

FINANCE COMMITTEE REPORT



APRIL 30, 2018
ANNUAL TOWN MEETING

ANNUAL TOWN MEETING

PLAN TO ARRIVE EARLY

All Town Meeting attendees must be checked into the meeting in the lobby of the Collins Center for the Performing Arts on April 30th. Voters must check in at their precinct table. Visit the Town website at 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 (April 10th) 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.

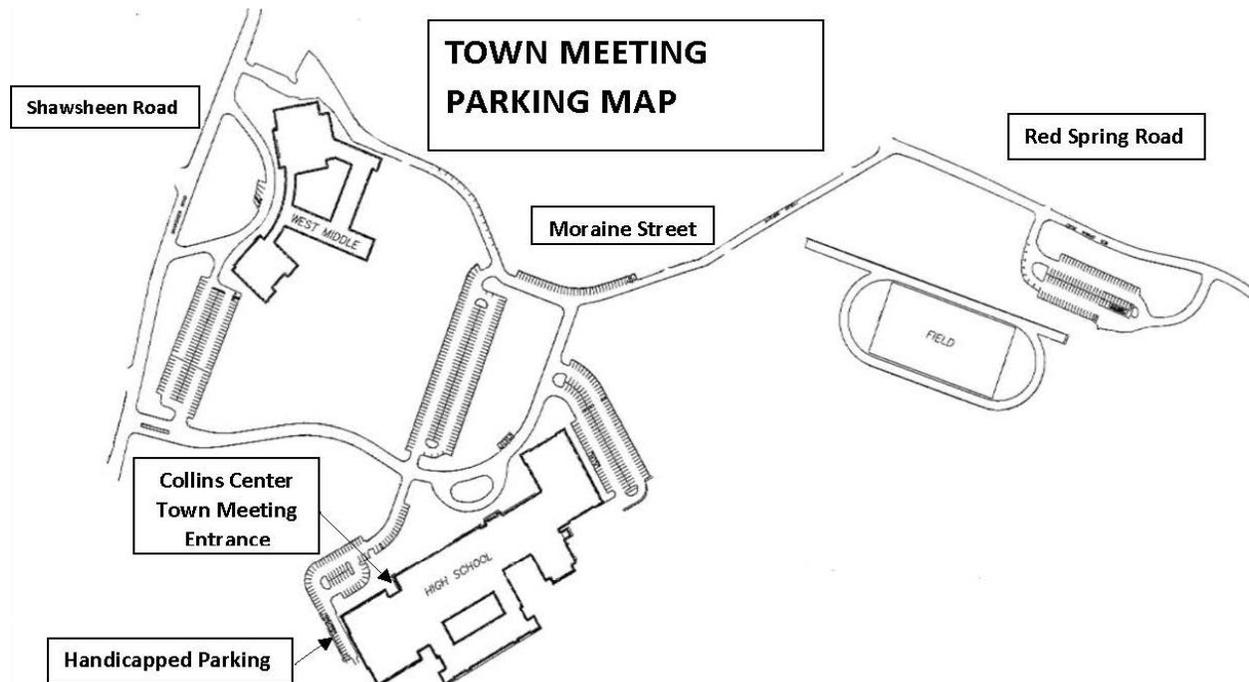
Non-Voters: Non-voters may attend Town Meeting and will be seated in a special section. Non-voters must check in at the Town Clerk's table in the lobby to register before being seated. Please be aware that non-voters will not be seated until after 7:00 P.M. when they are voted admittance by Town Meeting.

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





TOWN OF ANDOVER

36 Bartlet Street
 Andover, MA 01810
 (978) 623-8200
 www.andoverma.gov

April 4, 2018

To the Citizens of Andover,

Andover’s Town Charter requires that the Finance Committee advise voters of the financial impacts of your Annual Town meeting votes. It is our goal to recommend votes that maintain long-term financial sustainability and provide predictability for taxpayers.

How much will your taxes increase next year?

Last year, the Finance Committee received input from residents asking that we improve the way we communicate information about future property tax increases. Here is our projection.

If all the warrant articles funded by taxation are passed at Town Meeting as presented, the average single-family residential property tax bill is projected to increase by 3.9%.				
Average assessed value	FY2018 tax	FY2019 estimated tax	Percent increase	Dollar increase
\$613,261	\$9,591	\$9,965	3.9%	\$374
<p>More detailed projections may be found on pages 14 and 15 of this report.</p> <p>Because we don’t know the FY2019 valuation of single family residential property until the fall, and because the Board of Selectmen uses that valuation to set the tax rate, our estimation of next year’s tax increase is only that: an estimate.</p> <p>This year’s budget maintains \$300,000 in excess levy capacity as seen in prior years. If taxed to the levy limit, we estimate the average residential property tax bill will increase by 4.1% to \$9,986.</p>				

Looking forward, there are School building projects in the planning stage which would impact your future tax bills. Residents should expect to vote on at least one, and possibly two, debt-exclusion overrides as early as FY2020 to fund construction at West Elementary School and the Andover High School. If approved, this would increase property tax bills above the limits of Proposition 2 ½ for the 30-year life of the borrowing. Accurate financial projections are not yet available for these two projects.

Notable financial events of the past year

Acceptance of the West Elementary School Project by the Massachusetts School Building Authority (MSBA): In December 2017, the MSBA invited West Elementary into MSBA's 270-day Eligibility Period. This is the first step in an ongoing partnership with the MSBA which, if approved, could result in a significant subsidy to offset construction costs. Article 45 appropriates \$1,200,000 to fund a feasibility study as a next step. Working with the MSBA to complete a school building project is a multi-year process. Prior to any construction, there will be a debt-exclusion override presented at a future Town Meeting to approve financing for the project.

Full Implementation of the Government Accounting Standards Board (GASB) Unfunded Liabilities in Financial Statements: Prior to FY2018, only the net Other Post-Employment Benefits (OPEB) obligation was recorded in the Town's audited financial statements. The total OPEB obligation was disclosed in the "Notes" section of those statements. Beginning in FY2018, GASB 75 requires that the total OPEB liability be recorded on Andover's balance sheet. This will cause Andover's liabilities to exceed its assets on the Statement of Net Position. It is uncertain how bond rating agencies might respond to these changes. To date, Andover's AAA bond rating has not been affected.

Use of Overlay Funds: In November 2017, the Board of Selectmen realized that the FY2018 budget would result in a greater than expected increase in residential property taxes. Factors that contributed to this were a 13% reduction in personal property tax from new businesses and a one-year increase in Andover's exempt debt for previous school building projects as State reimbursements stopped. To avoid an increase in residential property taxes of over 5%, the Selectmen voted a one-time use of overlay funds in the amount of \$443,428 to reduce the tax levy. This held the FY2018 increase in residential tax bills to 4.6%.

Status of Collective Bargaining Agreements: The School Department has a newly organized ninth bargaining unit, Andover Occupational and Physical Therapist Association (AOPTA), with six members; this contract is still under negotiation. All other seven Town and seven of the eight School collective bargaining agreements (CBAs) have now been signed and are in effect until June 30, 2019. Finalized CBAs with agreed upon salary schedules allow for more accurate budgeting of personnel costs.

Health Insurance and OPEB: The recently executed CBAs have made a significant first step toward slowing the Town's annual increase in health insurance costs. In prior contracts, the employee contribution for individual coverage was 18.9%, and for family coverage was 23%. Under the new Town and School CBAs, all new hires will be required to pay for 30% of their health insurance premiums. The impact of this change will increase over time, as existing employees retire, and new employees replace them at the higher contributory rate. This year's savings from the increased contributions is expected to be \$160,917.

Andover is now in the third year of having non-Medicare eligible retirees (age 55-65) contribute more to their health insurance. The savings from this reform is estimated to be \$769,703 in FY2019 which will be appropriated to the OPEB Trust Fund. The Town is in the fourth year of self-funding its health insurance plan. Despite several very high claims, the increase in cost for FY2019 is budgeted at 8%, the same as in FY2018.

Unfunded Pension Liability: Andover's unfunded pension liability is being funded at over \$10 Million with a 10% yearly increase. This rapid escalation in funding will noticeably constrain future Town and School operating budgets. A possible change in the discount rate is currently under review by the Retirement Board and further changes may be forthcoming.

Construction of the New Municipal Services Facilities Building and Improvements to Town Offices: Construction of the new Municipal Services Facility (formerly known as the Town Yard) on Campanelli Drive is on schedule and expected to be completed in fall 2018, at which time the recently reorganized Department of Facilities will move there from Town Offices at 36 Bartlet Street. That departure will free up needed space and provide an opportunity to reconfigure the interior of Town Offices to improve functionality. Article 40 proposes these improvements to Town Offices.

Status of North Reading Water Agreement: At the Special Town Meeting on April 4, voters approved an article allowing the Board of Selectmen to move forward with a 99-year agreement for Andover to supply water to North Reading. If finalized, water revenues from North Reading will slow water rate increases and subsidize water infrastructure improvements.

FY2019 Budget highlights

Revenues: Anticipated revenues from all funding sources for FY2019 is \$191,758,491, an increase of 4.3% over FY2018. After subtracting fixed obligations, the amount available for operating budgets is \$123,096,104. Of this, the Town departments will receive \$40,585,446, a 2.41% increase and the School Department \$82,510,658, a 4% increase.

New Growth: The Department of Revenue certified Andover's New Growth for FY2018 at \$2,440,476. This is a decrease of 5.71% from the prior year. The Department of Revenue recommends conservative estimates when forecasting New Growth as it is subject to unpredictable fluctuations year-to-year. The Town Manager's long-term financial projection uses a 5-year average to calculate new growth, which is \$2,229,752 for FY2019.

Free Cash and the Town Manager's Capital Capacity Plan: The Town's FY2018 Free Cash was certified by the MA Department of Revenue at \$8,912,647. Andover has adequate reserves, even with an anticipated special appropriation to cover the brutal 2018 winter's extra snowplowing costs. A history of the Town's use of Free Cash is on page 55 of this report.

Free Cash is an important component of the Town Manager's Capital Capacity Plan, now in its third year of funding some large capital projects within the limits of Proposition 2 ½. The plan consists of two distinct phases: initial funding, often from Free Cash, for development and design, followed by general fund borrowing in subsequent years. (It should be noted that new school building construction requires a debt exclusion override and is not part of this plan.)

The Finance Committee supports the use of Free Cash for Article 40, Town Office Improvements (\$1,000,000) and Article 45, West Elementary Feasibility Study (\$1,200,000). Article 39, Downtown Improvements, was originally proposed in the amount of \$1,000,000. At the Town Manager's request, however, a reduced appropriation of \$100,000 will be moved at Town Meeting at this lower amount.

Capital Improvements for FY2019: The Finance Committee recommends approval of Article 5 totaling \$3,265,077 and additional CIP articles that we consider crucial for maintenance of the Town's infrastructure. The impact of each article on your tax bill should the article pass is shown beneath the warrant articles later in this report.

The School Department: Agreement on the FY2019 budget was reached early this year, and we commend the work done by the Town Manager, the Superintendent, the School Committee and the Board of Selectmen to achieve a balanced budget in a timely manner.

Under funding appropriations from prior years, textbooks competed with building maintenance in the same CIP request. One of the Finance Committee's recommendations last year was to move textbook funding from the CIP into the School operating budget. Beginning in the FY2019 budget, a \$380,000 allocation for textbooks has been moved into the School budget.

The School Department has the largest of all of Andover's departmental operating budgets. The School District educates approximately 6,000 students per year. Enrollment has remained essentially flat and, according to the McKibben Demographics study in October 2017, is expected to remain flat, or slightly decline. But the needs of Andover's students are changing, and unfunded state and federal mandates place demands on School resources.

There have been significant increases in Special Education (SPED) and English Language Learner (ELL) students, all of whom require special programs. So, despite no increase in enrollment, the number of teachers hired by the School Department continues to rise. At last year's Annual Town Meeting, voters approved a School operating budget to fund 894.32 Full Time Equivalents (FTEs), an increase of 11.7. As of December 31, 2017, the actual number of FTEs was 17.48, an increase of 5.78 more than what was approved by voters. **In the past 5 years, between FY2013 and FY2018, the total number of FTEs added to the School's general fund operating budget was 135.** This is an extraordinary addition to staff, despite the changing educational needs of Andover's students, especially given flat enrollment.

The Finance Committee is concerned about increased staffing because the growth of total compensation for employees, which includes salaries and benefits, is projected to grow faster than can be paid for within the Proposition 2 ½ levy limit. Please see pages 20 and 21 in this report for further details on the true total cost of employee compensation.

Article 37 Senior Citizen Property Tax Exemption: The Finance Committee was unable to reach a majority vote on Article 37. Several members felt that because it was a revenue-neutral article for the Town as a whole, this was a policy decision on which the Finance Committee should take no position. Others felt that shifting the tax burden from one segment of Andover's population to others, some of whom might have equal or lower incomes, was unfair.

Our FY2019 recommendation to voters

The Finance Committee recommends approval of this year's budget, with the following caveats:

1. The framework of the Town Manager's long-term budget projections must be balanced. If a structural budget deficit is shown in the years ahead, there must be a concurrent plan to bring the budget back into balance. If reductions to operating budgets are necessary in future years, departments must have time to prepare. Residents must also be given adequate notice if services will be eliminated. The option of an operating budget override of Proposition 2 ½ should be weighed against other ways of achieving fiscal balance.

2. The Long-Term Financial Planning Working Group must begin financial strategy sessions immediately and develop a predictable, transparent plan that addresses building and infrastructure maintenance as well as operating budget increases within projected annual revenues. The Town should not be grasping for one-year fixes, but should have a reliable, long-term balanced budget plan. The School Department should have a similar task force, with a comparable charge.
3. The rate of increase in Andover's fixed obligations and operating budgets cannot be maintained within current revenue forecasts. Andover must reduce the rate of increase in spending. All departments will be able to have modest increases, but all departments must slow their rate of growth, every year, for the foreseeable future. All stakeholders must take responsibility for delivering the best services in the most economical manner. This might include outsourcing non-mission critical services, eliminating some programs, reorganizing current staffing, and reorganizing departments for more efficiencies. Regionalization of certain services should be explored.
4. Economic development is essential. Andover must be strategic as it evaluates and takes advantage of new economic opportunities. This includes considering the Town's planning and zoning laws, and what type of new housing and new businesses Andover wants to encourage. Changes to zoning and other tools for development should proceed only after thorough analysis, and after formal adoption into the Town's Master Plan.
5. The overlay fund used to reduce the tax levy in 2018 used one-time funds. A policy should be developed to address the appropriate use of overlay and overlay surplus.

As this report goes to print, there are still several board votes that have yet to be taken. Other changes may occur as well, which might impact the Finance Committee's recommendations. Final changes and recommendations will be reported at Town Meeting.

Please join us at Town Meeting beginning on April 30th at 7:00 P.M. and continuing May 1st at 7:00 P.M. in the J. Everett Collins Center Auditorium at the Andover High School. Town Meeting will continue May 7th and May 8th if necessary. Your participation is important!

The Finance Committee

Eugenie M. Moffitt, Chair
John S. Barry, Jr., Vice-Chair

Margaret N. Kruse
Linn N. Anderson
Blackwell O. J. Taylor
Bonita J. Zahorik

Spiro A. Christopoulos
Paul F. Russo
Paul Monticciolo

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**FINANCE COMMITTEE RECOMMENDATIONS
2019 ANNUAL TOWN MEETING FINANCIAL ARTICLES**

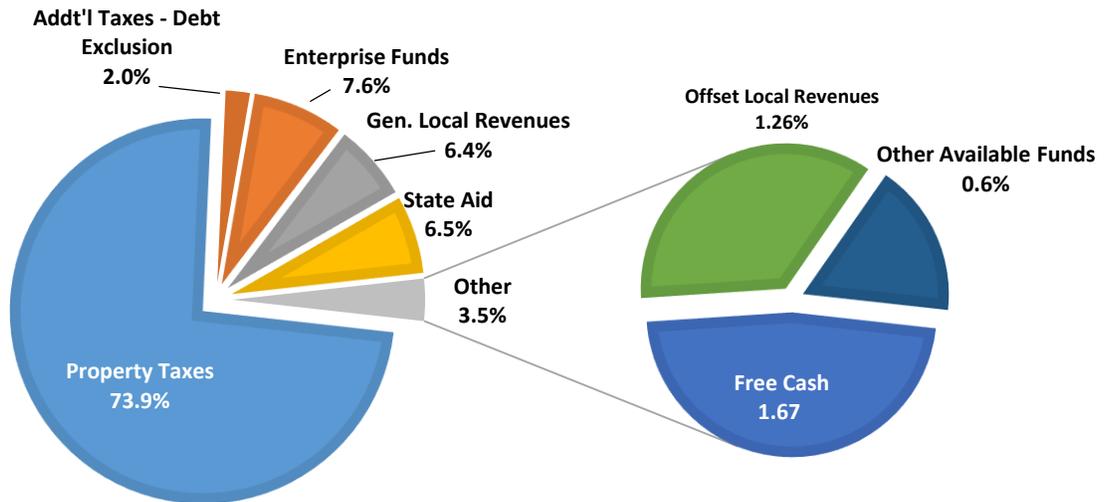
ARTICLE / TITLE	ARTICLE AMOUNT	TAX LEVY/ GEN. FUND	FREE CASH/ STAB. FUND	BONDING	TRANS./ OTHER	WATER/ SEWER	FINANCE COMMITTEE RECOMMENDATIONS
4 FY-2019 Budget	\$182,417,985	\$171,631,672			\$2,657,512	\$8,128,801	Approved
5 FY-2019 Capital Projects Fund Appropriation	\$3,265,077	\$3,265,077					Approved
6 Budget Transfers	TBD						TBD
7 Supplemental Budget Appropriations	TBD						TBD
8 Stabilization Fund	\$100,000	\$100,000					Approved
9 Free Cash	\$0						W/D
10 Unexpended Appropriations	TBD						TBD
15 Jerry Silverman Fireworks	\$14,000	\$14,000					Approved
17 PEG Access and Cable Related Fund Expenses	\$692,539				\$692,539		Approved
18 Overlay Surplus Transfer for Property Revaluation	\$32,000				\$32,000		Approved
19 Appropriation for Elder Services Program Stabilization Fund	\$12,000		\$12,000				Approved
20 Elderly/Disabled Transportation Program	\$12,000	\$12,000					Approved
21 Support for Civic Events	\$5,000	\$5,000					Approved
22 Spring Grove Cemetery Maintenance	\$6,000				\$6,000		Approved
23 Stabilization Fund Bond Premium	\$100,000		\$100,000				Approved
24 Water and Sewer Vehicles	\$195,000			\$3,000,000		\$195,000	Approved
25 Water Main Replacement Projects	\$3,000,000						Approved
26 Hydrant Replacement Program	\$100,000			\$5,000,000		\$100,000	Approved
27 Water Treatment Plant Electrical Substation Replacement	\$5,000,000						Approved
28 Minor Sanitary Sewer Collection System Improvements	\$50,000					\$50,000	Approved
29 Sewer Inflow/Infiltration Removal Program	\$100,000					\$100,000	Approved
30 Dale Street Pumping Station Replacement	\$360,000			\$360,000			Approved
31 Purchase of Conservation Land 83 Lowell Junction & Grant Applicati	TBD						Approved
32 Public Works Vehicles - Large	\$555,000			\$555,000			Approved
33 Fire Apparatus Replacement - Ladder Truck	\$1,100,000			\$1,100,000			Approved
34 Major Town Building Projects	\$775,000			\$775,000			Approved
35 Town and School Energy Initiatives	\$565,000			\$565,000			Approved
36 Major School Projects	\$722,000			\$722,000			Approved
38 Parking Study Implementation	\$75,000				\$75,000		Approved
39 Downtown Improvements (1)	\$100,000		\$100,000				Approved
40 Town Offices Customer Service Building Improvements	\$1,000,000		\$1,000,000				Approved
41 Senior Center at Punchard Design Services	\$160,000			\$160,000			Approved
45 West Elementary School Feasibility Study	\$1,200,000		\$1,200,000				Approved
46 Information Technology Platforms and Infrastructure	\$350,000			\$350,000			Approved
47 Student Device Refresh	\$200,000				\$200,000		Approved
48 Minor Storm Drain Improvements	\$300,000			\$300,000			Approved
49 Water Treatment Plant Maintenance	\$300,000					\$300,000	Approved

(1) - Original Request \$1,000,000 from free cash

If the Recommended FY2019 Budgets are approved, each \$1,000 of your property tax dollars will buy:

School Department Operating Budget	\$482
Health Insurance	\$119
Current Town and School employees and retirees	
Public Safety: Police and Fire	\$91
DPW and Facilities (Municipal Services)	\$68
Highway, snow removal, solid waste, street lighting, Town and School building and grounds maintenance, Cemetery, vehicle maintenance, capital projects management, engineering, etc.	
Retirement Fund	\$58
General Government	\$48
Town administration, Town Clerk, Town and School Information Technology, Community Development and Planning, Veterans Services, compensation and reserve fund	
Non-Exempt Debt Service	\$34
Principal and interest for previously approved projects funded within the Proposition 2½ levy limit	
Other	\$29
OPEB, State Assessments, Overlay, Vocational School assessment, general insurance, unemployment, warrant articles funded from taxation	
Exempt Debt	\$26
Bancroft, Public Safety Center, other school building projects funded outside the Proposition 2½ levy limit	
Capital Improvement Plan Article 5	\$19
Library	\$16
Community/Youth/Elder Services	\$10
Total	\$1,000

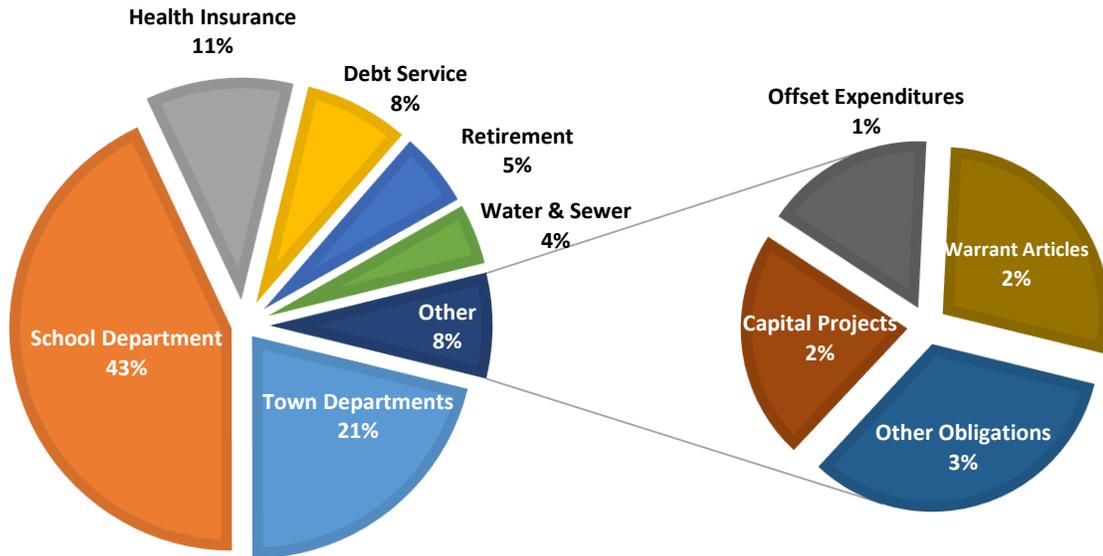
SOURCES OF FUNDS - FY2019



FY19 REVENUES - 4/6/18

Property Taxes	\$141,757,773	73.93%
Add'l Taxes - Debt Exclusion	\$3,902,896	2.00%
Enterprise Funds	\$14,553,160	7.59%
Gen. Local Revenues	\$12,250,042	6.39%
State Aid	\$12,514,804	6.54%
Free Cash	\$3,200,000	1.67%
Offset Local Revenues	\$2,417,875	1.26%
Other Available Funds	<u>\$1,161,941</u>	0.60%
	\$191,758,491	100.0%

USES OF FUNDS - FY2019



FY19 EXPENSES - 4/6/18

Town Departments	\$40,585,445	21.16%
School Department	\$82,510,658	43.03%
Health Insurance	\$20,662,075	10.77%
Debt Service	\$14,568,902	7.60%
Retirement	\$10,371,338	5.41%
Water & Sewer	\$8,428,801	4.40%
Other Obligations	\$4,847,320	2.53%
Capital Projects	\$3,265,077	1.70%
Offset Expenditures	\$2,417,875	1.26%
Warrant Articles	<u>\$4,101,000</u>	2.15%
	\$191,758,491	100.0%

PROPOSITION 2 ½ AND ANDOVER

WHAT IS PROPOSITION 2½?

The **Property Tax Levy** is the total amount a community raises in real and personal property taxes. The levy is calculated by taking the total amount that the town is authorized to spend during the fiscal year (the sum of all appropriation votes of Town Meeting plus any state or county assessments or other bills the town must pay not requiring Town Meeting approval) and subtracting anticipated state and local revenues.

The **Levy Limit** is a restriction placed on the Tax Levy by a state law known as **Proposition 2½**. The town's Levy Limit is automatically increased 2½% each year. In addition, a community is allowed to increase its levy limit to reflect growth of its tax base due to development.

Proposition 2½ limits the total a town is allowed to raise from property taxes. It is important to understand that the Levy Limit gets the 2½% increase. The Town's total revenues, the budgets, the tax rate, and the individual's property tax bill can all increase by different percentages in the same fiscal year and still be within Proposition 2½.

A community does not have to tax up to its levy limit, but it cannot exceed its levy limit unless voters approve an override or exclusion. Andover has been in full compliance with Proposition 2½ since its enactment. In some years, Andover does not tax up to its levy limit; the budgets adopted by Town Meeting required property tax levies which were lower than the maximum allowed under the law. In other years Andover's property tax levy has been very close to its levy limit.

If Town Meeting votes to spend more than the Town can expect to collect in revenues, Proposition 2½ provides local options for increasing the Levy Limit by passing, by majority vote in an election, an override, capital outlay exclusion, or debt exclusion. **The Levy Limit can be increased only by popular vote in a referendum, not by Town Meeting.** The State enforces Proposition 2½ by not allowing a Town to set its tax rate until it can prove that it has a balanced budget.

By passing an **Override** a community can assess a specific amount of property taxes in addition to its Levy Limit. The ballot question can specify the use of these additional revenues for the first year. An override results in a permanent increase in the Levy Limit. It is intended for funding ongoing programs.

By passing a **Debt Exclusion** a community can assess additional taxes to pay the debt service (principal and interest costs) for a specific capital project. The additional amount is added to the Levy Limit for the life of the debt only. Each year that a payment must be made for that project, the Levy Limit is first calculated as usual and then the extra amount from the debt exclusion is added. Unlike overrides, exclusions do not become part of the base used to calculate future years' levy limits.

By passing a **Capital Outlay Expenditure Exclusion** a community can assess additional taxes to pay for a specific project or major equipment purchase. The additional amount to pay for the project is added to the Levy Limit only for the year in which the project is undertaken. The amounts excluded for these one-time expenditures do not become part of the base. Capital outlay exclusions can only be used for expenditures that could be bonded.

THE OVERRIDE PROCESS

Increasing taxes to pay for additional services, projects, or purchases is a multi-step process. A four-fifths (4/5) vote of the Board of Selectmen is required to place an override or exclusion question on the ballot. A referendum is necessary to increase the Levy Limit so that the Town can collect the additional taxes. Town Meeting must vote to authorize the spending of any Town funds. When scheduling an election, time must be allowed for legal notice requirements, printing of ballot, voter registration, and absentee voting. State law establishes specific requirements regarding the wording of ballot questions.

NEW GROWTH AND ANDOVER'S PROPERTY TAX LEVY CALCULATION

	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>
Prior Year Levy Limit	110,260,239	114,580,485	119,797,140	124,996,152	130,709,372	136,417,582
+2 1/2% Increase	2,756,506	2,864,512	2,994,929	3,124,904	3,267,734	3,410,440
+New Growth	<u>1,563,740</u>	<u>2,352,143</u>	<u>2,204,083</u>	<u>2,588,316</u>	<u>2,440,476</u>	<u>2,229,752</u>
Andover's Levy Limit	114,580,485	119,797,140	124,996,152	130,709,372	136,417,582	142,057,774
+Exempt Debt Service	<u>3,278,583</u>	<u>4,438,406</u>	<u>4,304,490</u>	<u>3,597,424</u>	<u>4,040,852</u>	<u>3,902,896</u>
Total Allowed by Prop 2 1/2	117,859,068	124,235,546	129,300,642	134,306,796	140,458,434	145,960,669
-Excess Levy Capacity	<u>352,637</u>	<u>2,001,786</u>	<u>1,603,771</u>	<u>1,323,436</u>	<u>-1,105,875</u>	<u>300,000</u>
Actual Property Tax Levy	117,506,431	122,233,760	127,696,871	132,983,360	141,564,309	145,660,669

TAX GROWTH FROM NEW CONSTRUCTION ACTIVITIES

<u>FISCAL YEAR</u>	<u>RESIDENTIAL/ OPEN SPACE</u>	<u>COMMERCIAL/ INDUSTRIAL</u>	<u>PERSONAL PROPERTY</u>	<u>NEW GROWTH FINAL</u>
2018	1,132,911	478,376	829,189	2,440,476
2017	682,379	59,777	1,846,160	2,588,316
2016	852,206	353,649	998,228	2,204,083
2015	692,776	122,768	1,536,599	2,352,143
2014	593,070	107,515	863,155	1,563,740
2013	714,513	14,767	749,742	1,479,022
2012	470,623	71,686	1,170,123	1,712,432
2011	305,829	57,071	734,640	1,097,539
2010	271,613	109,918	722,005	1,103,536
2009	404,757	21,446	930,883	1,357,086
2008	772,937	328,929	730,764	1,832,630
2007	1,217,388	610,248	329,005	2,156,641
2006	1,575,860	259,077	200,589	2,035,526
2005	885,407	587,679	341,097	1,814,183

TAX BILL PROJECTION AND HISTORY

Estimating the FY19 Property Tax Increase

There are many variables affecting property tax rates and residential property tax bills. The table below shows what would happen if the average residential property tax bill required to fund Town and School budgets within Proposition 2½ escalates at 3½% per year – a reasonable estimate based on historical trends. Including the additional taxes to pay for approved debt exclusions and taxing up to the Proposition 2½ levy limit after a year with \$1.1 million in excess levy capacity results in a projected **4.1% increase for the average single family property tax bill**.

However, the Town Manager’s recommended budget maintains \$300,000 in excess levy capacity, resulting in a projected 3.9% increase for the average single family property tax bill. The table also shows the impact of maintaining a \$300,000 excess levy capacity for FY2020 and FY2021. If new growth is more than what is currently projected and this results in additional excess levy capacity, the average residential property tax bill increases could be lower.

Fiscal Year	Tax to Levy Limit Projected Tax Within Prop 2½	Tax Due to Debt Exclusion	Tax to Levy Limit: Projected Average Single Family Tax Bill	% Increase	At \$300,000 Below Levy 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%

To give taxpayers reasonable estimates of how the decisions on the budgets and warrant articles may affect their tax bills, several critical variables are held constant, basically calculating the impact on future years’ tax bills by using the real numbers from FY2018. This is done because there is no reliable way of predicting the impact of any shift in the tax burden due to either the revaluation of property or the Board of Selectmen’s annual vote on tax classification.

Because the work of the Board of Assessors establishing property values is not complete until Fall, because new growth cannot be certified until valuations are complete, and because the Board of Selectmen does not vote on tax classification until November, it is not possible to calculate the exact impact of Town Meeting decisions on individual tax bills prior to Town Meeting. The approach used here, projecting a percentage increase, gives voters the ability to estimate the impact on their individual property tax bills by simply multiplying the projected percentage increase by their current year’s (FY2018) property tax bill.

To estimate your FY2019 property tax bill: Multiply your FY2018 property tax bill by 0.039
 (where 0.039 is the 3.9% projected tax increase assuming Andover stays \$300,000 below its levy limit)

For example, if your property has an assessed value of \$500,000:

Your FY2018 property tax bill = \$500 x \$15.64 = \$7,820
 (where \$15.64 is the FY18 residential tax rate per \$1,000)

Your FY2019 estimated property tax increase = \$7,820 x 0.039 = \$305

Your FY2019 estimated property tax bill = \$7,820 + \$305 = \$8,125

Examples of estimated FY2019 single family residential property tax bills are shown here for several different property values, assuming that the total property tax levy is \$300,000 below the levy limit:

If your assessed property value is ...	\$300,000	\$500,000	\$800,000	\$1,200,000
FY2018 property tax bill	\$4,692	\$7,820	\$12,512	\$18,768
FY2019 projected property tax bill increase	\$183	\$305	\$488	\$732
FY2019 projected property tax bill	\$4,875	\$8,125	\$13,000	\$19,500

Historic Average Single Family Residence Assessed Value and Tax Bill

Fiscal Year	Tax Rate	Average Single Family Residence Assessed Value	Average Single Family Tax Bill	Dollar Increase	Tax % Increase	Tax Within 2 ½ Limit	Tax Due To Debt Exclusions
FY2018	15.64	613,261	9,591	421	4.6%	9,313	278
FY2017	15.18	604,053	9,170	225	2.5%	8,922	248
FY2016	14.82	603,550	8,945	297	3.4%	8,643	302
FY2015	14.97	577,689	8,648	305	3.5%	8,334	314
FY2014	15.18	549,622	8,343	376	4.7%	8,111	232
FY2013	14.51	549,070	7,967	181	2.3%	7,800	167
FY2012	14.15	550,129	7,786	306	4.1%	7,575	211
FY2011	14.12	529,775	7,480	241	3.3%	7,276	204
FY2010	13.19	548,860	7,239	185	2.6%	7,022	217
FY2009	12.16	580,087	7,054	255	3.8%	6,825	229
FY2008	11.69	581,568	6,799	141	2.1%	6,589	210
FY2007	11.25	591,800	6,658	258	4.0%	6,429	229
FY2006	11.40	561,360	6,400	392	6.5%	6,173	227
FY2005	11.51	522,000	6,008	298	5.2%	5,763	245
FY2004	11.47	497,800	5,710	220	4.5%	5,428	282
FY2003	11.63	470,000	5,466	480	9.6%	5,211	255
FY2002	14.13	352,852	4,986	266	5.6%	4,784	202
FY2001	14.92	316,370	4,720	123	2.7%	4,579	141

Projecting the Property Tax Bill Impact of Warrant Articles Funded with General Fund Borrowing from Taxation

Most financial articles have Financial Impact boxes explaining the proposed financing of the expenditure. For the articles funded with general fund borrowing, the current plans for managing the debt are summarized below. **The debt expense associated with the projects listed below to be voted at this year’s Town Meeting will be funded by the revenues available to the Town within Proposition 2½. There is no increase in the total amount that can be taxed if any or all of these articles pass. The debt expense associated with the article does become a fixed cost in future budgets.**

The calculation of an **estimated cost to the owner of an average single family residential property is shown below** to provide some sense of the impact of the proposed expenditure in relation to current budgets and tax bills. The actual FY2018 property tax levy and actual FY2018 average residential property tax bill were used to calculate the cost of each article to the taxpayer, basically showing the amount within the average tax bill that would have been needed to pay for the debt service this year, if the project had been approved by a prior Town Meeting. This table summarizes the information in the Financial Impact boxes.

<u>Article No.</u>	<u>Project</u>	<u>Total Authorized</u>	<u>Length of Bond Issue</u>	<u>Peak Year Debt Service</u>	<u>Tax \$ Needed</u>
32	Public Works Vehicles	555,000	10 years	74,925	\$5
33	Fire Apparatus	1,100,000	15 years	111,833	\$8
34	Town Buildings & Facility Maintenance	775,000	10 years	104,625	\$7
35	Town and School Energy Initiatives	565,000	10 years	76,275	\$5
36	School Buildings	722,000	15 years	73,403	\$5
41	Center at Punchar Design	160,000	5 years	37,600	\$3
46	IT Platform and Infrastructure	350,000	5 years	82,250	\$6
48	Storm Drain Improvements	300,000	10 years	40,500	\$3
Total		\$4,527,000		\$601,411	\$42

EMPLOYEE RETIREMENT BENEFITS

Andover, like all Massachusetts municipalities, is required to provide pension and retiree health insurance benefits to its employees. **In fact, to understand the true full cost of compensation for any employee, one must include the cost of these future benefits.** For many years, these benefits were budgeted only on a “pay as you go” basis, meaning that Andover budgeted only the amount necessary to cover costs for current retirees in a given year but did not put aside the amount needed to cover the future retirement benefits of current employees. These unfunded future costs are referred to as an “unfunded liability” for the Town. Government regulations and accounting rules have changed over time, impacting the way these liabilities are reported and funded today.

Pensions

Andover’s Contributory Retirement System provides pension, disability and death benefits to plan members and beneficiaries. Substantially all employees are members of the plan, with the notable exception of public school teachers and certain school administrators. Members are required to contribute a fixed percentage of their annual covered compensation to the system.

State law mandates that the Town pay its share of the pension costs based on an actuarially based funding schedule adopted by the Andover Retirement Board and approved by PERAC, a state agency. In August of 2016, the Retirement Board voted to reduce the discount rate while maintaining a target year of 2032 for fully funding our unfunded pension liability. (The state requires that pension liability be fully funded by 2040.) The rate change was in response to expert opinion, based on economic trends, that municipalities were using unrealistic rates that underestimated their liability. This rate adjustment required an increase in the amount the Town needed to pay into the Retirement Fund. Under the funding schedule adopted by the Retirement Board, Town contributions increased by 10% in FY2018 and each subsequent year (versus an 8% increase in previous years).

The funding schedule can be found in the pages following Article 4 of this book and the full actuarial report is available on the town website www.andoverma.gov. **The resulting FY2019 Retirement Fund appropriation (Article 4, Operating Budget, line 24) is \$10,371,338.**

Other Post Employment Benefits (OPEB)

Other Post Employment Benefits (OPEB) refers to benefits that retirees receive in addition to their pensions, primarily health insurance. Major factors that impact the future cost of this benefit for the Town are the number of eligible employees, rising health insurance costs and the portion of the premium that is paid by the Town. Andover’s most recent OPEB actuarial valuation determined an unfunded liability of \$184 million as of June 30, 2015. A summary is provided following Article 4 in this book and the full actuarial report is available on the Town’s website. Although there is currently no state requirement that a municipality fully fund its future OPEB liability within a specified timeframe, it is crucial for Andover’s long-term financial health that we responsibly address this liability.

The OPEB Advisory Committee report issued March 31, 2016 is available on the town website and a summary of their recommendations is provided on the next page. Following a public hearing on the report, the Town Manager amended his plan for addressing the unfunded OPEB liability. The guiding principles of the current plan include: 1) phasing in an increase in retiree premium contributions to 50%, mitigating potential impacts to current retirees; 2) maintaining a quality benefit plan for retirees; and 3) redirecting all savings from changes to retiree premium contributions to the OPEB Trust Fund to reduce Andover's long-term unfunded liability rather than applying that savings to current operating budgets. Based on these changes, together with the Town Manager's original plan for an annual deposit of 0.4% of adjusted gross revenues, actuaries estimate that the Town would fully fund its current unfunded OPEB liability in approximately 30 years.

The FY2019 OPEB appropriation is \$1,811,888 including the following:

- \$1,416,888 in Article 4, Line 26 of the Operating Budget made up of \$647,185 from the General Fund, which is 2.5% greater than last year's appropriation, plus \$769,703 from health insurance savings.
- \$395,000 from Water and Sewer Enterprise Funds.

Town Meeting's role: Town Meeting voters approve all Town budgets, including all appropriations into the OPEB Trust Fund. Voters should understand that increased OPEB funding early on significantly reduces the overall future liability, which lessens the burden on future taxpayers but reduces the funds available to provide services right now. When voting budgets at Town Meeting, voters should carefully consider what it means to fund the OPEB liability in a responsible manner.

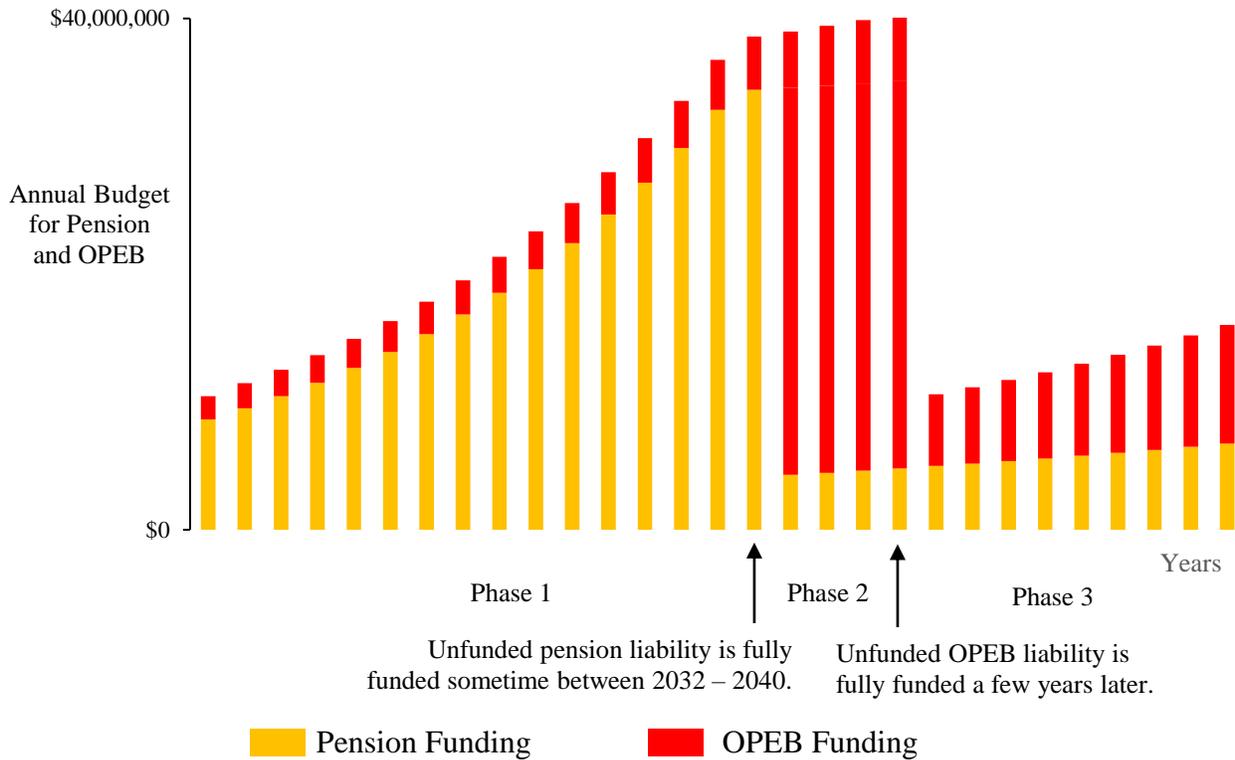
There are significant differences in the OPEB and pension obligations.

- Cities and Towns are required to have an actuarially based funding schedule for their pension plans which must be approved by the local Retirement Board and PERAC. State law mandates Town funding of the amount approved by the Retirement Board. There is currently no requirement to prefund OPEB.
- Employees contribute significantly to the funding of their pensions, but they do not pay anything toward the OPEB obligation. However, they do pay a portion of the health insurance premiums when they receive health benefits in retirement.
- Pension costs are directly related to salary costs. OPEB costs are directly related to the cost of employee health insurance.

The following page has a summary of the status of the OPEB Advisory Committee's 21 recommendations. Per the summary, Andover's leaders are taking action on items they can control and will continue to pursue more comprehensive OPEB reform that could help reduce the pressure these costs place on future operating budgets and tax bills.

<u>OPEB Advisory Committee Recommendations</u>	<u>Status</u>
1 Develop a funding policy with the intention of fully funding OPEB.	Implemented.
2 Systematically increase the retirees’ premium contribution rate to 50% by FY2020.	Implementation in process.
3 Systematically move current employees’ premium contribution rate to 50% through collective bargaining.	Action taken; new hires now 30%.
4 Increase eligibility standards for participation in the Town’s Retirement Plan from 20 to 30 hours for new employees.	State legislative action needed.
5 Eliminate the ability to “buy back time” or receive pro-rated credits for hours worked below the eligibility level.	Retirement Board action needed.
6 Limit cost of living increases (COLA) for retirees until the Retirement Plan is fully funded.	Retirement Board action needed.
7 Consider reimbursement from other towns when an employee retires from the Town and had previous employment.	Investigated; not enforceable.
8 Evaluate buying out employees’ vested benefits in OPEB.	State legislative action needed.
9 Consider transitioning to defined contribution style plans.	State legislative action needed.
10 Require that an employee retire from the Town or have 25 years of vested service in order to qualify for OPEB.	State legislative action needed.
11 Work with the Retirement Board to consider eligibility reforms.	Retirement board action needed.
12 Develop and implement a new pre-funding plan for new hires, where expenses are accounted for as they are earned.	Town Manager/BOS; collective bargaining.
13 Implement a unified approach to collective bargaining.	Implemented.
14 Establish a permanent OPEB Committee.	Town Manager/BOS.
15 Establish control policies for OPEB participation / reporting.	Implemented.
16 Adopt a comprehensive compensation model that reflects the true employee/candidate cost.	In process, long-term planning.
17 Create a Compensation Advisory Committee.	Town Manager/BOS.
18 Implement a meaningful Wellness Program.	Evaluating enhancements.
19 Implement a Citizen’s Dashboard concept.	Planned for 2019.
20 Ensure retiree premium savings are dedicated to OPEB.	Implemented.
21 Coalesce with other Triple A rated towns to organize legislative delegations.	In process.

Conceptual Financing Plan for the Unfunded Pension and OPEB Liabilities



This graph is a conceptual look at the current approach to funding the unfunded pension and OPEB liabilities. Other approaches will be explored by the Long Range Financial Planning Working Group in the coming months.

Phase 1: Funding the pension unfunded liability: The Town’s annual contributions increase rapidly so as to fully fund the unfunded pension liability in about 20 years.

Pursuing this approach to funding our pension and OPEB liabilities would require a strong commitment on the part of Andover residents and Town and School Departments, as the amount of money required for this rate of increase in pension payments would put a major constraint on all Town and School services in the years to come.

Phase 2: Funding the OPEB unfunded liability: Once the pension liability is fully funded, money budgeted for funding the unfunded pension liability shifts to funding the unfunded OPEB liability.

Phase 3: Avoiding future unfunded liabilities: Once the pension and OPEB unfunded liabilities are fully funded, in order to avoid generating future unfunded liabilities, the Town continues contributing money to the pension and OPEB funds to cover the future costs for current employees. This funding is referred to as the “normal cost.”

Notes:

- The projections shown here are estimates based on currently available numbers. These are not actuarial projections, and the actual funding details are likely to differ from what is shown here.
- The pension contributions shown here only reflect the projected Town contributions and do not include the contributions made by employees.
- These projections do not reflect any potential changes arising from implementation of additional OPEB Advisory Committee recommendations.

TOTAL COMPENSATION

The table below shows the costs of compensating active Andover employees in the FY19 budget and the annual amount accruing to future liabilities. As with other public and private employees, there are many elements in addition to salaries that are associated with personnel costs. Again, some of these costs are funded in the current year, while others become a future obligation.

FY2019 Town of Andover - Total Personnel Compensation Expense								
Compensation Cost Item	Town	Water/Sewer	School	Total	% of <i>TOTAL</i>	Change from FY2018		
						\$	%	
Salaries	\$ 31,214,733	\$ 2,391,944	\$ 66,753,383	\$ 100,360,060	78.5%	\$ 3,193,707	3.3%	
Health Insurance	3,655,178	296,811	9,964,070	13,916,059	10.9%	866,967	6.6%	
OPEB - Normal Cost	3,092,679	210,933	5,629,989	8,933,602	7.0%	425,410	5.0%	
Retirement Fund - Employer Normal Cost	1,689,761	22,986	817,314	2,530,060	2.0%	94,610	3.9%	
Employee Benefits - primarily Medicare tax	470,914	36,086	969,229	1,476,229	1.2%	88,861	6.4%	
General Insurance - Workers Comp	137,509	10,537	294,066	442,112	0.3%	28,923	7.0%	
Unemployment Compensation	49,764	3,813	106,422	160,000	0.1%	-	0.0%	
TOTAL	\$ 40,310,539	\$ 2,973,110	\$ 84,534,473	\$ 127,818,122	100.0%	\$ 4,698,478	3.8%	

It is important to note that the non-salary costs can increase at a faster rate than salaries.

FY2019 Town of Andover - Personnel Compensation: Salary vs. Non-salary				
Compensation Cost Category	Total	% of <i>TOTAL</i>	Change from FY2018	
			\$	%
Salaries - in department operating budgets	\$ 100,360,060	78.5%	\$ 3,193,707	3.3%
Non-Salary Compensation	27,458,062	21.5%	1,504,771	5.8%
TOTAL Compensation Cost	\$ 127,818,122	100.0%	\$ 4,698,478	3.8%

As shown in the above table, the FY2019 total compensation increased by 3.8%, which was split between:

- 3.3% in salary costs, and
- 5.8% in non-salary items.

As these numbers indicate, total compensation costs should be considered when departments add employees, when the Town negotiates labor contracts, and when Town Meeting appropriates funds to departments.

FIXED COSTS: A LOOMING CRISIS

In recent years, the Finance Committee has mentioned its concern that certain Town costs, namely retirement expenses and healthcare costs, are increasing at rates faster than revenue increases. There is no existing mechanism to rein in the large annual increases in these costs. As these costs continue to rise, they consume more and more of the Town's available funds. The result is that there will be less and less available funds for the operating budgets of the Town's departments.

The *Town Manager's Recommended Fiscal 2019 Budget & Financial Plan* has a revenue and expense forecast that clearly shows that we face a looming crisis. Per this forecast, the available funds for Town departments will be insufficient to fund the projected operating costs over the four years from FY2020-FY2023. In other words, we would have operating deficits. As the Town Manager's forecast shows, the deficits grow in FY2020 through FY2023. However, since the Town must have a balanced budget, we will need to offset the deficits with:

- Layoffs,
- Reductions in services, or
- Higher taxes via a Proposition 2 ½ override.

