



**Select Board Meeting**

Monday, February 09, 2026 at 6:30 PM

Town Offices, Select Board Room

36 Bartlet Street, Andover, MA 01810

Meetings are televised on Comcast Channel 22 and Verizon Channel 45

**I. Call to Order – 6:30 P.M.**

**II. Opening Ceremonies**

A. Moment of Silence/Pledge of Allegiance

**III. Town Manager Report**

**IV. Communications/Announcements/Liaison Reports**

**V. Public Comment**

**VI. Regular Business**

A. Coffee with the Select Board

Board to approve the following dates for coffee at the Robb Center with members of the Select Board:

1. March 7, 2026
2. April 4, 2026
3. May 2, 2026
4. June 6, 2026

B. Zero Emission First Vehicle Policy - 1<sup>st</sup> Reading

Board to receive a presentation by Sustainability Director and consider voting to adopt the Zero Emission First Vehicle Policy.

C. FY 2027 Town Manager’s Recommended Budget and Financial Plan Update

Town Manager to provide an update on the Fiscal Year 2027 Recommended Budget and Financial Plan.

D. Department of Public Works - Presentation on Capital Improvements

Director of Public Works to provide overview of Capital Improvement Program for sidewalks and water mains.

E. Annual Town Meeting Articles

Board to consider voting to take a position on the following articles:

P10	Bylaw Amendment – Registry of Deeds E-Recording Revolving Fund
P13	General Housekeeping Articles (A through E)
P15	Chapter 90 Authorizations
P16	Granting Easements
P17	Stabilization Fund Bond Premium
P30	Authorize Lease of Land/Rooftop Space at Public Safety Center for Solar Photovoltaic Facilities

RECEIVED  
 TOWN CLERK'S OFFICE  
 2026 FEB -5 PM 1:34  
 TOWN OF ANDOVER, MA

F. Policy Handbook Update and Prioritization Schedule

Board to receive a review from Town Counsel and discuss next policies for development.

G. Town Manager Evaluation Process Policy & Instrument

Board to discuss and consider voting to approve evaluation process policy and instrument.

**VII. Approval of Minutes**

A. Board to approve minutes from the following meetings:

1. January 20, 2026
2. January 26, 2026

**VIII. Select Board Meetings**

A. Board to approve the following meeting dates:

1. Monday, March 16, 2026
2. Thursday, April 9, 2026

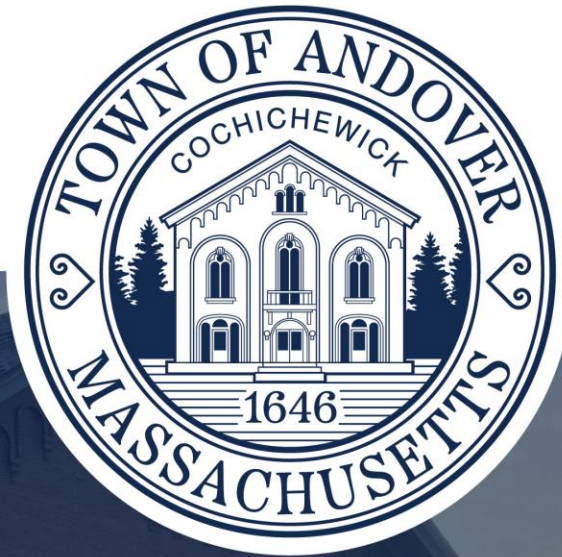
**IX. Adjourn**

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

# Zero-Emission Vehicle First Policy

Select Board meeting (February 9, 2026)



Melissa Eusden  
Director of Sustainability and Energy

ANDOVERMA.GOV

# Climate Leaders Status



## Climate Leader Requirements

- ✓ 1. Be a Green Community in good standing
- ✓ 2. Local Committee for clean energy and climate activities
- ✓ 3. Municipal Decarbonization Commitment
4. Municipal Decarbonization Roadmap- working with Power Options to finalize, needs Select Board and School Superintendent approvals
5. Zero-Emission Vehicle (ZEV) First Policy- needs Select Board and School Superintendent approvals
- ✓ 6. Specialized Stretch Energy Code

# ZEV Policy Background

- **Policy Purpose:** Set standards/guidelines to achieve reductions in energy costs, consumption and GHG emissions in municipal operations
- **Policy Objectives**
  - Accelerate transition to all electric fleet
  - Minimize fleet long-term environmental and financial impacts
  - Optimize fleet for maximum fuel efficiency
  - Advance electric charging infrastructure
  - Prioritize utilization of grants, rebates, and incentives
- **Background of Andover's policy**
  - Drafted by Facilities using DOER template and examples from other municipalities
  - Reviewed and revised by Fire, Police and DPW
  - Reviewed by School Superintendent's office



# ZEV Policy Overview



## VEHICLE PROCUREMENT

Prioritization order:

1. Battery-electric vehicle (BEV)
2. Plug-in hybrid vehicle (PHEV)
3. Hybrid electric vehicle (HEV)
4. Standard vehicle with internal combustion engine



## NON-EXEMPT VEHICLES

- ✓ Passenger vehicles: sedans, light duty pickup trucks, SUVs
- ✓  $\leq 8,500$  lbs Gross Vehicle Weight Rating (fully loaded)



## EXEMPT VEHICLES

- ⊗ Public Works specialized equipment or off-road vehicles (e.g., snowplows, salting and dump trucks)
- ⊗ Fire department emergency vehicles
- ⊗ Police response vehicles
- ⊗ Vehicles  $> 8,500$  lbs Gross Vehicle Weight Rating (fully loaded) (e.g., School Dept. transit van)

# ZEV Policy Request Form

## Purchasing Process

- Facilities maintains vehicle inventory and each dept. develops replacement schedule
- Replacement vehicles must at minimum meet fuel efficiency ratings of Green Communities
- ZEV Policy Purchase Form completed with PO request

## Exemption Process

- Exemptions requested if ZEVs not commercially available, lacks performance specs or cannot perform needed services
- ZEV policy exemption requests submitted through ZEV Policy Purchase Form with justification to Town Manager



### Andover Zero-Emission Vehicle First Fleet Policy Vehicle Purchase Form

This form must accompany the Purchase Order for all vehicle purchases

Date \_\_\_\_\_ Requested by \_\_\_\_\_ Department \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

GVWR (Gross Vehicle Weight Rating) \_\_\_\_\_ EPA combined MPG \_\_\_\_\_

Not sure of the EPA combined MPG? Visit <https://www.fueleconomy.gov/> for help.

