



## Town of Reading Meeting Posting with Agenda

RECEIVED  
TOWN CLERK  
READING, MASS.

2014 APR 17 P 1:04

### Board - Committee - Commission - Council:

Board of Selectmen

Date: 2014-04-22

Time: 7:00 PM

Building: Reading Town Hall

Location: Selectmen Meeting Room

Address: 16 Lowell Street

Purpose: General Business

Meeting Called By: Paula Schena on behalf of Chairman John Arena

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

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

### Topics of Discussion:

- 1) **Reports and Comments**
  - a. Selectmen's Liaison Reports and Comments
  - b. Public Comment
  - c. Town Manager's/Assistant Town Manager's Report
- 2) **Open Session for topics not reasonably anticipated 48 hours in advance of the meeting**
- 3) **Proclamations/Certificates of Appreciation**
  - a. Proclamation - Arbor Day
- 4) **Personnel & Appointments**
- 5) **Discussion/Action Items**

a. Town Accountant Report	7:20
b. Fall Street Faire Committee	7:40
c. Recreation Update	8:00
d. Reading Ice Arena Update	8:45
e. Town Meeting Preview	9:00
f. Review BOS/TM Goals	9:15
g. Planning for Department Head Retreat	9:30
- 6) **Approval of Minutes**
  - a. March 11, 2014
  - b. April 9, 2014
- 7) **Licenses, Permits and Approvals**
- 8) **Executive Session**
  - a. Approval of Minutes  
April 15, 2014
- 9) **Correspondence**

copy a. Email from Robert LeLacheur re: Safe Walk to School	
copy b. Email from Pam Wolfe re: MBTA Fare Increase Meetings	

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



## Town of Reading Meeting Posting with Agenda

copy c. MMA Alert re: Transportation Conference Committee Agrees  
on \$300 Million for Chapter 90 in Fiscal 2015

DRAFT - BOARD OF SELECTMEN			
2014	AGENDAS		2014
4/17/2014		Staff Responsibility	Estimated Start time
	<b>April 22, 2014</b>		
<i>Proclamation</i>	<b>Arbor Day</b>		
	<b>Town Accountant Report</b>	<b>Angstrom</b>	<b>7:20</b>
	<b>Fall Street Faire Committee</b>	<b>LeLacheur</b>	<b>7:40</b>
	<b>Recreation update</b>	<b>Feudo</b>	<b>8:00</b>
	<b>Reading Ice Arena update</b>	<b>Feudo</b>	<b>8:45</b>
	<b>Town Meeting Preview</b>	<b>LeLacheur</b>	<b>9:00</b>
	<b>Review BOS/TM Goals</b>	<b>LeLacheur</b>	<b>9:15</b>
	<b>Planning for Department Head Retreat</b>	<b>BOS Chair</b>	<b>9:30</b>
	<b>April 28, 2014 - Annual Town Meeting (Mon)</b>	<b>no meetings</b>	
	<b>April 28, 2014 - Special Town Meeting (Mon)</b>	<b>no meetings</b>	
	<b>May 1, 2014 - Annual Town Meeting (Thurs)</b>	<b>no meetings</b>	
	<b>May 5, 2014 - Annual Town Meeting (Mon)</b>	<b>no meetings</b>	
	<b>May 8, 2014 - Annual Town Meeting (Thurs)</b>	<b>no meetings</b>	
	<b>May 10, 2014</b>	<b>Retreat</b>	<b>8am-1pm</b>
	<b>Department Heads strategy session</b>		
	<b>May 13, 2014</b>		
<b>Office Hour</b>	<b>Marsie West</b>		<b>6:30</b>
<b>Certificate</b>	<b>Orchestra</b>		<b>7:20</b>
<b>Proclamation</b>	<b>National Public Works Week</b>		<b>7:25</b>
	<b>Development update</b>	<b>Delios</b>	<b>7:30</b>
	<b>Bike &amp; Pedestrian Plan</b>	<b>Wilson</b>	<b>8:00</b>
	<b>Complete Streets Policy</b>	<b>Wilson</b>	<b>8:20</b>
	<b>South Main Street DIET</b>	<b>Delios</b>	<b>8:40</b>
	<b>Downtown Parking Rules &amp; Regulations</b>	<b>Cormier</b>	<b>9:00</b>
	<b>Town Forest Committee</b>		<b>10:00</b>

	<b>May 27, 2014</b>		
<b>HEARING</b>	<b>Approve Classification &amp; Compensation</b>	<b>Roberts</b>	<b>7:20</b>
	<b>Lyme Disease mitigation strategy</b>	<b>Clay</b>	<b>7:45</b>
	<b>Review Regionalization efforts</b>	<b>LeLacheur</b>	<b>8:00</b>
	<b>Approve Regional Health Agreement</b>	<b>Delios</b>	
	<b>Veterans</b>	<b>Delios</b>	
	<b>Assessors</b>	<b>Santaniello</b>	
	<b>Recreation</b>	<b>Feudo</b>	
	<b>Veterans</b>	<b>Delios</b>	
	<b>Police/Fire Mutual Aid</b>	<b>Burns/Cormier</b>	
	<b>Light Department</b>	<b>LeLacheur</b>	
	<b>Planning for BOS Appointed Boards, Committees &amp; Commissions Workshop</b>	<b>BOS Chair</b>	<b>9:00</b>
	<b>June 10, 2014</b>		
<b>Office Hour</b>	<b>John Arena</b>		<b>6:30</b>
	<b>Technology Update</b>	<b>Furilla</b>	<b>7:30</b>
	<b>Zoning Advisory Committee - BOS thoughts</b>	<b>LeLacheur</b>	<b>8:30</b>
	<b>Charter Committee - BOS thoughts</b>	<b>LeLacheur</b>	<b>9:00</b>
	<b>June 24, 2014</b>		
	<b>Town Accountant Report</b>	<b>Angstrom</b>	<b>7:30</b>
	<b>Appointments of BCCs</b>	<b>VASC</b>	<b>8:00</b>
	<b>Appoint Town Counsel</b>	<b>BOS Chair</b>	<b>9:00</b>
<b>EXECUTIVE SESSION</b>	<b>To discuss strategy with respect to collective bargaining</b>	<b>LeLacheur</b>	
	<b>July 15, 2014</b>		
	<b>July 29, 2014</b>		
	<b>August 12, 2014</b>		
	<b>August 26, 2014</b>		

			<b>2014</b>
<b>Future Agendas</b>			
	<b>Officer Badge Pinning (month of May)</b>	<b>Cormier</b>	
	<b>Strout Avenue Master Plan (after Town Forest planning work is done)</b>	<b>Feudo</b>	
	<b>Town wide Private Road -&gt; Public Road discussion</b>		<b>Fall '14</b>
	<b>Discuss Remote Participation Policy</b>	<b>LeLacheur</b>	<b>Fall '14</b>
	<b>RCTV members Report</b>		
<b>Recurring Items</b>			
	<b>Review BOS/TM Goals</b>	<b>Mar-July-Dec</b>	<b>Tri-ann</b>
	<b>Review Customer Service survey results</b>	<b>Feb &amp; Aug</b>	<b>Semi-ann</b>
	<b>Review Regionalization efforts</b>	<b>June</b>	<b>Annual</b>
	<b>Appointments of BCCs</b>	<b>June</b>	<b>Annual</b>
	<b>Approve Classification &amp; Compensation</b>	<b>June</b>	<b>Annual</b>
	<b>Tax Classification Hearing</b>	<b>October</b>	<b>Annual</b>
	<b>Approve licenses</b>	<b>December</b>	<b>Annual</b>
	<b>Appoint Town Counsel</b>	<b>June</b>	<b>Annual</b>
<b>Reports to BOS</b>	<b>Town Accountant Report</b>		<b>Qtrly</b>
	<b>RCTV members Report</b>		<b>Semi-ann</b>
	<b>CAB (RMLD) member Report</b>		<b>Semi-ann</b>
	<b>MAPC member Report</b>		<b>Semi-ann</b>
	<b>BOS Appointed Boards, Committees &amp; Commissions</b>	<b>NEW</b>	<b>Annual</b>
	<b>Reading Housing Authority Report</b>		<b>Annual</b>
	<b>Reading Ice Arena Report</b>		<b>Annual</b>



