

**JOINT MEETING – BOARD OF SELECTMEN & FINANCE COMMITTEE
FEBRUARY 8, 2010**

I. Call to Order/Roll Call

Board of Selectman Chairman Alex Vispoli called the Joint meeting of the Board of Selectmen and Finance Committee to order at 7:00 P.M. in the **Selectmen's Conference** Room at the Town Offices. Present from the Board of Selectmen: Chairman Vispoli – Y and members Mary Lyman – Y, Jerry Stabile – Y, Ted Teichert – Y and Brian Major – Y. Present from the Finance Committee: Chair Joanne F. Marden and members Richard T. Howe, S. Jon Stumpf, Mark Merritt, **Mary O'Donoghue, Steve Stapinski**, Margaret Kruse and Paul Fortier. Also present: Town Manager Reginald S. Stapczynski, Assistant Town Manager Steven S. Bucuzzo, Town Clerk Randy Hanson and Finance Director Anthony J. Torrisi. The meeting was duly posted and cablecast live.

II. Opening Ceremonies

Chairman Vispoli asked for a Moment of Silence followed by the Pledge of Allegiance.

III. FY-2011 Budget Presentation

A. FY-2011 Town Manager's Recommended Budget

Town Manager Buzz Stapczynski reported that the development of the budget for FY-2011 had to take into account all that has happened over the previous two years due to the fiscal crisis causing reductions in state and local revenue, and public services **curtailed or eliminated. The theme for this year's budget is appropriately named, "Navigating Through a Nor'easter"**. The Town Manager recognized Bob Dennis whose photo of the Korean War Monument is the cover photo for the FY-2011 Budget Book.

The Town began FY-2010 with a \$2.1M deficit which was resolved through two special Town Meetings resulting in the passing of the Local Options Tax (hotel/meals), and reducing Town/School budgets. The Town Manager recognized the efforts of everyone who worked together to bring in a balanced budget. There are four areas of concern for the remainder of FY-2010: snow and ice account, terminal leave account, public service overtime, and energy costs. The Interim Business Manager for the School Dept is also projecting a \$875,000 deficit in the school budget due to the failure of the State to fully-fund the Circuit Breaker. All departments have been directed to hold back on spending for the remainder of the year.

The FY-2011 Budget reveals a 10% reduction in local aid and a guarded approach to other revenue line items. The Town Manager is pleased that the Governor has stated plans to level fund local aid and does not anticipate 9C cuts. The budget he is proposing for FY-2011 is \$139,872,338 based on level funding of local aid. This budget is a 2.4% increase over the FY-2010 budget. Revenues for FY-2011 are \$139,872,338 in comparison to \$136,619,405 for FY-2010; with expenses for FY-2011 at \$139,360,338 compared to \$136,619,405 for FY-2010.

Highlights of the FY-2011 Budget include: balanced within available resources, sustains core and support services, **fully-funds contractual obligations, three vacant FTE's in Town Departments eliminated, three vacant Town Department FTE's not funded, no funding for new COLA increases, no use of Free Cash for operations and no use of other reserves.** Four studies underway will have an impact on FY-2011. They include the Information/Technology Study of Town/School Departments to arrive at a strategic plan to enhance services and reduce costs; Town/School Business and Finance Department

Study to provide recommendations on streamlining processes; Department of Public Works Management Study to identify options for improvement and Other Post Employment Benefits (OPEB) a requirement of government standards to establish an OPEB Trust Fund for health insurance for retirees. Proceeds from the sale of Town property will be used to open the fund.

Anticipated budget tools coming from the State include: Pension fund relief (extending the schedule), early retirement program, Chapter 70 Education Aid Study (review of formula), Green Community Funding, Health Insurance Plan Design, and freezing the rates for Special Education Providers.

The Town Manager thanked Tony Torrisi, Steve Bucuzzo, Sandy Cassano, Carolyn Lynch, the Department and Division Heads, the Superintendent of Schools and the Interim Business Manager for their assistance in preparing the FY-2011 Budget Book. The budget book is available on the Town's website at www.andoverma.gov. The Annual Town Meeting will be held on Wednesday, April 28th and Thursday, April 29th at the Richard Collins Field House.

The Town Manager then opened up the presentation for questions from the Board and the audience.

