



Select Board Meeting – Amended 11/05/2025

Thursday, November 6, 2025 at 6:30 PM

Town Offices, Select Board Room

36 Bartlet Street, Andover, MA 01810

RECEIVED
TOWN CLERK'S OFFICE
2025 NOV -5 AM 9:38
TOWN OF ANDOVER, MA

I. Call to Order – 6:30 P.M.

II. Executive Session

- A. Board to vote to go into Executive Session pursuant to option 3 to discuss strategy with respect to litigation filed by Fusion Learning; and for the Chair to declare that an open session may have a detrimental effect on the negotiating position and litigation position of the Town; and
- B. Board to vote to go into Executive Session pursuant purpose 7 to approve and release or not release Executive Session minutes of September 22, 2025; 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. Andover Home for Aged People
Board to consider accepting a donation for the Elderly and Disabled Tax Fund from the Andover Home for Aged People.
- B. MBTA Response
Select Board to consider voting to sign a letter to the MBTA regarding signaling at the Essex Street railroad crossing, and outstanding approvals relating to the Essex Street Corridor and Old Town Yard projects.
- C. Local Initiative Program Application – 1st Reading
Hearthstone Realty Corporation/DREAM Collaborative to present a Local Initiative Program application for the development of a condominium complex at 84-88 Andover Street. Board to consider voting to support the application.

VIII. Approval of Minutes

- A. Board to approve minutes from the following meetings:
 - 1. August 20, 2025 Select Board
 - 2. September 17, 2025 Subcommittee
 - 3. September 24, 2025 Subcommittee
 - 4. October 6, 2025 Subcommittee

Summary of Town Manager Staff Appointments

The Town Manager is pleased to announce the following appointments:

Department	Name	Position	Date of Hire	Rate/Term
Administration & Finance: Assessor's Office	Jaylene Pagan (Karen Smith)	Office Assistant	11/03/2025	\$59,079.31/year
Town Clerk's Office	Katy Dorandi (Stephanie Vaccaro)	Customer Service Assistant	11/05/2025	\$56,601.10/year

IX. Adjourn

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



TOWN OF ANDOVER

September 15, 2025

Thomas Urbelis
Andover Home for Aged People
PO Box 143
Andover, MA 01810

Dear Mr. Urbelis

The Town of Andover Elderly and Disabled Tax Fund Committee distribute donated funds to Andover's most vulnerable homeowners. This fund is 100% supported by donations.

In 2024 the fund supported 22 residents and distributed over \$14,000.00 in tax relief. We could not have done this without the generous support of the Andover Home for Aged People. We respectfully request your consideration of a 2025 award of \$10,000. This donation will assist in ensuring the fund continues into 2026 while supporting 2025 applicants.

We would like to be present at your next meeting to discuss this matter in person.

I speak for all when expressing our sincere appreciation for your support. We remain committed to ensuring Andover's seniors and disabled residents can remain in their home for as long as possible.

Best Regards,

Tom Rando & Kim Rainen
Elderly & Disabled Tax Fund Committee
jetrando@comcast.net & kbr@butlerrainen.com
978-387-8001



TOWN OF ANDOVER

Select Board
36 Bartlet Street
Andover, MA 01810
978-623-8200
www.andoverma.gov

November 6, 2025

Massachusetts Bay Transportation Authority
ATTN: Phillip Eng, Interim MassDOT Secretary and MBTA General Manager
10 Park Plaza
Suite 5610
Boston, MA 02116

Dear Mr. Eng,

As the chief policy-makers of the Town of Andover, we would like to ask for your expeditious review and support of three matters that are of critical importance to Andover.

In particular, we write about the “Old Town Yard”/11 Lewis Street project involving Minco Development Corp. and the Essex Street Corridor Improvement Project. In this letter, we outline specifically how the MBTA can support both of these projects.

“Old Town Yard” / 11 Lewis Street:

After a decade plus of community engagement and deliberation, the Town has entered into a Land Disposition Agreement with Minco Development Corp. for the sale of the “Old Town Yard” located at 11 Lewis Street. This approximately 4-acre parcel of land, combined with private parcels acquired by Minco, will support a vibrant mixed use development adjacent to the commuter rail line and within downtown Andover.

The project will bring 165 housing units, restaurant and retail uses, a community building for municipal and other programs, a splash pad, and a beautiful, landscaped public plaza. Minco was issued its special permit to proceed with this project in the summer of 2024 – the community is eager for this to move forward.

In order to formally close this land sale, Minco must receive approval(s) from the MBTA given that the project will be proximate to the rail line and the MBTA station. Further, we understand that the Town must obtain an easement/license agreement regarding an existing Town drainage line that runs within the MBTA Zoning of Influence (ZOI).

We would very much appreciate any efforts to accelerate MBTA approval of Minco’s work within the ZOI and collaboration with the Town on execution of a utility easement/license agreement. The Town stands ready to cooperate without delay.

Essex Street Corridor Project:

The Essex Street Corridor Project will transform Essex Street into a more walkable, safer connection between Downtown Andover and key community resources. This project will also support transit-oriented housing development within the Historic Mill Overlay Zoning District. In April, Andover’s Town Meeting authorized the acquisition of a key parcel of land facilitating the construction of this reimagined corridor. Further, the Town has project funding thanks to a \$3.3 million MassWorks grant.

Meetings with representatives from the MBTA, Keolis Commuter Services and the Federal Railroad Administration have revealed the following areas of concern:

- Emergency Access – Due to the closure of the Pearson Street Rail Crossing and roadway, Andover’s Public Safety departments require emergency access to locations south of the proposed crossing closure. The proposed emergency access is located on 0 Railroad Street, Map-Lot 55-57, a 930 sq.ft. parcel previously believed to be owned by the Town of Andover. The MBTA Real Estate Division has informed the Town this is owned by the MBTA and not the Town of Andover. The Town is prepared to discuss an easement granted to the Town.
- Signal Improvements – Improvements to the crossing signalization will be required. These improvements would be located on land owned and operated by the MBTA. The MBTA has expressed that the Town will be responsible for every hour the MBTA spends on this project, along with all improvements, including modernization of the signalization. This introduces a new and significant cost to the Town.

The Town has submitted a contract amendment with MassWorks for an additional \$600,000 to cover the additional costs related to the MBTA licensing process. However, our MassWorks coordinator has expressed concern that MassWorks funds cannot be used to support investment on MBTA-owned property. This matter has been brought to the attention of Assistant Secretary for Communities Programs Juan Vega and Interim Secretary of Economic Development Ashley Stolba.

Given these outstanding issues, there is concern that any revisions in scope may cause significant increases in the project budget funded in part by the \$3.3 million MassWorks Infrastructure grant awarded in October 2023. Further, the additional MBTA review time may result in the project being pushed beyond the 2026 construction season. This would result in higher construction costs to the Town.

The Town of Andover submitted a license application to the MBTA on January 31, 2025 for work occurring within the MBTA’s ZOI and received a form license agreement in May 2025. The Town will provide a final HPlan on November 12th, at which time we will await MBTA approval to allow construction to begin during the 2026 construction season. We respectfully request that this be reviewed as expeditiously as possible.

Railroad Signal at the Andover Station

In recent years, there have been multiple accidents at the crossing along Essex Street near the Andover Station. The most recent accident, where a train hit a vehicle, occurred on October 9, 2025. We are urgently requesting that the signals at that crossing be reviewed to ensure that they are operating according to optimal safety and timing standards.

Thank you for your engagement on these important projects and your continued partnership with the Town of Andover.

Select Board of the Town of Andover:

Alex J. Vispoli, Chair

Ellen M. Townson, Vice Chair

Melissa Morris Danisch, Member

Kevin T. Coffey, Member

Laura M. Gregory, Member



Maura Healey, Governor
Kimberley Driscoll, Lieutenant Governor
Phillip Eng, Interim MassDOT Secretary and MBTA General Manager & CEO



November 5, 2025

Dear Members of the Andover Select Board,

Thank you for reaching out regarding the Essex Street railroad crossing in Andover. We want to address the safety concerns raised by residents following the recent incident, and have provided the detailed information requested below.

Safety Standards and Operating Procedures

All crossings on the MBTA Commuter Rail network are maintained at or above the standards set forth by 49 CFR Part 234, as well as our internal C&S 1-2 Manuals. These federal regulations and internal documents dictate both operational minimums and testing frequency requirements.

Additionally, Essex Street is part of a "quiet zone" commissioned by the Town of Andover, which pursuant to 49 CFR Part 222 relieves train operations from NORAC Rule 19b (routine use of train horn) through the use of supplementary signage and infrastructure.

Timing and Coordination of Warning Lights and Gate Activation

The Essex Street crossing is equipped with wayside computers that activate the crossing warning system based on the detected speed of approaching trains. This technology ensures that regardless of train speed, a consistent warning time is provided to motorists and pedestrians. While the federal minimum warning time is 20 seconds, the MBTA sets a goal of 30 seconds, measured from initial activation of the flashing lights to occupation of the crossing by rail traffic.

Federal regulations (49 CFR 234.223) specify that each gate arm shall start its downward motion not less than three seconds after flashing lights begin to operate and shall assume the horizontal position at least five seconds before the arrival of any normal train movement through the crossing.

Upon review of the on-site event recorder following the October 9th incident, we determined that the flashing lights were active for just over three seconds prior to the gates beginning to lower. The gates took nine seconds to descend and were horizontal for a further 20 seconds before the train arrived at the crossing, resulting in a cumulative total of 32 seconds warning time. This exceeds both federal requirements and our internal standards.

Inspection and Testing Frequency

Inspections and testing are carried out when the crossing is placed into service and thereafter when modified, or if circuits or devices are changed or disarranged, or at least every month, whichever comes first. Structured inspections are also carried out following any incidents or reports of faults.

During our monthly inspections, all equipment is visually inspected and then operated to ensure compliance while powered normally as well as by internal backup power systems. Further testing and inspections are also carried out quarterly and annually. Extensive record keeping following both routine and responsive inspections allows for more targeted maintenance of our crossing infrastructure, ensuring reliability and longevity.

Methods to Ensure Continued Safe Operation

In addition to rigorous testing and inspection protocols, railroad signal systems are designed to operate under the "fail-safe" principle. In the rare event of faults or failures, railroad crossings are designed to revert to their most restrictive state, meaning the lights will activate and gates will drop, prohibiting access to the tracks until the cause is ascertained and rectified.

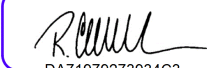
Should a member of the public observe crossing gates stuck in the horizontal position, or if any emergency occurs that would require the halting of train movements (such as a vehicle stuck on tracks), there are blue and white signs posted at every railroad crossing that provide an emergency phone number and crossing identification number so that the railroad can be notified directly.

In response to the Town's September request for design drawings for the crossings at Essex and Pearson Streets, we provided those documents on October 4, 2024. Our railroad operations engineers continue to work actively with the Town on the crossing reconfiguration project, and we want to assure you that there are no outstanding matters pending on the MBTA side. MBTA Railroad Operations fully supports the reconfiguration project and remains committed to working cooperatively with the Town to enhance safety at these crossings next spring.

Thank you again.

Sincerely,

Signed by:



DA71979273931C3
Ryan Conolan

Chief Operating Officer

Essex Street Corridor Timeline

11.5.25

- June 2023 – Town applied for MassWorks Grant to complement and leverage private investment at the Old Town Yard.
- November 2023 – \$3.3 MassWorks Grant Awarded from the Commonwealth to the Town of Andover for the Essex Street Corridor.
- February 14, 2024 – The Town received the executed MassWorks contract with the Commonwealth.
- April 9, 2024 – The Town executed the contract with GM2 (engineering firm) to develop preliminary and final design plans and construction contract documents for the Essex Street Corridor.
- April 2024 through October 2024 – Essex Plan Preliminary Design developed based on feedback from abutting property owners, businesses, residents and the MBTA.
- November 20, 2024 – Public Information Meeting conducted to advance corridor design.
- January 21, 2025 – Informal Diagnostic Review meeting conducted with MBTA, Keolis, the Federal Railroad Administration, and Town staff to review conceptual design for the Essex Street Corridor. At this meeting, the Town was informed that MBTA/Keolis would not review this project further until a formal license agreement was applied for.
- January 31, 2025 – Town applied for the required license agreement.
- February 13, 2025 – The Town applied for a contract amendment to increase the MassWorks grant award by \$600,000 in anticipation of cost increases associated with mechanical upgrades/signalization changes that are anticipated to be required by MBTA/Keolis upon completion of their review. (The Town will know the

incremental cost associated with this work once the MBTA/Keolis complete their review of the Final HPlan¹ design.)

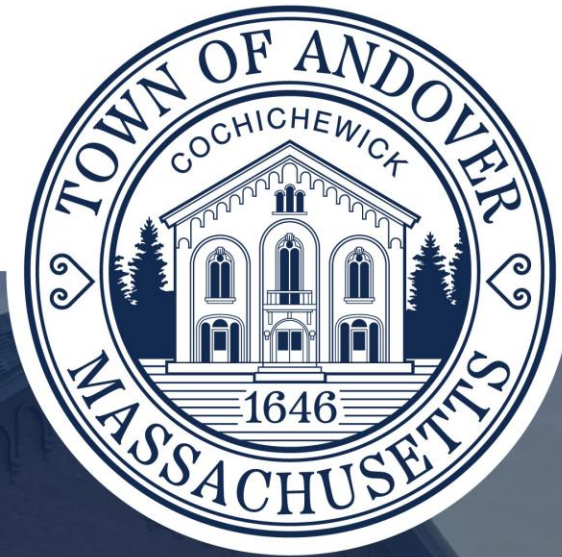
- April 9, 2025 – The Town Manager sent a letter to Senator Finegold updating him on the MBTA approvals and asking for his assistance facilitating MBTA review on this project.
- May 21, 2025 – Town receives MBTA #25021 License Agreement for execution. Prior to the Town executing this license agreement and preparing the construction bid package, the Town must complete final design plans within the MBTA's Zone of Influence (ZOI).
- July 22, 2025 – The Town Manager met with members of the Town's legislative delegation and MBTA/Keolis representatives to better understand the process milestones and to impress upon them the importance of this project to the community.
- June through August 19, 2025 – After months of trying to arrange a meeting with the MBTA/Keolis, an on-site meeting was held on 8/19/25 to review design/draft HPlans. At this meeting, MBTA/Keolis informed the Town that the Town's design materials must include additional materials that are to be provided by the MBTA/Keolis in order for the MBTA/Keolis review to commence.
- August 28, 2025 – In response, a request from Accent Signal (the Town's consultant) was made to MBTA for the following additional plans to support the Final HPlan:
 - i. Existing signal/crossing system electrical and communications design files at Essex Street (PDF & CAD).
 - ii. Existing signal/crossing system electrical and communications design files for each location adjacent to Essex Street.
 - iii. Block design files for this line segment.
 - iv. Current timetable for this line segment.
- October 2, 2025 – Following numerous emails/calls to various MBTA/Keolis and the Federal Railroad Administration, the Town received the requested signalization plans from Keolis.

¹ An "HPlan" is a specific kind of design required for the purposes of obtaining MBTA review and approval.

- October 2, 2025 – The Town transmitted the received information to Accent Signal and GM2 to allow for competition of the HPlan based on the information provided by the MBTA on October 2, 2025.
- November 12, 2025 – Town anticipates sending the final HPlan back to MBTA/Keolis for review.
- TBD – MBTA/Keolis will complete their review and confirm the HPlan design (or suggest additional information). MBTA/Keolis confirmation of these plans is needed for the Town to procure a GC for construction of the project.

Old Town Yard Disposition

Milestones



November 5, 2025

ANDOVERMA.GOV

Action	LDA Deadline	Minco's Actual Delivery Date
Select Board reviews revised Conceptual Program & Plan	NA	June 5, 2023
Select Board signs LDA and approves revised Conceptual Program & Plan	NA	June 20, 2023
Submit Special Permit pre-application to Town Manager	60 days after signing LDA By August 20, 2023	July 18, 2023
Submit Special Permit pre-application to Planning Board	5 days after Town Manager approval By August 25, 2023	July 18, 2023
Inter-departmental Review before Planning Board review	NA	July 25, 2023
Submit Special Permit application to Planning Board	120 days after submission of pre-application By December 23, 2023	November 15, 2023

Action	LDA Deadline	Minco's Actual Delivery Date
Special Permit issued by Planning Board	NA	August 7, 2024
Closing date / Sale of land	60 days after receiving all approvals and no more than 3 years from signing agreement By June 20, 2026	TBD
Construction begins	60 days after closing By August 20, 2026	TBD
Demolition completed and foundation excavation work commenced	6 months after construction begins By February 20, 2027	TBD
Construction complete	Within an additional 30 months By August 20, 2029	TBD

Thank you



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D/R/E/A/M DEVELOPMENT

DEVELOPMENT POWERED BY DIVERSITY

84–88 Andover Street (Trailside Andover)

Local Initiative Program (LIP) Application – November 5, 2025

Dear Members of the Andover Select Board,

On behalf of DREAM Development and Hearthstone Realty Corporation, we are pleased to submit the Trailside Andover proposal at 84–88 Andover Street for your consideration and endorsement under the Local Initiative Program (LIP).

Trailside Andover is a thoughtfully designed 40-unit age-targeted condominium community, including 10 affordable homes (25%) for households earning up to 80% of AMI. The project has been carefully shaped through extensive coordination with Town staff, including the Town Manager's Office, Planning Division, Department of Public Works, and Town Counsel, to ensure it fits within the neighborhood context and advances the Town's housing and sustainability goals.

The plan reuses two underutilized residential parcels to create a compact, walkable community that complements the Bear Mountain senior facility and nearby AVIS conservation trails. The proposed building maintains appropriate setbacks, landscape buffers, and a residential scale consistent with the surrounding area.

Following departmental feedback, the design has been refined to include:

- A 10-foot-wide grass-pave fire access loop for emergency circulation;
- Exterior EV charging and secure e-bike/scooter storage;
- Clarified refuse/recycling areas and a landscaped perimeter road connection;
- Enhanced stormwater management and low-impact site design consistent with Town standards.

Our Traffic Impact Memorandum (Vanasse & Associates, Oct. 28, 2025) confirms that the project will generate 8 trips during the AM peak hour and 10 trips during the PM peak hour, representing a less-than-1% increase in local traffic volumes. Sight distances at the new driveway exceed AASHTO's safety standards, and there have been no reported crashes within 200 feet of the proposed access. The analysis concludes that the project will have minimal impact on traffic operations at the Dascomb Road/Andover Street intersection.

We understand that infrastructure improvements along Andover Street and at the Dascomb Road intersection may be eligible for funding through the MassWorks or HousingWorks Infrastructure Program. These programs are administered by the Commonwealth and would need to be pursued

by the Town as the applicant. Our team is fully supportive of the Town's efforts to advance such applications and will collaborate as needed to provide design, technical, and traffic information to strengthen the Town's submission. Improvements such as sidewalk upgrades, ADA-compliant crossings, and intersection safety measures would benefit both the Trailside Andover project and the broader community, and we are eager to assist in any way that supports the Town's goals.

The proposed development will require limited relief from underlying SRB zoning provisions to permit multifamily residential use, associated density, and modest dimensional adjustments (including height and front setback) consistent with the project's three-story village-scale design. Parking, open space, and circulation have all been carefully configured to balance resident needs with neighborhood character. We believe these adjustments are appropriate under the Comprehensive Permit process and consistent with the Town's long-term housing objectives.

The development will be built to meet or exceed the MA Stretch Energy Code, incorporating all-electric HVAC systems, Energy Star-rated appliances, and EV-ready infrastructure. The project emphasizes sustainable building practices, stormwater infiltration, and durable, low-emission materials to ensure long-term resilience and affordability for future residents.

We remain in active communication with abutters and with Bear Mountain, maintaining a cooperative approach as they plan for their own facility needs. Our shared goal is a coordinated, stable, and attractive Andover Street corridor.

With this submission, we respectfully request the Select Board's endorsement of the LIP application so the Town may forward it to the Executive Office of Housing and Livable Communities (EOHLC). We look forward to continuing our collaboration with Town staff as the project advances toward the Comprehensive Permit phase.

Thank you for your thoughtful review and continued partnership in bringing this much-needed housing opportunity to Andover.

Sincerely,



Greg Minott AIA, LEED AP
Managing Principal, DREAM Development



Bill Perkins, P.E.
Principal, Hearthstone Realty Corporation



TRAILSIDE ANDOVER

PRESENTATION TO THE ANDOVER SELECT BOARD

PROJECT TEAM

D/R/E/A/M DEVELOPMENT
POWERED BY DIVERSITY



- / DREAM is a **Boston-based MBE development, architecture and planning firm** company focused on delivering high-quality, mixed-income housing throughout Massachusetts.
- / **Managing Principal Greg Minott AIA, LEED AP is a long-time resident of Andover.** With over 25 years of relevant experience, he has a deep commitment to building inclusive, vibrant communities through thoughtful design and policy.

