

**BOARD OF SELECTMEN – WORK SESSION & REGULAR MEETING
SEPTEMBER 13, 2010**

I. Executive Session

Chairman Alex Vispoli called the Board of Selectman meeting to order at 5:30 P.M. in **the Selectman's Conference Room in the Town Offices**. Present were: Chairman Vispoli, Selectman Mary Lyman and Selectman Ted Teichert. Selectman Brian Major arrived at 5:40 P.M. On a motion by Selectman Lyman with a second by Selectman Teichert, it was voted 3-0 to enter into Executive Session to discuss negotiation strategy for a non-union employee and to return to Open Session. Roll call vote: Selectman Lyman – Y, Teichert – Y and Vispoli – Y. On a motion duly made and seconded, it was voted 4-0 to adjourn the Executive Session and to return to Open Session. Roll call vote: Selectman Lyman – Y, Teichert – Y and Vispoli – Y.

II. Call to Order/Roll Call

Chairman Vispoli called the Work Session of the Board of Selectmen to order at 6:12 P.M. in **the Selectmen's Conference Room at the Town Offices**. Present were: Chairman Vispoli – Y, Selectman Lyman – Y, Selectman Teichert – Y and Selectman Major – Y. Also present: Town Manager Buzz Stapczynski and Assistant Town Manager Steve Bucuzzo. The meeting was duly posted and cable-cast live.

III. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

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

IV. Work Session

A. Town Manager's proposal to study the consolidation of the Department of Public Works and Plant & Facilities Department

Chairman Vispoli stated that the Town Manager will present his vision of the consolidation of the DPW and Plant & Facilities Department.

Police Chief Pattullo updated the Board on the investigation of the Water Department regarding the improprieties that occurred in April 2010. He stated that the investigation involved two former employees and results of the investigation were sent to the **District Attorney's Office**. **The District Attorney's Office is coordinating exhibits to present to a Grand Jury** and they expect subpoenas to be issued within the next 2-3 weeks. Currently, no active employee is involved and no harm was done to the water supply. The Town Manager added that the Assistant Town Manager is acting as the Interim DPW Department Head due to the retirement of former DPW Director Jack Petkus and has been at the Water Treatment Plant on a daily basis. The search for an interim Director has produced sixteen applications and the plan is to name a new interim Director by the end of September. The interim Director will be a temporary employee and serve for 9-12 months.

The Town Manager explained that the retirements of Plant and Facilities Director Joe Piantedosi and DPW Director Jack Petkus created a unique opportunity to investigate the consolidation of services for these two departments. He distributed a draft of the Scope of Services to the Board and noted that the combined budget of both departments is about \$16M with a total of 96 full-time employees. The Scope of Services includes best practices, comparisons to other organizations/towns, and recommendations for areas of savings. Chairman Vispoli asked if the review would be similar to the IT Study with a

group of citizens reviewing the work product. The Town Manager said he would be open to talking about a similar scenario.

The timeline for the study will be approximately 6-8 weeks to begin once the Interim DPW Director is on board and he expects to have preliminary results within three months. Chairman Vispoli suggested the Scope of Services be explained to DPW and Plant and Facilities employees to alleviate fears of job loss. The cost of the consolidation review is anticipated to be approximately \$30,000. Selectman Lyman stated her concerns with the cost of an interim Director in parallel to the cost of the review. The Town Manager explained that the interim Director will be someone who is objective, experienced and carry all the proper licenses.

The next steps will be to review the applications received (this week), followed by interviews conducted by a search panel, with an update presented to the Board on **September 27, 2010**. **When asked by Selectman Major if members of the Town's Leadership Team would be involved in the discussions, the Town Manager stated the Department Heads would be consulted.**

Tom Deso, 81 High Street, asked why we wait for Department Heads to retire to conduct consolidation studies when there are other departments in Town ripe for study. Chairman Vispoli explained that the retirements provided an opportunistic time to conduct the consolidation of these two departments.

