

**MINUTES OF THE SELECT BOARD MEETING
MONDAY, MARCH 15, 2021**

CALL TO ORDER OPEN SESSION

Chairwoman Manupelli called the meeting to order at 6:48 p.m. via remote participation. Participating members were Mrs. Gonzalez, Mr. Wallner, Mr. Stuto, Mr. O'Leary, and Town Administrator, Mr. Michael Gilleberto.

Members recite the Pledge of Allegiance.

PROCLAMATION: NORTH READING DOLLARS FOR SCHOLARS

Mr. Gilleberto introduced Ms. Kathy Acciavatti from Dollars for Scholars. Ms. Acciavatti explained that each year, they normally host a phone-a-thon, but it will be mail-a-thon this year. Letters and pledge cards will be coming in the mail next week. There will not be any requests by phone, only by mail this year. Mrs. Manupelli asked about the funds raised and Ms. Acciavatti clarified that they are scholarships for NR Seniors and post grads. Mrs. Manupelli asked how many scholarships are provided each year. Ms. Acciavatti responded 42 last year for a total of \$28,000. Mrs. Manupelli asked about a link or program website.

NorthReadingDollarsforScholars.org

Mrs. Manupelli asked how people can give. Ms. Acciavatti responded that they accept credit cards and they normally receive checks in the mail. There will be an envelope included in the pledge card.

Mr. O'Leary took this annual opportunity to express his gratitude and to sing praises for the program. It is a wonderful opportunity that benefitted his two sons. These funds can be extremely helpful for a local family and it is a worthy cause. He spoke on his personal connection to the fund through his father, a long time former NR School Committee member. I urge everyone to support it. An endowment was also set-up by the family of the late Brad Jones Sr. For all that you do, we are extremely grateful and for all that you do for us we are grateful. Ms. Acciavatti thanked Mr. O'Leary and acknowledged Jean Jones and her assistance in making adjustments this past year.

Mrs. Manupelli read the proclamation from the packet.

MADAM CHAIR, I MOVE TO PROCLAIM MARCH 22-26, 2021 AS NORTH READING DOLLARS FOR SCHOLARS WEEK AND TO READ THE ATTACHED PROCLAMATION.

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

VOTE: 5-0 (UNANIMOUS)

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FY2022 DEPARTMENTAL BUDGET HEARINGS

Parks and Recreation

Ms. Maureen Stevens presented. She stated that the Parks and Recreation staff has become skilled in State guidelines for COVID. The Parks Department worked continuously through COVID and was busy accommodating the State guidelines. Updated signage, no seasonal help this year. Objectives for FY22 are to gain back what we lost, plan to offer programs we weren't able to offer last year. 7800 member accounts only ran 47 activities (down 204). Scheduled 4236 permit hours (down 3258 hours).

FY19 surplus of \$81,615 retained earnings balance of \$223,964. FY20 deficit \$86,741 deficit retained earnings balance \$145,571. Loss of revenues March 2020 through June 2020. Right now we're rebuilding. FY21 as of right now, \$73,966 deficit. Balance is expected to be deficit but how much remains to be seen. Hoping for under \$20,000 deficit for FY21. That would be considered a win. It's really tough right now with the limited sizes we are allowed. Restriction we are up against, you just can't run big programming right now. No indoor programming in the schools or here at Town Hall. We lost a lot of lost revenue that way. Ms. Stevens presented a budget summary slide and explained that she will get into further detail regarding a request for the Town to absorb the funding of an employee.

Parks & Recreation personnel funding of \$499,709. Town subsidy of \$252,070, P&R \$190,677, requesting additional subsidy of \$56,962. Ms. Stevens continued to review slides highlighting budget figures and expense details. Many costs are tied to revenue and those costs decreased due to decreases in revenue. We need your assistance. The Town has been funding permanent employees, the Operations Director, Parks Director and Recreation Director. Requesting that the town fund the DPW/Parks Union position at \$56,962.

After 25 years with the Town of North Reading, Ms. Stevens will be retiring this August. She showed a slide with her timeline working for the Town and the 400% increase in revolving fund revenues from FY00 to FY19 during her tenure. She acknowledged the "Dream Team" formation in 2008 with Ms. Stevens as Operation Director, Mr. Marty Tilton, Ms. Lynne Clemens, Mr. Chris Deming and Ms. Maria Brown. Plus the newer additions of Ms. Nancy Ursino, Mr. Mike Marciano, Mr. Brian Auld and Mr. Rich Giordano. We have so much more work to do. As my parting wish, I ask the town to fund the DPW/Parks Union position in lieu of our department. The position is under DPW Union, works under and is funded by the Parks Division and also used by the DPW for snow & ice operations and DPW Emergencies. It's an arrangement that should be updated. The Parks Department is not self-supporting. It relies on Recreation profits to fund its share of the Department. We have 2 DPW/Parks Union positions; one is already funded under the DPW. Ms. Stevens stated that it is Town owned land, it's just my personal feeling that the Town should pick that up. Ms. Stevens showed a department analysis, a split of the parks and recreation. It demonstrates a projected FY22 \$69,399.50 loss for the Parks segment of the department with a \$12,437.50 profit in Recreation. Even in good times, the Parks Department cannot sustain that position.

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Mrs. Manupelli opened the floor to the Board and members of the Finance Committee for questions.

Mr. Wallner said that he regrets that Ms. Stevens will be leaving and that he has always been impressed with her competence and control of the issues and the facts. The Town will miss you and we wish you the best going forward. To clarify Ms. Stevens request, Mr. Wallner asked is it an add you are asking for? Should the DPW be chiming in about your request? Ms. Stevens responded that right now the town gives a subsidy to the enterprise account. It would be for the Finance Committee to decide if they want to address the request. If they wanted to give a subsidy or would they want to move that to the DPW. If they wanted to do this, there are a few ways to do it. Position #1 right now is already in the DPW budget. Mr. Wallner continued, thanks to your entire department for doing a great job, especially during tough times. Let's hope everything opens up sooner than later.

