



Town of Reading Meeting Posting with Agenda

RECEIVED
TOWN CLERK
READING, MASS.

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2014-03-11

Time: 7:00 PM

2014 MAR -6 P 1:51

Building: Reading Town Hall

Location: Selectmen Meeting Room

Address: 16 Lowell Street

Purpose: General Business

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

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

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

Topics of Discussion:

- OFFICE HOUR – James Bonazoli** **6:30**
- 1) **Reports and Comments**
 - a. Selectmen's Liaison Reports and Comments
 - b. Public Comment
 - c. Town Manager's/Assistant Town Manager's Report
 - 2) **Open Session for topics not reasonably anticipated 48 hours in advance of the meeting**
 - 3) **Proclamations/Certificates of Appreciation**
 - 4) **Personnel & Appointments**
 - a. Council on Aging 7:15
 - 5) **Discussion/Action Items**
 - a. Town Accountant Report 7:20
 - b. Appoint Town Accountant
 - c. Hearing – Removal of Public Tree at 162 Walnut Street 7:30
 - d. MWRA Update 8:00
 - e. Public Works Site Update 8:45
 - 6) **Approval of Minutes**
 - a. February 25, 2014
 - 7) **Licenses, Permits and Approvals**
 - 8) **Executive Session**
 - a. Approval of Minutes
February 11, 2014
 - 9) **Correspondence**
 - a. Correspondence from Town Manager Robert LeLacheur to Joshua Eaton Parents, Karen Feeny and Dr. John Doherty re: Winter Safety at Joshua Eaton
 - b. Email from Susan Bowe re: Snow removal this year

DRAFT - BOARD OF SELECTMEN			
2014	AGENDAS		2014
<i>3/6/2014</i>		Staff Responsibility	Estimated Start time
	March 4, 2014 State Primary Election	No meetings	
	March 11, 2014		
Office Hour	James Bonazoli		6:30
Appointment	Council on Aging		
	Town Accountant Report	Angstrom	7:20
	Appoint Town Accountant	Bonazoli	
HEARING	Remove Public Tree at 162 Walnut Street	Zager	7:30
	MWRA update	Zager	8:00
	Public Works site update	Zager	8:45
	March 18, 2014		
informational	Library "Big Read" Event	Urell	7:20
	West Street Easements	Zambouras	7:30
	Climate Advisory Committee Annual Update	LeLacheur	7:45
HEARING	FY15 Water, Sewer & Storm Water Rates	LeLacheur	8:30
	Second Driveway request 181 South Street	LeLacheur	9:00
	Review Board of Selectmen Mission, Vision & Values	Bonazoli & Tafoya	9:30
	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
	Charter Committee update	LeLacheur	8:30
	Review BOS/TM Goals	LeLacheur	8:45
	Review Customer Service survey results	LeLacheur	9:15
	Town Meeting Preview	LeLacheur	9:30
	April 16, 2014 Adopt an Island Kick Off Event at Senior Center		7:00

<i>note date change from 4/29/14</i>	April 22, 2014		
	Fall Street Faire Committee	LeLacheur	7:30
	Recreation Update	Feudo	8:00
	Planning for BOS Appointed Boards, Committees & Commissions Workshop	BOS Chair	9:00
EXECUTIVE SESSION	Update on labor negotiations	LeLacheur	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	Roland Vazquez - Reading Symphony		7:20
	Technology Update	Furilla	7:30
	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
	Approve Health Agreement		June
	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: March 6, 2014
RE: March 11th agenda items

Next week Town Accountant Sharon Angstrom will be in for her quarterly update. She brings the final FY13 audited financial statements as well as the recent OPEB valuation (as of 6/30/13), and each contains strong financial news. Sharon needs to be reappointed for one year by April 1st so the Board may wish to do that tonight. From the Charter: *"The Town Accountant shall devote his entire time to the performance of his duties and the supervision of the employees of his department. The Town Accountant shall be appointed in March of every year for a one (1) year term to run from the first day of the following April and shall serve until the qualification of his successor."*

At 7:30pm there will be a Public Hearing on removing a public tree at 162 Walnut Street. This process is slightly different than a typical Tree Hearing, because Walnut Street is one of three designated Scenic Roads in Reading. As such, if the Board approves taking down the tree tonight, the next step would be for the homeowner to apply (or we will on her behalf) to CPDC for permission to do so. We have had this process happen on South Street before, but we don't recall doing it for Walnut Street or Mill Street.

There are a few attachments on this Walnut Street tree issues in your packet. To summarize, the tree abuts a stone wall, and the resident fears that the tree will one day damage the wall. The resident agrees that if the tree and stump were removed now, the wall would be in some structural jeopardy, so they wish the stump to remain to support the wall. The Tree Warden has declined to agree to take the tree down because it is a healthy tree that is not otherwise creating a public nuisance.

At 8:00pm we will welcome MWRA Executive Director Fred Laskey and his staff, as well as the Public Works staff in to discuss some long term water planning issues with the Board. As I have reported previously, North Reading is exploring the feasibility of joining the MWRA, which impacts how we approach our water main infrastructure planned repairs. Fred will also report on the MWRA's portion of the West Street project, and how that fits in to their master planning process. On a personal note, I want to express to the Board how easy the MWRA is to work with, a fact we have been reminded of during this West Street construction process.

At approximately 8:45pm Public Works staff will review their progress to date on looking at their site. The Board may recall past discussion about a Cemetery garage at two possible locations, and some repairs needed at the DPW Yard. Currently the Capital Improvements Plan has two items scheduled as debt in FY16 through FY20: \$1.5 million for DPW Yard Cold Storage Building Improvements and \$1.5 million for a Cemetery garage. There is a brief recent timeline in your packet about this matter.

