Town of Reading
Meeting Posting with Agenda

RECEIVED
TOWN CLERK
READING, MASS.

2013 OCT -3 P 1:04

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2013-10-08 Time: 7:00 PM

Building: Reading Town Hall Location: Selectmen Meeting 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 not be accepted.

Topics of Discussion:

	OFFICE HOUR – James Bonazoli	**6:30**
1)	**Reports and Comments**	
	a. Selectmen's Liaison Reports and Comments	
	b. Public Comment	
	c. Town Manager's/Assistant Town Manager's Report	
2)	**Open Session for topics not reasonably anticipated 48 hours in advance of the meeting**	
3)	**Proclamations/Certificates of Appreciation**	
4)	**Personnel & Appointments**	
	a. Ad Hoc Zoning Advisory Committee	
5)	**Discussion/Action Items**	
	a. RMLD Citizen Advisory Board Member Report	7:15
	b. RCTV Member Report	7:25
	c. Hearing – Liquor License Transfer, Change of Location – Wine Bunker	8:00
	d. Reading Ice Arena Authority Report	8:10
	e. Auburn Street Water Tank – Project Update	8:20
	f. Franklin and Main Intersection	8:30
	g. Other Traffic Issues	
	h. West Street Project Overview	
	i. Review of Downtown Public Parking	
	j. Town Government Re-Organization	9:30
6)	**Approval of Minutes**	
	a. September 9, 2013	
	b. September 24, 2013	

7) Licenses, Permits and Approvals

a. Common Victualler and Entertainment Licenses issued to Orange Leaf Frozen Yogurt, 612 Main Street

8) Executive Session

9) Correspondence

copy a. Correspondence from Robert LeLacheur to Greg Balukonis, Town Administrator in North Reading, re: Heavy Vehicle Exclusion for Chestnut Street in North Reading

copy b. Email from Mary Frere from Verizon Communications re: Rate Change

copy c. Correspondence from Amy O'Brien at EMARC re: 19th Annual Tucker Gala

copy d. Correspondence from Jane Lyman at Comcast re: Reactivation Fee

copy e. Correspondence from Colleen Loughlin, Retirement Board Administrator re: appointment of the "Election Officer"

2013	DRAFT - BOARD OF SELECTMEN AGENDAS		2013
10/3/2013		Presentation	Estimated Start time
	October 8, 2013	**WORKSHOP**	
Office Hour	**James Bonazoli**		**6:30**
Appointment	**ad hoc Zoning Advisory Committee**		
	Reports		
	CAB (RMLD) member Report		**7:15**
	RCTV members Report	**Smethurst/Walsh**	**7:25**
	RIAA Report	**McFadden**	**8:10**
HEARING	**Liquor License Transfer, Change of Location - Wine Bunker**	**LeLacheur**	**8:00**
	Auburn Street water tank - project update	**DPW staff**	**8:20**
	Traffic & Safety Workshop		**8:30**
	Franklin & Main intersection	**Zambouras**	
	Other traffic issues	**Cormier**	
	West Street project oveview	**Zambouras**	
	Review of Downtown public parking	**Cormier**	
	Town government re-organization	**LeLacheur**	**9:30**
	October 22, 2013		
Proclamation	**"Friends of the Library" Week**	**Klepeis**	**7:15**
	Library Building Committee update	**Hutchinson & Urell**	**7:20**
	Tax Classification preview	**joint mtg BOA**	**7:30**
HEARING	**FY14 Classification Plan**	**Roberts**	**8:00**
	Field naming request	**Feudo**	**8:30**
	Birch Meadow Master Plan	**Feudo**	**8:45**
	Dog Park opportunity	**Feudo**	**9:00**
	Strout Avenue Master Plan (complete after Town Forest planning work is done)	**Feudo**	**9:15**
	Vote Subsequent TM Warrant Articles	**LeLacheur**	**9:30**
	October 30, 2013 (Weds.) - Financial Forum (FY15 Budget)	**Pleasant St. Ctr**	**7:30**

	November 5, 2013		
Office Hour	**Marsie West**		**6:30**
HEARING	**Tax Classification**	**joint mtg BOA**	**7:30**
	Consideration of Class 2 MV license	**LeLacheur**	**8:30**
	Second Water Meter	**Zager**	**8:45**
	Review Final Drainage studies	**Zambouras**	**9:00**
	Review Storm Water Enterprise Fund	**LeLacheur**	**9:15**
	Discuss moving Enterprise Fund debt to tax rate (requires voter approval)	**LeLacheur**	**9:30**
	November 7, 2013	**Senior Center**	**7:00**
	Adopt an Island Reception		
	November 12, 2013 - Subsequent Town Meeting (Tues)	**no meetings**	**7:30**
	November 14, 2013 - Subsequent Town Meeting (Thurs)	**no meetings**	**7:30**
	November 18, 2013 - Subsequent Town Meeting (Mon)	**no meetings**	**7:30**
	November 26, 2013		
	RCASA overview	**McNamara**	**7:30**
	Approve Liquor Licenses		**8:00**
	Approve Other Licenses		
	Approve early openings/24 hour openings		
	December 10, 2013	**WORKSHOP**	
Office Hour	**Marsie West**		**6:30**
	Review BOS/TM Goals		**7:30**
	Preview Town Manager's FY15 budget	**LeLacheur**	
	December 17, 2013		
	Appoint Town Counsel		
	Town Manager Performance Evaluation		
Future Agendas			
	Regionalization of other functions	**LeLacheur**	
	Policy on Trust Fund Commissioners	**Heffernan**	

	New Website	Gemme	
	Lyme Disease mitigation strategy	Clay	
Recurring Items			
	Town Accountant Report	Jan-Apr-Jul-Oct	Qtrly
	Review BOS/TM Goals	Mar-July-Dec	Tri-ann
	Review Customer Service survey results	Jan & July	Semi-ann
	RCTV members Report	Apr & Oct	Semi-ann
	CAB (RMLD) member Report	Apr & Oct	Semi-ann
	MAPC member Report	Apr & Oct	Semi-ann
	Reading Housing Authority Report		Annual
	Reading Ice Arena Report		Annual
	Appointments of BCCs	June	Annual
	Approve Classification & Compensation	June	Annual
	Tax Classification Hearing	Oct/Nov	Annual
	Approve licenses	December	Annual
	Appoint Town Counsel	December	Annual

Town of Reading
Engineering Division

Memo

To: Bob LeLacheur, Town Manager

From: George J. Zambouras, Town Engineer

CC: Board of Selectman

Date: October 3, 2013

Re: Main and Franklin Intersection - RSA

Attached please find the information package MassDOT forwarded for the Main Street and Franklin Street Intersection Roadway Safety Audit (RSA).

The meeting is scheduled for **Monday October 7, 2013 at 1:00PM to 3:00PM in the Police Department's Community Training Room**. A site visit of the intersection will take place during the meeting.

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Agenda

Road Safety Audit

Reading, MA

Main Street (Rt. 28) at Franklin Street

Meeting Location: Reading Police Department
15 Union Street, Reading, MA
Monday, October 7th, 2013
1:00 PM – 3:00 PM

Type of meeting:	**High Crash Location – Road Safety Audit**
Attendees:	**Invited Participants to Comprise a Multidisciplinary Team**
Please bring:	**Thoughts and Enthusiasm!!**
1:00 PM	**Welcome and Introductions**
1:15 PM	**Discussion of Safety Issues** • Crash history, Speed Regulations – provided in advance • Existing Geometries and Conditions
2:00 PM	**Site Visit** • Drive to the intersections Main Street and Franklin Street • As a group, identify areas for improvement
2:30 PM	**Discussion of Potential Improvements** • Discuss observations and finalize safety issue areas • Discuss potential improvements and finalize recommendations
3:00 PM	**Adjourn for the Day – but the RSA has not ended**

Instructions for Participants:

- **Before attending the RSA on October 7th, participants are encouraged to drive/walk through the intersection and complete/consider elements on the RSA Prompt List with a focus on safety.**
- **All participants will be actively involved in the process throughout. Participants are encouraged to come with thoughts and ideas, but are reminded that the synergy that develops and respect for others' opinions are key elements to the success of the overall RSA process.**
- **After the RSA meeting, participants will be asked to comment and respond to the document materials to assure it is reflective of the RSA completed by the multidisciplinary team.**

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massDOT
Massachusetts Department of Transportation
Highway Division

COLLISION DIAGRAM

SYMBOLS	TYPES OF CRASH	SEVERITY
Moving Vehicle	Head on	Injury
Backing Vehicle	Rear End	
Non-Involved Vehicle	Angle	Fatal
Pedestrian	Turning Movement	
Bicycle	Sideswipe	
Animal	Out of Control	
Parked Vehicle	Night Time Crash	
Fixed Object		

READING, MA

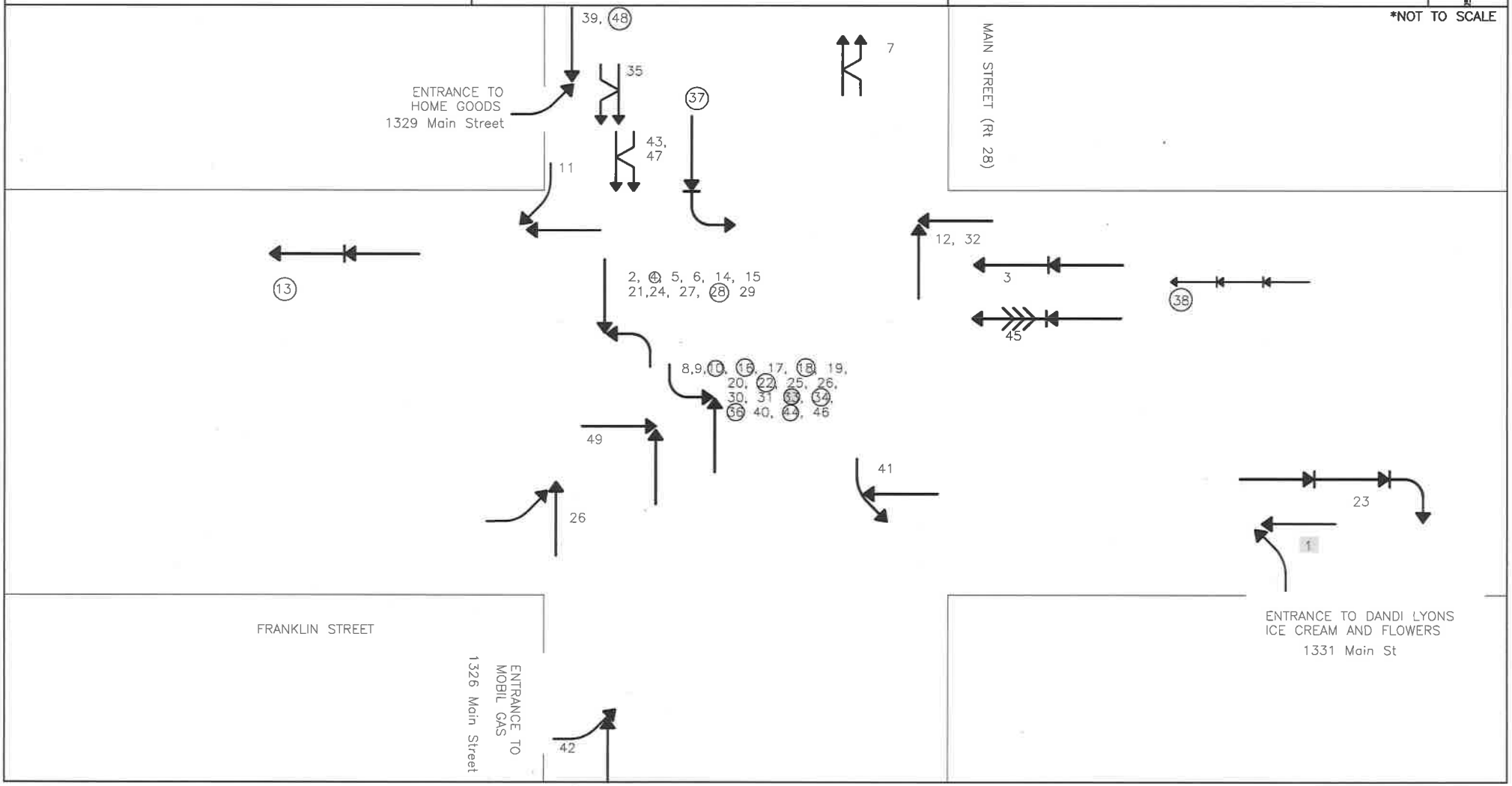
LOCATION: Intersection of Main Street (Route 28) and Franklin Street

REGION: 4

TIME PERIOD ANALYZED: March 2010–December 2012
SOURCE OF CRASH REPORTS: Reading Police Department
DATE PREPARED: June 17, 2013
PREPARED BY: CP

