
Select Board Meeting

Wednesday, March 24, 2021

Virtual Meeting Broadcast on Comcast Channel 22 Verizon Channel 45

I. Call to Order

Chairperson Annie Gilbert called the Select Board Meeting of March 24, 2021 to order at 6:30 P.M. Other Members in attendance: Laura Gregory, Chris Huntress, Alex Vispoli. **Others in Attendance:** Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, Asst. Town Manager Patrick Lawlor, Town Clerk Austin Simko, and Town Counsel Tom Urbelis.

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. Regular Business

A. Select Board Appointment

On behalf of the Select Board, Annie Gilbert thanked all of the residents who applied for this opening on the Board.

Alex Vispoli moved that the Board appoint Dick Howe to fill the one year opening on the Select Board between now and March 2022. Motion seconded by Laura Gregory. Roll Call: L. Gregory-Y, A. Vispoli-Y, C. Huntress-Y, A. Gilbert-Y. Motion passes 4-0.

The Select Board Meeting recessed at 6:34 PM so that Mr. Richard Howe could be sworn in by Town Clerk Austin Simko. Mr. Howe joined the meeting at 6:37 PM. He appreciates the honor and will work hard to fill Dan Kho's shoes.

IV. Communications/Announcements/Liaison Reports

The Town Manager received a number of questions about the public outreach schedule for the Integrated Financial Plan (IFP). He plans to release the schedule on April 1st and will be providing the schedule to the Board within the next few days.

In response to the events that occurred in Georgia last week against Asian American Pacific Islanders, Laura Gregory read the response from Andover DIVERSE (Diversity, Inclusion, Values, Respect, Support and Education), who acknowledged that the Asian American Pacific Islanders have experienced discrimination throughout the pandemic. We must work harder and fight together for social change. The Andover Community held two events in support of the Asian American Pacific Islander Community (AAPI) last week. Laura recognized Austin Simko and his team on overseeing a second local election yesterday and also welcomed Dick Howe to the Board.

Chris Huntress, Annie Gilbert, and Alex Vispoli also acknowledged the support of the Andover Community in addressing the discrimination experienced by the AAPI

Community. In addition, they recognized Austin Simko and the poll workers for their work on the election process and welcomed Dick Howe as a member of the Select Board.

Alex Vispoli congratulated Annie Gilbert and Chris Huntress on being elected to the Select Board for another three years. Alex also commented on Andover's 375th anniversary celebration kick-off which will be on May 6th the date that the Town was originally incorporated. Thank you, Ann Ormond, for organizing this event.

Annie Gilbert will send out a list of committees and boards for the Board to review for liaison opportunities.

V. Citizens Petitions and Presentations

To provide public comment during Citizens Petitions and Presentations visit:
www.andoverma.gov/JoinSelectBoardMeeting

VI. Regular Business

A. Board of Registrars

Board to consider nominees for appointment to the Board of Registrars of Voters and to appoint a registrar for a term expiring March 31, 2024.

The Democratic Town Committee nominates Robert Willard of 76 Tewksbury Street and Vinod Bhandari of 8 Iron Gate Drive. The Republican Town Committee nominates William Melahn of 172 Haverhill Street. Mr. Melahn is an incumbent who's 3-year term has come to an end. All three candidates submitted a statement of interest to the Select Board. Each candidate gave a brief statement on their qualifications and why they want to serve on the Board of Registrars. The Board was provided an opportunity to ask questions of the nominees. The Board then discussed the candidates and qualifications.

Laura Gregory moved that the Select Board appoint Robert Willard, 76 Tewksbury Street, to serve on the Board of Registrars of Voters for a term expiring on March 31, 2024. Motion seconded by Dick Howe. Roll call: A. Vispoli-N, C. Huntress-N, D. Howe-Y, L. Gregory-Y, A. Gilbert-Y. Motion passes 3-2.

