



Town of Reading Meeting Posting with Agenda

RECEIVED
TOWN CLERK
READING, MASS.

2014 FEB 20 A 11: 26

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2014-02-25

Time: 7:00 PM

Building: Reading Town Hall

Location: Selectmen Meeting Room

Address: 16 Lowell Street

Purpose: General Business

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

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

All Meeting Postings must be submitted in typed format; handwritten notices will not be accepted.

Topics of Discussion:

- 1) **Reports and Comments**
 - a. Selectmen's Liaison Reports and Comments
 - b. Public Comment
 - c. Town Manager's/Assistant Town Manager's Report
- 2) **Open Session for topics not reasonably anticipated 48 hours in advance of the meeting**
- 3) **Proclamations/Certificates of Appreciation**
- 4) **Personnel & Appointments**
- 5) **Discussion/Action Items**
 - a. Compost Center Waste Pile 7:20
 - b. West Street Traffic Agreement 7:30
 - c. Whittier Road Sewer Easement 7:45
 - d. Close Annual Town Meeting Warrant 8:00
 - e. Approve Regional Housing Services Agreement 8:15
 - f. Ad Hoc Zoning Advisory Committee Update 8:30
 - g. Economic Development Update 8:45
 - h. Hearing - Approve Classification Plan 9:30
- 6) **Approval of Minutes**
 - a. January 29, 2014
 - b. February 11, 2014
- 7) **Licenses, Permits and Approvals**
- 8) **Executive Session**
 - a. Approval of Minutes
December 17, 2013
- 9) **Correspondence**
 - copy a. List of double poles in Reading
 - copy b. PEG payment from Comcast
 - copy c. PEG payment from Verizon

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

DRAFT - BOARD OF SELECTMEN AGENDAS			
2014			2014
	2/20/2014	Staff Responsibility	Estimated Start time
	February 25, 2014		
	Compost Center waste pile	Zambouras	7:20
	West Street Traffic Agreement	Zambouras	7:30
	Whittier Road Sewer Easement	Zambouras	7:45
HEARING	Close Annual Town Meeting Warrant	LeLacheur	8:00
	Approve Regional Housing Services Agreement	Delios	8:15
	ad hoc Zoning Advisory Committee update	Delios	8:30
	Economic development update	Delios	8:45
HEARING	Approve Classification Plan	LeLacheur	9:30
	March 4, 2014 State Primary Election	No meetings	
	March 11, 2014		
Office Hour	James Bonazoli		6:30
HEARING	Remove Public Tree at 162 Walnut Street	Zager	7:30
HEARING	FY15 Water, Sewer & Storm Water Rates	LeLacheur	8:00
	MWRA update	Zager	8:30
	Public Works site update	Zager	9:30
	March 18, 2014		
informational	Library "Big Read" Event	Urell	7:20
	Town Accountant Report	Angstrom	7:30
	Appoint Town Accountant	Bonazoli	7:45
	Charter Committee update	LeLacheur	8:00
	Review Board of Selectmen Mission, Vision & Values	Bonazoli & Tafoya	8:30
	April 1, 2014 State & Local Elections	No meetings	
	April 15, 2014		
Office Hour	Dan Ensminger		6:30
	BOS reorganization		7:00
	MAPC member Report		7:20
	Reading Housing Authority Report		7:30
	CAB (RMLD) member Report		7:45
	RCTV members Report		8:00

	Climate Advisory Committee Annual Update		8:15
	Review BOS/TM Goals	LeLacheur	8:30
	Review Customer Service survey results	LeLacheur	9:15
	Town Meeting Preview	LeLacheur	9:30
<i>note date change from 4/29/14</i>	April 22, 2014		
	Technology Update	Furilla	7:30
	Recreation Update	Feudo	8:30
	Planning for BOS Appointed Boards, Committees & Commissions Workshop	BOS Chair	9:30
	April 28, 2014 - Annual Town Meeting (Mon)	no meetings	
	May 1, 2014 - Annual Town Meeting (Thurs)	no meetings	
	May 5, 2014 - Annual Town Meeting (Mon)	no meetings	
	May 8, 2014 - Annual Town Meeting (Thurs)	no meetings	
	May 13, 2014		
Office Hour	Marsie West		6:30
Certificate	Orchestra		7:20
	May 27, 2014		
	June 10, 2014		
Office Hour	John Arena		6:30
HEARING	Approve Classification & Compensation		
	June 24, 2014		
	Appointments of BCCs		
Future Agendas			2014
	Executive Session - labor negotiations		
	Downtown Parking (3 hours)	Cormier/Delios	
	Strout Avenue Master Plan (complete after Town Forest planning work is done)	Feudo	
	Policy on Trust Fund Commissioners	Heffernan	
	Lyme Disease mitigation strategy	Clay	
	Discuss Remote Participation Policy		

Recurring Items			
	Review BOS/TM Goals	Mar-July-Dec	Tri-ann
	Review Customer Service survey results	Feb & Aug	Semi-ann
	Review Regionalization efforts	June	Annual
	Appointments of BCCs	June	Annual
	Approve Classification & Compensation	June	Annual
	Tax Classification Hearing	Oct/Nov	Annual
	Approve licenses	December	Annual
	Appoint Town Counsel	December	Annual
Reports to BOS	Town Accountant Report		Qtrly
	RCTV members Report		Semi-ann
	CAB (RMLD) member Report		Semi-ann
	MAPC member Report		Semi-ann
	BOS Appointed Boards, Committees & Commissions		Annual
	Reading Housing Authority Report		Annual
	Reading Ice Arena Report		Annual



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

781-942-9043

townmanager@ci.reading.ma.us

www.readingma.gov/town-manager

To: Board of Selectmen
From: Robert W. LeLacheur, Jr. CFA
Date: February 20, 2014
RE: February 25th agenda items

Next week there was one slight change to your Agenda – we will not urgently need for you to review the West Street easements, as the projected bid process has been delayed as I mentioned last week. We will reschedule this item – which also needs a complete legal review – for your meeting on March 11th when the DPW is in front of you for several other items.

Town Engineer George Zambouras will instead review a proposal for a contractor to remove significant amounts of compost area material as soon as possible. As part of the FY15 budget the DPW requested funds for this work and I approved \$15,000 to begin the job. This effort may complete the job much more inexpensively than we had assumed possible. This will require truckloads of material being transported through the neighborhood (as it would have next year), and the start date could be very soon depending on the weather. Please see a more comprehensive memo from the Town Engineer in your packet on this issue.

We will have a brief discussion about a West Street Traffic Agreement with the Town Engineer, please also see your packet for more details.

The Board will hold a Public Hearing at 8pm to close the Warrant for the Annual Town Meeting, which begins on Monday April 28th. At 7:45pm residents from 63 Whittier Road will present their case for requesting abandonment of a portion of the sewer easement in order to complete a planned new home. The Zoning Board of Appeals approved their request for a Variance/Special Permit at their December 5, 2013 meeting. We have been working with the applicant since then and have requested that they revise their plans to avoid the need for this easement change. They did have a plan prepared which would not require the easement which they recently submitted to the Building Inspector as part of an application for a building permit that was approved by Engineering with conditions. They later called and said they wanted to revert back to the original plan and request that the Board seek the easement abandonment from Town Meeting.

I'm not one to stand in the way of the wisdom and grass roots democracy of our local Town Meeting. However I would urge the Board to listen carefully in order to determine if the applicants have an essential need for this easement abandonment. Much of our infrastructure put in place many decades ago is imprecisely marked. Surely one day we will need to repair or replace this sewer pipe, and we need to be sure that any construction is not put at risk. I have made the applicants aware of my views on this matter.

In your packet today is an outline of the Warrant – the full text will be provided at your meeting after a legal review. Since the preview of the Warrant last week, the Smart Growth Stabilization and OPEB Trust

Articles have been rearranged to be part of the earlier 'FY14 section' of the Town Meeting. In addition, there are now two debt Articles for FY14, and one of them has been added since last week.

We have been in discussions with the Commonwealth for several weeks concerning the financing of the West Street project. In November, Town Meeting authorized \$1 million in debt for our local share. At the time we believed that the State would advertise the project to allow direct contractor billing to the MWRA for their portion. Now, we are not certain as to how the State will proceed, so we may need to increase the debt authorization in case the MWRA must pay "through the Town". In any case, the local share will not change.

One last item of note – at the end of this memo is the language from Article 24 at last year's Annual Town Meeting, which sought to change the form of a petition via a change to the Charter. This was approved by Town Meeting, and needs to go to the voters. We will wait one more year, as the Charter Committee plans to seek additional Charter changes at November 2014 Subsequent Town Meeting. One year from now, Article 24 as well as those potential future changes will go to the voters.

Assistant Town Manager Jean Delios will appear in front of the Board at 8:15pm, first to request your approval of a Regional Housing Services agreement. November Town Meeting approved this new shared position, and this agreement will formalize the relationship among the initial municipalities. The agreement (in your packet) has been reviewed by Town Counsel. The Board will then hear an update on the Zoning Advisory Committee's work, as well as a general Reading economic development update.

At 9:30pm I will request that the Board make one change to the FY14 Classification Plan. As we discussed during the budget process, I would like to downgrade one of the two Business Administrator positions (the vacant one!) to a Business Analyst at Grade E. This Business Analyst position was proposed as part of my original reorganization plans presented last fall to the Board, but was eliminated when the overall plan was simplified. In order to hire for this position during FY14, we first need the position to be approved by the Board. In Administrative Services, we have significant wage funding available because of vacant positions.

A quick update to the Board about our hiring process and progress:

- Administrative Services Assistant Town Manager (vacant) – search will begin in March;
- Administrative Services Business Analyst (vacant) – approval of position tonight, search delayed until some other positions are filled;
- Administrative Services HR Administrator (June 2014 retirement) – process expected to begin in March to allow for some overlap;
- Administrative Services Clerk shared with Community Services (new, vacant) – search changed to have vacant position fully budgeted in and hired by the Administrative Services department, and an existing shared clerical position to be fully budgeted in Community Services department. Final interviews underway, position will be filled in March. ~✓
- Community Services Regional Housing Coordinator (new, vacant) – agreement tonight, selection process with other towns expected to be completed in time for an early summer hire ~✓
- Community Services PT Zoning Enforcement Inspector (new, vacant) – delayed until some other positions are filled
- Community Services PT additional social worker (new) – filled by an excellent employee initially hired to fill in for a medical leave ✓
- DPW Water & Sewer Supervisor (retirement) – filled ✓
- DPW Assistant Director (new, vacant) – finalists selected, interviews being scheduled ~✓

- DPW Highway Supervisor (retirement) – finalists being determined, interviews to follow ~✓
- DPW W/S Equipment Operator (promotion) & W/S Meter Repair (promotion) – both to be advertised
- DPW Laborer Parks & Forestry – two positions (vacant) to be advertised in time for spring
- Police Officer (promotions) – exam held 2/15, over 200 candidates registered ~✓
- Deputy Police Chief & Lieutenant (promotions) – both positions will have an Assessment Center process on February 28th ~✓
- Fire Executive Officer (new, vacant) – await Annual Town Meeting vote

One final note – I will deliver the Town Manager’s proposed FY15 budget to the Finance Committee this weekend. There will be no changes from the Municipal government portion of the budgets as reviewed and amended by the Board, and the School Committee’s budget will be reduced by a bit less than \$500,000, as they state in their budget message.

Health insurance quotes came in today, which is historically late in our budget process. I have needed to wait for these quotes to make sure a balanced budget was submitted to FINCOM, as we are already proposing to use the maximum \$1.5 million of free cash and operating budget cuts may have been required. The quotes were a bit higher than our estimates, but we can absorb that as our current premium run rates are lower than expected.

####

From Annual Town Meeting - 2013

ARTICLE 24 To see if the Town will vote to amend Article 2-15 of the Reading Home Rule Charter as follows (language with ~~strikethrough~~ shows deletions/words in **bold** denotes new language):

No final affirmative vote of a Town Meeting on any Warrant Article shall be operative until after the expiration of seven (7) days following the dissolution of the Town Meeting except the following: (a) a vote to adjourn or dissolve, (b) votes appropriating money for the payment of notes or bonds of the Town and interest becoming due within the then current fiscal year, (c) votes for the temporary borrowing of money in anticipation of revenue, or (d) a vote declared by preamble by a two-thirds vote of Town Meeting to be an emergency measure necessary for the immediate preservation of the peace, health, safety or convenience of the Town. If a referendum petition is not filed within the said seven (7) days, the votes of the Town Meeting shall then become operative.

(a) Referendum Petition – If, within said seven (7) days, a referendum petition signed by not less than three (3) percent of the voters certified by the Registrars of Voters containing their names and addresses is filed with the Board of Selectmen requesting that any question affirmative vote of Town Meeting be submitted to the voters in the form of a ballot question, such ballot question to be in the form required in (b) herein, to the voters, then the operation of the Town Meeting vote shall be further suspended pending its determination as provided below. The Board of Selectmen shall, within ten (10) days after the filing of such referendum petition, call a Special Election that shall be held within thirty (30) days or such longer period as may be required by law after issuing the call, for the purpose of presenting to the voters any such ballot question.

If, however, a regular or Special Election is to be held not more than sixty (60) days following the date the referendum petition is filed, the Board of Selectmen may provide that any such ballot question be presented to the voters at that Election.

(b) Form of Referendum Petition/Ballot Question - Each ballot question submitted shall appear at the top of each referendum petition and shall be presented in the following form which shall be placed on the official ballot: - "Shall the Town vote to approve the action of the representative Town Meeting whereby it was voted on (insert date of town meeting) to (insert complete language of the vote in the same form in which it was stated when presented by the Moderator to the Town Meeting, and as it appears in the records of the Clerk of the meeting)?"

The form of the referendum petition shall in conformance with this section.

The circulator(s) of the referendum petition may make additional copies of the petition form, but such copies must be an exact duplicate thereof. The petition form may not be altered in any way. No extraneous markings, such as underlines, highlighting, erasures, marking out or insertion of words, or other information, are allowed on any area of the petition form. Any such extraneous markings on, or alterations of the petition form, or copies of the petition form that are not exact duplicates, will result in the invalidation of all signatures contained on that petition form. Extraneous markings do not include signatures or addresses.

Each petition form shall include language informing voters that additional markings will disqualify the signatures on the petition form; that for their signature to be valid, they must be a registered voter of the Town of Reading; that their signature shall be written as they are registered; that they should not sign the petition more than once; and that if they are prevented by physical disability from writing, that they may authorize some person to write their name and residence in their presence. The back of each petition form where signature lines appear, shall include the following instruction: "ATTENTION VOTERS: Before signing, read signer information on the other side".

