449	12,561,892	13,170,723
Offsets	Revolving			(118,750)	(115,938)	(208,125)
	Capital Carryforward	(175,000)	(200,000)	(150,000)	(100,000)	(100,000)
	Doherty Offset	(537,625)	(537,625)	(537,625)	(537,625)	(537,625)
Net Non-Exempt Plan		11,485,090	11,295,028	11,604,074	11,808,329	12,324,973
		FY26	FY27	FY28	FY29	FY30
Variance From 7.5% Target	CIP as % of Budget (Current Plan)	7.50%	7.13%	7.08%	6.96%	7.02%
	\$ Variance	73	(587,416)	(689,748)	(911,316)	(835,458)

- 5-Year plan is balanced (variance in out years) and reflects programmed requests for future years
- Overall plan is supplemented by revenues from Free Cash, Recreation Revolving Fund, School Department Operating Budget and unexpended capital balances (capital carryforward)
- The summary reflects the debt issuance from November 2024

Capital Stabilization Concept



ANDOVERMA.GOV

Capital Stabilization Fund

- **Capital Stabilizations Funds are established to offset future costs associated with major capital projects.**
 - Must be established by vote of Town Meeting
 - Requires Town Meeting to deposit or withdraw funds
 - Funds may be used as “cash” or to offset debt service costs
 - Funds may earn interest that remains in the Capital Stabilization Fund
- **Capital Stabilization Funds are most effective when supported by a dedicated revenue source. The Town may consider the following options:**
 - Earmark remaining excess levy capacity
 - Allocate revenues from Town Yard redevelopment (enabled by Special Act) on a one-time or recurring basis

Capital Stabilization Fund Balance \$300,000 Annual Contribution, 5.75% Interest Rate	
5 Years	\$1,779,463
10 Years	\$4,132,836
15 Years	\$7,245,217
20 Years	\$11,361,399

Capital Stabilization Fund Balance \$300,000 Annual Contribution, 5.75% Interest Rate Increase Annual Contribution to \$550,000 in FY2029	
5 Years	\$2,323,414
10 Years	\$6,335,108
15 Years	\$11,640,649
20 Years	\$18,657,326

**FY 2026
Preliminary
Tax Projection**



ANDOVERMA.GOV

Projecting the Average Single Family Tax Bill

FY2025 Projected Tax Bill <i>(Based on Uniform Increases)</i>		FY2026 Projected Tax Bill <i>(Retaining FY2025 Levy Shares)</i>	
FY2024 Average Single Family Tax Bill	\$12,329	FY2025 Average Single Family Tax Bill	\$12,843
Increase to Tax Bill - New Exempt Debt*	\$142	Projected Increase to Tax Bill - New Exempt Debt*	\$167
Increase to Tax Bill - Budget Development	\$372	Increase to Tax Bill - Budget Development	\$469
Percentage Increase - Excluding New Exempt Debt	3.02%	Percentage Increase - Excluding New Exempt Debt	3.65%
FY2025 Average Single Family Tax Bill	\$12,843	FY2026 Average Single Family Tax Bill	\$13,479
Projected Tax Bill Increase (%) for FY2025	4.17%	Projected Tax Bill Increase (%) for FY2026	4.95%

*New Exempt Debt associated with the West Elementary and Shawsheen PreSchool Project, the final debt issuance is expected to impact FY2026 tax bills

What factors impact projecting the tax bill?

- **Disproportional value growth across tax classifications**
 - *In FY2022, residential values increased, while the value of commercial property and personal property decreased; this increased the share of the levy paid by residential taxpayers. **In this scenario, the average residential tax bill is generally higher than the 10-year average.***
 - *In FY2020, personal property values increased by 27%, while residential, commercial, and industrial values increased 4-5%; this increased the share of the levy paid by personal property taxpayers. **In this scenario, the average residential tax bill is generally lower than the 10-year average.***
- **Changes to the shift**
 - *Votes to set the residential factor determines how much of the tax burden is borne by each class of property.*
- **Actual results of West Elementary Debt Issuance**
 - *Interest costs and debt repayment structure may impact debt service costs.*
 - *The results of the FY2025 West Elementary Debt issuance, provided for a \$38 in savings when compared with what was initially projected.*

Reduced Tax Bill Simulation

- Based on FY 2025 Tax Bill
- Analysis assumes that most of the the necessary budget reductions would come from personnel costs.
- Unemployment costs have been factored into the analysis

FY2025 Average Single Family Tax Bill			
Reduction (%)	Reduction (\$)	Required Budget Reduction	Number of School or Town Employees
1.00%	\$128	\$1,834,571	34
1.50%	\$193	\$2,751,857	52
2.00%	\$257	\$3,669,143	69
2.50%	\$321	\$4,586,429	86
3.00%	\$385	\$5,503,714	103
3.50%	\$449	\$6,421,000	120
4.17%	\$513	\$7,328,571	138

Long Range Financial Plan



ANDOVERMA.GOV

Long Range Financial Plan

- Originally released in August 2016.
- The Long-Range Financial Plan continues to serve as the foundation for the Town's financial planning activities.
- The plan is intended to be dynamic and is used to identify future opportunities and budgetary challenges.

