Town of Reading
Meeting Posting with Agenda

RECEIVED
TOWN CLERK
READING, MASS.

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2014-10-28 Time: 7:00 PM 2014 OCT 23 P 1:48

Building: Reading Town Hall Location: Selectmen Meeting Room

Address: 16 Lowell Street

Purpose: General Business

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

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

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

Topics of Discussion:

1) **Reports and Comments**
   a. Selectmen's Liaison Reports and Comments
   b. Public Comment
   c. Town Manager's/Assistant Town Manager's Report
2) **Open Session for topics not reasonably anticipated 48 hours in advance of the meeting**
3) **Proclamations/Certificates of Appreciation**
4) **Personnel & Appointments**
5) **Discussion/Action Items**
   a. Hearing – Tax Classification FY15 — 7:30
   b. Mystic Valley Elder Services — 8:30
   c. Financial Forum III Preview — 9:15
   d. Preview January 15 Special Town Meeting Warrant Permanent Building Committee and Charter — 9:30
   e. Request Authorization for Internal Borrowing for the Public Library Project — 9:55
6) **Approval of Minutes**
   a. October 14, 2014
   b. October 20, 2014
7) **Licenses, Permits and Approvals**
8) **Executive Session**
   a. Approval of Minutes – October 14, 2014
9) **Correspondence**
   copy a. Email from Will Finch announcing his resignation from the Conservation Commission
   copy b. Correspondence from Christine Hansen announcing her resignation from the Council on Aging

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.

copy c. Correspondence from Christine Hansen announcing her resignation from the Human Relations Advisory Committee

2014	DRAFT - BOARD OF SELECTMEN AGENDAS		2014
10/23/2014		Responsibility	Start time
	October 28, 2014		
HEARING	Tax Classification Hearing	Santaniello/Bd of Assessors	7:30
	Mystic Valley Elder Services	Delios	8:30
	Financial Forum III preview	LeLacheur	9:15
	Preview Jan '15 Special Town Mtg Warrant Permanent Building Committee (Bylaw Comm) Charter (Charter Review Comm)	LeLacheur	9:30
	Request authorization for internal borrowing for the Public Library Project	LeLacheur	9:55
	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
	HOLD for Tax Classification (if needed)	Santaniello/Bd of Assessors	7:30
	Approve Liquor licenses	LeLacheur	8:30
	RMLD Presentation - LED Program and Organizational/Reliability Study	Coleen O'Brien	9:00
Executive Session	To discuss strategy with respect to collective bargainning	LeLacheur	9:45
	Town Meeting November 20, 2014	**Thursday**	
	December 2, 2014		
Office Hour	John Halsey		6:30
	Approve licenses	LeLacheur	7:30
	Private/Public Road discussion	Town Counsel	8:00
	Enterprise Funds Workshop	LeLacheur	9:00

	December 9, 2014		
HEARING	**Close Warrant for January 5, 2015 Special Town Meeting**	**LeLacheur**	**7:30**
HEARING	**Approve FY15 Classification Plan**	**LeLacheur**	**7:45**
	Vote on Special Town Meeting Articles	**LeLacheur**	**8:00**
	Review FY15 Town Manager Goals	**LeLacheur**	**9:30**
	Discuss Reading 2020 Working Groups	**LeLacheur**	**9:45**
	December 23, 2014	***If Needed***	
Future Agendas			
	Reading 2020 Community Meeting		**Winter '15**
	Downtown Parking		**Spring '15**
	Multi BCC Summit		
	RMLD joint meeting		
	Strout Avenue Master Plan (after Town Forest planning work is done)	**Feudo**	
Recurring Items			
	Close Town Meeting Warrants	**by Sep 23/Nov**	
		by Mar 3/April	
	Review BOS/TM Goals	**Mar-July-Dec**	**Tri-ann**
	Review Customer Service survey results	**Feb & Aug**	**Semi-ann**
	Review Regionalization efforts	**June**	**Annual**
	Appointments of BCCs	**June**	**Annual**
	Approve Classification & Compensation	**June**	**Annual**
	Appoint Town Counsel	**June**	**Annual**
	Tax Classification Hearing	**October**	**Annual**
	Approve licenses	**December**	**Annual**
Reports to BOS			
	Town Accountant Report		**Qtrly**
	RCTV members Report		**Semi-ann**
	CAB (RMLD) member Report		**Semi-ann**
	MAPC member Report		**Semi-ann**
	BOS Appointed Boards, Committees & Commissions		**Annual**
	Reading Housing Authority Report		**Annual**
	Reading Ice Arena Report		**Annual**

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

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

To: Board of Selectmen
From: Robert W. LeLacheur, Jr. CFA
Date: October 23, 2014
RE: October 28th BOS Meeting

At 7:30pm the Board of Assessors and Appraiser Victor Santaniello will come in for the Tax Classification Hearing. Attached in your packet is the background information on Tax Classification. The draft results show an average single family home in Reading rose by over 4% in the past year to over $460,000 – passing the previous all-time high set in 2007. The tax rate if not split will be $14.71 per thousand, a slight reduction from the previous year. Next year is expected to be the first year of the impact of the Library debt exclusion, as we will borrow in February 2015.

If you have any Tax Classification questions over the weekend, please send an email to Victor at either vsantaniello@ci.reading.ma.us or vsantaniello@wakefield.ma.us.

At 8:30pm, Mystic Valley Elder Services will be in for a 30-45 minutes presentation about their services provided to the community. Assistant Town Manager Jean Delios will lead that discussion.

At 9:15pm I will provide the Board a preview of the Financial Forum, to be held on Wednesday October 29th. The financial present is strong, but the future does look very challenging.

At 9:30pm I will preview the January 2015 Special Town Meeting Warrant, consisting of ten Articles thus far. I will review the draft Permanent Building Committee as proposed by the Bylaw Committee, which will be a Bylaw change suggested for January 2015 Town Meeting.

Then we will spend some time reviewing the Charter Committee's plans for Charter changes – that will constitute five Articles at January Town Meeting. If all are approved, one which accomplishes most of the desired changes will go to local voters in April 2015, and the other four sets of minor changes will go to the State Legislature in the form of a Home Rule Petition. See this link for a current bold/cross-out version that will be the basis of a Public Information Session held on Monday October 27th at 7:30pm at Coolidge: http://www.readingma.gov/sites/readingma/files/u227/20141027_draft_charter_review.pdf

Finally I will give the Board a brief update on the Library building project, and request permission to borrow funds internally to bridge a possible funding gap between the timing of construction and the state aid that we have on hand, until we borrow as mentioned in February 2015.

LEGAL NOTICE

TOWN OF READING

To the Inhabitants of the Town of Reading:

Notice is hereby given that a public hearing will be held in accordance with the Massachusetts General Laws, Chapter 369 of the Acts of 1982 on the issue of determining a residential factor in assessing the percentage of tax burden to be borne by each class of property for Fiscal Year 2015. The hearing will be held on Tuesday, October 28, 2014 at 7:30 p.m. in the Selectmen's Meeting Room, 16 Lowell Street, Reading, MA. The five classes of property involved are residential, open space, commercial, industrial and personal property.

A copy of the proposed document regarding this topic is available in the Town Manager's office, 16 Lowell Street, Reading, MA, M-W-Thurs from 7:30 a.m. - 5:30 p.m., Tues from 7:30 a.m. - 7:00 p.m. and is attached to the hearing notice on the website at www.readingma.gov

All interested parties are invited to attend the hearing, or may submit their comments in writing or by email prior to 6:00 p.m. on October 28, 2014 to townmanager@ci.reading.ma.us

By order of
Robert W. LeLacheur
Town Manager

10/14, 21

5a1

FY 2015 Classification Information

Presented by the Reading Board of Assessors

October 28, 2014

5a2

Required Actions by BOS

- Selection of a Minimum Residential Factor.
- Selection of a Discount for Open Space.
- Granting of a Residential Exemption.
- Granting of a Small Commercial Exemption.

5a3

Minimum Residential Factor

- Reading has never adopted a split tax rate.
- The MRF will be 1.
- The anticipated tax rate is $58,829,894 / $3,999,637,753 = 0.01471 x 1000 = $14.71
- Single Tax Rate $14.71 est.

5a4

The average single family home value for FY 2015 is **$464,200**.
The table below summarizes the anticipated FY 2015 average tax bill amounts at various shift intervals.

CIP SHIFT	MRF	RES %	RES TAX RATE	EST 2015 BILL
1	100	91.4360	$14.71	$6,828
1.1	99.0634	90.5796	$14.57	$6,763
1.2	98.1268	89.7232	$14.43	$6,698
1.3	97.1902	88.8668	$14.30	$6,638
1.4	96.2536	88.0104	$14.16	$6,573
1.5	95.3169	87.1540	$14.02	$6,508

5 of 5

Average single family tax bill history from 2003 to present.

