

**DRAFT MOTIONS  
BOARD OF SELECTMEN MEETING  
SEPTEMBER 10, 2013**

Bonazoli, Arena, Tafoya, Ensminger, West

LeLacheur

- 1c.) Move that the Board of Selectmen approve/deny an amplified sound permit for SNL Flag Football/Jim Murphy & Carl McFadden for the dates September 14, 21, 28, October 5, 12, 26, November 2, 9 and the time from 6:00pm until 8:30pm at the RMHS Fields, subject to Rule 4 of Section 4.14.3 of the Board of Selectmen Policies and Procedures regarding use of amplified sound.
- 3a) Move that the Board of Selectmen place the following name(s) into nomination for one term on the ad hoc Zoning Bylaw Advisory Committee with a term expiring July 15, 2014:  
\_\_\_\_\_
- 4b) Move that the Board of Selectmen recommend to the Reading Housing Authority with input from the CPDC that a payment in lieu of affordable units of \$\_\_\_\_\_ be accepted for the proposed Artis Senior Living development at 1090 Main Street, consistent with the Zoning Bylaw requirement under the Nursing Home Section 4.3.1.4(k) as part of the Zoning Board of Appeals Special Permit application.
- 5a) Move that the Board of Selectmen approve the minutes of August 20, 2013 as amended.
- 5b) Move that the Board of Selectmen approve the minutes of August 21, 2013 as amended.

Move that the Board of Selectmen adjourn the meeting at \_\_\_\_ p.m.

# Town Manager's Report

Friday, September 06, 2013

## Administrative matters (\* indicates additional material in tonight's packet)

- ◆ \*Please see the invitation for the Change of Command Ceremony at Camp Curtis Guild
- ◆ \***Woburn Street School** – the Schools have decided not to pursue this option for early childhood education. Please see the letter in your packet from Dr. Doherty for details.
- ◆ \***Amplified Sound Permit** – please see the request from Carl McFadden to repeat a past event at RMHS over several days. The Recreation Committee approved the first requested day as your policy allows.
- ◆ \***Revenue opportunity (now in two parts)** – Verizon Wireless has formally requested to appear on the Board's agenda and I have included my return correspondence to them. If they wish to proceed, they may appear at your meeting on September 24<sup>th</sup>. I met with resident Nelson Burbank and Bill Jennings from the RIAA Board to describe the opportunity to place cell coverage somewhere over at the Reading Ice Skating rink at Symonds Way. Town Counsel is working on language to revise the 10-year RIAA lease agreement. I have a site visit scheduled for noon on September 17<sup>th</sup> if any member of the Board wishes to join me. Your RIAA liaison (Carl McFadden) will be at your first October meeting with an update.

## Community Services

- ◆ **Comprehensive Update of the Zoning By-Law**
  - We have selected a consultant for the project, subject to some background checks and then contract negotiations. The fee is fixed at \$75,000 but the terms are negotiable.
  - Tonight the Board will interview applicants from the public for the 7-member ZAC, which will likely hold their kick-off meeting on September 30<sup>th</sup>. There will be a great deal of outreach to the community over the following year as the final product will reflect the long-term values of Reading.
- ◆ **Development** – the Community Services Director/Town Planner and Staff Planner will present updates tonight as part of the Planning & Development workshop.
- ◆ \***MBTA lot** – some excellent news is in your packet!

## Library

- ◆ **Library Building Committee** – Preliminary results for the RFP for temporary space were received on September 9<sup>th</sup> and are now being examined by the evaluation committee, which includes the Library Director, Facilities Director and Owner's Project Manager to see how many are qualified. The Library expects to move in March 2014. Contract negotiations are still underway with the designer/architect.
- ◆ \***Vehicle Day** – another rousing success for the kids (of all ages!). See the thank you note from the Library to DPW. We'll have to discuss another location during renovation for the next two years.

## Public Safety

- ◆ \***Resident's thank you** – I don't usually include all the many issues from residents staff routinely resolves but thought that I would include one that involved the PD and had great one-day turnaround.

## Public Works - Road Improvements

- ◆ All paving for our spring/summer round is complete. We are using some leftover funds to do some minor curb and sidewalk repairs.
- ◆ We will be opening bids for our second round of paving and crack sealing the second week of September. We had to delay until we knew how much money we would get from Chapter 90 – the latest figure is about \$600k, which is well below the Governor's initial \$900k figure, but in line with recent history. It is possible more Chapter 90 funding will be freed up during the fiscal year - we will wait to bid micro-seal work until winter/spring.

## Upcoming Events:

October 9 – FY15 Budget Financial Forum

November 12 – Subsequent Town Meeting begins (Tuesday)

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*The 26th Maneuver Enhancement Brigade*

*cordially invites you to attend a*

*Change of Command Ceremony*

*at which*

*Colonel Francis B. Magurn II*

*will relinquish command of*

*26th Maneuver Enhancement Brigade to*

*Colonel Richard F. Johnson*

*on Saturday, the fourteenth of September*

*two thousand and thirteen*

*at eleven o'clock in the morning*

*Camp Curtis Guild*

*25 Haverhill Street, Reading, MA, 01867*

*R.S.V.P. by 11 September 2013*

*POC: MAJ Isaias Liriano*

*774-286-1134*

*Military: Army = ACU / Air Force = ABU*

*Civilian: Business Casual*

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*Alt POC: CW2 Robyn M. Corbin*  
508-233-7126

**Click Here to R.S.V.P.**



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John F. Doherty, Ed. D.  
Superintendent of Schools

82 Oakland Road  
Reading, MA 01867  
Phone: 781-944-5800  
Fax: 781-942-9149



Mary C. DeLai  
Assistant Superintendent  
for Finance and Administration

Craig Martin  
Assistant Superintendent  
for Learning and Teaching

# Reading Public Schools

*Instilling a joy of learning and inspiring the innovative leaders of tomorrow*

August 27, 2013

Dear Reading Community Member,

During the last several months, the Reading Public Schools has been studying 172 Woburn Street (formerly the Woburn Street School and Reading Gymnastics Academy) as a potential location for an early childhood center which would provide the space necessary for us to offer publicly funded full day kindergarten for all students in our school district. This review process has included a feasibility study conducted by Ai3 Architects, traffic and parking analysis of the Woburn Street area, and several community meetings with town officials, parents, interested community members, and abutters of the school site. Originally, the Woburn Street option was chosen over other options because it was believed to be the most educational and economically feasible option for the Town of Reading and the Reading Public Schools.

