

**Joint Meeting**  
**Select Board and Finance Committee**  
Saturday, April 2, 2022 9:00 AM  
Memorial Hall, Memorial Hall Library  
2 North Main Street, Andover, MA 01810

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**I. Call to Order/Roll Call**

Chairman Chris Huntress called the Joint Meeting to order at 9:00 AM. Members present from the Select Board: Roll call: Alex Vispoli-Y, Melissa Danisch-Y, A. Gilbert-Y,

Finance Committee Chair John Barry called the Finance Committee to order. Members present from the Finance Committee: Roll call: Paul Russo-Y, Paul Monticciolo-Y, Mary Ellen Logee-Y, Kevin O'Handley-Y, Paula Colby-Clements-Y, Paul McKay-Y, Ken Russo-Y.

Others Present: Town Manager Andrew Flanagan, Deputy Town Manager Michael Lindstrom, and Finance Director Donna Walsh.

**II. Opening Ceremonies/Moment of Silence/Pledge of Allegiance**

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

**III. Opening Remarks**

A. The Town Manager began the meeting with an overview of the FY-2023 budget goals which are to develop a budget that is within the limitations of Prop 2.5 and to maintain a level service budget, while identifying opportunities to improve service delivery through efficiency and commitment to collaboration and innovation and to maintain employee compensation in a manner that provides opportunities for equity through modest adjustments and that is consistent with the Town's long-term financial planning efforts. They are in the process of negotiations with all of the town units on new contracts.

They continue to aggressively manage employee benefits and associated impacts both long and short term and to identify opportunities to reduce the Town's unfunded liabilities including pension and OPEB Costs. The Water and Sewer Enterprise Fund also support the pension liabilities. We have the Pension Obligation Bond (POB) in place and will continue to develop a long-term financial model that provides for predictability and sustainability of operations. We have established a capital program based on an annual spending rate (5.72%) for capital capacity and to fund investments in both infrastructure and facilities within the limitations of Prop 2.5.

Revenue assumptions:

Tax levy to increase by 2.5% as allowed by Prop 2.5 plus new growth of \$1,931,422 projected and based on an adjusted 10-year average. Local receipts \$11,634,191 projection based on trend analysis on each individual category is reflective of reductions made as a result of Covid-19. State Aid projections of \$14,527,860 have been adjusted to reflect the Governor's budget; and Free Cash in the amount of \$1,870,340 which may go up a bit due to snow and ice, to be appropriated only for one-time capital expenditures while maintaining a balance that will provide for a stable amount of Free Cash in future years.

### FY-2023 Expense Assumptions

Town and School Operating budgets to increase only by the amount of funds available after funding requirement and obligations. Retirement contribution will look a little different this year. The total will be \$6,253,955 per the existing funding schedule established by the Retirement Board. Debt Service for the POB will total \$11,325,290 for FY-2023. \$6.2M will be used for normal cost (pension line) and \$11,325,290 is a fixed amount that takes the place of the unfunded portion with \$502,481 appropriated from the stabilization fund and transferred to the Pension Obligation Reserve Account. The retirement contribution will look a little different this year because there was an amount that increased every year that was necessary to fund the unfunded portion by 2040 and it was the growth of that portion of pension appropriation that created the greatest challenge.

Employee Health Insurance expenses to decrease by 0.49%. Health care is expected to increase by 2.5% and the incremental savings in health insurance resulting from the OPEB Funding Plan will be appropriated into the Trust; the Town Budget will increase by 2.5%.

Capital Expenditures The total appropriation will be based on a percentage of the budget (5.55%). Total Town Budget to increase by 3.30% (2.7% employee contributions to the ULO account).

### Explanation of Budget Changes in the FY-23 Budget

- School Committee budget: \$3,407,439 is an increase of 3.68% over FY 2022 budget.
- Information Technology beginning to move IT-2 for student devices out of the operating budget with funds from the School Dept being transferred to the IT Budget in the amount of \$363,025.
- Facilities: Funding for an additional custodian in the amount of \$55,715.  
Compensation Fund: Available funds in the amount of \$695,013 for town union contracts.
- Wellness and Support Services Division increase of \$106,685 to transfer an existing position from the Police Department into this newly created Division
- Tax Implications projecting the annual single family tax bill will increase by 5.91%.
- Budget Development: Increase of \$376
- Senior Tax Exemption: Increase of \$13 subject to pending state legislature that may double the circuit breaker.
- West Elementary School Exempt Debt first payment due 0.20% or \$22.00.
- Pension Obligation Bond increase of 2.2% or \$244 of the overall increase.