Mr. O'Leary - Congratulations! Sorry you're going, sorry you're leaving. Such a loss to us, a loss to the town. I have nothing but good wishes for you. In regards to the DPW positions, we got a budget presentation from the DPW I don't recall this. Ms. Stevens responded no, it's not factored in their budget. I didn't think it was my place to approach and ask them to do that. It is my request here. Mr. O'Leary addressed Mr. Gilleberto for how he sees this position factoring in. Mr. Gilleberto acknowledged that this is something that has been in discussions. His best response right now is that they did not see this factored into the DPW budget, so it would be an increase in a general fund request. Something they will consider along with other requests that have been made. The Board will hear later in the evening from the Finance Director. Right now there is approximately an \$850,000 challenge in the municipal operating budget. Mr. O'Leary added an additional comment that given COVID challenges the P&R team has been excellent. There has been a lot of outreach, communications, and creativity to reach people of all ages. They should be congratulated for that and it has been greatly appreciated by the community.

Mrs. Gonzalez - Would also like to say what a big loss it will be to lose you. Hate to see you go, but wish you all the luck. All my questions about the position have been answered by everyone else.

Mr. Kelliher - Thank you for the job you have done. You are always prepared and do a good job. With respect to the position, I would echo Mr. Gilleberto. It will go into consideration along with everything else that is facing us this year. I will withhold any opinion on that until we see how things are shaping out. Thank you for the work you've done and please enjoy your retirement.

Ms. Hurlbut - Is this DPW employee that would work with Parks and Rec a new hire? Or a shell game for an existing employee? Mr. Gilleberto responded that it's the latter, a current employee change in funding source. Ms. Hurlbut to Ms. Stevens, don't go!

Mrs. Manupelli offered congratulations to Ms. Stevens on her retirement. Thank you for everything you have done. The parks are beautiful, all of the programs. It's amazing how much of that effort is due to you and your team.

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Mr. Gilleberto acknowledged all of the work of P&R over the past year. They were instrumental in being able to pull off 2 outdoor Town Meetings. Mr. Gilleberto recognized the entire P&R staff. I commend the recreation staff for their work during COVID. They were one of the first programs to get back going. They did it quietly, they did it safely. Thank you Maureen for your service.

Mr. Marty Tilton commented that the town was very fortunate to have Maureen for so long. She's the best and we should be proud of everything she has done for this Town.

Hillview

Mr. Peter Hemme presented for the Hillview Commission. This year, unlike a lot of departments, Hillview had a nice uptick due to Covid. GMFI did a tremendous job dealing with regulations and dealing with the volume of people who came out to play golf. The golf industry is one that picked up due to COVID. Budget for next year is similar to this year, with some additional spending we're looking at. Additional spending is because the operator of the banquet facility is no longer going to be running the facility. We are going to be on the hook for the utilities plus some additional repairs. We are actively looking for new partner for the pub, but understand that given today's conditions that may be difficult. The Commission has been working with the Town Administrator to separate the pub from the Function Hall. We continue to invest in the crown jewel of the golf course. We have requested some capital to upgrade equipment, which is very old, in order to keep the course in best shape it's ever been. Overall, it's been a tough year to manage through Covid but very fortunate to have people that were coming out to play. It was the one activity that people were able to do and that people wanted to do.

Mr. Wallner - I love your course, we were cross country skiing there a couple of weeks ago and it was fabulous. Thank you for what you do. It's a fantastic resource for all.

Mr. O'Leary - This year has been very challenging for the Commission, maybe not economically but there were a whole host of issues that needed to be addressed. There was a great deal of coordination and effort early on with the Board of Health to be able to open the course and to operate it safely. GFMI did a fantastic job with their efforts with what was approved through the BOH and with a tremendous amount of oversight and constructive criticism. It was fairly seamless as far as keeping the course up and operating. The facility itself had its challenges. Group One not being able to run their facility due to COVID caused the license agreement to not be renewed. That puts a financial strain on the Commission and their budget to sustain the operations of that building and the facility itself. If we can get someone in there to operate the function hall, to pay the utilities to maintain the building, that's a win for the Town. It's a significant undertaking, a significant expense and they factored that into their budget. If they are able to get a short term operator to operate the pub that will help offset the cost of maintaining the facility. The Commission has put in an extraordinary amount of time this year. As their liaison I appreciate their volunteerism, their effort, their professionalism and the maintenance of the enterprise year after year. I think the Commissioners should be thanked and congratulated. To Mr. Hemme, thank you for watching the numbers and keeping everyone on track. It's still tenuous. The cost of operating there is growing.

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Contract with GFMI growing, margins will be tighter and money going to the reserves won't be as much. Thank you for being cognizant of that, it's greatly appreciated.

Mrs. Gonzalez- I would love to see someone take that pub over. Great little place to go. Love to see that revived again. Good luck with that.

Mr. Kelliher - I understand that there are costs to maintaining a building when not in use. Why is the electricity so high and what are we doing with professional services? Mr. Hemme responded that in the electricity number are all utilities for the upcoming year. That is what we used to bill out to the person that leased the building. These costs now all have to be absorbed by us. We still have to maintain the building. We're hopeful to be able to use the facility again and we need to maintain in order to be able to do that. As far as professional services, that is the contract with GFMI increasing. Their monthly management fee as well as their commission for booking additional revenue. Given that the revenue has increased, that amount will increase as well. Mr. Kelliher asked about assumptions about revenue for the pub. Mr. Hemme responded that there were none. At this time, the Commission is just looking for someone who would run a nice operation for the Town and for the golfers.

Treasurer/Collector

Ms. Maryann MacKay briefly described that she does all collections for town water, trash, motor vehicle bills, and deposits from all the departments. The Treasurer's budget only contains staff salaries. The majority of her budget is the Collector budget that has 2 staff members and a vacancy that she would like restored for FY22. As her justification to have the vacant position restored Ms. MacKay commented on the high number of bills that go out quarterly. Real estate, personal property, water/trash, motor vehicle, departmental deposits. Due to the vacant position remaining staff have incurred overtime. The staff is still present at 7:30pm that evening in order to process all of the incoming mail. Mr. Gilleberto added to the conversation noting that this position happened to be vacant at the time we were finalizing the FY21 budget last May/June and it along with a vacant position in the DPW and a position in the Town Administrator's office were held vacant and not funded in this current fiscal year. Those remain top priorities for restoration in FY22 if the budget allows. Mr. Gilleberto supported Ms. MacKay's statements and continued that this is an office that has been open the entire time because there was a need to, in order to keep the Town operational and revenue coming in.

