



Town of Reading Meeting Posting with Agenda

RECEIVED
TOWN CLERK
READING, MASS.

2014 SEP 18 P 12:30

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2014-09-23

Time: 7:00 PM

Building: Reading Town Hall

Location: Selectmen Meeting Room

Address: 16 Lowell Street

Purpose: General Business

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

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

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

Topics of Discussion:

- 1) **Reports and Comments**
 - a. Selectmen's Liaison Reports and Comments
 - b. Public Comment
 - c. Town Manager's/Assistant Town Manager's Report
- 2) **Open Session for topics not reasonably anticipated 48 hours in advance of the meeting**
- 3) **Proclamations/Certificates of Appreciation**
- 4) **Personnel & Appointments**
- 5) **Discussion/Action Items**
 - a. Climate Advisory Committee Adaptation Report 7:20
 - b. Hearing – Town Forest Committee Rules and Regulations 7:50
 - c. Hearing – Order of Taking – 87 and 93 Belmont Street Water Easements 8:15
 - d. Close Warrant for Subsequent Town Meeting 8:30
 - e. Close Warrant for November Election 8:40
 - f. Hearing – Request for Early Opening – Cumberland Farms, 303 Salem Street 8:45
 - g. Amend Board of Selectmen Policy 3.2.7.4 Agents of the Licensing Authority to include Deputy Chief 9:00
 - h. Award Bond Anticipation Note Sale 9:05
 - i. Approve Change of DBA for the Wine Shop of Reading 9:10
 - j. Finalize Town Manager FY15 Goals 9:15
 - k. Town Manager Evaluation 9:30
- 6) **Approval of Minutes**
 - a. September 2, 2014
- 7) **Licenses, Permits and Approvals**

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



Town of Reading Meeting Posting with Agenda

8) Executive Session

9) Correspondence

- copy a. Email from Jill Reddish re: Upcoming change to FIOS TV programming
- copy b. Correspondence from Jane Lyman at XFINITY re: Grandfathered Cable Packages
- copy c. Correspondence from Senator Jason Lewis to Dr. Robert F. Littleton, Jr., President of Criterion Child Enrichment, Inc. re: 186 Summer Avenue
- copy d. Correspondence from Kevin Walsh at MASSDOT re: I93/I95 Interchange Improvements: Woburn/Reading/Stoneham/Wakefield Access to Private Property at Walnut Street, Reading Parcel ID: 003.0-0000-0018.0

DRAFT - BOARD OF SELECTMEN			
2014	AGENDAS		2014
<i>9/18/2014</i>		Responsibility	Start time
	September 23, 2014		
EXECUTIVE SESSION	To discuss Real Estate		6:00
	Climate Advisory Committee Adaptation Rpt		7:20
HEARING	Town Forest Committee Rules & Regs	Zager	7:50
HEARING	Order of Taking - 87 and 93 Belmont Street Water easements	Zambouras	8:15
HEARING	Close Warrant for Subsequent Town Meeting	LeLacheur	8:30
	Close Warrant for November Election		8:40
HEARING	Request for Early Opening - Cumberland Farms, 303 Salem Street	LeLacheur	8:45
	Amend BOS Policy 3.2.7.4 Agents of the Licensing Authority to include Deputy Chief		9:00
	Award Bond Anticipation Note sale		9:05
	Approve Change of d/b/a for the Wine Shop of Reading		9:10
	Finalize Town Manager FY15 Goals	LeLacheur	9:15
	Town Manager Evaluation	Arena	9:30
	Special Town Meeting September 29, 2014	RMHS PAC	7:30
	October 14, 2014	WORKSHOPS	
Office Hour	Marsie West		6:30
	Badge Pinning	Cormier	7:00
	Tax Classification preview	Santaniello	7:30
	Town Accountant Report	Angstrom	8:00
	Discuss fees and collection policies	Angstrom	8:15
	Enterprise Funds Workshop	LeLacheur	9:00
	Vote Subsequent TM Warrant Articles	LeLacheur	9:45
	October 28, 2014		
HEARING	Tax Classification	Board of Assessors	7:30
	Mystic Valley Elder Services	Delios	8:30
	Charter Review Committee - schedule (Special TM 1/5-7) & BOS feedback	LeLacheur	9:15
	Financial Forum III preview	LeLacheur	9:45

	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	LeLacheur	7:30
	Private/Public Road discussion	Town Counsel	8:00
	Town Meeting November 20, 2014	Thursday	
	December 9, 2014		
Office Hour	John Halsey		6:30
	Review FY16 Town Manager Goals		
	December 23, 2014		
Future Agendas			
	Reading 2020 Community Meeting		
	Downtown Parking		Spring '15
	Multi BCC Summit		
	RMLD joint meeting		
	Strout Avenue Master Plan (after Town Forest planning work is done)	Feudo	
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		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: September 18, 2014
RE: September 23rd BOS Meeting

Agenda Items

At 6pm the Board will meet in Executive Session in the Town Hall Conference Room to discuss real estate issues.

Open session will begin at 7:00pm in the Selectmen's meeting Room.

The Climate Advisory Committee will be in to give a presentation (a copy is enclosed in your packet) that updates the Board and the community on their work. The Board has previously seen the CAC's Adaptation Report, which is available on the website:

http://www.readingma.gov/sites/readingma/files/file/file/reading_climate_adaptation_report_-_2014_0.pdf The CAC have been working diligently and successfully to secure a free paper recycling pickup for the area behind the CVS parking lot. Planning staff have joined me in trying to figure out a location for a dumpster that would a) not take away parking spaces; b) be close enough to the stores to be actually used; and c) not add to the somewhat unattractive nature of the multitude of existing rubbish and recycling containers currently in the lot or close nearby. Note that it will not fit at the inside space at the M.F. Charles building. Suggestions most welcome!

DPW Director Jeff Zager and the Town Forest Committee will be in with a draft new set of Rules and Regulations. Please note that Town Counsel has opined that a clause dealing with fines is outside of the purview of the Town Forest Committee, but otherwise the draft items are legally sound.

Town Engineer George Zambouras will be in to review an Order of Taking at 87 and 93 Belmont Street for the purpose of Water Easements. Please see a memo in your packet summarizing the situation. We have two 60+ page documents (one for each property) that go into great detail but each end up in the \$200 range for value that are not in your packet – please let me know if you would like electronic copies.

You will next be closing the Warrant for November Town Meeting, consisting of nine (9) Articles. I expect us to take two or three nights for Town Meeting, as the Zoning Advisory Committee's work will be front and center. In addition, the last Article concerning a new Summer Avenue Historic District is sure to generate some discussion. The Bylaw Committee has deferred a suggested Permanent Building Committee discussion until the Special Town Meeting on January 5, 2015 – where we will also plan to discuss Charter changes.

Cumberland Farms is in with a request for an early opening at 303 Salem Street – changing from 6am to 5am. Neighbors have been noticed for this Hearing, and planning staff's suggestion is that all delivery or

trash pick-up procedures be done as they are presently and not be allowed any earlier for the benefit of the residential neighborhood.

The Board of Selectmen's Policy 3.2.7.4 acknowledges several Police positions as agents for the purpose of Liquor License Authority. The Board is requested to add the newly created position of Deputy Chief to this list of agents: http://www.readingma.gov/sites/readingma/files/file/file/bos_policy_article_3_-_licenses_0.pdf.

We recently sold a \$1 million Bond Anticipation Note proposed to cover a portion of the local share of the West Street project, and request that the Board approve of the sale. I will give the Board a brief overview of our financing plans – including selling debt for the Library project and the impact on tax bills.

The Wine Shop on Main Street is requesting that the Board approve a name change. The ABCC does suggest that such a request come to the Board for approval. As the only change is the name, I suggest the Board approve the request. The applicant will next be in front of the Board in late November at renewal time. The Board recently approved a liquor license transfer for this business.

After a few working group sessions held on September 16th, the Board will see a summary of their prioritization of FY15 Goals, as well as a rearrangement of staffing of the working groups. Selectmen John Arena and John Halsey devised a different way to present these goals which I think is quite effective. I will devise a way to combine the new approach with the draft goal document in your packet and present that on Tuesday night for your approval.

Finally Chair John Arena requests time on the agenda at the end of the meeting to discuss the format and process of reviewing the Town Manager. A draft suggested format is attached. Annually the best time for this review process is in the September/October time frame where the Board has reasonable time to digest the Town's performance on past fiscal year Goals, and any suggested improvements have the majority of the remaining current fiscal year to be implemented.

The next meeting for the Board will be at the Special Town Meeting on Monday, September 29th at the RMHS Performing Arts Center at 7:30pm. Following that the Board will have two October meetings on the 14th and 28th, and then due to the Subsequent Town Meeting only one scheduled November meeting on the 18th.

Reading Climate Advisory Committee

Reading, Massachusetts
Climate Change
Adaptation Report – 2014

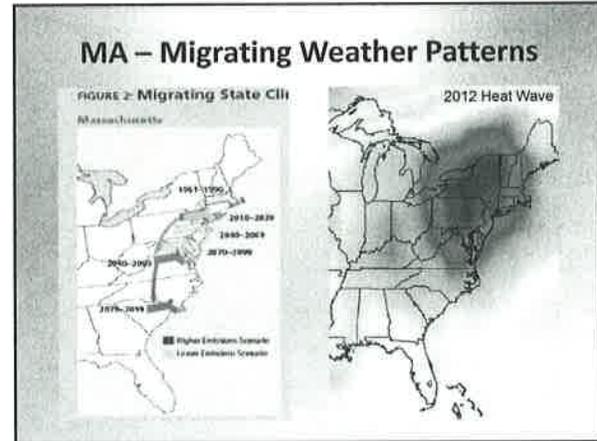
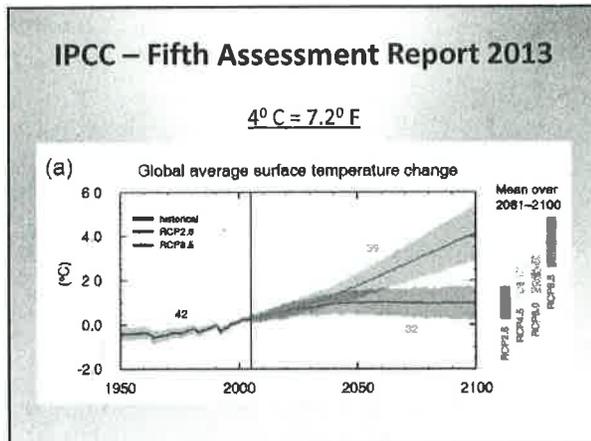



Delivered to Board of Selectmen
March 2014
Reviewed September 23, 2014

Why Adaptation?

- Effects of climate change are upon us now.
Warming, humidity, storms, drought, flooding
- Effects worsen in coming years.
- By 2100 : temperature increase 5^o to 10^o F.
- 90^o F - from 5 to 20 days annually to 30 to 60.
- 100^o F - from 2 days up to 28 days.
- Sea surface temperatures to rise 8^o F.

[Mass Climate Change Adaptation Report, September 2011.]



5a1

Results of Warming Climate

More Results of Warming Climate

Hemlock woolly adelgid infestations

17 N. by January, 2008

Number of hemlock

Vector-Borne Disease Increase

Main Concerns Summary

- Excessive precipitation and flooding
- Longer drought periods
- Prolonged heat waves and high humidity
- More violent storms:
 - hurricanes, tornadoes and super cells**




Climate Change Brings

- Disruption of power and sanitary services.
- Reduced access to food and water.
- Heat stress.
- Worsened respiratory and cardiovascular diseases.
- Damaged homes and property.
- Wetland degradation.
- Invasive species: adverse for humans and vegetation.



502

Climate Change Adaptation Report 2014

Four Areas Examined: (26 pages)

1. Natural Resources and Habitat
2. Human Health and Welfare
3. Local Economy and Government
4. Key Infrastructure

What can we do?

Encourage Emergency Preparedness

- Assemble emergency kit for home and car.
- Three to five days of food and water.
- Plan emergency evacuation, route/destination
- Employ alternative forms of energy:
gas/diesel gen, solar, geothermal, wind, biomass.
- Know emergency siren signals.

See Emergency Procedures from Chief Burns, (town website) as well as FEMA and MEMA.

Emergency Kits for home & car



Further Adaptations



- Begin community discussion on the issue.
- Get out the word!
- Be prepared with emergency shelters.
- Establish "Check on your Neighbor" programs.
- Plant trees (south Main Street), native vegetation
- Preserve watersheds, reduce impervious surfaces, encourage organic fertilizers.
- Conserve water: rain barrels and gray water.

Please read our report for a complete analysis.

503

Bottom Line

- Every decision we make should be examined through the lens of climate change.
- Adaptation is an ongoing process.
- Adaptation without mitigation will, in the long run, be overcome by the changing climate.
- With Mitigation & Adaptation we can avoid the more serious consequences of climate change.

Mitigation & Adaptation in One Package



Cooling the air without fossil fuel
Could be in our town

Comments & Questions

Reading Climate Advisory Committee



Adaptation Report can be found on the town website.

5a4

Schena, Paula

From: DLVTWilliams@aol.com
Sent: Monday, August 04, 2014 7:24 AM
To: Schena, Paula
Subject: Climate Change Adaptation Report
Attachments: AdaptationReport--Selectmen'sPresentation.doc

Hello Paula,

We found the electronic copy of the Reading Climate Change Adaptation Report. See attached. When printed the hard copy is good for 8.5x11 paper and has page numbers. Note that the final copy is dated March 2014.

I believe your office has a hard copy and the selectmen have an electronic copy. However, a second copy would be a fine idea. A few hard copies still exist outside the Town Clerk's Office.

Our Committee would like to explain the background of this report (source information), and how we see the impact on the Town of Reading. During our brief review with the selectmen in the spring there was insufficient time to review this document. Thus we are asking for additional time.

We hope that this information will be useful as part of the "Reading 2020" effort of the Board of Selectmen and Department Heads. We also look forward to any input from the Selectmen.

Thank you for your consideration,
David L. Williams
Chair
Reading Climate Advisory Committee

LEGAL NOTICE



TOWN OF READING

To the Inhabitants of the
Town of Reading:

Please take notice that the
Board of Selectmen of the
Town of Reading will hold pub-
lic hearings on September 23,
2014 in the Selectmen's
Meeting Room, 16 Lowell
Street, Reading,
Massachusetts on the follow-
ing:

•Town Forest Committee
Rules and Regulations 7:50
p.m.

•Order of Taking – 87 and 93
Belmont Street Water
Easements 8:15 p.m.

•Application for Waiver of
Hours of Operation for
Cumberland Farms, 303 Salem
Street 8:45 p.m.

Copies of the proposed doc-
uments regarding these topics
are available in the Town
Manager's office, 16 Lowell
Street, Reading, MA, MA
Thurs from 7:30 a.m. 3:30
p.m., Tues from 7:30 a.m.
7:00 p.m. and are attached to
the hearing notice on the web
site at www.readingma.gov

All interested parties are
invited to attend the hearing, or
may submit their comments in
writing or by email prior to 6:00
p.m. on September 23, 2014 to
townmanager@ci.reading.ma.us

By order of
Robert W. LeLachur
Town Manager

561

OLD

Rules of the Town Forest :

1. The use of any weapon for any purpose in the Town Forest is prohibited.
2. No Fires without permission.
3. No dumping of rubbish or litter.
4. Motor vehicles excluded from roads.
5. No person shall cut down, dig up or destroy any tree, shrub, bush or plant, remove vegetation, soil, or stones from the Town Forest , except with the written permission of the Town Forest Committee.
6. No camping by groups or individuals without written permission of the Town Forest Committee.
7. The Town Forest Committee cannot assume the Town liability for injuries, damage to property, or other loss to persons on such areas, whom assume all risks involved.

562

NEW

Rev 6/2/14

Reading Town Forest

A Carry-In, Carry-Out Facility

Mission Statement

The Town Forest is a multi-use resource created by the people of Reading in 1930 for the protection of plants, animals and the natural environment and for the enjoyment by individuals and groups for nature study, walking and camping. Users of the Town Forest must respect each other and the natural environment as they enjoy the Town Forest in their own way.

Rules & Regulations *Effective [insert date here]*

1. Everyone is welcome to enjoy the Reading Town Forest at no charge from dawn to dusk.
2. Any alteration, construction, or other work in the Town Forest shall require prior written permission from the Town Forest Committee.
3. Permission must be approved by the Fire Chief for any fires, BBQ grill, and camp stove use. Smoking is prohibited as per town by-law.
4. No person shall cut, break, remove, deface, defile, or ill-use any structure, fence, sign, or map, or have possession of any part thereof. No plants (including trees, bushes, grasses, or flowers) shall be defaced, cut or removed without prior approval of the Town Forest Committee. Firewood may not be brought into or out of, the Town Forest. Those with permitted fire use are limited to collecting dead wood from the forest floor or from the Town Compost area consistent with Town regulations.
5. Discharge of firearms is prohibited in the Town of Reading, including in the Town Forest. Discharge or carrying of BB guns, pellet guns, paintball guns, airsoft guns, and similar non-lethal weapons is prohibited in the Town Forest.
6. No hunting is allowed in the Town Forest.
7. The Town Forest is closed to motor-powered vehicles except:
 - for emergency response by the Reading Police and Fire Departments,
 - for maintenance of the Town Forest or wells, or
 - with prior written permission of the Town Forest Committee.Motorized wheelchairs are allowed. Snowmobiles, ATVs, motorcycles, and other off-road vehicles are prohibited.
8. Responsible bicycle use is allowed in the Town Forest. The Town Forest Committee may close trails to bicycle use temporarily, seasonally, or permanently to prevent overuse or to protect natural resources.

563

9. Alcoholic beverages are prohibited. Glass containers for any purpose are prohibited in the Town Forest.
10. Dumping, littering, filling or any other deposition of imported materials--including but not limited to garbage, debris, earth, leaves or brush-- is prohibited in the Town Forest.
11. Users must carry out everything that they carry in.
12. Dogs may enter the Town Forest provided that they are accompanied by, and under the effective voice control, of some person. -The person accompanying the dog shall promptly remove feces deposited by the dog in the Town Forest. Dogs must be leashed within 200 feet of paved roads or parking areas.
13. Violations of these rules and regulations may be punished by fines up to \$100 per violation under Massachusetts General Laws, Chapter 40, Section 8C, which is administered by the Reading Police and Fire Departments.
14. The Town Forest Committee cannot assume liability for injuries, damage to property, or other loss to persons within the Town Forest or its vicinity; such visitors assume all associated risks.

Additional Notes for Group Use¹

15. Camping, cook-outs, any group use is allowed by non-commercial, Reading-based groups, or by groups authorized by the RTF committee.
16. Town police must be notified in advance of group use.
17. Approved vehicles shall follow designated roads only. Vehicle speed must not exceed 5 miles per hour. Vehicle parking shall be in designated areas only, and accessed by designated routes. Parking shall allow access by emergency vehicles at all times.
18. A portable toilet must be on site for overnight group use. It must be removed within four days of the event.
19. Violation of any Town Forest rule or violation of conditions imposed for group use may result in denial of future use of the area by that group.

¹ Group defined as 20 or more people

564

See
Town
Council
Opinion
(next
page)

LeLacheur, Bob

From: J. Raymond Miyares <ray@miyares-harrington.com>
Sent: Wednesday, September 17, 2014 6:11 PM
To: LeLacheur, Bob
Cc: Maggie Carter
Subject: Re: Town Forest

Bob:

The only provision that poses an issue for me is Rule 13, which states "Violations of these rules and regulations may be punished by fines up to \$100 per violation under Massachusetts General Laws, Chapter 40, Section 8C, which is administered by the Reading Police and Fire Departments."

M.G.L. c. 40, § 8C does not apply to any fine or penalty assessed by the Town Forest Committee; rather, it governs actions by the Conservation Commission. This section states, in pertinent part, "The [conservation] commission may adopt rules and regulations governing the use of land and waters under its control, and prescribe penalties, not exceeding a fine of one hundred dollars, for any violation thereof."

Moreover, it is not obvious to me that the Town Forest Committee has any other authority to impose a fine on someone who violates its rules and regulations. *M.G.L. c. 40, § 21* authorizes towns to adopt bylaws and to "affix penalties for breaches thereof not exceeding three hundred dollars for each offense." This statute does not authorize a board or committee to impose fines for violations of its rules and/or regulations without a bylaw or other specific authorization.

Ray

J. Raymond Miyares
MIYARES AND HARRINGTON LLP
50 Leonard Street • Suite Three • Belmont, MA 02478
Tel 617-489-1600 • Fax 617-489-1630
www.miyares-harrington.com

This e-mail and any attachments contain attorney-client privileged material and are not subject to disclosure pursuant to the *Public Records Law, M.G.L. c.4, §7, cl. 26th and c.66, §10*. If you are not the intended recipient, please note that any review, disclosure, distribution, use or duplication of this message and its attachments is prohibited. Please notify the sender immediately if you have received this e-mail in error. Thank you for your cooperation.

On Sep 17, 2014, at 1:34 PM, LeLacheur, Bob <blelacheur@ci.reading.ma.us> wrote:

Hi Ray – anything on this? I apologize if you answered on the phone as I don't recall anything.

