



READING POLICE DEPARTMENT

15 Union Street • Reading, Massachusetts 01867

Emergency Only: 911 • All Other Calls: (781) 944-1212 • Fax: (781) 944-2893

Web: www.ci.reading.ma.us/police/

EXECUTIVE SUMMARY **BACKGROUND INVESTIGATION** **LICENSING OPTIONS**

January 24, 2013

Chief James Cormier
Reading Police Department
15 Union Street
Reading, MA 01867

Chief Cormier,

As directed by your Office and in accordance with Reading Police Department Policy and Procedures, I have placed together an executive summary of background investigation options for Class II and III motor vehicle licenses, peddler licenses, taxi/vehicle for hire licenses and second hand dealer licenses.

Option 1

The Board of Selectmen (BOS) can ask the Police Department to conduct an internal record check. The PD can do an in-house record check which will give the selectmen information on any issues that have occurred within the Town of Reading. This is a very limited review of the applicants.

Option 2

The BOS can apply Option 1 and also have the Town's Personnel Director run a limited Board of Probation check thru the Department of Criminal Justice Information Services. The check done by the HR director would not be as inclusive as the Police Department check. The BOS could request that the applicant provide a copy of their Driver's History (if necessary) and/or Board of Probation history.

Option 3

The BOS can apply Option 2 and also have the Police Department run the applicants fingerprints through the Civil Fingerprinting bylaw for a fee set by the BOS, \$30 which has to be given to the State. This will give a nationwide check based on fingerprints for any criminal activity that is supported by fingerprints. The Police Department can also apply Option 1 and run a check in their In-House computer system to see if the licensee has any involvement with the Police in this Town.

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EXECUTIVE SUMMARY
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Option 4

The BOS can designate the Chief of Police as the License Authority and the Police Department can run a complete background on the licensee. This would include conducting the Civil Fingerprinting per bylaw for a fee. The Police Department will also run a complete Board of Probation Check and the In-House computer check.

The Chief of Police already has the authority to run Liquor License applicants due to the fact of being designated an agent of the License Authority by the BOS.

Enclosed, please find copies of relevant Selectmen's Policies and Town By-Laws. There is also a list of all licenses relevant to this issue. Please let me know if you need any further information.

Respectfully Submitted,



Sgt. Detective Mark D. Segalla
Criminal Division Commander



James W. Cormier
Chief of Police

READING POLICE DEPARTMENT OFFICE OF THE CHIEF

16 Union Street, Reading, Massachusetts 01867
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MEMORANDUM

To: Town Manager Peter I. Hechenbleikner

From: Chief James Cormier

Date: 01/14/2013

Re: BOS inquiry on Class 2 & 3 M/V Dealers License

Peter,

During the Selectmen's meeting of Tuesday January 8, 2013 we had discussion with the Board of Selectmen regarding Class 2 and 3 M/V Dealers background checks. The Board requested information on what the surrounding towns are doing in relationship to the discussion and whether or not we are being duplicitous in our background recommendations with that of the Registry of Motor Vehicles.

As was requested, I spoke with Chiefs of Police from all the contiguous communities regarding this topic. Of the six contiguous communities, 3 have the civil fingerprint bylaw in effect, 2 are in the process of implementing it, and one will explore it at some time but has no immediate timeframe. So, five of the six will have brought it for review in the very near future. In five of the six communities the BOS is the Licensing Authority for the Class 2 and 3 M/V licenses, in one it's the city clerk.

In terms of doing criminal background checks, all the Chiefs indicate they believe the Class 2 and 3 M/V dealers to be under the category of dealers of second hand articles. In one community, the HR Director does the Board of Probation checks (In this case the HR director could make and assessment of suitability but I don't believe they could share the background check with the Board unless they are CORI certified), in two communities the Police Departments provide information to the Licensing Authority, and in two other communities

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they follow the civil fingerprint bylaw (in one of those two, its only for new applicants, not renewals), and in the final community, the Police Department provides only an in-house record check. The Chiefs who are in process of moving the civil fingerprint bylaw forward would be recommending that it be used for this purpose to their respective Licensing Authorities.

I am still pursuing definitive information from the Registry of Motor Vehicles regarding their process. I do not believe they do record checks prior to issuing repair/dealer plates. I will continue to try to confirm this information.

TOWN BY-LAWS

5.4 Criminal History Check Authorization

5.4.1 Fingerprint Based Criminal History checks The Police Department shall, as authorized by Massachusetts General Laws Chapter 6, Section 172 B 1/2, conduct State and Federal Fingerprint Based Criminal History checks for individuals applying for the following licenses:

- Hawking and Peddling or other Door-to- Door Salespeople, (Police Chief)
- Manager of Alcoholic Beverage License (Board of Selectmen)
- Owner or Operator of Public Conveyance (Board of Selectmen)
- Dealer of Second-hand Articles (Board of Selectmen)
- Hackney Drivers, (Board of Selectmen)
- Ice Cream Truck Vendors (Board of Health)

5.4.1.1 Notification At the time of fingerprinting, the Police Department shall notify the individual fingerprinted that the fingerprints will be used to check the individual's criminal history records. The Police Chief shall periodically check with the Executive Office of Public Safety and Security ("EOPSS") which has issued an Informational Bulletin which explains the requirements for town by-laws and the procedures for obtaining criminal history information, to see if there have been any updates to be sure the Town remains in compliance.

5.4.1.2 State and national criminal records background checks Upon receipt of the fingerprints and the appropriate fee, the Police Department shall transmit the fingerprints it has obtained pursuant to this by-law to the Identification Section of the Massachusetts State Police, the Massachusetts Department of Criminal Justice Information Services (DCJIS), and/or the Federal Bureau of Investigation (FBI) or the successors of such agencies as may be necessary for the purpose of conducting fingerprint-based state and national criminal records background checks of license applicants specified in this by-law.

5.4.1.3 Authorization to conduct fingerprint-based state and national criminal record background checks The Town authorizes the Massachusetts State Police, the Massachusetts Department of Criminal Justice Information Systems (DCJIS), and the Federal Bureau of Investigation (FBI), and their successors, as may be applicable, to conduct fingerprint-based state and national criminal record background checks, including of FBI records, consistent with this by-law. The Town authorizes the Police Department to receive and utilize State and FBI records in connection with such background checks, consistent with this by-law. The State and FBI criminal history will not be disseminated to unauthorized entities. Upon receipt of a report from the FBI or other appropriate criminal justice agency, a record subject may request and receive a copy of his/her criminal history record from the Police Department. Should the record subject seek to amend or correct his/her record, he/she must take appropriate action to correct said record, which action currently includes contacting the Massachusetts Department of Criminal Justice Information Services (DCJIS) for a state record or the FBI for records from other jurisdictions maintained in its file. An applicant that wants to challenge the accuracy or completeness of the record shall be advised that the procedures to change, correct, or update the record are set forth in Title 28 CFR 16.34. The Police Department shall not utilize and/or transmit the results of the

fingerprint-based criminal record background check to any licensing authority pursuant to this by-law until it has taken the steps detailed in this paragraph.

5.4.1.4 Municipal officials should not deny an applicant the license based on information in the record until the applicant has been afforded a reasonable time to correct or complete the information, or has declined to do so. The Police Department shall communicate the results of fingerprint-based criminal record background checks to the appropriate governmental licensing authority within the Town as listed. The Police Department shall indicate whether the applicant has been convicted of, or is awaiting final adjudication for, a crime that bears upon his or her suitability or any felony or misdemeanor that involved force or threat of force, controlled substances or a sex-related offense.

5.4.1.5 Regulations The Board of Selectmen, is authorized to promulgate regulations for the implementation of the proposed by-law, but in doing so it is recommended that they consult with the Chief of Police, Town Counsel and the Massachusetts Executive Office of Public Safety and Security (or its successor agency) to ensure that such regulations are consistent with the statute, the FBI's requirements for access to the national database, and other applicable state laws.

5.4.2 Use of Criminal Record by Licensing Authorities Licensing authorities of the Town shall utilize the results of fingerprint-based criminal record background checks for the sole purpose of determining the suitability of the subjects of the checks in connection with the license applications specified in this by-law. A Town licensing authority may deny an application for a license on the basis of the results of a fingerprint-based criminal record background check if it determines that the results of the check render the subject unsuitable for the proposed occupational activity. The licensing authority shall consider all applicable laws, regulations and Town policies bearing on an applicant's suitability in making this determination.

The Town or any of its officers, departments, boards, committees or other licensing authorities is hereby authorized to deny any application for, including renewals and transfers thereof, for any person who is determined unfit for the license, as determined by the licensing authority, due to information obtained pursuant to this by-law.

5.4.3 Fees The fee charged by the Police Department for the purpose of conducting fingerprint-based criminal record background checks shall be determined by the Board of Selectmen and shall not exceed one hundred dollars (\$100). The Town Treasurer shall periodically consult with Town Counsel and the Department of Revenue, Division of Local Services regarding the proper municipal accounting of those fees. A portion of the fee, as specified in Mass. Gen. Laws Chapter 6, Section 172B 1/2, shall be deposited into the Firearms Fingerprint Identity Verification Trust Fund, and the remainder of the fee may be retained by the Town for costs associated with the administration of the fingerprinting system.

5.4.4 Effective Date This by-law shall take effect May 4, 2012, so long as the requirements of G.L. c. 40 sec. 32 are satisfied.

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TOWN BY-LAWS

7.6 Licenses

7.6.1 General Provisions

Any license issued subject to this bylaw shall issue on January 1 (or thereafter) of each year and shall expire on the next succeeding December 31 and may be revoked or suspended at any time by the Board of Selectmen for any violation of this bylaw or any rules, orders or regulation from time to time adopted by the Board of Selectmen.

7.6.2 Transport

7.6.2.1 License Required

No person shall engage in the business of transporting for hire, goods, wares, furniture or rubbish as specified in Section 7.6.2.2 of this bylaw without first obtaining a license or licenses therefore as set forth below.

7.6.2.2 All Vehicles to be Licensed

The Board of Selectmen may license suitable persons to use vehicles for the transporting for hire of goods, wares, furniture or rubbish within the Town. All persons engaging in such transportation for hire within the Town shall take out such number of licenses as will equal the greatest number of such vehicles to be used at any one time by said person during the year for which the license is issued. Such license shall expire on December 31 of each year and may be revoked at the pleasure of the Selectmen.

7.6.2.3 Information to be Placed on Vehicles

Every person licensed under the provisions of this bylaw shall cause his name and the number of his license to be printed or placed in plain legible words and figures in a conspicuous place on the outside of each vehicle used in exercising said license.

Town of Reading General Bylaw Article 7 - Regulation of the Use of Private Land
39 General Bylaw - March 19, 2012

7.6.3 Junk

7.6.3.1 License Required

No person shall use any building, enclosure or other structure for the storage, sale or keeping of rags, waste paper stock or other inflammable material without a license therefore from the Board of Selectmen.

7.6.3.2 Dealers in Junk, Old Metals, Second Hand Articles

The Board of Selectmen may license suitable persons, upon such terms and conditions as the Board shall determine, to be dealers in and keepers of shops for the purchase, sale or barter of junk, old metals and second-hand articles, and no person shall be such a dealer or keeper without such a license.

7.6.3.3 Junk Collectors

The Board of Selectmen may also license suitable persons as junk collectors, to collect by purchase or otherwise, junk, old metals and second-hand articles from place to place within the Town, and no person shall engage in such business without such a license.

7.6.3.4 Enforcement

In addition to any other means of enforcement, the provisions of this bylaw and the regulations adopted pursuant thereto may be enforced by non-criminal disposition in accordance with the provisions of Section 1.8 of this bylaw, and M.G.L. Chapter 40,

Section 3.3 - Issuance of Peddler's Licenses

Chapter 101, Sections 12a through 33 of the Laws of the Commonwealth, provide for regulations of peddlers. Part of the State law allows the Board of Selectmen to establish local rules and regulations for the granting of such licenses.

The following rules and regulations are hereby adopted to guide the Board of Selectmen in reviewing and ruling upon applications for Peddler's Licenses:

Each application will be dealt with on a case by case basis. The following guidelines are not intended to be a full list of issues to be dealt with by the Board but are merely guidelines to the applicant.

1. Approval will be granted within a commercial or industrial zoning district only.
2. No peddlers will be permitted to operate within the public right of way including a roadway or sidewalk area.
3. Written approval of the property owner and any tenants on the property will be required prior to the Board hearing an application for a license. This will need to be renewed annually.
4. If the proposed use, in the opinion of the Board of Selectmen, will generate traffic other than traffic that is routine to the premises, then designated parking spaces will be required that will not be detrimental to the principle use on the premises.
5. The Board will require evidence that the peddler's use will have minimal effect on the neighborhood adjacent to the site.
6. The peddler's use will not take away existing parking spaces from those required on the site.
7. The peddler's use may have no negative impact on retail or commercial activities within the Town of Reading.
8. Peddler's uses will only be permitted where there is another principal use on the site and the peddler's use is related to the principal use of the property. No peddler's uses will be permitted on vacant or unused land.
9. The applicant must show that adequate controls are in place and insure public safety and cleanliness, and a condition of approval of any peddler's license will be that all of the required licenses will be received.
10. Prior to the issuance of a Peddler's License, the Board may require a review by the Health Division and the Building/Zoning Inspection Division and proof that all necessary approvals, permits, and other licenses needed to operate have been issued.

Adopted 10-18-88, Revised 12-13-94, Revised 5-25-04

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Section 3.4 - Issuance of Class I, II and III Motor Vehicle Licenses

Chapter 140, Sections 57-69 of the Laws of the Commonwealth, provide for the regulation of Class I, II and III licenses for the sale of motor vehicles. The Board of Selectmen as Licensing Authority is charged with the responsibility of issuing these licenses, determining that the licensee is a proper person to engage in the business and that there is a suitable place of business.

The following rules and regulations are hereby adopted to guide the Board of Selectmen in reviewing and ruling upon applications for Class I, II and III Motor Vehicle Licenses:

1. Each application will be dealt with on a case by case basis. These guidelines are not intended to be a full list of issues to be dealt with by the Board but are guidelines to the applicant.
2. Class I, II and III Motor Vehicle Licenses will be issued only within a commercial or industrial zoning district within the Town.
3. Pursuant to State law (Chapter 140, Section 59), the applicant must show that the business to be licensed is the principal business of the licensee.
4. The applicant shall provide to the Board of Selectmen a lease or written approval of the property owner (if other than the applicant) for the use of the premises for the license period.
5. The applicant will provide, pursuant to Chapter 140, Section 58, proof that the applicant maintains or has access to a repair facility sufficient to enable him to satisfy the warranty repair obligations imposed by State statute.
6. For Class I and II Licenses, all the requirements of Chapter 90, Section 7N ¼ and Section 7N 1/2 must be complied with.
7. The applicant must show through plans or other means that there is adequate space on the premises for the vehicles to be sold and for customers and employees to park.
8. The licensed activity must not create an adverse traffic impact and access to the site must be adequate.
9. The licensee must conform with the Zoning By-Laws including the sign portions of the Zoning By-Laws.
10. The Board may require information to assure itself that the facility does not and will not cause any environmental problems relative to spills or other release of harmful substances to the environment or to neighboring properties.
11. The applicant shall provide proof of a bond as required by State Statute.
12. Prior to the issuance of a Class I, II or III Motor Vehicle License, the Board may require a review by the Building/Zoning Inspection Division, and proof that all necessary approvals, permits and other licenses needed to operate have been issued. The Board will require a review by the Chief of Police to assist them in determining that the applicant is a proper person to engage in the business to be licensed.

The following will be standard conditions for Class I, II or III Motor Vehicle Licenses unless the Board of Selectmen shall modify any of these conditions, and the Board may make any additional conditions on the license as it deems fit:

- ◆ The maximum number of vehicles offered to be sold at any one time shall be established.
- ◆ The location of vehicle(s) to be sold will be specifically stated.

- ◆ The location of the repair facility will be specifically stated.
- ◆ There will be no pennants, banners, windshield signs or other information other than the principal sign unless required by law. The Board may require pricing and other consumer information to be attached to the vehicle in a manner so as not to detract from the general appearance of the site.

Adopted 12-13-94, Revised 5-25-04

Section 3.5 - Issuance of Taxi and Vehicle for Hire Licenses

This Section shall be known as the "Town of Reading Rules and Orders for the Regulation of Carriages and Vehicles Used in the Town of Reading, promulgated pursuant to G.L.C. 40, Sec. 22".

3.5.1 - Applicability of Rules and Orders

Vehicles for hire including taxicabs and liveries (hereinafter referred to as "vehicles") operating or caused to be operated by non-governmental entities for the transportation of persons from place to place within the Town, or from a point in the Town to another location outside the Town, other than over regular routes or between fixed termini, shall be subject to these rules and orders to the extent provided below.

3.5.1.2 - Definition of Livery

Livery shall mean a private vehicle licensed as such, including but not limited to, limousines which are used for pre-arranged trips for particular occasions such as weddings, funerals, celebrations or school transportation.

3.5.2 - License

3.5.2.1 - License Required

No vehicle shall be driven, operated or caused to be operated as a vehicle for hire without a license first having been obtained for that vehicle from the Board of Selectmen. Each vehicle shall require a separate license.

3.5.2.2 - Application

Applications for a license shall be made in writing to the Board of Selectmen and shall provide the following information:

1. The name and address of the applicant, if an individual; or if a corporation, the name, date of incorporation, address of its principal place of business and the name and address of its officers; or if a partnership, association or unincorporated company, the names and addresses of the partners or associates and the address of its principal place of business.
2. The intended place of business within the Town of Reading.
3. The name of the manager or principal representative.
4. Proposed hours of operation, description of proposed vehicle including the make, model, Vehicle Identification Number and age of the vehicle.

3.5.2.3 - Review by Chief of Police

No license shall be granted by the Board of Selectmen until the application has been reviewed by the Chief of Police. Ten (10) working days to be allowed for such review. As a condition of issuance and retention of the license, the owner and all employees of the licenses shall make available to the Police Chief or his designees, the manifest used by the taxi company. "Manifest" means a daily record prepared by a taxicab driver of all trips made by said driver showing time and place of origin, destination, number of passengers, and the amount of fare of each trip.

3.5.2.4 - Grant or Denial

The Board of Selectmen may upon receipt of an application, issue a license under such terms and conditions as they deem appropriate and in the public interest. The Board, in determining whether to issue a license, may consider the public demand or the proposed service, the effect of the proposed service upon relevant traffic and safety conditions, the character and financial responsibility of the applicant the condition of the proposed vehicle(s), and any and all other relevant facts or circumstances.

3.5.2.5 - Term and Fee

Any license issued hereunder shall expire on the last day of December next ensuing, unless sooner revoked or surrendered. Any licensee who permanently ceases to operate the vehicle for which a license was issued shall forthwith surrender the license to the Board of Selectmen. The fee for each license issued shall be fifty dollars (\$50.00) per license. This fee shall not be prorated.

3.5.2.6 - Notification as to Vehicle

If issued a license, the licensee shall, prior to the operation of the vehicle as a vehicle for hire, provide the following information, in writing, to the Board of Selectmen:

1. The make, model, Vehicle Identification Number and age of the vehicle.
2. A copy of the vehicle's certificate of registration with the Registrar of Motor Vehicles.
3. A copy of the certificate of insurance coverage page for the vehicle.

3.5.2.7 - Insurance

A vehicle issued a license hereunder shall be insured. Coverage for "Bodily Injury to Others" shall be no less than \$100,000 per person/\$300,000 per accident.

3.5.2.8 - Liability

The licensee is at all times responsible for his vehicle and shall be liable for all penalties and/or damage resulting from his operation of the vehicle or the operation of the vehicle by an employee or agent.

3.5.2.9 - Suspension or Revocation

The Board of Selectmen may suspend or revoke a license issued under the provisions of this article for good cause. Before suspension or revocation of a license, the licensee shall be entitled to a hearing thereon before the Board of Selectmen. Written notice of the hearing shall

be forwarded to the licensee at least seven (7) calendar days prior to the date of the hearing. Such notification shall state the grounds of complaint and the date, time and place of the hearing. The Town Manager may temporarily suspend a license without a hearing for a period of no greater than ten (10) days or until a hearing is held, whichever is sooner, if there is sufficient evidence to indicate that the public safety would be endangered by continued operation of the vehicle.

3.5.2.10 - Assignment or Transfer Prohibited

No license shall be assigned or transferred.

3.5.3 - Permit

3.5.3.1 - Required

No person shall operate a vehicle, and no licensee shall employ or allow a person to operate a vehicle, unless the operator first obtains a permit from the Board of Selectmen.

3.5.3.2 - Minors

No permit shall be issued to a person under eighteen (18) years of age.

3.5.3.3 - Application

Applications for a permit shall be made, in writing, to the Board of Selectmen and shall provide the following information:

1. Full name and address.
2. Copy of a valid operator's license issued by the Registrar of Motor Vehicles.
3. All previous experience operating a vehicle for hire.
4. Convictions or pleas of guilty to a criminal offense, except as outlined below. If any, state the offense(s), court(s) in which convicted or guilty plea occurred and when the conviction(s) or plea(s) occurred. The following criminal information is not and shall not be requested, examined or considered by the Board of Selectmen:
 - ◆ Arrests, detentions or dispositions in which no conviction or guilty plea resulted;
 - ◆ Convictions which have been reversed or vacated but not pardoned;
 - ◆ Misdemeanor convictions or guilty pleas when the date of conviction or plea was greater than ten (10) years prior to the date of application for the permit;
 - ◆ Traffic violations for which there was a finding of responsibility for a period of two (2) years prior to the date of application for the permit or for such period of time as the Board of Selectmen shall request.

Failure to give accurate and complete information as required above may be grounds for denial, suspension or revocation of a permit.

3.5.3.4 - Review by Chief of Police

No permit shall be issued by the Board of Selectmen until the application has been reviewed by the Chief of Police or his designee. Ten (10) working days to be allowed for such review.

3.5.3.5 - Issuance or Denial

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An applicant shall be granted a permit only if the Board of Selectmen determines that granting a permit to the applicant is in the best interest of the public. Criminal convictions or pleas of guilty shall not result in an automatic denial of an application but shall be given significant consideration and weight by the Board of Selectmen, taking into account all factors including the nature and gravity of the offense, the time that has passed since the conviction or plea, and the sensitive nature of serving the public as a driver of a vehicle for hire.

3.5.3.6 - Term and Fee

Any permit granted hereunder shall expire on the last day of December next ensuing, unless sooner revoked or surrendered. A permit holder who ceases to operate vehicles shall forthwith surrender his permit to the Board of Selectmen. The fee for a permit shall be fifty dollars (\$50.00). This fee shall not be prorated.

3.5.3.7 - Picture Identification Card

A picture identification card shall be issued by the Board of Selectmen, or its designee, to each permit holder, and shall be displayed prominently in the vehicle when being driven by the permit holder.

3.5.3.8 - Liability

A permit holder is at all times responsible for the vehicle he is operating and shall be liable for all penalties and/or damage resulting from his operation of the vehicle.

3.5.3.9 - Suspension or Revocation

The Board of Selectmen may suspend or revoke a permit granted under the provisions of this article for good cause. Before suspension or revocation of a permit, the permit holder shall be entitled to a hearing thereon before the Board of Selectmen.

Notice of the hearing shall be in writing and forwarded to the permit holder at least seven (7) calendar day prior to the date of the hearing.

Such notification shall state the grounds of complaint and the date, time and place of the hearing. The Town Manager may temporarily suspend a permit until a hearing can be held in accordance with the procedures set out above, if there is sufficient evidence to indicate that the public safety would be endangered by the continued operation by the permit holder. In no event shall a temporary suspension be for a period greater than ten (10) calendar days.

3.5.4 - Operation

3.5.4.1 - Duty to Transport

A permit holder shall not unreasonably refuse to transport a passenger.

3.5.4.2 - Sharing a Ride

No permit holder shall accept a passenger when the vehicle is occupied or engaged without the consent of the passenger(s) already in the vehicle. No person shall be obliged to pay any extra fare or fee for refusing such consent. Separate fares shall not be charged to members

of the same party. A party shall be considered any number of individuals (not exceeding the passenger capacity of the taxi) with the same origin and destination.

3.5.4.3 - Taxi Stands - Parking – Standing

The Board of Selectmen may assign a taxi stand or stands to one or more taxicabs. The Board of Selectmen may also designate specific areas, streets or ways where vehicles may not park or stand. Standing and/or parking on public ways or public property of vehicles not licensed in the Town of Reading is prohibited except while waiting to return a party whose original point of hire was from outside of Reading, when operating in accordance with a Massachusetts Department of Public Utilities license, or when being used for personal (non-vehicle for hire) purposes.

3.5.4.4 - Maintenance of Vehicles

Every vehicle shall be kept in good condition, suitable for occupancy and mechanically fit for the safety of passengers. The interior and exterior of the vehicle shall be safe, clean and sanitary at all times.

3.5.4.5 - Inspection

The Reading Police Department or its designee shall have the right to inspect any vehicle for purposes of these regulations or as public safety requires.

3.5.4.6 - Smoking

Smoking in a vehicle is prohibited.

3.5.4.7 - Appearance of Operator

Every driver having charge of a licensed vehicle shall be suitably dressed (sleeved shirt), neat and clean in appearance.

3.5.4.8 - Display of License, Picture Identification Card and Rates of Fare

Every vehicle when in operation shall display the following cards in a suitable frame so that they are secure and immobile and plainly visible to passengers riding in the rear of the vehicle:

1. License
2. Picture identification card of driver
3. Fares (taxicabs only)

3.5.4.9 - Lettering on Taxicabs

Every taxicab operating under the authority of these rules and orders shall have the name or trade name of the licensee and the name "Town of Reading" or "Reading" painted on both sides of the taxicab in letters four inches high and one-half inch wide, painted in two conspicuous places on the taxicab.

3.5.4.10 - Copy of Regulations

Every vehicle shall, when in operation, contain a copy of these regulations, which shall be exhibited to any passenger or Police Officer on request. The licensee and permit holder shall be responsible for the implementation of this requirement.

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3.5.5 - Fares

3.5.5.1 - Taxicabs

The Selectmen shall establish the rates of fare for the conveyance of passengers and baggage, and may revise such when they so determine. The rate of fare shall be governed by fare zones and shall be on file at the Office of the Town Clerk.

3.5.5.2 - Separate Fares

Separate fares shall not be charged to members of the same party.

3.5.5.3 - Senior Citizen Discount

Fares for all persons sixty (60) years of age and older shall be discounted in accordance with a schedule approved by the Board of Selectmen. When discounted rates are offered, they must be offered to all senior citizens using a taxicab pursuant to the licensing established in this policy. There shall be displayed a sign informing the passengers of the discount.

