

**MINUTES OF THE SELECT BOARD MEETING
MONDAY, NOVEMBER 1, 2021**

Chairwoman Manupelli called the meeting to order at 7:47 p.m. via remote participation. Participating members were Ms. Gonzalez, Mr. Wallner, Mr. Stuto, Mr. O'Leary, and Town Administrator, Michael Gilleberto.

#1. EXECUTIVE SESSION

MADAM CHAIR, I MOVE TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSES OF SUBSECTION 2 - STRATEGY SESSIONS IN PREPARATION FOR NEGOTIATIONS WITH NON-UNION PERSONNEL OR CONTRACT NEGOTIATIONS WITH NONUNION PERSONNEL AND SUBSECTION 3 – STRATEGY WITH RESPECT TO COLLECTIVE BARGAINING (NORTH READING ADMINISTRATIVE STAFF), AS SUCH DISCUSSIONS IN OPEN SESSION WILL HAVE A DETRIMENTAL IMPACT ON THE TOWN, AND TO ADMIT THE FOLLOWING:

HUMAN RESOURCES DIRECTOR ROBERT COLLINS

FINANCE DIRECTOR ELIZABETH ROURKE

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)

#2

Routine.

CALL TO ORDER OPEN SESSION

Members recite the Pledge of Allegiance.

#3 PUBLIC COMMENT

None.

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#4. JOE’S KWIK MART, 231 MAIN STREET - CHANGE OF DBA & CHANGE OF MANAGER

Chair Manupelli took notice that the Attorney for Joe’s Kwik Marts, Adam Barnosky was present via zoom.

Mr. Gilleberto then recommended to the Select Board that they continue consideration of the two agenda items to the next regular meeting on November 22, 2021 so they can continue the review of the application of the Change of Manager. This had been relayed to Attorney Barnosky. Mr. Gilleberto will publish notice of the Change of Manager and Change of DBA as a courtesy.

After the Motion was read there was a comment by Mr. O’Leary who asked if the Attorney was in agreement with the continuation to November 22, 2021.

Attorney Barnosky was in agreement.

MADAM CHAIR, I MOVE TO CONTINUE THE CONSIDERATION OF CHANGE OF MANAGER AND CHANGE OF DBA TO NOVEMBER 22, 2021 AT 7:30 PM.

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)

#5. PUBLIC HEARING: CHINA CUISINE, INC., 235 MAIN STREET- CHANGE OF STOCK INTEREST

The applicants came to the table and introduced themselves. Mai Hui is the manager of China Cuisine and her husband Victor Hui was present as well, both of 235 Main Street, North Reading. They are seeking to add their children Jennifer and Benjamin as stock holders.

Chair Manupelli then read the Public Hearing notice and clarified that the Hui’s are representing themselves.

Mr. Hui explained that Ms. Hui owns 50% and he owns 50% and they wanted to extend 20% & 20% to their children Jennifer and Benjamin as stock holders.

Chair Manupelli asked for questions.

Mr. O’Leary he was happy to hear this news and he has no problems with their request.

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Mr. Gilleberto asked if the restaurant will be operated by the family and if any other 3rd party was going to be involved.

Mr. Hui said not at this time but will be looking for a partner in the future.

Chair Manupelli asked for public comment in favor of the application. Mr. Gilleberto saw none. She then asked for public comment in opposition of the application. Mr. Gilleberto saw none.

MADAM CHAIR, I MOVE TO APPROVE A CHANGE OF STOCK INTEREST FOR THE COMMON VICTUALLER/ALL ALCOHOLIC BEVERAGE LICENSE FOR CHINA CUISINE, INC. 235 MAIN STREET, 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)

#6 REVIEW FY2020 AUDIT WITH AUDITOR

Mr. Gilleberto added that the Finance Director, Elizabeth Rourke is participating virtually.

Mr. Dick Hingston was present to review the audit. He stated that there are no significant deficiencies and his informative complete audit can be found in the Select Board packet which he proceeded to go over the highlights.

Mr. O'Leary asked what Mr. Hingston had seen for OPEB increases from a percentage standpoint.

Mr. Hingston replied that there is something called a blended rate. As one is working their way through stages, the town has 2 million and the actuary says the town would need 10 million to get to the expected long term rate of return which would be around 6 ½ %. As the Town works its way they will let you do a blended rate so that is up to 6.54% and whatever the Municipal Bond rate is at the time. He has some places that are funded enough that they can use the 6.54% the whole time. Their liabilities are much much smaller.