Fiscal Year	Single Family Assessed Values	Single Fam Parcel	Single Family Avg Value	Residential Tax Rate	Avg Single Family Tax Bill	Percent Change
2003	2,295,207,400	6,473	354,582	11.49	4,074	
2004	2,532,435,800	6,470	391,412	12.23	4,787	17.50%
2005	2,722,599,400	6,483	419,960	12.57	5,279	10.28%
2006	2,912,273,100	6,490	448,732	12.08	5,421	2.69%
2007	2,994,759,900	6,487	461,656	12.07	5,572	2.79%
2008	2,933,909,900	6,490	452,066	12.6	5,696	2.23%
2009	2,882,787,600	6,501	443,438	13.21	5,858	2.84%
2010	2,816,270,800	6,505	432,939	13.75	5,953	1.62%
2011	2,880,796,500	6,508	442,655	13.8	6,109	2.62%
2012	2,895,475,600	6,514	444,500	14.15	6,290	2.96%
2013	2,816,675,700	6,516	432,300	14.94	6,459	2.68%
2014	2,910,595,200	6,524	446,100	14.74	6,575	1.76%
2015	3,030,663,500	6,528	464,250	14.71	6,828	3.70%

5a6

The average commercial property valuation for FY 2015 is **$1,449,700.**
The table below summarizes the anticipated FY 2015 average commercial tax bill amounts.

CIP SHIFT	MRF	CIP %	CIP TAX RATE	EST 2015 BILL
1	100	8.5640	$14.71	$21,325
1.1	99.0634	9.4204	$16.18	$23,456
1.2	98.1268	10.2768	$17.65	$25,587
1.3	97.1902	11.1332	$19.12	$27,718
1.4	96.2536	11.9896	$20.59	$29,849
1.5	95.3169	12.8460	$22.06	$31,980

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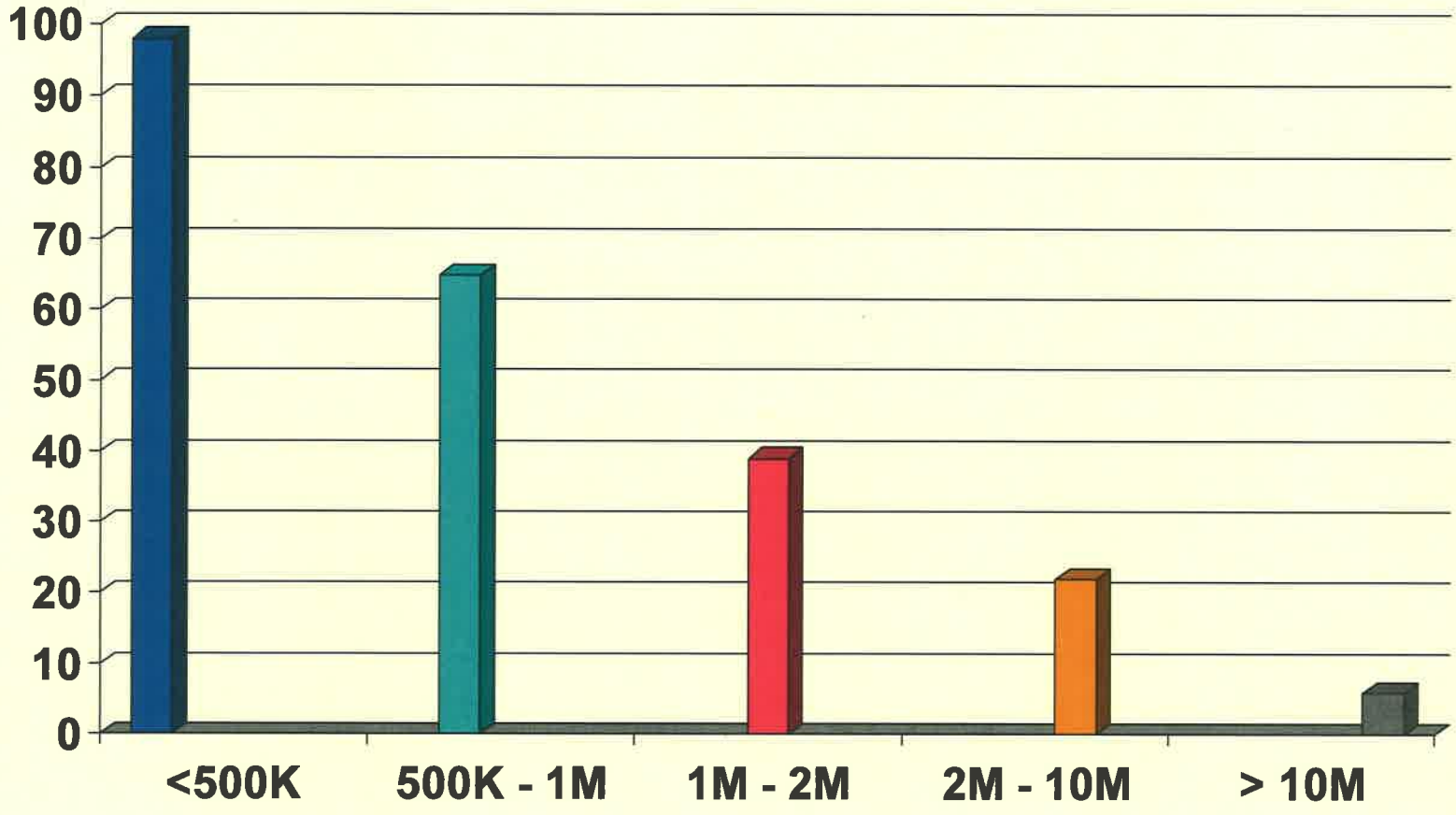
Commercial Property Value Breakdown for FY 2014

97 properties < $500K **66 from $500K - $1M**

39 from $1m to 2M **23 from 2M to 10M**

6 Properties above $10M



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Average commercial tax bill history from 2003 to present.

Fiscal Year	Total Commercial Value	Comm. Parcels	Average Commercial Value	Tax Rate	Average Commercial Tax Bill	Percent Change
2003	156,623,500	175	$894,991	11.49	10,283	
2004	155,560,000	176	$883,864	12.23	10,810	5.12%
2005	186,339,900	178	$1,046,853	12.57	13,159	21.73%
2006	219,005,200	179	$1,223,493	12.08	14,780	12.32%
2007	236,516,816	198	$1,194,529	12.07	14,418	-2.45%
2008	256,582,400	203	$1,263,953	12.6	15,926	10.46%
2009	262,919,463	206	$1,276,308	13.21	16,860	5.87%
2010	270,816,033	205	$1,321,054	13.75	18,164	7.74%
2011	319,506,376	204	$1,566,208	13.8	21,614	18.99%
2012	320,481,055	205	$1,563,322	14.15	22,121	2.35%
2013	300,063,400	199	$1,507,900	14.94	22,527	1.84%
2014	285,068,700	198	$1,439,700	14.76	21,221	-5.7%
2015	284,141,800	196	$1,449,700	14.71	21,325	.488%

5a9

Discount for Open Space

- MGL C59, sec 2A defines class 2 open space as: "land which is not otherwise classified and which is not taxable under provisions of Chapters 61A or 61B, or taxable under a permanent conservation restriction, and which land is not held for the production of income but is maintained in an open or natural condition and which contributes significantly to the benefit and enjoyment of the public."

- An exemption of up to 25% could be adopted for property classified as Class 2 Open Space.

- Reading has never adopted a discount for Class 2 Open Space.

5a10

Residential Exemption

- BOS may adopt a Residential Exemption for residential properties in town that are owner occupied.
- Amount up to 20% of the average assessed value of ALL residential properties, including vacant land.
- Adopting this would raise the residential tax rate to $17.82 from the $14.71 est. This would apply to all residential properties before the exemption which is estimated to be approx. $1,575 off for all owner occupied residential properties. The est. break-even point is $468,600 and a tax amount of $6,760.
- Adopted by only 13 communities including Boston, Chelsea, Cambridge & Waltham.
- Since the shift is only in the res class, higher valued homes will pay for the exemption to those homes of lower value.

5a11

Small Commercial Exemption

- Up to 10% of prop value for commercial properties only. (No industrial or personal property).
- Total Property Value less than $1,000,000
- Not more than 10 employees as certified by the Dept. of Employment & Training.
- One business in a building of several would qualify only if all other businesses qualified.
- Exemption goes to the real estate owner and not the business owner.
- Less than a dozen communities in the Commonwealth have adopted this exemption.

