



Town of Reading Meeting Posting with Agenda

RECEIVED
TOWN CLERK
READING, MASS.

Board - Committee - Commission - Council:

2015 FEB -5 P 3:04

Board of Selectmen

Date: 2015-02-10

Time: 7:00 PM

Building: Reading Town Hall

Location: Selectmen Meeting Room

Address: 16 Lowell Street

Purpose: General Business

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

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

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

Topics of Discussion:

OFFICE ½ HOUR – Marsie West

6:30

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. RMHS Robotics Team 7:20
- b. Town Accountant Report 8:00
- c. Review FY15 Town Manager Goals and Discuss 8:15
Reading 2020 Working Groups

6) Approval of Minutes

7) Licenses, Permits and Approvals

8) Executive Session

9) Correspondence

- copy a. Letter of commendation from Chief Cormier to Lt. David Stamatis for saving the life of a woman by performing the Heimlich maneuver

DRAFT - BOARD OF SELECTMEN			
2015	AGENDAS		2015
2/5/2015		Staff Responsibility	Estimated Start time
	February 10, 2015		
Office Hour	Marsie West		6:30
	RMHS Robotics Team		7:20
	Town Accountant Report		8:00
	Review FY15 Town Manager Goals and Discuss Reading 2020 Working Groups		8:15
	February 23, 2015 - Special Town Meeting	RMHS PAC	7:30
	February 24, 2015		
	Police Badge Pinning - Matt Vatcher		7:30
HEARING	Close Warrant for April 27, 2015 Annual Town Meeting	LeLacheur	8:00
HEARING	FY15 Classification Plan	LeLacheur	8:20
	Town Meeting Instructional Motion Discussion - Firearms	LeLacheur	8:30
	March 10, 2015		
Office Hour	John Arena		6:30
	March 24, 2015		
	Appoint Town Accountant		
	Vote Annual Town Meeting Warrant Articles		
	Local elections April 7, 2014	Tuesday	
	April 14, 2015		
Office Hour	John Halsey		6:30
	Town Accountant Report		
	MAPC member Report		
	Reading Housing Authority Report		
	RCTV members Report		
	CAB (RMLD) member Report		
	Reading Ice Arena Report		
	Review FY16 Town Manager Goals		
	Town Meeting April 27, 2015	Monday	

	Town Meeting April 30, 2015	Thursday	
	Town Meeting May 4, 2015	Monday	
	May 5, 2015		
Office Hour	Kevin Sexton		6:30
	Town Meeting May 7, 2015	Thursday	
	May 19, 2015		
	June 2, 2015		
Office Hour	Dan Ensminger		6:30
	Approve Classification & Compensation		
	Appoint Town Counsel		
	Appointments of BCCs		
	June 16, 2015		
	June 30, 2015		
	July 21, 2015		
Office Hour			6:30
	August 11, 2015		
Office Hour			6:30
	September 1, 2015		
Office Hour			6:30
	September 15, 2015		
	October 6, 2015		
Office Hour			6:30
	October 20, 2015		
	November 3, 2015		
Office Hour			6:30
	Town Meeting November 9, 2015	Monday	
	Town Meeting November 12, 2015	Thursday	
	Town Meeting November 16, 2015	Monday	
	November 17, 2015		
	Liquor License Renewals		

	December 1, 2015		
Office Hour			6:30
	December 15, 2015		
	Approve Licenses - non-alcohol		
Future Agendas			
	Reading 2020 Community Meeting		Spring '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 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		as needed
	Appointments of BCCs	June	Annual
	Approve Classification & Compensation	May/June	Annual
	Tax Classification Hearing	October	Annual
	Approve licenses	December	Annual
	Appoint Town Counsel	June	Annual
Reports to BOS	Town Accountant Report		Qtrly
	RCTV members Report		Semi-ann
	CAB (RMLD) member Report		Semi-ann
	MAPC member Report		Semi-ann
	BOS Appointed Boards, Committees & Commissions	NEW	Annual
	Reading Housing Authority Report		Annual
	Reading Ice Arena Report		Annual

Engineering Division Projects update 2-4-2015

The Projects listed below are grouped as follows:

- **Active Projects**
 - Bids have been received
 - Are under construction
 - Actively under design (greater than 2 days per week)
 - Have milestones anticipated within 3 months.