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To: Board of Selectmen  
From: Robert W. LeLacheur, Jr. CFA  
Date: April 17, 2014  
RE: April 22<sup>nd</sup> agenda items

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The weekend packet will be very light in advance of your meeting next week. Below I will briefly review each agenda item:

- **Town Accountant report** – in your packet there will be a letter from the Town Accountant as well as a response from the Engineering division concerning some past procurement issues. We had planned to change procurement procedures for this division effective 7/1/14, and once these issues came to light the change was instituted immediately;
- **Fall Street Faire Committee** – the group will be in to discuss their future as a public body of Town government, and the opportunities to instead be private. I have had a brief discussion with members of the FSF and see no issues with the proposed change, although they will need to iron out some financial details with the Town Accountant. The EDC has been invited to participate as in the past they have received surplus funding from the FSF. If you recall the Permits Revolving Fund with a balance over \$500,000 you will see a possible vehicle to be used for future economic development activities. That issue will require legal advice and significant community dialogue, so it is not an immediate solution;
- **Recreation update** – John Feudo will present an overview on the many activities and current significant projects. Please note that Irene Collins, Executive Director of the YMCA of Greater Boston/Burbank Branch will join us for an introductory discussion about Birch Meadow Master planning. The Selectmen last fall delegated this responsibility to re-plan the Birch Meadow area to the Recreation Committee, which I think is a great idea;
- **Reading Ice Arena** – Carl McFadden, the Board's appointed liaison to the RIAA, will present an update and overview of the facility. The RIAA has been very helpful to a local area community thinking about the business of ice arenas. Recall that we also have some interest from at least two Cellular companies about the Symonds Way location for cell towers. Town Counsel has said this is permissible within the current ten-year lease the Town holds with the RIAA, but I have requested time on a future RIAA Board agenda to discuss the issue, and would prefer to revise the lease to reflect this topic;
- **Town Meeting preview** – I will preview the Warrant quickly for all Board members, and you can discuss who will give the BOS reports as needed. I expect a two-night Town Meeting, so the FY15 Budget will be taken up on Thursday night;
- **Town Manager Goals** – I will include in your packet an update on progress made to date on the Goals assigned last July;
- **BOS/DH Retreat planning** – I will ask one or two members to help plan the May 10<sup>th</sup> event. I view this Retreat as an opportunity to delve deeply into only a few topics that will then serve as a basis of future discussion for many other topics – here is a sample of topics: Board of Selectmen Policies (table of contents included in the packet); scope of Town services and quality of services versus long-term budget constraints; Board/Committee/Commission two-way communication ...

## PROCLAMATION

# ARBOR DAY

- Whereas,** In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and
- Whereas,** This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world; and
- Whereas,** Trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and
- Whereas,** Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and
- Whereas,** Trees in our Town increase property values, enhance the economic vitality of business areas, beautify our community, and wherever they are planted are a source of joy and spiritual renewal; and
- Whereas,** Reading has been recognized as a Tree City, U.S.A. by the National Arbor Day Foundation for over 25 years, and desires to continue its tree-planting ways.
- Now, therefore, we,** The Board of Selectmen of the Town of Reading, Massachusetts do hereby proclaim **May 02, 2014** as **Arbor Day** in the Town of Reading and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and plant trees to gladden the heart and promote the well being of this and future generations.

### THE BOARD OF SELECTMEN

John Arena, Chairman

Marsie K. West, Vice Chairman

Daniel Ensminger, Secretary

John R. Halsey

Kevin M. Sexton



# Town of Reading

Office of Town Accountant

To: Board of Selectmen  
From: Sharon Angstrom, Town Accountant  
Subject: FY13 Audit Finding  
Date: March 26, 2014

I writing to inform you of an issue that I had forgotten about and failed to present to you at our last meeting. During the FY13 audit that took place back in September an audit finding was discovered related to procurement.

In summary, the Engineering department went out to bid for paving work over an eighteen month period from June 2011 through November 2012. The contract was awarded in May 2011 to Aggregate Industries and a contract was signed for \$848,297, based on the estimated work outlined in the invitation to bid. It is the Town's policy that a purchase order is issued for the contracted amount. This reserves the funds for the project and monitors the cost of the project. Somehow, more than one PO was issued for this project which allowed the project to be substantially overspent. The funds were available but the total amount spent on the project exceeded the contract amount by \$606k. The Attorney General states that a public works construction contract amount should not be exceeded by more than 20%. However, MGL Ch. 30 S49 does not site an overage percentage for a public works construction contract.

I spoke to the engineers regarding this issue and was told that often the estimated work is changed due to streets being delayed due to upcoming water and sewer work. Usually the Town does less work than estimated but in this particular year the Town happened to do more work than estimated due to more funding being available from 40R payments.

Jane Kinsella and I investigated all the POs that were issued by Engineering in FY13 and FY14 to determine the extent of this issue. Attached is a spreadsheet of the analysis that was done. It appears that one other contract in FY13 for sidewalks exceeds the contract amount by more than 20% that was not noted by the auditors. We also discovered one contract in FY14 that exceeded the contract amount by more than 20%.

In order to address this issue I made some internal controls changes to try to prevent this issue from reoccurring. The first is requiring that the contract and bid memo be attached in Munis to all requisitions requiring the RFP/IFB process. This will provide the approver assurance that the bid process was done and that the PO does not exceed the contract price. Also, I added myself to the requisition approval process to ensure that POs are not issued in excess of the contract price. Prior to this change there were 5 levels of approval for requisitions exceeding \$25k; I was only notified of the requisitions over \$5k so that I could test random POs for procurement compliance. By adding myself as approver I will be looking at every large PO to ensure procurement compliance.



I also reviewed the procurement law with the whole Engineering division. I provided each of the engineers with a copy of the procurement manual and highlighted what went wrong on this project. I emphasized to them that the change orders that are made on a contract must be tracked and work needs to be adjusted to keep the contract from exceeding the maximum overage percentage of 20%. Otherwise another invitation for bid is needed.

I also addressed this issue with all the parties who approved the purchase orders related to this project. Upon receipt of the Audit letter, the Town Manager ordered the Engineering division to direct all procurement activity through the Administrative Services department, effective immediately.

I am open to any comments or recommendations you may have regarding this matter. I apologize for the delay in bringing this issue to your attention.

