



Town of Reading Meeting Posting with Agenda

RECEIVED
TOWN CLERK
READING, MASS.

Board - Committee - Commission - Council:

Board of Selectmen

2013 OCT 17 P 12:43

Date: 2013-10-22

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:

- 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**
 - a. Proclamation – Friends of the Library Week 7:20
- 4) **Personnel & Appointments**
 - a. Ad Hoc Zoning Advisory Committee
- 5) **Discussion/Action Items**
 - a. Hearing – Amend Section 1.13 of the Selectmen's Policy 7:15
Re: Purchasing Cards
 - b. Library Building Committee Update 7:25
 - c. Hearing – Change of Manager for Busa Liquor 7:45
 - d. Continued Hearing – Wine Bunker Liquor License Transfer 7:50
to Liquor Junction, Change of Location and Restrictions
 - e. Hearing – Selectmen's Liquor Policy Revisions to Section 3.2.4 8:00
Requirements for: Restaurant License to Expose, Keep for Sale,
and to Sell Wine and Malt Beverages to be Drunk on the Premises
(less than 100 seats)
 - f. Re-Organization of Town Government 9:00
 - g. Hearing – Amending the FY14 Classification Plan 9:00
 - h. Vote Subsequent Town Meeting Warrant Articles 9:30
- 6) **Approval of Minutes**
 - a. October 8, 2013
- 7) **Licenses, Permits and Approvals**

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

8) Executive Session

- a. To consider the purchase, exchange, lease or value of real property 8:30

9) Correspondence

- copy a. FiOS TV Channel and Programming Changes from Verizon
copy b. Email from Kevin Scott notifying the Town of his resignation from the Conservation Commission
copy c. Hearing Notice from the City of Woburn re: Emergency Access to the Johnson Woods Condominium parcel

	Review Final Drainage studies	Zambouras	8:45
	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	LeLacheur	8:00
	Approve Other Licenses	LeLacheur	
	Approve early openings/24 hour openings	LeLacheur	
HEARING	Tax Classification	joint mtg BOA	8:30
	Review BOS/TM Goals	LeLacheur	9:30
	December 10, 2013		
Office Hour	Marsie West		6:30
	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
	December 17, 2013		
	Technology Update		7:30
		New Website	
		Document Storage	
		Permits & Licensing	
	Town Manager Performance Evaluation		
Future Agendas			
	Regionalization of other functions	LeLacheur	
	MWRA (Feb 2014)	LeLacheur	
	Policy on Trust Fund Commissioners	Heffernan	

	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
	Review Regionalization efforts	Jun & Dec	Semi-ann
	Reading Housing Authority Report	March	Annual
	Reading Ice Arena Report	October	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



MBTA Advisory Board

177 Tremont Street, Boston, MA 02111

Tel: (617) 426-6054 Fax: (617) 451-2054

October 7, 2013

TO: Chief Elected Officials

FR: Paul Regan, Executive Director, MBTA Advisory Board
Marc Draisen, Executive Director, Metropolitan Area Planning Council

RE: Municipal Elections to the Boston Region Metropolitan Planning Organization

We are pleased to forward the 2013 MPO Ballot, the candidates' statements of candidacy, and the election procedures for the elected municipal seats on the Boston Region Metropolitan Planning Organization (MPO).

This year there are two (2) municipal open seats on the MPO. One seat for a municipality from the Inner Core Committee sub-region and one seat for a municipality from the MetroWest Regional Collaborative sub-region.

The Town of Framingham is running unopposed for the MetroWest seat and the City of Somerville is running unopposed for the Inner Core seat.

Key Dates and Locations:

October 29, 2013 Absentee Ballots Due
5:00 PM delivered by mail or in person (No Fax or Email) to:
BOSTON REGION MPO ELECTIONS
Metropolitan Area Planning Council
60 Temple Place, 6th Floor
Boston, MA 02111

October 30, 2013 MPO Municipal Election
At MAPC Fall Council Meeting, 3:00PM
Wednesday, October 30, 2013,
Seaport Hotel at the World Trade Center, Boston.

2013 OCT -8 AM 10: 57

101

Voting Rules:

One vote may be cast by each of the Chief Elected Officials of the 101 municipalities in the Boston region, for each open seat (there are 2 open seats). Ballots may be cast by one of the following ways:

1. By the CEO, in-person, on October 30, 2013 at MAPC Fall Council Meeting.
2. By Absentee Ballot, delivered by mail or in-person to MAPC by 5:00 PM the day before the election, October 29, 2013.
3. By a designee, in-person, on October 30, 2013 at MAPC Fall Council Meeting.

Each Chief Elected Official or their designee, regardless of which sub-region they are in, or whether they represent a city or a town, may cast one vote for each of the two open MPO seats (for a total of 2 votes cast).

Appointing Designees:

Designees shall present a signed letter or signed MPO Ballot by the CEO of the municipality they are representing, to MAPC staff prior to the election or by 3:00 PM on the day of the election. Designees may represent only one municipality in the election.

Certification of Results:

The results of the election shall be certified by the Chairman of the MPO by 12 noon on Friday November 1, 2013.

First MPO Meeting:

The Boston Region MPO regularly meets at 10:00 AM on the first and third Thursdays of every month. Candidates that are elected to the MPO are asked to plan to attend their first MPO meeting on November 7, 2013 at 10:00 AM. The meeting is estimated to last two hours but may last longer. It will be held in conference rooms 2 and 3 in the State Transportation Building, 10 Park Plaza, Boston. If you have questions about the meeting, please contact Pam Wolfe, Manager, Certification Activities, 617-973-7141 or pwolfe@ctps.org

We appreciate the interest shown by the candidates in choosing to serve in these seats on the MPO and for your interest in this important matter. We look forward to your participation. Please contact Eric Bourassa at MAPC (617-933-0740) or Paul Regan, Executive Director of the MBTA Advisory Board (617-426-6054), if you have any questions concerning this election.

2013 MPO Statement of Candidacy

(250 Word Limit)

Municipality: FRAMINGHAM

Chief Elected Official: DENNIS GIOMBETTI

(Suggestions include a brief statement of qualifications; comments on the importance of transportation to the region; and expectations for the Boston Metropolitan Planning Organization)

SEE ATTACHED

The Town of Framingham representing the MetroWest region has had a seat on the Boston MPO for many years. Over that time we have demonstrated a dedicated commitment to solving both big and small regional transportation issues and to strike that all important balance of regional equity. The town was very supportive and a leader in the recent effort to expand the membership of the Boston MPO for more regional representation. This expansion has worked out quite well providing more representative input into decisions but without bogging down the process.

We have been a strong advocate for the need for additional transportation funding and the importance of the link between economic development and transportation. With the many years of Framingham membership on the MPO we have acquired a deep knowledge of the transportation issues facing the region and the process by which these issues can be addressed. The Town has been active both at the subcommittee level as member of the UPWP and at the committee level often engaged in the debate.

The Town of Framingham hopes to continue our efforts of spending precious transportation dollars wisely and to the benefit of the entire Boston region.

2013 MPO Statement of Candidacy

(250 Word Limit)

Municipality: City of Somerville

Chief Elected Official: Joseph A. Curtatone

(Suggestions include a brief statement of qualifications; comments on the importance of transportation to the region; and expectations for the Boston Metropolitan Planning Organization)

The Boston Region MPO faces numerous challenges implementing the 21st century transportation system necessary for the region to foster a 21st century economy. MassDOT and the General Court have made significant progress toward closing the transportation funding gap. The programming of these funds balancing between the continuing needs of an aging transportation system and its current resources is now more important than ever. As a member of the MPO, Somerville will strive to balance geographical equity against the myriad needs of the Region's transportation system. We will be tasked with funds programming that both maintains the system in a state of good repair and ideally grows a system that further encourages a shift away from auto dependence, while accounting for climate change and the reality that there will always be more requests than there is funding. Somerville is up to this ever growing challenge.

Somerville has been a member of the MPO since 2007, demonstrating leadership on transportation issues with an eye on what is needed to move our region forward. We will continue to work for all 101 cities and towns of the Boston Region, ensuring that our transportation system continues to address the needs and desires of all who use it and we look forward to continuing this valuable work.

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2013 MPO Absentee Ballot

The MPO Election will be held on Wednesday, October 30, 2013
At MAPC Fall Council Meeting, 3:00 PM
Seaport Hotel at the World Trade Center, Boston.

**Absentee ballots must be delivered by October 29, 2013
via mail or in person (No Fax or Email) by 5 PM to:
BOSTON REGION MPO ELECTIONS
Metropolitan Area Planning Council
60 Temple Place, 6th Floor
Boston, MA 02111**

Each Chief Elected Official, regardless of which sub-region they are in, or whether they represent a city or a town, may cast one vote for each of the two open MPO seats.

Chief Elected Official may:

Vote for only one from the Inner Core Committee

<input checked="" type="checkbox"/>	Somerville	Joseph A. Curtatone, Mayor
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Vote for only one from the MetroWest Regional Collaborative

<input checked="" type="checkbox"/>	Framingham	Dennis Giombetti, Chair Board of Selectmen
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Municipality Reading Chief Elected Official _____
(Signature)

(Print or type name)

Fill this box out only if you (Mayor or Chair Board of Selectman) are appointing someone to vote in your place in person on October 30th.

Designation of alternate (by Mayor or Chair Board of Selectman):	
I hereby authorize _____	to cast the ballot for _____
(name)	(municipality)
_____ Chief Elected Official (signature)	_____ Date

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PROCLAMATION
FRIENDS OF THE READING PUBLIC LIBRARY WEEK

Whereas, The Friends of the Reading Public Library, a volunteer 501 (c) 3 organization whose purpose is to raise money for the Reading Library, is celebrating National Friends of the Library Week October 20-26, and

Whereas, The Friends of the Reading Public Library raise \$40,000 per year to fund enrichment programs for the library such as music concerts, author's visits, children, teen, and adult summer reading programs, toddler sing-a-longs, seniors' Live Wires events, and open houses, and

Whereas, The Friends recognize and salute the Reading business community which has long supported the Friends in its fund raising projects, and

Whereas, The Friends particularly recognize Pat Black of Premier Realty Group, Inc. who has most generously sponsored its major projects such as the House Tour and Miniature Golf at the Library for many, many years, and

Whereas, The Friends are partnering with over 30 Reading stores, restaurants, cafes, and other businesses in a "Shop and Dine in Reading" event during this week, and businesses will be donating a percentage of sales to Friends of the Library, putting out canisters to collect donations for the Friends, providing raffle prizes, and making banners, and

Whereas, The Friends will be conducting a membership drive to increase its members, donations from whom also contribute substantially to the Friends yearly fund raising, and

Whereas, The Friends are asking Reading's citizens to support the events of Friends of the Library Week and thereby support the award winning Reading Public Library,

Now, therefore, we, The Reading Board of Selectmen do hereby proclaim the week of October 20 - 26, 2013 as Friends of the Reading Public Library Week in recognition of the dedication of the Friends' members and the support of the Reading business community to enrich our Reading Public Library.

THE BOARD OF SELECTMEN

<hr/> James Bonazoli, Chairman	<hr/> John Arena, Vice Chairman
<hr/> Ben Tafoya, Secretary	<hr/> Marsie West
<hr/> Daniel Ensminger	

APPLICATION FOR APPOINTMENT TO BOARDS/COMMITTEES/COMMISSIONS

Name: Calvo-Bacci Erin Kathleen Date: 10/17/13
(Last) (First) (Middle)

Address: 494 Main Street Tel. (Home) 781-9440730
Tel. (Work) _____
(Is this number listed?) _____

Occupation: Owner Bacci Chocolate Design # of years in Reading: 3

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 checked="" type="checkbox"/> Other <u>ad Hoc Zoning Advisory Committee</u> |
| <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:
As a business owner and member of the Reading North Reading Chamber of Commerce
and a member of the Retail Association of Massachusetts, I am interested in volunteering
and will be able to bring to the table credible insight and experience.

4a1

APPLICATION FOR APPOINTMENT TO BOARDS/COMMITTEES/COMMISSIONS

Name: BERGSTROM ERIC JOHN Date: _____
(Last) (First) (Middle)

Address: 29 STURGES ROAD Tel. (Home) 1781 944 3167
Tel. (Work) _____
(Is this number listed?) YES

Occupation: FINANCIAL ADVISOR # 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.)

