

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, APRIL 6, 2020**

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Chairwoman Manupelli called the meeting to order at 6:00 p.m. via remote participation. Participating members were Mrs. Gonzalez, Mr. Schultz, Mr. Wallner, Mr. O’Leary, and Town Administrator, Michael Gilleberto.

**CALL TO ORDER OPEN SESSION**

Chairwoman Manupelli called to order the open session at 6:00 p.m.

The Board recited the Pledge of Allegiance.

Mrs. Manupelli states how the meeting is being broadcasted.

**BOARD MEMBER REPORTS**

Mr. O’Leary:

- States there are lots of discussions going on with DEP regarding the FEIR and the water quality issue.
- Thanks the TA and the Administration for keeping the Town informed of issues pertaining to COVID 19. Thanks the first responders and the community for doing their part in reducing the spread. He sees the good coming out of this as well. Also thanks supermarket employees, mail carriers, service providers and is grateful for everything being done.

Mr. Wallner:

- States Mr. O’Leary is spot on.
- Kim Manzelli, Jen Ford, and Pastor Rachel have put together “In This Together 01864” made up of 102 volunteers to help others during the pandemic.
- His wife Joyce organized residents to sing Sweet Caroline last Sunday. It will take place this Sunday and next Sunday at 6:00 p.m. More information can be found on Facebook; the North Reading Community Connection page.

Mr. Schultz:

- Thanks Gabrielle Brennan for organizing the stuffed animal safari. Also thanks her mom, Janet Vince, North Reading Police Department, Maureen Doherty and Library for spreading the word.
- Thanked Sean Delaney for getting the Easter Bunny to come to North Reading and Mike Prisco for driving the Easter Bunny through the neighborhoods, it was a great event.
- Informed local business owners that there is a payroll protection loan for small businesses available through their local bank.
- Stated Vinny Ragucci informed him of a no cost, virtual home audit offered by Reading Municipal Light Department.

Mrs. Gonzalez:

- Also thanked Gabrielle Brennan and further stated Ms. Brennan reached out to her and Mr. Schultz before she did it and got further approval from the TA and Police Chief.
- Thanked DJ Peter Accolla who drove around Town playing music which was live on Facebook; it was fun to watch and she can’t say enough about this Town.

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Mrs. Manupelli:

- Thanks everyone who Colleagues have mentioned and commented on how people are commemorating special occasions while social distancing.
- States Mr. Gilleberto will discuss the recent COVID 19 death in North Reading and asked that residents keep the family of the victim in their prayers.
- Asked residents to keep up with containment measures, try to keep everyone safe and let first responders know if you have symptoms.

**PUBLIC COMMENT**

None.

**MINUTES**

Mrs. Manupelli asked that the Board table the minutes as she would like to add to the March 23<sup>rd</sup> minutes.

Mr. Gilleberto informs the Board that there is a revised agenda in the Share File Folder. The revision pertains to an administrative consent order, and delaying taxes and penalties/interest due.

**COVID 19 UPDATE**

Mr. Gilleberto informs the audience that North Reading had their first COVID 19 death, and the victim fell in the high risk category; no further information will be provided. We keep the victim and their family in our thoughts. As of Friday, there are 30 confirmed cases and 7 have recovered; the other 22 cases continue to be monitored. Mr. Gilleberto further states: Walking paths at IRP, the High School track, and the walking trail at Eisenhower Park are open. All other recreational facilities and parks are closed. He asks the public to be mindful of social distancing.

The Board of Health is providing more guidance to retail stores that are open.

Customers are capped at larger stores to help with social distancing.

Staff is wearing masks and there are shields at registers.

This is all proactive work to keep the resources open for residents.

Restaurants are encouraged to deliver or have curbside delivery.

