



**Select Board Meeting**  
Monday, October 06, 2025 at 7:00 PM  
Select Board Room, Town Offices  
36 Bartlet Street Andover, MA 01810

- 
- I. **Call to Order – 7:00 P.M.**
  - II. **Opening Ceremonies**
    - A. Moment of Silence/Pledge of Allegiance
  - III. **Town Manager Report**
    - A. End of Year Financial Presentation by the Town Accountant/Assistant CFO
    - B. Department Update – Facilities Department  
Director of Facilities, Janet Nicosia
  - IV. **Communications/Announcements/Liaison Reports**
  - V. **Public Comment**
  - VI. **Regular Business**
    - A. Update on Opioid Settlement Funds  
Board to receive presentation on the status of settlement funds and an update regarding an upcoming community survey.
    - B. Affordable Unit Right of First Refusal – 4 Francis Drive, Unit 311  
Board to vote to not exercise its right of first refusal to purchase the affordable housing unit at 4 Francis Drive, Unit 311.
    - C. Town Accountant Appointment Process  
Board to review and consider voting to approve appointment process for new Town Accountant
    - D. Little League License Renewal  
Select Board to review and consider voting to approve a non-exclusive license to Andover Little League, Inc. for the fields at Deyermond Park on Blanchard Street.
    - E. Town Manager Evaluation Process Policy & Instrument  
Board to receive an update from the Subcommittee and review and consider voting to approve the process policy and instrument for the Town Manager evaluation.
    - F. 2026 Annual Town Election and Town Meeting Calendar  
Board to consider voting to approve the 2026 Annual Town Election and Town Meeting Calendar.

RECEIVED  
TOWN CLERK'S OFFICE  
2025 OCT -2 PM 4: 28  
TOWN OF ANDOVER, MA

**VII. Consent Agenda**

**A. Appointments by the Town Manager**

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

<b>Board/Commission</b>	<b>Name</b>	<b>Position</b>	<b>Start Date</b>	<b>Term Expires</b>
Council on Aging	Champa Biwakesh	Member	10/06/2025	06/30/2028
Council on Aging	Jennifer Perigaut	Member	10/06/2025	06/30/2028
Elderly & Disabled Tax Fund Committee	Eileen Reilly	Member	10/06/2025	06/30/2028
Green Advisory Board	James Wang	Member	10/06/2025	06/30/2028

**VIII. Approval of Minutes**

**A. Board to approve minutes from the following meeting:**

1. September 22, 2025

**IX. Adjourn**

**Summary of Town Manager Staff Appointments**

The Town Manager is pleased to announce the following appointments:

<b>Department</b>	<b>Name</b>	<b>Position</b>	<b>Date of Hire</b>	<b>Rate/Term</b>
Andover Police Department	Lincoln Beal <i>(Sean O'Day)</i>	Police Officer	10/24/2025	\$60,382.15/year
Andover Police Department	Peter Marino <i>(Michael Egitto)</i>	Police Officer	10/14/2025	\$60,382.15/year

*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



Hayley Green  
Town Accountant/ Assistant  
Chief Financial Officer

# TOWN OF ANDOVER

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

To: Select Board  
Finance Committee  
School Committee

From: Hayley Green, Town Accountant/Assistant Chief Financial Officer

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

Date: October 3, 2025

Re: ***FY 2025 Financials***

The attached reports summarize the Town's financial position through June 30, 2025.  
Included are the following:

- Executive Summary
- Budgeted versus Actual Revenues – General Fund and Enterprise Funds
- Revenue Comparison Graphs
- Personal Services and Other Expenditures by Department
- Reserve Account and Compensation Fund Analysis
- Chapter 44 § 53 E ½ Revolving Funds
- Capital Projects status – FY19 – FY25

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

The attached reports of the Town Accountant summarize FY 2025 General Fund Revenues and Expenditures – *Preliminary and Unaudited* – through June 30, 2025.

**General Fund – Revenues**

FY 2025 Total General Fund Collections of all sources collected through June 2025 are \$232,908,541 which is \$9,351,535 *greater* than FY 2025 Budgeted.

FY 2025 Local Receipts collected through June 2025 are approximately \$9.7 million *greater* than budgeted and \$1.2 million *greater* than FY 2024 collections. Specifically, the following collections greatly contributed to the higher than budgeted collection:

- Investment Income is \$4,141,735 greater than budgeted
- Licenses and Permits are \$2,740,095 greater than budgeted
- Motor Vehicle Excise Tax collections are \$1,203,378 greater than budgeted
- Hotel/Motel and Meals Tax Revenues are \$1,251,985 greater than budgeted

FY 2025 Off-Set Receipts collected through June 2025 are \$380,140 *more* than budgeted. The greatest contributor to this surplus is ambulance collections, which totaled \$310,081 more than budgeted.

The Town continues to have a high tax collection rate at 99.6% with \$191,066,472 collected for property taxes (including tax titles).

**General Fund – Expenditures**

FY 2025 General Fund Personal Services total \$121,582,552 which is \$99,348 *less* than FY 2025 Budgeted.

FY 2025 General Fund Other Expenses plus Encumbrances total \$102,350,234 which is \$850,974 *less* than FY2025 Budgeted.

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

General Government	\$ 330,033
Community Services	\$ 100,142
Public Facilities	\$ 97,308
Public Safety (Police & Fire)	\$ 43,777
Public Works	\$ 145,669
Library	\$ 4,777
Solid Waste	\$ 76,671
School	\$ 106,115
Technical Schools	\$ 2,061
Debt Service	\$ 7,442
Retirement	\$ 3
Reserve Fund	<u>\$ 1,323</u>
<b>Total</b>	<b>\$ 915,321</b>

<b><i>FY 2025 General Fund Expenditure Surplus Estimate</i></b>	<b><i>\$ 915,321</i></b>
---	--------------------------

**Water Enterprise Fund**

FY 2025 Total Water Receipts are \$13,383,714 which is \$783,051 *more* than FY 2025 Budgeted.

FY 2025 Water Personal Services are \$45,589 *more* than FY 2025 Budgeted.

FY 2025 Water Other Expenses plus Encumbrances are \$1,144,483 *less* than FY 2025 Budgeted.

***FY 2025 Water Enterprise Fund Expenditure Surplus Estimate \$ 1,098,894***

**Sewer Enterprise Fund**

FY 2025 Total Sewer Receipts are \$5,676,084 which is \$149,413 *more* than FY 2025 Budgeted.

FY 2025 Sewer Personal Services are \$4,029 *more* than FY 2025 Budgeted.

FY 2025 Sewer Other Expenses plus Encumbrances are \$986,146 *less* than FY 2025 Budgeted.