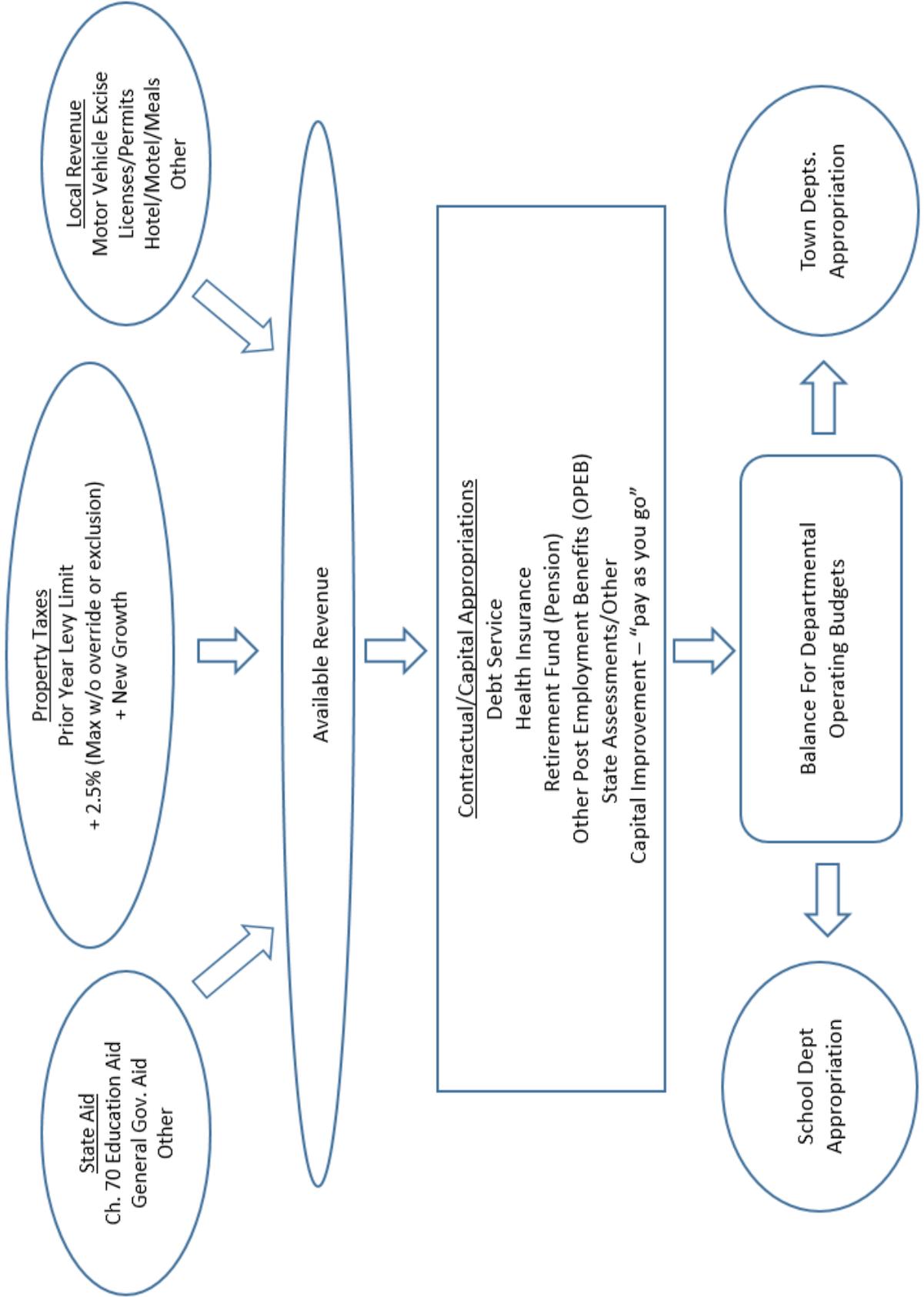
If the resolution to meet these projected operating deficits would solely be overrides, we would need to raise the following amounts by year. *Note: This is an exercise to demonstrate the issue, not a recommendation of expected course of action:*

<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>
2,079,271	1,672,040	1,796,853	1,432,785

Due to the compounding effect of adding to each year's levy, the actual amount of additional taxes paid by Andover taxpayers over the four years of overrides would be \$18,848,186 to meet the modeled appropriations for Town and School operations. In percentage terms, the overrides would result in a 5.2% increase in the tax levy over four years versus 4.0% without overrides.

This analysis does not include any additional amounts for debt exclusions to fund major capital projects.

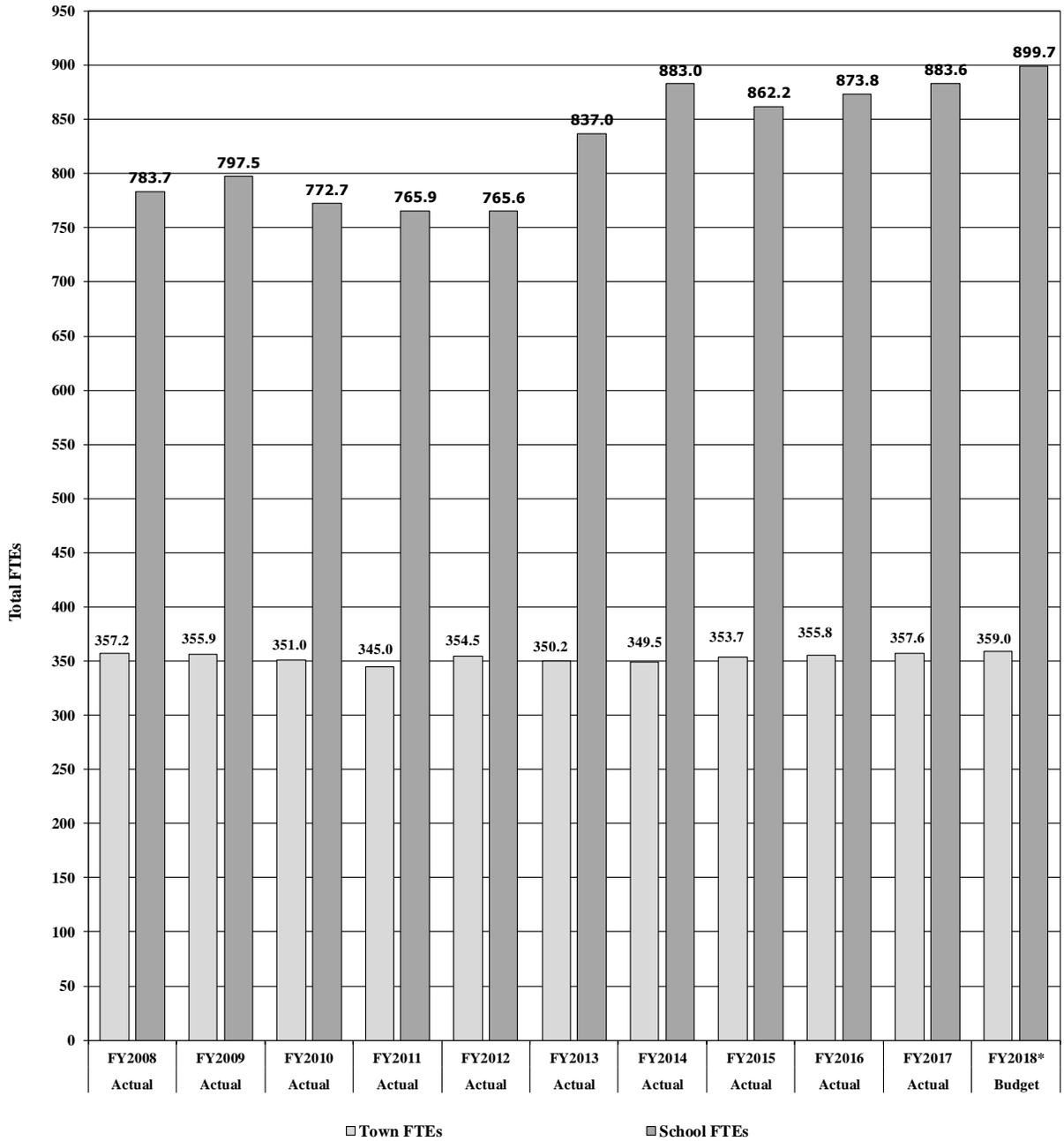
**Town of Andover Budget Model
(Excluding Water/Sewer/Offset Local Receipts)**



Long-Range Financial Projections

	FY 2018 RECAP	FY 2019	Percent Change	FY 2020	Percent Change	FY 2021	Percent Change	FY 2022	Percent Change	FY 2023	Percent Change
I REVENUE											
A. Property Taxes											
Prior Year Levy	130,709,371	136,417,582	4.37%	142,057,773	4.13%	147,838,969	4.07%	153,764,696	4.07%	159,838,565	4.01%
2 1/2% Increase	3,267,734	3,410,440	4.37%	3,551,444	4.13%	3,695,974	4.07%	3,844,117	4.07%	3,995,964	4.01%
New Growth	2,440,476	2,229,752	-8.63%	2,229,752	0.00%	2,229,752	0.00%	2,229,752	0.00%	2,229,752	0.00%
Unused Excess Levy Capacity	(1,105,875)	(300,000)	-72.87%	(300,000)	0.00%	(300,000)	0.00%	(300,000)	0.00%	(300,000)	0.00%
Exempt Debt Service	4,040,851	3,902,896	-3.41%	3,782,989	-3.07%	3,530,110	-6.68%	3,003,961	-14.90%	2,681,726	-10.73%
Total Property Taxes	139,352,558	145,660,669	4.53%	151,321,958	3.89%	156,994,806	3.75%	162,542,526	3.53%	168,446,007	3.63%
B. State Aid	12,207,377	12,514,804	2.52%	12,765,243	2.00%	13,013,311	1.94%	13,266,341	1.94%	13,524,431	1.95%
C. Local Receipts	11,492,300	12,250,042	6.59%	12,259,592	0.08%	12,269,381	0.08%	12,279,414	0.08%	12,289,699	0.08%
D. Free Cash for CIP & Articles	1,825,000	3,200,000	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
E. Other Revenues - Indirects, Cable, Bond Prem	2,053,486	2,068,087	0.71%	2,161,881	4.54%	2,169,813	0.37%	2,159,238	-0.49%	2,095,355	-19.04%
TOTAL REVENUES	166,930,721	175,693,602	5.25%	178,508,675	1.60%	184,447,311	3.33%	190,247,519	3.14%	196,355,492	1.01%
II APPROPRIATIONS - Debt/Obligations/Capital											
A. Capital & Debt Service											
Non-Exempt Debt Service	5,463,961	6,139,679	12.37%	6,336,883	3.21%	7,283,808	14.94%	7,965,218	9.36%	8,016,332	0.64%
Exempt Debt Service	4,125,342	3,981,010	-3.50%	3,859,110	-3.06%	3,601,449	-6.68%	3,068,924	-14.79%	2,740,313	-10.71%
Cash Capital Outlay	3,678,875	3,265,077	-11.25%	4,120,109	26.19%	3,934,316	-4.51%	3,669,433	-6.73%	3,455,598	-5.83%
Total General Fund Capital	13,268,178	13,385,766	0.89%	14,316,102	6.95%	14,819,573	3.52%	14,703,575	-0.78%	14,212,243	-3.34%
B. Obligations - Fixed Costs											
Retirement	9,428,488	10,371,337	10.00%	11,408,470	10.00%	12,549,318	10.00%	13,804,249	10.00%	15,184,674	10.00%
Insurance/Workers Comp	901,405	967,703	7.35%	1,035,442	7.00%	1,107,923	7.00%	1,185,478	7.00%	1,268,461	7.00%
Unemployment Compensation	160,000	160,000	0.00%	163,200	2.00%	166,464	2.00%	169,793	2.00%	173,189	2.00%
Health Insurance	19,889,938	21,592,695	8.56%	23,320,110	8.00%	25,185,719	8.00%	27,200,577	8.00%	29,376,623	8.00%
Less: Retiree Savings To OPEB	(632,938)	(769,703)		(906,194)		(951,054)		(999,079)		(1,079,005)	
Less: New Employee Contribution Split	-	(160,917)		(339,108)		(595,703)		(942,106)		(1,391,044)	
Total Health Insurance	19,257,000	20,662,075	7.30%	22,074,808	6.84%	23,638,962	7.09%	25,259,392	6.85%	26,906,573	6.52%
OPEB	1,264,338	1,416,888	11.99%	1,569,559	10.53%	1,631,003	3.92%	1,696,026	3.92%	1,793,376	6.04%
OPEB Original	631,400	647,185	2.50%	663,365	2.50%	679,949	2.50%	696,947	2.50%	714,371	2.50%
OPEB Additional Retiree Savings	632,938	769,703	21.61%	906,194	17.73%	951,054	4.95%	999,079	5.05%	1,079,005	8.00%
Total General Fund Obligations	44,279,409	46,963,769	6.06%	50,567,582	7.67%	53,913,243	6.42%	56,818,513	5.36%	59,538,518	4.81%
C. State Assessments	578,742	715,967	23.17%	733,866	2.50%	752,213	2.50%	771,018	2.50%	790,294	2.50%
D. Offset Aid - Assistance to Libraries	45,830	45,719	-0.24%	45,719	0.00%	45,719	0.00%	45,719	0.00%	45,719	0.00%
E. Technical School Assessment	610,000	628,300	3.00%	647,149	3.00%	666,563	3.00%	686,560	3.00%	707,157	3.00%
F. Overlay Reserve	591,466	862,541	45.83%	1,200,000	39.12%	900,000	-25.00%	900,000	0.00%	900,000	0.00%
G. Warrant Articles - From Taxation	31,000	131,000	322.58%	31,000	-76.34%	31,000	0.00%	31,000	0.00%	31,000	0.00%
H. Warrant Articles - From Free Cash	1,825,000	3,200,000	0.00%	0	0.00%	-	0.00%	-	0.00%	-	0.00%
I. Other - Court Judgements & Deficits	-	50,203	100.00%	150,000	198.79%	150,000	0.00%	150,000	0.00%	155,000	3.33%
III.A. APPROPRIATIONS - Town & School Operations	118,969,274	123,096,104	3.47%	127,306,352	3.42%	131,663,325	3.42%	136,172,216	3.42%	140,838,408	3.43%
TOTAL APPROPRIATIONS	166,930,721	175,693,602	5.25%	180,681,668	2.84%	188,122,063	4.87%	195,575,027	5.09%	203,006,095	3.80%
SURPLUS/(DEFICIT)	(0)	(0)		(2,172,993)		(3,674,752)		(5,327,508)		(6,650,603)	
III.A.	School increases projected at 4% (FY19) and 3.75% (FY20-FY23)/Town increases projected at 2.41% (FY19) and 2.75% (FY20-FY23)										
III.B. APPROPRIATIONS - Town & School Operations											
TOTAL APPROPRIATIONS											
SURPLUS/(DEFICIT)											
III.B.	Same as above except illustrates projected increases required for a balanced budget										

Town & School Employees (FTEs) FY2008 - FY2018



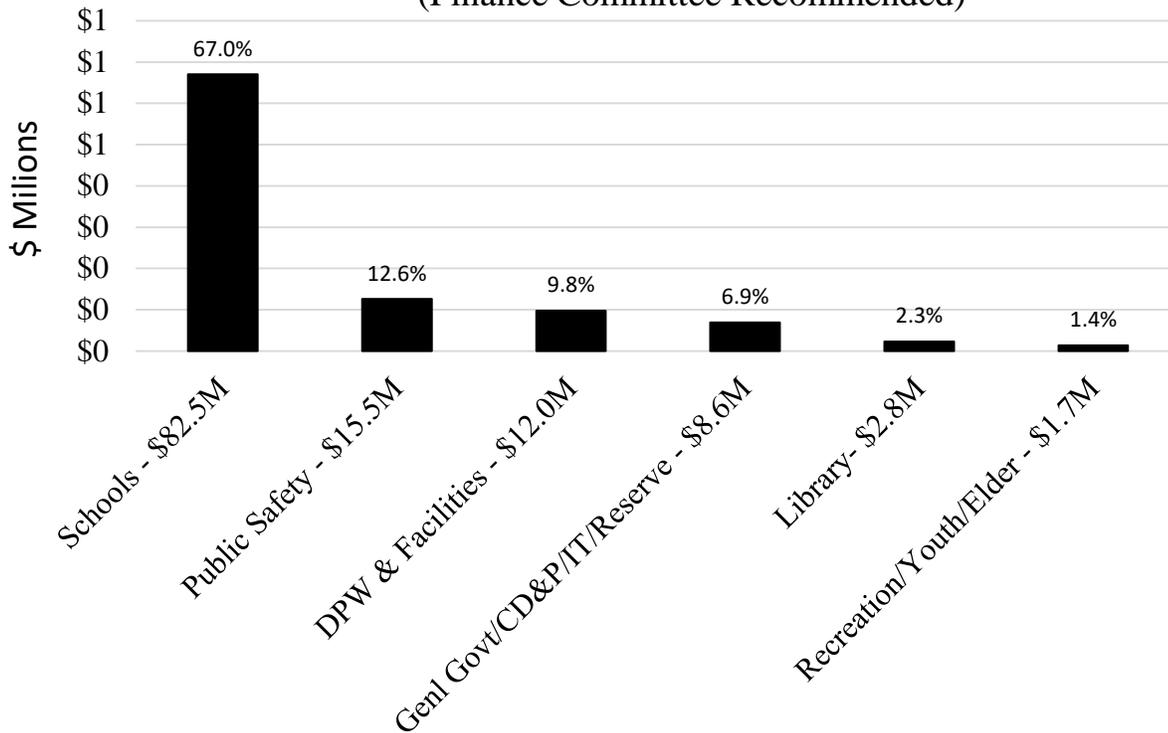
	Actual FY2008	Actual FY2009	Actual FY2010	Actual FY2011	Actual FY2012	Actual FY2013	Actual FY2014	Actual FY2015	Actual FY2016	Actual FY2017	Budget FY2018*	Budget FY2019	Actual 10-Yr FTE Change
Town FTEs	357.2	355.9	351.0	345.0	354.5	350.2	349.5	353.7	355.8	357.6	359.0	359.0	1.8
School FTEs	783.7	797.5	772.7	765.9	765.6	837.0	883.0	862.2	873.8	883.6	899.7	906.4	122.7
Total FTEs	1,140.9	1,153.4	1,123.7	1,110.8	1,120.1	1,187.2	1,232.5	1,215.9	1,229.6	1,241.2	1,258.6	1,265.4	124.4

* - As of 2/6/18

FY19 Departmental Budgets - \$123 Million

Net of Offset Revenues

(Finance Committee Recommended)



Town and School Shares of Funds Available for Annual Operating Budgets

	Total Operating Budgets	School Operating Budget	School % of Total	Town Operating Budget	Town % of Total
FY2010	\$90,741,855	\$59,728,158	65.82%	\$31,013,697	34.18%
FY2011	\$93,633,291	\$61,888,421	66.10%	\$31,744,870	33.90%
FY2012	\$96,555,761	\$62,784,577	65.02%	\$33,771,184	34.98%
FY2013	\$100,016,728	\$65,864,399	65.85%	\$34,152,329	34.15%
FY2014	\$104,237,932	\$68,927,593	66.13%	\$35,310,339	33.87%
FY2015	\$107,232,998	\$70,904,452	66.12%	\$36,328,546	33.88%
FY2016	\$110,621,891	\$73,296,591	66.26%	\$37,325,300	33.74%
FY2017	\$114,536,592	\$76,099,203	66.44%	\$38,437,389	33.56%
FY2018	\$118,775,274	\$79,143,171	66.63%	\$39,632,103	33.37%
FY2019	\$123,096,103	\$82,510,658	67.03%	\$40,585,445	32.97%

EXPENDITURES BY TOWN FOR SCHOOL DEPARTMENT

Andover Funds some items that the State Department of Education considers to be school expenditures in non-school departmental budgets. Shown here are additional DOE defined school expenses that are not included in the school budget line in Article 4.

<u>Categories</u>	<u>EXPENDED</u> <u>FY2015</u>	<u>EXPENDED</u> <u>FY2016</u>	<u>EXPENDED</u> <u>FY2017</u>	<u>BUDGET</u> <u>FY2018</u>
Finance and Administrative Services	174,857	202,309	171,670	194,268
Human Resources and Benefits	54,279	55,609	56,722	57,572
School Security	4,588	4,588	4,000	4,000
Heating of School Buildings (school offices)	17,227	18,726	20,291	23,310
School Utility Services (electricity, water, sewer, trash, recycling)	277,560	272,203	286,670	321,948
Maintenance of School Grounds (grounds, fields, snow, sweeping)	218,165	99,902	210,854	220,872
Maintenance of School Buildings (Plant and Facilities)	710,176	776,958	783,594	800,217
Maintenance of School Equipment (Plant and Facilities, Public Safety)	107,182	105,329	110,584	113,933
Extraordinary Maintenance (Plant and Facilities)	1,588,179	1,964,967	2,286,866	2,629,896
Networking & Telecommunications	132,808	234,213	253,408	285,210
Technology Maintenance	928,609	1,087,248	1,011,657	1,026,832
Employer Retirement Contributions	1,895,993	2,328,833	1,887,913	2,180,738
Insurance for Active Employees	10,448,889	9,058,300	8,320,732	10,624,177
Insurance for Retired School Employees (1)	214,134	2,710,559	2,638,492	2,744,032
Other Non-Emp Insurance- Prop and Casualty	434,003	383,368	549,193	471,980
Short Term Interest	-	6,464	11,901	27,387
Purchase of Land & Buildings	1,945,364	-	-	-
Capital Technology	952,005	1,287,788	1,449,955	2,568,609
Long Term Debt Retirement/School Construction	5,339,667	5,479,733	4,542,133	3,995,667
Long Term Debt Service/School Construction	2,163,609	2,068,692	1,884,306	1,825,790
Regional School Assessment	456,521	569,335	578,780	610,000
TOTAL	28,063,815	28,715,125	27,059,722	30,726,440

NOTES

The above report is submitted at year end as a part of the School department End of Year Financial Report
This section reports expenditures for the School Department that are not included in the School Department budget.
Categories and some allocations are determined by DOE regulations and/or joint agreement for services to School department.

FROM: MASSACHUSETTS DEPARTMENT OF EDUCATION
END OF YEAR PUPIL AND FINANCIAL REPORT

(1) Retired Teachers were brought back into the Town from the GIC in FY15

2018 ANNUAL TOWN MEETING

Monday, April 30, 2018

J. EVERETT COLLINS CENTER AUDITORIUM

ANDOVER HIGH SCHOOL

CALL TO ORDER 7:00 P.M.

OPENING PRAYER

PLEDGE OF ALLEGIANCE TO THE FLAG

ADMITTANCE OF NON-VOTERS

MOTION TO DISPENSE WITH READING OF WARRANT AND RETURN OF SERVICE BY TOWN COUNSEL

MOTION TO PERMIT MODERATOR TO REFER TO WARRANT ARTICLES BY NUMBER AND BY SUBJECT MATTER

ELECTION

ARTICLE 1. Annual Town Election: Moderator for one year, two Selectmen for three years, two School Committee members for three years, one member of the Greater Lawrence Regional Vocational Technical School District Committee for three years and two Punchard Free School Trustees for three years.

All of the above candidates are to be voted on one ballot. The polls will be open from seven o'clock A.M. to eight o'clock P.M.

After the final action on the preceding Article One, the said meeting shall stand adjourned by virtue of Chapter 39, Section 20 of the Massachusetts General Laws, to Monday, April 30, 2018 at seven o'clock P.M. in the J. Everett Collins Center Auditorium, Andover High School, Shawsheen Road, in said Andover, then and there to begin acting upon articles that follow in this warrant.

ELECTION NOT REQUIRED BY BALLOT

ARTICLE 2. To elect all other officers not required by law to be elected by ballot, or take any other action related thereto.

~ ~ ~ ~ ~

The John Cornell Fuel Assistance Fund was established by Article 17 of the 1893 Annual Town Meeting. Five thousand dollars was left to the Town to be used for the needy and poor to purchase wood or coal. In 1995 the Trust documents were modified by the Probate Court of Massachusetts to permit the use of these funds for all types of fuel for heating, cooking or electrical purposes. Three trustees administer the funds. They are chosen on a staggered basis by vote at the Annual Town Meeting.

~ ~ ~ ~ ~

YES _____

NO _____

On request of the Town Clerk

SALARIES OF ELECTED OFFICIALS

ARTICLE 3. To establish the salaries of the elected officers for the ensuing year, or take any other action related thereto.

~ ~ ~ ~ ~

The 1998 Annual Town Meeting voted to establish the following salaries for elected officials effective July 1, 1999: \$1,500 for each member of the Board of Selectmen and the School Committee, and \$1,800 for each chairman. The Moderator is paid \$250 for the Annual Town Meeting and \$60 for each Special Town Meeting. These salaries are not specified by Town Bylaw, and therefore must be voted each year by Town Meeting.

~ ~ ~ ~ ~

The FINANCE COMMITTEE voted 6-0 to recommend approval.

YES _____

NO _____

On request of the Town Clerk

THE BUDGET

ARTICLE 4. To see if the Town will vote to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, to defray charges and expenses of the Town, including debt and interest, and to provide for a reserve fund for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019, or take any other action related thereto.

There will be 12 motions on the Budget:

Public Safety	Unclassified Expenses
General Government	Andover Public Schools
Department of Public Works	Sewer
Department of Public Facilities	Water
Library	Technical Schools
Community Services	Obligations

To make it easier for voters to follow the motions on the budget, the Finance Committee has printed the **FY2019 OPERATING BUDGET** on two pages. These motions represent the statutory appropriations. Increases or decreases in actual costs and changing priorities during the fiscal year can result in shifts of funds from one line to another within departmental budgets, but the totals cannot exceed the amounts voted by Town Meeting. The first three columns show the actual expenditures for FY2016 and FY2017 and the FY2018 Budget approved at last spring's Town Meeting. The last column shows the FY2019 Budget recommendations of the Finance Committee.

Finance Committee Recommendations	
Article 4 Budget Appropriations	\$182,417,985
Article 5 Capital Projects	3,265,077
Other Warrant Articles	4,401,000
Non-Appropriated Costs	<u>1,674,429</u>
	\$191,758,491

On request of the Town Manager

STAFFING CHANGES

A full-time equivalent (FTE) can be one full-time worker, two half-time workers, or any combination of hourly employees that add up to full-time.

	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>
Public Safety	144.0	145.0	145.0	144.5
General Government	64.4	63.4	64.7	65.3
Public Works	39.0	39.0	39.0	41.0
Public Facilities	32.0	32.5	32.5	30.5
Library*	26.9	26.9	26.9	26.9
Community Services	21.8	24.0	23.8	24.1
Retirement	<u>1.8</u>	<u>1.8</u>	<u>1.8</u>	<u>1.8</u>
Total Town	329.9	332.6	333.7	334.1
Schools	873.8	883.1	894.8	906.4
Water	23.0	23.0	23.0	23.0
Sewer	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>
Total Water/Sewer	27.0	27.0	27.0	27.0

* Actual total Library FTEs have not changed over the past four fiscal years and remain constant at 26.9 FTEs. The method for accounting for part-time FTEs for Library personnel was inconsistently applied in the past. Prior year Library FTE figures have been restated to reflect the correct number of FTEs under the proper method.

TOWN DEPARTMENTS

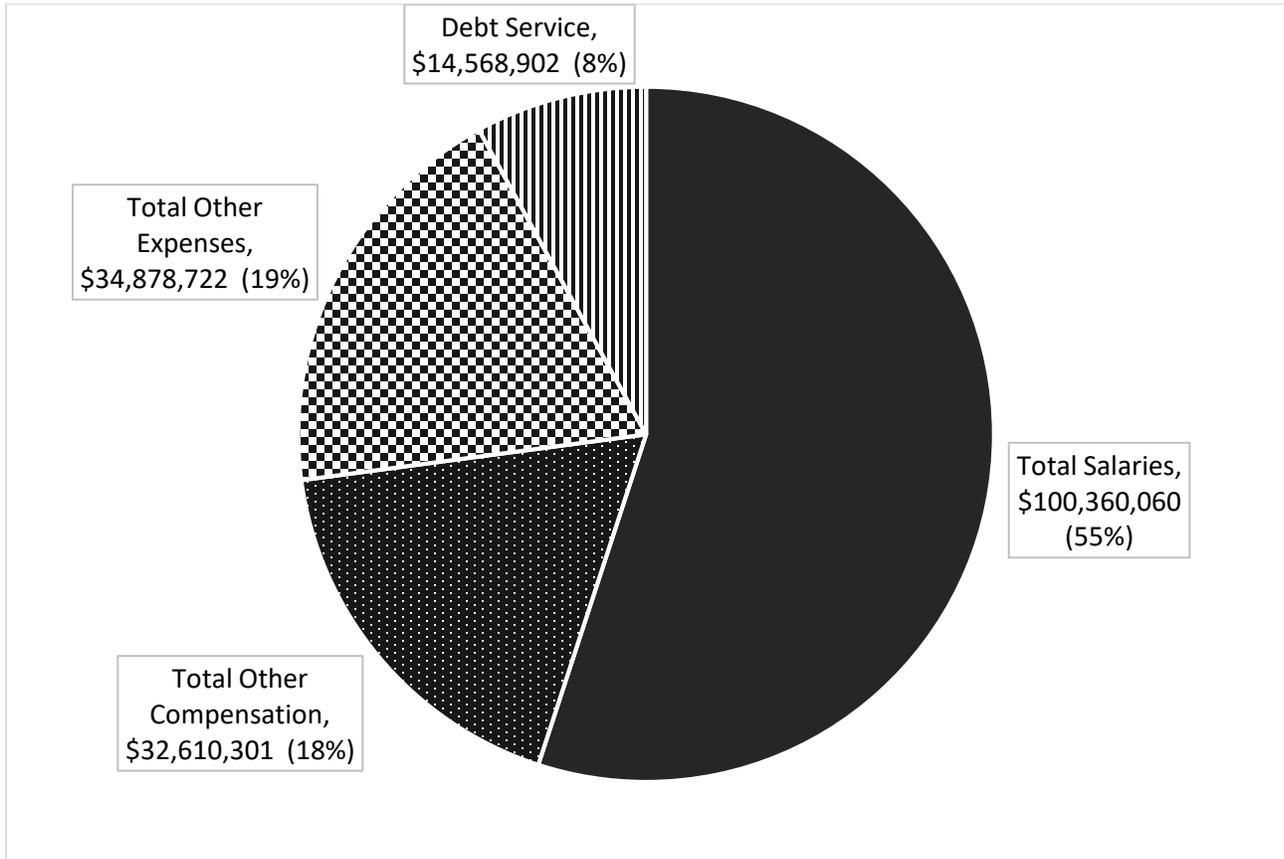
- A new position within the Town Manager’s Office (under General Government) for a Business, Arts and Culture Liaison was sourced from a 0.5 FTE reduction in Accounting and a 0.5 FTE reduction in Police (under Public Safety). This does not add a benefited position.
- Municipal Services Department was separated into two individual departments, Department of Public Works (DPW) and Department of Public Facilities (DPF.) These two departments continue to share a single business office, which is part of DPW. A new position of Director of Facilities was created with no change to headcount. Two FTEs were moved from Public Facilities to Public Works as part of the Business Division transfer.
- Included in the Community Services positions above are 6.3 new FTEs funded with user fees from revolving accounts: 3 Recreation, 1.5 Youth Services, and 1.8 Elder Services.
- No change in the 1.8 Retirement administrative positions funded with retirement funds.

SCHOOL DEPARTMENT

- In addition to positions shown above, the School Department plans to fund 31.1 FTEs with grants and 55.6 FTEs from revolving funds in FY2019.
- Total shown for FY2019 is the total requested in the School Superintendent’s Preliminary Budget.
- The 11.6 FTEs to be added for FY2019 include: 1 new Communications/Records Access Officer position, 2.3 new Special Education positions, and 0.8 for ELL and Psychologists. Additionally, 4.9 FTEs are being transferred from the revolving account to the operational budget to reduce the fee to parents who opt for full-day kindergarten. The remaining 2.6 FTE additions in FY2019 represent an increase in Instructional Assistants.

**ARTICLE 4
THE BUDGET
\$182,417,985**

The \$132,970,361 budgeted for salaries and other compensation accounts for 73% of the funds to be appropriated in Article 4.



Total Salaries include Personal Services appropriations for Town and School Departments and Water and Sewer Enterprise Funds. Positions funded with grants and revolving funds are not included in Article 4.

Total Other Compensation includes employee health insurance, pension funding for the current fiscal year, OPEB, medicare taxes, workers' compensation, unemployment and other employee benefits.

Total Other Expenses is the amount needed to cover all other costs not included in Total Compensation including Town and School Other Expenses, the vocational school assessment and general insurance.

Debt Service is the appropriation for Andover's annual principal and interest costs associated with capital projects funded by borrowing.

ARTICLE 4 FY2019 OPERATING BUDGET

4/6/18

LINE DEPARTMENT ITEM	EXPENDED FY2016	EXPENDED FY2017	BUDGET FY2018	FINCOM FY2019
<u>PUBLIC SAFETY</u>				
1 PERSONAL SERVICES	14,138,208	14,202,778	15,210,523	15,405,213
2 OTHER EXPENSES	<u>1,572,579</u>	<u>1,567,650</u>	<u>1,564,390</u>	<u>1,616,557</u>
TOTAL	15,710,787	15,770,428	16,774,913	17,021,770
<i>Includes \$138,883 Parking Receipts; \$90,000 Detail Fees; and \$1,300,000 Ambulance Collections</i>				
<u>GENERAL GOVERNMENT / IT / CD&P</u>				
3 PERSONAL SERVICES	5,787,642	5,550,837	5,930,859	6,168,793
4 OTHER EXPENSES	<u>1,751,495</u>	<u>1,934,055</u>	<u>2,092,829</u>	<u>2,209,706</u>
TOTAL	7,539,137	7,484,892	8,023,688	8,378,499
<i>Includes \$25,000 Wetland Filing Fees</i>				
<u>DEPARTMENT OF PUBLIC WORKS</u>				
5 PERSONAL SERVICES	3,073,667	3,091,515	3,194,269	3,447,728
6 OTHER EXPENSES	<u>4,407,278</u>	<u>4,709,406</u>	<u>4,961,499</u>	<u>4,965,663</u>
TOTAL	7,480,945	7,800,921	8,155,768	8,413,391
<i>Includes \$60,000 Cemetery Revenues</i>				
<u>DEPARTMENT OF PUBLIC FACILITIES</u>				
7 PERSONAL SERVICES	2,234,966	2,274,414	2,390,426	2,317,184
8 OTHER EXPENSES	<u>1,352,231</u>	<u>1,301,525</u>	<u>1,331,035</u>	<u>1,459,534</u>
TOTAL	3,587,197	3,575,939	3,721,461	3,776,718
<i>Includes \$80,000 Rental Receipts and \$8,000 AYF Gift</i>				
<u>LIBRARY</u>				
9 PERSONAL SERVICES	2,079,190	2,063,922	2,077,447	2,163,080
10 OTHER EXPENSES	<u>649,629</u>	<u>671,575</u>	<u>655,825</u>	<u>666,012</u>
TOTAL	2,728,819	2,735,497	2,733,272	2,829,092
<u>COMMUNITY SERVICES</u>				
11 PERSONAL SERVICES	1,567,300	1,592,526	1,665,731	1,712,735
12 OTHER EXPENSES	<u>648,624</u>	<u>574,268</u>	<u>679,285</u>	<u>671,115</u>
TOTAL	2,215,924	2,166,794	2,345,016	2,383,850
<i>Includes \$583,510, \$4,482 and \$47,000 in User Fees, \$59,000 Grants and \$22,000 AYF Gift</i>				
<u>UNCLASSIFIED</u>				
13 COMPENSATION FUND	-	-	56,815	-
14 RESERVE FUND	inc above	inc above	<u>200,000</u>	<u>200,000</u>
TOTAL			256,815	200,000
<u>TOWN DEPTS. TOTAL</u>				
PERSONAL SERVICES	28,880,973	28,775,992	30,526,070	31,214,733
OTHER EXPENSES	10,381,836	10,758,479	11,484,863	11,788,587
<i>Less Budgeted Revenues</i>	<u>(2,562,311)</u>	<u>(2,523,948)</u>	<u>(2,378,828)</u>	<u>(2,417,875)</u>
NET TOTAL	36,700,498	37,010,523	39,632,105	40,585,445

ARTICLE 4 FY2019 OPERATING BUDGET

4/6/18

LINE DEPARTMENT ITEM	EXPENDED FY2016	EXPENDED FY2017	BUDGET FY2018	FINCOM FY2019
<u>ANDOVER SCHOOL DEPT</u>				
PERSONAL SERVICES	59,508,117	62,088,111	64,447,734	66,753,383
OTHER EXPENSES	<u>13,788,474</u>	<u>14,011,092</u>	<u>14,889,437</u>	<u>15,757,275</u>
15 TOTAL	73,296,591	76,099,203	79,337,171	82,510,658

LINE DEPARTMENT ITEM	EXPENDED FY2016	EXPENDED FY2017	BUDGET FY2018	FINCOM FY2019
<u>SEWER</u>				
16 PERSONAL SERVICES	307,369	297,869	313,280	329,123
17 OTHER EXPENSES	<u>2,023,087</u>	<u>2,394,092</u>	<u>2,484,105</u>	<u>2,537,257</u>
TOTAL	2,330,456	2,691,961	2,797,385	2,866,380
<u>WATER</u>				
18 PERSONAL SERVICES	2,035,391	1,921,116	1,969,534	2,062,821
19 OTHER EXPENSES	<u>2,974,254</u>	<u>3,067,745</u>	<u>3,100,619</u>	<u>3,199,600</u>
TOTAL	5,009,645	4,988,861	5,070,153	5,262,421
TOTAL	7,340,101	7,680,822	7,867,538	8,128,801

LINE DEPARTMENT ITEM	EXPENDED FY2016	EXPENDED FY2017	BUDGET FY2018	FINCOM FY2019
<u>OBLIGATIONS</u>				
20 TECHNICAL SCHOOLS	569,335	610,000	610,000	628,300
21 DEBT SERVICE	15,296,304	14,790,396	14,048,907	14,568,902
22 GENERAL INSURANCE	732,553	783,831	901,405	967,703
23 UNEMPLOYMENT COMP.	158,000	160,000	160,000	160,000
24 RETIREMENT FUND	7,946,015	8,360,984	9,428,488	10,371,338
25 HEALTH INSURANCE FUND	17,052,416	17,905,037	19,257,000	20,662,075
26 OPEB	<u>500,000</u>	<u>1,127,572</u>	<u>1,264,338</u>	<u>1,416,888</u>
TOTAL	42,254,623	43,737,820	45,670,139	48,775,206

Includes \$239,637 from Cable Funds

GRAND TOTAL	162,154,124	167,052,316	174,885,781	182,417,985
Less Budgeted Revenues	<u>(2,898,949)</u>	<u>(3,235,587)</u>	<u>(2,700,666)</u>	<u>(2,657,512)</u>
NET TOTAL	159,255,175	163,816,729	172,185,115	179,760,473

REVENUE AND EXPENDITURE PROJECTIONS

	FY2018 RECAP	FY2019 PROJECTION	FY2020 PROJECTION	FY2021 PROJECTION	FY2022 PROJECTION	FY2023 PROJECTION	FY19 ASSUMPTIONS
PROPERTY TAXES							
Prior year Tax Levy Limit	130,709,371	136,417,582	142,057,773	147,858,069	153,764,096	159,838,565	Beginning taxlevy limit based on full levy FY18
Annual Increase	3,267,734	3,410,440	3,551,444	3,695,974	3,844,117	3,995,964	Additional 2.5% allowed by law
Certified New Growth	2,440,376	2,229,752	2,229,752	2,229,752	2,229,752	2,229,752	New growth estimate based on 3-yr. av.
Unused Tax Levy Capacity	(11,058,875)	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)	Unused levy ATM 2015
TOTAL	135,311,707	141,337,773	147,538,069	153,464,096	159,538,565	165,764,281	
ADDITIONAL PROP. 2 1/2 PROPERTY TAXES							
Debt Service Exclusion (Existing)	4,125,342	3,981,010	3,859,110	3,601,449	3,068,924	2,740,312	Existing bonded projects
Debt Service Exclusion estimate (To be borrowed)	(84,491)	(78,114)	(76,121)	(71,339)	(64,963)	(58,586)	Per Town Act calculation
Less State Reimbursement	-	-	-	-	-	-	Final SBAB Reimbursement - FY17
TOTAL	4,040,851	3,902,896	3,782,989	3,530,110	3,003,961	2,681,726	
STATE AID							
Chapter 70 Education Aid	10,066,835	10,312,669	10,518,922	10,729,301	10,943,887	11,162,765	2% Increase (FY19 Governor Budget H1)
Charter Tuition Capital Assessment Reimbursement	5,338	13,945	13,945	13,945	13,945	13,945	Level
School Construction Reimb SBAB	-	-	-	-	-	-	Actual Debt Offset - Final Payment FY17
Reserve for Direct Expenditures (CS Offsets)	45,830	49,780	45,719	45,719	45,719	45,719	Level
Veterans Benefits	57,015	49,780	57,015	57,015	57,015	57,015	Level
Vet. Blind, Surv. Spouse Exempt	39,318	39,662	39,662	39,662	39,662	39,662	Level
State Owned Land	207,959	205,490	205,490	205,490	205,490	205,490	Level
General Municipal Aid	1,785,062	1,847,539	1,884,490	1,922,181	1,960,025	1,999,856	2% Increase (FY19 Governor Budget H1)
TOTAL	12,307,377	12,514,804	12,765,243	13,003,311	13,286,341	13,524,431	
GENERAL LOCAL REVENUES							
Motor Vehicle Excise	5,103,600	5,309,811	5,309,811	5,309,811	5,309,811	5,309,811	5 Year Average
Licenses/Permits	2,445,000	2,732,111	2,732,111	2,732,111	2,732,111	2,732,111	"
Penalties/Interest	416,100	426,345	426,345	426,345	426,345	426,345	"
Fines	256,100	339,848	339,848	339,848	339,848	339,848	"
General Government	300,000	292,378	292,378	292,378	292,378	292,378	"
Fees	75,000	82,813	82,813	82,813	82,813	82,813	"
Investment Income	75,000	81,252	81,252	81,252	81,252	81,252	"
Meats Tax	537,000	503,238	503,238	503,238	503,238	503,238	"
Hotel/Motel Excise	1,370,000	1,699,677	1,699,677	1,699,677	1,699,677	1,699,677	"
Medical Reimbursement	352,500	353,279	353,279	353,279	353,279	353,279	"
Library	382,000	382,000	391,450	401,420	411,272	421,667	Increase 2.5%
Miscellaneous (MUDS)	11,492,300	12,250,042	12,259,592	12,269,381	12,279,414	12,289,699	"
TOTAL	18,380,569	19,178,491	19,573,672	20,226,103	20,760,294	21,309,932	
DEBT LOCAL REVENUES							
Community Services	582,930	583,510	583,510	583,510	583,510	583,510	Based on avail bal/reserved direct exp within dept. budgets
Elder Services	97,000	106,000	80,000	80,000	80,000	80,000	"
Municipal Facilities	47,600	80,000	80,000	80,000	80,000	80,000	"
Spring Grove Cemetery	46,000	60,000	50,000	50,000	50,000	50,000	"
Police Off-Duty Fee	75,000	80,000	80,000	80,000	80,000	80,000	"
Ambulance	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	"
TOTAL	2,148,530	2,193,510	1,973,510	1,973,510	1,973,510	1,968,510	
ENTERPRISE FUNDS							
Water and Sewer Rates and Operating Reserves	14,258,789	14,553,160	14,853,889	15,153,674	15,534,761	15,172,336	
TOTAL	14,258,789	14,553,160	14,853,889	15,153,674	15,534,761	15,172,336	
OTHER AVAILABLE FUNDS - BUDGET							
Off-Street Parking Fund (Operating Budget)	170,816	138,885	210,000	210,000	210,000	210,000	Reserved direct expenditure in GF Dept Budget
Cable - Technology P&I	52,183	259,657	253,850	189,000	122,000	-	Actual Debt Offset - Final Payment FY22
Cemetery Perpetual Care	6,000	6,000	6,000	6,000	6,000	6,000	Cemetery Maintenance
Amidover Youth Foundation	34,482	34,482	30,000	30,000	30,000	30,000	Youth Center Exp
CD&P Wetland fees	25,000	25,000	25,000	25,000	25,000	25,000	Wetlands
TOTAL	588,136	444,002	506,850	460,000	393,000	271,000	
OTHER AVAILABLE FUNDS - ARTICLES							
Insurance Recovery Fund	-	-	-	-	-	-	
Cable IT	415,000	200,000	300,000	300,000	300,000	300,000	Cable Funds IT-2
Water/Sewer Reserves and Articles	300,000	893,000	893,000	893,000	330,000	500,000	Water DPW-12-\$100K, DPW-17-\$100K, Sewer DPW 24-\$50K, DPW 30-\$100K
Water/Sewer Reserves Operating	-	52,304	688,629	1,046,152	1,165,742	1,262,949	Water/Sewer Projections 1/31/18
Overly Surplus	-	32,000	-	-	-	-	FY20 Revaluation
Parking Funds	123,000	75,000	75,000	75,000	75,000	75,000	Per FY19-FY23 CP
Debt Re-Purpose	1,025,000	-	-	-	-	-	
Elder Stabilization Fund	-	12,000	-	-	-	-	
Bond Premium Stabilization	100,000	100,000	100,000	100,000	100,000	100,000	Estimate
TOTAL	1,963,000	916,304	2,056,629	2,416,152	1,970,742	2,237,949	
EBEEL CASH							
Capital Projects Articles	575,000	-	-	-	-	-	
Operating Budget - FY17	1,250,000	-	-	-	-	-	
Bond Stabilization Fund	-	-	-	-	-	-	
TOTAL	1,825,000	-	-	-	-	-	
* GRAND TOTAL REVENUES * INCREASE OVER PRIOR YEAR	183,805,690	191,758,491	195,737,672	202,261,034	207,760,294	213,909,932	3.00%

REVENUE AND EXPENDITURE PROJECTIONS

	10/31/17	4/6/18	FY2019 PROJECTION	FY2020 PROJECTION	FY2021 PROJECTION	FY2022 PROJECTION	FY2023 PROJECTION	FY19 ASSUMPTIONS
EXPENDITURES								
OBLIGATIONS								
Retirement	9,428,488	10,371,137	11,408,470	12,549,318	13,804,249	15,184,674	15,184,674	Based on ARB 7.25% Funded 2032 10% Increase Per Year
Insurance/Workers Comp	901,405	967,703	1,035,442	1,107,923	1,188,478	1,268,461	1,268,461	Increase 1.2% FY18 7% All Other Years
Unemployment Compensation	160,000	163,200	163,200	166,464	169,793	173,189	173,189	Increase 2% FY19 - FY23
Health Insurance	19,889,938	21,592,695	23,330,110	25,185,719	27,200,577	29,376,623	29,376,623	Increase 8%
Health Insurance Savings Offset to OPEB	(632,938)	(769,103)	(906,194)	(951,054)	(990,079)	(1,029,005)	(1,079,005)	Retiree Savings to OPEB/Contribution Change
Health Insurance Savings New Employee Contributions		(16,047)	(339,108)	(595,703)	(942,106)	(1,391,044)	(1,991,044)	EFF 7/1/17 Emp. 30%/Town 70% HMO Plans 20 New per Yr
Other State Assessments	578,742	715,967	733,866	732,213	771,018	790,294	790,294	Final Cherry Sheet/Increase 2.5%
OPEB Original	591,466	862,541	1,200,000	900,000	900,000	900,000	900,000	Reval Year 2020
OPEB Additional Retire Savings	631,400	647,185	663,365	679,949	696,947	714,571	714,571	Increase 2.5%
Technical Schools	632,938	769,703	906,194	951,054	999,079	1,049,005	1,049,005	Per OPEB Funding Schedule
Water and Sewer Operating Budget	610,000	842,880	647,149	666,563	686,563	707,157	707,157	Increase 3%
Reserve for Direct Expenditures	45,830	50,203	45,719	45,719	45,719	45,719	45,719	Per TM Projection/OPEB-Est Retirement Included
Other Local Expenditures (Deficits to be Raised)	41,004,807	44,399,534	47,685,136	50,499,707	53,801,084	57,300,478	57,300,478	Cherry sheet offsets (School Lunch e.e. based) Overlay/court judgments/deficits to be raised
TOTAL								
DEBT SERVICE								
Existing Non-Exempt General Fund Debt	4,786,151	4,575,684	4,077,824	3,833,845	3,759,708	3,416,330	3,416,330	Actual Debt
Appropriated/Not Borrowed Non-Exempt General Fund	170,972	339,576	227,800	477,783	730,092	723,234	723,234	Includes Landfill
New General Fund CIP PROJECTS		809,982	1,610,409	2,598,180	3,159,418	3,691,768	3,691,768	Includes Municipal Services Facility and Bullheadvale Fire
Cable Funds - Technology		239,637	235,850	189,000	122,000	-	-	Actual
BAN Interest non-exempt	80,000	80,000	80,000	80,000	80,000	80,000	80,000	
General Fund Bond Issue Expense	105,000	105,000	105,000	105,000	105,000	105,000	105,000	
Existing Water and Sewer Debt	4,198,789	4,062,458	4,253,465	4,109,706	3,904,262	3,309,801	3,309,801	Actual debt
New Water and Sewer CIP PROJECTS	225,814	380,755	771,100	1,262,965	1,491,155	1,714,095	1,714,095	
Water and sewer BAN interest/bond expense	35,000	35,000	35,000	35,000	35,000	35,000	35,000	
New Exempt Debt								
Existing Exempt Debt - School and Public Safety Center	4,125,342	3,981,010	3,859,110	3,601,449	3,608,924	2,740,313	2,740,313	Actual Debt
TOTAL	14,048,906	14,568,902	15,255,558	16,292,928	16,464,559	15,815,541	15,815,541	
Capital Projects Fund from Taxation								
Capital Projects Fund from taxation	3,678,875	3,265,077	4,120,109	3,934,316	3,669,433	3,455,598	3,455,598	FY19-FY23 CIP Actual Requests
TOTAL	3,678,875	3,265,077	4,120,109	3,934,316	3,669,433	3,455,598	3,455,598	
OFFSET/AVAILABLE FUNDS EXPENDITURES								
Offset Local Revenues	2,148,530	2,219,510	1,973,510	1,973,510	1,973,510	1,973,510	1,973,510	
Other Available Funds- Budget	230,298	198,365	265,000	265,000	265,000	265,000	265,000	
TOTAL	2,378,828	2,417,875	2,238,510	2,238,510	2,238,510	2,238,510	2,238,510	Parking(\$138,883)/wetlands(\$25,000)/AVS(\$34,482)
ARTICLES								
Transfer to Stabilization Fund	-	100,000	-	-	-	-	-	
Bond Stabilization Fund - Free Cash	-	3,200,000	-	-	-	-	-	
Capital Projects Articles - Free Cash	575,000	-	-	-	-	-	-	
Operating Budget - FY17	1,250,000	-	-	-	-	-	-	
Articles from Water/Sewer reserves	300,000	445,000	893,000	895,000	895,000	330,000	500,000	Water DPW-12-\$195K, DPW-17-\$100K, Sewer DPW24-\$50K, DPW30-\$100K
Pending Funds	123,000	75,000	75,000	75,000	75,000	75,000	75,000	
Debt Re-Purpose	1,025,000	-	-	-	-	-	-	
Elder Stabilization Fund	31,000	12,000	31,000	31,000	31,000	31,000	31,000	Transp-\$12k/civic events-\$5k/fireworks-\$14K
Articles from taxation	421,000	238,000	306,000	306,000	306,000	306,000	306,000	Cable Funds IT-2/Cemetery-\$6K/ReVal-\$32,000
Other Available Funds	3,725,000	4,101,000	1,305,000	1,307,000	1,307,000	742,000	912,000	
TOTAL	64,836,416	68,662,388	70,604,313	74,272,461	74,272,461	76,915,586	79,722,127	
* TOTAL DEDUCTIONS *	118,969,274	123,096,104	125,133,359	127,988,573	127,988,573	130,844,708	134,187,805	
BAL. FOR TOWN & SCHOOL OPERATING BUDGETS	4,432,682	4,126,829	2,037,255	2,855,214	2,855,214	2,856,135	3,343,096	
\$ INCREASE FOR TOWN & SCHOOL OPERATING BUDGETS	3.87%	3.47%	1.66%	2.38%	2.38%	2.23%	2.56%	
% INCREASE OVER PRIOR YEAR	183,805,690	191,758,491	195,237,672	202,261,034	202,261,034	207,760,294	213,909,932	
SCHOOL OPERATING BUDGET	79,337,171	82,089,171	83,449,851	85,350,008	85,350,008	87,250,413	89,485,140	
\$ Inc/Dec	3,237,968	2,752,000	1,360,680	1,901,157	1,901,157	1,900,405	2,234,728	
% Inc/Dec	4.25%	3.47%	1.66%	2.28%	2.28%	2.23%	2.56%	
TOWN OPERATING BUDGET (inc Water/Sewer Alloc)	39,632,105	41,066,935	41,687,456	42,636,970	42,636,970	43,587,361	44,703,197	
\$ Inc/Dec	1,194,716	1,374,830	680,521	949,514	949,514	950,300	1,115,836	
% Inc/Dec	3.11%	3.47%	1.66%	2.28%	2.28%	2.23%	2.56%	

