



Select Board Meeting – Agenda Amended 07/25/2025

Monday, July 28, 2025 at 5:30 PM

Select Board Room, Town Offices

36 Bartlet Street Andover, MA 01810

Meetings are televised on Comcast Channel 22 and Verizon Channel 45

I. Call to Order – 5:30 P.M.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

III. Town Manager Report

IV. Communications/Announcements/Liaison Reports

V. Public Comment

VI. Regular Business

A. Alcoholic Beverages License – Event on Town Owned Property

Board to discuss and consider voting to approve an application from Oak & Iron Brewing Co., located at 18 Red Spring Road, Andover, for a Wine and Malt One-Day Liquor License for use on Town property for Ride for the Troops on August 24, 2025.

B. Alcoholic Beverages License – Event on Town Owned Property

Board to discuss and consider voting to approve an application from Oak & Iron Brewing Co., located at 18 Red Spring Road, Andover, for a Wine and Malt One-Day Liquor License for use on Town property for the Shawsheen Football Club Anniversary Celebration on September 7, 2025.

C. Shawsheen Football Club 100<sup>th</sup> Anniversary Festival

Board to consider voting to approve and accept donations from individuals and entities in support of the September 7, 2025 Shawsheen Football Club 100<sup>th</sup> Anniversary Festival.

D. Elm Square Safety Improvements

Board to receive a presentation and consider voting to endorse a preferred design alternative for Elm Square safety improvements prior to final MassDOT submittal and approval.

VII. Select Board Workshop

A. Town Manager & Select Board Goals Workshop

Board to review and consider approval of FY2026 Town Manager & Select Board Strategic Goals & Objectives.

VIII. Consent Agenda

A. Appointments by the Town Manager

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

RECEIVED  
TOWN CLERK'S OFFICE  
2025 JUL 25 AM 9:58  
TOWN OF ANDOVER, MASS.

Department, Board or Commission	Name	Position	Start Date	Rate/Term Expires
Administration & Finance	Alex Magee <i>(Patrick Lawlor)</i>	Deputy Town Manager for Administration & Finance	09/02/2025	\$185,000/year
Andover Housing Trust Fund Board of Trustees	Andrew Flanagan	Member	07/01/2025	06/30/2027
Merrimack Valley Planning Commission	Lisa Schwarz	Member	07/01/2025	06/30/2026

**IX. Approval of Minutes**

A. Board to approve minutes from the following meetings:

1. June 5, 2025

**X. Adjourn**

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



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

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

RECEIVED  
TOWN CLERK'S OFFICE

2025 JUL -2 AM 11:00

TOWN OF ANDOVER, MASS

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

BUSINESS/ORGANIZATION INFORMATION	
BUSINESS/ORGANIZATION NAME:	OAK & IRON Brewing Co.
BUSINESS/ORGANIZATION ADDRESS:	18 Red Spring Rd Andover MA 01810
IS THIS A BUSINESS OR NON PROFIT ORGANIZATION?	<input checked="" type="checkbox"/> BUSINESS <input type="checkbox"/> NON PROFIT ORGANIZATION
SOCIAL SECURITY/FID #:	[REDACTED]
INDIVIDUAL APPLICANT INFORMATION (THIS INFORMATION IS REQUIRED FOR ALL APPLICATIONS)	
NAME:	James R. Cass
ADDRESS:	[REDACTED]
PHONE:	[REDACTED]
EMAIL:	Jim@oakandironbrewing.com
DRIVER'S LICENSE #/STATE OF ISSUE:	[REDACTED]
DATE OF BIRTH:	[REDACTED]
EVENT INFORMATION	
DATE OF EVENT:	08.24.2025
TIME:	Start Time 6:00 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM Registration End Time 10:30 : 1:30 <input checked="" type="checkbox"/> AM <input checked="" type="checkbox"/> PM Beer garden
PURPOSE OF EVENT:	Ride for the Troops
LOCATION OF LICENSED ACTIVITY:	Pomps Pond Field Andover MA 01810
DESCRIPTION OF OUTDOOR AREA:	The Food, Registration and beer garden will take place in the picnic area by Pomps Pond Field.
WILL THERE BE ENTERTAINMENT?	No Spotify Music Played
IS THE EVENT BEING CATERED?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If no, will food be served? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO) *
APPROX NUMBER OF PEOPLE ATTENDING:	Adults 100 Children 10 ±

\* Pizza, dummys, etc.

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

SECURITY PLAN
1. DESCRIBE A PLAN FOR CROWD CONTROL.
SEE ATTACHED
2. DESCRIBE A PLAN FOR DEALING WITH UNRULY PATRONS.
See Attached
3. DESCRIBE A PLAN FOR EMERGENCY EVACUATIONS.
See Attached
4. DESCRIBE A PLAN FOR CONTROLLING ACCESS TO ALCOHOL BY UNDER AGED PATRONS.
See Attached

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

SIGNATURE:

James R. Carr

DATE:

06.21.2025

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

# Security Plan

## Controlling Access to Alcohol

- ID station
- Proper ID, right hand stamp
- Server checks for stamp before serving
- “one stamp – one beer”
- 3 beer limit
- Representative @ exit ensuring containment of alcohol

## Controlling Unruly Customers

- Highly unlikely (audience, time of day, nature of event)
- Servers TIPS trained
- Jim (owner & manager) in the beer garden
- If needed, contact police

## Provisions for Crowd Control

- O&I will manage inflow of people @ entrance

## Emergency Evacuation

- Alcohol perimeter easily pushed over
- Pop up tent easily removed

TAX FORM

APPLICANT NAME: James R. Cass

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

*James R. Cass*

*Oak & IRON Brewing Co.*

Signature of Individual or Corporate Name (Mandatory)

*James R. Cass*

By: Corporate Officer (if corporation)

[Redacted]

Social Security# (if individual)

[Redacted]

Federal Identification Number (FID# if Corporation or Non Profit#)

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

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



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

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

**Applicant Information**

Please Print Legibly

Business/Organization Name: OAK & IRON Brewing Co

Address: 18 Red Spring Rd

City/State/Zip: ANDOVER Ma 01810 Phone #: 978.936.3510

<p>Are you an employer? Check the appropriate box:</p> <p>1. <input checked="" type="checkbox"/> I am an employer with <u>15</u> employees (full and/or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]</p> <p>3. <input checked="" type="checkbox"/> 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]**</p> <p>4. <input type="checkbox"/> We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]</p>	<p>Business Type (required):</p> <p>5. <input checked="" type="checkbox"/> Retail</p> <p>6. <input checked="" type="checkbox"/> Restaurant/Bar/Eating Establishment</p> <p>7. <input type="checkbox"/> Office and/or Sales (incl. real estate, auto, etc.)</p> <p>8. <input type="checkbox"/> Non-profit</p> <p>9. <input type="checkbox"/> Entertainment</p> <p>10. <input checked="" type="checkbox"/> Manufacturing</p> <p>11. <input type="checkbox"/> Health Care</p> <p>12. <input type="checkbox"/> Other _____</p>
--	--