Ms. Mackay added that she increased her dues and memberships by \$100 because some of the membership dues have gone up. She continued by confirming that they have been open the entire time since everything has happened. Bills are still continuing to get processed. We've been trying to keep up. My staff has been wonderful and I cannot thank them enough for all of the time they are putting in.

Mr. Wallner - thank you for all the extra effort you put in during the year to get the bills out and keep the revenue going for the Town. If there is a way to reinstate the position, that would be a good thing.

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Mr. O'Leary - great appreciation for all the extra effort. For all of the processing, it wouldn't be possible without your staff. There was a need last year and because of the unknown we weren't able to fill it. As the Town Administrator has said, it's a high priority.

Ms. Rourke - echoed what the Town Administrator mentioned about Treasurer/Collectors office. That they have been in building the entire time. Not a job that can be done remotely. Thank you to Ms. Mackay because she was there supporting her staff and thank you to all of her staff for going the extra mile. It is our main revenue resource for the town. This position is vital to the department. The staff is working countless hours. It's a constant flow of payments that come into the office. This position has been in place since the early 1990's. It was only held vacant due to circumstances last year. It is definitely a necessity for the Town.

Mrs. Gonzalez - Thank you for carrying on during Covid. I know it has been difficult, thank you for everything that you do.

Mrs. Manupelli- Thank you very much. When everybody else was afraid to go out of their homes, you were still there making sure we were running. Keeping the continuity of services available to our residents. We appreciate the job that you and your entire department did.

Assessors

Ms. Debbie Carbone presented. We've managed to get over the hurdle of the Covid pandemic. We've had many hurdles, but we've done it. The Assessors budget is pretty simple this year. We are in the midst of a revaluation. The Assessor's office generates more than 72% of revenue, maintains all property values, granting authority of personal exemption, defends own values at Appellate Tax Board (does not hire out). 2021 was the completion of total CAMA data conversion. Conversions are a lot of work. We got it done and in a timely manner. Having only 19 abatement applications is the true sign of a good job. FY22 for the Assessor's Office is a full certification year. To complete a full certification the work begins during February and will be completed in October. In regards to the budget, the professional services is budget reduced due to the RFP and the revaluation. Postage reduced a modest amount. Travel reduced due to zoom meetings.

Mr. Wallner inquired that with all billing using postage is there any consideration on electronic billing? Open question to the group. Ms. Carbone responded that regarding tax billing and mailing that they do not have authority from DOR to do that. Many old statutes still on books that have never been changed. Maybe COVID may change that. Correspondence wise, much more is now done via email. Most of the mail expenditure is really for income and expense forms.

Information Technology

Ms. Rourke presented due to the current vacancy in the IT Director position. Ms. Rourke explained that according to the Town's Organization chart, the Finance Director is responsible for the IT department. There is one large cost driver reflected in the increase in the IT budget in Professional services. Data processing ArcGIS Enterprise Software support fee of \$31,000 annually. The

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physical server will be considered a capital expense. Additional increases in the line items include regular vendor increases of 3-5%. There is also an additional increase of the telephone line item. This increase will align with actual figures to no longer overspend that line item. Those are the items that reflect increases for FY22.

Mr. O'Leary inquired about the rotation of technology being factored in, the portion of the budget to replace computers. Ms. Rourke responded that portion is in the capital budget. That cost has increased. Town is still working on 5 year computer replacement plan. Ms. Rourke acknowledged former Select Board member Mr. Mauceri. We are very grateful for his foresight.

Mr. Mills inquired if there were any unexpected expenses this year or savings? Ms. Rourke answered that there were unexpected expenses due to Covid. Many of those are reimbursable through CARES Act. Not sure how much savings we would have. Any savings would be turned back.

Mr. Gilleberto spoke on the recent email challenges. There were global impacts with Microsoft. There is a vacancy in the director position. There are capable resources within the office, but we did need to hire outside help. We feel now is a good time to review resources, while being between directors.

Ms. Hurlbut commented that she would be willing to bring anything before the Finance Committee concerning IT that they would like to look into.

Mr. Gamer mentioned that he has always considered the IT budget to be under funded. He noticed an increase of \$6000 in other expenses and asked what that was for. Ms. Rourke responded that it reflects various computer parts and supplies. Switches, video cards, etc.

Finance/Accounting

Ms. Rourke presented the Finance/Accounting budget. She noted that there were very minimal changes. Finance budget is simply the Director and Assistant Director salaries. The Accounting budget includes an Administrative Assistant and Accounting Analyst salaries. The Accounting budget shows a decrease in office supplies and an increase in accounting related organization subscriptions. The increase in non-union wages was a merit increase.

Mrs. Manupelli commented that this year was the year of all years. Town needed to rely on the Finance Director who stepped up to the plate around the clock to keep everything running. Thank you for everything you did this year. This year we needed someone with the most elite professional skills in terms of accounting and finance. Ms. Rourke responded that she could not do it without her team and she thanks everyone as well.

Human Resources

Mr. Robert Collins began by saying the HR department consists of himself and Ms. Alyson Olsen. We serve the public servants who serve the Community of NR. Over the last year, there were 53

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openings and 217 applications and resumes. In terms of the budget, the only significant increase from last year to this is tuition reimbursement. Restoration of the tuition reimbursement for the Master's in Public Administration program through Suffolk University for the Finance Director. \$18,195 amount reflects one year, two courses per semester. It was submitted last year, but was cut. There is a timeframe for continuation of this program in order to not lose credits. This is the only budget increase, everything else is at or below prior levels. Mr. Collins acknowledged Ms. Alyson Olsen as an unsung hero. She has stepped up, taken online courses and increased her workload.

Mr. Wallner mentioned union contract negotiations. That he considers the best negotiations to be fair on both sides and Mr. Collins led us down that path. Mr. Wallner also mentioned the Summer social justice summits and Mr. Collins' regular participation.

Mr. O'Leary commented that both Mr. Collins and Ms. Olsen command a good amount of respect from town personnel. Mr. Collins has demonstrated a wealth of knowledge, as Mr. Wallner commented, regarding contract negotiations. Mr. Collins has worked out a fair deal for both sides and has offered good advice and guidance. Thank you to Bob and Alyson.

