Town of Reading
Meeting Posting with Agenda

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2014 JUL 10 P 1:17

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2014-07-15 Time: 7:00 PM

Building: Pleasant Street Senior Center Location: Great Room

Address: 49 Pleasant Street

Purpose: General Business

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

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

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

Topics of Discussion:

OFFICE HOUR – John Halsey **6:30 p.m. at Senior Center**

1) **Reports and Comments**
   - a. Selectmen's Liaison Reports and Comments
     - Sharon Angstrom re: RMLD 7:00
   - b. Public Comment
   - c. Town Manager's/Assistant Town Manager's Report
2) **Open Session for topics not reasonably anticipated 48 hours in advance of the meeting**
3) **Proclamations/Certificates of Appreciation**
   - a. Proclamation - ADA Day 7:20
   - b. Certificates – Retiring Volunteers who served 5+ years 7:20
4) **Personnel & Appointments**
5) **Discussion/Action Items**
   - a. Reading Little League – Requested Field Changes 7:30
   - b. Zoning Advisory Committee Update 7:50
   - c. Extend Zoning Advisory Committee from 8/20/14 to 2/20/15 8:20
   - d. Economic Development Self Assessment 8:30
   - e. Close the Warrant for the State Primary on 9/9/14 9:50
   - f. Review FY14 Customer Service Results 9:55
   - g. Review FY14 Town Manager Goals 10:00
6) **Approval of Minutes**
   - a. June 24, 2014
7) **Licenses, Permits and Approvals**
   - a. One day liquor license for the Meadowbrook Adult Pool Social on July 26, 2014
8) **Executive Session**

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

9) Correspondence

copy a. Thank you letter from Ann Marie Page re: Group 2 Paramedics

copy b. Letter of praise for the Engineers from Grace Serratone

copy c. Correspondence from the Department of Energy Resources to the Reading Municipal Light Department re: an award of the Green Communities grant of $250,000 for LED Streetlights

copy d. Correspondence from the Board of Selectmen to the School Committee re: Oakland Road Property

DRAFT - BOARD OF SELECTMEN AGENDAS			
2014			2014
7/10/2014		Responsibility	Start time
	July 15, 2014	**Pleasant St Ctr**	
Office Hour	**John Halsey**		**6:30**
	RMLD	**Angstrom**	**7:00**
Proclamation	**ADA Day**		**7:20**
Certificates	**Retiring Volunteers who served 5+ years**		**7:20**
	Reading Little League - Requested baseball field changes	**Reading Youth Baseball**	**7:30**
	Zoning Advisory Committee update	**West/Delios**	**7:50**
	Extend ZAC from 8/20/14 to 2/20/15	**LeLacheur**	**8:20**
	Economic Development Self Assessment	**Delios/Wilson**	**8:30**
	Close the Warrant for the State Primary on 9/9/14	**LeLacheur**	**9:50**
	Review FY14 Customer Service results	**LeLacheur**	**9:55**
	Review FY14 Town Manager Goals	**LeLacheur**	**10:00**
	July 29, 2014		
	Amplified Sound Permit	**McFadden**	**7:20**
	Change of Manager - Chili's	**LeLacheur**	**7:25**
HEARING	**Liquor Store violation**	**Segalla**	**7:30**
	Continued Hearing - Proposed 4 Way Stop at Sunnyside and Fairview		**8:00**
	Bike & Pedestrian Plan	**MAPC**	**8:30**
	Complete Streets	**Wilson**	
	South Main Street DIET	**Delios**	
	Preview FY15 Town Manager Goals	**LeLacheur**	**9:15**
	Discuss Reading 2020 working groups	**LeLacheur**	**9:30**
	Community Partners		
	Services & Performance Measurement		
	Communication		
	Strategic Planning		
	Town Manager Evaluation process	**Arena**	**10:00**
	July 30, 2014 - BOS and School Committee	**Pleasant St Ctr**	**6:30**
	Interview applicants for School Committee		
	July 30, 2014 Financial Forum I	**Pleasant St Ctr**	**7:30**

	August 19, 2014		
Office Hour	**Kevin Sexton**		**6:30**
	Discuss Remote Participation Policy	**LeLacheur**	**7:30**
	Set up Process to Review Board of Selectmen Policies	**LeLacheur**	**8:00**
	Article 1 General Operating Procedures		
	Article 2 Volunteer Boards (BCCs)		
	Article 3 Licenses		
	Article 4 Public Works Related Policies		
	Article 5 Community Services Policies		
	Article 6 Personnel Related Policies		
	Article 7 Public Safety Related Policies		
	Finalize FY15 Town Manager Goals	**LeLacheur**	**9:00**
	September 2, 2014		
Office Hour	**Dan Ensminger**		**6:30**
	Human Relations Advisory Committee		**7:30**
	Preview Warrant for Subsequent Town Meeting (to be closed on 9/23)		**9:30**
	September 9, 2014 - State Primary		
	September 10, 2014 Financial Forum II		
	September 16, 2014		
	Private/Public Road discussion	**Town Counsel**	**7:30**
	Discuss fees and collection policies	**LeLacheur**	**9:00**
	September 23, 2014	**WORKSHOP**	
	Town Accountant Report	**Angstrom**	**7:30**
	Close Warrant for Subsequent Town Meeting	**LeLacheur**	**7:45**
	Enterprise Funds Workshop	**LeLacheur**	**8:00**
	Water		
	Sewer		
	Storm Water		
	October 14, 2014		
Office Hour	**Marsie West**		**6:30**
	Tax Classification preview	**Santaniello**	**7:30**
	Vote TM Warrant Articles		**8:00**
	October 28, 2014		
HEARING	**Tax Classification**	**Board of Assessors**	**7:30**

	October 29, 2014 Financial Forum III		
	November 4, 2014 - Election		
	Subsequent Town Meeting November 10, 2014	**Monday**	
	Town Meeting November 13, 2014	**Thursday**	
	Town Meeting November 17, 2014	**Monday**	
	November 18, 2014		
Office Hour	**John Arena**		**6:30**
	Approve licenses		
	Review FY16 Town Manager Goals		
	Town Meeting November 20, 2014	**Thursday**	
	December 9, 2014		
Office Hour	**John Halsey**		**6:30**
	December 23, 2014		
Future Agendas			
	Legislative delegation update	**LeLacheur**	
	Strout Avenue Master Plan (after Town Forest planning work is done)	**Feudo**	
	Technology Update	**Furilla**	
Recurring Items			
	Close Town Meeting Warrants	**by Sep 23/Nov**	
		by Mar 3/April	
	Review BOS/TM Goals	**Mar-July-Dec**	**Tri-ann**
	Review Customer Service survey results	**Feb & Aug**	**Semi-ann**
	Review Regionalization efforts	**June**	**Annual**
	Appointments of BCCs	**June**	**Annual**
	Approve Classification & Compensation	**June**	**Annual**
	Appoint Town Counsel	**June**	**Annual**
	Tax Classification Hearing	**October**	**Annual**
	Approve licenses	**December**	**Annual**
Reports to BOS			
	Town Accountant Report		**Qtrly**

	RCTV members Report		**Semi-ann**
	CAB (RMLD) member Report		**Semi-ann**
	MAPC member Report		**Semi-ann**
	BOS Appointed Boards, Committees & Commissions	**NEW**	**Annual**
	Reading Housing Authority Report		**Annual**
	Reading Ice Arena Report		**Annual**

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

781-942-9043
townmanager@ci.reading.ma.us
www.readingma.gov/town-manager

To: Board of Selectmen
From: Robert W. LeLacheur, Jr. CFA
Date: July 9, 2014
RE: July 15 BOS Meeting

Agenda Items

Please note that your meeting next week will be held in the Sally Hoyt Great Room at the Pleasant Street Center. We moved the meeting there in anticipation of higher attendance for the results of the EDSAT – we will be advertising this to the community on Thursday.

On June 17th I received an anonymous letter about RMLD, and a second hard copy that was meant for the Board of Selectmen. Once I read through the contents I turned one copy over to Town Accountant Sharon Angstrom to investigate the allegations. Once she had sufficient facts to justify that there was some credibility to the letter, I gave Chair John Arena the other copy. Enclosed in your packet is some additional material that Sharon will present next week. This Town Accountant report is meant to be an overview of the issue and no more than 15 to 20 minutes, including time for questions from the BOS. We have invited RMLD Board of Commissioners Chair David Talbot and General Manager Coleen O'Brien to attend and expect them to be present. Once the Town Accountant has completed her investigation, she will deliver the full results at a future Board of Selectmen meeting, and the RMLD will be advised in advance.

Reading Youth Baseball will be in with a field request. Recreation Administrator John Feudo is unable to be present, and has not been able to get much information in advance, but believes it involves fencing on a field behind RMHS. In your packet are some notes from the last time a perhaps similar request was presented to the Selectmen (June 2012).

Marsie West and Jean Delios will next update the Selectmen on the progress of the ad hoc Zoning Advisory Committee. The ZAC has put in a heroic amount of time and effort thus far on the project. I will ask that the Board vote to extend the term of the ZAC from August 20, 2014 (the one year term by default for ad hoc) to February 20, 2015. The Charter Review Committee at their most recent meeting embraced the idea of a January 2015 Special Town Meeting, which remains an option for the ZAC if they need it. On that note, John Arena and I attended that Charter Committee meeting, and both of us presented items for the group to discuss.

Professor Barry Bluestone from the Dukakis Center for Urban and Regional Policy at Northeastern University will present the Economic Development Self-Assessment Tool results for the community, based on extensive information the staff AND the public compiled and provided a few weeks ago. Please see a copy of the results in your packet – I found it quite informative!

A few quick items at the end of the lengthy agenda:

- The BOS need to close the Warrant for the September 9th state primary election;
- Enclosed in your packet are six months of customer service feedback. The results are quite strong, about 95% are rated excellent (91%) or good (4%) service, which is above our informal goal of 90%. A quick summary of the 5% less perfect scores: one was a taxpayer complaining about high taxes with no specific customer service issue; one customer received good service but rated the courtesy as low – it turns out the person was (overly) multi-tasking on a busy day and has been advised; one customer was not happy about employee/retiree benefits that are beyond the Town's control; and in one case we couldn't identify the situation in the Human Resources area because not enough information was provided. We will keep this format going for a while until we test drive the new 'SeeClickFix' as mentioned in the FY14 goals review (below);
- Attached in the packet is my final summary to the Board on FY14 Town Manager Goals. Ideally we should set aside an hour or two to discuss these, but we can blend that into one of your next two meetings in conjunction with setting FY15 Town Manager Goals. Please take the time to read through the rather lengthy report, and comments and suggestions are most welcome.

Other Notes:

The Town has some volunteer openings (a full list of BCCs is in your packet): **ZBA** (Associate-2017); **CPDC** (2017); **Conservation Commission** (two – 2015 & 2017); **Cultural Council** (two – 2015 & 2017); **FINCOM** (2015); **Historical Commission** (2017); **MAPC** (Alternate-2017); **RCTV Board of Directors** (2017); and **School Committee** (term ends at next local election April 2015).

Attached are some new Town Manager policies and procedures involving staff use of Town Counsel. I have been in contact with all the law firms not selected and they were appreciative of the opportunity, and all expressed an interest in providing whatever future services the Town may require. Jean Delios and I met with new Town Counsel Miyares & Harrington and gave them quite a list to work from, and they have already resolved some of the issues. I would like to thank the Board for selecting a firm that is a very good 'fit' for the Town of Reading. They noted that in the interview they told the Board it would take up to six months to get up to speed. After our meeting they cut that estimate significantly as apparently we are relatively well organized (even if it doesn't always feel that way).

A preview of your July 29th meeting:

Amplified sound permit from Carl McFadden (repeat of last year)
Change of Manager's at Chili's
Hearing: Liquor Store violation (details to follow in the next meeting packet)
Continued Hearing: Sunnyside & Fairview 4-way Stop
MAPC staff will present the Bike & Ped plan
Planning staff will review Complete Streets and the South Main Street DIET
Preview of DRAFT FY15 Town Manager goals
Discuss Reading 2020 working groups
Chair to discuss Town Manager evaluation process (complete by early Fall '14)

Reminder – July 30th Financial Forum at the Pleasant Street Center

Coming attraction: I will ask the Board to establish a method to review the Board of Selectmen policies at their August 19th meeting. Similar efforts are underway in my office with Town Manager policies, organization-wide with personnel policies, and in public with the Charter and Zoning. Here are the current BOS policies: http://www.readingma.gov/board-of-selectmen/pages/selectmens-policies

Town of **Reading**

Office of Town Accountant

To: Board of Selectmen
From: Sharon Angstrom, Town Accountant
Subject: Anonymous Letter Regarding RMLD
Date: July 9, 2014

On June 17, 2014 an anonymous letter was received by the Town Manager, which was forwarded to me. The letter states that 3 bucket trucks were sold to a RMLD employee for $350. The letter also stated that the trucks were in service prior to being put out to bid. According to the letter, the trucks were fit for service, some had new tires, they all had stickers, and had their booms dielectrically tested. The writer states he is an electrical contractor who has been in business for 30 years who is always in the market to purchase used equipment and the trucks could have yielded $30,000-$40,000 at auction. The letter also stated he could not find this offering on RMLD's website or in any major Boston newspaper.

Upon receipt of this letter on June 18th, I reached out to RMLD requesting backup on these dispositions. I requested a copy of RMLD's disposition policy, copies of letters sent offering these trucks to the four user communities, the maintenance records for the three trucks and the bid backup.

On June 27th, I received the requested information by email from David Talbot, the Chairman of the RMLD Board. I reviewed the documents and tested the maintenance records to my records to ensure the maintenance records were complete. My testing revealed the maintenance records appear to be complete as all invoices processed in FY14 that reference these trucks were noted on the maintenance records provided by RMLD. The RMLD maintenance records seem to support many of the claims made in the anonymous letter. One truck had 4 new tires that were purchased in April 2012 that only had approx. 3,000 miles on them at the time of the sale. These tires cost approx. $1,800. I noted that another truck had two new tires purchased in July 2012 that only had 5,000 miles on them at the time of the sale. These tires cost approx. $900. Each truck had dielectric testing and all were in service until February 25, 2014 just prior to being offered for bid in March. In total each truck had approximately $80,000 spent on maintenance over the period of ownership.

Review of the bid documents revealed that the advertisement requesting bids on these trucks ran in the Daily Times Chronicle, Middlesex East section on 3/26/14. No evidence of this offering was found on RMLD's website.The bid memo states the bids were opened on April 9th with three RMLD employees present. Only one bid per truck was submitted, which was submitted by an RMLD employee.

2003 International – RMLD Vehicle 9 - $200
1999 Ford Med – RMLD Vehicle 11 - $100
2001 Sterling – RMLD Vehicle 44 $50

16 Lowell Street, Reading, MA 01867 Phone 781-942-9005 Fax 781-942-9037

The trucks were awarded to the employee as a sole bidder.

Review of RMLD's disposition policy revealed that bids from an employee are allowed. The General Manager stated she had no knowledge of the sale until it was complete. The policy makes no mention of any requirement to obtain General Manager or Board approval on the disposition of assets. The bill of sale agreements and titles were signed by the Materials Manager. Attached is a copy of RMLD's disposition policy for your review.

No real effort was made to assess the value of the trucks. MGL Ch. 30B S15 requires a value to be assessed. RMLD's policy states that Kelly Blue Book will be used to assess value but bucket trucks cannot be valued using Kelly Blue Book. I noted an invoice for the purchase of a new bucket truck in Feb 2014 for $184,000. A baseline value could've been determined by simply requesting a trade in value.

