

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, MAY 18, 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.

Members recite the Pledge of Allegiance.

Mrs. Manupelli 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, COLLECTIVE BARGAINING – NORTH READING POLICE UNION MCOP LOCAL 456 AND NORTH READING FIREFIGHTERS LOCAL 1857), SUCH DISCUSSIONS IN OPEN SESSION WILL HAVE A DETRIMENTAL IMPACT ON THE TOWN, AND TO ADMIT THE FOLLOWING: POLICE CHIEF, MICHAEL MURPHY, FIRE CHIEF, DON STATS, HUMAN RESOURCE DIRECTOR, ROBERT COLLINS, AND FINANCE DIRECTOR, ELIZABATH ROURKE, 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)

**RECESS OPEN SESSION TO GO INTO EXECUTIVE SESSION – 6:08**

**RECONVENE – 8:00**

**BOARD MEMBER REPORTS**

Mr. O’Leary:

- After the Governor’s announcement of a phased reopening, he asks the residents to be cautious and follow the rules that have been in place for the past couple of months. He stated the Governor has taken a good approach on the situation and is handling it well and we should all be grateful.
- Acknowledges the passing of Joe Sadlow, a WWII Veteran who was also acknowledged at the May 4<sup>th</sup> Select Board Meeting, Nelda Rouillard, an artist, valuable volunteer in the community and many of her works are hanging in buildings throughout Town. He further acknowledged Dot Paicos, a former member of the Water Commission, raised

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money for the Wilmington Regional Health Center, and her son was a former Chairman of the Board of Selectmen, and also Bob Downing, who was a farming member of the community who volunteered on the Planning Board. All of these people were contributing members of the community who helped shape the community we enjoy today.

Mr. Wallner:

- With Memorial Day approaching, he acknowledged not only those who have served the country, but those who are serving on the front line today; the doctors, nurses, etc., they are the heroes at the present time.

Mr. Schultz:

- Thanks the parents of High School Seniors who put up the banners at the Football field. He also acknowledged the efforts of Al Pereira for his work with the banners. He further stated the Class of 2020 will not be forgotten.
- Received calls from members of the business community expressing their anger that small retail stores cannot be open. He further stated it is grossly unfair and asks the community to support small business when they open.

Mrs. Gonzalez:

- Supports Mr. Schultz and his comments, and stated she also received feedback from the business community. She is shocked the car wash can't open.
- Stated if small businesses don't make it, it will affect our entire town.
- Gives a shout out to the front line workers, including police and firemen.

Mrs. Manupelli:

- Appreciates the effort by Governor trying to sort through what we need to do and how to do the approach. She would like small businesses to give us a plan and wants to hear from them to see what a viable plan would be. She appreciates the attempt that is made and the phased approach.
- Thanked Al Pereira and the High School parents for the banners of High School Seniors on the fence and expressed what an amazing way for them to be thought of by the Town.
- Asked the residents to remember the Veterans who have passed away in the line of duty on Memorial Day. She further stated NORCAM will be putting together a video to commemorate Memorial Day.

**PUBLIC COMMENT**

None.

**MINUTES**

MADAM CHAIR, I MOVE TO APPROVE THE **MAY 4, 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)

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MADAM CHAIR, I MOVE TO APPROVE THE **MAY 4, 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)

**COVID 19 UPDATE**

Mr. Gilleberto states:

- He has been monitoring information received from the State today and he held a meeting today to discuss implementation of the phased reopening of municipal services. More information will be published on the Town Website regarding services, parks, etc.
- Mrs. Manupelli states that the TA is posting information on the Town Website, and the MA.gov website has information on the Executive Orders, the phased in plan, and a power point presentation.
- Mr. Gilleberto states information can also be found on the North Reading Town Hall Facebook page, and case updates are now on Thursdays or any time an update is necessary.
- Mr. O'Leary asked that the Health Agent take another look to help facilitate businesses being phased in; he wants to be able to do something locally to help businesses and wants it to work more smoothly, and wants to use flexibility.
- Mr. Schultz agrees to help where we can. He further stated some businesses are having staffing problems because employees are making more money staying home. He also stated CVS requested only 10 customers in the store at a time due to staffing issues.
- Mrs. Gonzalez suggested helping restaurants by letting them use parking lots and sidewalks for outdoor seating, like Hanover Street in Boston.
- Mrs. Manupelli states there is no better time to hear from the businesses than now. She stated we need more input but appreciates officials working around the clock and carving a patch for something we have never experienced in our time.