- / Hearthstone Realty Corporation is an **Andover based real estate development and consulting corporation.**
- / **President and Founder Willard Perkins is a long-time resident of Andover** with over 35 years of experience.
- / Bill is a **registered professional engineer, licensed construction supervisor and licensed real estate broker** in Massachusetts.

TRAILSIDE ANDOVER

PROJECT LOCATION

- / Location: **Near intersection of Andover Street and Dascomb Road**
- / Size: **2.52 acres across two parcels.**
- / Zoning: **Single Residence B (SRB).**
- / Current Use: **Two vacant homes.** Neither home is listed as historic buildings on the Andover Preservation Commission website.



— IDR MEETING: WHAT WE HEARD

- / **Sewer / I&I:** Agreed to meet offset requirement through developer contribution.
- / **Wetlands:** Confirmed site is fully upland and outside 100' buffer.
- / **Access:** Committed to 10' clear perimeter using grass pavers and verified truck/fire access.
- / **EV / Micro-mobility:** Added EV chargers and outdoor e-bike/scooter storage to plan.
- / **Traffic:** Agreed to coordinate with the Town on Dascomb Rd intersection and pursue MassWorks / Complete Streets funding.
- / **Traffic Study:** Engaged VAI to prepare a preliminary traffic letter confirming minimal project impact.

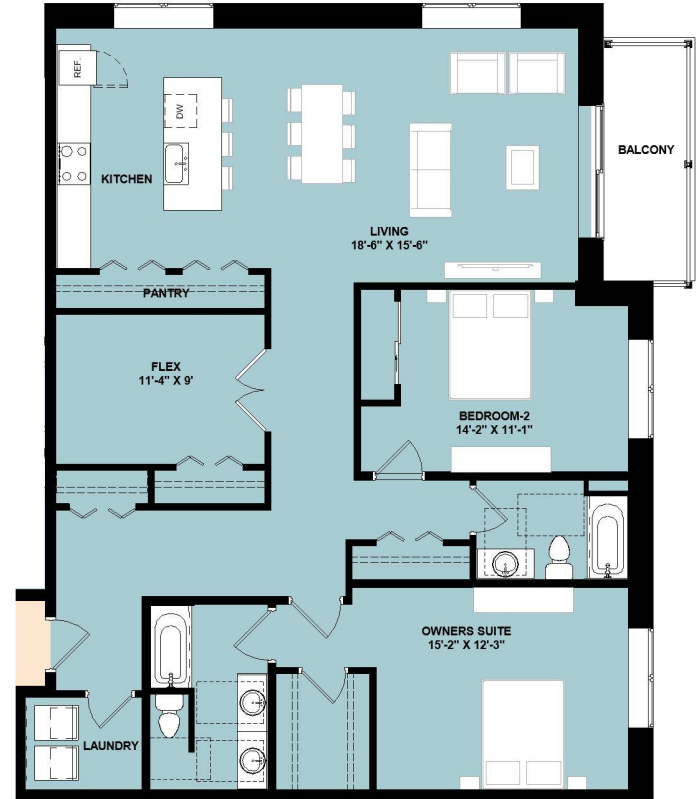
PROGRAM VISION

- / Trilside Andover will provide **40 units (30 market-rate, 10 affordable) of much-needed affordable home ownership in Andover.**
- / The project will allow for **Andover residents to age in place.**
- / Trilside Andover will **enable seniors to downsize while remaining in their community,** surrounded by nature and near important health services.



PROGRAM VISION

- / Trailside Andover will provide **one- and two-bedroom layouts, averaging 1,200–1,500 sf**
- / Units will feature **single-level living, wide doorways, step-free entries and elevator access**
- / **Universal accessibility and aging-in-place design principles** will be integrated throughout
- / Units will feature a **spacious owner's suite, a large kitchen with an island, two bathrooms, and laundry room.**



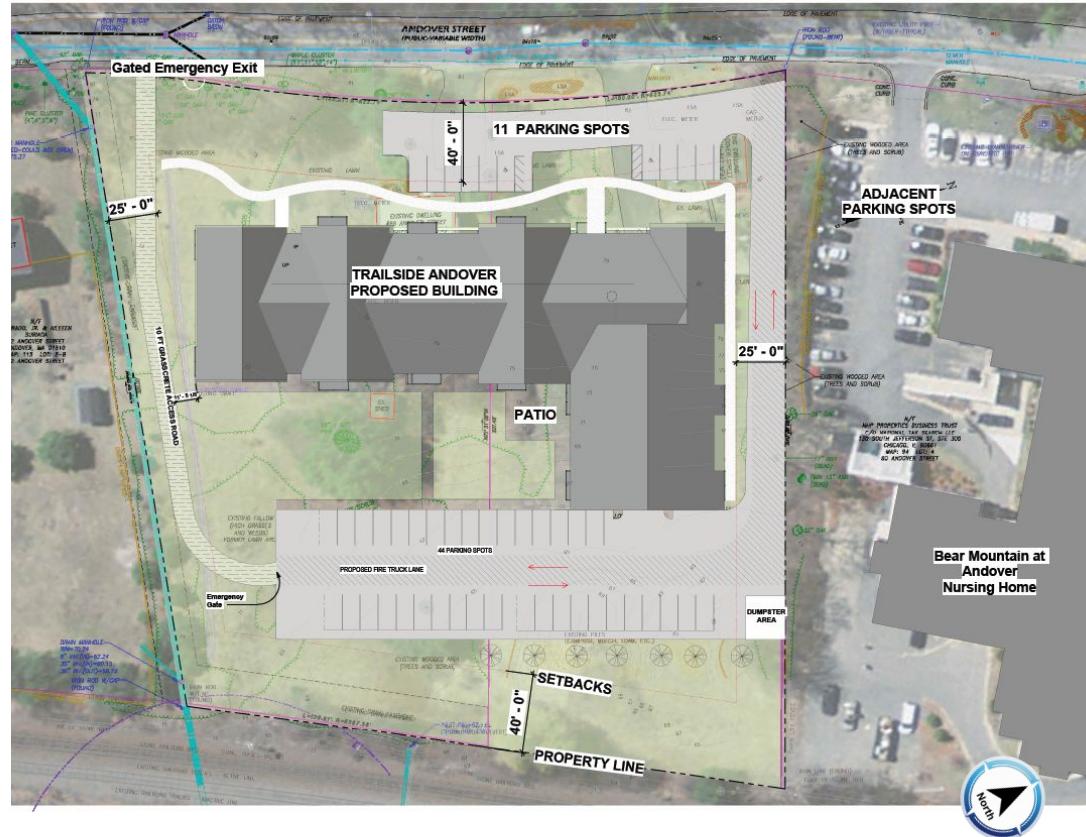
TRAILSIDE ANDOVER

SITE PLAN

The building is oriented on the site with **strategic buffers and landscaping** that enhance **privacy, sustainability, and visual appeal**.

The site design features **outdoor gathering spaces** that support resident well-being and environmental stewardship.

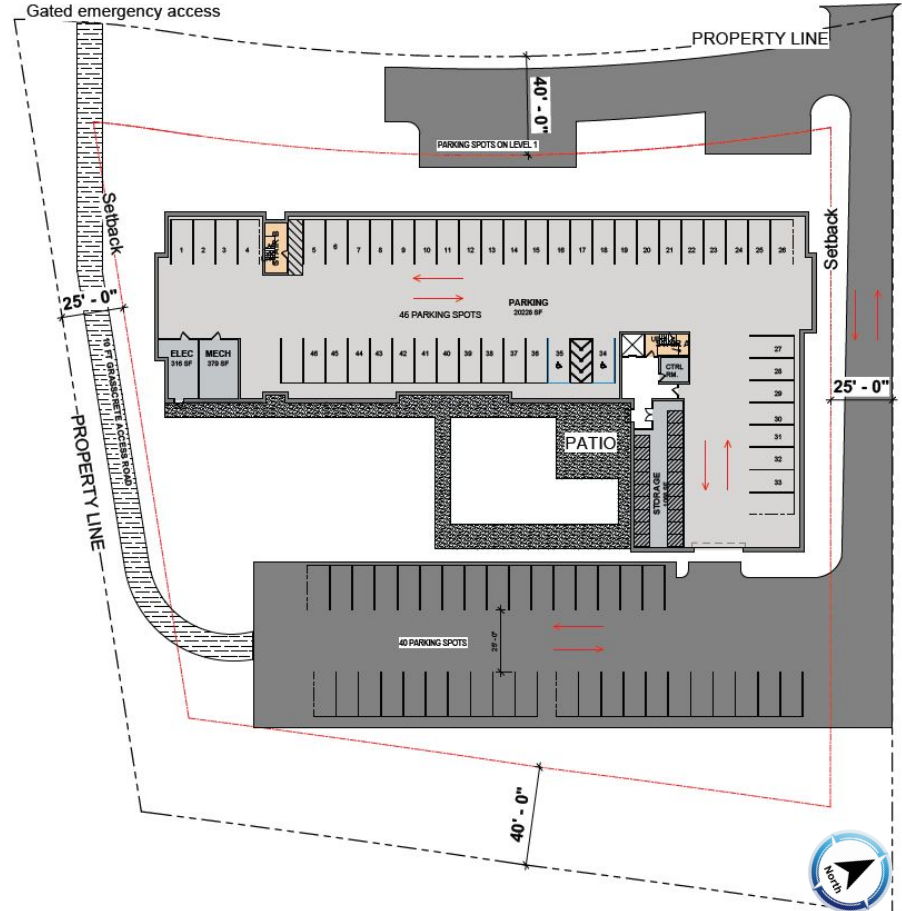
55 surface parking spaces are provided in addition to the garage.



TRAILSIDE ANDOVER

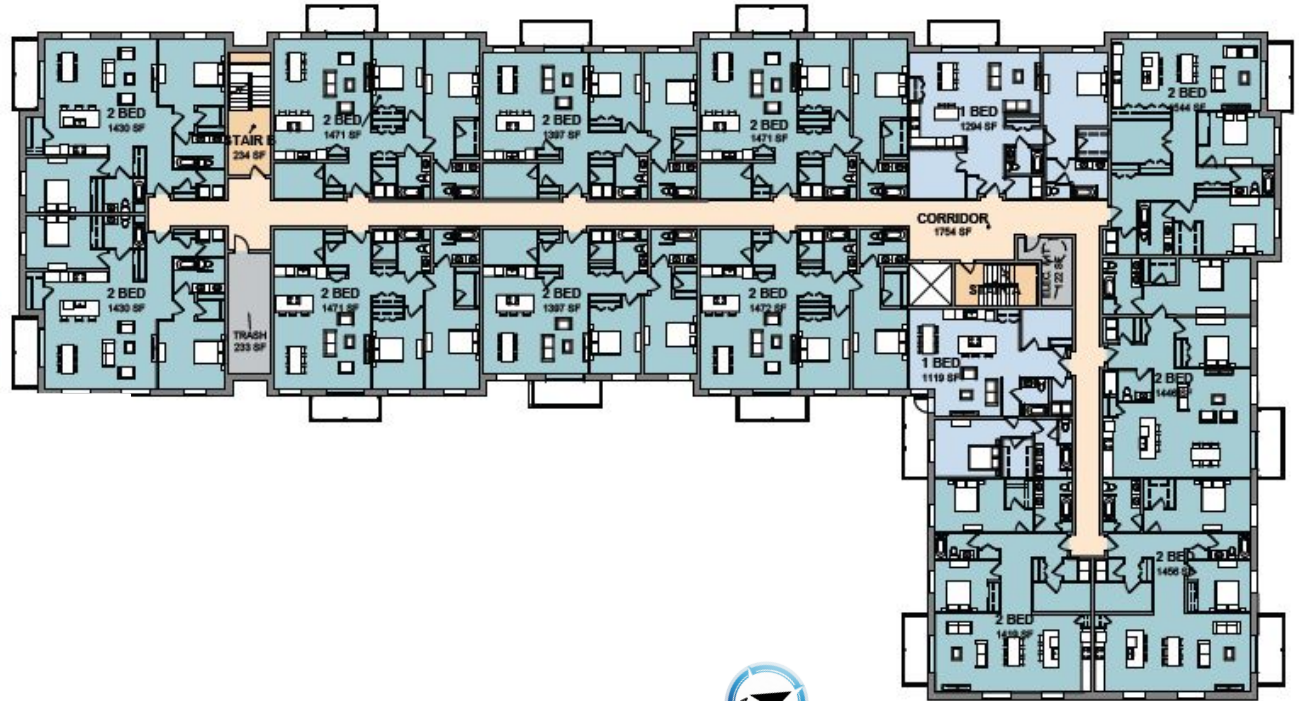
UNDERGROUND FLOOR PLAN

- / Below street level floor provides **46 indoor parking spots**.
- / Interior and exterior back-of-house services like **garbage collecting and utility services** are located on the basement level.
- / **Fire-truck** access is provided on all sides of the building.
- / **Elevator** access is provided on all levels.



TRAILSIDE ANDOVER

TYPICAL FLOOR PLAN



TRAILSIDE ANDOVER

DESIGN VISION

- / The upscale building design will feature a **blend of traditional New England and modern design elements.**
- / The exterior finishes will be composed of **brick, natural stone accents, and cedar-look fiber cement shingles**, complemented by **large, energy-efficient double-hung windows, clean trim detailing, and subtle modern lines.**



TRAFFIC ANALYSIS

- / Generates only 8 A.M. and 10 P.M. (5–6 PM) peak-hour trips — **about one car every 6–8 minutes.**
- / **Less than 1% increase** in area traffic volumes; no measurable impact on Andover Street.
- / **No crashes reported** near the site driveway in the last five years.
- / Sight distances **meet or exceed safety standards for both directions.**
- / Age-targeted housing means **limited commuting and off-peak travel.**
- / **We will cooperate with the Town's peer reviewer** and be responsive to reasonable mitigation recommendations.

Source: Vanasse & Associates, Inc.; October 15, 2025

SUSTAINABILITY

- / **Energy Efficiency:** Energy Star, efficient windows, HVAC
- / **Water % Site:** Low-flow fixtures, +40% of land preserved for open space, native landscaping
- / **Mobility:** EV charging, e-bike parking, new sidewalk for future connectivity along Andover St.
- / **Built for longevity, wellness and environmental stewardship**

TRAILSIDE ANDOVER: WHY THIS PROJECT

COMMUNITY BENEFITS

- / Provide downsizing seniors with **market rate and affordable housing**
- / The creation of **25% affordable units targeted to local seniors and veterans**
- / **Affordable units for households** earning $\leq 80\%$ of Area Median Income (AMI)
- / The project site is **equidistant to the centers of Ballardvale and Andover along with their respective transit stations**
- / Rare opportunity to find a flat, multi-acre site that can be **developed into a multi-family site targeting seniors needs**
- / **Close proximity to Bear Mountain, AVIS trails, and nearby healthcare** promotes independence and wellness
- / Proposed MassWorks application for **new sidewalk and other safety improvements.**

PROJECT SCHEDULE

/ Land Under Agreement:	May 2025
/ Concept Design:	95% complete
/ Select Board Approval:	November 2025
/ MassWorks and State Funding Applications:	Spring 2026
/ Construction:	Spring 2026 - Summer 2027
/ Move in to Units:	Q1 2028
/ Sell-out Period:	Q3 2027- Q1 2028



THANK YOU!

DREAM DEVELOPMENT CONTACT:

Gregory Minott AIA, LEED AP
Managing Partner

CELL:
857.292.0875

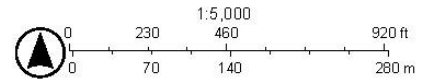
EMAIL:
gminott@dreamcollaborative.com

Andover St and Dascomb Road



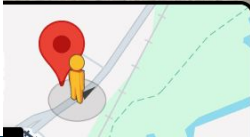
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-  Parcels
-  Easement



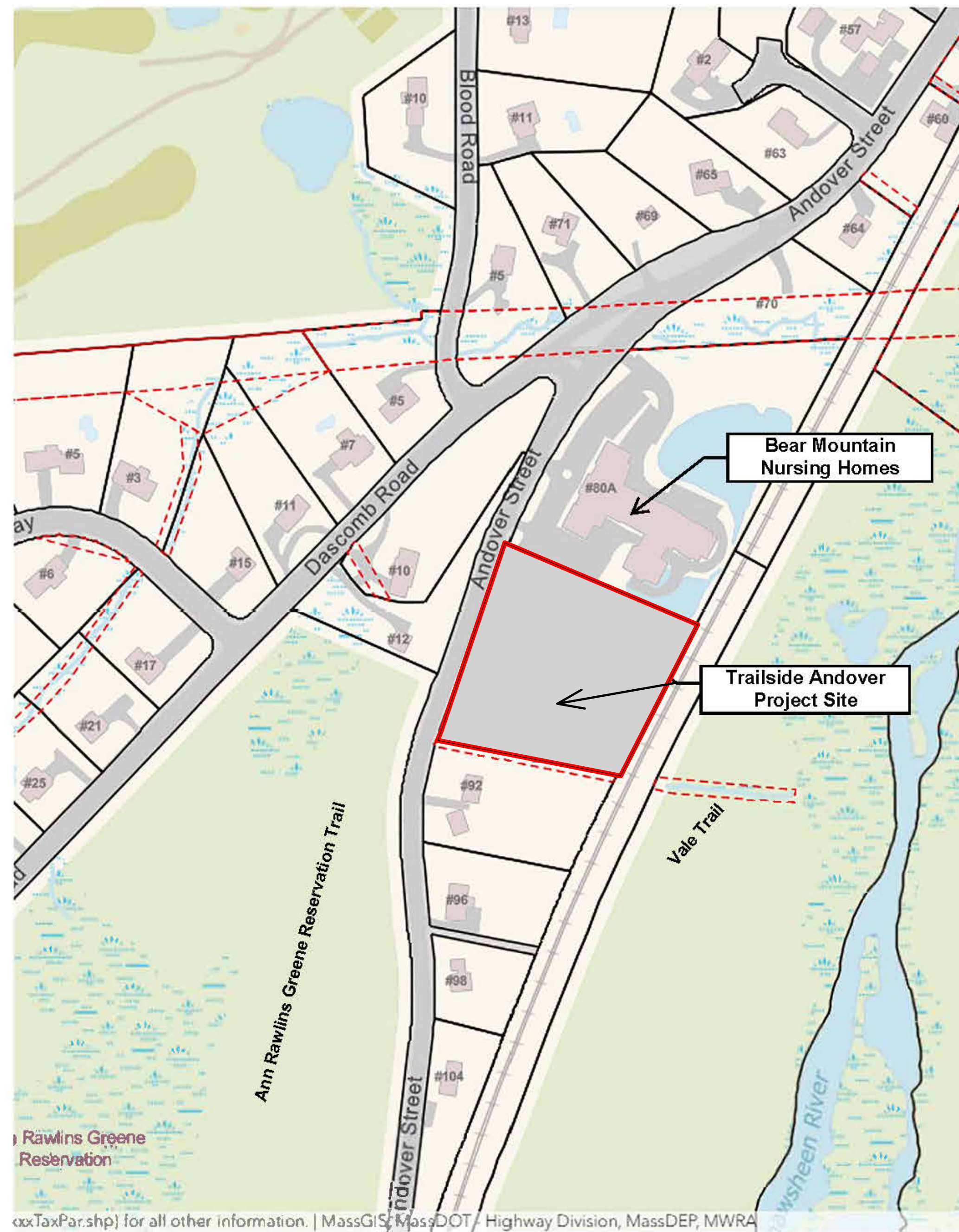


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TRAILSIDE ANDOVER

ANDOVER, MA 01845



xx.TaxPar.shp) for all other information. | MassGIS, MassDOT, Highway Division, MassDEP, MWRA

10/27/2025 4:44:05 PM



SHEET LIST	
A00	SITE PLAN
A01	BASEMENT PLAN
A1	LEVEL 1
A2	LEVEL 2
A3	LEVEL 3
A7	EXTERIOR ELEVATIONS
A8	EXTERIOR ELEVATIONS
A10	RENDERINGS