- | | |
|---|--|
| <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 checked="" type="checkbox"/> Other <u>(ZAC) ZONING ADVISORY</u> |
| <input type="checkbox"/> Council on Aging | <u>COMMITTEE</u> |
| <input type="checkbox"/> Cultural Council | <u>(AD HOC)</u> |
| <input type="checkbox"/> Custodian of Soldiers' & Sailors' Graves | |
| <input type="checkbox"/> Economic Development Committee | |

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

Eric J. Bergstrom

29 Sturges Road ♦ Reading, MA 01867 ♦ (781) 944-3167 ♦ Email:

Experience:

7/04–Present

Morgan Stanley Wealth Management

Middleton, MA

Financial Advisor

- Working with small business owners and individual investors
- Associate of Portfolio Management program at Morgan Stanley
- Ranked in the top 15 percent nationally in the MSDW training program.
- Raised \$30 million dollars of net new assets in first five years of production.
- Continuing to build a strong referral network with Attorneys and CPA's.

7/03–06/04

Bank of America

Andover, MA

Investment Representative, Quick & Reilly, Inc., Member NYSE

- Developed customer relationships through a combination of proactive advice and appropriate financial solutions.
- Generated over \$2 million in new sales of Mutual Funds and Fixed Annuities.
- Combined with Bank Manager and branch staff and offered all banking products.
- Partnered with a top producing Vice President/Senior Financial Consultant.

3/01–5/03

Natixis Global Asset Management

Boston, MA

Team Leader/Inside Investment Consultant, National Sales Desk

- Developing and implementing strategies to market **Oakmark, Loomis Sayles, AEW** and **NGAM** products to investment professionals.
- Specializing in four distinct lines of business: load mutual fund, no-load or wrap mutual fund, separate account and retirement/variable annuity.
- Overseeing several Inside Investment Consultants and reporting to AVP.

2/99–3/01

Eaton Vance Distributors

Boston, MA

Senior Internal Wholesaler

- Wholesaled mutual funds to retail brokers and bank representatives.
- Increased mutual fund sales in two Mid-West territories by over 50%.
- Established #1 fastest growing IFI and wire house territory in 2000.
- Participated in and coordinated several marketing campaigns, sales presentations and trade shows with external wholesaler.

12/97–2/99

Fidelity Institutional Retirement Services Co

Marlborough, MA

Service Delivery Specialist

- Liaison role between the Participant Services Group and Client Services communicating operational and systems issues for several corporate sponsored plans.

Participant Service Representative

- Provided defined contribution (401k) service to all FIRSCO clients both accurately and efficiently

6/91–4/96

Nabisco Biscuit Co.

Salem, NH

Sales Representative

- Managed account base in the metropolitan New York territory (1991 to 1993).
- Created new sales opportunities and sold multiple product lines.
- Consistently met and exceeded monthly sales quota of \$200,000.

Education:

Gordon College

Wenham, MA

Bachelor of Arts in Business Administration, May 1989

Working towards obtaining CRPC exam

Skills:

Proficient in the following software applications: Microsoft Office Applications, Morningstar Principia Pro, Siebel and ACT!

License:

National Association of Securities Dealers Inc. (NASD)

Series 7, 65, 31 and 63 licenses. Life and Health Insurance Agent - Massachusetts

4a3

LEGAL NOTICE



TOWN OF READING

Please take notice that the Board of Selectmen of the Town of Reading will hold public hearings on October 22, 2013 in the Selectmen's Meeting Room, 16 Lowell Street, Reading, Massachusetts on the following:

•Amend Section 1.13 of the Selectmen's Policy 7:15 p.m.

Re: Purchasing Cards
•Continued Hearing for Wine Bunker Liquor License Transfer to Liquor Junction and Change of Location 7:50 p.m.

•Selectmen's Liquor Policy revisions Section 3.2.4 Requirements for: Restaurant License to Expose, Keep for Sale, and to Sell Wine and Malt Beverages to be Drunk on the Premises (less than 100 seats) 8:00 p.m.

•Approve amendments to the FY14 Classification Plan 9:00 p.m.

Copies of the proposed documents regarding these topics are 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

All interested parties are invited to attend the hearing, or may submit their comments in writing or by email prior to 6:00 p.m. on October 22, 2013 to townmanager@ci.reading.ma.us

By order of
Robert W. LeLacheur
Town Manager

10/15

5a1

Section 1.13 – Policy providing for the use of Purchasing Cards

Use of purchasing cards will expedite Town and School purchasing and payables for isolated one-time purchases along with payment for smaller dollar items. ~~On a 12-month trial basis beginning September 1, 2012, purchasing cards may be issued to one or more employees at the discretion of the Town Manager or Superintendent of Schools as applicable, and with the names of all users to be filed with the Town Accountant. Following a formal 12-month the use of purchasing cards will be evaluated by the Town Accountant with input from the Town Manager and the Superintendent of Schools and users. Following the evaluation, the Chief Procurement Officer shall make a decision on whether or not to continue the use of purchasing cards, and the terms of their continued use.~~

Issuance of a purchasing card under the name of the Town of Reading or the Reading School Department is a privilege and every reasonable effort shall be made to ensure that cards are used responsibly and in a manner consistent with Town and School Department policies, guidelines and applicable laws and regulations of the Commonwealth of Massachusetts.

The Town Accountant will authorize the type of items that can be purchased on the card and the maximum single transaction limit. In any event, the purchasing card shall not be used for purchases of travel, lodging, food, or beverages, for employees or Officials. The procurement card may be used for travel, lodging, and food and beverage (but not alcohol) expenses from student activity accounts for student travel. The Procurement card may be used to register for conferences or seminars. If the use of purchasing cards is extended beyond the one year trial period, the Town Accountant will periodically establish and issue guidelines to purchasing card users. It is the responsibility of each purchasing card user to ensure that their respective card is stored in a secure place and that the account number is protected. A card number may be used in a secure internet transaction but shall never be written out and transmitted via email. Each purchasing card user is responsible to reconcile every transaction made within the month.

Purchasing cards may be issued to individual users at the discretion of the Town Manager or Superintendent of Schools as applicable. Each user will sign for receipt of the card. Cards are to be stored in a secure location. If a purchasing card is lost or stolen the purchasing card user will notify the Town Accountant who will notify the bank, local police department and the Town Manager or Superintendent of Schools as applicable. Replacement of a lost or stolen card will be at the determination of the Town Manager or Superintendent of Schools as applicable.

Failure to adhere to purchasing card policy and guidelines will result in revocation of card use, and the user may be subject to disciplinary action. An individual who is found to abuse the use of a purchasing card will be subject to disciplinary action up to and including termination from employment along with potentially criminal charges being filed against them. In addition the Town will seek restitution for any inappropriate charges made to a purchasing card.

The Town Accountant will establish procedures to be followed regarding the reconciliation processes. All relevant records are to be included with each statement and retained with applicable voucher records.

Adopted by the Reading School Committee on 7-23-12

Adopted by the Board of Selectmen 7-24-12

502

Town of Reading

Office of Town Accountant



To: Board of Selectmen
From: Sharon Angstrom, Town Accountant
Subject: P-Card Program
Date: October 17, 2013

Sharon Angstrom

I am writing this memo to convey my support of the P-Card program. The P-Card policy adopted last September has been adhered to and there does not appear to be any signs of abuse. The program has proved to be very beneficial because it has reduced the need for employees to use their personal credit cards for seminars, membership dues and other purchases that do not accept purchase orders.

It is my recommendation that the Board of Selectman approve the P-Card policy for ongoing use. Please feel free to contact me if you should any further questions regarding the P-Card Program.

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Posternak
POSTERNAK BLANKSTEIN & LUND LLP

*HEARING NOTICE
NOT REQUIRED*

October 7, 2013

Michael E. Rubin
617-973-6110
617-722-4911 FAX
mrubin@pbl.com

By Federal Express

Town Hall
16 Lowell Street
Reading, MA 01867
ATTN: Paula Schena, Office Manager

Re: Busa's Reading Liquors, Inc. d/b/a Busa's Reading Liquors
345 Main Street, Reading, MA
ABCC License No. 101600009

2013 OCT -8 AM 8:55

Dear Paula:

Enclosed please find the following relative to Busa's Reading Liquors:

1. Retail Transmittal Form;
2. Petition for Change of License;
3. Manager's Form;
4. Personal Information Form;
5. Cori Application;
6. 1 Original Corporate Vote;
7. Original Birth Certificate of Andrew C. Busa; and
8. \$200.00 check made payable to the Commonwealth of Massachusetts.

Please inform our office as soon as possible when the hearing will be held.

Sincerely yours,



Michael E. Rubin

MR/lmc
Enclosures
1505140v1/18127-7

501



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

Print Form

2013 OCT -8 AM 8:55

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: \$200.00

(CHECK MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL)

CHECK NUMBER

IF USED EPAY, CONFIRMATION NUMBER

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

LICENSEE NAME

ADDRESS

CITY/TOWN

STATE

ZIP CODE

TRANSACTION TYPE (Please check all relevant transactions):

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Cordials/Liqueurs Permit | <input type="checkbox"/> New Officer/Director | <input type="checkbox"/> Transfer of License |
| <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Issuance of Stock | <input type="checkbox"/> New Stockholder | <input type="checkbox"/> Transfer of Stock |
| <input type="checkbox"/> Change of License Type | <input type="checkbox"/> Management/Operating Agreement | <input type="checkbox"/> Pledge of Stock | <input type="checkbox"/> Wine & Malt to All Alcohol |
| <input type="checkbox"/> Change of Location | <input type="checkbox"/> More than (3) \$15 | <input type="checkbox"/> Pledge of License | <input type="checkbox"/> 6-Day to 7-Day License |
| <input checked="" type="checkbox"/> Change of Manager | <input type="checkbox"/> New License | <input type="checkbox"/> Seasonal to Annual | |
| <input type="checkbox"/> Other | <input type="text"/> | | |

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION
 P. O. BOX 3396
 BOSTON, MA 02241-3396**

502



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

MANAGER APPLICATION

All proposed managers are required to complete a Personal Information Form, and attach a copy of the corporate vote authorizing this action and appointing a manager.

1. LICENSEE INFORMATION:

Legal Name of Licensee: Business Name (dba):
 Address:
 City/Town: State: Zip Code:
 ABCC License Number: (If existing licensee) Phone Number of Premise:

2. MANAGER INFORMATION:

A. Name: B. Cell Phone Number:
 C. List the number of hours per week you will spend on the licensed premises:

3. CITIZENSHIP INFORMATION:

A. Are you a U.S. Citizen: Yes No B. Date of Naturalization: C. Court of Naturalization:
 (Submit proof of citizenship and/or naturalization such as U.S. Passport, Voter's Certificate, Birth Certificate or Naturalization Papers)

4. BACKGROUND INFORMATION:

A. Do you now, or have you ever, held any direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages? Yes No
 If yes, please describe:
 B. Have you ever been the Manager of Record of a license to sell alcoholic beverages that has been suspended, revoked or cancelled? Yes No
 If yes, please describe:
 C. Have you ever been the Manager of Record of a license that was issued by this Commission? Yes No
 If yes, please describe:
 D. Please list your employment for the past ten years (Dates, Position, Employer, Address and Telephone):

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:
 Signature Date

A B

504

Additional Space

Please note which question you are using this space for.

4. D. Please list your employer for the past ten years (Dates, Positions, Employer, Address and Telephone No.)

Busa's Reading Liquors, Inc.
345 Main Street
Reading, MA 01867
2003-2007 – Store Clerk
2008-2009 – Assistant Manager
Supervisor – Barry Eberly – 781-861-1806

Vinebrook Bottle Shop
133 Massachusetts Avenue
Lexington, MA 02420
2010-2011 – Store Manager
Supervisor – Barry Eberly – 781-861-1806

Vinebrook Corporation
13 Massachusetts Avenue
Lexington, MA 02420
2011-present Corporate Office
Supervisor – Barry Eberly – 781-861-1806

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The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

PERSONAL INFORMATION FORM

Each individual listed in Section 10 of this application must complete this form.

1. LICENSEE INFORMATION:

A. Legal Name of Licensee	Busa's Reading Liquors, Inc.	B. Business Name (dba)	Busa's Reading Liquors	
C. Address	345 Main Street	D. ABCC License Number (If existing licensee)	101600009	
E. City/Town	Reading	State	MA	Zip Code 01867
F. Phone Number of Premise	781-944-7474	G. EIN of License		

2. PERSONAL INFORMATION:

A. Individual Name	Andrew C. Busa	B. Home Phone Number		
C. Address	12 Princeton Street			
D. City/Town	Medford	State	MA	Zip Code 02155
E. Social Security Number		F. Date of Birth		
G. Place of Employment	Vinebrook Corporation, 133 Massachusetts Avenue, Lexington, MA			

3. BACKGROUND INFORMATION:

Have you ever been convicted of a state, federal or military crime? Yes No

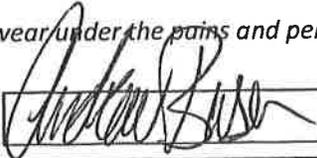
If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

4. FINANCIAL INTEREST:

Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

IMPORTANT ATTACHMENTS (8): For all cash contributions, attach last (3) months of bank statements for the source(s) of this cash.
 *If additional space is needed, please use the last page

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature  Date

Title (If Corporation/LLC Representative)

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BUSA READING LIQUORS, INC.

