

Andover Select Board Meeting
Minutes of Wednesday, January 5, 2022
School Administration Building
2nd Floor School Committee Conference Room
30 Whittier Court, Andover, MA 01810

I. Call to Order

Chairman Huntress called the Select Board Meeting of January 5, 2021 to order at 7:00 PM.

Members present: Chris Huntress, Alex Vispoli, Dick Howe, Annie Gilbert, and Laura Gregory (participated remotely).

Others in attendance: Town Manager Andrew Flanagan, Deputy Town Manager Michael Lindstrom, Assistant Town Clerk Melissa Ripley and Town Health Director, Tom Carbone.

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

Tom Carbone provided an update on COVID by sharing case numbers from November through today which have been increasing consistently. There has been an increase in Covid Omicron cases over the past two weeks. The CDC updated their isolation and quarantine guidance which changes frequently and is confusing to people. They are challenged with CDC guidance and expecting guidance from DESE and the State. There is a heavy demand for testing and the State is looking to setup additional testing sites. Five booster clinics are planned in Town over the next two weeks, appointment times will be available next week. They are also working on increasing vaccine availability and to leverage some mobile clinics available in the State. In general, the Health Department Staff is trying to respond as best they can to help people out. The community is 78% vaccinated with 36% of residents receiving the booster.

Mr. Carbone also updated the Board on the new hires at a recent meeting and who are doing contact tracing. They will be talking to our partners in other communities to re-task the new hires to assist in communications and help out with other issues rather than just strict contact tracing. Mr. Carbone said they expect to see Omicron cases drop off over the next 4-6 weeks and does not see the need to stop in-person meetings at this time. The Select Board thanked Mr. Carbone and his staff on their efforts to keep everyone as safe as possible.

Town Clerk Melissa Ripley reported that the annual census will be sent out in late January and will include the application for dog licenses. All the local businesses will have their licenses soon as well.

Annie Gilbert congratulated the 375th Committee on the sensational First Night Celebration. Alex Vispoli thought it was a great night and wonderful to see so many families out with young children; the feeling of the community was very positive.

As this is the first Select Board Meeting for 2022, Chris Huntress shared a resolution that the Board will continue to meet in person and continue to make progress on civil discourse as well.

IV. Citizens Petitions and Presentations

Buzz Stapczynski, Chairman of the 375th Anniversary Committee and former Town Manager, along with several members of the Committee, wished the Select Board a Happy New Year. The 375th Committee was formed to organize events for the 375th First Night Celebration and have been very successful. Bill Pennington, Washington Park Drive, congratulated his fellow Committee members who did extraordinary things. Melissa Litton, High Plain Road, spoke about the crowds of people who were willing to show their vaccine cards as asked, the feedback has been very positive. She thanked the Public Safety Dept. Recreation Department, Health Department, and the Town Manager's Office who were all amazing in helping to make this a safe and successful event. She also recognized Ann Ormond who was the conduit to making this all happen. Entertainment Chair Suzie Pokress, Cherrywood Circle, was very involved in making sure everything happened correctly. Tom Adams said collaboration and team work are the two words that jump out at him that describe the tremendous team members that made First Night happen.

Buzz Stapczynski recognized the AHS Pep Band who led the noise parade which was great and Officer Glenn Ota who was a big help in providing insight on public safety. The fireworks were spectacular and the Fire Department should be congratulated. We could not have done this without Ann Ormond, she was unruffled by all the bureaucracy that we had to deal with. Buzz recognized the following sponsors: Pfizer, The Sebasky Family Fund, Navisite, Dunkin Donuts, MKS Instruments, Vicor, Putnam Investments, Brammer Technology, 92.5 The River, The Andover Companies Charitable Fund, Enterprise Bank, Dundee Office Park/Ozzy Properties, Elevat, Cambridge Isotope Labs, 34 Park, and Dalton & Finegold. Without the support of these sponsors, we could not have offered the event.

Chris Huntress said it is events like this put on by the community and attended by the community, that helps us to rebuild our social capital. The Chairs were rotated throughout the events which was a great example of sharing the wealth.

V. Regular Business

A. American Rescue Plan Act (ARPA) Framework

The Town Manager reported on the ARPA funds and the funding framework. He is requesting the Board vote to adopt the framework for the American Rescue Plan Act. Available funds to be allocated to the Town totals \$10,867,057 and includes both the town allocation and the Essex County re-allocation. ARPA is managed by the US Dept of Treasury. The Board report by December 2025. The Town Manager of Treasury and provides guidelines on how the funds are to be expended.

The funding priorities are aligned to the Select Boards adopted or proposed goals, ARPA Eligibility, and items that support the Town will provide regular updates to the Board on all of the categories.

Are there any sort of limitations or requirements on how much has to be sent in each category? The Town Manager said there is no requirement as long as they fall into one of the ARPA categories.

Patrick Lawlor reported that all of the categories were tied to State guidance and federal rules to make sure we were hitting the eligible categories. Mr. Flanagan reported that 3% of the funding goes towards the oversight of the funds.

Alex Vispoli asked that there be 'another set of eyes' on this spending project. The vote of the Board to endorse the ARPA frameworks will be held after the vote of the Finance Committee.

