

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, JUNE 17, 2019**

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Chairwoman Manupelli called the meeting to order at 8:14 p.m. in Room 14 at the Town Hall in the presence of members Mr. Schultz, Mr. Wallner, Mrs. Gonzalez, and Town Administrator, Michael Gilleberto. Mr. O'Leary was not present at the start of the meeting.

**CALL TO ORDER OPEN SESSION**

Chairwoman Manupelli called to order the open session at 8:14 p.m.

The Chair 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.

**RECOGNIZE YOUTH SERVICES COMMITTEE MEMBERS, KATHY DARDENO AND JUDY HALL**

Mrs. Manupelli introduced Kathy Dardeno and Judy Hall and stated that because of them, there is a Youth Services Committee and a Youth Services Department. She further stated that she has seen a lot of positive change in the youth as a result of what they have done. Senator Tarr expresses his appreciation and reads and presents citations from the Senate and House of Representatives. Mrs. Manupelli reads a Certificate of Appreciation from the Select Board and the Town of North Reading. Mr. Schultz expresses his thanks to Kathy and Judy and Mrs. Gonzalez states she is looking forward to working with the Youth Services Committee.

**PUBLIC COMMENT**

None.

**8:28 - JOINT MEETING WITH COMMUNITY PLANNING COMMISSION – DISCUSS 66 WINTER STREET**

Town Planner, Danielle McKnight gave a presentation regarding planning for redevelopment of 66 Winter Street. She stated Mr. Heffron; owner of 66 Winter Street is interested in redevelopment of the property in partnership with the Town. Warren Pearce, Chairman of the CPC stated the price of the property is almost 2 Million Dollars.

- Mrs. Manupelli stated the Board is not prepared to vote on this tonight;
- Mr. Schultz stated the Town should not be in the business of developing properties and shouldn't do anything until sewer comes;
- Mr. Wallner stated a survey showed 66% of the respondents want development in the vicinity of this property;

8:45 – Mr. O'Leary joins the meeting.

Mr. Gilleberto stated that the 50 Thousand Dollars that was approved at the October, 2016 Town Meeting is to fund a study on the redevelopment concept plan including but not limited to a wastewater plan.

- Mr. Schultz stated Mr. Heffron should develop the property;
- Finance Committee Chair, Abby Hurlbut wants more time to get the facilities master plan underway;

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- Mr. O'Leary states that 66 Winter Street is a lynchpin for future economic development and a prime piece of real estate. He further stated sewer is key to economic development on Route 28 and Andover is still 5-10 years away from coming to fruition; therefore a package treatment plant on 28 will be necessary. Mr. O'Leary wants to move forward with the study to see what is feasible;
- Mr. Schultz agrees with Mr. O'Leary, however thinks the Town is going about it backwards;
- Mrs. Manupelli stated the CPC is permitted to use 50 Thousand Dollars for the study;
- Mrs. Gonzalez agrees that the study should be looked into; and
- Mr. Pearce stated the CPC will get an Ad Hoc committee together and bring something more concrete to the Board and will invite Mr. Heffron to a meeting.

**PUBLIC HEARING: FY 2020 WATER RATES**

Water Superintendent Mark Clark gave a power point presentation. Water Commission member Andrew Street was in attendance. Mr. Clark stated that water rates will not increase on July 1, 2019. Mr. O'Leary stated he would like to keep reserves more healthy to avoid a potential 4% increase in 2 years and because of the money that will be spent shortly with capital improvements and the debt service that needs to be budgeted for. Finance Committee Chair, Abby Hurlbut agrees with Mr. O'Leary but wants to revisit the issue next year. Mr. Gilleberto stated he supports Mr. Clark's recommendations and stated the water reserve fund is anticipated to be 2.6 Million Dollars which could be used if there is an increase next year.

MADAM CHAIR, I MOVE TO RETAIN THE CURRENT WATER USE RATES AND FEE SCHEDULE.

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

**COMMON VICTUALLER / AUTOMATIC AMUSEMENT DEVICE LICENSE – NEW ENGLAND AUTHENTIC EATS, LLC – D/B/A/ PAPA GINO'S**

Papa Gino's representative, John Gamble was in attendance.

MADAM CHAIR, I MOVE TO APPROVE THE COMMON VICTUALLER LICENSE FOR NEW ENGLAND AUTHENTIC EATS, LLC, D/B/A PAPA GINO'S TO EXPIRE DECEMBER 31, 2019 SUBJECT TO ALL REGULATORY DEPARTMENT REQUIREMENTS.

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

MADAM CHAIR, I MOVE TO APPROVE THE AUTOMATIC AMUSEMENT DEVICE LICENSE FOR NEW ENGLAND AUTHENTIC EATS, LLC, D/B/A PAPA GINO'S TO EXPIRE DECEMBER 31, 2019 SUBJECT TO ALL REGULATORY DEPARTMENT REQUIREMENTS.