***FY 2025 Sewer Enterprise Fund Expenditure Surplus Estimate \$ 982,117***

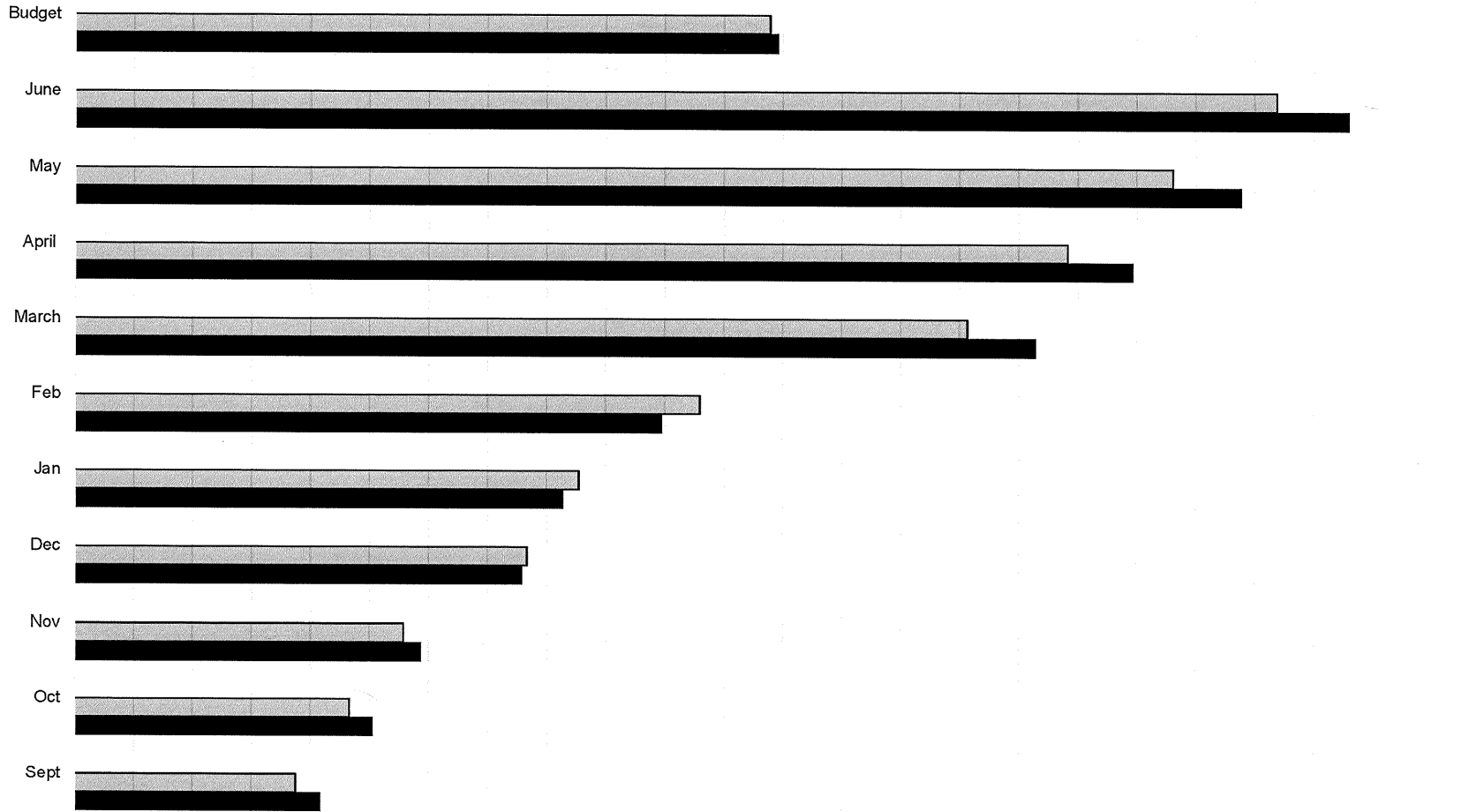
**Town of Andover**  
**FY 2025 General Fund Year-To-Date Revenue Report**  
**Budgeted vs. Actuals 6/30/2025 and 6/30/2024**

	<b>FY 25 Budgeted Receipts</b>	<b>FY 25 YTD Revenues</b>	<b>% Collected</b>	<b>FY 24 Budgeted Receipts</b>	<b>FY 24 YTD Revenues</b>	<b>% Collected</b>	<b>Change in Budgets</b>	<b>Change in YTD Receipts</b>
<b>Local Receipts</b>								
Motor Vehicle Excise	5,822,660	7,024,038	120.6%	5,708,009	6,250,084	109.5%	114,651	773,954
Hotel/Motel/Meals	1,869,326	3,121,311	167.0%	1,841,700	3,321,435	180.3%	27,626	(200,123)
Penalties and Interest on Taxes and Excises	480,000	544,179	113.4%	405,000	504,684	124.6%	75,000	39,495
Fees	61,000	33,434	54.8%	38,000	88,532	233.0%	23,000	(55,098)
Payments in Lieu of Taxes	479,150	488,630	102.0%	467,463	475,783	101.8%	11,687	12,847
Other Departmental Revenues	276,586	261,829	94.7%	234,586	256,036	109.1%	42,000	5,793
Other Departmental Revenues - School Medicare	200,000	344,585	172.3%	275,000	356,936	129.8%	(75,000)	(12,351)
Non-Recurring Revenues	-	1,126	N/A	-	6,301	N/A	-	(5,175)
Licenses and Permits	2,391,502	5,131,597	214.6%	2,401,315	2,924,701	121.8%	(9,813)	2,206,896
Fines & Forfeits	118,766	287,169	241.8%	132,500	181,535	137.0%	(13,734)	105,633
Investment Income	222,552	4,364,287	1961.0%	275,794	6,007,778	2178.4%	(53,242)	(1,643,491)
Special Assessments	-	81	N/A	-	678	N/A	-	(597)
<b>Total Estimated Receipts</b>	<b>11,921,542</b>	<b>21,602,265</b>	<b>181.2%</b>	<b>11,779,367</b>	<b>20,374,484</b>	<b>173.0%</b>	<b>142,175</b>	<b>1,227,781</b>
<b>Off-Set Receipts</b>								
Recreation	498,531	575,931	115.5%	556,531	498,850	89.6%	(58,000)	77,081
Elder Services	120,000	119,491	99.6%	106,000	125,156	118.1%	14,000	(5,664)
Public Facilities - Rental Receipts	105,000	77,441	73.8%	60,000	114,966	191.6%	45,000	(37,525)
Cemetery - Interment Fees	76,000	69,901	92.0%	60,000	79,947	133.2%	16,000	(10,046)
Public Safety - Police Detail Fees	55,000	81,825	148.8%	70,000	59,627	85.2%	(15,000)	22,198
Public Safety / Fire - Ambulance Receipts	1,768,000	2,078,081	117.5%	1,750,000	1,778,081	101.6%	18,000	300,000
<b>Total Off-Set Receipts</b>	<b>2,622,531</b>	<b>3,002,671</b>	<b>114.5%</b>	<b>2,602,531</b>	<b>2,656,627</b>	<b>102.1%</b>	<b>20,000</b>	<b>346,044</b>
<b>Other Revenues</b>								
Property Taxes (inc. Tax Titles)	191,831,670	191,066,472	99.6%	182,687,607	182,386,718	99.8%	9,144,063	8,679,754
State Aid	17,181,263	17,237,134	100.3%	16,716,855	16,622,346	99.4%	464,408	614,788
<b>Total Other Revenues</b>	<b>209,012,933</b>	<b>208,303,606</b>	<b>99.7%</b>	<b>199,404,462</b>	<b>199,009,063</b>	<b>99.8%</b>	<b>9,608,471</b>	<b>9,294,542</b>
<b>Total Revenues</b>	<b>223,557,006</b>	<b>232,908,541</b>	<b>104.2%</b>	<b>213,786,360</b>	<b>222,040,174</b>	<b>103.9%</b>	<b>9,770,646</b>	<b>10,868,367</b>

**Town of Andover**  
**FY 2025 Enterprise Funds Year-To-Date Revenue Report**  
**Budgeted vs. Actuals 6/30/2025 and 6/30/2024**