On July 1st I attended RMLD's policy meeting and shared my findings with the RMLD Board Members present. I stated the policy needs to be strengthened to avoid this sort of situation. I feel that General Manager/Board approval should be required for the disposition of major assets. I also feel bids from an employee should be prohibited. Value should be assessed and if bids fall substantially below that value they should be rejected and the item should be rebid. The way the offerings are advertised should be expanded to reach the target market. Online auction sites should be explored. The whole purpose of procurement law is to ensure that the municipality receives the best price for items/services that are being purchased or sold. Each person I spoke to at RMLD stated that the policy was followed. I feel they missed the point of the procurement process and by not assessing the value of these trucks they pretty much gave them away. I am still investigating this issue and will provide a final report upon completion.

16 Lowell Street, Reading, MA 01867 Phone 781-942-9005 Fax 781-942-9037

Revision #3

RMLD POLICY #2

EFFECTIVE DATE: 7/21/04

SURPLUS MATERIAL

General Manager/Date

Per Board Vote 7/21/04
Chairman/Date

I. PURPOSE

To provide guidelines and policies in accordance with MGL CH.30B, Section 15 for use by the RMLD in disposing of surplus, obsolete, salvage or beyond-repair property (non-real estate).

II. GENERAL RESPONSIBILITIES

A. General Manager

1. Responsible for recommending a revision of this policy to the RMLB as needed to ensure conformance with applicable Massachusetts' statutes, regulations, etc.

B. Materials Manager

1. Responsible for organizing and coordinating all necessary actions to implement disposal of surplus RMLD property.

2. Responsible for maintaining accurate records of available surplus property, how it was disposed of and copies of liability releases all of which should be reported to the RMLB.

3. Responsible for providing a standard language "liability release" form for use by the RMLD in disposing of property via Policy Elements C, D, and E.

III. POLICY ELEMENTS

A. Surplus RMLD property shall be classified into one of five (5) categories:

1. Scrap

2. Real estate or buildings

3. Electric utility specific

4. Vehicles

5. General

Category 2 can only be disposed under prescribed Massachusetts' regulations and by vote of the RMLD Board. Category 3 can be disposed by methods outlined in Policy Element C. Category 4 can be disposed by Policy Element D. Category 5 can be disposed by Policy Element E.

III. POLICY ELEMENTS (Continued)

B. Scrap

1. Each RMLD Division shall designate those items to be in a poor hazardous condition or having no tangible resale or salvage value. The RMLD will endeavor to recycle, salvage and/or minimize disposal cost as much as possible for disposal via a scrap bid or other authorized RMLD processes.

C. Electric Utility Specific

1. This category is meant for surplus RMLD property so unique that only another electric utility, Association, Joint Action Agency or related commercial firm is likely to be interested in acquiring it.

2. Solicitations of interest will be made via trade surplus advertisements, phone calls, etc. The surplus property will be sold for the highest amount offered.

3. Any property remaining undisposed may be disposed of via Policy Element B or E.

4. Purchasers of such surplus property must provide, in writing, a release from any RMLD liabilities concerning the properties. The Purchaser must provide for removal, transportation, storage, etc. at no cost to the RMLD.

D. Vehicles

1. This category includes any automobiles, trucks, or vans that are surplus to RMLD needs. Vehicle value will be benchmarked using Kelly Blue Book.

2. Vehicles will be offered and made available to the member towns on a rotational basis. The rotational sequence is Reading, North Reading, Wilmington, and Lynnfield. Should a town decline an offering, the next town in the sequence will be contacted and offered the vehicle.

3. When more than one vehicle is available, the town in position to receive the offering will have first choice of available vehicles. Remaining vehicles will be offered to the other towns per the established rotation. (See D2).

4. Towns will not be charged for the property. However, they must provide, in writing, a release from any RMLD liability concerning the vehicles. The Town must provide for removal, transportation, storage, etc. at no cost to the RMLD.

5. Any vehicles remaining, after all member towns have had an opportunity to obtain them, will be disposed of in accordance with E3.

E. General Property

1. This category includes any surplus RMLD property that is not scrap, real estate or electric utility specific.

III. POLICY ELEMENTS (Continued)

E. General Property (Continued)

2. Such property will be offered, in writing and for a 30 day period to every member Town on a first come, first serve basis. The Towns will not be charged for the property. However, they must provide, in writing, a release from any RMLD liability concerning the properties. The Town must provide for removal, transportation, storage, etc., at no cost to the RMLD.

i. Member Towns will be notified in writing of the availability of any surplus property offered under this section. The towns will be given 30 days to respond to the notification and state their interest in obtaining any of the property. If there is no conflicting interest in obtaining the available surplus property, material will be given to requesting town or towns.

ii. In situations when more than one member town is interested n a particular property or properties, a rotational basis will be used to apportion the property. The rotational sequence will be Reading, North Reading, Wilmington and Lynnfield.

iii. The town in position to receive the offering will have first choice of the available property, and remaining property will be offered to the other towns per the established rotation. Should a town decline an offering, the next town in the sequence will be offered the property.

iv. The Towns would not be charged for the property. However, they must provide, in writing, a release from any RMLD liability concerning the properties. The town must provide for removal, transportation, storage etc. at no cost to the RMLD.

3. Any property not disposed of to a member Town will be advertised to the general public of the four (4) Town service area. The property will be made available for public viewing. The property will be sold to the individual submitting the highest sealed bid. RMLD employees may also submit a written sealed bid but shall receive no preference over the general public.

4. Purchasers must provide in writing, a release from any RMLD liabilities concerning the properties. The Purchaser must provide for removal, transportation, storage, etc., at no cost to the RMLD.

5. Any property remaining will be disposed via Policy Element B.

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

781-942-9043
townmanager@ci.reading.ma.us
www.readingma.gov/town-manager

To: Reading Department Heads
From: Robert W. LeLacheur, Jr. CFA
Date: July 8, 2014
RE: Town Manager Policy – Access to Town Counsel

Effective immediately Reading has hired a new Town Counsel as described below:

Miyares & Harrington LLP; 50 Leonard Street – Suite Three; Belmont, MA 02478
617-489-1600 (phone); 617-489-1630 (fax); www.miyares-harrington.com

J. Raymond (Ray) Miyares ray@miyares-harrington.com **– main contact for all legal issues**
Thomas J. (Tom) Harrington tom@miyares-harrington.com - first backup
Christopher (Chris) Heep cheep@miyares-harrington.com – second backup

Permission for Legal Information Requests (LIR) are granted without limit to the employees listed below. For Town departments: for any LIR that takes more than a 15 minute phone call or a simple email exchange, please fill out a Town Counsel LIR form. All other employees not on the list below that are seeking direct access must fill out a Town Counsel LIR form and file them with their department head for approval. I would encourage department heads to rely on your assistant department head for managing these requests when practical, and please send all these LIR forms monthly to Paula Schena or Caitlin Saunders in the Town Manager's office.

Schools
Dr. John Doherty
Martha Sybert

Administrative Services
Bob LeLacheur
Jane Kinsella

Community Services
Jean Delios
Jessie Wilson

Finance
Sharon Angstrom
Nancy Heffernan

Police Department
Jim Cormier
Mark Segalla

Fire Department
Greg Burns

Public Library
Ruth Urell
Amy Lannon

Public Works
Jeff Zager
Joe Huggins

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

781-942-9043
townmanager@ci.reading.ma.us
www.readingma.gov/town-manager

To: Reading Department Heads
From: Robert W. LeLacheur, Jr. CFA
Date: July 8, 2014
RE: Town Counsel Legal Information Request (LIR) form

Employee: _____
Department: _____
Date of Request: _____
Timeline for Response: _____
Please list Boards, Committees or Commissions involved (if any):
_____

Please describe the nature of information requested:

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Department Head Signature & Date: _____

Department Head priority (circle one): High -- Medium – Low

Date Request is closed out: _____

1C2

Phil Caruso
Media Relations Specialist
Walgreens
200 Wilmot Road
Deerfield, IL 60015

June 17, 2014

Dear Phil,

The Reading, MA community was sorry to see Walgreens close their store in our downtown area yesterday. I will say right up front that your transfer of prescriptions to nearby Rite Aid is a huge help to many of our residents, and I have already heard several compliments about that 'parting gift'. Thank you for being so thoughtful, especially on behalf of the seniors in our community.

While our local government has limits on how we can influence the business community, our recent development efforts – especially downtown near your store – have gone very well. Reading today looks better than it has in over twenty years! In that context it is especially unfortunate to learn of your store closing.

I well understand Walgreens situation at the corporate level where these types of decisions are made, having spent most of my career as a money manager in the private sector. However I am eager to learn if there is anything we could or should do differently in order for our local businesses to prosper. Is it possible for me to be granted some sort of 'exit interview' with a store manager, or someone familiar with the operation of the store? Of course I'd welcome any input from the national level as well.

Also, as a kind reminder for your local folks in charge of shuttering the store, please be aware that in Reading vacant properties must be maintained in accordance with the requirements contained in our General Bylaw, Section 8.10 and all signage removed within 30-days of vacating the property.

Please contact Paula Schena at 781-942-9043 to schedule a time for us to chat or for me to meet with a local Walgreen's representative at your convenience. I wish you well in your downsizing – no easy job for the Media Relations department I'm sure. Please let me know if I can be of any assistance in that process - we're sorry to see you go!

Thanks,

Robert W. LeLacheur, Jr. CFA
Town Manager

LeLacheur, Bob

From: LeLacheur, Bob
Sent: Thursday, July 03, 2014 1:51 PM
To: Forwarding Account for John Arena; Weld, Karl
Cc: Delios, Jean; Wilson, Jessie
Subject: Walgreen's feedback

I just spoke to Donovan Pepper from Walgreen's corporate headquarters, in response to my letter last week.

For the first time in 114 years they are engaged in a serious round of store closings. Four years ago at their peak of expansion they were opening a new store every 14 hours. Now their 'store optimization' policy is seeking to identify and close the underperforming stores, regardless of location or when they were first occupied.

In general, 70% of Walgreens sales and profitability are in the pharmacy sector. As such they are very vulnerable to pressures from both Federal and State impacts on the health care industry. He said that although the impacts at the State level vary, he couldn't cite MA as specifically having an impact on the store closing decision. The other 30% of retail business in the front of the house is at most a very small factor in the store closings decisions. In addition to the impact generally of health care, the two strongest influences on underperforming stores are the location of competitors and other Walgreen stores.

We discussed what the town could have done differently, and the bottom line answer was nothing at all. At the national level he sees ZERO impact of whether or not the store location had been offered any tax breaks or tax-increment-financing deals. He said the long term viability of a store is what they look at, and any such deals from communities are therefore not a factor. The best thing we can do for businesses is to not stand in their way and give them the opportunity to meet many loyal customers – the rest is up to them. I should bold these statements because they are what both Jean and I have said on different occasions in the past about not financially subsidizing the business community and expecting long term benefits. I recognize that may be a difference in national chains versus one-shop stores in this regard, however. I've always found it ironic that communities court the big chains with the deals – the wrong audience, and one that is probably chuckling quietly in the background.

Donovan will follow up next week with some information as to exact ownership of the property (he did not know who owns it – I think we have an LLC as the owner), any plans for the property, and contact information in case we have any interested buyers or renters. He also noted that all employees were offered positions in other Walgreen stores in the area.

Thanks,
Bob

Robert W. LeLacheur, Jr. CFA
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www.readingma.gov

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Board of Selectmen & Department Heads "Reading 2020"

In 2006 the Town Department Heads held an off-site Retreat to plan for the future, and three significant areas were identified as needing attention. First, the town's technology systems were older than most dump trucks owned, and Town Meeting readily agreed to a funding request – Reading is now on or near the cutting edge in use of public sector technology. Second, the buildings needed some improvement, and a strong capital planning process by the School and Facilities department led to outstanding building results. Now, preventative maintenance and proactive thinking have replaced reacting to emergencies - most of the Town and School buildings are now the envy of many communities. Finally, communication was also identified as needing improvements, and while the Town has had much success in this area, the underlying technology changed more quickly and became more affordable than anyone imagined, so more work is still needed.

The Board of Selectmen joined the Town Department Heads recently and held a Saturday Retreat to discuss the future of Reading and to develop an action plan. Town government is a Services organization – which is quite different than a business. Looked at through a corporate lens, most Town departments could be said to be 'loss leaders' based strictly on their relative revenues and costs. Compared to many other communities, Reading offers more services (and a high level of quality) than most do. Yet doing a 'better job' than these other communities consumes revenues rather than produce more.

In terms of how 'outsiders' see the community, Standard and Poor's global bond rating organization recently rewarded Reading with the AAA rating – their highest one available – as a result of the Town's disciplined financial practices of spending money carefully. Coupled with the belief that Reading provides more and high quality services, it is clear that Town government and the School department, along with their various Boards and Committees, have done an admirable job producing superior services within these revenue constraints.

All present at the Retreat agreed that the approximate +3% annual revenue growth compared to the expectation of the community to provide many services at a high level of quality was the most significant issue to be tackled. The key question for the community will soon be "What services should be cut, and if you can't cut them, would you be willing to pay more?"

The Retreat formally created four working groups, composed of members of the Board of Selectmen (BOS) as well as the Town Department Heads. Together these groups might be said to be using perfect hindsight to look ahead five or so years, an effort we call "Reading 2020". The four groups are as follows:

1. **Community Partners:** Kevin Sexton (BOS), Dan Ensminger (BOS) and Bob LeLacheur (Town Manager). Town government is one of many organizations that serve the Reading residents and businesses. We regularly work with many other organizations – non-profits, volunteer groups, and the private sector. This working group for the first time will compile a comprehensive inventory of all such relationships, and where services overlap we will have discussions as to ways to streamline our mutual efforts and share resources.

2. **Services & Performance Measurement:** Marsie West (BOS) and Jean Delios (Assistant Town Manager Community Services). This working group will create an inventory of all of the services that are provided by Town government, and create ways to measure the results and the quality of the service delivery. This measurement will include significant input from the community. A few years ago the Finance Committee led a series of Financial Forums, and one session was aimed at a study of services. Community members were asked to list a service that they currently use that they would be willing to give up – and not a single anonymous response was received. A few years later, we want to ensure that the services the Town provides are all important ones, and to identify gaps where services may need to be added or modified.
3. **Communication:** Sharon Angstrom (Town Accountant) and Jeff Zager (Public Works Director). The field of communication will always evolve, and in recent years the Town has built significant technology infrastructure, with 'future flexibility' being the most important design consideration. What are the best ways to communicate with the Community and seek their opinions? The World Café was very successful and drew a large number of residents several years ago. Many Volunteer Boards hold public meetings, but usually attendance is sparse unless the issue directly impacts a homeowner. Every year the Finance Committee meets three or four times in joint session with the School Committee, Library Trustees and Board of Selectmen to discuss financial planning, and community involvement in these meetings is usually light. Perhaps there are better ways to conduct community meetings?
4. **Strategic Planning:** John Arena (BOS), John Halsey (BOS), Jim Cormier (Police Chief), Greg Burns (Fire Chief) and Ruth Urell (Library Director). There are many short- and long-term specific issues that the Town is currently facing that need attention. For example, efforts are underway for an overhaul of the Zoning Bylaw, and revisions to the Town Charter. Town and School space needs have been identified, but resources and locations are not readily apparent. The downtown Post Office is for sale, and is in a vital location as a link between Main Street and lower Haven Street, both areas of significant economic development in recent years. The town has a deficit in recreational space needed. The list goes on …

Reading is a community that has always had significant volunteer interest, and as a result is very open to ideas and suggestions that come from the public. Your Town government as a service organization is here for you. We can help provide insight and guidance, but we alone do not seek to decide community values. The next Reading 2020 planning session will be towards the end of October. If you would like to follow any or all of these working groups and have any opinions to offer or questions to ask, please send an email to townmanager@ci.reading.ma.us.

Office of the Town Manager
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To: School Committee Chair Chris Caruso
Superintendent Dr. John Doherty
From: Reading Board of Selectmen
Date: July 8, 2014
RE: Oakland Road property

At the Board of Selectmen meeting on June 10, 2014, Selectman Dan Ensminger requested that Chair John Arena and Town Manager Bob LeLacheur collaborate in writing a memo to the above mentioned with respect to the Oakland Road property, and the Board unanimously supported the request.