N

*NOT TO SCALE



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Crash Data Summary Table

Main Street (Route 28) at Franklin Street, Reading, MA

March 2010-December 2012

Crash Diagram Ref #	Crash Date	Crash Day	Time of Day	Manner of Collision	Light Condition	Weather Condition	Road Surface	Driver Contributing Code	Ages			Comments
	m/d/y			Type	Type	Type	Type	Type	D1	D2	D3	
1	3/26/10	Friday	9:07 PM	Sideswipe, same direction	Daylight	Clear	Dry	Failed to yield to right of way	54	16		V2 turning out of Dandi Lyons Ice Cream taking left, crashed into V1
2	4/24/10	Saturday	10:43 AM	Angle	Daylight	Clear	Dry	Failed to yield to right of way	60	59		
3	5/17/10	Monday	6:35 PM	Rear-end	Daylight	Clear	Dry	Other improper action	46	48		Possible OUI, V2 didn't want to speak to police stating she "had a drink"
4	5/28/10	Friday	6:29 PM	Angle	Daylight	Clear	Dry	Failed to yield to right of way	49	19		V2 traveling in outside lane hit V1 turning left.
5	5/30/10	Sunday	5:03 PM	Angle	Daylight	Clear	Dry	Failed to yield to right of way	17	24		V1 made improper left hand turn, struck by V2 in inside lane
6	8/8/10	Sunday	8:03 PM	Angle	Dusk	Clear	Dry	Failed to yield to right of way	33	54		Courtesy Crash
7	9/23/10	Thursday	8:13 AM	Sideswipe, same direction	Daylight	Clear	Dry		56	21		Improper lane change
8	10/22/10	Friday	6:09 PM	Angle	Dusk	Clear	Dry	Failed to yield to right of way	45	82		V2 cut off V1 and left scene of accident, contacted police later
9	10/24/10	Sunday	3:25 PM	Angle	Daylight	Clear	Dry	Failed to yield to right of way	61	84		Improper left turn, light was changing and V1 made rushed left turn
10	10/25/10	Monday	5:00 PM	Angle	Daylight	Clear	Dry	Failed to yield to right of way	58	44		Improper left turn
11	11/5/10	Friday	1:39 PM	Angle	Daylight	Cloudy	Wet	Failed to yield to right of way	57	86		V2 attempted right on red
12	11/18/10	Thursday	10:34 AM	Angle	Daylight	Clear	Dry	Disregarded traffic signs, signals, road markings	82	23		V2 ran red light, thought she could make yellow light
13	2/28/11	Monday	2:40 PM	Rear-end	Daylight	Rain	Ice	Inattention	45	53		V1 slid on icy road surface to rear end V2
14	3/10/11	Thursday	2:33 PM	Angle	Daylight	Clear	Dry	Made an improper turn	70	27		Possible speeding on part of V2, V1 made improper left hand turn
15	3/31/11	Thursday	1:34 PM	Angle	Daylight	Cloudy	Dry	Failed to yield to right of way	82	24		Uninvolved SB vehicle waiting to turn left in inside lane blocked the view of V1 while turning left
16	4/6/11	Wednesday	1:16 PM	Angle	Daylight	Cloudy	Dry	Failed to yield to right of way	66	21	45	Vehicles queued in the NB inside lane blocked the view of V1 while turning left.
17	4/14/11	Thursday	7:56 AM	Angle	Daylight	Clear	Dry	Inattention	25	40		No injuries reported, but narrative states both operators had minor injuries
18	7/10/11	Sunday	5:56 PM	Angle	Daylight	Clear	Dry	Failed to yield to right of way	31	26		Traffic in the NB inside lane stopped and V2 turned left into V1 in the outside lane.
19	8/5/11	Friday	5:59 PM	Angle	Daylight	Clear	Dry	Failed to yield to right of way	33	57		Courtesy Crash*
20	8/9/11	Tuesday	11:03 AM	Angle	Daylight	Clear	Dry	Failed to yield to right of way	47	49		Improper left-hand turn
21	8/11/11	Thursday	3:13 PM	Angle	Daylight	Clear	Dry	Driving too fast for conditions	72	17		Comment that vehicles first turned left from Rt 28 and rear-ended each other on Franklin at Dandi Lyons Ice Cream
22	8/27/11	Saturday	3:21 PM	Head on	Daylight	Rain	Wet	Failed to yield to right of way	30	52		Left hand turn fail to yield
23	9/14/11	Wednesday	2:02 PM	Rear-end	Daylight	Clear	Dry	Followed too closely	48	76	26	V1 taking right into Dandi Lyons Ice Cream, struck from behind
24	9/16/11	Friday	3:46 PM	Angle	Daylight	Clear	Dry		71	17		Queued vehicles in the SB inner lane blocked the view of V2 while turning left
25	10/10/11	Monday	2:36 PM	Angle	Daylight	Clear	Dry	No Improper Driving	36	57		Queued vehicles in the SB inner lane blocked the view of V2 while turning left
26	10/31/11	Monday	5:22 PM	Angle	Dusk	Clear	Dry	No Improper Driving	68	35	26	Traffic lights at intersection not operational due to power outage
27	11/16/11	Wednesday	4:01 PM	Sideswipe, opposite direction	Daylight	Rain	Wet		55	81		V1 attempted to take left turn onto Main when struck by V2 in inside lane
28	12/11/11	Sunday	4:23 PM	Angle	Daylight	Clear	Dry	Made an improper turn	55	61		Improper left hand turn, collided with someone in outside lane of Franklin
29	12/15/11	Thursday	9:11 AM	Angle	Daylight	Rain	Wet		34	69		Courtesy Crash, verbal warning given for failure to yield
30	12/19/11	Monday	3:57 PM	Angle	Daylight	Clear	Dry	Made an improper turn	72	34		Improper left hand turn
31	1/4/12	Wednesday	7:36 PM	Head on	Dark - lighted roadway	Clear	Dry		17	42		V1 misjudged gap when taking left turn and was struck by V2
32	1/18/12	Wednesday	8:12 AM	Angle	Daylight	Clear	Dry	No Improper Driving	40	UNK		V1 ran red light.
33	1/22/12	Sunday	4:42 PM	Head on	Dark - lighted roadway	Clear	Dry	Failed to yield to right of way	84	21		Left-hand turn fail to yield, other vehicle could not stop
34	2/6/12	Monday	8:19 AM	Angle	Daylight	Clear	Dry	Driving too fast for conditions	59	52		Left-hand turn attempted, V1 was speeding and hit left-turning vehicle
35	3/8/12	Thursday	3:30 PM	Sideswipe, same direction	Daylight	Clear	Dry	Failed to yield to right of way	21	49		Unsafe lane change
36	3/26/12	Monday	2:01 PM	Angle	Daylight	Clear	Dry	Failed to yield to right of way	70	49		NB vehicles in inner lane blocked view of vehicles. V2 traveling straight may have been speeding
37	4/5/12	Thursday	11:49 AM	Rear-end	Daylight	Clear	Dry		58	20		V1 began to move, but then had to stop to avoid another car and was hit
38	4/19/12	Thursday	2:00 PM	Rear-end	Daylight	Clear	Dry	Inattention	52	47	40	Operator 3 was tired and not paying attention, and rear ended V2
39	5/2/12	Wednesday	4:16 PM	Angle	Daylight	Rain	Wet	Failed to yield to right of way	31	65		V2 was exiting a parking lot turning left and did not see V1
40	5/23/12	Wednesday	7:57 AM	Angle	Daylight	Rain	Wet		22	69		Courtesy Crash
41	5/29/12	Tuesday	10:58 AM	Angle	Daylight	Cloudy	Dry	Wrong side or wrong way	41	59		Box of truck crossed over line while turning left and struck a stopped car

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Crash Data Summary Table

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March 2010-December 2012

Crash Diagram Ref #	Crash Date m/d/y	Crash Day	Time of Day	Manner of Collision Type	Light Condition Type	Weather Condition Type	Road Surface Type	Driver Contributing Code Type	Ages D1	Ages D2	Ages D3	Comments
42	6/19/12	Tuesday	9:28 AM	Angle	Daylight	Clear	Dry	Made an improper turn	80	51		V2 exiting Mobil gas station lot onto Main St, improper lane change
43	6/22/12	Friday	5:14 PM	Sideswipe, same direction	Daylight	Clear	Dry	No Improper Driving	21	UNK		V1 contacted V2 while stopped at light, V2 stated "you were in my blind spot it's not my fault" and continued driving
44	7/5/12	Thursday	2:08 PM	Head on	Daylight	Clear	Dry	Failed to yield to right of way	57	51	29	Queued vehicles in NB inner lane blocked view of vehicles, improper left turn
45	7/7/12	Saturday	10:19 PM	Angle	Dark - lighted roadway	Clear	Dry	Other improper action	80	57		V1 backed up into V2 while both were stopped at a light
46	8/1/12	Wednesday	5:49 PM		Daylight	Rain	Wet	Failed to yield to right of way	66	23	22	Improper left turn, car pushed into another car
47	8/16/12	Thursday	5:32 PM	Sideswipe, same direction	Daylight	Clear	Dry	Inattention	19	35		Improper lane change
48	9/15/12	Saturday	2:09 PM	Angle	Daylight	Clear	Dry	Failed to yield to right of way	32	40		V2 attempted to take a left turn out of home goods and was struck by V1
49	11/10/12	Saturday	9:02 AM	Angle	Daylight	Clear	Dry	Disregarded traffic signs, signals, road markings	16	32		V2 ran red light

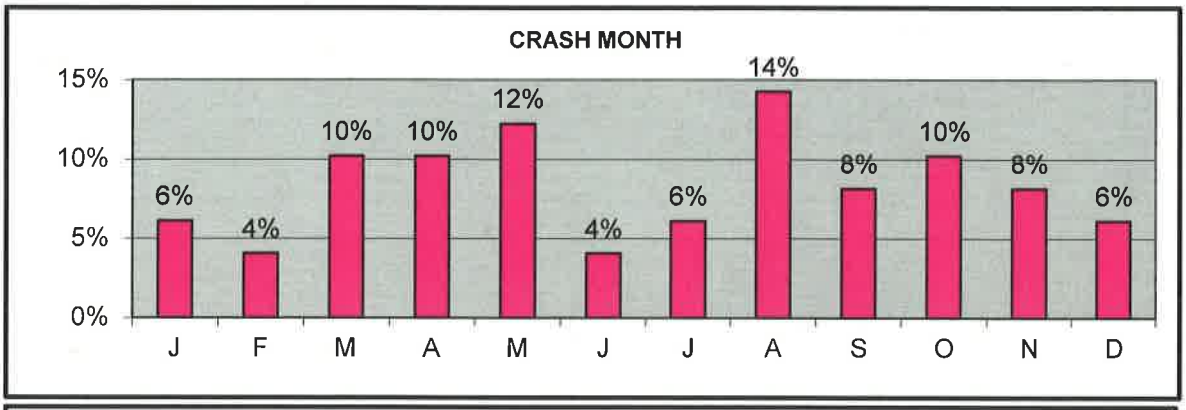
*Courtesy Crash - A term used to describe a crash that occurs subsequent to a non-involved mainline driver who gives the right of way, contrary to the rules of the road, to another driver.

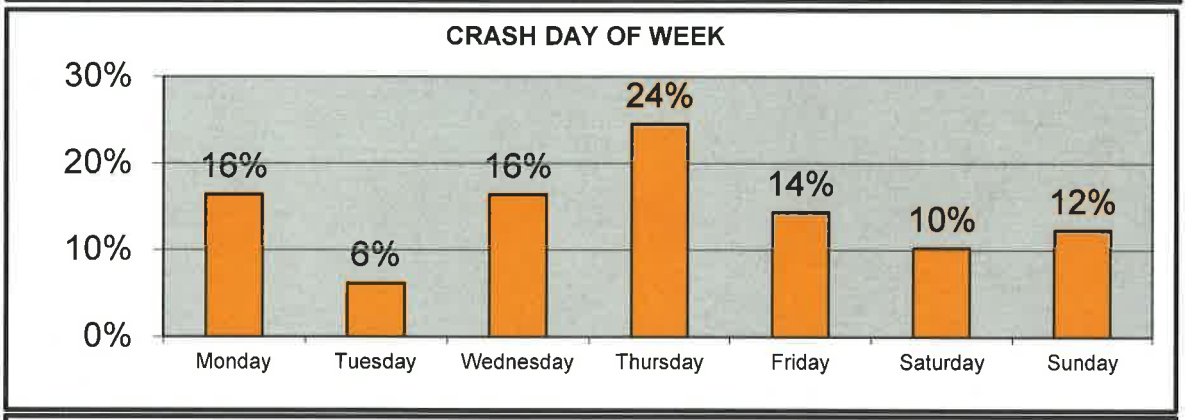
Summary based on Crash Reports obtained from the Reading Police Department

