



Town of Reading Meeting Posting with Agenda

RECEIVED
TOWN CLERK
READING, MASS.

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2014-10-14

Time: 7:00 PM

2014 OCT -9 P 1:20

Building: Pleasant Street Senior Center

Location: Great Room

Address: 49 Pleasant Street

Purpose: General Business

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

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

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

Topics of Discussion:

OFFICE HOUR – Marsie West at Senior Center

6:30 p.m.

- 1) **Reports and Comments**
 - a. Selectmen's Liaison Reports and Comments
 - b. Public Comment
 - c. Town Manager's/Assistant Town Manager's Report
- 2) **Open Session for topics not reasonably anticipated 48 hours in advance of the meeting**
- 3) **Proclamations/Certificates of Appreciation**
- 4) **Personnel & Appointments**
 - a. Badge Pinning – Police 7:00
 - b. Conservation Commission
 - c. Recreation Committee
- 5) **Discussion/Action Items**
 - a. Ricky's Liquor License Suspension 7:30
 - b. Town Accountant Report 8:00
 - c. Discuss Fees and Collection Policies 8:15
 - d. Vote Subsequent Town Meeting Warrant Articles 9:00
 - e. Town Manager Evaluation 9:30
- 6) **Approval of Minutes**
 - a. September 10, 2014
 - b. September 23, 2014
 - c. September 29, 2014
- 7) **Licenses, Permits and Approvals**
 - a. Common Victuallers License for Fusion Café and Restaurant, 607 Main Street

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

- a. Discuss strategy with respect to purchase, exchange, lease or value of real property 9:50
- b. Discuss strategy with respect to litigation
- c. Approval of Minutes – 9/23/14 Executive Session

9) Correspondence

- copy a. Notice of the Fall Conference of the Massachusetts Selectmen's Association on Saturday, October 25, 2014

DRAFT - BOARD OF SELECTMEN			
2014	AGENDAS		2014
<i>10/9/2014</i>		Responsibility	Start time
	Special Town Meeting September 29, 2014	RMHS PAC	7:30
	October 14, 2014 - at Pleasant Street Center		
Office Hour	Marsie West		6:30
	Badge Pinning	Cormier	7:00
Appointments	Conservation Commission and Recreation Committee		
	Ricky's Liquors license suspension	LeLacheur	7:30
	Town Accountant Report	Angstrom	8:00
	Discuss fees and collection policies	Angstrom	8:20
	Vote Subsequent TM Warrant Articles	LeLacheur	9:00
	Town Manager Evaluation	Arena	9:30
EXECUTIVE SESSION	To discuss Real Estate and to discuss Litigation	LeLacheur	9:50
	October 28, 2014		
HEARING	Tax Classification preview OR Tax Classification Hearing	Santaniello/Bd 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

	RMLD Presentation - LED Program and Organizational/Reliability Study	Coleen O'Brien	
	Town Meeting November 20, 2014	Thursday	
	December 9, 2014	Workshop	
Office Hour	John Halsey		6:30
	Enterprise Funds Workshop	LeLacheur	9:00
	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



Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

Volunteer Appointment Subcommittee

Date: 2014-09-30

Time: 7:00 PM

Building: Reading Town Hall

Location: Berger Room

Address: 16 Lowell Street

Purpose: General Business

Attendees: **Members - Present:**

Chairman Daniel Ensminger, Kevin Sexton

Members - Not Present:

Others Present:

Office Manager Paula Schena, Rebecca Longley, Daniel Foley

Minutes Respectfully Submitted By: Secretary

Topics of Discussion:

The Committee interviewed Rebecca Longley for one position on the Conservation Commission. Ms. Longley indicated she had served the Commission years ago. She is working part time now and looking for something to keep her busy. She volunteered this summer for the Audubon Society. She was a wetland biologist years ago.

Daniel Ensminger asked if she was okay with the time commitment and Ms. Longley indicated her only issue is with the sight inspections on Sunday mornings, but she will hook up with the Administrator during the week.

Kevin Sexton asked if she had any stories about what can be done in wetlands and she noted that she will need to get up to speed with the new regulations but she knows that borings for a sampling well can be done in the wetlands. She also noted that the regulations are more lenient for landfills and she remembers some controversy years ago about bow hunting on Conservation land.

A motion by Sexton seconded by Ensminger to recommend appointment of Rebecca Longley to a position on the Conservation Commission with a term expiring June 30, 2017 was approved by a vote of 2-0-0.

Daniel Ensminger noted that this vacancy is created because Mary Ellen Stolecki is stepping down to an Associate position.

The Committee interviewed Daniel Foley for a position on the Recreation Committee. Mr. Foley indicated he grew up in Reading and participated in all of the Recreation programs. He is interested in helping with the kids. He is coaching Saturday Night Lights.

Daniel Ensminger asked if he had any new ideas for the Recreation Committee and Mr. Foley indicated he did not. Mr. Ensminger indicated the Town welcomes public/private partnerships and there will be a potential for revenues. Mr. Foley indicated he would be happy to be involved. He also noted he had no problem with the time commitment.

A motion by Sexton seconded by Ensminger to recommend appointment of Daniel Foley to a position on the Recreation Committee with a term expiring June 30, 2015 was approved by a vote of 2-0-0.

A motion by Sexton seconded by Ensminger to recommend appointment of Mary Ellen Stolecki to an Associate position on the Recreation Committee with a term expiring June 30, 2015 was approved by a vote of 2-0-0.

A motion by Sexton seconded by Ensminger to adjourn the meeting at 7:20 p.m. was approved by a vote of 2-0-0.

Respectfully submitted,
Secretary

2014 AUG 27 AM 10: 52

APPLICATION FOR APPOINTMENT TO BOARDS/COMMITTEES/COMMISSIONS

Name: Longley Rebecca
(Last) (First) (Middle)

Date: 8/11/2014

Address: 550 Summer Ave.

Tel. (Home) 781 944 6460
Tel. (Work) _____
(Is this number listed?) NO

Occupation: retired (ENVIRONMENTAL CONSULTANT)

of years in Reading: 25 or so

Are you a registered voter in Reading? yes

e-mail address: rebecca.nni.longley@gmail.com

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

- Animal Control Appeals Committee
- Audit Committee
- Board of Appeals
- Board of Cemetery Trustees
- Board of Health
- Board of Registrars
- Bylaw Committee
- Celebration Committee
- Cities for Climate Protection
- Commissioner of Trust Funds
- Community Planning & Development Comm.
- Conservation Commission
- Constable
- Contributory Retirement Board
- Council on Aging
- Cultural Council
- Custodian of Soldiers' & Sailors' Graves
- Economic Development Committee

- Fall Street Faire Committee
- Finance Committee
- Historical Commission
- Housing Authority
- Human Relations Advisory Committee
- MBTA Advisory Committee
- Metropolitan Area Planning Council
- Mystic Valley Elder Services
- Recreation Committee
- RMLD Citizens Advisory Board
- Town Forest Committee
- Trails Committee
- West Street Historic District Commission
- Other _____

Please outline relevant experience for the position(s) sought:

I have previously served on the Reading Conservation Commission in the 80's and more recently around 2004. I used to be a wetlands biologist in the 80s and 90's. Recently I have been a project manager on utility projects for a consulting firm, Tetra Tech.

2014 SEP 25 AM 9: 07

APPLICATION FOR APPOINTMENT TO BOARDS/COMMITTEES/COMMISSIONS

Name: FOLEY DANIEL DALTON
(Last) (First) (Middle)

Date: 8/19/2014

Address: 32 GRAND STREET

Tel. (Home) (781) 779-1729
Tel. (Work) (781) 685-6553
(Is this number listed?) N

Occupation: BUS. SYSTEMS ANALYST

of years in Reading: 5

Are you a registered voter in Reading? YES

e-mail address: DANDFOLEY@GMAIL.COM

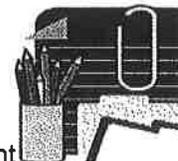
Place a number next to your preferred position(s) (up to four choices) with #1 being your first priority.
(Attach a resume if available.)

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

Please outline relevant experience for the position(s) sought:

- Participated in Rec programs as a kid in Reading.
- Worked countless baseball camps in high school + coached summer teams in college.
- Worked for Town of Amherst Rec. Dept. in college
- Coached my daughters soccer + tball teams in past 2 yrs.

4b,c4



To: Board of Selectmen and RMLD Commissioners
From: Sharon Angstrom, Town Accountant
Subject: Final Report on Surplus Trucks Inquiry
Date: September 30, 2014

I have completed my inquiry into the disposition of surplus trucks that took place at RMLD in early April 2014. The areas of concern upon inspection of the documents and inquiry were as follows:

- The trucks were sold to an employee for an amount that was clearly well below market value.
- RMLD's policy allowed for the sale of assets to an employee.
- The policy did not require General Manager or RMLD Board approval to dispose of these assets.
- The offering only ran in the local paper for one day and was not found on the RMLD or Town's websites.
- The offering failed to reach its target market as the employee was the only bidder.
- The bidder failed to submit a non-collusion form with the bid as prescribed by Ch. 30B.
- The bill of sale and title were signed by a mid-level manager and not by the General Manager or RMLD Board.
- No due diligence was done to assess the value of the trucks.
- RMLD purchased at least one replacement truck before offering the trucks for sale and failed to inquire about the trade in value on these trucks, which would have provided a baseline figure for value.
- The policy did not convey the importance of keeping bid status confidential.
- No one on the team that awarded the bid questioned the value.
- The policy did not address that RMLD has the right to reject any bid that fell significantly below estimated market value.

These issues were highlighted at the RMLD's policy meeting that took place on July 1st. After that meeting the General Manager, Coleen O'Brien sent RMLD's policies for vetting by RMLD's attorney and discovered that the transaction was in violation of Ch. 268A Section 20 which prohibits a municipal employee from benefitting from a contract entered into by his/her municipality. MGL also states that this section shall not apply to a municipal employee who in good faith and within 30 days of notification of the violation terminates the interest. The General Manager notified the employee by letter of the violation. Upon receipt of the letter the employee agreed to return the trucks and reverse the transaction. The employee received his \$350 back but was not refunded for any work he had done since he took ownership of the trucks.

