
Board of Selectmen and Finance Committee
Minutes of March 7, 2016

I. Call to Order

Chair Mary O'Donoghue called the meeting of the Board of Selectmen to order at 7:00 P.M. in the Board of Selectmen's Meeting Room at Town Offices: Present from the Board of Selectmen: Paul Salafia-Y, Alex Vispoli-Y, Robert Landry-Y, and Mary O'Donoghue-Y. Selectman Kowalski arrived after the meeting opened. Also present: Town Manager Andrew Flanagan, Town Clerk Larry Murphy, and Finance Committee Chair S. Jon Stumpf. The meeting was duly posted and cablecast live.

Finance Committee Chair S. Jon Stumpf opened the meeting for the Finance Committee at 7:00 P.M. Present from the Finance Committee: J. Marden-Y, M. Kruse-Y, L. Anderson-Y, E. Moffitt-Y, Y, B. Zahorik-Y, B. Taylor-Y, and S. Jon Stumpf-Y.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

The meeting began with a moment of silence followed by the Pledge of Allegiance.

III. Communications/Announcements/Liaison Reports

The Town Manager made the following announcements:

~The Town reached a 2 year agreement with the AFSME group and the wage pattern is consistent with the other units.

~The team from ICMA will arrive on Sunday and will be attending the Monday, March 14 Board of Selectmen's meeting.

~DeputyTown Manager update: 85 applications were received with initial interviews of selected candidates being conducted on Friday. Candidates will attend an Assessment Day on Friday, March 18th with the goal to bring a candidate forward for the Board's consideration by month end.

~ March Meeting Schedule: Triboard March 9th School budget presentation, Joint Meeting March 14 at Memorial Hall, additional meetings scheduled for March 21, March 23, and March 28.

Larry Murphy reported the Town broke a record with 11,390 ballots cast in last week's Presidential Primary with over a 49% turnout. In two weeks Andover's Annual Town Elections will be held and voting will be at all three polling places.

Alex Vispoli reported that the Economic Development Committee met last week, and our Town Manager was the guest speaker; there was a lot of interest in moving forward with the town yard. Welcome to the UBurger and Café Nero, two great businesses that recently opened in town.

Bob Landry said the OPEB Advisory Committee will present their findings on March 31st and he would like to provide his report to the Board to move the discussion along because we also have health insurance issues to review. The Town Manager said all of the levers that the Board has spoken about would be quantified.

Mary O'Donoghue announced that the deadline to submit nominations for the Virginia Cole Award is Tuesday, March 15th and nominations forms can be found on the Town's website.

IV. Citizens Petitions and Presentations

Mr. Pasquale, 47B Whittier Court, asked about the process for hiring an Assistant Town Manager position. The Town Manager said selected candidates would be interviewed next Friday by the Screening Committee (wide scope of individuals) and will then participate in an Assessment Day the following week. Mr. Pasquale also suggested to Mr. Flanagan that he not give the presentation for the new Town Yard at the Town Meeting. Mary O'Donoghue invited Mr. Pasquale to attend the Board Meeting on Monday, March 14th for the presentation on the new Town Yard.

John Hess, 145 Chestnut Street, is requesting the Board of Selectmen, as a member of the Coalition, sign a letter composed by the Coalition against the pipeline, opposing the surcharge for electricity and the ability of National Grid to purchase gas from the pipeline. The Board will review and vote on the letter after the Triboard meeting on Wednesday, March 9, 2016.

Mike Roli, 2 College Circle, supports the Town Manager's 2.5% tax increase for FY-17 and is anxious to see how his plan works out. Mr. Roli said Alex Vispoli spearheaded a tax savings for residents (which he appreciates) and thanked Alex and the Board of Selectmen for listening to the sentiment of the seniors in town and people on fixed incomes in town.

V. Public Hearing

A. LaRosa's

Andover Café, LaRosa's has applied for a Common Victualler All Alcoholic Beverage License at 7 Barnard Street, Andover requesting an alteration to the premises, which is subject to the condition that all other requirements of the Town, are met prior to issuance. The applicant, Paul LaRosa made their presentation to the Board for their request to expand and to change from a Beer & Wine License to a Full Liquor License. They have had no violations. Our quota is 35 All Alcohol and we still have 11 remaining. The application has been reviewed and approved by the Town Clerk as to form.

Selectman Salafia moved to approve the application of Andover Cafe LLC, d/b/a LaRosa's for a Common Victualler ALL Alcoholic Beverage License at 7 Barnard Street, Andover and for an alteration to its premises subject to the condition that all other requirements of the Town are met prior to issuance. Selectman Vispoli seconded the motion and the Board approved on a vote of 5-0.

Selectman Salafia moved to approve the application of Andover Cafe LLC, d/b/a LaRosa's for a Common Victualler ALL Alcoholic Beverage License at 7 Barnard Street, Andover and the extension of its premises is not detrimental to the educational and spiritual activities of the Free Christian Church at 31 Elm Street, Andover, or the Andover Baptist

Church at 6 Essex Street, Andover. Selectman Kowalski seconded the motion and the Board of Selectmen unanimously approved.