Written Consent of the Directors

September 30, 2013

The undersigned, being the Directors of Busa Reading Liquors, Inc., a Massachusetts corporation (the "Corporation") d/b/a Busa's Reading Liquors, do hereby take the following action by written consent in lieu of the holding of the Meeting of the Directors:

Change of Managers

VOTED: That, effective upon the approval of the Liquor Licensing Board of the Town of Reading, Massachusetts, the local licensing authority, and of the Board of Directors of the Alcoholic Beverages Control Commission of the Commonwealth of Massachusetts, Daniel P. Busa, Jr., shall cease to serve as a Manager of the Corporation, and in order to fill the vacancy of Manager resulting therefrom, the following person be, and he hereby is, appointed to serve as Manager of the Corporation, to hold office until the next annual meeting of the directors of the Corporation and until his successor is duly elected and qualified or until his earlier resignation or removal:

Andrew C. Busa

General

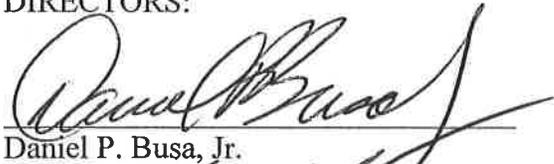
VOTED: That this Written Consent shall take effect immediately as of the date first above written and shall be filed in the minute book of the Corporation with the minutes of the meetings of the Directors.

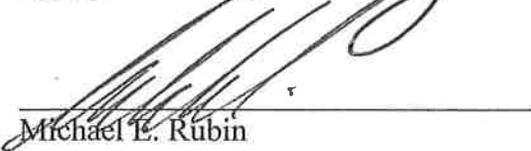
VOTED: That this Written Consent may be signed in multiple counterparts and that each of these counterparts collectively shall be deemed to be one and the same document.

[Signatures following page(s)]

IN WITNESS WHEREOF, the undersigned has executed this instrument to be effective as of the day and year first written above.

DIRECTORS:


Daniel P. Busa, Jr.


Michael E. Rubin

*[Signature Page to Directors' Consent of
Busa Reading Liquors, Inc.]*

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LEGAL NOTICE



TOWN OF READING

Please take notice that the Board of Selectmen of the Town of Reading will hold public hearings on October 22, 2013 in the Selectmen's Meeting Room, 16 Lowell Street, Reading, Massachusetts on the following:

•Amend Section 1.13 of the Selectmen's Policy 7:15 p.m.

Re: Purchasing Cards

•Continued Hearing for Wine Bunker Liquor License Transfer to Liquor Junction and Change of Location 7:50 p.m.

•Selectmen's Liquor Policy revisions Section 3.2.4 Requirements for: Restaurant License to Expose, Keep for Sale, and to Sell Wine and Malt Beverages to be Drunk on the Premises (less than 100 seats) 8:00 p.m.

•Approve amendments to the FY14 Classification Plan 9:00 p.m.

Copies of the proposed documents regarding these topics are 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

All interested parties are invited to attend the hearing, or may submit their comments in writing or by email prior to 6:00 p.m. on October 22, 2013 to townmanager@ci.reading.ma.us

By order of
Robert W. LeLacheur
Town Manager

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Schena, Paula

From: LeLacheur, Bob
Sent: Friday, October 18, 2013 4:04 PM
To: Angstrom, Sharon; Burns, Greg; Cormier, Jim; Delai, Mary; Delios, Jean; Doherty, John; Huggins, Joe; LeLacheur, Bob; O'Brien, Coleen; Urell, Ruth; Zager, Jeff
Cc: Schena, Paula
Subject: FW: additional material for your packet
Attachments: FY14 Proposed Reorganization v2.pdf; FY14 Proposed Revised Executive Organizational Chart.pdf; FY14 Proposed Revised Classification Plan.pdf; Executive Organizational Chart 2011.pdf; FY2014 Classification Plan.pdf

From: LeLacheur, Bob
Sent: Friday, October 18, 2013 4:03 PM
To: Reading - Selectmen
Subject: additional material for your packet

Enclosed please find material related to the revised Re-organization plan, to be reviewed at your next meeting. At 9pm we will cover three items related to this plan:

- 1) the continued Hearing on the Executive Organizational Chart (also Article 10 of November Town Meeting) – attached please find the proposed new one as well as the current one, last revised in 2011;
- 2) a new Hearing on the Classification Plan – attached please find the proposed new one as well as the one approved in June 2013;
- 3) budget transfers and changes (Article 11 of November Town Meeting)

Although historically the Selectmen votes have not usually been published in the Warrant, if you take a position on any Articles next week, then your votes will be cast in time to be printed. As a reminder, Articles sponsored by the BOS that will be acted upon by Town Meeting include 3, 6, 7, 8, 9, 10 & 11.

On Monday Paula will add today's material to the packet she sent to you yesterday, and it will all be placed on the website. I will also make sure the Library Trustees see this material today, in advance of their meeting on Monday night.

Please let me know if you have any questions.

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/>



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

781-942-9043

townmanager@ci.reading.ma.us
www.readingma.gov/town-manager

To: Board of Selectmen
From: Bob LeLacheur
Date: October 18, 2013
RE: Proposed Re-organization of Town government (**version #2**)

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. Each improvement is designed to help shift the organization over time towards a more proactive than reactive stance in the community. 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, November 2013 Town Meeting will be asked to approve amendments to the Table of Organization in Article 10 and budget transfers and additions in Article 11.

Public details of the Re-organization have been formally discussed by the Board of Selectmen on September 24th (Hearing for Table of Organization opened) and October 8th and will be concluded on October 22nd (continued Hearing for the Table of Organization; new Hearing for FY14 Classification Plan; votes on November Town Meeting Warrant Articles). The Finance Committee on October 16th unanimously endorsed the Re-organization plan, but as the Selectmen had not yet voted they delayed formally voting Article 11 budget changes until their meeting on October 30th.

The Table below summarizes all proposed Town Government wage changes from Article 11. The first two steps combined were proposed actions by November Town Meeting in my first draft version presented on October 8th to the Selectmen. Now I suggest splitting this action into two parts: step #1 for immediate implementation upon approval by November Town Meeting, and step #2 for delayed implementation based upon the results of a Pay & Classification study. That P&C study is now proposed to be funded at November 2013 Town Meeting instead of during the FY15 budget. Note that results of the study are expected to be available in time for implementation by April 2014 Annual Town Meeting, using both these FY14 funds and additional unallocated Town Government funds set aside as part of the FY15 budget process. If the results are not available for implementation at Annual Town Meeting, the

SF2

FY14 funds will be returned to free cash on June 30, 2014 and FY15 implementation will be proposed at the next available Town Meeting.

Table 1 – Summary of Article 11 Town wage costs in FY14

Re-organization step #1	\$97,664
Re-organization step #2	\$40,000
Additional Services	\$45,324
Offset by Water & Sewer	(\$24,236)
TOTAL Net General Fund	\$158,752

Note that at their meeting on October 16th, the Finance Committee approved a new set of “Benchmarking Guidelines”. This includes recommendations that the current list of 23 Peer Communities from a Stone Consulting December 2008 report be used for broad budget and financial comparisons by both the Town and Schools, and that updated studies are done to keep this list current.

The Additional Services shown above in Table 1 are unrelated to the Re-organization. They include increases in overtime driven by the document storage project, additional hours (from 16 to 19 hours/week each) for plumbing/gas and wiring inspectors driven by increased activity, additional hours (from 20 to 24 hours/week) for the Nurse Advocate driven by increased demand for services, the need for clerical hours in order to join a Veteran’s district, and two part time positions in Community Services - one for a Regional Housing Services Coordinator and one for a Zoning Enforcement Officer. Eventually the two latter positions are expected to be full-time employees but regionalized and shared with other communities. Note that the Permits Revolving Fund is being used to offset some of these Additional Services costs, at a pace that would last for the next ten years if the PRF is never replenished.

Organizational Improvements (unchanged from version #1)

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. Table 2 summarizes those changes which are described below in detail.

Table 2 – Summary of changes proposed in Article 10 (Table of Organization)

Current	Proposed
Town Manager	Administrative Services ¹
Community Services	Community Services ²
Accounting	(none)
Finance	Finance ³
Public Library	Public Library
Public Works	Public Works ⁴
Public Safety	Public Safety ⁵

Notes:

- 1 Three divisions from Finance are added; some positions from Public Works and Public Safety are added
- 2 One division from Public Works is added

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- 3 *Accounting is merged with the remaining Finance divisions*
- 4 *One position is moved to Administrative Services; one division is moved to Community Services*
- 5 *One position is moved to Administrative Services*

New Finance Department

I propose to combine the Treasury, Collections and Assessing portions of the current Finance department with the small Accounting department. These four groups work very 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 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.**

New Administrative Services Department

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 Manger 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 past few years of technology integration has laid the foundation for this change that will bring efficiency in the operational side of Town government. **The resulting Administrative Services department will include the Town Manager's Office, Human Resources, Operations, Technology, Town Clerk and Elections/Registrations.**

Community Services Department

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 Table of Organization that the Board of Selectmen will be asked to approve on October 22nd (at the end of this document).

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Organizational Development (changed in version #2)

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 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 as needed, but these should be non-union personnel involved in management decisions. An immediate change in Police is proposed because it is 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. This portion of the proposed re-organization will await the results of the Pay & Classification study, and be implemented at a future date.

Re-organization of Town government: FY14 Classification Plan (changed in version #2)

Following are the proposed specific changes to be made to the current FY14 Classification Plan driven by the re-organization of Town government. 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 function 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. In Administrative Services, our technology foundation is as good as any other community in the state. However it is now time to expand to a proactive vision and reach into the residential community with our new technological abilities. In Community Services, that proactive reach may also be extended into the business community – and there are many other endeavors possible in the areas of non-profit/government partnerships as is now seen in larger US cities.

SF5

Below please find a brief summary of how broad management responsibilities would change under the proposed Re-organization:

Table 3 – Changes to Significant Management Responsibilities

Significant Task	Current	Proposed
Manage Treasury, Collections & Assessing staff	ATM/Finance Director	Town Accountant
Manage Human Resources, Town Clerk & Technology staff	ATM/Finance Director	ATM Administrative Services
Manage Operations staff	decentralized	ATM Administrative Services
Technology Master Planning	ATM/Finance Director	ATM Administrative Services
Resident customer service	Town Manager & others	Town Manager & ATM Administrative Services
Business customer service	Town Manager & others	Town Manager & ATM Community Services
Commercial development master planning	Decentralized, including a few Boards, Committees & Commissions	ATM Community Services
Proactive outreach to establish community partners (RMLD, businesses, religious & civic organizations)	Decentralized with low focus, including a few Boards, Committees & Commissions	ATM Community Services
Coordinate all Community Master Planning	Decentralized, including several Boards, Committees & Commissions	ATM Community Services
Budget oversight	ATM/Finance Director	Town Manager
Random miscellaneous tasks, often on short notice	Town Manager -> ATM/Finance Director	Town Manager -> ATM Administrative Services & ATM Community Services

Administrative Services Department

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.

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

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portion of all senior-level planning tasks, project management & sign-off for certain commercial projects, supervision of Regional Housing efforts and involvement as a Town representative to area planning agencies (eg. MAPC, North Suburban). 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 at the middle of the new grade.

Zoning Enforcement Inspector – new position in grade F; this will be a new part-time (8hrs/week) position that will be responsible for continuous code enforcement efforts instead of having that responsibility fall to planning and building inspections staff when there is elusive 'spare time'. This is an especially important position to add in advance of the possible changes to the Zoning Bylaws, when we as a community review the degree of rules & enforcement we desire. Over time this position is expected to be regionalized and shared with neighboring communities who have expressed interest.

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 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.

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.

Assistant Library Director – increase by one grade to I; this change will ensure consistency among the assistant department head positions across all Town government departments.

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 has now been announced for 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, significant work to allow North Reading to join the MWRA begins 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 include project

management, budget and staff supervision, fleet services, and employee safety and professional development. Note that the cost of this position will be largely absorbed by removing funding from 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. There will be no change to FTEs beyond the reduction of the business administrator. The amount of sworn officers will remain the same, but proposed changes include 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. This type of change has been contemplated for a few years and previously negotiated with both Police unions.

