
M E M O R A N D U M

TO: Jessica Malcolm
FROM: Bertha Borin
DATE: April 24, 2014
RE: LIP refinance request for 261 Salem Street, Unit 6, Reading

Closing Date: **May 8, 2014** (two weeks)
Rate Lock Expires: July 26, 2014
Owner: Dorothy A. DeBlasi
Address: 261 Salem Street, Unit 6, Reading

MRP: \$158,250 (original purchase price)
97% of MRP: \$153,503

Balance of current mortgage: \$N/A (cash sale)

LIP Mortgage: Yes No
Any other liens on property: Yes No
New Loan amount: \$30,000
Loan Terms: 20-year fixed @ 4.49%, 0 points
Lender: Digital Federal Credit Union
Total debt after loan: \$30,000
Town approval letter in file: In process
Closing Attorney: Kimberly Zona
Equity National Title
50 Jordan Street, Suite 100
E. Providence, RI 02914
888-434-5500 x4389 (O)
401-709-8164 (F)
kzona@equitynational.com

[TOWN LETTERHEAD]

[DATE]

[NAME OF HOMEOWNER]
[ADDRESS OF HOMEOWNER]

Dear _____:

At their meeting of [DATE], the _____ Board of Selectmen voted to approve your request to refinance your home at [ADDRESS OF HOMEOWNER].

The vote of approval stipulated that the loan be at a fixed rate and the principal loan amount should not exceed [\$_____].

You may now proceed with your loan, subject to obtaining the prior written approval of the Department of Housing and Community Development. By copy of this letter to that Agency, we are confirming that the Town of _____ has approved your request.

Sincerely,

Town Administrator/Manager

Enclosure

cc: Bertha Borin, DHCD

EASEMENT AGREEMENT

25 WBD LLC, a Massachusetts limited liability company, of 1266 Furnace Brook Parkway, Quincy, Massachusetts, 02169, and its successors and assigns, hereafter referred to as the **Grantor**, for full and valid consideration of less than One Hundred (\$100.00) Dollars, grants to the Town of Reading, a municipal corporation in Middlesex County, with executive offices at 16 Lowell Street, Reading, Massachusetts 01867, herein after referred to as **Grantee**, its successor and assigns, a permanent easement over the land shown as "EASEMENT AREA = 108.3 SF" on the plan attached hereto as **Exhibit A** and entitled "Easement For Construction & Maintenance Of Bus Shelter Located At 25 Walkers Brook Dr., Reading, MA", scale: 1" = 8', dated January 7, 2013, prepared by the Town of Reading, Massachusetts, Department of Public Works, Engineering Division, (the "**Easement Area**"), subject to and in accordance with terms and conditions of this Easement Agreement (this "**Agreement**"), for the sole purpose of operating, constructing, maintaining, repairing, inspecting and replacing an enclosed bus shelter (the "**Easement**"). The Easement Area is also described as follows:

BEGINNING at a point located seventy-seven and 84/100 (77.84) feet from the intersection of Newcrossing Road and Walkers Brook Drive being the northeast corner of the parcel of land now or formerly of 25 WBD LLC AHOLD FINANCIAL SERVICES;

THENCE S 04° 18' 23" W a distance of four and 64/100 (4.64) feet to a point;

THENCE N 49° 50' 17" W a distance of twenty-one and 54/100 (21.54) feet to a point;

THENCE N 04° 29' 32" E a distance of five and 50/100 (5.50) feet to a point;

THENCE along Walkers Brook Drive a distance of twenty-one and 53/100 (21.53) feet by a curve to the left having a radius of one thousand and 00/100 (1000.00) feet, to the point of beginning.

Having an area of approximately 108.3 square feet.

Said easement is solely for the operation, installation, maintenance, repair and replacement of a bus shelter (the "**Bus Shelter**") by the Grantee in accordance with the terms and provisions of this Agreement, and for no other use or purpose.

In consideration of Grantor granting to Grantee the Easement in the Easement Area, Grantee hereby covenants and agrees as follows:

1. On or before July 1, 2014, Grantee shall cause the construction of a bus shelter and related landscaping in the Easement Area and on adjacent land owned by Grantee in accordance with the plans attached hereto as **Exhibit B**. Grantee shall perform all work diligently and in a good and workmanlike manner using new materials, shall not leave any area open or exposed and shall not interfere with Grantor's (or its tenant's) access to and use and enjoyment of any portion of Grantor's real estate on which the Easement Area is situated ("**Grantor's Property**"). Prior to entering the Grantor's Property, the firm or contractor performing any installation, maintenance, or other approved work shall provide the Grantor with certified copies

of general comprehensive liability insurance policies providing coverage for the Grantor and Grantor's tenants and naming Grantor and Grantor's tenants as a additional insureds thereunder, in an amount not less than \$1,000,000, as well as such other additional insurance as Grantor may reasonably require from time to time. If, because of any act or omission of Grantee, any mechanic's or other lien, charge or order for the payment of money is filed against the Grantor or the Grantor's Property, the Grantee will cause the same to be discharged of record within twenty (20) days after written notice from the Grantor to the Grantee of the filing thereof. The Grantee will promptly notify the Grantor of any such lien, charge or order of which it may have knowledge.

2. Grantee shall maintain with a responsible company qualified to do business in Massachusetts a policy of commercial general liability insurance insuring against any and all claims for personal injury, death or property damage occurring in, upon or connected with the Easement Area which arise in connection with Grantee's exercise of its rights and obligations stated herein, the coverage and protection of such insurance to be not less than \$3,000,000 (combined single limit) and will include Grantor as an additional insured thereunder. Such insurance shall be primary and non-contributory to any insurance maintained by Grantor or Tenant. Limits of such commercial general liability insurance may be reviewed annually and increased if independent insurance advisors selected by the Grantor so advise. Within thirty (30) days of the written demand of a party hereto, Grantee shall provide Grantor with a certificate or certificates evidencing such insurance. Grantee shall not use, or permit the use of any Hazardous Materials on or about the Easement Area. Grantee acknowledges and agrees that it shall be solely responsible for all loss, liability, claims, fines, penalties, orders of any federal, state or local authorities, damages, costs and expenses (including reasonable attorneys' fees) arising (i) upon or about the Easement Area, (ii) in connection with the exercise of the rights granted pursuant to this Easement Agreement by Grantee (or its successors, permitted assigns, agents or representatives, contractors or invitees), (iii) from any Hazardous Materials (as herein defined) released on the Grantor's Property, or any violation of any Environmental Law (as herein defined) caused directly or indirectly by Grantee (or its successors, permitted assigns, agents or representatives, contractors or invitees), or (iv) from the failure of Grantee to fully perform its obligations hereunder. "**Hazardous Materials**" shall mean each and every element, compound, chemical mixture, contaminant, pollutant, material, waste or other substance which is defined, determined or identified as hazardous or toxic under any Environmental Law. "**Environmental Law**" shall mean any federal, state or local statute, regulation or ordinance or any judicial or administrative decree or decision, whether now existing or hereinafter enacted, promulgated or issued, with respect to any Hazardous Materials, drinking water, groundwater, wetlands, landfills, open dumps, storage tanks, underground storage tanks, solid waste, waste water, storm water run-off, waste emissions or wells.

3. Grantee shall, at all times, operate the Easement Area as a bus shelter for an active public transportation bus stop in the Town of Reading and maintain, repair and replace the Bus Shelter and the Easement Area in good, clean and safe condition. Grantee shall promptly repair and/or replace any damage to Grantor's Property caused by Grantee or any agent, contractor or invitee of Grantee to the Easement Area and restore Grantor's Property to its condition existing immediately prior to such damage.

4. The Bus Shelter shall be located only within the Easement Area as shown on Exhibit A attached hereto and made a part hereof.

5. The total floor area of the Easement Area shall not exceed 108.3 square feet.

6. The Bus Shelter shall be constructed in accordance with the dimensions and renderings shown on Exhibit B.

7. Grantee shall not permit any signage, bills, or advertisements of any kind to be placed on or within the Bus Shelter (including the portions thereof situated on land of the Town of Reading) or the Easement Area.

8. Grantee shall install "shamrock" plantings along the sides of the Easement Area in accordance with the plans shown on Exhibit B.

9. Grantee shall ensure the maintenance and upkeep of the Bus Shelter and the Easement Area (including the new "shamrock" plantings along the sides of the Easement Area) in order to remove and/or repair any and all kinds of graffiti, glass etchings, cracked/broken glass panes, bird droppings/fecal matter, etc. on or within the Bus Shelter and the Easement Area by providing and maintaining periodic cleaning of the Bus Shelter and the Easement Area as often as reasonably necessary (but in any event not less than once per month).

10. Grantee shall pay all costs associated with the Bus Shelter and the Easement Area prior to delinquency and neither Grantor nor any tenant or occupant of Grantor's Property shall have any liability with respect to costs associated with the maintenance, repair or operation of the Bus Shelter and the Easement Area.

11. Grantee acknowledges and agrees that the Easement Area constitutes a portion of real estate currently lease by Grantor to Stop & Shop Supermarket Company LLC ("**Tenant**"), pursuant to that certain Ground Lease, dated November 30, 2005 (as the same may heretofore or hereafter be amended, the "**Lease**"). Grantee covenants that it shall not do or permit any act or omission that violates the terms and provisions of the Lease or causes the Landlord to be in violation of the terms and provisions of the Lease. If Grantor or Tenant notifies Grantee that Grantee is violating any provision of the Lease, or causing Landlord to violate any provision of the Lease, Grantee shall immediately cease such conduct, or perform such act, as the case may be, to cure the asserted Lease violation.

In the event of a breach or threatened breach by the Grantee of any of the terms, covenants, restrictions or conditions hereof, Grantor and its successors and assigns shall be entitled forthwith to full and adequate relief by injunction and/or all such other available legal and equitable remedies from the consequences of such breach from the Grantee. In addition, in the event that Grantee breaches any provision of this Agreement, Grantor shall have the right (but not the obligation) to (i) terminate this Easement Agreement by providing written notice thereof to Grantee, in which case the Easement and all rights granted hereby shall immediately terminate and become null and void. Further, in the event that the Easement Area ceases to be used by the Grantee as an active bus stop for the Town of Reading municipal transit system, for a

period in excess of sixty (60) days, Grantor shall have the right to terminate this Agreement at any time by providing written notice thereof to Grantee, in which case the Easement and all rights granted hereby shall immediately terminate and become null and void.

Upon the expiration or earlier termination of this Easement Agreement, Grantee shall (if requested in writing by Grantor) remove the Bus Shelter from the Easement Area and restore the Easement Area to the condition it was in as of the date hereof. In the event that Grantee does not so remove the Bus Shelter and restore the Easement Area as aforesaid within sixty (60) days following Grantor's written request therefor, Grantor may (but shall not be obligated to) perform such removal and restoration on Grantee's behalf, in which event Grantee shall reimburse Grantor for all documented costs actually incurred by Grantor in connection therewith immediately upon Grantor's rendition of an invoice therefor. The obligations of Grantee as set forth in this grammatical paragraph shall survive the expiration or termination of this Agreement.

In the event that the Grantee shall fail to perform any of the obligations of Grantee hereunder, as and when required hereunder, Grantor shall have the right (but not the obligation) to perform the same on Grantee's behalf, in which case Grantee shall reimburse Grantor for all documented costs actually incurred by Grantor in connection therewith immediately upon Grantor's rendition of an invoice therefor.

The rights and obligations of the parties hereto expressly run with the land and shall be binding upon and inure to the benefit of each party's successors and assigns. Notwithstanding the foregoing or anything contained herein to the contrary, in no event shall Grantee assign this Agreement or the rights granted herein (in whole or in part) to any other person or entity.

The Grantee shall assume all costs associated with such exercise of the rights granted hereunder and shall restore the Easement Area to a graded and landscaped condition immediately following any such access, construction, repair, maintenance or replacement activities.

Being a portion of the property conveyed to 25 WBD LLC by deed recorded with Middlesex South District Registry of Deeds in Book 47593, Page 537.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

Executed as a sealed instrument this _____ day of _____, 2014.

25 WBD LLC

By: _____

Name: _____

Title: _____

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

On this _____ day of _____, 2014, before me, the undersigned notary public, personally appeared _____, as _____, of 25 WBD LLC, proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

Notary Public

[SIGNATURES CONTINUE ON THE FOLLOWING PAGE]

APPROVAL AND AGREEMENT OF BOARD OF SELECTMEN

At a public meeting held on _____, 2014, it was voted to accept the foregoing Easement and bind the Town to the terms contained therein, as authorized by a vote of Article 8 at the Special Town Meeting held on January 28, 2013.

TOWN OF READING
BOARD OF SELECTMEN

John Arena, Chairman

Marsie K. West, Vice Chairman

Daniel Ensminger, Secretary

John R. Halsey

Kevin M. Sexton

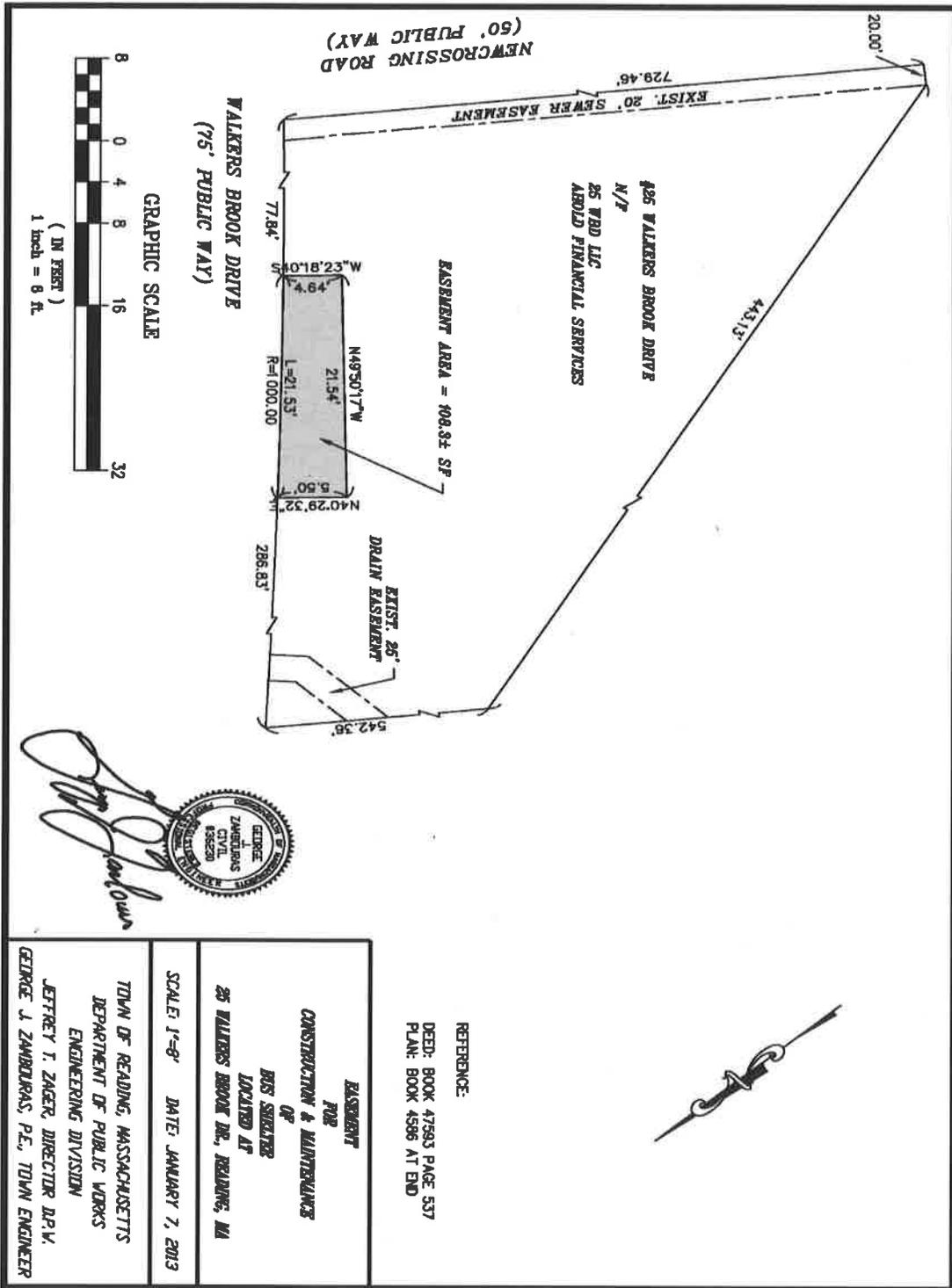
COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

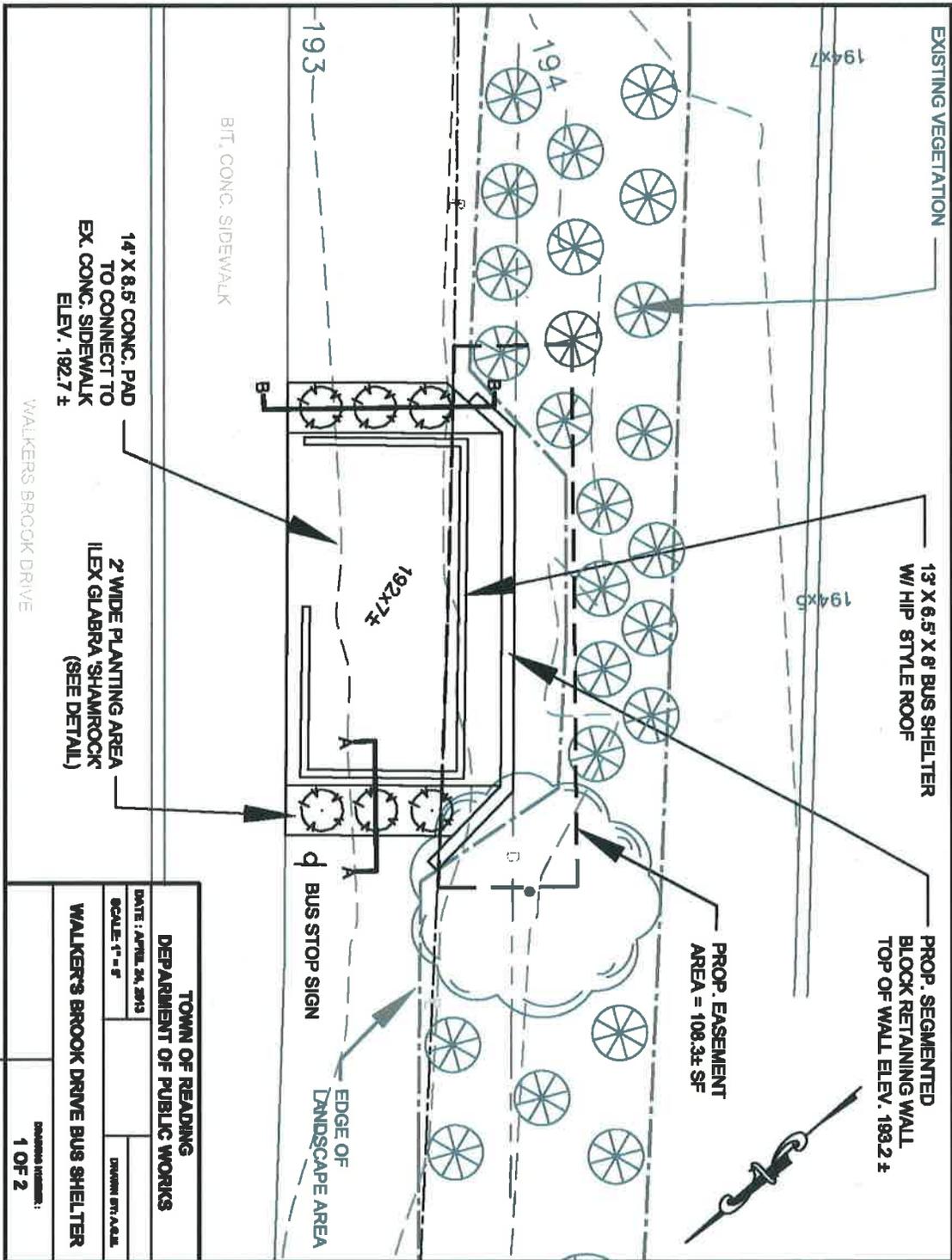
On this _____ day of _____, 2014, before me, the undersigned notary public, personally appeared Kevin M. Sexton, John Arena, John R. Halsey, Daniel Ensminger and Marsie K. West, as they are the members of the Board of Selectmen for the Town of Reading, proved to me through satisfactory evidence of identification, which was _____, to be the persons whose names are signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose.