Thanks,
Bob

565

LEGAL NOTICE



TOWN OF READING

To the Inhabitants of the
Town of Reading:

Please take notice that the
Board of Selectmen of the
Town of Reading will hold pub-
lic hearings on September 23,
2014 in the Selectmen's
Meeting Room, 16 Lowell
Street, Reading,
Massachusetts on the follow-
ing:

•Town Forest Committee
Rules and Regulations 7:50
p.m.

•Order of Taking – 87 and 93
Belmont Street Water
Easements 8:15 p.m.

•Application for Waiver of
Hours of Operation for
Cumberland Farms, 303 Salem
Street 8:45 p.m.

Copies of the proposed doc-
uments regarding these topics
are available in the Town
Manager's office, 16 Lowell
Street, Reading, MA, MA
Thurs from 7:30 a.m. - 3:30
p.m., Tues from 7:30 a.m. -
7:00 p.m. and are attached to
the hearing notice on the web
site at www.readingma.gov

All interested parties are
invited to attend the hearing, or
may submit their comments in
writing or by email prior to 6:00
p.m. on September 23, 2014 to
townmanager@ci.reading.ma.us

S

By order of
Robert W. LeLachur
Town Manager

501

Memo

To: Robert W. LeLacheur, Jr., Town Manager
From: George J. Zambouras, Town Engineer
CC: Board of Selectman
Date: September 16, 2014
Re: 87 & 93 Belmont Street – Permanent Water Easement

At the Annual Town Meeting held on April 28, 2014, Article 11 authorized the Board of Selectman to acquire by purchase, gift, eminent domain or otherwise, a permanent water easements upon and over the existing sewer and drain easement located on the properties of 87 Belmont Street (assessors map 28 lot 112) and 93 Belmont Street (assessors map 28 lot 113). The new water easement will expand the use of the existing sewer and drain easement to include water use and does not include the taking of any additional land area. The final step in the taking of the easement is for the Board to hold a public hearing and vote on the order of taking and endorse the easement plan.

The water easement will permit the installation, maintenance and repair of a new water main which will connect the water mains located in Belmont Street and Ivy Street. The new main will eliminate a major dead end in the water system, improve fire flows and water quality in the Towns water distribution system.

While each resident is aware of the water project and proposed easement the Engineering Division has not had any direct conversations with the owners of 93 Belmont Street despite several attempts via phone, mail and proposed site meetings.

Each of the permanent easements was appraised by Evergreen Appraisal to determine the value of the damage award for each of the properties and is summarized below:

<u>Location Award</u>	<u>Owner</u>	<u>Easement Area</u>	<u>Damage</u>
93 Belmont Street	Christina Sanchez Christopher White	1,447+/- s.f.	\$200.00
87 Belmont Street	Erland W. Anderson Jr. Lynda P. Anderson	1,372+/- s.f.	\$200.00

I have attached a copy of each appraisal report and also attached copies of the public hearing notice, memo and easement plan which was forwarded to the property owners of 87 and 93 Belmont Street. Each owner was also furnished a copy of the appraisal summary which is not attached to avoid duplication of documents.

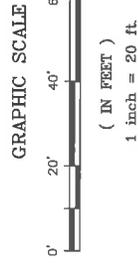
Town Counsel indicated they will have the order of taking document available of Thursday.

503

REGISTRY USE ONLY

APPROVED: Date: _____

Board of Selectmen
Town of Reading



TOWN OF READING MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS

EASEMENT MODIFICATION
87 & 93 BELMONT STREET

SCALE: 1 IN = 20 FT DATE: MARCH 12, 2014
JEFFREY T. ZAGER, DIRECTOR D.P.W.
GEORGE J. ZAMBOURAS, P.E., TOWN ENGINEER

BAY STATE SURVEYING ASSOCIATES
100 CUMMINGS CENTER
BEVERLY, MA 01915

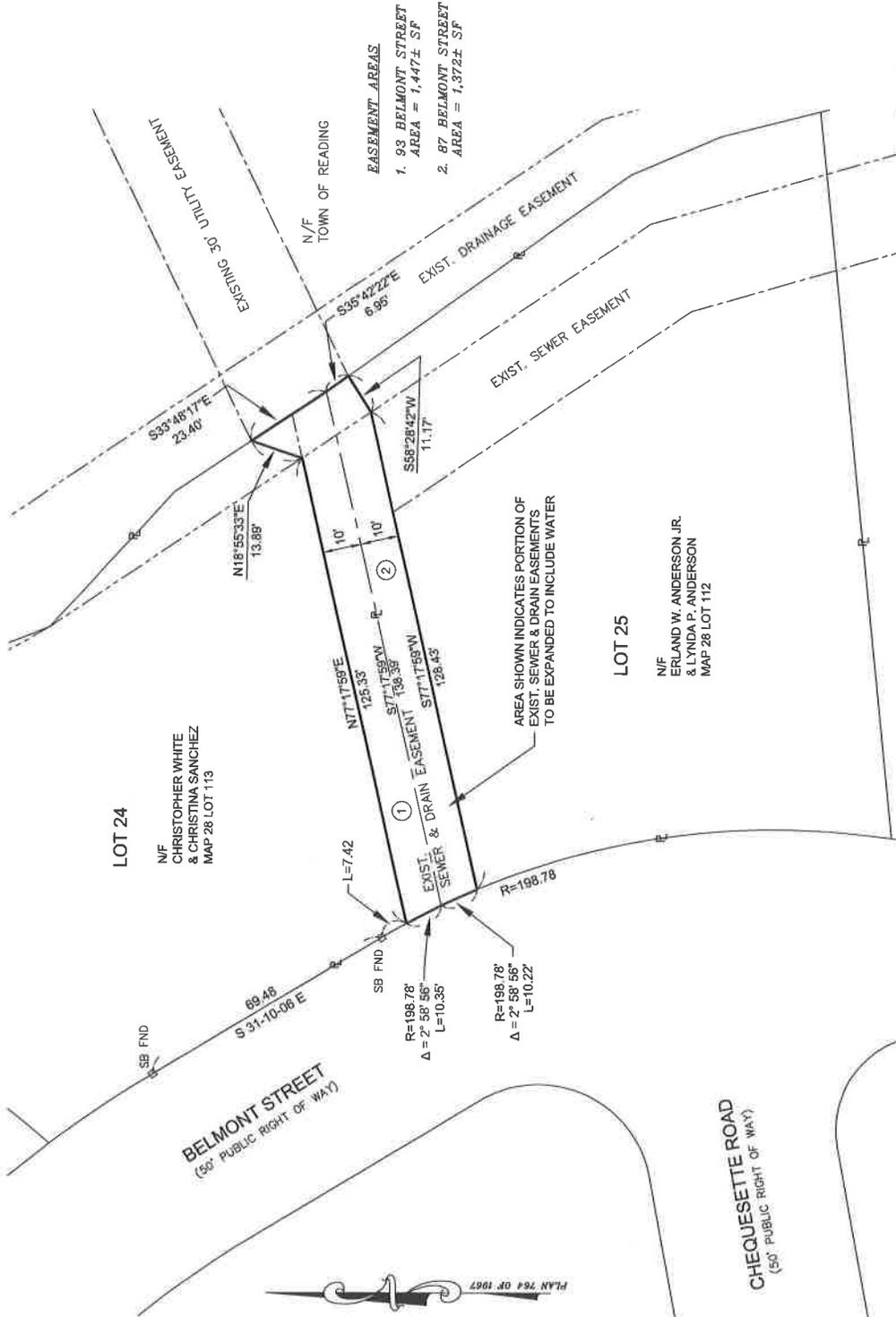


George J. Zambouras
GEORGE J. ZAMBOURAS, P.E.
READING TOWN ENGINEER

DATE: _____
PROFESSIONAL LAND SURVEYOR

CHAPTER 98D, ACTS OF 1966
I CERTIFY THAT THE PROPERTY LINES SHOWN ON THIS
PLAN ARE THE RESULT OF A SURVEY DIVIDING EXISTING OWNERSHIP AND
THAT THE LINES OF STREETS SHOWN ON THIS PLAN ARE
PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED,
AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP
OR FOR NEW WAYS ARE SHOWN
I FURTHER CERTIFY THAT I HAVE CONFORMED WITH THE RULES
AND REGULATIONS OF THE REGISTRARS OF DEEDS
IN PREPARING THIS PLAN.

DATE: _____



BELMONT STREET
(50' PUBLIC RIGHT OF WAY)

CHEQUESETTE ROAD
(50' PUBLIC RIGHT OF WAY)



REFERENCES:
DEED BK 50119 PG 387
DEED BK 18284 PG 36
ORDER OF TAKING BK 11383 PG 890
PLAN 1072 OF 1967
PLAN 764 OF 1967

504



Town of Reading

16 Lowell Street
Reading, MA 01867-2683

Fax: (781) 942-5441

Website: www.ci.reading.ma.us

Public Works - Engineering Division
(781) 942-9082

Notice of Public Hearing Water Easement Order of Taking

The Town of Reading Board of Selectman will hold a public hearing on:

Tuesday the 23rd day of September 2014, at 8:15 PM in the Selectman's Meeting Room in Town Hall at 16 Lowell Street, Reading, MA. to vote and / to hear all interested persons interested in the Order of Taking of a Water Easement located on the properties of 87 and 93 Belmont Street.

505



Town of Reading

16 Lowell Street
Reading, MA 01867-2683

Fax: (781) 942-5441
Website: www.ci.reading.ma.us

Public Works - Engineering Division
(781) 942-9082

September 16, 2014

Christopher White & Christina Sanchez
93 Belmont Street
Reading, MA 01867

Re: Belmont Street - Water Easement

Dear Christopher White & Christina Sanchez ,

The Board of Selectman received authority by a vote of Reading Town Meeting pursuant to Article 11 of the Annual Town Meeting held on April 28, 2014 to acquire by purchase, gift, eminent domain or otherwise, permanent water easements upon and over the existing sewer and drain easement located on the properties of 87 Belmont Street (assessors map 28 lot 112) and 93 Belmont Street (assessors map 28 lot 113).

The new water easement will expand the use of the existing sewer and drain easement to include water use and does not include the taking of any additional land area.

The purpose of the water easement is to permit the installation, maintenance and repair of a new water main which will connect the water mains located in Belmont Street and Ivy Street. The new main will eliminate a major dead end in the water system, improve fire flows and water quality in the Towns water distribution system.

The permanent water easement is depicted on the enclosed plan entitled "Easement Modification 87 & 93 Belmont Street, Reading, MA," prepared by Bay State Surveying Associates dated March 12, 2014.

The Town of Reading hired the services of Evergreen Appraisal and has determined that the damage award for the acquisition of the permanent water easement for the area of water easement to be taken on each of the properties is summarized below:

506

<u>Location</u>	<u>Owner</u>	<u>Easement Area</u>	<u>Damage Award</u>
93 Belmont Street	Christina Sanchez Christopher White	1,447+/- s.f.	\$200.00
87 Belmont Street	Erland W. Anderson Jr. Lynda P. Anderson	1,372+/- s.f.	\$200.00

I have enclosed a copy of the cover letter of the appraisal from Evergreen Appraisal for your property. If you would like a copy of the full appraisal report or have any questions on this matter I can be reached at 781-942-6683 or by email at gzambouras@ci.reading.ma.us.

Sincerely,

George J. Zambouras, P.E., Town Engineer

Enclosures:
Easement Plan
Evergreen Appraisal Cover

507



Town of Reading

16 Lowell Street
Reading, MA 01867-2683

Fax: (781) 942-5441
Website: www.ci.reading.ma.us

Public Works - Engineering Division
(781) 942-9082

September 16, 2014

Erland W. Jr & Lynda P. Anderson
87 Belmont Street
Reading, MA 01867

Re: Belmont Street – Water Easement

Dear Erland W. Jr & Lynda P. Anderson,

The Board of Selectman received authority by a vote of Reading Town Meeting pursuant to Article 11 of the Annual Town Meeting held on April 28, 2014 to acquire by purchase, gift, eminent domain or otherwise, permanent water easements upon and over the existing sewer and drain easement located on the properties of 87 Belmont Street (assessors map 28 lot 112) and 93 Belmont Street (assessors map 28 lot 113).

The new water easement will expand the use of the existing sewer and drain easement to include water use and does not include the taking of any additional land area.

The purpose of the water easement is to permit the installation, maintenance and repair of a new water main which will connect the water mains located in Belmont Street and Ivy Street. The new main will eliminate a major dead end in the water system, improve fire flows and water quality in the Towns water distribution system.

The permanent water easement is depicted on the enclosed plan entitled "Easement Modification 87 & 93 Belmont Street, Reading, MA," prepared by Bay State Surveying Associates dated March 12, 2014.

The Town of Reading hired the services of Evergreen Appraisal and has determined that the damage award for the acquisition of the permanent water easement for the area of water easement to be taken on each of the properties is summarized below:

508

<u>Location</u>	<u>Owner</u>	<u>Easement Area</u>	<u>Damage Award</u>
93 Belmont Street	Christina Sanchez Christopher White	1,447+/- s.f.	\$200.00
87 Belmont Street	Erland W. Anderson Jr. Lynda P. Anderson	1,372+/- s.f.	\$200.00

I have enclosed a copy of the cover letter of the appraisal from Evergreen Appraisal for your property. If you would like a copy of the full appraisal report or have any questions on this matter I can be reached at 781-942-6683 or by email at gzambouras@ci.reading.ma.us.

Sincerely,

George J. Zambouras, P.E., Town Engineer

Enclosures:
Easement Plan
Evergreen Appraisal Cover

509

LeLacheur, Bob

From: J. Raymond Miyares <ray@miyares-harrington.com>
Sent: Thursday, September 18, 2014 11:32 AM
To: Zambouras, George
Cc: Zager, Jeff; LeLacheur, Bob; Jonathan Simpson
Subject: Re: Order of taking - Belmont Street water easement
Attachments: 2014-09-18 Belmont Street Water Easement Order of Taking v2.docx

George:

Attached is the Order of Taking. The Board of Selectmen can vote on and sign it at their meeting next week. Once the Board has executed the Order of Taking, please make sure that the original is sent it to us, and we will get it recorded within the required 30 days. After that, we will draft a Notice of Taking for the Board to issue to the property owners, as well as an Offer *Pro Tanto* to include with the \$200 the Town will be offering as damages.

Please let me know if you have any questions.

Ray

J. Raymond Miyares
MIYARES AND HARRINGTON LLP
50 Leonard Street • Suite Three • Belmont, MA 02478
Tel 617-489-1600 • Fax 617-489-1630
www.miyares-harrington.com

This e-mail and any attachments contain attorney-client privileged material and are not subject to disclosure pursuant to the *Public Records Law, M.G.L. c.4, §7, cl. 26th and c.66, §10*. If you are not the intended recipient, please note that any review, disclosure, distribution, use or duplication of this message and its attachments is prohibited. Please notify the sender immediately if you have received this e-mail in error. Thank you for your cooperation.

On Sep 17, 2014, at 6:31 PM, J. Raymond Miyares <ray@miyares-harrington.com> wrote:

George:

Yes, we plan to have this done by tomorrow.

Ray

J. Raymond Miyares
MIYARES AND HARRINGTON LLP
50 Leonard Street • Suite Three • Belmont, MA 02478
Tel 617-489-1600 • Fax 617-489-1630
www.miyares-harrington.com

5010

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. Officer's Return, Reading:

By virtue of this Warrant, I, on _____, 2014 notified and warned the inhabitants of the Town of Reading, qualified to vote in Town elections and 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 fourteen (14) days prior to November 10, 2014, the date set for Town Meeting in this Warrant.

I also caused a posting of this Warrant to be published on the Town of Reading website on _____, 2014.

, Constable

A true copy Attest:

Laura Gemme, Town Clerk

5d1

TOWN WARRANT



COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Reading, qualified to vote in Town elections and Town affairs, to meet at the Reading Memorial High School Performing Arts Center, 62 Oakland Road, in said Reading, on Tuesday, November 10, 2014, at seven-thirty o'clock in the evening, at which time and place the following articles are to be acted upon and determined exclusively by Town Meeting Members in accordance with the provisions of the Reading Home Rule Charter.

ARTICLE 1 To hear and act on the reports of the Board of Selectmen, Town Accountant, Treasurer-Collector, Board of Assessors, Director of Public Works, Town Clerk, Tree Warden, Board of Health, School Committee, Contributory Retirement Board, Library Trustees, Municipal Light Board, Finance Committee, Cemetery Trustees, Community Planning & Development Commission, Town Manager and any other Official, Board or Special Committee.

Board of Selectmen

ARTICLE 2 To choose all other necessary Town Officers and Special Committees and determine what instructions shall be given Town Officers and Special Committees, and to see what sum the Town will vote to appropriate by borrowing or transfer from available funds, or otherwise, for the purpose of funding Town Officers and Special Committees to carry out the instructions given to them, or take any other action with respect thereto.

Board of Selectmen

ARTICLE 3 To see if the Town will vote to amend the FY 2015-24 Capital Improvements Program as provided for in Section 7-7 of the Reading Home Rule Charter and as previously amended, or take any other action with respect thereto.

Board of Selectmen

502

ARTICLE 4 To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide a sum or sums of money to pay bills remaining unpaid from prior fiscal years for goods and services actually rendered to the Town, or take any other action with respect thereto.

Board of Selectmen

ARTICLE 5 To see if the Town will vote to amend the Town's Operating Budget for the Fiscal Year commencing July 1, 2014, as adopted under Article 14 of the Annual Town Meeting of April 28, 2014 and amended by Article 8 of the Special Town Meeting of September 29, 2014; and to see if the Town will vote to raise and appropriate, borrow or transfer from available funds, or otherwise provide a sum or sums of money to be added to the amounts appropriated under said Article, as amended, for the operation of the Town and its government, or take any other action with respect thereto.

Finance Committee

ARTICLE 6 To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise, a permanent easement over the parcel of land shown as "EASEMENT AREA = 108.3 SF" on a plan entitled " 'Easement For Construction & Maintenance Of Bus Shelter Located At 25 Walkers Brook Dr., Reading, MA' scale: 1" = 8', dated January 7, 2013 prepared by the Town of Reading, Massachusetts, Department of Public Works, Engineering Division", a copy of which plan is available for inspection at the Office of the Town Clerk. Said easement shall be for the purpose of authorizing the installation, maintenance, repair, operation, and use by members of the public of a bus stop waiting area and shelter on said parcel; or take any other action with respect thereto.

Board of Selectmen

ARTICLE 7 To see if the Town will vote to amend the Reading Zoning Map, dated April 18, 2013, as amended, as referenced in Section 3.2 of the Reading Zoning Bylaw, to overlay the Planned Residential Development – General (PRD-G) Overlay District upon a certain portion of land located at 149 Van Norden Road (shown on Assessors Map 39 as Lot 212) containing 2.42 acres, more or less, which parcel is situated on the northerly side of Van Norden Road, such parcel being bounded and described as follows:

- Northerly by land formerly of C.P. Judd, one hundred ninety four and 48/100 (194.48) feet;
- Easterly by lot numbered 30 on the below referenced plan, five hundred fifty (550) feet, more or less;
- Southerly by Van Norden Road, as shown on the below referenced plan two hundred (200) feet, more or less; and
- Westerly by lot numbered 27 on the below referenced plan, five hundred eighty five (585) feet, more or less.

503

Being the same premises shown as Lots 28 and 29 on a plan entitled "Plan of Land owned by H.D. Van Norden; dated September 14, 1911", recorded at the Middlesex South District Registry of Deeds at the end of Book 3637. The premises are also shown as parcel 212 on Reading Assessors' Map 39.

or take any other action with respect thereto.

Community Planning and Development Commission

ARTICLE 8 To see if the Town will vote to amend the Zoning Bylaw by deleting sections 2.0 Definitions, 4.0 Use Regulations, 5.0 Intensity Regulations, 6.0 General Provisions Affecting All Districts, 7.0 Administration, 8.0 Applicability, and 9.0 Adoption and Amendment in their entirety, together with all appendices associated with such sections, and replacing them with new sections 2.0 Definitions, 4.0 Administration, 5.0 Use Regulations, 6.0 Intensity Regulations, 7.0 Nonconforming Uses and Structures, 8.0 Sign Regulation, 9.0 Parking, 10.0 Overlay Districts, 11.0 Planned Development, and 12.0 Applicability, Adoption and Amendment, together with all appendices associated with such sections, the texts of which sections and appendices are available for inspection in the Office of the Town Clerk, or take any action with respect thereto.

Community Planning and Development Commission

ARTICLE 9 To see if the Town will vote to amend the General Bylaws by:

- (a) Striking section 7.3.3 thereof in its entirety and inserting, in place thereof, the following:

7.3.3 District

The District shall consist of two areas as shown in Appendix A-1 and Appendix A-2.

- (b) Amending section 7.3.4.2 thereof by striking the words "one or two property owners from the District area' and inserting, in place thereof, the words "one or two owners of property located within a District area."
- (c) Amending the Appendix A thereof by re-designating it as Appendix A-1 and inserting the word "Area" at the end of the title thereof.
- (d) Inserting a new Appendix A-2, to be titled "Summer Avenue Historic District Area," and containing a map, titled "Summer Avenue Historic District Area," a copy of which is available for inspection in the Office of the Town Clerk.

or take any other action with respect thereto.