D/R/E/A/M
COLLABORATIVE
ARCHITECTURE | REAL ESTATE DEVELOPMENT

501 Boylston Street
10th Floor
Boston MA, 02116
tel: 617.606.7029
www.dreamcollaborative.com



TRAILSIDE ANDOVER

ANDOVER, MA 01845

CONCEPT DESIGN

11/06/2025

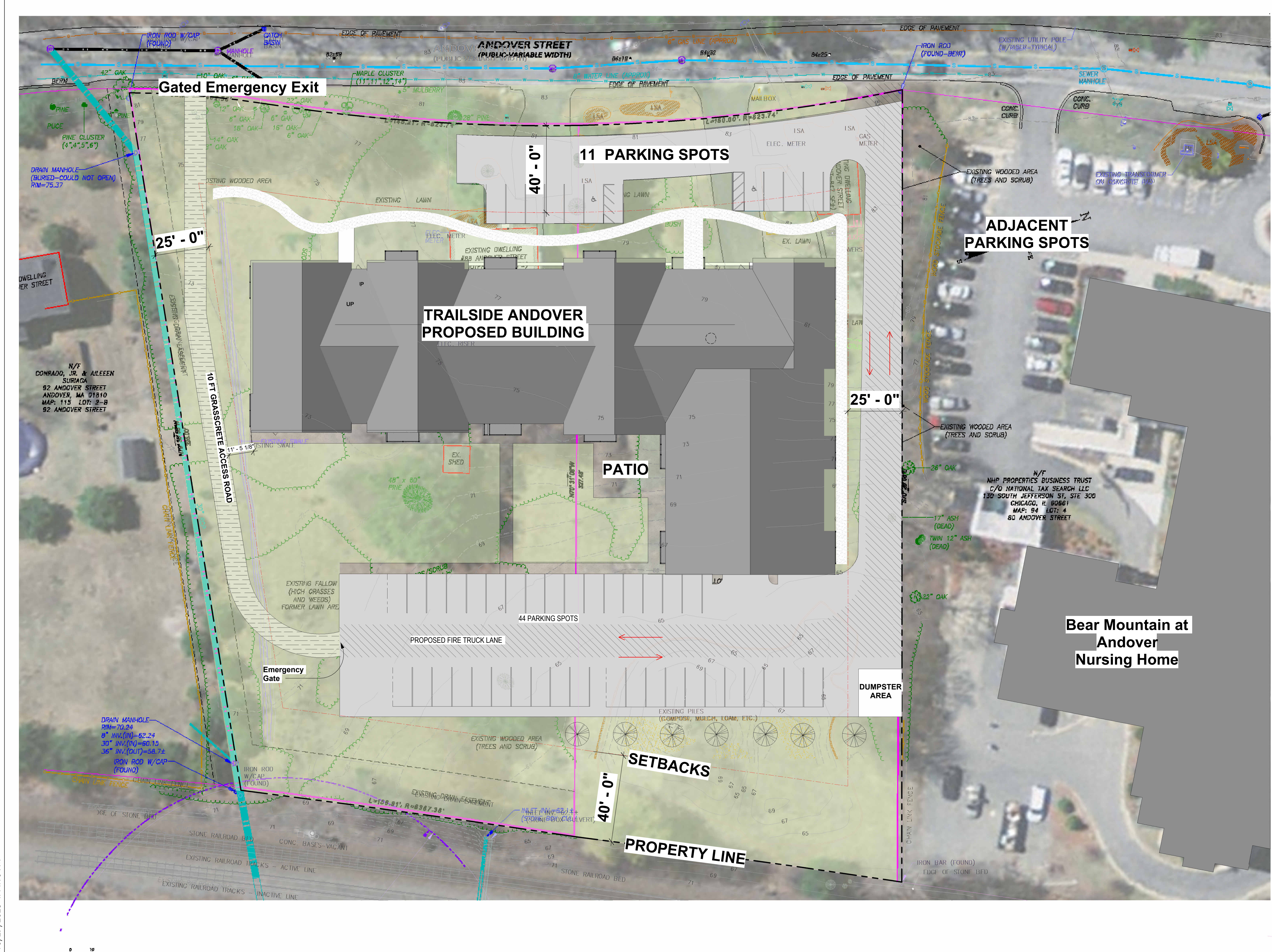
No.	Description	Date

NOT FOR
CONSTRUCTION

COVER &
DRAWING LIST

G001

Scale 3/8" = 1'-0"



10/27/2025 4:44:10 PM

1" = 20' ft

Developer DREAM Development

Civil

Landscape

Structure

MEP/FP

Sustainability

TRAILSIDE ANDOVER
ANDOVER, MA 01845

CONCEPT DESIGN
11/06/2025

No.	Description	Date

Bear Mountain at Andover Nursing Home

SITE PLAN
A00

Scale 1" = 20'-0"

**TRAILSIDE
ANDOVER**

ANDOVER, MA 01845

CONCEPT DESIGN

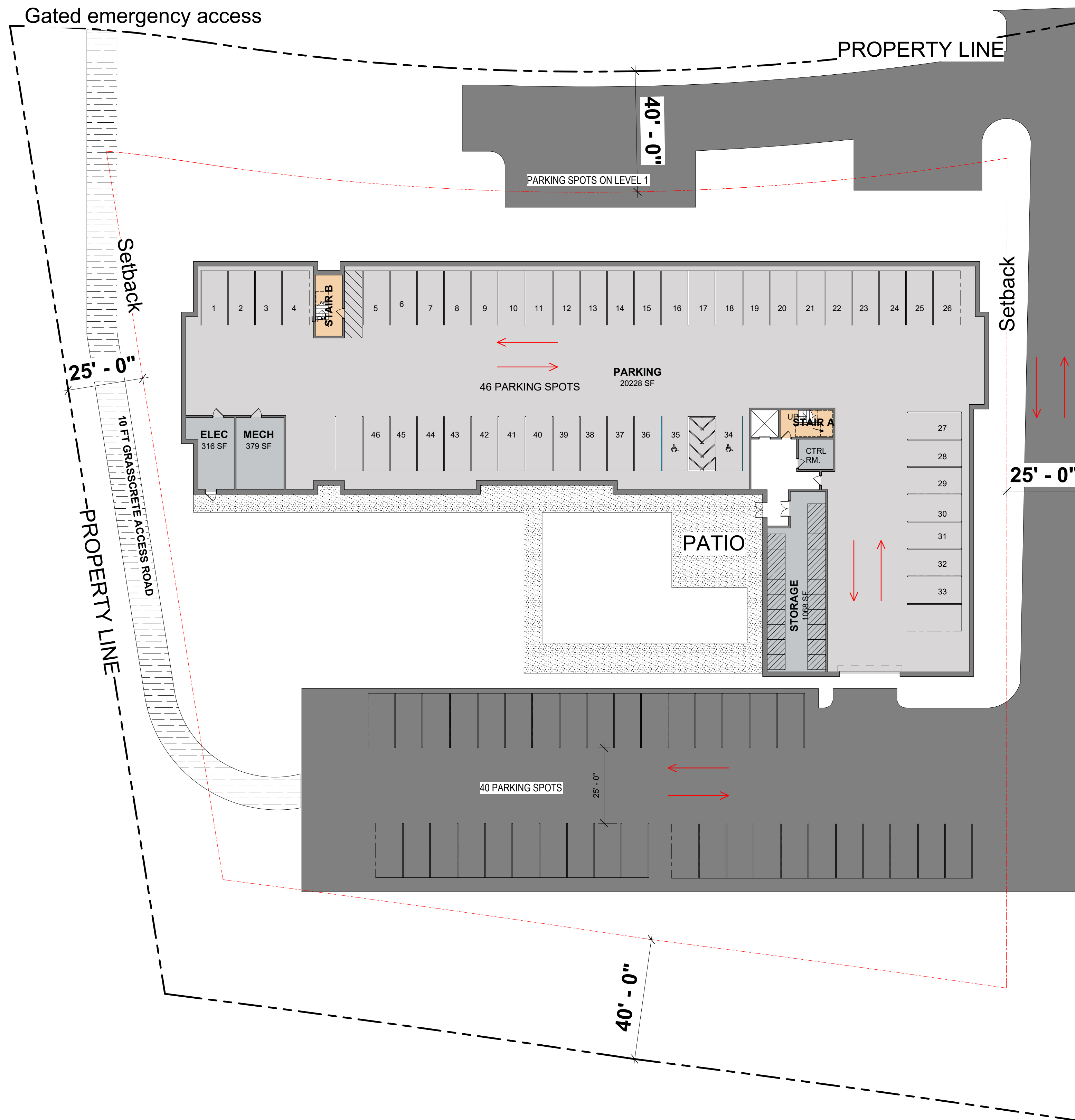
11/06/2025

No.	Description	Date

BASEMENT PLAN

A01

Scale 1" = 20'-0"



1 BASEMENT - PRESENTATION
1" = 20'-0"

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ZONING ANALYSIS

ADDRESS: 84-88 ANDOVER ST. ANDOVER, MA 01845
ZONING DISTRICT: SRB — Single Residence B
ZONING SUBDISTRICT: TBD
SUBDISTRICT TYPE: TBD
OVERLAYS: TBD

Table C - Dimensional Regulations:

	Dimensional Regulations	Proposed	Seeking Variance
Max. FAR	TBD	0.48	TBD
Max. Height	35 ft	# ft	YES
Min. Lot Size	30,000	109,137 ft ²	No
Min. Usable Open Area	None	55,122 ft ²	No
Min. Lot Width	None	# ft	No
Min. Lot Frontage	150 ft	# ft	No
Min. Front Yard	40 ft	40 ft	No
Min. Side Yard	25 ft	25 ft	No
Min. Rear Yard	30 ft	40 ft	No

PROGRAM USAGE

Usage	Area	Percentage	Units		
Residential	65,738 SF	78%	1BR	4	11%
Garage	20,669 SF	17%	2BR	36	89%
Vert. Circulation / BOH	5,196 SF	5%	3BR	0	0%
Total	91,603 GSF			Total = 40	

SITE USAGE

Usage	Area	Percentage
Building Footprint	23,865 SF	21%
Open Space	55,122 SF	51%
Vehicular Circulation	30,150 SF	28%
Site	109,137 SF	
FAR	52,437 SF / 109,137 SF = 0.48	

PARKING = 40 INDOOR
51 OUTDOOR

D/R/E/A/M COLLABORATIVE
ARCHITECTURE | REAL ESTATE DEVELOPMENT
31 St. James Avenue
6th Floor
Boston MA, 02116
tel: 617.606.7029
www.dreamcollaborative.com

- Developer: DREAM Development
- Civil
- Landscape
- Structure
- MEP/FP
- Sustainability

TRAILSIDE ANDOVER

ANDOVER, MA 01845

CONCEPT DESIGN
11/06/2025

No.	Description	Date

LEVEL 1 A1

Scale As indicated

10/27/2025 4:44:11 PM

1 LEVEL 1 - PRESENTATION
1" = 20'-0"

Developer DREAM Development

Civil

Landscape

Structure

MEP/FP

Sustainability

**TRAILSIDE
ANDOVER**

ANDOVER, MA 01845

CONCEPT DESIGN

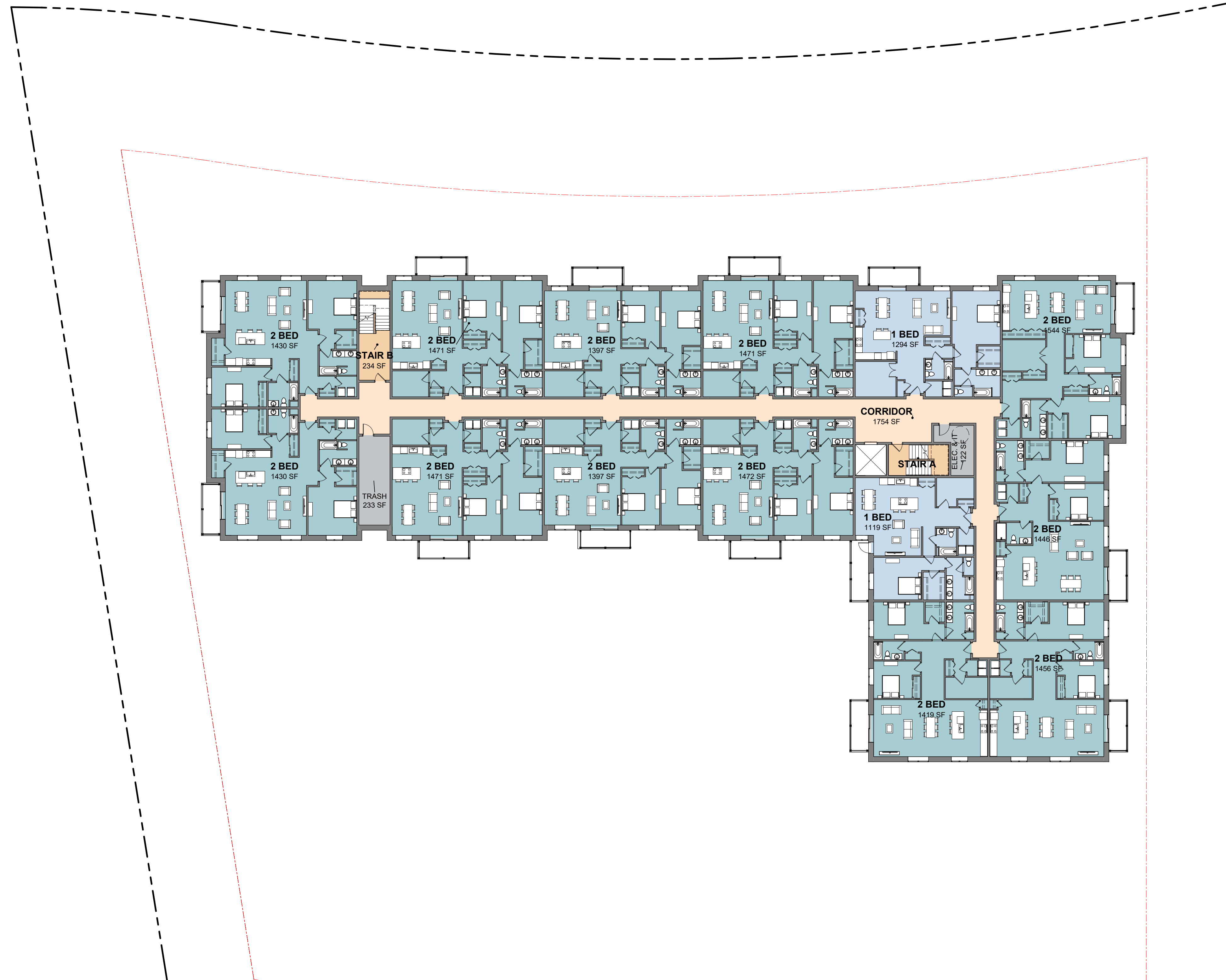
11/06/2025

No.	Description	Date

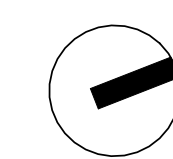
LEVEL 2

A2

Scale 1/16" = 1'-0"



1 LEVEL 2 - PRESENTATION
1/16" = 1'-0"



Developer DREAM Development

Civil

Landscape

Structure

MEP/FP

Sustainability

**TRAILSIDE
ANDOVER**

ANDOVER, MA 01845

CONCEPT DESIGN

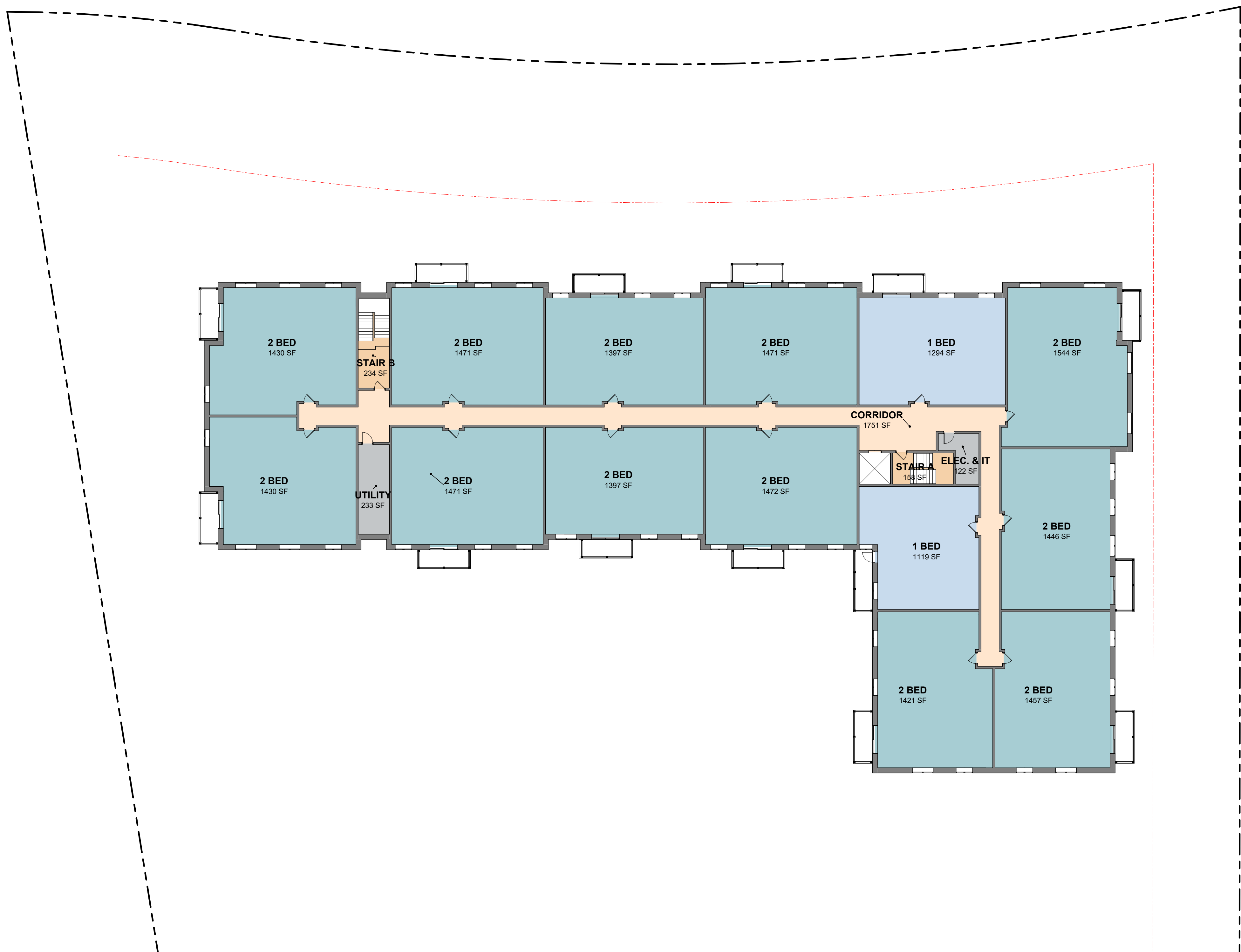
11/06/2025

No.	Description	Date

LEVEL 3

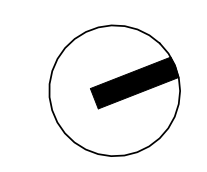
A3

Scale 1/16" = 1'-0"



1 LEVEL 3 - PRESENTATION
1/16" = 1'-0"

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Developer DREAM Development

Civil

Landscape

Structure

MEP/FP

Sustainability



1 EAST ELEVATION
3/32" = 1'-0"

**TRAILSIDE
ANDOVER**

ANDOVER, MA 01845

CONCEPT DESIGN

11/06/2025

No.	Description	Date



2 SOUTH ELEVATION
3/32" = 1'-0"

EXTERIOR
ELEVATIONS

A7

Scale 3/32" = 1'-0"



1 WEST ELEVATION
3/32" = 1'-0"



2 NORTH ELEVATION
3/32" = 1'-0"

**TRAILSIDE
ANDOVER**

ANDOVER, MA 01845

CONCEPT DESIGN

11/06/2025

No.	Description	Date

EXTERIOR
ELEVATIONS

A8

Scale 3/32" = 1'-0"

Developer DREAM Development

Civil

Landscape

Structure

MEP/FP

Sustainability



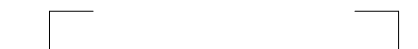
**TRAILSIDE
 ANDOVER**

ANDOVER, MA 01845

CONCEPT DESIGN

11/06/2025

No.	Description	Date



RENDERINGS

A10

Scale

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EXTERIOR RENDERING

MASSACHUSETTS
 Executive Office of Housing and Livable Communities
Local Initiative Program
Application for Comprehensive Permit Projects

INSTRUCTIONS

Please submit three copies of the application and attachments. Note: only one set of site plan and sample elevations (attachments 11 and 12 noted on page 22) are required. An application fee, payable to the Executive Office of Housing and Livable Communities, shall be submitted with the application. The schedule of fees is as follows:

	Project Fee	plus	Per Unit Fee
Municipality	\$1,000		\$30
Non-Profit	\$1,750		\$40
All Others	\$4,000		\$50

Mail to:

Local Initiative Program
Executive Office of Housing and Livable Communities
100 Cambridge Street, Suite 300
Boston, MA 02114
Attn: Rieko Hayashi, LIP Director

To complete the application electronically, simply position your cursor on a line and type. Use the tab key to move between questions.