Selectman Teichert asked if the Youth Services budget will be increased. The response was yes, it will be increased by \$11,000. There is also a private warrant article requesting to fund programs to \$50,000. Selectman Lyman asked that a review of grants and revolving funds be provided. Selectman Major said the Budget sub-committee has agreed to move forward with a set of assumptions and will continue to watch government projections on how state aid will be funded, on health insurance, and free cash. Chairman Vispoli would like an accounting of the Special Education deficit of \$848,000. The Town Manager and Finance Director Tony Torrisi will work with the School Dept on why there is a deficit and the Finance Committee has a sub-committee reviewing the School Dept budget especially the Special Education piece. Finance Committee member Paul Fortier asked about the status of the telecommunications loop hole being closed. The Town Manager said it would be a plus if the bill passed. Peggy Kruse asked about the OPEB study and where the funds will come from. Richard Howe asked about the impact the Quinn Bill has on the Town budget. The Town Manager said the Town is obligated by contract to cover the unfunded portion by the State. He expects the decision to end up in court.

The Board thanked the Town Manager for his budget presentation. The Town Manager has asked Department Heads to minimize their budget presentations focusing on changes and as they come forward with their individual presentations.

REGULAR MEETING – Board of Selectmen

IV. Communications/Announcements/Liaison Reports

The Town Manager told the Board they have **been invited to march in the St. Patrick's Day Parade in Lawrence on Sunday, March 21st.**

He reported that the Federal 2010 census will be under way in February and March and stated how important it is to participate.

The Town Election will be held on Tuesday, March 23rd and the ballot includes: Town Moderator – Sheila Doherty; Board of Selectmen – Alex Vispoli, Jerry Stabile and Lawrence Bruce; School Committee – Richard Collins and Paula Clements-Colby; Greater Lawrence Regional Vocational Technical School District Committee – Marilyn Fitzgerald and Andover Housing Authority – **Francis O’Connor**.

Selectman Stabile reported that the Town Yard Task Force will meet this week and are in the process of reviewing the bids received.

Selectman Lyman reported the Council on Aging is meeting at 8:00 AM on Thursday, February 11th followed by a meeting of the TRIAD Council at 9:30 AM. A meeting of the Facilities Sub-committee will be soon.

Selectmen Teichert said the School Building Committee will meet on February 10th and February 17th. He also congratulated the Youth Services Foundation their successful Telethon last week which raised over \$90,000 for Youth Service Programs and the Youth Service Foundation.

Selectmen Major wished the Boy Scouts of America a Happy 100th Birthday.

Chairman Vispoli said the I-93 Lowell Junction Task Force will meet on February 9th at 7:00 A.M.

IV. Citizen Input

Mary Carbone, 3 Cyr Circle, is displeased with the minutes of the Board of Selectmen. **She states that although the i’s are dotted and t’s crossed for the business of the Board,** citizen input is sparse and she would appreciate more information going forward.

V. Public Hearing

A. Vehicle for Hire License – Disciplinary Hearing

On a motion by Selectman Lyman and a second by Selectman Stabile it was voted 5-0 to continue the hearing license violations of J. J. Shuttle Service, Inc. to February 22, 2010 at 7:00 P.M.

VI. Regular Business of the Board

A. Proposed Traffic Rules and Regulations Schedule 1, Article V, Section 2 – PARKING

Safety Officer Edgerly gave an overview of the following proposed changes to the Traffic Rules and Regulations are:

Delete:

- **“No Parking” on the north side of Stevens Street from the Shawsheen River bridge to Shawsheen Road.**

Add:

- **“No Parking” on both sides of Stevens Street from North Main Street to Shawsheen Road.**
- **“15-Minute Parking” on the west side of Bartlet Street from the driveway at #11 to 40 feet north.**
- **“No Parking” on the west side of Andover Street from Clark Road north for a distance of 420 feet (near Ballardvale Playground).**
- **“No Parking” on the east side of Woburn Street from Andover Street south for a distance of 1,200 feet (near South School).**
- **“No Parking” on the south side of Lewis Street from North Main Street to**

the Town Yard.

Officer Edgerly said complaints for Stevens Street include no room for parking on the downhill side heading towards North Main Street. Notification and a request for feedback were sent out to residents. He would like to table the language presented and look instead at re-stripping the lines.

Jennifer Smith, Stevens Street, said eliminating parking will be a big problem for residents and considers it a good idea to look into suggestions brought forward by Officer Edgerly. Richard Hudak, 68 Stevens Street, echoed the concerns stating that speed is an issue on Stevens Street. He feels re-stripping the road would be a good idea.

The Board agreed to hold on voting on changes to Stevens Street pending a formal review of the Department of Public Works.

The other requests were voted as follows:

On a motion by Selectman Teichert and a second by Selectman Major it was voted 5-0 to approve the request for 15-Minute Parking on the west side of Bartlet Street from the driveway at #11 to 40 feet north.