B. Select Board/ Town Manager Goals – 2nd Reading

[Select Board / Town Manager 2021-2022 Goals](#). The Town Manager provided a presentation of the goals that were presented at the previous meeting with the recommendations and feedback from the Board incorporated into the goals.

Major goal areas: Updates to the goals:

Administration & Finance

- ~Work with the Investment Committee to develop and recommend an investment for the town's pension obligation bond process.
- ~Hold Tax Information Meeting as part of regularly scheduled Board meeting and include tax impact statement of Annual Budget & Financial Plan.
- ~Develop a process for 'excess levy' capacity that provides short and long term guidance.
- ~Explore federal funding for removal of lead water service lines and develop a plan for moving forward:

Work with new AYS Director to review AYS Mission and align programming; work to begin in spring/summer 2022 and after the appointment of new AYS Director.

Citizen Response Management & Engagement

~ Continue to be a leader in the areas of transparency and engagement through module upgrades and data enhancement through the Town's data portal-Andover Data and develop quarterly reports to the Board on key metrics, and response times. Deliverables: Provide Board with updates as new modules are rolled out. Quarterly updates to begin winter 2022.

Begin the process for comprehensive updates of the Town website and develop a framework for a regular communication . Explore development of a mobile app and establish a resident focus group to support these efforts. Provide Board with update as new models are rolled out. Quarterly updates to begin Winter 2022

Begin process for comprehensive update of the Town website and develop the framework for a regular communication. Explore the development of mobile app and

establish a resident focus group to support these efforts: Deliverables: Establish focus group in winter of 2022 and finalize timeline for updates.

Capital Improvements

Continue to implement the sidewalk program and incorporate it into the FY-22-27 Capital Improvement Program based on the sidewalk inventory report and prepare to present the sidewalk inventory report at a public meeting. Bring prioritization matrix to the Board for approval. Sidewalk inventory report will be finalized in February 2022 and present to the Board. Board will be asked to review and vote to support prioritization matrix.

Downtown Andover, Historic Mill District & Economic Development

Begin visioning process and development a funding plan for potential future uses of the Park Property and align with the Rec Park Master Plan. Select consultant to begin visioning process for the property. Phase 1 to be funded from ARPA funds (recommendation).

River & Open Space Access

No updates

Energy Sustainability

No updates

Diversity, Equity & Inclusion

No updates.

Discussion on goals and dates to review and adopt another set of goals in the cycle as several of the goals will carry over to the next year. Goals run from fiscal year to fiscal year and continue into the next year as a framework.

VI. Consent Agenda

A. Appointments by the Town Manager

Alex Vispoli moved to vote t that the following appointments by the Town Manager by approved. Motion seconded by Dick Howe. Roll call: Laura Gregory-Y, Dick Howe-Y, Alex Vispoli-Y, Annie Gilbert-Y, Chris Huntress-Y. Motion passes 5-0.

Department	Name	Position	Rate/Term	Date of Hire
Andover Police Department	Sobhan Namvar	Community Support Coordinator	\$100,885.16/yr	1/06/2022
Finance	Faith Mangiafico (Christine Barraford)	Management Analyst	\$75,000.00/yr	1/06/2022
Andover Fire Rescue	Ryan Oteri (Jacqueline Moses)	Firefighter	\$61,359.82/yr	1/16/2022
Andover Fire Rescue	Lance Whitney (Shawn Kelly)	Firefighter	\$61,359.82/yr	1/16/2022
Andover Police Department	Jessica Moses (John Delaney)	Patrolman	\$56,889.45/yr	1/10/2022

Andover Police Department	Sidymohamed Seayam (<i>Joseph Magliozzi</i>)	Patrolman	\$56,889.45/yr	1/10/2022
Andover Police Department	Liam Murphy (<i>Christopher Lippi</i>)	Patrolman	\$56,889.45/yr	1/10/2022
Andover Police Department	Jacob Marshall (<i>James Moses</i>)	Patrolman	\$56,889.45/yr	1/10/2022
Department of Public Works – Treasurer/Collector	Sydney Paskos (<i>Lisa Ring</i>)	Office Assistant III	\$55,388.32/yr	1/24/2022
Community Services – Youth Services	Michaela Choate	Seasonal Program Instructor	\$25.50/hr	12/13/2021
Community Services – Youth Services	Jack Klock	Seasonal Program Instructor	\$15.00/hr	1/03/2022
Commission on Diversity, Equity and Inclusion	Benjamin Hoerner	Associate At-Large-Member	Term Expires 6/30/2024	1/05/2022

VII. Executive Session

A. Alex Vispoli moved that the Select Board go into Executive Session for confidential communication with Town Counsel and pursuant to option 6 to discuss the purchase, exchange, lease or value of real property, for the Chair to declare that an open session may have a detrimental effect on the negotiating position of the Town; and not to return to open session. The Chair so declared that an open session may have a detrimental effect on the negotiating position of the Town. Motion seconded by Dick Howe. Roll call: Alex Vispoli-Y, Annie Gilbert-Y, Dick Howe-Y, Laura Gregory-Y, Chris Huntress-Y. Motion passes 5-0.

VIII. Adjourn

At 8:57 PM the Andover Select Board moved to Executive Session, not to return to Open Session.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary