



Town of Reading Meeting Posting with Agenda

RECEIVED
TOWN CLERK
READING, MASS.

2015 FEB 18 P 12:36

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2015-02-24

Time: 7:00 PM

Building: Reading Town Hall

Location: Selectmen Meeting Room

Address: 16 Lowell Street

Purpose: General Business

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

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

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

Topics of Discussion:

- 1) **Reports and Comments**
 - a. Selectmen's Liaison Reports and Comments
 - b. Public Comment
 - c. Town Manager's/Assistant Town Manager's Report
- 2) **Open Session for topics not reasonably anticipated 48 hours in advance of the meeting**
- 3) **Proclamations/Certificates of Appreciation**
- 4) **Personnel & Appointments**
 - a. Police Badge Pinning – Matt Vatcher 7:30
- 5) **Discussion/Action Items**
 - a. Close Warrant for April 27, 2015 Annual Town Meeting 8:00
 - b. Hearing - Amendment to the FY15 Classification Plan 8:20
 - c. Town Meeting Instructional Motion Discussion – Firearms 8:30
- 6) **Approval of Minutes**
 - a. January 20, 2015
- 7) **Licenses, Permits and Approvals**
- 8) **Executive Session**
 - a. Approval of Minutes
December 9, 2014
- 9) **Correspondence**
 - a. Email from Terrence Selle announcing his resignation from the
Conservation Commission, Town Forest Committee and Trails Committee



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: February 18, 2015
RE: February 24th Agenda

Next week we will begin the Selectmen's meeting with a time-honored badge-pinning ceremony for Matt Vatcher. While every such occasion is memorable for all involved, this one is noteworthy because Matt was hired as a Police Officer recently after spending several years working as a Reading Dispatcher.

We will then have a Classification Hearing to amend the current chart. Following is a summary of the proposed changes:

- change the name of Library Technician to **Library Associate** (Library request) in Grade B;
- **upgrade Veteran's Service Officer** from Grade D to Grade F. The Pay & Classification study had incomplete data for this position, but as we are poised to advertise a full-time position in March, after consulting with area VSOs this action is recommended. The FY16 budget has been built to allow for this change – and the FY15 budget will handle it;
- change the name of Office Manager/Community Services to **Officer Manager/Public Services**. This is associated with the previously discussed name change for the department;
- split the two-person Computer Technician position in Grade F into two parts: **Computer Technician downgraded** to Grade E; **Senior Computer Technician upgraded** to Grade G. The Pay & Class study was inconclusive due to the wide range of responsibility in this type of positions. This proposed change recognizes that wide range, and seizes an opportunity caused by a vacancy in one of the two current positions. Both FY15 and FY16 budgets handle this change since it is financially neutral;
- change the name from Recreation Director to **Community Services Director** in grade J, as was discussed during the January BOS budget meetings.

The last item on the agenda is to begin a discussion about the recent Town Meeting Instructional Motion concerning Firearms. I have mentioned to all that ask that any Bylaw change would be for November 2015 Town Meeting. Various BOS members have mentioned to me the desire to set up an ad hoc Committee, or other informal group, to discuss this issue. The text of that motion is included in your packet.

Note that your March meetings have light agendas thus far. I welcome suggestions!

DRAFT - BOARD OF SELECTMEN AGENDAS			
2015			2015
		Staff Responsibility	Estimated Start time
	<i>2/18/2015</i>		
	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
	Joint Meeting with RMLD Commissioners	to be determined	
	Joint Meeting with School Committee	to be determined	
	March 24, 2015		
	Appoint Town Accountant		
	Vote Annual Town Meeting Warrant Articles		
	Local elections April 7, 2014	Tuesday	
	April 9, 2015 - Adopt an Island Kick off	Senior Center	7:00
	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
HEARING	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		

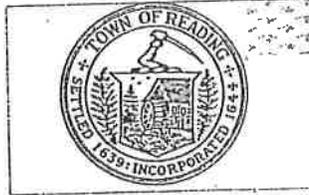
	December 1, 2015		
Office Hour			6:30
	December 15, 2015		
	Approve Licenses - non-alcohol		
Future Agendas			
	Reading 2020 Community Meeting		Spring '15
	Downtown Parking		Spring '15
	Multi BCC Summit		
	RMLD joint meeting		
	Strout Avenue Master Plan (after Town Forest planning work is done)	Feudo	
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

Town of Reading FY15 legal budget

	YTD	July	August	September	October	November	December	January
BUDGET	\$ 270,000.00							
YTD ACTUAL	\$ 163,224.88							
REMAINING BALANCE	\$ 106,775.12							
PACE	\$ 391,739.71							
PACE VARIANCE	\$ (121,739.71)							
Miyares & Harrington	\$ 112,135.81	\$ 11,032.76	\$ 10,071.50	\$ 30,989.68	\$ 35,176.41	\$ 24,865.46	\$ -	\$ -
Other	\$ 51,089.07	\$ 5,059.91	\$ 2,059.06	\$ 2,216.16	\$ 927.90	\$ 1,057.50	\$ -	\$ 37,604.54
Policy development	31%							
Town Meeting	\$ 8,825.24		\$ 666.00	\$ 2,484.64	\$ 518.00	\$ 5,156.60		
Building Committee	\$ 1,387.50					\$ 1,387.50		
Charter project	\$ 8,436.14	\$ 551.00	\$ 129.50	\$ 1,127.64	\$ 4,955.50	\$ 1,672.50		
Zoning Bylaw project	\$ 32,331.78	\$ 324.00	\$ 1,921.50	\$ 11,020.64	\$ 12,959.92	\$ 6,105.72		
Construction projects	21%							
Public Library	\$ 3,360.50	\$ 1,242.00	\$ 37.00	\$ 55.50	\$ 414.00	\$ 1,612.00		
TLT RMHS litigation MH	\$ 592.00	\$ 240.50	\$ 55.50	\$ 296.00				
TLT RMHS litigation KP	\$ 29,925.91	\$ 4,537.91	\$ 2,059.06	\$ 1,575.00	\$ 927.90	\$ 1,057.50		\$ 17,604.54
Oakland Road land	\$ 684.50		\$ 407.00	\$ 277.50				
Town Issues	11%							
Alcohol licenses	\$ 11,336.30	\$ 840.88	\$ 873.50	\$ 5,596.78	\$ 3,988.14	\$ 37.00		
RMLD	\$ 5,100.00	\$ 1,504.00	\$ 180.00	\$ 220.50	\$ 2,497.00	\$ 698.50		
Firearm bylaw	\$ 1,097.50		\$ 1,097.50					
celltower leases	\$ 18.50			\$ 18.50				
Land Use Issues	28%							
Summer Ave	\$ 11,765.50	\$ 1,419.00	\$ 1,184.00	\$ 425.50	\$ 3,864.00	\$ 4,873.00		
James Road	\$ 1,247.00	\$ 1,247.00						
Pearl Street	\$ 2,606.00	\$ 795.50	\$ 1,205.00		\$ 557.50	\$ 48.00		
Gardner Road	\$ 2,132.33		\$ 998.84	\$ 540.35	\$ 593.14			
South Street	\$ 28,598.14		\$ 277.50	\$ 4,264.64	\$ 3,330.00	\$ 726.00		\$ 20,000.00 settlement
Other Issues	8%							
General	\$ 12,616.88	\$ 2,868.88	\$ 2,037.50	\$ 4,203.00	\$ 1,552.00	\$ 1,955.50		
Brackett & Lucas	\$ 1,163.16	\$ 522.00	\$ 641.16					

Recurring rate ~ \$10-12k/month

Legal Notice
TOWN OF READING



To the Inhabitants of the
Town of Reading:

Please take notice that the Board of Selectmen of the Town of Reading will hold a public hearing on February 24, 2015 at 8:20 p.m. in the Selectmen's Meeting Room, 16 Lowell Street, Reading, Massachusetts, on amending the FY15 Non-Union Classification Plan. 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. to 5:30 p.m., Tues from 7:30 a.m. to 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 February 24, 2015 to townmanager@ci.reading.ma.us

By order of
Robert W. LeLacheur
Town Manager

2.17.15

INSTRUCTIONAL MOTION RE. 8.9.1 FIREARMS BYLAW, TOWN OF READING

Move that Town Meeting ask the Town Manager and the Board of Selectmen to do the following:

