
BOARD OF SELECTMEN – AUGUST 6, 2012

I. Call to Order/Roll Call

Chairman Paul Salafia reconvened the meeting of the Board of Selectmen to order at 7:08 P.M. in the Selectmen's Conference Room at the Town Offices. Present were: Chairman Salafia and Selectmen Brian Major, Mary Lyman and Dan Kowalski. Also present: Town Manager Buzz Stapczynski. The meeting was duly posted and cable-cast live. Selectman Vispoli arrived after the meeting opened.

II. Executive Session

Chairman Salafia called the Executive Session to order at 6:34 P.M. in the Board of Selectman's Conference Room in the Town Offices. On a motion by Selectman Lyman and seconded by Selectman Major, the Board entered into Executive Session to discuss collective bargaining strategy and confidential discussions with Town Counsel and to return to Open Session. Roll call: Chairman Salafia-Y, Selectmen Mary Lyman-Y, Dan Kowalski-Y and Brian Major-Y. At 7:03 P.M., on a motion duly made and seconded, the Board voted to adjourn from Executive Session and move to Open Session not to return to Executive Session. Roll call: Chairman Salafia-Y and Selectmen Mary Lyman-Y, Dan Kowalski-Y and Brian Major-Y.

III. Opening Ceremonies

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

IV. Communications/Announcements/Liaisons

The Town Manager made the following announcements:

- ~ Aerial spraying for mosquitoes was conducted this week to eliminate the threat of West Nile Virus. The Town Manager advised residents to use caution when out at night by wearing repellent and long sleeves.
- ~ The FY-12 Citizen Survey will be randomly sent to 1,200 households by mid-September with results available for the mid-year review in November. He thanked UMass/Lowell for their participation and assistance with this project.

Town Clerk Larry Murphy reminded everyone that the State Primary will be held on Thursday, September 6th with voting precincts at both the AHS Collins Field House and the Senior Center. Absentee ballots are now available at the Town Clerk's Office. The Office will be open on August 17th until 8:00 P.M. which is the deadline for voter registration. Please contact the Town Clerk's Office if you have any questions. He noted voting information will also be available on the Town's website.

Chairman Salafia welcomed Selectman Major back to the Board after his convalescence from a heart attack. Everyone is pleased to have Brian back on board. Selectman Major said he appreciates the extreme show of love and support given to him and his family from the Board, Town staff, Committee members and citizens. He said he would like to especially recognize and thank Andover Fire Rescue, the EMTs and nurses and doctors at Lawrence General Hospital for their expertise and professionalism which was absolutely amazing as is the cardio rehab team. Selectman Major said he is glad to be back.

Selectman Lyman inquired about the status of the discussions with the School Department on energy management and the use of the schools during school vacations

by DCS. Chairman Salafia said the three Chairs have not approached this item yet but it will be on a future agenda.

Selectman Kowalski attended the Andover Cultural Council's meeting on July 18th where he learned a lot about what they offer and do. The ACC administers funds to help with cultural events. Grant proposals are due by October 15th and questions and information for ACC Grant Proposals can be sent to ACCo810@gmail.com. He also attended a meeting of the Franciscan Housing Overlay District Task Force learning about the evolving needs of our aging community with discussions on defining these needs. Attending these two meetings as well as a meeting of the Audit Committee, Selectman Kowalski found a similar theme for more volunteers. Selectman Kowalski acknowledged the work of those who do volunteer and would like to have more information including minutes and agendas of these committees and boards placed on the Town website to encourage others to participate.

Chairman Salafia experienced a great day recently working with Habitants for Humanity and would like to invite members of other Andover Boards to come together and work for a day. He would also like to invite Sharon Mason to an upcoming Board meeting to explain what they can do.

V. Citizens Petitions & Presentations

None

VI. Regular Business of the Board

A. 800 Federal Street – Tax Increment Financing Plan

Director of Planning Paul Materazzo introduced Planning Board Chair Joan Duff, Finance Committee member Joanne Marden, Peter Melano of the Massachusetts Office of Business Development and Bob Matthews from Schneider Electric. Mr. Materazzo talked about the highlights of the TIF Plan authorized at the 2012 Annual Town Meeting. An agreement has been developed which Andover's TIF team has agreed upon with Schneider Electric and the agreement is exactly what was voted on at Town Meeting. Selectman Major praised the work of the local TIF Team and the incredible work accomplished to complete the agreement. The Board of Selectmen have to vote to ratify the agreement which will take three motions: one for approval of the TIF Plan, one on the actual agreement authorizing movement with the company (Schneider) and one to designate an economic opportunity area as required by the State of Massachusetts.

Mr. Melano reported that the TIF agreement for 800 Federal Street will include the TIF area of 600 Federal Street as an economic opportunity area. The document has to be executed by the Board and received by the Massachusetts Office of Business Development by August 23rd. Joan Duff reported that the Planning Board voted unanimously in favor of the agreement for both 800 and 600 Federal Street. Joanne Marden said the Finance Committee has not discussed the agreement as a committee but none of the details have changed and reflects what the citizens voted to approve.

Selectman Major motioned to authorize the submission of an Application for Designation of Economic Opportunity Area known as 800 Federal EOA, within the Andover Tewksbury Regional Technology Center Economic Target Area, which includes 22.62 acres at 800 Federal Street shown as Assessors Map 145-10, and 8.33 acres which is shown as Assessors Map 145-10A and is a portion of 600 Federal Street. The motion was seconded by Selectman Kowalski and voted 4-0 to approve.