VI. Continued Public Hearing

A. Andover Spa

Prayosha 108 Corporation d/b/a Andover Spa has applied for an All Alcoholic Package Store Alcoholic Beverage License at 1250 Westford Street, Apt. #4, Lowell, MA and for the appointment of Niki Patel, 342 Treble Cove Road, Billerica, MA as designated Manager, subject to condition that all other requirements of the Town are met prior to issuance. The application has been reviewed and approved by the Town Clerk as to form.

The Attorney representing Prayosha 108 Corporation d/b/a Andover Spa reviewed a handout of changes to the space in the store to secure alcohol and prevent access from the Subway side of the store. The manager will be on the premises 40 hours a week and the store will be open 50 hours per week.

Selectman Vispoli moved for a continuation of the hearing, pending a review of the new plan by the Fire Department, to March 21, 2016. The motion was seconded by Selectman Salafia and voted 5-0 to continue.

VII. Regular Business of the Board

A. Change of Manager

Selectman Landry moved to approve the request of the Courtyard Management Corporation, D/B/A Courtyard by Marriot Hotel Andover, 10 Campanelli Drive, for a change of Manager on its Liquor License. The new Manager of record will be Mary Elizabeth Bates. Selectman Vispoli seconded the motion and the Board voted 5-0 to approve as presented.

B. Board Registrar of Voters Appointment

The Board discussed the request of the Board of Registrar of Voters. Larry Murphy provided background information on this appointment request and the function of the Board of Registrars. The Republican Town Committee nominee is Williams T. Downs, incumbent. The Democratic Town Committee nominees are Champa Bilwakesh, and John Zipeto.

Selectman Kowalski moved to appoint Williams T. Downs as the Board Registrar of Voters. Selectman Landry seconded the motion and the Board voted 5-0 to approve.

C. FY 2017 IT Dept. Budget Presentation (With Finance Committee)

Pau Puzanghera, CIO of the IT Department presented the FY 2017 Budget Plan

	<u>FY-16</u>	<u>FY-17</u>	<u>+/-</u>
Personnel Services	\$1,343,025	\$1,388,56	\$5,541
Expenses	\$284,116	\$403,381	\$119,265
Total	\$1,627,141	\$1,791,947	\$164,806

Expenses of \$70K are for support and maintenance contracts for infrastructure and \$40K for a reallocation of funds for IT taking over all of the telephone services for Town and School.

Personnel Summary: The Town Manager recommends no increases and current staffing will remain at 17.1 FTE's. IT has requested an increase in their customer service staff and is skeptical about servicing the 3,000 students using BYOD programs and supporting teachers with less than their request to add two FTE's. Mr. Puzzanghera does not believe it can deliver its expanded mission for BYOD and support hours and the principals are very anxious about this.

CIP Requests:

IT-1	Annual Staff Computer Requests	\$393,789	funding Cable Franchise
	TM Recommends	\$275,000	and \$125K from Operating
IT-2	Student Fleet Refresh	\$396,000	funding from Free Cash
	Town Manager Recommends	\$400,000	
	School Team has recommended School Supply Devices for Grades K-5 and these would not go home, Grades 6-12 would be BYOD		
IT-3	Power Infrastructure Upgrade	\$402,780	funding Pay as you go
	Town Manager Recommends	\$120,000	
IT-4	Elementary Interactive Projector Refresh	\$402,780	funding Free cash
	Town Manager Recommends	\$200,000	
IT-5	Performance Measurement/Business Intelligence Pilot	\$50,000	
	Town Manager Recommends	\$30,000	funding Pay as you go
IT-6	Upgrade BOS and SC Rooms	\$100,000	funding Pay as you Go
	Town Manager recommends	\$ 0	

The Federal Government has expanded the E-Rate System (connectivity and equipment), so Andover now qualifies to receive \$40,000 reimbursement.

Selectman Kowalski asked about the shared printing plan discussed a few years ago, which Paul Puzzanghera said they are trying to get to that, and have not forgotten it.

Bob Landry questioned why the entire IT budget is not divided proportionally with the School Department. Paul Puzzanghera explained that the departments were combined several years back creating a reduction in the school budget. Bob Landry suggests this be considered a fixed cost or included in the School Department Budget moving forward, especially to be accountable of the service demand of the school system. It was suggested they investigate possible outsourcing where possible. Telephone expenses with the exception of cell phones should go away with voice-over I/P.

D. Health Insurance

The Town Manager provided an update on the FY-2017 budget for health insurance. Mass General Law, Chapter 32B governs municipal employee health insurance and Section 52 provides the Town the ability to change current plan design. The Town Management Team has been working with PEC and the only item to negotiate is the 25% savings and how it will be dispersed. If unable to reach agreement on the 25% savings with PEC, it will start an arbitration process that will last another 30 days. The Secretary of Administration and Finance, who would work with both parties, has been notified. Once the agreement is reached we will know what the health insurance budget will be for FY-17.