Candy Dann, 4 Rock O'Dundee Road, said her observations of other towns has revealed the good management and forward thinking system in place in Andover. Major changes will be forthcoming from the study and she suggests the job specifications include someone with vision and leadership skills. Steve Fink, 24 Bateson Drive, said this is an opportunity to save dollars but does not want to see current employees stressed nor momentum of the great programs the departments are involved in lost. Mark Johnson, 24 Greybirch Road, stated that in his experience working with both departments a lot has been done well. This is a good opportunity to look at ways to provide services and he encouraged the Board to hire an individual with the skill set to drive the position. The Town Manager agreed that the skill set is critical and the opportunity to study services and consolidation opportunities will make for a stronger department. Joe Piantedosi reminded the Board and the Town Manager that the P&F Director works in partnership with both the Town and School Administrators and it is important to involve School Administration in the process. Don Robb, 36 York Street, said Joe Piantedosi made the partnership work well and a continued good working relationship with the schools is an important factor.

The work session ended at 6:59 P.M and the Regular Session began at 7:05 P.M.

V. Communications/Announcements/Liaison Reports

The Town Manager thanked Veterans Administrator Michael Burke and the Patriotic Holiday Committee on the excellent September 11th Ceremony. He also recognized Fire Chief Mike Mansfield for his stirring patriotic speech which has been placed on the Town's website.

The Town Manager announced that a breakfast meeting will be held on October 1st with the Massachusetts Municipal Association at the Tewksbury Library from 8:30 A.M. to 10:00 A.M. The Board of Selectmen and Finance Committee members are invited to

attend.

Upcoming meetings for the Board of Selectmen include a joint Executive Session with the School Committee on Thursday, September 16th at 6:00 P.M. and a Work Session on Monday, September 20th at 7:00 P.M. to review applications for a candidate to fill the Board position vacated by the resignation of Selectman Jerry Stabile.

The State Primary is Tuesday, September 14th with precincts 1, 7, and 8 voting at the Senior Center and all other precincts voting at the Collins Field House at Andover High School.

Selectman Lyman asked the Board to consider changing their regular meetings to Wednesdays due to the new posting guidelines that excludes Saturday as a posting date. Moving the meetings would provide additional time for agenda items to be included. The Board agreed to continue with the current schedule and revisit the suggestion the first of the year.

Selectman Major recognized the Town Manager for his participation in the Greek Festival held this past weekend.

Selectman Teichert reported that Andover Days will be held on Saturday, September 25th from 9:00 A.M. to 5:00 P.M. He also announced that a Proclamation recognizing the Andover Jr. Football League's 50th anniversary will be presented at a reunion event to be held at the Andover Country Club on either October 30th or November 5th.

Chairman Vispoli reported that the Chairs of the three Boards (School Committee, Board of Selectmen, and Finance Committee) met to discuss the Public Information Session for the Bancroft School Project. A presentation will be provided on either October 5th or October 12th at Memorial Hall Library. The presentation will include an overview of the project, cost, and reimbursement from the State. The meeting will be posted as a Tri-board Meeting.

VI. Citizens Petitions and Presentations

John Pasquale, 47B Whittier Street, spoke to his concerns about the current state of the Town Yard Task Force. He feels the TYTF is rudderless, disoriented and floundering without a comprehensive plan. He advised the Board not to submit a warrant article until they have a solid plan with figures and a Chairman of the Task Force is appointed. New members for the TYTF are needed as well as an aggressive marketing plan. The current site of the Town Yard is deplorable. Selectman Major, Board liaison to the TYTF, said a number of meetings have been held, a tour of the facility at Dascomb Road conducted and that a plan will not go forth to Town Meeting until it is ready. The TYTF realizes the cost associated with rebuilding a new site and that the Dascomb Road site is larger than needed. Until they identify and have agreements with outside partners to lease sections of the Brockway-Smith building, they will not bring the request before Town Meeting. The TYTF is actively seeking new members.

