

**MINUTES OF THE SELECT BOARD MEETING
MONDAY, OCTOBER 28, 2019**

Chairwoman Manupelli called the meeting to order at 7:43 p.m. in Room 14 at the Town Hall in the presence of members 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 7:43 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.

MINUTES

MADAM CHAIR, I MOVE TO APPROVE THE SEPTEMBER 30, 2019 REGULAR SESSION MINUTES AS WRITTEN.

MOTION BY: MRS. GONZALEZ
SECONDED BY: MR. O’LEARY
VOTED: 4-0 (UNANIMOUS) (MR. WALLNER ABSENT)

MADAM CHAIR, I MOVE TO APPROVE THE SEPTEMBER 30, 2019 EXECUTIVE SESSION MINUTES AS WRITTEN.

MOTION BY: MRS. GONZALEZ
SECONDED BY: MR. O’LEARY
VOTED: 4-0 (UNANIMOUS) (MR. WALLNER ABSENT)

7:45 – Mr. Wallner joins the meeting.

MADAM CHAIR, I MOVE TO APPROVE THE OCTOBER 7, 2019 REGULAR SESSION MINUTES AS WRITTEN.

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

MADAM CHAIR, I MOVE TO APPROVE THE OCTOBER 16, 2019 STRATEGIC PLANNING MEETING MINUTES AS WRITTEN.

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

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PROCLAMATION: VETERANS DAY

MADAM CHAIR, I MOVE TO READ AND SIGN THE VETERANS DAY PROCLAMATION.

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

Mrs. Gonzalez reads the Proclamation.

RECOGNIZE VETERANS AGENT SUSAN MAGNER

Mr. Gilleberto gave the audience Ms. Magner's employment history with the Town and stated her accomplishments as the Veterans Agent. He further stated the State recognized her as the Veterans Officer of the Year. All the Board members praised her emphasizing the success of the Wall the Heals at IRP. Mary Prenney, Maureen Stevens and Lynn Clemmens congratulated and had words of praise for Ms. Magner. Ms. Magner addressed the audience. A photo was taken.

BOARD MEMBERS' REPORTS

Mr. O'Leary:

- Things are progressing with the water project.

Mr. Wallner:

- The application for the AARP Age-Friendly Community has been signed. He continues to attend EDC, CPC, and Facilities Master Plan meetings.

Mr. Schultz:

- Attended the EDC Business Forum; there were 30-40 business owners in attendance and the EDC got great feedback. The Chamber of Commerce provided lunch for first responders today.

Mrs. Gonzalez:

- Thanked first responders. Thanked everyone who went to Town Meeting.

Mrs. Manupelli:

- Thanked colleagues for their input on the Strategic Plan.

PUBLIC COMMENT

None.

REVIEW/APPROVE STRATEGIC PLAN FOR 2021 AND BEYOND

8:18 – Mr. Schultz leaves the room.

Mr. Gilleberto summarized the Strategic Plan by presenting the progress assessments and objectives. He stated additional slides will be posted on the Town Website. Mr. Wallner requested changing the formatting.

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MADAM CHAIR, I MOVE TO APPROVE THE STRATEGIC PLAN FOR 2021 AND BEYOND.

MOTION BY: MRS. GONZALEZ
SECONDED BY: MR. O'LEARY
VOTED: 4-0 (UNANIMOUS) (MR. SCHULTZ ABSENT)

UNACCEPTED STREET IMPROVEMENT POLICY – REVIEW DRAFT

Mr. Gilliberto reviewed the draft of the policy, which he states is more of a procedure. He stated he and the DPW director created the policy from the existing street acceptance “Assessments” bylaw and incorporated feedback from previous discussions with the Board members.

8:27 – Mr. Schultz returns.