Town of Reading

Office of Town Accountant



On July 23rd, I requested backup from the General Manager of all sales made to employees in recent years. On August 5th, after making a second request through the Facilities Manager, I received a summary (email attached) with no backup from the Director of Integrated Resources, who was covering the General Manager's vacation.

On July 24th after the trucks were returned I requested from the General Manager the paperwork to transfer the titles back to RMLD. On August 5th after making a second request through the Facilities Manager I received the signed bill of sale agreements for all three trucks but only one title was signed back to RMLD. I was told the original titles would be used since the employee had not registered 2 of the trucks and that new titles needed to be issued through the RMV.

On July 31st I requested pictures of each side of the 3 trucks in question to assist me in assessing condition and determining value. The trucks were between 11-15 years in age, so it was understandable to see that there was some rust. I wanted to see the extent before attempting to determine value. I did some searches on the internet to find comparable trucks to be used in my assessment of value. Around this time I learned that there was an auction house in Reading that auctions this type of equipment called Universal Machinery. I decided to reach out to this company to see if they would be willing to give me an estimate on the trucks' value. I spoke with Dan Robinson who was happy to help. I provided Dan with the maintenance records, several pictures of each truck, along with descriptions provided by RMLD regarding the condition of each truck at the date of sale and upcoming maintenance that would be needed. Dan requested the engine hours on the trucks and the type of aerial device on each truck. I requested this information from the Facilities Manager who provided the additional information. Within a few days Dan emailed me with an estimated total value of \$30,000-\$40,000. Dan did this estimate for the Town free of charge. I have enclosed his email regarding the value of the trucks for your review.

I read in the newspaper that RMLD had adopted a new surplus disposition policy. I attempted to review the approved policy to assess whether the policy addressed all the key issues and concerns related to this transaction. I went to the RMLD website and found that the old policy was still posted, thus I am unable to comment on the new policy. If I can be of any further assistance please feel free to contact me.

Angstrom, Sharon

From: Jane Parenteau <jparenteau@RMLD.com>
Sent: Monday, August 04, 2014 9:50 AM
To: Angstrom, Sharon
Cc: Paula O'Leary; O'Brien, Coleen; Jeanne Foti; David Talbot; LeLacheur, Bob
Subject: Requested Information

Good Morning Sharon,

Coleen is on vacation and I am covering for her.

Below is a list of sales that have involved RMLD employees over the last 10 years. RMLD has provided this information to both the Ethics commission and RMLD legal for review.

Ownership Transferred	Description	Party	Amount
May '07	1987 Line Truck	Employee (Ken Evans)	\$2,775
Oct '07	1999 Ford Explorer	Employee (Tom Schibilito)	\$200
May '11	1999 Ford F-150	Employee (Rich Stanfield)	\$475

Thanks in advance,

Jane D. Parenteau
Director of Integrated Resources
Reading Municipal Light Department
781-942-6462 Office
781-944-6654 Fax
603-801-8450 Cell
www.rmlld.com

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From: Dave Polson
Sent: Friday, August 01, 2014 3:52 PM
To: Angstrom, Sharon
Cc: Paula O'Leary; Jane Parenteau
Subject: RE: More Information

I have cc'd Jane because she is covering for Coleen, she will follow-up with you on Monday.

From: Angstrom, Sharon [mailto:sangstrom@ci.reading.ma.us]
Sent: Friday, August 01, 2014 3:30 PM
To: Dave Polson; Paula O'Leary
Subject: RE: More Information

I also requested from Colleen backup from other sales in recent years involving employees. Is that request in process?

Sharon Angstrom, CPA, CGA
Town Accountant
Phone - 781-942-6604
FAX - 781-942-9037
Please note new Town Hall Hours Effective June 7, 2010
Monday Wednesday Thursday - 7:30 am to 5:30 pm
Tuesday - 7:30 am to 7 pm
Friday - CLOSED

Please let us know how we are doing - fill out our brief customer service survey at

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

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From: Dave Polson [mailto:dpolson@RMLD.com]
Sent: Friday, August 01, 2014 3:27 PM

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To: Paula O'Leary
Cc: Angstrom, Sharon
Subject: FW: More Information

Paula,

Would you please scan the three titles and send them to Sharon on Monday.

Thanks

From: Angstrom, Sharon [mailto:sangstrom@ci.reading.ma.us]
Sent: Friday, August 01, 2014 3:23 PM
To: Dave Polson
Subject: RE: More Information

I had requested copies of the signed over titles but I have not received them yet.

Sharon Angstrom, CPA, CGA

Town Accountant

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FAX - 781-942-9037

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From: Dave Polson [mailto:dpolson@RMLD.com]
Sent: Friday, August 01, 2014 3:22 PM
To: Angstrom, Sharon

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Cc: Paula O'Leary
Subject: RE: More Information

Vehicles, keys and titles have been received by RMLD.

From: Angstrom, Sharon [mailto:sangstrom@ci.reading.ma.us]
Sent: Friday, August 01, 2014 3:15 PM
To: Dave Polson
Subject: RE: More Information

Do you happen to know the status of the paperwork regarding the return of the trucks?

Sharon Angstrom, CPA, CGA
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From: Dave Polson [mailto:dpolson@RMLD.com]
Sent: Friday, August 01, 2014 3:07 PM
To: Angstrom, Sharon
Cc: Patricia Mellino; Paula O'Leary
Subject: FW: More Information

Sharon,

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I will be following this email with series of emails for each of the 3 trucks with attached pictures. I apologize for the number of emails I will be sending but due to the file size it was necessary. In an attempt to provide some detail on the condition I will be sending more than the 4 photos per vehicle. The file names are all vehicle specific and list the picture number to avoid any confusion.

I will be out for the next two weeks so if you need additional information please contact Patty Mellino.

The PTO hour meters on the 3 vehicles were not working we will look into this first thing Monday morning. If we can correct the problem we will send you the PTO hours before noon, either way Patty will email you.

- **Vehicle 44 (2001 Sterling) – mileage 48,647 engine hour meter not working**
 - Major Lift Equipment Maintenance in 2015
 - Powertrain – Clutch
 - Significant damage to the cab of the truck and water leak
 - Elongation of lower outrigger pins left and right sides.
 - Broken mounting bracket for single stick on bucket.
 - Both outrigger pad pins worn
 - Lower control [enabler button] box has movement, slightly loose
 - All boom inspection covers starting to surface rust
 - Tip of lower boom inside boom compensating cylinder cable has flat spots on outer wires
 - Upper boom insulator has chips out of gel coating
 - Basket upper step has hole, needs repair and lower step has wear/scrapes
 - Tip of upper boom leveling cable guard has crack near tool circuit, quick disconnect fittings. Also lower screws loose

- **Vehicle 11 (1999 Ford) – mileage 63,449 no engine hour meter**
 - Major Lift equipment maintenance due in 2015
 - Leaking hydraulic cylinder associated with the lift equipment
 - Significant undercarriage and body rust/rot
 - Batteries need replacement
 - Outrigger extension stiff legs surface rusted
 - Both sides outrigger controls hydraulic lines, fittings are rusted and scaling
 - Truck frame rails have rust and scaling
 - Lower control enabler button box is loose, need to secure

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- o Upper boom rest support ear bent slightly
- **Vehicle 9 (2003 International) – mileage 198,699 engine hours 17,342**
 - o Major Lift Equipment repairs needed prior to sale and major lift equipment maintenance due in 2015
 - o Significant body rust and rot needed to be repaired to pass state inspection
 - o Engine oil pan and transmission bell housing wet with oil, clean and locate source.
 - o PTO or pump has a leak
 - o Left and right rear cabinet floor rusted through

Lift Equipment information:

Truck ID #	Year	Make	Model	Serial #	Hydraulic Filter #'s	Hydraulic Oil Type	Cable/Chain Replacement	Required Replacement	Next Cable Replacement Due
9	2003	Telelect	TE 403	2020920197	54770	ISO-32 or DTE-13	Sep-10	5 Years	Sep-15
11	1999	Telelect	5FB-55	1990308540	18630 & 18628	MIL-H-5606	May-10	5 Years	May-15
44	2001	Telelect	5FC-55	2001115519	71173 & 18628	MIL-H-5606	Apr-10	5 Years	Apr-15

From: Angstrom, Sharon [<mailto:sangstrom@ci.reading.ma.us>]
Sent: Thursday, July 31, 2014 11:34 AM
To: Dave Polson
Subject: RE: More Information

Thanks David. ☺

Sharon Angstrom, CPA, CGA
 Town Accountant
 Phone - 781-942-6604
 FAX - 781-942-9037

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Please note new Town Hall Hours Effective June 7, 2010
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From: Dave Polson [mailto:dpolson@RMLD.com]
Sent: Thursday, July 31, 2014 11:33 AM
To: Angstrom, Sharon
Subject: Re: More Information

I will gather the information send it over via email.

David Polson
Sent from my iPhone

On Jul 31, 2014, at 11:31 AM, "Angstrom, Sharon" <sangstrom@ci.reading.ma.us> wrote:

Hi David,

Could you please provide me some additional information on the three bucket trucks:

- Current mileage on each truck
- Current engine hours for each truck
- PTO hours for each truck
- 4 photographs of each truck (front, back and both sides)
- Make and Model of Aerial Device

Thanks,

Sharon Angstrom, CPA, CGA

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Town Accountant

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FAX - 781-942-9037

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5610

Angstrom, Sharon

From: Dan Robinson <drobinson@universal-machinery.com>
Sent: Wednesday, August 06, 2014 7:02 AM
To: Angstrom, Sharon
Subject: Re: pictures of 44 (email 3 of 3)

Total for all three

Dan Robinson

Sent from my iPhone

On Aug 5, 2014, at 3:39 PM, "Angstrom, Sharon" <asangstrom@ci.reading.ma.us> wrote:

\$30,000-40,000 each or in total for all 3.