3.5.5.4 - No Fares in Excess of Established Rates

No taxicab permit holder shall demand or receive as a fare more than the fare established by the Board of Selectmen under the authority granted by these regulations.

3.5.5.5 - Livery Rates

Charges by liveries shall be subject to mutual agreement between the livery operator and the passenger(s).

3.5.6 - Information Update and Penalties

3.5.6.1 - Information Update

When any information provided in an application for a license or permit changes or is updated, the respective licensee or permit holder shall give notice thereof, in writing, to the Board of Selectmen.

3.5.6.2 - Penalties

The penalty for a violation of any of these rules and orders shall be a fine equal to the fine for a violation of Town Bylaws as set forth in Article 1.5 of the Town Bylaws. Violation of any of the rules and orders herein shall be just cause for suspension or revocation of a license and/or permit.

Adopted 7-18-89, Revised 12-13-94, Revised 5-25-04

LIST OF LICENSES

10/31/12

CLASS I, II AND III MOTOR VEHICLES LICENSEES

Gallery North, Inc. (Class I)
d/b/a Honda Gallery
88-98 Walkers Brook Drive

ECars of New England Inc. (Class I)
281 Main Street

128 Tire, Inc. (Class II)
459 Main Street

Brown's Auto Repair (Class II)
35 Lincoln Street

Reading Auto Sales (Class II)
550 Main Street

Reading Foreign Motors, Inc. (Class II)
4 Minot Street

RMP Mass (Class II)
Reading Motors
1337 Main Street

Reading Square Auto Body, Inc. (Class II)
9 Chapin Avenue

Reading Square Shell (Class II)
749 Main Street

North Reading Auto & Recon, Inc. (III)
d/b/a Gray's Towing
4 Minot Street

JUNK LICENSE
CTC Gold Refinery
75 Haven Street

5016

TAXI AND LIVERY LICENSEE

Paul's Sedan Service
40 Orange Street

Dilsh An Perera
Sapphire Livery
1230 Main Street

Abdollah Hosseini
Abby Transportation
211 Main Street, Unit 2

LIQUOR LICENSES

22 ESTABLISHMENTS

Section 3.5 - Issuance of Taxi and Vehicle for Hire Licenses

This Section shall be known as the "Town of Reading Rules and Orders for the Regulation of Carriages and Vehicles Used in the Town of Reading, promulgated pursuant to G.L.C. 40, Sec. 22".

3.5.1 - Applicability of Rules and Orders

Vehicles for hire including taxicabs and liveries (hereinafter referred to as "vehicles") operating or caused to be operated by non-governmental entities for the transportation of persons from place to place within the Town, or from a point in the Town to another location outside the Town, other than over regular routes or between fixed termini, shall be subject to these rules and orders to the extent provided below.

3.5.1.2 - Definition of Livery

Livery shall mean a private vehicle licensed as such, including but not limited to, limousines which are used for pre-arranged trips for particular occasions such as weddings, funerals, celebrations or school transportation.

3.5.2 - Vehicle License

3.5.2.1 - License Required for EACH vehicle

No vehicle shall be driven, operated or caused to be operated as a vehicle for hire without a license first having been obtained for that vehicle from the ~~Board of Selectmen~~ Chief of Police. Each vehicle shall require a separate license.

3.5.2.2 - Application for Vehicle License

Applications for a license shall be made in writing to the ~~Board of Selectmen~~ Chief of Police and shall provide the following information:

1. The name and address of the applicant, if an individual; or if a corporation, the name, date of incorporation, address of its principal place of business and the name and address of its officers; or if a partnership, association or unincorporated company, the names and addresses of the partners or associates and the address of its principal place of business.
2. The intended place of business within the Town of Reading.
3. The name of the manager or principal representative.
4. Proposed hours of operation, description of proposed vehicle including the make, model, Vehicle Identification Number and age of the vehicle.
5. A copy of the vehicle's certificate of registration with the Registrar of Motor Vehicles.
6. A copy of the certificate of insurance coverage page for the vehicle.

3.5.2.3 - Insurance

A vehicle issued a license hereunder shall be insured. Coverage for "Bodily Injury to Others" shall be no less than \$100,000 per person/\$300,000 per accident

3.5.2.4 - Review by Chief of Police of Vehicle License

~~No license shall be granted by the Board of Selectmen until the application has been reviewed by the Chief of Police shall have - Fifteen (15) working days to be allowed for such review such license.~~ As a condition of issuance and retention of the license, the owner and all employees of the licenses shall make available to the Police Chief or his designees, the

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manifest used by the taxi company. "Manifest" means a daily record prepared by a taxicab driver of all trips made by said driver showing time and place of origin, destination, number of passengers, and the amount of fare of each trip.

3.5.2.54 - Grant or Denial of Vehicle License

The ~~Chief of Police Board of Selectmen~~ may upon receipt of an application, issue a license under such terms and conditions as they deem appropriate and in the public interest. The ~~Chief of Police Board~~, in determining whether to issue a license, may consider the public demand or the proposed service, the effect of the proposed service upon relevant traffic and safety conditions, the character and financial responsibility of the applicant the condition of the proposed vehicle(s), and any and all other relevant -facts or circumstances.

3.5.2.65 - Term and Fee of Vehicle License

Any license issued hereunder shall expire on the last day of December next ensuing, unless sooner revoked or surrendered. Any licensee who permanently ceases to operate the vehicle for which a license was issued shall forthwith surrender the license to the ~~Chief of Police Board of Selectmen~~. The fee for each license issued shall be fifty dollars (\$50.00) per license. This fee shall not be prorated.

3.5.2.6 - Notification as to Vehicle

~~If issued a license, the licensee shall, prior to the operation of the vehicle as a vehicle for hire, provide the following information, in writing, to the Chief of Police Board of Selectmen:~~

- ~~1. The make, model, Vehicle Identification Number and age of the vehicle.~~
- ~~2. A copy of the vehicle's certificate of registration with the Registrar of Motor Vehicles.~~
- ~~3. A copy of the certificate of insurance coverage page for the vehicle.~~

3.5.2.7 - Insurance

~~A vehicle issued a license hereunder shall be insured. Coverage for "Bodily Injury to Others" shall be no less than \$100,000 per person/\$300,000 per accident.~~

3.5.2.78 - Liability

The licensee is at all times responsible for his vehicle and shall be liable for all penalties and/or damage resulting from his operation of the vehicle or the operation of the vehicle by an employee or agent.

3.5.2.89 - Suspension or Revocation

The ~~Chief of Police Board of Selectmen~~ may suspend or revoke a license issued under the provisions of this article for good cause. Before suspension or revocation of a license, the licensee shall be entitled to a hearing thereon before the ~~Chief of Police Board of Selectmen~~. Written notice of the hearing shall be forwarded to the licensee at least seven (7) calendar days prior to the date of the hearing. Such notification shall state the grounds of complaint and the date, time and place of the hearing. The ~~Chief of Police Town Manager~~ may temporarily suspend

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a license without a hearing for a period of no greater ~~thenthan~~ ten (10) days or until a hearing is held, whichever is sooner, if there is sufficient evidence to indicate that the public safety would be endangered by continued operation of the vehicle.

3.5.2.910 - Assignment or Transfer Prohibited

No license shall be assigned or transferred.

3.5.3 – Permit to Operator of Licensed Vehicle

3.5.3.1 - Required

No person shall operate a vehicle, and no licensee shall employ or allow a person to operate a vehicle, unless the operator first obtains a permit from the ~~Board of Selectmen~~ Chief of Police.

3.5.3.2 - Minors

No permit shall be issued to a person under eighteen (18) years of age.

3.5.3.3 - Application

Applications for a permit shall be made, in writing, to the ~~Board of Selectmen~~ Chief of Police and shall provide the following information:

1. Full name and address.
2. Copy of a valid ~~Massachusetts Driver's operator's-L~~ license issued by the Registrar of Motor Vehicles.
3. All previous experience operating a vehicle for hire.
4. Convictions or pleas of guilty to a criminal offense. If any, state the offense(s), court(s) in which convicted or guilty plea occurred and when the conviction(s) or plea(s) occurred.

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The Applicant must:

- ◆ Not have a Hackney Carriage Driver's License that is revoked or suspended in any jurisdiction;
- ◆ Not have been judged a Habitual Traffic Offender, as defined by Massachusetts General Law Chapter 90 section 22F, or equivalent in any jurisdiction, within the past five (5) years
- ◆ Not have had his or her Driver's License suspended for five (5) or more Surchargeable Incidents, as defined by Chapter 211 of the Code of Massachusetts Regulations section 134, or the equivalent in any jurisdiction, within the past (5) years;
- ◆ Not have any unresolved or outstanding driving infractions which could result in the applicant's Driver's License being suspended or revoked in any jurisdiction;
- ◆ Not have more than four violations of the Traffic Laws/and or At-Fault Accidents as defined by Chapter 211 of the Code of Massachusetts Regulations section 134 or an equivalent department in the last three (3) years (violations and accidents occurring on the same date will count as only one) in any jurisdiction;

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- ◆ Not have any Operating Under the Influence of drugs or alcohol convictions or dispositions under Massachusetts General Law Chapter 90 section 24D within the past five (5) years or the equivalent in any jurisdiction;
- ◆ Not have any felony convictions within the last five (5) years in any jurisdiction;
- ◆ Not have any drug convictions in the last five (5) years in any jurisdiction
- ◆ Not have any dispositions for a criminal offense, in any jurisdiction, that would result in the denial of a license, including admissions to sufficient facts or continues of an offense without resolution, unless the circumstances of such incident are reviewed by the Chief of Police as to the specific facts and circumstances, and the applicant is thus approved by the Chief of Police;
- ◆ Not be required to register as a sex offender in any jurisdiction; and
- ◆ Not have any outstanding or unresolved criminal cases in any jurisdiction which would result in the license being denied if the Applicant was convicted of alleged offense.

~~4. — Convictions or pleas of guilty to a criminal offense, except as outlined below. If any, state the offense(s), court(s) in which convicted or guilty plea occurred and when the conviction(s) or plea(s) occurred;~~

~~5. Not have been judged a Habitual Traffic Offender, as defined by Massachusetts General Law Chapter 90 section 22F, or equivalent in any jurisdiction, within the past five (5) years;~~

~~6. Not have had his or her Driver's License suspended for five (5) or more Surchargeable Incidents, as defined by Chapter 211 of the Code of Massachusetts Regulations section 134, or the equivalent in any jurisdiction, within the past (5) years;~~

~~7. Not have any unresolved or outstanding driving infractions which could result in the applicant's Driver's License being suspended or revoked in any jurisdiction;~~

~~The following criminal information is not and shall not be requested, examined or considered by the Board of Selectmen:~~

~~Arrests, detentions or dispositions in which no conviction or guilty plea resulted;
 Convictions which have been reversed or vacated but not pardoned;
 Misdemeanor convictions or guilty pleas when the date of conviction or plea was greater than ten (10) years prior to the date of application for the permit;
 Traffic violations for which there was a finding of responsibility for a period of two (2) years prior to the date of application for the permit or for such period of time as the Board of Selectmen shall request.~~

~~— Failure to give accurate and complete information as required above may be grounds for denial, suspension or revocation of a permit. All license applicants must be suitable individuals in addition to meeting the above requirements. Nothing herein shall limit the Chief of Polices' power to deny an application or renewal application should he/she determine that the applicant is not a suitable Taxi/ Livery Operator. Hackney Carriage Driver.~~

3.5.3.4 – Review by Chief of Police

~~No permit shall be issued by the Board of Selectmen until the application has been reviewed by the Chief of Police or his designee. Ten (10) working days to be allowed for such review.~~

3.5.3.45 - Issuance or Denial

An applicant shall be granted a permit only if the ~~Chief of Police Board of Selectmen~~ determines that granting a permit to the applicant is in the best interest of the public. Criminal convictions or pleas of guilty shall not result in an automatic denial of an application but shall be given significant consideration and weight by the ~~Board of Selectmen~~ ~~Chief of Police~~, taking into account all factors including the nature and gravity of the offense, the time that has passed since the conviction or plea, and the sensitive nature of serving the public as a driver of a vehicle for hire. The Chief of Police has up to (15) fifteen business days to issue a permit.

3.5.3.56 - Term and Fee

Any permit granted hereunder shall expire on the last day of December next ensuing, unless sooner revoked or surrendered. A permit holder who ceases to operate vehicles shall forthwith surrender his permit to the ~~Chief of Police~~ ~~Board of Selectmen~~. The fee for a permit shall be fifty dollars (\$50.00). This fee shall not be prorated.

3.5.3.67 - Picture Identification Card

A picture identification card shall be issued by the ~~Chief of Police~~ ~~Board of Selectmen~~, ~~or its designee~~, to each permit holder, and shall be displayed prominently in the vehicle when being driven by the permit holder.

3.5.3.78 - Liability

A permit holder is at all times responsible for the vehicle he is operating and shall be liable for all penalties and/or damage resulting from his operation of the vehicle.

3.5.3.89 - Suspension or Revocation

The ~~Chief of Police~~ ~~Board of Selectmen~~ may suspend or revoke a permit granted under the provisions of this article for good cause. Before suspension or revocation of a permit, the permit holder shall be entitled to a hearing thereon before the ~~Board of Selectmen~~ ~~Chief of Police~~.

Notice of the hearing shall be in writing and forwarded to the permit holder at least seven (7) calendar day prior to the date of the hearing.

Such notification shall state the grounds of complaint and the date, time and place of the hearing. The ~~Chief of Police~~ ~~Town Manager~~ may temporarily suspend a permit until a hearing can be held in accordance with the procedures set out above, if there is sufficient evidence to indicate that the public safety would be endangered by the continued operation by the permit holder. In no event shall a temporary suspension be for a period greater than ten (10) calendar days.

3.5.4 — Operation of Licensed Vehicles

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3.5.4.1 - Duty to Transport

A permit holder shall not unreasonably refuse to transport a passenger.

3.5.4.2 - Sharing a Ride

No permit holder shall accept a passenger when the vehicle is occupied or engaged without the consent of the passenger(s) already in the vehicle. No person shall be obliged to pay any extra fare or fee for refusing such consent. Separate fares shall not be charged to members of the same party. A party shall be considered any number of individuals (not exceeding the passenger capacity of the taxi) with the same origin and destination.

3.5.4.3 - Taxi Stands - Parking – Standing

The ~~Board of Selectmen~~Chief of Police may assign a taxi stand or stands to one or more taxicabs. The ~~Board of Chief of Police~~Selectmen may also designate specific areas, streets or ways where vehicles may not park or stand. Standing and/or parking on public ways or public property of vehicles not licensed in the Town of Reading is prohibited except while waiting to return a party whose original point of hire was from outside of Reading, when operating in accordance with a Massachusetts Department of Public Utilities license, or when being used for personal (non-vehicle for hire) purposes.

3.5.4.4 - Maintenance of Vehicles

Every vehicle shall be kept in good condition, suitable for occupancy and mechanically fit for the safety of passengers. The interior and exterior of the vehicle shall be safe, clean and sanitary at all times.

3.5.4.5 - Inspection

The ~~Reading Police Department~~Chief of Police or his/her/its designee shall have the right to inspect any vehicle for purposes of these regulations or as public safety requires.

3.5.4.6 - Smoking

Smoking in a vehicle is prohibited.

3.5.4.7 - Appearance of Operator

Every driver having charge of a licensed vehicle shall be suitably dressed (sleeved shirt), neat and clean in appearance.

3.5.4.8 - Display of License, Picture Identification Card and Rates of Fare

Every vehicle when in operation shall display the following cards in a suitable frame so that they are secure and immobile and plainly visible to passengers riding in the rear of the vehicle:

1. License
2. Picture identification card of driver
3. Fares (taxicabs only)

3.5.4.9 - Lettering on Taxicabs

Every taxicab operating under the authority of these rules and orders shall have the name or trade name of the licensee and the name "Town of Reading" or "Reading" painted on both

sides of the taxicab in letters four inches high and one-half inch wide, painted in two conspicuous places on the taxicab.

3.5.4.10 - Copy of Regulations

Every vehicle shall, when in operation, contain a copy of these regulations, which shall be exhibited to any passenger or Police Officer on request. The licensee and permit holder shall be responsible for the implementation of this requirement.

3.5.5 - Fares

3.5.5.1 - Taxicabs

The ~~Selectmen~~Chief of Police~~Selectmen~~ shall establish the rates of fare for the conveyance of passengers and baggage, and may revise such when they so determine. The rate of fare shall be governed by fare zones and shall be on file at the Office of the Town Clerk.

3.5.5.2 - Separate Fares

Separate fares shall not be charged to members of the same party.

3.5.5.3 - Senior Citizen Discount

Fares for all persons sixty (60) years of age and older shall be discounted in accordance with a schedule approved by the ~~Board of Selectmen~~Board of Selectmen~~Chief of Police~~. When discounted rates are offered, they must be offered to all senior citizens using a taxicab pursuant to the licensing established in this policy. There shall be displayed a sign informing the passengers of the discount.

3.5.5.4 - No Fares in Excess of Established Rates

No taxicab permit holder shall demand or receive as a fare more than the fare established by the ~~Board of Selectmen~~Chief of Police~~Board of Selectmen~~ under the authority granted by these regulations.

3.5.5.5 - Livery Rates

Charges by liveries shall be subject to mutual agreement between the livery operator and the passenger(s).

3.5.6 - Information Update and Penalties

3.5.6.1 - Information Update

When any information provided in an application for a license or permit changes or is updated, the respective licensee or permit holder shall give notice thereof, in writing, to the ~~Chief of Police~~Board of Selectmen.

3.5.6.2 - Penalties

The penalty for a violation of any of these rules and orders shall be a fine equal to the fine for a violation of Town Bylaws as set forth in Article 1.5 of the Town Bylaws. Violation of any of the rules and orders herein shall be just cause for suspension or revocation of a license and/or permit.

Adopted 7-18-89, Revised 12-13-94, Revised 5-25-04, Revised 11-21-20124

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Town of Reading APPLICATION FOR LICENSE (Taxi, Livery and Limo Service)

2013 NOV 20 AM 8: 52

License

Renewal

TIMELY TRANSPORT Reading, MA 01867
(name and street address of Business)

Business Owner DIEGO MASMARQUES 34 GOULD ST STE 205
(name and mailing address) READING MA 01867

617 416 8670 transporttimely@live.com
(phone number) (email address)

Full name of person making application (attach a copy of driver's license for each driver):

DIEGO MASMARQUES

Vehicle Make, Model and VIN# _____

License(s) Requested (check each one that applies)	Fee:	Total
A separate application is needed for each driver and vehicle		
Taxi <input checked="" type="checkbox"/> Livery <input checked="" type="checkbox"/> Limo <input type="checkbox"/>	\$50 each vehicle	\$ <u>50</u>
	\$50 each driver	\$ _____
	Total	\$ _____

Application is made to the Town of Reading Licensing Authority in accordance with their Rules and Regulations made under authority of applicable statutes.

X Diego Mas Marques
Signature of Applicant

11/20/13
Date

I the undersigned certify under the penalties of perjury that I, to my best knowledge and belief, have filed all State tax returns and paid all State taxes required by law.

X Diego Mas Marques
Signature of individual

OR X _____
Signature of Corporate Officer

Social Security # or Federal Identification Number (whichever is applicable)

This license will not be issued unless this certification clause is signed by the applicant. Your social security number or FID number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c. 62C, s. 49

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34 GOULD STREET
Rental Agreement

PARTIES 34 GOULD STREET REALTY TRUST, a trust having a principal place of business in Reading, Middlesex County, Massachusetts, Landlord, which expression shall include its heirs, successors, and assigns where the context so admits, does hereby rent to **Diego Masmarques**, doing business as **Timely Transport LLC**, Tenant, which expression shall include its successors, executors, administrators and assigns where the context so admits, and the Tenant hereby rents the following described premises:

PREMISES Office suite # **205** (approximately 165 Sq. ft.) of the second floor of the building known as 34 Gould Street, Reading, Massachusetts, said portion being shown on the sketch attached hereto which is incorporated herein by reference. Also included is the right to use in common, with others entitled thereto, the hallways and stairways, necessary for access to said leased premises, and lavatories nearest thereto.

TERM Landlord rents to Tenant the premises at the specified rent from rental period to rental period. This tenancy may be terminated by a written notice given by either party to the other before the first day of any rental period and shall be effective on the last day of that rental period, or thirty days after such notice has been given, whichever is longer; provided, however, that in the event of any breach by Tenant of this agreement, Landlord shall be entitled to pursue any and all remedies provided or recognized by applicable law. This tenancy shall be under the terms set forth in this agreement.

BASE RENT The Tenant shall pay to the Landlord rent of \$350.00 per month payable on the first day of each month.
The term of this rental shall be begin on or before December 1, 2013

UTILITIES The Landlord shall pay for the utilities (gas and electric) provided to the second floor during normal business hours (7 am to 5 pm, Monday through Friday excluding holidays) of which the leased premises are a part. The Landlord shall have no obligation to provide utilities or equipment other than the utilities and equipment within the rented premises as of the commencement date of this lease. In the event Tenant requires additional utilities or equipment, the installation and maintenance thereof shall be the Tenant's sole obligation provided that such installation shall be subject to the written consent of the Landlord.

USE OF LEASED PREMISES The Tenant shall use the rented premises only for the purpose of general office use consistent with the Reading Zoning By-Laws and for no other purposes.

COMPLIANCE WITH LAWS The tenant acknowledges that no trade or occupation shall be conducted in the rented Premises or use made thereof which will be unlawful, improper, unsightly, noisy or offensive, or contrary to any law or any municipal by-law or ordinance in force in the city or town in which the premises are situated.

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**FIRE
INSURANCE**

The tenant shall not permit any use of the rented Premises which will make voidable any insurance on the property of which make the leased Premises are a part, or on contents of said property or which shall be contract to any law or regulation from time to time established by the New England Fire Insurance Rating Association, or any similar body succeeding to its powers. The Tenant shall on demand reimburse the Landlord, and all other tenants, all extra insurance premiums caused by Tenant's use of the premises.

**MAINTENANCE
A.LESSEE'S
OBLIGATION**

The Tenant agrees to maintain the rented Premises in good condition, damage by fire and other casualty only excepted, and whenever necessary, to replace plate glass and other glass therein, acknowledging that the leased premises are now in good order and the glass whole. The Tenant shall not permit the rented premises to be overloaded, damaged, stripped, or defaced, nor suffer and waste. Tenant shall obtain written consent of Landlord before erecting any sign on the premises.

**B. LESSOR'S
OBLIGATION**

The Landlord agrees to maintain the structure of the building of which the rented premises are a part in the same condition as it is at the commencement of the term of this rental, reasonable wear and tear, damage by fire and other casualty only excepted, unless such maintenance is required because of the Tenant or those for whose conduct the Tenant is legally responsible.

**ALTERATIONS-
ADDITIONS**

The tenant shall not make structural alterations or additions to the rented Premises, but may make non-structural alterations provided the Landlord consents thereto in writing, which consent shall not be unreasonably withheld or delayed. All such allowed alterations shall be at the Tenant's expense and shall be in quality at least equal to the present construction. Tenant shall not permit any mechanics' liens, or similar liens, to remain upon the rented premises for labor and materials furnished to Tenant or claimed to have been furnished to Tenant in connection with work of any character performed or claimed to have been performed at the direction of tenant and shall cause any such lien to be released of record forthwith without cost to Landlord. Any alterations or improvements made by the Tenant shall be removed and the premises restored to their original condition at the tenant's expense at the termination of occupancy as provided herein.

**ASSIGNMENT -
SUBLEASING**

The Tenant shall not assign or sublet the whole or any part of the rented premises without Landlord's prior written consent, which consent shall not be unreasonably withheld. Notwithstanding such consent, Tenant shall remain liable to Landlord for the payment of all rent and for the full performance of the covenants and conditions of this rental.

**SUB-
ORDINATION**

This rental shall be subject and subordinate to any and all mortgages, deeds of trust and other instruments in the nature of a mortgage, now or at any time hereafter, a lien or liens on the property of which the rented premises are a part and the Landlord shall, when requested, promptly execute and deliver such written instruments as shall be necessary to show the subordination of this rental to

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said mortgages, deeds of trust or other such instruments in the nature of a mortgage

LESSOR'S
ACCESS

The Landlord or agent of the Landlord may, at reasonable times (upon 12 hours telephone notice, unless there is an emergency, and then entry may be made without notice), enter to view the rented premises and may remove placards and signs not approved and affixed as herein provided, and make repairs and alterations as Landlord should elect to do and may show the rented premises to others, and at any time before the expiration of the term, may affix a notice letting or selling the rented premises or property of which the rented premises are a part and keep the same so affixed without hindrance or molestation.

INDEMNIF-
CATION AND
LIABILITY

The Tenant shall save the Landlord harmless from all loss and damage occasioned by the use or escape of water or by the bursting of pipes, as well as from any claim or damage resulting from neglect in not removing snow and ice from the roof of the building or from the sidewalks bordering upon the premises so leased, or by any nuisance made or suffered on the leased premises, unless such loss is caused by the neglect of the Landlord.

LESSEE'S
LIABILITY
INSURANCE

The Tenant shall maintain with respect to leased premises and the property of which the leased premises are a part comprehensive public liability insurance in the amount of \$500,000 with property damage insurance in limits of \$50,000 in responsible companies qualified to do business in Massachusetts and in good standing therein insuring the Landlord as well as Tenant against injury to persons or damage to property as provided. The Tenant shall deposit with the Landlord certificates for such insurance at or prior to the commencement of the term, and thereafter within thirty (30) days prior to the expiration of any such policies. All such insurance certificates shall provide that such policies shall not be canceled without at least ten (10) days prior written notice to each assured named therein.

FIRE
CASUALTY-
EMINENT
DOMAIN

Should a substantial portion of the rented premises, or of the property of which they area part, be substantially damaged by fire or other casualty, or be taken by eminent domain, the Landlord may elect to terminate this tenancy. When such fire, casualty, or taking render the rented premises substantially unsuitable for their intended use, a just and proportionate abatement of rent shall be made, and the Tenant may elect to terminate this tenacy if:

The Landlord fails to give written notice within thirty (30) days of intention to restore leased premises, or The Landlord fails to restore the rented premises to a condition substantially suitable for their intended use within ninety (30) days of said fire, casualty or taking.

The Landlord reserves, and the Tenant grants to the Landlord, all rights which the Tenant may have damages or injury to the rented premises for any taking by eminent domain, except for damage to the Tenant's fixtures, property, or equipment.