Upon request, the Town Clerk shall provide a Town referendum petition/ballot question form with the final article language voted at Town Meeting. The Town Clerk shall deliver A) 5 paper copies or B) an electronic version by email at the requestor's option. Provided forms shall be deemed compliant with form conformance requirements.

In computing time (days) following the dissolution of the Town Meeting, only days when the Town Hall is open for business shall be counted.

In addition to the certification of signatures on the petition form, the Board of Registrars of Voters shall examine the petition forms for extraneous markings, and determine whether they are exact copies;

or take any other action in respect thereto.

Board of Selectmen

Memo

To: Robert W. LeLacheur, Jr., Town Manager
From: George J. Zambouras, Town Engineer
Cc: Jane Kinsella, Jeffrey Zager
Date: February 10, 2014
Re: Compost Site - DPW Spoil Pile

As you are aware, the FY 2015 budget proposes funds for the removal of the spoil pile located at the compost site on Strout Avenue. This material was declared surplus under Article 9 of the April Town Meeting. The spoils are a product of excess materials resulting from years of Town projects and daily DPW operations. The material is a mixture of a variety of soils, boulders, concrete and some bituminous concrete. Other than its occasional use by DPW on projects after days of processing, in its present state the material is a burden to the Town rather than a value. Typically material of this nature is removed at a cost to a community comprised of equipment rentals and in some cases disposal costs. While an analysis has not been performed to determine how much material actually exists, as it is piled on top of an existing ledge formation making estimation impossible, a substantially large volume of material certainly exists.

Recently the Town has been approached by a contractor inquiring about the availability of the spoil pile. The company Aggregate Service & Supply, Inc. has proposed to remove up to 20,000 cubic yards of material at a cost of \$4998.00. Under the scope of his proposal they would process the material on site and haul the processed material off site utilizing trailer dump body trucks. To process the material a portable crusher would be set up on site. The company estimates the requested volume would be removed over a two (2) month period. Processing and hauling would occur only on weekdays during the hours of 7:00 AM to 5:00 PM. It is anticipated that up to 20 to 36 truck loads would be removed per day.

I have contacted three other firms to determine if there was any interest in furnishing the Town a quote for the fill. We have received the following responses:

- J. Marches & Sons Inc. - responded they have no interest in the fill
- Joseph P. Cardillo & Son, Inc. - responded they have no interest in the fill
- James T. Lynch Construction - still awaiting a reply

While this dollar amount is below bid limits, the IG indicated, through conversations with Jane Kinsella, that the Town should also examine the salvage value of the material with respect to the finished product. Jane and I have documented this value and have determined the costs the Town would incur to process the material on site or haul the material to a site for processing is greater than the value of the finished product, thereby meeting the IG's recommendations.

I have spoken to Glen Redmond, Building Inspector and he indicated that no permits with respect to zoning are required.

Wetlands border Strout Avenue and are adjacent the compost site however the spoil pile and the proposed operations will be outside the 100 foot buffer zone. Similar type of work occurs sporadically throughout the year during the daily operation of the site by DPW. However, if approved we will consult with Chuck Tirone, Conservation Administrator regarding instituting additional measures while this process occurs.

The one concern I have is while we believe the material is free of contaminants, the Town has not had the material tested. We have contacted the company and have indicated that any material removed from the site would need to be tested and certified clean by a licensed professional. As long as this certification is provided I would recommend the acceptance of the company's offer to remove the fill.

February 20, 2014

PETROLEUM GROUP LLC or CURRENT OCCUPANT
4 WEST ST
READING MA 01867-3765

Este é um aviso importante. Queira mandá-lo traduzir.
Este es un aviso importante. Sírvase mandarlo traducir.
Avis important. Veuillez traduire immédiatement.

Questa è un' informazione importante, si prega di tradurla.

ĐÂY LÀ MỘT BẢN THÔNG CÁO QUAN TRỌNG
XIN VUI LÒNG CHO DỊCH LẠI THÔNG CÁO ẤY

Это очень важное сообщение.
Пожалуйста, попросите чтобы
вам его перевели.

Dear Resident/Business Owner:

This is an important notice informing you **National Grid** will be performing replacement work of our gas mains and gas services in your neighborhood at **1 to 257 West ST.; 148 to 152 Oak ST.; 3 to 10 Wescroft RD.; 297 to 302 Woburn ST.; 206 Prescott ST.; 95 to 111 Howard ST.; 111 to 112 Scotland RD.; 6 Wentworth RD.; 1 to 4 Louanis DR.; 4 to 12 County RD.; 2 Border RD.; Reading, MA.** Our work has a tentative start time during the week of **February 24, 2014** with an approximate end date of **May 2, 2014**. Additionally, general posting in the area will provide the specific dates following our permitting process. Work will generally take place from **7:00 a.m. – 4:00 p.m., Monday to Friday. National Grid customers will have a scheduled time period for the transfer of services to the new main, where there will be a short interruption of gas service. For this process to be completed, our technicians will need access to the existing gas service and meter.** We apologize in advance for any inconvenience, but this project is part of our commitment to provide continuous improvements and keep the natural gas delivery system safe and reliable.

- National Grid and/or a qualified contractor will perform the work. A police detail is provided, if necessary. The road will be open to the public and parking may be limited. A construction foreman with appropriate identification will be on site to address your parking needs throughout the duration of the construction.
- Meters may need to be relocated to the outside of the home or business.
- There may be a lag between temporary and permanent restoration of the street and sidewalk, depending on weather and ground conditions.

If you have any questions about the project, please call **Susan Scarcella**, Manager, Community & Customer Management, at **(781) 907-1611**. For general inquiries, National Grid **Customer Service** can be reached 24/7 at **1-800-233-5325**.

Not a National Grid natural gas customer?

If you do not have a gas service to your home or are not currently using natural gas for heating, this is the easiest time to make the switch to clean, reliable natural gas. Please be aware that if your street is repaved it will be some years before National Grid has permission to reopen the street and/or sidewalk.

For more details about our many conversion incentives please call

1-877-696-4743 or visit our website <https://www1.nationalgridus.com/ConvertToNaturalGas>

Sincerely,

National Grid
Cc: Mayor/Town Manager/Town Administrator/DPW/S Scarcella

561



Deval L. Patrick, Governor
 Richard A. Davey, Secretary & CEO
 Frank DePaola, Administrator



November 5, 2013

2013 NOV 12 AM 11:43

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

Dear Mr. LeLacheur:

Enclosed with this letter are four originals of a Traffic Control Agreement for the Safety Improvement Project in the Town of Reading regarding West Street. This Agreement is required by the Federal Highway Administration in accordance with Title 23 USC, Sections 109(d) and 116. The purpose of this Agreement is to assure that the ways within and adjacent to the project will be operated and maintained by the municipality as planned. Failure on the part of any municipality to execute and fulfill the terms of the Agreement may cause disqualification from participation in future Safety Improvement Projects.

This Agreement has been discussed with the project design engineer and municipal representatives. The proper officials, including the town counsel, are required to sign all four originals of the Agreement and affix all attestations and seals.

It is requested that all pertinent traffic regulations be enacted. In the instance where existing municipal regulations are in conflict with the Agreement, action must be taken to bring them into compliance with the Agreement.

Please submit to this office the four signed originals of the Agreement and three signed, dated and executed originals of the regulation establishing the "Specific Provisions Section" as detailed in the Traffic Control Agreement. If any of the "Specific Provisions Section" is in effect, please provide a copy of the regulation. Upon completion please forward all required documents to: State Traffic Engineer, Room 7210, Ten Park Plaza, Boston, MA 02116, Attention: Joseph Amato, for processing.

If you have any questions regarding this matter, you can contact Joseph Amato of the Highway Safety Division at 857-368-9653.

Sincerely,

Neil E. Boudreau
 State Traffic Engineer

562

Memo

To: Robert W. LeLacheur, Jr., Town Manager
From: George J. Zambouras, Town Engineer
CC: Board of Selectman, Chief James W. Cornier
Date: February 19, 2014
Re: West Street Roadway Improvements - Traffic Control Agreement

Attached for the Selectman's review, acceptance and endorsement please find four copies of the Traffic Control Agreement (TCA) for the Safety Improvements planned under the West Street Improvement Project. As you are aware the project is constructed as a MassDOT project and is funded utilizing Federal Highway Administration funds. The acceptance and endorsement of the TCA is a requirement for projects funded by the Federal Highway Administration.

In summary the TCA is an agreement between the Town and MassDOT insuring that the Town will maintain all traffic control devices in accordance with the standards established under the Manual of Uniform Traffic Control Devices for Street and Highways (MUTCD). These standards include all regulatory or warning signs, traffic control signals, flashing beacons, traffic islands or other traffic control devices and all pavement markings. The TCA further requires that any driveway relocation or are in accordance with MassDOT Standards and any changes in traffic controls or traffic signals be approved by MassDOT prior to implementation.

We will be reviewing our existing traffic regulations to determine if any existing regulations conflict with the TCA and which of the project's listed control devices will require a future public hearing to enable enforcement of the devices by the Police Department.



MASSACHUSETTS DEPARTMENT OF TRANSPORTATION

TRAFFIC ENGINEERING

TRAFFIC CONTROL AGREEMENT

AGREEMENT BETWEEN THE
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION AND THE
TOWN OF READING

FEDERAL AID PROJECT NO. - (PENDING)

AGREEMENT NO. 79469

AGREEMENT, made this day of , 2013 by and between the Massachusetts Department of Transportation, hereinafter called "MASSDOT," and the TOWN of READING, hereinafter called the "TOWN," pursuant to the provisions of 23 U. S. C. §§ 109(d) & 116, and in accordance with the official standards of MASSDOT, which have been adopted in conformity with the provisions and recommendations of the Manual on Uniform Traffic Control Devices for Streets and Highways published by the Department of Transportation, Federal Highway Administration, hereinafter called "STANDARDS."

WHEREAS, MASSDOT and the TOWN have agreed that WEST STREET being in whole or in part a town way, has qualified to participate in the Federal Aid Program with the work being financed in part by the Federal Government; and

WHEREAS, the United States Government, through its Department of Transportation, Federal Highway Administration, requires that the project area upon completion will be operated and maintained in an adequate manner; and

WHEREAS, the TOWN approves the proposed plans for the improvements and upon completion of the project will be the responsibility of the TOWN.

NOW, THEREFORE, in consideration thereof, the TOWN hereby agrees to conform to the following provisions:

GENERAL PROVISIONS

- A. All information, regulatory or warning signs, all traffic control signals, flashing beacons, traffic islands or other traffic control devices and all pavement or other markings within the ways located in the project area shall be designed, located and operated in accordance with the STANDARDS of MASSDOT for such devices.

564

- B. The Police Department of the TOWN shall be the enforcement agency for traffic regulations established in accordance with this AGREEMENT and the traffic devices installed in connection therewith.
- C. Signed, dated and attested copies of amendments to the TOWN traffic rules and regulations necessary for the enforcement of any specific provisions will be forwarded forthwith by the TOWN to MASSDOT.

SPECIFIC PROVISIONS

A. STOP SIGNS To be installed in accordance with applicable permits filed or to be filed by the TOWN.

All Stopped at West Street:

Border Road	Louanis Drive	Archstone Circle (northerly access)
County Road	Countryside Lane	Wentworth Road
Oak Street	Lewis Street	Scotland Road
Howard Street (2 signs)	Prescott Street	Fremont Street
Edgemont Avenue	Palmer Hill Avenue	Arcadia Avenue
Longwood Road		

All Stopped at Willow Street:

Summer Avenue

B. NO LEFT TURN

West Street (NB) at Archstone Circle (northerly access)
 West Street (NB) at County Road

C. LEFT LANE, LEFT TURN ONLY; RIGHT LANE, RIGHT TURN ONLY

Willow Street (WB) approaching intersection at West Street

D. LEFT LANE MUST TURN LEFT

West Street (NB) approaching South Street/Archstone Circle (2 locations)
 West Street (SB) approaching South Street/Archstone Circle (2 locations)

E. RIGHT LANE MUST TURN RIGHT

West Street (NB) approaching Willow Street (2 locations)

F. KEEP RIGHT

Archstone Circle (southerly access) (median island)
 Woburn Street (WB) (median island) (2 signs)
 County Road (EB) (splitter island)

565

G. DO NOT ENTER

County Road (EB) (2 signs)
Archstone Circle (northerly access) (2 signs)

H. ONE WAY

County Road (EB)
Archstone Circle (northerly access)

I. SIDEWALK ENDS AHEAD CROSS HERE

West Street NB at crosswalk at Approx. Sta. 74+60

J. STOP HERE ON RED

West Street SB at Wescroft Road
West Street SB at Woburn Street

K. DO NOT BLOCK INTERSECTION

West Street NB at Prescott Street
Willow Street Approaching West Street at Summer Street

L. NO TURN ON RED

Wescroft Road to West Street (2 signs)
Woburn Street to West Street
West Street NB at Woburn Street
West St./Winslow Rd/King St. (4 signs)

M. BICYCLE DETECTION SIGN

West St./South St./Archstone Circle (4 signs)
Wescroft Road at West Street
West Street NB at Woburn Street
Woburn Street (median island) at West Street
West St./Winslow Rd/King St. (4 signs)
West Street NB at Willow Street
Willow Street at West Street
West Street SB at Willow Street
Woburn St./Summer Ave. (4 signs)

N. NO PARKING ANY TIME

Woburn Street (WB) approach to Summer Avenue
Woburn Street (WB) departure from Summer Avenue

O. NO PARKING HERE TO CORNER

Woburn Street (EB) approach to Summer Avenue
Woburn Street (EB) departure from Summer Avenue
Summer Avenue (NB) approach to Woburn Street
Summer Avenue (SB) approach to Woburn Street

ACCESS AND EGRESS

Within the limits of the Federal Aid Project, neither additional driveways (residential or commercial) nor relocation or alteration of existing driveways shall be permitted unless they are in conformance with MASSDOT STANDARDS.

TRAFFIC CONTROL SIGNALS

- A. Traffic Control Signals shall be operated in strict accordance with the requirements of the applicable permit.
- B. Changes in the operation of the traffic control signals located in the Federal Aid Project area are not to be made without the express prior written approval of MASSDOT.
- C. Traffic Control Signals, the operation of which is pertinent to the Federal Aid Project area covered by this AGREEMENT, will be installed to control traffic as shown on the plans for this Federal Aid Project. All power charges for the operation of the installation will be the responsibility of the TOWN as well as charges for maintenance and control. The traffic control signals listed below will be under the ownership and control of the TOWN.