All of the above items are subject to valuations and changes to the tax levy.

FTE Impacts: Requesting an increase of one FTE custodian (for a total of 9) as a result of major increases in the total square footage of Town Buildings and to provide adequate services to the newest facilities and those with the highest usage.

## IV. FY2023 Budget Presentations

### A. General Government

Town Manager / Other No substantial changes. FTE's remain the same at four employees. Increase for COLAS \$15,246, and expenses of \$43,500 is an increase of \$200 over last year.

Capital Budget request in the amount of \$50,000; Town Manager is recommending \$30,000 to complement funds from ARPA for capital projects.

Mr. Flanagan provided a brief review of the 2021-2022 proposed Town Manager and Select Board Goals and Objectives.

Mike Lindstrom reported on the proposal to move the Veteran Services Offices under the Town Manager's Office and located in the Robb Center. The rationale for changing the reporting line is due in terms to community events and with Community Services and DEI taking on two new services within their scope.

Veterans Services: Recommended Budget Total of \$192,171 includes salaries of \$99,771 and expenses of \$92,400 with one FTE and one part-time employee. Expenses regulated under MA State Law and reimbursed 75% by the State. Mark Comeiro, Director of Veteran Services, has been able to obtain over \$300,000 for Veteran services this year.

Sustainability: Recommended budget total of \$111,239 includes salaries of \$91,849 and Expenses of \$19,390. The Sustainability Dept. has one employee.

Capital Budget Recommendations for Climate and Sustainability is \$40,000 from General Fund Revenues. They completed phase one of the Climate Action Plan and the Climate Action Summit kick off is scheduled for April 8<sup>th</sup>.

Human Resources: Jess Porter, HR Director for the Town reported on the newly created HR department on the Town-side as a result of a split from the Joint HR Office with Town and Schools. Recommended budget of \$155,000 with Salaries of \$135,00 and expenses of \$20,000. The fulltime benefits manager is paid through the Health Trust Fund. They are doing a full overview of all current benefit offerings and providers to determine if employees and retirees are receiving equality care at affordable prices. They are excited of bringing a Vision Plan. A full comprehensive audit of the Health Insurance Plan will be conducted to insure there are not individuals on our plan who do not have the legal right to not be on our insurance plan. Working with the Director of Equity and Inclusion and actively involved with them on hiring and job descriptions as well as working on expanding training programs for employees. The \$20,000 for the audit is coming out of the Health Insurance Trust Fund.

Finance Department -Finance Administration:

Finance Director Donna Walsh reported on the expenses and capital budget requests for this department. Salaries -\$33,281. The decrease in salaries is due to charging .5 FTE to ARPA for the next two years. Expenses are increasing by \$7,000 for support services for MUNIS software. The total recommended budget is \$368,952 change of -\$26,281 over last year. There are 1.5 FTE's.

Accessor's Office: Salaries in this office is \$406,656 a decrease of \$-9,877 and expenses of \$2,500. No change in FTE's at 5.0.

Collector/Treasurer: increase of \$5,000 due to COLAs. No change in FTE's.

Central Purchasing (Town and School) 60% of the expenses are charged to Town and 40% to the School Department. FTE's of 1.6.

Town Accountant: No changes. Salaries of \$2,063 for 4.5 FTE's.

CIP Recommendation of \$15,000 for Munis Software Improvements and Patriot Accessing Software used by the Assessor in the amount of \$30,000 from the General Fund.

Goals: Report and manage the ARPA funds in accordance with Federal regulations (\$10.4M) tracking and reporting will be required. Implementation of Tyler Content Manager to facilitate a paperless environment. Preparing for and executing upgrade to Munis version to 2021 which is a major upgrade scheduled for October 2022. Significant testing and training must be done before and after the upgrade and they will solicit bids for banking services to reduce the numerous banks the Treasurer has to deal with, to save money by reducing fees.