Executive Officer - new position in the Fire department in grade K; this non-union position will not be funded 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 22nd (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
**Fire 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 (re-arranged, same \$)

Town Department Heads were asked to submit their organizational changes this summer with an eye towards positioning the organization for the future. Coupled with my ideas, the total annual cost was over \$600,000 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 about \$180,000 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, an approximate +2.5% operating budget for both town and schools in FY15 is possible with the continued use of \$1.25 million of free cash. At the Financial Forum on October 30th, these details will be reviewed and FINCOM has indicated an inclination to move forward with these assumptions.

This proposed Re-organization will cost less than \$140,000 in total, with step #1 (immediate) a bit under \$100,000 and step #2 (delayed for P&C study results) at \$40,000. Note that Water & sewer will fund a portion of those amounts. Table 1 shows a breakdown by Town department, and includes the Additional Services proposed at November Town Meeting. In the context of an \$80 million annual budget, all of these changes are easily sustainable in future years.

While no proposed financial savings are part of this Re-organization plan, it is possible that improvements to the procurement process alone will result in capital savings quickly, and more importantly provide the ability to deal with multiple large-scale projects at once. This latter point is vital at a time when the Public Library is under renovation and relocation coordination is required, and several Public Works projects are underway.

Following are some financial details by Town department of both the proposed Re-organization and the Additional Services:

	Re-organization	Additional Services	TOTAL
Administrative Services	\$6,791	\$12,641	\$19,432
Community Services	\$5,502	\$18,177	\$23,679
Finance	\$5,446	\$5,144	\$10,590
Public Library	\$5,896		\$5,896
Public Works	\$20,229	\$9,362	\$29,591
Public Safety	\$53,800		\$53,800
TOTAL	\$97,664	\$45,324	\$142,988
Set aside for results of Pay & Classification study			\$40,000
Offset by Water & Sewer			(\$24,236)
TOTAL Net General Fund			\$158,752

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Re-organization of Town government: Summary

*I shall be telling this with a sigh
Somewhere ages and ages hence:
Two roads diverged in a wood, and I—
I took the one less traveled by,
And that has made all the difference.*

Robert Frost was probably not proposing a Re-organization of his local government when he penned these famous last words from his poem 'The Road Not Taken'. When the Reading Board of Selectmen chose the Town's second Town Manager last spring, some residents thought the choice was between status quo (insider) and change (outsider). Surely that road would have been far easier to travel these past few months if it were alongside a new Assistant Town Manager/Finance Director, reflecting the status quo.

However it seemed this was an opportunity instead to combine an insider's knowledge, a private sector background and an intolerance of doing things a certain way only because of historic reasons. The Town does well when it uses a master planning process for the natural resources – this Re-organization plan attempts to use that type of framework aimed at the human resources of Town government.

This Re-organization plan should position the Town well for the next several years. However rapid changes in many segments of society – often brought on by technology – give rise to the need to apply this 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.

Since changing the form of government nearly thirty years ago, and enduring a sea change brought by Proposition 2-1/1, today Reading is as financially strong as ever. 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.

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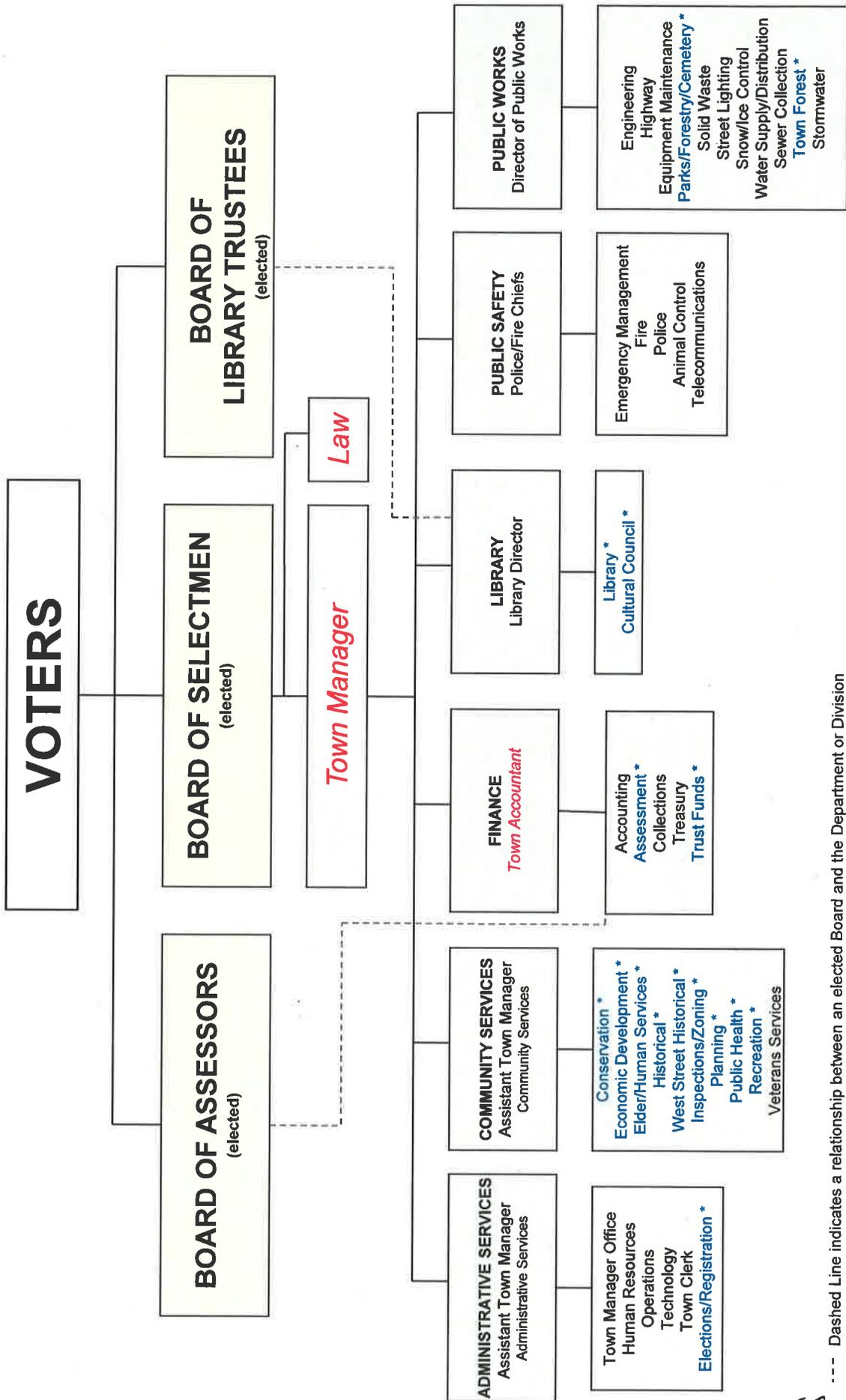


Town of Reading, MA

Executive Branch

Table of Organization

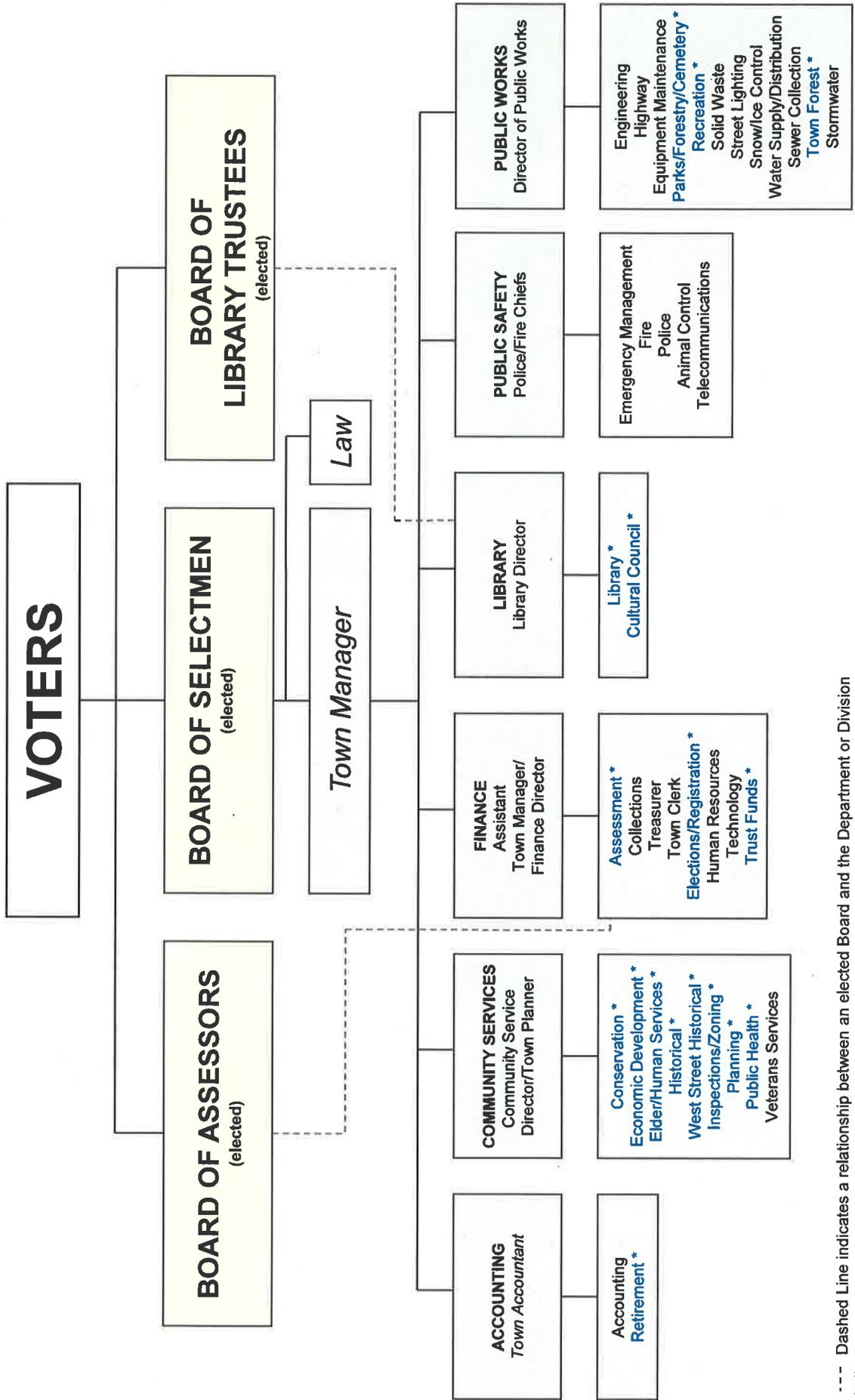
(Proposed November 2013)



--- 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



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

5F12

LEGAL NOTICE



TOWN OF READING

Please take notice that the Board of Selectmen of the Town of Reading will hold public hearings on October 22, 2013 in the Selectmen's Meeting Room, 16 Lowell Street, Reading, Massachusetts on the following:

•Amend Section 1.13 of the Selectmen's Policy 7:15 p.m.

Re: Purchasing Cards

•Continued Hearing for Wine Bunker Liquor License Transfer to Liquor Jupiter and Change of Location 7:50 p.m.

•Selectmen's Liquor Policy revisions Section 3.2.4 Requirements for: Restaurant License to Expose, Keep for Sale, and to Sell Wine and Malt Beverages to be Drunk on the Premises (less than 100 seats) 8:00 p.m.

•Approve amendments to the FY14 Classification Plan 9:00 p.m.

Copies of the proposed documents regarding these topics are 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

All interested parties are invited to attend the hearing, or may submit their comments in writing or by email prior to 6:00 p.m. on October 22, 2013 to townmanager@ci.reading.ma.us

By order of
Robert W. LeLacheur
Town Manager

10/15

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FY 2014 TOWN OF READING CLASSIFICATION PLAN

Schedule A-1

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

FY-2013 FY 2014 TOWN OF READING CLASSIFICATION PLAN

Schedule A-1

A	Van Driver	Library Technician	Parking Enforcement Officer						
B	Clerk	Senior Library Technician							
C	Administrative Secretary	Senior Library Associate							
D	Administrative Assistant	Permits & Licensing Coordinator	Coordinator of Volunteers	Veteran's Service Officer	Senior Center Coordinator	Animal Control Officer	Community Outreach Prgm Coord.	Recreation Program Coordinator	
E	Social Worker	Case Worker	Librarian	Assistant Collector	Assistant Treasurer	Assistant Appraiser	Assistant Town Clerk		
F	Conservation Administrator	Assistant Building Inspector	Health Inspector	Staff Planner	Plumbing/Gas Inspector	Wiring Inspector			
	Office Manager	Retirement Bd Admin/Asst Town Asst	Technician	Head Public Safety Dispatcher					
G	Public Health Nurse	Nurse Advocate	Division Head-Circulation	Division Head-Children's Services	Division Head-Information Services	Division Head -Technical Services			
H	Elder/Human Services Administrator	Assistant Library Director	Town Clerk	GIS Coordinator	Police Business Administrator	DPW Business Administrator	Recreation Administrator		
I	Public Health Administrator	Human Resources Administrator	Project Director	Forestry, Park & Cemetery Supervisor	Highway/Equipment Supervisor	Water/Sewer Supervisor	Water Quality Supervisor		
J	Building Inspector	Appraiser	Network Administrator	Database Administrator	Treasurer/Collector				
K	Library Director	Town Engineer							
L	Community Services Director/Town Planner	Town Accountant	Asst Town Mgr / Finance Director						
M	Fire Chief	Police Chief	DPW Director						

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

Shi

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

Background: This article appears on the Warrant for all Town Meetings. At this Annual Town Meeting, the following report(s) are anticipated:

- State of RMLD (Coleen O'Brien & RMLD Board)
- State of the Schools (Dr. John Doherty & School Committee)
- Library Building Project (David Hutchinson, Library Trustees)
- Ad hoc Charter Review Committee (Alan Foulds, Moderator)

Finance Committee Report: No report.