West Street at Archstone Circle/South Street
West Street at Woburn Street/Westcroft Road
West Street at Winslow Road/King Street
West Street at Willow Street
Woburn Street at Summer Avenue

MISCELLANEOUS

Traffic Controls or regulations on ways or parts thereof within the Federal Aid Project are to remain in force and effect until proposed future changes have been approved in writing by MASSDOT.

MASSDOT will not approve any future proposed traffic control changes within the Federal Aid Project, which will in the opinion of MASSDOT, lessen to any degree the efficient utilization of the highway for traffic purposes.

MAINTENANCE

The TOWN, pursuant to the provisions of 23 U.S.C. §§ 109(d) & 116, shall properly maintain the way and all traffic signs and pavement markings under the control of the TOWN within the project area.

PENALTY

Continued and willful failure on the part of the TOWN to fulfill its responsibility in the proper maintenance, operation, and enforcement of the traffic regulations of the completed project may disqualify the TOWN from participation in future Federal Aid Projects in which the TOWN has maintenance responsibility, as provided in Title 23 USC.

Such failure shall result in the withholding or withdrawal of the unexpended balance of any funds assigned to the TOWN, under the provisions of MASS. GEN. LAWS ch. 90, § 34.

IN WITNESS WHEREOF, the Parties hereto have executed this AGREEMENT on the day and year first written.

TOWN OF READING

**MASSACHUSETTS DEPARTMENT OF
TRANSPORTATION**

TOWN ADMINISTRATOR

HIGHWAY ADMINISTRATOR

LEGAL CERTIFICATION

This will certify that the TOWN has complied with all applicable State Laws and its By-Laws and Ordinances as they apply to this AGREEMENT and that this AGREEMENT is a valid, binding Agreement with the TOWN.

DATE

TOWN COUNSEL

568

CERTIFICATE OF SIGNATORY

This will certify that the below named individuals are duly authorized and empowered to execute and deliver this AGREEMENT on behalf of the TOWN of READING.

NAME _____ **TITLE** CHAIRPERSON, SELECTMEN

_____ VICE CHAIRPERSON, SELECTMEN

_____ SELECTMEN

_____ SELECTMEN

_____ CLERK, SELECTMEN

ATTEST

DATE _____

NAME LAURA A GEMME

TOWN CLERK

569

Memo

To: Robert W. LeLacheur, Jr., Town Manager
From: George J. Zambouras, Town Engineer
CC: Board of Selectman
Date: February 20, 2014
Re: Easement Discontinuance – 63 Whittier Road

In review of the request to discontinue a portion of the sewer/drain easement, at 63 Whittier Road, the Engineering Division has had several discussions with the applicant, their architect and surveyor. In our discussions we indicated while similar easement discontinuances do occasionally occur, they should be avoided whenever possible. We also indicated that our primary concern is the ability for the Town to provide adequate room for maintenance and replacement of our utilities. In the case of the easement in question only a sewer line exists.

While the proposed house configuration does intrude into the easement by a couple of feet and will require the abandonment of a portion of the easement, the remaining easement area does leave sufficient room for the Town to perform the proper maintenance or replacement of the sewer main. While the conditions I placed upon the dwellings construction (refer to memo from Town Engineer to Building inspector dated January 14, 2014) I believe the construction of the new house should have been designed to fit within the existing available building footprint of the parcel.

During our discussion which started in November we have seen numerous plans which are identified below:

- The "Existing Condition Plan" dated June 12, 2013. This plan depicts the current parcel, dwelling and easement. As indicated on the plan the existing dwelling currently intrudes into the easement by a few feet.
- Two versions of the "Plot plan for Proposed House" dated October 15, 2013 were furnished. The first version identified a slight intrusion of the new house into the easement. This plan was submitted with the applicant's submission to ZBA. This plan was also forwarded to Engineering at which time we indicated we could not sign off on the building permit application due to the intrusion of the dwelling into the easement.
- The second version of the "Plot plan for Proposed House" dated October 15, 2013, with a revision date of January 9, 2014 was furnished to Engineering in conjunction with the building permit application. This plan reflected a revised dwelling footprint which placed the new

dwelling outside of the easement. As this revised house layout would not intrude into the easement, no revision to the easement would be necessary. Engineering approved this plan, with conditions (refer to memo from Town Engineer to Building inspector dated January 14, 2014), as the applicant's builder indicated that it is still possible that the owner would seek a discontinuance of the easement and revert back to the original house design.

- The final plan entitled "Easement Adjustment Plan" dated November 25, 2013 was furnished to the Town following the decision by the owner to construct the original house design which requires a discontinuance of a portion of the easement.

OWNER OF RECORD

JOSEPH & MAIRE FELD
BOOK 11759 PAGE 86 M.S.R.D.

ZONING DISTRICT

TAX MAP 33 PARCEL 122
RESIDENCE S1S

PLAN REFERENCES

PLAN # 141 OF 1941
TOWN OF READING PLAN # 500-M-095

I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN
ACTUAL INSTRUMENT SURVEY.



10-15-13
DATE

EDWARD J. FARRELL P.L.S.

EXISTING LOT COVERAGE=12%

**EXISTING CONDITIONS
PLOT PLAN**

**63 WHITTIER ROAD
READING, MASS.**

SCALE: 1" = 20' JUNE 12, 2013

Prepared By

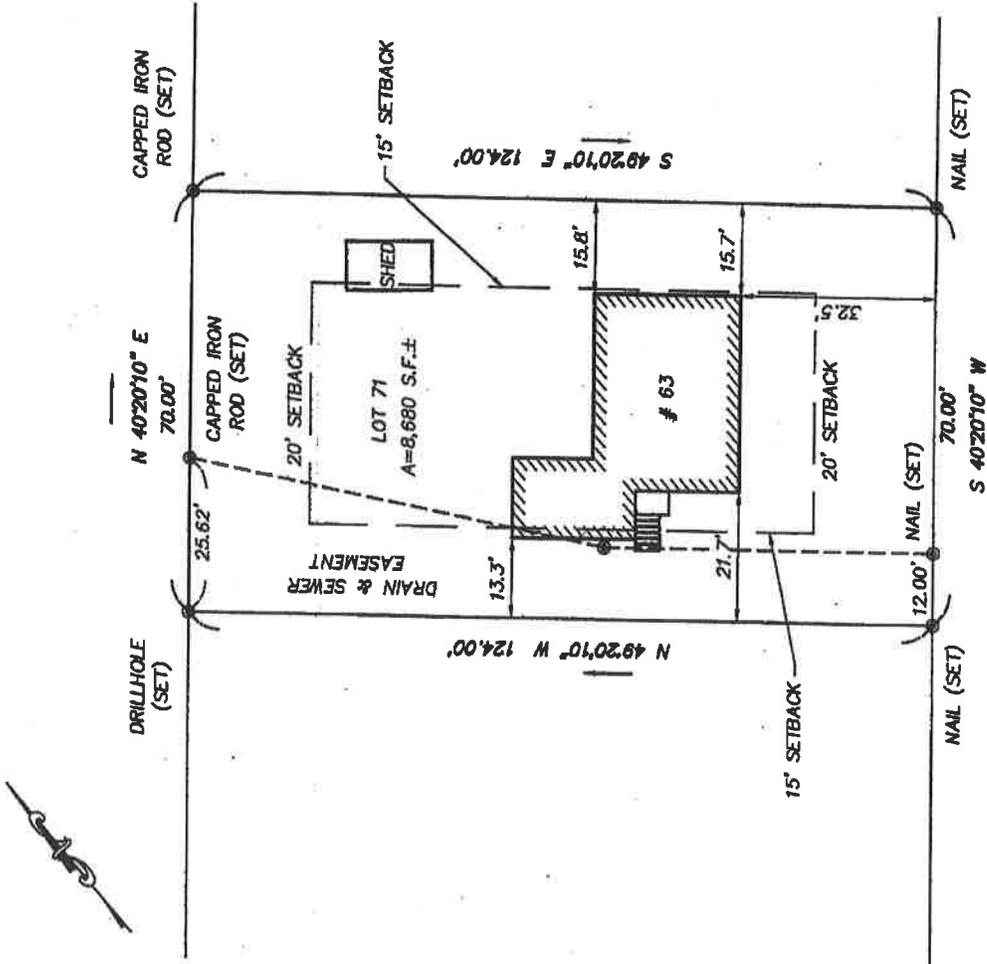
EDWARD J. FARRELL

PROFESSIONAL LAND SURVEYOR

110 WINN STREET ~ SUITE 203 ~ WOBURN, MA.

(781)-933-9012

WHITTIER ROAD



OWNER OF RECORD

JOSEPH & MARIE FELD
BOOK 11759 PAGE 86 M.S.R.D.

ZONING DISTRICT

TAX MAP 33 PARCEL 122
RESIDENCE S15

PLAN REFERENCES

PLAN # 141 OF 1941
TOWN OF READING PLAN # 500-M-095

I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN
ACTUAL INSTRUMENT SURVEY



[Handwritten Signature]
EDWARD J. FARRELL P.L.S.

10-15-13
DATE

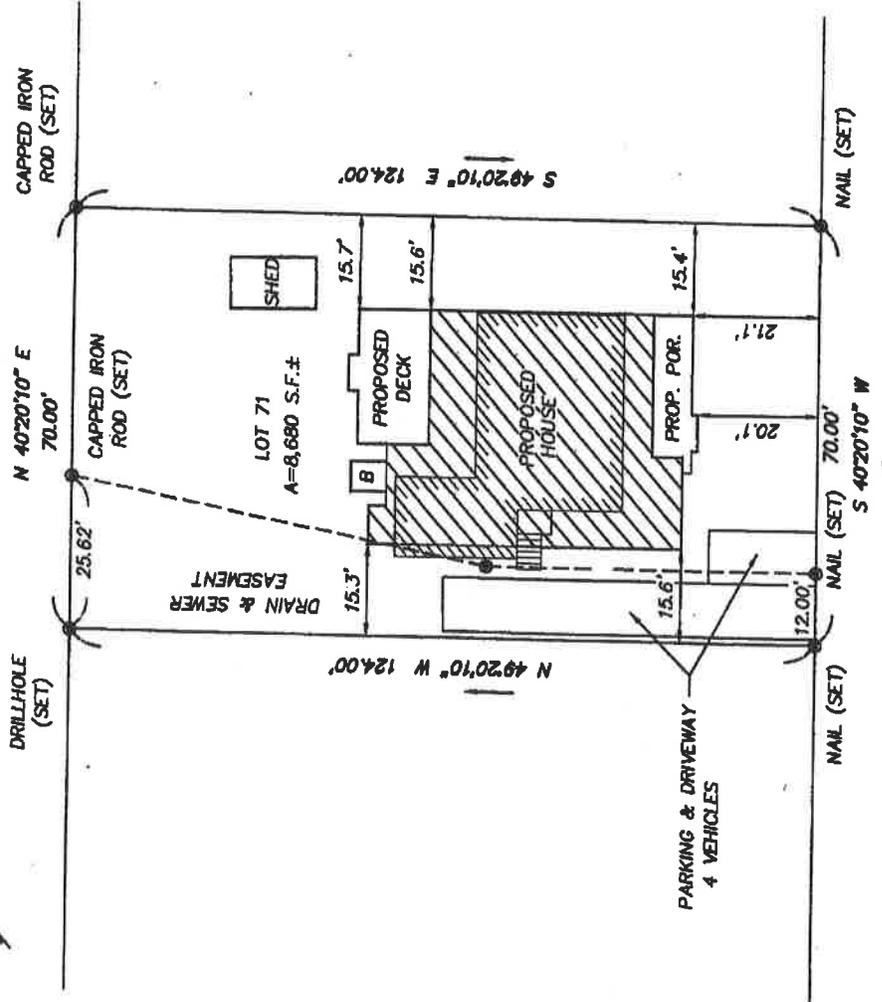
PROPOSED LOT COVERAGE=24%

**PLOT PLAN FOR
PROPOSED HOUSE
63 WHITTIER ROAD
READING, MASS.**

SCALE: 1" = 20' OCTOBER 15, 2013

Prepared By

EDWARD J. FARRELL
PROFESSIONAL LAND SURVEYOR
110 WINN STREET ~ SUITE 203 ~ WOBURN, MA.
(781)-933-9012



WHITTIER ROAD

OWNER OF RECORD

JOSEPH & MARIE FIELD
BOOK 11759 PAGE 86 M.S.R.D.