- **Semi Active Projects**
 - Projects not under construction
 - Have anticipated milestones beyond 3 months
 - Under design (periodically, less than 1 days per week)

- **Pending Projects**
 - Projects where preliminary planning or survey has started
 - Design is pending completion of other projects or action by others
 - New unassigned projects

- **Recently Completed Projects**
 - Projects recently completed

ACTIVE PROJECTS

Sewer Projects

Sewer Station Replacement – West Street and Batchelder Road

Lead Staff – Ryan, George

Interdepartmental – Peter Isbell

Design – By Consultant

Inspection and Project Management – by Eng. Div. (requested Consultant fees for Inspection services)

Project Duration – 2 Phases 6 months each with approx. 2 to 3 month overlap

Currently under design by consultant

Field Survey and Boring Completed

Design in progress at 40 %

Conservation Filing – Mid February

Bid Date – anticipated mid to late March – early April (West Street to be bid spring this year, Batchelder Road to be bid July 2015 unless capital plan altered)

Water Projects

Main Phase I Improvements

Lead Staff – Ryan

Interdepartmental – Peter Isbell & Peter Tassi

Design – by Eng. Div.

Inspection and Project Management – by Eng. Div.

Project Duration – Under Construction 10 months to completion

Work Remaining

- Main Street – South to Ash(Replace)
- Summer Ave (Replace)
- Bear hill Road (Clean and Line)
- Ivy Street Loop (Wetland Crossing New Main)

Main Phase II Improvements

Lead Staff – Ryan & George

Interdepartmental – Peter Isbell & Peter Tassi

Design – by Eng. Div.

Inspection and Project Management – by Eng. Div.

Bid Date – Spring 2015

Project Duration – 2 years starting late Spring –Early Summer 2015

Project Extents

- Main Street – Salem to Mill (Clean and Line)-exist conditions and base plan complete
- Mill Street (Clean and Line)
- Locust Street to Auburn Water Tank (Clean and Line)
- Linden Street (Replace) – To be re-designed based on N. Reading requirements
- Salem Street – (Replace) - exist conditions and base plan complete

Project tasks

- Implement N. Reading's requirements
- Complete drawings
- Compile specifications and contract documents
- Advertise – May - June 2015
- Temp Borrowing

Larch Lane Replacement FY-2015 Capital

Lead Staff – Ryan

Interdepartmental – Peter Isbell

Projected Cost - \$120,000

Design – by Eng. Div.

Construction – by Water Div.

Project Duration – pending review with water staff – Spring 2015

Project Tasks

- Legal Access – Initial Review no Easements exist
- Boring – To determine ledge potential
- Design – minimal sketch plan
 - review service needs

Roadway Projects

Paving Program FY-2015 Capital

Lead Staff – Chris

Projected Cost - \$1.3M

Design – by Eng. Div.

Inspection and Project Management – by Eng. Div.

Project Bid – Fall 2014

Project Duration – 5 to 6 months, starting March 2015 – Completion Date end June 2015

Project consists of 26 roadways

Outstanding task

- Receive contractor's schedule - Completed
- Submission of ch90 reimbursement upon completion

Paving Program FY-2016 Capital

Lead Staff – Chris

Projected Cost - \$1.3M+ (TBD based on revised Ch90)

Design – by Eng. Div.

Inspection and Project Management – by Eng. Div.

Project Bid – June \ July 2015

Project Duration – 1 year, starting July 2015

Project Tasks -

- Town Meeting Authorization
- Determine Project Limits – presently under development
- Evaluation of water service needs
- Tentative listing to Gas Company
- Finalize Project Limits
- Con Com RDA
- Complete Streets Review
- Finalize Contract Specifications
- Submit project listing to conservation

Supplemental CH-90 Funds

Lead Staff – Chris

Supplemental - Micro-seal contract

Projected Cost – \$300,000

Design – by Eng. Div.

Inspection and Project Management – by Eng. Div.