On September 15, 2010 the Finance Committee sponsored a Financial Forum exclusively aimed at discussing Revenue ideas. The idea that received the most votes from those community members in attendance was the sale of Oakland Road property – a one-time revenue source. For more details about the results of that meeting, please refer to the following link:

http://readingma.virtualtownhall.net/Pages/ReadingMA_Finance/20100915%20Revenue%20Opportunities%20-%20Financial%20Forum%20CURRENT.pdf

At the November 2011 Subsequent Town Meeting, four Articles were presented and approved as a result of these revenue ideas. Two Articles dealt with parcels on Audubon/Pearl and Lothrop Road, that have each been subsequently sold and proceeds deposited to the Sale of Real Estate fund that supports capital expenditures. Two Articles dealt with the Oakland Road property – one cleared up paper streets on the property, and Article 16 transferred the property from the School Committee to the Board of Selectmen. Note that this Town Meeting Article specifically said the transfer was "for the purpose of conveyance; and; and further, to authorize the Board of Selectmen pursuant to M.G.L. c.40, §3 to convey all of the Town's right title and interest in said property upon such terms and conditions, and for such consideration as the Board of Selectmen deem to be in the best interest of the Town".

The School Committee is gently reminded of this past history on this property. The Selectmen are pleased that the new School Space committee includes two Selectmen to help identify the school space solution(s) that best responds to Reading resident's needs. The Board understands this may include the Oakland Road property.

APPOINTED AND ELECTED TOWN BOARDS, COMMITTEES & COMMISSIONS
(July 8, 2014)

Title	#Positions	Term	Orig Date	Term Exp	Appt'g Auth
Animal Control Appeals Committee	**3**	**3 years**			**BOS**
Catherine Folan	93A Harnden Street		(12)	2015	
Tina Ohlson, Chairman	200 Forest Street		(08)	2017	
John Miles	532 West Street		(09)	2016	
Audit Committee	**7**	**3 years**			
Paul McNeice	20 Johanna Drive		(13)	2016	FinCom
Phil Pacino	5 Washington Street Unit D6		(10)	2017	RMLD
Stephen Herrick	9 Dividence Road		(05)	2015	BOS
Chuck Robinson	81 Prospect Street		(06)	2017	Sch. Com.
Jeanne Borawski	3 Deer Path Lane		(14)	2015	Sch. Com.
Barry Berman	54 Longview		(12)	2017	FinCom
Marsie K. West	3 Whitehall Lane		(13)	2016	BOS
Board of Appeals	**5 + 2 Associates**	**3 years**			**BOS**
Vacancy (Associate)			(08)	2017	
Robert A. Redfern, V. Chr.	54 Prospect Street		(01)	2015	
John A. Jarema	797 Main Street		(78)	2016	
David Traniello	1 Old Mill Lane		(12)	2015	
Kathleen Hackett	3 Indiana Avenue		(12)	2017	
Erik Hagstrom (Assoc.)	53 Arcadia Avenue		(13)	2016	
Damase Caouette, Chairman	11 Field Pond Drive		(09)	2017	
Board of Assessors	**3**	**3 years**			**Elected**
Francis J. Golden	5 Wells Road		(13)	April'16	
Robert N. Marshall	108 Franklin Street		(14)	April'17	
Robert Quinn	42 Benton Circle		(12)	April'15	
Board of Cemetery Trustees	**6**	**3 years**			**BOS**
Mary R. Vincent	17 Indiana Avenue		(94)	2015	
Olive B. Hecht	73 Martin Road		(08)	2017	
William C. Brown, Sec.	28 Martin Road		(96)	2015	
Janet Baronian, Chairman	75 Mill Street		(99)	2017	
Ronald Stortz, V. Chr.	538 Summer Ave.		(04)	2016	
Elise M. Ciregna	48 Pearl Street		(07)	2016	

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Title	#Positions	Term	Orig Date	Term Exp	Appt'g Auth
Board of Health	**3**	**3 years**			**BOS**
Andrew Friedman	27 Hillcrest Road		(11)	2017	
Barbara A. Meade, Chairman	11 Ash Hill Road		(01)	2015	
David Singer	66 Prospect St.		(03)	2016	
Board of Library Trustees	**6**	**3 years**			**Elected**
Victoria V. Yablonsky	93 Grand Street		(02)	April'17	
David P. Hutchinson, Chr.	41 Harvard Street		(05)	April'17	
Alice Collins	23 Mineral Street		(12)	April'15	
John E. Brzezenski	60 Terrace Park		(13)	April'16	
Cherrie Dubois	9 Meadow Brook Lane		(07)	April'16	
Andrew Grimes	103 Oak Street		(12)	April'15	
Board of Registrars	**4** 2 from each major party	**3 years**			**BOS**
Harry Simmons	17 Pine Ridge Road		(06)	2017	
Gloria R. Hulse	107 Sanborn Lane		(92)	2015	
Krissandra Holmes	77 Redgate Lane		(06)	2016	
Laura Gemme	16 Lowell Street		(09)	Indef.	B.V. of O.
Board of Selectmen	**5**	**3 years**			**Elected**
John Arena, Chairman	26 Francis Drive		(12)	April'15	
Marsie K. West, Vice Chairman	3 Whitehall Lane		(13)	April'16	
Daniel Ensminger, Secretary	6 Oakland Road		(13)	April'16	
John R. Halsey	75 Beaver Road		(14)	April'17	
Kevin M. Sexton	20 Emerson Street		(14)	April'17	
Bylaw Committee	**5**	**3 years**			**Appt. Com**
Marcel Dubois	16 Willow Street		(13)	2016	
Jeffrey W. Struble, V. Chr.	4 Tower Road		(13)	2017	
Stephen Crook, Chairman	137 Pleasant Street		(12)	2015	
Paul J. Sylvester	421 Summer Avenue		(13)	2017	
Ronald T. O'Keefe, Jr.	44 Batchelder Road		(06)	2015	

Bylaw Committee Appointment Committee		
Stephen Crook	137 Pleasant Street	Chair Bylaw Com
John Arena	26 Francis Drive	Chair BOS
Alan Foulds	9 Ide Street	Town Moderator

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Title	#Positions	Term	Orig Date	Term Exp	Appt'g Auth
Celebration Committee	**5**	**3 years**			
Kurt Habel	832 Main Street		(99)	2015	**BOS**
Rita Robertson	9 Elm Street		(02)	2017	**Mod.**
Robert Mittnight	18 Cherry Lane Drive		(14)	2017	**Historical**
Bob McLaughlin	14 Galvin Circle		(02)	2016	**Library**
Everett Blodgett	99 Prescott Street		(00)	2015	**Sch. Com.**
Climate Advisory Committee	**5**	**3 years**			**BOS**
Joan Boegel, Chairman	3 Highland Street		(10)	2015	
David L. Williams	258 Haverhill Street		(08)	2017	
Ronald Daddario	97 Summer Avenue		(10)	2017	
Ray Porter	529 Franklin Street		(07)	2015	
Laurie Ann Sylvia	1176 Main Street		(11)	2016	
Gina Snyder (Associate)	11 Jadem Terrace		(06)	2015	
Michele Benson (Associate)	128 Eastway		(06)	2015	
Commissioners of Trust Funds	**3**	**3 years**			**BOS**
Elizabeth W. Klepeis, Chr.	68 Tennyson Road		(05)	2017	
Neil L. Cohen	73 Hillcrest Road		(07)	2015	
John J. Daly, V. Chr.	163 Woburn Street		(95)	2016	
Marsie West	3 Whitehall Lane		(13)	2017	
Nancy Heffernan	16 Lowell Street			Indef.	BVO
Community Planning & Development Commission	**5**	**3 years**			**BOS**
Vacancy			( )	2017	
Jeffrey Hansen, Chairman	24 Vale Street		(12)	2015	
Nicholas Safina	221 South Street		(06)	2016	
John Weston	10 Winthrop Ave.		(07)	2016	
David B. Tuttle	27 Heather Drive		(06)	2017	
George Katsoufis (Associate)	9 Berkeley Street		(06)	2015	
Conservation Commission	**7**	**3 yrs**			**BOS**
Vacancy			( )	2017	
Terrence Selle	25 Summer Avenue		(13)	2017	
Brian F. Sullivan	145 Lowell Street		(10)	2015	
Jamie Maughan, V. Chr.	263 Woburn Street		(10)	2016	
Will Finch	51 Mill Street		(12)	2015	
Annika Scanlon	3 Copeland Avenue		(06)	2016	
Vacancy			( )	2015	

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Title	#Positions	Term	Orig Date	Term Exp	Appt'g Auth
Constables	**Up to 4**	**3 years**			**BOS**
Thomas H. Freeman	P.O. Box 825		(93)	2015	
Sally M. Hoyt	221 West Street		(72)	2017	
Tanya Amico	4 Chapel Hill Drive		(13)	2016	
John Segalla	115 Hanscom Avenue		(13)	2016	
Contributory Retirement Board	**5**	**3 years**			
Frank Driscoll	7 Ordway Terrace			2017	**E. by E.**
Joe Veno, Chairman	11 Rock Street North Reading			2016	**E. by E.**
Sharon Angstrom, Town Acct.	16 Lowell Street			Indef.	**B.V. of O.**
Richard Foley	68 Tennyson Road			12/15	**BOS**
Thomas A. Clough	172 Summer Avenue			2015	**Board**
Council on Aging	**10**	**3 years**			**BOS**
Margaret Havey	23 Van Norden Road		(06)	2015	
Steve Oston, Chairman	68 Sturges Road		(07)	2016	
Sally M. Hoyt	221 West Street		(04)	2016	
Thomas Procopio, Vice Chair	424 South Street		(12)	2015	
Erica Lynne Deane	124 Franklin Street		(09)	2015	
John Parsons	3 C Street		(14)	2017	
Donavin Bentley	433 Pearl Street		(13)	2016	
Christine Hansen	30 Haven Street #2008		(13)	2015	
Kevin Walsh	30 Haven Street, Ste. 4001		(11)	2017	
Sandra J. Shaffer	239 Main Street		(14)	2017	
Cultural Council	**7**	**3 years (6 max)**			**BOS**
Jacalyn Wallace	75 Hopkins Street		(12)	2016	
Nancy Snow	369 Lowell Street		(12)	2015	
Margaret E. Caouette	11 Field Pond Drive		(08)	2017	
Vacancy			( )	2015	
Vacancy			( )	2017	
Catherine Folan, Treasurer	93A Hardnen Street		(12)	2015	
Donna Schenkel	368 Franklin Street		(13)	2017	
Custodian of Soldier's And Sailor's Graves	**1**	**up to 5 years**			
Francis P. Driscoll	7 Ordway Terrace		(92)	2019	**BOS**

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Title	#Positions	Term	Orig Date	Term Exp	Appt'g Auth
Economic Development Committee	**5**	**3 years**			**BOS**
Maria Higgins	57 Avalon Road		(10)	2017	
George A. Rio	11 Estate Lane		(08)	2015	
Sheila Clarke	536 Haverhill St.		(06)	2017	
Meghan Young	40 Oak Street		(06)	2016	
Karl Weld, Chairman	60 Highland Street		(11)	2016	
Sandra Popaja (Associate)	195 Main Street		(14)	2015	
John Russell (Associate)	212 Gazebo Circle		(06)	2015	
Finance Committee	**9**	**3 years (9 years max)**			**Appointment Com**
Paula Perry, V. Chr.	40 Beaver Road		(10)	2017	
Marc Moll	41 Richards Road		(14)	2017	
Anne Landry	15 Center Avenue		(14)	2017	
Karen Gately Herrick	9 Dividence Road		(12)	2015	
Vacant				2015	
Paul McNeice	20 Johanna Drive		(12)	2016	
Mark Dockser, Chairman	110 Beaver Road		(10)	2016	
Craig Merry	187 Sanborn Lane		(14)	2016	
Peter Lydecker	7 Beaver Road		(14)	2015	
Fall Street Faire Committee	**5**	**1 year**			**BOS**
Stephen Goldy	42 Berkeley Street		(11)	2015	
Leslie M. Leahy	18 Hartshorn Street		(11)	2016	
Alison Ullman	158 Howard Street		(12)	2015	
Sheila Mulroy	107 Eastway		(12)	2016	
Denise Benard	33 John Street		(11)	2017	
FinCom Appointment Committee	**3**	**1 year**			
Alan E. Foulds, Chairman	9 Ide Street			Indef.	Moderator
Mark Dockser	110 Beaver Road			Indef.	Fin. Chr.
John Arena	26 Francis Drive			Indef.	Chr. BOS

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Title	#Positions	Term	Orig Date	Term Exp	Appt'g Auth
Historical Commission	**5 + Associates**	**3 years**			**BOS**
Carl Mittnight	18 Cherry Lane Drive		(12)	2017	
Sally Hilgendorff, Chairman	43 Wakefield Street		(13)	2016	
Vacancy			( )	2017	
Sharlene Reynolds Santo, Secretary	46 Wakefield St.		(99)	2015	
Robyn Parker	9 Berkeley Street		(11)	2016	
Nancy Kohl (Associate)	607 Pearl Street		(11)	2015	
Virginia M. Adams (Associate)	59 Azalea Circle		(78)	2015	
Housing Authority	**5**	**5 years**			**BOS**
Kevin F. Mulvey, V. Chr.	67 Whittier Road		(08)	2018	
Karen Flammia	19 Vista Ave.		(00)	2015	
Madeline Hodgdon	4 Frank Tanner Drive #7		(13)	2017	
Diane Cohen,	51 Redgate Lane		(04)	2016	**State Appts**
Timothy Kelley, Chairman	84 Woburn Street		(96)	2019	
Human Relations Advisory Committee	**7**	**3 years**			**BOS**
Kyung Yu	900 Main Street		(14)	2017	
Lori Hodin, Co-Chair	385 Summer Avenue		(07)	2016	
Linda Snow Dockser (School)	110 Beaver Road		(14)	2017	
Christine Hansen (BOS)	30 Haven Street #2008		(14)	2015	
Mark Segalla (Police)	15 Union Street		(14)	2016	
Monique Pillow Gnanaratnam Co-Chair	873 Main Street		(08)	2015	
Jacalyn Wallace	75 Hopkins Street		(12)	2016	
Sandra Popaja (Associate)	195 Main Street		(14)	2015	
Camille Anthony (Associate)	26 Orchard Park Drive		(12)	2015	
MBTA Advisory Board	**1**	**Indef**			**Town Mgr**
Jessie Wilson	16 Lowell Street				
Metropolitan Area Planning Council	**1 + Alternate**	**3 years**			**BOS**
Steven Sadwick	138 Prospect Street		(05)	2017	
Vacancy (Alternate)			( )	2017	
Moderator		**1 year**			**Elected**
Alan Foulds	9 Ide Street			April 15	