5a12

Neighboring Communities / FY 2014

Community	Res%	Split	Shift	Avg. S. F. Tax Bill	Tax Rate /$1000 RES / CIP
Lynnfield	90.80	Yes	1.11	$7,810	14.77 / 16.59
No. Reading	86.40	No	1.0	$7,464	16.43
Stoneham	88.50	Yes	1.52	$5,297	13.49 / 22.00
Wakefield	84.10	Yes	1.75	$5,161	12.78 / 26.07
Wilmington	75.30	Yes	1.75	$5,102	14.24 / 33.04
Woburn	69.20	Yes	1.75	$3,571	10.44 / 27.41
READING	90.9	No	1.0	$6,576	14.74

Only Lynnfield & Reading have a CIP sector less than 10%.

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Middlesex League / FY2014

Community	Res%	Split	Shift	Avg. S.F. Tax Bill	Tax Rate / $1000 RES / CIP
Arlington	93.9	No	1.0	$7,099	13.79
Belmont	94.4	No	1.0	$10,566	13.50
Burlington	63.8	Yes	1.67	$4,652	12.00 / 32.24
Lexington	86.6	Yes	1.70	$11,481	15.51 / 29.56
Melrose	93.7	Yes	1.36	$5,383	13.28 / 18.51
Stoneham	88.5	Yes	1.52	$5,297	13.49 / 22.00
Wakefield	84.1	Yes	1.75	$5,161	12.78 / 26.07
Watertown	80.7	Yes	1.75	Res Ex	14.96 / 27.96
Wilmington	75.3	Yes	1.75	$5,102	14.27 / 33.04
Winchester	94.6	Yes	1.0	$10,195	12.66 / 11.91
Woburn	69.2	Yes	1.75	$3,571	10.44 / 27.41
READING	90.9	No	1.0	$6,576	14.74

5a14

Largely Residential Comparable Communities
Fiscal Year 2014 Data

Community	Res%	Split	Shift	Avg. S.F. Tax Bill	Tax Rate / $1000 RES / CIP
Arlington	93.9	No	1.0	$7,099	13.79
Belmont	94.4	No	1.0	$10,566	13.50
Concord	90.6	No	1.0	$12,249	14.45
Lincoln	96.3	Yes	1.30	$13,742	14.41 / 18.95
Lynnfield	90.8	Yes	1.11	$7,810	14.77 / 16.59
Melrose	93.7	Yes	1.36	$5,383	13.28 / 18.51
Milton	95.9	Yes	1.50	$7,740	14.99 / 22.97
Sudbury	93.3	Yes	1.35	$11,544	18.03 / 24.94
Wakefield	84.1	Yes	1.75	$5,161	12.78 / 26.07
Winchester	94.6	Yes	1.0	$10,195	12.66 / 11.91
READING	90.9	No	1.0	$6,576	14.74

Reading had the third lowest average single family tax bill of those listed.
All communities except Wakefield had a 1.5 shift capacity.

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Community	Res %	Split	Shift	Avg. S.F. Tax Bill	Tax Rate / $1000 RES / CIP
Andover	80.20	Yes	1.47	$8,343	15.18 / 25.26
Bedford	79.60	Yes	1.75	$8,461	15.71 / 34.04
Belmont	94.40	No	1.0	$10,566	13.50
Burlington	63.80	Yes	1.67	$4,652	12.55 / 32.24
Canton	76.50	Yes	1.65	$5,805	12.87 / 26.53
Danvers	73.40	Yes	1.27	$5,215	14.85 / 20.90
Dedham	79.80	Yes	1.75	$6,217	16.08 / 34.72
Lynnfield	90.80	Yes	1.11	$7,810	14.77 / 16.59
Mansfield	75.90	Yes	1.21	$5,628	15.77 / 20.45
Marshfield	93.70	No	1.0	$5,002	13.29
Milton	95.90	Yes	1.5	$7,740	14.99 / 22.97
Natick	77.00	No	1.0	$6,459	14.18
North Reading	86.40	No	1.0	$7,434	16.43
North Andover	86.80	Yes	1.29	$6,738	14.41 / 19.45
Shrewsbury	86.70	No	1.0	$4,483	12.17
Stoneham	88.50	Yes	1.52	$5,297	13.49 / 22.00
Tewksbury	80.90	Yes	1.47	$5,066	16.11 / 26.64
Wakefield	84.10	Yes	1.75	$5,161	12.78 / 26.07
Walpole	86.00	Yes	1.275	$6,405	15.76 / 21.04
Westborough	63.50	No	1.0	$8,134	19.29
Westford	84.80	No	1.5	$7,312	16.60 / 16.83
Wilmington	75.30	Yes	1.75	$5,102	14.24 / 33.04
Winchester	94.60	No	1.0	$10,195	12.66 / 11.91
READING	90.90	No	1.0	$6,576	14.74

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ADDITIONAL CLASSIFICATION NOTES

The information contained in this handout is intended to provide the Board of Selectmen with the information necessary to conduct a public hearing on the classification options available under Massachusetts General Law. The classification amendment allows the board to consider several options that will be explained further along in this handout. Also, the decision of the board for each of the options must be submitted to the state's Department of Revenue on form LA-5.

The options presented for consideration are:

- Selection of a Minimum Residential Factor
- Selection of a discount for Open Space
- Granting of a Residential and / or Small Commercial Exemption

Selection of a Residential Factor

The Board of Selectmen has the option of selecting a factor of '1' which in effect would adopt a single tax rate for all residential, commercial, industrial and personal property classes instead of shifting some of the tax burden off of the residential class and onto the CIP class. If a factor of '1' were to be adopted, the single tax rate for all classes of property would be $14.71. This rate is determined by dividing the tax levy by the total value of all taxable property in Reading and then multiplying that result by 1000.

$3,999,637,753 / $58,829,894 = .01471 x 1000 = $14.71

Chapter 200

In accordance with the provisions of MGL Chapter 200, The Board of Selectmen can choose to split the tax rate by shifting some of the tax burden from the residential class to the CIP classes of property. This results in a lower residential tax rate and a higher rate for the CIP sector.

In choosing to split the tax rate, the board must remain cognizant of two important limitations contained within Chapter 200:

1) The residential share of the tax burden cannot fall below 50% of their tax burden prior to shifting, and
2) The CIP sector cannot absorb more than 150% of their tax burden prior to the shift.

Historically, Reading has never adopted a split tax rate.

Selection of a Discount for Open Space:

Massachusetts General Law, Chapter 59, section 2A defines class 2 open space as:

> "land which is not otherwise classified and which is not taxable under provisions of Chapters 61A or 61B, or taxable under a permanent conservation restriction, and which land is not held for the production of income but is maintained in an open or natural condition and which contributes significantly to the benefit and enjoyment of the public."

A maximum exemption of 25% may be adopted for all property that is classified as Open Space under this definition. The Town has never voted a discount for open space since no properties have been identified which fulfill the requirements of this section.

Granting a Residential and/or Small Commercial Exemption:

Residential:

The Board of Selectmen may adopt a residential exemption for all residential properties in the town that are owner occupied. The exemption amount could be up to 20% of the average assessed value of all eligible properties to be taxed at the residential tax rate, including vacant parcels as part of the total parcel count.

Although the thought of granting a residential exemption to owner occupied residential properties appears to be a form of tax relief, it is not the case here in Reading. It is true that some properties would receive tax relief through the adoption of this measure, however, since the tax levy remains the same and the tax shift is only among the residential class, the overall residential tax rate would increase substantially to compensate for this form of tax relief. In our case for FY2015, the residential tax rate would rise from $14.71 to an estimated $17.82

According to the mechanics of this exemption, the tax burden for those owner occupied properties below the break-even point would be decreased. For all other residential properties, the tax burden would significantly increase. This includes all non-owner occupied residential properties and vacant residential land, as well as owner occupied properties above the break-even point since the exemption is deducted after the application of the much higher residential tax rate. Additionally, more assessing staff would be needed to accomplish the implementation and maintenance of this exemption program.

The residential exemption had been adopted by only a handful of communities in the Commonwealth including Boston, Cambridge, Chelsea and Brookline and had never been adopted in Reading. In summation, adoption of a residential exemption will significantly raise the residential tax rate while providing a benefit ONLY to those properties below the break-even point.

Commercial:

An exemption of up to 10% of the property valuation can be granted to commercial, not industrial or personal, properties that meet the requirements set forth under the law. To qualify, eligible businesses must have occupied the property as of January 1, 2014 and must have had no more than 10 employees as certified by the Department of Employment and Training during the previous calendar year and the building must have a valuation of less than $1,000,000. A business which is just one of several businesses within a commercial building would not be eligible for an exemption unless every business in that property qualified as well. Similar to the residential exemption, the tax levy does not change and the exemption is borne within the commercial class resulting in and overall increase of the CIP tax rate. The assessing department is unaware of any qualifying business properties in Reading.