- look into how and why General Bylaw 8.9.1 was amended in 2011 and report back to **Annual Town Meeting at its next session**;
- investigate the history of the Timberneck Swamp and how it was designated conservation land with an island of private land in the middle of it and report back to Town Meeting at **Annual Town Meeting its next session; (etc)**
- determine and implement strategies that will, in the immediate future, improve the safety of nearby residents and travelers through the neighborhood of the Timberneck Swamp by, for example, clearly and visibly delineating the boundaries of this conservation land, posting “no hunting” signs on all parcels of town land, etc.;
- investigate the legality of transporting any type of firearm or explosives across town land for the purposes of hunting, sporting, etc., and report back to **Annual Town Meeting at its next session**; and
- appoint a working group to draft a revision to General Bylaw 8.9.1 that protects the rights and interests of all town citizens.

Submitted by:

Mary Ellen O’Neill
1/6/2015



Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2015-01-20

Time: 7:00 PM

Building: Reading Town Hall

Location: Conference Room

Address: 16 Lowell Street

Purpose: General Business

Attendees: **Members - Present:**

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

Members - Not Present:

Others Present:

Town Manager Robert LeLacheur, Police Chief James Cormier, Fire Chief Greg Burns, Elder Services Administrator Jane Burns, Treasurer/Collector Nancy Heffernan, Town Accountant Sharon Angstrom, Assistant Town Manager Jean Delios, Community Services Administrator Jessie Wilson, Recreation Administrator John Feudo, Steve Cutsumis, Peg Sallade, Christine Hanse, Jeff Zager, David Singer, Tom Procopio, Barbara Meade, Executive Assistant Paula Schena

Minutes Respectfully Submitted By: Secretary Daniel Ensminger

Topics of Discussion:

Reports and Comments

Selectmen's Liaison Reports and Comments – Marsie West noted that she attended the Martin Luther King Day presentation. She received a message regarding the Innovation Communities and it looks good for Reading. She also announced her resignation from the Board of Selectmen effective the day before the Election because she is moving out of the country.

John Arena noted that he attended a MWRA meeting with the Town Manager and the Town of North Reading. They are interested in hooking up to the MWRA and there will be subsequent Town Meetings.

John Halsey noted that he attended the Martin Luther King Day celebration and that was awesome. He attended the Board of Health meeting and they've been doing a great job on their strategic plan. He visited the Conservation Commission and they took a stop to post no hunting in Timberneck Swamp area in response to Article 5 of the last Town Meeting. He was invited by Representative Brad Jones to discuss the Just Enough Campaign relative to preventing child abuse.

Town Manager's Report – The Town Manager noted that we received an extra \$300,000 in Chapter 90 funds this year. The Town received glowing reports of our water system at the MWRA meeting with North Reading. We have a great infrastructure. The Town Manager congratulated Nancy Heffernan and Sharon Angstrom for 1.49% borrowing which the Board will be approving later tonight.

Discussion/Action Items

Change of Manager – Bertucci's – Steven Cutsumbis was present. He noted he has taken over for Michael Bonnell and he has been with Bertucci's for two years.

A motion by Ensminger seconded by West that the Board of Selectmen approve the Change of Manager for Bertucci's from Michael Bonnell to Steven M. Cutsumbis was approved by a vote of 4-0-0 (Kevin Sexton was not present).

FY16 Town Budget – Finance – Town Accountant Sharon Angstrom noted that the salaries include a step and COLA and there are two extra days in FY16. Overtime is up \$500 for scanning. Professional Development is increased for her to keep her license, etc. This is not enough to send staff for any training.

The Assessors salary increases are the same. The revaluation is \$35,000 which has to be done every three years. The Town Manager noted that the regionalization is going well.

Sharon Angstrom noted that the Finance salary increases are the same. There is an increase in printing forms and tax title. John Arena noted that the professional development is underfunded and he asked what would be appropriate. Ms. Angstrom noted accounting would be helpful. John Halsey noted that the increase looks huge but it is such a small amount of money. It can mean a lot if someone learns one thing.