Bylaw Committee Report: No report.

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

5h2

Background: This Article appears on the Warrant of all Town Meetings. There are no known Instructional Motions at this time. The Town Moderator requires that all proposed Instructional Motions be submitted to the Town Clerk in advance so that Town Meeting Members may be “warned” as to the subject of an Instructional Motion in advance of the motion being made. Instructional Motions are normally held until the end of all other business at Town Meeting.

Finance Committee Report: No report.

Bylaw Committee Report: No report.

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

Background: This Article is included in every Town Meeting Warrant. The Reading General Bylaw states (section 6.1.3) “... *No funds may be appropriated for any capital item unless such item is included in the Capital Improvements Program, and is scheduled for funding in the Fiscal Year in which the appropriation is to be made.*” Bond ratings agencies also want to ensure that changes to a long-term CIP are adequately described. The following changes are proposed to the 2014-2023 CIP:

General Fund

FY14: +\$257,500

\$60,000 Ferguson 46A Roller (moved up from FY18, decreased by \$22k)
\$55,000 Two Police Speed Trailers (replace one old unit with two new ones)
\$40,500 Door locking system (3 schools as part of ALICE)
\$32,000 Ford E350 Econoline Van (Schools/Facilities)
\$30,000 Memorial Park skating lights (new)
\$28,000 Masonry repairs (RMHS)
\$12,000 Furniture (Coolidge Library – carpet being replaced)
\$0 Playgrounds program – change from Hunt Park to Birch Meadow
\$0 West Street local share of road improvements – moved up a year and now shown as debt; amount increased from \$579,500 to \$1,00,000 to include easements

FY15: -\$368,900 (-\$315,900 general fund; -\$53,000 40R funds)

+\$194,500 general road improvements increased to \$350,000
+\$169,400 Killam Field improvements (moved up from FY16 and increased scope)
\$145,000 Leboy Pavement Spreader (moved up from FY17, increased by \$15k)
\$ 30,000 FMC Truck Mount Sprayer (moved up from FY16)
+\$ 27,700 Increase in cost for TORO gang mower (Parks) to \$98k
+\$ 15,000 Increase sidewalks to \$90,000
-\$ 20,000 Birch Meadow batting cage moved out to FY18
-\$ 38,000 Leboy 300L Roller (moved out to FY16 and increased to \$40,000)
-\$ 53,000 additional road projects funded by 40R are removed
- \$339,500 West Street road project (moved to debt)
- \$500,000 Birch Meadow Pavillion moved out to FY18

5h3

FY16 to FY23:

Various changes made

Water Enterprise Fund

FY14: +\$750,000

+\$750,000 Auburn Hill water tank maintenance (previously funded at \$550,000 in FY13)

FY15: +\$120,000

+\$120,000 Replace truck #14 (moved up from FY18)

FY16 to FY23:

Various changes made

Finance Committee Report: The Finance Committee recommends the proposed amendments to the FY 2014-2023 Capital Improvements Program by a vote of 8-0-0 at their meeting on October 16, 2013. Placing items in the Capital Improvement Program is a prerequisite but in itself does not authorize spending funds towards these items.

Bylaw Committee Report: No report.

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

Background: The Reading Contributory Retirement Board voted unanimously to accept to increase the minimum monthly allowance contained in G.L. c.32, § 12(2)(d) from \$250 to \$500. It must be approved by Town Meeting before it can take effect.

Benefits payable under Chapter 32, § 12(2)(d) are payable to beneficiaries of members who die in service from a non-job related incident or injury. The benefit is equal to what the member would have received had he/she retired at age 55 (or 60 for group 1 members hired on or after April 2, 2012). Beneficiaries who meet certain requirements are eligible for a minimum monthly allowance. In order to be eligible for the 12(2)(d) benefit, must be married for at least 1 year, creditable service for 2 years, and must be a member-in-service at time of death.

The minimum allowance was last changed in 1984 when the amount was increased from \$140 to \$250 per month. If this article is adopted, the new minimum allowance would be increased to \$500 per month.

This increase will currently affect 3 surviving beneficiaries that are receiving a monthly benefit of \$493.55.

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Finance Committee Report: The Finance Committee recommends the subject matter of Article 4 by a vote of 8-0-0 at their meeting on October 16, 2013, driven by the fact the last increase was almost thirty years ago.

Bylaw Committee Report: No report.

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

Background: There are no known prior year's bills and this article will therefore be **indefinitely postponed**

Finance Committee Report: No report.

Bylaw Committee Report: No report

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

Background: Following is a list of surplus vehicles that are scheduled to be disposed of in FY 2014. Town Meeting approval is required for disposition of tangible property with a value of \$5,000 or more. It is unlikely that all of these items have a value that exceeds that amount, but to be safe, Town Meeting approval is requested. Disposition could be through trade in, auction, or other sale:

- 1990 Ford E-250 van mileage 97,474 vin# 1FTFE24N4LHA82799-primary use Town side
- 1997 Chevy 2500 4 wheel drive pickup mileage 68,786 vin#1GBHK34RIVE257836-Primary use School Dept.
- 1988 Ferguson Roller (DPW)

Finance Committee Report: The Finance Committee recommends the subject matter of Article 6 by a vote of 8-0-0 at their meeting on October 16, 2013.

Bylaw Committee Report: No report.

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, and as detailed in the appraisal reports prepared by Evergreen Appraisal of Rowley, Massachusetts, copies of which are also 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

Background: The West Street Roadway Improvement Project will require 115 temporary construction easements from 102 properties to permit work to occur at the edge of the right of way, to afford protection to trees adjacent to the limits of work and to permit minor grades changes along properties that may result from the project. The minor grade changes typically involve re-grading lawns, driveways and walkways so private properties will blend into the new sidewalk and roadway.

The temporary easements are identified on the project's easement 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" and the appraised acquisition value are identified on the individual appraisal reports prepared by the Town's appraiser Mario Leslie d/b/a Evergreen Appraisal. These documents are available for review in the Town Clerks office.

Federal and state regulations require that the easements be acquired prior to the start of construction and all costs associated with acquisition of easements are the responsibility of the Town.

The easements are obtained under the eminent domain provision of MGL which permits property owners to be compensated for the value of the easements. Residents may donate the easements, however they would still have up to three (3) years to change their mind and request compensation. Due to this, Town Council has recommended the Town formally acquire the easements.

As of this writing, 115 easements have been appraised and the acquisition value of the easements is \$167,510. However due to a design revision in the project up to 5 additional easements may be required. This design revision will bring the total number of easements to 120 and is estimated to have a total acquisition value of \$177,510.

It is expected that the extent of the added easements and the final acquisition costs will be determined prior to Town Meeting.

Finance Committee Report: The Finance Committee recommends the subject matter of Article 7 by a vote of 8-0-0 at their meeting on October 16, 2013. Please note that the actual funding for this Article happens in Article 8.

Bylaw Committee Report: No report

5h6

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 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

Background: The West Street Roadway Improvement Project is a roadway safety improvement project on West Street beginning from the Woburn City Line and extending in the northerly direction to just north of its intersection with Willow Street. The project will also include improvements to the intersection of Woburn Street at Summer Avenue which 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).

The improvements will consist of roadway reconstruction, geometric improvements, drainage improvements, sidewalk construction, curbing, wheelchair ramps, installation of new traffic signals at three (3) locations and signal upgrades at two (2) intersections, pavement markings and signage. The new traffic signals will include ornamental mast arms similar to those installed within the recent Main Street project.

The project was designed by the Town of Reading's consultant Greenman-Pedersen, Inc. (GPI) in accordance with MassDOT construction standards and is bid as a Commonwealth of Massachusetts MassDOT project.

The Town of Reading is responsible for funding all design costs including any design or special engineering services required during bidding and construction. MassDOT in conjunction with Federal Highway Administration is responsible for the funding of all "Standard" construction costs including construction inspection services presently estimated at \$8.0M. All associated extra costs, i.e. cost over and above MassDOT's standard design item costs, for special non-standard items such as decorative traffic signals, specific stormwater treatment units, landscaping and the signal interconnect conduit are the responsibility of the Town of Reading. These items are classified as non-participating items (i.e. non-participating for funding by MassDOT or Federal Highway Administration).

In addition to engineering and construction costs, the Town is responsible for all easement acquisition costs.

The additional Town's share of the project to be authorized under this Article is identified on the following list:

5h7

Engineering Services

100% Design Amendment	\$75,000
Additional Design Services (sidewalk)	\$20,000
PS&E and Construction Services Contract	\$87,000
MWRA Coordination	\$25,000

Construction Costs

Non-Participating Items*	\$480,000
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Easements

Easement Acquisition**	<u>\$177,510</u>
Total	\$ 864,510
Contingency (15%)	<u>\$ 129,677</u>

Total Project Cost \$ 994,187 i.e. \$1 million

Note:

*The non-participating item cost is an estimate only. The Town of Reading's cost will be based on actual Bid prices received.

**Easement Acquisition costs include an estimate for additional easements required by the sidewalk design revisions. The final acquisition costs for these easements will be determined prior to Town Meeting.

Finance Committee Report: The Finance Committee recommends the subject matter of Article 8 by a vote of 8-0-0 at their meeting on October 16, 2013. The Town's share is modest when compared to the total cost of the West Street project, and has been planned as part of ongoing capital/debt for many years.

Bylaw Committee Report:

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

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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

Background: Pending results of BOS meeting on October 22nd.

Finance Committee Report: No Report

Bylaw Committee Report:

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

Background: The following budget amendments are proposed for the FY14 budget:

General Fund – Wages and Expenses

<u>Account Line</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
B99 - Benefits	Medicare -\$25,000 Worker Comp Insurance -\$25,000	\$50,000	
C99 - Capital	Replace 1988 Ferguson 46A Roller +\$60,000 Police Speed Trailers (2) +\$55,000 Door locking system (3 Schools) +\$40,500 Ford E350 Econoline Van (Schools) +\$32,000 Memorial Parks skating lights +\$30,000 Masonry repairs (Schools) +\$28,000 Furniture (Schools) +\$12,000		\$257,500
D99 - Debt	Cemetery Garage project	\$397,500	
E99 – Vocational Education	Increase in enrollment at Northeast Vocational School		\$30,000
G91 – Town Administration wages	Staffing re-organization +\$19,432 Set aside for Pay/Class Study results +\$40,000 Transfer from Finance dept. +\$669,650 Transfer from Public Works dept. +\$65,286		\$866,460

5410

	Transfer from Public Safety dept. +\$72,092		
G92 – Town Administration expenses	Property & Casualty Insurance +\$20,000 Legal expenses +\$25,000 Postage +\$10,000 Peer Community Pay/Class study +\$25,000 Transfer from Finance dept. +\$473,900		\$553,900
H91 – Accounting wages	Transfer to Finance dept. -\$158,630	\$158,630	
H92 – Accounting expenses	Transfer to Finance dept. -\$2,300	\$2,300	
I91 – Finance Wages	Staffing re-organization +\$10,590 Transfer from Accounting Dept. +\$158,630 Transfer to Admin Services Dept. -\$669,650	\$500,430	
I92 – Finance expenses	Transfer from Accounting Dept. +\$2,300 Transfer to Admin Services Dept. -\$473,900	\$471,600	
J92 – FINCOM Reserves	Replenish after transfer to Accounting wages in July to secure services of backup during staff medical leave		\$20,000
K91 – Community Services wages	Staffing re-organization +\$23,679 Transfer from Public Works dept. for Recreation division +\$154,257		\$177,936
K92 – Community Services expenses	Veteran's Assistance -\$25,000	\$25,000	
L91 – Library wages	Staffing re-organization +\$5,896		\$5,896
M91 – Public Works wages	Staffing re-organization +\$29,591 Transfer to Admin. Services dept. -\$65,286 Transfer to Comm. Services dept. -\$154,257 Sick leave buyback* +\$43,864	\$146,088	
N91 – Public Safety wages	Staffing re-organization +\$53,800 Transfer to Admin. Services dept. -\$72,092	\$18,282	
	Subtotals	\$1,769,830	\$1,911,692
	Net Operating Expenses		\$141,862
	From Tax Levy, State Aid and Other Local Receipts		\$180,710
	Net State Aid +\$91,474		
	Excise taxes +\$75,000		
	Meals taxes +\$15,000		
	Interest Income -\$25,000		
	Ent. Fund support +\$24,236		
	Water Fund offset \$14,625		
	Sewer Fund offset \$ 9,611		
	From Free Cash (usage declines from \$1.05 million to \$967,000)	\$82,856	\$43,864
	*From Sick Leave Buyback Fund (balance declines from \$55,412.50 to \$11,548.50)		