Project Bid – May 2015

Project Duration – 6 months

Project Tasks -

- Town Meeting Authorization
- Determine Project Limits – presently under development
- Submit Ch-90 project request
- Compile contract documents
- Advertise – Bid
- Inspection
- Submit Ch-90 reimbursements

Sidewalk Improvements FY-2015 Capital

Lead Staff – Peter

Prescott Street – North Side Summer to West

Projected Cost - \$ 100K

Design – by Eng. Div.

Inspection and Project Management – by Eng. Div.

Project Bid – March 2015

Construction Duration – 3-4 months, starting April - May 2015

Outstanding tasks

- Completion of contract documents - 1.5 weeks
- Advertise – mid/late February

Salem Street \ Bay State Road Pedestrian Warning Beacons

Lead Staff – Chris

Projected Cost - \$ 50K

Design – by Eng. Div.

Inspection and Project Management – by Eng. Div.

Project Bid – March 2015

Construction Duration – 3 to 4 months, pending equipment lead time

Outstanding tasks

 Compile contracts and specifications – 1.5 weeks

 Specifications Review – 1 week

 Advertise – mid to late February

 Receive Bids - mid March

Miscellaneous Projects

Washington Park Improvements:

Lead Staff – Arthur

Design – by Eng. Div. - completed

Inspection and Project Management – by Eng. Div.- ongoing

Project Bid –fall 2014

Project Start – late July 2014

Construction Duration – Contractor behind schedule. Based on work remaining and outstanding work (temperature dependent), final work may extend to end of May.

Outstanding tasks

 Complete – court surfacing (temperature dependent) and amenities

 Stamped concrete walkway

 Final grading & loam and seed

Killam Park Improvements:

Lead Staff – Arthur

Scope – new ball-field, grading, fencing, sprinkler system and drainage

Design – by Eng. Div. - completed

Inspection and Project Management – by Eng. Div.

Project Bid – mid March 2015

Construction Duration – 6 months

Tasks completed \ remaining

 Field survey completed

 Base plan completed

 Design – duration to competition 1.5 weeks

 Contract Documents and specifications - 2 weeks

 Reviews – 1 week

 Advertise Contract – End February

DPW Study

Lead Staff – George

Consultant preparing space analysis and draft layout plans on conceptual layout presented to Board.

Project Updates and Progress

 Draft report submitted and distributed for staff review.

Outstanding tasks
Final Report
BOS presentation

Drainage Projects

Walnut Street Drainage Improvements

Lead Staff – Chris
Design – by Eng. Div. - completed
Inspection and Project Management – by Eng. Div.
Project Bid – October 2014
Construction Duration – 3 months (includes final plantings)
Construction Start Date – January 22, 2015
Minimal work accomplished due to weather

Sturges Park

Lead Staff – George
Design – by Eng. Div. – to be modified based on Con Com requirements
Inspection and Project Management – by Eng. Div.- ongoing
Project Bid – mid summer 2015
Construction Duration – 2 to 3 months construction (late summer work)
Outstanding tasks
Receive Order of Conditions – In progress
Modify design to incorporate additional bank stabilization and retaining wall repair – In progress
Develop contract drawings based on final Con Com permit
Contract documents and specifications
Advertise & Bid – June 2015- pending Con Com permit requirements

DPW Annual Drainage Maintenance Permit Con Com Filing

Lead Staff – George
Design – by Eng. Div.
Tasks
Conservation NOI submission – completed, hearing date Feb. 11th
Received Order of Conditions
Review Required Operational Procedures with DPW staff

46 Bond Street

Lead Staff – Peter
Scope: AECOM's study short term fix alternative – construct overflow pipe at the manhole and accompanying channel to the wetland. This only rectifies surcharging at manhole and does not address the flow down their driveway and associated yard flooding nor the replacement of the undersized Bond Street drain line.
Design – by Eng. Div.
Inspection and Project Management – by Eng. Div.
Construction – Possible DPW work
Construction Estimate - \$40,000 (AECOM const. only)
Project Bid – Not required if by DPW
Project Duration – 6 months (design, permitting and construction)