<b>Water Fund</b>	<b>FY 25 Budgeted Receipts</b>	<b>FY 25 YTD Revenues</b>	<b>% Collected</b>	<b>FY 24 Budgeted Receipts</b>	<b>FY 24 YTD Revenues</b>	<b>% Collected</b>	<b>Change in Budgets</b>	<b>Change in YTD Receipts</b>
User Charges	12,074,218	12,613,524	104.5%	12,777,571	10,695,835	83.7%	(703,353)	1,917,689
Water Connection	15,000	10,693	71.3%	5,000	15,096	301.9%	10,000	(4,403)
Water Testing Fees	20,000	12,061	60.3%	5,000	22,855	457.1%	15,000	(10,794)
Meter Installations	9,000	7,875	87.5%	10,000	10,306	103.1%	(1,000)	(2,431)
Fire Flow Test	6,000	10,228	170.5%	5,000	6,272	125.4%	1,000	3,956
Special/Final Reads	25,000	16,807	67.2%	15,000	15,335	102.2%	10,000	1,472
Backflow/Cross Connection Fees	55,000	87,400	158.9%	80,000	95,690	119.6%	(25,000)	(8,290)
Water Tap	-	600	N/A	-	650	N/A	-	(50)
Liens	80,000	108,514	135.6%	70,000	78,612	112.3%	10,000	29,902
Fire Services	290,000	463,239	159.7%	250,000	224,349	89.7%	40,000	238,890
Interest /Misc Revenue	-	1,000	N/A	-	8,432	N/A	-	(7,431)
Non-Revenue Interest	26,445	51,774	195.8%	26,445	20,444	77.3%	-	31,330
<b>Total Water Receipts</b>	<b>12,600,663</b>	<b>13,383,714</b>	<b>106.2%</b>	<b>13,244,016</b>	<b>11,193,876</b>	<b>84.5%</b>	<b>(643,353)</b>	<b>2,189,838</b>
<b>Sewer Fund</b>	<b>FY 25 Budgeted Receipts</b>	<b>FY 25 YTD Revenues</b>	<b>% Collected</b>	<b>FY 24 Budgeted Receipts</b>	<b>FY 24 YTD Revenues</b>	<b>% Collected</b>	<b>Change in Budgets</b>	<b>Change in YTD Receipts</b>
User Charges	5,061,671	5,060,045	100.0%	5,354,484	5,084,921	95.0%	(292,813)	(24,876)
Committed Interest/Income	80,000	89,892	112.4%	130,000	115,129	88.6%	(50,000)	(25,237)
Liens	65,000	76,669	118.0%	50,000	49,174	98.3%	15,000	27,495
Apport Assmnts	300,000	381,280	127.1%	400,000	445,482	111.4%	(100,000)	(64,202)
Deferred Property Tax	-	-	N/A	-	13,425	N/A	-	(13,425)
Interest /Misc Revenue	-	1,193	N/A	-	8,924	N/A	-	(7,731)
Non-Revenue Interest	20,000	67,004	335.0%	25,000	77,432	309.7%	(5,000)	(10,428)
<b>Total Sewer Receipts</b>	<b>5,526,671</b>	<b>5,676,084</b>	<b>102.7%</b>	<b>5,959,484</b>	<b>5,794,487</b>	<b>97.2%</b>	<b>(432,813)</b>	<b>(118,403)</b>
<b>Total Enterprise Revenues</b>	<b>18,127,334</b>	<b>19,059,798</b>	<b>105.1%</b>	<b>19,203,500</b>	<b>16,988,363</b>	<b>88.46%</b>	<b>(1,076,166)</b>	<b>2,071,435</b>

## Town of Andover Local Receipts FY 2025 and FY 2024

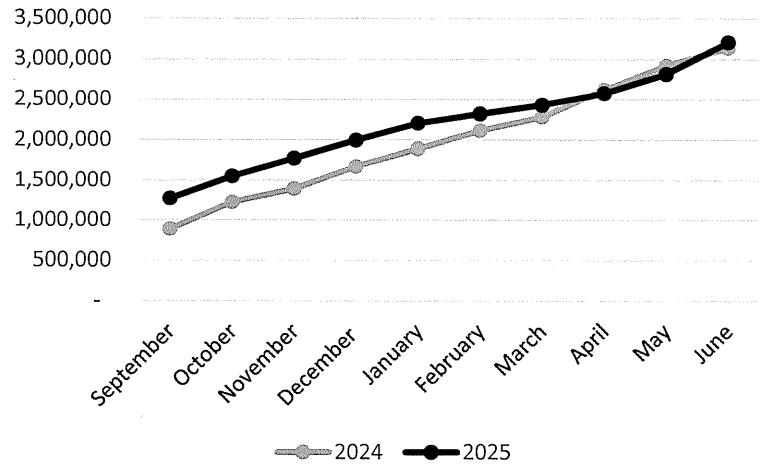


	0	\$1 M	\$2 M	\$3 M	\$4 M	\$5 M	\$6 M	\$7 M	\$8 M	\$9 M	\$10 M	\$11 M	\$12 M	\$13 M	\$14 M	\$15 M	\$16 M	\$17 M	\$18 M	\$19 M	\$20 M	\$21 M	\$22 M	\$23 M
		Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Budget												
■ FY 2024 % of Budget		31.9%	39.6%	47.4%	65.1%	72.6%	90.0%	128.5%	142.9%	158.0%	173.0%	100.0%												
■ FY 2025 % of Budget		34.9%	42.4%	49.3%	63.6%	69.5%	83.6%	136.7%	150.5%	165.9%	181.2%	100.0%												
□ FY 2024 Receipts		\$3,752,141	\$4,659,961	\$5,577,813	\$7,669,262	\$8,546,229	\$10,597,378	\$15,133,862	\$16,832,407	\$18,613,850	\$20,374,484	\$11,779,367												
■ FY 2025 Receipts		\$4,165,383	\$5,057,731	\$5,872,141	\$7,586,509	\$8,286,370	\$9,962,359	\$16,296,949	\$17,937,687	\$19,776,389	\$21,602,265	\$11,921,542												

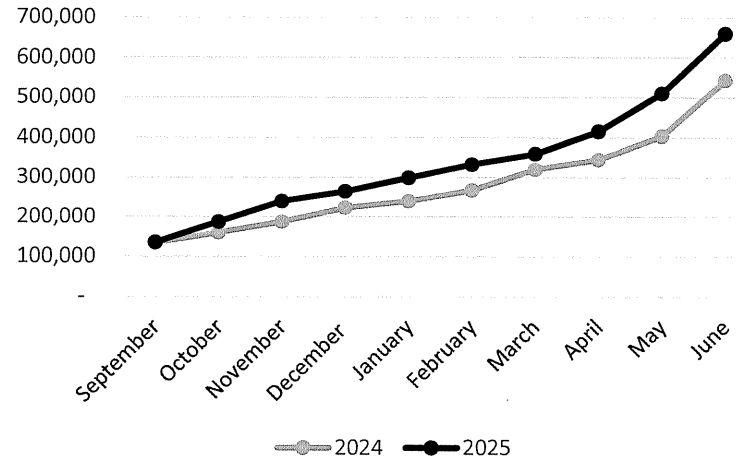
**Town of Andover**  
**FY 2025 Year-To-Date Budget Report**  
**Personal Services and Other Expenditures thru 6/30/2025**