**SIGN BANS**

Mr. Gilleberto read from a memorandum from the Town Treasurer.

MADAM CHAIR, I MOVE THAT THE BOARD TAKE THE FOLLOWING ACTIONS:

**VOTED: TO APPROVE THE SALE OF A \$8,913,380 2.00 PERCENT  
GENERAL OBLIGATION BOND ANTICIPATION NOTES (THE "NOTES") OF THE  
TOWN DATED MAY 28, 2020, AND PAYABLE MAY 28, 2021, TO PIPER SANDLER**

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& CO. AT PAR AND ACCRUED INTEREST, IF ANY, PLUS A PREMIUM OF \$97,066.71.

FURTHER VOTED: THAT IN CONNECTION WITH THE MARKETING AND SALE OF THE NOTES, THE PREPARATION AND DISTRIBUTION OF A NOTICE OF SALE AND PRELIMINARY OFFICIAL STATEMENT DATED MAY 6, 2020, AND A FINAL OFFICIAL STATEMENT DATED MAY 12, 2020, EACH IN SUCH FORM AS MAY BE APPROVED BY THE TOWN TREASURER, BE AND HEREBY ARE RATIFIED, CONFIRMED, APPROVED AND ADOPTED.

FURTHER VOTED: THAT THE TOWN TREASURER AND THE SELECT BOARD BE, AND HEREBY ARE, AUTHORIZED TO EXECUTE AND DELIVER A SIGNIFICANT EVENTS DISCLOSURE UNDERTAKING IN COMPLIANCE WITH SEC RULE 15C2-12 IN SUCH FORM AS MAY BE APPROVED BY BOND COUNSEL TO THE TOWN, WHICH UNDERTAKING SHALL BE INCORPORATED BY REFERENCE IN THE NOTES FOR THE BENEFIT OF THE HOLDERS OF THE NOTES FROM TIME TO TIME.

FURTHER VOTED: THAT WE AUTHORIZE AND DIRECT THE TOWN TREASURER TO ESTABLISH POST ISSUANCE FEDERAL TAX COMPLIANCE PROCEDURES AND CONTINUING DISCLOSURE PROCEDURES IN SUCH FORMS AS THE TOWN TREASURER AND BOND COUNSEL DEEM SUFFICIENT, OR IF SUCH PROCEDURES ARE CURRENTLY IN PLACE, TO REVIEW AND UPDATE SAID PROCEDURES, IN ORDER TO MONITOR AND MAINTAIN THE TAX-EXEMPT STATUS OF THE NOTES AND TO COMPLY WITH RELEVANT SECURITIES LAWS.

FURTHER VOTED: THAT ANY CERTIFICATES OR DOCUMENTS RELATING TO THE NOTES (COLLECTIVELY, THE "DOCUMENTS"), MAY BE EXECUTED IN SEVERAL COUNTERPARTS, EACH OF WHICH SHALL BE REGARDED AS AN ORIGINAL AND ALL OF WHICH SHALL CONSTITUTE ONE AND THE SAME DOCUMENT; DELIVERY OF AN EXECUTED COUNTERPART OF A SIGNATURE PAGE TO A DOCUMENT BY ELECTRONIC MAIL IN A ".PDF" FILE OR BY OTHER ELECTRONIC TRANSMISSION SHALL BE AS EFFECTIVE AS DELIVERY OF A MANUALLY EXECUTED COUNTERPART SIGNATURE PAGE TO SUCH DOCUMENT; AND ELECTRONIC SIGNATURES ON ANY OF THE DOCUMENTS SHALL BE DEEMED ORIGINAL SIGNATURES FOR THE PURPOSES OF THE DOCUMENTS AND ALL MATTERS RELATING THERETO, HAVING THE SAME LEGAL EFFECT AS ORIGINAL SIGNATURES.