Sharon Angstrom, CPA, CGA

Town Accountant

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FAX - 781-942-9037

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5b11

From: Dan Robinson [mailto:d Robinson@universal-machinery.com]
Sent: Tuesday, August 05, 2014 2:30 PM
To: Angstrom, Sharon
Subject: RE: pictures of 44 (email 3 of 3)

Sharon,

I looked over everything you sent and I believe that the 3 trucks are worth approximately \$30,000 - \$40,000. This is wholesale pricing but based on what I have seen these pieces will not sell retail as they will require a fair amount of work. Initially, my pricing was a little higher and then after reviewing the pictures and the upcoming maintenance on the vehicles, I had to reduce it. The trucks appear to have a fair amount of wear and tear and I don't think they would pull full market value as there is significant rust and rotting on a couple of them. And as each vehicle is due for major lift maintenance sooner than later, buyers will typically not be willing to pay for equipment that still requires parts and labor.

I am heading on vacation tonight for a week but would love the opportunity to discuss this with you further and would love to be considered when it comes time to market these vehicles. We have a database with thousands of buyers and our advertising reaches across the globe.

Should you need a more detailed evaluation and/or a desktop appraisal, I will be happy to put something together for you.

Thanks,
Dan

From: Angstrom, Sharon [mailto:sangstrom@ci.reading.ma.us]
Sent: Monday, August 4, 2014 12:21 PM
To: Dan Robinson
Subject: RE: pictures of 44 (email 3 of 3)

Thank you Dan. ☺

Sharon Angstrom, CPA, CGA

Town Accountant

Phone - 781-942-6604

FAX - 781-942-9037

Please note new Town Hall Hours Effective June 7, 2010

Monday Wednesday Thursday - 7:30 am to 5:30 pm

Tuesday - 7:30 am to 7 pm

Friday - CLOSED

Please let us know how we are doing - fill out our brief customer service survey at

5612

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

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.

From: Dan Robinson [mailto:drobinson@universal-machinery.com]
Sent: Monday, August 04, 2014 10:37 AM
To: Angstrom, Sharon
Subject: RE: pictures of 44 (email 3 of 3)

Sharon,

Thanks for getting all of this over to me. I'll take a hard look at all of this and give you my thoughts by tomorrow.

Dan

From: Angstrom, Sharon [mailto:sangstrom@ci.reading.ma.us]
Sent: Friday, August 1, 2014 4:01 PM
To: TimK@JAKiley.com
Subject: FW: pictures of 44 (email 3 of 3)

Sorry this should be the last set of photos on truck 44.

Sharon Angstrom, CPA, CGA

Town Accountant

Phone - 781-942-6604

FAX - 781-942-9037

Please note new Town Hall Hours Effective June 7, 2010

Monday Wednesday Thursday - 7:30 am to 5:30 pm

Tuesday - 7:30 am to 7 pm

Friday - CLOSED

Please let us know how we are doing - fill out our brief customer service survey at

5613

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

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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.

From: Dave Polson [mailto:dpolson@RMLD.com]
Sent: Friday, August 01, 2014 3:55 PM
To: Angstrom, Sharon
Cc: Paula O'Leary; Patricia Mellino
Subject: RE: pictures of 44 (email 3 of 3)

(email 3 of 3) 17-23 of 23 pictures of vehicle 44 attached

David Polson
Facilities Manager
Reading Municipal Light Department
230 Ash Street
Reading, MA 01867
Email: dpolson@RMLD.com
Office: 781-942-6428
Cell: 781-439-9240
Fax: 781-942-2409

5614

2014 Subsequent Town Meeting
Monday November 10, 2014
WARRANT OUTLINE REVISED 10/09/2014

1

<u>Art.</u> #	<u>Article Description</u>	<u>Sponsor</u>	<u>Mover/ Comment</u>	<u>Moderator Notes</u>
1	Reports	Board of Selectmen	<ul style="list-style-type: none"> ◆ RMLD – Chair David Talbot ◆ Schools – Superintendent Dr. John Doherty ◆ ad hoc Charter Review Committee – Chair Alan Foulds ◆ Permanent Building Committee – Bylaw Committee Chair Stephen Crook ◆ FINCOM – Chair Mark Dockser ◆ Motion to Table – John Arena 	
2	Instructions	Board of Selectmen	◆ Motion to Table – Marsie West	
3	Amend the Capital Improvement Program FY 2015 - FY 2024	Board of Selectmen	<ul style="list-style-type: none"> ◆ Motion – Dan Ensminger ◆ Presentation – Bob LeLacheur ◆ FINCOM report – Paula Perry 	
4	Approve Payment of Prior Year's Bills	Board of Selectmen	◆ Motion Indefinitely Postpone – Kevin Sexton	Postpone
5	Amend the FY 2015 Budget	FINCOM	<ul style="list-style-type: none"> ◆ Motion – Mark Dockser ◆ Presentation – Bob LeLacheur ◆ FINCOM report – Mark Dockser 	
6	Roadway Easement – Walker's Brook Bus Shelter	Board of Selectmen	<ul style="list-style-type: none"> ◆ Motion – John Halsey ◆ Presentation – Bob LeLacheur ◆ CPDC Committee report - 	
7	Zoning Bylaw Changes – Planned Residential Development (PRD) for 149 Van Norden Road	CPDC	<ul style="list-style-type: none"> ◆ Motion – Jeff Hansen ◆ Presentation – Jean Delios ◆ Bylaw Committee report - Stephen Crook 	2/3 vote required

521

2014 Subsequent Town Meeting
Monday November 10, 2014
WARRANT OUTLINE REVISED 10/09/2014

8	Zoning Bylaw Comprehensive Update	– CPDC	◆ Motion - Jeff Hansen ◆ Presentation – Jean Delios ◆ Bylaw Committee report - Stephen Crook	2/3 vote required
9	Summer Avenue Historic District	West Street Historic District Commission	◆ Motion – Everett Blodgett ◆ Presentation – Everett Blodgett ◆ Bylaw Committee report – Stephen Crook	2/3 vote required
10	Bylaw Change – Section 8.9.1 Firearms	Board of Selectmen	◆ Motion – John Arena ◆ Presentation – Bob LeLacheur ◆ Bylaw Committee report - Stephen Crook	2/3 vote required
			◆	
			◆	

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

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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

Background: This article appears on the Warrant for all Town Meetings. At this Special Town Meeting, the following report(s) are anticipated:

- RMLD Annual Report (Chair David Talbot)
- School Department Annual Report (Superintendent Dr. John Doherty)
- Update on Charter Review Committee (Chair Alan Foulds)
- Update on Permanent Building Committee (Bylaw Committee Chair Stephen Crook)
- Update from FINCOM (Chair Mark Dockser)

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

524

Background: This Article appears on the Warrant of all Town Meetings. There are no known Instructional Motions at this time. The Town Moderator requires that all proposed Instructional Motions be submitted to the Town Clerk in advance so that Town Meeting Members may be "warned" as to the subject of an Instructional Motion in advance of the motion being made. Instructional Motions are normally held until the end of all other business at Town Meeting.

Finance Committee Report: No report.

Bylaw Committee Report: No report.

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

Background: This Article is included in every Town Meeting Warrant. The Reading General Bylaw states (section 6.1.3) "... No funds may be appropriated for any capital item unless such item is included in the Capital Improvements Program, and is scheduled for funding in the Fiscal Year in which the appropriation is to be made." Bond ratings agencies also want to ensure that changes to a long-term CIP are adequately described.

Previously authorized \$680,000 for November by September Special Town Meeting

- \$400,000 School Facilities - Joshua Eaton roof Phase II (increased from \$392,000 and moved up from FY16)
- \$100,000 School Facilities - Parker MS multipurpose room repairs
- \$ 80,000 DPW Fuel Management System
- \$ 50,000 Town Facilities - Town Hall generator (moved up from FY16 and incr. from \$20,000)
- \$ 50,000 DPW Pickup Truck #2 (moved up from FY16)

The following changes are proposed to the FY 2015 – FY 2024 CIP:

General Fund

FY15: \$44,000

- + \$ 30,000 School Facilities – engineering assessment of RMHS retaining wall
- + \$ 14,000 School Facilities - RMHS Water Heater (increased to \$54,000)
- \$ 0 School Facilities – reclassify \$100,000 Parker MS multipurpose room repairs to be roof repairs in that area of the same building

FY16: \$142,000

- \$100,000 Town Facilities: Fire Station lighting/security system
- \$ 40,000 School Facilities: Coolidge phone system (moved up from FY17)
- \$ 22,000 School Facilities: RMHS masonry work
- (\$20,000) School Facilities: Joshua Eaton Windows/Doors (deleted)

FY17+

Various changes made

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Finance Committee Report: The Finance Committee recommends the proposed amendments to the FY 2015 – FY 2024 Capital Improvements Program by a vote of x-0-0 at their meeting on October 9, 2014. Placing items in the Capital Improvement Program is a prerequisite but in itself does not authorize spending funds towards these items.

Bylaw Committee Report: No report.

By Charter, both the Finance Committee and Bylaw Committee are advisory to Town Meeting and their votes must be reported to Town Meeting, preferably in writing in advance when possible. Other volunteer Boards/Committees/Commissions (BCC) also vote on Warrant Articles, and when possible those votes are noted herein with an asterisk () next to the name of the BCC. Please note that the Board of Selectmen often act as the sponsor for Articles at Town Meeting, but they may do so as a courtesy and not agree with it.*

***Board of Selectmen Report:** The Board of Selectmen at their meeting on October 14, 2014 voted x-0-0 to support this Article.

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

Background: There are no known unpaid invoices from the previous fiscal year, so this Article will be tabled.

Finance Committee Report: No report.

Bylaw Committee Report: No report.