Analysis of Engineering Contracts With Payments in FY13 or FY 14

Contract	Vendor #	Vendor	FY12	FY13	FY14	Contract Amt	Difference	20% overage	(illegal overage)	Comments
			POs	POs	POs					
11-15	342227	AECOM TECHNICAL	147,200.00	28,339.00	-	174,339.00	(1,200.00)	34,867.80	33,667.80	Difference within allowable 20%
11-11	300427	AGGREGATE INDUS	1,424,247.19	200,000.00	-	848,297.00	(775,950.19)	169,659.40	(606,290.79)	FY13 overage - noted by auditors
11-15	303570	CAMP DRESSER &	271,000.00	45,000.00	-	271,000.00	(45,000.00)	54,200.00	9,200.00	Difference within allowable 20%
12-06	342584	COMMONWEALTH CO	-	397,777.46	-	379,140.61	(18,636.85)	75,828.12	57,191.27	Difference within allowable 20%
13-12	310725	HI-WAY SAFETY S	-	22,663.01	17,037.77	40,203.48	502.70	-	502.70	Contract not fully spent
13-05	303632	JOS P CARDILLO	-	245,000.47	-	217,322.98	(27,677.49)	43,464.60	15,787.11	Difference within allowable 20%
11-08	312919	LA ROVERE DESIG	-	61,501.76	-	40,179.10	(21,322.66)	8,035.82	(13,286.84)	FY13 overage - not noted by auditors
13-11	340815	LAZARO PAVING C	-	1,568,794.26	-	1,495,863.00	(72,931.26)	299,172.60	226,241.34	Difference within allowable 20%
	314054	MAINE TECHNICAL	-	22,185.06	-	19,962.13	(2,222.93)	3,992.43	1,769.50	Difference within allowable 20%
	343097	SPRING CITY ELE	-	18,317.00	-	18,317.00	-	-	-	no issue
11-06	323130	SUPERIOR SEALCO	35,979.90	114,000.00	-	140,925.00	(9,054.90)	28,185.00	19,130.10	Difference within allowable 20%
13-08	343101	US PAVEMENT SER	-	26,706.25	-	26,706.25	-	-	-	no issue
	343282	AMERICAN CONCRE	-	-	14,200.00	14,200.00	-	-	-	no issue
	307624	ELECTRIC LIGHT	-	17,500.00	-	17,500.00	-	-	-	no issue
13-16	343209	EVERGREEN APPRA	-	-	32,700.00	32,000.00	(700.00)	6,400.00	5,700.00	Difference within allowable 20%
13-04	312919	LA ROVERE DESIG	-	-	110,000.00	72,332.10	(37,667.90)	14,466.42	(23,201.48)	FY14 overage
14-06	343320	VENTRESCA INC	-	-	196,609.55	196,609.55	-	-	-	no issue



# Town of Reading

16 Lowell Street  
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April 1, 2014

Robert W. LeLacheur, Jr. CFA  
Town Manager

Re: Construction Contracts

On March 27, 2014 Sharon Angstrom, Jane Kinsella and I met to discuss the management letter findings and to develop procedures to insure expenditures under a contract are not exceeded. In review of the department's paving and sidewalk contracts, the contracts are intended to be a multi-year contract to enable the use of one contractor throughout a construction season. As evident from the management letter the contracts front end, which includes the bid items and the basic contract requirements, was not structured properly and the resulting executed contract value did not include the second fiscal year dollar amount.

This front end section of the department's contracts is the same boiler plate that was developed and has been in use for many years. There was no intent to avoid an additional procurement process under MGL c.30 §39M or to favor any specific contractor; it was the result of an improperly structured contract being used for multi-year contracts. Additionally the issuance of multiple purchase orders against the contract made tracking of the total dollar amount spent problematic.

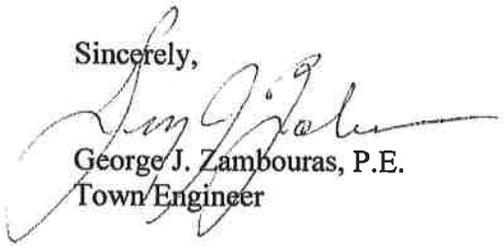
To eliminate the possibility of this occurring in the future, the following procedures will be implemented immediately:

- Multi-year contracts will not be used and contracts will be bid for specific projects only
- Prior to the award of the contract, a purchase order for the full value of the contract will be requisitioned. When the work includes state chapter 90 funding a separate purchase order is needed for the state funded portion of the contract.
- In the event additional work (planned or unforeseen) occurs, a second purchase order for 15% of the contract value will be issued for all extra work on the project.
- Upon expending 50% of the project value, an evaluation of the remaining work shall be performed to determine the expected cost of the remaining work. In the event the analysis determines project funding levels may be exceeded, proposed work will be eliminated from the contract as needed.

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- The front end of our standard contracts will be revised to fully detail extra work procedures regarding: methods of determining costs, authorization of work and written orders to proceed.
- Construction contracts monthly billing forms will be standardized to include: contract unit bid values and quantities, earned to date, previously earned, earned this estimate and total percentage of units earned. Monthly invoice summary shall also include the original contract value, value of approved change orders, previous payments, amount due this estimate and percentage of contract dollar value completed to date. The monthly invoice shall include signatures for contractor, field inspector, division head and purchasing agent.
- Extra work request shall be fully documented in writing based on unit prices, labor and materials or agreed price as identified in the revised front end of the contract. Documentation shall include the dollar value of contract increase, percentage increase in contract value, and shall be authorized by division head and purchasing agent.
- Following authorization of the extra work, a second purchase order shall be issued for no more than 15% of the contract bid value.
- Upon receipt of the signed purchase order, a written notice shall be furnished to contract for extra work.
- All engineering staff shall attend a contract law seminar

Sincerely,



George J. Zambouras, P.E.  
Town Engineer

Cc: Jane Kinsella, Sharon Angstrom, Jeffrey Zager

525

**2014 Annual Town Meeting**  
**Monday April 28, 2014**  
**WARRANT OUTLINE REVISED 04/17/2014**

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

**2014 Annual Town Meeting**  
**Monday April 28, 2014**  
**WARRANT OUTLINE REVISED 04/17/2014**

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

**2014 Annual Town Meeting**  
**Monday April 28, 2014**  
**WARRANT OUTLINE REVISED 04/17/2014**

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

**DRAFT 2014 Special Town Meeting**  
**Monday April 28, 2014**  
**WARRANT OUTLINE REVISED 04/17/2014**

<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	Reports	Board of Selectmen	◆ Motion to Table –	
2	Instructions	Board of Selectmen	◆ Motion to Table –	
3	Amend the Capital Improvement Program FY 2014 - FY 2023	Board of Selectmen	◆ Motion – ◆ Presentation – Bob LeLacheur ◆ FINCOM report –	
4	Authorize Additional Debt – School Early Childhood Center Project	Board of Selectmen	◆ Motion – ◆ Presentation – Dr. John Doherty ◆ FINCOM report –	

Status of Goals

4/17/2014

Type	No.	Name	Lead	Status	Notes
		Administration			
	1	Dept Structure	BL	100%	Plan complete & approved - results were more complex, but the changes will be very beneficial to the Town government over a period of time. The hiring process - the logical next step in this Goal - is more than half completed as reported to the BOS on 4/15.
	2	Prof. Development	GB	100%	Department request compiled and appear as requests in preliminary FY15 budgets. Only a portion will be able to be funded, rollout will take a few years at a minimum.
	3	Task Lists	GB	80%	Individual department lists are generally compiled. This Goal is a lower priority in this Administration section because of all the significant organizational & personnel changes underway. The lists may become part of an organizational review of what the Town government does if finances become more constrained.
	4	BOS/DH Retreat	JD RJ	25%	Date set as May 10th 8am-1pm in the Conference Room, Jordan's Furniture. The purpose of the retreat is to facilitate the ability to step back and have dialogue that fosters strategic thinking about Town Government. This will assist with defining goals for the future as well as discussion of specific issues or challenges facing the Town.
	5	B/C/C Communication	BL	80%	Regular meetings scheduled with BOS & liaisons for MAPC, RIAA, CAB & RCTV. Joint BOS meetings held with RHA, EDC, SC; Library Trustees; RCASA and BOA. Beta testing ongoing - some BCCs building web pages. Incompleted portion is the Conflict of Interest, Open Meeting Law & Ethics Summary to employees & volunteers for online testing pending State finalizing software. BOS has discussed a future BCC summit.
	6	Labor Negotiations	BL	50%	Internal staff strategy meetings began in October; negotiations began January '14; two BOS executive session held; three health ins. meetings held with all Town, School & RMLD unions in Sept. & Nov.

