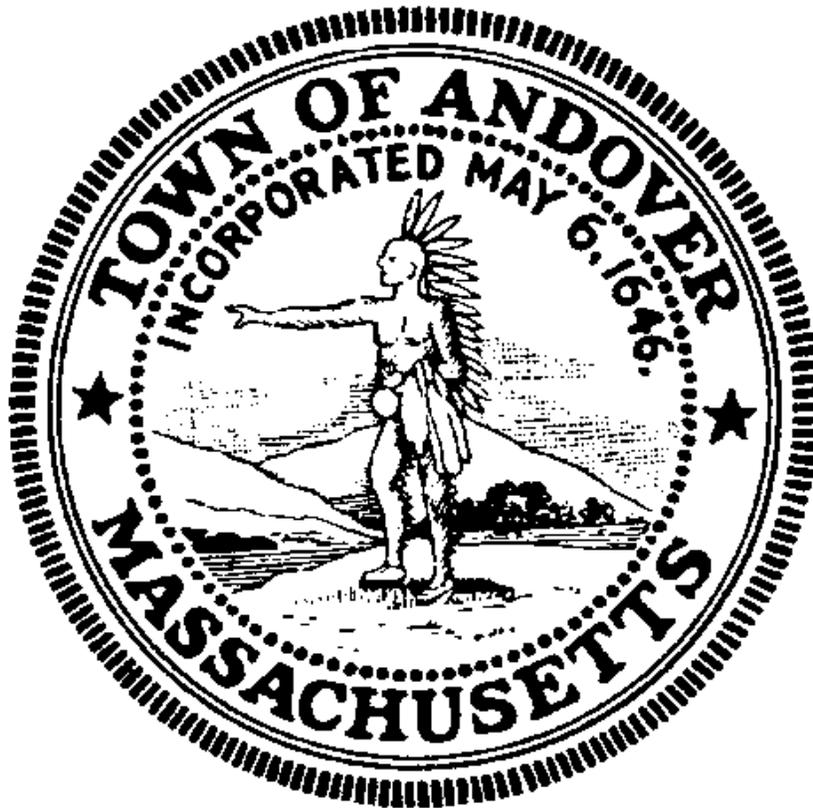


# **FINANCE COMMITTEE REPORT**



**SPECIAL TOWN MEETING**  
**TUESDAY, NOVEMBER 27, 2018**

## SPECIAL TOWN MEETING

**PLAN TO ARRIVE EARLY** (There are other events scheduled on the Andover High School campus this evening)

All Town Meeting attendees must be checked into the meeting in the lobby of the J. Everett Collins Center for the Performing Arts on November 27. Voters must check in at their precinct table. Visit the Town website at [www.andoverma.gov](http://www.andoverma.gov) and click on "Town Clerk's Office" under the "Departments" tab and click on "Elections" to search for your precinct under the "Precinct Search" tab. To avoid delays at check in, please check your precinct prior to Town Meeting.

**Voters:** Only voters who registered by the deadline (November 17<sup>th</sup>) will be allowed to vote at this Town Meeting. Voters will receive a sticker that must be worn in a visible location on their person to vote.

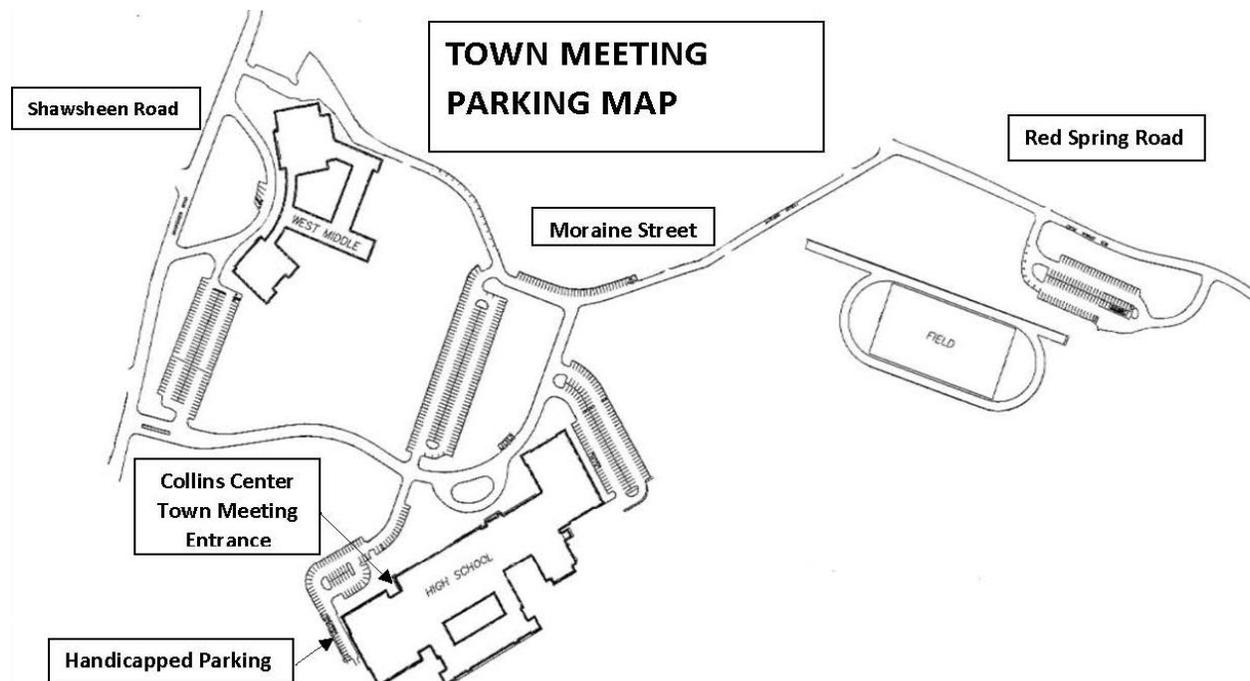
**Non-Voters:** Non-voters may attend Town Meeting and will be seated in a special section. Non-voters must check in at the Town Clerk's table in the lobby to register before being seated. Please be aware that non-voters will not be seated until after 7:00 P.M. when they are voted admittance by Town Meeting.