Mr. O'Leary then asked about something discussed a few years ago regarding the "stop the bleeding" by paying outstanding liability.

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Mr. Hingston added that some people are adding to their OPEB plans. The retirement system will be funded in 2032. The Town's assessment will fall off a cliff when it's fully funded. If the town took X% of that and put that into the OPEB trust that helps them determine how much will be in the trust. It helps the actuary and helps the bond rating and to get the Town to a more blended rate. It's not an easy decision.

Mr. O'Leary asked as far as the change that took place in regards to the discount rate who changes that.

Mr. Hingston said that it's the Feds that change the Municipal Bond rate. It was a down year. He then spoke on prior year comments.

Mr. Gilleberto said that there has been a lot of discussion since invoices and payment was identified last year. They will consider a change in the purchase order process to open up direct scrutiny of invoices outside the finance department.

Chair Manupelli said that is a great idea and during the times she has had question she would reach out to Ms. Rourke and get an answers quickly.

Mr. Hingston then spoke on tax foreclosures. He then thanked the town for allowing him to do the audit for the past many years as this is his last exit conference meeting. He added he thinks he started back in 1988 with Mr. O'Leary.

Mr. O'Leary congratulated him on his retirement and how much his services have been appreciated.

Mr. Gilleberto said that the year 2020 was a very challenging year to audit due to the pandemic and the many funding sources that came into the Town's books. Both Mr. Hingston and the Finance Director have worked overtime to get this done. He wanted to recognize the efforts and thank him for his willingness to guide the Town along the way and point them in the right direction. He was always available whether during an audit or outside an audit. He wished him a healthy retirement.

#7. VOTE TO APPROVE USEFUL LIFE FOR CAPITAL ITEMS

Mr. Gilleberto stated that there are two items that were approved at the June 5, 2021 Town Meeting. The borrowing term for payback is a shorter amount of time due to under state law. State law allows for that term to be extended. They are seeking to borrow for a 10 year period in accordance with the plan that the Capital Improvement Planning Committee recommended. The type of pick-up truck that they are discussing is usually kept for 12-13 years and the bobcat for 15 years. He is confident this is the right step.

MADAM CHAIR, I MOVE THAT THE MAXIMUM USEFUL LIFE OF THE
DEPARTMENTAL EQUIPMENT LISTED BELOW TO BE FINANCED WITH A PORTION
OF THE PROCEEDS OF THE \$ 185,000.00 BORROWING AUTHORIZED BY THE VOTE OF

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THE TOWN PASSED JUNE 5, 2021 (ARTICLE 21) IS HEREBY DETERMINED PURSUANT
TO G.L. C.44, §7(1) TO BE AS FOLLOWS:

<u>PURPOSE</u>	<u>BORROWING AMOUNT</u>	<u>MAXIMUM USEFUL LIFE</u>
DEPARTMENTAL EQUIPMENT (DPW HIGHWAY PICK UP TRUCK)	\$95,000.00	10 YEARS
DEPARTMENTAL EQUIPMENT (DPW HIGHWAY BOBCAT)	\$90,000.00	10 YEARS
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)

#8. INVESTMENT POLICY STATMENT - SECOND READING AND ADOPTION

Mr. Gilleberto wanted to recognize the Trustees of the Trust Fund, Mr. Dallas Coffman, Ms. Jean Osborn, and Ms. Sarah Allen McGoldrick who are there virtually and he appreciated them joining again. He has not received any recent comments on the policy other than from Madame Chair who asked for the opinion of the auditor and Mr. Gilleberto answered that the auditor's role is largely to monitor the investment and make sure it aligns with the policy.

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Chair Manupelli asked for comment and saw none.

MADAM CHAIR, I MOVE TO APPROVE THE SECOND READING AND ADOPTION OF THE TRUSTEES OF TRUST FUNDS POLICY 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)

Mr. Gilleberto & Chair Manupelli thanked the trustees again.

#9. VOTE TO RATIFY NRAS MEMORANDUM OF AGREEMENT

Tabled.

#12 TOWN ADMINISTRATOR REPORT

Mr. Gilleberto said his report can be found in the Select Board packet and they would find a listing of projects he's provided, at their request, to Representative Jones and Senator Tarr in anticipation of possible funding opportunities in the coming weeks/months. The list reflects unfunded capital projects, other projects that are in the planning stages, and select operating budget items that have also not been funded. He's spoken with the Superintendent of Schools and they may provide additional non-capital items to be added to the list.