Notary Public

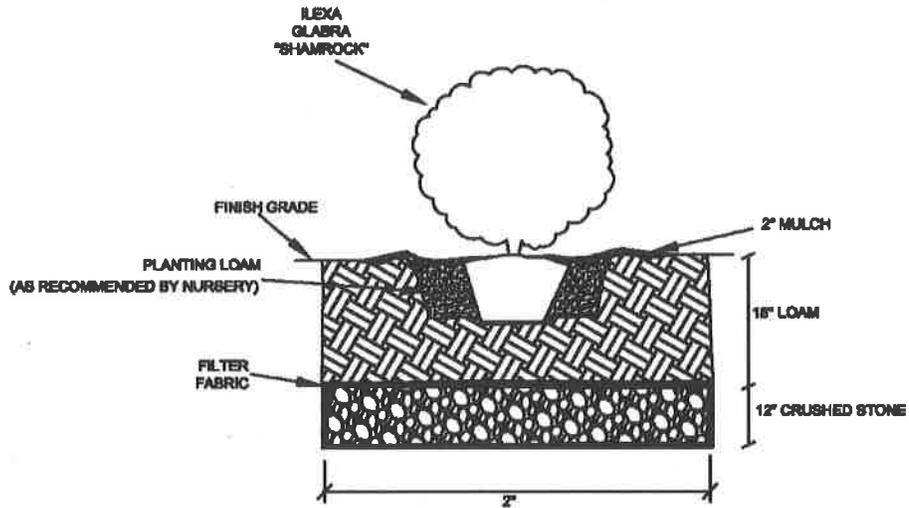
Exhibit A
Easement Area



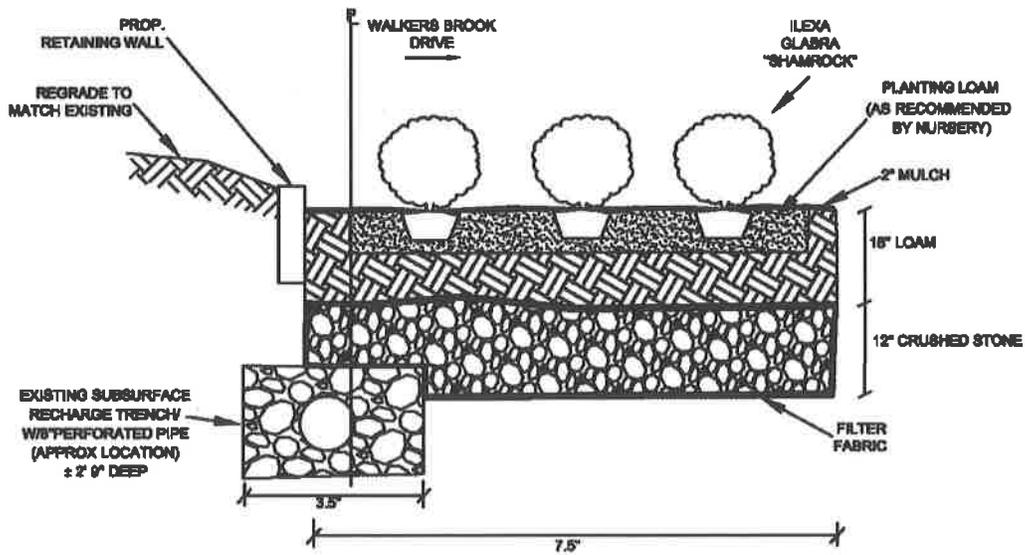
**Exhibit B
Plans and Renderings**



SECTION A-A



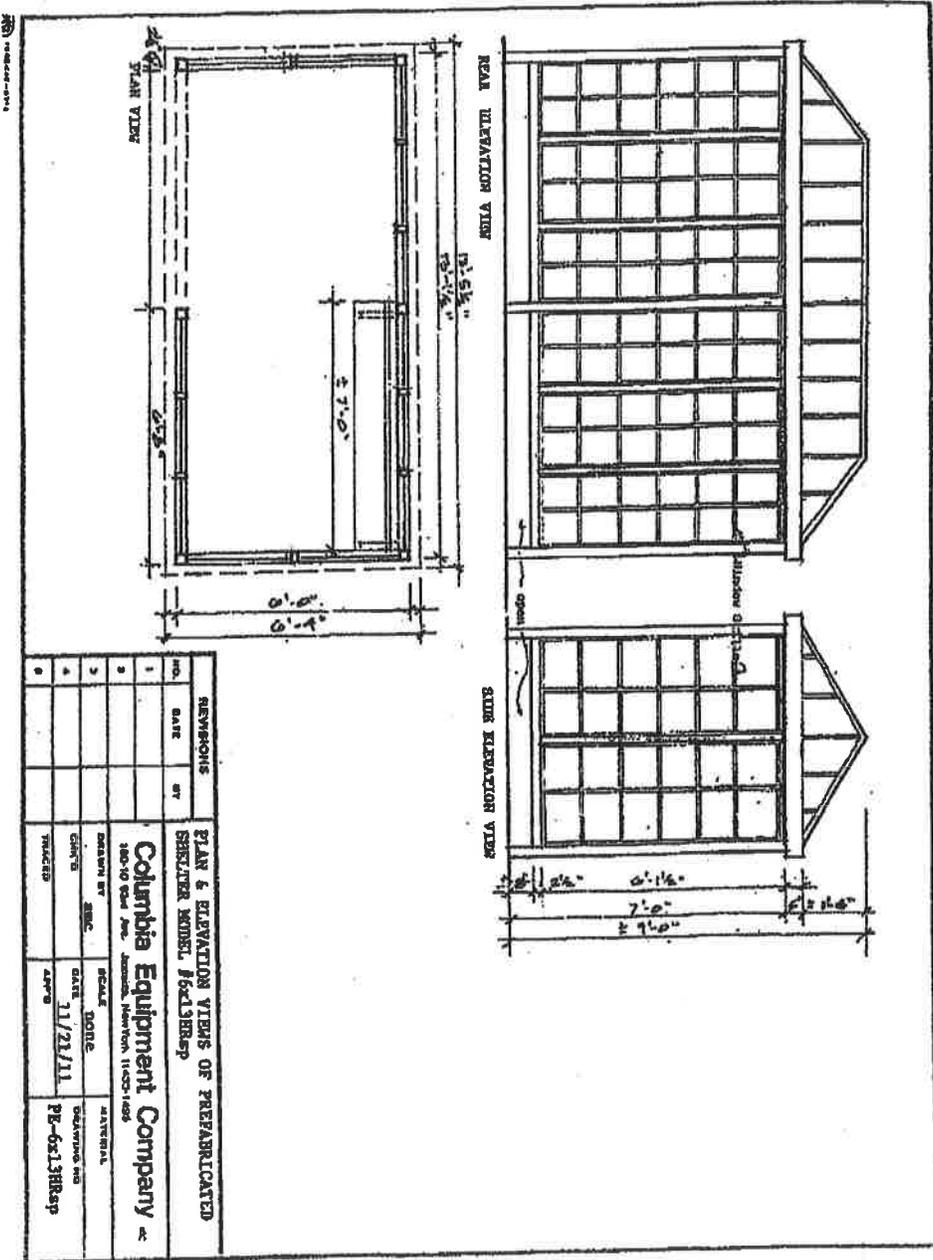
SECTION B-B



ILEXA GLABRA "SHAMROCK" PLANTING DETAIL

NOT TO SCALE

SHEET 2 OF 2



PHONE NO. : 5168296416 FROM :
 Nov. 27 2011 09:56PM PS

DRAFT

Town of Reading Bicycle Network and Pedestrian Priority Plan

May 2014



Acknowledgments

We would like to thank The Town of Reading staff who provided input on this project, including the planning department, engineering department, department of public works, safety officers, Town Administrator, Walkable Reading, and other stakeholders from the Town of Reading. Professional technical assistance provided by the Metropolitan Area Planning Council: Sarah Kurpiel Lee, Transportation Engineer and Planner; Chris Kuschel, Regional Planner; David Loutzenheiser, Transportation Planner; and Bill Wang, GIS Analyst.

This project was undertaken with funding provided by the Town of Reading and from the Boston Metropolitan Area Planning Organization (MPO) Unified Planning Work Program (UPWP).

Cover photo: Bicycles parked at the Reading commuter rail station

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Executive Summary

[To be included when report is near completion]

Introduction

The Metropolitan Area Planning Council (MAPC) is assisting the Town of Reading in advancing pedestrian and bicycle plans, focusing on short-term and low-cost solutions. The Town has already taken several proactive steps to prioritize bicycle and pedestrian access, including approximately 2 miles of new bicycle lanes on Haverhill Street, reconstructing the Downtown to make it a more pedestrian-friendly environment, and advancing a Complete Streets policy. This Bicycle Network and Pedestrian Priority Plan will supplement these efforts and help create connectivity for non-vehicular travel throughout the Town. The primary goals of this effort are to 1) develop a bicycle and pedestrian network plan consisting of town-wide connections; and, 2) begin to institutionalize the implementation of pedestrian and bicycle accommodation at the local level in all projects. The recommendations in this report are not intended to supplant or contradict any existing plans in the communities (open space plans, master plans, etc.). Rather, this document can be used in conjunction with these other initiatives, as well as in coordination with private development efforts, and assist in prioritization and identifying opportunities for new pedestrian facilities and bicycle accommodations during upcoming roadway repaving efforts.

As part of this planning effort, existing conditions and potential opportunities have been identified for all major roads within the Town.¹ This planning effort identifies a network of on- and off-road connections and routes, including proposed bicycle and pedestrian accommodations, and the proposed cross-sections (i.e., allocation of the curb-to-curb space).

This report is organized into two sections. First, it provides an overview of pedestrian facilities followed by a detailed discussion of pedestrian recommendations at high priority sites. Second, it provides an overview of bicycle facilities followed by a detailed discussion of the bicycle recommendations.

These recommendations create a network of bicycle and pedestrian facilities based upon existing roadway configurations with no changes to curb location, existing on-street parking requirements, or the existing number of vehicular travel lanes. Recommendations are based on highlighting existing, low-cost opportunities for improvements, generally through roadway restriping for bicycle facilities and crosswalk or sidewalk improvements or construction of pedestrian facilities. Therefore, the proposed changes are appropriate for near-term (ranging from immediate to 2-3 year) implementation.

Beyond the scope of this study, we urge the Town to examine whether rights of way are wide enough to incorporate bicycle and/or pedestrian facilities when completely redesigning and reconstructing roads and encourage the Town to examine whether there are opportunities to reduce the number of travel lanes or remove on-street parking in order to provide bicycle facilities.

An example of a roadway reallocation is shown in **Figure 1** and **Figure 2**. The first diagram depicts the existing conditions of West Street in Reading. The second diagram depicts MAPC's proposed reallocation of the roadway space. Without any changes in the curb-to-curb width, this segment is able to accommodate bicycle lanes in each direction by slightly narrowing the vehicular travel lanes. The travel lanes, which are proposed as 10.5' and 11.0' are well within the guidance provided by the MassDOT Project Development and Design Guide. According to this guidance, travel lanes on non-local roads should be between 10' and 12'.

¹ Major roads were identified by examining the MassDOT functional roadway classification for the Town of Reading (See Appendix C). In general, local roads were excluded from the analysis unless the Town identified them as an important connection.

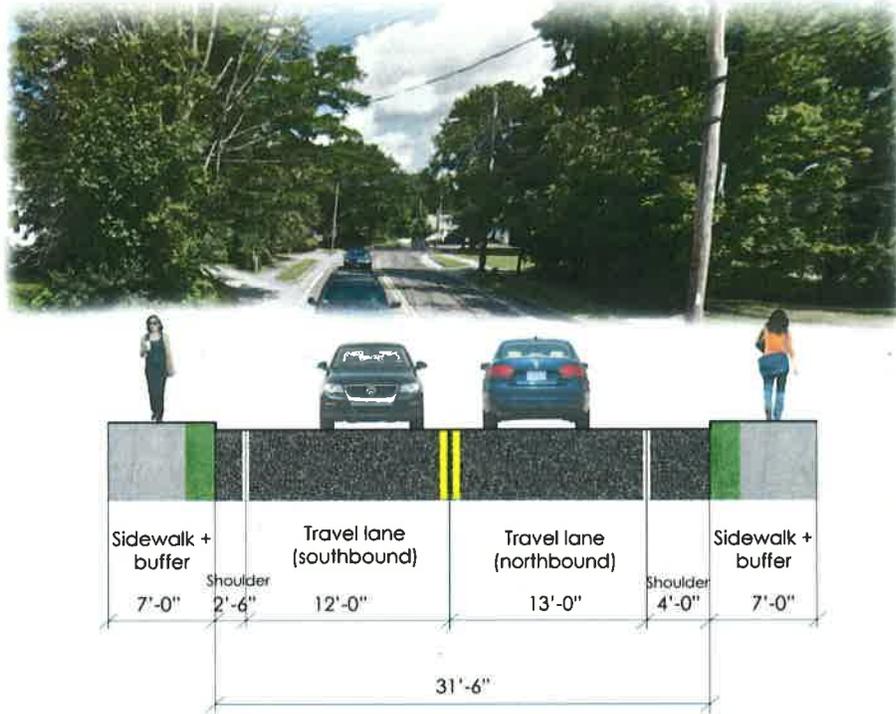


Figure 1: Example of existing conditions - West Street (between Oak St. and Woburn City line)

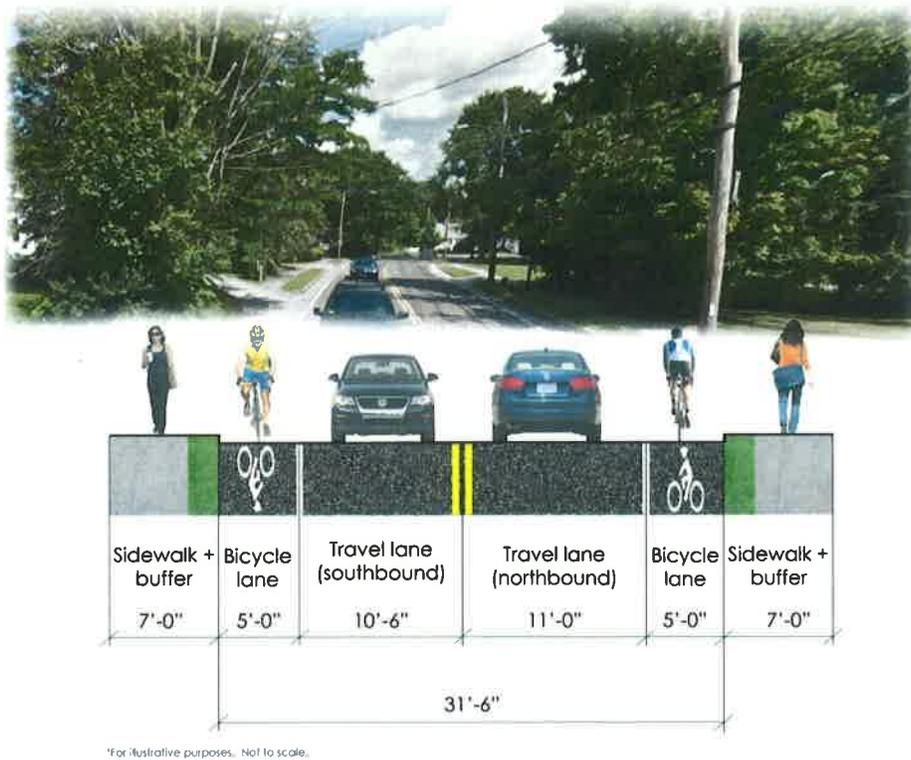


Figure 2: Example of proposed conditions - West Street (between Oak St. and Woburn City line)

MAPC considered the following for potential bicycle accommodations: exclusive bicycle lanes, cycle tracks or buffered bicycle lanes, shared lane markings, and shared use paths. As compared with bicycle lanes and shared lane markings, cycle tracks and buffered bicycle lanes require greater roadway width to accommodate these facilities. Although MAPC considered opportunities to include these facilities, under existing roadway widths there were no opportunities within the Town. The Town may wish to consider incorporating these facilities in the future for any roadway reconstruction projects.

Pedestrian recommendations focus on local priority areas and include crossing improvements, sidewalk improvements, and new sidewalk locations. At the conclusion of the planning effort, it will be the responsibility of the Town to implement the recommendations. MAPC recommends implementing these bicycle and pedestrian recommendations as roadways are repaved and/or reconstructed over the next few construction seasons to minimize costs and to ensure optimal roadway surface conditions for cycling.

Note on Recommendations

MAPC developed the following recommendations for pedestrian and bicycle accommodations based on current best practices and local conditions.² MAPC has met with staff members from the Town of Reading to discuss and finalize the recommendations. The Town should implement these recommendations based on local priorities, funding and public support. In addition, proper education for all users of the roadway should be prioritized along with any changes in infrastructure.

Commute Data

The 2010 American Community Survey compiles statistics over a 5 year period about the modes people use to travel to work. The results are summarized for Reading and compared with regional and state data in **Table 1** below. Note that the ACS survey is given to less than 15% of all households over a five year period; therefore, margins of error may be significant.

