

**MINUTES OF BOARD OF SELECTMEN MEETING
MONDAY, MARCH 18, 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 7:10 p.m.

The members recited the Pledge of Allegiance.

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

MAP 8, PARCEL 193, 5 AUDUBON ROAD

Mr. Gilleberto stated the restrictions included in the motion are based on the recommendations of the Building, Planning and Conservation departments. Mr. O'Leary, referring to the restriction pertaining to erecting a building on the premises, stated he has no problem if someone wants to put a shed on Town Owned Land they purchase, however when the lot purchased is combined with an existing lot, they are still subject to local zoning and conservation restrictions.

MR. CHAIRMAN, I MOVE TO SELL BY AUCTION TOWN OWNED LAND DESIGNATED AS MAP 8, PARCEL 193 LOCATED AT 5 AUDUBON ROAD, IN ACCORDANCE WITH MGL CHAPTER 60, SECTION 77B AT A MINIMUM BID PRICE OF \$600. BUYER TO PAY ALL FEES, COSTS AND EXPENSES ASSOCIATED WITH THE CONVEYANCE SUBJECT TO THE FOLLOWING RESTRICTION (S):

1. NOT BE USED IN AND OF ITSELF AS A SEPARATE BUILDING LOT.
2. THE PREMISES SHALL NOT BE USED TO SATISFY MINIMUM ZONING OR HEALTH CODE REQUIREMENTS FOR THE CONSTRUCTION ON OR USE OF ANY BUILDING ON ADJOINING LAND.
3. NO BUILDING OR OTHER STRUCTURE OF ANY KIND SHALL BE ERECTED OR MAINTAINED ON THE PREMISES UNLESS THE PREMISES IS COMBINED WITH ADJOINING AND PREMISES NOT USED TO CREATE NEW OR ADDITIONAL BUILDING LOT.
4. PROPERTY SHALL NOT BE SUBDIVIDED.

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

MAP 8, PARCEL 209, 8 AUDOBON ROAD

Ed Nicosia, 2 Poplar Terrace addressed the Board stating there is an abandoned shed on the property and further stated his intent is to combine the two lots and erect a shed. Mr. Nicosia inquired about combining lots that cross a paper street. Regarding the abandoned tool shed, Mr. Nicosia inquired about a person's right to use the property; Mrs. Manupelli stated one cannot possess Town Owned land and he needs to be cautious of the paper street. Mr. Prisco stated whoever acquires the lot is responsible for shed removal.

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MR. CHAIRMAN, I MOVE TO SELL BY AUCTION TOWN OWNED LAND DESIGNATED AS MAP 8, PARCEL 209 LOCATED AT 8 AUDUBON ROAD, IN ACCORDANCE WITH MGL CHAPTER 60, SECTION 77B AT A MINIMUM BID PRICE OF \$600. BUYER TO PAY ALL FEES, COSTS AND EXPENSES ASSOCIATED WITH THE CONVEYANCE SUBJECT TO THE FOLLOWING RESTRICTION (S):

1. NOT BE USED IN AND OF ITSELF AS A SEPARATE BUILDING LOT.
2. THE PREMISES SHALL NOT BE USED TO SATISFY MINIMUM ZONING OR HEALTH CODE REQUIREMENTS FOR THE CONSTRUCTION ON OR USE OF ANY BUILDING ON ADJOINING LAND.
3. NO BUILDING OR OTHER STRUCTURE OF ANY KIND SHALL BE ERECTED OR MAINTAINED ON THE PREMISES UNLESS THE PREMISES IS COMBINED WITH ADJOINING LOT AND PREMISES NOT USED TO CREATE NEW OR ADDITIONAL BUILDING LOT.
4. PROPERTY SHALL NOT BE SUBDIVIDED.