He was pleased to report that the Senior Center has resumed in-person programming. A "chair dancing" program has started up, and a weekly congregate lunch program on Wednesdays begins November 3rd. Please take note of the new stairs as you enter the building!

He received the attached letter asking him to sign on to a letter regarding a "Net Zero Stretch Code". He is not intending to sign on as this is a matter of policy, but he wanted to make the Board aware in the event it wished for the Town to sign on.

He was pleased to inform the Board and the public of transitions within the Town Hall. Ms. Stephanie Connolly has moved from the Health Department to the Town Clerk's office, and Chrissy Doolin has moved from the Conservation Commission office to the Health Department. He thanked both of these hard-working employees for their continued service to the Town of North Reading.

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Additionally, he was pleased to report that the Town was awarded the Youth Substance Abuse Grant from the Federal Government. He is happy to continue that program for the next 5 years. Thanks to the labors of many full and part-time employees and volunteers. He also specifically recognized Amy Luckiewicz for her efforts.

He also wanted to ad that he has recently signed an engineering contract with Wright Pierce for the next phase of the Wastewater study that was funded at the October Town Meeting for 2.4 Million which was a couple hundred thousand dollars less than what was projected. He complemented the work of Mr. Parisi to keep the project on task.

Lastly in regards to the four intersections, the Town's intention is to invite the consulting engineers to the first meeting in December to review the recommendations they have offered.

#13 BOARD MEMEBER REPORTS

Mr. O'Leary started with the information that Wastewater meetings are regularly taking place due to the towns favorable action. The town will be getting regular updates over then next few months. The Board of Health continues to meet and will meet again on November 18th @ 7:00 p.m. He complimented Mr. Wallner for his fantastic Age Friendly presentation.

Mr. Wallner relayed that on Thursday, 10/28 he did the Age Friendly presentation. In attendance were team members Jen Ford, Katherine McKay-Scott & Kim Manzelli. There were 40 people present in person and 18 attended online. Norcam recorded this exhibition and it will be available soon. The feedback was positive. Mr. Gilleberto wanted to thank Dr. Daly for being accommodating with the DLL space. Special thanks to Ms. Allison Kane at the High School for her willingness to assist with them technology.

Chair Manupelli echoed the sentiment of appreciation for Mrs. Kane who helped at Town Meeting as well.

Mr. Stuto had nothing to add at that time.

Mrs. Gonzalez said that Youth Services gave an overview of the schools update. At the meeting, Jen Ford had discussed the fall programs and that there will be an upcoming Facetime with Santa to watch out for in early December. The Veterans Event Committee has been busy working on the Veteran's Day dinner to be held on 11/11/21 from 5:00-9:00 p.m. at the Tewksbury County Club ready. Ms. Magner had been working on getting local business involved with discounts for the Veterans and Ginger Gourmet is giving 15% off so far. There is also a plan to have Veterans read about Veterans to the K-3rd graders in town. Please send pictures of any Veterans for the board at the town hall and to send to the Transcript. On Veterans Day meet at the monument at 11:00 a.m. Mr. Wallner agreed to read the Proclamation.

Chair Manupelli wanted to comment that Veterans Day 11/11 is a day to remember our living and those who have lost their lives in service to our country and if you can join for the services mentioned by Ms. Gonzalez that would be great but if not try to do something else to remember the day and Veteran's Month here in North Reading. She then updated on the Facilities Master Planning Committee. There was a first rollout with the HKT architect on what building they will focus on and the initial planning. They zoned in on 5 buildings, Town Hall, Damon Tavern, Third Meeting House, the buildout of the Fire Station & Intergenerational Center.

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Mr. O’Leary made mention that the Town would include the Hillview in the planning of building improvements.

Mr. Gilleberto said that the building will be looked at from a programmatic standpoint but not necessarily from a systems/infrastructure standpoint.

Chair Manupelli thinks it’s important at the Strategic Planning meeting to think about what they want for the Hillview Country Club going forward. They need a vision for that space.

#14 OLD AND NEW BUSINESS

Mr. Stuto see Board Member Report
Ms. Gonzalez see Board Member Report
Mr. O’Leary see Board Member Report
Mr. Wallner see Board Member Report
Chair Manupelli see Board Member Report

#15 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: 8:52 P.M.

DATE

VINCENZO STUTO, CLERK