

**MINUTES OF SELECT BOARD MEETING
MONDAY, NOVEMBER 19, 2018**

Chairman Prisco called the meeting to order at 7:59 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 7:59 p.m.

PUBLIC COMMENT

None.

SELECT BOARD'S REPORTS

Mr. Mauceri informed the residents of a water meeting scheduled for next Wednesday (11/28) regarding a location for a chlorination plant.

Mr. O'Leary stated he and Mr. Mauceri have been in contact with a property owner on Route 28 regarding a location for a chlorination plant. He further stated the Thanksgiving dinner for seniors sponsored by Representative Jones and his wife Linda was a great event and well attended.

Mr. Schultz reminded the residents of the Tree Lighting on the Common taking place on Sunday and he thanked Al Pereira of Advanced Photo for his efforts in "Light Up Main Street."

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."

Mr. Prisco informed the residents of the courses that will be held at the Town Hall to educate food service providers of the new state food codes. Scott White of Kitty's has offered to be a guest speaker at these courses. Mr. Prisco would like the TA to draft a letter to Mr. White thanking him for his willingness to help the community.

MINUTES

MR. CHAIRMAN, I MOVE TO APPROVE THE **NOVEMBER 5, 2018** REGULAR SESSION MINUTES AS WRITTEN.

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

MR. CHAIRMAN, I MOVE TO APPROVE THE **NOVEMBER 5, 2018** EXECUTIVE SESSION MINUTES AS WRITTEN.

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

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MR. CHAIRMAN, I MOVE TO APPROVE THE **NOVEMBER 7, 2018** REGULAR SESSION MINUTES AS WRITTEN.

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

MR. CHAIRMAN, I MOVE TO APPROVE THE **NOVEMBER 7, 2018** EXECUTIVE SESSION MINUTES AS WRITTEN.

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

MR. CHAIRMAN, I MOVE TO APPROVE THE **NOVEMBER 8, 2018** STRATEGIC PLANNING MINUTES AS WRITTEN.

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

DISCUSS/APPROVE CHARGE FOR FACILITIES MASTER PLAN COMMITTEE

Mr. Gilleberto states that funding was approved for a Facilities Master Plan at the October, 2017 Town Meeting. Mr. Prisco stated security needs to be a priority.

MR. CHAIRMAN, I MOVE TO ESTABLISH A FACILITIES MASTER PLAN COMMITTEE COMPOSED OF ONE MEMBER FROM EACH OF THE FOLLOWING BOARDS/COMMITTEES/DEPARTMENTS:

SELECT BOARD
COMMUNITY PLANNING COMMISSION
DEPARTMENT OF PUBLIC WORKS
HISTORIC DISTRICT COMMISSION
CAPITAL IMPROVEMENT PLANNING COMMITTEE
FINANCE COMMITTEE
SCHOOL COMMITTEE

FOR TERMS THROUGH JUNE 30, 2020 AND CHARGED WITH THE FOLLOWING:

TO ADVISE THE DEPARTMENT OF PUBLIC WORKS ON THE DEVELOPMENT OF A MASTER PLAN FOR TOWN FACILITIES AND FUTURE TOWN FACILITY NEEDS, PROVIDED THAT THE COMMITTEE CONSULT WITH THE TOWN'S PUBLIC SAFETY DEPARTMENTS PRIOR TO FINALIZING ITS RECOMMENDATIONS.

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

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8:17 - PUBLIC HEARING: FY2019 TAX CLASSIFICATION

Mr. O'Leary reads public hearing notice. Mr. Gilleberto states that the power point presentation is in Drop Box, the Shared Folder and after a request from the Chair, will be put on the Town Website. Finance Director Liz Rourke and Town Assessor, Debbie Carbone gave the presentation. Mr. Schultz stated the Income and Expense Report required to be completed by business owners is complicated to fill out, however, a better than 53% return rate needs to happen; Mr. Prisco suggested holding a workshop for business owners. Ms. Rourke stated that the lower tax rate is due to new growth and increased home values. Mr. O'Leary recused himself from discussion as he has a family member who owns both residential and commercial property.