**Overflow Seating:** If meeting attendance exceeds the capacity of the Collins Center, voters and non-voters may be directed to sit in the High School cafeteria. The cafeteria is linked by video and audio feed to the Collins Center. Participants in both areas will be able to speak to the meeting and vote.

**Children:** Children may enter the meeting as non-voters. *See above.* Parents must attend small children during the meeting and sit with them in the designated non-voter section. Voters (with visible stickers) may vote from the non-voter section. Please notify the section counter if you are a voting member. No children or non-voters may sit in the registered voter sections.

**Parking:** There are several parking lots available:

1. Collins Center Lot
2. Main Lot at the High School
3. West Middle School Lot
4. Lot beside the Field House
5. Red Spring Road





November 5, 2018

To the Citizens of Andover:

A Special Town Meeting has been called for Tuesday, November 27, 2018 at 7:00 PM. There is only one article on the warrant which was revised and signed by the Board of Selectmen on November 5th. The new Article 1 has several sections, but essentially contains three requests. First, voters will be asked to allow the Selectmen to purchase land needed to construct a new 3-bay fire station in Ballardvale. Next, voters will be asked to re-appropriate unspent balances from previously approved Ballardvale-Fire-Station-related articles to use toward the purchase of the land and for the design and construction of the new station. And finally, voters will be asked to appropriate new funds to complete the purchase of the land, and the subsequent construction of a new station.

On October 15, 2018, the Board of Selectmen signed a Purchase and Sale Agreement to purchase 161 Andover Street, a parcel of land adjacent to the existing Ballardvale Fire Station. The purchase price is \$500,000, and the date to close on the purchase is January 30, 2019. The Agreement contains a condition that Andover Town Meeting approve the land purchase. The Agreement further requires that Town Meeting appropriate funds sufficient to purchase the premises.

Article 1 (i) would authorize the Selectmen to purchase 161 Andover Street. Article 1 (ii) would re-appropriate \$200,000 from Article 25 of 2014 to partially fund this purchase. Article 1 (iii) would appropriate a new \$300,000 from Free Cash to provide the additional funds needed to reach the total purchase price of \$500,000.

Once the land is purchased, Article 1 contains further sections to appropriate funds for design, construction and equipping the new fire station. Article 1 (ii) would re-appropriate remaining funds from a \$200,000 appropriation in Article 26 of 2014 to allow those funds to be used for the new station. Article 1 (iv) requests a new appropriation of \$7,700,000 for additional construction funds. \$700,000 will come from Free Cash, and the remaining \$7,000,000 will be borrowed. The borrowing will be level-funded for a term of 30 (thirty) years at an expected interest rate of 3.5%.

It is important to note that while the new appropriations requested at this Special Town Meeting total \$8,000,000, (\$300,000 for the land, and \$7,700,000 for design, construction and equipping) the total 'not to exceed' cost of the Ballardvale Fire Station, including re-appropriated funds from previously approved articles, is \$8,700,000. Our chart on page 9 shows total all-in costs and sources of funds for the land and construction of the station.

The Ballardvale Fire Station is the next project in the Town Manager's Capital Improvement Plan. Several years ago the Manager established an ongoing five-year plan to fund capital improvements within the limits of Proposition 2 ½ using a combination of Free Cash and non-exempt debt. The Finance Committee supports this long-term plan; it ensures that needed capital improvements to our buildings (or prioritized new construction) can be completed in a systematic and predictable manner. The Ballardvale Fire Station has the highest priority within this plan in the FY19-20 timeframe, and the cash and borrowing costs were explicitly identified a year ago in the Town Manager's 2017 Capital Improvement Plan for FY19-FY23.

The need to replace the Ballardvale Fire Station is fully documented and action on the part of the Town is overdue. The station's service area accounts for approximately 30% of all Andover ambulance calls, including the large commercial areas on Dascomb and Frontage Roads. The size of the current station is insufficient to house both a fire engine and an ambulance and its current size and configuration do not allow for the use of 21<sup>st</sup> century fire apparatus.