Mrs. Gonzalez would like to echo the thoughts of her colleagues. It was Mrs. Gonzalez' first time being involved in union negotiations and Mr. Collins couldn't have been a better person to be with. He made it very understandable, answered questions and was patient. Thank you very much.

Ms. Hurlbut complimented Mr. Collins and Ms. Olsen on a good job during a tricky year.

Mrs. Manupelli echoed the same sentiments. You really bring a well-honed skill set to the table. It helps tremendously with everything the Select Board has to do. Mrs. Manupelli also commented that we saw our Human Resources Director volunteer at Town Meeting to help. We really appreciate your willingness to volunteer and help out. We appreciate everything you do for the town and town employees.

Public Safety Administration

Mr. Gilleberto to present on Public Safety Administration, Town Administrator, Select Board and Town Counsel budgets.

Public Safety Administration position was a key role during the pandemic response for the Town. The Chief provided day-to-day guidance to the Health Department in responding to the public health emergency. He oversaw all operations in Police, Fire, Building, and Health departments and advised the Town Administrator in response to the public health emergency. Proposal is to level fund the Public Safety Administration department for FY22.

Town Administrator and Select Board

Town Administrator and Select Board budgets include Project manager/Grant Coordinator position proposed in FY20, but eliminated in FY21. Request is to reinstate this position. Also

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included in the budget is the establishment of a stand-alone Recording Secretary position as proposed in FY21. Mr. Gilleberto noted that the position was currently being advertised and gave instructions for how to locate the posting. The upcoming departure of Ms. Jane Brooks offers an opportunity for re-evaluation of the overall staffing and responsibilities of the Select Board Secretary position. Any recommended changes will be presented during the April budget reconciliation discussion.

Town Counsel

Requesting level funding for the Town Counsel budget from FY21 to FY22.

Mr. Wallner commented to Mr. Gilleberto, that we are very aware of everything you are doing and anything that can offer you help would be a good thing.

Mr. O'Leary commented in regards to staffing levels and realignment of responsibilities that now is the time to take a look and is glad you are evaluating that. There is a definite need for additional assistance for Town Administrator's office. In relation to the Town Counsel budget being level funded, will the ongoing 40B effort be included? Mr. Gilleberto commented that it would not be in the operating budget. There is an article for June Town meeting to fund that expense much like there was last Town meeting. Mr. O'Leary continued by commenting that Chief Murphy has been instrumental and played a key role over the past year. Mr. O'Leary complimented the Town Administrator on an excellent job shepherding us through this difficult year.

Mrs. Gonzalez commented thank you for all you do.

Ms. Hurlbut commented that the Town Administrator has done an amazing job this past year and prior. This is an exceptional year in what he has been called on to do.

Mr. Kelliher offered thank you to Mr. Gilleberto for a great job and all the hard work that he puts in. we are a better town for what you do.

Mrs. Manupelli noted that exceptional circumstances require an exceptional leader and that is what you are. You handle everything with such composure, humility and all the virtues you would need in a leader. We appreciate everything you have done to keep the ship righted during this unprecedented time and you have surrounded yourself with an amazing team that emanates the qualities that you have. Your public service messages are fabulous. Anything you ask for, you are conservative in your request and it would be helpful for us to support you in those requests. This is our chance to thank you.

PUBLIC COMMENT - there was no public comment

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REVIEW LIST OF ARTICLE – JUNE 2021 ANNUAL TOWN MEETING:

Mr. Gilleberto shared the list of pending articles and reviewed articles that were outside of the general routine. There are 30 articles pending right now. The first 20 articles are mostly routine at this point.

1. FY2021 Budget Amendment
2. Fund FY2021 Snow and Ice Deficit
3. FY2021 Appropriate Funds to Capital Improvement Stabilization Fund
4. FY2021 Transfer Funds to Water Stabilization Fund
5. FY2021 Appropriate Funds to Stabilization Fund
6. FY2021 Appropriate Funds to the Other Post-Employment Benefits Liability Trust Fund
7. FY2021 Appropriate Funds to Solid Waste Stabilization Fund
8. Select Town Officers
9. Hear and Act on Reports of Town Officers and Committees
10. Authorize Director of Public Works to Accept Easements
11. Authorize Treasurer to Enter into Compensating Balance Agreements
12. Authorize Chapter 90 Highway Construction Funds
13. Prior Year Bills
14. FY 2022 Operating Budget
15. Fund Retirement Obligations
16. Rescind Authorization to Borrow
17. FY 2022 Capital Expenditures
18. Fund Town Building Repairs
19. Appropriate Funds to Other Post-Employment Benefits Liability Trust Fund
20. Appropriate Funds to Participating Funding Arrangement Fund
21. Fund Secondary School Building Project Special Counsel Legal Expenses
22. Fund 20 Elm Street Litigation Counsel Legal Expenses

Articles 21 and 22 are associated with on-going litigation. We do not have dollar amounts for those articles at this point.

23. Amend Code of North Reading: Chapter 66 – Finance - Add School Rental
24. Establish Dollar Amount for School Rental Revolving Fund

Article 24 is a revolving fund request of School Committee. More information will be provided at a future meeting.

25. Amend Dollar Amounts for Various Revolving Funds

Finance Director and Town Administrator to review current amounts in funds and will recommend changes if there are any.

26. Amend Code: Addition of Senior Housing Overlay Zoning District
27. Amend Code - Zoning By-Laws – Section 200-30 Zoning Map –

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Article 26 and 27 relate to the proposed development at 148-150 Park Street. Creates a zoning district and creates Senior Housing Overlay district.

28. Amend Code – Zoning By-Laws – Add Section Small Cell Wireless Facilities

Would be an amendment to the zoning bylaw to regulate small cell wireless stations to the extent allowed under federal guidelines. Board to receive a recommended policy that is currently be drafted by the Town Planner and Town Counsel.

29. Citizens Petition: Amend Code – Zoning Bylaws – Rezone 4, 12 and 14 Concord St. to IO District

This is a citizen's petition based on the property purchased last year on Concord Street. Owner is looking to rezone the property as industrial.