B. Retirement Board Appointment

A few weeks ago, the Select Board voted to appoint Aiden Forde to the Retirement Board, after which, PERAC, the oversight agency for all Mass Public Employee Retirement System, said Mr. Forde could not serve on the Board because of conflicts with his job. The Board discussed next steps to consider: 1) open up the application process again, or (2) appoint Mr. Stolz; and vote at their next meeting. The Board cannot vote to appoint Mr. Stoltz tonight because it is not on the agenda. The Board discussed next steps.

Alex Vispoli moved to adopt the plan to put a solicitation for the opening and to vote on April 5, 2021. Motion seconded by Chris Huntress. Roll call: C. Huntress-Y, D. Howe-Y, L. Gregory-N, A. Vispoli-Y, A. Gilbert-Y. Motion passes 4-1.

C. Massachusetts Clean Water Trust

Donna Walsh reported on the details of a bond to be issued to the Massachusetts Clean Water Trust for Loan No. DW-19-13 and part of the financing plan for our waterworks. The request is to increase the total amount of \$3.2M to \$4.7M from the Trust.

Chris Huntress moved that the votes to approve the issuance and details of a bond to be issued to the Massachusetts Clean Water Trust for Loan No. DW-1913 and incorporated into the minutes of this meeting in its' entirety. Motion seconded by Alex Vispoli. Roll call: C. Huntress-Y, L. Gregory-Y, A. Vispoli-Y, D. Howe-Y, A. Gilbert-Y. Motion passes 5-0.

D. Outdoor Dining License

Board to review and consider voting to approve the application of Ultimate Perk, Inc. d/b/a Ultimate Perk, 96 ½ Main Street, for an Outdoor Dining License of 8 seats and 4 tables.

Laura Gregory moved to approve the application of Ultimate Perk, Inc. d/b/a Ultimate Perk, 96 ½ Main Street for an Outdoor Dining License of 8 seats and 4 tables as shown on the submitted "Ultimate Perk Outdoor Seating Plans," subject to the following conditions: 1. That State law, including the Governor's Executive Orders regarding conduct of restaurant activities, are adhered to; and 2. That all other requirements of the Town are met prior to issuance. Motion seconded by Alex Vispoli. Roll call: D. Howe-Y, L. Gregory-Y, C. Huntress-Y, A. Vispoli-Y, A. Gilbert-Y. Motion passes 5-0.

E. Town Manager's FY 2022 Recommended Budget and Financial Plan

Town Manager provided an overview of the FY-2022 Recommended Budget and Integrated Financial Plan.

The FY-22 Budget was built to include the impacts of COVID, and is a level-service budget with some changes due to reconfiguring departments. The budget adheres to the goals: to develop a budget in accordance with Prop 2 1/2, maintain a level service delivery budget, maintain employee compensation through modest adjustments and consistent with long-term financial agreements, and to continue to aggressively manage employee benefits both long and short term. They will continue to identify opportunities to reduce the Town's unfunded liabilities including pension and OPEB costs and developing a long-term financial model that provides for predictability and sustainability of operations.

FY-22 Revenue Assumptions:

- . The tax levy: to increase by 2.5% as allowed by Prop 2 ½ plus new growth.
- . New growth: \$1,931,422 projection is based on an adjusted 10-year average.
- . Local receipts: \$11,398,551 projection based on trend analysis on each individual category reflective of reductions as a result of Covid-19.
- . State Aid projections: \$14,221,482 have been adjusted to reflect the Governor's budget.
- . Chapter 70: 1.45% increase for Education, and 3.5% increase in unrestricted municipal aid.
- . Free Cash: \$1,983,372 to be approved at Town Meeting.

FY 2022 Expense Assumptions

- Town and School Operating Budget to increase only by the amount of funds available after meeting all funding requirements and all obligations.
- Retirement Contribution will total \$12,897.390 per the existing funding schedule.
- OPEB Contributions will increase by 2.5%; the additional incremental savings in health insurance resulting from the OPEB Funding Plan will be appropriated into the trust.
- Employee Health Insure expenses to increase by 3.62%.
- Total Appropriation to fund Capital Expenditures 5.72% (cash and non-exempt debt) will be based on a percentage of the budget (5.72%).
- Total Town budget to increase by 3.30% (2.75% plus 0.55% employee contributions to the ULO account).