After reviewing the feasibility study, the total cost estimate for the project, and the challenges associated with the traffic and parking for this site, it became evident that the Woburn Street site was no longer a feasible option for the Reading Public Schools. To that end, on August 26<sup>th</sup>, the Reading School Committee voted to no longer pursue the Woburn Street site as a viable option for an early childhood facility.

The next step in the process is to review potential alternatives and, if appropriate, develop a plan to pursue a different, more viable, option. Some of these alternatives could include renting additional classroom space, building additional classrooms at some or all of the five elementary schools, installing modular classrooms at some or all of the five elementary schools, or constructing an early childhood center. The Reading Public Schools is looking for community members to be part of a working group to review and evaluate alternative solutions that would allow our community to offer expanded early childhood opportunities for the children of Reading. If you are interested in being a part of this working group or have any questions, please contact the Reading Public Schools Administration Offices at 781-944-5800.

Our goal continues to be to provide publicly funded full day kindergarten for all students and we are hopeful that we can identify a solution that is both educationally sound and economically affordable for our community. We thank you for your participation thus far, and encourage you to continue to share in this process.

Sincerely,

A handwritten signature in black ink, appearing to read 'John F. Doherty'. The signature is fluid and cursive, with a large initial 'J'.

John F. Doherty, Ed.D.  
Superintendent of Schools

policy, and the Recreation Committee may amend the policy at any time.

#### 4.14.3 - Rules

**RULE 1.** No person shall damage or break or cause to be broken any windows, doors or other appurtenances of any buildings or structures on any public park, playground or recreation area, or mark upon deface or disfigure any such buildings appurtenances or structure.

**RULE 2.** No person shall, in any public park, playground or recreation area in the Town of Reading throw any stone or other missile; or have possession of or discharge any destructive weapon, bow and arrow, firearm, firecracker, torpedo or fireworks; or make a fire; or post, paint, affix or display any sign, notice, placard or advertising device; or engage in business, sell or expose for sale, or give away any goods, wares or circulars; or drop or place and leave in place any piece of paper or other refuse, except in the receptacles designated; except with the written authority of the Recreation Committee or their designee and/or other permit granting authority.

**RULE 3.** No person shall, on any public park, playground, recreation or other area under the jurisdiction of the Recreation Committee in the Town of Reading, solicit the acquaintance of or annoy another person or utter any profane, threatening abusive or indecent language or loud outcry; or solicit any subscription or contribution; or have possession of, or drink any alcoholic beverages as defined by Chapter 138, Section 1, of the General Laws; or play any game of chance, or have possession of any instrument of gambling; or make an oration or harangue or any political or other canvass; or preach or pray aloud; or do any obscene or indecent act; except by written authority from the Recreation Committee or their designee.

**RULE 4.** Amplified Sound - Users of public property and abutting residents should have an expectation of quiet enjoyment of the Town's public parks, playgrounds, recreation and other open space areas. This rule recognizes that these properties are the site of some activities which inherently create levels of noise due to customary and usual uses such as fans cheering, referee and coach's whistles, and bands playing during football games. There is also recognition that as a community the public parks, playgrounds, recreation and other open space areas are the site of occasional community events which use amplified sound such as school field days, community fairs, and fireworks displays, etc.

The use of amplified sound in public parks, playgrounds, recreation and other open space areas is not permitted without a permit to be granted by the Recreation Committee or other agency which has jurisdiction over said public property.

When permitted, the use of amplified sound shall be controlled by the permit holder such that the volume, direction, and duration of the sound is the minimum needed to meet the purpose of the use of the sound, and which will minimize the impact of the sound on other users of the park, playground, or other public property and its abutters. Unreasonable sound shall be sound plainly audible at a distance of 100 feet from its source by a person of normal hearing.

The intent of this rule is to allow, with a permit from the Recreation Committee or other agency which has jurisdiction over said public property, reasonable and occasional playing of music or use of amplified sound while considering location, time, duration and frequency such as an annual fair, or once a year all-star sports games. The use of amplified sound is not intended to be a routine for recurring events such as play by play announcements for sporting events and other repeated use of

music and amplified sound. The permitting authority should consider the frequency of amplified permits per park or recreation site and afford significant consideration to the neighbors abutting the permitted areas as regards to their inconvenience created by said permit.

When a permit is granted, a copy of the permit shall be transmitted to the Board of Selectmen at least 3 days before the event at which the music or amplified sound is to be used. Additionally, all permitted dates of amplified sound will be posted in a conspicuous place on the Town's website as well as available by contacting the Recreation Division or head of any other agency having jurisdiction over the public property for which a permit has been granted.

Any variance from this rule will require the permitted applicant to petition the Board of Selectmen for such variance at which time a public hearing will be held on the matter.

**RULE 5. TREES, SHRUBBERY, LAWNS**

1. Injury and Removal. No person shall, in any public park, damage, cut, carve, transplant or remove any tree or plant or injure the bark, or pick the flowers or seeds, of any tree or plant. Nor shall any person attach any rope, wire, or other contrivance to any tree or plant. A person shall not dig in or otherwise disturb grass areas, or in any other way injure or impair the natural beauty or usefulness of any area.
2. Climbing Trees, etc. No person shall, in any public park, climb any tree, or wall; or stand or sit upon monuments, vases, fountains, railings or fences or upon any other property not designated or customarily used for such purposes.
3. Hitching of Animals. No person shall, on any public park, tie or hitch a horse or other animal to any tree or plant.