	% Change	FY2025	\$ Change	% Change	FY2026	\$ Change	% Change	FY2027	\$ Change	% Change	FY2028	\$ Change	% Change	FY2029	\$ Change	% Change	FY2030	\$ Change	% Change
REVENUE																			
Property Taxes																			
Prior Year Levy	3.82%	175,279,716	6,155,899	3.64%	181,930,594	6,650,878	3.79%	188,410,281	6,479,687	3.56%	195,051,960	6,641,679	3.53%	201,859,681	6,807,721	3.49%	208,837,595	6,977,914	3.46%
2 1/2% Increase	3.82%	4,381,993	153,897	3.64%	4,548,265	166,272	3.79%	4,710,257	161,992	3.56%	4,876,299	166,042	3.53%	5,046,492	170,193	3.49%	5,220,940	174,448	3.46%
New Growth	-10.64%	2,268,885	341,081	17.69%	1,931,422	(337,463)	-14.87%	1,931,422	-	0.00%	1,931,422	-	0.00%	1,931,422	-	0.00%	1,931,422	-	0.00%
Unused Excess Levy Capacity	55.87%	(646,026)	663,039	-50.65%	(300,000)	346,026	-53.56%	(300,000)	-	0.00%	(300,000)	-	0.00%	(300,000)	-	0.00%	(300,000)	-	0.00%
Exempt Revenue	31.29%	10,491,667	(874,004)	-7.69%	10,114,729	(376,938)	-3.59%	9,682,229	(432,501)	-4.28%	9,394,122	(288,107)	-2.98%	9,095,691	(298,431)	-3.18%	8,791,747	(303,944)	-3.34%
Overlay Surplus																			
Total Property Taxes	4.74%	191,776,235	6,439,913	3.47%	200,114,729	6,448,775	3.36%	204,434,189	6,209,178	3.13%	210,953,803	6,519,614	3.19%	217,633,286	6,679,483	3.17%	224,481,704	6,848,418	3.15%
State Aid	13.16%	17,270,208.00	440,585	2.62%	17,595,724.20	325,516	1.88%	17,936,799	341,075	1.94%	18,284,696	347,896	1.94%	18,639,550	354,854	1.94%	19,001,501	361,951	1.94%
Local Revenues	1.25%	11,967,374.17	188,007	1.60%	13,118,010.60	1,150,636	9.61%	13,432,057	314,046	2.39%	13,567,528	135,471	1.01%	13,785,454	217,926	1.61%	14,099,684	314,230	2.28%
Free Cash for CIP & Articles	-39.99%	2,035,000.00	(854,172)	-29.56%	3,865,000.00	1,830,000	89.93%	3,185,275	(679,725)	-17.59%	2,900,113	(285,162)	-8.95%	1,901,056	(999,057)	-34.45%	2,238,250	337,194	17.74%
Indirect Charges and Bond Offsets	5.42%	2,096,900.00	(77,790)	-3.58%	2,146,205.00	49,305	2.35%	2,216,667	70,462	3.28%	2,289,829	73,162	3.30%	2,365,764	75,935	3.22%	2,442,879	77,115	3.26%
TOTAL REVENUE	4.13%	225,145,718	6,136,543	2.80%	234,949,950	9,804,233	4.35%	241,204,987	6,255,036	2.66%	247,995,968	6,790,982	2.82%	254,325,110	6,329,142	2.55%	262,264,019	7,938,908	3.12%
EXPENSES																			
Capital and Debt Service																			
Non-Exempt Debt Service	-3.29%	14,909,509	771,546	5.46%	15,540,622	631,113	4.23%	15,135,948	(404,674)	-2.60%	15,330,111	194,163	1.28%	15,426,876	96,765	0.63%	15,870,501	443,625	2.88%
Exempt Debt Service	30.41%	13,042,920	1,677,249	14.76%	12,892,030	(150,890)	-1.16%	12,691,145	(200,885)	-1.56%	12,640,820	(50,325)	-0.40%	12,585,296	(55,524)	-0.44%	12,526,309	(58,987)	-0.47%
Cash Capital	52.00%	2,624,000	(1,566,000)	-37.37%	2,503,528	(120,472)	-4.59%	2,742,940	239,412	9.56%	2,926,573	183,633	6.69%	2,981,251	54,678	1.87%	3,146,459	165,208	5.54%
Variance from CIP - 7.5%																			
Capital Offsets					(175,000)			(200,000)	(25,000)	-14.29%	(268,750)	(68,750)	-34.38%	(215,938)	52,812	-19.65%	(308,125)	(92,187)	-42.69%
Total Capital and Debt Service	13.81%	30,576,429	882,795	2.97%	30,761,180	184,751	0.60%	30,957,449	196,269	0.64%	31,318,502	361,053	1.17%	31,688,801	370,299	1.18%	32,070,602	381,801	1.20%
Obligations																			
Andover Contributory Retirement	13.92%	7,481,089	356,445	5.00%	7,855,142	374,053	5.00%	8,247,899	392,757	5.00%	8,660,294	412,395	5.00%	9,093,308	433,014	5.00%	9,547,975	454,667	5.00%
Health Insurance	3.47%	25,135,936	1,300,842	5.46%	26,927,776	1,791,840	7.13%	28,096,439	1,168,663	4.34%	28,934,323	837,884	2.98%	30,746,940	1,812,617	6.26%	32,670,607	1,923,667	6.26%