Tasks completed \ remaining
Field survey completed
Base plan completed
Design initiated – duration to competition 2 weeks
TV existing drain line
Wetland Consultant for permitting assistance – In progress
Permitting - duration 2 months

Howard Street Channel Improvements

Lead Staff – George-Arthur
Portion of work, dredging of wetland portion, to be performed by Middlesex Mosquito Control – awaiting schedule

Design – by Eng. Div.
Inspection and Project Management – by Eng. Div.
Construction Estimate - \$50,000 (preliminary)
Project Bid – mid summer 2015 (possible Con Com restriction)
Tasks remaining
Con Com Permitting – submission end February
Contract documents – 2 weeks after permit
Bid Project – July 2015

Other Projects

Town Meeting Preparation

CH 90
MWRA I/I Sewer Loan
Street Abandonment – Birch Meadow Area
Finalize abandonment plans
Street Acceptances
Finalize acceptance plans

Outside Agency Projects

West Street – MassDOT Project

Lead Staff – George - Chris
Construction Start Date – March 2015
Duration – 2 years
Inspection and Project Management – by MassDOT
Will require extensive man-hours for Dig Safe mark-outs, inspections and project management addressing Town concerns
Construction Correspondence
Utility Site Walk Meeting – weather cancelation, new date TBD
Pre-Construction Meeting – weather cancelation, new date TBD

MWRA Phase I Water Project - West Street

Lead Staff – George & Ryan

Interdepartmental – Peter Isbell & Peter Tassi

Construction Completion – March 2015

Inspection and Project Management – by MWRA \FST

Required extensive man-hours for Dig Safe mark-outs, inspections and project management addressing Town concerns as well as water department staff time.

Construction Correspondence

With the exception of the possible completion of the Oak Street work (if weather allows), contractor has been notified that no work shall be permitted until better weather prevails. (2/3/15)

SEMI ACTIVE PROJECTS

Sewer Projects

MWRA I/I Program

Whittier \ Tennyson Area Test and Seal

Lead Staff – Ryan & George

Inspection and Project Management – by Eng. Div.

Project Duration – 1 to 2 months

Tasks Remaining – Early spring 2015

Sewer easement remains to be tested and sealed

Manholes to be sealed – 6

Related tasks

Consultant and staff reviewing and updating test, seal and rehab specifications

Sewer Rehabilitation - Phase 8

Lead Staff – Ryan, George

Interdepartmental – Peter Isbell

Design – By Consultant

Project Completion – 4 to 6 months

Task remaining

Completion of data input to Info Master Modelling\Asset Management software

Water Projects

Auburn Water Tower Improvements

General Information:

The Auburn Water Tank Improvement Project consists of the painting of the tanks interior and exterior surfaces, structural roof repairs and the installation of tank mixer. At April 1st 2014 meeting cell companies agreed to design and pay for new equipment support system and install project staging for temporary relocation of cell equipment. The installation of project staging is the only method where cell companies could temporarily locate during the project and maintain cell service. Cell companies requested improvements tied to renegotiation\extension of existing leases and the participation by Verizon upon successful contract with Town for new equipment

installation. At the present time the approval of leases is slated for the Annual Spring Town Meeting 2015.

Project Info

Lead Staff – George

Interdepartmental – Peter Isbell & Peter Tassi

Design and Inspection – By Consultant

Project Management – by Eng. Div.

Project Bid – Spring 2015

Project Duration – 10 months

Outstanding Design work – 6 weeks

Project Status as of December 2014

Plans and specifications complete with exception of added work for communication companies relocation listed below.

Note: All work being performed by Cable Companies ceased in Sept. 2014

Work Required Prior to Bid

By Communication Companies

Develop structural loading for walkway \ rail support system

Develop staging design – conceptual design submitted by cable companies

Offer location for sharing of generator and Town's equipment

By Towns Consultant

Review structural loads developed by Communication Companies

Incorporate loading requirements of walkway \ rail support system into contract

Completed Towns radio support system

Complete electrical design – Pending possible use of Communication Company generator

Roadway Projects

Roadway Traffic Markings - FY-2015 Capital

Lead Staff – Peter

Projected Cost – Fund balance < \$ 10K

Design – by Eng. Div.