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DEFAULT

In the event that:

The Tenant shall default in the payment of any installment of rent or other sum herein specified and such default shall continue for ten (10) days after written notice thereof or The Tenant shall default in the observance or performance of any other of the Tenant's covenants, agreements, or obligations hereunder and such default shall not be corrected within thirty (30) days after written notice thereof; or The Tenant shall be declared bankrupt or insolvent according to law, or, if any assignment shall be made of Tenant's property for the benefit of creditors, then The Landlord shall have the right thereafter, while such default continues, to re-enter and take complete possession of the leased premises, to declare the term of this lease ended, and remove the Tenant's effects, without prejudice to any remedies which might be otherwise used for arrears of rent or other default. The Tenant shall indemnify the Landlord against all loss of rent and other payments which the Tenant may incur by reason of such termination during the residue of the term. If the Tenant shall default, after reasonable notice thereof, in the observance or performance of any condition or covenants on Tenant's part to be observed or performed under or by virtue of any of the provisions in any article of this lease, the Landlord, without being under any obligation to do so and without thereby waiving such default, may remedy such default for the account and at the expense of the Tenant. If the Landlord makes any expenditures or incurs any obligations for the payment of money in connection therewith, including but not limited to, reasonable attorney's fees in instituting, prosecuting or defending any action or proceeding, such sums paid or obligations incurred, with interest at the rate of eighteen per cent) per annum (interest commencing 30 days after such sums are paid or obligations incurred) and costs, shall be paid to the Landlord by the Tenant as additional rent.

NOTICE

Any notice from Landlord to Tenant relating to the rented premises or to the occupancy thereof shall be deemed duly served if left at the leased premises addressed to the Tenant, or if mailed to the leased premises, registered or certified mail, return receipt requested, postage prepaid, addressed to the Tenant. Any notice from Tenant to Landlord relating to the leased premises or to the occupancy thereof shall be deemed duly served if mailed to Landlord by registered or certified mail, return receipt requested, postage prepaid, addressed to Landlord at such address as Landlord may from time to time advise in writing. All rent notices shall be paid and sent to Landlord at 34 Gould Street, Reading, Massachusetts.

SURRENDER

The Tenant shall, at the expiration or other termination of this rental term, remove all Tenant's goods and effects from the leased premises (including, without limiting the generality of the foregoing, all signs and lettering affixed or painted by Tenant, either inside or outside the rented premises). Tenant shall deliver to the Landlord the leased premises and all keys, locks thereto, and other fixtures connected therewith and all alterations and additions made to or upon the leased premise, in good condition, damage by fire or other casualty only excepted. In the event of the Tenant's failure to remove any of Tenant's property from the

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premises, Landlord is hereby authorized without liability to Tenant for loss or damage thereto, and at the sole risk of Tenant, to remove and store any of the property at Tenant's expense, or to retain same under Landlord's control or to sell at public or private sale, without notice any or all the property not so removed and to apply the net proceeds or such sale to the payment of any sum due hereunder, or to destroy such property.

BROKERAGE

The Tenant represents and warrants to Landlord that Tenant was neither introduced to nor shown the premises by a real estate broker or a sales person. Tenant indemnifies, exonerates, and agrees to hold harmless LESSOR from any expense liability or claim with reference to any brokerage commission or finder's fee arising by virtue of the inaccuracy of this representation and warranty of the Tenant. This representation and warranty survives termination of this rental.

PARKING

The Tenant shall have the right to use One (1) parking space as designated by Landlord. No overnight parking allowed

**SECOND FLOOR
BATHROOMS**

The Tenant may use the second floor bathrooms located off the corridor in common with others. The Landlord shall maintain and clean said bathrooms and common corridors.

SIGNS

The Tenant shall have no signs on the premises without the written permission of the Landlord. This includes any signs on the inside of the windows which are visible from the outside. Landlord hereby grants permission for the Tenant to install a sign beside the front entry like the other tenants.

CARPETS

The Landlord shall not be responsible for maintenance of the rented space, this includes the presently installed carpeting, which is in good condition.

SMOKING

Smoking of tobacco products is not allowed. This is a smoke free building.

SAFETY

For the safety of all tenants no flammable decorations shall be permitted, including live Christmas trees.

**Additional
Provisions**

The tenant agrees to conserve energy by closing windows when heat or air conditioning is in use. Also to close all windows when not occupying the premises.

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for RTK

Paid this day this day

\$350 .00 First months rent November 20th 2013

\$350 .00 Last months rent due on or before December 1, 2013

\$700.00 Total

IN WITNESS WHERE OF, the said parties hereunto set their hand and seals this day of

Tenant:

Landlord:

34 GOULD STREET REALTY TRUST

BY Diego M. Marques
Diego Masmarques

BY Robert J. Kiley ^{III}
Trustee
Robert J. Kiley, Trustee

5e31
RSK.



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

FAX: (781) 942-5441

RECREATION DIVISION: (781) 942-9075

Topics and Outline for BOS meeting 11/26/13

- 1. Washington Park Public Hearing**
 - a. Plan is an adaptation from the one previously created by the WPMPC**
 - b. Brief PP Presentation review with BOS**
 - c. Approximate budget - \$280K including \$30K from DD.**
 - d. Timeline – Out to Bid January 2014, work to begin Spring 2014**

- 2. Memorial Park Lighting Project**
 - a. Review of plan with BOS including special features, styles/number of fixtures etc.**
 - b. Approximate Budget - \$42K (\$30k is from November Town Meeting) to complete the project**
 - c. Timeline – Out to Bid December 2013, work to begin as soon as possible (weather dependent)**

- 3. Birch Meadow Master Plan**
 - a. Current Written and Drawn Plans available on the Town Site**
 - b. Review current MP via PP Presentation**
 - c. Discuss Rec Committee endorsed RYB Plan for TC Field**
 - i. Safety Screen for Tennis**
 - ii. Outfield Fence**
 - iii. Enclosed On-Deck areas**
 - 1. CIP \$\$ in 2015 for the Screen otherwise paid by RYB**
 - d. Discuss re-establishment of new Master Plan committee for updating**

- 4. Dog Park**
 - a. Brief PP Presentation**
 - b. Stanton Foundation Grants 90% Funding for Dog Parks**
 - c. Feasibility Study and then 10% construction costs**
 - d. Would need commitment for care and maintenance**
 - e. Post Construction Grants fund up to 5% annually during initial years of operation**
 - f. Do we move forward or not?**

- 5. Field Naming**
 - a. Was approached by a group looking to have a field in someone's name**
 - b. The schools recently adopted a policy**
 - c. The Town currently does not have a policy**

- 6. Possible Regionalization Opportunity with Wakefield**
 - a. Joint meeting with Wakefield Town Administrator and Reading Town Manager**
 - b. Reading Rec Committee and Wakefield Rec Commission met to discuss possibilities**
 - c. Looking for a Win/Win situation**

5F-H

LEGAL NOTICE



TOWN OF READING

To the Inhabitants of the
Town of Reading:

Please take notice that the Board of Selectmen of the Town of Reading will hold a public hearing on November 26, 2013 in the Selectmen's Meeting Room, 16 Lowell Street, Reading, Massachusetts on the following topics:

- Washington Park Final Design
9:00 p.m.
- Memorial Park Lighting
9:15 p.m.

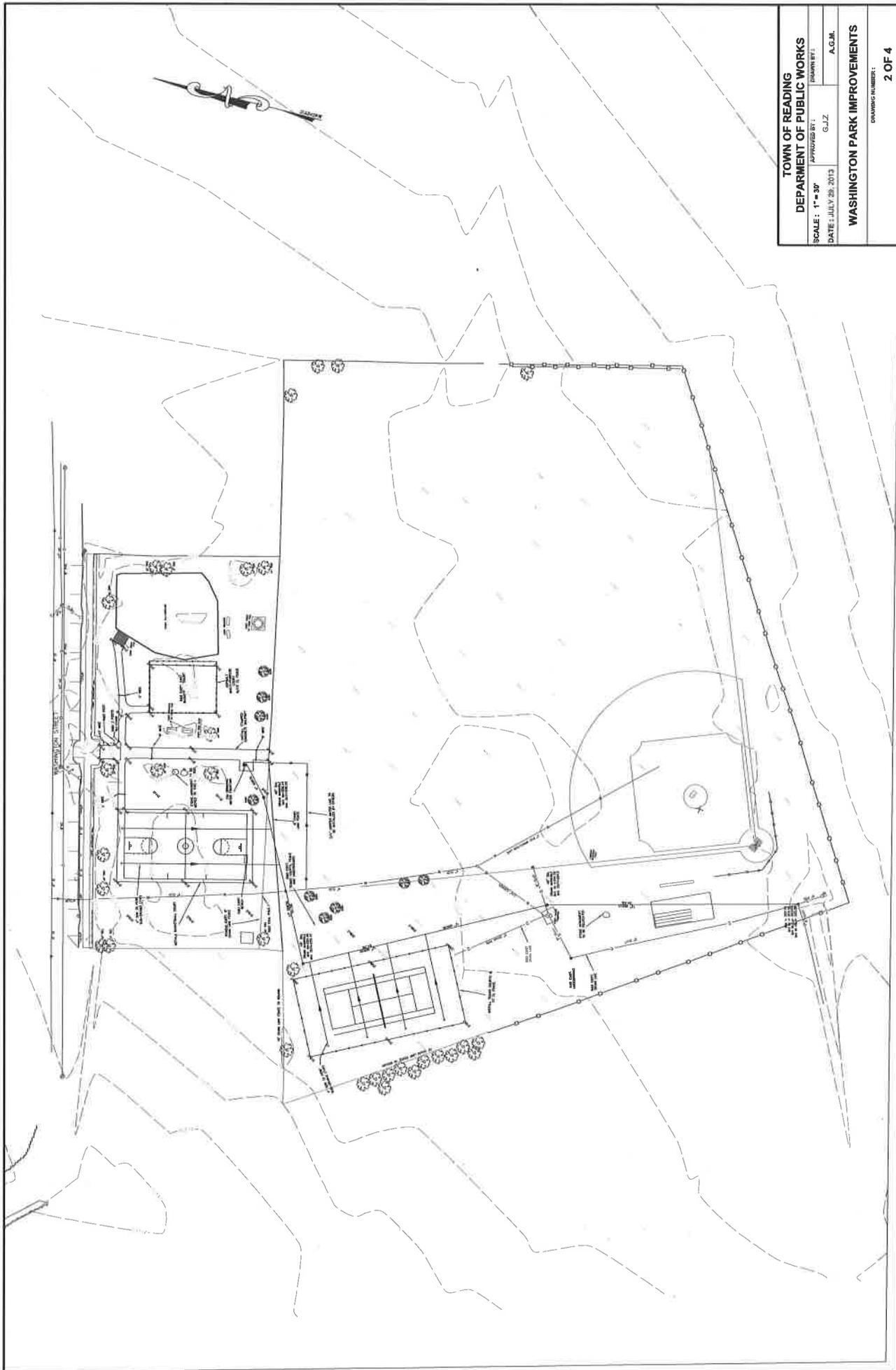
Copies of the proposed documents regarding these topics are available in the Town Manager's office, 16 Lowell Street, Reading, MA, M-W-Thurs from 7:30 a.m. - 5:30 p.m., Tues from 7:30 a.m. - 7:00 p.m. and are attached to the hearing notice on the website at www.readingma.gov

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 November 26, 2013 to townmanager@ci.reading.ma.us

By order of
Robert W. LeLacheur
Town Manager

11/19

SFI



TOWN OF READING	
DEPARTMENT OF PUBLIC WORKS	
SCALE: 1" = 30'	APPROVED BY: [Signature]
DATE: JULY 28, 2013	DRAWN BY: G.J.Z.
A.G.M.	
WASHINGTON PARK IMPROVEMENTS	
DRAWING NUMBER: 2 OF 4	

5F2



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

FAX: (781) 942-9070
Email: townmanager@ci.reading.ma.us

TOWN MANAGER
(781) 942-9043

TO: ASSESSORS OFFICE

REQUEST FOR CERTIFIED ABUTTERS LIST

Subject Property:

Address: WASHINGTON PARK - everyone within 300 FT.

Assessors' Map 16 Lot 238

Applicant:

Name: PAULA SchemA

Board or Commission for which this request is made:

Board of Selectmen:

Liquor License _____

Traffic Regulations _____

Other HEARING ON WASHINGTON
PARK FINAL Design

Date need list by: 11/18/13

Applicant's Signature: Paula SchemA

Date: 11/13/13

RECEIVED NOV 13 2013

5F3



**TOWN OF READING
16 LOWELL STREET
READING, MA 01867-2693**

**BOARD OF ASSESSORS
TEL.: 781-942-9027
FAX: 781-942-9037**

September 11, 2012

To whom it may concern;

In an effort to streamline our business practices and a desire to decrease turnaround time for taxpayers and other municipal departments, please be advised that effective this date, we the Board of Assessors for the Town of Reading hereby delegate to the Town Appraiser or Acting Town Appraiser of the assessing department signatory authority of all certified abutter's lists as compiled by the department.

Sincerely,

Reading Board of Assessors

Fred McGrane, Chairman

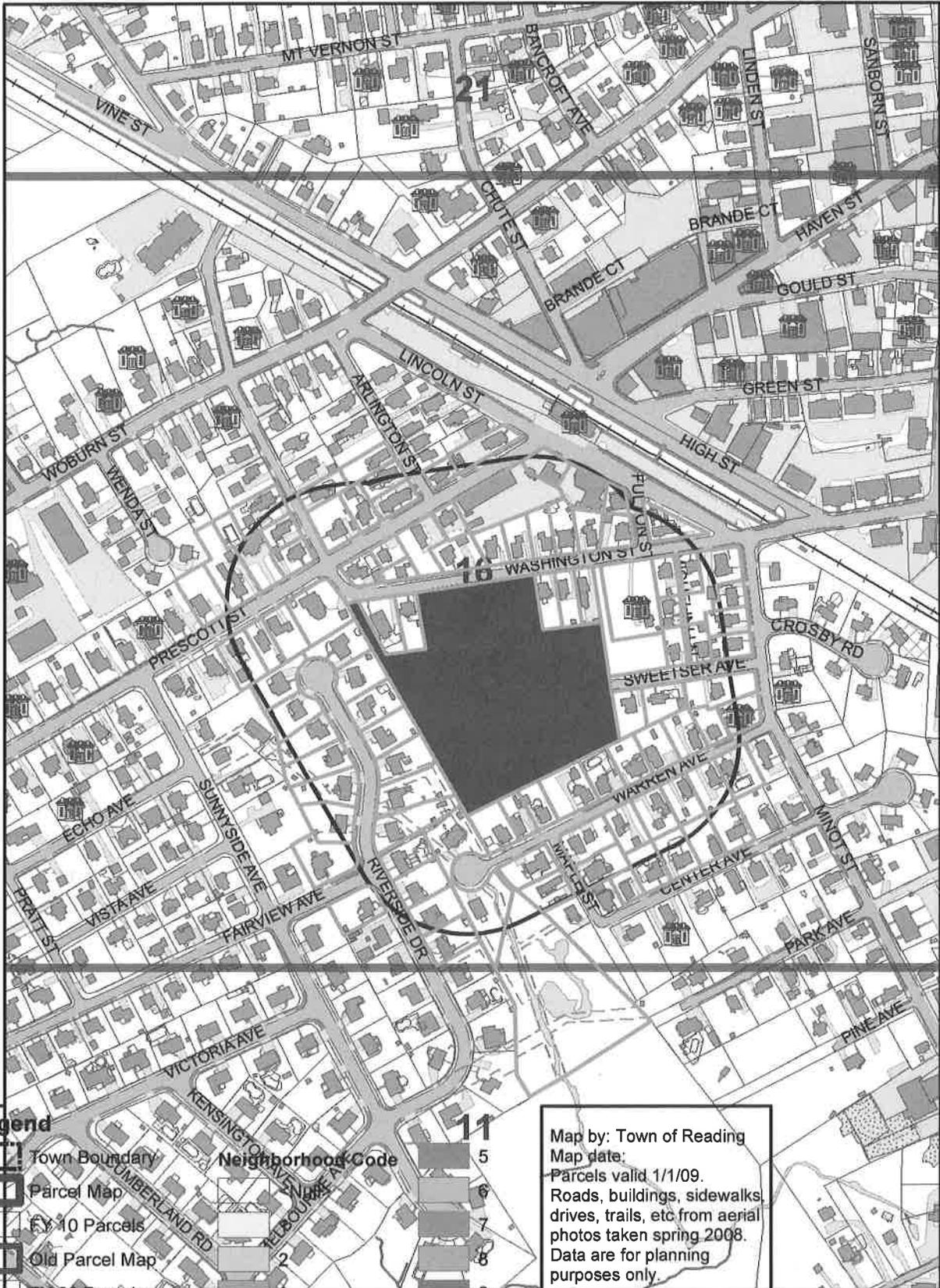
Ralph Colorusso

Robert Quinn, Jr.

VPS

5F4

READING ASSESSING MAP



Legend

- Town Boundary
- Parcel Map
- FY 10 Parcels
- Old Parcel Map
- FY 09 Parcels
- Town Owned Land

Neighborhood Code

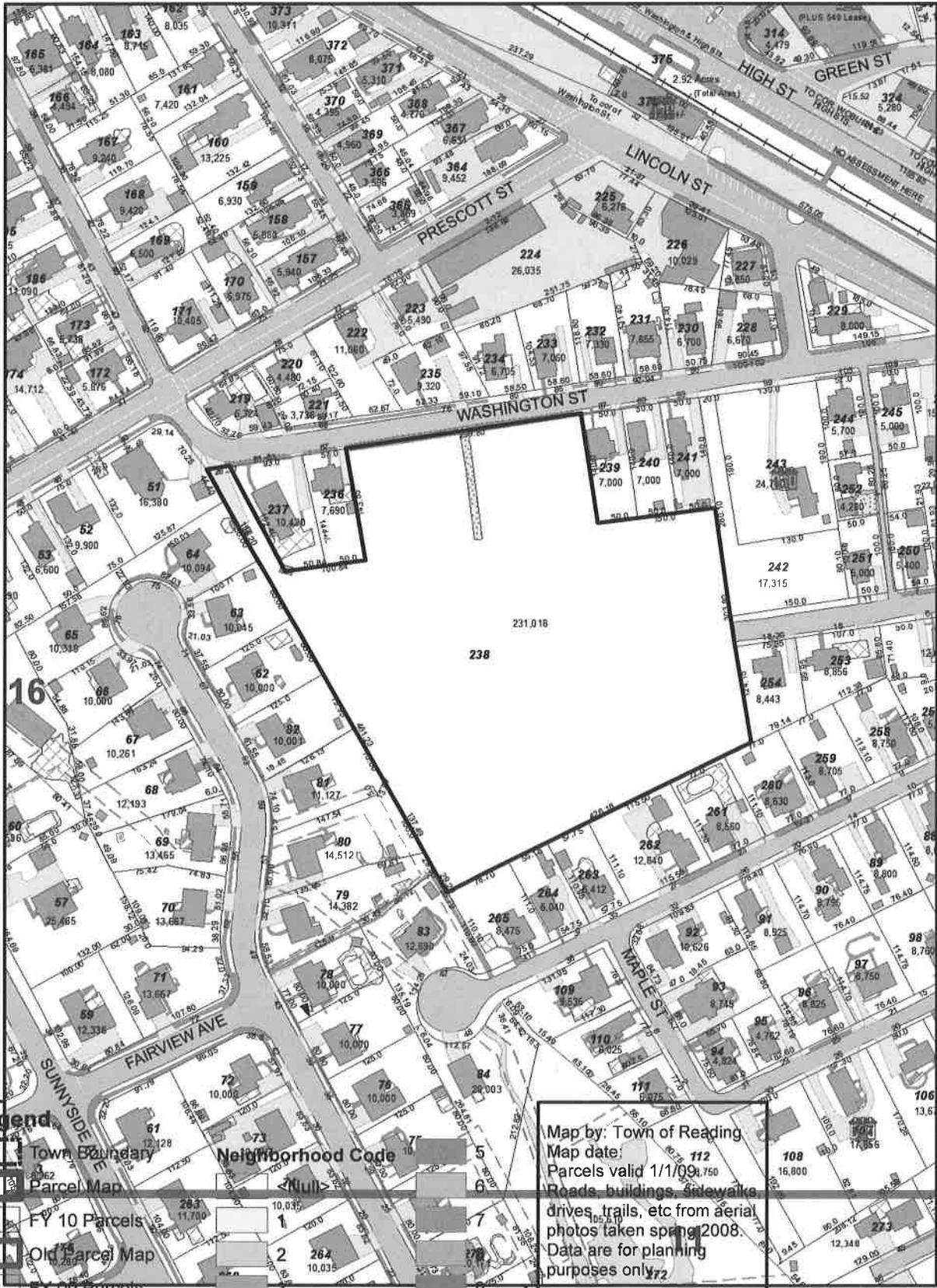
	1
	2
	3
	4
	5
	6
	7
	8
	9
	10
	11

Map by: Town of Reading
 Map date:
 Parcels valid 1/1/09.
 Roads, buildings, sidewalks,
 drives, trails, etc from aerial
 photos taken spring 2008.
 Data are for planning
 purposes only.

0 115 230 460
 Ft

5 F5

READING ASSESSING MAP



Legend

- Town Boundary
- Parcel Map
- FY 10 Parcels
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- FY 09 Parcels
- Town Owned Land

Neighborhood Code

	5
	6
	7
	1
	2
	3
	4
	10

Map by: Town of Reading
 Map date:
 Parcels valid 1/1/09
 Roads, buildings, sidewalks,
 drives, trails, etc from aerial
 photos taken spring 2008.
 Data are for planning
 purposes only

0 55 110 220
 Ft

5F6

MAP 16 LOT 239	SITE ADDRESS	OWNER	OWNER2	MAILING ADDRESS	CITY	ST	ZIP
016.0-0000-0224.0	2 PRESCOTT ST	STONEHAM PLANNING BOARD		35 CENTRAL ST	STONEHAM	MA	02180
016.0-0000-0226.0	39 LINCOLN ST	WAKEFIELD PLANNING BOARD		1 LAFAYETTE STREET	WAKEFIELD	MA	01880
016.0-0000-0231.0	92 WASHINGTON ST	LYNNFIELD PLANNING BOARD		55 SUMMER STREET	LYNNFIELD	MA	01940
016.0-0000-0051.0	40 PRESCOTT ST	MASS DEPT OF HOUSING & COM. DEV.		100 CAMBRIDGE STREET, SUITE 300	BOSTON	MA	02114
016.0-0000-0157.0	21 PRESCOTT ST	WILMINGTON PLANNING BOARD		121 GLEN ROAD	WILMINGTON	MA	01887
016.0-0000-0170.0	25 PRESCOTT ST	NORTH READING PLANNING BOARD		235 NORTH STREET	NORTH READING	MA	01864
016.0-0000-0227.0	1 FULTON ST	WOBURN PLANNING BOARD		10 COMMON STREET	WOBURN	MA	01801
016.0-0000-0250.0	7 SWEETSER AVE	METRO AREA PLANNING COUNCIL		60 TEMPLE PLACE	BOSTON	MA	02111
016.0-0000-0098.0	25 CENTER AVE	39-41 LINCOLN ST LLC		56 RED GATE LN	READING	MA	01867
016.0-0000-0245.0	109 WASHINGTON ST	AIELLO R NICHOLAS	JESSICA AIELLO	56 RED GATE LN	READING	MA	01867
016.0-0000-0225.0	31 LINCOLN ST	ALDRICH JON	COMITA MORGAN KAREN J	44 VINE ST	READING	MA	01867
016.0-0000-0054.0	52 PRESCOTT ST	AVTGES PETER J	JOLEEN JAMES AVTGES	40 PRESCOTT ST	READING	MA	01867
016.0-0000-0236.0	67 WASHINGTON ST	AYLWARD JAMES	JULIE AYLWARD	25 PRESCOTT ST	READING	MA	01867
016.0-0000-0063.0	71 RIVERSIDE DR	BARLETTA JOSEPH	BENT SUZANNE M	28 FOX RUN LN	READING	MA	01867
016.0-0000-0364.0	27 LINCOLN ST	BOB J SON	JOHN OK SON	7 SWEETSER AVE	READING	MA	01867
016.0-0000-0263.0	35 WARREN AVE	BOUCHER MARKE	LAURIE REILLY	25 CENTER AVE	READING	MA	01867
016.0-0000-0060.0	53 RIVERSIDE DR	BROWN KEVIN M		109 WASHINGTON ST	READING	MA	01867
016.0-0000-0079.0	49 RIVERSIDE DR	CARPENELLA FELIX F	LUCY CARPENELLA C/O MICHAEL CARPENELLA	35 LINCOLN ST	READING	MA	01867
016.0-0000-0239.0	87 WASHINGTON ST	CARROLL MARY ELLEN	GOODSIR ROHAN C	46 TAMARACK ROAD	READING	MA	01867
016.0-0000-0092.0	32 WARREN AVE	CHEW YIN YEE	CHEW SHUE PING CHAN	67 WASHINGTON ST	READING	MA	01867
016.0-0000-0087.0	8 WARREN AVE	CINCOTTA MARILYN I		71 RIVERSIDE DRIVE	READING	MA	01867
016.0-0000-0252.0	7 MICHELINI LN	CONBOY PETRA L		97 ELM ST	STONEHAM	MA	02180
016.0-0000-0174.0	41 PRESCOTT ST	CONWAY CHRISTOPHER C ETAL TRS	THE CONWAY FAMILY TRUST	35 WARREN AVE	READING	MA	01867
016.0-0000-0091.0	26 WARREN AVE	COTTER BERNARD D	JOAN L COTTER	53 RIVERSIDE DR	READING	MA	01867
016.0-0000-0173.0	47 WASHINGTON ST	CRONIN JOHN J	ANNE T CRONIN	49 RIVERSIDE DR	READING	MA	01867
016.0-0000-0229.0	106 WASHINGTON ST	CUNNINGHAM DEREK D	DAWN L CUNNINGHAM	38 MARION ST	WILMINGTON	MA	01887-3149
016.0-0000-0097.0	21 CENTER AVE	DACOSTA ANTONIO S	MAUREEN N DACOSTA	32 WARREN AVE	READING	MA	01867
016.0-0000-0244.0	105 WASHINGTON ST	DAVIS JOHN	DAVIS SHIRLEY	8 WARREN AVENUE	READING	MA	01867
016.0-0000-0240.0	89 WASHINGTON ST	DAVIS WILLIAM H	LOUISE G DAVIS	7 MICHELINI LN	READING	MA	01867
016.0-0000-0095.0	29 CENTER AVE	DOANE JEFFREY A	DOANE SARAH M	43 PRESCOTT ST	READING	MA	01867
016.0-0000-0254.0	18 SWEETSER AVE	DONEGAN ANGELA MARIE ETAL (LE)		26 WARREN AVE	READING	MA	01867
016.0-0000-0053.0	48 PRESCOTT ST	DOUCETTE PETER D	SHIRLEY J DOUCETTE	47 WASHINGTON ST	READING	MA	01867
016.0-0000-0067.0	68 RIVERSIDE DR	DOUCETTE STEPHEN B	KATHLEEN B DOUCETTE	108 WASHINGTON ST	READING	MA	01867
016.0-0701-0093.0	5 MAPLE ST	DRISCOLL EDWARD F	PATRICIA A DRISCOLL	21 CENTER AVE	READING	MA	01867
016.0-0000-0235.0	76 WASHINGTON ST	DYCK STEPHANIE	ROBERT FEDAK	105 WASHINGTON ST	READING	MA	01867
016.0-0000-0222.0	22 PRESCOTT ST	EASTON KIMBERLY T	CHRISTOPHER J MCLAUGHLIN	89 WASHINGTON ST	READING	MA	01867
016.0-0000-0076.0	35 RIVERSIDE DR	FEENEY AGNES P	MARK C FEENEY ETAL	29 CENTER AVE	READING	MA	01867
016.0-0000-0221.0	68 WASHINGTON ST	FIALLI JOSEPH M		26 MEAD ST	CAMBRIDGE	MA	02140
016.0-0000-0233.0	86 WASHINGTON ST	FERULLO MARIANNE C		48 PRESCOTT ST	READING	MA	01867
016.0-0000-0262.0	27 WARREN AVE	FIALLI JOSEPH M		68 RIVERSIDE DR	READING	MA	01867
016.0-0000-0083.0	47 WARREN AVE	GAGNON JEAN NICOLAS	CAROLINE GAUTHIER	5 MAPLE ST UNIT 5	READING	MA	01867
016.0-0000-0099.0	9 CENTER AVE	GIACOMIDIS ELIAS	HARIKLA SPEROS	76 WASHINGTON ST	READING	MA	01867
016.0-0000-0072.0	42 RIVERSIDE DR	GRANT ELEANOR L		22 PRESCOTT ST	READING	MA	01867
016.0-0000-0196.0	43 WASHINGTON ST	GUNN BRANDAN		35 RIVERSIDE DRIVE	READING	MA	01867
016.0-0702-0093.0	7 MAPLE ST	GUTIERREZ JOANNE H	LAURA MESSIER	68 WASHINGTON ST	READING	MA	01867
016.0-0000-0264.0	37 WARREN AVE	HALLEY JEAN MARIE ETAL TRUSTEE		86 WASHINGTON ST	READING	MA	01867
016.0-0000-0232.0	90 WASHINGTON ST	HANAFIN MATTHEW T	JEAN MARIE HALLEY LIVING TR	27 WARREN AVE	READING	MA	01867
016.0-0000-0098.0	15 CENTER AVE	HART ROBERT J	ANDREA D HANAFIN	9 CENTER AVE	READING	MA	01867
016.0-0000-0246.0	113 WASHINGTON ST	HUBBARD ROBERT B	MARY DUCHARME HART	42 RIVERSIDE DRIVE	READING	MA	01867
		JONUSKIS LINDA H	KIMBERLY ROSE HUBBARD	43 WASHINGTON ST	READING	MA	01867
		KAMINER ROBERT S	KAMINER CATHERINE R	7 MAPLE ST	READING	MA	01867
		KEEGAN THOMAS J		37 WARREN AVENUE	READING	MA	01867
		LANDRY RYAN MICHAEL JOHNSON	LANDRY ANNE JOHNSON	90 WASHINGTON ST	READING	MA	01867
		KILBAN JOHN J JR		15 CENTER AVE	READING	MA	01867
				128 DRAGON CT	READING	MA	01867

