



**SELECT BOARD**  
**TOWN OF TEWKSBURY**  
TOWN HALL  
1009 MAIN STREET  
TEWKSBURY, MASSACHUSETTS 01876

TODD JOHNSON, ESQ., CHAIR  
JAMES F. MACKEY, III, VICE-CHAIR  
MARK KRATMAN, CLERK  
JAY KELLY, MEMBER  
JAYNE E. WELLMAN, MEMBER

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**January 10, 2023 – Meeting Minutes**

A regular meeting of the Select Board was called to order by Mr. Todd R. Johnson, Esq., Chair at approximately 7:00 p.m. Also participating in the meeting were Mr. James F. Mackey, III, Vice-Chair; Mr. Mark Kratman, Clerk; and Ms. Jayne E. Wellman, Board Member.

Mr. Jay Kelly, Board Member – Excused

Also present was Mr. Richard Montuori, Town Manager

Chair Johnson said several pieces of legislation had passed and he reviewed them as summarized below:

1. The “Board of Selectmen” was currently formally known as the “Select Board.”
2. Increase the availability of tax exemptions for both seniors and veterans in Tewksbury, MA.

**SCHEDULED ITEMS**

**1. EKS Corporation d/b/a Shell Food Mart: Change of Manager**

Ms. Kristina Sidiropoulos, Manager, EKS Corporation, was present on behalf of the application.

**MOTION:** Vice-Chair Mackey made a motion to approve the Change of Manager application, with the stipulation that a last name is added to #2 (Application Contact) on the application. Board Member Wellman seconded the motion.

**MOTION CARRIED: 4 – 0 – 0.**

**2. Nilkant 345 Inc. d/b/a City Wine Spirits & Smoke Shop: Transfer of Liquor License (Public Hearing)**

Chair Johnson opened the public hearing and read aloud the public meeting notice into the record.

Attorney Andrew Upton, Upton Connell, & Devlin, LLP was present on behalf of the applicant, Ms. Yashika Patel. He said the applicant was present because they purchased the business and needed to transfer the existing liquor license into her name.

Chair Johnson asked how the applicant planned on verifying identification. Ms. Patel replied they would use an ID scanner and would also ask for an ID for anyone entering the store.

Chair Johnson reminded the applicant how seriously the Select Board took selling alcohol to minors. Vice-Chair Mackey asked if the store would be a liquor and smoke shop. Mr. Patel replied part of his background was carrying high-end cigars but everyone had to be 21 to even enter the shop.

Board Member Wellman asked the applicant if a tobacco plan would be submitted. She pointed out that the Board of Health required one and it was not included in the Transfer of Liquor License. Mr. Patel replied they would submit a tobacco plan.

Board Member Wellman asked if the applicant proposed to have on-site smoking available. Mr. Patel replied in the negative.

Chair Johnson asked if there were members of the public who had questions or comments. There were none.

Chair Johnson closed the public hearing.

**MOTION:** Board Member Kratman made a motion to approve the transfer of the Liquor License to Nilkant 345 Inc. d/b/a City Wine Spirits & Smoke Shop. Vice-Chair Mackey seconded the motion.

**MOTION CARRIED: 4 – 0 – 0.**

Board Member Wellman strongly recommended that the applicant applies for a tobacco application. Attorney Upton replied that the applicant would apply for the tobacco application within the next two to four weeks.

### **RESIDENT COMMENTS**

There were no comments made.

### **NEW BUSINESS**

#### **1. Records Access Officers Brenda Reagan and Kevin Hardiman**

Mr. Montuori proposed appointing Ms. Brenda Reagan, Superintendent of Public Schools, and Mr. Kevin Hardiman, Director of Public Works, as Records Access Officers. He said the positions would be responsible for public records requests for their respective departments.

**MOTION:** Board Member Kratman made a motion to appoint Ms. Brenda Reagan, Superintendent of Public Schools, and Mr. Kevin Hardiman, Director of Public Works, as Records Access Officers for their respective departments. Board Member Wellman seconded the motion.

**MOTION CARRIED: 4 – 0 – 0.**

#### **2. Digital Equity Plan Program**

Mr. Montuori stated that Ms. Jennifer Raitt, Executive Director, NMCOG (Northern Middlesex Council of Governments) had attended the last Select Board meeting where she discussed NMCOG undertaking a regional Digital Equity Plan for the communities within NMCOG. He said Ms. Raitt was seeking approval from each Board of Selectmen to sign up for the plan. He added that he did not see a downside to participating in the plan and there was a potential to tap into a fair amount of grant funding.

Board Member Kratman commented that did not feel there would be a lot of benefit to the community. He asked if other communities had any feedback. Mr. Montuori said he did not believe so.

Vice-Chair Mackey asked if what they were discussing was just for the exploratory phase. Mr. Montuori replied that was correct.

Board Member Wellman commented it was just the beginning phase and she supported the plan.

**MOTION:** Board Member Wellman made a motion to endorse the Digital Equity Plan. Vice-Chair Mackey seconded the motion.

**MOTION CARRIED: 4 – 0 – 0.**

### **TOWN MANAGER**

#### **1. Town Counsel Invoice: December 1, 2022 – December 15, 2022 (\$2,847.50)**

**MOTION:** Board Member Kratman made a motion to approve the Town Counsel invoice in the amount of \$2,847.50 for the period of December 1, 2022 – December 15, 2022. Board Member Wellman seconded the motion.

**MOTION CARRIED: 4 – 0 – 0.**

### **MINUTES**

There were no minutes to review.

### **BOARD MEMBER REPORTS**

#### **Board Member Kratman**

There were no reports to share.

#### **Vice-Chair Mackey**

There were no reports to share.

#### **Board Member Wellman**

- Commented that she was happy to hear of the new legislation that had passed.
- The Tewksbury Diversity, Equity, and Inclusion Committee were working with the library on a Black History Month film series for the community in February, and she would provide further information.

#### **Chair Johnson**

There were no reports to share.

**EXECUTIVE SESSION**

**MOTION:** At approximately 7:42 p.m. Vice-Chair Mackey made a motion to enter an executive (non-public) session. Board Member Wellman seconded the motion.

A roll call vote was taken; which resulted as follows:

Yea: Board Member Wellman, Board Member Kratman, 4  
Vice-Chair Mackey, & Chair Johnson

Nay: 0

**MOTION CARRIED: 4 – 0 – 0.**

The Chair indicated that there would be no further public business discussed at the conclusion of the Executive Session, and the Board would adjourn its meeting at that time. The Board proceeded into an Executive Session.

**APPROVED BY THE SELECT BOARD ON APRIL 4, 2023**

**Documents Presented and/or Discussed:**

- EKS Corporation d/b/a Shell Food Mart: Change of Manager
- Nilkant 345 Inc. d/b/a City Wine Spirits & Smoke Shop: Transfer of Liquor License
- Records Access Officers: Brenda Reagan and Kevin Hardiman
- Digital Equity Plan
- Town Counsel Invoice: December 1<sup>st</sup>, 2022 – December 15<sup>th</sup>, 2022

Next Selectmen Meeting Date: January 25, 2023

Respectfully Submitted,

Trish Gedziun  
Recording Secretary