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

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

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

Insurance Company Name: MA RETAIL MERCHANTS WC GROUP INC / COVERISK

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

City/State/Zip: BRAINTREE MA 02185

Policy # or Self-ins. Lic. # [REDACTED] Expiration Date: 01.01.26

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

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

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

Signature: James R. Cass Date: 11.20.2024

Phone #: 978.936.3510

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: Auslin Simko, Town Clerk Phone #: 978-623-8230







A 360TRAINING COMPANY

### CERTIFICATE OF COMPLETION

This certifies that

James Cass

is awarded this certificate for

**TIPS On-Premise Alcohol Server Training**

Hours  
**3.00**

Completion Date  
**09/08/2023**

Expiration Date  
**09/07/2026**



Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

6504 Bridge Point Parkway, Suite 100 | Austin, TX 78730 | 877.881.2235 | www.360training.com



James Cass



**CERTIFIED**

Expires: 09/07/2026



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

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

Signature \_\_\_\_\_



RECEIVED  
TOWN CLERK'S OFFICE

2025 JUL -2 AM 11:00

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

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

TOWN OF ANDOVER, MASS

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

BUSINESS/ORGANIZATION INFORMATION	
BUSINESS/ORGANIZATION NAME:	OAK & IRON BREWING Co.
BUSINESS/ORGANIZATION ADDRESS:	18 Red Spring Rd Andover MA 01810
IS THIS A BUSINESS OR NON PROFIT ORGANIZATION?	<input checked="" type="checkbox"/> BUSINESS <input type="checkbox"/> NON PROFIT ORGANIZATION
SOCIAL SECURITY/FID #:	[REDACTED]
INDIVIDUAL APPLICANT INFORMATION (THIS INFORMATION IS REQUIRED FOR ALL APPLICATIONS)	
NAME:	James R. Cass
ADDRESS:	[REDACTED]
PHONE:	[REDACTED]
EMAIL:	Jim@OAKANDIRONBrewing.com
DRIVER'S LICENSE #/STATE OF ISSUE:	[REDACTED]
DATE OF BIRTH:	[REDACTED]
EVENT INFORMATION	
DATE OF EVENT:	09.07.2025
TIME:	Start Time 1 : 00 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM End Time 4 : 00 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
PURPOSE OF EVENT:	SHAWSHEEN INDIANS 100YR ANNIVERSARY
LOCATION OF LICENSED ACTIVITY:	Lower SHAWSheen TRACK/FIELD ANDOVER MA 01810
DESCRIPTION OF OUTDOOR AREA:	The specific area is TBD. Generally, the beer garden will be adjacent to the days activities near the food truck(s)
WILL THERE BE ENTERTAINMENT?	YES w/ music AND A SPEAKING Program
IS THE EVENT BEING CATERED?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If no, will food be served? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO)
APPROX NUMBER OF PEOPLE ATTENDING:	Adults 300-500 Children 100-200 EST.

\* FOOD TRUCKS

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

SECURITY PLAN	
1. DESCRIBE A PLAN FOR CROWD CONTROL.	
	SEE ATTACHED
2. DESCRIBE A PLAN FOR DEALING WITH UNRULY PATRONS.	
	See Attached
3. DESCRIBE A PLAN FOR EMERGENCY EVACUATIONS.	
	See Attached
4. DESCRIBE A PLAN FOR CONTROLLING ACCESS TO ALCOHOL BY UNDER AGED PATRONS.	
	See Attached

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

SIGNATURE: James R. Cass DATE: 06.10.2025

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

# Security Plan

## Controlling Access to Alcohol

- ID station
- Proper ID, right hand stamp
- Server checks for stamp before serving
- “one stamp – one beer”
- 3 beer limit
- Representative @ exit ensuring containment of alcohol

## Controlling Unruly Customers

- Highly unlikely (audience, time of day, nature of event)
- Servers TIPS trained
- Jim (owner & manager) in the beer garden
- If needed, contact police

## Provisions for Crowd Control

- O&I will manage inflow of people @ entrance

## Emergency Evacuation

- Alcohol perimeter easily pushed over
- Pop up tent easily removed

TAX FORM

APPLICANT NAME: James R. CASS


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

James R. Cass      Oak & Iron Brewing Co.

Signature of Individual or Corporate Name (Mandatory)

James R. Cass

By: Corporate Officer (if corporation)

  
Social Security# (if individual)

  
Federal Identification Number (FID# if Corporation or Non Profit#)

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

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



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

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

**Applicant Information**

Please Print Legibly

Business/Organization Name: OAK & IRON BREWING Co

Address: 18 Red Spring Rd

City/State/Zip: ANDOVER Ma 01810 Phone #: 973.936.3510

<p>Are you an employer? Check the appropriate box:</p> <p>1. <input checked="" type="checkbox"/> I am an employer with <u>15</u> employees (full and/or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]</p> <p>3. <input checked="" type="checkbox"/> 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]**</p> <p>4. <input type="checkbox"/> We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]</p>	<p>Business Type (required):</p> <p>5. <input checked="" type="checkbox"/> Retail</p> <p>6. <input checked="" type="checkbox"/> Restaurant/Bar/Eating Establishment</p> <p>7. <input type="checkbox"/> Office and/or Sales (incl. real estate, auto, etc.)</p> <p>8. <input type="checkbox"/> Non-profit</p> <p>9. <input type="checkbox"/> Entertainment</p> <p>10. <input checked="" type="checkbox"/> Manufacturing</p> <p>11. <input type="checkbox"/> Health Care</p> <p>12. <input type="checkbox"/> Other</p>
--	--

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.  
 \*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

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

Insurance Company Name: MA Retail Merchants WC Group Inc / COVERISK

Insurer's Address: 35 BRAINTREE Hill OFFICE PARK, Suite 206

City/State/Zip: BRAINTREE MA 02185

Policy # or Self-ins. Lic. # [REDACTED] Expiration Date: 01.01.26

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

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

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

Signature: James R. Cass Date: 11.20.2024

Phone #: 973.936.3510

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







A 360 TRAINING COMPANY

### CERTIFICATE OF COMPLETION

This certifies that

**James Cass**

is awarded this certificate for

**TIPS On-Premise Alcohol Server Training**

Hours  
3.00

Completion Date  
09/08/2023

Expiration Date  
09/07/2026



Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

6504 Bridge Point Parkway, Suite 100 | Austin, TX 78730 | 877.891.2235 | www.360training.com



**CERTIFIED**

Expires: 09/07/2026

James Cass



Phone: 800-438-8477

www.gettips.com

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

Signature



# Elm Square Safety Improvements



**Select Board  
Presentation**

**July 28, 2025**



# Introduction & Agenda

- Summary of completed safety action items
- Summary of recent planning and design tasks
- Review of updated intersection alternatives
- Questions & comments
- Looking Ahead to Next Steps