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Municipal Light Board	**5**	**3 years**			**Elected**
Philip B. Pacino, Secretary	5 Washington St. Unit D6		(87)	April 16	
David Talbot	75 Linden Street		( )	April 16	
Thomas O'Rourke	50 Chequessett Road		(14)	April 17	
Robert Soli, Secretary	19 James Road		(02)	April 15	
John Stempeck	65 Avalon Road		(12)	April 15	
Mystic Valley Elder Services, Inc	**2**	**3 years**			
Jane Burns	16 Lowell Street		(12)	9/30/13	**COA**
Rheta C. McKinley	4 Elderberry Lane 211		(88)	9/30/15	**BOS**
North Suburban Planning Council	**4**				**BOS**
Ben Tafoya	40 Oak Street		(07)	2016	
Alyssa Scaparotti (BOS Alt.)	10 Middlesex Avenue		(14)	2016	
RCTV Board of Directors	**2**	**3 years**			**BOS & Sch Com**
Vacancy			( )	2017	**BOS**
John Carpenter			(10)	2017	**Sch. Com.**
Kevin Walsh	30 Haven St., Ste. 4001		(11)	2015	**BOS**
Reading Ice Arena Authority	**1**	**3 years**			**BOS**
Carl McFadden	33 Wakefield Street		(10)	2017	
RMLD Citizen Advisory Board	**1**	**3 years**			**BOS**
David Mancuso	129 Howard Street		(14)	2017	
Recreation Committee	**8 + 1 Sch. Com. + Alt.**	**3 years**			**BOS**
Nancy Linn Swain	35 Minot Street		(03)	2015	
Michael DiPietro	23 Sanborn Lane		(04)	2016	
Adam Chase	8 Gardner Road		(93)	2017	
Richard Hand	20 Meadowbrook Ln.		(11)	2017	
Francis Driscoll, Chairman	7 Ordway Terrace		(04)	2016	
Jeanne Borawski	3 Deer Path Lane		(14)	2017	**Sch. Com.**
Catherine R. Kaminer	37 Warren Avenue		(88)	2016	
Mary Ellen Stolecki	33 Lewis Street		(00)	2015	
John Winne (Associate)	29 Clover Circle		(13)	2015	
Eric Hughes	18 Small Lane		(08)	2015	

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Title	#Positions	Term	Orig Date	Term Exp	Appt'g Auth
Regional School District Committee	**1**	**4 years**			**Elected**
Robert S. McCarthy			(12)	Nov'16	

Rules Committee	**8**	**1 year** No more than 6 consecutive years		**Precinct Member**
Ronald T. O'Keefe (Precinct 1)	44 Batchelder Road		(08)	
Peter G. Coumounduros (Prec 2)	24 Smith Avenue		(01)	
Francis P. Driscoll (Precinct 3)	7 Ordway Terrace		(08)	
Nancy Graham (Precinct 4)	26 Holly Road		(10)	
Janice Jones (Precinct 5)	22 Mount Vernon St.		(08)	
James Mulvey (Precinct 6)	8 Palmer Hill Avenue		(10)	
Denise D. Wyer (Precinct 7)	228 Forest Street		(08)	
Karen Gately Herrick (Prec. 8)	9 Dividence Road		(10)	

School Committee	**6**	**3 years**		**Elected**
Linda Snow Dockser	110 Beaver Road		(14)	April 17
Christopher Caruso, Chair	77 Hartshorn Street		(06)	April 15
Jeanne M. Borawski	3 Deer Path Lane		(13)	April 15
Charles Robinson, V. Chair	81 Prospect Street		(07)	April 16
Elaine L. Webb	309 Pearl Street		(14)	April 17
Vacancy			( )	April 16

Sick Bank Committee	**9**	**3 years**		
Kathy Miksis	64 Middlesex Ave.		2015	**T. Mgr.**
Margaret A. Campbell, Chr.	16 Lowell Street		2016	**T. Mgr.**
Jane Kinsella	16 Lowell Street		2017	**T. Mgr.**
Vacancy (Dispatcher)	15 Union Street		2017	**Union**
Kevin Brown (Police Sup.)	15 Union Street		2017	**Union**
Tom Ward (DPW)	16 Lowell Street		2015	**Union**
Peter Tassi	16 Lowell Street		2017	**T. Mgr.**
Pat Iapicca (Police Patrol)	15 Union Street		2017	**Union**
James D'Entremont(Eng.)	16 Lowell Street		2017	**Union**

Town Forest Committee	**5**	**3 years**		**BOS**
Terence Selle	25 Summer Avenue		(12)	2015
William Sullivan	44 Blueberry Lane		(13)	2016
Richard Wetzler	9 Gould Street		(12)	2015
Thomas Gardiner	182 Franklin Street		(10)	2016
Farrukh Najmi	65 Marla Lane		(13)	2017
Kurt Habel (Associate)	832 Main Street		(13)	2015

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Trails Committee	**5**	**3 years**			**BOS**
Thomas S. Gardiner, Chairman	182 Franklin Street		(08)	2015	
Terence Selle	25 Summer Avenue		(12)	2016	
Jean Jacobs	73 Fairchild Drive		(12)	2015	
David Williams	117 Oak Street		(08)	2016	
William Finch	51 Mill Street		(11)	2017	
John E. Parsons (Associate)	3 C Street		(08)	2015	
Volunteer Appointment Subcommittee					**BOS**
Daniel Ensminger, Chairman	6 Oakland Road		(13)	2015	
Kevin Sexton	26 Francis Drive		(12)	2015	
West Street Historic District Commission	**5**	**3 years**			**BOS**
Virginia Adams	59 Azalea Circle		(09)	2015	
Priscilla Poehler	43 Bancroft Avenue		(09)	2015	
Everett Blodgett	99 Prescott Street		(09)	2016	
Alyssa Scaparotti	10 Middlesex Avenue		(14)	2016	
Ilene Bornstein	80 Haystack Road		(09)	2017	

BOS – Board of Selectmen; T. Mgr. – Town Manager; Mod. – Town Moderator; B.V. of O. – By virtue of office; Sch. Com. – School Committee; FChr. – Finance Committee Chairman; E. by E. – Elected by Employees. *All terms expire June 30 of year noted, unless indicated otherwise.

PROCLAMATION

AMERICANS WITH DISABILITIES ACT DAY

Whereas, July 26, 2014 marks the 24th anniversary of the signing of the Americans with Disabilities Act (ADA); and

Whereas, The Town of Reading celebrates the contributions that people with disabilities have made and continue to make, and the Town renews its commitment to upholding the nondiscrimination principles of the ADA; and

Whereas, Many organizations locally, regionally and nationally work tirelessly to support citizens with disabilities, and those organizations deserve the recognition, respect, and support of their communities for their service.

Now, therefore, we, The Board of Selectmen of the Town of Reading, Massachusetts do hereby proclaim **July 26, 2014** as **Americans with Disabilities Act Day** in the Town of Reading and urge all citizens support the efforts of the Independent Living Center of the North Shore and Cape Ann, Inc., which is the voice of all persons with disabilities and their families. This proclamation is an acknowledgement of the rights of all persons with disabilities under the ADA and their daily activities, struggles and triumphs here in the Town of Reading.

THE BOARD OF SELECTMEN

_____ _____

_____ _____

_____

3a1

INDEPENDENT LIVING CENTER
of the North Shore and Cape Ann, Inc.

27 Congress Street, Suite 107 · Salem, MA 01970
(978) 741-0077 v/tty · Toll Free: (888) 751-0077 v/tty
Fax: (978) 741-1133 · Web Address: www.ilcnsca.org
Member: Aging & Disability Resource Consortium of the Greater North Shore

SERVING:
Beverly
Danvers
Essex
Gloucester
Hamilton
Ipswich
Lynn
Lynnfield
Manchester By-The-Sea
Marblehead
Melrose
Middleton
Nahant
North Reading
Peabody
Reading
Rockport
Rowley
Salem
Saugus
Stoneham
Swampscott
Topsfield
Wakefield
Wenham

May 23, 2014

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

Dear Town Manager LeLacheur:

July 26, 2014 marks the Twenty-fourth anniversary of the signing of the Americans with Disabilities Act (ADA). To commemorate this anniversary, the Independent Living Center of the North Shore and Cape Ann, Inc. (ILCNSCA) requests that the Town of Reading proclaim July 26, 2014 as "ADA Day". The ILCNSCA will designate one of our employees, and perhaps a Board Member, to visit Reading to receive this proclamation and we will send a press release to the local press in order to further publicize your issuing of this important proclamation.

If you can honor this request please contact me, at (978) 741-0077 x 140 to arrange a location, date and time for this proclamation issuance event. If possible, we would like to have the issuance event during or before or during the week of July 21-25, 2014. If you cannot arrange to issue your proclamation to ILCNSCA directly, you may send it by mail to Mary Margaret Moore, Executive Director, at the address above.

For your convenience, I have enclosed a sample proclamation that you may adapt for your municipality. If you have any questions or need further information, please contact me at (978) 741-0077 x 140, by fax at (978) 741-1133 or by email at smcduff@ilcnsca.org. Thank you.

Yours truly,

Shawn J. McDuff

Shawn McDuff
Deputy Director

CC: Mary Margaret Moore, Executive Director; Midge Dawicki, Board President; File

Enclosure: Proclamation sample

3a2

Retiring Volunteers 2014

Zoning Board of Appeals

John Miles – 6 years

Conservation Commission

William Hecht – 11 years

Council on Aging

Carol Oniskey – 6 years

Cultural Council

Margaret Caouette – 6 years

Lynne A. Cassinari – 6 years

RCTV Board of Directors

Edward Smethurst – 6 years

Town Forest Committee

Louis deBrigard – 12 years

Finance Committee

Barry Berman – 7 years

David Greenfield – 9 years

Historical Commission

Roberta Sullivan – 18 years

Selectmen's
Community Service Award

This Certificate is hereby awarded to

William Hecht

In appreciation of his service to the Town of Reading
as a member of the Conservation Commission for eleven years.

Given this 15th day of July, 2014 by the Reading Board of Selectmen.

_____ _____

_____ _____

_____

362

Schena, Paula

From: Feudo, John
Sent: Thursday, July 10, 2014 12:32 PM
To: Schena, Paula
Subject: This will provide a little background from the Rec Committee minutes back in September 2013.

Reading Youth Baseball /Little League
Dan McGrath from RYB introduced himself. Dan stated he was coming before the Recreation Committee to reintroduce the tennis court field project that was before the committee two years ago. The proposal is similar but has been scaled back to reflect only the items that RLL believed to be necessary. The main issue they would be addressing is to add a fence and raise the outfield depth. They are also proposing enclosed on-deck areas for batters and netting to protect the tennis players from foul balls.

The proposal is as follows:

1. Provide fill and grade the outfield so that a level playing surface can be achieved to a distance of 210' from home plate throughout the field from left to right until the 210' intersects the existing 8' fence in right field between the high school and the baseball diamond. At present the field starts to slope down just beyond 180' from home plate.

2. Install a black chain link fence, not to be taller than 5', starting at the left field line at the 210' distance that maintains that distance from home plate thru centerfield until it intersects the aforementioned right field fence. The fence would be distinguished by the following. Pictures are shown where available the round.
    - Installation of a warning track, both sides of the fence to promote player safety and removes need to weed whack/trim, thus saving mowing time
    - 6 foot foul pole in left field, foul pole should be not more than 10 ft from the ground
    - Access gate sized to allow entry of maintenance equipment in the outfield (location up to town) a 12ft gap versus a gate.
    - Install a yellow safety border similar to the photo (right) at the top of the fence.

3. Protective fencing installed in front of stands at 3rd base. As current situated there are spectators are at risk for a batted foul ball. 5ft black vinyl fencing to be consistent to the existing backstop and wings. There shall be a gap for players to access the field and fencing shall protect existing bleachers. The installation of small enclosed "on-deck" batters areas on each side near the dugouts would be installed as well.

4. Small manual scoreboard in Left Field, this is for the fan experience since it's hard for them to know what the score/inning.

M. Stolecki made a motion to accept Reading Youth Baseballs proposal (as adjusted above) for enhancements to the Tennis court field including the recommendation that the Town includes funding particularly for the safety netting in the Capital Improvement plan for FY15. N. Swain seconded the motion. Motion passed in favor by a vote of 6-0-1.

5a1

The Town Manager noted he will try to get a contract with Patriot immediately.

The Finance Committee adjourned their meeting at 9:40 p.m.

4. Decision on Requested Modifications to "Tennis Court" Baseball Field – The Town Manager noted that the original presentation was in February and Recreation would like a decision.

Richard Schubert noted that this is not the first request to make changes and if all the features are granted then the field will be limited to use as a baseball field. He also noted that fences have an impact on the overall area and lessen the flexibility to use for anything else.

James Bonazoli agreed with Richard Schubert and noted that this facility is already fenced off and the field is still useable for T ball if the changes are not made.

Charlie Ehl reviewed the list of changes that Reading Youth Baseball is willing to make:

1. Grade the outfield to be "level" so that it is functionally level 210' – 225' from home plate. The consensus of the Board agreed to this.

2. Install 4' high black vinyl coated chain link fence from the left field foul line to the outfield fence near the high school cafeteria, 210' – 225' feet from home plate. The Board asked if RYB would consider a walk through or gate and Mr. Ehl they would. The Board had concerns that this is not what was envisioned in the master plan. John Feudo noted that he wouldn't want to see a full fence. The fence could be left open for safety equipment and Town equipment. Mr. Feudo noted that if kids are hitting more runs then it is time to find another location for them. Richard Schubert noted that the usage will change dramatically because all of the travel leagues will want to play there. The consensus of the Board was against this item.

3. Install a 6' - 10' foul pole on the lefty field line. The consensus of the Board agreed to this item.

4. Install yellow safety border barrier on the top of the outfield fence. The consensus of the Board was against this item.

5. Install an 18' high monofilament safety net the length of the playing surface along the 3rd base line to provide protection for tennis players. The consensus of the Board agreed to this as long as no new poles were installed. It was suggested that the tennis court fence be used to hold the safety net.

6. Install a 4' x 8' maximum scoreboard in left field facing towards home plate. The consensus of the Board agreed to this item.

5a2

7. Install up to 2 sets of aluminum HC accessible spectator bleachers in the outfield in locations determined by staff. The consensus of the Board agreed to this item as long as they were not located in the outfield and the location was determined by staff.

8. Install a 5' high black vinyl coated chain link fence to protect spectators in the 3rd base bleachers. The consensus of the Board agreed to this item.

Charlie Ehl noted that if the fence in item #2 is not allowed then RYB will not extend the field out or do bleachers; so if they don't have permission to do everything then they will do nothing.

"no on fence"

The Town Manager noted that the All Star Game is on Sunday at Hunt Park and they are requesting to use amplified sound. Ben Tafoya asked if there have been any complaints and John Feudo indicated there have not. The consensus of the Board was to allow this.

Variance of Driveway Width – 58 and 66 Edgemont – The Town Manager noted that there are three driveways on Edgemont that exceed 24.'

Kevin Douglas, 58 Edgemont Avenue, noted that the residents of Stewart and Edgemont are paying for the curbing. He submitted a petition signed by all of the abutters indicating they have no problem with his driveway width. He noted this is a quality of life issue and he cannot park on the street. He also noted that the Board had previously approved a second driveway for 51 Edgemont Avenue.

A motion by Tafoya seconded by Bonazoli to approve a driveway curb cut width of 27 feet from the left to bring the curb into line with the wall was approved by a vote of 5-0-0.

Michael Cashins, 66 Edgemont Avenue, noted that he is also requesting a variance to remain at 32.' He noted this gives his guests a place to park.

Richard Schubert noted that 32' was excessive.

A motion by Bonazoli seconded by Arena to approve the driveway curb cut width of 32 feet at 66 Edgemont Avenue was approved by a vote of 4-1-0 with Schubert opposed.

Establish Town Manager's Salary FY2013 – Richard Schubert noted that he spoke with Human Resources Administrator Carol Roberts and she indicated that Burlington and Winchester pay their Town Manager $160,000.

Ben Tafoya noted that when the Board does a search for a new Town Manager they will have to start at a higher salary and suggested setting the salary at $147,000.