	Original Appropriation	Transfers/ Adjustments	Revised Budget	YTD Expended	Encumbrances	Available Balance	% Expended & Encumbered	% Expended
<b>Personal Services</b>								
General Government	8,523,760	(118,000)	8,405,760	8,109,157	-	296,603	96.5%	96.5%
Community Services	1,811,840	-	1,811,840	1,827,630	-	(15,790)	100.9%	100.9%
Public Facilities	2,826,220	-	2,826,220	2,835,743	-	(9,523)	100.3%	100.3%
Public Safety - Fire	9,644,286	800,000	10,444,286	10,396,133	-	48,154	99.5%	99.5%
Public Safety - Police	8,856,002	350,000	9,206,002	9,328,258	-	(122,256)	101.3%	101.3%
Public Works	3,809,170	240,026	4,049,196	4,138,008	-	(88,813)	102.2%	102.2%
Library	2,414,256	-	2,414,256	2,423,136	-	(8,880)	100.4%	100.4%
Solid Waste	80,362	-	80,362	80,509	-	(147)	100.2%	100.2%
School	82,640,530	(82,270)	82,558,260	82,558,260	-	-	100.0%	100.0%
<b>Total Personal Services - General Fund</b>	<b>120,606,426</b>	<b>1,189,756</b>	<b>121,796,182</b>	<b>121,696,834</b>	<b>-</b>	<b>99,348</b>	<b>99.9%</b>	<b>99.9%</b>
Water Enterprise	2,339,562	-	2,339,562	2,385,151	-	(45,589)	101.9%	101.9%
Sewer Enterprise	388,877	-	388,877	392,906	-	(4,029)	101.0%	101.0%
<b>Total Personal Services - Enterprise Funds</b>	<b>2,728,439</b>	<b>-</b>	<b>2,728,439</b>	<b>2,778,058</b>	<b>-</b>	<b>(49,619)</b>	<b>101.8%</b>	<b>101.8%</b>
<b>Other Expenses</b>								
General Government	2,905,279	499,513	3,404,792	3,202,147	169,215	33,430	99.0%	94.0%
Community Services	649,000	147,046	796,046	658,537	21,577	115,932	85.4%	82.7%
Public Facilities	1,461,400	90,759	1,552,159	1,373,649	71,678	106,831	93.1%	88.5%
Public Safety - Fire	691,504	380,335	1,071,839	976,536	74,673	20,630	98.1%	91.1%
Public Safety - Police	1,002,800	49,149	1,051,949	923,654	31,045	97,250	90.8%	87.8%
Public Works	2,589,879	669,372	3,259,251	2,601,060	423,709	234,482	92.8%	79.8%
Library	683,085	1,600	684,685	662,975	8,053	13,657	98.0%	96.8%
Solid Waste	4,059,770	464,739	4,524,509	4,040,831	406,861	76,817	98.3%	89.3%
School	20,120,891	1,377,603	21,498,494	19,594,448	1,797,931	106,115	99.5%	91.1%
Technical Schools	1,351,587	(92,000)	1,259,587	1,257,526	-	2,061	99.8%	99.8%
Debt Service	27,952,429	65,000	28,017,429	28,009,987	-	7,442	100.0%	100.0%
Insurance	1,549,284	(138,914)	1,410,370	1,397,472	12,898	-	100.0%	99.1%
Health Insurance	25,135,936	-	25,135,936	25,135,936	-	-	100.0%	100.0%
Unemployment	172,303	5,084	177,387	177,387	-	-	100.0%	100.0%
Retirement	7,481,089	-	7,481,089	7,481,086	-	3	100.0%	100.0%
Reserve Fund	200,000	(198,677)	1,323	-	-	1,323	0.0%	0.0%
OPEB Appropriation	1,874,364	-	1,874,364	1,874,364	-	-	100.0%	100.0%
<b>Total Other Expenses - General Fund</b>	<b>99,880,600</b>	<b>3,320,608</b>	<b>103,201,208</b>	<b>99,367,595</b>	<b>3,017,641</b>	<b>815,973</b>	<b>99.2%</b>	<b>96.3%</b>
Water Enterprise	10,567,288	381,183	10,948,471	9,230,724	274,264	1,443,483	86.8%	84.3%
Sewer Enterprise	5,112,039	931,538	6,043,577	4,945,893	111,538	986,146	83.7%	81.8%
<b>Total Other Expenses - Enterprise Funds</b>	<b>15,679,327</b>	<b>1,312,721</b>	<b>16,992,048</b>	<b>14,176,617</b>	<b>385,802</b>	<b>2,429,630</b>	<b>85.7%</b>	<b>83.4%</b>
<b>Total - General Fund</b>	<b>220,487,026</b>	<b>4,510,364</b>	<b>224,997,390</b>	<b>221,064,428</b>	<b>3,017,641</b>	<b>915,321</b>	<b>99.6%</b>	<b>98.3%</b>
<b>Total - Enterprise Funds</b>	<b>18,407,766</b>	<b>1,312,721</b>	<b>19,720,487</b>	<b>16,954,674</b>	<b>385,802</b>	<b>2,380,011</b>	<b>87.9%</b>	<b>86.0%</b>

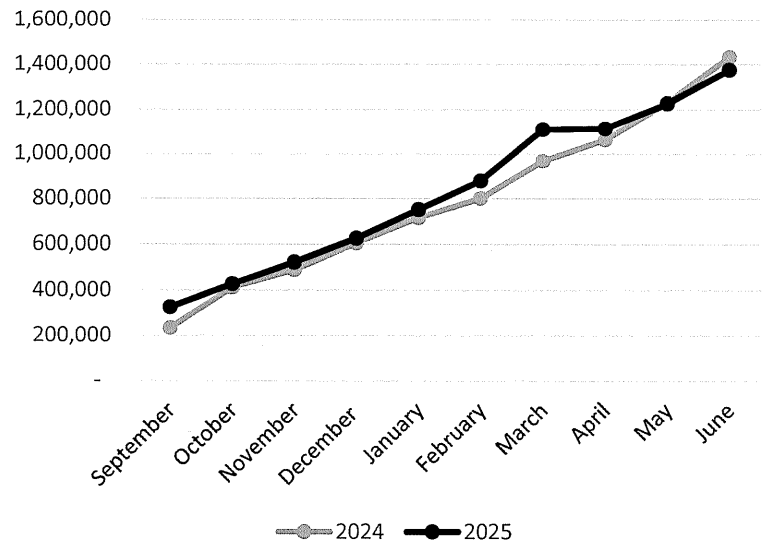
### General Government Expenses



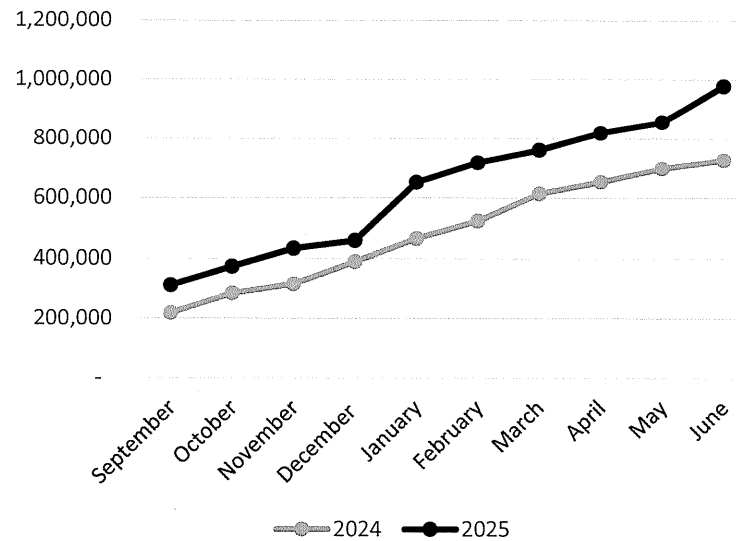
### Community Services Expenses



### Public Facilities Expenses

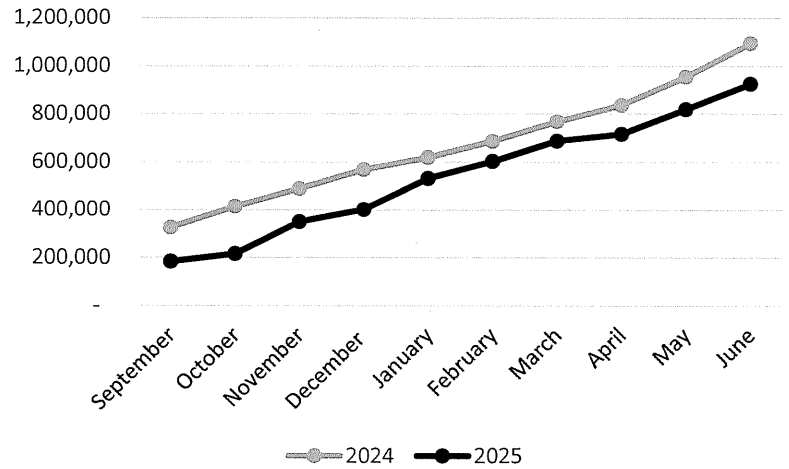


### Fire Expenses

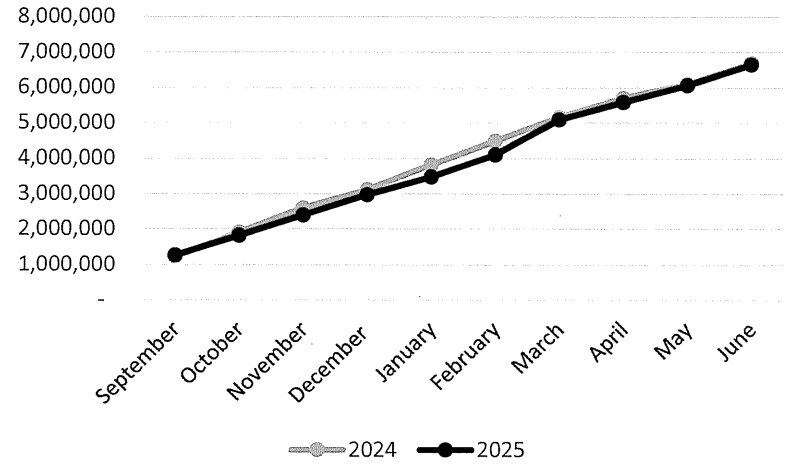


\*Expenses vary from year to year due to timing and departmental needs, but can still be on budget.