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

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**COMMON VICTUALLER LICENSE – KRISTIAN, INC., D/B/A/ NANS CAFÉ**

Buyer of Nan's, Aldo Nico was in attendance.

MADAM CHAIR, I MOVE TO APPROVE THE COMMON VICTUALLER LICENSE FOR KRISTIAN, INC., D/B/A NAN'S CAFÉ TO EXPIRE DECEMBER 31, 2019 SUBJECT TO ALL REGULATORY DEPARTMENT REQUIREMENTS:

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

**ADOPT TRANSFERS TO SCHOOL DISTRICT RESERVE FUND – M.G.L. CHAPTER 40, SECTION 13E POLICY**

Mrs. Manupelli stated the School Committee and Select Board both need to approve the policy regarding unplanned, unbudgeted special education funds.

MADAM CHAIR, I MOVE TO ADOPT THE TRANSFERS TO SCHOOL DISTRICT RESERVE FUND POLICY – PRIOR TO ANY TRANSFERS FROM THE SCHOOL DISTRICT RESERVE FUND, THE SELECT BOARD SHALL SEEK A RECOMMENDATION FROM THE FINANCE COMMITTEE.

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

**REVIEW FACILITIES MASTER PLAN SCOPE**

Mr. Gilleberto informed the Board that the procurement package for proposals is in the meeting packet for tonight. The scope will include 3 phases which will be prioritized and worked on as funding permits. He further stated that the Facilities Master Plan Committee has reviewed Wilmington's Facilities Master Plan, in which funding was approved at their October, 2017 Town Meeting, and supports it for the Town's use.

- Mr. Schultz stated it is important for the Town to know what we have for big repairs and to understand what the needs of the community are over the next 20 years.
- Facilities Master Plan Committee Member, Abby Hurlbut was in attendance and gave input to the discussion and recommended the Board review Wilmington's plan on the Town of Wilmington website.
- Mr. Gilleberto further stated he made the consultant aware of the intergenerational center location at IRP that was identified by Parks and Rec.
- Mr. Wallner stated that Elder Services has identified IRP as a possible intergenerational center location.
- Mr. O'Leary suggested looking at locations that the Town can buy and sell off what they own, to open other potential opportunities. He further stated the 9 acres that Town Hall is on has a value and he does not want to exclude the Heffron Property and Stop and Shop property in the Scope.
- Mr. Gilleberto suggested adding the Stop and Shop property and 66 Winter Street to the scope of the study.

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- Mr. O’Leary stated the Hillview Commission needs to be involved in the discussions regarding the Central Street property as IRP is under the auspice of the Hillview Enterprise.
- Mr. Schultz stated the purpose of the study is to analyze the buildings the Town has now and do assessments to see what makes the most sense for the Town. He further stated the biggest problem is the lack of sewerage. He continued saying it is irresponsible to analyze properties the Town doesn’t own.
- Discussion continued on whether or not the scope should include properties the Town does not own.
- Mr. Gilleberto suggested using the terms “underutilized” or “available” properties in the Scope.
- Mr. Schultz stated, in regard to the Heffron property, when they know there’s a need for their property they will increase the price, it does not put the Town in a good negotiating position.

To assist the Board with making a decision to include properties that are not Town Owned, Mr. Gilleberto will provide an overlay of the area.

**MINUTES**

MADAM CHAIR, I MOVE TO APPROVE THE MAY 20, 2019 REGULAR SESSION MINUTES AS WRITTEN.

MOTION BY: MRS. GONZALEZ  
SECONDED BY: MR. WALLNER  
VOTED: 5-0 (UNANIMOUS)

MADAM CHAIR, I MOVE TO APPROVE THE MAY 20, 2019 EXECUTIVE SESSION MINUTES AS WRITTEN.

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

MADAM CHAIR, I MOVE TO APPROVE THE JUNE 10, 2019 REGULAR SESSION MINUTES AS WRITTEN.

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

MADAM CHAIR, I MOVE TO APPROVE THE JUNE 10, 2019 EXECUTIVE SESSION MINUTES AS WRITTEN.

MOTION BY: MRS. GONZALEZ  
SECONDED BY: MR. WALLNER  
VOTED: 5-0 (UNANIMOUS)

**BOARD MEMBERS’ REPORTS**

Mr. O’Leary – No comment.

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Mr. Wallner:

- Spent time with CPC to prepare for the Town Planners presentation tonight.

Mr. Schultz:

- Stated he has some ideas for land for Senior housing behind Carpenter Drive

Mrs. Gonzalez:

- Spoke of the North Reading Republican Town Committee scholarship award ceremony and the recipient, Kaitlyn Anne Shevlin.

**REVIEW FACILITIES MASTER PLAN SCOPE – CONTINUED**

Mr. Gilleberto shows map of an EDC report commissioned by the CPC and drafted by the Metropolitan Area Planning Council that shows where there could be potential economic development strategies. The area outlined is large and could address the concerns of the Board without limiting it to 1 or 2 properties.