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

MAP 8, PARCEL 144, 86 BURROUGHS ROAD

Mr. Gilleberto stated this parcel is very wet and the Conservation Department recommends not selling this parcel. Mr. Bonaventura, 92 Burroughs Road addressed the Board stating he has been maintaining the land and would like to purchase only 300 square feet. Mr. Gilleberto stated he would need an "Approval not required", and all costs would have to be passed onto the buyer. Mr. Schultz stated he would need a surveyor. More information will be required before the Board can take action on this.

MR. CHAIRMAN, I MOVE TO CONTINUE THE HEARING TO MONDAY, APRIL 1, 2019 AT 6:15 PM.

MOTION BY: MR. O'LEARY
SECONDED BY: MR. SCHULTZ
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 BUDGET HEARINGS
HUMAN RESOURCES

Mr. Gilleberto states that the Select Board and Finance Committee will be reviewing budget requests presented by the Departments and the Finance Director and Town Administrator will make recommendations at the April 22nd Board Meeting.

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Human Resource Director, Robert Collins stated his department is looking for a \$100 increase in their budget. Mrs. Manupelli thanked Mr. Collins for his service, Mr. Schultz stated his level of professionalism is great; Mr. Prisco thanked Mr. Collins and stated his approach is refreshing and he sees a big difference.

Parks and Recreation Director, Maureen Stevens gave a power point presentation. Mrs. Manupelli stated what a great job the department does, that it's easy to find out what is going on and getting the word out, and that they make great use of social media. Mr. O'Leary stated Parks and Rec touches the entire community and people take great pride at how well everything is maintained. Mr. Shultz stated the crowds and the bands at the Wednesday barbeques are great. Mr. Mauceri stated that Parks and Rec does a great job keeping the turf field and parks in great shape. Mr. Prisco stated the Town gets a great value for a 650 Thousand Dollar budget, donations saves communities' money and not enough credit goes to the volunteers. Mr. Gilleberto indicated that the Town was looking at potential changes concerning administrative capacity in the department.

Rita Mullin, 49 Abbott Road states she has been a full time volunteer for 40 years and thanks Mr. Mauceri and Mr. Prisco for all their years of service, and that they will be sorely missed.

Treasurer/Collector Maryann MacKay presented her budget.

Assessor, Debbie Carbone presented her budget.

BOARD MEMBER REPORTS

Mrs. Manupelli:

- Thanked Mel Webster for his years of service on the School Committee.

Mr. Prisco:

- Stated he and Mr. Schultz thanked Mr. Webster at the School Committee Meeting; he also thanked Mr. Webster's wife Kathy.

PUBLIC COMMENT

None.

VOTE TO APPROVE/SIGN TOWN ADMINISTRATOR EMPLOYMENT AGREEMENT

Mr. Prisco informs the audience that the Board wanted to keep Mr. Gilleberto long term thus the Board has been working on a new 5 year contract. Mr. Schultz stated the Town is lucky to have Mr. Gilleberto and is glad to have the agreement worked out. Mr. O'Leary stated he has worked with every Town Administrator except the first 2 and he is so impressed with Mr. Gilleberto and that he sold himself short on his last contract. Mr. Mauceri stated he has worked with 3 Town Administrators and by far Mr. Gilleberto has exceeded in all aspects of the job and the Board took the action necessary to keep Mr. Gilleberto as Town Administrator in North Reading. Mrs. Manupelli stated that Mr. Gilleberto's professional competency level is outstanding and he consistently bears in mind the work force and how the Boards' decisions could affect them. She further stated he puts in a lot of effort around the clock and she thanks his family also. Mr. Prisco stated he has worked with 2 Town Administrators and Mr. Gilleberto has scored the maximum on reviews and the Town is lucky to have him and the Board will do everything to retain him. Mr. O'Leary stated there was unanimity on this vote. Mr. Prisco thanked Bob Collins and Finance Director Liz Rourke for their guidance in the new contract.

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Mr. Gilleberto stated he appreciates the Board's support and look forward to more accomplishments over the next 5 years.