5a3

Town of Reading Rezoning Project Executive Summary – July 15, 2014

The Town undertook a comprehensive update of the zoning bylaw over the past year. A zoning consultant was hired (VHB) and a Zoning Advisory Committee was appointed by the Board of Selectmen. The charge was to "Simplify, Modernize, and Clarify" the bylaw. The new draft zoning bylaw is summarized below:

- Recodification
  - Reorganized and reformatted to make it easier to follow
  - Deleted *Wetlands Protection District* and *Downtown Mixed Use Overlay District*
  - Added a new provision allowing the siting and permitting of a Registered Medical Marijuana Dispensary
  - Cross-referenced text to facilitate navigating the document
  - Used tables and charts instead of large amount of text
  - Inserted graphics, checklists, and permitting flow charts to clarify
- Definitions
  - Added many new definitions; revised others to simplify and clarify
  - Consolidated definitions into one section (or cross referenced elsewhere)
- Use Tables
  - Updated to make them easier to use, created separate tables for residential and non-residential, added new land use types not previously addressed in the bylaw
- Planned Unit Development/Planned Residential Development
  - Rewrote to streamline the permitting process and clarify the requirements and standards for approval
  - Changed PRD eliminating need for Town Meeting approval and to better reflect the intent of this provision as Open Space Residential Development (Cluster)
- Site Plan Review
  - Clarified and streamlined the process and approval criteria
- Accessory Apartments
  - Updated to clarify rules and simplify while preserving neighborhood character
- Aquifer Protection
  - Increased flexibility and relaxed the standards, particularly for homeowners, while still meeting requirements to preserve water quality
- Affordable Housing
  - Consolidated and established consistent requirements throughout the bylaw
  - Modified to reflect goals of the *Housing Production Plan*
- Nonconforming Uses and Structures
  - Reduced *Zoning Board of Appeals* review of routine projects, defer more to staff
  - Clarified existing vague language including what triggers a special permit
- Parking
  - Revised parking standards so they are consistent with those in the Use Table
- Signs
  - Reorganized, expanded and modernized and updated sign design and size
  - Clarified sign permitting process
- Administrative sections
  - Expanded to clarify special permits, variances, and zoning amendment procedures

5b

September 9, 2014
State Primary Warrant

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. Officer's Return, Reading:

By virtue of this Warrant, I, on July , 2014 notified and warned the inhabitants of the Town of Reading, qualified to vote on Town affairs, to meet at the place and at the time specified by posting attested copies of this Town Meeting Warrant in the following public places within the Town of Reading:

Precinct 1	J. Warren Killam School, 333 Charles Street
Precinct 2	Reading Police Station, 15 Union Street
Precinct 3	Reading Municipal Light Department, 230 Ash Street
Precinct 4	Joshua Eaton School, 365 Summer Avenue
Precinct 5	Reading Library, Local History Room, 64 Middlesex Avenue
Precinct 6	Barrows School, 16 Edgemont Avenue
Precinct 7	Birch Meadow School, 27 Arthur B Lord Drive
Precinct 8	Wood End School, 85 Sunset Rock Lane
	Town Hall, 16 Lowell Street

The date of posting being not less than seven (7) days prior to September 9, 2014 the date set for the State Primary Election in this Warrant.

I also caused an attested copy of this Warrant to be posted on the Town of Reading web site.

_____
Constable

A true copy Attest:

_____
Laura Gemme, Town Clerk

5e1

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

STATE PRIMARY WARRANT

MIDDLESEX, SS.

To any of the Constables of the Town of Reading, Greetings:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of the Town of Reading who are qualified to vote in the State Primary Election to vote at

Precincts 1, 2, 3, 4, 5, 6, 7, and 8

Reading Memorial High School - Hawkes Field House - Oakland Road

on **TUESDAY, THE NINTH DAY OF SEPTEMBER, 2014,** from 7:00 AM to 8:00 PM for the following purpose:

To cast their votes in the State Primaries for the candidates of political parties for the following offices:

SENATOR IN CONGRESS	FOR THIS COMMONWEALTH
GOVERNOR	FOR THIS COMMONWEALTH
LIEUTENANT GOVERNOR	FOR THIS COMMONWEALTH
ATTORNEY GENERAL	FOR THIS COMMONWEALTH
SECRETARY OF STATE	FOR THIS COMMONWEALTH
TREASURER AND RECEIVER GENERAL	FOR THIS COMMONWEALTH
AUDITOR	FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS	SIXTH DISTRICT
COUNCILLOR	SIXTH DISTRICT
SENATOR IN GENERAL COURT	FIFTH MIDDLESEX DISTRICT
REPRESENTATIVE IN GENERAL COURT	THIRTIETH MIDDLESEX DISTRICT
REPRESENTATIVE IN GENERAL COURT	TWENTIETH MIDDLESEX DISTRICT
DISTRICT ATTORNEY	NORTHERN DISTRICT
REGISTER OF PROBATE	MIDDLESEX COUNTY

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 15th day of July, 2014

John J Arena, Chair

Marsie West, Vice Chair

Daniel Ensminger, Secretary

Kevin M. Sexton

John R. Halsey

BOARD OF SELECTMEN

Constable

A true copy Attest:

Laura A Gemme, Town Clerk

Warrant must be posted by September 2, 2014, at least seven days prior to the September 9, 2014 State Primary.

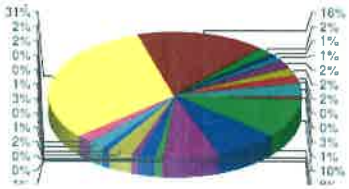
5e2

Surveys > Results Options

Customer Service Survey
Show All Show

Download Spreadsheet | Download PDF | CSV By Taker | Display by Taker | Manage Labels | Print

1. What Department did you visit (please check all that apply)?
Answered: 77 Skipped: 0



- Accounting (1)
- Assessors (10)
- Building (8)
- Cemetery (0)
- Collectors (7)
- Conservation (0)
- Dispatch (0)
- Elder/Human (1)
- Engineering (2)
- Fire (0)
- Health (1)
- Human Resources (3)
- Library (0)
- Light Department (0)
- Planning (1)
- Police (2)
- Public Works - Roads (2)
- Public Works - Water/Sewer (30)
- Public Works - Other (16) often Rain Barrels or washer rebates
- Recreation (2)
- School Department (1)
- Technology (1)
- Town Clerk (2)
- Town Manager (2)
- Treasurer (2)
- Veterans (0)
- Zoning (0)
- Other - please describe further in next question (3)

2. What was the reason for your visit?
Answered: 76 Skipped: 1

- Rain Barrel
- Rain Barrel
- High Water Talde in the Backyard
- Purchasing Rain Barrel
- Water Conservation Rebate
- meeting info and postings
- Rebate - Water
- Rain Barrel
- Rain Barrel
- Rebate washing machine
- New crossing road, online contract, home vist, recycling, water rebate
- Rebate - Water
- Permit
- Permit - Download Forms
- Accidnet Report
- Business Question
- Paying Taxes
- Water Conservation Rebate
- Rebate on Washer
- Rebate
- Toilet Refund
- Rebate - Water
- Energy Rebate
- Sign Permit Info
- Rebate washing machine
- tax bill
- Permit/Inspection
- Tax
- New Machine/Pipe
- Permit
- New Washing Machine
- Rain Barrel
- Paychecks
- Water Conservation Rebate
- Building Permit
- Finance HR
- Rebate on Washer
- Water Conservation Rebate
- Rain Barrel

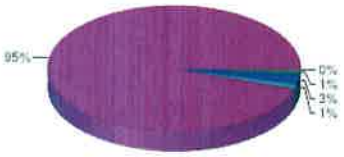
5 FI

- Rebate
- Errors with insurance documents.
- Rain Barrel
- Permit
- Water Conservation Rebate
- Appliance
- Review Tax Bill/Assessment
- Rebate on Washer
- Taxes on Condo
- Purchase Rain Barrel
- Rebate washing machine
- Rebate on Washer
- Nurse-Shot Flu & DPT
- Washer Rebate
- Rebate washing machine
- To obtain resident sticker
- Rain Barrel Refund
- Abutters list
- Rebate washing machine-Phone call
- tax
- Rebate
- Policy questions
- Get details of property
- test
- Apply for Washing Machine Rebate
- Vacant position
- Inspection for water rebate
- Tax Statement
- Water Conservation Rebate
- Rebate
- Rebate
- assistance for my elderly mom
- Permit
- Rebate Form
- Did it by mail
- Pay bill
- Baners for a block party

3. Were you assisted in a timely manner?
Answered: 75 Skipped: 2

1 poor (0)
2 fair (1)
3 average (2)
4 good (1)
5 excellent (71)

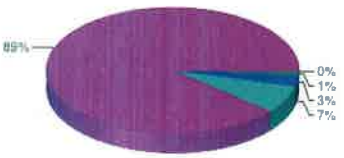
96%



4. Was the person who assisted you knowledgeable?
Answered: 71 Skipped: 6

1 poor (0)
2 fair (1)
3 average (2)
4 good (5)
5 excellent (63)

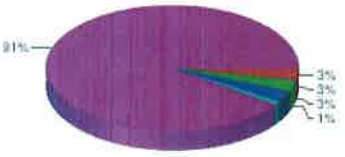
96%



5. Was the person you spoke with professional/courteous?
Answered: 74 Skipped: 3

1 poor (2)
2 fair (2)
3 average (2)
4 good (1)
5 excellent (67)

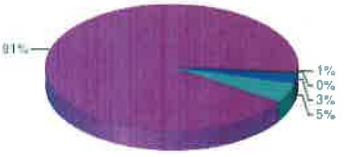
92%



6. Did you accomplish what you came for?
Answered: 74 Skipped: 3

1 poor (1)
2 fair (0)
3 average (2)
4 good (4)
5 excellent (67)

96%

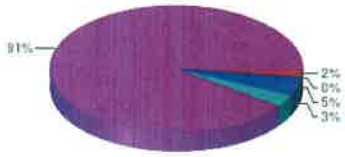


7. Did you leave with a clearer understanding?
Answered: 64 Skipped: 13

5F2

1 poor (1)
2 fair (0)
3 average (3)
4 good (2)
5 excellent (58)

94%



8. Any comments or suggestions on how we can enhance customer service?
Answered: 44 Skipped: 33

- Thank you
- Wonderful, friendly every time i need to do something in the Recreation Office.
- Thank you. We really appreciate the assistance we got from this program.
- E-mail queries re: meeting minutes, postings, schedules, etc. particularly in support of Bylaw and Charter Review, answered very promptly by Laura Gemme, Julie Robert & Paula Schema. Thanks!
- I went back to get more information
- It was very quickly and easy! A pleasant experience from start to finish.
- Accessing the correct info needed on the web page can be a bit confusing and time consuming.
- Very prompt in every way: phone inspection and check.
- The website is difficult to navigate. Was trying to download conservation forms from old website because they are not on new website yet.
- The desk staff in the lobby are the most rude, unfriendly people i have dealt with in reading. Gentleman on the second floor was great!
- Joanne was and always been very courteous knowledgeable and professional.
- I am always greeted in a Pleasant professional manner. Outstanding employees at tax office! Way to hire reading! Thanks for hiring quality qualified people!
- Everyone was wonderful to deal with, very helpful & solicitous
- Very prompt & courteous service also quick response with rebate payment.
- Response was quick and clear cant ask for more
- Everyone I talked to was courteous and very helpfull
- Excellent turnaround time for rebate
- I would like to see Mr. Redmond wear a suit and tie. other than that great job!
- Debbie was professional pleasant and very helpful.
- Very good.
- The gentlemen who helped me was great. He even brought the rain barrel to my car.
- Town hall. I'd like to see the signs on the entrance doors removed - Please wipe your feet and no animals soliciting. Not welcoming or courteous way to enter this very welcoming & courteous place
- Service was excellent. Applied for and received a rebate for a newly purchased washer and dryer. the entire transaction handled in a very timely manner. customer service was very courteous in getting up the home visit and the individual inspecting the washer was too!
- Aurtur in the meter room was very helpful in this process.
- Directions to show departments their locations at the entrances to building
- I purchased 2 barrels, very quick, friendly, was helped out to the car.
- None. Teams was kind, prompt and knowledgeable. Thank you.
- Excellent service- Pleasant & helpful staff and prompt delivery of rebate check.
- (pat)
- Just keep on doing things the same way all of the people were great. Joanne was very good help to me. Thank you all for your great great help.
- It was almost too easy
- Best shots given in my entire life and i have a lot.
- Very please with how quickly I got my rebate check
- Nice Experience
- Very rude,abrupt, poor attitude as if I was bothering her from more important business
- Joanne M Fitzpatrick was very polite and helpful. She help be on the very next day , despite , people telling would take weeks . Very Impress with her costumer service
- TRY reducing taxes and waste instead on yearly increases
- No - The rebate was processed very quickly. Thank you!
- I was really impressed with everyone I spoke with and how quickly I got the rebate. Thank you!
- Kerry Valle was fantastic. I had a great experience with her assisting me through the elder service process regarding my mom!
- All I can say its a different and much nicer place with the new inspector.
- Everything was just fine
- Overall my experiences with the town hall have been very satisfactory.
- The two men that helped me were polite, efficient and courteous.

OPTIONAL: About You (so we can address any comments or concerns)

9. What is your name?
Answered: 3 Skipped: 74

10. What is your phone number?
Answered: 3 Skipped: 74

11. What is your address?
Answered: 3 Skipped: 74

12. What is your email address?
Answered: 3 Skipped: 74

13. May we add your information to our electronic mailing list that offers community updates?
Answered: 3 Skipped: 74

5 of 3

FY2014 Town Manager's Goals and Action Plan
Town of Reading, MA

FINAL UPDATE - One Year Later July 2014

Administration

The human capital of the community is the major resource that is necessary to achieve the provision of services to the community and as such should be supported and respected. This human capital includes employees, elected officials and members of Boards, Committees and Commissions (BCCs).

1. ✔ LELACHEUR **Design optimal Town department/division structure, regardless of current set-up or specific personnel, including the role of the Assistant Town Manager. Describe detailed transition plan from current status to such an optimal model, including specific personnel.**

   Plan divided into two portions: 1) reorganization of Town government approved by November 2013 Town Meeting; and 2) non-union pay & classification study results expected in time for November 2014 implementation. The reorganization involved dozens of staff meetings and discussion about the efficiency and effectiveness of various aspects of local government. Some of those discussions will continue as part of the Reading 2020 work groups, discussed further below in Goal #4. The single point of failure aspect of local government was a key obstacle to fix immediately – every department now has a clear #2 position, although in the Fire department the #2 position is vacant as collective bargaining efforts continue. The reorganization changes will be very beneficial to the Town government over a period of time. While less than two new FTEs were added net, the hiring process has involved almost two dozen retirements, promotions and new hires.

2. ✔ BURNS **Establish optimal professional development (PD) and training levels across all departments. Devise multi-year process to transition from current status to desired outcome. Focus on tracking compliance with PD job requirements as well as optional PD for advancement.**

   Department requests compiled and first stages funded in FY15 budgets. Full rollout may require override but annual progress is planned and expected. Collective bargaining negotiations emphasized the Town's commitment to professional development of employees.

In the past, this expense was an easy one to trim or eliminate during difficult budget conditions, but in the long run it is a vital investment by any organization wishing to develop employees and ensure continuity. It is also very cost-effective compared to turnover.

3. ✔ BURNS **Create lists of routine tasks all Town departments/divisions do each year. Design specific quantitative measures to evaluate these tasks on either a quarterly or monthly basis. Devise implementation plan for these measurements.**

Individual department lists compiled. The lists will become part of Reading 2020 Services & Performance Measurement effort (see Goal #4 below).

4. ✔ ~~URELL~~ DELIOS **Conduct a Retreat with the Selectmen (BOS) and Town Department Heads.**

May 10th meeting with all Selectmen and Town department heads – first such meeting in decades. Four critical Reading 2020 working groups formed including:

a. Community Partners: Kevin Sexton (BOS), Dan Ensminger (BOS) and Bob LeLacheur (Town Manager);
b. Services & Performance Measurement: Marsie West (BOS) and Jean Delios (Assistant Town Manager Community Services);
c. Communication: Sharon Angstrom (Town Accountant) and Jeff Zager (Public Works Director);
d. Strategic Planning: John Arena (BOS), John Halsey (BOS), Jim Cormier (Police Chief), Greg Burns (Fire Chief) and Ruth Urell (Library Director).