**RULE 6.** No person shall, in any public park, playground or recreation area in the Town of Reading, bathe except in proper costume and at places designated therefor; nor shall any person loiter or run about or lie upon the areas around pools in bathing costume in a manner deemed inappropriate by community standards.

**RULE 7.** No person in any public park, playground or recreation area in the Town of Reading shall refuse or neglect to obey any reasonable direction of a police officer.

**RULE 8.** No person shall, in any public park, playground or recreation area in the Town of Reading promote, or engage in any game of ball or other sport; except within the areas especially provided therefor, or by written authority of the Recreation Committee or their designee. No person shall use or exhibit golf clubs in any public park, playground, or recreation area.

**RULE 9.** No person shall, in any public park, playground or recreation area in the Town of Reading, undress or dress put on or take off a bathing suit, except in buildings designated for such use for the purpose of undressing or dressing or putting on or taking off a bathing suit.

**RULE 10.** No person shall operate, drive, or ride an animal, vehicle or motor vehicle upon or over any part of a playground recreation area or any public park in the Town of Reading except where specifically allowed.

**RULE 11.** No person shall, in any public park, playground or recreation area in the Town of Reading stop, stand or park any automobile or other vehicle except in such manner and in such areas as may be designated by signs or by a police officer.

**RULE 12.** No person shall permit a dog under their control to enter upon an artificial turf field or within any fenced area that includes any artificial turf field within the Town of Reading. Artificial turf fields include: the RMHS stadium, Collins Field at Parker Middle School, and the so called Lacrosse field also known as the practice field at RMHS.

**AMPLIFIED USE PERMIT REQUEST FORM**

Name/Organization: \_\_\_\_\_ SNL Flag Football

Contact for the Event: \_\_\_\_\_ Jim Murphy/Carl McFadden

Phone Number: 781 405-7405      Email Address: jkmurphy1212@gmail.com

Date(s) of the Event: Sept 7, 14, 21, 28 - Oct 5, 12, 26 - Nov 2, 9

Purpose of the Event: youth recreation

Is this event open to the general public:      YES      NO

Location of the Event: RMHS Fields

Time of the Event: 6-8:30pm

Duration of the Use of Amplified Sound: 2.5 hours

Check all that apply:

Equipment:

Use of sound equipment such as speakers, mixers, and microphones

Use of Musical Instruments

Content:

General Announcements

National Anthem

Music

Sound Effects

I have read and understand the Rule 5.2.3 of the Board of Selectmen Policies and Procedures regarding use of amplified sound as it relates to park use and understand the responsibilities that go along with an amplified sound permit.

Signature: Jim Murphy \_\_\_\_\_ Date: Aug 29, 2013





2013 SEP -2 AM 10: 52

**Via: U.S. Postal Service Express Mail Delivery Confirmation**

August 26, 2013

Town Manager  
Robert W. LeLacheur, Jr.  
16 Lowell Street  
Reading, MA 01867

**Re: Interest by Verizon Wireless in establishing a new antenna location on the existing water tank located at 50 Auburn Street, Reading, MA**

Dear Mr, Robert W. LeLacheur, Jr.:

I am writing to you on behalf of Verizon Wireless. My client is interested in installing its network antennas and related equipment on one the existing water tank located at the 50 Auburn Street location in Reading.

Please consider this a formal request to have this matter included on the September 10, 2013 Agenda of the meeting of the Reading Board of Selectmen. At that time a representative of Verizon Wireless could be available to explore with the Board the Town's interest in issuing a RFP and entering into a lease for this use, and to answer any questions the Chair and Members of the Board may have regarding this proposal.

In summary, Verizon Wireless would propose to install approximately 12 antennas and associated coaxial cables on the tower(s), together with a prefabricated 12'x30' equipment shelter with internal back-up power generator at the base of the tank. The exact height of the Verizon Wireless antennas and shelter location would be determined after a site / design walk review at the property.

Accompanying this request is a letter from Hudson Design Group LLC acknowledging that there is space for an additional carrier at the 50 Auburn Street water tank. Noting that Hudson Design has completed work on this water tank in the past I have asked for a confirmation that there is appropriate space for Verizon Wirelesses antennas and ground equipment. It is believed and understood, there has been no RFP released for this site or additional carriers located on this water tank since this letter was originally generated in August 2010.

Please feel free to contact me either on my mobile phone (508) 292-8488 or via email ([andrew@vssinc.net](mailto:andrew@vssinc.net)) so that we may discuss this opportunity in further detail.

Sincerely Yours,

Andrew Pearsall  
VitalSite Services, Inc.  
Site Acquisition Specialist

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August 2, 2010

Town of Reading  
16 Lowell Street  
Reading, MA 01867

Verizon Project #: 2010527089  
Project Name: Reading Center - MA  
Project Address: 50 Auburn Street, Reading, MA  
Re: Telecommunication site feasibility at existing water tank.

To whom it may concern:

Hudson Design Group LLC visually inspected the above site for Verizon Wireless on July 26<sup>th</sup>, 2010. In the past, HDG provided engineering services for telecommunication carriers at this site and is familiar with this particular water tank. After reviewing the existing data and photos, the current rail that supports the existing antennas appears to be fully occupied. However, it will be possible to design an antenna support system just below the belly of the tank and attaching between the existing tower legs. This support system would be independent and not interfere with the existing water tank shell. The current antenna centerline is approximately 94' (feet). The proposed Verizon antenna centerline will be approximately 80' (feet - TBD). Existing ground space was also reviewed and there appears to be sufficient space available to accommodate the Verizon Wireless equipment shelter. The coax would be installed similar to the existing, running under ground and up one of the water tank legs.

If you have any questions, please do not hesitate to contact our office.

Very truly yours,  
Hudson Design Group LLC

A handwritten signature in blue ink, appearing to read 'D. P. Hamm', is written over the typed name and title.