Status of Goals

4/17/2014

Type	No.	Name	Lead	Status	Notes
		<b>Regulation &amp; Policy Development</b>			
	7	Zoning Bylaw	JD	40%	Phase I Complete 4 Articles passed November Town Meeting; Phase II (Consultant Hired) on budget and on schedule for November '14 Town Meeting. Zoning Advisory Committee formed by BOS, five meetings and one public forum. Became aware of a permitting issue from a homeowner who commented at the 11/20/13 public forum. A demolition permit was filed over the summer and the building inspector requested more information from the contractor. This was an incomplete application that needed further action by the contractor. Planning staff and the Town Manager assisted with problem solving to get this back on track after the homeowner expressed some frustration. Solution was to circle back with the busy contractor and arrange a site visit with the Building Inspector and a representative from the Historical Commission (the structure was on the historic inventory). After the site visit it was determined that the structure should be demolished and the Building Inspector exercised his authority to by-pass the Historical requirements per local and state regulations. Structure has been demolished.
	8	Traffic Rules & Regs	JC	100%	BOS approved new regulations and process for updates.
	9	Oakland Rd. Zoning	JD	HOLD	This is on hold due to deliberation with the School Department. The recent school space committee has narrowed the choices down to five items, and Oakland Road is still a possibility. If they move in that direction, we should consider adding a Recreation element to the facility - an ideal location for this Town function.
		<b>Services</b>			
	10	Customer Service	BL	50%	Ongoing 'old website' feedback; designing new methods with new website. Some problems discovered with July-December 2013 to date survey data - will advise Board in January how this was resolved. Some survey data may be lost due to software problems - survey vendor is being discontinued & replaced by Virtual Town Hall. Extensive staff planning & design for new module methods for using remote technology and social media interaction to be introduced June 2014.
	11	Library Trustees Goals	RU	see notes	Federal LSTA GRANT FUNDING awarded; Customer Service expert is providing trainings for library staff; two all-staff trainings completed to date. Staff are reading a manual and departmental meetings set up for further discussion and review. Short customer survey to establish benchmarks planned for early December/January. Press release issued in October and picked up in several newspapers. Additional note: New Library website with many improvements launched October 2013. Federal grant \$8k awarded for advance training in October.

Status of Goals

4/17/2014

Type	No.	Name	Lead	Status	Notes
	12	External Communication	BL	25%	Task to be assigned to new ATM AS as high priority and unlikely to be fully completed by June 2014. However there are some scheduled changes that will be launched by March 2014 that will begin a very user-friendly '311' method of contacting the Town (DPW & Town Manager only, initially) to report issues in the community.
		<b>Operations</b>			
	13	L&P Systems	JD	95%	Last 5% is the on-line function, delayed due to website changes Available on new website but not yet 'promoted' as content is still being built; mulling regional efforts with several smaller communities
	14	Records Mgmt	BL	75%	Housing Services Coordinator approved by Town Meeting; initial agreement by four communities to share the position with Reading as the hiring location; legal agreements in progress, position expected to be filled by second quarter of 2014. Boards of Selectmen in Wakefield and Reading extend Assessors agreement by one additional year - probable DOR MGL changes suggested to not make this change more formally (via Town Meeting). Ongoing discussion with Wakefield about regionalizing Recreation - launch date either Fall 2014 or Spring 2015. Exploring regionalized animal control with three or four area communities - likely not an FY15 issue. Regional Dispatch revitalized and still a possibility, probably looking at FY17 or so.
	15	Regionalization	BL	90%	Three options: hire full time VSO; regionalize with Wilmington or with Melrose/Saugus/Wakefield. The latter group requested we hold off until they are ready and meeting efforts have been unsuccessful thus far, Wilmington has been helpful as backup while our VSO is out of the office.
	16	Veteran's Services	BL	25%	
		<b>Health &amp; Safety</b>			
	17	Healthy Communities	JC	see notes	This goal is not one that lends itself to % completion and will always be ongoing. New sidewalks on Vine St. & Woburn St promote walking; new bike lanes on Haverhill St. promote biking. RCASA continues to make positive steps, we have been successful in regional opioid grant which Police Chief & Town Manager attended initial meeting in Medford.

Status of Goals

4/17/2014

Type	No.	Name	Lead	Status	Notes
		Community Development			
	18	Business Feedback	BL	50%	Held July 30th Fall Street Faire Business Community meeting - about a dozen folks attended. Some new businesses appreciated the insight, but the business community awareness for the FSF is quite high. Met several times with EDC to discuss options, then joint meeting with BOS to discuss future plans was held. Subsequent suggestion to EDC to take a step back and develop a planning process that could be fit into the Town's master planning process, in a way that tied in to the Zoning Advisory Committee's work and timetable. Met a few times with the RNR Chamber of Commerce to discuss longer-term joint strategy under their new Director, and specific events such as their Holiday Tree Lighting event, which had some nice new features this year. The event was very well attended, despite the difficult weather.
	19	Affordable Housing	JD	75%	Housing Production Plan completed and approved by BOS. Two presentations to BOS, one with the RHA. Reg'l Housing Services Co-ordinator position approved by Nov. TM; Annual Town Meeting will be asked to renew current AHTF. Ongoing meetings with developers - effort to achieve 10% level without adverse 40B process invoked. Regional Affordable Housing agreement - hire date for shared staff 7/1/14.
	20	PTTTF Changes	JC	see notes	This goal is not one that lends itself to % completion and will always be ongoing. PTTTF rec. adjusted parking in anticipation of 30 Haven opening. Employee spots (12) in the public lot and more on Woburn. We worked with specific businesses so they understood regulations. Next up: MF Charles building project - opening for occupancy and parking demands.
	21	Property Maintenance	JD	50%	Utilizing existing resources to provide added coverage in this area. Other demands for hiring have advanced as priorities. Goal is to fill PT enforcement position by July 1st.
	22	Gateway Signs	JD	99%	A few items remain for Spring
	23	Ash St Re-Use	JD	HOLD	Rezoning is tied to Comprehensive Update of Zoning Bylaw

Status of Goals

4/17/2014

Type	No.	Name	Lead	Status	Notes
		<b>Infrastructure &amp; Capital Projects</b>			
	24	West Street	JZ	see notes	State funding approved sooner than anticipated! November Town Meeting authorized easements and approved local share of funding. All easements have been appraised and the Order of Taking was authorized by the Board of Selectman on April 15, 2014. MassDOT had approved the inclusion of MWRA 36" water main, from Woburn Town line to Oak Street, into the project as a non-participating item. However, MWRA was able to fast track their bidding process and has elected to bid their 36-inch pipeline project separately. An April 24, 2014 bid opening date is planned and construction is expected to start the beginning of June. The project is expected to be completed early fall. MassDOT has scheduled a bid advertisement date of April 26, 2014 for the West Street project and expects construction to begin early fall. It is expected project will take two years to complete. National Grid started replacing cast iron gas mains and associated services along West Street in advance of the project in March 2014 and is expected to be completed mid-summer.
	25	Building Projects	RU/ JZ	35%	LIBRARY: Architects hired, design development underway. Additional funding secured by Town vote April 1. Library Building Committee active, meeting monthly. Temporary rental space lease and plans almost final. Many in-house and outreach activities to provide community information and sustain library services during construction, including meetings with stakeholders, web & print communications. Collection assessment and plans for storage & moving on track for summer move. DRT held; CPDC date set. DPW: update presented to Selectmen on a consolidated DPW/Cemetery Garage site on the present location. Further update scheduled for the summer 2014.