Recommended budgets:

- Select Board - Budget of \$900. \$700 for Salaries and \$200 for expenses.
- Finance Committee – recommended budget of \$28,900,
- Commission on Disability of \$7,000 budget with \$1,200 for salaries and \$5,800 in expenses.
- Town Counsel budget of \$254,000; \$6,500 in salaries and \$247,000 for expenses.
- Central Services recommended Budget of \$100,700 an increase of \$4,000 for expenses.
- Employee Benefits Recommended budget of \$1,091,806 an increase of \$41,667 in accumulated employee benefits account for expected retirements.
- Damages to persons and property recommended budget of \$2,000. No change.
- Patriotic and Civic Celebrations recommended budget of \$30,000. No change.
- Fixed Costs – Retirements recommended budget of \$-6,253,955 a reduction of \$51.51% represents the appropriation for normal costs and the required allocation for the unfunded liability. The debt service associated with the pension obligation bond is funded through the Debt Service Account.
- Fixed Costs -OPEB- recommended budget of \$1,753,413 an increase of \$57,387. A 2.5% increase plus incremental savings in health insurance from the OPEN Funding Plan.
- Health Insurance. Recommended Budget of \$23,034,797 a reduction of -\$112,665 due to employees funding more of the share of health insurances. Total subscribers of 206 an increase of 39 participants.
- General Insurance predicting a 10% or \$124,000 increase for a recommended budget of \$1,364,000.
- Technical Schools. Greater Lawrence Tech School and Essex North Shore Agricultural: Due to an increase in student enrollment, the recommended budget is \$1,074,000 an increase of \$274,000.
- Debt Service Fund includes the pension obligation bond debt service. The total recommended budget is \$23,333,892 an increase of \$12,276,339.
- Unemployment Compensation Fund recommended budget of \$164,00 an increase of \$4,000.

- **Compensation Fund:** Includes fund for the settling of successor agreements with the Town's unions. No cost-of-living adjustments are reflected within the department budgets. Recommended budget of \$848,399 a change of \$693,013.
- **Reserve Fund** of \$200,000 per year with no changes.

**Community Services:** Jemma Lambert, Director

The Department is in transition and includes Elder Services, Recreation, Youth Services, Andover DIVERSE, Wellness and Support. The recommended budget for Administration is \$130,590 with \$140,590 in Salaries and \$10,000 for expenses.

**Elder Services** Total budget recommendation of \$736,763 includes salaries of \$637,863 an increase of \$12,279. There are 11.28 FTEs. Federal grants of \$3,000 are offset by -\$3,000 in Sale of Service.

**Recreation** Budget recommendation of \$178,249 a change of -\$37,506. \$483,480 recommended for salaries and \$226,300 in expenses. They have more programming and an all-time high participation rate. FTE's 5.5.

**Youth Services** recommended budget of \$505,733 which is an increase of \$650 over last year with Salaries of \$425,909 and expenses of \$126,824. There is no change in FTE's (5).

**Andover DIVERSE** recommended budget of \$96,273 includes \$90,273 in salaries (1 FTE) and \$6,000 in expenses.

**Wellness & Support Division:** new hire salary of \$100,885 and expenses of \$6,000 for a recommended budget of \$106,885. FTE's 1.0.

**Goals and Actions:** There are a lot of moving parts as they advance community driven initiatives and engagements with the goal of building a more inclusive Andover. Goals are to ensure that AYS maintains and builds a range of programs and services to support Andover's youth and their social and emotional well-being. In conjunction with Andover Police Department and other stakeholders, they will be establishing the Division of Wellness and Support Services. They continue to build upon organizational capacity to ensure the long-term success of the department. There is lots of work to be done with their leadership team and focusing on professional development for that group.

**B. Public Safety**

**Police Department** – Chief Keefe

Recommended salaries of \$7,032,892 and Expenses of \$903,018.

Transfer of one FTE to Wellness & Support Services Division

Total FTE's now stands at 59.0.

Total Recommended budget of \$7,875,910.