DEPARTMENT BUDGET HIGHLIGHTS AND DETAIL

POLICE					
	ACTUAL FY2016	ACTUAL FY2017	BUDGET FY2018	DEPT REQUEST FY2019	FINANCE COMMITTEE FY2019
Personal Services	7,361,849	7,379,601	7,587,278	7,627,531	7,627,531
Other Expenses	1,086,726	1,119,526	1,085,202	1,099,407	1,099,407
Total	8,448,575	8,499,127	8,672,480	8,726,938	8,726,938
Number of FTEs	73.0	73.0	73.0	72.5	72.5
Offset Revenues	(317,397)	(307,195)	(245,816)	(228,883)	(228,883)

FIRE RESCUE					
	ACTUAL FY2016	ACTUAL FY2017	BUDGET FY2018	DEPT REQUEST FY2019	FINANCE COMMITTEE FY2019
Personal Services	6,776,359	6,823,177	7,623,245	8,077,682	7,777,682
Other Expenses	485,853	448,124	479,188	517,150	517,150
Total	7,262,212	7,271,301	8,102,433	8,594,832	8,294,832
Number of FTEs	72.0	72.0	72.0	72.0	72.0
Offset Revenues	(1,419,136)	(1,358,274)	(1,300,000)	(1,300,000)	(1,300,000)

DEPARTMENT BUDGET HIGHLIGHTS AND DETAIL

GENERAL GOVERNMENT/COMMUNITY DEVELOPMENT/IT DETAIL					
	ACTUAL FY2016	ACTUAL FY2017	BUDGET FY2018	DEPT REQUEST FY2019	FINANCE COMMITTEE FY2019
TOWN MODERATOR					
Personal Services	250	250	250	250	250
BOARD OF SELECTMEN					
Personal Services	16,988	15,175	19,000	16,500	16,500
Other Expenses	9,316	8,162	13,950	12,950	12,950
TOWN MANAGER					
Personal Services	350,499	386,045	413,172	504,638	504,638
Other Expenses	38,493	58,014	45,700	46,300	46,300
COMMISSION ON DISABILITIES					
Personal Services	1,200	1,200	1,200	1,200	1,200
Other Expenses	10,209	4,246	5,800	5,800	5,800
TOWN COUNSEL					
Other Expenses	296,037	442,378	420,000	420,000	420,000
FINANCE COMMITTEE					
Other Expenses	21,772	24,534	26,900	26,900	26,900
TOWN ACCOUNTANT					
Personal Services	-	349,647	389,854	353,635	353,635
Other Expenses	-	63,209	85,900	84,600	84,600
FINANCE AND BUDGET					
Personal Services	1,570,959	1,102,825	1,158,834	1,175,201	1,172,201
Other Expenses	332,029	268,224	330,155	343,430	343,430
TOWN CLERK					
Personal Services	340,715	371,303	326,641	368,429	368,429
Other Expenses	71,473	48,143	69,411	106,240	106,240
DAMAGES TO PERSONS & PROPERTY	1,065	-	2,000	2,000	2,000
EMPLOYEE BENEFITS					
Accumulated Benefits	483,109	400,000	438,250	450,000	450,000
Other Expenses	434,401	442,161	484,637	507,000	507,000
COMMUNITY DEVELOPMENT/PLANNING					
Personal Services	1,574,257	1,572,866	1,654,907	1,702,218	1,702,218
Other Expenses	161,522	175,365	176,240	252,706	207,706
INFORMATION TECHNOLOGY					
Personal Services	1,449,665	1,351,526	1,528,751	1,599,722	1,599,722
Other Expenses	375,178	399,619	432,136	446,780	446,780
TOTAL					
Personal Services	5,787,642	5,550,837	5,930,859	6,171,793	6,168,793
Other Expenses	1,751,495	1,934,055	2,092,829	2,254,706	2,209,706
Total	7,539,137	7,484,892	8,023,688	8,426,499	8,378,499
Number of FTEs	63.4	63.4	64.7	65.3	65.3
Offset Revenues	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)

DEPARTMENT BUDGET HIGHLIGHTS AND DETAIL

COMMUNITY SERVICES ADMINISTRATION					
	ACTUAL FY2016	ACTUAL FY2017	BUDGET FY2018	DEPT REQUEST FY2019	FINANCE COMMITTEE FY2019
Personal Services	-	-	126,840	147,700	147,700
Other Expenses	-	-	3,000	6,000	6,000
Total	-	-	129,840	153,700	153,700
Number of FTEs *			1	1.25	1.25

RECREATION					
	ACTUAL FY2016	ACTUAL FY2017	BUDGET FY2018	DEPT REQUEST FY2019	FINANCE COMMITTEE FY2019
Personal Services	461,122	507,755	540,349	526,187	526,187
Other Expenses	252,499	242,104	250,620	251,200	251,200
Total	713,621	749,859	790,969	777,387	777,387
Number of Employees funded from CF	3	3	3	2.75	2.75
Number of Employees funded from Programs	2	2	3	3	3
Offset Revenues	(521,759)	(550,625)	(582,930)	(583,510)	(583,510)

YOUTH SERVICES					
	ACTUAL FY2016	ACTUAL FY2017	BUDGET FY2018	DEPT REQUEST FY2019	FINANCE COMMITTEE FY2019
Personal Services	372,983	370,568	386,163	403,877	403,877
Other Expenses	109,169	80,424	119,400	121,400	121,400
Total	482,152	450,992	505,563	525,277	525,277
Number of Employees funded from CF	4	4	4	4	4
Number of Employees funded from Programs	1	1	1.52	1.52	1.52
Offset Revenues	-	-	(26,482)	(26,482)	(26,482)

ELDER SERVICES					
	ACTUAL FY2016	ACTUAL FY2017	BUDGET FY2018	DEPT REQUEST FY2019	FINANCE COMMITTEE FY2019
Personal Services	649,068	630,864	537,093	552,979	552,979
Other Expenses	158,917	149,937	173,990	174,990	174,990
Total	807,985	780,801	711,083	727,969	727,969
Number of Employees funded from CF	9.75	9.75	8.69	8.85	8.75
Number of Employees funded from Programs	2.05	2.05	1.57	1.80	1.80
Offset Revenues	(107,089)	(106,237)	(97,000)	(106,000)	(106,000)

VETERANS SERVICES					
	ACTUAL FY2016	ACTUAL FY2017	BUDGET FY2018	DEPT REQUEST FY2019	FINANCE COMMITTEE FY2019
Personal Services	84,127	83,339	75,286	81,992	81,992
Other Expenses	101,158	72,587	102,475	87,525	87,525
Total	185,285	155,926	177,761	169,517	169,517
Number of Employees	1	1	1	1	1

PATRIOTIC CIVIC CELEBRATION					
	ACTUAL FY2016	ACTUAL FY2017	BUDGET FY2018	DEPT REQUEST FY2019	FINANCE COMMITTEE FY2019
Other Expenses	26,881	29,216	29,800	30,000	30,000

COMMUNITY/YOUTH/ELDER SERVICES/PATRIOTIC					
	ACTUAL FY2016	ACTUAL FY2017	BUDGET FY2018	DEPT REQUEST FY2019	FINANCE COMMITTEE FY2019
Personal Services	1,567,300	1,592,526	1,665,731	1,712,735	1,712,735
Other Expenses	648,624	574,268	679,285	671,115	671,115
Total	2,215,924	2,166,794	2,345,016	2,383,850	2,383,850
Number of Employees funded from CF	17.75	17.75	17.69	17.85	17.75
Number of Employees funded from Programs	5.05	5.05	6.09	6.32	6.32
Offset Revenues	(628,848)	(656,862)	(706,412)	(715,992)	(715,992)

* - Position was filled in July 2017 - salary was budgeted in Elder Services

DEPARTMENT BUDGET HIGHLIGHTS AND DETAIL

PUBLIC FACILITIES					
	ACTUAL FY2016	ACTUAL FY2017	BUDGET FY2018	DEPT REQUEST FY2019	FINANCE COMMITTEE FY2019
ADMINISTRATION					
Personal Services	615,970	625,364	652,944	555,716	555,716
Other Expenses	35,770	53,900	53,900	60,300	60,300
FACILITIES SERVICES					
Personal Services	495,726	514,248	552,350	656,163	542,563
Other Expenses	332,960	361,825	332,500	432,134	452,934
BUILDING MAINTENANCE					
Personal Services	467,733	476,891	501,021	574,260	514,260
Other Expenses	355,985	287,400	302,700	323,300	303,300
MECHANICAL/ELECTRICAL					
Personal Services	655,537	657,911	684,111	714,645	704,645
Other Expenses	368,106	348,400	391,935	423,000	393,000
STREET LIGHTING					
Other Expenses	259,410	250,000	250,000	250,000	250,000
TOTAL					
Personal Services	2,234,966	2,274,414	2,390,426	2,500,784	2,317,184
Other Expenses	1,352,231	1,301,525	1,331,035	1,488,734	1,459,534
Total	3,587,197	3,575,939	3,721,461	3,989,518	3,776,718
Number of FTE's *	32	32.5	32.5	30.5	30.5
Offset Revenues	(102,905)	(92,093)	(55,600)	(88,000)	(88,000)

* - FY19 two FTE's moved to DPW/Facilities Business Division under DPW

DEPARTMENT BUDGET HIGHLIGHTS AND DETAIL

PUBLIC WORKS						
	ACTUAL FY2016	ACTUAL FY2017	BUDGET FY2018	DEPT REQUEST FY2019	FINANCE COMMITTEE FY2019	
ADMINISTRATION						
Personal Services	322,306	301,540	313,831	210,837		210,837
Other Expenses	5,000	31,000	31,000	1,000		1,000
DPW/FACILITIES BUSINESS OFFICE						
Personal Services	-	-	-	272,232		239,423
Other Expenses	-	-	-	16,150		16,150
SOLID WASTE						
Personal Services	6,014	6,500	7,000	7,200		7,200
Other Expenses	2,185,870	2,307,679	2,602,424	2,681,218		2,581,218
HIGHWAY						
Personal Services	1,032,789	1,038,085	1,054,020	1,087,329		1,109,800
Other Expenses	612,937	606,277	521,325	535,600		525,600
VEHICLE MAINTENANCE						
Personal Services	309,738	309,764	326,388	333,640		333,640
Other Expenses	354,009	432,300	449,600	470,500		470,500
SNOW & ICE						
Personal Services	200,822	198,000	198,000	198,000		198,000
Other Expenses	872,343	1,049,000	1,049,000	1,049,000		1,049,000
ENGINEERING						
Personal Services	301,506	291,752	302,029	295,481		295,481
Other Expenses	71,715	86,800	86,800	87,450		87,450
FORESTRY						
Personal Services	228,132	254,149	264,128	282,324		282,324
Other Expenses	76,610	70,250	75,250	90,250		90,250
SPRING GROVE CEMETERY						
Personal Services	190,662	195,807	201,331	205,632		205,632
Other Expenses	29,853	36,850	36,850	37,645		37,645
PARKS AND GROUNDS						
Personal Services	481,698	495,918	527,542	565,391		565,391
Other Expenses	198,941	89,250	109,250	126,850		106,850
TOTAL						
Personal Services	3,073,667	3,091,515	3,194,269	3,458,066		3,447,728
Other Expenses	4,407,278	4,709,406	4,961,499	5,095,663		4,965,663
Total	7,480,945	7,800,921	8,155,768	8,553,729		8,413,391
Number of FTE's *	39	39	39	41		41
Offset Revenues	(69,025)	(62,524)	(46,000)	(60,000)		(60,000)

* - FY19 two FTE's moved from Facilities to DPW/Facilities Business Division

DEPARTMENT BUDGET HIGHLIGHTS AND DETAIL

LIBRARY					
	ACTUAL FY2016	ACTUAL FY2017	BUDGET FY2018	DEPT REQUEST FY2019	FINANCE COMMITTEE FY2019
Personal Services	2,079,190	2,063,922	2,077,447	2,163,080	2,163,080
Other Expenses	649,629	671,575	655,825	666,012	666,012
Total	2,728,819	2,735,497	2,733,272	2,829,092	2,829,092
Number of Employees	26.6	26.9	26.9	26.9	26.9

UNCLASSIFIED					
	ACTUAL FY2016	ACTUAL FY2017	BUDGET FY2018	DEPT REQUEST FY2019	FINANCE COMMITTEE FY2019
Compensation Fund	-	-	1,140,000	-	-
Reserve Fund	-	-	200,000	200,000	200,000
Total	-	-	1,340,000	200,000	200,000

The **Compensation Fund** is a set-aside funding source for negotiated salary adjustments for Town department employees (School department employees' salary adjustments are included in the School Department budget.) Transfers from this Compensation Fund appropriation require the approval of the Board of Selectmen. Once monies have been transferred to departmental budgets, the amount shown is \$0.

The **Reserve Fund** is a set-aside funding source for extraordinary or unforeseen expenditures during the fiscal year. Transfers require approval of the Finance Committee. Funds transferred are shown as actual expenditures in departmental budgets. The Reserve Fund has been budgeted at \$200,000 for many years. Any funds not transferred lapse to Free Cash at the end of the fiscal year.

FY2017 **FY2017** **FY2018** **FY2019** **FY2020** **FY2021** **FY2022** **FY2023**
BUDGET **ACTUAL** **PROJECTED** **PROJECTED** **PROJECTED** **PROJECTED** **PROJECTED** **PROJECTED**

SEWER BUDGET and RATE PROJECTION

4/6/18

	FY2017 BUDGET	FY2017 ACTUAL	FY2018 PROJECTED	FY2019 PROJECTED	FY2020 PROJECTED	FY2021 PROJECTED	FY2022 PROJECTED	FY2023 PROJECTED
SEWER COSTS								
SEWER DIRECT COSTS								
Personal services	297,869	310,062	313,280	329,123	338,997	349,167	359,642	370,431
Operating	357,900	331,800	379,900	378,550	389,906	401,604	413,652	426,061
Sewer Assessment	1,976,130	1,764,388	2,042,641	2,093,707	2,146,050	2,199,701	2,254,693	2,311,061
OPEB	60,062	60,062	61,564	65,000	66,625	68,291	69,998	71,748
TOTAL DIRECT COSTS	2,691,961	2,466,312	2,797,385	2,866,380	2,941,578	3,018,762	3,097,985	3,179,301
INDIRECT COSTS								
Vehicle Maint.	27,104	27,103	27,917	28,755	29,617	30,506	31,421	32,364
DPW Admin.	40,581	40,581	41,798	43,052	44,344	45,674	47,045	48,456
Gen Admin. and Fin.	76,382	76,383	78,673	81,034	83,465	85,969	88,548	91,204
Maint. Admin	11,423	11,423	11,766	12,119	12,482	12,857	13,242	13,640
Motor Vehicle Ins.	21,684	21,684	22,335	23,005	23,695	24,406	25,138	25,892
Comprehensive Ins.	21,684	21,684	22,335	23,005	23,695	24,406	25,138	25,892
Workmen's Comp.	28,465	28,466	29,319	30,199	31,104	32,038	32,999	33,989
Retirement	53,820	53,820	58,126	62,776	67,798	69,832	71,927	74,084
Health Ins.	59,710	59,710	64,487	69,646	75,217	77,474	79,798	82,192
Engineering	60,061	60,061	61,863	63,719	65,630	67,599	69,627	71,716
TOTAL INDIRECT COSTS	400,914	400,914	418,618	437,307	457,047	470,759	484,882	499,428
DEBT SERVICE								
Existing Debt	2,496,772	2,496,772	2,406,475	2,349,276	2,306,726	2,222,220	2,108,652	1,623,695
New Debt-CIP	-	-	-	-	48,600	47,340	46,080	44,820
BAN Interest	-	-	-	-	-	-	-	-
TOTAL DEBT SERVICE	2,496,772	2,496,772	2,406,475	2,349,276	2,355,326	2,269,560	2,154,732	1,668,515
TOTAL COSTS	5,589,647	5,363,998	5,622,478	5,652,963	5,753,951	5,759,081	5,737,598	5,347,244
SEWER REVENUES								
SEWER USE RATES								
Sewer User Rates			4,463,647	4,607,774	4,722,968	4,841,042	4,962,068	5,086,120
RATE factor			102.5%	102.5%	102.5%	102.5%	102.5%	102.5%
PROJECTED SEWER USE COLLECTION	4,463,647	4,400,778	4,607,774	4,722,968	4,841,042	4,962,068	5,086,120	5,213,273
OTHER REVENUES								
Sewer liens	90,000	83,839	90,000	90,000	90,000	90,000	90,000	90,000
Committed interest	328,000	342,752	294,000	245,000	219,000	194,000	168,000	143,000
Interest income	15,000	22,707	15,000	15,000	15,000	15,000	15,000	15,000
Existing Sewer betterments	678,000	769,253	678,000	519,000	516,000	507,000	506,000	499,000
Misc Revenue	15,000	-	15,000	15,000	15,000	15,000	15,000	15,000
State rate relief grants	-	3,313	-	-	-	-	-	-
OTHER REVENUES	1,126,000	1,221,864	1,092,000	884,000	855,000	821,000	794,000	762,000
Transfer from Reserves for Operating	-	-	-	45,995	57,909	44,122	-	-
TOTAL REVENUES	5,589,647	5,622,642	5,699,774	5,652,963	5,753,951	5,827,190	5,880,120	5,975,273
Starting Balance- Reserve Fund	2,306,229	2,443,292	2,332,620	2,623,185	2,427,190	2,219,281	2,093,268	2,085,790
Transfer from Reserve/Articles	-	-	(50,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
Inc/ Dec in Reserve Fund	-	258,644	77,296	(45,995)	(57,909)	23,987	142,522	628,029
Ending Balance - Reserve Fund	2,306,229	2,701,936	2,359,916	2,427,190	2,219,281	2,093,268	2,085,790	2,563,819

	FY2017 BUDGET	FY2017 ACTUAL	FY2018 PROJECTED	FY2019 PROJECTED	FY2020 PROJECTED	FY2021 PROJECTED	FY2022 PROJECTED	FY2023 PROJECTED
WATER BUDGET and RATE PROJECTION								
4/6/18								
WATER COSTS:								
WATER Direct Costs:								
Personal services	1,910,789	1,995,639	1,969,534	2,062,821	2,124,706	2,188,447	2,254,100	2,321,723
Ordinary Maint.	2,752,800	2,811,650	2,777,800	2,869,600	2,955,688	3,044,359	3,135,689	3,229,760
OPEB	314,945	314,945	322,819	330,000	334,950	339,974	345,074	350,250
TOTAL DIRECT COSTS	4,978,534	5,122,234	5,070,153	5,262,421	5,415,344	5,572,780	5,734,863	5,901,733
INDIRECT COSTS								
Vehicle Maint.	20,944	20,944	21,572	22,219	22,886	23,572	24,279	25,008
DPW Admin.	121,155	121,155	124,789	128,533	132,389	136,360	140,451	144,665
Gen Admin. and Fin.	228,039	228,039	234,880	241,926	249,184	256,660	264,360	272,290
Maint. Admin	28,558	28,558	29,415	30,297	31,206	32,142	33,107	34,100
Motor Vehicle Ins.	6,331	6,331	6,521	6,716	6,918	7,125	7,339	7,559
Comprehensive Ins.	79,344	79,344	81,724	84,176	86,701	89,302	91,981	94,740
Workmen's Comp.	28,465	28,465	29,319	30,199	31,104	32,038	32,999	33,989
Retirement	287,416	287,416	316,158	347,773	382,551	394,027	405,848	418,023
Health Ins.	253,205	253,205	273,462	295,339	318,966	328,535	338,391	348,542
Engineering	97,993	97,993	100,933	103,961	107,080	110,293	113,601	117,009
TOTAL INDIRECT COSTS	1,151,449	1,151,450	1,218,772	1,291,140	1,368,985	1,410,054	1,452,356	1,495,927
DEBT SERVICE								
Existing Debt	1,631,797	1,776,297	1,792,320	2,063,940	1,666,639	1,626,636	1,546,010	1,442,631
Debt Authorized Not Yet Borrowed	-	-	-	-	-	-	-	-
BANS	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
New Debt-CIP	144,500	-	225,814	-	1,002,600	1,476,475	1,694,675	1,912,750
TOTAL DEBT SERVICE	1,811,297	1,811,297	2,053,134	2,098,940	2,704,239	3,138,111	3,275,685	3,390,381
WARRANT ARTICLES								
Maintenance (Balance transferred to special fund)	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
TOTAL SYSTEM MAINTENANCE ARTICLE	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
TOTAL COSTS	8,241,280	8,384,981	8,642,059	8,952,501	9,788,567	10,420,945	10,762,905	11,088,041
WATER REVENUES								
WATER USE								
Water user rates (98% prior year actual)			7,991,237	8,259,700	8,466,192	8,677,847	8,894,793	9,117,163
RATE factor			102.5%	102.5%	102.5%	102.5%	102.5%	102.5%
PROJECTED WATER USE COLLECTION	7,991,237	8,428,265	8,191,018	8,466,192	8,677,847	8,894,793	9,117,163	9,345,092
OTHER REVENUES								
Service line fee	-	-	-	-	-	-	-	-
Water testing fee	22,000	19,380	22,000	22,000	22,000	22,000	22,000	22,000
Final reads	27,000	29,807	27,000	27,000	27,000	27,000	27,000	27,000
Water liens	120,000	115,108	120,000	120,000	120,000	120,000	120,000	120,000
Water connection	40,000	143,298	40,000	40,000	40,000	40,000	40,000	40,000
Backflow/Cross connection fee	75,000	68,505	75,000	75,000	75,000	75,000	75,000	75,000
Meter Installations	12,000	35,850	12,000	12,000	12,000	12,000	12,000	12,000
Fire flow test	6,000	8,500	6,000	6,000	6,000	6,000	6,000	6,000
Interest income	13,000	28,662	13,000	13,000	13,000	13,000	13,000	13,000
Bond Premium	-	-	-	-	-	-	-	-
Fire Suppression	350,000	83,392	350,000	150,000	150,000	150,000	150,000	150,000
Misc Revenue	15,000	1,825	15,000	15,000	15,000	15,000	15,000	15,000
Water betterments	-	-	-	-	-	-	-	-
OTHER REVENUES	680,000	534,327	680,000	480,000	480,000	480,000	480,000	480,000
TOTAL REVENUES	8,671,237	8,962,592	8,871,018	8,946,192	9,157,847	9,374,793	9,597,163	9,825,092
SURPLUS/(DEFICIT)								
	429,957	577,611	228,959	(6,309)	(630,720)	(1,046,152)	(1,165,742)	(1,262,949)
% Self sufficient	105%	107%	103%	100%	94%	90%	89%	89%
Starting Balance- Reserve Fund								
	4,360,623	3,486,141	3,486,141	4,536,109	4,234,800	2,861,080	1,069,928	-275,814
PY Fund Balance Adjustment								
	(349,663)	(250,000)	(250,000)	(195,000)	(243,000)	(245,000)	(80,000)	(250,000)
Transfer from Reserve/Articles								
	(250,000)	(250,000)	(250,000)	(195,000)	(500,000)	(500,000)	(100,000)	(100,000)
Projects 10-20 Years								
	-	-	-	(100,000)	(500,000)	(500,000)	(100,000)	(100,000)
Inc/ Dec in Reserve Fund								
	429,957	577,611	228,959	(6,309)	(630,720)	(1,046,152)	(1,165,742)	(1,262,949)
Ending Balance- Reserve Fund	4,190,917	3,813,752	3,465,100	4,234,800	2,861,080	1,069,928	(275,814)	(1,888,763)

DEPARTMENT BUDGET HIGHLIGHTS AND DETAIL

OBLIGATIONS						
		ACTUAL FY2016	ACTUAL FY2017	BUDGET FY2018	DEPT REQUEST FY2019	FINANCE COMMITTEE FY2019
TECHNICAL SCHOOLS		569,335	610,000	610,000	628,300	628,300
DEBT SERVICE		15,296,304	14,790,395	14,048,907	14,568,902	14,568,902
INSURANCE EXPENSE		732,553	783,831	901,405	967,703	967,703
UNEMPLOYMENT FUND		158,000	160,000	160,000	160,000	160,000
RETIREMENT FUND		7,946,015	8,360,984	9,428,488	10,371,338	10,371,338
HEALTH INSURANCE FUND		17,052,416	17,905,037	19,257,000	20,662,075	20,662,075
OPEB FUND		500,000	1,127,572	1,264,338	1,416,888	1,416,888
TOTAL FIXED EXPENSES		42,254,623	43,737,819	45,670,138	48,775,206	48,775,206
Offset Revenues		(336,638)	(479,561)	(321,838)	(239,637)	(239,637)

Technical Schools Assessment

Andover's share of the cost of the Greater Lawrence Technical School and Essex Agricultural Technical Institute.

Unemployment Fund

The Town reimburses the state for actual unemployment claims paid to ex-employees of the Town.

Retirement Fund

The Town's Contributory Retirement System uses an actuarially based funding schedule to determine pension appropriations. The funding schedule must be adopted by the Andover Contributory Retirement Board and approved by PERAC, a state agency.

Health Insurance Fund

The Town provides health insurance for Town and School employees and retirees. Retired teachers transferred from the GIC to Andover's health insurance plan in FY2015. In FY2016 Andover established a self-funded health insurance plan. The number shown for FY2019 represents a net increase in the appropriation of 7.30% due to medical inflation and an increase in the number of subscribers. The total increase is offset by savings attributed to active and retiree premium contribution split changes.

OPEB Fund

Local governments are required to measure and report their liabilities for Other Pension Post-Employment Benefits – OPEB. The promise of health insurance coverage in retirement has long been part of the compensation communities offered to attract and retain qualified employees. Traditionally these benefits have been funded on a pay-as-you-go basis with the costs recognized when paid. GASB 45 requires that government employers recognize the cost of future benefits when the services are rendered and report the actuarial liability of future costs on their financial statements. There is no current requirement to fund OPEB. For the last several years Andover has taken steps toward funding OPEB. A \$1,416,888 appropriation in Article 4 is recommended for FY2019.

Debt Service

The Debt Service appropriation provides funding for the principal and interest costs associated with capital projects approved by prior Town Meetings. Borrowing allows payments for major infrastructure improvements or large equipment purchases to be spread over multiple years to make them more affordable and require that future taxpayers, who benefit from the use of the asset, pay a share of the cost. State law defines the purposes for which a town can borrow and sets a maximum maturity for each type of project.

A traditional municipal debt schedule has equal principal payments with the interest on the balance declining each year. In addition to lower total interest cost, this type of debt schedule recognizes that a town will continue to need to invest in capital improvements. As debt service payments decline, new debt can be added.

Typically, the first principal and interest payment is one to two years after the project is approved. **None of the projects recommended for approval by this year's Town Meeting will impact the FY2019 budgets or tax rate.** They will become fixed obligations for future years.

Total Debt Service of \$14,568,902 for FY2019 is comprised of:

Exempt Debt \$3,981,010

- Funded with property taxes outside Proposition 2 ½ Levy Limit
- New exempt debt increases property taxes
- New exempt debt does not impact operating budgets or funding available for other purposes

Water and Sewer Debt \$4,413,213

- Funded with Water or Sewer revenues
- New water or sewer debt could affect water or sewer rates
- New water or sewer debt could impact water or sewer operating budgets or funding available for other water or sewer projects

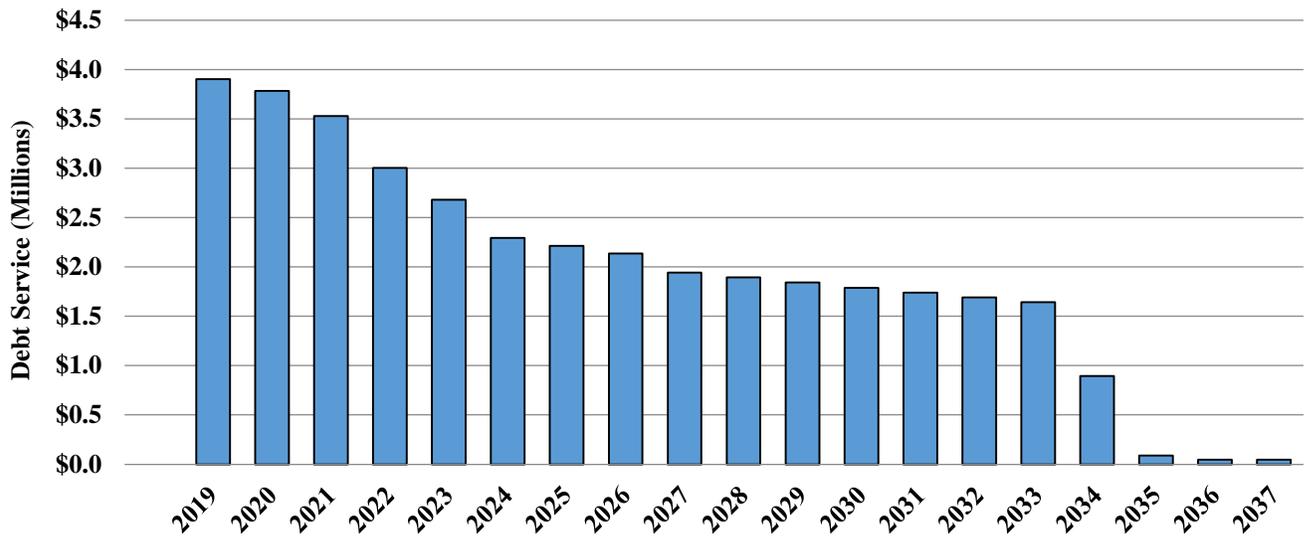
Non-Exempt Debt \$5,954,679

- Funded with property taxes and other general fund revenues available within Andover's Proposition 2 ½ Levy Limit
- New non-exempt debt does not increase property tax bills
- New non-exempt debt reduces the amount available within Proposition 2 ½ for future operating budgets or other capital projects
- \$239,637 from Cable Franchise Fees funds the debt service for the \$2.5 million in bonds issued for spending on technology.

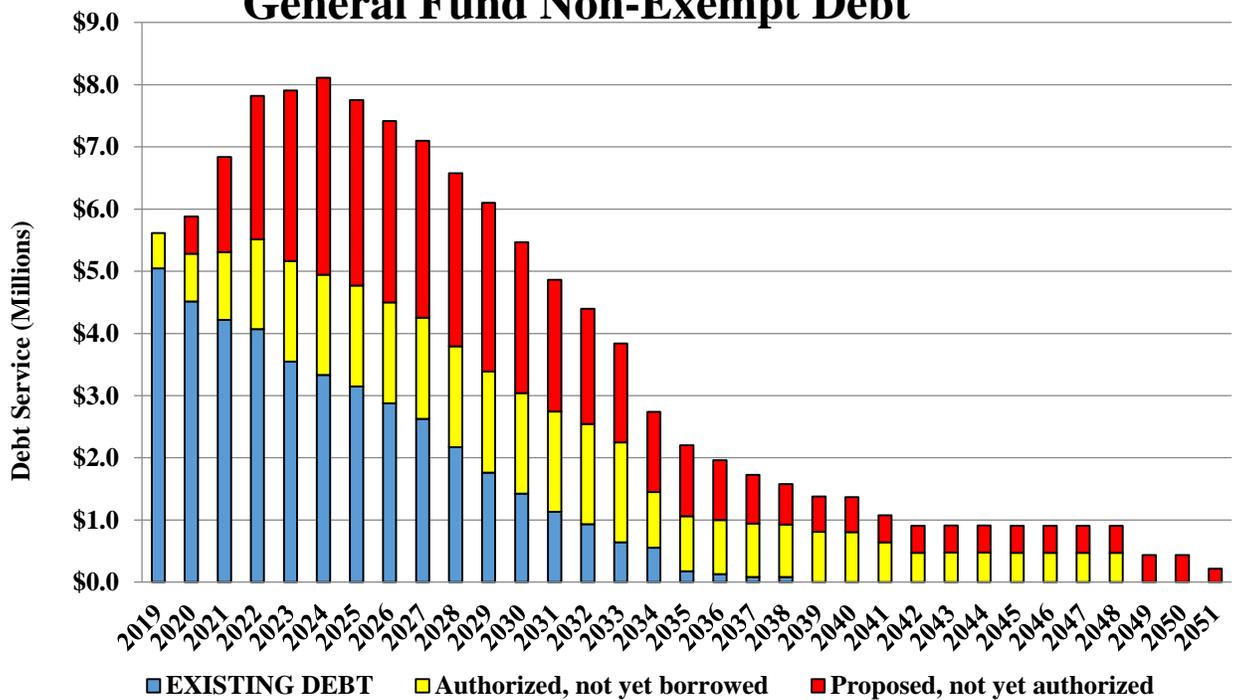
Interest on BANS and other debt issue expenses \$220,000

Andover's Debt Analysis Tool is an interactive spreadsheet developed to help Town and School officials estimate the annual appropriation needed to fund capital projects, show the impact on future budgets, and explain the costs to Andover taxpayers. Policy makers can plug in debt schedules for capital projects and then experiment with changes in interest rates and the number, projected cost and timing of projects. A current Debt Schedule can be found in the Annual Report section at the end of this report. A Financial Impact box outlines the financing plans for each bonded article on the warrant.

General Fund Exempt Debt (Debt Exclusion)



General Fund Non-Exempt Debt



Retirement Fund

This account includes the annual appropriation requirement established by the Public Employee Retirement Administration Commission (PERAC) based upon the Andover Retirement Board's approved funding schedule. A five-member board administers the retirement program for all retired town, Andover Housing Authority and school employees (excluding school teachers, who retire under the Massachusetts Teachers' Retirement System). The Board is comprised of the Town Accountant, two members elected by the members of the retirement system, an appointee of the Board of Selectmen, and a member appointed by the other four Board members. The Andover Retirement Board updates its actuarial valuation every two years, at which time a new funding schedule is established. The latest approved funding schedule is shown below. This actuarial valuation schedule is as of 1/1/16. This funding schedule fully amortizes the unfunded actuarial liabilities by 2032.

CHART 16					
Funding Schedule - Fully funded by June 30, 2032 with appropriations increasing 10.00% per year					
(1) Fiscal Year Ended June 30	(2) Employer Normal Cost	(3) Amortization of Remaining Liability	(4) Total Plan Cost: (2) + (3)	(5) Total Unfunded Actuarial Accrued Liability at Beginning of Fiscal Year	(6) Total Plan Cost % Increase
2017	\$2,344,358	\$6,304,042	\$8,648,400	\$133,525,444	--
2018	2,435,450	7,077,790	9,513,240	136,246,163	10.00%
2019	2,530,060	7,934,505	10,464,565	139,359,569	10.00%
2020	2,628,324	8,882,697	11,511,021	143,144,659	10.00%
2021	2,730,382	9,931,741	12,662,123	146,014,685	10.00%
2022	2,836,380	11,091,955	13,928,335	146,010,905	10.00%
2023	2,946,470	12,374,699	15,321,169	144,769,758	10.00%
2024	3,060,808	13,792,478	16,853,286	142,070,886	10.00%
2025	3,179,557	15,359,057	18,538,614	137,664,621	10.00%
2026	3,302,888	17,089,588	20,392,476	131,268,517	10.00%
2027	3,430,976	19,000,747	22,431,723	122,563,495	10.00%
2028	3,564,003	21,110,893	24,674,896	111,189,561	10.00%
2029	3,702,159	23,440,226	27,142,385	96,741,048	10.00%
2030	3,845,640	26,010,984	29,856,624	78,761,336	10.00%
2031	3,994,653	28,847,633	32,842,286	56,736,993	10.00%
2032	4,149,407	30,267,297	34,416,704	30,091,271	4.79%
2033	4,310,124	--	4,310,124	--	-87.48%

*Notes: Recommended contributions are assumed to be paid August 1.
Item (2) reflects 3.5% grown in payroll as well as a 0.15% adjustment to total normal cost to reflect the effects of mortality improvement due to generational mortality assumption.
Projected unfunded actuarial accrued liability reflects deferred investment losses.
Assumes contribution of budgeted amount for fiscal 2017.
Projected normal cost does not reflect the future impact of pension reform for future hires.*

Valuation Results – Other Post Employment Benefits (OPEB)

DEPARTMENT RESULTS		Actuarial Accrued Liability (AAL) and Annual Required Contribution – Partially Funded (4.25% discount rate)				
		Town	School	Sewer	Water	Total
Actuarial Accrued Liability (AAL) by Participant Category						
1.	Current retirees, beneficiaries and dependents	\$28,751,597	\$58,784,673	\$942,528	\$1,422,037	\$89,900,835
2.	Current active members	<u>38,458,308</u>	<u>56,798,786</u>	<u>363,068</u>	<u>3,196,989</u>	<u>98,817,151</u>
3.	Total AAL as of June 30, 2015: (1) + (2)	\$67,209,905	\$115,583,459	\$1,305,596	\$4,619,026	\$188,717,986
4.	Actuarial value of assets as of June 30, 2015	<u>1,489,621</u>	<u>2,561,758</u>	<u>176,152</u>	<u>460,605</u>	<u>4,688,136</u>
5.	Unfunded actuarial accrued liability (UAAL) as of June 30, 2015: (3) – (4)	\$65,720,284	\$113,021,701	\$1,129,444	\$4,158,421	\$184,029,850
Annual Required Contribution for Fiscal Year Ending June 30, 2016						
6.	Normal cost as of July 1, 2015	\$2,616,550	\$4,763,232	\$18,494	\$159,965	\$7,558,240
7.	Adjustment for timing	<u>55,023</u>	<u>100,165</u>	<u>389</u>	<u>3,364</u>	<u>158,941</u>
8.	Normal cost adjusted for timing: (6) + (7)	\$2,671,573	\$4,863,397	\$18,883	\$163,329	\$7,717,181
9.	30-year amortization (increasing 3.75% per year) of the UAAL as of June 30, 2015	\$2,346,808	\$4,035,897	\$40,331	\$148,493	\$6,571,529
10.	Adjustment for timing	<u>49,351</u>	<u>84,870</u>	<u>848</u>	<u>3,123</u>	<u>138,192</u>
11.	Amortization payment adjusted for timing: (9) + (10)	\$2,396,159	\$4,120,767	\$41,179	\$151,616	\$6,709,721
12.	Total Annual Required Contribution (ARC): (8) + (11)	5,067,732	8,984,164	60,062	314,945	14,426,902
13.	Projected benefit payments	1,699,926	3,412,270	36,671	83,680	5,232,547

*Notes: Assumes payment in the middle of the fiscal year.
Assets as of June 30, 2015 for Town and School are allocated in proportion to liabilities.*

DEPARTMENT BUDGET HIGHLIGHTS AND DETAIL

SCHOOL DEPARTMENT						
		ACTUAL FY2016	ACTUAL FY2017	BUDGET FY2018	DEPT REQUEST FY2019	FINANCE COMMITTEE FY2019
Personal Services		59,508,117	62,088,111	64,447,734	66,753,383	66,753,383
Other Expenses		13,788,474	14,011,092	14,889,437	15,757,275	15,757,275
Total		73,296,591	76,099,203	79,337,171	82,510,658	82,510,658
Number of FTE's		873.8	883.1	894.32 *	906.4	906.4
Number of Students		6,075	5,991	5,924	5,917	5,917

* - Includes new positions for AHS Schedule change



ANDOVER PUBLIC SCHOOLS

36 Bartlet Street
Andover, MA 01810
(978) 247-7010
FAX (978) 247-7090

SCHOOL COMMITTEE
Susan McCready, Chair
Shannon Scully, Vice Chair
Joel G. Blumstein, Esq.
Paul D. Murphy
Tracey E. Spruce, Esq.

Sheldon H. Berman, Ed. D
Superintendent of Schools
Sheldon.berman@andoverma.us

To the Citizens of Andover:

On behalf of the School Committee, I am pleased to write that for the first time in recent years, the town and our school department have reached agreement on the FY2019 school budget well before Annual Town Meeting. The School Committee, Board of Selectmen and Finance Committee all recommend approval. We would like to thank Superintendent Berman and Town Manager Flanagan for the collaborative effort that they have made in creating a school budget that meets both the Town Manager's recommendation and that of the Long Range Financial Planning group.

The proposed budget of \$ 82,510,658 represents a 4% increase over last year's budget including 0.5% for a \$380,000 funds transfer from the town's capital improvement plan (CIP) to the operational budget for textbooks. While this transfer has been discussed by all boards for a number of years, in order to avoid the tradeoff of building maintenance projects for curriculum materials, this year we have ensured that 60% of these costs will be moved with a plan for the movement of the remaining 40% next year.

A School Committee's primary responsibility is to the children of the district that it serves. In fulfilling that responsibility, the Committee has approved a budget that maintains the current level of services being provided, including the commitment to lower elementary classroom sizes implemented with the FY2017 school budget. We have realigned our resources to most effectively advance the district's strategic plan, adopted at the close of the 2016-2017 school year, with a focus on progress monitoring in reading and math and on professional development in the areas of literacy, language-based learning interventions, and social-emotional learning.

The budget accommodates contractual obligations for personnel step and track increases, student transportation, and technology as well as increases to utility, homeless transportation, and Medicare costs. In addition, the district is making some moderate investments to address student learning needs as follows:

An Increase in English Language Learners: While enrollment year over year remains steady, the profile of our learners continues to change. Our ELL population has grown by 586% over the last nine years and is expected to grow by another 20% in FY2019. These children are approximately 5% of our student population with families speaking forty-seven languages. In order to address this growth, the district will be adding a 0.5 FTE teacher position in the FY2019 budget.

An Increase to Special Education Costs: The district forecasted and reported to Town Meeting last year an expectation of increases to out-of-district special education costs for the FY2018 year. Those increases have been greater than expected and, in addition, the state reimbursement rate for out-of-district costs (the circuit breaker) is expected to be 65%, 7% below our budgeted 72%. Superintendents and School Committees across the state have worked with legislators to request a supplemental appropriation to increase the reimbursement to the more historical level of 74%, however no supplemental appropriation has been passed as yet. As a result, we have budgeted circuit breaker reimbursement at 65% for the FY2019 budget.

In the current year, we anticipate spending \$7.4 million for out-of-district tuitions. Fortunately, we have accumulated a reserve of approximately \$500,000 in the circuit breaker account over the past two years when spending has come in less than budget. We will use that reserve to offset this year's extra expense.

The district is aggressively moving forward on programming to address the needs of students experiencing dyslexia and other reading difficulties within the district. For FY2019, we are increasing in-district staffing for our language-based learning program (LEAP) at West Middle School and continuing to provide early screening, progress monitoring, program consultation, professional development and intervention materials to better support our students and serve to reduce out-of-district-placements in the future.

Finally, the number of 18 to 22-year-old students with special needs and requiring services has grown over the past year. The Transitional Opportunities Program (TOP) that serves these students is a collaborative program with North Andover. To address the additional students, we will be adding a teacher and instructional assistant to the program, however, 90% of the teacher cost will be offset by tuitions from students of other districts.

An Increase in Athletics Costs: The district's level of athletics expenditures has remained relatively constant over the years, however costs for equipment, officials, and travel expenses have been rising. In addition, the Andover Education Association (AEA) contract settlement this year included an increase to coaching stipends, which are low relative to districts in our conference and had not been increased for over 10 years. The Athletic Department has used revenues from athletic fees, ticket receipts and athletic venue rentals as a partial offset to the increase in expenses. These revenues no longer cover expenditures, and reserves from the athletic revolving account historically used to offset are now fully exhausted. As a result, the athletic program is facing a significant deficit in both FY2018 and FY2019. In order to partially address this deficit, the FY2019 budget increases funding of the athletic program by \$108,213, for allocation between personnel and general expense.

The Need for a Records Access Officer (RAO) and Communications Support:

This budget adds one FTE to address the need for a dedicated district Communications Director/Records Access Officer (RAO). The position will be responsible for maintaining the district's website content and providing parent and staff communications support. Over the past year, the district has had numerous requests requiring extraordinary processing time by the district's Finance and Student Services staff, thereby compromising the necessary daily work of those departments. This position will be the primary contact for public records requests going forward thereby relieving the excessive workload on current staff.

A Continued Reduction in Full Day Kindergarten (FDK) Tuition: At the beginning of the school year, 56 Massachusetts school districts including Andover were still charging a tuition for the afternoon portion of full-day kindergarten. The tuition reduction applied for the 2017-2018 school year took Andover from the second highest in the state to the seventh. The recommendation for an additional reduction in FY2019 is to use \$50,000 from the kindergarten revolving account to further reduce tuition to \$3,975.

The school budget is managed carefully, and even though the breadth of necessary staff and services to educate our students makes the organization dynamic by nature, actual spending is done within the appropriated budget. The School Department's financials are provided to and discussed with the School Committee on a monthly basis. In some years, these financials point to a potential end-of-year deficit, in which case actions are taken to reduce spending. In years where end-of-year spending comes in less than budget, remaining funds are managed transparently with open discussion by the School Committee. In recent years, the vast majority of remaining funds have been put into the school district's Circuit Breaker reserve account to maintain a balance that can be used to offset spikes in out-of-district tuitions costs. This is not unlike the town moving remaining budget funds into the Free Cash account annually, except that money in the school Circuit Breaker reserve can only be used for out-of-district special education expenses, which are prone to periodic spikes and thus well served by supplemental funding from a reserve account.

The School Committee would like to thank Superintendent Sheldon Berman and his team for their commitment of considerable time and effort to create the FY2019 recommended budget. We also thank Town Manager Flanagan and his staff, as well the Board of Selectmen and Finance Committee, for their collaboration and commitment throughout this process. Above all, we thank the residents of Andover for their continued support of and commitment to our schools.

Respectfully,



Susan K. McCready, Chair
Andover School Committee

FY2019 CAPITAL PROJECTS FUND APPROPRIATION

ARTICLE 5. To see if the Town will vote to raise by taxation and appropriate the sum of \$3,265,077 for the purpose of funding the Fiscal Year 2019 appropriation for the Capital Projects Fund, or take any other action related thereto.

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The Capital Projects Fund is considered to be part of the FY2019 operating budget, but it is voted in a separate warrant article. This allows that any balance in the fund at the end of a fiscal year can be carried forward to finish projects not completed by year-end. The use of a separate warrant article also makes it easier to track projects and spending. The appropriation is from taxation. During the course of the year, these projects may change as a result of costs and priorities.

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FY2019 CAPITAL PROJECTS FUND RECOMMENDED BY TOWN MANAGER

<u>Project Item</u>	<u>Amount</u>
Design Services for Rec Park/Pomps Pond Master Plan	\$35,000
Record Scanning Project	\$30,000
HMD Feasibility Study/Support Municipal Land Disposal	\$50,000
Health Inspection Software	\$25,000
Merrimack River Access Feasibility and Design	\$25,000
Dale St Shawsheen River Access	\$15,000
Castle Heights ADA Project	\$15,000
Conservation Land Management	\$12,000
MUNIS Software	\$15,000
Staff Device Refresh	\$300,000
Police Vehicle Replacement	\$195,000
Police Mobile Computer Software	\$55,077
Communication Fire Alarm Receivers	\$84,000
Fire Bi-directional Amplifier System	\$130,000
Minor Sidewalk Repairs	\$200,000
Public Works Vehicles – Small	\$128,000
Spring Grove Cemetery Improvements	\$20,000
Town Projects – Buildings	\$360,000
Town Projects – Mechanical and Electrical	\$280,000
Town Vehicle Replacement	\$51,000
Town Playground Replacements	\$200,000
School Capital Projects (SCH-1, SCH-2)	<u>\$1,040,000</u>
Total from General Fund Revenue	\$3,265,077

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

The FINANCE COMMITTEE voted 7-0 to recommend approval. NO _____

The SCHOOL COMMITTEE voted 5-0 to recommend approval.

On request of the Town Manager

BUDGET TRANSFERS
Article Expected to be Withdrawn

ARTICLE 6. To see if the Town will vote to transfer from amounts previously appropriated at the May 2017 Annual Town Meeting as authorized by Massachusetts General Laws Chapter 44, Section 33B, or take any other action related thereto.

~ ~ ~ ~ ~

This article authorizes the transfer of funds appropriated by the 2017 Town Meeting from certain departmental budgets with projected surpluses to other departments to cover costs not anticipated in preparation of the FY2018 Budget. A specific list of transfers will be presented at Town Meeting.

~ ~ ~ ~ ~

YES____
NO____

On request of the Finance Director

SUPPLEMENTAL BUDGET APPROPRIATIONS

ARTICLE 7. To see if the Town will vote to transfer from available funds a sum of money to supplement appropriations voted at the May 2017 Annual Town Meeting, or take any other action related thereto.

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A specific list of supplemental appropriations will be presented at Town Meeting.

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The BOARD OF SELECTMEN will make its recommendation at Town Meeting. **YES**____
The FINANCE COMMITTEE will make its recommendation at Town Meeting. **NO**____

On request of the Finance Director

STABILIZATION FUND

ARTICLE 8. To see if the Town will vote to appropriate and raise from taxation or available funds a sum of money to the Stabilization Fund in accordance with Massachusetts General Laws Chapter 40, Section 5B, as amended by Chapter 46, Sections 14 and 50 of the Acts of 2003, or take any other action related thereto.