30. Amend Code - Zoning By-Laws – Section 200-30 Zoning Map – 4, 12 and 15 Concord St.

This article was recommended by the Town Clerk to change the map based on result of Article 29.

Mrs. Gonzalez wanted to float a proposal of an article and asked if no additional articles could be proposed at this point. Mr. Gilleberto responded that Select Board has control of the warrant at this point.

Mrs. Gonzalez proposed that given time, hours and the fact that most races are uncontested, should they consider a small stipend for Select Board? It could be an incentive to encourage more engagement. Mrs. Gonzalez clarified that this stipend would only be for the Select Board. She reasoned the amount of time required for the role and also the additional commitments of being a committee liaison.

Mr. Gilleberto commented that he has seen stipends offered for Select Board positions. Stipends range between \$1000-\$5000. Some communities have it, some have it and have done away with it, some have brought it back. Mr. Gilleberto commented that the board puts in a tremendous amount of work within and outside of the meetings.

Ms. Hurlbut commented that she has an issue with reasoning for stipend. She does not believe that this is the type of reward that is valued or should be in place. We have to consider the fact that there are a number of people in this community who volunteer on multiple committees at the same time and also attend multiple meetings including Select Board meetings. This might not sit well with them. Ms. Hurlbut doesn't feel that \$1000 would encourage people to run for office.

Mr. Stuto stated that he agrees with both sides. He stated that he feels you need a real financial incentive in order to encourage engagement. He noted that colleagues in other towns have commented on a potential figure of \$5000 with a future eligibility for State pension. Depending on the committee assignments the amount of hours on the board can be substantial. Mr. Stuto noted that one week he spent 40 hours on Select Board business on top of his professional and personal

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life. He is not aware of another position/committee that you have the same amount of hours as the Select Board. Unless you're getting a State level benefit, there is no point.

Mr. Gamer stated that he agrees with comments that \$1000 would not bring more engagement. He is open to other measures. Select Board race uncontested is a bad look for the town. It's an idea that we should consider and he is open to other alternatives as well.

Mrs. Manupelli stated that the role was as big of a commitment or as little of a commitment as you can make for the town. Mrs. Manupelli remembers past discussions with colleagues lamenting the lack of participation. In this town, there is a remarkable amount of volunteers who may not be volunteering for the Select Board but volunteering in another manner. The goal, in her opinion, is to participate as a volunteer as so many others in town do.

Mr. O'Leary noted that it has been discussed over the years. There was a time when service on a Select Board counted towards State, County and Municipal government service. The State credit could become expensive, as we've seen with health insurance. The Select Board takes the phone calls, has the communication with constituents that other boards do not. For the most part everyone who participates on the Select Board puts in an extraordinary amount of time and effort. It would not be unreasonable to consider offering a stipend to help with out of pocket costs of the role. A stipend would not be unreasonable, but it should not be pensionable or have benefits attached. I don't have an opinion one way or another. Put it to the public and let them decide. I don't think it will incentivize people.

Mr. Stuto followed up by stating that maybe they should map out something that makes sense, another incentive similar to what Mr. Gamer stated.

Mr. Wallner commented that to even get on board, you have to put up a million signs around town. He suggested a campaign fund idea. People run their campaign using a pre-existing fund. You shouldn't have to pay to get onto the board.

Mr. O'Leary commented that he is being frugal and not making any new signs. He pulls out the same signs every three years and they say Selectmen.

Mrs. Manupelli said that she hasn't had to buy signs at this point, races have been uncontested. In response to Mr. Wallner's idea about a campaign fund, she believes in order to pursue it there would need to be a discussion with Town Counsel.

Mr. Wallner would not want to create a division with other boards by establishing a stipend.

Mrs. Gonzalez clarified that we're all here for the right reasons. Several other towns do offer a small stipend. One person commented to her that they take their wife on vacation once a year from the stipend. The idea is a gesture to make up time taken away from family. It was a suggestion for discussion. The other towns she compared to only offer stipends to the Select Board and not to other committees.

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Mrs. Manupelli suggested that Mrs. Gonzalez could work with the Town Administrator to investigate further.

Mrs. Manupelli did have a question on warrant article review. When are we going to see a draft of the potential zoning changes in the small cell towers? Mr. Gilleberto responded that some additional information had recently been received and that he can make information available through ShareFile.

UPDATED FY 2022 REVENUE/EXPENSE PLAN

Mr. Gilleberto introduced Ms. Rourke to present on the updated FY2022 revenue and expense plan. Mr. Gilleberto stated that they wanted to update the board on projections for where we are at in terms of Health Insurance.

Ms. Rourke shared her screen to present figures. She noted one change to the revenue plan that is a favorable is a change to health insurance budget. Since the board's last review of the revenue plan there have not been any other changes. A review of the budget shows that fixed costs have been reduced slightly. Ms. Rourke continued to show school and municipal budget gaps. Nothing has changed in taxes, local state aid and local receipts. They continue to monitor excise tax and misc. recurring meals tax. We should have a better idea on figures by the end of April. A change that has been made since the last review of the revenue plan is in the Health Insurance budget. Health insurance was carrying a 7.5% increase through March 1st, but is now at 6.6%. The Town carries a health insurance contingency as well as PFA, which helps to achieve saving each year. There are accounts set up for this. Current budget shortfall is \$851,000 with a school budget shortfall of \$834,000.

Mr. Gilleberto commented that through the financial planning team process, we will work through this challenge as we do every year. There are areas on the municipal side that will be adjusted. The School department will be working on their budget at a webinar this coming Friday. The Town Administrator and Finance Director will spend the next four weeks working to present something to the board that is reconciled and balanced and to the extent possible presents level services.

Mr. O'Leary commented in relation to OPEB that we're level funding at \$300,000. What should we be really putting in there? Ms. Rourke replied that there will be a discussion with the actuary shortly as we wrap up FY21 annual audit. Mr. O'Leary continued and inquired about the Pulte property. How have we been doing as far as projections in relation to the buildings that have been going up? Mr. Gilleberto interjected and commented on the construction of the project. There has been a lag, but construction of the 4th building is underway. Work is picking back up but we are expecting that with the issue of the special permit it should pick back up. Mr. O'Leary continued and asked how we have been accounting for the revenue stream? Are we being conservative enough in our estimates? Mr. Gilleberto responded one building is occupied, but deferred to the Finance Manager for any updates. Ms. Rourke said that her understanding from the assessor is that we are being conservative with our revenue estimates. We do continue to monitor it. The Assessor has conversations with the building department. She has been going out to the site as well. Mr.