The 2016 *Andover Facilities Master Plan Final Report* prepared by MGT of America Consulting LLC gave the Ballardvale Fire Station a score of 42.28; anything lower than 59.99 is considered 'unsatisfactory.' They found the station, second only to the Town Yard, a critically necessary capital building project. The existing structure is functionally obsolete. It does not meet current building, safety, or accessibility codes, and does not support separate gender living facilities for the resident Fire Rescue staff. The building's orientation on the site relative to the roadway poses entry and exit safety-related challenges. An excerpt from *the Master Plan Report* may be found on page 6.

Additional studies have been commissioned. A very comprehensive analysis of Andover's Fire Rescue needs was prepared by the Maguire Group Inc. on July 23, 2012 (rev. August 10, 2012) in a report entitled *Space Needs Program*. This report was updated in 2017 by Context Architecture; it was their determination that a building of approximately 11,400 square feet could meet our needs. On October 6, 2017, Context Architecture presented the Permanent Town Building Advisory Committee with a series of six design options using the existing Ballardvale site. The preferred choice met all the requirements of the Department but required the purchase of 161 Andover Street. Article 1 will allow that purchase.

The funding for this project proposes to come from various sources. Several public and private warrant articles have come before voters since 2009 to fund feasibility, design and engineering studies, the most recent of which was passed in 2017. At this Special Town Meeting, voters will be asked to re-appropriate some of these previously approved amounts. An itemization of prior Articles is found on page 9 of this report, as well as the unspent amounts remaining from each.

The purchase of 161 Andover Street will be funded through Free Cash, and the new fire station construction costs will be funded with a combination of Free Cash and borrowing. A percentage of the tax bill you already pay will be allocated to this project. A more detailed explanation of the funding and the portion of the average tax bill that will be allocated to it is on page 11 of this report.

The most recent Ballardvale Fire Station layout was reviewed by the Finance Committee on October 24, 2018. The proposal is for an 11,383 square foot, two-story, 3-bay facility; the floor plan and site plan are shown on page 8 with higher resolution versions found at [www.andoverma.gov/BallardvaleFire](http://www.andoverma.gov/BallardvaleFire). This new facility will be able to support the same class of modern fire engines as in other town fire stations and the requisite ambulance to maintain public safety within recommended response times.

The feasibility study and Phase I of the schematic design are nearly complete. Final exterior design criteria are evolving as input from stakeholders is incorporated, particularly from the Ballardvale Historic District Commission and neighborhood residents; therefore, project costs are estimates based on square footage and not yet final at this time. Design development is expected to be substantially completed in approximately 6-9 months with the bidding process commencing shortly thereafter. If Article 1 is approved, the construction phase could start as early as fall of 2019 with an approximate 12- to 14-month duration.

At the time we went to print, the Finance Committee had extensively reviewed all available data. Please note that specific project costs are only preliminary estimates as the Phase I schematic design continues to evolve.

The Permanent Town Building Advisory Committee will be charged with monitoring the progress of construction and scrutinizing project costs. At their meeting on 11/1/18, the Committee voted to approve the concept of a 3-bay station on the proposed Ballardvale site. If Article 1 is approved, the project will move forward subject to review and approval from all applicable Andover town boards.

Context Architecture is following best municipal construction project practices and has examined recent similar projects in Eastern Massachusetts to arrive at the total expected project cost. The construction estimate has a contingency reserve and 6% escalation costs. Although the Committee is concerned about the appropriation request for funding so early in the design process, it is our conclusion that the project is necessary to maintain critical public safety needs and further delays can only result in additional cost increases.

The Finance Committee voted 9-0 to recommend approval of Article 1.

Please join us at Special Town Meeting on Monday, November 27 at 7:00 PM in the J. Everett Collins Center Auditorium at the Andover High School. Your participation is important.

The Finance Committee  
Eugenie M. Moffitt, Chair  
John J. Barry, Jr., Vice-Chair

Linn N. Anderson  
Andrew H. Betts  
Spiro A. Christopoulos  
Paul Monticciolo

Paul F. Russo  
Blackwell O.J. Taylor  
Bonita J. Zahorik



*Draft Conceptual Rendering of Proposed Ballardvale Fire Station*

**W A R R A N T**  
**THE COMMONWEALTH OF MASSACHUSETTS**  
**ESSEX, SS.**

In the name of the Commonwealth you are hereby required to notify and warn the Inhabitants of said Town who are qualified to vote in Town Affairs to meet and assemble at the J. Everett Collins Center Auditorium, Andover High School, Shawsheen Road, in said Andover, on

**TUESDAY, THE TWENTY SEVENTH DAY OF NOVEMBER, 2018**

At seven o'clock P.M. to act upon the following articles:

<b>ARTICLE 1</b>	<b>BALLARDVALE FIRE STATION LAND ACQUISITION AND CONSTRUCTION</b>
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To see if the Town will (i) authorize the Selectmen to (a) acquire by gift, purchase, eminent domain or otherwise, a parcel of land located at 161 Andover Street, identified on the Town Assessors' Map 137, Lot 19, consisting of 0.42938 acres, more or less, for general municipal purposes, and (b) design, construct and equip a new 3-bay Ballardvale Fire Station; (ii) re-appropriate the aggregate sum of \$400,000 that was previously appropriated from Free Cash under Articles 25 and 26 of the 2014 Annual Town Meeting for a Ballardvale Fire Station remodeling project instead to pay a portion of the costs of this land acquisition in the amount of \$200,000 and a portion of the costs of designing, constructing and equipping of a new Ballardvale Fire Station, including the payment of all other costs incidental and related thereto in the amount of \$200,000; (iii) appropriate a sum of \$300,000 to pay a portion of the costs of this land acquisition, (iv) appropriate \$7,700,000 to pay a portion of the costs of designing, constructing and equipping a new Ballardvale Fire Station, including the payment of all other costs incidental and related thereto, and (vi) to determine whether the amounts appropriated by the Town under this article shall be raised by taxation, transfer from available funds, borrowing, or otherwise provided, or to take any other action relative thereto.

*On request of the Town Manager*

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This article will appropriate \$8,000,000 to purchase land and fund construction of a new Ballardvale Fire Station, including site work and roadway design. \$300,000 for the land purchase will come from Free Cash; \$7,700,000 for design and construction will come from a combination of Free Cash (\$700,000) and non-exempt borrowing (\$7,000,000). The cost of the non-exempt debt issued will be paid from the 5.72% of adjusted gross revenues which the Town Manager's budget specifically allocates to capital improvements as part of his five-year Capital Improvement Plan.

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<b>Financial Impact of Article 1</b>	
<p style="margin: 0;"><u>Approval</u></p> <ul style="list-style-type: none"> <li>• Already included in your tax bill</li> <li>• \$25 of the tax you already pay will be allocated to this project</li> </ul>	<p style="margin: 0;"><u>Disapproval</u></p> <ul style="list-style-type: none"> <li>• No change in your tax bill</li> <li>• \$25 of the tax you already pay will be allocated to a different capital project</li> </ul>

**The BOARD OF SELECTMEN voted 5-0 to recommend approval.**

**The FINANCE COMMITTEE voted 9-0 to recommend approval.**

**The PLANNING BOARD voted 4-0 to recommend approval.**

## DO WE REALLY NEED A NEW FIRE STATION?

Yes, we do. The recent Columbia Gas event of September 13 made the importance of adequate public safety abundantly clear, and the Ballardvale Fire Station is no longer able to adequately serve the needs of the town. In the December 12, 2013 *Final Report of the Ballardvale Fire Station Building Committee*, the report stated “If this were not a public facility, it would have been condemned long ago.” Nearly five years later, nothing has changed. The building must be replaced.

The physical structure of the existing fire station is functionally obsolete. It is expensive to maintain, in need of constant repair, and is neither energy efficient nor ADA compliant. Since July 1, 2013 the Town of Andover has spent \$204,578 on labor and materials on this building. The work requests include roof repairs, plumbing repairs and upgrades, and asphalt repairs on the driveway and parking areas. To bring the building into ADA compliance would cost an estimated \$32,500.

A 2016 study by MGT of America Consulting LLC (below in Figure 1) identified the Ballardvale Fire Station as unsatisfactory in every category. It is now our top priority for new capital building projects.

TOWN SCORES of MGT of America Consulting LLC All Facilities					
Site Name	Building Condition	Suitability Score	Technology Score	Site Score	Combined Score (50/30/10/10)
<b>Fire/Public Safety</b>					
Ballardvale Fire Station	41.75	34.76	60.00	49.73	42.28
Public Safety	89.23	82.20	100.00	90.00	88.27
West Fire Stations	75.52	74.96	100.00	49.77	75.22
<b>TOTAL: Fire/Public Safety Average</b>	<b>68.83</b>	<b>63.97</b>	<b>86.67</b>	<b>63.17</b>	<b>68.59</b>
<b>Administrative/Sr. Center</b>					
Center at Punchard	72.44	57.74	100.00	60.45	69.59
Memorial Hall Library	87.02	82.94	100.00	75.22	85.92
Old Town Hall	82.20	79.78	100.00	90.00	84.03
School Administration	76.72	72.88	97.50	60.45	76.02
Town Offices	78.94	69.73	100.00	60.45	76.43
Water Treatment Plant	76.80	79.07	100.00	81.45	80.27
<b>TOTAL: Administrative/Sr. Center Average</b>	<b>79.02</b>	<b>73.69</b>	<b>99.58</b>	<b>71.34</b>	<b>78.71</b>
<b>Maintenance Facility</b>					
Red Spring Road Maintenance Bldg.	72.83	71.50	100.00	78.77	75.75
Spring Grove Cemetery	72.21	72.34	100.00	56.42	73.45
Town Yard	47.34	27.81	53.30	46.98	42.04
<b>TOTAL: Maintenance Facility Average</b>	<b>64.13</b>	<b>57.22</b>	<b>84.43</b>	<b>60.72</b>	<b>63.75</b>
<b>GRAND TOTAL: Town Facility Average</b>	<b>72.75</b>	<b>67.14</b>	<b>92.57</b>	<b>66.64</b>	<b>72.44</b>

