



# Town of Reading Meeting Posting with Agenda

## Board - Committee - Commission - Council:

Board of Selectmen

Date: 2013-09-24

Time: 7:00 PM

Building: Reading Town Hall

Location: Board of Selectmen Room

Address: 16 Lowell Street

Purpose: General Business

Meeting Called By: Paula Schena on behalf of Chairman James Bonazoli

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays and Legal Holidays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. A listing of topics that the chair reasonably anticipates will be discussed at the meeting must be on the agenda.

**All Meeting Postings must be submitted in typed format; handwritten notices will no longer be accepted.**

## Topics of Discussion:

◆ Open session for topics not reasonably anticipated 48 hours in advance of the meeting

### 1) Reports and Comments

- a. Selectmen's Liaison Reports and Comments
- b. Public Comment
- c. Town Manager's Report

### 2) Proclamations/Certificates of Appreciation

### 3) Personnel and Appointments

- a. Ad Hoc Zoning Advisory Committee 8:05
- b. Board of Appeals
- c. Climate Advisory Committee
- d. Constable
- e. Cultural Council
- f. Economic Development Committee
- g. Historical Commission

### 4) Discussion/Action Items

- a. Veteran's Chair 7:20
- b. Public Safety Badge Pinning 7:30
- c. Town Accountant Report 7:45
- d. Close Subsequent Town Meeting Warrant (leave open until next item covered) 8:00
- e. Hearing – Amend Table of Organization (leave hearing open until Town department re-organization discussion) 8:15
- f. Paint and Sip Discussion 8:30
- g. KENO to Go – Ricky's Liquors 8:45
- h. Review Proposed Town Department Re-organization 9:00
- i. Review Board of Selectmen/Town Manager Goals 9:30

### 5) Approval of Minutes

- a. September 10, 2013

This Agenda has been prepared in advance and represents a listing of topics that the chair reasonably anticipates will be discussed at the meeting. However the agenda does not necessarily include all matters which may be taken up at this meeting.



## Town of Reading Meeting Posting with Agenda

### 6) Licenses, Permits and Approvals

### 7) Executive Session

### 8) Correspondence

- copy a. Letter of Resignation from Jeanne Borawski resigning from the Finance Committee due to her recent appointment to the School Committee
- copy b. ABCC Advisory re: Certificate of Good Standing Update
- copy c. Email from Marcie Maffeo re: Compost Center Hours
- copy d. Email from Christine Hansen re: Ordinance re: Business in Reading
- copy e. Correspondence from Ken Sharp re: Wood Utility Poles
- copy f. Email from Engineer Arthur Markos re: Environmental Bond Bill  
Meeting Highlights
- copy g. Email from Mary Frere re: Verizon Notice to Subscribers re: FiOS TV programming changes
- copy h. Correspondence from Jane Lyman at Comcast re: free high speed internet to Town buildings and the Internet Essentials program for students
- copy i. Letter of resignation from Carole Scrima resigning from the Council on Aging
- copy j. Information on the MMA Fall Conference for Selectmen

| DRAFT - BOARD OF SELECTMEN |  |                                      |                      |
|----------------------------|--|--------------------------------------|----------------------|
| 2013                       | AGENDAS  |                                      | 2013                 |
| 9/19/2013                  |  | Presentation                         | Estimated Start time |
|                            |  |                                      |                      |
|                            | September 24, 2013   |                                      |                      |
|                            | Veteran's Chair  | Driscoll                             | 7:20                 |
|                            | Public Safety Badge pinning  | Cormier                              | 7:30                 |
|                            | Town Accountant Report   | Angstrom                             | 7:45                 |
| HEARING                    | Close Subsequent TM Warrant (leave Hearing open while next two items covered)  | LeLacheur                            | 8:00                 |
| Appointments               | ZBA, EDC, Climate Advisory Committee, Historical Commission, Cultural Council, Constable, Ad Hoc Zoning Advisory Committee | LeLacheur                            | 8:05                 |
| HEARING                    | Amend Table of Organization (leave Hearing open until Town department re-organization discussion)                          | LeLacheur                            | 8:15                 |
|                            | Paint & Sip discussion   | LeLacheur                            | 8:30                 |
|                            | KENO to go - Ricky's liquors   | LeLacheur                            | 8:45                 |
|                            | Review proposed Town department re-organization  | LeLacheur                            | 9:00                 |
|                            | Review BOS/TM Goals  | LeLacheur                            | 9:30                 |
|                            |  |                                      |                      |
|                            | September 26, 2013   |                                      |                      |
|                            | Youth Risk Survey  | @RMHS PAC<br>joint mtg SC &<br>RCASA | 7:00                 |
|                            |  |                                      |                      |
|                            | October 8, 2013  |                                      |                      |
| Office Hour                | James Bonazoli   |                                      | 6:30                 |
|                            | Reports  |                                      | 7:15                 |
|                            | RIAA Report  | McFadden                             |                      |
|                            | CAB (RMLD) member Report   |                                      |                      |
|                            | RCTV members Report  | Smethurst/Walsh                      |                      |
| HEARING                    | Liquor License Transfer, Change of Location - Wine Bunker  | LeLacheur                            | 8:00                 |
| HEARING                    | FY14 Classification Plan   | Roberts                              | 8:20                 |
|                            | Traffic & Safety Workshop  |                                      | 8:30                 |
|                            | Review of Downtown public parking  | Cormier                              |                      |
|                            | Franklin & Main intersection   | Zambouras                            |                      |
|                            | Other traffic issues   | Cormier                              |                      |
|                            | Discuss driveway width issues  | Zambouras                            |                      |
|                            | West Street project overview   | Zambouras                            |                      |
|                            |  |                                      |                      |
|                            | October 22, 2013   |                                      |                      |

| <b>DRAFT - BOARD OF SELECTMEN</b> |   |                     |                             |
|-----------------------------------|---|---------------------|-----------------------------|
| <b>2013</b>                       | <b>AGENDAS</b>  |                     | <b>2013</b>                 |
| <i>9/19/2013</i>                  |   | <b>Presentation</b> | <b>Estimated Start time</b> |
| <b>Proclamation</b>               | "Friends of the Library" Week   | Klepeis             | 7:20                        |
|                                   | <b>Library Building Committee update</b>  | Hutchinson & Urell  | 7:30                        |
|                                   | <b>Tax Classification preview</b>   | joint mtg BOA       | 7:45                        |
|                                   | <b>Birch Meadow Master Plan</b>   | Feudo               | 8:30                        |
|                                   | <b>Dog Park opportunity</b>   | Feudo               | 8:45                        |
|                                   | <b>Strout Avenue Master Plan (complete after Town Forest planning work is done)</b> | Feudo               | 9:15                        |
|                                   | <b>Vote Subsequent TM Warrant Articles</b>  | LeLacheur           | 9:30                        |
|                                   |   |                     |                             |
|                                   | <b>October 30, 2013 (Weds.) - Financial Forum (FY15 Budget)</b>                     | Pleasant St. Ctr    | 7:30                        |
|                                   |   |                     |                             |
|                                   |   |                     |                             |
|                                   | <b>November 5, 2013</b>   |                     |                             |
| <b>Office Hour</b>                | Marsie West   |                     | 6:30                        |
| <b>HEARING</b>                    | <b>Tax Classification</b>   | joint mtg BOA       | 7:30                        |
|                                   | <b>Consideration of Class 2 MV license</b>  | LeLacheur           | 8:30                        |
|                                   | <b>Second Water Meter</b>   | Zager               | 8:45                        |
|                                   | <b>Review Final Drainage studies</b>  | Zambouras           | 9:00                        |
|                                   | <b>Review Storm Water Enterprise Fund</b>   | LeLacheur           | 9:15                        |
|                                   | <b>Discuss moving Enterprise Fund debt to tax rate (requires voter approval)</b>    | LeLacheur           | 9:30                        |
|                                   |   |                     |                             |
|                                   | <b>November 7, 2013</b>   | Senior Center       | 7:00                        |
|                                   | <b>Adopt an Island Reception</b>  |                     |                             |
|                                   |   |                     |                             |
|                                   | <b>November 12, 2013 - Subsequent Town Meeting (Tues)</b>                           | no meetings         | 7:30                        |
|                                   |   |                     |                             |
|                                   | <b>November 14, 2013 - Subsequent Town Meeting (Thurs)</b>                          | no meetings         | 7:30                        |
|                                   |   |                     |                             |
|                                   | <b>November 18, 2013 - Subsequent Town Meeting (Mon)</b>                            | no meetings         | 7:30                        |
|                                   |   |                     |                             |
|                                   | <b>November 26, 2013</b>  |                     |                             |
|                                   | <b>RCASA overview</b>   | McNamara            | 7:30                        |
|                                   | <b>Approve Liquor Licenses</b>  |                     | 8:00                        |

| <b>DRAFT - BOARD OF SELECTMEN<br/>AGENDAS</b> |  |                     |                                 |
|---|--|---------------------|---------------------------------|
| <b>2013</b>                                   |  |                     | <b>2013</b>                     |
| <b>9/19/2013</b>                              |  | <b>Presentation</b> | <b>Estimated<br/>Start time</b> |
|   | <b>Approve Other Licenses</b>                  |                     |                                 |
|   | <b>Approve early openings/24 hour openings</b> |                     |                                 |
|   |  |                     |                                 |
|   |  |                     |                                 |
|   | <b>December 10, 2013</b>                       | <b>WORKSHOP</b>     |                                 |
| <b>Office Hour</b>                            | <b>Marsie West</b>                             |                     | <b>6:30</b>                     |
|   | <b>Review BOS/TM Goals</b>                     |                     | <b>7:30</b>                     |
|   | <b>Preview Town Manager's FY15 budget</b>      | <b>LeLacheur</b>    |                                 |
|   |  |                     |                                 |
|   |  |                     |                                 |
|   | <b>December 17, 2013</b>                       |                     |                                 |
|   | <b>Appoint Town Counsel</b>                    |                     |                                 |

| <b>DRAFT - BOARD OF SELECTMEN</b> |  |                        |                             |
|-----------------------------------|--|------------------------|-----------------------------|
| <b>2013</b>                       | <b>AGENDAS</b>                                   |                        | <b>2013</b>                 |
| <i>9/19/2013</i>                  |  | <b>Presentation</b>    | <b>Estimated Start time</b> |
|                                   | <b>Town Manager Performance Evaluation</b>       |                        |                             |
|                                   |  |                        |                             |
| <b>Future Agendas</b>             |  |                        |                             |
|                                   | <b>Regionalization of other functions</b>        | <b>LeLacheur</b>       |                             |
|                                   | <b>Policy on Trust Fund Commissioners</b>        | <b>Heffernan</b>       |                             |
|                                   | <b>New Website</b>                               | <b>Gemme</b>           |                             |
|                                   | <b>Lyme Disease mitigation strategy</b>          | <b>Clay</b>            |                             |
|                                   |  |                        |                             |
| <b>Recurring Items</b>            |  |                        |                             |
|                                   | <b>Town Accountant Report</b>                    | <b>Jan-Apr-Jul-Oct</b> | <b>Qtrly</b>                |
|                                   | <b>Review BOS/TM Goals</b>                       | <b>Mar-July-Dec</b>    | <b>Tri-ann</b>              |
|                                   | <b>Review Customer Service survey results</b>    | <b>Jan &amp; July</b>  | <b>Semi-ann</b>             |
|                                   | <b>RCTV members Report</b>                       | <b>Apr &amp; Oct</b>   | <b>Semi-ann</b>             |
|                                   | <b>CAB (RMLD) member Report</b>                  | <b>Apr &amp; Oct</b>   | <b>Semi-ann</b>             |
|                                   | <b>MAPC member Report</b>                        | <b>Apr &amp; Oct</b>   | <b>Semi-ann</b>             |
|                                   | <b>Reading Housing Authority Report</b>          |                        | <b>Annual</b>               |
|                                   | <b>Reading Ice Arena Report</b>                  |                        | <b>Annual</b>               |
|                                   | <b>Appointments of BCCs</b>                      | <b>June</b>            | <b>Annual</b>               |
|                                   | <b>Approve Classification &amp; Compensation</b> | <b>June</b>            | <b>Annual</b>               |
|                                   | <b>Tax Classification Hearing</b>                | <b>Oct/Nov</b>         | <b>Annual</b>               |
|                                   | <b>Approve licenses</b>                          | <b>December</b>        | <b>Annual</b>               |
|                                   | <b>Appoint Town Counsel</b>                      | <b>December</b>        | <b>Annual</b>               |

**APPOINTMENTS EFFECTIVE SEPTEMBER 19, 2013**

**Ad Hoc Zoning Advisory Committee**

**3 Vacancies**

**Appointing Authority:** Board of Selectmen  
CPDC  
ZBA

**Present Member(s) and Term(s)**

Marsie West – (Selectman)

David Tuttle – (CPDC)

Jeffrey Hansen – (CPDC)

David Traniello – (ZBA)

**Vacancy - (Bylaw Committee)**

**Vacancy - (B/C/C member)**

**Vacancy - (Resident)**

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**Candidates:**

George Katsoufis

## **Policy establishing an ad hoc Zoning Bylaw Advisory Committee**

There is hereby established an ad hoc Committee to review the Reading Zoning Bylaw ("Zoning Advisory Committee) to prepare a comprehensive update with the help of a consultant. The Committee will present the zoning update to the Board of Selectmen by July 15, 2014 prior to an article that will be presented at the Fall 2014 Subsequent Town Meeting.

The current zoning bylaw is outdated, confusing for the public to use, and difficult to administer. The comprehensive update will be a full scale review of the zoning bylaw which will result in a new zoning bylaw.

The Zoning Advisory Committee (ZAC) shall be comprised of seven (7) members and will be a multiple member body as defined by the Town of Reading Home Rule Charter.

In selecting the ZAC the Board of Selectmen shall attempt to fill the positions as follows:

- One (1) member from the Board of Selectmen, appointed by the Board of Selectmen;
- Two (2) members appointed by the Community Planning and Development Commission;
- One (1) member appointed by the Zoning Board of Appeals;
- Three other members:
  - One member from the Bylaw Committee;
  - One member from another Board/Committee/Commission;
  - One resident for the community who does not fall into any of the above categories, and who preferably would have experience firsthand with zoning or implications of zoning (e.g., owns or operates a business in Reading).

The mission of the ZAC is to clarify and simplify the Reading Zoning Bylaw. A consultant will be hired to provide technical assistance and expertise in zoning. The recommendations will be developed in concert with an extensive public process.

In conducting its work, the ZAC will be bound by all of the rules and regulations of the Town of Reading and the Commonwealth of Massachusetts, including but not limited to the Open Public Meetings law. Staff will be assigned by the Town Manager to work with the ZAC. The ZAC will be considered to be part of the Department of Community Services for administrative purposes.

Adopted August 20, 2013

2013 SEP 15 AM 11: 07

APPLICATION FOR APPOINTMENT TO BOARDS/COMMITTEES/COMMISSIONS

Name: Katsoufis, George  
(Last) (First) (Middle)

Date: 9/16/13

Address: 9 Berkeley Street

Tel. (Home) Mobile - 781-439-5136  
Tel. (Work) \_\_\_\_\_  
(Is this number listed?) \_\_\_\_\_

Occupation: Architect

# of years in Reading: 11

Are you a registered voter in Reading? NO

e-mail address: george.katsoufis@verizon.net

Place a number next to your preferred position(s) (up to four choices) with #1 being your first priority.  
(Attach a resume if available.)

- Animal Control Appeals Committee
- Audit Committee
- Board of Appeals
- Board of Cemetery Trustees
- Board of Health
- Board of Registrars
- Bylaw Committee
- Celebration Committee
- Cities for Climate Protection
- Commissioner of Trust Funds
- Community Planning & Development Comm.
- Conservation Commission
- Constable
- Contributory Retirement Board
- Council on Aging
- Cultural Council
- Custodian of Soldiers' & Sailors' Graves
- Economic Development Committee

- Fall Street Faire Committee
- Finance Committee
- Historical Commission
- Housing Authority
- Human Relations Advisory Committee
- MBTA Advisory Committee
- Metropolitan Area Planning Council
- Mystic Valley Elder Services
- Recreation Committee
- RMLD Citizens Advisory Board
- Town Forest Committee
- Trails Committee
- West Street Historic District Commission
- Other \_\_\_\_\_

Ad Hoc Committee on Zoning

Please outline relevant experience for the position(s) sought:

(see attached)

# George Katsoufis, AIA, LEED AP

## Project Manager

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### Background

2008 - Present  
Associate/Senior Project Manager  
DHK Architects

2000 - 2008  
Architect/ Planner  
DHK Architects

1995 - 2000  
Private Practice  
Athens, Greece

### Responsibilities

Associate  
Project Manager  
LEED Coordinator

### Education

1993 M. Architecture in Urban  
Design  
University of Southern California  
1991 M. Architecture, Theory and  
Media,  
Rensselaer Polytechnic Institute  
1989 D. Architecture  
National Technical University  
Greece

### Registration

MA #20625

### Professional Affiliations

American Institute of Architects  
Boston Society of Architects  
GBCI LEED

### Experience

15+ years/12 years at DHK

### Memberships

2006 Master Plan -  
Town of Reading, MA  
MoveMASS  
Association for Public  
Transportation  
Green Round Tables/NEXUS

As a planner, Mr. Katsoufis has participated as an analyst in transportation and community planning teams for public agencies and municipalities and is a frequent contributor to the public participation process. He has practiced urban planning and urban design, has led multi-disciplinary teams as a project manager, and has experience with 3-D modeling and the mapping of neighborhoods. Mr. Katsoufis has over 18 years of experience in planning and belongs to a number of professional associations, such as AIA, NCARB, GBCI, Nexus, and as a LEED Certified Professional under New Construction Version 2.2, is the primary LEED coordinator at DHK.

His project experience includes:

### North Central Neighborhood Master Plan – Troy NY

Managed GIS data assembly, thematic mapping and urban design of the reconnection of the North Central Neighborhood with the Hudson waterfront. Area included approximately 2000 parcels and extended for 320 acres.

### Franklin Hill Phases 2 and 3 – Boston, MA

Participation in the design of 150 new units of housing in Boston. Coordinator of a multi-disciplinary pursuit of LEED criteria, tracking the New Construction classification checklist and developing alternatives with Energy Star and Green Communities objectives.

### Green Line Extension Northwest, Beyond Lechmere – Somerville and Medford, MA

Planning study of alternatives for transit options and routes beyond Lechmere Station along the Medford/ Somerville corridor. The goal of the study was to provide for better mobility and access for residents in the northwest corridor. Among the transit options considered were bus rapid transit, commuter rail and light rail transit. Potential locations for stations were generated along the different route options and typical station layouts were designed.

### Silver Line Phase III – Boston, MA

Conceptual-level transportation planning and design to assist prime consultant and the operating transit agency to establish alignment, design criteria and strategic approach for new one-mile long underground section of bus rapid transit system that will be constructed under and connect to existing downtown heavy rail transit stations.

### Commuter Rail Stations and Parking Facilities (South Coast Rail) – Fall River/ New Bedford, MA

Design of five new commuter line stations in final design (Battleship Cove, Fall River) and schematic design (Freetown, Stoughton, and Canton). The Fall River station includes a parking garage, while the other four stations include parking lots adjacent to the platform areas. Canopies, railings, and various station amenities complete the scope of work.

### References:

- Charles Deknatel - Project Manager, Division of Capital Asset Management  
Ph: 617-727-4050 ext. 232; charlie.deknatel@state.ma.us
- William J. DuLong - Project Manager, Division of Capital Asset Management  
Ph: 617-727-8085 ext. 369; bill.dulong@state.ma.us
- Matt Giovino - Project Manager, Walsh Construction Company  
Ph: 617-719-7435; mgiovino@walshgroup.com

3a4

**APPLICATION FOR APPOINTMENT TO BOARDS/COMMITTEES/COMMISSIONS**

**Name:** Hagstrom Erik K. **Date:** 08/07/13  
 (Last) (First) (Middle)

**Address:** 53 Arcadia Avenue, Reading, MA 01867 **Tel. (Home)** \_\_\_\_\_  
**Tel. (Work)** \_\_\_\_\_  
 (Is this number listed?) \_\_\_\_\_

**Occupation:** Attorney # of years in Reading: 34

Are you a registered voter in Reading? Yes e-mail address: \_\_\_\_\_

Place a number next to your preferred position(s) (up to four choices) with #1 being your first priority.  
 (Attach a resume if available.)

