



TOWN OF ANDOVER

Town Clerk's Office
36 Bartlet Street
Andover, MA 01810
(978) 623-8230

townclerk@andoverma.us

Austin Simko
Deputy Town Manager/Town Clerk

May 10, 2024

TO WHOM IT MAY CONCERN:

This is to certify that at the second session of the Annual Town Meeting of the Inhabitants of the Town of Andover held on April 30, 2024, the following Article and VOTE was taken thereon, to wit:

ARTICLE 8. Bylaw Amendment Other Public Spaces Revolving Fund.

To see if the Town will vote to amend General Bylaws Article XII Section 48 (“Departmental revolving funds”) subsection (5)(G) to authorize and establish a new Revolving Fund entitled “Other Public Space Rentals” authorizing the Director of Facilities and Director of Planning to spend funds from rental and space use fees in public buildings; and further to authorize expenditures from the fund to pay the cost of custodial services, facility maintenance, programming and capital improvements; and further to authorize the amount of \$50,000 to be expended in fiscal year 2025 and subsequent years; or take any action related thereto.

On request of the Chief Administrative & Financial Officer

Upon motion made and duly seconded it was VOTED to amend General Bylaws Article XII Section 48 (“Departmental revolving funds”) subsection (5)(G) to authorize and establish a new Revolving Fund entitled “Other Public Space Rentals” authorizing the Director of Facilities and Director of Planning to spend funds from rental and space use fees in public buildings; and further to authorize expenditures from the fund to pay the cost of custodial services, facility maintenance, programming and capital improvements; and further to authorize the amount of \$50,000 to be expended in fiscal year 2025 and subsequent years, so as to read substantially as follows:

A. Revolving Fund	B. Department, Board, Committee, Agency or Officer Authorized to	C. Fees, Charges or Other Receipts Credited to Fund	D. Program or Activity Expenses Payable from Fund	G. Fiscal Years

	Spend from Fund			
<u>Other Public Space Rentals</u>	<u>Director of Facilities and Director of Planning & Land Use</u>	<u>Rental and Space Use Fees</u>	<u>Custodial Services, Facility Maintenance, Programming and Capital Improvement</u>	<u>Fiscal Year 2025 and subsequent years</u>

VOTE: A majority vote required for passage, the Moderator declared the motion Passed by a majority vote.

A true record
A T T E S T

Austin Simko
Deputy Town Manager / Town Clerk

FORM 2 – ARTICLE 8

May 10, 2024

GENERAL BYLAW ARTICLE XII SECTION 48 AMENDED

General Bylaw Article XII Section 48 amended subsection 5(G) establishing a new revolving fund as follows: (additional language underscored, assuming acceptance of the amendments effected by Article 7)

Authorized Revolving Funds. The table establishes:

- A. Each revolving fund authorized for use by a Town department, board, committee, agency or officer;
- B. The department or agency head, board, committee or officer authorized to spend from each fund;
- C. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the town accountant;
- D. The expenses of the program or activity for which each fund may be used;
- E. Any restrictions or conditions on expenditures from each fund;
- F. Any reporting or other requirements that apply to each fund; and
- G. The fiscal years each fund shall operate under this bylaw.

A. Revolving Fund	B. Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	C. Fees, Charges or Other Receipts Credited to Fund	D. Program or Activity Expenses Payable from Fund	G. Fiscal Years
Community Development and Planning Department	CD&P Division Heads	Applicant fees	Advertising legal hearing notice expenses for permit applications	Fiscal Year 2018 and subsequent years
Memorial Hall Library-Lost/Damaged Materials	MHL Director	Restitution payments/charges to borrower or patron	Replacement of lost/damaged library materials	Fiscal Year 2018 and subsequent years

Health Clinic	Public Health Director	Clinic participant fees	Clinic supplies and other expenses	Fiscal Year 2018 and subsequent years
Division of Recreation	Recreation Director	Participant fees, rentals and concessions	Trips, ticket sales and special programs and activities Programs, activities, events, supplies, staffing and related expenses, facility maintenance and capital improvements	Fiscal Year 2018 and subsequent years
Division of Youth Services	Youth Services Director	Participant fees, rentals and concessions	All programs and activities expenses, part-time help, events, supplies, staffing and related expenses, facility maintenance and capital improvements	Fiscal Year 2018 and subsequent years
Field Maintenance	Plant and Facilities Director	Field rental fees	Field maintenance, upgrade and related expenses	Fiscal Year 2018 and subsequent years
Division of Elder Services	Elder Services Director	Participant fees, rentals and concessions	Senior programs, classes and activities, events, supplies, staffing and related expenses, facility maintenance and capital improvements	Fiscal Year 2018 and subsequent years
Police Communications	Chief of Police	Lease agreements for antenna users	Maintenance and purchase of public safety radio and antennae equipment	Fiscal Year 2018 and subsequent years
School Photocopy Fees	School Department	External private	Photocopy center costs	Fiscal Year 2018 and

		groups		subsequent years
Compost Program	Municipal Services - Plant and Facilities Director	Contractor permit fees, revenues from sale of compost	Offset compost monitoring and cleanup expenses, and staffing	Fiscal Year 2018 and subsequent years
Solid Waste	Municipal Services - Public Works Director	CRT, HHW and trash fees	Offset trash and recycling costs	Fiscal Year 2018 and subsequent years
Stormwater Management	Planning Director	Applicant	Consulting and environmental monitoring of stormwater management applications and permits	Fiscal Year 2018 and subsequent years
Fire Rescue	Fire Chief	Service fees	Training and equipment	Fiscal Year 2018 and subsequent years
Health Services	Public Health Director	Inspection fees	Health Department Inspections	Fiscal Year 2018 and subsequent years
Professional Development Institute	School Superintendent	Professional development fees	Professional development and instruction	Fiscal Year 2020 and subsequent years
Student Technology Rental	Chief Information Officer	Equipment Rental and Associated Fees	Acquisition and Maintenance of Equipment	Fiscal Year 2020 and subsequent years
<u>Other Public Space Rentals</u>	<u>Director of Facilities and Director of Planning & Land Use</u>	<u>Rental and Space Use Fees</u>	<u>Custodial Services, Facility Maintenance, Programming and Capital Improvement</u>	<u>Fiscal Year 2025 and subsequent years</u>

A true record
A T T E S T

Austin Simko
Town Clerk