Daniel P. Hamm, P.E.  
Principal

## LeLacheur, Bob

---

**From:** LeLacheur, Bob  
**Sent:** Friday, September 06, 2013 9:05 AM  
**To:** 'andrew@vssinc.net'  
**Subject:** Request for VZW antenna location in Reading

Hi Andrew,

I received your request to add 12 antennas to our water tank on Auburn Street. Unfortunately I received this request too late to be formally included on the September 10, 2013 Board of Selectmen's agenda, but I will pass it along to them that night during a less formal Town Manager's report section of the meeting. Sometimes that happens near the beginning of the meeting, and sometimes near the end.

I don't know if you are aware of two important facts? First, are you coordinating this effort with one that Verizon Wireless already has underway in order to add some sort of cell tower on the easterly side of town at our ice skating rink? It would certainly be beneficial if these two efforts are coordinated. I would hate to learn that you only needed to do one of these locations for improved coverage, and two parts of Verizon are unaware of each other's efforts.

Second, we are in the process of painting the water tower on Auburn. We will be funded in November for work to be completed next spring/summer. In fact we have been in extensive discussions with our existing antennae patrons to relocate their equipment for a portion of time. While ultimately your request might be achieved on the water tower, please be aware from a timing standpoint of our planned maintenance schedule.

If you do wish to proceed with this request as it is not redundant to the ice rink one, then please forward plans, structural details and structural calculations to me so our engineers can review them. Also please give me an idea of your anticipated schedule so we could coordinate that with our maintenance efforts.

You are welcome to come in at any time to see me or staff to discuss further, and if you do want a more formal appearance in front of our Selectmen, you are most welcome to attend their next meeting on September 24<sup>th</sup>. That agenda is packed but with enough notice I can work you in for 15 minutes.

Thanks,  
Bob

**Robert W. LeLacheur, Jr. CFA**

*Town Manager*

*Town of Reading*

*16 Lowell Street*

*Reading, MA 01867*

*[townmanager@ci.reading.ma.us](mailto:townmanager@ci.reading.ma.us)*

*(P) 781-942-9043*

*(F) 781-942-9037*

*[www.readingma.gov](http://www.readingma.gov)*

*Please fill out our brief customer service survey at:*

*<http://readingma-survey.virtualtownhall.net/survey/sid/8cebfd833a88cd3d/>*

Town Hall Hours:

Monday, Wednesday and Thursday: 7:30 a.m - 5:30 p.m.

Tuesday: 7:30 a.m. - 7:00 p.m.

**FIRST AMENDMENT TO LICENSE AGREEMENT  
BY AND BETWEEN  
MASSACHUSETTS BAY TRANSPORTATION AUTHORITY  
AND  
TOWN OF READING  
LI-09178A1 MBTA 13220**

This Amendment to License Agreement (the "Amendment") is made and entered into as of the 21<sup>ST</sup> day of August, 2013, by and between, the Massachusetts Bay Transportation Authority, a body politic and corporate and a political subdivision of the Commonwealth of Massachusetts with a usual place of business at Ten Park Plaza, Boston, Massachusetts 02116 (hereinafter referred to as the "MBTA") and Town of Reading having its principal offices at 16 Lowell Street, Reading Massachusetts (hereinafter referred to as "LICENSEE").

**WHEREAS**, the MBTA and LICENSEE entered into that certain License For Entry, (the "License") dated September 12, 2012 and executed on November 1, 2012 whereby the MBTA granted to LICENSEE rights in the Premises to maintain landscaping along the station railroad right of way and to manage the Vine Street Parking lot;

**WHEREAS**, the original term of the License is subject to renewal.

**NOW THEREFORE** both parties agree to amend the License, effective as of December 31, 2013, as follows:

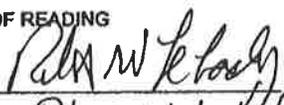
1. In Section 2.3 of the License (Term), the term "January 1, 2013 to December 31, 2013" shall be deleted and replaced with "January 1, 2014 to December 31, 2014".
2. All other terms, provisions and conditions of the License shall remain in full force and effect.

Executed as an instrument under seal as of the 21<sup>st</sup> day of, August 2013

**MASSACHUSETTS BAY  
TRANSPORTATION AUTHORITY**

  
By: Mark E. Boyle  
Assistant General Manager for Development

**TOWN OF READING**

By:   
Name: Robert W. LeFevre Jr.  
Title: Town Manager  
Duly Authorized



## VEHICLE DAY - READING PUBLIC LIBRARY

August 22, 2013

Jeff Zager  
Reading DPW  
16 Lowell St.  
Reading, MA 01867

Dear Jeff,

Our 15<sup>th</sup> annual Vehicle Day was a tremendous success thanks to your participation. We put 610 stickers on the hands of the young and old as they came to visit the vehicles. Your generosity has made this annual event a tradition in many Reading households. It is obvious that the adults love it as much as the kids!

Here is one snapshot of your vehicle. If you would like digital copies of the photos we took to use for your own purposes, please email us at [rdgchild@noblenet.org](mailto:rdgchild@noblenet.org) and we will gladly send you some digital images by return email.

Since the temporary location for the Library is still unknown, we have our fingers crossed that we will be able to have Vehicle Day in 2014. Next summer our lot will be a construction zone, as the current building is renovated and a small addition added. We will be in touch whenever we find a time and place for the next Vehicle Day. Thanks so much for coming to the 15th.

*Sorry you got  
here too late to  
see what a great  
job your group  
do!*



Sincerely,

*Rachel*  
Rachel Baumgartner  
Children's Librarian

*Corinne*  
Corinne Fisher  
Head of Children's Services

Dear Mr. LeLacheur,

I've attached a letter concerning an ongoing issue on Harrison Street and would appreciate you reviewing my letter. Thank you in advance for your time and consideration.