If you have any questions, please refer to the EOHLC 40B Guidelines, specifically Section VI. For further assistance, contact Rieko Hayashi at 617-573-1426 or Rieko.Hayashi@Mass.Gov

NOTE: For Rental Projects, to complete information on Project Feasibility (Section X), go to the One Stop Application at <http://www.mhlc.com> and complete Section 3 Sources and Uses and Section 4 Operating Pro Forma. Submit the sections with the Application

Application Contents:

- | | |
|------------------------------------|-------------------------------------|
| I. General Information | VIII. Surrounding Area |
| II. Community Support | IX. Financing |
| III. Municipal Contact Information | X. Project Feasibility |
| IV. Development Team | XI. Development Schedule |
| V. Project Information | XII. Marketing Outreach and Lottery |
| VI. Site Information | XIII. Checklist of Attachments |
| VII. Design and Construction | |

January 2016

MASSACHUSETTS
 Executive Office of Housing Livable Communities
Local Initiative Program
Application for Comprehensive Permit Projects

I. GENERAL INFORMATION

Community: Andover, MA
 Name of Development: Trailside Andover
 Site Address: 84-88 Andover St, Andover MA 01810
 Developer: DREAM Development & Hearthstone Realty Corporation

1. Type of Housing:
 Single Family house Rental
 Condominium Age Restricted

2. Project Characteristics:
 New Construction Conversion
 Rehabilitation Other

3. Total Acres 2.52 Density of Project (units/acre) 17.46

4. Unit Count:
 Total Number of Units 44
 Market Rate \$
 Affordable \$

5. Unit Prices/Rents:
 Market Rate \$ 656K
 Affordable \$ 364k

Required Signatures for the
 Comprehensive Permit Project Application
 Chief Executive Official
 of Municipality:

Chair, Local Housing Partnership
 (if applicable):

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

II. COMMUNITY SUPPORT

1. Letter of Support from Municipality - Attach a letter containing a short narrative on the basics of the project, the history of the project, the ways in which the community is providing support, and how the development team has addressed any concerns the community has. The letter must be signed by the chief elected official of the community.

2. Letter of Support from Local Housing Partnership - If the community has a housing partnership, please attach a letter from them indicating their support for the project. The letter should summarize how the partnership has been working with the developer.

3. Local Contributions - Check off all that apply and provide a brief description at the end.

- Land donation (dollar value _____)
- Building donation (dollar value _____)
- Marketing assistance
- Other work by local staff
- Density increase
- Waiver of permit fees
- Other regulatory or administrative relief (specify) _____
- Local funds (cash)
Amount \$ _____ Source: _____
- HOME funds
- Agreement by a lender to provide favorable end-loan financing (ownership projects only)
- Other (specify) _____

Briefly explain the contributions: _____

4. Municipal Actions and Local Plans - Briefly describe how the project fits with any planning the community has done (e.g. master plan, community development plan, affordable housing plan) and other local land use and regulatory actions that provide the opportunity for affordable housing (including multi-family and overlay districts, inclusionary zoning by-laws and ordinances).

The Trailside Andover project aligns well with the Town of Andover's planning goals by supporting smart growth and housing diversity within existing residential zones. The project repurposes two underutilized residential lots near Andover Street and Dascomb Road, an area already served by infrastructure and adjacent to community assets like the Bear Mountain senior care facility and AVIS conservation trails.

It advances the community's broader objectives to expand accessible, age-friendly housing options while preserving open space and maintaining neighborhood character. The design's focus on energy efficiency, universal accessibility, and compact density reflects Andover's commitment to sustainable development and housing choice for aging residents who wish to remain in town.

In essence, Trailside Andover complements local planning efforts by introducing context-sensitive infill housing that meets both current demographic needs and long-term community resilience goals.

III. MUNICIPAL CONTACT INFORMATION

Chief Elected Official

Name _____
Address _____
Phone _____
Email _____

Town Administrator/Manager

Name Andrew P. Flanagan
Address 36 Bartlet Street, Andover, MA 01810
Phone 978-623-8210
Email andrew.flanagan@andoverma.us

City/Town Planner (if any)

Name Paul Materazzo
Address 36 Bartlet Street, First Floor, Andover MA 01810
Phone 978-623-8650
Email planning@andoverma.gov

City/Town Counsel

Name Douglas W. Heim
Address 36 Bartlet Street, Andover MA 01810
Phone 978-623-8260
Email _____

Chairman, Local Housing Partnership (if any)

Name _____
Address _____
Phone _____
Email _____

Community Contact Person for this project

Name _____
Address _____
Phone _____
Email _____

IV. DEVELOPMENT TEAM INFORMATION (include all development members)

Developer
Name DREAM Development LLC
Address 6 Liberty Square # 2512 Boston, MA 02109
Phone 617-606-7029
Email gminott@dreamcollaborative.com
Tax ID 81-4445795

Contractor
Name Hearthstone Realty Corporation
Address 28 Andover St, Andover, MA 01810
Phone (978) 475-5400
Email wdperk@icloud.com
Tax ID _____

Architect
Name DREAM Collaborative LLC
Address 6 Liberty Square #2338, Boston MA 02109
Phone 617-606-7029
Email tdepeiza@dreamcollaborative.com
Tax ID 26-3556581

Engineer
Name Dana F. Perkins, Inc
Address 1057 East Street Tewksbury, MA 01876
Phone (978) 858-0680
Email info@danafperkins.com
Tax ID _____

Attorney
Name David F. Bernardin
Address 21 Central St. Andover, MA 01810-3703
Phone _____
Email _____
Tax ID _____

Housing Consultant
Name _____
Address _____
Phone _____
Email _____
Tax ID _____

Marketing/Lottery Agent
Name _____
Address _____
Phone _____
Email _____
Tax ID _____

TEAM EXPERIENCE – DEVELOPER/CONTRACTOR QUALIFICATIONS

Complete the charts on the following pages for all housing projects undertaken by the developer and the contractor during the past five years. Include projects currently in construction. Provide owner references for each project, including a current phone number. Alternatively, a resume outlining the experience that covers the items listed on the chart below may be submitted.

1. Developer: DREAM Development LLC (See Resume Attached)

Project Summary	Project #1	Project #2	Project #3	Project #4
Project Name:				
Community Address:				
Housing Type:				
Number of Units:				
Total Development Costs:				
Subsidy Program (if applicable):				
Date Completed:				
Reference: Name and Telephone #:				

2. Contractor: Hearthstone Realty Corporation (See Resume Attached)

Project Summary	Project #1	Project #2	Project #3	Project #4
Project Name:				
Community Address:				
Housing Type:				
Number of Units:				
Total Development Costs:				
Subsidy Program (if applicable):				
Date Completed:				
Reference: Name and Telephone #:				

3. Other Chapter 40B Experience

Have you or any members of your team had previous Chapter 40B experience with EOHLC and/or other subsidizing agencies? Yes No

If yes, please explain. Hearthstone Realty Corporation has 3 chapter 40B projects

 _____.

4. Bankruptcy / Foreclosure

Have you or any entities you control ever filed for bankruptcy or have had a property foreclosed? Yes No

If yes, please explain. _____

_____.

DEVELOPER CERTIFICATION

The undersigned hereby certifies that he/she is _____ (Title) of _____ (Legal Name of Applicant) and that the information requested below for the project known as _____ (Project Name) is complete and that all information contained in this application is true and correct to the best of his/her knowledge. The undersigned Developer agrees to execute EOHLC model documents, as required. If the Developer is other than a non profit corporation or public entity, the Developer hereby certifies that it shall comply with all reporting requirements described in 760 CMR 56.00 and as set forth in the LIP Guidelines.

Signature of Developer _____

Print Name: _____

Date _____

V. PROJECT INFORMATION

1. Type of Housing: Total Number of Units
 Single-Family House _____
 Condo 44 _____
 Rental _____
 Other _____

2. Total Number of Units Affordable 11 Market 33

3. Project Style: Total Number of Units
 Detached single-family house _____
 Rowhouse/townhouse _____
 Duplex _____
 Multifamily house (3+ family) X _____
 Multifamily rental building _____
 Other (specify) _____

4. Is this an age-restricted (55+) Development? Yes No
 If yes, please submit a marketing study that demonstrates an understanding of the region’s demographics, market demand and the particular strategies necessary to attract buyers to both market and affordable units.

5. Estimate the percentage of the site used for:
 Buildings 21% Parking & Paved Areas 28%
 Usable Open Space 51% Unusable Open Space _____

6. Is any portion of the project designed for non-residential use? No
 If yes, explain the non-residential uses. _____

7. Sustainable Development Design and Green Building Practices

In accordance with the Sustainable Development Principles adopted by Governor Patrick’s Administration in 2007, EOHLC encourages housing development that is consistent with sustainable development design and green building practices. For more information, see Appendix VI.A-1 and VI.B-1 of the 40B Guidelines for a list of links to resources and opportunities related to sustainable development.

A. How will this development follow Sustainable Development Principles?

Trailside Andover promotes smart growth by redeveloping existing residential lots into compact, age-friendly housing close to services and conservation areas. The project preserves open space, improves stormwater management, and encourages walkability within the community.

B. How will the project maximize energy efficiency and meet Energy Star Standards?

The development will meet or exceed Energy Star standards through efficient HVAC systems, insulated building envelopes, and Energy Star-rated appliances. LED lighting, water-saving fixtures, and EV-ready parking will further reduce energy use and support long-term sustainability.

C. What elements of "green design" are included in the project (e.g. reduction of energy and water consumption, increasing durability and improving health)?

Trailside Andover incorporates energy- and water-efficient systems, including low-flow plumbing fixtures, LED lighting, and high-performance insulation to reduce consumption and operating costs. The project also emphasizes durable, low-emission materials and enhanced indoor air quality, supporting resident health, comfort, and long-term building performance.

8. Project Eligibility

A. Have you ever applied for a project eligibility letter involving any portion of the site, or are you aware of any prior application for a project eligibility letter involving any portion of the site?

Yes No If yes, explain.

Hearthstone Realty Corporation has 3 chapter 40B projects

B. Has the municipality denied a permit on another proposal for this site within the last 12 months? Yes No

9. Outstanding Litigation

Is there any outstanding litigation relating to the site? Yes No
If yes, explain.

10. Unit Composition

Complete the chart below. Include a separate entry for each unit type according to its square foot/age and/or sales price/rent.

Type of Unit	# of Units	# of Bdrms	# of Baths	Gross Sq. Ft.	# of Parking Spaces	Sales Price/Rent	Condo Fee	Handicap Accessible
Affordable	<u>7</u>	<u>2</u>	<u>2</u>	<u>1250</u>	<u>2</u>	<u>TBD</u>	<u>TBD</u>	<input checked="" type="checkbox"/> # <u>7</u>
	<u>4</u>	<u>1</u>	<u>1</u>	<u>950</u>	<u>1</u>	<u>TBD</u>	<u>TBD</u>	<input checked="" type="checkbox"/> # <u>4</u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<input type="checkbox"/> # <u> </u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<input type="checkbox"/> # <u> </u>
Market	<u>29</u>	<u>2</u>	<u>2</u>	<u>1350</u>	<u>2</u>	<u>TBD</u>	<u>TBD</u>	<input checked="" type="checkbox"/> # <u>29</u>
	<u>4</u>	<u>1</u>	<u>1</u>	<u>975</u>	<u>1</u>	<u>TBD</u>	<u>TBD</u>	<input checked="" type="checkbox"/> # <u>4</u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<input type="checkbox"/> # <u> </u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<input type="checkbox"/> # <u> </u>
Other	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<input type="checkbox"/> # <u> </u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<input type="checkbox"/> # <u> </u>

VI. SITE INFORMATION

1. Total Acreage 2.52 Total Buildable Acreage 0.55

2. Describe the current and prior uses of the subject site:
Two vacant homes (non-historic)

_____.

Existing buildings on site? Yes No
If yes, describe plans for these buildings:
Two vacant homes (non-historic)

_____.

3. Current Zoning Classification:
Residential SRB (minimum lot size) 30,000 SF
Commercial _____ Industrial _____ Other _____

4. Does any portion of the site contain significant topographical features such as wetlands?
Yes No If yes, how many acres are wetlands? _____
If yes, attach map of site noting wetland areas.
Is map attached? Yes No

5. Is the site located within a designated flood hazard area?
Yes No
If yes, please attach a map of the site with flood plain designations.
Is map attached? Yes No

6. Is the site or any building located on the site listed, nominated or eligible for listing on the National Register of Historic Places? Yes No

7. Is the site within a Historic District? Yes No
If yes, describe the architectural, structural and landscape features of the area:

_____.

8. In the past three years, have there been any defaults on any mortgage on the property or any other forms of financial distress?
Yes No If yes, please explain: _____

9. Indicate which utilities are available to the site:

Public Sewer	<input checked="" type="checkbox"/>	Private Septic	<input type="checkbox"/>	Public Streets	<input type="checkbox"/>
Public Water	<input checked="" type="checkbox"/>	Private Wells	<input type="checkbox"/>	Private Ways	<input type="checkbox"/>
Natural Gas	<input checked="" type="checkbox"/>	Electricity	<input type="checkbox"/>		
On-site Sewer Treatment Facility	<input type="checkbox"/>				
Other	<input type="checkbox"/>	Explain:	_____		

10. Describe any known or suspected hazardous waste sites on or within a 1/2 mile radius of the project site. _____.

11. Has a 21E hazardous waste assessment ever been done on this site? If so, attach a summary of the filing. Yes No

12. What waivers will be requested under the comprehensive permit? _____

13. Describe the current status of site control and attach copies of relevant deeds or executed agreements.

- A. Owned by Developer _____
- B. Under Purchase and Sale Agreement _____
- C. Under Option _____

Seller: _____ Buyer: _____

Is there an identity of interest between the Buyer and Seller? If yes, please explain:
_____.

Date of Agreement _____ Expiration Date _____

Extensions granted? Yes No Date of Extension _____

Purchase Price \$_____

VII. DESIGN AND CONSTRUCTION

1. Drawings

Please submit one set of drawings.

Cover sheet showing written tabulation of:

- Proposed buildings by design, ownership type, and size. Identity and describe affordable units and handicapped accessible units.
- Dwelling unit distribution by floor, size, and bedroom/bath number
- Square footage breakdown of commercial, residential, community, and other usage in the buildings
- Number of parking spaces

Site plan showing:

- Lot lines, streets, and existing buildings
- Proposed building footprint(s), parking (auto and bicycle), and general dimensions
- Zoning restrictions (i.e. setback requirements, easements, height restrictions, etc).
- Wetlands, contours, ledge, and other environmental constraints
- Identification of affordable units
- Identification of handicapped accessible units.
- Sidewalks and recreational paths
- Site improvements, including landscaping
- Flood plain (if applicable)

Utilities plan showing:

- Existing and proposed locations and types of sewage, water, drainage facilities, etc.

Graphic depiction of the design showing:

- Typical building plan
- Typical unit plan for each unit type with square footage tabulation
- Typical unit plan for each accessible unit type with square footage tabulation
- Elevation, section, perspective, or photograph
- Typical wall section

2. **Construction Information**

<u>Foundations</u>	# Mkt. Units	# Aff. Units	Attic	# Mkt. Units	# Aff. Units
Slab on Grade	_____	_____	Unfinished	_____	_____
Crawl Space	_____	_____	Finished	_____	_____
Full Basement	_____	_____	Other	_____	_____
<u>Exterior Finish</u>	# Mkt. Units	# Aff. Units	Parking	# Mkt. Units	# Aff. Units
Wood	_____	_____	Outdoor	_____	_____
Vinyl	_____	_____	Covered	_____	_____
Brick	_____	_____	Garage	_____	_____
Fiber Cement	_____	_____	Bicycle	_____	_____
Other	_____	_____			

Heating System

Fuel: Oil Gas Electric Other

Distribution method (air, water, steam, etc.): _____

Energy Efficient Materials

Describe any energy efficient or sustainable materials used in construction:

High-performance insulated envelope, triple-pane Energy Star windows, low-flow plumbing fixtures, LED lighting, and Energy Star-rated appliances. All units designed to meet or exceed Energy Star and stretch code requirements.

Modular Construction

If modular construction will be used, explain here:

None — traditional wood-frame construction with on-site assembly.

Amenities

Will all features and amenities be available to market buyers also be available to affordable buyers? If not, explain the differences.

Yes.

VIII. SURROUNDING AREA

1. Describe the land uses in the surrounding neighborhood:

The surrounding area along Andover Street consists primarily of single-family residential homes, with nearby senior housing and rehabilitation facilities such as Bear Mountain at Andover immediately adjacent. The corridor also includes small-scale commercial and service uses closer to the Dascomb Road intersection

2. What is the prevailing zoning in the surrounding neighborhood?

The site and surrounding parcels are zoned Single Residence B (SRB), a residential district intended for low-density single-family homes.

3. How does the project's proposed site plan and design relate to the existing development pattern(s) of the immediately surrounding area?

The project respects the neighborhood's residential character by maintaining appropriate setbacks, landscaped buffers, and a three-story height consistent with nearby buildings. It transitions sensitively from single-family homes to the adjacent institutional use, creating a compatible edge conditio

4. Describe and note distances to nearby amenities and services such as shopping, schools, parks and recreation, or municipal offices.

The site is within 0.3 miles of Dascomb Road retail and dining, 1.2 miles from Ballardvale Elementary School, and directly across from Anne Rawlins Greene Reservation and Vale Reservation trail networks, providing recreation and open space access.

5. Explain how developing the site contributes to smart growth development in the area (e.g. mixed use, reuse, concentrated development).

Trailside Andover promotes smart growth and infill development by utilizing existing infrastructure, concentrating housing near services and transit, and providing age-friendly, accessible housing that reduces pressure for new development in outlying areas.

6. Is the site located near public transit (bus, subway, commuter rail, etc.)? If so, indicate the type, distance to the nearest stop, and frequency of service.

Yes. The MBTA Commuter Rail Ballardvale Station is approximately 1.2 miles west of the site with regular weekday and weekend service to Boston and Haverhill. MVRTA bus routes also operate along Andover Street connecting to Andover Center and Lawrence.

IX. FINANCING

1. Attach a letter of interest from a construction lender.

Are there any public funds to be used for this project? If yes, indicate the source, amount, use and status of funds:

Describe the form of financial surety to be used to secure the completion of cost certification for this project

X. PROJECT FEASIBILITY

The section is for developers of home ownership projects.

Developers of multi-family rental projects must use the One Stop Application at <http://www.mhlc.com> and complete Section 3 Sources and Uses and Section 4 Pro Forma.

Ownership Pro Forma

	Total Costs	Per Unit	Per Sq. Ft.	% of Total
(a) Site Acquisition	\$ 2.4M	\$ 54.5K	\$ 26	\$ 12
Hard Costs:	\$	\$	\$	\$
Earth Work	\$ 880K	\$ 20K	\$ 9.6	\$ 5
Site Utilities	\$	\$	\$	\$
Roads & Walks	\$	\$	\$	\$
Site Improvement	\$	\$	\$	\$
Lawns & Planting	\$	\$	\$	\$
Demolition	\$	\$	\$	\$
Unusual Site Conditions	\$	\$	\$	\$
(b) Total Site Work	\$	\$	\$	\$
Concrete	\$ 585K	\$ 13.3K	\$ 6.4	\$ 3
Masonry	\$ 330K	\$ 7.5K	\$ 3.6	\$ 2
Metals	\$	\$	\$	\$
Carpentry	\$ 2M	\$ 45.5K	\$ 2.2	\$ 12
Roofing & Insulation	\$ 510K	\$ 11.6K	\$ 5.6	\$ 3
Doors & Windows	\$ 495K	\$ 11.3K	\$ 5.4	\$ 3
Interior Finishes	\$ 1.6M	\$ 37.5K	\$ 18	\$ 10
Cabinets & Appliances	\$ 525K	\$ 11.9K	\$ 5.7K	\$ 3
Plumbing & HVAC	\$ 1.8M	\$ 40.9K	\$ 19.6	\$ 10
Electrical	\$ 1.08K	\$ 24.5K	\$ 11.8	\$ 6
(c) Total Construction	\$ 10.06M	\$ 228.9K	\$ 110	\$ 58
(d) General Conditions	\$ 850K	\$ 19.3K	\$ 9.30	\$ 5
(e) Subtotal Hard Costs (a+b+c+d)	\$ 17M	\$ 386K	\$ 169.3	\$ 95
(f) Contingency	\$ 860K	\$ 19.5K	\$ 8.6	\$ 5
(g) Total Hard Costs (e+f)	\$ 17.85M	\$ 405K	\$ 178	\$ 100

Soft Costs:	\$	\$	\$	\$
Permits/Surveys	\$ 150K	\$ 3.4K	\$ 1.64	\$ 0.7
Architectural	\$ 600K	\$ 13.6K	\$ 6.56	\$ 2.6
Engineering	\$ 275K	\$ 6.2K	\$ 3	\$ 1.2
Legal	\$ 200K	\$ 4.5K	\$ 2.19	\$ 0.9
Bond Premium	\$ 60K	\$ 1.3K	\$ 0.66	\$ 0.3
Real Estate Taxes	\$ 100K	\$ 2.2K	\$ 1.09	\$ 0.4
Insurance	\$ 180K	\$ 4.9K	\$ 1.97	\$ 0.8
Security	\$ 20K	\$ 0.4K	\$ 0.22	\$ 0.1
Developer's Overhead	\$ 700K	\$ 15.9K	\$ 7.65	\$ 3.1
General Contractor's Overhead	\$ 350K	\$ 8K	\$ 3.82	\$ 1.5
Construction Manager	\$ 150K	\$ 3.5K	\$ 1.64	\$ 0.7
Property Manager	\$ 50K	\$ 1.3K	\$ 0.55	\$ 0.2
Construction Interest	\$ 1.05M	\$ 23.8K	\$ 11.49	\$ 4.6
Financing/Application Fees	\$ 250K	\$ 5.6K	\$ 2.74	\$ 1.1
Utilities	\$ 60K	\$ 1.4K	\$.66	\$ 0.3
Maintenance (unsold units)	\$ 75K	\$ 1.7K	\$ 0.82	\$ 0.3
Accounting	\$ 40K	\$ 0.9K	\$ 0.44	\$ 0.2
Marketing	\$ 400K	\$ 9.09K	\$ 4.37	\$ 1.7
(h) Subtotal Soft Costs	\$ 4.7M	\$ 107K	\$ 51.37	\$ 20.7
(i) Contingency	\$ 235K	\$ 5.3K	\$ 2.56	\$ 1
(j) Total Soft Costs (h+i)	\$ 4.95M	\$ 112.5K	\$ 53.93	\$ 21.7
(k) Total Development Costs (g+j)	\$ 22.79M	\$ 518K	\$ 248.66	\$ 100

Profit Analysis (should conform to the pro forma)

Sources:

Affordable projected sales \$ _____
Market sales \$ _____
Public grants \$ _____
(A) Total Sources \$ _____

Uses:

Construction Contract Amount \$ _____
(B) Total Development Costs \$ _____

Profit:

(C) Total Profit (A-B) \$ _____
(D) Percentage Profit (C/B) \$ _____

Cost Analysis (should conform to the pro forma)

Total Gross Building Square Footage _____

Residential Construction Cost per Sq. Ft. \$ _____

Total Hard Costs per Sq. Ft. \$ _____

Total Development Costs per Sq. Ft. \$ _____

Sales per Sq. Ft. \$ _____
(do not include proceeds from public grants)

XI. DEVELOPMENT SCHEDULE

Complete the chart below by providing the appropriate month and year. Fill in only as many columns as there are phases. If there will be more than three phases, add columns as needed.