- Mr. Schultz suggested giving the residents 6 months, rather than 90 days to get the money.
- Mr. O'Leary stated bullet item #3: the Board has to have discretion based on the project, the Board needs flexibility, #4: if the majority of people on the private way want to pave, it should be considered, #6: CIPC should respond to citizens petitions and the Board should be receptive to entertaining a 50-50 share. The Board needs flexibility to exercise discretion to react to individual opportunities, #8: contradicts what is said in #4, to mirror the betterment bylaw is a majority, not 100%.
- Mrs. Manupelli stated the residents should make their own agreement amongst the residents and present it to the Board.
- Mr. O'Leary suggested getting input from CPC, the public, and Swan Pond Road residents.
- Mr. Schultz stated every resident has to give authorization to the Town but payment can be divvied up between the residents any way they want.
- Mrs. Manupelli stated the policy needs to be more specific regarding Town Owned land abutting parcels, every owner should be in agreement, and avoid any taking or trespassing.
- Mr. Schultz stated all costs should be split 50-50.
- Mr. O'Leary stated residents should also pay for evaluations, it should be a 50-50 split throughout the entire process.
- Mr. Schultz stated any agreements should be filed with the Registry of Deeds.
- Elizabeth Stoltz, 2 Gillis Drive stated an agreement would need to be recorded, check with other municipalities to see if a consent form could be signed, and fix the spelling of residents (plural).
- Mr. Schultz volunteered to have further discussions about the policy.
- Mr. Wallner requested a flow chart of the procedure.
- Mr. O'Leary suggested there be money in the DPW budget to react to resident's requests and not have to go to Town Meeting to authorize funding.
- Mrs. Manupelli requested the Board members send the TA their comments regarding areas of improvement in the policy.

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**OPEN SPACE AND RECREATION ADVISORY COMMITTEE – APPROVE CHARGE
AND ESTABLISH COMMITTEE – DESIGNATE SELECT BOARD MEMBER**

Mr. Gilleberto stated this committee is proposed by the Town Planner and Parks and Recreation. This committee would be eligible to receive state grants.

MADAM CHAIR, I MOVE TO ESTABLISH THE OPEN SPACE AND RECREATION PLAN (OSRP) COMMITTEE AND TO APPROVE CHARGE AS RECOMMENDED BY THE TOWN PLANNER (SEE ATTACHED).

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

MADAM CHAIR, I MOVE TO APPOINT THE FOLLOWING MEMBERS FOR TERMS TO EXPIRE DECEMBER, 2020.

MAUREEN STEVENS, PARKS AND RECREATION DEPARTMENT
MARTY TILTON, PARKS AND RECREATION DEPARTMENT
DANIELLE MCKNIGHT, PLANNING DEPARTMENT
RANDY MASON, CONSERVATION COMMISSION
RITA MULLIN, RECREATION COMMITTEE

Mr. O'Leary inquired about Phil Hertz of LUC; Mr. Gilleberto responded omitting Mr. Hertz was an oversight. Mrs. Manupelli stated the membership of the committee should be the next vote, then a vote to appoint individuals should take place.

MADAM CHAIR, I MOVE TO ESTABLISH THE OPEN SPACE AND RECREATION PLAN (OSRP) COMMITTEE AND TO APPROVE CHARGE AS RECOMMENDED BY THE TOWN PLANNER (SEE ATTACHED). THE COMMITTEE WILL BE REPRESENTED BY THE FOLLOWING:

PARKS AND RECREATION DEPARTMENT OPERATIONS MANAGER
PARKS AND RECREATION DEPARTMENT PARK DIRECTOR
LAND UTILIZATION COMMITTEE DESIGNEE
TOWN PLANNER
CONSERVATION COMMISSION DESIGNEE
RECREATION COMMITTEE DESIGNEE
SELECT BOARD DESIGNEE.

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

**MINUTES OF THE SELECT BOARD MEETING
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MADAM CHAIR, I MOVE TO APPOINT THE FOLLOWING INDIVIDUALS FOR TERMS TO EXPIRE DECEMBER, 2020.