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

Background:

General Fund – Wages and Expenses

<u>Account Line</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
C99 – Capital	\$400,000 – School Fac: J. Eaton roof Phase 2 \$100,000 – School Fac: Parker MS roof repairs \$ 80,000 – DPW Fuel Management System \$ 50,000 – Town Fac: Town Hall generator \$ 50,000 – DPW Pickup Truck #2 \$ 30,000 – School Fac: RMHS retaining wall \$ 14,000 – additional for RMHS water heater		\$724,000
H91 – Community Services wages	Regional Housing Services Coordinator*		\$36,750
H92 – Community Services expenses	Regional Housing expenses*		\$10,000
	Subtotals	\$0	\$769,000
	Net Operating Expenses		\$769,000
	From Tax Levy, State Aid and Other Local Receipts \$145,000 \$100,000 Excise taxes *\$ 46,750 Regional partner payments for shared Housing Services		
	From Cash Reserves \$624,000		

Finance Committee Report: The Finance Committee recommends this Article by a vote of x-0-0 at their meeting on October 9, 2014.

Bylaw Committee Report: No report.

***Board of Selectmen Report:** The Board of Selectmen at their meeting on October 14, 2014 voted x-0-0 to support this Article.

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.

527

Background:

Finance Committee Report: No report.

Bylaw Committee Report: The Bylaw Committee recommends this Article by a vote of x-0-0 at their meeting on October 21, 2014.

***Board of Selectmen Report:** The Board of Selectmen at their meeting on October 14, 2014 voted x-0-0 to support this Article.

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.

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

Background:

528

Finance Committee Report: No report.

Bylaw Committee Report: The Bylaw Committee recommends this Article by a vote of x-0-0 at their meeting on October 21, 2014.

***Board of Selectmen Report:** The Board of Selectmen at their meeting on October 14, 2014 voted x-0-0 to support this Article.

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

Background:

Finance Committee Report: No report.

Bylaw Committee Report: The Bylaw Committee recommends this Article by a vote of x-0-0 at their meeting on October 21, 2014.

***Board of Selectmen Report:** The Board of Selectmen at their meeting on October 14, 2014 voted x-0-0 to support this Article.

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."

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- (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

Finance Committee Report: No report.

Bylaw Committee Report: The Bylaw Committee recommends this Article by a vote of x-0-0 at their meeting on October 21, 2014.

***Board of Selectmen Report:** The Board of Selectmen at their meeting on October 14, 2014 voted x-0-0 to support this Article.

ARTICLE 10 To see if the Town will vote to amend the General Bylaws by amending section 8.9.1 thereof by striking the words "nor to the rights and privileges of an owner or lessee of land as set forth in MGL Chapter 131 relative to hunting and sporting" as shown below:

8.9.1 FIREARMS

No person shall fire or discharge any fireworks, firearms, cannon or explosives of any kind on or within the limits of any street, highway, park or other public property except with the written permission of the Board of Selectmen or its designee, or on any private property except with the written consent of the owner or legal occupant thereof and the written permission of the Board of Selectmen or its designee; provided, however, that this bylaw shall not apply to the lawful defense of life or property, nor to any law enforcement officer acting in the discharge of his duties, nor to the use of such weapon at any military exercises or any established rifle range, nor to the rights and privileges of an owner or lessee of land as set forth in MGL Chapter 131 relative to hunting and sporting.

or take any other action with respect thereto.

Board of Selectmen

Background:

5 d10

Finance Committee Report: No report.

Bylaw Committee Report: The Bylaw Committee recommends this Article by a vote of x-0-0 at their meeting on October 21, 2014.

***Board of Selectmen Report:** The Board of Selectmen at their meeting on October 14, 2014 voted x-0-0 to support this Article.

DRAFT

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

5012



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
Bylaw Committee
Community Planning and Development Committee
Economic Development Committee
Historical Commission
Zoning Board of Appeals
Copy: Zoning Advisory Committee
From: Robert W. LeLacheur, Jr. CFA
Date: October 6, 2014
RE: Zoning Bylaw project update

Good Afternoon,

I am writing to update you on the status of the comprehensive update of the zoning bylaw project. As you may recall, the Zoning Advisory Committee (ZAC) completed its work about a month ago and handed the draft over to Town Counsel for review. Since that time, Town Counsel has worked with staff to complete a detailed analysis.

In a meeting last week, Town Counsel, the Town Manager and Planning staff determined that the best path forward is to present a comprehensive core zoning bylaw revision in November and to defer some important specific sections to next April Annual Town Meeting.

November Town Meeting will take up the core zoning revision under Article 8, where Definitions, Administration, Use Regulations, Intensity Regulations, Non Conforming Uses and Structures, and a Severability clause covering the entire bylaw will be described. These sections logically belong together and should be subject to a single up or down vote. As part of this Article, the remaining sections will be renumbered only and put into the new bylaw format as they are written today.

If this Article passes at November Town Meeting, then at April Annual Town Meeting the remaining set of changes will be divided up into separate Articles which may be voted up or down on their own. These sections include the Sign Regulations, Parking, Overlay Districts, and Planned Development along with a second look at the revised Purpose. This April 2015 timing

5d13

will also allow for further public discussion about each of these sections, as may be needed. If any of these Articles do not pass, then existing language is acceptable within the overall bylaw.

More information will follow including a chart of changes to visually map out and detail the changes described above. We will send out a letter advising Town Meeting of the upcoming public forum they indicated interest in attending at Town Meeting, to be held on **October 15th**, as well as the CPDC Public Hearing on **October 20th**.

I would like to take a moment to publicly thank the members of the ZAC and Town Planning staff who together have spent over 4,000 hours conducting public meetings and striving towards the stated goals to Streamline, Clarify and Modernize our zoning bylaws. Next time I suggest we not wait almost 100 years to do so!

Sent on behalf of Chair Marsie K. West and the entire ZAC,

Robert W. LeLacheur, Jr. CFA
Town Manager, Town of Reading
16 Lowell Street, Reading, MA 01867
townmanager@ci.reading.ma.us
(P) 781-942-9043; (F) 781-942-9037

5214

10/14/2014 FY 2014 TOWN MANAGER EVALUATION - Robert Lelacheur		RATINGS: 1-NOT APPLICABLE; 2-DID NOT MEET GOAL; 3-MET GOAL; 4-EXCEEDED GOAL	
ACTIVES DURING EVALUATION PERIOD		COMPOSITE RATING	EVALUATOR: Dan Ensminger
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.	4	Reorganization of Town government was well thought out. Bob has developed a robust command structure that provides for emergency coverage and succession planning in all Town Departments. Deferral of non-union pay & classification study results to 2015 caused this rating to be a 3 not a 4.
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.	1	Incomplete in 2014. We have not yet established optimal professional development (PD) and training levels across all departments.
Administration	3. Create lists of routine tasks all Town departments/divisions do each year. Design specific quantitative measures to evaluate these tasks on either a quarterly or monthly basis. Devise implementation plan for these measurements.	3	3
Administration	4. Conduct a Retreat with the Selectmen (BOS) and Town Department Heads.	3	Bob and the Board need to work together to keep Reading 2020 on track to achieve its aggressive 2015 goals.
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.	3	Bob and our Town Accountant deserve credit for their dogged pursuit and follow-up in the case of the RMLD surplus truck disposal issue.
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.	4	Bob's abandonment of the traditional positional bargaining stance in favor of straight talk, has earned him the respect of most unions.
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.	3.5	3 Significant work was expended by volunteers and staff in this effort to rewrite Reading's zoning bylaws. Certain aspects of the zoning revision plan have slipped into 2015.
Regulation & Policy Development	8. Complete the review and re-write of the Traffic Rules and Regulations.	3	3
Regulation & Policy Development	9. Determine if Zoning changes are needed for the optimal use of the Oakland Road property.	1	Delays in clearing the title of this property were unfortunate. Timing of sale has slipped due to discussions with the School Committee about alternative uses of the land. No progress made on potential rezoning of the parcel.
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.	3	See Click-Fix seems to be an early success. The current rubbish contractor seems to be performing well. There are few complaints and creative rubbish pickup service options are being explored.
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.	3	4 Bob has worked effectively with the Library Board of Trustees to clarify his roles and responsibilities regarding the Library Building project.

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10/14/2014 FY 2014 TOWN MANAGER EVALUATION - Robert Lelacheur		RATINGS: 1-NOT APPLICABLE; 2-DID NOT MEET GOAL; 3-MET GOAL; 4-EXCEEDED GOAL	
ACTIVES DURING EVALUATION PERIOD		GOAL / OBJECTIVE	
MAJOR AREA	COMPOSITE RATING	EVALUATOR: Marsie West COMMENTS	EVALUATOR: John Halsey COMMENTS
	RATING		RATING
Administration	4	Good progress has been made to restructure town administration in support to future needs and to educate Town Meeting on the changes.	4
Administration	1		1
Administration	3	List of routine tasks developed - design of measures is pending.	3
Administration	3	Retreat was time well-spent on the long term strategic focus for the town. Good interchange of ideas and planning for future working sessions to continue momentum.	3
Administration	3	Increased cross-board meetings have allowed all to hear the same information concurrently. Focus needs to be placed on reviewing or establishing BCC missions and clearly identifying how these BCCs support overall town goals.	3
Administration	4	Excellent progress on contract negotiations with unions.	4
Regulation & Policy Development	3.5	Extensive time was spent revising the Zoning Bylaws with many public meetings and hours of work.	3
Regulation & Policy Development	3		1
Regulation & Policy Development	1	On hold - need to ensure property title issues are fully resolved as soon as possible.	1
Services	3	Great to have the See-Click-Fix application available in town. Customer service measurement needs to continue to improve with new ways to measure satisfaction.	3
Services	3		3