**Dispatch:** Replacing two resignations. Total budget recommended \$943,471 with \$914,471 in salaries for 11 FTE' and \$29,000 in expenses.

**Parking Control:** One resignation that has not been filled currently a .5 position. Recommended budget of -\$152,426. Total FTE's 1.5. \$95,426 for Salaries and \$57,000 in expenses with a -\$152,426 for reserve funds.

**Animal Control:** Recommended budget of \$79,673 with expenses of \$7,300 a total budget reduction of -\$3,632.00. Total FTE's 1.0.

**Emergency Management** recommended budget of \$23,500 an increase of \$1,500.

**Capital Budget** Recommendations \$205,00 for Police Vehicle Replacement.

### **Goals & Objectives:**

- Implement Body Worn Camera Program, awarded a \$102,484 Grant.
- Staff the Department on the needs and wants of the Town and the Department to better serve the community.
- Start the process of being Nationally Accredited (CALEA Standards).
- Train, educate and mentor officers and staff to create an environment of lifelong learners who will continue to strive for excellence in their profession.
- Maintaining 100% department strength, although the last two years have been difficult.
- Increase the number of patrol officers from 38 to 42 over the next 4-5 years.
- Update existing Policies and Standards
- Ensure Officers are meeting mandatory training requirements under POST and Police Reform Bill. Continue to send staff to new and challenging training to better individual officers and staff to serve the community in multiple skill sets.

### **Fire Rescue – Chief Mansfield**

**Andover Fire Rescue.** Salaries decreased by -0.19% due to the retirements and new hires coming in at a lower rate of pay. The Department has 70 FTE's (authorized to have 72) for a total recommended salary of \$8,611,698 for FY-23 and recommended expenses of \$612,050 an increase of \$40,500. Recommended Sale of Service for FY-23 \$1,300,000 a decrease of \$50,000 which includes an increase in ambulance billing revenue.

Expenses increased due to fixed costs; if not for grant funding, this number would be much higher. They have seen a 22% increase in the cost of protective garments and are also experiencing supply change issues.

Sale of Service comes from the Andover billing fees, with a change from \$1.25M to \$1.3M due to increased transport of patients that they were not allowed to transport as much during Covid. They are tracking to see how this trend will continue. They are also experiencing manpower issues and overtime needs. The number of incidents is putting a strain on their department, with only two full-time ambulances who each average 16 calls per day. Even with the increases in incidents, they have seen a decrease in the total budget by \$26,149. They will be coming before the Select Board to request an increase in ambulance billing fees.

**CIP** requests include: \$260,000 for Fire Apparatus Replacement. TM Recommendation of \$145,000 from Free Cash and requesting Multi-band Portable Radios at a cost of \$385,000. The Town Manager's recommendation is \$200,000 from General Fund Borrowing.

### **Goals & Objectives:**

Funding for Multi-band portable radios for all Andover Fire Rescue personnel.

Develop specifications and begin the design of Engine 1 replacement.

Engage with Civil Service to begin the process of hiring a minimum of two personnel to fill existing vacancies.

Collaborate with Facilities to repair or enhance the operational and living conditions at the West and Central Fire Stations.

Assist with negotiating a successor agreement with IAFF Local 1658.

### **C. General Government**

**Community Development & Planning** – Paul Matarazzo, Chris Clemente, Tom Carbone.

Salaries: Recommending \$2,084,409 which is an increase of 3.16%

Expenses: Recommending \$237,396 an increase of \$3,101

Reserve Funds are - \$25,000.

Total Requests of \$2,296,805, an increase of \$67,006.

They have 22.2 FTE's and are asking to change the part-time Land Manager to 1.0 FTE.

- CIP Recommendation of Conservation Land Management of \$15,000.
- Review of Andover Wetlands Protection By-law of \$20,000.
- Highlights: Historic Mill District coming to the goal line with the sale of the Old Town Yard with Minco Development. As a result of robust community conversation, the Town is poised to make its first investment at Essex St/Red Spring/ Shawsheen Road intersection reconstruction.
- Zoning Bylaw Re-codification is an on-going process over the past 18-months., providing a level of clarity to be able to respond to applications.
- Parking & Hardscape Improvement Project – working to finalize a bid going out for construction this summer that will provide an opportunity for the community to come together in a different way.
- Chandler Road Recreation Area. They are moving forward with next steps by engaging the community in what they would like to see by holding community conversations in-person and virtually.