~ ~ ~ ~ ~

This article authorizes a transfer of \$100,000 from taxation to the Town's General Stabilization Fund. The Stabilization Fund is used to accumulate amounts for future spending purposes. The current balance in the Fund is \$6,294,832. Bond rating agencies, such as Standard and Poor's, consider the balance in the Stabilization Fund when they are rating the Town before bonds are issued. A high stabilization fund balance is looked upon more favorably as it means the Town has some reserves if needed for future spending. Appropriations to the Stabilization Fund require a majority vote of Town Meeting. Appropriations taken out of the Stabilization Fund require a two-thirds (2/3) vote.

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

The FINANCE COMMITTEE voted 6-0 to recommend approval. **NO**_____

On request of the Town Manager

FREE CASH
Article Expected to Be Withdrawn

ARTICLE 9. To see what amount the Town will vote to permit the Assessors to use in Free Cash to reduce the Fiscal Year 2019 tax rate and to affect appropriations voted at the 2018 Annual Town Meeting, or take any other action related thereto.

The FINANCE COMMITTEE voted 6-0 to recommend that \$0 Free Cash be used for the FY2019 budget. **YES**_____

NO_____

On request of the Finance Director

FREE CASH

Free Cash is the term used for the portion of a community’s fund balance that is available for appropriation by Town Meeting. Free Cash is generated when actual revenue collections are in excess of estimates, when expenditures are less than appropriations, or both. Free Cash must be certified by the Department of Revenue’s Director of Accounts as of July 1st of each fiscal year upon submission of a municipality’s balance sheet. Once Free Cash is certified, it is available for appropriation at the Annual Town Meeting or any Special Town Meeting. Free Cash must be recertified each year. In addition to actual versus budgeted revenues and expenditures, calculation of Free Cash takes into account how much was appropriated by Town Meeting, property tax receivables and any deficits.

The Free Cash Balance is an important indicator of whether a town is living within its means. **A declining balance means that the Town is spending more than it is collecting in revenues.** Andover’s policy is to maintain the combined balance of Free Cash and Stabilization Fund at 3%-7% of General Fund revenues. Free Cash provides a reserve that can be tapped in case of emergency. The 3%-7% goal is consistent with accepted measures of good financial standing and a factor in Andover’s bond rating.

Andover’s policy is to use Free Cash for nonrecurring or emergency expenditures, for capital and equipment purchases or for appropriation to a stabilization fund to provide for sustainable operating budgets and financial stability for the community. By adhering to the Free Cash policy, the town avoids the creation of future operating deficits by using one time revenues to fund ongoing expenditures.

Five Year History of Use of Free Cash

	FY2014	FY2015	FY2016	FY2017	FY2018
	Spring 2013	Spring 2014	Spring 2015	Spring 2016	Spring 2017
Certified Free Cash	4,073,271	3,963,320	5,761,265	4,843,241	5,062,537
Supplemental Appropriation	254,568	400,000	1,000,000	0	1,250,000
Capital Projects	925,000	400,000	810,767	1,025,000	500,000
Purchase/Campanelli Dr	0	0	0	2,500,000	0
Trans to Stabilization Fund	400,000	500,000	0	0	0
Trans for Landfill Fund	1,000,000	1,000,000	1,000,000	0	0
Trans for Bond Prem Fund	600,000	0	768,000	268,000	0
Trans for OPEB Fund	0	1,000,000	1,248,316	0	0
Other	1,398	0	66,000	0	0
Operating Budgets	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>75,000</u>
Total Spent Town Meeting	<u>3,180,966</u>	<u>3,300,000</u>	<u>4,893,083</u>	<u>3,793,000</u>	<u>1,825,000</u>
Balance After Town Meeting	892,305	663,320	868,182	1,050,241	3,237,537

- Beginning with FY2017 a policy decision was made to include OPEB funding in annual operating budgets.
- The Ledge Road Landfill Stabilization Fund was closed in FY2017. The balance was appropriated for landfill capping.
- Acceptance of a provision of the Municipal Modernization Act results in no funds needed for the Bond Premium Stabilization Fund after FY2017.

UNEXPENDED APPROPRIATIONS
Article Expected to Be Withdrawn

ARTICLE 10. To see what disposition shall be made of unexpended appropriations and Free Cash in the treasury, or take any other action related thereto.

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Unexpended balances in Special Article accounts are carried forward from year to year as contrasted with the budget account balances that are usually lapsed at the end of the fiscal year into Free Cash. When the purpose for which a Special Article appropriation was made has been accomplished, the balance remains in the account until it is either reappropriated or lapsed into surplus revenue. In either case, a specific vote of the Town Meeting is required. The motion will list specific transfers.

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The BOARD OF SELECTMEN will make its recommendation at Town Meeting. YES___

The FINANCE COMMITTEE will make its recommendation at Town Meeting. NO___

On request of the Finance Director

GENERAL HOUSEKEEPING ARTICLES

ARTICLE 11. To see if the Town will vote the following consent articles, or take any other action related thereto:

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These articles are general housekeeping articles that Town Meeting is asked to approve every year by law and are routinely voted without discussion. If Town Meeting approves these in a group vote, it will cut down on the number of votes required at Town Meeting. The Town Moderator will ask the Town Meeting voters if anyone would like to hold on a specific article and, if so, that article will be held out for discussion and a separate vote will be taken. Otherwise, there will be a single vote for 11A – 11F. There will be a separate motion for 11G because it requires a two-thirds (2/3) vote.

~ ~ ~ ~ ~

On request of the Town Manager

GRANT PROGRAM AUTHORIZATION

11A. To see if the Town will vote to authorize the Board of Selectmen and/or the Town Manager to apply for, accept and enter into contracts from time to time for the expenditure of any funds allotted to Andover by the Commonwealth of Massachusetts or the U. S. Government under any State or Federal grant program, or take any other action related thereto.

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This article authorizes Town Officials to apply for and to accept Federal or State grants requiring Town Meeting approval that might become available during the coming fiscal year. Without Town Meeting authorization, these grants could be lost or jeopardized due to the delay resulting from either having to call a special Town Meeting or wait for the next Annual Town Meeting for approval.

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

The FINANCE COMMITTEE voted 6-0 to recommend approval. NO___

The SCHOOL COMMITTEE voted 5-0 to recommend approval.

On request of the Town Manager

ROAD CONTRACTS

11B. To see if the Town will vote to authorize the Town Manager to enter into a contract with the Massachusetts Highway Department Commissioners or the Federal Government for the construction and maintenance of public highways in the Town of Andover for the ensuing year, or take any other action related thereto.

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

The FINANCE COMMITTEE voted 6-0 to recommend approval. NO _____

On request of the Town Manager

TOWN REPORT

11C. To act upon the report of the Town officers, or take any other action related thereto.

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This article refers to the Annual Town Report prepared by the Town Manager. As the result of a bylaw passed by the 1984 Annual Town Meeting, a summary of the 2017 Annual Report has been included at the end of the Finance Committee Report.

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

NO _____

On request of the Town Manager

PROPERTY TAX EXEMPTIONS

11D. To see if the Town will vote to accept the provisions of Section 4, Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988 to allow an additional property tax exemption for Fiscal Year 2019 for those persons who qualify for property tax exemptions under Massachusetts General Laws Chapter 59, Section 5, or take any other action related thereto.

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Annually, Town Meeting has voted to adopt a state law providing for property tax exemptions for older citizens, surviving spouses, minor children of deceased parents or the blind who meet specific income eligibility and/or medical requirements. This article would allow these exemptions to be increased, under certain conditions, to provide some protection from large increases in property taxes.

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

The FINANCE COMMITTEE voted 6-0 to recommend approval. NO _____

On request of the Board of Assessors

CONTRACTS IN EXCESS OF THREE YEARS

11E. To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b) to authorize the Town Manager or the Superintendent of Schools to solicit and award contracts for terms exceeding three years but no greater than five years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interests of the Town by a vote of the Board of Selectmen or the School Committee, as appropriate, or take any other action related thereto.

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Contracts for goods and services which are entered into under the provisions of Massachusetts General Laws Chapter 30B (The Uniform Procurement Act) cannot exceed three years unless authorized by Town Meeting. If an opportunity arises for a longer-term contract which is in the best interests of the Town, the opportunity may be lost if the Town has to wait until the next Town Meeting for approval of the contract. This article would authorize such contracts up to five years upon approval of the appropriate elected body.  
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The BOARD OF SELECTMEN voted 5-0 to recommend approval. YES___

The FINANCE COMMITTEE voted 6-0 to recommend approval. NO___

The SCHOOL COMMITTEE voted 5-0 to recommend approval.

On request of the Town Manager

ACCEPTING EASEMENTS

11F. To see if the Town will vote to authorize the Board of Selectmen and the School Committee to accept grants of easements for streets, water, drainage, sewer and utility purposes or any public purpose on terms and conditions the Board and the Committee deem in the best interests of the Town, or take any other action related thereto.

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

The FINANCE COMMITTEE voted 6-0 to recommend approval. NO___

On request of the Town Manager

RESCINDING BOND AUTHORIZATIONS
Article Expected to be Withdrawn

11G. To see if the Town will vote to rescind unissued bond authorizations from prior Town Meetings, or take any other action related thereto.

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When a project is complete and funds voted for long-term borrowing no longer need to be borrowed, the authorization can be rescinded by Town Meeting. Because there are no bond authorizations to be rescinded, it is expected that this section will not be included when this article is moved.  
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Requires a two-thirds (2/3) vote

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

NO___

On request of the Finance Director

GRANTING EASEMENTS

ARTICLE 12. To see if the Town will vote to authorize the Board of Selectmen and the School Committee to grant easements for water, drainage, sewer and utility purposes or any public purpose on terms and conditions the Board and the Committee deem in the best interests of the Town, or take any other action related thereto.

Requires a two-thirds (2/3) vote

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

The FINANCE COMMITTEE voted 6-0 to recommend approval. NO _____

On request of the Town Manager

**UNPAID BILLS
Article Expected to Be Withdrawn**

ARTICLE 13. To see if the Town will vote to transfer from available funds a sum of money to pay unpaid bills for which obligation was incurred in prior fiscal years, or take any other action related thereto.

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In order for a bill to be paid in the normal course of events, it must be submitted during the fiscal year in which the Town obligation was incurred or shortly thereafter. If a vendor fails to follow this procedure the bill must be presented to a Town Meeting for its approval before payment. A four-fifths (4/5) majority vote is required for the bill to be paid.

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Requires a four-fifths (4/5) vote

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

NO _____

On request of the Town Accountant

CHAPTER 90 AUTHORIZATIONS

ARTICLE 14. To see if the Town will vote to authorize the Town to acquire any necessary easements by gift, by purchase or by right of eminent domain for Chapter 90 Highway Construction or any other federal or state aid program for road or sidewalk improvements, or take any other action related thereto.

Requires a two-thirds (2/3) vote

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

The FINANCE COMMITTEE voted 6-0 to recommend approval. NO_____

On request of the Town Manager

JERRY SILVERMAN FIREWORKS

ARTICLE 15. To see if the Town will vote to appropriate and raise by taxation or available funds the amount of \$14,000 for the Jerry Silverman Fireworks Program as part of the Fourth of July festivities, or take any other action related thereto.

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The sum of \$14,000 is requested as the Town’s contribution for the fireworks celebration. The fireworks are named in honor of Jerry Silverman who, for over fifty years, took it upon himself to raise the funds necessary for the Town’s annual fireworks celebration from both private and public sources.

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Financial Impact of Article 15

<u>Approval</u>	<u>Disapproval</u>
\$14,000 from taxation	Increases excess levy capacity by \$14,000
Included in projected FY2019 tax bill	Reduces projected FY2019 tax bill by less than \$1

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

The FINANCE COMMITTEE voted 7-0 to recommend approval. NO_____

On request of the Town Manager

FY2019 REVOLVING ACCOUNTS

ARTICLE 16. To see if the Town will vote to authorize the following revolving funds for certain Town departments under Massachusetts General Laws Chapter 44, Section 53E½ for the fiscal year beginning July 1, 2018, or take any other action related thereto.

Revolving Fund	Authorized to Spend	Use of Fund	Revenue Source	FY2019 Expenditure Limit
A. Community Development & Planning Department	Division Heads	Advertising legal hearing notice expenses for permit applications	Applicant Fees	\$20,000
B. Memorial Hall Library-Lost/Damaged Materials	MHL Director	Replacement of lost/damaged library materials	Restitution payments/charges to borrower or patron	\$20,000
C. Health Clinic	Public Health Director	Clinic supplies and other expenses	Clinic participant fees	\$60,000
D. Division of Recreation	Recreation Services Director	Trips, ticket sales and special programs and activities	Participant fees	\$625,000
E. Division of Youth Services	Youth Services Director	All programs and activities expenses, part-time help	Participant fees	\$400,000
F. Field Maintenance	Municipal Services - Plant and Facilities Director	Field maintenance, upgrade and related expenses	Field rental fees	\$150,000
G. Division of Elder Services	Elder Services Director	Senior programs, classes and activities	Participant fees	\$225,000
H. Police Communications	Chief of Police	Maintenance and purchase of public safety radio and antennae equipment	Lease agreements for antenna users	\$50,000
I. School Photocopy Fees	School Dept.	Photocopy Center Costs	External Private Groups	\$10,000
J. Compost Program	Municipal Services - Plant and Facilities Director	Offset Compost Monitoring and Cleanup Expenses	Contractor Permit fees, revenues from sale of compost	\$60,000
K. Solid Waste	Municipal Services - Public Works Director	Offset Trash and Recycling Costs	CRT, HHW and Trash fees	\$40,000
L. Stormwater Management	Planning Director	Consulting and Environmental Monitoring of Stormwater Management Applications and Permits	Applicant	\$5,000
M. Fire Rescue	Fire Chief	Training and Equipment	Service Fees	\$100,000
N. Health Services	Public Health Director	Health Dept. Inspections	Inspection Fees	\$100,000

~ ~ ~ ~ ~
The Town Moderator will ask Town Meeting voters if anyone would like to be heard on a specific revolving fund. If so, that fund will be held out for discussion and a separate vote will be taken. A revolving account allows user fees and donations collected by a specific department to be used for expenses related to that department without a specific appropriation by Town Meeting. For example, activity fees collected from participants in Community Services programs are used for tickets, related trip expenses and other program costs. State law requires that Town Meeting vote annually on this type of revolving account, setting a dollar limit and specifying who is authorized to make expenditures. In any fiscal year the limit on the amount that may be spent can be increased with the approval of both the Board of Selectmen and Finance Committee. An increase from \$75,000 to \$100,000 is requested for N. Health Services for FY2019.
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The BOARD OF SELECTMEN voted 5-0 to recommend approval. YES ___

The FINANCE COMMITTEE voted 6-0 to recommend approval. NO ___

The BOARD OF HEALTH voted 3-0 to recommend approval.

The SCHOOL COMMITTEE voted 5-0 to recommend approval.

On request of the Finance Director

PEG ACCESS AND CABLE RELATED EXPENSES

ARTICLE 17. To see if the Town will vote to appropriate cable franchise fees and other cable-related revenues to support PEG access services, cable related expenses, and oversight of the cable franchise agreements for fiscal year 2019, which begins on July 1, 2018, or take any other action relative thereto.

~ ~ ~ ~ ~
This article is a request to appropriate \$692,539 from the revenues received from the Comcast and Verizon cable franchise license agreements to pay for expenses related to the Town of Andover's grant agreement with Andover Community Access and Media (also known as AndoverTV) and other cable-related expenses.
~ ~ ~ ~ ~

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

The FINANCE COMMITTEE voted 7-0 to recommend approval. NO ___

On request of the Finance Director

**OVERLAY SURPLUS TRANSFER
FOR PROPERTY REVALUATION**

ARTICLE 18. To see if the Town will vote to transfer \$32,000 from Overlay Surplus to fund the FY2020 property tax revaluation, or take any other action related thereto.

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This article requests funding to perform a vital component of the Town's required FY2020 revaluation of all properties in the Town of Andover as required by the Massachusetts Department of Revenue. The funds will be used to hire outside consultants to perform the revaluation of the commercial and industrial classes of property and to provide for the preparation of one appraisal from an expert witness for Appellate Tax Board negotiation or hearing. The source of funding is from the overlay surplus as declared by the Board of Assessors.
~ ~ ~ ~ ~

Financial Impact of Article 18	
<u>Approval</u> Reduces Overlay Account balance by \$32,000 No FY2019 tax bill impact	<u>Disapproval</u> \$32,000 available in the Overlay Account for future years

The BOARD OF SELECTMEN will make its recommendation at Town Meeting YES

The FINANCE COMMITTEE voted 7-0 to recommend approval. NO

On request of the Finance Director

APPROPRIATION FROM ELDER SERVICES PROGRAM STABILIZATION FUND

ARTICLE 19. To see if the Town will vote to transfer and appropriate the sum of \$12,000 from the Elder Services Program Stabilization Fund established under Article 1 of the May 7, 2013 Special Town Meeting to be used for the development and implementation of new programs, services and activities as recommended by the Division of Elder Services and approved by the Town Manager, or take any other action related thereto.

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The Division of Elder Services is requesting to use \$12,000 from the Elder Services Program Stabilization Fund. This amount represents the interest that has accrued in this fund since Special Town Meeting’s approval of the fund on May 7, 2013. The Division of Elder Services will use the \$12,000 for programming and support for the residents of Andover. Approximately \$4,000 will be earmarked for the support of transportation services to and from the senior center so residents can participate in programs. The remaining \$8,000 will be utilized for programming and outreach including wellness, healthy aging, and securing support to remain independent at home.

~ ~ ~ ~ ~

Requires a two-thirds (2/3) vote

Financial Impact of Article 19	
<u>Approval</u> Reduces Elder Services Program Stabilization Fund balance by \$12,000 No FY2019 tax bill impact	<u>Disapproval</u> \$12,000 available in the Elder Services Program Stabilization Fund for future years

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

The FINANCE COMMITTEE voted 7-0 to recommend approval. NO

On request of the Director of Community Services

ELDERLY/DISABLED TRANSPORTATION PROGRAM

ARTICLE 20. To see if the Town will vote to appropriate and raise by taxation a sum not to exceed \$12,000 for the purpose of continuing to provide for an elderly and disabled transportation subsidy program, or take any other action related thereto.

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The Town provides certain transportation subsidies for our elderly and disabled citizens. These subsidies currently allow seniors 60 years of age and older and disabled persons to ride free on the MVRTA shuttle bus, and also provide transportation through a “call and ride” program called EZ-Trans. This article will continue to provide critical transportation benefits to our senior and disabled residents.

~ ~ ~ ~ ~

Financial Impact of Article 20

Approval

\$12,000 from taxation
Included in projected FY2019 tax bill

Disapproval

Increases excess levy capacity by \$12,000.
Reduces projected FY2019 tax bill by less than \$1

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

The FINANCE COMMITTEE voted 7-0 to recommend approval. NO___

On request of the Council on Aging

SUPPORT FOR CIVIC EVENTS

ARTICLE 21. To see if the Town will vote to appropriate and raise by taxation or transfer from available funds a sum not to exceed \$5,000 for the purpose of paying a portion of the municipal costs associated with civic events in the downtown, or take any other action related thereto.

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This article will provide \$5,000 to pay for overtime costs incurred by Town departments during civic events such as Andover Day when Main Street and associated side streets must be closed.

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Financial Impact of Article 21

Approval

\$5,000 from taxation
Included in projected FY2019 tax bill

Disapproval

Increases excess levy capacity by \$5,000
Reduces projected FY2019 tax bill by less than \$1

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

The FINANCE COMMITTEE voted 7-0 to recommend approval. NO___

On request of the Town Manager

SPRING GROVE CEMETERY MAINTENANCE

ARTICLE 22. To see if the Town will vote to transfer the sum of \$6,000 from the Spring Grove Cemetery Perpetual Care reserve account and appropriate the sum of \$6,000 for the purpose of cemetery maintenance including costs incidental and related thereto, or take any other action related thereto.

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This article will provide \$6,000 for Spring Grove Cemetery repairs including roadway paving, masonry work to the historic stone wall and support for the Cemetery Master Plan. Funding for this article comes from interest on the Spring Grove Cemetery Perpetual Care fund.

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Financial Impact of Article 22

Approval

Reduces Cemetery Fund balance by \$6,000
No FY2019 tax bill impact

Disapproval

\$6,000 available for spending by a future
Town Meeting for cemetery improvements

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

The FINANCE COMMITTEE voted 7-0 to recommend approval. NO___

On request of the Director of Municipal Services

STABILIZATION FUND BOND PREMIUM

ARTICLE 23. To see if the Town will vote to transfer the sum of \$100,000 from the Bond Premium Stabilization Fund to the General Fund to offset non-exempt debt interest payments, or take any other action related thereto.

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The Bond Premium Stabilization Fund was established for the purpose of using bond premiums to offset the interest on non-exempt outstanding debt. This article transfers \$100,000 from the Bond Premium Stabilization Fund to the General Fund to offset the interest costs of the bonds that generated bond premiums. The funds from this stabilization fund may be used when the coupon rate of interest is higher than the actual interest rate to mitigate the impact on the general fund budget.

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Requires a two-thirds (2/3) vote

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

The FINANCE COMMITTEE voted 7-0 to recommend approval. NO_____

On request of the Finance Director

WATER AND SEWER VEHICLES

ARTICLE 24. To see if the Town will vote to raise by taxation, borrowing, or transfer from available funds or by any combination thereof and appropriate the sum of \$195,000 for the purpose of purchasing water and sewer vehicles, including any other costs incidental and related thereto, or to take any other action related thereto.

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The Water and Sewer Divisions have a number of aging vehicles that have been postponed for replacement. The Water/Sewer Divisions, working with the Vehicle Maintenance Division, review the status of postponed vehicles and determine the best use of the appropriation. Vehicles reviewed for replacement are frontline vehicles that are used on a daily basis for first response, emergency and both weather/flood and snow/ice maintenance. Other uses include but are not limited to hauling of materials, barricades and generators.

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Financial Impact of Article 24

<u>Approval</u> Reduces Water Reserves by \$195,000	<u>Disapproval</u> \$195,000 in Water Reserves available for future Water Department needs
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The BOARD OF SELECTMEN voted 5-0 to recommend approval. YES_____

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

On request of the Director of Municipal Services

WATER MAIN REPLACEMENT PROJECTS

ARTICLE 25. To see if the Town will vote to raise by taxation, borrowing, or transfer from available funds or by any combination thereof and appropriate the sum of \$3,000,000 for the purpose of purchasing services and materials related to completing water main replacement projects, including any other costs incidental and related thereto, or to take any other action related thereto.

~ ~ ~ ~ ~

The Water Distribution System Study and Capital Improvements Plan were developed in 2010. The recommendations set forth in this report will help to prevent catastrophic failures; improve capacity; prevent water loss; provide adequate fire protection and improve overall water quality. This article will continue the program with identified locations for approximately 17,000 linear feet.

~ ~ ~ ~ ~

Financial Impact of Article 25	
<u>Approval</u> Town borrows \$3,000,000 to be repaid over 20 years Debt Service funded with water user fees is included in water rate projections for future years No impact in FY2019 \$3,000,000 Appropriation + \$1,102,500 Projected Interest = \$4,102,500	<u>Disapproval</u> No change in FY2019 water rates

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

The FINANCE COMMITTEE voted 9-0 to recommend approval. NO ___

On request of the Director of Municipal Services

HYDRANT REPLACEMENT PROGRAM

ARTICLE 26. To see if the Town will vote to raise by taxation, borrowing, or transfer from available funds or by any combination thereof and appropriate the sum of \$100,000 for the purpose of purchasing services and materials related to the fire hydrant replacement program, including any other costs incidental and related thereto, or to take any other action related thereto.

~ ~ ~ ~ ~

Continuation of the hydrant maintenance project including, but not limited to, the identification of hydrants needing replacement, repair and/or maintenance including replacement of identified hydrants as follows: a) replacing the hydrants that need to be replaced; b) changing the grade on the hydrants as needed; and c) regular maintenance, lubrication, pressure testing and painting.

~ ~ ~ ~ ~

Financial Impact of Article 26	
<u>Approval</u> Reduces Water Reserves by \$100,000.	<u>Disapproval</u> \$100,000 in Water Reserves available for future Water Department needs

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

The FINANCE COMMITTEE voted 9-0 to recommend approval. NO ___

On request of the Director of Municipal Services

WATER TREATMENT PLANT ELECTRICAL SUBSTATION REPLACEMENT
--

ARTICLE 27. To see if the Town will vote to raise by taxation, borrowing, or transfer from available funds or by any combination thereof and appropriate the sum of \$5,000,000 for the purpose of purchasing services and materials related to the water treatment plant electrical substation replacement project, including any other costs incidental and related thereto, or to take any other action related thereto.

~ ~ ~ ~ ~

Substation A is the main electrical feed for the Water Treatment Plant. At 40 years old, the availability of OEM replacement parts is an issue. It is also the only infrastructure at the Water Treatment Plant that is a single point of failure, with no redundancy. By also upgrading Substation B and installing a second feed from the utility, the consequence of failure in Substation A would be minimized. The 2011 Drinking Water Infrastructure Needs Survey and Assessment (DWINSA) recommends this project. The plan is for Substation A to be replaced first and then Substation B.

~ ~ ~ ~ ~

Financial Impact of Article 27	
<u>Approval</u> Town borrows \$2,500,000 in FY2020 to be repaid over 20 years and \$2,500,000 in FY2021 to be repaid over 20 years. Debt Service funded with water user fees is included in water rate projections for future years No impact in FY2019	<u>Disapproval</u> No change in FY2019 water rates
\$5,000,000 Appropriation + \$1,837,500 Projected Interest = \$6,837,500 Total Cost	

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

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

On request of the Director of Municipal Services

MINOR SANITARY SEWER COLLECTION SYSTEM IMPROVEMENTS

ARTICLE 28. To see if the Town will vote to raise by taxation, borrowing, or transfer from available funds or by any combination thereof and appropriate the sum of \$50,000 for the purpose of purchasing services and materials related to completing minor sanitary sewer collection system improvements, including any other costs incidental and related thereto, or to take any other action related thereto.

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The Sanitary Sewer Collection System dates as far back as 1898, and consequently repairs are necessary to ensure the integrity of the collection system and to eliminate inflow/infiltration sources.

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Financial Impact of Article 28	
<u>Approval</u> Reduces Sewer Reserves by \$50,000	<u>Disapproval</u> \$50,000 in Sewer Reserves available for future Sewer Department needs

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

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

On the request of the Director of Municipal Services

SEWER INFLOW AND INFILTRATION REDUCTION PROJECT

ARTICLE 29. To see if the Town will vote to raise by taxation, borrowing, or transfer from available funds or by any combination thereof and appropriate the sum of \$100,000 for the purpose of purchasing services and materials related to the Inflow/Infiltration Reduction Program, including any other costs incidental and related thereto, or to take any other action related thereto.

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 Based on the outcome of the I/I (Inflow and Infiltration) investigation study, I/I sources within the sewer collection system will be identified and prioritized for elimination.  
 ~~~~~

Financial Impact of Article 29	
<u>Approval</u> Reduces Sewer Reserves by \$100,000	<u>Disapproval</u> \$100,000 in Sewer Reserves available for future Sewer Department needs

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

The FINANCE COMMITTEE voted 9-0 to recommend approval. NO _____

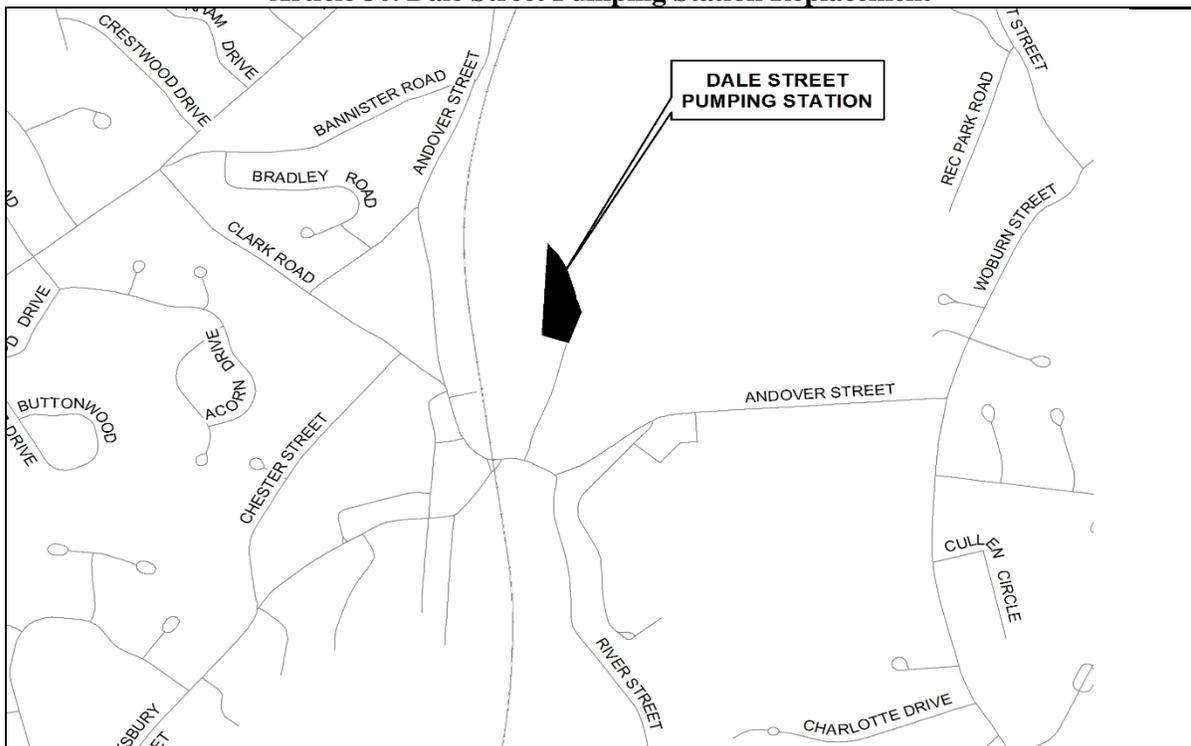
On request of the Director of Municipal Services

DALE STREET PUMPING STATION REPLACEMENT

ARTICLE 30. To see if the Town will vote to raise by taxation, borrowing, or transfer from available funds or by any combination thereof and appropriate the sum of \$360,000 for the purpose of purchasing services and materials related to completing a replacement of the pumping station on Dale Street, including any other costs incidental and related thereto, or to take any other action related thereto.

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 The existing pump station is constructed of steel and was installed in 1975. Both above and below grade portions of the structure are starting to deteriorate. From a structural and operational standpoint, it has exceeded its expected useful life by eighteen years. There is no gravity sewer available on this portion of Dale St., hence the need for a pump station.  
 ~~~~~

Article 30. Dale Street Pumping Station Replacement



Financial Impact of Article 30

Approval

Town borrows \$360,000 to be repaid over 10 years
Debt service funded with water user fees is included
in sewer rate projections for future years
No impact in FY2019

Disapproval

No change in FY2019 water rates

\$360,000 Appropriation + \$69,300 Projected Interest = \$429,300 Total Cost

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

YES_____

The FINANCE COMMITTEE voted 9-0 to recommend approval.

NO_____

On request of the Director of Municipal Services

PURCHASE OF CONSERVATION LAND FROM GENETICS INSTITUTE/PFIZER 83 LOWELL JUNCTION ROAD AND APPLICATION FOR LAND GRANT FUNDS

ARTICLE 31. To see if the Town will vote to authorize the sum of money appropriated by vote under Article 12 of the 2001 Annual Town Meeting, as amended by vote under Article 56 of the 2014 Annual Town Meeting for the acquisition by gift, negotiated purchase or eminent domain of a parcel of land of approximately 3.08+/- acres at 83 Lowell Junction Road, now or formerly owned by Genetics Institute, Inc. / Pfizer as described on Assessors Map 183, Parcel 11, and for expenses incidental and related thereto, to be managed and controlled by the Conservation Commission of the Town of Andover in accordance with Chapter 40, Section 8C of Massachusetts General Laws for conservation and passive outdoor recreation purposes, and to meet said appropriation, to authorize the Treasurer, with the approval of the Board of Selectmen to borrow said sum under and pursuant to Chapter 44, Section 7, Clause (3) and/or Chapter 44, Section 8C of Massachusetts General Laws, or any other enabling authority, issue bonds or notes of the Town therefor or to take any other action related thereto that may be necessary for that purpose, and that the Town Manager, Conservation Commission and Board of Selectmen on behalf of the Town be authorized to acquire said land or any portion thereof by gift, purchase, or eminent domain, including but not limited to using an appropriation made at the 2001 Town Meeting, Article 12 as amended by the 2014 Town Meeting, Article 56 for said acquisition and related expenses, and that the Town Manager and the Board of Selectmen and the Conservation Commission be authorized, as they deem appropriate, to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Andover to effect said purchase, and that the Conservation Commission be authorized to file on behalf of the Town any and all applications deemed necessary to seek reimbursements or grants under the Local Acquisitions for Natural Diversity (LAND) Grant Program, Chapter 132A, Section 11 and/or other reimbursement or grant programs in any way connected with the scope of this article and to enter into agreements and execute any and all instruments as may be necessary on behalf of the Town to affect said purchase or grant, and take any other action related to the conveyance of said land to the Town under the provisions of Chapter 40, Section 8C of the Massachusetts General Laws and as it may hereafter be amended and other Massachusetts statutes relating to Conservation to be managed and controlled by the Conservation Commission, or take any other action related thereto.

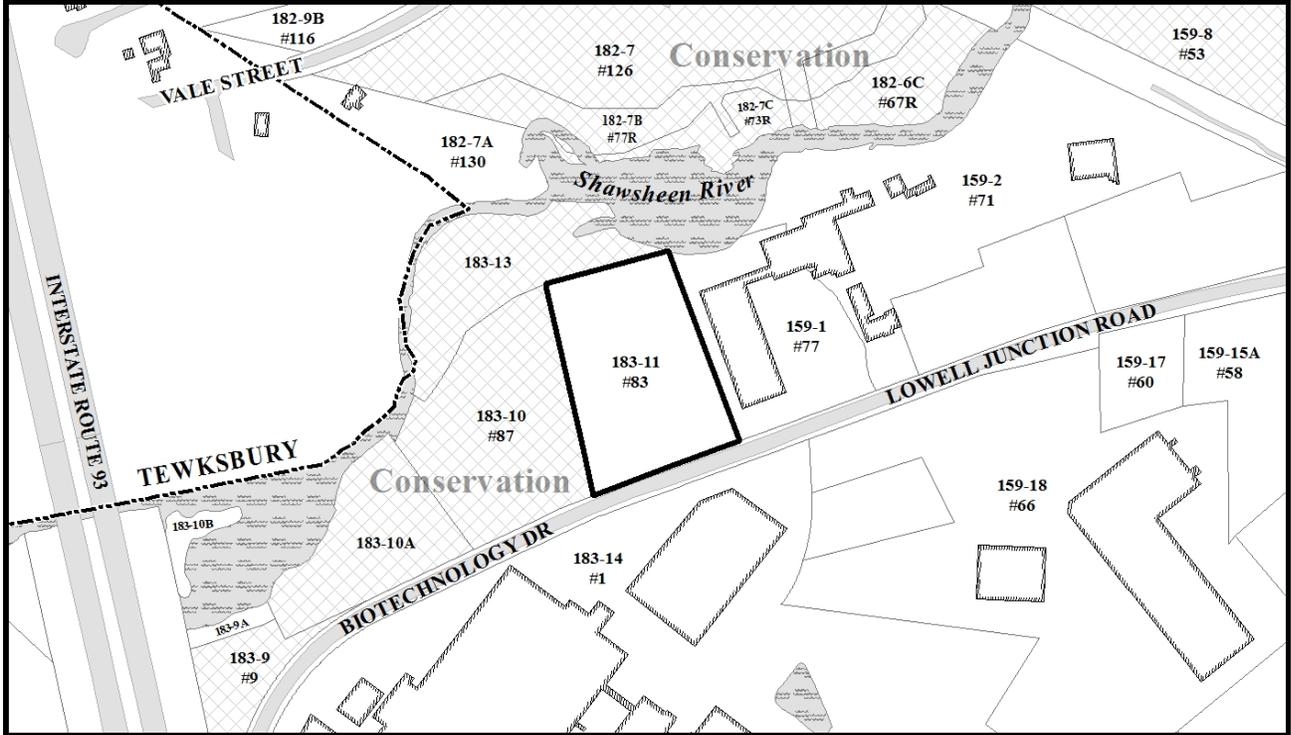
~~~~~

The Commission is seeking approval of a grant application to gain funding for the purchase of land for public use along the Shawsheen River at 83 Lowell Junction Road. The State LAND Grant (Massachusetts Local Acquisitions for Natural Diversity) requires a vote of Town Meeting and reimburses the town for about 52% of the property purchase price. The Lowell Junction property is an attractive parcel of land with large white pines, wild blueberries, lots of wildlife and river access. The property will be incorporated into the town's abutting Shawsheen Pines Reservation and serve as a recreational gateway to canoeing, kayaking, fishing and picnicking. Portions of the property are under consideration for a handicapped accessible trail. This Pfizer parcel was one of several lots pre-approved for acquisition by the 2015 town meeting vote.

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Requires a two-thirds (2/3) vote

Article 31. Purchase of Conservation Land 83 Lowell Junction and Grant Application



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

YES ___

The FINANCE COMMITTEE voted 6-0 to recommend approval.

NO ___

The CONSERVATION COMMISSION voted 6-0 to recommend approval.

On request of the Director of Conservation

PUBLIC WORKS VEHICLES – LARGE

ARTICLE 32. To see if the Town will vote to raise by taxation, borrowing, or transfer from available funds or by any combination thereof and appropriate the sum of \$555,000 for the purpose of purchasing public works vehicles, including any other costs incidental and related thereto, or to take any other action related thereto.

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The Department of Public Works currently has a number of aging vehicles that have been postponed for replacement since FY2001. The Highway Division in conjunction with the Vehicle Maintenance Division reviews the status and condition of vehicles and determines the best use of the appropriation. The vehicles' purposes include but are not limited to: plowing and treating of roads in winter; hauling loads of stone, gravel and loam as well as debris; hauling barrels, cones, signs, etc.; used during emergencies, both weather and flood related; as well as for other reasons, i.e. traffic control.

~~~~~

Financial Impact of Article 32	
<u>Approval</u> Town borrows \$555,000 to be repaid over 10 years No increase in FY2019 tax bill Peak year of debt service in FY2020 would require an appropriation of \$74,925 Would account for approximately \$5 of FY2020 average residential property tax bill	<u>Disapproval</u> No change in FY2019 tax bill Money not needed for debt service in future years would be available within Proposition 2 ½ for other Town/School needs
\$555,000 Appropriation + \$106,838 Projected Interest = \$661,838 Total Cost	

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

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

On request of the Director of Municipal Services

FIRE APPARATUS REPLACEMENT – LADDER TRUCK

ARTICLE 33. To see if the Town will vote to raise by taxation, borrowing, or transfer from available funds or by any combination thereof and appropriate the sum of \$1,100,000 for the purpose of purchasing a ladder truck, including any other costs incidental and related thereto, or to take any other action related thereto.

~ ~ ~ ~ ~

This article would authorize funding for the purchase of a replacement ladder truck for Andover Fire Rescue. Tower Ladder 2 has served Andover since 1999 and was a frontline piece of apparatus until 2007. Since then, this apparatus has served as the Andover Fire Rescue reserve ladder and is continually placed in service as a frontline truck when Ladder 1 is out of service for preventative maintenance, repairs or when an emergency mutual aid response is requested from another community. When the frontline apparatus is out of service, this apparatus is placed into service to maintain the appropriate level of fire protection for the community. This piece of fire apparatus was scheduled to be replaced in FY 2020, but was submitted this year due to the unavailability of replacement parts and maintenance concerns.

~ ~ ~ ~ ~

Financial Impact of Article 33	
<u>Approval</u> Town borrows \$1,100,000 to be repaid over 15 years No increase in FY2019 tax bill Peak year of debt service in FY2020 would require an appropriation of \$111,833. Would account for approximately \$8 of FY2020 average residential property tax bill	<u>Disapproval</u> No change in FY2019 tax bill Money not needed for debt service in future years would be available within Proposition 2 ½ for other Town/School needs
\$1,100,000 Appropriation + \$308,000 Projected Interest = \$1,408,000 Total Cost	

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

The FINANCE COMMITTEE voted 6-0 to recommend approval. NO_____

On request of the Fire Chief

MAJOR TOWN BUILDING PROJECTS

ARTICLE 34. To see if the Town will vote to raise by taxation, borrowing, or transfer from available funds or by any combination thereof and appropriate the sum of \$775,000 for the purpose of purchasing services and materials related to reconstructing, making extraordinary repairs to and equipping various town buildings, including any other costs incidental and related thereto, or to take any other action related thereto.

~ ~ ~ ~ ~

Each year a number of major repairs and improvements to Town buildings is identified. This year's request is scheduled to fund: the installation of a generator and stone wall repairs to Memorial Hall Library; general repairs and renovations to Town Offices; upgrades and approach ramp apron reconstruction and bathroom renovations at West Fire Station; miscellaneous repairs to Bowling Green stone building; and replacement of dispatch area floor and replacement of carpeting at the Public Safety Center.

~ ~ ~ ~ ~

Financial Impact of Article 34

Approval

Town borrows \$775,000 to be repaid over 10 years
No increase in FY2019 tax bill
Peak year of debt service in FY2020 would require an appropriation of \$104,625
Would account for approximately \$7 of FY2019 average residential property tax bill

Disapproval

No change in FY2019 tax bill
Money not needed for debt service in future years would be available within Proposition 2 1/2 for other Town/School needs

\$775,000 Appropriation + \$149,188 Projected Interest = \$924,188 Total Cost

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

YES _____

The FINANCE COMMITTEE voted 9-0 to recommend approval.

NO _____

On request of the Director of Municipal Services

TOWN AND SCHOOL ENERGY INITIATIVES

ARTICLE 35. To see if the Town will vote to raise by taxation, borrowing, or transfer from available funds or by any combination thereof and appropriate the sum of \$565,000 for the purpose of purchasing services and materials related to completing town and school energy efficiency initiatives, including any other costs incidental and related thereto, or take any other action related thereto.

~ ~ ~ ~ ~

Each year energy projects are identified among Town and School buildings. This year's request for Town initiatives will: retrofit AHU-2 at Memorial Hall Library and retrofit lighting to LED and design a central HVAC system at West Fire Station. For School Energy Initiatives, all schools will have some upgrades to VFD Pumps and Fans and insulation of domestic hot water pipes; islanding of South School main offices; retrofit 2nd floor classroom lighting to LED at Doherty Middle School; and Phase 2 of Demand Control Vent project and installation of hot water pumps and VFD's at South School. Combined, these measures could result in over \$20,000 in energy savings per year.

~ ~ ~ ~ ~

Financial Impact of Article 35	
Town borrows \$565,000 to be repaid over 10 years	No change in FY2019 tax bill
No increase in FY2019 tax bill	Money not needed for debt service in future years would be available within Proposition 2 ½ for other Town/School needs
Peak year of debt service in FY2020 would require an appropriation of \$76,275	
Would account for approximately \$5 of FY2019 average residential property tax bill	
\$565,000 Appropriation + \$108,763 Projected Interest = \$873,763 Total Cost	

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

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

The SCHOOL COMMITTEE voted 5-0 to recommend approval.

On request of the Director of Municipal Services

MAJOR SCHOOL PROJECTS

ARTICLE 36. To see if the Town will vote to raise by taxation, borrowing, or transfer from available funds or by any combination thereof and appropriate the sum of \$722,000 for the purpose of purchasing services and materials related to reconstructing and making extraordinary repairs to and equipping various school buildings, including any other costs incidental and related thereto, or to take any other action related thereto.

~ ~ ~ ~ ~

Each year schools, in conjunction with Municipal Service Facilities Division, prepare a listing of major repairs and improvements to school buildings and property. This year’s request will fund: installation of audio enhancement systems in classrooms within the district; replacement of Collins Center curtain; update of Digital Learning Commons in addition to a facility design assessment at Doherty Middle School; installation of chair lift at Shawsheen School; replacement of air handlers in café and gym at Sanborn; and cafeteria ceiling replacement at West Middle School.

~ ~ ~ ~ ~

Financial Impact of Article 36	
<u>Approval</u>	<u>Disapproval</u>
Town borrows \$722,000 to be repaid over 15 years	No change in FY2019 tax bill
No increase in FY2019 tax bill	Money not needed for debt service in future years would be available within Proposition 2 ½ for other Town/School needs
Peak year of debt service in FY2020 would require an appropriation of \$73,403	
Would account for approximately \$5 of FY2020 average residential property tax bill	
\$722,000 Appropriation + \$202,160 Projected Interest = \$924,160 Total Cost	

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

The FINANCE COMMITTEE voted 6-0 to recommend approval. NO_____

The SCHOOL COMMITTEE voted 5-0 to recommend approval.

On request of the Director of Municipal Services

SENIOR CITIZEN PROPERTY TAX EXEMPTION

ARTICLE 37. To see if the Town will vote to authorize the Board of Selectmen, on behalf of the Town, to petition the General Court for passage of a special law substantially as provided below. The Legislature may make clerical or editorial changes in form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the Legislature. The Board of Selectmen is hereby authorized to approve amendments that shall be within the scope of the general public objectives of this petition.

AN ACT AUTHORIZING THE TOWN OF ANDOVER TO ESTABLISH A MEANS TESTED SENIOR CITIZEN PROPERTY TAX EXEMPTION

SECTION 1. With respect to each qualifying parcel of real property classified as class one, residential in the town of Andover there shall be an exemption from the property tax in an amount to be set annually by the board of selectmen as provided in section 3. The exemption shall be applied to the domicile of the taxpayer only. For the purposes of this act, "parcel" shall be a unit of real property as defined by the board of assessors under the deed for the property and shall include a condominium unit. The exemption provided for herein shall be in addition to any and all other exemptions allowed by the General Laws.

SECTION 2. Real property shall qualify for the exemption under section 1 if all of the following criteria are met:

- (a) The qualifying real property is owned and occupied by a person who qualified and received the circuit breaker income tax credit the previous year under section 6(k) of chapter 62 of the General Laws;
- (b) The qualifying real property is owned by a single applicant age 65 or older at the close of the previous year or jointly by persons either of whom is age 65 or above at the close of the previous year and if the joint applicant is 60 years of age or older;
- (c) The qualifying real property is owned and occupied by the applicant or joint applicants as their domicile;
- (d) The applicant or at least 1 of the joint applicants has been domiciled and owned a home in the town of Andover for at least the 10 consecutive years preceding the filing of an application for the exemption;
- (e) The maximum prior year assessed value of the domicile is no greater than the prior year's maximum assessed value for qualification for the circuit breaker income tax credit under Section 6(k) of chapter 62 of the General Laws as adjusted annually by the Department of Revenue; and
- (f) The board of assessors has approved the application.

SECTION 3. The board of selectmen shall annually set the exemption amount provided for in section 1, provided that the amount of the exemption shall be up to a 100% match, and no less than a 50% match, of the amount of the circuit breaker income tax credit under section 6(k) of chapter 62 of the General Laws for which the applicant received in the previous year. The total amount exempted by this act shall be allocated proportionally within the tax levy on all residential taxpayers.

SECTION 4. A person who seeks to qualify for the exemption under section 1 shall, before the deadline established by the board of assessors, file an application, on a form to be adopted by the board of assessors, with the supporting documentation of the filed income tax return of the applicant showing the circuit breaker tax credit. The application shall be filed each year for which the applicant seeks the exemption.

SECTION 5. No exemption shall be granted under this act until the Department of Revenue certifies a residential tax rate for the applicable tax year where the total exemption amount is raised by a burden shift within the residential tax levy.

SECTION 6. This act shall expire after 3 years of implementation of the exemption with program implementation beginning in Fiscal Year 2020.

or take any other action with respect thereto.

~ ~ ~ ~ ~

To be eligible for the Andover property tax exemption, the senior:

- (1) has filed and been deemed eligible for a prior year Schedule CB (Circuit Breaker) for the purpose of state income taxes;
- (2) has owned property in Andover for at least the 10 consecutive years preceding the filing of an application for the exemption ; and
- (3) applies annually to the Board of Assessors for the exemption.

Using the state’s Schedule CB takes local government out of the business of determining eligibility. Placing local eligibility determinants beyond the Schedule CB will require additional workload on the already busy Assessors Division. The CB state income tax break serves as the basis for determining the local property tax relief. Annually the Board of Selectmen at or before their Tax Classification Hearing (usually in November, to be effective that December), will set the exemption amount of the Schedule CB income tax relief. The exact amount will be determined by how many seniors qualify for the exemption, and the total amount of senior tax relief (discussed below) desired by the Board. Please see the following Table for some examples of possible local property tax relief seen by applicants:

Schedule CB benefit
\$1,080 (Maximum)
\$908 (Based on 2010-2014 Average CB Credit)

The only data we have from the state was from 2001-2014. The average CB income tax benefit in Andover between 2010-2014 was \$908,186, and an average of 481 local residents qualified. Thus the average total income tax relief between these time periods was 481 x \$908 = \$436,837. We know some of those that qualified under CB rent property and others have not owned property in Andover for the last ten consecutive years. Both factors shrink the pool that is eligible for local property tax relief. We also don’t know how many seniors did not file Schedule CB that might otherwise do so in order to obtain a local property tax benefit. Based on the available information we are estimating a maximum local tax relief of \$436,837.

Here is an example of what this proposed senior tax relief will cost the average taxpayer under this scenario:

Average Single Family Homes	Full match of relief \$436,837 tax benefit	Increase per \$1,000
\$613,261	\$30.66	.05

Here are the qualifications for state income tax relief Schedule CB for 2017.

- (1) You, or your spouse if married filing jointly, must be at least 65 years of age before December 31, 2017 to qualify for this credit. Also, you must file as single, married filing jointly or head of household to qualify for this credit. If married filing separately, you do not qualify for this credit;
- (2) The assessed value of principal residence as of December 31, 2017 must be \$747,000 or less;
- (3) Qualifying income (includes MA Adjusted Gross Income (AGI) + social security benefits + untaxed pensions + miscellaneous income - certain income tax exemptions) is capped at \$57,000 (single); \$72,000 (head of household); or \$86,000 (married filing jointly). Income calculated is from all sources.
- (4) If you are a homeowner, your Massachusetts property tax payments, together with half of your water and sewer expense, must exceed 10% of your total Massachusetts income for the tax year.

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

YES___

The FINANCE COMMITTEE voted 4-1-4 on a motion for disapproval.
The motion failed for lack of a majority.

NO___

On request of the Elder Services Task Force

PARKING STUDY IMPLEMENTATION

ARTICLE 38. To see if the Town will vote to raise by taxation, borrowing, or transfer from available funds or by any combination thereof and appropriate the sum of \$75,000 for the purpose of purchasing services and materials related to the Parking Study Implementation project, including any other costs incidental and related thereto, or to take any other action related thereto.

