



**Select Board Meeting**  
Wednesday, August 20, 2025 at 5:30 PM  
Memorial Hall, Memorial Hall Library  
2 North Main Street, Andover, MA 01810

ANDOVER TOWN CLERK  
RCUD 2025 AUG 18 PM 4:21

- 
- I. Call to Order – 5:30 P.M.
  - II. Executive Sessions
    - A. Board to vote to go into Executive Session pursuant to Purpose 6 of Massachusetts General Laws, Chapter 30, Section 21(a), to consider the purchase, exchange, lease or value of real property; and for the Chair to declare that an open session may have a detrimental effect on the negotiating position of the Town, and to return to open session.
  - III. Opening Ceremonies
    - A. Moment of Silence/Pledge of Allegiance
  - IV. Town Manager Report
  - V. Communications/Announcements/Liaison Reports
  - VI. Public Comment
  - VII. Regular Business
    - A. Purchase and Sale Agreement for 0 Essex Street  
Board to authorize the Town Manager to sign the Purchase and Sale Agreements for the purchase of the properties at 0 Essex Street.
    - 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 Sidney’s Rainbow Day on August 30, 2025.
    - C. Alcoholic Beverages License – Change of Manager  
Board to review and consider voting to approve the application of Andover Mithai Group, LLC, DBA Monica’s Mithai Café and Bar, for an All Alcoholic Beverages Pouring License Change of Manager to Monica Soni at 386 Lowell Street, Andover.
    - D. Strategic Communications Overview  
Director of Communications to provide an overview of Town’s communications and outreach strategy.

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2025 AUG 18 PM 3:17  
TOWN OF ANDOVER, MA

E. Select Board Policy Review

Revise the Water & Sewer Policy and Town Counsel to provide a preview of the handbook.

F. Town Manager Review

Select Board Chair to provide an overview of the Town Manager Review for the period of July 1, 2024 through June 30, 2025, and Board to consider voting to accept.

VIII. **Select Board Workshop**

A. Long-Range Financial Plan

Board to receive an update on the Long-Range Financial Plan.

IX. **2025 Select Board Meetings**

A. Board to consider voting to accept the following Select Board Meeting Schedule:  
September 22, 2025

**Summary of Town Manager Staff Appointments**

The Town Manager is pleased to announce the following appointments:

Department	Name	Position	Date of Hire	Rate/Term
Community, Development & Planning	Nancy Ippolito (Angela Whitney)	Office Assistant – Building & Zoning	09/02/2025	\$65,494.10/year

X. **Adjourn**

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TOWN OF ANDOVER, MA

*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



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

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

RECEIVED  
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2025 AUG -5 PM 3:10  
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:	10 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 SECURTY/FID #:	[REDACTED]
INDIVIDUAL APPLICANT INFORMATION (THIS INFORMATION IS REQUIRED FOR ALL APPLICATIONS)	
NAME:	James 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:	08.30.2025
The EVENT TIME 10:00 AM - 2:00 PM Requested Beer GARDEN TIME	Start Time 11 :00 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM End Time 3 :00 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
PURPOSE OF EVENT:	Sidney's Rainbow Day
LOCATION OF LICENSED ACTIVITY:	ANDOVER TOWN PARK
DESCRIPTION OF OUTDOOR AREA:	The Andover Town Park will be the Primary Location for the Days Events to include music, Kids Activities, Art Projects, Bike Rodeo etc.
WILL THERE BE ENTERTAINMENT?	YES
IS THE EVENT BEING CATERED?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If no, will food be served? <input type="checkbox"/> YES <input type="checkbox"/> NO)
APPROX NUMBER OF PEOPLE ATTENDING:	Adults ~ 1000 Children ~ 1000

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.
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:

08.05.2025

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**

- Sign at serving table stating on or before serving date
- With proper ID, right hand stamp
- Server checks for stamp before serving
- “one stamp – one beer”

## **Controlling Unruly Customers**

- Highly unlikely (audience, time of day, nature of event)
- Servers TIPS certified & experienced
- O&I management onsite
- If needed, call police

## **Provisions for Crowd Control**

- O&I management will control inflow if needed.

## **Emergency Evacuation**

- Alcohol security fencing easily pushed over
- Pop up tents easily removed
- Rear supply chain entrance easily expanded

**TAX FORM**

APPLICANT NAME: James Cass

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

James R. Cass      OAK & IRON Brewing Co.  
Signature of Individual or Corporate Name (Mandatory)

James R. Cass      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 #: 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. # \_\_\_\_\_ 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. Caso 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: Austin Simko, Town Clerk Phone #: 978-623-8230



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/04/2025

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

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

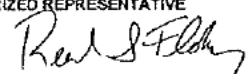
<b>PRODUCER</b> Association Members Insurance Agency 80 Willow Road Nahant, MA 19080	<b>CONTACT NAME:</b> _____ <b>PHONE (A/C, No., Ext):</b> _____ <b>FAX (A/C, No):</b> _____ <b>E-MAIL ADDRESS:</b> _____													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : MA Retail Merchants WC Group Inc.</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : MA Retail Merchants WC Group Inc.		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER D :														
INSURER E :														
INSURER F :														
<b>INSURED</b> Oak & Iron Brewing Co., Inc. 18 Red Spring Road, Suite 101 Andover, MA 01810														

**COVERAGES**                      **CERTIFICATE NUMBER: 1**                      **REVISION NUMBER: 0**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR Y/YD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COM/OP AGG	\$
								\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 100,000.00
							E.L. DISEASE - EA EMPLOYEE	\$ 100,000.00
							E.L. DISEASE - POLICY LIMIT	\$ 500,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Location: Andover Town Park, Sidney's Rainbow Day 8.30.25

<b>CERTIFICATE HOLDER</b>  Town of Andover 36 Bartlet Street Andover, MA 18100	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# 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



*Scott McFadden*  
Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

6504 Bridge Point Parkway, Suite 100 | Austin, TX 78730 | 877.681.2235 | www.360training.com

CUT HERE

CUT HERE



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 \_\_\_\_\_



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2025 JUL 30 PM 1:32

TOWN OF ANDOVER, MASS

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

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

**ALCOHOLIC BEVERAGES LICENSE APPLICATION**

<b>BUSINESS/ENTITY NAME:</b>	Andover Mithai Group LLC
<b>DBA:</b>	Monica's Mithai Cafe and Bar
<b>PREMISE ADDRESS:</b>	16 Post Office Avenue
	Andover, MA 01810
<b>MANAGER/CONTACT NAME:</b>	Monica N. Soni
<b>EMAIL:</b>	monica.soni@icloud.com
<b>PHONE:</b>	[REDACTED]
<b>BUSINESS MAILING ADDRESS: (if different from premise)</b>	[REDACTED]
<b>FID/SS#:</b>	[REDACTED]

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

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

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

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

Signature: X Monica Soni Date: July 30, 2025

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



**TOWN OF ANDOVER**

**TOWN CLERK'S OFFICE**

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

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

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

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

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

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

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

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

*Monica Loni*

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

*July 30, 2025*

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

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



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

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

**CRIMINAL RECORD INFORMATION FORM**

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

BUSINESS/ENTITY NAME:	Andover Mithai Group, LLC/ Monica's Mithai Cafe and Bar
APPLICANT NAME:	Monica N. Soni
APPLICANT ADDRESS:	[REDACTED]
OCCUPATION:	[REDACTED] Owner and Chef
BIRTHPLACE:	[REDACTED]
DATE OF BIRTH:	[REDACTED]

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

I, Monica N. Soni, applicant for a Alcoholic Bevergaeas Manager license  
(name) (license type)  
in the Town of Andover, hereby state that I have not been convicted for violation of a state or federal narcotic law.

I do hereby state that I have no record of criminal convictions in any state or federal court except those listed as follows:  
\_\_\_\_\_  
\_\_\_\_\_

I do hereby state that I have no pending criminal charges against me for any criminal violations in any state or federal court except those listed as follows:  
\_\_\_\_\_  
\_\_\_\_\_

Signed and subscribed to under the pains and penalties of perjury on this  
30<sup>th</sup> day of JULY, 2025.  
(date) (month) (year)

Signature: Monica Soni

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



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

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

SUBJECT INFORMATION:	
Last Name:	Soni
First Name:	Monica
Middle Name:	N.
Suffix:	
Maiden Name (or other name(s) by which you have been known):	[REDACTED]
Date of Birth:	[REDACTED]
Place of Birth:	[REDACTED]
Last Six Digits of Your Social Security # (REQUIRED):	[REDACTED]
Sex:	Female
Height:	[REDACTED]
Eye Color:	[REDACTED]
Race:	[REDACTED]
Drive License or ID #:	[REDACTED]
State of Issue:	MA
Mother's Full/Maiden Name:	[REDACTED]
Father's Full Name:	[REDACTED]
Current Address:	[REDACTED]
Former Address:	[REDACTED]

*Office Use Only*

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

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

VERIFIED BY:

\_\_\_\_\_  
Name of Verifying Employee (Please Print)

X  
Signature of Verifying Employee



**TOWN OF ANDOVER**

**TOWN CLERK'S OFFICE**

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

**TAX FORM**

**APPLICANT NAME:** Andover Mithai Group LLC

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

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

x *Monica Soni*

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

Monica N. Soni

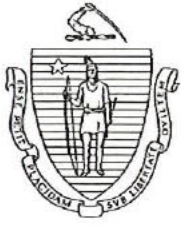
**Social Security #:**  
(Required if applicant is an individual)