	Phase 1	Phase 2	Phase 3	Total
Number of affordable units	11	_____	_____	_____
Number of market units	33	_____	_____	_____
Total by phase	44	_____	_____	_____

Please complete the following chart with the appropriate projected dates:

	Phase 1	Phase 2	Phase 3	Total
All permits granted	x	_____	_____	_____
Construction start	_____	x	_____	_____
Marketing start – affordable units	_____	_____	x	_____
Marketing start – market units	_____	_____	x	_____
Construction completed	_____	_____	x	_____
Initial occupancy	_____	_____	_____	x

XII. MARKETING OUTREACH AND LOTTERY

Affirmative Fair Housing Marketing Plan:

Please submit your Affirmative Fair Housing Marketing Plan (AFHMP), prepared in accordance with Section III of the 40B Guidelines, and a description of the lottery process that will be used for this project. This shall describe:

- Information materials for applicants that will be used that provides key project information;
- Eligibility requirements;
- Lottery and resident selection procedure;
- Any preference system being used (Note: if local preference is proposed for this project, demonstration of the need for local preference must be demonstrated and accepted by EOHLC);
- Measures to ensure affirmative fair marketing including outreach methods;
- Application materials that will be used; and
- Lottery Agent.

XIII. CHECKLIST OF ATTACHMENTS

The following documentation must accompany each application:

1. Letter of support signed by Chief Elected Officer of municipality
2. Letter of support from local housing partnership (if applicable)
3. Signed letter of interest from a construction lender
4. Map of community showing location of site
5. Check payable to EOHLC
6. Rationale for calculation of affordable purchase prices or rents (see Instructions)
7. Copy of site control documentation (deed or Purchase & Sale or option agreement)
8. 21E summary (if applicable)
9. Photographs of existing building(s) and/or site
10. Site Plan showing location of affordable units
11. Sample floor plans and/or sample elevations
12. Proposed marketing and lottery materials

N. B.: Appraisal: EOHLC will commission an appraisal, for which the sponsor of the project will pay. We will not issue a Project Eligibility Letter until that appraisal has been completed and accepted by EOHLC

GREG MINOTT AIA, LEED AP

Principal-in-Charge | Managing Principal | Co-founded DREAM Collaborative in 2008



As Managing Principal and Co-Founder of DREAM Collaborative, Greg Minott specializes in inclusive design and planning for community-driven, urban mixed-use, residential and adaptive reuse projects. Greg leads the development arm of the company.

Greg has over 25 years of experience successfully navigating the challenges and nuances of projects within densely populated, historically significant, and culturally diverse city neighborhoods. He is a licensed architect in Massachusetts and is LEED AP certified.

Greg is a member of the Real Estate Executive Council (REEC), is on the Board of Trustees for Hearth, Inc. and was the 2021 President of the Boston Society for Architecture (BSA). He was appointed to Mayor Wu's Technical Advisory Committee formed to shape the City of Boston's Inclusionary Development Policy (IDP) regarding studies to increase the amount of affordable housing available in Boston. Greg was honored with the 2025 Roxbury Legends Award by Reclaim Roxbury, which recognized his leadership leading major projects that have contributed affordable housing, commercial and community spaces. Greg is regularly invited to speak on issues in design, sustainability, equity, diversity, inclusion and urban development. The AIA has recognized his significant contributions to more livable communities and better connected neighborhoods.

In 2008, Greg co-founded DREAM Collaborative with a clear vision — to establish a firm that provides a fresh and holistic approach, using planning, development and design as a tool for community building and success. As Managing Principal, he leads the team in the creation of healthy, sustainable, and supportive spaces that are built for longevity and growth.

BACKGROUND

Registered Architect: MA, RI, CT, NY

Real Estate Executive Council (REEC)

American Institute of Architects (AIA)

Boston Society for Architecture (BSA)

Hearth Inc. Board of Trustees

NCARB Certified

2025 Roxbury Legends Award
Reclaim Roxbury

Executive Education: Developing Affordable Housing
Harvard University Graduate School of Design

Master of Architecture
Master in Infrastructure Planning
New Jersey Institute of Technology

Bachelor of Arts in Architecture
Caribbean School of Architecture

SELECT PROJECT EXPERIENCE

2147 Washington Street

Roxbury MA DREAM Development and New Atlantic Development

24 Westminster Avenue Roxbury MA
DREAM Development

The Kenzi Roxbury MA Preservation of Affordable Housing, Inc.

LeClair Village, 950 Falmouth Road
Mashpee MA
Preservation of Affordable Housing, Inc.

555-559 Columbia Rd. at Upham's Corner
Dorchester MA Civico Development

2451 Washington Street Residences

Roxbury MA Madison Park Development Corporation

Hearth at Four Corners Dorchester MA
Hearth Inc.

Winthrop Center Boston MA
MP Boston (Millennium Partners)

BWSC Parking Lot Residential Redevelopment Roxbury MA, City of Boston
Planning Department

P3 Roxbury Development Roxbury MA
HYM/My City at Peace



Hearthstone Realty Corporation

Willard Perkins, President and Founder

Willard Perkins is the president and founder of Hearthstone Realty Corporation, an Andover based real estate development and consulting corporation. He is a registered professional engineer, licensed construction supervisor and licensed real estate broker in Massachusetts and NH. He is a graduate of Cornell University College of Engineering.

During his extensive career he has been a senior executive or President for several corporate entities related to engineering, real estate brokerage and real estate development. His for profit, limited profit, and non-profit real estate projects have created hundreds of market rate and affordable housing units of all types in Andover and created hundreds of acres of open space to conservation groups in town and the surrounding area.

Will was formerly a senior design engineer with Dana F. Perkins, Inc. and designed countless commercial, industrial and residential site plans, roadways, sewage treatment plants, water distribution systems, etc. He is a former board member of Northeast Home Builders and the National Association of Home Builders. He is a member of the Cornell Engineering Society & a former National Director of NAHB.

Andover has a unique history of successful public-private partnerships and Will is pleased to have been part of many over the years. For the past three years, Bill has been leading design and construction efforts on a volunteer basis at Free Christian Church. This work included the complete restoration of two historic residential buildings and a large site work project.

Some of the other projects he has led or been part of in Andover include:

- Co-founder of Friends of Andover Football – Lovely Field Concession Building
- Andover High School Concession Building and Offices – Planning and construction
- Andover Skate Park – Fundraising, planning and construction for AYS
- Andover High School Senior Baseball field improvements
- Community Paths provision in Zoning Bylaw – Assistance
- Ballardvale Playground Improvement Donation
- Andover Community Trust – Former board member, donated first single family lot
- Andover Conservation - Donated over 125 acres of open space to the Conservation Commission and AVIS as part of developments in town
- Trail Development and Planning Assistance
- Cormier Youth Center Andover Building Committee
- Board Member of Andover School of Montessori for six years
- Manager for Andover Little League and Junior League Baseball
- Andover Junior Football Coach
- Merrimack Valley YMCA Youth Basketball Coach
- Free Christian Church – Design and Construction Lead

MEMORANDUM

TO: Gregory Minott, AIA, LEED AP
Managing Principal
DREAM Development
6 Liberty Square #2338
Boston, MA 02109

FROM: Scott W. Thornton, P.E. *and*
Stephan Zaets, P.E.
Vanasse & Associates, Inc.
35 New England Business Center Drive
Suite 140
Andover, MA 01810
(978) 474-8800

DATE: October 28, 2025

RE: 10485

SUBJECT: Traffic Impact Memorandum
Proposed 40B Multifamily Development – Andover Street
Andover, Massachusetts

Vanasse & Associates, Inc. (VAI) has prepared a Traffic Impact Memorandum for the proposed 40B age-targeted residential development with 40 residential units, to be located at 84-88 Andover Street in Andover, Massachusetts (herein after referred to as the “Project”). The purpose of this memorandum is to identify existing conditions, including roadway characteristics, volumes and operating speeds, estimate potential trip generation, and evaluate sight distances for the proposed driveway. This memorandum also provides context of the roadway conditions in the vicinity of the Dascomb Road intersection with Andover Street, and the area of Andover Street south of the intersection where the site and access is proposed.

EXISTING CONDITIONS

A comprehensive field inventory of existing conditions within the study area was conducted in September 2025. The field investigation consisted of an inventory of existing roadway geometrics, traffic volumes, and operating characteristics, as well as posted speed limits, sight distance, and land use information within the study area. The study area for this review includes the existing intersection of Dascomb Road at Andover Street and the intersection of the proposed driveway with Andover Street. The study area is graphically depicted in Figure 1.

The following describes the existing study area roadway and intersection.

Study Area

Roadway

Andover Street

Andover Street is a two-way minor arterial roadway that is under the Town of Andover’s jurisdiction. Andover Street traverses the study area in a general north-south direction and features one 11-foot-wide travel lane with a 1-foot-wide shoulder in each direction, separated by a centerline. Illumination is provided within the study area. The posted speed limit on Andover Street is 35 miles per hour (mph). Land use south of the project site consists primarily of residential properties. Meanwhile, land use north of the project site consists of primarily residential properties with a segment of commercial properties south of Central Street.



Legend:



Study Area Intersections

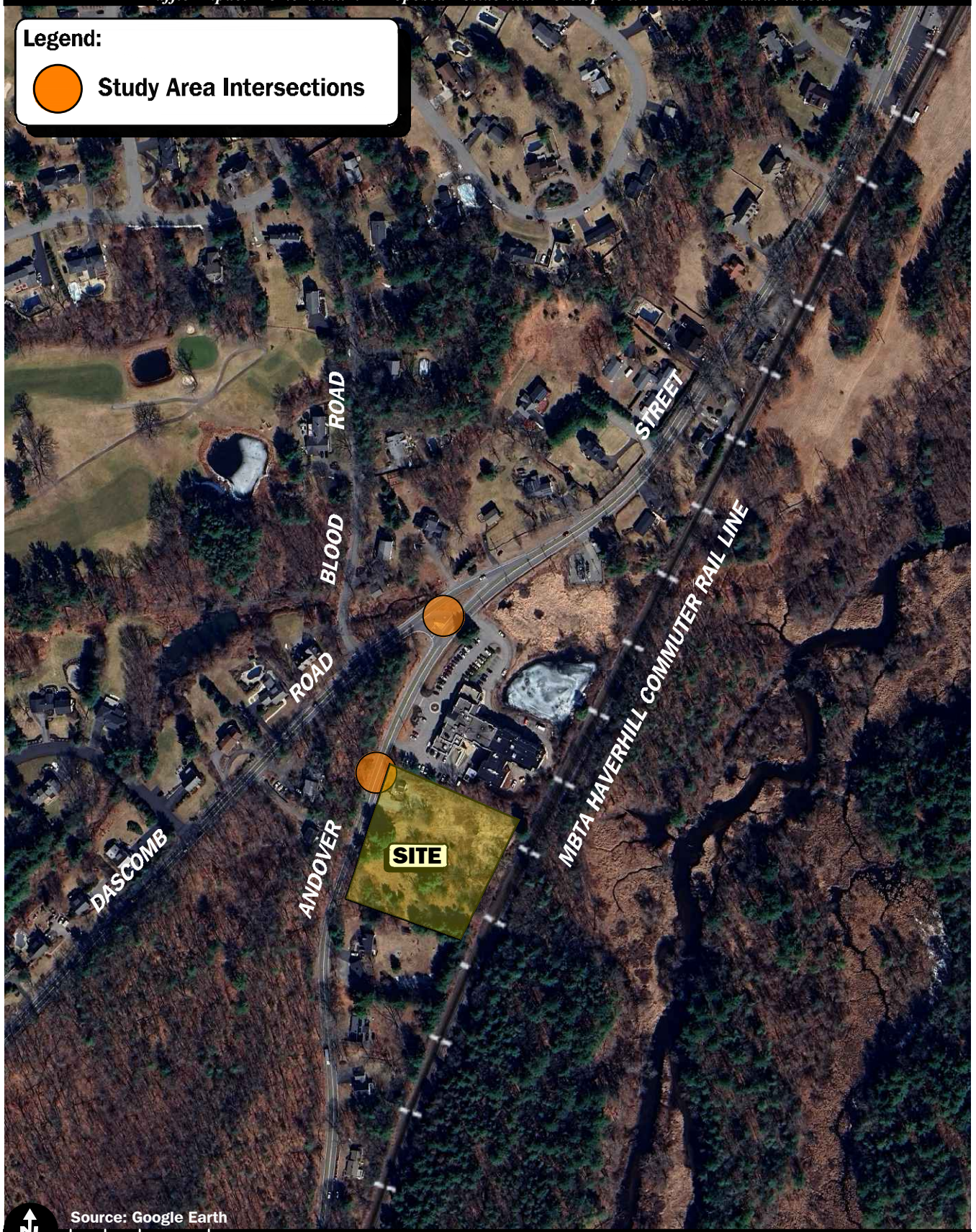


Figure 1

Site Location and Study Area Map



Intersection

Andover Street at Dascomb Road

Dascomb Road meets Andover Street from the west to form a three-way, skewed, unsignalized intersection under STOP-sign control. The intersection also closely meets the driveway for Bear Mountain at Andover nursing center along the southern edge of Andover Street. The Dascomb Road northeastbound approach consists of one approach lane, which splits into an exclusive 24-foot-wide left-turn lane and an exclusive 15-foot-wide right-turn lane. The Andover Street northbound approach consists of one 13-foot-wide travel lane with 1-foot-wide shoulders and no additional turning lane onto Dascomb Road. The Andover Street southbound approach consists of one 13-foot-wide travel lane and a 13-foot-wide right-turn/slip lane to Dascomb Road southbound, both with 1-foot-wide shoulders. There are no pedestrian or bicycle facilities within the intersection.

Existing Traffic Volumes

In order to establish base traffic-volume demands and flow patterns within the study area, automatic traffic recorders (ATRs) hosted by the Massachusetts Department of Transportation (MassDOT) as well as a TEC study conducted in 2018.¹ Traffic-volume characteristics for Dascomb Road utilize traffic counts collected in 2018 and were left unadjusted based on a review of adjacent data. MassDOT's traffic counts in the area show that traffic volumes have not fully met pre-COVID conditions. Traffic-volume characteristics based on prior studies are summarized in Table 1.

Table 1
EXISTING ROADWAY TRAFFIC-VOLUME SUMMARY

Location/Peak Hour	ADT ^a	VPH ^b	K Factor ^c	Directional Distribution ^d
<i>Andover Street, south of Dascomb Road:</i>	4,200	--	--	--
Weekday Morning	--	265	6.3	64.8% SB
Weekday Evening	--	424	10.1	76.3% NB
<i>Dascomb Road, west of Andover Street:</i>	8,100	--	--	--
Weekday Morning	--	510	6.3	54.6% EB
Weekday Evening	--	818	10.1	51.3% EB

Source: MassDOT Traffic Count Data System, 2024 and TEC Traffic Study, 2018.

^aEstimated average daily traffic.

^bEstimated two-way peak-hour volume expressed in vehicles per hour.

^cProportion of peak hour traffic to the average daily traffic.

^dPercent traveling in peak direction.

As can be seen in Table 1, Andover Street, south of Dascomb Road, was observed to carry approximately 4,200 vehicles on a typical day, with approximately 265 vehicles per hour (vph) during the weekday morning peak hour and 424 vph during the weekday evening peak hour. During the weekday morning peak hour, 64.8 percent of traffic travels southbound, and during the weekday evening peak hour, 76.3 percent of traffic travels northbound. However, Dascomb Road, west of Andover Street, was observed to carry

¹Expanded Environmental Notification Form, Dascomb Road Project; TEC; December 28, 2018.



nearly twice this level of traffic, with approximately 8,100 vehicles on a typical day, 510 vph during the weekday morning peak hour and 818 vph during the weekday evening peak hour. During the weekday morning peak hour, 54.6 percent of traffic travels westbound, and during the weekday evening peak hour, 51.3 percent of traffic travels westbound. Dascomb Road provides access to regional destinations via its connection to I-93 which partly explains the higher level of traffic volume. Andover Street south of Dascomb Road, by contrast, provides access to mostly residential development at a less dense level than to the north and west on Dascomb Road and only the village of Ballardvale as a destination.

Existing Speed Measurements

As part of the study, spot speed measurements were taken in order to establish baseline speed patterns within the study area. Measurements were collected on October 3, 2025, for approximately one hour until at least 50 vehicles were measured in each travel direction. Measurements were taken just south of Dascomb Road and occurred during off-peak hours. Table 2 below summarizes key speed characteristics observed in the measurements.

**Table 2
OBSERVED VEHICLE SPEEDS (In Miles Per Hour)**

Location/Direction	Posted Speed	Average Speed	85 th Percentile Speed ^a
<i>Andover Street, south of Dascomb Road:</i>			
Northbound	35	31	34
Southbound	35	31	36

^aThe 85th percentile speed is the speed at which 85 percent of the traffic is traveling at or below. It is commonly used for setting speed limits on roadways.

As can be seen in Table 2, the average speed recorded northbound on Andover Street was 31 mph, and the 85th percentile speed recorded was 34 mph. The average speed recorded southbound was 31 mph, and the 85th percentile speed was 36 mph.

Motor Vehicle Crash Data

Motor vehicle crash information for the study area intersection was provided by the MassDOT Safety Management/Traffic Operations Unit for the most recent five-year period available (2017 through 2021) in order to examine motor vehicle crash trends occurring within the study area. The data is summarized in Table 3 by intersection, type, weather condition, lighting condition, pavement condition, and severity.



Table 3
MOTOR VEHICLE CRASH DATA SUMMARY

Scenario	Dascomb Road at Andover Street
<i>Year:</i>	
2017	3
2018	7
2019	6
2020	3
<u>2021</u>	<u>4</u>
Total	23
Average ^a	5.6
<i>Type:</i>	
Angle	6
Rear-End	7
Head-On	3
Sideswipe	2
Fixed Object	4
Pedestrian/Bike	0
<u>Unknown/ Not Reported</u>	<u>1</u>
Total	23
<i>Weather Conditions:</i>	
Clear	14
Cloudy/Rain	4
Snow/Ice	5
<u>Fog</u>	<u>0</u>
Total	23
<i>Lighting Conditions:</i>	
Daylight	19
Dawn/Dusk	0
Dark (lit)	4
<u>Dark (unlit)</u>	<u>0</u>
Total	23
<i>Pavement Conditions :</i>	
Dry	16
Wet	2
Snow/Ice	<u>5</u>
Total	23
<i>Severity:</i>	
Property Damage Only	17
Personal Injury	6
<u>Fatality</u>	<u>0</u>
Total	23

^aAverage number of crashes over five-year period.
Source: MassDOT Crash Data, 2017 through 2021.

