

**MINUTES OF BOARD OF SELECTMEN MEETING
MONDAY, MARCH 19, 2018**

Chairman Prisco called the meeting to order at 6:52 p.m. in Room 14 at the Town Hall in the presence of members Mrs. Manupelli, Mr. Schultz, Mr. Mauceri, Mr. O'Leary, and Town Administrator, Michael Gilleberto.

CALL TO ORDER OPEN SESSION

Chairman Prisco called to order the open session at 6:52 p.m.

The Chairman States: "In accordance with the Open Meeting Law, the Board states for the record that this meeting is being recorded by NORCAM and may be recorded by other local media."

The members recited the Pledge of Allegiance.

Mr. Prisco introduced Representative Jones and Senator Tarr and thanked them for their efforts in obtaining the Mass Works Grant. He described the partnership between the state and the Town. Mr. Gilleberto read a statement about the legislators' roles in the Berry process and obtaining these grant. Mr. Prisco stated he would be happy to go to other communities and discuss the process. Mr. Schultz thanked Senator Tarr and Representative Jones, the Board and employees of Town Hall. Mrs. Manupelli stated she was happy to be part of the process and thanked Senator Tarr and Representative Jones. Mr. Mauceri also thanked Senator Tarr and Representative Jones for their efforts and support to North Reading. Mr. O'Leary thanked them for keeping the Board informed of grant opportunities. Photo was taken with the Board and Senator Tarr and Representative Jones.

PUBLIC COMMENT

None

FY2019 BUDGET HEARINGS

Mr. Gilleberto stated that the Finance Director will review the differences between departmental requests and TA recommendations. Departmental requests might not be aligned with priorities. He further stated that recommendations should have been postponed until after the budget hearings. Priorities will be discussed as the Budget Hearings go along.

HUMAN RESOURCES

Finance Director Liz Rourke stated that the Town Administrator's request goes along with the Department's request. Human Resource Director Bob Collins presented the HR budget requests. He stated they are looking into developing training programs pertaining to employment matters. Mr. Prisco stated that Mr. Collins's list of accomplishments is amazing and he has made the Town a better employer for the community and the employees. Mrs. Manupelli echoed Mr. Prisco's comments and said hiring him was one of the better decisions and investments made.

YOUTH SERVICES

Liz Rourke stated that the Town Administrator's request goes along with the Department's request. Former Youth Services Director Amy Luckiewicz presented the Youth Services Budget. Mr. Mauceri thanks Amy for all her efforts and her work in obtaining the federal grant.

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Mrs. Manupelli agreed with Mr. Mauceri. Youth Services Chairman Peter Majane commended Amy. Mr. O'Leary echoed the comments of Board Members. Finance Committee Member, Don Kelleher also commended her and expressed his concern about having enough money to hire the next Director. Ms. Rourke responded that the salary figure is not determined at this time and will be updated when the candidate is selected.

ELDER AFFIARS

Ms. Rourke stated that Elder Affairs is recommending the outreach coordinator position go from part time to full time, the Town Administrator is recommending funding a 20 hour position which would be a non-benefited position due to financial constraints. Elder Services Director, Mary Prenney presented the Elder Affairs budget. She stated the outreach coordinator has not had an increase in 14 years and elder needs are growing. Ms. Prenney stated there has been an increase in participation in the Ring and Ride service. Mr. Prisco stated that the feedback has been good. Mr. O'Leary stated budget constraints are the reason for not funding the outreach position. Finance Committee member Abby Hurlbut suggested not referring to seniors they service as frail, the description should include healthy seniors. Mr. Gilleberto thanked Mrs. Prenney for servicing the community as a whole by holding meetings and serving as a warming center.