1. Is the selected vehicle an Electric Vehicle (EV)? Yes  No

If yes, please indicate which type of EV:

(BEV) Battery-electric vehicle  (PHEV) Plug-in hybrid vehicle  (HEV) Hybrid electric vehicle

The above vehicle types comply with the policy. Please proceed with the Purchase Order.

2. If the selected vehicle is not an EV, please indicate the vehicle fuel type:

Standard Vehicle (gasoline or diesel)  Biodiesel  Propane  Natural Gas

Please complete the remainder of this page to provide additional information.

3. The selected vehicle may be exempt from this policy. Exemptions are listed below.

Please check all that apply.

Gross Vehicle Weight Rating (GVWR) more than 8,500 lbs.

Fire Department emergency vehicle that is not an administration vehicle

Police response vehicle

Public Works vehicle requiring specialized configuration (e.g., snowplow, dump-body, other)

Special configuration type \_\_\_\_\_

Off-road vehicle that cannot be registered as road legal with MassDOT

4. Using the criteria listed above, is the selected vehicle exempt? Yes  No

If the answer to this question is yes, please proceed with the Purchase Order, otherwise, continue.

# EV and Charging Station Planning

- **Fleet Vehicles:**
  - Currently have 1 EV and 1 Plug in Hybrid vehicle in fleet
  - Town Manager supports expansion of EV fleet
- **Grants and Incentive programs for fleet EVs and charging stations:**
  - Green Communities grants
  - National Grid Incentives
  - MA Electric Vehicle Incentive Program (MassEVIP)
- **Charging Stations:**
  - Currently have 6 public chargers in town and at schools (plus one at Ballardvale coming online this summer)
  - Plan to install 2 DC fast charging stations at Town Offices



## Andover Zero-Emission Vehicle First Fleet Policy

### ADOPTED

In an effort to reduce Greenhouse gas emissions in the Commonwealth, the Town of Andover has committed to a Zero-Emission Vehicle First Fleet Policy by vote of:

Town Select Board Approval Date: \_\_\_\_\_

School Superintendent Approval Date: \_\_\_\_\_

Policy Effective Date: \_\_\_\_\_

### Purpose:

The purpose of the Zero-Emission Vehicle (ZEV) First Fleet Policy is to set standards and guidelines for the purchase, operation, and maintenance of the (town/school district) fleet vehicles that will advance the economic, energy, and climate sustainability of municipal operations by achieving long-term reductions in energy costs, energy consumption, and greenhouse gas (GHG) emissions. The primary objectives of this policy are to:

- Accelerate the adoption of emissions-reduction technologies and the transition of the fleet to all electric or other environmentally advantageous vehicles
- Minimize the long-term environmental and financial impacts of fleet vehicles
- Optimize the composition of the fleet to achieve maximum fuel efficiency
- Advance the installation of electric charging infrastructure across municipal facilities
- Prioritize the utilization of grants, rebates, and incentives to support the acquisition of vehicles and technologies that will improve efficiency and reduce GHG emissions.

### Vehicle Procurement:

When the Town of Andover purchases motor vehicles for its municipal operations, each vehicle purchased must be among the most energy efficient models available that will fulfill the intended municipal function, following the prioritization listed below.

Vehicle procurement should be prioritized as follows:

1. Battery-electric vehicle (BEV)
2. Plug-in hybrid vehicle (PHEV)

3. Hybrid electric vehicle (HEV)

4. Standard vehicle operated by an internal combustion engine fueled by fossil fuels or other alternative fuel vehicle (AFV)

The Zero-Emission Vehicle First Fleet Policy is electric-first, meaning that electric vehicles shall be prioritized when the Town purchases or leases light-duty vehicles for its operations, followed by plug-in hybrid vehicles, then hybrid electric or other alternative fuel vehicles. All electric, hybrid or alternative fueled vehicles shall be prominently labeled.

**Application:**

This policy applies to all divisions and departments of the Town. It applies to road-worthy light duty vehicles, pickup and utility trucks, and SUVs up to a Gross Vehicle Weight Rating of 8,500 pounds.

**Exempt Vehicles:**

While exempt vehicles are not required at this time to meet the zero-emission requirements, exempt vehicle purchases should prioritize the most fuel-efficient model available.

The Policy does not apply to specialized equipment or off-road vehicles that cannot be registered as road legal with the DOT.

Beyond Fire department administration vehicles, all emergency Fire department vehicles are exempt from this policy.

Police response vehicles are currently exempt, however the use of hybrids or EV's is encouraged.

Vehicles with a Gross Vehicle Weight Rating (GVWR) of more than 8,500 pounds are exempt from this policy.

This policy shall not require a department to take any action which conflicts with local, state, or federal requirements nor mandate the procurement of products that do not perform adequately for their intended use, exclude adequate purchasing competition, or require the purchase of vehicles that are not commercially available or practicable.

**Police and Fire Vehicles:**

Beyond Fire department administration vehicles, all emergency Fire department vehicles are exempt from this policy. If a BEV, PHEV or HEV vehicle does not meet their needs, the Fire department is then required to purchase the most fuel-efficient vehicle that meets their intended use through the exemption process.

Police department response vehicles are exempt, however the use of hybrids or EVs is encouraged. Other Police vehicles purchased must be able to operate within their demanded use, and if a BEV, PHEV or HEV vehicle does not meet their needs, the Police department is then required to purchase the most fuel-efficient vehicle that meets their intended use through the exemption process.

### **Public Works Vehicles:**

Public Works vehicles may be considered for exemption from the Zero-Emission Vehicle First Fleet Policy if BEV/PHEV/HEV are not commercially available that can meet the operational, safety, or performance requirements of the intended function. Exemptions may apply to vehicles requiring specialized configurations (e.g., dump bodies, snowplows, Power Take-off driven systems (PTO)), operating in severe-duty environments, or needing extended range, high payload capacity, or off-road capability not currently supported by BEV/PHEV/HEV technologies. Vehicles used for emergency response or critical public service operations may also be exempt when current BEV/PHEV/HEV models are unable to ensure service reliability, response time, or continuous availability.