Other Information:

The following pages contain some important terms and various forms completed by the Assessor as part of our FY 2015 Tax Rate Recapitulation submission to the State's Department of Revenue.

IMPORTANT TERMS

TERM	DEFINITION
Levy	The property tax levy is the revenue a community can raise through real and personal property taxes.
Levy Limit	The maximum amount a community can levy in a given year equal to last year's levy plus 2.5% plus new growth plus debt exclusion / override if applicable.
Levy Ceiling	Equal to 2.5% of the total full and fair cash value of all taxable real and personal property in the community.
New Growth	Increase in the tax base due to new construction, parcel subdivisions, condo conversions and property renovations, but not due to revaluation. It is calculated by multiplying the increased assessed value by the prior year's tax rate for the property class.
Override	A permanent increase to a community's levy limit.
Override Capacity	The difference between the levy ceiling and the levy limit. It is the maximum amount by which a community may override it levy limit.
Debt Exclusion	A temporary increase to the levy limit for the payment of a specific debt service item over a specified period of time.
Capital Outlay Expenditure	A temporary exclusion for the purpose of raising funds for capital projects.
Excess Levy Capacity	The difference between the actual levy and the levy limit.

5a20

Send to Printer

Status : FORM SUBMIT

READING 2015

Jurisdiction Uhdglrj C 579 Fiscal Year 5348 Go

Property Type	Parcel Count	Class1 Residential	Class2 Open Space	Class3 Commercial	Class4 Industrial	Class5 Pers Prop
101	6,528	3,030,633,500				
102	1,113	326,114,100				
Misc 103, 109	12	5,817,800				
104	319	141,509,700				
105	31	14,858,600				
111, 125	36	110,165,100				
130-132, 106	228	11,404,100				
200-231	0		0			
300-393	196			284,141,800		
400-452	15				9,711,300	
Ch-61 Land	3		0	511		
Ch-61A Land	0		0	0		
Ch-61B Land	3		0	1,139,912		
012-043	27	16,606,018	0	10,400,082	0	
501	174					6,199,330
502	188					9,619,760
503	0					0
504, 550-552	3					10,460,940
505	3					9,317,600
506	1					931,400
508	5					606,200
TOTALS	8,885	3,657,108,918	0	295,682,305	9,711,300	37,135,230
					Real and Personal Property Total Value	3,999,637,753
					Exempt Value	280,091,200

Signatures

☑ VICTOR SANTANIELLO, Chief Assessor, Reading, 781-942-9027 10/15/2014 11:32 AM

(Board of Assessors) (Date)

Comments: Submitted under the authirization of the Board of Assessors. Original signed copies are on file in the department.

☐

(Board of Assessors) (Date)

Comments:

☐

(Board of Assessors) (Date)

Comments:

☐

(Board of Assessors) (Date)

Comments:

5a21

Send to Printer

Status : FORM ENTERED

READING 2015

Jurisdiction Uhdgkj C 579 Fiscal Year 5348 Go

LA4 VALUES		FFCV PERCENTS			
Residential	3,657,108,918	Res %	91.4360	MRF	95.3169
Open Space	0	OS %	0.0000	175% Shift	0.0000
Commercial	295,682,305	Com %	7.3927	Chapter 3	0.0000
Industrial	9,711,300	Ind %	0.2428	Historic Low %	86.9080
Pers Prop	37,135,230	P P %	0.9285	Prior Res %	90.8536
Total	3,999,637,753	Total %	100.0000	Lowest RF	95.3169

INPUT OPTIONS

Estimated Levy	58,829,894	Resid Factor Selected	1.000000	Selected O S Discount %	0.0000
		CIP Shift	1.00000	O S Factor	1.00000
		Single TR	14.71		

OPEN SPACE DISCOUNT

SHIFT PERCENTS

Res %	91.4360	Res TR	14.71
O S %	0.0000	OS TR	0
Com %	7.3927	Com TR	14.71
Ind %	0.2428	Ind TR	14.71
P P %	0.9285	PP TR	14.71
Total %	100.0000		

RESIDENTIAL EXEMPTION

Total Res Value	3,657,108,918	/ Total Res Parcel Count	0	= Avg Res Value	0
Avg Res Value	0	X Selected Res Exemption %	0.0000	= Residential Exemption	0
		No.Eligible Res Parcels	0.0000000	= Tot Res Value minus Exempt	0

SMALL COMMERCIAL EXEMPTION

No.Eligible Com Parcels	0				
Selected Com Exem%	0.0000	X Total Value of Eligible Pcls	0	= Total Value to be Exempt	0
Total C & I Value minus Exemption	305,393,605				

Signatures

Signatures for LA5

☐

(Board of Assessors) (Date)

Comments:

OD 8#Fhuwlilfdwlrq

I hereby attest that notice was given to taxpayers that a public hearing on the issue of adopting the tax levy percentages for fiscal year 2015 would be held on (date), (time), at (place), by (describe type of notice).

☐

5a 22

Town of Reading

Budgets
DRAFT VERSION
for 10/9 FINCOM

Financial Forum
October 29, 2014

Financial Forum Agenda
October 29, 2014

FINCOM Opening Remarks – Chair Mark Dockser

Financial Updates
Review of FY14 Revenues & Expenses – Sharon Angstrom
Update for FY14 Revenues & Free Cash – Sharon Angstrom
Projected FY16-17 Revenues – Bob LeLacheur
Projected FY16-17 Accommodated Costs – Bob LeLacheur
Use of Free Cash in FY16-17 Budgets - All
FY16-17 Operating Budget guidance – FINCOM

FINCOM Closing Remarks – Mark Dockser

FINCOM Opening Remarks
Mark Dockser, Chair

FY16 Budget Public Meetings in 2015

January 7,12,15,22 & 26	School Committee
January 13 & 20	Board of Selectmen
January 28	Financial Forum (if needed)
February 4	School Committee votes budget
February 13	*Town Manager Budget to FINCOM*

FINCOM

February 25	**Summary & Benefits, Capital, Debt**
March 4 &11	**Town budgets**
March 18	**School & Facilities budgets**
March 25	**Vote Budgets & Warrant Articles**

FY14 Revenues
Sharon Angstrom, Town Accountant

Total $1.8 million over estimates

Motor Vehicle Excise taxes	+$448k
Property taxes	+$276k
Charges for services & permits	+$ 93k
*Delinquent taxes, penalties & interest	+$351k
*Smart Growth Reimbursement	+$150k
*FEMA storm reimbursement	+$134k
*Miscellaneous<$100k each	+$378k

possibly sustainable + $ 817k
**one-time payments + $1,013k*

5C1

FY15 Revenues

Sharon Angstrom, Town Accountant

Revise based on FY14 performance

Motor Vehicle Excise taxes	FY14 actual	$3.35 mil.
	FY15 budget	$3.00 mil.
Sept TM revise +$ 48k; Nov TM revise +$100k		$3.15 mil.

Property taxes – 100% of $276k non-delinquent taxes paid already became part of tax base No revisions needed

Charges for svcs & permits	FY14 actual	$1.57 mil.
No revisions needed	FY15 budget	$1.62 mil.

$517k in possibly sustainable now in FY15 forecast

FY14 Expenditures

Sharon Angstrom

Total $1.8 million under budget

Employee Benefits	-$307k	
Snow and Ice	-$200k	
Capital expenses	-$121k	
FINCOM Reserve Fund	-$ 93k	
		$721k
School Out of District Placements	-$593k	
		$593k
Town Salaries	-$329k	
Various Other Town Accounts	-$157k	
		$486k

Reserves – October 2014

Sharon Angstrom

Free Cash 6/30/14	$ 8,531,022 (certified)
General Stabilization Fund	$ 1,552,950*
FINCOM Reserves	$ 140,500
TOTAL	$ 10.2 million

~12.5% of est $81.7 mil FY16 projected net available revenue

FINCOM 5% Minimum Reserves Policy is under consideration

*total excludes funds designated for specific purpose

5 Year Free Cash Analysis

(millions)

	FY10	FY11	FY12	FY13	FY14
Certified Beg. Bal. at 7/1	$5.20	$4.95	$5.50	$6.53	$7.58
Revenue over budget	-.06	1.13	1.03	1.13	1.83
Expenses under budget	1.15	.94	1.05	1.27	1.85
Use of Free Cash	-1.55	-1.48	-1.53	-1.97	-2.93
Other Adj. to Free Cash	.21	-.04	.49	.62	.2
Certified Bal at 6/30	$4.95	$5.50	$6.54	$7.58	$8.53