E. Water and Sewer Rate Study

Town Manager Flanagan introduced representatives from Woodard and Curran who provided a review of the Comprehensive Water and Sewer Rate Study they conducted, the process of rate setting, and what the goals are for the Town of Andover. Goals include stability of revenue, revenue sufficiency, and equitable distribution of costs to users, maintaining adequate reserves and adequate levels, not excessive. In addition, goals include an easy to understand and administration of bills, affordability of critical public services and legally defensible rate structures.

The Water Operating Budget and Debt charts showed appropriated budgets likely to increase by 15% over the coming 5 years, with year-to-year fluctuations due to the inclusion of cash funded capital projects, a decline of existing debt, and proper structuring of the CIP to reduce the associated rate impact.

Andover needs significant capital investments and to establish a quicker pipe replacement program with an increase in the CIP for pipe renewal of \$3M per year for 5 years with additional funds for significant improvements needed at the Water Treatment Plant (new electrical system, new pumps, etc.). The water storage tank needs to be improved and improvements made to the distribution system.

A rate study will ensure that the water and sewer utilities remain financially sound. A full list of capital improvements will be included in the funding plan and will be provided once they have all the rate information.

The two primary objectives for sewer are to generate fiscal revenue and maintain the health of utilities, water and sewer. Recommendations include maintaining reserves of 10% for the operating budget and 25% in capital reserves for water and 20% for capital reserves for sewer.

Preliminary Rate Expectations include initiating a new fire suppression fees based on AWWA factors, and initiating a three-tier block rate. Tier 1 and Tier 2 customers would see a modest decrease or little change in volume rates.

Dan Kowalski would like to see a five and ten-year projection and information on tiered rates used by other communities.

Representatives from Woodard and Curran will return to the Board of Selectmen on March 23 and March 28th with additional information.

Abandoned Drainage Easement

The Board signed the Abandoned Drain Easement for the abandoned 20' wide drain-age easement at 28 Foster Circle.

F. Update on the Community Support Coordinator Position

The Town Manager reported on the decision to hire one person at this time as the Community Support Coordinator by merging the two job descriptions into one. If going forward they find the need for an additional position, they will propose it at that time. This is a new venture for Town, and it is in the best interests of all parties to hire one person now and evaluate if we need to hire the second or conclude one person is sufficient.

Chief Keefe said they will assess the position by looking at this proactively and reactively, through group meetings, community approaches, new initiatives, group talks, trainings, and reaching out to area partners, and reaching out to individuals and families. This position is under the police department and will be housed in the Department of Public Safety.

VIII. Consent Agenda

A. Appointments

On a motion by Selectman Kowalski and seconded by Selectman Salafia the Board voted 5-0 that the following appointments by the Town Manager be approved.

<u>NAME:</u>	<u>POSITION:</u>	<u>RATE:</u>	<u>DOH:</u>
<u>MUNICIPAL SERVICES</u>			
Scott Bernard	Working Forman-Highway	W9-2-3 \$59,164.00	3/8/16
<u>YOUTH SERVICES</u>			
Rachel Nardone	AYS Counselor	C2A - \$9.00/hr.	2/12/16
Joshua Dunagan	AYS Counselor	C2A - \$9.00/hr.	2/12/16
<u>POLICE DEPARTMENT</u>			
Soban Namvar	Community Support Coordinator	IE26-5-0 \$78,613	3/8/16

Selectman Kowalski moved to approve the appointment of Soban Namvar as the Community Support Coordinator as recommended by the Town Manager. Selectman Salafia seconded the motion.

Selectman Vispoli said initially he opposed the appointment requesting additional information and now that he has received the information he will vote to approve the position.

The Board of Selectmen voted of 4-1 to approve the appointment of Soban Namvar. Selectman Landry opposed.

IX. Approval of Minutes from Previous Board of Selectmen Meetings

On a motion by Selectman Landry and seconded by Selectman Salafia, the Board of Selectmen voted 3-0-2 to approve the Regular Session Minutes of January 29, 2016 as presented. Selectman Vispoli and Kowalski abstained, as they were not present at the meeting.

X. Adjournment

At 10:25 P.M. on a motion by Paul Salafia and seconded by Alex Vispoli, the Board adjourned the Regular Meeting of March 7, 2016. Roll call: D. Kowalski-Y, P. Salafia -Y, R. Landry-Y, A. Vispoli-Y, and M. O'Donoghue-Y.

The Finance Committee adjourned the meeting at 10:06 PM on a motion duly made and seconded. Roll call: J. Marden-Y, M. Kruse-Y, L. Anderson-Y, E. Moffitt-Y, Y, B. Zahorik-Y, B. Taylor-Y, and S. Jon Stumpf-Y.

Respectfully submitted

Dee DeLorenzo

Recording Secretary

Documents: Water & Sewer Rate Study by Warren and Curran
 Information Technology Budget Presentation