Other Post Employment Benefits	3.39%	1,874,364	61,530	3.39%	1,964,349	89,985	4.80%	2,058,835	94,485	4.81%	2,132,755	73,920	3.59%	2,235,437	102,682	4.81%	2,343,269	107,832	4.82%
Insurance/Workers' Comp	10.00%	1,549,284	268,884	21.00%	1,704,212	154,928	10.00%	1,874,634	170,421	10.00%	2,062,097	187,463	10.00%	2,268,307	206,210	10.00%	2,495,137	226,831	10.00%
Unemployment Compensation	2.50%	172,303	4,203	2.50%	176,610	4,307	2.50%	181,025	4,415	2.50%	185,551	4,526	2.50%	190,190	4,639	2.50%	194,944	4,755	2.50%
Solid Waste		4,140,132	315,771	100.00%	4,407,170	267,038	6.45%	4,649,565	242,394	5.50%	4,905,291	255,726	5.50%	5,175,082	269,791	5.50%	5,459,711	284,630	5.50%
Total Obligations	17.53%	40,353,108	2,307,675	6.07%	43,035,260	2,682,152	6.65%	45,108,397	2,073,136	4.82%	46,880,311	1,771,915	3.93%	49,709,264	2,828,953	6.03%	52,711,645	3,002,381	6.04%
Expenses - Other																			
State Assessments	-3.63%	864,687	(245,527)	-22.12%	884,081	19,394	2.24%	903,959	19,878	2.25%	924,334	20,375	2.25%	945,219	20,885	2.26%	966,626	21,407	2.26%
Technical School Assessments	3.00%	1,351,587	39,367	3.00%	1,392,134	40,547	3.00%	1,433,898	41,764	3.00%	1,476,915	43,017	3.00%	1,521,223	44,307	3.00%	1,566,859	45,637	3.00%
Overlay Reserve	2.71%	900,000	275,000	44.00%	800,000	(100,000)	-11.11%	800,000		0.00%	800,000		0.00%	800,000		0.00%	800,000		0.00%
Warrant Articles - Taxation	13.24%	1,052,033	731,033	227.74%	928,735	(123,298)	-11.72%	1,003,893	75,158	8.09%	1,079,795	75,902	7.56%	1,156,337	76,542	7.00%	1,233,404	77,067	6.66%
Warrant Articles - Free Cash	-39.99%	2,035,000	(854,172)	-29.56%	3,865,000	1,830,000	89.93%	3,185,275	(679,725)	-17.59%	2,900,113	(285,162)	-8.95%	1,901,056	(999,057)	-34.45%	2,238,250	337,194	17.74%
Other - Judgements/Deficits	100.00%		(78,347)	-100.00%	150,000	150,000	100.00%	150,000		0.00%	150,000		0.00%	150,000		0.00%	150,000		0.00%
Total Expenses - Other	-22.09%	6,203,307	(132,646)	-2.09%	8,019,949	1,816,643	29.29%	7,477,025	(542,924)	-6.77%	7,331,157	(145,868)	-1.95%	6,473,835	(857,323)	-11.69%	6,955,139	481,305	7.43%
Expenses - Town Operations																			
Town Budget	-5.58%	44,674,578	1,313,746	3.03%	45,903,129	1,228,551	2.75%	47,165,465	1,262,336	2.75%	48,462,515	1,297,050	2.75%	49,795,234	1,322,719	2.75%	51,164,603	1,369,369	2.75%
Offsets and Transfers	0.00%	576,875	56,875	10.94%	633,297	56,422	9.78%	688,563	55,266	8.73%	743,934	55,371	8.04%	799,413	55,479	7.46%	855,000	55,587	6.79%
Total Town Budget	-5.52%	45,251,453	1,370,621	3.12%	46,536,426	1,284,973	2.84%	47,854,028	1,317,602	2.83%	49,206,449	1,352,422	2.83%	50,594,647	1,388,198	2.82%	52,019,603	1,424,956	2.82%
Expenses - School Operations																			
School Budget	3.75%	103,619,046	4,018,122	4.03%	107,504,760	3,885,714	3.75%	111,536,189	4,031,429	3.75%	115,718,796	4,182,607	3.75%	120,058,251	4,339,455	3.75%	124,560,435	4,502,184	3.75%
Offsets and Transfers	0.00%	(857,625)	16,375	-1.87%	(907,625)	(50,000)	-5.83%	(957,625)	(50,000)	-5.51%	(1,007,625)	(50,000)	-5.22%	(1,057,625)	(50,000)	-4.96%	(1,107,625)	(50,000)	-4.73%
Total School Budget	3.78%	102,761,421	4,034,497	4.09%	106,597,135	3,835,714	3.73%	110,578,564	3,981,429	3.74%	114,711,171	4,132,607	3.74%	119,000,626	4,289,455	3.74%	123,452,810	4,452,184	3.74%
TOTAL APPROPRIATIONS	4.09%	225,145,718	8,462,941	3.91%	234,949,951	9,804,233	4.35%	241,975,462	7,025,512	2.99%	249,447,591	7,472,128	3.09%	257,467,172	8,019,582	3.21%	267,209,799	9,742,627	3.78%
Balance		(0)			(0)			(770,475)			(1,451,622)			(3,142,062)			(4,945,781)		

