

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, MAY 4, 2020**

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Chairwoman Manupelli called the meeting to order at 6:06 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 6:06 p.m.

Mrs. Manupelli states how the meeting is being broadcasted.

Mr. Gilleberto states the Board will reconvene in Open Session at approximately 7:30 p.m.

MADAM CHAIR, I MOVE TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSES OF EXEMPTION 3 (PENDING LITIGATION – SECONDARY SCHOOL BUILDING PROJECT), AND EXEMPTION 6 (REAL ESTATE – 4, 12, AND 14 CONCORD STREET), SUCH DISCUSSIONS IN OPEN SESSION WILL HAVE A DETRIMENTAL IMPACT ON THE TOWN, AND TO ADMIT THE FOLLOWING: FINANCE DIRECTOR ELIZABETH ROURKE, TOWN PLANNER DANIELLE MCKNIGHT; PAUL MCKINLEY, FROM WESTON AND SAMPSON, ATTORNEY’S DEBORAH ECKER AND DARREN KLEIN FROM KP LAW, AND FINANCE COMMITTEE MEMBERS ABIGAIL HURLBUT AND DON KELLIHER AND FURTHER THAT THE SELECT BOARD WILL RETURN TO OPEN SESSION FOR REGULAR SESSION.

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)

**EXECUTIVE SESSION – 6:09**

**RECONVENE – 7:42**

Mrs. Manupelli states that NORCAM is broadcasting the meeting remotely and states the Board members present. Board Members recite the Pledge of Allegiance.

Mrs. Manupelli speaks of the huge loss of Mr. Robert Mauceri, a true son of North Reading who she came to know personally and professionally. She continued to say she highly respected him and held him in the highest regard.

**MINUTES OF THE SELECT BOARD MEETING**  
**MONDAY, MAY 4, 2020**

---

Mr. O'Leary reads a statement which addressed his relationship with Mr. Mauceri, who was a friend and colleague for 47 years. He continued to say Mr. Mauceri was a volunteer, not political, served on numerous committees, was a great family man, and a great listener.

Mr. Wallner states he came to know Mr. Mauceri in the last 10 years, he was rational, pursued issues, listened to people and was a balanced individual and Mr. O'Leary did a great job with portraying Mr. Mauceri in his statement. He continued to say North Reading will never see anyone like Mr. Mauceri again and will look forward to his memorial service.

Mr. Schultz stated there are a lot of residents who would want to pay their respects and he is a legend in North Reading. He continued to say Mr. Mauceri was kind, had no agenda, and only did what was best for North Reading. He further stated it is unfortunate he cannot be honored the way he should be due to the pandemic and sent condolences to the family.

Mrs. Gonzalez stated Mr. Schultz touched on how she feels and she knew Mr. Mauceri from a committee she served on. She further stated it's a shame we can't honor him the way he should be honored; he was a great man.

Mrs. Manupelli stated it was a great privilege to host the evening where he was thanked for his service. She invites any public comment and asks for a moment of silence to commemorate his passing.

**BOARD MEMBER REPORTS**

Mr. O'Leary:

- Stated the water/wastewater project is progressing with the location of the temporary chlorination plant.
- Asks the Board to support mail-in balloting to ensure everyone is able to participate in the electoral process. He would like the Board to send a letter to the legislature. Mr. Schultz is in favor for town elections. Mr. O'Leary responded he is referring to all elections going forward; the Primary and the November election. Ms. Gonzalez is in favor of town elections, but does not support national election mail in ballots. Mrs. Manupelli would like to look at special legislation that may be pending and iron out the issues. Mr. O'Leary asks that mail in ballots be an agenda item for the next Select Board meeting.

Mr. Wallner:

- Thanks the 40 residents who came to his house for the Sweet Caroline sing along two Sundays ago. He stated you can't beat the Town spirit in North Reading.

Mr. Schultz:

- Sent condolences to the family of Joe Sadler, who attended his WWII reunion every year.
- Thanked Sean Delaney for shaving his head, as a result, raising \$2,400 for the Food Pantry.