Inspection and Project Management – by Eng. Div.

Project completion – May 2015 pending weather conditions

Outstanding tasks

Roadway edge lines, downtown crosswalks and lane delineators, completion of stencils

Miscellaneous Projects

Bus Stop

Lead Staff – Chris

Interdepartmental – George Strazzere

Layout – by Eng. Div.

Inspection and Project Management – by Eng. Div.

Construction - DPW

Project completion – Spring 2015

Outstanding tasks

File Taking Document – Town Counsel (email sent)

Con Com – off site mitigation (site to be mutually agreed by Con Com & Eng.)

Private Ways

Lead Staff – Peter - George

Accept private ways

Project Management – by Eng. Div.

Project Start – late fall 2014

Duration – Multi year

Tasks

- Private Way Listing - completed

- BOS informational meeting – Held 2/3/15

 - Web Site information

 - Web Site Cost Approximations

- Evaluate requested streets

 - Survey needs

 - Outstanding work

 - Acceptance plans – by outside survey Co. and Eng. Div.

- Improvement Estimates

 - F Street request – 2/4/15

- Legal description

- Public Hearings – CPDC & BOS

- Legal – Taking documents

- Town Meeting

- Taking Decree Hearing

- Construction – survey, design, bid, construction

EPA MS4 Permit

Lead Staff – Arthur – Ryan - George

Draft permit issued Fall 2014

Comment Deadline extended to Jan 2015

Final Permit Expected January 2016

- 6 month provisional – Effective start date (year 1) July 2016

Upcoming tasks

- Consultant review outstanding item needs for first year compliance

Water \ Sewer GIS Mapping Update

Lead Staff – Ryan-Arthur

Entry of missing data & data correction - new tie cards, missing or corrections to water main data and recent upgrades

Design – CDM

Project Management – by Eng. Div.

Expected Completion Date – Fall 2015

Tasks remaining

- Complete submission of data to consultant

- Error Corrections if any

Drainage Projects

Ash Street – Drainage Study

Lead Staff – George

The drainage concerns in this area have not previously been analyzed and could involve extensive corrections in the drainage around the RR property, DPW yard and the New Crossing Road drainage system.

Study\Design – by Eng. Div.

Inspection and Project Management – by Eng. Div.

Construction – Unknown at this Time

Construction Estimate - Unknown at this Time

Project Bid – TBD

Project Duration – Unknown at this Time

Tasks completed \ remaining

Field survey completed

Base plan in progress – 1.5 weeks

Study Results – 1 month

High Street – Drainage Improvements

Lead Staff – Arthur

Interdepartmental – George Strazzere

Design – by Eng. Div.

Inspection and Project Management – by Eng. Div.

Construction Estimate - \$80-100K (preliminary)

Construction by DPW

Tasks remaining

Evaluate - Test pits – TV inspection

Design

Town Hall – Drain Connection Improvement

Lead Staff – Chris

Interdepartmental – George Strazzere

Design – by Eng. Div.

Inspection and Project Management – by Eng. Div.

Construction Estimate - \$30,000

Construction by DPW

Tasks remaining

Construction

Castine Field

Lead Staff – Arthur

Interdepartmental – George Strazzere

Design – by Eng. Div.

Consultant – NOI assistance

Inspection and Project Management – by Eng. Div.

Construction Estimate – needed (DPW work)

Project – mid late summer 2015

Tasks remaining

Con Com Permitting – submission March
Construction Summer 2015

Stormwater Mapping

Lead Staff – Ryan-Arthur-George
Conversion of drainage system into GIS based mapping
Design – CDM
Reviews and Field Inspections – by CDM and Eng. Div.
Project Management – by Eng. Div.
Expected Completion Date – Fall 2015

Tasks remaining

Submission of final data for Town for Review – Completed 2/3/15
Error Corrections if any
Software and Hardware upgrades
Upload and configure data to Town computers
Staff training on system data maintenance

Outside Agency Projects

MWRA Phase II Water Project - Oak \ Summer \ Hopkins \ Main

Lead Staff – George – Ryan
Interdepartmental – Peter Isbell & Peter Tassi
Design – by MWRA \ FST
Inspection and Project Management – by MWRA \ FST
Expected start date – Summer 2015
Project Duration – 2 years
Inspection and Project Management – by MWRA \ FST
Requires extensive relocation of Town facilities