### **Vehicle Recycling:**

Recycling vehicles (i.e. moving a previously purchased and used vehicle from one municipal department to another municipal department in need of a vehicle) is only allowed if the vehicle being recycled to a new department is more fuel efficient than the vehicle it is replacing. To check fuel efficiency, please use: [www.fueleconomy.gov](http://www.fueleconomy.gov).

### **Purchasing and Exemption Process:**

The Town will maintain an annual vehicle inventory for all vehicles and develop a practical replacement schedule based on current operational needs. When planning for replacements, departments must select vehicles that meet, at a minimum, the fuel efficiency limits contained in the most recent guidance published by the MA Dept. of Energy Resources' (DOER) Green Communities Division. The fuel efficiency ratings contained therein are based on the most recently published US Environmental Protection Agency (EPA) combined city and highway MPG ratings for vehicles.

#### Purchasing:

All vehicle purchase requests must be accompanied by a completed Andover Zero-Emission Vehicle First Fleet Policy Vehicle Purchase Form (See Appendix A) and submitted with the purchase order request. The completed form will indicate whether the vehicle complies or is exempt from the ZEV First policy, or whether it is non-exempt. Non-exempt vehicles require approval of the Town Manager prior to a purchase order being issued.

Exemptions may be requested when:

- No BEV/PHEV/HEV is commercially available that can meet the operational requirements of the department.
- The available BEV/PHEV/HEV lacks required performance specifications, including vehicle durability, body upfitting, ground clearance, or operational range.
- The vehicle will be used for emergency response, public safety operations or critical public service operations where current BEV/PHEV/HEV technology does not ensure service continuity or charging access.
- Procurement of a BEV/PHEV/HEV would conflict with state or federal regulations.

To request an exemption, the department will need to submit a written justification to the Town Manager in the Andover Zero-Emission Vehicle First Fleet Policy Vehicle Purchase Form that includes:

1. A description of the vehicle's intended municipal function.
2. Evidence that BEV/PHEV/HEV options were evaluated and found unsuitable.
3. Description of the selected vehicle including its EPA combined MPG rating based on [www.fueleconomy.gov](http://www.fueleconomy.gov). If the requested vehicle is not among the most fuel-efficient models, a detailed report demonstrating the need and justification for the choice should be submitted by the Department to the Town Manager for approval.
4. A technical explanation of performance or equipment barriers.
5. Any proposed mitigation strategies (if applicable).

**Future Compliance Planning Considerations:**

Future acquisition of vehicles will comply with the most current guidance available from the DOER Green Communities Division.

Prior to the procurement of battery electric vehicles (BEVs) or plug-in hybrid electric vehicles (PHEVs), municipalities should confirm whether additional EV charging capacity is required and feasible to support new vehicles. Where space or capacity is limited, sites may require flexibility in the use of planned or existing EV charging stations. Municipalities should also seek to leverage grants and incentives to support the cost of new EV charging infrastructure and equipment.

**END**

**References:**

DOER Green Communities Climate Leader Communities Guidance for Zero-Emission-First Vehicle Policy: <https://www.mass.gov/doc/climate-leader-communities-zev-first-policy/download>

DOER Fuel-Efficient Vehicle Policy guidance: <https://www.mass.gov/guides/becoming-a-designated-green-community#-criterion-4->

An Act Creating A Next-Generation Roadmap For Massachusetts Climate Policy: <https://malegislature.gov/Laws/SessionLaws/Acts/2021/Chapter8>

U.S. Department of Energy database of combined miles per gallon (MPG) and equivalent ratings for vehicles: <https://www.fueleconomy.gov/>

## **Definitions of Vehicle Types:**

Alternative fuel vehicles (AFVs) - Dedicated, flexible fuel, or dual-fuel vehicles designed to operate on at least one alternative fuel (such as electricity, biodiesel, propane, or natural gas) to reduce carbon emissions.

Battery electric vehicle (BEV) – An electric vehicle that draws propulsion energy solely from an on-board electrical energy storage device during operation that is charged from an external source of electricity.

Electric vehicle supply equipment (EVSE) or electric vehicle charging station – An electric component assembly or cluster of component assemblies designed specifically to charge batteries within electric vehicles by permitting the transfer of electric energy to a battery or other storage device in an electric vehicle.

Gross Vehicle Weight Rating (GVWR) - GVWR includes total vehicle weight plus fluids, passengers, and cargo according to the US Dept of Energy Office of Energy Efficiency and Renewable Energy. <https://afdc.energy.gov/data/10380>

Hybrid electric vehicle (HEV) - Powered by an internal combustion engine and a small electric motor that uses energy stored in a battery. Under light load, for instance during initial acceleration, only electricity is consumed. The vehicle is typically fueled with gasoline to operate the internal combustion engine, and the battery is charged through the engine and regenerative braking, not by plugging in.

Light-duty motor vehicles - Defined under MassDEP Program regulations as vehicles weighing up to 8,500 lbs. Gross Vehicle Weight Rating GVWR.

Plug-in hybrid electric vehicle (PHEV) – An electric vehicle with an on-board electrical energy storage device that can be recharged from an external source of electricity and that also has the capability to run on another fuel.

Power Take-off driven systems (PTO) - A mechanical system that transfers power from a primary engine to auxiliary equipment, allowing a single power source to run multiple functions efficiently. The PTO allows the engine to provide the energy needed to operate a secondary piece of equipment, such as a hydraulic pump for a dump truck's bed, a snowplow's blade, or a cement mixer's agitator.

**Appendix A:**



**Andover Zero-Emission Vehicle First Fleet Policy  
Vehicle Purchase Form**

This form must accompany the Purchase Order for all vehicle purchases

Date \_\_\_\_\_ Requested by \_\_\_\_\_ Department \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

GVWR (Gross Vehicle Weight Rating) \_\_\_\_\_ EPA combined MPG \_\_\_\_\_

Not sure of the EPA combined MPG? Visit <https://www.fueleconomy.gov/> for help.

**1. Is the selected vehicle an Electric Vehicle (EV)?** Yes  No

**If yes, please indicate which type of EV:**

(BEV) Battery-electric vehicle  (PHEV) Plug-in hybrid vehicle  (HEV) Hybrid electric vehicle

The above vehicle types comply with the policy. Please proceed with the Purchase Order.

**2. If the selected vehicle is not an EV, please indicate the vehicle fuel type:**

Standard Vehicle (gasoline or diesel)  Biodiesel  Propane  Natural Gas

Please complete the remainder of this page to provide additional information.