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, MAY 4, 2020**

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Mrs. Gonzalez:

- Thanked Lynn Kelly for her organizing birthday parades for kids in Town.
- Thanked Dascolis Pizza for sending a small cheese pizza to kids for their birthdays.
- Assures people who are struggling with depression, or are alone, that there is a light at the end of the tunnel, and requests that people be kind to each other.

Mrs. Manupelli:

- Thanks the Finance staff, town employees, Town Administrator, and Finance Director for keeping Town government going. Thanks everyone on the Finance Committee for working out issues in the budget.
- States how sorry she is for the passing of Mr. Mauceri and thanks Mrs. Mauceri, their children, and grandchildren for supporting him to support the Town.

**PUBLIC COMMENT**

None.

**MINUTES**

MADAM CHAIR, I MOVE TO APPROVE THE **APRIL 15, 2020** REGULAR SESSION MINUTES AS WRITTEN.

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)

MADAM CHAIR, I MOVE TO APPROVE THE **APRIL 15, 2020** EXECUTIVE SESSION MINUTES AS WRITTEN.

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)

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, MAY 4, 2020**

---

**COVID 19 UPDATE**

Mr. Gilleberto states:

- With the extension of the Governor's stay at home advisory, the Town Hall, Library and Senior Center is closed to the public and more information is posted on the Town website.
- The nursing home continues to be monitored and the Town is working with DPH in this situation.
- Effective Wednesday, face coverings must be worn in public.
- Looking to potentially see loosened restrictions after May 18<sup>th</sup> and working on getting the workforce back.
- Spoke with Veteran's Agent and Rich Stratton about a Memorial Day Celebration. More information regarding how to recognize Memorial Day will be provided in the next few days.
- Mrs. Manupelli inquired if there is an update on the issue of families not being able to speak with family members in the nursing home. Mr. Gilleberto responded there was a swift response to provide updates to the families and opportunities for families to communicate with their family members.
- Mr. O'Leary inquires if there is enough personal protection equipment for public safety employees. Mr. Gilleberto responded that there is enough equipment for the foreseeable future, that a delivery was received from FEMA and have also received donations.

**REVIEW UPDATED FY2021 REVENUE/EXPENSE PLAN**

Mr. Gilleberto states Finance Director Liz Rourke is in attendance and the Revenue/Expense Plan is in tonight's meeting packet. Ms. Rourke states:

- Chapter 70 funds were reduced to FY20 amounts. Unrestricted general government assistance was reduced 5%.
- Local receipts have been reduced by Seventy-Five Thousand Dollars, which is based on research from 2008-2010 to be more conservative.
- Excise tax receipts will be impacted in FY2021.
- Meal tax revenue has been reduced.
- Changes on the expense page pertain to School and Municipal Health insurance.
- Discusses municipal and school budget distribution, allocation, and deficits.
- The Fifty Thousand Dollar shortfall in the municipal budget is due to storm water compliance.

Board Members commented:

- Mr. O'Leary appreciates taking a fiscally conservative approach and further stated the Federal government will need to reimburse State and Local governments. Due to the uncertainty of the revenue stream it is difficult to forecast reliability.
- Mr. Wallner is concerned about the big gaps.
- Mr. Schultz thanks Ms. Rourke and states how difficult it is to project revenue streams at this time.

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, MAY 4, 2020**

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- Mr. Gonzalez states things will get harder and she has great confidence in the financial team.
- Mrs. Hurlbut stated the idea of the stabilization fund is for a major emergency, not to spend on recurring expenses. She further stated the Finance Committee would like to increase the contribution to the stabilization fund.

**APPROVE FY 2021 EMPLOYEE HEALTH INSURANCE**

Mr. Gilleberto states there is a 7 percent premium renewal increase that includes the plan and the PFA combined which will allow to accrue a balance of between Three and Four Hundred Thousand Dollars. Mr. Gilleberto further stated reducing this amount to cover shortfalls in the budget would not be acceptable to the Financial Planning Team. Mr. Gilleberto stated the budget increase remains at 7 ½ %.

MADAM CHAIR, I MOVE TO APPROVE THE ATTACHED FISCAL YEAR 2021 EMPLOYEE HEALTH INSURANCE PLAN ENTITLED “RENEWAL PLAN YEAR: JULY 1, 2020 – JUNE 30, 2021”.