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



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

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



The Commonwealth of Massachusetts  
 Department of Industrial Accidents  
 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: Andover Mithai Group, LLC/ Monica's Mihai Cafe and Bar

Address: 16 Post Office Avenue

City/State/Zip: Andover, MA 01810 Phone #: 617 548 3797

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

- 1.  I am an employer with 5 employees (full and/or part-time).\*
- 2.  I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3.  We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
- 4.  We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

**Business Type (required):**

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

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

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

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

Insurance Company Name: Central Insurance Companies

800 S. Washington Street

Insurer's Address: \_\_\_\_\_

Van Wert, OH 45891-2357

City/State/Zip: \_\_\_\_\_

Policy # or Self-ins. Lic. # \_\_\_\_\_

Expiration Date: 09/30/2025

**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: x Monica Simi

Date: July 30, 2025

Phone #: \_\_\_\_\_

**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



CENTRAL INSURANCE COMPANIES  
800 S. WASHINGTON ST  
VAN WERT, OHIO 45891-2357  
www.central-insurance.com

# STANDARD WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

INFORMATION PAGE - NEW

**INSURER PROVIDING COVERAGE**  
CENTRAL MUTUAL INSURANCE COMPANY  
VAN WERT, OHIO



**SERVICING OFFICE**  
404 WYMAN STREET, SUITE 360  
WALTHAM, MA 02451-1270

---

**ITEM ONE**

**NAMED INSURED AND MAILING ADDRESS**  
ANDOVER MITHAI GROUP LLC  
16 POST OFFICE AVE  
ANDOVER, MA 01810-3618

**NAME OF PRODUCER** 5790  
E A STEVENS COMPANY INC  
PO BOX 805  
MIDDLETON, MA 01949-2805  
(978)774-6126  
www.eastevensins.com

**INSUREDS IDENTIFICATION#**  
**INTERSTATE/INTRASTATE RISK ID**



**OTHER WORKPLACES NOT SHOWN ABOVE** SEE ITEM 4  
**INSURED IS** LIMITED LIABILITY COMPANY

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**ITEM TWO**

**POLICY PERIOD** FROM 09/30/2024 TO 09/30/2025  
AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE

---

**ITEM THREE**

- A. WORKERS COMPENSATION INSURANCE: PART ONE OF THE POLICY APPLIES TO THE WORKERS COMPENSATION LAW OF THE STATES LISTED HERE:  
**MASSACHUSETTS**
- B. EMPLOYERS LIABILITY INSURANCE: PART TWO OF THE POLICY APPLIES TO WORK IN EACH STATE LISTED IN ITEM 3A.  
THE LIMITS OF OUR LIABILITY UNDER PART TWO ARE:
 

<b>BODILY INJURY BY ACCIDENT</b>	<b>\$1,000,000 EACH ACCIDENT</b>
<b>BODILY INJURY BY DISEASE</b>	<b>\$1,000,000 POLICY LIMIT</b>
<b>BODILY INJURY BY DISEASE</b>	<b>\$1,000,000 EACH EMPLOYEE</b>
- C. OTHER STATES INSURANCE: PART THREE OF THE POLICY APPLIES TO ALL STATES OTHER THAN NORTH DAKOTA, OHIO, WASHINGTON AND WYOMING.



**STANDARD WORKERS COMPENSATION AND  
EMPLOYERS LIABILITY INSURANCE POLICY**

INFORMATION PAGE - NEW

NAMED INSURED  
ANDOVER MITHAI GROUP LLC



**FORMS AND ENDORSEMENTS APPLICABLE TO POLICY WC**

FORM NBR EDITION FORM TITLE

FORM NBR	EDITION	FORM TITLE
		WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY
		EXCLUSION-PARTNERS, OFFICERS AND OTHERS ENDORSEMENT
		NOTIFICATION OF CHANGE IN OWNERSHIP ENDORSEMENT
		TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT DISCLOSURE
		MA-LIMITS OF LIABILITY ENDORSEMENT
		MA-ASSESSMENT CHARGE
		MA-NOTICE TO POLICYHOLDER ENDORSEMENT
		MA-LIMITED OTHER STATES INSURANCE ENDORSEMENT
		MA-PENDING PREMIUM CHANGE ENDORSEMENT
		MA-CANCELLATION ENDORSEMENT
		MA-POLICY DEFINITION ENDORSEMENT
		PARTICIPATING PROVISION ENDORSEMENT
		SPECIAL NOTICE
		PREMIUM AUDIT ENDORSEMENT
		MA-NOTICE TO EMPLOYEES
		JOB DESCRIPTION
		MA-EMPLOYERS FIRST REPORT OF INJURY OR FATALITY
		MA-EMPLOYEES EARNING REPORT
		MA-POSTING NOTICE - SPANISH VERSION
		NURSE HOTLINE (S1) - WORKPLACE INJURY FLYER - INSURED COPY
		MUTUAL POLICY CONDITIONS-APPLICABLE TO CENTRAL MUTUAL
		PROVISIONS APPLICABLE TO CENTRAL MUTUAL AND ALL AMERICA INS CO
		AVAILABLE PAY PLANS
		CENTRAL INSURANCE COMPANIES PRIVACY NOTICE

^ DENOTES FORMS ATTACHED WITH THIS TRANSACTION



**STANDARD WORKERS COMPENSATION AND  
EMPLOYERS LIABILITY INSURANCE POLICY**

INFORMATION PAGE - NEW

NAMED INSURED  
ANDOVER MITHAI GROUP LLC



**ITEM FOUR**

THE PREMIUM FOR THIS POLICY WILL BE DETERMINED BY OUR MANUALS OF RULES, CLASSIFICATIONS, RATES, AND RATING PLANS. ALL INFORMATION REQUIRED BELOW IS SUBJECT TO VERIFICATION AND CHANGE BY AUDIT.

**Massachusetts**

001 16 POST OFFICE AVE, ANDOVER, MA 01810

Loc	Class	Description	Premium Basis	Rate	Premium
		Restaurant NOC	\$350,000	0.620	\$2,170
			<b>Total Manual Premium</b>		<b>\$2,170</b>
		Employers Liability Increased Limits - \$1,000,000 / 1,000,000 / 1,000,000		2.000%	\$43
		Balance Employers Liability To Minimum Premium			\$32
			<b>Total Subject Premium</b>		<b>\$2,245</b>
		Non - Stock Premium Discount			\$0
		Expense Constant			\$338
		Catastrophe Provisions For Terrorism			\$105
			<b>Estimated Annual Premium (MA)</b>		<b>\$2,688</b>
		Massachusetts Assessment Funds - Private Employers		4.68%	\$102
			<b>Estimated Policy Cost (MA)</b>		<b>\$2,790</b>

**Entire Policy**

**Estimated Policy Cost**                    **\$2,790**  
Minimum Premium                                **\$276**

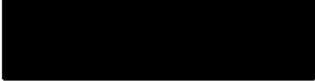


**STANDARD WORKERS COMPENSATION AND  
EMPLOYERS LIABILITY INSURANCE POLICY**

INFORMATION PAGE - NEW

**NAMED INSURED**

ANDOVER MITHAI GROUP LLC

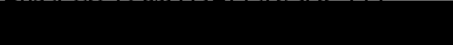


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**OTHER NAMED INSUREDS**

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ANDOVER MITHAI GROUP LLC



DBA MONICAS MITHAI CAFE & BAR  
FEIN NUMBER -



**STANDARD WORKERS COMPENSATION AND  
EMPLOYERS LIABILITY INSURANCE POLICY**

INFORMATION PAGE - NEW

NAMED INSURED  
ANDOVER MITHAI GROUP LLC



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**MISCELLANEOUS SCHEDULES**

---

**SCHEDULE OF SOLE PROPRIETORS, PARTNERS, OFFICERS, AND OTHERS**

MONICA SONI	EXCLUDED
JASPREET PABLA	EXCLUDED
DILLON PATEL	EXCLUDED

---

**SCHEDULE OF PREMIUM DISCOUNTS**

MASSACHUSETTS

FIRST \$10,000	0.000%
NEXT \$190,000	5.100%
NEXT \$1,550,000	6.500%
BALANCE	7.500%

PRESIDENT

SECRETARY

October 03, 2024  
DATE

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MASSAGHUSETTS

DRIVER'S  
LICENSE

NOT FOR FEDERAL ID



1 SONI  
2 MONICA N.

Monica N. Soni



IF YOUR PASSPORT EXPIRES WITHIN SIX MONTHS OF YOUR DATE OF DEPARTURE,  
YOU MAY BE DENIED ENTRY INTO SOME COUNTRIES.  
*Entregados dentro de 6 meses de su fecha de salida.*



SIGNATURE OF BEARER / SIGNATURE DU TITULAIRE / FIRMA DEL TITULAR

PASSPORT / PASAPORTE

THE UNITED STATES OF AMERICA

Type/Type/Tipo Code/Código/Código País/PAIS

P USA

Sum Name/Nombre/Nombre

SONI

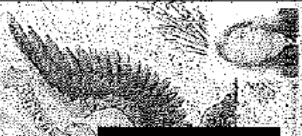
Given Name/Primer Nombre/Nombre

MONICA NAMAN

Nationality/Nacionalidad/Nacionalidad

UNITED STATES OF AMERICA

Date of Birth/Date de Nacimiento/Fecha de Nacimiento



Authority/Autoridad/Autoridad

UNITED STATES DEPARTMENT OF STATE

Your Information

Payment

Receipt

### Payment Confirmation

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

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



**Transaction Processed Successfully.**

**INVOICE #:** a2c6c0c4-f88d-40da-84cf-f0a94889999c

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	[REDACTED]	\$200.00
		<b>\$200.00</b>