TOWN CLERK

Ms. Rourke stated that the difference in recommendations is for small capital of \$6,900, which is being requested for polling pads. Town Clerk, Barbara Stats presented the Town Clerk's budget. Mr. O'Leary inquired if there has been reimbursement from the state for unfunded mandates. Ms. Stats responded that some, not all costs will be reimbursed. Mr. Mauceri stated that the town needs to make a major investment in a data management system. Ms. Rourke responded that a request has been made for this in FY19. Ms. Stats stated there is an online form to request public documents.

8:25 – Five minute recess

8:30 - Reconvene

TREASURER/COLLECTOR

Mr. Gilleberto stated that the departmental request and the Town Administrator request are aligned. Town Treasurer Maryann Mackay presented the Treasurer/Collector budget. In response to Mr. Mauceri, Ms. Mackay stated that interest rates seem to be coming up and investment income is trending upward as well as bond interest rated. Ms. Mackay further stated that resident can schedule payments online.

ASSESSORS

Ms. Rourke stated that the departmental request matches the Town Administrator's request. Debbie Carbone presented the Assessors budget. She stated there is Ninety Thousand Dollars in new growth in FY19 due to Martins Landing. Discussion was had regarding the assessed land value is 5.3 Million Dollars however it sold for 30 Million Dollars. Ms. Carbone explained that

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the worth to the Pulte Homes is far greater than its assessed value. She further explained that a business venture works differently from assessing.

INFORMATION TECHNOLOGY

Ms. Rourke stated that the Town Administrator's recommended budget is the same as the departmental budget request. Information Technology Director, Matt Cooper presented the Information Technology budget. Mr. Cooper talked about a new phone system at Town Hall. Mr. Mauceri suggested looking into the Jive phone system. Ms. Rourke responded that the procurement process needs to be considered. Mr. Schultz inquired about the INET conversion and the impact it will have on the budget.

FINANCE/ACCOUNTING

Ms. Rourke stated that the Town Administrator's recommended budget is the same as the Finance departmental budget request. Ms. Rourke presented the Finance/Accounting budget. She stated that the change is driven by increasing the Assistant Finance Director position from 30 to 35 hours per week. Mr. Prisco would rather fill the open position in the department. Mr. Mauceri inquired about an update on Munis; Ms. Rourke responded that new permitting and licensing software is needed. Ms. Rourke stated that the Town Administrators recommended budget is the same as the Accounting departmental budget request. Ms. Rourke stated the only change is the slight increase in the Accounting Analyst salary which will be increased to 55 Thousand Dollars. She hopes to advertise for the position by the end of the month and hopes to fill it by the end of the fiscal year.

MINUTES

Mrs. Manupelli would like to see more detail in the February 28th Joint Meeting with Andover Minutes. All minutes on the agenda were passed over.

SEASONAL LICENSE RENEWALS

MR. CHAIRMAN, I MOVE TO RENEW THE TRANSIENT VENDOR LICENSE FOR THE SALE OF FLOWERS, CHRISTMAS TREES, ETC. AT 226 MAIN STREET FOR ROBERT CONNORS, 58 WYMAN STREET, WOBURN, MA TO EXPIRE DECEMBER 31, 2018 SUBJECT TO ALL REGULATORY DEPARTMENT REQUIREMENTS.

MOTION BY: MR. SCHULTZ
SECONDED BY: MR. MAUCERI
VOTED: 5-0 (UNANIMOUS)

GOLF FACILITIES MANAGEMENT, INC. – COMMON VICTUALLER

MR. CHAIRMAN, I MOVE TO RENEW THE COMMON VICTUALLER LICENSE FOR GOLF FACILITIES MANAGEMENT, INC., D/B/A HILLVIEW SNACK BAR TO EXPIRE DECEMBER 31, 2018 SUBJECT TO ALL REGULATORY DEPARTMENT REQUIREMENTS.