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O'Leary was wondering if this was an area in which we could gain more revenue to help close the gap. Ms. Rourke did not think so but said they could take another look at it.

Mrs. Manupelli commented that because of the condensed presentations this year, they didn't see new growth in general and in relation to Pulte. Ms. Rourke showed the projections for FY22 and noted that the Assessor provides figures. Mrs. Manupelli continued by inquiring about the earmarked % for health insurance benefits. The Board has always advocated for 7-7.5% for minimum. She would like to hear about Ms. Rourke's thinking in regards to the slight decrease. Ms. Rourke deferred to the Town Administrator but stated that is what we received from Blue Cross Blue Shield. Mr. Gilleberto stated that it is a renewal proposal received from BCBS. When also combined with the PFA. Felt that the percentage could be adjusted while still maintaining the performance of the PFA in recent years, which has been very good.

OUTDOOR DINING

Mr. Gilleberto offered an update as to where we are in the process. There are six establishments from last year that the Board granted authority for outdoor dining. The Board was given the authority to extend the timeframe and they did so. Assuming that the six establishments make no changes to what they do, then they should be all set. If there are any changes, they would need to reapply for review of the changes. An issue that has been brought up is - What happens when the State of Emergency ends? There is a sixty day window for extended outdoor dining but businesses looking for some certainty given the investment required on their part.

Mrs. Gonzalez commented that her concern was that once the state of emergency ends there is a sixty day window for outdoor dining. What if this happens during the middle of the summer and these businesses have already made investments. Mrs. Gonzalez contacted Mr. Gilleberto to determine what the Board could do about the potential issue. Mr. Gilleberto proposed a letter from the board to Governor Baker asking to extend the order until Dec 31 2021. Mr. Gilleberto noted that a draft of the letter was in the Select Board packet for the meeting. This seems to be the cleanest most efficient way for businesses to obtain that certainty. Mr. Gilleberto noted that without this extension, there would be ways for these establishments to continue outdoor dining but it would be much more complicated. Mr. Gilleberto also reviewed this with the Public Safety Director and he is in support of it.

Mr. O'Leary commented - go for it. Restaurants have a lot of ground to make up. They are making the investment and I think they should be allowed for the entire season.

Mr. Wallner commented that he feels it is a good idea.

Mr. Stuto stated that he supports it. He did ask if we know how the city of Boston is going to handle this situation. Are they dealing with the same problem? Mrs. Manupelli commented that the Governor's order is just a relaxing of the standard. It relaxed the way the board can grant permits. It just reverts back to MA general law. We could still allow, but it would have to follow the formality. Mrs. Manupelli agrees that it is a good idea to send the letter. Mr. Stuto followed up to clarify. If the state of emergency ends, does any executive order tied to that under state now

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end? Mrs. Manupelli commented that this action was required to relax a standard in the law in this situation. The letter would go to the Governor and also the legislative delegation. Mr. Stuto agrees that we need a full season for these establishments, it is unfair. Mrs. Manupelli stated that the goal of the letter is to keep it less restrictive to apply. The Governor by executive order cannot modify the law. Town Council did have input on the letter.

MADAM CHAIR, I MOVE TO SIGN A LETTER TO THE GOVERNOR REQUESTING THE EXTENSION OF TEMPORARY OUTDOOR TABLE SERVICE THROUGH DECEMBER 31, 2021.

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

VOTE: 5-0 (UNANIMOUS)

Mr. O'Leary commented that he had heard from a few of the establishments in relation to this issue. This is a good positive action to be proactive. Business are pleased that the town is taking action.

SEASONAL LICENSE RENEWALS

THOMSON CLUB INC., D/B/A PRO SHOP – SEASONAL CLUB WINE AND MALT BEVERAGES

MADAM CHAIR, 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, 2021 SUBJECT TO ALL REGULATORY DEPARTMENT REQUIREMENTS.

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

VOTE: 5-0 (UNANIMOUS)

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THOMSON CLUB INC., D/B/A TCC GRILL – SEASONAL CLUB ALL ALCOHOL

MADAM CHAIR, 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, 2021 SUBJECT TO ALL REGULATORY DEPARTMENT REQUIREMENTS.

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

VOTE: 5-0 (UNANIMOUS)

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

MADAM CHAIR, 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, 2021 SUBJECT TO ALL REGULATORY DEPARTMENT REQUIREMENTS.

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

VOTE: 5-0 (UNANIMOUS)

GOLF FACILITIES MANAGEMENT, INC. – COMMON VICTUALLER

MADAM CHAIR, I MOVE TO RENEW THE COMMON VICTUALLER LICENSE FOR GOLF FACILITIES MANAGEMENT, INC., D/B/A HILLVIEW SNACK BAR TO EXPIRE DECEMBER 31, 2021 SUBJECT TO ALL REGULATORY DEPARTMENT REQUIREMENTS.

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

VOTE: 5-0 (UNANIMOUS)

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GOLF FACILITIES MANAGEMENT, INC. – SEASONAL WINE AND MALT BEVERAGES

MADAM CHAIR, I MOVE TO RENEW THE SEASONAL WINE AND MALT BEVERAGES LICENSE FOR GOLF FACILITIES MANAGEMENT, INC., D/B/A HILLVIEW SNACK BAR TO EXPIRE OCTOBER 31, 2021 SUBJECT TO ALL REGULATORY DEPARTMENT REQUIREMENTS.

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

VOTE: 5-0 (UNANIMOUS)

ROBERT CONNORS – TRANSIENT VENDOR

MADAM CHAIR, 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, 2021 SUBJECT TO ALL REGULATORY DEPARTMENT REQUIREMENTS.

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

VOTE: 5-0 (UNANIMOUS)

SIGN ABCC SEASONAL RENEWAL CERTIFICATION

MADAM. CHAIR, I MOVE TO SIGN THE ABCC 2021 SEASONAL RENEWAL CERTIFICATION.

