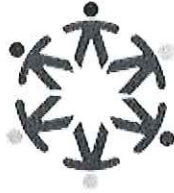


Andover



Green Advisory Board

Minutes

Thursday, July 28, 2022, 7:00 pm

Join online via WebEx

<https://andover.webex.com/andover/j.php?MTID=m3bd8fe9536684f42b1820b3786df9ca3>

Meeting number: 2342 175 8275

Password: 8QRvp9mMzy9

Join by phone

+1-408-418-9388 Access code: 234 217 58275

In Attendance:

Joyce Losick-Yang

Harry Voorhees *

Willow Cheeley *

Melanie Cutler *

Maria Bartlett *

Amy Latva-Kokko *

Anna Du *

Jon Unger *

Lou Poulo

Candy Dann (at ~8:15)

* = AGAB member

1. Approve June 22 minutes

June 22 minutes unanimously approved YES - 7, NO - 0, ABSTAIN - 0

2. Master planning worksheet review and discussion (Amy, Melanie)

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- Discussed Master Planning Spreadsheet:
https://docs.google.com/spreadsheets/d/1A9aUbv6k8vcEq5mJb7mbrxMWlIH_Pllu3BrXlfvDKps/edit?usp=sharing
- Harry will share the document with the Planning Department to get their input

3. Sustainability coordinator's report (Joyce)

a. Public records storage and retention

Document: PublicRecords_20220728_LosickYang

- Town website has an archive with old agendas and meeting minutes
- What to do with legacy materials and information?
- Currently, meeting materials are kept in a Google Drive folder, organized by year and date
- Town staff has the responsibility to maintain records
- It is preferred that storage is digital
- What records need to be kept and for how long?
 - Consulted state Open Meeting and Public Records Laws and Municipal Retention Schedule
 - Agendas (1 year), minutes (permanent), and other materials (3+ years)
 - Agendas must have date, time, location, topics, and clerk stamps
 - Minutes must have date, time, location, board members present, summary of topics including votes or consensus decisions, and list of materials with doc titles
 - Other materials
- Which cloud-based platform should we use?
 - Google Drive vs. Dropbox
 - Up to 2 GB storage is free, after that, both \$10 / month
 - Average size = 1.8 GB / year

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- o Google Drive free up to 15 GB
- o Similar in terms of searchability, URLs for sharing, editing
- o Google Drive allows multiple users to edit, easier to move entire folders
- o Conclusion: Use Google Drive

VOTE: YES - 6, NO - 0, ABSTAIN - 1

- Other materials relevant to AGAB:
 - o Correspondence that doesn't create policy, keep for 3 years
 - o Correspondence with regards to shaping policy, keep for 5+ years
 - o Public relations and communication records must be kept permanently, example = support letters involving regulatory decisions
 - o Grant development records must be kept permanently
- Proposed File Organizing and naming convention:
 - o Folder for AGAB Meetings, then year, then document title with date
 - o Ex. Minutes_YYYYMMDD_Draft.doc
 - o Ex. TopicName1_YYYYMMDD_PresenterLastName_POLICY
 - o Ex. TopicName1_YYYYMMDD_PresenterLastName_POLICY
- Town business should use town email and the town keeps those records
- Should we use a Google Group?
- Joyce will work on migrating older files over and provide consistency for file organization and naming

b. Community choice aggregation status

Moved to the next phase, DPW has requested more information

Joyce is meeting with Good Energy soon to answer questions

4. Board member updates

a. Town manager meeting and sustainability goals (Harry)

- Harry met with Town Manager regarding the Sustainability Goals
- Andover attorney will be in touch with the attorney in Arlington to talk about their heat pump program

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- AGAB, Town Manager, Select Board, and WECAN are all in alignment with the Sustainability Goals
 - Town's expectation are that these are goals for the current fiscal year
 - Goals can be modified as we go
 - We should revisit the goals and edit if needed
 - CIP template is being modified so that departments can consider sustainability
 - AGAB will have a chance to look at the CIP draft to provide input
 - AGAB would like to get involved sooner in building and development projects to consider sustainability
- b. Board membership update
- Three people are up for renewal as Board Members, have to redo ethics training and get sworn in at the Town Clerk's Office
 - Still have 1 opening
- c. WECAN sustainability fair
- Saturday, September 24 in parking lot near Nero
5. Set next meeting date
- Wed, August 31 at 7:00 pm.
 - Agreed to meet virtually YES - 7, NO - 0, ABSTAIN - 0
6. Other business / discussion
- Pollinator Pathways group has met twice
 - Set criteria and participants will get a sign for their yard with a QR code to more information
 - Willow is working on town tree removals and replacement policy
 - Select Board meeting on August 1, will vote on Complete Streets Policy