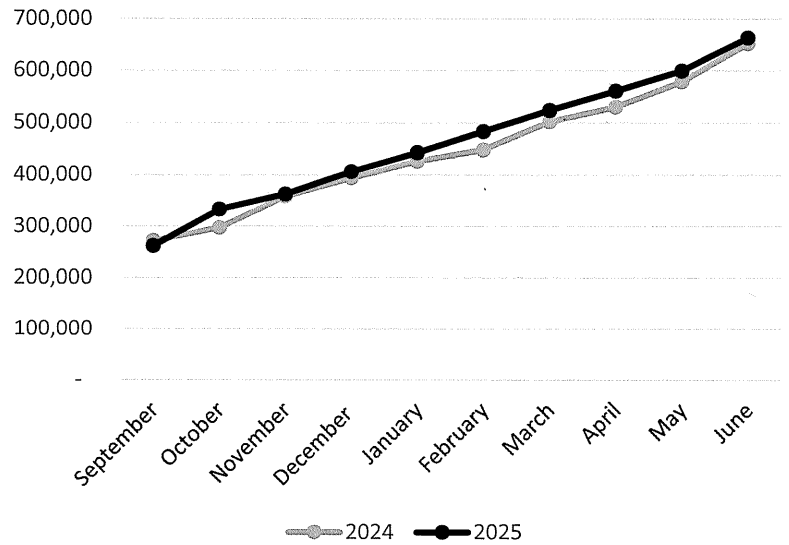
### Police Expenses



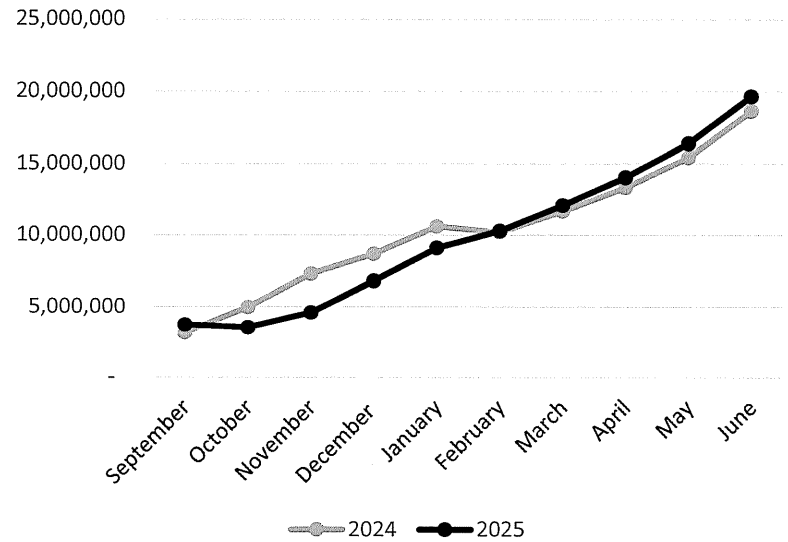
### Public Works & Solid Waste Expenses



### Library Expenses

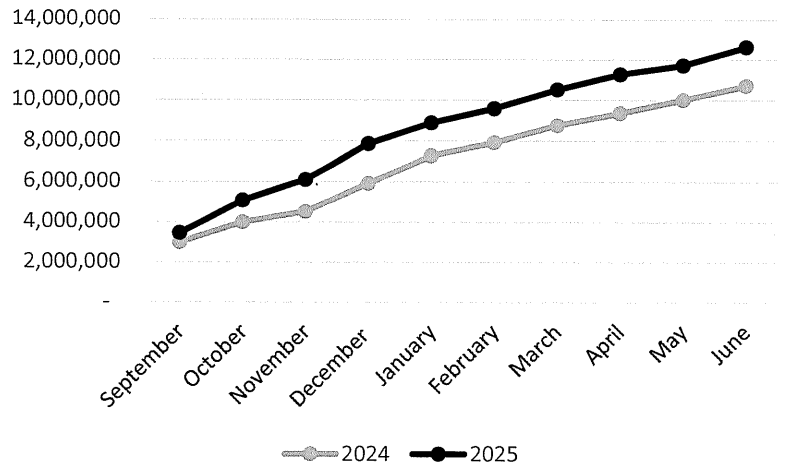


### School Expenses

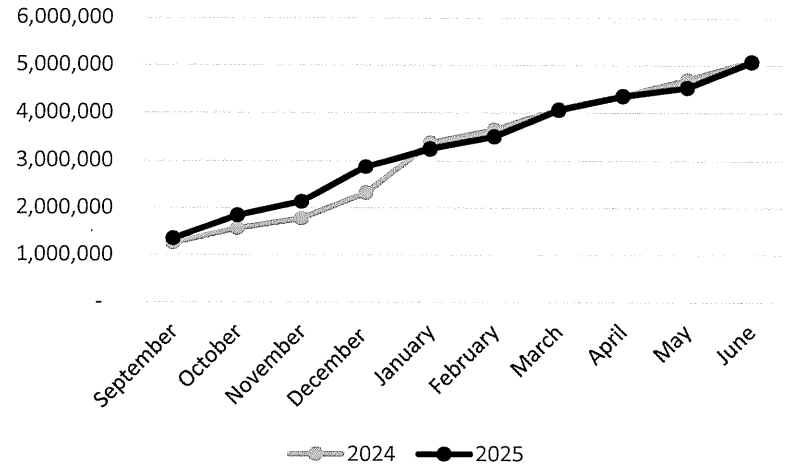


\*Expenses vary from year to year due to timing and departmental needs, but can still be on budget.