MOTION BY: MR. SCHULTZ
SECONDED BY: MRS. MANUPELLI

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VOTED: 5-0 (UNANIMOUS)

THOMSON CLUB INC., D/B/A PRO SHOP

MR. CHAIRMAN, I MOVE TO RENEW THE SEASONAL CLUB WINE AND MALT BEVERAGES LICENSE FOR THOMSON CLUB, INC., D/B/A PRO SHOP, 2A MID IRON DRIVE TO EXPIRE NOVEMBER 30, 2018 SUBJECT TO ALL REGULATORY DEPARTMENT REQUIREMENTS.

MOTION BY: MR. SCHULTZ
SECONDED BY: MRS. MANUPELLI
VOTED: 5-0 (UNANIMOUS)

THOMSON CLUB INC., D/B/A TCC GRILL

MR. CHAIRMAN, I MOVE TO RENEW THE SEASONAL CLUB ALL ALCOHOL LICENSE FOR THOMSON CLUB, INC., D/B/A TCC GRILL, 2 MID IRON DRIVE TO EXPIRE DECEMBER 31, 2018 SUBJECT TO ALL REGULATORY DEPARTMENT REQUIREMENTS.

MOTION BY: MR. SCHULTZ
SECONDED BY: MRS. MANUPELLI
VOTED: 5-0 (UNANIMOUS)

WATER/WASTEWATER UPDATE

Mr. Gilleberto asked water consultant, Rob Williamson to give an update. He stated that Wright Pierce got all the information they asked for from Andover, although he would prefer more clarity to have enough to conduct an analysis. He confirmed that there is enough to provide the Town with water for the next 99 years. He further stated that the systems have the capability to provide the Town with water; however the smaller zone that feeds the Town will have to be examined more closely. He informed the Board that wastewater analysis is moving forward as well. Discussion was had regarding public information meetings in Andover. Mr. Mauceri was asked to review the presentations that Andover will be giving at these informational meetings. Board members discussed which informational meetings they will plan on attending in Andover. Mr. O'Leary stated he wants the Andover public to see the Board's rational and wants to make sure they are informed.

REVIEW JUNE TOWN MEETING ARTICLES

Mr. Gilleberto reviewed changes since the last BoS meeting. Mr. Prisco would like Article 27 separated into multiple articles. Mr. Mauceri inquired about an article regarding marijuana in the event anything needs to be modified before the final regulations are in place. Mr. Prisco informed the Board that he completed work on updating the town meeting warrant and he sent it to the Town Clerk for her review.

70 CONCORD STREET – LETTER OF INTEREST; DISCUSSION

Mr. Gilleberto informed the Board of a letter of interest in Dropbox from a party interested in purchasing the abandoned, contaminated building on 70 Concord Street. Mr. Prisco stated he

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will contact DEP to see what it would take to clean up the site, as it would be good to get it back on the tax roll.

**ARTHUR KENNEY FIELD RESTROOM/CONCESSION PROJECT
VOTE TO APPROVE PAYMENT REQUISITIONS**

Mr. Gilleberto stated the project is falling within 5 Thousand Dollars of budget. The designer services budget is exhausted, and the remaining designer costs will need to be paid from the contingency of the construction appropriation. All three pieces will be delivered tomorrow.

MR. CHAIRMAN, I MOVE TO APPROVE PAYMENT REQUISITION NUMBER 6 IN THE AMOUNT OF \$40,759.04 TO CONSTRUCTION DYNAMICS, INC.

MOTION BY: MR. SCHULTZ
SECONDED BY: MR. O'LEARY
VOTED: 5-0 (UNANIMOUS)

MR. CHAIRMAN, I MOVE TO APPROVE PAYMENT IN THE AMOUNT OF \$178.35 FROM THE ARTHUR KENNEY FIELD CONSTRUCTION APPROPRIATION FOR PAYMENT OF A PORTION OF INVOICE #27697 TO CBI CONSULTING, LLC.