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)

**AFFIRM DESIGNATION OF PUBLIC SAFETY DIRECTOR TO FILE REPORT OF  
MODERATOR’S DECLARATION TO POSTPONE TOWN MEETING WITH ATTORNEY  
GENERAL’S OFFICE**

Mr. Gilleberto informs the audience that while our charter already identifies a public safety official, the Select Board is being asked to affirm designation the Public Safety Director to report the postponement of the Special Town Meeting to the Attorney General’s office.

MADAM CHAIR, I MOVE TO AFFIRM THE DESIGNATION OF THE PUBLIC SAFETY DIRECTOR TO FILE THE REPORT OF THE MODERATOR’S DECLARATION TO POSTPONE TOWN MEETING WITH THE ATTORNEY GENERAL’S OFFICE.

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

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, MAY 4, 2020**

---

VOTE: 5-0 (UNANIMOUS)

**SPECIAL TOWN MEETING / “SEVEN ACRES POULTRY FARM” UPDATE**

Mr. Gilleberto informs the audience that by the recommendation of the Board and the Town Moderator, Special Town Meeting has been postponed to June 8<sup>th</sup> then further postponed to June 29<sup>th</sup> at 7:10 p.m. Mr. Gilleberto further states the Board continues to evaluate the acquisition of the property. Information will be available to the public before the Special Town Meeting to give the public and Boards and Committees an opportunity to make recommendations.

**REVIEW JUNE TOWN MEETING TIMELINE**

Mr. Gilleberto states:

- The Capital Improvement Planning Committee (CIPC) will be making their recommendations at the May 18<sup>th</sup> Select Board Meeting.
- The CIPC has formulated a limited capital investment program with further capital investment to be reevaluated for the October Town Meeting.
- Tentative budget hearing date of June 1<sup>st</sup>.
- Article recommendation decisions made at June 1<sup>st</sup> Select Board Meeting.
- Warrant to be signed June 1<sup>st</sup>
- Deadline for other Board and Committee recommendations to have them printed in Warrant that will be mailed to residents on June 4<sup>th</sup> and submitted to printer the next day.
- Residents will receive the Warrant two weeks later; 2 weeks before the June 29<sup>th</sup> Town Meeting.
- Warrant Article Hearing and Article Assignments will take place at the June 15<sup>th</sup> Select Board Meeting.

**REVIEW DRAFT JUNE TOWN MEETING WARRANT**

Mr. Gilleberto informs the audience that 2 Articles relative to the Turkey Farm property have been added. Mr. O’Leary suggested having a separate warrant article within the Town Counsel budget for the 40B Project rather than carry the money forward from Fiscal Year to Fiscal Year; Mr. Gilleberto agreed saying it would be more preferable rather than have it in the annual operating budget. Mr. Gilleberto stated there will be more information presented on the dollar value at the May 18<sup>th</sup> Select Board Meeting. Mr. Gilleberto continued to say Articles 26, 27, 28, 29, and 30 are School Committee Articles pertaining to lighting and solar additions to the grounds and that there is an RFP out. Mr. Gilleberto further stated that RMLD has a similar program they are looking to offer but it might not be on the same timeline that the School Department is on. RMLD will give feedback to the School Committee on the RFP and some adjustments may be made, since we are in a municipal light service area

**LICENSE FOR WATER MAIN CONSTRUCTION – 303 MAIN STREET – VOTE TO APPROVE**

Mr. Gilleberto informed the audience of the added agenda item to approve the Order of Taking for the permanent easement at 303 Main Street. The License is for the temporary access for the installation and construction of temporary water mains during the non-essential business closures.

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, MAY 4, 2020**

---

The Order of Taking approval is conditional to the Town receiving the signed waiver of damages from all parties involved.

MADAM CHAIR, I MOVE TO APPROVE THE LICENSE FOR WATER MAIN CONSTRUCTION AT 303 MAIN STREET AND TO AUTHORIZE THE TOWN ADMINISTRATOR TO SIGN THE LICENSE.