5C2

Stabilization Funds

General Stabilization Fund	$1,552,950
Smart Growth Stabilization	353,000
Sick Buyback Stabilization	11,628
Stabilization Total	$1,917,578

Projected FY16-17 Revenues

Bob LeLacheur, Town Manager

	FY16	FY17
Property Taxes	$61.1 million	$63.0 million
	+5.3% *(bump from excluded debt)*	
	+3.3%	+3.2%

$500k new growth assumed each year (slight reductions)

Local Revenues	$ 6.2 million	$6.3 million
	+3.5%	+2.1%

FY16 recognizes Excise tax increase

No new sources or significant changes forecast

Projected FY16-17 Revenues

Bob LeLacheur, Town Manager

	FY16	FY17
State Aid	$13.6 million	$13.9 million
	+2.5%	+2.5%

Guesswork using Prop 2-1/2 figure

Transfers/Available	$3.7 million	$3.7 million
	-1.2%	+0.2%

Continued decrease of Sale of Real Estate per 10yr plan

No new sources or significant changes forecast

October 16th discussion with Assessors on Overlay Surplus

Projected FY16-17 Revenues

Bob LeLacheur, Town Manager

	FY15	FY16	FY17
Revenues ($ millions)	80.96	84.56	86.97
new excluded debt impact	1.19		
	82.15	84.56	86.97
		2.9%	2.9%
Free Cash used	1.7		
Revenues + Free Cash	83.85	84.56	86.97
		0.8%	2.9%

5C3

Projected FY16-17 Revenues

Bob LeLacheur, Town Manager

Possible Surprises

State Aid – higher OR lower than projected
(not sustainable – no local control)

New Growth/New Revenues – higher new growth with good planning & development efforts; Reading 2020 ongoing
(sustainable – local tax base)

Overlay Surplus – extra due to Assessors' negotiations
(one-time)

RMLD – wishes to reduce or eliminate $2.3 million payment

Projected FY16-17 Accommodated Costs

Bob LeLacheur

($ millions)	FY15	FY16	FY17
Benefits	14.12	15.58	17.05
Capital + Debt	5.53	5.71	5.82
adjust for new Excluded debt		1.19	1.19
Energy	1.90	1.99	2.07
Financial	0.78	0.80	0.82
Out of District SPED	3.86	3.88	4.07
Vocational Education	0.47	0.49	0.52
Miscellaneous	2.93	3.04	3.12
TOTAL	**29.59**	**32.68**	**34.65**
		6.2%	6.0%

Projected FY16-17 Accommodated Costs

Bob LeLacheur

Driving Factors

National Health Insurance trends projected as +11% to +17%
+8% to 11% core cost
+3% to 6% Federal level efforts & programs

→ We use +14% (FY16) and +12% (FY17) assumptions

→ Reading Health Insurance Premiums paid FY11- FY15 (YTD)
School department +20.5%
Town government + 4.9%
Enterprise Funds + 6.9%

Projected FY16-17 Accommodated Costs

Bob LeLacheur

Driving Factors

Health Insurance RFP underway
Hired Gallagher Benefits Services July 2014
Met with MIIA July 2nd
Strategy Sessions with PEC (all School, Town & RMLD unions & Retirees) July 17th; August 7th; September 4th; October 2nd

Upcoming significant dates
November 14th RFP responses due
November 20th PEC meeting to decide GIC option
December 1st deadline for choosing the GIC for FY16-18
December 4th PEC meeting to select non-GIC plan

5c4

Projected FY16-17 Accommodated Costs

Bob LeLacheur

Driving Factors

Energy Costs

Significant pressures on natural gas prices because pipeline capacity has not kept up with demand in the Northeast

FY16 assumes +5% and FY17 assumes +4% - will be updated as needed before the 10/29 Fin'l Forum; the Town does have some long term contracts in place

Out of District Special Education Costs

School department evaluating FY15 budget in place – FY14 costs came in significantly below expectations, but the needs of the affected student population is uncertain

FY16 assumes +0.4% versus FY15 and then +5% in FY17

Projected FY16-17 Operating Budgets

Bob LeLacheur

($ millions)	FY15	FY16	FY17
Revenues	80.96	84.56	86.97
Accom. Costs	29.59	32.68	34.65
Remainder	51.37	51.88	52.32
add Free Cash	1.70		
Available	53.07	51.88	52.32
Operating Budgets		-2.2%	+0.8%

Don't use any Free Cash FY16-17

Projected FY16-17 Operating Budgets

Bob LeLacheur

($ millions)	FY15	FY16	FY17
Revenues	80.96	84.56	86.97
Accom. Costs	29.59	32.68	34.65
Remainder	51.37	51.88	52.32
add Free Cash	1.70	1.70	1.70
Available	53.07	53.58	54.02
Operating Budgets		+1.0%	+0.8%

Use $1.7 million Free Cash FY16-17

Projected FY16-17 Operating Budgets

Bob LeLacheur

($ millions)	FY15	FY16	FY17
Revenues	80.96	84.56	86.97
Accom. Costs	29.59	32.68	34.65
Remainder	51.37	51.88	52.32
add Free Cash	1.70	3.05	4.55
Available	53.07	54.93	56.87
Operating Budgets		+3.5%	+3.5%

Target +3.5% Operating Budgets FY16-17

505

FY16-17 Budget Dilemma

What Can We Do?

- Sustainable Revenues +2.9%
- Accommodated Costs +6.1%

= Annual (& growing) Funding Gap of $1 million

FY16-17 Budget Dilemma

Increase Revenues

Assume higher revenues – something good always happens

Not always; risk since using high levels of Free Cash

One-time revenues good to match with capital in Nov. TM

Economic development = new growth = more taxes

Reading 2020 - Selectmen & Town department heads engaged in five-year strategic planning efforts – more to follow

Note that it takes about $70 million of new development to yield $1 million in property tax revenues (plus one time permit fees)

Example: Atlantic Grocery & Johnson Hardware became office, retail & residential spaces – added about $250,000/year

FY16-17 Budget Dilemma

Increase Revenues

State Aid is the annual revenue wildcard

State faces same type of funding gap issue – revenues grow 5% but state aid increases < 2% because of their Accommodated Costs (plus other higher Operating priorities)

Forecast of +2.5% is risky ahead of the casino vote

Prop 2-1/2 override "every ten years" (1993, 2003 ...)

Town should target the same +10% ($6 mil.) area as last time; today free cash is far superior – but so are the long term planning skills that forecast the need; a higher amount could be phased in over time; Free Cash use to balance budgets could cease; Free Cash could instead be used for one-time needs, such as medium scale capital projects

FY16-17 Budget Dilemma

Reduce Accommodated Costs

Health Insurance – we have limited options according to our independent consultant – this issue is a national problem. As we are in the midst of an RFP and then union negotiations, further comments will be deferred at this time. Every 1% reduction in projected premiums saves about $100k. Fingers crossed!

Decrease Capital/Debt spending – we have discussed this internally over the summer. The Capital Plan is not quite balanced but in 'OK' shape. An informal reduction for FY16-17 to about 4.75% ($200k/yr) would be tolerable; however we would need to rely on mid-year capital spending with Free Cash.

5C6

2015 Special Town Meeting
Monday January 5, 2015
WARRANT OUTLINE REVISED 10/23/2014

1

Art. #	Article Description	Sponsor	Mover/ Comment	Moderator Notes
1	Reports	Board of Selectmen	♦ 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	♦ Motion – John Halsey ♦ Presentation –Bob LeLacheur ♦ FINCOM report –	
4	Amend the FY 2015 Budget	FINCOM	♦ Motion – Mark Dockser ♦ Presentation – Bob LeLacheur ♦ FINCOM report – Mark Dockser	
5	Set up Permanent Building Committee	Bylaw Committee	♦ Motion – Dan Ensminger ♦ Presentation – ♦ Bylaw Committee report – ♦ Finance Committee Report -	
6	Revise Town Charter	Town Charter Review Committee	♦ Motion - ♦ Presentation – ♦ Bylaw Committee report –	
7	Revise Town Charter – Section 2-3 'Town Meeting Membership' Request Special Act	Town Charter Review Committee	♦ Motion - ♦ Presentation – ♦ Bylaw Committee report –	
8	Revise Town Charter – Section 2-5 ' Nomination Procedures' Request Special Act	Town Charter Review Committee	♦ Motion - ♦ Presentation – ♦ Bylaw Committee report –	
9	Revise Town Charter – Section 8-10 'Elections' Request Special Act	Town Charter Review Committee	♦ Motion - ♦ Presentation – ♦ Bylaw Committee report –	

5d1

2015 Special Town Meeting
Monday January 5, 2015
WARRANT OUTLINE REVISED 10/23/2014

10	Revise Town Charter – Section 8-12 'Recall Procedures' Request Special Act	Town Charter Review Committee	♦ Motion - ♦ Presentation – ♦ Bylaw Committee report –	

5d2

3.3.6 **Permanent Building Committee**

There shall be a Permanent Building Committee (PBC) consisting of five (5) Permanent Members appointed by an Appointment Committee consisting of the Chair of the Board of Selectmen, the Chair of the School Committee and the Town Moderator. The Permanent Members shall be volunteers having practical experience and skills in professions that concentrate on the design, construction, management and financing of commercial / institutional buildings such as architects, engineers (civil, structural, MEP (Mechanical, Electrical, Plumbing)), building contractors, project managers, property managers, attorneys and building tradespersons. The terms shall be so arranged that as nearly an equal number of terms as possible shall expire each year.