Combined Scores	Description
> 90	Excellent/Like New
80 - 89.99	Good
70 - 79.99	Fair
60 - 69.99	Poor
< 59.99	Unsatisfactory

Figure 1: Town Scores of MGT of America Consulting LLC showing Ballardvale Fire Station Unsatisfactory Scores

## IS THIS THE RIGHT LOCATION? PUBLIC SAFETY AND RESPONSE TIMES

The Ballardvale Fire Station responds to approximately 30% of Andover's emergency calls. Andover Fire Service areas are depicted below in Figure 2. The current Ballardvale Fire Station is located slightly to the southeast of the map's center. This station serves residential areas as well as the large commercial areas located on Dascomb Road and Frontage Road.

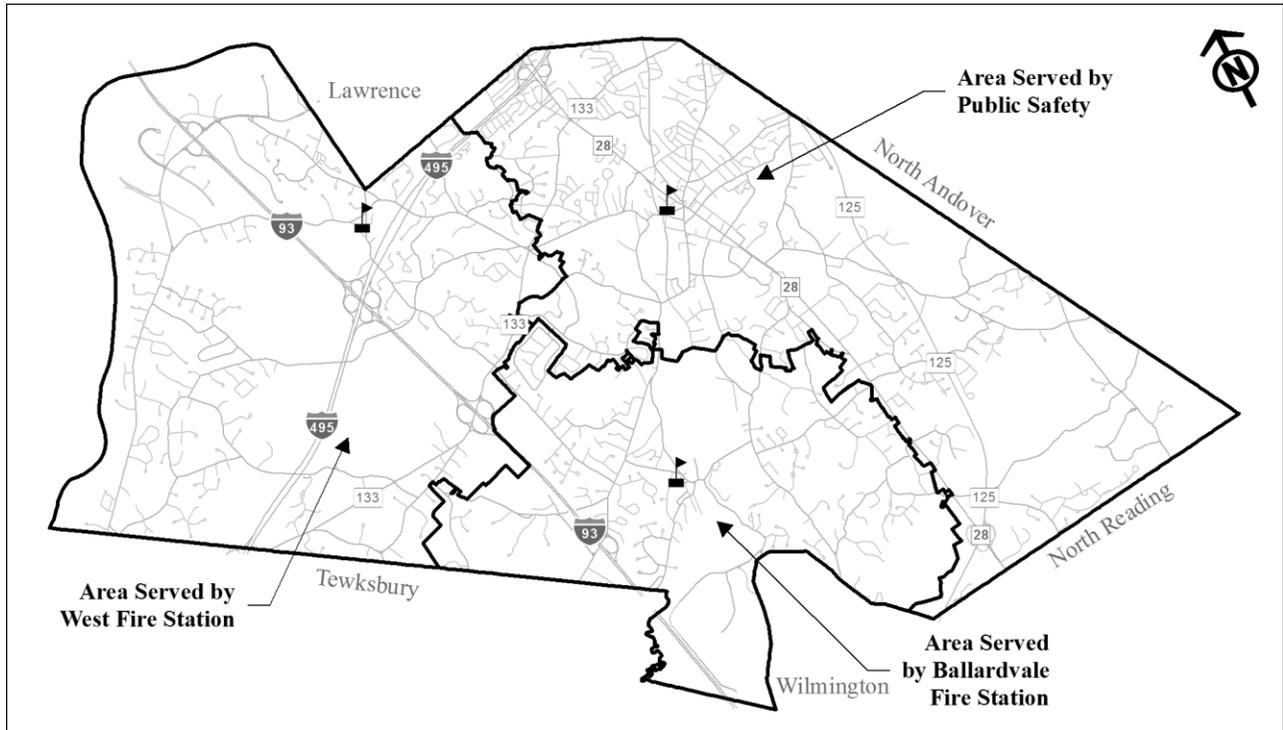


Figure 2: Andover Fire Service Areas

A key fire station site location analysis parameter is response time. The National Fire Protection Association (NFPA) provides standards and codes for usage and adoption by local governments in NFPA Standard 1710. Once the station receives an alarm, the standard requires that the vehicle exit the station in no more than 80 seconds for fire events and 60 seconds for EMS incidents. Fire apparatus should be onsite in under 4 minutes.

Detailed analyses have been performed by Criterion Associates, LLC, our data consultants, to assess response times from potential Ballardvale sites that were considered over the multi-year site selection process. The expected average response time from the current Fire Station site is 2.39 minutes versus a South School site response time of 2.81 minutes. The location for the proposed new station will meet all NFPA 1710 requirements. Therefore, the ability to house the necessary fire and ambulance apparatus and meet the response time requirements makes this location the right location.

## WHAT'S THE SCOPE OF THE PROJECT?

The proposal for the new Ballardvale Fire Station is for an 11,383 square foot, two-story structure located at the intersection of Clark Road and Andover Street. The proposed station will be built on the combined lot areas of the current site and the adjacent 161 Andover Street parcel. The project will also result in intersection improvements to ensure traffic safety and support necessary apparatus entry and exit requirements. The site plan is shown below in Figure 3.