Table 1: Travel to Work Mode Share

<i>Municipality</i>	<i>Population</i>	<i>Employees</i>	<i>Walk (%)</i>	<i>Bicycle (%)</i>	<i>Drive (%)</i>	<i>Transit (%)</i>	<i>Other (%)</i>
<i>Reading</i>	24,747	12,654	1.6	0.4	86.5	6.8	4.3
<i>MAPC</i>	3,066,394	1,820,350	6.6	1.1	66.7	16.7	8.8
<i>Massachusetts</i>	6,587,536	3,304,919	4.8	0.7	75.6	9.4	9.5

Source: 2010 American Community Survey, 2010 Census.
Percentages may not equal 100% due to rounding.

The Reading commuter rail station is the most highly utilized on the Haverhill line, with approximately 927 daily weekday boardings³. Although the Reading commuter rail station is very popular, given the current mode shares for Reading residents there is still room for significant increases in non-auto mode shares including transit, walking, and biking. As shown in **Table 1**, the percentage of commuters traveling by private vehicles in Reading is significantly higher than the MAPC region and state average with approximately 87% of all residents driving to work. In addition, the bicycle and walking mode share for the Town is lower than the averages for both the MAPC region and the Commonwealth. Because residents have access to a commuter rail stop, bus line, as well as many neighborhood walking routes, there is potentially a significant opportunity to increase the

² Note that MAPC did not undertake detailed intersection design as a part of this plan; rather, these recommendations are based upon on-site mid-block measurements and observations, and may require additional design at intersections and other conflict areas. Because roadway widths can be inconsistent, prior to installing bicycle facilities, road segments should be evaluated by the municipalities to ensure that the roadway is able to incorporate the recommendations.

³ MBTA *Ridership and Service Statistics*. Thirteenth Edition 2010.

5d18

percentages of these non-vehicular modes of travel. Prioritizing and funding the installation of additional bicycle and pedestrian facilities may increase the non-vehicular mode share, improve air quality in the town and increase physical activity of residents.

Complete Streets Policy

Complete streets refer to roadways that are safe, comfortable, and accessible for all users – including pedestrians, bicyclists, motorists, and bus riders – of the roadway of all ages and abilities. In conjunction with this bicycle and pedestrian plan project, the Town of Reading has decided to pursue adoption of a complete streets policy through its Board of Selectmen. The policy is not a design prescription for required facilities on specific roadways; rather, it directs the Town to consider and look for opportunities to incorporate the needs of all users during both routine maintenance and roadway reconstruction projects. This bicycle and pedestrian plan report is intended to provide specific recommendations to assist with planning and implementation of the complete streets policy. Working with Reading's Parking-Traffic-Transportation Task Force, MAPC has drafted a complete streets policy tailored to meet the Town's goals, such as improving the health of its residents through increased physical activity. MAPC presented the draft policy to the Community Planning and Development Commission on January 27, 2013. The Commission unanimously voted to support adoption of the policy by the Board of Selectmen. A vote by the Board of Selectmen is tentatively scheduled to take place in June 2014.

Town of Reading Bicycle-Pedestrian Accomplishments

This bicycle network and pedestrian priority plan is the latest among a number of initiatives the Town has engaged in to promote alternative forms of transportation and improve the health and safety of the community. These multiple initiatives and programs work together and the Town has recently seen record numbers of both bicycling and walking throughout the community.

Related projects and initiatives include:

- **Healthy Communities Initiative** – this program aims to encourage walking and includes a public education component of the benefits of everyday physical activity
- **Main St. Improvement Project** – From 2008-2009, the Town's downtown was reconstructed with wide sidewalks, brick pavings, pedestrian-scaled street lighting, updated crossing signals, new crosswalks, and curb extensions
- **Parking, Transportation, Traffic, Task Force** – This group, comprised of Planning, Department of Public Works, Town Engineering, Police Safety Officers, and Town Administrator meets monthly to discuss pedestrian and bicycle planning efforts, new opportunities, and issues
- **Update of zoning by-law** – the Town is in the process of updating its zoning by-laws. The updated by-laws will reflect current zoning best practices for creating a sustainable community with a high quality of life.
- **South Main Street Design Best Practices** – The Community Planning and Development Commission has developed a set of Design Best Practices as a way to communicate to property owners and developers the community's preferences related to development attributes in this corridor, which aim to improve the quality of site design and improve the pedestrian environment.
- **Main St. Road Diet** – the Town worked with the Boston Metropolitan Area Planning Organization to study the feasibility of reducing the number of travel lanes on a segment of Main Street from four to three, thus allowing for space for bicycle lanes.
- **Main St. Corridor Study** – the Town collaborated with MAPC, Wakefield, and Melrose to develop a transportation plan that focuses on achieving sustainable development and land use objectives.

- **North Suburban Planning Council Priority Mapping Project** – The NSPC Priority Mapping Project was a 1.5 year-long effort to identify and map local and regional priorities for development, preservation, and infrastructure investments within the subregion. Reading was one of eight municipalities that participated in this project.
- **Sidewalk along Vine Street** – The Town constructed a sidewalk from Mineral Street to High Street. This is a street heavily used by commuters and the sidewalk has increased the safety of both commuters and school children.
- **Haverhill St. bike lane** – the Town's first bicycle lane was constructed, comprising approximately two miles of roadway.
- **Complete streets policy** – the Town is working with MAPC to develop a framework complete streets policy to consider and look for opportunities to incorporate the needs of all users during both routine maintenance and roadway reconstruction projects.

Pedestrian Recommendations

Working with Town staff, MAPC identified several high priority areas for pedestrian improvements. The high priority areas include schools, the commuter rail station, and dense retail districts. These recommendations include crosswalk striping, curb extension locations, sidewalk improvements, and new sidewalks.

Areas around schools, in particular, should focus on providing pedestrian amenities in order to increase the safety of students, parents, and teachers. Providing a safe pedestrian environment for students to access school is essential and may help reduce the number of vehicular trips in Reading.

Town of Reading Neighborhood Walking Routes

Walkable Reading and the Town have completed a “neighborhood walks” map that contains several loops throughout the Town, which provide routes to various points of interest, including off-road trails, parks, conservation areas, sports fields, and playgrounds. See **Figure 3** for a map of these routes. Although it has not yet been formalized, the Town may consider prioritization of sidewalk projects based upon these key routes. In addition, during the development of the Priority Mapping Project the Board of Selectmen discussed the importance of creating a neighborhood link to Lake Q. This would enhance pedestrian and bicycle access to this regional destination. The Town is examining whether easements could provide a link to this popular area.

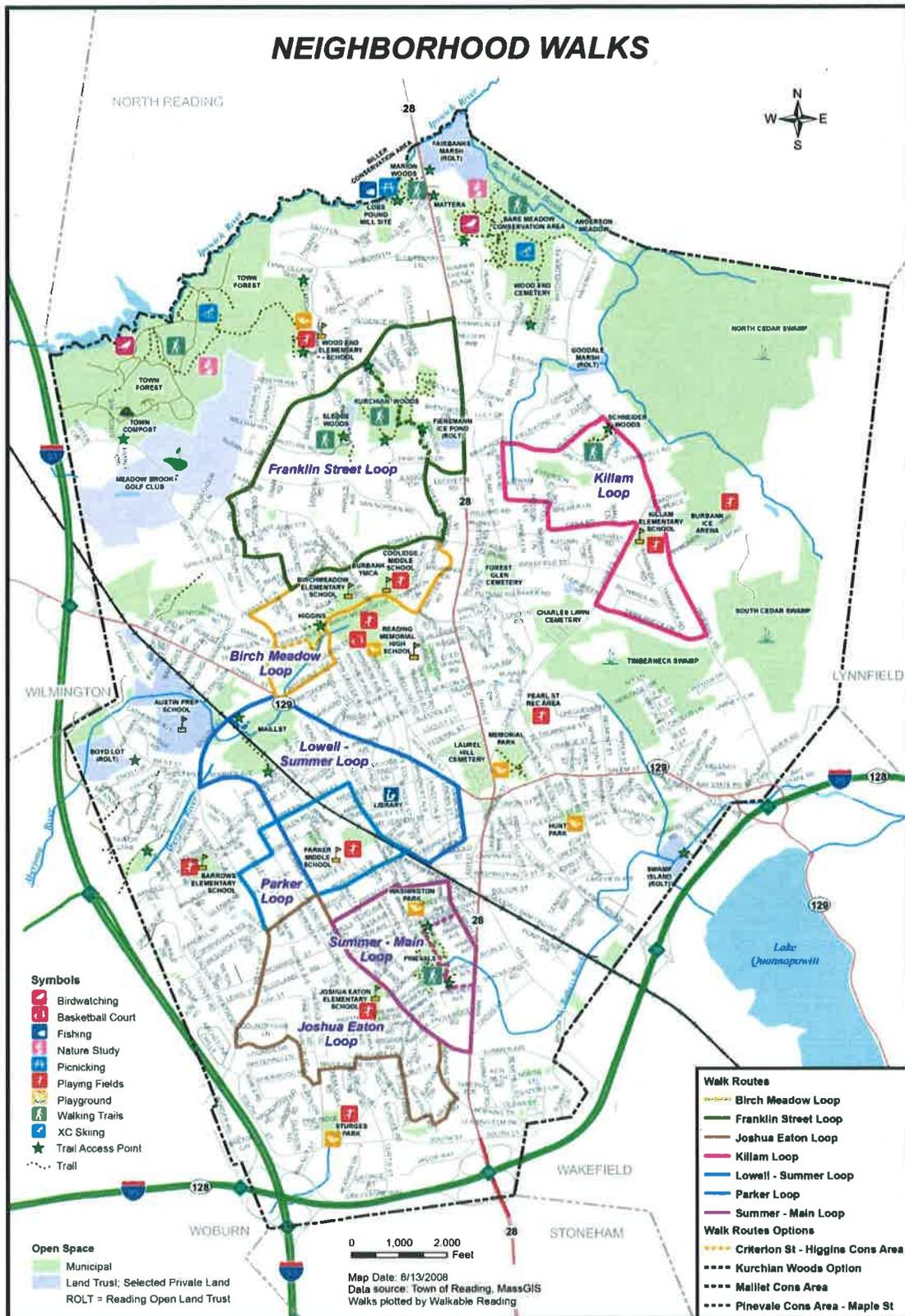


Figure 3: Town of Reading Neighborhood Walking Routes Map

Overview of Pedestrian Facilities

A number of resources are available that provide detailed information on pedestrian facilities, including *The Boston Region's Pedestrian Transportation Plan*.⁴ The following are brief descriptions of the facilities considered for Reading's high priority locations. See **Appendix A** for a list of additional resources for pedestrian and bicycle facility guidelines.

Sidewalks

Sidewalk availability and accessibility is an important part of transportation infrastructure in every city and town. Increased levels of activity (including walking and cycling) in a community can improve health, provide an increase in economic development, and reduce vehicle use, air pollution, and the cost for maintaining local roadways.

The current regional policy guidelines (*The Boston Region's Pedestrian Transportation Plan*) call for the provision of sidewalks or other pedestrian accommodation on both sides of all roadways. The sidewalks should provide pedestrians with multiple options to access their destination, and to minimize the need for pedestrians to cross roadways to access a sidewalk. Although limited rights of way may limit the possible width of sidewalks, The Americans with Disabilities Act mandates a minimum width of three feet of unobstructed sidewalk passageway. Generally, a sidewalk width of five feet allows two adults to walk comfortably side-by-side. A grass buffer of one or more feet, often with planted trees, can separate the pedestrian space from the vehicular travel lanes, adding to the comfort of pedestrians.

Crosswalks

Crosswalks greatly contribute towards pedestrian safety. Crosswalks should be provided at intersections or mid-block locations where pedestrians cross the roadway, should be placed at regular intervals and at convenient locations, and be visible to both the motorist and the pedestrian. ADA-compliant wheelchair ramps should be provided at all crosswalks.

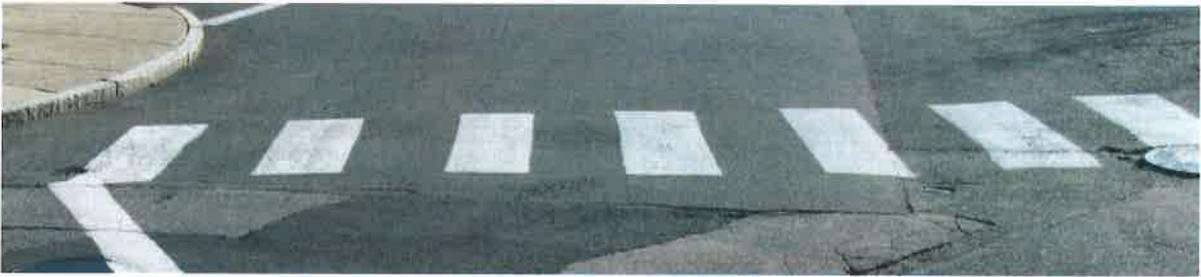
MAPC recommends utilizing the continental or ladder style crosswalks as opposed to the transverse marking style (also known as the "standard" style), because they are more visible to motorists. Crosswalks should ideally consist of non-skid, thermoplastic, retro-reflective material. Although this material is initially more costly than paint, it is longer lasting and requires less maintenance; therefore, it is more cost effective in the longer run.

As with sidewalks, crosswalks should be a smooth surface and accessible for wheelchairs and walkers of all ages and abilities. Brick crosswalks, therefore, should generally be avoided. The Town may wish, however, to utilize enhanced crosswalk designs that do not impede users' ability to cross. These designs include different colored pavements and/or bands of decorative paving (e.g., bricks) or decorative stamps along the outside edges of the crosswalk (i.e., not within the pedestrian path of travel).

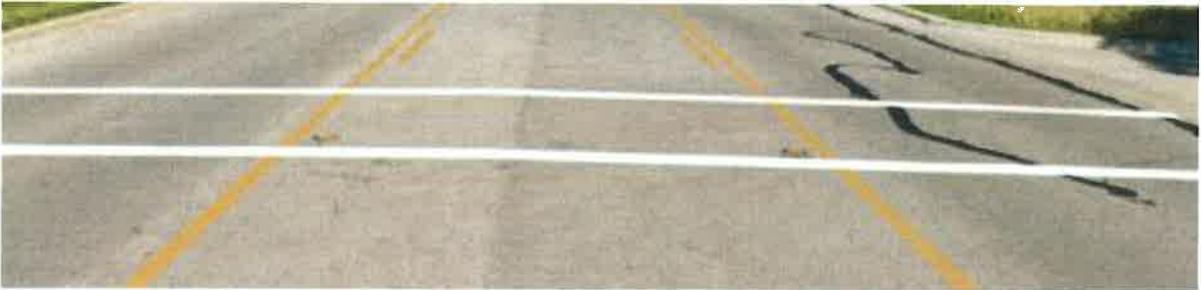
⁴ Adopted and released by MAPC in June, 2010. www.mapc.org/resources/ped-plan



Ladder crosswalk



Continental sidewalk (High Street, Reading)



Transverse (Standard) crosswalk

Additional Pedestrian Facilities Considered



ADA compliance – Americans with Disabilities Act Standards for Accessible Design applies to all projects involving new or altered pedestrian facilities. While these improvements for people with disabilities are mandated, street designs that accommodate people with disabilities, e.g., tactile curb ramps, create a better walking environment for all pedestrians.



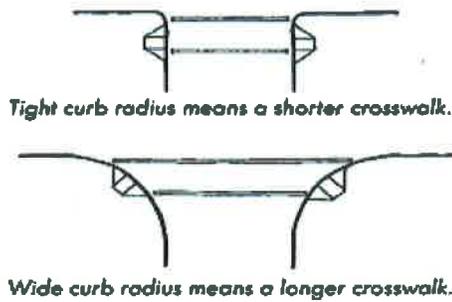
Advanced yield lines – These markings encourage drivers to stop further back from crosswalks and, therefore, improve their visibility of pedestrians in the roadway.



Curb extensions – Extending the sidewalk at crossings decreases the crossing distance for pedestrians and increases their visibility. Emergency access is often improved because intersections are kept clear of parked cars. Curb extensions should only be utilized where on-street parking is present (i.e., they should not be used to reduce a travel lane or a bicycle lane to an unsafe width).



Crossing (refuge) islands – Raised islands within the roadway have many benefits, such as allowing pedestrians to cross fewer lanes of traffic at a time, providing a refuge so that slower pedestrians can wait for a break in the traffic stream, allowing pedestrians to focus on traffic from only one direction at a time, and reducing the total distance over which pedestrians are exposed to potential conflicts with motor vehicles.



Curb radii – Curb radii is the measurement of the sharpness of a corner at an intersection. Generally, a smaller or tighter curb radius is better for pedestrians because it allows for more sidewalk space, flexibility in the placement of curb ramps, shorter street crossings, requires vehicles to slow as they turn the corner, and improves sight distance between pedestrians and drivers.



In-street Stop for Pedestrian Signs – These signs are placed in the center of the roadway at crosswalk locations to increase the visibility of pedestrians and remind motorists to yield to them.



Lighting - According to the Federal Highway Administration, effective street lighting can decrease pedestrian crashes by approximately 50 percent. Street lighting, necessary for all modes of transportation, provides visibility and safety during non-daylight hours. The height of street lights and spacing between street lights needs to both clearly illuminate pedestrians and the roadway.



Pedestrian Signals - Signal indications inform pedestrians when it is safe to cross the roadway. The timing of walk indications are determined by the crosswalk length and should be timed to allow for pedestrians to safely cross roadways. Traffic signal timings should be updated with the 2009 Manual on Uniform Traffic Control Devices (MUTCD) walking rate of 3.5 feet per second. Pedestrian countdown timers, indicating the amount of time remaining for pedestrian crossings, should be installed where appropriate.



Raised Crosswalk – A raised crosswalk provides pedestrians with an elevated roadway crossing, making the pedestrian more visible than in a standard crosswalk. The raised crosswalk also works as a traffic calming device, as the elevation change requires the driver to drive more slowly.

Town of Reading High Priority Area Pedestrian Recommendations

The following provide observations and recommendations for Reading's high priority areas.

Commuter Rail Station

The commuter rail station is centrally located in the Town's 40R Smart Growth District and within easy walking distance of Reading's downtown and numerous residential neighborhoods. The area is a hub of activity, including high numbers of walkers, bikers, and bus and commuter rail riders. In general, sidewalks are present and well-maintained throughout the vicinity. The following photos and associated text highlight specific issues noted.



At several intersections there were no crosswalks, including:

- Washington St and High St (pictured)
- Vine and High Street
- Minot St and Washington Street
- Green Street and High Street
- Lincoln Street and Woburn Street

In some instances (e.g., Washington and High Street) the crossing distance is very wide, which can both encourage high speeds, as well as require pedestrians to walk in the roadway for longer than necessary.

Location: Washington Street



Crosswalk style was inconsistent and often utilized the less visible standard crosswalk style. MAPC recommends striping continental or ladder style crosswalks.

Location: High Street



Crossing distances between Reading's Downtown and the commuter rail station are very long and may pose a safety issue for pedestrians. Reading may wish to consider crossing islands or narrowing the roadway lane widths to improve pedestrian safety.