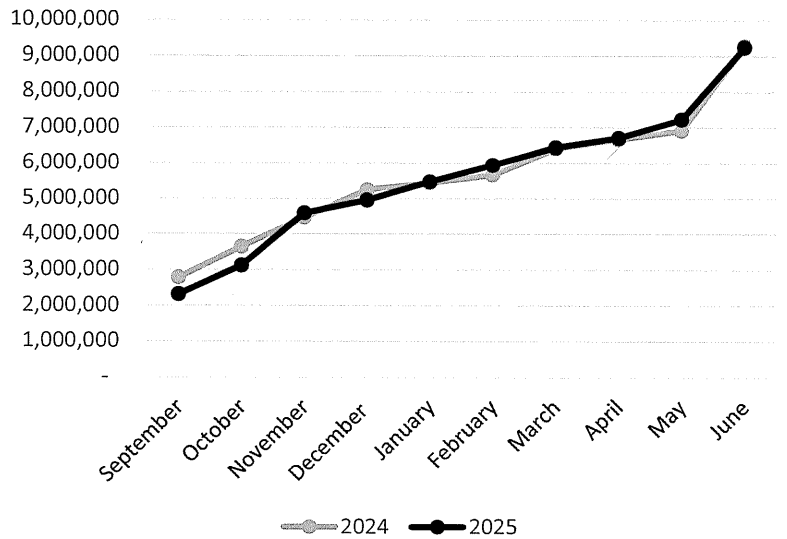
### Water User Charges



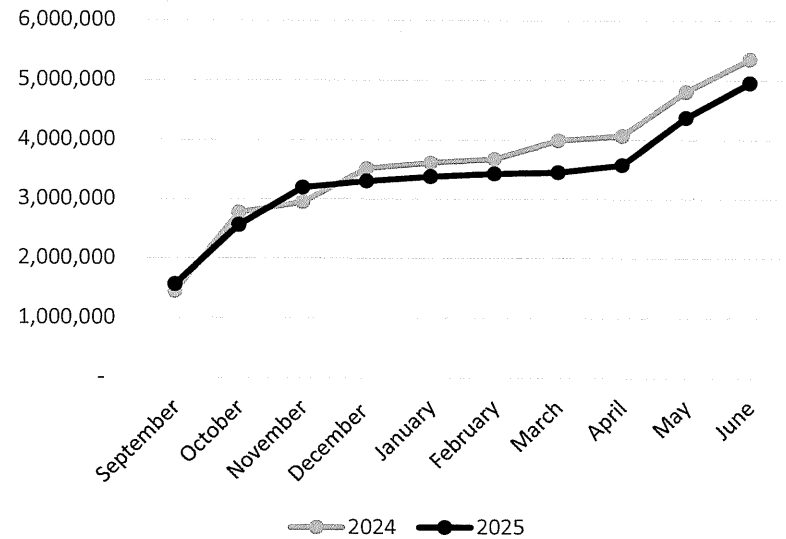
### Sewer User Charges



### Water Other Expenses



### Sewer Other Expenses



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

**Town of Andover**  
**FY 2025 Reserve Account**  
**As of 6/30/25**

**RESERVE FUND**

---

Appropriation by Vote of Town Meetings April and June 2024	\$ 321,323.00
Transfers by Vote of Town Meeting	0.00
Transfers by Authority of the Finance Committee	
Public Safety - Injured in Line of Duty Expenses	(320,000.00)
Available Balance	<u>\$ 1,323.00</u>

**Town of Andover**  
**FY 2025 Revolving Accounts**  
**(M.G.L. CH. 44, § 53 E1/2)**  
**As of 6/30/25**

	CD & P Legal Notices Acct 5550	Library Lost/Damaged Materials Acct 5631	CD & P Health Services Clinics Acct 5557	Recreation Special Services Acct 5552	Youth Services Acct 5553	Facilities Field Maintenance Acct 5622	Elder Services Acct 5554	Police Antenna Uses Acct 5653	School Photocopy Fees Acct 4510	Facilities Compost Program Acct 5666	DPW Solid Waste Fees Acct 5667	CD & P Stormwater Management Acct 5668	Fire Emergency Billing Acct 5669	Health Services Inspections Acct 5670	School Professional Development Acct 4500	Student Technology Rentals Acct 4260	Public Space Rentals Acct 5546
Balance thru 6/30/2023	34,517	18,887	53,076	1,430,203	435,076	224,211	179,548	58,892	50,598	34,197	83,617.47	0	681	176,476	3,184	51,854	N/A
Receipts thru 6/30/2024	28,058	3,378	64,730	1,974,285	391,724	87,788	167,133	5,319	3,034	32,967	22,473	0	0	56,660	0	35,750	N/A
Expenditures thru 6/30/2024	28,412	1,797	3,637	1,713,458	186,942	156,636	116,437	0	0	45,423	38,696	0	0	25,473	0	20,390	0
Balance thru 6/30/2024	34,163	20,468	114,169	1,691,031	639,859	155,362	230,244	64,211	53,632	21,741	67,395	0	681	207,663	3,184	67,214	0
Receipts thru 6/30/2025	19,421	2,672	29,648	2,339,847	376,918	85,383	180,080	10,652	3,331	27,484	30,496	0	0	56,430	0	47,580	0
Expenditures thru 6/30/2025	20,859	82	26,492	2,220,000	320,144	113,547	110,405	0	0	31,318	18,377	0	0	26,476	0	58,130	0
Balance thru 6/30/2025	32,724	23,059	117,326	1,810,878	696,633	127,197	299,919	74,863	56,963	17,907	79,513	0	681	237,617	3,184	56,664	0
Spending Authorization	\$35,000	\$20,000	\$60,000	\$2,220,000	\$400,000	\$150,000	\$225,000	\$50,000	\$10,000	\$60,000	\$40,000	\$5,000	\$100,000	\$100,000	\$50,000	\$200,000	\$50,000
Y-T-D % Spent	59.60%	0.41%	44.15%	100.00%	80.04%	75.70%	49.07%	0.00%	0.00%	52.20%	45.94%	0.00%	0.00%	26.48%	0.00%	29.07%	0.00%

**Town of Andover  
Capital Projects  
6/30/2025**

	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>Total Available</u>
Budget	1,040,000	1,011,600	1,150,000	1,185,000	1,271,500	1,338,000	1,210,000	
Expended	1,040,000	1,011,600	1,147,165	1,185,000	1,106,888	881,551	404,220	
Encumbered	-	-	1,891	-	18,376	129,394	58,332	
<b>Total School</b>	Available	-	944	-	146,235	327,055	747,449	1,221,683
Budget	487,000	1,069,098	902,108	137,000	150,000	95,000	60,000	
Expended	483,303	1,011,808	902,108	133,583	109,597	39,197	25,000	
Encumbered	3,517	1,600	-	130	3,900	15,351	-	
<b>Total General Government</b>	Available	181	55,690	-	3,287	36,503	35,000	171,113
Budget	-	10,000	50,000	-	-	-	-	
Expended	-	10,000	50,000	-	-	-	-	
Encumbered	-	-	-	-	-	-	-	
<b>Total Library</b>	Available	-	-	-	-	-	-	-
Budget	946,000	1,303,000	468,000	1,180,000	1,165,000	1,130,000	1,209,000	
Expended	946,000	1,303,000	437,435	1,176,897	1,066,296	854,252	446,811	
Encumbered	-	-	6,403	-	56,510	141,515	57,449	
<b>Total Facilities</b>	Available	-	24,162	3,103	42,194	134,234	704,739	908,432
Budget	250,077	195,000	195,000	255,000	-	40,000	65,000	
Expended	250,077	195,000	195,000	254,948	-	40,000	-	
Encumbered	-	-	-	52	-	-	-	
<b>Total Police</b>	Available	-	-	-	-	-	65,000	65,000
Budget	214,000	-	96,000	88,000	-	185,000	-	
Expended	213,990	-	96,000	77,383	-	-	-	
Encumbered	-	-	-	10,617	-	-	-	
<b>Total Fire</b>	Available	10	-	-	-	185,000	-	185,010
Budget	328,000	400,000	-	165,000	170,000	102,000	80,000	
Expended	328,000	399,119	-	145,000	150,000	64,975	59,390	
Encumbered	-	-	-	-	-	-	-	
<b>Total DPW</b>	Available	-	881	20,000	20,000	37,026	20,610	98,516
Budget	2,225,077	2,977,098	1,711,108	1,825,000	1,485,000	1,552,000	1,414,000	
Expended	2,221,369	2,918,927	1,680,543	1,787,811	1,325,893	998,423	531,202	
Encumbered	3,517	1,600	6,403	10,798	60,410	156,866	57,449	
<b>Total Town</b>	Available	191	56,571	24,162	26,390	396,711	825,349	1,428,071
Budget	3,265,077	3,988,698	2,861,108	3,010,000	2,756,500	2,890,000	2,624,000	
Expended	3,261,369	3,930,527	2,827,708	2,972,811	2,432,781	1,879,974	935,421	
Encumbered	3,517	1,600	8,294	10,798	78,787	286,260	115,781	
<b>Grand Total</b>	Available	191	56,571	25,106	26,390	244,932	1,572,798	2,649,754



# TOWN OF ANDOVER

Planning Division  
36 Bartlet Street  
Andover, MA 01810  
978-623-8620  
www.andoverma.gov

September 30, 2025

Re: Riverside Woods, 4 Francis Drive, Unit 311, Affordable Unit Right of First Refusal

Dear Select Board,

A unit at Riverside Woods, that is designated for households earning up to 120% of the Area Median Income (AMI), will be available for resale this month. As required by the Planning Board's Special Permit, the Town of Andover holds the Right of First Refusal for such units.