Email Questions & Comments To:  
[Elmsquaresafety@andoverma.us](mailto:Elmsquaresafety@andoverma.us)



# Where We Have Been



**May 2023**

Initial TEC Field Work & Data Collection

**June 8, 2023**

Elm Square Safety Forum #1

**June 26, 2023**

TEC-led Road Safety Audit

**August 7, 2023**

Elm Square Safety Forum #2

**Fall 2023**

Short-Term Improvements Implemented

**Spring 2024**

Topographic Survey & Existing Conditions Plan

**Summer 2024**

Mid-to-Long Term Conceptual Design Development

**October 9, 2024**

Elm Square Safety Forum #3 with Public Feedback on Alternatives

**Winter '24-'25**

Narrowing-in on Conceptual Designs Alternatives & Truck Data Collection

**March 12, 2025**

Collaboration with MassDOT on Updated Intersection Alternatives

**April 10, 2025**

Elm Square Safety Forum #4

**July 28, 2025**

Select Board Meeting





# Implemented Short-Term Improvements

- Received MassDOT approval and implemented immediate action items in Fall 2023:
  - Converted to exclusive pedestrian phase
  - Converted N. Main Street southbound to a single through lane entering downtown with an exclusive left-turn lane to turn onto Elm Street
  - Adjusted stop line locations on Elm Street
  - Added 'No Turn on Red' signs on Main Street / N. Main Street
  - Optimized traffic signal timings
  - Improved sight lines from the High Street stop line
  - Relocated the Central Street crosswalk from Essex Street further west

# Long-Term Planning & Design Goals



## Design goals:

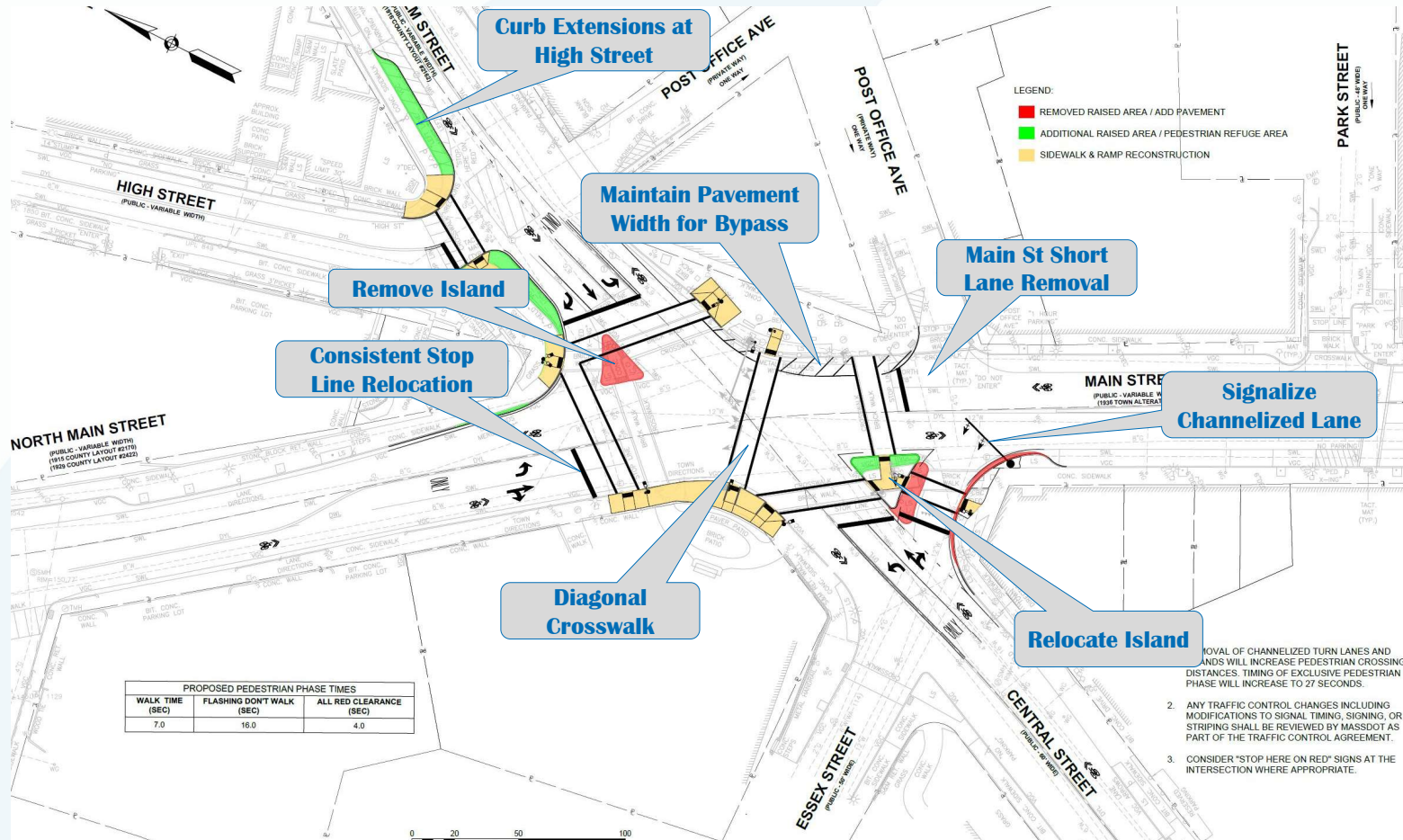
- Improve pedestrian access and safety. All alternatives will:
  - Maintain exclusive pedestrian phasing
  - Introduce a new diagonal crosswalk
  - Seek to minimize pedestrian exposure within the intersection
- Maintain or improve accommodations for safe truck movements
- Maximize/expand sidewalk areas where possible
- Alert drivers to the presence of bicyclists
- Minimize vehicle conflict areas and backups over crosswalk areas
- Maintain a reasonable level of vehicular traffic delays on each approach