Location: High Street



One ramp to the station platform along High Street is not aligned to a crosswalk, and thus pedestrians must jaywalk or walk along the roadway to reach a crosswalk.

Location: High Street



The bus stop on Lincoln Street lacks amenities, such as a shelter to protect from inclement weather and wind. The Town should work with the MBTA on ways to incorporate this important amenity. For example, the Town could examine whether the row of parking in the lot adjacent to the sidewalk could be shifted slightly in order to widen the sidewalk and, hence, create space for a shelter. Alternatively, one or two on-street parking spaces on Lincoln Street adjacent to the bus stop could be removed in order to construct a curb extension. The shelter could be located within this space.

Location: Lincoln Street



At the intersection of High Street and Woburn Street, the crosswalks did not connect to ramps. MAPC recommends installing ADA accessible curb ramps at all crosswalks.

Location: High Street

Schools

Areas around schools, in particular, should focus on providing pedestrian amenities in order to increase the safety of students, parents, and teachers. Providing a safe pedestrian environment for students to access school is essential and may help reduce the number of vehicular trips in Reading. Improvements could include enhanced striping and pedestrian crossing signals. Traffic calming measures, such as speed tables, curb extensions, flashing beacons, rumble strips, and narrower travel lanes should also be considered. In general, these roadway improvements result in a higher compliance rate (i.e., lower speeds), increased pedestrian safety, and have a longer lifespan than paint or signage improvements.

Hundreds of schools across Massachusetts have adopted programs to encourage students and their parents to choose walking, biking and other non-auto modes for commutes to and from school. The effectiveness of such programs largely depends on the number of students who are living within walking distance from school, but are currently being driven.

The Massachusetts Safe Routes to School program partners with schools throughout the Commonwealth to help plan and implement programs that increase student walking and biking activities. The program's goals are to reduce traffic congestion and air pollution near schools while increasing the health, safety, and physical activity of students.

Evaluating trends in how students and families choose to travel to school is a key component to building a successful Safe Routes to School program. Safe Routes to School staff will assist partner schools with the administration of a 3-minute online survey. Reading is a Safe Routes to School partner district so therefore has access to these resources. If the Town is interested in better understanding how students and families travel to school it should consider conducting the survey. For information on beginning this process or for additional information, please visit <http://masaferoutessurvey.org>.

Informational and marketing materials are available for schools to make parents aware of the online survey tool and provide them with a link to the survey. Paper versions of the survey are also available and Safe Routes to School program staff can assist with the survey collection process. Both the online and paper versions are available in multiple languages. School administrators can have direct access to survey results and reports through an administrative login on the website and program staff can also assist with report generation and the presentation of results. School and district level reports include a summary of the results accompanied by maps, tables, and charts. The reports are available to school and community officials. With this survey information, communities can target their sidewalk and bicycle investments near schools that have the most potential for change.

Arthur B Lord Drive / Birch Meadow Drive Area

Along Arthur B Lord Drive and Birch Meadow Drive there are a number of pedestrian destinations, including an elementary school, middle school, high school, YMCA, and sports fields. Because of this concentration of students, this area is especially important to ensure safe and adequate facilities for pedestrians and bicyclists. Many of the crosswalks in this area were faded and in poor condition, and should be repainted to ensure pedestrian visibility.



The presence of an in-street "yield to pedestrian" sign assists with alerting motorists to pedestrians. However, the atypical crosswalk treatment may confuse drivers. For consistency and to avoid confusion, MAPC recommends striping a continental or ladder style crosswalk when the existing crosswalk needs to be replaced.

Location: Birch Meadow Drive



Continental or ladder style crosswalks are more highly visible than the transverse style (shown to the left), and are recommended especially near schools and popular pedestrian destinations.

In addition, the Town should examine whether curb radii can be reduced at the intersection of Arthur B Lord Drive and Birch Meadow Drive and at the entrance to the high school. Reducing curb radii can slow turning vehicles and thus improve pedestrian safety.

Location: Birch Meadow Drive



Parts of the northbound side of Arthur B Lord Drive lack a sidewalk. If the necessary right-of-way exists, MAPC recommends installing a sidewalk to ensure a continuous route for pedestrians.

Location: Arthur B Lord Drive

Joshua Eaton School

The Joshua Eaton School is an elementary school located at 365 Summer Avenue. The area has sidewalks in varying conditions, as well as crosswalks at all intersections. The following are several opportunities for improvements.



The crosswalks along Summer Avenue and Oak Street are in the standard transverse style. In some cases they can be difficult for motorists to see, which can pose a safety threat for pedestrians. In this area, MAPC recommends striping continental or ladder style crosswalks.

Location: Summer Avenue



The accompanying photo is another example of a transverse style crosswalk that may be difficult for vehicles to see. Continental or ladder style crosswalks are strongly recommended.

Location: Oak Street



Parts of the sidewalk along Oak Street are in poor condition with cracked and uneven surfaces. MAPC recommends installing concrete sidewalks, which are a more durable material than asphalt.

Location: Oak Street

A. M. Barrows School

A. M. Barrows School is an elementary school located at 16 Edgemont Avenue, off of West Street. There are several opportunities, near term and longer term to improve the safety of pedestrians in this area, listed below.



Crosswalks are present in the area, but are in the transverse style. Continental or ladder style crosswalks can be more visible to motorists, which can improve pedestrian safety.

Location: Edgemont Avenue



The crosswalk in front of the entrance to the school is full of parked cars, resulting in poor sight lines for motorists trying to observe pedestrians crossing the road. The location of the crosswalk and the black car in the accompanying photo could be switched so that the crosswalk is not between two parked vehicles (behind the black car is a driveway). Alternatively, a curb extension would dramatically increase visibility and reduce the crossing distance of pedestrians.

Location: Edgemont Avenue



A curb cut with ADA compliant ramps should be present at all crosswalks.

Location: Edgemont Avenue



Due to parked cars it can be difficult to see pedestrians crossing Edgemont Avenue at West Street. Continental or ladder style crosswalks and curb extensions can improve visibility and reduce crossing distances.

Location: Edgemont Avenue

Other Schools

In addition to the locations above, MAPC observed the conditions at the other schools located in the Town. In these cases there were fewer opportunities for improvement. A summary of observations and recommendations is **Table 2** below.

Table 2: Pedestrian Recommendations, Additional Schools

Location	Positive elements	Recommendations for improvement
Austin Preparatory School 101 Willow Street	<ul style="list-style-type: none"> • Secluded campus setting 	<ul style="list-style-type: none"> • Stripe crosswalk at Willow Street entrance • Consider whether entrance requires two lanes in each direction • Consider reducing curb radii to slow turning vehicles
Killam School 333 Charles Street	<ul style="list-style-type: none"> • Flashing sign 	<ul style="list-style-type: none"> • Consider curb extensions along Charles Street
Walter Parker Middle School 45 Temple Street	<ul style="list-style-type: none"> • Located off quiet, low-speed street 	<ul style="list-style-type: none"> • Sidewalk buffer is in poor condition and at a steep grade • Restripe crosswalks along Summer Ave in continental or ladder style
Wood End Elementary School 85 Sunset Rock Lane	<ul style="list-style-type: none"> • Located off quiet, low-speed street 	<ul style="list-style-type: none"> • Restripe crosswalks at Franklin Street in continental or ladder style

Walkers Brook Drive

Walkers Brook Drive is a busy commercial district with “big box” chain retailers, grocery stores, and offices. The area is primarily auto-centric with multiple vehicular lanes in each direction; however, there is also a highly utilized bus stop for the Route 137 which travels from Reading to Malden. In addition, the route provides direct access to Lake Quinnapowitt in Wakefield. Both pedestrians and bicyclists travel along this roadway to the Lake. Improving this corridor to limit the width of crossings through a lane diet and lowering vehicular speeds would add to the comfort of non-auto users.

The intersection design at New Crossing Road is an issue for local residents and pedestrians. The intersection currently lacks a crosswalk on the western leg of the intersection and thus requires pedestrians traveling from the grocery store and nearby residential neighborhood to cross three legs of the intersection in order to access the sidewalk located on New Crossing Road. MAPC recommends either striping a fourth crosswalk on the western leg of the intersection across Walkers Brook Drive, or installing a sidewalk on the eastern side of New Crossing Road, in order to improve access for local pedestrians crossing this roadway.



Bus stop (Walkers Brook Drive)

The bus stop on Walkers Brook Drive at New Crossing Road currently lacks amenities that could improve the comfort for bus riders. The Town, however, is in the process of purchasing a shelter and finalizing an easement agreement with abutting land owners to place this amenity. The new shelter is scheduled to be installed in 2014 and will greatly improve the comfort of riders waiting for the bus at this popular stop.

Reading Downtown District

MAPC examined Main Street in the downtown retail district. This area has been recently reconstructed and contains wide, buffered sidewalks, highly visible crosswalks, audible crossing signals, and a well-designed streetscape. Because the crosswalks are constructed of brick, which can become uneven over time, MAPC recommends monitoring the condition of these crosswalks to ensure that they remain in good condition.

Rail Line Right of Way

MAPC examined whether there was sufficient right-of-way along the existing commuter rail line to allow for a multi-use path. The commuter rail extends throughout the Town and south into Wakefield near Lake Quannapowitt. After a site visit and speaking with MBTA staff, MAPC determined that a rail trail is not feasible due to limited right of way and planned expanded use of the existing railway lines. MAPC recommends two alternatives for access the Lake:

- Traveling from Ash Street, a quiet road in Reading to Parker Road in Wakefield, continuing along Elm Street to Winn Street, which provides access to the Lake.
- Traveling along Walkers Brook Drive to Northern Avenue in Wakefield. Walkers Brook Drive would benefit from improvements to the pedestrian experience including improved sidewalk, landscaping, crossings, and reduced vehicular speeds on the roadway.

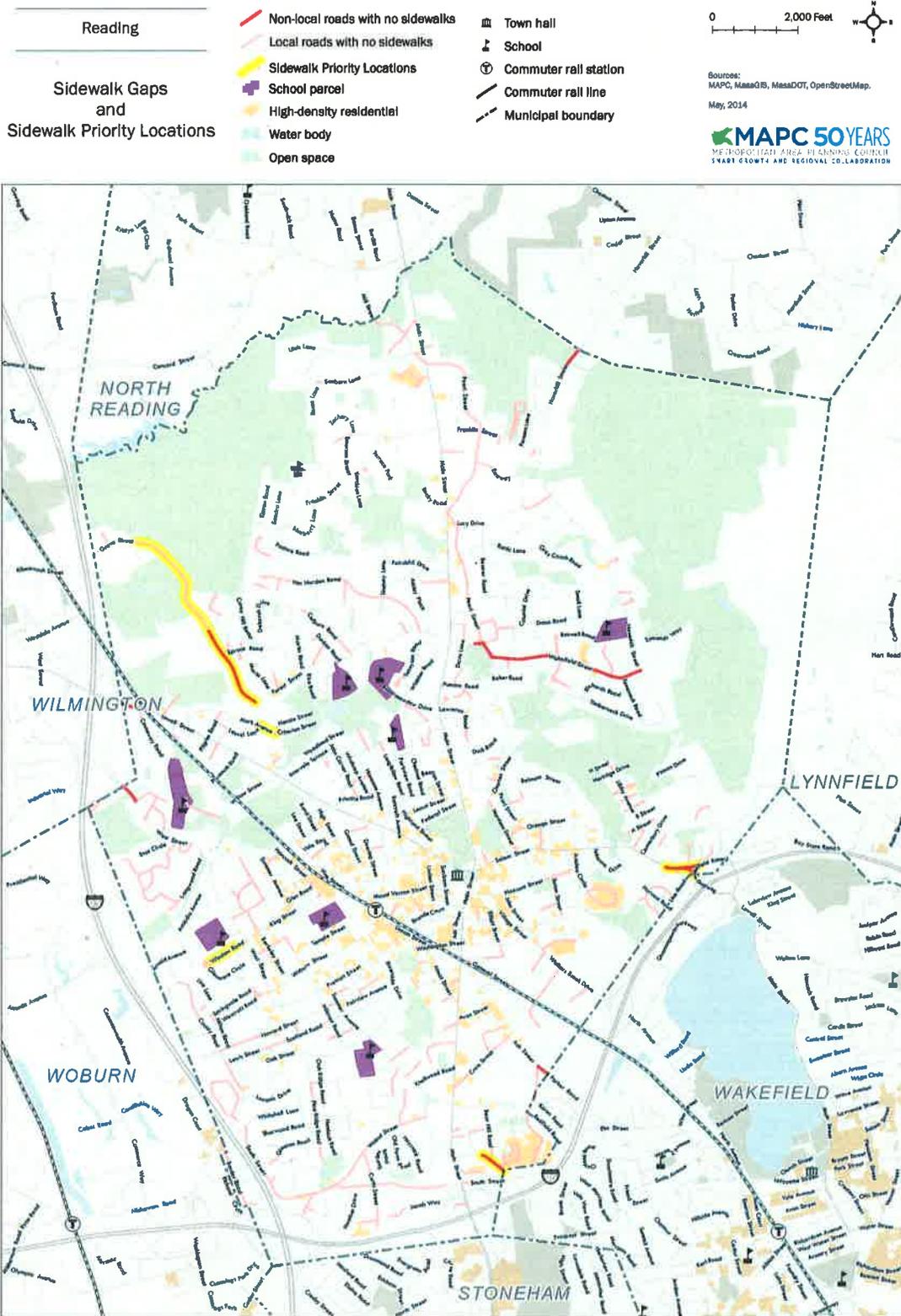
Sidewalk Gaps

MAPC reviewed all of the sidewalk gaps for both local and -non-local roads in Reading. **Figure 4** illustrates the areas that lack pedestrian facilities, highlighting priority locations. MAPC recommends providing pedestrian facilities (sidewalks, shared use paths, etc.) on at least one side of all roadways. In addition, **Table 3** provides a list of the top priority recommendations (in alphabetical order) for pedestrian facilities in Reading, based on key connections (these locations are also highlighted on the map). While the Town should direct its priorities to fixing these gaps, it should not preclude construction of sidewalks or other pedestrian facilities in other areas. Note that these recommendations reflect priorities based on gaps and network continuity, and do not reflect the cost of construction, right of way, or ownership issues.

Table 3: Reading Pedestrian Infrastructure Priority Locations

<i>Street</i>	<i>Limits</i>	<i>Comments</i>
Grove Street	Franklin Street to Strout Avenue	Provides connection to Town Forest and trails
Hopkins Street	Main Street to Wakefield Town line	Provides connection to Wakefield
Salem Street	Torre Street to Reading-Wakefield Rotary	Important connection to Wakefield near Lake Quinnapowitt and other sites including a senior housing complex and fitness center

Figure 4: Reading Sidewalk Gaps (Local and Non-local Roads) and Sidewalk Priority Locations



Bicycle Recommendations

The Town of Reading has been proactive in providing bicycle lanes on Haverhill Street, and has requested assistance in identifying additional opportunities for bicycle facilities to create a Town-wide network of bicycle facilities. MAPC examined the entire street network of non-local roads for the Town of Reading, collecting street width and existing condition data, and identifying opportunities and constraints for providing bicycle accommodation in those areas. The focus of this effort has been to identify, based on the existing street widths, curb locations, and parking locations, the opportunity to provide bicycle facilities on these roads in the next roadway repaving cycle. The recommendations detail the proposed roadway layout, including bicycle lane, parking, and travel lane widths. For roadways owned by the municipality, MAPC recommends striping the recommended bicycle lanes or shared lanes when repaving roadways identified in the network plan. Restriping after repaving is a cost saving measure and provides a better surface for cycling, although communities are encouraged to install bicycle facilities at any time. In some cases MAPC proposes bicycle facilities on roads not owned by the municipalities, but rather the State (i.e., MassDOT) or private ownership. In these cases the process for implementation on these roads will differ from municipality-owned roads, and MAPC encourages active engagement with the appropriate state offices to implement the recommendations.

In addition, MAPC has examined previous bicycle planning efforts conducted for the Town. This includes:

1. Community Transportation Technical Assistance Program: Main Street (Route 28) from South Street to Washington Street, Reading memorandum⁵

This study, conducted by the Boston Metropolitan Planning Organization, studied the feasibility of reducing the existing configuration of two travel lanes in each direction to one lane in each direction plus a center turning lane along Main Street from South Street to Washington Street. This reconfiguration, known as a “road diet”, would provide space for bicycle lanes in each direction. The study divided the study area into three sections and recommended the road diet from Hopkins Street to the railroad tracks near Ash Street. MAPC has incorporated these recommendations as part of its bicycle network plan for the Town.

2. Main Street Corridor Study: Prepared for the Towns of Reading, Wakefield, and the City of Melrose⁶

MAPC collaborated with Reading, Wakefield and Melrose to develop a coherent, forward-looking transportation plan. The Main Street Corridor Study looks at ways to improve upon the existing transportation network by reducing automobile traffic while promoting commuter rail, walking, bicycling and bus transportation. This study addresses a full range of transit options and focuses on achieving sustainable development and land use objectives.

3. North Suburban Regional Bicycle Transportation Plan – Reading section⁷

This study, conducted by Weston & Sampson, examined the creation of a multi-municipality on-road bicycle network that included the Town of Reading. The study identified 5 potential routes through the Town. MAPC has incorporated these routes as part of its bicycle network plan for the Town; however, MAPC relies on the most up-to-date guidance for widths of travel and bicycle lanes, which may differ from the recommendations in the Weston & Sampson report.

⁵ Boston Region Metropolitan Planning Organization. December 19, 2013.

⁶ Metropolitan Area Planning Council. January, 2012.

⁷ Weston and Sampson. 2005.

Overview of Bicycle Facilities

The on-road bicycle accommodations that were considered in this network plan include bicycle lanes, shared lane markings, and shared paths. Complementing bicycle facilities should be campaigns (e.g., driver education, mailings, signage) to educate both motorists and cyclists on the meaning of the new pavement markings and the laws governing how these modes of transport interact with each other. In addition, ensuring that bicycle lanes are free from debris such as sand and trash is important to allow cyclists to safely use the bicycle facilities.

In general, MAPC based its recommendations upon the design guidelines specified in the AASHTO Guide for Planning, Design, and Operation of Bicycle Facilities⁸. Following the established guidance MAPC recommends on-street parking lanes of 7-8' and travel lanes of 10-12'. Eleven feet is often ideal. Travel lanes greater than 12' may encourage vehicles to speed, whereas 10' is adequate on many roads but may be less than optimal for bus routes and roadways with heavy or wide vehicles.

The following are brief descriptions of different types of bicycle facilities. The list is ordered by desirability, with facilities providing the highest separation between vehicles and bicycles listed first. Please see **Appendix A – Pedestrian and Bicycle Facility Design Guidelines and References** for resources containing complete descriptions, photos, and design guidance for these bicycles facilities.⁹

⁸ See Chapter 4: Design of On-Road Facilities:

<http://www.railstotrails.org/resources/documents/ourWork/trailBuilding/DraftBikeGuideFeb2010.pdf>

⁹ The illustrations below depicting the various bicycle facilities are from the NACTO Urban Bikeway Design Guide, accessible online at <http://nacto.org/cities-for-cycling/design-guide/>

Cycle Track - A cycle track, illustrated in **Figure 5**, is an exclusive bicycle facility that combines the user experience of a separated path with the on-street infrastructure of a conventional bicycle lane. A cycle track is physically separated from motor vehicle traffic and is distinct from the sidewalk. A cycle track may be placed at the street level, sidewalk level, or in between.