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10/14/2014, FY 2014 TOWN MANAGER EVALUATION - Robert Lelacheur		RATINGS: 1-NOT APPLICABLE; 2-DID NOT MEET GOAL; 3-MET GOAL; 4-EXCEEDED GOAL				
ACTIVES DURING EVALUATION PERIOD		COMPOSITE				
MAJOR AREA	GOAL / OBJECTIVE	RATING	RATING			
		EVALUATOR: Dan Ensminger	EVALUATOR: John Arena			
		COMMENTS	COMMENTS			
		RATING	RATING			
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.	2.5	3	Mostly going well here. DPW internal governance issues are being addressed. Town website needs to be improved to foster better communication with the public.	2	Did not meet mostly as time ran out given other priorities- Remains as a goal for coming year
Operations	13. Fully implement permits and licensing system, including customer self-service.	3	3	Follow-up will be needed by Reading 2020.	3	On track.
Operations	14. Expand the Records Management efforts including providing records to the public via the web site.		3			
Operations	15. Expand regional services as appropriate (Assessors, Housing Services Coordinator, Recreation).		3	Current progress is good, but let's not do regionalization for regionalization's sake. Reading should benefit in some way from each regionalized function.		
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.		3			
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.	3	3	The Board and School Committee have jointly collaborated with RCASA on substance abuse prevention initiatives. The Board has adopted the Complete Streets policy at Bob's recommendation, which will encourage walking, cycling, and other healthy activities.	3	Suggest this goal be biased toward safety Health being more in the domain of the individual
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.	3	3	Bob had discussed economic development with local merchants and the Chamber of Commerce to see what is working and what is not. EDSAT was a great step in understanding what we are doing right and wrong, and which efforts matter the most in attracting economic development to Reading.	2	"DNMG" mostly over 'entrance / exit BIZ reviews' not yet operationalized. I recognize there's more work to do in the area of business development council (BOS)
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.	3.5	4	Thanks to Bob and Community Development staff, Reading has been able to work proactively with the state to shape where 40B developments are sited.	3	
Community Development	20. Implement high-priority parking and alternative transportation recommendations for Parking, Traffic, and Transportation improvements.	3	3	Need to look at modern ways to implement paid parking in the Main-Haven St. area (e.g. using kiosks to distribute prepaid parking passes). Can provide first hour free, etc.	3	
Community Development	21. Develop inventory of properties falling under the new Property Maintenance Bylaw, and begin actions to bring them into compliance.	3	3	Bob broke the logjam with the Mr. Tux property. Can we find ways to extend this Property Maintenance Bylaw to cover blighted residential properties?	3	
Community Development	22. Implement new gateway signage -South Main Street (paid for by Reading Woods mitigation).	3	3	Project completed.	1	Not sure I understand this - isn't there a sign there presently? - rated N/A until resolved
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.	3	3	Need to jump start this activity by regionalizing the DPW function (See #25c). EDSAT findings should guide us here.	3	Good progress towards the larger thought and mosaic of moving pieces

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10/14/2014 FY 2014 TOWN MANAGER EVALUATION - Robert LeLacheur		RATINGS: 1-NOT APPLICABLE; 2-DID NOT MEET GOAL; 3-MET GOAL; 4-EXCEEDED GOAL	
CTIVES DURING EVALUATION PERIOD		COMPOSITE	
MAJOR AREA	GOAL / OBJECTIVE	RATING	COMMENTS
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.	2.5	2 On hold but this has been identified as an important area of focus. It will be critical to come up with strong communications with residents on town progress and a marketing plan for the town as identified in the EDSAT. The website must be improved as the primary source of information for residents.
Operations	13. Fully implement permits and licensing system, including customer self-service.	3	2 Public portion on hold - this functionality will be important in measuring current permitting process. Would like to see reporting from system on the internal permitting at future BOS meeting.
Operations	14. Expand the Records Management efforts including providing records to the public via the web site.	3	3 It will be important to market this functionality to the public; if it is available but they don't know it, it is a lost opportunity to provide service and potentially reduce reliance on town staff.
Operations	15. Expand regional services as appropriate (Assessors, Housing Services Coordinator, Recreation).	3	3 Regional services should continue to be investigated when they make sense for the town
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.	3	3
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.	3	3
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.	3	3 Issues noted with nighttime government should be considered with the redefinition of BCC missions. excellent first steps, but expanded clarity to mission and better development of EDC and Chamber involvement would be helpful
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.	3.5	4 Continue proactive work to help Reading define its own solutions.
Community Development	20. Implement high-priority parking and alternative transportation recommendations for Parking, Traffic, and Transportation improvements.	3	3
Community Development	21. Develop inventory of properties falling under the new Property Maintenance Bylaw, and begin actions to bring them into compliance.	3	3
Community Development	22. Implement new gateway signage-South Main Street (paid for by Reading Woods mitigation).	3	3
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.	3	3 Continue to focus on plan for this area as one of the few remaining locations for commercial development in town. Follow up here would be very informational Continued R&D will lead to a desired outcome

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10/14/2014 FY 2014 TOWN MANAGER EVALUATION - Robert LeLacheur		RATINGS: 1-NOT APPLICABLE; 2-DID NOT MEET GOAL; 3-MET GOAL; 4-EXCEEDED GOAL		EVALUATOR: Dan Ensinger		EVALUATOR: John Arena	
ACTIVES DURING EVALUATION PERIOD		COMPOSITE		COMMENTS		COMMENTS	
MAJOR AREA	GOAL / OBJECTIVE	RATING	RATING	RATING	RATING		
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.	3	3	3	3	Expectations have been well managed on the West Street project, despite shifting timelines from the MWRA. Great progress with our townwide street reconstruction program, now in its second year.	Probably cannot say enough about over-communication enough here -
Infrastructure and Capital Projects	25(a) Implement Library building project.	3.5	4	4	4	See #11.	
Infrastructure and Capital Projects	25(b). Determine impact of Library and other building projects on support levels from Town Facilities department.	3	3	3	3	Bob raised important questions about new sidewalk plowing requirements and costs; if on-site parking for the library is restricted. It may make sense to shift the Town Facilities Dept. back to the Town side.	
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.	3	3	3	3	May need a phased plan here: immediate needs that MUST be met on current site vs. future regionalized DPW location.	
Infrastructure and Capital Projects	26. Begin implementation of the first phase of the Water Distribution Master Plan.	3	3	3	3		
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.	1	1	1	1	Deferred to the future.	Suggest this be thought of in the larger context of recreational demand / support for the Town
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 PRT or other qualified institution.	3	3	3	3	Bob has successfully managed Reading's OPEB costs in the past. We will expect this to continue.	
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.	1	1	1	1	Incomplete in 2014.	
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.	3	3	3	3	Let's look into raising the depot parking fees for resident commuters, which seem to be well below commuter parking fees charged in other towns / cities.	
Finance	31. Develop a Fund Balance policy in accordance with GASB.54.	1	1	1	1	Incomplete in 2014.	
						Bob has met or exceeded expectations as our new Town Manager during FY2014. He brought to his job a blended background in private-sector financial experience, prior volunteer service on Reading's FinCom, and experience as Assistant Town Manager, all of which have served him well. He has demonstrated superb communication skills with his Board and fellow town employees, as demonstrated in the past year's union negotiations and his dealings with the Library Board of Trustees regarding the new building project. Bob has challenged his staff to think big and envision their departments as they should be in the future. He has taken the first important steps in putting Reading on the map for substantial economic investment and re-development. I look forward to working with Bob and the Board to continue the progress toward these goals that we have laid out in Reading 2020.	
SUMMARY		3	3	3	3		

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10/14/2014 FY 2014 TOWN MANAGER EVALUATION - Robert LeLacheur		RATINGS: 1-NOT APPLICABLE; 2-DID NOT MEET GOAL; 3-MET GOAL; 4-EXCEEDED GOAL	
CTIVES DURING EVALUATION PERIOD		COMPOSITE RATING	
MAJOR AREA	GOAL / OBJECTIVE	RATING	COMMENTS
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.	3	
Infrastructure and Capital Projects	25(a) Implement Library building project.	3-5	Strong town oversight will be needed to ensure the project remains on track and in budget
Infrastructure and Capital Projects	25(b). Determine impact of Library and other building projects on support levels from Town Facilities department.	3	It is concerning that the Capital Plan has not covered town facilities in recent Town Meetings. It is important that town facilities are fully maintained to avoid larger than expected future costs.
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.	3	
Infrastructure and Capital Projects	26. Begin implementation of the first phase of the Water Distribution Master Plan.	3	
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.	1	Positive change to have Rec Comm lead the planning for this area.
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.	3	Continue to fund OPEB but balance this need against the ongoing operating needs of the community.
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.	1	Continue to review options for reducing paper bills and payments.
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.	3	
Finance	31. Develop a Fund Balance policy in accordance with GASB 54.	1	
SUMMARY			Overall, I think Bob has exceeded expectations for his first full year on the job. While the majority of the individual goal ratings are a 3, the sum of his performance has been exceptional, particularly given the large number of goals on his plate. He quickly acted to assess the town organization and implement changes to position us well for the future. The transition has turned up more items that needed to be addressed quickly than was initially anticipated. Bob has done an excellent job keeping the BOS informed of pending situations and recommending sound solutions to address issues and challenges. In the next year, there needs to be a strong focus on communication with the public, particularly outlining areas the town has achieved success. Personnel challenges may need to be addressed more directly or in a shorter period of time. Bob's work to coordinate Reading
			I feel somewhat incomplete regarding this evaluation as attached since I have only worked with the Town Manager since my election in April of 2014. Therefore my evaluation likely does not do justice to his overall performance due to my personal lack of data prior to that date. I believe Bob is absolutely a perfect fit for the town of Reading and does an outstanding job on our behalf. His vision and strategy as I have grown to understand both with set Reading in an excellent trajectory for the next decade and beyond. I am personally anxious to support him in those regards and work with him to refine and develop his already strong gameplan.