VII. Public Hearings

On a motion by Selectman Major and a second by Selectman Teichert it was voted 4-0 to open the Public Hearing at 7:52 P.M.

A. Comcast of Massachusetts, Inc.

Comcast of Massachusetts, Inc. is requesting permission to construct a line of underground conduit under and across the following public way:

~Central Street (to service 1 – 7 Main Street) – approximate location shown on Plan #2010-8-31

~Elm Street/Elm Square (to service 2 Elm Street) – approximate location shown on Plan #2010-8-31-A

The requests have been reviewed and approved by the Department of Public Works subject to the condition that street opening permits must be obtained from the DPW prior to the commencement of the work.

Sheila Doherty, business owner of Doherty Insurance located on Elm Street, said she is concerned about possible disruptions in business due to the number of telephone and alarm lines in the sidewalk that Comcast will be digging through. She respectfully requests they install the underground conduit on the opposite side of Elm Street (in front of Palmers Restaurant). Ed Thompson of **Comcast's** Engineering Department was told by the Town that this option is not available due to the water and sewer lines on that side of the road. He stated there will be no disruption in pedestrian traffic or disruption of **services**. **Bill Stevens from the Andover Spa asked why Comcast can't share the feeds with Verizon. Mr. Thompson said Comcast can't lease conduits or manholes from Verizon.** After much discussion, Chairman Vispoli suggested asking the Town Engineer to take a second look at **Comcast's presentation of the conduit location. It was agreed to vote on the request for Central Street tonight and to vote on the Elm Street request on Monday, September 20th.**

On a motion by Selectman Major with a second by Selectman Lyman it was voted 4-0 to grant permission to Comcast of Massachusetts to install an underground conduit under and across Central Street (to service 1 – 7 Main Street) – approximate location shown on Plan #2010-8-31.

On a motion by Selectman Lyman with a second by Selectman Major, it was voted 4-0 to continue the Public Hearing to Monday, September 20th at 7:00 P.M.

VIII. Regular Business of the Board

A. Green Advisory Board Presentation

The Green Advisory Board and Sustainability Team gave a presentation regarding an October 10, 2010 event, **Being Green Made Easy**, to highlight an awareness of Global Climate Change. A handout outlining the elements, sponsors, and goals was distributed to the Board.

On a motion by Selectman Major with a second by Selectman Lyman, it was voted 4-0 to approve the construction of green footprints on the sidewalks in the downtown area from October 1 – 9, 2010 for the October 10, 2010 **Being Green Made Easy** event.

B. Ballardvale Fire Station Committee

Ballardvale Fire Station Committee Chairman Dan Casper and Fire Chief Michael Mansfield updated the Board on the status of the replacement of the Ballardvale Fire Station. Unfortunately, they did not receive the Federal Grant Funds applied for, however, they were approved for \$100,000 in seed money at Town Meeting. The Committee has narrowed their search to four sites located along Andover/Woburn Street

on Town-owned land. The next steps include a traffic study of the area and geotechnology surveys. If the project progresses, they plan to have a funding request ready by the Spring of 2011.

Chairman Vispoli asked if the Dascomb Road site would be considered. Chief Mansfield reported that a deployment time study completed in 2007-2008 revealed that the response time from that site would not be acceptable.

C. MIIA Health Benefits Trust Agreement

The Board signed the MIIA Health Benefits Trust Agreement dated July 1, 2010.

D. Upcoming Meeting Schedule

The Board set meeting dates for October, November and December as follows: October 4 and 18; November 1 and 15; and December 13 and 20. The Special Town Meeting will be held on December 6th.