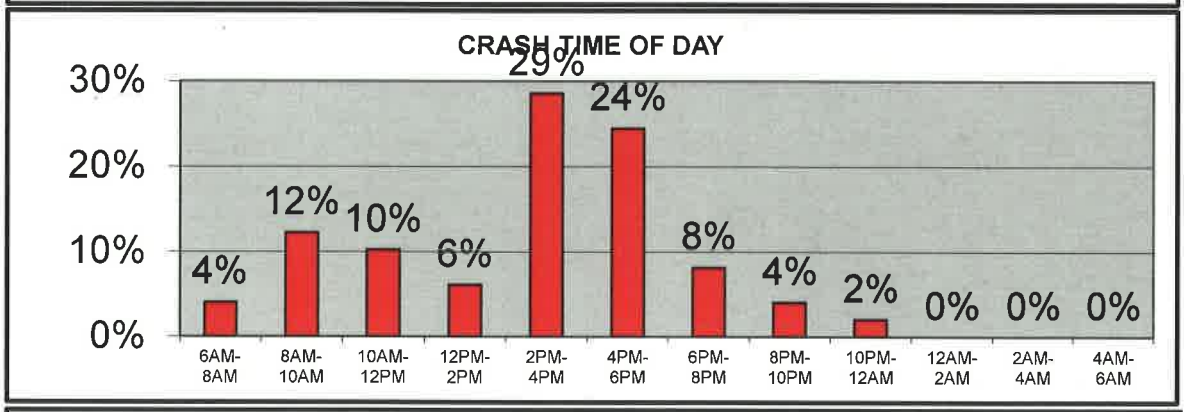
5 of 5

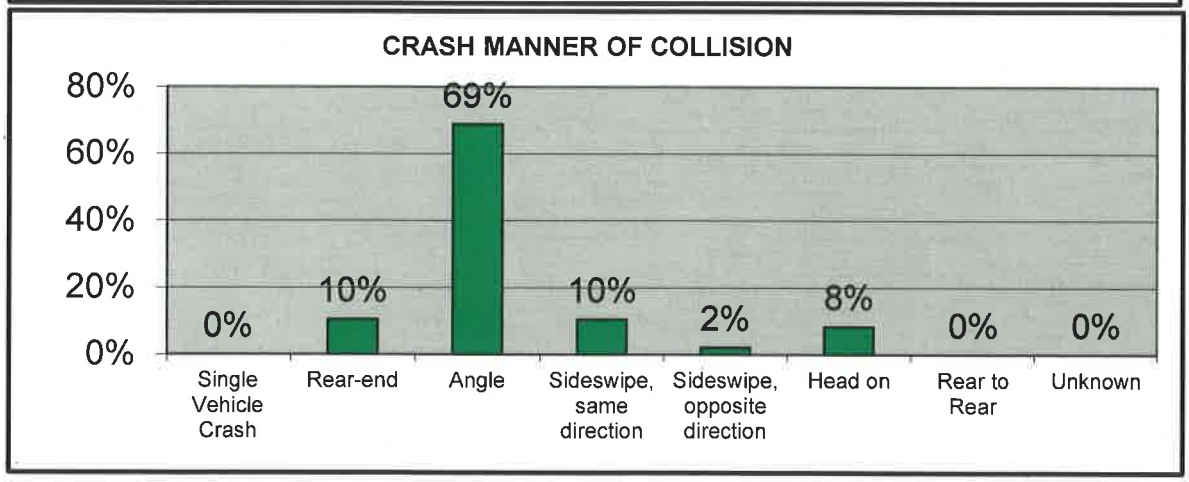
Crash Data Summary Tables and Charts

Main Street (Route 28) at Franklin Street, Reading, MA









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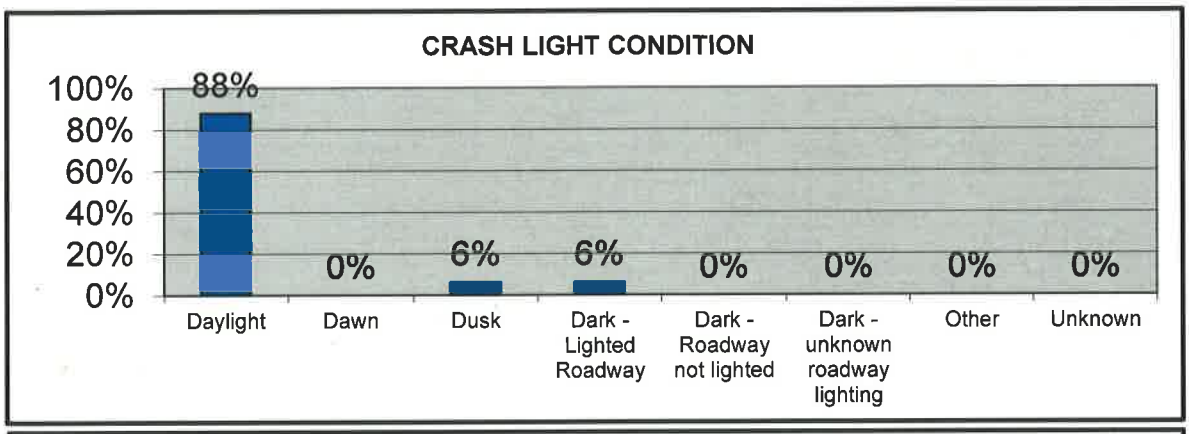
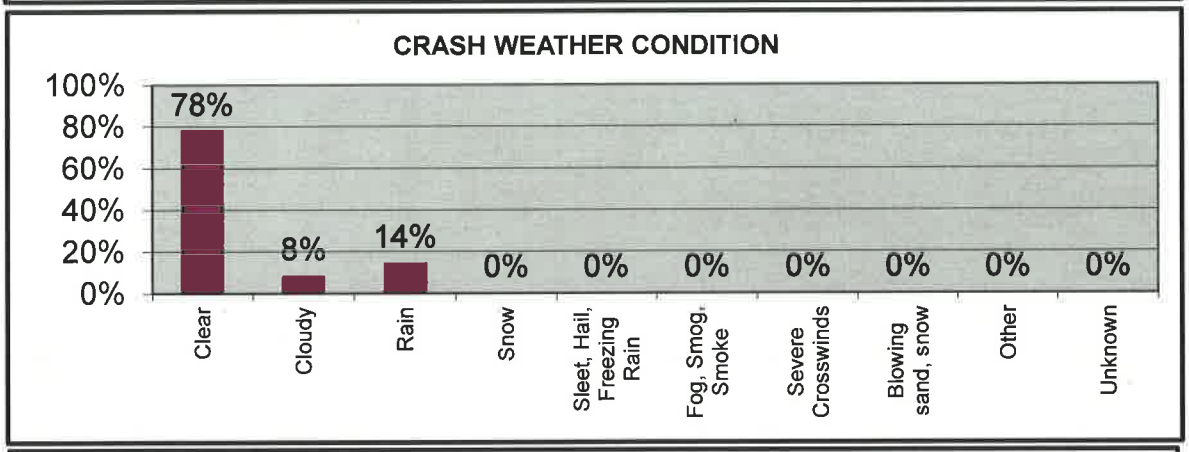
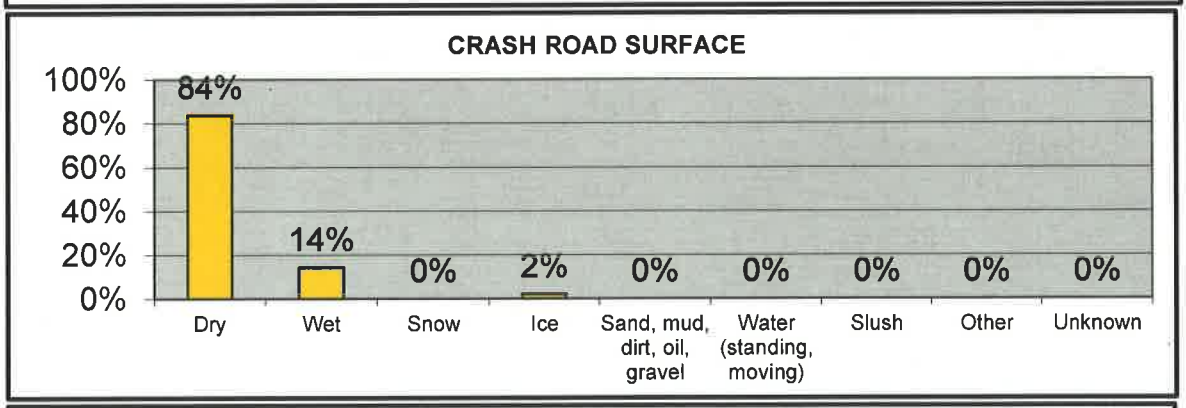
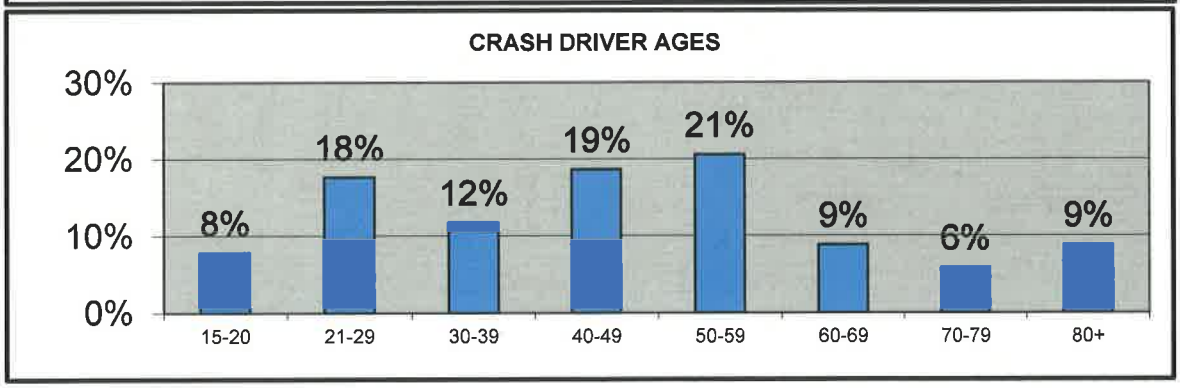
Crash Data Summary Tables and Charts

Main Street (Route 28) at Franklin Street, Reading, MA









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GEOMETRIC DESIGN	
Issue	**Comment**
A. Speed – (Design Speed; Speed Limit & Zoning; Sight Distance; Overtaking	
Are there speed-related issues along the corridor? Please consider the following elements: • Horizontal and vertical alignment; • Posted and advisory speeds • Driver compliance with speed limits • Approximate sight distance • Safe passing opportunities	
B. Road alignment and cross section	
With respect to the roadway alignment and cross-section please consider the appropriateness of the following elements: • Functional class (Urban Principal Arterial) • Delineation of alignment; • Widths (lanes, shoulders, medians); • Sight distance for access points; • Cross-slopes • Curbs and gutters • Drainage features	
C. Intersections	
For intersections along the corridor please consider all potential safety issues. Some specific considerations should include the following: • Intersections fit alignment (i.e. curvature) • Traffic control devices alert motorists as necessary • Sight distance and sight lines seem appropriate • Vehicles can safely slow/stop for turns • Conflict point management • Adequate spacing for various vehicle types • Capacity problems that result in safety problems	
D. Auxiliary lanes	
• Do auxiliary lanes appear to be adequate? • Could the taper locations and alignments be causing safety deficiencies? • Are shoulder widths at merges causing safety deficiencies?	

E. Clear zones and crash barriers	
For the roadside the major considerations are clear zone issues and crash barriers. Consider the following: • Do there appear to be clear zones issues? — Are hazards located too close the road? — Are side slopes acceptable? • Are suitable crash barriers (i.e, guard rails, curbs, etc.) appropriate for minimizing crash severity? • Barrier features: end treatments, visibility, etc.	
F. Bridges and culverts – (if necessary)	
Are there specific issues related to bridges and culverts that may result in safety concerns?	
G. Pavement – (Defects, Skid Resistance, and Flooding)	
• Is the pavement free of defects including excessive roughness or rutting, potholes, loose material, edge drop-offs, etc.) that could result in safety problems (for example, loss of steering control)? • Does the pavement appear to have adequate skid resistance, particularly on curves, steep grades and approaches to intersections? • Is the pavement free of areas where flooding or sheet flow of water could contribute to safety problems? • In general, is the pavement quality sufficient for safe travel of heavy and oversized vehicles?	
H. Lighting (Lighting and Glare)	
It is important to consider to the impacts of lighting. Some specifics include the following: • Is lighting required and, if so, has it been adequately provided? • Are there glare issues resulting from headlights during night time operations or from sunlight?	

TRAFFIC CONTROL DEVICES	
Issue	**Comment**
I. Signs	
Signage is a critical element in providing a safe roadway environment. Please consider the following: • Are all current signs visible (consider both night and day)? Are they conspicuous and clear? Are the correct signs used for each situation? • Does the retroreflectivity or illumination appear satisfactory? • Are there any concerns regarding sign supports?	
J. Traffic signals	
• If present, do the traffic signals appear to be designed, installed, and operating correctly? • Is the signal processing the traffic efficiently? • Is the controller located in a safe position? (where it is unlikely to be hit, but maintenance access is safe) • Is there adequate sight distance to the ends of possible vehicle queues?	
K. Marking and delineation	
• Is the line marking and delineation: — appropriate for the function of the road? — consistent along the route? — likely to be effective under all expected conditions? (day, night, wet, dry, fog, rising and setting sun, oncoming headlights, etc.) • Are centerlines, edgelines, and lane lines provided? If not, do drivers have adequate guidance?	

5F10

ROADWAY ACTIVITY	
Issue	**Comment**
With respect to roadway activity please consider safety elements related to the following: • Pedestrians • Bicycles • Public transportation vehicles and riders • Emergency vehicles • Commercial vehicles • Slow moving vehicles	

ENVIRONMENTAL CONSIDERATIONS	
Issue	**Comment**
Weather & Animals	
From an environmental perspective it is important to consider any potential impacts. Most notably is likely to be the impacts of weather or animals, including: • Possible effects of rain, fog, snow, ice, wind on design features. • Has snow fall accumulation been considered in the design (storage, sight distance around snowbanks, etc.)? • Are there any known animal travel/migration routes in surrounding areas which could affect design?	