### **Conservation Department** – Bob Douglas

Community Engagement with Winterfest at Pomp's Pond, and the Fishing Derby held this winter. They are working to upgrade kiosks and making signage more consistent for the conservation properties. This year, they applied for and received an Municipal Vulnerability Preparedness Grant in the amount of \$131,700 for Shawsheen River Watershed Land Conservation Planning to plan for climate resilience and environmental justice. In conjunction with GLTS, they finalized the Merrimack River Reservation Concept Plan. They are putting more racks on the Merrimack River Reservation property for canoes and kayaks and clearing trails and looking at encroachments.

### **Building Department** - Chris Clemente

They continue to be exceedingly busy adding new content to the Building Division webpage which is on-going. They are converting the permitting system to a new version which offers 100% of permitting to be done online and on-line approvals . In addition, they are coordinating a unified platform of multiple regulatory departments. They are also working on the process to identify, quantify, and periodically inspect specified occupancy per 780 CMR Table 100. They are also collaborating with consultants, the Planning Division, and other stakeholders on the the comprehension recodification of Article VIII- Zoning By-law. Out of the 10,000 permits from the Columbia Gas Disaster, there are approximately 300 permits open related to electrical permits that they are closing out with EverSource.

### **Public Health Division** - Tom Carbone

They will be partnering with the Town of North Andover to put out a Health Needs Assessment and from there a plan will be developed on how to implement it. They have been able to convert health permits on-line and still working on adjustments to it. They are now through their first renewal system which was difficult they hope it will be less.

Immunization Clinics for COVID19. Weekly mini clinics were held for booster shots and the 1<sup>st</sup> and 2<sup>nd</sup> vaccine doses from December thru February. Planning is underway for regional clinics to be available when a second booster is available. They are working with neighboring Towns to continue to look to see how they can best serve the community. They have added three temporary personnel who are being paid through grant funding from the State.

**Town Clerk** – Melissa Ripley

Salaries down 1.09% due to seniority and staffing changes.

Expenses are up 17.62% because of the upcoming State Primaries and November Election. FTE's are still at 4.0 for a total salary expense of \$386,945 and expenses of \$92,400 for a total budget request of \$6,335.

They would like to stay with three polling locations this year and look further into making a change next year. New precinct maps will be distributed and available at the Library, Town Hall, and the Robb Center. The E-plus program allows them to check everyone in and in the right location and additional Poll Pads will be purchased resulting in the hire of fewer poll workers. They will continue to cross-train staff in the office to cover for existing personnel when needed and review training opportunities for all staff. They hope to increase the number of dog licenses that they receive.

**Information Technology** – Paul Puzanghera, CEO of IT

Total Recommended Salaries of \$2,112,453 an increase of 1.9% due to contractual agreements. Recommended expenses of \$848,550 an increase of 61.37% for a total budget recommendation of \$2,961,003 with 21.5 FTE's for FY-23 an increase of .5.

**Highlights:**

- Funding for Student Devices of \$250,000 will be transferred from the School Dept Budget into the IT budget.
- Procured additional computers for students through the CARES Act during the pandemic.

**Capital Budget Recommendations:**

- Updates to Annual Staff Device Refresh \$379,363 from Free Cash.
- Annual Student Device Refresh budget recommendation for FY-23 is \$436,477 from Free Cash.
- IT Platforms and Infrastructure budget recommendation for FY-23 is \$450,000 (of their request of \$799,500) from Free Cash.

Last year, they began the migration from Office 365 to the Cloud with 100% of users now in the Cloud and will begin the process of reducing the footprint of the two Data Centers. The focus is on improving collaboration ability for information purposes and linkage. Video conference needs grew throughout the pandemic. They will begin to deploy the one-touch video for all conference rooms.

Cyber-security: They participated in a Cyber-audit and have completed the first round of training with significant efforts in all dimensions of cyber resiliency, backup and ransomware protection.