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

VOTE: 5-0 (UNANIMOUS)

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**AMEND POLICY 1.21 - ALCOHOL LICENSES: SERVER TRAINING PROGRAMS –
SECOND READING**

MADAM CHAIR, I MOVE TO APPROVE THE SECOND READING AND ADOPTION OF THE AMENDED POLICY 1.21 – ALCOHOL LICENSES: SERVER TRAINING PROGRAMS, AND TO WAIVE THE READING OF THE ENTIRE POLICY.

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

VOTE: 5-0 (UNANIMOUS)

APPOINTMENTS
VETERANS EVENT COMMITTEE – FULL MEMBER

MADAM CHAIR, I MOVE TO APPOINT DANIEL MAHONEY AS A MEMBER OF THE VETERANS EVENT COMMITTEE FOR A TERM TO EXPIRE DECEMBER 31, 2023.

MOTION BY:	MR. STUTO
SECONDED BY:	MRS. GONZALEZ

VOTED:

MRS. MANUPELLI:	DANIEL MAHONEY
MR. WALLNER:	DANIEL MAHONEY
MR. O'LEARY:	DANIEL MAHONEY
MR. STUTO:	DANIEL MAHONEY
MRS. GONZALEZ:	DANIEL MAHONEY

VOTE: 5-0 (UNANIMOUS) – DANIEL MAHONEY

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VETERANS EVENT COMMITTEE – ASSOCIATE MEMBERS

MADAM CHAIR, I MOVE TO REAPPOINT THE FOLLOWING INDIVIDUALS AS ASSOCIATE MEMBERS OF THE VETERANS EVENT COMMITTEE FOR TERMS TO EXPIRE DECEMBER 31, 2023:

MARK MANZELLI
KIMBERLY MANZELLI
KENNETH RAVIOLI

MOTION BY: MR. STUTO
SECONDED BY: MR. O'LEARY

VOTED:

MRS. MANUPELLI:	MARK MANZELLI, KIMBERLY MANZELLI, KENNETH RAVIOLI
MR. WALLNER:	MARK MANZELLI, KIMBERLY MANZELLI, KENNETH RAVIOLI
MR. O'LEARY:	MARK MANZELLI, KIMBERLY MANZELLI, KENNETH RAVIOLI
MR. STUTO:	MARK MANZELLI, KIMBERLY MANZELLI, KENNETH RAVIOLI
MRS. GONZALEZ:	MARK MANZELLI, KIMBERLY MANZELLI, KENNETH RAVIOLI

VOTE: 5-0 (UNANIMOUS): MARK MANZELLI, KIMBERLY MANZELLI, KENNETH RAVIOLI

Mrs. Gonzalez added to the discussion by mentioning that it was clear the committee was in need of another full member. She offered a thank you to all the committee members and an additional thank you to Mr. Dan Mahoney stepping up to full member.

CAPITAL IMPROVEMENT PLANNING COMMITTEE

MADAM CHAIR, I MOVE TO REAPPOINT THE FOLLOWING INDIVIDUALS TO THE CAPITAL IMPROVEMENT PLANNING COMMITTEE FOR TERMS AS NOTED.

MICHAEL GILLEBERTO	TO EXPIRE JUNE 30, 2023
ELIZABETH ROURKE	TO EXPIRE JUNE 30, 2021

MOTION BY: MR. STUTO
SECONDED BY: MR. O'LEARY

VOTED:

MRS. MANUPELLI:	MICHAEL GILLEBERTO, ELIZABETH ROURKE
MR. WALLNER:	MICHAEL GILLEBERTO, ELIZABETH ROURKE
MR. O'LEARY:	MICHAEL GILLEBERTO, ELIZABETH ROURKE
MR. STUTO:	MICHAEL GILLEBERTO, ELIZABETH ROURKE
MRS. GONZALEZ:	MICHAEL GILLEBERTO, ELIZABETH ROURKE

VOTE: 5-0 (UNANIMOUS): MICHAEL GILLEBERTO, ELIZABETH ROURKE

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FACILITIES MASTER PLAN COMMITTEE

MADAM CHAIR, I MOVE TO REAPPOINT THE FOLLOWING INDIVIDUALS TO THE FACILITIES MASTER PLAN COMMITTEE FOR TERMS AS NOTED.

	<u>TERM</u>
MARC HAMEL (DPW)	SEPT. 4, 2022
ABIGAIL HURLBUT (FINANCE COMMITTEE)	JUNE 30, 2022
DONALD KELLIHER (CAPITAL IMPROVEMENT PLANNING)	JUNE 30, 2021
MARK HALL (HISTORIC DISTRICT COMMISSION)	DEC. 31, 2023

MOTION BY: MR. STUTO
SECONDED BY: MR. O'LEARY

VOTED:

MRS. MANUPELLI: MARC HAMEL, ABIGAIL HURLBUT, DONALD KELLIHER, MARK HALL
MR. WALLNER: MARC HAMEL, ABIGAIL HURLBUT, DONALD KELLIHER, MARK HALL
MR. O'LEARY: MARC HAMEL, ABIGAIL HURLBUT, DONALD KELLIHER, MARK HALL
MR. STUTO: MARC HAMEL, ABIGAIL HURLBUT, DONALD KELLIHER, MARK HALL
MRS. GONZALEZ: MARC HAMEL, ABIGAIL HURLBUT, DONALD KELLIHER, MARK HALL

VOTE: 5-0 (UNANIMOUS): MARC HAMEL, ABIGAIL HURLBUT, DONALD KELLIHER, MARK HALL

Mr. O'Leary inquired about the staggered terms for these appointments. Mr. Gilleberto answered that term dates were aligned with the existing term of the committee that they are representing. Aligned with current appointments.

LEGAL BILLS

KP LAW

MADAM CHAIR, I MOVE TO APPROVE LEGAL BILLS FOR JANUARY, 2021 IN THE AMOUNT OF **\$12,538.92** AS FOLLOWS:

KOPELMAN AND PAIGE, P.C. (GENERAL)	\$ 8,560.92
KOPELMAN AND PAIGE, P.C. (LABOR)	\$ 1,774.50
20 ELM STREET 40B PROJECT	<u>\$ 2,203.50</u>
TOTAL	\$12,538.92

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

VOTE: 5-0 (UNANIMOUS)

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FURMAN GREGORY DEPTULA

MADAM CHAIR, I MOVE TO APPROVE PAYMENT OF A **\$3,373.67** FOR INVOICE #11412 DATED FEBRUARY 26, 2021 TO FURMAN, GREGORY, DEPTULA FOR LITIGATION ASSOCIATED WITH THE SECONDARY SCHOOL BUILDING PROJECT.