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If approved, the requested appropriation of \$75,000 from parking revenues will be used by the Parking Implementation Committee to continue the implementation of the recommendations from the 2016 Downtown Andover Parking Study focusing on Recommendation 5 - Strategic Supply Optimization. The parking study report containing all seven recommendations is available to be viewed online at the following link: <https://andoverma.gov/DocumentCenter/Home/View/181>. To address the strategic supply optimization recommendation we propose to study the reconfiguration of two municipal lots behind Old Town Hall and at Park Street Village. If reconfigured and restriped to be more efficient, these lots could add a significant amount of municipal off-street parking. One potential result of this effort is additional revenue from the additional parking spaces that will be created. If approved, this work will commence in the summer of 2018. An update on the related work completed implementing recommendations to date is also included below.

Recommendation 1 - Wayfinding: The committee, working with the Design Review Board, created new directional wayfinding signage that includes arrows to the parking lots and other destinations around downtown. Also, unnecessary signage was removed. For the most part, the feedback has been very positive, however a few more signs that include the “Library” will be added. A Directory for the Old Town Hall Plaza, and possibly the MBTA station, was designed and is schedule to be installed in 2018.

Recommendation 2 and 4 - Customer Friendly Parking Technology: As part of a competitive bidding process, the subcommittee interviewed four vendors for parking technology. The subcommittee is currently finalizing a contract with the highest ranked vendor with implementation scheduled to start in May of 2018. As part of the implementation, the committee will hold a meeting for building owners and business owners to update them on the technology, the benefits like a mobile app for payment, validation and first offense warning, as well as a tutorial. The new system will be Pay-by-License-Plate (not pay and display). The Parking Plan also included a recommendation to change from 2 or 4 hour time limits to no time limit, which will be considered as part of this implementation. There will be no new machines on Main Street at this time, only in the municipal parking lots.

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Financial Impact of Article 38	
<u>Approval</u>	<u>Disapproval</u>
Reduces Parking Fund by \$75,000	\$75,000 available for spending by a future
No FY2019 tax bill impact	Town Meeting

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

YES___

The FINANCE COMMITTEE voted 8-0 to recommend approval.

NO___

The PLANNING BOARD voted 4-0 to recommend approval.

On request of the Town Manager

DOWNTOWN IMPROVEMENTS

ARTICLE 39. To see if the Town will vote to raise by taxation, borrowing, or transfer from available funds or by any combination thereof and appropriate the sum of \$1,000,000 for the purpose of purchasing services and materials related to making improvements to the downtown area, including any other costs incidental and related thereto, or to take any other action related thereto.

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The purpose of this article is to fund a design project to examine how the Town may deliver a strategic place-making opportunity in the downtown and further establish the public space surrounding the Old Town Hall as a destination. This article will be moved at \$100,000 to fund a feasibility study and conceptual design that will identify ways to create a dynamic community space with enhanced pedestrian and vehicle safety along Barnard, Bartlet and Park Streets, and the adjacent municipal parking lots. Developing a centralized community gathering space will afford residents, visitors, and businesses greater opportunities for community engagement. This project was recommended in the “Imagine Andover” report produced by the Leadership ICMA Consulting and Peer Assistant project in September, 2016.

~ ~ ~ ~ ~

Financial Impact of Article 39	
<u>Approval</u> Reduces Free Cash by \$100,000 No FY2019 tax bill impact	<u>Disapproval</u> \$100,000 available for spending by a future Town Meeting

The BOARD OF SELECTMEN voted 5-0 to recommend approval of \$100,000. YES _____

The FINANCE COMMITTEE voted 9-0 to recommend approval of \$100,000. NO _____

On request of the Town Manager

TOWN OFFICES CUSTOMER SERVICE BUILDING IMPROVEMENTS

ARTICLE 40. To see if the Town will vote to raise by taxation, borrowing, or transfer from available funds or by any combination thereof and appropriate the sum of \$1,000,000 for the purpose of purchasing services and materials related to Town Offices building renovations and customer service improvements, including any other costs incidental and related thereto, or to take any other action related thereto.

~ ~ ~ ~ ~

The purpose of this article is to implement various improvements to the Town Offices building located at 36 Bartlet Street to address customer service needs and enhance the public access to our local government. Using funding from an FY2018 capital appropriation, the Building Improvement Task Force hired Context Architecture to perform a feasibility study and space needs analysis of the Town Offices building. The purpose of the feasibility study was to identify short-term and long-term improvements that will improve the customer experience and make it easier for residents to conduct business and participate in meetings in the Town Offices. This article will provide funding to implement improvements to address the following issues identified by the Building Improvement Task Force:

- Enlarge public meeting spaces and conference rooms
- Improve reception, counters, and waiting areas
- Optimize locations of public interfacing offices
- Improve signage and wayfinding
- Improve interior hallways and overall layout
- Improve ADA compliance
- Enhance the security of staff and the public

The former Punchard High School was renovated in 1986 to serve as the Town Offices building. The configuration of the offices and public spaces were developed over the years based on need, and not necessarily focused on the task of providing ideal customer service. Many public meetings held in the Town Offices are unable to accommodate all of the audience members who may be seeking to participate. This project will improve the customer service experience and make it easier for the public to participate in public meetings.

~ ~ ~ ~ ~

Financial Impact of Article 40	
<u>Approval</u> Reduces Free Cash by \$1,000,000 No FY2019 tax bill impact	<u>Disapproval</u> \$1,000,000 available for spending by a future Town Meeting

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

The FINANCE COMMITTEE voted 9-0 to recommend approval. NO _____

On request of the Town Manager

SENIOR CENTER AT PUNCHARD DESIGN SERVICES
--

ARTICLE 41. To see if the Town will vote to raise by taxation, borrowing, or transfer from available funds or by any combination thereof and appropriate the sum of \$160,000 for the purpose of purchasing professional services related to the design of the Senior Center at Punchard, including any other costs incidental and related thereto, or to take any other action related thereto.

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In the Andover Facilities Master Plan prepared by MGT of America Consulting, the Senior Center at Punchard was one of six facilities categorized in the highest priority in need of improvements. The current facility is an aging facility and does not adequately meet the current needs of our Andover Seniors. A building feasibility study was funded in FY2018 for this project. The study is currently underway and the results are anticipated, including cost estimates, in the spring of 2018. The study will identify a comprehensive list of needs, upgrades, and repairs for the Senior Center at Punchard focusing on customer service enhancements, accessibility improvements and ADA compliance upgrades. The requested design services will then capture the results of the feasibility study and prepare the final designs for the project with an anticipated capital request for the full project construction taking place in FY2020.

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Financial Impact of Article 41	
<u>Approval</u> Town borrows \$160,000 to be repaid over 5 years No increase in FY2019 tax bill Peak year of debt service in FY2020 would require an appropriation of \$37,600 Would account for approximately \$3 of FY2020 average residential property tax bill	<u>Disapproval</u> No change in FY2019 tax bill Money not needed for debt service in future years would be available within Proposition 2 ½ for other Town/School needs
\$160,000 Appropriation + \$16,800 Projected Interest - \$176,800 Total Cost	

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

The FINANCE COMMITTEE voted 8-0 to recommend approval. NO _____

The COUNCIL ON AGING voted 10-0 to recommend approval.

On request of the Director of Community Services

PROHIBITION OF MARIJUANA ESTABLISHMENTS

ARTICLE 42. To see if the Town will vote to amend Article XII of the Town’s General Bylaws, Miscellaneous Bylaws, by adding after Section 48 the following new section:

Section 49. Prohibition of Marijuana Establishments Not Medically Prescribed

(a) Prohibition

Consistent with G.L. c. 94G, sec. 3(a)(2), all types of marijuana establishments as defined in G.L. c. 94G, sec. 1, including all marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers, onsite consumption, special events, and any other type of licensed marijuana-related businesses, but not to include a medical marijuana treatment center or registered marijuana dispensary as defined and regulated in Article VIII, Section 8.9 of the Town’s Zoning Bylaws, are prohibited in the Town of Andover.

(b) Severability

If any provisions, paragraphs, sentences, or clauses of this bylaw shall be held invalid for any reason, all other provisions shall continue in full force and effect.

(c) Enforcement

The penalty for violation of this bylaw shall be \$200.00 for each such violation. Each day of the violation shall constitute a separate offense. In addition to any other applicable remedy, violation of this bylaw may be enforced by noncriminal disposition in accordance with G.L. c. 40, sec. 21D. The Town Manager, Police Officers and the Building Inspector shall be enforcing persons.

And further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Andover Code of Bylaws, or take any other action related thereto.

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A vote in favor of this article amends the Town’s General Bylaw, Article XII, to prohibit all commercial non-medical marijuana related industries and businesses, collectively called ‘Marijuana Establishments.’ A vote in favor of this article combined with a vote in favor of the following two zoning articles will prohibit all commercial non-medical ‘Marijuana Establishments’ in Andover.

Andover currently has a Medical Marijuana Overlay District, which was approved by Town Meeting voters in 2014 and which is regulated under Andover’s Zoning Bylaw, Article VIII, Section 8.9. Nothing in the proposed Articles 42, 43, or 44 would affect this existing medical marijuana zoning or regulations.

A vote in favor of this bylaw would not affect personal possession and use of marijuana that is currently legal under state law.

A vote in opposition to this warrant article would allow commercial marijuana establishments such as marijuana retailers, marijuana cultivators, marijuana testing facilities, and marijuana product manufacturers and those establishments would not be subject to any specific Town marijuana zoning regulation unless regulations are adopted at a future Town Meeting.

Carving out a use by amendment on the floor of Town Meeting would mean that the Town would not have an analysis (after public hearings) of the appropriateness of where in Town such use might be applicable, nor would there be zoning restrictions that might be appropriate to that use, which restrictions might be adopted under a specific warrant article in the future for that use. The Cannabis Control Commission just issued its regulations in March and they are complex. If there is an interest for carving out a particular use from the prohibition, adequate public hearings can be held for an amendment to the bylaw at a future Town Meeting this year or in the future. Waiting to adopt a use in the future means that the Town would have the benefit of the experiences (good and bad) of other communities which might pass a bylaw, and have sufficient time to fully consider which particular uses would benefit the Town, where they should be located, and how they should be regulated.

~ ~ ~ ~ ~
Requires a two-thirds (2/3) vote

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

The BOARD OF HEALTH voted 3-0 to recommend approval. NO_____

On request of the Board of Selectmen

AMEND ZONING BYLAW – SECTION 10.0 DEFINITIONS

ARTICLE 43. To see if the Town will vote to amend the Andover Zoning Bylaw, Article VIII, §10.0 DEFINITIONS to include Marijuana Establishments and to read as follows:

Marijuana Establishments – shall mean all types of marijuana establishments as defined in G.L. c. 94G, sec. 1, including all marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers, onsite consumption, special events, and any other type of licensed marijuana related businesses, but not to include a medical marijuana treatment center or registered marijuana dispensary as defined and regulated in Article VIII, Section 8.9 of the Town’s Zoning Bylaws.

~ ~ ~ ~ ~
This article defines ‘Marijuana Establishments’ in the Definitions section of the Zoning Bylaw.
~ ~ ~ ~ ~

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

The BOARD OF HEALTH voted 3-0 to recommend approval. NO_____

The PLANNING BOARD voted 4-0 to recommend approval.

On request of the Board of Selectmen

**AMEND ZONING BYLAW
TABLE OF USE REGULATIONS**

Article 44. Amend **APPENDIX A TABLE 1 Section 3.1.3 Table of Use Regulations** to add 27, Marijuana Establishments and to read as follows:

	Residential Districts				Business Districts				Industrial Districts			
	SRA	SRB	SRC	APT	LS	OP	GB	MU	IG	IA	ID	ID2
27. Marijuana Establishments	N	N	N	N	N	N	N	N	N	N	N	N

And further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Andover Code of Bylaws, or take any other action related thereto.

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This article complements Article 43 by amending the Zoning Bylaws to prohibit Marijuana Establishments in all zoning districts in Andover. Both the Zoning Bylaws and the General Bylaws must be amended to accomplish the prohibition.

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

The BOARD OF HEALTH voted 3-0 to recommend approval. **NO** _____

The PLANNING BOARD voted 4-0 to recommend approval.

On request of the Board of Selectmen

WEST ELEMENTARY SCHOOL FEASIBILITY STUDY

ARTICLE 45. To see if the Town will vote to raise by taxation, borrowing, or transfer from available funds or by any combination thereof and appropriate the sum of \$1,200,000 for the purpose of purchasing services and materials related to the West Elementary School Feasibility Study, including any other costs incidental and related thereto, or to take any other action related thereto.

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In the town and school facility study completed by MGT in 2016, West Elementary was identified as the school in the most seriously problematic condition and in need of renovation or replacement. West Elementary School was built in 1951 and added to in 1968. It is now past its functional life in terms of building systems and instructional programming. The classrooms in the 1968 addition, which represents a large portion of classrooms in the building, were designed around the open school concept prevalent in the 1960s and have been walled into separate rooms, thereby creating problems in heating and ventilation as well as usable space for classroom and support programs. Many of the building systems and site conditions are in poor condition requiring significant investment in resources to repair or replace. The classrooms are outdated in terms of providing a modern instructional program with varied space and room configurations. The office is poorly located for effective supervision and coordination and the sprawling structure of the building with numerous exterior entryways compromises supervision, security and safety.

In response, the Andover School Committee and the Board of Selectmen voted to submit a Statement of Interest to the Massachusetts School Building Authority, which serves as an application to participate in the state’s building assistance program. Once accepted, the state reimburses a significant portion of the accepted cost of a renovation or replacement.

On December 13, 2017, the MSBA accepted West Elementary into the program. The first phase of that program is a feasibility study. To perform the feasibility study the district hires an architectural firm to work with the district and MSBA to document the educational program, generate an initial space summary, document existing conditions, establish design parameters, develop and evaluate alternatives, and recommend the most cost

effective and educationally appropriate preferred solution to the MSBA Board of Directors for their consideration. The estimated cost for this phase for West Elementary School is \$1,200,000. Once this phase has been completed, MSBA reimburses the town for approximately 40% of the feasibility study cost.

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Financial Impact of Article 45	
<u>Approval</u>	<u>Disapproval</u>
Reduces Free Cash by \$1,200,000	\$1,200,000 available for spending by a future
No FY2019 tax bill impact	Town Meeting

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

The FINANCE COMMITTEE voted 8-0 to recommend approval. NO ___

The SCHOOL COMMITTEE voted 5-0 to recommend approval.

On request of the Town Manager

INFORMATION TECHNOLOGY PLATFORMS AND INFRASTRUCTURE
--

ARTICLE 46. To see if the Town will vote to raise by taxation, borrowing, or transfer from available funds or by any combination thereof and appropriate the sum of \$350,000 for the purpose of purchasing services and materials related to completing information technology platforms and infrastructure, including any other costs incidental and related thereto, or to take any other action related thereto.

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This article maintains the continuing viability of our existing technology infrastructure including servers, storage, internal networking and extended fiber networking, as well as our critical shared software platforms for virtualization, messaging, Unified Communication, security and content delivery. The funds recommended in this article will be directed toward:

- Upgrading failing classroom projection technology at Andover High School.
- Procuring a unified video streaming and content management system for use by both town and schools to capture and broadcast classroom lessons, sporting events, artistic performances, training and professional development as well as provide a platform for utilizing free learning content from other districts and to serve as the basis for expanded distance learning programs.
- Providing needed upgrades and replacements for individual switches, power supplies, access points, communications equipment, etc.

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Financial Impact of Article 46	
<u>Approval</u>	<u>Disapproval</u>
Town borrows \$350,000 to be repaid over 5 years	No change in FY2019 tax bill
No increase in FY2019 tax bill	Money not needed for debt service in future years
Peak year of debt service in FY2020 would require an appropriation of \$82,250	would be available within Proposition 2 ½ for other Town/School needs
Would account for approximately \$6 of FY2020 average residential property tax bill	
\$350,000 Appropriation + \$36,750 Projected Interest = \$386,750 Total Cost	

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

YES___

The FINANCE COMMITTEE voted 8-0 to recommend approval.

NO___

The SCHOOL COMMITTEE voted 5-0 to recommend approval.

On request of the Chief Information Officer

STUDENT DEVICE REFRESH

ARTICLE 47. To see if the Town will vote to raise by taxation, borrowing, or transfer from available funds or by any combination thereof and appropriate the sum of \$200,000 for the purpose of purchasing services and materials related to replacing student technology devices, including any other costs incidental and related thereto, or to take any other action related thereto.

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This is a recurring article in support of the Andover 1:1 student computing initiative. Funds from this article are used to directly provide computing devices (iPads, Chromebooks and other similar devices) to elementary students in grades K-5. These devices are used during the school day and do not go home with students. Further, this article provides support for financially challenged families with students in grades 6-12. Students in these grades are invited to participate in our BYOD (Bring Your Own Device) program where they are allowed to utilize a personal device during the school day to assist in instruction. Families without access to such a device are provided a suitable device for use at school and at home during the school year. Devices are typically leased on a four-year cycle. These funds pay for leases already established and to fund new initial lease payments on new devices for the current year.

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Financial Impact of Article 47	
<u>Approval</u>	<u>Disapproval</u>
Reduces Cable Fund by \$200,000	\$200,000 available for spending by a future
No FY2019 tax bill impact	Town Meeting

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

YES___

The FINANCE COMMITTEE voted 8-0 to recommend approval.

NO___

The SCHOOL COMMITTEE voted 5-0 to recommend approval.

On request of the Chief Information Officer

MINOR STORM DRAIN IMPROVEMENTS

ARTICLE 48. To see if the Town will vote to raise by taxation, borrowing, or transfer from available funds or by any combination thereof and appropriate the sum of \$300,000 for the purpose of purchasing services and materials related to minor storm drain improvements, including any other costs incidental and related thereto, or take any other action related thereto.

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This article will provide funding to prevent further roadway deterioration, property damage, improve storm water quality and alleviate flooding in low areas of Town from runoff. Town Meeting has appropriated \$300,000 every few years for identified storm drain improvements. This request continues to provide the funds for making improvements and repairs as they become necessary.

~~~~~

Financial Impact of Article 48

Approval

Town borrows \$300,000 to be repaid over 10 years
No increase in FY2019 tax bill
Peak year of debt service in FY2020 would require an appropriation of \$40,500
Would account for approximately \$3 of FY2020 average residential property tax bill

Disapproval

No change in FY2019 tax bill
Money not needed for debt service in future years would be available within Proposition 2 1/2 for other Town/School needs

\$300,000 Appropriation + \$57,750 Projected Interest - \$357,750 Total Cost

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

YES___

The FINANCE COMMITTEE voted 9-0 to recommend approval.

NO___

On request of the Director of Municipal Services

WATER TREATMENT PLANT MAINTENANCE

ARTICLE 49. To see if the Town will vote to appropriate the sum of \$300,000 in the Water Enterprise Fund for the purpose of paying various maintenance costs related to the water distribution system and the Water Treatment Plant, including any other costs incidental and related thereto, or take any other action related thereto.

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A recent inventory and assessment of the Water Treatment Plant assets was conducted resulting in short and long range projections of maintenance and replacement projects needed over the next twenty (20) years. Life spans of assets can range from four (4) years to forty-five (45) years.

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Financial Impact of Article 49

Approval

Factored in water rates
No impact on FY19 water bill

Disapproval

No change in FY19 water rates

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

YES___

The FINANCE COMMITTEE voted 9-0 to recommend approval.

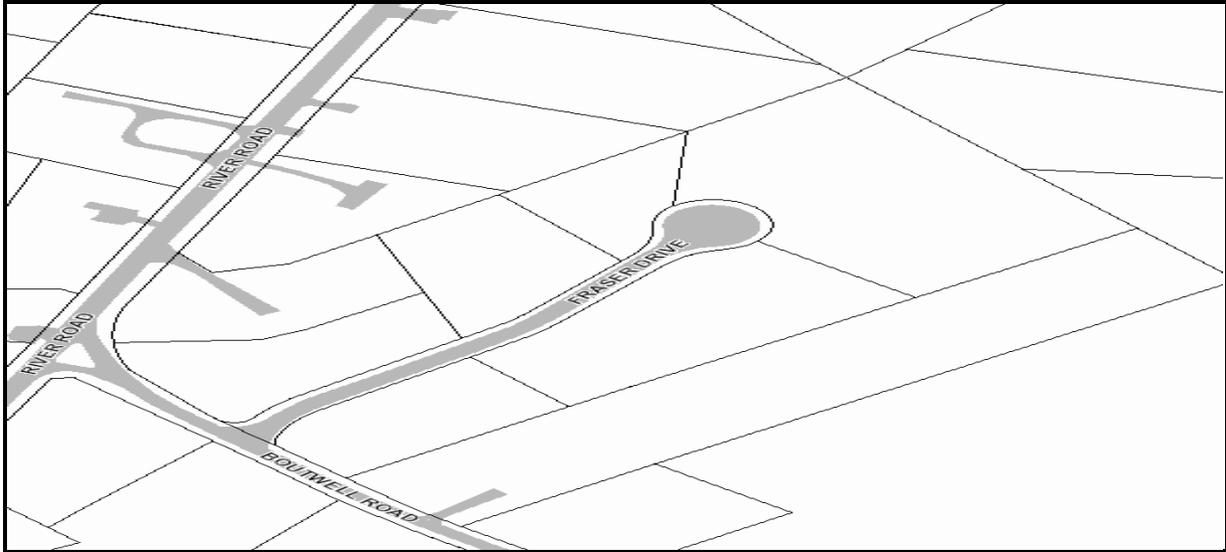
NO___

On request of the Director of Municipal Services

STREET ACCEPTANCE OF FRASER DRIVE

ARTICLE 50. To see if the Town will vote to accept and name as a public way the following street: Fraser Drive as further described below, and to accept deeds to the streets and all related easements:

Fraser Drive, as shown on a plan approved by the Andover Planning Board entitled "DEFINITIVE SUBDIVISION PLAN FRASER DRIVE ANDOVER, MASS" dated August 30, 2013 last revised December 5, 2013 and recorded in the Essex North District Registry of Deeds as Plan Number 17059 and further modified on plan approved by the Andover Planning Board entitled "Modification to Subdivision Plan of Land in Andover Mass entitled 29 Boutwell Road (Fraser Drive)" dated July 23, 2015 last revised August 20, 2015 and recorded in Essex North District Registry of Deeds as Plan Number 17341; or take any other action related thereto.



Article 50. Acceptance of Fraser Drive

The BOARD OF SELECTMEN voted 3-0-2 to recommend approval.

YES _____

The PLANNING BOARD voted 5-0 to recommend approval.

NO _____

On request of the Board of Selectmen

**NEW GENERAL BYLAW ARTICLE XII SECTION 50 NAMING PRIVATE WAYS
Article Expected to be Withdrawn**

ARTICLE 51. To see if the Town will vote to amend General Bylaw Article XII by adding the following new section:

§50. Naming Private Ways

No way, which is open for public use but has not become a public way, shall be given a name unless the name is first approved by the Board of Selectmen.

And further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Andover Code of Bylaws, or take any other action related thereto.