Status of Goals 4/17/2014

Type	No.	Name	Lead	Status	Notes
	26	Water Distrib Plan	JZ	see notes	Projects to be advertised in multiple bids, one for pipe replacement and one for cleaning and relining. South Main Street replacement design complete and state permit received. Main Street and Belmont x-country project borings completed. Con Com Order of Conditions for the Belmont cross country section has been received. Awaiting Easement modification on the Belmont Street properties, Article 11 Spring Town Meeting. A mid spring 2014 bid process is planned for the replacement contract, with construction to begin late spring 2014. The state permit application has been submitted for the cleaning and lining project. A late spring/early bid process is planned and construction is expected to commence in the summer 2014. Each project will take 18 to 24 months to complete. Discussions continue North Reading regarding supplying them with MWRA water-meeting held late September. Town's consultant and N. Reading's consultant have reviewed discrepancies in hydraulic model results. Towns system will need upgrades to supply N. Reading.
	27	Birch Meadow	JZ	25%	Capital funding for Birch Meadow was reconfigured at November Town Meeting. BOS suggested Recreation Committee (RC) be the lead on updating the master plan for this area; at a meeting on December 10th the RC agreed to take that lead role. The RC will next take an inventory of proposed changes based on the Birch Meadow Master Plan and evaluate for feasibility, desirability and sustainability. The RC will likely embark on a new survey to get community feedback on these items and prioritize them. From there the Rec. Committee will reassess the CIP to reflect the priorities of the community based on the above factors.

Status of Goals

4/17/2014

Type	No.	Name Finance	Lead	Status	Notes
	28	OPEB	BL	100%	DRAFT policy submitted to FINCOM, discussed at several meetings but FINCOM is reluctant to formally adopt it. They are satisfied with current approach, which budgets about \$500k/year for OPEB and uses that as a health insurance premium 'cushion' in the budget process. Rating agencies would prefer a formal policy, but current method is doing the job just fine. Longer term, this liability is a serious issue and will need to stay on the radar for everyone.
	29	Billing	BL	25%	Now that Town Meeting has concluded, staff is drafting a RFP to issue in spring 2014. Some suggestions will be brought to the Board during the January budget meetings by individual departments. A comprehensive peer community fee structure survey will take 2-3 months and is recommended for the early summer 2014, so results may be discussed with the BOS in the fall 2014 with a target 1/1/15 implementation date.
	30	Fee Structure	SA	75%	
	31	GASB 54	SA	50%	Fund Balance policy for the general fund in DRAFT form, submitted to FINCOM, who are reluctant to commit to a minimum balance beyond their existing 5% FINCOM Policy.

*Retreat*

## TOWN OF READING, MASSACHUSETTS

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## Town of Reading Meeting Minutes

### Board - Committee - Commission - Council:

Board of Selectmen

Date: 2014-03-11

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, Secretary Ben Tafoya, Daniel Ensminger, Marsie West

**Members - Not Present:**

**Others Present:**

Town Manager Bob LeLacheur, John Halsey, Virginia Blodgett, Patrick Barrett, Bill Brown, Virginia Adams, Nancy Dockser

**Minutes Respectfully Submitted By:** Secretary

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### Topics of Discussion:

#### **Reports and Comments**

Selectmen's Liaison Reports and Comments – Marsie West noted that the Zoning Advisory Committee held two different public forums last week. Primary concerns are signage and also the length of time it takes to get something done. There will be a brief update to Town Meeting. She also attended the School Committee meeting last evening.

Ben Tafoya thanked the Town Clerk and staff for handling the State Primary Election.

John Arena noted that he and Daniel Ensminger interviewed two applicants for the Council on Aging and will be making a recommendation later this evening.

Daniel Ensminger noted that he attended the School Committee and there are some developments regarding the early childhood learning center. The recommendation is to site the center in the back parking lot of the High School and there would have to be some relocation of parking and mitigation of storm water issues. The School Committee did not take a vote on that. They will be voting on March 24<sup>th</sup> and will be seeking either 15% or 40% design funds at the Town Meeting. That will be a \$408,000 request. Daniel Ensminger noted that he strongly recommended that they go through a site plan review process.

James Bonazoli noted that he also attended last night's School Committee meeting and it was a very good presentation. He feels the Selectmen only need to be involved for the parking. He also noted that the Secretary of Education will be at Coolidge tomorrow.

Marsie West noted that the one thing that did not get addressed is that this center will be an addition to the school's operating budget and the question is can we afford it.

Public Comment – Virginia Blodgett noted that the country is celebrating the Civil War 150<sup>th</sup> anniversary. The Town is applying for a grant to preserve/repair and new civil war monuments and markers. Matching funds will be needed so they will be doing fundraising. The Cemetery Board voted to install flat markers at no charge for the civil war veterans and that will be considered “in kind funds.”

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

Last week during the Town’s second and final FY15 budget meeting with FINCOM, they asked me for a summary of the items that were not funded in the budget. Please see a 5-page memo near the end of tonight’s packet in response.

A preview of FY14 budget transfers is shown below. Two items\* are as yet undecided. Last night the School Committee met to review School Space options. The figure below is described further in a memo that follows called “Option 2 – Design Advancement to 100% Design Development to provide for building occupancy Fall 2016”. Another less expensive option for \$440,000 is also viable and being discussed, called “Option 1 – Design Advancement to 100% Design Development to provide for building occupancy Spring 2017”. The School Committee will vote on a site choice on March 24<sup>th</sup> and FINCOM will vote these budget transfers on March 26<sup>th</sup>.

In terms of process, we are open to have Special Town Meetings and Elections as needed. We believe we can combine an Election with ones already scheduled for next fall, and have a call in to the State Elections division to confirm – we would need to hold two elections on the same day.

**General Fund – Wages and Expenses**

<u>Account Line</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
B99 Benefits	Health Insurance -\$250,000 Worker Compensation - \$50,000	\$300,000	
C99 Capital	School space design <u>\$880,000*</u> Safety nets for tennis courts \$15,000 Parking lot repairs -\$50,000		\$845,000
E99 Vocational School education	Minuteman enrollment higher than budgeted		\$ 15,000
G91 Town Admin. wages	Pay & class Nov. TM funding (not used) -\$40,000 Vacant positions -\$30,000 Special Election poll workers \$20,000	\$ 50,000	
G92 – Town Admin. Expenses	Laptop upgrades for Police cruisers \$10,000 Police assessment center (new hires) \$6,800		\$16,800
M92 Public Works Expenses	Fuel -\$20,000 Pothole repairs & skim coating +\$50,000		\$ 30,000
M93 Public Works Snow & Ice	As of 3/12/14 approximately \$1.1 mil. spent (\$625k budget; \$475k deficit)		<u>\$475,000*</u>
M94 Public Works Street Lights		\$ 50,000	
M95 Public Works		\$100,000	

6a2

Rubbish			
N91 – Public Safety Wages	Fire Overtime \$100,00		\$100,000
N92 – Public Safety Expenses	Police Academy tuitions (2) – reimbursed by employees directly to the General Fund \$7,000 New police officer (2) – uniforms & gear \$10,000		\$ 17,000
	<b>Subtotals</b>	<b>\$500,000</b>	<b>\$1,498,800</b>
	<b>Net Operating Expenses</b>		<b>\$998,800</b>
	<b>From Free Cash</b>		<b>\$998,800</b>

**Personnel and Appointments**

Council on Aging – Daniel Ensminger noted they interviewed two qualified candidates.