5F7

TOWN OF READING
ABUTTERS LIST

016.0-0000-0071.0	72 FAIRVIEW AVE	CHEN XI	WANG MIAOYU	114	MA	01867
016.0-0000-0069.0	58 RIVERSIDE DR	LANNON AMY F	PAUL G LANNON	114	MA	01867
016.0-0000-0109.0	38 WARREN AVE	LEECO KENNETH	DENISE A GAGNON	114	MA	01867
016.0-0000-0068.0	64 RIVERSIDE DR	LEW JAMES	LEW MONA C	114	MA	01867
016.0-0000-0171.0	52 WASHINGTON ST	LUSK DAMON P	CHRISTINE E TIGHE	114	MA	01867
016.0-0000-0081.0	59 RIVERSIDE DR	MABIUS LAWRENCE E	KATHY L MABIUS	114	MA	01867
016.0-0000-0176.0	53 PRESCOTT ST	MACDONALD EDWARD H	DIANNE M MACDONALD	114	MA	01867
016.0-0000-0280.0	19 WARREN AVE	MANAHAN PAMELA A (3/4)	ANDREA C WILLEY (1/4)	114	MA	01867
016.0-0000-0085.0	78 RIVERSIDE DR	MANNING ROBERT E JR	EILEEN A MCSHERRY MANNING	114	MA	01867
016.0-0000-0261.0	23 WARREN AVE	MARGESON CAROL A B		114	MA	01867
016.0-0000-0070.0	52 RIVERSIDE DR	MCKENNA GEORGE J	ELAINE M MCKENNA	114	MA	01867
016.0-0000-0237.0	61 WASHINGTON ST	MCKENNA JOHN T		114	MA	01867
016.0-0000-0251.0	11 SWEETSER AVE	MCKENNA KATHLEEN M (MEDLIN)		114	MA	01867
016.0-0000-0255.0	6 SWEETSER AVE	MCKENNA THOMAS P		114	MA	01867
016.0-0000-0257.0	7 WARREN AVE	MCKENNA THOMAS P		114	MA	01867
016.0-0000-0052.0	46 PRESCOTT ST	MESERVE ROBERT L	HELEN A MCKENNA	114	MA	01867
016.0-0000-0219.0	32 PRESCOTT ST	NEWELL JAMES E	KRISTIN R MCNEILL	114	MA	01867
016.0-0000-0234.0	80 WASHINGTON ST	MITCHELL WILLIAM B	JUNE F MESERVE	114	MA	01867
016.0-0000-0241.0	93 WASHINGTON ST	MUISE CANDACE M	NEWELL SUZANNE P	114	MA	01867
016.0-0000-0064.0	75 RIVERSIDE DR	MUNDY JOHN J JR TRUSTEE	GERALDINE F MITCHELL	114	MA	01867
016.0-0000-0110.0	8 MAPLE ST	MURPHY THOMAS J	WAYNE P MUISE	114	MA	01867
016.0-0000-0084.0	48 WARREN AVE	PACE MICHAEL F	46 INTERVALE TERRACE REALTY TR	114	MA	01867
016.0-0000-0220.0	28 PRESCOTT ST	PALMER JAMES A	JOAN L MURPHY	114	MA	01867
016.0-0000-0088.0	10 WARREN AVE	PELLRINE JOHN	ANNE PELRINE	114	MA	01867
016.0-0000-0223.0	16 PRESCOTT ST	PIERRO JOAN M		114	MA	01867
016.0-0000-0228.0	100 WASHINGTON ST	PRINCE DIANE M		114	MA	01867
016.0-0000-0089.0	14 WARREN AVE	PUTZ JEFFERY R		114	MA	01867
016.0-0000-0077.0	39 RIVERSIDE DR	QUINN KIMBERLEY M	ELAINE F SMITH ETAL	114	MA	01867
016.0-0000-0062.0	67 RIVERSIDE DR	RAVANIS GEORGE W	TINA M RAVANIS	114	MA	01867
016.0-0000-0242.0	0 WASHINGTON ST	READING ANTIQUARIAN SOCIETY		114	MA	01867
016.0-0000-0243.0	99 WASHINGTON ST	READING ANTIQUARIAN SOCIETY		114	MA	01867
016.0-0000-0086.0	74 RIVERSIDE DR	RIO ROBERT A	SANDRA E RIO	114	MA	01867
016.0-0000-0247.0	80 MINOT ST	SANTOSUOSSO CYNTHIA	KEVIN T CHUDA	114	MA	01867
016.0-0000-0075.0	29 RIVERSIDE DR	SCOTT WILLIAM C JR	LYNDSAY J SCOTT	114	MA	01867
016.0-0000-0249.0	72 MINOT ST	SHAAK STEPHANIE A RUBBICCO TRUSTEE		114	MA	01867
016.0-0000-0253.0	16 SWEETSER AVE	SHANNA ATWELL		114	MA	01867
016.0-0000-0259.0	17 WARREN AVE	SILVA FRANCISCO L	SILVA JANET L	114	MA	01867
016.0-0000-0175.0	47 PRESCOTT ST	STINCHFIELD ANNE		114	MA	01867
016.0-0000-0172.0	37 PRESCOTT ST	STINCHFIELD ANNE		114	MA	01867
016.0-0000-0230.0	96 WASHINGTON ST	STODDARD LIANNE J	PAUL STODDARD	114	MA	01867
016.0-0000-0189.0	46 WASHINGTON ST	STROMAN PETER G	KAREN G STROMAN	114	MA	01867
016.0-0000-0248.0	76 MINOT ST	SULLIVAN RICHARD L	ROBERTA M SULLIVAN	114	MA	01867
016.0-0000-0158.0	21 ARLINGTON ST	THOMASES JEANNE B		114	MA	01867
016.0-0000-0159.0	17 ARLINGTON ST	TORPEY DENNIS JR	MICHELLE M DASILVA	114	MA	01867
011.0-0000-0272.0	0 WARREN AVE - OFF	TUCKER LESLEY-ELIZABETH (LE)	CONSERVATION	114	MA	01867
016.0-0000-0265.0	41 WARREN AVE	VIEIRA PAUL G	STEPHEN G TUCKER	114	MA	01867
016.0-0000-0256.0	64 MINOT ST	VIMALAN RAJALINGAM	DIANE B VIEIRA	114	MA	01867
016.0-0000-0258.0	9 WARREN AVE	WILLIAMS KEITH M	9 WARREN AVE	114	MA	01867
016.0-0000-0082.0	63 RIVERSIDE DR	WILSON JOHN L	WILLIAMS MARTHA E	114	MA	01867
016.0-0000-0365.0	26 ARLINGTON ST	WILSON JOHN P	LORRAINE WILSON	114	MA	01906
016.0-0000-0078.0	43 RIVERSIDE DR	WOODBURY BRUCE A	DEBORAH J WILSON	114	MA	01867
016.0-0000-0090.0	20 WARREN AVE		20 WARREN AVE	114	MA	01867

5F8

FOR READING BOARD OF ASSESSORS



VICTOR P. SANTANIELLO, APPRAISER

PATRICIA A. SULLIVAN, ASSISTANT APPRAISER

SF9

LEGAL NOTICE



TOWN OF READING

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

Please take notice that the Board of Selectmen of the Town of Reading will hold a public hearing on November 26, 2013 in the Selectmen's Meeting Room, 16 Lowell Street, Reading, Massachusetts on the following topics:

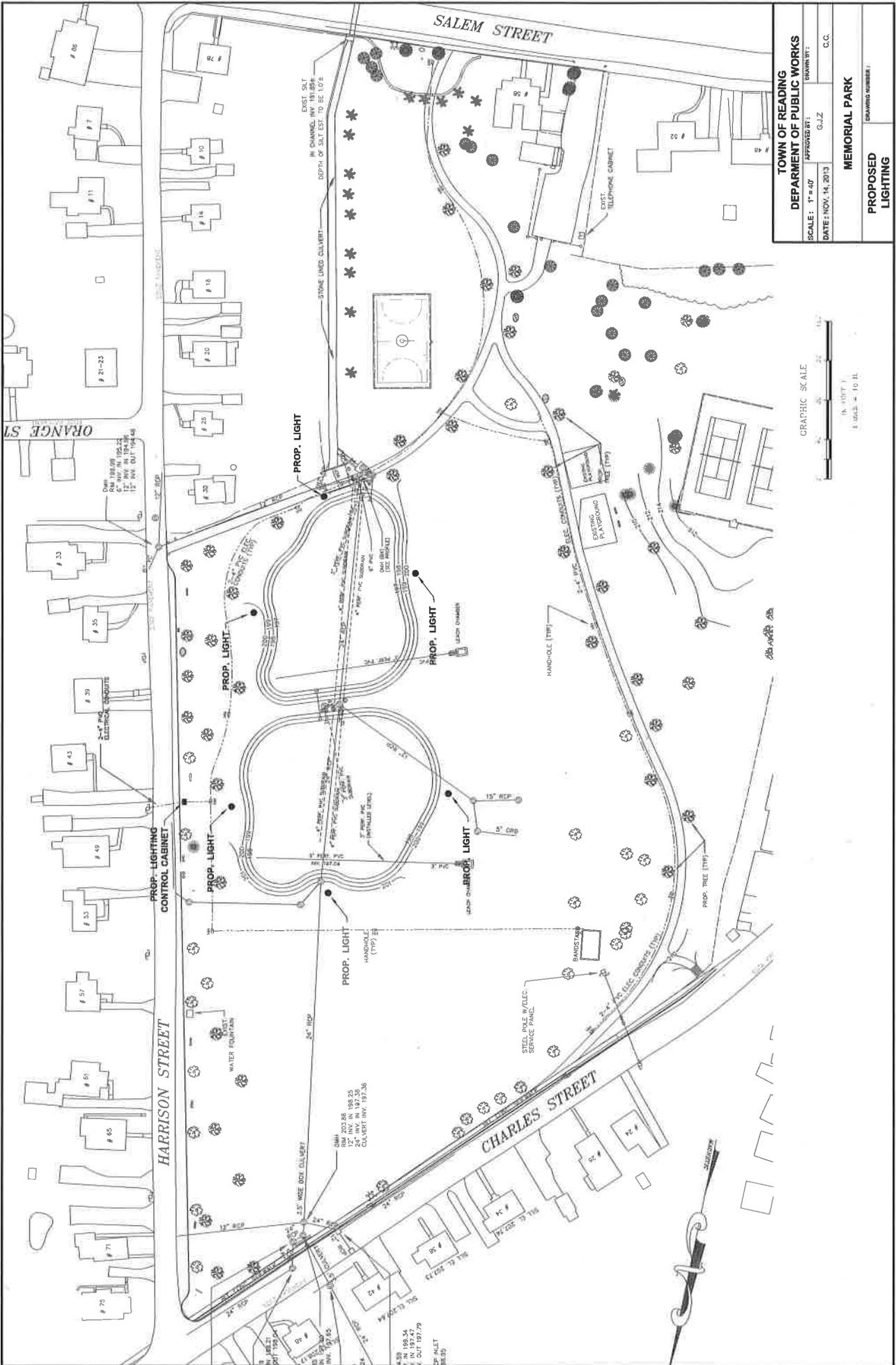
- Washington Park Final Design
9:00 p.m.
- Memorial Park Lighting
9:15 p.m.

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 are 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 November 26, 2013 to townmanager@cl.reading.ma.us.

By order of
Robert W. LeLacheur
Town Manager

11/19



TOWN OF READING		DRAWING BY:	
DEPARTMENT OF PUBLIC WORKS		G.J.Z	
SCALE: 1" = 40'	APPROVED BY:	C.C.	
DATE: NOV. 14, 2013	DRAWING NUMBER:		
MEMORIAL PARK		PROPOSED LIGHTING	



592



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

FAX: (781) 942-9070
Email: townmanager@ci.reading.ma.us

TOWN MANAGER
(781) 942-9043

TO: ASSESSORS OFFICE

REQUEST FOR CERTIFIED ABUTTERS LIST

Subject Property:

Address: MEMORIAL PARK - ALL ABUTTING STREETS

Assessors' Map 22 Lot 249
28 55

Applicant:

Name: PAULA SCHEA

Board or Commission for which this request is made:

Board of Selectmen:

Liquor License _____

Traffic Regulations _____

Other HEARING - MEMORIAL PARK
LIGHTS

Date need list by: 11/18/13

Applicant's Signature: Paula Schea

Date: 11/13/13

RECEIVED NOV 13 2013

593



**TOWN OF READING
16 LOWELL STREET
READING, MA 01867-2693**

**BOARD OF ASSESSORS
TEL.: 781-942-9027
FAX: 781-942-9037**

September 11, 2012

To whom it may concern;

In an effort to streamline our business practices and a desire to decrease turnaround time for taxpayers and other municipal departments, please be advised that effective this date, we the Board of Assessors for the Town of Reading hereby delegate to the Town Appraiser or Acting Town Appraiser of the assessing department signatory authority of all certified abutter's lists as compiled by the department.

Sincerely,

Reading Board of Assessors

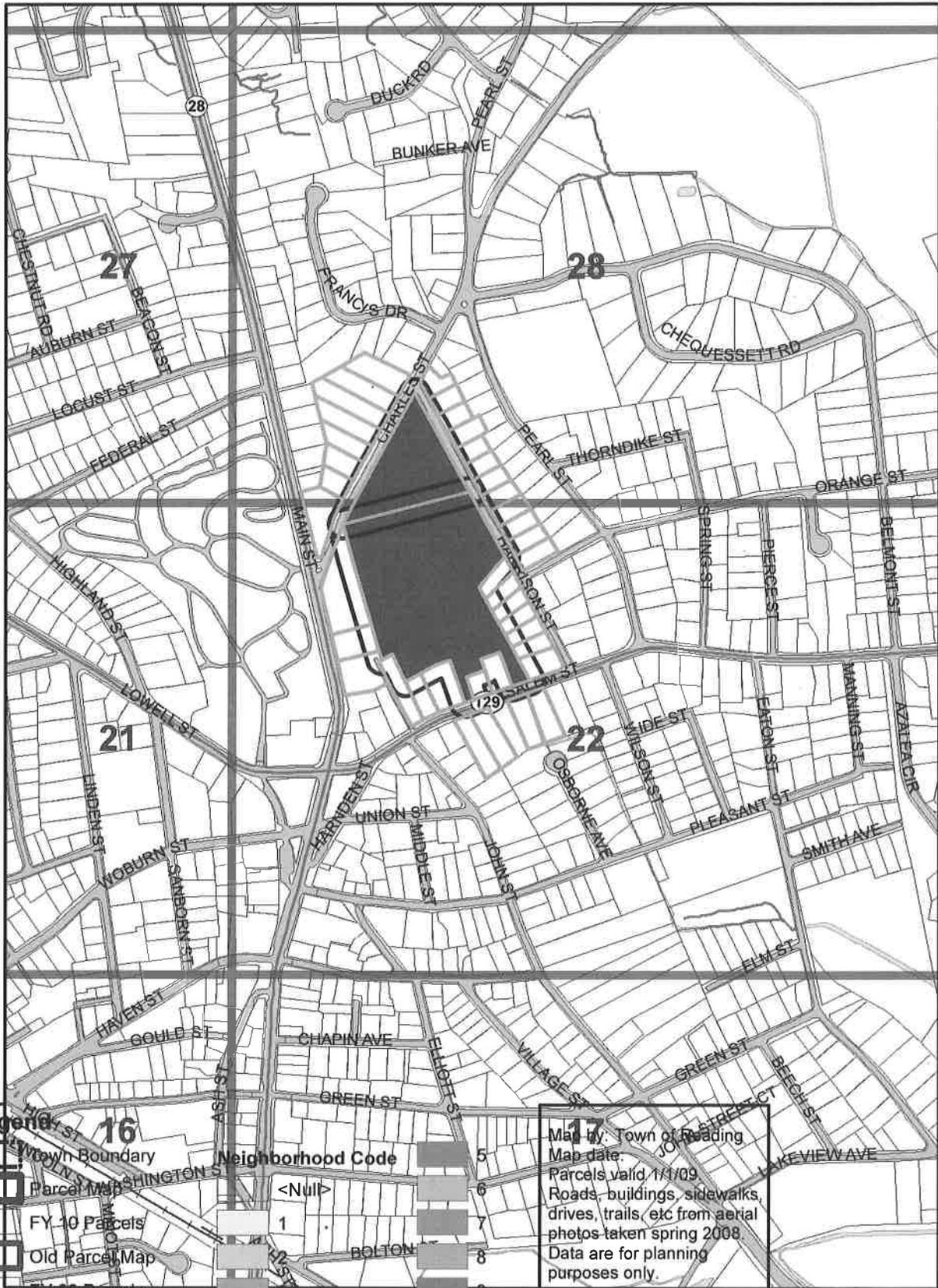
Fred McGrane, Chairman

Ralph Colorusso

Robert Quinn, Jr.

VPS

READING ASSESSING MAP



Legend

- Town Boundary
- Parcel Map
- FY 10 Parcels
- Old Parcel Map
- FY 09 Parcels
- Town Owned Land

Neighborhood Code

<Null>	1	2	3	4	5	6	7	8	9	10
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Map by: Town of Reading
 Map date:
 Parcels valid 1/1/09
 Roads, buildings, sidewalks,
 drives, trails, etc from aerial
 photos taken spring 2008.
 Data are for planning
 purposes only.

0 195 390 780
 Ft

595

MAPS 22&28 LOTS 249&55	SITE ADDRESS	OWNER	OWNERZ	MAILING ADDRESS	CITY	ST	ZIP
022.0-0000-0335.0	797 MAIN ST	STONEHAM PLANNING BOARD		35 CENTRAL ST	STONEHAM	MA	02180
028.0-0000-0064.0	24 CHARLES ST	WAKEFIELD PLANNING BOARD		1 LAFAYETTE STREET	WAKEFIELD	MA	01880
028.0-0000-0063.0	26 CHARLES ST	LYNNFIELD PLANNING BOARD		55 SUMMER STREET	LYNNFIELD	MA	01940
028.0-0000-0062.0	34 CHARLES ST	MASS DEPT OF HOUSING & COM. DEV.		100 CAMBRIDGE STREET, SUITE 300	BOSTON	MA	02114
028.0-0000-0061.0	38 CHARLES ST	WILMINGTON PLANNING BOARD		121 GLEN ROAD	WILMINGTON	MA	01887
022.0-0701-0261.0	1 CHARLES ST	NORTH READING PLANNING BOARD		235 NORTH STREET	NORTH READING	MA	01864
022.0-0702-0261.0	1 CHARLES ST	WOBURN PLANNING BOARD		10 COMMON STREET	WOBURN	MA	01801
022.0-0703-0261.0	1 CHARLES ST	METRO AREA PLANNING COUNCIL		60 TEMPLE PLACE	BOSTON	MA	02111
022.0-0704-0261.0	1 CHARLES ST	JAREMA, JOHN A	MARIANNE JAREMA	797 MAIN ST	READING	MA	01867
022.0-0705-0261.0	1 CHARLES ST	HOBIN BRIAN M	HOBIN VIRGINIA W	6 STRATFORD ROAD	WINCHESTER	MA	01890
022.0-0706-0261.0	1 CHARLES ST	HAILEY FREDERICK A	JEAN M HAILEY	26 CHARLES ST	READING	MA	01867
022.0-0707-0261.0	1 CHARLES ST	ROGERSON W GORDON	ROGERSON CAROL A	34 CHARLES STREET	READING	MA	01867
022.0-0708-0261.0	1 CHARLES ST	AGUJA BERNARD P	CAROL A FULCHINI-AGUJA	38 CHARLES ST	READING	MA	01867
022.0-0709-0261.0	1 CHARLES ST	FARRELL ALEXANDRA	MICHELLE M BALTIER	1 CHARLES ST UNIT A	READING	MA	01867
022.0-0710-0261.0	1 CHARLES ST	BALTIER MATTHEW P	SULLIVAN KIM M	1 CHARLES ST APT B	READING	MA	01867
022.0-0711-0261.0	1 CHARLES ST	SULLIVAN RICHARD J JR		7 GREENTREE LANE	BYFIELD	MA	01922
022.0-0712-0261.0	1 CHARLES ST	CHAPPELL CAROLINE T		1 CHARLES ST APT D	READING	MA	01867
022.0-0713-0261.0	1 CHARLES ST	SHUMAN DAVINA LOUISE TRUSTEE	DAVINA LOUISE SHUMAN TRUST	1 CHARLES ST UNIT E	READING	MA	01867
022.0-0714-0261.0	1 CHARLES ST	DUDLEY MARY A TRUSTEE	DUDLEY FAMILY TRUST OF 2008	1 CHARLES ST UNIT F	READING	MA	01867
022.0-0715-0261.0	1 CHARLES ST	FARRELL MICHAEL C	LYNNE M FARRELL	1 CHARLES ST UNIT G	READING	MA	01867
022.0-0716-0261.0	1 CHARLES ST	DOYLE DONINA M		1 CHARLES ST APT H	READING	MA	01867
022.0-0717-0261.0	1 CHARLES ST	TALBOT RUTH M		1 CHARLES ST APT I	READING	MA	01867
022.0-0718-0261.0	1 CHARLES ST	BREAU JAMES L		1 CHARLES ST APT J	READING	MA	01867
022.0-0719-0261.0	1 CHARLES ST	BODEBENDER WILLIAM	NAN BODEBENDER	1 CHARLES ST APT K	READING	MA	01867
022.0-0720-0261.0	1 CHARLES ST	YANG XIAOLI	GEN GUANG WANG	1 CHARLES ST APT L	READING	MA	01867
022.0-0721-0261.0	1 CHARLES ST	SHIKHANOVICH YURI	ALLA SHIKHANOVICH	1 CHARLES ST UNIT M	READING	MA	01867
022.0-0722-0261.0	1 CHARLES ST	EVANS KATHRYN A		1 CHARLES ST UNIT N	READING	MA	01867
022.0-0723-0261.0	1 CHARLES ST	ROSS ARTHUR T		1119 WHITTIER AVE	WINCHESTER	VA	22601
022.0-0724-0261.0	1 CHARLES ST	FARRELL ALEXANDRA		1 CHARLES ST UNIT A	READING	MA	01867
022.0-0725-0261.0	1 CHARLES ST	KALIPOLIS ANDREW C	LYDIA J BACON	1 CHARLES ST UNIT Q	READING	MA	01867
028.0-0000-0058.0	1 CHARLES ST	JOHNSON ROBERT W	MARIA T JOHNSON	1 CHARLES ST UNIT R	READING	MA	01867
022.0-0726-0261.0	1 CHARLES ST	CONNORS MARGARET E		1 CHARLES ST APT S	READING	MA	01867
022.0-0727-0261.0	1 CHARLES ST	ZUCHOWSKI ELLEN J		1 CHARLES ST APT T	READING	MA	01867
022.0-0728-0261.0	1 CHARLES ST	DEARBORN MARY M		1 CHARLES ST APT U	READING	MA	01867
022.0-0729-0261.0	1 CHARLES ST	RAMELLA SANJAY	ROSELYNE MASAM	1 CHARLES ST UNIT V	READING	MA	01867
022.0-0730-0261.0	1 CHARLES ST	DOHERTY NANCY M		1 CHARLES ST APT W	READING	MA	01867
022.0-0731-0261.0	1 CHARLES ST	MARTEL-FERRANTE RENEE		1 CHARLES ST APT X	READING	MA	01867
022.0-0000-0260.0	42 CHARLES ST	FALLON JOHN L JR	JOYCE E FALLON	1 CHARLES ST - UNIT Y	READING	MA	01867
022.0-0000-0060.0	767 MAIN ST	HARKINS KENNETH J	KATHLEEN C HARKINS	42 CHARLES ST	READING	MA	01867
022.0-0000-0259.0	48 CHARLES ST	BRANDT CRAIG M	JEAN BRANDT	767 MAIN ST	READING	MA	01867
022.0-0000-0059.0	757 MAIN ST	BOUDETTE PAUL		48 CHARLES ST	READING	MA	01867
028.0-0000-0055.0	52 CHARLES ST	TOWN OF READING	PARK	16 LOWELL ST	READING	MA	01867
022.0-0000-0255.0	42 SALEM ST	DONOFRIO KEVIN A	CHRISTINE A DONOFRIO	52 CHARLES STREET	READING	MA	01867
022.0-0000-0250.0	48 SALEM ST	TOWN OF READING	PARK	16 LOWELL ST	READING	MA	01867
022.0-0000-0047.0	75 HARRISON ST	CADE BARBARA E		42 SALEM STREET	READING	MA	01867
022.0-0000-0249.0	0 SALEM ST	SCOTT JOHN R	MARY SULLIVAN-SCOTT	48 SALEM ST	READING	MA	01867
022.0-0000-0251.0	52 SALEM ST	CHASE DAVID Y	KATHRYN E GORCZYKA	75 HARRISON STREET	READING	MA	01867
028.0-0000-0049.0	71 HARRISON ST	STROEBLE DONALD C	PARK	16 LOWELL ST	READING	MA	01867
028.0-0000-0050.0	65 HARRISON ST	ELLIS THOMAS D	LYNDA Z STROEBLE	52 SALEM ST	READING	MA	01867
028.0-0000-0041.0	61 HARRISON ST	STONE L ELAINE	MADELINE E ELLIS	71 HARRISON ST	READING	MA	01867
022.0-0000-0051.0	57 HARRISON ST	KENTON GARETH P	LORI H KENTON	61 HARRISON ST	READING	MA	01867
022.0-0701-0253.0	51 SALEM ST	CORTSEY JOHN A	BEVERLY SEIBOLD	57 HARRISON STREET	METHUEN	MA	01844
022.0-0702-0253.0	62 SALEM ST	SEIBOLD PETER M	HSIAMEI CHANG	166A MERRIMACK ST	READING	MA	01867
022.0-0703-0253.0	60 SALEM ST	CHANG VICTOR		60 SALEM ST UNIT 102	READING	MA	01867
	58 SALEM ST	HEALEY MARILYN M		58 SALEM ST	READING	MA	01867
		NICKERSON JEAN C					

