

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, MARCH 9, 2020**

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Chairwoman Manupelli called the meeting to order at 6:50 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 6:50 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.

Mr. Gilleberto informed the audience of the efforts underway and the measures the Town has taken in response to the Coronavirus. He stated there is information on the Town Website and the Administration has been meeting regularly and participating in conference calls with the State to stay updated.

**PUBLIC COMMENT**

None.

**BOARD MEMBERS' REPORTS**

Mr. O'Leary: No comment.

Mr. Wallner: No comment.

Mr. Schultz:

- Stated early voting is convenient, but does not take the place of voting on Election Day.

Mrs. Gonzalez: No comment.

Mrs. Manupelli: No comment.

**PROCLAMATION: NORTH READING DOLLARS FOR SCHOLARS**

Mrs. Gonzalez reads the proclamation. Mr. O'Leary states this has been going on since the 60's and both of his sons were recipients of money from Dollars for Scholars. Mrs. Manupelli stated no amount is too small to donate. Mr. Gilleberto informs the audience of the website information.

MADAM CHAIR, I MOVE TO PROCLAIM MARCH 9-12, 2020 AS NORTH READING DOLLARS FOR SCHOLARS WEEK AND TO READ THE ATTACHED PROCLAMATION.

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

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---

**FY2021 DEPARTMENTAL BUDGET HEARINGS**

**PARKS AND RECREATION**

Parks and Recreation Director, Maureen Stevens presented the budget and informed the audience of the accomplishments, goals, and ongoing programs in the Department.

7:03 – Mr. Schultz leaves the room.

Mrs. Manupelli thanked Ms. Stevens for Park and Rec's efforts in the success of the Wall that Heals, and further stated it would not have been possible without Park and Rec's involvement.

7:05 – Mr. Schultz returns.

Mr. Wallner inquires what the trend has been over the last 4-5 years. Recreation Director, Lynne Clemens responded that there are 5-6 adult programs that are doing so well and pickleball is going great. Mrs. Gonzalez stated she heard the tennis courts at IRP are being marked out for pickleball instruction.

Mr. Schultz invites Nancy Parsons to give public comment. She informs the audience of the 300 year anniversary of the Union Congregational Church and of a celebration to be held on June 14<sup>th</sup>. She further stated the new food pantry will be dedicated on that day. She also stated community support for the new Food Pantry has been amazing and that donations can be made online.

**YOUTH SERVICES**

Youth Services Director, Jen Ford presented the budget and informed the audience of the accomplishments, goals, and ongoing programs in the Department. She stated she is requesting Twenty-Five Thousand Dollars for a part-time Youth Services Assistant Director. Ms. Ford stated she participates in social service action teams, such as the K-12 Action Team, CIT, and also works with Substance Abuse Coordinator, Amy Luckiewicz. Youth Services Committee Member, Danielle Masterson addressed the Board stating the Committee is in support of the position and further stated Ms. Ford's committee work is affecting the programming she has the potential to do. Mr. Schultz stated Youth Services is a great asset to the community. Ms. Ford stated most of her calls come from teachers, kids, and parents. Mr. O'Leary discussed how much the Youth Services Department has grown over the last 15 years and he is in full support of the program, it is money well spent, Ms. Ford's efforts don't go unnoticed and they are appreciated. Mr. Wallner stated Youth Services has been very active in intergenerational activities. Mrs. Manupelli stated the commitment to the Youth is just as important as the commitment to the Elderly and Vets. Mrs. Manupelli commended Ms. Ford on her efforts on Social Media.

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---

**LIBRARY**

Library Director, Sharon Kelleher presented the budget and informed the audience of the accomplishments, goals, and ongoing programs in the Library. Ms. Kelleher introduced the new Reference Librarian ShanTil Yell. She is requesting an Adult Service Technology position in the budget. Library Trustees Chair, Kathryn Geoffrion Scannell informed the Board the Library Trustees are in support of this position.