RECEIVED
TOWN CLERK
READING, MASS.

APPLICATION FOR APPOINTMENT TO BOARDS/COMMITTEES/COMMISSIONS

Name: SHAFER SANDRA JEAN Date: 1/8/14
(Last) (First) (Middle)

Address: 239 MAIN ST. #B6 READING Tel. (Home) _____
Tel. (Work) _____
(Is this number listed?) YES

Occupation: RETIRED ADM. N. ASST/ACCOUNTANT # of years in Reading: 19

Are you a registered voter in Reading? YES e-mail address: _____

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

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

Please outline relevant experience for the position(s) sought:
I am currently a volunteer at the Pleasant Street Center in the kitchen on Tuesdays. I am also a substitute receptionist when I am needed and I was a bingo caller as well. In addition, I attend many of the programs that the senior center offers.

401



2014 MAR -6 AM 11:49 Town of Reading, MA

Application for Appointment to Boards/Committees/Commissions

Name: PARSONS JOHN EDWARD Date: _____
(Last) (First) (Middle)

Address: THREE C STREET Tel. (Home) _____
Tel. (Work) _____
(Is this number listed?) Yes

Occupation: SEMI-RETIRED # of years in Reading: 40

Are you a registered voter in Reading? _____ e-mail address: _____

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

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

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

TOWN MEETING MEMBER - 20 years
VOLUNTEER MEDICAL ESCORT DRIVER for the TOWN of READING'S ELDER SERVICES DEPT. - 5 yrs
TRAILS COMMITTEE ASSOCIATE MEMBER - 3 1/2 yrs.

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LEGAL NOTICE



TOWN OF READING

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

Please take notice that the Board of Selectmen of the Town of Reading will hold a public hearing on March 11, 2014 at 7:30 p.m. in the Selectmen's Meeting Room, 16 Lowell Street, Reading, Massachusetts. The hearing is being held at the request of the homeowner at 162 Walnut Street. The homeowner requests removal of an 18 inch diameter Norway Maple tree that is located at 162 Walnut Street.

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 comments in writing or by email prior to 6:00 p.m. on March 11, 2014 to townmanager@ci.reading.ma.us

By order of
Robert W. LeLacheur
Town Manager

2/25, 3/4

541

From: **Grace Fitzpatrick** gracefitz@verizon.net
Subject: Re
Date: October 20, 2013, 4:21 PM
To: gracefitz@verizon.net



Elm
Tree

Elm
Tree

Asian maple

Sent from my iPad

502

From: **Grace Fitzpatrick** gracefitz@verizon.net
Subject: Re
Date: October 20, 2013, 4:08 PM
To: gracefitz@verizon.net

atoll

Wall →



Sent from my iPad

503

From: **Grace Fitzpatrick** gracefitz@verizon.net
Subject: Re
Date: October 20, 2013, 4:13 PM
To: gracefitz@verizon.net



Sent from my iPad

504

June 8, 1998

STATE AID - HIGHWAYS
READING - DISTRICT 4 ROAD INVENTORY FILE UPDATE

Mr. Jonathan Edwards
Director of Community Development
16 Lowell Street
Reading, Ma. 01867-2683

Dear Mr. Edwards:

Please be informed that the District 4 State Aid Office is in receipt of your letter received June 2, 1998 designating Mill Street, South Street and Walnut Street as **Scenic Roads** in your Town.

The above subject streets have been submitted to the Bureau of Transportation Planning and Development as requested.

If you have any questions with regard to this matter, please contact the District 4 Assistant State Aid Administrator, Elie Roditi, at (781) 641-8418.