028.0-0000-0052.0	53 HARRISON ST	CARLSON MELANIE A	GARDNER JOHN PATRICK	53 HARRISON STREET	READING	MA	01867
022.0-0000-0098.0	55 SALEM ST	CAMPBELL FLORENCE E		55 SALEM ST	READING	MA	01867
028.0-0000-0053.0	49 HARRISON ST	MASTRONARDI DAVID A	WINKLER JENNIFER LEIGH	49 HARRISON ST	READING	MA	01867
022.0-0000-0267.0	30 HARRISON ST	MAHONEY AMY B		30 HARRISON ST	READING	MA	01867
022.0-0000-0252.0	0 SALEM ST	TOWN OF READING	PARK	16 LOWELL ST	READING	MA	01867
028.0-0000-0054.0	43 HARRISON ST	MELESCIUC JAMES R	JOANNE C MELESCIUC	43 HARRISON ST	READING	MA	01867
022.0-0000-0266.0	26 HARRISON ST	MALINSKI ROBERT D JR	LIZABETH A WOOD	26 HARRISON STREET	READING	MA	01867
022.0-0000-0241.0	39 HARRISON ST	MCGRATH THOMAS J ETAL TRS	MCGRATH FAMILY NOMINEE RLTY TR	39 HARRISON ST	READING	MA	01867
022.0-0000-0265.0	20 HARRISON ST	HULSE HEATHER E		20 HARRISON ST	READING	MA	01867
022.0-0000-0264.0	18 HARRISON ST	WHALEN SEAN	ANN WHALEN	18 HARRISON ST	READING	MA	01867
022.0-0000-0242.0	35 HARRISON ST	FEDERICO RICHARD M		35 HARRISON ST	READING	MA	01867
022.0-0000-0172.0	67 SALEM ST	DALY BEVERLY F		67 SALEM ST	READING	MA	01867
022.0-0000-0263.0	14 HARRISON ST	ARINGTON JOHN J		14 HARRISON ST	READING	MA	01867
022.0-0000-0243.0	33 HARRISON ST	MOORE THOMAS L	KERRIANNE MOORE	33 HARRISON ST	READING	MA	01867
022.0-0000-0262.0	10 HARRISON ST	RAJENBUHLER PAULA M		10 HARRISON ST	READING	MA	01867
022.0-0000-0173.0	0 SALEM ST	TOWN OF READING		16 LOWELL ST	READING	MA	01867
022.0-0000-0244.0	10 ORANGE ST	BOND NANCY L		10 ORANGE ST	READING	MA	01867
022.0-0000-0248.0	78 SALEM ST	DECICCO DELORES MARIE	HAROLD REGINARD BOLIVAR JR	78 SALEM ST	READING	MA	01867
022.0-0000-0171.0	71 SALEM ST	ANTANAVICA GARRETT	ELIZABETH BROWN	71 SALEM ST	READING	MA	01867

FOR READING BOARD OF ASSESSORS



VICTOR P. SANTANELLO, APPRAISER

PATRICIA A. SULLIVAN, ASSISTANT APPRAISER



Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2013-10-30

Time: 7:30 PM

Building: Pleasant Street Senior Center

Location: Great Room

Address: 49 Pleasant Street

Purpose: Financial Forum

Attendees: **Members - Present:**

Selectmen Ben Tafoya, Daniel Ensminger and Marsie West

Members - Not Present:

Others Present:

Town Manager Bob LeLacheur, Fincom members Barry Berman, Karen Herrick, Varlarie Perry, David Greenfield, Jeffrey Perkins, Mark Dockser, Paul McNiece and Paula Perry; Superintendent of Schools John Doherty, Assistant Superintendent of Schools Mary Delai, School Committee members Chuck Robinson, Hal Croft and Jean Barowski; Town Planner Jean Delios, Police Chief James Cormier, Fire Chief Greg Burns, Library Director Ruth Urell, Public Works Director Jeff Zager, DPW Business Administrator Jane Kinsella, Library Trustees Alice Collins and Vicki Yablonsky

Minutes Respectfully Submitted By: Robert LeLacheur

Topics of Discussion:

Discussion/Action Items

Update on Final FY13 Financials – The Town Manager noted that we had a good year. The FY13 budget was under \$1.2 million. Reserves are at an all time high at \$9.1 million.

Projected FY15 Revenues - There are no big surprises in FY15. The local revenue is flat but the wildcard is State aid. He budgeted 2.50% for State aid and revenues at an increase of 1.6%.

Projected FY15 Accommodated Costs – Spending is less in capital and debt. His estimate for health insurance is an increase of 7%. As a side note, a Proposition 2.50% override every 10 years is overdue.

Projected FY15 Operating Budget – The Town Manager noted that if we use \$0 reserves in FY15 then the reserves will be at 11%. If we use \$1 million in reserves that gives us an operating budget of 2.1% and leaves us with 9.6% in reserves. Using \$1.25 million gives us an operating budget of 2.50% and leaves us with 9.3% in reserves. Using \$1.5 million in reserves gives us 3% operating budget and leaves us with 9% in reserves. Using \$2 million gives us an operating budget of 4% and leaves 8.4% in reserves.

Mr. Berman noted that we could put back some things that were cut, but we also have to look forward to union negotiations.

Mr. Greenfield asked about the time of the health insurance renewal numbers and the Town Manager indicated we usually get that around the end of January – beginning of February.

If we have an unhappy surprise he would like to use free cash. Mr. Greenfield noted he supports using \$1.5 million to start.

Mr. Perkins noted he had concerns about using \$1.50 million in reserves.

Ms. West noted that we are giving back each year and she would support going with \$1.5 million in reserves. The Town Manager noted it seems like we are returning an extra \$1 million each year and the revenues do not always come from the same place.

Mr. Robinson suggested using \$1.5 million but if benefits come in high use \$1.25 million.

Ms. Perry recommended using \$1.25 as a starting point and any downside use free cash.

Mr. Greenfield indicated he wouldn't leave it open ended.

Ms. West indicated she is comfortable at \$1.5 million because reserves are so high.

Mr. Berman asked the Town Manager about a 3% operating budget and the Town Manager noted it is easier to add things than to cut. The question is whether we can keep squeezing the same level of service at 2.50%.

Mr. McNeice noted he is comfortable using \$1.50 million.

A motion by Greenfield seconded by Dockser to use \$1.50 million in free cash for the FY15 budget was approved by a vote of 7-1-0 with Perkins opposed.

Library Update – Library Director Ruth Urell handed out website information where all of the reports are available. She noted the Library Building Committee has been meeting. The schedule is to do the design through the winter and move to the temp space in the spring. She suggested people go to the website for more information.

Superintendent John Doherty noted that a working group has been formed to look at space needs. They have come with 15 options and they are cutting those down and looking at the feasibility of each. He also noted that the School Department applied for MSBA money for Killam with no luck so the projects are in the Capital Plan.

Mr. Berman asked when they will have recommendations on space and Mr. Doherty indicated within two months and they will not be doing a full day kindergarten next year.

A motion by West seconded by Ensminger for the Board of Selectmen to adjourn at 8:05 p.m. was approved by a vote of 3-0-0.

Respectfully submitted,

Secretary

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Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2013-11-05

Time: 7:00 PM

Building: Reading Town Hall

Location: Selectmen Meeting Room

Address: 16 Lowell Street

Purpose: General Business

Attendees: **Members - Present:**

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

Members - Not Present:

Others Present:

Town Manager Bob LeLacheur, Office Manager Paula Schena, Public Works Director Jeff Zager, Town Engineer George Zambouras, Assessor Victor Santaniello, Patricia Sullivan, Assessors Francis J. Golden, Fred McGrane and Robert Quinn, Erin Calvo-Bacci, Bill Crowley, Jody Heyward, Will Finch, Gina Snyder, Jamie Maughan.

Minutes Respectfully Submitted By: Secretary Ben Tafoya

Topics of Discussion:

Reports and Comments

Selectmen's Liaison Reports and Comments – Daniel Ensminger noted he attended a Charter Committee meeting last evening and the committee will be taking public comment on December 2nd. He also noted that the issue of time and how the number of days are determined will be addressed.

Marsie West noted the Board has an applicant to interview tonight for the Zoning Advisory Committee. The Committee will be conducting stakeholder interviews. She also wants to address the issues regarding submitting a Volunteer Application online that the Town does not offer at this time and also the issue of a candidate not being able to get a letter for the company he works for.

Ben Tafoya noted he attended the Financial Forum last week and he requested that the detailed spreadsheet that has been done in previous years be sent to the Board. He noted that we are using a substantial amount of free cash each year and we are also replenishing it. Mr. Tafoya also noted that he is a member of the MMA committee and the process for licensing medical marijuana facilities is moving forward. It requires an extensive application process and there is a \$30,000 fee. They are encouraging applicants to meet with communities and get their support. Daniel Ensminger asked if there are any applicants for Middlesex County and Mr. Tafoya noted they have not shared the list yet. John Arena asked what the consequence is if the applicant does not have a letter of support from the community and Mr. Tafoya noted that results in a lesser score.

James Bonazoli noted that the Bylaw Committee Appointment Committee made two appointments to the Bylaw Committee this evening and the Bylaw Committee has a full sitting now. He also noted that the Building Façade Committee met last week.

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

Administration

◆ Volunteer Opportunities

- Please check out the Town's website for some background information at <http://www.readingma.gov/pages/volunteers-wanted-0> and to download an application form at http://www.readingma.gov/sites/readingma/files/file/file/volunteer_application.pdf
- Tonight the Bylaw Appointment Committee met to consider two applications for the two openings in the Bylaw Committee. Currently there are only three of five positions filled, and due to a recent medical situation the Committee is unable to meet in quorum.
- Other opportunities include one opening each on the Finance Committee, the Council on Aging and the Celebration Committee. Please send or drop off applications to Town Clerk Laura Gemme (lgemme@ci.reading.ma.us).

Finance

- ◆ Assessing – Please see a memo from me sent over the weekend in the meeting packet asking the Board to extend the regional agreement with Wakefield for an additional year; also tonight the Board of Assessors and staff will present a preview of the upcoming Tax Classification Hearing. That Hearing is tentatively set for 8:30 pm on November 26th, but is dependent on the DOR's schedule. If it needs to be delayed then we'll swap it with some Recreation updates scheduled for December 10th.
- ◆ Accounting – Former Town Accountant Gail LaPointe has stepped back in to help out while Sharon Angstrom is on medical ☺ leave through early February 2014. Gail will be available to Town, School and RMLD staff from 1-4pm Monday through Thursday at glapointe@ci.reading.ma.us, and other times by appointment. She is working other flexible hours during the week on projects – often at night to avoid conflicts with MUNIs users.

Community Services

- ◆ Comprehensive Update of the Zoning By-Law – The first of four Zoning Advisory Committee Public Forums will be held on Wednesday November 20th at 7:30 pm at the Pleasant Street Center. These are in addition to over 20 other scheduled public meetings to gather community input.

Public Safety/Public Works

- ◆ DPW did a great job surveying the 23 Peer Communities (as defined by FINCOM) on several departmental policies. The survey results from 22 communities that responded were large and included in your packet, below are some of the highlights that I saw:
 - #14 – Do you have different water/sewer rates by usage? An overwhelming majority of communities (18 of 22) do have a 2, 3 or 4-tier rate structure. This is something staff discussed a couple of years ago in response to the perception/reality of more conservation being punished by higher rates.

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- #15 – Do you allow second meters for irrigation? Again a majority of communities (15 of 22) do have such a policy, and some that do not have a moratorium which means they will reconsider the matter.
 - #1 to #11 – Do you have a Water Abatement Program? A surprising amount of communities do not allow abatements, or they are very rare. Reading does allow them and there is a lot of staff effort involved each time. This topic will be discussed internally with my preference to simplify the process and continue abatements when the circumstances warrant (for instance, a leak that was repaired).
 - After the results of the survey, I will reiterate three of my four previous suggestions:
 - Delay the yearly rate change (i.e. rate increase) from September to December despite the fact nearly all communities surveyed raise rates as we do when the fiscal year begins. This will lessen the shock of adding a new (higher) rate to heavier summer usage – we have plenty of water/sewer reserves to tide us over for this 3-month delay in FY15;
 - Split the water rate by usage (two or three tiers – reward conservation efforts);
 - Allow a second water meter for irrigation systems, exempt this usage from sewer charges;
 - I suggest we study the impact of moving of some debt from water/sewer to the tax bill (via a debt exclusion question to the voters) in time for Annual election in the spring 2015. This is delayed a year because I believe the issue of water usage versus property tax payments is complex, and if new tiered rates are introduced the situation becomes even more complex.
- ◆ West Street Road Improvements
- December advertisement date still planned – might be later in the month now.
 - All temporary easements have been appraised. The Engineering Division will begin sending out award letters. Sidewalk addition (below) will most likely result in new/revised easements.
 - Town's consultant working on plan revisions to add approximately 500 linear feet of sidewalk which was originally excluded from project to avoid constructing retaining walls. (last 500 ft. of road – east side before Willow/Summer intersection).
 - MWRA consultant completed preliminary 36" water main route for intimal review by our consultant and MassDOT.

School Department

Naming Policy – A few years ago the Selectmen briefly discussed a facilities Naming Policy (such as the Schools have adopted) but did not pursue it. I have received one request from the community recently to honor a long-time athletic participant by the naming of all or a portion of a Town field. The Board will hear this request in early December from the Recreation Administrator. If the Board wishes to pursue, I will draft a similar Naming Policy to be considered.

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Proclamations/Certificates of Appreciation

Certificate of Recognition – Eloise Shannon 100th Birthday – A motion by Tafoya seconded by West to approve the Certificate of Recognition for Eloise Shannon was approved by a vote of 5-0-0.

Personnel and Appointments

Ad Hoc Zoning Advisory Committee – The Board interviewed Erin Calvo-Bacci for a position on the ad hoc Zoning Advisory Committee.

Tafoya moved and West seconded to place the name of Erin Calvo-Bacci into nomination for one position on the ad hoc Zoning Advisory Committee with a term expiring July 15, 2014. Ms. Calvo-Bacci received five votes and was appointed.

Appoint Town Counsel – The Town Manager noted there were previous concerns regarding response time but things are working out very well now. The departments are very happy and he recommends reappointing Brackett and Lucas for another year.

Ben Tafoya noted that the Board used to solicit comments from Department Heads and Boards, Committees and Commissions but we got off cycle. The Town Manager noted that he asked all departments to reach out to their committees and they received no feedback. He received feedback from three departments and he addressed the issues with Gary Brackett and all of the issues have been resolved.

John Arena suggested monitoring and if any issues come up there is no reason to wait until the review time to address.

Marsie West noted she would like to see comments before reappointing.

The Town Manager noted he would like to start the review six months before their term is expired.

A motion by Tafoya seconded by Ensminger to appoint the firm of Brackett and Lucas as Town Counsel for a term expiring December 31, 2014 was approved by a vote of 5-0-0.

Discussion/Action Items

Hearing – Wine Bunker Liquor License Transfer, Change of Location and Restrictions – Liquor Junction – The Secretary read the hearing notice.

James Bonazoli noted that based on findings the Board of Selectmen recommended the applicant go back and resubmit the application. The Town Manager noted that the requests of the Board have been accomplished.

Attorney Fogelman noted that they removed the investor which the Board had concerns about. They are asking for the same restrictions to be removed.

James Bonazoli noted that the restrictions were due to other applicants and the current applicant was mostly internet sales.

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Ben Tafoya noted that years ago there were two applicants for the same license and the Board of Selectmen denied them. The Wine Bunker applied six months later and the Board of Selectmen approved with restrictions based upon the Wine Bunker business.

Attorney Fogelman noted that the new application is asking for the least amount of restrictions including removing the limit of retail square feet, the limit of 10 linear feet for wine refrigerator units and the no walk in cooler other than the beer cave. The applicant wants to be able to sell wine coolers, ½ pints, tobacco and lottery tickets, but no nips.

A motion by Tafoya seconded by Ensminger that the Board of Selectmen close 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 was approved by a vote of 5-0-0.

A motion by Tafoya seconded by West that the Board of Selectmen approve the 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 a new location within the same plaza at 1 General Way with a term expiring December 31, 2013 subject to the following conditions:

- ◆ **Retail space will be limited to a total of 6,700 square feet as designated on the approved plan entitled “Floor Plans” 5a31 in the Selectmen’s Packet dated 11/5/13;**
- ◆ **No nips will be sold;**
- ◆ **Deliveries from Route 128 will be via Walkers Brook Drive to General Way and deliveries from Route 28 will be via Goodall Sanford Road;**
- ◆ **All Bylaws, Rules, and Regulations of the Town of Reading and of the Commonwealth of Massachusetts shall be followed and also subject to a satisfactory inspection of the establishment by the Town Manager.**

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

James Bonazoli thanked the applicant but reminded them that the Board of Selectmen take granting of liquor licenses seriously.

Consideration of Class 2 Motor Vehicle Licenses – The Town Manager noted that there are two future applicants that are similar. One is at 360 Main Street in Business A which will need CPDC approval for open storage and a little ways down the street at 431 Main Street in Business B zone which requires ZBA approval for open storage. This is the type of zoning that needs to be looked at by the Zoning Advisory Committee. It makes little sense to have two different processes when the locations are literally right down the street from each other. The Board of Selectmen will have the opportunity to put conditions on the site regarding parking and safety.

Mr. Durant, applicant for 360 Main Street, noted that he plans on selling only 1 owner cars. The maximum at one time would be three vehicles and the vehicles will still be under the manufacturer warranty.

Attorney Bill Crowley was present for the applicant at 431 Main Street but did not have any comments due to the fact that they are appearing before the ZBA.

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Marsie West noted that the Zoning Advisory Committee is holding a public forum on November 20th.

The Town Manager noted when the applications come in he will put the maximum number on the permit and consult with the Police department.

Tax Classification Preview – Victor Santaniello, Patricia Sullivan, Francis Golden, Fred McGrane and Robert Quinn were present.

Mr. Santaniello noted this is a preliminary preview. The average value of a home in Reading is \$446,000. If the MRF is 1 that equates to \$14.76/\$1000. A CIP shift of 1 for residential equates to a \$6,584 estimated tax bill. A CIP shift of 1.5 equates to a \$6,254 estimated tax bill. For commercial, a shift of 1 equates to an estimated tax bill of \$21,250 and a shift of 1.5 equates to an estimated tax bill of \$31,889.

Mr. Santaniello reviewed the open space discount, residential exemption, and small commercial exemption. In surveying neighboring communities, only Reading and North Reading do not split the tax rate. In the Middlesex Leagues 9 of the 24 communities do not shift.

Mr. Santaniello noted that he will be ready for the hearing to set the rates on either November 26th or December 10th. He is waiting for the State to sign off.

Extend Regional Assessing Agreement with Wakefield – The Town Manager praised how the regionalization worked out and recommended that the Board renew the agreement with Wakefield.

A motion by Tafoya seconded by Ensminger that the Board of Selectmen renew the Inter-Municipal Agreement between the Town of Reading and the Town of Wakefield Director of the Assessing Department for a term expiring January 1, 2015 was approved by a vote of 5-0-0.

Remote Participation for Boards, Committees and Commissions – James Bonazoli noted that the Board had previously discussed this topic. He noted this is the norm in private business and he sees no problem as long as it is not abused.

The Town Manager noted that Town Counsel revised the motion. The reasons must be listed. He suggests audio only and no sky web. The Town will pay the costs of approximately \$5,000 to outfit all locations this could possibly be used. If there are technical difficulties during the meeting then the Chairman can decide if the Board wants to proceed.

James Bonazoli noted that a physical quorum must be present and the Chairman must be physically present.

Marsie West noted that she is fully in favor of remote participation and she feels “technical difficulties” should be clarified.

John Arena asked if the remote participant is required to be at the beginning of the meeting. Daniel Ensminger suggested just being present for anything needing a vote i.e. not Selectmen’s

liaison reports. Ben Tafoya noted that the remote participant needs to be present for the entire agenda item.

The Town Manager noted that it really doesn't matter if the person is here or remotely because a Selectman could walk into a meeting at any time and vote. If they are voting on a hearing, then that person needs to be present for the whole hearing. He suggested trying for one year and then re-evaluate. Any costs borne by the remote participant are the sole responsibility of the remote participant.

A motion by Tafoya seconded by Arena that the Board of Selectmen adopt Selectmen's Policy 2.1 #9 Remote Participation as follows:

9. All appointed and elected Boards, Committees and Commissions (hereinafter 'public body') are hereby authorized to conduct Remote Participation subject to the requirements of The Massachusetts Open Meeting Law, G.L. c30A, §20(d),940 CMR 29.10, and the Additional Regulations listed below. This authorization is on a trial basis and expires on December 31, 2014 if not renewed.

Additional Regulations

- (1) Remote participation is limited to members of a public body and is not available to the general public;**
- (2) A member of a public body requesting remote participation must notify the Chair or acting Chair in writing and in advance of the meeting, stating the reasons why;**
- (3) The person chairing the meeting may permit remote participation if he or she determines that one or more of the following factors makes it unreasonably difficult for the member requesting remote participation to physically attend the meeting.**
 - a. Personal illness;**
 - b. Personal disability;**
 - c. Emergency;**
 - d. Military service; or**
 - e. Geographic distance.**
- (4) Remote participation is allowed as audio only. The remote audio must be clearly heard in the public meeting space to all participants;**
- (5) The Chair or acting Chair shall announce the presence of any remote participants at the start of the meeting;**
- (6) If technical difficulties arise and persist during a meeting, the remote participant will be declared to have left the meeting and the Chair of the public body may decide to continue with the Agenda if there is a quorum still physically present;**
- (7) A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by M.G.L. c. 30A, sec 20(d);**
- (8) All votes must be by roll call if there is a remote public body participant;**

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- (9) All handouts or presentations must be made available to all remote participants in advance. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with M.G.L. c. 30A, sec. 22;
- (10) A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of the public body;
- (11) Any costs associated with remote participation are born entirely by the remote participant.

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

Review Final Drainage Studies and Longer-term Future of the Storm Water Enterprise Funds - Conservation Commission members Jamie Maughan and Will Finch, Mark Meserve, Aaron Weieneth, Betsy Shreve and Larry Soucie from AECOM were present. Town Engineer George Zambouras noted that this project started two years ago and this is the final report with recommendations.

Mr. Meserve indicated there are four locations with problems: (1) along Walkers Brook Drive; (2) Bow Street; (3) Sunnyside/Fairview – Saugus River; and (4) Aberjona River basin.

Mr. Weieneth noted that site walks were conducted and the following are recommendations:

1. The bridges in the Track Road area cannot handle emergency vehicles. They recommend replacing them to carry the full load of emergency vehicles. Ben Tafoya asked how many homes are serviced by the bridges and George Zambouras noted 20 – 30 homes. Mr. Weieneth noted that all homes have alternatives.
2. Stabilize Walkers Brook bank which is not a problem now but could be in the future.
3. Replace the Bolton Street open channel with a precast culvert and restore the lawn over the top so residents get full use of their property.
4. Mitigate flooding at Sunnyside Avenue and Fairview Avenue to meet the 25 year level of service.
5. Mitigate flooding at Minot Street at Main Street.
6. At the second outfall at Bond Street, overtopping the manhole and limited removal of sediment.
7. Mitigate lower flooding at Bond Street.