Town of Reading
Engineering Division

Memo

To: Bob LeLacheur, Town Manager

From: George J. Zambouras, Town Engineer

CC: Board of Selectmen, PTTTF

Date: October 3, 2013

Re: Sunnyside Ave. \ Fairview Ave. Intersection Study

Following a resident request to establish a 4-way stop to address safety concerns, a study of the Sunnyside Ave. and Fairview Ave. intersection was performed.

In performing the study the following information is reviewed with respect to standard engineering practices, MUTCD and MassDOT guidance and standards.

- Number and severity of reported accidents
- Vehicle Speed
- Traffic Counts
- Roadway geometry
- Sight distances based on speed limit (and actual speeds)
- Volumes of pedestrian traffic
- Whether the location is on the "Suggested Routes to School"
- Traffic operational characteristics of the intersection
- Other data relevant to the location

MUTCD as supplemented by MassDOT Amendments establishes guidance for where 4-way stops should be installed. In applying the guidance standards the following criteria are applicable in warranting a 4-way stop:

- Temporary measure for an intersection where signalization is warranted
- Five or more crashes over a 12 month period
- Minimum volume guidance
    - Vehicular volume entering the intersection from the major street approaches averages at least 300 vehicles per hour for any 8 hour period
    - Combined vehicle, pedestrian and pedestrian volumes entering the intersection from the minor street approaches averages at least 200 units per hour for the same 8 hour period
    - The 85th percentile approach speed for the major approach exceeds 40 MPH

561

- Other criteria to consider
  - Need to control left turn conflicts
  - Need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes
  - Inability to see conflicting traffic and inability to negotiate intersection without stopping cross traffic

Study Results

- General – Intersection is a straight "T" intersection with regulated stop control on the minor roadway Fairview Ave.
- Accidents – No reported accidents in previous five years
- Traffic Volumes - Volumes fairly low (refer to fig 1)
  - Sunnyside Ave peak hour 96 vehicles per hour Average Daily Traffic (ADT) 735 vehicles
  - Fairview Ave. peak hour 44 vehicles per hour Average Daily Traffic 315
- Vehicle Speed – Not excessive (refer to fig 1)
  - Sunnyside Ave. 85th percentile 28 MPH – mean 22 MPH
  - Fairview Ave. 85th percentile 18 MPH – mean 12 MPH
- Roadway geometry - the roadways intersect at right angle, no adverse grades exist to affect visibility
- Pedestrian traffic volume - low
- Suggested Routes to School – yes. Safe Routes to School project recently completed by MassDOT. Project included intersection work. MassDOT and their consulting engineer did not recommend 4-way stop
- Traffic operational characteristics of the intersection – RPD has had 4 patrols of the area, no citations were issued
- Sight distances based on speed limit (200 feet at 30 MPH) – Intersection sight distances are met except for 2 movements. Vehicles heading north on Sunnyside have reduced visibility of the westerly Fairview Ave. approach. Vehicles heading easterly on Fairview Rd. have reduced visibility of the southerly Sunnyside Ave. approach. This is due to the hedges located at the intersection which have overgrown into the roadway layout at 57 Fairview Rd. (refer to Fig. 2).
- MUTCD guidance – none of the guidance which would warrant a 4-way stop are met

Recommendations

Require trimming of hedges at 57 Fairview Ave. from right of way limits to improve affected sight lines. Note, due to the type of hedge this may result in the need to completely remove the hedge.

FAIRVIEW & SUNNYSIDE INTERSECTION

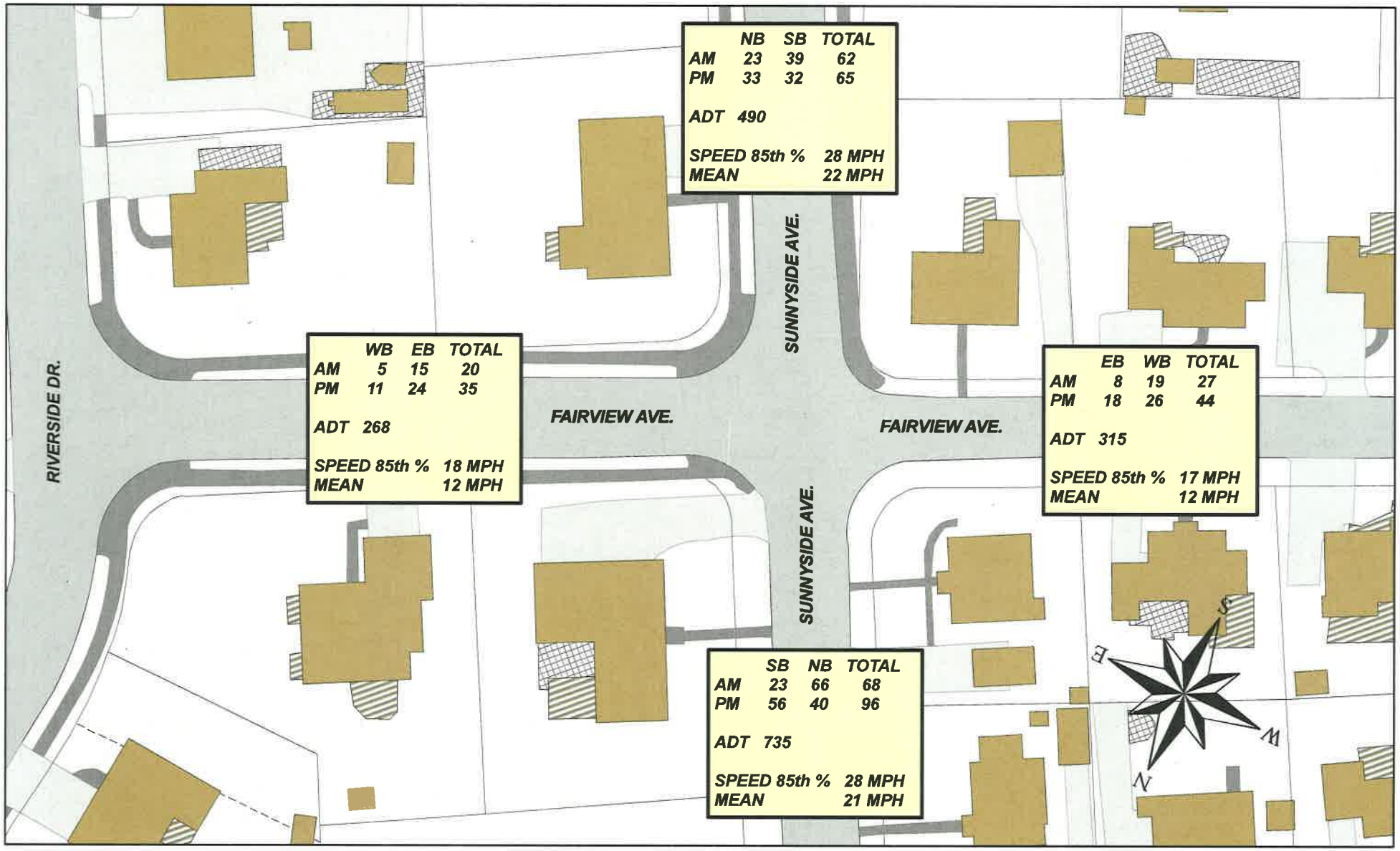


FIG. 1

593

FAIRVIEW & SUNNYSIDE INTERSECTION

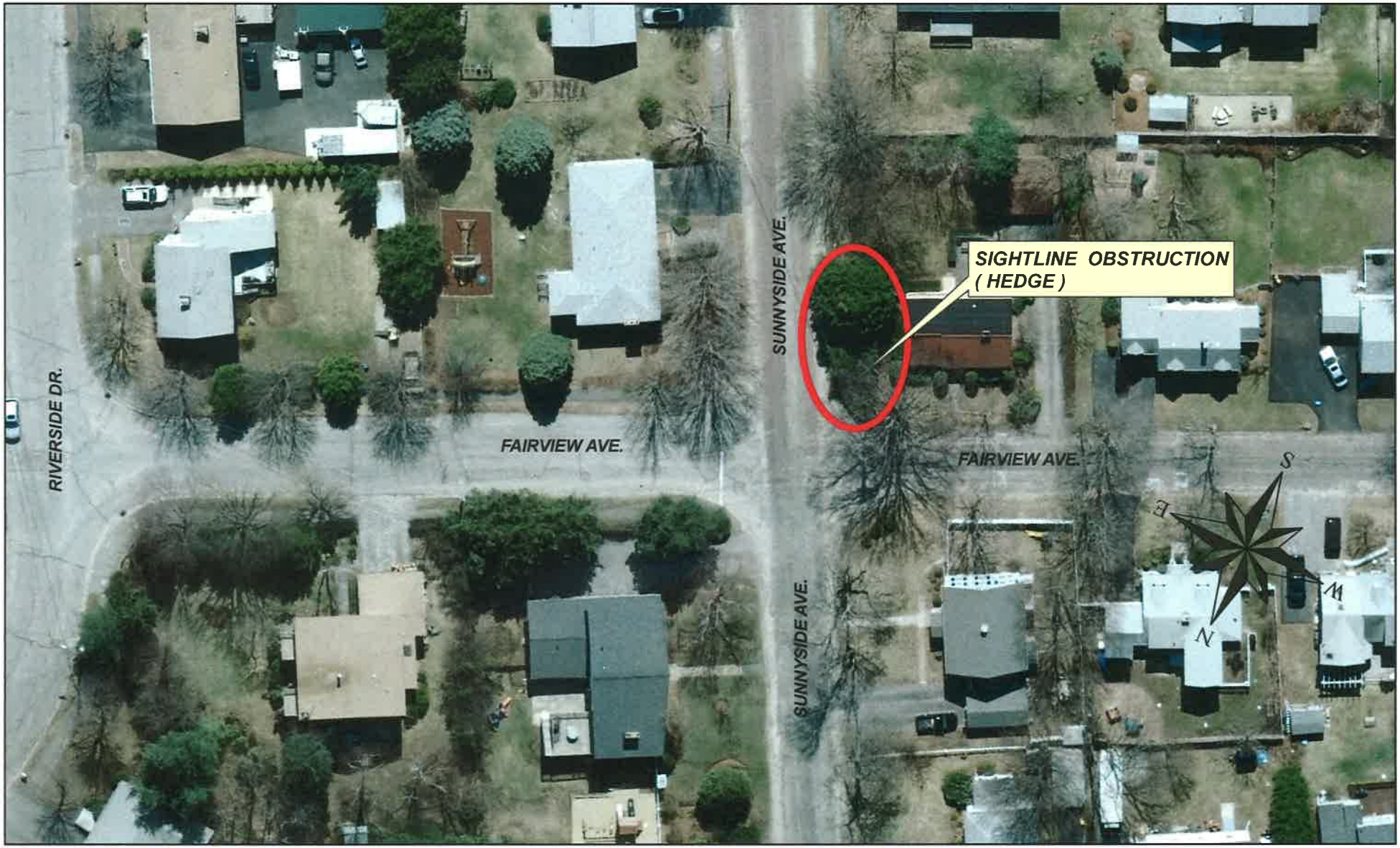


FIG. 2

LeLacheur, Bob

From: LeLacheur, Bob
Sent: Tuesday, October 01, 2013 1:32 PM
To: 'Thomas G. Dolan'
Subject: RE: Sunnyside and Fairview Stop Sign

Hi Tom,

Yes we (the PTTTF group) discussed this late last week and will review at 2pm today, but I can answer now. This issue (along with many, many more) will be brought to the Selectmen next Tuesday night, say at 8:30pm or so. The Police Chief and I drove out there on Friday to see things first hand. Here are the PTTTF findings, which are largely a rehash of your prior conversations with Pete Hechenbleikner:

No Accidents
Minimal pedestrian traffic
Speed is not excessive
Does not meet MUTCD warrants for 4-way stop.

Based on this, the PTTTF recommendation will be to trim shrubs at radius of street intersection (#57 Fairview) which is limiting sight line. You are welcome to attend the BOS meeting to follow up.

Thanks,
Bob

Robert W. LeLacheur, Jr. CFA
Town Manager
Town of Reading
16 Lowell Street
Reading, MA 01867
townmanager@ci.reading.ma.us
(P) 781-942-9043
(F) 781-942-9037
www.readingma.gov
Please fill out our brief customer service survey at:
http://readingma-survey.virtualtownhall.net/survey/sid/8cebfd833a88cd3d/

Town Hall Hours:
Monday, Wednesday and Thursday: 7:30 a.m - 5:30 p.m.
Tuesday: 7:30 a.m. - 7:00 p.m.
Friday: CLOSED

From: Thomas G. Dolan [mailto:TDolan@hvs.com]
Sent: Tuesday, October 01, 2013 12:43 PM
To: Thomas G. Dolan; LeLacheur, Bob
Subject: RE: Sunnyside and Fairview Stop Sign

Hi Bob,

595

I just wanted to follow up with you regarding my email below. were you able to discuss at last meeting?