ZONING DISTRICT

TAX MAP 33 PARCEL 122
RESIDENCE S15

PLAN REFERENCES

PLAN # 141 OF 1941
TOWN OF READING PLAN # 500-M-095

I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN
ACTUAL INSTRUMENT SUBMITTED TO THE REGISTER



[Signature]
EDWARD J. FARRELL P.L.S.
DATE 1-9-14

PROPOSED LOT COVERAGE=24%

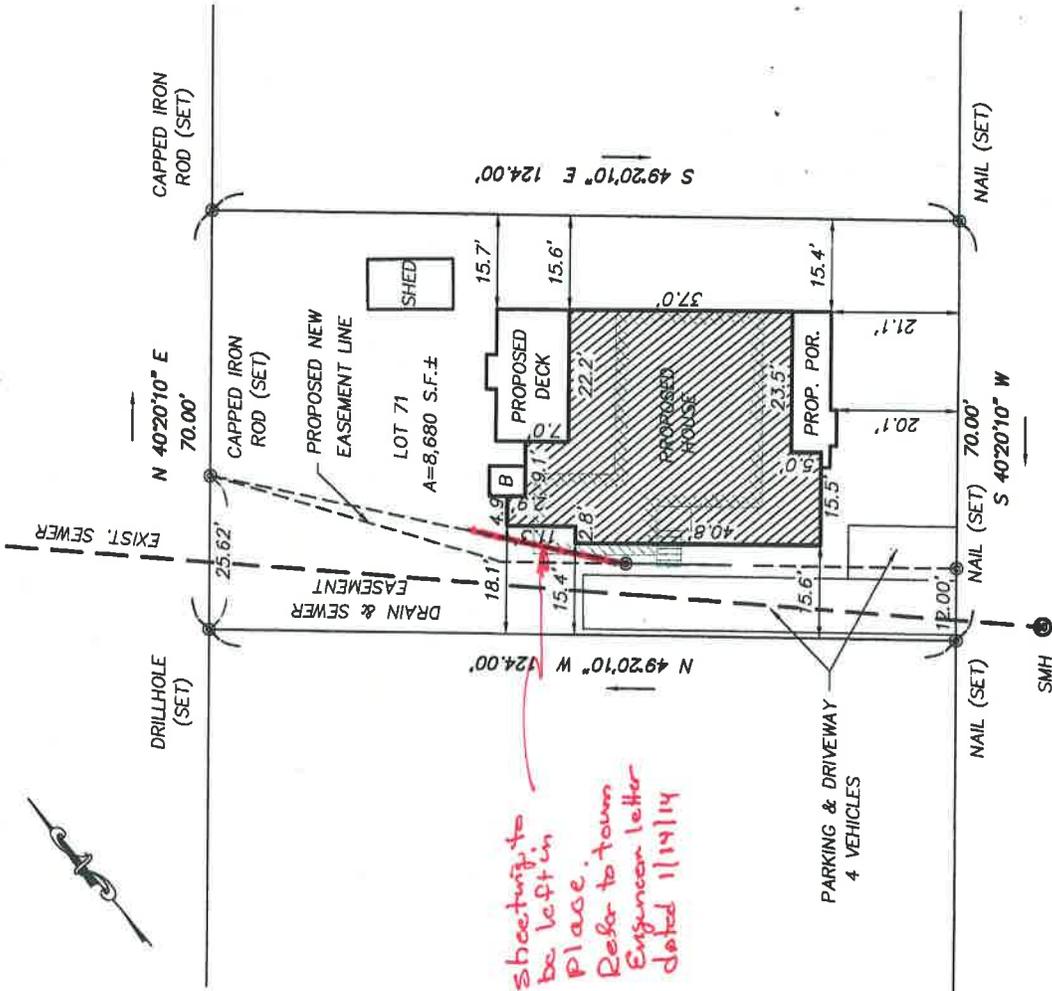
REVISED: DECEMBER 23, 2013
REVISED: JANUARY 9, 2014

**PLOT PLAN FOR
PROPOSED HOUSE
63 WHITTIER ROAD
READING, MASS.**

SCALE: 1" = 20' OCTOBER 15, 2013

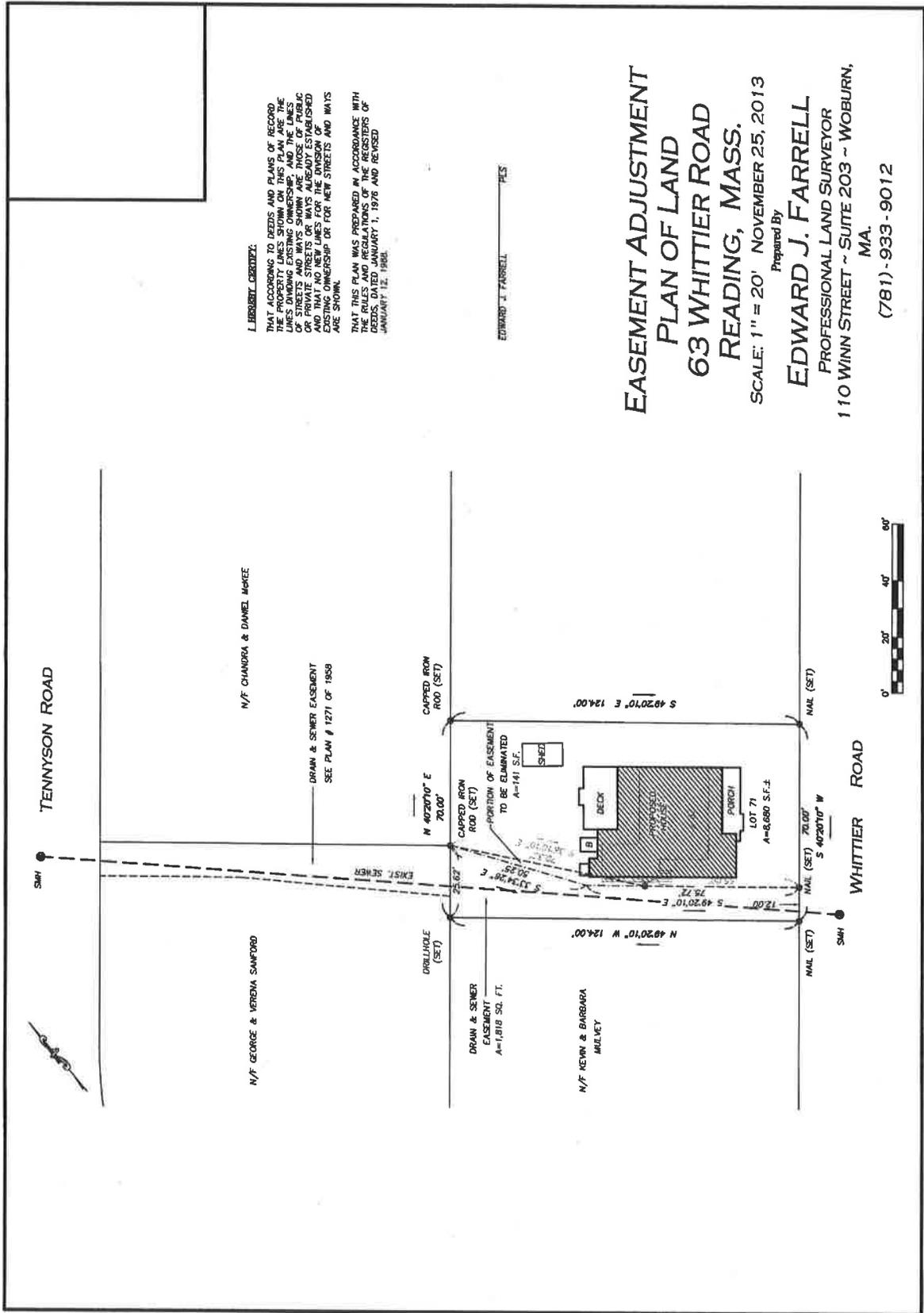
Prepared By

EDWARD J. FARRELL
PROFESSIONAL LAND SURVEYOR
110 WINN STREET ~ SUITE 203 ~ WOBURN, MA.
(781)-933-9012



WHITTIER ROAD

505



LIBERTY CREDIT:
 THAT ACCORDING TO DEEDS AND PLANS OF RECORD THE PROPERTY LINES SHOWN ON THIS PLAN ARE THE PROPERTY LINES SHOWN ON THE RECORDS OF THE DIVISION OF RECORDS AND MAPS OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW LINES FOR THE DIVISION OF LAND OR INTERESTS OR FOR NEW STREETS AND WAYS ARE SHOWN.

THAT THIS PLAN WAS PREPARED IN ACCORDANCE WITH THE REQUIREMENTS OF THE RECORDS OF DEEDS, DATED JANUARY 1, 1976 AND REVISED JANUARY 12, 1988.

EDWARD J. FARRELL
 PLS

EASEMENT ADJUSTMENT PLAN OF LAND 63 WHITTIER ROAD READING, MASS.

SCALE: 1" = 20' NOVEMBER 25, 2013
 Prepared By

EDWARD J. FARRELL
 PROFESSIONAL LAND SURVEYOR
 110 WINN STREET ~ SUITE 203 ~ WOBURN,
 MA.

(781)-933-9012



506

Memo

To: Glen Redmond, Commissioner of Buildings
From: George J. Zambouras, Town Engineer
Date: January 14, 2014
Re: 63 Whittier Road – Sewer Easement \ Building Permit Requirements

Based on the revised building permit plot plan dated October 15, 2013 with revisions to January 9, 2014 the proposed building footprint has been altered to avoid the existing sewer easement.

Note: While this is the current intent it is still possible the owner may request an alteration to the sewer easement. If the alteration of the easement is deemed necessary the owner would need to notify the Town prior to the close of the annual town meeting warrant on February 25, 2014.

As a condition of approving the proposed building permit the Engineering Division is requiring the following condition:

- At any location where the building foundation or footing is to be located 5 feet or less from the edge existing sewer pipe, steel sheeting shall be installed and left in place. Such sheeting shall be installed to an elevation of 1 foot above the buildings footing and 4 feet below the elevation of the sewer main invert.
- The Engineering Division shall be notified to inspect the installation of the sheeting and the buildings footing.
- An elevation plan shall be furnished to the Town Engineer indicated the proposed elevation and location of the proposed foundation and its relationship to the existing sewer pipe.

OWNER OF RECORD

JOSEPH & MARIE FIELD
BOOK 11759 PAGE 86 M.S.R.D.

ZONING DISTRICT

TAX MAP 33 PARCEL 122
RESIDENCE S15

PLAN REFERENCES

PLAN # 141 OF 1941
TOWN OF READING PLAN # 500-M-095

I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN
ACTUAL INSTRUMENT SURVEY



[Signature]
EDWARD J. FARRELL P.L.S.
DATE 1-9-14

PROPOSED LOT COVERAGE=24%

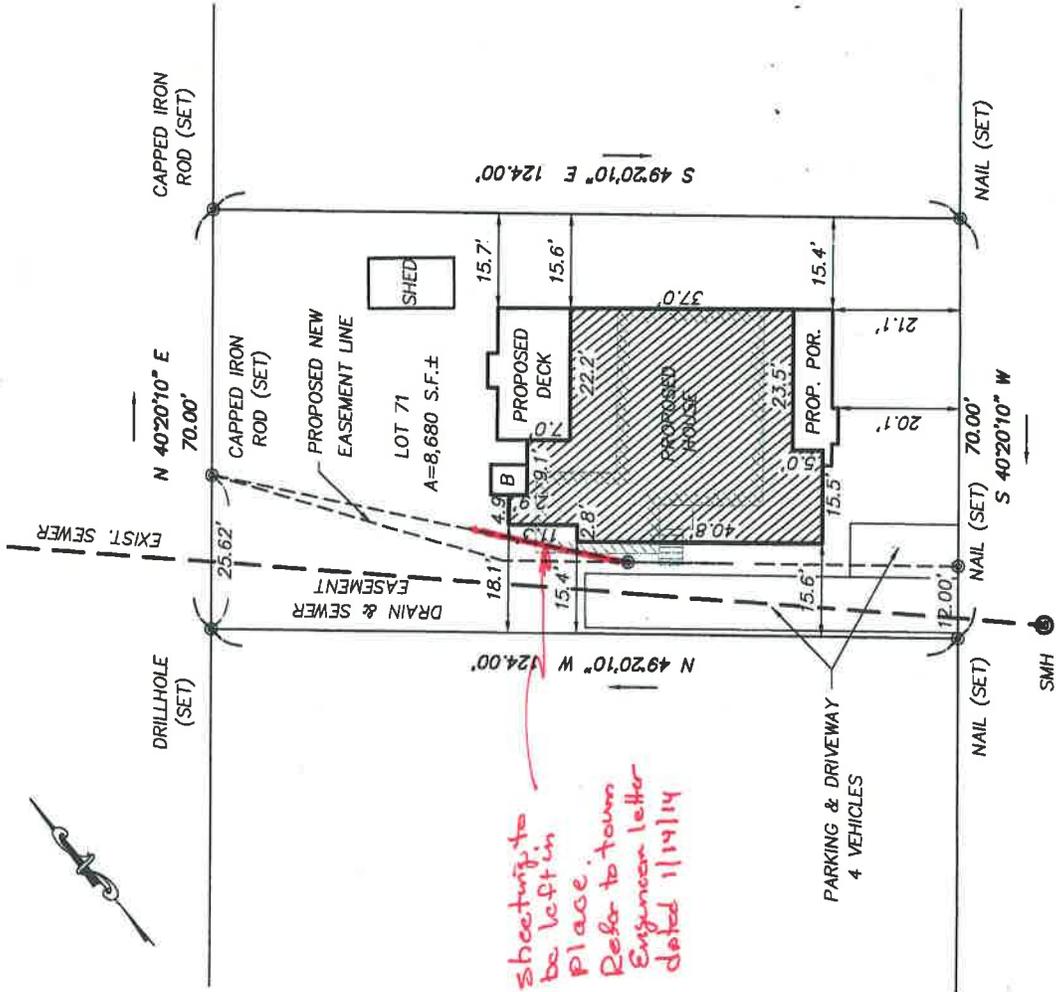
REVISED: DECEMBER 23, 2013
REVISED: JANUARY 9, 2014

**PLOT PLAN FOR
PROPOSED HOUSE
63 WHITTIER ROAD
READING, MASS.**

SCALE: 1" = 20' OCTOBER 15, 2013

Prepared by

EDWARD J. FARRELL
PROFESSIONAL LAND SURVEYOR
110 WINN STREET ~ SUITE 203 ~ WOBURN, MA.
(781)-933-9012



Sheeting to be left in place. Refer to town Engineer letter dated 1/14/14

DRAFT 2014 Annual Town Meeting
Monday April 28, 2014
WARRANT OUTLINE REVISED 02/20/2014

<u>Art.</u> <u>#</u>	<u>Article Description</u>	<u>Sponsor</u>	<u>Mover/</u> <u>Comment</u>	<u>Moderator</u> <u>Notes</u>
1	Election			April 1, 2014
2	Reports	Board of Selectmen	<ul style="list-style-type: none"> ◆ Board of Selectmen Chair “State of the Town” report – BOS Chair ◆ Zoning Advisory Committee Update – ◆ Charter Committee Update – Town Moderator ◆ Motion to Table – BOS member 	
3	Instructions	Board of Selectmen	◆ Motion to Table – BOS member	
4	Amend the Capital Improvement Program FY 2014-FY 2023	Board of Selectmen	<ul style="list-style-type: none"> ◆ Motion – BOS member ◆ Presentation – Bob LeLacheur ◆ FINCOM report – FINCOM member 	
5	Amend the FY 2014 Budget	Petition	<ul style="list-style-type: none"> ◆ Motion – ◆ Presentation – Petitioners ◆ FINCOM report – FINCOM member 	
6	Amend the FY 2014 Budget	FINCOM	<ul style="list-style-type: none"> ◆ Motion – FINCOM member ◆ Presentation – Bob LeLacheur ◆ FINCOM report – FINCOM member 	

DRAFT 2014 Annual Town Meeting

Monday April 28, 2014

WARRANT OUTLINE REVISED 02/20/2014

7	Additional funding - Smart Growth Stabilization Fund	Board of Selectmen	<ul style="list-style-type: none">◆ Motion – BOS member◆ Presentation – Sharon Angstrom◆ FINCOM report - FINCOM member	
8	Fund OPEB Trust	Board of Selectmen	<ul style="list-style-type: none">◆ Motion – BOS member◆ Presentation – Sharon Angstrom◆ FINCOM report – FINCOM member	
9	Authorize Debt – allow MWRA Water loans	Board of Selectmen	<ul style="list-style-type: none">◆ Motion – BOS member◆ Presentation – Bob LeLacheur◆ FINCOM report – FINCOM member	
10	Authorize Debt – West Street project for MWRA billing	Board of Selectmen	<ul style="list-style-type: none">◆ Motion – BOS member◆ Presentation – Bob LeLacheur◆ FINCOM report – FINCOM member	
11	Accept Water Easement – Belmont Street (already recorded drainage & sewer easement)	Board of Selectmen	<ul style="list-style-type: none">◆ Motion – BOS member◆ Presentation – George Zambouras	