The Permanent Building Committee (PBC) shall be responsible for the oversight and management of all major municipal and school building design studies and construction projects whose aggregate costs are expected to exceed two million dollars ($2,000,000). The PBC shall present all such projects to the Finance Committee for consideration of funding options and shall sponsor and present all such projects to Town Meeting for its consideration and approval of funding.

The Permanent Building Committee shall work with the School Committee, the Board of Selectmen, and any other Board or Committee which proposes building or renovation projects (the Sponsoring Agency). When a Sponsoring Agency requests the commencement of a building project to the PBC, a *<project name> Building Committee* shall be formed consisting of the five (5) members of the PBC and include up to two (2) additional members appointed by the Sponsoring Agency. The membership of the *<project name> Building Committee* may change to satisfy the participant requirements of a co-involved government authority. Each *<project name> Building Committee* so formed shall have the duties and responsibilities of the Permanent Building Committee as defined in this Bylaw but only for its specific project.

The Sponsoring Agency shall notify the Permanent Building Committee of their intention to undertake any such projects within seven (7) calendar days of a positive vote or general affirmation to do so.

The Permanent Building Committee shall work with the Director of Facilities to compile an inventory of the physical condition and anticipated repairs and renovations of all existing municipal buildings and will summarize their findings in a bi-annual report to Town Meeting.

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

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

To: Reading Residents, Businesses and Interested Parties
From: Robert W. LeLacheur, Jr. CFA
Date: October 23, 2014
RE: Charter Committee Information Session

On Monday, October 27, 2014 the Charter Committee invites everyone to attend a meeting at 7:30pm at the Coolidge Middle School Multipurpose Room (89 Birch Meadow Drive).

Over one year ago Moderator Alan Foulds, upon the Instruction of Town Meeting, formed a Charter Committee whose purpose was to simplify, clarify and modernize the Reading Home Rule Charter, first created over twenty-five years ago. The Committee is composed of all Town Meeting members that volunteered for this project, listed below.

The Charter Committee has held several public meetings to discuss and debate what changes would be beneficial to make at this time. They held one well-advertised and attended Information Session nearer to the beginning of their work, and received significant feedback that formed the basis for many suggested changes. Next Monday they are offering the public one last chance to review the proposed changes before the Committee votes on the final results.

A Special Town Meeting will be called by the Board of Selectman to meet on Monday, January 5, 2015 (and continue on Tuesday and Wednesday as needed) that will discuss these changes. There will be a total of five Articles presented. The first Article is the bulk of the suggested changes, and if approved by Town Meeting they will then be presented to the Reading voters at the April 2015 local election for final approval. The remaining four Articles concern certain suggested election changes, and if approved by Town Meeting would then be sent to the State Legislature for approval.

For further information, please review the work by the Committee at http://www.readingma.gov/ad-hoc-committees/pages/charter-review-committee. Note that the links titled Current Draft Version (voted changes shown) and Current Draft Version (clean copy shown) contain all the information that will be discussed on Monday night.

If you have any questions or comments, please feel free to send those along to me at the email address shown above, and I will be glad to pass them to the Charter Committee. We look forward to seeing you!

Sent on behalf of the Charter Committee,
Alan Foulds, non-voting Chair

William Brown	Precinct 8	Janice Jones	Prct 5	Jeffrey Struble	Prct 7
John Carpenter	Prct 7	Philip Pacino	Prct 5	Paul Sylvester	Prct 3
Richard Coco	Prct 4	Philip Rushworth	Prct 5	Carolyn Whiting	Prct 7
Stephen Crook	Prct 2	Margaret Russell	Prct 3		
Glen Hartzler	Prct 4	John Segalla	Prct 7		

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Town of Reading
Meeting Minutes

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2014-10-14 Time: 7:00 PM

Building: Pleasant Street Senior Center Location: Great Room

Address: 49 Pleasant 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 Robert LeLacheur, Police Chief James Cormier, Town Accountant Sharon Angstrom, Office Manager Paula Schena, Anne Marie and Paul Gooley, Tom and Jan Jones, Joan Rohracker, Jaon Mahoney, Kathy Greenfield, Frank Coccoluto, Robert and Kelly Corwin

Minutes Respectfully Submitted By: Secretary Daniel Ensminger

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Topics of Discussion:

Reports and Comments

Selectmen's Liaison Reports and Comments – Marsie West noted that the Measuring Committee did meet and they are working on the list of services.

John Halsey noted that he attended a Board of health meeting and strategic planning. They are looking back on tobacco 21 and urging other towns to do the same. They received information on ticks and the information will be posted on the website. The Recreation Committee invited him to participate in updating the Birch Meadow Plan. The Recreation Committee also invited him to look at an indoor facility that hosts lacrosse in Wilmington and he will pass the information along to the Board. RCASA is hosting an Opiate Forum on October 23.

Town Manager's Report – The Town Manager noted that the Finance Committee met and took a two year look at 2% each year. There will be further information at the Financial Forum.

The Board of Assessors wants to know if the Selectmen want to do a preview of the tax classification on October 28th and the hearing on November 18 or just do the hearing on October 28th. They should be able to get the information to the Board on October 23rd to hold the hearing on October 28th. The consensus of the Board was to hold the hearing on October 28th if the material is ready by October 23rd.

Personnel and Appointments

Badge Pinning – Police Chief James Cormier noted these are newly hired and promoted officers as of July 1, 2014. There are eight badge pinnings this evening for two new officers and six promotions. He reviewed each of their credentials.

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Officer Kaylen Gooley was pinned by her parents; Officer Matthew Orr was pinned by his wife; Sgt. Corey Santasky was pinned by his wife; Sgt. Christine Amendola was pinned by her husband; Sgt. Patrick Silva was pinned by his wife and daughter; Sgt. Christopher Jones was pinned by his wife; Lt. David Clark was pinned by his sons and Lt. Richard Abate was pinned by his daughters.

Chairman John Arena thanked everyone for being present and indicated he was very impressed with the credentials of the officers. He commented on how fortunate the Town is to be able to hire officers who are the "cream of the crop" because we are no longer part of Civil Service.

Conservation Commission – Daniel Ensminger noted that the Volunteer Appointment Subcommittee met and interviewed Rebecca Longley for a position on the Conservation Commission. She is a former member of the Commission.

A motion by Ensminger seconded by West that the Board of Selectmen confirm the Volunteer Appointment Subcommittee's recommendation to appoint Rebecca Longley to a position on the Conservation Commission with a term expiring June 30, 2017 was approved by a vote of 5-0-0.

Recreation Committee – Daniel Ensminger noted that Mary Ellen Stolecki is stepping down to an Associate position creating the vacancy that exists. The vacancy has been posted. The Volunteer Appointment Subcommittee interviewed Daniel Foley for a full membership position on the Recreation Committee.

A motion by Ensminger seconded by West that the Board of Selectmen confirm the Volunteer Appointment Subcommittee's recommendation to appoint Daniel Foley to a position on the Recreation Committee with a term expiring June 30, 2015 was approved by a vote of 5-0-0.

A motion by Ensminger seconded by West that the Board of Selectmen confirm the Volunteer Appointment Subcommittee's recommendation to appoint Mary Ellen Stolecki to an Associate position on the Recreation Committee with a term expiring June 30, 2015 was approved by a vote of 5-0-0.

Discussion/Action Items

Ricky's Liquor License Suspension – The Town Manager noted that Ricky's liquor appealed their suspension to the ABCC last week and this was placed on the agenda as a place holder should the Board of Selectmen need to take additional action. As of this moment, the Town has not received a decision from the ABCC so no action is needed this evening.

Town Accountant Report – Town Accountant Sharon Angstrom was present to discuss the issue regarding the sale of RMLD trucks to an RMLD employee. She noted that a timeline of events is in tonight's handout and also attached to these minutes. It took a couple of weeks to receive some of the information. She noted the transaction has been reversed.