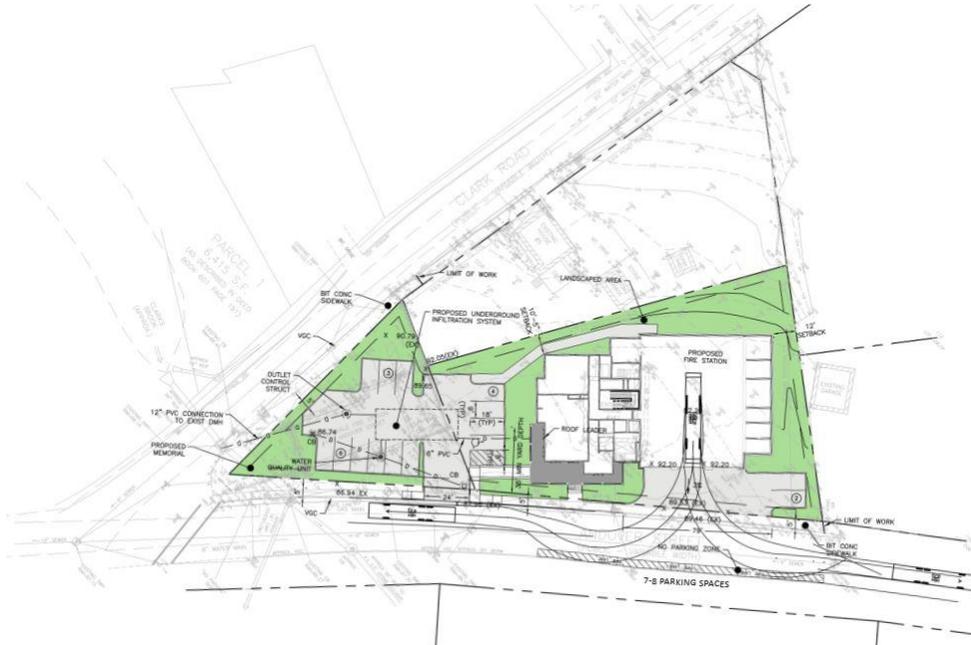


Figure 3: Proposed Ballardvale Fire Station Site Plan

The proposed floor plan is shown in Figure 4. Two separate space studies were conducted to arrive at the 11, 383 square foot total which will house the apparatus, equipment, personnel, storage and provide room for other necessary functions such as training. The building is expected to last for a 75-year period, and meet Town needs for the foreseeable future. Higher resolution versions of Figures 3 and 4 can be found at [www.andoverma.gov/BallardvaleFire](http://www.andoverma.gov/BallardvaleFire).



Figure 4: Proposed Ballardvale Fire Station Floor Plan

## WHAT IS THE TOTAL COST OF THE NEW FIRE STATION?

Funding for the Ballardvale Fire Station has been appropriated at several prior Town Meetings starting in 2009. The associated warrant articles and funding amounts are shown in Figure 5 below. \$800,000 has been appropriated over this time period and \$700,262 remains.

<b>TOWN MEETING HISTORY OF APPROPRIATIONS</b>							
<b>Year</b>	<b>Article #</b>	<b>Sponsor</b>	<b>Description</b>	<b>Amount Requested</b>	<b>Amount Appropriated</b>	<b>Amount Spent To-Date</b>	<b>Amount Remaining</b>
2009	34	Town	Appropriate the sum of \$200,000 for the purpose of planning engineering, and design of the replacement of the Ballardvale Fire Station	\$ 200,000	\$ 100,000	\$ (34,455)	\$ 65,545
2013	17	Private	Appropriate the sum of \$500,000 for the purpose of repairing, rehabilitating, and other wise restoring the Ballardvale Fire Station	\$ 500,000	Disapproved	-	-
2014	24	Private	Appropriate the sum of \$500,000 for the purpose of repairing, rehabilitating, and other wise restoring the Ballardvale Fire Station	\$ 500,000	Withdrawn	-	-
2014	25	Private	Appropriate \$200,000 or a lesser amount to acquire 8,000 square feet of land for a proposed addition to the station	\$ 200,000	200,000	(850)	199,150
2014	26	Private	Appropriate \$200,000 for the preparation of plans and specifications including drawings and bid documents for the construction of an addition to and the renovation of the present Ballardvale Fire Station	\$ 200,000	200,000	(64,433)	135,567
2016	47	Private	Appropriate \$3,000,000 for the construction and related expenses for an addition to the fire house	\$ 3,000,000	Disapproved	-	-
2017	53	Town	Appropriate the sum of \$300,000 for the purposes of purchasing professional services related to the design of the Ballardvale Fire Station	\$ 300,000	300,000	-	300,000
				<b>TOTAL: \$ 800,000 \$ (99,738) \$ 700,262</b>			

Figure 5: Previous Ballardvale Fire Station Warrant Articles

The proposed project requires land acquisition and construction costs. All costs are enumerated in Figure 6 below. The total project cost is \$8,700,000, including the use of \$700,000 in previously appropriated funds.

