

**MINUTES OF BOARD OF SELECTMEN MEETING  
MONDAY MARCH 11, 2013**

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Chairman Mr. Delaney called the meeting to order at 6:00pm in Room 14 at the Town Hall in the presence of members Mr. Prisco, Mr. Mauceri, Mr. O’Leary and the Town Administrator, Greg Balukonis. School Committee members Mr. Venezia, Mr. Bowers, Mr. Kushakji, Ms. Errichetti and Mr. Webster, as well as members of the Secondary School Building Committee, were also in attendance.

**1. INFORMATIONAL HEARING - SPECIAL TOWN MEETING**  
**ARTICLE 1 HIGH SCHOOL / MIDDLE SCHOOL PROJECT – SUPPLEMENTAL FUNDING**

Mr. Jim Driscoll of Gilbane Construction presented the Guaranteed Maximum Price (GMP) for the School Project. He stated that the GMP is \$101,452,133 and that his company would guarantee the final price tag. This figure includes contingencies.

Mr. Delaney made a short presentation to the audience stating that the new total of the project will be \$122,652,133. Additional funds needed to complete the project will be \$15,500,000. Mr. Delaney included the list of deferred items that would be added back to the project if the vote was in favor of the additional funds.

MR. CHAIRMAN, I MOVE TO RECOMMEND ARTICLE 1 - HIGH SCHOOL / MIDDLE SCHOOL PROJECT – SUPPLEMENTAL FUNDING TO BE VOTED AT THE MARCH 18, 2013 SPECIAL TOWN MEETING.

SECONDED BY:	MR. O’LEARY	
VOTED:	MR. MAUCERI	AYE
	MR. DELANEY	AYE
	MR. FOTI	AYE
	MR. O’LEARY	AYE
	MR. PRISCO	AYE
	MR. VENEZIA	AYE
	MR. BOWERS	AYE
	MR. WEBSTER	AYE
	MS. ERRICHETTI	AYE
	MR. KUSHAKJI	AYE

**2. FY2014 BUDGET HEARINGS:**

Finance Committee Members were present.

**Community Planning Commission** – Danielle McKnight, Planning Administrator  
Danielle summarized the department functions, goals, achievements and reviewed budget line items. Mr. Prisco questioned the funding of the position of GIS Coordinator. He noted that it has been in the budget the past several years and not been filled. He is not in support of this position being under DPW. Danielle said that the Planning Commission feels that there is value to having this job filled. In the past, there have been individuals in the job who also have had good planning skills and have been able to assist the Planning Department staff. Mr. Prisco asked for clarification on several line items in the planning budget.

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Mr. Mauceri expressed concern that no Planning Commission members were in attendance to support the budget. Other members agreed with Mr. Mauceri.

Mr. O'Leary feels there may be redundancy in this position, as the GIS function is in the DPW budget.

Mr. Balukonis said that in the past the position was a GIS Coordinator/Assistant Planner. It had not been filled due to the CPC not being able to find a person with the right qualifications. His recommendation is to not fund the position. If there was a specific project involved, then it might be possible to bring it back in the future.

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**Youth Services**

**Code Enforcement/Zoning Board of Appeals**

Mr. Balukonis announced that no representatives were able to attend. These departments will be on the next agenda.

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**Veterans Services** – Susan Magner, Veterans Agent

Susan summarized the department functions, goals, achievements and reviewed budget line items. Ms. Magner stated she currently has 28 case loads. All but four of them are over the age of 65. She has had to ask for Reserve Fund transfers this year to cover the amount of cases.

Mr. Prisco asked if all of the cases were North Reading residents. Ms. Magner stated that they all were. She stated that if someone from another town came into her office that she could help them with the paperwork, but would then refer them to their town to file.

Mr. Mauceri wanted to know when we get reimbursed and how much. Mr. Balukonis stated that we do receive a reimbursement for 75% and it is received the following year.

The Board of Selectmen are looking to increase the budget 30% in FY2014 to cover the anticipated case loads.

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**Town Clerk** – Barbara Stats, Town Clerk

Barbara summarized the department functions, goals, achievements and reviewed budget line items. Mrs. Stats stated that her budget from year to year is reflective of the number of elections held. She is requesting an increase for her Election Wardens and Clerks.

Mrs. Stats wanted all to know that the Code Book is up and running and now online.