West Street Historic District Commission

524

and you are directed to serve this Warrant by posting an attested copy thereof in at least one (1) public place in each precinct of the Town not less than fourteen (14) days prior to November 10, 2014, or providing in a manner such as electronic submission, holding for pickup or mailing, an attested copy of said Warrant to each Town Meeting Member.

Hereof fail not and make due return of this Warrant with your doings thereon to the Town Clerk at or before the time appointed for said meeting.

Given under our hands this ___th day of _____, 2014.

John Arena, Chairman

Marsie K. West , Vice Chairman

Daniel Ensminger, Secretary

John R. Halsey

Kevin Sexton

SELECTMEN OF READING

, Constable

525

LEGAL NOTICE



TOWN OF READING

To the Inhabitants of the
Town of Reading:

Please take notice that the
Board of Selectmen of the
Town of Reading will hold pub-
lic hearings on September 23,
2014 in the Selectmen's
Meeting Room, 16 Lowell
Street, Reading,
Massachusetts on the follow-
ing:

•Town Forest Committee
Rules and Regulations 7:50
p.m.

•Order of Taking – 87 and 93
Belmont Street Water
Easements 8:15 p.m.

•Application for Waiver of
Hours of Operation for
Cumberland Farms, 303 Salem
Street 8:45 p.m.

Copies of the proposed doc-
uments regarding these topics
are available in the Town
Manager's office, 16 Lowell
Street, Reading, MA, MA
Thurs from 7:30 a.m. - 3:30
p.m., Tues from 7:30 a.m. -
7:00 p.m. and are attached to
the hearing notice on the web
site at www.readingma.gov

All interested parties are
invited to attend the hearing, or
may submit their comments in
writing or by email prior to 6:00
p.m. on September 23, 2014 to
townmanager@ci.reading.ma.us

By order of
Robert W. LeLachur
Town Manager

5F1

BOS mtg

LeLacheur, Bob

From: Wilson, Jessie
Sent: Monday, August 25, 2014 10:42 AM
To: LeLacheur, Bob
Cc: Delios, Jean
Subject: RE: Application for Extended Hours of Operation -- Cumberland Farms -- 303 Salem Street

Bob,

Just a few thoughts on this. The property is located very near residential properties and therefore impacts from dumpster pick-up/removals and store delivery times should be considered. The Board of Health regulations limit dumpster pick-up/removal times and do not allow it during the hours of 11PM to 6:30AM. There is no Condition on deliveries, but it is my understanding they fall in line with the allowed retail operation hours. I would recommend that the deliveries continue to be made during their current operation hours and not within their extended hours.

Jessie



Jessie Wilson
Community Development Administrator
Town of Reading
16 Lowell Street
Reading, MA 01867

p: 781.942.6648
f: 781.942.9071
jwilson@ci.reading.ma.us

Town Hall Hours:
Monday, Wednesday, & Thursday : 7:30am - 5:30pm Tuesday 7:30am - 7:00pm & CLOSED on Fridays

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

From: LeLacheur, Bob
Sent: Tuesday, August 19, 2014 1:07 PM
To: John Smolak
Cc: Schena, Paula; Delios, Jean; Wilson, Jessie
Subject: FW: Application for Extended Hours of Operation - Cumberland Farms -- 303 Salem Street

Hi John,

You are confirmed for 8:45pm on Tuesday September 23rd. We will reach out in advance if we have any questions.

Thanks,
Bob

Robert W. LeLacheur, Jr. CFA

SF2

August 18, 2014

VIA EMAIL AND REGULAR MAIL

John Arena, Chair
Board of Selectmen
Town of Reading
Town Hall
16 Lowell Street
Reading, Massachusetts 01867

RE: Applicant: Cumberland Farms, Inc.
Owner: Fairhaven Realty Associates, LLC
Property: 303 Salem Street/8 Torre Street
Application for Extended Retail Hours Before 6:00 a.m.

Dear Chairperson Arena and Other Members:

On behalf of the Applicant, Cumberland Farms, Inc., and in accordance with Article 7, Section 7.7 of the Reading General Bylaw and Article III, Section 3.9 of the Board of Selectmen's Policies, we are respectfully requesting the Board to vote to allow Cumberland Farms, Inc. to extend the operating hours of its retail convenience store and gas station facility at 303 Salem Street for one additional hour in the morning (i.e., commencing at 5:00 a.m.), so that proposed operating hours would be permitted from 5:00 a.m. to 11:00 p.m. where current store operations are permitted from 6:00 a.m. to 11:00 p.m.

By way of background, Cumberland Farms, Inc. is the lessee of a combined parcel of land, consisting of approximately 1.056 acres in size, and known and numbered as both 303 Salem Street and 8 Torre Street. The Property at 303 Salem Street includes an existing Cumberland Farms retail self-service gasoline station with overhead canopy, along with a retail convenience store. According to Town records, the use of the 303 Salem Street property for retail gasoline sales has existed since at least 1955. The Property is owned by Fairhaven Realty Associates, LLC (the "Owner"), an affiliate of Cumberland Farms, Inc. Letters of authorization are attached as Exhibit A. A copy of the abutters list is attached as Exhibit C.

Recently the Planning Board issued site plan approval to allow for the inclusion of additional parking spaces and the reconfiguration of the dumpster facilities which will vastly improve traffic circulation within and surrounding the

5F3

SMOLAK & VAUGHAN LLP

John Arena, Chair
Board of Selectmen

August 18, 2014

Property. The additional work related to the CPDC approval is projected to commence this Fall. A copy of the approval is attached as Exhibit B.

As you know, Section 7.7 of the Town of Reading General Bylaw prohibits certain retail, commercial and business operations from operating between the hours of 12:01 a.m. and 6:00 a.m. unless the Board determines, after abutter notice and public hearing, "...that it is in the interest of public health, safety and welfare, or that public necessity or convenience would be served, provided the Board has made the following specific findings with respect to each license application:

7.7.4.1 Reasons for Night-time Operation

That the operation of the retail or commercial establishment during the nighttime hours will not cause unreasonable disruption or disturbance to, or otherwise adversely affect, the customary character of any adjacent or nearby residential neighborhood;

Response: Cumberland Farms has operated the retail convenience store and gasoline sales operations at the site for many years. The increase in store operations by one additional hour in the morning will not serve to adversely impact any adjacent or nearby residential neighborhood as operations will remain as currently proposed and approved, and fencing surrounding the site will serve to minimize any potential impacts.

7.7.4.2 Findings for Approval of Night-time Operation

That operation of the retail or commercial establishment during the night-time hours is reasonably necessary to serve the public health, safety and welfare; or serve a public need or provide a public convenience which outweighs any increase in any of the following impacts on the adjacent or nearby residential neighborhood (or the character thereof): noise, lighting, vibration, traffic congestion or volume of pedestrian or vehicular retail customer traffic that might create a risk to pedestrian or vehicular safety, or other adverse public safety impact.

Response: The increase in operating hours by one hour in the morning is reasonably necessary to serve the public by providing an earlier morning fueling and retail option for morning commuters in Reading, and such one-hour increase will not result in any increase in noise, lighting, vibration, traffic congestion or volume of pedestrian or vehicular retail customer traffic that might create a risk to pedestrian or vehicular safety, or other adverse public safety impact on the adjacent or nearby residential neighborhood or the character thereof.

5 F 4

SMOLAK & VAUGHAN LLP

John Arena, Chair
Board of Selectmen

August 18, 2014

In addition to the criteria above, Section 3.9 of the Board of Selectmen's Policies establish the following guidelines for the Board's consideration:

1. Approval will be granted for businesses within a commercial or industrial zoning district only.

Response: The Business B District is the zoning applicable to the site's retail store and gas operations.

2. In general, approval shall be for the entire business. For example, if a business dispenses gasoline, sells coffee, and has a convenience store, all within the same business, then the approval shall be for all parts of the business.

Response: Cumberland Farms proposes the change in hours to apply to its entire operations.

3. The retail use for which approval of a change in retail hours is permitted will be the principal use on the property.

Response: The retail convenience store and gas operations are the principal uses of the site.

4. Written approval of the property owner will be required prior to the Board hearing an application for a license. This will need to be renewed annually.

Response: The property owner consent is attached as **Exhibit A**.

5. The Board may require evidence that the change in permitted hours of retail operation will have minimal effect on the neighborhood adjacent to the site.

Response: The increase of one additional hour of operations at the site will have minimal, if any, effect on the neighborhood adjacent to the site. In fact, Finding No. 13 of the recent Site Plan Decision issued by the CPDC, which is attached as **Exhibit B**, reviewed this issue and did not appear to have concerns with the fact that the Applicant would be requesting to increase store operations by one additional hour.

6. The applicant must show that adequate controls are in place to ensure public safety and follow food code sanitation protocols.

Response: The Applicant currently maintains adequate controls to ensure public safety, and currently follows food sanitation code protocols.

585

SMOLAK & VAUGHAN LLP

John Arena, Chair
Board of Selectmen

August 18, 2014

7. No waiver of the hours of retail sales will be considered for prior to 5 am Monday through Friday. No waivers shall be considered for Saturdays, Sundays, or State Designated legal holidays.

Response: Cumberland Farms understands and agrees to this condition.

8. The Board may limit the use of outdoor speakers, drive-thru's, and/or restrict parking in certain areas in order to limit the impact of the waiver on neighboring properties. In order to address these issues, the Board may require a site plan from applicants, drawn to scale, and showing locations of these features and their relation to abutting residential buildings.

Response: Attached as Exhibit D is the Applicant's approved site plan and landscaping plan for the property.

9. Prior to the issuance of a waiver on the hours of retail sales, the Board may request a review by the Health Division, Police Department, and the Building/Zoning Inspection Division and proof that all necessary approvals, permits, and other licenses needed to operate have been issued.

Response: The Applicant feels that all applicable approvals are in place for the site.

10. A waiver to allow retail uses prior to 6 a.m. is not a waiver of any other bylaw or regulation of the Town of Reading or other agency having jurisdiction.

Response: Cumberland Farms understands this requirement and will comply with all other applicable Town bylaws and regulations.

11. Parking lot cleaning, and other maintenance operations (excluding emergency work), and deliveries shall not take place between the hours of 9:00 PM and 7:00 am. Rubbish collection and recycling shall not take place between 9:00 PM and 6:30 am.

Response: Cumberland Farms understands these requirements.

Accordingly, Cumberland Farms believes its operations meet all of the criteria identified above as a precondition to the issuance of an extension of operating hours. On behalf of Cumberland Farms, we look forward to meeting

5 F 6

SMOLAK & VAUGHAN LLP

John Arena, Chair
Board of Selectmen

August 18, 2014

with the Board to discuss these matters. Please contact me should you have any questions. Thank you.

Very truly yours,



John T. Smolak

JTS/

cc: Jean Delios, Assistant Town Manager
Jessie Wilson, Community Development Administrator
Paul Wilson, Project Manager, Cumberland Farms, Inc.

5F7

SMOLAK & VAUGHAN LLP
John Arena, Chair
Board of Selectmen

August 18, 2014

Exhibit A

Authorization Letters

588



Cumberland Gulf Group of Companies
100 Crossing Boulevard • Framingham, MA 01702
508-270-1400
www.cumberlandgulf.com



APPLICANT AUTHORIZATION

**303 Salem Street and 8 Torre Street, Reading, Massachusetts
(Assessors Map 23, Lot 20 & 21)**

I, Kathleen Sousa, as Senior Pipeline Manager, of Cumberland Farms, Inc., and located at 100 Crossing Boulevard, Framingham, Massachusetts 01702-5401, the lessee ("Lessess") of the real property referenced above (the "Parcels"), and the Applicant with respect to certain matters to be filed on behalf of Cumberland Farms, Inc., hereby authorize Garofalo Associates, Inc., Greenman-Pedersen, Inc., and Smolak & Vaughan LLP, or their agents to file with, and apply to, the Planning Board, Building Department, the Board of Health of the Town of Reading, Massachusetts, as well as to any other local, state and federal boards or agencies, for all approvals necessary to obtain approval of the use and development of such parcel.

Dated: June 19, 2014

OWNER:

CUMBERLAND FARMS, INC.

Kathleen Sousa

**Kathleen Sousa, Senior Pipeline Manager,
duly authorized.**



Branded Products



589
Mobil

Date: Sept 11, 2013

OWNER'S AUTHORIZATION

To Whom It May Concern:

Fairhaven Realty Associates, LLC with a usual place of business at 80 Fairhaven Road, Cumberland, RI, 02864 does hereby authorize Cumberland Farms, Inc., and/or its authorized agents, to apply for required permits and/or approvals in connection with property located at 295-307 Salem Street and 8 Torre Street in Reading, MA, including, but not limited to, appearing before any governmental agency at general meetings or public hearings.

Fairhaven Realty Associates, LLC

By: 

Witness:



SF10

SMOLAK & VAUGHAN LLP

John Arena, Chair
Board of Selectmen

August 18, 2014

Exhibit B

CPDC Site Plan Decision

5F11

Town of Reading

16 Lowell Street
Reading, MA 01867-2683
Phone: 781-942-6612
fax: 781-942-9071
website: www.ci.reading.ma.us/planning
e-mail: jdelios@ci.reading.ma.us

COMMUNITY PLANNING AND DEVELOPMENT COMMISSION

July 14, 2014

Site Plan Review DECISION

RECEIVED
TOWN CLERK
READING, MASS.
2014 JUL 16 P 2:00

Project: 303 Salem Street & 8 Torre Street

To the Town Clerk:

This is to certify, at a public hearing of the Reading Community Planning and Development Commission (CPDC) opened and closed on July 14, 2014 by a motion duly made and seconded, it was voted:

"We, the CPDC, as requested by Cumberland Farms, Inc., under the provisions of Section 4.3.3 of the Zoning Bylaw of the Town of Reading, and MGL Chapter 40A Section 3, to consider the contemplated site plan for property addressed at 303 Salem Street and 8 Torre Street (Assessors Map 23, Lots 20 & 21), as shown on the site plans prepared by Garofalo Associates, Inc., dated June 2, 2014 and lastly revised June 18, 2014, do hereby vote 4-0-0 to approve the said plans, subject to the Findings and Conditions below."

MATERIALS:

The following materials in addition to the plans as recorded were submitted into the public record:

- | | |
|---------------|---|
| June 23, 2014 | Site Plan Application and Certified List of Abutters and Envelopes received on June 23, 2014. |
| June 23, 2014 | Supporting Material including letters of authorization, copy of Development Review Team Notes dated April 30, 2014, Stormwater Management Report dated April 2014, Traffic Letter from GPI dated June 6, 2014, and ADA/AAB Compliance Certification dated June 23, 2014. |
| June 23, 2014 | Site Plans entitled "Site Plans for Proposed Cumberland Farms, 303 Salem Street" including sheets CFG1.0, CFG2.0, CFG3.0, CFG4.0, CFG5.0, CFG6.0, CFG7.0, CFG8.0, CFG9.0, CFG9.1 and CFG9.2 dated June 2, 2014 and lastly revised June 18, 2014, prepared by Garofalo Associates. |

5F12

June 23, 2014	Photometric Plan prepared by LSI Industries, dated November 12, 2013 and lastly revised June 19, 2014 (Sheet CFG10.0).
July 2, 2014	Electronic correspondence from Reading Municipal Light Department (RMLD) re: Site Plan Review Application received on July 2, 2014.
July 7, 2014	Electronic correspondence from the Fire Department re: Site Plan Review Application received on July 7, 2014.
July 8, 2014	Planning Staff Memorandum dated July 9, 2014.
June 14, 2014	Town Engineer Memo dated July 14, 2014.

FINDINGS:

1. The project proposed to combine the adjacent lot addressed as 8 Torre Street and redevelop it to accommodate additional parking/loading areas for the Cumberland Farms Service station at 303 Salem Street.
2. **Lots in Two Districts** - The property of 8 Torre Street is located in two zoning districts. In accordance with Section 3.4.1 the regulations of major portion of the lot in the less restricted district may extend no more than 30-feet into the more restricted district. Therefore the Applicant is proposing to extend the Business B regulation by 30-feet into the S-15 Zoning District portion of the Torre Street lot.
3. **Combining of Lots** - The proposal is based upon the combining of 303 Salem Street and 8 Torre Street into one single lot. This site plan review and approval is contingent upon evidence that the lots have been combined.
4. **Parking Spaces** - The Applicant is proposing to construct 9 new parking spaces.
5. **Dumpster Relocation** - The Applicant is proposing to relocate the dumpster and recycling area. Both the dumpster and recycling bin will be enclosed by a 6-foot stockade fence. Bollards are proposed inside the enclosure area to prevent damage to the fence.
6. **Stockade Fence** - The Applicant is proposing a 6-foot white cedar stockade fence along the southern side of the site. This fence will connect to an existing portion of stockade fence.
7. **Wetlands Protection Act** - The Applicant has received an Order of Conditions from the Reading Conservation Commission for the proposed work.
8. **Drainage Improvements** - The Applicant is proposing a new sand filter adjacent to the proposed parking spaces. Other improvements to the drainage system are proposed to meet the Massachusetts Stormwater Management Standards.
9. **Lighting** - The plan proposes two (2) new pole lights adjacent to the new parking spaces, one (1) new pole light near the new dumpster area and one (1) additional pole light on the western side of the site adjacent to the Salem Street access road.

5F13

10. **Landscaping** – The Applicant is proposing landscape improvements as indicated on the Landscape Plan, Sheet CFG8.0, prepared by Garofalo Associates, Inc. dated April 25, 2014.
11. **Snow Storage** – In accordance with Sheet CFG4.0, snow will be removed off-site during snow events that generate 2" or more snow. When not removed off-site, snow will not be stored in the sand filter.
12. **Fire Lane** – The Applicant is proposing a fire lane around the existing building. The pavement will be marked and signage will be installed to indicate the fire lane and state "no parking".
13. **Hours of Operation** – The Applicant may seek approval from the Board of Selectmen to expand the hours of operations beyond what is currently allowed in the General Bylaws Article 7.7. The current hours of operation of 6AM to midnight. If approved, the Applicant would like to operate retail sales from 5AM to midnight.
14. The proposed site plan contains a design that is sufficiently developed to provide the basis for the CPDC's determination regarding the requirements, standards and guidelines of Section 4.3.3 of the Reading Zoning Bylaw.

CONDITIONS:

Prior to the Issuance of a Demolition Permit and Prior to the Start of Construction:

1. **Site Plan** – The Applicant shall submit to the Town Planner and Building Inspector for review and approval a final site plan that depicts the correct dimensional controls and setbacks, pedestrian crossing with handicap ramp and pavement markings for the loading zone.
2. **Detail Sheet** – The Applicant shall submit to the Town Planner a revised detail sheet to correctly identify the dumpster enclosure which shall be a 6-foot high stockade fence.
3. **Photometric Plan** – The Applicant shall submit to the Town Planner and Town Engineer for review and approval a revised Photometric Plan that ensures all proposed lighting is fully contained on-site.
4. The Applicant shall submit a plan with the demolition permit identifying a pounded post chain link fence enclosing the area of work. The Building Inspector shall inspect this fencing prior to the issuance of the demolition permit.
5. The Engineering Department shall be notified at least 72 hours in advance to mark out Town utilities.
6. All utility and site work shall be inspected prior to backfilling by the Engineering Division. The Applicant/Owner's contractor shall submit a construction schedule

SF 14

- of proposed work and all inspections shall be scheduled at least 24 hours in advance.
7. Full construction documents must be submitted and approved by the Fire Department. A building permit shall not be issued until the Fire Department approval.
 8. Full construction drawings shall be submitted to the Town Planner to ensure consistency with the approved site plans.
 9. The Owner/ Applicant is responsible for obtaining all other requirements and permits including but not limited to, utility connections, sewer, water, curb cut, street opening and Jackie's Law excavation permits from the Engineering Department (prior to excavation), and Board of Health approvals.
 10. Prior to the start of construction, the Applicant shall contact the Conservation Administrator 48 hours in advance for a site walk to ensure erosion control measures and limit of work measures are properly installed.
 11. **Pre-Construction Meeting:** The Applicant and contractors shall coordinate with the Town Planner for the scheduling of a pre-construction meeting with Town staff prior to the start of any construction to review to review these conditions and any and all final construction sequencing, details, and project plans.

Prior to the Issuance of a Building Permit:

1. **Landscape Plan** - The Applicant shall submit a revised landscape plan that depicts all landscaping on private property and address all comments from Planning Staff in the memorandum dated June 8, 2014. Construction shall be limited to the hours stated in Section 8.9.8 "Construction Hours" of the Reading General Bylaws and said hours shall be posted in a conspicuous place at the entrance prior to any work on the site.
2. **Lighting** - The Applicant shall submit lighting specifications for the proposed pole lighting that confirms the fixture will be dark skies compliant.
3. **Combined Lots** - The Site Plan Approval is contingent upon evidence that the lots of 303 Salem Street and 8 Torre Street have been combined. The Applicant shall submit to the Town Planner and Building Inspector a full size copy of the plan that depicts the two lots have been combined in accordance with MGL Chapter 41, Section 81X. This shall be required prior to the issuance of a Building Permit to ensure compliance with the zoning requirements.