**3. The selected vehicle may be exempt from this policy. Exemptions are listed below.**

**Please check all that apply.**

- Gross Vehicle Weight Rating (GVWR) more than 8,500 lbs.
- Fire Department emergency vehicle that is not an administration vehicle
- Police response vehicle
- Public Works vehicle requiring specialized configuration (e.g., snowplow, dump-body, other)

Special configuration type \_\_\_\_\_

Off-road vehicle that cannot be registered as road legal with MassDOT

**4. Using the criteria listed above, is the selected vehicle exempt?** Yes  No

If the answer to this question is yes, please proceed with the Purchase Order, otherwise, continue.

**5. Non-exempt vehicles**

If you answered “No” to Questions 1 and 4 above, the vehicle is non-exempt. The Town Manager must approve this purchase before the Purchase Order is submitted. Please complete the Exemption Request Section below and submit this form to the Town Manager for approval.

**Exemption Request Section**

The following information must be provided for all prospective purchases of non-exempt vehicles.

Please describe the intended municipal function of the vehicle being purchased.

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Please explain if BEV/PHEV/HEV options were considered and why they were found unsuitable.

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If the vehicle is fueled by gasoline or diesel, is it among the most fuel-efficient of its type?

Yes  No

If no, please explain why the most fuel-efficient vehicle does not meet your needs.

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Please provide the EPA combined MPG rating of the selected vehicle \_\_\_\_\_.

**Disposition of the vehicle being replaced with this new vehicle**

Is the vehicle being replaced being traded in? Yes  No  If no, continue below.

Is the vehicle being replaced going to another department? (recycled) Yes  No

If yes, what department is receiving the recycled vehicle? \_\_\_\_\_

EPA combined MPG rating of vehicle being recycled: \_\_\_\_\_

EPA combined MPG rating of vehicle being replaced with the recycled vehicle: \_\_\_\_\_

Make and model of vehicle being replaced with the recycled vehicle: \_\_\_\_\_

Not sure of the EPA combined MPG? Visit <https://www.fueleconomy.gov/> for help.

For Town Manager use only

The selected vehicle has been approved for purchase: Yes  No

\_\_\_\_\_  
Signature of Town Manager or designee

\_\_\_\_\_  
Date



**TOWN OF ANDOVER** *Facilities*

Janet Nicosia, Director

*Municipal Services Facility  
5 Campanelli Drive  
Andover, MA 01810  
(978) 623-8712*

Andrew P. Flanagan  
Town Manager

Michael Lindstrom  
Deputy Town Manager

February 6, 2026

To: Select Board

From: Janet Nicosia, Director of Facilities  
Melissa Eusden, Director of Sustainability and Energy

RE: Article P30 – Lease and PPA for Solar on Public Safety Center

Dear Members of the Board,

The Department of Facilities in cooperation with the Director of Sustainability continues to identify opportunities to save energy, lower our carbon footprint, and generate renewable energy at our facilities. The two new systems at West Elementary/Shawsheen Preschool and at Bancroft Elementary will be made operational by the end of February 2026; and we just received the approval last Monday from National Grid for the solar array to be installed at Sanborn School. The Public Safety Center, with its new roof, was identified as another excellent candidate for a behind-the-meter solar array.

Below is the Savings Summary from Solect Energy whom we worked with for West and Bancroft.

Public Safety array Savings Summary:

PPA Savings Summary	
PV System Capacity (kW DC)	110.565
Year 1 PV Output (kWh)	119,000
Percent of Usage	17%
Avoided kWh Electric Cost	\$0.19257
Solar PPA kWh Rate	\$0.10754
PPA Rate Escalator	0.0%
Term (Yrs)	20
SMART Incentive Amt (\$/kWh)	\$0.15815
Year 1 Forecast Savings	\$10,200
Term Savings	\$311,000
Annual Avoided CO <sub>2</sub> (lbs)	115,000
Term CO <sub>2</sub> Avoided (tons)	1,100

The system will generate 17% of the electricity used by the Public Safety Center on site. Estimated electricity savings for year one is \$10,200. We have consistently found our solar installations to save more than estimated. In our 8<sup>th</sup> year of our solar PPA in Palmer, savings were 73% more than predicted in year one. Equally as important, carbon reduction is 115,000 pounds per year, or 1,100 tons of carbon over the life of the system.

Please support Article P30.

SELECT BOARD POLICY HANDBOOK



SCORECARD 2.6.26

<i>Chapter</i>	<i>Status</i>	<i>Next Steps</i>	<i>Policy Guideline Ref.</i>
Introduction and Board Governance	Complete: Ch. 1	<input checked="" type="checkbox"/>	I.3, I.4 Board General Operations: Procedures, Powers & Values (1978, 1990, 1993, 2003, 2008)
Code of Conduct	Complete: Ch. 2	<input checked="" type="checkbox"/>	I.5 Internal Operation (1978, 1990, 2003); XII.3. Code of Conduct Policy (2014)
Meeting & Hearing Procedures	Complete: Ch. 3	<input checked="" type="checkbox"/>	I.4.2 – I.4.3 Select Board Meetings and Agendas, I.6 Public Comments, I.8 Hearing Procedures before the Board (1978, 1990, 1993, 2003, 2008)
Board Operations: Officers, Employees & Appts.	Complete: Ch. 4 (with revision)	<input checked="" type="checkbox"/>	I.9 Employees of the Board (1978, 1990, 1993, 2003, 2008)
Town Meetings	Complete: Ch. 5	<input checked="" type="checkbox"/>	I.X Town Meeting (1988)
Finance & Investments	Complete: Ch. 6	<input checked="" type="checkbox"/>	XIII. Finance/Investment Policies (2010)
Water & Sewer Commissioners	Complete Ch. 7	<input checked="" type="checkbox"/>	X. Water and Sewer Commissioners (1979, 2000)
Land Use	<i>Drafted: Ch. 8 for Town Personnel Comment</i>	<i>First Reading 2.23.26</i>	IV Land Use (1985, 1993, 2000, 2013); and VIII Recreation
Alcohol Licensing	<i>Drafting Ch.9</i>	<i>First Reading 3.9.26</i>	XI.2 Alcohol Beverage Licensing (2013)
Town Fees	<i>Drafting Ch. 10</i>	<i>First Reading 3.9.26</i>	VI. Fees/Public Records (1988, 1997, 2000)
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		<b>HANDBOOK COMPLETION</b>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