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)

**LEGAL BILLS**

MADAM CHAIR, I MOVE TO APPROVE LEGAL BILLS FOR MARCH, 2020 IN THE AMOUNT OF \$18,864.37 AS FOLLOWS:

KOPELMAN AND PAIGE, P.C. (GENERAL)	\$12,351.37
KOPELMAN AND PAIGE, P.C. (LABOR)	\$ 3,373.50
20 ELM STREET 40B PROJECT	\$ 760.50
SSBC LITIGATION	<u>\$ 2,379.00</u>
TOTAL	\$18,864.37

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)

**APPROVE ORDER OF TAKING FOR WATER RECHLORINATION FACILITY – 303 MAIN STREET – VOTE TO APPROVE AND AUTHORIZE CHAIR TO SIGN.**

Mr. Gilleberto states that approval of the Order of Taking will allow the Town to take possession of the easement for the permanent water chlorination facility. He further states the Board can vote on it but not file it with the Registry of Deeds until the waiver of damages is received. Mrs. Manupelli wants all the documentation in order before approving the Order of Taking; she wants the property owners' waiver in possession first. Mr. O'Leary would like to move forward without

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, MAY 4, 2020**

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the waiver of damages but not file the Order of Taking to allow for the project to keep moving forward. There is not a consensus from the Board to approve the Order of Taking at this time.

**TOWN ADMINISTRATOR'S REPORT**

No written report. Topics discussed:

- Open Space and Recreation plan was conditionally approved by the State which would allow access for state grant funding when it becomes available. He thanks Mrs. Gonzalez for her help.
- 8.9 Million Dollar Bond appreciation note coming due on May 28<sup>th</sup>. Had a rating call to continue borrowing for one year.
- Moody's assigned a MIG1 Rating to our General Obligation bonds and we maintained our AA2 General Obligation Rating for General Fund Bond issuances.
- Mr. O'Leary responded saying the Town presented a stable picture and is good that we can sustain the rating we currently have.
- Mrs. Manupelli responded that the Town's credit quality is due to the Stabilization Fund and cash reserves and she wants to continue making contributions to them.
  
- Reminds residents to continue to keep social distance, wear masks, and cooperate with State and Local authorities.
- Acknowledged Bob Mauceri's technology knowledge, and contributes the ability for the Board to meet remotely to his efforts. He will be missed and was a great friend.

Mr. Wallner: No Comment.

Mr. Schultz:

- Thanks the residents for cooperating with the rules and acknowledges High School Seniors not having a Senior Year.

Mrs. Gonzalez:

- Encourages the residents to hang in there and we will be getting to the finish line soon.

Mrs. Manupelli:

- Asks the residents to be mindful of social distance and to keep up with safety measures, and listen to warnings from Medical professionals.

MADAM CHAIR, I MOVE TO RECESS AND RECONVENE IN EXECUTIVE SESSION AND RETURN TO OPEN SESSION FOR THE SOLE PURPOSE OF ADJOURNMENT.

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)

MADAM CHAIR, I MOVE TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSES OF EXEMPTION 3 (PENDING LITIGATION – SECONDARY SCHOOL BUILDING

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, MAY 4, 2020**

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PROJECT), AND EXEMPTION 6 (REAL ESTATE – 4, 12, AND 14 CONCORD STREET), SUCH DISCUSSIONS IN OPEN SESSION WILL HAVE A DETRIMENTAL IMPACT ON THE TOWN, AND TO ADMIT THE FOLLOWING: TOWN PLANNER DANIELLE MCKNIGHT; FINANCE COMMITTEE MEMBERS ABIGAIL HURLBUT, DON KELLIHER AND VINCENZO STUTO, AND FURTHER THAT THE SELECT BOARD WILL RETURN TO OPEN SESSION FOR THE SOLE PURPOSE OF ADJOURNMENT.

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)

**RECESS – 9:22**

**RECONVENE – 10:24**

MADAM CHAIR, I MOVE TO ADJOURN

MOTION BY:	MR. O'LEARY	
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: 10:25 P.M.

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DATE

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LIANE R. GONZALEZ, CLERK