During Construction:

4. Construction shall be limited to the hours stated in Section 8.9.8 "Construction Hours" of the Reading General Bylaws and said hours shall be posted in a conspicuous place at the entrance prior to any work on the site.

SF15

5. **Site Inspections:** Town staff or their designee shall have reasonable access to inspect the site to determine compliance with this Decision. All drainage facilities shall be subject to inspection by the Town.
6. The Applicant and/or its contractor shall provide during construction complete, full coordination with local officials on making alterations to existing utilities, future utilities on site shall be installed underground, subject to local utility approval.
7. Construction activities shall be conducted in a workmanlike manner at all times. Blowing dust or debris shall be controlled by the Applicant through stabilization, wetting down, and proper storage and disposal methods, subject to the approval of the Health Administrator or designee. The Applicant shall ensure that abutting local streets are kept clear of dirt and debris, which may accumulate as a result of construction activities for the Project, and documentation, shall be provided demonstrating ongoing pest management control, subject to the approval of and administration by the Health Administrator.
8. The Applicant and/or its contractor shall ensure the limit of work fencing is maintained throughout construction.
9. **As-Built Plans** - The Owner/Applicant shall furnish a bond in the amount of \$5,000 for the final As-Built plans prior to the issuance of the Permanent Certificate of Occupancy. The bond shall be returned once the requirements of Condition 10 under "Prior to the Issuance of a Permanent Certificate of Occupancy" are met.

Prior to the Issuance of a Permanent Certificate of Occupancy:

1. The Applicant shall schedule a meeting with the Building Inspector and Town Planner before a request for a Certificate of Occupancy to review compliance with this decision.
2. Full construction documents shall have been reviewed and approved by the Fire Chief.
3. **Dumpster** - The dumpster shall be enclosed by the 6-foot white vinyl fence with as depicted on the approved site plans.
4. **Fencing** - The 6-foot stockade fence shall be installed around the southeast and southwest portions of the site as depicted on the approved site plans.
5. **Trash Receptacle** - The trash receptacle shall be placed in the proposed located of the new parking spaces.
6. **Lighting** - The lighting shall be installed as depicted on the approved site plan and photometric plan. The fixtures shall comply with dark skies standards.
7. **Landscape Plan** - The site landscaping shall be installed, including all canopy trees planted prior to the issuance of a Permanent Certificate of Occupancy.

5/16

8. **Wheel Stops** – The wheel stops for the new parking spaces shall be installed as depicted on the approved site plan.
9. **Fire Lane** – The fire land shall be striped and signed as depicted on the approved site plan.
10. **As-Built Plans** – Within 60-days from the issuance of the Permanent Certificate of Occupancy, the Applicant shall submit for approval As-Built drawings for all utility and site work and shall be certified by a Registered Professional Engineer or Surveyor. The plan shall be in accordance with the Town's standards and shall depict all final improvements, utilities and shall be submitted in paper and ACAD electronic format.

After Certificate of Occupancy:

1. **Landscaping** – The landscaping as depicted on the approved plan shall be maintained by the property owner. In the event landscaping is damaged during snow removal operations, the property owner shall replace all required landscaping during the next growing season.
2. **Fencing** – The stockade fencing used for the dumpster enclosure and stockade fencing around the southern side of the site shall be maintained in good condition by the property owner. The fences shall be repaired and/replaced as needed to maintain screening of the site and to prevent debris from entering the adjacent wetland resource area. No items will be affixed to the fence at any time including banners, flower baskets, decorative items etc.
3. **Stormwater Operations & Maintenance (O&M)** – The property owner shall maintain the drainage system as detailed in the O&M plan. Annual O & M reports shall be delivered to the Town Engineer by January 15th of each year.
4. **Snow Storage** – Snow shall not be stored in the area of the sand filter or block pedestrian passage and shall be removed off site during snow events of 2" or greater. At any time if the landscaping, pedestrian walkways and/or parking lot are impacted by snow storage, snow shall be removed off-site as necessary.

Modifications/Revisions - Plan Changes after Approval by the Approving Authority:

Contemplated future changes to the plan approved hereby shall be presented to the Community Planning & Development Commission, the Zoning Enforcement Officer/Building Inspector, or other relevant Town Boards or staff prior to implementing proposed changes.

1. **Minor Modification:** Changes that do not substantially alter the concept of the approved Plan in terms of the qualities of the specific location, the proposed land use, the design of building form and approved building details and materials, site grading or egress points. Including but not limited to small changes in site layout,

topography, architectural plans, landscaping plan, traffic circulation, parking, lighting plan, signage, open space or other criteria set forth in Section 4.3.3.6. Requests for approval under a minor modification shall be reviewed and evaluated to determine if the proposed work qualifies for review through the Minor Site Plan Review process Section 4.3.3.11 of the Reading Zoning By-Laws. Request for Minor Modification approval shall be reviewed by the Town Planner who by administrative approval may grant approval for the Minor Modification. At the determination of the Town Planner, the applicant may be required to present the proposed modification at a public meeting of the CPDC.

2. Major Modification: Substantial additions, deletions or deviations from the approved plan include but are not limited to large changes in site layout, topography, architectural plans, landscaping plans traffic circulation, parking, lighting plan, signage, open space or other criteria set forth in Section 4.3.3.6. (Note: Approval of the major modification shall be grounds for reconsideration of the Site Plan application. Denial of proposed major modifications shall not invalidate the Site Plan in conformance with the previously approved Plan).

Signed as to the accuracy of the vote as reflected in the minutes:



Jean Delios
Assistant Town Manager, Community Services/Town Planner

7/16/14
Date

Cc: Applicant, Town Clerk, Building Inspector, Town Engineer, Conservation Administrator, Fire Department, planning files

5818

SMOLAK & VAUGHAN LLP
John Arena, Chair
Board of Selectmen

August 18, 2014

Exhibit C

Abutters List

SF 19

RECEIVED APR 15 2014
jmj

TOWN OF READING

REQUEST FOR CERTIFIED ABUTTERS LIST

SUBJECT PROPERTY:

ADDRESS: Lot 20: 8 Torre Street *Salem* Lot 21: 303 Lowell Street

Assessors' Map Number: 23 Lot Number: 20 & 21

APPLICANT/AGENT:

Name: Cumberland Farms, Inc. (Contact: Gregory Avenia, Garofalo & Associates, Inc.)

Address: 85 Corliss St, P.O. Box 6145, Providence RI 02940

Telephone: 401-273-⁶⁰⁰⁰3600 Email: gavenia@garofaloassociates.com

Board or Commission for which this request is made (check all that are applicable):

Zoning Board of Appeals:

- Variance
- Special Permit
- Appeal

Community Planning and Development Commission:

- Site Plan Review
- Special Permit
- Subdivision

Conservation Commission:

- Request for Determination
- Abbreviated Notice of Resource Area Delineation
- Notice of Intent

- West Street Historic District Commission
- Board of Health
- Other: _____

Applicant/Agent Signature: *[Signature]* Date: 4/14/14

The Assessors' office may require up to three weeks in order to process and approve this request.

Authorized Signature: *[Signature]* Date: 4/15/14
Department of Community Services

5 F20



**TOWN OF READING
16 LOWELL STREET
READING, MA 01867-2693**

**BOARD OF ASSESSORS
TEL.: 781-942-9027
FAX: 781-942-9037**

September 11, 2012

To whom it may concern;

In an effort to streamline our business practices and a desire to decrease turnaround time for taxpayers and other municipal departments, please be advised that effective this date, we the Board of Assessors for the Town of Reading hereby delegate to the Town Appraiser or Acting Town Appraiser of the assessing department signatory authority of all certified abutter's lists as compiled by the department.

Sincerely,

Reading Board of Assessors

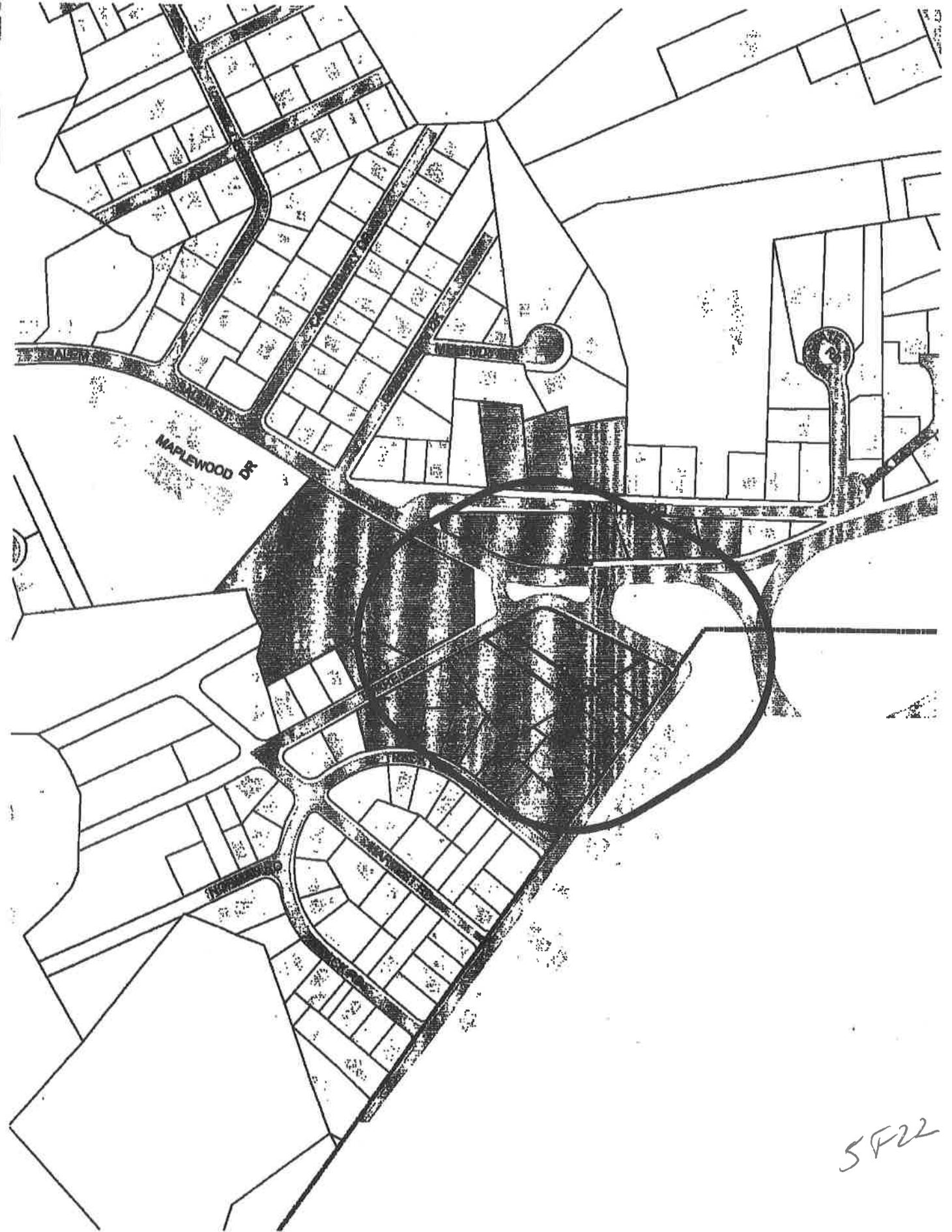
Fred McGraze, Chairman

Ralph Colorusso

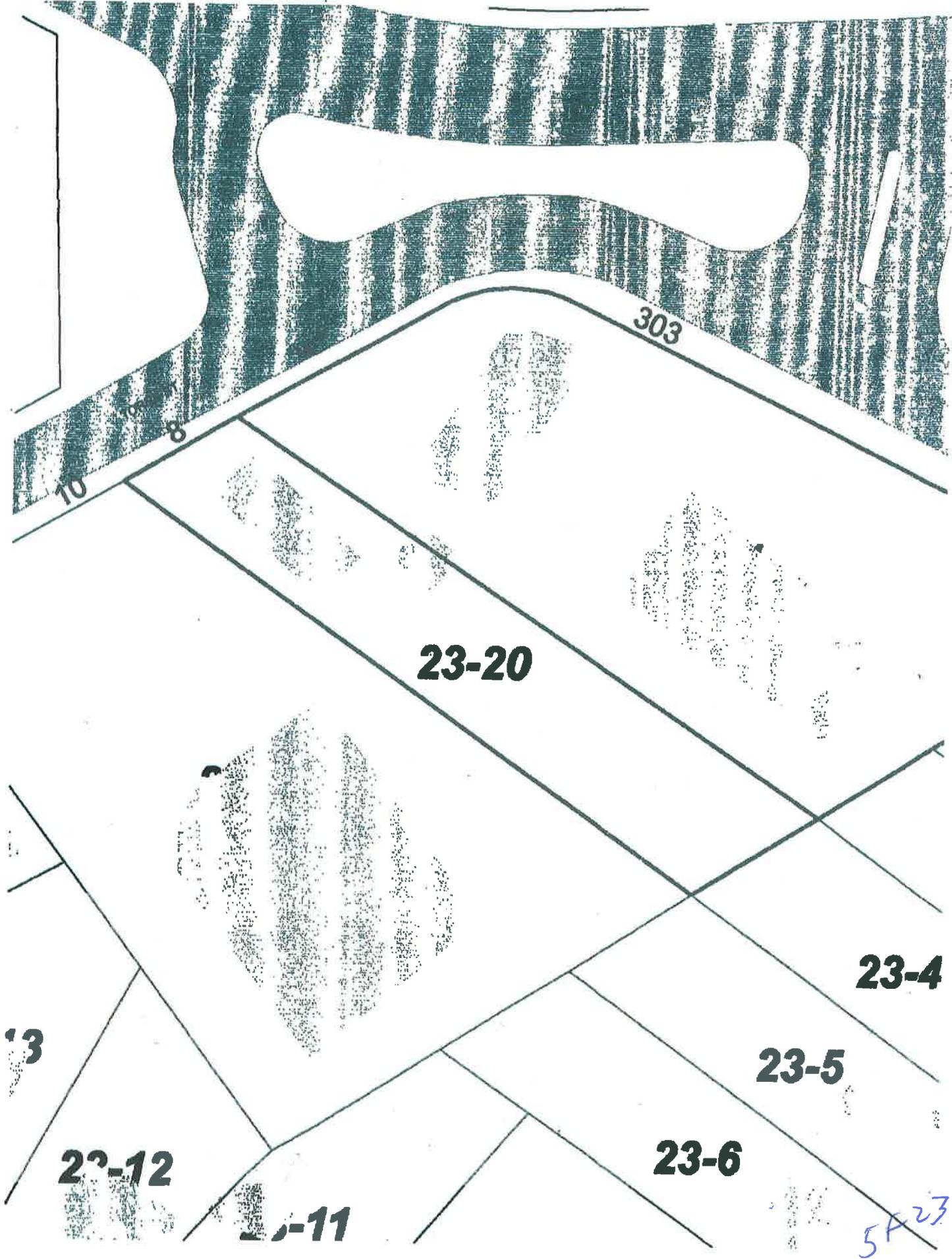
Robert Quinn, Jr.

VPS

5F21



5F22



10

8

303

23-20

23-4

23-5

23-6

23-12

23-11

5A23

TOWN OF READING
AUDITING LIST

STONINGHAM BOARD	STONINGHAM	STONINGHAM	STONINGHAM
WHARFIELD PLANNING BOARD	WHARFIELD	WHARFIELD	02180
LYNNFIELD PLANNING BOARD	LYNNFIELD	LYNNFIELD	01840
MASS DEPT OF HOUSING & COMM DEV.	BOZOK	BOZOK	02114
WILMINGTON PLANNING BOARD	WILMINGTON	WILMINGTON	01887
NORTH READING PLANNING BOARD	NORTH READING	NORTH READING	01884
WILMINGTON PLANNING BOARD	WILMINGTON	WILMINGTON	01801
METRO AREA PLANNING COUNCIL	BOSTON	BOSTON	02111
READING DEVELOPMENT CO II	READING	READING	02482
CLUNINGHAM FRANCIS P	READING	READING	01887
TOWN OF READING	READING	READING	01887
TURKISH LED F	READING	READING	01887
POOR JONATHAN DR	READING	READING	01887
XU HUI	POTOMAC	POTOMAC	20884
JULIAN CARROO	READING	READING	01887
BOLCHARD JUANNE F	READING	READING	01887
ROSE EDWARD	READING	READING	01887
TORRE STREET REALTY LLC	READING	READING	01887
HOLLAND PHILIP W	READING	READING	01887
TOWN OF READING	READING	READING	01887
MAROTTA NEI WARE SUCCESSOR TR	READING	READING	01887
WALSON CHRISTOPHER J	READING	READING	01887
WACCO KENNETH	READING	READING	01887
LAPLANTE BENJAMIN P	READING	READING	01887
DWYER JOHN J JR	READING	READING	01887
VACUETANO LUIS	READING	READING	01887
MCNEAGART JAMES T	READING	READING	01887
WONG CHUNG MOU	READING	READING	01887
DMICCOLL PATRICK A	READING	READING	01887
7 LINE RD	READING	READING	01887
DEBRA A MOUNDO	READING	READING	01887
CARVAL ROBERT G	READING	READING	01887
FRANCO LYDIA	READING	READING	01887
BOUCHER ALLAN D	READING	READING	01887
NOUVENTOMY	READING	READING	01887
278 SALIM ST	READING	READING	01887
8 TORRE ST	READING	READING	01887
26 TORRE ST	READING	READING	01887
28 TORRE ST	READING	READING	01887
20 TORRE ST	READING	READING	01887
21 TRACK RD	READING	READING	01887
19 TRACK RD	READING	READING	01887
18 TRACK RD	READING	READING	01887
30 BAY STATE RD	READING	READING	01887
19 TORRE ST	READING	READING	01887
13 TRACK RD	READING	READING	01887
8 TRACK RD	READING	READING	01887
286 SALIM ST	READING	READING	01887
24 BAY STATE RD	READING	READING	01887
21 LINE RD	READING	READING	01887
15 LINE RD	READING	READING	01887
11 LINE RD	READING	READING	01887
30 BAY STATE RD	READING	READING	01887
31 BAY STATE RD	READING	READING	01887
7 LINE RD	READING	READING	01887
9 LINE RD	READING	READING	01887
35 BAY STATE RD	READING	READING	01887
1 LINE RD	READING	READING	01887
41 BAY STATE RD	READING	READING	01887
43 BAY STATE RD	READING	READING	01887
35 CENTRAL ST	READING	READING	01887
1 LAFAYETTE STREET	READING	READING	01887
65 NUMBER STREET	READING	READING	01887
100 CAMBERG STREET, SUITE 300	READING	READING	01887
21 GLEN ROAD	READING	READING	01887
285 NORTH STREET	READING	READING	01887
10 CONNOR STREET	READING	READING	01887
60 TEMPLE PLACE	READING	READING	01887
246 OCEAN DR W	READING	READING	01887
28 TORRE ST	READING	READING	01887
18 LOWELL ST	READING	READING	01887
28 TORRE ST	READING	READING	01887
29 TORRE ST	READING	READING	01887
8888 WOODEN BRIDGE RD	READING	READING	01887
18 TRACK RD	READING	READING	01887
15 TRACK RD	READING	READING	01887
20 BAY STATE RD	READING	READING	01887
108 MAIN ST STE 8	READING	READING	01887
13 TRACK RD	READING	READING	01887
18 LOWELL ST	READING	READING	01887
3850 HYDRAIC VALLEY PKWY PERITOUSE	READING	READING	01887
34 BAY STATE RD	READING	READING	01887
27 LINE ROAD	READING	READING	01887
21 LINE RD	READING	READING	01887
16 LINE RD	READING	READING	01887
11 LINE RD	READING	READING	01887
30 BAY STATE RD	READING	READING	01887
31 BAY STATE ROAD	READING	READING	01887
7 LINE RD	READING	READING	01887
9 LINE RD	READING	READING	01887
1 LINE RD	READING	READING	01887
35 BAY STATE ROAD	READING	READING	01887
41 BAY STATE RD	READING	READING	01887
49 BAY STATE RD	READING	READING	01887
CO ARNA D. BLOD	READING	READING	01887
MAUREEN A CUMMINGS-HAM	READING	READING	01887
BARBARA TURKANE	READING	READING	01887
ANASTET MIA YEE	READING	READING	01887
WENTHAMI	READING	READING	01887
ROBERT A BOLDWARD	READING	READING	01887
JULIE CHARBEE	READING	READING	01887
KATHRYN L HOLLAND	READING	READING	01887
CID ANGELO MAROTTA	READING	READING	01887
LAURA F MELSON	READING	READING	01887
WOOD SILVA	READING	READING	01887
MELISSA E LAPLANTE	READING	READING	01887
DEBRA D ZUPPA	READING	READING	01887
ROSANNE CURRIS	READING	READING	01887
MCSTAGANT CAROLE J	READING	READING	01887
DMICCOLL JESSICA P	READING	READING	01887
ELLEN M CASVAL	READING	READING	01887
LAUREL A BOLDWER	READING	READING	01887

FOR READING BOARD OF ASSESSORS

 VICTOR P. SANTANELLO, APPRAISER

PATRICIA A. SULLIVAN, ASSISTANT APPRAISER

5F24

Abutters List

[print this list](#)