Tom

Thomas Dolan
Managing Director
HVS Global Hospitality Services

Tel: +1 (617) 424-8912
Fax: +1 (800) 866-1468
Profile: http://www.hvs.com/Personnel/58/Thomas.Dolan/

Superior results through unrivalled hospitality intelligence. ***Everywhere.***

From: Thomas G. Dolan
Sent: Friday, September 06, 2013 10:14 AM
To: 'LeLacheur, Bob'
Subject: RE: Sunnyside and Fairview Stop Sign

Bob, thank you for getting back to me. I appreciate the quick follow up.

Tom

Thomas Dolan
Managing Director
HVS Global Hospitality Services

Tel: +1 (617) 424-8912
Fax: +1 (800) 866-1468
Profile: http://www.hvs.com/Personnel/58/Thomas.Dolan/

Superior results through unrivalled hospitality intelligence. ***Everywhere.***

From: LeLacheur, Bob [mailto:blelacheur@ci.reading.ma.us]
Sent: Thursday, September 05, 2013 4:43 PM
To: Thomas G. Dolan
Subject: RE: Sunnyside and Fairview Stop Sign

Hi Tom,

Pete retired last spring, so I'm now carrying the football. We'll discuss this at our next Traffic/Safety meeting we hold with the Police & DPW staff in two weeks, and after that I'll get back to you.

If I have something sooner, happy to share it with you.

Thanks,
Bob

Robert W. LeLacheur, Jr. CFA

596

Town of Reading
Engineering Division

Memo

To: Bob LeLacheur, Town Manager

From: George J. Zambouras, Town Engineer

CC: Board of Selectman

Date: October 3, 2013

Re: West Street Roadway Reconstruction

Below please find an update on the West Street Project. Since the project has been included in the FY 14 TIP there has been significant activity on the project during the past 2 months.

- Currently MassDOT is anticipating a December 7, 2013 advertisement date for the West Street Project. This should result in construction starting early spring 2014. As the project includes extensive utility work, in addition to the roadway improvements, a 2 year construction schedule should be anticipated. I have attached a map indicating the extent of the 1.9 mile project.

- While reported construction costs vary pending what costs are included (i.e. utility force account work, police, inspection etc.) the 100% project construction estimate is $6,650,667 and the total project cost being carried by MassDOT is $ 8,090,697.

- The 100% plans are complete and our Consultant has responded and modified the plans based on MassDOT's comments.

- Meetings and site walks have occurred with the Town, MWRA and utility companies to confirm the necessity and scheduling of utility relocations or improvements.

- NGRID has determined that approximately 4500 linear feet of gas will need to be replaced. This work will occur in conjunction with the project.

- MWRA is fast tracking the design of the new 36" redundant water main to be installed within West Street from the Woburn\Reading Town line to Oak Street.

SH1

MassDOT has agreed to include MWRA's water main in the project as a non-participating item (not federally funded). The Town will need to establish a memorandum of agreement with MWRA regarding the water main work.

- The Town will also need to install a parallel water main on West Street within the project. Two options are available, the most likely option being a new 20" main from Border Road to South Street. This pipe is necessary to abandon the 12" line currently running under Rte. 93. It is planned that this work will be funded under the current $6.0 capital project which includes MWRA assistance loans. The work was originally proposed to occur in conjunction with MWRA's redundant water main on South Street.

- The Town's appraiser has completed appraising all the temporary and permanent easements. A warrant article has been placed on the Fall Town Meeting to authorize and fund the easement takings. The Engineering Division will be sending out the offer notices to all affected residences in the next 2 weeks.

- A Warrant Article will also authorize the funding of the required additional engineering fees, the Town's non-participating item and easement taking costs. This amount is expected to be $900,000 (exclusive of the water main work).

- The Engineering Division is in the process of establishing a web page for the project and public meetings are being planned for this fall to better inform the public on the project.

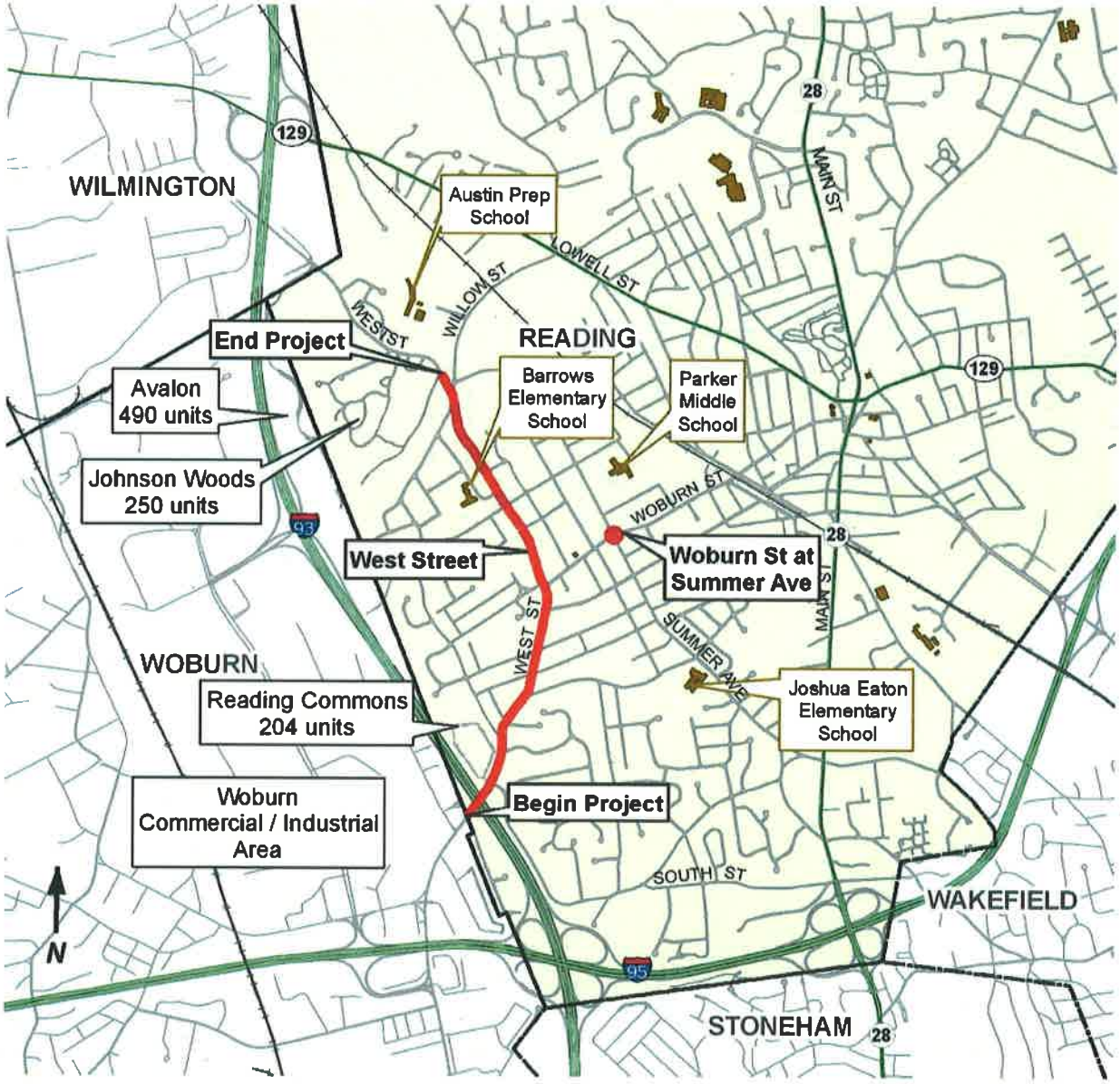
SHZ

RECONSTRUCTION OF WEST STREET
READING, MASSACHUSETTS
MASSDOT PROJECT FILE NUMBER 601705

PROJECT LOCATION AND LIMITS

The project includes the West Street Corridor from the Woburn City Line to just north of its intersection with Willow Street in Reading, Massachusetts. Improvements to the intersection of Woburn Street at Summer Avenue are also included as part of the project. The project limits along the corridor extend approximately 7,500 feet (1.4 miles) along West Street and an additional 2,500 feet (.5 mile) along the intersecting side streets for a total project length of approximately 10,000 feet (1.9 miles).

LOCATION PLAN



SH3

Town of **Reading**

Office of Town Accountant

To: Board of Selectmen
From: Sharon Angstrom, Town Accountant
Subject: Reorganization – Finance Department
Date: October 1, 2013

I am writing this memo per your request to convey my feelings regarding the proposed reorganization of the Finance/Accounting Department. The reorganization as proposed seems logical given the way the two departments currently function. These departments work very closely with one another as our functions are very much intertwined. In other communities it is not uncommon for these functions to be combined into one finance department. I whole heartedly agree that every department head should have an assistant department head to back up the key functions of the job. Bob's plan addresses this need, which I feel is long overdue. Originally, Bob had proposed that the Treasurer also act as the Assistant Director of Finance and I would be the Town Accountant/Director of Finance. Later after review of the charter it was determined that Bob could not add the additional titles to our existing titles due to the way the charter is written regarding our positions. This is disappointing to me as I feel a person's title should be reflective of the responsibilities they hold. The title of Town Accountant or Treasurer don't necessary infer the responsibilities of the department head and assistant department head of Finance. Although the organizational chart makes these changes clear it would be nice if the titles were more self-evident.

As far as the functions of the job are concerned for me the only real changes I see is increased supervisory responsibility and potentially some increased budgetary responsibilities. I do not feel that these changes will interfere with my ability to perform the functions of Town Accountant or with my ability to openly share the status of affairs with the Board of Selectmen. I hope I have addressed your concerns. If you should have any questions, please feel free to contact me.

5J

16 Lowell Street, Reading, MA 01867 Phone 781-942-9005 Fax 781-942-9037

Town of Reading
Meeting Minutes

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2013-09-09 Time: 7:43 PM

Building: School - Memorial High Location: Superintendent Conference Room

Address: 62 Oakland Road

Purpose: Joint meeting with School Committee to appoint interim School Committee member

Attendees: **Members - Present:**

Ben Tafoya, Daniel Ensminger, Marsie West

Members - Not Present:

James Bonazoli and John Arena

Others Present:

Town Manager Bob LeLacheur, John Doherty, Superintendent,Karen Janowski, Chuck Robinson, Hal Croft, Chris Caruso, Lisa Gibbs, Student Representatives Conner Traugot and Andrea Nastri

Minutes Respectfully Submitted By: Secretary Ben Tafoya

Topics of Discussion:

Interviews and Appointment of New School Committee Member

Mr. Croft reviewed the process and turned the meeting over to Superintendent Doherty to moderate.

Dr. Doherty welcomed the Board of Selectmen and reviewed the ground rules and format. The candidates would be interviewed in alphabetical order. Questions would be asked alternating between boards and would also be in alphabetical order.

Jeanne Borawski
Mrs. Borawski provided a brief background of her experience and reason she would like to serve on the School Committee.

The interview process began. Mr. Caruso asked the candidate what she felt would be the biggest challenges to be faced.

Mrs. Borawski felt that the ability for the school department to offer free full day kindergarten for all is a major initiative of the District and finding an economically friendly solution to the space issue is a challenge. She also feels the implementation of the Multi-Tiered System of Support (MTSS) is needed to provide the best educational opportunities for children.

Mr. Ensminger asked how she viewed the working relationships between boards, drawing on her experience as a member of the Finance Committee.

6a1

Mrs. Borawski feels that the working relationships between all boards in Reading are collegial and collaborative. She is also hoping to gain a better understanding of the historical data on the school budget.

Mr. Croft asked Mrs. Borawski to share her ideas on a PreK-K facility. She feels it is very important to reach the preschool population and is optimistic that a solution will be found.

Mr. Tafoya asked the candidate if she had any additional background information to share. Mrs. Borawski said she is excited with the opportunity to serve on the School Committee.

Mrs. West asked how the candidate would balance priorities between town and schools.

Mrs. Borawski understands that the town budget is split 2/3 school and 1/3 town and feels that has worked well historically.

Mrs. Janowski inquired to how she would use her experience as a classroom teacher as a member of the School Committee.

Mrs. Borawski said she will bring enthusiasm and excitement to the School Committee. She loves watching young people grow and learn and this experience will allow her to improve the Reading Public School educational experience.

Mr. Robinson asked how she would handle emotional issues ensuring that decisions are made in the best interest of all.

Mrs. Borawski indicated that she would take in the information, validate each argument and use the data to make an informed decision. She would validate the emotions, then explain why the decision was made.

Richard Coco

Mr. Coco provided a brief background of his experience and reason he would like to serve on the School Committee. He stated he would not seek election but would like to share his experience and expertise in the interim.

The interview process began. Mr. Caruso asked the candidate if he knew when it was time to step down from the board.

Mr. Coco believes in term limits and felt after 9 years it was time to move on.

Mr. Ensminger asked why he was just interested in the interim position.

Mr. Coco would like to contribute his knowledge to the board. He is familiar with the budget process and has been a member of the Finance Committee.

Mr. Croft asked Mr. Coco what aspect of his previous experience he would bring to the board.

Mr. Coco said that during his tenure the teachers of Reading went on strike. He was distressed when he saw people with Masters and Doctorate degrees on the street and not in the classroom. He is also familiar with the elementary space concerns and curriculum issues that the School Committee is currently dealing with.

6a2

Mrs. Gibbs thanked Mr. Coco for his previous service to the Town. She indicated that Mr. Coco served prior to Ed Reform and would like to know if he was familiar with Ed Reform.