	<b>Estimated Project Cost</b>	<b>Prior Appropriations</b>	<b>Article 1</b>
<b>Land Acquisition:</b>			
Total Purchase & Sale	\$ 500,000	\$ -	\$ 500,000
2014 Article 25 Appropriation		(200,000)	(200,000)
<b>Total Land Acquisition:</b>	<b>500,000</b>	<b>(200,000)</b>	<b>300,000</b>
<b>Construction Costs:</b>			
Construction	5,523,000		5,523,000
Design & Engineering	562,500		562,500
Professional Services	415,000		415,000
Fixtures, Furniture & Equipment	605,000		605,000
Project Related	216,500		216,500
Contingency (Context Architecture)	678,000		678,000
2014 Article 26 Additional Reserve Contingency	200,000	(200,000)	
2017 Article 53 Appropriation		(300,000)	(300,000)
<b>Total Construction Costs:</b>	<b>8,200,000</b>	<b>(500,000)</b>	<b>7,700,000</b>
<b>GRAND TOTAL:</b>	<b>\$ 8,700,000</b>	<b>\$ (700,000)</b>	<b>\$ 8,000,000</b>

Figure 6: Ballardvale Fire Station Project Cost

## **HOW WILL WE FUND THE NEW BALLARDVALE FIRE STATION?**

Article 1 has several parts:

- First, \$300,000 is requested from Free Cash to purchase a parcel of land abutting the current Ballardvale Fire Station. This will be combined with \$200,000 from a prior 2014 appropriation to reach the total purchase price of \$500,000.
- Article 1 also requests \$7,700,000 for construction costs. This includes additional design work, engineering, site work, intersection design (but not construction) and all other costs associated with the construction of the new station. \$700,000 of this will come from Free Cash, the remaining \$7,000,000 will be borrowed.
- Andover expects to borrow \$7,000,000 for a 30-year term, with level debt, at an interest rate of 3.5%. The annual debt service will be \$380,599. The total cost of borrowing over the 30-year term of the loan will be \$11,417,980.

### **The Town Manager's Capital Capacity Plan**

In 2016, the Town Manager presented residents with an ongoing five-year plan to expand capital capacity, and use it to fund building improvements, without the need for an override, through a combination of Free Cash and non-exempt borrowing. His proposed plan allocates an annual spending target of 5.72% of adjusted gross annual revenues to pay for capital projects. (Note: this plan does not include new school building projects).

For FY20, the 5.72% target is estimated to be \$10,327,109. These funds will pay for several categories of non-exempt debt service (so named because no override was required and so it is not exempt from the Provisions of Proposition 2 ½.) Prior non-exempt debt service, new non-exempt debt service, and non-exempt debt to be issued are all funded by this amount. Capital projects from taxation appropriated in Article 5 are also funded within this target.

Free Cash is an important component of the capital capacity plan, and supplements the amount raised by taxation. Andover's policy is to maintain the combined balance of the Free Cash and Stabilization Fund at 3%-7% of General Fund Revenues. Excess Free Cash may be used for one-time capital and equipment purchases. In the spring of 2018, our Free Cash was certified at \$8,912,647, an historically high balance.

## HOW WILL APPROVAL OF ARTICLE 1 IMPACT MY REAL ESTATE TAX BILL?

Your real estate tax bill will increase every year, but not because of Article 1.

The amount Andover taxpayers pay in real estate taxes each year is determined by the following factors:

1. Proposition 2 ½
2. New growth
3. Debt exclusion and other overrides outside Proposition 2 ½
4. Excess levy capacity set by the Board of Selectmen (for FY2019= \$300,000)
5. The tax rate set by the Board of Selectmen each fall

The 5-year average annual tax increase from FY2015 to FY2019 in Andover was 3.6%. In our April 2018 Finance Committee report, we estimated tax increases through FY2021 as shown below.

Fiscal Year	At Levy Limit Projected Tax Within 2 ½	Tax Due to Debt Exclusion	At Levy Limit Projected Average Single Family Tax Bill	% Increase	At \$300,000 Below Limit Projected Average Single Family Tax Bill	% Increase
FY2019	9,717	269	9,986	4.1%	9,965	3.9%
FY2020	10,057	249	10,306	3.2%	10,286	3.2%
FY2021	10,409	219	10,628	3.1%	10,609	3.1%

So, yes. Your taxes will increase. But that increase will be the same regardless of whether or not Article 1 passes. Funding for the Ballardvale Fire Station will come from taxes you will already be paying, not through an override of Proposition 2 ½.

If Article 1 is approved, approximately \$25 of the \$9,965 paid by an average single family taxpayer in FY2019 will be used to fund the debt service for the construction of the Ballardvale Fire Station.

If Article 1 is not approved, that same \$25 will be spent on a different capital improvement project approved by voters.