As can be seen in Table 3, the unsignalized intersection of Andover Street at Dascomb Road experienced 23 crashes over the five-year review period, averaging 5.6 crashes per year. The majority of these crashes were rear-end and angle collisions, occurred during daylight, on dry roadways, in clear weather, and resulted in property damage only. No fatalities or pedestrian crashes were reported over the five-year period.



Given traffic volumes reported at this intersection from a TEC study conducted in 2018, the crash rate for this intersection would be above districtwide and statewide averages. All of the stated crashes occurred at the Andover Street/Dascomb Road intersection. No crashes occurred within 200 feet of the location of the proposed site driveway intersection with Andover Street.

PROJECT GENERATED TRAFFIC

The Project involves the construction of 40 multifamily residential units within one building. The development will be age-targeted towards seniors. In order to develop the traffic characteristics of the site, trip-generation statistics published by the Institute of Transportation Engineers (ITE)² for Land Use Code (LUC) 252, *Senior Adult Housing – Multifamily* was used. Table 4 summarizes the expected trip generation for the proposed site.

**Table 4
TRIP-GENERATION ANALYSIS**

Time Period/Direction	Project Vehicle Trips ^a
<i>Weekday Morning Peak Hour:</i>	
Entering	3
<u>Exiting</u>	<u>5</u>
Total	8
<i>Weekday Evening Peak Hour:</i>	
Entering	6
<u>Exiting</u>	<u>4</u>
Total	10
<i>Weekday Daily:</i>	
Entering	71
<u>Exiting</u>	<u>71</u>
Total	142

^a Based on ITE LUC 252, *Senior Adult Housing - Multifamily* – 40 units.

As can be seen in Table 4, the residential development is expected to generate 8 additional vehicle trips (3 entering and 5 exiting) during the weekday morning peak hour and 10 additional vehicle trips (6 entering and 4 exiting) during the weekday evening peak hour, with 142 additional vehicle trips (71 entering and 71 exiting) on an average weekday. Traffic counts on Andover Street by MassDOT indicate the weekday morning peak hour in this area generally occurs between 8:00 and 9:00 AM, while the weekday evening peak hour generally occurs between 5:00 and 6:00 PM.

It should be noted that many residents of senior housing may be retired and therefore would not need to commute to work or travel during these peak hours of commuting street traffic.

²*Trip Generation*, 12th Edition; Institute of Transportation Engineers; Washington, DC; 2025.



TRIP DISTRIBUTION AND ASSIGNMENT

The Project trip distribution was based on a review of existing travel patterns at the study area intersections and Journey-to-Work data for Andover obtained from the United States Census Bureau.³ Distribution was based on journey-to-work data from the Project's Census Tract (2544.03) and destinations broken out by city/town, counties, and states. Table 5 shows the trip assignment based on observed characteristics. Trip assignments can be found in the appendix attached.

Table 5
TRIP-DISTRIBUTION SUMMARY

Roadway	Direction (To/From)	Distribution Percentage (To/From)
Andover Street	North	30
Andover Street	South	4
Dascomb Road	West	<u>66</u>
TOTAL		100

Future Traffic Volumes – Build Condition

The 2025 Build condition networks consist of the 2025 Existing volumes with anticipated Project-generated traffic added to them. This comparison highlights the Project's effect on the existing traffic volume conditions. A summary of peak-hour projected traffic-volume increases external to the study area, which is the subject of this assessment, is shown in Table 6. These volumes are based on the expected increases from the Project.

Table 6
PEAK-HOUR TRAFFIC-VOLUME INCREASES^a

Location/Peak Hour	2025 Existing	2025 Build	Traffic-Volume Increase Over No-Build	Percent Increase Over No-Build
<i>Andover Street, south of Dascomb Road:</i>				
Weekday Morning	265	265	0	0.0
Weekday Evening	424	424	0	0.0
<i>Dascomb Road, west of Andover Street:</i>				
Weekday Morning	510	515	5	1.0
Weekday Evening	818	825	7	0.8

^aTwo-way traffic volumes.

³2016-2020 5-Year American Community Survey; U.S. Census Bureau; 2022.



As shown in Table 6, Project-related traffic volumes external to the study area relative to 2025 Build conditions are not anticipated to increase traffic on Andover Street, moving south of the project site. Dascomb Road, west of Andover Street, is anticipated to receive traffic-volume increases of 5 to 7 vehicles or 0.8 to 1.0 percent during the peak periods. This is expected to result in a minimal impact on operations at the Dascomb Road/Andover Street intersection.

SIGHT DISTANCE EVALUATION

Sight distance measurements were performed at the site driveway intersection with Andover Street in accordance with MassDOT and American Association of State Highway and Transportation Officials (AASHTO)⁴ recommendations. Both stopping sight distance (SSD) and intersection sight distance (ISD) measurements were performed. In brief, SSD is the distance recommended to be provided by a vehicle traveling at the design speed of a roadway, on wet pavement, to stop prior to striking an object in its travel path. ISD is the sight distance recommended to be provided by a driver entering or crossing an intersecting roadway to perceive an oncoming vehicle and safely complete a turning or crossing maneuver with oncoming traffic. In accordance with AASHTO standards, if the measured ISD is at least equal to the recommended SSD value for the major road, then drivers have sufficient sight distance to anticipate and avoid collisions. Table 7 presents the measured SSD and ISD at the study area intersection.

Table 7
SIGHT DISTANCE ANALYSIS^a

Intersection/Sight Distance Measurement	Minimum Distance (Feet) ^a	Desirable Distance (Feet) ^b	Field Measured Distances (Feet)
<i>Andover Street at Proposed Site Driveway</i>			
<i>Stopping Sight Distance:</i>			
Andover Street approaching from the north	260	--	480
Andover Street approaching from the south	240	--	425
<i>Intersection Sight Distance:</i>			
Left turn from Site driveway (looking north)	260	400	375
Right turn from Site driveway (looking south)	240	325	420

^aRecommended values obtained from *A Policy on Geometric Design of Highways and Streets*, 7th Edition; American Association of State Highway and Transportation Officials (AASHTO); 2018.

^bMinimum and recommended distances based on observed 85th percentile speed in each direction.

As can be seen in Table 7, the sight distances at the intersection of the Project site driveway from Andover Street were found to exceed the recommended values for SSD for both directions. ISD is only met for vehicles making a right turn exiting the driveway. However, the short distance of this driveway to the next intersection could cause any approaching vehicle from the north to be traveling less than the speed limit, which would decrease the required SSD and ISD. Additionally, in accordance with AASHTO standards, if the measured ISD is at least equal to the recommended SSD value for the major road, then drivers have

⁴*A Policy on Geometric Design of Highway and Streets*, 7th Edition; American Association of State Highway and Transportation Officials (AASHTO); Washington D.C.; 2018.



sufficient sight distance to anticipate and avoid collisions. As such, the sight distance for a left-turn exiting vehicle from the driveway is adequate given the current operating speeds of the roadway. It is worth noting that selective tree clearing in the right-of-way on the east side of Andover Street may improve sight distances in both directions on this roadway.

CONCLUSIONS

VAI has completed this Traffic Impact Memorandum to support the development of the proposed 40B age-targeted residential development to be located at 84-88 Andover Street in Andover, Massachusetts. As part of this memo, VAI identified existing conditions, including roadway characteristics, volumes and operating speeds, estimated potential trip generation, and evaluated sight distances for the proposed driveway. VAI concludes that vehicles on Andover Street operate at the intended speed limits for the roadway. The residential housing development will generate 8 additional vehicle trips during the weekday morning peak hour, 10 additional vehicle trips during the weekday evening peak hour, and 142 additional vehicle trips (71 entering and 71 exiting) on an average weekday. Project-related traffic-volume increases on Dascomb Road, west of the Andover Street intersection, relative to 2025 Build conditions are anticipated to increase by 5 to 7 vehicles or 0.8 to 1.0 percent during the peak periods, with no anticipated increase to Andover Street south of the project site driveway. Sight distances from the proposed driveway were measured and determined to be adequate for SSD. ISD is not met for the left-turn exiting movement from the driveway; however, the measured ISD exceeds the recommended SSD in the northern direction. Thus, sight distances are concluded to be adequate in both directions. Sight distances along Andover Street can also be improved with selective tree trimming within the right-of-way along the edge lines of Andover Street.

Based on this review, it is expected that the segment of Andover Street where the access for the site is proposed is a lower volume, less traffic-intensive roadway than just to the north where the Dascomb Road/Andover Street intersection exists. Vehicle crashes that have occurred in the area are limited to the Dascomb Road/Andover Street intersection and no crashes were reported within 200 feet of the proposed site driveway location. With the slip lane from Andover Street southbound to Dascomb Road, drivers do not need to yield or stop moving westbound, which likely contributes to speeding along Andover Street and Dascomb Road north of the project area. Dascomb Road provides a direct connection to I-93 and is therefore an important commuter route; this is contrasted with Andover Street south of the intersection which does not provide commuter connections and carries approximately 50 percent of the traffic volume of Dascomb Road. It is expected that the lower volume of traffic on Andover Street south of the intersection will result in gaps allowing vehicles to turn into and out of the site driveway. With the projected peak-hour trip generation of 8 to 10 vehicle trips, equivalent to a vehicle trip every six to eight (6-8) minutes, the project is expected to have a minimal impact on the intersection of Dascomb Road and Andover Street.

Attachments: Technical Appendix



APPENDIX

TRAFFIC COUNT DATA
SPEED MEASUREMENT DATA
MASSDOT CRASH DATA
TRIP GENERATION DATA
TRIP DISTRIBUTION DATA



TRAFFIC COUNT DATA



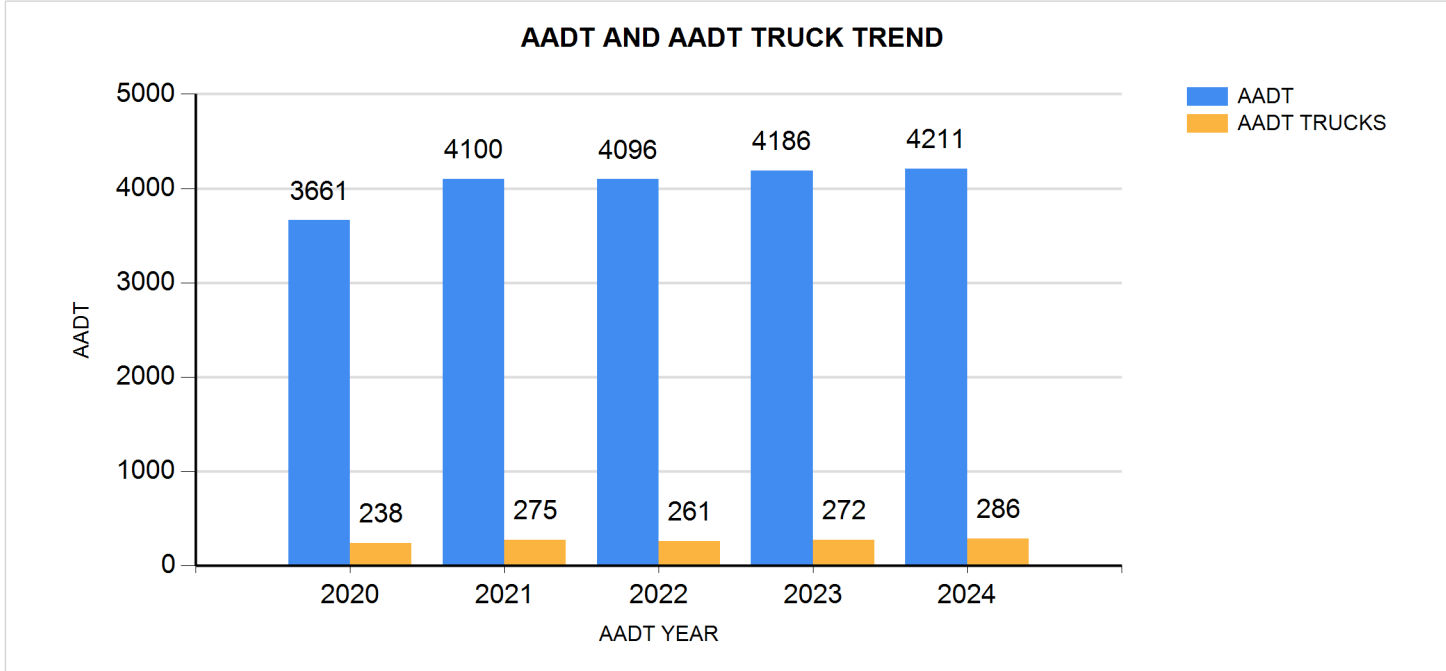


AADT and AADT Trucks by Year for 1/1/2020 - 12/31/2024
Criteria: Location ID = 200905, From 1/1/1900 To 12/31/2049 12:00:00 AM

District
County Essex
Community Andover

Location ID 200905
Located On ANDOVER STREET
LRS ID N4209 NB

At 50 S OF DASCOMB ROAD
LRS Point 3.9763190



MassDOT Volume Data
Proposed Mix-Used Development
Andover, MA

Vanasse and Associates Inc.
Project No. 10485

ATR Location 200905
Andover Street South of Dascomb Road

	19-Jul-17		20-Jul-17		Average		Average (Rounded)		Total
	NB	SB	NB	SB	NB	SB	NB	SB	
00:00 - 01:00	13	8	13	16	13	12	13	12	25
01:00 - 02:00	8	7	6	17	7	12	7	12	19
02:00 - 03:00	6	10	7	23	6.5	16.5	7	17	24
03:00 - 04:00	3	24	4	12	3.5	18	4	18	22
04:00 - 05:00	2	11	5	14	3.5	12.5	4	13	17
05:00 - 06:00	10	60	9	41	9.5	50.5	10	51	61
06:00 - 07:00	27	248	25	217	26	232.5	26	233	259
07:00 - 08:00	73	223	70	229	71.5	226	72	226	298
08:00 - 09:00	107	217	109	180	108	198.5	108	199	307
09:00 - 10:00	141	200	119	153	130	176.5	130	177	307
10:00 - 11:00	111	105	108	87	109.5	96	110	96	206
11:00 - 12:00	91	104	108	91	99.5	97.5	100	98	198
12:00 - 13:00	159	117	181	125	170	121	170	121	291
13:00 - 14:00	132	144	149	148	140.5	146	141	146	287
14:00 - 15:00	135	120	147	151	141	135.5	141	136	277
15:00 - 16:00	246	83	262	110	254	96.5	254	97	351
16:00 - 17:00	300	109	297	106	298.5	107.5	299	108	407
17:00 - 18:00	385	125	370	109	377.5	117	378	117	495
18:00 - 19:00	328	109	297	119	312.5	114	313	114	427
19:00 - 20:00	117	75	129	77	123	76	123	76	199
20:00 - 21:00	83	98	63	73	73	85.5	73	86	159
21:00 - 22:00	51	74	44	55	47.5	64.5	48	65	113
22:00 - 23:00	31	34	28	37	29.5	35.5	30	36	66
23:00 - 24:00	39	20	45	28	42	24	42	24	66
	2598	2325	2595	2218			2603	2278	4881
		4923		4813				4881	