Selectman Major motioned to approve the Tax Increment Plan for 800 Federal Street, a parcel of land with the building thereon shown on Assessors Map 145 Parcel 10, as authorized by the vote on Article 34 of the 2012 Annual Town Meeting of the inhabitants of the Town of Andover. The motion was seconded by Selectman Kowalski and voted 4-0 to approve.

Selectman Major motioned to approve the tax increment Financing Agreement By and Between the Town of Andover, LMP GFIII 800 Federal LLC, and Schneider Electric USA, Inc. as authorized by the vote on Article 34 of the 2012 Annual Town Meeting of the inhabitants of the Town of Andover. The motion was seconded by Selectman Kowalski and voted 4-0 to approve.

B. New Fee Structure – Community Development & Planning Department –
First Reading

Christopher Clemente, Acting Inspector of Buildings, and Paul Kennedy, Town Electrical Inspector, explained the request for Electrical, Plumbing, and Gas Permit Fee Updates and provided an analysis of the changes and comparison with comparable communities. The updates would cover increased departmental costs and would be more in line with fees from neighboring communities. The fees were last updated in 2003.

The Board asked if they could simplify the fee structure for ease of use and whether they would meet with the Economic Development Council to create a communication specifically as a tool for new businesses.

As this was a first reading, no action was taken by the Board.

C. Special Municipal Employee Designation

Selectman Lyman motioned to designate the Town's "Beaver Trapper" as a Special Municipal Employee for purposes of the Conflict of Interest Laws, Chapter 268A of the Massachusetts General Laws. The motion was seconded by Selectman Major and voted 5-0 to approve.

D. Town Yard Continued Work Session

Acting DPW Director Chris Cronin and Interim P&F Director Maria Maggio have been working on a matrix showing a number of sites under consideration for the Town Yard. They would like to meet with the Board in an Executive Session to discuss interest received from private parties. A traffic study performed at the Town Yard on Lewis Street on a typical day of movement including summary sheets, graphs, and detailed data sheets for a twelve hour period was distributed. The study will assist with discussions on satellite sites. They have identified eight sites officially with a few satellites in mind and will have a criteria list of pro and cons of each and maps showing conservation and wetlands, etc. Data from previous Tasks Force has been accumulated and used to assist in compiling the information.

E. FY-13 Board of Selectmen and Town Manager Goals Continued Work Session

The Board agreed that Goal #1 achieving sustainable savings by not using Free Cash for the FY-13 Budget and Goal #2 – Creation of a Debt Analysis Tool were achieved. They continued their discussion on the deliverables of the items in Goal #3 including the Work-Order System, privatizing payroll, imaging as a service and consolidation of the

Town and School Custodians. The Board expected an analysis with a recommendation as part of the goal to decide which way to move forward with these opportunities. The Town Manager said progress has been achieved; the framework is set with information in process and an analysis is expected in a few weeks. The Work Order System, See-Click Fix, is available on the Town website. An information sheet explaining the new See-Click-Fix Web Tool and Smartphone Apps allowing residents to submit service requests was distributed. The information can be accessed at www.seeclickfix.com.

The Board then asked the Town Manager to report on the following questions: the length of time the position at the Water Treatment Plan was vacant prior to the elimination of the position, how are the tasks associated with the two eliminated positions handled now, did the tasks shift to other employees and were promotions given or other positions created? Does elimination of the Cemetery position necessitate outsourcing lawn maintenance and how is the Health Insurance affected if no employees opt out in the next cycle?

VII. Consent Agenda

A. Block Party Request

Selectman Major motioned to approve the request of Pat Scanlon, 34 Washington Avenue, for permission to block off his street for a neighborhood block party on Saturday, September 8, 2012 from 10:00 A.M. to 10:00 P.M. (raindate – Sunday, September 9, 2012). The request has been reviewed and approved with conditions by the Police Department. The motion was seconded by Selectman Lyman, and voted 4-0 to approve.

B. Race/Walk Request

Selectman Lyman motioned to approve the request of John Boese of the Bancroft School PTO permission to conduct the second annual “Book It to the Finish 5K Family Fun Run/Walk” through the streets of Andover on Saturday, October 27, 2012 at 3:00 P.M. beginning and ending at the Bancroft School. The request has been reviewed and approved with conditions by the Police Department. The motion was seconded by Selectman Kowalski and voted 5-0 to approve.

C. Appointments and Re-appointments

On a motion by Selectman Vispoli with a second by Selectman Kowalski the Board voted 5-0 approve the following appointments by the Town Manager.

DEPARTMENT	POSITION	RATE	EFF. DATE
<u>COMMUNITY SERVICES</u>			
Christopher P. Long	Supervisor I – PT	C5A/\$10/25/hr.	7/16/12
Erika R. Spinale	Costumes/STE – PT	\$500.00	7/9/12
<u>POLICE DEPARTMENT</u>			
Edward J. Guy III	Lieutenant (v. W. MacKenzie)	R-515-1-1/\$104,586	8/19/12
Dennis J. Lane	Sergeant (v. E. Guy)	Q99-515-21-5/\$87,110	8/19/12

