



# Town of Reading Meeting Posting with Agenda

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TOWN CLERK  
READING, MASS.

## Board - Committee - Commission - Council:

Board of Selectmen

2015 APR -9 P 1:30

Date: 2015-04-14

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 – John Halsey** **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**
    - a. National Telecommunicators Week **7:15**
    - b. Arbor Day
  - 4) **Personnel & Appointments**
  - 5) **Discussion/Action Items**
    - a. Board Re-Organization **7:00**
    - b. Dunkin Donuts/Walkers Brook Hours of Operation **7:20**
    - c. Hearing – Driveway Variance – 74 Edgemont Avenue **7:30**
    - d. Climate Advisory Committee – Earth Day **7:40**
    - e. Reading Garden Club and Reading Cultural Organizations - Working Group - May 16<sup>th</sup> Community Event **7:50**
    - f. MAPC Member Report **8:10**
    - g. MAPC Service Inventory **8:20**
    - h. Bylaw Discussion on Associate Members **9:00**
  - 6) **Approval of Minutes**
    - a. March 24, 2015
  - 7) **Licenses, Permits and Approvals**
  - 8) **Executive Session**
    - a. Litigation – Sutton Brook **9:30**

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



## Town of Reading Meeting Posting with Agenda

### 9) Correspondence

- copy a. Email from Jill Reddish at FiOS re: Upcoming Change to Channel Lineup
- copy b. Email from Jacalyn Wallace indicating her resignation from the Cultural Council and Human Relations Advisory Committee
- copy c. Correspondence from Town Manager Robert W. LeLacheur to Senator Jason Lewis re: FY16 Budget Items
- copy d. Correspondence from Town Manager Robert W. LeLacheur to Boards and Committees regarding the FY16 Budget Message
- copy e. MMA Legislative Alert re: Legislature Enacts \$200 M Ch. 90 Bond Bill
- copy f. Town of Reading FY15 Legal Budget
- copy g. Hearing notice from Mass Development re: financing project for Hallmark Health System, Inc. for equipment and construction costs
- copy h. Hearing notice from Mass Development re: financing for a project for Riverside Community Care Inc.



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

**781-942-9043**

**[townmanager@ci.reading.ma.us](mailto:townmanager@ci.reading.ma.us)**  
**[www.readingma.gov/town-manager](http://www.readingma.gov/town-manager)**

**To:** Board of Selectmen  
**From:** Robert W. LeLacheur, Jr. CFA  
**Date:** April 8, 2015  
**RE:** April 14<sup>th</sup> Agenda

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Congrats to John Arena and Barry Berman for securing seats on the Board!

Also it is nice to see the local portion of the Home Rule Charter pass by a large margin (77% in favor). The legislative portion of the Charter is sitting on the Governor's desk for his signature. Four certificates setting forth the revised Charter must be signed by the Town Clerk and filed as follows: one with the office of the Secretary of State (to be kept by Archivist of the Commonwealth); one with the Director of Housing and Community Development; one with the Attorney General's Office; and one to be retained in the Town's archives. Once the new Charter is official I will advise you. Congratulations to the hard-working Charter Committee, whose member's names bear repeating: William Brown, John Carpenter, Richard Coco, Stephen Crook, Alan Foulds, Glen Hartzler, Janice Jones, Philip Pacino, Philip Rushworth, Margaret Russell, John Segalla, Jeffrey Struble, Paul Sylvester and Carolyn Whiting.

Thanks to Town Clerk Laura Gemme, her staff and cadre of election workers. While the pace of a local election does often feature lower turnout, we experienced equipment failure in three of the nine voting machines - so two Precincts (#2 and #8) needed to be hand counted. Communication of this fact to the local media, the state elections division, and to candidates running for office was excellent. This is exactly why spend time preparing and planning for unexpected things.

Your agenda next week is as follows:

Board re-organization – The Town Manager will facilitate the nomination of name(s) for the position of Chair. After that, the Chair will facilitate the remainder of the meeting, including the selection of Vice Chair and Secretary. I have also included in your packet a list of liaison assignments. Hopefully this new format is easier to use. It would be helpful if the Board updated the liaison assignments within the next month or so.

Dunkin Donuts on Walker's Brook Drive will be in to request a reduction in their hours of operation. This may be a first, as the Board is usually involved in expanding hours. In this case, the gas station is open for 24 hours and demand for food & coffee is low for some of those hours. You have information in your packet showing that there is no objection from CPDC or staff to this request.

There is a request for a Driveway variance at 74 Edgemont – a location about one block away from the Barrow's Elementary School. Also in your packet are comments from staff that show no objections to the request.

The Climate Advisory Committee will be in to briefly describe their efforts on Earth Day.

The Reading Garden Club and a working group of Reading Cultural organizations will be in to describe a community event to be held on the Town Common on May 16<sup>th</sup>. Community Development Director Jessie Wilson has worked with this group for several months as they explore the possibility of a Cultural District in Reading.

As part of regular updates from Board appointees, MAPC member Steve Sadwick will be in to provide an update. Steve also serves as the Director of Community Development for Tewksbury. This update will be followed by Mark Fine of MAPC who will present the results of a survey of services provided to the public by Town government. Please keep two things in mind: 1) we still need areas such as HR even though they provide little in the way of services directly to the public; and 2) these rankings are done by the divisions/departments themselves. I expect this work to serve as a great starting point. We will plan one or two weekend BOS Retreats in June/July with the Board and the Town Manager to discuss this further. One hot topic surely will be to decide what our essential core services are.

Next up we have time slotted for a Bylaw discussion about the Associate member issue, which is part of the Annual Town Meeting. The language in the Warrant was drafted broadly as to be amended on the floor easily. The Selectmen expressed an interest to have a discussion in advance of Town Meeting in order to possibly offer a friendly amendment that would serve as a starting point for these discussions. I have worked with Town Counsel who has suggested language to be used as a default Motion for the Article, which is included in your packet.

Lastly we have an Executive Session scheduled. Town Counsel will attend in order to discuss possible litigation that is also the subject of an Article at the Special Town Meeting in April.

As a quick preview, your next meeting is on May 5<sup>th</sup> and has these items:

Introduction of the new Administrative Services Director/Ombudsman

Town Accountant Report

Reading Housing Authority Report

RCTV member Report

CAB (RMLD) member Report

Update on Timberneck Swap – CONSCOM/signage

Ad Hoc Reading Firearms Safety Committee (we have four applicants thus far)

Liquor license transfer request (Grumpy Doyles)

New liquor license request (Anthony's Coal Fired Pizza)

Discussion about putting a Recycle Container in the "CVS parking lot" – Climate Advisory Committee

Discuss Boards and Committees scheduled to sunset in June 2015 (the following will be invited:

Human Relations Advisory Committee, Economic Development Committee, Trails Committee, Fall Street Faire Committee and Climate Advisory Committee).

<b>DRAFT - BOARD OF SELECTMEN</b>			
<b>2015</b>	<b>AGENDAS</b>		<b>2015</b>
<i>4/9/2015</i>		<b>Staff</b>	<b>Estimated</b>
	<b>Local elections April 7, 2014</b>	<b>Tuesday</b>	
	<b>April 9, 2015 - Adopt an Island Kick off</b>	<b>Senior Center</b>	<b>7:00</b>
	<b>April 14, 2015</b>		
<b>Office Hour</b>	<b>John Halsey</b>		<b>6:30</b>
	<b>Board Re-organization</b>	<b>LeLacheur</b>	<b>7:00</b>
<b>Proclamation</b>	<b>National Telecommunicators Week</b>	<b>LeLacheur</b>	<b>7:15</b>
<b>Proclamation</b>	<b>Arbor Day</b>		
	<b>Dunkin Donuts/Walkers Brook Hours of Operation</b>	<b>LeLacheur</b>	<b>7:20</b>
<b>Hearing</b>	<b>Driveway variance - 74 Edgemont</b>	<b>LeLacheur</b>	<b>7:30</b>
	<b>Climate Advisory Committee - Earth Day</b>	<b>LeLacheur</b>	<b>7:40</b>
	<b>Reading Garden Club &amp; Reading Cultural organizations working group - May 16th community event</b>	<b>Wilson</b>	<b>7:50</b>
	<b>MAPC member Report</b>	<b>Delios</b>	<b>8:10</b>
	<b>MAPC Service Inventory</b>	<b>Delios</b>	<b>8:20</b>
	<b>Bylaw discussion on Associate Members</b>	<b>LeLacheur</b>	<b>9:00</b>
<b>Executive Session</b>	<b>Litigation</b>	<b>LeLacheur</b>	<b>9:30</b>
	<b>Town Meeting April 27, 2015</b>	<b>Monday</b>	
	<b>Town Meeting April 30, 2015</b>	<b>Thursday</b>	
	<b>Town Meeting May 4, 2015</b>	<b>Monday</b>	
	<b>May 5, 2015</b>		
<b>Office Hour</b>	<b>Kevin Sexton</b>		<b>6:30</b>
<b>Proclamation</b>	<b>Women's Lung Health Week</b>		<b>7:15</b>
	<b>Administrative Svcs Director/Ombudsman</b>	<b>LeLacheur</b>	<b>7:20</b>
	<b>Town Accountant Report</b>	<b>Angstrom</b>	<b>7:30</b>
	<b>Reading Housing Authority Report</b>	<b>LeLacheur</b>	<b>7:40</b>
	<b>RCTV members Report</b>	<b>LeLacheur</b>	<b>7:50</b>
	<b>CAB (RMLD) member Report</b>	<b>LeLacheur</b>	<b>8:00</b>
	<b>Update on Timberneck Swamp - CONSCOM</b>	<b>Tirone</b>	<b>8:10</b>
	<b>ad hoc Reading Firearms Safety Committee</b>	<b>LeLacheur</b>	<b>8:20</b>
<b>Hearing</b>	<b>Liquor License Transfer - Grumpy Doyles</b>		<b>8:30</b>
<b>Hearing</b>	<b>New Liquor License - Anthony's Coal Fired Pizza, 48 Walkers Brook Drive</b>		<b>8:45</b>

	<b>Recycle container for lot behind CVS - Climate Advisory Committee</b>	<b>LeLacheur</b>	<b>9:00</b>
	<b>Discuss Boards and Committees that 'sunset' on June 30, 2015</b>	<b>LeLacheur</b>	<b>9:30</b>
	<b>May 19, 2015</b>		
	<b>RMHS Robotics Team followup</b>	<b>LeLacheur</b>	<b>7:30</b>
	<b>Walk Reading Weekend: Walkable Reading &amp; Trails Committee</b>	<b>LeLacheur</b>	<b>8:00</b>
	<b>HOLD for Development Project</b>	<b>LeLacheur</b>	<b>8:30</b>
	<b>Review FY16 Town Manager Goals</b>	<b>LeLacheur</b>	<b>9:00</b>
	<b>June 2, 2015</b>		
<b>Office Hour</b>	<b>Dan Ensminger</b>		<b>6:30</b>
<b>HEARING</b>	<b>Approve Classification &amp; Compensation</b>		
	<b>Appoint Town Counsel</b>		
	<b>Appointments of BCCs</b>		
	<b>June 16, 2015</b>		
	<b>June 30, 2015</b>		
	<b>July 21, 2015</b>		
<b>Office Hour</b>			<b>6:30</b>
	<b>August 11, 2015</b>		
<b>Office Hour</b>			<b>6:30</b>
	<b>September 1, 2015</b>		
<b>Office Hour</b>			<b>6:30</b>
	<b>September 15, 2015</b>		
	<b>October 6, 2015</b>		
<b>Office Hour</b>			<b>6:30</b>
	<b>October 20, 2015</b>		
	<b>November 3, 2015</b>		
<b>Office Hour</b>			<b>6:30</b>
	<b>Town Meeting November 9, 2015</b>	<b>Monday</b>	
	<b>Town Meeting November 12, 2015</b>	<b>Thursday</b>	
	<b>Town Meeting November 16, 2015</b>	<b>Monday</b>	

	<b>November 17, 2015</b>		
	Liquor License Renewals		
	<b>December 1, 2015</b>		
<b>Office Hour</b>			<b>6:30</b>
	<b>December 15, 2015</b>		
	Approve Licenses - non-alcohol		
<b>Future Agendas</b>			
	Joint Meeting with RMLD Commissioners		
	Joint Meeting with School Committee		
	Policy for Permanent Building Committee		
	Multi Board/Committee Summit		
	Reading 2020 Community Meeting		
	Downtown Parking		
	Strout Avenue Master Plan		
<b>Recurring Items</b>			
	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
<b>Reports to BOS</b>	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

**PROCLAMATION**

**Public Safety Telecommunications Week**

- Whereas:** There are eleven Public Safety Dispatchers working for the Town of Reading; and
- Whereas:** Our Public Safety Dispatchers serve the citizens of Reading with dedication, loyalty and pride; and
- Whereas:** The citizens of Reading rely on Public Safety Dispatchers as their vital link to our police, fire and ambulance services; and
- Whereas:** Our Public Safety Dispatchers connect our citizens to our public safety providers, who may apprehend a criminal, who may save their possessions from fire, or who may save their life or the life of a loved one; and
- Whereas:** Each year, the second week of April is dedicated to the people who serve as public safety telecommunications; and
- Whereas:** In 1991, the United States Congress proclaimed Public Safety Telecommunications Week as a nationally-recognized week; and
- Whereas:** The week of April 12 through April 18, 2015 has been proclaimed National Public Safety Telecommunications Week in recognition of the contributions of Public Safety Dispatchers and other telecommunications nationwide;

**Now, therefore, we,** the Board of Selectmen of the Town of Reading, Massachusetts do hereby proclaim the week of **April 12 -18, 2015** as **Public Safety Telecommunications Week** in Reading, and we urge all citizens to recognize the considerable contributions of our Public Safety Dispatchers.