Sincerely,

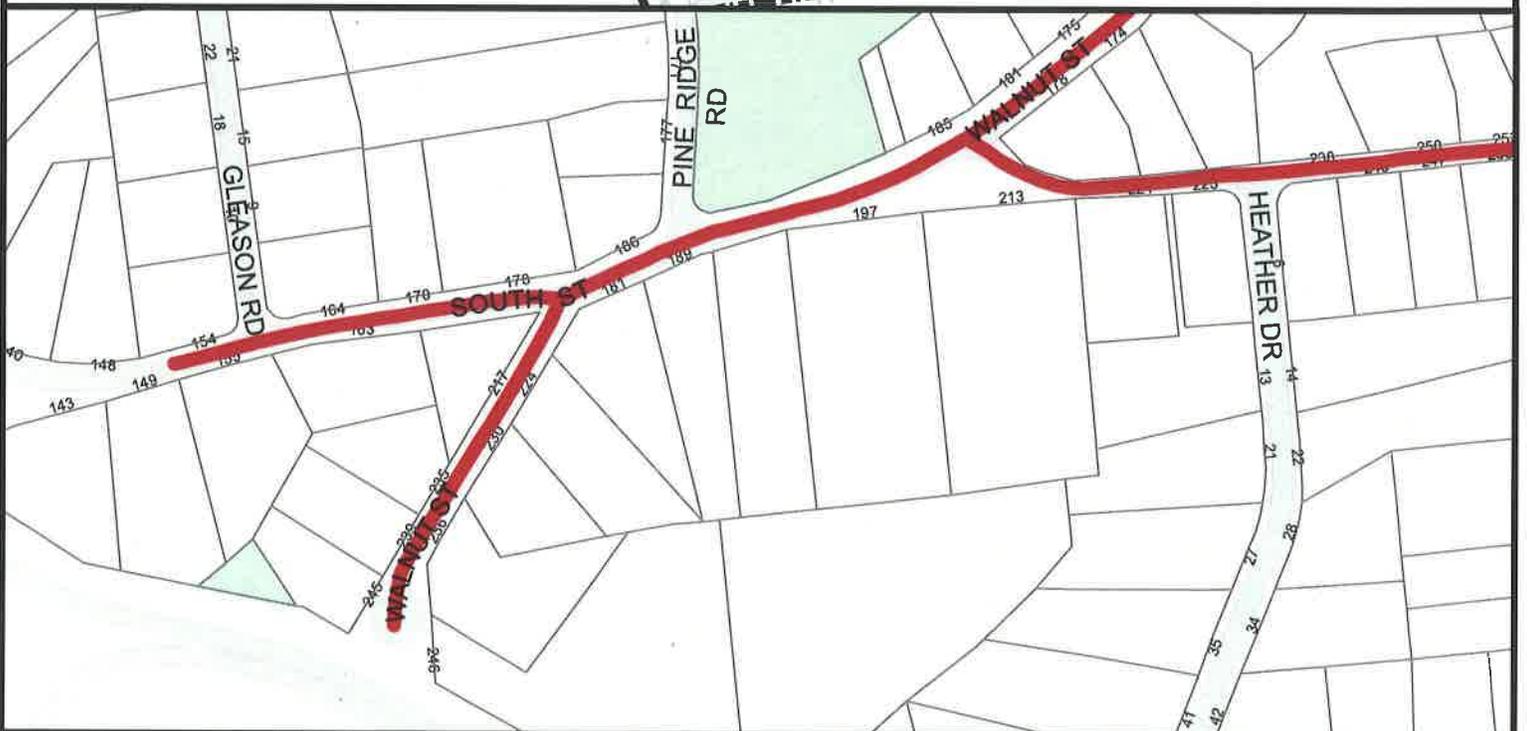
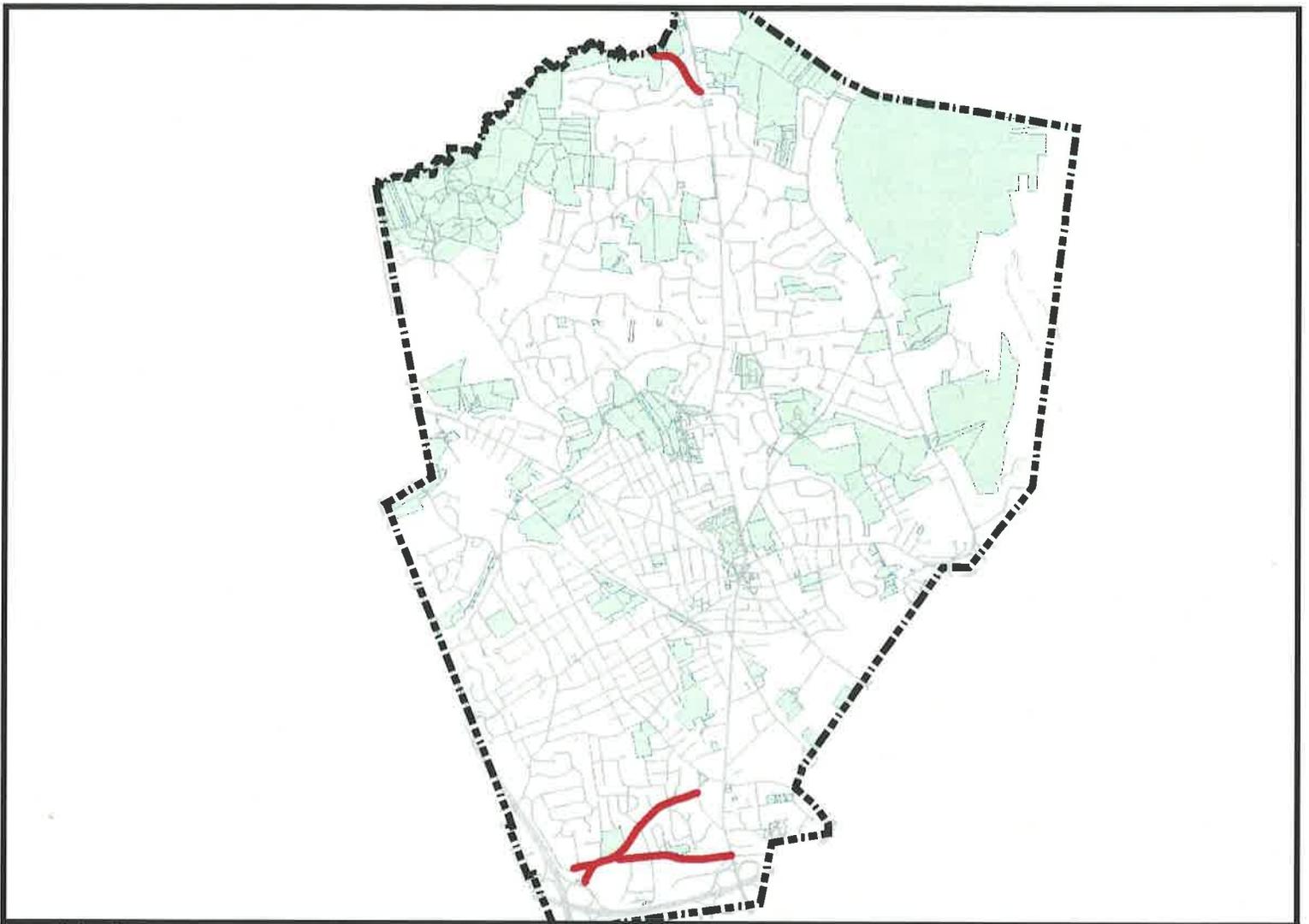