There are many logistical challenges to hold religious gatherings. Mrs. Manupelli responded that assurances for the safety of people for an event where people congregate in one location cannot be made and the Town cannot sanction it. Mr. Gilleberto stated the Town would like to be able to support the effort, but due to logistical challenges would not be able to guarantee everyone's safety. Mr. O'Leary responded that the Administration is taking a prudent approach to things and the Governor is doing a great job. Mr. O'Leary inquired about ongoing construction projects. Mr. Gilleberto responded they are continuing and there is an expectation that the workers will maintain social distancing and that some inspections are being done via video.

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**CONSIDER POSTPONING THE ANNUAL TOWN ELECTION OF MAY 5, 2020 AS  
PROVIDED FOR UNDER CHAPTER 45 UNDER THE ACTS OF 2020**

Mr. Gilleberto states the Town Clerk submitted a recommendation for the Select Board to consider postponing the annual Town election and changing the polling hours due to the pandemic.

Mr. Gilleberto stated he is recording the meeting through the Zoom function.

Mr. Schultz stated his concern about exposing elderly election workers, who are at high risk, to the virus if the election were to be held on May 5<sup>th</sup>. Mr. O'Leary inquired how many election workers would be needed for an uncontested race with the possibility of only 1-2% voting participation. He further stated early voting by mail and absentee ballots opens up an opportunity that should be taken advantage of. Mr. O'Leary would like to hear from Ms. Stats to make an informed decision. Due to technical difficulties, Ms. Stats is not available to comment at this time. The Board will go onto another agenda item until Ms. Stats is available.

**REAL ESTATE TAX DEADLINE / TAX & ASSESSMENT PENALTIES AND INTEREST**

Mr. Gilleberto states that a bill signed into law on Friday will allow for the Select Board to provide a relief to residents for the timeline and penalties associated with taxes and assessments during the State of Emergency. Finance Director, Ms. Rourke stated the Town could absorb this impact. The deadline would be extended from May 1<sup>st</sup> to June 1<sup>st</sup> and interest and penalties would be waived if payment is received by June 30<sup>th</sup>.

MADAM CHAIR, I MOVE PURSUANT TO SECTION 10 OF CHAPTER 53 OF THE ACTS OF 2020 TO EXTEND THE DUE DATE OF BILLS FOR TAXES FROM MAY 1, 2020 TO JUNE 1, 2020; TO EXTEND THE DEADLINE FOR PRELIMINARY TAX PAYMENTS FOR REAL ESTATE AND PERSONAL PROPERTY FROM MAY 1, 2020 TO JUNE 1, 2020; AND TO EXTEND THE DEADLINE TO APPLY FOR EXEMPTION FOR CERTAIN PROPERTY TAXES FROM APRIL 1, 2020 TO JUNE 1, 2020.

MOTION BY:	MRS. GONZALEZ	
SECONDED BY:	MR. O'LEARY	
VOTED BY:	MR. SCHULTZ	AYE
	MRS. GONZALEZ	AYE
	MR. WALLNER	AYE
	MR. O'LEARY	AYE
	MRS. MANUPELLI	AYE

VOTE: 5-0 (UNANIMOUS)

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MADAM CHAIR, I MOVE PURSUANT TO SECTION 11 OF CHAPTER 53 OF THE ACTS OF 2020 TO WAIVE THE PAYMENT OF INTEREST AND OTHER PENALTY FOR LATE PAYMENT OF ANY EXCISE, TAX, BETTERMENT ASSESSMENT OR APPORTIONMENT THEREOF, WATER RATE OR OTHER CHARGE ADDED TO A TAX FR PAYMENTS MADE AFTER ITS RESPECTIVE DUE DATE BUT BEFORE JUNE 30, 2020.

MOTION BY:	MRS. GONZALEZ	
SECONDED BY:	MR. O'LEARY	
VOTED BY:	MR. SCHULTZ	AYE
	MRS. GONZALEZ	AYE
	MR. WALLNER	AYE
	MR. O'LEARY	AYE
	MRS. MANUPELLI	AYE

VOTE: 5-0 (UNANIMOUS)

**CONSIDER POSTPONING THE ANNUAL TOWN ELECTION OF MAY 5, 2020 AS PROVIDED FOR UNDER CHAPTER 45 UNDER THE ACTS OF 2020 (CONTINUED)**

Ms. Stats states the election would have to take place by June 30<sup>th</sup> and any current elected official would continue to serve until the election is held. She further stated:

The ballots remain the same, no need to reprint.