Sincerely,

Chris McGrath  
39 Harrison Street

781-944-6429

August 27, 2013  
39 Harrison Street  
Reading, MA 01867

Robert LeLacheur, Jr.  
Town Manager  
Reading Town Hall  
16 Lowell Street  
Reading, MA 01867

Dear Mr. LeLacheur,

I am writing to you concerning an ongoing school-year issue on Harrison Street. Since late fall 2012 we have had an issue with a gentleman from Belmont Street parking 1 to 2 school busses along the park side of Harrison Street almost daily. The bus or busses can arrive as early as 8 AM and remain parked on the roadway for 4 to 6 hours Monday through Friday.

We understand Mr. Trepaney and his son use to park their busses in their yard at 63 Belmont Street however his neighbors complained to the police and the Trepaneys were instructed the busses constituted a commercial vehicle and as such could not be parked on their private, residential property. This fact does not mean their vehicles cannot be legally parked on Belmont Street proper.

To appease his neighbors, Mr. Trepaney has decided to park his school bus/busses on our street. We have attempted to work through the appropriate town sources to voice our concerns with the vehicles constantly parked on our street. We do understand commercial vehicles can be parked legally on Harrison however we feel inconvenienced by the constant, unsightly intrusion.

Harrison Street is every bit as much a neighborhood as Belmont Street and yet our neighborhood is constantly bombarded with inconveniences put upon us by the whims of the town. Several years ago signs were erected in front of the homes across from Memorial Park restricting our right to park in front of our own properties between April and August, Monday through Friday, from 4 to 8 PM in order to facilitate traffic flow resulting from Non-Harrison Street parking issues created by parents dropping off and picking children up from sports-related practice. No notice of the proposed signage, nor consideration, was given to the affected street residents. We are tax paying residents and deserve and expect more consideration for our healthy tax payments.

When the town re-engineered Memorial Park two years ago we had to appeal to the town to revise their new parking plan for Harrison Street. The town wanted to add between 25 to 30 new parking spaces to our street to accommodate visitors to the park! Never on its best day

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has Memorial Park ever needed 25-30 spaces! This was once a quiet side street but we are now a major cut through for people traveling up Charles Street toward the town center since the town enforced a no left turn onto Main Street designation at the top of Charles Street. We understand the need to protect the majority but decisions have been made in a vacuum without thinking through the downstream affect. We have been residents of Harrison Street for over 35 years and have accepted the good with the bad but we do have limits.

I don't believe in just dropping in issue in someone's lap without at least offering a few possible solutions. Why not restrict parking on the park side of Harrison Street to a 2 hour limit Monday through Friday? This would alleviate day long commercial parking while allowing park visitors ample time to use the park facilities. Keeping the restrictions to the weekday hours would allow weekend skaters to use the park for longer intervals in the winter when use is normally increased. A parking restriction waiver could be issued for activities permitted through the Recreation Department for groups requiring extended parking.

Busses are not the only commercial vehicles that park for extended periods on Harrison Street. Anyone who is providing excavation services or larger scaled landscaping any where in the area drops their flatbeds off starting as early as 6:45 AM and moves their equipment several streets over. We've even had long haul truckers park here for several days while visiting in town. They drop their trucks off and call people to pick them up!

Since Mr. Trepaney is often picked up after parking and since no neighborhood should have to endure the ugly eyesore caused by parked busses why not create a school bus parking zone along the road to the DPW garage on Newcrossing Road? I appreciate Mr. Trepaney's desire to transport school children but we need to come up with an equitable solution for these long term issues on Harrison Street.

I hope this letter not only apprise you of our concerns but also provides workable solutions for the listed issues and consideration for the rights and needs of the Harrison Street neighbors. Thanks in advance for your consideration.

Sincerely,

Christine and Tom McGrath

781-944-6429

**To:** Cormier, Jim  
**Cc:** Robbins, Richard  
**Subject:** RE: Commercial vehicle parking issue on Harrison treet

Chief,

I drove by Harrison St. yesterday morning and the buses in question were not there. I then drove by Belmont St. to see if the buses were at the Trepaney's residence. The bus was not there however Mr. Trepaney's son and wife were outside so I had a chance to speak with them. They explained for years they would keep their school bus in their driveway in between pick up and drop off times. Last year their neighbor called us with a complaint of the buses being parked there. The Officer spoke with Mr. Trepaney and he in an effort to appease his neighbor he would start parking them on Harrison St and walk home. The son also used to drive a school bus so there was two full size buses there. However only the father is driving one now. The bus company is out of Woburn and I asked the son where all the other bus drivers park in between drop off and pick up and he stated at their homes. He also told me the neighbor with the problem with the bus has since moved.

Researching a school bus in their private driveway or even on the street Reading does not have any parking regulations or By-laws concerning this subject. Their driveway is long enough to fit the bus appropriately. The school bus is also not a commercial vehicle, which I also found no town by-laws or parking rules on for day time parking.

I think the best solution to all is to have Mr. Trepaney park his bus in his own driveway for the hours in between drop-off and pick-up. The bus then goes back to the bus company to Woburn overnight.

Respectfully,

Safety Officer Christine Amendola

**Robert W. LeLacheur, Jr. CFA**

*Town Manager*

*Town of Reading*

*16 Lowell Street*

*Reading, MA 01867*

*[townmanager@ci.reading.ma.us](mailto:townmanager@ci.reading.ma.us)*

*(P) 781-942-9043*

*(F) 781-942-9037*

*[www.readingma.gov](http://www.readingma.gov)*

*Please fill out our brief customer service survey at:*

*<http://readingma-survey.virtualtownhall.net/survey/sid/8cebfd833a88cd3d/>*

Town Hall Hours:

Monday, Wednesday and Thursday: 7:30 a.m - 5:30 p.m.

Tuesday: 7:30 a.m. - 7:00 p.m.