307 8-9 AM Peak Hour
0.063 K-factor
0.648208 SB

495 5-6 PM Peak Hour
0.101 K-factor
0.763636 NB

SPEED MEASUREMENT DATA



MASSDOT CRASH DATA



Crash Analysis Tables
Proposed Mix-Used Development
Andover, MA

Vanasse and Associates Inc.
Project No. 10485

Crash Number	Crash Date	Crash Severity	Crash Hour	Driver Contributing Circumstances (All Drivers)	Light Conditions	Manner of Collision	Road Surface Condition	Vehicle Actions Prior to Crash (All Vehicles)	Vehicle Configuration (All Vehicles)	Vehicle Travel Directions (All)	Weather Conditions	Vehicle Sequence of Events (All Vehicles)	Street Number	Roadway
4338544	03/12/2017	only (none injured) Property damage	12:00PM to 12:59PM	D1: (No improper driving),(No improper driving) / D2: (Inattention),(Inattention)	Daylight	Rear-end	Dry	V1: Slowing or stopped in traffic / V2: Slowing or stopped in traffic V1: Travelling straight ahead / V2: Entering traffic lane	V1:(Passenger car) / V2:(Light truck(van, mini-van, pickup, sport utility))	V1: S / V2: S	Clear/Clear	V1:(Collision with motor vehicle in traffic) V2:(Collision with motor vehicle in traffic)	80	ANDOVER
4474166	02/07/2017	only (none injured)	12:00PM to 12:59PM	D1: (No improper driving) / D2: (Failed to yield right of way) D1: (Failed to yield right of way) / D2: (No improper driving) / D3: (No improper driving)	Daylight	Angle	Snow	V1: Turning left / V2: Travelling straight ahead / V3: Travelling straight ahead	V1:(Passenger car) / V2:(Passenger car)	V1: W / V2: N V1: N / V2: S / V3: N	Snow/Snow	V1:(Collision with motor vehicle in traffic) V2:(Collision with motor vehicle in traffic) V1:(Collision with motor vehicle in traffic) V2:(Collision with motor vehicle in traffic) V3:(Collision with motor vehicle in traffic)	80	ANDOVER
4480855	08/19/2017	Non-fatal injury Property damage	11:00AM to 11:59AM	D1: (No improper driving) / D2: (Inattention)	Daylight	Head-on	Dry	V1: Travelling straight ahead / V2: Turning left	V1:(Passenger car) / V2:(Passenger car)	V1: W / V2: S	Clear	V1:(Collision with motor vehicle in traffic) V2:(Collision with motor vehicle in traffic)	80	ANDOVER
4490388	01/20/2018	only (none injured)	11:00AM to 11:59AM	D1: (No improper driving) / D2: (Inattention)	Daylight Dark - lighted roadway	Angle	Dry	V1: Travelling straight ahead V1: Slowing or stopped in traffic / V2: Slowing or stopped in traffic	V1:(Passenger car)	V1: N	Clear Rain/Fog, smog, smoke	V1:(Collision with motor vehicle in traffic),(Ran off road left)	5	DASCOM
4511297	03/02/2018	only (none injured)	12:00PM to 12:59PM	D1: (No improper driving) / D2: (Followed too closely)	Daylight	Rear-end	Wet	V1: Slowing or stopped in traffic / V2: Slowing or stopped in traffic / V2: Travelling straight ahead	V1:(Passenger car) / V2:(Light truck(van, mini-van, pickup, sport utility)) / V2:(Passenger car)	V1: E / V2: E	Cloudy/Rain	V1:(Collision with motor vehicle in traffic) V2:(Collision with motor vehicle in traffic)	80	ANDOVER
4573532	06/29/2018	Non-fatal injury	08:00AM to 08:59AM	D1: (No improper driving) / D2: (Unknown)	Daylight	Rear-end	Dry	V1: Slowing or stopped in traffic / V2: Travelling straight ahead V1: Turning left / V2: Travelling straight ahead	V1:(Passenger car) / V2:(Light truck(van, mini-van, pickup, sport utility))	V1: N / V2: N	Clear	V1:(Collision with motor vehicle in traffic) V2:(Collision with motor vehicle in traffic)	5	DASCOM
4589977	08/28/2018	Non-fatal injury Property damage	05:00PM to 05:59PM	D1: (Failed to yield right of way) / D2: (No improper driving) D1: (No improper driving) / D2: (Failed to yield right of way),(Disregarded traffic signs, signals, road markings)	Daylight	Angle	Dry	V1: Travelling straight ahead / V2: Turning left	V1:(Passenger car) / V2:(Light truck(van, mini-van, pickup, sport utility))	V1: Not Reported / V2: S	Clear	V1:(Collision with motor vehicle in traffic)	80	ANDOVER
4599641	09/06/2018	only (none injured)	11:00AM to 11:59AM	D1: (No improper driving) / D2: (Failed to yield right of way) D1: (Swerving or avoiding due to wind, slippery surface, vehicle, object, vulnerable user in roadway)	Daylight	Angle	Dry	V1: Travelling straight ahead / V2: Turning left V1: Travelling straight ahead / V2: Turning left	V1:(Light truck(van, mini-van, pickup, sport utility)) / V2:(Light truck(van, mini-van, pickup, sport utility))	V1: N / V2: N	Clear/Clear	V1:(Collision with motor vehicle in traffic) V2:(Collision with motor vehicle in traffic)	80	ANDOVER
4610522	10/17/2018	Non-fatal injury Property damage	01:00PM to 01:59PM	D1: (No improper driving) / D2: (Failed to yield right of way) D1: (Swerving or avoiding due to wind, slippery surface, vehicle, object, vulnerable user in roadway)	Daylight	Head-on	Dry	V1: Travelling straight ahead	V1:(Passenger car) / V2:(Passenger car)	V1: W / V2: E	Clear	V1:(Collision with motor vehicle in traffic) V2:(Collision with motor vehicle in traffic)	80	ANDOVER
4684721	03/21/2019	only (none injured) Property damage	11:00AM to 11:59AM	D1: (Swerving or avoiding due to wind, slippery surface, vehicle, object, vulnerable user in roadway)	Daylight	Single vehicle crash	Dry	V1: Travelling straight ahead	V1:(Single-unit truck (3-or-more axles))	V1: S	Clear	V1:(Collision with utility pole)	82	ANDOVER
4684727	03/26/2019	only (none injured) Property damage	12:00PM to 12:59PM	D1: (Swerving or avoiding due to wind, slippery surface, vehicle, object, vulnerable user in roadway)	Daylight	Single vehicle crash	Dry	V1: Travelling straight ahead V1: Travelling straight ahead / V2: Turning left	V1:(Light truck(van, mini-van, pickup, sport utility))	V1: N	Clear/Clear	V1:(Collision with motor vehicle in traffic),(Collision with guardrail)	80	ANDOVER
4707261	05/30/2019	only (none injured) Property damage	07:00PM to 07:59PM	D1: (No improper driving) / D2: (Visibility obstructed),(Failed to yield right of way) D1: (No improper driving),(No improper driving) / D2: (Followed too closely),(Inattention)	Daylight	Angle	Dry	V1: Slowing or stopped in traffic / V2: Travelling straight ahead	V1:(Passenger car) / V2:(Passenger car)	V1: S / V2: W	Clear/Clear	V1:(Collision with motor vehicle in traffic) V2:(Collision with motor vehicle in traffic)	1	DASCOM
4731888	07/18/2019	only (none injured) Property damage	03:00PM to 03:59PM	D1: (No improper driving) / D2: (Failed to yield right of way)	Daylight Dark - lighted roadway	Rear-end Sideswipe, opposite direction	Dry	V1: Travelling straight ahead / V2: Turning left V1: Travelling straight ahead / V2: Turning left	V1:(Passenger car) / V2:(Passenger car)	V1: S / V2: S	Cloudy/Cloudy	V1:(Collision with motor vehicle in traffic) V2:(Collision with motor vehicle in traffic)	5	DASCOM
4748713	09/09/2019	only (none injured) Property damage	08:00PM to 08:59PM	D1: (No improper driving) / D2: (Failed to yield right of way)	Daylight	Angle	Dry	V1: Travelling straight ahead / V2: Turning left V1: Turning left / V2: Travelling straight ahead / V3: Slowing or stopped in traffic	V1:(Passenger car) / V2:(Light truck(van, mini-van, pickup, sport utility)) / V3:(Light truck(van, mini-van, pickup, sport utility))	V1: S / V2: N V1: W / V2: W / V3: E	Clear	V1:(Collision with motor vehicle in traffic) V2:(Collision with motor vehicle in traffic) V1:(Collision with motor vehicle in traffic) V2:(Collision with motor vehicle in traffic) V3:(Collision with motor vehicle in traffic)	80	ANDOVER
4779215	11/21/2019	only (none injured)	03:00PM to 03:59PM	D1: (No improper driving) / D2: (Failed to yield right of way) D1: (Inattention),(Failed to yield right of way) / D2: (No improper driving),(No improper driving) / D3: (No improper driving),(No improper driving)	Daylight	Head-on	Snow	V1: Slowing or stopped in traffic / V2: Travelling straight ahead	V1:(Passenger car) / V2:(Passenger car)	V1: S / V2: S	Clear	V1:(Collision with motor vehicle in traffic) V2:(Collision with motor vehicle in traffic)	80	ANDOVER
4818231	02/06/2020	Non-fatal injury Property damage	08:00AM to 08:59AM	D1: (No improper driving) / D2: (Followed too closely) D1: (Driving too fast for conditions),(Swerving or avoiding due to wind, slippery surface, vehicle, object, vulnerable user in roadway)	Daylight Dark - lighted roadway	Rear-end	Dry	V1: Travelling straight ahead	V1:(Passenger car)	V1: E	Snow/Snow Snow/Blowing sand, snow	V1:(Collision with motor vehicle in traffic),(Collision with light pole or other post/support)	80	ANDOVER
4880570	09/18/2020	only (none injured) Property damage	12:00PM to 12:59PM	D1: (No improper driving) / D2: (Followed too closely) D1: (Driving too fast for conditions),(Swerving or avoiding due to wind, slippery surface, vehicle, object, vulnerable user in roadway)	Daylight Dark - lighted roadway	Single vehicle crash Sideswipe, opposite direction	Snow	V1: Travelling straight ahead V1: Overtaking/passing / V2: Travelling straight ahead	V1:(Passenger car) / V2:(Passenger car)	V1: E / V2: W	Snow/Snow Snow/Blowing sand, snow	V1:(Collision with motor vehicle in traffic)	5	DASCOM
4910701	12/20/2020	only (none injured) Property damage	06:00PM to 06:59PM	D1: (Failure to keep in proper lane or running off road) / D2: (No improper driving)	Daylight Dark - lighted roadway	Not reported	Snow	V1: Leaving traffic lane V1: Slowing or stopped in traffic / V2: Slowing or stopped in traffic	V1:(Passenger car)	V1: E	Snow	V1:(Collision with motor vehicle in traffic),(Ran off road left),(Collision with median barrier)	5	DASCOM
4939704	02/09/2021	only (none injured) Property damage	01:00PM to 01:59PM	D1: (Disregarded traffic signs, signals, road markings)	Daylight	Rear-end	Dry	V1: Slowing or stopped in traffic V1: Travelling straight ahead / V2: Slowing or stopped in traffic	V1:(Light truck(van, mini-van, pickup, sport utility)) / V2:(Passenger car)	V1: N / V2: N	Clear	V1:(Collision with motor vehicle in traffic) V2:(Collision with motor vehicle in traffic)	80	ANDOVER
4939708	02/09/2021	only (none injured) Property damage	07:00PM to 07:59PM	D1: (Inattention) / D2: (No improper driving)	Daylight	Rear-end	Dry	V1: Travelling straight ahead / V2: Slowing or stopped in traffic	V1:(Light truck(van, mini-van, pickup, sport utility)) / V2:(Passenger car)	V1: E / V2: E	Clear	V1:(Collision with motor vehicle in traffic) V2:(Collision with motor vehicle in traffic)		DASCOM
4943521	03/05/2021	only (none injured) Property damage	04:00PM to 04:59PM	D1: (Inattention) / D2: (No improper driving)	Daylight	Rear-end	Dry	V1: Slowing or stopped in traffic V1: Travelling straight ahead / V2: Slowing or stopped in traffic	V1:(Passenger car)	V1: E / V2: E	Clear	V1:(Collision with motor vehicle in traffic) V2:(Collision with motor vehicle in traffic)		DASCOM
5024941	10/08/2021	only (none injured)	01:00PM to 01:59PM	D1: (Inattention) / D2: (No improper driving)	Daylight	Rear-end	Dry	V1: Slowing or stopped in traffic V1: Travelling straight ahead / V2: Slowing or stopped in traffic	V1:(Passenger car)	V1: E / V2: E	Clear	V1:(Collision with motor vehicle in traffic) V2:(Collision with motor vehicle in traffic)		DASCOM

Data Level CRASH

Query Typ Spatial

Criteria: If you conducted an Advanced Query your SQL statement will be listed here

TRIP GENERATION DATA



Graph Look Up



ITETripGen Web-based App

- Graph Look Up
- How to Use ITETripGen
- TGM Desk Reference
- TGM Appendices
- Support Documents
- Add Users
- Comments

Query
Filter

DATA SOURCE:
Trip Generation Manual, 12th Ed

SEARCH BY LAND USE CODE:
 🔍

LAND USE GROUP:
(200-299) Residential

LAND USE :
252 - Senior Adult Housing—Multifami

LAND USE SUBCATEGORY:
All Sites

SETTING/LOCATION:
General Urban/Suburban

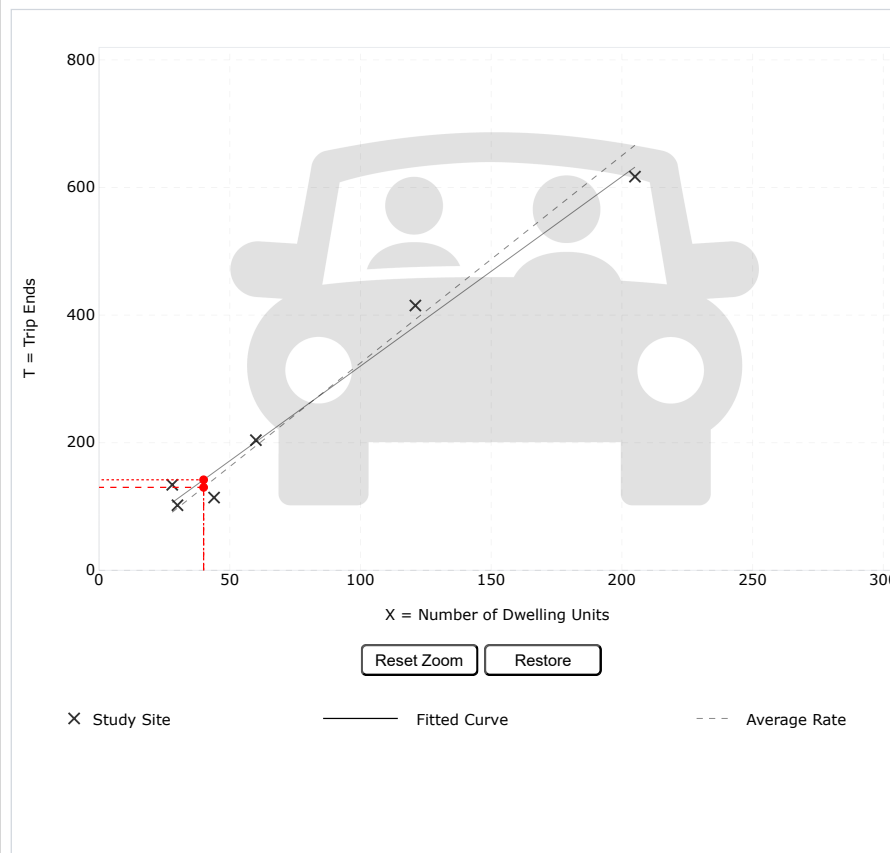
INDEPENDENT VARIABLE (IV):
Dwelling Units

TIME PERIOD:
Weekday

TRIP TYPE:
Vehicle

ENTER IV VALUE TO CALCULATE TRIPS:
 Calculate

Data Plot and Equation



Use the mouse wheel to Zoom Out or Zoom In.
 Hover the mouse pointer on data points to view X and T values.

DATA STATISTICS

Land Use:
 Senior Adult Housing—Multifamily (252) [Click for Description and Data Plots](#)

Independent Variable:
 Dwelling Units

Time Period:
 Weekday

Setting/Location:
 General Urban/Suburban

Trip Type:
 Vehicle

Number of Studies:
 6

Avg. Num. of Dwelling Units:
 81

Average Rate:
 3.25

Range of Rates:
 2.59 - 4.79

Standard Deviation:
 0.50

Fitted Curve Equation:
 $T = 2.97(X) + 23.07$

R²:
 0.98

Directional Distribution:
 50% entering, 50% exiting

Calculated Trip Ends:
 Average Rate: 130 (Total), 65 (Entry), 65 (Exit)
 Fitted Curve: 142 (Total), 71 (Entry), 71 (Exit)

Add-ons to do more

Try OTISS Pro



Graph Look Up

ITETripGen Web-based App

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- Support Documents
- Add Users
- Comments

Query
Filter

DATA SOURCE:
Trip Generation Manual, 12th Ed

SEARCH BY LAND USE CODE:
252 🔍

LAND USE GROUP:
(200-299) Residential

LAND USE :
252 - Senior Adult Housing—Multifami

LAND USE SUBCATEGORY:
All Sites

SETTING/LOCATION:
General Urban/Suburban

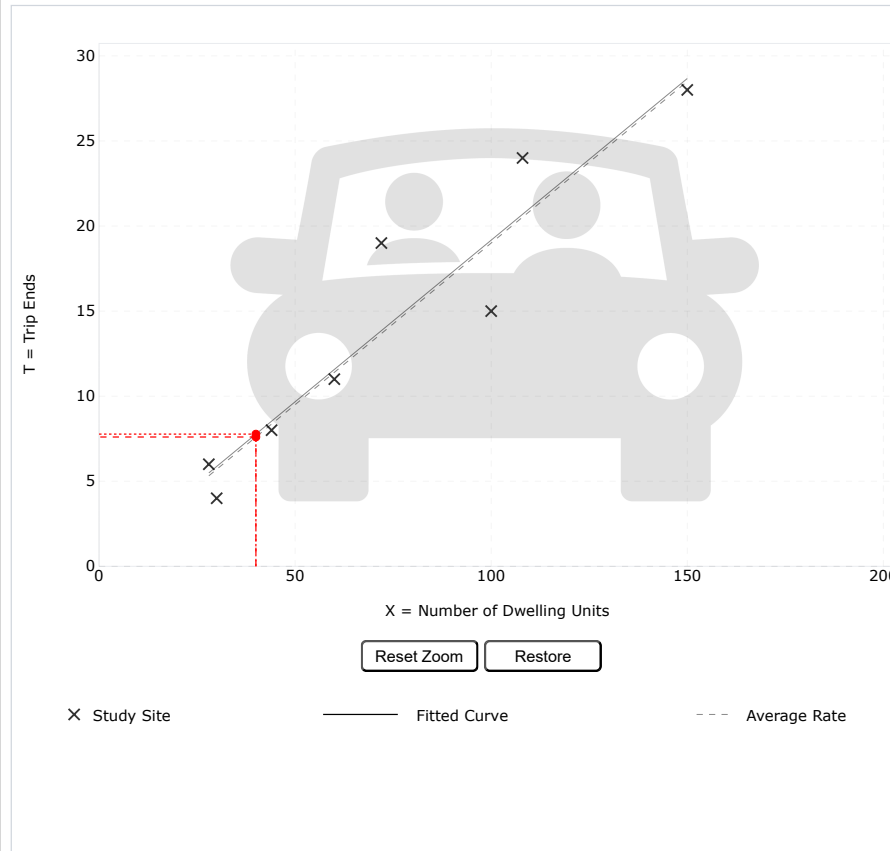
INDEPENDENT VARIABLE (IV):
Dwelling Units

TIME PERIOD:
Weekday, Peak Hour of Adjacent Stre

TRIP TYPE:
Vehicle

ENTER IV VALUE TO CALCULATE TRIPS:
40 Calculate

Data Plot and Equation



Use the mouse wheel to Zoom Out or Zoom In.
 Hover the mouse pointer on data points to view X and T values.

DATA STATISTICS

Land Use:
 Senior Adult Housing—Multifamily (252) [Click for Description and Data Plots](#)

Independent Variable:
 Dwelling Units

Time Period:
 Weekday
 Peak Hour of Adjacent Street Traffic
 One Hour Between 7 and 9 a.m.

Setting/Location:
 General Urban/Suburban

Trip Type:
 Vehicle

Number of Studies:
 8

Avg. Num. of Dwelling Units:
 74

Average Rate:
 0.19

Range of Rates:
 0.13 - 0.26

Standard Deviation:
 0.04

Fitted Curve Equation:
 $T = 0.19(X) + 0.17$

R²:
 0.89

Directional Distribution:
 34% entering, 66% exiting

Calculated Trip Ends:
 Average Rate: 8 (Total), 3 (Entry), 5 (Exit)
 Fitted Curve: 8 (Total), 3 (Entry), 5 (Exit)

Add-ons to do more

Try OTISS Pro





Graph Look Up

ITETripGen Web-based App

- Graph Look Up
- How to Use ITETripGen
- TGM Desk Reference
- TGM Appendices
- Support Documents
- Add Users
- Comments

Query
Filter

DATA SOURCE:

SEARCH BY LAND USE CODE:

LAND USE GROUP:

LAND USE :

LAND USE SUBCATEGORY:

SETTING/LOCATION:

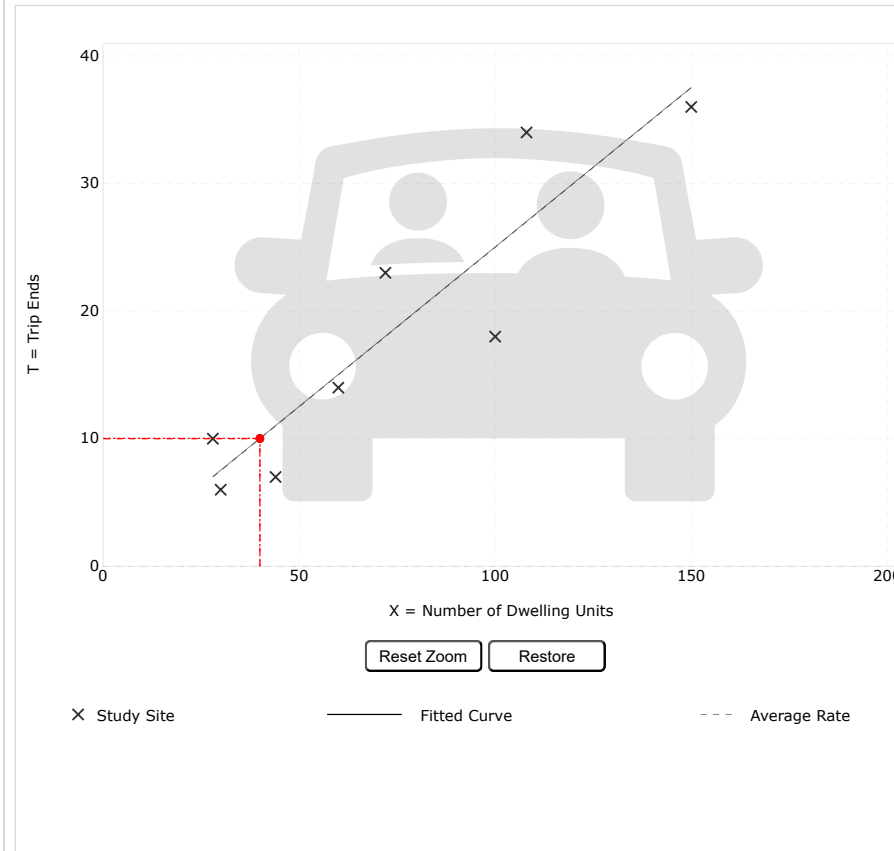
INDEPENDENT VARIABLE (IV):

TIME PERIOD:

TRIP TYPE:

ENTER IV VALUE TO CALCULATE TRIPS:

Data Plot and Equation



DATA STATISTICS

Land Use:
 Senior Adult Housing—Multifamily (252) [Click for Description and Data Plots](#)

Independent Variable:
 Dwelling Units

Time Period:
 Weekday
 Peak Hour of Adjacent Street Traffic
 One Hour Between 4 and 6 p.m.

Setting/Location:
 General Urban/Suburban

Trip Type:
 Vehicle

Number of Studies:
 8

Avg. Num. of Dwelling Units:
 74

Average Rate:
 0.25

Range of Rates:
 0.16 - 0.36

Standard Deviation:
 0.06

Fitted Curve Equation:
 $T = 0.25(X) + 0.03$

R²:
 0.84

Directional Distribution:
 56% entering, 44% exiting

Calculated Trip Ends:
 Average Rate: 10 (Total), 6 (Entry), 4 (Exit)
 Fitted Curve: 10 (Total), 6 (Entry), 4 (Exit)

Use the mouse wheel to Zoom Out or Zoom In.
 Hover the mouse pointer on data points to view X and T values.