Date: April 23, 2014

Subject Property Address: 12 LINE RD Wakefield, MA

Subject Property ID: 01-013-F218

Search Distance: 150 Feet

Prop ID: 01-018-08A

Prop Location: LINE RD REAR Wakefield, MA

Owner: ONE MIDDLESEX COURT LLC

Co-Owner:

Prop ID: 01-015-F216

Prop Location: 16 LINE RD Wakefield, MA

Owner: ZAHLWAY JOHN M

Co-Owner:

Prop ID: 01-014-F217

Prop Location: 14 LINE RD Wakefield, MA

Owner: OTOOLE ROBERT J

Co-Owner:

Prop ID: 01-013-F218

Prop Location: 12 LINE RD Wakefield, MA

Owner: CARDOSO EDMUND P

Co-Owner:

Prop ID: 01-012-F219

Prop Location: 10 LINE RD Wakefield, MA

Owner: MORELLI STEPHEN E

Co-Owner: MACKINNON JENNIFER

5F25

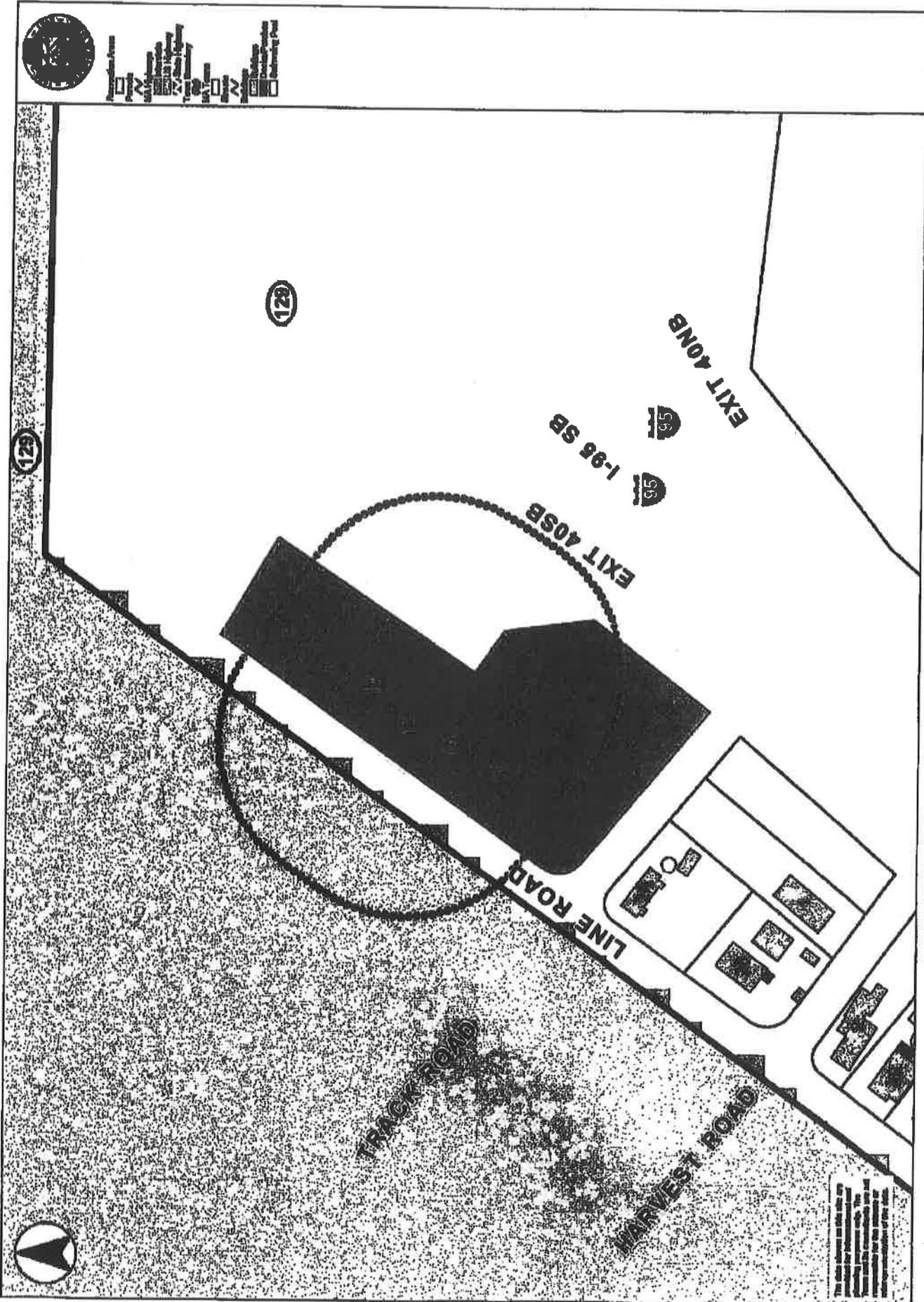
Prop ID: 01-011-F220
Prop Location: 8 LINE RD Wakefield, MA
Owner: MACKINNON, FREDERIC G
Co-Owner: KAREN A MACKINNON

Prop ID: 01-010-F221
Prop Location: 6 LINE RD Wakefield, MA
Owner: MURPHY, KATHLEEN
Co-Owner:

Prop ID: 01-016-F1371
Prop Location: 18-#1 LINE RD Wakefield, MA
Owner: SZETO KAM SHUN
Co-Owner: TSANG KA YEE

Prop ID: 01-016-F1372
Prop Location: 18-#2 LINE RD Wakefield, MA
Owner: LAM WAI SHAN FANNY
Co-Owner: WAN WAI KWONG

5F26



5F27

Abutters List Request
 303 Salem St Reading
 300 ft 4/20/2014

Requested by Grey Aerial
 of Garofalo & Associates, Inc
 85 Corliss St Providence RI
 401-273-6000

ParcelID	Location	Owner	Co-Owner	Mailing Address	City	State	Zip
01-010-F221	6 LINE RD	MURPHY, KATHLEEN		6 LINE RD	WAKEFIELD	MA	01880
01-011-F220	8 LINE RD	MACKINNON, FREDERIC G	KAREN A MACKINNON	8 LINE RD	WAKEFIELD	MA	01880
01-012-F219	10 LINE RD	MORELLI STEPHEN E	MACKINNON JENNIFER	10 LINE RD	WAKEFIELD	MA	01880
01-013-F218	12 LINE RD	CARDOSO EDMUND P		12 LINE RD	WAKEFIELD	MA	01880
01-014-F217	14 LINE RD	CALO EDWARD	CALO SHIRLEY	14 LINE RD	WAKEFIELD	MA	01880
01-015-F216	16 LINE RD	ZAHAWAY JOHN M		31 PINE RIDGE RD	READING	MA	01887
01-016-F1371	18 #1 LINE RD	SZETO KAM SHUN	TSANG KA YEE	18 LINE RD #1	WAKEFIELD	MA	01880
01-016-F1372	18 #2 LINE RD	LAM WAI SHAN FANNY	WAN WAI JONWONG	18 LINE RD	WAKEFIELD	MA	01880
01-018-08A	LINE RD REAR	ONE MIDDLESEX COURT LLC		49 MARIMON RD	MELROSE	MA	02176

End of Report

TOWN OF WAKEFIELD

 BOARD OF ASSESSORS

5F28

SMOLAK & VAUGHAN LLP
John Arena, Chair
Board of Selectmen

August 18, 2014

Exhibit D

Site and Landscaping Plans

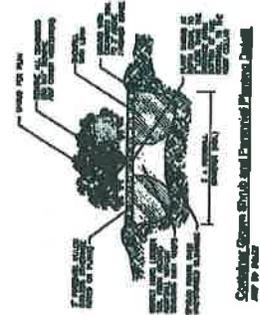
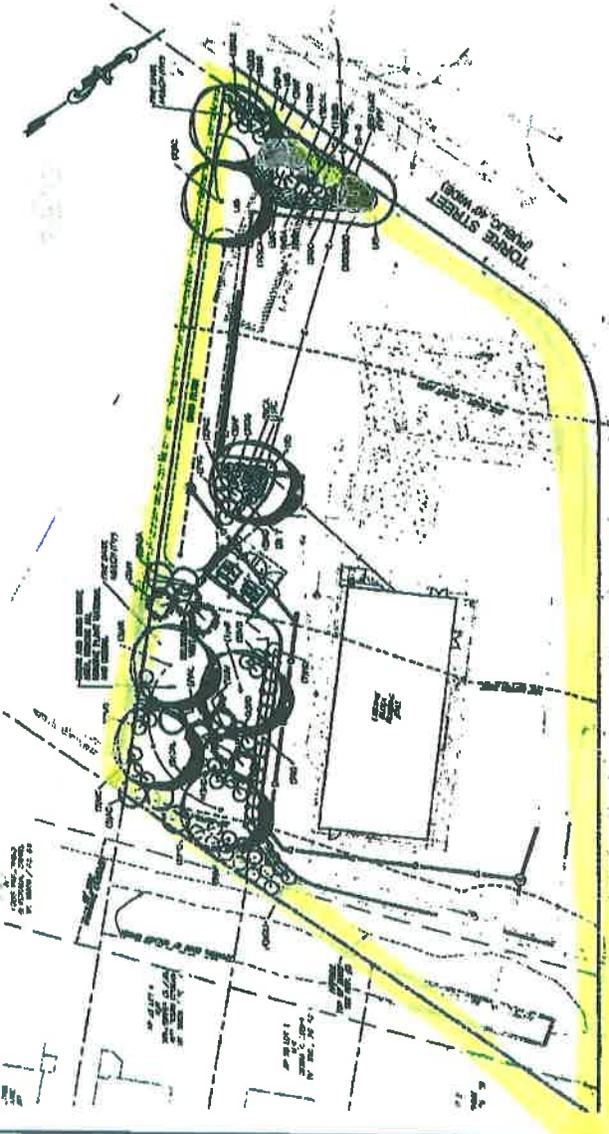
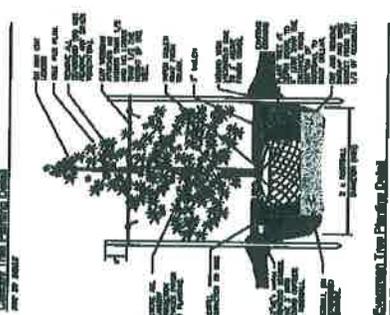
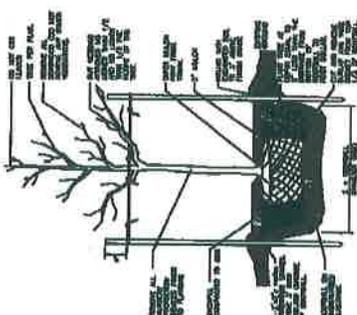
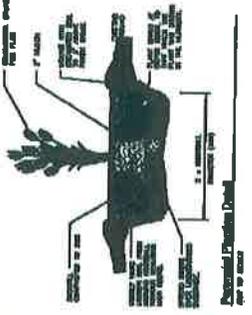
5F29

GENERAL LANDSCAPE NOTES

1. ALL PLANT MATERIALS SHALL BE OF THE HIGHEST QUALITY AVAILABLE AND SHALL BE SUPPLIED TO THE SITE BY THE CONTRACTOR. ALL PLANT MATERIALS SHALL BE DELIVERED TO THE SITE IN FULL BLOOM AND SHALL BE PROTECTED FROM DAMAGE DURING TRANSPORT AND STORAGE.
2. ALL PLANT MATERIALS, INCLUDING BUT NOT LIMITED TO TREES, SHRUBS, PERENNIALS, ANNUALS, AND GRASSES, SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING. ALL PLANT MATERIALS SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING. ALL PLANT MATERIALS SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING.
3. ALL PLANT MATERIALS SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING. ALL PLANT MATERIALS SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING.
4. ALL PLANT MATERIALS SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING. ALL PLANT MATERIALS SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING.
5. ALL PLANT MATERIALS SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING. ALL PLANT MATERIALS SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING.
6. ALL PLANT MATERIALS SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING. ALL PLANT MATERIALS SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING.
7. ALL PLANT MATERIALS SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING. ALL PLANT MATERIALS SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING.
8. ALL PLANT MATERIALS SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING. ALL PLANT MATERIALS SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING.
9. ALL PLANT MATERIALS SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING. ALL PLANT MATERIALS SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING.
10. ALL PLANT MATERIALS SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING. ALL PLANT MATERIALS SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING.
11. ALL PLANT MATERIALS SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING. ALL PLANT MATERIALS SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING.

LOAM AND SEEDING

1. LOAM SHALL BE OF THE HIGHEST QUALITY AVAILABLE AND SHALL BE SUPPLIED TO THE SITE BY THE CONTRACTOR. ALL LOAM SHALL BE DELIVERED TO THE SITE IN FULL BLOOM AND SHALL BE PROTECTED FROM DAMAGE DURING TRANSPORT AND STORAGE.
2. ALL LOAM SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING. ALL LOAM SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING.
3. ALL LOAM SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING. ALL LOAM SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING.
4. ALL LOAM SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING. ALL LOAM SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING.
5. ALL LOAM SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING. ALL LOAM SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING.
6. ALL LOAM SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING. ALL LOAM SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING.
7. ALL LOAM SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING. ALL LOAM SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING.
8. ALL LOAM SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING. ALL LOAM SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING.
9. ALL LOAM SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING. ALL LOAM SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING.
10. ALL LOAM SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING. ALL LOAM SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING.
11. ALL LOAM SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING. ALL LOAM SHALL BE PLANTED AT THE PROPER DEPTH AND SPACING.



PLANT LIST

NO.	PLANT NAME	SIZE	QUANTITY	REMARKS
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

REVISIONS

NO.	DATE	DESCRIPTION
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

**303 SALEM STREET
READING, MASSACHUSETTS**

LANDSCAPE PLAN

DATE: 10/15/10
SCALE: 1/8" = 1'-0"

PROJECT NO.: 10010
SHEET NO.: 10010-10

DESIGNED BY: [Name]
CHECKED BY: [Name]
APPROVED BY: [Name]

REVISIONS

NO.	DATE	DESCRIPTION
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

GROPIO

LANDSCAPE ARCHITECTS

10010 SALEM STREET
READING, MASSACHUSETTS 01867

PHONE: 978-271-1111
FAX: 978-271-1112
WWW.GROPIO.COM

DATE: 10/15/10
SCALE: 1/8" = 1'-0"

PROJECT NO.: 10010
SHEET NO.: 10010-10

DESIGNED BY: [Name]
CHECKED BY: [Name]
APPROVED BY: [Name]

SF31

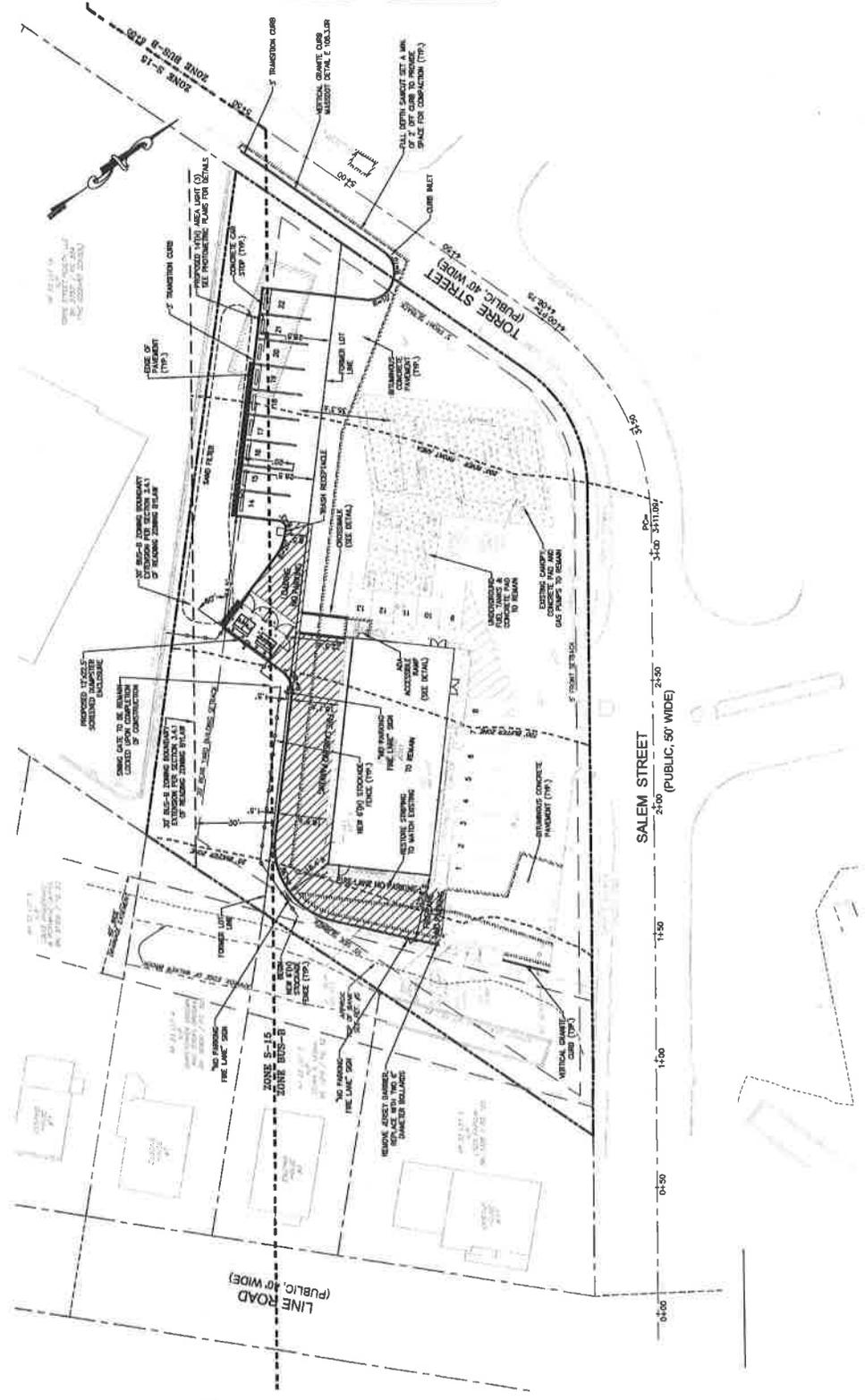
**TOWN OF READING
DEVELOPMENT SUMMARY
ASSESSORS MAP 21, LOT 21
ZONING RESIDENTIAL (S-15)
ZONING BUSINESS (B)**

DESCRIPTION	REQUIRED	EXISTING	PROPOSED
LOT AREA	16,000 S.F. (B-15) 14,400 S.F. (S-15)	16,000 S.F. (B-15) 14,400 S.F. (S-15)	44,400 S.F. (TOTAL)
LAND USE	BUSINESS-B	BUSINESS-B	USE 20 & 21 COMMERCE COMMERCE ZONE WITH FIRE PUMPS
MAX LOT COVER	30% (B-15) 30% (S-15)	30% (B-15) 30% (S-15)	60.3% (20% (S-15) 40.3% (B-15))
DIMENSIONAL REGULATIONS			
HEIGHT	35' (B-15) 35' (S-15)	35' (B-15) 35' (S-15)	25.00'
REAR YARD	5'	5' (S-15) 5' (B-15)	45.0'
REAR YARD	10'	10' (S-15) 10' (B-15)	30.0'
MAX BUILD HEIGHT	35'	35' (B-15) 35' (S-15)	22.5'

DESCRIPTION	REQUIRED	EXISTING
CONCRETE SIDE WALK PAVES WITH TIE PAVES (1.5' WIDE)	1.5' WIDE	PROPOSED SIDEWALK ACCESSIBLE TOTAL 4.22
LANDING	1.5' WIDE	1.5'

NOTES:

1. SIGN SHALL NOT BE STORED WITHIN THE SAND FILTER OR WITHIN ANY PARKING SPACES. ACCESS WAYS, FIRE LINES OR PROHIBITED BUFFER AREA. ALL SIGN SHALL BE STORED WITHIN THE PROHIBITED BUFFER AREA. SIGN SHALL BE STORED WITHIN THE PROPERTY AND MAINTAINED TO A DESIGNATED STORAGE AREA. SIGN SHALL BE MAINTAINED TO A DESIGNATED STORAGE AREA. SIGN SHALL BE MAINTAINED TO A DESIGNATED STORAGE AREA.
2. A PRECONSTRUCTION MEETING WITH THE TOWN ENGINEER, CONTRACTOR, READING POLICE DEPARTMENT, AND READING FIRE DEPARTMENT SHALL BE HELD PRIOR TO THE COMMENCEMENT OF CONSTRUCTION ACTIVITIES TO DETERMINE ACCESS AND SAFETY.
3. CONSTRUCTION AREAS SHALL BE PROTECTED FROM UNAUTHORIZED ACCESS BY PAINTED PICTURED FENCE THROUGHOUT CONSTRUCTION ACTIVITIES.