Friday: CLOSED

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**From:** [christine.mcgrath1@comcast.net](mailto:christine.mcgrath1@comcast.net) [mailto:[christine.mcgrath1@comcast.net](mailto:christine.mcgrath1@comcast.net)]

**Sent:** Tuesday, August 27, 2013 4:33 PM

**To:** Town Manager

**Subject:** Commercial vehicle parking issue on Harrison treet

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**LeLacheur, Bob**

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**From:** christine.mcgrath1@comcast.net  
**Sent:** Thursday, August 29, 2013 11:40 AM  
**To:** LeLacheur, Bob  
**Subject:** Re: Commercial vehicle parking issue on Harrison treet

Mr. LeLacheur,

Thank you for your very prompt response. We greatly appreciate the time and effort Officer Amendola spent on researching the applicable parking and By-Law regulations, or lack thereof, and arriving at an equitable solution for all parties. We are impressed with the level of Communication between town agencies. It speaks well of your leadership in town.

I have to admit I could not believe the bus had not appeared for the two days since sending you the letter! I knew I was reacting quickly into the new school year but after an near full school year of the busses arriving 3 -4 days a week I felt I needed to readdress the situation as soon as possible this year.

Again, thank you for your assistance. Please extend our thanks to Chief Cormier and Office Amendola for their efforts.

Sincerely,

Chris McGrath

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**From:** "Bob LeLacheur" <blelacheur@ci.reading.ma.us>  
**To:** "christine mcgrath1" <christine.mcgrath1@comcast.net>  
**Sent:** Thursday, August 29, 2013 10:37:13 AM  
**Subject:** RE: Commercial vehicle parking issue on Harrison treet

Ms. McGrath,

Please see the response from our Police Safety Officer below. We will be discussing the situation next month internally at a monthly meeting we hold on traffic & safety to see if there are further steps we should take on this issue. I believe your concerns have been addressed by the information below, but please let me know.

Thanks,  
Bob

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**From:** Amendola, Christine  
**Sent:** Thursday, August 29, 2013 9:59 AM

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*Smart Growth & Regional Collaboration*

September 4, 2013

Dear Mayors, Managers, and Town Administrators:

We hope you will consider joining us for the 5<sup>th</sup> Annual Regionalization and Innovation Conference at the College of the Holy Cross in Worcester on Monday, September 16, 2013. The conference is an opportunity to learn about current regionalization and shared services projects across the Commonwealth, as well as a time to connect with neighboring communities and learn more about resources available to municipalities interested in collaboration.

We encourage you to attend the conference and to share this invitation with your Boards of Selectmen, finance committees, and any other relevant departments in your community.

Enclosed you will find the registration form and workshop description for the conference. Please feel free to contact me directly at 617-451-0703 with any questions. We look forward to seeing you there.

Sincerely,

Joel Barrera  
Deputy Director

2013 SEP -4 AM 10: 07

(19)



# 5<sup>th</sup> ANNUAL MASSACHUSETTS REGIONALIZATION & INNOVATION CONFERENCE

Conference Date: **Monday, September 16, 2013**  
Location: **Hogan Center, College of the Holy Cross, Worcester**  
Time: **9:00am-2:30pm**  
Registration Fee: **\$40**

## CONFERENCE REGISTRATION FORM

### Registration Instructions

Please register and pay the conference fee of \$40.00 per person online (<http://conta.cc/14Au6jb>) or print out and complete this registration form and mail it along with a check payable to the *Metropolitan Area Planning Council (MAPC)* to:

**Metropolitan Area Planning Council (MAPC)**  
**60 Temple Place**  
**Boston, MA 02111**

**Registration Deadline: September 9, 2013 ❖ Payment is required in advance**

Name: \_\_\_\_\_ Title/Office: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Municipality/Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Conference Fee: \$40 per person (includes lunch and materials). Make check payable to Metropolitan Area Planning Council (MAPC). AMOUNT ENCLOSED: \$ \_\_\_\_\_

If you have questions please contact Tom Hauenstein, ([thauenstein@mapc.org](mailto:thauenstein@mapc.org)) or Ben Ricker, ([bricker@mapc.org](mailto:bricker@mapc.org)) at the Metropolitan Area Planning Council. Tel. 617 451-2770

Please check off one morning workshop and one afternoon workshop you plan to attend.

#### MORNING WORKSHOP

- 1. Municipal Innovation: The Community Innovation Challenge Program .....
- 2. Achieving the Benefits of Civic Engagement .....
- 3. Mid-Sized Municipalities and Regionalization.....
- 4. Regional Law Enforcement as Partners in Regionalization.....
- 5. Regional IT Solutions.....

#### AFTERNOON WORKSHOP

- 6. Measuring Performance: Massachusetts Municipal Performance Management Program.....
- 7. Good Governance for Regional Programs.....
- 8. Back by Popular Demand: Regionalization 101 .....
- 9. Green and Renewable Partnerships.....

REGISTRATION

# 5<sup>th</sup> Annual Massachusetts Regionalization & Innovation Conference

**Conference Date:** Monday, September 16<sup>th</sup>

**Location:** Hogan Center, College of the Holy Cross, Worcester

**Time:** 9am-2:30pm

**Registration Fee:** \$40

## **Schedule:**

9:00 – Registration and Coffee

9:30-10:15 – Opening Session

- **Welcome** – Robert Nunes, Deputy Commissioner of Revenue and Director of Municipal Affairs
- **Opening Comments and Updates From the Massachusetts Association of Regional Planning Agencies (MARPA)**– Tim Brennan, Executive Director, Pioneer Valley Planning Commission
- **Greetings** – Amy Pitter, Commissioner of the Department of Revenue
- **Keynote Presentation** – Glen Shor, Secretary for Administration and Finance

10:15-10:30 – Special Presentation in Recognition of Tim Murray's work as Lt. Governor to promote regionalization and innovation in Massachusetts municipalities

- Robert Nunes – Introductions
- Linda Dunlavy, Executive Director, Franklin Regional Council of Governments
- Tim Murray, President and CEO, Worcester Regional Chamber of Commerce

10:30-12:00 – Morning Workshops (see below)

12:00-1:00 – Lunch

1:00-2:30 – Afternoon Workshops (see below)

## **AM Workshops**

1. Municipal Innovation: The Community Innovation Challenge Program

### *Speakers:*

- Tim Dodd, Local Government Program Manager, Exec. Office for Administration & Finance
- Pam Kocher, Director of Local Policy, Exec. Office for Administration & Finance
- Dennis Dizoglio, Executive Director, Merrimack Valley Planning Commission
- Sandy Pooler, Finance Director, Town of Amherst

*Moderator:* Tim Dodd, Local Government Program Manager

*Description:* This session will focus on successfully implemented 2012 CIC projects to be identified and secured by Tim Dodd and Pam Kocher.