RMLD General Manager Coleen O'Brien and Julie Parenteau were present. Ms. O'Brien noted that the previous policy was over 20 years old and needed to be updated. All policies are in the process of being updated. She understands that the Town and Schools will also update their policies and she would be interested in seeing those when they are done. She noted that the RMLD policies are available on the website though there seemed to be some confusion as to where they could be found on the website. Ms. O'Brien noted that the RMLD core mission is reliability and they are in the 95th percentile. She noted that 80% of the budget is power supply. They are undergoing a comprehensive organizational study and looking at succession planning. They are developing a 20 year strategic plan.

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John Arena noted that he looks forward toward a continued collaborative relationship. He noted the dialogue should be collegial but it hasn't always been. He noted this issue is out of the hands of the Board of Selectmen and he is confident that the Finance Committee will do a good job. Ms. O'Brien noted that she is coming in to talk with the Selectmen on November 18th about the LED lighting, tree trimming and charging stations.

Daniel Ensminger noted that he would like to see her Board on a face to face basis. John Arena suggested a dedicated meeting to talk about what is possible.

On another note, Town Accountant Sharon Angstrom noted an anonymous letter was received regarding a DPW employee who purchased a DPW Town truck a while back. It was a 1976 Chevy Dump Truck and $2195 was the high bid. The comparable range from $700 - $3300 depending on condition. The truck was in terrible condition and sold for parts. The truck is not comparable to what was given but she hasn't had the chance to review it yet. She recommends that in the future the Town get a value before going out to bid. The Town also needs a policy to help employees not make any mistakes about a conflict of interest.

John Halsey asked if we can require a phone call to the Ethics Commission to see if the employee is allowed to bid and Ms. Angstrom noted she will check with the Town Clerk. She also noted that he was supposed to notify the Town Clerk but he didn't.

Marsie West noted that the vehicle needs to be advertised long enough (longer than one day) and to the right audience. Ms. Angstrom noted that this vehicle was advertised in many locations and we received multiple bids.

John Halsey suggested putting a reserve clause on the auction and if the reserve is not met then go to the high bidder and see if we can get fair value.

The Board thanked Ms. Angstrom for her work on this.

Discuss Fees and Collection Policies – Ms. Angstrom reviewed the fee analysis and noted that she is only showing the fees that need to change. The Fire Department proposed fee increases include the fire alarm permit fee increasing from $15 to $25; the flammable storage from $10 to $25; day care inspections from $0 to $25; gun powder storage from $15 to $25; single family smoke detector from $25 to $50; two family smoke detector from $50 to $100; miscellaneous permit from $15 to $25 and the sprinkler permit from $15 to $25. Ms. Angstrom noted that these are not a source of big revenue.

The proposed fee increases for Community Services permits include residential plumbing 1 fixture from $22 to $45; commercial plumbing 1 fixture from $55 to $100; residential gas 1 fixture from $22 to $45; commercial gas 1 fixture from $55 to $75; residential plumbing and gas up to 3 fixtures from $22 to $45; electrical 1 – 10 outlets from $22 to $25. There seems to be a problem with the $22 amount in View Permit so the request is to increase to $25.

The proposed fee increase for street opening/occupancy permits includes increasing all of the street opening permits to $50. The sewer permits all require the same effort so the proposal is to increase from $75 to $100.

The water fees are low and should be increased to cover the cost of the actual parts being replaced. This would include increasing the ¾" valve replacement from $30 to $75 and the 1" valve replacement from $30 to $100. The meter test increase from $15 to $50 – we do a lot of these at the request of the homeowner and very seldom is there a problem with the meter. Hydrant test flow from $0 to $75 plus cost of ad; and the tapping fee for a new house from $0 to $250. The proposal for connecting the storm water to the Town's drainage from $0 to $75. Other Engineering proposals include plan scans from $0 to $5 and soil test witness/inspection from $0 to $25.

6a3

For late fees on dog licenses the proposal is to keep the fee at $10 or $20 plus the $50 bylaw violation on May 1 and then lien against the tax bill in a timeframe as prescribed by law including a $75 recording fee and $75 release fee. If the dog owner is not the property owner the matter would go to court as it currently does. John Arena asked what the timeframe is for this and Ms. Angstrom indicated nine months to one year. John Halsey noted this is not only a fee reduction but a recovery process and he likes this because it is practical. The Town Manager noted this also simplifies the workload.

Mary Ellen O'Neill asked what happens if a dog passes. Town Clerk Laura Gemme noted that if the dog passes in the year issued then it will be voided for that year. She noted that the biggest problem is that people return the form but don't put their name on it.

Compost Sticker/Depot Parking – The Town Manager noted that the MBTA charges $4 per day which works out to be $983 per space per year or $70,000 for 71 spaces. The Town of Reading collects $80,000 per year for 545 spaces. Most people don't know that the Town pays $536,000 per year to the MBTA for costs and that comes out of State aid. He suggests splitting the Compost Center/Depot parking fees. The Town can pay our trash contractor to pick up more leaves for approximately $25,000 per year. It costs $40,000 per year to run the Compost Center. The community would need a lot of lead time of at least one year to make this change.

Marsie West noted that she parks at the depot every day and the cost is too low - $.10 per day.

Vote Subsequent Town Meeting Warrant Articles – Regarding Article 6 the Town Manager noted that the owner of Stop and Shop is a Dutch company and they are not interested in acting on this issue. They are actually thrilled that we are doing this and this gives the Town the ability to put a bus shelter there.

Article 8 are zoning changes to be made over four Town Meetings. Marsie West noted that the ones in November are core articles. The Town Manager noted that every Town Meeting Member will get a large handout to read in advance. We will start Articles 7 and 8 on the second night of Town Meeting.

Robert Corwin, 199 Summer Avenue and member of the 01867 Neighborhood Preservation Group spoke regarding Article 9. He noted that there are over 500 lawn signs throughout Town and 900 residents signed petitions. They are asking the Board of Selectmen to support sending Article 9 to Town Meeting.

John Arena noted that 22 houses responded and 2 did not. He asked about the relationship between 01867 and the sponsor or the Article the West Street Historic District Commission.

Daniel Ensminger asked for the rationale of not going all the way down Summer Avenue. Kathy Greenfield noted that decision was up to the West Street Historic District Commission to create the boundaries and she knows that they wanted to capture Wisteria Lodge. Daniel Ensminger asked if the West Street Historic District Commission noticed the homes and Kathy Greenfield indicated they did.

John Halsey noted that there was no one from the West Street Historical District Commission here this evening. He noted they are having a public hearing on October 27th. He would love the see the house preserved but can't vote to support an Article that the Selectmen do not sponsor. He can't vote until he hears from the West Street Historic District Commission and the public.

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John Arena asked how many homes are involved and Kathy Greenfield indicated there are 25 parcels and 23 owners. John Arena noted he is surprised that the West Street Historic District Commission is not here tonight.

John Arena noted there are legal letters in tonight's packet regarding Article 9. The Town Manager noted that the first letter is from August from Criterion and the second letter is from the 01867 Attorney. Town Counsel agrees with the 01867 Attorney. If he didn't agree, it wouldn't be on the Warrant.

The Town Manager noted that he spoke with Everett Blodgett, the Chairman of the West Street Historic District Commission today. He asked Mr. Blodgett if anyone objected and Mr. Blodgett indicated that one person objected in writing. Mr. Blodgett requested that the Board of Selectmen not support this Article because they are not sponsoring it.

John Halsey noted he would rather wait and hear what everyone has to say.

The Town Manager noted that the Selectmen will be posted for October 27, and there will be a place holder on the 10/28 Selectmen's agenda for this and take no official action tonight.

Article 10 – Daniel Ensminger asked if there was any safety evidence regarding this article. The Town Manager noted that there is no proven evidence and page 50 of tonight's handout shows how many areas of Town could be affected by this article.

John Arena noted this is what he meant about unintended consequences. The proponent said there were only two or three affected by this and the Board of Selectmen acted in haste. That is a long list on page 50. He can't support this Article.

John Halsey noted that he feels the same as John Arena and believed the process was flawed. This Article is tied to the testimony of one complainant and this applies to thousands of acres. People can hunt with bow and arrow and only firearms allowed by law and those firearms do not shoot two miles. He noted that the Board heard from one person who proposes the change the law without due process. He suggests tabling the Article.

Daniel Ensminger noted this is like chasing a ghost and he read Section 70 of the Mass General Law that restricts the use of weapons.

Marsie West indicated after seeing this long list of properties that would be affected she cannot support this Article. She was originally in favor of putting this on the Warrant but is not supporting until due process is done.

The Town Manager noted that the Article could be indefinitely postponed or tabled. Town Meeting will be looking for an explanation. John Halsey and Kevin Sexton indicated they would help with the write up of the background.