DRAFT 2014 Annual Town Meeting
Monday April 28, 2014
WARRANT OUTLINE REVISED 02/20/2014

12	Accept Sewer Easement – Whittier Road	Board of Selectmen	<ul style="list-style-type: none"> ◆ Motion – BOS member ◆ Presentation – George Zambouras 	
13	Approve FY 2015 – 2024 Capital Improvements program	Board of Selectmen	<ul style="list-style-type: none"> ◆ Motion – BOS member ◆ Presentation – Bob LeLacheur ◆ FINCOM report – FINCOM member 	
14	Adopt FY 2015 Budget	FINCOM	<ul style="list-style-type: none"> ◆ Motion – Barry Berman ◆ Presentation – Bob LeLacheur, Dr. John Doherty and Mary DeLai ◆ FINCOM report – Barry Berman 	2/3 vote for some sections – and therefore for the entirety
15	Approve Affordable Housing Trust Fund Allocation Plan	Board of Selectmen	<ul style="list-style-type: none"> ◆ Motion – John Arena ◆ Presentation – Jean Delios ◆ FINCOM report – Barry Berman 	
16	Approve Revolving Funds	Board of Selectmen	<ul style="list-style-type: none"> ◆ Motion – John Arena ◆ Presentation – Bob LeLacheur ◆ FINCOM report – Barry Berman 	
17	Authorize FY 2015 Chapter 90 Expenditures	Board of Selectmen	<ul style="list-style-type: none"> ◆ Motion – John Arena ◆ Presentation – George Zambouras ◆ FINCOM report – Barry Berman 	

DRAFT 2014 Annual Town Meeting
Monday April 28, 2014
WARRANT OUTLINE REVISED 02/20/2014

18	Remove Town Meeting members pursuant to Section 2.6 of the Reading Home Rule Charter	Board of Selectmen	<ul style="list-style-type: none"> ◆ Motion - ◆ Presentation – Precinct Chairs 	

524

Sheets	Office	Term	First Name	MI	Last Name	Gen	Incumbent	Number	Street	Unit	Date Out	Signature	Date Returned	Certified By
3	Board of Selectmen	3	Kevin	M	Sexton	No	No	20	Emerson Street		12/18/2013	On File	12/18/2013	Julie
4	Board of Selectmen	3	John	R	Halsey	No	No	75	Beaver Road		12/18/2013	On File	1/22/2014	Marie
3	Moderator	1	Alan	E	Foulds	Yes	Yes	9	Idle Street		12/18/2013	On File	1/16/2014	Julie
3	Board of Library Trustees	3	Victoria	V	Yablonsky	Yes	Yes	93	Grand Street		12/23/2013	On File	2/12/2014	Marie
3	Reading Municipal Light Board	3	Thomas	B	O'Rourke	No	No	50	Chequessett Road		12/23/2013	On File	2/11/2012	Marie
3	School Committee	3	Philp	N	Vaccaro	No	No	12	Latham Lane		12/23/2013	On File	1/21/2014	Julie
3	Board of Library Trustees	3	David	P	Hutchinson	Yes	Yes	41	Harvard Street		12/24/2013	On File	2/13/2014	Julie
3	School Committee	3	Jeanne	M	Borawski	No	No	3	Deer Path Lane		12/30/2013	On File	1/13/2014	Heather
3	Reading Municipal Light Board	1	Robert	H	Soli	Yes	Yes	19	James Road		12/30/2013	On File	2/10/2014	Julie
3	School Committee	1	Scott	L	Davarich	No	No	8	Twin Oaks Road		1/2/2014	On File		
3	Board of Selectmen	3	Jeffrey	W	Struble	No	No	4	Tower Road		1/7/2014	On File		
3	Board of Library Trustees	2	John	E	Brzezinski	No	No	60	Terrace Park		1/7/2014	On File	2/6/2014	Julie
3	School Committee	3	Nicholas	J	Face	No	No	26	Glenmere Circle		1/9/2014	On File		
3	School Committee	3	Linda	Snow	Dockser	No	No	110	Beaver Road		1/23/2014	On File	2/3/2014	Julie
3	School Committee	1	Nicholas	J	Face	No	No	26	Glenmere Circle		1/30/2014	On File	2/13/2014	Julie
3	School Committee	1	Elaine	L	Webb	No	No	309	Pearl Street		2/4/2014	On File	2/11/2014	Joan

525

Sheets	Office	Term	First Name	MI	Last Name	Gen	Incumbent	Number	Street	Unit	Date Out	Signature	Date Returned	Certified By
1	TMM	3	Nancy	A	Docktor		Yes	371	Pearl Street		12/18/2013	On File	1/13/2014	Julie
1	TMM	3	Ronald	Thomas	Okeefe		Yes	44	Batchelder Road		12/31/2013	On File		
1	TMM	3	Carol Anne		Hepner		No	427	Pearl Street		1/15/2014	On File	2/18/2014	Julie
1	TMM	3	Linda	Snow	Dockser		No	110	Beaver Road		1/28/2014	On File	2/3/2014	Julie
1	TMM	3	John	R	Halsey		Yes	75	Beaver Road		2/3/2014	On File	2/12/2014	Julie
1	TMM	3	David	Francis	Lee	Jr	Yes	55	Beaver Road		2/3/2014	On File	2/13/2014	Julie
1	TMM	3	Elaine	L	Webb		No	309	Pearl Street		2/4/2014	On File	2/11/2014	Marie
1	TMM	3	Peter	L	Lydecker		No	7	Beaver Road		2/10/2014	On File	2/11/2014	Julie
1	TMM	3	Barbara	S	Smith		No	1145	Main Street		2/10/2014	On File	2/18/2014	Julie
1	TMM	3	Sheila	M	Clarke		Yes	536	Haverhill Street		2/10/2014	On File	2/18/2014	Julie
1	TMM	3	Douglass	E	Webb		No	309	Pearl Street		2/13/2014	On File	2/18/2014	Karen

566

Sheets	Office	Term	First Name	MI	Last Name	Gen	Incumbent	Number	Street	Unit	Date Out	Signature	Date Returned	Certified By
1	TMM	3	Karen		Burke		No	33	Chequessett Road		12/18/2013	On File	12/23/2013	Marie
1	TMM	3	Francis		Burke		No	33	Chequessett Road		12/19/2013	On File	1/22/2014	Marie
1	TMM	2	Amanda	L	Foulds		Yes	9	Ide Street		1/29/2014	On File	2/18/2014	Julie
1	TMM	3	Susan	D	Taylor		No	76	Pearl Street		1/30/2014	On File	2/18/2014	Karen
1	TMM	3	Anthony	V	Bastiani		No	27	Chequessett Road		2/3/2014	On File		
1	TMM	1	George	A	Snow		Yes	237	Salem Street	2	2/12/2014	On File	2/18/2014	Karen
1	TMM	3	Elise	M	Ciregna		No	48	Pearl Street		2/13/2014	On File	2/18/2014	Karen

587

Sheets	Office	Term	First Name	MI	Last Name	Gen	Incumbent	Number	Street	Unit	Date Out	Signature	Date Returned	Certified By
1	TMM	3	Brian	C	Snell		Yes	99	Walnut Street		1/15/2014	On File	2/6/2014	Julie
1	TMM	3	John	D	Breslin		Yes	99	Curtis Street		2/4/2014	On File	2/10/2014	Marie
1	TMM	3	David	B	Tuttle		Yes	27	Heather Drive		2/11/2014	On File		
1	TMM	3	Steven	G	Oston		Yes	66	Sturges Road		2/11/2014	On File	2/18/2014	Karen

825

Sheets	Office	Term	First Name	MI	Last Name	Gen	Incumbent	Number	Street	Unit	Date Out	Signature	Date Returned	Certified By
1	TMM	3	Mary Ellen		O'Neill		Yes	125	Summer Avenue		1/13/2014	On File	2/12/2014	Marie
1	TMM	3	Ben		Tafoya		Yes	40	Oak Street		1/14/2014	On File		
1	TMM	3	David		Mancuso		Yes	129	Howard Street		1/22/2014	On File	2/18/2014	Julie
1	TMM	3	Harry	M	Simmons		Yes	17	Pine Ridge Road		1/27/2014	On File	2/3/2014	Julie
1	TMM	3	Cameron	P	Cieslak		No	195	West Street		1/27/2014	On File	2/18/2014	Joan
1	TMM	3	Richard	E	McDonald		Yes	80	Red Gate Lane		1/28/2014	On File	2/11/2014	Julie
1	TMM	3	Chuck		Robinson		Yes	81	Prospect Street		2/3/2014	On File	2/18/2014	Julie
1	TMM	3	Lynne	H	Cameron		Yes	39	Ellis Avenue		2/3/2014	On File	2/10/2014	Marie
1	TMM	3	Ralph	L	Vinciguerra		Yes	98	Pine Ridge Road		2/6/2014	On File	2/18/2014	Julie

529

Sheets	Office	Term	First Name	MI	Last Name	Gen	Incumbent	Number	Street	Unit	Date Out	Signature	Date Returned	Certified By
1	TMM	3	Marie	B	Ferrari		Yes	20	Crosby Road		12/30/2013	On File	2/18/2014	Karen
1	TMM	3	Erin		Calvo-Bucci		Yes	494	Main Street		1/6/2014	On File	2/18/2014	Karen
1	TMM	3	Gina		Snyder		Yes	11	Jadem Terrace		1/8/2014	On File	2/6/2014	Julie
1	TMM	3	Angela	F	Binda		Yes	10	Orchard Park Drive		1/23/2014	On File	2/18/2014	Karen
1	TMM	3	Dianne	P	Kennedy		No	15	Temple Street		1/28/2014	On File	2/12/2014	Marie
1	TMM	3	Anne	D J	Landry		No	15	Center Avenue		2/4/2014	On File	2/18/2014	Karen
1	TMM	3	David	A	Talbot		Yes	75	Linden Street		2/6/2014	On File	2/18/2014	Julie
1	TMM	3	Kenneth	E	Young		Yes	48	Mt Vernon Street		2/12/2014	On File		
1	TMM	3	Eleanor	K	Higgott		Yes	18	Buckingham Drive		2/13/2014	On File	2/18/2014	Julie
1	TMM	3	Gina	M	DiRocco		No	33	Knollwood Road		2/18/2014	On File	2/18/2014	Julie

5d10

Sheets	Office	Term	First Name	MI	Last Name	Gen	Incumbent	Number	Street	Unit	Date Out	Signature	Date Returned	Certified By
1	TMM	3	Michael		Smith		Yes	401	Lowell Street		12/18/2013	On File	2/18/2014	Karen
1	TMM	3	Dianna	M	Kaine		Yes	10	Laneton Way		1/23/2014	On File	2/18/2014	Julie
1	TMM	3	Jeffrey	M	Hansen		No	24	Vale Road		1/27/2014	On File		

5011

Sheets	Office	Term	First Name	MI	Last Name	Gen	Incumbent	Number	Street	Unit	Date Out	Signature	Date Returned	Certified By
1	TMM	3	Carl		Anderson		Yes	74	Whittier Road		12/23/2013	On File	12/30/2013	Marie
1	TMM	3	Karl		Weld		Yes	60	Highland Street		12/31/2013	On File	2/18/2014	Julie
1	TMM	3	Carolyn		Whiting		Yes	17	Chestnut Road		1/7/2014	On File	2/12/2014	Julie
1	TMM	3	Charles	Donnelly	Moran		Yes	32	Vale Road		1/27/2014	On File	2/18/2014	Karen
1	TMM	3	John	C	Weston	II	No	10	Wmthrop Avenue		1/27/2014	On File		
1	TMM	3	Frances	C	Sansalone		Yes	72	Wmthrop Avenue		1/30/2014	On File	2/3/2014	Julie
1	TMM	3	Linda	M	Phillips		Yes	42	Willow Street		2/6/2014	On File	2/10/2014	Marie
1	TMM	3	Susan	A	Churchill		No	83	Highland Street		2/11/2014	On File	2/18/2014	Julie
1	TMM	3	Norman	F	Kozlowski		Yes	16	Weston Road		2/11/2014	On File	2/13/2014	Julie

5212

Sheets	Office	Term	First Name	MI	Last Name	Gen	Incumbent	Number	Street	Unit	Date Out	Signature	Date Returned	Certified By
1	TMM	3	Kathleen		Golini		Yes	62	Martin Road		1/7/2014	On File	2/18/2014	Karen
1	TMM	3	James	F	Lordan	Jr	Yes	26	Fairchild Drive		1/13/2014	On File	2/18/2014	Karen
1	TMM	3	Donald	J	Golini		Yes	62	Martin Road		1/21/2014	On File	2/18/2014	Karen
1	TMM	3	Daniel	W	Ross		No	13	Baldwin Lane		1/29/2014	On File	2/13/2014	Julie
1	TMM	3	Patricia	Jean	Lloyd		Yes	388	Franklin Street		2/4/2014	On File	2/18/2014	Karen
1	TMM	3	Ramesh	N	Patel		No	2	Elderberry Lane	207	2/4/2014	On File	2/10/2014	Julie
1	TMM	3	Bruce	A	Mackenzie		Yes	102	Sanborn Lane		2/11/2014	On File	2/18/2014	Karen
1	TMM	3	Craig	D	Merry		No	187	Sanborn Lane		2/11/2013	On File	2/13/2014	Julie
1	TMM	3	William		Finch		Yes	51	Mill Street		2/11/2014	On File	2/18/2014	Julie

5213



Town of Reading
16 Lowell Street
Reading, MA 01867-2683

JEAN DELIOS
Assistant Town Manager,
Community Services
Phone: (781) 942-6612
Fax: (781) 942-9071
jdelios@ci.reading.ma.us

MEMORANDUM

To: Robert W. LeLacheur, Jr., Town Manager
From: Jean Delios, Assistant Town Manager, Community Services
Date: February 18, 2014
Re: Board of Selectmen Meeting – February 25, 2014

The Agenda for the 2/25/14 Board of Selectmen meeting includes Community Service items as follows:

- **Regional Housing Services Agreement** – this is a request to approve a Regional Housing Services Inter-Municipal Agreement (IMA) between the Town of Reading and three other communities (N. Reading, Saugus, and Wilmington). The IMA outlines a regional agreement to share a housing services staff person to actively monitor existing affordable housing and to proactively create a central repository for ready buyers and renters, for the four communities. The shared service will benefit the group by providing expertise needed for monitoring affordable housing requirements related to home sales, rentals, and the subsidized housing inventory as well as our housing production goals.
- **Ad Hoc Zoning Advisory Committee Update** –The ZAC is tasked with rewriting the Reading Zoning Bylaw to streamline, correct internal inconsistencies, and reflect modern planning practices. A planning consultant, Ralph Wilmer of Vanasse Hangen Brustlin, Inc. (VHB) provides technical assistance along with planning staff. A project website www.vhb.com/readingzoning details the progress made to date. The first public forum was held in November 2013 and was attended by over 40 residents and business owners who provided valuable input. Another public forum is scheduled for March 3rd and a Stakeholder Breakfast is planned for March 5th. April Annual Town Meeting will include an update on the project as well. Two more public forums are scheduled in May and June. A complete draft is scheduled for July 15, 2014 for submittal to the Board of Selectmen.
- **Economic Development Update** – We have applied for two grants related to economic development planning. In addition, staff has worked with the EDC on economic development strategies. An Economic Development Action Plan has been identified as an effective tool that will provide a roadmap for success in Reading's economic development future.

