

**MINUTES OF BOARD OF SELECTMEN MEETING  
MONDAY, MARCH 4, 2019**

---

Chairman Prisco called the meeting to order at 7: 10 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 7:02 p.m.

The members recited the Pledge of Allegiance.

**VOTE TO SELL TOWN OWNED LAND (CONTINUED FROM FEBRUARY 25, 2019)**

Mr. Gilleberto stated the restrictions included in the motions are based on the recommendations of the Bulding, Planning and Conservation departments. Mr. O'Leary stated

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

Mr. O'Leary read the proclamation.

**BOARD MEMBERS' REPORTS**

Mr. O'Leary:

- Informed the audience the Town is negotiating for land on Route 28 for the location of a chlorination plant and hopes to have a favorable report for the next Select Board meeting.

Mr. Mauceri:

- Inquired about 4<sup>th</sup> of July activities and looking to see if there is any interest in getting it going again;
- Commended the DPW for getting things done quickly after the snow storm.

Mr. Schultz:

- Informed the audience the dog park is still in the planning stage; and
- Commended the DPW for doing a great job cleaning up after the snow storm.

Mr. Prisco:

- Informed the audience there is still time to pull papers for upcoming elections.

**PUBLIC COMMENT**

None.

**APPROVAL OF CONFIDENTIAL DISCLOSURE FORM**

Mr. Gilleberto informed the Board that he consulted with Town Counsel regarding a potential conflict of interest pertaining to his property being an abutter to an abutter within 300 feet to the water tower on Tower Hill Road. While there may have been administrative or ministerial actions that have come up in the past, more substantive issues have recently arisen. He is requesting the Board to review three disclosures and either approve the disclosures or approve the delegation of responsibility to another employee. Mr. Gilleberto broke the disclosures down to three areas

**MINUTES OF BOARD OF SELECTMEN MEETING  
MONDAY, MARCH 4, 2019**

---

pertaining to requests of lessees on the water tower property, the future of the water tower, and ministerial acts such as insurance. Mr. Prisco stated this needs to be addressed tonight because it has to do with communications leases and needed improvements; acting on this tonight will avoid affecting operations. Mr. O'Leary stated that the Town's water consultants are unsure at this time if the Town will need the water storage and there is a possibility the Tower Hill water tank may be abandoned in the future.

MR. CHAIRMAN, I MOVE TO DETERMINE THAT THE FINANCIAL INTEREST OF THE TOWN ADMINISTRATOR IN THE FOLLOWING ITEMS AS OUTLINED IN THE ATTACHED DISCLOSURE FORMS IS NOT SO SUBSTANTIAL AS TO BE DEEMED LIKELY TO AFFECT THE INTEGRITY OF THE SERVICES WHICH THE MUNICIPALITY MAY EXPECT FROM THE EMPLOYEE (CHOOSE ALL THAT APPLY):

  X   TOWER HILL WATER TOWER SITE COMMUNICATIONS LEASES AND EQUIPMENT

  X   TOWER HILL WATER TOWER SITE LONG-TERM PLANNING DISCUSSIONS

  X   TOWER HILL WATER TOWER SITE AND MIDDLE/HIGH SCHOOL PROPERTY MINISTERIAL ACTS

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

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."

**FY2020 DEPARTMENTAL BUDGET HEARINGS  
COMMUNITY PLANNING COMMISSION**

Discussion was had regarding interviewing candidates for the open CPC seat as a result of a resignation. Mr. O'Leary suggested interested candidates go through the voting process since there are only 2 meetings before the election. Mr. Prisco suggested to Mr. Pearce that a workshop should be held to educate people about the Planning Commission. Mr. O'Leary stated that the Planning Commission is in the front of proposing changes for the Town.

Town Planner, Danielle McKnight presented the CPC Budget. Mr. Prisco informed the audience that CPC member Bill Bellavance was unable to attend the meeting tonight because he worked through the night doing snow removal. Mrs. Manupelli acknowledged all the hard work of Ms. McKnight and stated her efforts do not go unnoticed. Mr. Prisco stated CPC is requesting a Five Thousand Dollar increase in their budget. Mr. O'Leary expressed his concern that a Five Thousand Dollar increase may not be enough. Mr. Mauceri stated the budget should be presented to achieve goals and it is in the best interest of the Board to have ample coverage to achieve goals

**LIBRARY**

Mr. Gilleberto stated that Library will not be giving their budget presentation tonight as there is an outstanding matter pertaining to Saturday hours at the library. They will present their budget at the April 1<sup>st</sup> Select Board meeting.