Design Tasks

Review preliminary design layout – In progress
Discuss Town Utility Upgrades and Relocations – Preliminary meetings held

Will require extensive man-hours for Dig Safe mark-outs, inspections and project management addressing Town concerns as well as water department staff time

PENDING PROJECTS

Sewer Projects

Sewer Rehabilitation - Phase 9

Lead Staff – Ryan, George
Interdepartmental – Peter Isbell
Design – By Consultant and Town
Inspection and Project Management – by Consultant & Eng. Div.
Project Duration – 6 to 12 months pending determination of final project

Tasks

Spring Town Meeting Authorization MWRA I/I Funds
Review trouble areas with Peter Isbell
Consultant review previous studies and testing for trouble areas
Include local I\I Development Funds – BOS Authorization?
Develop new contract for 2015 and 2016 - Various Locations for Test and Seal, Spot repair and Cured-in-Place – (1 spot repair and 1 CIPP)
Expected project approximately 800K to 1.0M)

Roadway Projects

Track Road – Bridge Deck Repair

Lead Staff – Peter

Projected Cost – \$ 30K

Design – by Eng. Div.

Inspection and Project Management – by Consultant \ Eng. Div.

Project completion – Fall 2015

Outstanding tasks

Specifications – Consultant \ Contractor Construction Procedures

Con Com

Final design

Compile contracts and specifications

Advertise – mid to late Summer 2015

Sidewalk Improvements FY-2016 Capital – TBD (PTTTF)

Drainage Projects

Memorial Park – CIPP Drain

Lead Staff – Chris

Sleeve inlet pipes or line 24-inch drain line, possible liner repair

Design – by Eng. Div.

Inspection and Project Management – by Eng. Div.

Construction Estimate – Minimal to \$90,000 (preliminary)

Evaluate needs after this winter

Miscellaneous Projects

Birch Meadow School – Handicap Variance Request

Project is to assist in AAB HP ramp variance request

Lead Staff – Unassigned

Interdepartmental – John Feudo

Design – by Eng. Div.

Tasks

Survey – Topo

Base Plan

Estimate

RECENTLY COMPLETED PROJECTS

Sewer Projects

Howard Street Sewer Main Replacement - Completed

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

Town Manager's Goals
 Status Report as of 1/30/15

Category (**bold indicates priority**)

	Done	75%	50%	25%	Other
I. Administration					
1. Implement final phase of TM reorg. Plan		X			
2. Human Resources Planning		X			
3. Communication – b/c/c's – board summit					Planning Stage
II. Regulation and Policy Development					
4. Review Board of Selectmen Policies					Planning Stage
5. Organize and Review Town Manager Policies					Planning Stage
6. Recodification of Town Charter (Jan, 2015 TM)	X				
7. Comprehensive Update of the Zoning Bylaw, Sept 14 and Nov 14 Town Meeting	X				
8. Review other Town Bylaws					
a. Conservation					Planning Stage
b. Health					Planning Stage
c. Other					Planning Stage
III. Services					
9. Create Inventory of Services					MAPC Draft March, 2015
10. Suggest ways to gather data and measure services					Admin Svc. Director
11. Provide easy to use community feedback methods					Admin Svc. Director
12. Library Services					
a. Optimize use of temp space during constr.					
b. Supplement w/community outreach					
c. Staffing Master Plan; new models					The Library is maximizing use of space Pleasant St. Center to supplement Staffing models per Master Plan
IV. Operations					
13. Technology Master Plan					Gail and Kevin (IT)
14. Review Current Regionalization Efforts					
a. Assessors	X				
b. Housing Services	X				
c. Public Health	X				
15. Future Regionalization Efforts			X		
16. Centralized Procurement – Review					Fincom Review precedes further changes
V. Public Safety and Health					
17. Review Public Health Division (Master Plan)	X				
18. Review RCASA Model	X				
19. Review Emergency Planning	X				
20. Implement and Encourage Bicycle/Ped. Planning	X				