Absentee voting could be used due to the virus.

Even though voter participation is anticipated to be low, there is still the potential for exposure to the Election Workers and residents. Mr. O'Leary suggested limiting polling hours, using absentee and early voting. He inquired about the need for a full complement of election workers and combining precincts. Ms. Stats responded precincts cannot be combined.

Mrs. Gonzalez stated it's a no brainer to postpone the election and to take every precaution.

Mr. Schultz does not want to put election workers in danger and holding the election would go against everything the Administration is telling the residents and businesses.

Mrs. Manupelli states there is no need to have an election in the midst of the crisis. She thanks Ms. Stats for being mindful of deadlines.

Mr. O'Leary inquired if the Board of Registrars can appoint additional election workers and asked if Ms. Stats is anticipating getting a list of 20-25 people to fall back on.

Ms. Rourke stated there is a link on the Town Website pertaining to absentee ballots.

Mr. Schultz stated one group of election officials should not be substituted for another based on age and risk level.

Ms. Stats states 70 communities have pushed out their election dates.

Mr. O'Leary clarifies that he was looking for the Board of Registrars to back fill election workers just in case.

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MADAM CHAIR, I MOVE THAT PURSUANT TO SECTION 1 OF CHAPTER 45 OF THE ACTS OF 2020 AND BECAUSE OF THE STATE OF EMERGENCY DECLARED BY THE GOVERNOR PURSUANT TO EXECUTIVE ORDER 591, DECLARATION OF A STATE OF EMERGENCY TO RESPOND TO COVID-19, THE MUNICIPAL TOWN ELECTION SCHEDULED FOR MAY 5, 2020 IS HEREBY POSTPONED TO TUESDAY, JUNE 23, 2020.

MOTION BY:	MRS. GONZALEZ	
SECONDED BY:	MR. O'LEARY	
VOTED BY:	MR. SCHULTZ	AYE
	MRS. GONZALEZ	AYE
	MR. WALLNER	AYE
	MR. O'LEARY	AYE
	MRS. MANUPELLI	AYE

VOTE: 5-0 (UNANIMOUS)

**CONSIDER ADJUSTING THE POLLING HOURS FOR THE 2020 ANNUAL TOWN ELECTION NO MATTER THE ELECTION DATE, AS ALLOWED UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 54, SECTION 64**

Ms. Stats states due to the virus this is a request to shorten the polling hours. She further stated the state law requires the polls to be open for 4 hours and must be open by noon and close no later than 8 p.m. She continued to say:

She will be promoting early mail in and absentee voting.

Early ballots must be postmarked by Election Day and will need to be received by the end of Election Day.

Mr. O'Leary responded there will be adequate information out to the public and it is a reasonable request and anyone that wants to participate can.

Ms. Stats stated she did this early to get the information out to the public in plenty of time.

Mr. Wallner appreciates her suggestions.

Mrs. Gonzalez wholeheartedly is behind Ms. Stats.

MADAM CHAIR, I MOVE THAT IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 54 SECTION 64, THE POLLING HOURS FOR THE TOWN OF NORTH READING 2020 ANNUAL TOWN ELECTION, ORIGINALLY SCHEDULED FOR MAY 5, 2020 AND WHICH ELECTION HAS BEEN POSTPONED BY VOTE OF THE NORTH READING SELECT BOARD ON APRIL 6, 2020 TO JUNE 23, 2020 AS PROVIDED FOR UNDER CHAPTER 45 OF THE ACTS OF 2020, SHALL BE SPECIFIED IN THE WARRANT FOR SAID ANNUAL TOWN ELECTION TO BE HELD BETWEEN THE HOURS OF 12:00 NOON AND 6:00 PM.