MR. CHAIRMAN, I MOVE TO RATIFY AND SIGN THE EMPLOYMENT AGREEMENT BETWEEN THE TOWN OF NORTH READING AND MICHAEL P. GILLEBERTO FOR A TERM BEGINNING JANUARY 1, 2019 AND ENDING JUNE 30, 2024.

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

VOTE TO DISCHARGE AND RELEASE: 40 MAIN STREET, #7

Mr. O'Leary inquired why the Town is giving up another affordable unit. He requested the Housing Authority attend a Board meeting to give the Board a better understanding.

**JOINT REAPPOINTMENT WITH COMMUNITY PLANNING COMMISSION
ECONOMIC DEVELOPMENT COMMITTEE**

Mr. Prisco states Mr. Beal has been a great asset on the EDC.

MR. CHAIRMAN, I MOVE TO JOINTLY REAPPOINT PETER C. BEAL, JR. AS MEMBER TO THE ECONOMIC DEVELOPMENT COMMITTEE FOR A TERM TO EXPIRE MARCH 3, 2022.

MOTION BY:	MR. O'LEARY	
SECONDED BY:	MRS. MANUPELLI	
	MR. SCHULTZ	MR. BEAL
	MR. O'LEARY	MR. BEAL
	MR. MAUCERI	MR. BEAL
	MRS. MANUPELLI	MR. BEAL
	MR. PRISCO	MR. BEAL

VOTED: 5-0 MR. BEAL

CPC MEMBERS:	MR. PEARCE	MR. BEAL
	MR. CARROLL	MR. BEAL
	MR. BELLEVANCE	MR. BEAL
	MR. HAYDEN	MR. BEAL

VOTED: 4-0 MR. BEAL

JOINT DISCUSSION WITH COMMUNITY PLANNING COMMISSION – 66 WINTER STREET

CPC Member Warren Pearce informs the audience that there is a real estate opportunity for a municipal use on 66 Winter Street. Mr. O'Leary stated he doesn't think the Town should be developing property but should have subcommittees look at it. He further stated 66 Winter Street and the Stop and Shop property is key to economic development on Route 28 and the Town is going to have to take action for development on Route 28. Mr. Prisco stated this should be referred to a Real Estate consultant and allow for the EDC to provide a recommendation. Mr. O'Leary stated the Facilities Master Plan needs to come first. Mr. Mauceri stated it is CPC's responsibility however he wants to see more facts and options. Mr. Prisco stated a new Select Board should be in place before making any decisions, and that CPC should wait until a new CPC member is elected before going forward.

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FY2020 BUDGET HEARINGS – CONTINUED

Finance Director Liz Rourke gave the Finance/Accounting budget presentation.

9:05 – Mr. Prisco leaves the room.

Ms. Rourke stated Finance is not requesting anything additional for FY20.

9:07 – Mr. Prisco returns.

Ms. Rourke stated there are no increases, other than contractual in the Accounting budget.

Information Technology Director Matt Cooper presented the IT budget. He stated Microsoft is stopping support of Windows 7 and the Town will be switching over to Windows 10 exclusively. Ms. Rourke stated Town computers are aging out and they will be replaced annually. Mr. Cooper stated the biggest increase in the budget is the annual support cost for the

Town Clerk, Barbara Stats presented the budget. She stated her budget has decreased due to fewer elections this year. Mrs. Stats stated election papers are due at 5:00 tomorrow. Mr. Gilleberto stated the Town Clerk's office is helpful to residents with all Town Hall matters.

SEASONAL LICENSE RENEWALS

THOMSON CLUB INC., D/B/A PRO SHOP

MR. CHAIRMAN, I MOVE TO RENEW THE SEASONAL CLUB WINE AND MALT BEVERAGES LICENSE FOR THOMSON CLUB, INC., D/B/A PRO SHOP, 2A MID IRON DRIVE TO EXPIRE OCTOBER 31, 2019 SUBJECT TO ALL REGULATORY DEPARTMENT REQUIREMENTS.