# Original 6 Alternatives (Public Forum #3)

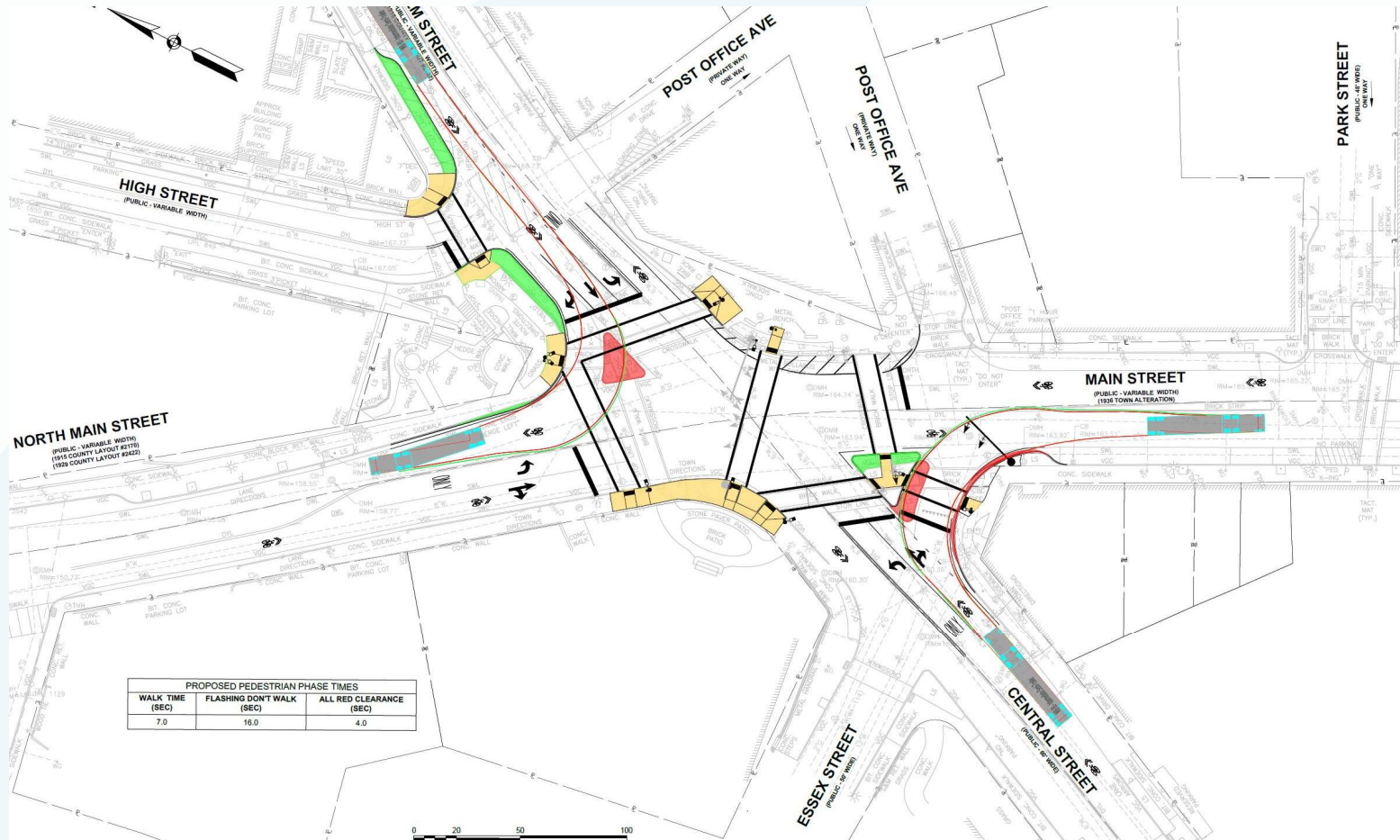


- Alternative A - Signalization both channelized right-turn lanes while generally retaining the overall intersection geometrics.
- Alternative B - Signalization of both channelized right-turn lanes w/ shift of islands to improved HV turning capabilities.
- Alternative C - Removal of both channelized right-turn lanes w/ current approach lane cross-section (long crossing distances).
- Alternative D1 – Removal of both channels w/ removal of Elm Street WB right turn lane & Main Street NB outer lane (by curbing adjustment).
- Alternative D2 – Removal of both channelized right-turn lanes w/ current approach lane cross-section (long crossing distances) & Main Street NB outer lane (by pavement marking).
- Alternative D3 – A hybrid alternative that removed the Elm St WB channelized right-turn lane while maintaining the Central St EB right-turn lane and island.

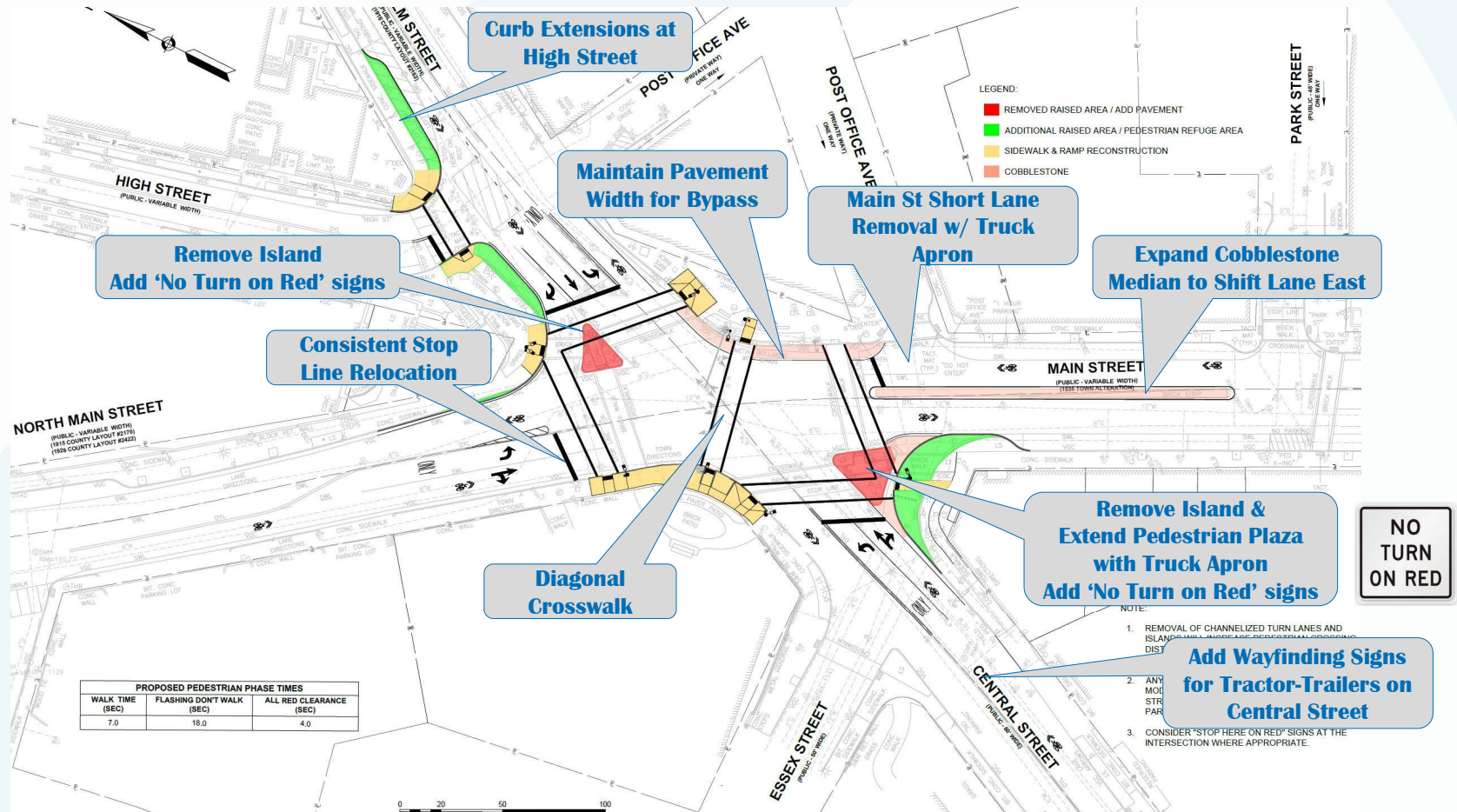
# Alternative #1 (as presented at Forum #4)