**Total Convenience Fee: \$4.18**

**Total Amount Paid: \$204.18**

**Date Paid: 7/30/2025 11:46:02 AM EDT**

**Payment On Behalf Of**  
[REDACTED]

**Fee Type:**  
FILING FEES-RETAIL

**Billing Information**

**First Name:**  
Andover Mithai Group LLC

**Last Name:**

**Address:**  
16 Post Office Avenue

**City:**  
Andover

**State:**  
MA

**Zip Code:**  
01810

**Email Address:**  
monicasoni@icloud.com



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

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
 MONETARY TRANSMITTAL FORM

**AMENDMENT-Change of Manager**

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

ECRT CODE: RETA

Please make \$200.00 payment here: ABCC PAYMENT WEBSITE

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

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

ENTITY/ LICENSEE NAME Andover Mithai Group LLC/Monica's Mithai Cafe and Bar

ADDRESS 16 Post Office Avenue

CITY/TOWN Andover STATE MA ZIP CODE 01810

For the following transactions (Check all that apply):

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> New License                                   | <input type="checkbox"/> Change of Location   | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)  | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License                           | <input type="checkbox"/> Alteration of Licensed Premises  | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)   | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input checked="" type="checkbox"/> Change of Manager                  | <input type="checkbox"/> Change Corporate Name  | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt)  | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder  | <input type="checkbox"/> Change of Hours                              |
|  |   | <input type="checkbox"/> Other <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span> | <input type="checkbox"/> Change of DBA                                |

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

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



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

**AMENDMENT-Change of Manager**

Change of License Manager

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
Andover Mithai Group LLC	Andover	[REDACTED]

**2. APPLICATION CONTACT**

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

Name	Title	Email	Phone
Monica N. Soni	Manager	monica.soni@icloud.com	617 548 3797

**3A. MANAGER INFORMATION**

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

Proposed Manager Name	Monica N. Soni	Date of Birth	[REDACTED]	SSN	[REDACTED]
Residential Address	[REDACTED]				
Email	monicasoni@icloud.com		Phone	617 548 3797	
Please indicate how many hours per week you intend to be on the licensed premises	40	Last-Approved License Manager	Dillon Patel		

**3B. CITIZENSHIP/BACKGROUND INFORMATION**

Are you a U.S. Citizen/Qualified Alien under the Immigration and Nationality Act?  Yes  No  
 If yes, attach one of the following documents: US Passport, Voter's Certificate, Birth Certificate, Naturalization Papers, Green Card or Employment Authorization Document.

Have you ever been convicted of a state, federal, or military crime?  Yes  No  
 If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

**3C. EMPLOYMENT INFORMATION**

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

Start Date	End Date	Position	Employer	Supervisor Name
10/1/24	Present	Owner/Chef	Monica's Mithai Cafe and Bar	Self
01/01/2022	Present	Owner/Chef	Monica's Mithai Shop	Self

**3D. PRIOR DISCIPLINARY ACTION**

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

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

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

Manager's Signature Monica Soni Monica Soni Date July 30, 2025  
July 30, 2025

## APPLICANT'S STATEMENT

I, Monica N. Soni the:  sole proprietor;  partner;  corporate principal;  LLC/LLP manager  
Authorized Signatory  
of Andover Mithai Group LLC  
Name of the Entity/Corporation

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

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

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

Signature:

*Monica Soni*

Date:

*July 30, 2025*

Title:

*manager*



EMPLOYMENT HISTORY CONTINUATION

11/01/2024 – Present

11/2019 – 11/1/2024





Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150

JEAN M. LORIZIO, ESQ.  
CHAIRMAN

CORI REQUEST FORM

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

**ABCC LICENSE INFORMATION**

ABCC NUMBER: <small>(IF EXISTING LICENSEE)</small>	[REDACTED]	LICENSEE NAME:	Andover Mithai Group LLC/Monica's Mithai Cafe & Bar	CITY/TOWN:	Andover
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**APPLICANT INFORMATION**

LAST NAME:	Soni	FIRST NAME:	Monica	MIDDLE NAME:	N
MAIDEN NAME OR ALIAS (IF APPLICABLE):	[REDACTED]	PLACE OF BIRTH:	[REDACTED]		
DATE OF BIRTH:	[REDACTED]	SSN:	[REDACTED]	ID THEFT INDEX PIN (IF APPLICABLE):	[REDACTED]
MOTHER'S MAIDEN NAME:	[REDACTED]	DRIVER'S LICENSE #:	[REDACTED]	STATE LIC. ISSUED:	Massachusetts
GENDER:	FEMALE	HEIGHT:	[REDACTED]		
CURRENT ADDRESS:	[REDACTED]				
CITY/TOWN:	[REDACTED]				
FORMER ADDRESS:	[REDACTED]				
CITY/TOWN:	[REDACTED]				

**PRINT AND SIGN**

PRINTED NAME:	Monica Soni	APPLICANT/EMPLOYEE SIGNATURE:	Monica Soni
---------------	-------------	-------------------------------	-------------

**NOTARY INFORMATION**

On this July 30, 2025 before me, the undersigned notary public, personally appeared Monica N. Soni (name of document signer), proved to me through satisfactory evidence of identification, which were MA Driver's License to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

[Signature]

NOTARY



PETER J. CARUSO, II  
NOTARY PUBLIC  
Commonwealth of Massachusetts  
My Commission Expires  
February 2, 2029

**DIVISION USE ONLY**

REQUESTED BY:	[REDACTED]
	<small>SIGNATURE OF CORI AUTHORIZED EMPLOYEE</small>

The DCJL Identity Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCJL. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCJL via mail or by fax to (617) 650-4514.

**Chap. 749.** AN ACT REDUCING THE REGISTRATION FEES OF GASOLINE DRIVEN MOTOR VEHICLES USED FOR THE TRANSPORTATION OF GOODS, WARES AND MERCHANDISE.

*Be it enacted, etc., as follows:*

SECTION 1. Subdivision (2) of section 33 of chapter 90 of the General Laws, as amended by section 12 of chapter 679 of the acts of 1965, is hereby further amended by striking out, in line 8, the word "six" and inserting in place thereof the word: — five.

SECTION 2. Subdivision (4) of said section 33 of said chapter 90, as so amended, is hereby further amended by striking out, in line 1, the word "six" and inserting in place thereof the word: — five.

SECTION 3. Subdivision (5) of said section 33 of said chapter 90, as so amended, is hereby further amended by striking out, in line 2, the word "six" and inserting in place thereof the word: — five.

SECTION 4. Subdivision (6) of said section 33 of said chapter 90, as so amended, is hereby further amended by striking out, in line 5, the word "six" and inserting in place thereof the word: — five.

SECTION 5. The provisions of this act shall apply to the registration fees for periods commencing on and after January first, nineteen hundred and sixty-nine.

*Approved July 24, 1968.*

**Chap. 750.** AN ACT ESTABLISHING A GREATER LAWRENCE SANITARY DISTRICT.

*Be it enacted, etc., as follows:*

SECTION 1. A water pollution abatement district, to be known as the Greater Lawrence Sanitary District, hereinafter called the district, is hereby established and shall include the territory of the city of Lawrence and the towns of Andover, Methuen and North Andover.

SECTION 2. The district shall be a body politic and corporate. There shall be a commission to be known as the district commission. An executive director and a treasurer shall be appointed by the district commission.

The district commission upon formation shall consist of three members from the city of Lawrence, two members from the town of Methuen, one member from the town of Andover and one member from the town of North Andover. The original membership of the district commission shall be expanded beginning with the nineteen hundred and seventy federal census of population and the nineteen hundred and seventy-five state census of population and every five years thereafter when the following conditions are recorded:

1. The city of Lawrence shall appoint one additional member when its population is recorded at eighty thousand persons.

2. The town of Methuen shall appoint one additional member when its population is recorded at sixty thousand persons.

3. The town of Andover shall appoint one additional member when its population is recorded at forty thousand persons.

4. The town of North Andover shall appoint one additional member when its population is recorded at forty thousand persons.

Additional members from each town or city shall be appointed for each unit of population comprising twenty thousand persons in

addition to the maximum populations listed in said items one to four, inclusive.

Each member of the commission shall be sworn and shall serve for three years or until his successor is selected and qualified. Such member shall be compensated for his services at the rate of thirty dollars per diem, but in no event to exceed three hundred and sixty dollars in any year, and shall be reimbursed for expenses incurred.

The district commission shall employ a registered professional engineer who shall be the executive director of the district, and, with the approval of the chairman of the water resources commission, shall fix his salary. Said director shall be the executive and administrative head of the district.

The district commission shall employ a person with accounting and financial experience who shall be the treasurer of the district, and shall fix his salary. Said treasurer shall give a bond for the faithful performance of his duties in an amount required by the director.

The executive director may, with the approval of the district commission, employ such other persons as he shall deem necessary, and such persons shall be subject to chapter thirty-one of the General Laws.