The details for future consideration of the Aberjona River are in the report and Mr. Weieneth reviewed the construction costs and preliminary schedules.

Marsie West asked why we requested this study and the Town Manager indicated it was because of flooding.

John Arena asked if we have a regular schedule to flush out and maintain and Mr. Zambouras noted we are slowly getting there. Mr. Arena asked if more regular cleaning could take of the problems and Mr. Zambouras indicated it would not due to years of neglect, under sized pipes, and poor banking material. He noted that the pipes on Main Street will be replaced next year

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when the project is being done. The Town Manager noted there is \$3 million in the CIP Plan right now.

Mr. Bonazoli asked if other towns have done studies and Mr. Zambouras noted that Wakefield did not get funding in time, but are doing a study now. Woburn, Winchester and Medford did too. Mr. Bonazoli noted that he has issues with spending money and still getting backups. Mr. Zambouras noted that won't happen because it is all internal to our systems.

Jamie Maughan noted this is another reason not to fill wetlands or increase impervious surface.

Mailbox/Snow Plow Policy - The Town Manager noted that if the Town damages a mailbox while snow plowing the DPW replaces it with what the resident wants.

Public Works Director Jeff Zager noted that they had to replace a mailbox this year that cost \$400. Most towns have a policy not to exceed \$40 - \$50.

The Board directed Mr. Zager to develop a policy in line with the other communities not to exceed \$75 per mailbox.

Discuss Water and Sewer Enterprise Funds – The Town Manager noted that he would like to change the yearly rate change from September to December to lessen the shock of adding a new higher rate to heavier summer usage. He also noted that almost all towns have different rates by usage and a majority of communities have a policy allowing for second water meters. He also noted that a surprising amount of communities do not allow abatements or they are very rare. The Town Manager noted that we have a labor intensive set of regulations now and they need to be simplified.

Will Finch noted that the MWRA fee goes to pay down the debt for usage. If a person has a second water meter, they use more water and pay a lower fee.

Gina Snyder noted that the MWRA buy-in was approved as long as we conserved and no second water meters were allowed. She also noted that most communities have a fixed rate.

Ben Tafoya noted that we get charged a flat rate from the MWRA for a certain amount of water and if we upset that balance then rates will go up. He noted that holding the water rates down is a challenge right now.

Marsie West asked how many homes have irrigation systems and George Zambouras indicated he was not sure of the exact number but there are hundreds of them. Ms. West noted she did not see any value in allowing second water meters.

The consensus of the Board was not to pursue the issue of second water meters.

A motion by Ensminger seconded by West to adjourn the meeting at 10:10 pm was approved by a vote of 5-0-0.

Respectfully submitted,

Secretary

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4C BOS

Schena, Paula

From: LeLacheur, Bob
Sent: Tuesday, November 12, 2013 1:30 PM
To: Schena, Paula
Subject: FW: 2013 FiOS TV for Business Annual Notice

For BOS packet

Robert W. LeLacheur, Jr. CFA

Town Manager

Town of Reading

16 Lowell Street

Reading, MA 01867

townmanager@ci.reading.ma.us

(P) 781-942-9043

(F) 781-942-9037

www.readingma.gov

Please fill out our brief customer service survey at:

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

Town Hall Hours:

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

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

Friday: CLOSED

From: Verizon Notification [mailto:verizon-notification@verizon.com]

Sent: Tuesday, November 12, 2013 12:10 PM

To: Town Manager

Subject: 2013 FiOS TV for Business Annual Notice

[View Online](#)



Dear Valued Verizon Customer,

We would like to thank you for being our customer and for your continued support. We realize that a big reason you are a Verizon FiOS customer is because of the exceptional TV programming and technology we offer. Since our products and services are constantly being upgraded and enhanced, we feel it's important to keep you up to date on your service information.

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Included in this email is a link to view the 2013 FiOS TV for Business Annual Notice. This notice contains important information about FiOS TV service including:

- Current rates
- Important policies and procedures
- Contact information



Please [click here](#) to access your FiOS TV for Business Annual Notice today.

Thank you for choosing Verizon as your entertainment provider. We appreciate your loyalty and look forward to providing you with great service for years to come.

Sincerely,

Your Verizon Team

FiOS



Ensure Verizon emails reach your inbox by adding verizon-notification@verizon.com to your "safe" email list. Your email or Internet provider can provide instructions on how it works.

This email has been sent from an auto-notification system that cannot accept incoming email.

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VZ-114-Oct.2013b



2013 Annual Customer Notification for
FiOS TV
for Business

FiOS

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We appreciate your loyalty as a Verizon FiOS customer and hope you're enjoying all that FiOS® TV brings to your business. As part of our ongoing commitment to serving you, we're sending this important notice to keep you up-to-date about your FiOS TV service, and Verizon's policies and procedures.

Verizon FiOS TV Products and Services

At Verizon, we're constantly enriching your entertainment experience. Now, FiOS TV offers 590+ all-digital channels, including more High-Definition (HD), sports and multicultural content than ever before. Our expanded On Demand library puts TV watching on your terms, offering over 65,000 titles to choose from every month. Plus buy, rent, and watch over 20,000 FiOS On Demand Flex View titles. Additionally, many of our On Demand selections are absolutely FREE with your FiOS TV subscription, and include a growing number of titles that are available in HD. Some VOD and PPV programming may not be available to all business customers. And, of course, FiOS TV offers the most amazing picture and HD quality — period.

We continue to add exciting new enhancements to your FiOS TV service to give you flexible options in watching TV shows, movies, HD and On Demand programming. Now you can search TV and On Demand programming by title, actor, director, genre and more. FiOS TV provides a variety of Widgets that contain the most popular information our customers request. Local weather and traffic, national sports and news headlines, horoscopes and games such as Sudoku and Nickelodeon's® Teenage Mutant Turtles are available at the touch of a button. In addition, you can access your Twitter or Facebook accounts directly from your TV screen. Or try out "What's Hot" on TV and On Demand in your viewing area — the list keeps growing. To learn more about these and other new features, press the **Menu** button on your FiOS TV remote.

FiOS TV also offers the hottest premium content subscriptions available with HBO®, Cinemax®, SHOWTIME®, STARZ®, TMC™ and EPIX.

Billing and Payment Policies

Billing for your FiOS TV equipment and services begins upon installation. For a self-installation, billing begins when the Set Top Box is activated or 10 days from the order date, whichever occurs first. Regular monthly service and equipment charges are billed each month in advance. Other transactional charges, such as for On Demand purchases, are billed after the applicable content, service or feature has been ordered or provided to you. Applicable taxes, fees and other charges will also be included in your monthly bill. To obtain the most current listing of all FiOS TV rates and charges, visit us at verizon.com/businessfrostv.

How to Pay Your Bill

You have several options to pay your FiOS TV bill. Pick the one that works best for you:

- Check
- Credit or debit card
- Phone (for a fee)
- Electronic funds transfer (EFT)
- Cash or money order at an authorized payment vendor (visit verizon.com/billpaymentlocations to find a convenient location near you)
- Visit verizon.com/businessbill and follow the instructions to set up an account. You'll be able to view and pay your bill and access your most up-to-date account details. You can also "go green" by signing up for paper free billing and we will email your bill to you each month.

Questions About Your Statement

If you have questions about your FiOS TV bill, you can view your bill by visiting us at verizon.com/businessbill or you can also contact us at 1.888.244.4440. Our office hours are Mon. – Fri. 8am – 5pm local time. We will respond to you and try to resolve any complaints you have as promptly as we can. If you write to us or send us an e-mail,

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please be sure to include your name and account number and a detailed description of the problem or your question.

Bill Payment Policies

If we do not receive your full payment by the due date indicated on your bill, we may charge you a late fee on the unpaid balance, and may also suspend or terminate your service. If any bank or other financial institution refuses to honor any check, bank card (debit or credit) charge, or other instrument or electronic funds transfer (EFT) submitted for payment of your bill, we may charge you a fee in accordance with applicable law. If your service is disconnected for nonpayment, you will be required to pay the full remaining balance and may be required to pay a reconnect fee or a deposit before your service will be reconnected.

Technical Support

If you experience problems with your FiOS TV picture, the issue can often be resolved quickly, without the need to schedule a service appointment. We encourage you to take the following few simple steps and self-help options before calling our customer service department to help troubleshoot and possibly restore your service.

1. Check to see if your television is plugged in and securely connected to the FiOS TV equipment.
2. Check to ensure that the FiOS TV equipment is plugged in and securely connected to the cable outlet on the wall.
3. Finally, check to see if the problem is occurring on other televisions in your business.

All FiOS TV customers can also find easy troubleshooting tips online at verizon.com/smallbusiness/help/fiosstv.

If it is necessary to call for technical support, you can expect the following during the call:

- Your account will be accessed.
 - You will be asked a series of questions in order to pinpoint the problem.
 - The representative will then attempt to troubleshoot the problem over the phone.
- If the remote troubleshooting is unsuccessful, the representative will set up a service call at a time that is convenient for you.

Credits for Loss of Service

In the event of a FiOS TV service outage or service interruption, you may be entitled to a service credit typically calculated as a proportionate amount of your current monthly bill. In most instances, you must promptly report the outage to us in order to qualify for this credit.

Changes or Termination of Service

You can make changes to your FiOS TV account or discontinue your FiOS TV service at any time and we will stop billing you for service on the date you wish to discontinue service. If you have chosen to subscribe to a bundled services plan with a term commitment, cancellation of service before the term is up may result in an early termination fee. Please remember to return all FiOS TV equipment to Verizon within thirty (30) days of terminating your service. The failure to do so will result in an unreturned equipment fee for each piece of unreturned equipment. Regardless of whether the equipment fee is paid, ownership of the equipment will remain with Verizon. Please do not return the Optical Network Terminal (ONT), which is a piece of Verizon-owned FiOS equipment that may be attached to the outside or inside of your office or building. The ONT should be left intact and removed only by a Verizon technician.

Installation Policies

Your FiOS TV installation includes the connection of up to three televisions using existing outlets (this includes installation of any Set Top Boxes, Cable Cards or Digital Adapters). It also includes programming the FiOS TV remote control for use with your Set Top Boxes and televisions. A fee may apply. Additional TVs can be set up for an additional charge (see "Rates" on page 11). During the installation, a FiOS TV-trained technician will evaluate your business and discuss your FiOS TV installation with you, including installing and testing all of your Set Top Boxes and installing extra outlets and any wiring you might need. Our FiOS TV technicians will also install any required network equipment, such as the ONT and the Router. A person 18 years of age or older must be present for the installation and able to make decisions on placement of wiring and equipment at your business. All Verizon employees, designated representatives or agents who visit your business will carry identification badges and/or wear uniforms clearly identifying them as Verizon employees, or authorized agents or representatives of Verizon.

In-Office Wiring

In-Office wiring refers to the cable that runs from your TV set to a point approximately 12 inches outside of your office or building. It includes extra outlets, splitters, connections and fittings or wall plates attached to the wire, but does not include devices such as Set Top Boxes and other FiOS TV equipment. FCC regulations require that all customers be given the option to acquire the In-Office wiring that we install within their office or building upon termination of service. However, even prior to termination of service, we allow our FiOS TV customers to remove, replace, rearrange, repair or maintain any cable wiring located within the interior space of their offices or buildings, so long as such actions do not interfere with Verizon's ability to meet FCC technical standards or to provide services to you or neighboring buildings.

FiOS TV Equipment Your FiOS TV Remote Control

Whether you're browsing through channels, recording your favorite shows or ordering the latest hit movies from our extensive On Demand library, your Verizon FiOS TV remote allows you to enjoy all the advanced features of FiOS TV, such as our state-of-the-art Interactive Media Guide. The Interactive Media Guide not only gives you access to a full on-screen channel guide but also offers access to an array of features that both enhances and improves your FiOS TV experience — learn more about these features at verizon.com/businessfiostv. Our remote control and Interactive Media Guide also provide access to closed captioning, an assistive technology that provides customers with hearing disability access to our television programs. Customers with disabilities can contact us via TTY at 1.800.974.6006. Please note that non-Verizon remote controls may not be compatible with FiOS TV equipment. If you have a question about the compatibility of a particular remote control unit, please contact the manufacturer of the remote control.

Equipment Compatibility

FiOS TVs line of state-of-the-art equipment allows our customers to enjoy the full potential of FiOS TV, including our dynamic Interactive Media Guide, extensive On Demand library, easy-to-use Parental Controls and 100% digital programming.

Customers who connect their TVs or VCRs directly to the FiOS network without a Set Top Box or digital adapter will not be able to receive all of the content carried on FiOS TV. For example, all On Demand content and most of the channels offered on FiOS TV are "scrambled" or "encrypted" and require additional FiOS TV equipment provided by Verizon to view. Some digital TV sets may have a built-in QAM (digital) tuner that will tune in to the channels included in the FiOS TV Local Package without the need for a Set Top Box or digital adapter. Please check your TV's manual to verify if your TV has a built-in QAM tuner. Certain DVRs and TVs may also be equipped with Cable Card technology.

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This device is slightly larger than a credit card and plugs into compatible TVs or DVRs, and allows access to the encrypted HD and standard-definition digital channels on FiOS TV without the need for a Set Top Box or digital adapter.

Please note that Cable Cards do not support advanced FiOS TV features such as the Interactive Media Guide, Pay Per View (PPV), On Demand, FiOS TV Widgets and Parental Controls. Please also note that our equipment may not support certain features and functions of older televisions or VCRs. For example, you may not be able to use a VCR to view a program on one channel while simultaneously recording a program on another channel, record two or more consecutive programs that appear on different channels or use advanced display features on certain televisions such as "Picture-in-Picture." To learn more about FiOS TV's equipment options, please visit verizon.com/businessfiostv.

Parental Controls

FiOS TV's Parental Controls give you the ability to control and manage the programming that comes with your FiOS TV service. Parental Controls may be established for each Set Top Box and individually customized to your specific needs. This feature allows you to block access to shows by channel or rating. You can also block unauthorized Pay Per View and On Demand purchases by setting up purchase PINs, and choose to show or hide adult information from the TV listings. When programs with a particular rating level are blocked, the FiOS TV Interactive Media Guide automatically blocks the higher ratings. For example, if you choose to block PG-rated programming, PG-13 and R-rated programs will be blocked from view as well. Once Parental Controls have been enabled, access to blocked programming can only be obtained by entering a Personal Identification Number (PIN) that you will be prompted to set up the first time the Parental Controls feature is used. You can create a PIN to ensure that controls won't be changed without your approval, as only those with the correct PIN can access blocked content. In the event that your Set Top Box is reinitialized for any reason, such as for maintenance or for software upgrade purposes, you must reestablish the Parental Control PIN. If you have questions about using Parental Controls or any of the many features of the Interactive Media Guide, you can use your FiOS TV remote and press the button marked **Menu** to access the "Help Menu" for answers or go to channel 131, the FiOS TV help channel. There, you'll find detailed information and instructional videos to help you get the most out of FiOS TV. Answers to your questions about Parental Controls as well as other FiOS TV features can also be found online at verizon.com/smallbusiness/help/fiostv.

Complaints and Customer Service

The Verizon customer care team works hard to earn the loyalty of our FiOS TV customers by providing them world-class FiOS TV support each and every day. Please note the following ways in which we can assist you in resolving any concerns regarding customer service, billing or service quality. If you experience a service interruption or have a question or concern about your FiOS TV service, please contact Verizon's customer care at 1.888.244.4440. Our office hours are Mon. - Fri. 8am - 5pm local time. Verizon is confident we can resolve any question you may have with our FiOS TV service in a timely manner. In the unlikely event your concern is still unresolved after contacting the above number, you may write to us at: Verizon Customer Relations, 125 High Street, Floor 5, Oliver Tower, Boston, MA 02110. When you write or call us, please explain the nature and history of the problem. We will promptly address your concern. If we are unable to provide resolution, we will notify you that we are unable to do so and explain the reason why. If you are either dissatisfied with the resolution of your complaint or we are unable to resolve your complaint, you may contact the local franchising authorities at the address or number listed on the next page to discuss your complaint.

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MASS. LOCATIONS	LOCAL FRANCHISE AUTHORITY CONTACT & ADDRESS INFO
Abington	Town Manager 500 Gliniewicz Way Abington, MA 02351 781.882.2100
Acton	Board of Selectmen 472 Main Street Acton, MA 01720 978.264.9612
Andover	Board of Selectmen 36 Bartlett Street Andover, MA 01810 978.623.8225
Arlington	Board of Selectmen 730 Massachusetts Ave. Arlington, MA 02476 781.316.3010
Ashland	Board of Selectmen Ashland Town Hall 101 Main Street Ashland, MA 01721 508.881.0100 x612
Bedford	Town of Bedford Town Hall 10 Mudge Way Bedford, MA 01730 781.275.1111
Bellingham	Board of Selectmen Bellingham Town Hall 10 Mechanic Street Bellingham, MA 02019 508.657.2801
Belmont	Town Administrator Town Hall 455 Concord Avenue Belmont, MA 02478 617.993.2610
Billerica	Board of Selectmen Town Hall 365 Boston Rd. Billerica, MA 01821
Boxborough	Board of Selectmen 29 Middle Road Boxborough, MA 01719 978.263.1116 x101
Boxford	Town of Boxford 7A Spofford Road Boxford, MA 01921 978.887.6000 x502
Braintree	Office of the Mayor 1 John Kennedy Memorial Dr. Braintree, MA 02184 781.794.8000
Burlington	Assistant Town Administrator 29 Center Street Burlington, MA 01803 781.270.1600

Canton	Town Administrator 801 Washington Street Canton, MA 02021 781.821.5000
Chelmsford	Board of Selectmen Town Offices 50 Billerica Road Chelmsford, MA 01824
Cohasset	Board of Selectmen Town Hall 41 Highland Ave. Cohasset, MA 02025
Danvers	Board of Selectmen Danvers Town Hall 1 Sylvan Street Danvers, MA 01923 978.777.0001
Dedham	Town of Dedham 26 Bryant Road Dedham, MA 02026 781.751.9100
Dover	Board of Selectmen Dover Town Hall 5 Springdale Avenue Dover, MA 02030 508.785.0032 x221
Dunstable	Town of Dunstable P.O. Box 250 511 Main Street Dunstable, MA 01827 978.649.4514
Duxbury	Board of Selectmen Duxbury Town Hall 878 Tremont St. Duxbury, MA 02332
Foxborough	Board of Selectmen Town Hall 40 South Street Foxborough, MA 02035
Fitchburg	Office of the Mayor City Hall 718 Main Street Fitchburg, MA 01420
Frammingham	Board of Selectmen 150 Concord Street, Rm. 121 Frammingham, MA 01702 508.532.5400
Franklin	Town Council c/o Town Administrator 355 East Central Street Franklin, MA 02038 505.520.4949
Georgetown	Board of Selectmen Library Street Georgetown, MA 01833 978.352.3755
Grafton	Board of Selectmen Grafton Town Hall 30 Providence Road Grafton, MA 01519 508.839.5335 x180
Groton	Board of Selectmen Town Hall 173 Main St. Groton, MA 01450 978.448.1111

Hamilton	Hamilton Town Administrator P.O. Box 429 577 Bay Road Hamilton, MA 01936 978,468,5572	Town Manager 1625 Massachusetts Avenue Lexington, MA 02420 781.862.0500 x276	Lexington
Hanover	Board of Selectmen Renover Town Hall 530 Hanover Street, Suite 29 Hanover, MA 02339 781.826.2261	Board of Selectmen 16 Lincoln Road Lincoln, MA 01773 781.259.2600	Lincoln
Hingham	Board of Selectmen Hingham Town Hall 210 Central Street Hingham, MA 02043 781.741.1400	Town of Littleton Shattuck Street Municipal Building, 3rd Floor Littleton, MA 01460 978.952.2311	Littleton
Holbrook	Board of Selectmen Town Hall 50 North Franklin Street, Holbrook, MA 02343	Mayor City Hall, Room 306 3 City Hall Square Lynn, MA 01901 781.598.4000	Lynn
Holliston	Town Administrator 703 Washington Street Holliston, MA 01746 508.429.0608	Town Administrator 55 Summer Street Lynnfield, MA 01940 781.334.3180	Lynnfield
Hopedale	Board of Selectmen Duxbury Town Hall 78 Hopedale Street Hopedale, MA 01747	Mayor 200 Pleasant Street Room 824 Malden, MA 02148 781.397.7000	Malden
Hopkinton	Board of Selectmen 19 Main Street Hopkinton, MA 01748 508.497.9700	Town Administrator Abbot Hall 188 Washington Street Marblehead, MA 01945 781.631.0000	Marblehead
Hudson	Board of Selectmen Hudson Town Hall 78 Main Street Hudson, MA 01749 978.562.9963	Board of Selectmen 2 Spring Street Marion, MA 02738 508.748.3550	Marion
Hull	Board of Selectmen 253 Town Hall Avenue Hull, MA 02045 781.925.2000	Mayor 140 Main Street Marlborough, MA 01752 508.460.3770	Marlborough
Ipswich	Board of Selectmen 25 Green Street Ipswich, MA 01938 978.556.6609	Board of Selectmen 870 Moraine Street Marshfield, MA 02050	Marshfield
Kingston	Board of Selectmen Kingston Town Hall 268 Wiering Street Kingston, MA 02364 781.585.0500	Board of Selectmen 16 Main Street Mattapoisett, MA 02739 508.758.4100	Mattapoisett
Lakeville	Board of Selectmen Lakeville Town Offices 346 Bedford Street Lakeville, MA 02347 508.946.8803	Board of Selectmen Maynard Town Hall 195 Main Street Maynard, MA 01754 978.897.1001	Maynard
Lawrence	Mayor Lawrence City Hall 200 Common Street Lawrence, MA 01840 978.794.5858	Board of Selectmen 259 Main Street Medford, MA 02155 508.359.8503 x641	Medfield
Leominster	Mayor Leominster City Hall 25 West Street Leominster, MA 01453 978.534.7500	Office of the Mayor City Hall 85 George P. Hassett Drive Medford, MA 02155	Medford
		Town of Medway 155 Village Street Medway, MA 02053 508.533.3264	Medway

Melrose	Mayor Rose City Hall 569 Main Street Melrose, MA 02176 781.978.4500	Mayor 1000 Commonwealth Ave. Newton, MA 02459 617.796.1089	Newton
Mendon	Board of Selectmen Mendon Town Hall 20 Main Street Mendon, MA 01756 508.478.8863	Board of Selectmen One Liberty Lane North Andover, MA 02056 508.528.1408	Norfolk
Methuen	City of Methuen Searles Building 41 Pleasant Street Methuen, MA 01844 978.983.8505	Board of Selectmen North Andover Town Hall 120 Main Street North Andover, MA 01845 978.688.9501	North Andover
Middleborough	Board of Selectmen 10 Nickerson Ave. Middleborough, MA 02346 508.947.0928	Board of Selectmen 13 East Central St. Natick, MA 01760 508.647.6410	Natick
Middleton	Board of Selectmen Memorial Hall 48 South Main Street Middleton, MA 01949 978.777.3617	Board of Selectmen 1471 Highland Ave. Needham, MA 02492 781.455.7512	Needham
Milford	Town of Milford Town Hall Attn: Town Administrator 52 Main Street Milford, MA 01757	Mayor 1000 Commonwealth Ave. Newton, MA 02459 617.796.1089	Newton
Millbury	Town Manager Millbury Town Hall 127 Elm Street Millbury, MA 01527 508.865.4710	Board of Selectmen Veteran's Memorial Bldg 900 Main St. Mills, MA 02054	North Andover
Millis	Board of Selectmen Veteran's Memorial Bldg 900 Main St. Mills, MA 02054	Board of Selectmen 13 East Central St. Natick, MA 01760 508.647.6410	Natick
Nahant	Town Administrator 334 Nahant Road Nahant, MA 01908 781.581.9927	Board of Selectmen 1471 Highland Ave. Needham, MA 02492 781.455.7512	Needham
Natick	Board of Selectmen 13 East Central St. Natick, MA 01760 508.647.6410	Mayor 1000 Commonwealth Ave. Newton, MA 02459 617.796.1089	Newton
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Norfolk	Board of Selectmen One Liberty Lane North Andover, MA 02056 508.528.1408	Board of Selectmen 13 East Central St. Natick, MA 01760 508.647.6410	Natick
North Andover	Board of Selectmen North Andover Town Hall 120 Main Street North Andover, MA 01845 978.688.9501	Board of Selectmen 13 East Central St. Natick, MA 01760 508.647.6410	Natick

North Reading	Town Administrator 235 North Street North Reading, MA 01864 978.664.6010	Mayor 1000 Commonwealth Ave. Newton, MA 02459 617.796.1089	Newton
Northborough	Town Administrator Northborough Town Hall 63 Main Street Northborough, MA 01552 508.393.5040	Board of Selectmen 13 East Central St. Natick, MA 01760 508.647.6410	Natick
Norwell	Norwell Town Hall 345 Main Street Norwell, MA 02061 781.659.8000	Board of Selectmen 13 East Central St. Natick, MA 01760 508.647.6410	Natick
Norwood	Board of Selectmen 566 West Street Norwood, MA 02062 781.762.1240 x131	Board of Selectmen 13 East Central St. Natick, MA 01760 508.647.6410	Natick
Plymouth	Board of Selectmen Plymouth Town Hall 11 Lincoln Street Plymouth, MA 02360 508.747.1620	Board of Selectmen 13 East Central St. Natick, MA 01760 508.647.6410	Natick
Randolph	Town of Randolph Office of the Town Manager 41 South Main Street Randolph, MA 02368 781.961.0911	Board of Selectmen 13 East Central St. Natick, MA 01760 508.647.6410	Natick
Reading	Town Manager 16 Lowell Street Reading, MA 01867 781.942.9043	Board of Selectmen 13 East Central St. Natick, MA 01760 508.647.6410	Natick
Rochester	Board of Selectmen One Constitution Way Rochester, MA 02770 508.763.3871 x12	Board of Selectmen 13 East Central St. Natick, MA 01760 508.647.6410	Natick
Rockland	Board of Selectmen 242 Union Street Rockland, MA 02370 781.871.1874 x105	Board of Selectmen 13 East Central St. Natick, MA 01760 508.647.6410	Natick
Rowley	Board of Selectmen 139 Main Street Rowley, MA 01969 978.948.2705	Board of Selectmen 13 East Central St. Natick, MA 01760 508.647.6410	Natick
Sherborn	Board of Selectmen 19 Washington Street Sherborn, MA 01770 508.651.7850	Board of Selectmen 13 East Central St. Natick, MA 01760 508.647.6410	Natick
Southborough	Town of Southborough 17 Common Street Southborough, MA 01772 508.483.0710 x1	Board of Selectmen 13 East Central St. Natick, MA 01760 508.647.6410	Natick
Stoneham	Board of Selectmen 35 Central Street Stoneham, MA 02180 781.279.2600	Board of Selectmen 13 East Central St. Natick, MA 01760 508.647.6410	Natick
Stoughton	Town Manager Stoughton Town Hall 10 Pearl Street Stoughton, MA 02072 781.341.1300 x211	Board of Selectmen 13 East Central St. Natick, MA 01760 508.647.6410	Natick

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Programming Services and Equipment Rates

We provide a wealth of entertainment choices to go along with your current Verizon FiOS TV package. And, since we're always adding new options, go to verizon.com/businessfrostv to see the latest choices available to you.