Figure 5: Cycle track (Source: NACTO)

Buffered Bicycle Lane - Buffered bicycle lanes, illustrated in **Figure 6**, are conventional bicycle lanes paired with a designated buffer space separating the bicycle lane from the adjacent motor vehicle travel lane and/or parking lane. Pavement markings usually provide this buffer, and there is generally no physical separation between vehicles and cyclists.



Figure 6: Buffered bicycle lanes (Source: NACTO)

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Bicycle Lane - A bicycle lane, illustrated in Figure 7, is defined as a portion of the roadway that has been designated by striping, signage, and pavement markings for the preferential or exclusive use of bicyclists.

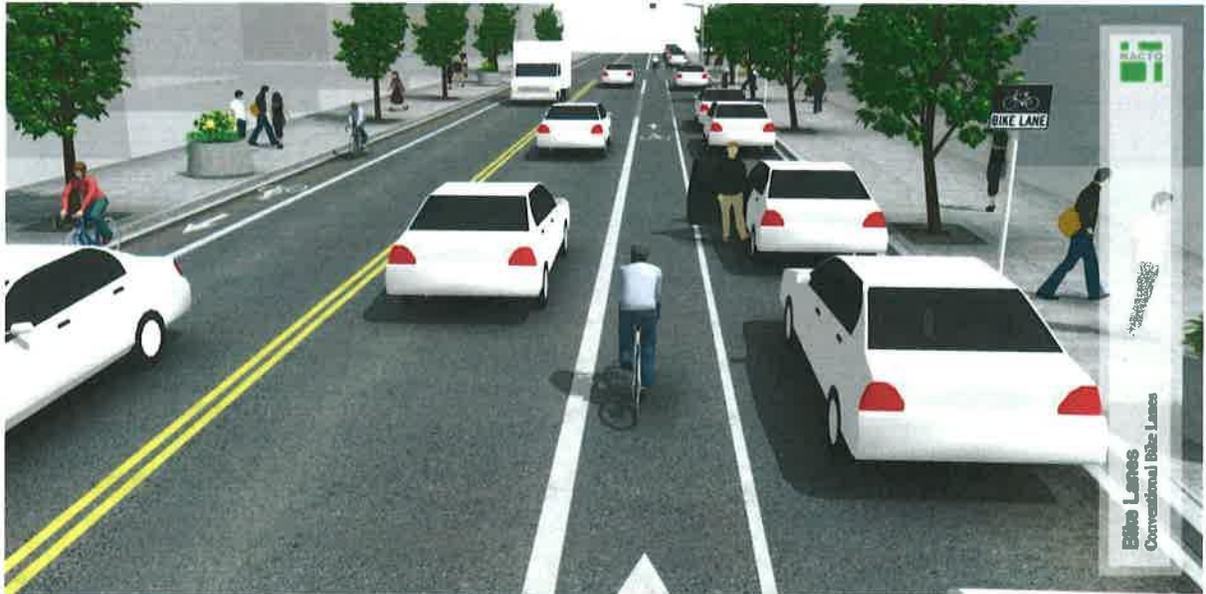


Figure 7: Bicycle lanes (Source: NACTO)

Shared Lane - Shared lane markings (SLMs), or “sharrows,” illustrated in Figure 8, are road markings that indicate a shared lane environment for bicycles and automobiles. Among other benefits, shared lane markings reinforce the legitimacy of bicycle traffic on the street and mark the recommended position within the roadway for bicyclists. Sharrows should be marked as frequently as 100’ apart and not greater than 250’ apart, as well as immediately after intersections.

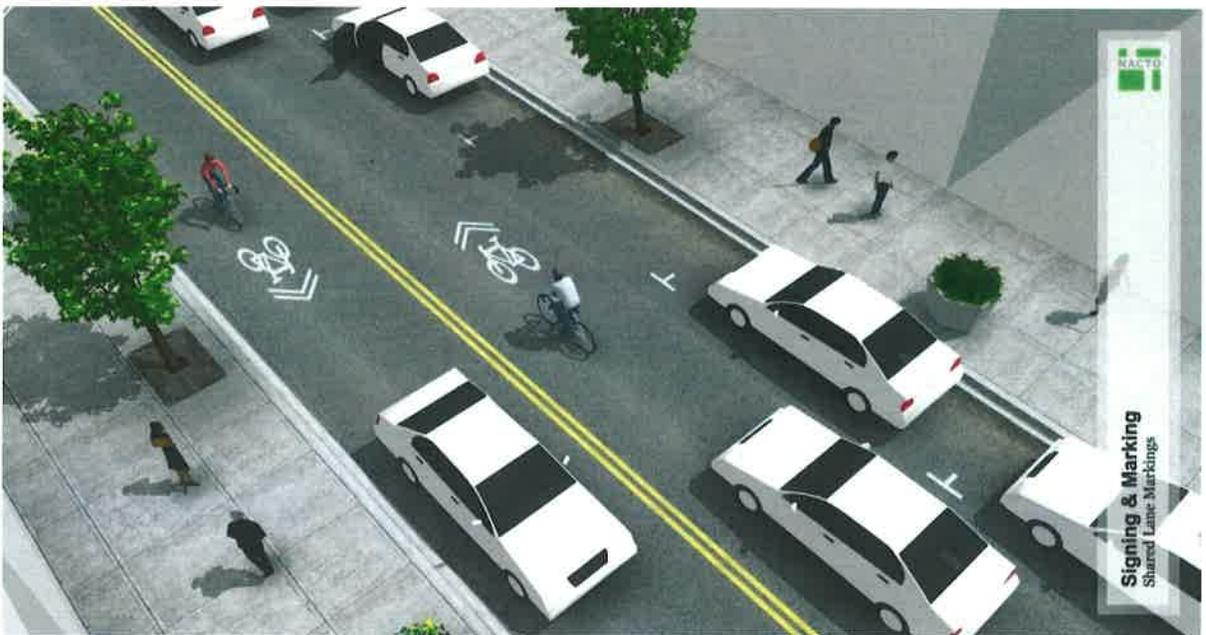


Figure 8: Shared lane markings (Source: NACTO)

Signage – Signs can complement the pavement markings, further alerting motorists to the presence of bicyclists and encouraging all users to share the road. On quiet residential streets with good connections and low traffic volumes or low speeds, signs can be used as a means of connecting the bicycle network through these areas without the need to install pavement markings. Signs can also be used for wayfinding purposes to direct cyclists to off-road paths and various points of interest.



Examples of bicycle signage

Town of Reading Bicycle Facilities Recommendations

There are a number of streets in Reading identified on the Reading Bicycle Network Map (**Figure 9**) and Reading Bicycle Recommendations Table (**Table 4**) with potential for bicycle facilities in the short term. The bicycle network creates connections to schools, the commuter rail station, downtown, residential areas, and to the adjacent communities. Providing safe and comfortable bicycle facilities to these important connections can improve the health of the Town's residents, and reduce reliance on automobiles for shorter trips, which in turn can reduce congestion in the Town.

The table provides details on the recommendations for proposed striping. There is often flexibility in the recommendations regarding the allocation of roadway space while still following the guidance from MassDOT. For non-local roads, MassDOT recommends travel lane widths between 10-12 feet. For local roads, MassDOT recommends travel lane widths of 9-11 feet. For example, a 30' foot road with no on-street parking could be configured with:

- Two 5' bicycle lanes and two 10' travel lanes;
- Two 4.5' bicycle lanes and two 10.5' travel lanes; or,
- Two 4' bicycle lanes and two 11' travel lanes

Working within the established guidance presented in this document, the Town has the ability to make adjustments to the recommendations where appropriate to meet Town approval.

The Network Plan proposes approximately 8.4 miles of new bicycle lanes throughout the Town of Reading. Many miles of shared lanes (sharrows) are also proposed on roadways that cannot accommodate bicycle lanes within their current geometric configuration. These recommendations are based upon existing roadway configurations and widths with the exception of a segment of Main Street, which was previously identified for a "road diet" in order to accommodate bicycle lanes. In a recent analysis, the Boston Region Metropolitan Planning Organization recommends changing the roadway configuration from two travel lanes in each direction to one lane in each direction plus a center turning lane between Hopkins Street and the railroad crossing near Ash Street.

In addition to the segment of Main Street discussed above, MAPC recommends the Town analyze two additional roadway segments for suitability of a road diet:

1. Main Street from Salem Street to North Reading Town line

Main Street north of the downtown has two travel lanes in each direction and lacks adequate width to stripe bicycle lanes. This segment of Main Street is a busy roadway with vehicles often traveling at high speeds. In its current configuration, MAPC recommends routing bicycle traffic along Charles Street to Pearl Street, which runs approximately parallel to Main Street. The segment of Main Street from Salem Street to Charles Street is a gap in this connection and in the short term could be partially addressed through shared lane markings. The Town has begun considering whether Main Street from Salem Street to the North Reading Town line would be appropriate for a road diet. Specifically, it has had preliminary conversations with MassDOT to examine the potential for converting the four travel lanes to two travel lanes plus wide bicycle lanes. MassDOT will perform additional analysis during a roadway construction project in summer 2014 to determine whether a lane diet is appropriate.

2. Walkers Brook Drive from John Street to Wakefield Town line

Walkers Brook Drive is a high-speed roadway with two to three travel lanes in each direction and direct access to I-95. It also provides an important connection to the popular Lake Quannapowitt, located directly south of Reading/Wakefield town line. The existing space allows for four foot bicycle lanes, which meets the minimum standards set forth by MassDOT. In order to provide additional safety and comfort for bicyclists MAPC recommends the Town analyze whether a road diet is appropriate or whether there is adequate right-of-way to create a multiuse side-path adjacent to the roadway for both pedestrians and cyclists.

The Reading Bicycle Network Plan also identifies several locations as “conflict points.” These points are potentially dangerous intersections for cyclists and/or pedestrians to navigate. These areas may require design changes, traffic calming treatments, or signals to improve safety.

The conflict points MAPC identified are located at the following intersections:

- **Main Street at Pearl Street.** As illustrated on the Reading Bicycle Network Plan, Pearl Street is proposed as a bicycle route heading north through the Town as an alternative to Main Street. The intersection where Pearl Street crosses Main Street has poor sight lines and lacks crosswalks. These attributes, along with the high speeds of vehicles driving along Main Street, as well as the four travel lanes, can create a potentially dangerous situation.
- **Main Street at Franklin Street.** As with the intersection described above, the intersection of Main Street and Franklin Street provides a potentially dangerous crossing. The Town of Reading is currently working with MassDOT on both near term and longer term improvements. The near-term improvements for summer/fall 2014 will include:
 - ADA compliant sidewalk improvements
 - Left turn lanes on Main Street, so that queued opposing left turn vehicles do not obscure oncoming through traffic
 - Protected-only left turn phasing on Main Street and provide far-side post-mounted signals on Main Street northbound and southbound to improve signal visibility
 - Extending the length of exclusive left-turn phase on Main Street southbound to allow more vehicles to turn left without conflict
 - Evaluating signal timing on all approaches and adjusting the timing to improve intersection efficiency, if possible
 - Installing new pavement markings and traffic signage to support the creation of the dedicated left-turn lane on Main Street

In addition to the improvements listed above, MassDOT plans to undertake a resurfacing project that may include a lane diet and allow for bicycle facilities.

- **Main at Ash Street.** This area contains several aspects that create a potentially dangerous situation for bicyclists. Main Street crosses the commuter rail tracks and then intersects Ash Street at a non-right angle. The roadway configuration at this intersection results in an extremely long crossing at Ash Street and the wide turning radii allow cars to turn onto Main Street at high speeds. In addition, auto-oriented businesses, such as a McDonald’s drive-through area and a gas station result in many turning vehicles.
- **Entrances to rotary at Haverhill Street and Salem Streets.** Rotaries designed for high speed vehicles, such as the one Reading shares with Wakefield, pose a challenge for bicyclists and pedestrians. Over the long term this rotary should be reconstructed in a way that safely accommodates all users. In the shorter term, the Town should explore ways to increase the safety and comfort, such as widening the sidewalk to accommodate both bicyclists and pedestrians, striping highly visible crosswalks, and installing signs altering motorists to cyclists and pedestrians.

A section of Lincoln Street (between Washington Street and Prescott Street) contains pull-in angled parking. This roadway segment contains adequate width for bicycle lanes; however, pull-in angled parking located to the right of a bicycle lane is dangerous for cyclists as visibility is severely limited while backing out of the space. An alternative configuration reverses the angle of the parking, requiring drivers to back-in rather than pull-in. The rear of the vehicle is adjacent to the sidewalk rather than the vehicle lane. Since back-in angled parking



Example of reverse Angled Parking
 Location: Akron, Ohio
 Source: Downtown Akron Partnership

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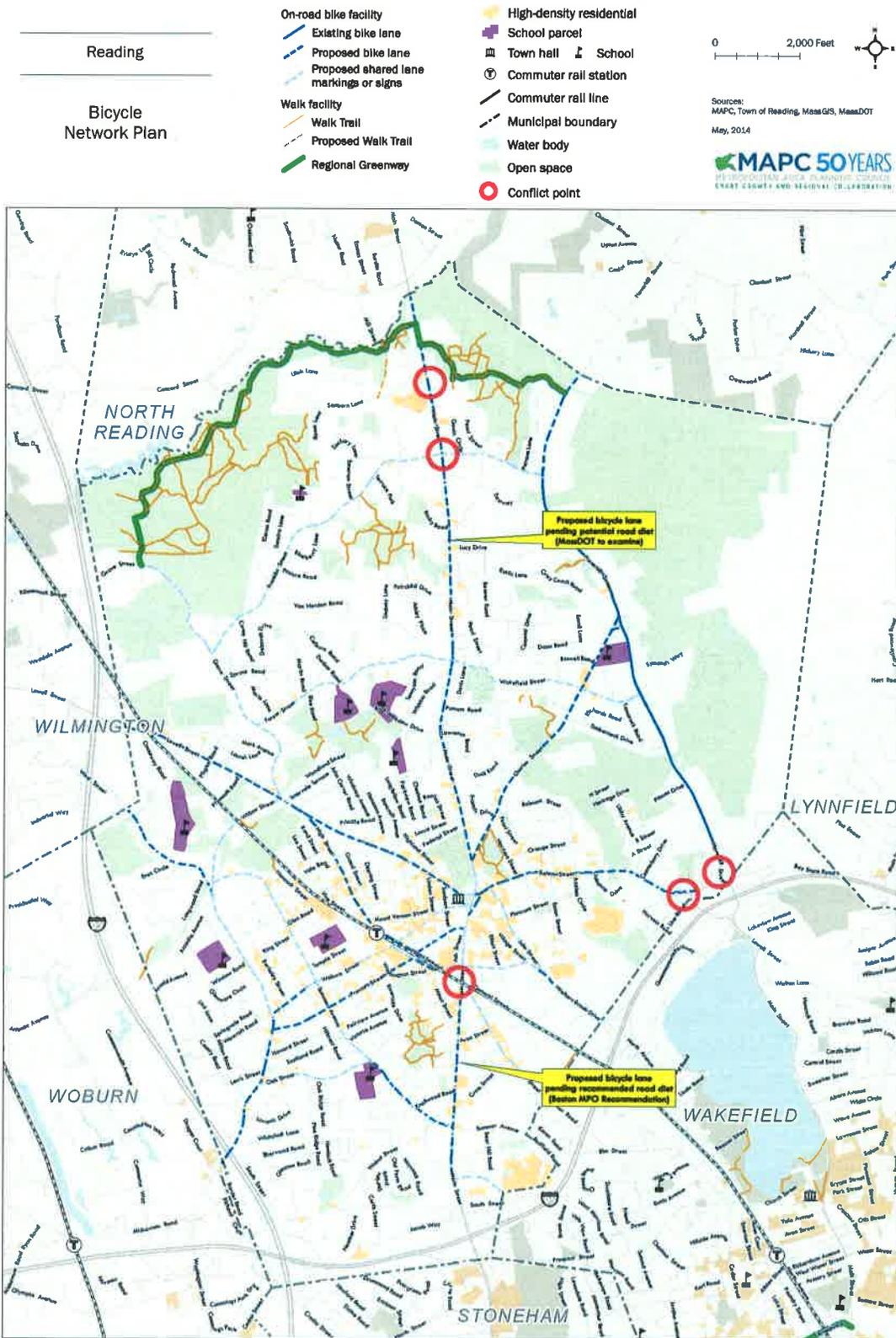
increases driver visibility, there are fewer conflicts with pedestrians and bicyclists. This parking configuration also allows for safer loading and unloading of passengers and goods. This parking alternative would retain the existing number of parking spaces and increase bicyclist safety. In addition, a segment of High Street (between Washington Street and Woburn Street) contains head-on parking. Requiring vehicles to back in to these spaces would increase bicyclist safety and would not require any changes to the roadway configuration.

There are a number of roadways that were considered for bicycle facilities but either lacked sufficient curb-to-curb space, did not support an important connection, or an alternative connection exists. See **Appendix C** for a list of all the street segments and their associated widths analyzed by MAPC.

MAPC also discussed potential off-road trails with the Town. There are currently a number of trails throughout the Town, most of which are located in the Town Forest and Bare Meadow. There is a proposal from the Northern Area Greenway Task Force to connect these two large areas of open space into a connected trail known as the Ipswich River Greenway, identified on Bicycle Network Plan as a Regional Greenway.¹⁰ The Town should also explore whether a trail through the wetlands on the east side of the Town parallel to Haverhill Street is feasible. Finally, a trail through conservation land at the end of Vine Street to Willow Street (parallel to the tracks) would create an alternative route for commuters to avoid heavily trafficked routes.

¹⁰ See http://readingma.virtualltownhall.net/Pages/ReadingMA_Conservation/IRG for additional information.