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**Board of Health** – Martin Fair, Health Agent

Martin summarized the department functions, goals, achievements and reviewed budget line items. Mr. Fair is asking for a 2% increase for the Mosquito Project. This past year in conjunction with the Park Street Veterinary Clinic they held a successful dog and cat rabies clinic. The Flu Clinic was also held again, but the Board questioned the amount that was reimbursed.

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Animal Control will be moved from the Police Department budget and allocated to the Board of Health.

Mr. Prisco would like to see all the Training and Education line items removed from all of the budgets and placed under the Administration budget and have each of the Departments submit a request through the Town Administrator. The Finance Committee would like training kept in the individual budgets.

Mr. Prisco questioned the monthly vehicle stipend and wanted to know why the Board of Health did not have town appointed car. He also inquired why some of the employees were allowed to take vehicles home out of state.

Mr. O'Leary pointed out that adding to the fleet would not be detrimental to the budget.

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**Finance** – Liz Pavao, Finance Director

Liz summarized the department functions, goals, achievements and reviewed budget line items. Ms. Pavao stated that they could use one more employee in the office, as her and her assistant were accumulating a lot of comp time.

Mr. Delaney inquired on the amount of comp time used. Ms. Pavao did not have the total amount on hand.

Mr. Mauceri brought up maybe using temporary help until things were caught up in the department.

Mr. Prisco suggested hiring someone to help between a couple of departments.

Mr. Balukonis would like to meet with Ms. Pavao in private to discuss her department needs.

Mr. Prisco thanked the Finance and IT departments for their efforts in implementing the electronic warrant signatures as it's a great help.

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**IT** – Gene Tworek, IT Director

Gene summarized the department functions, goals, achievements and reviewed budget line items. Mr. Tworek wanted the Board to know the efforts of his co-worker in undertaking the new Help Desk system that all the Town Hall departments are utilizing. The department will be looking into a printer repair contract to outsource this service. Ms. Pavao stated that this will allow the department to concentrate on other items, as this takes up a lot of time. It was mentioned that the servers were moved out of room 5 and are now located in the new room.

Mr. Prisco mentioned that the Town website is not good. The information is outdated. He wanted to know who over see this function. Mr. Tworek stated that each department updates their information. Mr. Prisco would like to see this more centralized.

Mr. Delaney asked why the Town Hall does not have an auto attendant. We need to have one central published telephone number of contact.

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Mr. Tworek highlighted some of the department's future goals as ongoing computer replacements and Munis updates.

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**Administration** – Greg Balukonis, Town Administrator

Greg summarized the department functions, goals, achievements and reviewed budget line items. Mr. Balukonis mentioned that this was the first year we utilized a consolidated fuel budget that included DPW, Administration, Council on Aging, Police and Fire and we are right at target. Mr. Balukonis is looking for an 8% increase for FY2014.

Mr. Prisco was not in favor of the increase as several of the employees take the vehicles home out of state.

Mr. Balukonis noted that Code Red fall under the Administration budget along with the advertising for any Public Hearings. The Employee Appreciation line item was increase this past year to \$500.00.

Mr. Prisco would like to increase the Employee Appreciation line item to \$1,000.00going forward

**3. EXECUTIVE SESSION:**

MR. CHAIRMAN, I MR. FOTI MOVE TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSES OF COLLECTIVE BARGAINING AND LITIGATION STRATEGY, SUCH DISCUSSIONS IN OPEN SESSION WILL HAVE A DETRIMENTAL IMPACT ON THE TOWN, AND FURTHER THE BOARD OF SELECTMEN WILL RETURN TO OPEN SESSION FOR THE REGULAR SESSION.

SECONDED BY:	MR. O'LEARY	
VOTED:	MR. MAUCERI	AYE
	MR. DELANEY	AYE
	MR. FOTI	AYE
	MR. O'LEARY	AYE
	MR. PRISCO	AYE

**ADJOURNMENT**

MR.FOTI, MOTIONED TO ADJOURN.

SECONDED BY:	MR. MAUCERI	
VOTED:	MR. O'LEARY	AYE
	MR. FOTI	AYE
	MR. DELANEY	AYE
	MR. PRISCO	AYE
	MR. MAUCERI	AYE

UNANIMOUS (5-0)  
ADJOURN 11:20 p.m.

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DATE

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JOSEPH FOTI, CLERK