Community Services - Assistant Town Manager Jean Delios, Community Services Administrator Jessie Wilson and Recreation Director John Feudo were present.

Jean Delios noted that there are nine Boards, Committees and Commissions under Community Services. She reviewed the current organizational chart. She noted that the shared Health Administrator agreement is no longer in affect and the Health Division is being staffed by a retiree Greg Erickson. She noted that vacancies give the opportunity to review staffing levels. Four out of seven Division Heads are part time. She feels we could grow the Regional Housing position.

Jean Delios went on to review the proposed organizational chart. She noted that the Nurse Advocate position is vacant. She is requesting two Assistant Department Heads; a full time Public Health Administrator; a Public Health Nurse at .88; a full time Nurse Advocate doing a broad range of duties including working with the Health Division and a full time Veteran's Agent. She is also requesting increasing the Conservation Division Head to .88 and shifting the control of the Mattera Cabin to Conservation. She hopes to meet quarterly with Boards, Committees and Commission Chairs to help keep communication open. John Halsey suggested that she include the Selectman Liaison in the quarterly meetings.

Daniel Ensminger asked what was driving the request for a full time Conservation Administrator and Jean Delios noted that will allow him to spend more time with applicants and he also attends Development Review Team meetings. John Halsey noted that the Conservation Administrator is extremely helpful and intelligent and he also has to attend pre-activity meetings.

Jean Delios noted that she did the liquor license inspections this year with the Police Chief and she found it helpful to be out in the community.

In conclusion, she noted that the old model can be improved. Her department took serious cuts in FY12 and now they need to enhance staffing. She asked for more professional development money to work better and smarter with technology and training for Jessie Wilson.

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John Halsey asked what is being increased in the budget and Jean Delios noted that the Conservation Administrator, Public Health Nurse, Nurse Advocate and Veterans Agent are all being increased to full time.

Marsie West asked if the Conservation Administrator focus will be on customer service and Jean Delios noted he will focus on solving problems not creating problems.

Kevin Sexton asked about the Health Inspector line item and Jean Delios noted it was moved from expenses to wages.

The Town Manager noted that Community Services is a complex department. Some full time employees wear more than one hat and some Boards, Committees and Commissions don't have staff support. The Town Manager noted that some Boards, Committees and Commissions are overrated when there are groups of citizens who are willing to do the same thing. The formality of Town government stands in their way. He suggests that the Board of Selectmen take a hard look at all of the Boards, Committees and Commissions because we get more effective work out of daytime government when we don't have to go to night time government.

Board of Health members Andrew Freidman, Barbara Meade and David Singer were present. Also present was consultant Peg Sallade.

Andrew Friedman reviewed the strategic planning process. He noted that essential services include assurance, assessment and policy development. The Committee reached out to members of the community and hospitals to see what they do well. The results showed that we enforce the laws well, but lack in linking with people regarding information and mobilizing the community. The vision shows that there needs to be more than enforcement. They need a full time Health Director who will stay on top of health issues and maintain the workforce.

Andrew Friedman noted that health needs include behavioral health and mental health issues. The Town needs to do a better job of taking care of the most vulnerable. Healthy eating and active living need to be addressed.

Daniel Ensminger asked what a full time Health Administrator would do and it was noted that person would concentrate on the 10 essential functions and continue with enforcement. Daniel Ensminger noted that it was important that person be a liaison to the Reading Coalition Against Substance Abuse.

John Halsey noted that the .3 Health Administrator situation allowed for reacting but not proactive.

Peg Sallade noted that the Health Administrator and Public Health Nurse are distinct roles.

John Halsey noted that Reading resident Sherry Vandermaker did an award winning film named My Name is Betty and she will be featured on The View on January 23rd.

Administrative Services - The Town Manager reviewed the Administrative Services budget. This budget is increased 9.4% and it includes \$400,000 to fund the pay and classification. The Administrative Services Director will concentrate on communication. The Town Clerk is requesting an additional clerk. She currently has two full time and three part time clerks. The Operations Specialist is needed to do a much better job of professional development. The overtime accounts are generic and for technology. The technology overtime needs to be increased. Software support does not exist. The permits software is administered by Kim Honetschlager and Gail LaPointe is trying to understand where we can do better with technology. We are requesting a third technician in technology. In expenses we paid \$5000 to add the Munis module and we had to pay \$15,000 for Microsoft licenses.