Figure 9 Reading Bicycle Network Plan



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Next Steps

This report provides a number of opportunities for constructing bicycle and pedestrian facilities. Implementation of the plan requires a multi-prong approach. Below is a summary of next steps to further the Town of Reading's efforts to increase walking and bicycling and to improve the quality of life and health of the community. Action steps include:

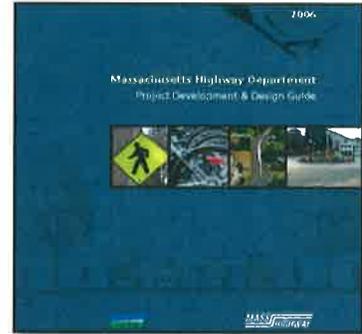
- **Incorporate bicycle facilities as a matter of routine** – most bicycle facilities, such as bicycle lanes and shared lane markings are relatively low cost solutions. Incorporating these facilities when a road is repaved/restriped will lead to incremental change in a cost-effective manner.
- **Prioritize sidewalk investments proactively** – the Town should review its approach to prioritizing sidewalk construction and repairs. One consideration for prioritizing sidewalk construction and improvements could be the Neighborhood Walks Map.
- **Seek out additional funding sources** – Reading typically allocates approximately \$50,000 per year to sidewalk improvements. The Town should proactively seek out additional funding sources and grants. An example of potential funding is the pending Complete Streets Certification program. This program will allocate \$10,000,000 per year for five years to be distributed among certified communities to plan and implement complete streets.
- **Adopt a complete streets policy** – The Town is in the process of adopting a complete streets policy, which aims to make incorporate pedestrian and bicycle facilities and amenities a part of both routine projects, as well as larger ones.
- **Work with adjacent communities** – As Reading prioritizes and begins to install pedestrian and bicycle facilities, Planning, DPW, and Engineering should communicate with their counterparts in the adjacent communities of Lynnfield, North Reading, Stoneham, Wakefield, Wilmington, and Woburn, to ensure continuous facilities beyond municipal borders, especially when there are important destinations for Reading residents, including access to Lake Quinnapowitt.
- **Work with community partners** – the Town may wish to engage relevant community partners involved in increasing physical activity to explore ways to improve the pedestrian and bicycle experience. For example, the Town of Lexington worked with a local bicycle shop to increase the number and quality of bicycle parking near its shop.
- **Continue to promote walking and bicycling** – in addition to providing new and improved pedestrian/bicycle infrastructure and amenities, the Town can advertise its walking routes and trails through the Town's website and through other media.

Appendix A – Pedestrian and Bicycle Facility Design Guidelines and References

MassDOT's Development and Design Guidebook¹¹

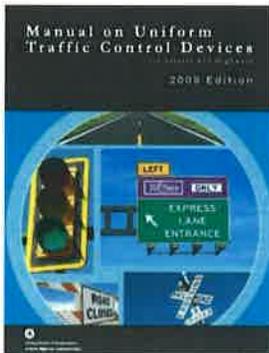
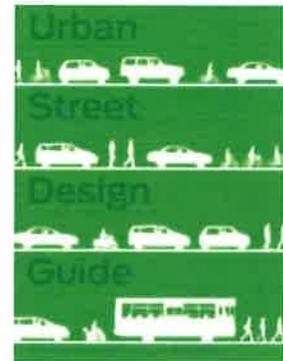
The primary resource that should be adhered to is the MassDOT Project Development and Design Guidebook.

Multimodal accommodation that encourages and supports safe travel for pedestrians, bicyclists and other modes of travel is a key feature of the MassDOT Guidebook. The MassDOT Guidebook directs the designer to begin at the edge with the pedestrian and work their way in, to ensure that the needs of non-motorized users remain integral to project planning and design. This approach facilitates the use of context-sensitive design, environmental protection and the careful consideration of the safety and accessibility needs of pedestrians, bicyclists and non-motorized facility users.



NACTO's Urban Street Design Guide

The NACTO Urban Street Design Guide shows how streets of every size can be reimagined and reoriented to prioritize safe driving and transit, biking, walking, and public activity. Unlike older, more conservative engineering manuals, this design guide emphasizes the core principle that urban streets are public places and have a larger role to play in communities than solely being conduits for traffic. In April 2014 MassDOT officially endorsed the Urban Street Design Guide.



Manual on Uniform Traffic Control Devices (MUTCD)¹²

The Manual on Uniform Traffic Control Devices, or MUTCD defines the standards used by road managers nationwide to install and maintain traffic control devices on all public streets, highways, bikeways, and private roads open to public traffic. States must adopt the 2009 National MUTCD as their legal State standard for traffic control devices within two years.

The MUTCD gives guidelines regarding the location and frequency of crosswalk installation, how long a pedestrian should wait at an intersection before crossing, how much time a pedestrian has to cross a street as well as the design and placement of signals and striping.

Creating Design Standards for 40R Districts¹³

¹¹ www.massdot.state.ma.us/highway/DoingBusinessWithUs/ManualsPublicationsForms/ProjectDev

¹² http://mutcd.fhwa.dot.gov/pdfs/2009r1r2/pdf_index.htm



Prepared jointly by the Massachusetts Department of Housing and Community Development and the Cecil Group in 2008, this Guidebook serves as a resource for communities and citizens in Massachusetts working to establish special design standards in conjunction with Smart Growth Zoning Districts enabled by M.G.L. Chapter 40R.

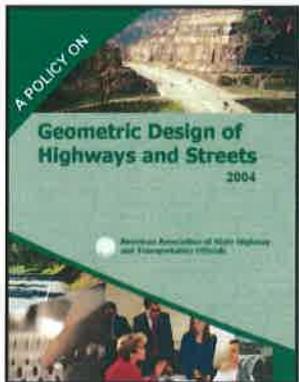
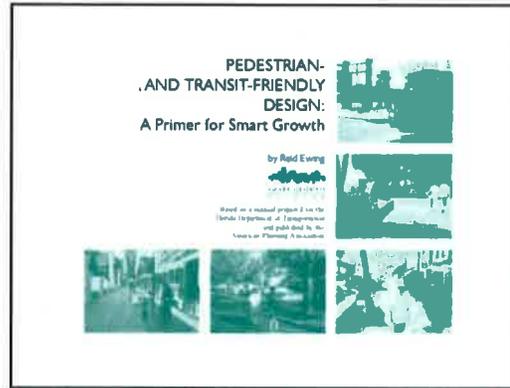
It provides practical information and references for crafting workable standards that will apply to the land uses and development within Smart Growth Zoning Districts. Accommodations for pedestrians such as walkway and sidewalk width, provision of benches, lighting fixtures and other street furniture elements are addressed in this Guidebook.

Pedestrian and Transit-Friendly Design: A Primer for Smart Growth¹⁴

Published by the Smart Growth Network, this guide is based on a manual prepared for the Florida Department of Transportation. The publication is a general guide to and discussion of design concepts that support pedestrian activity and transit use.

The concepts are not presented in the format of design standards but they do provide some of the underlying rationale and strategies around which a community might develop measurable standards. The guide's various elements are broken into three categories:

“Essential Features”, “Highly Desirable Features”, and “Nice Additional Features.”

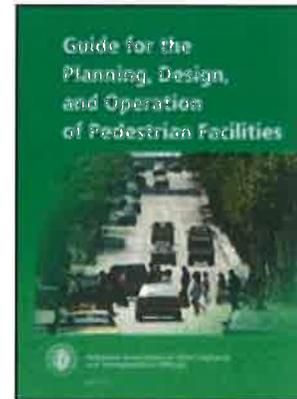


AASHTO's A Policy on Geometric Design of Highways and Streets

Frequently referred to as the ‘Green Book’, this policy manual contains information about the latest design practices in universal use as the standard for highway geometric design. The intent of the ‘Green Book’ is to provide guidance to the designer by referencing a recommended range of values for critical dimensions. The pedestrian and pedestrian facilities are referenced throughout the ‘Green Book.’

AASHTO's Guide for the Planning, Design and Operation of Pedestrian Facilities

The purpose of this guide is to provide guidance on the planning, design, and operation of pedestrian facilities along streets and highways. Specifically, the guide focuses on identifying effective measures for accommodating pedestrians on public rights-of-way. The AASHTO Guide is widely used in the planning and engineering industry.

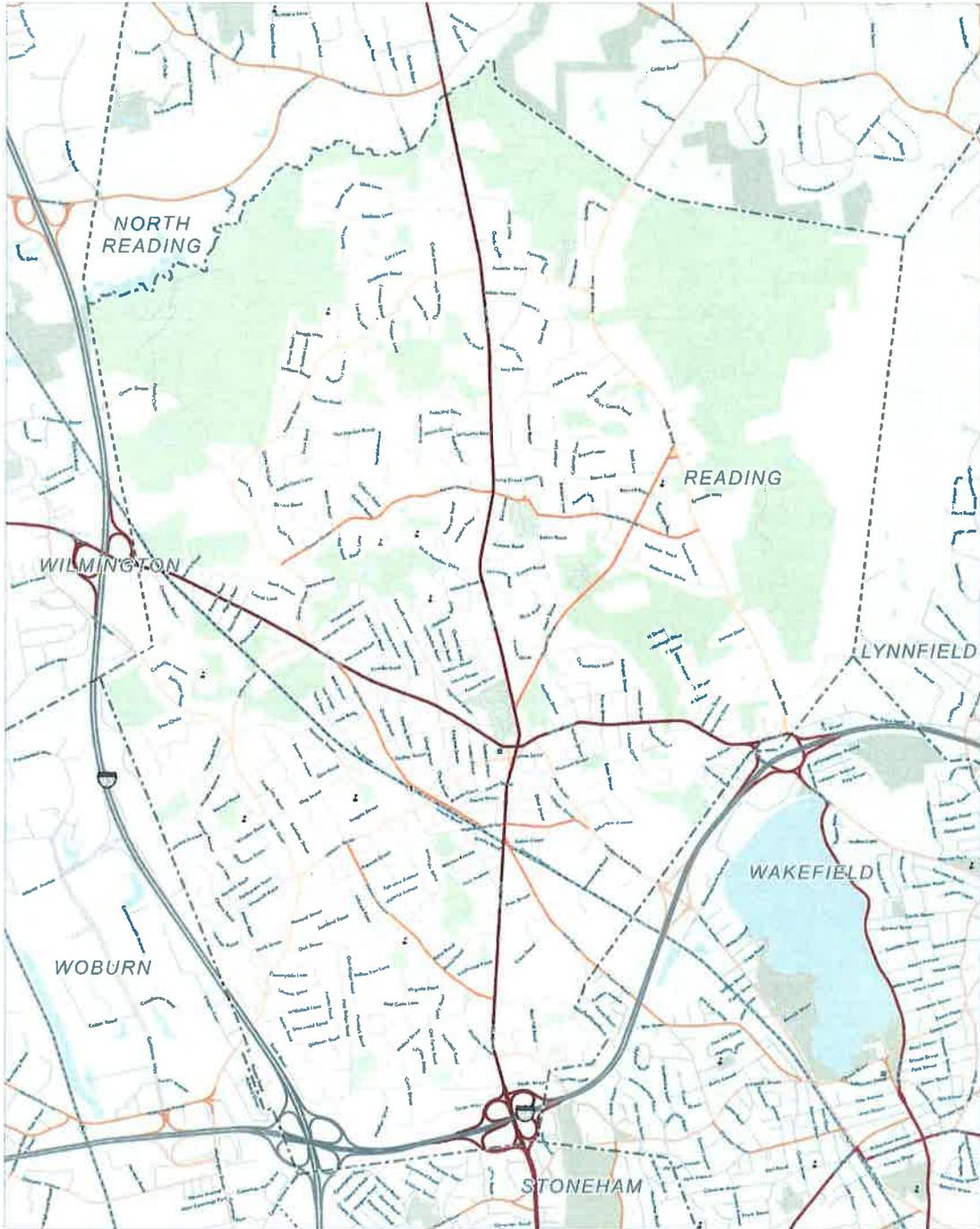


¹³ <http://www.growsmartri.org/training/Creating%20Design%20Standards%20for%20Transit-Oriented%20Districts.pdf>
¹⁴ http://www.epa.gov/smartgrowth/pdf/ptfd_primer.pdf#search=Primer%20on%20Street%20Design%20Guidelines

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Appendix B – MassDOT Road Network Functional Classifications

Reading	<ul style="list-style-type: none"> — Interstate — Principal Arterial — Rural minor arterial or urban principal arterial — Urban collector or rural minor collector — Urban minor arterial or rural major collector — Local 	<ul style="list-style-type: none"> • Town hall • School * Commuter rail station — Commuter rail line - - - Municipal boundary Water body Open Space 	<p>0 2,000 Feet</p>  <p>Sources: MAPC, MassGIS, MassDOT, OpenStreetMap, October, 2013</p> 
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Appendix C – List of All Street Segments Analyzed

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[Insert from PDFs from Excel Sheets]

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Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2014-04-15

Time: 7:00 PM

Building: Reading Town Hall

Location: Selectmen Meeting Room

Address: 16 Lowell Street

Purpose: General Business

Attendees: **Members - Present:**

Chairman John Arena, Vice Chairman Marsie West, Secretary Daniel Ensminger, Selectmen John Halsey and Kevin Sexton

Members - Not Present:

Others Present:

Town Manager Bob LeLacheur, Office Manager Paula Schena, Town Clerk Laura Gemme, Fire Chief Greg Burns, Police Chief James Cormier, Head Dispatcher Vicky Avery, Steve Sadwick, Housing Authority Director Lynne Whyte, Tony Capobianco

Minutes Respectfully Submitted By: Secretary Daniel Ensminger

Topics of Discussion:

Reports and Comments

Selectmen's Liaison Reports and Comments – Daniel Ensminger noted he attended the Financial Forum and the early childhood meeting. There were a lot of concerns regarding traffic and the early childhood center.

John Arena welcomed the new members of the Board.

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

Town Manager's Office

- Last week the new Board of Selectmen met and reorganized as follows: Chair John Arena, Vice Chair Marsie West, Secretary Dan Ensminger, and congratulations to the newest BOS members John Halsey and Kevin Sexton.
- Volunteers are a key ingredient for both the School department and Town government. We have recently sent out inquiries to all Town volunteers who have a term ending on June 30th to see if they are interested in continuing to serve. For newcomers, please check out the Town's website for some volunteer opportunities and background information at <http://www.readingma.gov/town-manager/pages/volunteer-opportunities> and if you see something that interests you then please download an application form at http://www.readingma.gov/sites/readingma/files/file/file/volunteer_application.pdf. Note that in addition, there will be two openings as of July 1st on the Finance Committee because of term limits. The Selectmen's Volunteer Appointment Subcommittee will be meeting in late May to review the Board, Committee and Commission openings and match all volunteer's interested in helping out, so apply now!
- Tonight I will hand out a reorganized listing of BOS liaison assignments that attempts to capture the significant Boards, Committees and Commissions in Reading. For FY14, Goal #5 for the Town Manager and staff is as follows: *"Discuss with BOS the need for broad BCC meetings to convey information and expectations. For information, include Open Meeting Law*

- *and Ethics trainings, and a discussion of electronic meeting support. For expectations, discuss two-way BOS-BCC communication options. As needed, give further direction to specific BCCs on their mission or operating procedure.”* As part of the Retreat scheduled for May, we should discuss how to ensure that organized communication combined with clear shared Town-wide goals can properly utilize all of the amazing volunteer hours and efforts that we are fortunate enough to have in Reading. The BOS liaison assignments do not need to be completed until the Selectmen are comfortable in this approach.
- Tonight updates from MAPC, the Reading Housing Authority, the Charter Committee and the Citizen’s Advisory Board (RMLD) will be presented. RMLD General Manager Coleen O’Brien is out of town but happy to answer any questions that might arise from tonight’s review of REC activity, the Cost of Service study, or the projected rate increase (still +1.5% this summer). RMLD staff is examining the cost side to make sure the rate increase is needed. Next week we will hear from the Fall Street Faire Committee, Recreation, and the Reading Ice Arena Authority.
- Tomorrow night the Reading Garden Club hosts a Spring Kick-Off meeting for their Adopt-an-Island program, scheduled for 7pm at the Pleasant Street Center. They are a great example of a public-private partnership where the entire Town is the beneficiary. We have developed a DRAFT mapping tool that shows all the Adopt-an-Island sites in town here: <http://bit.ly/1eDLNU5>
- Enclosed in your packet over the weekend is the work to-date (shown in track changes) by the Charter Committee. Tonight you will receive an update, and be advised how the Board may participate if they have any suggested changes to the Charter. Please see a further explanation below under the Town Clerk section for a discussion of past and future steps.
- Please note the Proclamations tonight for Municipal Clerk’s week and National Public Safety Telecommunication week, and join us in thanking both groups for their excellent work!
- We will be hosting a community workshop on behalf of the Boston Regional Metropolitan Planning Organization on Thursday June 12th from 5:30 - 7:00pm at the Pleasant Street Center. They are reviewing the 2015-18 Transportation Improvement Plan (TIP) and the Unified Planning Work Program (UPWP) and seek public comment on both documents. Copies of each will be available on our website when we receive them.
Human Resources
- Retirements and a couple of open positions have caused the HR division to be exceptionally busy in the hiring process lately. Thanks to HR Administrator Carol Roberts and Administrative Secretary Petra Clements for overseeing and organizing the process, and congratulations to all those Town employees listed below for their new hire or promotions (¹ - effective July 1st and ² - effective May 26th):
 - Administrative Services: Jane Kinsella (Business Administrator); Gail LaPointe (Operations Specialist); and Caitlin Saunders (Administrative Secretary).
 - Community Services: Jean Delios (Assistant Town Manager, Community Services); Jessie Wilson (Community Development Administrator); and Melissa Koster (Social Worker).
 - Public Safety - Police: Mark Segalla (Deputy Chief); Richard Abate¹ and David Clark¹ (both Lieutenants).
 - Public Works – Joe Huggins² (Assistant DPW Director); George Strazzere (Highway and Equipment Maintenance Supervisor); Cody MacKinnon (Cemetery Laborer); Daniel Radocckia (Parks & Forestry Laborer); Peter Isbell (Water and Sewer Supervisor); John Cormier (Water Foreman); Arthur Menezes and David Chiaradonna (both Water Working Foremen).
- The hiring process continues as several more current or anticipated vacancies need to be filled over the next few months:
 - Administrative Services: Human Resources Administrator³; Assistant Town Manager Administrative Services; Business Analyst.
 - Community Services – part time zoning enforcement officer; regional part-time Housing Services Coordinator³.
 - Public Safety – three Patrol Officers³
³- indicates hiring process is underway

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Town Clerk

- A point of clarification about the Town Charter, which is enclosed in your packet for tonight: last year Annual Town Meeting approved some language changes about day counts and the Referendum process. The final step is to bring these changes to the voters for their approval. Due to the ongoing work of the Charter Committee, the Town Manager decided to delay the first set of changes until November 2014 Town Meeting is finished with the entire document and send all proposed changes to the voters at the local election in April 2015.
- Special Elections and Special Town Meetings have added to the already busy season at the beginning of the calendar year. The March 4th Special State Primary election saw 1,136 (6.3%) of voters cast ballots, while on April 1st at a combined Special State and Local elections 4, 468 (25.0%) voters participated. For election results please see: <http://www.readingma.gov/town-clerk/pages/election-results>
- Census forms are still being processed – please send one in if you have not yet done so.
- A reminder to all dog owners to please register everyone’s best friend with the Town Clerk’s office as quickly as possible. Dog registration is mandated by both Reading Bylaw and Massachusetts General Law (MGL) because of public health concerns, but registrations also help reunite lost dogs with their owners from time to time. Registrations are mailed out each year in the census and otherwise available online at: <http://www.readingma.gov/town-clerk/pages/dog-licenses>. Please note that the following late fee schedule is already in effect: after March 31st a one-time fee of \$10 plus an additional \$5/month fine thereafter; after May 31st a one-time \$50 fine for violation of MGL (we usually send out over 300/year). Annually the Reading Police department takes a small number of dog owners to court when they are in violation for more than one year. This is not a result that anyone wants: it is expensive to the dog owner and resource consuming for the Town.
- Town Meeting Season is upon us. Annual Town Meeting (ATM) begins at the Performing Arts Center at RMHS on Monday April 28th at 7:30pm. Last week the Board of Selectmen called for a Special Town Meeting to be at 8:30pm that first night of ATM to discuss the Early Childhood Center for all-day kindergarten and pre-school. On last Thursday Town Meeting members were mailed information about each Town Meeting, as well as Precinct Meetings that begin at 7pm on April 28th. As always, Warrant Reports for each Town Meeting are available 24/7 at the Police Station. If you have any questions please send an email to Town Clerk Laura Gemme lgemme@ci.reading.ma.us or Assistant Town Clerk Julia Rodger jrodger@ci.reading.ma.us

Technology

- We have temporarily repaired our voicemail system today by finding a scarce 20yr old part that we needed. Funding for a new phone system is in the capital plan for FY15 and this repair should be adequate for that time frame. Apologies for any inconvenience caused for the outage.