**SECTION 3.** The district commission (1) may act by a majority vote on all matters with the exception of items (a) through (d) below, and on such special exceptions a two thirds majority vote shall be required and shall be comprised of at least one vote from three of the four municipalities comprising the district:

(a) The undertaking of any capital outlay project costing more than one hundred thousand dollars;

(b) the incurrence of debt;

(c) the removal of the executive director;

(d) the exercise of the power of eminent domain; and (2) shall adopt by-laws and regulations for the conduct of its affairs, (3) shall adopt a name and a corporate seal, (4) may sue and be sued, (5) may enter into contracts, (6) may incur expenses in order to carry out the purpose of this act, (7) may issue bonds and notes as hereinafter provided, (8) may acquire, dispose of and encumber real and personal property for the purposes of the district, (9) may manage, control and supervise abatement facilities, (10) may construct, acquire, improve and maintain and operate abatement facilities, (11) may exercise the power of eminent domain under chapter seventy-nine of the General Laws, (12) shall provide revenue to carry out the purposes of the district, in accordance with clauses (9) and (10), (13) may apply for, accept and receive financial assistance from the federal government and from the commonwealth or any other source, (14) shall make regulations as to the quality and character of any sewage, drainage or other wastes discharged into the system. The district shall connect its abatement facilities only to such outfalls as exist at the time of the establishment of the district. For the purposes of this act abatement facilities, hereinafter termed facilities, shall include facilities for the purpose of treating, neutralizing or stabilizing sewage and such industrial and other wastes as are disposed of by means of the facilities, including treatment or disposal plants, the necessary intercepting, outfall and outlet sewers, pumping stations integral to such

facilities and sewers, equipment and furnishings thereof and their appurtenances, and (15) may enforce whether through the courts or otherwise any of its duly adopted regulations including the right to seek injunctive relief in cases considered appropriate by the district commission.

SECTION 4. The district may apply to the division of water pollution control, hereinafter called the division, for a planning grant by the commonwealth for the purpose of assisting the district in developing a comprehensive water pollution abatement plan for such district. Upon approval by said division the division may grant for such purpose a sum not to exceed fifteen thousand dollars. In no case shall a grant exceed the reasonable and necessary cost of such planning, after subtracting therefrom any federal grant made to such district for the same purpose. The division may direct that such planning be undertaken in such a manner as to maximize federal reimbursement, or to minimize the cost to the commonwealth, including, in appropriate cases, metropolitan wide comprehensive planning and programming for coordinating activities affecting the development of the area. Planning grants authorized under this section need not be repaid to the commonwealth and shall be in addition to financial assistance made available under chapter twenty-one of the General Laws.

SECTION 5. The district shall present a plan for abatement of water pollution to the state division of water pollution control within one year after its establishment or such greater or lesser period as the division may prescribe. Such plan shall include detail as to the sources of pollution within the district, the means by which and the extent to which such pollution is to be abated, a project or projects for the construction, acquisition, extension or improvement of facilities required by the plan, estimates of the capital outlay costs thereof, the amount of federal grants applicable to such costs and the amount of federal grants applicable to such costs for which the district proposes to apply.

The cost of the maintenance and operation of the district and its facilities, exclusive of principal and interest on bonds issued for capital outlay purposes, shall be apportioned among the municipalities on the basis of the metered flow of sewage contributed by each municipality. Until such time as the plant facilities are in operation or flows can be measured, whichever occurs first, the cost of the maintenance and operation of the district shall be apportioned among the municipalities in the ratio of their current estimated populations served by sewers divided by the total estimated population of the district served by sewers.

The costs of capital outlay, including principal payments and interest shall be apportioned among the municipalities according to the ratio of the estimated cost of separate water pollution abatement facilities for each city and town divided by the total estimated cost of the district's individual facilities which will service all of the municipalities.

Any city or town aggrieved by the decision of the district commission concerning apportionment of capital outlay costs may appeal to the superior court which shall have jurisdiction to fix the estimated cost for the purpose of determining the proper apportionment to each

city or town. The cost of the court in arriving at such apportionment shall be paid by the city or town requesting such court action.

The division shall not approve a plan unless it finds that the abatement of water pollution which the plan will effect will be consistent with the standards of water quality, as established by the commonwealth or by the United States government for the waters affected by the facilities' operation.

SECTION 6. After a plan has been approved by the division, the division shall, in accordance with criteria used by the division in determining the priority of projects for federal financial assistance, authorize and direct the district to apply for a grant or grants by the United States government applicable to the capital outlay costs of facilities included in the project or projects contained in the district's approved plan.

If a grant anticipated from the United States government is conditioned on a matching grant by the commonwealth, the commonwealth, in authorizing the district's application, may undertake to provide a grant to the extent of funds available or to be made available therefor as hereinafter provided of whatever per cent of the capital outlay costs is required to satisfy the condition that the anticipated federal grant be matched. Irrespective of any such condition, to the extent that a grant anticipated from the United States government in response to such application is less than sixty per cent of the capital outlay costs of the facility, or if there is no grant anticipated, the division may grant the district an amount which shall insure the district that its share of the said costs shall in no event exceed forty per cent.

In the event that sufficient federal funds are not immediately available under the Federal Water Pollution Control Act or otherwise for a federal grant to a district, the director of the division may advance to the district, in addition to the state grant, a sum of money not to exceed the amount of the anticipated federal grant; provided, that the federal payments made in reimbursement of funds so advanced and used in such project shall be paid back to the commonwealth; and, provided further, that said payments shall be credited to the account from which said sum of money had been advanced and may be used for the purposes of this section without further appropriation.

Prior to so advancing the federal share, the director of the division of water pollution shall obtain a statement of eligibility and approval from the proper federal authorities of the project or projects and shall require the district to agree to do all that is necessary to make the project approvable and eligible for the federal grant.

The district shall assign the anticipated federal reimbursement for such project or projects to the commonwealth.

If federal funds for contract plans and specifications for the construction of a pollution abatement facility are not available to a district at the time of its scheduled planning, the division may advance to the district, a sum up to seven per cent of the estimated construction cost. The funds advanced to the district shall be considered a part of the total amount of the state grant provided above.

In determining the amount of financial assistance to be granted a district by the division, the costs of construction, acquisition, extension or improvement of the facility shall be the actual costs thereof as determined by the division, or the estimated reasonable costs thereof as determined by the division, whichever is lower.

Payments of financial assistance by the commonwealth to the district, including advancement of the anticipated federal grant, shall be made in accordance with a payment schedule approved by the commissioner of administration. The division may require any information from the district commission necessary to ensure that said commission is acting in compliance with the plan, and may withdraw its approval of the project if such information is not supplied or if said plan is not being followed by said commission. In such a case the division shall notify the commissioner of administration, and payments shall cease forthwith, and shall not be resumed until the division again certifies its approval.

SECTION 7. The division shall supervise the operation and maintenance of the facilities of the district, and the director may require the district commission to take such remedial action as may be necessary to maintain required standards.

SECTION 8. The district by vote of the commissioners is authorized to issue, from time to time, general obligation serial bonds or notes of the district to pay for its share of the costs of capital outlay required in connection with the project or projects contained in an approved plan, in such amount or amounts as the district commissioners may determine and as may be approved by the division, and may refund any such serial bonds or notes. Such serial bonds or notes may be callable with or without premium, shall contain such terms and conditions, bear such rate or rates of interest, be sold in such manner, as public or private sale, and mature at such times and in such amounts as the commissioners shall determine; provided, however, that each issue of such bonds or notes shall be payable in annual installments, the first of which shall be payable not later than three years after its date and the last of which shall be payable not later than thirty years from said date.

If the district votes to issue serial bonds or notes, the commissioners may authorize the issuance, in the name of the district, of general obligation temporary notes for a period of not more than two years in anticipation of the money to be received from the sale of such serial bonds or notes; but the time within which such serial bonds or notes shall become payable shall not be extended by reason of the making of such temporary loans beyond the time fixed in the vote authorizing such serial bonds or notes.

The district by vote of the commissioners is authorized to issue, from time to time, general obligation temporary notes of the district in anticipation of assessments and other revenues of the district of the year in which such notes are issued. Temporary notes in anticipation of assessments or other revenues shall be payable not more than one year from their dates. If at any time any principal or interest is due or about to become due on any bond or note issued by a district and funds to pay the same are not available, the district may temporarily borrow money and issue temporary general obligation notes of the

district, payable not more than one year from their dates, to pay such principal and interest.

Temporary notes issued under this section for a shorter period than the maximum permitted may be renewed by the issuance of other temporary notes maturing within the required period; provided, that the period from the date of issue of the original temporary note to the date of maturity of the renewal note shall not exceed the maximum period for which the original temporary note may have been issued. Such temporary notes or renewal notes may be sold at discount or with interest payable at or at and before maturity.

Notes or bonds authorized by this section shall be signed by the treasurer and countersigned by the executive director of the district and serial notes and bonds shall have the district seal affixed. Sections sixteen B and sixteen C of chapter forty-four of the General Laws shall be applicable to such bonds and notes.