303 SALEM STREET READING, MASSACHUSETTS	
32,008 SQUARE FEET	0.73 ACRES
1/4 87	Store# 3377
Station# 852724	

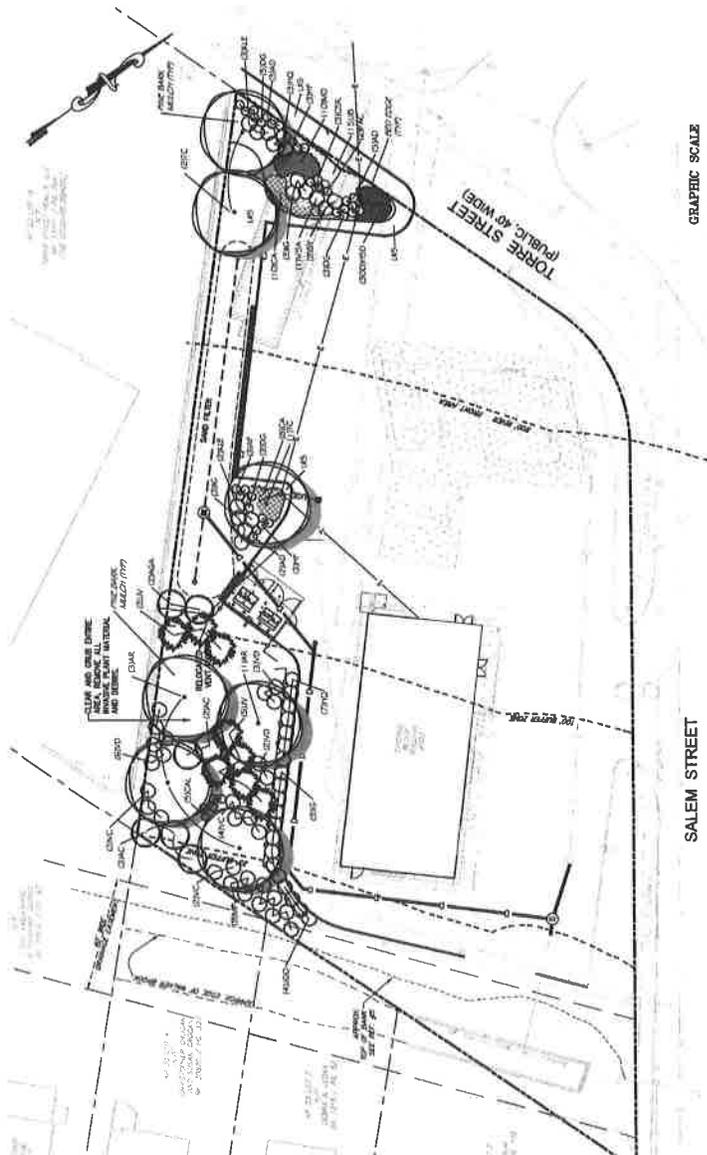
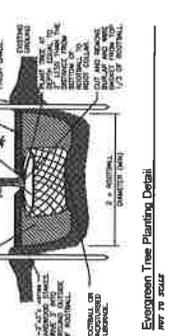
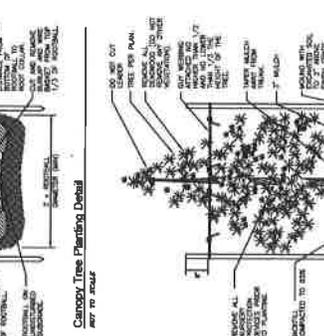
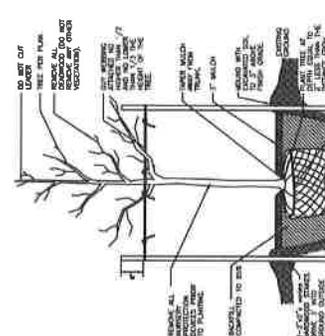
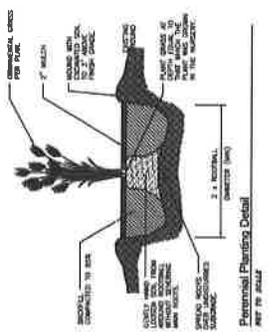


REVISIONS	
1	DATE: 11/17/2014
2	DATE: 11/17/2014
3	DATE: 11/17/2014
4	DATE: 11/17/2014

5532

GENERAL LANDSCAPE NOTES

1. ALL PLANT MATERIAL SHALL MEET THE AMERICAN STANDARD SPECIFICATIONS FOR NURSERY STOCK, LATEST EDITION, AND ITS AMENDMENTS. PLANT ONLY SHALL BE ACCEPTED WITHOUT PRIOR APPROVAL BY THE LANDSCAPE ARCHITECT.
2. ALL PLANT MATERIAL FURNISHED BY THE CONTRACTOR SHALL BE QUANTIFIED AND DELIVERED TO THE SITE IN A MANNER THAT WILL PROTECT THE MATERIAL FROM DAMAGE. THE CONTRACTOR SHALL EXTEND TO THE FRONT OF THE DOMINANT FLOOR, THE QUANTITIES SHALL EXTEND TO THE FRONT OF THE DOMINANT FLOOR. THE ONE-YEAR GUARANTEE PERIOD OF THE CONTRACTOR SHALL BE INSTALLED IN LINES, REARLY COVERED, FOLLOWING THE ONE-YEAR GUARANTEE PERIOD. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL PLANT MATERIAL FROM WEATHER DAMAGE. AT THE END OF THE GUARANTEE PERIOD, THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE RE-PLANTMENT OF ANY PLANT MATERIAL THAT HAS DIED OR IS UNFIT FOR SERVICE.
3. INSTALL ALL PLANT MATERIAL, AS SHOWN IN DETAILS.
4. STAKE ALL TREES AND SHRUBS AT THE CORNER OF EACH PLANT. THE CONTRACTOR IS RESPONSIBLE FOR KEEPING THE SITE CLEAR OF ALL OBSTRUCTIONS DURING THE PERIOD OF THE GUARANTEE PERIOD. ALL WORK SHALL BE ACCORDING TO THE CONSTRUCTION PLAN, UNLESS OTHERWISE INDICATED ON THE PLANS.
5. THE CONTRACTOR SHALL PERFORM ALL WORK IN ACCORDANCE WITH ALL LOCAL, STATE, AND FEDERAL REGULATIONS, AND SHALL OBTAIN ALL NECESSARY PERMITS FOR THE PROJECT.
6. ALL NOTES AND DIMENSIONS ARE IN FEET UNLESS OTHERWISE NOTED. THE CONTRACTOR SHALL VERIFY THE CONSTRUCTION OF ALL DIMENSIONS AND CONDITIONS AND SHALL BE RESPONSIBLE FOR ANY CORRECTIONS REQUIRED IN THE WORK WHICH ARE NOT REFLECTED IN THE PLANS.
7. PROTECTION OF EXISTING UTILITIES: MAXIMUM EFFORT SHOULD BE MADE TO PROTECT ALL EXISTING UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND SHALL BE RESPONSIBLE FOR ANY CORRECTIONS REQUIRED IN THE WORK WHICH ARE NOT REFLECTED IN THE PLANS.
8. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND SHALL BE RESPONSIBLE FOR ANY CORRECTIONS REQUIRED IN THE WORK WHICH ARE NOT REFLECTED IN THE PLANS.
9. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND SHALL BE RESPONSIBLE FOR ANY CORRECTIONS REQUIRED IN THE WORK WHICH ARE NOT REFLECTED IN THE PLANS.
10. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND SHALL BE RESPONSIBLE FOR ANY CORRECTIONS REQUIRED IN THE WORK WHICH ARE NOT REFLECTED IN THE PLANS.
11. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES AND SHALL BE RESPONSIBLE FOR ANY CORRECTIONS REQUIRED IN THE WORK WHICH ARE NOT REFLECTED IN THE PLANS.



PERCENT BY VALUE

GROUP	PERCENT BY VALUE
PERENNIALS	85
SHRUBS	10
TREES	5

PERCENT BY WEIGHT

GROUP	PERCENT BY WEIGHT
PERENNIALS	30
SHRUBS	30
TREES	40

APPLICATION RATE: 200 LBS / ACRE

PLANT LIST

NO.	PLANT NAME	QUANTITY	SIZE	PRICE	TOTAL
1	PERENNIALS	100	1.0'	1.00	100.00
2	SHRUBS	10	1.0'	10.00	100.00
3	TREES	5	1.0'	20.00	100.00

**303 SALEM STREET
READING, MASSACHUSETTS**

LANDSCAPE PLAN

32,008 SQUARE FEET
0.73 ACRES
V# 87
Sheet 3377
Station# 850224

REVISIONS

NO.	DATE	DESCRIPTION
1	04/27/20	ISSUE FOR PERMITS
2	05/14/20	REVISED PERMITS
3	06/10/20	REVISED PERMITS

Cumberland
LANDSCAPE ARCHITECTS, INC.
1000 WASHINGTON STREET
READING, MA 01867
TEL: 978-271-1111
WWW.CUMBERLANDLANDSCAPE.COM

GROMO
A NATIONAL ASSOCIATION OF GOLF COURSE MAINTENANCE CONTRACTORS
1000 WASHINGTON STREET
READING, MA 01867
TEL: 978-271-1111
WWW.GROMO.COM

DATE: 06/10/20
SCALE: 1"=20'

5F33

LeLacheur, Bob

From: Robbins, Richard
Sent: Tuesday, September 02, 2014 6:47 PM
To: LeLacheur, Bob
Cc: Segalla, Mark; Cormier, James
Subject: MODIFICATION TO BOS POLICY 3.2 LIQ LICENSES

Good evening, Bob. Under 3.2.7.4 –Agents of the Licensing Authority, only the Chief, Lts and Sgts are listed as agents of the Licensing Authority to ensure policies are being adhered to. The policy was implemented prior to the new Deputy Chief's position. So could you please mention this to the BOS requesting the Deputy Chief be listed as an agent for the Licensing Board? Txs in advance. dickRobbins

Lt. Richard W. Robbins
Executive Officer
Reading Police Department
15 Union Street
Reading, MA 01867
781.942.6757

When writing or responding, please remember that the Secretary of State's Office has determined that email is a public record. This communication may contain privileged or other confidential information. If you are not the intended recipient, or believe that you have received this communication in error, please do not print, copy, retransmit, disseminate or otherwise use the information. Also, please indicate to the sender that you have received this email in error, and delete the copy you received.

Please let us know how we are doing - fill out our brief customer service survey at <http://readingma-survey.virtuالتownhall.net/survey/sid/91b54a9276d612c7/>



Please consider the environment before printing this e-mail

The term "Offense" is defined as one violation of Massachusetts General Law, Chapter 138, and/or one violation of the Massachusetts Alcoholic Beverage Control Commission Rules and Regulations 204CMR, and/or Town of Reading local licensing regulations and any other law or regulation of the Town of Reading

Examples of criteria to invoke penalties are based on the following:

- Severity and type of offense
- Number of prior offenses

The penalties are only a guide. The Licensing Authority may use its discretion in determining whether the facts surrounding a violation warrant a penalty which is more lenient or severe than that suggested by the guidelines.

The penalties shall not be construed as to limit the Licensing Authority's ability to consider alternative dispositions or further conditions on a license, or even alternative penalties (e.g. rolling back of the licensee's operating hours, suspension of the licensee's Common Victualers license, and/or suspending the licensee's entertainment license.)

3.2.7.2 - Access to Premises by Police and Agents

It shall be the responsibility of the licensee to ensure that procedures are in place, by posting a doorman or otherwise, to allow Police and authorized agents of the licensing Authority immediate entrance into the premises at any time employees are on the premises. Any delay in providing such access shall be cause for action against the licensee.

3.2.7.3 - Posting of Notice

Whenever the Licensing Authority warns a licensee or suspends the license or licenses of any licensee, the Licensing Authority shall provide the licensee with a sign containing the words "Closed by order of the Licensing Authority for the Town of Reading," or "warning issued by the Licensing Authority of the Town of Reading" and stating the reason for the warning or suspension. This sign shall be attached by the licensee on the inside of a window in a location designated by the Licensing Authority which location shall be visible from the outside of the licensee's premises in a conspicuous place during the entire period of such warning or suspension.

3.2.7.4 - Agents of the Licensing Authority

The Licensing Authority hereby appoints the Chief of Police and the Police Department Lieutenants and Sergeants as agents of the Licensing Authority to insure that the policies of the Licensing Authority and the Massachusetts State Laws regarding Alcoholic Beverage Licensing are adhered to by all licensees

3.2.7.5 - Compliance Operations

The Licensing Authority shall from time to time review with the Police Chief guidelines for compliance operations by the Police Department.

The Licensing Authority hereby assigns the responsibility of conducting annual inspections of liquor license holders to the Town Manager. These inspections will serve the purpose of reviewing and checking compliance with the Licensing Authority's liquor policies.

Revised 2-10-09; Revised 9-22-09

add Deputy Chief in notation

562



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
Nancy Heffernan, Treasurer-Collector
Date: September 18, 2014
RE: September 23 agenda item - Borrowing plans

Tonight the Board will be asked to approve a BAN sale conducted by the Treasurer recently in order to roll over some previously issued debt for the West Street project.

Debt planning has been a challenge as the schedule for both the West Street project and Library Building project have been in flux. The Town has a good cash position and we are therefore able to borrow funds internally, subject to approval by the Board and a strict set of financial regulations, which gives us a great deal of flexibility to deal with such uncertainty. However internal borrowing may not be carried over between two fiscal years, so we did need to borrow the first \$1 million of a total \$1.3 million debt authorization towards the local share of the West Street project last June, with a maturity date this week as we expected to do permanent financing in late September.

Construction bids for the Library will be received on October 8th (subcontractors) and 20th (general contractor), at which point we will better understand the financial status of the project. Right now all signs are good, as the project as designed has a healthy contingency - but for competitive bidding purposes I'd rather not say any more at this time.

West Street bids are due to the state, and we hope to have our local share participating costs sometime be early December. Clearly roadway construction has been delayed until next spring (note that MWRA work begins shortly).

As such we have planned to issue \$18.05 million in permanent debt by early February 2015 as follows:

- \$13.25 million Library Project (10 years – excluded from Prop 2-1/2)
- \$3.5 million Water Main improvements* (10 years – Water Enterprise Fund)
- \$1.3 million West Street project (4 years – inside the tax levy)

** subject to September Town Meeting approval*

As a result of these plans, taxpayers will see little impact on their tax bills this year from the Library project – some nominal interest charges only. The other two projects will be easily contained within the tax levy and the water rates.

It generally takes about a month of prep work and disclosure before we issue debt, so please consider early January to be a deadline of sorts for any other funding requirements that might arise.

shl

Town of Reading, Massachusetts

\$1,000,000 General Obligation Bond Anticipation Notes



Sale Date: 9/9/2014
Dated Date: 9/26/2014
Delivery Date: 9/26/2014
Due Date: 2/6/2015
Days Per Year: 360
Day Count: 130
Bank Qualified: Yes
Rating: None

Bidder	Principal	Coupon Rate	Premium	Interest	Net Interest	NIC	Prorata Premium	Prorata Interest	Award	Reoffering Yield
Century Bank	\$1,000,000	1.25%	\$3,000.00	\$4,513.89	\$1,513.89	0.4192%	\$3,000.00	\$4,513.89	\$1,000,000	
TD Securities	\$1,000,000	1.50%	\$3,640.00	\$5,416.67	\$1,776.67	0.4920%				
Eastern Bank	\$1,000,000	1.50%	\$3,452.22	\$5,416.67	\$1,964.45	0.5440%				
Roosevelt & Cross	\$1,000,000	2.00%	\$3,630.00	\$7,222.22	\$3,592.22	0.9948%				
Award Totals			\$3,000.00	\$4,513.89	\$4,513.89		\$3,000.00	\$4,513.89	\$1,000,000	

Weighted Average Net Interest Cost: 0.4192%

572

MUNICIPAL PURPOSE LOAN

Town of Reading, Massachusetts

\$1,000,000 General Obligation Bond Anticipation Notes

Sale Date: 9/9/2014
 Dated Date: 9/26/2014
 Delivery Date: 9/26/2014
 Due Date: 2/6/2015
 Bank Qualification: Yes



Purpose	Vote Date(s)	Reference	Article Number	Amount Authorized	Previous Issues	Bonds, Grants, and/or Paydowns	Renewal This Issue	New This Issue	Total This Issue	Balance Unissued	Original Issue Date	Prorata Interest	Prorata Premium
Roadway/Pedestrian Improvements	11/12/2013	Ch. 44, s. 7(5) or 7(6)	8	\$1,000,000	\$1,000,000	\$0	\$1,000,000	\$0	\$1,000,000	\$0	6/19/2014	\$4,513.89	\$3,000.00
Totals				\$1,000,000	\$1,000,000	\$0	\$1,000,000	\$0	\$1,000,000	\$0		\$4,513.89	\$3,000.00

West Street Project

5h3

Certificate of Award

I, the Treasurer of the Town of Reading, Massachusetts, hereby award the \$1,000,000 General Obligation Bond Anticipation Notes dated September 26, 2014 (the "Notes") to the bidder or bidders submitting the bid or bids attached hereto in accordance with the terms set forth in the attached bid or bids and in the Notice of Sale dated August 27, 2014, relating to the Notes, subject to the approval of this award by the Board of Selectmen.

Date: September 9, 2014

Treasurer



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

For Reconsideration

FORM 43
MUST BE SIGNED BY LOCAL LICENSING AUTHORITY

101600019

ABCC License Number

Reading

City/Town

09/23/2014

Local Approval Date

TRANSACTION TYPE (Please check all relevant transactions):

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> New License | <input type="checkbox"/> New Officer/Director | <input type="checkbox"/> Pledge of License | <input checked="" type="checkbox"/> Change Corporate Name |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Pledge of Stock | <input type="checkbox"/> Seasonal to Annual |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Transfer of Stock | <input type="checkbox"/> Change of License Type |
| <input type="checkbox"/> Cordials/Liqueurs Permit | <input type="checkbox"/> Issuance of Stock | <input type="checkbox"/> New Stockholder | <input checked="" type="checkbox"/> Other <input type="text" value="Change of DBA"/> |
| <input type="checkbox"/> 6-Day to 7-Day License | <input type="checkbox"/> Management/Operating Agreement | <input type="checkbox"/> Wine & Malt to All Alcohol | |

Name of Licensee EIN of Licensee

D/B/A Manager

ADDRESS: CITY/TOWN: STATE: ZIP CODE:

Annual or Seasonal Category: (All Alcohol- Wine & Malt Wine, Malt & Cordials) Type: (Restaurant, Club, Package Store, General On Premises, Etc.)

Complete Description of Licensed Premises:

The Wine Shop & More is part of a strip mall in downtown Reading. The main sales floor is rectangular with wine shelving, liquor shelving, cheese counter and register counter. Behind the retail part of the store, there is a long hall used for storage, a bathroom, a kitchen and two additional storage rooms. Total square feet 2900.

Application Filed: Date & Time Advertised: Date & Attach Publication Abutters Notified: Yes No

Licensee Contact Person for Transaction Phone:

ADDRESS: CITY/TOWN: STATE: ZIP CODE:

Remarks:

The Local Licensing Authorities By: _____

Alcoholic Beverages Control Commission
 Ralph Sacramone
 Executive Director

ABCC Remarks: _____ 511

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE
LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: NO FEE

IF USED EPAY, CONFIRMATION NUMBER: N/A

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY): 101600019

LICENSEE NAME: Brooks Brew and Fine Wines, LLC

ADDRESS: 676 Main Street

CITY/TOWN: Reading STATE MA ZIP CODE 01867

TRANSACTION TYPE (Please check all relevant transactions):

- Change of Hours
- Change of DBA
- Charity Wine License

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396

512

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

2014 SEP 16 PM 4: 48

PETITION FOR CHANGE OF LICENSE

101600019

ABCC License Number

Reading

City/Town

The licensee Brooks Brew and Fine Wines, LLC respectfully petitions the Licensing Authorities to approve the following transactions:

- | | |
|---|--|
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Alteration of Premises |
| <input type="checkbox"/> Pledge of License/Stock | <input type="checkbox"/> Cordial & Liqueurs |
| <input type="checkbox"/> Change of Corporate Name | <input type="checkbox"/> Change of Location |
| <input checked="" type="checkbox"/> Change of DBA | <input type="checkbox"/> Change of License Type (\$12 ONLY, e.g. "club" to "restaurant") |

Change of Manager

Last-Approved Manager:

Requested New Manager:

Pledge of License /Stock

Loan Principal Amount: \$

Interest Rate:

Payment Term:

Lender:

Change of Corporate Name/DBA

Last-Approved Corporate Name/DBA:

The Wine Shop of Reading

Requested New Corporate Name/DBA:

The Wine Shop & more

Change of License Type

Last-Approved License Type:

Requested New License Type:

Alteration of Premises: (must fill out attached financial information form)

Description of Alteration:

Change of Location: (must fill out attached financial information form)

Last-Approved Location:

Requested New Location:

513

Signature of Licensee

Judd Brooks

(If a Corporation/LLC, by its authorized representative)

Date Signed

9/15/2014



The Commonwealth of Massachusetts
Secretary of the Commonwealth
State House, Boston, Massachusetts 02133

William Francis Galvin
Secretary of the
Commonwealth

Date: January 28, 2014

To Whom It May Concern :

I hereby certify that a certificate of organization of Limited Liability Company was filed
in this office by

BROOKS BREW AND FINE WINES, LLC

in accordance with the provisions of Massachusetts General Laws, Chapter 156C, on
January 27, 2014.