- |   |   |
|---|---|
| <input type="checkbox"/> Animal Control Appeals Committee         | <input type="checkbox"/> Fall Street Faire Committee              |
| <input type="checkbox"/> Audit Committee                          | <input type="checkbox"/> Finance Committee                        |
| <input checked="" type="checkbox"/> 1 Board of Appeals            | <input type="checkbox"/> Historical Commission                    |
| <input type="checkbox"/> Board of Cemetery Trustees               | <input type="checkbox"/> Housing Authority                        |
| <input type="checkbox"/> Board of Health                          | <input type="checkbox"/> Human Relations Advisory Committee       |
| <input type="checkbox"/> Board of Registrars                      | <input type="checkbox"/> MBTA Advisory Committee                  |
| <input type="checkbox"/> Bylaw Committee                          | <input type="checkbox"/> Metropolitan Area Planning Council       |
| <input type="checkbox"/> Celebration Committee                    | <input type="checkbox"/> Mystic Valley Elder Services             |
| <input type="checkbox"/> Cities for Climate Protection            | <input type="checkbox"/> Recreation Committee                     |
| <input type="checkbox"/> Commissioner of Trust Funds              | <input type="checkbox"/> RMLD Citizens Advisory Board             |
| <input type="checkbox"/> Community Planning & Development Comm.   | <input type="checkbox"/> Town Forest Committee                    |
| <input type="checkbox"/> Conservation Commission                  | <input type="checkbox"/> Trails Committee                         |
| <input type="checkbox"/> Constable                                | <input type="checkbox"/> West Street Historic District Commission |
| <input type="checkbox"/> Contributory Retirement Board            | <input type="checkbox"/> Other _____                              |
| <input type="checkbox"/> Council on Aging                         |   |
| <input type="checkbox"/> Cultural Council                         |   |
| <input type="checkbox"/> Custodian of Soldiers' & Sailors' Graves |   |
| <input type="checkbox"/> Economic Development Committee           |   |

Please outline relevant experience for the position(s) sought;  
For the last seven years I have been in private practice with my own law firm. As a routine part of  
my practice I represent homeowners and developers on a residential and commercial level. Often  
times I am asked to assist them in applying for a variance for a building project or a subdivision plan  
both of which involve familiarity with the relevant municipal zoning regulations.

Profile

Senior-level attorney and co-founder of expanding law firm representing clients in residential and commercial real estate transactions and corporate advisement, committed to client service, communication and empowerment.

Professional Experience

*HagstromWhite, P.C., Chelsea, MA and Boston, MA, 2006 – Present*  
*Founding Attorney*

- Represent residential homebuyers and lenders with respect to financing, due diligence and title issue resolution.
- Represent commercial real estate investors and development companies in property selection, intended use, subdivision proceedings and drafting zoning opinion letters.
- Advise closed corporations and family businesses in the formation, operating and wind-up and succession stages, including macro-level corporate strategy and specific and discrete instances of representation.
- Responsible for operational aspects of expanding firm including quality control of service to clients, vendor selection and interaction, internal cash-flow analysis and forecasting and banking and compliance requirements.

Education

Suffolk University Law School, J.D., *cum laude* Boston, MA, 2004  
Saint Anselm College, B.A., *magna cum laude* Manchester, NH, 2001

Professional Organizations

The Rotary Club of Winthrop, MA  
Citizens' Housing and Planning Association  
North Suffolk Mental Health Association  
Massachusetts Credit Union League

**Schena, Paula**

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**From:** Laurie Ann Sylvia  
**Sent:** Wednesday, July 17, 2013 11:30 AM  
**To:** Schena, Paula  
**Subject:** Climate Advisory Committee

Paula,

I am currently an Associate Member of the Climate Advisory Committee. At this time I would like to change from Associate Member to become a full voting Member. Please let me know what is necessary to make this change possible.

Thank you,  
LA

*Laurie Ann Sylvia*  
Operational Assistant  
Reading Municipal Light Department  
Phone 781-942-6459 Fax 781-944-7387



**Please consider the environment before printing this e-mail.**

2013 JUN 17 AM 10:39

APPLICATION FOR APPOINTMENT TO BOARDS/COMMITTEES/COMMISSIONS

Name: Amico Tonya Botticelli Date: 6/17/13  
(Last) (First) (Middle)

Address: 4 Chapel Hill Dr. Tel. (Home) \_\_\_\_\_  
Tel. (Work) \_\_\_\_\_  
(Is this number listed?) \_\_\_\_\_

Occupation: paralegal/manager # of years in Reading: 40

Are you a registered voter in Reading? Yes e-mail address: \_\_\_\_\_

Place a number next to your preferred position(s) (up to four choices) with #1 being your first priority.  
(Attach a resume if available)

- |   |   |
|---|---|
| <input type="checkbox"/> Animal Control Appeals Committee         | <input type="checkbox"/> Economic Development Committee           |
| <input type="checkbox"/> Aquatics Advisory Board                  | <input type="checkbox"/> Finance Committee                        |
| <input type="checkbox"/> Audit Committee                          | <input type="checkbox"/> Historical Commission                    |
| <input type="checkbox"/> Board of Appeals                         | <input type="checkbox"/> Housing Authority                        |
| <input type="checkbox"/> Board of Cemetery Trustees               | <input type="checkbox"/> Human Relations Advisory Committee       |
| <input type="checkbox"/> Board of Health                          | <input type="checkbox"/> Land Bank Committee                      |
| <input type="checkbox"/> Board of Registrars                      | <input type="checkbox"/> MBTA Advisory Committee                  |
| <input type="checkbox"/> Bylaw Committee                          | <input type="checkbox"/> Metropolitan Area Planning Council       |
| <input type="checkbox"/> Celebration Committee                    | <input type="checkbox"/> Mystic Valley Elder Services             |
| <input type="checkbox"/> Cities for Climate Protection            | <input type="checkbox"/> RCTV Board of Directors                  |
| <input type="checkbox"/> Commissioner of Trust Funds              | <input type="checkbox"/> Recreation Committee                     |
| <input type="checkbox"/> Community Planning & Development Comm.   | <input type="checkbox"/> RMLD Citizens Advisory Board             |
| <input type="checkbox"/> Conservation Commission                  | <input type="checkbox"/> Telecommunications and Technology        |
| <input checked="" type="checkbox"/> Constable                     | <input type="checkbox"/> Advisory Committee                       |
| <input type="checkbox"/> Contributory Retirement Board            | <input type="checkbox"/> Town Forest Committee                    |
| <input type="checkbox"/> Council on Aging                         | <input type="checkbox"/> Trails Committee                         |
| <input type="checkbox"/> Cultural Council                         | <input type="checkbox"/> West Street Historic District Commission |
| <input type="checkbox"/> Custodian of Soldiers' & Sailors' Graves | <input type="checkbox"/> Other _____                              |

Please outline relevant experience for the position(s) sought:

~~I~~ I work for a law office as an executive paralegal and then worked for a constables office as a paralegal/manager

Sally M. Hoyt  
221 West Street, Reading, MA 01867-2848  
Telephone: 781-944-1191 - Fax: Same # (Please Press "Start")  
Email:

June 22, 2013

Mr. Robert Lelacheur  
Reading Town Manager  
16 Lowell Street  
Reading, MA 01867

RE: Tania Amico, 4 Chapel Hill Road, Reading, MA 01867  
Tel: 781-983-6565  
Candidate for Reading Constable

2013 JUN 25 AM 8:58

Dear Bob,

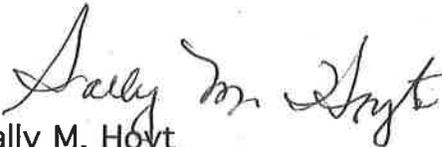
It is with pride, confidence and experience that I recommend the above named Tania Amico as Appointee to the office of Reading Town Constable.

Tania has been employed as a Paralegal in a process serving office in Lowell and has a great deal of experience in the service of process. She understands the law as it relates to Constables, and the duties of that office.

I highly recommend Tania for the office of Constable, and was informed she will be joining the Constables Association to further her knowledge on any changes or updates of this office as they become law.

Thank you.

Sincerely,

  
Sally M. Hoyt  
Constable (41 years)

3d2

RECEIVED  
TOWN CLERK  
READING, MASS.

APPLICATION FOR APPOINTMENT TO BOARDS/COMMITTEES/COMMISSIONS

2013 SEP 09 11:04

Name: SEGALLA John Charles Date: SEPT 09, 2013  
(Last) (First) (Middle)

Address: 115 Hanscom Avenue Tel. (Home) \_\_\_\_\_  
Reading, MA 01867-2061 Tel. (Work) 11/11  
(Is this number listed?) Yes

Occupation: Ret, Red # of years in Reading: 30+

Are you a registered voter in Reading? Yes e-mail address \_\_\_\_\_

Place a number next to your preferred position(s) (up to four choices) with #1 being your first priority.  
(Attach a resume if available.)

- |   |   |
|---|---|
| <input type="checkbox"/> Animal Control Appeals Committee         | <input type="checkbox"/> Fall Street Faire Committee              |
| <input type="checkbox"/> Audit Committee                          | <input type="checkbox"/> Finance Committee                        |
| <input type="checkbox"/> Board of Appeals                         | <input type="checkbox"/> Historical Commission                    |
| <input type="checkbox"/> Board of Cemetery Trustees               | <input type="checkbox"/> Housing Authority                        |
| <input type="checkbox"/> Board of Health                          | <input type="checkbox"/> Human Relations Advisory Committee       |
| <input type="checkbox"/> Board of Registrars                      | <input type="checkbox"/> MBTA Advisory Committee                  |
| <input type="checkbox"/> Bylaw Committee                          | <input type="checkbox"/> Metropolitan Area Planning Council       |
| <input type="checkbox"/> Celebration Committee                    | <input type="checkbox"/> Mystic Valley Elder Services             |
| <input type="checkbox"/> Cities for Climate Protection            | <input type="checkbox"/> Recreation Committee                     |
| <input type="checkbox"/> Commissioner of Trust Funds              | <input type="checkbox"/> RMLD Citizens Advisory Board             |
| <input type="checkbox"/> Community Planning & Development Comm.   | <input type="checkbox"/> Town Forest Committee                    |
| <input type="checkbox"/> Conservation Commission                  | <input type="checkbox"/> Trails Committee                         |
| <input checked="" type="checkbox"/> Constable                     | <input type="checkbox"/> West Street Historic District Commission |
| <input type="checkbox"/> Contributory Retirement Board            | <input type="checkbox"/> Other _____                              |
| <input type="checkbox"/> Council on Aging                         |   |
| <input type="checkbox"/> Cultural Council                         |   |
| <input type="checkbox"/> Custodian of Soldiers' & Sailors' Graves |   |
| <input type="checkbox"/> Economic Development Committee           |   |

Please outline relevant experience for the position(s) sought:

FN My Career with The Federal Government  
I was with FN Intelligence & Security then transferred  
to The Executive Protection Program with The  
Highest Government Security Clearance.

September 12,2013

John C. Segalla  
115 Hanscom Avenue  
Reading, Ma., 01867-2061

Home #: 781-942-1870- Listed

Town Manager: Robert W. LeLachuer,Jr.

Subject: Position of Constable -Town Of Reading, Ma.

I am very much interested in the position of Constable as I believe I could bring my core values to that position. I consider myself dependable,trustworthy, and a team player. I have had these values all thru my lifes experiences as a Naval Aircrewman, a career with the US Government and many years with Verizon Wireless. I am now retired and would have the duties of being a Constable fit into my life.

I have been a Town Meeting Member for years serving as clerk of precinct 7, I also am an Elections Worker for all the towns elections and recently I was selected to be on the Home Rule Charter Review Committee.

In my career with the US Government I completed the course of Criminal Investigation Division at Fort McClellan,AI. I was later asked to transfer to the Executive Protection Branch of our government. For this position I had to undergo the highest US government security clearance and all that went along with it, polygraph exams and physicals on demand. The work was and is still considered classified.

I am a registered voter for our town, and I am accessible to all residents and I will serve in a leadership position if requested.

Yours truly,  
John C. Segalla



RECEIVED  
TOWN CLERK  
READING, MASS.

APPLICATION FOR APPOINTMENT TO BOARDS/COMMITTEES/COMMISSIONS

2013 MAR 19 P 6:01

Name: SCHENKEL DONNA ANN  
(Last) (First) (Middle)

Date: 3.19.13

Address: 368 FRANKLIN ST. READING

Tel. (Hom.) \_\_\_\_\_  
Tel. (Work) \_\_\_\_\_  
(Is this number listed?) YES

Occupation: GRAPHIC DESIGNER

# of years in Reading: \_\_\_\_\_

Are you a registered voter in Reading? YES

e-mail address: \_\_\_\_\_

Place a number next to your preferred position(s) (up to four choices) with #1 being your first priority.  
(Attach a resume if available)

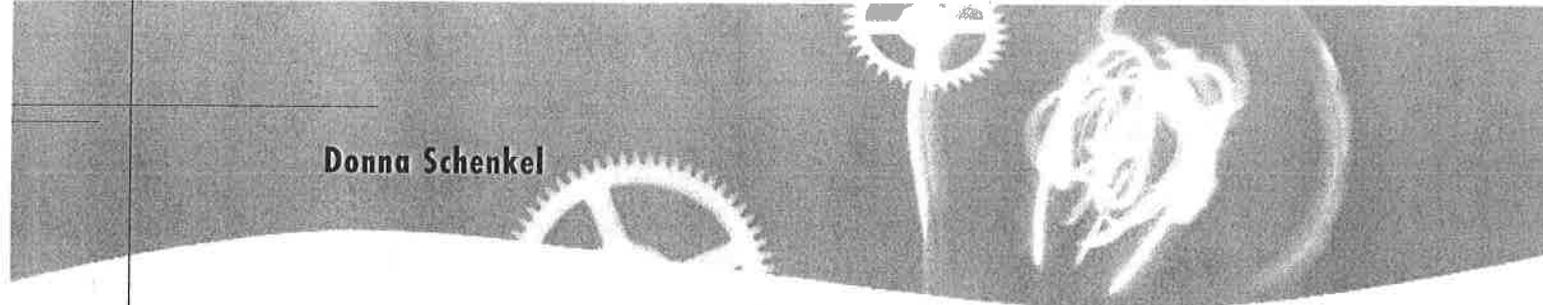
- Animal Control Appeals Committee
- Aquatics Advisory Board
- Audit Committee
- Board of Appeals
- Board of Cemetery Trustees
- Board of Health
- Board of Registrars
- Bylaw Committee
- Celebration Committee
- Cities for Climate Protection
- Commissioner of Trust Funds
- Community Planning & Development Comm.
- Conservation Commission
- Constable
- Contributory Retirement Board
- Council on Aging
- Cultural Council - ASSOC. MEMBER
- Custodian of Soldiers' & Sailors' Graves

- Economic Development Committee
- Finance Committee
- Historical Commission
- Housing Authority
- Human Relations Advisory Committee
- Land Bank Committee
- MBTA Advisory Committee
- Metropolitan Area Planning Council
- Mystic Valley Elder Services
- RCTV Board of Directors
- Recreation Committee
- RMLD Citizens Advisory Board
- Telecommunications and Technology Advisory Committee
- Town Forest Committee
- Trails Committee
- West Street Historic District Commission
- Other \_\_\_\_\_

Please outline relevant experience for the position(s) sought:

PARTNER IN GRAPHIC DESIGN FIRM FOR 25 YEARS.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Donna Schenkel**

368 Franklin Street  
Reading, MA 01867

Resident of Reading, MA for 30 years

**Professional Experience**

Partner at Schenkel/Stegman Communications Design, a full-service graphic design firm in business since 1988. Schenkel/Stegman creates a full range of print and online communications for life science, healthcare and non-profit organizations.

Previous positions include Senior Designer at Digital Equipment Corporation and Design Manager at the MIT Press

**Education**

BFA UMass Dartmouth

**Volunteer Experience**

United States Tennis Association – assisted at district championship tournaments

US Swimming Official – officiated at YMCA swimming matches

Classroom assistant at Birch Meadow School (two days per month)

**Schena, Paula**

---

**From:** Maria Higgins  
**Sent:** Tuesday, August 13, 2013 11:28 AM  
**To:** Schena, Paula  
**Cc:** Wilson, Jessie  
**Subject:** EDC Membership

Paula:

This will confirm that I would like to be moved to a voting member of the Economic Development Committee. Please let me know if you will need anything further. Thanks,

Maria Higgins  
57 Avalon Road  
Reading, MA 01867

2013 JUN 18 AM 8: 33

**APPLICATION FOR APPOINTMENT TO BOARDS/COMMITTEES/COMMISSIONS**

Name: Krugman Elizabeth B Date: 6/14/2013  
(Last) (First) (Middle)

Address: 106 Coleason Road Tel. (Home),  
Tel. (Work) \_\_\_\_\_  
(Is this number listed?) \_\_\_\_\_

Occupation: none # of years in Reading: 23

Are you a registered voter in Reading? Yes e-mail address \_\_\_\_\_

Place a number next to your preferred position(s) (up to four choices) with #1 being your first priority.  
(Attach a resume if available.)

- |  |   |
|--|---|
| <input type="checkbox"/> Animal Control Appeals Committee          | <input type="checkbox"/> Fall Street Faire Committee              |
| <input type="checkbox"/> Audit Committee                           | <input type="checkbox"/> Finance Committee                        |
| <input type="checkbox"/> Board of Appeals                          | <input type="checkbox"/> Historical Commission                    |
| <input type="checkbox"/> Board of Cemetery Trustees                | <input type="checkbox"/> Housing Authority                        |
| <input type="checkbox"/> Board of Health                           | <input type="checkbox"/> Human Relations Advisory Committee       |
| <input type="checkbox"/> Board of Registrars                       | <input type="checkbox"/> MBTA Advisory Committee                  |
| <input type="checkbox"/> Bylaw Committee                           | <input type="checkbox"/> Metropolitan Area Planning Council       |
| <input type="checkbox"/> Celebration Committee                     | <input type="checkbox"/> Mystic Valley Elder Services             |
| <input type="checkbox"/> Cities for Climate Protection             | <input type="checkbox"/> Recreation Committee                     |
| <input type="checkbox"/> Commissioner of Trust Funds               | <input type="checkbox"/> RMLD Citizens Advisory Board             |
| <input type="checkbox"/> Community Planning & Development Comm.    | <input type="checkbox"/> Town Forest Committee                    |
| <input type="checkbox"/> Conservation Commission                   | <input type="checkbox"/> Trails Committee                         |
| <input type="checkbox"/> Constable                                 | <input type="checkbox"/> West Street Historic District Commission |
| <input type="checkbox"/> Contributory Retirement Board             | <input type="checkbox"/> Other _____                              |
| <input type="checkbox"/> Council on Aging                          |   |
| <input type="checkbox"/> Cultural Council                          |   |
| <input type="checkbox"/> Custodian of Soldiers' & Sailors' Graves  |   |
| <input checked="" type="checkbox"/> Economic Development Committee |   |

Please outline relevant experience for the position(s) sought:

I have a retail / fashion merchandising background. I have been an active member of Reading Garden Club for 11 years. I was a member of Young Women's League of Reading for 9 years holding the offices of President, V.P. and treasurer.

3F2

**Elizabeth B. Krugman**  
**106 Gleason Road**  
**Reading, Massachusetts 01867**

**SUMMARY** Extremely organized, with proven leadership and motivational abilities.

**EXPERIENCE Meadow Brook Golf Club, Reading, Massachusetts**

**Tennis Director** 2006-2010

Coordinate with the club manager and tennis professional in setting up the tournament schedule, organizing children's and adult activities and fielding complaints.

**Friends of Reading Tennis, Reading, Massachusetts**

**Data Base Manager** 2007-2009

Responsible for creating and maintaining the fundraising database as well as sending out regular updates concerning the renovation progress of the Reading, MA town tennis courts.

**Reading Garden Club, Reading, Massachusetts**

**Exhibits Chair** 2002-2006

**Outings Chair** 2006-2010

**Parker Middle School PTO, Reading, Massachusetts**

**Enrichment** '05/'06-'06/'07

Responsible for researching and coordinating enrichment programs for grades 7 and 8.

**Joshua Eaton School, PTO, Reading, Massachusetts**

**Volunteer Coordinator** '02/'03-'03/'04

**Enrichment Chair** '04/'05-'05/'06

Responsible for managing \$18,000 allocated for enrichment and fieldtrip activities for grades K-5.