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

THOMSON CLUB INC., D/B/A TCC GRILL

MR. CHAIRMAN, I MOVE TO RENEW THE SEASONAL CLUB ALL ALCOHOL LICENSE FOR THOMSON CLUB, INC., D/B/A TCC GRILL, 2 MID IRON DRIVE TO EXPIRE DECEMBER 31, 2019 SUBJECT TO ALL REGULATORY DEPARTMENT REQUIREMENTS.

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

THOMSON CLUB INC., D/B/A TCC GRILL – COMMON VICTUALLER

MR. CHAIRMAN, I MOVE TO GRANT A COMMON VICTUALLER LICENSE FOR THOMSON CLUB, INC., D/B/A TCC GRILL, 2 MID IRON DRIVE TO EXPIRE DECEMBER 31, 2019 SUBJECT TO ALL REGULATORY DEPARTMENT REQUIREMENTS.

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

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ROBERT CONNORS – TRANSIENT VENDOR

MR. CHAIRMAN, I MOVE TO RENEW THE TRANSIENT VENDOR LICENSE FOR THE SALE OF FLOWERS, CHRISTMAS TREES, ETC. AT 226 MAIN STREET FOR ROBERT CONNORS, 58 WYMAN STREET, WOBURN, MA TO EXPIRE DECEMBER 31, 2019 SUBJECT TO ALL REGULATORY DEPARTMENT REQUIREMENTS.

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

GOLF FACILITIES MANAGEMENT, INC. – COMMON VICTUALLER

MR. CHAIRMAN, I MOVE TO RENEW THE COMMON VICTUALLER LICENSE FOR GOLF FACILITIES MANAGEMENT, INC., D/B/A HILLVIEW SNACK BAR TO EXPIRE DECEMBER 31, 2019 SUBJECT TO ALL REGULATORY DEPARTMENT REQUIREMENTS.

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

SIGN ABCC SEASONAL RENEWAL CERTIFICATION

MR. CHAIRMAN, I MOVE TO SIGN THE ABCC 2019 SEASONAL RENEWAL CERTIFICATION.

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

OPEN MEETING LAW – MGL CHAPTER 30a – SECTION (D) – REMOTE PARTICIPATION

Town Clerk, Barbara Stats discusses the Open Meeting Law rules and how it relates to remote participation. She stated the Board should come up with rules for committees. Mr. O'Leary stated the Board should do it sooner than later. Mr. Gilleberto stated the Board should consider if remote participation would require audio or visual to determine costs. Mrs. Manupelli is not in favor of remote participation and further stated it should only be used as a last resort. Mr. O'Leary stated the law is in place to allow for remote participation and the Board should state a strong look at it. Mr. Prisco stated it is a subject for the future Select Board to discuss and does not agree with Executive Session being remote. NORCAM will need to be consulted.

10:05 – Mr. Schultz leaves the room.

APPROVE FY2020 EMPLOYEE HEALTH INSURANCE

Mr. Gilleberto informs the audience of the 2.6% health insurance renewal rate and stated the success is due to actions of employees using the tools from the PFA.

10:08 – Mr. Schultz returns.

Mr. Gilleberto further stated he recognizes the leadership of the Board taking on the PFA. Mr. O'Leary stated he wants the Board to be cautious of how the savings from the PFA is put into the operating budget; he wants to move with caution and be conservative and build up reserves. Mr. Prisco stated the PFA is working and will discuss the savings at the next Financial Planning team meeting. He gives the employees credit for the success of the PFA.

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MR. CHAIRMAN, I MOVE TO APPROVE THE ATTACHED FISCAL YEAR 2020 EMPLOYEE HEALTH INSURANCE PLAN ENTITLED "RENEWAL PLAN YEAR: JULY 1, 2019 – JUNE 30, 2020" AS PROPOSED BY REIMBURSEMENT SPECIALISTS, INC.