I further certify that said Limited Liability Company has not filed a Certificate of Cancellation;
that said Limited Liability Company has not been administratively dissolved; and that, so far as
appears of record, said Limited Liability Company has legal existence.



In testimony of which,
I have hereunto affixed the
Great Seal of the Commonwealth
on the date first above written.

William Francis Galvin

Secretary of the Commonwealth

Certificate Number: 14016005850

Verify this Certificate at: <http://corp.sec.state.ma.us/CorpWeb/Certificates/Verify.aspx>

Processed by: tad

514

Brooks Brew and Fine Wines

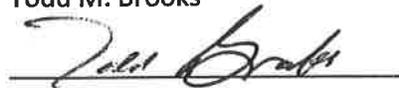
Special Meeting

September 12, 2014

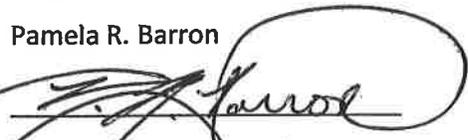
A special meeting was held by the owner and subsequent managers of Brooks Brew and Fine Wines on September 12, 2014. A motion was made to change the Doing-Business-As name (DBA) of "The Wine Shop of Reading" to "The Wine Shop & more". The motion was seconded and unanimously passed.

Those present:

Todd M. Brooks

A handwritten signature in cursive script, appearing to read "Todd Brooks", written over a horizontal line.

Pamela R. Barron

A handwritten signature in cursive script, appearing to read "P. Barron", written over a horizontal line.

Linda J. Carbett

A handwritten signature in cursive script, appearing to read "Linda J. Carbett", written over a horizontal line.

515

Change of DBA Checklist

This application will be returned if the following documentation is not submitted:

- Petition for Change of License
- Business Certificate
- Vote of Corporate Board or LLC

Note: No fee is required for this transaction as ABCC approval is not necessary

516

FY2015 Town Manager's Goals and Action Plan
Town of Reading, MA
DRAFT version September 2014

Reading 2020 Working Groups

R1 Community Partners:

Dan Ensminger (BOS)

Jean Delios (Assistant Town Manager)

Kevin Sexton (BOS)

Bob LeLacheur (Town Manager) Goal #23

Explore creative public/private ventures

- Goal #15 Consider Future Regionalization efforts
- Goal #14 Review Current Regionalization efforts

R2 Services & Performance Measurement:

Marsie West (BOS)

Greg Burns (Fire Chief)

Sharon Angstrom (Town Accountant)

Jim Cormier (Police Chief)

- Goal #18 Review RCASA model
- Goal #17 Review Public Health division
- Goal #19 Review Emergency Management Planning
- Goal #9 Create Inventory of Services
- Goal #10 Suggest ways to gather data and measure Services provided
- Goal #12 Library Services

R3 Communication:

Dan Ensminger (BOS)

Jim Cormier (Police Chief)

Kevin Sexton (BOS)

Ruth Urell (Library Director)

Jeff Zager (Public Works Director)

- Goal #3 Communication – Volunteer Boards/Committees/Commissions
- Goal #31 West Street Project
- Goal #11 Provide easy to use community feedback methods
- Goal #22 Examine role of Volunteer Boards in Community Development
- Goal #34 Review current bill printing and mailing policy.

551

FY2015 Town Manager's Goals and Action Plan
Town of Reading, MA
DRAFT version September 2014

Reading 2020 Working Groups

R4 Strategic Planning:

John Arena (BOS)

Jean Delios (Assistant Town Manager)

John Halsey (BOS)

Bob LeLacheur (Town Manager)

Real Estate Projects (MAPC will assist)

- Goal #26 Review use of Industrial Zone properties, including the current DPW site
- Goal #28 Review Recreation Facilities
- Goal #29 Review Public Works Facilities

Community Planning

- Goal #27 Implement high priority parking and alternative transportation recommendations for Parking, Traffic, and Transportation improvement
- Goal #25 Continue to strive for 10% Affordable Housing
- Goal #21 Implement Complete Streets Policy as opportunities arise
- Goal #20 Implement and Encourage Bicycle and Pedestrian Plan

Policy

- Goal #7 Comprehensive Update of the Zoning Bylaw
- Goal #32 Permanent Building Committee
- Goal #8 Review Other Town Bylaws
- Goal #24 Explore and recommend path forward on Community Preservation Act

Infrastructure

- Goal #13 Conduct Technology Master Planning

552

FY2015 Town Manager's Goals and Action Plan
Town of Reading, MA
DRAFT version September 2014

Note that three additional resources were used to help draft these Goals:

'Reading 2020' working groups

July 2014 Financial Forum

Economic Development Self-Assessment Tool

I. 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).



	Timing	Importance
#1	2.0 (FY15)	2.3
#2	2.1 (FY15)	2.0
#3	1.5 (now)	1.5

1. Implement final phase of Town Manager's reorganization plan

- a. Hire Administrative Services Department Head
- b. Hire Business Analyst
- c. Consider shared Communications position with School department

2. Human Resources Planning

- a. Finalize Non-Union Pay & Classification Study for November, 2014 implementation
- b. Transition for new Human Resources Administrator
- c. Identify Professional Development Needs (e.g., technology training)
- d. Recodification/Review of Personnel Policies

3. Communication – Volunteer Boards/Committees/Commissions

- a. Conduct a multi-BCC Summit meeting to discuss Reading 2020

553

FY2015 Town Manager's Goals and Action Plan
Town of Reading, MA
DRAFT version September 2014

II. 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.

	Timing	Importance
#4	2.5 (FY15)	2.3
#5	2.3 (FY15)	2.3
#6	3.0 (2-3 yrs)	2.3
#7	1.5 (now)	1.3
#8	1.8 (FY15)	1.7

4. **Review Board of Selectmen Policies**
5. **Organize and Review Town Manager Policies**
6. **Recodification of Town Charter (January '15 Town Meeting)**
 - a. Implementation of the work by the Town Charter Committee
 - b. Other changes suggested by the Selectmen & staff
7. **Comprehensive Update of the Zoning Bylaw (Sept & Nov '14 Town Meeting)**
 - a. Implementation of the recommendations of the Zoning Advisory Committee
8. **Review Other Town Bylaws**
 - a. Conservation
 - b. Health
 - c. Other

554

FY2015 Town Manager's Goals and Action Plan
Town of Reading, MA
DRAFT version September 2014

III. 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.

	Timing	Importance
#9	2.0 (FY15)	1.9
#10	2.3 (FY15)	2.0
#11	2.0 (FY15)	1.8
#12	2.3 (FY15)	2.3

9. Create Inventory of Services

- a. Provided by Town government
- b. Provided by private sector (for overlap services)
- c. Provided by non-profit sector (for overlap services)

10. Suggest ways to gather data and measure Services provided

11. Provide easy to use community feedback methods

12. Library Services

- a. Optimize use of temporary space during building project
- b. Supplement with community outreach of some library services
- c. Master Plan staffing to shift towards new service delivery methods and away from old ones

555

FY2015 Town Manager's Goals and Action Plan
Town of Reading, MA
DRAFT version September 2014

IV. Operations

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



	Timing	Importance
#13	2.3 (FY15)	2.0
#14	2.3 (FY15)	2.0
#15	2.5 (2-3 yrs)	1.5
#16	1.9 (FY15)	1.4

13. Conduct Technology Master Planning

- a. Plan for a five year horizon
- b. Financial systems review
- c. Permits & Licensing Review
- d. Records Management Review
- e. GIS systems Review
- f. Regionalization opportunities
- g. Emergency Management planning
- h. Disaster Recovery planning

14. Review Current Regionalization efforts

- a. Assessors
- b. Housing Services Coordinator
- c. Public Health

15. Consider Future Regionalization efforts

- a. Veterans
- b. Animal Control
- c. Public Works/Enterprise Funds
- d. Other

16. Review Newly Centralized Procurement

- a. Identify process improvements for acquisition and disposition
- b. Ensure public transparency
- c. Ensure optimal long-term financial status

556

FY2015 Town Manager's Goals and Action Plan
Town of Reading, MA
DRAFT version September 2014

V. Public Safety and Health



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

	Timing	Importance
#17	2.0 (FY15)	1.5
#18	1.8 (FY15)	1.5
#19	2.3 (FY15)	1.5
#20	3.0 (2-3 yrs)	3.0

17. Review Public Health division

- a. Review recommendations from the Board of Health on Staffing needs
- b. Create Master Plan to accomplish optimal staffing

18. Review RCASA model

- a. What additional resources are available?
- b. What additional resources would be beneficial?
- c. Examine coordination with School & Police department efforts
- d. How can results be measured & reported?

19. Review Emergency Management Planning

- a. What additional resources are available?
- b. What additional resources would be beneficial?
- c. Examine coordination with area community efforts
- d. Review related staffing needs (especially for the Fire department)

20. Implement and Encourage Bicycle and Pedestrian Plan

557

FY2015 Town Manager's Goals and Action Plan
Town of Reading, MA
DRAFT version September 2014

VI. 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.



	Timing	Importance
#21	3.0 (2-3 yrs)	2.5
#22	2.3 (FY15)	1.8
#23	1.8 (FY15)	1.5
#24	3.0 (2-3 yrs)	2.5
#25	2.8 (2-3 yrs)	1.8
#26	1.5 (now)	1.0
#27	1.8 (FY15)	1.5

21. **Implement Complete Streets Policy as opportunities arise**
22. **Examine role of Volunteer Boards in Community Development**
23. **Explore creative public/private ventures**
24. **Explore and recommend path forward on Community Preservation Act**
25. **Continue to strive for 10% Affordable Housing**
 - a. Housing Production Plan; Trust Fund; CPA; Large/Medium scale development opportunities
26. **Review use of Industrial Zone properties, including the current DPW site**
 - a. Inventory current uses
 - b. Survey private owners for future plans
 - c. Create area Master Plan
27. **Implement high priority parking and alternative transportation recommendations for Parking, Traffic, and Transportation improvements**
 - a. Downtown Parking
 - b. Vine Street lot
 - c. Other

558

FY2015 Town Manager's Goals and Action Plan
Town of Reading, MA
DRAFT version September 2014

VII. Facilities and Infrastructure 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.

	Timing	Importance
#28	2.1 (FY15)	1.4
#29	1.6 (FY15)	1.4
#30	1.3 (now)	1.5
#31	1.5 (now)	1.3
#32	1.3 (now)	1.0

28. Review Recreation Facilities

- a. Examine current capacity; Project future demands
- b. Explore space options; Explore Resource sharing options
- c. Birch Meadow Master Planning

29. Review Public Works Facilities

- a. Examine current capacity; Project future demands
- b. Explore space options; Explore Resource sharing options
- c. Enterprise Fund regionalization

30. Library Building Project

- a. Transparency – neighborhood impacts; budget/financial
- b. Temporary Space

31. West Street Project

- a. Public Communication & Public Safety

32. Permanent Building Committee

559

FY2015 Town Manager's Goals and Action Plan
Town of Reading, MA
DRAFT version September 2014

VIII. 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.

	Timing	Importance
#33	2.5 (FY15)	2.3
#34	2.8 (2-3 yrs)	2.5
#35	2.8 (2-3 yrs)	2.5
#36	2.5 (FY15)	2.0

33. Long-term liability planning

- a. Pension Fund
- b. OPEB
- c. Health Insurance

34. Review current bill printing and mailing policy.

- a. Determine if customers and saving on postage
- b. Investigate electronic option
- c. present options to the BOS

35. Review Town-wide fee structure

- a. Suggest any changes
- b. Establish periodic review process
- c. Distinguish local control versus state or federal law
- d. Late fees/penalties/interest

36. Develop a Fund Balance policy in accordance with GASB 54.

5510

RANKINGS	Arena		Ensminger		Halsey		Sexton		West	Who?
	T	I	I	T	I	T	I	T		
Timing: 1=urgent; 2=FY15; 3=2/3yrs; 4=no hurry Important: 1=very imp.; 2=medium; 3=low; 4=ignore	T	I	I	T	I	T	I	T	I	I
1. Implement final phase of Town Manager's reorganization plan	2.0	2.3	2	2	2	2	2	2	3	Bob
a. Hire Administrative Services Department Head ^{G1,G2}			2			2	2	2	2	
b. Hire Business Analyst ^{G1}			2			2	2	3	1	
c. Consider shared Communications position with School department			2	3			2	2	1	
2. Human Resources Planning	2.1	2.0	1	2	2.5	2	2	3	2	Bob
a. Finalize Non-Union Pay & Classification Study for November, 2014 implementation			1	2	2	1				
b. Transition for new Human Resources Administrator			1	2	2	1	2	2		
c. Identify Professional Development Needs (e.g., technology training)			3	2	3	1	3	2	1	
d. Recodification/Review of Personnel Policies			1	3	3	1	3	2	1	
3. Communication - Volunteer Boards/Committees/Commissions	1.5	1.5	1	2	2	1	2	2	1	R3
4. Review Board of Selectmen Policies	2.5	2.3	2	3	3	2	3	2	2	Bob
5. Organize and Review Town Manager Policies	2.3	2.3	2	3	3	2	2	2	2	Bob
6. Recodification of Town Charter (January '15 Town Meeting)	3.0	2.3	3	1	4	4	3	2	2	N/A
7. Comprehensive Update of the Zoning Bylaw (Sept & Nov '14 Town Meeting)	1.5	1.3	2	1	1	1	2	2	1	R4
8. Review Other Town Bylaws	1.8	1.7			2.5	2	2	2	1	R4
Conservation					2	2	3	3	1	
Health					3	2	2	2	1	
9. Create Inventory of Services	2.0	1.9	2	2	2	2.5	2	2	1	R2
a. Provided by Town government			1	2			2	2	2	
b. Provided by private sector (for overlap services)			2	2			2	2	2	
c. Provided by non-profit sector (for overlap services)			2	1			2	2	2	
10. Suggest ways to gather data and measure Services provided	2.3	2.0	2	2	3	2	2	2	2	R2
11. Provide easy to use community feedback methods	2.0	1.8	2	2	2	2	2	2	1	R3

5511

9/23/2014 FY 2014 TOWN MANAGER EVALUATION - Robert LeLacheur		RATINGS: 1-DID NOT MEET GOAL; 2-ACCEPTABLE PROGRESS TOWARD GOAL; 3-MET GOAL; 4-EXCEEDED GOAL	
OBJECTIVES DURING EVALUATION PERIOD			
MAJOR AREA	GOAL / OBJECTIVE	RATING	COMMENTS
Administration	1. 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.		
Administration	2. 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.		
Administration	3. Create lists of routine tasks all Town departments/divisions do each year. Design specific quantitative measurements to evaluate these tasks on either a quarterly or monthly basis. Devise implementation plan for these measurements.		
Administration	4. Conduct a Retreat with the Selectmen (BOS) and Town Department Heads.		
Administration	5. 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.		
Administration	6. 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.		
Regulation & Policy Development	7. 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.		
Regulation & Policy Development	8. Complete the review and re-write of the Traffic Rules and Regulations.		
Regulation & Policy Development	9. Determine if Zoning changes are needed for the optimal use of the Oakland Road property.		
Services	10. 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.		
Services	11. 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.		
Services	12. 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.		
Operations	13. Fully implement permits and licensing system, including customer self-service.		
Operations	14. Expand the Records Management efforts including providing records to the public via the web site.		
Operations	15. Expand regional services as appropriate (Assessors, Housing Services Coordinator, Recreation).		
Operations	16. Finalize Veteran's District through regional arrangement or other method satisfactory to the state that maintains current high levels of services to our Veterans.		

541

9/23/2014 FY 2014 TOWN MANAGER EVALUATION - Robert LeLacheur		RATINGS: 1-DID NOT MEET GOAL; 2-ACCEPTABLE PROGRESS TOWARD GOAL; 3-MET GOAL; 4-EXCEEDED GOAL	
ACTIVES DURING EVALUATION PERIOD		EVALUATOR: John Arena	
MAJOR AREA	GOAL / OBJECTIVE	RATING	COMMENTS
Health and Safety	17. 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.		
Community Development	18. 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.		
Community Development	19. 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.		
Community Development	20. Implement high-priority parking and alternative transportation recommendations for Parking, Traffic, and Transportation improvements.		
Community Development	21. Develop inventory of properties falling under the new Property Maintenance Bylaw, and begin actions to bring them into compliance.		
Community Development	22. Implement new gateway signage -South Main Street (paid for by Reading Woods mitigation).		
Community Development	23. 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 Meadow Drive.		
Infrastructure and Capital Projects	24. 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.		
Infrastructure and Capital Projects	25(a) Implement Library building project.		
Infrastructure and Capital Projects	25(b). Determine impact of Library and other building projects on support levels from Town Facilities department.		
Infrastructure and Capital Projects	25(c). Public Works building(s): Reconsider Cemetery garage plan, DPW site work including improved vehicle maintenance layout, operational improvements, and aesthetics enhancements.		
Infrastructure and Capital Projects	26. Begin implementation of the first phase of the Water Distribution Master Plan.		
Infrastructure and Capital Projects	27. 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.		
Finance	28. 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.		
Finance	29. 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.		
Finance	30. 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.		
Finance	31. Develop a Fund Balance policy in accordance with GASB.54.		



Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2014-09-02

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, John Halsey and Kevin Sexton

Members - Not Present:

Others Present:

Town Manager Bob LeLacheur, Police Chief James Cormier, Office Manager Paula Schena, Stephen Crook, Marcel Dubois, Carol McFadden, Mary Ellen O'Neill, Gina Snyder, Attorney Chris Coleman, Kalpesh Patel, Officer Amendola, Officer Bullis

Minutes Respectfully Submitted By: Secretary Daniel Ensminger

Topics of Discussion:

Reports and Comments

Selectmen's Liaison Reports and Comments – John Arena noted that he serves as a rep on the Reading Municipal Schools Naming Committee and the group has met and determined the current policy is inaccurate as far as scoring a candidate. They have created a template for scoring not only for naming but also for the Municipal Hall of Fame.

Daniel Ensminger noted he will send out a revised Town Manager evaluation form to the Board this week.

John Halsey noted that he received requests to name Town properties i.e. fields. The Board of Selectmen doesn't have a policy for naming ground purposes and he suggests an ad hoc committee be developed to create a policy for naming. He would volunteer for this because he served on the Reading Athletic Hall of Fame committee and they had a form they used that would be helpful. He also noted that the Recreation Department did a site visit of the grass field behind turf 2 and there is a proposal for one more pole for lighting. There is a demand for this and it would create two small fields. Mr. Halsey also noted that the Reading Coalition Against Substance Abuse is concerned about the health and wellness program being cut and they have asked Superintendent Doherty for more information on this. The RCASA also had concerns about the proposed medical marijuana bylaw.

Public Comment – Carl McFadden, 33 Wakefield Street, noted that the Saturday night program has 600 kids and they need all of the field space. The Light Department wants to put another light pole to light up another field but that will be a three week wait. John Feudo is renting lighting for the Saturday night program. John Halsey noted that they are not seeking additional funds, this is a completion of the Army Corp of Engineers project. The Town Manager noted that in the spirit of the scope of the project, if this impacted the

neighborhood he would have scheduled a hearing, but it doesn't. Daniel Ensminger asked if the lights will be directed to avoid light leakage and Carl McFadden indicated they will.

Bill Brown, 28 Martin Road, noted that there was an article about the completion of the rock climbing wall at the Birch Meadow School but it is not complete because it is not ADA accessible. He was told that they ran out of money. The Town Manager noted there was no reason we should have run out of money and he indicated he will check into this.

Town Manager's Report – The Town Manager noted that he attended the grand opening of the Hitching Post and there were a lot of customers. He also noted that the next Selectmen's meeting on September 23rd will begin with Executive Session at 6:00 p.m.

Discussion/Action Items

Reading Garden Club Adopt an Island Awards – Jane Fiore noted that the Garden Club has cared for 100 sites around town since 1995. She noted that the sites were evaluated by judges. She announced the categories and winners and the awards were presented.

Hearing – Public Tree Removal at 640/660 Main Street – The Secretary read the hearing notice. The Town Manager noted the trees are to the right of CVS in an elevated island. There are three trees and there have been requests to put benches in that area. His proposal is to remove the middle tree and put in benches. He received a couple of emails from people opposed and some in favor.

Peter Simms, owner of Simms Jewelers noted that he served as Chairman of the Downtown Steering Committee for 18 years. They were aware of the trees, but things got mixed up at the State level. The Town wanted taller trees and just two of them, but the State put in three wrong trees. They block his and neighboring store frontage. He is in favor of the proposal to remove the tree and put in seating.

Mary Ellen O'Neill noted that the tree cannot be transplanted. She suggested trimming the trees back and then they will grow taller. She noted that one of the trees is not doing well and also commented that the town is not funding trees.

Tree Warden Bob Keating noted that the Zelcova survive well and also get very large. He has pruned them and they are a thick and aggressive tree. They will have a 50 foot spread and height and are too large of a species for that location. They are already touching other trees and are planted too close together. He noted that taking out that tree will not harm the others. The trees have done well because they are planted in an island and the fire department is hooking up water at that location.