On a motion by Selectman Lyman and a second by Selectman Stabile it was voted 5-0 to **approve the request for “No Parking” on the west side of Andover Street from Clark Road** north for a distance of 420 feet **(near Ballardvale Playground)** and **“No Parking” on the east side of Woburn Street from Andover Street south** for a distance of 1,200 feet (near South School).

On a motion by Selectman Lyman and a second by Selectman Major it was voted 5-0 to **approve the request for No Parking” on the south side of Lewis Street from North Main Street** to the Town Yard.

Selectman Major noted that Bartlet Street currently has signs for 2-hour parking and the vote taken needs to be rescinded to include this.

Selectman Major motioned to rescind the two hour parking regulation on the west side of Bartlet Street. The motion was seconded by Selectman Lyman, voted 5-0 and approved.

B. Town Manager’s Re-appointment

Selectman Major motioned for the Board vote to renew the appointment of Reginald S. Stapczynski as Town Manager for an unprecedented five-year term commencing June 5, 2010 through June 4, 2015. The motion was seconded by Selectman Lyman and unanimously approved.

The Board of Selectmen congratulated the Town Manager and although as Selectman Teichert reported everyone thought the re-appointment **would be a “slam dunk”**, the Board feels the Town Manager has a good understanding of the Town and its history and he is well respected throughout the State. Selectman Lyman said the next five years pose many challenges especially with the budget and feels Mr. Stapczynski is very capable of handling the challenges. Selectman Stabile agreed that these are difficult times sometimes requiring a change agent, however, he feels the Town Manager has demonstrated success over the last several years and he has confidence in his ability to

handle the challenges ahead. Chairman Vispoli echoed the comments of the other Board members and said the process and timeline was clearly defined with a lot of thought put into it. The overall response from residents was positive. It is incumbent upon the Board to develop a long-term Strategic Plan to help provide a direction for the Town. The Town **Manager's** role is for the entire town and Mr. Stapczynski will serve the entire town well. Selectman Major said the Town Manager has consistently chosen the right person(s) for committees and department positions. He has been able to select the right person for the right position and bring various departments together on a budget that is right for Andover. His ability to interface with citizens, state agencies and legislative delegations is outstanding. The Town Manager is regarded in high esteem across the Commonwealth and Mr. Major is excited to continue to work with Buzz for the next five years.

Mary Carbone, 3 Cyr Circle, said Andover is a hard town to manage with a lot of demands placed on the Town Manager. She is glad that he is going to continue on for another five years.

The Town Manager thanked the Board of Selectmen. He talked about his first day in office when he was hired 15 years ago stating he was the recipient of good advice. There are many challenges ahead. The Board has a solid vision of the direction of the Town and he wants to make sure they remain successful in putting together the right team, building on the good work in place, and continuing the legacy left to them.

C. Department of Public Works Reports

Safety Officer Ederly reported on the results of the 626 street lights that have been turned off. To date, the Town has saved approximately \$25,000 by turning off 37% of the 1704 lights. He received a request to re-evaluate 35 lights that were turned off, and approximately 45-50 complaints. Each request was reviewed and 17 lights were identified to be turned back on. Over a four month period, statistics show that 37 vandalism (general) incidents occurred compared to 47 for the same time period in 2008; approximately 9-13 fewer incidents. From October 1, 2009 to February 1, 2010 there were 9 fewer automobile accidents/incidents during the same time frame of the previous year. An additional 51 lights have been identified to be turned off.

On a motion by Selectman Lyman with a second by Selectman Teichert, it was voted 5-0 to turn back on the street light requests presented as well as the lights on Princeton Street and Wildwood Road.

Mary Carbone, 3 Cyr Circle, does not agree with the mathematical equations presented. She states that turning off particular street lights is discriminatory. The Board did not hold a public hearing before making the decision to turn off lights and she still objects to the vote taken. She states the loss of revenue from National Grid to take fixtures down is counter-productive to the budget savings and does not feel this is an appropriate way to address the budget shortfall.

VII. Consent Agenda

A. Appointments and Re-Appointments

DEPARTMENT	POSITION	RATE	EFF. DATE
<u>PLANT AND FACILITIES DEPARTMENT</u>			
Richard P. Crowley	Construction Project Manager –	1E28-8	2/15/10

Temp.*

* Nine-month appointment for the Bancroft Elementary School project. Funded by the 2009 Annual Town Meeting Warrant Article #59 – Feasibility Study/Schematic Design – Bancroft Elementary School – \$735,000, funded approximately 41% by the MSBA and 59% by the Town. This position will not require Town health insurance.