**MINUTES OF BOARD OF SELECTMEN MEETING  
MONDAY, MARCH 4, 2019**

---

**YOUTH SERVICES**

Youth Services Director, Jen Ford presented the Youth Services budget. Mrs. Manupelli stated Ms. Ford continues to do a great job and she loves the Youth Services Facebook page.

8:10 – Mr. Prisco leaves the room.

**CODE ENFORCEMENT/ZBA**

Building Inspector, Gerry Noel, presented the Building Departments budget requests.

8:11 – Mr. Prisco returns.

Mr. Noel stated with an increased work load of 30%, he is requesting a full-time building inspector to assist with plan review, zoning and inspections. Mr. Gilleberto stated the Board will review a fee change sometime in April. Mr. Noel stated that the fees have not been raised in 12 years. Permitting software is included in the budget request. Finance Director, Liz Rourke stated all permit revenue from Pulte Homes goes into the Pulte revolving fund to pay for extra time. Mr. Gilleberto stated that the administration recognizes the need for additional help in the Building department. Mr. O’Leary stated “seed” money from Pulte Home revenue should be used now since it’s needed.

**BOARD OF HEALTH**

Board of Health Director, Bob Bracy presented the Board of Health budget. Mr. Bracey introduced the Board; Gary Hunt, Pam Vath, Karen Martin, and his Administrative Assistant Amy DiChara. Mr. Prisco stated edibles; being sold in convenience stores is a big concern and needs to be addressed in the budget. Mr. O’Leary stated the Town may need the help of Legislators to take action to give the Town the tools to address it locally. Finance Committee member Ben Gamer inquired if there was aid available from the state to enforce new codes and requirements. Mr. O’Leary stated a request should be made to the Division on Local Mandates to reimburse the Town, similar to the Early Election costs reimbursed by the State. Mr. Prisco stated the lack of public health emergencies is a testament of the good work the Board of Health does.

9:34 – Mr. Prisco calls for a 5 minute recess.

9:41 – Reconvene

**PUBLIC SAFETY**

Mr. Gilleberto reviewed why the structure was put in place in 2018, the goals, a progress update, and the work ahead.

Mr. Mauceri stated that the departmental budget requests have been better than they were in previous years, and he wonders if that could be attributed to the Town Administrator having more time.

Mr. O’Leary stated that the Department Heads have not been stifled in their budget requests, and he believes it is important for the Board and community to hear what the challenges are and what the Board is hoping to achieve.

**REVIEW FY2020 REVENUE/EXPENSE PLAN**

Finance Director, Liz Rourke gave a presentation. She stated:

- allocations could change annually;
- PFA will not be part of the Towns allocations;

**MINUTES OF BOARD OF SELECTMEN MEETING  
MONDAY, MARCH 4, 2019**

---

- county retirement is a difficult trend and is not sustainable;
- intends on finishing the budget by April 1<sup>st</sup>;
- discuss challenges on April 18<sup>th</sup>;
- present adjustments to balance budget and feedback on April 22<sup>nd</sup>;
- final vote on May 6<sup>th</sup>.

Mr. Mauceri stated he wants to leave the Board knowing he made some reasonable decisions.

**REVIEW DRAFT LIST OF JUNE TOWN MEETING WARRANT ARTICLES**

Mr. Gilleberto reviewed some of the warrant articles. A Special Education Stabilization account would allow the Town to fund up to 2% of the schools budget. Mr. Gilleberto stated March 18<sup>th</sup> is the deadline for the submission of Warrant Articles. The plastic bag ban warrant article will be submitted by the DPW. Mr. O'Leary stated a bylaw change will need to happen to allow for remote participation by Board and Committee Members.

**TOWN ADMINISTRATORS REPORT**

(See attached) Topics Discussed:

- Speed limits on Haverhill Street.

**OLD NEW BUSINESS**

Mrs. Manupelli: No Comment

Mr. Schultz: No Comment

Mr. Mauceri: Not available on April 7<sup>th</sup>, Mr. Prisco is also unavailable

Mr. O'Leary: Thanked those who expressed sympathy to him and his wife Susan on the passing of his Mother-in-Law.

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

SECONDED:	MR. SCHULTZ	
VOTED:	MR. O'LEARY	AYE
	MRS. MANUPELLI	AYE
	MR. SCHULTZ	AYE
	MR. MAUCERI	AYE
	MR. PRISCO	AYE

VOTE: 5-0 (UNANAMOUS)

ADJOURN: 10:41 p.m.

---

DATE

---

STEPHEN J. O'LEARY, CLERK