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FURTHER VOTED: THAT EACH MEMBER OF THE SELECT BOARD, THE TOWN CLERK AND THE TOWN TREASURER BE AND HEREBY ARE, AUTHORIZED TO TAKE ANY AND ALL SUCH ACTIONS, AND EXECUTE AND DELIVER SUCH CERTIFICATES, RECEIPTS OR OTHER DOCUMENTS AS MAY BE DETERMINED BY THEM, OR ANY OF THEM, TO BE NECESSARY OR CONVENIENT TO CARRY INTO EFFECT THE PROVISIONS OF THE FOREGOING VOTES.

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

Mr. Gilleberto confirms with the Town Treasurer that the language used in the motion is correct.

VOTE: 5-0 (UNANIMOUS)

**CAPITAL IMPROVEMENT PLANNING COMMITTEE – REVIEW FISCAL YEAR  
2021 FUNDING RECOMMENDATIONS**

Chairman of the Capital Improvement Planning Committee (CIPC), Don Kelliher, and Finance Committee member Abigail Hurlbut are present. Mr. Kelliher informs the Board of the following:

- There is uncertainty of funding due to state and local receipts.
- Received over Six Million Dollars in requests from Municipal, School, Water and Hillview.
- Went through the process of justification, field trips, and ranking. CIPC determined it is too much for this year, department heads were to determine what is critical:
  - o Boiler replacement at Town Hall;
  - o 1 truck for School and 1 truck for DPW;
  - o Stretcher system for Fire Department, can come out of ambulance funds;
  - o Two Hundred and Twenty Thousand Dollar's worth of equipment for Hillview, which can come out of the enterprise fund, but will not be requested if the golf season doesn't produce enough revenue;
  - o Water needs 2.3 Million Dollars for the distribution system and a truck, which can be paid for out of the enterprise fund.
  - o Road projects will be limited to what is available from Chapter 90 funds and the Two Hundred Thousand Dollars left over from last year.

Mr. Kelliher stated that deferred items from the FY2021 plan would be recommended for funding before October Town Meeting. Board Members responded as follows:

- Mr. O'Leary appreciates the efforts and recommendations.

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- Mr. Wallner states the Committee has done a great job, but putting money into Town Hall is a concern where it might not be there in 5 years. Mr. Kelliher responded that the new heating system would be able to be moved.
- Mr. Schultz states he has served on this Committee and they are doing a great job.
- Mrs. Gonzalez thanks the Committee for all their hard work.
- Mrs. Manupelli states she worked with the Committee this year and it is no easy task. She thanks the volunteers and states how much they are relied on for their financial, historical, and institutional knowledge.

MR. CHAIRMAN, I MOVE TO APPROVE THE FY2021 CAPITAL EXPENDITURES AS RECOMMENDED BY THE CAPITAL IMPROVEMENT PLANNING COMMITTEE.

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)

**REVIEW FY 2021 TAX EXEMPTIONS/DEFERRALS**

Mr. Gilleberto informs the Board that information on this can be found on page 37 of the packet. Mr. O'Leary states he was contacted by a resident to see what exemptions might be available. Town Assessor Deb Carbone is present to inform the Board of exemptions and answer questions. Ms. Carbone states the following:

- Applications are due June 1<sup>st</sup> for this fiscal year, and currently, there is no one participating in the program.
- Can defer 100% or a portion of Real Estate Taxes at an 8% interest rate, there would be a lien on the property.
- Mr. O'Leary wants to be able to do something for the Seniors who are land rich and cash poor and allow them to stay in their homes and age in place.
- Mr. O'Leary states an adjustment needs to be made to the current income level of Twenty Thousand Dollars, maybe Sixty Thousand Dollars for a single or Ninety Thousand Dollars for a couple; he would like to put this on the June Town Meeting Warrant. The income requirements have not changed since 2008.
- Mr. Wallner would like to know what the other towns have set their income levels at and stated an 8% interest rate is greedy.
- Ms. Carbone stated Reading and Andover have a Forty Thousand Dollar income requirement and 5% interest.
- Mr. Schultz would like to know what the impact would be on local receipts.
- Mrs. Gonzalez has reservations about already being in financial trouble and thinks it needs to be explored in more detail.