Benefits and Miscellaneous - The Town Manager noted that State assessments have increased 3%, the Voke School has increased 5% and benefits have increased 7%. Health insurance was renewed at 8.2% and MIIA will produce a quote in February for the second year.

Capital - The Town Manager noted that we save @ \$500,000 in capital. The Finance Committee requested we reduce from 5% to 4% but it still is not balanced. He could cut more from roads because we just received more state aid. We will need \$980,000 to balance the budget. He also noted that it is a bad idea to balance a budget with free cash. His priority is to hire two Dispatchers.

John Halsey noted that all three of our State Reps were shocked that the 911 technology line is not funded.

Daniel Ensminger indicated that we need to give Town Meeting a vision of what we won't be able to do.

Approve Debt Sale – The Town Manager noted that nine bids were received with the lowest bid being 1.49%.

A motion by Ensminger seconded by West that in order to reduce interest costs, the Treasurer is authorized to issue refunding bonds, at one time or from time to time, pursuant to Chapter 44, Section 21A of the General Laws, or pursuant to any other enabling authority, to refund all of the Town's (i) \$6,480,000 General Obligation Bonds dated January 1, 2005 maturing on and after April 15, 2016 and (ii) \$6,960,000 General Obligation Bonds dated September 15, 2006 maturing on and after April 15, 2018 (collectively, the "Refunded Bonds") and that the proceeds of any refunding bonds issued pursuant to this vote shall be used to pay the principal, redemption premium and interest on the Refunded Bonds and costs of issuance of the refunding bonds.

Further Voted: that the sale of the \$15,800,000 General Obligation Municipal Purpose Loan of 2015 Bonds of the Town dated February 5, 2015 (the "Bonds"), to J.P. Morgan Securities LLC at the price of \$17,359,200.60 and accrued interest is hereby approved and confirmed. The Bonds shall be payable on April 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2016	\$1,405,000	3.00%	2022	\$1,630,000	3.00%
2017	1,405,000	3.00	2023	1,625,000	3.00
2018	1,645,000	3.00	2024	1,600,000	4.00
2019	1,640,000	3.00	2025	1,285,000	4.00
2020	1,640,000	3.00	2026	145,000	3.00
2021	1,635,000	3.00	2027	145,000	3.00

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated January 7, 2015, and a final Official Statement dated January 15, 2015 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

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Further Voted: to authorize the execution and delivery of a Refunding Escrow Agreement to be dated February 5, 2015, between the Town and U.S. Bank National Association, as Escrow Agent.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Treasurer to review and update the Town's post issuance federal tax compliance procedures in order to monitor and maintain the tax-exempt status of the Bonds.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes. The motion was approved by a vote of 5-0-0.

A motion by Ensminger seconded by West to adjourn the meeting at 9:30 p.m. was approved by a vote of 5-0-0.

Respectfully submitted,

Secretary

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L/C BOS

Schena, Paula

From: Gemme, Laura
Sent: Wednesday, January 28, 2015 2:09 PM
To: Schena, Paula
Subject: FW: Committee and Commission memberships

FYI...

Laura A Gemme, CMMC
Town Clerk
Town of Reading
16 Lowell Street
Reading, MA 01867
(P) 781-942-6647
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(E) lgemme@ci.reading.ma.us
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Town Hall Hours:
Monday, Wednesday and Thursday - 7:30 AM to 5:30 PM
Tuesday - 7:30 AM to 7:00 PM
Friday - CLOSED

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From: Terence Selle
Sent: Wednesday, January 28, 2015 10:23 AM
To: Gemme, Laura
Subject: Committee and Commission memberships

Laura,

I have retired recently, and I am moving out of Reading as of the end of the month, and therefore am regretfully resigning from the Reading Conservation Commission, and also the Reading Town Forest and Trails committees.

I intend to continue volunteering on trail improvement projects during this summer, and shall drop by Town Hall and say goodbye.

My sincere regrets,

Terry Selle