2. Achieving the Benefits of Civic Engagement

### *Speaker:*

- Susan M. Jeghelian, Executive Director, Massachusetts Office of Public Collaboration
- John Goodrich, Senior Affiliate and Practitioner, Massachusetts Office of Public Collaboration

*Moderator:* Tim Brennan, Executive Director, Pioneer Valley Planning Commission

*Description:* Through an interactive workshop, staff from the Massachusetts Office of Public Collaboration will present civic engagement concepts and tools to help municipal officials with both local and regional issues. They will present examples from their own experiences as mediators/facilitators, citizens and local public officials, and will share strategies for dealing with the unexpected.

### 3. Mid-Sized Municipalities and Regionalization

*Speakers:*

- Robert Dolan, Mayor of the City of Melrose
- David Narkewicz, Mayor of the City of Northampton
- Thatcher Kezer, Mayor of the City of Amesbury

*Moderator:* Robert Nunes, Deputy Commissioner of Revenue and Director of Municipal Affairs

*Description:* Regionalization programs often focus on small towns or large cities because of the obvious benefits to these types of municipalities (economies of scale for small towns and the ability of cities to provide regional services to other communities). But how does regionalization benefit mid-sized municipalities? Town leaders from three Massachusetts towns will discuss their involvement in regionalization projects and how mid-sized towns/cities can effectively be involved in regionalization projects.

### 4. Regional Law Enforcement as Partners in Regionalization

*Speakers:*

- Chris Donelan, Franklin County Sheriff
- David Sullivan, Northwestern District Attorney
- Thomas Dubas, Director of the Essex Regional Communications Center

*Moderator:* Ross Perry, Director of Municipal Management, Southeastern Regional Planning & Economic Development District

*Description:* This session will explore how regional law enforcement entities can act as hosts for regionalized programs serving multiple towns.

### 5. Regional IT Solutions

*Speakers:*

- John Musante, Town of Amherst Town Manager, Shared Municipal IT Services
- Dave Davies, Director of Information Technology, Division of Local Services, Making the Cloud Affordable For the Smallest Communities
- Frank Mertes, Municipal Services, Hampshire COG, Hampshire Cloud

*Moderator:* Todd Ford, Executive Director, Hampshire COG

*Description:* This panel will focus on regional IT solutions and initiatives for municipalities.

### PM Workshops

#### 6. Measuring Performance: The Massachusetts Municipal Performance Management Program

*Speakers:*

- Diana Schindler, Town Administrator, Town of Orange
- David Cressman, Town Administrator, Town of Dartmouth
- Sarah Stanton, Finance Director, City of Salem

*Moderator:* Mike Ward, Director of Municipal Services, The Collins Center will moderate and identify panelists

*Description:* This workshop will feature three communities from the Massachusetts Municipal Performance Management Program, as well as Mike Ward from the Collins Center. Municipal managers will discuss how they are using performance measurement tools to look at budgeting and management, and share one example each of a department cost per output analysis.

#### 7. Good Governance for Regional Programs

*Speakers:*

- Phil Lemnios, Hull Town Manager, South Shore RECC
- Steve Fleshman, Brimfield Select Board, Brookfields Highway Cooperative
- Randy Crochier, Franklin County Cooperative Public Health Service

*Moderator:* Joel Barrera, Deputy Director, Metropolitan Area Planning Council

*Description:* This workshop will feature representatives from three regionally governed entities, talking about what makes their shared governance work (including voting, budgeting, hiring practices) and how they addressed concerns of loss of local control.

#### 8. Back by Popular Demand: Regionalization 101

*Speakers:*

- Jennifer Garcia, General Counsel, Metropolitan Area Planning Council
- Todd Fontanella, Senior Transportation Planner, Merrimack Valley Planning Commission
- Ted Harvey, Regional Project Planner, Franklin Regional Council of Governments

*Moderator:* Paul Niedzwiecki, Executive Director, Cape Cod Commission

*Description:* This session will focus on basic best practices, legal frameworks, and a review of the Regionalization Best Practices website. This is a repeat of last year's session due to its popularity and need expressed by participants.

#### 9. Green and Renewable Partnerships

*Speakers:*

- Helen Aki, Clean Energy Program Coordinator, Metropolitan Area Planning Council, LED Street light cooperative purchase
- Dennis Dizoglio, Executive Director, Merrimack Valley Planning Commission, Solar Net Metering
- Eric Weiss, Sustainability Services, Hampshire Council of Governments, Hampshire Solar

*Moderator:* Beverly Woods, Executive Director, NMCOCG

*Description:* This panel will focus on regional green partnerships in Massachusetts.



September 4, 2014

Dear Municipal Official,

The Massachusetts Municipal Association's 2014 Annual Meeting and Trade Show is quickly approaching. I am writing to invite you to enter the MMA's annual awards contests to be presented at Annual Meeting in January. This is a great opportunity for municipalities to show off their hard work over the past year and for local officials to network and share ideas. I strongly encourage you to nominate your community in the following contests:

**Kenneth E. Pickard Municipal Innovation Award**

The Kenneth E. Pickard Municipal Innovation Award is sponsored each year by the MMA to recognize municipalities that have developed unique and creative projects or programs to increase the effectiveness of local government. Innovations should present new and different solutions to problems common to municipalities in Massachusetts. You can find more information about judging and how to enter on the MMA's website ([www.mma.org/awards](http://www.mma.org/awards)). In order to qualify, please send **TWO** copies of all required information to: MMA, Attn: Innovation Award Contest, One Winthrop Square, Boston, MA 02110 by **Friday, September 20, 2013**.