"Capital outlay", as used in this section and in sections five and six, shall mean the cost of construction, acquisition, extension or improvement of facilities included in the project or projects contained in an approved plan, the cost of acquisition of all the land, or interest therein of any nature or description, for such construction, extension, acquisition or improvement, and any legal appraisal or surveys, fees or services with relation thereto, the cost of demolition or the removal of any buildings or structures on land so acquired, the cost of furnishings and equipment, financing charges, insurance during construction, cost of architectural, engineering, legal or other expenses, plans, specifications, estimates and costs and such other expense as may be necessary or incidental to any construction, extension, acquisition or improvement of such facilities; and the placing of such facilities in operation.

"Improvement", as used in this section, shall include the cost of acquiring more equipment, the cost of converting the existing facility into a new condition of completeness or efficiency from a worn, damaged or deteriorated condition whenever the plans for such improvement have been approved by the division.

Indebtedness incurred under this section shall not be included in computing the limit of indebtedness of any city or town any portion of which is included in the district.

SECTION 9. The district commission shall annually determine the amounts required for the payment of principal and interest on such bonds and notes issued or to be issued by the district which will be due during the ensuing calendar year and shall apportion the amounts so determined among the municipalities in the district in accordance with the provisions of the plan approved under section five. The district commission shall also annually determine the amounts necessary to be raised to maintain and operate the district during said year, for capital outlay items the cost of which is not to be funded, and for all other matters for which the district is required to raise money, and if and to the extent said plan so requires shall apportion among the municipalities the amounts so determined in accordance with the provisions of said plan reduced by the amounts of revenues of funds which are available or are to be received by the district during said year and are applicable to costs of maintenance and operations. Each

amount so apportioned for each municipality shall prior to December thirty-first in each year be certified by the district commission to the assessors of each municipality in the district. The assessors of each municipality shall without further vote include each amount so certified in those amounts to be annually raised by taxes under section twenty-three of chapter fifty-nine of the General Laws. The respective city or town treasurers shall pay the amount so certified to the treasurer of the district in four substantially equal payments, to be made on or before the first day of March, June, September and December.

A city or town in the district may raise all or a portion of the amounts certified annually by the district to the assessors of such cities and towns as provided in the preceding paragraph, through equitable and proportional charges against inhabitants, corporations and other users for the services rendered by the district in each city or town. For the purpose of establishing an equitable and proportional schedule or reasonable charges, the property benefited by the services of the district may be classified taking into consideration the volume of water, including surface or drain waters, the character of the sewerage or industrial or other wastes, and the nature of the use made of the sewerage system, including the facilities. The charges may include standby charges to property not connected but for which the district's facilities have been made available.

The schedule thus established may be modified in accordance with the plan and as may be necessary to raise the amounts required by the district. The failure of such user charges to raise the amounts required by the district in any year shall not relieve any city or town from its obligation to provide the amounts assessed by the district hereunder.

SECTION 10. The executive director of the district or his authorized representatives may enter at reasonable times any property, public or private, for the purpose of investigation or inspection of any condition relating to pollution or the possible pollution of any waters and may make such tests as may be necessary to determine sources of pollution.

Said director or such authorized representatives may examine any records or papers pertaining to the operation of a disposal system or treatment works. Nothing in this section shall be deemed to authorize access to any confidential information relative to secret processes or to economies of operation.

*Approved July 24, 1968.*

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**Chap. 751.** AN ACT PROVIDING THAT MILK PRODUCERS SHALL NOTIFY THE COMMISSIONER OF AGRICULTURE OF THE FAILURE OF MILK DEALERS TO PAY FOR THEIR MILK WHEN PAYMENT IS DUE.

*Be it enacted, etc., as follows:*

Section 42C of said chapter 94, as appearing in section 2 of chapter 338 of the acts of 1933, is hereby amended by inserting before the first sentence the following sentence: — Each producer shall notify the commissioner in writing of any default in the timely payment for milk on the part of a licensee, such notification to be made within ninety days after the date on which payment for milk is regularly due under the

## Reference: Select Cited Statutes & Bylaws

### I. Massachusetts General Laws

#### **G.L. c. 41 Section 69B: Water commissioners; powers and duties**

*The water commissioners, or the selectmen authorized to act as such, in a town establishing a water supply or water distributing system under authority of section thirty-nine A of chapter forty shall have exclusive charge and control of the water department and water system, subject to all lawful by-laws and to such instructions, rules and regulations as the town may from time to time impose by its vote. They may establish fountains and hydrants, may relocate or discontinue the same, may regulate the use of the water and fix and collect just and equitable prices and rates for the use thereof, and shall prescribe the time and manner of payment of such prices and rates. The income of the water works shall be appropriated to defray all operating expenses, interest charges and payments on the principal as they accrue upon any bonds or notes issued for the purpose of a municipal water supply. If in any fiscal year there should be a net surplus remaining after providing for the aforesaid charges for that fiscal year, such surplus, or so much thereof as may be necessary to reimburse the town for moneys theretofore paid on account of its water department, shall be paid into the town treasury. If in any fiscal year there should be a net surplus remaining after providing for the aforesaid charges and for the payment of any such reimbursement in full, such surplus may be appropriated for such new construction, extraordinary maintenance, or repairs, as the water commissioners, or selectmen authorized to act as such, with the approval of the town, may determine upon; and in case a net surplus should remain after payment for such new construction, extraordinary maintenance, or repairs, the water rates shall be reduced proportionately. Said commissioners, or the selectmen authorized to act as such, shall annually, and as often as the town may require, render a report upon the condition of the works under their charge, and an account of their doings, including an account of the receipts and expenditures.*

*The provisions of this section relative to the powers and duties of the water commissioners, or the selectmen acting as such, shall also apply to the commission, board or person having charge and control of the water department or water system of any city, town, or district established under special law, notwithstanding any contrary provision therein, upon the acceptance of this section by such city, town, or district.*

#### **G.L. c. 40 § 41A. Use of water in emergencies**

*A board of water commissioners or a board of public works with the duties of water commissioners of a municipality, water supply, fire and water district or water company having control of water supplies may, on behalf of their respective bodies politic or corporate, upon notification to the water takers, restrain the use of water on public and private premises by shutting off the water at the meter or at the curb cock or by other means as the case may be, during a drought, hurricane, conflagration or other disaster when in the opinion of the department of environmental protection an emergency exists.*

## **Water & Sewer Commissioners**

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Andover does not elect or appoint a Board of Public Works, Water and/or Sewer Superintendent, or a distinct Water and Sewer Commission, or Water and Sewer Abatement Board. Accordingly, pursuant to the Town Charter, G.L. c. 41 sec. 69B, Chapter 750 of the Acts of 1968 (establishing the Greater Lawrence Sanitary District), G.L. c. 83, G.L. c. 40 sec. 41A, the Select Board serves as Water & Sewer Commissioners for the Town of Andover as needed to set water rates, authorize water and sewer betterment assessments and abatements, and take other limited actions including authorizing any water distribution agreements with other municipalities.

### **I. Water & Sewer Policy**

Andover's long-term policy is to provide a water system which is as self-sufficient as possible by bolstering the Town's local supply and ensuring adequate treatment capacity. Additional short and intermediate goals for the Town's water and sewer infrastructure are set by Town Manager and Director of Public Works in conversation with the Select Board, particularly as part of the Capital Improvement Plan.

### **II. Water & Sewer Rates**

The Select Board annually sets the Town's water rate for provision of sufficient and sanitary water to the Town's residents at posted public hearings, making revisions as necessary aligned with operational and capital costs.

Sewer rates, set to meet the operational and capital needs of sewage collection and disposal (not local sewer infrastructure) are set by the Greater Lawrence Sanitary District and collected through Andover pursuant to the Special Act establishing the District. The Town Manager appoints Andover's representative to the District.

### **III. Sewer Betterments and Abatements**

The Select Board approves betterments (a form of loan interest financing through tax bills vested in the discretion of the Board) for the extension and improvement of sewer service to properties previously served by septic or private sewer connections, typically to groups of residents abutting the same street. Accordingly, when residents apply for tax relief (abatements) from a sewer betterment provided for their benefit, the Select Board requires the following procedure consistent with G.L. c. 80 §§ 7 and 10:

- A. All abatements are to be received and date-stamped in by the Assessor's Office on an application for betterment abatement form. Applicants must submit a request for betterment abatement within six months of receipt of the betterment.

- B. The Assessor's Office will then send the application to the Department of Public Works for their review and recommendation and a copy of the application will be sent to the Town Manager's Office.
- C. The Department of Public Works will review the request and return the application to the Town Manager's Office with either a recommendation to deny the abatement request or a recommendation to adjust the betterment assessment no later than ten (10) working days from receipt of the request.
- D. If the DPW recommends denial of the abatement request, then the Town Manager is authorized by the Water and Sewer Commissioners to send the applicant a denial letter with a copy to the Assessor's Office.
- E. If the DPW recommends an adjustment to the betterment assessment, then the Town Manager's Office will schedule a hearing before the Select Board in their capacity as Water and Sewer Commissioners.
- F. If the Select Board, in their capacity as Water and Sewer Commissioners, does not act on the sewer betterment abatement request within four months from the date of the receipt of the application by the Assessor's Office, then the application is considered a "constructive denial".
- G. If the applicant wishes to appeal the decision of the Water and Sewer Commissioners, they must file application with the Commonwealth of Massachusetts, Executive Office of Administration & Finance, and Appellate Tax Board.