**Young Women's League of Reading, Reading, Massachusetts**

**Treasurer** 1997-1998

**Vice President** 1998-1999

**President** 1999-2000

Responsible for fundraising and dispersing \$15,000 to the Reading community.

**Straumann Company, Cambridge, Massachusetts**

**Telemarketer** 1991-1993

Met weekly telemarketing goals for this Cambridge based dental implant company. Involved in setting up and staffing trade show booths.

**Lord & Taylor, Boston, Massachusetts**

**Men's Furnishings and Clothing Manager** 1989-1990

Headed up a 3 million-dollar business. Maintained two areas and their physical inventories. Supervised 25 sales associates and stock people.

**Lord & Taylor, New York, NY**

**Ellen Tracy Merchandise Coordinator** 1988-1989

Responsible for 20 Lord & Taylor – Ellen Tracy departments. Trained sales associates, re-merchandised departments and maintained liaison with the buying office.

3F3

**Ralph Lauren Womenswear, New York, NY**  
**Merchandise Coordinator**

1987-1988

Responsible for the Ralph Lauren Women's departments in 8 East Coast department stores and their branches. Worked with store management on shop installations.

**Ingersoll Publications, Princeton, NJ**  
**Assistant to the Chairman**

1985-1987

Coordinated meetings for the Chairman. Acted as liaison between the staff and the Chairman's office. Motivated the staff for major projects and maintained morale.

**Bloomingdales, New York, NY**  
**Training Program: Domestic**

1983-1985

Responsibilities included, monitoring 14 branches, inventory and analyzing the domestic business on a monthly basis.

**EDUCATION Duke University, Durham, NC**  
**Bachelor of Arts in History**

1983

3F4



RECEIVED  
TOWN CLERK  
Town of Reading, MA

Application for Appointment to Boards/Committees/Commissions

Name: Hilgendorff Sally Date: 21 June 2013  
(Last) (First) (Middle)

Address: 43 Wakefield Street Tel. (Home) \_\_\_\_\_  
Tel. (Work) \_\_\_\_\_

(Is this number listed?) yes

Occupation: Historian # of years in Reading: almost 17

Are you a registered voter in Reading? yes e-mail address: \_\_\_\_\_

Place a number next to your preferred position(s) (up to four choices) with #1 being your first priority.

- |   |   |
|---|---|
| <input type="checkbox"/> Animal Control Appeals Committee         | <input type="checkbox"/> Fall Street Faire Committee              |
| <input type="checkbox"/> Audit Committee                          | <input type="checkbox"/> Finance Committee                        |
| <input type="checkbox"/> Board of Appeals                         | <input checked="" type="checkbox"/> #1 Historical Commission      |
| <input type="checkbox"/> Board of Cemetery Trustees               | <input type="checkbox"/> Housing Authority                        |
| <input type="checkbox"/> Board of Health                          | <input type="checkbox"/> Human Relations Advisory Committee       |
| <input type="checkbox"/> Board of Registrars                      | <input type="checkbox"/> MBTA Advisory Board                      |
| <input type="checkbox"/> Bylaw Committee                          | <input type="checkbox"/> Metropolitan Area Planning Council       |
| <input type="checkbox"/> Celebration Committee                    | <input type="checkbox"/> Mystic Valley Elder Services             |
| <input type="checkbox"/> Climate Advisory Committee               | <input type="checkbox"/> RCTV Board of Directors                  |
| <input type="checkbox"/> Commissioner of Trust Funds              | <input type="checkbox"/> Recreation Committee                     |
| <input type="checkbox"/> Community Planning & Development Comm.   | <input type="checkbox"/> RMLD Citizens Advisory Board             |
| <input type="checkbox"/> Conservation Commission                  | <input type="checkbox"/> Town Forest Committee                    |
| <input type="checkbox"/> Constable                                | <input type="checkbox"/> Trails Committee                         |
| <input type="checkbox"/> Contributory Retirement Board            | <input type="checkbox"/> West Street Historic District Commission |
| <input type="checkbox"/> Council on Aging                         | <input type="checkbox"/> Ad Hoc Committee _____                   |
| <input type="checkbox"/> Cultural Council                         | <input type="checkbox"/> Other _____                              |
| <input type="checkbox"/> Custodian of Soldiers' & Sailors' Graves |   |
| <input type="checkbox"/> Economic Development Committee           |   |

Please outline relevant experience for the position(s) sought: (feel free to attach a resume or other statement of interest/qualifications)

As a historian, I have worked in academia, public history, and subscribe to (and in many cases am an organization member of) historic preservation periodicals. From 2001-2005, I served as an Associate Member of the Historical Commission. I would be interested in again serving as an associate.

For your perusal, I have enclosed my vitae.

Thank you. 361

**SALLY HILGENDORFF**

43 Wakefield Street Reading, MA 01867 (781) 398-1111

B.A. History, 1990, Cedar Crest College; M.A. (American Military) History, 1993, Lehigh University.

Self Employed, Historical Consultant, 2013- present; Principal Historian, *Show Me History!*, (Reading, MA), 2007 – 2012; Self Employed, Historical Consultant, 1999 – 2006; *The Reading (MA) Advocate*: Contributing Columnist, "Spin Control," 1999-2000; *USS Constitution* Museum (Boston, MA): Manager of Volunteer, Group & Interpretive Services, 1997-1998; Adjunct Instructor of History; Lehigh Carbon Community College, Schnecksville, PA, 1996; Bucks County Community College, Newtown, PA, 1996; Cedar Crest College, Allentown, PA, 1994-1996; Charles E. Smith Books, Inc. (Freehold, NJ): Researcher, 1995; Monmouth County Historical Association (Freehold, NJ): Educator, Interpreter, and Cataloguer, 1994-1995; Adjunct Instructor of History, Northampton County Community College, Bethlehem, PA, 1993.

Teaching Fields: History of Vietnam/The Vietnam War; Independent Study Advisor; Survey of United States History I & II; Twentieth Century World History.

Current Research: In recent years, my interests have led me towards issues of civil war, race, and gender, within both military structures and societies affected by warfare. Professionally, I have been involved with endeavors to assist veterans (primarily of Vietnam) to understand and to cope with the aftermath of their participation in war.

Professional Organizations: Academy of American Poets, American Historical Association, Organization of American Historians, Phi Alpha Theta, Society for Military History.

Publications: Book manuscript being prepared on the history of the Thirteenth New Jersey Volunteer Infantry during the American Civil War.

Newton- Matza, Mitchell. (Ed.), *Disasters and Tragic Events: An Encyclopedia of Catastrophes in American History*. (Santa Barbara, CA: ABC-CLIO, To be published, 2014.), 4 entries.

Rodríguez, Junius P. (Ed.), *Slavery in the Modern World: A History of Political, Social, and Economic Oppression*. (Santa Barbara, CA: ABC-CLIO, 2011), 3 entries.

"American Women and the Korea War," in Cook, Bernard. (Ed.), *Women and War: An Encyclopedia*. (Santa Barbara, CA: ABC-CLIO, 2006).

Resch, John S. (Ed.), *Americans at War: Society, Culture, and the Homefront*. (New York: Macmillan Reference USA, 2004), 3 entries.

Tucker, Spencer C., (Ed.), *The Encyclopedia of American Military History*. (New York: Facts on File, Inc., 2003), 7 entries.

"Do some homework on the candidates," *The Stoneham Sun* (MA), 23 August 2000, Sec. 1, p.6.

"Historical movie themes teach valuable lessons," *The Stoneham Sun* (MA), 19 July 2000, Sec.1, p.5.

"The Chameleon from Madagascar," *USS CONSTITUTION Chronicle for Kids I* (Winter 1998): 6.

Editor:

*Surging Forward: Massachusetts for Bill Bradley*, Issues No. 1-7, (Reading, MA, January – March 2000).

Poetry:

"What If..." *In Other Words*, Cedar Crest College's Literary Magazine, (Spring 2007), Vol. 1, No. 2, Allentown, PA: 16.

Papers:

'An Acceptance of How Things Must Be': Beatrix Potter: A Curator in the Crosshairs and at a Crossroads." *Film & Science/The Center for Film & History 2008 Conference*, Chicago, Illinois, October 30 – November 2, 2008.

"'Aroused and Angry...or Silently Watch the Dead.': Walt Whitman's Transcendence from Militant Newspaper Man to Elegiac Caretaker of the Wounded." *Popular Culture Association/American Culture Association Conference*, Boston, Massachusetts, April 4-7, 2007.

“She Did Greater Things Than She Knew: Why Tillie Pierce’s Recollection of Gettysburg Defined the Feminine Response in the North to the American Civil War”. *The Documentary Tradition (Film & History/Literature and Film League) Conference*, Dallas, Texas, November 8-12, 2006.

“Flanked by Sound and Flame’ The Thirteenth New Jersey Volunteers on the Peripheries and in the Center of the Fight to Preserve the Union”. *Popular Culture Association/American Culture Association Conference*, Atlanta, Georgia, April 12-16, 2006.

“Distorted Realities:’ Singular Archetypes and Splintered Characters Embodied by the Women of ‘China Beach’”. *War in Film, Television & History (Film & History/Literature and Film League) Conference*, Dallas, Texas, November 11-14, 2004.

Invited Lectures:

“Holding On; Holding John: Honoring Our Veterans’ Lives.”, Guest Speaker, Unitarian Universalist Church of Wakefield, Wakefield, MA, May 27, 2007.

“Two Constants.” Guest Service Leader/Guest Speaker, Unitarian Universalist Church of Wakefield, Wakefield, MA, April 15, 2007.

“Was there more *Blowin’ in the Wind?*: An Observation at an Intersection of Music and Religion,” Guest Speaker, Unitarian Universalist Church of Wakefield, Wakefield, MA, February 18, 2007.

“Walking with *Abraham, Martin, and John: A Historical Interpretation and Introduction to the Music of the Morning*,” Guest Speaker, Unitarian Universalist Church of Wakefield, Wakefield, MA, January 21, 2007.

“Considering the (W)hole Thing.” Guest Service Leader/Guest Speaker, Unitarian Universalist Church of Wakefield, Wakefield, MA, December 31, 2006.

“On the Move’: A History of Reading’s Reusable Architecture.” Reading Historical Commission/Reading College Club, Reading, MA, February 3, 2005.

“Breaking the Spell of Witches and Switches: The Realities of Colonial Life in New England.” Joshua Eaton Elementary School Enrichment Program, Reading, MA, December 2, 2004.

“...but just ourselves and Immortality.’: Traipsing through the history, poetry, and symbolism in New England graveyards.” Reading Antiquarian Society, Reading, MA, October 30, 2003.

“Dollar Bill’ a Better Currency: Bradley for President in 2000,” Reading Democratic Town Committee, Reading, MA, February 17, 2000.

“In Their Own Words: The American Civil War Through the Writings of the Men Who Fought It,” Applewood Estates, Freehold, NJ, May 16, 1999.

“Marching As To War’: The Thirteenth New Jersey During the Civil War,” The Adult School of the Chathams, Madison, and Florham Park, Madison, NJ, May 12, 1999.

“USS Constitution: Sailing into the 21<sup>st</sup> Century,” 29<sup>th</sup> Northeast Regional Conference on the Social Studies, Boston, MA, March 5, 1998.

“Huzzah! More Than Live Oak Keeps *Constitution* Afloat,” Volunteer Appreciation Night, USS Constitution Museum, Boston, MA, November 19, 1997.

“Wood You Believe... The Construction of America’s Most Famous Frigate, ‘Old Ironsides’,” *The Boston Globe*’s Teacher Workshop, Charlestown Navy Yard, Boston, MA, August 16, 1997.

“Enlightened and Revolutionary: Thinkers of the Enlightenment – Continuing the Story,” Early Modern Europe course, Cedar Crest College, Allentown, PA, April 18, 1997.

"New Battlegrounds: America's War in Korea," War in the Twentieth Century course, Cedar Crest College, Allentown, PA, April 18, 1997.

"Darkening Shadows: America and the Cold War," War in the Twentieth Century course, Cedar Crest College, Allentown, PA, April 16, 1997.

"Enlightened and Revolutionary: Thinkers of the Enlightenment," Early Modern Europe course, Cedar Crest College, Allentown, PA, April 16, 1997.

"The Best Lesson of the Century: Walt Whitman and the Civil War," The Adult School of the Chathams, Madison, and Florham Park, Madison, NJ, April 14, 1997.

"The Best Lesson of the Century: Walt Whitman and the Civil War," Applewood Estates, Freehold, NJ, April 13, 1997.

"The Big Bang and the Center of the Universe: The United States Enters the Nuclear Age," War in the Twentieth Century course, Cedar Crest College, Allentown, PA, April 11, 1997.

"Observations: On Memory and Memorials," Kean College's Vietnam War course final class, New Jersey Vietnam Veterans Memorial, Holmdel, NJ, August 7, 1996.

"Their Share of History: Women at Gettysburg," Women's History Month speaker, St. Michael's, Limeport, PA, March 20, 1996.

"Searching for Victory: Lincoln and His 'General' Problem," Newtown Historical Society Annual Dinner, Newtown, PA, February 19, 1996.

"The Best Lesson of the Century: Walt Whitman and the Civil War," Civil War Round Table of Eastern PA, Whitehall, PA, February 6, 1996.

"The Battle of Gettysburg," Civil War and Reconstruction course, Kean College, Union, NJ, November 9, 1995.

"The Battle of Gettysburg, the American Civil War, and Civil Rights," Exchange Student Program - Tezukayama College, Japan at Cedar Crest College, Allentown, PA, August 9, 1995.

"An Introduction to Gettysburg and the Civil War," Exchange Student Program - Tezukayama College, Japan at Cedar Crest College, Allentown, PA, August 11, 1993.

Volunteer and Community Service:

Entrées, Side dish & Dessert contributor, *Faculty and Staff Appreciation Luncheon*, Austin Preparatory School, Reading, MA (June 2013)

Baker, *Austin Prep Craft and Bake Sale*, Austin Preparatory School, Reading, MA (September 2012)

Citrus Representative, Treble Chorus of New England fundraiser, N. Andover, MA (October 2011- present)

Parent Volunteer, *On Broadway*, Wilmington Dance Academy, Annual Recital, Reading, MA, (June 12, 2011)

Primary Dessert Baker, *Spring into the Arts* Auction, *Creative Arts*, Reading, MA (March 2010)

Primary Dessert Baker, Concessions, *Ents*, Wakefield Repertory Theatre, Wakefield, MA (March 2010)

Member, *Spring into the Arts* Auction Committee, *Creative Arts*, Reading, MA (January 2010 – March 2010)

Baker, Backstage, & Ticket Volunteer, *Willy Wonka, Jr.*, Coolidge Middle School, Reading, MA (January 11-16, 2010)

Member, Performathon Committee, *Creative Arts*, Reading, MA (October 2009 – January 16, 2010)

Primary Dessert Baker, Concessions, *She Loves Me!*, Wakefield Repertory Theatre, Wakefield, MA (Oct 2009)

Member, Wakefield Repertory Theatre, Wakefield, MA (2009 – 2010)

Member, Board of Directors, *Creative Arts*, Reading, MA (June 2009 – July 2010)

Member, *Spring into the Arts* Auction Committee, *Creative Arts*, Reading, MA (January – March 2009)

Primary Dessert Baker, *Spring into the Arts* Auction, *Creative Arts*, Reading, MA (March 2009)

Area Chair, *Women in the Sciences. (Film & Science/The Center for Film & History) Conference*,

Chicago, Illinois, October 30-November 2, 2008

Member, Parent Advisory Board, Agnes Strecker Dance Studio, Revere, MA (2007 – 2008)

Interim Director, Board of Management, Unitarian Universalist Church of Wakefield,

Wakefield, MA (April – July 2007)

Interim Chair, Ministerial Relations Committee, Unitarian Universalist Church of Wakefield,

Wakefield, MA (April – July 2007)

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Nominating Committee, Unitarian Universalist Church, Wakefield, MA (April – July 2007)  
Volunteer, *My Brother's Table*, Lynn, MA, (2007)  
Reading Memorial High School Veterans' Wall Design Committee,  
Reading, MA (Summer 2006 – June 9, 2007)  
Worship Committee, Unitarian Universalist Church of Wakefield,  
Wakefield, MA (2006- July 2007)  
Ministerial Relations Committee, Unitarian Universalist Church of Wakefield,  
Wakefield, MA (2006- July 2007)  
Moderator, *The Documentary Tradition (Film & History/Literature and Film League) Conference*, Dallas, Texas,  
November 8-12, 2006.  
Campaigner, Deval Patrick for Governor, Reading, MA (2006)  
Facilitator, *Let's Talk America*, Reading, MA (2004)  
Co-Chair, (Democratic) Presidential Shopper's Forum, Reading, MA (February 2004)  
Pillars of Character Library Liaison, J. S. Killam Elementary School PTO,  
Reading, MA (2003 - 2005)  
Member, Progressive Democrats of Massachusetts, MA (2003 - 2005)  
Delegate, Massachusetts Democratic Convention, Lowell, MA (June 2003)  
Acting Chair, Ways and Means Committee, RDTC, Reading, MA (2003)  
Democratic Registrar, Board of Registrars, Reading, MA (2002- 2004)  
Board of Directors, Reading Antiquarian Society, Reading, MA (2002 – 2004)  
Democratic Annual Candidates Night Committee, RDTC, Reading, MA (2002)  
Campaigner, Robert Reich for Governor, Reading, MA (2002)  
Associate Member, Reading Historical Commission, Reading, MA (2001-2005)  
Cedar Crest College Alumnae Mentor (2001 – present)  
Member, Reading Democratic Town Committee (RDTC), Reading, MA (2001- 2006)  
Co-coordinator, Bill Bradley Presidential Campaign of Reading, MA (1999-2000)  
League of Women Voters' Voter Registration Days (1999)  
C.A.R.E. (Concerned About Reading Education), Reading, MA (1999)  
Alumnae Director, Executive Board Alumnae Association, Cedar Crest College, (1997-1999)  
Cedar Crest College Alumnae Board College History Committee (1997-1998)  
Cedar Crest College Alumnae Scholarship Award Committee (1996)  
St. Joseph's Hospice for Men Casserole Program, Philadelphia, PA (1995-1996)  
Moderator, *Phi Alpha Theta Papers Contest*, PA East Regional Meeting, Cedar Crest College, Allentown, PA,  
March 18, 1995.  
American Cancer Society "Daffodil Days" Volunteer (1995)  
Big Brothers/Big Sisters of Monmouth County (NJ) *Bowl for Kids' Sake* (1994-1995)  
Tour Guide, Admissions Office, Cedar Crest College, Allentown, PA (1989)  
Research Assistant, Lehigh Valley Faculty Partnership, Allentown, PA (1989)  
Cataloguer, Holocaust Resource Center, Jewish Federation of Allentown (PA) (1988-1989)  
Interpreter, Lehigh County Historical Society – Trout Hall, Allentown, PA (1988-1989)

Administrative Experience:

Dean's Office, Moravian Theological Seminary (Bethlehem, PA): Secretary/Receptionist, \*1993.  
Office of Development, Lehigh University (Bethlehem, PA): Campaign Administrative Assistant,  
*Campaign for Preserving the Vision/ Vice Presidential Administrative Assistant, \*1993.*  
Spillman/Farmer Architects (Bethlehem, PA): Secretary, \*1993.  
Office of Admissions, Lehigh University (Bethlehem, PA): Secretary, \*1993.  
Mary Maroney (Summit, NJ): Author's assistant, 1992  
Fireman's Fund Insurance Company (Dewitt, NY): General Office, \*\*1990-1991.  
National Exchange Carrier Association (NECA) (Whippany, NJ): Executive Secretary, \*\*\*1990  
Mary Maroney (Summit, NJ): Author's Assistant, Summer/Winter Breaks 1988-1990.  
Association of New Jersey Environmental Commissions (ANJEC) (Morristown, NJ): Data Entry, 1988.  
Baseline Financial Services (Madison, NJ): Data Entry, Summer/Winter Breaks 1987-1989.  
AT&T (Morristown, NJ): Secretary, \*\*\*Summer 1987.  
Suburban Propane (Parsippany, NJ): Secretary, \*\*\*Summer 1987.  
Gedney, Seaman & Hilgendorff (Florham Park, NJ): Legal Secretary, 1986.  
The Noe Pond Club (Chatham, NJ): General Office, Summer 1985.