Eric W. Botterman, P.E.
District Highway Director

ER/er
cc: Files
TREADIN2.doc

505





Scenic Roads in GIS



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

Community Services
Phone: (781) 942-9011
Fax: (781) 942-9071
Website: www.ci.reading.ma.us

SCENIC ROAD REGULATIONS

Section 1 - Purpose and Applicability

1.1 Purpose: These regulations are intended to ensure that:

- a. Ways will be recommended to Town Meeting for designation as Scenic Roads, consistent with Section 5.8 of the Town of Reading General By-Laws, under stated criteria,
- b. Ways so designated will not be altered without following proper procedures and taking into account proper considerations reflective of their contribution to the public good as Scenic Roads, and
- c. Ways so designated will not be altered by the decision of any person, organization, or agency other than the CPDC.

1.2 Applicability:

While, for purposes of considering and recommending designation of a roadway as a potential Scenic Road, features on both public and private property (as specified in Sections 1.6 and 3.3 hereof) may be taken into consideration, these regulations shall apply to and govern only activities proposed to take place within the confines of a public roadway duly designated as a Scenic Road.

Section 2 – Definitions

In the absence of contrary meaning established through legislative or judicial action, the following terms, contained in M.G.L. 40, Section 15C and the Town of Reading General By-Laws, 5.8, or used herein, shall be defined as follows:

2.1 Cutting or Removal of Trees:

The removal of one or more trees, trimming of major branches or cutting of major roots of a tree which have an adverse impact on the health or appearance of such tree but not trimming or cutting of dead trees, dead branches, or cutting of minor roots which cutting will not adversely impact the health or appearance of such tree.

507

2.2 Repair, Maintenance, Reconstruction or Paving Work:

Any work done within the public right-of-way by any person or agency, public or private. Included within this definition is any work on any portion of the right-of-way which was not physically commenced by the date of the first publication of legal notice of public hearing concerning designation of said roadway as a Scenic Road. Construction of new driveways or alteration of existing driveways is also included, insofar as it takes place within the public right-of-way.

2.3 Road or Roadway:

Any public right-of-way used or maintained as a public way including vehicular traveled way plus necessary appurtenances existing within the right-of-way such as bridge structures, drainage systems, retaining walls, traffic control devices, and sidewalks. When the boundary of the right-of-way is in issue so that a question arises as to whether or not certain trees or stone walls or portions thereof are within or without the way, the trees or stone walls shall be presumed to be within the way until it is shown to the satisfaction of the Commission reviewing the pertinent matter to the contrary.

2.4 Scenic Road:

A road or portion thereof so designated in accordance with M.G.L. Chapter 40 Section 15C and these regulations.

2.5 Trees:

Any tree whose trunk has a diameter of four inches or more as measured one foot above the ground.

2.6 Bordering:

All trees, stone walls, and any other natural or man-made features of aesthetic value within direct view from the centerline of the roadway.

2.7 CPDC:

The Community Planning and Development Commission of the Town of Reading.

Section 3 - Recommending Designation as a Scenic Road

3.1 Application Procedure:

Any group of twenty-five or more registered voters of the Town, or any group constituting fifty percent or more of property owners abutting the roadway proposed, or any duly appointed Town Board or Commission by recorded majority vote, may make application to the CPDC under these regulations, or to the Conservation Commission or to the Historical Commission under such appropriate regulations as they may adopt, for consideration as to whether or not a roadway specified in said application shall be recommended to Town Meeting for designation as a Scenic Road. Such application may be made at any time in writing, specifying the street or roadway,

within described bounds, the applicants propose for such consideration, identifying the Commission to which such application is made, containing the requisite signatures, and designating a contact person to act on behalf of the signatories on all matters concerning the processing of the application. The applicants should obtain from the Community Development Department and complete a 'Request for Abutters List' form several weeks in advance of their intended submission of the application. No application fee shall be charged, but the applicants collectively through the designated contact person shall be solely responsible for paying in full the costs of requisite newspaper notices of public hearing and shall be responsible for providing along with the application an Abutters List certified by the Board of Assessors together with a business-size envelope, stamped with requisite postage, addressed to each party listed on the certified Abutters List.

Upon refusal of CPDC to recommend to Town Meeting that a requested roadway be designated as a Scenic Road, a new application will not be accepted by CPDC concerning said roadway for a period of at least two years.

3.2 Public Hearing:

Prior to making any recommendation or request to Town Meeting regarding designation of a particular road as a Scenic Road, the CPDC shall conduct a Public Hearing regarding such proposed designation. Notice of the Public Hearing shall be given pursuant to the requirements for notice set forth in Section 5.2 of these regulations. Input from the Conservation Commission and the Historical Commission must be requested for the Public Hearing and any such input shall be contained in the narrative presented to Town Meeting relative to any application requesting a roadway to be designated as a "Scenic Road.

3.3 Criteria:

In determining whether a requested road should be recommended as a Scenic Road, the CPDC, the Conservation Commission, and the Historical Commission shall consider whether the road contains or is characterized by any of the following:

- a. Bordering trees of exceptional quality, in terms of type, age, specimen size or spread, density of stand, or related flora, which themselves constitute, or are a significant part of, natural or man-made features of aesthetic value, including, by way of illustration, trees having spring flowering or high fall color potential, trees which are part of vista(s) paralleling roadways or which create a frame of reference for more distant views, and trees whose presence contributes substantially to the rural or woodland character of the roadway, particularly in comparison to more developed or urbanized nearby areas;
- b. Bordering stone walls of either historical significance or aesthetic value;
- c. Any other bordering natural or man-made feature(s) of either historical significance or aesthetic value which would be adversely affected by any alteration of the roadway;
- d. The general character of the roadway and its environs which in their scenic, aesthetic, or historical composition, comprise an area of unique, distinctive, or special quality reflective of the character and identity of the community or of the historical physical evolution of the community.