**CONSERVATION**

Mr. Gilleberto informs the Board the Conservation Agent is not in attendance. Mr. Gilleberto stated there is a slight increase in the budget for professional services.

**BOARD OF HEALTH**

Board of Health Agent, Robert Bracey updated the audience on where to find reliable information regarding Coronavirus. Mr. Schultz inquired if there was funding in the budget to address Coronavirus; Mr. Bracey responded he is working on it. Mr. O'Leary stated since the new Federal and State food codes are mandated by the state, the state should reimburse the Town for expenses incurred. Mr. O'Leary further stated the Division on Local Mandates is through the State Auditors office and there should be a collaboration with other communities to see if funds are available. Dave Rudloff, 29 Duane Drive inquired how many food establishments are in North Reading. Mr. Bracey responded, 85, not including Town events, maybe 100-110, but an average of 85. Mr. O'Leary inquired about upcoming septic inspections, Mr. Bracey responded there is no lag time.

**CODE ENFORCEMENT / ZBA**

Building Commissioner, Gerry Noel presented the Code Enforcement budget. He stated 52 permits were pulled in 2019 from Pulte and that their construction has slowed down dramatically. He further stated once the hazardous waste pile is removed from the site, they can continue to build.

**JOINT MEETING WITH COMMUNITY PLANNING COMMISSION  
APPOINTMENTS: ECONOMIC DEVELOPMENT COMMITTEE**

EDC member Chris Hayden stated it would be best to fill the full member position with an associate member and filling the position will be discussed at the next EDC meeting. He further stated it's great to have lots of associate members for information and ideas. Mr. O'Leary asked to see other names of candidates to be considered for the EDC appointment, and that Mr. Delaney isn't appointed for life.

8:51 – Recess.

8:54 – Reconvene.

Mr. Gilleberto explains that Mr. Prisco did not need to resign because his term had expired.

**MINUTES OF THE SELECT BOARD MEETING  
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MADAM CHAIR, I MOVE TO JOINTLY REAPPOINT SEAN DELANEY AS A MEMBER TO THE ECONOMIC DEVELOPMENT COMMITTEE FOR A TERM TO EXPIRE MARCH 9, 2023.

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

**SELECT BOARD**

**CPC**

MR. O'LEARY:	MR. DELANEY	MR. RUDLOFF:	MR. DELANEY
MR. SCHULTZ:	MR. DELANEY	MR. CARROLL:	ABSENT
MR. WALLNER:	MR. DELANEY	MR. PEARCE:	MR. DELANEY
MRS. GONZALEZ:	MR. DELANEY	MR. HAYDEN:	MR. DELANEY
MRS. MANUPELLI:	MR. DELANEY	MR. BELLAVANCE :	ABSENT

MADAM CHAIR, I MOVE TO JOINTLY APPOINT MICHAEL A. PRISCO AS AN ASSOCIATE MEMBER TO THE ECONOMIC DEVELOPMENT COMMITTEE FOR A TERM TO EXPIRE MARCH 9, 2023.

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

**SELECT BOARD**

**CPC**

MR. O'LEARY:	MR. PRISCO	MR. RUDLOFF:	MR. PRISCO
MR. SCHULTZ:	MR. PRISCO	MR. CARROLL:	ABSENT
MR. WALLNER:	MR. PRISCO	MR. PEARCE:	MR. PRISCO
MRS. GONZALEZ:	MR. PRISCO	MR. HAYDEN:	MR. PRISCO
MRS. MANUPELLI:	MR. PRISCO	MR. BELLAVANCE :	ABSENT

**FY2021 DEPARTMENTAL BUDGET HEARINGS (CONTINUED)**  
**COMMUNITY PLANNING COMMISSION**

Town Planner, Danielle McKnight presented the Community Planning Commission budget. Finance Committee Member, Abby Hurlbut stated it would be useful to share information with the Facilities Master Plan Committee and further stated she feels that they are going in cross directions. Ms. McKnight responded she would be happy to share information. Mr. Wallner stated he will also share information as it becomes available. Mr. O'Leary stated Ms. McKnight continues to be

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a valuable resource for the entire community and does a great job. Mr. Wallner stated the Master Plan is fantastic and looks forward to getting it implemented.