\* Kelly Services, Bethlehem, PA \*\* Olsten Temporary Services, Syracuse, NY \*\*\* Integro Resources, Whippany, NJ

**Hilgendorff** p.5

Additional:

Student, Vocal Studio of Laura Serafino Harbert, Wilmington, MA, August 2011 – present.

Student, Yoga East, Reading and Melrose, MA, 2010-2011.

Member, Ensemble, *She Loves Me!*, Wakefield Repertory Theatre, Wakefield, MA, August – October 2009.

Student, Academy of Traditional Karate, Wilmington, MA, 2007.

Member, Junior Choir & Ensemble, Unitarian Universalist Church of Wakefield, Wakefield, MA, 2005- July 2007

**DRAFT 2013 Subsequent Town Meeting**  
**Tuesday November 12, 2013**  
**WARRANT OUTLINE REVISED 09/19/2013**

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| <u>Art.</u><br><u>#</u> | <u>Article Description</u>  | <u>Sponsor</u>                | <u>Mover/</u><br><u>Comment</u>   | <u>Moderator</u><br><u>Notes</u> |
|-------------------------|---|-------------------------------|---|----------------------------------|
| 1                       | Reports   | Board of Selectmen            | <ul style="list-style-type: none"> <li>◆ ad hoc Charter Review Committee – Alan Foulds</li> <li>◆ Library Building Project – David Hutchinson</li> <li>◆ RMLD – Coleen O’Brien</li> <li>◆ Schools – Dr. John Doherty</li> <li>◆ Motion to Table – John Arena</li> </ul> |                                  |
| 2                       | Instructions  | Board of Selectmen            | ◆ Motion to Table – James Bonazoli  |                                  |
| 3                       | Amend the Capital Improvement Program FY 2014 - FY 2023           | Board of Selectmen            | <ul style="list-style-type: none"> <li>◆ Motion – Dan Ensminger</li> <li>◆ Presentation – Bob LeLacheur</li> <li>◆ FINCOM report -</li> </ul>   |                                  |
| 4                       | Approve 12(2)(d) benefit for retirees                             | Retirement Board              | <ul style="list-style-type: none"> <li>◆ Motion – Frank Driscoll</li> <li>◆ Presentation – Frank Driscoll</li> <li>◆ FINCOM report -</li> </ul>   |                                  |
|                         | <del>Approve regional tax assessment program with Wakefield</del> | <del>Board of Selectmen</del> | <ul style="list-style-type: none"> <li>◆ <del>Motion – Ben Tafoya</del></li> <li>◆ <del>Presentation – Board of Assessors/Victor Santaniello</del></li> <li>◆ <del>FINCOM report –</del></li> </ul>   |                                  |
|                         | <del>Deposit funds into Smart Growth Stabilization fund</del>     | <del>Board of Selectmen</del> | <ul style="list-style-type: none"> <li>◆ <del>Motion – Marsie West</del></li> <li>◆ <del>Presentation – Sharon Angstrom/Bob LeLacheur</del></li> <li>◆ <del>FINCOM report –</del></li> </ul>  |                                  |
| 5                       | Approve Payment of Prior Year’s Bills                             | Board of Selectmen            | ◆ Motion Indefinitely Postpone – Ben Tafoya   | <b>Postpone</b>                  |
| 6                       | Dispose of Surplus Tangible Properties                            | Board of Selectmen            | <ul style="list-style-type: none"> <li>◆ Motion – Marsie West</li> <li>◆ Presentation – Bob LeLacheur</li> <li>◆ FINCOM report -</li> </ul>   |                                  |
| 7                       | Accept easements for West Street improvements                     | Board of Selectmen            | <ul style="list-style-type: none"> <li>◆ Motion – John Arena</li> <li>◆ Presentation – George Zambouras</li> <li>◆ FINCOM report -</li> </ul>   |                                  |

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# DRAFT 2013 Subsequent Town Meeting

**Tuesday November 12, 2013**

**WARRANT OUTLINE REVISED 09/19/2013**

|    |  |                           |   |   |
|----|--|---------------------------|---|---|
| 8  | Authorize debt for West Street project – local share and other related costs                               | Board of Selectmen        | ◆ Motion – James Bonazoli<br>◆ Presentation – George Zambouras<br>◆ FINCOM report -   | <b>2/3 vote</b>   |
| 9  | <b>Authorize debt – Sewer Improvements</b>   | <b>Board of Selectmen</b> | ◆ Motion – Dan Ensminger<br>◆ Presentation – George Zambouras<br>◆ FINCOM report -    | <b>2/3 vote</b>   |
| 10 | Approval of amendments to the Table of Organization per section 6-1(b) of the Reading Home Rule Charter    | Board of Selectmen        | ◆ Motion – Ben Tafoya<br>◆ Presentation – Bob LeLacheur<br>◆ Bylaw Committee report - |   |
| 11 | Amend the FY 2014 Budget   | FINCOM                    | ◆ Motion – Barry Berman<br>◆ Presentation – Bob LeLacheur<br>◆ FINCOM report -        |   |
| 12 | Repeal section 6.2.2 m and 6.2.6.3.1 of Zoning Bylaw – off premises signs (Prohibiting Digital Billboards) | CPDC                      | ◆ Motion –<br>◆ Presentation – Jean Delios<br>◆ Bylaw Committee report -              | <b>Instructional motion from ATM</b><br><b>2/3 vote</b> |
| 13 | Amend boundary of PUD-R-zoning district to include abutting 26,019 s.f. parcel of land at Johnson Woods    | CPDC                      | ◆ Motion –<br>◆ Presentation – Jean Delios<br>◆ Bylaw Committee report -              | <b>2/3 vote</b>   |
| 14 | Religious, Educational and Child Care – Reasonable Requirements per the Dover Amendment (MGL40A&3)         | CPDC                      | ◆ Motion –<br>◆ Presentation – Jean Delios<br>◆ Bylaw Committee report -              | <b>2/3 vote</b>   |
| 15 | Medical Marijuana Dispensaries Moratorium  | CPDC                      | ◆ Motion –<br>◆ Presentation – Jean Delios<br>◆ Bylaw Committee report -              | <b>2/3 vote</b>   |
|    |  |                           |   |   |

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# COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. Officer's Return, Reading:

By virtue of this Warrant, I, on \_\_\_\_\_, 2013 notified and warned the inhabitants of the Town of Reading, qualified to vote on Town affairs, to meet at the place and at the time specified by posting attested copies of this Town Meeting Warrant in the following public places within the Town of Reading:

- Precinct 1 J. Warren Killam School, 333 Charles Street
- Precinct 2 Reading Police Station, 15 Union Street
- Precinct 3 Reading Municipal Light Department, 230 Ash Street
- Precinct 4 Joshua Eaton School, 365 Summer Avenue
- Precinct 5 Reading Library, Local History Room, 64 Middlesex Avenue
- Precinct 6 Barrows School, 16 Edgemont Avenue
- Precinct 7 Birch Meadow School, 27 Arthur B Lord Drive
- Precinct 8 Wood End School, 85 Sunset Rock Lane  
Town Hall, 16 Lowell Street

The date of posting being not less than fourteen (14) days prior to November 12, 2013, the date set for Town Meeting in this Warrant.

I also caused a posting of this Warrant to be published on the Town of Reading website on \_\_\_\_\_, 2013.

\_\_\_\_\_  
, Constable

A true copy Attest:

\_\_\_\_\_  
Laura Gemme, Town Clerk

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# TOWN WARRANT



## COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

To any of the Constables of the Town of Reading, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Reading, qualified to vote in elections and Town affairs, to meet at the Reading Memorial High School Performing Arts Center, 62 Oakland Road, in said Reading, on Tuesday, November 12, 2013, at seven-thirty o'clock in the evening, at which time and place the following articles are to be acted upon and determined exclusively by Town Meeting Members in accordance with the provisions of the Reading Home Rule Charter.

**ARTICLE 1** To hear and act on the reports of the Board of Selectmen, Town Accountant, Treasurer-Collector, Board of Assessors, Director of Public Works, Town Clerk, Tree Warden, Board of Health, School Committee, Contributory Retirement Board, Library Trustees, Municipal Light Board, Finance Committee, Cemetery Trustees, Community Planning & Development Commission, Town Manager and any other Official, Board or Special Committee.

Board of Selectmen

**ARTICLE 2** To choose all other necessary Town Officers and Special Committees and determine what instructions shall be given Town Officers and Special Committees, and to see what sum the Town will vote to appropriate by borrowing or transfer from available funds, or otherwise, for the purpose of funding Town Officers and Special Committees to carry out the instructions given to them, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 3** To see if the Town will vote to amend the FY 2014-23 Capital Improvements Program as provided for in Section 7-7 of the Reading Home Rule Charter and as previously amended, or take any other action with respect thereto.

Board of Selectmen

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**ARTICLE 4** To see if the Town will accept the minimum monthly allowance of \$500 for beneficiaries of active members as provided in section 12 (2)(d) of Chapter 32 of the Massachusetts General Laws to be effective for September 14, 2013.

Contributory Retirement Board

**ARTICLE 5** To see if the Town will vote to authorize the payment during Fiscal Year 2014 of bills remaining unpaid for previous fiscal years for goods and services actually rendered to the Town, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 6** To see if the Town will vote to authorize the Board of Selectmen to sell, or exchange, or dispose of, upon such terms and conditions as they may determine, various items of Town tangible property, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 7** To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, permanent and temporary construction easements upon and over a portion of certain properties located on West Street, Wentworth Road, Countryside Drive, Lewis Street, Scotland Road, Howard Street, Prescott Street, Wescroft Road, Woburn Street, Fremont Street, Winslow Road, King Street, Edgemont Avenue, Palmer Hill Road, Arcadia Avenue in Reading MA and Washington Street in Woburn MA as shown on a plan entitled "The Commonwealth of Massachusetts Highway Department, Reconstruction of West Street in the Town of Reading, Middlesex County, Preliminary Right of Way, 100% Submission, dated March 6, 2013" a copy of which is on file in the Town Clerk's Office, upon such terms and conditions as the Board of Selectmen shall determine to be appropriate, for the purpose of constructing and maintaining roadway improvements; and, further, to see if the Town will vote to raise, appropriate, transfer from available funds, accept gifts or borrow a sum of money for this purpose and any expenses related thereto, and to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out this acquisition, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 8** To see what sum the Town will raise by borrowing or transfer from available funds, or otherwise, and appropriate for the purpose of making roadway, pedestrian and similar improvements, including the costs of easements, consulting services, audits, plans, documents, cost estimates, bidding services and all related expenses incidental thereto and necessary in connection therewith, said sum to be expended by and under the direction of the Town Manager; and to see if the Town will authorize the Board of Selectmen, Town Manager, or any other agency of the Town, to apply for a grant or grants, to be used to defray the cost of all, or any part of, said roadway, pedestrian and similar improvements; and to authorize the Town Manager to

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enter into any and all contracts and agreements as may be necessary to carry out the purposes of this Article, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 9** To see what sum the Town will raise by borrowing or transfer from available funds, or otherwise, and appropriate for the purpose of making extraordinary repairs and/or replacement of sanitary sewer collection systems, including the costs of consulting services, audits, plans, documents, cost estimates, bidding services and all related expenses incidental thereto and necessary in connection therewith, said sum to be expended by and under the direction of the Town Manager; and to see if the Town will authorize the Board of Selectmen, Town Manager, or any other agency of the Town, to apply for a grant or grants, to be used to defray the cost of all, or any part of, said sanitary sewer improvements; and to authorize the Town Manager to enter into any and all contracts and agreements as may be necessary to carry out the purposes of this Article, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 10** To see if the Town will vote to approve an amendment to the Administrative Code pursuant to Section 6-1 of the Reading Home Rule Charter, including renaming the Town Manager department to Administrative Services, relocating the non-financial divisions from Finance to Administrative Services; relocating Accounting into the Finance department and relocating Recreation from Public Works to Community Services, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 11** To see if the Town will vote to amend one or more of the votes taken under Article 11 of the April 22, 2013 Annual Town Meeting relating to the Fiscal Year 2014 Municipal Budget, and see what sum the Town will raise by borrowing or transfer from available funds, or otherwise, and appropriate as the result of any such amended votes for the operation of the Town and its government, or take any other action with respect thereto.

Finance Committee

**ARTICLE 12** To see if the Town will vote to amend Section 6.2 (Signs) of the Town of Reading Zoning By-Laws as follows: (note – cross-through represents language to be eliminated and **bold** represents new language)

#### 6.2.2 Definitions

*{Remove all paragraph reference letters from the definition terms, a. through t., to avoid further problems with additions or modifications. Reference letters are not used anywhere within the Bylaw text}*

*{Add a definition of 'Animated Sign' at the top of the list:}*

**Animated Sign:** A sign or portion thereof with characters, letters or illustrations that change or are rearranged without altering the face or surface of the sign or signboard, on a continuous or periodic basis, more than eight times per day.

*{Add a definition of 'Electronic Sign' following 'Commercial Message':}*

**Electronic Sign:** A sign that changes its message or copy at intervals by digital, electronic or mechanical processes, by remote control or other programming device. A sign on which the only copy that changes is an electronic or mechanical indication of time or temperature shall be considered a "Time and Temperature" portion of a sign and not an Electronic Sign or Reader Board.

*{Replace the definition for Off-Premises Sign:}*

**Off-Premises Sign:** Any sign which directs attention to a business, commodity, service, entertainment, attraction or other commercial activity which is sold, offered or existing elsewhere than upon the same lot on which such sign is located, including any outdoor advertising sign ("billboard") on which space is leased or rented for the purpose of conveying a commercial or non-commercial message.

**Off-Premises Sign:** Any sign conveying a commercial or non-commercial message which directs attention to an off-site business, commodity, service, entertainment venue, attraction or other commercial or non-commercial activity, including any outdoor advertising billboard, Animated Sign or Electronic Sign on which display space may or may not be leased or rented.

*{Modify the definition for Reader Board:}*

**Reader Board:** A sign or portion thereof with characters, letters or illustrations that can be changed or rearranged without altering the face or surface of the sign or signboard. A sign on which the message changes more than eight times per day shall be considered an **Animated or Electronic** sign and not a reader board sign. A sign on which the only copy that changes is an electronic or mechanical indication of time or temperature shall be considered a "time and temperature" portion of a sign and not a reader board sign,

or take any other action with respect thereto.

Community Planning and Development Commission

**ARTICLE 13 DRAFT – final will be available after 9/23 CPDC Hearing**

**ARTICLE 13** To see if the Town will vote to amend the Reading Zoning Map dated April 8, 2013, as referenced in Section 3.2 of the Reading Zoning Bylaws Reading Zoning Bylaw, and to amend Section 4.9.2 Planned Unit Development- Residential (PUD-R), as follows:

(**Bold** represents new language)

To amend the Reading Zoning Map, dated April 8, 2013, as previously amended, as referenced in Section 3.2 of the Reading Zoning By-laws, to include within the Planned Unit Development-Residential Corona District Overlay (PUD-R-C), a certain parcel of land containing 26,019 square feet, more or less, which parcel is situated northwesterly of Longwood Road and abuts the southeasterly boundary of the PUD-R, such parcel being bounded and described as follows:

Northwesterly by land now or formerly of Johnson Woods Realty Corporation, 346.72 feet;  
 Easterly by land now or formerly of Emerson, Crupi and Bergen, 180.32 feet;  
 Southeasterly by land now or formerly of Trojer, 202.92 feet; and  
 Southwesterly by land now or formerly of Canuso, 85.99 feet.

Being the same premises shown as Lot A on the plan entitled "Plan of Land in Reading, Mass.; Hayes Engineering, Inc; Date: July 25, 2011; Revised September 22, 2011", recorded at the Middlesex South District Registry of Deeds as Plan No. 678 of 2011, copies of which plan are on file with the Reading Town Engineer and the Community Planning and Development Commission.

To insert the following paragraph after the first two paragraphs in section 4.9.2.

**The Planned Unit Development Residential Corona District (PUD-R-C) is an overlay district in a residential zone that abuts a PUD-R Overlay District and is intended to serve solely as a vegetated buffer and offset area to satisfy dimensional requirements in the PUD-R Overlay District.**

To insert the following sentence at the end of paragraph (d) Residential Setbacks in Section 4.9.6.4.2:

**The CPDC may allow the required 20 foot residential setback strip for dwellings in a PUD-R parcel to be measured from the outer boundary of an abutting parcel in the PUD-R-C District provided that there are no buildings on that PUD-R-C parcel.**

or take any other action with respect thereto.

Community Planning and Development Commission

**ARTICLE 14 DRAFT – final will be available after 9/23 Hearing**

**ARTICLE 14** To see if the Town will vote to amend the Town of Reading Zoning Bylaw Section 4.2.2 Table of Uses, Section 6.1.1.3 the table of Off-Street Parking and Loading/Unloading Requirements and Section 5.1.2 Table of Dimensional Controls to establish reasonable regulations for Exempt Uses under Massachusetts General Law (MGL) Chapter 40A Section 3 as follows:

(**Bold** represents new language, ~~Strikethrough~~ represents deleted language)

Section 4.2.2 Table of Uses

| PRINCIPAL USES      | Res<br>S-15<br>S-20<br>S-40 | RES<br>A-40 | RES<br>A-80 | BUS<br>A | BUS<br>B | BUS<br>C | IND |
|---------------------|-----------------------------|-------------|-------------|----------|----------|----------|-----|
| School <sup>1</sup> | Yes                         | Yes         | Yes         | Yes      | Yes      | Yes      | Yes |

<sup>1</sup> Uses as Defined in MGL Chapter 40A, Section 3, these uses shall be permitted by-right in all districts and subject to "reasonable regulations" as defined therein.