Digital Service ¹	Number of Channels	Monthly Price ^{5,6}
FiOS TV for Business	Up to 35	\$19.99
FiOS TV for Business Select HD	Up to 103	\$49.99
FiOS TV for Business Prime HD	Up to 160	\$64.99
FiOS TV for Business Extreme HD	Up to 250	\$74.99
FiOS TV for Business Ultimate HD	Up to 330	\$89.99
FiOS TV Extreme HD for Bar/Restaurant	Up to 250	Varies

For just a few dollars extra, you can enjoy more of your favorite programming.

Premium Sports Channels	Monthly Price ⁵
SPORTS PACKAGES ²	
Commercial Customers	
Sports Pass	\$9.99
Fox Soccer Plus	\$14.99
Sports Pass (Ultimate HD Customers)	Included
Bar/Restaurant Customers	
Sports Pass	\$14.99
Fox Soccer Plus	Varies

Premium Channels & Packages ³	Monthly Price ⁵
Premiums available for Private Office viewing only	
Cinemax [*]	\$11.99
EPIX [™]	\$9.99
Showtime [*]	\$11.99
SHOWTIME [*] STARZ [*] Entertainment Pack + EPIX	\$24.99
HBO [*]	\$16.99
HBO + Cinemax here!	\$24.99
Fully Loaded Entertainment Pack (SHOWTIME STARZ Entertainment Pack + HBO Cinemax, EPIX)	\$8.99
SHOWTIME STARZ Entertainment Pack (SHOWTIME [*] , STARZ [*] , TMC, FLIX, Encore, Indieglex, Retroplex)	\$39.99
SHOWTIME STARZ Entertainment Pack for Ultimate HD (adds STARZ/Encore to FiOS TV Ultimate HD bundle)	\$16.99
Starz [*]	\$9.99
Spanish Language Package ²	\$11.99
	\$12.99

Stow	Board of Selectmen 520 Town Building 360 Great Road Stow, MA 01775 978.897.2927	Board of Selectmen Wayland Town Building 41 Cochituate Road Wayland, MA 01778 508.358.7755
Sudbury	Board of Selectmen 978.015 Westbury Road Sudbury, MA 01776 978.639.3381	Board of Selectmen 550 Washington Street Wellesley, MA 02482 781.431.1019 x201
Sutton	Town Administrator Sutton Town Hall 4 Uxbridge Road Sutton, MA 01590 508.865.8720	Wenham Wenham Town Administrator 138 Main Street Wenham, MA 01984 978.468.5523
Swampscott	Town Administrator 22 Monument Ave. Swampscott, MA 01907 781.356.8889	West Newbury Board of Selectmen 381 Main Street West Newbury, MA 01985 978.363.1100 x115
Tewksbury	Board of Selectmen 1009 Main Street Tewksbury, MA 01876 978.640.4300	Westborough Board of Selectmen 34 West Main Street Westborough, MA 01581 508.366.3030
Topsfield	Town of Topsfield 8 West Common Street Topsfield, MA 01983 978.887.1500	Westford Board of Selectmen Town Hall 55 Main Street Westford, MA 01886
Tyngsborough	Board of Selectmen 25 Bryants Lane Tyngsborough, MA 01879 978.649.2317	Weston Board of Selectmen Town House Road Weston, MA 02493 781.893.7320 x305
Wakefield	Board of Selectmen One Lafayette Street Wakefield, MA 01880 781.246.6390	Westwood Town of Westwood 580 High Street Westwood, MA 02090 781.326.4172
Walpole	Town Administrator 135 School Street Walpole, MA 02081 508.660.7277	Wilmington Board of Selectmen 121 Glen Road Wilmington, MA 01887 978.658.3311
Waltham	Mayor's Office 610 Main Street Waltham, MA 02452 781.314.3100	Winchester Town Manager 72 Mt. Vernon Street Winchester, MA 01890 781.721.7133
Wareham	Town of Wareham Memorial Town Hall 54 Marion Rd. Wareham, MA 02571 508.291.3100 x3102	Woburn Mayor 10 Common St. Woburn, MA 01801 781.932.4501
		Wrentham Board of Selectmen Town Hall 79 South Street Wrentham, MA 02093 781.932.4501

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International Premiums ³	Monthly Price ⁵
International Premium Channels	Individually Priced
Video On Demand (VOD) and Pay Per View (PPV)	Monthly Price ⁵
On Demand Movies	
FIOS TV Games	Varies
New Releases & Library – Private Office viewing only	Varies
On Demand Adult – Private Office viewing only	Varies
PPV Events – Private Office viewing only	Varies

On Demand Subscriptions	Monthly Price ⁵
Anime Network	\$5.99
ESPN FullCourt — NCAA College Basketball	Varies
ESPN GamePlan — NCAA College Football	Varies
Karaoke	\$7.99
Gaiam TV	\$7.99
MLB Extra Innings*	Varies
MLS Direct Kick	Varies
NBA League Pass	Varies
NHL Center Ice	Varies
NFL RedZone	Varies
The Jewish Channel	\$5.99
Too Much for TV!	\$14.99
WWE 24/7	\$9.99

Equipment	Monthly Price ⁵
CableCARD	\$4.99
Digital Adapter	\$5.99
HD Business Media DVR (features Multi-Room DVR)	\$19.99
High Definition Digital Video Recorder (includes HD channels)	\$15.99
Set Top Box (includes HD channels)	\$9.99

Initial Installation	One-Time Charges
Additional Outlet/Set Top Box Connection (per existing outlet)	\$29.99
Existing Outlet Connection (up to 3)	\$49.99
FIOS Activation Fee	\$69.99
New Outlet Install/Existing Outlet Rewire (per outlet)	\$64.99
Outlet Relocation (per outlet)	\$64.99

Subsequent Installations/Charges	One-Time Charges
New Outlet Install/Existing Outlet Rewire (per outlet, plus \$89.99 Tech Visit Charge)	\$64.99
Existing Outlet Connection (per outlet, plus \$89.99 Tech Visit Charge)	\$29.99
Service Repair Visit Charge* (for the first 1/2 hr.)	\$91.00
Service Repair Visit Charge (for each additional 1/2 hr.)	\$46.00

Set Top Box Addition ⁷ (self-install)	FREE
Set Top Box Retrieval	\$89.99
Tech Visit Charge (additional charges may apply)	\$89.99
Set Top Box Return with equipment drop-off at Verizon authorized locations/UPS locations with prepaid mailer	FREE
Set Top Box Add/Upgrade Drop Ship Fee	\$19.99
Set Top Box Return to a designated Verizon Retail Store	\$9.99

Other Services and Charges	One-Time Charges
Unreturned/Damaged — CableCARD	\$100.00
Unreturned/Damaged Broadband FIOS Router	\$149.99
Unreturned/Damaged STB — Digital Adapter	\$175.00
Unreturned/Damaged STB — HD Digital Video Recorder (DVR)	\$550.00
Unreturned/Damaged STB — High Definition	\$350.00
Unreturned/Damaged STB — Standard Definition	\$240.00

1. Equipment may be required (see equipment prices section). Listed monthly prices do not include equipment fees. Unless otherwise provided in the Terms of Service, if the service is cancelled, Verizon-supplied equipment must be returned or an equipment fee applies.
2. 30-day minimum billing period required for all packages.
3. 30-day minimum billing period required for all Premiums.
4. A service repair visit charge is assessed when a technician visit is required for general service education, to repair problems related to in-office wiring, or to connect or reconnect the service to customer-owned equipment. A service visit charge is not assessed when the repair or maintenance is related to the service itself or Verizon-owned equipment.
5. Prices do not include taxes, franchise fees and other charges paid to federal, state and local governments.
6. A Regional Sports Network Fee of \$2.42 applies monthly to Prime HD, Extreme HD, and Ultimate HD packages.
7. Shipping fees may apply.

Rates effective September 2013. Service/program availability varies by location and the number of channels within each package is an approximation. Pricing applies to business use only within the United States and is subject to change. Taxes, franchise fees and other terms apply. ©2013 Verizon.

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Massachusetts FiOS TV Regional Channel Lineup

Effective September 2013

Select HD/Prime HD/Extreme HD/Ultimate HD

FiOS TV for Business package included with all four packages. Additional subscriptions may be added.¹

Channel/Package Key: S = Select HD P = Prime HD E = Extreme HD U = Ultimate HD

Channel	181/681 HD/1641	SPEU	110	PEU
A&E	181/681 HD/1641	SPEU	110	PEU
ABC Family	199/699 HD/1700	SPEU	111	PEU
ABC News Now	108	U	192	EU
Action Max	424/924 HD	U	293	SPEU
Action Max West	425	U	168/668 HD	EU
AMC	231/731 HD	SPEU	120/620 HD/1562	SPEU
Animal Planet	130/630 HD/1565	PEU	163	EU
AXS tv	569	EU	250/780 HD/1729	SPEU
BBC America	189	SEU	260	PEU
BBC World News	107	SEU	251/781 HD/1722	PEU
beIN Sport	598	U	167	EU
BET	270/770 HD	SPEU	196/696 HD/1640	PEU
BET Gospel	225	EU	395/895 HD	U
Big Ten 1	330	PEU	896	U
Big Ten 2	331	PEU	558	U
Big Ten Network	85/585 HD	PEU	70/570 HD	PEU
bio:The Biography Channel	129/629 HD	EU	1002	U
Bloomberg TV	104	SPEU	1520	EU
Boomerang	258/1725	SEU	73/573 HD	PEU
Bravo	185/685 HD	SPEU	74/574 HD	PEU
BYU Television	290	SEU	72/572 HD	EU
Cars TV HD	599	U	191	EU
Cartoon Network	257/757 HD/1726	SPEU	285	SPEU
CBS Sports Network	94	U	242	SEU
CCTV News	277	SEU	131	EU
Chiller	193	SPEU	430/930 HD	U
Church Channel	288	SPEU	390	U
Cinemax	420/920 HD	U	391	U
Cinemax West	421/921 HD	U	164/664 HD/1621	SPEU
cloo	186	EU	117/617 HD/1547	EU
CMT	221/721 HD/1665	EU	300	EU
CMT Pure Country	222	EU	301	EU
CNBC+	102/602 HD/1544	PEU	302	EU
CNBC World	106	EU	311/1521	EU
CNN	100/600 HD/1541	SPEU	232	EU
CNN International	105	EU	118/618 HD/1543	PEU
Comedy Central	190/690 HD/1644	PEU	84/584 HD/1522	EU
Comedy TV HD	695	U	198	EU
Cooking Channel	166	EU	216/716 HD	PEU
Crime & Investigation Network	182	EU		EU
C-SPAN	109/1546	PEU		PEU

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Channel	53/553 HD/1504	SPEU	253	EU
FX	53/553 HD/1504	SPEU	253	EU
Galavisión	274/1503	EU	256	SPEU
gmc	224	SPU	254	SPEU
Golf Channel	304/593 HD	EU	276/1642	EU
Great American Country	223	EU	431/931 HD	U
GSN	184	SEU	188	EU
H2	127	PEU		EU
Hallmark Channel	240	SPEU	161/1625	EU
Hallmark Movie Channel	239/739 HD	SPU	144	PEU
Halogen TV	287	PU	711	EU
HD Net Movies	746	EU	1583	PEU
HGTV	165/665 HD/1622	SPEU	263	SEU
History Channel	128/628 HD	SPEU	124	U
HTH	279/1648	EU	633	SPEU
HLN Headline News Network	101/1542	SPEU	676	U
HSN	151/651 HD/1601	SPEU	233	U
IFC	234/734 HD	EU	247	SPEU
INSP	286	SPEU	245	PU
Investigation Discovery	123/623 HD	SPEU	371	PEU
JCTV	289	PEU	372	U
Jewelry Television	155/1602	PEU	373/873 HD	U
Lifetime	140/640 HD/1580	SPEU	157/1603	U
Lifetime Real Women	142	EU	369/869 HD	U
Liquidation Channel	152	SPEU	370/870 HD	U
LMN	141/641 HD/1581	PEU	371	U
Logo	187	PEU	372	U
MAX Latino	429/929 HD	U	373/873 HD	U
MGM HD	744	U	374/874 HD	U
Military Channel	125	PEU	379	U
Military History Channel	126	EU		U
MLB Network	86/586 HD/1530	EU	380	U
Mnet	229	SPU	377	U
More Max	422/922 HD	U	378	U
More Max West	423/923 HD	U	367/867 HD	U
MovieMAX	428/928 HD	U		U
MSNBC	103/603 HD/1545	SPEU	368/868 HD	U
MTV	210/710 HD	PEU	366/866 HD	U
MTV Hits	214	EU	375	U
MTV Jams	213	EU	281	PEU
MTV2	212	EU	294	SEU
mtvU	212	EU	281	U
Mun2	275/1643	EU	294	PEU
MyDestination TV HD	674	U	625	EU
Nat Geo Mundo	1564	EU	143	PEU
National Geographic Channel	121/621 HD	SPEU	83/583 HD	U
National Geographic Wild	132/632 HD	EU	54/554 HD/1505	U
NBA TV	89/589 HD	EU	308	U
NBC Sports Network	90/590 HD	PEU	96	U
NESN National	97	U	160	EU
NFL Network	88/588 HD	EU	392	U
NFL Red Zone	335/835 HD	U	1799	EU
NHL Network	87/587 HD	EU	180/680 HD/1645	PEU

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Tennis Channel	U	303/592 HD	194	PEU
The Hub	PEU	259/789 HD	1000	PEU
The Movie Channel	U	385/685 HD	567	EU
The Movie Channel West	U	386	1524	EU
The Movie Channel Xtra	U	387/887 HD	50/550 HD/1500	SPEU
The Movie Channel Xtra West	U	388	1582	EU
The SonLife Broadcasting Network	SPEU	297	631	SPEU
The Weather Channel	SPEU	119/619 HD	217/717 HD	SPEU
The Word	SPEU	292	218	PEU
Three Angels Broadcasting	SEU	291	219	EU
Thriller Max	U	426/926 HD	339	U
Thriller Max West	U	427	149/649 HD	PEU
TLC	SPEU	139/639 HD/1566	169/669 HD	EU
TNT	PEU	51/551 HD/1501	568	EU
Tr3's: MTV	PEU	273/1660	158	PEU
Travel Channel	PEU	170/670 HD/1623	595	U
truTV	SPEU	183/683 HD		
Turner Classic Movies	PEU	230		
TV Land	PEU	244/1707		
TV One	EU	271		

Digital Music

Go to verizon.com/bizfioschannels or your On-screen Guide for a detailed listing of Digital Music channels. Additional subscription required.¹

Music Choice 1800-1845

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Premiums				
HBO		400/899 HD		425
HBO ^P		402/902 HD		429/929 HD
HBO 2 ^P		403/903 HD		420/920 HD
HBO 2 West ^P		408/908 HD		421/921 HD
HBO Comedy ^P		409/909 HD		430/930 HD
HBO Comedy West ^P		406/906 HD		422/922 HD
HBO Family ^P		407/907 HD		423/923 HD
HBO Family West ^P		412/912 HD		431/931 HD
HBO Latino ^P		413/913 HD		426/926 HD
HBO Latino West ^P		404/904 HD		427
HBO Signature ^P		405/905 HD		428/928 HD
HBO Signature West ^P		401/901 HD		
HBO West ^P		410/910 HD		395/895 HD
HBO Zone ^P		411/911 HD		896
HBO Zone West ^P		424/924 HD		
CINEMAX				445
Action Max ^P				
Other Premiums				
here! ^P				

Premium Channels

Movie Package		350/850 HD		
Encore ^P		360	373/873 HD	1798
Encore Action ^P		361	374/874 HD	1780
Encore Action West ^P		362		1781
Encore Drama ^P		358		
Encore Drama West ^P		359		
Encore Español ^P		363		
Encore Family ^P		362		
Encore Love ^P		352		
Encore Love West ^P		353		
Encore Suspense ^P		356		
Encore Suspense West ^P		357		
Encore West ^P		351		
Encore Westerns ^P		354		
Encore Westerns West ^P		355		
Flix ^P		390		
Flix West ^P		391		
IndiePlex ^P		348		
RetroPlex ^P		349		
Showtime ^P		365/865 HD		
Showtime 2 ^P		369/869 HD		
Showtime 2 West ^P		370/870 HD		
Showtime Beyond ^P		371		
Showtime Beyond West ^P		372		
Showtime Extreme ^P		373/873 HD		
Showtime Extreme West ^P		374/874 HD		
Showtime Family Zone ^P		380		
Showtime Family Zone West ^P		380		
Showtime Next ^P		377		
Showtime Next West ^P		378		
Showtime Showcase ^P		367/867 HD		
Showtime Showcase West ^P		368/868 HD		
Showtime West ^P		366/866 HD		
Showtime Women ^P		375		
Showtime Women West ^P		376		
Starz ^P		340/840 HD		
Starz Cinema ^P		346		
Starz Comedy ^P		347/847 HD		
Starz Edge ^P		342/842 HD		
Starz Edge West ^P		343		
Starz In Black ^P		344		
Starz Kids & Family ^P		345/845 HD		
Starz West ^P		341		
Sundance Channel ^P		392		
The Movie Channel ^P		385/885 HD		
The Movie Channel West ^P		386		
The Movie Channel Xtra ^P		387/887 HD		
The Movie Channel Xtra West ^P		388		

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International

Additional subscription required.¹

ARABIC				
Arab Radio & Television (ART)		1780		TVBe
Kuwait TV		1781		1798
ARMENIAN				
Public TV of Armenia		1779		FILIPINO
BALKAN				GMA Pinoy TV
BN TV		1777		The Filipino Channel
TV1		1778		FRENCH
BRAZILIAN				TV 5 Monde [French]
TV Globo		1768		395/895 HD
CAMBODIAN				896
CTN		1766		CINEMAX
TVK		1767		Action Max ^P
CHINESE				Other Premiums
China Central TV 4		1795		here! ^P
CTI Zhong Tian Channel		1796		
Phoenix North America Chinese Channel		1797		
CHINESE - CANTONESE				

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Corporation 1762
YTN Yonhap TV News 1761

PERSIAN

Rang A Rang [Farsi] 1785

POLISH

TVP Polonia [Polish] 1776

PORTUGUESE

RTPi 1764

ROMANIAN

Pro TV [RSC3] 1783
RSC 1 1784

RUSSIAN

Channel One Russia 1773
RTR Planeta 1775
Russian Television Network 1774

SOUTH ASIAN

Sony Entertainment TV Asia 1754
STAR India PLUS 1751
TV Asia 1752
Zee TV 1753

SOUTH ASIAN - PUNJABI

Jus Punjabi 1757

VIETNAMESE

SBTN [Saigon Broadcasting Television Network] 1765

Spanish Language

Additional subscription required 1

AyM Sports	1535
Bandamax Estados Unidos	1663
BBC CBeebies	1727
Boomerang [SAP]	1724
Canal Z2	1646
Canal SUR	1549
Centroamérica TV	1703
Cine Estelar	1688
Cine Latino	1685
Cine Mexicano	1686
Cine Nostalgia	1687
CNN en Español	1540
De Película	1680
De Película Clásico	1681
Discovery En Español	1563
Discovery Familia	1702
Disney XD	1722
Dominican View	1548
Ecuavisa Internacional	1512
ESPN Deportes	1520
EWTN Español	1741
Fox Deportes	1521
Galavisión	1503
GOL TV	1523
Gran Cine	1683
History Channel en Español	1561
HITn	1648
Infinito	1620
La Familia	1701
Latele Novela Network	1590
Milenio Television	1550
Multimedios TV	1511
Mun2	1643
Nat Geo Mundo	1564
nuvo TV	1642
Once TV México	1567
Pastones	1583
Ritmoson Latino EUA	1664
Semillitas	1723
¡Sorpresa!	1720
Supercanal	1507
TBN Enlace USA	1740
Tele El Salvador	1509
Telemazonas	1706
Telehit	1662
Telemicro Internacional	1513
TeleRitmo	1666
Televisión Dominicana	1506

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Tr3s: MTV 1660
TV Chile 1704
TV Colombia 1705
TVE Internacional 1560
TyC Sports 1536

Utilísima 1582
Viendo Movies 1682
Vme Kids 1721
WAPA América 1508

FiOS On Demand

Movies and TV on your schedule

Catch the shows you missed or watch them a second time — instantly — with FiOS On Demand. It's free with many network channels. If you subscribe to a movie package, you'll even have free access to more hot On Demand movies each month.

Just press the **On Demand** button on your remote or go to channel 900 to order or purchase.

FREE

Choose from thousands of free titles in popular categories such as Kids, Music and Entertainment.

Movies

FiOS® offers new releases as well as old favorites and critically acclaimed independent films. Available for Private Office viewing only.

Premium Subscriptions

Many premium channels that you subscribe to are available to you for free on VOD. Available for Private Office viewing only.

Also available by subscription are:

The Jewish Channel

WWE 24/7

Events

Watch your favorite sporting events, concerts and uncensored TV shows.

Adult

Please remember that parental controls can be easily set up. For more information on setting up parental controls, consult the FiOS TV Help Videos on VOD. Available for Private Office viewing only

FiOS TV Help Videos

Find answers to your questions here.

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Pay Per View/ Subscription Sports

Available for purchase.¹ Pay Per View channels available to all customers.

Pay Per View	Subscription Sports
TVN Event TV ^P	ESPN Game Plan/ Full Court
Hot Choice PPV ^P	Fox Soccer Plus
ESPN Game Plan/Full Court: PPV1	MLB Extra Innings/ NHL Center Ice
ESPN Game Plan/Full Court: PPV2	MLB Extra Innings: HD/ NHL Center Ice HD
ESPN Game Plan/Full Court: PPV3	MLS Direct Kick
ESPN Game Plan/Full Court: PPV4	NBA League Pass Channels
ESPN Game Plan/Full Court: PPV5	NBA League Pass HD
ESPN Game Plan/Full Court: PPV6	NFL RedZone
1000	Outdoor Channel
1005	Tennis Channel
1010	TVG
1011	World Fishing Network
1012	
1013	
1014	
1015	

FiOS TV for Business

Included with all FiOS TV packages. Additional subscriptions may be added.¹

FiOS TV Local Broadcast	FiOS TV Local Broadcast HD
ABC - WCVB-TV 5	ABC - WCVB HD
ABC - WMUR-TV 9	ABC - WMUR HD
Catholic TV	CBS - WBZ HD
CBS - WBZ-TV 4	CW - WLVI HD
CW - WLVI-TV 36	ETV WENH TV HD
ETV - WENH-TV 11	FOX - WFXT HD
FOX - WFXT-TV 25	ION HD
ION-TV 68	NBC - WHDH HD
Leased Access	PBS - WGBH HD
NBC - WHDH-TV 7	PBS - WGBX HD
New England Cable News	PBS WSBE HD
PBS - WGBH-TV 2	Telefutura - WUJF-TV 66 HD
PBS - WGBX-TV 44	Telemundo HD WNEU TV
PBS WSBE	Univision WUNI HD
Telefutura - WUJF-TV 66	WBIN-TV 50 HD
Telemundo - WNEU-TV 60	WSBK My Network TV HD
Univision - WUNI-TV 27	
WBIN-TV 50	
WeatherScan Local	
WGN America	
WMFP Independent	
WWDP-TV 46	
WYDN-TV 48	

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Qubo [WBPX]	491	BELMONT	491
This TV Network [WHDH]	460	Belmont Edu.	29
WBIN Live Well	466	Belmont Gov.	28
WGBH 2	470	Belmont Public Access	30
WGBX 44	471		
WLVI The Country Network	465	BILLERICA	24
WSBK My Network TV	3	BillERICA Edu.	26
		BillERICA Gov.	31
		BillERICA Public Access	
Local Public/Education/ Government			
ABINGTON	26	BOXBOROUGH	45
Abington Edu.	24	Acton Public Access	39
Abington Gov.	28	Boxborough Gov.	
Abington Public Access			
		BOXFORD	39
ACTON	40	Boxford Gov.	45
Acton Edu.	41	Boxford Public Access	
Acton Gov.	45		
Acton Public Access		BRAINTREE	24
		Braintree Edu.	26
ANDOVER	43	Braintree Gov.	28
Andover Edu.	45	Braintree Public Access	
Andover Gov.	47		
Andover Public Access		BURLINGTON	40
North Andover Town Edu.	28	Burlington Edu.	41
North Andover Town Public Access	24	Burlington Gov.	39
		Burlington Public Access	
ARLINGTON	24	CANTON	41
Arlington Edu.	26	Canton Edu. Access	42
Arlington Gov.	31	Canton Gov. Access	43
Arlington Public Access		Canton Public Access	
ASHLAND	40	CHELMSFORD	36
Ashland Town Edu.	45	Chelmsford Town Edu.	37
Ashland Town Gov.	39	Chelmsford Town Gov.	38
Ashland Town Public Access		Chelmsford Town Public Access	
BEDFORD	38	CITY OF FITCHBURG	35
Bedford Edu.	39	Fitchburg Edu.	36
Bedford Gov.	40	Fitchburg Gov.	37
Bedford Public Access		Fitchburg Public Access	
BELLINGHAM	43	CITY OF LEOMINSTER	32
Bellingham Edu.	45	Leominster Edu.	33
Bellingham Gov.	47	Leominster Gov.	34
Bellingham Public Access		Leominster Public Access	