MOTION BY:	MRS. GONZALEZ	
SECONDED BY:	MR. SCHULTZ	
VOTED BY:	MR. SCHULTZ	AYE
	MRS. GONZALEZ	AYE
	MR. WALLNER	AYE
	MR. O'LEARY	AYE
	MRS. MANUPELLI	AYE

VOTE: 5-0 (UNANIMOUS)

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**MAY 11, 2020 SPECIAL TOWN MEETING / “SEVEN ACRES POULTRY FARM”  
UPDATE**

Mr. Gilleberto states since the Governor issued a State of Emergency and based on legislation, all deadlines have been extended. He suggested moving the Special Town Meeting to the Annual Town Meeting on June 8<sup>th</sup>. He further stated:

The Town Moderator can have an additional 30 days to delay the Annual Town Meeting from June 8<sup>th</sup>.

The Special Town Meeting could take place either before or after regular Town Meeting.

Special Town Meeting Warrant Articles could be placed on the June Town Meeting Warrant.

Putting the articles on the June Town Meeting could alleviate a quorum requirement.

Special Town Meeting would still need to be continued and adjourned.

Mr. Wallner stated it's a great idea to combine both meetings and more people would be in attendance, although it might be overwhelming. Mr. Gilleberto responded the list would be manageable and there would be an option to continue the meeting into a second night. Mr. O'Leary expressed his concern from a legal standpoint and does not want to miss an opportunity because we “miss stepped”. He wants to move forward with good advice.

Mr. Gilleberto stated he informed Mr. Demitri there may be a delay. He thanked Representative Jones and Senator Tarr for their efforts and he will make recommendations at the next meeting.

**REVIEW JUNE TOWN MEETING ARTICLES AND DISCUSS POTENTIAL CHANGE  
OF DATE FOR JUNE TOWN MEETING**

Mr. Gilleberto stated the listing remains unchanged and the sequencing is still in order. This will be further discussed at the April 13<sup>th</sup> Select Board meeting. Mr. O'Leary inquired about the ability of going to a 1-12 budget. Mrs. Manupelli stated there are provisions in legislation that would permit the Town to use free cash and unexpended fund balances for purposes of expenditures if a budget cannot be adopted. Ms. Rourke responded “we have good reserves and a good amount of free cash available if we need to go that route.” The goal would be not to go for a 1-12 budget but to have the budgeted enacted before June 30<sup>th</sup>.

**REVIEW DRAFT OPEN SPACE AND RECREATION PLAN**

Mrs. Gonzalez states the Committee reviews the open space to be able to apply for and receive grants. The plan needed to be updated to have the ability to get the grants. Ms. Gonzales states progress has been made. She further stated there are a lot of open space areas in Town that have no access and grant money is needed to improve trails, parking, etc. Town Planner Danielle McKnight gave a presentation (see attached).

Mrs. Manupelli thanks Ms. McKnight. Mr. Wallner is looking forward to discussing objectives.

Mr. Schultz thanks Ms. McKnight for the presentation. Mrs. Gonzales inquired about the historical properties involved in the inventory; Ms. McKnight will forward them to Mrs.

Gonzalez. Mr. O'Leary inquired if the CPC will be discussing the Community Preservation Act, and has there been any outreach to non-profits to see if they might be interested in any of our open space, as it would be a great source of money to the community. Ms. McKnight stated the target date to finalize the plan is the end of June. Mrs. Manupelli would like feedback from the public.

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**WATER/WASTEWATER UPDATE**

Water Superintendent Mark Clark states:

The FEIR was submitted to the State in early February and they are in the process of reviewing it.

Comments have been received from state agencies for the interbasin transfer request.

Formal final designs for the booster pumping stations have been submitted.

Andover has asked the Town to look at different paths to get wastewater to Andover.