5989

AGREEMENT

THIS AGREEMENT is entered into by and between the Towns of North Reading, Reading, Saugus, and Wilmington, hereafter referred to individually as "Municipality" and collectively as the "Municipalities," this ___ day of _____ 2014, as follows:

WHEREAS, the Municipalities desire to share the services and costs of a common Regional Housing Services Office; and

WHEREAS, the Town of Reading is willing and capable of providing the services of a Regional Housing Services Office; and

WHEREAS, each of the Municipalities has authority to enter into this Agreement pursuant to G.L. c. 40, s 4A;

NOW, THEREFORE, the Municipalities, in mutual consideration of the covenants contained herein, intending to be legally bound, agree under seal as follows:

1. Term. The Term of this Agreement shall commence on July 1, 2014 and shall expire on June 30, 2016, unless earlier terminated as set forth herein. Any municipality may withdraw from the Agreement as defined below. The Agreement may be renewed for an additional ten (10) two-year terms as voted by each municipality through its respective Board of Selectmen or City Council with approval by its Mayor by January 1 of the year of the expiring term.

2. Lead Municipality. During the Term of this Agreement, the Town of Reading, acting as the lead municipality, shall operate the Regional Housing Service Office. The Town of Reading, through its standard personnel practices, shall employ or contract the adequate staff necessary to provide the housing administrative services described in Exhibit A: Core Housing Services, attached and incorporated herein, to the remaining Municipalities.

3. Duties. During the Term of this Agreement, the Regional Housing Services Office shall perform the housing administrative services as described in Exhibit A: Core Housing Services for an annual allocation of hours as indicated in Exhibit B: Fee Structure, attached and incorporated herein.

4. Fee Structure and Payment. The annual Membership Fee payable by each Municipality shall be as set forth in Exhibit B: Fee Structure, and shall be adjusted as set forth herein. The Town of Reading shall issue an invoice by July 1 to each of the Municipalities for its Membership Fee for the upcoming fiscal year, such Membership Fee to be paid within thirty (30) days of the date of the invoice but not earlier than the first day of the fiscal year in question. Payment for supplemental services not included in Exhibit A: Core Housing Services and for additional hours in excess of the allotted hours in Exhibit B: Fee Structure shall be invoiced separately as may be agreed upon by the Town of Reading and the individual municipality. The Municipalities may borrow or lend hours to other Municipalities upon written agreement between the impacted Municipalities provided that the total number of hours available to the Regional Housing Services Office remains constant.

5el

5. Membership Fee Adjustments. The Advisory Committee will review the Membership Fee annually three (3) months prior to the end of each fiscal year and, if appropriate, adjust the Membership Fee for the upcoming fiscal year. The Town of Reading shall provide to all Municipalities a record of the actual hours of services provided to each Municipality and adjustments for the following fiscal year.

6. Indemnification. Notwithstanding the final sentence of G.L. c. 40, s 4A, to the extent permitted by law and by State statute, the Municipalities shall indemnify and hold harmless the Town of Reading and each and all of its officials, officers, employees, agents, servants and representatives from and against any claim arising from or in connection with the performance by the Regional Housing Services Office of their duties in or for the Municipalities including, without limitation, any claim of liability, loss, damages, costs and expenses for personal injury or damage to real or personal property by reason of any negligent act or omission or intentional misconduct by the Regional Housing Services Office while in or performing services for the Municipalities.

By entering into this Agreement, none of the Municipalities has waived any governmental immunity or limitation of damages which may be extended to them by operation of law. It is expressly understood that the services rendered hereunder are deemed for public and governmental purposes, and all privileges and immunities from liability enjoyed by the Municipalities shall extend to their participation hereunder and to the activities so undertaken to the fullest extent permitted by law.

7. Withdrawal. Any Municipality, by a vote of its respective Board of Selectmen or City Council with approval by its Mayor, may withdraw from this Agreement at the end of any municipal fiscal year with the provision of at least ninety days (90) prior written notice to the Town of Reading. Such withdrawal shall take effect on the following June 30. No such withdrawal shall affect any obligation of indemnification that may have arisen hereunder prior to such withdrawal, nor shall it affect any financial obligations that by prior agreement extend beyond the withdrawal date. Upon such withdrawal, the Town of Reading shall prepare full statements of outstanding unpaid financial obligations under this Agreement and present the same to the withdrawing Municipality for payment within thirty (30) days thereafter. The remaining Municipalities shall continue with this Agreement as written unless the Agreement is terminated as per paragraph eight (8).

8. Termination. The Town of Reading, by a vote of its respective Board of Selectmen, may terminate this Agreement upon the provision of at least six months prior written notice to the participating Municipalities. After providing notice, the Town of Reading shall remain liable to the participating Municipalities for any portion of the payments received not earned until the date of termination. Such termination shall take effect on the following June 30.

The Town of Reading and the participating Municipalities, by a majority vote, may agree to terminate this Agreement at least six months prior to the end of any municipal fiscal year. After the date of the vote, the Town of Reading shall remain liable to the participating Municipalities for any portion of the payments received not earned. Such termination shall take

effect on the following June 30. No such termination shall affect any obligation of indemnification that may have arisen hereunder prior to such termination, nor shall it affect any financial obligations that by prior agreement extend beyond the termination date. Upon such termination, the Town of Reading shall prepare full statements of outstanding unpaid financial obligations under this Agreement and present the same to the participating Municipalities for payment within thirty (30) days thereafter.

9. Advisory Committee. There shall exist an Advisory Committee comprised of one (1) representative, or their designee, from each Municipality, whom shall be appointed by the Town Manager/Administrator or Mayor of the Municipality. Each Municipality shall have one vote and each representative, or their designee, shall be authorized to cast such vote. The Advisory Committee shall meet on a quarterly basis in July, October, January and April. The Town of Reading shall prepare and send to each municipality a quarterly status report prior to the quarterly meeting. In addition, the Advisory Committee may meet on a monthly basis, or at any mutually agreed upon timeframe, and the Town of Reading shall prepare and send to each Municipality a monthly status report prior to the monthly meeting.

10. Conflict Resolution. The Advisory Committee may hold additional meetings to discuss and resolve any conflicts that may arise including, but not limited to, disagreements regarding the needs of each municipality and changes to the annual allocation of hours as indicated in Exhibit B: Fee Structure. Any recommendations made to the Director of the Regional Housing Services Office must be made by a majority vote. Any unresolved issues shall be decided by the Town Manager of the Town of Reading.

11. Additional Municipalities. At any time during the Term of this Agreement, the Advisory Committee may meet and, by unanimous vote and approval of the Lead Municipality, amend this Agreement to admit an additional municipality on the following July 1.

12. Financial Safeguards. The Town of Reading shall maintain separate, accurate and comprehensive records of all services performed for each of the Municipalities hereto, and all contributions received from the Municipalities. The Town of Reading shall issue a financial report for each fiscal year to each of the Municipalities by December 31 of the following fiscal year using Exhibit C, attached and incorporated herein, or a form that is substantially similar.

13. Assignment. None of the Municipalities shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of all of the other Municipalities.

14. Amendment. This Agreement may be amended only by a writing signed by all Municipalities duly authorized thereunto.

15. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, illegal or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, or affect the application of such provision to any other

circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.

16. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts.

17. Headings. The paragraph headings herein are for convenience only, are no part of this Agreement and shall not affect the interpretation of this Agreement.

18. Notices. Any notice permitted or required hereunder to be given or served on any Municipality shall be in writing signed in the name of or on behalf of the Municipality giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery or three (3) business days after the date of any properly addressed notice sent by mail as set forth below:

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

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

Town of Saugus
Scott Crabtree, Town Manager
298 Central Street, Ste. 1
Saugus, MA 01906

Town of Wilmington
Jeffrey M. Hull, Town Manager
121 Glen Road
Wilmington, MA 01887

19. Complete Agreement. This Agreement constitutes the entire Agreement between the Municipalities concerning the subject matter hereof, superseding all prior agreements and understandings. There are no other agreements or understandings between the Municipalities concerning the subject matter hereof. Each Municipality acknowledges that it has not relied on any representations by any other Municipality or by anyone acting or purporting to act for another Municipality or for whose actions any other Municipality is responsible, other than the express, written representations set forth herein.

WITNESS OUR HANDS AND SEALS as of the first date written above.
TOWN OF NORTH READING
By its Board of Selectmen

505

WITNESS OUR HANDS AND SEALS as of the first date written above.
TOWN OF READING
By its Board of Selectmen

WITNESS OUR HANDS AND SEALS as of the first date written above.
TOWN OF SAUGUS
By its Board of Selectmen

WITNESS OUR HANDS AND SEALS as of the first date written above.
TOWN OF WILMINGTON
By its Board of Selectmen

Exhibit A
Core Housing Services

1. Monitoring

- Monitoring Database of Affordable Housing Developments and residents
- Annual monitoring of ownership units
- Annual monitoring of rental developments

2. Subsidized Housing Inventory administration

- Reconcile municipal inventory records with the Subsidized Housing Inventory maintained by the Department of Housing and Community Development
- Add new units to the inventory as required

4. Local Support

- Meet on-site with staff and housing entities
- Consult on projects
- Review project documents
- Prepare proposals for supplemental services as needed

5. Regional Activities

- Assist communities with regional linkages
- Create Ready-buyer list
- Create Ready-renter list

**Exhibit B
Fee Structure**

The participating municipalities will proportionally share the total cost of operating the Regional Housing Services Office, each Municipality's proportionate share being deemed its "Membership Fee". The respective Membership Fees shall be determined based on the percentage of hours planned to support each municipality for core services as represented in the fee schedule.

Membership Fee Schedule:

Town	Hours	% of hrs	Pro rata \$
North Reading	173	18%	\$10,380
Reading	153	16%	\$9,180
Saugus	221	23%	\$13,260
Wilmington	415	43%	\$24,900
TOTAL	962	100%	\$57,720

This fee structure does not include payment for supplemental services which will be proposed and invoiced outside of this agreement or payment for additional hours in excess of the allotted hours.

(The below fee schedule represents a potential scenario based on supplementary services selected for each community in the previous spreadsheet. Final hours and costs will be determined based on individual municipality use of supplementary services.)

Town	Hours	% of	Pro rata \$
North Reading	229	19%	\$13,740
Reading	229	19%	\$13,740
Saugus	297	24%	\$17,880
Wilmington	471	38%	\$28,260
TOTAL	1,226	100%	\$73,620

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 February
25, 2014 at 9:30 p.m. in the
Selectmen's Meeting Room,
16 Lowell Street, Reading,
Massachusetts on amending
the Classification Plan.**

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

**All interested parties are
invited to attend the hearing,
or may submit their com-
ments in writing or by email
prior to 6:00 p.m. on February
25, 2014 to
[townmanager@cl.reading.ma.
us](mailto:townmanager@cl.reading.ma.us)**

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

5hl



Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2014-01-29

Time: 7:30 PM

Building: Pleasant Street Senior Center

Location: Great Room

Address: 49 Pleasant Street

Purpose: Financial Forum

Attendees: **Members - Present:**

Chairman James Bonazoli, Vice Chairman John Arena, Secretary Ben Tafoya, and Selectman Daniel Ensminger

Members - Not Present:

Marsie West

Others Present:

Town Manager Bob LeLacheur, Joe Huggins, Sharon Angstrom, Jean Delios, John Halsey, Kevin Sexton, John Doherty, Chuck Robinson, Jeanne Borawski, David Hutchinson, Jane Kinsella, Chief Burns, Jeff Zager, Ruth Urell, Mary Delai, David Greenfield, Mark Dockser, Karen Herrick, Barry Berman, Paul McNeice, Alice Collins, Vicki Yablonsky, Bill Brown, Donavin Bentley, Cherri Dubois, Nancy Twomey, Rachel Baumgarten, Brandon Chapman, Craig Merry, Nick Bonanno, Amy Lannon, Mary Pastore, Geoffrey Coram, Karl Weld, Evan Warner, Greg Stepler, Paul Hemphill, Andrew Grimes, Stephen Crook, John Brzezinski, Phil Rushworth, Office Manager Paula Schena

Minutes Respectfully Submitted By: Secretary Ben Tafoya

Topics of Discussion:

The Board of Selectmen, Library Board of Trustees and Library Building Committee called to order at 7:30 p.m. Finance Committee member Mark Dockser indicated the Finance Committee will have a quorum later.

Town Accountant Sharon Angstrom reviewed the revenues and reserves. She noted that there is a total of \$9.3 million in reserves. She noted that property taxes increased 3.6%, excise tax is over \$3 million and state aid was reduced \$218,000.

The Town Manager noted that accommodated costs have decreased. Health insurance is an unknown so he used 7%. The budgets at 3.50% are fine.

Superintendent of Schools John Doherty noted that they are \$485,000 above the 3.50% with the COLA, bargaining, and Special Ed out of district placements. He noted it is pretty much a maintenance budget.

The Town Manager noted the Town's budget is pretty much a maintenance budget except for the reorg that was needed. The 3.50% maintains and not more than that. He noted both the schools and town cannot do everything the community wants. He also noted that we are at a historic high for free cash, but free cash is not revenue. The Finance Committee guidance was to use up to \$1.5 million in free cash. There are so many needs and we need that \$1.5 million to maintain. It is up to FinCom to decide if we use more.