Mr. Coco indicated that he would have to do research to bring himself up to speed.

Mrs. West asked how the candidate would balance priorities between town and schools.

Mr. Coco feels that communication between boards is vital.

Mrs. Janowski and Mr. Robinson also asked about Ed Reform.

Mr. Robinson also asked how the School Committee dealt with the teacher strike and crisis management.

Mr. Coco said it was important to listen during the negotiations. He felt he gained valuable negotiation skills during that time.

Shannon Fratto

Mrs. Fratto provided a brief background of her experience and reason she would like to serve on the School Committee.

The interview process began. Mr. Caruso asked the candidate what she felt would be the biggest challenges to be faced.

Mrs. Fratto felt the most challenging issue would be the ability to institute free kindergarten for all in the most cost effective manner.

Mr. Ensminger asked if there is a previous experience that she could draw from to assist in the budget process.

Mrs. Fratto felt that her work on the Tot Lot Playground Committee will help in understanding the importance to control cost, distribution of funds and accountability.

Mr. Tafoya asked the candidate to share any insights from volunteering in the classroom.

Mrs. Fratto learned that all requests should be considered and decisions made in the best interest of the students.

Mrs. Gibbs asked how she would handle differences in opinion.

Mrs. Fratto referenced her experiences both on the Tot Lot Committee and Friends of Reading Recreation. She feels you must listen to all ideas and suggestions and weigh the pros and cons of each. This allows for an informed decision based on fact and not emotion.

Mrs. West asked how the candidate would balance priorities between town and schools.

Mrs. Fratto understands that there needs to be balance and should be willing to listen to all stakeholders.

6a3

Mrs. Janowski asked about her ability to be a consensus builder.

Mrs. Fratto said it is important to look at the individual as well as the group to address all needs.

Mr. Robinson asked how she would ask for funding for full day kindergarten.

Mrs. Fratto feels that once the reasons for the additional money were explained the community would embrace the need. She also felt it was important to promote a master plan.

Demetra Tseckares

Ms. Tseckares provided a brief background of her experience and reason she would like to serve on the School Committee.

The interview process began. Mr. Caruso asked the candidate if she had considered running for School Committee previously.

Ms. Tseckares said she had not considered running for the position previously. The current opening would allow her to learn more about the School Committee and what impact the board can make on the educational process.

Mr. Ensminger asked how she would bring opposing groups together to build consensus.

Ms. Tseckares would listen, gather information, and show the work that went into making the decision. As a member of the Reading Education Foundation she learned that it is important to have a respectful atmosphere and to ask a lot of questions to come to a conclusion that will make all stakeholders happy. She also felt that planning, having a strategy and if needed, paying for expertise makes all decisions transparent.

Mr. Croft asked how she would improve communication with the community.

Ms. Tseckares referenced the recent changes in the math programs. She feels that the School Committee must listen to the concerns even if they have heard the same concerns over and over again. She believes that the parents want to feel they have been heard.

Mr. Tafoya asked the candidate if she had learned anything that she could use here from her past experiences in other communities.

Ms. Tseckares referenced the space issue in the elementary schools. In her previous community they faced a similar issue. To avoid moving kindergarten students to a centralized location, they changed their school grade structure by moving grade 5 to the middle school. She also feels that there needs to be more funding for the education of our students.

Mrs. Gibbs asked about other educational experiences.

Ms. Tseckares shared that she has found her experience on the REF Board extremely rewarding. During the grant process she has read grant proposals, heard the teachers defend their proposals with passion and she knows our teachers are driven to provide the best educational opportunities for all students. The REF Board has worked closely with the district and knows the community wants what is best for the students.

6a4

Mrs. West asked how the candidate would balance priorities between town and schools.

Ms. Tseckares is comfortable, as a parent and taxpayer, with the budget process. The budget is transparent, balanced and tight. She also feels there will be a learning curve.

Mrs. Janowski inquired to how she would use her experience from her position on the REF Board to make budgeting decisions.

Ms. Tseckares feels it is important to show your work to be sure that funds are being spent wisely. It is also important to assure the community that the funds are being spent correctly.

Mr. Robinson asked how she would handle people that are not getting the answers they want and are going away unhappy.

Ms. Tseckares feels that showing empathy, true interest in the information being shared and a willingness to answer questions is important to help the community understand that decisions are being made in the best interest of the kids. As an elected official, School Committee members represent the public. She knows that this can be a difficult job at times.

Dr. Doherty turned the meeting back over to Chair Croft.

Chair Croft opened the floor to discussion.

Mrs. Janowski thanked each candidate for coming and felt it was a good meeting.
Mr. Croft thanked the Board of Selectmen for attending.

Ms. West said that all four candidates were very qualified and interviewed very well. She also inquired if the School Committee had discussed the desire to have the appointee run for this position.

Mr. Robinson thanked all four candidates for their passion and commitment.

Student Representatives Traugot and Nastri also felt each candidate presented themselves well.

Mr. Ensminger moved, seconded by Mr. Caruso, to place names of all four candidates, Mrs. Borawski, Mr. Coco, Mrs. Fratto and Ms. Tseckares, into nomination for the School Committee position with the term expiring April 18, 2014. The roll call vote carried 8-0. Mr. Croft, Mr. Caruso, Mr. Robinson, Mrs. Gibbs, Mrs. Janowski, Mrs. West, Mr. Ensminger and Mr. Tafoya.

Mr. Tafoya requested a point of order. He asked if each member would be polled and the votes recorded.

Mrs. West asked if a second vote should be taken to make the appointment unanimous.

Mr. Croft polled the members. The following vote was recorded.

6a 5

Mr. Ensminger	Jeanne Borawski
Mrs. West	Jeanne Borawski
Mr. Tafoya	Demetra Tseckares
Mrs. Janowski	Jeanne Borawski
Mr. Caruso	Shannon Fratto
Mr. Croft	Jeanne Borawski
Mr. Robinson	Jeanne Borawski
Mrs. Gibbs	Jeanne Borawski

Mrs. Borawski received 6 votes.
Mrs. Fratto received 1 vote
Ms. Tseckares received 1 vote.

Mr. Caruso moved, seconded by, Mr. Robinson to appoint Jeanne Borawski to finish the current term of the School Committee vacancy. The roll call vote carried 8-0. Mr. Croft, Mr. Caruso, Mr. Robinson, Mrs. Gibbs, Mrs. Janowski, Mrs. West, Mr. Ensminger and Mr. Tafoya.

Mr. Tafoya moved, seconded by, Mrs. West to adjourn. The motion carried 3-0.

The Board of Selectmen adjourned at 9:12 p.m.

Respectfully submitted,

Secretary

6a6

Town of Reading
Meeting Minutes

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2013-09-24 Time: 7:00 PM

Building: Reading Town Hall Location: Selectmen Meeting Room

Address: 16 Lowell Street

Purpose: General Business

Attendees: **Members - Present:**

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

Members - Not Present:

Others Present:

Town Manager Bob LeLacheur, Police Chief James Cormier, Veteran's Agent Frank Driscoll, Library Director Ruth Urell, Office Manager Paula Schena, Michelle Filleul, Rachel Baumgartner, Chris Rutiglian, Carol Macomber, Susan Haggerty, K. Melesciuk, Jamie Penney, Eileen Barrett, Corrine Fisher, Patty O'Donnell, Amy Lannon, Lorraine Barry, Brenda Wettergreen

Minutes Respectfully Submitted By: Secretary Ben Tafoya

Topics of Discussion:

Reports and Comments

Selectmen's Liaison Reports and Comments – Daniel Ensminger noted he attended the change of command at Camp Curtis Guild. The Volunteer Appointment Subcommittee met on September 17 and the results of that meeting are in the packet.

James Bonazoli noted he also attended the changing of the guard ceremony at Camp Curtis Guild.

John Arena noted he attended the hazardous waste recycling event for the first time and was very impressed.

Ben Tafoya noted that the Town lost two longtime volunteers – Dick Curtis and Harold Hulse, and his condolences went out to the families. He also noted that he met with James Bonazoli, the Town Manager, Jean Delios, Chief Cormier, and Max Gabriello from Perfecto's regarding the fines for non-compliance of the vacant building bylaw. Mr. Gabriello has appealed $1,200 in fines to court and the Town has another $2000 in fines that have not been given to him yet. He did not have to pay the fines before issuing the permit and the building is down. James Bonazoli noted that Town Counsel advises to release the $2000 in fines so it is not perceived that we are holding back. The Town Manager noted that Town Counsel suggested they be issued quickly so they can be dealt with the other $1200 at the same time. John Arena noted that the Town has bent over backwards and directed the Town Manager to combine the fines and send them off to Mr. Gabriello.

6b1

Town Manager's Report – The Town Manager gave the following report:
Administrative matters *(* indicates additional material in tonight's packet)*

- Thank you for your attendance at the Camp Curtis Guild Change of Command ceremony!

Community Services

- Comprehensive Update of the Zoning By-Law
  - We have selected a consultant for the project, and the contract is nearly finalized.
  - Tonight the Board will interview one applicant from the public for the 7-member ZAC (four members are already in place). The ZAC will hold their kick-off meeting on September 30th.
- Development – the unveiling of the M.F. Charles Building is scheduled for the first week of October. If the attention to detail on the brickwork is an indication, the building will be a perfect cornerstone joining our two major downtown streets.
- Post Office – we are in the process of setting up a meeting with the real estate firm handling the Post Office Sale.

Library

- Library Building Committee – We will begin to meet later this week with proposers of temporary space. As yet the Selection Committee has not opened actual bids received.

Public Safety

- Congratulations to the entire Police department for recently receiving Accreditation at a very inspiring ceremony held in Andover. To receive this award, a department must open all of their policies and procedures to outsider reviewers, and be subject to several weeks of testing. Accreditation is the highest award possible from the Massachusetts Police Accreditation Commission.
- *Main/Franklin intersection - The Road Safety Audit (RSA) for Main Street (Route 28) at Franklin Street in Reading is scheduled for Monday, October 7, 2013 from 1:00 PM - 3:00 PM in the Reading Police Department. There will be a site visit during this meeting. Rep. Brad Jones plans to attend if he is not in session.

Public Works - Road Improvements

- West Street – MADOT will advertise construction bid document on 12/7/13. Construction estimated to begin spring of 2014.
- We are meeting with the North Reading DPW on 9/26 to discuss impacts on Reading of extending MWRA water service to our northern neighbors.
- Last night crews began installing pavement markings. They completed the crosswalks and bike lane on Haverhill Street, and next will do the parking lots and RR crossings. We do not yet have a date when the contractor will install the bike lane signage.
- On November 5 the Board is going to review the Enterprise Funds. The Conservation Committee will join you for a discussion on the River projects currently in the long-term capital plan of the Storm Water fund. I would like you to consider changing the date we institute the annual water/sewer rate changes. We have always done that with the September billing, which is the heaviest water usage period. I would like to move that one quarter (in either direction).

662

Personnel and Appointments

Ad Hoc Zoning Advisory Committee – Ben Tafoya noted that George Katsoufis has applied and this would fill one of the resident positions on the committee.

Arena moved and Ensminger seconded to place the following name into nomination for a position on the ad hoc Zoning Advisory Committee with a term expiring July 15, 2014: George Katsoufis. Mr. Katsoufis received five votes and was appointed.

Board of Appeals, Climate Advisory Committee, Constable, Cultural Council, Economic Development Committee and Historical Commission – John Arena noted that years ago the Board decided to reduce the number of Constables to three through attrition. By Charter we can appoint up to five Constables. He recommends four Constables and the Board had no problem with that.

A motion by Arena seconded by Ensminger that the Board of Selectmen confirm the Volunteer Appointment Subcommittee's recommendations to the Board of Selectmen for the appointment and/or reappointment of the following members to various Boards, Committees and Commissions for terms beginning September 25, 2013 as follows:

- **Erik Hagstrom to a position as an Associate member on the Board of Appeals with a term expiring June 30, 2016;**
- **Donna Schenkel to a position as an Associate member on the Cultural Council with a term expiring June 30, 2014;**
- **Tanya Amico to a term as Constable with a term expiring June 30, 2016;**
- **John Segalla to a term as Constable with a term expiring June 30, 2016;**
- **Maria Higgins to a position on the Economic Development Committee with a term expiring June 30, 2014;**
- **Elizabeth Krugman to an Associate position on the Economic Development Committee with a term expiring June 30, 2014;**
- **Sally Hilgendorf to a position on the Historical Commission with a term expiring June 30, 2016.**
- **Laurie Ann Sylvia to a position on the Climate Advisory Committee with a term expiring June 30, 2016**

The motion was approved by a vote of 5-0-0.

Discussion/Action Items

Veteran's Chair – Veteran's Agent Frank Driscoll and Joe D'Entremont from Rolling Thunder Massachusetts were present. The Town Manager noted that the chair is in honor and memory of POW's and MIA's. The chair will rotate to all buildings including the schools.

Joe D'Entremont thanked Brenda Stewart who started this with the Lowell Spinners and now Gillette, TD Garden and Fenway all have a chair. There are 91,000 POW's and MIA's since World War I who have not returned home and their goal is to raise awareness. They hope other towns will do the same. Mr. D'Entremont presented the Town Manager will a new MIA and POW flag to fly on the flagpole.

