

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, MARCH 14, 2022**

---

Chair Manupelli called the meeting to order at 7:35 p.m. via in person and remote participation. Participating members were Mrs. Gonzalez, Mr. Wallner, Mr. Stuto, and Town Administrator, Michael Gilleberto. Mr. O'Leary was absent.

**EXECUTIVE SESSION**

Members recite the Pledge of Allegiance.

**First order of business      FY2023 Departmental Budget Hearings**

Chair Manupelli said that the Finance Committee was present for the following Budget Hearings.

Town Clerk, Susan Duplin presented a budget report that was prepared for her by Barbara Stats and can be found on Page 309 of the Select Board packet.

Mr. Kelliher asked if the Special Election for the Wastewater project was included in her budget.

Mr. Gilleberto answered that funding for a Special Town Meeting was included in the Town Administrator's budget, but funding for a special election was not included in the budget. The budget would need to be adjusted if a special election was called.

Human Resources, Robert Collins presented a budget report and can be found on Page 40 of the Select Board packet.

Mr. Pulver asked about the professional services for the police chief search and would it include a search of a public safety director.

Mr. Gilleberto responded no that would be a separate process.

Chair Manupelli asked what types of positions the 10K salary survey for.

Mr. Collins answered that the salary survey is for compensation of non-collective bargaining indirect employees that are currently on either individual employment contracts or NUE and to confirm equitable compensations to be able make recommendations and informed decisions.

Ms. Hurlbut wanted clarification that Mr. Collins was asking for \$25K for both requests.

Mr. Collins said \$15K for the Police Chief search & \$10K for the salary survey.

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, MARCH 14, 2022**

---

Chair Manupelli said the chief can only retire if the Select Board accepts his retirement. She asked if the Public Safety director can be someone else within our own personnel who could be promoted. It does not need to be the Police Chief in this position.

Mr. Collins said the best candidate is one from within as they are interviewing everyday by doing their job.

Chair Manupelli asked about the timeline for this.

Mr. Collins said once it's approved the TA, Finance Director and he gets the parameters they can start it now.

Veterans Services, Susan Magner presented a budget report and can be found on Page 326 of the Select Board packet.

Ms. Gonzalez wanted add that she know that this is not just a job for Ms. Magner as she really puts her heart into in.

There were no questions.

Elder Services, Michael Gilleberto presented a budget report and can be found on Page 321 of the Select Board packet.

There were no questions.

Youth Services, Jen Ford presented a budget report and can be found on Page 51 of the Select Board packet.

Mr. Wallner asked if Ms. Ford has explored adding more volunteers to ease her load.

Ms. Ford answered that most parents have full time jobs and she needs the help in the afternoons after school.

Chair Manupelli asked how many hours the requested new assistant would get at the \$25K with no benefits.

Ms. Ford answered 15-19 hours. She would like assistance with brainstorming, running programs, writing grants etc.

Chair Manupelli asked if Ms. Ford had an idea of how many North Reading students participated confidentially and willingly on the survey forms.

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, MARCH 14, 2022**

---

Ms. Ford answered that her numbers were not local figures and that she found them from national websites. She added that many student are struggling and their needs are not being met. There is a lot of pressure on them academically.

Chair Manupelli asked if Ms. Ford has interacted with Dr. Daly and the School Department as they are laser focused on the mental health of the students and have added adjustment counselors.

Ms. Ford said yes she had.

Chair Manupelli asked if there was more mental health staffing at the Middles School vs. the High School and has there been an increase in needs.

Ms. Ford said that she does work closely with the new adjustments counselors through the Coalition that has partnered with the schools and there has been an increase on both schools. Due to Covid there has been more. Students are just zoomed out.

Chair Manupelli said she thinks it's important to know if the programming is generating interest sufficient to grow the participation base or whether it isn't and that would just inform them on whether there is a need for an assistant. She asked Ms. Ford to supplement them with her actual enrollment totals. She also commented on what a great job Ms. Ford does with outreach and programming.

Mr. Wallner added that the fact that the numbers have gone down is concerning him as the students have just gone silent.

Ms. Ford answered yes, suffering in silence.

Ms. Gonzalez said she see Ms. Ford's heart and Covid was hard for her programming and she understands she has to start over to get the student involvement back up to pre-Covid numbers. She thanked her for her work.

Library, Sharon Kelleher & Tyler Hixson the new Assistant Library Director, presented a budget report and can be found on Page 332 of the Select Board packet.

Chair Manupelli clarified that the Library is looking for a new full-time positon with an annual salary of \$53K.

Mr. Wallner asked how many full-time employees are at the library now and did she feel there is an increasing requirement for this new position.

Ms. Kelleher answered 5 full-time and 8 part-time and yes there is very much an increased need for this position.