#### **IV. Water & Sewer Billing and Abatements**

The Select Board sets water and sewer rates for Town residents. The Department of Public Works arranges for the efficient administration of water and sewer metering, as well as the adjustments of water or sewer bills as may be appropriate and to the extent permitted by law. Once water or sewer bills advance to collection, interest rates are set by G.L. c. 59 § 57. While the Department of Public Works may adjust bills for usage under appropriate criteria, it may not change water or sewer rates and may not waive interest accrued.

**TOWN OF ANDOVER**  
**SELECT BOARD HANDBOOK OF**  
**GENERAL POLICIES AND PROCEDURES**



**Alexander J. Vispoli, Chair**  
**Ellen M. Townson, Vice-Chair**  
**Melissa Morris Danisch, Clerk**  
**Kevin T. Coffey**  
**Laura M. Gregory**

**August 2025**

# **1. Introduction to Select Board Governance, Practices & Procedure**

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Andover Select Board policies are bifurcated into two resources:

- 1) A handbook codifying general Select Board parameters, practices and procedures for its role in town governance; and
- 2) Detailed companion policies for subject matters within Select Board jurisdiction such as rules and regulations for licenses and permits governed by the Board.

This policy handbook serves as a reference for members of the Select Board, guidance for residents and employees, and a model set of policies and procedures for other boards, committees and commissions.

## **I. Governing Structure & Authority**

The Select Board is comprised of a five-person elected body, with each member serving staggered, three-year terms. The Select Board as a collective body serves as the chief elected executive of the Town of Andover, deriving its authority and responsibilities from three primary sources:

- Massachusetts General Laws and Special Acts;<sup>1</sup>
- Chapter 571 of the Acts of 1956: An Act Establishing a Selectmen-Town Manager Plan For The Town Of Andover alternately known as the “Town Charter” or the “Selectmen-Manager Act;” and
- Town of Andover Bylaws.

Within the Town Charter and the Town Bylaws, the Select Board holds many roles and responsibilities, especially as the chief policymaking body of the Town’s government. As set forth in the Town Charter:

*“The Select Board shall be the makers of policy of the town government, except as otherwise directed by statutes or by the town charter. The town manager shall be responsible for ensuring that the boards, officers and representatives of the town comply with policy determinations of the Select Board.”* Andover Town Charter §1

The Select Board also appoints, evaluates, and works in partnership with the Town Manager who serves as the chief appointed executive officer of the Town. Among their

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<sup>1</sup> In addition to a wide variety of Commonwealth-wide statutes, more than 286 Special Acts specific to Andover further define town governance.

duties enumerated in the Charter, the Manager supervises and directs and is responsible for the efficient administration of all offices, boards, and committees. *See* Town Charter §10.

## II. **Select Board Authorities & Duties Enumerated**

As charged and empowered by the General Laws, the Charter, and Town Bylaws, a non-exhaustive list of Select Board authorities and duties includes:

### A. General Governance

Policymaking wherever authority has not been delegated to another officer, board, or body;

Appointing, evaluating, and where necessary, removing a Town Manager, a Town Accountant, and the Zoning Board of Appeals;

Appointing a member of the Andover Contributory Retirement Board;

Creating *ad hoc* working groups and committees to advise the Board, and appointing members to study committees as required by state law;

and

Approving appropriate appointments of the Town Manager to boards and committees where required.

### B. Town Meeting

Issuing town meeting warrants and setting the date for Annual Town Meeting and any Special Town Meetings;

Holding hearings and making recommendations on warrant articles including the Town budget; and

Pursuing Special Legislation in the Town's interest.

### C. Finance

Working collaboratively with the Finance Committee and the Town Manager to maintain the Town's financial policies, and review the Town Manager's annual recommended operating and capital budgets; and

Setting the tax rate and classification.

D. Public & Private Ways & Utilities

Promulgate traffic rules and orders for public ways, including parking;

Regulate utilities in public ways as authorized and limited by the General Laws;  
and

Consider betterment applications relative to private ways and water and sewer improvements.

E. Licensing & Permitting

Serve as the Licensing Board responsible for issuing and renewing licenses and permits for the following non-exhaustive categories:

*Alcohol*

*Automatic amusements*

*Class I and II motor vehicle*

*Common victualler*

*Contractor drain layer*

*Food vendor*

*Hackney/taxi*

*Lodging houses/inn keeper*

*Public entertainment*

*Outdoor dining & retail*

*Second hand/junk dealer*

*Shooting galleries/ranges*

*Small cell wireless facilities*

*Special events (unless designated)*

F. Statutory Commission Roles

The Board also possesses the duties and responsibilities of a Licensing Board, Cable Commission, Water & Sewer Commission, and Election Commission under the General Laws

## **2. Select Board Code of Conduct**

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*Acts of the Select Board are made as a single body comprised of five individuals with varied perspectives. As such, the Select Board strives to foster an environment of healthy, informed civil discourse for its members, residents, persons doing business before the Select Board, and Town staff, even in the presence of lively debate or passionate disagreement. At all times the Select Board endeavors to conduct itself as a whole in the most professional of manner. To that end, the Board adopts the following “Code of Conduct” for its members, and those appearing before the Select Board, modeled on the Massachusetts Interlocal Insurance Association and Massachusetts Municipal Association examples.*

### **I. Purpose**

These guidelines serve as the standard for achieving and maintaining a high level of public confidence, trust, and professional respect regarding how the Town of Andover (the “Town”) and its officials conduct business. These guidelines are intended to define and create a centralized understanding regarding standards of conduct.

The Select Board recognizes the importance of maintaining professional standards at all levels of the government, including for those who volunteer their time and services on behalf of the Town. The Select Board encourages other boards and committees of the Town who are not appointed by the Select Board to adopt these guidelines.

### **II. Applicability**

These guidelines apply to the Select Board; and all other Town boards, commissions, and committees appointed by the Select Board; and to all presiding officers, board members, commission members, committee members, public officials, and other representatives of the Town appointed by the Select Board while acting in their official capacity or while acting on behalf of the Town and covers all of their actions and communications whether spoken or written, including but not limited to all electronic communications and social media.

### **III. Code of Conduct**

All Town elected and appointed officials are expected to act honestly, conscientiously, reasonably and in good faith at all times regarding their responsibilities, the interests of the Town, and the welfare of its residents. The Town’s

elected and appointed officials must refrain from communicating or acting in a disrespectful, abusive and/or threatening manner towards members of the community, other elected or appointed officials, the Town Manager or Town Staff.

Moreover, all elected and appointed officials must fully comply with the Town's Anti-Harassment and Anti-Discrimination Policy.

Further, all elected and appointed officials of the Town must assume the following responsibilities:

A. Conduct Generally and in Relation to the Community

- Stay informed about the local and state duties of a board or committee member.
- Remember that you represent the Town at all times.
- Accept your position as a means of unselfish public service and do not attempt to benefit personally, professionally, or financially from your position.
- Recognize that the chief function of local government at all times is to serve the best interests of all of the people.
- Demonstrate respect for the public you serve.
- Safeguard all confidential information, including, without limitation, privileged attorney-client communications.
- Seek no favors and understand that personal aggrandizement or profit secured by holding these positions is often dishonest and may be unlawful.
- Conduct yourself so as to maintain public confidence in our local government.
- Conduct official business in such a manner as to give the clear impression that you cannot be improperly influenced in the performance of your official duties.
- Unless specifically exempted (e.g., executive session), conduct the business of the public in a manner that promotes open and transparent government and maintains full compliance with the Open Meeting Law.
- Comply as fully as possible with all Town policies.
- Comply as fully as possible with all applicable laws, including, without limitation, the following:

- The Open Meeting Law (G. L. c. 30A, §§ 18-25)
- Procurement Laws (G. L. c. 30B)
- The Ethics/Conflict of Interest Statute (G. L. c. 268A)
- The Public Records Law (G.L. c. 66, § 10).

B. Conduct in Relation to Your Fellow Board/Commission/Committee Members

- Treat all members of the board/commission/committee with respect despite differences of opinion; professional respect does not preclude honest differences of opinion but requires respect within those differences.
- Recognize your responsibility to attend all meetings to assure a quorum and promptly notify the chair should you for any reason be absent from a given meeting or be unable or unwilling to continue to serve. Formal notice to resign from a Board requires written notification to the Town Clerk.
- Recognize that action at official legal meetings is binding and that you alone cannot bind the Board outside of such meetings.
- Refrain from making statements or promises as to how you will vote on quasi-judicial matters that will come before the Board until you have had an opportunity to hear the pros and cons of the issue during a public meeting.
- Uphold the intent of executive session and respect the privileged communication that exists in executive session.
- Make decisions only after all applicable facts have been presented and discussed at a Board meeting.

C. Conduct in Relation to the Town Manager

- Recognize and support the administrative chain of command and refuse to commit the Town to a course of action on complaints as an individual Board member outside the administration.
- Give the Town Manager full responsibility for making and implementing their decisions.
- Refrain from giving orders or directions to the Town Manager for action as an individual Select Board member.

- Refrain from providing information to the Town Manager that you would not be willing to share with other Board members.

D. Conduct in Relation to Town Staff

- Treat all staff as professionals and respect the abilities, experience, and dignity of each.
- Refrain from giving individual instructions to, or individually requesting work be performed by Town personnel but rather channel directives and requests of substance through the full board and/or the Town Manager and endeavor to apprise the Town Manager of any requests to Town staff.
- Direct questions about Town staff or requests for additional background information to the Town Manager.
- Avoid publicly criticizing an individual employee; only raise concerns about staff performance to the Town Manager through private communication.