509

- e. Conformity or consistency with the Master Plan of the Town of Reading, or with its Goal and Objectives.

Section 4 - Notification of Designation of Scenic Road

Upon the designation by Town Meeting of any road as a Scenic Road, the CPDC shall promptly take or cause to be taken the following steps to give effective notice of such designation:

- a. Notify all municipal departments that may take action with respect to such road and request that they indicate such designation on all maps currently in use by such departments;
- b. Notify the Massachusetts Department of Public Works;
- c. Cause a notice, with or without an accompanying informal article, to be published in a local newspaper stating that the road has been so designated;
- d. Notify all utility companies or other such parties which may undertake work within or on the border of such road; and
- e. Catalog all characteristics which were considered in requesting the road to be scenic and provide sufficient narrative to describe same.

Section 5 - Procedures for Obtaining Permits for Activities Proposed Within a Public Right-of-Way

5.1 Filing:

Any person, organization, public agency, or utility company proposing the cutting or removal of any tree, the moving, alteration, tearing down, or destruction of any stone wall or portion thereof, or of any other feature within the public right-of-way, which contributes to the character or quality of the Scenic Road, in connection with any repair, maintenance, reconstruction, or paving work shall first obtain the written consent of the CPDC by filing a request for such work with the Commission, including the following information:

- a. The text of a proposed legal notice identifying the location of the proposed activity in terms enabling readers to locate it without need for additional plans or references, and describing in reasonable detail the proposed activity;
- b. A statement of the purpose, or purposes, for the activities proposed;
- c. A certified abutters list together with a set of stamped business-size envelopes addressed to each party so listed, as specified in Section 3.1 hereof;
- d. An application fee of ninety dollars (\$90); the applicant is responsible for paying in full to a local newspaper the cost of publication of requisite public hearing notices in that newspaper as specified in Section 3.2 hereof; and

5010

- e. Any further explanatory material, documents, and plans as may be necessary or appropriate to describe fully all aspects of the proposed activity so that the CPDC may be fully apprised of the proposed activity.

Applicants or prospective applicants are strongly encouraged to review plans at each stage of development with the Director of Community Development and other appropriate Town staff, in order to identify and obtain advice on matters connected with the application and on the applicability of these regulations, in order to expedite the review process before the Commission.

Emergency repairs are specifically exempted from these Regulations but only to the extent necessary to protect life and property. The person, organization, agency, or utility company conducting such emergency repairs shall give notification, including a justification for such emergency and a description of such repair work, to the Director of Community development before undertaking such work if at all possible; if not possible prior to the undertaking of such work, such notification shall occur as soon as practicable after the commencement of such work.

5.2 Public Hearing:

Upon receipt of an application in accordance with Section 5.1 hereof, the CPDC shall schedule a Public Hearing to consider said application at its earliest convenient meeting, but in no case more than sixty days following the receipt of a complete application. Notice shall be published in a local newspaper of general circulation at least twice, the first at least fourteen days, and the second at least seven days, prior to the scheduled hearing date. This notice shall contain a statement as to the date, time, place, and purpose of the hearing and shall also contain a reasonable description of the activity proposed by the applicant. Copies of this notice shall also be provided to the Board of Selectmen, the Conservation Commission, and the Historical Commission, and shall be mailed to the owners of property within one-hundred feet of the designated Scenic Road in the envelopes provided by the applicant according to Section 5.1 hereof.

5.3 Timing of Decision:

Within twenty-one days after the public hearing is closed, the CPDC shall render a written decision on the application and shall file this decision with the Town Clerk.

5.4 Performance Guarantee:

Before endorsement of its final approval on a plan, the CPDC may require that the proposed work to be done by any party other than a regular operational department of the Town government be secured by a bond sufficient in form and amount in the opinion of the Commission to ensure satisfactory performance of the proposed work within the right-of-way.

5.5 Tree Warden:

Whenever feasible, the CPDC hearings shall be held in conjunction with those held by the Tree Warden acting under 11.G.L. Chapter 87 (Public Shade Tree Law). The consent of the CPDC to a proposed action will not be regarded as inferring consent by the Tree Warden, or vice-versa. The Commission's decision shall contain a condition that no work shall be done until all applicable provisions of said Public Shade Tree Law have been complied with.

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Section 6 - Review Considerations

The CPDC'S decision on any application for proposed activity affecting a designated Scenic Road shall be based on consideration of the following:

- a. The degree to which the proposed activity would adversely affect the character or quality of the scenic road;
- b. The necessity for the proposed activity in terms of public safety, welfare, or convenience, and the consistency of the proposed activity with adopted Town-wide traffic, transportation, or safety plans, programs, or policies;
- c. Compensatory actions proposed, such as replacement of trees, stone walls, or other significant features;
- d. Availability of reasonable alternatives to the proposed activity which could reduce or eliminate anticipated damage to trees, stone walls, or other significant features;
- e. Whether the proposed activity would compromise or harm other environmental or historical values or features;
- f. Whether the proposed activity would adversely affect the preservation of irreplaceable or sensitive natural resources; and
- g. Consistency of the proposed activity or its effects with previously approved Town plans and policies, including the Master Plan, Conservation Plan, Townwide Transportation Plan, and the Capital Improvements Program.