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, MARCH 14, 2022**

---

Conservation, Elizabeth Rourke presented a budget report and can be found on Page 351 of the Select Board packet.

There were no questions.

Board of Health, Robert Bracey presented a budget report and can be found on Page 238 of the Select Board packet.

There were no questions.

Code Enforcement/ZBA, Gerry Noel presented a budget report and can be found on Page 221 of the Select Board packet.

Mr. Wallner asked if the dramatic increase in permits was due to the Martin's Landing project.

Mr. Noel answered no, it is spread across 16 new homes in the last 6 months.

**Next order of business. Thompson Club Inc., Pro Shop & TCC Grill – Change of Manager**

President of the Thomson Club, David Wilson introduced himself and the proposed new manager Mario Ruiz as a longtime employee who has replaced Trevor Fuller.

Chair Manupelli asked how long has Mr. Ruiz worked at Thomson club.

Mr. Ruiz answered since the club opened and prior to that was working for 15 years in a Charleston restaurant as the restaurant manager.

There were no other questions.

MADAM CHAIR, I MOVE TO APPROVE A CHANGE OF MANAGER FOR THE SEASONAL CLUB ALL ALCOHOL LICENSE FOR THOMSON CLUB, INC.-TCC GRILL, 2 MID IRON DRIVE, FROM TREVOR FULLER TO MARIO RUIZ.

MOTION BY:	MR. STUTO
SECONDED BY:	MR. WALLNER

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

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, MARCH 14, 2022**

---

VOTE: 4-0 (1- ABSENT)

MADAM CHAIR, I MOVE TO APPROVE A CHANGE OF MANAGER FOR THE SEASONAL CLUB WINE AND MALT LICENSE FOR THOMSON CLUB, INC.-PRO SHOP, 2A MID IRON DRIVE, FROM TREVOR FULLER TO MARIO RUIZ.

MOTION BY: MR. STUTO  
SECONDED BY: MR. WALLNER

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

VOTE: 4-0 (1- ABSENT)

**Next order of business. SEASONAL CLUB ALL ALCOHOL**

**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 NOVEMBER 30,

MOTION BY: MR. STUTO  
SECONDED BY: MR. WALLNER

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

VOTE: 4-0 (1- ABSENT)

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, MARCH 14, 2022**

---

**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, 2022 SUBJECT TO ALL

MOTION BY:                   MR. STUTO  
SECONDED BY:               MR. WALLNER

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

VOTE: 4-0 (1- ABSENT)

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

MADAM CHAIR, I MOVE TO RENEW THE GENERAL ON-PREMISES SEASONAL WINE  
AND MALT BEVERAGES LICENSE FOR GOLF FACILITIES MANAGEMENT, INC.,  
D/B/A HILLVIEW SNACK BAR TO

MOTION BY:                   MR. STUTO  
SECONDED BY:               MR. WALLNER

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

VOTE: 4-0 (1- ABSENT)

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, MARCH 14, 2022**

---

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

MADAM CHAIR, I MOVE TO RENEW THE COMMON VICTUALLER LICENSE FOR THOMSON CLUB, INC., D/B/A TCC GRILL, 2 MID IRON DRIVE TO EXPIRE DECEMBER 31, 2022 SUBJECT TO ALL

MOTION BY: MR. STUTO  
SECONDED BY: MR. WALLNER

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

VOTE: 4-0 (1- ABSENT)

**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, 2022 SUBJECT TO ALL REGULATORY DEPARTMENT REQUIREMENTS.

MOTION BY: MR. STUTO  
SECONDED BY: MR. WALLNER

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

VOTE: 4-0 (1- ABSENT)

**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, 2022 SUBJECT TO ALL REGULATORY

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, MARCH 14, 2022**

---

MOTION BY: MR. STUTO  
SECONDED BY: MR. WALLNER

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

VOTE: 4-0 (1- ABSENT)

**Next order of business.      Appointments:**

**YOUTH SERVICES COMMITTEE**

MADAM CHAIR, I MOVE TO PLACE IN NOMINATION THE FOLLOWING NAME FOR APPOINTMENT TO THE YOUTH SERVICES COMMITTEE FOR TERM TO EXPIRE ON DECEMBER 31, 2024. (1 OPENING)

KATHLEEN LOGAN

MOTION BY: MR. STUTO  
SECONDED BY: MR. WALLNER

VOTED BY:	MR. STUTO	KATHLEEN LOGAN
	MRS. GONZALEZ	KATHLEEN LOGAN
	MR. WALLNER	KATHLEEN LOGAN
	MR. O'LEARY	ABSENT
	MRS. MANUPELLI	KATHLEEN LOGAN

VOTE: 4-0 (1- ABSENT)

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, MARCH 14, 2022**

---

**RECYCLING COMMITTEE**

Chair Manupelli added that Thomas Kiselak has a very strong resume and would be very useful on many other boards.