663

John Arena asked if there will be any formal ceremony explaining the chair and Mr. Driscoll indicated it will be done at the monthly assembly at the schools.

Public Safety Badge Pinning – Chief Cormier noted this is the first group of officers not in Civil Service. He noted they received 375 applications and interviewed 30. The three new officers have finished the academy and will hit the road on their own in October. Officers Pat Dawley, Laura Bullis, and Michael Muolo all introduced their family and were pinned by a family member.

The Board congratulated the new Officers on a job well done.

Town Accountant Report – Town Accountant Sharon Angstrom noted that she closed the FY13 budget on September 4. She is working on certifying free cash; working on the tax recap; waiting for OPEB report from Segal; Schedule A will be done by October 15. The auditors started this week. She has been in touch with former Town Accountant Gail LaPointe and she will cover while Sharon is out on maternity leave.

The Town Manager noted that the Auditor came by today and everything is on the straight and narrow. They are able to work fast because reports are generated so quickly.

Close Subsequent Town Meeting Warrant – The Town Manager reviewed the Articles for the Subsequent Town Meeting Warrant.

A motion by Tafoya seconded by West that the Board of Selectmen close the Warrant consisting of 15 Articles for the 2013 Subsequent Town Meeting to be held on November 12, 2013 at the Reading Memorial High School Performing Arts Center, 62 Oakland Road at 7:30 p.m. was approved by a vote of 5-0-0.

Hearing – Amend Table of Organization – The Secretary read the hearing notice. The Town Manager noted that the Town Charter requires Town Meeting to approve the organizational chart. The last time was 2011. The Town Accountant and Treasurer/Collector are defined in the Charter.

The Town Manager noted that this will be a three step process. The first step is to reorganize Town Hall. The second step will be to look at compensation formally across the Board and look at that every five years. The intent will be to insist every union use the same 23 peer communities. The third step is to look at privatizing certain things i.e. the Economic Development Committee. The Town Manager noted that the IMCA are all nonprofit identities. This will be a multi-year exercise.

The Town Manager noted that Community Services and Finance are quite large departments, but the Town Manager and Accounting departments are very small. He proposes to add Accounting to the Finance department and make the Town Accountant department head. He then proposes to take Human Resources, Technology and Town Clerk and move them in with the Town Manager and call that Administration. The two Business Managers don't have to be restricted to their departments so he proposes to move them to Administration with a broader responsibility. Procurement is a complex issue and these two people are experts. He also plans on moving the Recreation Division back into Community Services.

664

The Town Manager noted that he proposes to look at the pay and class at the next meeting. The funding is approximately $150,000. He has spoken with John Doherty and he supports this. The Town Manager noted that several new hires in the past few years had to do significant pay increases to hire them.

Ben Tafoya asked if this plan eliminates the Finance Director. The Town Manager noted that new Town Managers are more involved in finance because there is a strong financial presence. The Town Manager and Finance Director are interchangeable. He also noted that there are state laws about what Accountants and Treasurer/Collectors can do.

Ben Tafoya noted that the current system serves the Town very well. It will take a while for him to wrap his arms around it.

The Town Manager noted that a lot of technology has been brought on board and shared among all of us but Administrative Services with the exception of Human Resources will use a lot of technology.

Library Director Ruth Urell noted there is a classification plan that goes along with this and that is an issue. There are many changes and basically leaves the Library unchanged. The Library employees feel the changes downplay them. She proposes two steps: create a personnel committee and then authorize a pay and class study.

Lorraine Barry, Information Services, feels the Library has been left out of the process. She feels demoted.

Rachel Baumgartner handed out a letter to the Selectmen. She noted that she served on the personnel committee previously and the peer communities were not comparative with how busy our library is.

Ensminger moved and Arena seconded to approve the amendments to the proposed November 2013 Table of Organization as reflected in the September 24 Board of Selectmen packet. Tafoya moved and West seconded to table this item to October 8th. The motion to table was approved by a vote of 5-0-0.

Paint and Sip Discussion – The Town Manager noted that Paint and Sip wants to serve alcohol. He searched the state and the answers are all over the map including seasonal licenses; some are at a location that already is licensed; some allow bring your own booze; one has bring your own food. The current liquor policy is designed for restaurants. Town Counsel has indicated that if the Selectmen want to allow this then they have to draft a new policy.

John Arena noted that this is cropping up around the state and we could tailor a policy.

Ben Tafoya noted that we could make them provide food. Marsie West asked if we did require does it have to be hot food and Ben Tafoya noted they have to serve a full menu.

John Arena suggested tailoring a policy for paint and sip with a two drink maximum and revisit the issue in one year.

James Bonazoli noted that he visited the one in Portsmouth and the one in Newton. Both offer food – packaged snacks, platters and wrapped snacks. He asked if painting is the main focus

then why do they need wine. He's the Reading Coalition Against Substance Abuse rep and drinking is an addictive behavior. Mr. Bonazoli noted that when a community embraces concepts it sets bad precedent. Daniel Ensminger asked if RCASA has hard studies on this. Mr. Bonazoli indicated he will get a report from RCASA. James Bonazoli noted we don't make policy for one business. John Arena agreed, but indicated this is an up and coming type of event/business.

Ben Tafoya noted that Town meeting gave the Selectmen the authority to authorize liquor licenses for restaurants. This person is saying the only way the business is viable is to sell alcohol. He thinks no is a reasonable answer.

Marsie West indicated we could write a policy with a two drink maximum.

July Barolak indicated she is asking the Board to amend a license with time limits, a two drink maximum and require snacks. She is considering food. It would be a general on-premise license. She wants a street level shop in a vibrant downtown. It would be a compliment to the smart growth area.

Marsie West noted that the Paint and Sip in Boston recommends where people can eat and she likes that idea.

The Town Manager noted that the Board can create an exception but they will be setting a precedent. He also recommended that whatever the Board decide on that it be permanent otherwise it would not be fair to the applicant.

The Board directed the Town Manager to conduct a hearing at the next meeting on a new policy or an exception using Newton as the basis.

KENO to Go – Ricky's Liquors – The Town Manager noted we received notice from the State Lottery Commission that Ricky's Liquors has requested an application for KENO to Go and the Board needs to notify them if they have any objections. The prior Board of Selectmen approved KENO to Go but wants to discourage seating for on premise gambling. JK's Market already has KENO to Go.

James Bonazoli asked Mr. Patel why he wanted this at both locations and Mr. Patel noted it was a matter of convenience for the customer.

The consensus of the Board was they had no objection to Ricky's Liquor having KENO to Go.

Review Proposed Town Department Re-Organization – The Town Manager noted that the changes include moving the Assistant Town Manager from Grade L to Grade M. The Library Director is moving up one grade. He feels all departments should have Assistant Department Heads because there is nobody to step in if the Department Head is out. The Library already has an Assistant Department Head. The position needs to be non-union. There would be a Deputy Police Chief and Deputy Fire Chief and an Assistant DPW Director. The DPW has a handful of retirements coming up and they are working on very large projects. The Community Development Administrator is the current staff planner. He is requesting an Assistant Town Manager in Community Services and an Assistant Town Manager in Human Services.

666

Currently the clerks have no room for promotion. He is creating two sets of clerks – a basic clerk and a higher level clerk who supervises. The Town Manager noted that all departments were invited to participate in this process but not all chose to participate. He is anticipating changes in the Library after they move back into their new building.

Alice Collins, member of the Library Board of Trustees noted that another classification study is being done in FY15 and asked why the changes could not be made then. James Bonazoli noted that the Board instructed the Town Manager to design an optimal Town department/division structure including the Assistant Town Manager position. The organizational structure and the pay and classification are two different things.

Daniel Ensminger noted he is very pleased to see succession planning.

Marsie West asked where the Library fits into this. The Town Manager noted that the Librarians have always felt their profession is undervalued. The previous pay and classification study showed they were paid fairly according to their peers. Marsie West suggested maybe we could look at other communities for the Library.

The Town Manager noted that this plan focuses on reorganization of Town Hall.

A motion by Tafoya seconded by Ensminger to close the hearing on amending the Table of Organization was approved by a vote of 5-0-0.

Ensminger moved and Arena seconded that the Board approve the amendments to the proposed November 2013 Table of Organization as reflected in the September 24 packet. A motion by Tafoya seconded by West to table this topic until October 8, 2013 was approved by a vote of 5-0-0.

Review Board of Selectmen/Town Manager Goals – The Town Manager indicated if there are no concerns then this can wait until December. We are making good progress on these.

Marsie West requested that the outline of the Town Meeting Warrant be a handout at Town Meeting. She also requested that the Health Director give a report on ticks and Lyme disease.

Daniel Ensminger noted that there is a new breed of cats and he would like to know if there are any state bans on them and if there has been any research done.

Approval of Minutes
A motion by Ensminger seconded by Tafoya to approve the minutes of September 10, 2013 was approved by a vote of 4-0-1 with Arena abstaining.

A motion by West seconded by Tafoya to adjourn the meeting at 10:40 p.m. was approved by a vote of 5-0-0.

Respectfully submitted,

Secretary

667

THE COMMONWEALTH OF MASSACHUSETTS

Number: 2013-23 **Fee: $100.00**

TOWN OF READING

This is to certify that **James Berberian d/b/a Orange Leaf Frozen Yogurt, 612 Main Street, Reading, MA**

IS HEREBY GRANTED AN

ENTERTAINMENT LICENSE

for the following: 2 televisions

WHICH IS/ARE KEPT ON THE FOLLOWING DESCRIBED PREMISES:

612 Main Street

This license is granted in conformity with the provisions of Chapter 140 of the General Laws as amended by Section 183A of the Acts of 1949 and expires on December 31, 2013, unless sooner suspended or revoked.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

Date Issued: September 30, 2013

7a1

THE COMMONWEALTH OF MASSACHUSETTS

Number: 2013-52 **Fee: $50.00**

TOWN OF READING

This is to certify that **James Berberian d/b/a Orange Leaf Frozen Yogurt, 612 Main Street, Reading, MA,** seating 34 customers

IS HEREBY GRANTED A

COMMON VICTUALLER'S LICENSE

in said Reading, Massachusetts and at that place only and expires December 31, 2013, unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

Pursuant to Section 3.6 of the Board of Selectmen's Policies, patrons are not permitted to bring alcoholic beverages on the premises for their own consumption and licensees are not permitted to keep alcoholic beverages on the premises except for a small quantity that is used in preparation of certain specialty cooked foods. All signs shall conform with the sign regulations of the Town of Reading.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

Date Issued: September 30, 2013

7a2

L/c BoS

Town of Reading
16 Lowell Street
Reading, MA 01867-2685

FAX: (781) 942-9071
Email: townmanager@ci.reading.ma.us
Website: www. readingma.gov

TOWN MANAGER
(781) 942-9043

September 26, 2013

Greg Balukonis
Town Administrator
235 North Street
North Reading, MA 01864

Dear Greg,

Recently we received an email from DPW Director Mr. Carnevale requesting Reading to forward a definitive concurrence/non concurrence on the proposed heavy vehicle exclusion for Chestnut Street in North Reading.

Based on the length of the proposed route and the frequent traffic delays experienced on Routes 93 and 95 the Town of Reading believes Haverhill Street and potentially Franklin Street will become the primary alternative route for heavy vehicles. The Town of Reading believes the potential for added volume of heavy vehicles on these roadways will be a detriment to safety especially in the vicinity of the Killam Elementary School and the dense residential area of Franklin Street.

For these reasons the Town of Reading cannot offer support for North Reading's proposed heavy vehicle exclusion route as proposed.

Respectfully,

Robert W. LeLacheur, Jr.
Town Manager

qa

4/c BoS

Schena, Paula

From: LeLacheur, Bob
Sent: Wednesday, October 02, 2013 8:54 AM
To: Schena, Paula
Subject: FW: Verizon Rate Changes
Attachments: Rate Change October Notice.docx; Premium Channel Rate Change.docx

For BOS packet

Robert W. LeLacheur, Jr. CFA
Town Manager
Town of Reading
16 Lowell Street
Reading, MA 01867
townmanager@ci.reading.ma.us
(P) 781-942-9043
(F) 781-942-9037
www.readingma.gov
Please fill out our brief customer service survey at:
http://readingma-survey.virtualtownhall.net/survey/sid/8cebfd833a88cd3d/

Town Hall Hours:
Monday, Wednesday and Thursday: 7:30 a.m - 5:30 p.m.
Tuesday: 7:30 a.m. - 7:00 p.m.
Friday: CLOSED

From: Frere, Mary Louise [mailto:mary.l.frere@verizon.com]
Sent: Wednesday, October 02, 2013 8:49 AM
Subject: Verizon Rate Changes

Dear Municipal Official:

This is to inform you that, due to the rising cost of providing quality programming, the rate for several FiOS TV packages will be increasing. Notices are outlined in the attached. These changes will become effective on or after December 1, 2013. Customers subscribed to a term contract or promotional price guarantee offering will not experience an increase until the end of the contract or promotional price guarantee. Affected customers will receive Bill Messages beginning October 1, 2013.

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.