~~~~~

With input from Public Safety and Public Works, no way, which is open for public use but has not become a public way, shall be given a name unless the name is first approved by the Board of Selectmen.

~~~~~

YES _____

NO _____

On request of the Director of Municipal Services.

**AMEND GENERAL BYLAW ARTICLE 1 SECTION 4
PENALTY FOR VIOLATIONS OF BYLAWS, RULES AND REGULATIONS**

ARTICLE 52. To see if the Town will vote to amend Article I, Section 4 of the Town’s Bylaws as follows:

Delete the second paragraph of Article I, Section 4 and replace with the following:

Except as otherwise provided herein or by rules or regulations of the Town, for any violation of the bylaws, rules, or regulations of the Town, a fine of \$300 shall be assessed for each offense.

Delete the second sentence of the fourth paragraph of Article I, Section 4 and replace with the following:

Any person notified to appear before the Clerk of the Lawrence District Court may appear and confess the offense charged, either personally or through an agent or by mailing with the notice such specific sum of money in the amount of \$300 for each offense or such other amount as the Town may fix herein or by rule or regulation as a penalty for violation of such bylaw, rule or regulations.

Or take any other action related thereto.

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The proposed amendment would increase the potential fine for violation of a local regulation or bylaw to the statutory limit of \$300. Currently, the maximum fine allowed is \$200, which was approved by Town Meeting in 1988. Over the past 30 years, fines of various regulations and bylaws have increased, and this change would allow the regulators to assess non-criminal fines of up to \$300.00.

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

The BOARD OF HEALTH voted 3-0 to recommend approval. **NO**___

On request of the Board of Health

**AMEND SECTION 5.2 OF THE ANDOVER ZONING BYLAW RELATED TO SIGNS
Note: The strike-throughs are intentionally included in this article to indicate
the text that will be removed from this bylaw if this articles passes**

ARTICLE 53. To see if the Town will vote to amend Section 5.2 of the Andover Zoning Bylaw by deleting the language stricken from the bylaw as shown below and by adding the language underlined in the bylaw which is shown as follows:

“SECTION 5.2. SIGNS

5.2.1. Purpose. The following sign regulations are intended to:

- 1. Preserve the historical ambiance and aesthetic character of the town;
- 2. Maintain public safety by eliminating potential hazards to motorists created by distracting or confusing sign displays and excessive illumination;
- 3. Encourage efficient communication for business identification and public information.

5.2.2. Definitions. In this bylaw, the following terms shall apply:

- 1. *Sign:* A sign shall consist of any of the following elements:
 - a. Lettering, words, numerals, emblems, trademarks, logos, images, drawings, pictures, graphics, pennants, streamers, or other devices of any material or construction, however displayed, whether as an independent structure or as part of a building or other structure or object;
 - b. Any visual device designed to inform, attract or draw the attention of persons outside the premises on which the device is located, including messages within or attached to windows and doors;
 - c. Any exterior building surface that is internally illuminated or decorated with gaseous tubing, LED displays or back lighting.

2. *Sign Area:* The area of the smallest horizontal or vertical rectangle enclosing the entire display area of the sign. The display area of a sign is the entire area, different in color or composition from the façade or common trim of the building, used to frame or provide a background for the sign. The display area may contain open space and irregular shapes if they are part of the sign. The display area shall also include internally illuminated, back-lit or decoratively lighted sign support structures if such elements are present. The area of double-sided signs shall be calculated using the area of only one face of the sign.

3. *Sign Height:* The distance measured from the ground level at the base of the sign to the top of the sign or support structure, whichever is higher. For freestanding signs, the land under or surrounding the sign may not be built up or elevated to reduce the calculated height of the sign.

4. *Sign Support Structure:* Any device, such as a pole, bracket or post, used to support a sign. The sign support structure shall be excluded from the calculation of the sign area if it contains none of the elements described in §5.2.2.1 above, and, for freestanding signs, the total width of the support structure is less than 25% of the width of the supported sign.

5. *Attached Sign:* A sign attached parallel to the façade of a building, facing in the same direction as the façade.

6. *Freestanding Sign:* A sign that is supported by its own structure and is not attached to a building or other structure.

7. *Projecting Sign:* A sign mounted perpendicular to the building façade.

8. *Double-sided Sign:* A freestanding or projecting sign having two parallel opposite faces separated by a distance of not more than twelve (12) inches. A sign with two opposite faces that are not parallel shall be considered a double-sided sign if the two faces are joined to each other, or to a common support structure, at one end, and the angle of separation between the two faces does not exceed thirty (30) degrees.

9. *Temporary Sign:* A non-permanent sign that is displayed for a limited duration. Temporary signs may be exterior (displayed on the exterior or outside of a structure) or interior (attached or displayed from the inside of a structure, viewed from the outside through a window or other opening.)

10. *Portable or Removable Sign:* A temporary sign of any shape or configuration that is self-supporting and not permanently fixed or mounted to the ground or to another structure.

11. *Internally Illuminated Sign:* A sign that is illuminated by a light source internal to the sign. Signs having a light source that forms the exterior surface of the sign or all or part of the design elements, shall be considered to be internally illuminated.

12. *Nonconforming sign:* A sign, including its support structure, that does not conform to the regulations prescribed in this bylaw, but which was in existence at the time the regulations became effective and was lawful at the time it was installed or erected.

13. *Open Space:* For the purposes of this Section 5.2. open space shall be defined as undeveloped land available to the public at no cost, for passive recreation such as hiking, bird watching, fishing, photography, picnicking, cross country skiing, biking, horseback riding or other activities which do not alter or disturb the terrain and at the same time to conserve natural and scenic resources, protect air, streams or water supply, and enhance the value of the land to the public.

5.2.3. General Provisions.

1. *Exemptions.* The following signs are exempt from the provisions of the bylaw:

- a. Flags and insignia of any government, except when they are displayed in connection with the advertising or promotion of a commercial product or service.

- b. Legal notices or informational devices erected or required by public agencies.
- c. Signs affixed to standard gasoline pumps bearing the formula and price of gasoline. Such signs shall not exceed 2 square feet in area. Additional signage on the pumps may not exceed 20% of the surface area of the pump.
- d. Integral decorative or architectural features of buildings, except for lettering, trademarks, moving parts or parts internally illuminated or decorated with gaseous tube or other lights.
- e. On-premises signs intended to guide and direct traffic and parking, not exceeding two (2) square feet in area and four (4) feet in height and bearing no ~~advertising matter or~~ internal illumination.
- f. On valances of awnings or similar devices, lettering or symbols not exceeding three (3) inches in height.
- g. On awnings or similar devices, one symbol or graphic element, without text, not exceeding five (5) square feet per awning.
- h. Signs located on facilities or land under the care and control of the Massachusetts Bay Transportation Authority;
- i. Banners installed subject to the provisions of the Andover General Bylaw, Article XII §44.

~~2. *Relevance.* A sign shall pertain to the premises on which it is located or to products, accommodations, services or activities that regularly occur or are offered on the premises.~~

32. *Maintenance.* All signs shall be maintained in a safe and neat condition to the satisfaction of the Inspector of Buildings and in accordance with the Commonwealth of the Massachusetts State Building Code, 780 CMR.

43. *Nonconforming Signs.*

- a. Any nonconforming sign and/or support structure, legally permitted and erected prior to the adoption of this provision, or any amendments thereto, which remains un-altered in any way, may be continued and maintained.
- b. Any nonconforming sign and/or support structure shall be removed within thirty (30) days of a change in use or termination of activities on the premises.
- c. Nonconforming signs shall not be enlarged, rebuilt, restored or altered except in conformity with this bylaw.
- d. Any sign which has been destroyed or damaged to the extent that the cost of repair or restoration will exceed one-third (1/3) of the replacement value as of the date of such damage or destruction shall not be repaired, rebuilt, restored or altered except in conformity with this bylaw.

54. *Liability.* No sign shall project more than five feet over any public right-of-way or other public property. Any sign projecting over a public right-of-way shall be covered by liability insurance in the amount of two million dollars (\$2,000,000) as verified by a certificate of insurance filed with the Town Clerk.

5.2.4. Sign Permit. Unless specifically exempted or provided for elsewhere in this section, no sign shall be installed, erected, enlarged, redesigned or structurally altered without a sign permit issued by the Inspector of Buildings.

1. Application and Review.

- a. **Sign Permit Application:** A completed sign permit application, fulfilling all requirements for requested materials and documents and specifying all pertinent dimensions and materials, shall be submitted to the Inspector of Buildings prior to the installation or alteration of any sign for which a permit is required.
- b. **Review by the Design Review Board:** The Design Review Board (DRB) shall, within thirty (30) days of submission, review applications for all signs in the General Business (GB) and Mixed Use (MU) Districts, as well as all municipal signs equal to or greater than four (4) square feet in area, prior to issuance of a sign permit. Applications for review by the Design

Review Board shall be submitted on a standard application form specified by the DRB. See §5.2.15, Design Guidelines for Signs.

2. *Criteria for a Special Permit.* When acting on an application for a special permit, the Board of Appeals shall consider the following:

- a. The character of the proposed sign and its suitability to the building and the surrounding neighborhood.
- b. Its relationship to the architectural style, size and scale of the building.
- c. ~~The relevance of the information on the sign to the business or activities conducted on the premises.~~
- d. The impact of the size and illumination of the sign on other establishments and the surrounding neighborhood.
- de. The criteria specified in §9.6.4 of this Bylaw, and such other factors as the Board of Appeals deems appropriate in order to assure that the public interest is protected.

5.2.5. Prohibited Signs and Devices.

1. No sign shall be lighted, except by a steady external and stationary light source which is shielded and directed solely at the sign, unless specifically provided for in this bylaw.
2. No illumination shall be permitted which casts glare onto any residential premises or onto any portion of a way so as to create a traffic hazard.
3. No commercial signs shall be illuminated in any residential district, or within two hundred (200) feet of a residential district, between the hours of 9:00 p.m. and 7:00 a.m., unless the establishment is open to the public.
4. No sign shall be illuminated by any color other than colorless or white light, except for temporary holiday lighting.
5. No animated, revolving, flashing, backlit, exposed neon or similar exposed gaseous tube illuminated signs shall be permitted.
6. No signs shall be attached to motor vehicles, trailers or other movable objects regularly or recurrently located for fixed display.
7. Visibility for motorists and pedestrians shall not be obstructed at any intersection, driveway, or crosswalk. See also Article VIII, §4.1.3.2.g.
8. No portable or removable sign shall be allowed in any zoning district except as permitted under §5.2.7.3.
9. No attached exterior sign shall cover any portion of a window or door casing.
10. No signs shall be allowed on the uppermost roof of any building.
11. No portion of a sign shall extend above the highest point of the roof or parapet of the building to which it is attached.

5.2.6. Permanent Signs allowed in all zoning districts. The following signs are allowed in all zoning districts. See also specific requirements for each zoning district in §5.2.9 through §5.2.14, inclusive.

1. One sign, either attached or freestanding, ~~indicating only the name of the owner or occupant, street number and permitted uses or occupations engaged in thereon,~~ does not require a sign permit if it does not exceed two (2) square feet in area.

2. *Open Space signs.* A sign on open space or other undeveloped property open to the public, ~~bearing no commercial, or advertising material and displaying historical, cultural, educational, environmental, or safety information pertaining to such property and/or rules relating to the public use thereof,~~ requires no sign permit if the sign is less than thirty five (35) square feet in area.

3. *Off-Premises Directional Signs.*

- a. The Board of Selectmen may allow, by special permit, one un-lighted off-premises directional sign or signs within the public right-of-way or at any intersection designating the route to an establishment not on the street or way to which the sign is oriented.
- b. The Board of Appeals may allow, by special permit, an off-premises ~~directional~~ sign or signs on private property ~~designating the route to an establishment~~ provided that the sign will not endanger public safety and is of such size, location and design that it will not be detrimental to the character of the neighborhood.
- c. No off-premises ~~directional~~ sign shall exceed two (2) square feet in area.
- d. At locations where ~~directions~~ a sign pertains to more than one establishment ~~are to be provided,~~ all such directional signs shall be incorporated into a single sign support structure that shall not exceed six (6) feet in height.

4. ~~Except as provided in Section 5.2.7. Political speech signs shall be allowed in all zoning districts but may not exceed the regulations for signs in said district.~~

5.2.7. Temporary Signs allowed in all zoning districts.

1. In all districts, no temporary on-premises sign or other temporary on-premises advertising device shall be permitted except as follows:

- a. The design and location of all temporary signs attached to or associated with a commercial property or use shall be subject to the approval of the Building Commissioner following guidelines approved by the Planning Board.
- b. The Building Commissioner may approve temporary signs attached to or associated with a commercial property or use for no more than a four-month period in any calendar year.
- c. Temporary signs associated with a non-commercial property, dwelling or use not exceeding 12 square feet may be placed in all districts.
- d. Signs related to an event on a specific date or dates shall be removed within 7 days after the event.

~~1. *General requirements:*~~

- ~~a. Temporary signs shall be allowed if the sign announces or provides directions to a sale or a special event having a limited and specific duration.~~
- ~~b. Temporary signs shall not advertise a continuing or regularly recurring business operation, product or a routinely provided service.~~
- ~~c. Temporary signs shall be removed promptly when the information they display is out of date or no longer relevant.~~
- ~~d. Temporary signs may be installed or in place for a period not to exceed thirty (30) days unless otherwise specified in this Bylaw.~~

~~2. *Temporary Signs not requiring a Sign Permit:*~~

- ~~a. Interior temporary signs that do not exceed thirty percent (30%) of the transparent area of the window and/or door on which they are affixed or displayed.~~
- ~~b. Exterior temporary signs, unless otherwise stipulated in this bylaw, shall not exceed ten (10) square feet in aggregate area per business entity. Permanently installed sign support structures erected solely for the display of 'temporary signs' are prohibited.~~
- ~~c. Political signs pertaining to a candidate or ballot question appearing in an upcoming duly-called election in the Town of Andover.~~

- ~~i. Such signs shall be permitted only on private property.~~
 - ~~ii. Such signs shall have an area not to exceed six (6) square feet.~~
 - ~~iii. Such signs shall not be higher than three (3) feet above ground level.~~
 - ~~iv. Such signs shall be stationary and shall not be illuminated.~~
- ~~d. Unless otherwise specified in this Bylaw, temporary signs pertaining to other noncommercial issues shall require no sign permit and shall be allowed in all zoning districts. Such signs shall be subject to the requirements set forth in §5.2.7.2.e above.~~
- ~~e. One (1) temporary sign, related to property maintenance or improvement which does not require a building permit, shall be allowed on the premises associated with the maintenance or improvement, subject to the following conditions:~~
- ~~i. The sign shall not be lighted or illuminated.~~
 - ~~ii. The sign shall have an area not to exceed six (6) square feet.~~
 - ~~iii. The sign shall be set back a minimum of fifteen (15) feet from the nearest vehicular public or private way and shall not obstruct the line of sight for vehicles entering or exiting the property or adjacent properties.~~
 - ~~iv. The sign shall be removed within thirty (30) days of the completion of the work on the premises.~~
- ~~f. One (1) temporary sign, related to the construction, maintenance or improvement of a property requiring the issuance of a building permit, shall be allowed on the property associated with the building permit, subject to the following conditions:~~
- ~~i. The sign shall not be lighted or illuminated.~~
 - ~~ii. A freestanding sign shall have an area not to exceed fifteen (15) square feet and a height not to exceed five (5) feet.~~
 - ~~iii. A sign attached to the structure under construction shall have an area not to exceed fifteen (15) square feet and a height not to exceed ten (10) feet above the ground level.~~
 - ~~iv. A freestanding sign shall be set back a minimum of fifteen (15) feet from the nearest vehicular public or private way and shall not obstruct the line of sight for vehicles entering or exiting the property or adjacent properties.~~
 - ~~v. The sign shall be removed within thirty (30) days of project's completion, or when an occupancy permit is issued, whichever is sooner.~~
- ~~g. A non profit entity or institution may install a temporary sign announcing or providing directions to a specific event or occurrence, subject to the following conditions:~~
- ~~i. The sign area shall not exceed twelve (12) square feet.~~
 - ~~ii. The sign may be installed for a period not to exceed thirty (30) days.~~

3. Temporary Signs requiring a Sign Permit:

- ~~a. Portable or Removable Sign: The Inspector of Buildings may issue a permit for the temporary placement of a portable or removable sign that announces or provides directions to a specific event or occurrence, subject to the following conditions: The permit may impose limiting conditions, including among other matters the number of signs allowed at each location.~~
- ~~i. The sign shall be securely anchored so as not to be dislodged or blow over.~~
 - ~~ii. The sign shall be neat and professional in appearance.~~
 - ~~iii. The sign shall have an area not to exceed six (6) square feet and a height not to exceed four (4) feet.~~
 - ~~iv. The sign shall be removed at the close of each business day and at the expiration of the permit.~~

v. ~~The sign shall not obstruct a public or private walkway.~~

b. ~~Real Estate Signs: The Inspector of Buildings may issue a renewable one year permit for the temporary placement of a sign advertising the sale, rental or lease of the premises or subdivision on which the sign is erected. No sign permit for an individual sign shall be required if the erecting agent has obtained a blanket one year permit for erecting such signs. All real estate signs shall meet the following requirements:~~

- i. ~~In the SRA, SRB, and SRC zoning districts, the sign area shall not exceed eight (8) square feet.~~
- ii. ~~In all other zoning districts, the sign area shall not exceed twenty five (25) square feet.~~
- iii. ~~The sign shall not be lighted or illuminated.~~

5.2.8. Signs in Residential Districts (SRA, SRB, SRC, APT).

1. *Single Family Residential Districts (SRA), (SRB), and (SRC)*. In addition to the signs allowed in §5.2.6, the following signs are allowed:

- a. One sign, either attached or freestanding, ~~indicating only the name of the owner or occupant, street number and permitted uses or occupations engaged in thereon;~~ does not require a sign permit and shall not exceed two (2) square feet in area.
- b. Any sign, either attached or freestanding, that exceeds two (2) square feet in area may be allowed by special permit from the Board of Appeals. In no case, however, shall the sign area exceed six (6) square feet or the sign height exceed four (4) feet.

2. *Apartment Districts (APT)*. In addition to the signs allowed in §5.2.6, the following signs are allowed:

- a. One (1) freestanding sign, ~~identifying entry points to the housing complex~~ on each street on which the complex has street frontage, provided that the frontage also provides vehicular or pedestrian access to the complex. The sign area shall not exceed fifteen (15) square feet and the sign height shall not exceed eight (8) feet.

5.2.9. Signs in General Business (GB) Districts. In addition to the signs allowed in §5.2.6, the following signs are allowed for commercial or business uses:

1. One (1) attached sign shall be allowed, oriented to each street and parking lot on which the commercial or business use has a façade, providing that such façade has either a window or a direct entryway into the use's space.

- a. The sign may be either attached flat against the wall or placed on a fixed canopy of the building.
- b. No portion of the sign shall extend above the highest point of the roof or parapet of the building to which it is attached.
- c. The sign area for any individual commercial or business use shall not exceed fifteen (15) percent of the portion of the facade associated with that use.
- d. Signs oriented to the street shall not exceed fifty (50) square feet in area.
- e. Signs oriented to a parking lot shall not exceed twenty-five (25) square feet in area unless they mark the primary entrance to a building or establishment, in which case the sign area shall not exceed fifty (50) square feet.

2. In addition to the above, each building that is set back a minimum of five (5) feet from the property line may install one (1) freestanding sign, with a sign area not to exceed twelve (12) square feet and a sign height not to exceed six (6) feet above ground level.

3. In addition to the above, each commercial or business use may install one (1) projecting sign on each façade providing that such façade has either a window or a direct entryway into the use's space, subject to the following conditions:

- a. The sign area shall not exceed nine (9) square feet, excluding sign support structure.

- b. The bottom of a projecting sign shall be at least eight (8) feet above the ground, and the top of the sign shall be no more than twenty-five (25) feet from the ground.
- c. No sign shall project more than five (5) feet from the façade to which it is attached.
- d. A larger sign may be allowed by special permit from the Board of Appeals; in no case, however, shall the sign area exceed fifteen (15) square feet.

4. A building occupied by multiple commercial or business uses may install a single ~~directory~~ sign, either attached to or projecting from the building, ~~identifying those occupants.~~ The provided that the total area of such a directory sign shall not exceed one (1) square foot per occupant.

5. Unlighted graphics, lettering or symbols with transparent background mounted on the inside of windows or transparent entry doors shall require no sign permit if their area does not exceed 30% of the glass or transparent area. Telephone numbers, web addresses, prices, and similar text shall not exceed two (2) inches in height.

5.2.10. Signs in Mixed Use (MU) Districts. In addition to the signs allowed in §5.2.6, the following signs are allowed:

1. One (1) attached sign shall be allowed, oriented to each street and parking lot on which the commercial or business use has a façade, providing that such façade has either a window or a direct entryway into the use's space.

- a. The sign may be either attached flat against the wall or placed on a fixed canopy of the building.
- b. No portion of the sign shall extend above the highest point of the roof or parapet of the building to which it is attached.
- c. The sign area for any individual commercial or business use shall not exceed ten (10) percent of the portion of the facade associated with that use and in no case shall the sign area exceed eighty (80) square feet.

2. In addition to the above, each building that is set back a minimum of five (5) feet from the property line may install one (1) freestanding sign, with a sign area not to exceed twenty-five (25) square feet and a sign height not to exceed eight (8) feet above ground level.

3. In addition to the above, each commercial or business use may install one (1) projecting sign on each façade of the building, subject to the following conditions:

- a. The façade shall have either a window or a direct entryway to the premises.
- b. The sign area shall not exceed nine (9) square feet, excluding any sign support structure.
- c. No sign shall project more than five (5) feet from the façade to which it is attached.
- d. A larger sign may be allowed by special permit from the Board of Appeals; in no case, however, shall the sign area exceed fifteen (15) square feet.

4. A building occupied by multiple commercial or business uses may install a single ~~directory~~ sign, either attached to or projecting from the building, ~~identifying those occupants.~~ The provided that the total area of such a directory sign shall not exceed one (1) square foot for each occupant listed thereon.

5. Unlighted graphics, lettering or symbols with transparent background mounted on the inside of windows or transparent entry doors shall require no sign permit if their area does not exceed 30% of the glass or transparent area. ~~Telephone numbers, web addresses, prices, and similar text shall not exceed two (2) inches in height.~~

5.2.11. Signs in Office Park Districts (OP) and Limited Service Districts (LS). In addition to the signs allowed in §5.2.6, the following signs are allowed:

1. One (1) freestanding sign shall be allowed for each street upon which a building or complex has frontage, subject to the following conditions:

- a. The sign area shall not exceed twenty-five (25) square feet and the sign height shall not exceed eight (8) feet.

- b. The Board of Appeals may grant, subject to the criteria of §5.2.4.2, a special permit for a larger sign if required for legibility, up to sixteen (16) feet in height, if the property fronts on a high-speed, limited access highway.

2. In addition to the above, one (1) attached sign for each street upon which a building or complex has frontage. The sign area shall not exceed twenty-five (25) square feet. No portion of the sign shall extend above the highest point of the roof or parapet of the building to which it is attached.

3. In addition to the above, each business or tenant shall be limited to one sign (attached or projecting) for each street and parking lot on which the business or tenant has an entryway, the sign area shall not exceed three (3) square feet.

4. The Board of Appeals may grant, subject to the criteria of §5.2.4.2, a special permit for a second sign on a building facing a limited access, high-speed highway. ~~The content of a second sign shall be limited to the name of the principal tenant of the building.~~

5.2.12. Signs in Industrial G (IG) Districts. In addition to the signs allowed in §5.2.6, the following signs are allowed:

1. One sign attached flat against the wall or fixed canopy of a building, ~~identifying the name of the firm and/or the goods and services available or produced on the premises,~~ subject to the following conditions:

- a. The total area of all such signs on a building shall not exceed twenty percent (20%) of the area of the side of the building to which they are attached, or eighty (80) square feet, whichever is less.
- b. No portion of the sign shall extend above the highest point of the roof or parapet of the building to which it is attached.

2. In addition to the above, one (1) freestanding sign, ~~identifying the name of the firm and/or the goods and services available or produced on the premises,~~ for each street on which the property fronts, subject to the following conditions:

- a. The area of each sign shall not exceed fifty (50) square feet.
- b. No part of any such sign shall be more than eight (8) feet above ground level.
- c. No such sign shall be located closer than five (5) feet to any property line or the line of any street or way.

3. The Board of Appeals may grant, subject to the criteria of §5.2.4.2, a special permit for a larger or an internally-illuminated sign.

5.2.13. Signs in Industrial A (IA) Districts. In addition to the signs allowed in §5.2.6, the following signs are allowed:

1. One or more signs attached flat against the wall or canopy of a building, ~~identifying the name of the firm and/or the goods and services available or produced on the premises,~~ subject to the following conditions:

- a. The total area of all such signs on a building shall not exceed twenty percent (20%) of the area of the side of the building to which they are attached, or two hundred (200) square feet, whichever is less.
- b. No portion of the sign shall extend above the highest point of the roof or parapet of the building to which it is attached.

2. One (1) freestanding sign, ~~identifying the name of the firm and/or the goods and services available or produced on the premises,~~ for each street on which the property fronts, subject to the following conditions:

- a. The area of each sign shall not exceed one hundred (100) square feet.
- b. No part of any such sign shall be more than twenty-five (25) feet above ground level.

- c. No such sign shall be located closer than five (5) feet to any property line or the line of any street or way.

3. Internally illuminated signs are allowed.

5.2.14. Signs in Industrial D (ID) Districts. In addition to the signs allowed in §5.2.6, the following signs are allowed:

1. One or more signs attached flat against the wall or canopy of a building, ~~identifying the name of the firm and/or the goods and services available or produced on the premises,~~ subject to the following conditions:

- a. The total area of all such signs on a building shall not exceed ten percent (10%) of the area of the side of the building to which they are attached, or two hundred (200) square feet, whichever is less.
- b. No portion of the sign shall extend above the highest point of the roof or parapet of the building to which it is attached.

2. In addition to the above, one (1) freestanding sign, ~~identifying the name of the firm and/or the goods and services available or produced on the premises,~~ for each street on which the property fronts, subject to the following conditions:

- a. The area of each sign shall not exceed one hundred (100) square feet.
- b. No part of any such sign shall be more than six (6) feet above ground level.
- c. No such sign shall be located closer than five (5) feet to any property line or the line of any street or way.

3. Internally illuminated signs are allowed.

5.2.15. Design Guidelines for Signs. The following are further means by which the objectives for signs stated in Section 5.2.1 can be served. These guidelines are not mandatory, but the degree of compliance with them shall be considered by the Special Permit Granting Authority in acting upon special permits, and by the Design Review Board as authorized hereunder.

1. Efficient Communication.

- a. ~~Signs should not display brand names, symbols or slogans of nationally distributed products except in cases where the majority of the floor or lot area of the premises is devoted to manufacture, processing or sale of that specific product.~~
- b. ~~Premises chiefly identified by or associated with a specific product brand name (such as gasoline or automobiles) should devote some part of their permitted sign area to displaying the identity of the local outlet or proprietor.~~
- c. ~~Signs should not contain advertising slogans or other advertising material which is not an integral part of the name or other identification of the product or enterprise.~~
- d. Sign content normally should not occupy more than forty percent (40%) of the sign background, whether a signboard or a building element.
- eb. Non-verbal devices should be considered, in addition to text, as such graphic images can provide rapid and effective communication as well as character.

2. Environmental Relationship.

- a. Sign brightness should not be excessive in relation to background lighting levels, e.g., averaging not in excess of one hundred foot-lamberts in the downtown or similarly bright areas and not in excess of twenty foot-lamberts in unlighted outlying areas.

3. Relationship to Buildings.

- a. Signs should be sized and located so as to not interrupt, obscure or hide the continuity of columns, cornices, eaves, sill lines or other architectural elements of the building and, wherever possible, should reflect and emphasize the building's architectural form.

- b. Sign materials, colors and lettering should be representative of and appropriate to the character of the building to which the sign relates, just as sign size should be related to building size.”

And further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Andover Code of Bylaws, or take any other action related thereto.

~ ~ ~ ~ ~

In the recent case of Reed v. Gilbert, Arizona the United States Supreme Court ruled, based upon the First Amendment to the Constitution, that content-based municipal zoning bylaws for signs are presumptively unconstitutional. This article deletes portions of the Town’s sign bylaw which regulate signs based upon their content.

~ ~ ~ ~ ~

Requires a two-thirds (2/3) vote

The BOARD OF SELECTMEN will make its recommendation at Town Meeting. YES _____

NO _____

On request of the Planning Director

LEDGE ROAD LANDFILL

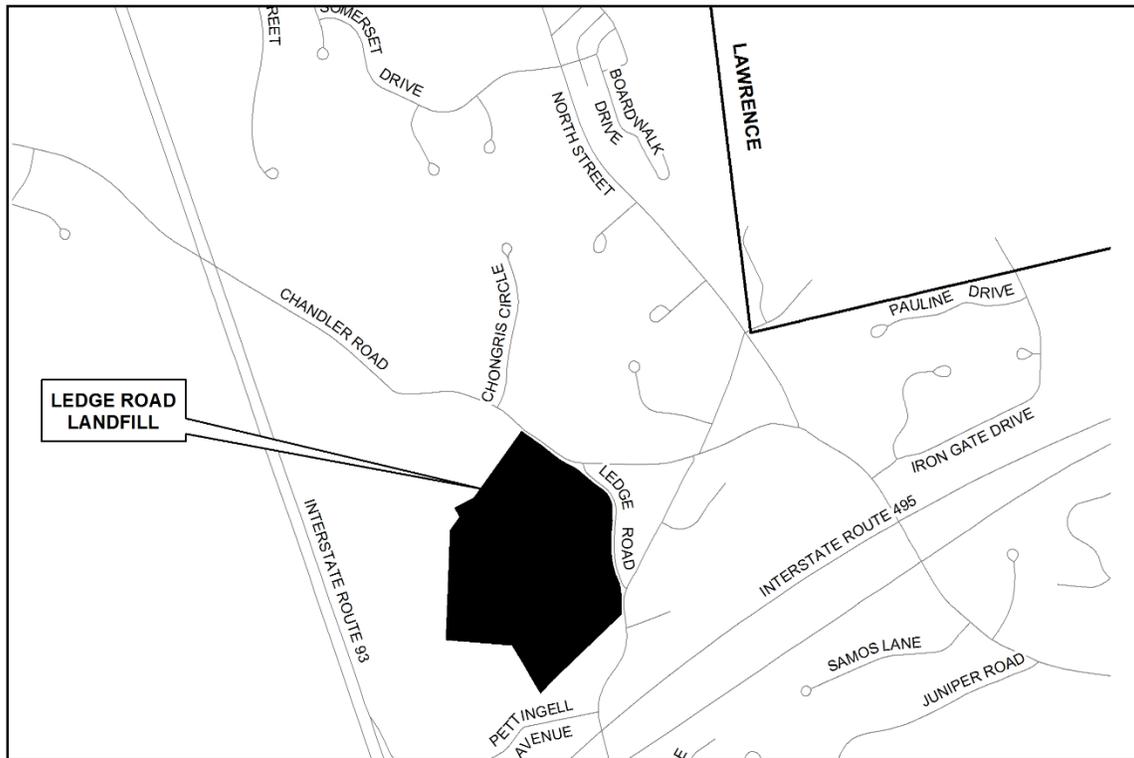
Article 54. To prohibit the use of any Town funds, including but not limited to, the stabilization funds that were appropriated by the 2016 Town Meeting or any other appropriated but unspent funds of the Town, for any post-closure use of the Ledge Road landfill property that would constitute or require the construction of any Department of Municipal Services Public Works and/or Plant and Facilities Material Handling Operations and/or any storage facility with the purpose of storing or warehousing any Town vehicles, equipment, materials or refuse on the Ledge Road landfill property unless and until the Town expressly authorizes the same pursuant to a specific warrant article appropriating such funds at a future Town Meeting.

The following explanation was provided by Petitioner: At 2017 Annual Town Meeting, voters passed a private warrant article to prohibit any Post Closure Use, including a DPW materials handling facility in our watershed, until after vote and approval by a future Town Meeting. Why? Because previous Town Meeting approvals for this project’s funding were specifically limited to capping and closing the landfill and/or included uses no longer under consideration. Despite repeated assurances that Town Meeting would have a vote on the future use, the Town continues moving forward towards construction of a large DPW facility on the landfill without voter authorization. Town Meeting voters should decide what their tax dollars are spent on and where town facilities are located. We feel the proposed DPW facility located both in a residential neighborhood and the Watershed Protection Overlay District for our drinking water is environmentally inappropriate and inconsistent with residents’ stated values.

~ ~ ~ ~ ~

It is Town Counsel’s opinion that this article is advisory only and has no binding effect.

~ ~ ~ ~ ~



Article 54. Ledge Road Landfill

The BOARD OF SELECTMEN voted 5-0 to recommend disapproval.

YES _____

The FINANCE COMMITTEE voted 6-0 to recommend disapproval.

NO _____

On request of Greg Minasian and others

THIN FILM SINGLE USE PLASTIC CHECK OUT BAG REDUCTION BYLAW

ARTICLE 55. To see if the Town will amend the Town of Andover General Bylaw of Article XII by adding a new Section 50: Thin Film Single Use Plastic Check Out Bag Reduction as follows:

Section 1. Findings and Intent

Thin Film Single Use Plastic Check Out Bags have a significant effect on marine (including freshwater systems) and terrestrial environment and human health; including, but not limited to: 1) harming marine and terrestrial animals through ingestion and entanglement; 2) polluting and degrading the terrestrial and marine environments; 3) clogging storm drainage systems; 4) creating a burden for solid waste disposal and recycling facilities; 5) requiring the use of fossil fuels in their composition; 6) degrading into microplastic pieces (<5mm) that are concurrently ingested by fish, crustaceans, bivalves and other ocean life moving up the food chain to disrupt human health; and 7) acting as a vector for stagnant water through which mosquito borne diseases can spread. Studies have shown that even “compostable” or “biodegradable” bags require very specific and controlled conditions into biodegrade, and have potentially negative environmental effects similar to conventional thin film single use plastic bags. Such bags should therefore be subject to the same restrictions as conventional thin film single use plastic check out bags.

NOW THEREFORE, the purpose of this bylaw is to protect Andover’s unique natural beauty and irreplaceable natural resources by reducing the number of single use plastic check out bags in circulation in the Town of Andover and to promote the use of reusable bags. Numerous Massachusetts communities have acted or are in the process of reducing use of thin film single use plastic check out bags.

Section 2. Definitions

- a. "Thin Film Single Use Check Out Bag" shall mean those bags typically with handles, constructed of high density polyethylene (HDPE), low density polyethylene (LDPE), linear low density polyethylene (LLDPE), polyvinyl chloride (PVC), polyethylene terephthalate (PET) or polypropylene (other than woven and non-woven polypropylene fabric), if said film is less than 4.0mm¹ in thickness.
- b. "Department" shall mean the Town of Andover Health Division.
- c. "Health Agent" shall mean a person appointed by the Board of Health as its Health Agent.
- d. "Recyclable Paper Bag" shall mean a paper bag, with or without handles that contains at least 40% post-consumer recycled content, and displays in a visible manner on the outside of the bag 1) the word "recyclable" or a symbol identifying the bag as recyclable and 2) a label identifying the bags as being made from post-consumer recycled content and the percentage of post-consumer recycled content in the bag.
- e. "Reusable Bag" means a sewn bag with stitched handles that is specifically designed for multiple reuse that (i) can carry twenty five (25) pounds; (ii) is machine washable or is made of a material that can be cleaned or disinfected one hundred and twenty five (125) times; (iii) is made of either polyester, polypropylene, cotton or other natural fiber material; and (iv) has a thickness of greater than four (4.0) millimeters².
- f. "Polyethylene" is any of various lightweight thermoplastic resins made by polymerizing ethylene, a flammable hydrocarbon gas primarily occurring in natural gas, coal gas, and crude oil chiefly used for plastic bags, food containers and other products.
- g. "Compostable plastic bag" means conforming to the ASTM (American Society for Testing and Materials) D6400 for compostability.
- h. "Biodegradable Plastic Bag" means a plastic bag that conforms to the current ASTM D7081 standard specification for marine degradability.
- i. "Food Establishment" means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption, as further defined in 105 CMR 590.002. Any establishment requiring a permit to operate in accordance with the State Food Code, 105 CMR 590.000, et. seq., shall be considered a "Food Establishment" for purposes of this ordinance.

Section 3. Regulated Conduct

- a) No Food Establishment in Andover shall provide Thin Film Single Use Plastic Check Out Bags to customers.
- b) If Food Establishment provides bags to customers, with or without charge, the bags must be one of the following:
 - 1) Recyclable Paper bag
 - 2) Reusable Check Out bag; or
 - 3) Cardboard boxes.

Section 4. Exemptions

- a) Thin film plastic bags typically without handles which are used to contain dry cleaning, newspapers, fruit, vegetables, nuts, grains, candy, wet items and other similar merchandise are not prohibited under this bylaw.
- b) All Food Establishments must provide at the point of sale, free of charge either reusable shopping bags or recyclable paper bags or both, at the Food Establishment's option, to any customer participating in the Supplemental Food Program for Women, Infants and Children (WIC) pursuant to M.G.L.c.111, or in the Supplemental Nutrition Assistance Program (SNAP) pursuant to M.G.L.c.18.
- c) The provisions of this bylaw do not apply to bags used by a non-profit corporation or other charity as defined by M.G.L.c.12 to distribute food, grocery products, clothing or other household items to clients.
- d) This bylaw does not prevent Food Establishments from selling to customers various types of plastic bags sold in packages containing multiple bags intended for personal use.

Section 5. Enforcement

- (a) The Town of Andover Board of Health and its Director or his/her designee shall have the authority to administer and enforce this bylaw.
- (b) Whoever, himself or by his servant or agent or as the servant or agent of any other person or firm or corporation, violates any of the provisions of these regulations may be penalized by a non-criminal disposition process as provided in MGL c. 40, §21D. Each day of violation, after written notice, is a separate violation.
- (c) The following penalties shall apply:
 - (1) First offense: Warning
 - (2) Second offense: \$50
 - (3) Third offense: \$100 and appearance in front of Board of Health
 - (4) Fourth and subsequent offenses: \$200

Section 6. Effective Date

- a) This bylaw shall take effect following approval of the bylaw by the Attorney General on January 2, 2019 for Food Establishments
- b) The Director may exempt a Food Establishment from the requirements of this section for a period of up to six (6) months upon a finding by the Director that 1) the requirements of this section would cause undue hardship.

Section 7. Regulations

- a) The Town of Andover Health Department may adopt and amend rules and regulations to effectuate the purposes of this bylaw.

Section 8. Severability

- a) If any provision of this bylaw is declared invalid or unenforceable the other provisions shall not be affected thereby.

Non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Andover Code of Bylaws, or take any other action related thereto.

Footnotes:

- 1 This measurement in Section 2a should be 4.0mils, not 4.0mm. This will be corrected on the floor at Town Meeting.
- 2 This measurement in Section 2e should be four (4.0) mils, not four (4.0) millimeters. This will be corrected on the floor at Town Meeting.

The following explanation was provided by Petitioner: To date 61 towns in MA have banned thin film bags, with many more nationally and globally. This private warrant article encourages the use of reusable shopping bags to stem the scourge of plastic polluting Andover's lands and waterways, as a step toward solving the broader problem of widespread plastic pollution. This warrant would eliminate the distribution of thin film bags from Andover's food establishments (i.e. convenience/grocery stores, liquor stores, restaurants). Exemptions include non-profits which distribute food and goods, and other non-food establishment retailers. If passed, effective January 2, 2019 the bags provided to customers by food establishments must be either recyclable paper bags (made of at least 40% post-consumer content), reusable bags (that are machine washable) or cardboard boxes. This bylaw amendment has the written support of Sierra Club and Surfrider Foundation and national environmental advocacy non-profit organizations. Financial support has been provided by New England Grassroots Environment Fund.

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

YES___

The BOARD OF HEALTH voted 3-0 to recommend approval.

NO___

The CONSERVATION COMMISSION voted 4-0 to recommend approval.

The ANDOVER GREEN ADVISORY BOARD voted 4-0-2 to recommend approval.

On request of David Bunting and others

POLYSTYRENE FOOD AND BEVERAGE WARE AND PACKAGING BYLAW

ARTICLE 56. To see if the Town will amend the Town of Andover General Bylaw of Article XII by adding a new Section 49: Polystyrene Food and Beverage Ware and Packaging Reduction, as follows:

REDUCTION OF POLYSTYRENE

A new bylaw for the town of Andover prohibiting the use and distribution of foam and rigid polystyrene in food service ware and packaging material and requiring the use and distribution of biodegradable, compostable, reusable or recyclable products or materials in its place.

§ 1. FINDINGS AND INTENT

WHEREAS, the Town has a duty to protect the natural environment, the economy, and the health of its citizens; and

WHEREAS, styrene, a component of polystyrene, is a known hazardous substance, classified by the National Toxicology Program (NTP) as “reasonably anticipated to be a human carcinogen” and also recognized by the NTP as a potential food and beverage contaminant that may “leach from polystyrene containers used for food products”; and

WHEREAS, polystyrene is made from fossil fuels, a non-renewable resource; and

WHEREAS, polystyrene manufacture, use, and disposal requires substantial energy consumption and contributes to greenhouse gases and other adverse environmental effects; and

WHEREAS, polystyrene is not biodegradable or compostable, and is generally not recyclable; and

WHEREAS, polystyrene is a common environmental pollutant that fragments into smaller pieces that harm or kill marine life and wildlife when they ingest them;

WHEREAS, the EPA states "that such materials can also have serious impacts on human health, wildlife, the aquatic environment and the economy"; and

WHEREAS, polystyrene is used as food service ware by food establishments operating in Andover; and

WHEREAS, disposable food service ware constitutes a portion of the litter in Andover’s streets, parks and public places, which increases Andover’s costs; and

WHEREAS, affordable and effective ways to reduce the negative environmental impacts of polystyrene products through the use of reusable, recyclable, biodegradable and/or compostable materials are available for most retail applications; and

WHEREAS, over 100 municipalities throughout the United States, Canada, Europe, and Asia have banned polystyrene food service ware, including Amherst, Brookline, Great Barrington, Somerville, and South Hadley in Massachusetts, as well as: Los Angeles, CA; Chicago, IL; Miami Beach, FL; Albany, NY; New York, NY; Portland, OR; and Seattle, WA.

NOW THEREFORE, the Town of Andover hereby enacts this bylaw to prohibit the use and distribution of foam and rigid polystyrene in food service ware and packaging material and require the use and distribution of biodegradable, compostable, reusable, or recyclable products or materials in their place.

§ 2. DEFINITIONS

The following words and phrases shall, unless context clearly indicates otherwise, have the following meanings:

ASTM STANDARD

Refers to materials meeting the standards of the American Society for Testing and Materials (ASTM) International Standards D6400 or D6868 for biodegradable and compostable plastics, as those standards may be amended. D6400 is the specification for plastics designed for compostability in municipal or industrial aerobic composting facilities. D6868 is the specification for aerobic compostability of plastics used as coatings on a compostable substrate.

BIODEGRADABLE

Materials that will completely degrade and return to nature, i.e., decompose into elements found in nature within a reasonably short period of time after customary disposal.

COMPOSTABLE

Materials that will completely degrade into, or otherwise become part of, usable compost (e.g. soil-conditioning material, mulch) in a safe and timely manner. Compostable disposable food service ware must meet ASTM-Standards for compostability and any bio-plastic or plastic-like product must be clearly labeled, preferably with a color symbol, such that any customer or processor can easily distinguish the ASTM Standard compostable plastic from non-ASTM Specification compostable plastic.

DISPOSABLE FOOD SERVICE WARE

All containers, bowls, plates, trays, cartons, cups, lids, straws, forks, spoons, knives, and other items designed for one-time or non-durable uses on or in which any food vendor directly places or packages prepared foods or which are used to consume foods. This includes, but is not limited to, service ware for takeout foods and/or leftovers from partially consumed meals prepared at food establishments.

FOOD ESTABLISHMENT

An operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption, as further defined in 105 CMR 590.002. Any establishment requiring a permit to operate in accordance with the State Food Code, 105 CMR 590.000, et. seq., shall be considered a "Food Establishment" for purposes of this ordinance.

POLYSTYRENE

The term means and includes blown polystyrene and expanded and extruded foams (sometimes called "Styrofoam," a Dow Chemical Co. trademarked form of EPS insulation) also referred to as expanded polystyrene (EPS), which are thermoplastic petrochemical materials utilizing a styrene monomer and processed by any number of techniques including, but not limited to, fusion of polymer spheres (expandable bead polystyrene), injection molding, form molding, and extrusion-blow molding (extruded foam polystyrene); and in this chapter is referenced as "Foam Polystyrene." Foam Polystyrene is generally used to make cups, bowls, plates, trays, clamshell containers, meat trays and egg cartons.

The term also means and includes clear or solid polystyrene which is also known as "oriented," which is produced by stretching extruded PS film, improving visibility through the material by reducing haziness and increasing stiffness. This is often used in packaging where the manufacturer would like the consumer to see the enclosed product. This is referenced in this chapter as "Rigid Polystyrene." "Rigid Polystyrene" is generally used to make clear clamshell containers, and clear or colored straws, lids and utensils.

PREPARED FOOD

Food or beverages, which are served, packaged, cooked, chopped, sliced, mixed, brewed, frozen, squeezed or otherwise prepared on the food establishment's premises within the Town of Andover. Prepared food may be eaten either on or off the premises, also known as "takeout food."

RECYCLABLE

Material that can be sorted, cleansed, and reconstituted using Andover's available recycling collection programs for the purpose of using the altered form in the manufacture of a new product. "Recycling" does not include burning, incinerating, converting, or otherwise thermally destroying solid waste.

RETAIL ESTABLISHMENT

Any commercial facility that sells goods directly to the consumer including but not limited to grocery stores, pharmacies, liquor stores, convenience stores, restaurants, retail stores and vendors selling clothing, food, and personal items, and dry cleaning services.

REUSABLE

Materials that will be used more than once in its same form by a food establishment. Reusable food service ware includes: tableware, flatware, food or beverage containers, packages or trays, such as, but not limited to, soft drink bottles and milk containers that are designed to be returned to the distributor and customer that is provided take-out containers. Reusable also includes durable containers, packages, or trays used on-premises or returnable containers brought back to the food establishment.

§ 3. PROHIBITED USE AND DISTRIBUTION OF DISPOSABLE FOOD SERVICE WARE

- (a) Food establishments are prohibited from providing prepared food to customers in Foam Polystyrene or Rigid Polystyrene food service ware.
- (b) All food establishments using any disposable food service ware will use biodegradable, compostable, reusable or recyclable food service ware. All food establishments are strongly encouraged to use reusable food service ware in place of using disposable food service ware for all food served on-premises.

§ 4. EXEMPTIONS

- (a) Any person may seek an exemption from the requirements of this chapter by filing a request in writing with the Board of Health. The Board of Health may waive any specific requirement of this chapter for a period of not more than 6 months if the person seeking the exemption has demonstrated that strict application of the specific requirement would cause undue hardship. For purposes of this chapter, an "undue hardship" is a situation unique to the food establishment where there are no reasonable alternatives to the use of expanded polystyrene disposable food service containers and compliance with this provision would cause significant economic hardship to that food establishment. The Board of Health's decision to grant or deny an exemption shall be in writing and shall be final.
- (b) Coolers and ice chests that are intended for reuse are exempt from the provisions of this chapter.

§ 5. ENFORCEMENT: VIOLATIONS AND PENALTIES

- (d) The Board of Health shall have the authority to enforce this chapter by:
 - (1) inspection and investigation;
 - (2) the issuance of violation notices and administrative orders; and/or
 - (3) civil court actions
- (e) Whoever, himself or by his servant or agent or as the servant or agent of any other person or firm or corporation, violates any of the provisions of these regulations may be penalized by a non-criminal disposition process as provided in MGL c. 40, §21D. Each day of violation, after written notice, is a separate violation.

- (f) The following penalties shall apply:
 - (5) First offense: Warning
 - (6) Second offense: \$50
 - (7) Third offense: \$100 and appearance in front of Board of Health
 - (8) Fourth and subsequent offenses: \$200

§ 6. SEVERABILITY: EFFECTIVE DATE

- (a) Each section of this chapter shall be construed as separate to the end that if any section, sentence, clause or phrase thereof shall be held invalid for any reason, the remainder of that chapter and all other chapters shall continue in full force.
- (b) This chapter shall take effect on 1/1/19 following Attorney General approval.

Non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Andover Code of Bylaws, or take any other action related thereto.

The following explanation was provided by Petitioner: To date 25 towns in MA have banned foam and/or rigid polystyrene food products for prepared food, with polystyrene products being “reasonably anticipated to be a human carcinogen” (National Toxicology Program). This private warrant article seeks to eliminate Andover food establishments’ use of foam and rigid polystyrene products used commonly for food and beverage ware. If passed, effective January 1, 2019, food establishments in Andover (as defined in 105 CMR 590.002) that prepare, package, store, serve or vend food for human consumption would need use non-polystyrene food service ware that is either biodegradable, compostable, reusable or recyclable. This bylaw amendment has the support of Sierra Club and Surfrider Foundation and national environmental advocacy non-profit organizations working in MA and other states.

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

The BOARD OF HEALTH voted 2-0-1 to recommend approval. NO _____

The CONSERVATION COMMISSION voted 4-0 to recommend approval.

The ANDOVER GREEN ADVISORY BOARD voted 5-0-1 to recommend approval.

On request of David Bunting and others

CHANGE FROM APPOINTED PLANNING BOARD TO ELECTED PLANNING BOARD

ARTICLE 57. To see if the Town will vote to amend the Town Charter by adding "(f) a planning board" to §2 and striking "a planning board" from §3(d); and

To authorize the Town Manager and Board of Selectmen to petition the General Court for special legislation to accomplish the foregoing or take any other action related thereto; and