This unit is a two-bedroom, one-bathroom home and will be listed at \$428,000, based on the 120% AMI calculation.

I recommend that the Town not exercise its Right of First Refusal and instead work to find an eligible buyer. There are two main reasons for this:

1. There are insufficient funds in the Housing Trust Fund to purchase the unit at this time.
2. The Town has successfully partnered with Andover Community Trust (ACT) in the past to find qualified buyers for similar units.

If the Select Board agrees not to exercise its Right, Denise Johnson and I will begin marketing the unit to eligible households. The requirements are:

- Income at or below 120% of AMI:
  - 1-person household: \$118,740
  - 2-person household: \$135,720
- At least one applicant must be aged 62 or older; other household members must be at least 18.
- The buyer does not need to be a first-time homebuyer.

Denise Johnson will be present at the meeting if you have any questions or need more information.

Sincerely,

Lisa Schwarz, AICP  
Assistant Planning Director



## 2026 ANNUAL TOWN MEETING & ELECTION CALENDAR

<b>Andover Town Election &amp; Annual Town Meeting</b>		
<b>ANNUAL TOWN ELECTION:</b>	Tuesday, March 24, 2026 7:00AM - 8:00PM	(Fourth Tuesday in March)
<b>ANNUAL TOWN MEETING:</b>	April 28, April 29, & April 30, 2026 7:00PM J. Everett Collins Center Auditorium Andover High School, Shawsheen Road	
<b>BUDGET DUE TO TOWN:</b>	Friday, February 6, 2026	(First Friday of Feb.)
<b>ANNUAL TOWN REPORT:</b>	Tuesday, March 17, 2026	(7 days before town election)
<b>FINANCE COMMITTEE REPORT:</b>	Saturday, April 18, 2026	(10 days before business meeting)
<b>TOWN WARRANT:</b>	Opens: Monday, October 20, 2025 Closes: Friday, January 16, 2026	

<b>ANDOVER TOWN ELECTION DEADLINES</b>		
Last day to submit nomination papers to the Board of Registrars for Town Election	<b>Tuesday, February 3, 2026 5:00PM</b>	(49 days)
Last day to withdraw from Town Election (notarized statement in writing)	<b>Thursday, February 19, 2026 5:00PM</b>	(33 days)
Last Day to register to vote for the Town Election for non-registered voters:	<b>Saturday, March 14, 2026</b>	(10 days)
Warrant Posted & Published:	<b>No later than Tuesday, March 10, 2026</b>	(14 days)

***PLEASE NOTE:*** Mail-in voter registration forms are available at the Registry of Motor Vehicles, Memorial Hall Library, all four Post Offices, the Secretary of the Commonwealth's website, and the Town Offices on Bartlet Street. If you are not registered to vote, to be eligible to vote at an Election or Town Meeting, your mail-in form must be received or postmarked by the last day to register per State law. Online voter registration is now available on the Secretary of the Commonwealth's web site.



## ANNUAL TOWN MEETING DEADLINES

Last Day to Register to vote for the Annual Town Meeting for non-registered voters:	<b>Saturday, April 18, 2026</b>	(10 days)
Warrant Posted & Published:	<b>No later than Tuesday, April 14, 2026</b>	(14 days)

## 2026 CAMPAIGN FINANCE REPORTING

REPORT NAME	REPORT DUE	REPORTING PERIOD DATES
2025 End-of-Year:	Due Jan. 20, 2026	<u>Reporting Period Ending:</u> <ul style="list-style-type: none"> <li>• April 15, 2025 – December 31, 2025 (for 2025 candidates not dissolved)</li> <li>• January 1, 2025 – December 31, 2025 (for all others)</li> </ul>
8 Day Pre-Election:	Due March 16, 2026	<u>Reporting period:</u> <ul style="list-style-type: none"> <li>• January 1, 2026 – March 6, 2026 (accounting closes 10 days before due date)</li> </ul>
30 Day Post-Election:	Due April 23, 2026	<u>Reporting period:</u> <ul style="list-style-type: none"> <li>• March 7, 2026 – April 13, 2026 (accounting closes 10 days before due date)</li> </ul>
2026 End-of-Year:	Due Jan. 20, 2027	<u>Reporting Period Ending:</u> <ul style="list-style-type: none"> <li>• April 14, 2026 through December 31, 2026 (for all 2026 candidates not dissolved)</li> <li>• January 1, 2026 through December 31, 2026 (for all others)</li> </ul>
Dissolution Report:	Due when balance is zero with written notice	

## 2026 STATE ELECTIONS

State Primary Election – Tuesday, September 1, 2026  
State General Election – Tuesday, November 3, 2026



## Select Board Meeting – Agenda Amended 09/04/2025

Monday, September 22, 2025

Meetings are televised on Comcast Channel 22 and Verizon Channel 45

---

### I. Call to Order:

Chair Vispoli called the Meeting of Monday, September 22, 2025, to order at 6:30 PM in the Select Board Meeting Room at Town Offices. Members in attendance: Vice Chair Ellen Townson, Clerk Melissa Danisch, and members Kevin Coffey and Laura Gregory.

On a motion by Ellen Townson and seconded by Laura Gregory the Board immediately voted to go into the Executive Session pursuant to purpose three to discuss strategy in respect to litigation filed by William Fahey and for the Chair to declare that an Open Session may have a detrimental effect on the litigation position of the Town and B: Roll call: Melissa Danisch-Y, Kevin Coffey-Y, Laura Gregory-Y, Ellen Townson-Y, and Alex Vispoli-Y.

The Board to vote to go into Executive Session for Purpose Seven to approve and release Executive Session Minutes of August 11, 2025, and August 20, 2025 and for the Chair to declare that an Open Session may have a detrimental effect on the negotiating position of the Town and return to Open Session. Motion seconded by Ellen Townson. Roll call: Melissa Danisch-Y, Kevin Coffey-Y, Laura Gregory-Y, Ellen Townson-Y, and Alex Vispoli-Y.

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

The Regular Meeting of the Select Board began with a Moment of Silence followed by the Pledge of Allegiance.

### III. Town Manager Report

The Town Manager extended his appreciation to Paul Salafia and his team for their participation in planning Andover Day. It was a successful Day. Thanks too to everyone in the Town who helped.

### IV. Communications/Announcements/Liaison Reports

Mike Lindstrom provided an update on Chandler Road Phase I including the Community Garden and parking lot that will be completed in October and will then move onto the design phase.

### V. Public Hearings

#### A. Class II Dealer's License – Henriquez Auto Sales LLC

The Board will consider voting to approve Enrique's Auto Sales LLC Andover Massachusetts for a Class 2 Motor Vehicle Dealer License with Darlin Henriquez at 45 Eastern Avenue, Lynn, Massachusetts as proposed manager of the business. 3 Lupine Road, Suite 45, at 530 Eastern Avenue. This is a continuation of a previous Select Board Meeting. Austin Simko reported that they spoke with the applicant and the owner of the property and posed the questions the Select Board asked, and the written comments included in the Meeting Packet along with photos and a diagram.

The Building Inspector and Safety Officer Ota walked the property and found no issues with the condition of the of the property and spoke with the landlord who provided an executed renewable lease. A Lupine Road neighbor had asked what the existing counts of accidents in that area. There were five crashes over a four-year period in that area all due to not stopping at the stop sign. Looking at the intersection of Lupine and School Street, there were 3 crashes over a four-year period.

Melissa Danisch moved to approve the application of Henriquez Auto Sales LL43 Lupine Road, Suite 45, Andover, Massachusetts for a Class 2 Motor Vehicle's Dealer's License with Darlin Henriquez, 530 Eastern Avenue, Lynn Massachusetts as the proposed manager of the business. Laura Gregory seconded the motion, and the Board voted 5-0 to approve.