5. ✔ LELACHEUR **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.**

Several joint meetings were held with a variety of BCCs including the EDC, RHA, Board of Assessors, RCASA and the traditional Financial Forums including the School Committee,

Finance Committee and Library Trustees. Successful joint meeting held between CPDC and the ZBA to discuss the Zoning rewrite. The State and Town Clerk's office are still working on Ethics and Open Meeting Law training. The Reading 2020 planned forum in the Fall 2014 will bring together many BCCs akin to the World Café that was done several years ago. Liaison reports scheduled regularly with MAPC, RIAA and RMLD/CAB; the Town Manager and School Superintendent met with RCTV Board in January 2014 but there has been no follow up by RCTV - an issue that may need further attention in the next year.

6. ✔ LELACHEUR **Conduct at least two Executive Sessions for the BOS for the purpose updates on the status of negotiations of successor Collective Bargaining Agreements with all Unions for dates effective July 1, 2014.**

Health Insurance negotiated with the Public Employee Committee, which represents all Town, School and Light department unions as well as Retirees. For years management and labor have enjoyed a very collaborative relationship and this year was no exception, with the current insurance carrier, plans offered and premium split left unchanged. An aggressive plan was agreed on which includes: 1) hiring an independent consultant to lead us through an RFP process next fall; 2) participate in a first ever series of three summer meetings with both sides to lay all options on the table prior to the RFP process. Five of the six Town unions reached labor agreements prior to the end of fiscal 2014 and these five contracts will cover the years FY15 through FY17. Each negotiation was unique in terms of the specific give and take, and not easily comparable. However management's key non-financial objectives were achieved within the financial resources available.

Regulation and Policy Development

Reading will continue to address major emerging issues through development, modification, improvement and simplification of local bylaws, regulations and Selectmen's policies. When in doubt, fewer and simpler regulations are desired. Additionally, Selectmen's policies may be used to memorialize current and proposed administrative practices to provide an historical record and direction for the community in the future.

7. ✔ DELIOS **Conduct a comprehensive review and revision of the Zoning Bylaws. Establish early and ongoing two-way communication with key participants including the BOS, CPDC, ZBA and EDC.**

   Although the Zoning review has not yet been completed, all FY14 objectives (and more!) have been achieved. At November 2013 Town Meeting some 'housekeeping' zoning Articles were approved. Through August 2014 the Zoning Advisory Committee will have held about thirty public meetings including four well-advertised public forums. Staff has held several stakeholder meetings with the business community and directed informative memos to about 4,000 email addresses. Staff and the ZAC are targeting November 2014 Town Meeting for a comprehensive up or down vote, with medical marijuana being addressed in a stand-alone Article at that same Town Meeting.

8. ✔ CORMIER **Complete the review and re-write of the Traffic Rules and Regulations.**

   After the Public Hearing process was completed, the Selectmen approved a new set of regulations as well as a new process for regular updates.

9. **DELAYED (DELIOS) Determine if Zoning changes are needed for the optimal use of the Oakland Road property.**

   This is on hold due to deliberation by the School Department about school space needs. The Reading 2020 Strategic Planning working group will pick up this task and help determine what the future objectives are. During the summer 2014 an outside firm has been hired by the School department to survey the property in order to determine the extent of ledge under the hills, which will help in any cost estimates of using the property.

FY2014 Town Manager's Goals and Action Plan
Town of Reading, MA

FINAL UPDATE - One Year Later July 2014

Services

Reading will continue to provide as much friendly customer service as is possible. Technology trends will be monitored to change the delivery of information and services, in order for customers to engage in as much self-service as they desire.

10. ✔ LELACHEUR **Continue to measure customer satisfaction. Design method to reach out and survey customers on services that are used broadly, such as rubbish pickup and snow clearing & removal. Based on all forms of feedback, identify and recommend changes to regulations that do not currently seem to meet customer service goals, or that will make them easier for customers to understand and use. Based on feedback, continue training employees and volunteers on the customer service policy as needed.**

We have continued the old methods of seeking customer feedback via a short questionnaire that is available in hardcopy form at customer service counters at Town Hall as well as via a link on the Town's website. This technology has recently proved vulnerable to internet spamming attacks and we plan to replace the vendor within the next year. In June 2014 we launched a powerful new customer service tool that will allow anyone to report 'issues' in the community they see and seek a solution to. The initial roll-out is focused on the DPW as they get frequent observations about potholes, tree limbs and other relatively simple requests. This 'SeeClickFix' online customer service tool is being provided to Reading at no charge through the City of Boston as part of the state's Community Innovative Challenge Grant program. We will have about 18 months to evaluate the need to purchase the product once this grant expires, and the early feedback has been positive thus far. We plan to roll out the application to the Town Manager's office in the early fall 2014 but will hold off on other departments until we decide on the permanency of this solution to customer service requests. Reading 2020 should also examine carefully the aspect of this goal that sought to change local regulations that do not meet customer service goals. An effort is already underway in the permitting area under the Zoning Advisory Committee's work on that bylaw.

11. ✔ URELL **In the Library, support the Goals as established by the Library Board of Trustees, with a focus on all items related to the Library Building project.**

The Trustees in their year-end Review of the department are quite happy at all the progress on goals, especially in light of the looming building project. They note the following: a Federal LSTA GRANT FUNDING awarded; Customer Service expert is providing trainings for library staff; two all-staff trainings completed to date. Staff are reading a manual and

departmental meetings set up for further discussion and review. Short customer survey to establish benchmarks planned for early December/January. Press release issued in October and picked up in several newspapers. Additional note: New Library website with many improvements launched October 2013. Federal grant $8k awarded for advance training in October.

12. **DELAYED (LELACHEUR) Strengthen the communications process with external customers. First inventory all forms of current external communication; then obtain feedback from the Community as to desired information & method of delivery. Improve the Town web site, providing expanded electronic customer interaction with the Town.**

Progress has only been made on the 'SeeClickFix' aspect of this goal, as mentioned previously. The vacant department head position in the Administrative Services area was not anticipated to remain unfilled through fiscal year-end. A delay in the DPW hiring process had a domino effect, and coupled with extensive HR participation in the lengthy and complex labor negotiations process served to defer this key hiring until a new HR Administrator was in place near the end of fiscal 2014. This will be a very high HR priority in FY15 – along with the Health Insurance RFP and the Pay & Class Study RFP. The Reading 2020 Communication working group will have this goal as a central item. As had been identified by both Selectmen and Town department heads, and enforced by the results of the EDSAT - better 'marketing efforts' are needed from Town government. There has been no obvious visible progress on the Town's website in the past year – the responsibility for this task must be given to a single individual within the organization (previously the current Town Manager as Finance Director had that responsibility). It will likely be reassigned to the to-be-hired Administrative Services department head, who will also eventually serve as the 'Ombudsman' as defined by the Reading Home Rule Charter.

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Operations

Reading will continue to provide municipal services in a cost-effective and efficient manner.

13. ✔ DELIOS & **DELAYED (LELACHEUR) Fully implement permits and licensing system, including customer self-service.**

The in-house permits system is fully functional and being used by the entire building division staff at this point, including the use of tablets in the field. In conjunction with goal #12 the public access portion of this application has been strategically delayed, and will be implemented as part of the Reading 2020 Communications effort mentioned previously.

14. ✔ LELACHEUR **Expand the Records Management efforts including providing records to the public via the web site.**

This is one aspect of Reading 2020 Communications that was fully launched as scheduled during the previous fiscal year. It is used extensively internally and provides fantastic efficiency in the search for historical information. We plan to allow new Town Counsel secure online access which will greatly ease that transition process. The historical search functionality needs to be marketed to the general public to ensure it is being used to the fullest extent needed.

15. ✔ LELACHEUR **Expand regional services as appropriate (Assessors, Housing Services Coordinator, Recreation).**

Town Meeting approved the Regional Housing position as part of the Reorganization presented in November 2013. Other communities came on board during the winter and spring, and together decided to issue an RFP for these services to hire a consultant. The results of the RFP were disappointing and expensive, so Reading as the lead town is considering other options to hire an employee as once contemplated. Reading and Wakefield extended the Assessor's agreement by one year through December 2014 – possible state legislation was expected to simplify this process, but has never materialized. Next fall the two Boards will discuss next steps – probably a longer-term extension is warranted to get us through the next revaluation in 2016 at a minimum. The Health agreement with Melrose and Wakefield was also extended by one year, and recent Reading Health division turnover has given the Reading Board of Health an opportunity to design the division as they best see fit, subject ultimately to funding constraints if much larger than current staffing levels. We

explored regionalizing Recreation with Wakefield, and there was a great deal of enthusiasm on both sides. Ultimately a split vote by the Wakefield Recreation Committee caused that town to look to instead hire a staff person. Wakefield is very appreciative of how helpful and flexible Reading Recreation staff has been throughout the discussions. The Police department has held initial discussions with several communities about regionalized animal control. It appears that regionalized Dispatch efforts have not made progress, awaiting the results of a couple of state-wide efforts on the north shore and Cape Cod area for feedback.

16. **LELACHEUR Finalize Veteran's District through regional arrangement or other method satisfactory to the state that maintains current high levels of services to our Veterans.**

We explored several options during the fiscal year. During a brief Reading VSO absence during the year, Wilmington VSO staff helped the Reading Finance department cover as needed, and this arrangement worked very well. We certainly appreciate the assistance provided by former Reading VSO Lou Cimaglia, currently serving as both a Selectmen and VSO for Wilmington. However Wilmington is not interested in formalizing this arrangement at the management level. We also met with Melrose administration and the Melrose VSO to keep in touch with the district they formed with Saugus and Wakefield. The district was slow to come together but things are going well as the fiscal year ended - however they are not interested in adding Reading at this time. Both Melrose and Wilmington remain possible options for the future, but this leaves us with the most sensible path forward which is to solve the issue internally. The state requires Reading to have a full-time VSO given our population, regardless of how well the Veterans community in town is served. We will see if two part-time VSOs will fill this requirement, as our long-standing VSO serves as a retiree and cannot work full time by state pension laws. In the meanwhile, we believe that Veterans are being well served by the current arrangement.

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Health and Safety

Reading will continue to focus on strong public health and public safety services.

17. ✔ & **(CORMIER & DELIOS) Focus Public Health, School, Substance Abuse, and other resources on a Healthy Community model with an initial focus on obesity prevention. Find ways to encourage walking, cycling, and other activities. These efforts may involve many departments, with efforts led by the Health Division. Promote healthy eating. Include reminders of area Farmers Markets in addition to Reading. Work with food establishments on menu options that are healthy.**

Planning staff expended a good deal of time and effort on reviewing a Complete Streets Policy which will be presented to the Board for adoption in late July. Our State Senator has emphasized the importance of adopting such a policy in order to be in what is a very short line for plentiful grant funding. Adopting the policy does NOT cede local control or commit the Town to any specific actions, aside from considering bicycle and pedestrian traffic when we repair our local streets, something we have often done for several years anyways. During the year Haverhill Street added significant new bike lanes which have received many compliments from riders, as well as new sidewalks on Vine Street & Woburn Street to promote safe walking near the train station. As the Town adds sidewalks we do need to be mindful of maintenance costs, such as snow removal. Planning staff will also describe the so-called South Main Street Road DIET, which will take a lot of community input before any decisions are made. MADOT is very interested in projects such as this one, so funding should be readily available if we wish to proceed forward. One's first impulse is that traffic is not improved by reducing the number of lanes but industry studies are interesting in refuting much of that presumption. As mentioned, turnover in the Health division has presented the Board of Health an opportunity to design optimal staffing levels, hopefully in time for the FY16 budget process next fall. RCASA and the Health division continue to make many positive impacts, recently in the area of Opiod substance abuse trends. Significant new proactive efforts encouraged by this goal should be a part of a future override discussion in the community.

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Community Development

Reading has worked to maintain the character of the community, while making planned and deliberate improvements to the Town. Major efforts have been led by the Board of Selectmen, the CPDC, the EDC and the Climate Protection Committee.

18. ✔ LELACHEUR & DELIOS **Conduct specific feedback exercises with our business community. Include an 'entrance interview' for those businesses new to town that have gone through a permitting process; a form of 'exit interview' for businesses leaving town; and solicit feedback from those that have been established for years if they wish to share their valuable insights. Use BCC resources such as the EDC and FSF to hold a broad 'business preparation' meeting this summer for those in and around the Fall Street Faire area, especially the new businesses in town. Engage the RNR Chamber of Commerce on areas of mutual concern.**

Held Fall Street Faire Business Community meeting on July 30, 2013 - about a dozen folks attended. Some new businesses appreciated the insight, but the business community awareness for the FSF is already quite high. Met several times with EDC to discuss options and then held a joint meeting with BOS to discuss future plans. Subsequent suggestion to EDC to take a step back and develop an economic development master plan met with some enthusiasm, although nothing reported back since (planning staff has begun work). Staff suggested 'Economic Development Self-Assessment Tool' which should be a great step forward in this process. Held many meetings with various business and civic groups (some on Zoning). Met several times with the RNR Chamber of Commerce to discuss longer-term joint strategy under their new Director, and specific events such as their Holiday Tree Lighting event, which had some nice new features this year. Spoke to businesses new to town as well as those leaving town. Broad conclusion is that the actions of the town are marginal as to the eventual success or failure of the business. For those entrepreneurs new to the process, however, early interaction with the town's permitting process can be frustrating. While in some ways this is all a part of the entrepreneurial learning curve, the Town should be mindful that not all applicants have the same background and experience and streamline and simplify as is possible. The draft EDSAT results are mixed - very complimentary about the town's daytime government permitting process, which has undergone several improvements during the past year, but critical of the length of the nighttime meetings process. It would be great to offer joint BCC meetings for projects in the future.

19. ✔ DELIOS **Continue progress towards meeting and maintaining the level of 10% of housing units (as re-defined by the 2010 federal census) as affordable. Complete**

Housing Production Plan provides roadmap to meet affordable housing goals. Track & implement as outlines. Pursue one-year reprieve if possible.

As mentioned under the regionalization goal, progress on the shared Housing Coordinator position has been slow thus far. The town's Housing Production Plan completed by staff and approved by the Selectmen. Staff made two presentations to BOS, one with the RHA. New Town Counsel was very surprised to learn how successful the town had been in fending off an adverse 40B because of the substantial proactive planning work done by staff, and believes this fact to be a unique success only found in Reading. Ongoing meeting with property owners and developers to best achieve the 10% state mandate.

20. ✔ CORMIER **Implement high priority parking and alternative transportation recommendations for Parking, Traffic, and Transportation improvements.**

Some changes were made in the Haven Street lot – there are now 12 Employee spots available, as well as more Employee parking available (and usually not used) on Woburn Street. The parking on lower Haven has generally worked out well as commercial tenants in the building opened for business. We have been monitoring parking in the public lot behind the M.F. Charles building as those commercial tenants open for business – so far things are also working well, as there are often spaces available on Main Street or around the corner on Haven Street. The entire Downtown business community has been alerted to the fact that the Board will take up the issue of parking sometime next fall, with one or more Public Hearings. We have also been in contact with area businesses that have their own parking to ensure shared parking happens when it is plausible. We will discuss how the Town can step in the middle if the insurance risks for liability are acceptable in order to facilitate this sharing. Significant success at the Franklin & Main intersection after heroic efforts by residents and solid help from staff & legislators.

21. ✔ DELIOS **Develop inventory of properties falling under the new Property Maintenance Bylaw, and begin actions to bring them into compliance.**

A few enforcement actions have been taken, with the burned out former tuxedo shop demolition being the most noticeable improvement. Progress has been made in other situations, both commercial and residential. As one might expect, most vacant properties have complex stories and backgrounds. A vacant part-time code enforcement position is now being considered for the summer as previous hiring needs had been rated more as important to fill.

22. ✔ DELIOS **Implement new gateway signage – South Main Street (paid for by Reading Woods mitigation).**

Project fully completed – the new signage is significantly improved over the previous combination of several posts and dilapidated signs.