Sincerely,

Mary L. Frere
Senior Consultant – FiOS Video
Verizon Communications
125 High Street Oliver Tower
Boston, MA. 02110
617-743-4119

961

Dear Municipal Official:

This is to inform you that, due to the rising cost of providing quality programming, the rate for several FiOS TV packages will be increasing. These changes will become effective on or after December 1, 2013. Customers subscribed to a term contract or promotional price guarantee offering will not experience an increase until the end of the contract or promotional price guarantee. Affected customers will receive the attached sample Bill Message beginning October 1, 2013.

	Current Price		New Price
FiOS TV La Conexion	$27.00		$35.00
FiOS TV La Conexion	$39.99		$47.99
FiOS TV La Conexion	$54.99		$62.99
FiOS TV Extreme HD	$63.99		$71.99
FiOS TV Extreme HD	$74.99		$82.99
FiOS TV Prime HD	$64.99		$72.99
FiOS TV Ultimate HD	$89.99		$97.99
FiOS TV Essentials	$63.99		$71.99
FiOS TV Essentials	$53.99		$61.99
FiOS TV Select HD	$49.99		$57.99

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.

Sincerely,

962

Bill Message

FiOS Rate Increase

In order to continue to bring you quality service, at times we need to raise our rates. On or after 30 days from the date of this bill, the base monthly rate for your FiOS Bundle, FiOS TV, or FiOS Internet plan will increase by $8. If you would like to keep your current service as is, no action is required and any credits or discounts remain in effect until their original expiration date. If you have recently signed up for a new 2-year bundle agreement you may disregard this notice. We offer many other bundle options that can help you get the most for your money. Just call and a FiOS rep will help find the best value for you. You may even be eligible for a special offer when you switch to a new FiOS bundle with a two-year agreement and two-year price guarantee. Call 1-888-678-8087 (Mon.–Fri., 8am–9pm; Sat., 9am–5pm) or go to verizon.com/fios/1ik for more information. Be sure to have your Verizon bill handy for reference.

963

Dear Municipal Official:

On or after January 19, 2013, the rates increased for new and existing subscribers to the below packages. Effective on or after December 1, 2013, customers previously excluded from the rate increase will experience the below increases. Customers subscribed to a promotional offering will not experience an increase until the end of the promotional term. Affected customers will receive the attached sample Bill Messages beginning October 1, 2013.

PREMIUM CHANNEL	CURRENT PRICE	NEW PRICE
Showtime Starz Entertainment Pack	$ 15.99	$ 17.99
Showtime	$ 10.00	$ 12.00
Movie Package Ultimate HD	$ 9.99	$ 11.99
Movie Package Extreme HD	$ 9.99	$ 11.99
Starz!	$ 11.99	$ 13.99
Showtime	$ 11.99	$ 13.99
Showtime Starz Entertainment Pack	$ 16.99	$ 18.99
HBO	$ 16.99	$ 18.99
Cinemax	$ 11.99	$ 13.99
HBO/Cinemax	$ 24.99	$ 26.99
HBO Cinemax Showtime Starz Ent Pk	$ 35.00	$ 37.00
EPIX	$ 9.99	$ 11.99
HBO Cinemax Showtime Starz Ent Pk	$ 32.00	$ 34.00
HBO Cinemax Showtime Starz Ent Pk	$ 37.00	$ 39.00
Showtime Starz Ent Pack with EPIX	$ 24.99	$ 26.99
Fully Loaded Entertainment Pack	$ 45.99	$ 47.99
Fully Loaded Entertainment Pack	$ 39.99	$ 41.99
HBO Cinemax Showtime Starz Ent Pk	$ 36.00	$ 38.00
HBO Showtime Starz Ent Pack	$ 27.00	$ 29.00
Showtime Starz Ent Pk and Sports	$ 18.99	$ 20.99
HBO Cinemax Showtime Starz Ent Pk	$ 31.99	$ 33.99
HBO Cinemax Showtime Starz Ent Pk	$ 30.99	$ 32.99
HBO Cinemax Showtime Starz Ent Pk	$ 30.00	$ 32.00
Showtime Starz Ent Pk and Sports	$ 16.99	$ 18.99
TVP Polonia (Polish)	$ 17.99	$ 20.99
Spanish Language	$ 12.99	$ 14.99
Sports	$ 9.99	$ 11.99
Sports	$ 7.99	$ 9.99

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.

Sincerely,

FSM

964

Bill Messages

FiOS Premium Content Rate Increase

To continue to bring you the best programming TV has to offer, at times we need to raise our rates. On or after 30 days from the date of this bill, the rate for FiOS premium content will increase $2 per month for each of the following products: HBO, Cinemax, EPIX, Showtime, Starz!, Fully Loaded Entertainment Pack, HBO Cinemax Showtime Starz Ent Pk, HBO Showtime Starz Ent Pack, HBO/Cinemax, Movie Package Extreme HD, Movie Package Ultimate HD, Showtime Starz Ent Pack with EPIX, Showtime Starz Ent Pk and Sports, Showtime Starz Entertainment Pack, Spanish Language Package, and Sports Package.

This rate increase does not apply to you if (1) your premium channels are part of your FiOS bundle, or (2) you have a current promotion on your premium channel. If you are not sure which premium content is part of your FiOS TV bundle, or if you would like to review all of your current services, visit myverizon.com/ and select "Account" and then "View Bill" or call 1-877-896-2155

FiOS TVP Polonia (Polish) Rate Increase

To continue to bring you the best programming TV has to offer, at times we need to raise our rates. On or after 30 days from the date of this bill, the rate for your international channel, TVP Polonia (Polish), will increase $3 per month. If you would like to review all of your current services, visit myverizon.com and select "Account" and then "View Bill" or call 1-877-896-2155.

4/c BOS

There's no place like EMARC

EMARC

TUCKER GALA

Supporting people with developmental disabilities and their families to live, work and play in our communities.

WWW.THEEMARC.ORG
TAX ID: 04 2239964

Administrative
26 Princess Street
Wakefield, MA 01880-4115
Tel: 781.942.4888
Fax: 781.942.0820

Family Center
Fax: 781.439.6437

EMARC Reading
20 Gould Street
Reading, MA 01867-2927
Tel: 781.944.5655
Fax: 781.964.0948

EMARC North Shore
800 Cummings Center
Suite 166 S
Beverly, MA 01915
Tel: 978.279.2100
Fax: 978.279.2105

EMARC Central Middlesex
2 Ray Avenue
Burlington, MA 01803
Tel: 781.365.1350
Fax: 781.272.1475

Board of Directors

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Chairperson

Joel Rothenberg
Treasurer

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Joanne Marqusee
John Mason
John Parker
Elena Previte
Yvonne Zani

Richard Royse
Executive Director

The Arc
Massachusetts

September 17, 2013

Dear EMARC Supporter,

2013 SEP 29 AM 11:30

We are rolling out the "yellow brick road" for EMARC's 19th Annual Tucker Gala at the Peabody Marriott on Monday, November 4, 2013 at **5 p.m.** ***(*earlier start time)***. As a longtime customer, we are hopeful to have you serve as a **sponsor for our 2013 Tucker** Gala. There are also other ways you can support this important fundraiser by:

1. **Attending in person, $75 per person or $700 for table of 10.**
2. **Donating an auction item, or**
3. **Purchasing or selling Tucker Raffle tickets.**
   **Please find detailed info on back.*

EMARC proudly serves over 1000 families in 30 different communities and growing. We have locations in Reading, Burlington, Beverly and Wakefield. Some of our programs include: Family Support, Recreation, Residential, Life Choices, Day Services, School-to-Work, Adult Family Care and many more. EMARC receives funding from DDS (Department of Developmental Services), Medicaid, Grants and private donations. These funds are allocated for specific programs; however the Development department is responsible for seeking funding from other resources such as events, appeals, membership, etc.

This year's Gala includes celebrities: Lenny Clarke, Steve Sweeney ,Tony V, Dave Andelman and Hank Morse. This signature Gala features *"Phantom Approved"* tasting stations, entertainment, surprise guests and extensive live and silent auctions. We are also proud to announce our "Over the Rainbow" Raffle. Tickets are on sale now.

For more info on EMARC and our Gala, please go to www.theemarc.org or contact EMARC's Director of Development, Amy O'Brien at 781.587.2272 or by emailing aobrien@theemarc.org

So click your heels together and remember, there is no place like the 2013 EMARC Tucker Gala! Thank you for your consideration and continued support. We hope to see you on November 4th.

Sincerely,

Amy L. O'Brien

Amy O'Brien
Director of Development

9c1

EMARC'S 19th Annual Tucker Gala

Monday, November 4 at 5pm *(*earlier start time)* at the Peabody Marriott 8 Centennial Drive

SPONSORSHIPS: Please circle sponsorship level below:

- **OZ GREAT AND POWERFUL SPONSOR $15,000:** Extensive promotion of company name and 2 tables (20 seats). CEA artist commissioned painti Full Page Color Special Program Ad (7 3/4" x 10 1/2")
- **EMERALD CITY SPONSOR $10,000:** Placement and 10 seats. Natural Elegance jewelry set, Full Page Color Program Ad (7 3/4" x 10 1/2")
- **YELLOW BRICK ROAD $5,000:** Full Page Gold Program Ad (7 3/4" x 10 1/2") & 10 seats
- **WE ARE NOT IN KANSAS SPONSOR $2,500:** Full Page Silver Program Ad (7 3/4" x 10 1/2") & 5 seats
- **OVER THE RAINBOW SPONSOR $1,000:** Full Page Bronze Program Ad (7 3/4" x 10 1/2") & 2 seats
- **DOROTHY SPONSOR $500:** Full Page Program Ad (7 3/4" x 10 1/2")
- **SCARECROW SPONSOR $300:** Half Page Program Ad (7 3/4" x 5")
- **LION SPONSOR $200:** Quarter Page Program Ads (3 3/4" x 5")
- **TINMAN SPONSOR $100:** Name listed on event program

Deadline for sponsors: October 21, 2013

Sponsorship Level: _____ Sponsorship Price: _____ Company Logo: Please email to: aobrien@theemarc.org

Business Name: _____ Contact Name: _____

Address: _____ City/State: _____ Zip code: _____

Phone #: _____ Email: _____ Fax: _____

Please email high resolution photo/logo (300 dpi, PC format, jpg, eps, or tiff) to aobrien@theemarc.org or mail it to us on CD with your tax deductible Donor Name (as it should appear in book):

==========

GALA TICKETS: *Deadline for tickets: October 25 (tickets on a first-come, first-serve basis, sold out last year)*

Please reserve _____ticket(s) at $75 per person. Please reserve _____table(s) of 10 at $700.

In lieu of attendance, I/We would like to contribute$_____ to EMARC. Unable to attend, please donate tickets:_____

Seating instructions. Please seat me with the following guests: _____

*Seating is assigned. For partial tables, we will do our best to seat you with other guests of your choice.

RAFFLE TICKETS: 1 ticket: $10 or 3 tickets: $20 *Drawing at Gala at 8 p.m. Need not be present to win.

1st prize: $1000 gift card basket 2nd prize: new iPad, valued at $600 3rd Prize: New xBox 360 Kinect, valued at $350

I would like to purchase _____tickets. I would like to sell raffle tickets prior to event: _____

AUCTION DONATION: *Items must be received by 10/25/13*

Donor name: _____ Would like to donate the following auction items: _____

Estimated Value of item(s): _____ Donation is enclosed _____ Donation will be mailed or dropped off to:

EMARC 26 Princess St, Wakefield_____ Donation must be picked up: _____Date:_____Address:_____

Please specify date and address: _____

Please make checks payable to EMARC, Attn: Development, 26 Princess St., Floor 3, Wakefield, MA 01880.
Tel: 781.587.2272 Fax: 781.587.2273 American Express, Mastercard, and Visa also accepted.

_____ _____
(Card Number) (Exp. Date)

_____
(Cardholder Signature)

For more info, please go to: www.theemarc.org Or contact Amy O'Brien, Director of Director of Development aobrien@theemarc.org or at 781.587.2272

9C2

L/C BOS

xfinity

2013 SEP 29 AM 11:30

September 26, 2013

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

Re: Reactivation Fee

Dear Chairman and Members of the Board:

In keeping with our ongoing efforts to provide regular updates regarding our service, I am writing to inform you that effective November 1, 2013, due to increases in operating costs, the Reactivation Fee for service(s) will increase from $5.00 to $6.00.

Please be advised customers are receiving notification, in advance via bill message, of this change.

Should you have any questions, please do not hesitate to contact me at (978) 927-5700 x43024.

Sincerely,

Jane M. Lyman

Jane M. Lyman, Sr. Manager
Government & Regulatory Affairs

comcast

9d

4c BOS

Town of Reading
16 Lowell Street
Reading, MA 01867

CONTRIBUTORY RETIREMENT BOARD
Ph: (781) 942-9007 Fx: (781) 942-9037

Francis P. Driscoll, Chairman
Sharon M. Angstrom
Richard P. Foley

Joseph R. Veno
Thomas A. Clough
Colleen Loughlin, Ret Admin

October 1, 2013

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

Dear Chairman,

Please be advised that at the meeting of the Reading Retirement Board on September 24, 2013, the Board voted to appoint Colleen Loughlin the "Election Officer" for the Reading Contributory Retirement System's election of the first member of the Reading Retirement Board.

If you have any questions or concerns regarding the above, please do not hesitate to call.

Sincerely,

Colleen Loughlin

Colleen Loughlin
Retirement Board Administrator

cc: Robert LeLacheur
Town Manager

9e