Melissa Danisch moved to approve the application of Enrique's Auto Sales LLC, 43 Lupine Road, Suite 45, Andover Mass for a Class two Motor Vehicle Dealer's License with Darlin Henriquez's at 530 Eastern Avenue, Lynn, Massachusetts as the proposed manager of the business is not detrimental to the spiritual activities of the Saint Augustine Cemetery at zero Lupine Road, Andover, Mass. The motion was seconded by Ellen Townson and voted 5-0 to approve. The Board congratulated Mr. Henriquez and wished him the best of luck.

## **VI. Regular Business**

A. Andover Economix Data About five years ago, the Pioneer Institute came to Andover and provided an overview of our economic footprint with some state level trends and data. Mr. McCall, a senior research fellow, provided an update on their work to the Board including how many of Andover jobs are located around local services as opposed to jobs that have more of a regional impact on service provisions and production comparison to the 16 peer groups Andover compares ourselves to; the number of residents has grown steadily.

### **B. Participatory Project Update**

The Town Manager reported that the program started a few years ago to allow residents to suggest different capital improvements, updates, and different things of a certain level that they would like to see in Town. There is a process where the Town Manager and his team select different projects and then forward and have not had an update on projects funded; accepted and are in flight. This would be a good opportunity to get that update from the team to see the progress made. The Town has supported the program for the last five years. The update included the total funding allocations, in the amount of \$155,000.00 as well as program highlights, status of projects and the timeline of next steps. Funds were used to upgrade the Pickle Ball Courts, Pollinator Garden behind the Robb Center, Patio at Rec Park, installation of a flashing beacon on Central Street and a drinking fountain in The Park.

### **C. Alcoholic Beverages License – Event on Town Owned Property**

Board to consider voting to approve an application from Marble Ridge Farm, LLC, doing business as Marble Ridge Winery, located at 11 Marble Ridge Road, North Andover, for a Wine and Malt One-day event on Town Property and will be a family-friendly event. Andover Rec will supply the fencing. They will also have a band or a DJ and activities for kids including a dog parade. They will be managing the space along with their tips certified servers with a three-drink limit with Oak and Iron Brewery. Servers will check hands for stamps for each beverage and ensure that there is only

one drink per person at a time with no third-party sales. n for Andover Day September 20, 2025 (rain date to be the following Saturday) under Select Board Liquor Regulations Section XI.2.N "Special One-Day Alcohol License Policy & Application for Outdoor Events on Town-owned Property.

On a motion by Melissa Danisch and seconded by Kevin Coffey, the Board voted 5-0 to approve the request from Marble Ridge Winery presented.

**D. 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 Howl-O-Ween on October 25, 2025. Jim Cass from Oak & Iron said that his presentation is basically the same as Ally's. He discussed the safety protocols for Howl-O-Ween.

On a motion by Melissa Danisch and seconded by Ellen Townson, the Board voted 5-0 to approve the request from Oak & Iron Brewing Company as presented.

**E. 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 Run for the Troops on November 9, 2025.

Jim Cass went over his presentation and safety protocols for Run for the Troops. This will be the sixth year of this event and already have 25 -people signed up and expect to raise \$4,000 from this event. In addition, they have merchandise for the runners and walkers to wear.

On a motion by Melissa Danisch and seconded by Laura Gregory, the Board voted 5-0 to approve the request from Oak & Iron Brewing Company as presented.

**F. Discussion and Authorization**

Authorization to seek from the Commonwealth Opioid Settlement from Purdue Pharma and Generic Manufacturers.

Atty Heim reported that the Town joined Class Action suits and is currently receiving settlement distributions from that Class Action Suit and being represented by Atty. Robert Rice. Atty. Heim is asking the Board to authorize the Town Manager to join that distribution of settlement funds.

Laura Gregory moved to authorize the Town Manager to seek distribution from the Commonwealth of Massachusetts Opioid Settlement Funds from Purdue Pharmaceutical and generic manufacturers including provision of any information necessary to receive funds from same. The motion was seconded by Ellen Townson and voted 5-0 to approve.

**G. Andover Home for Aged People**

Board to consider accepting a donation in support of the Robb Center podiatry program from the Andover Home for Aged People.

Jane Burns, Andover Senior Center asked the Board to consider a donation in support of the Robb Center for a podiatry service and also go to the homes of those that can't get to the Center. Andover Home for Aged People offer \$18,000. Ellen Townson moved to accept the donation as presented. Motion seconded by Melissa Danisch and voted 5-0 to approve.

**H. Grant of Restrictions-Olympic Village.**

On a motion made and seconded the Board moved to accept a grant of restrictions from Olympic Village. Attorney Heim said this subdivision was approved in 1980 and is a large parcel on River Street and provided background information on this request. The Conservation Commission and Select Board must accept and embrace the conditions provided to reactive the donations made. Melissa Danisch moved that the Board sign a grant of restriction and accept a donation of land from Olympic Village. Motion seconded by Ellen Townson and voted 5-0 to approve.

**Trick-or-Treating**

**I. Board to consider voting to set the date of Trick-or-Treating to October 31, 2025 from 5:00 p.m. to 7:00 p.m.**

On a motion by Laura Gregory the date of October 31, 2025 from 5:00 PM to 7:00 PM for Trick or Treating. Motion seconded by Ellen Townson and voted 5-0 to approve.

**J. 2025 and 2026 Select Board Meeting Dates**

Board to discuss meeting start times and consider voting to accept the following Select Board Meeting Schedule:

Laura Gregory moved to approve the 2025 and 2026 Select Board meeting dates and times as follows: meetings to start at 6:30 PM except for October 6, 2025 at 7:00 PM; and all other dates as presented. All other dates will begin at 6:30 PM.

The Saturday Triboard Meeting will begin at 9:00 AM. And to the extent the Board is available. Motion was seconded by Ellen Townson. Voted 5-0 to approve.

October 6, 2025  
October 20, 2025  
November 17, 2025  
Wednesday, December 3, 2025 Tri-Board  
December 8, 2025  
January 5, 2026  
January 26, 2026  
February 9, 2026  
February 23, 2026  
Saturday, March 7, 2026 Budget Overview  
March 9, 2026  
March 30, 2026

**K. Appointments by the Town Manager**

The Select Board unanimously voted that the following appointments by the Town Manager be approved.

<b>Board/Com mission</b>	<b>Name</b>	<b>Position</b>	<b>Start Date</b>	<b>Term Expires</b>
Scholarship Committee	Deborah Lenzi	Member	09/09/2025	06/30/2028
Scholarship Committee	Erik Smith	Member	09/09/2025	06/30/2028

**L. Approval of Minutes**

A. Board to approve minutes from the following meetings:

1. July 28, 2025
2. August 11, 2025

Ellen Townson moved to approve the minutes as presented. Motion seconded by Melissa Danisch and the Select Board voted 5-0 to approve.

**Summary of Town Manager Staff Appointments**

The Town Manager is pleased to announce the following appointments:

<b>Department</b>	<b>Name</b>	<b>Position</b>	<b>Date of Hire</b>	<b>Rate/Term</b>
Fire Rescue	Theodore Hart <i>(Victoria Manning)</i>	Firefighter	09/01/2025	\$78,058.93/year
Fire Rescue	Emma Feeney <i>(Robert Harnais)</i>	Firefighter	09/01/2025	\$68,058.93/year
Fire Rescue	David Manning	Firefighter	09/01/2025	\$68,058.93/year
Fire Rescue	Nicolas Penta <i>(Jeremiah Manfra)</i>	Firefighter	09/01/2025	\$75,558.93/year
Innovation & Technology	Brendan Henry <i>(Stephen Douglas)</i>	Experience Architect	09/29/2025	\$115,399.90/year

Adjourn: At 8:55 PM on a motion duly made and seconded the Select Board voted 5-0 to adjourn the meeting of September 22, 2025.

Respectfully submitted,  
Dee DeLorenzo, Recording Secretary.

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