<i><b>“Library” Policies</b></i>	<i><b>Status</b></i>	<i><b>To Do</b></i>	<i><b>Policy Guideline Ref.</b></i>
Retired Guidelines Policies	Retired: Prior Operations and Chapters (Complaint Resolution, Treasurer Policies, Mission & Value Statements)	For consideration: DPW Policies, Minority Business Enterprise Program, Fair Housing Plan, Public Records, Miscellaneous Policies (Silly String, Skateboarding JFK Day), and Licenses (Chandler Road Landfill Policies, Video Machines, etc.)	<i>Passim</i>
Draft, Revise and Re-home as “Library Policies” or HR Policies	Complete: Small Cell Wireless Policy	Identify and Revise: EV Policy (First Reading) Public Vehicles of Hire, Outdoor Dining, Trash & Recycling, Municipal Vehicle Policy, Tax Classification, Parking and Public Ways, Anti-Discrimination and Harassment Policies	XI.3, Vehicles for Hire 1990, 1991), XI.5 Outdoor Dining (2009, 2011), V.2 Mandatory Trash & Recycling Pickup (1990, 2009, 2011), VII.3 Tax Classification (1984, 1990), Appendix



## Select Board Meeting Minutes

Tuesday, January 20, 2026, at 7:00 PM

Town Offices, Select Board Room

36 Bartlet Street, Andover, MA 01810

Meetings are televised on Comcast Channel 22 and Verizon Channel 45

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### I. Call to Order – 7:00 P.M.

Chair Alex Vispoli called the meeting of January 20, 2026, to order at 7:00 PM in the Select Board Meeting Room at the Town Offices. Members in attendance: Vice Chair Ellen Townson, Clerk Melissa Danisch, Kevin Coffey and Laura Gregory.

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

### II. Opening Ceremonies

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

Prior to the moment of silence, Mr. Vispoli noted the passing of two Andover residents last week; Joan Fox, an advocate for the Senior Center and long-time attendee at Select Board meetings, and Al Dusey, a WWII Veteran with the Air Force who received a citation from the Board last year on his 100<sup>th</sup> birthday. The Pledge of Allegiance followed.

### III. Town Manager Report

Mr. Flanagan thanked DPW for work done over the weekend with all the snow and ice. Also, Fire and Rescue responded to a house fire on Bellevue Road, and he thanked neighboring communities for their mutual aid. The resident surveys mentioned at the last Board meeting will officially begin next week. This will be done by random selection and will take about 12 minutes using an on-line link. The Budget will be released February 6, and Mr. Flanagan thanked Hayley Green and Sarah Carroll. The Annual Winterfest held by Andover Conservation and Andover Recreation is scheduled for February 1 at Pumps Pond. Mr. Flanagan thanked Library Director Esme Green and her team who were awarded a connected and online program grant from the Mass Broadband Institute to expand technology and literacy withing the community. New chrome books, laptops and equipment will be added to the device lending program and the makerspace.

### IV. Communications/Announcements/Liaison Reports

Town Counsel Doug Heim thanked residents who reached out to have town meeting warrant articles vetted before the filing deadline. This helped the focus to be on substance rather than procedural issues. The Town Meeting warrant has closed.

Ms. Danisch talked about a great weekend of events in Andover starting with the well-attended Raptor event at the Police Station; the festive re-opening of Gong Cha bubble tea shop, along with the attendance of the Consul General of the Taiwan consulate to Boston at the event, and the inspirational MLK event at the Baptist Church with the amazing AHS students who sang or spoke at that event.

Ms. Gregory and Mr. Coffey said the subcommittee of Selectboard/FinCom members began its work last week to review Select Board goals and existing debt and reserve policies.

Mr. Coffey added his praise of the Andover High School Chamber Choir noting the standing ovation they received.

Ms. Townson said she thought this year's was the best MLK Day event she ever attended in Andover, and the Gong Cha reopening with cultural and dance performances was also very good. The Winter Fest takes place February 1, from 11-2 which will be a safe opportunity on the ice at Pomp's Pond, along with animal tracking.

Mr. Vispoli announced the "Coffee with Select Board" event will start January 31, 2026, 9-11 at the Robb Center. Mr. Flanagan will be the guest and 2 Select Board members will attend on staggered hours. Mass Municipal Association (MMA) will be holding their annual statewide meeting in Boston, and Andover officials, staff and Andover mobile town hall will be there. Lastly, State Budget coming up.

## **V. Public Comment**

Kathy Grant, 83 Morton Street, Andover had questions about how to access updates to the FY26 Budget, that are not listed on tonight's agenda. Also she suggested actual spending amounts within each town department be clearly noted in the budget to know where savings and expenses were at the end of the year. Mr. Flanagan said the information Ms. Grant is looking for is located on the Town web site, and the Town Budget Director provides quarterly reports, but the public may always reach out to his office. He further noted that tomorrow night the Finance committee will be reviewing the budget.

## **VI. Regular Business**

### **A. [Second Generation Anticoagulant Rodenticides \(SGAR\)](#)**

Board received a presentation from Donna Cooper, 4 Eagle Way, on residents' efforts to regulate Second Generation Anticoagulant Rodenticide (SGAR). She is working with 5 other Andover residents on an initiative to prevent use of this type of anti-coagulant rodenticide in private residences. State legislation is pending. SGARS can be restricted locally with home rule petitions followed by by-laws. Andover limits use of SGARS in municipal properties. A warrant article will be presented to the Board on this matter for its consideration.

Ms. Townson and Mr. Vispoli asked about alternative methods to control the rodent population, and it was noted that SGARS poisons transfer to other animals and water sources. Ms. Gregory spoke against this product.

### **B. [Amendments to Traffic Rules and Regulations](#)**

1. Andover Safety Officer Glen Ota presented proposed changes to Schedule 3, Article VII, Section 9 – Isolated Stop Signs, of the Traffic Rules and Regulations:
  - a. North Street at Greenwood Road - Amend to: All-way north/south stop
  - b. Chandler Road at Greenwood Road - Amend to: All-way stop
  - c. Cutler Road at Reservation Road - Amend to: All-way stop
  - d. Harold Parker Road at Jenkins Road - Amend to: Three-way stop.

Mr. Vispoli thanked the public for its interest through emails received and noted the Jenkins Road signage came about as a result of the Participatory Budget process.