To amend Article III of the Town Bylaws by adding "(8) Planning Board." to §2(a), striking §2(b)(2)e., striking "appointed by the Town Manager subject to the approval of the Board of Selectmen," in §3(b)(1) and replacing with "elected", striking “One term shall expire each year to be filled by appointment in the manner described above” in §3(b)(1) and replacing with “At the first annual town election following establishment of an elected Planning Board, upon legislative approval of said change to the Town Charter, all six Planning Board members shall be elected and shall serve as follows. The first two, in the order of votes received, of members so elected shall serve three years. The next two in such order of votes received shall serve two years. The next highest in votes received shall serve as a full member for a term of one year. The next highest in votes received shall serve as an associate member for a term of one year. Subsequent to this first annual town election, two members shall expire each year, and their successors shall be elected for terms of three years.

The following explanation was provided by Petitioner: Elected planning boards are used by comparable towns to Andover such as Bedford, Lexington, Wellesley, Winchester, and others to facilitate responsible growth while balancing it with the needs of residents. Elected planning boards are accountable to the people they represent and provide oversight and control to other parties including planning departments. Recent non-elected planning board decisions in Andover, including but not limited to the Strawberry Hill and Elm Street developments, have impacted quiet neighborhoods, generated lawsuits, and resulted in damage to numerous homes. The Elm Street decision, which highlighted broader planning issues, proved that over unanimous neighborhood response and disputed zoning interpretation, the planning board approved a commercial project in a residentially-zoned neighborhood. Andover was ill-equipped to handle and effectively manage months of blasting, rock crushing, noise, residential damage, traffic, and more. After this, neighbors will be left with a building that does not fit the neighborhood.

The PLANNING BOARD VOTED 4-0 to recommend disapproval.

YES___

NO___

On request of Robert Ciampa and others

REDUCE PLANNING BOARD MEMBERS FROM FIVE YEARS TO THREE YEARS

ARTICLE 58. To see if the Town will vote to amend Article III, §3(b)(1) of the Town Bylaws by striking the phrase "terms of five years" and replacing it with "terms of three years"; and to apply the foregoing amendment to

- (a) new Planning Board candidates; and
- (b) incumbent Planning Board candidates at the expiration of their terms.

The following explanation was submitted by Petitioner: Members of the Planning Board currently serve five-year terms, whereas members of other Town boards and commissions serve three-year terms. This article would eliminate that discrepancy and provide more opportunities for prospective members.

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

YES___

The PLANNING BOARD voted 4-0 to recommend disapproval.

NO___

On request of Brad Weeden and others

BLASTING NOTIFICATION

ARTICLE 59. To see if the town will amend Article XII of the Town ByLaws as follows to provide appropriate Public Notification, Public Informational Meetings and Communication for residents and other nearby property owners to significant blasting projects within the town.

Add §49 – Blasting Notification

All blasting within the Corporate Limits of the Town of Andover shall comply with the requirements of 527 CMR 1.00: Massachusetts Comprehensive Fire Safety Code, Chapter 65, Explosives, and Applicable Sections of Massachusetts General Laws, Chapter 148 and the following:

- (1) Scope: This bylaw is applicable to any blasting operations occurring at a significant blasting project as defined in this bylaw.
- (2) Definitions: As applicable to this bylaw.
 - a. Blasting Operation: As defined in 527 CMR 1.65.9.1.2.2.
 - b. Significant Blasting Project: Any project where a blasting operation is to occur that meets any of the following:
 - (i) Requires an Earth Movement Special Permit under Article VIII, § 6.3 of the Town ByLaws.
 - (ii) Is a Major Non-Residential Project as defined in Article VIII, § 10.1 of the Town ByLaws.

(iii) Any other project which may require a Site Plan Review Certificate as defined under Article VIII, § 9.5.2 of the Town ByLaws.

(3) Public Notification:

- a. All abutters within 0.25 miles of the Project Site where the blasting operation will occur shall be notified via mail by the Project Applicant of the proposed blasting project and the location, date and time of the Public Informational Meeting at least 7 days prior to the meeting.
 - (i) Nothing in this bylaw prohibits the Project Applicant, at their own discretion, from notifying abutters at a greater distance than stated above.
 - (ii) The Project Applicant shall utilize a certified abutters list as provided by the Andover Assessor’s Office.
- b. The Town of Andover shall also utilize its website, relevant facebook page(s), and email notification system to advertise the Public Informational Meeting to residents.

(4) Public Informational Meeting: Prior to the issuance of any permit to blast to the Project Applicant by the Fire Department, a Public Informational Meeting shall be held at which the blaster or his designee shall appear with the head of the Fire Department or his designee to answer questions, provide information, and address concerns raised by the public.

At a minimum the following information and topics shall be discussed:

- a. Links to “Facts About Blasting for Massachusetts Property Owners” from the Department of Fire Services (DFS).
- b. Links to the DFS “FP-296 Blasting Regulatory Review Form” for blasting damage complaints.
- c. Review of the adjacent items and overall factors considered by the Blaster in regards to abutters when conducting its Blast Analysis as required by 527 CMR 1.65.9.8.
- d. Review of the requirements and scope of the Pre-Blast Inspection Surveys under 527 CMR 1.65.9.15.
- e. Homeowners insurance considerations pre- and post- blasting.
- f. Role of the Fire Department during the blasting operations.
- g. How to sign up to be notified of Blast(s).

Non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Andover Code of Bylaws, or take any other action related thereto.

The following explanation was provided by Petitioner: The proposed Blasting Notification bylaw is a mechanism to ensure that potentially affected abutters to future blasting projects in Town are notified prior to the issuance of any blasting permit so that they can be informed of: a) the process and responsibilities of each party (Contractors, Fire Dept, etc); b) their rights under the regulations; c) take the appropriate measures beforehand to protect their property; and d) sign up for daily blast notifications. The core of the bylaw is the requirement of the Project Proponent to both notify abutters within a large area around the proposed worksite and to conduct a Public Informational Meeting prior to the start of any blasting. This bylaw incorporates the lessons learned from the recent Blasting on Elm Street with the intent to alleviate as much as possible the impact of future blasting projects in Town.

The BOARD OF SELECTMEN will make its recommendation at Town Meeting. YES_____

The PLANNING BOARD voted 4-0 to recommend disapproval. NO_____

On request of Keith Saxon and others

IMPROVED FINANCIAL TRANSPARENCY IN ANNUAL REPORT

ARTICLE 60. To see if the Town will vote to amend the General Bylaw by amending Article II, §4. Annual Town Report as follows:

Insert into the first sentence following "...preceding fiscal year" the words "and through the second quarter (Q2) of the current fiscal year," and before "which report..."

The following explanation was provided by Petitioner: The current Town bylaw requires reporting of actual expenditures in the Annual Report only through the prior fiscal year. This results in voters having to base their budget voting decisions at the Annual Town Meeting on actual financial data that is almost a year behind. For instance, voters at the 2018 ATM will be appropriating a budget for FY2019 based on only the estimated budget for FY2018 with actual expenditures only through 6/30/17. In the digital age, actual expenditures through the second quarter (Q2) of the current fiscal year are readily available for inclusion in the printing of Annual Report summary in the Finance Committee Town Meeting book. This warrant article would require actual expenditures through the first half of the current fiscal year to be included in these reports. This allows voters to make better informed decisions regarding the budget for the next year based on actual expenditures and performance from both the previous fiscal year and through six-months of the current fiscal year.

YES _____

NO _____

On request of Keith Saxon and others

AMEND ANDOVER ZONING BYLAW ARTICLE VIII, SECTION 8.7.6.1

ARTICLE 61. To see if the Town will vote to amend the Zoning Bylaw, Article VIII, Section 8.7.6.1 by striking from the last sentence thereof the words "with an upper limit of forty (40) units per acre" and substituting the words "with an upper limit of twenty (20) units per acre."

The Petitioner did not provide an explanation.

Requires a two-thirds (2/3) vote

The BOARD OF SELECTMEN voted 5-0 to recommend disapproval.

YES _____

The PLANNING BOARD voted 4-0 to recommend disapproval.

NO _____

On request of Daniel H. Kowalski and others

AMEND ANDOVER ZONING BYLAW ARTICLE VIII, SECTION 8.7.6.1

ARTICLE 62. To see if the Town will vote to amend the Andover Zoning Bylaw, Article VIII, Section 8.7.6.1 by striking from the last sentence thereof the words "with an upper limit forty (40) units per acre" and substituting the words "with an upper limit of thirty (30) units per acre."

The Petitioner did not provide an explanation.

Requires a two-thirds (2/3) vote

The BOARD OF SELECTMEN voted 5-0 to recommend disapproval.

YES _____

The PLANNING BOARD voted 4-0 to recommend approval.

NO _____

On request of Daniel H. Kowalski and others

NOISE CONTROL

Article 63. To see if the Town will amend Article XII of the Town Bylaws to prevent excessive Noise which may jeopardize the health and welfare or safety of its citizens or degrade the quality of life.

Excessive Noise is a serious hazard to the public health and welfare, safety, and the quality of life; and whereas a substantial body of science and technology exists by which excessive Noise may be substantially abated; and whereas the people have a right to and should be ensured an environment free from excessive Noise that may jeopardize their health or welfare or safety or degrade the quality of life.

Proposal: For the Town of Andover to prevent excessive Noise which may jeopardize the health and welfare or safety of its citizens or degrade the quality of life.

(b) Scope.

This bylaw shall apply to the control of all sound originating within the limits of the Town of Andover.

Provisions in this bylaw shall not apply to the emission of sound for the purpose of alerting persons to the existence of an emergency or to the emission of sound in the performance of emergency work or in training exercises related to emergency activities, and in the performance of public safety activities.

Emergency generators used for power outages or testing are exempt from this bylaw. However, generator testing must be done during daylight hours.

Noncommercial public speaking and public assembly activities as guaranteed by state and federal constitutions shall be exempt from the operation of this bylaw.

DEFINITIONS

(a) Ambient or Background Noise Level: Is the term used to describe the Noise measured in the absence of the Noise under investigation. It shall be calculated using the average lowest sound pressure level measured over a period of not less than five minutes using a sound pressure level meter set for slow response on the "A" weighting filter in a specific area of the town under investigation.

(b) Construction and Demolition: Any site preparation, assembly erection, substantial repair, alteration, destruction or similar action for public or private rights-of-way, structures, utilities, or similar property.

(c) Day: 7:01 AM-7:00 PM and Night: 7:00 PM-7:00 AM.

(d) Electronic Devices: Any radio, tape recorder, television, computer, stereo, public address system, loud speaker, amplified musical instrument including a hand held device, and any other electronic Noise producing equipment.

Exemption: two-way communication radios used for emergency, safety and public works requirements.

(e) Emergencies: Any occurrence or set of circumstances necessary to restore, preserve, protect or save lives or property from imminent danger of loss or harm.

(f) Decibels (dB): The decibel is used to measure sound pressure level. The dB is a logarithmic unit used to describe a ratio of sound pressure, loudness, power, voltage and several other things.

(g) Decibels "A" weighted scale (dBA): The most widely used sound level filter is the "A" weighted scale. This filter simulates the average human hearing profile. Using the "A" weighted scale, the meter is less sensitive to very low and high frequencies.

(h) Decibels “C” weighted scale (dBC): The “C” filter uses little filtering and has nearly a flat frequency response (equal magnitude of frequencies) throughout the audio range.

(i) Fixed Plant Equipment: Any equipment such as generators, air conditioners, compressors, engines, pumps, refrigeration units, fans, boilers, heat pumps and similar equipment.

(j) Frequency response: Is the measure of any system’s response at the output to a signal of varying frequency but constant amplitude at its input. The theoretical frequency range for humans is 20 - 20,000 cycles/second (Hz).

(k) Hertz (Hz): Cycles per Second (cps).

(l) Loudness: A rise of 10dB in sound pressure level corresponds approximately to doubling of subjective loudness. That is, a sound of 65dB is twice as loud as a sound of 55dB.

(m) Leaf blowers: Any portable machine used to blow leaves, dirt and other debris off lawns, sidewalks, driveways, and other horizontal surfaces.

(n) Noise: Sound which a listener does not wish to hear and is under investigation that may exceed the Noise requirements located in this Noise Bylaw.

(o) Noise Injury: Any sound that:

- (1) endangers the safety of, or could cause injury to the health of humans; or
- (2) endangers or injures personal or real property.

(p) Noise Level: The Sound Pressure Level measurements shall be made with a Type I or II sound level meter as specified under American National Standard Institute (ANSI) standards.

(q) Noise Pollution: If a Noise source increases Noise levels 10dBA or more above the Background Noise Level, it shall be judged that a condition of Noise Pollution exists. However, if the Noise source is judged by ear to have a tonal sound, an increase of 5dBA above Background Noise Level is sufficient to cause Noise Pollution.

(r) Person: Any individual, entity, company, occupant, real property owner, or agent in control of real property.

(t) Sound: A fluctuation of air pressure which is propagated as a wave through air.

(u) Sound Level Meter: An instrument meeting Type I or Type II American National Standard Institute (ANSI) standards, consisting of a microphone, amplifier, filters, and indicating device, and designed to measure sound pressure levels accurately according to acceptable engineering practices.

(v) Sound Pressure Level: The level of Noise, normally expressed in decibels, as measured by a sound level meter.

(w) Tonal Sound: Any sound that is judged by a listener to have the characteristics of a pure tone, whine, hum or buzz.

MOTOR VEHICLE DEFINITIONS

(a) Gross Vehicle Weight Rating (GVWR): The value specified by the manufacturer as the recommended maximum loaded weight of a single motor vehicle. In cases where trailers and tractors are separable, the gross combination weight rating, (GCWR), which is the value specified by the manufacturer as the recommended maximum loaded weight of the combination vehicle, shall be used.

(b) Motorcycle: Any unenclosed motor vehicle having two or three wheels in contact with the ground, including, but not limited to, motor scooters and minibikes.

(c) Motor Vehicle: Any vehicle which is propelled or drawn on land by a motor, such as, but not limited to, passenger cars, trucks, truck-trailers, semi-trailers, campers, go-carts, snowmobiles, dune buggies, or racing vehicles, but not including motorcycles.

SOUND LEVEL EXAMPLES

The following are examples of approximate decibel readings of everyday sounds:

0dBA	The faintest sound we can hear
30dBA	A typical library
45dBA	Typical office space
55dBA	Background Noise of a typical urban environment at night
65dBA	Background Noise of a typical urban environment during the day
70dBA	The sound of a car passing on the street
72dBA	The sound of two people speaking 4' apart
80dBA	Loud music played at home
90dBA	The sound of a truck passing on the street
100dBA	The sound of a rock band
115dBA	Limit of sound permitted in industry by OSHA
120dBA	Deafening
130dBA	Threshold of pain
140dBA	Rifle being fired at 3'
150 dBA	Jet engine at a distance of 100'
194dBA	Theoretical limit for a sound wave at one atmosphere environmental pressure

DUTIES AND RESPONSIBILITIES OF TOWN DEPARTMENTS

(a) Departmental Actions

All town departments and agencies shall, to the fullest extent consistent with other laws, carry out their programs in such a manner as to further the policy of this bylaw.

(b) Departmental Compliance with Other Laws

All town departments and agencies shall comply with federal and state laws and regulations and the provisions and intent of this Bylaw respecting the control and abatement of Noise to the same extent that any person is subject to such laws and regulations.

(c) Prior to purchasing new equipment, Municipal Services must consider equipment with the lowest Decibel rating for the performance standard required.

(d) Any proposed new or proposed upgrade for a municipal facility must incorporate appropriate and feasible Noise abatement measures during the design review process.

PROHIBITIONS AND MEASUREMENT OF NOISE EMISSIONS

1. (a) Use Restrictions

- 1) The following devices shall not be operated except between the hours of 7(seven) A.M. to 7(seven) P.M. Monday through Friday, and from 8 (eight) A.M. to 7(seven) P.M. on Saturdays, Sundays and holidays:

All electric motor and internal combustion engine devices employed in yard and garden maintenance and repair. Turf maintenance equipment employed in the

maintenance of golf courses, snow blowers and snow removal equipment are exempt from this section.

- 2) The following devices shall not be operated except between the hours of 7(seven) A.M. to 7(seven) P.M. Monday through Friday, and from 8:30(eight-thirty) A.M. to 6:00 (six) P.M. on Saturdays, Sundays and holidays:

All devices employed in construction or demolition, subject to the maximum Noise Levels.

2. (b) Vehicular Sources: Maximum Noise Levels Measurements shall be made at a distance of 50 (fifty) feet from a stationary vehicle.

MAXIMUM NOISE LEVEL dBA

<u>Vehicle Class</u>	Stationary Run-up or Speed Limit 35 mph Or less	Speed Limit 35-45 mph
All vehicles 10,000+ lbs. GVWR or GCWR	83	87
All motorcycles	79	79
Automobiles/light trucks	75	75
Generator	80	Home tractor Snow blower Lawn mower Trimmer 80
Electric drills Power tools Sanders, saws, etc.	75	Leafblowers 67

- (c) Construction and Maintenance Equipment: Maximum Noise Levels
Noise measurements shall be made at a distance of 50 (fifty) feet from the source. The following Noise Levels shall not be exceeded.

Construction Item	Maximum Noise Level dBA	Maintenance Item	Maximum Noise Level dBA
Backhoe, bulldozer Concrete mixer Dumptruck, loader Roller, scraper Pneumatic tools, paver Air compressor	90	Wood chipper running concrete mixer, leaf vacuum	90
	85	Chainsaw Solid waste Compactor Tractor (full-size)	85

- (d) Fixed Plant Equipment

Any person shall operate such equipment in a manner not to exceed 10dBA over the Background Noise and not greater than 5dBA of Tonal sound over the Background Noise. However, if the fixed equipment is operated during night time hours, the night time Sound Pressure Level of the Fixed Plant Equipment must not exceed the average daytime Background Noise to compensate for night time operations, which is assumed to be 10dBA below daytime Background Noise.

Noise measurements shall be made at the boundary of the property in which the offending source is located, or at the boundary line of the complainant if the complainant is not a direct abutter.

(e) Electronic Devices and Musical Instruments

No person owning, leasing or controlling the operation of any electronic device shall willfully or negligently permit the establishment or condition of Noise Injury or Noise Pollution.

In public spaces, the existence of Noise Injury or Noise Pollution is to be judged to occur at any location a passerby might reasonably occupy. When the offending Noise source is located on private property, Noise Injury or Noise Pollution judgments shall be made at the property line within which the offending source is located.

Any and all Decibel Levels of sound caused by playing non-electrified musical instruments between 9 A.M. and 9 P.M. shall be exempt with exception of drums.

(f) Animals

No person owning, keeping or controlling any animal shall willfully, negligently or through failure to provide necessary equipment or facilities or to take necessary precautions, permit the existence of Noise Pollution or Noise Injury.

(g) Additional Noise Sources

No person shall emit Noise so as to cause a condition of Noise Pollution or Noise Injury.

(i) Alternative Measurement Procedures

If it is not possible to make a good Sound Pressure Level measurement at the distance as defined for specific equipment, measurement may be made at an alternate distance and the level at the specified distance subsequently calculated. Calculations shall be made in accordance with established engineering procedures.

(h) Noise Level Exclusions

Any equipment that is used to satisfy local, state, federal health, welfare, environmental or safety codes shall be exempt from limitations for hours of operation, except to the extent otherwise determined by the Board of Selectmen. The following equipment shall also be exempt if necessary for emergency work performed by Municipal Services:

jack hammers; pavement breakers; pile drivers; rock drills; or such other equipment as Municipal Services deems necessary, providing that effective Noise barriers are used to shield nearby areas from excessive Noise.

(i) Motor Vehicle Alarms

The sounding of any horn or signaling device as a part of a burglar, fire or alarm system (alarm) for any motor vehicle, unless such alarm is automatically terminated within ten minutes of activation and is not sounded again at all within the next sixty minutes, is prohibited.

(j) Tonal Sound Corrections

When a Tonal Sound is emitted by a Noise source, the limit on maximum Noise levels shall be 5 dB lower than specified.

PERMITS FOR EXEMPTIONS FROM THIS BYLAW

(a) The Board of Selectmen may give a special permit

1. (i) for any activity otherwise forbidden by the provisions of this bylaw,
2. (ii) for an extension of time to comply with the provisions of this bylaw and any abatement orders issued pursuant to it, and

3. (iii) when it can be demonstrated that bringing a source of Noise into compliance with the provisions of this bylaw would create an undue hardship on a person or the community. A person seeking such a permit should make a written application to the Board of Selectmen. The Town will make all reasonable efforts to notify all direct abutters prior to the date of the Selectmen's meeting at which the issuance of a permit will be heard.

The Board of Selectmen may issue guidelines defining the procedures to be followed in applying for a special permit. The following criteria and conditions shall be considered:

- (1) the cost of compliance will not cause the applicant excessive financial hardship;
 - (2) additional Noise will not have an excessive impact on neighboring citizens.
 - (3) the permit may require portable acoustic barriers during night.
 - (4) the guidelines shall include reasonable deadlines for compliance or extension of non-compliance.
 - (5) the number of days a person seeking a special permit shall have to make written application after receiving notification from the Town that (s)he is in violation of the provisions of this bylaw.
- (b) If the Board of Selectmen finds that sufficient controversy exists regarding the application, a public hearing may be held. A person who claims that any special permit granted under (a) would have adverse effects may file a statement with the Board of Selectmen to support this claim.

HEARINGS ON APPLICATION FOR PERMITS FOR EXEMPTIONS

Resolution of controversy shall be based upon the information supplied by both sides in support of their individual claims and shall be in accordance with the procedures defined in the appropriate guidelines issued by the Board of Selectmen.

PENALTIES

- (a) Any person who violates any provision of this bylaw shall be subject to a fine according to the following schedule:
- (1) \$50.00 for first offense;
 - (2) \$100.00 for the second offense;
 - (3) \$200.00 for the third offense;
 - (4) \$200.00 for successive violations; plus
 - (5) court costs for any enforcement action.

Each day of a continuing violation shall be considered a separate violation. Fines that remain unpaid after 30 days shall accrue interest at the statutory rate of interest.

- (b) If a person in violation of the Noise Control bylaw at a real property is an occupant but not the record owner of the real property, the Police, and/or Board of Health may notify the owner of record of the real property of the violation. If a fine is issued in connection with excessive Noise at real property to someone other than the record owner of the property then the record owner of that property shall be notified. If there are any successive violations at least 14 days after the notification of the record owner but within a one-year period, then the record owner of the property shall also be subject to the fine schedule

ENFORCEMENT

Board of Health, Building Inspector and Police shall have enforcement authority for the bylaw.

The following explanation was submitted by Petitioner: Whereas the Town of Andover does not have a Noise Control ordinance, this proposed ordinance establishes consistent regulation, control, and enforcement of noise. It establishes reasonable parameters to prevent excessive sound, which may jeopardize the health, welfare, and safety of its citizens, and/or degrade the quality of life. This proposed ordinance covers scope, definitions, sound level examples, excessive sound, duties and responsibilities of town departments, prohibitions, measurement of noise emissions, use restrictions, permits for exemptions, penalties, and enforcement. This proposed Noise Control bylaw represents a common truth behind several conceptually similar other Massachusetts towns' noise ordinances.

The BOARD OF SELECTMEN voted 5-0 to recommend disapproval. YES_____

The FINANCE COMMITTEE voted 8-0-1 to recommend disapproval. NO_____

The BOARD OF HEALTH voted 3-0 to recommend disapproval.

On request of Monica Morell and others

DATE OF TOWN ELECTIONS HOME RULE LEGISLATION

Article 64. To see if the Town will vote to have the Town expeditiously submit a Home Rule Petition to the Massachusetts Legislature to have the Legislature grant to the Town of Andover permission to change the date that the Town of Andover holds its local elections to be on the Tuesday next after the first Monday in November, which will enable Town of Andover local elections to be held on the same statutory date that state and federal elections are held, provided that the Legislature may reasonably vary the form and substance of the requested legislation within the scope of the general public objectives of this petition.

The following explanation was submitted by Petitioner: This article will enable our local elections to be held concurrent with state/federal elections as is done throughout Massachusetts. Benefits: Voter turnout for our local elections averages just 11 percent versus an average 82 percent turnout for the November elections. That represents over 17,000 additional voters who turnout for our state/national elections in November compared to the number of people who turnout in March. Changing the date of our local elections to November will result in significantly more representative local elections than we have today. Newly elected officials will have six months to participate in the entirety of the budget development process leading up to Town Meeting compared to just four weeks they currently have which limits participation to the tail end of budget deliberations prior to Town Meeting. This will save taxpayers the \$22,000 we currently spend to hold a local election in March by piggybacking state/national elections in November.

The BOARD OF SELECTMEN voted 5-0 to recommend disapproval. YES_____

The FINANCE COMMITTEE discussed, but took no position on this article. The Finance Committee has always supported spending money on items fundamental to good government. The cost savings of this article is relatively small, and voters should make their decision based on when they want elections to be held, not on financial considerations.

NO_____

On request of Bob Pokress and others

ALLOW PLANNED DEVELOPMENTS IN ID2 ZONING DISTRICT

ARTICLE 65. To see if the Town will amend the Zoning Bylaw by making the following changes necessary to permit mixed use planned developments of a combination of business uses and age restricted residential uses by Special Permit and Town Meeting Approval in the Industrial 2 Zoning District (ID2).

Amend Section 7.2 by replacing all instances of:

“Mixed Use District” with the following:

“Mixed Use District and Industrial 2 District”

Amend Section 7.2.3 by adding the following at the end:

6. *Waivers.* The Planning Board may waive the dimensional requirements set forth in Section 7.2.3 for planned developments proposed in the Industrial 2 District in the interests of design flexibility and overall project quality if it finds that the project is consistent with the overall purpose and objectives of Section 7.2, or if it finds that such waiver will allow the project to achieve a high quality design incorporating a desired mix of open space, affordability, a mix of uses, and/or physical character.

Amend Section 7.2.7 Procedure by adding the following paragraph at the beginning:

In the Industrial 2 District, any proposal for a PD-MD or PD-MU must first be presented and approved by Town Meeting by simple majority vote. The proposal shall be in the form of a conceptual master plan containing the following:

- a. Project description, including proposed uses, size, location, zoning;
- b. Conceptual plans, including overall context plan and building elevations;
- c. Transportation improvements and mitigation measures;
- d. Utility improvements and mitigation measures;
- e. Traffic analysis;
- f. Fiscal Impact Analysis; and
- g. Impact thresholds which, if exceeded, would require the applicant to re-submit to Town Meeting for review and approval.

If the conceptual master plan is approved by Town Meeting, the applicant may proceed with an application for a special permit from the Planning Board. Minor changes to the design of the PD-MD or PD-MU as part of the Planning Board review process shall not require re-approval by Town Meeting. For purposes of this Section 7.2.7, minor changes shall mean any proposed change that does not exceed the impact thresholds set forth in the conceptual master plan.

Amend Section 7.2.8 Special Permit by adding the following at the end:

- 7. For planned developments in the Industrial 2 District, deed restriction, association bylaws or other suitable regulation shall be implemented to restrict occupancy of all dwelling units to have at least one resident 55 years of age or older, and no resident under the age of 18.

Amend Appendix A, Table 1 Section 3.1.3 – Table of Use Regulations, Key to symbols used in Table 1, by adding the following:

TM – Town Meeting

Amend Appendix A, Table 1 Section 3.1.3 – Table of Use Regulations, use category A.4.c., by replacing the “N” in the ID2 column with “TM/PB^(a)”, as follows:

Use	ID2
A.4.c. Planned development, multifamily or mixed use (See section 7.2)	TM/PB ^(a)

Amend the following use categories in Appendix A, Table 1 Section 3.1.3 – Table of Use Regulations, by adding footnote “(b)” following the symbol in the ID2 column as follows:

Use	ID2
A.4.b. Multiple-dwelling (Apartment Building) (See Section 7.6.3)	N ^(b)
C.5. Banking establishment	BA ^(b)
C.16. Motel or hotel (See Section 4.1.5.1)	BA ^(b)
E.5. Public transportation station or terminal excluding airports	BA ^(b)
F.8. Temporary and seasonal placement of tables and chairs	N ^(b)

Amend Appendix A, Table 1 Section 3.1.3 – Table of Use Regulations by adding the following immediately following the Table of Regulations:

Exceptions and Special Requirements:

- (a) All dwellings for planned developments in the Industrial 2 District shall be age restricted to require at least one resident to have attained the age of 55 and no resident shall be under the age of 18.
- (b) Allowed by right in planned development, multifamily or mixed use in ID2 zoning district.

The following explanation was submitted by Petitioner: This article proposes to amend the Zoning Bylaw to allow Planned Development projects within the ID2 zoning district. If adopted, this amendment allows an owner of land within the ID2 zoning district to propose senior housing (over 55 years of age) as part of a mixed-use development. The article also identifies the process for doing so, which requires any project proposing senior housing within the ID2 zoning district, to first obtain approval at Town Meeting before proceeding to the Planning Board for Special Permits. This more restrictive process was designed to allow Andover residents to decide where senior housing is appropriate within the ID2 zoning district. If adopted, the article will expand the opportunities to provide senior housing within the Town.

~ ~ ~ ~ ~

This is the same article that was voted upon unfavorably at the January 29, 2018 Special Town meeting. Pursuant to state law, the article can only be considered by this Town Meeting if the Planning Board had put forth its approval. The Planning Board has voted to recommend disapproval, so the article cannot be considered at this Town Meeting.

~ ~ ~ ~ ~
Requires a two-thirds (2/3) vote

The BOARD OF SELECTMEN voted 5-0 to recommend disapproval. YES ___

The PLANNING BOARD voted 4-0 to recommend disapproval. NO ___

On request of Paul Russo and others

DASCOMB ROAD PROJECT PLANNED DEVELOPMENT MASTER PLAN

ARTICLE 66. To see if the Town will approve the conceptual master plan for a Planned Development-Mixed Use in the Industrial 2 District at 146 Dascomb Road, in accordance with Section 7.2.7 of the Zoning Bylaw. A copy of the Planned Unit Development Mater Plan is on file at the Office of the Town Clerk.

And further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Andover Code of Bylaws, or take any other action relation thereto.

The following explanation was submitted by Petitioner: This article proposes to enhance the Dascomb Road Project, located at 146 Dascomb Road, by incorporating senior housing (over 55 years of age). If adopted, the Dascomb Road Project will reduce the amount of office, retail and fitness space to provide 225 age-restricted residential units in a mixed-use. As a result, the project will generate less traffic and provide more amenities to the Town than the currently proposed all-commercial project, including more indoor public event/community theatre space, trolley service and additional greenspace. Most importantly, it will create an opportunity for senior housing within a vibrant mixed-use project with access to transportation, amenities, shopping and restaurants.

The BOARD OF SELECTMEN voted 5-0 to recommend disapproval.

YES____

The PLANNING BOARD voted 4-0 to recommend disapproval.

NO____

On request of Paul Russo and others

NOTES

TOWN OF ANDOVER
2017 ANNUAL REPORT SUMMARY



TOWN OF ANDOVER

36 Bartlet Street
Andover, MA 01810
(978) 623-8200
www.andoverma.gov

Dear Fellow Citizens,

It has once again been an honor to serve as the Chairman of the Board of Selectmen in my third term. Our citizenry continues to be intimately involved with town government, energy conservation, education, planning, zoning, the elderly, veterans, the opioid crisis, youth services...we are an energized and involved community that continues to challenge both elected and appointed officials to make Andover an even better place to live, work and play.

Fiscal Year 2017-2018 was a challenging and sometimes tumultuous year for our community. The neighborhood concerns of the Strawberry Hill, Elm Street and Dascomb Road projects brought to light a need for a comprehensive “deep dive” look into our zoning bylaws and how our town boards interact with our citizens. In the coming year a taskforce of professionals, town officials and interested citizens will consider how we can address the ever changing needs of our community with an emphasis on citizen participation. As well, our Planning Board is eager to engage the public in zoning forums with the sole purpose of hearing your concerns and long-range vision for Andover. As our town approaches “build out” and our remaining land becomes more challenged, it is our hope that through a vigorous community engagement process we can arrive at a collaborative zoning vision that nurtures smart growth while meeting the expectations of the entire community well into the future.

Deputy Town Manager John Mangiaratti continues to roll out new functionality to the town’s website (Andoverma.gov) and our newly launched mobile app “CivicMobile.” With either of these user-friendly portals you can quickly keep in touch with town boards and committees, their meeting dates, agendas as well as live broadcasts and video archives. You will easily find important contact information and a wealth of “real time” information to assist our citizens in staying in touch with, and learning more about, your town government. I urge you to use this valuable resource.

This year Andover has been recognized for “Budget Excellence” and has once again been designated an AAA bond rated community. This designation recognizes Andover’s commitment to excellence in municipal finance and, in turn, allows us to borrow at a much more favorable interest rate, which ultimately makes your tax dollars significantly more efficient. Town Manager, Andrew Flanagan, has initiated a long range financial plan that serves as a roadmap for our future and a true capital improvement program that has resulted in historic investments in our facilities, infrastructure, public amenities and equipment.

This fall we will move into our new Municipal Services Facility and unlock the transformative opportunities that exist in the Historic Mill District. We have made progress on the replacement and/or renovation of the Ballardvale Fire Station and launched a playground replacement program that will address our needs across the community. We have increased our investment in both sidewalk repair and accelerated the water main replacement program by 100%. For the first time in years, we are making significant strides in our investments in open space and other recreational facilities. Additionally we have completed a town-wide street light replacement program by installing over 1,800 new energy efficient LED bulbs along the streets of Andover. The theme of “building community” is alive and well in our town.

Andover's persistence in addressing the opioid crisis has once again achieved real, measurable results in the ongoing fight against addiction. It is encouraging that a number of public/private efforts continue to flourish keeping positive pressure to continue our "Enforcement/Treatment/Education" initiatives. While many of our neighboring communities are experiencing a rise in addiction incidents, Andover's incidents are significantly down and our program has become a model for communities across the commonwealth. Community Support Coordinator Sobhan Namvar and Police Chief Patrick Keefe's leadership, along with the many first responders on the front lines of this fight, are a shining example of how Andover has met this problem head on.

None of this could happen without the hundreds of town employees and dedicated private citizens that volunteer on a myriad of boards and committees. Without each and every one of you our commitment to "building community" in Andover would never happen.

Thank you for your commitment to our town!

Paul J. Salafia
Chairman
Andover Board of Selectmen



Andrew P. Flanagan
Town Manager

TOWN OF ANDOVER

TOWN MANAGER'S OFFICE
36 BARTLET STREET
ANDOVER, MA 01810
(978) 623-8200
WWW.ANDOVERMA.GOV

April 3, 2018

Fellow Citizens:

The Annual Town Report is a chance to tell Andover's story. I am very proud of where we have come as an organization. Striving for organizational excellence has, and will continue to be, a priority for my administration. As we seek efficiencies and improve service delivery, I am confident all residents and businesses will see and feel the positive changes we have introduced.

A theme established late last year that has been echoed throughout our organizational approach has been Building Community. Throughout Andover there are so many interests, many organizations, and a great number of stakeholders who work hard for their cause. Yet all of us have the same priority: Andover. You will notice going forward that all of our messaging will focus on Building Community.

Last year was an historic year in Andover. For decades there has been an effort to relocate the Town Yard at 11 Lewis Street. Located within our downtown and abutting the commuter rail, our Town Yard sits on valuable property that can be reimagined into a transformative district focused around public transportation and multi-use properties. This type of redevelopment will help define Andover's future. The Historic Mill District Task Force facilitated the public engagement process that ultimately led to the development of Design Guidelines, articulating the vision for the neighborhood.

Our downtown also became home to a playground in 2017. The results of a community effort and eventually a favorable vote at Town Meeting, the Andover Center Playground opened this summer.

To ensure the event remained a staple in Andover, this past year the Town took over Holiday Happenings. This event was at risk of dissolving, and recognizing its importance, the Town stepped in to lead it. Event attendance was at an all-time high.

New way finding signs were installed in 2017, connecting visitors to our downtown in a way that has not been done before. I am proud of our efforts in serving the business community and promoting economic growth.

Our Town Government has accomplished a lot this year. Our new Kid Care afterschool program was launched within our Recreation Division. The program has been so successful that that there are already discussions to expand the program. The Community Development and Planning Department has integrated the entire permitting process to an online portal, creating significant efficiencies for both our staff and our customers.

Our Municipal Services Department oversaw the replacement of 1,800 streetlights throughout Andover. This inclusive process involved help from the public in choosing the appropriate technology for Andover. This project was funded in part by a state grant and will improve our energy efficiency as well as environmental improvements so that streetlights are only shining on the streets.

For the second year in a row, our fiscal year budget and financial plan has received an award for excellence in budget presentations from the Government Finance Officers Association for excellence in budget presentation. We continue to make historic investments in capital improvements including public facilities, infrastructure, and public amenities that are essential to the fabric of our community.

In an effort to increase engagement with our residents, business and visitors, the Town launched an interdepartmental team focused on social media engagement. We look forward to continue to evolve in the ways we share information and engage with the public.

These accomplishments are just some of the ways our Town is working hard for you. I want to thank all of our municipal employees for their hard work and dedication over the last year.

I continue to be proud of our organization and the Town. I look forward to continuing to evolve and grow our municipal product with each one of you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'A. Flanagan', with a stylized flourish at the end.

Andrew P. Flanagan
Town Manager

**TOWN OF ANDOVER, MASSACHUSETTS
BALANCE SHEET
JUNE 30, 2017**

	GENERAL FUND	ENTERPRISE		CAPITAL PROJECT	SPECIAL REVENUE	INTERNAL SERVICE FD	EXPENDABLE TRUST	LT DEBT	GRAND TOTAL
		WATER	SEWER						
ASSETS									
Cash and Equivalents	20,851,476.60	5,074,810.42	2,705,822.86	19,471,418.58	6,357,129.46	4,311,475.87	18,333,857.20		77,105,990.99
Property Taxes									
Personal Property	194,459.97								194,459.97
Real Estate	1,386,322.36								1,386,322.36
Motor Vehicle Excise	522,408.27								522,408.27
User Fees		1,142,919.19	755,240.54						1,898,159.73
Special Assessments	6,473.92		5,603,985.41						5,610,459.33
Tax Liens	1,827,348.81	76,912.98	62,237.30						1,966,499.09
Deferred Tax	265,295.61		21,937.05						287,232.66
Tax Foreclosure	259,091.68								259,091.68
Due from Other Funds			644,188.83		235,940.73	156,000.00			156,000.00
Other Receivables	435,583.14								1,315,712.70
Total Cash & Receivables	25,748,460.36	6,294,642.59	9,793,411.99	19,471,418.58	6,593,070.19	4,467,475.87	18,333,857.20	-	90,702,336.78
Other Assets									
Amounts to be Provided for:									
Long Term Debt								97,892,326.00	97,892,326.00
Total Assets	25,748,460.36	6,294,642.59	9,793,411.99	19,471,418.58	6,593,070.19	4,467,475.87	18,333,857.20	97,892,326.00	188,594,662.78
LIABILITIES AND RESERVES									
Warrants Payable	965,801.35	160,582.38	11,942.82	175,761.82	126,072.18	883,744.72			2,323,905.27
IBNR						1,927,869.00			1,927,869.00
Due to Other Funds	156,000.00								156,000.00
Withholdings	(1,395.06)								(1,395.06)
Accrued Payroll	5,289,911.07				49,456.45				5,339,367.52
Liabilities Due Depositors	592,310.54		10,022.39						602,332.93
Tailings	33,519.30								33,519.30
Reserve for Abatements	2,438,874.20								2,438,874.20
Deferred Revenue	2,449,222.57	1,219,832.17	7,087,589.13		235,940.73				10,992,584.60
Bond Anticipation Notes Payable				3,130,000.00					3,130,000.00
Bonds Payable								97,892,326.00	97,892,326.00
Total Liabilities	11,924,243.97	1,380,414.55	7,109,554.34	3,305,761.82	411,469.36	2,811,613.72	-	97,892,326.00	124,835,383.76
Fund Balances									
Unreserved	11,741,061.48	4,536,109.31	2,651,889.13	10,925,881.79	5,643,739.65	1,253,955.07	17,084,349.07		53,836,985.50
Reserved for:									
Continued Appropriations	31,936.99								31,936.99
Encumbrances	1,358,117.99	378,118.73	31,968.52	5,239,774.97	537,861.18	401,907.08			7,947,748.47
Res for Debt Service - Premium Amortization									693,099.93
FB Designated for Principal							1,249,508.13		1,249,508.13
Total Fund Balances	13,824,216.39	4,914,228.04	2,683,857.65	16,165,656.76	6,181,600.83	1,655,862.15	18,333,857.20	-	63,759,279.02
Total Liab. & Fund Balance	25,748,460.36	6,294,642.59	9,793,411.99	19,471,418.58	6,593,070.19	4,467,475.87	18,333,857.20	97,892,326.00	188,594,662.78
Total Assets	25,748,460.36	6,294,642.59	9,793,411.99	19,471,418.58	6,593,070.19	4,467,475.87	18,333,857.20	97,892,326.00	188,594,662.78

TOWN OF ANDOVER, MASSCHUSETTS
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE FISCAL YEAR ENDING JUNE 30, 2017

	General Fund	Water Enterprise	Sewer Enterprise	Capital Projects	Special Revenue	Internal Service	Expendable Trusts	Total
Revenues								
Motor Vehicle Excise	5,860,247.09							5,860,247.09
Meals Taxes	583,007.28							583,007.28
Hotel/Motel Taxes	2,004,252.84							2,004,252.84
Penalties and Interest on Taxes and Excises	418,103.72							418,103.72
Payments in Lieu of Taxes	382,000.00							382,000.00
Fees	77,778.80							77,778.80
Charges for Services - Water	-	8,821,209.86						8,821,209.86
Charges for Services - Sewer	-		4,407,644.36					4,407,644.36
Departmental Revenue - School	364,465.20							364,465.20
Departmental Revenue - Library	419.59							419.59
Other Departmental Revenue	359,459.28							359,459.28
Utility Liens	-	115,108.37	83,839.13					198,947.50
Licenses and Permits	3,296,872.03							3,296,872.03
Special Assessments	2,859.27		1,112,005.15					1,114,864.42
Fines and Forfeits	245,974.00							245,974.00
Investment Income	106,074.79	26,274.63	19,153.49			8,368.83		159,871.74
Other								-
Intergovernmental	12,965,256.40							12,965,256.40
Real/Personal Property Taxes	132,202,844.13							132,202,844.13
Tax Titles	184,671.13							184,671.13
Other								-
Transfer from Bond Premium Stabilization	200,000.00						(200,000.00)	-
Offset								
DCS	550,624.79							550,624.79
Elder Services	106,237.84							106,237.84
Rentals	84,092.87							84,092.87
Off Duty Admin Fee	97,195.00							97,195.00
Cemetery Interment Fees	62,524.00							62,524.00
Ambulance Fees	1,358,274.64							1,358,274.64
Bond Premium & Debt Paydown Proceeds				1,139,000.00				1,139,000.00
Trust Fund and other	-			7,233.29	18,211,187.06	24,948,325.78	887,202.48	44,053,948.61
Total Revenues	161,513,234.69	8,962,592.86	5,622,642.13	1,146,233.29	18,211,187.06	24,956,694.61	687,202.48	219,960,787.12
Expenditures								
General Government	7,735,240.41			15,580,115.53	5,988,495.28	24,198,139.70	32,867.68	53,534,858.60
Community Services	1,981,073.28							1,981,073.28
Municipal Maintenance	11,764,938.99							11,764,938.99
Public Safety	15,581,148.00							15,581,148.00
Water Enterprises	-	4,529,541.96						4,529,541.96
Sewer Enterprise	-		2,374,329.95					2,374,329.95
Library	2,597,028.03							2,597,028.03
School	76,142,739.88				11,799,936.80			87,942,676.68
Technical Schools	578,780.00							578,780.00
Insurance	1,047,615.00							1,047,615.00
Health Insurance	17,905,037.00							17,905,037.00
Debt Service	14,563,999.10							14,563,999.10
Retirement	8,598,420.00							8,598,420.00
State and County Assessments	598,991.00							598,991.00
OPEB Trust Fund Appropriation	-							-
Trust Fund	-							-
Total Expenditures	159,095,010.69	4,529,541.96	2,374,329.95	15,580,115.53	17,788,432.08	24,198,139.70	32,867.68	223,598,437.59
Other Financing Sources (Uses)								
Long Term Bond Issuance	-			6,425,000.00				6,425,000.00
Tax cash to Capital Projects	(2,540,000.00)			2,540,000.00				-
Art 4, 2016 Transfer to OPEB Trust Fund	(1,127,572.00)	(314,945.00)	(60,062.00)				1,502,579.00	-
Art 22, 2017 Spring Grove Cemetery Maintenance	-			6,000.00			(6,000.00)	-
Art 21, 2016 Transfer to Bond Stabilization Fund	-							-
Art 32, 2016 Municipal Services Facility Design	(900,000.00)			900,000.00				-
Art 37, 2016 Annual Laptop Replacement	(119,007.00)			393,789.00	(274,782.00)			-
Art 26, 2017 Water and Sewer Vehicles	-	(100,000.00)		100,000.00				-
Art 28, 2017 Hydrant Replacement Program	-	(100,000.00)		100,000.00				-
Art 29, 2017 Enmore Street Reconstruction	-	(50,000.00)		50,000.00				-
Art 32, 2017 Minor Sanitary Sewer Collection System	-		(50,000.00)	50,000.00				-
Art 37, 2017 Sewer I&I Reduction	-			-				-
Art 48, 2017 Parking Study Implementation	-			123,000.00	(123,000.00)			-
Art 49, 2017 Rec Park/Pomps Pond Security	-			65,000.00	(65,000.00)			-
Art 51, 2017 Redundant Fiber	-			300,000.00	(300,000.00)			-
Art 52, 2017 BOS Sch Comm Room Upgrades	-			50,000.00	(50,000.00)			-
Art 53, 2017 Ballardvale Fire Design	(300,000.00)			300,000.00				-
Art 54, 2017 Wood Hill/High Plain Accessibility	(200,000.00)			200,000.00				-
Art 74, 2017 Streamgauging System	(75,000.00)			75,000.00				-
Transfer to Health Insurance Trust Fund	-							-
Transfer to GF from Stabilization	-							-
Deposits to Unemployment Trust	(160,000.00)					160,000.00		-
Deposits to Workers Comp Trust Fund	(136,216.00)						136,216.00	-
Cable to GF	479,561.00				(479,561.00)			-
Water Enterprise Indirects	2,962,747.00	(2,962,747.00)						-
Sewer Enterprise Indirects	2,897,686.00		(2,897,686.00)					-
Wetland Filing Fees	25,000.00				(25,000.00)			-
Parking Fees	210,000.00				(210,000.00)			-
Net Other Financing Sources and Uses	1,017,199.00	(3,527,692.00)	(3,007,748.00)	11,677,789.00	(1,527,343.00)	160,000.00	1,632,795.00	6,425,000.00
Excess (Deficiency) of Revenues over (under) Expenditures and Other Financing Sources (Uses)	3,435,423.00	905,358.90	240,564.18	(2,756,093.24)	(1,104,588.02)	918,554.91	2,287,129.80	3,926,349.53
Fund Balance July 1, 2016	10,388,793.39	4,008,869.14	2,443,293.47	18,921,750.00	7,286,188.85	2,665,176.24	16,046,727.16	61,760,798.25
Fund Balance June 30, 2017	13,824,216.39	4,914,228.04	2,683,857.65	16,165,656.76	6,181,600.83	3,583,731.15	18,333,856.96	65,687,147.78

**TOWN OF ANDOVER, MASSACHUSETTS
RECAP OF GENERAL FUND - BUDGET - FUND LEVEL
FISCAL YEAR ENDED JUNE 30, 2017**

	RES FOR ENCUM	APPROP (ORIGINAL)	APPROPRIATION TRANSFER	COMP FUND	RESERVE ACCOUNTS (STM)	OTHER (STM)	ATM SUPPL & OTHER	TOTAL AVAILABLE	EXPENDED	RES FOR ENCUM	TRANS TO UNRE FD BL
GENERAL GOVERNMENT											
Personal Services	174,699.00	5,607,901.00	-	165,000.00	-	-	-	5,947,600.00	5,696,017.92	39,447.42	212,134.66
Other Expenses	83,795.06	2,170,854.00	-	-	-	-	-	2,254,649.06	2,013,306.47	78,528.75	162,813.84
	258,494.06	7,778,755.00	-	165,000.00	-	-	-	8,202,249.06	7,709,324.39	117,976.17	374,948.50
COMMUNITY SERVICES											
Personal Services	33,561.00	1,419,478.00	-	56,390.00	-	-	-	1,509,429.00	1,509,187.52	-	241.48
Other Expenses	4,204.55	523,570.00	-	-	-	-	-	527,774.55	459,340.26	15,141.89	53,292.40
	37,765.55	1,943,048.00	-	56,390.00	-	-	-	2,037,203.55	1,968,527.78	15,141.89	53,533.88
MUNICIPAL MAINTENANCE											
Personal Services	-	2,499,678.00	-	84,500.00	-	-	-	2,584,178.00	2,577,099.28	-	7,078.72
Other Expenses	61,401.14	1,483,825.00	-	-	-	-	-	1,545,226.14	1,246,271.32	87,365.77	211,589.05
	61,401.14	3,983,503.00	-	84,500.00	-	-	-	4,129,404.14	3,823,370.60	87,365.77	218,667.77
PUBLIC SAFETY											
Personal Services	48,681.97	14,327,319.00	-	51,000.00	-	-	-	14,427,000.97	14,266,840.91	32,791.19	127,368.87
Other Expenses	108,570.50	1,617,864.00	-	-	-	-	-	1,726,434.50	1,314,307.09	156,281.33	255,846.08
	157,252.47	15,945,183.00	-	51,000.00	-	-	-	16,153,435.47	15,581,148.00	189,072.52	383,214.95
DEPARTMENT OF PUBLIC WORKS											
Personal Services	-	2,699,251.00	-	119,300.00	-	-	-	2,966,338.78	2,963,267.14	3,053.10	18.54
Other Expenses	456,676.15	4,444,154.00	-	-	-	-	702,212.22	5,603,042.37	4,978,301.25	508,438.80	116,302.32
	456,676.15	7,143,405.00	-	119,300.00	-	-	850,000.00	8,569,381.15	7,941,568.39	511,491.90	116,320.86
LIBRARY											
Personal Services	12,088.00	1,996,922.00	-	70,000.00	-	-	-	2,079,010.00	1,975,053.26	2,522.27	98,434.47
Other Expenses	1,045.26	671,575.00	-	-	-	-	-	672,620.26	621,974.77	12,997.66	37,647.83
	13,133.26	2,668,497.00	-	70,000.00	-	-	-	2,751,630.26	2,597,028.03	15,519.93	136,082.30
SCHOOL											
Personal Services	-	62,088,111.00	(354,731.38)	-	-	-	-	61,733,379.62	61,697,244.16	-	36,135.46
Other Expenses	463,741.69	14,011,092.00	354,731.38	-	-	-	-	14,829,565.07	14,445,495.72	420,204.81	(36,135.46)
	463,741.69	76,099,203.00	-	-	-	-	-	76,562,944.69	76,142,739.88	420,204.81	0.00
UNCLASSIFIED											
Compensation Fund	-	1,110,000.00	-	(697,800.00)	-	-	-	412,200.00	-	-	566,810.00
Reserve Fund	-	200,000.00	-	-	-	-	-	200,000.00	-	-	200,000.00
	-	1,310,000.00	-	(697,800.00)	-	-	-	612,200.00	-	-	766,810.00
FIXED EXPENSES											
GLRWTHS	-	610,000.00	-	-	-	-	-	610,000.00	578,780.00	-	31,220.00
Debt Service	-	14,790,395.00	(220,712.00)	-	-	-	-	14,569,683.00	14,563,999.10	-	5,683.90
Stabilization	-	-	-	-	-	-	-	-	-	-	-
Insurance	-	783,831.00	-	-	-	-	400,000.00	1,183,831.00	1,183,831.00	-	-
OPEB	-	1,127,572.00	-	-	-	-	-	1,127,572.00	1,127,572.00	-	-
Health Insurance Fund	-	17,905,037.00	-	-	-	-	-	17,905,037.00	17,905,037.00	-	-
Unemployment Comp	-	160,000.00	-	-	-	-	-	160,000.00	160,000.00	-	-
Retirement	16,724.00	8,360,984.00	220,712.00	-	-	-	-	8,598,420.00	8,598,420.00	-	-
	16,724.00	43,737,819.00	-	-	-	-	400,000.00	44,154,543.00	44,117,639.10	-	36,903.90
TOTAL	1,465,188.32	160,609,413.00	(0.00)	(151,610.00)	-	-	1,250,000.00	163,172,991.32	159,881,346.17	1,356,772.99	2,086,482.16
SEWER SYSTEM											
Personal Services	-	297,869.00	-	-	-	-	-	297,869.00	310,013.47	48.49	(12,192.96)
Other Expenses	110,672.91	2,376,030.00	-	-	-	-	68,062.00	2,554,764.91	5,072,064.48	31,920.03	(2,549,219.60)
	110,672.91	2,673,899.00	-	-	-	-	68,062.00	2,852,633.91	5,382,077.95	31,968.52	(2,561,412.56)
WATER DEPARTMENT											
Personal Services	10,327.00	1,910,789.00	-	-	-	-	-	1,921,116.00	1,995,441.98	197.41	(74,523.39)
Other Expenses	238,493.62	3,691,873.00	-	-	-	-	602,445.00	4,532,811.62	6,361,791.98	377,921.32	(2,206,901.68)
	248,820.62	5,602,662.00	-	-	-	-	602,445.00	6,453,927.62	8,357,233.96	378,118.73	(2,281,425.07)
TOTAL ENTERPRISE	359,493.53	8,276,561.00	-	-	-	-	670,507.00	9,306,561.53	13,739,311.91	410,087.25	(4,842,837.63)
GRAND TOTAL	1,824,681.85	168,885,974.00	(0.00)	(151,610.00)	-	-	1,920,507.00	172,479,552.85	173,620,658.08	1,766,860.24	(2,756,355.47)

TOWN OF ANDOVER												
GENERAL FUND SPECIAL ARTICLES												
JUNE 30, 2017												
ORG CODE	OBJ CODE	ARTICLE NUMBER	ARTICLE TITLE	CONTINUED APPROPRIATION	OTHER ACCOUNTS	APPROPRIATION	TRANSFER FROM OTHER	TOTAL AVAILABLE	EXPENDED	OTHER FINANCING USES	ENCUMB	CONTINUED APPROPRIATION
	02133	571064 ANNUAL	FIREWORKS FUND	6,750.00		14,000.00		20,750.00	15,866.02			4,883.98
	02133	571083 ANNUAL	SUPPORT FOR CIVIC EVENTS	3,297.86		5,000.00		8,297.86	3,600.00			4,697.86
				10,047.86	-	19,000.00	-	29,047.86	19,466.02	-	-	9,581.84
	02133	571072 ANNUAL	OPEB FUNDING	-	-	-	-	-	-	-	-	-
	02133	571085 ANNUAL	LEDGE ROAD LANDFILL STABILIZATION	-	-	-	-	-	-	-	-	-
	02133	571086 ANNUAL	BOND PREMIUM STABILIZATION FUND	-	-	-	-	-	-	-	-	-
	02141	571065 ART 56, 2013	PROPERTY VALUATION	13,028.00	-	-	-	13,028.00	6,450.00	-	200.00	6,378.00
				13,028.00	-	-	-	13,028.00	6,450.00	-	200.00	6,378.00
	02171	571012 ART 57, 1995	WETLAND BYLAW	0.19	-	-	-	0.19	-	-	-	0.19