**THE BOARD OF SELECTMEN**

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\_\_\_\_\_  
\_\_\_\_\_

# PROCLAMATION

# ARBOR DAY

**Whereas,** In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**Whereas,** This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world; and

**Whereas,** Trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

**Whereas,** Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

**Whereas,** Trees in our Town increase property values, enhance the economic vitality of business areas, beautify our community, and wherever they are planted are a source of joy and spiritual renewal; and

**Whereas,** Reading has been recognized as a Tree City, U.S.A. by the National Arbor Day Foundation for over 26 years, and desires to continue its tree-planting ways.

**Now, therefore, we,** The Board of Selectmen of the Town of Reading, Massachusetts do hereby proclaim **April 24, 2015 as Arbor Day** in the Town of Reading and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and plant trees to gladden the heart and promote the well being of this and future generations.

**THE BOARD OF SELECTMEN**

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	<b>Chair</b>	<b>Vice Chair</b>	<b>Secretary</b>		
	<b>Arena</b>	<b>West</b>	<b>Ensminger</b>	<b>Sexton</b>	<b>Halsey</b>
<b>Administrative Services</b>					
<b>Boards and Committees</b>					
Board of Selectmen VASC			Ensminger	Sexton	
School Committee	Arena		Ensminger		
School Space Committee			Ensminger		Halsey
Regional School District	Arena		Ensminger		
RMLD Commissioners		West			
RMLD CAB		West			
Bylaw Committee	Arena				
Finance Committee	Arena	West			
Library Building Committee					
Permanent Building Committee					
<b>Community Groups/Communication</b>					
RCTV Board of Directors			Ensminger		
Cultural Council	Arena				
Climate Advisory	Arena				
Reading Ice Arena Authority					Halsey
Walkable Reading					Halsey
Celebration Committee					Halsey
<b>Other</b>					
Ad Hoc Firearms Safety Comm.					
Animal Controls Appeal Comm.			Ensminger		
Moderator	Arena				
Rules Committee	Arena				
Board of Registrars	Arena				
Constables	Arena				
<b>Public Services</b>					
<b>Community Services</b>					
Council on Aging			Ensminger	Sexton	
Mystic Valley Elder Services			Ensminger	Sexton	
Board of Health					Halsey
Recreation Committee					Halsey
Fall Street Faire					Halsey
Cust. of Soldiers&Sailors Graves				Sexton	

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	<b>Chair</b>	<b>Vice Chair</b>	<b>Secretary</b>		
	<b>Arena</b>	<b>West</b>	<b>Ensminger</b>	<b>Sexton</b>	<b>Halsey</b>
<b>Public Services (continued)</b>					
<b>Community Development</b>					
CPDC	Arena			Sexton	
North Suburban Planning Council	Arena			Sexton	
Metro Area Planning Council	Arena			Sexton	
Economic Development Committee	Arena			Sexton	
Zoning Board of Appeals	Arena			Sexton	
Historical Commission			Ensminger		
Historical District Commission			Ensminger		
Conservation Commission	Arena				
Reading Housing Authority			Ensminger	Sexton	
<b>Finance</b>					
Audit Committee		West			
Retirement Board		West			
Commissioners of Trust Funds		West			
Veterans Memorial Trust Fund Comm.		West			
<b>Public Safety</b>					
Fire department			Ensminger		
Police department			Ensminger		
Human Relations Advisory Committee			Ensminger		
RCASA					Halsey
<b>Public Works</b>					
Board of Cemetery Trustees				Sexton	
MWRA Advisory Board					Halsey
Trails Committee					Halsey
Town Forest Committee					Halsey
<b>Public Library</b>					
Library Trustees		West			

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## Schena, Paula

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**From:** Alex Trentini <atrentini@scrivanos.com>  
**Sent:** Friday, February 20, 2015 3:08 PM  
**To:** Schena, Paula  
**Subject:** Hours of Operations-Dunkin Donuts

Dear Paula Schena

My name is Alex Trentini I'm the district mgr. for Dunkin Donuts in the Reading area, on of my stores is 24 hours wich is located at 87 Walkers Brook drive, we want to change the hours of operations and no longer be 24 hours, we are looking to open from 4 am to 10 pm daily. What is the process we need to follow to get this done as quick as possible? Thank you so much. Have a great weekend.

Regards,  
Alex Trentini  
District Mgr.  
NGP Management  
3 Pluff Ave  
N. Reading MA 01864  
(978) 404-6905  
[atrentini@scrivanos.com](mailto:atrentini@scrivanos.com)

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Administrative matters (\* indicates additional material in tonight's packet)

- ◆ Sally Hoyt sent a very nice Thank You note to the Board for her recent honor of having the Great Room of the Pleasant Street Center named after her. The honor is well-deserved for all the work on behalf of the seniors she has done over many years of public service.
- ◆ School Committee vacancy – Rob Spadafora has resigned because he will be relocating. A joint meeting of the Selectmen and the School Committee will meet at 7:00 p.m. on Monday, August 26 at the Superintendent's Conference room at Reading Memorial High School to select a replacement. We are accepting applications for the position – please check the Town's website in the lower right-hand side "Volunteer Opportunities: Boards & Commissions" for further details. The appointment will fill out Mr. Spadafora's term until the next local election, scheduled for April 2014.
- ◆ \*The West Street Historic District is looking for volunteers to fill one full membership on the Commission.
- ◆ Medford's Substance Abuse Prevention Team is designing a diversion program and has sent Reading their thanks for RCASA's inspiration and help. They are using the Reading model in their school system.
- ◆ RCASA will be working on a opioid grant collaboration with Stoneham, Melrose, Wakefield, and Medford.
- ◆ \*Finance – we added extra mailings in January 2009 after Town Meeting voted to increase the demand fee from \$5 to \$25 to remind our customers that were not making timely tax bill payments. Since that time, a combination of postage costs and lost demand fees is estimated at about \$250,000 for the general fund. A couple of years ago we began to offer residents the opportunity to be reminded of bill payments electronically – the difference being that if you sign up you are reminded this way, even if you have already paid. During difficult economic times this was the right thing to do for our residents. I recommend that we stop mailing out reminders to residents as of January 1, 2014 – and we advertise that fact in upcoming mailings of water/sewer/storm water bills (tax bills are often escrowed and the billings ignored).
- ◆ \*Finance – the House & Senate overrode the Governor's local aid veto. Reading's state aid for FY14 will be a bit higher than we estimated.
- ◆ Finance – former Town Accountant Gail LaPointe has agreed to cover for the current Town Accountant when she goes on medical leave. Last week FINCOM transferred the funding necessary for this.

Community Services

- ◆ \*The Reading Shell Station on Walker's Brook Drive has had permission to be open 24 hours since 2007. The owner has recently been permitted to incorporate a Dunkin Donuts. Selectmen's Policy Section 3.9 suggests that this request should be granted. Since the Selectmen's Policy indicates that 24 hour approval is for the entire site, the Board agreed that it be granted.
- ◆ George Danis of 128 Marketplace off Walker's Brook Drive will make a brief presentation tonight concerning an investment he is making in his property. He will ask the Board to consider changes to conditions on a liquor license. If the Board is

James Bonazoli asked if the dumpster issues related to JK's Market have been resolved and the Town Manager indicated they have.

**A motion by Tafoya seconded by Arena to approve the application by:**

♦ **JK's Market, 212 Main Street**

**to open at 5:45 a.m., Monday through Friday, effective January 1, 2014, and excluding State designated holidays. This approval will expire December 31, 2014. The Board of Selectmen finds that in accordance with Section 5.10.4 of the General Bylaws:**

- **It is in the interest of the public health, safety and welfare or that public necessity or convenience will be served by permitting such operation; and**
- **All conditions of Site Plan approval, all other bylaws, licenses and requirements of Town agencies and the requirements of Section 3.9 of the Board of Selectmen Policies shall be met. Where there is a conflict among these bylaws, permits, approvals and licenses, the most restrictive shall be met; and**
- **There is no detrimental effect of such operation on the Town or the immediately abutting neighbors.**

**The motion was approved by a vote of 5-0-0.**

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**A motion by Tafoya seconded by Ensminger to approve the application for 24 hour sales by 87 Walkers Brook Drive, LLC and Leigh Enterprises, Ltd. d/b/a Reading Shell Station and Dunkin Donuts at 87 Walkers Brook Drive. The Board finds that in accordance with Section 5.10.4 of the General Bylaws:**

- **It is in the interest of the public health, safety and welfare, or that public necessity or convenience will be served by permitting such operation; and**
- **There is no detrimental effect of such operation on the Town or the immediately abutting neighbors.**
- **The Board determined that in accordance with Section 5.10.5 that no public hearing will be required for this application.**

**The approval of this application is subject to the following conditions:**

1. **This approval expires at midnight, December 31, 2014;**
2. **All signs shall conform to the Zoning By-Laws of the Town of Reading;**
3. **The gasoline service station shall, in fact, be open 24 hours a day, seven days a week;**
4. **The operator will ensure that there is a supply of gasoline available at the station during all hours that the station is open;**
5. **The operator will provide gas cans for motorists who run out of gasoline on the road;**
6. **The operator will prepare and post a list of local towing and repair shops that are open 24 hours a day for those who need it;**
7. **Restroom facilities shall be open 24 hours a day, seven days a week.**

**The motion was approved by a vote of 5-0-0.**

**Town Manager Performance Evaluation** – James Bonazoli noted that the Town Manager has stuck to his 100 day plan and is doing a good job. The Town Manager noted things are doing well and credited the employees.

**LeLacheur, Bob**

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**From:** Wilson, Jessie  
**Sent:** Wednesday, April 01, 2015 3:46 PM  
**To:** LeLacheur, Bob  
**Cc:** Delios, Jean  
**Subject:** Dunkin Donuts - Walkers Brook Drive

Bob,

I was going through my notes on this and wanted to add that the CPDC wanted to ensure that any signage for the Dunkin Donuts should be turned off at the close of Business and not to be left on all evening. They have a sign on the pylon sign, a wall sign and menu board sign. All associated illumination with these signs should be turned off once closed for the evening. Other than that, they had no concerns with reducing the hours.

Jessie

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

p: 781.942.6648  
f: 781.942.9071  
[jwilson@ci.reading.ma.us](mailto:jwilson@ci.reading.ma.us)

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

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 April 14, 2015 at 7:30 p.m. in the Selectmen's Meeting Room, 16 Lowell Street, Reading, Massachusetts on a driveway variance at 74 Edgemont Avenue.

