

## Select Board Meeting Minutes of Monday, April 6, 2020

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### I. Call to Order

Chairperson Laura Gregory called the meeting of the Select Board to order at 7:00 P.M. via Web-X. Participating remotely from the Select Board: Alex Vispoli, Annie Gilbert, Dan Koh, Chris Huntress, and Laura Gregory.

Others Participating Remotely: Town Manager Andrew Flanagan, Deputy Town Manager Michael Lindstrom, Town Counsel Tom Urbelis, Town Clerk Austin Simko. The meeting was duly posted and cablecast live.

**Tonight's meeting is completely virtual. Residents can call in at 311 or 978-623-8311 or email [manager@andoverma.gov](mailto:manager@andoverma.gov)**

### II. Opening Ceremonies

#### A. Moment of Silence/Pledge of Allegiance

The meeting began with a Moment of Silence and a Salute to the Flag.

### III. Communications/Announcements/Liaison Reports

Austin Simko shared an update on the 2020 Census noting that all information submitted is confidential. Last November, a Committee of thirteen people, including representatives from the Census Bureau, convened and assembled a 3-phase approach to the 2020 Census: Phase 1: Learn about the census, operations, engaging people who required immediate attention. Phase 2: Outreach to the community began in January, followed by Phase 3 to engage in public service announcements, information centers, etc. This is the first year the Census can be completed on-line. The Census Bureau has paused field observations due to the COVID 19 Virus. To complete the 2020 Census online please go to: [www.2020census.gov](http://www.2020census.gov)

Alex Vispoli recognized the Chinese American Community in the Andover's who delivered 150 masks to Town Hall today and another 200 masks for seniors and for those who deliver Wheels on Meals. The masks were sourced from friends and family in China, not competing with masks in China.

Annie Gilbert said the Andover Business Community has quickly and creatively pivoted to new ways of delivering services to keep their business running during this time. A list of Andover restaurants who are open for take-out is available on the Town's website. [www.andoverma.gov/business](http://www.andoverma.gov/business)

Chris Huntress said the Small Business Association website [www.SBA.gov](http://www.SBA.gov) provides resources for small businesses who are struggling during this time. Chris offered his assistance to anyone who has questions and can be reached through the Town Manager's Office at [Chris.Huntress@andoverma.us](mailto:Chris.Huntress@andoverma.us)

**IV. Public Hearings**

**A. National Grid and Verizon New England Pole Petition**

Alex Vispoli moved that the Select Board extend the public hearing for National Grid and Verizon New England Pole Petition as printed in the agenda. Motion seconded by Dan Koh and voted 5-0 to approve. Roll call: A. Vispoli-Y, C. Huntress-Y, D. Koh-Y, A. Gilbert-Y, L. Gregory-Y.

**V. Regular Business of the Board**

**A. COVID-19**

The Town has prepared a comprehensive update to COVID-19 and continuing with daily communications. On Friday, the Governor approved an extension for property taxes payments to June 1, 2020 with no interest charged until June 30<sup>th</sup>. The Town's biggest challenge has been to keep people from congregating on playgrounds and athletic fields. They are producing more signage to alert people to not congregate at public places and have locked playground and athletic field gates. They also utilized the Town's Code Red System to send out a broad message to residents directing them to the Town Website for information.

Update on building projects: The Ballardvale Fire Station and Senior Center projects will continue to move forward; although the Sr. Center project is on hold for 2 weeks and Project Managers are ensuring safety compliance at both sites.

Budgets: They are expecting a potential revenue shortfall in local receipts (local option tax (meals/hotel) and license and permits for the FY-20 fourth quarter. They have prepared spending scenarios and guidelines are being followed that should yield some changes. Accounting procedures associated with the Town's response to COVID-19 are being tracked to be able carry the deficit in a separate account cost into the next year not affecting our fund balance. State Aid: most likely there will be a potential budget impact for next year, but we don't expect there to be budget reductions for this year. Revenue Assumptions: Providing business are back in order by July 1<sup>st</sup> we should be in good shape. Will decide at that time if we need to make any changes.

The Town Election and Town Meeting have both been postponed. It is premature at this time to reschedule. The Governor has allowed the Town Meetings to be extended into the next fiscal year, but the election has to take place by June 30<sup>th</sup>.

Andrew thanked the Departments and Town Employees for their work in dealing with the effects of the COVID-19 Virus. Everyone is coming to work for some portion of the week to make sure services are provided.

Laura Gregory thanked Andrew and his staff for addressing this unprecedented situation and said they are doing a great job.

Alex Vispoli said the economic situation will run probably longer than we like and it would be prudent to look at the impact of a tax increase for residents, and to look into preparing as secondary budget now. Andrew said they are prepared to do that if necessary.