### **TOWN CLERK**

Town Clerk, Barbara Stats presented the Town Clerk budget. Discussion was had regarding early voting. Ms. Stats informed the audience that an early voter cannot change their vote due to a candidate dropping out. She further stated a reason to vote early is not required, it is just a convenience. Ms. Stats stated early voting is an unfunded mandate.

### **VETERANS**

Veteran's Agent, Susan Magner presented the Veterans budget. Ms. Magner showed a video about the "Wall that Heals". She discussed the Veterans Dinner at the Tewksbury Country Club where 275 dinners are donated. Ms. Hurlbut expressed her concern about transportation for the Veterans to Tewksbury. Mr. Gilleberto stated there was a 19 hour Administrative Assistant position funded in the FY2020 budget.

### **HUMAN RESOURCES**

Human Resource Director, Robert Collins presented the Human Resource budget. Ms. Manupelli stated Mr. Collins is also the lead on Union negotiation teams which involves hours of his time. She further stated she appreciates his efforts.

### **SPECIAL TOWN MEETING / "SEVEN ACRES POULTRY FARM" UPDATE**

Mr. Gilleberto updated the timeline based on the May 11<sup>th</sup> Special Town Meeting. He stated Boards and Committees will have an opportunity to review and comment which will be included in the mailing Warrant. He further stated a quorum of 150 residents is required at the Special Town Meeting to conduct business.

### **REVIEW FY2021 REVENUE / EXPENSE PLAN**

Finance Director, Liz Rourke reviewed the FY2021 Revenue and Expense Plan. Mrs. Manupelli inquired about the municipal and school health insurance stating that the municipal is going down and the school is going up; Ms. Rourke responded it is because of the PFA. Mr. Gilleberto stated he and Ms. Rourke will come to the Board with recommendations to balance the budget after the March 23<sup>rd</sup> meeting. Mr. Wallner requested including a slide in the presentation to show when any debt is expected to drop off. Ms. Rourke responded she will send out a debt service schedule and would give a presentation if there are any questions.

### **REVIEW COMMUNITY COMPACT AFFORDABLE SENIOR HOUSING PROJECT SCOPE**

Mr. Gilleberto gave a summary of the project. He stated there is Ten Thousand Dollars for a firm to look at the site and Nine Thousand Dollars for a contract for the RFP process. He further stated he hopes to award a proposal before October Town Meeting. He further stated a committee may be formed to review the proposals, and that the project is moving forward on the property on Carpenter Drive.

**MINUTES OF THE SELECT BOARD MEETING  
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---

**ENVIRONMENTAL PROTECTION AGENCY SEWER OVERFLOW AND  
STORMWATER REUSE MUNICIPAL GRANT PROGRAM**

Mrs. Manupelli informs the Board of the letter that will show the Board's support of funding being earmarked that will help with the Town's sewer goals. Mr. O'Leary stated this grant money could have a positive impact on our water supply source and quality of water. He further stated it is important that local communities weigh in. Mr. Gilleberto recognized DPW Director, Pat Bower, and the Town's water consultants, Wright Pearce for drafting the letter. Mrs. Manupelli suggested including in the letter the Town's plans to phase in sewer and any financial assistance would help. Mr. Schultz advised people to follow the Merrimac River Watershed Council to be advised of outflows into the Merrimac River. Mr. O'Leary suggested Mr. Gilleberto get in touch with Andover to have them "weigh in" on this letter. Mrs. Manupelli informed the audience when an outflow into the Merrimac happens, it goes through numerous filtration systems before it becomes the Town's drinking water. Mr. O'Leary states Andover does a great job monitoring outflows.

