

**Board of Selectmen Special Meeting**  
**Minutes of Wednesday, September 9, 2015**

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**I. Call to Order**

Chair Mary O'Donoghue called the Special Meeting of the Board of Selectmen to order at 5:02 P.M. in the Board of Selectmen's Meeting Room in the Town Offices. Present from the Board of Selectmen: Alex Vispoli-Y, Paul Salafia-Y, Robert Landry-Y, and Mary O'Donoghue-Y. Selectman Kowalski was unable to attend the meeting nor was he able to tele-conference in. The meeting was duly posted and recorded.

**II. Opening Ceremonies**

Chair Mary O'Donoghue led the meeting in a moment of silence followed by the Pledge of Allegiance.

**III. Town Manager Search**

Chair O'Donoghue said there is just one item on the meeting agenda and that is to approve and execute the contract for the new town manager between Andrew Flanagan and the Town of Andover.

The specifics of the contract include: a salary of \$170K for a 5 year term commencing on October 13, 2015 through October 12, 2020. Paid time off (PTO) will be accrued at 2 days per month for a total of 20 vacation days and 4 personal days for a total of 24 PTO days. Sick days will be accrued at one day per month with a maximum of 12 days per year with no buy back. The contract will also include 5 bereavement days with the standard contract language as in other employee contracts. Group Health Insurance will be the same as the Department Heads, and the Town will reimburse up to a maximum of \$2,000 a year for Long-term Disability and a maximum of \$1,000 per year for life insurance. The town will not contribute to retirement benefits. The contract also allows for a \$500 per month car allowance, professional development allowance of \$400 per year, and that the Town Manager establish himself as a permanent resident of Andover no later than six months from his start date. Mr. Flanagan will also furnish the Board of Selectmen a transition plan.

Selectman Vispoli moved to approve, enter into and execute the contract, as presented by the Chair, for the employment of Andrew P. Flanagan as Town Manager of the Town of Andover for a term of five (5) years. The motion was seconded by Selectman Landry and voted 4-0 to approve. Roll call: Paul Salafia-Y, Alex Vispoli-Y, Robert Landry-Y, and Mary O'Donoghue-Y.

A swearing-in ceremony will be held in September at the Memorial Hall Library, in the 3<sup>rd</sup> floor Meeting Room. In addition, a welcome reception will be scheduled for the week of October 11<sup>th</sup> (exact date to be announced) at the Old Town Hall on Main Street in the James Doherty Meeting Rom.

The Board of Selectmen is delighted with the results of this long process in selecting a town manager and received many comments supporting the decision and the process.

Alex Vispoli recognized Mary O'Donoghue for the number of hours and time she dedicated herself to during this process. Paul Salafia said Mary guided the Board well through the process and the Board as a whole spent a great deal of time ensuring that the process was done right not quickly. Mary O'Donoghue commended the Board who each individually weighed in on the process doing their due diligence to ensure that the process of selecting a new town manager was properly executed.

The Board also recognized Interim Town Manager, Larry Murphy and the Town Manager's Executive Administrative Assistant, Wendy Adams, who were a tremendous resource and support in keeping the Board on course during this process.

Larry Murphy provided the Board with three copies of the new town manager's contract to be executed by the Board and Andrew Flanagan.

Andrew Flanagan thanked the members of the Board of Selectmen for the time spent with him. He said it was a great process and he is looking forward to working with the Board to lead the community as their new town manager. He also thanked Larry Murphy and his team who have all been very welcoming, and looks forward to meeting with Planning Staff on Friday.

**IV. Adjournment:**

At 5:20 P.M. on a motion by Selectman Vispoli and seconded by Selectman Salafia, the Board voted to adjourn the Special Meeting of Wednesday, September 9, 2015. Roll call: Alex Vispoli-Y, Paul Salafia-Y, Robert Landry-Y, and Mary O'Donoghue-Y.

Respectfully submitted,

Dee DeLorenzo  
Recording Secretary