**IV. Guidelines for Individuals Speaking at Public Meetings**

- The chair of the public body is responsible for conducting all public meetings in an orderly and peaceable manner.
- The public body may allow a public comment session during the open session of a public meeting. If a public comment period is posted on the meeting agenda, the session will last for no more than fifteen minutes, subject to the discretion of the Chair. Each speaker during the public comment session shall be limited to a maximum of three minutes.
- Members of the public may speak only with the permission of the chair. To maintain an orderly and peaceable meeting, all speakers must identify themselves by name and address prior to speaking.
- All remarks shall be addressed to or through the chair or to the public body as a whole. Matters presented by speakers during a public comment session will not be debated or acted upon by the public body at the time they are presented.
- All persons addressing the public body must conduct themselves in a peaceable and orderly manner. Such persons may not make threats of violence or incite imminent lawless conduct by others. Additionally, speakers are encouraged to refrain from making any personal, impertinent, unduly

repetitive, slanderous, or profane remarks. Speakers are further encouraged to respect the views and opinions of others (including members of the public body and the general public) and to treat others as the speaker wishes to be treated.

- Individuals in attendance at a public meeting may not interrupt recognized speakers or members of the public body. Further, such individuals are encouraged to refrain from engaging in disorderly or boisterous conduct, including the utterance of loud, threatening, or abusive language; whistling; stamping of feet; or other acts which disrupt or otherwise impede the orderly conduct of any meeting.
- If any person disrupts the proceedings of a meeting, the chair shall give the person a clear warning to cease such disruption. If, after a clear warning, the person continues to be disruptive, the chair may order the person to withdraw. If the person so ordered fails to withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.
- Whenever the public is allowed to participate in remote public meetings, the same rules and guidelines that apply to in-person meetings apply to their remote counterparts.
- Comments made during public comment sessions do not reflect the views or the positions of the public body before which the member of the public is speaking. Because of constitutional free speech principles, public bodies do not have the authority to prevent or limit all speech that may be upsetting or offensive during such sessions.

## **V. Distribution & Education**

- The Town Clerk shall provide a copy of these guidelines to all members upon its issuance and upon the subsequent appointment or re-appointment of any member.
- The Town Clerk shall maintain and distribute educational materials from the State Ethics Commission to members.
- The Town Clerk shall develop a schedule of training programs to educate the Board and members on the Conflict-of-Interest Law and ensure compliance with said Law.

- The Town Clerk shall educate the Board, members, and officials on the Conflict-of-Interest Law and ensure compliance with annual state mandated on-line training.

### **3. Board Meetings & Hearing Procedures**

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In the interests of government transparency and compliance with the Open Meeting Law, meetings and hearings are the primary manner in which the Board discharges its duties. This section outlines significant policies and practices of the Board in arranging and conducting those meetings and hearings.

#### **I. Notice of Meetings & Agendas**

The Chair is responsible for developing agendas in concert with the Town Manager's Office and filing appropriate public notice of any Board meeting or hearing with the Town Clerk at least 48 hours in advance, excluding Saturdays, Sundays and Legal Holidays. Members of the Board may request agenda items directly through the Chair, while members of the public and Town staff may make requests through the Chair or the Manager for the Chair's consideration. By default, the Chair has discretion to determine which items are on the agenda. However, the Board may by a majority vote request an item on a future agenda at a duly posted public meeting.

Notices shall each contain the following:

- Date and time of meeting;
- Place (including virtual or online spaces as permitted) of meeting; and
- A list of topics the Chair reasonably anticipates to be discussed at the meeting or hearing in a format reasonably conforming to the Sample Agenda attached in Appendix Section A-1

#### **II. Schedule & Location**

Unless otherwise set forth on meeting notices, regular meetings of the Board are held on Monday evenings at 7:00 p.m. until the conclusion of all business or the Board moves to table business and adjourn. The location of meetings unless otherwise specified in notices is in the Select Board Room on the third floor of the Town Offices. Additional meetings are scheduled as needed by the Board. The Board shall not meet on days designated as legal holidays or election days. Meetings falling on a legal holiday or election days are cancelled or rescheduled for another date at the discretion of the Board.

#### A. Hearings & Special Meetings

Hearings (often conducted within regular meetings) and special meetings of the Board may be scheduled either at the discretion of the Board regarding any matter within their jurisdiction, or as required by a license or permit application. Any special hearings or meetings follow the normal notice procedures absent an emergency, or pertinent provisions of law setting forth additional notice requirements beyond the Open Meeting Law (such as formal legal notices in advance of public hearings).

While public comment in regular meetings is afforded at the discretion of the Chair, public comment at legal hearings is afforded by right through oral or written testimony to the Board. Interested parties and members of the public are reminded that the purpose of testimony is to inform the Board for the purposes of rendering a decision. Persons testifying before the Board in hearings are respectfully referred to the Select Board's Code of Conduct Policy at Section 2(IV) ("Guidelines for Individuals Speaking at Public Meetings") for further information.

#### B. Emergency Meetings

An "Emergency Meeting" is defined by law as a sudden, generally unexpected occurrence or set of circumstances demanding immediate action. Emergency meetings of the Board may be called by the Chair consistent with the requirements of the Open Meeting Law, which allows a meeting in special circumstances even though no notice was previously posted.

In the unusual circumstance where an emergency meeting is warranted, a notice should be posted at the earliest possible juncture; all Board members must be notified by the Chair or their designee; and a majority of Board Members must agree to convene an emergency meeting.

#### C. Notification of Interested Parties

The Town Manager and Town Clerk's Office shall coordinate to notify persons who are directly involved in the issues to be discussed by the Select Board.

#### D. Meeting and Hearing Procedures

Meetings are to be conducted in accordance with generally accepted rules of parliamentary procedure. It is the Board's practice that application of such procedure be on a relatively informal basis, due to the size of the group and the desirability of flexibility in the expression of opinion. Robert's Rule of Order is used as a guide in matters requiring clarification or definition. The Board may by majority vote suspend these rules or any

Board policy as circumstances require so long as it conducts itself in compliance with applicable state and federal laws.

A quorum shall consist of three members of the Board. As a practical courtesy, action on critical or controversial matters, the adoption of policies or the making of critical appointments shall be taken whenever practicable only when the full Board is in attendance. Actions and decisions shall be by motion, second and vote. Split vote will be identified by name.

#### E. Remote Participation

The Board approves the use of remote participation by Members of the Board within the bounds allowed by the Open Meeting Law. Members are encouraged to participate remotely whenever in-person attendance is not feasible. All votes taken when any Select Board participates remotely shall be conducted by roll call vote.

To the extent permitted by law, the Board will hold meetings remotely for both Members and the public in only those circumstances which merit remote participation by a quorum of the Board or a majority of those persons having business before the Board on a time-sensitive agenda item or items.

#### F. Resident Participation

Outside of public hearings, resident participation at Board meetings is provided at the discretion of the Chair. A "Public Comment" period is typically held at each regular meeting of the Board to hear concerns of the general public. Under either agenda items or Public Comment, residents are referred to the Board's Code of Conduct policy section 2(IV)(" IV. Guidelines for Individuals Speaking at Public Meetings") for more information.

#### G. Public Recording of Meetings

Select Board meetings are broadcast and recorded by Andover TV, Inc. whenever practicable, which provides the public free access to such recordings. Personal audio and video recordings of meetings by members of the public are also permitted under the Open Meeting so long as such recording does not interfere with the conduct of the meeting. By law, the Chair must be notified by any member of the public of their intention to record a meeting before the meeting commences, and the Chair must in turn inform the attendees that the meeting is being recorded.

#### H. Executive Session

The Board may convene in executive session for only those purposes enumerated in the Open Meeting Law only after convening in open session, stating the reason(s) for entering executive session, conducting a successful roll call vote, and advising the public whether or not it will return to open session.

Once in executive session, all votes are conducted by roll call vote, minutes of executive sessions must be kept, and periodically reviewed to determine if they are ripe for release because the purpose of an executive session is no longer served by keeping such minutes confidential.

#### I. Minutes

The Board shall maintain accurate minutes of its proceedings, including all exhibits used and ensure their timely release. Minutes need not constitute a transcript or contain every remark by Members, staff, or the public. Rather, minutes should be sufficiently detailed for a person not present at a meeting to understand what actions were taken by the Board and how members of the Board voted with a summary of the discussion leading to such vote and action.

### **4. Board Operations: Officers, Employees & Appointments**

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The Select Board is responsible for hiring the Town Manager and Town Accountant, approving critical hires made by the Town Manger outlined in the Town Charter, and making or approving appointees to Town boards and committees. The Board also selects its own internal officers by election.

#### I. **Board Officers & Elections**

The officers of the Select Board shall be Chair, Vice-Chair, and Clerk elected annually from its members by majority vote on the first Tuesday following the Town Election or otherwise as soon as practicable. Each officer shall each serve a term of one year, or for the remainder of a one-year term in the event of election caused by a vacancy by an officer of the Board. The election of officers shall, to the extent possible, take place with all five members present.

##### A. Chair

The Chair shall preside over all meetings of the Select Board in which they are present in-person or in which all members participate remotely. The Chair also serves as the ceremonial chief civil officer of the Town representing the Board at meetings, conferences, and gatherings unless other members are so designated by the Board. The Chair creates and reviews Board agendas in concert with the Town Manager and serves as the spokesperson of the Board. The Chair shall exercise care to distinguish between

when they are representing the position of Select Board and when they are expressing their individual opinion.