Community Services

Planning

- Work and public outreach efforts continue for the Zoning Advisory Committee’s target date of summer 2014 to complete a draft overhaul of the Zoning Bylaws for the first time in over 80 years. To see continuous project updates please check out this website: <http://www.vhb.com/readingzoning/>. Attached is a letter sent out to Town Meeting



members last week:

- EDSAT – Survey will be completed by the end of the month, community meeting to follow
- RHSO – All 4 communities have been approved and a shared staff Housing person will be hired by July 1st
- DHCD DLTA \$10,000 Grant Award – Consultant services will be funded by the grant to assist with a Downtown Organization as well as creating a cultural district.

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- MAPC DLTA \$10,000 Grant Award – Economic Development planning including next steps related to the Priority Development Plan.
- Full update on May 13th on Bicycle and Pedestrian Plan – Draft plan being circulated for review and comment – complete Streets policy --S. Main Street Roadway Diet – Met with Mass DOT and investigating possible realignment of S. Main Street to enhance ped/bike access and other amenities

Conservation

- The State revised a Conservation Restriction on Harold Avenue that was previously signed by the Board last November. The revisions are further minor restrictions on the site, and the Board is asked to sign this final copy tonight.

Health

- The Board of Health voted on March 20th to increase from 18 to 21 the minimum age allowed to purchase tobacco products, effective July 1, 2014. At their Public Hearing they heard from several area businesses that opposed this change, but in the end the vote was unanimous. The Boards of Health in Melrose, Wakefield and Winchester have also voted this change; Boards of Health in Malden, Medford and Stoneham are expected to follow suit this summer.

Human/Elder Services

- On April 22nd at 5:30pm at Parker Middle School we will have a Volunteer Appreciation Dinner. Both Rep. Jones and Dwyer will attend as they do annually. It would be great if a BOS member or two could join us.
- We are very pleased to announce that Reading has received a State FY15 Mobility Assistance Grant in the amount of \$46,495 to pay 80% of the cost of a replacement van. The remainder will be funded through a capital request in the FY15 (or from one of the COA Trust Funds), and there will be some capital funds leftover that may be needed for a replacement van for Recreation that has suddenly taken a turn for the worse.

Recreation

- Recreation will be in front of the Board at your next meeting on April 22nd to give an update on their many activities. Please get in touch with myself or Recreation Administrator John Feudo at jfeudo@ci.reading.ma.us if there are any specific topics you would like to hear about. One program worth mentioning is 'already heavily subscribed to' the intergenerational Bingo Night at the Pleasant Street Center on April 24th from 4 – 5pm.

Veterans

- The Veteran's POW/MIA Chair of Honor will be a special guest at this year's Annual Town Meeting, as a reminder to remember those patriots that have given their service and perhaps their lives to our country.

Finance

- The FY15 state budget continues to wend its way through the legislative process. An early aid resolution from the House and Senate added about \$75,000 in state aid to the somewhat low +0.8% figure found in the governor's budget.
- The state will send us \$90,880 in one-time Pothole repair funding to be spent by next fall. Further details at: <http://www.mma.org/public-works-energy-a-utilities/13136-cities-towns-to-get-additional-30m-for-road-repairs>
- FY14 has seen a fairly heavy projected use of Free Cash, however the Special Town Meeting called for April 28th may lower that amount by \$485,000. We are very close to the minimum of 7% Reserves that the Finance Committee has recently discussed as a target.
- In June we will issue permanent debt for the Library building project (\$12 million) plus a few other debt-financed items that need approval from Annual Town Meeting. We expect to issue ten-year debt, but that decision will be made depending on market conditions at the time of sale.
- Our annual upgrade of the MUNIS financial software system was completed this past weekend, under the expert direction of Operations Specialist Gail LaPointe, Town Accountant Sharon Angstrom and Network Administrator Kevin Furilla.

Public Safety

- On February 28th we completed our expansion of ALS medications and equipment to all first line fire apparatus. Engine 1 and Ladder 1 that respond out of the Main Street Fire Station were registered with the State of Massachusetts as Class 5 Ambulances and now carry advanced life support equipment and medications. This completes our expansion of ALS medications and equipment to all fire apparatus. Engine 2 that responds out of the Woburn Street Fire Station has been registered as Class 5 Ambulance for a number of years.

Public Works

West Street Projects

- Work on **West Street** continues. Over the next 2+ years there will be a wide variety of contractors working on various aspects of the project. Weather, crew availability, and issues arising as work happens all impact planned work schedules. In general, all contractors have been told NOT to block driveway access unless proper notice is given to the homeowner – our preference is by knocking on the door well in advance. We will do our best to keep the lines of communication open during this time. One good resource to use is the Town's website at: <http://www.readingma.gov/engineering-division/pages/west-street-construction-information>.
- The West Street Roadway project ad date is scheduled for Aril 26th. This date is subject to the passage of the transportation bond bill.
 - This will result in a construction start around the beginning of September.
 - Gas company main installation continues, following the main installation, testing and pressurization the gas services to active customers will be replaced. Work is expected to be completed towards the beginning of July.
 - MWRA – Bid opening date has been extended to April 24th to permit responses to bidder questions. No additional bid postponement is expected. Construction is expected to begin the beginning of June and continue for 3 to 4 months.
 - The web site will continue to be updated regarding all phases of the projects including proposed detour routes to the extent possible.
- Next week the Board will hear a request from the Town Manager to delegate the authority to him to establish temporary traffic rules and regulations in the area of the West Street project. The Police department Executive Officer Dick Robbins will be present to answer any questions – we did this very successfully during the RMHS construction project. Conditions change more quickly than the Selectman's meeting schedule does.

Water & Sewer Project updates:

Howard Street Sewer Main Replacement

- Work continued 4-14-2014, expected to be completed by June.

Lewis Street & Charles Street Cured-in-Place Pipe Sewer Rehabilitation

- Specifications and design complete will go out to bid the end of April/ beginning of May.

Water Main Phase A Capital Improvement

- Project will be split into two contracts

1) First contract will go out to bid this spring and will consist of the following streets:

Main Street – South to Ash (Replace) –designed; **Summer Ave** (Replace)-designed; **Bear Hill Road** (Clean and Line)-designed; **Minot Street** (Replace)-designed; **Libby Ave** (Replace)-designed; **Ivy Street Loop** (New Main)-designed; **Linden Street** (Replace)-designed

- Mass Highway permit obtained for south Main St.
- Conservation filing completed and order of conditions received for Ivy Street Loop
- Awaiting Easement modification on Belmont Street properties –Spring Town Meeting

- 2) Second Contract will consist of the following Streets:
 - Main Street – Salem to Mill** (Clean and Line)-exist conditions and base plan complete; **Mill Street** (Clean and Line); **Locust Street to Auburn Water Tank** (Clean and Line)
- Mass Highway Permit application for North Main Street will be submitted this week
- All other permits have been obtained
- Project will be bid this summer

Paving Project updates:

- The contractor (Lazaro Paving) will begin reclaiming **Border Road** and **Breton Circle**, on Tuesday, April 22 as part of the Town's Spring paving program. Work will then proceed to **Deborah Drive, Applegate Lane, Covey Hill Road, Marla Lane (Apple Gate Lane to Spruce Street), Reading Terrace, Putnam Road, Cherry Lane Drive, Balsam Road, Ash Hill Road, Wescroft Road, Springvale Ave., Coolidge Road, Lisa Lane, Randall Road, and Willow Street** (Lowell Street to the railroad crossing).
- Work on **Willow Street** shall not commence until June after the school year is completed at Austin Prep. By the end of this week, residents on some of the streets, especially **Border Road and Breton Circle**, can expect to see the contractor temporarily lowering and burying all manholes and water gates in preparation for the roads scheduled for reclamation. Residents should expect road closures and detours while construction is occurring on their street. Construction updates along with detour routes, and road closures along with the list of streets affected with treatment types, will be posted on the Engineering Division's webpage.

Other Projects

- **Washington Park Improvements:** Design is complete and we are in the process of finalizing the bid documents. Bid date is expected early May with construction to start in June.
- **Auburn Water Tower Improvements:** At April 1st meeting cell companies agreed to design and pay for new equipment support system and install project staging for temporary relocation of cell equipment. The installation of project staging is the only method where cell companies could temporarily locate during the project and maintain cell service. Cell companies requested improvements tied to renegotiation of existing contracts and the participation by Verizon upon successful contract with Town for new equipment installation. Initial planned Bid opening date of May 15th expected to be delayed 30 to 60 days pending cell company/Town negotiations and required design modifications of support system and staging to be performed by the cell companies.
- **DPW Study:** Consultant preparing space analysis and draft layout plans on conceptual layout presented to Board. Draft report expected for staff review towards the end of May.

Public Library

- Congratulation to all those involved in their efforts on the recent Ballot Question approved by local voters – now it's on with the project.
- Negotiations on the lease for temporary space are ongoing. When they are complete we will have some very exciting news to share with the community! The visible portion of the project will begin late next summer and early in the fall, and is expected to last 18 months or so. The new design is both functional and attractive – details may be found at: <http://www.readingpl.org/about/library-building-program/>

Marsie West asked if the Board of Health decided to change the age for buying cigarettes on their own. She noted this is not a health issue, but a policy issue and policy issues should come before the Board of Selectmen. She feels this is not good economically for Reading. It puts more oversight on the business owners and will force people to other towns for their

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purchases. She asked why the Board of Selectmen were not notified about this and requested that the Health Director should come in to speak with the Board.

Proclamations/Certificates of Appreciation

Proclamation – Municipal Clerk Week – Town Clerk Laura Gemme was present to receive the proclamation.

A motion by Ensminger seconded by West to approve the proclamation for Municipal Clerk Week was approved by a vote of 5-0-0.

Proclamation – National Public Safety Telecommunications Week – Chief Burns, Chief Cormier and Head Dispatcher Vicki Avery were present.

A motion by Ensminger seconded by West to approve the proclamation for National Public Safety Telecommunications Week was approved by a vote of 5-0-0.

Discussion/Action Items

Establish BOS FY15 Meeting Schedule – The Town Manager suggested that a Selectmen be appointed to work out the schedule. John Arena indicated he would like workshops quarterly and he will work on the schedule with the Town Manager.

John Halsey indicated he likes the Saturday meetings.

Marsie West noted that the Town is borrowing voting devices for Town Meeting and she offered to help the Town Manager create a list of questions to ask.

BOS Liaison Assignment – The Town Manager recommended that the Board members email their list of interests.

Early Opening Request – Pure Fit Studio – Owner Catarina Cipriani was present and noted she has two access doors and people are only in when there are classes. The Town Manager noted that Jessie Wilson and staff have no objection.

A motion by Ensminger seconded by West that the Board of Selectmen approve a license to operate a retail business between the hours of midnight and 6:00 am pursuant to Section 7.1 of the Reading General Bylaw and further pursuant to section 3.9 of the Board of Selectmen policies to Pure Fit Studio, LLC, 34 Gould Street, subject to the following conditions:

- 1. This license is for approval, pursuant to the Board of Selectmen regulation 3.9, to open for business not earlier than 5:00 am on Monday through Friday, and not earlier than 6:00 am on Saturday, Sunday, and holidays.**
- 2. This approval expires at midnight, December 31, 2014;**
- 3. All signs shall conform to the Zoning Bylaws of the Town of Reading;**

In granting this license the Board finds that in accordance with Section 5.10.4 of the General Bylaws:

- It is in the interest of the public health, safety and welfare, or that public necessity or convenience will be served by permitting such operation; and**
- There is no detrimental effect of such operation on the Town or the immediately abutting neighbors.**

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

MAPC Member Report – MAPC representative Steve Sadwick was present and gave the Board an update of events. He noted he attended a parking strategy forum and there was a

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big turnout and interest in parking. There is a lot of new technology regarding parking. The Town Manager noted that the Board will be discussing parking at their meeting on May 13th and he feels it time for the Town to take on liability issues to use private parking lots.

Reading Housing Authority Report – Housing Authority Executive Director Lyn Whyte was present. She noted that they administer housing for low income. They do not receive any subsidy from the state. There are a lot of frozen funds in Section 8 and she was recently informed that she can release vouchers so she is pulling from a centralized wait list. They have received some sustainability grants so they will install new windows, lighting, etc. They had one lay off this year due to HUD cuts. In FY15 they will be doing siding on some houses. She noted that they administer 125 vouchers and have 16 homes. Some people take the vouchers and find a place because Reading does not have a large inventory.

Charter Committee Update – Town Clerk Laura Gemme noted that the recodification draft is on the website and the proposed changes are mainly clarification.

John Arena asked if there is any new language and Ms. Gemme indicated that anything in red is added text. Once the committee is done and the Board of Selectmen have approved the changes then it needs to go to Town Counsel and then to the voters.

Daniel Ensminger asked if there were any substantial changes to Article 3 and asked how could the Board of Selectmen go back and discuss the changes. Ms. Gemme indicated she would like to have a Selectmen liaison to the committee because more communication is needed. She also noted that the minutes are online.

John Halsey indicated it seems like there is a lot of work on the form. Ms. Gemme indicated that the Charter Review Committee can only change form. If substantial changes are wanted then a Charter Commission is needed. Ms. Gemme noted that anything that changes the form of government is considered substantial.

Marsie West indicated she would like to see suggestions that were not included in the recodification.

The Town Manager suggested that only the Committees required by State law be included in the Charter that way the Charter doesn't have to change each time a committee does.

Kevin Sexton asked what the state's process is for determining if a change is substantial and Ms. Gemme indicated she will find out.

CAB (RMLD) Member Report – Citizen Advisory Board member Tony Capobianco noted that the CAB makes recommendations to the RMLD Board of Commissioners. Each member brings their feedback from their community. He noted that the Light Board just approved their budget and asked if the Selectmen should have been notified. Marsie West indicated they only want to know if something is going to cost us more money.

John Arena asked if the Light Department is allowed to retain earnings and Mr. Capobianco noted that they can keep some. They approved a rate increase of 4.505; a service study is being done on the cost of service and 13,400 RECS were sold between January 2013 and September 2013.

Mr. Capobianco indicated he will not be continuing on as the Town's representative due to family needs.

608

Approve Internal Borrowing - The Town Manager noted that the Town has the authority to borrow internally. This is a cash flow management tool. The borrowing is for the Library project and the West Street project.

A motion by Ensminger seconded by West that the Board of Selectmen approve the internal borrowing for the Library Renovation Project and the West Street Roadway Improvement Project as recommended by the Treasurer/Collector was approved by a vote of 5-0-0.

Approval of Minutes

A motion by West seconded by Ensminger to approve the minutes of March 18, 2014 as amended was approved by a vote of 5-0-0.

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

Respectfully submitted,

Secretary

609



Town of Reading Meeting Minutes

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

Attendees: **Members - Present:**

Vice Chairman Marsie West, Secretary Daniel Ensminger, Selectmen John Halsey and Kevin Sexton

Members - Not Present:

Chairman John Arena

Others Present:

Town Manager Bob LeLacheur, Town Accountant Sharon Angstrom, Office Manager Paula Schena, Bill Brown, Fred Van Magness, Nancy Dockser, Jack Russell, Brian Snell, Denise Eaton, Denise Benard, Steve Goldy, George Rio, Karl Weld, Jena Fiorente, Iren Collins, Carl McFadden

Minutes Respectfully Submitted By: Secretary Daniel Ensminger

Topics of Discussion:

Reports and Comments

Selectmen's Liaison Reports and Comments – Daniel Ensminger noted he attended the senior volunteer dinner which was very nice.

Kevin Sexton indicated he also attended the senior volunteer dinner and he is amazed at the number of volunteers in Reading.

John Halsey noted he attended the School Department information session on the early childhood project and it was most thorough. He noted that it was taped by RCTV.

Marsie West noted there are a couple of openings on the Conservation Commission.

Public Comment – Fred Van Magness, 243 Franklin Street, noted that there was an allegedly serious accident this weekend at Main and Franklin. He is still waiting for the state to start work. Dandilyons is now open and there are lots of elderly and children in the area. Mass DOT had indicated they were going to implement the short term fixes and that is not a lot of money.

Daniel Ensminger noted that he mentioned this to Representative Brad Jones at a recent meeting.

The Town Manager noted that there was no question that this was a dangerous intersection during all of the site visits. He will draft a letter for the Board of Selectmen to sign.

Bill Brown read the following statement:

"At your last meeting the Town Clerk gave the Board an update on the Charter Review Committee and in my opinion distorted some of the facts about what the Committee can and cannot do and what your Board can and cannot do.

Under State law, which can be found on the Department of Revenue web site, there are two distinct routes for charter change, option one is the " Home Rule Amendment " route that requires that 15 percent of votes petition to elect a 9 member Charter Commission that must complete its work in 15 months and must be presented to the voters for an up or down vote, and is required to meet under the open meeting law.

The second option is the " home rule petition route " which can be created by Town Meeting or by the Board of Selectmen and since the Selectmen did not do so I did via an instructional motion to Town Meeting which they approved.

Under both routes they have exactly the same powers to propose changes to the charter and both cannot change constructional provisions; there must be an elected legislature, (Town Meeting) an elected Board of Selectmen, School Committee and Moderator.

At the first meeting the Town Clerk insisted that the committees members must take an oath of office and sign the book, since it is a committee of Town Meeting according to State law as found in Town Meeting Times, Town Meeting Members are not required to take an oath, the Town Clerk made me aware of that two years ago when I refused to hold a precinct meeting because I had not been sworn in.

Five members of the committee are also members of the Bylaw committee and the Town Clerk insisted that they must post a notice when they are acting within the review committee. The Attorney General has ruled on page 4 of the open meeting laws that Town Meeting and committees of Town Meeting are not subject to the open meeting laws. FINCOM, Bylaw and Rules Committees are by the Town of Reading Home Rule Charter committees of Town Meeting.