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.reading-ma.gov](http://www.reading-ma.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 April 14, 2015 to [townmanager@ci.reading.ma.us](mailto:townmanager@ci.reading.ma.us)

By order of  
**Robert W. LeLach ur**  
Town Manager

4.7.15

501

DAVID JEANNETTE ETAL (L.E.)  
39 EDGEMONT AVE  
READING, MA 01867

LEWIS ROGER S  
MICHELLE K LEWIS  
26 ARCADIA AVE  
READING, MA 01867

DORSI PETER C  
DORSI LINDA S  
16 ARCADIA AVENUE  
READING, MA 01867

HART BRIAN J  
HART JESSICA M  
75 EDGEMONT AVE  
READING, MA 01867

NUNZIATO LOUIS J  
NORMA NUNZIATO  
45 EDGEMONT AVE  
READING, MA 01867

HARLAN GEORGE S  
CHARLOTTE P HARLAN  
69 ARCADIA AVE  
READING, MA 01867

TOWN OF READING  
BARROWS ELEMENTARY SCHOOL  
16 EDGEMONT AVE  
READING, MA 01867

NELSON ROBERT A  
MARGARET M NELSON  
63 EDGEMONT AVE  
READING, MA 01867

DOUGLAS KEVIN  
JOANNE M DOUGLAS  
58 EDGEMONT AVE  
READING, MA 01867

EMMONS ROBERT  
ELLEN EMMONS  
19 STEWART RD  
READING, MA 01867

LENIHAN JENNIFER A  
57 EDGEMONT AVE  
READING, MA 01867

ZERFAS STEPHEN G  
JULIE R ZERFAS  
3 STEWART RD  
READING, MA 01867

LYONS KENNETH J  
69 EDGEMONT AVE  
READING, MA 01867

SELFRIDGE JEANNE M  
PAUL J GUAZZALOCA, ETAL  
61 ARCADIA AVE  
READING, MA 01867

EIRO-BARTEVYAN MARY TRUSTEE  
EIRO FAMILY IRREVOCABLE TRUST  
5 ARCADIA AVE  
READING, MA 01867

JOHANSSON KRISTEN M  
ERIK K HAGSTROM  
53 ARCADIA AVE  
READING, MA 01867

DRISCOLL KEITH J  
JENNIFER C DRISCOLL  
68 ARCADIA AVENUE  
READING, MA 01867

REGAN JAMES J  
LEE A REGAN  
43 ARCADIA AVE  
READING, MA 01867-2203

JOOS ANDREW D  
SUZANNE M JOOS  
11 ARCADIA AVE  
READING, MA 01867

LAFFERTY KENNETH M  
TRACEY LAFFERTY  
35 STEWART RD  
READING, MA 01867

MCKEARNEY JOHN F III (LE)  
PATRICIA ANNE MCKEARNEY  
62 ARCADIA AVE  
READING, MA 01867

LAUTZENHEISER ROBERT E  
DOROTHY M LAUTZENHEISER  
35 ARCADIA AVE  
READING, MA 01867

WELS NORBERT A (LE)  
WALSH NANCY A ETAL TRUSTEES  
11 STEWART RD  
READING, MA 01867

CASHINS MICHAEL  
LISA CASHINS  
66 EDGEMONT AVE  
READING, MA 01867

FREEMAN DAVID  
56 ARCADIA AVE  
READING, MA 01867

COHEN RICHARD B  
VIRGINIA A COHEN  
48 ARCADIA AVE  
READING, MA 01867

FAHEY MICHAEL P  
JENNIFER L FAHEY  
27 ARCADIA AVE  
READING, MA 01867

TEAGUE PAUL D  
JEANNE M TEAGUE  
25 STEWART RD  
READING, MA 01867

HAROUTUNIAN STEVEN A  
JULIE HAROUTUNIAN  
19 ARCADIA AVE  
READING, MA 01867

RANERE RONALD M  
RANERE CAROLYN M  
74 EDGEMONT AVENUE  
READING, MA 01867

502

**LeLacheur, Bob**

**From:** Segalla, Mark  
**Sent:** Tuesday, March 17, 2015 9:50 AM  
**To:** LeLacheur, Bob  
**Cc:** Cormier, James; Zager, Jeff; ~~Huggins, Lee~~; Savio, David  
**Subject:** Re: Driveway Variance for 74 Edgemont Ave

Bob,  
We have reviewed the request. There are no concerns from the Police standpoint.

Mark  
Sent from my iPhone

- > On Mar 16, 2015, at 2:52 PM, LeLacheur, Bob <[blelacheur@ci.reading.ma.us](mailto:blelacheur@ci.reading.ma.us)> wrote:
- >
- > Would you kindly look this over and let me know if your department has any concerns?
- >
- > The request is going to the Selectmen in mid-April, so I'd like feedback from you in ten days, in case something minor can be modified.
- >
- > Thanks,
- > Bob
- >
- >
- >
- > Robert W. LeLacheur, Jr. CFA
- > Town Manager, Town of Reading
- > 16 Lowell Street, Reading, MA 01867
- > [townmanager@ci.reading.ma.us](mailto:townmanager@ci.reading.ma.us) <<mailto:townmanager@ci.reading.ma.us>>
- > (P) 781-942-9043; (F) 781-942-9037
- > [www.readingma.gov](http://www.readingma.gov) <<http://www.readingma.gov/>>; Please fill out our brief customer service survey at:
- > <http://readingma-survey.virtualtownhall.net/survey/sid/ff5d3a5f03e8eb60/>
- >
- > Town Hall Hours:
- > Monday, Wednesday and Thursday: 7:30 a.m - 5:30 p.m.; Tuesday: 7:30 a.m. - 7:00 p.m.; Friday: CLOSED

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**LeLacheur, Bob**

**From:** Zager, Jeff  
**Sent:** Tuesday, March 17, 2015 10:04 AM  
**To:** LeLacheur, Bob; Cormier, James; Segalla, Mark; Huggins, Joe  
**Subject:** RE: Driveway Variance for 74 Edgemont Ave

Bob;  
Reviewed at my weekly supervisors staff meeting this morning.  
There are no concerns form DPW for the variance as requested.

Thanks,

Jeff

Jeffrey T. Zager  
16 Lowell Street  
Reading MA 01867

Tel: 781-942-9077  
Fax: 781-942-9081

Please let us know how we are doing - fill out our brief customer service survey at <http://readingma-survey.virtualtownhall.net/survey/sid/19ab55aed08fbc96/>  
web: [www.readingma.gov](http://www.readingma.gov)  
[jjzager@ci.reading.ma.us](mailto:jjzager@ci.reading.ma.us)

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**From:** LeLacheur, Bob  
**Sent:** Monday, March 16, 2015 2:52 PM  
**To:** Cormier, James; Segalla, Mark; Zager, Jeff; Huggins, Joe  
**Subject:** FW: Driveway Variance for 74 Edgemont Ave

Would you kindly look this over and let me know if your department has any concerns?

504

**LeLacheur, Bob**

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**From:** Segalla, Mark  
**Sent:** Monday, April 06, 2015 8:23 AM  
**To:** LeLacheur, Bob; Cormier, James  
**Cc:** Zambouras, George  
**Subject:** RE: Driveway Variance for 74 Edgemont Ave

Bob,  
We have no issues with the additional driveway.

MARK

Deputy Chief Mark D. Segalla  
Reading Police Department  
15 Union Street  
Reading, MA 01867  
[MSegalla@ci.reading.ma.us](mailto:MSegalla@ci.reading.ma.us)  
781-942-6774

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

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**From:** LeLacheur, Bob  
**Sent:** Thursday, April 02, 2015 5:06 PM  
**To:** Cormier, James; Segalla, Mark  
**Subject:** FW: Driveway Variance for 74 Edgemont Ave

**Robert W. LeLacheur, Jr. CFA**  
*Town Manager, Town of Reading*  
16 Lowell Street, Reading, MA 01867  
[townmanager@ci.reading.ma.us](mailto:townmanager@ci.reading.ma.us)  
(P) 781-942-9043; (F) 781-942-9037  
[www.readingma.gov](http://www.readingma.gov); Please fill out our brief customer service survey at:  
<http://readingma-survey.virtualltownhall.net/survey/sid/ff5d3a5f03e8eb60/>

Town Hall Hours:  
Monday, Wednesday and Thursday: 7:30 a.m - 5:30 p.m.; Tuesday: 7:30 a.m. - 7:00 p.m.; Friday: CLOSED

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**From:** Zambouras, George  
**Sent:** Thursday, April 02, 2015 5:05 PM  
**To:** Zager, Jeff; LeLacheur, Bob  
**Subject:** RE: Driveway Variance for 74 Edgemont Ave

Ron Ranere  
74 Edgemont Ave  
Reading MA  
617-542-2111 ron@rai-architects.com

3.11.15

Reading Selectmen  
c/o Robert LeLacheur, Jr Town Manager  
Town of Reading  
16 Lowell ST  
Reading MA 01867

Re: Driveway Variance from board of Selectmen Policy

Dear Selectmen:

I have lived at 74 Edgemont ave for 29 years and plan to stay here and age in place. My wife and I decided to add a garage to our house to make life easier as we get older.

Our house is on the corner of Edgemont and Arcadia Ave (see plan attached). Since we have lived here we have had a driveway entrance from each street. With the addition of our garage onto the Arcadia ave side of the house we need a new driveway to enter the garage. We do not plan to leave the cars in this driveway, just use it as an entrance to the garage and still keep our cars in the existing driveway during good weather.

I have had our plans approved by the building department, fire department and engineering. While at engineering they explained to me the policy of not having 2 driveways less than 125' on the same lot and advised me to seek a variance from the Selectmen to keep the existing Arcadia Ave driveway and add the new driveway to Arcadia Ave. The new driveway will be less than 125' apart from the existing driveway therefore we need relief from this policy.

As you probably know, the Barrows School is on Edgemont Ave. In the morning and afternoon the corner of Edgemont and Arcadia are totally full with cars to bring the children to school (See the photos attached). If we have to remove the driveway that currently exist on Arcadia Ave to accommodate the driveway policy we will have to back onto Edgemont Ave when leaving for work. This poses a very dangerous situation since there are many children walking by my driveway and a street full with cars. As you can see from the attached photos, our lot is well landscaped and the driveways not very obvious.

Please review all the attachments and I hope that you will understand the hardship removal of the Arcadia Ave driveway poses. I respectfully request that you allow us to keep the existing driveway on Arcadia after we complete the new driveway that is the entrance to the new garage on Arcadia.

I would be happy to appear at a meeting to further explain the issues surrounding removal of the Arcadia ave driveway.

Sincerely



Ron Ranere

506



# Driveway variance application to Reading Selectmen driveway policy

74 Edgemont Ave

Ron Ranere [ron@rai-architects.com](mailto:ron@rai-architects.com) 617-542-2111

567





Site Diagram with addition and driveways shown

# Driveway variance application to Reading Selectmen driveway policy

Ron Ranere [ron@rai-architects.com](mailto:ron@rai-architects.com) 617-542-2111  
74 Edgemont Ave

509



Aerial view with existing house and driveway shown

# Driveway variance application to Reading Selectmen driveway policy

Ron Ranere [ron@rai-architects.com](mailto:ron@rai-architects.com) 617-542-2111  
74 Edgemont Ave

5C10



Aerial view with addition and driveways shown

# Driveway variance application to Reading Selectmen driveway policy

Ron Ranere [ron@rai-architects.com](mailto:ron@rai-architects.com) 617-542-2111  
74 Edgemont Ave

5011



Edgemont Ave during school day start

# Driveway variance application to Reading Selectmen driveway policy

Ron Ranere [ron@rai-architects.com](mailto:ron@rai-architects.com) 617-542-2111  
74 Edgemont Ave

5012

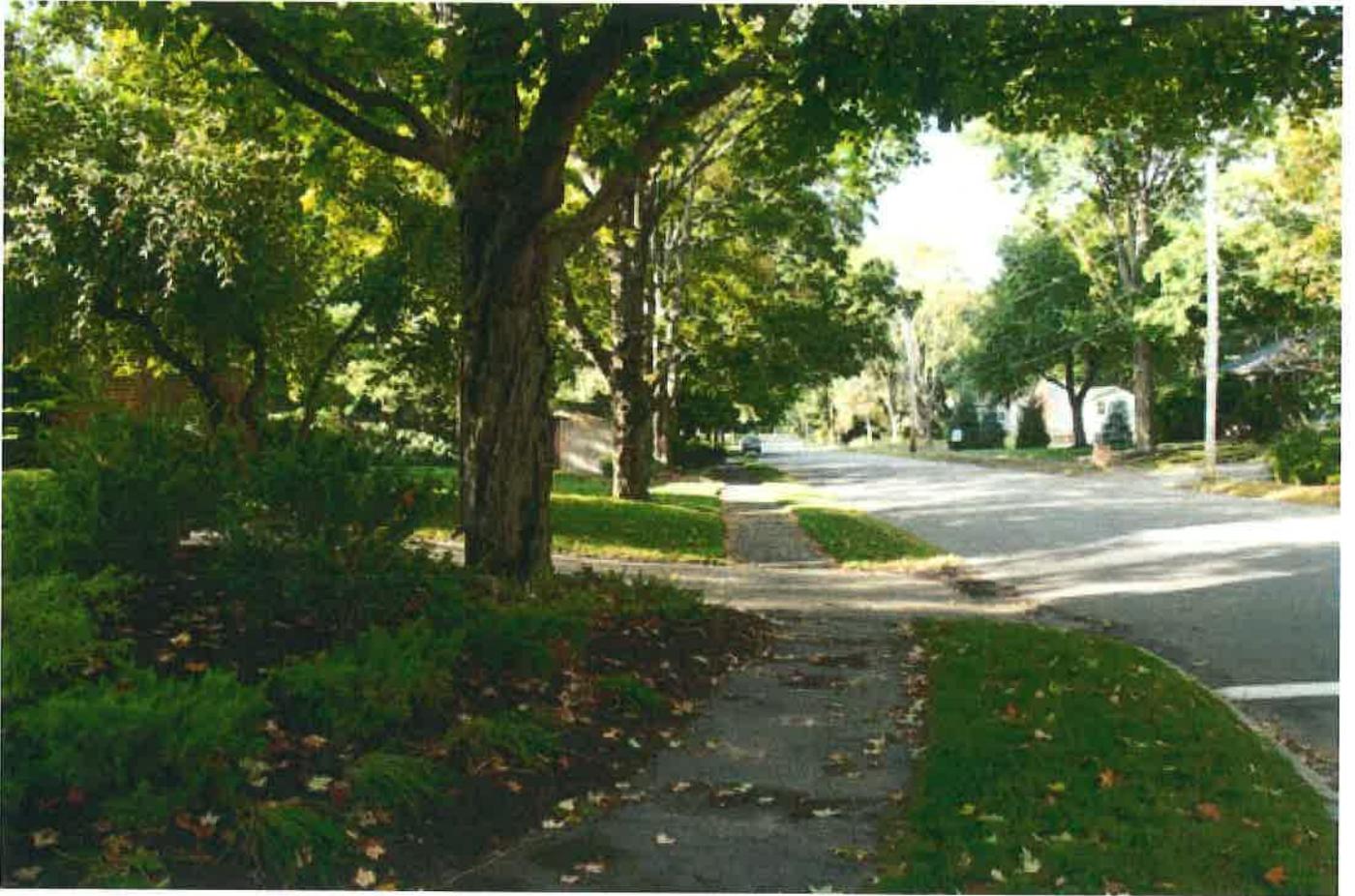


Edgemont Ave during school day start

# Driveway variance application to Reading Selectmen driveway policy

Ron Ranere [ron@rai-architects.com](mailto:ron@rai-architects.com) 617-542-2111  
74 Edgemont Ave

5013



Arcadia Ave during school day start

# Driveway variance application to Reading Selectmen driveway policy

Ron Ranere [ron@rai-architects.com](mailto:ron@rai-architects.com) 617-542-2111  
74 Edgemont Ave

5014



# Earth Day Alternative Energy / Home & Car



**Saturday, April 25th**

**10 a.m. to 2 p.m.**

**Sponsored by the Reading Climate Advisory Committee**

**Location:** Reading Municipal Light Department, 230 Ash Street, Reading



**Home Presenters:** Solar voltaic, solar thermal, heat pumps, geothermal, combined heat and power, and biomass sources of alternative energy will be represented. Also, energy audits, RMLD rebate offers and LED bulbs display.