Data Center Upgrade right size computer/server footprint as more workloads move to the Cloud. They are moving to digitize all of the management documents and upgrading the current Laserfiche equipment and starting to digitize all historical records. This will be a multiyear project that will touch all town/school departments.

Critical updates: Major update to MUNIS moving to the Cloud and Town and School Web Sites separating out a new intranet.

**D. Library Services** – Barbara McNamara, Library Director

Recommended Salaries	\$2,307,538	increase of .61%	\$14,172
Recommended Expenses	\$660,687	Increase of .87%	\$ 5,750

Budget reduction of \$8,422 due to reduction in salaries, and an increase in digital service requests. There are no capital requests this year. Their goal for this is year is to work on a 5-year Strategic Plan required by the State in order to access grant funding. They are preparing to build Makers Space on the ground floor that is both visible and accessible. They have completed the Diversity Audit and are updating the lists of books to ensure they include diverse books and continuing their work on Social Injustice and Creative Conversations. They have had a year of staff changeover and she recognized Jess Porter for assisting her in this process.

**Facilities** Janet Nicosia, Director of Facilities

Facilities Administration. FTE's 8.0

Salaries	\$783,130	Change of -\$11,822
Expenses	\$80,350	Change of \$7,400

Facility Services FTE's 10.0\*

Salaries	\$ 655,838	Increase of \$55,715
Expenses	\$ 345,500	Decrease of \$53,500
Sale of Service	-\$ 40,000	Change of -\$20,000
AYF Gift	<u>-\$ 8,000</u>	No change
TOTAL	\$953,338	Recommended budget for FY-23

\*They are requesting one additional FTE for custodial services. They want to provide custodial services at Youth Services and for the night program at the Robb Center so they can have custodial staff in the immediate area. This would bring the total FTE's for Facility Services to 10.0. The AYF Gift of \$8,000 to Youth Services comes from the \$30,000 yearly donation to the Town and is an offset for the Dept of Facilities servicing the Center.

**Facilities Building Maintenance**

Facilities Street Lighting \$75,000. Reduction of \$(15,000)

They are looking to adding some street lights in Town for walkability and it has been much easier to replace since going to LED Lighting. They had one FTE transfer to Mechanical Division from the Electrical Division. They have been using a professional estimator to keep track of inventory and increase of costs due to delay in the supply chain.

Recommending 5.5 FTE's for FY-23

Salaries	\$419,087	Decrease of \$-76,317
Expenses	<u>\$357,000</u>	Increase of \$33,000
Total	\$819,404	Total change of \$-43,317

Mechanical/Electrical

Recommended Salaries	\$734,036	Increase of \$116,179	*FTE's 9.0
Recommended Expenses	<u>\$497,000</u>	Increase of \$57,500	
FY-23 Recommended Budget	\$173,679		

\*Includes one FTE transfer from Building Maintenance

CIP requests:

\$ 444,000	Building Division for Town Projects
\$. 345,000	Mechanical & Electrical Division for Town Projects
\$ . 100,000	Town and School Security Projects
\$ 65,000	Town Vehicle Replacement
\$. 550,000	Town Parks and Playground Equipment
\$1,600,000	Major Town Projects
\$ 90,000	Town & School Energy Projects

**Major School Projects**

SCH-I	\$ . 870,000	Projects by building totals \$401,500.
SCH-5	\$1,750,000	Major School Projects

**Goals & Objectives**

- WESP School Building Project: Control costs and maintain budget. Work is on-going and entering construction phase in April 2022.
- DMS Elevator construction planning and continued implementation for closed captioning assisted listening devices in all major meeting rooms.
- Meet needs of citizens of all abilities to engage in the government process by making enhancements and ADA compliance, major construction projects are underway.
- Staff completion of the Level 2 Community Access Monitor Program from the Massachusetts Office on Disability so that we can continue to be a voice for people with disabilities.
- Manage the procurement and construction of the Town's first municipal rooftop solar array to be installed at Sanborn Elementary School.
- Continue to improve safety and security with enhancements to security systems, alarms.
- Continue to deliver excellence in building maintenance, keeping pace with changing needs, codes and requirements.