The Town Clerk has continued to state that the work of the committee must be reviewed by Town Council, while I feel it should be, but by law after Town Meeting approves any proposed changes it goes to the State Legislature and they and they alone decide what is legal and what is not. They also, despite what the Town Clerk says, will determine if it must go before the voters.

While I thank the Town Clerk for her input, which at times has been helpful, and her cross outs etc., I strongly feel that she has been very obstructive in that she does not or will not understand the law.

She also suggested that this Board might wish to oversee the committee, under the State constitution, Town Meeting is the legislative branch and you are the executive branch and you have no authority over this committee which, if you had appointed it as your committee, you would.

I ask you via the Town Manager to allow the Town Clerk to continue to help the committee but not to continue to hinder it because of her misunderstanding of the laws."

The Town Manager noted that a lot of what we do is best practice. He prefers going to the voters. The question is do you want to go to the voters or do you want to go to the state.

Bill Brown indicated he has a problem with the Town Clerk saying they can't take that route and he wants clarification.

Town Manager's Report – Lt. Robbins was present and suggested a motion to delegate to the Town Manager the authority to amend the parking and traffic regulations during the West Street project.

A motion by Ensminger seconded by Sexton that the Board of Selectmen delegate the authority to the Town Manager to establish and amend parking and traffic regulations in the West Street area during the upcoming months of construction, and as defined in the "Town of Reading, Massachusetts Traffic Rules and Regulations adopted March 28, 1995 as amended", said approval to expire November 1, 2016, or such earlier date as the construction project may be completed and that the Town Manager shall present a report of progress not less than every six months was approved by a vote of 4-0-0.

Proclamations/Certificates of Appreciation

Arbor Day – A motion by Ensminger seconded by Halsey to approve the proclamation for Arbor Day was approved by a vote of 4-0-0.

Discussion/Action Items

Town Accountant Report – Town Accountant Sharon Angstrom noted that she received a management letter from the auditors regarding a contract that was significantly over the contract amount. The Attorney General's office says the rule of thumb is 20% but there is nothing in writing specifying an amount. There were four separate P.O.'s issued and that is how the amount went over by \$500,000. She has since added herself as an approver. Jane Kinsella went through FY13 and FY14 and found a couple more that went over 20% so there might be something about this again next year.

John Halsey asked if this was a system error or a personnel mistake. Sharon Angstrom indicated it was a little of both. The Engineers didn't fully understand the tool of the P.O. and she believes it was done in error. John Halsey noted there has to be accountability and a record made of it.

Marsie West asked if procurement is being consolidated in one area and the Town Manager noted that Jane Kinsella is very capable but the Engineers refused to use her services. She is the expert and will now have the last word on it. The Town Manager noted he believes there was no malicious intent, just disorganized. In the past, Chapter 90 funds were carried over from year to year.

Kevin Sexton asked if this is a training or procedure problem and Sharon Angstrom noted that she will do more training. She will sit with each Engineer individually.

Fall Street Faire Committee – Steve Goldy and John Feudo were present. The Town Manager noted that in the past the Board has eliminated Boards and Committees through a hearing process.

Steve Goldy noted that this is the 6th year of the Fall Street Faire. The goal was to celebrate the completion of the downtown improvements and to showcase the businesses. The Selectmen appointed the Committee and associates. He is now asking to have the committee disbanded and have the Recreation Department oversee the Street Faire and have volunteers do the work. The open meeting law creates a problem for the committee and this should be a town run event. He noted that the Faire is self-sustaining financially and the committee sunsets in 2015.

The Town Manager noted that he attended one meeting of the Fall Street Faire Committee and they are a very well-run committee but the open meeting law slows them down.

John Feudo noted that Reading Recreation will be involved no matter what. He also noted that posting meetings and creating minutes was very time consuming.

John Halsey asked if there will be any unintended consequences. Steve Goldy indicated the only problem is with the funds so he suggests setting up a revolving fund.

Meaghan Young noted that the funds were move to the DIET. She has concerns that when the town takes it over then there will be no input on what the money is spent on. It is supposed to go back into the downtown after expenses are paid.

Karl Weld, Chairman of the Economic Development Committee indicated the EDC wants to make sure the funds for the EDC initiatives continue.

Marsie West reminded the EDC that she asked for results from certain EDC initiatives and she is still waiting. Mr. Weld indicated that they didn't have a quorum at their last meeting to review the results but they will have them for the Selectmen in May.

Steve Goldy requested that the Board start the hearing process to disband the Fall Street Faire Committee. The Town Manager indicated he will meet with the Town Accountant regarding funding and consult with Town Counsel.

Recreation Update – John Feudo, Jenna Fiorente and Irene Collins were present. John Feudo noted that the Washington Park renovation and the Memorial Park Lights are slated in the FY14 capital plan. The Killam Field renovation is in the FY15 capital plan. He noted that the current inventory is being evaluated in the Birch Meadow Master Plan. Imagination Station is slated to be a playground, but really is needed for parking. He noted it would be great to incorporate plans with the YMCA. John Feudo suggested a Saturday retreat to review the need for parking at Imagination Station; the field set up; lighting and security cameras.

John Feudo noted that Reading Recreation offers over 200 activities. They use the pass system for the tennis courts and monitor them Monday through Friday. Additional lights at fields helps with scheduling. Their biggest challenge is the user expectation of the field quality. A pavilion is needed at Birch Meadow and that would create revenue. Approximately \$50k is collected in field fees and \$20k is used to supplement DPW parks staff. We have had 32 private rentals of the Mattera Cabin to date. Those revenues don't quite cover all the costs but they are increasing. He also looks to collaborate with regionalization whenever possible.

Reading Ice Arena Update – Carl McFadden noted that the arena is financially sound. They have \$330,000 in the revolving fund and \$120,000 has been approved for a new Zamboni. Mr. McFadden indicated there might be an opportunity for the early education study to build something on the available land there. Verizon is looking to put an antenna on the property.

John Halsey noted that area is the most under developed and there are utilization opportunities there. Carl McFadden noted there are no issues with the neighbors.

Town Meeting Preview – The Town Manager noted that the Special Town Meeting has two articles – Article 3 to put money in the CIP and Article 4 is to authorize debt for the school early childhood center project.

064

Marsie West indicated she does not support Article 4 of the Special Town Meeting because it shifts the expansion to the tax payers and she hasn't heard the full facts. She would like to see a more community wide discussion on this. She feels it is not a good idea to rush.

John Halsey asked for the purpose of the money being requested and Kevin Sexton indicated the money is to study the option. Daniel Ensminger indicated no other option is being considered and John Halsey indicated the borings could show that this location will support the facility.

Kevin Sexton noted that they tried two ways to configure the building to make it fit and the best spot is as far to the street as possible.

Daniel Ensminger noted he will abstain from voting on this because he is an abutter.

Kevin Sexton indicated he is in support to do the feasibility study because the study will tell us whether or not this is the best place.

Marsie West indicated that this will be expanding the operation budget of the schools.

John Halsey noted there will be a lag time before state funds come in and tuition stops. The operational costs are yet to be determined. The Town Manager noted this will be a \$1 million hit from free cash for the first year.

Marsie West remarked about Article 14 that she has a hard time giving the schools \$200,000 when they have \$2.3 million in their revolving funds.

John Halsey indicated that free cash is for one time situation demands, not to take for ongoing expenses.

A motion by Ensminger seconded by Sexton that the Board of Selectmen recommend the subject matter of Article 4 as amended of the 2014 Annual Town Meeting was approved by a vote of 4-0-0.

A motion by Ensminger seconded by Halsey that the Board of Selectmen recommend the subject matter of Article 6 as amended of the 2014 Annual Town Meeting with the \$485,000 for the school project being removed, was approved by a vote of 3-0-1 with Ensminger abstaining.

A motion by Ensminger seconded by Sexton that the Board of Selectmen recommend the subject matter of Article 7 of the 2014 Annual Town Meeting was approved by a vote of 4-0-0.

A motion by Ensminger seconded by Sexton that the Board of Selectmen recommend the subject matter of Article 8 of the 2014 Annual Town Meeting was approved by a vote of 4-0-0.

A motion by Ensminger seconded by Sexton that the Board of Selectmen recommend the subject matter of Article 9 of the 2014 Annual Town Meeting was approved by a vote of 4-0-0.

A motion by Ensminger seconded by Halsey that the Board of Selectmen recommend the subject matter of Article 10 of the 2014 Annual Town Meeting was approved by a vote of 4-0-0.

665

A motion by Ensminger seconded by Halsey that the Board of Selectmen recommend the subject matter of Article 11 of the 2014 Annual Town Meeting was approved by a vote of 4-0-0.

A motion by Ensminger seconded by Halsey that the Board of Selectmen recommend the subject matter of Article 12 of the 2014 Annual Town Meeting was approved by a vote of 4-0-0.

A motion by Ensminger seconded by Sexton that the Board of Selectmen recommend the subject matter of Article 13 of the 2014 Annual Town Meeting was approved by a vote of 4-0-0.

A motion by Ensminger seconded by Sexton that the Board of Selectmen recommend the subject matter of Article 14 of the 2014 Annual Town Meeting per the handout in tonight's packet was approved by a vote of 4-0-0.

A motion by Ensminger seconded by Sexton that the Board of Selectmen recommend the subject matter of Article 15 of the 2014 Annual Town Meeting was approved by a vote of 4-0-0.

A motion by Ensminger seconded by Halsey that the Board of Selectmen recommend the subject matter of Article 16 of the 2014 Annual Town Meeting was approved by a vote of 4-0-0.

A motion by Ensminger seconded by Sexton that the Board of Selectmen recommend the subject matter of Article 17 of the 2014 Annual Town Meeting was approved by a vote of 4-0-0.

A motion by Ensminger seconded by Halsey that the Board of Selectmen recommend the subject matter of Article 3 of the 2014 Special Town Meeting was approved by a vote of 4-0-0.

A motion by Ensminger seconded by Sexton that the Board of Selectmen table the subject matter of Article 4 of the 2014 Special Town Meeting was approved by a vote of 4-0-0.

A motion by Ensminger seconded by Halsey to reconsider the vote on Article 3 of the 2014 Special Town Meeting was approved by a vote of 4-0-0. A motion by Ensminger seconded by Halsey that the Board of Selectmen recommend the subject matter of Article 3 of the 2014 Special Town Meeting failed by a vote of 0-4-0.

A motion by Ensminger seconded by Sexton to move Article 4 of the 2014 Special Town Meeting from the table was approved by a vote of 4-0-0. A motion by Ensminger seconded by Sexton that the Board of Selectmen recommend the subject matter of Article 4 of the 2014 Special Town Meeting was approved by a vote of 3-0-1 with Ensminger abstaining.

Review BOS/TM Goals – With the hour being late this agenda item will be rescheduled for another meeting.

Planning for Department Head Retreat – The Town Manager noted that the Department Head Retreat is scheduled for May 10, 2014 at 8:00 a.m. and he requested that ideas be sent to him and John Arena.

The Board discussed questions to poll Town Meeting members.

666

John Halsey noted that there is a workshop on May 5th from 9:00 a.m. to 11:30 a.m. at Sanborn Place for the business people to give feedback to analysis and he suggested that RCTV record the workshop.

Approval of Minutes

A motion by Ensminger seconded by Sexton to approve the minutes of March 11, 2014 as amended was approved by a vote of 4-0-0.

A motion by Ensminger seconded by Halsey to approve the minutes of April 9, 2014 was approved by a vote of 4-0-0.

A motion by Ensminger seconded by Sexton to approve the Executive Session minutes of April 15, 2014 as written was approved on a roll call vote with all four members voting in the affirmative.

A motion by Ensminger seconded by Halsey to adjourn the meeting at 10:30 p.m. was approved by a vote of 4-0-0.

Respectfully submitted,

Secretary



THE COMMONWEALTH OF MASSACHUSETTS

Number: 2014-3

Fee: \$50.00

TOWN OF READING

This is to certify that Christine Kelley, President, Reading Education Foundation, Inc., 62 Oakland Road, Reading

IS HEREBY GRANTED
A SPECIAL ONE-DAY LICENSE

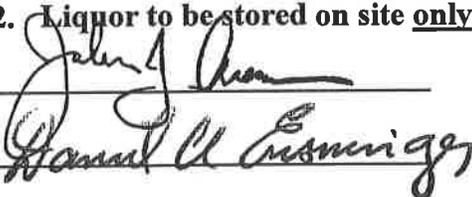
FOR THE SALE OF ALL ALCOHOL
TO BE SERVED ON THE PREMISES
FOR A CHARITY AUCTION
TO BE HELD ON MAY 3, 2014
NORTHEAST YOUTH BALLET SCHOOL,
32 LOWELL STREET,
BETWEEN THE HOURS OF 7:00 P.M. TO 11:00 P.M.

Under Chapter 138, Section 14, of the Liquor Control Act.

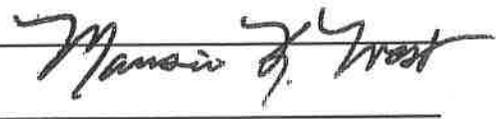
Holders of one day licenses shall provide a bartender and/or servers who are trained and authorized to make decisions regarding continued service of alcoholic beverages to attendees. There shall be no self service of any alcoholic beverage at any event approved as a one day license.

This permission is granted in conformity with the Statutes and Ordinances relating thereto and expires at 11:01 p.m., May 3, 2014, unless suspended or revoked subject to the following conditions:

1. Liquor to be purchased from authorized distributor.
2. Liquor to be stored on site only before and after event.



Daniel A. Esmeriges



Mansur J. West

Date Issued: April 17, 2014

7a



THE COMMONWEALTH OF MASSACHUSETTS

Number: 2014-4

Fee: \$0.00

TOWN OF READING

This is to certify that Fr. Darin V. Colarusso, 300 Haverhill Street,
Reading

IS HEREBY GRANTED
A SPECIAL ONE-DAY LICENSE

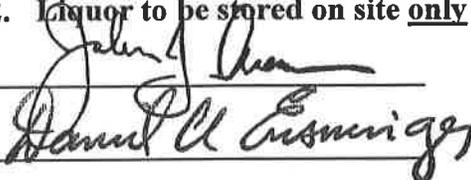
TO SERVE ALL ALCOHOL
ON THE PREMISES
FOR A WINE TASTING
TO BE HELD ON JUNE 14, 2014 AT
ST. ATHANASIUS CHURCH HALL,
300 HAVERHILL STREET,
BETWEEN THE HOURS OF 6:30 P.M. TO 11:00 P.M.

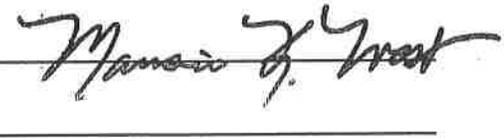
Under Chapter 138, Section 14, of the Liquor Control Act.

Holders of one day licenses shall provide a bartender and/or servers who are trained and authorized to make decisions regarding continued service of alcoholic beverages to attendees. There shall be no self service of any alcoholic beverage at any event approved as a one day license.

This permission is granted in conformity with the Statutes and Ordinances relating thereto and expires at 11:01 p.m., June 14, 2014, unless suspended or revoked subject to the following conditions:

1. Liquor to be purchased from authorized distributor.
2. Liquor to be stored on site only before and after event.





Date Issued: April 28, 2014

76



The Commonwealth of Massachusetts

License #: GL-14-7

Fee:50.00

TOWN OF READING

This is to certify that:

**D'Amicis Bakery, Inc.
614 Main Street
Reading, MA 01867**

Seating **30** customers

IS HEREBY GRANTED A

COMMON VICTUALLER'S LICENSE

in said Reading, Massachusetts and at that place only and expires December 31, 2014 , unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

Pursuant to Section 3.6 of the Board of Selection's Policies, patrons are not permitted to bring alcoholic beverage on the premises for their own consumption and licensees are not permitted to keep alcoholic beverages on the premises except for a small quantity that is used in preparation of certain specialty cooked foods. All signs shall conform with the sign regulations of Town of Reading.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

Date Issued: 04/09/2014

7c

L/C BOS

Schena, Paula

From: LeLacheur, Bob
Sent: Thursday, May 08, 2014 10:08 AM
To: Schena, Paula
Subject: FW: [Reading MA] Paving our Road

For BOS packet

From: Zager, Jeff
Sent: Thursday, May 08, 2014 9:32 AM
To: LeLacheur, Bob; Strazzere, George
Subject: Fwd: [Reading MA] Paving our Road

FYI

Sent from my iPhone

Begin forwarded message:

From: Milad Saberi
Date: May 8, 2014, 9:23:46 AM EDT
To: "Zager, Jeff" <jzager@ci.reading.ma.us>
Subject: Re: [Reading MA] Paving our Road
Reply-To: Milad Saberi <milad.saberi@ci.reading.ma.us>

Hello Mr. Zager,

Thank you very much for your quick action to this matter. Your crew were there yesterday and finished the job. I wish all the elected Town officials were like you.

Thanks again,

Milad Saberi
From: "Zager, Jeff" <jzager@ci.reading.ma.us>
To: Milad Saberi <milad.saberi@ci.reading.ma.us>
Cc: "Strazzere, George" <gstrazzere@ci.reading.ma.us>
Sent: Tuesday, May 6, 2014 3:25 PM
Subject: RE: [Reading MA] Paving our Road

Hello;

I will send my highway supervisor to check out the situation, and plan the appropriate repairs.

As you probably know, most of the intersection is actually in the state right of way, however I already had a town crew patch this area once, in an attempt to help the situation.

I will also discuss with staff the options for a more permanent type of repair..

gal

Thanks,

Jeff Zager
DPW Director

Jeffrey T. Zager
16 Lowell Street
Reading MA 01867

Tel: 781-942-9077
Fax: 781-942-9081

Please let us know how we are doing - fill out our brief customer service survey at <http://readingma-survey.virtualtownhall.net/survey/sid/19ab55aed08fbc96/>
web: www.readingma.gov
jzager@ci.reading.ma.us

-----Original Message-----

From: Milad Saberi [mailto:milad.saberi@readingma.gov]
Sent: Tuesday, May 06, 2014 12:45 PM
To: Zager, Jeff
Subject: [Reading MA] Paving our Road

jzager,

Someone has sent you a message using your anonymous contact form on the Reading MA site.

If you don't want to receive such e-mails, you can change your settings at <http://www.readingma.gov/user/253>.

Message:

Hi Mr. Zager,

I reside on Mill St. in Reading and as you know this road gets used a lot since it's a cut through St (Between Main and Park St). The beginning of the street that gets attached to Main street is in a horrible condition and needs to be paved. Also there are huge pot holes that are directly in front of my house that need to be filled (51 Mill St. and 66 Mill St.). I have witnessed at least two cars that got a flat due to these two pot holes. I realize that portion of this Street was Paved last year and that section is still in a good shape, but the rest of the street needs to be addressed.

Thank You for your help in this matter.

Sincerely,

Milad Saberi

=====

Message sent by: Milad Saberi (_____)

=====