**Auto Presenters:** Featuring *plug-in hybrids* and *all electric vehicles*. Cars on display may include:

-  Chevrolet Volt or Spark
-  Ford C-Max, Fusion or Focus
-  Toyota Prius
-  Nissan Leaf



**Please join us for a day of alternative energy.**



# Community Shared Solar



Reading Municipal Light Department  
RELIABLE POWER FOR GENERATIONS

RMLD



- **RMLD is exploring Community Shared Solar for Reading**
  - One large solar photovoltaic (PV) array to generate electricity
  - Sited on suitable Town building or parking lot
  - Ratepayers can choose to buy solar shares
    - Would replace "Green Choice" program with visible clean, renewable energy project in Reading
    - Residents who don't have suitable rooftops can invest in and benefit from solar PV
- **Working Group formed to develop plan**
  - RMLD, Town Planning Division, Climate Advisory Committee
  - Evaluate potential municipal sites
  - Choose solar developer
  - Establish project finance, construction, and operation

For information contact:  
Priscilla Gottwald  
Community Relations Manager  
781-942-6419 (Phone)  
781-942-2409 (Fax)  
[pgottwald@rml.com](mailto:pgottwald@rml.com) (Email)  
[www.rml.com](http://www.rml.com) (Website)

## Press Release

### *RMLD Explores Community Shared Solar Project in Reading*

Reading, MA, March 31, 2015 - Reading Municipal Light Department (RMLD) is in the early stages of exploring a Community Shared Solar (CSS) project on a town-owned site in Reading. Solar electric generation (photovoltaic or PV) systems have been booming in Massachusetts in recent years. However, to date, only homeowners with optimally sited roofs and sufficient financial resources could benefit from these clean renewable energy solutions. CSS will give all RMLD ratepayers the option to participate in the solar revolution by building one large “community” solar array and selling “solar shares” to residents who would then benefit from the clean, green output from the system. Once this first site is established in Reading, it could then be used as a model for additional solar arrays in RMLD’s other served towns; North Reading, Wilmington and Lynnfield.

A working group comprised of RMLD staff, community planning officials and representatives from the Reading Climate Advisory Committee (RCAC) has been formed and will meet over the next few months to develop the initial plans detailing how a CSS project could work in Reading and review potential municipal sites.

“We are working closely with Town of Reading officials and the RCAC to evaluate municipal sites and to establish the specifics of how the project would be financed, constructed and operated. The Massachusetts Department of Energy Resources (DOER) has established CSS guidelines which will provide a solid foundation upon which our specific program can be built.” said Tom Ollila, Integrated Resource Engineer at RMLD.

In 2006, RMLD created the Green Choice Program for customers who wanted to support renewable energy. In response to customer demand, RMLD has made renewable energy a strategic and integral part of its wholesale power supply portfolio. A pilot CSS project would be the next phase along this renewable energy path and will allow people who don't have rooftops suited for solar panels to invest in and reap the rewards of solar PV systems which happen to be located someplace else in their community.

RMLD's Integrated Resources Department maintains the cost effective reliability and capacity of our electric system by working with our customers to: reduce peak demand, incentivize energy efficiency upgrades and coordinate onsite generation, including renewable energy sources like solar.

RMLD values our close ties with our customers and we will continue to share information on current issues and trends in the utility industry. We welcome public input on the planned CSS project, so if you are interested or have questions please contact us at: [energyrmlld@rmlld.com](mailto:energyrmlld@rmlld.com) or 781-942-6426.

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For immediate release 3-31-15

524

**Bylaw Committee Report:** The Bylaw Committee recommends this Article by a vote of 4-0-0 at their meeting on March 24, 2015.

**\*Board of Selectmen Report:** The Board of Selectmen at their meeting on March 24, 2015 voted 5-0-0 to support this Article.

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**ARTICLE 12** To see if the Town will vote to amend the General Bylaw by inserting a new Section 3.3.1.6 as follows:

3.3.1.6

**Appointment of Associate Members**

All appointed boards or committees authorized by Article 4 of the Charter may have Associate Members. The provisions of this section shall be applicable to all Associate Members of such bodies except to the extent another section defining the conduct of such board or committee provides otherwise.

The number of Associate Members on a board or committee shall not exceed two-thirds (2/3) of the number of regular members on that board or committee. Associate Members shall serve for a one (1) year term. In the absence of a quorum of regular members, the chair of any board or committee may designate one or more Associate Members to participate and to vote on any matter before the board or committee. If more than one Associate Member is available to fill a temporary vacancy, the chair shall designate the Associate Member based on the length of time Associate Members have served.

The Board of Selectmen shall be authorized to appoint associate members to any board, committee or commission for which it is the appointing authority.

or take any other action with respect thereto.

Board of Selectmen

**Background:** Special Town Meeting in January 2015 indicated a desire to defer further details about Associate Membership to a future General Bylaw discussion, and to leave the language in the Home Rule Charter broad on this topic. Without such a new General Bylaw all Associate memberships will expire on June 30, 2015.

The proposed language above is meant to be a starting point for discussion at Annual Town Meeting. While the Moderator will rule on individual amendments that are offered on the floor, he has indicated that this beginning language should allow for a wide ranging discussion.

The Board of Selectmen will discuss this issue further at their meeting on April 14, 2015, and may develop a motion for Town Meeting as a starting point in the discussions.

**Finance Committee Report:** No report.

**Bylaw Committee Report:** The Bylaw Committee recommends this Article by a vote of 4-0-0 at their meeting on March 24, 2015.

shl

suggested friendly amendment by BOS

## LeLacheur, Bob

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**From:** Jonathan E. Barnes  
**Sent:** Thursday, February 12, 2015 11:30 AM  
**To:** LeLacheur, Bob  
**Subject:** New Bylaws Re Associate Members on Town Boards and Commissions

Hi Bob,

I'm writing to follow up the January Special Town Meeting approving the revised Town Charter, and to ask about the status of an issue concerning Associate Members on Town Boards/Commissions that arose from that Town Meeting.

I am a Town Meeting Member and I'm a current Associate Member on the Reading Historical Commission (RHC). At our Historical Commission meeting last night, I was asked by the Chair to follow up with Town officials about the status of any effort to draft the new bylaws that are now required as a result of the new Charter provision (Article 4.15 Associate Membership) regarding Associate membership on Boards/Commissions and voting rights for such Associate Members.

Article 4.15 established that all appointed boards/commissions may have associate members if specified in the Charter, Town Bylaw or Mass. General Laws. That Article also provided that Associate Members may vote if allowed by the Charter, Town Bylaw or Mass. General Laws. The RHC is authorized by Mass. General Laws both, to have Associate Members and to have voting rights for Associate Members as outlined in the statute. However, as was discussed at length at the Special Town Meeting, Charter Article 4.15 also now requires that all rules and regulations relating to associate membership on boards/commissions shall be set forth in the Bylaw or Charter provision defining the conduct of such bodies. For the RHC and most other boards/commissions with Associate Members, there currently is no bylaw or requisite language in the Charter. It's my understanding that Town Counsel confirmed at the Special Town Meeting that unless such bylaws are crafted and established by July 1, 2015 to address this situation, Town boards/commissions can no longer have associate members nor, obviously, may associate members vote.

Is any effort underway within the Town administration and/or in Town Counsel's office to draft these required bylaws? I understood from that Town Meeting that the intention was to have such bylaw language drafted and ready for consideration at the upcoming Spring Town Meeting. I appreciate any information you can provide on this. If we on the RHC can or should be doing anything to resolve, address or assist this issue, I'd appreciate your letting me know as soon as possible.

Thanks very much for any information or direction you can provide. I would certainly be happy to talk directly, by phone or in person, if you prefer. My telephone number is 781/944-7463.

Best,

Jonathan Barnes



## Town of Reading Meeting Minutes

### Board - Committee - Commission - Council:

Board of Selectmen

Date: 2015-03-24

Time: 7:00 PM

Building: Reading Town Hall

Location: Selectmen Meeting Room

Address: 16 Lowell Street

Purpose: General Business

Attendees: **Members - Present:**

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

**Members - Not Present:**

**Others Present:**

Town Manager Bob LeLacheur, Assistant Town Manager Jean Delios, Community Services Director John Feudo, Executive Assistant Paula Schena, Bill Brown, Nancy Docktor, Carl McFadden, Tom Wise, Joe Dalessio, Karen Herrick, David Traniello, Walter and Dorothy Marshall, Stephen Crook, Jonathan Barnes, Tony Torra, Bryn Burkhart

**Minutes Respectfully Submitted By:** Secretary Daniel Ensminger

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### Topics of Discussion:

#### **Reports and Comments**

Selectmen's Liaison Reports and Comments – John Arena noted he was sorry to hear of the passing of Brendon Hoyt. He noted that he attended the Historic District Commission meeting regarding 186 Summer Avenue being in line with the Historic district. It was a constructive meeting. Since this was Marsie West's last meeting, Mr. Arena thanked Ms. West for her years of service. He thoroughly enjoyed her fun way and she will be missed.

Daniel Ensminger thanked Marsie West for her years of service and especially all of the work on the Zoning Advisory Committee. He then noted:

- The Volunteer Appointment Subcommittee met on Tuesday, March 3 to recommend candidates for appointment at tonight's meeting.
- He attended the Human Relations Advisory Committee on Thursday, March 5 and the topics discussed included distribution of the Rob Surette paintings that were unveiled on Martin Luther King Day. Two of the paintings will be reproduced in a smaller size so they can be hung in the Selectmen's Meeting Room. The paintings are of Martin Luther King, Abraham Lincoln, Lenny Zakam, Harvey Milk, Einstein and several other humanitarian honorees. The group also discussed plans for the Stand Against Racism with METCO Director Jason Cross.
- He attended the Early Childhood Space Study Committee meeting on March 12. The Committee's work will be suspended until fall 2015 to allow the School Committee to focus on issues surrounding the deployment of the portable classrooms.
- He attended the Council on Aging meeting of March 10. The Trust Fund Commissioners reviewed the status of all the trust funds that help fund council initiatives. The Council will be sending the Selectmen a request for clarification on which Board or Commission bears liability for the proper expenditures of these trust

funds. The Council also had a question about the status of associate membership which he explained.

- Last evening, March 23, Chairman Arena said he attended the Historic District Commission hearing on 186 Summer Avenue which was continued to April 2. The Commission grants a certificate of appropriateness to the applicant.

John Halsey thanked Marsie for her years of services and noted that he found it very inspirational that she ran for Selectman. He noted that she was always watching out for the residents.

Kevin Sexton echoed the other comments regarding Marsie West and noted that she brought everything down to detail level. Her work on the Zoning Bylaw Committee was amazing. He visited the cemetery building and he could see where they are bulging but the building is not that bad, just the set-up is bad.

Public Comment – Nancy Docktor thanked Marsie West for all of her hard work.

Town Manager's Report – The Town Manager noted that the candidates for the Administrative Services Director were impressed that a Selectman participated in the interviews. We had a high caliber of applicants who all had different skills and interest. He attended a legislative breakfast and the state thinks they have a revenue problem. There will be layoffs at the state level. In addition, the Town Manager noted that Marsie West also served on the Finance Committee. He feels her time and effort was under appreciated and he thanks Marsie for all of her hard work.