IX. Consent Agenda

A. Charitable Wine Pouring License

Selectman Lyman motioned to approve the request of Sue Terzakis, on behalf of the Sts. Constantine & Helen Greek Orthodox Church, 71 Chandler Road, Andover, for a Charitable Wine Pouring License for use on Friday, October 29, 2010 from 7:00 P.M. to 10:00 P.M. for a Philanthropic Fundraiser at the Church, 71 Chandler Road, Andover. **The request has been reviewed and approved by the Town Clerk's Office 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 Teichert and voted 4-0 to approve.

B. One-Day Beer & Wine Licenses

Selectman Teichert motioned to approve the request of Lisa Morelli, on behalf of the Andover Federal Credit Union, 19C Lupine Road, Andover, for a one-day beer & wine license for use on Thursday, October 21, 2010 from 5:00 P.M. to 7:00 P.M. for their Annual Meeting at 19C Lupine Road, Andover; and he also motioned to approve the request of **Michael Cammarata, LaRosa's 7 Barnard Street, Andover, for two** one-day beer & wine licenses for use on Saturday, September 25, 2010 and Friday, October 29, 2010 from 11:00 A.M. to 11:00 P.M. for a Customer Appreciation event at 7 Barnard Street, Andover. Both requests have been reviewed and approved by the Town Clerk's Office subject to the condition that all other requirements of the Town are met prior to the issuance of the licenses. The motion was seconded by Selectman Major and voted 4-0 to approve.

C. Block Party

Selectman Major motioned to approve the request of Eleanor Storch, 18 Carisbrooke Street, for permission to block off her street for a neighborhood block party on Saturday, October 16, 2010 from 1:00 P.M. to 7:00 P.M. (raindate – Sunday, October 17, 2010). The request has

D. Appointments and Re-appointments

On a motion by Selectman Lyman with a second by Selectman Major, it was voted 4-0 to approve the following appointments recommended by the Town Manager and as printed in the agenda.

DEPARTMENT	POSITION	RATE	EFF. DATE
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MEMORIAL HALL LIBRARY

Victoria Napolitano	Library Page – PT (v. C. Napolitano)	L1/1	9/17/10
Alison Marotta	Library Page – PT (v. Z. Pantely)	L1/1	9/15/10

COMMUNITY SERVICES

Sophie E. Stahley	Counselor – PT	C2A	6/30/10
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POLICE DEPARTMENT

Jessica A. Sherman	Matron – PT	\$18.00/hr.	8/19/10
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COMMUNITY DEVELOPMENT & PLANNING – Building Division

Michael M. Marcoux	Plumbing, Gas & Sewer Inspector – PT (v. B. Hale)	IE22-5	9/14/10
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INFORMATION TECHNOLOGY COMMITTEE – Term to expire 6/30/12

Martin Belscher (v. L. D’Innocenzo)

Mary Carbone, 3 Cyr Circle, asked if the Board plans to continue approving appointments and reappointments in this manner. She requested that the appointments and re-appointments be individually read aloud. Chairman Vispoli read the appointments and re-appointments because there were just a few.

X. Approval of Minutes from Previous Meetings

On a motion by Selectman Lyman with a second by Selectman Major it was voted 4-0 to approve the following minutes as presented.

August 23, 2010 – Regular Meeting;
 August 9, 2010 – Regular Meeting w/addendum
 June 16, 2010 – Tri-Board Meeting w/Finance Committee & Town Yard Task Force
 April 28, 2010 – Special Meeting; April 29, 2010 – Special Meeting
 July 27, 2009 – Work Session w/Department Heads
 July 21, 2009 – Work Session

Note: The August 9th Minutes of the Regular Meeting have been amended.

Mary Carbone, 3 Cyr Circle, asked the Board to read the addendum to the August 9th meeting. The amendment was not read.

XI. Adjournment

On a motion by Selectman Lyman with a second by Selectman Teichert, it was voted 4-0 to adjourn the meeting at 8:45 P.M.

Respectfully submitted,

Dee DeLorenzo, Recorder