# Alternative #1 (as presented at Forum #4)



# Alternative #2 (as presented at Forum #4)

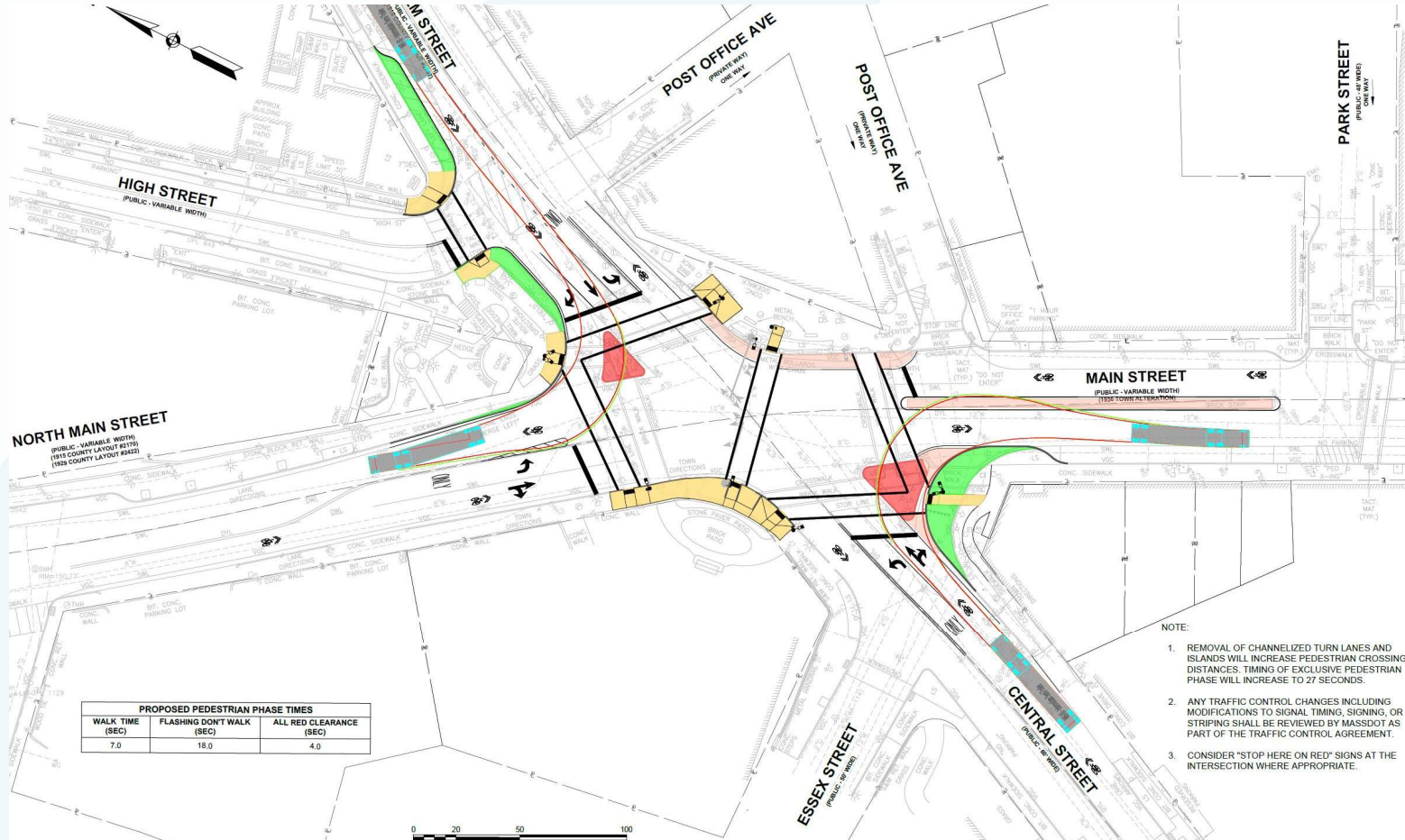


# Heavy Vehicle / Truck Breakdown



Date	#	Time	Type	Company	From
Tuesday, February 4, 2025	1	5:05:01 AM	Front End Loader	DPW	Behind Church Lot
Tuesday, February 4, 2025	2	5:08:51 AM	Front End Loader	DPW	Behind Church Lot
Tuesday, February 4, 2025	3	5:08:56 AM	Dump Truck	DPW	Brook Street
Tuesday, February 4, 2025	4	5:12:56 AM	Front End Loader	DPW	Behind Church Lot
Tuesday, February 4, 2025	5	5:18:44 AM	Front End Loader	DPW	Behind Church Lot
Tuesday, February 4, 2025	6	5:28:43 AM	Front End Loader	DPW	Behind Church Lot
Tuesday, February 4, 2025	7	6:44:47 AM	18 Wheeler Semi	CVS Health	Brook Street
Tuesday, February 4, 2025	8	6:46:38 AM	Front End Loader	DPW	Behind Church Lot
Tuesday, February 4, 2025	9	6:52:45 AM	Front End Loader	DPW	Behind Church Lot
Tuesday, February 4, 2025	10	6:57:33 AM	Front End Loader	DPW	Behind Church Lot
Tuesday, February 4, 2025	11	7:03:19 AM	Front End Loader	DPW	Behind Church Lot
Tuesday, February 4, 2025	12	7:22:44 AM	Front End Loader	DPW	Behind Church Lot
Tuesday, February 4, 2025	13	7:28:08 AM	Front End Loader	DPW	Behind Church Lot
Tuesday, February 4, 2025	14	7:33:59 AM	Front End Loader	DPW	Behind Church Lot
Tuesday, February 4, 2025	15	9:24:35 AM	Large Van	Crown Uniform and Linen	Central Street NB
Tuesday, February 4, 2025	16	9:28:17 AM	Large Box Truck	Manoney Enviromental	Central Street NB
Tuesday, February 4, 2025	17	10:05:31 AM	Shuttle Bus	MEVA Transit	Brook Street
Tuesday, February 4, 2025	18	11:19:26 AM	18 Wheeler Semi	A. DuiePyle	Brook Street
Tuesday, February 4, 2025	20	11:45:00 AM	Box Truck	Kinnearley Quality Meats	27 Main Street Rear Lot
Tuesday, February 4, 2025	21	12:32:25 PM	Shuttle Bus	MEVA Transit	Brook Street
Tuesday, February 4, 2025	22	1:43:44 PM	Shuttle Bus	MEVA Transit	Brook Street
Tuesday, February 4, 2025	23	2:50:56 PM	Shuttle Bus	MEVA Transit	Brook Street
Tuesday, February 4, 2025	24	4:05:16 PM	Shuttle Bus	MEVA Transit	Brook Street
Wednesday, February 5, 2025	25	8:00:29 AM	Sewage Tanker Truck	Waynes Drains	Central Street NB
Wednesday, February 5, 2025	26	8:45:38 AM	Large Box Truck	Baldor	27 Main Street Rear Lot
Wednesday, February 5, 2025	27	9:08:35 AM	Dump Truck	Masonry	Central Street NB
Wednesday, February 5, 2025	28	10:06:45 AM	Mail Truck	USPS	27 Main Street Rear Lot
Wednesday, February 5, 2025	29	10:17:41 AM	Shuttle Bus	MEVA Transit	Central Street NB
Wednesday, February 5, 2025	30	11:17:11 AM	Plow Dump Truck	DPW	Brook Street
Wednesday, February 5, 2025	31	11:25:32 AM	Shuttle Bus	MEVA Transit	Central Street NB
Wednesday, February 5, 2025	32	12:34:02 PM	Shuttle Bus	MEVA Transit	Brook Street
Wednesday, February 5, 2025	33	1:35:08 PM	Large Box Truck	WB Mason	27 Main Street Rear Lot
Wednesday, February 5, 2025	34	1:46:58 PM	Shuttle Bus	MEVA Transit	Brook Street
Wednesday, February 5, 2025	35	3:00:14 PM	Shuttle Bus	MEVA Transit	Brook Street
Wednesday, February 5, 2025	36	3:21:27 PM	Garbage Truck	Republic Services	Brook Street