Mr. Lindstrom gave a brief overview of the framework for choosing these areas for stop signs which included resident input, state agencies and the transportation working group. Data was analyzed in a formal study. The process is ongoing.

Officer Ota and Director of Public Works Carlos Jaquez gave a slide presentation describing reasons such as accident history, visual impediments, or the shape of an intersection for additional signage. Mr. Coffey asked about public awareness of the new signs, and if these stop signs will be rolled out after message boards and police monitoring at each new area.

At this time Mr. Brad Weeden, 5 Summer Street, introduced himself. He talked about other intersections with 3 way stops and agreed with three of those proposed above. With respect to North Street, he agreed with having the existing two stop signs but did not think it was necessary for those travelling North Street to have to come to a complete stop. Ms. Danisch and Ms. Townson disagreed, each noted that area is difficult to cross due to traffic and has had a number of accidents.

Hearing no further comments from the public or board, Mr. Vispoli asked if there was a motion on each of the four recommended sites.

Ms. Danisch moved to approve the amendments to the Traffic Rules and Regulations of installing an all-way stop at North Street at Greenwood Road as presented by the Andover Safety Officer, and Ms. Townson seconded. The motion passed 5-0.

Ms. Gregory moved to approve the amendments to the Traffic Rules and Regulations of installing an all-way stop at Chandler Road at Greenwood as presented by the Andover Safety Officer. Ms. Townson seconded. The motion passed 5-0.

Ms. Townson moved to approve the amendments to the Traffic Rules and Regulations of installing an all-way stop at Cutler Road at Reservation Road as presented by the Andover Safety Officer. Ms. Danisch seconded. The motion passed 5-0.

Mr. Coffey moved to approve the amendments to the Traffic Rules and Regulations of installing a three-way stop at Harold Parker Road at Jenkins Road as presented by the Andover Safety Officer. Ms. Townson seconded. The motion passed 5-0.

#### C. Dog Park Donation

Mr. Vispoli said monies from a nonprofit fund benefiting the Dog Park, built 15 years ago, were being proposed as a donation. Mr. Lindstrom added that nearly \$4,900 was left in that account and the Friends of Andover Dog Park proposed to donate it to the town to upgrade amenities within the park. He thanked Carolyn Page for this donation on behalf of the Friends of Andover Dog Park.

Ms. Danisch moved to accept the donation from the Friends of Andover Dog Park in the amount of \$4,809.12 to be used for Andover Dog Park. Ms. Townson seconded. The motion passed 5-0.

#### D. Business Scorecard

Deputy Town Manager Simko, Paul Materazzo Director of Planning and Ann Ormond Director of Arts, Business and Culture appeared before the Select Board, to present the first "Business Scorecard" update.

Mr. Simko thanked them for their work on this project. He started the review of the different areas of the scorecard starting with the slide of the Quarterly Rooms Tax spanning 2015 through the first two quarters of FY26 with tax collection presented by quarter.

There has also been a steady request for Business Certificates for the same period-- if a business needs a license or operates as a DBA, they need a business certificate.

Mr. Materazzo then gave a slide presentation beginning with Commercial Building and Sign Permits—over last 10 years ranges from \$500K to \$3.5M—highest \$3,278,789 in 2025. This included Gillette fees to expand in the community. He explained business blips and expansions.

Mr. Flanagan added that there is often a correlation between building permit revenue and economic growth as building permits are based on value of the project, so larger investments often lead to economic growth over a longer period.

Mr. Simko then spoke about occupancy and vacancy and showed a slide called Townwide Commercial Real Estate Occupancy. Townwide occupancy rate of 82% and vacancy 18%.

A Downtown Commercial Real Estate Occupancy slide showed an occupancy rate of 96%. Square footage of various buildings explained to show vacancy of restaurant square footage in the downtown compared to larger industrial buildings.

Mr. Materazzo said data will help with planning growth in the downtown. He reviewed other commercial properties. The two River Road two properties --Phillips and Putnam Investment - account for 45% of the 30% vacancy out on River Road. Major Commercial Properties with Available Space Parking-- zoning for these facilities allow for expansion. Industrial Districts across the area are very different and looking at new ways to be more competitive. Mass Works grant in 2024 for sewer investment. Major Commercial Properties with available space are Brickstone, at Andover Landing, Phillips at Minuteman Road, and Putnam at Shattuck Road.

Mr. Vispoli asked about status/inquiries at the Phillips and Putnam sites. Mr. Materazzo said the multi-family overlay district on River Road is intended to bring housing close to businesses along with other co-locations that make property more desirable.

Mr. Coffey asked if the tax rate on rooms/meals changed and if so, was inflation driving that growth. The tax rate is  $\frac{3}{4}$  of 1%. The rate has not changed. Mr. Flanagan said occupancy has been about the same over the time frame discussed on River Road, so increase is basically due to inflation. Mr. Simko said inflation is probably more pronounced in restaurants than rooms in that ten- year period.

Mr. Vispoli asked Pioneer Group for an [Infographic](#) on Raytheon System and presented a slide which breaks down the businesses by size for the town.

Mr. Vispoli and Mr. Flanagan thanked Mr. Materazzo, Ms. Ormond and Mr. Simko for the team effort that went into this planning presentation/project.

#### E. Select Board Policy Review

As part of the Board's policy review process, Board to discuss and vote on Select Board Policy for Town Manager appointment in the event of a vacancy.

Mr. Heim said while working on the Policy handbook, he noticed some areas within the section on "unanticipated vacancy of town manager office" also in the town charter, that might be updated. The term unanticipated is one instance and it might be helpful to codify the town manager's transition appointment process for the Board.

Depending on reason for vacancy, such as retirement, the number of days allowed to appoint an "acting" or interim town manager might be changed.

A brief discussion followed regarding the search process as it relates to an interim town manager being a town or out of town employee, number of days for a search and the definition of a qualified member of the town. Ms. Danisch and Ms. Gregory agreed that a framework of steps/process for the Select Board would be helpful.

Ms. Gregory said she would change the term acting to interim as acting seems like a temporary or short period of time. The Charter would allow this and is clear that in the absence of town manager making the appointment falls to the Select Board.

Mr. Heim said the Town Charter says the town manager may designate a qualified officer of the town during a temporary absence or disability. Could redefine "qualified manager of the town" to avoid contract and other issues. Ms. Danisch suggested building in flexibility.