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10/14/2014 FY 2014 TOWN MANAGER EVALUATION - Robert LeLacheur							
RATINGS: 1-NOT APPLICABLE; 2-DID NOT MEET GOAL; 3-MET GOAL; 4-EXCEEDED GOAL							
MAJOR AREA	GOAL / OBJECTIVE	COMPOSITE RATING	EVALUATOR: Dan Ernstinger	RATING	COMMENTS	EVALUATOR: John Arena	COMMENTS

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10/14/2014 FY 2014 TOWN MANAGER EVALUATION - Robert LeLacheur		COMPOSITE RATING		EVALUATOR: John Halsey	
RATINGS: 1-NOT APPLICABLE; 2-DID NOT MEET GOAL; 3-MET GOAL; 4-EXCEEDED GOAL		COMPOSITE RATING		EVALUATOR: John Halsey	
GOAL / OBJECTIVE		RATING		COMMENTS	
MAJOR AREA	GOAL / OBJECTIVE	RATING	COMMENTS	RATING	COMMENTS
			2020 with its focus on the strategic direction for the town is important and will help to drive us in the right direction.		

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Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

Finance Committee

Date: 2014-09-10

Time: 7:30 PM

Building: School - Coolidge

Location: Meeting Room

Address: 89 Birch Meadow Drive

Purpose: Financial Forum

Attendees: Members - Present:

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

Members - Not Present:

Chairman John Arena

Others Present:

State Representatives Brad Jones and Jim Dwyer, Senator Jason Lewis, Town Manager Bob LeLacheur, Assistant Town Manager Jean Delios, Police Chief Jim Cormier, Town Accountant Sharon Angstrom, School Committee Members Linda Snow Dockser, Gary Nihan, Elaine Webb, Chuck Robinson, Chris Caruso, Jeanne Borawski, FinCom members Mark Dockser, Paula Perry, Marc Moll, Anne Landry, Karen Herrick, Peter Lydecker, Craig Merry, and Paul McNeice.

Minutes Respectfully Submitted By: Secretary Daniel Ensminger

Topics of Discussion:

Chairman Mark Dockser called the meeting to order and started the discussion off with a recap of the last financial forum.

Mr. Dockser explained at the last forum the group voted on services divided up into categories of: what we do well, focus areas, services not being provided but should be, and services getting too much funding.

Mr. LeLacheur quickly explained the four working groups the Board of Selectmen and Department Heads created to reach towards Reading 2020. He also explained the Economic Self-Assessment Tool that was used to assess Reading recently. Mr. LeLacheur then gave a very brief overview of the budget.

State Senator Lewis started us off with a brief background on himself stating he got his start on the Financial Committee over in Winchester and that he believes his role is being our partner in helping better the people of Reading's lives. Senator Lewis then went and stated some of the success we have had in Reading recently including the Franklin and Main project, the energy efficiency grant, the cultural council was awarded money, and the Civil War preservation grant. He then went on to speak about Health Insurance costs and how that is a concern for us at the moment because we are going out to bid soon. He stated the state has the same budget problems as the local level does with health care.

Senator Lewis then wanted to talk about some potential opportunities Reading could take advantage of. He mentioned the complete streets or active streets program. He said there is a transportation bond bill that gives extra Chapter 90 money for communities who take

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steps to be "active streets". Senator Lewis talked about the Green Communities program that could make us qualify for grants and would help lower our operating costs. He also talked about the Mass in Motion program which supports initiatives like healthy and active living. He said Wakefield and Melrose are both apart of the program and since we share a Health Director with them, it might be something Reading should take a look at.

Senator Dwyer introduced himself and gave a brief overview of what he hopes to accomplish. He mentioned his main priority being public safety. He said he also believes in getting every bang for our dollar and will try to push through any bills that would help get more money back to the town.

Representative Brad Jones then spoke to the room. He mentioned that he is diligently trying to pass the municipal gas tax bill and we will keep trying to get it passed. He talked about the hopes of the Chapter 9 program giving back more money to the town. Representative Jones also mentioned he is trying to work out a way to get more money back to the towns from the lottery. He ended with noting the good partnerships with local and state money.

Mr. Dockser then opened it up for questions.

Mr. LeLacheur asked if we should care if the casinos pass or fail? Representative Jones answered with potentially.

There was a request for an update on the Community Preservation Act. Senator Lewis explained the state used to match the money 100% but it has dropped as more communities joined. It is currently matching around 20-30 cents per dollar now. However the money received can now be used to update old parks where as before it was only for new parks to be established. There are other sources of revenue that Towns can put into the CPA fund and the state will match, however voters would have to approve a 1% surcharge on property tax.

A resident asked how we can keep up with updates on the Chapter 70 program? Senator Lewis said there will be four public meetings that will all be advertised beforehand and anyone can come and listen and even participate in some of the discussion.

Mr. Dockser stated that Reading has always been a very proactive town but has noticed that sometimes, other towns that are less proactive get rewarded as well. Mr. Dockser would like to know what we can do to be noticed and rewarded for being as proactive as we are? Representative Jones stated to continue being proactive and that is something the state needs to take a look at and be aware of what towns are doing what when it comes to handing out rewards. He stated it's not going unnoticed that Reading is proactive but maybe the state needs to be more aware of who they are rewarding.

Mr. LeLacheur thanked the Legislators for coming tonight and welcomed them to stay for the rest of the meeting if they would like.

Mr. LeLacheur stated our cash reserves are adequate but our operating budget cannot be sustained. He said we need to start coming up with new sources of revenue like real estate, grants, state aid, and an override. The Town Manager noted we will be \$3 million in the hole if health insurance premiums go up 14% but the health insurance is our biggest unknown factor right now.

The room then generated a list of potential ideas to create more revenue that included joining some of the programs mentioned by the Legislators, sale and use of public land, private partnerships, parking fees, facilities rentals, and sponsorships.

David Hutchinson gave an update on the Library project. He said we are in complete design and all contractors have prequalified. The library relocation will happen in October and they hope to close the library for around 2-3 weeks for the move. We are on budget and expecting about \$5 Million from the state, \$2 Million has already been given to us and we are expecting another \$1 Million soon.

Elaine Webb from the School Committee thought it would be helpful to see some numbers from the budget from last time the town had an override. She wanted to know if we are at the same level we were before the 1993 override.

Selectmen member Marsie West indicated we are not but we can't wait until it gets that low this time because of other factors in our budget now.

Mr. LeLacheur said we need to look at the past history with our budgets and overrides and learn from them.

Chuck Robinson from the School Committee said we can use them as an example but everything was different back then, the projects were different, the costs were different, and it would be hard to say if the level we are at right now compares to what we were at last time because of all the factors that are different.

The meeting was adjourned at 10:00 p.m.

Respectfully submitted,

Secretary

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Town of Reading Meeting Minutes

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

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, Office Manager Paula Schena, Attorney Robert S. McCarthy, David Williams, Robert Salter, Michele Benson, Laurie Ann Sylvia, Kathy Greenfield, Gina Snyder, Terry Selle, Nancy Dockter, Ron O'Keefe Jr.

Minutes Respectfully Submitted By: Secretary Daniel Ensminger

Topics of Discussion:

Reports and Comments

Selectmen's Liaison Reports and Comments - Marsie West noted that she watched the Reading Municipal Light Board meeting last evening and there was a lot of discussion regarding Articles 14 and 15. They discussed the timing of the articles and noted that the trucks have been returned to the Light Department and policies are being reviewed. The Town Accountants investigation found that procedures were not followed. The policies at the Light Department are very old and changes were made regarding subcommittees while she served on the Light Board.

John Arena noted that he watched the same video and noted that Article 14 puts in place the language for the Finance Committee to look at the RMLD and Article 15 corrects the deficiency that makes the extinctions.

Kevin Sexton noted that he and John Halsey attended a MAPC meeting today. They will be doing a market Analysis of downtown, One General Way, the property behind the RMLD and looking at industrial sites. They will hold two public meetings and will have a plan by June 2015.

Daniel Ensminger attended a Historical Commission meeting. Criterion has presented a second plan which will not demolish the house and puts the parking in the rear. He feels the neighbors did a good job. He attended the Financial Forum on September 10th. He requested that the Board send a letter to the State reps urging full restoration of the lottery aid. In addition, he attended the RCASA presentation and they have received a grant for \$125,000 per year for five years; a two year \$50,000 per year grant to certify school educators and support staff in youth mental health first aid; and lastly they received a 5 year \$250,000 grant to implement multi-tiered systems of supports for all students K-12.

John Halsey thanked Selectman Ensminger for attending the RCASA meeting for him. He noted that RCASA has taken the leadership role and their annual meeting is October 1, 7:00 p.m. in the Performing Arts Center. He noted there will be a reconnect of the World Café on October 23rd at the field house and there will be regional interest in this. The Board of Health has been undergoing a strategic planning process to try and understand where we are and where we are going. The Recreation Committee has an offer for Birch Meadow that calls for dugouts at Morton Field and it will be done free as a public/private partnership. Also, the Recreation Committee is partnering with a software company to schedule the tennis courts online. They are also working on a policy regarding running of various camps regarding employees declaring a conflict of interest. The lights are up at Memorial Park and will be on October 1st. There is a new rock wall at Memorial Park; Washington Park is underway and the first phase will be done by mid-October; there will be Trick or Treating in downtown this year; 600 kids are signed up for flag football and there are girls divisions; and the Fall Street Faire was a big success.

John Arena agreed with Selectman Halsey that the public/private partnerships works so well and will continue to grow.

Public Comment – Bob Salter, 247 Summer Avenue agreed that the public/private partnerships work so well. He also noted that there is a concern regarding Criterion. They have collected 650 signatures asking Criterion to find another site. There are 250 signs on lawns and another 250 signs will be added this week. The community is collectively voicing concerns and the alternate plan does very little for the concerned residents. It is a bad deal for the neighborhood and Criterion should be encouraged to find a more appropriate location.

Bill Brown noted that today is the 70th anniversary of the Rockets.