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|                     |     |     |     |     |     |     |     |
|---------------------|-----|-----|-----|-----|-----|-----|-----|
| Church <sup>1</sup> | Yes |
|---------------------|-----|-----|-----|-----|-----|-----|-----|

Section 6.1.1.3 Table of Off-Street Parking and Loading/Unloading Requirements

| Principal Use | Minimum Number of Off-Street Parking Spaces Required  | Minimum Number of Off-Street Loading and Unloading Spaces Required |
|---------------|---|--|
| <b>School</b> | <b>Kindergarten/Nursery: 1 space per each employee on the largest shift plus 1 space per 7 children</b><br><b>Elementary/Middle Schools: 1 space per each faculty plus 1 space per each 5 students</b><br><b>High Schools: 1 space per each faculty plus one space per each 3 students.</b> |  |
| <b>Church</b> | <b>1 space for every 4 permanent seats or 8 linear feet of permanent bench area, or where permanent seats or benches are not used, 1 space for every 5 persons of maximum occupancy.</b>  |  |

5.1.2 Table of Dimensional Controls

| 5.1.2 Table of Dimensional Controls (in feet unless otherwise noted) |                                |                           |               |                             |                |                |                     |        |
|--|--------------------------------|---------------------------|---------------|-----------------------------|----------------|----------------|---------------------|--------|
|  | Minimum Lot                    |                           |               | Setback Requirement Minimum |                |                | Maximum Lot         | M<br>E |
|  | Lot Width Circle Diameter Feet | Area Square Feet Sq. Feet | Frontage Feet | Yard Front Feet             | Yard Side Feet | Side Yard Rear | Coverage (% of Lot) |        |
| One or Two Family Dwelling   |                                |                           |               |                             |                |                |                     |        |
| In S-15 District   | 60                             | 15,000                    | 100           | 20                          | 15             | 20             | 25                  | 35     |
| In S-20 Districts  | 80                             | 20,000                    | 120           | 20                          | 15             | 20             | 25                  | 35     |
| In S-40 Districts  | 80                             | 40,000                    | 200           | 20                          | 15             | 20             | 25                  | 35     |
| In A-40 Districts  |                                | 10,000                    | 80            | 20                          | 15             | 20             | 25                  | 40     |
| In BUS-A Districts   |                                | NA                        | NA            | 15                          | 10             | 20             | 25                  | 45     |

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|  |  |               |             |             |           |           |             |           |
|--|--|---------------|-------------|-------------|-----------|-----------|-------------|-----------|
| Apartment                              |  | 80,000        | N.A.        | N.A         | 30        | 30        | N.A         | 60        |
| In A-40 Districts                      |  | 40,000        | 80          | 30          | 30        | 30        | 25          | 40        |
| In A-80 Districts                      |  | 80,000        | NA          | 60          | 60        | 60        | 12.5        | 60        |
| In BUS-A Districts                     |  | 40,000        | NA          | 15          | 30        | 30        | 25          | 40        |
| In S-15 Districts                      |  | 100,000 +     | 100         | 20          | 15        | 20        | 25          | 35        |
| In S-20 Districts                      |  | 100,000 +     | 120         | 20          | 15        | 20        | 25          | 35        |
| In S-40 Districts                      |  | 100,000 +     | 200         | 20          | 15        | 20        | 25          | 35        |
| In A-40 Districts                      |  | 100,000 +     | 80          | 20          | 15        | 20        | 25          | 40        |
| In A-80 Districts                      |  | 100,000 +     | NA          | 20          | NA        | NA        | NA          | 60        |
| Hotel or Motel                         |  |               |             |             |           |           |             |           |
| In Bus-A Districts                     |  | NA            | NA          | 50          | 10        | 20        | 60          | 45        |
| In Bus-B Districts                     |  | NA            | NA          | NA          | NA        | 20        | 85          | 45        |
| In Bus-C Districts                     |  | NA            | NA          | 10          | 10        | 10        | 60          | 55        |
| In Ind Districts                       |  | NA            | NA          | 50          | 20        | 20        | 25          | 60        |
| Other Permitted Principal Use          |  |               |             |             |           |           |             |           |
| In S-15 Districts                      |  | 15,000        | 100         | 20          | 15        | 20        | 25          | 35        |
| In S-20 Districts                      |  | 20,000        | 120         | 20          | 15        | 20        | 25          | 35        |
| In S-40 Districts                      |  | 40,000        | 200         | 20          | 15        | 20        | 25          | 35        |
| In A-40 Districts                      |  | 10,000        | 80          | 20          | NA        | NA        | NA          | 40        |
| In A-80 Districts                      |  | 80,000        | NA          | 20          | NA        | NA        | NA          | 60        |
| In BUS-A Districts                     |  | NA            | NA          | 15          | 10        | 20        | 60          | 45        |
| In BUS-B Districts                     |  | NA            | NA          | NA          | NA        | 20        | 85          | 45        |
| In BUS-C Districts                     |  | NA            | NA          | 10          | 10        | 10        | 60          | 55        |
| In Ind Districts                       |  | NA            | NA          | 50          | 20        | 20        | 60          | 60        |
| <b>Exempt Uses – School and Church</b> |  |               |             |             |           |           |             |           |
| <b>In S-15 Districts</b>               |  | <b>15,000</b> | <b>100</b>  | <b>15</b>   | <b>30</b> | <b>30</b> | <b>25</b>   | <b>35</b> |
| <b>In S-20 Districts</b>               |  | <b>20,000</b> | <b>120</b>  | <b>15</b>   | <b>30</b> | <b>30</b> | <b>25</b>   | <b>35</b> |
| <b>In S-40 Districts</b>               |  | <b>40,000</b> | <b>200</b>  | <b>15</b>   | <b>30</b> | <b>30</b> | <b>25</b>   | <b>35</b> |
| <b>In A-40 Districts</b>               |  | <b>10,000</b> | <b>80</b>   | <b>N.A.</b> | <b>30</b> | <b>30</b> | <b>N.A.</b> | <b>40</b> |
| <b>In A-80 Districts</b>               |  | <b>80,000</b> | <b>N.A.</b> | <b>N.A.</b> | <b>30</b> | <b>30</b> | <b>N.A.</b> | <b>60</b> |
| <b>In BUS- A Districts</b>             |  | <b>N.A.</b>   | <b>N.A.</b> | <b>10</b>   | <b>30</b> | <b>30</b> | <b>60</b>   | <b>45</b> |
| <b>In BUS-B Districts</b>              |  | <b>N.A.</b>   | <b>N.A.</b> | <b>N.A.</b> | <b>30</b> | <b>30</b> | <b>85</b>   | <b>45</b> |
| <b>In BUS-C Districts</b>              |  | <b>N.A.</b>   | <b>N.A.</b> | <b>10</b>   | <b>30</b> | <b>30</b> | <b>60</b>   | <b>55</b> |

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|                  |  |      |      |    |    |    |    |    |
|------------------|--|------|------|----|----|----|----|----|
| In Ind Districts |  | N.A. | N.A. | 50 | 30 | 30 | 60 | 60 |
|------------------|--|------|------|----|----|----|----|----|

\*Except as provided in Section 5.2.5.3.

\*\* Fifty-five (55) feet, except ninety-five (95) feet if the structure is located within four hundred (400) feet of the prop line adjacent to Route 128, as it exists on May 1, 2000, including ramps, and south of Jacob Way and excluding ar within two hundred (200) feet of the residential zoning district to the west, all as more specifically shown on a plan entitled: "Plan Showing Height Limitation and Setback Areas, Business C District in Reading, Mass.," dated March 2000, Scale 1" = 60', by Hayes Engineering, Inc., on file with the Reading Town Clerk.

Or take any other action with respect thereto

Community Planning and Development Commission

**ARTICLE 15** To see if the Town will vote to add a new Section 4.13 "Temporary Moratorium On Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries" and amend Section 2.0 "Definitions" to include Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries of the Town of Reading Zoning By-Law as follows: (note: **bold** represents new language)

Section 2.0 Definitions:

**2.2.21.2 Medical Marijuana Treatment Center/Registered Marijuana Dispensary: "a not-for-profit entity, as defined by Massachusetts law only, registered by the Department of Public Health (DPH) as a Registered Marijuana Dispensary, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers."**

**2.2.21.3 - Mixed Use: The combining of retail/commercial and/or service uses with residential or office use in the same building or on the same site. (Note: this change is a result of renumbering)**

**Section 4.13 Temporary Moratorium on Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries**

**4.13.1 Purpose**

By vote at the State election on November 6, 2012, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for medical purposes. The law provides that it is effective on January 1, 2013. On May 8, 2013 the State Department of Public Health (DPH) promulgated regulations that are effective on May 24, 2013. The regulations promulgated by the State Department of Public Health provide guidance in regulating medical marijuana, including Medical Marijuana Treatment Centers/Registered marijuana Dispensaries (see Section 2.2.21.2 for definition). The Town needs time to study and consider the regulation of Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries. This includes issues related to planning, public health and public safety, as well as to evaluate the potential impact of the State regulation on local zoning. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Medical

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**Marijuana Treatment Centers/Registered Marijuana Dispensaries so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.**

**4.13.2. Temporary Moratorium on Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries**

**For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Medical Marijuana Treatment Center/Registered Marijuana Dispensary. The moratorium shall be in effect through November 10, 2014. During the moratorium period, the use of land or structures for a Medical Marijuana Treatment Center/Registered Marijuana Dispensary shall be prohibited. Nothing contained in this Article shall be construed to permit or authorize to be permitted, the use of land or structures for any activity involving marijuana, other than as a Medical Marijuana Treatment Center/Registered marijuana Dispensary.**

**4.13.3. Planning Process**

**During the temporary moratorium established in Section 4.13 – 4.13.2, the Town shall undertake a planning process to address the potential effects of Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries and other land uses and structures related to the use of marijuana for medical purpose. In doing so, the Town shall consider the DPH regulations and shall make recommendations regarding the adoption of new Zoning Bylaw provisions governing the location, operation and effects of Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries and other land uses and structures related to the use of marijuana for medical purposes. This process shall coincide with a comprehensive update of the Zoning Bylaw and be part of a larger planning process for consideration at Subsequent Town Meeting in November of 2014,**

or to act in any other manner in relation thereto.

Community Planning and Development Commission

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and you are directed to serve this Warrant by posting an attested copy thereof in at least one (1) public place in each precinct of the Town not less than fourteen (14) days prior to November 12, 2013, or providing in a manner such as electronic submission, holding for pickup or mailing, an attested copy of said Warrant to each Town Meeting Member.

Hereof fail not and make due return of this Warrant with your doings thereon to the Town Clerk at or before the time appointed for said meeting.

Given under our hands this \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
James E. Bonazoli, Chairman

\_\_\_\_\_  
John Arena, Vice Chairman

\_\_\_\_\_  
Ben Tafoya, Secretary

\_\_\_\_\_  
Daniel Ensminger

\_\_\_\_\_  
Marsie K. West

SELECTMEN OF READING

\_\_\_\_\_  
, Constable

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**LEGAL NOTICE**



**TOWN OF READING**

**To the Inhabitants of the  
Town of Reading:**

**Please take notice that the  
Board of Selectmen of the  
Town of Reading will hold a  
public hearing on September  
24, 2013 at 8:15 p.m. in the  
Selectmen's Meeting Room,  
16 Lowell Street, Reading,  
Massachusetts on amending  
the Town of Reading Table of  
Organization.**

**A copy of the proposed  
document regarding this  
topic is available in the Town  
Manager's office, 16 Lowell  
Street, Reading, MA, M-W-  
Thurs from 7:30 a.m. - 5:30  
p.m., Tues from 7:30 a.m. -  
7:00 p.m. and is attached to  
the hearing notice on the  
website at  
[www.readingma.gov](http://www.readingma.gov)**

**All interested parties are  
invited to attend the hearing,  
or may submit their com-  
ments in writing or by email  
prior to 6:00 p.m. on  
September 24, 2013 to town-  
manager@cl.reading.ma.us**

**By order of  
Robert W. LeLacheur  
Town Manager**

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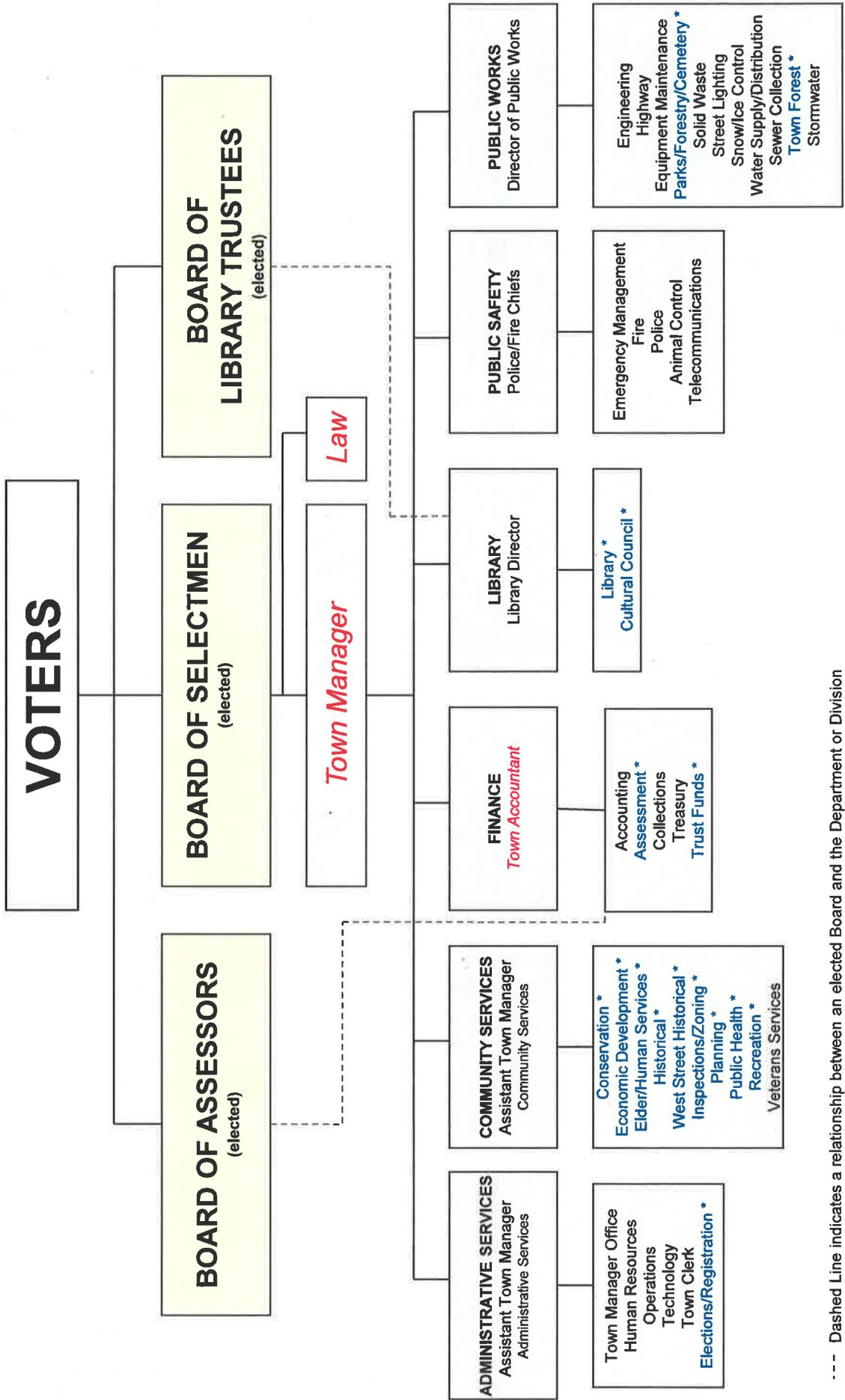


# Town of Reading, MA

## Executive Branch

### Table of Organization

(Proposed November 2013 )



--- Dashed Line indicates a relationship between an elected Board and the Department or Division

*Italic* Designates positions appointed by the Board of Selectman

\* Designates an elected or appointed Commission, Board or Committee that works within that Division

*Massachusetts State Lottery Commission*

*60 Columbian Street  
Braintree, Massachusetts 02184-1738*

*Licensing Fax: (781) 849-5656*

*STEVEN GROSSMAN  
Treasurer and Receiver General*

*PAUL R. STERNBURG  
Executive Director*

September 6, 2013

Town of Reading  
Board of Selectmen  
16 Lowell Street  
Reading, MA 01867

Dear Sir/Madam:

The Massachusetts State Lottery is offering existing, non-pouring agents our KENO To Go game, a transaction which is identical to the already existing on-line games, such as Megabucks and Mass Cash. At this time, the Lottery is not providing agents with a KENO monitor as part of this program.

In accordance with M.G.L. c 10, section 27A, as amended, you are hereby notified that the following existing agent(s) in your community will be sent an application and agreement to sell the KENO To Go product:

RICKY'S LIQUORS  
214A MAIN ST  
READING, MA 01867

If you object to these agent(s) selling KENO To Go, you must do so, in writing, within twenty-one (21) days of receipt of this letter. Please address your written objection to William J. Egan, Jr., General Counsel, Massachusetts State Lottery Commission, 60 Columbian Street, Braintree, MA 02184. Should you have any questions regarding this program or any other issue relative to the Lottery, please call me at 781-849-5555. I look forward to working with you as the Lottery continues its' efforts to support the 351 cities and towns of the Commonwealth.

Sincerely,



Paul R. Sternburg  
Executive Director

Certified Mail – Return Receipt Requested:  
7005 1820 0006 3754 4769

2013 SEP -8 AM 11:19

UGI

A motion by Tafoya seconded by Anthony to proclaim April 13 – 19, 2008 as National Public Safety Telecommunications Week in Reading was approved by a vote of 5-0-0.

Discussion/Action Items

Highlights – Northeast Metropolitan Regional Vocational School District – Maura Looney was unable to attend due to sickness so this will be rescheduled.

Review Substance Abuse Efforts – RCASA - RCASA Director Erica McNamara was present. Ms. McNamara gave an overview of the coalition and events to date.

Chairman James Bonazoli asked if youths really want to be involved, and Ms. McNamara indicated that they do. Approximately 20 youths attended the Town Hall event.

Selectman Camille Anthony asked if the Police Department keeps statistics regarding underage drinking, and Acting Chief Mike Cloonan noted that each individual officer deals with it their own way.

The Board thanked Ms. McNamara for the presentation and update of events.

Appeal on Water Bill – Bordieri – This will be rescheduled for the Selectmen's next meeting due to the Selectmen running late.

Discussion – MWRA Water Storage – DPW Director Ted McIntire reviewed the charts showing the inventory of storage tanks and basis for tank volume. He noted that Reading uses 3 million gallons per day (MGPD), and has useable storage of 1.2 MGPD and two tanks. Stoneham uses 4.9 MGPD and has no tanks or storage.

The Town Manager suggested that two Selectmen work with staff and meet with the MWRA and State Representatives, and then report back to the Board.

Selectman Ben Tafoya noted that the MWRA indicated that they were filing an environmental impact notice in March, and the Town needs to communicate our concerns to the MWRA and tell them not to move ahead.

Selectmen Richard Schubert and Ben Tafoya volunteered to serve on the working group.

Hearing – “Keno-to-Go” – The Secretary read the hearing notice.

The Town Manager noted that the Mass. Lottery is proposing “Keno-to-Go” where the customer will buy the ticket and take it home to check on the computer versus sitting at tables in stores watching a television screen. He also noted that Reading had previously opted out of Keno. The Lottery Commission gave the Town an extension until April 15, 2008 to decide whether or not to opt out of “Keno-to-Go.” The Lottery will not allow wireless access or computer screens.

Chairman James Bonazoli asked about revenues, and the Town Manager indicated that the Lottery did not get back to him on revenues.

Selectman Richard Schubert asked who enforces, and the Town Manager indicated that the Lottery does. They visit each agent at least once every two weeks.

Vice Chairman Stephen Goldy asked if this will open the door to Keno, and the Town Manager indicated that it was his understanding that it will not.

The owner of Reading Quick Stop indicated that the game plays every four minutes. The intent is to have the customer play 15–20 games on one ticket, and then go home and check when they come back. He indicated that this game is not much different than Mass Cash or Megabucks. He noted that if the Town does not allow it, the customers will go to other towns. Selectman Richard Schubert asked if Lottery Agents get a percentage of winnings, and the Reading Quick Stop owner indicated that they get 5%.

Vice Chairman Stephen Goldy noted that he is opposed to Keno, and asked business owners to partner with the Town to keep the character of the Town. His biggest concern is gambling.

**A motion by Tafoya seconded by Anthony to close the hearing on “Keno-to-Go” was approved by a vote of 5-0-0.**

**A motion by Anthony seconded by Goldy that the Board of Selectmen does not object to “Keno-to-Go” as described by the Lottery Commission was approved by a vote of 5-0-0.**

Review Annual Town Meeting Warrant – The Town Manager reviewed the Town Meeting Warrant.

The Town Manager noted that the Finance Committee approved \$75,000 in free cash to the schools to replace money spent on a water bill, and also money to the municipal side for Sunday Library hours and curbside leaf collection.

Selectman Camille Anthony noted that a statement needs to be made that the Finance Committee budget is not fiscally responsible.

Selectman Richard Schubert noted that this is not the time to reinstate services that were cut. The budget projections are not enough to support them.

**A motion by Tafoya seconded by Anthony to support the subject matter of Articles 4, 5, 6, 7, 8, 9 and 10 of the 2008 Annual Town Meeting was approved by a vote of 5-0-0.**

**A motion by Tafoya seconded by Goldy to support the subject matter of Article 13 of the 2008 Annual Town Meeting was approved by a vote of 5-0-0.**

Refinancing of School Debt – The Assistant Town Manager noted that the Town issued new debt for the fire truck, demolition of the Water Treatment Plant and tennis courts. The Town received \$7.1 million in reimbursement from the SBA. This will reduce debt service in FY 2009 by \$1 million.

- The date of the Community Organizations Seminar is February 26, 2009 in the Selectmen's Meeting Room, Town Hall. The Health Division has sent out the invitations.
- DPW Director hiring process.
- Meeting on March 9th re: zoning amendment – Smart Growth – 7:30 at Senior Center.
- Town Meeting – April 27th.
- A 2BR affordable housing Unit at Sumner Cheney Place is available – cost is \$234,200.
- I have included in your packet, at your request, the history of snow and ice removal over the past 18½ years.
- I have included at your request the portions of the MWRA Capital Improvements Program that includes funding for the NIH water storage and redundancy project.
- Your packet this evening includes an email from Bob Frey re: the 128/I-93 RFR for the Interchange improvements.
- We understand from the MBTA that they have done some work on the Ash Street grade crossing protection, and that it is the first priority project to be completed this year.
- There is a Patrick Administration Municipal Affairs Coordinating Council Meeting in Melrose on March 5th.
- Next Board of Selectmen - Office Hours at 6:30 on
  - o March 3rd – Ben Tafoya

The Town Manager noted that there is a letter in the packet from the Mass Lottery indicating that a local market wants a KENO monitor. The Town Manager noted that when the Board approved the KENO To Go, they were very specific about not wanting monitors in the stores.