Add-ons to do more

Try OTISS Pro

TRIP DISTRIBUTION DATA



Entering/ Exiting

Town/City	Count	Andover Street (To/ from North)		Andover Street (To/ from South)		Dascomb Road (To/ from South)	
		%	Count	%	Count	%	Count
Haverhill city	182	100%	182	0%	0	0%	0
Methuen Town city	165	0%	0	0%	0	100%	165
Lowell city	139	0%	0	0%	0	100%	139
Andover town	130	75%	98	25%	33	0%	0
Lawrence city	126	100%	126	0%	0	0%	0
Salem town	86	25%	22	0%	0	75%	65
Derry town	72	0%	0	0%	0	100%	72
Dracut town	72	0%	0	0%	0	100%	72
North Andover town	64	75%	48	0%	0	25%	16
Nashua city	57	0%	0	0%	0	100%	57
Tewksbury town	56	0%	0	25%	14	75%	42
Billerica town	42	0%	0	50%	21	50%	21
Chelmsford town	42	0%	0	0%	0	100%	42
Lynn city	34	0%	0	25%	9	75%	26
Hudson town	32	0%	0	0%	0	100%	32
Manchester city	31	0%	0	0%	0	100%	31
Pelham town	27	0%	0	0%	0	100%	27
Peabody city	26	25%	7	0%	0	75%	20
Plaistow town	23	100%	23	0%	0	0%	0
Londonderry town	22	0%	0	0%	0	100%	22
Barnstable County	7	0%	0	0%	0	100%	7
Berkshire County	1	0%	0	0%	0	100%	1
Bristol County	9	0%	0	0%	0	100%	9
Essex County	137	100%	137	0%	0	0%	0
Franklin County	6	0%	0	0%	0	100%	6
Hampden County	8	0%	0	0%	0	100%	8
Hampshire County	6	0%	0	0%	0	100%	6
Middlesex County	235	0%	0	5%	12	95%	223
Norfolk County	27	0%	0	0%	0	100%	27
Plymouth County	14	0%	0	0%	0	100%	14
Suffolk County	27	0%	0	0%	0	100%	27
Worcester County	91	0%	0	0%	0	100%	91
New Hampshire	202	10%	20	0%	0	90%	182
Maine	6	100%	6	0%	0	0%	0
Connecticut	10	0%	0	0%	0	100%	10
Rhode Island	11	0%	0	0%	0	100%	11
Total	2,225		668		88		1,470
			30.0%		3.9%		66.0%
			30%		4%		66%

Date: November 4, 2025 at 8:08:01 PM EST

To: Melissa Danisch <melissa.danisch@andoverma.us>, Alexander Vispoli <alexander.vispoli@andoverma.us>

Subject: Local initiative

Good evening Melissa and Alex

I just saw the agenda for Thursdays Select Board Meeting. I plan on attending the school committee meeting and will it be able to attend the select board meeting. I want to share concerns on the local initiative for a condo complex on Andover street. I am a proponent for these initiatives in general however, I am very concerned about the location of this one. The intersection at Andover st and Dascomb rd is a challenge with traffic already. Specifically, drivers turning left onto Dascomb from Andover street will cause a major backup on Andover street. This is also unsafe for high traffic because traffic on Dascomb backs up during commute hours. I am concerned that having more residents at that location will add stress to an already challenging location. If the town can implement changes to that intersection, then it may make sense but without changes, this is not a good idea. I am also concerned that the new residents would use Clark street to avoid that intersection. If that happens then we are sending more commuters down a residential street that is already challenged with commuters. I believe those lots on Andover street should remain zoned for single family homes to minimize traffic at that intersection.

Thank you

Dave Crow

8 Newman Hill Dr

Hi. I listened to the earlier Selectboard meeting and info on LIP which had some good information. And I cannot be at the meeting on Thursday where the Andover St project is being read, so I wanted to reach out to share my thoughts in hopes that it helps in your evaluation.

You know I am all for anything that includes more affordable units for Andover. But that said, it's important to know that when ACT investigated a development at this same location, we found major needs in traffic management and sewer capacity in the Dascomb Road/Andover St. interchange.

Most developers like the Andover St. application in front of you, which includes affordable units only to build the market rate units, will be willing to revise a project application to accomplish the wishes of the Selectboard in order to get the LIP signed and submitted as a cooperative project. This usually comes about with the number of units being produced, site improvements, etc. The developer can be asked to revise its request so that the final application is acceptable to both the developer and the Town. In this case, you can certainly negotiate a project where the town is not the funder of the improvements that are needed for the project. The Selectboard does not have to just accept the project as submitted. I had a webinar that was put on by one of the state agencies CHAPA or MHP about what towns have done previously but can't put my hands on it now.

I hope that you will acknowledge there is a very big difference between a for-profit developer's 40b project that is done in the traditional fashion of 75% market rate units and 25% affordable units and generates a profit for the developer (this application) and a non-profit developer's project where all units are affordable and there is no profit to the developer (ACT projects). I ask that you evaluate this application as what it is and remember that any subsidy to municipal improvements is a subsidy to a for profit developer.

Although I disagreed with him at the time and still do, I can't help but question the integrity of Bill Perkins' involvement and the irony of his statements considering his letter to the Selectboard about the recent ACT project where he states:

“there is no pressing need for more affordable housing in a town that is already a state leader in this area.”

“there is no housing crisis in Andover as defined by MGL 40B and we are well beyond the 10% requirement.”

It's interesting how the tune changes when it puts money in his own pocket.

I also want to clarify something that was said about the Andover St project--for the affordable units in a 40b there is no such thing as "senior priority." The only priority that can be is "local preference," which is if you live in Andover, work in Andover or have kids in school in Andover. Local preference is something that has to be requested by the developer and the town and the need substantiated before it is granted by the state.

If I can answer any questions about the affordable units in a 40b, just let me know.

Thanks for reading this. Keep up the great work you are doing!!

Best,
Denise



Denise Johnson
Executive Director



Select Board Meeting Minutes

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

I. Call to Order

Chair Alex Vispoli called the meeting of August 20, 2025 to order at 5:32 PM in Memorial Hall at the Memorial Hall Library.

Select Board members present: Chair Alex Vispoli, Vice Chair Ellen Townson, Kevin Coffey, Melissa Morris Danisch, and Laura Gregory.

Also present: Town Manager Andrew Flanagan; Deputy Town Manager Mike Lindstrom; Deputy Town Manager/Town Clerk Austin Simko; Chief People Officer Brittney Lavoie; Director of Communications Phil Geoffroy; and Town Counsel Doug Heim.

II. Executive Session

Melissa Morris Danisch moved that the Board enter into Executive Session pursuant to Purpose 6 of M.G.L. 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. The motion was seconded by Laura Gregory.

Roll Call Vote: Kevin Coffey – Yes; Ellen Townson – Yes; Laura Gregory – Yes; Melissa Morris Danisch – Yes; Alex Vispoli – Yes. Motion passed 5–0. The Board entered Executive Session and subsequently returned to Open Session.

III. Opening Ceremonies

A moment of silence was followed by the Pledge of Allegiance.

IV. Town Manager's Report

Town Manager Andrew Flanagan provided an update on Town projects and activities:

The Summer Concert Series concluded with strong attendance, with the final concert, featuring the Beatles tribute band 'Fab Forever', postponed to August 21 due to weather. Attendance this season exceeded expectations, drawing more than 1,000 residents at peak events.

At the Shawsheen School, renovations are complete, with students returning September 2 and a ribbon cutting scheduled for September 12 at 1:00 PM. ADA upgrades have been finalized, and new playing fields are nearing completion.

At Old Town Hall, a lift has been installed on the stage using a Mass Cultural Council grant. In total, \$3.9 million in maintenance and capital projects have been completed across Town

and School facilities.

The Leadership Academy's fall session will begin September 3 and run for twelve weeks on Wednesdays from 2:00–4:00 PM. More than 100 residents have graduated from the program since it started in Andover.

The Merrimack River Cleanup, held July 30 in partnership with Clean Harbors, removed two dumpsters of debris and has been praised as a model for other communities.

Mike Lindstrom presented that the Recreation and Youth Services reported record summer program participation, with 85 children attending the final day and over 100 seasonal staff, many high school and college students, gaining their first professional experience. He commended the staff for an exceptional summer season

Austin Simko presented that the Shawsheen Football Club's Centennial Celebration is scheduled for September 7 from 1:00–4:00 PM at Lower Shawsheen Field, featuring food trucks, a dunk tank, soccer scrimmages, local historians, and Sydney's Rainbows activities.

Doug Heim also announced that the Town will receive approximately \$347,000 as part of a PFAS settlement, thanking staff for their detailed data submission efforts.

V. Communications / Announcements / Liaison Reports

Laura Gregory reported that the Memorial Hall Library's Summer Reading Program met its 750,000-minute goal. She also highlighted the availability of Care Solace, a mental health resource provided by the Town, that provides multilingual, insurance-independent assistance (888-515-7881).

Melissa Morris Danisch announced that the Farmers Market continues to operate on Saturdays in the Town Park. There is SNAP benefit matching there and the "POP Club program" for children promoting healthy eating for children.

Ellen Townson noted that the Village Food Hub Locker Program provides free groceries with multilingual assistance and 24/7 pickup, featuring both refrigerated and shelf-stable lockers.

Kevin Coffey requested that emergency communication protocols be reviewed following a recent North Main Street incident, emphasizing the importance of timely public notifications.

VI. Public Comment

No public comments were received.

VII. Regular Business

A. Purchase and Sale Agreement – 0 Essex Street

Town Counsel Doug Heim reviewed the Purchase and Sale Agreement with the

Archdiocese of Boston for \$365,000, noting its alignment with Town Meeting approval and long-term community value.

Kevin Coffey moved to authorize the Town Manager to execute the Purchase and Sale Agreement for 0 Essex Street. Seconded by Ellen Townson. The Board voted 5–0 to approve.

B. Alcoholic Beverages License – Event on Town Property

The Board reviewed an application from Oak & Iron Brewing Co. for Sidney’s Rainbows Day on August 30, 2025 at The Park on Bartlet Street. Details included a fenced beer garden, ID checks, biodegradable cups, and a three-beer limit.

Laura Gregory moved to approve the application from Oak & Iron Brewing Co., located at 18 Red Spring Road, Andover, for a Wine and Malt One-Day License for use on Town property for Sidney’s Rainbow Day on August 30, 2025. Seconded by Kevin Coffey. The Board voted 5–0 to approve.

C. Alcoholic Beverages License – Change of Manager

The Board considered an application of Andover Mithai Group LLC, DBA Monica’s Mathai Café and Bar at 16 Post Office Square, for an All Alcoholic Beverages Pouring License Change of Manager. Ellen Townson moved to approve the application of Andover Mithai Group LLC, DBA Monica’s Mathai Café and Bar at 16 Post Office Square, for an All Alcoholic Beverages Pouring License Change of Manager to Monica Soti of 386 Lowell St., Andover. Seconded by Melissa Morris Danisch. The Board voted 5–0 to approve.

D. Strategic Communications Overview

Director of Communications Phil Geoffroy presented an overview of the Town’s communications and outreach performance. The Town website receives approximately 56,000 visits per month with a 63% bounce rate, primarily from search engine referrals; more than half of visitors access the site via mobile devices. Andover leads peer communities in Facebook engagement, and Instagram growth is being targeted through short-form videos. The Bartlett Street Dispatch newsletter maintains a 72.3% open rate, well above the 39% industry benchmark, with nearly 4,000 subscribers. Future priorities include expanding video content, improving search functionality, and enhancing two-way communication via text and social media. The Board praised the improvements and requested biannual updates.

E. Select Board Policy Review – Water & Sewer Policy

Town Counsel Doug Heim outlined revisions to the Water and Sewer Policy to remove outdated 1986 language and clarify the Select Board’s authority as Water and Sewer Commissioners. Board discussion addressed sewer betterment and abatement policies and the importance of ensuring public understanding of water rate setting.

Ellen Townson moved to approve the amendments to the Select Board Water and

Sewer Policy as recommended by Town Counsel. Seconded by Laura Gregory. The Board voted 5-0 to approve.

F. Town Manager Review

Chair Alex Vispoli presented the Town Manager's evaluation for the period July 1, 2024 through June 30, 2025. The composite score was 4.46, indicating performance that exceeds expectations. Strengths included financial management, creative problem-solving, team leadership, and effective communication of complex issues. Areas for improvement included emergency communications, economic updates, and website unification. Board members commended Mr. Flanagan and his staff for accomplishments such as the pension obligation bond strategy and capital planning.

Melissa Morris Danisch moved to accept the Select Board's review of the Town Manager as presented. Seconded by Laura Gregory. The Board voted 5-0 to approve.

VIII. Select Board Workshop – Long-Range Financial Plan

Town Manager Andrew Flanagan presented an overview of the Town's Long-Range Financial Plan. The starting deficit for FY26 is projected at \$1.7 million, increasing to \$7.8 million by FY30 without corrective action. Strategies to reduce deficits include health insurance adjustments, moderating school budget growth, and eliminating capital improvement plan variances. Free cash is estimated at \$23.2 million (9.95% of revenue), with a stabilization fund balance of \$7.5 million. Debt service represents approximately 11.51% of revenue, including pension obligation bonds. The Board discussed long-term capital needs, reserve policy alignment, and risks such as a slowdown in new growth and upcoming major capital projects.

IX. 2025 Select Board Meeting Schedule

The Board voted to schedule its next meeting for September 22, 2025, at 6:30 PM. Laura Gregory moved to approve the date and time. Seconded by Kevin Coffey. The Board voted 5-0 to approve.

X. Summary of Town Manager Staff Appointments

Town Manager Andrew Flanagan announced the appointment of Nancy Ippolito as Office Assistant in the Building & Zoning Division of the Community Development & Planning Department, effective September 2, 2025.

XI. Adjournment

At 9:20 PM, on a motion by Ellen Townson and seconded by Melissa Morris Danisch, the Select Board voted unanimously to adjourn the meeting of August 20, 2025.

Respectfully submitted,
Dee DeLorenzo, Recording Secretary



Select Board Subcommittee Meeting Minutes

Wednesday, September 17, 2025 at 11:15 AM

Select Board Conference Room, Town Offices

36 Bartlet Street Andover, MA 01810

I. Call to Order

The meeting of the Select Board Subcommittee on the Town Manager's Review Process was called to order at 11:15 AM.

Present:

- Alex Vispoli, Chair, Select Board
- Ellen Townson, Vice Chair, Select Board
- Brittney Lavoie, Chief People Officer

II. Purpose of Meeting

The subcommittee met to review and refine the annual Town Manager evaluation process and goal-setting framework. Key objectives:

- Establish a clear timeline for evaluations and goal setting.
- Review the evaluation tool and consider updates based on board feedback.
- Discuss transparency and public access to evaluations.

III. Timeline Discussion

- Start of Fiscal Year (July 1):
 - Town Manager to present assessment of prior year goals at first July meeting.
 - Board members to complete evaluations within July (or early August if needed).
- Goal Setting:
 - Begin drafting new goals concurrently with evaluation process.
- Mid-Year Review:
 - Proposed check-in on goal progress in November or December with a dedicated meeting.
 - Town Manager to present progress update at mid-year review.

IV. Public Access to Evaluations

- Subcommittee agreed to recommend that evaluations be public, subject to full board approval.
- Option for individual members to meet one-on-one with Town Manager before evaluations are released.

V. Evaluation Tool Updates

- Brittney Lavoie reviewed comparable communities' practices:
 - Some use the same tool; others vary significantly.

- Mixed practices on public release of evaluations.
- Proposed improvements:
 - Transition to electronic form for efficiency and accuracy.
 - Automatic composite calculation to avoid clerical errors.
 - Built-in validation to ensure all sections are completed.
- Weighted averages:
 - Current tool weights goals at only 11%.
 - Proposal to increase goals weighting to 60%, with remaining categories divided proportionally.
- Brittney will prepare:
 - Draft template and mock version showing weighted averages.
 - Clear instructions for board members, including “dos and don’ts” for evaluation comments.

VI. Next Steps

- Brittney to synthesize survey feedback and draft updated evaluation tool.
- Subcommittee to review draft at next meeting.
- Follow-up meeting scheduled for September 24, 2025 in the same location.
- Town Manager to be informed of process changes before full board presentation.

VII. Additional Considerations

- Ensure clarity for residents and board members regarding evaluation scope.
- Avoid inclusion of comments outside the evaluation’s intended purpose.
- Provide transparency while maintaining professionalism.

VIII. Adjournment

Motion: To adjourn the subcommittee meeting.

Moved by: Ellen Townson

Seconded by: Alex Vispoli

Vote: Unanimous (2-0).

Meeting adjourned at approximately 12:15 PM.



Select Board Subcommittee Meeting Minutes

Wednesday, September 24, 2025 at 11:15 AM

Select Board Conference Room, Town Offices

36 Bartlet Street Andover, MA 01810

I. Call to Order

Meeting called to order at 11:15 AM.

Present:

- Alex Vispoli, Chair, Select Board
- Ellen Townson, Vice Chair, Select Board
- Brittney Lavoie, Chief People Officer

II. Purpose of Meeting

The subcommittee convened to review and finalize updates to the Town Manager Evaluation Tool, following a prior meeting and survey of Select Board members. The goal was to simplify the tool, increase transparency, and better align it with current priorities.

III. Summary of Revisions Presented

Brittney Lavoie presented a summary of feedback and proposed changes:

- Weighting Shift:
 - Leadership competencies: 40%
 - Annual goals progress: 60%
 - Previously, all categories were weighted equally (~11%).
- Evaluation Timeline:
 - July: Town Manager presents progress on prior year's goals; new goals are set.
 - August: Board members complete evaluations electronically.
 - Late August: Aggregate scores compiled and presented at Select Board meeting.
 - Final Evaluation: Includes cover page, summary, individual evaluations, and signature page.
- Mid-Year Check-In:
 - Scheduled between late November and early December to provide incremental feedback and avoid surprises.
- Scoring Rubric:
 - 1 = Unsatisfactory
 - 2 = Needs Improvement
 - 3 = Approaches Expectations
 - 4 = Meets Expectations
 - 5 = Exceeds Expectations
 - Decimal scores (e.g., 4.5) will be labeled as "Meets/Exceeds Expectations."
- Performance Areas:
 - Subcategories collapsed into broader categories for clarity and balance.

- Example: “Board Collaboration” now summarized as “Works effectively with the Select Board, communicates openly, and implements board-approved policies and goals.”
- Narrative Feedback:
 - Members will be encouraged to provide narrative comments alongside numerical scores.
 - Guidance will be provided to ensure comments remain within scope and align with the Town Manager’s contract.
 - All individual evaluations will be public record and included in the final packet.

IV. Discussion

- Members agreed the revised tool is clearer, more balanced, and better reflects board priorities.
- The structure and instructions will help both board members and the public understand the process.
- The subcommittee confirmed that inappropriate narrative comments will not be censored but may be discussed by the board before final approval.

V. Motions

1. Motion: To move the revised Town Manager Evaluation Tool forward to the full Select Board for review and discussion at the next meeting.
Moved by: Alex Vispoli
Seconded by: Ellen Townson
Vote: Unanimous approval
2. Motion: To adjourn the meeting.
Moved by: Ellen Townson
Seconded by: Alex Vispoli
Vote: Unanimous approval

VI. Adjournment

Meeting adjourned at approximately 12:15 PM.



Select Board Subcommittee Meeting Minutes

Monday, October 06, 2025 at 4:00 P.M.

Select Board Conference Room, Town Offices

36 Bartlet Street Andover, MA 01810

I. Call to Order

Meeting called to order at 4:09 PM.

Present:

- Alex Vispoli, Chair, Select Board
- Ellen Townson, Vice Chair, Select Board
- Brittney Lavoie, Chief People Officer

II. Purpose of Meeting

The subcommittee convened for its third meeting to finalize the revised Town Manager Evaluation Tool and prepare for its presentation to the full Select Board at the regular meeting later that evening.

III. Presentation Overview

Brittney Lavoie presented the final version of the evaluation framework and a brief presentation for the evening meeting. Key points included:

- Purpose:
 - Create a fair, transparent, goal-aligned evaluation process.
 - Reflect board priorities and feedback from all members.
- Board Feedback Themes:
 - Desire for a structured, professional, and balanced evaluation system.
 - Clear scoring methods and guidance for narrative feedback.
 - Greater emphasis on goal progress.
 - Mid-year check-in for incremental feedback.
 - Predictable and transparent public process.

IV. Key Revisions to Evaluation Tool

1. Weighted Scoring:
 - 60% based on progress toward Town Manager and Select Board goals.
 - 40% based on leadership competencies.
2. Narrative Feedback Guidance:
 - Comments must align with board priorities and Town Manager goals.
 - Structured to ensure clarity and professionalism.
3. Mid-Year Progress Check-In:
 - Scheduled for late November or early December.
 - Provides opportunity for feedback and course correction.

4. Transparency Measures:
 - All individual evaluations will be compiled and included in the final packet.
 - Composite scores will be calculated automatically via a dashboard.
5. Technology Integration:
 - IT department will build a dashboard to automate scoring and compile evaluations.

V. Discussion

- Members agreed the revised tool reflects board feedback and improves clarity and consistency.
- The system is designed to be sustainable regardless of board leadership changes.
- The automation of scoring and compilation was praised for removing ambiguity.

VI. Motions

1. Motion: To move forward with the presentation of the revised Town Manager Evaluation Tool at the October 6, 2025 Select Board meeting, with Brittney Lavoie presenting and subcommittee members available for commentary.
Moved by: Alex Vispoli
Seconded by: Ellen Townson
Vote: Unanimous approval
2. Motion: To adjourn the meeting.
Moved by: Ellen Townson
Seconded by: Alex Vispoli
Vote: Unanimous approval

VII. Adjournment

Meeting adjourned at 4:17 PM.