Lisa Egan, 8 Oak Ridge Road, Reading and Executive Director of the Reading/North Reading Chamber of Commerce asked the Board to support a single tax rate. Mr. Schultz responded that it doesn't help to raise the commercial tax rate and he is in favor of a single tax rate.

8:53 – Hearing closes.

MR. CHAIRMAN, I MOVE TO ESTABLISH A TAX CLASSIFICATION FACTOR OF 1.0 AS RECOMMENDED BY THE BOARD OF ASSESSORS.

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

Mr. Mauceri suggested proposing a 10% exemption to shift the tax burden off the homes that are valued at below average. Mr. Schultz stated below average homes are being assessed lower than what they are worth and they are already getting a discount through the assessment. Mr. Prisco stated exemptions should be based on income rather than home value. Mrs. Manupelli asked for an overview of tax relief options, and the Assessor reviewed the exemptions the Town offers to Seniors. Mr. Kelleher, 3 Sandspur Lane stated there is no benefit to being assessed at a lower value if the resident does not plan on selling.

MR. CHAIRMAN, I MOVE TO NOT TO ESTABLISH A RESIDENTIAL EXEMPTION.

MOTION BY: MR. SCHULTZ
SECONDED BY: MRS. MANUPELLI
VOTED: 4-1 (MR. MAUCERI OPPOSED)

MR. CHAIRMAN, I MOVE TO NOT TO ESTABLISH A COMMERCIAL EXEMPTION.

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

MR. CHAIRMAN, I MOVE TO RECOMMEND THE FY2019 PROPERTY TAX LEVY AT **\$50,754,795.54** WHICH IS **\$16,552.46** LESS THAN THE LEVY LIMIT.

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

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MR. CHAIRMAN, I MOVE TO RECOMMEND TO THE BOARD OF ASSESSORS THAT THE FY2019 TAX RATE BE SET AT **\$15.58** PER \$1,000.00 OF VALUATION.

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

Mr. Prisco stated to Mr. Carucci that he is not in favor of split tax rates.

DISCUSS POTENTIAL REAL ESTATE OPPORTUNITY – 217 MAIN STREET

Mr. Gilleberto read a statement to the audience about a property the Town is considering potentially acquiring as follows: “The Town is evaluating a commercial property for sale located at 217 Main Street for suitability to meet the Town’s current and future facility needs. I’ve asked Department Heads to identify current and future departmental needs, potential uses of this property, to the extent possible the nature and cost of potential improvements required for the property to address the Town’s needs, and the overall value of the property. To protect the Town’s negotiating position for any potential transaction, the Select Board had a discussion regarding the purchase and / or value of this property at an executive session meeting held on Wednesday, November 7, and will further consider this property at an upcoming meeting. There will also be a public discussion of aspects that are not critical to the Town’s negotiating position at an upcoming Select Board meeting.”

The Board will meet next week to review additional information regarding the use and suitability of the property for the needs of the Town.

Rich Wallner, 57 Lakeside Boulevard, representing ACT addressed the Board regarding their competing needs with the Town. He reminded the Board of the need for Senior housing. He wants a Master Plan that satisfies people and their interests.

APPROVE STRATEGIC PLAN FOR 2020 AND BEYOND

Mr. Gilleberto states that Department Head comments have been incorporated into the presentation. He further stated that adding sidewalks to the plan was proposed by the Town Planner, and could be added as a new objective. Mr. Gilleberto will put the Strategic Plan on the Town Website.

MR. CHAIRMAN, I MOVE TO APPROVE THE STRATEGIC PLAN 2020 AND BEYOND.

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

REVIEW FY2020 BUDGET SCHEDULE AND GUIDANCE

Mr. Gilleberto informs the Board that Department Heads will start their budget work sheets tomorrow and will indicate long term needs and efficiencies.