Wednesday, February 5, 2025	37	4:10:16 PM	Shuttle Bus	MEVA Transit	Central Street NB

# Alternative #2 (as presented at Forum #4)



# Alternative #3 (in response to Forum #4)



ANDOVER  
ELM SQUARE  
CONCEPTUAL INTERSECT  
ALTERNATIVE 3 - COLC

- LEGEND:
- ADDITIONAL RAISED AREA / PEDESTRIAN REFUGE AREA
  - SIDEWALK & RAMP RECONSTRUCTION
  - COBBLESTONE
  - BIKE BOX

**Extends Bike Lane Further up Elm St**

**Removes Right-turn Lane On Elm St, Expands Sidewalk Buffer & Adds a Bike Box**

**Buffer Uses Roadway Striping instead of Cobbles for Bicyclist Comfort**

**Better identifies buffers between the stop lines & crosswalks**

PROPOSED PEDESTRIAN PHASE TIMES		
WALK TIME (SEC)	FLASHING DON'T WALK (SEC)	ALL RED CLEARANCE (SEC)
7.0	16.0	4.0

- NOTE:
1. REMOVAL OF CHANNELIZED T.I. ISLANDS WILL INCREASE PEDE DISTANCES. TIMING OF EXCLU PHASE WILL INCREASE TO 27 S
  2. ANY TRAFFIC CONTROL CHAN MODIFICATIONS TO SIGNAL TIM STRIPING SHALL BE REVIEWED PART OF THE TRAFFIC CONTRI
  3. CONSIDER \*STOP HERE ON RE INTERSECTION WHERE APPRO



# NEW Alt #3 – Advantages & Disadvantages



## Advantages

- Alt #3 has similar vehicular traffic operations.
- Creates a one-stage pedestrian crossing for **ALL** crossing locations.
- Improved “buffer” areas between the stop line / crosswalk & extends Elm St bike lane
- Introduces diagonal crosswalk at key desire line from Oyster Co. ↔ Library
- Improves or maintains truck turning right from Elm St to North Main St
  - SU-30 | SU-40 | Fire – **No encroachment**
  - WB-50 - **minimal encroachment**
- Exclusive Pedestrian Time increases only **8 secs** [Elm Street 70' crosswalk controls]  
**29 sec total pedestrian phase needed**

## Disadvantages

- Constricts ability for WB-50 to navigate Central St to Main St – **Purposefully**
- Traffic Level of Service (LOS) degrades slightly to LOS E [*just above D/E now*]
  - AM - Main St northbound lane reduction increases Main St delay
  - AM - Main St southbound delay increase due to increase ped time per cycle
  - PM – Central St delay increase due to increase ped time per cycle [not slip lane related]

# Where Are We Going



**July 28, 2025**

Town's Requested  
Endorsement of  
Alternative #3

**Summer to Fall 2025**

MassDOT review  
of TEC's Study &  
Alternative #3

**Fall 2025 to  
Spring 2026**

TEC Plans, Specs, &  
Estimate w/  
MassDOT Review  
&  
Select Board's  
Approval of the  
Revised Traffic  
Control Agreement

**Spring 2026**

Project  
Advertisement &  
Bidding

**Summer/Fall 2026**

Construction



# Thank you!

[TheEngineeringCorp.com](http://TheEngineeringCorp.com)

Email Questions & Comments To:  
[Elmsquaresafety@andoverma.us](mailto:Elmsquaresafety@andoverma.us)





## Select Board Meeting

Thursday, June 5, 2025

7:00 PM

Select Board Room, Town Offices

36 Bartlet Street Andover, MA 01810

---

### I. Call to Order – 7:00 P.M.

The Chair, Alex Vispoli called the meeting of June 5, 2025 to order at 7:00 PM in the Select Board Meeting Room at Town Offices.

Members in attendance: Vice Chair Ellen Townson, and Melissa Morris Danisch, Laura Gregory and Kevin Coffey.