vi. **Community Development**

- 21. Implement Complete Streets, as needed
- 22. Examine role of b/c/c's
- 23. Explore creative public/private partnerships
- 24. Explore, recommend strategy on Community Preservation Act
- 25. Work towards 10% Affordable Housing requirement
- 26. Develop Economic Devel. Strategy for properties in the Industrial Zone including DPW site
- 27. Implement recommendations (high priority) for Parking, Traffic, and Transportation improvements
 - a. Downtown Parking
 - b. Vine Street Lot
 - c. Other

vii. **Facilities and Infrastructure Projects**

- 28. Review Recreation Facilities
- 29. Review Public Works Facilities
- 30. Library Building Project (Transparency, Temp Space)
- 31. West Street Project (Communication, Public Safety)
- 32. Permanent Building Committee

viii. **Finance**

- 33. Long Term Liability Planning
- 34. Review Current Bill Printing and Mailing Policy
- 35. Review Town Wide Fee Structure
- 36. Develop a Fund Balance Policy per GASB 54

	Done	75%	50%	25%	Other
		X			AS Director Ongoing
	X				Ongoing MAPC Report
			X		Ongoing
	X				Ongoing
					Ongoing
					Ongoing
	X				Ongoing
					Ongoing
	X				Ongoing

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

Reading 2020 Working Groups

R1 Community Partners:

Dan Ensminger (BOS)

Jean Delios (Assistant Town Manager)

Kevin Sexton (BOS)

Bob LeLacheur (Town Manager)

- Goal #23 Explore creative public/private ventures
- Goal #15 Consider Future Regionalization efforts
- Goal #14 Review Current Regionalization efforts

R2 Services & Performance Measurement:

Marsie West (BOS)

Greg Burns (Fire Chief)

Sharon Angstrom (Town Accountant)

Jim Cormier (Police Chief)

- Goal #18 Review RCASA model
- Goal #17 Review Public Health division
- Goal #19 Review Emergency Management Planning
- Goal #9 Create Inventory of Services
- Goal #10 Suggest ways to gather data and measure Services provided
- Goal #12 Library Services
- Goal #26 Review Town-wide Fee structure

R3 Communication:

Dan Ensminger (BOS)

Jim Cormier (Police Chief)

Kevin Sexton (BOS)

Ruth Urell (Library Director)

Jeff Zager (Public Works Director)

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

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

Reading 2020 Working Groups

R4 Strategic Planning:

John Arena (BOS)

Jean Delios (Assistant Town Manager)

John Halsey (BOS)

Bob LeLacheur (Town Manager)

Real Estate Projects (MAPC will assist)

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

Community Planning

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

Policy

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

Infrastructure

- Goal #13 Conduct Technology Master Planning

Other than 2020 Working Groups

Town Manager: Goals #1 #2 #4 #5 #6 #30 #33

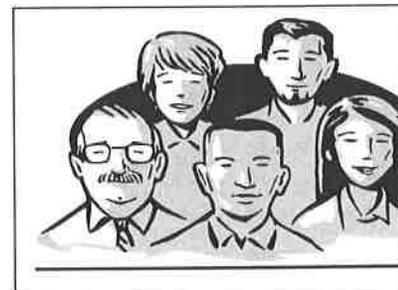
Town Accountant: Goal #16

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

*Note that three additional resources were used to help draft these Goals:
'Reading 2020' working groups
July 2014 Financial Forum
Economic Development Self-Assessment Tool*

I. Administration

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



	Timing	Importance
#1	2.0 (FY15)	2.2
#2	2.1 (FY15)	1.8
#3	1.4 (now)	1.4

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

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

2. Human Resources Planning

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

3. Communication – Volunteer Boards/Committees/Commissions

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

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II. Regulation and Policy Development



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

	Timing	Importance
#4	2.6 (FY15)	2.2
#5	2.4 (FY15)	2.2
#6	3.2 (2-3 yrs)	2.4
#7	1.6 (now)	1.4
#8	2.1 (FY15)	1.8

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

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III. Services



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

	Timing	Importance
#9	2.0 (FY15)	1.7
#10	2.2 (FY15)	2.0
#11	2.0 (FY15)	1.6
#12	2.2 (FY15)	2.4