**A motion by Schubert seconded by Anthony that the Town of Reading Board of Selectmen go on record that they are opposed to a KENO at J.K.'s Market or any other location in Reading was approved by a vote of 4-0-0.**

The Assistant Town Manager noted that the Town's technology staff will be visiting the City of Lowell on Friday to share ideas on projects they are working on.

#### **Discussion/Action Items**

**Highlights – Town Forest Committee** – Town Forest Committee Members Tom Connery, George Perry, Mike deBrigard, Patrice Todisco and Joan Hoyt were present.

Ms. Todisco noted that the Committee oversees the care, custody and management of the Town Forest. The Town Forest was created in 1930 and consists of 290 acres. There is access from Strout Avenue, Fox Run Lane and Roma Lane. The forest offers passive recreation and there is an increased desire for camping. The Town does maintenance and repair but there is no master plan for the Town Forest. Ms. Todisco also noted that the Town Forest is not widely known as a resource. There is a lack of a forestry plan and lack of consistent signage. There are occasional conflicts between vehicles and walkers. Removal of the Water Treatment Plant will improve the access to the Town Forest.

Chairman Stephen Goldy asked if the Committee is working on a master plan, and George Perry indicated that they are. Ms. Todisco noted that the Master Plan costs money and suggested applying for grants. Chairman Goldy noted that development and implementing are different



**Office of the Town Manager**  
**16 Lowell Street**  
**Reading, MA 01867**

**781-942-9043**  
**[townmanager@ci.reading.ma.us](mailto:townmanager@ci.reading.ma.us)**  
**[www.readingma.gov/town-manager](http://www.readingma.gov/town-manager)**

**To:** Board of Selectmen  
**From:** Bob LeLacheur  
**Date:** September 19, 2013  
**RE:** Proposed Re-organization of Town government

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### **Re-organization of Town government: Overview**

Town government in Reading is integrated and efficient. For years Reading Town government has provided very high – although not perfect - levels of service to the community. The organizational changes that I am suggesting below are generally minor in nature in the context of an \$80 million annual general fund budget. However they are important when looking into the future, to ensure that service levels remain high under the fiscal constraints of Proposition 2-1/2.

There are two main themes in the proposed changes: improvements to current operations and improvements to long-term organizational development. The proposed re-organization has been previewed with the Board of Selectmen and discussed internally for a few months. Staff has had significant input and improved some of my original concepts. While no Charter changes are required, Town Meeting will be asked to approve amendments to the Table of Organization and budget transfers and additions in November. Details of the re-organization will be publicly discussed by the Board of Selectmen on September 24<sup>th</sup> (Hearing for Table of Organization); October 8<sup>th</sup> (Hearing for FY14 Classification Plan); October 22<sup>nd</sup> (vote on Town Meeting Warrant Articles); by FINCOM on October 16<sup>th</sup> and then ultimately by Town Meeting on November 12<sup>th</sup>. It should be stated up front that the re-organization will net out to an increase of about one FTE and the increased cost for FY14 will be absorbed by higher than budgeted state aid and other local revenues. In fact, suggested FY14 budget changes at November Town Meeting will actually show a decrease in the use of free cash used to balance the overall budget.

### **Organizational Improvements**

The first theme is organizational operational improvements. Some of these changes reflect the way business is currently being conducted as opposed to 'how it looks on paper', but there are some real substantial changes as well.

I propose to combine the Treasury, Collections and Assessing portions of the Finance department with the small Accounting department. These divisions work closely together, so this is one that does not reflect any real change, and these functions are typically grouped together as a Finance department in many other Massachusetts communities. The Town Accountant as the Department Head will gain some increased supervisory responsibilities, but Finance department personnel will have no authority or

4/1

responsibility within the Accounting function. This will preserve the independent financial oversight by the Selectmen-appointed Town Accountant position. Likewise the elected Board of Assessors will retain all of their authority. **The resulting Finance department will therefore include Accounting, Assessment, Treasury and Collections.**

The organization communicates well internally between departments, especially when compared to other municipalities. However there is room for further efficiency and productivity gains if more activities are centralized. The opportunity for these improvements is driven in large measure by the significant shared software systems that have been added over the past several years. Portions of the current Finance department as well as both the DPW and Police Business Administrators are proposed to be moved to the small Town Manager department, which will be renamed Administrative Services. This department will become a centralized location for many functions that impact the entire organization, such as procurement, grant writing, budget & financial analysis, professional training & development, labor negotiations and communication. Currently most of these activities are done by the individual departments and the organization as a whole expends too much time and effort on them. **The resulting Administrative Services department will include the Town Manager's Office, Human Resources, Operations, Technology, Town Clerk and Elections/Registrations.**

Recreation is proposed to move back to Community Services from the Public Works department. This is where that function belongs, as they simply deal with a different age group in the community than other social service outreaches from that department. One benefit from this change will be an improvement in cross-generational programming. Recreation will continue to participate in field planning activities and improvements with DPW as needed. **The resulting Community Services department will include the community development divisions of Planning, Building & Inspections, Conservation, Historical and Public Health and the social services divisions of Elder/Human, Veterans and Recreation.**

*Please see the revised Organizational Chart that Town Meeting will be asked to approve on November 12<sup>th</sup> (at the end of this document).*

#### Organizational Development

The second theme is one of improvements to long-term organizational development. Under the revenue constraints of Prop 2-1/2 and the recent budget layoffs and expense cutbacks brought on by economic difficulties, the longer term health of the organization has been a lower priority. This re-organization restores some of the cutbacks made to professional development expenses, but more importantly it invests in and empowers the employees - they make the organization go.

First, there is a clear plan that every department moves toward an assistant department head position. There are many one-person positions in the organization, especially at Town Hall. This situation creates an organizational risk that I would describe as single-point-of-failure (SPOF), which is simply not an acceptable risk at the department head level.

This assistant position already exists formally in the Library which will remain unchanged. In both the Police and Fire departments there are second-in-command positions, but these should be non-union personnel involved in management decisions. An immediate change in Police is proposed because it is

yh2

already allowed in existing collective bargaining agreements, but future negotiations will be needed for the Fire department. New clear number two positions are identified in Administrative Services, Community Services, Finance and Public Works.

Second, the next generation is not flocking to work for local government for a variety of reasons, and this will ultimately be a challenge for the Town. Fortunately we are not a growing organization, so the problem is a subtle one. The required response is twofold: to encourage more upward career mobility within the organization (promotions also help reduce the SPOF risk by retaining organizational knowledge); and to recognize and reward experience for those employees that choose less career growth. A restructuring of the clerical functions and some other changes are designed to handle the trend towards lower labor-force interest in having a career in a single local government.

The FY15 budget will propose another study of non-union compensation across the organization by an outside consultant, last done over six years ago. Union negotiations will include similar peer community compensation studies conducted by both labor and management. This type of competitive analysis is the cornerstone of many private industries and therefore kept constantly updated. We don't have the resources or the staff turnover to require real-time information, but we should make an effort to update this every five years.

**Re-organization of Town government: FY14 Classification Plan**

Following are the proposed specific changes to be made to the current FY14 Classification Plan driven by the re-organization of Town government. These will be presented formally to the Selectmen in October for their approval. Recall that the previous non-union study evaluated positions in the organization on both market compensation comparisons and complex internal scoring of responsibilities and required expertise. Below I will refer to this mix simply as 'scores'.

**Assistant Town Manager (ATM) – increase by one to Grade M;** scores from the last pay & class study previously suggested this result, but as the incumbent I was reluctant to make that recommended change. Now it is appropriate to do so. As discussed previously, I believe it is necessary to have two ATMs because of the breadth in scope of the functions of Town government and to significantly reduce SPOF risk. The two ATMs would serve as the department heads for Administrative Services and for Community Services.

**Clerical positions – add a grade and increase mobility;** currently there are three clerical positions: Clerk, Assistant Secretary and Administrative Assistant. Each of these three positions is proscribed within certain divisions of Town government, and there is no chance for promotion within these grades. Clerical employees hit their top step after about ten years with no further chance of advancement, unless they are able to change divisions – or leave to find another job.

The proposed re-organization will add a higher fourth clerical grade and some movement within these grades will be available with experience. The resulting positions will be Clerk 1 & 2 (C1 & C2) and Administrative Assistant 1 & 2 (A1 & A2). After employees successfully reach the top step in the C1 or A1

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grade, they will advance to the appropriate step in the next grade (C2 or A2). This proposed change will reward experienced clerical staff and more accurately reflects their value to the organization.

#### Administrative Services Department

**Human Resources Administrator – increase by one grade to J;** this position will gain assistant department-head status in the Administrative Services department. Increasingly this function also needs to have a good core of contacts outside of the organization. Both of these changes score the position right in the middle of the new proposed grade.

**Business Administrator - increase by one grade to I** for the former Police & DPW Business Administrator positions. These positions will be removed from their current respective departments and relocated to Administrative Services. This position will have the increased responsibility of providing for all Town departments the needed financial analysis, procurement, organization-wide external public communication and internal professional development. Increased planning responsibility places the new scores at the higher end of this new proposed grade.

**Town Clerk – increase by one grade to I;** this office will be moved under Administrative Services and have a stronger role in organization-wide information management. As such there will be a commensurate increase in the need for planning and up-to-date knowledge. As above, the scores will be on the higher end of this new proposed grade.

**Business Analyst – new position as grade E;** this position will be responsible to support the Operations function and include tasks such as providing budget & financial reports to all Town departments and conducting organization-wide technology systems user-training. This position will not be funded in November but it would be helpful to add to the Classification Plan at this time.

#### Community Services Department

**Community Development Administrator – increase Staff Planner by three grades to I;** the requirements of this position would change driven by a combination of the increased responsibilities for the Community Services department head as one of the Assistant Town Managers and by the regionalization efforts that have left a lot of departmental positions as part-time. The Community Development Administrator will be the assistant department head. New responsibilities will include a portion of all senior-level planning tasks, ranging from external direct involvement with developers to ensuring internal consistency with all Town master plans. The resulting scores will show increases in experience, updated knowledge, judgment & intuition, less guidance & supervision, substantially more planning, increased importance of external contacts and added supervisory responsibilities. The resulting scores will place the position near the middle of the new grade.

**Zoning Enforcement Inspector – new position in grade F;** this will be a new part-time (11.5hrs/week) position that will be responsible for continuous code enforcement efforts instead of having that responsibility fall to planning and inspections staff when there is 'spare time'. This is an especially important position to add in advance of the possible changes to the Zoning Bylaws. This position will be fully funded by the Permits Revolving Fund.

**Regional Housing Services Coordinator – new position in grade E;** this will be a new part-time (regional) position. Initial funding is proposed to be from the general fund, however if the Affordable Housing Trust Fund could be a future source if it gains new revenue sources.

**Community Services Director/Town Planner –** this position may be deleted.

**Staff Planner –** this position may be deleted.

#### Finance Department

**Finance Director/Assistant Town Manager –** this position may be deleted.

Town Accountant - Internal scoring and additional staff to supervise do not suggest any change in the current grade L.

Treasurer-Collector – This position will be the assistant department head, but internal scoring does not suggest any change in the current grade J.

#### Public Library

**Library Director – increase by one grade to L;** the previous study greatly under-rated the amount of planning this position is required to do. Changing this facet alone to be identical to all other Town department heads justifies the grade increase as the resulting score will be in the mid-range of this higher grade. At the same time I will suggest removing the temporary library building stipend from this position in light of the increased planning responsibilities that are recognized as permanent by this change.

#### Public Works Department

**Assistant DPW Director – new position in grade K;** this will be a new position added to the department at a time when the business administrator will leave behind some DPW responsibilities, significant turnover of senior staff is now anticipated during the second half of FY14, a substantial West Street road improvement project will begin sooner than expected, large sewer station rehab and water main rehab projects begin, and a full re-examination of DPW facilities is underway. This position will be non-union as is the case in all DPW divisional supervisory positions. The specific responsibilities of the position will be determined as senior staff retires in the next few months. The cost of this position will be largely absorbed by removing funding of two vacant positions in the department: one of the two engineering Field technician positions and a 0.5 FTE clerical position.

#### Public Safety Department

**Deputy Police Chief – new position in the Police department in grade K;** this will be a new position added to the department at a time when the business administrator will leave behind some Police department responsibilities. However there will be no change to FTEs as additional changes in union employment are proposed. The net result of all changes will be a decrease by two in the Patrol Officers union, an increase by one in the Superior Officers union and this addition of one non-union Deputy Chief.

**Executive Officer - new position in the Fire department in grade K;** this non-union position will not be added at November Town Meeting but discussion will be included in upcoming labor negotiations within the Fire department. It would be helpful to be added to the FY14 classification plan at this time.

*Please see the revised Classification Plan that the Board of Selectmen will be asked to approve on October 8<sup>th</sup> (at the end of this document).*

Summary of Department management structure

**Department Head**

\*Assistant Town Manager Administrative Services  
Assistant Town Manager Community Services  
Town Accountant  
Library Director  
Public Works Director  
Police Chief  
Fire Chief

**Assistant Department Head**

HR Administrator  
Community Development Administrator  
Treasurer-Collector  
Assistant Library Director  
\*Assistant Public Works Director  
\*Deputy Police Chief  
\*\*Executive Officer

- \* *position to be filled through competitive applications in FY14*
- \*\* *position to be negotiated in collective bargaining with a target of FY15*

Re-organization of Town government: Financial Plan

Town Department Heads were asked to submit their organizational changes late this summer with an eye towards positioning the organization for the future. Coupled with my ideas, the total annual cost was over \$550,000 per year. I knew that amount was not sustainable for the future operating budgets of the Town or Schools, so I examined the financial forecast a bit earlier than is usual for the budget process.

Sustainable general fund net revenues will be increased by almost \$175,000 at November Town Meeting, which is always good news. Reductions to some Town and shared expenses provide even more immediately available funds - for FY14. In projecting revenues and accommodated costs out for a few years it became clear that the operating budgets are in better shape at this time of year when compared to the last few years. Given a variety of typical assumptions, a nearly +2.25% operating budget for both town and schools in FY15 is possible with the continued use of \$1 million of free cash, and my re-organization ideas made little difference in the grand scheme of an \$80 million budget.

This proposed re-organization will cost about \$175,000 in total, with the general fund portion a bit less than \$160,000. Of the total costs about 1/3 are direct increased services to the community (such as increased hours for Elder/Human Services staff) and 2/3 are restructuring changes for current staff (with over half of that occurring in Public Safety).

Following are some financial details by department of the proposed re-organization:

| Department                        | Increased Service | Staffing Changes  | Total             |
|-----------------------------------|-------------------|-------------------|-------------------|
| Admin. Services                   | \$ 12,641         | \$ 14,585         | \$ 27,226         |
| Finance                           | \$ 5,000          | \$ 7,812          | \$ 12,812         |
| Community Services                | \$ 20,814         | \$ 9,153          | \$ 29,967         |
| Library                           | \$ -              | \$ 2,001          | \$ 2,001          |
| Public Works                      | \$ 9,362          | \$ 16,618         | \$ 25,980         |
| Public Safety                     | \$ -              | \$ 53,800         | \$ 53,800         |
| <b>Wages</b>                      | <b>\$ 47,817</b>  | <b>\$ 103,969</b> | <b>\$ 151,786</b> |
| Professional development expenses |                   |                   | \$ 25,000         |
| <b>TOTAL</b>                      |                   |                   | <b>\$ 176,786</b> |
| General Fund                      |                   |                   | \$ 158,427        |
| Water Fund                        |                   |                   | \$ 11,338         |
| Sewer Fund                        |                   |                   | \$ 7,021          |

### Re-organization of Town government: Summary

One of the many strengths of the Town of Reading is a commitment to a Master Planning process. In the past, this approach has been used on virtually all of our natural resources, and it continues today.

Rapid changes in many segments of society – often brought on by technology – give rise to the need to apply the Master Planning process to Town government at least every ten years. In conjunction with the ad hoc Charter Review Committee, this proposed re-organization is a step towards what should become a recurring look inward at Town government.

The Town is the envy of many other communities for a variety of reasons, including the character, wisdom and foresight of the employees and the volunteers that serve the community. A regular look inward using the Master Planning approach will ensure that Town government remains flexible and responsive to the current and future needs of our residents, businesses and employees.

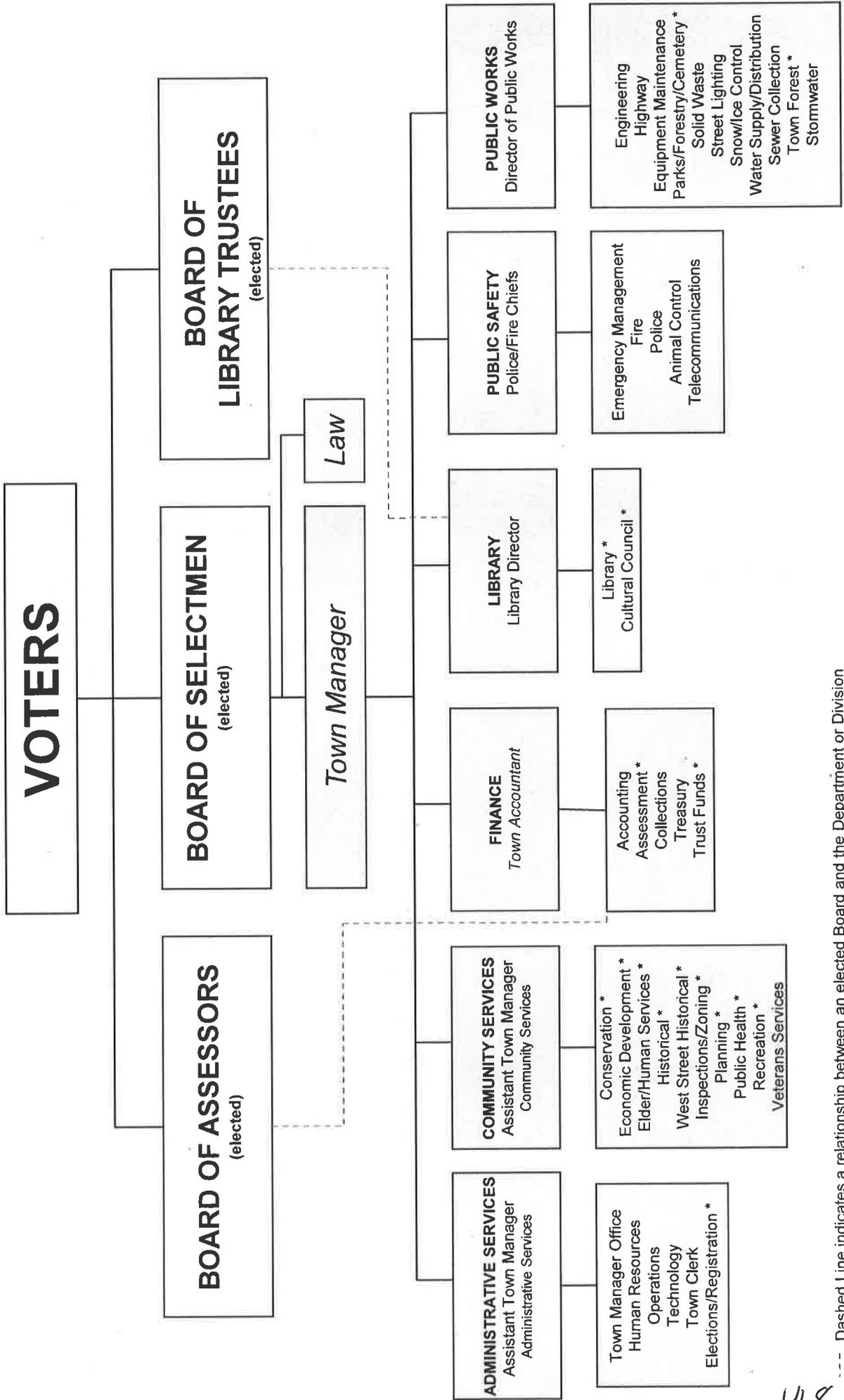


# Town of Reading, MA

## Executive Branch

### Table of Organization

(Proposed November 2013 )



--- Dashed Line indicates a relationship between an elected Board and the Department or Division

*Italic* Designates positions appointed by the Board of Selectman

\* Designates an elected or appointed Commission, Board or Committee that works within that Division