Enterprise Funds – Wages and Expenses

Sh11

<u>Account Line</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
W99 – Water Enterprise Fund	Water Tank repairs \$750,000 Offset charges for general fund \$14,625		\$764,625
X99 – Sewer Enterprise Fund	Offset charges for general fund		\$9,611
	Subtotals		\$774,236
	Net Operating Expenses		
	From Water Reserves (balance declines from \$2,478,653 to \$1,714,028 which is well above FINCOM minimum suggested target)		\$764,625
	From Sewer Reserves (balance declines from \$2,203,974 to \$2,194,363 which is well above FINCOM minimum suggested target)		\$9,611

Finance Committee Report: The Finance Committee reviewed draft material for Article 11 presented at their meeting on October 16, 2013 and voiced unanimous support. They delayed a final vote until the Town government re-organization plan was reviewed by the Board of Selectmen, scheduled for October 22nd. The FINCOM will formally vote this Article at their meeting on October 30th, but those results will not be available in time for the printed Warrant Report for Town Meeting.

Bylaw Committee Report: No report.

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.

5h12

*{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

Additional Information: Some additional material included in the formal CPDC Hearing process and included in the Public Hearing Notice, but inadvertently left out of the Warrant text above, is included below. This additional text will be included in the motion put to a vote by Town Meeting, on the advice of Town Counsel:

{Clean up Table 6.2.3 and Notes to appear as follows:}

6.2.3. Signs Permitted According to Zoning District

Table 6.2.3 Signs Permitted According to Zoning District						
Type	Permit Required	Max. Sign Area (sq. ft.)	Max. Sign Height (ft.)	Setbacks:		Maximum Number
				Front (ft.)	Side (ft.)	
All Zoning Districts:						
1. Personal Message	N	4	6	N/A	20	1/lot
2. Identification (Joint and or Area)	N	4	8 (A)	N/A	N/A	1/lot
3. Construction	N	36 (B)	10	N/A	20	1/lot

5h13

4. Subdivision Sales	(C)	48	N/A	N/A	N/A	1/subdiv.
5. Subdivision	(C)	24	N/A	N/A	N/A	1/subdiv.
6. Real Estate Sales	N	8 (G)	6	N/A	20	1/lot
7. Temp Open House	N	4	N/A	N/A	20	1/agency, per lot
8. Garage/Yard Sale	N	4	N/A	N/A	20	1/lot
9. Informational - Directional	N	4	6	N/A	N/A	-
10. Temporary Business	Y	16-30	(See Section 6.2.6.2.h.)			
11. Portable A-Frame	Y	Regulated by the Board of Selectmen – Annual Permit				
Business-A, Business-C and Industrial Zoning Districts:						
12. Free-Standing	Y	50 (D)	20	0	20 (I)	1/lot
13. Wall	Y	2x/4x (E)	(A)	N/A	10	1/business
14. Projecting / Blade	Y	8	(A)(H)	N/A	10	1/business
Business-B Zoning Districts:						
15. Wall	Y	2 (F)	(A)	0	0	2/business
16. Projecting / Blade	Y	8	(A)(H)	-4	0	1/business
17. Free-standing (Service Stations Only)	Y	35	14	0	20	1/lot
18. Free-Standing	SPP(J)	35 (D)	10.5	0	20	1/lot

NOTES:

- (A) No portion of such sign shall extend higher than the bottom of the sills of the windows of the second floor of a building, or higher than the lowest portion of the eaves or, in the case of a gabled wall, no higher than a line equal in height to the lowest portion of the lower eave of any adjoining building wall, whichever of the above is lowest.
- (B) Aggregate sign area of all applicable signs.
- (C) Only as shown in Definitive Subdivision Plans as approved by the Community Planning and Development Commission, consistent with Paragraph 6.2.1.1.
- (D) May be up to 75 square feet if more than one business occupies the lot. See Section 6.2.6.4
- (E) If the minimum distance from the building wall on which the sign is mounted is less than 100 feet from the centerline of the street which the sign faces, the maximum sign area shall be equal to 2 square feet per linear foot of said wall occupied by the establishment to which the sign relates; if such distance is more than 100 feet, maximum sign area shall be equal to 4 square feet per linear foot of said wall so occupied.
- (F) No wall sign for any non-residential establishment shall exceed a sign area equal to 2 square feet per linear footage of length of the front wall of the building occupied by the establishment to which the sign relates.

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- (G) Real Estate Signs in the Industrial Zoning Districts are allowed one sign per business with a maximum sign area equal to 2 square feet per linear foot of said wall occupied by the establishment to which the sign relates without a sign permit.
- (H) Projecting/Blade Signs shall be at least eight (8) feet from the ground and may project no more than four (4) feet from the structure.
- (I) A Special Permit may be granted by the CPDC for free-standing signs with reduced side setback, consistent with criteria in Section 6.2.9.
- (J) Free-standing signs shall be permitted only where the principal business entrance is located more than 40 feet from the centerline of the street in front of the lot. CPDC may waive the 40' business entrance setback requirement for signs in existence as of the effective date of this amendment. See Section 6.2.9.a. for Special Permit Criteria

{Remove Section 6.2.6.3.1 in its entirety, add Off-Premises Signs to the list of Prohibited Signs in Section 6.2.5}

~~6.2.6.3.1 Off-Premises Signs: The Board of Appeals may grant a Special Permit for an Off-Premises Sign including an outdoor advertising sign ("billboard") in a Business A zoning district under the following conditions:~~

- ~~a. The proposed sign shall be in a Business A district immediately abutting an Interstate Highway, and within 25 feet of the main right of way of such highway excluding on and off ramps;~~
- ~~b. The placement of the proposed sign shall be conditioned upon the elimination of no less than three non-conforming Off Premises signs elsewhere in the Town of Reading;~~
- ~~c. There shall be no more than one Off Premises sign on any one lot that existed as a separate lot at the time of adoption of this section;~~
- ~~d. The sign may be double sided with no greater than a 30 degree angle of separation between the two faces;~~
- ~~e. Illumination of the sign shall be by external illumination only and illumination shall be limited to the hours of 6:00 p.m. to 10:00 p.m.;~~
- ~~f. The sign shall not exceed 675 square feet on each of the two permitted faces;~~
- ~~g. The maximum height of any Off Premises sign shall be 95 feet from the ground level upon which the sign is installed to the highest point of the structure;~~
- ~~h. The nearest part of any Off Premises sign shall be no closer than 20 feet from an abutting property, and no less than 10 feet from the highway right of way;~~
- ~~i. The proposed use shall not be detrimental to the public good.~~

6.2.5.m Off-Premises Signs

Background: The 2010 Financial Forum identified potential revenue sources for the Town to pursue. The Finance Committee and others recommended that the Town pursue the possibility of renting Town owned property for siting of billboards. After some study, it was determined that there was no location in the Town of Reading where the Outdoor Advertising Board regulations would permit such billboards on Town land.

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The Outdoor Advertising Board regulations were updated to permit and regulate electronic signs. An article was presented in January of 2013 to allow electronic billboards. The CPDC voted unanimously to not recommend this zoning article and it was subsequently withdrawn. A subsequent instructional motion was made to prohibit ALL billboard signs (off premises signs per zoning).

Article 12 effectively eliminates ANY off-premises signs (or billboards) and adds Off Premises Signs (or billboards) to the list of prohibited signs in any zoning district. The definitions related to Off Premises Signs in Section 6.2.2 have been updated also as part of Article 12.

Finance Committee Report: No report

Bylaw Committee Report:

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:

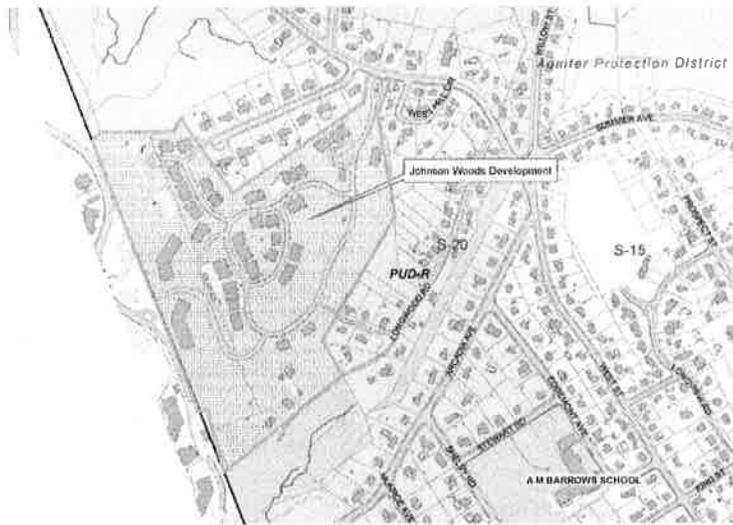
The CPDC may allow the required 20 foot residential setback strip for dwellings in a PUD-R parcel to be measured from the outer boundary of an abutting parcel in the PUD-R-C District provided that there are no buildings on that PUD-R-C parcel.

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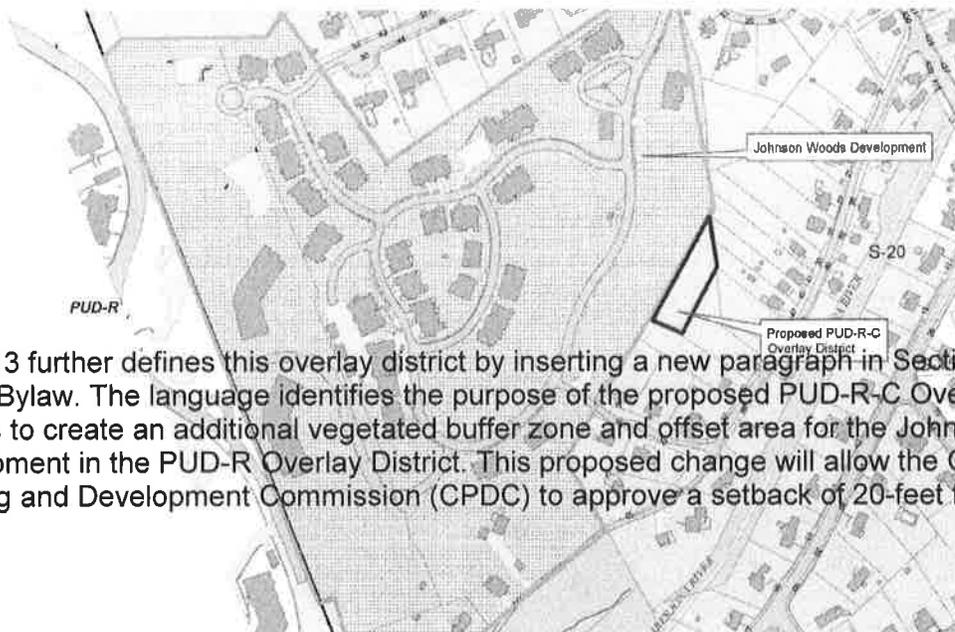
or take any other action with respect thereto.

Community Planning and Development Commission

Background: Johnson Woods, located off of West Street, is a 193 unit phased residential development comprised of townhouses and garden style condominiums. This approximately 40 acre site was permitted under the Planned Unit Development – Residential (PUD-R) Overlay District, Section 4.9.6 of the Reading Zoning Bylaw. The PUD-R Overlay District allows greater flexibility under zoning than the underlying zoning which in this case is a S-20 residential zone. A developer may choose to conform to the underlying zoning or conform to the zoning requirements of the overlay district.



Article 13 would amend the Reading Zoning Map by adding an adjacent 26,019 square foot parcel of land to the Johnson Woods Development. The additional land area would be designated as an overlay district with its use restricted to a vegetated buffer with no buildings. The overlay district is a Planned Unit Development – Residential Corona (PUD-R-C) District. The map below depicts how this will be added.