**A motion by Ensminger seconded by Tafoya to confirm the recommendation of the Volunteer Appointment Subcommittee to appoint Sandra Shaffer to the Council on Aging with a term expiring June 30, 2014 was approved by a vote of 5-0-0.**

**Discussion/Action Items**

Town Account Report – Town Accountant Sharon Angstrom handed out a revenue report. For year to date we are at 73% in the general fund. We are little behind on the excise tax revenues because the bills were sent out at the end of January. State aid is at 68% because we receive it monthly now instead of quarterly.

The audit report is done and they will be coming in before the Board to give their report.

Gail LaPointe did a great job while she was out on maternity leave and Gail will also be doing the upgrade in Munis.

An evaluation of the OPEB account was done and was very favorable.

Appoint Town Accountant – **A motion by Tafoya seconded by West to appoint Sharon Angstrom as Town Accountant effective April 1, 2014 with a term expiring June 30, 2015 or until a successor is named was approved by a vote of 5-0-0.**

Hearing – Removal of Public Tree at 162 Walnut Street – The Secretary read the hearing notice.

The Town Manager noted that Walnut Street is a scenic road. If the Board rules to take the tree down we need to request the permission from CPDC because it is a scenic way.

Tree Warden Bob Keating noted the homeowner is requesting the tree be removed because it is damaging the wall. He noted the tree is very healthy and represents no hazard to the public way. There are numerous trees planted on both sides of Walnut Street. The tree is not a hazard so he denied the removal.

Marsie West took a walk down the street and it doesn't look like the tree is the cause of the wall damage. There are other walls that are damaged by trees.

John Arena asked the age of the tree and Mr. Keating indicated approximately 25 – 30 years. John Arena asked how much in the public way it is and Mr. Keating noted it is entirely in the public way.

6a3

Grace Fitzpatrick, owner of the property, noted that she did not put the stonewall in. The wall is in disrepair. She is looking at options to repair the wall and of all the trees near the wall; that one is very close and the roots are buried underneath it. She talked with several masons and they felt it would be invasive on their wall.

Alicia Fitzpatrick noted that particular tree is the biggest one and the closest. The cement is falling out behind it. She noted that this is a retaining wall that helps their foundation. She noted this is a Norway Maple and the State of Massachusetts has banned these from being planted because the seeds spread rapidly and destroy our native forest. This tree has two very long tree routes growing on either side of the tree and is expected to grow even larger.

The Town Manager asked Alicia Fitzpatrick to clarify that they want the tree removed, but the stump left there to retain the wall. Ms. Fitzpatrick noted that she wants the tree removed down to a stump and the roots will turn to dirt.

James Bonazoli asked if the retaining wall is their property line and everything else is the public way? How do we delineate public way versus private way. Mr. Keating indicated you have to call the surveyors in.

Town Engineer George Zambouras noted the property goes down the wall. The wall was built by the home owner because the same construction of the wall returns into their walkway going back to the house.

Alicia Fitzpatrick noted that the surveyors indicated the stone wall is on her property.

John Arena indicated he sympathizes with the homeowner and inclined to approve the request.

**A motion by Tafoya seconded by West to close the hearing on the request for removal of a public tree at 162 Walnut Street was approved by a vote of 5-0-0.**

Marsie West indicated she is worried about setting a precedent.

Ben Tafoya suggested they plant a tree elsewhere as close to the street as possible and have the Tree Warden determine the location.

George Zambouras noted that they cannot repair or replace the wall without going to CPDC because it is a scenic way.

**Ensminger moved that the Board of Selectmen approve the removal of the public tree at 162 Walnut Street. Tafoya amended the motion to require the owner to plant a tree along the public way subject to CPDC approval.** Bob Keating noted it would be better to have the money (\$300) go into the tree fund instead of planting a tree at that location. **The motion to approve the removal of the public tree at 162 Walnut Street with the requirement that the homeowner donate \$300 to the Town's tree fund to plant a tree elsewhere was approved by a vote of 5-0-0.** Grace Fitzpatrick indicated paying \$300 was ludicrous and left the room.

MWRA Update – Fred Lasky, Executive Director of the MWRA, Patrick Barrett Project Engineer for the Reading/Stoneham project, Mark Johnson and Jeff McLaughlin were present.

6a4

Fred Lasky noted that the MWRA has one of the greatest water systems ever constructed in this country. The water meeting the federal water standards at the source itself and it is 85% gravity fed. They have over six years of storage in the Quabbin and Wauchusett reservoirs. They use ozone and ultraviolet light disinfection instead of chlorine. They have six covered storage tanks. There is a need for redundancy in the northern intermediate high which includes Reading. There is a lack of pumping to the north also. The pre-stressed concrete cylinder pipes have metal bands that are corroding. They plan on creating a loop from Stoneham. The original loop plan involved ledge so they looked at another route down West Street and Summer Avenue and that is the route they will use.

John Arena asked where the shut off valves are and Fred Lasky indicated at Mishawaum and Lynch Park.

Ben Tafoya asked what condition the road will be in when they are done and Fred Lasky indicated they have a history of leaving it better than when they got there. Ben Tafoya noted that a lot of money has been spent on Summer Avenue to bring it up to standard.

The Town Manager noted this is built into the agreement with the MWRA. The Town requested redundancy.

Fred Lasky noted that they are looking for locations for water storage tanks. They would like the Town to consider the 1-93/128 clover leave. They are also interested in the Bear Hill location. Storage tanks are a necessity for a good water system.

Ben Tafoya noted that pumping is an alternative to storage tanks. Mr. Lasky agreed but noted that the pressure is not steady with pumping and emergency generators are needed in case power is lost.

Mr. Lasky noted they have emergency response plans including mobile disinfection, mobile pumps, and repair parts on hand. They are building a new covered storage tank in Stoneham.

Mr. Lasky indicated their goal is to have 3 – 4% increases each year if possible.

The Town Manager asked about North Reading's interest in joining the MWRA and Mr. Lasky indicated they have some work to do in order for that to happen and they hope to run the water through Reading. They are still a couple of years out on that.

Ben Tafoya noted that the Town of Reading is making plans to upgrade the water pipes up Main Street. It looks like some opportunities for comprehensive planning of everyone's needs so it will have a less of an impact in the long-term on the community. Mr. Lasky indicated that a lot of issues need to be vetted and discussions are underway with North Reading.

Public Works Site Update – Public Works Director Jeff Zager introduced Michael Hicks from Weston and Sampson.

Michael Hicks noted that they started the process in early December 2013 and have developed conceptual plans. Major deficiencies at the current garage are major vehicular circulation conflicts; public access into the core facility; inadequate vehicle maintenance shop, inadequate warm vehicle equipment storage; inadequate employee facilities; no indoor vehicle wash bay and

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inadequate salt storage. Other deficiencies include no room for Cemetery Division; the fueling system is outdated; the facility vehicle doors are too narrow; the trade shops are in locations that are too high and there is inadequate cold storage.

Potential sites for new structures include the Strout Avenue Compost Facility but there is a significant amount of wetlands and this area is a heavy recreational use. They also looked at the Laurel Hill Cemetery Maintenance Facility site, but the site is sloped and it would be more advantageous to move them to a consolidated site.

One concept plan is to move the existing vehicle maintenance to where the trade shops now exist. Then move the trade shops to where vehicle maintenance is and extend that facility to house the cemetery shop equipment. Update the existing employee facilities with a better break room. Take a portion of the warm vehicle storage and create a warm wash bay segregated from the vehicle storage itself; increase the width of the vehicle doors; extend the garage to get more vehicles in; create a knock down pad (pre-vehicle wash) and build a new larger salt shed.