Long Range Financial Plan

Revenue Assumptions

- Revenue assumptions evolve throughout the year and are adjusted based on newly available information or actual collections:
 - Release of the state budget
 - Closeout of the fiscal year
- Local Receipt projections are reviewed and approved by the Department of Revenue

Revenue Assumptions		
Property Tax Levy	\$186,478,859	Prior Year Levy, plus 2.5%
New Growth	\$1,931,422	Projection based on adjusted average
Excess Levy Capacity	-\$300,000	Select Board Policy to tax to the levy limit, less \$300,000
Exempt Revenue	\$10,114,729	Exempt Debt Schedule, less additional general fund contribution for the POB
State Aid	\$17,595,724	2% increase for Ch. 70 and unrestricted general government assistance
Local Revenues	\$13,118,011	Trend analysis on individual accounts
Free Cash for CIP & Articles	\$3,865,000	Based on Town Manager's Recommended Capital Improvement Program
Indirect Charges and Bond Offsets	\$2,146,205	Water and Sewer Enterprise indirect expenses and Bond Premium Offset

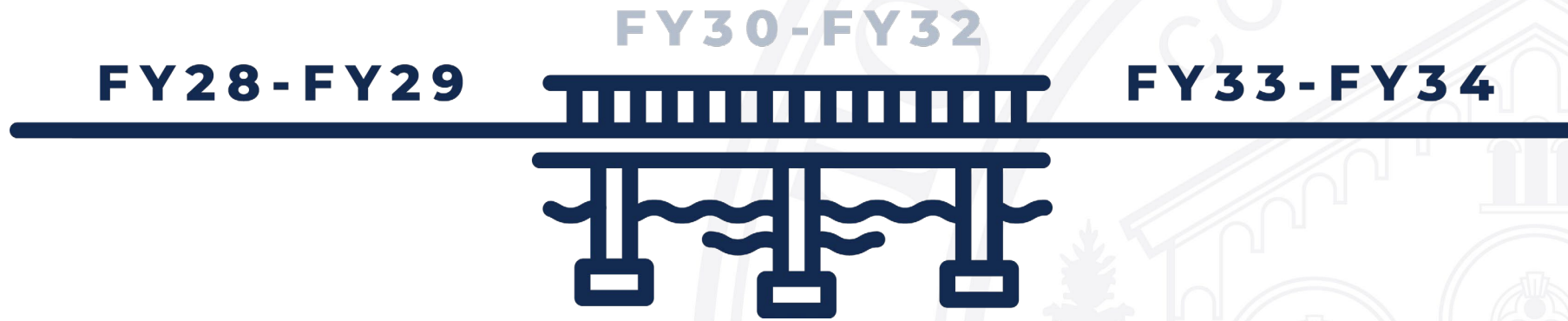
Long Range Financial Plan

Expense Assumptions

- Expense assumptions are primarily driven by the longstanding tenets of the plan, including:
 - Fixed increases for operating budgets
 - CIP as a % of budget
 - Annual OPEB appropriation

Expense Assumptions		
Town Operating Budget	\$46,536,426	2.75% increase, plus transfers from the School Department for technology and debt service
School Operating Budget	\$106,597,135	3.75% increase, less transfers to the Town for technology and debt service
Capital and Debt Service	\$30,761,180	Based on Town Manager's Recommended Capital Improvement Program and Debt Service Schedule
Andover Contributory Retirement	\$7,855,142	Funding Schedule for the remaining unfunded pension liability and normal costs of the plan
Health Insurance	\$26,927,776	7.13% increase net of reform savings - health trend estimate. Future year increases approximately 6%
Other Post Employment Benefits	\$1,964,349	6% general fund increase and retiree health insurance reform savings
Solid Waste	\$4,407,170	Estimate based on expected solid waste and recycling disposal and collection contract

Long Range Plan – Bridging the Gap



- The current version of the plan indicates that, based on the current assumptions, that the Town will be in a deficit position beginning in FY 2028. Projected deficits are typical at this stage of the planning process.
- The current tenets and assumptions should be reviewed and adjusted in order to provide a balanced plan through FY 2030. Review should include:
 - Established increases to operating budgets
 - Long term capital spending
 - Revenue assumptions, including utilization of alternative revenue sources.
- The plan should leverage future flexibility that is expected from fully funding the retirement system.