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

APPOINTMENTS

BOARD OF REGISTRARS

MR. CHAIRMAN, I MOVE REAPPOINT KIELY GAMELIN TO THE BOARD OF REGISTRARS FOR A TERM TO RUN APRIL 1, 2019 THROUGH APRIL 1, 2022.

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

FACILITIES MASTER PLAN COMMITTEE

MR. CHAIRMAN, I MOVE TO APPOINT THE FOLLOWING INDIVIDUALS TO THE FACILITIES MASTER PLAN COMMITTEE FOR TERMS TO EXPIRE JUNE 30, 2020.

ANDREW SCHULTZ (SELECT BOARD)
WILLIAM BELLAVANCE (COMMUNITY PLANNING COMMISSION)
JULIE SPURR-KNIGHT (DEPARTMENT OF PUBLIC WORKS)
MARK HALL (HISTORIC DISTRICT COMMISSION)
DONALD KELLIHER (CAPITAL IMPROVEMENT PLANNING COMMITTEE)
ABBY HURLBUT (FINANCE COMMITTEE)
DYANA BOUTWELL (SCHOOL COMMITTEE)

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

MINUTES

MR. CHAIRMAN, I MOVE TO APPROVE THE JANUARY 28, 2019 REGULAR SESSION MINUTES AS WRITTEN.

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

MR. CHAIRMAN, I MOVE TO APPROVE THE FEBRUARY 25, 2019 REGULAR SESSION MINUTES AS WRITTEN.

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

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MR. CHAIRMAN, I MOVE TO APPROVE THE FEBRUARY 25, 2019 EXECUTIVE SESSION MINUTES AS WRITTEN.

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

MR. CHAIRMAN, I MOVE TO APPROVE THE MARCH 2, 2019 REGULAR SESSION MINUTES AS AMENDED.

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

MR. CHAIRMAN, I MOVE TO APPROVE THE MARCH 4, 2019 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 MARCH 4, 2019 EXECUTIVE SESSION MINUTES AS WRITTEN.

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

LEGAL BILLS FOR JANUARY

MR. CHAIRMAN, I MOVE TO APPROVE LEGAL BILLS FOR JANUARY, 2019 IN THE AMOUNT OF **\$10,964.79** AS FOLLOWS:

KOPELMAN AND PAIGE, P.C. (GENERAL)	\$ 4,808.79
KOPELMAN AND PAIGE, P.C. (LABOR)	\$ 6,156.00
THOMSON WEST PUBLISHING	<u>\$ 744.00</u>
TOTAL	\$11,708.79

JUNE TOWN MEETING – REVIEW WARRANT ARTICLE LISTING

Mr. Gilleberto stated Warrant Articles not on the list are:

- Special Legal Counsel;
- Swan Pond Road;
- Health Insurance Stabilization Fund, which will develop a funding strategy for PFA savings.

Mr. O'Leary stated he does not want to abandon Swan Pond Road and that there is only 1 property owner holding out for the project moving forward.

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TOWN ADMINISTRATORS REPORT

(See attached) Topics Discussed:

- Snow and Ice spending;
- Speed limits on Haverhill Street;
- JRM contract;
- Amendment to License Agreement between the Town and Group One Entertainment.

OLD NEW BUSINESS

Mrs. Manupelli: No Comment.

Mr. Schultz:

- Stated it is Mel Webster's last day on the School Committee; thanks him and wishes him and his wife Kathy the best.

Mr. Mauceri: No Comment.

Mr. O'Leary: No Comment.

Mr. Prisco: Reminded interested candidates to get their papers in.

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

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

VOTE: 5-0 (UNANAMOUS)

ADJOURN: 10:28 p.m.

DATE

STEPHEN J. O'LEARY, CLERK