Daniel Ensminger noted that the Speaker Delio noted at the MMA Conference that they will hopefully be increasing state aid for didn't say how much.

David Greenfield noted that the Town has good money managers and the tax payers are getting a lot for their money. He noted the budget was put together conservatively and this is reasonable.

Ben Tafoya noted we are using \$1.5 million because we are regenerating about the same amount at the end of the fiscal year. He also noted it would be appropriate to discuss using free cash for one-time items.

Library Project

The Town Manager noted that more money is needed for the Library project. He noted that the wording in Article 6 has changed. The Selectmen can decide to restrict to having debt exclusion or just go to Town Meeting for all or nothing. They can strike the wording that is underlined. The Town Manager noted that we need approval of Town Meeting to authorize debt and we need the approval of the voters to do debt exclusion. Town Meeting was elected to do what voters want.

Library Trustees Chairman David Hutchinson introduced Architect Paul Viccica and Designer Chris Coios. Mr. Hutchinson reviewed the first floor plan and noted the ramp has been removed to give oversight of who is entering and exiting the building. The lower level will have a new elevator. There are two major conference rooms and the upper floor is the children's room. He noted that the architects have been testing the building and code systems. The design is to adapt to becoming more digital over the years. There is water damage inside the walls. The eaves are showing signs of rot. There are hazardous materials and accessibility issues. The seismic code requires structural reinforcement. The MEP systems are worn/wearing out.

Costs – The current proposal is \$18.328 million. The Town approved \$14.912 million so they need an additional \$3.416 million. The direct construction costs have increased \$2.4 million.

Paul Viccica reviewed the construction costs indicating that \$2.7 million is needed for the addition, \$700K for the site work, \$7 million for the renovation to bring it up to code, and \$480K for handicap accessibility. Chris Coios noted the exterior of the building has a lot of water penetration.

Finance Committee members Barry Berman and Karen Herrick joined the meeting and the Finance Committee was called to order.

Daniel Ensminger questioned the \$2.7 million increase in construction costs and Mr. Viccica noted that is for the exterior repair and accessibility. These are typical for a building that age but are fixable. Mr. Viccica noted that operating costs will be lowered due to new systems with technology, energy, and networking included. Daniel Ensminger asked about the hazardous waste and Mr. Coios noted there is lead paint, asbestos in the ceilings, and an asbestos roof.

Bill Brown asked if there would be any change in cost if all the meeting rooms were on the first floor and the stacks were on the bottom. Mr. Coios noted they are trying to keep as much at ground level as possible.

Bill Brown asked how much more per household this will cost and the Town Manager indicated about another \$50 bringing it to \$200.

Library Building Committee member Nancy Twomey noted the project is shaping up nicely. The initial numbers had very insufficient estimates. She noted there are always things that come up in renovations, this is just a bigger scale. She noted it is time to make this building a library. She also noted that a lot of brainpower is on the committee and they are very diligent.

David Hutchinson noted we won't have the \$5 million from the state if we choose the other options of doing the renovation only or a new building. He noted that a renovation only does not save money at \$15 million. A new building is expensive at \$23 million and has execution risks. He is requesting a Special Town Meeting to approve debt exclusion for an additional \$3.5 million.

Chuck Robinson asked how much of that was just discovered or overlooked. John Arena asked what fraction of the delta was hidden. David Hutchinson indicated he did not know. He did note that the furniture has been added-in fully funded.

Chris Coios noted that the additional money is for the seismic updates; \$400K just for plaster insulation in the attic – it is in disrepair and needs to be brought up to a higher level. The roof repair is \$179K versus the original quote of \$29K. They have also added in the spires on the roof.

Daniel Ensminger asked if the state funding request was a percentage reimbursement and David Hutchinson indicated the plan was sent in and they gave us a fixed amount. Daniel Ensminger asked if we had gone in with an \$18 million project what would we have received and Ruth Urell noted the state looks at the eligible costs and needs of the community. Daniel Ensminger asked if we could ask for more and Ruth Urell indicated we did ask but they said no. Chris Coios noted we would have to reapply for a new grant for the project and we would have to give back the money that we received.

David Greenfield noted that the early estimates were negligent and we'll learn from this but we need to move forward.

The Town Manager noted that we asked for a project that the community will be proud of and to be transparent. The quality of the information is as good as it will be.

James Bonazoli noted he wasn't sure if we could go back to the well a second time and he indicated we need to make sure that nothing is being held back.

Paul Vicca noted that the contingencies are at a level to cover a project like this if we go out to bid in July.

Paul McNeice asked what are the next steps that might change the costs and Mr. Vicca noted that the next step is the design development but this is not a moving target and this should not add to the amount.

Karl Weld asked what will be cut if the money doesn't get approved and David Hutchinson noted this project is not cuttable. If the project is not done then it will cost \$15 million to renovate and we will have to pay back the \$5 million grant.

David Greenfield noted that this conversation started when the building had serious problems and something has to be done.

John Arena asked if we delayed one year what would the additional cost be and Mr. Vicca indicated 5% - 6%.

Bill Brown noted that Town Meeting has to be made aware of the upcoming projects such as the early childhood school, the DPW Garage, Cemetery Garage, etc. David Greenfield noted that has been presented at each of the Town Meetings and we should keep putting it out there.

Barry Berman noted that people knew about the Woburn Street School and that was taken off because the costs were too high. He feels a permanent Building Committee needs to be established with professionals.

Chuck Robinson noted that the School Committee never went to Town Meeting with the Woburn Street School proposal.

Bill Brown noted that he proposed a permanent Building Committee to the Charter Review Committee and they said no so if the Finance Committee wants one, they have to tell them.

A neighbor to the Library asked if the voters say no, will the project be dead. David Hutchison indicated we will know after the Selectmen close the Warrant tonight.

Daniel Ensminger suggested selling the Oakland Road project for \$1 million and doing a co-located facility.

The Town Manager reviewed the timeline for putting this on the ballot. He noted if the Selectmen close the Warrant and leave out the wording for debt exclusion in the Article, then Town Meeting can put it back in if they want it to go on the ballot.

Ben Tafoya asked if the debt exclusion fails, could they hold another Town Meeting to do the project inside the debt exclusion and the Town Manager indicated we could. The consensus of the Board of Selectmen was to make the Article as broad as possible.

A motion by Bonazoli seconded by Ensminger to have a Special Town Meeting on February 13, 2014 and remove the wording for a debt exclusion was approved by a vote of 4-0-0.

It was agreed that there would be a meeting next Tuesday to discuss the financials.

A motion by Arena seconded by Ensminger to adjourn the meeting at 9:52 p.m. was approved by a vote of 4-0-0.

Respectfully submitted,

Secretary



Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2014-02-11

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, Selectmen Daniel Ensminger and Marsie West

Members - Not Present:

Secretary Ben Tafoya

Others Present:

Town Manager Bob LeLacheur, Police Chief James Cormier, Office Manager Paula Schena, Fred Van Magness Sr., Kevin Sexton, Nancy Dockson, Rachel Baumgartner, John Halsey, Safety Officer Christine Amendola

Minutes Respectfully Submitted By: Secretary Ben Tafoya

Topics of Discussion:

Reports and Comments

Selectmen's Liaison Reports and Comments – Daniel Ensminger noted that he attended the MMA Annual Trade Show on January 24th and 25th. Speaker Deleo indicated at the Mass Selectmen's Meeting that the State will do better with State aid. In addition he attended the MIIA meeting and luncheon, the January 29th Financial Forum and last night's meeting of the Library Board of Trustees.

John Arena noted that he attended the January 29th Financial Forum.

James Bonazoli thanked RCASA for the presentation of "Who Cares about Kelsey" at the IMAX Theater.

Marsie West noted she attended the MMA Annual Trade Show. She also participated in the Finance Committee Appointment Committee interviewing applicants for the Finance Committee. She noted there were many good qualified candidates and that was a result of creative advertising. She suggested that money be put in the budget to advertise vacancies on Boards, Committees and Commissions. Ms. West also noted that the Zoning Bylaw Committee will be holding a stakeholder meeting the first week of March.

Town Manager's Report – The Town Manager noted Friends and Family Day is scheduled for June 14, 2014. There is a Special Town Meeting this Thursday at 7:30 p.m. regardless of weather. This is the only date to make the April 1 deadline. If that doesn't happen then it can be discussed at the Annual Town Meeting and the Town could hold a Special Election or the Selectmen could put a question on the ballot and get Town Meeting approval afterwards. He also noted there was an email from the Natick DPW about an employee who was killed while on duty. They are trying to raise awareness of the hazards of the job.

Proclamations/Certificates of Appreciation

USATF Jr. Olympic National Champion Bantam Boys – James Donahue was present to receive his certificate.

A motion by West seconded by Ensminger to approve the Certificate of Recognition for James Donahue was approved by a motion of 4-0-0.

Eagle Scouts – Eagle Scouts Nathan Terry, Daniel Staffier and Nathan Strack’s parents were present.

A motion by Ensminger seconded by West that the Board of Selectmen approve the Certificates of Appreciation for Eagle Scouts Daniel Staffier, Nathan Strack, James Houston, Jon Asgeirsson, Nathan Terry and Robert Ciaccioi was approved by a vote of 4-0-0.

Personnel and Appointments

Badge Pinning – Officer Scouten – Police Chief James Cormier introduced Officer Michael Scouten. He noted he was a RMHS graduate and a former employee of the DPW Forestry Division. His wife Stacy and daughter Julia were present and Julia pinned his badge.

Discussion/Action Items

Adopt Parking, Traffic and Transportation Task Force Recommendations – Hearing – No right on red/CVS on Main Street and 30 Minute Parking on lower Haven Street – The Secretary read the hearing notice. Safety Officer Christine Amendola noted this is to enhance pedestrian safety. She also noted that the proposal to make two 30 minute parking spaces is to benefit businesses in the area.

The Town Manager noted that the issue of parking in downtown will have to be revisited this spring due to the build out of the M.F. Charles building. Chief Cormier noted the Board will need to speak with the businesses as a group.

James Bonazoli suggested doing a percentage of long-term and short-term spaces.

Daniel Ensminger suggested surveying the customers for what they need.

Chief Cormier noted that the future Board of Selectmen might want to go to a pay system.

The Town Manager noted that he will attend an Economic Development Committee meeting to get some ideas.

A motion by Ensminger seconded by West to close the hearings on the Parking, Traffic and Transportation Task Force recommendations was approved by a vote of 4-0-0.

A motion by Ensminger seconded by West to prohibit a right turn on red at the traffic lights in front of CVS at the intersection of Lowell and Main Street was approved by a vote of 4-0-0.

A motion by Ensminger seconded by West to designate the two most westerly parking spaces on the north side of lower Haven Street as “30 Minutes Parking” was approved by a vote of 4-0-0.

Safety Officer Amendola noted that future PTTTF recommendations will be for Washington Street emergency vehicle access due to parking. Chief Cormier noted this is a good time to do it because there is alternate parking for the MBTA at Vine Street.

662

Daniel Ensminger asked the status of the pedestrian signal at Dunkin Donuts on Salem Street and the Town Manager noted that the Town will be installing but we will have to put up a warning signal for approaching vehicles.

James Bonazoli asked about the Hopkins Street intersection and the Town Manager noted that the State is looking at two full lanes and a center lane for turns with bike paths on the side. The Board of Selectmen will have to approve that before the intersection is done.

Safety Officer Christine Amendola noted that National Grid and the MWRA will be starting work on West Street. There will be detours and there might have to be restrictive parking on the detour roads due to heavy traffic.

Fred Van Magness asked if there will be any reimbursement for the heavy vehicle use on the detour roads.

Safety Officer Amendola noted that the gas company might be able to leave a lane open, but the MWRA will not.

Chief Cormier noted that when the High School project was ongoing the Selectmen designated traffic regulations to the Town Manager.

Marsie West indicated that the West Street warning signs will have to be placed far enough so people can get on I-93 ahead of time. The Town Manager noted that he asked the State to put signs on I-93 way before route 129 exit.

James Bonazoli also noted that a parking study needs to be done on Arthur B. Lord Drive and he feels that Imagination Station should remain a parking lot.

Close the State Primary Warrant – A motion by Ensminger seconded by West to close the Warrant for the State Primary to take place on March 4, 2014 at the Reading Memorial High School Hawkes Field House on Oakland Road from 7:00 a.m. to 8:00 p.m. was approved by a vote of 4-0-0.

A motion by Ensminger seconded by West to go into Executive Session to discuss strategy with respect to litigation and that the Chair declares that an open meeting may have a detrimental effect on the bargaining position of the body and to reconvene in Open Session at approximately 9:00 p.m. was approved on a roll call vote with all four members voting on the affirmative.

The Board reconvened in Open Session at 8:50 p.m.

Update on Franklin/Main Street Intersection – The Town Manager noted that the DOT will go out in the Spring and do the left turn lanes. They will paint the road and change the signals but if there are too many emergencies that take place between now and the time the Senate approves the money then it might be delayed. In the long-term, Representative Brad Jones put the \$1.5 million in the bond bill but that doesn't guarantee funding for land takings and diggings. They will attempt to take care of handicap accessibility and the crosswalk there.

Fred Van Magness thanked the Town Manager and Town Engineer for their efforts and noted this is phenomenal news.

Ambulance Fees – Changes Effective 3/1/14 – The Town Manager noted the priorities for unfunded requests are to replace technology equipment, add social worker hours, fund \$15,000 in Police overtime and to fund zero percent of the Fire overtime.

663

The Town Manager noted that the increase in ambulance fees will be effective March 1, 2014. The fire fees will still be below the average except for mileage which should be more. The Town Manager noted that the increase in fees equals \$100,000 and the new Fire position is \$85,000.

Daniel Ensminger asked how the Town Manager arrived at these figures and the Town Manager indicated he tried to stay at 10% - 15%.

A motion by Ensminger seconded by West that the Board of Selectmen approve the following ambulance billing rates to become effective on March 1, 2014 and that these rates change annually on a schedule to be determined by the Reading Fire Chief based upon future general levels of area CPI was approved by a vote of 4-0-0.