Tom Urbelis gave an update on the Declaration of Emergency Executive Orders and the legal status of various situations and provisions facing municipalities.

Changes: Town Meeting can be held after June 30<sup>th</sup> and if after the Warrant is signed there is matter that requires Town Meeting to be continued, the Moderator has the right (in consultation with the Board and other Depts.) to continue the Town meeting for a 30-day period.

Budgets: The legislation is allowing towns to appropriate amounts of the budget if a budget is not passed by June 30 (similar to what cities do) and to allow Towns to delay tax due dates to Sept 1<sup>st</sup> and no termination of utilities. The legislation allows for the sale of beer and wine with take-out deliveries. Facilitate return to service by retirees, eliminating the statutory hours a retiree can work.

Modifying the local permitting process during term of State of Emergency. No permit is automatically granted or approved because the authority was unable to react during a time period required by law. Provides that any valid permit will not lapse or expire, applications for permits can be filed electronically, and provides the Chair with permit granting authority without need of a quorum or vote to schedule or reschedule a decision on a permit application providing significant release and authorizes the rescheduling of the permit.

Tom Carbone, Dept. of Health reported that as of today, there are thirty-seven confirmed cases in Andover; thirteen of which are active (under an isolation order). The number fluctuates every day. The Environmental Health Staff are managing the social media aspect and addressing calls about open businesses. They are continuing their regular work and taking advantage of not getting out for inspections by working on special projects that have been previously put aside.

General Guidelines & Protocols: Businesses not listed as essential should not be operating. There are no waivers. CDC has changed guidance on facemasks, general public should use them when out running errands. Shelter in Place advisories are still in effect. Continue with hand hygiene, social distancing and hand sanitizer.

Police Chief Keefe: Emergency Management: On March 13<sup>th</sup> emergency was changed to a Major Disaster Declaration authorizing Category B making federal funding available. The filed for public assistance last week which is the first step for applying for FEMA assistance.

Departments are keeping cost of accounts for expenditures and overtime. Update NEMA on workforce tracking for police, fire and dispatch and are in contact with them twice a

week. Police Dept.: Two officers are out right now and one activated in the MA National Guard. Members of the Department are continually updated on the status. Roll call is conducted outside or in large garage, they have changed protocols on arrests, bails, and are updating procedures. The Building is constantly being cleaned, lobby is open to the public limiting contact to personnel. They will continue to coordinate with other communities and with all mutual aid agreements.

Fire Chief Mansfield: Governor's order instituted 3 weeks ago, inspections are done online if they can do, if not they are relying on affidavit from contractors. Open burning will continue until May 1<sup>st</sup> but only when it is safe to do so. Residents should check with AFD. All fire stations have been closed to the public and employees are screened before and after each shift. Each station has been disinfected by an outside vendor and they have changed many of their response protocols to limit the number of personnel to exposure. One employee has tested positive with 10 other in quarantine. Chief Mansfield thanked the local businesses and others who have donated PPE to the Department. They have a lot in stock now and more on order. They will continue to collaborate with the Town Manager's Office.

Chris Huntress asked if there are plans to respond to mental health related calls as a result of residents being quarantined. Chief Mansfield replied that their experience with dealing with this type of situations in the past will help the Department and others to respond to those calls. Mental Health resources are also involved. Chief is concerned about the employee's mental health might be compromised if this continues.

Janet Nicosia, Facilities Manager reported that their initial response was with the custodians and sanitizing all buildings, using a disinfectant that kills the virus. Surfaces at Town Offices are sanitized 2x a day, and once a day at MHL. They are helping with Senior Center deliveries as well. They have experiences some challenges in getting supplies but in better shape now. Custodians working on an odd/even schedule. She and Jim McSweeney are working opposite days, deliveries are made curb-side at Red Spring Road, eliminated the mail delivery to Town Hall, have a good stock of masks and gloves. Addendum added to contract: Any contract written includes a clause that the contractor agrees to the Governor's directive. They have scaled down on most work and are not starting any new projects right now. Building Operations Manager working with Paul Szymanski to turn down heat and electricity to save money in the School Dept. Budget. Continuing to keep the department running.

Jemma Lambert, Director of Community Services and Jane Burns, Director of Elder Services reported that they are busy responding to needs of elder population, disabled adults and making sure people are fed, eliminating the requirement for home visit to receive meals. Concerned about isolation and depression being addressed by creative work on programming and socialization. They have moved to a 3-day work schedule for Meals on Wheels and slowly seeing a replacement of volunteer drivers with paid staff. They reconfigured the kitchen at Clark Road to more effectively protect volunteer staff and drivers that come into the building. They encountered one COVID-19 case on a home delivery meal and expect to see more. Brown bag deliveries (non-perishable items) will continue as will social work and wellness checks. Continue to respond to critical needs,

grocery shopping, risk production on-going. Sent out a special newsletter last week which is a good tool to communicate with the elder population.