Attorney Robert McCarthy, 39 Pine Ridge Road, noted he is the rep to the Northeast Regional Vocation School. They are planning on holding a lottery for labor which will give \$10,000 in free repairs to town vehicles and he needs a contact for the Town. The students will do the body work and repairs for free and the Town pays for the materials. They will draw a winner on October 9th. They are trying to connect with communities. The Town Manager suggested that the kids put a plaque on their work. Bill Brown noted that he used them to make the hooks for the plants at the cemeteries. Ron D’Addario noted that the students did the renovation work at the Mattera Cabin.

Town Manager’s Report – The Town Manager noted that the Library bids will be in the later part of October and as far as he knows everything is on track. The Board of Selectmen are posted for 7:00 p.m. on September 29th regarding Morton Field. On page 8 and 9 of tonight’s handout is information on Chelsea being honored as “All America City”. Chelsea City Manager Jay Ash invited him to this event and all of the winners had recovered from bad situations. Chelsea used a process similar to the 2020 process that we are doing. The “Amish Renegade” is being filmed in Reading and they like Reading so much they will do a lot of shots around Town. Lastly the Board of Selectmen, School Committee and Finance Committee will meet to discuss the financial impact of the grants and Schools/Town and public partnerships.

Discussion/Action Items

Climate Advisory Committee Adaptation Report – The Climate Advisory Committee members were present. Chairman David Williams noted that the report was based on data from many resources. The climate is changing including rising temps and sea water warming. The U.N. report indicates that if nothing is done the temperatures will continue to rise. We are experiencing migrating weather patterns with more heat waves and violent storms. Climate change brings disruption of power and sanitary services, reduced access to food and water, heat stress, worsened respiratory and cardiovascular disease, damaged homes and property, and wetland degradation.

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Mr. Williams noted that emergency preparedness should be encouraged including assembling emergency kits for the home and car; plan emergency evacuation, route/destination; employ alternative forms of energy and knowing the emergency siren signals.

John Arena asked who they are getting the word out and Mr. Williams indicated they do Green Articles for the newspaper and distribute information on Earth Day, the Fall Street Faire and the Reading Municipal Light Department.

Ron D’Addario noted that the problem is that the word needs to get out. He noted he joined the climate walk in New York this past weekend. He noted that we need to adapt to what is happening and what will happen in the future. It takes 10 years before we feel the affect.

The Board thanked the Climate Advisory Committee for their work.

Hearing – Town Forest Committee Rules and Regulations – The Secretary read the hearing notice. The Town Manager noted that Town Counsel indicates that #13 does not fall under the purview of the Town Forest Committee.

Town Forest Committee Chairman Terence Selle indicated that all parties including Boy Scouts, dog walkers and bird watchers are happy with the rules and regulations. He noted that they could correct the wording about fines to say it will be administered by the Police or Fire Department. John Arena asked if there is a chronic issue and Mr. Selle indicated not that he is aware of but there were some deliberate fires set. Daniel Ensminger noted the wording is redundant because it is stated in the law.

Mr. Selle noted that they are looking at putting up kiosks with the rules inside and they can also put up warnings and information.

John Arena noted that the rules are rather long and suggested combining #2 and #4, #5 with #6, #10 with #11 and #7 with #17. A committee member noted that #7 and #17 are specific to groups.

Marsie West asked if 32 included Town work and the Town Manager noted if it is an emergency we fix it, if not then the Town Forest Committee does.

Gina Snyder thanked the Town Forest Committee for their work. She noted that seven rules weren’t working. The Police said they couldn’t enforce because there were no rules and that is why they are lengthy.

Todd Petrine, a resident on Temple Street, commented that #5 and #6 should be separate.

A motion by Ensminger seconded by West to close the hearing amending the Town Forest Committee Rules and Regulations was approved by a vote of 5-0-0.

A motion by Ensminger seconded by West that the Board of Selectmen approve the Town Forest Committee Rules and Regulations as amended by striking #13 and renumbering the remainder was approved by a vote of 5-0-0.

Hearing – Order of Taking – 87 and 93 Belmont Street – The Secretary read the hearing notice. Town Engineer George Zambouras noted that this is the next to the last step in acquiring the water easement to improve water flow in the Libby Avenue area. This easement is over the existing drainage and sewer easement. We are not increasing easement space, we are just adding water use to it. The assessed value is \$200 and the water main will be installed next summer.

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Kevin Sexton asked where the easement is and what is there now. George Zambouras noted that the easement is 10 feet on either side and there is a drainage brook, sewer line and plantings there now. The plantings will be replaced.

John Halsey asked if we are running another pipe and George Zambouras noted that we are running another pipe and adding another use.

Christopher White, 93 Belmont Street, noted that the dotted line is flared and George Zambouras noted they had to angle the easement to go around a tree that Conservation won't let us remove.

Erland Anderson, 87 Belmont Street, noted that the Conservation Commission declared that as a drainage ditch. George Zambouras noted that the dark blue line is a river and the light blue could be a river or stream. Mr. Anderson noted that there is a telephone pole at the beginning of his driveway and George Zambouras noted that the pole and iron pins will be reset. Mr. Anderson asked how the Town will get equipment in without trespassing and George Zambouras noted we will remove the telephone pole if the need be.

Mr. White asked how the dollar amount was figured and the Town Engineer noted that there is not a big difference in area of the existing easement already there. If it were a brand new easement then it would have been worth more. The rhododendrons will be removed and replanted. The trees will be removed and replace but will not survive replanting so the Town will replace with whatever the resident wants as long as it's not too big.

Mr. White asked if he had a choice on whether he wants the easement and the Town Engineer noted Libby Avenue is surrounded by wetlands and this is the only way to go. Mr. White noted he is losing his privacy screen.

Kevin Sexton noted that a lot of flowering trees grow low and the Town Engineer noted that they cannot plant on the easement.

John Halsey noted that if the homeowners want something different we should be able to accommodate within reason.

A motion by Ensminger seconded by West to close the hearing was approved by a vote of 5-0-0.

A motion by Ensminger seconded by West to approve the order of taking of water easements at 87 and 93 Belmont Street was approved by a vote of 5-0-0.

Close Warrant for Subsequent Town Meeting – Dorothy and Walter Marshall were present asking the Board to sponsor an Article that will not allow the discharge of firearms on private property because they feel it is a public safety issue. Mrs. Marshall noted that they have reported it to the Police that there are shots at nighttime in the winter for trapping and shooting of animals. They were told they need Selectmen approval and she wants this done before hunting season. She noted that her abutters will support this. Mr. Cohen or Tony Ringley can present to Town Meeting.

John Arena asked when the last discharge was and Mrs. Marshall indicated in March. She feels it is ludicrous that a person can discharge a firearm on their property and noted that some guns can shoot at a distance of two miles. They have to be 150 – 200 feet from a structure and there are only two parcels in Town where this can be done.

John Arena asked what the Police response was and the Town Manager noted that the Police investigated and found nothing. John Arena asked if there is any damage or evidence and

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Mrs. Marshall indicated there is not. John Arena asked if it could be fireworks and Mrs. Marshall indicated it could be but she doesn't think it is.

John Halsey asked what other places in Town this would affect if this was endorsed. He asked about the unintended consequences of supporting this and what is considered too close for someone to be shooting. Selectman Halsey also noted that the gun that shoots two miles are not allowed for hunting. The Town Manager noted that our GIS Coordinator can answer those questions but she has not been a part of this exercise.

Kevin Sexton noted that all of the abutting Towns do not allow the discharge of firearms.

John Arena noted that he wants to see the GIS map and consider this for a future Town Meeting. He wants to hear from the Police Chief and GIS Coordinator first. Chairman Arena noted that he wants to get it right instead of fast. We are trying to do due diligence. There is no sign of damage or evidence and they are not even sure where the shooting is coming from.

The Town Manager noted that Mrs. Marshall did report this to the Police in July and they have been investigating it but there was no talk in July about going to Town Meeting. He noted that the Board could move to amend the Warrant by striking Article 10.

John Halsey noted that if they have a petition they can put it on the warrant without Selectmen approval. The Town Manager noted that the language does not state any remedy it just lists the bylaw so it can't be used as a petition article.

Marsie West and Kevin Sexton indicated they support putting it on the Warrant and then do the due diligence.

Daniel Ensminger noted that having the Selectmen sponsor an Article shows that the Board of Selectmen endorse it.

Marsie West noted that only two votes of the Board of Selectmen are needed to put this on the Warrant.

A motion by Ensminger seconded by West to close the Warrant consisting of 10 Articles for the 2014 Subsequent Town Meeting to take place on November 10, 2014 at the Performing Arts Center, 62 Oakland Road was approved by a vote of 3-0-2 with Halsey and Arena abstaining due to lack of information on Article 10.

Close Warrant for November Election – Daniel Ensminger noted that the Warrant states that this is the State Primary Warrant when it should say the State Election Warrant and that needs to be corrected.

A motion by Ensminger seconded by West to close the Warrant for the November 4, 2014 State Election as amended was approved by a vote of 5-0-0.

Hearing – Request for Early Opening – Cumberland Farms, 303 Salem Street – The Secretary read the hearing notice. Attorney John Smolack was present representing Cumberland Farms. He noted that the request is to open at 5:00 a.m. from Monday – Friday. The cars are lining up at 6:00 a.m. and they want to capture the early commuters. He feels there is no significant impact to the neighborhood. Also, 8 Torre Street has been purchased to add parking onsite.

Marsie West asked if the deliveries and trash pickup schedules will remain the same and Attorney Smolack indicated that is correct. The Town Manager noted that CPDC issued the

site plan review and that dictates the trash and delivery hours. He also noted that it has been a pleasure working with the Cumberland Farms staff.

Ron O’Keefe, from Precinct 1, asked what other businesses open early and the Town Manager noted that JK Market, two Starbucks, two Dunkin Donuts and a Shell station that is open 24 hours.

Pat Driscoll, 7 Line Road, noted that this will be added noise and the cars will start lining up at 4:30 a.m. now. He noted he can’t have his window open because of the car doors slamming. This will add to the traffic and lights at his house. He is against this.

The Town Manager noted that if this is approved it will expire December 31, 2014 and there will be a renewal process.