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- Mrs. Manupelli agrees with Mr. Schultz and Mrs. Gonzalez and stated there is already a program in place and would not be in favor of putting it on the Warrant unless it was fully vetted.
- Mr. O'Leary wants to put it on the Warrant and if it is determined there would be too much of an adverse impact, it could be passed over. He wants the Board to be availed of the opportunity to act on it if possible.
- Mrs. Manupelli stated this topic is on the agenda for the purpose of making the residents aware of the program.
- Mr. Wallner stated keeping Senior's in their homes is better fiscally for the Town and it's is not a drain on the taxes.
- Vincenzo Stuto, 122 Elm Street inquired if the Town would be able to obtain information to determine how many people could qualify for the exemption based on their income; Ms. Carbone responded she would not know where to get that information.

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

Mr. Gilleberto informs the audience that the review is taking place this week and the final report relative to the findings will be available later in the month.

**VOTE TO RATIFY AUTHORIZING CHAIR TO SIGN SECOND RIGHT OF ENTRY FOR 4-12-14 CONCORD STREET**

Mr. Gilleberto states that in order to maintain the timeline for June Town Meeting, the Chair has signed the Right of Entry prior to this meeting, therefore the Board is being asked to vote to ratify the Chair's signing.

MADAM CHAIR, I MOVE TO RATIFY THE AUTHORIZATION OF THE CHAIR TO SIGN THE SECOND RIGHT OF ENTRY DATED MAY 12, 2020 FOR 4-12-14 CONCORD STREET.

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

VOTE: 5-0 (UNANIMOUS)

**APPROVE ORDER TO TAKING FOR TEMPORARY WATER RECHLORINATION FACILITY – 327 MAIN STREET**

Mr. Gilleberto stated the Order of Taking was recorded at the Registry of Deeds on Friday.

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

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No action is required this evening. The license has been entered into and work has begun at the site and is proceeding forward. Mr. Gilleberto stated he expects to come back for final action at the June 1 Select Board Meeting.

**REVIEW / DISCUSS JUNE TOWN MEETING WARRANT**

Mr. Gilleberto states:

- Change to the Warrant is the addition of an article for funding for litigation for the 20 Elm Street site;
- Have not finalized language yet for Article 25; and
- Have language for Article 26 relative to effective military services for salary, seniority and leave allowances for Town Employees. The article will formalize a program that has been in place but not statutorily accepted by Town Meeting.
- Mrs. Manupelli states Article 25 is to establish a fund for historical buildings in Town and Article 26 has to do with Towns acceptance of military leave services. She further stated there are 33 Articles on the Warrant.

Mrs. Gonzalez requests revisiting the plastic bag ban by-law due to COVID19. Board Members responded as follows:

- Mr. O'Leary is not in favor of revisiting this.
- Mr. Wallner is not in favor of revisiting this.
- Mr. Schultz stated it should be put to the voters to keep people safe.
- Mrs. Manupelli stated it has already been put to the voters.
- Mrs. Gonzalez stated cloth bags are not sanitary and grocery store employees should not have to touch them.
- Mrs. Manupelli stated a petitioner cannot put a warrant article on the Warrant at this point, especially 2 weeks out.
- Town Clerk Barbara Stats responded it is well past the deadline and a citizen's petition cannot be accepted at this time, however the Board would be able to add an article. Ms. Stats further stated the deadline for adding a Citizens petition to the October Town Meeting would be by the Third Monday in August.

MADAM CHAIR, I MOVE TO PLACE ON THE JUNE TOWN MEETING FLOOR A WARRANT ARTICLE TO BAN THE PLASTIC BAG BYLAW

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

VOTE: 2-3 (MOTION FAILS)



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**REVIEW FY2021 REVENUE/EXPENSE PLAN AND DISCUSS DEPARTMENTAL REDUCTIONS**

Mr. Gilleberto identifies steps to reduce the municipal budget deficit as revenue projections have decreased and attempts are being made to mitigate the effects of decreased aid. Finance Director, Liz Rourke goes through the updated plan that she states has been placed in tonight's meeting packet (see attached). Mr. Gilleberto states:

- Numbers are in flux and it is not clear what relief will be available from the State; the numbers will be a challenge to balance the municipal and school budgets.
- Will look at reductions necessary to getting closer to balancing the budget.