MADAM CHAIR, I MOVE TO SIGN THE LETTER TO THE CONGRESSIONAL COMMITTEE ON INTERIOR, ENVIRONMENT, AND RELATED AGENCIES ADVOCATING FOR STORMWATER REUSE MUNICIPAL GRANT PROGRAM FUNDING.

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

**DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL  
INTEREST AND DETERMINATION BY APPOINTING AUTHORITY**

Mr. Gilleberto informs the audience that the School Committee is looking to lease space for the installation of solar panels at the Middle/High School, and he owns the property that abuts the Middle/High School parcel. He further stated he has no authority in decisions regarding specific improvements but he wanted to bring it to the Board's attention because he is being asked to help in the process. Mr. O'Leary said that Mr. Gilleberto also disclosed this information at the Financial Planning Team meeting.

MADAM CHAIR, I MOVE TO DETERMINE THAT THE FINANCIAL INTEREST OF THE TOWN ADMINISTRATOR IN THE FOLLOWING ITEM AS OUTLINED IN THE ATTACHED DISCLOSURE FORM IS NOT SO SUBSTANTIAL AS TO BE DEEMED LIKELY TO AFFECT THE INTEGRITY OF THE SERVICES WHICH THE MUNICIPALITY MAY EXPECT FROM THE EMPLOYEE:

**MIDDLE/HIGH SCHOOL LED / SOLAR PANEL PROJECT**

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

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**LEGAL BILLS**

MADAM CHAIR, I MOVE TO APPROVE LEGAL BILLS FOR JANUARY, 2020 IN THE AMOUNT OF **\$32,572.88** AS FOLLOWS:

KOPELMAN AND PAIGE, P.C. (GENERAL)	\$13,755.38
KOPEMAN AND PAIGE, P.C. (LABOR)	\$11,524.50
20 ELM STREET 40B PROJECT	\$ 7,293.00
TOTAL	\$32,572.88

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

**MINUTES**

MADAM CHAIR, I MOVE TO APPROVE THE **JANUARY 27, 2020** EXECUTIVE SESSION MINUTES AS WRITTEN.

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

MADAM CHAIR, I MOVE TO APPROVE THE **FEBRUARY 10, 2020** REGULAR SESSION MINUTES AS WRITTEN.

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

MADAM CHAIR, I MOVE TO APPROVE THE **FEBRUARY 10, 2020** EXECUTIVE SESSION MINUTES AS WRITTEN.

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

MADAM CHAIR, I MOVE TO APPROVE THE **FEBRUARY 29, 2020** REGULAR SESSION MINUTES AS WRITTEN.

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

MADAM CHAIR, I MOVE TO APPROVE THE **FEBRUARY 29, 2020** EXECUTIVE SESSION MINUTES AS WRITTEN.

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

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**TOWN ADMINISTRATOR'S REPORT**

See Attached. Topics discussed:

- Soliciting candidates for Veterans Memorial Committee, Wastewater Planning Advisory Committee and the Recycling Committee;
- Reaccreditation award for the North Reading Police Department;
- Massachusetts Firefighting Academy Graduates,
- Issuance of a Notice to Proceed to HKT Architects, Inc.

**OLD AND NEW BUSINESS**

Mr. O'Leary – No comment.

Mr. Wallner

- Stated he attended a CPC meeting with Aticus Consultants about a package treatment plant and the 28/62 intersection.
- He sat in with the COA and discussed the Age Friendly Initiative.
- Reminded the audience the Girls Basketball Team is playing at the TD Garden on Wednesday for the State Championship.

Mr. Schultz

- Congratulated the Girls Basketball team for their advancement to play in the State Championship.

Mrs. Gonzalez

- Stated a presentation by the Open Space Committee was cancelled, but things are moving forward.

Mrs. Manupelli

- Reminded the residents that with the warmer weather coming there will be more kids on the road and to be careful.

MADAM CHAIR, I MR. SCHULTZ MOVE TO ADJOURN.

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

VOTE: 5-0 (UNANIMOUS)

ADJOURN: 10:42

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DATE

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LIANE R. GONZALEZ, CLERK