MADAM CHAIR, I MOVE TO PLACE IN NOMINATION THE FOLLOWING NAME FOR APPOINTMENT TO THE RECYCLING COMMITTEE FOR AN INDEFINITE TERM. (4 OPENINGS)

THOMAS KISELAK

MOTION BY:                   MR. STUTO  
SECONDED BY:               MR. WALLNER

VOTED BY:	MR. STUTO	THOMAS KISELAK
	MRS. GONZALEZ	THOMAS KISELAK
	MR. WALLNER	THOMAS KISELAK
	MR. O'LEARY	ABSENT
	MRS. MANUPELLI	THOMAS KISELAK

VOTE: 4-0 (1- ABSENT)

**Next order of business      Vote to Appoint Town Auditor**

Passed over until new auditor is obtained. This was agreed to by the Board.

**Next order of business      Public Comment**

None.

**Next order of business.      Legal Bills**

MADAM CHAIR, I MOVE TO APPROVE LEGAL BILLS FOR JANUARY, 2022 IN THE AMOUNT OF \$15,650.88 AS FOLLOWS:

GENERAL	\$ 5,195.88
LABOR	\$ 3,259.50
20 ELM STREET	<u>\$ 7,195.50</u>
TOTAL	\$ 15,650.88

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, MARCH 14, 2022**

---

MOTION BY: MR. STUTO  
SECONDED BY: MR. WALLNER

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

VOTE: 4-0 (1- ABSENT)

**Next order of business.                    TOWN ADMINISTRATOR REPORT**

Mr. Gilleberto stated that as a follow-up to his information he forwarded to the Board in the January 10, 2022 report, in the Select Board packet please find a draft of a potential comment letter the Town Planner will review with the Board at the next meeting,

Next please also find attached a copy of an opinion from Town Counsel regarding the potential construction of a community center at property on/near Ipswich River Park. The opinion will be distributed to interested stakeholders.

Additionally please find a copy of postings for three vacant positions that will begin being advertised this week. We'll be publishing this information on the Massachusetts Municipal Association website, the Town website, in the *North Reading Transcript*, and on the Town Hall *Facebook* page.

Also as some in the community may have noticed, DPW is conducting some painting to the interior of Town Hall. They intend to photograph the paintings in the front hallway to preserve them, and to paint the walls to match the remainder of the hallways. The photographs will be framed and hung within the Town Hall.

Lastly the Hillview Commission will attend on March 28<sup>th</sup> and give an update on the status of new tenant to the Hillview Function Hall.

Chair Manupelli asked if the Town Planner was coming to the March 28<sup>th</sup> meeting.

Mr. Gilleberto answered yes

Chair Manupelli then asked for confirmation about the comments due by the end of the month on the MBTA Community.

Mr. Gilleberto said he did check with the planner and they are within the timeline to submit comments and there needs to be a meeting to do so. He also added that there are options that include not complying as that has been done in other communities. All options will be reviewed with the Select Board at the next meeting by the Town Planner.

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, MARCH 14, 2022**

---

Chair Manupelli added that our community is adjacent and does not even have services in North Reading. She said that there should be some waiver of communities that have in the past 3 years increased their housing stock to this purpose. She would like the Board when they hear the presentation know how much of those funds they have availed themselves of previously and how much they are going to be expected to receive and what was received in the past.

Mr. Gilleberto said he will get that information.

Mr. Wallner asked if they intend to hire a Director of Public Service first.

Mr. Gilleberto said yes, Director of Public Service will be hired first to be able to assist in hiring a Director of Elder Services.

**Next order of business.**                      **BOARD MEMEBER REPORTS**

Mr. O'Leary was absent

Mr. Wallner had no report.

Mr. Stuto had no report.

Ms. Gonzalez had no report.

Chair Manupelli then offered her congratulations to the High Schools a cappella group NOTEorious for their first place win in the Northeast Championships. She added it's nice to see North Reading on the map. She noted that Eddie McNeil son of Select Board Clerk Jennifer McNeil was a member. She wished them luck in the finals to be held in New York City over April break.

**Next order of business.**                      **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

**MINUTES OF THE SELECT BOARD MEETING  
MONDAY, MARCH 14, 2022**

---

**Last order of business.                      ADJOURN**

MADAM CHAIR, I MOVE TO ADJOURN.

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

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

VOTE: 4-0 (1- ABSENT)

ADJOURN: 9:20 P.M.

DATE

4/25/22

  
VINCENZO STUTO, CLERK