The major move would be to build a new two story building for administration and recycling; and a new employee public parking area. The overall concept plan is for renovation and new construction.

He hopes to have more detailed plans available next week to go over with staff and get back to the Board with a report.

John Arena indicated it looks like the expansion is 30%. He asked if there are any wetland issues and Mr. Hicks indicated none that he was aware of.

Ben Tafoya asked how much capacity we have to grow and Mr. Hicks indicated he wasn't sure of how much additional expansion could be done.

George Zambouras noted that the wetlands issue has to be looked into.

The Town Manager noted that this is the least intrusive plan on neighborhoods. For this project we can do a modular solution and do a little each year as a practical matter. This is a nice concept.

Bill Brown noted that they didn't look at the Forest Glen site and according to the Charter the Cemetery Division is not part of DPW. He reviewed a site model for Forest Glen. He noted that all four cemeteries are off of the Town square.

George Zambouras noted that the contract with Weston and Sampson has two tasks. The first task was to analyze two sites for the cemetery and the other was to deal with the DPW and the maintenance facility.

### Approval of Minutes

A motion by Tafoya seconded by West to approve the minutes of February 25, 2014 as amended was approved by a vote of 5-0-0.

**A motion by Tafoya seconded by West to approve the Executive Session minutes of February 11, 2014 as written was approved on a roll call vote with West, Bonazoli, Arena and Ensminger voting in the affirmative and Tafoya abstaining.**

**A motion by West 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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## Town of Reading Meeting Minutes

### **Board - Committee - Commission - Council:**

Board of Selectmen

Date: 2014-04-09

Time: 7:30 PM

Building: Pleasant Street Senior Center

Location: Great Room

Address: 49 Pleasant Street

Purpose: Financial Forum

Attendees: **Members - Present:**

Chairman John Arena, Vice Chair Marsie K. West, Secretary Daniel Ensminger, and members John Halsey and Kevin Sexton.

**Members - Not Present:**

**Others Present:**

Town Manager Bob LeLacheur and FINCOM members Barry Berman, Mark Dockser, David Greenfield, Karen Herrick, Paula Perry, and Jeff Perkins. Superintendent of Schools John Doherty, Assistant Superintendent Mary DeLai, school committee members Linda Snow Docsker, Elaine Webb, Chris Caruso, Chuck Robinson, and Jeanne Borawski. Library Trustee Vicki Yablonsky. Bill Brown and Nancy Docktor and Administrative Secretary Caitlin Saunders.

**Minutes Respectfully Submitted By:** Secretary Daniel Ensminger

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### **Topics of Discussion:**

Mr. Berman called the meeting to order at 7:35pm.

He welcomed Mr. Halsey and Mr. Sexton to the Board of Selectman and then stated today's meeting is mostly to decide if we should take money out of free cash to fund the early childhood center. Mr. Berman noted we are already spending free cash at an unsustainable level and we cannot continue to provide the current services without new revenue. Town Meeting is looking for a plan on how to fund the early childhood center and we are the ones they are looking to.

Mr. LeLacheur stated that there will be no happy surprise with regeneration this year. He said we had a tough year and we are using a half million of surplus to fund snow and ice. Now we have to worry about next year's budgets because they will be relying on the extra they got this year. Mr. LeLacheur said they are going to ask the Board of Selectmen to call a special town meeting to change capital into debt. He stated we will use internal borrowing and then have a debt sale around June to fund the Library and West Street projects. He said that is the cheapest way with little interest and keeps cash in free cash while giving us time to decide what to do. Mr. LeLacheur stated there really is no down side except for a small amount of interest.

Mr. Berman stated the \$485,000 would be enough to get information out to the voters and educate them on what is going on.

Mr. LeLacheur pointed out we did not give the library enough money upfront and wants to learn from that mistake for this and future projects. He also mentioned that 15% design is a lot of information.

Mr. Berman stated it is clear we are starting to fall behind which is the reasoning for voting for spending more money. He said we need the extra money to sustain the services we already offer.

Ms. Perry said they were looking for an amount that would involve less cuts.

Mr. Dockser stated they were looking for a way to alleviate some issues and not fall more behind. He also said we will eventually need to offer fewer services.

Ms. Herrick said they are trying to make everyone aware free cash will be gone in 2.5 years.

Mr. Greenfield said we need to warn Town Meeting we are heading towards an override.

Mr. Halsey stated the town needs to know that we are on a collision course. He also mentioned we need to voice the fact that we do not have free cash and the cash we have is a reserve that holds a bigger system together.

Mr. Dockser said its FINCOM's job to inform what free cash is and suggest where it is going but ultimately it is Town Meeting that makes the final call.

Ms. West asked why this is the right year to use the extra 2 million. She said she has heard there will be cuts every year so why this year is it time to use the extra money?

Mr. Berman stated we have enough money to fund this years and next year's budgets but after that we don't know how we are going to fund the capital budget and that's why we must start the override talk because it takes time.

Mr. Greenfield said we have been on slow erosion with cuts along the whole way. He said we are going to start seeing worse regeneration and we can't count on state funds or an override because they are not guaranteed.

Mr. Brown pointed out the only reason we needed to use the extra money was for the schools and it is not necessary because our schools are one of the bests.

Mr. Robinson said we should not be having the override talk yet because we are not nearly as low as we were the last time an override happened.

Mr. LeLacheur said we need to think about all the capital projects happening and there will be a voter burnout if we go to them with an override. He stated 5% in free cash, although lower than what is recommended, seems reasonable. He stated it is better to have free cash on the side than to keep going back to voters for overrides for more money. He also said we can't keep offering all these services at high quality forever; we must chose, fewer services with high quality or more services with less quality. Mr. LeLacheur said to remember that costs will keep going up but rarely come down.

Mr. Berman stated that FINCOM agonized over the vote to use the extra money.

Mr. Greenfield said Town Meeting needs to voice their values and decide, if they want to sustain services, they must spend more money and head towards an override but that is a discussion for Town Meeting to have.

**A MOTION TO HOLD SPECIAL TOWN MEETING WITHIN TOWN MEETING CARRIED WITH A 5-0-0 VOTE BY THE BOARD OF SELECTMEN.**

**A MOTION BY DOCKSER SECOND BY PERRY TO APPROVE THE SUBJECT MATTER OF ARTICLE 3 AND MOVE \$485,000 TO CAPITAL FUNDS CARRIED WITH A 6-0-0 VOTE.**

**A MOTION BY DOCKSER SECOND BY GREENFIELD TO APPROVE THE SUBJECT MATTER OF ARTICLE 4 CARRIED WITH A VOTE OF 6-0-0.**

**A MOTION BY BERMAN TO ADJOURN THE MEETING AT 8:40 CARRIED WITH A VOTE OF 6-0-0.**

Respectfully submitted,

Secretary

**Schena, Paula**

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**From:** LeLacheur, Bob  
**Sent:** Wednesday, March 19, 2014 12:36 PM  
**To:** Schena, Paula  
**Subject:** FW: Safe walk to school

For BOS packet (April 15<sup>th</sup>)

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**From:** LeLacheur, Bob  
**Sent:** Wednesday, March 19, 2014 12:30 PM  
**To:** 'gldnmaggie@verizon.net'; Town Manager; [karen.feeney@reading.k12.ma.us](mailto:karen.feeney@reading.k12.ma.us)  
**Cc:** Doherty, John ([John.Doherty@reading.k12.ma.us](mailto:John.Doherty@reading.k12.ma.us))  
**Subject:** RE: Safe walk to school

Hi Kimberly,

Sorry if no one from here got back to you on this. The plan is to first hope that winter is over for the year!