Section 7 - Enforcement

The CPDC is responsible for the enforcement of these regulations. Whoever violates any provision of these regulations shall be liable to a fine of not more than three hundred (\$300) dollars for each citation for any violation and/or shall be liable to be required to replace in kind, extent, and/or quality, for any feature which is within the public right-of-way and contributes to the character or quality of the Scenic Road and which has been altered, destroyed, or removed.

Regulations adopted by the Reading Planning Board on November 17, 1983

Regulations revised by the Reading Community Planning and Development Commission on August 26, 1991

5012

M E M O R A N D U M

TO: Jeff Zager, Reading DPW
FROM: Michael Hicks
DATE: 6 March 2014
SUBJECT: Progress report on Reading DPW Facility Study

As requested, I am submitting this summary of tasks undertaken to date.

OVERVIEW

Progress continues on the development of concept plans for reorganization and expansion of the current DPW site and incorporation of the Cemetery operation. The goal is to meet the demands of the Town's DPW operation to service the next fifty years. What follows is a progress report of the onsite and offsite effort of the W&S staff.

SUMMARY

Onsite work 12/03/2013

- The W&S team conducted onsite meetings with the Town staff and we met with "Task Force" in a group session,
- Toured the current facility,
- Conducted one-on-one interviews with management and senior working staff, and
- Compiled the data from the day's activities.

Onsite work 12/04/2013

- Toured all outlying facilities,
- Met with the Engineering Department at Town Hall,
- Meet with the Mechanics,
- Spent additional time with Highway Dept. to better understand growth,
- Met at the Cemetery location to understand the current and future storage requirements,

sel

- Collected floor plans of the existing Town Hall Engineering and DPW areas, and
- Compiled the data from the day's activities.

Offsite work in January 2014

- Started to develop a schematic plan for the reuse / modernization of the existing DPW departmental yard, shops and employee amenities areas,
- Focused on development of plans for renovation of the lunch room, dispatch, and recyclable collections area,
- Focused on development of plans for expansion of the Lunch Room/Training area,
- Focused on adding a new Conference Room,
- Focused on development of plans for renovating the existing departmental workshops into much need expansion and modernization of the Fleet Maintenance Shop and,
- Focused on development of plans to consolidate Cemetery on the DPW site.

Onsite work 01/09/2014

- Presented and reviewed a rough schematic concept plan with Highway and Fleet Maintenance managers,
- Met with the Engineering staff and explained the rough schematic concept plan and addressed constructing a new two story administrative office building to house Cemetery, all of Engineering, DPW Director, Deputy Director of PW, Office Manager, and Payroll Clerk,
- Addressed developing much needed employee and visitor parking on site,
- Addressed relocating the recyclable collection area to the first floor of the proposed administration building featuring a separate customer drop off area,
- Explained that the same area could serve as the new dispatch area for snow removal operations,
- Discussed the need for under-roof vehicle parking garage,
- Discussed renovating the existing Fleet Maintenance Shop into workshops for Water and constructing a 50' x 180 building connected to the existing Fleet Maintenance Shop, to house new workshops for all other departments including Cemetery,
- Modification were also discussed by the consultant and Town staff about relocating and constructing a new salt storage building increasing the current storage capacity from 800 tons to 1,100 ton,
- Expansion of the existing warm vehicle storage building by 100',
- Creation of a new indoor vehicle wash area in the warm storage building,
- Installing new 16' x 16' overhead doors entering and exiting the warm storage building,

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- Upgrade the existing fuel system to meet code and improved fuel management information gathering,
- Conducted a shared meeting with the Engineering staff and the Director of Public Works and,
- At conclusion of that meeting, all participants felt the proposed schematic plan meet the needs of the Town adequately.

Offsite work in February of 2014

- The consultant tweaked the rough schematic plan,
- Currently two dimensional drawing are being developed that reflect the renovation and new construction of the existing DPW site, as follows:

Renovation:

- Gutting the current departmental shops and utilizing that space to provide a new state-of-the-art Fleet Maintenance Shop,
- Improved employee amenities such as the addition of a large Conference Room and expansion of the current Lunch/Training Room,
- Installation of a Truck Wash Bay in the existing Warm Storage Building,
- Removal of the OH doors in Warm Storage replacing them with 16' x 16' doors and
- Update the existing fuel system to meet code and improve fuel management reporting capabilities.

New Construction:

- Departmental Shops,
- 100' foot addition to the existing Warm Storage Building,
- 45' x 50' High Arch Gambrel Salt Storage Building,
- Public Works Administration Building 2nd Floor,
- Recycling Collection/ Snow Dispatch Center/Parking Garage 1st floor and,
- Improve employee and customer parking.

523



Town of Reading Meeting Minutes

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

Attendees: **Members - Present:**

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

Members - Not Present:

Others Present:

Town Manager Bob LeLacheur, Kevin Sexten, Andrew Marino, John R. Halsey, Karl Weld, Office Manager Paula Schena

Minutes Respectfully Submitted By: Secretary Ben Tafoya

Topics of Discussion:

Reports and Comments

Selectmen's Liaison Reports and Comments – Ben Tafoya noted that he missed the last meeting due to a work conflict. He is concerned about the amount of free cash that is being used for the FY15 budget along with the deficit in snow and ice. He thanked everyone for the Special Town Meeting and noted that there will be another debt exclusion on the ballot. He also noted that he had mistakenly taken out papers to run for Town Meeting but he found out after the fact that his term does not expire until next year.