Others in attendance: Town Manager Andrew Flanagan. Deputy Town Manager Mike Lindstrom, Deputy Town Manager and Town Clerk Austin Simko, and Town Counsel Doug Heim

### III. Executive Session

- A. On a motion by Melissa Morris Danisch and seconded by Kevin Coffey, the Select Board voted to go into Executive Session pursuant purpose 3 to discuss strategy with respect to impending litigation, Aptive Environmental, Inc; and for the Chair to declare that an open session may have a detrimental effect on the litigation position of the Town; and/or
- B. Board to vote to go into Executive Session pursuant to Purpose 3 to discuss strategy with respect to litigation, Tax Title Cases for 129 Haggetts Pond Road and six Alpine Drive; for the Chair to declare that an open session may have a detrimental effect on the litigation position of the Town; and/or
- C. Board to vote to go into Executive Session pursuant Purpose 7 to approve and release Executive Session minutes of May 27, 2025; 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. The Chair so declared on the three parts of the motion.  
Roll call vote: Ellen Townson-Y, Kevin Coffey-Y, Melissa Morris Danisch-Y, Alex Vispoli-Y.  
Motion passes 5-0.

### II. Opening Ceremonies

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

Chairman Vispoli called the Select Board Meeting of June 6, 2025 at 7:34 PM.

#### B. Proclamation in Recognition of Juneteenth

Laura Gregory read the Proclamation in recognition of Juneteenth.

Whereas on June 19, 1865, nearly nine decades after our nation's founding, and more than two years after President Lincoln signed the Emancipation Proclamation enslaved Americans in Galveston, Texas finally received word that they were free from bondage, as those who were formally enslaved were recognized as American

Citizens. Black Americans came to commemorate Juneteenth with celebrations across the country, building new lives and a new tradition that we honor today, Juneteenth, day that should be recognized by all Americans, whereas on Juneteenth we recommit ourselves to the work of equity, equality, and justice and we celebrate the centuries of struggles, courage and hope that brought us to this time of progress and possibility that work has been led throughout our history by abolitionists and educators, civil rights advocates, and lawyers, courageous activists and trade unionists, public officials and everyday Americans who have helped make real the ideals of our founding documents for all. We the Town of Andover Select Board, do hereby proclaim June 19, 2025, as Juneteenth Day of Observance in the Town of Andover. We call upon the people of the United States to acknowledge and celebrate the end of the Civil War and the emancipation of Black Americans and commit together to eradicate systemic racism that still undermines our founding ideals and collective prosperity.

Chair Vispoli also recognized the retirement of Justin Coppola, who has served on the Chair of the Commission on Disability for the Town for over twenty-five years. There is a planned celebration for him. Ellen Townson read a Proclamation recognizing Justin Coppola for his years of service demonstrating over two decades of unwavering commitment to accessibility and inclusion and who has been instrumental in securing hundreds of thousands in grant funding for the Town of Andover working collaboratively with numerous Town Departments and local service providers and who has championed the rights and participation of persons with disabilities in all aspects of civic life from government to personal enjoyment and has been a steadfast promoter of ADA compliance. The Andover Select Board on behalf of the residents of Andover extends their deepest appreciation to Justin Coppola for his extraordinary service, advocacy and leadership and proudly recognizes him as a pillar of our community and a champion for accessibility, equity, and inclusion. The Town is an easier Town to navigate because of Justin's work.

#### **A. Town Manager Report**

The Town Manager announced that the new trash carts will be distributed on June 9<sup>th</sup> 2025 in partnership with Republic Services, and Schaefer, who is the manufacturer.

The Town Manager reported that the 22,000 65-gallon carts and 95-gallon recycling carts will be distributed to 11,000 Andover households with updates provided through the Solid Waste App on the Town website which the Town Manager encourages residents to sign up for. Also, residents can visit [AndoverMA.gov/solidwaste](http://AndoverMA.gov/solidwaste) and enter their address to get updates pushed to their phones. Additional 35-gallon carts or 65-gallon carts can be requested at any time by completing a request online. There is a \$75 fee for the additional trash cart. A direct mailing has gone out on how to use the carts and how to place them. All departments will have information on recycling and trash pickup. All totes will have a unique ID assigned to each individual household.

Selectman Coffey asked what residents with excess trash and recycling should they do over the next few weeks. The Town Manager said additional communications will be sent out to residents. to residents and he expects it to be a smooth rollout. Residents can reach out to Carlos Jacques, Director of Public Works for any questions.

The Town Manager reported that some of the Town Offices are being temporarily relocated to Old Town Hall while renovations to the Town Offices are completed and signage will be placed to assist with the temporary office locations.

The Town Manager recognized the Recreation team who have been getting Pomp's Pond ready for the summer and have installed a Mobi mat across the sand to provide accessibility for those who may have physical challenges or disabilities accessing the sand. The Town Manager also reported that Justin Coppola's retirement event as well as the town photography display, will be held at the Robb Center.

Deputy Town Manager, Mike Lindstrom said that the 5<sup>th</sup> Annual Juneteenth Celebration will be held on Saturday, June 21<sup>st</sup> from 4:00 PM-7:00 PM on the block of Central Street-from the Baptist Church to Brook Street. It will be a block style party which is different from past celebrations and a family inclusive event in coordination with the DEI Commission and Interfaith Clergy Community, the Baptist Church and Town Departments.

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

Melissa Morris Danisch reported on the recent Special Olympics gathering held at Andover High School for Andover and North Andover kids aged preschool to high school. They paraded in accompanied by the Andover Fire. Andover Police gave out medals to the athletes for different events.

Kevin Coffey reported that the Fire Department Show and Shine event is being held on Saturday with some slick cars and motorcycles. He also reported that there will be a short memorial service at the Andover Fire Station on Sunday at 10:00 A.M. recognizing firefighters that had long duty careers with the Town.

Laura Gregory attended the Pride event on Sunday and read the Proclamation from the Select Board. The Memorial Hall Library had a table signing people up for library cards.

Alex Vispoli asked if Shawsheen School is being used yet for recreational programs? Deputy Town Manager Mike Linstrom reported that the Recreation Department plans programming in the handicap accessible space in the basement beginning the second week in July; information on Recreation is available on the Town website.

### **IV. Public Comment - None**

### **V. Regular Business**

#### **A. Bond Anticipation Note**

Board to approve and sign a debt issuance. The Town Manager reported this is a short-term bond issuance that gets rolled into a long-term issuance at a future date. The total amount is \$11,485,000 for two projects: \$11,135,000 for the West Elementary School and \$350,000 for the Shawsheen River Interceptor. Andrew said that is all capital that has been approved for large-scale capital accounts which must be reconciled by the end of the year; and we have a long-term borrowing coming. The Town Manager explained the process that has been approved by the debt exclusion. The interest rate is 3.05%.