23. ✔ DELIOS & LELACHEUR **Develop an action plan for re-use and/or redevelopment of the properties behind the RMLD in the area bounded by Ash Street, the RR tracks, and Pond View Drive.**

We have been in touch with significant developers that have expressed interest in office projects and retail space closer to the Fraen & DPW property. We have had a few meetings with folks involved with the Ash Street area, and are working closely with RMLD as they near completion of a space needs analysis that is likely to change the footprint of their operations. At this time no zoning changes are anticipated, but this project will remain as a part of the Reading 2020 Strategic Planning working group.

Infrastructure and Capital Projects

Reading will strive to maintain and improve the community's infrastructure through fiscally prudent long term capital planning. For large capital needs, a temporary tax increase (Prop 2½ exclusion) will be requested so as to not 'crowd out' ongoing capital requirements.

24. ✔ ZAGER **Continue to work towards funding for the West Street project. If funded, conduct a public information campaign akin to that of the Downtown Improvements project.**

State funding approved sooner than anticipated. November 2013 Town Meeting approved easements and local share of funding, also expanded at April Town Meeting as one cost was deemed as non-participating (not reimbursable) by the state since the project costs were under increased pressure. All easements have been appraised and the Order of Taking was authorized by the Board of Selectman on April 15, 2014. MassDOT had approved the inclusion of MWRA 36" water main, from Woburn Town line to Oak Street, into the project as a non-participating item. However, MWRA was able to fast track their bidding process and has elected to bid their 36-inch pipeline project separately. National Grid began work in the spring 2014 to be followed by the MWRA in the late summer 2014. MADOT may or may not begin road construction in the Fall 2014, depending on how the other parts of the project progress. The total project continues to be planned as a two-year process; both Town Public Safety and Engineering staff have laid extensive plans for detours and project communication.

25. ✔ **Implement high priority municipal building projects:**

a. URELL & LELACHEUR **Library building project** – Project Manager hired; Architect hired; temporary space lease signed for the period October 2014 through April 2016, with a six month additional renewal option for the Town depending on the pace of construction. Special Town Meeting held during blizzard, additional funds approved. Ballot question for local election also approved additional $3.5 million in funding – the minimum to allow the project to proceed as planned. After some time spent on less than ideal site plan options, Public Safety and Engineering concerns were included in the final design, and CPDC approval received. Library Building Committee (LBC) reorganized to bring more non-Library town staff into the process. LBC is reporting to both the Library Trustees and to the DPW Assistant Director, who is leading the project and reporting directly to the Town Manager;

b. LELACHEUR **Impact of Library and other building projects on support levels from Town Facilities department.** During the summer 2013 Town staff led the effort to allow St. Agnes to split their lot, appearing in front of ZBA and acquiring a variance. The Woburn Street School effort was ultimately abandoned by the School department and the site is now being considered for a 'Friendly 40B project' (so the ZBA efforts may yet prove helpful). Next the School Space Committee went through a series of efforts to look town-wide and then narrow their choices. Town staff volunteered to assist throughout but generally was not involved, although one SSC member had extensive discussions with town planning staff. Public Safety and Engineering staff were brought into the process, and ultimately their concerns led to the addition of more parking to be provided at the RMHS location. April Town Meeting did not approve of that approach, and the Schools are regrouping. Fortuitously the Facilities Director accepted a position with the Town as Assistant DPW Director, which ensured that 1) management of the Library project would go on as planned and not burden the Facilities department with extra building project work; and 2) the transition for the new Facilities Director would be smooth. DPW allowed for a long transition period, and supplemented hours for Facilities from its own FY14 budget near year end. The new Facilities Director was a strong candidate and is a good choice for the position. Notwithstanding that optimistic view, the fact remains that only one Facilities Director in recent memory has achieved reliable results, so the situation bears watching. Continued Facilities staff turnover at year end raises concerns, as does the fact that the Schools did not include the updated Capital Plan for Town Facilities at any of the last three Town Meetings since April 2013. Kudos to both the new Director of Finance & Operations and Facilities Director for personally stepping in recently to make sure emergency measures were in place at the Town's data center in place of capital work that had been expected this summer;

c. ZAGER **Public Works building(s). Reconsider Cemetery garage plan, DPW site work including improved vehicle maintenance layout, operational improvements, and aesthetics enhancements.** A presentation was made to the Board in early spring that showed a combined Cemetery garage and reorganized DPW yard. Significant safety in public access and circulation were noted in the new design. A few months later we are still awaiting cost estimates for that proposal, while investigating all options.

26. ✔ ZAGER **Begin implementation of the first phase of the Water Distribution Master Plan.**

These projects are to be advertised in multiple bids, one for pipe replacement and one for cleaning and relining. South Main Street replacement design complete and state permit received. Main Street and Belmont cross-country project borings completed. CONSCOM Order of Conditions for the Belmont cross-country section has been received. Spring Town meeting easements approved. A mid spring 2014 bid process slipped to early summer for the replacement contract, with construction to begin shortly. The state permit application has been submitted for the cleaning and lining project. A summer bid process is planned and construction is expected to commence in the fall 2014. Each project will take 18 to 24 months to complete. Discussions continue with North Reading regarding supplying them with MWRA water. Consultants from both communities are reviewing discrepancies in hydraulic model results. The Reading system will need upgrades to supply North Reading.

27. **(~~ZAGER~~ DELIOS) Develop and evaluate schematic designs for the Birch Meadow pavilion, including a mix of storage, food service, restrooms, and picnicking. Include a management plan for each of the elements. Develop a cost estimate.**

Capital funding for Birch Meadow was reconfigured at November 2013 Town Meeting. At the suggestion of the BOS, the Recreation Committee (RC) is now the lead on updating the master plan for this area; at a meeting on December 10, 2013 the RC agreed to take that lead role. The RC will next take an inventory of proposed changes based on the Birch Meadow Master Plan and evaluate for feasibility, desirability and sustainability. The RC will likely embark on a new survey to get community feedback on these items and prioritize them. From there they will reassess the CIP to reflect the priorities of the community based on the above factors.

FY2014 Town Manager's Goals and Action Plan
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FINAL UPDATE - One Year Later July 2014

Finance

Reading will continue to evaluate revenue sources, cost reduction, regionalization of services, other methods of providing services, and level of services with the goal of maintaining long term fiscal stability of the community while providing a level of service that the community can sustain.

28. ✔ LELACHEUR **Seek FINCOM approval of a staff developed OPEB funding mechanism including ongoing funding of this liability at a level that the community can afford. Transition OPEB investment funds to PRIT or other qualified institution.**

A DRAFT policy has been submitted to FINCOM on three different occasions, but they are reluctant to formally adopt a policy that would restrict any flexibility in increasing the future annual operating budgets of the Town and/or Schools as needed. The Town Manager will continue to allocate about $500,000 annually towards OPEB in the general fund, and fully fund the OPEB liability over a 20yr schedule for the Enterprise Funds. This approach helped cut tens of millions from the liability at the last actuarial update. The FINCOM and ultimately Town Meeting will decide the funding strategy. Longer term this liability is a serious issue and waiting until the pension obligation is 'fully funded' is not prudent. New Town Counsel will allow us to finish off the legal aspects of this project.

29. **(ANGSTROM) Review current bill printing and mailing policy. Determine if any savings on postage. Investigate electronic options and present options to the BOS whereby customers would be required to pay 'convenience fees' to vendors.**

MUNIs has recently unveiled a module that may be useful in this regard. The Operations Specialist is in discussions with another community that has rolled this out, such that residents have insight into online billing information. Previously the Town was interested in a vendor with an intriguing product line, but they have apparently changed course and do not provide this service any longer. This task will be folded into the Reading 2020 Communications working group, and a fee and collections policy discussion is scheduled with the BOS in early fall 2014 (see next Goal).

30. **(ANGSTROM & LELACHEUR) Review Town-wide fee structure, across several departments. This would range from permits and licenses to late fee policy, where the latter is not already set by law.**

5 9/16

The Board approved changes to ambulance billing that allowed the creation of a #2 position within the Fire department to help with the EMT function. In early fall 2014 the Board will review other fees and payment policies. Any fee changes are targeted for either 1/1/15 or 7/1/15. The Town should be aware of where its fees rank compared to other communities, and then the BOS should set fee policy, weighing the need for revenue with the fact that residents and local businesses usually pay these fees.

31. **ANGSTROM Develop a Fund Balance policy in accordance with GASB 54.**

New Town Counsel will assist with legal aspects. A Fund Balance policy for the general fund was submitted to FINCOM, who have been reluctant to commit to a minimum balance beyond their current 5% FINCOM Policy, but will discuss this during the summer 2014.

5917

Town of Reading
Meeting Minutes

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2014-06-24 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 Robert LeLacheur, Police Chief James Cormier, Office Manager Paula Schena, Bill Brown

Minutes Respectfully Submitted By: Secretary Daniel Ensminger

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Topics of Discussion:

Reports and Comments

Selectmen's Liaison Reports and Comments – John Halsey noted that the Recreation Department has taken on the project of replacing the benches at the High School varsity baseball and softball fields. He indicated this is a very notable project.

Daniel Ensminger noted that the Volunteer Appointment Subcommittee met tonight and that report is the subject of an agenda item.

Kevin Sexton noted that he met with the Cemetery Board of Trustees and there is still a need for the Cemetery garage. They want the Forest Glen location for the garage. They received a $7,500 state grant to repair the Civil War memorials.

John Arena noted that he attended the CPDC meeting regarding the Library and it was good to see the compromise. The Finance Committee Appointment Committee interviewed and appointed two applicants and reappointed an incumbent. The Bylaw Committee Appointment Committee reappointed two incumbents.

Town Manager's Report – The Town Manager noted that there are still more vacancies – the Conservation Commission has two vacancies and CPDC has a vacancy. He will bring DPW in to discuss the Cemetery garage.

Discussion/Action Items

Appoint Town Counsel – The Town Manager noted that the three firms are Miyares & Harrington, Deutsche Williams and Kopelman and Paige.

Kevin Sexton noted that Weston has Kopelman and Paige and they are happy with them. They use special counsel for land use. Their response time is good and they like the size of Kopelman and Paige.

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Marsie West indicated she received a good reference on Deutsche Williams. She has concerns about Kopelman and Paige regarding lack of experience in land use.

John Arena noted he contacted Wilmington who uses Deutsch Williams and they spoke highly of them. He feels we need a generalist to address 80% of the issues and then bring in specialists when needed.

Daniel Ensminger noted that Miyares and Harrington are the smallest with a ratio of seven lawyers for five towns. He noted that they knew Reading and the issues. There are no conflicts of interest with them. Deutsche Williams is a medium law firm and has the best depth of experience and the highest cost structure. Their two references highly appraised them. Kopelman and Paige has much experience and offers free seminars. The team leader is inexperienced in land use though. He is in favor of Miyares and Harrington.

John Halsey apologized for not being able to be present. He did watch the proceedings though. He received very high recommendations from Canton and Wilmington for Deutsche Williams. They are a 24/7 firm and they are litigators. He feels they would be good for special counsel. Deutsche Williams also represents Wilmington and that could create issues. Miyares and Harrington are familiar with Reading. Hopkinton is similar to Reading and they represent them. The fact that Miyares requires his employees to do volunteer work and the fact that they won't represent any neighboring towns is a big factor to him.

John Arena noted that Miyares and Harrington is more informal in communication and John Halsey indicated that he feels that Town Meeting will embrace that.

John Arena asked for a show of hands in favor of each firm. Kopelman and Paige received 0 votes; Deutsche Williams received 0 votes and Miyares and Harrington received five.

A motion by Ensminger seconded by West to appoint the firm of Miyares and Harrington as Town Counsel for a term expiring June 30, 2014 was approved by a vote of 5-0-0.

Marsie West directed the Town Manager to negotiate a rate with Miyares and Harrington.

Hearing – Sunnyside/Fairview 4 Way Stop – The Secretary read the hearing notice. The Town Manager noted that Mr. Dolan, the person requesting the four way stop, is unable to be present tonight.

Marsie West noted that she goes through this intersection very often and rarely sees other cars or pedestrians. She feels this request is overkill.

The Town Manager noted that he received a phone call from Mr. Conwell who is against it. The Board has also received several emails in the handout from people opposed to it.

Kevin Sexton noted that he's familiar with the area and it doesn't seem necessary.

John Arena noted that Mr. Dolan expressed concerns for the children.

Police Chief James Cormier distributed a page from the Manual on Uniform Practice. He informed the Board that they need to pay attention to the guidance or else they will end up putting up stop signs at every intersection. Multi-way stops are sometimes used before signalizing an intersection. Other requirements are a high accident rate and large volumes of traffic. That route was recently designated a Safe Route to School and the sidewalks were redone and new signage was put up. If the study had showed the need for a multi-way stop, they wouldn't have done the work. Chief Cormier noted that the average speed is

low to mid 20's on those roads. The bush on the corner is a concern though. Marsie West noted that house has a new owner and they cut back the bush this past weekend.

Marsie West noted that cars are parked close to Prescott on the corner and Chief Cormier indicated they could put up a sign saying do not park close to the corner.

Elizabeth Gesmundo, 34 Sunnyside Avenue noted that she was home when both accidents happened. She noted that the site line is the problem. A commuter cannot see if they are stopped at the sign. They have to pull out into the intersection. She indicated you can see to the left but not to the right. She also noted that the sidewalk plan called for the bush to be removed but it wasn't and that's a big concern. She also noted that the location of the crosswalk is dangerous and no children cross there. She feels this intersection meets the requirement of not being able to see oncoming traffic.

A motion by Ensminger seconded by West to close the hearing on the proposed four way stop at Sunnyside and Fairview Avenue was approved by a vote of 5-0-0.

John Halsey indicated that he understands Ms. Gesmundo's concern about the children but he is struggling to find the answer in the guidelines to approve it. He feels the Board needs to rely on Chief Cormier to give them guidance. He is also indicated he is bothered by the fact that this took two years to be put on an agenda and the person who requested this was unable to be present tonight.

John Arena noted there are also concerns with air pollution. He feels this is more of a site line issue due to a tree and a bush.

Marsie West indicated that if they approve this sign then everyone is going to want a sign.

A motion by Ensminger seconded by Arena to reconsider the closing of the hearing was approved by a vote of 5-0-0.

The Town Manager suggested having Engineering do a study and Chief Cormier indicated if Engineering did a study that would comply with the guidelines and the outcome will be based on facts.

A motion by Ensminger seconded by West to continue the hearing to July 29, 2014 at 8:00 p.m. was approved by a vote of 5-0-0.

Appointments of Boards, Committees and Commissions – Daniel Ensminger noted that he and Kevin Sexton conducted interviews this evening and will be recommending Sandra Popaja and Christine Hansen to positions. He also noted that he requested all incumbents of the Historical Commission be present for an interview because he had concerns. He recommends appointing those three who came in for an interview and to leave Roberta Sullivan's position vacant because she did not. The Volunteer Appointment Subcommittee will be happy to consider Roberta Sullivan if she comes in for an interview.

A motion by Ensminger seconded by West to recommend Robert Mittnight to a term on the Historical Committee ending June 30, 2017 was approved by a vote of 5-0-0.

A motion by Ensminger seconded by West to recommend Nancy Kohl and Virginia Adams to Associate terms on the Historical Commission ending June 30, 2015 was approved by a vote of 5-0-0.