James Bonazoli thanked everyone for the Special Town Meeting, especially DPW who did an excellent job clearing the snow and ice. He also requested a signalized no right on red for pedestrian access that was approved on Main Street at Lowell. The Town Manager will get the cost for that.

Marsie West dittoed James comments regarding the Special Town Meeting. She also noted that there is a Zoning Advisory Committee forum next Monday and the public is invited.

Town Manager's Report – The Town Manager thanked the Town Meeting Members for shoveling themselves out to get to the Special Town Meeting. He noted that the State Primary is March 4th at the Fieldhouse. He also noted that he attended a meeting of the Climate Advisory Committee and they didn't know that performance contracting was such a good success. We need to improve on our communication and he suggested doing an update to Town Meeting. John Arena noted that people should be made aware of the success of big budget items such as technology and regionalization. The Town Manager noted that departments are willing to come in and update the Selectmen if they want.

Discussion/Action Items

Compost Center Waste Pile – Chairman James Bonazoli noted this is the ledge and surplus material from excavations, not the leaf compost.

Town Engineer George Zambouras noted that Business Administrator Jane Kinsella spoke with Inspector General's office and they indicated we have to go out to bid. He noted that there is a contractor who is interested in the material and he has a site two exits down on Route I93. Mr. Zambouras inquired of other companies to see if they were interested and there is another contractor interested in the material. The first contractor offered \$4,000 but will take 800 truckloads to remove it. The same contractor then came back with a new price of \$1 but the Town cannot barter. He suggests going out to bid so the price can be structured and the Town can regulate the hours and days of delivery. The material also needs to be tested and certified clean. He will also give them a timeline of one year to remove the material because removing all of the material in two months would be too hard on the neighborhood.

James Bonazoli asked what will happen if the test comes back positive and George Zambouras noted that would have to be dealt with separately.

Daniel Ensminger asked if the testing will be done first and if there will be rock crushing on site. George Zambouras indicated testing will be done first and rock crushing will be done on site.

Andrew Marino was present and noted he was the contractor who bid \$1. He owns a gravel pit in Acton but it is too expensive to truck gravel from Acton to Wilmington. He needs the gravel now and suggested that the two bidders work together on this. He told Target that he would be starting tomorrow.

The Town Manager noted that Town Meeting approved the disposal of surplus material but the Inspector General said to go out to bid.

George Zambouras noted we have to look at the processed value. When the value is under \$5000 we can get three verbal quotes, but we can't barter with the bidders. We have no choice but to formerly go out to bid and that process will take about three weeks.

West Street Traffic Agreement – George Zambouras noted this is a standard item to approve for federal aid for the project. The Parking, Traffic, and Transportation Task Force will go through the current regulations to see if there are any conflicts.

James Bonazoli asked if the West Street Historic District Committee has approved and Mr. Zambouras noted that their comments were that the signs be kept to a minimum.

A motion by Tafoya seconded by West that the Board of Selectmen approve the Traffic Control Agreement No. 79469 between the Massachusetts Department of Transportation and the Town of Reading for improvements on West Street was approved by a vote of 5-0-0.

Whittier Road Sewer Easement – George Zambouras noted that the proposal is to demolish the existing house at 63 Whittier Road and reconstruct a new one. The easement has an active sewer line on it. The applicant submitted a new plan to the Zoning Board of Appeals for two special permits and a variance that was approved by the ZBA. He can't approve the plot plan because the house is on the easement. The builder showed a plan proposing the new easement line to get the building permit. If any of the foundation is within five feet of the active sewer line there has to be sheathing left in place. If the configuration of the house can't change, then they will have to ask the Town to abandon a portion of the easement.

602

The Town Manager noted that the ZBA was presented the fact that the house was not on the easement.

Daniel Ensminger asked if the building permit has been issued yet and it was noted it has not been issued.

Architect Rex Ingram noted that it is difficult to design adequate space for two families. The main house entry is in the front and the in-law entry is in the rear. He can't shift the house anyway except for back which would be further into the easement. He indicated that he asked engineering to survey and he was told it would not impact the ability to access. The plan submitted was to allow for demolition, not to build. He was told the easement issue was not in the purview of the ZBA.

The Town Manager noted that there is an email in tonight's handout from Mark Field.

Marsie West asked what makes it more expensive and Mr. Ingram noted there is a deck and the roofline would change and the vestibule would be pushed into the home.

Ben Tafoya noted he had no problem abandoning the easement as long as Public Works can do what they need to do.

The consensus of the Board was to include an Article on the 2014 Annual Town Meeting Warrant to abandon the easement.

Close Annual Town Meeting Warrant – The Town Manager noted that the Warrant consists of 18 Articles. There is one new Article to include MWRA money. The West Street project is \$1 million, but the local costs will be \$1.2 million because the State wants to bill the Town for everything and the Town will be reimbursed from the MWRA.

Daniel Ensminger asked why the wording for Article 5 is the same as the wording in the petition and the Town Manager noted it needed to be broader.

A motion by Ensminger seconded by Tafoya that the Board of Selectmen close the Warrant consisting of 18 Articles for the 2014 Annual Town Meeting to take place on April, 28, 2014 at Performing Arts Center, 62 Oakland Road at 7:30 p.m. was approved by a vote of 5-0-0.

Approve Regional Housing Services Agreement – Assistant Town Manager Jean Delios noted that this is an inter-municipal agreement between the Towns of Reading, North Reading, Saugus and Wilmington for shared services for housing services. This will give us a constant eye for monitoring and it will create a central repository to be ready when a unit becomes available.