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CITY OF MALDEN									
Malden Edu.	24	DUXBURY	Duxbury Edu.	38	HOLBROOK	Holbrook Edu.	38	Lexington Gov.	37
Malden Gov.	26	Duxbury Gov.	Duxbury Gov.	39	Holbrook Gov./Edu.	Holbrook Gov./Edu.	39	Lexington Public Access	35
Malden Public Access	28	Plymouth Town Public Access		43					
CITY OF MEDFORD		FOXBOROUGH							
Educational Channel	45	Foxborough Township Edu.		37	Holliston Edu.	Holliston Edu.	33	Lincoln Gov.	33
Government Channel	43	Foxborough Township Gov.		38	Holliston Gov.	Holliston Gov.	34	Lincoln-Sudbury Edu.	32
Public Channel	47	Foxborough Township Public		39	Holliston Public Access	Holliston Public Access	32		
CITY OF MELROSE		FRAMINGHAM							
Melrose Edu.	37	Framingham Edu.		41	HOPEDALE	Hopedale Edu.	26		
Melrose Gov.	38	Framingham Gov.		42	Hopedale Gov.	Hopedale Gov.	28	LYNN	
Melrose Public Access	39	Framingham Public Access		43	Hopedale Public Access	Hopedale Public Access	29	Lynn Edu.	36
CITY OF METHUEN		FRANKLIN						Lynn Gov.	37
Methuen Edu.	31	Franklin Edu.		28	Hopkinton Edu.	Hopkinton Edu.	31	Lynn Public Access	38
Methuen Gov.	32	Franklin Gov.		29	Hopkinton Gov./Public Access	Hopkinton Gov./Public Access	30		
Methuen Public Access	33	Franklin Public Access		26				LYNNFIELD	
CITY OF WOBURN		GEORGETOWN						Lynnfield Edu.	30
Woburn Local Gov.	43	Georgetown Edu.		41	HUDSON	Hudson Edu.	43	Lynnfield Gov.	29
Woburn Local Public and Edu.	47	Georgetown Gov.		42	Hudson Gov.	Hudson Gov.	45	Lynnfield Public Access	28
Woburn Public Access	45	Georgetown Public Access		43	Hudson Public Access	Hudson Public Access	47		
COHASSET		GRAFTON						MANSFIELD	
Cohasset Edu.	36	Grafton Edu.		32	Hull Township Edu.	Hull Township Edu.	34	Mansfield Edu. Access	25
Cohasset Public/Gov. Access	37	Grafton Gov.		33	Hull Township Public Access/Gov.	Hull Township Public Access/Gov.	35	Mansfield Gov. Access	27
DANVERS		Grafton Public Access		34				Mansfield Public Access	28
Danvers Edu.	37	GROTON							
Danvers Gov.	41	Groton Edu.		39	IPSWICH	Ipswich Edu.	31	MARBLEHEAD	
Danvers Public Access	36	Groton Gov.		40	Ipswich Gov.	Ipswich Gov.	32	Marblehead Edu.	24
DEDHAM		Groton Public Access		41	Ipswich Public Access	Ipswich Public Access	33	Marblehead Gov.	26
Dedham Edu.	38	HAMILTON						Marblehead Public Access	28
Dedham Gov.	39	Hamilton Public Access 2		37	KINGSTON	Kingston Edu./Gov.	41	Marion Gov.	39
Dedham Public Access	40	HANOVER			Kingston Town Gov.	Plymouth Town Gov.	47	ORCTV - Tri Town Edu.	37
DOVER		Hanover Edu.		36	Plymouth Town Public Access	Plymouth Town Public Access	43	ORCTV - Tri Town Public Access	36
Dover Edu.	43	Hanover Gov.		37	LAKEVILLE	Lakeville Edu.	30	MARLBOROUGH	
Dover Gov.	47	Hanover Public Access		38	Lakeville Gov.	Lakeville Gov.	31	Marlborough Edu.	33
Dover Public Access	45	HINGHAM			Lakeville Public Access	Lakeville Public Access	32	Marlborough Gov.	34
DUNSTABLE		Hingham Edu.		29	LAWRENCE	Lawrence Edu.	41	Marlborough Public Access	35
Dunstable Edu.	32	Hingham Town Edu. [WHHS-TV]		29	Lawrence Gov.	Lawrence Gov.	42	MARSHFIELD	
Dunstable Public and Gov. Access	31	Hingham Town Gov.		30	Lawrence Public Access	Lawrence Public Access	40	Marshfield Edu.	33
		Hingham Town Public Access		31	LEXINGTON	Lexington Edu.	36	Marshfield Gov.	35
					Lexington Edu.	Lexington Edu.		Marshfield Public Access	34

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MATTAPOISETT									
Mattapoisett Gov.	38								
ORCTV - Tri Town Edu.	37								
ORCTV - Tri Town Public Access	36								
MAYNARD									
Maynard Edu.	24								
Maynard Gov.	26								
Maynard Public Access	28								
MEDFIELD									
Medfield Edu.	36								
Medfield Gov.	45								
Medfield Public Access	47								
MEDWAY									
Medway Edu. Access	24								
Medway Gov. Access	35								
Medway Public Access	36								
MENDON									
Bellingham Public Access	47								
Mendon Edu.	41								
Mendon Gov.	42								
MIDDLEBOROUGH									
Middleborough Edu.	33								
Middleborough Gov.	34								
Middleborough Public Access	35								
MIDDLETON									
Middleton Edu.	29								
Middleton Public	28								
MILFORD									
Milford Edu.	38								
Milford Public Access	40								
MILLBURY									
Millbury Edu.	24								
Millbury Gov.	26								
Millbury Public Access	28								
MILLIS									
Millis Edu.	37								
Millis Gov.	38								
Millis Public Access	39								
NAHANT									
Nahant Public Edu. & Gov. Access	45								
NATICK									
Natick Edu.	30								
Natick Gov.	28								
Natick Public Access	29								
NEEDHAM									
Needham Edu.	31								
Needham Gov.	30								
Needham Public Access	29								
NEWTON									
Newton Edu.	32								
Newton Gov.	33								
Newton Public Access	34								
NORFOLK									
Norfolk Town Edu.	41								
Norfolk Town Gov.	42								
Norfolk Town Public Access	40								
NORTH ANDOVER									
North Andover Town Gov.	26								
NORTH ATTLEBOROUGH									
North Attleborough	22								
North Attleborough Edu.	23								
North Attleborough Gov.	24								
North Attleborough Public Access	24								
NORTH READING									
North Reading Edu.	26								
North Reading Public/Gov.	24								
NORTHBOROUGH									
Northborough Town Edu.	29								
Northborough Town Gov.	30								
Northborough Town Public Access	31								
NORWELL									
Norwell Town Edu.	39								
Norwell Town Gov.	40								
Norwell Town Public Access	41								
NORWOOD									
Norwood Edu.	34								
Norwood Gov.	35								
Norwood Public Access	33								

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PLYMOUTH									
Plymouth Town Edu.	45								
Plymouth Town Gov.	47								
Plymouth Town Public Access	43								
RANDOLPH									
Randolph Township Edu.	28								
Randolph Township Gov.	29								
Randolph Township Public Access	30								
READING									
Reading Edu.	32								
Reading Gov.	33								
Reading Public Access	31								
ROCHESTER									
ORCTV - Tri Town Edu.	37								
ORCTV - Tri Town Public Access	36								
Rochester Gov.	40								
ROCKLAND									
Rockland Edu.	30								
Rockland Gov.	31								
Rockland Public Access	32								
ROWLEY									
Rowley Town Edu.	24								
Rowley Town Gov.	26								
SHERBORN									
Sherborn Edu.	33								
Sherborn Gov.	34								
Sherborn Public Access	32								
SOUTHBOROUGH									
Southborough Edu.	36								
Southborough Gov.	37								
Southborough Public Access	38								
STONEHAM									
Stoneham Edu.	35								
Stoneham Gov.	36								
Stoneham Public Access	34								
STOUGHTON									
Stoughton Town Edu.	26								
Stoughton Town Gov.	28								
STOW									
Stow Town Gov.	32								
Stow Town Public Access	33								
SUBSBURY									
Lincoln/Sudbury Edu.	32								
Sudbury Public/Gov. Access	31								
SUTTON									
Sutton Town Edu.	30								
Sutton Town Public Access	29								
SWAMPSCOTT									
Swampscott Edu.	40								
Swampscott Gov.	41								
TEWKSBURY									
Tewksbury Edu.	34								
Tewksbury Gov. Access	33								
Tewksbury Public Access	32								
TOPSFIELD									
Topsfield Public Edu. & Gov.	47								
TYNGSBOROUGH									
Tyngsboro Edu.	28								
Tyngsboro Gov. Access	29								
Tyngsboro Public Access	30								
WAKEFIELD									
Wakefield Edu.	41								
Wakefield Gov.	42								
Wakefield Public Access	40								
WALPOLE									
Walpole Town Edu.	29								
Walpole Town Gov.	30								
Walpole Town Public Access	31								
WALTHAM									
Waltham Edu.	42								
Waltham Gov.	43								
Waltham Public Access	47								
WAREHAM									
Wareham Edu.	29								
Wareham Gov.	29								
Wareham Public Access	30								

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WAYLAND			
Wayland Edu.	38	WESTON	41
Wayland Gov.	39	Weston Gov.	
Wayland Public Access	37	Weston Public	45
WELLESLEY		WESTWOOD	
Wellesley Edu.	38	Westwood Gov.	32
Wellesley Gov. Access	40	Westwood Public/Edu.	42
Wellesley Public Access	39	WILMINGTON	
WENHAM		Wilmington Edu.	39
Hamilton Edu. & Gov. Access	36	Wilmington Gov.	38
Hamilton Public Access 2	37	Wilmington Public Access	37
WEST NEWBURY		WINCHESTER	
West Newbury Gov. Access	42	Winchester Local Edu.	37
WESTBOROUGH		Winchester Local Public/Gov.	36
Westborough Edu.	26	Winchester Public Access	38
Westborough Gov.	28	WRENTHAM	
Westborough Public Access	24	Wrentham Edu.	37
WESTFORD		Wrentham Gov.	38
Westford Edu.	33	Wrentham Public Access	39
Westford Gov.	34	Wrentham Public Service	36
Westford Public Access	35		

Sports Pass

Additional subscriptions may be added.¹

beIN Sport HD	598	Longhorn Network	320
CBS Sports Network	94	Outdoor Channel	307/591 HD
ESPN Buzzer Beater/Goal Line	571	Sportsman Channel	308
ESPN Classic	71	TVG	315
HRTV	316	World Fishing Network	317/597 HD

Regional Sports Programming

Channels vary by package subscription.¹

Prime HD, Extreme HD and Ultimate HD	
Comcast SportsNet New England	77/577 HD
NESNplus	78
New England Sports Network	76/576 HD

For answers to all your questions about FiOS services and features:



TUNE to channel 131 on your TV

Want more from FiOS TV?

Just click the **Widgets** button on your remote. You'll have access to an expanded selection of TV channel features — plus, at-your-fingertips information on Sports, Weather, Traffic and more.

Need help? Visit verizon.com/businessfiostv.

Verizon FiOS TV occasionally changes its channel offerings. For a complete listing of all the Verizon FiOS TV channels available in your area, visit verizon.com/bizfiostvchannels.

©2013 Verizon.

¹A Verizon-supplied HD receiver and an HD-ready TV set required to receive HD programming.

²Channel listings denoted with a * are available for Private Office viewing only.

³This is a nationally available channel within the Ultimate HD package, outside of the state of NY and parts of NJ only. This channel is not to be confused with the Regional Sports Network offered by this provider within the state of NY and select parts of NJ.

Programming services offered within each package are subject to change, and not all programming services will be available at all times. Blackout restrictions also apply.

9a16



P.O. Box 31314
Salt Lake City, UT 84131-0314

PRESORTED
STANDARD
U.S. POSTAGE PAID
MAILED FROM
ZIP CODE 53714
PERMIT NO. 568

In an effort to keep our customers updated about FiOS TV, we'd like to share some important documents with you for review. Enclosed please find the Verizon FiOS TV Annual Customer Notification. This document contains important information about your FiOS TV service, including the most current FiOS TV rates, policies and procedures.

We have also enclosed a copy of your local channel lineup. However, because Verizon FiOS TV occasionally changes its channel offerings, you can view your most up to date channel lineup anytime by visiting us at verizon.com/bizfiostvchannels and clicking on the "channels" tab.

We hope you are enjoying everything your FiOS TV service delivers: the best in entertainment, over 160 HD channels, room-shaking sound and picture quality that's unmatched by cable or satellite. Plus, we have over 65,000 Video On Demand titles per month and growing and thousands are **FREE**. Some VOD and PPV programming may not be available to all business customers.

Thank you again for being a Verizon FiOS TV customer. Log on to verizon.com/businessfiostv for exciting new service updates.

Sample A. Sample
123 Main Street
Anytown, USA 12345-6789

9a17

4C BOS

Schena, Paula

From: LeLacheur, Bob
Sent: Thursday, November 14, 2013 4:25 PM
To: Schena, Paula
Subject: FW: FiOS TV Notice
Attachments: Customer Notice - December.pdf

For BOS packet

From: Reddish, Jill M [<mailto:jill.m.reddish@verizon.com>]
Sent: Thursday, November 14, 2013 4:12 PM
To: Reddish, Jill M
Subject: FiOS TV Notice

Dear Municipal Official,

This is to notify you of upcoming FiOS TV channel position and programming changes as described below.

On or after December 2, 2013, the content provider is making the following programming changes:

- "Encore Drama," on channels 358 and 359*, will become "Encore Black" featuring movies and popular TV Series for African American viewers
- "Encore Love," on channels 352 and 353*, will become "Encore Classic" featuring iconic movie titles and classic TV series for the baby-boomer

On or after December 31, 2013, channel 143 will be removed from the FiOS TV Channel line-up as the content provider will discontinue "SOAPnet" programming.

The following programming change applies only to "WWE Classics" On Demand package subscribers. On or after January 31, 2014, the content provider will no longer make "WWE Classics" On Demand programming available on FiOS TV.

Customers will be notified of the above changes by means of the attached bill messages that will run in the December bill cycle.

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

Sincerely,



Jill Reddish
FiOS TV- Sr. Staff Consultant
Franchise Management
617 342 0558

961



FiOS® TV Channel and Programming Changes

On or after December 2, 2013, the following changes will be made to FiOS TV Programming:

- "Encore Drama," on channels 358 and 359*, will become "Encore Black" featuring movies and popular TV Series for African American viewers
- "Encore Love," on channels 352 and 353*, will become "Encore Classic" featuring iconic movie titles and classic TV series for the baby-boomer
*programming shown at Pacific Standard Time

On or after December 31, 2013, channel 143 will be removed from the FiOS TV Channel line-up as the content provider will discontinue "SOAPnet" programming effective December 31, 2013.

The following programming change applies only to WWE Classics On Demand package subscribers. On or after January 31, 2014, the content provider will no longer make WWE Classics On Demand programming available on FiOS TV. The WWE Classics On Demand package and the associated charges will be removed from your account once this service is no longer available.

4C B05



Reading Housing Authority

22 Frank D. Tanner Drive Reading, MA 01867-2399 (781) 944-6755

2013 NOV 12 AM 11:44

November 5, 2013

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

Dear Chairman Bonazoli,

The Reading Housing Authority deeply regrets accepting the resignation of Ms. Mary E. Connors as the Tenant Representative Board Member for this agency effective December 31, 2013. She has honored the Reading Housing Authority by giving us many years of her expertise and service and will be surely missed.

She has served with great distinction during numerous consecutive terms as a tenant representative. Her knowledge of the community and this agency's programs only enhanced her ability to serve along side her fellow board members. She has always been supportive of me during my tenure here that began in early 2001 and has continually supported the Reading Housing Authority's vision to not only preserve our existing programs but expand low-income housing in the Town of Reading. Mary has been an invaluable resource in the promotion of creative and innovative housing ideas and supportive housing programs, especially those involving our seniors.

The Reading Housing Authority is grateful to her for her many hours of dedicated service to the Authority's mission. On behalf of the Board and the staff of the Reading Housing Authority, we extend her our best wishes.

Respectfully,

Lyn E. Whyte, PHM
Executive Director

cc: RHA Board Members

本通知很重要。請將其譯為中文。
 ĐÂY LÀ MỘT BẢN THÔNG CÁO QUAN TRỌNG
 XIN VUI LÒNG CHO DỊCH LẠI THÔNG CÁO ẤY
 此通知非常重要。請將其譯為中文。
 Este es un aviso importante. Sirvese mandarlo traducir.
 Este é um aviso importante. Queira mandá-lo traduzir.

901

2013 NOV -6 AM 10: 47

November 4, 2013

Reading Housing Authority
22 Frank Tanner Drive
Reading, MA 01867

Dear Fellow Board Members;

I regret to inform you of my decision to retire from the Board effective immediately or year-end, whichever serves the RHA best.

It has been my great pleasure to work with all of you for the past dozen or so years and I will miss seeing you on a regular basis. I am confident that you will find someone to take my place and I hope that you will not hesitate to reach out if needed through the transition.

Thank you,

A handwritten signature in cursive script that reads "Mary E. Connors". The signature is written in dark ink and is positioned above the printed name.

Mary E. Connors

902



Deval L. Patrick, Governor
 Richard A. Davey, MassDOT Secretary & CEO
 Beverly A. Scott, Ph.D., General Manager
 and Rail & Transit Administrator



4C B05

October 1, 2013

2013 OCT 16 AM 10:31

Mr. James E. Bonazoli
 Chairman
 Town of Reading
 16 Lowell Street
 Reading, MA 01867

RE: Salting at Commuter Rail "Highway/Railway" Crossings

Dear Chairman Bonazoli:

The application of road salt on highway / railway crossings can cause train approach warning systems to activate without the presence of a train in the area. The reason for this is that the combination of road salt and fresh or melting snow creates a conductive solution that causes a short circuit between the rails of the tracks. As a result, the gates lower, the lights flash, and the warning bells ring until the problem is corrected. The corrective action usually takes an hour or more and can cause the highway traffic to back-up.

The 2013 / 2014 winter season will soon be upon us. This is a reminder and request that you again instruct your crews and contractors to refrain from salting the area in the immediate vicinity of the tracks in order to minimize the instances of these unwanted activations. Your cooperation will help minimize both automotive and train delays this winter. The following is a list of highway/railway crossings in your town on the commuter rail system:

- New Crossing Road
- Ash Street
- Main Street
- Washington Street
- Woburn Street
- Willow Street

Please contact John Mitchell, MBCR's Deputy Chief of Engineering Operations, at 617-222-3613 to answer any questions regarding this request. Thank you again for your assistance with this issue.

Sincerely,

Beverly A. Scott, Ph.D.
 General Manager and
 Rail and Transit Administrator

9d

HC BOS



2013 NOV 12 AM 11: 44

November 6, 2013

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

Re: Municipal Emergency Reporting Procedure

Dear Chairman and Members of the Board:

As part of Comcast's ongoing commitment to broadband network reliability, and our efforts to better serve municipal customers, I am writing to remind you of our emergency reporting procedures for certain outside plant and service problems.

In the event that any municipal building experiences problems with downed cable drops, signal transport issues with I-NET or Video Return Lines, Public, Education and Government (PEG) Access channels or to have our technical or construction staff on-site during an emergency, please call the following number:

1-800-556-9979, Option 3

The attached steps will put you in touch with our Excellence Operations Center (XOC), 24-hours a day, and seven days a week. The XOC can dispatch someone to respond to your call in an efficient manner. **Please note this information and telephone number IS NOT for public dissemination.**

Please do not hesitate to contact me at (978) 927-5700 x43024 should you have questions.

Sincerely,

Jane M. Lyman

Jane M. Lyman, Sr. Manager
Government Affairs

9e1



MUNICIPAL

EMERGENCY/TROUBLE REPORTING PROCEDURES

(Please note the XOC telephone number listed below **IS NOT** for public dissemination)

- **STEP 1 Dial:** XOC (Excellence Operations Centers)
24/7 @ 1-800-556-9979

- **STEP 2 Select:** Option #3 - Municipal Issues

- **STEP 3 Reason for call:**
 - Option #1 -Down Wires
 - Will be prompted to enter zip code
 - Option #2 - Pole or **all other** Municipal Issues

- **STEP 4 Speak with Rep. and/or obtain trouble ticket number**



Mystic Valley Elder Services

LC B05

www.mves.org
info@mves.org
781-324-7705

2013 NOV 14 AM 10:40

November 12, 2013

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

Dear Mr. LeLacheur,

Thank you for your continued support of Mystic Valley Elder Services. Enclosed is a detailed inventory and value of services delivered to Reading's older residents by Mystic Valley Elder Services during the past year. I believe that this accounting demonstrates in a concrete way how your local contribution assists us in returning a substantial amount of direct support to Reading. Without Reading's assistance and that of the other seven participating cities and towns, Mystic Valley Elder Services would be unable to continue to provide the level of crucial supportive services currently available.

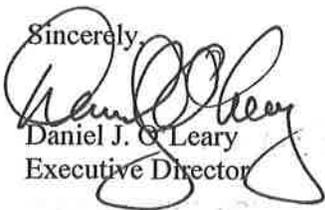
We have enclosed an invoice in the amount of \$5,593 for Reading's FY 2014 cash contribution. Payment of the invoice within thirty (30) days of receipt of this bill would be most helpful to us in meeting our FY 2014 fiscal and programmatic obligations. As you may know, Mystic Valley Elder Services is both the federally designated Area Agency on Aging as well as the state's designated Aging Service Access Point for the Town of Reading. We received these designations through an application process approved by the Commonwealth of Massachusetts' Executive Office of Elder Affairs.

For next fiscal year (FY 2015), we are asking that you budget the same amount as this year's contribution of \$5,593. Our goal is to raise the additional money we need to meet the increasing demand for services directly from private sources. However, your support is crucial to our ability to provide needed in home and community-based services to area residents.

I want to personally thank you for your community's continued support of MVES' programs and services through good and bad economic times. We will always be here for you and the residents of Reading who need help at home.

If you have any questions concerning the enclosed bill or our service accounting, please feel free to call me or Sean Hubacz, Director of Finance at (781) 324-7705.

Sincerely,


Daniel J. Leary
Executive Director

Enclosures

Jane Burns

Thank you for your support!
Dan

951



Fiscal Year 2013 Service Report: Reading

In FY13 over 467 Reading residents used Mystic Valley's services valued at \$2,359,523, of these 107 were eligible for Nursing Facility care while remaining at home.

Mystic Valley Elder Services is a nonprofit organization, which has been helping people find practical solutions to long term care issues since 1975. Our goal is to help seniors, disabled adults and their family caregivers find the best available services that fit within family resources. We offer a wide range of services creatively designed to support the challenges of daily life and independent living. Some are free of charge, others are offered on a sliding fee scale or private pay basis.

Information & Assistance: Resource consultants offer FREE advice and referrals from our extensive database of local, state and national resources. Assistance is available by telephone, email or a home visit by an experienced Care Manager.

388 Consumers served at a Cost of \$4,966

Care Management & Home Care Services:

A range of programs for seniors designed to provide assistance with activities of daily living (bathing, dressing, etc.) for those who wish to remain in their own homes. Includes: in-home assessment by a care manager, development of a care plan, and delivery of approved services.

277 Consumers served at a Cost of \$2,120,488

Caregiver Support: Services may include an in-home assessment, caregiver training and education regarding such areas as memory loss, home safety, respite care and fall prevention. Provides useful resources especially for working and long distance caregivers.

15 Consumers served at a Cost of \$15,570

Transportation: Providing rides to medical appointments and adult day health centers.

1 Consumer served at a Cost of \$64

Meals on Wheels: A mid-day meal and daily check in by a friendly driver for those over 60 who are homebound and unable to prepare their own food.

22,555 Meals served at a Cost of \$148,917

Senior Dining Sites: Centers in 14 locations offer seniors an opportunity to meet and enjoy a nutritious lunch. Ethnic meals are available.

4,548 Meals served at a Cost of \$39,212

Behavioral Health Services: Clinical Caseworker provides outreach and connects consumers to behavioral health services in home and community settings. The program provides assistance with coordination and payment of behavioral health services.

5 Consumers served at a Cost of \$5,298

Minority Outreach: Services for non- and limited-English speakers include information and referral, translation of and assistance responding to important documents, health insurance information counseling, and English for Speakers of Other Languages (ESOL) classes.

0 Consumers served at a Cost of \$0

SHINE Health Benefits Counseling: Trained counselors provide seniors with no-cost, confidential counseling and unbiased information regarding health insurance and prescription drug options.

231 Consumers served at a Cost of \$7,775

Money Management Assistance: Trained volunteers provide assistance with bill paying, budgeting and banking tasks. A volunteer may also serve as a Representative Payee.

12 Consumers served at a Cost of \$14,111

Volunteer Program: Dedicated volunteers augment the agency's capacity by sharing their expertise with a variety of professional and administrative functions, providing bill paying assistance to elders, counseling Medicare and MassHealth recipients, staffing congregate meal sites and/or food pantries, and serving as literacy tutors in area elementary schools.

18 Volunteers performing 1,643 hours of service

Legal Assistance: No-cost legal assistance and education on issues such as public benefits, landlord tenant disputes and loss of independence.

7 Consumers served at a Cost of \$1,478

9F2

HC B05

LATHAM LAW OFFICES LLC

643 MAIN STREET
READING, MA 01867

O. BRADLEY LATHAM*
CHRISTOPHER M. O. LATHAM
JOSHUA E. LATHAM*

TEL: (781) 942-4400
FAX: (781) 944-7079

* ADMITTED TO PRACTICE IN
MASSACHUSETTS AND NEW HAMPSHIRE

November 14, 2013

James E. Bonazoli, Chairman
Board of Selectmen
Reading Town Hall
16 Lowell Street
Reading, MA 01867

2013 NOV 18 PM 2:02

RE: **87 Walkers Brook Drive, Reading, Massachusetts**
Renewal of 24 Hour Operations License

Dear Mr. Bonazoli:

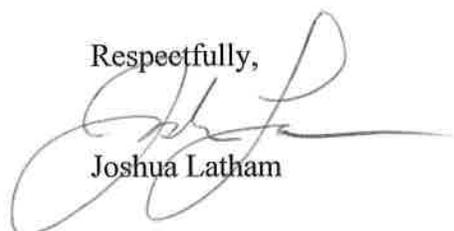
On behalf of Leigh Enterprises, Ltd. d/b/a Reading Shell Station, operating at 87 Walkers Brook Drive (the "Premises"), please accept this letter as application to renew its annual license for 24-hour operations pursuant to Reading General Bylaws § 7.7.4, and § 3.9 of the Selectmen's Policies.

Specifically the applicant seeks to continue the current 24-hour operation of a gas service station, coffee shop (counter-service and drive-thru restaurant), and convenience store at the Premises upon the existing license terms and conditions.

Kindly advise whether the Selectmen determine to hold a public hearing upon this annual renewal, or if any additional information is required for their consideration.

Thank you for your attention to this matter.

Respectfully,



Joshua Latham

cc: Rick Camuso, 87 Walkers Brook Drive, Reading, MA 01867

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