Laura Gregory moved that the Select Board adopt the vote approving the sale and other matters relating to the Town's \$11,485,000 General Obligation Bond Anticipation Notes dated June 12, 2025 as detailed in the vote drafted by Bond Counsel and presented in written form to all members of the Board. Melissa Morris Danisch seconded the motion and the Board voted 5-0 to approve.

B. FY2026-FY2030 Water Main Replacement Program & Water Rate Plan (2<sup>nd</sup> Reading)

On a motion by Laura Gregory and seconded by Ellen Townson, the Board voted 5-0 to go into the session as Water Commissioners and receive a presentation from the Town Manager and Carlos Jacques, Director of Public Works, on the FY2026-FY2030 Water Main Replacement Program.

The Town Manager's presentation included the Goals of the Plan for the Water Treatment Plant, the Distribution System that included providing high quality treatment and distribution services to Andover, North Reading residents, and businesses, as well as maintaining the comprehensive Capital Improvement Program for both the Water Treatment Plant and the Distribution System and to adequately fund operations of the plan including maintain and attracting staff for the Department. Also, to safeguard against uncertainties and major fluctuations in revenue resulting from weather conditions, and to leverage the 11<sup>th</sup> year of the North Reading Water Agreement against stabilizing long-term rates and the costs of service. The Town Manager reported on the phases of the Replacement Plan.

Commission Chair Vispoli requested that the Town Manager provide updates on the progress throughout the project. Commissioner Kevin Coffey said they should have less uncertainty closer than ten years from now when things are harder to predict; a 50%-time buffer feels like the plan is not aggressive enough.

Carlos Jacques explained that they are about to enter what will be a positive note as this goes into July 1<sup>st</sup>. They only had bonding authorization of \$6M for this year of work and when the \$12M comes in July 2026, they will be starting to design work for the construction projects which needs to be done before they can be constructed.

Commissioner Laura Gregory asked how we can deal with increases in tariffs; the Town Manager said they will have that conversation with the Board if needed.

The Town Manager then reviewed the Recommend Rate Adjustment Plan.

Commissioner Ellen Townson moved to approve the Water Rate Plan for FY-2026 through FY-2030 as proposed and inclusive of the following rate adjustments: a 15% increase in the water rate in each of the following years: FY-2026, FY-2027, FY-2028, and FY-2029; and a 10% increase in the Water Rate in FY-2030. Commissioner Kevin Coffey seconded the motion. The Water Commission voted 5-0 to approve the motion.

On a motion by Commissioner Danisch and seconded by Commissioner Gregory, the Board adjourned as Water Commissioners and returned their role as Select Board members.

C. Town Yard Order of Taking – Easement

Board to consider voting to sign an Order of Taking for an easement in Lewis Street and Buxton Court in connection with the disposition and redevelopment of the Town-owned land at 11 Lewis Street (i.e., the "Town Yard").

**D. Town Yard Order of Taking – Taking of Land**

Board to consider voting to sign an Order of Taking to acquire title in fee simple absolute for land off of Lewis Street and Buxton Court in connection with the disposition and redevelopment of the Town-owned land at 11 Lewis Street (i.e.) the “Town Yard”).

Austin Simko and Town Counsel Doug Heim provided an overview of the Town Yard Order of taking. Andover has not sold the ‘Old” Town Yard yet and are waiting for Minco Corp. for completion and approval from the M,BTA.

Austin Simko said that the roadway was not built as it was designed laid out and approved at the 2024 Town Meeting.

The Select Board needs to approve the Order of Taking of the Easements on Lewis Street and Buxton Court giving Andover traditional easement rights to drainage, utilities, public access and to do maintenance work. Taking #2 is actual ownership in fee simple of four parcels of land A, B, C, and D.

Melissa Morris Danisch moved that the Board approve and sign the Order of Taking for an easement in Lewis Street and Buxton Court, as presented by the Town Counsel, in accordance with the vote of the Annual Town Meeting on April 30, 2024 under Article 30. Laura Gregory seconded the motion. The Select Board voted 5-0 to approve.

Laura Gregory moved that the Board approve and sign the Order of Taking to acquire title and fee simple absolute for four parcels of land off Lewis Street and Buxton Court as presented by Council and in accordance with the vote of Annual Town Meeting on April 30, 2024 Under Article 30. Motion seconded by Ellen Townson and voted 5-0 to approve.

**E. Zoning Board of Appeals Appointments**

Zoning Board of Appeals Subcommittee Members Melissa Morris Danisch and Kevin Coffey recommended the reappointment of Lisa Rechisky as a full member and David Guerette (who has been an associate member) to be named as a full member, and that Matthew Nigrelli be appointed as an Associate Member, all with terms to expire on June 30, 2028.

In addition, Alex Vispoli expressed the Board's gratitude for the 40+ years of service by Carol McDonough on the Zoning Board, one of the longest serving volunteers.

Kevin Coffey moved to appoint Matthew Nigrelli as an Associate Member of the Board of Appeals and to appoint Lisa Rechisky and David Guerette as Regular Members of the Zoning Board of Appeals with terms to expire June 30, 2028. Melissa Morris Danisch seconded the motion, and the Select Board voted 5-0 to approve.

**Consent Agenda**

**A. Appointments by the Town Manager**

The Town Manager reviewed other opening on town boards. On a motion by Melissa Morris Danisch and seconded by Ellen Townson, the Board to voted 5-0 that the following appointments by the Town Manager be approved.

<b>Board/Commission</b>	<b>Name</b>	<b>Position</b>	<b>Start</b>	<b>Expiration</b>
Commission on Disability	Katherine Ananis	Member	07/01/2025	06/30/2028
Commission on Disability	David Kahan	Member	07/01/2025	06/30/2028
Preservation Commission	Amy Bloom	Member	07/01/2025	06/30/2028
Preservation Commission	Leo Greene	Member	07/01/2025	06/30/2028
Preservation Commission	Joann Michalik	Member	07/01/2025	06/30/2028
Trustees of Memorial Hall Library	Carolyn Fantini	Member	07/01/2025	06/30/2028

**VI. Approval of Minutes**

- A. Melissa Morris Danisch moved for the Select Board to approve the Select Board Minutes of the following meetings:
1. March 8, 2025 – Tri-Board (with edits)
  2. May 12, 2025 - Regular Session

The motion was seconded by Kevin Coffey and voted 5-0 to approve.

The Select Board’s next meeting is on June 26, 2025 at the Ballardvale Fire Station starting at 7:00 PM.

**Adjourn:**

On a motion by Melissa Morris Danisch and seconded by Laura Gregory, the Select Board voted 5-0 to adjourn the meeting of June 5, 2025 at 7:53 PM.

*Respectfully submitted,  
Dee DeLorenzo*

*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