				0.19	-	-	-	0.19	-	-	-	0.19
	02541	571080 ANNUAL	ELDERLY DISABLED TRANSPORT (T)	17,667.46		12,000.00		29,667.46	12,545.50		1,145.00	15,976.96
				17,667.46	-	12,000.00	-	29,667.46	12,545.50	-	1,145.00	15,976.96
			TOTAL GENERAL FUND	40,743.51	-	31,000.00	-	71,743.51	38,461.52	-	1,345.00	31,936.99

TOWN OF ANDOVER
SPECIAL REVENUE/GRANTS ROLLFORWARD
FISCAL YEAR ENDING JUNE 30, 2017

MUNIS ACCT	FUND/TITLE	Available Balance 06/30/16	Encumbrance	Inter-governmental	Interest	Depart- Mental	Total Available	Personal Services	Other Expenses	Total Expenditures	OFU	Encumbrance	Total OLES/OFU	Available Balance 06/30/17
5248	FY03 TRAFFIC ENFORCEMENT	(1,309.65)	-	5,576.76	-	-	4,267.11	5,983.81	-	5,983.81	-	-	-	(1,716.70)
5284	UNDERAGE ALCOHOL	326.71	-	2,500.42	-	-	2,827.13	2,500.42	-	2,500.42	-	-	-	326.71
	FEDERAL PUBLIC SAFETY GRANTS	(982.94)	-	8,077.18	-	-	7,094.24	8,484.23	-	8,484.23	-	-	-	(1,389.99)
3005	SPED ENTITLEMENT	(152,952.70)	2,100.00	312,048.00	-	-	161,195.30	13,888.00	161,195.30	161,195.30	-	-	-	(0.00)
3006	SPED ENTITLEMENT	(4,228.69)	-	4,638.60	-	-	409.91	409.91	-	409.91	-	-	-	(0.00)
3010	EARLY CHILDHOOD EDUCATION	-	-	23,865.10	-	-	23,865.10	23,443.12	-	23,443.12	-	-	-	421.98
3011	EARLY CHILDHOOD ALLOCATION	5,221.00	-	43,928.00	-	-	49,149.00	49,149.00	-	49,149.00	-	-	-	-
3015	SPED IMPROVEMENT	-	-	48,249.00	-	-	48,249.00	48,249.00	-	48,249.00	-	-	-	-
3016	SPED IMPROVEMENT	-	-	2,250.00	-	-	2,250.00	1,930.99	-	1,930.99	-	-	-	(0.00)
3030	EC SPED IMPROVEMENT 298	(0.00)	76.66	-	-	-	76.66	76.66	-	76.66	-	-	-	(0.00)
3031	EC SPED IMPROVEMENT 298	2,218.74	508.87	22,444.00	-	-	25,171.61	17,825.65	6,965.40	24,791.05	-	-	-	380.56
3060	LEP SUPPORT	(0.00)	-	5,775.00	-	-	5,775.00	5,775.00	2,538.87	5,663.87	-	-	-	1,035.36
3161	TITLE III LEP SUPPORT 180	(0.00)	-	95,829.00	-	-	95,829.00	118,582.86	2,402.60	120,985.46	-	-	-	(25,156.46)
3206	TITLE I READING	(16,897.35)	94.95	51,173.00	-	-	34,370.60	30,759.43	3,611.17	34,370.60	-	-	-	0.00
3225	TITLE I	(0.00)	-	1,250.00	-	-	1,250.00	-	-	-	-	-	-	1,250.00
3250	LEAP INCENTIVE 231	(47,198.71)	30,346.71	49,132.00	-	-	32,280.00	32,280.00	-	32,280.00	-	-	-	-
3305	PROFESSIONAL DEVELOPMENT	(360.00)	-	35,871.00	-	-	35,511.00	32,630.00	27,620.45	60,250.45	-	-	-	(55,366.88)
3306	PROFESSIONAL DEVELOPMENT 140	(25,411.76)	13,623.39	62,1983.44	-	-	610,195.07	234,314.54	377,022.82	611,337.36	-	-	-	(16,263.79)
3660	ARTS IN EDUCATION	(239,609.47)	46,750.58	2,427,439.14	-	-	2,234,580.25	1,843,816.89	579,477.87	2,423,294.76	-	-	-	(251,196.77)
	FEDERAL EDUCATION GRANTS													
5200	HEALTHY COMMUNITY	5,224.32	991.53	104,955.00	-	-	111,170.85	66,414.98	39,013.70	105,428.68	-	-	-	5,742.17
5276	FY09 REG EMERG PREPARDNESS	(2,794.50)	2,147.18	-	-	-	(647.32)	-	-	-	-	-	-	(647.32)
5296	BALMORAL DAM REMOVAL	4,703.57	-	5,641.00	-	-	297,705.61	330,555.53	330,555.53	330,555.53	-	-	-	(40,756.09)
5641	LSTA PRESERVATION	-	-	4,200.00	-	-	4,200.00	4,200.00	-	4,200.00	-	-	-	-
5836	FDA RETAIL STANDARDS	11,236.26	-	2,500.00	-	-	2,500.00	587.88	630.00	1,217.88	-	-	-	1,282.12
5837	NAT ASSN CNT/CITY HEALTH OF	-	-	-	-	-	11,236.26	177.47	-	177.47	-	-	-	11,058.79
5913	LSTA INNOVATIVE GRANT AUTISM	-	-	-	-	-	-	-	-	-	-	-	-	-
	FEDERAL OTHER GRANTS													
5257	FEMA COM EMERG MGMT	13,666.08	3,138.71	409,360.61	-	-	426,165.40	67,002.86	374,576.70	441,579.56	-	-	-	(23,300.33)
5258	BULLETT WEST PARTNERSHIP	(2,520.00)	-	9,295.09	-	-	6,775.09	-	-	-	-	-	-	6,775.09
5272	STUDENT AWARE OF FIRE EDUCATION	4,703.57	-	5,641.00	-	-	10,344.57	1,120.00	4,656.93	5,776.93	-	-	-	4,567.64
5280	FY09 911 PSAP SUPPORT	(111,606.92)	4,691.16	154,786.22	-	-	47,870.46	79,078.29	4,691.16	83,769.45	-	-	-	(35,898.99)
5281	DEPARTMENT TRAINING GRANT	(9,902.80)	-	20,786.26	-	-	10,883.46	4,561.81	10,829.70	15,391.51	-	-	-	(5,183.05)
5288	PSAP LEADERSHIP SCHOLARSHIP	0.28	-	-	-	-	0.28	-	-	-	-	-	-	0.28
5306	PEDESTRIAN, BIKE, TRAFFIC ENFORCET	1,658.11	-	1,144.60	-	-	2,802.71	-	-	-	-	-	-	2,802.71
5525	DISASTER REIMBURSEMENTS	7,873.92	-	-	-	-	15,993.92	8,120.00	-	8,120.00	-	-	-	7,873.92
5624	ALTERNATIVE SENTENCING	300.00	-	2,996.00	-	-	3,000.00	-	-	-	-	-	-	300.00
5289	SENIOR AWARENESS FIRE EDU	1,881.57	-	-	-	-	4,877.57	640.00	2,558.37	3,198.37	-	-	-	1,679.20
	STATE PUBLIC SAFETY GRANTS	(107,612.27)	4,691.16	194,649.17	-	-	99,848.06	93,520.10	22,736.16	116,256.26	-	-	-	(17,083.20)
5000	CHAPTER 90	(357,060.79)	274,035.71	1,238,452.29	-	-	1,155,427.21	-	1,240,208.70	1,240,208.70	-	-	-	(159,915.54)
5528	PWED	95,405.56	-	-	-	-	95,754.75	-	-	-	-	-	-	95,754.75
5010	WINTER RAPID RECOVERY ROAD PRG	5,520.75	-	-	-	-	5,520.75	-	-	-	-	-	-	5,520.75
5294	SMALL SCALE INITIATIVE GRANT	-	-	-	-	-	-	-	-	-	-	-	-	-
5015	SIDEWALK FUND PLANNING BOARD	101,812.60	-	-	-	-	110,148.60	-	70,731.50	70,731.50	-	-	-	21,392.10
	STATE PUBLIC WORKS GRANTS	(154,321.88)	274,035.71	1,238,452.29	349.19	8,336.00	1,366,851.31	-	1,310,940.20	1,310,940.20	-	-	-	(37,247.94)
5840	LIBRARY AID CH 78 SEC 19A	131,843.30	2,375.00	45,843.88	-	-	180,062.18	-	19,105.64	19,105.64	-	-	-	154,220.89
5842	LIBRARY AID CH 139	29.83	-	-	-	-	29.83	-	-	-	-	-	-	29.83
	STATE LIBRARY GRANTS	131,873.13	2,375.00	45,843.88	-	-	180,092.01	-	19,105.64	19,105.64	-	-	-	154,250.72

5550	CH44 SEC 53E 1/2 LEGAL NOTICES	14,099.49	-	-	19,575.00	33,674.49	-	17,673.66	17,673.66	-	3,000.00	3,000.00	13,000.83
5552	CH44 SEC 53E 1/2 DCS REVOLVING	364,625.64	-	-	474,738.51	839,364.15	217,388.26	173,241.61	390,629.87	-	31,848.07	31,848.07	416,886.21
5553	CH44 SEC 53E 1/2 YOUTH SERVICES	182,152.66	-	-	466,191.35	648,344.15	165,684.36	182,653.15	348,337.51	-	3,874.26	3,874.26	296,132.24
5554	CH44 SEC 53E 1/2 ELDER SERVICES	160,973.01	6,053.66	-	157,957.19	324,983.86	31,531.12	125,205.32	156,736.44	-	1,800.23	1,800.23	166,447.19
5557	CH44 SEC 53E 1/2 TITLE V HEALTH CLINICS	36,348.86	-	-	54,966.25	91,315.11	18,845.64	39,806.21	58,651.85	-	-	-	32,663.26
5622	CH44 SEC 53E 1/2 FIELDS REVOLVING	182,048.54	570.50	-	38,008.80	220,627.84	9,205.03	71,545.73	80,750.76	-	15,041.00	15,041.00	124,836.08
5653	CH44 SEC 53E 1/2 POLICE ANTENNA	38,367.29	-	-	-	38,367.29	-	-	-	-	-	-	38,367.29
5666	CH44 SEC 53E 1/2 BALD HILL COMP	33,130.28	-	-	24,278.00	57,408.28	-	31,254.81	31,254.81	-	1,802.38	1,802.38	24,351.09
5667	CH44 SEC 53E 1/2 DPW CRT/HHW	17,734.78	-	-	18,786.51	36,521.29	-	21,263.54	21,263.54	-	-	-	15,257.75
5669	CH44 SEC 53E 1/2 FIRE	11,566.89	-	-	28,958.72	40,525.61	-	30,846.60	30,846.60	-	1,649.45	1,649.45	8,029.56
5671	CH44 SEC 53E 1/2 CABLE TV	-	-	-	-	-	-	-	-	-	-	-	-
5681	CH44 SEC 53E 1/2 LOST/DAMAGED BOOKS	16,356.78	-	-	3,776.75	20,133.53	-	7,579.40	7,579.40	-	-	-	12,554.13
5670	CH44 SEC 53E 1/2 HEALTH SVCS	-	-	-	2,275.00	2,275.00	-	-	-	-	-	-	2,275.00
4510	CH44 SEC 53E 1/2 COPY CENTER REVOLVING	18,595.37	-	-	3,840.67	22,436.04	-	512.00	512.00	-	-	-	21,924.04
	REVOLVING CHAPTER 44 53 E 1/2	1,075,999.59	6,624.16	-	1,293,352.75	2,375,976.50	442,654.41	701,582.03	1,144,236.44	-	59,015.39	59,015.39	1,172,724.67
5605	TOWN DAMAGE RESTITUTION	18,914.59	-	-	3,500.00	22,414.59	-	3,500.00	3,500.00	-	-	-	18,914.59
5613	FRONTAGE ROAD	3,855.66	-	-	-	3,855.66	-	-	-	-	-	-	3,855.66
5623	PUBLIC SAFETY DAMAGE REST	8,761.00	-	-	-	8,761.00	-	-	-	-	-	-	8,761.00
5629	PUBLIC WORKS DAMAGE REST	25,895.62	-	-	3,000.00	28,895.62	-	3,000.00	3,000.00	-	-	-	25,895.62
5630	RECYCLABLE BATTERY PROGRAM	1,253.84	-	-	-	1,253.84	-	-	-	-	-	-	1,253.84
5295	ENERGY REBATE FUND	1,921.43	53,559.29	-	25,600.00	81,080.72	-	16,523.56	16,523.56	-	40,559.29	40,559.29	23,997.87
5652	P&F DAMAGE RESTITUTION	32,437.17	-	-	65,201.41	97,638.58	-	33,909.53	33,909.53	-	8,390.35	8,390.35	55,338.70
5709	CH44 SEC 53F 3/4 PEG ACCESS CABLE	-	-	-	645,538.48	645,538.48	-	-	-	-	415,000.00	415,000.00	230,538.48
	OTHER REVOLVING FUNDS	93,039.31	53,559.29	-	742,839.89	889,438.49	-	56,933.09	56,933.09	415,000.00	48,949.64	463,949.64	368,555.76
3900	CORPORATE GRANTS	50,799.54	-	-	48,170.34	98,969.88	-	13,236.98	13,236.98	-	-	-	85,732.90
3915	AHS BAND AND CHOIR GRANTS	633.58	-	-	-	633.58	-	-	-	-	-	-	633.58
3920	OTHER GIFTS AND GRANTS	21,068.68	-	-	14,393.00	35,461.68	600.00	5,057.60	5,657.60	-	-	-	29,804.08
3925	ENGINEERING GRANT	16,991.44	-	-	19,950.00	36,941.44	12,500.00	9,020.83	21,520.83	-	-	-	15,420.61
3930	GEMS GRANT	197.22	-	-	-	197.22	-	-	-	-	-	-	197.22
3935	ASIA SOCIETY GRANT	17,463.05	32.99	-	1,020.00	18,516.04	-	3,899.96	3,899.96	-	-	-	14,616.08
3075	CIRCUIT BREAKER	1,458,518.76	-	-	-	1,458,518.76	-	2,436,813.62	2,436,813.62	-	-	-	502,645.14
3335	ACADEMIC SUPPORT	(2,874.00)	-	-	-	-	-	-	-	-	-	-	-
3361	AHS WORKFORCE GRANT	-	-	-	5,000.00	5,000.00	502.00	3,989.15	4,491.15	-	-	-	508.85
3651	ESSENTIAL SCHOOL HEALTH SERV	-	-	-	109,320.00	109,320.00	94,414.00	13,630.33	108,044.33	-	637.00	637.00	638.67
3652	ESSENTIAL SCHOOL HEALTH YEAR 2	7,889.63	1,276.20	-	-	9,165.83	7,889.63	1,276.20	9,165.83	-	-	-	0.00
	OTHER SPECIAL REVENUE FUNDS EDUCATION	1,570,687.90	1,309.19	1,483,814.00	197,853.34	3,253,664.43	115,905.63	2,486,924.67	2,602,830.30	-	637.00	637.00	650,197.13

PREMIUM ON BOND ISSUE	16,240.48	-	-	105,120.91	-	-	-	121,361.39	-	81,729.50	81,729.50	16,240.48	-	16,240.48	23,391.41
CANINE LOCKUP	(112.00)	-	-	-	3,295.79	-	-	3,183.79	-	3,379.82	3,379.82	-	336.00	336.00	(532.03)
COMMUNITY COMPACT	-	-	10,000.00	-	-	-	-	10,000.00	-	-	-	-	-	-	10,000.00
VETERAN'S SERVICES GIFTS	4,571.14	-	-	-	1,061.00	-	-	5,632.14	-	1,731.59	1,731.59	-	-	-	-
CABLE TV COMMUNITY ACCESS	471,321.35	2,582.45	-	-	389,038.08	-	-	862,941.88	-	339,034.35	339,034.35	523,907.53	-	523,907.53	3,900.55
CABLE TV VERIZON	548,200.89	5,697.45	-	-	399,998.56	-	-	953,896.90	-	77,922.95	77,922.95	875,973.95	-	875,973.95	-
GIFT - FIREWORKS	26,975.04	-	-	-	699.95	-	-	27,674.99	-	-	-	-	-	-	27,674.99
SHED CONTRIBUTIONS	7,263.81	-	-	-	-	-	-	7,263.81	-	-	-	-	-	-	7,263.81
OLD TOWN HALL RESTORATION	426.61	-	-	-	-	-	-	426.61	-	-	-	-	-	-	426.61
TOWN GIFT & DONATIONS	5,134.00	-	-	-	-	-	-	5,134.00	-	-	-	-	-	-	5,134.00
CONSERVATION GIFT	24.32	-	-	-	5,661.00	-	-	5,685.32	-	5,307.29	5,307.29	-	-	-	378.03
CONSERVATION TRAIL ACCOUNT	8.50	-	-	-	860.00	-	-	868.50	-	224.58	224.58	-	-	-	643.92
DCS-GIFT	10,687.01	-	-	-	16,900.00	-	-	27,587.01	-	3,979.71	3,979.71	500.00	-	500.00	23,107.30
YOUTH SERVICES GIFTS/CONTRIBUTIONS	25,592.91	-	-	-	3,585.99	-	-	29,178.90	-	-	-	2,178.00	-	2,178.00	27,000.90
COA SENIOR CONNECTIONS	(317.78)	-	-	-	61,808.00	-	-	61,490.22	-	38,639.89	40,101.22	-	-	-	21,389.00
COA SCHOLARSHIPS	3,648.75	-	-	-	-	-	-	3,648.75	-	-	-	-	-	-	3,648.75
LIBRARY GIFTS & DONATIONS	28,967.58	46,288.56	-	195.78	6,889.78	-	-	82,145.92	-	51,819.03	51,819.03	-	-	-	30,326.89
HOME FOR THE AGED GIFT	18,756.86	-	-	-	18.00	-	-	18,970.64	-	1,300.00	1,300.00	-	-	-	17,670.64
DPW ADMIN GIFT	7,347.27	-	-	-	-	-	-	7,347.27	-	-	-	-	-	-	7,347.27
CHOLESTEROL SCREENING	418.96	-	-	-	1,400.00	-	-	1,818.96	-	418.96	418.96	-	-	-	1,400.00
POLICE GIFTS AND DONATIONS	6,305.23	-	-	-	5,385.00	-	-	11,690.23	-	475.77	475.77	-	-	-	11,214.46
LOWELL ST/SHAWSEEN TRAFFIC MITIGATION	5,000.00	-	-	-	-	-	-	5,000.00	-	-	-	-	-	-	5,000.00
SHINGLES PREV VACCINATION	6,085.74	-	-	-	8,600.00	-	-	14,685.74	-	3,771.11	3,771.11	-	-	-	10,914.63
GIFTS FIRE DEPARTMENT	130,000.91	-	-	-	3,740.00	-	-	133,740.91	-	13,004.92	13,004.92	-	-	-	120,735.99
TH DONATIONS	79.62	-	-	-	500.00	-	-	579.62	-	498.47	498.47	-	-	-	81.15
YOUTH FOUNDATION GIFT	26,080.42	4,660.67	-	-	30,000.00	-	-	60,741.09	-	32,232.00	32,232.00	-	-	-	28,509.09
BLANCHARD BF GIFTS AND DONATIONS	-	-	-	-	71,677.00	-	-	71,677.00	-	71,677.00	71,677.00	-	-	-	-
CH44 SEC 53G PEER REVIEWS	25,054.27	142,321.44	-	-	120,991.18	-	-	288,366.89	-	178,423.90	178,423.90	-	-	134,107.46	(24,164.47)
CH44 SEC 53G PEER ZONE	-	-	-	-	15.00	-	-	15.00	-	-	-	-	-	-	15.00
CH44 SEC 53G PEER PLANNING	(3,100.00)	8,500.00	-	-	24,470.00	-	-	29,870.00	-	25,726.81	25,726.81	-	-	5,418.50	(1,275.31)
TIMOTHY HORNE - GIFT AYS	129,967.94	-	-	1,198.51	-	-	-	131,166.45	-	21,201.13	21,201.13	-	-	-	109,965.32
MAIN ST UPKEEP GIFT	50,370.22	-	-	483.35	-	-	-	50,853.57	-	-	-	-	-	-	50,853.57
SOUTH STREET SOLAR - NHESP	10,366.63	-	-	-	102.51	-	-	10,469.14	-	972.00	972.00	-	-	-	10,469.14
PERFORMANCE GUARANTEE	20,850.66	-	-	-	-	-	-	20,850.66	-	-	-	-	-	-	19,878.66
ELECTION OT GRANT	11,911.00	-	-	-	9,602.00	-	-	21,513.00	-	-	-	-	-	-	21,513.00
LOCK BOX DONATIONS	5,000.00	-	-	-	-	-	-	5,000.00	-	21.24	21.24	-	-	-	4,978.76
SNOW & ICE DEFICIT	(277,290.02)	-	-	-	277,290.02	-	-	-	-	-	-	-	-	-	-
OTHER SPECIAL REVENUE FUNDS	1,321,838.32	210,050.57	210,050.57	106,998.55	1,166,298.84	-	-	3,092,476.30	38,639.89	916,313.46	954,953.35	1,416,121.96	142,539.96	1,558,661.92	578,861.03
FOOD SERVICES	407,968.70	-	-	-	2,040,739.20	-	-	2,874,800.70	1,039,518.42	1,456,747.53	2,496,265.95	-	-	-	378,534.75
OTHER SPECIAL REVENUE FUNDS SCHOOL LUNC	407,968.70	-	-	-	2,040,739.20	-	-	2,874,800.70	1,039,518.42	1,456,747.53	2,496,265.95	-	-	-	378,534.75
MEALS TAX CAFETERIA	331.14	-	-	-	5,505.24	-	-	5,836.38	-	5,505.24	5,505.24	-	-	-	331.14
POLICE OFF DUTY	(202,244.23)	-	-	-	1,405,375.00	-	-	1,203,130.77	1,438,771.50	-	-	-	-	-	(235,640.73)
FIRE OFF DUTY	(3,997.50)	-	-	-	69,470.00	-	-	65,472.50	70,930.00	-	-	-	-	-	(5,457.50)
FIREARMS PERMITS	2,298.00	-	-	-	19,681.25	-	-	21,979.25	-	18,937.50	18,937.50	-	-	-	3,041.75
AMBULANCE AGENCY ACCOUNTS	13.53	-	-	-	32,711.62	-	-	32,725.15	-	29,887.80	29,887.80	-	-	-	2,796.00
MEALS TAX ELDER SERVICES	428.62	-	-	-	2,452.82	-	-	2,881.44	-	2,538.43	2,538.43	-	-	-	343.01
SCRIPT WORKERS	-	-	-	-	174,000.00	-	-	174,000.00	-	-	-	-	-	-	-
CH44 SEC53 DPW DETAIL	3,511.12	-	-	-	2,260.00	-	-	5,771.12	-	2,560.00	2,560.00	-	-	-	3,511.12
XTRA DUTY DETAIL	-	-	-	-	2,600.00	-	-	2,600.00	-	59,428.97	1,743,130.47	-	-	-	(300.00)
AGENCY ACCOUNTS	(199,659.32)	-	-	-	1,711,455.93	-	-	1,511,796.61	1,683,701.50	59,428.97	1,743,130.47	-	41.35	41.35	(231,375.21)
GRAND TOTAL	6,541,581.47	744,607.38	6,730,562.84	107,347.74	12,018,814.96	-	-	26,142,914.39	7,248,448.67	10,523,742.87	17,772,191.54	2,189,121.96	537,861.18	2,726,983.14	5,643,739.71

**TOWN OF ANDOVER
CAPITAL PROJECT FUNDS
JUNE 30, 2017**

FUND	DESCRIPTION	7/1/2016 Balance	ENCUMB	LTBOND PROCEEDS	OFU(S)	TOTAL AVAILABLE	TOTAL EXP	OFU	ENCUMB	6/30/2017 Balance
6167	ART 17 06 SCHOOL ROOF REPLACEMENTS	9,304.00	-	-	-	9,304.00	-	-	-	9,304.00
6179	ART 15 07 SCHOOL ROOF REPLACEMENTS	1,320.00	-	-	-	1,320.00	-	-	-	1,320.00
6211	ART 27, 08 SCHOOL BLDG MAINT/RENOV	47,201.89	-	-	-	47,201.89	-	-	-	47,201.89
6312	ART 56 09 SCHOOL BLDG MAINT/REPAIR	3,772.95	-	-	-	3,772.95	-	-	-	3,772.95
6350	ART 25 12 SCHOOL BLDG/MAINT RENOV	48,815.80	-	-	-	48,815.80	39,506.72	-	-	9,309.08
6357	ART 38 12 WEST MIDDLE SCHOOL REPAIR	6,759.36	-	-	-	6,759.36	-	-	-	6,759.36
6375	ART 32 13 AHS TENNIS COURTS	6,000.00	-	-	-	6,000.00	-	-	-	6,000.00
6364	ART 18, 13 DOHERTY MIDDLE SITE IMPROVEMENTS	62,647.12	-	-	-	62,647.12	1,998.00	-	-	60,649.12
6367	ART 36, 13 SCHOOL BLDG MAINT & IMPROVE	4,802.32	33,881.00	-	-	38,683.32	37,284.00	-	-	1,399.32
6368	ART 38, 13 WEST MIDDLE SCHOOL HEATING	11,900.46	-	-	-	11,900.46	-	-	-	11,900.46
6411	B39 15 SCHOOL BLDG MAINT AND RENOVATION	(236,357.77)	175,936.83	432,500.00	22,500.00	394,579.06	298,384.02	-	1,240.00	94,955.04
6412	ART 40, 15 SCH SITE IMPROVEMENTS - WEST ELEM	-	-	-	-	-	-	-	-	-
6392	ART 37 15 AHS TRACK REPLACEMENT (Free Cash)	-	235,050.00	-	-	235,050.00	235,050.00	-	-	-
6395	AHS MEDIA CENTER RENOVATION (State Funds)	21,500.00	178,500.00	-	-	200,000.00	22,737.50	-	-	177,262.50
6421	ART 29 16 COLLINS CTR FAÇADE REPLACEMENT	-	-	-	-	-	112,874.00	-	1,318,569.00	(1,431,443.00)
6422	ART 30 16 LOVELY FIELD TURF REPLACEMENT	(500,000.00)	280,689.52	475,000.00	25,000.00	280,689.52	271,902.23	-	-	8,787.29
6423	ART 34 16 SCHOOL BLDG MAINT AND IMPROVE	(40,506.34)	32,526.34	475,000.00	25,000.00	492,020.00	226,741.00	-	175,234.65	90,044.35
6434	ART 47 17 MAJOR SCHOOL PROJECTS	-	-	-	-	-	3,909.16	-	172,937.60	(176,846.76)
	TOTAL SCHOOL	(552,840.21)	936,583.69	1,382,500.00	72,500.00	1,838,743.48	1,250,386.63	-	1,667,981.25	(1,079,624.40)
	BANCROFT REPLACEMENT									
6210	ART 24, 08 BANCROFT FEASIBILITY STUDY	-	-	-	-	-	-	-	-	-
6315	ART 59 09 FEASIBILITY STUDY BANCROFT SCH	16,030.17	-	-	-	16,030.17	-	-	-	16,030.17
6331	STM 3 10 BANCROFT SCHOOL REPLACE	(745,905.36)	149,022.54	967,000.00	33,000.00	403,117.18	399,736.99	-	-	3,380.19
		(729,875.19)	149,022.54	967,000.00	33,000.00	419,147.35	399,736.99	-	-	19,410.36
6360	B3 12 STM YOUTH CENTER	454.32	-	-	-	454.32	-	-	-	454.32
6361	A2 13 STM YOUTH CTR-WOOD TRUST	2,524.05	-	-	7,233.29	9,757.34	-	-	-	9,757.34
		2,978.37	-	-	7,233.29	10,211.66	-	-	-	10,211.66

6098	ART 32-2 00 CONSERV MAINT/IMP	215.44	-	-	-	-	-	215.44	182.52	-	-	32.92
6106	ART 12 01 LAND ACQ LOWELL JCT ROAD	(11,118.42)	-	-	-	-	-	(11,118.42)	-	-	-	(11,118.42)
6123	ART 23 02 CONSERVATION FUND	15,495.75	-	-	-	-	-	15,495.75	225.00	-	-	15,270.75
6329	ART 55 10 LAND - FOSTERS POND (SEE STM 1 2010)	-	-	-	-	-	-	-	-	-	-	-
6366	ART 33, 13 LAND ACQ 14 CHANDLER RD	46,436.27	-	-	-	-	-	46,436.27	46,436.27	-	-	-
6372	ART 54, 13 ACQUISITION RECHOLD (Rescind)	-	-	-	-	-	-	-	-	-	-	-
63630	A60 13 STREAMGAUGING SY STEM	11,250.00	7,500.00	-	-	-	-	18,750.00	11,250.00	-	3,750.00	3,750.00
63631	A 74 17 STREAMGAUGING SY STEM	-	-	-	-	75,000.00	-	75,000.00	-	-	-	75,000.00
6391	ART 55 14 OPEN SPACE MANAGEMENT	6,699.88	-	-	-	-	-	6,699.88	1,260.56	-	-	5,439.32
	TOTAL CONSERVATION	68,978.92	7,500.00	-	-	75,000.00	-	151,478.92	59,354.35	-	3,750.00	88,374.57
6072	ART 44 99 LANDFILL CLOSURE	6.93	359,742.39	-	-	-	-	359,749.32	350,603.98	-	-	9,145.34
6173	ART 43 06 LANDFILL CAP LEDGE ROAD	-	95,863.90	-	-	-	-	95,863.90	89,900.00	-	-	5,963.90
6214	ART 31 08 LEDGE ROAD LANDFILL CLOSURE	(127,574.08)	155,347.00	-	-	-	-	27,772.92	27,772.92	-	66,949.59	(66,949.59)
6503	ART 25 16 LEDGE ROAD LANDFILL STABILIZATION	3,042,940.40	-	-	-	-	-	3,042,940.40	275,440.91	-	194,771.10	2,572,728.39
	TOTAL LAND FILL STUDY	2,915,373.25	610,953.29	-	-	-	-	3,526,326.54	743,717.81	-	261,720.69	2,520,888.04
6135	ART 48 02 MAIN ST IMPROVEMENTS	10,964.90	-	-	-	-	-	10,964.90	3,816.00	-	1,000.00	6,148.90
6381	A 25 14 BALLARD FS LAND PURCHS	199,150.00	-	-	-	-	-	199,150.00	-	-	-	199,150.00
6382	ART 26 14 BALLARDVALE ADDITION	192,266.80	-	-	-	-	-	192,266.80	-	-	-	192,266.80
6384	A 21 14 GIS DATA UPDATE	30,000.00	-	-	-	-	-	30,000.00	-	-	-	30,000.00
6505	ART 48 17 PARKING STUDY IMPLEMENTATION	-	-	-	-	123,000.00	-	123,000.00	-	-	-	123,000.00
6506	ART 49 17 REC PK/POMPS SECURITY	-	-	-	-	65,000.00	-	65,000.00	-	-	-	65,000.00
6507	ART 51 17 REDUNDANT FIBER	-	-	-	-	300,000.00	-	300,000.00	-	-	-	300,000.00
	TOTAL OTHER	432,381.70	-	-	-	488,000.00	-	920,381.70	3,816.00	-	1,000.00	915,565.70
6038	ART 27 96 REPAINT WATER	37,862.97	-	-	-	-	-	37,862.97	-	-	-	37,862.97
6095	ART 30 00 WATER MAIN DISTRIBUTION	3,308.41	-	-	-	-	-	3,308.41	-	-	-	3,308.41
6138	ART 18 03 WATER STORAGE TANK REHAB	2,600.00	37,786.88	-	-	-	-	40,386.88	37,786.88	-	2,600.00	-
6139	ART 20 03 WATER PLANT IMPROVEMENTS	146,943.41	53,119.00	-	-	-	-	200,062.41	92,097.33	-	6,400.00	101,565.08
61441	ART 25 04 WATER METERS	113.86	202.74	-	-	-	-	316.60	-	-	-	316.60
6169	ART 32 06 WATER METERS	207,688.22	-	-	-	-	-	207,688.22	31,980.65	-	-	175,707.57
6187	ART 46 07 WATER DISTRIBUTION	3,344.68	-	-	-	-	-	3,344.68	1,114.36	-	-	2,230.32
6188	ART 47 07 WATER PLANT PUMPS	4,397.58	-	-	-	-	-	4,397.58	2,000.00	-	-	2,397.58
6307	ART 30 09 WATER SUPPLY IMPROVEMENTS	144,790.25	-	-	-	-	-	144,790.25	29,547.58	-	-	115,242.67
6309	ART 65 09 WATER PLANT ROOF REPLACE	161,721.15	-	-	-	-	-	161,721.15	-	-	-	161,721.15
6324	ART 34 10 WATER PLANT HVAC & EQUIP	89,357.30	35,064.00	-	-	-	-	124,421.30	11,388.51	-	-	113,032.79

TOWN OF ANDOVER								
TRUST-CEMETERY -SPECIAL FUNDS								
IN CUSTODY OF TOWN TREASURER								
YEAR ENDING JUNE 30, 2017								
				BALANCE				BALANCE
		FUND	PRINCIPAL	July 1, 2016	DEPOSITS	INCOME	DRAWN	June 30, 2017
80001	GL 40(5B)	STABILIZATION		6,201,652.87		62,426.81		6,264,079.68
80041		C.D. WOOD		-				-
80051		OPEB ART 21, 2010		5,434,915.67	1,502,579.00	730,780.96		7,668,275.63
80061		ESTATE S.P. WHITE	5,766.63	16,485.65		150.23		16,635.88
80071		POLICE DRUG ACCOUNT		20,037.62		36.15	6,251.28	13,822.49
80091	C59 Acts 1998	TOWN 400TH CELEBRATION		10,873.06		111.02		10,984.08
80100		SENIOR CENTER PROGRAMS		702,524.09		7,233.35		709,757.44
80110		STABILIZATIONFUND - LEDGE ROAD		-		-	-	-
80120		STABILIZATIONFUND - BOND PREM		1,463,725.15		14,582.83	200,000.00	1,278,307.98
80141		J. GREELEY	5,000.00	8,991.84		88.35	1,525.00	7,555.19
80161		MARGARET G. TOWLE	345,825.50	345,825.50				345,825.50
80151		MARGARET G. TOWLE		79,118.71		4,303.19	13,355.38	70,066.52
80171		JOHN CORNELL	5,000.00	59,622.55		608.94	600.00	59,631.49
80181		DAVID & LUCY SHAW	10,000.00	58,241.23		595.02		58,836.25
80191		W.L. RAYMOND	7,845.81	65,946.86		673.87		66,620.73
80201		A.J. LINCOLN	5,000.00	24,178.56		220.29		24,398.85
80211		E.I. RAYMOND	1,500.00	3,572.23		36.52		3,608.75
80221		TAYLOR	300.00	2,525.53		25.82		2,551.35
80231	GL 114(25)	SPRING GROVE	1,071,503.77	1,120,053.94	41,156.00	7,274.45	6,000.00	1,162,484.39
80251		SPRING GROVE FLOWERS		31,867.50		330.41		32,197.91
80281		EMILINE LINCOLN	1,000.00	2,432.50		24.87		2,457.37
80291		EMMA J. LINCOLN		1,332.63		13.63		1,346.26
80301	GL 40(8C)	CONSERVATION FUND		73,388.18	1,200.00	757.28		75,345.46
80331		SMART	1,000.00	18,819.54		192.36		19,011.90
80341		FARRINGTON	600.00	2,244.72		22.99		2,267.71
80351		BALLARDVALE	532.88	1,492.60		15.34		1,507.94
80361		ALLEN	200.00	179.95		1.90		181.85
80391		EMS BELL LIBRARY TRUST		67,861.08		664.47	11,000.00	57,525.55
80411		ELDERLY TAXATION FUND		22,405.32		752.72		23,158.04
80421		MUNICIPAL AFFORDABLE HOUSING		107,866.39		1,067.77		108,934.16
80431		POLICE FEDERAL DRUG ACCT		14,483.17	11,461.79	37.90		25,982.86
82011		DRAPER	1,058.93	20,941.01		213.93		21,154.94
82021		RICHARDSON	1,000.00	1,851.48		19.49		1,870.97
82031		A & AV LINCOLN	500.00	1,382.14		14.06		1,396.20
82051		RAFTON (INTEREST)		7,544.64		7.36		7,552.00
82041		RAFTON (PRINCIPAL)	598.50	598.50				598.50
82061		CONROY	291.71	2,127.47		21.72		2,149.19
82071		AMERICAN LEGION	200.00	1,568.72		16.00		1,584.72
82081		CHRIS MAYNARD BOOKS	5,087.68	5,206.51		52.92	136.02	5,123.41
82091		HOLT	81.95	954.12		9.77		963.89
80371	GL 40(13A)	WORKERS COMPENSATION		41,887.93	136,216.24			178,104.17
			1,469,893.36	16,046,727.16	1,692,613.03	833,384.69	238,867.68	18,333,857.20
		INTERNAL SERVICE FUNDS						
80011	GL 40(13)	INSURANCE		140,769.21		1,085.85	45,403.00	96,452.06
80021	GL 40(5E)	UNEMPLOYMENT COMPENSATION		275,494.52	160,000.00	1,531.66	150,684.45	286,341.73
80031		TOWN INSURANCE HEALTH		2,248,912.51	24,948,325.78	5,751.32	24,002,052.25	3,200,937.36
		TOTAL INTERNAL SERVICE FUNDS		2,665,176.24	25,108,325.78	8,368.83	24,198,139.70	3,583,731.15
		GRAND TOTAL ALL TRUST FUNDS		18,711,903.40	26,800,938.81	841,753.52	24,437,007.38	21,917,588.35

TOWN OF ANDOVER, MASSACHUSETTS
 DETAIL DEBT SCHEDULE BY FISCAL YEAR
 AS OF JULY 1, 2016

ISSUE	ARTICLE	LOAN DATE	TOTAL LOAN	2017	2018	2019	2020	2021	2022-2026	2027-2031	2032-2036	TOTAL
EXEMPT DEBT												
SCHOOL												
EXEMPT ADVANCE REFUNDING (2006)	ART 20-1, 1994	1/15/05	6,378,109	603,767.30								603,767.30
EXEMPT ADVANCE REFUNDING (2006)	ART 20-2, 1994	1/15/05	506,373	46,232.70								46,232.70
SCHOOL BONDS EXEMPT REFI	ART 19, 1999	2/15/10	1,092,000	120,000.00	115,000.00							470,000.00
BANCROFT FEASIBILITY	ART 24, 2008	2/15/10	300,000									
SCHOOL BONDS - Sewer REFI	ART 9, 2000	2/15/10	1,342,000	145,000.00	140,000.00	140,000.00	140,000.00	140,000.00				720,000.00
SCHOOL BONDS EXEMPT REFI	ART 9, 2000	12/22/11	3,361,700	341,800.00	335,000.00	330,000.00	330,000.00	325,000.00	635,000.00			2,301,800.00
SCHOOL BONDS EXEMPT REFI	ART 9, 2000	12/1/02	7,000,000									
ADV REF 9495 LOANS	VARIOUS	6/15/03	10,193,222									
BANCROFT FEASIBILITY	ART 59, 2009	12/22/11	162,000	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	40,000.00	25,000.00	5,000.00	120,000.00
MIDDLE/EL SCHOOL Orig	ART 9, 2000	12/1/05	3,092,000									
MIDDLE/EL SCHOOL Ref NC	ART 9, 2000	12/19/12	420,000									
MIDDLE/EL SCHOOL Ref NC	ART 9, 2000	12/19/12	1,500,000	165,000.00	165,000.00	165,000.00	160,000.00	145,000.00	700,000.00			1,500,000.00
BANCROFT SCHOOL	ART 03, 2012	12/19/12	14,000,000	700,000.00	700,000.00	700,000.00	700,000.00	700,000.00	3,500,000.00	3,500,000.00	1,400,000.00	11,900,000.00
BANCROFT SCHOOL	ART 03, 2012	3/6/14	13,055,000	655,000.00	655,000.00	655,000.00	655,000.00	655,000.00	3,270,000.00	3,250,000.00	1,950,000.00	11,745,000.00
BANCROFT SCHOOL	ART 11, 2013	3/6/14	2,435,000	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	600,000.00	600,000.00	360,000.00	2,185,000.00
BANCROFT SCHOOL	ART 3, 2010	6/19/15	100,000	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	20,000.00	20,000.00	20,000.00	95,000.00
BANCROFT SCHOOL	ART 1, 2013	6/19/15	779,000	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	200,000.00	195,000.00	140,000.00	735,000.00
TOTAL SCHOOL	017112-5741			2,966,800.00	2,300,000.00	2,280,000.00	2,280,000.00	2,145,000.00	8,970,000.00	7,595,000.00	3,875,000.00	32,421,800.00
PUBLIC SAFETY												
PUBLIC SAFETY CENTER REFI	ART 16, 1999	2/15/10	2,807,000	280,000.00	275,000.00	270,000.00	270,000.00	265,000.00				1,360,000.00
PUBLIC SAFETY CENTER REFI	ART 40, 2001	2/15/10	101,500	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00			60,000.00
PUBLIC SAFETY CENTER REFI	ART 16, 1999	2/15/10	2,353,500	235,000.00	235,000.00	235,000.00	235,000.00	230,000.00	225,000.00			1,395,000.00
PUBLIC SAFETY CENTER	ART 10-1, 2002	12/1/05	250,000									
PUBLIC SAFETY CENTER ADV REF NC	ART 10-1, 2002	12/19/12	75,000									
PUBLIC SAFETY CENTER	ART 10-1, 2002	12/1/07	80,000	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	15,000.00			40,000.00
PUBLIC SAFETY CENTER	ART 10-1, 2002	3/15/09	425,000	22,100.00	22,100.00	22,100.00	21,250.00	21,250.00	106,250.00	55,250.00		40,000.00
TOTAL PUBLIC SAFETY CENTER	017112-5746			552,100.00	547,100.00	542,100.00	541,250.00	531,250.00	356,250.00	55,250.00		3,120,300.00
TOTAL EXEMPT				3,518,900.00	2,847,100.00	2,832,100.00	2,821,250.00	2,676,250.00	9,326,250.00	7,650,250.00	3,875,000.00	35,547,100.00
PUBLIC SERVICE ENTERPRISES												
WATER DEBT												
WATER DIST IMPROVEMENT REFI	ART 24, 1996	2/15/10	360,000									
WATER TREATMENT PLANT	ART 42, 2002	12/15/03	975,000									
WATER TREATMENT PLANT	ART 42, 2002	12/22/11	473,000	50,000.00	50,000.00	50,000.00	45,000.00	45,000.00	133,000.00			373,000.00
WATER SYSTEM	ART 20, 2003	12/15/03	2,008,000									
WATER SYSTEM	ART 20, 2003	12/15/11	997,400	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	282,000.00			782,000.00
WATER MAINS	ART 43, 2002	12/1/04	500,000									
WATER MAINS NON-CALLABLE	ART 43, 2002	12/19/12	50,000									
WATER MAINS REFINANCED	ART 43, 2002	12/19/12	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	84,400.00			209,400.00
WATER SYSTEM	ART 20, 2008	10/15/06	1,000,000	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	250,000.00	50,000.00		550,000.00
WATER PLANT (WPAT)	ART 34, 2005	12/14/06	4,666,635	229,872.00	234,516.00	239,254.00	244,087.00	249,018.00	1,322,615.00	280,768.00		2,800,130.00
WATER PLANT (WPAT)	ART 34, 2005	12/14/06	634,717	30,488.00	31,104.00	31,732.00	32,373.00	32,973.00	171,945.00	111,730.00		439,256.00
WATER SYSTEM	ART 20, 2003	12/1/07	1,472,000	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	365,000.00	140,000.00		870,000.00
WATER SYSTEM	ART 34, 2005	12/1/07	1,000,000	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	250,000.00	100,000.00		600,000.00
WATER SYSTEM	ART 41, 2005	12/1/07	50,000	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00				10,000.00
WATER SYSTEM	ART 34, 2005	3/15/09	198,000	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00				40,000.00
WATER TREATMENT PLANT	ART 34, 2010	12/22/11	250,000	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	55,000.00	50,000.00	10,000.00	190,000.00
WTP GRANULAR CARBON	ART 33, 2010	12/22/11	400,000	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00			240,000.00
WATER TREATMENT PLANT	ART 33, 2010	2/24/11	300,000	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00				150,000.00
WATER MAINS	ART 31, 2010	12/19/12	500,000	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	125,000.00	125,000.00	50,000.00	425,000.00
WATER TREATMENT PLANT PUMP	ART 44, 2011	12/19/12	100,000	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00			60,000.00
WATER MAIN CONSTRUCTION	ART 42, 2011	3/6/14	500,000	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	125,000.00	125,000.00	75,000.00	450,000.00
WATER MAIN REPLACEMENT	ART 35, 2012	3/6/14	1,439,000	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	350,000.00	350,000.00	210,000.00	1,285,000.00
HYDRANT REPLACEMENT	ART 46, 2013	3/6/14	500,000	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	150,000.00			400,000.00
WATER MAIN REPLACEMENT	ART 41, 2013	3/6/14	1,000,000	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	250,000.00	250,000.00	150,000.00	900,000.00
GAC REPLACEMENT	ART 33, 2010	3/6/14	110,000	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	30,000.00			80,000.00
WATER DISTRIBUTION MAINTENANCE	ART 43, 2012	6/19/15	500,000	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	200,000.00			450,000.00
WATER DISTRIBUTION MAINT PROGRAM	ART 42, 2013	6/19/15	500,000	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	200,000.00			450,000.00
FIRE HYDRANT INFRAST MAINT 1	ART 46, 2016	6/19/15	500,000	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	200,000.00			450,000.00
FIRE HYDRANT INFRAST MAINT 2	ART 22, 2014	6/19/15	500,000	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	200,000.00			450,000.00
WATER TREATMENT PLANT EQUIPMENT	ART 44, 2011	6/19/15	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	130,000.00			305,000.00
TOTAL WATER	017102-5742			1,199,756.00	1,205,004.00	1,185,368.00	1,185,819.00	1,191,391.00	4,913,960.00	1,562,498.00	495,000.00	12,958,786.00

BANCROFT SCHOOL	ART 1, 2013	3/6/14	927,000	50,000.00	50,000.00	50,000.00	50,000.00	45,000.00	45,000.00	45,000.00	225,000.00	225,000.00	135,000.00	825,000.00
SCHOOL REPAIRS	ART 36, 2013	3/6/14	900,000	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	225,000.00	225,000.00	135,000.00	810,000.00
SCHOOL SITE IMP (DOHERTY)	ART 18, 2013	3/6/14	2,400,000	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	600,000.00	600,000.00	360,000.00	2,160,000.00
WEST MIDDLE HVAC	ART 38, 2013	3/6/14	1,250,000	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	415,000.00	415,000.00	-	1,080,000.00
SCHOOL BLDG MAINT & RENOVATION	ART 52, 2014	6/19/15	1,500,000	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	500,000.00	400,000.00	-	1,400,000.00
BANCROFT SCHOOL	ART 1, 2013	6/19/15	285,000	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	75,000.00	75,000.00	45,000.00	270,000.00
TOTAL SCHOOL	0171102-5741			1,517,000.00	1,499,000.00	1,487,000.00	1,286,500.00	1,264,000.00	1,264,000.00	6,028,000.00	4,255,000.00	825,000.00	18,161,500.00	
STREET														
RED SPRING ROAD BRIDGE	ART 25, 2003	12/1/04	400,000											
RED SPRING ROAD BRIDGE NON COL	ART 25, 2003	12/19/12	40,000											
BRIDGE CONSTRUCTION	ART 54, 2005	10/15/06	250,000	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	50,000.00	-	100,000.00	
STORM DRAINS	ART 50, 2008	3/15/09	100,000	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	25,000.00	15,000.00	65,000.00	
HIGHWAY	ART 74, 1999	2/15/10	224,000											
MAIN ST DEVELOPMENT	ART 48, 2002	2/15/10	269,000	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	25,000.00	-	85,000.00	
BRIDGE CONSTRUCTION	ART 52, 2007	2/24/11	100,000	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	20,000.00	20,000.00	70,000.00	
BRIDGE CONSTRUCTION	ART 32, 2008	2/24/11	400,000	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	100,000.00	85,000.00	285,000.00	
BRIDGE REPAIR	ART 24, 2011	12/22/11	100,000	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	25,000.00	5,000.00	80,000.00	
PARKING LOT	ART 25, 2011	12/22/11	85,000	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	25,000.00	5,000.00	55,000.00	
DRAINAGE	ART 33, 2011	12/22/11	200,000	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	50,000.00	50,000.00	160,000.00	
DRAINAGE (HIGH PLAIN)	ART 26, 2011	12/22/11	75,000	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	75,000.00	-	15,000.00	
SURFACE DRAIN CONSTRUCTION	ART 50, 2008	2/24/11	280,000	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	55,000.00	-	205,000.00	
BRIDGE REPAIR	ART 32, 2008	12/19/12	200,000	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	50,000.00	50,000.00	170,000.00	
STORM DRAINAGE	ART 33, 2011	12/19/12	100,000	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	25,000.00	25,000.00	10,000.00	
HIGH PLAIN/FISHBROOK	ART 42, 2012	12/19/12	1,100,000	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00	330,000.00	160,000.00	890,000.00	
SIDEWALK CONSTRUCTION	ART 20, 2014	6/19/15	138,000	30,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	-	-	105,000.00	
TOTAL STREET	0171102-5744			235,000.00	215,000.00	210,000.00	185,000.00	160,000.00	160,000.00	780,000.00	490,000.00	95,000.00	2,370,000.00	
MUNICIPAL FACILITIES														
PUBLIC BUILDINGS	ART 28-1, 2002	12/15/03	125,000											
TOWN BUILDINGS	ART 28-1, 2002	12/22/11	40,000	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	-	-	24,000.00	
BRIDGES/BUILDINGS	ART 32, 2001	12/15/03	1,157,000											
BRIDGES/BUILDINGS	ART 32, 2001	12/22/11	368,000	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	68,000.00	-	218,000.00	
TOWN HVAC	ART 46, 2006	12/1/07	250,000	17,000.00	17,000.00	17,000.00	17,000.00	16,000.00	16,000.00	16,000.00	32,000.00	-	114,000.00	
TOWN BUILDING RENOVATION	ART 27, 2007	3/15/09	255,000	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	55,000.00	20,000.00	150,000.00	
TOWN BUILDING RENOVATION	ART 28, 2007	3/15/09	290,000	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	75,000.00	35,000.00	185,000.00	
PUBLIC SAFETY (NON EXEMPT PORTION)	ART 10, 2002	3/15/09	75,000	3,900.00	3,900.00	3,900.00	3,900.00	3,750.00	3,750.00	3,750.00	18,750.00	9,750.00	47,700.00	
TOWN BUILDINGS	ART 27, 2007	2/15/10	400,000	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	100,000.00	60,000.00	260,000.00	
TOWN BUILDING REMODELING	ART 55, 2009	2/24/11	650,000	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	175,000.00	125,000.00	475,000.00	
TOWN BUILDING REPAIRS	ART 42, 2010	12/22/11	163,000	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	40,000.00	25,000.00	120,000.00	
TOWN BUILDING REPAIRS	ART 34, 2011	12/22/11	500,000	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	125,000.00	25,000.00	400,000.00	
FIRE STATION PLANNING	ART 34, 2009	12/22/11	100,000	20,000.00	20,000.00	20,000.00	20,000.00	25,000.00	25,000.00	25,000.00	-	-	20,000.00	
DPW VEHICLES	ART 40, 2010	12/22/11	126,000	25,000.00	25,000.00	25,000.00	25,000.00	5,000.00	5,000.00	5,000.00	25,000.00	25,000.00	25,000.00	
TOWN BUILDING REPAIRS	ART 27, 2007	12/22/11	100,000	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	20,000.00	20,000.00	80,000.00	
BLANCHARD BALLFIELDS	ART 57, 2009	12/22/11	325,000	25,000.00	25,000.00	25,000.00	25,000.00	20,000.00	20,000.00	20,000.00	100,000.00	20,000.00	225,000.00	
BLANCHARD ST BALLFIELDS	ART 57, 2009	2/24/11	100,000	10,000.00	10,000.00	10,000.00	10,000.00	5,000.00	5,000.00	5,000.00	20,000.00	-	50,000.00	
TOWN BUILDING RENOVATIONS	ART 23, 2007	12/19/12	200,000	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	60,000.00	20,000.00	155,000.00	
PLAYGROUND REPLACEMENTS	ART 23, 2012	12/19/12	200,000	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	70,000.00	10,000.00	185,000.00	
TOWN BUILDING REMODELING	ART 24, 2012	12/19/12	400,000	30,000.00	30,000.00	30,000.00	30,000.00	25,000.00	25,000.00	25,000.00	125,000.00	50,000.00	310,000.00	
BALMORAL FENCE/MASONRY	ART 28, 2012	12/19/12	125,000	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	35,000.00	10,000.00	95,000.00	
FIRE COMMUNICATIONS	ART 31, 2012	12/19/12	200,000	25,000.00	25,000.00	25,000.00	25,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	125,000.00	
TECHNOLOGY HARDWARE	ART 22, 2012	12/19/12	1,600,000	180,000.00	180,000.00	180,000.00	180,000.00	175,000.00	175,000.00	175,000.00	-	-	1,060,000.00	
TECHNOLOGY SOFTWARE	ART 22, 2012	12/19/12	400,000	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	500,000.00	300,000.00	1,800,000.00	
YOUTH CENTER	ART 3, 2011 STM	3/6/14	2,000,000	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	500,000.00	500,000.00	2,600,000.00	
TOWN BUILDING RENOVATIONS	ART 28, 2013	3/6/14	300,000	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	100,000.00	60,000.00	180,000.00	
TECHNOLOGY INFRASTRUCTURE	ART 22, 2012	6/19/15	200,000	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	-	-	210,000.00	
TOWN & SCHOOL ENERGY INITIATIVES	ART 39, 2014	6/19/15	236,000	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	85,000.00	-	415,000.00	
TOWN BLDG & FACILITY MAINTENANCE	ART 43, 2014	6/19/15	467,000	50,000.00	50,000.00	50,000.00	50,000.00	45,000.00	45,000.00	45,000.00	180,000.00	-	205,000.00	
DPW VEHICLES	ART 45, 2014	6/19/15	260,000	55,000.00	55,000.00	55,000.00	55,000.00	50,000.00	50,000.00	50,000.00	-	-	205,000.00	
PLAYGROUND REPLC & HANDICAP ACCE	ART 41, 2014	6/19/15	150,000	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	60,000.00	-	135,000.00	
TOTAL MUNICIPAL FACILITIES	0171102-5745			988,800.00	823,900.00	800,900.00	724,750.00	634,750.00	634,750.00	2,175,750.00	1,094,750.00	335,000.00	7,578,700.00	

**TOWN OF ANDOVER, MASSACHUSETTS
ANALYSIS OF BONDS AUTHORIZED AND OUTSTANDING
ACTIVITY FOR FY2017**

MUNIS	ARTICLE	PROJECT NAME	TOTAL AUTHORIZATION	AUTHORIZATION JULY 1, 2016	NEW AUTHORIZATION	BONDING	PAID DOWN	RESCIND	AUTHORIZATION JUNE 30, 2017
SEWER ENTERPRISE									
6192	ART 64 2007	SHAWSHEEN PUMPING STATION	750,000.00	350,000.00					350,000.00
6216	ART 33 2008	SHAWSHEEN RIVER OUTFALL SEWER	4,000,000.00	2,200,000.00					2,200,000.00
			4,750,000.00	2,550,000.00	-	-	-	-	2,550,000.00
WATER ENTERPRISE									
6355	ART 36 2012	WATER PLANT BACKWASH TANK	300,000.00	300,000.00					300,000.00
6413	ART 44 2015	MINOR STORM DRAIN IMPROVEMENTS	300,000.00	300,000.00		285,400.00	14,600.00		-
6416	ART 56 2015	WATER MAIN REPLACEMENT PROJECTS	1,700,000.00	1,700,000.00			145,000.00		1,555,000.00
6424	ART 41 2016	WATER MAIN REPLACEMENT PROJECTS	1,000,000.00	1,000,000.00					1,000,000.00
6425	ART 44 2016	WATER STORAGE TANK REHABILITATION	1,450,000.00	1,450,000.00		1,375,800.00	74,200.00		-
7401	ART27 2017	WATER MAIN REPLACEMENTS		-	3,000,000.00				3,000,000.00
7403	ART 30 2017	WATER TREAT PLANT ELECTRIC SUBS REPLAC		-	500,000.00				500,000.00
7405	ART 38 2017	WATER TREAT PLANT HEATING SYSTEM		-	300,000.00				300,000.00
			4,750,000.00	4,750,000.00	3,800,000.00	1,661,200.00	233,800.00	-	6,655,000.00
		TOTAL ENTERPRISE FUNDS	9,500,000.00	7,300,000.00	3,800,000.00	1,661,200.00	233,800.00	-	9,205,000.00
GENERAL GOVERNMENT									
6214	ART 31 2008	LANDFILL CLOSURE	7,370,000.00	6,695,000.00					6,695,000.00
		<i>(Note: \$675,000 ST thru MWPAT not shown here)</i>	7,370,000.00	6,695,000.00	-	-	-	-	6,695,000.00
SCHOOL									
6315	ART 59 2009	BANCROFT FEASIBILITY STUDY	525,000.00	363,000.00					363,000.00
6331	ART 3A 2010	BANCROFT SCHOOL PROJECT	43,835,000.00	15,559,805.00		967,000.00	33,000.00		14,559,805.00
6331	ART 3A 2010	BANCROFT SCHOOL PROJECT #2	5,715,000.00	1,086,748.00					1,086,748.00
6411	ART 39 2015	SCHOOL BUILDING MAINTANCE & IMPROVE	455,000.00	455,000.00		432,500.00	22,500.00		-
6412	ART 40 2015	SCHOOL SITE IMP - WEST ELEMENTARY	319,000.00	319,000.00					319,000.00
6423	ART 34 2016	SCHOOL BUILDING MAINTANCE & IMPROVE	500,000.00	500,000.00		475,000.00	25,000.00		-
6432	ART 45 2017	HIGH PLAIN/WOODHILL AIR CONDITIONING		-	775,000.00				775,000.00
6434	ART 47 2017	MAJOR SCHOOL PROJECTS		-	770,000.00				770,000.00
			51,349,000.00	18,283,553.00	1,545,000.00	1,874,500.00	80,500.00	-	17,873,553.00
ROAD AND DRAINAGE									
6414	ART 45 2015	SIDEWALK CONSTRUCTION - WOBURN ST	113,000.00	113,000.00			113,000.00		-
6417	ART 62 2015	SIDEWALK CONSTRUCTION - RIVER ST	301,000.00	301,000.00		197,100.00	103,900.00		-
7302	ART 29 2017	ENMORE STREET RECONSTRUCTION		-	655,000.00				655,000.00
			414,000.00	414,000.00	655,000.00	197,100.00	216,900.00	-	655,000.00
CONSERVATION AND LAND ACQUISITION									
6106	ART 12 2001	LAND ACQUISITION LOWELL JCT RD	2,000,000.00	800,000.00					800,000.00
6123	ART 23 2002	CONSERVATION FUND	1,500,000.00	400,000.00					400,000.00
			1,500,000.00	1,200,000.00	-	-	-	-	1,200,000.00
TECHNOLOGY									
6347	ART 22 2012	TECHNOLOGY AND INFRASTRUCTURE	2,500,000.00	300,000.00			300,000.00		-
6403	ART 40 2014	TECHNOLOGY HARDWARE & SOFTWARE	200,000.00	200,000.00					200,000.00
6410	ART 38 2015	SAFETY & SECURITY UPGRADES	600,000.00	600,000.00		387,600.00	212,400.00		-
6433	ART 46 2017	SAFETY & COMMUNICATION UPGRADE PHASE 2		-	300,000.00				300,000.00
			3,300,000.00	1,100,000.00	300,000.00	387,600.00	512,400.00	-	500,000.00
TOWN BUILDINGS									
6415	ART 46 2015	TOWN BUILDING AND FACILITY MAINTENANCE	1,200,000.00	1,200,000.00		1,153,400.00	46,600.00		-
6420	ART 28 2016	TOWN BUILDING AND FACILITY MAINTENANCE	700,000.00	700,000.00		333,000.00	17,000.00		350,000.00
6421	ART 29 2016	COLLINS CENTER FAÇADE REPLACEMENT	2,000,000.00	2,000,000.00					2,000,000.00
6427	ART 33 2017	MUNICIPAL SERVICES FACILITY		-	17,500,000.00				17,500,000.00
6430	ART 43 2017	MAJOR TOWN BUILDINGS PROJECTS		-	320,000.00				320,000.00
6431	ART 44 2017	TOWN & SCHOOL ENERGY INITIATIVES		-	420,000.00				420,000.00
			3,900,000.00	3,900,000.00	18,240,000.00	1,486,400.00	63,600.00	-	20,590,000.00
MISCELLANEOUS									
6418	ART 26 2016	DPW VEHICLES	350,000.00	350,000.00		343,200.00	6,800.00		-
6419	ART 27 2016	FIRE APPARATUS ENGINE	575,000.00	575,000.00					575,000.00
6422	ART 30 2016	LOVELY FIELD TURF REPLACEMENT	500,000.00	500,000.00		475,000.00	25,000.00		-
6426	ART 57 2016	MEMORIAL PLAYSTEAD PLAYGROUND	120,000.00	120,000.00					120,000.00
7404	ART 31 2017	BANCROFT HIGH LIFT PUMPS		-	750,000.00				750,000.00
6428	ART 41 2017	PUBLIC WORKS VEHICLES - LARGE		-	450,000.00				450,000.00
6429	ART 42 2017	FIRE APPARATUS REPLACEMENT - AMB 2		-	270,000.00				270,000.00
			1,545,000.00	1,545,000.00	1,470,000.00	818,200.00	31,800.00	-	2,165,000.00
		TOTAL GENERAL GOVERNMENT	69,378,000.00	33,137,553.00	22,210,000.00	4,763,800.00	905,200.00	-	49,678,553.00
		GRAND TOTAL	78,878,000.00	40,437,553.00	26,010,000.00	6,425,000.00	1,139,000.00	-	58,883,553.00

To: The Citizens of Andover
From: Sheila Doherty, Town Moderator

Many of our citizens each year are new or recent transfers into our town from areas where the legislative body of the community is not governed by the Open Town Meeting. With this in mind, I feel that the following general information and guidelines will help meeting members as they deliberate the town meeting warrant.

INTRODUCTION TO TOWN MEETING

The Town Meeting is a distinctly New England institution. It traces its origins in the New World to the Mayflower Compact and has evolved from the parish meetings dating from the time when all inhabitants of the town were also members of the parish.

Each early parish meeting had a Moderator - a person chosen because of his knowledge, fairness and moderate temperament. His word and his decisions had a force and effect of law.

All Town Meetings in New England are alike - and no two are identical. Town Meeting is the legislative and principal policy making body for the Town of Andover. It convenes at least annually at the specific time, date and place designated by the Board of Selectmen.

The Annual Town Meeting considers and adopts operating budgets for town and schools for the coming fiscal year and makes many other decisions, which will affect the quality of life for the citizens of Andover. Capital projects, zoning changes, street acceptances, general by-law changes, etc., all require votes of Town Meeting.

Any person registered to vote in Andover may participate and vote at Town Meeting.

THE WARRANT

The agenda of the meeting is the Warrant. It is the warning to all inhabitants of the articles which will be discussed and may be voted on at the meeting. Articles are included in the Warrant at the discretion of the Board of Selectmen and by citizen petition. The Board of Selectmen sets the order of the Warrant.

The final printed and published Warrant is given to the Moderator for discussion and action at the Meeting. No additional articles are permitted, and no changes are permitted which would materially change the content or intent of the article. The inhabitants would not have had proper warning. Articles are not taken out of order for the same reason.

THE DEBATE

Certain Rules observed by the Moderator flow from custom and tradition.

1. In order for an article to be considered, it must be moved and seconded. Proponents of the article are permitted to speak first.
2. Voters address the chair as Mr./Madam Moderator and when recognized, the voter should announce his/her name and address before proceeding to discuss a concern.
3. Any person having a monetary or equitable interest in any matter under discussion shall disclose the fact of that interest or employment before speaking.
4. Out of consideration to others, speakers should be brief, direct and concise. The Moderator will give everyone an opportunity to speak, but reserves the right to call for a vote to close debate if it is deemed that further discussion is no longer productive.
5. A motion from the floor to move the question can also close the debate. An affirmative vote on this motion closes debate and a vote on the main motion is taken. If the Moderator feels that the discussion has been cut too short, a decision may be made to continue the discussion until it is clear that the discussion is no longer productive.

AMENDMENTS

1. Only one amendment is permitted at a time. By custom, we do not allow amendments to amendments. This helps to keep the process simple and understandable for the meeting participants.
2. Amendments which would in effect kill an article are not permitted – a “no” vote will accomplish the same results.
3. Amendments, by custom, must be written in triplicate and presented to the Moderator. One copy goes to the Moderator to read to the meeting for action, another copy goes to the Town Clerk for the official record, and a third copy is kept by the person who requests the amendment. Triplicate copy forms are available from the Town Clerk or the Ombudsman (available at the meeting to assist participants with their amendments.)
4. After an amendment is seconded and discussed, the Moderator calls for a vote on the amendment only. Debate then continues on the original motion or other amendments. The final vote is taken on the original motion, as amended.

OTHER RULES

1. Motions to indefinitely postpone are not permitted. A proponent of an article should be given a fair hearing and leave the meeting with a decision.
2. Motions to reconsider are not permitted except in very rare instances where an error has occurred.
3. On matters of procedure, the Moderator’s decision is final. He/she may confer, however, with Town Counsel and request Town Counsel to explain any legal points to Town Meeting members.
4. Town meeting starts at 7:00 P.M. each night unless otherwise indicated. Traditionally, the Moderator will not start the discussion of an article after 10:15 P.M. unless, in the opinion of the Moderator, there is overwhelming sentiment and good reason to do so. Since the Town Meeting **must** be acted on *in toto*, some flexibility must be available for the final session.

Town Meeting Time, a handbook on the principles directing Town Meeting, is available to the public at most bookstores. Traditions built up over many years guide the conduct of Andover’s Town Meeting, modifying the principles set forth in the handbook.

Above all, the responsibility of the Moderator is:

- ◆ to keep the meeting orderly and moving;
- ◆ to protect the rights of those citizens who are unable, for whatever reason, to attend all segments of the meeting; and
- ◆ to assure that the will of the majority of those present and voting is secured.

I encourage you to participate in this treasure of New England.....

TOWARD A BETTER UNDERSTANDING OF TOWN MEETING

Town Meeting participation demands a commitment of time, energy, effort, imagination, a sense of humor, intelligence, a dose of common sense, fair play and a deep appreciation of self-government - rare commodities, perhaps, but if they can't be found at Town Meeting, where are we to look?

WHY TOWN MEETING

Town Meeting is the legislative and policy making body of the Town. It convenes, at least annually at the time and place designated by the Selectmen. It considers and adopts an operating budget, and considers other matters which require Town Meeting action such as zoning changes, street acceptances, by-law additions and amendments, or any other matter which affects the Town.

TOWN MEETING PROCEDURES

Town By-Laws specify few procedures. The Town Meeting Improvements Study Committee has reviewed the most common procedures used in the past and suggest the following:

ARTICLES - All articles presented for consideration must be moved and seconded. A voter may be recognized by standing and saying "Mr. Moderator" or "Madam Moderator." Before making any remarks the speaker must give name and address. All articles shall be taken up in the order in which they appear in the warrant.

BUDGET - Questions on the budget are encouraged. A voter may address the Moderator on any line item in the finance committee report. Amendments can be offered and will be voted on individually.

PRO & CON MICROPHONES – The Moderator will introduce the use of pro and con microphones for articles that the Moderator judges may benefit from this procedure.

AMENDMENTS & MOTIONS - Amendments must be presented to the Moderator in writing (three copies). After discussion on the amendment the Moderator calls for a vote on the amendment only. If passed the original motion as amended is voted upon. Amendments to amendments are usually ruled out of order. Motions or amendments which differ materially from that printed in the warrant must be given to the voters in writing at the time of consideration, or shown on a screen readable by all voters. Motions to table are used rarely.

VOTING REQUIREMENTS – Most motions require a majority vote to carry. The Moderator will clarify the type of vote needed to pass an article as the meeting moves along. All bonding articles, zoning articles and eminent domain considerations require a two-thirds (2/3) vote.

DECLARING THE VOTE - The Moderator may decide the sense of the meeting by a voice vote. If in doubt, or, if the decision is questioned, a standing vote may be called for. A voter may request a standing vote.

PRIVILEGED MOTIONS - A speaker may be interrupted only for a point of order, a question of the legality of a motion, or a question to clarify information.

PREVIOUS QUESTION, RECONSIDERATION AND DISPLAY - Previous question is a formal motion which, if passed, cuts off debate. The motion is not debatable. It is allowed when in the Moderator's judgment the matter has been adequately discussed. Reconsideration is rarely used and only to correct an oversight or an illegality. Voters who wish to show slides or present other visual material should make arrangements before the meeting. The Town Clerk or Town Manager can advise. An ombudsman is present to assist voters in wording amendments or to answer questions on procedures.

ADJOURN/DISSOLVE - A meeting may adjourn to a later time and a different place, but when a meeting is dissolved it is finished. A meeting may not be dissolved until every article in the warrant has been acted upon.

TOWN MEETING MEMBERS

All registered voters may participate in Andover's Open Town Meeting. Participants display prominently ribbons or badges which are given out at the beginning of the meeting and returned at its conclusion.

The business of the meeting is contained in the warrant (warning) and includes all matters on which the Town must act. Articles are inserted in the warrant by the Board of Selectmen and by Citizen Petition. The order is determined by the Selectmen.

THE MODERATOR - Presides over and conducts the meeting. This is an elected position.

TOWN CLERK - Is the chief election official, custodian of the Town's records, and recording secretary of the meeting.

BOARD OF SELECTMEN - (5) Elected policy making body, appoints Town Manager and compiles the warrant.

TOWN MANAGER - Appointed by the Board of Selectmen, the Manager prepares the budget and submits it to the Selectmen and the Finance Committee on or before a date certain. A voter may direct questions to the Manager relating to the budget or to warrant articles.

FINANCE DIRECTOR - Has primary responsibility for the budget, reports to the Town Manager, and is an information resource at the meeting.

FINANCE COMMITTEE - (9) Appointed by the Moderator, it reviews the budget, makes recommendations on all financial matters, prepares and distributes to all Andover households a printed report of its recommendations and other relevant information to assist Town Meeting in making final decisions.

SCHOOL COMMITTEE - (5) Elected and responsible for the operation of the educational system, prepares the school budget, appoints the Superintendent and defines educational philosophy and policy.

SUPERINTENDENT OF SCHOOLS - Chief executive officer for implementing school committee policy and directives.

TOWN COUNSEL - Chief legal officer and legal advisor to the Town Meeting.

PLANNING BOARD - (5) Appointed by the Manager with the approval of the Board of Selectmen, it advises Town Meeting on a range of planning and zoning matters.

CONSERVATION COMMISSION - (7) Appointed by the Manager as custodian of Town owned conservation land. It recommends land acquisitions to the Meeting.

GREATER LAWRENCE TECHNICAL SCHOOL - (1) Member elected as Andover representative to that school's committee. Explains Andover's share of operating costs.

STATUTORY CONSTRAINTS ON TOWN MEETING
(Refer to Chapter 39 of the General Laws for Precise Wording)

The annual Town Meeting shall be held in February, March, April, or May.

The Selectmen shall insert in the warrant all articles requested in writing by ten or more registered voters. The warrant shall be published and posted at least seven days before the meeting stating the time and the place of the meeting and the subjects to be acted on.

The Town may by by-law establish the number of voters to constitute a quorum.

A Moderator must be elected to preside over the meeting, regulate proceedings, decide all questions of order and make public declaration of all votes. If a vote is questioned by seven or more voters, statute requires a standing vote. If the statutes require a standing vote the count shall be taken and the result shall be recorded by the Clerk. If the vote is unanimous the count need not be taken and the Clerk shall so record it.

No person shall address a Town Meeting without leave of the Moderator and all persons shall, at the request of the Moderator, be silent.

BYLAW CONSTRAINTS ON TOWN MEETING

MEETINGS - The annual Town Meeting for the election of officers shall be held on the fourth Tuesday in March, each year. Andover has regularly adjourned its Town Meeting after the election to a later time for consideration of the rest of the Warrant. Special Town Meetings may be held at such times and places as the Selectmen may designate. Any meeting may be adjourned from time to time to any place in the Town.

WARRANTS - Attested copies of the Warrant shall be posted in or on the Town Hall and in at least one newspaper of general circulation within the Town fourteen days or more before the date of the meeting. The warrant for insertion of articles shall be open for not fewer than thirty-five consecutive calendar days, but the Selectmen may reopen the warrant if required.

ANNUAL TOWN REPORT - At least seven days before the annual meeting the Town Manager shall make available to all registered voters an annual report. A summary of the report shall be delivered to each Andover household at least seven days before the Annual Meeting, or may be included in the Finance Committee's Report.

VOTE BY BALLOT - A motion for a secret ballot is in order and requires approval of 25% of those voting.

ADMISSION OF OTHER THAN REGISTERED VOTERS - **Only residents who are registered voters are allowed in the voting sections of Town Meeting.** Unregistered voters and non-residents may request admission by submitting their names and addresses to the Moderator through election officials at the entrance of Town Meeting. They may be admitted by a majority vote of those present. The Moderator shall designate a place set apart from the general assembly where such persons may sit. The Moderator shall also set apart a space where accredited representatives of the press shall sit.

DISCLOSURE OF INTEREST - Any person having a monetary or equitable interest in any matter under discussion at any Town Meeting or employed by another having such an interest shall disclose the fact before speaking thereon.

TWO-THIRDS VOTE – On matters requiring a two-thirds (2/3) vote by statute, a count need not be taken unless the vote so declared is immediately questioned by seven or more voters as provided in General Laws Chapter 39, Section 15. Before considering another warrant article the Moderator shall ask if the two-thirds (2/3) vote is questioned.

**VOLUNTEER TO SERVE ON A
BOARD, COMMITTEE, COMMISSION OR TASK FORCE**

Much of the business of town government is conducted by appointed volunteers who contribute generously of their time and effort. The Town of Andover currently has numerous appointed commissions, councils, and committees with members typically serving three-year terms. Although the frequency of meetings varies depending on the responsibilities and workload of the particular commission, council, or committee, most conduct meetings either monthly or biweekly.

If you are interested in serving your town as an appointed volunteer, please fill out an online form at <https://andoverma.gov/Volunteer>. When vacancies occur on a particular commission, council, or committee, the appointing authority will typically review the forms on file and seek input from the remaining members for finding a replacement. For additional information on a specific commission, council or committee, please contact the chairperson or a member thereof.

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TOWN OF ANDOVER

TOWN MEETING PROCEDURE AT A GLANCE

To do this...	You say this.....	May you Interrupt Speaker?	Must you Be Seconded?	Is the Motion Debatable?	What vote is required?
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 TOWN MEETING

**Monday, April 30, 2018
7:00 P.M.**

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