Article 13 further defines this overlay district by inserting a new paragraph in Section 4.9.2 of the Zoning Bylaw. The language identifies the purpose of the proposed PUD-R-C Overlay District which is to create an additional vegetated buffer zone and offset area for the Johnson Woods Development in the PUD-R Overlay District. This proposed change will allow the Community Planning and Development Commission (CPDC) to approve a setback of 20-feet from the outer

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boundary of the PUD-R-C parcel for the dwellings within the PUD-R Overlay District (Johnson Woods Development). However, NO buildings will be allowed on the PUD-R-C parcel itself.

Finance Committee Report: No report

Bylaw Committee Report:

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 S-15 S-20 S-40	RES A-40	RES A-80	BUS A	BUS B	BUS C	IND
School ¹	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Church ¹	Yes	Yes	Yes	Yes	Yes	Yes	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
School	Nursery/ Kindergarten/ Elementary/Middle Schools: 1 space per each employee on the largest shift plus 1 space per 7 students High Schools: 1 space per each employee plus one space per each 3 students.	None.
Church	One space for each three hundred (300) square feet of gross floor area or fraction thereof.	None.

5.1.2 Table of Dimensional Controls

¹ 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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5.1.2 Table of Dimensional Controls (in feet unless otherwise noted)

Minimum Lot Minimum Yds. Maximum								
	Minimum Lot			Setback Requirement Minimum			Maximum Lot	Maximum Building
	Lot Width Circle Diameter Feet	Area Square Feet Sq.-Feet	Frontage Feet	Yard Front Feet	Yard Side Feet	Side Yard Rear	Coverage (% of Lot)	Height Feet
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
Apartment								
In A-40 Districts		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*
Exempt Uses – School and Church								
In S-15 Districts		15,000	100	15	30	30	25	35
In S-20 Districts		20,000	120	15	30	30	25	35
In S-40 Districts		40,000	200	15	30	30	25	35
In A-40 Districts		10,000	80	N.A.	30	30	N.A.	40
In A-80 Districts		80,000	N.A.	N.A	30	30	N.A	60
In BUS- A Districts		N.A.	N.A.	10	30	30	60	45

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In BUS-B Districts		N.A.	N.A.	N.A.	30	30	85	45
In BUS-C Districts		N.A.	N.A.	10	30	30	60	55
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 property line adjacent to Route 128, as it exists on May 1, 2000, including ramps, and south of Jacob Way and excluding areas 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 27, 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

Background: Massachusetts General Law (MGL), Chapter 40A Section 3 stipulates that certain uses, including non-profit, educational and religious uses cannot be prohibited from any zoning district, but that those uses may be subject to "reasonable regulations". These uses, commonly known as Dover Amendment Uses, have been regulated under limited site plan review but lack further definition under the dimensional controls.

Article 14 provides dimensional controls for Dover Amendment Uses to clarify zoning requirements and to simplify the regulations for both staff and applicants. Schools and churches are defined per MGL Chapter 40A, Section 3 in the Table of Uses, Section 4.2.2 and are allowed in all zoning districts. Article 14 amends the Table of Off-Street Parking and Loading/Unloading Requirements, Section 6.1.1.3 to including parking requirements for schools and churches. This Article also include changes to the Section 5.1.2, the Table of Dimensional controls to establish a minimum lot size, minimum setback requirements, lot coverage maximum and max building heights for these types of uses.

In determining the reasonable parking requirements for educational uses, several existing schools were surveyed for current parking conditions, in addition to gathering best practices for Dover Amendment Uses. Article 14 contains parking standards for schools that were developed using survey information and best practices..

In determining parking requirements for religious uses (churches), the Community Planning and Development Commission (CPDC) proposed to use the formula currently being used by the Building Inspector which is comparable to existing conditions for parking at several churches in Reading.

Article 14 simplifies and streamlines zoning requirements for Dover Amendment Uses. This is part of the overall Comprehensive Zoning Bylaw Update.

Finance Committee Report: No report.

Bylaw Committee Report:

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

5h20

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 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.

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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

Background: Chapter 369 of the Acts of 2012, “An Act for the Humanitarian Medical Use of Marijuana” (enacted as Question 3 on the November 2012 state ballot), to allow qualifying patients, who have been diagnosed with a debilitating medical condition, reasonable access to Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries. In November of 2102 Town Meeting approved an article to prohibit Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries from being sited in all zoning classifications in the Town of Reading. Subsequently, the State Attorney General’s Office determined that such a ban would conflict with the Act and the zoning article was disapproved.

These businesses are allowed to acquire, possess, cultivate, manufacture, deliver, and transport marijuana, including in food form. Data from the experiences of California, Colorado, and other states have shown an increase in criminal activity attributed to Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries. The data reflects higher criminal activity attributable to the presence of valuable marijuana crops and large amounts of cash. Likewise, these States have seen an increase in traffic accidents and driving under the influence arrests in which marijuana is implicated. Also, there has been a loss of other commercial businesses that have relocated away from marijuana dispensaries.

Last Spring the State developed regulations governing how it will permit Medical Marijuana Treatment Centers. Further study is needed to develop zoning consistent with State regulations as well as the land use goals of the Town of Reading.

This article establishes a temporary moratorium through November 10, 2014, on Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries. During this moratorium period the use of land or structures for a Medical Marijuana Treatment Center/Registered Marijuana Dispensaries is prohibited.

The purpose of the temporary moratorium will allow sufficient time for the Town to undertake a planning process to address the impacts of Medical Marijuana Treatment Centers/Registered Marijuana Dispensaries. This planning process will be used to develop zoning language as part of a comprehensive update of the Reading Zoning Bylaw which is scheduled to be completed over the same time period.

Finance Committee Report: No report.

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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 ___th day of _____, 2013.

James E. Bonazoli, Chairman

John Arena, Vice Chairman

Ben Tafoya, Secretary

Daniel Ensminger

Marsie K. West

SELECTMEN OF READING

, Constable

5h23



Town of Reading Meeting Minutes

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

Attendees: **Members - Present:**

Vice Chairman John Arena, Secretary Ben Tafoya, Selectmen Daniel Ensminger and Marsie West, Town Manager Bob LeLacheur, Office Manager Paula Schena

Members - Not Present:

Chairman James Bonazoli

Others Present:

Frederick Van Magness, John Carpenter, Bill Helliesen, Nancy Smethurst, Ted Smethurst, Tony Capobianco, Danny Gray, Brad Latham, Carl McFadden, Bob Lynch

Minutes Respectfully Submitted By: Secretary Ben Tafoya

Topics of Discussion:

Reports and Comments

Selectmen's Liaison Reports and Comments – Ben Tafoya noted that he and the Town Manager made a visit to the Post Office and got a tour from the realtor. Also, he met with the Town Manager, Ruth Urell, Andrew Grimes, and Vicky Yablonsky today regarding the organizational chart and the classification plan. He also noted that there is a bill to provide funds for water projects and he will talk to staff regarding prior funding to make sure we are covered.

Marsie West noted she attended the first ad hoc Zoning Advisory Committee meeting. She recruited two folks and they held off on organizing until they have a full membership.

Daniel Ensminger noted that he attended the Reading Coalition Against Substance Abuse meeting and this covered a breadth of subject matter. The surveys are intrusive, but they get helpful information. He also attended a meeting regarding the Main and Franklin Streets intersection.

Public Comment – Bill Helliesen, 36 Whittier Road noted he had concerns regarding traffic on Birch Meadow Drive. There was an article in the Chronicle that called it the “Reading Speedway.” This is a school and sports area and there is no school signage. He walks that area every day and there are a lot of near misses. He counted 18 cars that went through the stop sign coming down Oakland Road onto Birch Meadow and he is requesting that the Town take a look at this. Ben Tafoya asked what time he walks the area and Mr. Helliesen noted between 7:00 – 7:30 a.m.

John Arena noted that the Board had looked at signage for that area but nothing happened. The Town Manager indicated he will ask the Chief later tonight.

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

Administration (* = attachment tonight)

- ◆ October 15th at 7:00 pm – deadline for 10% discount on water/sewer/storm water – no exceptions!
- ◆ *Governor Patrick has signed the bill clarifying our Library debt exclusion issue. Thanks to the help from our entire legislative delegation for advancing this through the process.
- ◆ *Meals tax – approaching \$1 million in cumulative revenues, run rate is now \$375-400K and a couple of new restaurants are scheduled to open in the next few months.
- ◆ *RCTV – one of the liaison reports tonight, see six-year financial summary.

Community Services

- ◆ Comprehensive Update of the Zoning By-Law - ZAC conducted their first meeting on 9/30 – five members, two prospects.
- ◆ Post Office – several of us met with the real estate firm handling the national disposition of postal property and got a tour of the facility. Time frame for property disposition is not imminent. The Town needs to stay on the inside track and the Town needs to decide if we are interested in purchasing. Ben Tafoya recommended an Executive Session at a future meeting to discuss this.

Library

- ◆ *One-day liquor license request – Donor Recognition scheduled for November 15th at the Library that needs the Selectmen's approval to serve alcohol in a public building.

A motion by Tafoya seconded by Ensminger that the Board of Selectmen approve the one day special liquor license and approve such event in a public building pursuant to Section 8.9.4.2 of the General Bylaws, for the Donor Recognition Event at 64 Middlesex Avenue on November 15, 2013 from 7:00 p.m. until 10:30 p.m. was approved by a vote of 4-0-0.

- ◆ Library Building Project
 - We met with one of the proposers of temporary space, and countered with a different layout than the one proposed. Stay tuned.
 - Joint Library Trustees/Library Building Committee upcoming.– update scheduled for the next BOS meeting on 10/22.

Public Safety/Public Works

- ◆ Main/Franklin intersection – meeting on-site held on Monday – detail to follow in advance of your next meeting on 10/22.
- ◆ Traffic & Safety – discussion scheduled for tonight.
- ◆ We met with the North Reading DPW on 9/26 to discuss impacts on Reading of extending MWRA water service to our northern neighbors. More to follow
- ◆ On November 5th 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

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billing, which is the heaviest water usage period. I would like to move that one quarter (in either direction).

The Town Manager noted there was a draft policy in the packet regarding Paint and Sip. It is not legal to restrict the number of drinks.

Ben Tafoya asked if someone wants to Dance and Sip would that fall under the category of instructional classes and the Town Manager indicated it would.

John Arena asked for the definition of beverage being 24 ounce or 32 ounce. He suggested scheduling a hearing and Town Counsel will be present to answer any questions.

Marsie West asked what the concerns are about other classes.

Fred Van Magness noted that someone could be at consecutive sessions for 4 – 6 hours. He is not sure the community really needs this.

Judy Barolak noted that she could go through a restaurant beer and wine license and make food part of the experience.

Personnel and Appointments

Ad Hoc Zoning Advisory Committee – There being no applicants there was no action.

Discussion/Action Items

RMLD Citizen Advisory Board Member Report – Citizen Advisory Board member Tony Capobianco noted that the CAB member is the result of a 20 year agreement with the Reading Municipal Light Department and participating towns. Coleen O'Brien is the new General Manager and she is proactive rather than reactive. They are looking at green or renewable options to determine if they are good for the towns.

John Arena asked about the status of the Renewable Energy Certificates policy and Mr. Capobianco noted that the policy is the same. They are retiring less valuable REC's. John Arena asked about LED lighting and Mr. Capobianco noted they will be doing a case study on this.

RCTV Member Report – RCTV Board of Director members Ted Smethurst, Kevin Walsh and John Carpenter were present.

Kevin Walsh noted that longtime member Dick Curtis recently passed away. He noted that RCTV has been in the community 15 years. They rent studio space and members produce shows. They are currently doing a show on scams. Membership is open to everyone.

Ted Smethurst noted that some shows are on You Tube. PEG stands for public access, educational and government. RCTV is working to improve the media equipment in Town Hall and the Schools but they will need Town IT support to improve the connection to broadcast two programs at the same time. He noted there is a new website for government requests at gov@rctv.org.

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Ben Tafoya suggested that if they are looking to rent out space they should contact the Library because they are turning people away.

Hearing – Liquor License Transfer, Change of Location – Wine Bunker – The Secretary read the hearing notice. Attorney Fogelman was present for the applicant.

John Arena noted that both applicants have sold to minors at other locations that they own. Attorney Fogelman noted that was a trainee who checked the ID and misread the birthdate. John Arena noted there was an earlier incident in 2004 and the Attorney Fogelman indicated they did not own that location at that time. He also noted that Jasmin is only an investor, not a Manager.