A motion by Ensminger seconded by West that the Board of Selectmen recommend the subject matter of Article 3 of the 2014 Subsequent Town Meeting Warrant was approved by a vote of 5-0-0.

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

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A motion by Ensminger seconded by West that the Board of Selectmen recommend the subject matter of Article 6 of the 2014 Subsequent Town Meeting Warrant was approved by a vote of 0-5-0.

A motion by Ensminger seconded by West that the Board of Selectmen recommend the subject matter of Article 8 of the 2014 Subsequent Town Meeting Warrant was approved by a vote of 5-0-0.

A motion by Ensminger seconded by West that the Board of Selectmen recommend the subject matter of Article 10 of the 2014 Subsequent Town Meeting Warrant failed by a vote of 5-0-0. A motion by Ensminger seconded by West that the Board of Selectmen move to indefinitely postpone Article 10 of the 2014 Subsequent Town Meeting Warrant was approved by a vote of 5-0-0.

Town Manager Evaluation – Daniel Ensminger noted that he took 31 goals and numerous objectives and used a four number ranking system - #1 is n/a; #2 is not met; #3 is met; and #4 is exceeds.

John Arena noted that composite #1 is the most significant goal and he exceeds in the succession planning and back up to eliminate the single point of failure. Number 19 commends Community Services and the Town Manager in working with the state to shape 40B developments. The Town Manager also stepped in when the Library Building Project was going astray.

John Halsey indicated he found that since he was a newly appointed Selectmen and didn't have the experience that the other Selectmen had he found this a difficult task.

Kevin Sexton noted that he was not able to fill out his portion due to personal commitments but he feels the same as John Halsey because he is new too. He noted that the Town Manager took the ball and ran with it. Reorganization was a big factor and tough in the first year. He is juggling a lot and the Board of Selectmen want everything done right away. He feels the Town Manager exceeds expectations in key areas.

Marsie West noted that so many goals were met and very few didn't get done. She feels he is moving in the right direction.

John Arena noted that the Town Manager is willing to hear critical feedback and he runs with it. He understands and meets goals and is a real success story.

The Town Manager thanked the Board for their honesty. He noted that the Charter Committee suggests the Town Manager not being the Ombudsman. He also feels his review should extend beyond goals i.e. just because a goal was accomplished doesn't mean it was done well.

Approval of Minutes

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

A motion by Ensminger seconded by West to approve the minutes of September 23, 2014 as amended was approved by a vote of 5-0-0.

A motion by Ensminger seconded by West to approve the minutes of September 29, 2014 was approved by a vote of 4-0-1 with Arena abstaining.

A motion by Ensminger seconded by Arena to go into Executive Session to consider the purchase, exchange, lease or value of real property and to discuss

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strategy with respect to litigation and that the Chairman declares that an Open Meeting may have a detrimental effect on the negotiating position of the body and not to reconvene in Open Session was approved on a roll call vote with all five voting in the affirmative.

Respectfully submitted,

Secretary

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Town of Reading
Meeting Minutes

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2014-10-20 Time: 7:00 PM

Building: School - Memorial High Location: Superintendent Conference Room

Address: 49 Pleasant Street

Purpose: Litigation & Real Estate

Attendees: **Members - Present:**

Vice Chairman Marsie West (acting Chair), Secretary Daniel Ensminger, Selectmen John Halsey and Kevin Sexton.

Members - Not Present:

Chairman John Arena

Others Present:

Town Manager Bob LeLacheur, Police Chief Jim Cormier, Town Counsel Ray Miyares

Minutes Respectfully Submitted By: Secretary Daniel Ensminger

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Topics of Discussion:

<u>Ricky's Liquors license suspension</u>

Town Counsel Miyares explained the decision by the ABCC, received late on Friday afternoon, to uphold the 90-day license suspension but to request that it be split into 50 days immediate and 40 days held in abeyance for two years, to be rescinded if no other license violations occur during that time frame. He was quite pleased that the ABCC had taken the offense very seriously by upholding the suspension, which as far as he knew was unprecedented in the state.

Mr. Ensminger asked that if another violation happened whether the new penalty would be 40 days, and Mr. Miyares replied that a new Hearing would need to be held, and the Board was free to make a decision at that time on the merits of the circumstances, but 40 days would be additional to a new penalty.

Mr. Miyares stated that when Ricky's went to court to seek a stay of the license suspension, that request was denied by a judge. He believes that fact had some influence over the ABCC decision. The ABCC worked quickly to render a decision. He stated that if the Board had not been able to meet tonight, or if they do not agree with the ABCC suggestion, then Ricky's liquors would have a much greater chance of success at getting a stay from a court this week.

Mr. Ensminger spoke about the Board revisiting their guidelines to ensure that flexibility for different circumstances is made very clear, and Mr. Miyares said that the ABCC did recognize their current guidelines did have such a disclaimer that allowed flexibility, but that it was a reasonable idea for the Board to examine those guidelines in light of these recent events. Mr. Cormier asked that both the Police department and RCASA be involved in any such discussion about liquor policy guidelines, and Mr. Halsey agreed.

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Mr. Halsey said that it was clear that the Board's message had been delivered with the length of the suspension. To speak for himself, it was never his intent to ruin a business, but it seemed as if the Board did not get their full attention the first time around as another violation happened so quickly. Other Board members agreed with that assessment. Mr. Miyares said he pointed out to the judge deciding the original request to stay the suspension that the business had no other employees, and aside from rent paid suffered no real economic loss.

Mr. Ensminger asked if the ABCC decision was binding, and Mr. Miyares said that it was not – merely a suggestion, but one the Board should take seriously. Mr. Cormier said that the 50 + 40 day suspension was historic, and the Board should be very pleased with the strength of the message delivered to the entire community. Mr. Miyares noted that the ABCC cited three violations, and under current Selectman's policy the fourth violation includes the possibility of license revocation. Ms. West thanked Town Counsel and the Police department for a job well done.

Mr. Ensminger moved that the Board of Selectmen accept the recommendation of the ABCC dated October 17, 2014, and vote to amend its prior vote so as to suspend the liquor license for Jay & Ricky, Inc. DBA Ricky's Liquor for a period of ninety (90) days, with fifty (50) days to be served/closed, and forty (40) days to be held in abeyance for a period of two (2) years provided no further violations of Chapter 138, Local Board, or Commission Regulations occur. The fifty (50) day period shall begin on September 3, 2014 and expire on October 23, 2014. The licensee did not appeal a four (4) day suspension imposed earlier this year, so the four (4) day suspension will be served as voted on September 2, 2014, to begin at the end of the current suspension period, beginning October 23, 2014, and ending on October27, 2014, seconded by Mr. Sexton, and approved by a 4-0-0 vote.

The liquor license shall be available at Town Hall in the Town Manager's Office between 8:00am and 5pm on Monday, October 27th.

Mr. Sexton moved to adjourn at 7:25pm, seconded by Mr. Halsey, and passed by a 4-0-0 vote.

Respectfully submitted,

Secretary

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4C BOS
POST

Schena, Paula

From: willfinch@juno.com
Sent: Thursday, October 09, 2014 9:59 AM
To: Tirone, Charles; Schena, Paula
Cc: Gemme, Laura; James.Maughan@CH2M.com; brian.sullivan2000@live.com; aev49 @wildcats.unh.edu; annika_scanlon@gmail.com; Gentile, Ann; Terence Selle
Subject: Cons Com Position

Effective immediately I am resigning from my position on the Conservation Commission.

It has been a good two years but commitments at work and home have made this move necessary.

Respectfully submitted,

Will Finch

9a

L/C BOS

Christine Hansen
30 Haven Street, #2008
Reading, Massachusetts 01867
781-944-7087

October 14, 2014

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

Dear Selectmen,

I am writing in order to resign as a member of the Council on Aging, Town of Reading. A family medical crisis prompts my resignation.

The Council of Aging provides vital services and programs to the senior residents of the Town of Reading. The Council is also responsible for fun, food and laughter among seniors.

Thank you for the opportunity to serve the seniors in our community as an advocate and volunteer.

Cordially,

Christine Hansen

Christine Hansen

2014 OCT 15 AM 11:54

9b

4c B&S

Christine Hansen
30 Haven Street, #2008
Reading, Massachusetts 01867
781-944-7087

October 14, 2014

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

Dear Selectmen,

I am writing in order to resign as a member of the Human Relations Advisory Committee, Town of Reading. A family medical crisis prompts my resignation.

Thank you for the opportunity to serve our community as a human rights advocate and volunteer.

Cordially,

Christine Hansen

Christine Hansen

2014 OCT 15 AM 11:54

9c