Budget Drivers:

- School Department: Increase of 3.75% over 2021 \$3,346,752.
- Public Works Solid Waste: Increase of \$308,493 Solid waste disposal to increase by 10%. Recycling collection to increase by 9%.
- Fire Rescue: Increase of 170,000 allocated for Ladder Aide position and overtime account of \$100,00 reduction of revenue offset due to decreased ambulance utilization.
- Community Services-Andover DIVERSE: Increase of \$86,000 in accordance with the Select Board & Town Manager goals and objectives to fund a full-time staff member (\$80,000) and related expenses (\$6,000).

Tax Implications: Assuming that the tax classifications remain the same as a percentage of the total levy, the projected average single-family tax bill increase for FY2022 is 3.7%. This does not include the impact of the exempt debt service associated with the West Elementary/Shawsheen School Building Project and/or the unfunded pension liability through pension obligation bonds.

The Budget includes no additional FTE's. They were able to reduce the FTE count in the Recreation Department by reorganizing. Information Tech expanded hours by .1 FTE, and Facilities increased the hours in an already benefited position by a .5 (increase paid for through CARES Funding). This is the 4th year of no new benefitted positions.

Alex Vispoli asked about the funds Andover will receive from the CARES Act and how those funds will help us. Mr. Flanagan said the funds will help in some way and we will know more once we receive guidance from the State. Andrew will update the Board when he has the information; it may be used to offset revenue losses, it cannot be used to reduce taxation.

F. Annual Town Meeting Articles

Board to consider voting to take a position on the following articles:

P5	Fiscal Year 2022 Capital Projects Fund: Funded through Cash \$3,010,000. Alex Vispoli moved to recommend approval of WA P5 as
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	<p>presented. The motion was seconded by Laura Gregory. Roll call: C. Huntress-Y, D. Howe-Y, L. Gregory-Y, A. Vispoli-Y, A. Gilbert-Y. Motion passes 5-0 to recommend approval of Article P5.</p>
P11	<p>Alex Vispoli moved to recommend approval of WA P11, Chapter 90 Authorizations as presented. The motion was seconded by Chris Huntress. Roll call: L. Gregory-Y, C. Huntress-Y, A. Vispoli-Y, D. Howe-Y, A. Gilbert-Y. Motion passes. 5-0.</p>
P12	<p>Granting Easements Chris Huntress moved to recommend approval of WA P12 Granting Easements as presented. Motion seconded by Dick Howe. Roll call: D. Howe-Y, A. Vispoli-Y, C. Huntress -Y, L. Gregory-Y, A. Gilbert-Y. Motion passes 5-0.</p>
P13	<p>Stabilization Fund Bond Premium Alex Vispoli moved to recommend approval of WA P13 as presented. Motion seconded by Laura Gregory. Roll call: L. Gregory-Y, D. Howe-Y, C. Huntress -Y, A. Vispoli-Y, A. Gilbert-Y. Motion passes 5-0.</p>
P14	<p>Water Treatment Plant Maintenance Laura Gregory moved to recommend approval of WA P14 as presented. Motion seconded by Alex Vispoli. Roll call: A. Vispoli-Y, C. Huntress -Y, Gregory-Y, D. Howe-Y, A. Gilbert-Y. Motion passes 5-0.</p>
P17	<p>Capital Projects from Special Dedicated Funds Laura Gregory moved to recommend approval of WA P17 as presented. Motion seconded by Dick Howe. Roll call: L. Gregory-Y, D. Howe-Y, A. Vispoli-Y, C. Huntress-Y, A. Gilbert-Y. Motion passes 5-0.</p>
P20	<p>Interest on Late Payments Chris Huntress moved to recommend approval of WA P20 as presented. Motion seconded by Dick Howe. Roll call C. Huntress-Y, A. Vispoli-Y, L. Gregory-Y, D. Howe-Y, A. Gilbert-Y. Motion passes 5-0.</p> <p>*Annie Gilbert recused herself from the meeting for WA P27</p>
P27	<p>Retail Package Store Quota Alex Vispoli moved to recommend approval of WA P27 as presented. The motion was seconded by Laura Gregory. Roll call: D. Howe-Y, A. Vispoli-Y, L. Gregory-Y. C. Huntress-Y. Motion passes: 4-0</p> <p>*Annie Gilbert rejoined the meeting after the vote on WA P27.</p>