9:53 – Mr. Schultz leaves the room.

Mr. Gilleberto will make recommendations to the Board and the Budget process will proceed in the same manner as last year.

9:54 – Mr. Schultz Returns

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DISCUSS 2019 TOWN MEETING DATES

Mr. Gilleberto states the Board has until March to come up with Town Meeting dates and they are not locked into Monday's. Town Meeting dates will be discussed further at a January Select Board Meeting. Under the revised Charter, the Board has until March to set the dates.

APPROVE AND SIGN INTEGRATED CONTRACT – NORTH READING FIREFIGHTERS

Mr. Gilleberto suggested passing over this agenda item.

TOWN ADMINISTRATOR'S REPORT

See attached. Topics discussed:

Town Hall and non-emergency modified hours;

Read a statement regarding missing water meters as follows: "The following information is being provided as an update to the public statement made on October 1st regarding missing water meters that are unaccounted for and presumed stolen, as well as security and access issues that required improvements to be made.

The North Reading Police Department, and separately the Human Resources Office and Department of Public Works administration, have been conducting separate criminal and administrative investigations into the missing meters. DPW has reviewed shipping information, invoicing, and installation records. This review has identified that 495 new meters, and 20 old meters, remain unaccounted for and are presumed stolen. The new meters have an average purchase value of \$90 each, and the old meters have a value in the form of a credit to the Town of \$0.72 each. DPW has filed a claim with the Town's insurer regarding the new meters that remain unaccounted for. While the insurance company must conduct an investigation to determine coverage, it appears unlikely this loss will be covered due to the individual value of the meters being far below the Town's deductible level.

As was stated on October 1st, the final projected water meter replacement project costs are projected to be far below the total appropriations for the water meter replacement project. For this reason, at this time we do not anticipate a need to request additional funding to complete the water meter replacement project despite this loss.

Another component of this investigation has been the circumstances that contributed to security and access issues. October Town Meeting approved funding for various security and access improvements, and those projects are underway. For security reasons, we are unable to elaborate publicly on the nature of these improvements.

Based on the limited information available to date, the criminal investigation has not resulted in the filing of criminal charges for the apparent theft of these water meters. Any new information that becomes available in the future will be submitted to law enforcement for review.

Finally, the administrative investigation has also resulted in a need for certain corrective personnel actions to be taken. I am unable to comment on the nature of these personnel actions, but I do feel it important to inform the public that these actions do not reflect any suspicion of theft by the involved employee or employees.

I wish to recognize the North Reading Police Department, the Town's Human Resources office, and Department of Public Works administration for their efforts to investigate this matter. Their efforts were diligent and persistent despite the limited available information or evidence. As this remains an open investigation, and due to the associated security and personnel implications, I am unable to comment further."

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OLD AND NEW BUSINESS

Mr. O'Leary – Wished everyone a Happy Thanksgiving.

Mr. Mauceri – Stated the TA and Chairman should schedule a review of the FY2020 revenue plan;
Wished everyone a Happy Thanksgiving.

Mr. Schultz – Wished everyone a Happy Thanksgiving;
Told residents to dress warm for the Turkey Trot.

Mrs. Manupelli – Wished everyone a Happy Thanksgiving and safe travels.

Mr. Prisco – Informed the Board of an Eagle Scout ceremony to be held Saturday;
Talked about the Employee Appreciation Luncheon;
Wished everyone a Happy Thanksgiving.

MR. CHAIRMAN, I MR. O'LEARY MOVE TO ADJOURN.

SECONDED:	MRS. MANUPELLI	
VOTED:	MR. MAUCERI	AYE
	MRS. MANUPELLI	AYE
	MR. SCHULTZ	AYE
	MR. MAUCERI	AYE
	MR. PRISCO	AYE

VOTE: 5-0 (UNANAMOUS)

ADJOURN: 10:09 P.M.

DATE

STEPHEN J. O'LEARY, CLERK