MOTION BY: MR. SCHULTZ
SECONDED BY: MR. O'LEARY
VOTED: 5-0 (UNANIMOUS)

APPOINTMENTS/REAPPOINTMENTS

BOARD OF REGISTRARS

MR. CHAIRMAN, I MOVE TO APPOINT GLORIA MASTRO AS MEMBER OF BOARD OF REGISTRARS FOR A TERM TO EXPIRE ON APRIL 1, 2021.

MOTION BY: MR. SCHULTZ
SECONDED BY: MR. O'LEARY
VOTED: 5-0 (UNANIMOUS)

CABLE ADVISORY COMMITTEE

MR. CHAIRMAN, I MOVE TO PLACE IN NOMINATION THE FOLLOWING NAME FOR APPOINTMENT TO THE CABLE ADVISORY COMMITTEE FOR AN INDEFINITE TERM:

JOHN NOWOSACKI

MOTION BY: MR. SCHULTZ
SECONDED BY: MR. O'LEARY
VOTED: 5-0 (UNANIMOUS)

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DETAIL CONSTABLES – REVIEW STATUS – VOTE TO RESCIND APPOINTMENTS

Mr. Gilleberto stated that in an effort to update and modernize some of the Town's job titles, the special constable appointments that were recently made are being rescinded so that the Town Administrator can consider the same individuals for reserve police officer appointments, which are more common recognized job titles that are expressly identified under the law. Additionally, as a result of the special legislation that was passed rescinding civil service for the Town's police officers, the appointment of reserve police officers is now a less complicated and more constructive process.

MR. CHAIRMAN, I MOVE TO RESCIND THE FOLLOWING VOTES APPOINTING
DETAIL CONSTABLES:

DECEMBER 18, 2017 – JERRY BERG
FEBRUARY 12, 2018 – JAMES MCCORMACK

MOTION BY: MR. SCHULTZ
SECONDED BY: MR. MAUCERI
VOTED: 5-0 (UNANIMOUS)

TOWN ADMINISTRATORS REPORT

No written report.

- Made a comment with regard to the work done by town departments to address damage during the storms.
- Stated that the DPW Director's position will be advertised starting at \$118 (negotiable);

OLD NEW BUSINESS

Mrs. Manupelli:

- Commented on the great comedy event put on by the Little School PTO

Mr. Schultz:

- Thanked Governor Baker for coming to Town;
- Gave a shout out to the DPW for their great work during the storm;
- Relayed that people on Social Media were happy with the DPW.

Mr. Mauceri:

- Ditto on DPW comments. He inquired about the snow removal budget; Mr. Gilleberto responded that there is 25 Thousand Dollars remaining in the reserve that has been increased. He also inquired about State Aid; Mr. Gilleberto will look into it tomorrow.

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Mr. O'Leary:

- DPW did a great job during the storms;
- He suggested residents brush removal should go until the end of April so it coincides with burn season;
- Commented on the great meeting with Secretary Ash, and thanks Governor Baker for presenting the Town with 3.7 Million Dollars in grant money.

Mr. Prisco:

- Stated that he is happy the Town has captured the interest of the senior leadership in the state;
- He has drafted the Board of Selectmen Annual Report;
- Requested the Town Administrator Reviews from Board Members by March 30th;
- Mr. Schultz will help with snow communication while Mr. Prisco is away;
- North Reading Community Connection Facebook page is good for emergency and storm management;
- There will be another pick up of trees along the roads;
- Commented on the great communication getting the trash code red alert out;
- Wine Social on March 23rd.

MR. CHAIRMAN, I MR. SCHULTZ MOVE TO ADJOURN.

SECONDED:	MR. O'LEARY	
VOTED:	MR. O'LEARY	AYE
	MRS. MANUPELLI	AYE
	MR. SCHULTZ	AYE
	MR. MAUCERI	AYE
	MR. PRISCO	AYE

VOTE: 5-0 (UNANAMOUS)

ADJOURN: 10:30 p.m.

DATE

ANDREW SCHULTZ, CLERK