Mr. O'Leary stated discussions with our water consultants and staff is encouraging and great strides have been made and he appreciates Andover's willingness to help us; they are doing a great job moving the project forward.

**MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION  
ADMINISTRATIVE CONSENT ORDER**

Mr. Gilleberto states the order is a short term tool from DEP to purchase more water from Andover while getting the long term permanent water; it is offered as a temporary bridge while getting permanent permitting in place. Mr. Clark stated the Town can draw up to Three Million gallons a day from Andover which would alleviate imposing tough water restrictions. Mrs. Manupelli stated the Town will not be able to draw what we have to draw without the proper infrastructure and it doesn't seem like a friendly bridge. Mr. Clark said that we have the infrastructure already, but we would need to add treatment at the town line. Mr. O'Leary stated this is the best solution to get us to the October/November timeframe.

MADAM CHAIR, I MOVE TO APPROVE MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION ADMINISTRATIVE CONSENT ORDER AND AUTHORIZE THE TOWN ADMINISTRATOR TO SIGN.

MOTION BY:	MRS. GONZALEZ	
SECONDED BY:	MR. O'LEARY	
VOTED BY:	MR. SCHULTZ	AYE
	MRS. GONZALEZ	AYE
	MR. WALLNER	AYE
	MR. O'LEARY	AYE
	MRS. MANUPELLI	NAY

VOTE: 4-1 (MRS. MANUPELLI OPPOSED)

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**APPROVAL NOT REQUIRED (ANR PLANS FOR TOWN OWNED LAND: MAP 78,  
PARCEL 17 – 23 RIVERSIDE DRIVE)**

Mr. Gilleberto states this is the same scenario as Burroughs Road.

MADAM CHAIR, I MOVE TO AUTHORIZE THE CHAIR TO SIGN THE APPROVAL NOT REQUIRED APPLICATION FOR 23 RIVERSIDE DRIVE, MAP 78, PARCEL 17.

MOTION BY:	MRS. GONZALEZ	
SECONDED BY:	MR. O'LEARY	
VOTED BY:	MR. SCHULTZ	AYE
	MRS. GONZALEZ	AYE
	MR. WALLNER	AYE
	MR. O'LEARY	AYE
	MRS. MANUPELLI	AYE

VOTE: 5-0 (UNANIMOUS)

**TOWN ADMINISTRATOR'S REPORT**

No written report. Topics discussed:

DPW is open for yard waste from 8-3 beginning March 30<sup>th</sup>.

Yard waste pick up is this Saturday. Have curbside by 6:30 a.m.

**OLD AND NEW BUSINESS**

Mr. O'Leary:

Thanked Easter Bunny for presence around Town and fine public Service.

Mr. Wallner:

Commented on Mr. Gilleberto's heartfelt letter to the Town on March 24<sup>th</sup> and he is proud to be on the same team as him.

Mr. Schultz:

Thanked the Easter Bunny for staying in Town one more day; he will be back on Sunday. He thanks him for the job her brought to the kids and also thanked Mike Prisco for being the chauffer.

Mrs. Gonzalez:

Commented on how amazing this town is spreading happiness and making the best of a bad situation.

Mrs. Manupelli:

Thanks all Town employees who are actively at work; the TA, Finance Director, Water Superintendent and all who are joining us. Thanked the School Department for keeping the kids engaged and active and thanks the Police and Fire departments and all Public Safety people.

RECESS: 8:45



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RECONVENE: 9:42

MADAM CHAIR, I MOVE TO ADJOURN.

MOTION BY:	MRS. GONZALEZ	
SECONDED BY:	MR. SCHULTZ	
VOTED BY:	MR. SCHULTZ	AYE
	MRS. GONZALEZ	AYE
	MR. WALLNER	AYE
	MR. O'LEARY	AYE
	MRS. MANUPELLI	AYE

VOTE: 5-0 (UNANIMOUS)

ADJOURN: 9:44 P.M.

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DATE

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LIANE R. GONZALEZ, CLERK