9. Create Inventory of Services

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

10. Suggest ways to gather data and measure Services provided

11. Provide easy to use community feedback methods

12. Library Services

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

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IV. Operations

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



	Timing	Importance
#13	2.4 (FY15)	2.0
#14	2.2 (FY15)	2.0
#15	2.4 (2-3 yrs)	1.6
#16	1.7 (now)	1.3

13. Conduct Technology Master Planning

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

14. Review Current Regionalization efforts

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

15. Consider Future Regionalization efforts

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

16. Review Newly Centralized Procurement

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

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V. Public Safety and Health



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

	Timing	Importance
#17	2.0 (FY15)	1.6
#18	1.8 (FY15)	1.4
#19	2.2 (FY15)	1.6
#20	3.2 (2-3 yrs)	3.2

17. Review Public Health division

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

18. Review RCASA model

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

19. Review Emergency Management Planning

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

20. Implement and Encourage Bicycle and Pedestrian Plan

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VI. Community Development

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



	Timing	Importance
#21	3.2 (2-3 yrs)	2.6
#22	2.2 (FY15)	1.6
#23	1.8 (FY15)	1.4
#24	2.8 (2-3 yrs)	2.4
#25	2.8 (2-3 yrs)	1.8
#26	1.4 (now)	1.0
#27	1.8 (FY15)	1.4

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

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VII. Facilities and Infrastructure Projects



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

	Timing	Importance
#28	2.1 (FY15)	1.5
#29	1.7 (now)	1.3
#30	1.2 (now)	1.4
#31	1.6 (now)	1.2
#32	1.5 (now)	1.0

28. Review Recreation Facilities

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

29. Review Public Works Facilities

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

30. Library Building Project

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

31. West Street Project

- a. Public Communication & Public Safety

32. Permanent Building Committee

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VIII. Finance



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

	Timing	Importance
#33	2.6 (2-3 yrs)	2.2
#34	2.8 (2-3 yrs)	2.4
#35	2.6 (2-3 yrs)	2.4
#36	2.6 (2-3 yrs)	2.0

33. Long-term liability planning

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

34. Review current bill printing and mailing policy.

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

35. Review Town-wide fee structure

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

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

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READING POLICE DEPARTMENT OFFICE OF THE CHIEF

15 Union Street, Reading, Massachusetts 01867

Emergency Only: 911 All Other Calls: 781-944-1212 Fax: 781-944-2893

E-Mail: JCormier@ci.reading.ma.us

James W. Cormier
Chief of Police

February 4, 2015

Lt. David Stamatis:

I would like to take this opportunity to issue you a letter of commendation, in accordance with Policy R-17 Commendations, for your exemplary performance of service to the community which was above and beyond the performance of routine duty.

On Friday evening January 30, 2015, while off duty and attending a private dinner with your family at a restaurant in a neighboring community, you encountered a former employee and met his wife and young children. A short time later you happened to see the woman, who you just met, stand up at her table and you observed that she had a look of concern on her face. She was holding a six week old baby and you asked her from across the room if she was choking. She indicated yes.

You immediately leaped into action running from your table and family, around a number of booths in the restaurant to the table where the woman was in distress. You removed the six week old baby from her arms and handed it off to her husband and while following your training, you began administering the Heimlich maneuver on the woman. After multiple attempts with stomach thrusts, you also engaged some back blows and ultimately successfully dislodged a piece of steak from her throat. The local fire department arrived on scene and as a precaution the woman was transported to the local hospital for examination.

You are deserving of a commendation due to the actions you took while off duty to save the life of a woman you just met. Your unselfish actions not only saved the woman's life, but ensured her six week old twins and older child will be able to grow up with their mother present in their lives. Congratulations, your actions were nothing less than heroic and reflect not only on yourself as a person, but on the Reading Police Department as a whole and speak to the type of Officers we try to hire and promote. Thank you for your actions on that evening, a copy of this letter will be forwarded to the Board of Selectmen for their review and added to your permanent personnel file.

Sincerely,

James W. Cormier
Chief of Police