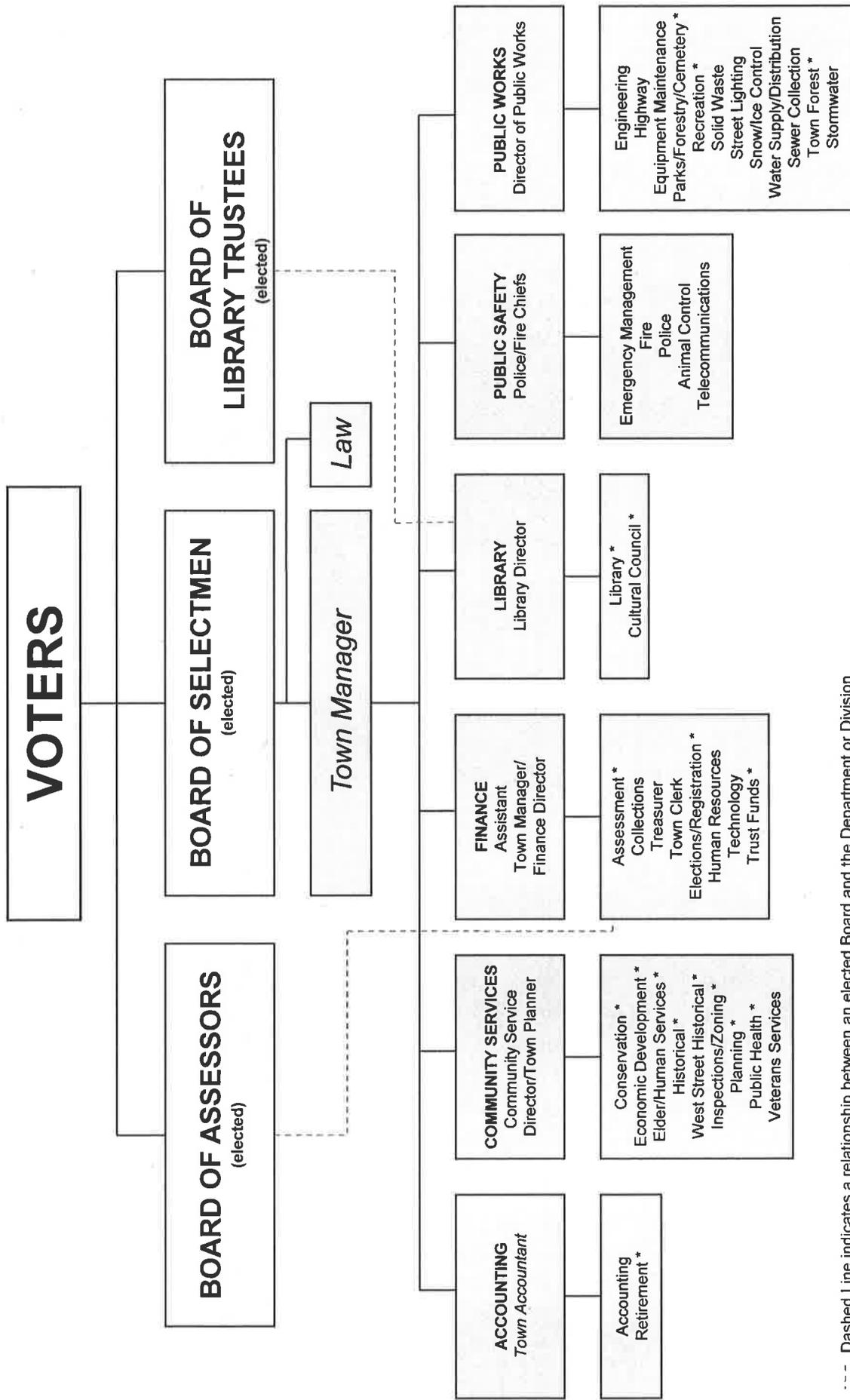


# Town of Reading, MA

## Executive Branch

### Table of Organization

(Adopted 11/17/11)



--- Dashed Line indicates a relationship between an elected Board and the Department or Division

*Italic* Designates positions appointed by the Board of Selectman

\* Designates an elected or appointed Commission, Board or Committee that works within that Division

# FY 2014 TOWN OF READING CLASSIFICATION PLAN

## Schedule A-1

|          |                                     |                               |                                    |   |
|----------|-------------------------------------|-------------------------------|------------------------------------|---|
| <b>A</b> | Van Driver                          | Library Technician            | Parking Enforcement Officer        |   |
| <b>B</b> | Clerk 1                             | Senior Library Technician     |                                    |   |
| <b>C</b> | Clerk 2                             | Senior Library Associate      |                                    |   |
| <b>D</b> | Administrative Assistant 1          | Veteran's Service Officer     | Senior Center Coordinator          | Animal Control Officer<br>Community Outreach Prgm Coord.<br>Recreation Program Coordinator  |
| <b>E</b> | Administrative Assistant 2          | <b>Business Analyst</b>       | Social/Case Worker                 | <b>Regional Housing Services Coordinator</b><br>Librarian<br>Assistant Collector<br>Assistant Treasurer<br>Assistant Appraiser<br>Assistant Town Clerk                        |
| <b>F</b> | Office Manager                      | Conservation Administrator    | Assistant Building Inspector       | <b>Zoning Enforcement Inspector</b><br>Plumbing/Gas Inspector<br>Wiring Inspector<br>Health Inspector<br>Technician<br>Head Public Safety Dispatcher                          |
| <b>G</b> | Public Health Nurse                 | Nurse Advocate                | Division Head-Circulation          | Division Head-Children's Services<br>Information Services<br>Technical Services   |
| <b>H</b> | Assistant Library Director          | GIS Coordinator               | Elder/Human Services Administrator | Recreation Administrator  |
| <b>I</b> | Community Development Administrator | <b>Business Administrator</b> | <b>Town Clerk</b>                  | Public Health Administrator<br>Project Director<br>Highway/Equipment Supervisor<br>Forestry, Park & Cemetary Supervisor<br>Water/Sewer Supervisor<br>Water Quality Supervisor |
| <b>J</b> | Human Resources Administrator       | Treasurer-Collector           | Building Inspector                 | Appraiser<br>Network Administrator  |
| <b>K</b> | Deputy Police Chief                 | Deputy Fire Chief             | Assistant DPW Director             | Town Engineer   |
| <b>L</b> | Town Accountant                     | <b>Library Director</b>       |                                    |   |
| <b>M</b> | Assistant Town Manager              | Police Chief                  | Fire Chief                         | DPW Director  |

4110



## Town of Reading Meeting Minutes

### Board - Committee - Commission - Council:

#### Board of Selectmen

Date: 2013-09-10

Time: 7:00 PM

Building: Reading Town Hall

Location: Board of Selectmen Room

Address: 16 Lowell Street

Purpose: General Business

#### Attendees: **Members - Present:**

Chairman James Bonazoli, Secretary Ben Tafoya, Selectmen Daniel Ensminger and Marsie West

#### **Members - Not Present:**

John Arena

#### **Others Present:**

Town Manager Bob LeLacheur, Town Planner Jean Delios, Steven Sadwick, Lyn Whyte, Office Manager Paula Schena, Max Gabriello, Fred Johnson, Patrick Mallon, Don Feltman, Charlie Adams, Carl McFadden, Jeff Hansen, Brenda Byrne, Barry Berman, Carl McFadden, Housing Authority members Timothy Kelley, Diane Cohen, Mary Connors, Karen Flammia and Kevin Mulvey, Richard Rice, Don Artis, ZBA member Damase Caouette

**Minutes Respectfully Submitted By:** Secretary Ben Tafoya

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#### **Topics of Discussion:**

##### Reports and Comments

Selectmen's Liaison Reports and Comments – Ben Tafoya and Dan Ensminger thanked everyone involved with the Fall Street Faire.

Public Comment – Max Gabriello, owner of Perfecto's, indicated that he had been fined for noncompliance and feels that it is unfair. He noted that he had an understanding with the previous Town Manager that it was going to take 14 weeks for National Grid to come and cap the service. He received his demolition permit on August 12, 2013.

Chairman James Bonazoli noted that this Board requested the fines be issued. The Town has been looking at that property for a long time and the Selectmen are receiving phone calls from residents. The site is not up to the Town's standard as being a clean site and the Board's request through the Town Planner was to at least paint over the graffiti.

Town Manager Bob LeLacheur noted that the Town reached out with simple requests regarding trash and graffiti and Mr. Gabriello refused to communicate with him.

Jean Delios reviewed the timeline of events noting that the first site plan was submitted in October 2009. There have been 50 meetings and email communications regarding this project and the applicant has been contentious. Ms. Delios and staff have made every effort to assist the applicant. The Town's vacant property Bylaw was specifically created for sites like this.

5a1

## Board of Selectmen Minutes – September 10, 2013 – page 2

Mr. Gabriello indicated that he feels the Town is very difficult to deal with.

Chairman James Bonazoli noted that a private meeting will be set up with Mr. Gabriello, staff, and two Selectmen within one week. In the meantime, he wants a confirmation email when the demolition has started. Mr. Gabriello asked if he should begin the demolition and the Board indicated he should as soon as possible.

Resident Fred Johnson noted that the Reading Police Department is using ALPR's which scans license plates and stores information. He will be meeting with the Police Chief about this and he feels that residents should be aware of this procedure.

Chairman James Bonazoli directed the Town Manager to have the Police Chief attend a future meeting to discuss this.

Town Manager's Report – The Town Manager gave the following report:

### 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 Burbank Skating Arena 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.

5a2

## **Board of Selectmen Minutes – September 10, 2013 – page 3**

\***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 that staff routinely resolves, but thought that I would include one that involved the Police Department 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.

The Town Manager noted that he received a request from Carl McFadden for an amplified sound permit which is the same as last year.

Carl McFadden noted that they started flag football last year and had 200 kids. This year they have 400 kids. This is a community type event. Mr. McFadden noted that approximately 1,200 – 1,300 were at the event. The music is G rated and they are respectful of the neighbors. He is requesting the use of amplified sound for the remaining seven Saturdays.

**A motion by Tafoya seconded by Ensminger that the Board of Selectmen approve 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 6:00 pm until 8:30 pm 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 was approved by a vote of 4-0-0.**

### **Personnel and Appointments**

**Appointment of Ad Hoc Zoning Advisory Committee – Ensminger moved and Tafoya seconded to place the name of Marsie West into nomination for one term on the ad hoc Zoning Bylaw Committee with a term expiring July 15, 2014. The motion was approved by a vote of 4-0-0 and Ms. West was appointed.**

### **Discussion/Action Items**

**MAPC Member Report** – MAPC Representative Steve Sadwick was present. He noted that MAPC continues to work on regional efforts; priority mapping; energy action plan; public health and planning initiatives; bike and pedestrian master plan and are looking at south Main Street clean up. There is an energy tool kit forum on September 19, 2013.

Ben Tafoya asked how Tewksbury administers their Affordable Housing Trust Fund and Mr. Sadwick indicated they took the lead from Reading and established a trust fund. There is a 15% requirement with the difference between the market value and affordable rate. The Board of

**Board of Selectmen Minutes – September 10, 2013 – page 4**

Selectmen authorize the funds. They have \$1.5 million to capture units that will be expiring to keep them on the inventory. An assisted living project contributed \$500,000.

The Board thanked Mr. Sadwick for his update.

**Planning and Development Workshop – Joint meeting with Housing Authority re: Affordable Housing** – The Housing Authority called to order at 8:07 p.m. Present were Housing Authority members Timothy Kelley, Diane Cohen, Mary Connors, Karen Flammia, and Kevin Mulvey. Also present were Housing Authority Director Lyn Whyte, Jacquie Carson, Richard Rice, Patrick Mallon, Don Artis, ZBA Chairman Damase Caouette, and CPDC members Charlie Adams and Jeffrey Hansen.

The Town Manager noted that Town Meeting approves the Affordable Housing Trust Fund yearly and the balance is approximately \$200,000. We need a plan to add money to it and then a plan on what to spend it on. The Board might want to consider adopting the state regulations.

Town Planner Jean Delios noted that the Housing Production Plan is required by the State. We need to show how we are getting to the 10%. The Town looks at the Affordable Housing Trust Fund to help develop affordable housing. The Town is also considering a Regional Housing Services Coordinator. When the Housing Production Plan was updated, the Town reached out to Mass Housing, EMARC, and they are also looking at zoning and land use. The Housing Authority has met with Artis regarding payment in lieu of units.

The Town Manager reviewed other communities' formulas and noted that some negotiate an amount based on zoning requirements. Artis Development costs are heavily on services and hard to calculate. They could provide GAP financing to an existing affordable housing provider, or there are single family homes in town that could be purchased and used as a group home. For Artis, the 10% of 64 beds equals 6 units. With the median being \$432,000, then \$133,000 per bedroom times 6 equals \$789,000 and a GAP of 75% funding equals \$598,500. That could be broken down to three payments of \$199,500 with one payment up front, the second payment when the occupancy permit is issued, and the third would be waived if the zoning is changed to exempt.

Karen Flammia noted that the Housing Authority will focus on any opportunity to use the trust but there are none there. They sold a house last year that was donated to the Housing Authority and they built two prefab homes on Wilson Street.

Tim Kelley noted that the Housing Authority has never asked to access the Affordable Housing Trust Fund and they haven't received any grants. They use mortgage financing and would consider looking at multi-families and condos. Gazebo Circle has an affordable housing program but the sales are tied to the market.

Lyn Whyte noted they may purchase another unit if they can get some money.

Marsie West asked how the Regional Housing Coordinator would work into this and Jean Delios noted that person would help preserve units and make sure the proper procedure is followed. They will also have a ready buyers list. Lyn Whyte noted there is no centralized list right now.

**Board of Selectmen Minutes – September 10, 2013 – page 5**

Daniel Ensminger asked if the Woburn Street property could become housing and Jean Delios noted yes, and that it has already been ANR'd.

Ben Tafoya noted that he likes the way the Affordable Housing Trust Fund works now but noted it would be good to have opportunities to replenish it. He noted that inclusive zoning provides for affordability and also suggested increasing the % and rationalizing zoning types with inclusive zoning.

James Bonazoli noted that Artis Development is a senior living community being built where Eric's Greenhouse used to be. He likes the Town Manager's recommendation to spread payments out at \$133,000 per unit.

Tim Kelley noted that Artis did a presentation to the Housing Authority and they gave numbers they thought were reasonable. The process has to go on and consult with CPDC.

Don Feltman, President of Artis, noted he is not seeking to change the Town's Bylaws. The Batem family is a philanthropic family. They are proposing a memory care product for people with Alzheimer's. The concept is secured freedom that replicates a lifestyle. The facility consists of four neighborhoods. The homes will have small bedrooms, a living room, dining room, and kitchen. It will have a fenced secured area so patients can leave the house and go for a walk. In regards to payment to the town in lieu of affordable units, there are only two communities in the area who consider assisted living as part of affordable. The state regulations don't consider assisted living because it's a service. The facility has only four kitchens so it's only four units. Jay Hicks approached him about paying \$125,000. He went on vacation and when he came back Mr. Hicks was talking about \$175,000 to the Housing Authority. It is difficult for his board to come up with \$175,000 and they can't do any more than that. In addition, the property owner has been difficult about giving them additional time to get through the process.

Ben Tafoya indicated he endorses the Town Manager's recommendation with inclusion and recommends that the Housing Authority include the Town Manager or designee in their discussion.

Both Marsie West and Dan Ensminger indicated they were not ready to endorse and would not make a recommendation to the ZBA.

Tim Kelley noted that the Housing Authority needs advice from the CPDC before making a decision.

Charlie Adams requested the Selectmen's advice so CPDC is not making a decision on their own.

Ben Tafoya noted it was up to the Housing Authority, CPDC, and the proponent.

James Bonazoli noted he had an issue with a letter going out accepting \$175,000 without having met with CPDC. Tim Kelley noted the vote does not accept the dollar amount.

505

**Board of Selectmen Minutes – September 10, 2013 – page 6**

Lyn Whyte noted that her calculations were based on a Reading Housing Authority one-bedroom unit with 200 square feet which equals \$29,000 per unit equaling the \$175,000. She noted the Town has a need for this type of facility.

Both Marsie West and Dan Ensminger indicated that makes sense and they would make the recommendation of \$175,000.

James Bonazoli noted he supported the original proposal.

**A motion by Ensminger seconded by Tafoya 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 \$175,000 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 was approved by a vote of 4-0-0.**

**A motion by Kelley seconded by Mulvey for the Housing Authority to adjourn at 9:35 p.m. was approved by a vote of 5-0-0.**

Permits Process Update – The time being limited, it was decided to move this item to a future agenda.

Economic Development Committee Mission – The Town Manager noted he met with the Economic Development Committee and they are looking for direction. Sheila Clark noted that the information in the packet was requested by John Arena. She noted that their mission is to recruit business, retain business, and partner with businesses.

Sheila Clark noted that future Board of Selectmen and EDC workshop topics include: Fall Street Faire revenue; meals tax revenue; EDC government body; and commercial development task force.

Marsie West noted it would be useful to see the number of businesses that have been helped and how will the EDC follow up. Sheila Clark indicated she will get that information.

Meaghan Young noted that Calareso's took advantage of the best retail practices and interns were working on the building façade program.

Ben Tafoya noted that the post office is an important building downtown. It would be nice to have a group of people monitoring them. Mr. Tafoya noted that there is a difference between the people who own the property and the people who rent. He also suggested that they look at the eastside of Main Street.

Daniel Ensminger gave kudos to EDC and Jean Delios for streamlining the process. Jean Delios noted that the software program is very helpful and smoothes things out a lot. Having everything under one roof is good too.

Karl Weld asked if it is time to relook at the Master Plan and Marsie West indicated it is time to revisit it, i.e. it references the Atlantic Market and the Post Office.

Jean Delios noted that we could do a stand-alone economic development plan.

5ab

**Board of Selectmen Minutes – September 10, 2013 – page 7**

Development Updates – Jean Delios noted that the MBTA agreement has been extended for another year and she gave a quick update on the developments around town.

Ben Tafoya asked about the former gas station on Main Street and Jean Delios noted there is a DRT meeting next week on that because Pizza World bought the property. She also noted that the Hot Spot is going to be a beauty café.

Preview Subsequent Town Meeting – The Town Manager reviewed the outline for the Subsequent Town Meeting Warrant consisting of 16 Articles.

Ben Tafoya noted it would be helpful to get more information from the Housing Authority as to what they do. The Town Manager indicated he will schedule quarterly meetings with Lyn Whyte and update the Board.

**Approval of Minutes**

**A motion by Tafoya seconded by Ensminger to approve the minutes of August 20, 2013 was approved by a vote of 4-0-0.**

**A motion by Tafoya seconded by West to approve the minutes of August 21, 2013 as amended was approved by a vote of 4-0-0.**

**A motion by Tafoya seconded by West to adjourn the meeting at 10:32 p.m. was approved by a vote of 4-0-0.**

Respectfully submitted,

Secretary

# Jeanne Borawski

3 Deer Path Lane • Reading, MA 01867  
(617) 723-5744 • jeanne\_borawski@hotmail.com



4/CBOS

2013 SEP 11 AM 8:43

September 12, 2013

Barry Berman  
Chair, Finance Committee

Town of Reading  
16 Lowell St  
Reading, MA 01867

Dear Barry:

Because of my recent appointment to the School Committee, I am submitting my letter of resignation from the Finance Committee.

Although I'm looking forward to serving on the School Committee, I will greatly miss my colleagues on the Finance Committee. It has been a pleasure and an honor to serve with you. Our town is fortunate to have such a smart, dedicated, thoughtful group focused on our long-term fiscal stability.

I look forward to continuing to work with you and all members of the Finance Committee in the future.

Sincerely,

A handwritten signature in cursive script that reads "Jeanne Borawski".

Jeanne Borawski

CC: Robert LeLacheur, Town Manager  
Laura Gemme, Town Clerk  
Reading Board of Selectmen ✓  
Reading School Committee  
Dr. John Doherty, Superintendent

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4CB05



*The Commonwealth of Massachusetts  
Department of the State Treasurer  
Alcoholic Beverages Control Commission  
Boston, MA 02114*

**Steven Grossman**  
*Treasurer and Receiver General*

**Kim S. Gainsboro, Esq.**  
*Chairman*

**THE ALCOHOLIC BEVERAGES CONTROL COMMISSION ("ABCC") ADVISORY**

**DEPARTMENT OF REVENUE CERTIFICATE OF GOOD STANDING UPDATE**

As you are aware, effective May 28, 2013, the ABCC implemented a new tax procedure to streamline the retail license approval process to benefit the retail beverage alcohol business community. We presented a solution allowing license applicants to drive the process by obtaining a DOR Certificate of Good Standing (COGS) prior to the licensing process. We are pleased to announce that this procedure has been a resounding success, and has substantially reduced the application turnaround time.