MAUREEN STEVENS, PARKS AND RECREATION DEPARTMENT
MARTY TILTON, PARKS AND RECREATION DEPARTMENT
PHIL HERTZ, LAND UTILIZATION COMMITTEE
DANIELLE MCKNIGHT, PLANNING DEPARTMENT
RANDY MASON, CONSERVATION COMMISSION
RITA MULLIN, RECREATION COMMITTEE
LIANE GONZALEZ, SELECT BOARD MEMBER

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

VOTE TO APPROVE RETIREE HEALTH INSURANCE PLAN FOR CALENDAR YEAR 2020

Mr. Gilleberto informs the Board that the only plan change is the eye exam copayment having gone from \$10-15 and that the IAC has reviewed the change.

MADAM CHAIR, I MOVE TO RESCIND THE VOTE OF OCTOBER 7, 2019 AND TO VOTES AS FOLLOWS:

I MOVE TO APPROVE THE RETIREE HEALTH INSURANCE PLANS BLUE CROSS BLUE SHIELD MEDEX (NO PLAN DESIGN CHANGES) AND TUFTS MEDICARE PREFERRED (ONE PLAN CHANGE – ROUTINE EYE EXAM COPAY INCREASE \$10 TO \$15) FOR CALENDAR YEAR 2020.

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

APPOINTMENT – CONSERVATION COMMISSION

Mr. O'Leary states that the Chair of the Conservation Commission has recommended newly appointed associate member, Tomas Sanchez to fill the unexpired term of Marty Weiss.

MADAM CHAIR, I MOVE TO PLACE IN NOMINATION THE FOLLOWING NAME FOR APPOINTMENT AS A MEMBER OF THE CONSERVATION COMMISSION TO FILL AN UNEXPIRED TERM THROUGH DECEMBER 31, 2020. (ONE OPENING)

TOMAS SANCHEZ

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

VOTE: 5-0 (UNANIMOUS) MR. SANCHEZ

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APPROVE LEGAL BILLS

MADAM CHAIR, I MOVE TO APPROVE LEGAL BILLS FOR SEPTEMBER, 2019 IN THE AMOUNT OF **\$19,510.20** AS FOLLOWS:

KOPELMAN AND PAIGE, P.C. (GENERAL)	\$ 5,665.20
KOPEMAN AND PAIGE, P.C. (LABOR)	\$10,101.00
20 ELM STREET 40B PROJECT	<u>\$ 3,744.00</u>
TOTAL	\$19,510.20

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

TOWN ADMINISTRATOR'S REPORT

See attached. Topics discussed:

- Town's appeal of the state Department of Housing and Community Developments denial of "safe-harbor" concerning the 20 Elm Street proposed "chapter 40B project.
- CIT's issuance of a "Parent Alert" concerning black market vaping.
- Human Resource Director's trip to Croatia.
- Town's annual stormwater permitting report.
- Flu Clinics organized by the Health Department.
- Chief Murphy's designation of Lieutenant Tom Romeo as Executive Officer.
- Water Department's hydrant flushing.
- Household Hazardous Waste Day, November 2.
- Curbside yard waste collection dates.
- Police Department's participation in "No Shave November".
- Guideline from the Health Department pertaining to septic system related issues.
- Updated mosquito advisory from the Health Department.

OLD AND NEW BUSINESS

Mr. O'Leary:

- States that he and Mrs. Gonzalez have first responder kids and thanks the Chamber of Commerce for recognizing first responders today.
- Pleased with attendance and participation at Town Meeting.
- With Halloween approaching, be safe.

Mr. Wallner: No Comment.

Mr. Schultz: No Comment.

Mrs. Manupelli: No Comment.

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MADAM CHAIR, I MR. SCHULTZ MOVE TO ADJOURN.

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

VOTE: 5-0 (UNANAMOUS)

ADJOURN: 9:54 p.m.

DATE

LIANE R. SCHULTZ, CLERK