E. **Public Works** Chris Cronin, Director

FY-23 Recommended Budget

Administration: FTE's 2.0

Salaries	\$245,007	Expense \$9,150	\$ 254,157
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Business Office: FTE's 3.1

Salaries	\$273,834	Expenses \$3,000	\$ 3,912
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<u>Engineering</u>	FTE's 3.0		
Salaries	\$325,962	Expenses \$10,000	\$ 13,294
<u>Public Works</u>	FTE's 15.5		
Salaries	\$1,231,728	Expenses \$523,400	\$1,755,128
<u>Snow &amp; Ice</u>			
Salaries	\$198,000	Expenses \$1,049,000	\$1,247,000
<u>Solid Waste:</u>			
Salaries	\$ 8,510	Expenses \$3,399,555	\$3,408,065
<u>Forestry:</u>	FTE's 4.0		
Salaries	\$321,391	Expenses \$111,150	\$. 432,541
<u>Spring Grove Cemetery</u>	FTE's 3.0		
Salaries:	\$234,584	Expenses \$44,645	
Sale of Service	-\$60,000		\$. 2,372
<u>Parks &amp; Grounds</u>	FTE's 7.5		
Salaries	\$650,635	Expenses \$150,350	\$. 800,895
<u>Vehicle Maintenance</u>	FTE's 4.0		
Salaries	\$344,632	Expenses \$460,000	\$. 804,832
<u>Sewer</u>	FTE's 4.0		
Salaries	\$357,873	Expenses \$2,978,124	
		Sewer Debt Service \$1,602,416	\$ 4,938,413
<u>Water</u>	FTE's 23.0		
Salaries	\$2,343,272	Expenses \$3,926,102	
		Water Debt Service \$3,801,472	\$10,070,846

They are having trouble with expenses due to the uncertainties of where they are. There are few changes in administrative costs.

Business Office. \$3,000 increase in expenses for office supplies

Engineering: \$10,000 to meet storm water management requirements

Highway: No significant change.

Snow/Ice Due to the increase in ice and increased snowplow rates there will be a significant deficit in this account.

Solid Waste. Recycling is reduced.

Forestry: Salaries additional \$10,000 in overtime

Spring Grove: No change

Parks & Grounds: \$7,500 increase to keep the downtown holiday decorations going.

Public Works Vehicle Maintenance – two retirements reflect the difference in salaries.

Sewer: Debt Service for Sewer is decreasing.

Water: I s a bit of a challenge – expenses in increased chemicals and utilities

### **Capital Improvements:**

Chapter 90 road work \$1,364,279: Minor Road work \$250,000 Town Sidewalks \$850,000.

Public Works vehicles small \$150,000 Large Vehicles: \$400,000.

Water & Sewer Vehicles \$350,000.

Water Main Replacement Project (WEB) \$6,000,000.

Spring Grove Cemetery Improvements. \$20,000.

Dale Street Pumping Station (SEB) \$210,000

Parks & Grounds

**Goals & Objectives**

Replacing all lead service lines in the Andover Water Distribution System. The DEP is not telling us how to pay for the replacement, but that they have to be replaced and have been working with them to develop a draft replacement plan. Every home owner in Town has been alerted.

Maintaining the highways in Andover. Public Works continues to pave the roads within the gas impacted areas completing approximately 60% and on progress to complete all within the timeline.

Adopt a new comprehensive sidewalk master plan they have completed the Sidewalk Master Plan and develop and adopt a Complete Streets Policy.

They have increased the capacity of the Water Treatment Plan

**V. Adjourn**

Select Board Chair Chris Huntress thanked everyone for their efforts today.

At 1:45 P.M. on a motion by Alex Vispoli and seconded by Annie Gilbert the Select Board voted 4-0 to adjourn the meeting of Saturday, April 2, 2022.

Finance Committee: On a motion by Kevin O’Handley and seconded by Paul McKay, the Select Board voted 4-0 to adjourn.

Respectfully submitted,

Dee DeLorenzo  
Recording Secretary

*If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact Kathryn Forina in the Town Manager’s Office at 978-623-8215 or by email at [kathryn.forina@andoverma.us](mailto:kathryn.forina@andoverma.us)*

**MEETINGS ARE TELEVISED ON COMCAST CHANNEL 22 AND VERIZON CHANNEL 45**