#### B. Vice-Chair

The Vice-Chair performs all the duties of the Chair in the latter's absence, or as requested by the Chair. In the event of meetings in which some members are present in-person and some members are participating remotely, the Vice-Chair shall perform the duties of the Chair if they are present in-person and Chair is participating remotely.

#### C. Clerk

The Clerk is responsible for maintaining accurate and complete minutes in compliance with the Open Meeting Law in coordination with Town staff and serves as the Board's clerk for any legal documents that require their certification.

#### D. Board Liaisons

Each Select Board member is also assigned to serve as a liaison between the Board and one or more Town boards, committees, and commissions, attending meetings of such bodies as appropriate for the purposes of enhancing communication between the Select Board and other public bodies of the Town. The Board annually makes and/or continues liaison assignments but may revisit liaison assignments on a rolling basis.

#### E. Board Vacancies

Pursuant to §1 of the Town Charter in the event of a Select Board vacancy for any reason other than the expiration of a term, the remaining Select Board members may (but are not required) appoint a board member to fill the vacancy until the next Town Election, at which the voters shall elect a Select Board Member for the remainder of the unexpired term. As necessary, the Board may hold an organization meeting to elect any officers of the Board due to a member vacancy.

## **II. Board Employees**

The Select Board directly appoints and may remove the Town Manager as provided in §§ 6 and 8 of the Town Charter. The Board also directly appoints and may remove the Town Accountant pursuant to G.L. c. 41 sec. 55 and §3(b) of the Town Charter.

While the hiring and supervision of all Board-appointed Town employees is firmly vested within the Board, the Select Board as a body should utilize the professional expertise and resources of the Town Human Resources Director. The Board sets compensation and other material conditions of employment it deems appropriate by

written contract, so long as such terms and conditions are consistent with the Town Charter and the General Laws of the Commonwealth.

A. Appointment of the Town Manager

The Board appoints the Town Manager in accordance with and subject to the qualifications and restrictions established in §6 of the Town Charter for a terms of five years subject to re-appointment. The Board endeavors to utilize the best current practices to provide for the search for, and recruitment of Town Manger candidates in the event of a manager vacancy.

B. Acting Manager in the Event of a Vacancy

Per §7 of the Town Charter, while the appointment of a town manager is pending, or in the event a vacancy of the manager position or the failure of the town manager to timely designate a temporary manager, or during the suspension of the town manager, the select board shall appoint a suitable person to perform the duties of the office.

**III. Board Approval of Manager Appointed Employees**

Pursuant to §§ 3(d) and 10 of the Town Charter, the following appointments of the Town Manager require Select Board approval:

- Deputy Town Manager,
- Police Chief,
- Fire Chief,
- Finance Director/Chief Financial Officer,
- Town Clerk,
- Town Counsel,
- Members of public bodies including members of the:
  - Board of Public Health,
  - Planning Board,
  - Board of Assessors,
  - Board of Library Trustees, and
  - Other committees and commissions of the Town not provided by statute or created and/or appointed by other elected officials and committees.

#### **IV. Statutory Appointments of the Select Board**

In accordance with §3(b) of the Town Charter and Massachusetts General Laws, the Board is also vested with the authority and responsibility to directly appoint certain boards and Town officials including, but not limited to the following:

- The Zoning Board of Appeals,
- Registrars of Voters (except the Town Clerk),
- Election Officers, including warden, clerks, inspectors, and other officers for precincts as required;
- The Andover Cultural Council;
- A member of the Retirement Board; and
- Certain Special Police Officers as appropriate.

##### **A. Zoning Board of Appeals**

The Andover Zoning Board of Appeals (ZBA) consists of five (5) regular members and four (4) associate members. To ensure consideration of all citizens interested in serving on the ZBA, impending or actual vacancies on the ZBA will be announced on the Town's website and in the local media to the extent practicable, and public interviews will be conducted by the Select Board.

It is highly desirable that the ZBA include persons with various educational and professional experience and training, including, but not limited to the following fields:

- Engineering,
- Architecture and Design,
- Law,
- Environmental Protection and/or Conservation,
- Construction, and
- Public Health.

#### **V. Re-Appointments and Holdover Appointees**

The Board recognizes the value of both veteran board and committee members and fresh perspectives of new board and committee members. Appointees nearing the end of their terms are encouraged, though not required, to provide the Select Board with advanced notice of their intentions to seek reappointment, as well as any information

which would assist the Board members in determining whether re-appointment should be made in advance of the expiration of the relevant term.

If an appointee has not resigned, been reappointed or replaced by a new appointee by the date of the expiration of their term, such person will be considered a holdover appointee. A holdover appointee shall continue to serve with all the duties and responsibilities of their position but is subject to replacement or removal at any time by vote of the Board.

## **5. Town Meetings**

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While the Select Board serves as the chief elected body of Andover with day-to-day town governance modernized by the Town Charter, Andover's legislative body remains the most traditional form of New England government: the open town meeting. Per G.L. c. 39 § 9, Andover's Town Meeting must occur at least once per year. Any registered voter of Andover may participate and vote as a citizen legislator. The chief duties of Town Meeting are:

- Approving town and school budgets,
- Passing local ordinances known as bylaws,
- Adoption of local option statutes afforded by the state, and
- Authorizing requests for special legislation submitted to the State Legislature.

The Town Moderator presides over Town Meeting, regulates the proceedings, decides questions of order, and makes a public declaration of all votes. *See* G.L. c. 39 § 15. The Select Board however enjoys many roles relative to Town Meeting, many of which take place before the Meeting begins, described below.

### **I. The Warrant**

The warrant serves as the official agenda for Town Meeting and only the Select Board may issue the warrant. *See* G.L. c. 39 § 10. The Select Board opens and closes the warrant for articles and only those matters which are on the warrant may be addressed at Town Meeting. Further, Town Meeting may not dissolve until all matters on the warrant have been addressed. *See* Andover Town Bylaws Art. II §2 and 7 ("Town Meeting Warrants" and "Dissolving Town Meeting").

The warrant typically opens in late October and remains open for at least thirty-five (35) consecutive days. Andover Town Bylaws Art. II §2. There are three means by which articles are placed on an Annual Town Meeting Warrant:<sup>2</sup>

1. By vote of the Select Board.
2. At the request of the Town Manager or their designee, or the request of a Town board, committee or commission. Placement on the warrant does not reflect the position of the Select Board on articles inserted by other Town officials and bodies.
3. Ten Registered Voters submit an article by petition. Registered voters are required to sign petitions by hand, and each signature must be accompanied by an address and verified by the Town Clerk.

Citizen proponents of warrant articles are advised as a precaution to obtain more than ten signatures of registered voters supporting their petition. Citizens are also encouraged, (though not required) to contact Town Counsel in a timely fashion to ensure their proposed articles seek action within Town Meeting's authority, are provided to appropriate Town bodies for hearings, and are in best practicable form.

Once the warrant is complete and closed, the Board signs, posts, and publicizes the warrant.

## **II. Warrant Article Hearings & Finance Committee Report**

The Select Board conducts hearings and makes recommendations on all warrant articles wherever possible. It should be noted these hearings are not conducted with the formality of legal hearings, but rather present an opportunity for the Board to hear presentations by article proponents and discuss proposals before making a Board recommendation to Town Meeting. Select Board recommendations are summarized in the Finance Committee Report, which is mailed to each household in advance of each town meeting.

Article proponents should prepare to present their respective articles to the Select Board at their appointed hearing. Failure to present at a warrant article hearing deprives the Board and the Town an opportunity to fully examine and debate an article prior to Town Meeting.

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<sup>2</sup> Special Town Meetings require 100 signatures when special meeting is not called by the Board, further outlined in Section IV of this chapter.

### **III. Town Meeting & the Select Board**

Town Meeting technically commences with the Town Election on the fourth Tuesday in March because the first article on the Annual Town Meeting Warrant is always the election of local officials. *See e.g.*, G.L. c. 39 § 9; Andover Town Bylaws, Art. II. The legislative session of Town Meeting is then convened at a date, time, and place designated by the Select Board for consideration of all remaining articles in the warrant approximately one month later.

The Select Board presents its recommended vote to Town Meeting on all articles but also leads in presenting recommendations on any articles related to adopting or amending the Town bylaws (excluding zoning bylaws, which are led by the Planning Board), local options, and special legislation or home rule petitions.

### **IV. Special Town Meeting**

Special Town Meetings are those meetings of the Town's legislative body outside of the schedule and cycle for the Annual Town Meeting. A special town meeting may be called at the discretion of the Select Board and the call is also issued by a Special Town Meeting Warrant. *See* G.L. c. 39 §10. A special town meeting must be called by the Select Board upon petition of 200 registered voters within forty-five (45) days of receipt of said petition. The warrant for a special town meeting must be posted for notice in accordance with all legal requirements. The time and place of the meeting is determined by the Select Board. The warrant is also usually kept open for one business day. Finally, it should be noted that for any special town meeting, articles by citizen petition must be submitted with the signatures and addresses of one hundred (100) registered voters rather than the ten (10) required for the Annual Town Meeting. However, in nearly all other respects, Special Town Meeting functions with the same procedures as the regular Annual Town Meeting.