John Arena noted that in years 2005, 2008, 2009, 2010 and 2011 there were violations at their other locations and he asked what years she owned. Attorney Fogelman noted all of those years back to 2007, but she is only an investor.

John Arena noted that the current license has restrictions because it was primarily internet sales. Ben Tafoya noted that was at the request of the licensee. Marsie West noted that George Danis was in before the Board in July asking that the restrictions be lifted to help facilitate the transfer.

Attorney Fogelman noted that they are requesting that the restrictions be lifted and allow an increase in retail space but the total square footage will be the same.

John Arena noted he would like to see the statement of what was originally approved and understand why by reading the minutes.

A motion by Ensminger seconded by West that the Board of Selectmen continue the hearing on transfer of the package store liquor license from CWI, LTD d/b/a The Wine Bunker to Kajal and Kevin LLC d/b/a Liquor Junction at 1 General Way to October 22, 2013 was approved by a vote of 4-0-0.

The Board directed the Town Manager to have counsel present at the hearing. He also wants to know how the restrictions work and don't work.

Reading Ice Arena Authority Report – Carl McFadden, the Town representative on the Reading Ice Arena Authority noted that he and Bob LeLacheur took a tour of the facility with Ed Peduto. He noted that Nelson Burbank set this up so it would not be a burden on the Town. It is designed like a community rink and there is no advertising. They have paid almost \$2 million to the Town. The School system gets a discount of approximately \$10,000 per year. They had a Title 9 issue a few years ago where the girls needed equivalent locker rooms and that was paid out of the reserve fund.

Carl McFadden noted the biggest capital item on the horizon will be the replacement of the compressor and repair of the boilers. This will be paid through the reserve fund.

John Arena noted that there is a question of a cell tower going on the ice rink and he asked if that is Town or Reading Ice Arena Authority. The Town Manager noted that Town Counsel suggests amending the agreement to allow for it.

Marsie West asked if the annual financials are done and shared with the Town and Carl McFadden noted that they are and the reserves are in good shape.

Auburn Street Water Tank – Project Update – Town Engineer George Zambouras noted we initially had \$550,000 planned for repairs to the Auburn Street water tank. When a more detailed study was done, accessibility and structural issues arose as a result of the cell phone companies cutting holes in the catwalk for cables. According to the cell phone company contracts we can only ask them to remove their equipment to paint two times and they have already done it once. The problem is whenever the tank is repaired on the inside the outside needs to be painted. So the revised project needs, including repainting and addressing the safety and structural issues, increases the cost to \$720,000. We will need an additional \$170,000 from Town Meeting to do this.

The Town Manager noted that Verizon wants to put 12 antennas on the tank. George Zambouras noted that the plans don't show in fine detail how they are installed. The Town Manager noted that the \$550,000 went back to the reserves so he will be asking Town Meeting for \$720,000.

Franklin and Main Intersection – George Zambouras noted that he doesn't know the short term solutions. A safety audit was done.

Fred Van Magness noted he's been waiting 12 weeks for a meeting regarding funding for Franklin and Main. A crosswalk is needed from the gas station to Dandilyons. Daniel Ensminger noted the crosswalk cannot connect without sidewalks, but they are working on a solution. Mr. Van Magness noted that we need short term improvements now or else we will have to wait until the spring.

George Zambouras noted that if an intersection is worked on, then all four corners have to become handicap accessible.

Other Traffic Issues - George Zambouras noted that he petitioned the State to look at the Hopkins and Main Streets intersection and the audit was done last April. Bayside is working on the 25% design and they have identified funding.

Bob Lynch, 24 Shelby Road, noted that everyone is going in the same direction now at the Barrows School. He is asking for a crosswalk across Shelby to Stewart and he is looking for a school zone speed limit designation. He noted that the speed limit is 30 because there is no signage and there must be 20 – 30 children living in that neighborhood.

George Zambouras noted that prior to last year we installed what the Board of Selectmen approved. The PTTTF have not seen any changes since one year ago to bring it back to the Board.

Safety Officer Christine Amendola noted that she observed the children in the neighborhood and most of the kids were with their parents. She never saw 20 – 30 kids. There is a school zone on West Street.

Marsie West indicated that the Town spends money only where it is needed. Maybe this is not required right now.

bas

George Zambouras noted that we could do a speed study. The handicap access will cost \$5,000 - \$7,000 and we will need to find out where all of the children are coming from.

Marsie West indicated she would like to see more data before approving.

Mr. Lynch asked how many people have to cross to warrant a crosswalk and George Zambouras noted it is purely judgment.

West Street Project Overview – George Zambouras noted this project is included in this year's TIP. The State anticipates advertising on December 7, 2013 with a three month period for submission. This will be at least a two year project at a \$6.7 million construction cost. A 36" sewer main will be included in the project. National Grid will be replacing 540 feet of gas main. Our appraiser has appraised all parcels at approximately \$170,000 for easements. A webpage has been created and public hearings will be scheduled. The project runs from the Woburn town line to Willow/Summer Avenue for a length of 1.6 miles.

Review of Downtown Public Parking - Safety Officer Christine Amendola updated the Board on the Traffic Rules and Regulations. She noted that the heavy vehicle exclusion on Bancroft Street was temporary during the High School construction. The special speed regulations signs on South Street are correct. Scotland and Summer Avenue have been removed from appendix one because no stop sign was authorized. The "no parking here to corner" sign has been relocated 20 feet from the intersection on Temple Street. The Town Clerk is updating the Traffic Rules now.

Officer Amendola noted that the Latham's are asking for a no turn on red coming out of the CVS lot onto Main Street because you have to pull into the crosswalk to see the oncoming traffic.

Mary Ellen O'Neil is requesting a stop sign exiting Brande Court and Atlantic Way for pedestrian safety walking on Haven Street.

Fred Dafar, owner of Cookies n Cream Bakery at 2 Haven Street, is requesting two 30 minute parking spaces on the westernmost spaces on the north side of Haven Street.

Ben Tafoya noted that the Board went through a very long process to evaluate parking in the downtown and he has never had a problem getting a space. Marsie West indicated she sees a need with new businesses opening up.

Bob Lynch asked if there is handicap parking in that area and George Zambouras noted there is at the Depot and on Haven Street near Portland Pie.

John Arena noted he was inclined to entertain and Daniel Ensminger noted he would entertain only if it was part of a comprehensive look.

George Zambouras noted that there has been a request to look at installing a four way stop at Fairview and Sunnyside. The study shows the volumes are low, speed is not excessive, there are no adverse grades, pedestrian traffic volume is low, and it is a suggested "safe routes to school." The bushes at 57 Fairview Avenue restrict the sight line and the only solution is to ask the property owner to cut down the hemlocks.

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Marsie West noted that she walks that route and never sees any cars but the bushes are overgrown so much that she has to walk out on the street.

George Zambouras noted that the Salem/Main Street signal timing has been fixed. The Salem pedestrian crossing at Baystate Road will be a push button pedestrian crosswalk. Easement language for the bus stop at Walkers Brook Drive is being reviewed by Mark Dickinson. Also, North Reading is requesting a heavy vehicle exclusion and a letter has been sent not supporting the requests.

Town Government Re-Organization – The Town Manager noted he had 50 plus meetings with staff. His goal is to design the optimal Town Department/Division structure and improve current operations. The sustainability requirement is that it does not use free cash; it draws down the permit revolving fund over 10 years and it sustains under 3% revenue growth.

The Town Manager noted that there will be an article on the November Town Meeting Warrant to approve the organizational chart. His intent is to bring back a revised chart; request pay and class study at the November Town Meeting and request \$50,000 be added to the Human Resources budget to fund the results of the study.

Marsie West asked if we could change the Town Accountant's duties in the Charter. The Town Manager noted he will send this along to the Charter Commission who is looking at changes to the Charter.

Ben Tafoya noted Town Meeting could give the Selectmen the authority to change the title of the Town Accountant and Treasurer/Collector. He also wants Executive Sessions regarding union negotiations before negotiations are started.

Approval of Minutes

A motion by Tafoya seconded by Ensminger to approve the minutes of September 9, 2013 was approved by a vote of 4-0-0.

A motion by Tafoya seconded by West to approve the minutes of September 24, 2013 as amended was approved by a vote of 4-0-0.

A motion by West seconded by Ensminger to adjourn the meeting at 10:20 p.m. was approved by a vote of 4-0-0.

Respectfully submitted,

Secretary



FiOS® TV Channel and Programming Changes

On or after October 28, 2013:

- Channel 108, "ABC News Now" will be removed from the FiOS TV Extreme HD and News & Information - Good packages.
- For customers in the FiOS TV Ultimate HD Package, Channel 108, "ABC News Now" becomes "Fusion" and will feature programming about current events that are relevant for U.S. Hispanic customers

On or after December 10, 2013 the Music Choice channels located between 1800-1849 are being realigned. Please check your channel guide through your Set Top Box on or after December 10th for the new channel positions for each Music Choice Channel.

In addition the following name changes and removals will happen on or after December 10, 2013.

- Music Choice Dance Electronica will be renamed Music Choice Dance/EDM
- Music Choice Retro Rock will be renamed Music Choice Rock Hits
- Music Choice True Country will be renamed Music Choice Country Hits
- Music Choice Classic Alternative will be discontinued and removed from the channel lineup

On or after January 7, 2014, the following FiOS TV channel positions are changing:

- "TV Land" moves from channel 244 (SD) to channel 241 (SD) in the Ultimate HD, Extreme HD, Prime HD and Essentials packages.
- "Palladia" moves from channel 711 (HD) to channel 715 (HD) in the Ultimate HD, Extreme HD, and Essentials packages.

4/CBOS

Schena, Paula

From: Gemme, Laura
Sent: Wednesday, October 09, 2013 5:23 PM
To: Schena, Paula
Subject: FW: K Scott Resignation

FYI

Laura A Gemme, CMMC
Town Clerk
Town of Reading
16 Lowell Street
Reading, MA 01867
(P) 781-942-6647
(F) 781-942-9070
(E) lgemme@ci.reading.ma.us
(W) <http://www.readingma.gov>

Town Hall Hours:
Monday, Wednesday and Thursday - 7:30 AM to 5:30 PM
Tuesday - 7:30 AM to 7:00 PM
Friday - CLOSED

When writing or responding, please remember that the Secretary of State's Office has determined that email is a public record. This communication may contain privileged or other confidential information. If you are not the intended recipient, or believe that you have received this communication in error, please do not print, copy, retransmit, disseminate, or otherwise use the information. Also, please indicate to the sender that you have received this email in error, and delete the copy you received.

From: Scott, Kevin (M&E) [<mailto:Kevin.Scott@aecom.com>]
Sent: Wednesday, October 09, 2013 5:13 PM
To: Gemme, Laura
Cc: Tirone, Charles; annika_scanlon@yahoo.com
Subject: K Scott Resignation

Laura,

As you have learned from Chuck, I have decided to resign from the Reading Conservation Commission. This was not an easy decision to make, but a necessary one given increasing work commitments and family responsibly. Please let me know if you require a more formal (signed) letter of resignation.

Regards,

Kevin Scott

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4CBOS



City of Woburn, Massachusetts Planning Board

City Hall, 10 Common Street
Woburn, MA 01801

Phone: 781-897-5817

Fax: 781-897-5819

CITY EDWARD P. FARALLI,
Planning Director
2013 OCT -9 PM 4:24
Erin Wortman, Planner
Tony Sousa, Planner

Notice of Hearing

Notice is hereby given that under the provisions of the Massachusetts General Laws the Woburn Planning Board will hold a **Public Hearing** on

Tuesday, October 29, 2013 at 7:00 p.m.

in the City Council Chambers, City Hall, Woburn, Massachusetts. The purpose for the hearing is to allow for the modification of the approval granted by the Planning Board dated February 17, 2005 and modified on December 16, 2008, which allowed for 13 residential structures on Lot 2, Inwood Drive, Woburn, Massachusetts pursuant to the Rules & Regulations of the Planning Board and the provisions of M.G.L. Chapter 41, Section 81Q. The Applicant is UDR Inwood LLC, 1745 Shea Center Drive, Suite 200, Highlands Ranch, Colorado. The Applicant seeks to provide for an emergency access from the site by substituting a revised Plan C17 showing a 50' wide emergency access easement to the Johnson Woods Condominium parcel in Reading.

A copy of the revised plans is on file at the Office of the Planning Board, City Hall, 10 Common St., Woburn, Massachusetts. Any persons interested may view the plans at said office prior to the hearing and appear before the board at the hearing. If special services, assistance or accommodations are required to participate in this hearing, please contact the Planning Board Office within sufficient time prior to the hearing.

Robert Doherty, Chair

Please publish Friday, October 11, 2013 and Friday, October 18, 2013.

2013 OCT 15 AM 11:39

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