### **Personnel and Appointments**

Mystic Valley Elder Services Board of Directors, Council on Aging, Economic Development Committee, Community Planning and Development Commission and the Town Forest Committee – The Town Manager noted that the Volunteer Appointment Subcommittee held off on appointing any associates until after Town Meeting.

### **A motion by Ensminger seconded by West that the Board of Selectmen confirm the Volunteer Appointment Subcommittee's recommendation to appoint the following:**

- **Brian Snell to the Council on Aging with a term expiring June 30, 2016;**
- **Karen Goncalves-Dolan to the Community Planning and Development Commission with a term expiring June 30, 2017;**
- **Sandra Popaja to the Economic Development Committee with a term expiring June 30, 2017;**
- **Kurt Habel to the Town Forest Committee with a term expiring June 30, 2015;**
- **Brian Snell to the Mystic Valley Elder Services Board of Directors with a term expiring September 30, 2015;**

**the motion was approved by a vote of 5-0-0.**

### **Discussion/Action Items**

Appoint Town Accountant – The Town Manager noted that the term is 15 months because we have changed to a fiscal year. The Selectmen had high praise for Town Accountant Sharon Angstrom.

**A motion by Ensminger seconded by West to appoint Sharon Angstrom as Town Accountant for a term April 1, 2015 through June 30, 2016 was approved by a vote of 5-0-0.**

Reading Ice Arena Report – Carl McFadden noted that the Ice Arena Authority returned \$160,000 to the Town this year. That is the most it has ever returned. They have a reserve fund of \$200,000. They purchased an electric Zamboni which improves the air quality and is quieter. They are trying to address North Reading's need for ice time. When

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Reading Youth Hockey is not using the ice then they are allowing North Reading to use it. Mr. McFadden noted that the ice arena is very well run.

The Town Manager noted that Wilmington reached out to us for suggestions. The Town Manager noted that not every town takes care of their facilities like we do. Carl McFadden noted that Nelson Burbank inspects the rink every week.

John Arena asked if there was a reason why the Town received additional funding from the Ice Arena this year and Mr. McFadden noted that they were able to give additional money because they paid off capital and everyone wants to use our rink which generates income.

The Board thanked Mr. McFadden for this report.

Permission for Early/Increased Field Hours – John Feudo and Vice Chairman of the Recreation Committee Richard Hand were present.

John Feudo noted that it will be three weeks before the fields are ready due to the snow. He noted that the before noon policy was put in place because most fields are in a residential neighborhoods. He is requesting 9:00 a.m. start time on Sundays for Parker Middle School, Birch Meadow, and Symonds Way Fields. This will allow them to get two extra games in. This will be for games and practices and he can put a condition that no amplified sound will be allowed.

John Arena asked how long the 9:00 a.m. start will be needed and John Feudo indicated until the end of June.

The Town Manager noted that this request has been made to prior Selectmen due to rain.

**A motion by Ensminger seconded by West to approve increased field hours for the Birch Meadow complex, the Symonds Way field and the Parker Middle School field for a 9:00 a.m. start on Sunday mornings through the 2015 spring sports season was approved by a vote of 5-0-0.**

Birch Meadow Update – John Feudo noted that he has an answer to add much needed recreation space without building a new field. Activities are growing 10% each year. The Master Plan is being reviewed but is not finalized. They will not shift fields because it is too expensive. Adding lighting to the fields will add four to five extra hours in the fall and an additional two to three hours in the spring and summer. It is cheaper to purchase more than one combo rather than piecemeal. Increased sales will increase the revenues and all surplus goes back to the general fund. All lights will be focused on the fields – the lighted field, softball field, Morton field, turf 2 and the little league field. They had to rent lights last year for the flag football.

John Arena asked if all the fields will be connected and John Feudo indicated they will be all on one website. He noted that the current capital plan has \$23 million for recreation. He proposes lighting everything now for \$1 million and then start the other items with the remaining \$1.3 million. The quote from the vendor shows a significant savings if purchased now and it includes a 25 year maintenance plan.

Daniel Ensminger asked what type of lights will be used and John Feudo noted metal halide. There will be 26 fixtures with a \$500,000 savings and 40% reduction in co2 emissions.

John Feudo noted that the estimated field revenues are \$55,000 for 2015 and they can rely on a 105 growth. John Halsey noted that there would be additional revenue if there are additional hours. The Town Manager noted that he recommends not intending to create a profit, just provide a service.

John Feudo noted that athletics and youth activities were high priorities at the Financial Forum brainstorming session. The organizations who use the lights will pay for the use.

The Town Manager noted that removing the telephone poles from the middle of the fields is a safety factor and saving \$20,000/year on operating costs is great. He feels it would be terrific to reach out to the community to see what they want. If we end up turning back \$100,000 then it should be used to pay off debt service. He suggests that the Selectmen hold neighborhood meetings.

John Feudo noted that the goal is to get the kids off the Ipads and Xboxes. John Arena noted this pays huge dividends and he is strongly in favor of this.

John Arena asked if the conditions of the fields will be an issue and John Feudo noted that they will do test borings first.

John Halsey noted that what was just presented is the subject matter of an Article on the Special Town Meeting and he will recuse himself due to his involvement with the sports organizations and leave the room while it is being discussed and voted on.

Close the Warrant for the April 27, 2015 Special Town Meeting – John Halsey left the room. John Arena noted Article 4 is to fund the lights; Article 5 is to fund the modular classrooms; Article 6 funds the High School retaining wall and Article 7 is to settle potential litigation.

The Town Manager noted that John Feudo gave the presentation on Article 4. He recommends going for all the money and do it all at once.

**A motion by Ensminger seconded by West to recommend the subject matter of Article 4 of the April 27, 2015 Special Town Meeting was approved by a vote of 4-0-0.**

John Halsey returned to the meeting.

The Town Manager noted that Article 5 might be tabled at Town Meeting. Superintendent of Schools John Doherty noted that the bids for the modular classrooms came in slightly higher than anticipated so we will go back out to bid and make changes to maximize the number of bids. The bids will be due on April 15, 2015 and the School Committee will vote on April 17<sup>th</sup> so they will definitely know by Town Meeting. He noted that the School Committee does not want to ask for more than \$1.2 million.

Daniel Ensminger asked if they proceed if there is a mechanism for rescinding the use of free cash. The Town Manager noted that Town Counsel will put wording in the motion along with the dollar amount.

The Town Manager noted that for Article 6, Town Meeting approved the money to do the repairs to the retaining wall. This is a place holder. John Doherty noted that the cost will be determined by how much needs to be replaced and we won't know that until the snow melts.

The Town Manager noted that Article 7 is a place holder for settlement of litigation.

**A motion by Ensminger seconded by West to close the Warrant consisting of seven Articles for the April 27, 2015 Special Town meeting to take place at 8:00 p.m. at the Performing Arts Center, 62 Oakland Road was approved by a vote of 5-0-0.**

The Board did not vote on the remaining articles because they are just place holders.

624

Revisit Driveway Permit – 181 South Street – John Arena noted that the Board approved the second driveway in March 2014.

Tom Wise, owner of 181 South Street, noted that due to the recent change in the Bylaw he has to go back for approval. There are minor site changes.

The Town Manager noted that the Board of Selectmen does not need to re-approve. The applicant needs to go before the ZBA and they will determine the use of the driveway. There is no change to the driveway access and there is no change to the footprint. Mr. Wise noted that was correct, the only change is the door is facing a different way.

Daniel Ensminger noted that there is a letter from Michael and Lee Anne Webb who are opposed to this.

The Town Manager noted that the Selectmen can determine if they need to re-approve and if so then notify abutters. The driveway opening has not changed. If the ZBA changes the driveway then he would come back to the Board of Selectmen.

John Halsey noted this is a non-event at this time. The consensus of the Board was that the curb cut has not been moved so the Selectmen do not need to take any action.

Draft ad hoc Committee on Firearms Safety – The Town Manager noted that the term will expire next December but could be extended. The membership consists of two Selectmen, the Police Chief or designee, one Town Meeting member, and three residents at large including a resident from the Timberneck Swamp neighborhood. Duties include suggesting strategies to improve safety; investigate the history of Timberneck Swamp and how it was designated conservation land; review the General Bylaw; and report to the Board of Selectmen by August 2015.

Marsie West requested to change the wording “do not fulfill” to “may not fulfill”.

The Town Manager noted that the Board will need to determine if the Volunteer Appointment Subcommittee or the Board of Selectmen will interview the applicants.

Bryn Burkhart, 161 Belmont Street, indicated she is interested in participating.

Daniel Ensminger asked if the Police Chief will be a voting member and the Town Manager indicated yes due to the subject matter. Daniel Ensminger requested adding to the policy wording that “this committee is expected to meet twice a month.”

John Arena noted that the committee is obligated to have a report in August but not obligated to be done by August.

**A motion by Ensminger seconded by West to adopt the policy establishing the ad hoc Committee on Firearms Safety using the text as amended was approved by a vote of 5-0-0.**

Hearing – Water, Sewer and Storm Water Rates for FY16 – The Secretary read the hearing notice. The Town Manager noted that the local costs are fully within our control. The FY16 costs are low because the Capital Improvement Program has not been approved by Town Meeting yet. The MWRA charges are not under local control but we can use reserves to smooth MWRA costs. Other factors are new users and conservation hurts the rates. John Arena noted that if we use less water, the rates increase.

6a5

The Town Manager noted that there is no true savings for the 10% discount for early payment because we have to add 10% to the fee to account for it. If the discount is eliminated then everyone saves. We would then add a late fee which will be lower than 10%.

John Halsey noted that the discount brings more money into the system. The Town Manager noted it builds up the reserves and we have a lot of reserves. The discount creates a mad rush on deadline day and creates bad feelings. It is not the best use of employees' time.

John Arena asked how much the late fee will be and the Town Manager noted 14% and Town Meeting can set an additional fee.

The Town Manager noted that water and sewer have approximately \$1 million in reserves. We will use \$150K of water reserves, but will not use the sewer reserves. The rates for FY16 with the discount for will be +2.4% increase in water; +1.4% increase for sewer for a combined total of 1.9%. If everyone gets the discount, then the rates for FY16 will be at -7.5% for water; -8.5% for sewer for a combined total of -8%.

John Halsey asked if the 8% reduction will impact the reserves and the Town Manager noted that it will affect the regeneration of reserves – future reserves will stop flowing. The Town Manager noted that our rates are 10% higher than everyone else's. If we discontinue the discount, we will be the same as everyone else.

John Arena noted that if we switch to everyone gets the discount then the reserves won't get recharged and there will be less capacity to smooth out rates. He noted our reserves are an insurance policy.

Daniel Ensminger noted he is in favor of eliminating the discount.

John Halsey suggested instead of saving 8% to make that 7% to help maintain the reserves because the MWRA's ability to borrow will be impacted in the coming years. The Town Manager noted that adding 9 cents and 7 cents will accomplish that.

The Town Manager noted that there are two large river projects and the Selectmen will need to discuss if we want to do a study. Federal regulations are stricter than suggested and if we want to do both projects, the rates will increase \$100 per family.

Bill Brown indicated the Board should be careful about increasing the storm water management fees because it benefits the community so it is a tax not a fee.

Paul Sylvester, Precinct 3, 421 Summer Avenue, indicated the better approach is the carrot (keep the discount) not the stick. He noted that we need to encourage folks to pay on time. He asks to stay the same.

The Town Manager noted that with everyone gets the discount, the Storm Water Management fees decreases 10% but he recommends keeping it at \$40 instead of dropping to \$36 only because that is what it has always been.

The Town Manager noted that setting rates with the discount for everyone for water will be \$8.83 per 100 cubic feet and a minimum quarterly bill of \$17.66. For sewer it would be \$9.76 per 100 cubic feet and a minimum quarterly bill of \$19.52.

**A motion by Ensminger seconded by Halsey to close the hearing on setting the FY16 water, sewer and storm water rates was approved by a vote of 5-0-0.**

6a6

**A motion by Ensminger seconded by West to set the FY2016 water rate at \$8.83 per 100 cubic feet with a minimum quarterly bill of \$17.66 effective with the December, 2015 billing was approved by a vote of 5-0-0.**

**A motion by Ensminger seconded by West to set the FY2016 sewer rate at \$9.76 per 100 cubic feet with a minimum quarterly bill of \$19.52 effective with the December, 2015 billing was approved by vote of 5-0-0.**

**A motion by Ensminger seconded by West to set the Storm Water Rate at \$40 per unit (3210 square feet) per year to be billed quarterly effective with the December, 2015 billing was approved by a vote of 5-0-0.**

Vote and Sign Order Taking and Plan for Bus Shelter Easement at 25 Walkers Brook Drive –  
The Secretary read the hearing notice. The Town Manager noted that this is the last step before adding the bus shelter.