We appreciate all of the diligent work done at the local level with these licenses; however we have found, some four and a half months later, the licensees are still submitting applications without the required tax releases. Applications that are submitted without the required supporting documentation require a significant dedication of resources, and hinder the approval process. This is particularly true with applications that do not have a COGS.

As a result, effective October 1, 2013, the ABCC will return any applications that do not have either the required COGS or a conditional release or notification of a payment plan each written on Department of Revenue letterhead. We apologize for any inconvenience this may cause, but see no other solution.

If a Board or Commission receives an application without the appropriate supporting documentation, it must accept the application in the ordinary course and schedule a hearing. Once the application is before the Board or Commission, it can vote to deny the application for lack of documentation or table the vote on the application until the supporting documentation is supplied.

We would like to remind you that only certain license transactions require a COGS. These transactions include:

- New Officers/Directors/LLC Mangers
- Transfer of License (to be clear the COGS must come from the current licensee not the applicant)
- Pledge of License/Stock
- Transfer/Issuance of Stock
- New Stockholder
- Seasonal to Annual License
- Adding Cordials/Liqueurs
- Change of Corporate Name
- Management Agreements
- Change of License from Wine & Malt to All Alcohol

Please do not hesitate to contact Ralph Sacramone, 617-727-3040 ext. 731 or Patricia Krueger, 617-727-3040 ext. 718, with any questions you may have. Thank you for your continued support and cooperation.

(Issued: September 12, 2013)

86

L/C BOS

**Schena, Paula**

---

**From:** LeLacheur, Bob  
**Sent:** Monday, September 16, 2013 11:13 AM  
**To:** Schena, Paula  
**Subject:** FW: Compost Center Hours

For BOS packet

---

**From:** L. M. Maffeo [[mailto:](#)]  
**Sent:** Monday, September 16, 2013 10:54 AM  
**To:** Town Manager  
**Subject:** Compost Center Hours

Dear Mr. LeLacheur,

I am writing with an inquiry about the Compost Center Hours. Might you consider adjusting one of the weekday (Monday or Friday) hours of operation to include hours later in the afternoon say Noon-5pm or 6pm? This would allow residents who have a conflict with the 8-2:30 window an alternative time.

Thank you.  
Yours, Marcie Maffeo  
15 Arnold Avenue

**Schena, Paula**

---

**From:** LeLacheur, Bob  
**Sent:** Monday, September 16, 2013 7:29 AM  
**To:** Schena, Paula  
**Subject:** FW: Ordinance re: business in Reading

For BOS packet

-----Original Message-----

**From:** Christine Hansen [\[mailto: \]](#)  
**Sent:** Monday, September 16, 2013 6:48 AM  
**To:** Cormier, Jim; LeLacheur, Bob  
**Cc:** Scott Vermilya; Reading - Selectmen  
**Subject:** Ordinance re: business in Reading

Dear Chief Cormier,

Thank you again for information adopted by the Board of Selectman concerning the conduct of business between the hours of Midnight to 6:00 AM in the Town of Reading. I, along with my fellow residents of 30 Haven, continue to be disturbed by Waste Management garbage collection in the early morning hours. For example, garbage and recycling trucks arrived at 3:38 am, 4:30-4:57 am and 5:06 am today. Neighbors noted six garbage trucks on Saturday evening and early morning hours of Sunday in addition to extended hours at Portland Pie.

Please provide an update as to the status of the ordinance. On behalf of my fellow residents, we would be grateful for its application and enforcement.

Cordially,  
Christine Hansen  
2008  
30 Haven Street  
Reading, MA  
781-944-7087

4c BOC  
copy Colleen O'Brien

September 5, 2013

2013 SEP -9 AM 10:35

Vincent F. Cameron Jr., Gen. Mgr.  
Reading Municipal Light Dept. (MA)  
230 Ash St., P.O. Box 150  
Reading, Massachusetts 01867-0250

Dear Mr. Cameron,

My recent letter of 08-05-13 refers.

I think others might be interested in knowing about another utility pole issue concerning the preservation treatment of wood utility poles. Background information for this issue is contained in a newspaper article in the 12-14-02 issue of the Indianapolis Star.

The Texas Transportation Institute estimates there are 88 million utility poles in the United States. Your customers, etc. might be interested in knowing how many utility poles are installed on your system and how many of these are CCA wood poles and ACZA (Ammoniacal Copper Zinc Arsenate) wood poles.

Arsenic treated wood utility poles as well as arsenic treated wood decking materials are, of course, both readily accessible to the general public. However, please keep in mind that wood utility poles, particularly electric power poles, are placed relatively deep in the ground. Consequently, they are much closer to natural ground water systems than are most arsenic treated wood decking materials.

*Ken Sharp*

Ken Sharp  
9342 Oak Run Circle  
Indianapolis, Indiana 46260

cc: Rick Bosetti, Reading

8el

# Lumber

■ Children's treated play sets prompted greatest concern.

From E1

to arsenic is desirable," the EPA said.

"There's always been a question about how bad or dangerous treated lumber was," said Lynn Jenkins, president of the Indiana Organic Gardeners Association.

"The EPA is not quick to ban something. It does so after study and analysis, and when it says you probably shouldn't use it, it's time for serious thought and action. They call it pressure-treated lumber. If they called it arsenic-treated lumber, which it is, people might think differently," she said.

There are disputes over what amounts being leached out are safe.

Arsenic, chromium and copper are heavy metals, and certain amounts are necessary for human and animal nutrition. Low concentrations of the chemicals occur naturally in water, soil, plants and the human body.

Arsenic causes the greatest concern because of its ability to have a cumulative toxic effect in humans with long-term exposure, according to Penn State University Agricultural Research and Cooperative Extension.

Chromium and copper bind more strongly with the soil and leach less than arsenic, which has a weaker bond and tends to be more mobile, Penn State says. The arsenic can be taken up in some foods and can accumulate in people who eat the produce

contaminated by the heavy metal.

No one recommends tearing out existing structures made with CCA-treated lumber. In the garden, people can line the lumber with a heavy plastic, which retards the chemicals leaching into the soil, said Steve Mayer, a horticulture educator with Purdue University Marion County Extension.

The impetus for the EPA ban seems more closely tied to use of CCA-treated lumber in children's play sets, he said. The worry is over the direct contact kids may have with swing sets, fences, picnic tables, decks and railings made of pressure-treated lumber.

The EPA says food should never come in contact with treated wood, and it recommends always washing hands thoroughly after contact with any wood, es-

pecially before eating and drinking. Additional precautions include painting pressure-treated wood regularly with penetrating coats of oil-based or semi-transparent stains. Film-forming or non-penetrating stains are not recommended for outdoor use.

Homeowners are encouraged to consider alternative materials for outdoor projects around the home, such as naturally decay-resistant woods: cedar, redwood, Osage orange, white oak or locust. None will last as long as pressure-treated wood, however. Plastic lumber, concrete blocks, bricks or stone also can be used for decks, borders and walls.

Another option is wood treated with alkaline copper quaternary (ACQ), an alternative preservative without arsenic or chromium. It does contain more copper, however.

Most of the alternatives will be more expensive than the low-cost pressure-treated lumber.

For more information about CCC-treated lumber, visit these Web sites:

- [www.epa.gov/pesticides/citizens/cca\\_transition.htm](http://www.epa.gov/pesticides/citizens/cca_transition.htm)
- [www.treatedwood.com/news](http://www.treatedwood.com/news)
- [www.southernpine.com](http://www.southernpine.com)
- [www.hort.purdue.edu/ext/lumber\\_update.html](http://www.hort.purdue.edu/ext/lumber_update.html)
- [www.in.gov/idem/kids/5star/fall01.pdf](http://www.in.gov/idem/kids/5star/fall01.pdf)
- [www.mchd.com/cca\\_lumber.htm](http://www.mchd.com/cca_lumber.htm)
- <http://pubs.cas.psu.edu/freepubs/pdfs/ucl73.pdf>

# Pressure-treated lumber will be restricted

12-14-02

■ EPA cites concern about arsenic leaching into the soil; ban is effective Jan. 1, 2004.

By Jo Ellen Meyers Sharp

Correspondent

In a little more than a year from now, a popular wood used for outdoor projects will no longer be available for use around the home.

Commonly referred to as pressure-treated lumber, chromated copper arsenate (CCA) wood can be found in raised beds in the garden, landscape timbers, fences, children's play sets and decks around millions

of homes throughout the country.

CCA has been used for decades to preserve wood that comes in contact with the soil. However, the Environmental Protection Agency announced earlier this year that it no longer would approve CCA to treat wood intended for residential uses, effective Jan. 1, 2004.

Research has shown the weather causes the chemicals to leach from the wood to the soil, where it can be taken up in root crops and other foods. In other cases, the chemicals may contaminate soil near the wood or under decks, or come in direct contact with kids who play on equipment.

**"They call it pressure-treated lumber. If they called it arsenic-treated lumber, which it is, people might think differently."**

Lynn Jenkins  
president, Indiana Organic Gardeners Association

"Although the agency has not concluded that there is unreasonable risk to the public from these products, we do believe that any reduction in exposure

See Lumber, Page E6

## Treated lumber

Whenever working with treated lumber (lumber treated with chromated copper arsenate or CCA) to build an outdoor project, remember:

- Wear a dust mask when cutting or sanding treated lumber.
- Work over a drop cloth when cutting or sanding so sawdust can be collected easily and disposed of in the trash.
- Never burn treated lumber.
- Don't use pieces for composting or mulch.
- Always wash your hands and clothes after working with treated lumber.

Source: Indiana State Department of Health and Indiana Department of Environmental Management

4/2 BOS

**Schena, Paula**

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**From:** LeLacheur, Bob  
**Sent:** Wednesday, September 18, 2013 6:11 PM  
**To:** Schena, Paula  
**Subject:** FW: Environmental Bond Bill Meeting Highlights

for BOS packet

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**From:** Markos, Arthur  
**Sent:** Wednesday, September 18, 2013 5:40 PM  
**To:** LeLacheur, Bob; Zambouras, George; Zager, Jeff  
**Subject:** Environmental Bond Bill Meeting Highlights

Hello, I attended Public Hearing for the Environmental Bond Bill # 3332 at The State House on 9-18-13

Link to read entire bill>>

<http://www.mass.gov/legis/journal/desktop/2013/H3332.pdf>

Here are the "Highlights"

The hearing included testimony from various Representatives and officials about agricultural/environmental projects that this bill can help most notables were: an state of the art agricultural and farming research center in Waltham MA sponsored by the UMASS and the state AND new Commerce Terminal in New Bedford's seaport.

-Most pertinent Testimony to cities/towns was from Carolyn Dykema, Mass State Rep 8th Middlesex District, presented her case about replacing/updating our water infrastructure through grants within this bill and explained about a statewide 10.2 Billion dollar gap in maintaining and replacing our water infrastructure in all cities and towns, she also mention House Bill #690 that will include 200 million dollar for infrastructure improvements over the next 10 year.

- Also included in this bill would be 10 Million for smart growth – Bike paths

-It seems as land and park programs will be limited to State run properties, but the Mayor of Somerville was there to explain the need for monies to preserve open land for parks in Somerville and towns like it.

Let me know if any other info is needed from the hearing

Thanks,

**Arthur G. Markos**

Assistant Civil Engineer  
Town of Reading  
Engineering Division  
16 Lowell Street  
Reading, MA 01867  
781.942.6684  
Fax: 781.942.5441

Engineering Office 781.942.9082

8F

L/C BOS

**Schena, Paula**

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**From:** LeLacheur, Bob  
**Sent:** Wednesday, September 18, 2013 6:10 PM  
**To:** Schena, Paula  
**Subject:** FW: Verizon Notice to Subscribers  
**Attachments:** Customer Notice - November.pdf; Customer Notice - October.pdf

for BOS packet

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**From:** Frere, Mary Louise [mary.l.frere@verizon.com]  
**Sent:** Wednesday, September 18, 2013 5:29 PM  
**Subject:** Verizon Notice to Subscribers

Dear Municipal Official;

This is to notify you of FiOS® TV programming changes.

On or after December 19, 2013, channel 1750 will be removed from the FiOS® TV channel line-up. The current programming on channel 1750, "Al Jazeera America" will continue to be available on channel 114. Customers will be notified by means of a bill message in the October bill cycle.

On or after September 23, 2013, channel 160, "Style" becomes "Esquire Network" featuring a wide variety of content including programming about gaming and technology, entertainment, food, fashion, women, humor and travel. Customers are currently being notified by means of an onscreen Message Center Notice. Customers will also be notified by means of a bill message in the November bill cycle.

On or after October 1, 2013, channel 191, "G4" will be discontinued. "G4" programming will continue to be available on FiOS Free on Demand. Customers are currently being notified by means of an onscreen Message Center Notice. Customers will also be notified by means of a bill message in the November bill cycle.

Sample customer notification is attached.

Access to the FiOS® TV channel lineup is available 24/7 by visiting us online at [verizon.com/fiosstvchannels](http://verizon.com/fiosstvchannels).

We realize that our customers have other alternatives for entertainment and our goal is to offer the best choice and value in the industry. Verizon appreciates the opportunity to conduct business in your community. Should you or your staff have any questions, please contact me.

*Mary L. Frere*  
Senior Consultant – FiOS Video  
Verizon Communications  
125 High Street Oliver Tower  
Boston, MA. 02110

891

617-743-4119



## **FiOS® TV Channel and Programming Changes**

On or after September 23, 2013, channel 160, "Style" becomes "Esquire Network" featuring a wide variety of content including programming about gaming and technology, entertainment, food, fashion, women, humor and travel.

On or after October 1, 2013, channel 191, "G4" will be discontinued. "G4" programming will continue to be available on FiOS Free on Demand.



## **FiOS® TV Channel and Programming Changes**

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4 C BOS



2013 SEP 16 AM 10: 44

September 16, 2013

**Board of Selectmen  
Town of Reading  
16 Lowell Street  
Reading, MA 01867**

**Dear Chairman and Members of the Board::**

Comcast is pleased to announce that it will continue to provide high-speed Internet service to **Reading** schools, and your local library, free of charge again this year, continuing the company's tradition of putting its advanced fiber technology to work for the communities we serve.

Comcast has offered free high-speed Internet service to schools, libraries and Boys & Girls Clubs across the region since our arrival in 2003. Comcast also uses an advanced fiber-rich network to deliver free cable television service to schools and other public buildings in **Reading**. The company's broadband contribution in **Reading** alone has an annual value of more than **\$11446.8**.

Additionally, Comcast recently launched Internet Essentials, a program which provides families with children who are eligible to receive free lunches under the National School Lunch Program (NSLP) with low-cost Internet service, affordable computers and digital literacy training. The goal of Internet Essentials is to help close the digital divide and ensure more Americans benefit from all the Internet has to offer. The national program addresses what research has identified as the three primary barriers to broadband adoption – 1) a lack of understanding of how the Internet is relevant and useful; 2) the cost of a home computer; and 3) the cost of Internet service. The launch of this program has been a collaborative effort with schools, community leadership and community based organizations throughout the country. To learn more, please visit [www.internetessentials.com](http://www.internetessentials.com).

Comcast is focused on delivering the best in innovation, information and entertainment to our customers in **Reading** and across the region. We are committed to using our resources to make meaningful investments in communities where our customers and employees live and work. Comcast is pleased to help make a difference in schools and libraries by providing fast and reliable video and high-speed Internet connections.

As always, it has been a pleasure working with your community and we look forward to continuing our support of **Reading** for years to come.

Sincerely yours,

*Jane M. Lyman*

**Jane M. Lyman**  
Senior Manager, Government and Regulatory Affairs  
Comcast – Greater Boston Region

Sh

4CBOS

RECEIVED  
TOWN CLERK  
READING, MASS.

Carole Scrima  
709 Gazebo  
Reading Ma 01867

2013 SEP 16 A 11:11!

To whom it my Concern,

I Carole Scrima Have resigned from C>O>A> I have sent a letter to them. I have serverd for 7 years and  
Have enjoyed every moment . My younger daughter needs me to babysit. I am hoping to get back on a  
board next year.

Thanks you

Carole scrima

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Massachusetts Municipal Association  
One Winthrop Square  
Boston, MA 02110  
(800) 882-1498 \* Fax (617) 695-1314

4C BOS

2013 SEP 17 AM 10:34

## Massachusetts Municipal Association Fall Conference for Selectmen

Saturday October 5, 2013

8:00 a.m. to 1:30 p.m.

*Tri-County Regional Technical Vocational High School, Franklin*

**Register Today at [www.mma.org](http://www.mma.org)**

**Fax: (617) 695-1314 or email [dcosta@mma.org](mailto:dcosta@mma.org)**

- 8:00 a.m.            **Registration, Networking and Breakfast**
- 8:45 a.m.            **Welcome and Introductions**  
**Joshua Ostroff**, Selectman, Natick and President, Massachusetts  
Selectmen's Association
- 9:00 a.m.            **MMA Legislative Update**  
**Geoff Beckwith**, Executive Director, Massachusetts Municipal Association
- 9:30 a.m.            **Opening Session: A Public Safety Analysis of the Marathon Bombings  
and Aftermath**  
**Edward P. Deveau**, Chief, Watertown Police Department  
**Daniel P. Linskey**, Superintendent-in-Chief, Boston Police Department  
Moderator: **Joshua Ostroff**, Selectman, Natick
- 10:15 a.m.           **Breakout Session A: Performance Evaluation of a Town  
Administrator/Manager**  
**Denise Casey**, Human Resources Director, Lexington  
Moderator: **Kim Roy**, Selectman, Halifax
- Breakout Session B: Sustainable Water Management**  
**Kenneth L. Kimmell**, Commissioner, MassDEP  
**Bethany Card**, Assistant Commissioner, Bureau of Resource Protection,  
MassDEP  
**Carolyn Dykema**, Representative, House Committee on Environment,  
Natural Resources and Agriculture  
Moderator: **David Dunford**, Selectman, Orleans
- 11:15 a.m.           **Break**
- 11:30 a.m.           **Breakout Session C: Strategies for Managing Town Infrastructure and  
Assets**  
**Charles Foskett**, Arlington Finance Committee  
Moderator: **Paul DeRensis**, Selectman, Sherborn
- Breakout Session D: How Actions on Capitol Hill and Beacon Hill Affect  
Your Community**  
**John Robertson**, MMA Legislative Director  
**Alex Vispoli**, Selectman, Andover
- 12:30 p.m.           **Lunch Buffet**
- 1:30 p.m.            **Adjournment**

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**Directions**  
**Tri-County Regional Vocational Technical High School**  
**147 Pond Street**  
**Franklin, MA 02038**

The High School is located 25 miles southwest of Boston, near the junction of route 140 and route 495.

If you are traveling north on route 495 take exit 17 and stay to the right as you come to the top of the ramp. Turn right onto route 140 and move into the left hand lane as you approach the traffic signal.

If you are traveling south on route 495 take exit 17 and stay to the left as you come to the top of the ramp. At the traffic signal take a left, crossing over route 495. Proceed straight through the next traffic signal after you cross over the highway. Move into the left hand lane as you approach the next traffic signal.

At the traffic signal (in front of the shopping plaza) turn left. The access road to Tri-County (Tri-County School Dr.) will be your first right, which will be almost immediately after the traffic signal. Proceed up the hill on the access road and take your first and second rights. Take your first left to park in the parking area.

**Registration Form**

**Fall Conference for Selectmen  
Tri-County Regional Technical Vocational High School, Franklin  
Please reply by Tuesday October 1<sup>st</sup>**

Name \_\_\_\_\_

Title \_\_\_\_\_

Municipality \_\_\_\_\_

Day Phone \_\_\_\_\_

Email \_\_\_\_\_

*This event is free of charge but pre-registration is required.*

*For questions or accessibility requests, please contact David Costa or Megan Devine at the MMA at (800) 882-1498  
Mail to: Massachusetts Municipal Association 1 Winthrop Sq., Boston MA 02110, fax 617-695-1314 or email [dcosta@mna.org](mailto:dcosta@mna.org)  
Or register online at [www.mma.org](http://www.mma.org)*

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