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

VOTE: 5-0 (UNANIMOUS)

MINUTES

MADAM CHAIR, I MOVE TO APPROVE THE **OCTOBER 19, 2020** REGULAR SESSION MINUTES AS WRITTEN.

MOTION BY:	MR. STUTO	
SECONDED BY:	MR. O'LEARY	
VOTED BY:	MR. STUTO	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 **OCTOBER 19, 2020** EXECUTIVE SESSION MINUTES AS WRITTEN.

MOTION BY:	MR. STUTO	
SECONDED BY:	MR. O'LEARY	
VOTED BY:	MR. STUTO	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 **DECEMBER 17, 2020** REGULAR SESSION MINUTES AS WRITTEN.

MOTION BY:	MR. STUTO	
SECONDED BY:	MR. O'LEARY	
VOTED BY:	MR. STUTO	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 **DECEMBER 17, 2020** EXECUTIVE SESSION MINUTES AS WRITTEN.

MOTION BY:	MR. STUTO	
SECONDED BY:	MR. O'LEARY	
VOTED BY:	MR. STUTO	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 **DECEMBER 21, 2020** REGULAR SESSION MINUTES AS WRITTEN.

MOTION BY:	MR. STUTO	
SECONDED BY:	MR. O'LEARY	
VOTED BY:	MR. STUTO	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 **DECEMBER 21, 2020** EXECUTIVE SESSION MINUTES AS WRITTEN.

These minutes were not voted on at the request of Mrs. Manupelli.

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MADAM CHAIR, I MOVE TO APPROVE THE **JANUARY 11, 2021** REGULAR SESSION MINUTES AS WRITTEN.

These minutes were not voted on at the request of Mrs. Manupelli.

MADAM CHAIR, I MOVE TO APPROVE THE **JANUARY 25, 2021** REGULAR SESSION MINUTES AS WRITTEN.

These minutes were not voted on at the request of Mrs. Manupelli.

MADAM CHAIR, I MOVE TO APPROVE THE **JANUARY 25, 2021** EXECUTIVE SESSION MINUTES AS WRITTEN.

These minutes were not voted on at the request of Mrs. Manupelli.

MADAM CHAIR, I MOVE TO APPROVE THE **FEBRUARY 8, 2021** REGULAR SESSION MINUTES AS WRITTEN.

MOTION BY:	MR. STUTO	
SECONDED BY:	MR. O'LEARY	
VOTED BY:	MR. STUTO	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 **FEBRUARY 22, 2021** REGULAR SESSION MINUTES AS WRITTEN.

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

VOTE: 5-0 (UNANIMOUS)

**MINUTES OF THE SELECT BOARD MEETING
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MADAM CHAIR, I MOVE TO APPROVE THE **FEBRUARY 22, 2021** EXECUTIVE SESSION MINUTES AS WRITTEN.

MOTION BY:	MR. STUTO	
SECONDED BY:	MR. O'LEARY	
VOTED BY:	MR. STUTO	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 **FEBRUARY 27, 2021** REGULAR SESSION MINUTES AS WRITTEN.

MOTION BY:	MR. STUTO	
SECONDED BY:	MR. O'LEARY	
VOTED BY:	MR. STUTO	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 **MARCH 1, 2021** REGULAR SESSION MINUTES AS WRITTEN.

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

VOTE: 5-0 (UNANIMOUS)

TOWN ADMINISTRATOR'S REPORT

No report

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BOARD MEMBER REPORTS/OLD AND NEW BUSINESS

Mr. O'Leary - BOH will be meeting this week. It's been about a year since the state of emergency went into effect. Important to acknowledge the milestone and how well the town employees have stepped up and kept things running during the difficult time. We can't be complacent about the necessary steps that have to continue to be taken, wearing masks, getting vaccinated. The Covid numbers are better, but they aren't great. Please continue to do what we need to do as individuals to do our part. Follow CDC guidelines.

Mr. Wallner - met today with the town age committee that has been fairly dormant. Plan to do a once a year outreach at the senior center. Taking a fresh look at the committee to see what they can come up with to revive it. Mr. Wallner also commented that Happy DeFranza is leaving town and stepping down from the Historic Commission.

Mr. Stuto - updated on the EDC meeting. Primary discussion with Ms. Egan from the chamber on how to get businesses to take advantage of pent up demand from Covid, safely. They are discussing an idea that once they can do so safely, maybe mid-summer, that they would like to put together something for business owners in outside venue. An opportunity for business owners to strategize how to take advantage of Covid. Mr. Stuto then continued by commenting that the ZBA Pulte variance did go through with the caveat that they provide 15% affordable of the 52 units. Goes to CPC for final special permit. After the budget season, the CPC is going to send a letter to meet with stake holders for the Winter St project. They will later come to a Select Board meeting.

Mrs. Gonzalez - Community Impact team has their first meeting since last March. Committee is comprised of all the people that were very busy dealing with COVID over the past year. They talked about a vaping program that when brought to students is showing them 75% less likely to vape. Drug and vape take-back at the O'Leary center on April 24th. It will be a drive by 10-2p. Hoping to collect vapes too.

Mrs. Manupelli - recognizing other individuals who really have stepped up. Superintendent and administration have stepped up. It was an unusual year for Dr. Daly taking over for Mr. Bernard. There will be a parent forum hosted on YouTube at 7:30pm tomorrow night about returning to in-school learning.

Mr. Stuto inquired about a March 29th meeting? Mr. Gilleberto answered that it was a placeholder. Quite a bit was accomplished this evening and hopefully we won't need this date. Keep as a placeholder.

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ADJOURN

MADAM CHAIR, I MOVE TO ADJOURN.

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

VOTE: 5-0 (UNANIMOUS)

ADJOURN: 10:04 P.M.

DATE

VINCENZO STUTO, CLERK