The Town Manager noted that the designer of the island Brian Stowell has interest in change. He also noted that the Town has a master plan to tie in the whole downtown and this is the beginning stage. The Town Manager showed two alternate plans for that island and noted that there is \$7800 available for downtown issues.

Marilyn Simons, from Pine Ridge Road and a member of the Arbor Day Association noted that she was surprised that the island was being taken apart but didn't know the designer was involved. She is in favor of keeping the tree.

Gina Snyder indicated she is in favor of the tree and would like to see mitigation such as three for one and also suggests using porous pavers.

Daniel Ensminger noted he came in opposed but the Tree Warden made some good points and he hopes that Gina's comments about porous pavers is taken into consideration.

6a2

John Halsey noted that the downtown renovation was for sustenance of businesses. He is in favor of replacing three for one and feels the porous pavers is a good idea.

Kevin Sexton asked if the three to one planting will be something appropriate and Bob Keating indicated that in the past a lot of planning didn't look to the future so he is now involved in early stages of planning to indicate what types of plantings are best.

A motion by Ensminger seconded by West to close the hearing on removal of a tree at 640/660 Main Street was approved by a vote of 5-0-0.

A motion by Ensminger seconded by Sexton to approve the removal of one six inch diameter Zelcova tree located in front of 640/660 Main Street was approved by a vote of 5-0-0.

Human Relations Advisory Committee – Human Relations Advisory Committee members Camille Anthony, Jacalyn Wallace, Mark Segalla, Linda Dockser, Christine Hansen and Lori Hodin were present.

Camille Anthony noted the Committee became aware of an incident that happened in July.

Christine Hansen indicated there were a series of incidents with offensive graffiti. Some were reported to the Police and the Town was somewhat successful in removing the graffiti.

Camille Anthony noted that she wasn't sure if this was a role of the Human Relations Advisory Committee so they redirected her to the Police.

John Arena asked where the graffiti was and it was noted in the downtown area. John Arena asked if we have a general graffiti problem and Deputy Chief Mark Segalla indicated we do not.

Linda Dockser asked the Board to clarify how the Committee can respond and be proactive and reactive. They have drafted a press release and weren't sure if they should bring it to the Selectmen for approval first or if they can respond on their own.

The Town Manager noted that a hate crime is a legal issue. Deputy Chief Segalla noted that in order for it to be a crime it has to be directed towards a specific person.

John Halsey noted that when you give symbols of hate air time you give hate air time. He doesn't want to fuel the fire. He feels directing people to the Police is a really good idea and he suggested being careful of specifics. Camille Anthony asked if they should take the specific incident out of the press release and John Halsey responded yes.

Marsie West noted that Deputy Chief Segalla noted that a hate crime has to be directed at a specific person, but it wasn't so don't say that in the press release. She suggested letting the public know they can go to the Human Relations Advisory Committee.

John Arena noted this sounds like a single event. He wouldn't dismiss it but he would speak more on being neighborly.

Linda Dockser noted that there are people who don't feel safe anymore and there are other communities informing the public. John Halsey reiterated not to be specific about the incident because it will give them an easel. He noted that repainting wears them down.

Linda Dockser noted that this incident has taken too long to respond and she asked what the process is. The Town Manager noted that he heard about it in July. He attended the next Human Relations Advisory Committee meeting and then the next Selectmen meeting

which is tonight. Camille Anthony asked if they should go through the Police Department and the Town Manager indicated they should go through their Police liaison and there is no need to come before the Selectmen each time.

Kevin Sexton suggested that they highlight text a tip in the press release.

Camille Anthony noted that the Human Relations Advisory Committee mission was written years ago and is not the same that they are using now. She will get that to the Board. Jacalyn Wallace noted the mission statement is in the press release.

Camille Anthony made an announcement that Reverend Janet Smith Rushton at the Old South Church is conducting a stand for peace crusade on Sunday. She will be collecting shoes from noon to 4:00 p.m. and display them as a representation of solidarity.

Hearing – Liquor Violation – Ricky’s Liquor – The Secretary read the hearing notice. Police Chief James Cormier, Lt. Detective Richard Abate, Patrol Officer Christina Amendola and Laura Bullis, Attorney Chris Coleman and store owner Kalpesh Patel were present.

Officer Bullis noted that on August 3, 2014, she was working the C shift in the area of Ricky’s Liquor because of previous accounts. She witnessed an individual coming out with a bottle of Jagermeister. He said he was 21 but had no ID. He eventually admitted he just turned 17 and the others in the vehicle were 17 and 18 years old. The store clerk then came out of the store and Officer Bullis told him to go back in the store. Officer Bullis gave all of the minors a breath test and all were zero. The legal guardians were contacted. There were 62 beers, vodka and Jagermeister in the trunk of the vehicle. The individuals put in \$90 to purchase the alcohol and the plan was to go to Wakefield woods and drink. They indicated they had purchased there before and everyone (minors) knows that is the place to go and buy alcohol.

Officer Bullis indicated she spoke with the store clerk. He said he looked at the ID’s and they were 21. Officer Bullis indicated they will look at the surveillance tapes and he admitted to not checking ID’s. The Manager then stated that clerk is no longer there. The clerk will be summonsed to court.

John Halsey asked if the Police have been provided with the video footage and Lt. Detective Richard Abate indicated they have and they were able to view it.

John Arena asked if there was a viewing of similar sales and Lt. Detective Abate indicated yes, but it was not part of this incident and no ID was asked for. John Arena asked Officer Bullis if she saw the ID reader and she indicated she did not, but she was not looking for it.

Marsie West asked if the minors said how often they made purchases there and Officer Bullis indicated they said several times and it is on Facebook.

Attorney Chris Coleman indicated he is representing Kalpesh Patel. He noted it is not their intention to deflect blame and the clerk was the same clerk involved before. The owner thought maybe the clerk had a bad day but that wasn’t the case. Attorney Coleman noted that Mr. Patel never observed the clerk selling to minors. The clerk was fired on the spot. Mr. and Mrs. Patel will cover all shifts now because they can’t trust anyone. Mr. Patel has been a long time operator of the store next door selling cigarettes and lottery tickets without any problems. Attorney Coleman noted that the Commonwealth’s recommendation is 1 – 4 day suspension for the first offense; 3 – 6 day suspension for the second; 6 – 12 days for the third and the 4th is show cause for revocation. This is more of an act of an employee.

Mr. Patel noted that the clerk was a bad employee. He was the first bad employee he has had in 20 years. He has the ID machine, but the clerk didn't ask for the ID. He lectured him and had him TIP trained. He and his wife are conducting the business now because he cannot trust anyone right now.

Daniel Ensminger asked if the Board of Selectmen have any say over who is employed and the Town Manager indicated no.

John Arena indicated that the Board can determine if this fits the fact pattern. There were multiple incidents and multiple reports. He feels if there are three reports there are actually 300. Two people attempted to purchase and were successful. The liquor control act grants the local licensing authority and the Alcoholic Beverage Control Commission (ABCC) authority to revoke or suspend the license. The grievant can grieve to the ABCC. When there is a violation with substantial evidence then the Board needs to determine what penalty is reasonable. The nature of the act and frequency should be taken into consideration. The ABCC has not upheld any revocations.

Stephen Crook, resident of Pleasant Street, noted that he sent an email to the Board and he feels this license should be revoked.

Judy Mcafferty, 62 Cross Street indicated she has known the Patel's for many years and has been a frequent merchant. She has been in the liquor store many times and thought it was odd to see kids in there. Her son was the one who purchased the alcohol. When she found out this was the second offense she was upset and she is now asking Mr. Patel why he didn't fire Bruce Armstrong after the first offense. She noted she reached out to her son's friends and they say it is well known they can always make a deal with Bruce Armstrong. She is very disappointed. She is upset that the hearing wasn't held until one month later. She noted she couldn't believe what she was seeing on her son's cell phone. What she heard was despicable.

Bill Mcafferty, 62 Cross Street, noted he is not happy with his son, but everything happens for a reason. Mr. Patel is lucky that someone didn't get killed.

John Halsey noted that he had genuine concern at the last hearing about Mr. Patel's judgment. He noted that Mr. Patel hired a person and waited until after six months to train the person. It is indicative that Mrs. Mcafferty has established what is going on. Mr. Halsey noted that he has had a lot of connections to people who started on substance abuse and they are now gone. He has never seen anyone repeat and he feels this sets a fact pattern. Mr. Halsey noted it is irrelevant that Mr. Patel is a good person but his judgment is extremely flawed. He respects that Mr. Patel spent money to open this business but thinks 90 days to think about what happened is not a bad idea.

Marsie West noted that there was clear evidence the last time. The kids were from out of town and told the Police they had been there many times. There were two more this time and they indicated they had been there before. The video tape shows that the clerk was not checking ID's. She feels revoking is too big of a jump and a few days in not enough. She also suggested that the Board not ask what dates are best. Marsie West asked if the ID machine is installed and Mr. Patel indicated it is. Ms. West asked if the machine gives a report and Mr. Patel it does give the date and time.

A motion by Ensminger seconded by West that the Board of Selectmen close the hearing on the possible modification, suspension or revocation of the Retail Package Store License to Expose, Keep for Sale and to Sell All Kinds of Alcoholic Beverages for Jay & Ricky, Inc. d/b/a Ricky's Liquor, 214 Main Street, for violating MGL Chapter 138, Section 34 for the sale or delivery of alcoholic beverages to a person under 21 years of age, was approved by a vote of 5-0-0.

605

A motion by Ensminger seconded by Halsey that the Board of Selectmen find Jay & Ricky, Inc. d/b/a Ricky's Liquor, 214 Main Street, Reading in violation of MGL Chapter 138, Section 34 for the sale or delivery of alcoholic beverages to a person under 21 years of age on August 3, 2014, was approved by a vote of 5-0-0.

A motion by Ensminger seconded by Arena that the Board of Selectmen take a formal posture that there is substantial evidence of this being a regular business practice was approved by a vote of 5-0-0.

John Arena noted that they are only seeing 10% of the problem. He is in favor of a 90 day suspension to be served immediately.

Town Counsel Ray Miyares noted that the motion should modify the previous vote so the four day suspension that has not been served yet is served at the beginning or the end of the new suspension.

Kevin Sexton suggested having the 90 day suspension begin in October to see if they don't sell to minors again in one month. Marsie West disagreed because something bad could happen.

John Halsey noted that parents of the minor are here and nobody wants to see something tragic happen. In fact, we don't know if there has been a regional tragedy due to this. He would support starting the suspension tomorrow. He's not willing to take another chance. He feels 90 days will give the owner a chance to come up with a business strategy and plenty of time to hire someone that can be trusted and trained.

A motion by Ensminger seconded by Halsey that Jay & Ricky, Inc. d/b/a Ricky's Liquor, 214 Main Street, Reading be penalized with a 90 day suspension for violation of MGL Chapter 138, Section 34 for the sale or delivery of alcoholic beverages to a person under 21 years of age on August 3, 2014, was approved by a vote of 5-0-0.

A motion by Ensminger seconded by Sexton that the 90 day suspension for Jay & Ricky, Inc. d/b/a Ricky's Liquor, 214 Main Street, Reading take place effective September 3, 2014 and that the previously imposed suspension be served at the end of this sentence; that the license be surrendered to the office of the Town Manager no later than 9:00 a.m. the first day of the suspension, to be returned to the licensee by 9:00 a.m. the first day following the suspension; and that a placard be placed on the premises during the period of suspension indicating the business is "unable to sell liquor due to a suspension of the liquor license for sale of liquor to an underage person" and that Jay & Ricky, Inc. reimburse the Town of Reading for Constable and advertising fees was approved by a vote of 5-0-0.

Close the Warrant for Special Town Meeting on 9/29/14 – The Town Manager noted that Town Counsel rewrote some of the debt articles. Article 14 uses current laws authorizing and requesting to investigate the records and management of the Reading Municipal Light Department. Article 15 gives the Finance Committee a reader oversight role over the Reading Municipal Light Department. Marsie West noted that the current bylaw allows the Finance Committee to investigate what is on the Warrant. She also noted that 2 of the 3 members of the Finance Committee Appointment Committee would approve the incurrence of expenses.

The Town Manager noted that there is nothing in the Charter that says Articles 1, 2 and 3 must be done, but this will be cleaned up in April. Article 3 amends the Capital Plan, Article 4 is to dispose of equipment, Article 5 removes debt, Article 6 takes money we don't need any more and assign it to the West Street project. Article 7 is debt authorization for the

6 at

water department. Article 8 allows for spending TLT money out of the general fund. Articles 9, 10, 11 and 12 are zoning articles. Article 13 is for marijuana dispensaries.

A motion by Ensminger seconded by West to close the Warrant consisting of 15 Articles for the September 29, 2014 Special Town Meeting was approved by a vote of 5-0-0.

Vote Warrant Articles for the Special Town Meeting – **A motion by Ensminger seconded by West that the Board of Selectmen recommend the subject matter of Articles 3 – 13 inclusive of the September 29, 2014 Special Town Meeting Warrant was approved by a vote of 5-0-0.**

A motion by Ensminger seconded by West that the Board of Selectmen recommend the subject matter of Article 14 of the September 29, 2014 Special Town Meeting Warrant was approved by a vote of 5-0-0.

A motion by Ensminger seconded by West that the Board of Selectmen recommend the subject matter of Article 15 of the September 29, 2014 Special Town Meeting Warrant was approved by a vote of 5-0-0.

Preview Warrant for Subsequent Town Meeting – The Town Manager reviewed the possible Articles for the Subsequent Town Meeting. Article 6 is regarding the Animal Control Bylaw. The Attorney General says we need changes to the appeals process. Article 7 is regarding a permanent building committee. Article 8 is to take the land for the bus shelter easement in front of Stop and Shop. Article 9 is zoning. Article 10 is the comprehensive zoning bylaw update and if that fails then do Article 11 to recodify the bylaws. Article 12 is to add Summer Avenue to the West Street Historic District.

The Town Manager noted there will be a Special Town Meeting on January 5, 6 and 7, 2015 for the Charter changes. He will put Charter review on an October Selectmen's agenda. He will put the Library update on a November Selectmen's agenda.

Preparation for Financial Forum on 9/10 – The Town Manager noted that State Representatives Jones, Dwyer and Lewis will be present at the Financial Forum.

Finance Committee Chairman Mark Dockser was present and indicated he would like to review the white sheets, school issues, recreation issues and moving towards 2020.

John Arena indicated he would like to know how the state can help with funding, support and collaborations. He would also like to know if there are any public/private ventures for social services.

Finalize FY15 Town Manager Goals – The Town Manager noted that he received 1.9 responses so far.

John Halsey asked that the Board approve the group for naming. He will do the work and report back and the Board had no problem with that.

The Town Manager noted that the Board is doing the working groups on September 16th. John Arena suggested cancelling the planning session for September 16th.

Approval of Minutes

A motion by Ensminger seconded by West to approve the minutes of June 10, 2014 as amended was approved by a vote of 5-0-0.

A motion by Ensminger seconded by West to approve the minutes of July 30, 2014 was approved by a vote of 5-0-0.

A motion by Ensminger seconded by West to approve the minutes of August 12, 2014 as amended was approved by a vote of 5-0-0.

A motion by Ensminger seconded by West to approve the Executive Session minutes of August 2, 2014 as written was approved on a roll call vote with all five members voting in the affirmative.

A motion by Ensminger seconded by West to approve the Executive Session minutes of August 12, 2014 as written was approved on a roll call vote with all five members voting in the affirmative.

A motion by Ensminger seconded by Arena to adjourn the meeting at 10:57 p.m. was approved by a vote of 5-0-0.

Respectfully submitted,

Secretary

4c BOS

Schena, Paula

From: LeLacheur, Bob
Sent: Friday, August 29, 2014 3:33 PM
To: Schena, Paula
Subject: FW: FiOS TV Notice
Attachments: Customer Notice Sports Pack.pdf

BOS packet

From: Reddish, Jill M [<mailto:jill.m.reddish@verizon.com>]
Sent: Friday, August 29, 2014 3:03 PM
To: Reddish, Jill M
Subject: FiOS TV Notice

Dear Municipal Official,

This is to notify you of an upcoming change to FiOS® TV programming. On or after November 17, 2014, "CBS Sports Network" SD (channel 94) and HD (channel 594) will no longer be available to Sports Package and Sports Pass subscribers. The channels will continue to be available to subscribers to the Ultimate HD and Extreme HD packages. Verizon will notify customers by means of bill message beginning on or around September 15, 2014. A sample customer notice is attached.

Access to the FiOS® TV channel lineup is available 24/7 online at verizon.com/fiostvchannels.

We realize that our customers have other alternatives for entertainment and our goal is to offer the best choice and value in the industry. Verizon appreciates the opportunity to conduct business in your community. Should you or your staff have any questions, please contact me.

Sincerely,



Jill Reddish
FiOS TV- Sr. Staff Consultant
Franchise Management - NE
617 342 0558

96



September 15, 2014

Board of Selectmen
Town of Reading
16 Lowell Street
Reading, MA 01867

Re: Grandfathered Cable Packages

Dear Chairman and Members of the Board:

I'm writing to update you on our ongoing initiative to standardize programming packages.

As previously communicated, we are working to standardize our programming packages. These changes, which will affect less than 1% of our customers, will provide the best value in home entertainment while providing a wide variety of programming choices to our customers.

To help achieve that result, customers in grandfathered packages will be transitioned to the closest corresponding Comcast package. Each impacted customer will be notified of the specific changes that will be made to their Comcast service in a letter which they will receive on or about September 17, 2014. The changes will begin on or shortly after October 17, 2014.

Should residents contact you with questions please do not hesitate to direct them to call 1.800.COMCAST, or they can visit us online at www.comcast.com.

Should you have any questions about this initiative or about our services in general, please do not hesitate to contact me at (978) 927-5700 x43024.

Sincerely,

Jane M. Lyman

Sr. Manager
Government & Regulatory Affairs



The Commonwealth of Massachusetts
MASSACHUSETTS SENATE

2014 SEP 15 AM 10:56

4CBOS

SENATOR JASON M. LEWIS

Fifth Middlesex District

STATE HOUSE, ROOM 511B
BOSTON, MA 02133-1053
TEL. (617) 722-1206

BOS

Chairman
COMMITTEE ON PUBLIC SERVICE

JASON.LEWIS@MASENATE.GOV
WWW.MASENATE.GOV

September 11, 2014

Dr. Robert F. Littleton, Jr.
President
Criterion Child Enrichment, Inc.
321 Fortune Blvd.
Milford, MA 01757

Dear Dr. Littleton:

I am writing to express my concerns regarding the proposed project on 186 Summer Avenue in Reading.

I believe that it is important for child care and early education facilities to be in our communities in order to help develop young minds and be there to help working families. There is a great need in our communities. I do not believe, however, that you can establish an early child care facility without including input from the neighborhood and community at large that you are trying to be a part of. The surrounding neighborhood has grave concerns over the prospect of inserting a 9,900 square foot educational building into a residential area with historic character.

The local residents are concerned that the proposed building will be out of scale with the existing neighborhood. An educational building of such a large size would be a departure from the historic nature of the neighborhood as many of the houses were built in the 18th and 19th centuries. This could potentially reduce the property values for those homeowners. Furthermore, there is concern that a new educational building would cause a traffic increase on a street ill-equipped to deal with it.

I urge you to work with the neighborhood and the Town of Reading to explore different locations. I am happy to support this effort in any way that I can. If you would like to discuss this matter further, do not hesitate to contact my office.

Best regards,

Jason M. Lewis

CC: Reading Board of Selectmen, Town Manager Bob LeLacheur, and The Reading Historical Commission

9C



Deval L. Patrick, Governor
 Timothy P. Murray, Lt. Governor
 Richard A. Davey, Secretary & CEO
 Frank DePaola, Administrator

Certified 4CBOS PTTIF



2014 AUG 26 AM 11: 20

August 25, 2014

TOWN OF READING
 16 LOWELL ST
 READING, MA 01930

**RE: I-93/I-95 Interchange Improvements: Woburn/Reading/Stoneham/Wakefield
 Access to Private Property at WALNUT ST, READING
 Parcel ID: 003.0-0000-0018.0**

Dear Property Owner:

The Massachusetts Department of Transportation Highway Division (MassDOT) is beginning to evaluate potential improvements at the interchange of I-93 and I-95/Route 128. Since your property noted above is fairly close to the area of the potential improvements, MassDOT anticipates needing to delineate wetland resources on your property with related activities as allowed by Massachusetts General Laws Chapter 6C Section 3(24) "for the purpose of making surveys, soundings, drillings and examinations."

The statute allows MassDOT and its agents to enter upon private property after 30 days' notice. This notification letter covers the activities that might occur on your property: field reconnaissance, flagging vegetation and examining soil conditions. LEC Environmental Consultants, our consultant, will conduct the delineation, followed by survey activities conducted by a survey consultant. To examine the resources, further site visits by MassDOT staff, members of the conservation commission in your community, and other regulatory agencies may be needed. This overall effort is estimated to be completed in Spring 2015.

Thank you for your assistance in this matter. We greatly appreciate your cooperation and will make every effort to minimize any inconvenience. If you have any questions regarding this matter, please contact Sr. Project Manager Diane Madden at 857-368-8805 or at Diane.Madden@state.ma.us.

Sincerely,

Kevin M. Walsh
 Director of Environmental Services

gd