Andover Home for the Aged has donated \$30,000 to assist with supporting the elder population. Continue to provide services to veterans in the community.

Chris Huntress asked if the people delivering meals have the ability to be tested. *Not at this time, people can be tested by their physician.*

### **B. Small Business Update**

The Town Manager provided an update on the Town's efforts to support small businesses in Andover during the COVID-19 pandemic and ways that the community can contribute to that effort.

Paul Materazzo, Director of Planning and Economic Development said the Planning Board had their first virtual meeting on March 24<sup>th</sup> and have been communicating with all applicants and facilitating their next meeting on April 28<sup>th</sup>. He has been working with Ann Ormond, Director of Business, Arts & Culture, and was impressed with her immediate response to small businesses developing a one page information sheet and delivering to them on March 16<sup>th</sup>.

Ann Ormond reported on the small businesses across the town who know how to respond, be resilient, recover and grow. She helped with providing take-out and curbside signs and with the assistance of Team and Planning Department, and the Town Manager's Office updated [andoverma.gov/downtown](http://andoverma.gov/downtown) for small businesses and a business delivery they are populating every day that changes daily. Email information is pushed out to 400 businesses daily. She encourages everyone to use take-out and delivery opportunities whenever possible. Businesses have been appreciated that they are reaching out and engaging the business communities. Consider donations to non-profit or joining a non-profit.

Dan Koh ask what percentage of Andover businesses are offering takeout and delivery. Ann said about ½ of the restaurants and businesses are participating in this option.

Laura Gregory thanked Ann and Paul for supporting the businesses at this time.

Memorial Hall Library is still closed, Bald Hill is open from 12:00-3:00 Monday-Friday and 8:00-4:00 Saturday and Sundays. The Water Treatment Facility fully staffed and operation with no impact to COVID-19. Kathryn Farina has been working the 311-phone line 7 days a week which has been a heavily used resource. Thank you to Kathryn.

### **C. Gas Impacted Area Paving**

Department of Public Works updated the Board on the paving in the gas impacted areas and the Leadership Team from Public Works teleconferenced in. This is Year 2 of the four-year Paving Restoration Program funded through the settlement with Columbia Gas and integrating water main work with the paving schedule. Director of Public Works Chris Cronin reported on the timeline, paving projects and construction phasing work.

Carlos Jaquez provided an update on the timeline of the damages, assessment and settlement with Columbia Gas. Phase I finished in 2019 with some minor sidewalk repairs remaining. He gave a visual overview of paving projects and existing conditions, the gas impacted areas of construction phasing roadway and sidewalks costing of 2.7 miles. Upon completion of the project about 22 miles of roads will have been repaved. All planned construction for water pipe work is on hold at this time.

Al Martineau reported on the Construction Phasing for the reconstruction of sidewalks at lower Shawsheen which are currently on hold. They are in the final design phase for Enmore Street to widen the sidewalks, make ADA compliant, planting of trees, and improvement of pavement and resurfacing the roadway. The construction phasing for the downtown municipal complex connectivity and reconstruction of the Senior Center Parking Lot are also on hold.

**VI. Consent Agenda**

**A. Appointments by the Town Manager**

On a motion by Alex Vispoli and seconded by Chris Huntress the Board voted that the following appointments by the Town Manager be approved: Roll call: A. Vispoli-Y, C. Huntress-Y, D. Koh-Y, A. Gilbert-Y, L. Gregory-Y. Motion passes 5-0.

Department	Name	Position	Rate/Term	Date of Hire
Department of Facilities	Blair Heffernan <i>(David Ferris)</i>	Custodian	\$49,337.00	4/07/2020

**VII. Approval of Minutes**

**A. Board to approve minutes from the following meetings:**

Annie Gilbert Moved to approve the minutes of March 7, 2020 with one modification. The motion was seconded by Dan Koh. Dan Koh. Roll call: A. Vispoli-Y, C. Huntress-Y, D. Koh-Y, A. Gilbert-Y, L. Gregory-Y. Motion passes 5-0.

**VIII. Adjourn**

At 8:38 P.M. on a motion by Dan Koh and seconded by Chris Huntress the Select Board voted 5-0 to adjourn. Roll call: A. Vispoli-Y, C. Huntress-Y, D. Koh-Y, A. Gilbert-Y, L. Gregory-Y.

Respectfully submitted,

Dee DeLorenzo  
Recording Secretary