A motion by Bonazoli seconded by West that the Board of Selectmen approve the Regional Housing Services Agreement between the Towns of Reading, North Reading, Saugus and Wilmington was approved by a vote of 5-0-0.

Ad Hoc Zoning Advisory Committee Update – Jean Delios noted that the biggest piece is the public participation and Monday night will be the second session. Wednesday morning is a stakeholder breakfast. They want to hear from people who have been through the process. This is the first comprehensive update since 1926. The existing bylaw will be replaced by the new

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bylaw. People want changes to the aquifer protection district and accessory apartments. The zoning diagnostic is complete. They are keeping to their schedule and are targeting Town Meeting Members.

Daniel Ensminger noted that the State had offered to use accessory apartments to count as part of affordable housing and he wanted to know if we tried that. Jean Delios indicated she did previously, but it is tough because it needs to be a deed restriction and most people don't want a deed restriction. She will put that on the Housing Coordinator list though.

Economic Development Update – Jean Delios noted that the Economic Development Committee has done studies. Reading has hosted downtown initiatives and applied for grant money for implementation. They are looking at money for a cultural district.

Ben Tafoya indicated he has a conflict with EdSat and can't discuss it so Jean Delios ended her presentation until a later date.

Economic Development Committee member Karl Weld noted that the EDC was looking to expand the membership on the committee by adding Associates to form subgroups. He noted there is no economic development plan in place. They will try to attract marketing people. John Arena asked if the EDC has visitors at their meetings and Mr. Weld indicated they do not.

James Bonazoli suggested that the EDC work with the Chamber of Commerce.

Mr. Weld noted that the Town of Franklin has design guidelines for the future. Marsie West noted the Selectmen should run that type of process, not the EDC. Mr. Weld agreed and noted that the EDC could do forums, etc. They are an advisory committee. Marsie West requested copies of the Franklin documents and any others that were available.

Marsie West asked if there are any stats on the façade and signage improvements. Mr. Weld noted that they did two rounds and most of the recipients were signage improvements. They actually thought about restructuring it to address nonconforming sign issues. Marsie West requested a breakdown of the number of businesses and how satisfied they were with both programs.

Hearing – Approve Classification Plan – The Secretary read the hearing notice. The Town Manager indicated he is seeking to add one position – a Business Analyst. This is a downgrade of the Andrew Scribner McLean administrative position. This position will not be hired until after the Assistant Town Manager is hired.

A motion by Ensminger seconded by Arena to close the hearing amending the Classification Plan was approved by a vote of 5-0-0.

A motion by Ensminger seconded by Tafoya to approve the amendment to the Classification Plan to include the position of Business Analyst was approved by a vote of 5-0-0.

Approval of Minutes

A motion by Tafoya seconded by Ensminger to approve the minutes of January 29, 2014 as amended was approved by a vote of 4-0-1 with West abstaining.

624

A motion by Bonazoli seconded by West to approve the minutes of February 11, 2014 as amended was approved by a vote of 4-0-1 with Tafoya abstaining.

A motion by Tafoya seconded by West to approve the Executive Session minutes of December 17, 2013 as written was approved on a roll call vote with all five members voting in the affirmative.

A motion by Ensminger seconded by Tafoya to adjourn the meeting at 9:30 p.m. was approved by a vote of 5-0-0.

Respectfully submitted,

Secretary

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Office of the Town Manager
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www.readingma.gov/town-manager

To: Joshua Eaton parents
Karen Feeney
Dr. John Doherty
From: Robert W. LeLacheur, Jr. CFA
Date: March 5, 2014
RE: Winter Safety at Joshua Eaton

As another winter storm is upon us, I want to advise the Joshua Eaton community about some winter safety issues around the school.

Over the last few weeks I have learned that a neighbor is plowing a path through the baseball fields, which allows students to more easily cut through to the school from Indiana Avenue. This shortcut also allows parents to avoid driving to the school.

Unfortunately when there is subsequent sunshine or warm weather, the snow around these paths often melts, and then as cold weather returns at night these paths ice over and become dangerous to walk on. Sometimes that ice is difficult to see.

The Town maintains a barrel of sand near the end of Indiana – not far from the large rock. We do our best to keep it filled during the long winter, but even so it isn't sufficient to change a dangerous icy path to a nice safe walk. Neither Public Works nor the School Department has the staffing to plow and maintain every shortcut around all of our schools during the winter. We focus our safety efforts on the recognized routes to school that involve sidewalks and cross walks.

As a little boy, I found every mud puddle on the walk home from the bus stop. I have no desire to stifle the sense of adventure your children may find as they walk to and from school, but I ask Joshua Eaton parents to recognize the safety issues around your school. Hopefully it won't be too much longer before these fields can be used for spring and summer activities!

qa

4/c BOS

Schena, Paula

From: LeLacheur, Bob
Sent: Wednesday, March 05, 2014 11:15 PM
To: Schena, Paula
Subject: FW: Snow removal this year :O)

For BOS packet

From: Susan Bowe [bbowe@comcast.net]
Sent: Thursday, February 27, 2014 5:29 PM
To: LeLacheur, Bob
Cc: DeBrigard, Mike
Subject: Snow removal this year :O)

Hi Bob,

I wanted to take a minute to compliment and voice appreciation to the Reading DPW for the job they've done dealing with snow removal this winter. In addition to taking good care of the Reading streets, the sidewalks which are used to walk to the various schools have been well cleared this year :O) It seems like they're using a different sidewalk machine or something. Anyway, Kudos to the team, we're lucky to have them. Let's hope we're nearing the end of the season!!

Best wishes, Susan Bowe