- Mr. O'Leary stated it would be a good idea to incorporate the outlined area into the scope of the plan.
- Mr. Schultz stated it's a slippery slope.
- Mrs. Manupelli stated it is too large of an area for the scope; it could be a project on its own.
- Mr. Gilleberto confirmed that the 50 Thousand Dollars that was funded in October 2016 was to study the entire outlined area, to also include a package treatment plant.
- Mr. Schultz stated economic development should be for businesses, not municipal buildings.
- Mr. Wallner stated a "there, there" would include a civic gathering spot as a way to draw people in, it doesn't have to have an economic component.
- Mrs. Gonzales does not want to limit the scope to just the Heffron property, she wants to include the entire outlined area. She inquired why the study has been zoned away from the entire area, if the 50 Thousand Dollars was funded for the purpose of studying the entire area.
- Mr. O'Leary stated the CPC has asked that the study hone in on a smaller area, the Heffron property, to get things started.
- Maureen Doherty inquired if only part of the 50 Thousand Dollars will be used only look at the Heffron property
- Mr. Schultz responded that Town Meeting approved the 50 Thousand Dollars for a study of the entire area, not just the Heffron property.
- Elizabeth Stolz, 2 Gillis Drive addressed the Board recapping the intentions of the CPC during their presentation at the beginning of the meeting.
- Mr. O'Leary would like non town owned land incorporated into the scope with the focus on 66 Winter Street.
- Mr. Gilleberto stated \$200 Thousand Dollars was approved for the facilities master plan proposal, \$50 Thousand Dollars was approved wastewater/redevelopment proposal. He inquired if the Board wants to put municipal buildings on Route 28.
- Mr. O'Leary suggested joining both studies together to get a bigger/better picture.
- Mr. Schultz would like the EDC involved in discussions regarding the scope.
- Mr. O'Leary responded that direction should come from the Select Board, he does not want to be dictated to, and he wants ideas and feedback from the EDC, whose members were appointed by the Select Board.
- Mr. Gilleberto stated with 2 different studies going on in the same area, EDC and CPC should be involved in the discussions.

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- Mr. Wallner stated the 600 respondents to a survey indicated they would like a downtown area in the vicinity of the Heffron property.
- Mrs. Manupelli stated the study will move forward with municipal needs and the scope of the facilities master plan has been expanded. She further stated the responsibility to acquire is through the Select Board.

**VOTE TO SCHEDULE SHOW CAUSE HEARING – SMOKES & SNACKS, INC., D/B/A LUCKY MART**

Mr. Gilleberto refers to the police report in the meeting packet regarding selling alcohol to a person underage.

MADAM CHAIR, I MOVE TO SCHEDULE A SHOW CAUSE HEARING FOR SMOKES & SNACKS, INC., D/B/A RT. 28 LUCKY MART FOR MONDAY, JULY 15, 2019 AT 8:45.

MOTION BY: MRS. GONZALEZ  
SECONDED BY: MR. WALLNER  
VOTED: 5-0 (UNANIMOUS)

**LEGAL BILLS**

MADAM CHAIR, I MOVE TO APPROVE LEGAL BILLS FOR MARCH, 2019 IN THE AMOUNT OF \$17,097.88 AS FOLLOWS:

KOPELMAN AND PAIGE, P.C. (GENERAL)	\$8,941.88
KOPEMAN AND PAIGE, P.C. (LABOR)	\$4,731.00
ARBITRATOR – SARAH KERR GARRATY	\$3,000.00
AMERICAN ARBITRATION ASSOCIATION	\$ 425.00
AMERICAN ARBITRATION ASSOCIATION	\$ 275.00
AMERICAN ARBITRATION ASSOCIATION	<u>\$ 150.00</u>
TOTAL	\$17,522.88

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

**TOWN ADMINISTRATORS REPORT**

(See attached) Topics Discussed:

- Changes to the Library fine structure;
- Correspondence with a resident regarding 20 Elm Street; and
- Safety Training at the Town Hall.

**OLD NEW BUSINESS**

Mr. O'Leary:

- No comment.

Mr. Wallner:

- Suggested the Select Board be presented collectively on a Facebook page. Mr. Gilleberto stated a Town Hall Facebook page has been discussed.

Mr. Schultz:

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- No Comment.

Mrs. Gonzalez:

- No Comment.

Mrs. Manupelli:

- Spoke of the letter she received regarding the conditions of the softball fields in Town. Mr. Gilleberto responded that there is a meeting scheduled for tomorrow on ways to improve the conditions. Mr. Gilleberto will report about the meeting at the July 15<sup>th</sup> Select Board Meeting.

MADAM CHAIR, I MRS. GONZALEZ MOVE TO ADJOURN.

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

VOTE: 5-0 (UNANAMOUS)

ADJOURN: 11:23 p.m.

\_\_\_\_\_  
DATE

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LIANE R. GONZALEZ, CLERK