Ms. Danisch moved to adopt the Select Board Policy as amended by changing the term from acting to interim for the Town Manager Appointment in the event of a vacancy as presented. Ms. Gregory seconded. The motion passed 5-0.

## **VII. Approval of Minutes**

A. Board to approve minutes from the following meetings:

1. November 17, 2025
2. December 3, 2025, Tri-Board
3. January 5, 2026

Ms. Townson moved to approve the meeting minutes from the November 17, 2025, Select Board Meeting and the January 5, 2026, Select Board Meeting minutes. Ms. Gregory seconded. The motion passed 5-0.

The December 3, 2025, Tri-Board minutes will be considered at the next Select Board meeting.

## **VIII Consent Agenda**

A. Appointments by the Town Manager

Mr. Flanagan thanked Alex Magee for his services and announced a reorganization of certain positions within the department. Mr. Flanagan said he was pleased to bring forward Dr. Lavoie for appointment as Deputy Town Manager for Operations, and Hayley Green for appointment as Chief Financial Officer, both from Town positions.

Dr. Lavoie has been with the Town for over two years and brings organizational development skills and working among departmental lines to the position. She has certifications in both the municipal and school sides of operations, and experience with the budget and finance side of things which makes her well positioned for Internal Operations. Dr. Lavoie has been a trusted resource in the division responsible for coordinating internal operations and providing oversight over key functions.

Ms. Green is beginning her 12th year as a town employee, rising from the ranks of Assistant Town Accountant to CFO. She is a CPA, with complete knowledge of finance in Andover and is known for her sound judgement. In addition, she served six years as Chair of the Andover Retirement Board. She is ready to take on this role with the trust and support of the Department.

Dr. Lavoie said she was grateful for the opportunity and thanked the Board for its support and thanked her family and support system. Ms. Green likewise thanked the Board, and said staff is hard-working and supportive and she looks forward to new opportunities. She also thanked her family for their support.

Ms. Danisch moved to approve the appointments by the town manager as listed in the Consent Agenda. Mr. Coffey seconded. The motion passed 5-0.

Mr. Vispoli congratulated Dr. Lavoie and Ms. Green on their new appointments.

Administration & Finance	Dr. Brittney Lavoie <i>(Alex Magee)</i>	Deputy Town Manager	01/22/2026	\$180,000/year
Administration & Finance	Hayley Green <i>(Hayley Green)</i>	Chief Financial Officer	01/22/2026	\$168,000/year
<i>These are internal promotions to positions that require Select Board approval per Town Charter</i>				

### Summary of Town Manager Staff Appointments

The Town Manager is pleased to announce the following appointments:

Department	Name	Position	Date of Hire	Rate/Term
Andover Fire Rescue	Edward Mrozowski, IV <i>(Eric Teichert)</i>	Firefighter	01/19/2026	\$75,558.93/year
Andover Fire Rescue	Joshua Tirrell <i>(Richard Capano)</i>	Firefighter	01/19/2026	\$68,058.93/year
Andover Police Department	John Bessette <i>(Angelo Taveras)</i>	Police Officer	01/04/2026	\$60,382.15/year

### VIII. Adjourn

Ms. Gregory moved to adjourn, and Ms. Townson seconded. The motion passed 5-0. The meeting adjourned at approximately 9:14 PM.

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



## Select Board Meeting Minutes

Monday, January 26, 2026, at 6:30 PM

Virtual Meeting Broadcast on Comcast Channel 22 and Verizon Channel 45

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### I. Call to Order – 6:30 P.M.

I. Chair Alex Vispoli called the virtual meeting of January 26, 2026, to order at 6:30 PM. Members in attendance: Vice Chair Ellen Townson, Clerk Melissa Danisch, Laura Gregory and Kevin Coffey.

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

### II. Opening Ceremonies

#### Moment of Silence/Pledge of Allegiance

A moment of silence was observed, followed by Melissa Danisch leading the Pledge of Allegiance. Mr. Vispoli noted passing of resident Charlie Kendrick last week, who was instrumental in framing out the Historic Mill District.

### III. Town Manager Report

Mr. Flanagan noted he would be brief but gave an update on the winter storm, thanking the work of the DPW crews who have been dealing with the storm for the past 30 hours. Andover Public Schools will be closed tomorrow as sidewalks and public lots need to be cleared. The power outage last night on National Grid lines was restored within 2 hours and will be repaired today. Town Offices will be open tomorrow. Mr. Vispoli also thanked the DPW and said roads looked great.

### IV. Communications/Announcements/Liaison Reports

Mr. Simko noted the deadline to submit nomination papers to be on the Town ballot is Tuesday February 3, 2026.

Ms. Townson reported that several board members and many staff attended the recent MMA conference. It was great and she brought back handouts to share. She reiterated praise for the hard work of Public Safety and DPW and asked that residents clear fire hydrants and storm drains.

Ms. Danisch encouraged those who may be interested in serving the town as an elected official to consider the open seat on the Punchard Free School Trust. The trustees make decisions regarding funds donated 170+ years ago for the benefit of Andover High School scholarships and program grants.

Mr. Vispoli said there was a great showing at the recent MMA conference and there was a good Andover turnout. Mr. Vispoli said he voted on behalf of the town for a resolution to ensure sufficient state aid as well as an amendment for additional support for Vocational Schools in the State. This Saturday the first "Coffee with Select Board" will take place at the Robb Center with special guest, Town Manager Flanagan.

### V. Public Comment

None

## VI. Public Hearings

### A. National Grid - Dascomb Road

Board to review and consider voting to approve an application from National Grid requesting permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith.

Mr. Vazz Fang, 1101 Turnpike Street, speaking on behalf of National Grid, said they are seeking two midspan poles to be installed as an upgrade of the system for improved reliability in the Town of Andover.

Mr. Simko said DPW has reviewed the application and Ms. Townson asked about location of poles near a perennial stream and setback from the road. Mr. Simko said engineers did not review these criteria. The proposed poles will be the same distance from the street as existing poles.

Ms. Danisch moved to approve the application by National Grid requesting permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked, "Chandler Road, Andover, Massachusetts." Ms. Townson seconded.

Roll call vote	Yes	No	Abstain
Kevin Coffey	x		
Melissa Danisch	x		
Laura Gregory	x		
Ellen Townson	x		
Alex Vispoli	x		

The motion passed 5-0.