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

**A motion by Ensminger seconded by West to approve the Order of Taking and Plan for the Bus Shelter easement at 25 Walkers Brook Drive was approved by a vote of 5-0-0.**

Vote Annual Town Meeting Warrant Articles – The Town Manager reviewed the budget changes as follows:

- Disability - When a Fire Fighter is out on disability, the department pays the wages plus the overtime to cover the position. He recommends moving the cost of the retiring Fire Fighters to Human Resources and this would only be for the ones that we know to be retiring.
- There is a savings in health insurance;
- There are a couple of small capital expenses;
- Legal expenses one-time cost of \$80,000;
- Charter cost of \$20,000 to mail;
- Police software \$15,000;
- DPW – vacation/sick leave retirement;
- Snow and Ice \$900,000 over budget;
- Rubbish and street lights savings this year;
- Library strategic plan;
- Natural gas expense \$50,000;
- Using \$700,000 from free cash;
- Using \$140,000 from Inspections Revolving Fund and \$600,000 from sewer

The Town Manager noted that the three foot storm has been filed with FEMA.

Article 12 is regarding the appointment of associate members. Marsie West asked if associates vote then what is the difference? The Town Manager noted it depends on how the voting rights are set up.

Bill Brown noted the he will indefinitely postpone Article 13.

Article 17 – Bill Brown noted the Cemetery Board is suggesting that the Cemetery building project be funded and move to the Building Committee. The Town Manager noted that he agrees with what Bill says but the same problem exists at the DPW garage. Bill Brown noted that if the Building Committee looks at it they don't have to spend the money.

The Town Manager noted that the budget is being voted on by the Finance Committee tomorrow night.

**A motion by Ensminger seconded by West to recommend the subject matter of Articles 4 through 12 of the April 27, 2015 Annual Town Meeting Warrant was approved by a vote of 5-0-0.**

**A motion by Ensminger seconded by West to recommend the subject matter of Articles 14 through 16 of the April 27, 2015 Annual Town Meeting Warrant was approved by a vote of 5-0-0.**

**A motion by Ensminger seconded by West to recommend the subject matter of Articles 18, 19 and 21 of the April 27, 2015 Annual Town Meeting Warrant was approved by a vote of 5-0-0.**

Approve Charter Changes Made by the MA Senate – The Town Manager noted that the Senate has approved the Charter changes with a couple of recommendations. They recommend in Section 1 to change January 1 to January 5 and in Section 8.11.3 they recommend changing the numbers to line up with State law. If the Board of Selectmen approves these changes then the House will approve this week.

**A motion by Ensminger seconded by West to approve the changes to the Home Rule Charter as presented, made during the legislative process and prior to its final passage was approved by a vote of 5-0-0.**

John Arena noted that there have been emails and letters to the Editor regarding the naming of a field and he wanted to get the sense of the Board.

John Halsey indicated he feels honoring Peter Moscariello is appropriate. He feels that naming facilities needs to be relevant.

Marsie West recommended creating a minimum standard for the naming of facilities.

Kevin Sexton recommended doing a very good background check first.

John Arena noted that they need to know who and why. He recommends the Selectmen draft a standard. He and John Halsey will collaborate on that.

John Arena noted he would like to get the Reading 2020 group together again. The Town Manager suggested waiting until MAPC comes in and he recommends six of the group not all the Department Heads.

The Town Manager asked when the Board wants to have the associate member discussion and Marsie West recommended some time before Town Meeting.

### **Approval of Minutes**

**A motion by Ensminger seconded by Sexton to approve the minutes of January 21, 2015 was approved by a vote of 3-0-2 with Ensminger and West abstaining.**

**A motion by Ensminger seconded by West to approve the minutes of February 3, 2015 as amended was approved by a vote of 5-0-0.**

**A motion by Ensminger seconded by West to approve the minutes of February 10, 2015 was approved by a vote of 4-0-1 with Halsey abstaining.**

**A motion by Ensminger seconded by West to approve the minutes of February 24, 2015 was approved by a vote of 5-0-0.**

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**A motion by Ensminger seconded by Sexton to adjourn the meeting at 10:20 p.m. was approved by a vote of 5-0-0.**

Respectfully submitted,

Secretary

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LC BOS

**Schena, Paula**

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**From:** LeLacheur, Bob  
**Sent:** Thursday, April 02, 2015 7:33 AM  
**To:** Schena, Paula  
**Subject:** FW: FiOS TV Notice  
**Attachments:** Customer Notice - SNN.pdf

For BOS packet 4/14

**Robert W. LeLacheur, Jr. CFA**

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

*[www.readingma.gov](http://www.readingma.gov); Please fill out our brief customer service survey at:  
<http://readingma-survey.virtualtownhall.net/survey/sid/ff5d3a5f03e8eb60/>*

**Town Hall Hours:**

**Monday, Wednesday and Thursday: 7:30 a.m - 5:30 p.m.; Tuesday: 7:30 a.m. - 7:00 p.m.; Friday: CLOSED**

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**From:** Reddish, Jill M [<mailto:jill.m.reddish@verizon.com>]  
**Sent:** Wednesday, April 01, 2015 2:06 PM  
**To:** Reddish, Jill M  
**Subject:** FiOS TV Notice

Dear Municipal Official,

This is to notify you of an upcoming change to the FiOS® TV channel lineup.

On or after June 15, 2015, SNN (Suncoast News Network) located on channels 26 SD/526 HD will move to channels 9 SD/509 HD.

Subscribers will be notified by bill message beginning on or around April 15, 2015. A sample customer notice is attached.

Access to the FiOS® TV channel lineup is available 24/7 online at [verizon.com/fiostvchannels](http://verizon.com/fiostvchannels).

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

Sincerely,



Jill Reddish  
FiOS TV- Sr. Staff Consultant

901



**FIOS® TV Channel Change**

On or after June 15, 2015, SNN (Suncoast News Network) located on channels 26 SD/526 HD will move to channels 9 SD/509 HD.

4/20/05

**Schena, Paula**

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**From:** Gemme, Laura  
**Sent:** Tuesday, March 24, 2015 10:14 AM  
**To:** Schena, Paula  
**Subject:** FW: Resignation

FYI

Laura A Gemme, CMMC  
Town Clerk  
Town of Reading  
16 Lowell Street  
Reading, MA 01867  
(P) 781-942-6647  
(F) 781-942-9070  
(E) [lgemme@ci.reading.ma.us](mailto:lgemme@ci.reading.ma.us)  
(W) <http://www.readingma.gov>

Town Hall Hours:  
Monday, Wednesday and Thursday - 7:30 AM to 5:30 PM  
Tuesday - 7:30 AM to 7:00 PM  
Friday - CLOSED

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

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**From:** [jsw2@comcast.net](mailto:jsw2@comcast.net) [<mailto:jsw2@comcast.net>]  
**Sent:** Tuesday, March 24, 2015 12:44 AM  
**To:** Gemme, Laura; [donna@schenkelstegman.com](mailto:donna@schenkelstegman.com); Anthony, Camille  
**Subject:** Resignation

Laura Gemme  
Donna Schenkel  
Camille Anthony,

Effective immediately I submit my resignation from the Town of Reading Cultural Council and Human Resource Advisory Council due to new residency outside the town of Reading.

It has been a pleasure serving on both committees for the Town of Reading. Thank you for this great opportunity.

Best regards,  
Jacalyn Shelton Wallace

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4CB05



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

**781-942-9043**  
**[townmanager@ci.reading.ma.us](mailto:townmanager@ci.reading.ma.us)**  
**[www.readingma.gov/town-manager](http://www.readingma.gov/town-manager)**

To: Senator Jason Lewis  
From: Robert W. LeLacheur, Jr. CFA  
Date: April 2, 2015  
RE: FY16 Budget Items  
CC: Representative Bradley Jones  
Representative James Dwyer  
Board of Selectmen  
Dr. John Doherty, Superintendent of Schools

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Dear Senator Lewis,

In response to your request, following are important budget items that we have been unable to fund locally in FY16. I have prioritized them personally, without any formal input from public Boards or Committees:

- \$375,000 for an integrated Access Control/Security System for all Town and School buildings;
- \$275,000 to replace a 2006 second-line ambulance for our Fire department, to help provide Advanced Life Support services to a busy geographic area of the Commonwealth;
- \$50,000+ additional road/sidewalk repair funding, to help offset the winter's damage;
- \$25,000+ funding for recreation field repairs from the winter's damage;
- \$90,000/year for a second School Resource Officer;
- \$500,000 to add a turf field for Coolidge Middle School.

Dr. Doherty and I would be happy to provide further information as required – thank you for the request!

Robert W. LeLacheur, Jr. CFA  
Town Manager

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4c005



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

**781-942-9043**  
**[townmanager@ci.reading.ma.us](mailto:townmanager@ci.reading.ma.us)**  
**[www.readingma.gov/town-manager](http://www.readingma.gov/town-manager)**

To: Boards and Committees  
From: Robert W. LeLacheur, Jr. CFA  
Date: March 31, 2015  
RE: FY16 Budget Message  
CC: Board of Selectmen  
Department Heads

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Please accept the attached information in preparation for the upcoming Annual Town Meeting, and also for significant community dialogue that will ensue about the right quantity and quality of services we provide to the community.

Over the past year or so I have had the opportunity to meet directly with some of you and indirectly with most of you through town staff. What I learned quickly was that first and foremost the Town government needed to look at itself and change parts of our structure in order to improve internal communication. An array of hard-working and well-intentioned part-time employees that never overlapped with each other was not a conducive framework for good communication and teamwork.

The challenge of accomplishing that optimization with limited financial resources has been quite interesting, and involved many creative ideas that have been exchanged along the way. The culmination is best summed up in the Town Manager's Recommended FY16 Budget message that is being sent to Town Meeting, and is attached. Specifically there are three sections:

- Overview
- Staffing Look Ahead FY16 – FY18
- Unfunded Town Government Budget Requests

I would ask that every Board or Committee member read through these three sections in order to understand the proverbial big picture that is the backdrop for all of us. As Town Government lays the foundation for improved internal communication, we will soon be reaching out to all of you with the same request.

Attached also is an organizational summary that includes a list of our volunteer Boards and Committees. Please make sure I didn't leave anyone out – the list is impressive! I also include an org-chart for our three departments that administratively have the most responsibility with the volunteer community. Please look to see where your Board or Committee resides. One year from now it is my expectation that every single one of you will have a better understanding of what the entire organization looks like.

Reading faces an increasing imbalance between resources available and services requested. Some choices made in the next year or two will have far-reaching consequences into the future of our community. I look forward to the full participation of our volunteer Boards and Committees in that upcoming dialogue, and as always am here as a resource for your questions or concerns.

gd1

## Town Manager's Recommended FY16 Budget

The following document constitutes the Town Manager's recommended Fiscal Year 2016 Budget for the Town of Reading, beginning July 1, 2015. This Budget combines continued conservative fiscal planning caused by the constraints of Proposition 2-1/2 with another high dose of free cash as has been typical in recent years. The strong reserves position combined with the desire to provide the community requested service levels is juxtaposed against the backdrop of what is sustainably affordable. The need to reduce service levels would seem apparent in the FY17 budgets unless more sources of revenue – such as an operating override or significantly increased state aid – materialize.

Following are the highlights of the FY16 Town Manager's Budget:

### Revenues

Revenue for FY16 is forecast at \$85.1 million and an additional \$1.5 million in free cash used, which is a 4.5% increase in total revenue growth. This is a bit misleading because of an increase in the amount of excluded taxes expected to be levied for the Library Project. Without that, overall revenues would be up a bit below 3%:

	FY16	FY15	FY14	FY13
Revenues (without Free Cash or Excluded debt)	+2.9%	+2.6%	+2.8%	+2.8%

Note that for FY16 the state aid assumption is a +2.5% increase – perhaps unlikely given the financial condition of the state, and the Governor's budget which is about \$125,000 below that level. FINCOM will fill in any shortfall to that +2.5% figure with additional Free Cash usage for the next two years.

It is instructive to again look back at historical sources of revenues. Below is chart showing FY03, FY04 and FY16 sources of revenue for comparison. These years are chosen to show the context surrounding the last operating override of Proposition 2-1/2 which occurred between the FY03 and FY04 budgets:

	FY16	FY04	FY03
Property Taxes	72.2%	68%	62%
Local Charges	7.5%	9%	9%
State Aid	16.0%	19%	24%
Other	4.3%	4%	5%

Communities are increasingly more self-reliant on local sources of revenue. Note in the chart above the large shift away from state aid. This has been driven by state aid lagging substantially plus the effects of one operating override and two debt exclusions. State aid, forecast at \$13.6 million for next year, would need to increase by about \$6.5 million in order to regain FY03's share of the revenues.

Local revenues include (1) motor vehicle excise taxes (\$3.25 million or 3.8% of total revenues) at rates set by the state; (2) a variety of local license and permit fees for services (\$2.7 million) set by the Board of Selectmen; (3) a dividend payment from the Light Department (\$2.4 million) that is adjusted annually based on the Boston-Brockton-Nashua CPI; and (4) the meals tax (\$0.35 million) approved by Town Meeting at rates set by the state. As the previous table shows, these local revenues have not even kept up with property tax growth, let alone fill in for any relative decline in state aid. Revenue growth looks to have settled in at or near the 3% level through FY18, and there are no obvious new revenue sources of any significance on the horizon.