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A motion by Ensminger seconded by West to recommend appointing:

- **Tina Ohlson to the Animal Control Appeals Committee with a term expiring June 30, 2017;**
- **Kathleen Hackett and Damase Caouette to the Board of Appeals with terms expiring June 30, 2017;**
- **Olive Hecht and Janet Baronian to the Board of Cemetery Trustees with terms expiring June 30, 2017;**
- **Andrew Friedman to the Board of Health with a term expiring June 30, 2017;**
- **Harry Simmons to the Board of Registrars with a term expiring June 30, 2017;**
- **David Williams and Ronald D'Addario to the Climate Advisory Committee with terms expiring June 30, 2017, was approved by a vote of 5-0-0.**

A motion by Ensminger seconded by West to recommend appointing:

- **Michele Benson and Gina Snyder as Associates to the Climate Advisory Committee with terms expiring June 30, 2015;**
- **Elizabeth Klepeis and Marsie West to the Commissioners of Trust Funds with terms expiring June 30, 2017;**
- **Terrence Selle to the Conservation Commission with a term expiring June 30, 2017;**
- **Sally M. Hoyt to the position of Constable with a term expiring June 30, 2017;**
- **Charles Adams and David Tuttle to the Community Planning and Development Commission with terms expiring June 30, 2017;**
- **George Katsoufis as an Associate on the Community Planning and Development Commission with a term expiring June 30, 2015, was approved by a vote of 5-0-0.**

A motion by Ensminger seconded by West to recommend appointing:

- **Kevin Walsh, Sandra J. Shaffer and John Parsons to the Council on Aging with terms expiring June 30, 2017;**
- **Margaret Caouette and Donna Schenkel to the Cultural Council with terms expiring June 30, 2017;**
- **Francis Driscoll as the Custodian of Soldier and Sailor Graves with a term expiring June 30, 2019;**
- **Maria Higgins and Sheila Clarke to the Economic Development Committee with terms expiring June 30, 2017;**
- **John Russell and Sandra Popaja as Associate members on the Economic Development Committee with a term expiring June 30, 2015;**
- **Denise Benard to the Fall Street Faire Committee with a term expiring June 30, 2017;**
- **Timothy Kelley to the Housing Authority with a term expiring June 30, 2019, was approved by a vote of 5-0-0.**

A motion by Ensminger seconded by West to recommend appointing:

- **Kyung Yu to the Human Relations Advisory Committee with a term expiring June 30, 2017;**
- **Mark Segalla to the Human Relations Advisory Committee with a term expiring June 30, 2016;**
- **Christine Hansen to a position on the Human Relations Advisory Committee with a term expiring June 30, 2015;**
- **Camille Anthony as an Associate member of the Human Relations Advisory Committee with a term expiring June 30, 2015;**
- **Steven Sadwick to the Metropolitan Area Planning Council with a term expiring June 30, 2017;**

bay

- **Adam Chase and Richard Hand to the Recreation Committee with terms expiring June 30, 2017;**
- **John Winne as an Associate member on the Recreation Committee with a term expiring June 30, 2015, was approved by a vote of 5-0-0.**

A motion by Ensminger seconded by West to recommend appointing:

- **Carl McFadden to the Reading Ice Arena Authority with a term expiring June 30, 2017;**
- **David Mancuso to the RMLD Citizen Advisory Board with a term expiring June 30, 2017;**
- **Farrukh Najmi to the Town Forest Committee with a term expiring June 30, 2017;**
- **Kurt Habel as an Associate member to the Town Forest Committee with a term expiring June 30, 2015;**
- **Will Finch to the Trails Committee with a term expiring June 30, 2017;**
- **John Parsons as an Associate member of the Trails Committee with a term expiring June 30, 2015;**
- **Ilene Bornstein to the West Street Historic District Commission with a term expiring June 30, 2017;**
- **Alyssa Scaparotti to the West Street Historic District Commission with a term expiring June 30, 2016, was approved by a vote of 5-0-0.**

Planning for Board of Selectmen Appointed Boards, Committees and Commissions Workshop – The Town Manager noted that past Boards talked about having summits but never decided to hold one. The Selectmen indicated at the retreat that they would like to hold an event in October so we should start spreading the word. The community partner topic covers almost every Board, Committee and Commission. He suggests inviting all but ask for at least two members from each committee.

John Arena indicated the priority will focus on how we work together. He also suggested asking for a RSVP.

The Town Manager noted that a packet needs to be sent out ahead of time and the Board needs to decide if they want a moderator.

Charter Committee – Board of Selectmen Input – John Arena noted that he and the Town Manager will meet with the Charter Committee and pass along any comments. He noted that there is no vehicle for removing an individual from a Board, Committee or Commission.

Daniel Ensminger asked if this was a Charter Commission or Committee and Bill Brown indicated they are both the same. Town Clerk Laura Gemme disagreed and indicated that a Charter Committee cannot change the form of government i.e. change elected Boards to be appointed. Marsie West indicated this is a question for Town Counsel.

Daniel Ensminger noted that the purpose of the Committee was to make minor changes without bringing it to the voters.

Marsie West asked why the paragraph indicating the Selectmen can appoint a standing committee on page 12 is being deleted. Laura Gemme noted there was a question as to what the term means. Alan Foulds noted that paragraph was moved to page 17. Marsie West indicated she had concerns about allowing other Boards to set up standing committees. John Arena noted that is a broadened intent and asked why. Bill Brown responded because the Light Board does it. Marsie West indicated that was true but it is not effective and it's a way to hide what is happening because they require no postings or public input.

625

Marsie West asked why nomination papers must be picked up in person in section 2-5 and Laura Gemme indicated that's due to State law. Marsie West asked why the oath of law was taken out and Laura Gemme indicated the MGL does not require it, it's just a tradition.

John Arena indicated he wants to see documentation of the reasons behind each change i.e. state law and the Town Manager indicated that can be done in footnotes.

Marsie West noted that the language regarding vacancies is not consistent in 2-3 and 2-6.

Daniel Ensminger noted that he is in favor of adding in a process to remove a Board, Committee or Commission member. Alan Foulds indicated he supports a removal process also. The Town Manager noted that lack of attendance is one just cause.

John Arena noted that on page 11 regarding the circulation of a referendum petition. Nowhere does it say a person could craft their own language.

The Town Manager noted that the Finance Committee has term limits and they are asking that a partial term not count towards the term limit. Alan Foulds noted that they can modify it for anything less than two years won't count.

John Arena directed the Board to send their comments to Alan Foulds with a copy to Laura Gemme.

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 the purchase, exchange, lease or value of real property and that the Chair declares that an Open Session may have a detrimental effect on the bargaining position of the Board and not to reconvene in Open Session. The motion was approved on a roll call vote with all five members voting in the affirmative.

Respectfully submitted,

Secretary

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THE COMMONWEALTH OF MASSACHUSETTS

Number: 2014-7 **Fee: $50.00**

TOWN OF READING

This is to certify that DARIO MORELLI, 292 GROVE STREET, READING

IS HEREBY GRANTED
A SPECIAL ONE-DAY LICENSE

FOR THE SALE OF WINE AND MALT
TO BE SERVED ON THE PREMISES
FOR THE MEADOWBROOK ADULT
POOL SOCIAL TO BE HELD ON JULY 26, 2014
ON THE POOL DECK AND ADJACENT LAWNED
AREA LOCATED AT MEADOWBROOK GOLF CLUB
AT 292 GROVE STREET
BETWEEN THE HOURS OF 5:00 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. on July 26, 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: July 10, 2014

7a

4c BOS

Ann Marie Page
26 Fremont Street - Lowell, MA 01850

June 9, 2014

Chief Gregory Burns
Reading Fire Dept.
757 Main Street
Reading, MA 01867

Dear Chief Burns,

I wish to compliment your Paramedics, I believe it was Group 2; I am sure you can verify I have the correct Group number as you check the log. I had a medical call Saturday, June 7 at Austin Prep at approximately 2pm. I had passed out at my grandson's graduation. Your men were there in a quick response to the 911 call, and were most caring and professional as they came to my rescue.

You have reason to be proud, as do all the firefighters in Group 2. They were on the scene in record time, they were professional in a calming manner, and made sure I knew I was safe in their care.

They are a credit to themselves and to the Reading Fire Department. The people of Reading are fortunate to know they are in good hands, and that these men are there safety net.

I am confident you will pass this letter of thanks on to Group 2, as well as place a copy of it in their file. Thank you for a job well done.

Most sincerely,

Ann Marie Page

9a

L/C BOS

10 Keith Rd.
Reading, MA
June 30, 2014

Attn: Town Manager

2014 JUL -1 AM 10:16

Dear Mr. LeLacheur,

I purchased a condo about a year ago at Reading Woods. It was finally completed recently and my move-in date was scheduled for July 1st. I called and spoke with Chris Cole and Peter Reinhart concerning the paving schedule of Wescroft Rd. and expressed my concern that the paving would occur on or near my moving day and that it would be a terrible inconvenience.

I just want to express to you how very kind, sympathetic and completely informative both of those gentleman were to me through many worried phone calls, when I found out the paving would take place June 30th and July 1st, just the worst possible time.

Today Peter took the trouble to call me to let me know Wescroft has been postponed for a week. He was so very kind to do that and I just want you to know the very high level of employees you have in the Engineer's Office. I would be very proud to have them employed for the Town of Reading.

Sincerely,

Grace Serratore 96

4c BOS

COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF
ENERGY AND ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENERGY RESOURCES
100 CAMBRIDGE ST., SUITE 1020
BOSTON, MA 02114
Telephone: 617-626-7300
Facsimile: 617-727-0030

Deval L. Patrick
Governor

Maeve Vallely Bartlett
Secretary

Meg Lusardi
Acting Commissioner

July 8, 2014
Coleen O'Brien, General Manager
Reading Municipal Light Department
23 Ash St
Reading, MA 01867

Dear General Manager O'Brien:

I am pleased to inform you that the Department of Energy Resources (DOER) Green Communities Division has approved an award of $250,000 for the following proposed in Reading's Municipal Light Plant (MLP) grant application:

- Commercial & Industrial LED Program
- Residential LED Program
- Reading LED Streetlights
- North Reading LED Streetlights
- Wilmington LED Streetlights
- Lynnfield LED Streetlights

The Division reviewed the MLP's grant application and has determined that these are viable, well developed programs and projects that meet the eligibility requirements of our MLP program. Please note that, due to the competitive nature of this grant program, **the use of these funds is restricted to the specifically approved programs and projects listed above.** Please be advised that, in the event that a funded project does not move forward, DOER will rescind the funding for that project and said funding may not be applied to other work.

In the next few weeks, Grant Coordinator Paul Carey will follow up with the designated contact listed in your grant application to discuss next steps, including coordination of the grant contract process.

The Green Communities Division looks forward to working with the Reading Municipal Light Department on your grant projects. We congratulate you on this grant award, and applaud your

efforts to create a greener energy future for your communities and for the Commonwealth as a whole.

Please do not hesitate to contact me at 617-626-7358 or by email at lisa.capone@state.ma.us with any questions you may have regarding your grant award.

Sincerely,

Lisa Capone, Deputy Division Director
Green Communities Division

Cc: David Polson, Robert LeLacheur, Greg Balukonis, Jeffrey Hull, William Gustus

RMLD Reading Municipal Light Department
RELIABLE POWER FOR GENERATIONS

MEMORANDUM

Date: July 7, 2014

To: Town Managers/Administrators, Police/Fire Chiefs, RMLD Staff, RMLD Board of Commissioners, RMLD CAB

From: Coleen O'Brien, General Manager

Subject: ISO NEW ENGLAND: ACTIONS DURING CAPACITY DEFICIENCIES

The ISO New England (NE) Electric System Grid Operators establish criteria during capacity deficiencies under their Operating Procedures OP-4 and 7.

ISO Power Cautions and Power Watches issued to the RMLD signal that the NE electrical system reserves can no longer be maintained using normal measures and that ISO must take further OP actions to bring supply and demand back into balance. An ISO issued Power Warning is an ISO emergency public appeal when an immediate reduction in power usage is necessary to avert overload of the NE electric system. The ISO issues a Power Warning when all other efforts, including voluntary curtailment and utility voltage reduction measures have been unsuccessful, and forced power outages are likely.

In an effort to communicate responsively to our customers, the RMLD will attempt (if sufficient time between ISO OP steps is available) to issue Power Watch, Voltage Reduction/Voluntary Load Curtailment, and Power Warning/Possible Load Shed notifications. RMLD notifications will be issued to all four local CATV stations as well as other authorized communications networks in which the RMLD is currently working on with each of the town's safety departments.

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POWER WATCH

Important Notice from

Reading Municipal Light Department (RMLD)

POWER WATCH

Effective: _____

Due to high electricity demand, ISO New England System Operators have issued a region-wide **POWER WATCH**. Utilities may have to reduce voltage or implement other measures to safeguard the New England electrical grid.

PLEASE CONSERVE by turning off unnecessary lights, machinery or other equipment, turn up thermostats, check sensitive electronic equipment and back up computer data more frequently.

RMLD appreciates your cooperation.

9c4

VOLTAGE REDUCTION/VOLUNTARY LOAD CURTAILMENT

Important Notice from

Reading Municipal Light Department (RMLD)

VOLTAGE REDUCTION/VOLUNTARY LOAD CURTAILMENT

Effective: _____

The ISO New England System Operators are mandating a system-wide **5% VOLTAGE REDUCTION**. A high demand for electricity has created emergency conditions for the New England power grid. The supply voltage will be reduced by 5%, which is within the acceptable voltage range for most appliances and equipment. The majority of customers will not be affected. ***Customers with voltage sensitive equipment (solid state, etc.) should plan accordingly to protect their equipment.***

RMLD is asking customers to **IMMEDIATELY TURN OFF** unnecessary appliances, equipment, etc., and **TURN UP** thermostats.

RMLD is asking for **VOLUNTARY LOAD CURTAILMENT** from large commercial and industrial customers.

If sufficient power usage is reduced through this appeal, the ISO may not find it necessary to mandate rolling blackouts (forced outages) to safeguard the New England electrical system.

RMLD appreciates your cooperation.

9 C5

POWER WARNING/POSSIBLE LOAD SHED

Important Notice from

Reading Municipal Light Department (RMLD)

POWER WARNING/POSSIBLE LOAD SHED

Effective: _____

The ISO New England System Operators have issued a **POWER WARNING.**

The New England electrical system is in extreme emergency condition. An immediate reduction in power usage is necessary to avert overload of the New England electrical system. The ISO New England continues its appeals for voluntary load curtailment from large commercial and industrial customers. The ISO New England may automatically interrupt power or mandate RMLD to shed load (rolling blackouts) to safeguard the New England electrical system.

If you have lost power, please shut off all equipment and wait a few minutes before turning equipment on when power is restored.

RMLD appreciates your cooperation.

9C6

4C305

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

781-942-9043
townmanager@ci.reading.ma.us
www.readingma.gov/town-manager

To: School Committee Chair Chris Caruso
Superintendent Dr. John Doherty
From: Reading Board of Selectmen
Date: July 8, 2014
RE: Oakland Road property

At the Board of Selectmen meeting on June 10, 2014, Selectman Dan Ensminger requested that Chair John Arena and Town Manager Bob LeLacheur collaborate in writing a memo to the above mentioned with respect to the Oakland Road property, and the Board unanimously supported the request.

On September 15, 2010 the Finance Committee sponsored a Financial Forum exclusively aimed at discussing Revenue ideas. The idea that received the most votes from those community members in attendance was the sale of Oakland Road property – a one-time revenue source. For more details about the results of that meeting, please refer to the following link:

http://readingma.virtualtownhall.net/Pages/ReadingMA_Finance/20100915%20Revenue%20Opportunities%20-%20Financial%20Forum%20CURRENT.pdf

At the November 2011 Subsequent Town Meeting, four Articles were presented and approved as a result of these revenue ideas. Two Articles dealt with parcels on Audubon/Pearl and Lothrop Road, that have each been subsequently sold and proceeds deposited to the Sale of Real Estate fund that supports capital expenditures. Two Articles dealt with the Oakland Road property – one cleared up paper streets on the property, and Article 16 transferred the property from the School Committee to the Board of Selectmen. Note that this Town Meeting Article specifically said the transfer was "for the purpose of conveyance; and; and further, to authorize the Board of Selectmen pursuant to M.G.L. c.40, §3 to convey all of the Town's right title and interest in said property upon such terms and conditions, and for such consideration as the Board of Selectmen deem to be in the best interest of the Town".

The School Committee is gently reminded of this past history on this property. The Selectmen are pleased that the new School Space committee includes two Selectmen to help identify the school space solution(s) that best responds to Reading resident's needs. The Board understands this may include the Oakland Road property.

9d