### B. Alcoholic Beverages License - Nak Rich Infinity LLC

Board to review and consider voting to approve the application of Nak Rich Infinity LLC, DBA Khao San Restaurant, for an On-Premises Wine and Malt Beverages Pouring License at 36 Park Street, Andover, MA, with Chonticha Surarat of 25 Fellsview Terrace, Melrose, MA as the proposed designated manager.

Mr. Simko introduced the applicant, Chonticha Surarat, and her counsel, Patrick McKeon, and noted the property under consideration is located on the premises formerly occupied by Indulge India which did not have a liquor license. Mr. Simko said there are two licenses remaining for the Town, and if this one is issued, there will be one left.

Attorney McKeon said the Khao Thai Indian restaurant holds the lease and all licenses from the town except from a liquor license and are ready to operate. Ms. Surarat said she has one restaurant in Somerville, although this would be the first with a liquor license. Mr. Vispoli asked about staff and training and ensuring against underage drinking, which Ms. Surarat assured him was understood.

There were no questions from the Board or public.

Ms. Danisch moved to approve the application of Nak Rich Infinity LLC, DBA Khao San Restaurant, for an On-Premises Wine and Malt beverages Pouring License at 36 Park Street, Andover, Ma, with

Chonticha Surarat of 25 Fellsvie Terrace, Melrose, MA as the proposed designated manager; subject to the condition that all requirements of the Town are met prior to issuance. Ms. Townson seconded.

Roll call vote	Yes	No	Abstain
Kevin Coffey	x		
Melissa Danisch	x		
Laura Gregory	x		
Ellen Townson	x		
Alex Vispoli	x		

The motion passed 5-0.

Ms. Danisch asked Mr. Simko if anything had been received Free Christian Church of Andover in response to the application. Mr, Simko said no. Ms. Danisch moved that the application of Nak Rich Infinity, LLC, DBA Khao San Restaurant, for an On-Premises Wine and Malt Beverages Pouring License at 36 Park Street, Andover MA, is not detrimental to the educational and spiritual activities of the Free Christian Church of Andover, at 31 Elm Street, Andover. Ms. Townson seconded.

Roll call vote	Yes	No	Abstain
Kevin Coffey	x		
Melissa Danisch	x		
Laura Gregory	x		
Ellen Townson	x		
Alex Vispoli	x		

The motion passed 5-0.

**VII. Regular Business**

**A. Alcoholic Beverages License - Event on Town Owned Property**

Board to discuss and consider voting to approve an application from Oak & Iron Brewing Co., located at 18 Red Spring Road, Andover, for a Wine and Malt One-Day Liquor License for use on Town property for “Winterfest” at Poms Pond on February 1, 2026.

Mr. Simko said this event took place last year, and Mr. Lindstrom listed the activities noting there will also be a P.A. Curling Exhibition this year.

Oak & Iron owner Jim Cass gave a brief presentation to the Board asking for a one-day liquor license for beer and wine. One slide showed the fenced area with food and non- alcoholic beverages, and a fire pit, another showed the beer tent with hot dogs/snacks, game area and fire pits. Mr. Cass also outlined the Security Plan for crowd control, controlling access to alcohol, and Key Operational Details.

There were no questions from the Board or Public.

Ms. Danisch moved that the Board approve the application from Oak & Iron Brewing Co., 18 Red Spring Road, Andover, Ma, for a Wine and Malt One-Day License Policy & Application for Outdoor Events on Town-Owned Property,” where the event will be “Winterfest” on February 1, 2026, and will be located at Pops Pond, 147 Abbot Street, and where the manager of the liquor license will be Jim Cass; provided that all conditions of the Town are met prior to issuance. Mr. Coffey seconded.

Roll call vote	Yes	No	Abstain
Kevin Coffey	x		
Melissa Danisch	x		
Laura Gregory	x		
Ellen Townson	x		
Alex Vispoli	x		

The motion passed 5-0.

**VIII. Consent Agenda**

A. Appointments by the Town Manager

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

Board/Commission	Name	Position	Start Date	Term Expires
Cultural Council	Felipe Machado	Member	01/27/2026	06/30/2028
Cultural Council	Tianisha Torres	Member	01/27/2026	06/30/2028
Open Space Task Force	Robert Dalton	Member	01/27/2026	06/30/2028

Ms. Townson moved to approve the appointments the Town Manager as listed in the consent agenda. Ms. Danisch seconded.

Roll call vote	Yes	No	Abstain
Kevin Coffey	x		
Melissa Danisch	x		
Laura Gregory	x		
Ellen Townson	x		
Alex Vispoli	x		

The motion passed 5-0.

**IX. Approval of Minutes**

A. Board to approve minutes from the following meetings:

1. December 3, 2025, Tri-Board

Mr. Coffey moved to approve the meeting minutes from the December 3, 2025, Tri-Board meeting.

Ms. Townson seconded.

Roll call vote	Yes	No	Abstain
Kevin Coffey	x		
Melissa Danisch	x		
Laura Gregory	x		
Ellen Townson	x		
Alex Vispoli	x		

The motion passed 5-0.

**X. Select Board Meetings**

A. Board to approve the following meeting dates:

1. April 6, 2026
2. April 28, 2026 – Before Annual Town Meeting
3. May 4, 2026

4. May 18, 2026
5. June 1, 2026
6. June 15, 2026
7. June 29, 2026

Mr. Vispoli asked whether a meeting date other than April 6, 2026, could be considered and Mr. Flanagan asked whether members would be available if the March 7 date was changed to March 14th. The April 6<sup>th</sup> and possible March 14<sup>th</sup> dates to be determined.

Mr. Coffey moved to approve the Select Board Meeting dates as printed on the agenda, with the exception of April 6, 2026. Ms. Danisch seconded.

Roll call vote	Yes	No	Abstain
Kevin Coffey	x		
Melissa Danisch	x		
Laura Gregory	x		
Ellen Townson	x		
Alex Vispoli	x		

The motion passed 5-0.

#### **XI. Adjourn**

Mr. Coffey moved to adjourn, and Ms. Townson seconded.

Roll call vote	Yes	No	Abstain
Kevin Coffey	x		
Melissa Danisch	x		
Laura Gregory	x		
Ellen Townson	x		
Alex Vispoli	x		

The motion passed 5-0. The meeting adjourned at 7:09 PM.