**Accommodated Costs**

While the FY16 revenue outlook is modestly better than the past three years, unfortunately after three years of nearly flat behavior, the accommodated costs are forecast to be up by 8.5% in FY16. Once again this figure is distorted by the increase in debt service for the Library Project, however restated at +4.4%, this is trending high compared to recent figures as shown in the following table:

	FY16	FY15	FY14	FY13
Accommodated Costs (without Excluded debt)	+4.4%	+0.4%	+1.5%	-2.1%

The budget sections herein will describe these costs further, but the largest impact was the 8.2% increase in health insurance premiums – despite a very thorough effort by all unions and management through a competitive procurement process for services. The Finance Committee has also agreed to fund any increase in health insurance premiums above +8% in FY16 or FY17 with the use of additional Free Cash. This will not be needed in FY16, but in terms of the operating budgets, described below, this serves as a cost cap in FY17.

The outlook for these accommodated costs because of the national uncertainty on health insurance is difficult to forecast. We have it pegged at about 5% annually through FY18, which will certainly be higher than expected revenues.

Given the +2.9% available revenues and higher accommodated costs of +4.4%, there is enough funding for +2.75% town and school FY16 operating budgets. **This is the lowest increase for the operating budgets during the past four years, which averaged +3.6% from FY13 through FY15.**

The Town and School budgets, even at this lower rate of increase, are able to maintain core services, but not quite level services in the face of increasing demands. The use of several one-time sources of funding – grants on the Town side and both grants and a heavier use of offsetting revolving funds on the School side allow for the core

services to be protected for one more year. However, faced with the same revenues and accommodated costs in FY17, surely each side will need to make reductions to these core services a year from now.

**Town Department Budgets**

The following table depicts the Town Manager's FY16 budget for Town departments, with a 2.9% overall increase from FY15. These budgets include the +2.75% operating budgets\* plus all Town accommodated costs, as shown in the table below:

Town Total Budgets	FY15	FY16	Change
Admin. Services	\$2,355,825	\$2,455,900	+4.2%
Public Services	\$1,489,125	\$1,562,300	+4.9%
Finance	\$719,325	\$745,965	+3.7%
Police	\$4,501,506	\$4,544,900	+1.0%
Dispatch	\$450,610	\$536,600	+19.1%
Fire & EMS	\$4,313,925	\$4,461,025	+3.4%
Public Works	\$5,574,900	\$5,659,850	+1.5%
Public Library*	\$1,388,285	\$1,431,169	+3.1%
<b>Total</b>	<b>\$20,793,501</b>	<b>\$21,397,709</b>	<b>+2.9%</b>

*\*The Finance Committee voted to add \$4,709 to the Library budget for FY16 as requested by the Library Trustees in order to provide level services. This figure is above and beyond the overall +2.75% levels for the Town and School budgets. This figure is the only difference between the Town Manager's budget and the FINCOM budget for FY16.*

Budget sections that follow will describe each department in detail.

**Town Department Budget Process**

The Town annual budget process begins in late summer with a series of meetings with Department Heads and some staff members, in order to review the past and plan for the future.

This year, the Finance Committee in early fall of 2014 asked for increased emphasis on budget requests that were not able to be funded, as well as a two-year broad budget overview.

A separate section will respond to those requests in detail. Broadly, this year the Town was not able to fund almost \$1 million of the budget requests, an increase from last year's nearly \$700,000 shortfall. Also, the Town has developed a staffing model that covers the three years FY16 through FY18. This model respects the scarcity of financial resources but is not constrained by them – the result is a projected 17% increasing in staffing that will certainly not happen without additional revenues.

### **FY16 Budget - Conclusions**

The Town and Schools have, since the passage of Proposition 2-1/2, been required to do more with less. By reputation, Reading delivers both a high quality and volume of services given the funding that is available. We understand the daily challenge of improving, and if that was not ingrained upon the passage of Prop 2-1/2, it sure is now. We use an extensive planning process that looks ahead several years and we adapt to the rapidly changing present thoughtfully. The planning process combined with prudent reactions allows us to deliver good value.

The Schools use Reading's low per-pupil spending as a metric to show how efficiently they use the funding available, and why they require more. Parts of this low spending are a good thing – such as the comparably low employer's share of health insurance. Yet even after adjustments, spending is still modest per pupil and certainly below what the community desires.

The Town government has no analogous single spending metric. However a recent survey of the 20+ comparable communities shows that Reading spends proportionally more on Schools than on Town government. This apparent contradiction is because Reading has more school-age children than many other communities – a tribute to the role of educational excellence that helps shape our town. However this leads to less spending on Town government, also at a level below what the community desires. As the population ages, this becomes more evident.

Reading should be proud at how the Town and Schools work together and spend efficiently. Financial reserves continue to be at an all-time high (except for the snow!). Significant ongoing investment in infrastructure has improved the condition of buildings and equipment over the past decade, which has in turn lowered operating costs. Standard & Poor's increased our rating to AAA (higher than the federal and state government).

Employees and retirees have contributed significantly with increased out of pocket expenses in order to keep health insurance premium increases lower. Wage growth has been very modest, not keeping pace with inflation. These savings in turn led to fewer layoffs, which allowed strong service levels at a time when the community demand for services actually increased (as is typical in the municipal sector during an economic downturn). Staff responded well, and measures of customer satisfaction remain high.

Last year I stated that the Town of Reading was nearing a significant decision point about the imbalance between the quality and amount of services desired versus what is sustainably affordable. As soon as we turn our attention to the FY17 budget planning process next summer, we will know that the time has arrived: additional revenues – or reduction in core services.

As always, we will strive to meet the expectations of the community with whatever level of resources that are made available. We thank the voters that embraced the Library project, and promise our best effort to produce a world-class facility.

On behalf of the entire Town government, thank you for the opportunity to help make the Town of Reading a very special place to work – and to live.

Respectfully submitted,

Robert W. LeLacheur, Jr. CFA  
Town Manager

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# Town Manager's Recommended FY16 Budget

## Staffing Look Ahead FY16 - FY18

In response for the Finance Committee's desire to look at multi-year budgets, the Town has developed a staffing model that covers the three years FY16 through FY18. This model respects the scarcity of financial resources by not seeking to add staff recklessly, yet it is also not constrained in an effort to provide level service – or better.

The result is a projected 17% increase in staffing that will certainly not happen without additional revenues. Here is a summary of these projected staffing needs, by department, over this period of time:

Full time equivalents	FY15	FY16	FY17	FY18	3-Yr
Administrative Svcs	15.4	15.4	17.5	19.0	23%
Public Services	19.8	20.8	24.7	28.3	43%
Finance	11.9	11.9	12.1	13.1	10%
Public Safety	110.7	112.8	119.4	125.8	14%
Public Works	36.7	36.7	39.4	41.5	13%
Public Library*	19.0	19.0	20.5	22.0	16%
<b>TOTAL</b>	<b>213.5</b>	<b>216.6</b>	<b>233.6</b>	<b>249.7</b>	<b>17%</b>
		1.4%	7.8%	6.9%	

\* Note that a 9-month payroll audit (prior to the move to temporary quarters) cited as current staffing levels as indicated above. The Library, however, reports 22.5 FTEs to the state.

### Administrative Services

Focus on improving technology training for the entire Town government in order to take full advantage of the technology in place. Add more hardware repair staffing to accommodate increased use of mobile technology. Add a second Human

Resources position to handle Benefits, as this serves the Town, Schools and Light Department – this position is a high priority. All of these changes maintain services needed for the efficient operation of the Town. Following are the detailed changes:

FY16 reduce Operations Specialist (-2-hrs/week);  
 FY17 eliminate Operations Specialist (-14 hrs/wk), add PT Clerk (+19.5hrs/wk); add FT Benefits Coordinator and FT software systems/training coordinator;  
 FY18 PT Clerk added in FY17 becomes FT, add FT Computer Technician.

### Public Services

This department consists of Administration, Community Development and Community Services. While there is some overlap in the last two areas, in general each is distinct with quite different missions. As an overall theme, several part time positions are to be made full time as needed or merged together. Communication and coordination of all part-time staff has been very challenging. Varied staff work hours wreak havoc on the ability to schedule meetings. Full time staffing is expected to greatly improve this situation.

Administration consists of the Assistant Town Manager as department head, the Office Manager, and support staff shared by the entire department.

FY18 an additional FT clerk is added due to increased activity expected in Community Services area of the department.

Community Development consists of Planning (Community Planning and Development Commission); Inspections (Zoning Board of Appeals); Conservation (Conservation Commission); and Historical (Historical Commission and Historic District Commission). The Community Development Director is the assistant department head for this segment of Public Services. Following are suggested changes:

FY16 make PT Conservation Administrator a FT position (+11.5 hrs/wk);  
FY17 increase depth for backup building/electric/plumbing Inspectors (+7.5 hrs/wk);  
FY18 add FT Long Term Planner.

Community Services consists of Health (Board of Health); Elder/Human Services (Council on Aging); Recreation (Recreation Committee); and Veteran's Services. The Community Services Director (formerly Recreation Director) is the assistant department head for this segment of Public Services. There are many changes suggested below, all with the themes of maintaining service levels for growing demands, improved communication (including the various volunteer boards), and integrating programs across demographics to be more inclusive:

FY16 make Health Administrator a FT position (+26 hrs/wk), reduce the PT Public Health Nurse to 16 hrs/wk (-16 hrs/wk), make PT Veteran's Service Officer a FT position (+18.5 hrs/wk), combine PT Nurse Advocate with a PT social worker position to become a FT Nurse Advocate (-2.5 hrs/wk);  
FY17 add FT Community Services Program Coordinator, increase coverage for Health Inspectors (+5 hrs/wk), add FT Outdoor Recreation Coordinator (now PT seasonal position), make PT Human Services Administrator a FT position (+17.5 hrs/wk), add FT Case Worker;  
FY18 make PT Public Health Nurse a FT position (+21.5 hrs/wk), make PT Pleasant Street Coordinator a FT position (+2.5 hrs/wk), add FT Case Worker.

#### Finance

Additional clerical depth is needed as follows:

FY16 no changes;  
FY17 reclaim shared clerical hours with Administrative Services (+9 hrs/wk);  
FY18 add FT Clerk.

#### Public Safety

Organizational depth is the key consideration in all three areas of this department, plus a few specialty positions in Police and Fire are shown (all positions are FT):

FY16 add two Dispatchers (begin in late FY15);  
FY17 add two Firefighters, add Fire Training Officer; add Dispatcher; add School Resource Officer, add Police Officer;  
FY18 add two Firefighters, add Fire EMS Officer, add Dispatcher, add two Police Officers.

#### Public Works (general fund):

Organizational depth is also a theme in this department:

FY16 no changes;  
FY17 add second PT coop student in Engineering, add FT Equipment Operator in Highway, add FT Laborer in Highway;  
FY18 add FT Laborer in Highway, add FT Laborer in Parks/Cemetery.

#### Public Library

A Library Long Range Plan will be conducted in the summer of 2015. One component of the LLRP will be to examine staffing needs for the new facility. A FT Digital Services Librarian will be one expected new position.

# Town Manager's Recommended FY16 Budget

**Administrative Services**  
Following is a summary of the \$175,850 in reductions from the requested funding:

Staffing (-\$114,100; 2.1 FTEs)  
 -\$58,000 do not add third Computer Technician (1.0 FTE)  
 -\$38,100 no new clerk for Town Clerk's office (1.0 FTE)  
 -\$10,000 less hours for Operations Specialist (0.1 FTE)  
 -\$ 8,000 less in department OT (mostly technology)

## Unfunded Town Government Budget Requests

In response for the Finance Committee's desire to look at items not funded in the budget, the following section will detail the \$984,544 of budget requests not included in the Town Manager's FY16 budget. Note that \$165,000 of this amount requested was for sidewalk repairs needed, which really should be excluded from a discussion of a true level services operating budget. Thus \$819,544 of level services requests went unmet – an increase from one year ago when the funding shortfall was \$684,195. Below is a table showing the funding shortfall in each year by department:

	FY15 Unfunded Requests	FY16 Unfunded Requests
Admin. Services	\$126,196	\$175,850
-Pay & Class funds		\$345,000
Public Services	\$87,884	\$29,500
Finance	\$12,902	\$37,350
Police	\$21,430	\$102,144
Dispatch	\$78,473	\$105
Fire & EMS	\$176,648	\$47,825
Public Works	\$79,495	\$45,000
-Sidewalk repairs		\$165,000
Public Library	\$101,167	\$36,770
<b>Total</b>	<b>\$684,195</b>	<b>\$984,544</b>

The following sections will describe in greater detail what was not funded so the reader may decide for themselves about the concept of a level services budget.