Selectman Lyman requested additional information be received before voting on the appointment of Richard P. Crowley as a temporary Construction Project Manager as the Town already has a project manager for Plant & Facilities. She would like a closer look at the two positions to see if there is an opportunity to leverage savings, she is concerned with unemployment expenses when Mr. Crowley completes his job and questioned the rate of pay for the Construction Project Manager position.

Plant and Facilities Director Joe Piantedosi said Ihor Raniuk, Plant & Facilities Project Manager, is working on a multitude of Town projects that are in the planning stages and that work will continue through the Fall as well as spending a substantial amount of time on the Bancroft School Project. **Compensation for Mr. Crowley's** position will be 40% funded through MSBA as will 25% of **Ihor Raniuk's** time. Regulations for the school building project are very different, requiring additional time which will only increase as the project moves forward. MSBA has approved the hiring of Mr. Crowley full-time. He does not require health insurance benefits. He has the technical/ administrative skills experience with public schools and municipal building projects and knowledge of the guidelines set forth by MSBA. Having Mr. Crowley continue with this project gives us the advantage of continuity. Mr. Piantedosi feels his department definitely needs to have two project managers on board at this time.

After discussion, Selectman Major voted to approve the request as presented. The motion was seconded by Selectman Stabile and voted 4-0 to approve.

Selectman Major motioned to approve the following appointments as recommended by the Town Manager. The motion was seconded by Selectman Lyman and voted 5-0 to approve.

PRESERVATION COMMISSION

Arnold W. Dyer, Jr. – Term expires 6/30/10 (v. D. Ingram)

COUNCIL ON AGING

Tracey Meech – Term expires 6/30/13

On a motion by Selectman Major with a second by Selectman Lyman, the Board voted 5-0 to approve the following appointment:

BOARD OF REGISTRARS

William T. Downs – Term expires 3/31/13

B. Road Race

Selectman Stabile motioned to approve the request of **Tom O'Donohue, on behalf of** students at the Massachusetts School of Law, 500 Federal Street, Andover, for **permission to conduct "Race Judicata" through the streets of Andover on Saturday, May 8, 2010 at 10:00 A.M.** beginning and ending in front of the school. Arrangements have

been reviewed and approved with conditions by the Police Department. The motion was seconded by Selectman Major, voted 5-0 and approved.

C. Parade

Selectman Lyman motioned to approve the request of Scott Nichols, Chairman of the Andover Little League Opening Day Ceremonies, to conduct a parade along Main Street on Saturday, May 1, 2010 (rain date – Sunday, May 2, 2010) at 9:00 A.M. beginning and ending at the Doherty Middle School and using the same route as in previous years. Arrangements have been reviewed and approved with conditions by the Police Department. The motion was seconded by Selectman Major, voted 5-0 and approved.

D. One-Day All-Alcoholic Beverage License

Selectman Major motioned to approve the request of Benjamin L. Weiner, on behalf of Temple Emanuel of Andover, 7 Haggetts Pond Road, Andover, for a one-day all-alcoholic beverage license for use on Saturday, February 27, 2010 from 7:30 P.M. to 11:30 P.M. for a social at the Temple. Arrangements have been reviewed and approved by the Town Clerk subject to the condition that all other requirements of the Town are met prior to the issuance of the license. The motion was seconded by Selectman Lyman, voted 5-0 and approved.

E. One-Day Beer and Wine License

Selectman Lyman motioned to approve the request of Benjamin L. Weiner, on behalf of Temple Emanuel of Andover, 7 Haggetts Pond Road, Andover, for a one-day beer and wine license for use on Saturday, March 13, 2010 from 6:00 P.M. to Midnight for a fundraiser at the Temple. Arrangements have been reviewed and approved by the Town Clerk subject to the condition that all other requirements of the Town are met prior to the issuance of the license. The motion was seconded by Selectman Major, voted 5-0 and approved.

VIII. Approval of Minutes from Previous Meetings

On a motion by Selectman Lyman and a second by Selectman Teichert, it was voted 5-0 to approve the January 25, 2010 – Regular Meeting and February 2, 2010 – Special Meeting minutes as presented.

IX. Adjournment

On a motion by Selectman Teichert and a second by Selectman Stabile, it was unanimously voted to adjourn the meeting of February 8, 2010 at 9:35 P.M.

Respectfully submitted,

Dee DeLorenzo, Recorder