Next Steps



ANDOVERMA.GOV

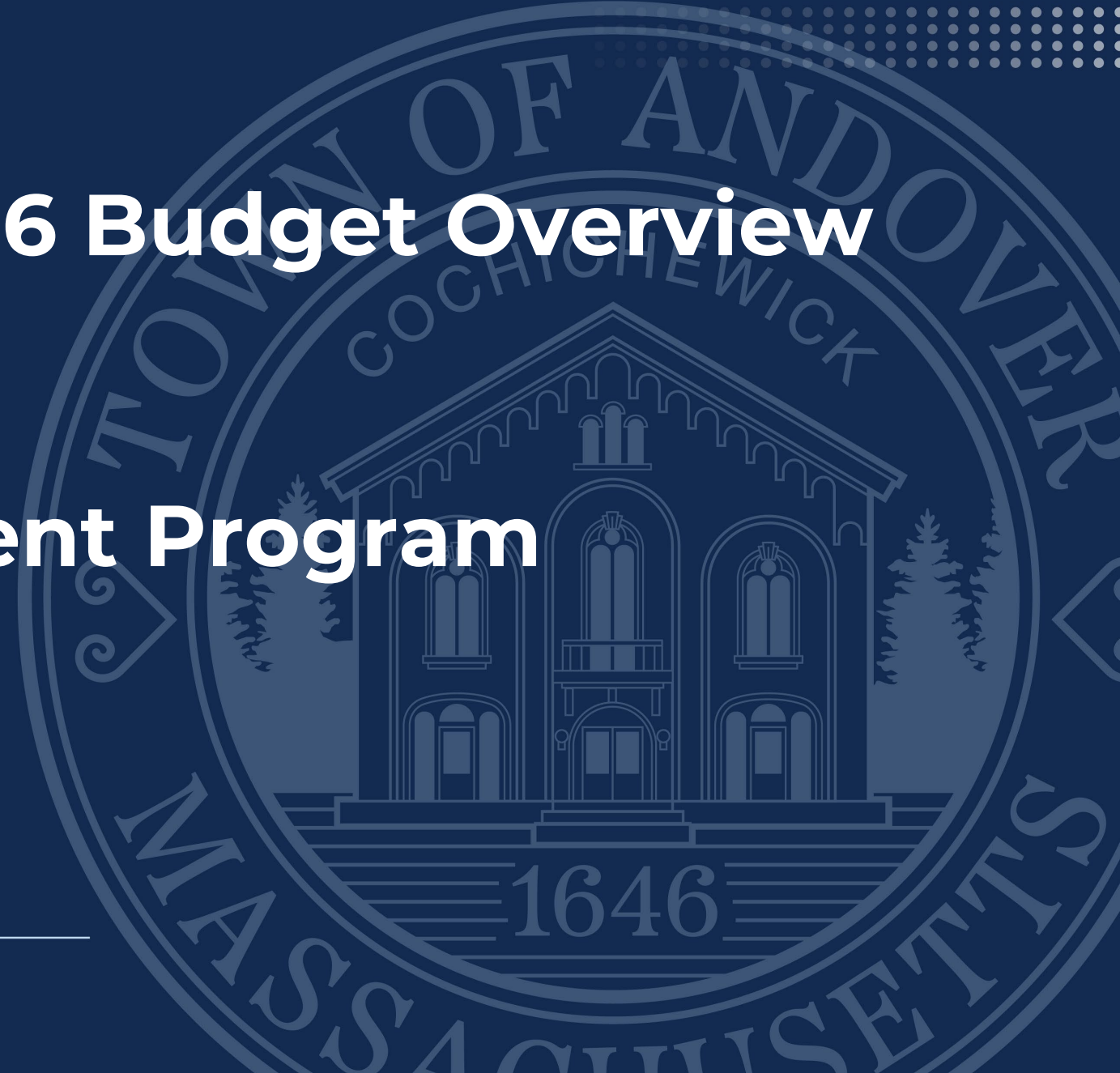
Next Steps

FY 2026

- **February 7:** Town Manager's Recommended Budget & Financial Plan will be released
- **March 8:** Joint Meeting to review department Operating Budget presentations

Planning for FY 2027 and Beyond

- Workshops with the Select Board, Finance Committee & School Committee to provide a more in-depth review of the Long Range Financial Plan
- Hold dedicated Tri-Board Meeting to review feedback received through the workshop process and provide overview of various options and models
- Implement changes to assumption or Long Range Financial Plan in September 2025



**Town Manager's
Preliminary FY 2026 Budget Overview
&
Recommended
Capital Improvement Program**

FY 2026 – FY 2030



Select Board Meeting

Monday, November 25, 2024

7:00 PM

Select Board Room, Town Offices

36 Bartlet Street, Andover, MA 01810

I. **Call to Order** – 7:00 P.M.

The Chair, Laura Gregory called the Select Board Meeting of Monday November 25, 2024 to order at 7:00 PM in the Board Meeting Room in Town Offices.

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

Others in attendance: Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, Town Chief Financial & Administrative Officer Patrick Lawlor, Deputy Town Manager and 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. **Town Manager Report**

Updates from the Town Manager:

The West Elementary Shawsheen Preschool project received their final inspection this week and a certificate of occupancy months in advance of the opening next fall.

They received official word from Standard and Poor that Andover's AAA Bond rating was reaffirmed. This was one of the more positive reports that we received in some time. Every year they meet with S&P who conducts a review of the Town's finances and issues an updated rating. The full report is available on the Town's website under Budget and Finance.

The CIP was released on Friday, November 15th and the Tri-board will meet on Monday, December 2nd at 7:00 PM at the Memorial Hall Library to go over the CIP as recommended for funding, preliminary revenue and expenses, and tax exemptions for next year.

The Annual Firefighters Santa Parade will be held on Sunday, December 1st at 1:00 PM.

The Conservation Division conducted its' last river clean-up session marking the completion of its third- year partnership with Clean Harbors.

Wreaths Across America will be at Spring Grove Cemetery at noon on December 14th for a brief ceremony to honor our veterans followed by laying of wreaths at the graves of Veterans. All members of the community are invited to either donate a wreath or attend the ceremony.