In the summer the DPW gets together with Public Safety and we discuss changes to the plowing needs of the Town. As kids get older, for example, some neighborhoods change in their needs to have access to an elementary school. As homes sell, we find changing needs also. Out of that meeting comes some recommended changes to the sidewalk plow routes (for one thing). These changes are then brought in front of the Board of Selectmen in early fall for a public discussion. When this happens next year, we'll make sure to let all of our elementary school Principals know so interested parents may attend, or write a note in advance.

Broadly speaking, we hit our maximum capacity for sidewalk plowing several years ago. That is why these summer meetings need to discuss adding AND subtracting mileage of sidewalks plowed. The DPW used to have over 100 employees, but budget constraints have reduced that number to about 40 employees. New equipment and technology have made those 40 more productive, but they do have a realistic limit of work that is possible.

Your suggestion is automatically added to the summer time discussion, otherwise we'll contact you in the early fall to let you know about the Board of Selectmen's meeting.

Thanks,  
 Bob

**Robert W. LeLacheur, Jr. CFA**

*Town Manager*

*Town of Reading*

*16 Lowell Street*

*Reading, MA 01867*

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*Please fill out our brief customer service survey at:*

<http://readingma-survey.virtualtownhall.net/survey/sid/ff5d3a5f03e8eb60/>

**Town Hall Hours:**

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

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

**Friday: CLOSED**

**From:** [gldnmaggie@verizon.net](mailto:gldnmaggie@verizon.net) [<mailto:gldnmaggie@verizon.net>]

**Sent:** Wednesday, March 19, 2014 12:20 PM

**To:** [gldnmaggie@verizon.net](mailto:gldnmaggie@verizon.net); Town Manager; [karen.feeney@reading.k12.ma.us](mailto:karen.feeney@reading.k12.ma.us)

**Subject:** Re: Safe walk to school

Hello,  
Just sending this out this message a second time in case it wasn't received by either of you. Thanks for your time and attention! Kim Moreau

On 03/10/14, [gldnmaggie@verizon.net](mailto:gldnmaggie@verizon.net) wrote:

In light of the recent letter sent home via email, I was curious to know if the sidewalks on Sunnyside Avenue will be plowed. As you know, they were built there as part of the "safe walk to school initiative" and now more than ever, the children are having to walk even further into the road to get to school. Thank you for your time and attention to this matter.

Kimberly Moreau

4c B05

**LeLacheur, Bob**

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**From:** Pam Wolfe <pwolfe@ctps.org>  
**Sent:** Tuesday, April 15, 2014 3:40 PM  
**To:** mpoinfo@ctps.org  
**Cc:** pwolfe@ctps.org; jcosgrove@mbta.com  
**Subject:** [MPOINFO] MBTA Fare Increase meetings

The MBTA has asked that the Boston Region MPO assist in making members of the public aware of its proposal for a fare increase and the public participation opportunities to discuss it which will be undertaken in April. Please follow the following link to information on the MBTA website regarding the proposed fare increase and the related public meetings. Information is presented in seven languages, including Spanish, Portuguese, Chinese, and English. The information is also presented in an audio format. Here's the link:

[http://www.mbta.com/about\\_the\\_mbta/?id=23567](http://www.mbta.com/about_the_mbta/?id=23567)

Thank you

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**LeLacheur, Bob**

**From:** Massachusetts Municipal Association <alerts@mma.org>  
**Sent:** Tuesday, April 15, 2014 12:44 PM  
**To:** LeLacheur, Bob  
**Subject:** [POSSIBLY SPAM] TRANSPORTATION CONFERENCE COMMITTEE AGREES ON \$300 MILLION FOR CHAPTER 90 IN FISCAL 2015

**Importance:** Low

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Tuesday, April 15, 2014

## **TRANSPORTATION CONFERENCE COMMITTEE AGREES ON \$300 MILLION FOR CHAPTER 90 IN FISCAL 2015**

### **House & Senate to Vote on Transportation Conference Committee Report this Week**

#### **Ch. 90 Funds Should be Available Immediately After the Bill is Signed into Law**

Early last night, the House-Senate conference committee reached agreement on the final version of the Legislature's statewide transportation bond bill, and filed the compromise measure with the House Clerk. This sets up a final vote to approve the bill and send it to the Governor's Desk this week. The House plans a vote on Wednesday, April 16, and the Senate plans a vote the next day. After that, the Governor will have 10 days to sign the bill.

Lawmakers have stated that they have written the final bill to include the so-called "terms bill" language that has usually passed as separate legislation after the Governor signs the bond bill. This is intended to eliminate the long delay between enactment of the bond bill and the official release of Chapter 90 and other transportation funds. Absent unforeseen developments, this means that the fiscal 2015 provisional Chapter 90 authorization letters will become official once the Governor signs the bond bill into law.

The sweeping 5-year \$13 billion bond bill includes a \$300 million Chapter 90 authorization for fiscal year 2015, matching the fiscal 2014 authorization passed last summer. In spite of the higher authorization from the Legislature, the Patrick Administration has already announced that they plan on releasing just \$200 million. On April 1<sup>st</sup>, MassDOT sent provisional letters of authorization to cities and towns announcing that they plan on officially releasing \$200 million after the passage of the transportation bond bill.

The release of the full \$300 million Chapter 90 authorization continues to be a major issue of contention between the Legislature and the Governor, with lawmakers siding with local officials in support of releasing the full amount. The House chair of the transportation committee stated this week that the Legislature will continue to support \$300 million for Chapter 90, and that the authorization would stay in place so that the current Administration or the new Governor in

January could act to release the full amount.

Earlier this year, lawmakers in the House and Senate had each approved different versions of the statewide transportation bond bill that includes future funding for the vital Chapter 90 program for the maintenance and repair of local roads. The Senate bill included a \$1.5 billion Chapter 90 authorization intended to provide \$300 million in annual funding over the next five years, from fiscal 2015 through fiscal 2019. The House bill provided only one year of funding at \$300 million for fiscal 2015. Language in the Senate bill included several new rules governing the use of Chapter 90 funds that would have reduced local flexibility to address municipal needs by imposing unnecessary and overreaching new reporting and accounting requirements. The House did not include this language.

The final compromise bill ironed out by the House and Senate conferees settled on the House's one-year Chapter 90 authorization at \$300 million, and softened the restrictions proposed by the Senate. The final bill states that a community will only be able to carry forward more than 50 percent of the allocated Chapter 90 authorization from one year to the next if the city or town submits a 5-year spending outline to MassDOT. Also, the bill includes language requiring MassDOT to provide "preliminary notice" of the Chapter 90 authorizations by March 1 of each year. This is a change from past practice in previous Chapter 90 bond bills, which included language requiring cities and towns to receive official notice of their Chapter 90 authorizations by April 1 of each year.

Clearly, municipal leaders have succeeded in convincing Representatives and Senators of the need to increase Chapter 90 funding to \$300 million a year – that is a significant victory. Winning release of the full \$300 million will continue to be a top priority for the MMA, and we will not cease until all of the funds flow directly to cities and towns. In addition, we will continue to monitor the state's administration of the Chapter 90 program to secure timely notification and release of the funds to maximize planning and make full use of the construction season, and oppose any state rules to restrict local flexibility.

**The MMA is continuing to analyze the details of the sweeping transportation bond bill, so please check the MMA website at [www.mma.org](http://www.mma.org) for more information.  
Thank You.**

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