P28	Means Tested Senior Citizen Property Tax Exemption Laura Gregory moved to recommend approval of WA P28 as presented. Motion seconded by Alex Vispoli. Roll call: A. Vispoli-Y, L. Gregory-Y, C. Huntress-Y, D. Howe-Y, A. Gilbert-Y. Motion passes: 5-0
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VII. Consent Agenda

A. Appointments by the Town Manager

Chris Huntress moved that the following appointments by the Town Manager be approved. Motion seconded by Alex Vispoli. Roll call: C. Huntress-Y, A. Vispoli-Y, L. Gregory-Y, R. Howe-Y, A. Gilbert-Y. Motion passes 5-0.

Department	Name	Position	Rate/Term	Date of Hire
Accounting	Kimberly Matthes <i>(Colleen Currier)</i>	Accounts Payable Coordinator	\$58,662.71/year	3/29/2021
Elder Services	Nina D'Agostino <i>(Patricia McCloskey)</i>	Office Assistant I	\$23.01/hour	3/30/2021
Information Technology	Luke Davey	Intern	\$14.00/hour	3/23/2021
Youth Services	Quinn Sobieraj	Seasonal	\$13.50/hour	3/16/2021
Youth Services	Riley Lowe	Seasonal	\$13.50/hour	3/16/2021
Youth Services	Hanna Medwar	Seasonal	\$13.50/hour	3/23/2021
Youth Services	Grace Gervais	Seasonal	\$13.50/hour	3/23/2021
Youth Services	Meghan Gallagher	Seasonal	\$13.50/hour	3/23/2021
Youth Services	Kelley Ross	Seasonal	\$13.50/hour	3/23/2021
Youth Services	Alana Miller	Seasonal	\$13.50/hour	3/23/2021

VIII. Approval of Minutes

A. Board to approve minutes of February 22, 2021 and March 1, 2021.
Laura Gregory moved that the Select Board Minutes of February 22, 2021 and March 1, 2021 be approved as printed. Motion seconded by Alex Vispoli. Roll call: L. Gregory-Y, A. Vispoli-Y, C. Huntress-Y, A. Gilbert-Y. Motion passes 4-0-1 Richard Howe abstained.

IX. Adjourn

At 8:48 PM Alex Vispoli moved to adjourn from the Regular Meeting of March 24, 2021. The motion was seconded by Laura Gregory. Roll call: L. Gregory-Y, A. Vispoli-Y, R. Howe-Y, C. Huntress-Y, A. Gilbert-Y. Motion passes 5-0.

Respectfully submitted,
Dee DeLorenzo
Recording Secretary

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Select Board will be conducted via remote participation to the greatest extent possible. For this meeting, members of the public who wish to watch the meeting may do so in the following manner: Andover TV COMCAST CHANNEL 22 AND VERIZON CHANNEL 45.

Members of the public who wish to provide public comment on an item that is not on the agenda may do so by visiting www.andoverma.gov/JoinSelectBoardMeeting. They will be admitted during Citizens Petitions and Presentations.

To ask a question on particular agenda items during the regular meeting can do so by calling 311 from their landline or cell phone within the geographical boundaries of Andover or by calling 978-623-8311 from anywhere or by emailing manager@andoverma.gov. Residents are encouraged to email their questions ahead of the meeting, however, staff will be available to present the Board with questions received during the meeting. Please include your name and address with your question.

Every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town's website an audio or video recording, transcript, or other comprehensive record of the proceedings as soon as possible after the meeting.