The Town Manager thanked the Wellness Steering Committee which is consistent with one of the Select Board's goals to look at wellness and was a multi-department effort. They decided to prioritize on four core areas: health and fitness, support of resources for employees and their families, training and personal development, access to programs, and

a pilot. There is an opportunity for a collaborative program with the YMCA providing access to membership for employees.

Congratulations to Andover's Chief Assessor Tristan Hoare, who was recently elected to the Executive Board of the Essex County Assessors Association.

Andover has been awarded a \$200,000 grant out of the Massachusetts Grants Office of Disability to support major improvements in the Ballardvale Playground. Thank you to Jemma Lambert who oversaw the project from start to completion. Under the Grant Section, the Town was awarded an additional \$23,000 from the Executive Office of Public Safety for Cyber Security Projects increasing our total available grant fund to \$115,000.

Mike Lindstrom thanked Veteran Services Director Mark Comeiro on the Annual Veterans Luncheon held for the first time at the Youth Center with 125 participants which is an increase over previous years with many new faces from younger veterans.

Austin Simko reported on an upcoming event sponsored by the Central Street Study Committee hosted by South Church on December 9th at 7:00 PM for a forum about the potential local Historic District in a conversation tailored to the four churches that would find themselves with property within the district. Any member of the public is invited to attend.

IV. Communications/Announcements/Liaison Reports - None

V. Public Comment

Chris Huntress, 17 Tewksbury Street, talked about a trend over the past several years relating to calling for a Special Town Meeting through a Citizen's petition.

Mass General Law Chapter 39 Section 10 reads that the Select Board should call a Special Town Meeting upon request in writing of 200 registered voters or 20% of the total number of registered voters. Such meeting shall be held no later than 45 days after the receipt of such request.

Chris is proposing a Home Rule Petition to see if the Town will vote to petition a General Court to enact legislation to permit the Andover Select Board to call a Special Town Meeting upon the written request of 200 registered voters or 5% of the total number of registered voters of the Town whichever number is greater and such meeting should be held no later than 90-days after the receipt of the petition.

There have been three Special Town Meetings since May of 2022 called for by resident petitions with a total of 15 articles submitted, three of the articles were approved, ten were disapproved and two were withdrawn. The cost of holding these Special Town Meetings was over \$200,000. Calling for a Special Town Meeting at the cost of over \$50,000 should be more comprehensive and require better deliberation.

His warrant article increases the required number of signatures of registered voters from 200 to 1,350 or 5% of the number of registered voters allowing for better public discussion and providing the opportunity for departments to review the petition and have additional time to better plan for the location and timing.

Kristin Wise, Inman Lane asked when they will be taking public input for the CIP. The Town Manager said there will be three or four more opportunities to discuss the CIP including the department-by-department presentation on December 16th at MHL. Public input can be taken at any time.

VI. Public Hearings

A. Fiscal Year 2025 Tax Classification

Board to discuss classification and taxation of all property in Town.

This process talks about how the Classification was set up and the funds voted at the Town Meeting this past spring.

Chief Assessor, Tristan Hoare, led the conversation on the 2025 Fiscal Year Classification Hearing. There are four votes that need to be taken by the Select Board:

1. A vote of the Residential Factor
2. A vote of the Open Space Discount
3. A vote of the Residential Exemption
4. A vote of the Commercial Exemption

Tristan provided information on the overall shift in the value of 8.4 percent moving from \$12 billion to \$13 billion with very steady increases across the board. We are seeing a slowing of residential sales. Condominiums seem to be increasing at an aggressive rate. Personal property is a contents tax of businesses, industrial companies, second homes, etc. which ebbs and flows as it always has.

The Residential Factor:	Total valuation of the Town	\$13,177,172,534
	Total levy amount of	\$191,776,235
	Levy /Value X 1,000=	\$14.55 tax rate (basic)

Dividing the Town into classes yields:

Residential	82.4%	
Open Space	0.0%	Andover has no open space but must still vote on it
Commercial	6.4%	
Industrial	8.3%	

The Classification shift goes all the way to 175 vs an equal factor at the end of the scale of 100 and includes the Senior Residential Exemption voted by the Board at their last meeting. The average single-family home in Andover has crested at \$1.28307M.

The presentation included charts of the new shifts and how much it would increase each of the classes: Residential, Commercial and Industrial and levy shares. There is an exemption of up to 35% of the average assessed value of all residential property which is applied to the assessment of the principal residence of the property owner. In FY-2024, eighteen communities adopted this exemption.

As a result of the West Elementary Debt issuance, the Town received a more favorable interest rate than initially projected and a premium of \$1.5M significantly reducing borrowing costs resulted in a savings.

The Board will vote on the taxation of all property at their meeting on Monday, December 2nd.

VII. Regular Business

A. [Select Board Policy Review](#)

Board to review and consider voting on changes and/or additions to the Select Board Policy Manual. Policies to be reviewed include the Code of Conduct, Meeting and Hearing Procedures (3rd Reading).

Alex Vispoli moved to adopt Chapter One as edited. Motion seconded by Melissa Danisch and voted 5-0 to approve.

Board discussed the Code of Conduct Substantive Policy and would like the three sentences discussed to be included in the preamble. i.e. members of the public. Doug Heim will update the document as discussed by the Board.

Conduct in relation to fellow Board members has a minor edit: and to make decisions that all applicable facts have been presented and discussed at a Board Meeting.

Board discussed the second bullet on the model to refrain from giving the Town Manager action orders individually. Channel all directives and substance to the full Board and the Town Manager not as an individual.

Open Meeting Law: make sure people know they are being recorded as long as it doesn't interfere with the meeting.

D. Meeting and Hearing Procedures: Should they include Roberts Rule of Orders? The Board has not had any training on that and not sure it should be one of the Board's policies. Doug Heim said Roberts Rule is used as a guide for clarification and definition.

The Board discussed use of the Board's past practice; 'as past practiced' or 'as historically been conducted by the Select Board' and that the Chair will clarify at the beginning of the meeting what the format will be. Past Board practice will be used as a guide for matters requiring clarification or definition and the Chair will determine any need for additional rules of order. Past practice will be used on how the hearings will be conducted.

Minutes: The Board will shall maintain accurate minutes of the meeting including all exhibits used and ensure their timely release. Recordings will always be available, but we have to have published minutes.

Section 3: Guidelines that the Board approve on the Board Meetings.

Alex Vispoli moved that the Board approve the section on hearing procedures, with modifications as edited in real time in the meeting. Motion seconded by Kevin Coffey and voted 5-0 to approve.

B. [Solid Waste Collection and Disposal](#)

Board to vote to authorize the Town Manager to sign a contract up to five years for the purposes of solid waste collection and disposal.

The Town currently contracts the Republic Solid Waste and Recycling. Considerations relating to the new contract include:

1. What procurement method should the Town use?
2. What does the service look like?
3. Should the Town provide the first set of toters or is there a cost share program for the purchase of toters, and if so, what does that look like?
4. Currently, they have weekly solid waste collection and bi-weekly recycling collections, yard waste pickup for 12 weeks, bulky item collection weekly.
5. Implementation would go from manual to automated pickup and require Town issued toters for both solid waste and recycling. Toters may be provided by the Town and residents would have the option of purchasing additional toters if needed. The Town would receive more favorable pricing with our existing hauler through a 5-year agreement as opposed to a 3-year agreement. There are many solid waste contracts that are 3 or 5 years, anything over 5 requires approval by the Board.

The Town Manger provided information on the process. Andover has 11,000 households serviced by Republic. Based on the cost of services today, homeowners pay approximately \$270 per year for solid waste and recycling pickup and disposal. The Board discussed the proposal.

C. [Lovejoy Road](#)

Board to consider potential next steps relative to traffic safety and speed regulations on Lovejoy Road.

Mike Lindstrom provided a follow up to the September 30th meeting requests from the Board on speed, volume data around Lovejoy Road which is posted at 35-mph and the 85th percentile was 41 mph. (see link above). On both October 4th and October 5th, sixteen vehicles were recorded on each of those days traveling between 50-mph and 55-mph Citations have included speeding, cell phone violations, and expired stickers. The presentation included guidance from Mass DOT.

Speed signs have an impact in the short term, and there is a place for some short-term solutions and have a Complete Streets Policy to guide them. We should be looking at these options when applicable.

Several Lovejoy Road residents spoke about the need for change in the speed limit and enforcement. Lovejoy Road is a multi- purpose street in a school zone with kids walking and riding bikes and pedestrians using it as recreational purposes.

VII. Approval of Minutes

A. Board to approve minutes from the following meeting:

1. November 4, 2024

Melissa Danisch moved to approve the Select Board Meeting Minutes of November 4, 2024. Motion was seconded by Alex Vispoli and voted 5-0 to approve.

VIII. 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 September 16, 2024, September 30, 2024, October 23, 2024, October 29, 2024 (Subcommittee and entire Select Board), and November 4, 2024; and not to return to open session.

B. Melissa Danisch moved to go into Executive Session pursuant to 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 September 16, 2024, September 30, 2024, October 23, 2024, October 29, 2024 (Subcommittee and entire Select Board), and November 4, 2024; and not to return to open session. Motion seconded by Alex Vispoli. Roll call: Ellen Townson-Y, Kevin Coffey-Y, Alex Vispoli-Y, Melissa Danisch-Y, and Laura Gregory-Y. Motion passes.

The Regular Session of the Board concluded at 10:17 PM.

Respectfully submitted,
Dee DeLorenzo
Recording Secretary



Select Board Meeting

Monday, December 2, 2024

5:30 PM

Memorial Hall, Memorial Hall Library
2 North Main Street, Andover, MA 01810

I. Call to Order – 5:30 P.M.

Select Board Chair Laura Gregory called the Select Board Meeting to order at 5:32 PM in Memorial Hall at the Memorial Hall Library. Members in attendance: Alex Vispoli, Vice Chair, Ellen Townson, Clerk and members Kevin Coffey and Melissa Danisch.

Others in attendance: Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, 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.

III. Town Manager Report

The Town Manager thanked Local 1656 Andover Firefighters for all the time and effort they put into the Andover Santa Parade which was well attended.

Holiday Happenings will be held this Friday, December 13th in the Municipal Complex around Town Hall starting at 4:30 PM. Thank you to Andover DPW for preparing the downtown area for the holidays and who rises to the challenge every year.

The Town Manager is pleased to announce that Carlos Jaquez has been appointed as the next Director of the Department of Public Works.

IV. Communications/Announcements/Liaison Reports

Doug Heim really enjoyed the Andover North Andover Football game on the night before Thanksgiving. It was a great game.

Alex Vispoli congratulated Carlos Jaquez on his appointed as Deputy Director of the DPW and recognized Chris Cronin for the awesome job that he has done for many years and with the Town in other capacity for 36 years. Melissa Danisch also recognized Chris Cronin for his years of service.

Kevin Coffey reported that he attended the Essex Street Corridor meeting on November 20th which was well run and well organized creating a lot of good opportunity for community comments and received an email from the Town Planning Dept to sign up for an email list to keep in touch with Essex Street Corridor news and happenings.

Laura Gregory also commented on the decorations in the downtown area and makes you feel in the holiday spirit. She is also excited with Carlos taking the helm at the DPW. There is a webinar being done by the Sustainability group in Andover tonight and it is about how to save money on your electrical bill. Residents can sign up on the website to get more information and options on Andover Community Power.

V. **Public Comment** - None

VI. **Public Hearings**

A. Fiscal Year 2025 Tax Classification- 2nd Reading

Board to discuss and consider voting classification and taxation of all property in Town.

Chief Assessor Tristan Hoare provided a review of the FY2024 Tax Comparison for the Residential Exemption, Commercial Exemption and Industrial Exemption. Open Space is not included in the Classification.

There are four votes need to be taken by the Select Board:

1. Vote of a residential factor
2. Vote of an Open Space Discount
3. Vote of a residential exemption
4. Vote of a commercial exception

The Town Manager provided an overview of the Average Single Family Tax Bill for FY-24 which is \$12,329 and \$12,843 for FY-25. The average value has increased by 7.42% from FY-24 to FY-25.

The Board discussed the Tax Classifications. The 167 Shift would be as close as possible for the three classifications. The average assessment of a single -family home is over \$1M; currently they are seeing a slowdown in values. Melissa Danisch agrees that the 167 as a uniform rate provides the best balance across the board.

Alex Vispoli moved that the Board adopt a Residential Factor of 85.6479 which equates to a 167-tax shift for fiscal year 2025. Motion seconded by Melissa Danisch and voted 5-0 to approve.

Alex Vispoli moved that the Board vote no on an Open Space Discount for Fiscal Year 2025. Motion seconded by Melissa Danisch and voted 5-0 to approve.

Alex Vispoli moved that the Board vote no on Residential Exemption for Fiscal Year 2025. Motion seconded by Melissa Danisch and voted 5-0 to approve.

Melissa Danisch moved to not take a Commercial Exemption for Fiscal Year 2025. Motion seconded by Alex Vispoli and voted 5-0 to approve.

Regular Business

A. Determination of Useful Life

Board to consider voting to approve the maximum useful life of Departmental equipment for December borrowing. The useful life is the life of the asset and matching it up to the length of the loan.

Melissa Danisch moved that the Select Board adopt the vote determining the maximum useful life of Public Works vehicles to be 10-years as detailed in the vote drafted by Bond Counsel and presented in written form to all members of the Board. Motion seconded by Ellen Townson and voted 5-0 to approve.

B. Debt Issuance

Board to vote to approve long term borrowing.

The Town Manager provided information on the borrowing of the funds approved at Town Meeting and explained the process of a Debt Issuance for the Board to approve the bond sale. This process is based on previously approved funds at Town Meeting. They will be borrowing of \$39M and will a pay back of \$36M inclusive of \$866,000 towards Water and Sewer.

Selectman Coffey would like further explanation on the borrowing of funds for these projects. The Town Manager reported that when a project is approved there are certain time qualifications that require them to wait or push the project out further; every municipality sees some time span for when the borrowing occurs. The Town Manager further explained how the process works and funds distributed as part of the process and fully integrated as part of the Capital Improvement Program.

Melissa Danisch moved that the Select Board adopt the vote approving the sale of the Town's \$36,995,000 General Obligation Municipal Purpose Loan of 2024 Bonds of the Town dated December 12, 2024 as detailed in the vote drafted by Bond Counsel and presented in written form to all members of the Board. Motion seconded by Ellen Townson and voted 4-0-1 to approve. Kevin Coffey in the negative.

VII. Approval of Minutes

A. Board to approve minutes from the following meeting:

1. November 18, 2024

Alex Vispoli moved to approve the meeting minutes of the November 18, 2024 Select Board Meeting. Motion seconded by Kevin Coffey and voted 5-0 to approve.

VIII. Consent Agenda

A. Appointments by the Town Manager

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

Alex Vispoli moved to approve that the appointments by the Town Manager as listed.

Motion seconded by Ellen Townson and voted 5-0 to approve.

Department	Name	Position	Rate/Term	Date of Hire
Memorial Hall Library	River Rose (Shannon Phelan)	Library Aide	\$15.00/hour	12/03/2024

IX. Adjourn

At 6:41 PM on a motion by Alex Vispoli and seconded by Melissa Danisch the Select Board voted 5-0 to adjourn the Regular Meeting.

Respectfully submitted,
Dee DeLorenzo, Recorder