**Town Report Contest**

The MMA's Town Report contest will judge reports on attractiveness of the report cover and layout, material arrangement, presentation of statistics and data, summary of the year's achievements, evidence of local planning for the future, and the report's practical utility. To enter this contest, please send **TWO** copies your town's 2012 report to: MMA, Attn: Town Report Contest, One Winthrop Square, Boston, MA 02110 by **Friday, September 20, 2013**.

**Municipal Website Awards**

The second annual Web Awards will recognize the best municipal websites in four population categories: under 5,000; 5,000-15,000; 15,000-50,000; and 50,000-plus. Judging criteria is available on the MMA's website. To enter this contest, Chief Municipal Officials may **complete the attached form** and send it as a PDF document to [vsclafani@mma.org](mailto:vsclafani@mma.org) or by fax to 617-695-1314. An online nomination form is also available on the MMA's website. Entries are due by **Thursday, October 31, 2013**.

For more information about the Kenneth E. Pickard Municipal Innovation Award, Town Report Contest and Municipal Website Awards, please visit the MMA's website ([www.mma.org/awards](http://www.mma.org/awards)) or contact Victoria Sclafani at the MMA, 617-426-7272 ext.161 or [vsclafani@mma.org](mailto:vsclafani@mma.org). We look forward to seeing your entries at Annual Meeting!

Thank you very much.

Sincerely,

Geoffrey C. Beckwith  
Executive Director

Enclosure

2013 SEP -4 AM 10: 07

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# Join Us In The



**The MMA will present its Annual Municipal Website Awards at its Annual Meeting in Boston, on January 24th and 25th, 2014.**

- The awards will recognize the best municipal websites in four population categories: *under 5,000; 5,000-14,999; 15,000-49,999; and 50,000-plus.*
- Judges will choose one winner in each population category and may, at their discretion, also award an honorable mention.

## **Evaluation criteria for municipal websites:**

- *Clearly branded as the official municipal government site*
- Easily navigable, well-organized and with a robust search function
- Up-to-date information (e.g., board and committee members, meetings calendar)
- Extensive availability of up-to-date public records (e.g., board and committee meeting agendas/minutes, municipal budget, town meeting warrant, bylaws/ordinances)
- Functionality, interactivity and convenience (e.g., ability to apply for permits, pay bills, order documents, and file complaints or suggestions)
- Information about departments (e.g., key personnel, contact information, office hours, and department mission or purpose)
- Contact information, city/town hall address and hours
- Visual appeal and overall experience

**Please fill out this form to enter your community's website. The deadline is October 31, 2013.**

**I Commit My Community TODAY!** As the chief municipal official (CMO), I commit to participating in the MMA Municipal Website Awards.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Community: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Date: \_\_\_\_\_  
Community's Official Website URL: \_\_\_\_\_

**After entering your information above save this PDF document and email it to: [vsclafani@mma.org](mailto:vsclafani@mma.org). You may also fax it to (617) 695-1314. Thank you.**



## Payment in Lieu of Units - Scenarios

Apply a Simple Formula – see area communities

- % of market value of development [e.g. Melrose 2% to Brookline 9.75%]
- % of gross square footprint [e.g. Natick \$5/gsf or Cambridge \$4.44/gsf]
- X maximum affordable income [e.g. 3x \$47,150 (80% limit Boston)]
- lump sum/unit [e.g. higher of \$200k/unit or 50% diff {market – affordable} BRA]
- *simplest formula: No payment allowed – must provide units [Cambridge]*

Negotiate an amount based on zoning requirements (minimum 10% in Reading)

- 64 bed (6 units) – Difference between a market rate and affordable (rent only – remove cost of services provided) and then present value the cash flow ‘in perpetuity’ [good theoretical basis, yet complex and relies on data that constantly varies]

Provide “gap financing” to an existing affordable housing provider

- Non-Profit (Local) – Group Home [good practical solution to provide real housing units, but each situation varies]
- Other Housing Group – Habitat for Humanity [good practical solution to provide real housing units, but each situation varies]



## Affordable Housing Requirements

### DSGD and GSGD (Oaktree and Reading Woods)

- **20%**

### PUD-R (Johnson Woods)

- **Phase I – 10%**
- **Phase II – 15%**

### 40B (Reading Commons)

- **25%**



## Payment in Lieu of Units – Solution for Artis

Acknowledge current zoning requirements in Reading state a minimum of 10% (6 units)

- **64 beds => 6 units of affordable housing since all beds will be full-cost, private pay**

Acknowledge project to rewrite Zoning Bylaws may change these requirements < 2 years

- **Three equal payments: (1) prior to receipt of building permit; (2) prior to receipt of occupancy permit; (3) June 1, 2015 or when comprehensive re-write of Zoning Bylaw project completed and approved by state (target date November 2014 Town Meeting); whichever is sooner.**

Value guided by practical & simple solutions

- **Group homes with bedrooms are the cheapest/fastest solution to provide actual affordable housing in Reading;**
- **Grants and outside funding are often available to supplement purchase for this purpose- assume 25% outside funding (big assumption)**
- **Current median single family home value in Reading is \$432,300;**
- **Median SF bedroom count is between 3.0 and 3.5 – assume 3.25**
- **$\$432,300/3.25 = \$133,000/\text{bedroom} \times 6 = \$798,000 \times \text{gap funding } 75\% = \$598,500$**
- **Three payments as described above of \$199,500. Third payment waived if zoning has changed to exempt this use from the 10% requirement. If the requirement is put higher, the 10% figure will be grandfathered in for Artis.**