Code	Decsription	New Fee
A0429	BLS Transport	\$ 850.00
A0427	ALS 1	\$ 1,100.00
A0433	ALS 2	\$ 1,500.00
A0425	mileage	\$ 35.00
A0422	Oxygen	\$ 125.00
A0392	Defibrillator	\$ 275.00
A0382	c-Spine/Supplies BLS	\$ 250.00
A0398	c-Spine/Supplies -ALS	\$ 250.00
A0394	IV Administration	\$ 200.00
A0396	Airway/Intubation	\$ 250.00
A0424	Extra Attendant	\$ 325.00
J0170	Epinephrine	\$ 225.00
93000	Cardiac Monitor	\$ 275.00

Preview Special Town Meeting Warrant and Annual Town Meeting Warrant – Fred Van Magness asked if anyone has gone to the State to waive the mandatory funding requirement. The Town Manager noted that the requirement is to budget a 2.50% increase and 15% on materials. The past years we didn't meet both requirements and we got waivers. The Friends of the Library made up the difference a couple of years. The condition on the grant is we can't apply for waivers from the requirements.

The Town Manager reviewed the Annual Town Meeting Articles and noted they are mostly financial.

Special Town Meeting Warrant – The Town Manager noted that for Article 6 different motions have been crafted. It's a Board of Library Trustees Article. The Finance Committee is the recommending body to Town Meeting. It is inappropriate for the Library Board of Trustees to offer a motion other than to support Article 6. The Finance Committee will make a recommendation to Town Meeting.

Daniel Ensminger asked who from the Library Board will present to Town Meeting and Andrew Grimes indicated he will. The Town Manager noted that the Library Board should not present a funding mechanism in their motion.

664

The Town Manager reviewed the process for presenting Article 6 to Town Meeting. He noted that if \$3 million is used from free cash then the operating budget will be cut. Both the schools and town budget will be cut which is why Article 6 should be a debt exclusion.

James Bonazoli asked the Library Board what their plan is if this doesn't pass and Vicki Yablonski noted they can't reduce the project more than 5% or they jeopardize the grant. John Arena noted that the question is what can be done with what they have right now.

Librarian Rachel Baumgartner noted that the State does not have any more grants available in the future.

The Town Manager recommended asking for a debt exclusion and if not then do it inside the levy.

The Town Manager noted that the Finance Committee Chairman Barry Berman will make an instructional motion to create a permanent Building Committee to avoid this in the future.

Town Meeting Member Paul Sylvester from Precinct 3 noted that he's scared about Thursday night and the perception for him is that we're rushing around. The citizens have to pay this for the above and beyond. He would rather come back in three weeks and pay extra money for a special election.

A motion by Ensminger seconded by West to support Article 3 of the Special Town Meeting Warrant was approved by a vote of 4-0-0.

A motion by Ensminger seconded by West to support Article 4 of the Special Town Meeting Warrant was approved by a vote of 4-0-0.

A motion by Ensminger seconded by West to support Article 5 of the Special Town Meeting Warrant was approved by a vote of 4-0-0.

The consensus of the Board was not to take a position on Article 6.

Approval of Minutes

A motion by Ensminger seconded by Bonazoli to approve the minutes of October 22, 2013 was approved by a vote of 3-0-1 with Arena abstaining.

A motion by Ensminger seconded by Bonazoli to approve the minutes of December 17, 2013 as amended was approved by a vote of 4-0-0.

A motion by Ensminger seconded by Bonazoli to approve the minutes of January 14, 2014 was approved by a vote of 4-0-0.

A motion by Ensminger seconded by Bonazoli to approve the minutes of January 21, 2014 was approved by a vote of 4-0-0.

A motion by Ensminger seconded by West to go into Executive Session to discuss strategy with respect to collective bargaining and that the Chair declares that an open meeting may have a detrimental effect on the bargaining position of the body, and not to reconvene in Open Session was approved on a roll call vote with all four members voting in the affirmative.

Respectfully submitted,

Secretary

665

4C Box

READING - DOUBLE POLES/NEW POLE REQUESTS

Street	Pole #	RMLD	FIRE	COMCAST (cable)	VERIZON (phone)	POLE MAINTENANCE	NEXT TO REMOVE
Arthur B. Lord Drive	6 off		off	pending	pending	RMLD	Comcast
Bancroft Road	5 off		n/a	pending	pending	RMLD	Comcast
Arcadia Avenue West	1 off		off	off	PENDING	RMLD	VERIZON
Arthur B. Lord Drive	3 off		off	off	off	RMLD	RMLD
Arthur B. Lord Drive	1 off		off	off	pending	RMLD	VERIZON
Balsam Road (and Maple Ridge)	1 off		n/a	off	PENDING	Verizon	VERIZON
Bancroft Road	1 off		n/a	pending	pending	RMLD	Comcast
Beech Street (Green)	4 off		off	off	PENDING	Verizon	VERIZON
Birch Meadow Drive	5.5 off		n/a	off	pending	RMLD	VERIZON
Cross Street	1 off		n/a	off	PENDING	Verizon	VERIZON
Cross Street	5 off		off	off	PENDING	Verizon	VERIZON
Eaton Street	13 off		off	off	pending	Verizon	VERIZON
Eaton Street	4 off		n/a	off	off	Verizon	VERIZON
Eaton Street	5 off		n/a	off	pending	Verizon	VERIZON
Edgemont Street	3 off		off	off	PENDING	RMLD	VERIZON
Franklin Street	7 off		off	off	pending	RMLD	VERIZON
Franklin Street	12 off		off	off	pending	RMLD	VERIZON
Franklin Street (534)	50 off		off	off	pending	RMLD	VERIZON
Glenmere Circle	11 off			off	pending	RMLD	VERIZON
High Street	37 off		off	off	PENDING	RMLD	VERIZON
Howard Street	18 off		off	off	PENDING	Verizon	VERIZON
Lathrop Road	2 off			off	PENDING	RMLD	VERIZON

2/11/2014

9a1

READING - DOUBLE POLES/NEW POLE REQUESTS

Street	Pole #	RMLD	FIRE	COMCAST (cable)	VERIZON (phone)	POLE MAINTENANCE	NEXT TO REMOVE
Laurel Lane	5	off	n/a	off	PENDING	RMLD	VERIZON
Laurel Lane	6	off	n/a	off	PENDING	RMLD	VERIZON
Linnea Lane	P269/3	off	n/a	off	pending	Verizon	VERIZON
Mount Vernon Street	13	off	n/a	pending	pending	RMLD	Comcast
Mount Vernon Street	6	off	n/a	pending	pending	RMLD	Comcast
Oakland Road (Birch Meadow)	13	off	off	off	off	RMLD	RMLD
Pearl Street	P70/98	off	off	off	pending	Verizon	VERIZON
Pearl Street	100	off	off	off	off	Verizon	VERIZON
Percy Avenue	2	off	n/a	pending	pending	Verizon	Comcast
Percy Avenue	3	off	n/a	pending	pending	Verizon	Comcast
Pineridge Road	19	off	off	pending	pending	Verizon	Comcast
Pineridge Road	29	off	off	pending	off	Verizon	Comcast
Pineridge Road	20	off	off	off	pending	Verizon	VERIZON
Pineridge Road	27	off	off	off	pending	Verizon	VERIZON
Pineridge Road	28	off	off	off	off	Verizon	VERIZON
Pineridge Road	30	off	off	off	pending	Verizon	VERIZON
Pineridge Road	6	off	off	off	pending	Verizon	VERIZON
Pineridge Road	4	off	off	off	pending	Verizon	VERIZON
Pineridge Road	3	off	off	off	off	Verizon	VERIZON
Salem Street	43	off	off	off	off	Verizon	VERIZON
South Street	P83/19	pending	pending	pending	pending	Verizon	RMLD
Tamarack Road (between 28 and 32)	114/3	pending	pending	pending	pending	Verizon needs	VERIZON
Track Road	P132/4	off	n/a	pending	pending	Verizon	Comcast
Walnut Street	38	off	n/a	off	pending	Verizon	VERIZON
Walnut Street	39	off	n/a	off	pending	Verizon	VERIZON
Walnut Street	35	off	n/a	off	pending	Verizon	VERIZON

2/11/2014

9a2

READING - DOUBLE POLES/NEW POLE REQUESTS

Street	Pole #	RMLD	FIRE	COMCAST (cable)	VERIZON (phone)	POLE MAINTENANCE	NEXT TO REMOVE
Warren Ave	2	off	n/a	off	pending	Verizon	VERIZON
Wentworth Road	3	off	off	off	PENDING	RMLD	VERIZON
West Street	35	off	off	pending	PENDING	RMLD	Comcast
West Street	11	pending	pending	pending	pending	Verizon	RMLD
West Street	50	off	off	off	pending	RMLD	VERIZON
West Street	81	off	off	off	PENDING	RMLD	VERIZON
West Street	96	off	off	off	Verizon guy wire	RMLD	VERIZON
West Street	83	off	off	off	PENDING	RMLD	VERIZON
West Street	84	off	off	off	PENDING	RMLD	VERIZON
Winslow Road	11	off	off	off	PENDING	RMLD	VERIZON

903



Copy

HC BOS

Comcast Cable Communications, Inc.
12 Tozer Road
Beverly, MA 01915
978.927.5700 Tel
978.927.6074 Fax
www.comcast.com

February 17, 2014

Peter Hechenbleikner
Town Manager
Reading Town Hall
16 Lowell Street
Reading, MA 01867

Dear Mr. Hechenbleikner:

Enclosed please find a check in the amount of \$58,052.77 and made payable to the Town of Reading. This payment, made pursuant to Section 6.3(a) of the Reading Cable Television Renewal License, is for the fourth calendar quarter of 2013. A statement of revenues for this period is also enclosed.

If you have any questions about the enclosed payment, please call me at 978.927-5700, extension 43024.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Lyman".

Jane M. Lyman
Senior Manager of Government and Regulatory Affairs

Enclosures

961



COMCAST FINANCIAL AGENCY CORPORATION
 A Comcast Cable Communications Group Company
 1701 JFK Boulevard
 Philadelphia, PA 19103-2838

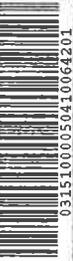
13479146

PAGE: 1 of 1

DATE: January 31, 2014
 CHECK NUMBER: 510471918
 AMOUNT PAID: \$58,052.77



00641 CKS 6A 14031 - 0510471918 NNNNNNNNNN 0315100005010 X193A1 C
 READING TOWN OF MA
 16 LOWELL STREET
 ATTN TOWN MANAGER
 READING MA 01867



VENDOR NUMBER: 154878

VENDOR: READING TOWN OF MA

INVOICE NO.	INVOICE DATE	ACCOUNT NUMBER	DESCRIPTION	DISCOUNT AMOUNT	NET AMOUNT
138678	12/31/13		305242-Reading MA	\$0.00	\$58,052.77
			TOTALS	\$0.00	\$58,052.77

PLEASE DETACH BEFORE DEPOSITING CHECK



COMCAST FINANCIAL AGENCY CORPORATION
 A Comcast Cable Communications Group Company
 1701 JFK Boulevard
 Philadelphia, PA 19103-2838

CHECK NUMBER 510471918

56-1544
441

January 31, 2014

*** VOID AFTER 180 DAYS ***

PAY TO THE ORDER OF: READING TOWN OF MA
 16 LOWELL STREET
 ATTN TOWN MANAGER
 READING, MA 01867

CHECK AMOUNT
\$58,052.77

EXACTLY *****58,052 DOLLARS AND 77 CENTS

JPMorgan Chase Bank, N.A.
 Columbus, OH



Catherine Poggius

Authorized Signature

⑈ 510471918 ⑈ ⑆044115443⑆

675528343⑈

962



System Name: Comcast of Massachusetts I, Inc.
 Email: Patrick_Moore@cable.comcast.com
 Phone: 610-650-2999

Vendor ID:	154878
Contract Name:	Reading MA
Statement Period:	Oct - Dec, 2013
Payment Amount:	\$58,052.77
Statement Number:	138678
CUID:	None
System ID:	8773-1000-2510

READING TOWN OF MA
 16 LOWELL STREET
 ATTN TOWN MANAGER
 READING, MA, 01867

This statement represents your payment for the period listed above.

Revenue Category	Amount
Expanded Basic Video Service	\$461,448.11
Limited Basic Video Service	\$128,502.14
Digital Video Service	\$293,447.32
Pay	\$147,338.88
PPV / VOD	\$52,455.89
Video Equipment	\$3,542.58
Digital Video Equipment	\$56,625.22
Video Installation / Activation	\$8,515.04
PEG Fees	\$501.88
Guide	\$274.31
Other	\$4,302.57
Late Fees	\$1,842.48
Write-offs / Recoveries	(\$3,782.25)
Home Shopping Commissions	\$6,040.47
Total	\$1,161,054.64
Franchise Fee %	5.00 %
Franchise Fee	\$58,052.77

To the best of my knowledge and belief, the above is a true and correct statement for the accounting of the gross revenues received by this corporation for the period.



 Pat Moore
 Analyst

PEG Grant Report 4th Quarter 2013

Town of Reading

Verizon - fBA

Massachusetts

PEG Fee Rate: 5.00%

	October	November	December	Quarter Total
Monthly Recurring Cable	\$429,198.74	\$428,632.46	\$435,738.21	\$1,293,569.41
Service Charges (e.g. Basic, Enhanced Basic, Premium and Equipment Rental)	\$18,840.05	\$19,257.76	\$24,529.49	\$62,627.30
Usage Based Charges (e.g. PayPer View, Installation)	\$15,114.71	\$13,287.53	\$11,618.53	\$40,020.77
Advertising	\$944.37	\$960.02	\$857.47	\$2,761.86
Home Shopping	\$505.87	\$680.83	\$583.68	\$1,770.38
Late Payment	\$6,036.37	\$5,336.23	\$10,853.13	\$22,225.73
Other Misc. (Leased Access & Other Misc.)	\$0.00	\$0.00	\$0.00	\$0.00
License Fee Billed	\$23,039.25	\$24,067.73	\$24,224.28	\$71,331.26
PEG Fee Billed				
Less:				
Bad Debt	(\$3,000.85)	(\$1,805.00)	(\$6,913.64)	(\$11,719.49)
Total Receipts Subject to PEG	\$490,678.52	\$490,417.55	\$501,491.15	\$1,482,587.22
Fee Calculation				
PEG Grant	\$24,533.93	\$24,520.88	\$25,074.56	\$74,129.37

Verizon New England Inc. is hereby requesting that this information be treated as confidential and proprietary business information in accordance with the terms of the Cable Television Final License granted to Verizon New England Inc. This information is not otherwise readily ascertainable or publicly available by proper means by other persons from another source in the same configuration as provided herein, would cause substantial harm to competitive position of Verizon in the highly competitive video marketplace if disclosed, is intended to be proprietary confidential business information and is treated by Verizon as such.

4c BOS