Following the power point presentation, the Board Members responded:

- Mr. O'Leary – no questions.
- Mr. Wallner – no questions.
- Mr. Schultz – wants to explore using the rainy day funds to help fund the deficit, especially during the pandemic, and is hopeful the Town will have federal bailout money to make the budget work.
- Mr. O'Leary stated the rainy day fund will be needed next year.
- Mrs. Gonzalez would like to consider using some money from the rainy day fund.

Mr. Gilleberto states a deficit is being addressed in the School Department also. He wants the Community to be aware that the Finance Team is working within a challenging time and hopes to vote on the budget at the June 1<sup>st</sup> Select Board Meeting. He further stated the Plan was revised based on reductions being made in local receipts and Representative Jones informed him a 10% reduction in State aid should be anticipated. He further stated if Town Meeting is not able to take place on June 29<sup>th</sup> a 1-12 budget will have to be considered. Mrs. Manupelli is concerned that enough reductions may not have been projected and the budget will have to be revisited at October Town Meeting.

**DISCUSS SENDING LETTER IN SUPPORT OF MAIL-IN ELECTIONS**

Mr. O'Leary asked that this topic be placed on tonight's agenda for further discussion. He stated:

- Everyone should be provided a safe, accessible way to participate in the right to vote.
- Voting by mail is the safest, most convenient way to vote.
- Wants the Board to go on record to encourage State and Federal Legislatures to adopt voting by mail in the upcoming primary and November election.
- Several States are already doing this successfully.

Board Members responded:

- Mr. Wallner stated through his research he learned that voter turnout increased with Mail in Elections and supports writing a letter.

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- Mr. Schultz stated he would support it for Town election and the Primary, not National elections, he is concerned about fraud.
- Mrs. Gonzalez stated she is against it Nationally but she is okay with Local. She brought up the option of drive up voting. She would not sign a letter for National mail in voting.

Mrs. Manupelli invites Town Clerk Barbara Stats to “weigh in”, Ms. Stats states:

- There is lots of legislation on this matter and a lot of issues with mail in ballots.
- Fraud is a concern.
- COVID19 is an acceptable reason for an absentee ballot.
- Other states have had time to put safeguards in place.
- There is a big effort for Wardens and Clerks to check in absentee ballots, and adding in mail out ballots causes concern for administering.

Mr. O’Leary reads the statistics on states that have mail in voting without fraud. He suggests using Bar codes to avoid duplicate ballots being cast. Mrs. Manupelli said to wait to see what the Legislature does with this. It was the consensus of the Board to support mail in ballots for local elections only.

**TOWN ADMINISTRATOR’S REPORT**

No written report. Mr. Gilleberto invited Water Superintendent, Mark Clark to give an update on the water quality notice that went out to the residents. He stated:

- Notice is similar to the notice sent in February.
- Testing is done more often.
- Enough Chlorine has been added so there is no bacteria growth.
- Has been working with the State and logically the levels will be coming down.

**OLD AND NEW BUSINESS**

Mr. O’Leary: No comment.

Mr. Wallner: No comment.

Mr. Schultz: No comment.

Mrs. Gonzalez: Stay healthy.

Mrs. Manupelli: No comment.

MADAM CHAIR, I MOVE TO ADJOURN

MOTION BY:	MR. SCHULTZ	
SECONDED BY:	MRS. GONZALEZ	
VOTED BY:	MR. SCHULTZ	AYE
	MRS. GONZALEZ	AYE
	MR. WALLNER	AYE
	MR. O’LEARY	AYE
	MRS. MANUPELLI	AYE

VOTE: 5-0 (UNANIMOUS)

ADJOURN: 10:59 P.M.

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DATE

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LIANE R. GONZALEZ, CLERK