<b>TAX IMPACT OF BALLARDVALE FIRE STATION</b>			
Description	Percent of Tax Bill	Average Single Family	
School Department	48.3%	\$4,813	<b><i>Average Single Family Tax Bill FY2019</i></b> \$9,965 <i>Based on FY18 Fincom Report</i>
Health Insurance	11.9%	\$1,186	
Public Safety	9.1%	\$907	
DPW and Facilities	6.8%	\$678	
Retirement	5.8%	\$578	
General Government	4.8%	\$478	
Non Exempt Debt CIP	3.4%	\$339	
Exempt Debt	2.7%	\$269	
Capital Improvements	1.9%	\$189	
Library	1.7%	\$169	
Community Services	1%	\$100	
Other	2.7%	\$259	

Figure 7: Tax Impact

## **FREQUENTLY ASKED QUESTIONS RE: BALLARDVALE FIRE STATION PROPOSAL**

**Q1: There was a task force that reviewed many other potential locations. Why has the location of the current fire station at the intersection of Andover St. and Clark Rd. been chosen?**

**A:** Call data analysis over the past three years by Criterion Associates, LLP, our consultants, found average emergency response times to be faster from the Ballardvale location than from other locations, including a location at the corner of Andover and Woburn Streets, on South School property, recommended in 2012.

**Q2: Is it dangerous having a fire station so close to the Ballardvale playground?**

**A:** The project will include the reorientation of the emergency vehicle exit and reconfiguration of the intersection to add signalization and improve safety. Questions have been asked if it would make sense to swap the locations of the fire station and playground. The station cannot be built on the playground site because there is a culvert running under it that would prohibit economically and environmentally feasible construction on the site.

**Q3: If funds were previously appropriated by Town Meeting on 2 occasions for design, why hasn't a design been completed before we vote to approve the full cost of the project?**

**A:** Through the feasibility design process, multiple options were reviewed, and it became apparent that to meet the current and future needs of the Fire Department, the entire lot area at 161 Andover St. would need to be purchased. Knowing this, the Town did not want to spend the funds on a final design until Town Meeting approved the purchase of the land. Nor does the Town want to purchase the land without appropriating construction funds. Article 1 asks Town Meeting to approve funds for land purchase, design and construction.

**Q4: At one time, wasn't a 4<sup>th</sup> Fire Station proposed to serve Andover? Will this new station meet the response time needs of South Andover? Will we need a 4<sup>th</sup> fire station?**

**A:** The potential need for a 4<sup>th</sup> fire station was discussed when there was discussion about a possible new I-93 exit near Lowell Junction. That is no longer the case. Economic development is expanding near the Dascomb Rd. exit which is easily accessed from the Ballardvale station. With the building of the new three-bay Ballardvale station as proposed, the Fire Department does not anticipate the need for a 4<sup>th</sup> station.

**Q5: Will the current fire station remain operable during the construction of the new one?**

**A:** Yes, with the current proposed site plan and building design, the new station will be positioned so it can be constructed adjacent to the old one, then the fire department will move to the new one before the old station is taken down and the remaining site work is completed.

**Q6: The space needs have been reduced in the most recent design from the original space needs conducted in 2012. What has changed? Will the proposed size meet the needs?**

**A:** An elevator to the second floor was eliminated and the size of the apparatus room has been reduced. The three bays are now planned at 15' X 72' rather than 15' X 80'. The needs have not changed but the fire chief has confirmed that the proposed 15' X 72' size is adequate to meet the needs of equipment storage and operations.

**Q7: With the new station having more space, will new fire apparatus be purchased?**

**A:** No new emergency response vehicle purchases are planned other than those already in the five-year Capital Improvement Plan.

# TOWN OF ANDOVER

## TOWN MEETING PROCEDURE AT A GLANCE

<b>To do this...</b>	<b>You say this.....</b>	<b>May you Interrupt Speaker?</b>	<b>Must you Be Seconded?</b>	<b>Is the Motion Debatable?</b>	<b>What vote is required?</b>
Request Information	Point of Information	Yes	No	No	No Vote
Complain about noise, sound, general room conditions, etc....	Point of Privilege	Yes	No	No	No vote
Object to procedure or personal affront	Point of order	Yes	No	No	No vote Chair decides
Introduce Business <i>(a primary motion)</i>	I move that.....	No	Yes	Yes	Majority
Ask for a vote count to verify a vote	I call for a standing count...	No	No	No	No Vote
Amend a motion	I move to amend this motion	No	Yes	Yes	Majority
End Debate <i>Can be denied by Moderator at his/her discretion</i>	I move the question	No	Yes	No	2/3 vote
Reconsider something already disposed of	Meeting only reconsiders a vote if an error has occurred				Chair corrects with proper vote
Recess the meeting	I move that we recess until....	No	Yes	No	Majority
Adjourn the meeting	I move we adjourn	No	Yes	No	Majority

**Town of Andover  
36 Bartlet Street  
Andover, MA 01810**

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**PLEASE BRING THIS REPORT WITH YOU  
TO SPECIAL TOWN MEETING**

**TUESDAY, NOVEMBER 27, 2018  
7:00 PM**

**J. EVERETT COLLINS CENTER  
ANDOVER HIGH SCHOOL AUDITORIUM**