Mr. Driscoll indicated they don’t need to open an hour earlier. He noted that this has become a construction truck meeting area with trucks running and people talking. He noted that is why they added to the parking lot.

Attorney Smolack noted that there is a fence and a brook between Mr. Driscoll’s house and the store.

Mr. Driscoll noted that it is not just headlights but store lights that shine on his house.

Daniel Ensminger noted that he will vote against this because there is already a detriment and it will worsen with this.

John Arena noted that this can be approved and corrected midcourse.

Kevin Sexton indicated this is a short window and can be corrected if there is a problem.

The store Manager noted that they have changed the lighting when the neighbor asked them so they are trying to be a good neighbor. The new hours will start after the construction in about three weeks.

Mr. Driscoll asked how this benefits the Town of Reading and John Arena noted this meets public safety needs for gas and food.

A motion by Ensminger seconded by West that the Board of Selectmen close the hearing on the request for early opening for Cumberland Farms, 303 Salem Street was approved by a vote of 5-0-0.

A motion by Ensminger seconded by West that the Board of Selectmen approve a license to operate a retail business between the hours of midnight and 6:00 am pursuant to Section 7.1 of the Reading General Bylaw and further pursuant to Section 3.9 of the Board of Selectmen Policies to Cumberland Farms, 303 Salem Street, subject to the following conditions:

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

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

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

The motion was approved by a vote of 4-1-0 with Ensminger opposed.

Amend Board of Selectmen Policy 3.2.7.4 Agents of the Licensing Authority to include Deputy Chief – John Arena noted the current language does not have Deputy Chief so that needs to be added.

A motion by Ensminger seconded by West that under Selectmen’s Policy 3.2.7.4 that the Licensing Authority hereby appoints the Deputy Chief of Police as an additional agent 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, was approved by a vote of 5-0-0.

Award Bond Anticipation Note Sale – The Town Manager noted that we usually don’t issue short bonds but this has to be done in the fiscal year for West Street, easements and possibly some temporary library funding.

A motion by Ensminger seconded by West that all action taken by the Town Treasurer in advertising for public sale of the \$1,000,000 Bond Anticipation Notes, (the “Note”) of the Town authorized pursuant to Chapter 44, Section 7 of the Mass General Laws, as amended and supplemented, and by votes of the Town duly adopted, be and hereby is ratified, approved and adopted;

That the Note shall be dated as of September 26, 2014, shall mature on February 6, 2015, shall bear interest due at maturity, and shall not be subject to redemption prior to its stated maturity;

That the Note shall bear interest and is hereby sold and awarded as follows:

<u>Purchaser</u>	<u>Amount Int.</u>	<u>Rate</u>	<u>Premium</u>
<u>Century Bank</u>	<u>\$1,000,000</u>	<u>0.4192%</u>	<u>\$3,000.00</u>

That the Town Treasurer is authorized to deliver the Note to purchaser and that the Board of Selectmen, the Treasurer and the Town Clerk be and hereby are authorized to take action to execute and deliver all documents related to the Sale. The motion was approved by a vote of 5-0-0.

Approve Change of DBA for the Wine Shop of Reading – **A motion by Ensminger seconded by West to approve the change of dba for Brooks Brew and Fine Wines, LLC to the Wine Shop and More was approved by a vote of 5-0-0.**

Finalize Town Manager FY15 Goals – The Town Manager noted that the summary begins on page 23 of tonight’s handout. He noted that many Selectmen met in individual meetings except for Marsie.

Marsie West indicated she would like to add actively marketing the Town to residents and businesses and build good relations with businesses.

The Town Manager noted that 1/3 of the goals didn’t fit in the plan. John Halsey noted that is because it’s tactical.

John Arena and Daniel Ensminger indicated they would work with the Town Manager to add the goals into a framework.

A motion by Ensminger seconded by Halsey to approve the FY15 Town Manager goals as presented was approved by a vote of 5-0-0.

Town Manager Evaluation – John Arena noted that John Halsey and Daniel Ensminger prepared the format for the review. Daniel Ensminger asked for comments.

John Arena indicated he thought they talked about three rankings – 1 – 3 and N/A. Daniel Ensminger indicated he will change it to: 1 – N/A; 2 – does not meet; 3 – meets; 4 – exceeds.

Approval of Minutes

A motion by Ensminger seconded by Halsey to approve the minutes of September 2, 2014 as amended was approved by a vote of 5-0-0.

A motion by West seconded by Sexton to adjourn the meeting at 10:27 p.m. was approved by a vote of 5-0-0.

Respectfully submitted,

Secretary



Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2014-09-29

Time: 7:00 PM

Building: School - Memorial High

Location: Performing Arts Center

Address: 62 Oakland Road

Purpose: General Business

Attendees: **Members - Present:**

Chairman John Arena, members John Halsey, Kevin Sexton, Dan Ensminger

Members - Not Present:

Marsie West

Others Present:

Town Manager Robert LeLacheur, Joe D'Alession, Jeff Pierce

Minutes Respectfully Submitted By: Secretary Daniel Ensminger

Topics of Discussion:

Discussion/Action Items

Dugouts at Morton Field - John Halsey briefly introduced two members from the Reading Babe Ruth League, who were interested in presenting an idea to the Board.

Mr. D'Alessio and Mr. Pierce reviewed a request to build dugouts at Morton Field, according to the attached PPT presentation. They asked that the Town do the demolition work of the existing dugouts, and then the Babe Ruth League would fund and take care of the rest of the project, with the permission of the Selectmen.

They emphasized that the new configuration would protect the players from the hazards of foul balls first and foremost. In addition, during inclement weather both players and equipment would receive some protection (from both rain and sun).

Mr. LeLacheur asked if there would be significant excavation work, and Mr. D'Alessio replied there would not be, as the dugouts would be built above ground.

Mr. Ensminger asked about future maintenance, and both Mr. D'Alessio and Mr. Halsey gave examples where chain link fences around town last a long time, and come with a 40 year warranty.

Mr. Arena asked about snow damage, and Mr. D'Alessio replied that a Wisconsin firm makes the dugouts they are looking at, so they have plenty of experience building in that type of climate. Mr. Halsey noted that Symonds Field still looks like new.

Mr. LeLacheur noted that these plans as presented fit in well to the Birch Meadow Master Plan. He also said that the Recreation Committee, who is currently charged with re-evaluating that plan, unanimously endorsed this proposal at a recent meeting.

On a motion by Mr. Ensminger, seconded by Mr. Halsey, the Board voted 4-0-0 to approve the Proposed Dugout Construction at Morton Field as presented.

Mr. Halsey thanked the Babe Ruth League for their support of both the project and the youth in the community.

Mr. Ensminger moved to adjourn at 7:12pm, seconded by Mr. Sexton, and passed by a 4-0-0 vote.

Respectfully submitted,

Secretary

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The Commonwealth of Massachusetts

License #: GL-14-85

Fee:50.00

TOWN OF READING

This is to certify that:

**Fusion Cafe & Restaurant
607 Main Street
Reading, MA 01867**

Seating **50 seats** customers

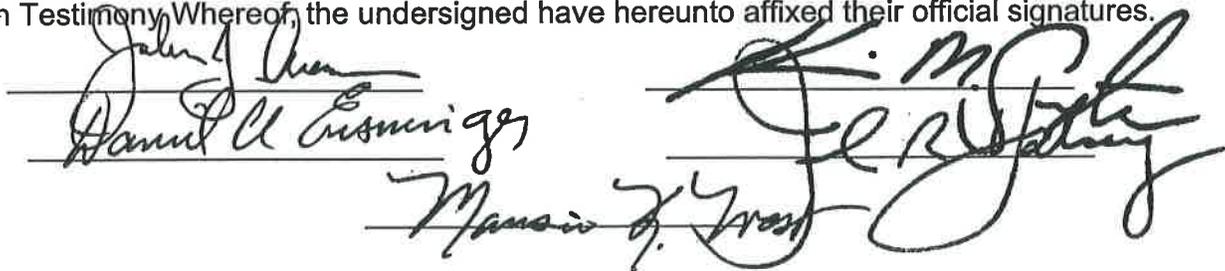
IS HEREBY GRANTED A

COMMON VICTUALLER'S LICENSE

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

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

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



Date Issued: 10/07/2014

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4c BOS

Schena, Paula

From: LeLacheur, Bob
Sent: Sunday, September 28, 2014 8:59 PM
To: Schena, Paula
Subject: FW: MMA Fall Conference for Selectmen

for October 14th BOS packet

From: Massachusetts Municipal Association [alerts@mma.org]
Sent: Friday, September 26, 2014 10:16 AM
To: Reading - Selectmen
Subject: MMA Fall Conference for Selectmen

Having trouble viewing this email? [Click here](#) for web version.

MMA **Register**
 Massachusetts Municipal Association The Voice of Cities and Towns

September 26, 2014

Dear Selectmen,

The **Fall Conference** of the Massachusetts Selectmen's Association is **Saturday, October 25th** at the Tri-County Regional Technical Vocational High School in Franklin.

The training is designed specifically for you and will feature workshops on: local government reform, community paramedicine, a discussion of the state wide ballot questions, and best practices in searching for and hiring a town manager or administrator.

Barry Bluestone, Director of the Kitty and Michael Dukakis Center for Urban and Regional Policy and founding dean of the School of Policy and Urban Affairs at Northeastern University will be the keynote speaker at the conference.

Please join with your colleagues from across the state to discuss the challenges and opportunities that your community has. We hope to see you on October 25th. [Register Now!](#)

MMA Fall Conference for Selectmen

Saturday, October 25, 2014

8:00 a.m. to 2:00 p.m.

Tri-County Regional Technical Vocational High School, Franklin

This event is **FREE** of charge, but registration is required.

[**CLICK HERE FOR REGISTRATION INFORMATION AND DIRECTIONS**](#)

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Megan J. Devine
Member Services Coordinator
Massachusetts Municipal Association
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