The third computer technician would be an additional position, but not adding it in FY16 will lead to a reduction in 'level services' due to the increasing volume of technology work in the entire organization. The technology situation is in contrast with an additional clerical position requested, which would improve coverage in the Town Clerk's office and assist the Registrars in their election work, but not funding the position is not seen as a reduction in service levels. Note that the other two wage changes are relatively minor.

Expenses (-\$61,750)  
 -\$30,000 legal budget  
 -\$23,600 technology expenses  
 -\$ 8,150 other department expenses

The legal budget with a new Town Counsel is difficult to forecast. In the current year there are a significant amount of one-time legal costs, such as time spent on the Charter and Zoning projects. Examining a detailed look through billing available in early February suggests a future monthly run-rate of \$10,000 to \$12,000 which justifies the reduction in funding. The reduction in technology expenses will mean no planned upgrade to MS Office (currently using 2010 which is not bad) or MUNIS.

**Pay & Classification funding**  
 Town government in Reading has a comparatively high percentage of non-union staff when compared to typical

communities. Last year we were able to fund \$75,000 and estimated that an additional \$170,000 in wage increases for non-union staff would have brought them closer to the median level of pay of comparable communities.

Since last year we conducted a Compensation & Classification (aka Pay & Class) Study for the non-union personnel in Reading. An independent consultant surveyed over 20 demographically and financially comparable communities and gathered a variety of data. Of note was the median pay of positions in Reading was about 5.8% below the median pay of these communities. One could assert that Reading employees are asked to perform well above median in terms of quantity and quality of services, but at the outset a reasonable goal seems to be to pay them in a similar fashion to the other communities – at the median.

The next table is a summary by department of the median rates of pay of non-union personnel as compared to these 20+ comparable communities. For example, at 94.4% the median pay of the Administrative Services department is 5.6% below the median of the other communities (weighted by FTEs).

	vs. Comparable Communities
Admin. Services	94.4%
Public Services	90.0%
Finance	91.7%
Public Safety*	92.2%
Public Works*	96.7%
Public Library	103.9%
<b>Total</b>	<b>94.2%</b>

\*Note that these departments also contain union personnel, which are not included in these figures.

The findings were quite startling. To complete the funding towards median pay would require about \$400,000 – another \$55,000 only is included in the FY16 budget. This highlights an

issue also seen in the School department where pay increases have been cautiously managed in Reading due to the scarcity of funding. However in terms of a long-term organizational view, this is a troubling situation for a community that asks for a high volume and level of services. Increasingly younger workers are not looking towards a 40+ year career in one location, and competitive pay becomes one important factor in attracting and retaining high quality employees.

### Public Services

When the budget process began, it appeared that between \$50,000 and \$75,000 would need to be reduced from the original department request for FY16. However some modest increases in other Town departments allowed for a brighter outlook, which was very much in line with the clear needs as evidenced by discussions with some of the related volunteer boards and committees. The ending reduction of \$29,500 was the net of some additions as well as reductions. Following is a summary, listed by division:

Administration	-\$2,000 Professional development department expenses
Community Development	+\$7,200 Conservation Administrator full-time
Community Services	-\$28,000 fund Public Health Nurse at 16hrs/wk
	-\$24,150 combine Social Worker with Nurse Advocate
	-\$ 2,900 fund FT Health Administrator at lower step
	-\$ 100 reduce Recreation OT
	+\$13,000 fund regionalization for plan review services
	+\$ 7,450 fund FT Veteran's Service Officer

As described in the previous section that looks ahead at staffing levels for the next three years, the Public Services department will be a centerpiece regarding the community's desire for services that would seem out of reach without additional revenues.

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**Finance**

The Board of Assessors (BOA) prefer to request outside assistance for the triennial revaluation one year in advance. Outsourcing this work makes a great deal of sense under the regional agreement with Wakefield, as in-house staffing resources are reduced. Where this is not an annual operating expense, it will appear as a mid-year request as needed from now on, as the BOA shall determine.

- \$35,000 Assessor's outsourced revaluation
- \$ 2,350 various other expense reductions

**Public Safety - Police**

A second School Resource Officer is not funded in this budget, but will be deferred for future consideration. From the work in substance abuse prevention and social/emotional health done by RCASA and the Schools, intervention and involvement in the grades leading up to High School are crucial and such an effort should be coordinated.

- \$75,000 additional School Resource Officer
- \$15,000 less OT increase
- \$ 7,000 fund joint exercise midyear as a one-time expense
- \$ 5,144 various reductions and RCASA grant adjustments

**Public Safety - Dispatch**

- \$105 wage rounding for new staff added

**Public Safety – Fire/E/MS**

A new funding mechanism will be used at Annual Town Meeting in April 2015 whereby wages paid to injured employees on the path to a disability retirement shall not be included in the OT of the department. When such a retirement is underway, the department will still need to cover the shift with OT until a new hire is made. This new accounting practice will more clearly state the cost of operating a department, and allow those wages paid to injured workers be viewed as a cost to the organization, like other benefits.

A new stipend is proposed for the EMS Director, in line with how other comparable communities in the Pay & Class study approach this issue. Funding is not available for the entire amount, but will begin at half the amount requested by the Town Manager and HR Director.

- \$23,500 less OT increase; fund joint exercise midyear
- \$19,000 fund buyback as needed
- \$ 5,325 reduce new stipend for EMS Director

**Public Works (general fund)**

Past reductions in co-op students are still not affordable, although the outcome is desirable from both perspectives.

- \$165,000 fund only typical \$10,000 in sidewalk repairs
- \$ 16,000 do not add a second Engineering co-op student
- \$ 10,000 fund flower watering for downtown with other sources
- \$ 5,000 reduce highway outsourced repairs
- \$ 14,000 net of various other changes

**Public Library**

As described by the Library Trustees in their FY16 budget overview, the changing face of public libraries is a driving force behind the need for a new position of Digital Services Librarian. The Trustees had proposed a mid-year funding of a full time position that is shown below. Recall that a Library Long Range Plan will be conducted in the summer of 2015, and a portion will examine staffing needs for the new Library facility

- \$28,500 one half year for a new Digital Services librarian position
- \$ 3,470 remove increase in public technology
- \$ 4,800 in materials, 15% of the above totals

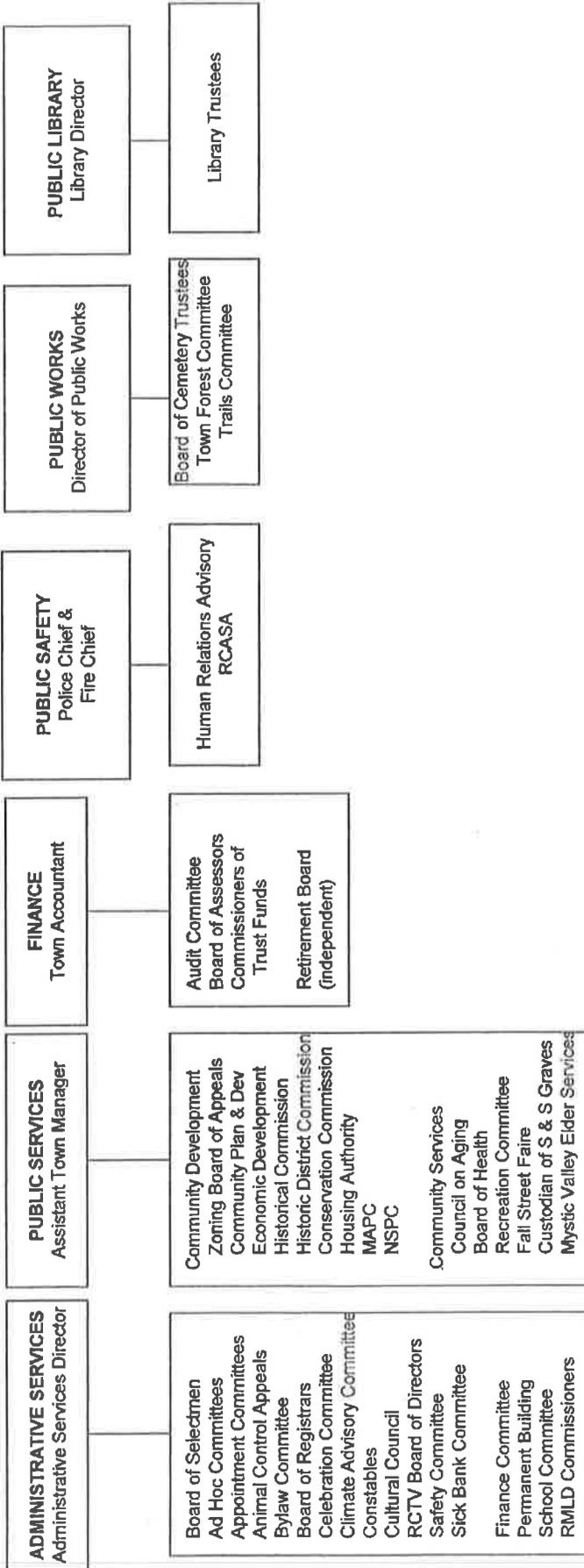
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# Town of Reading, MA

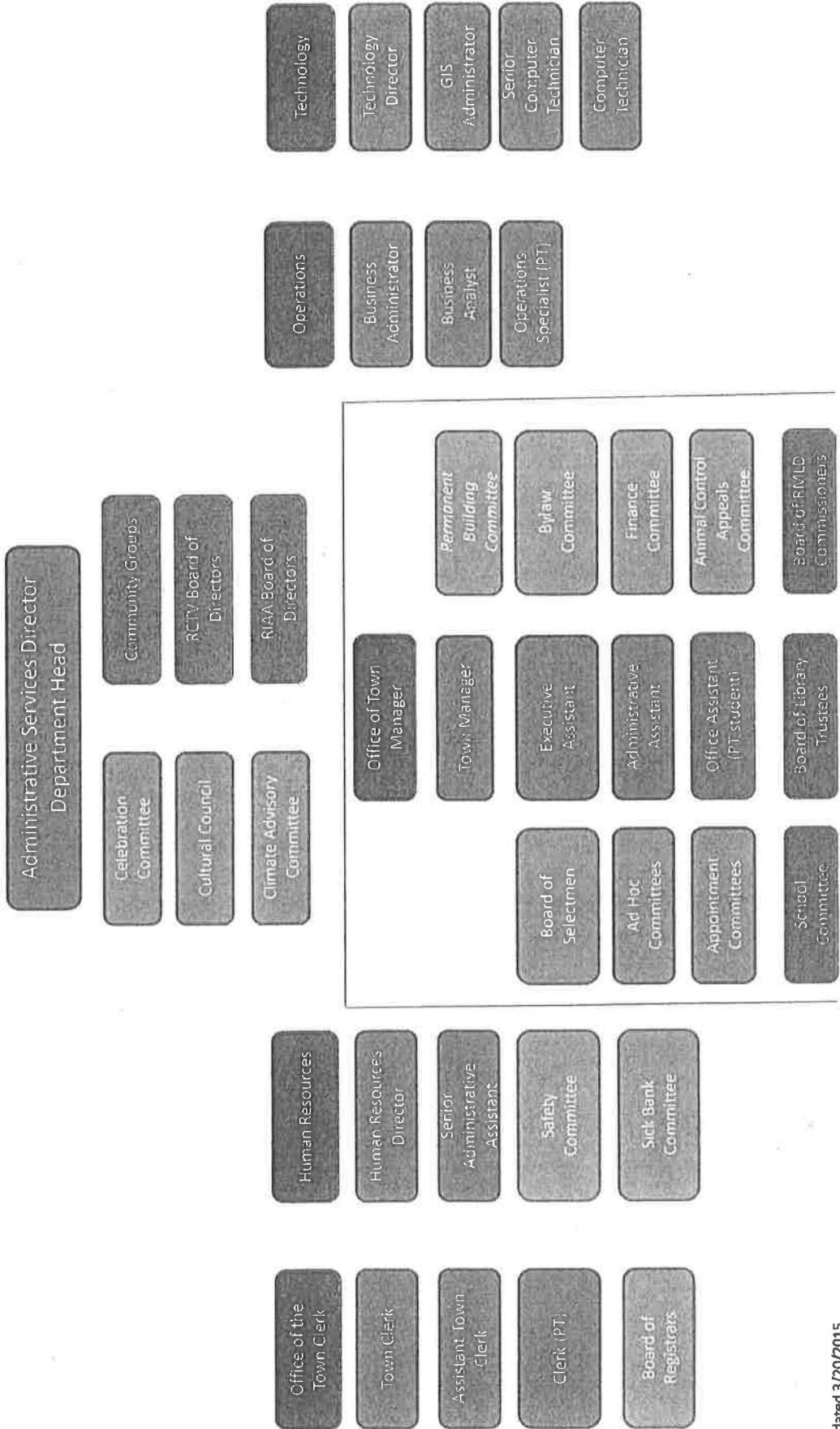
## Table of Organizational Volunteer & Professional Organizations

(April 2015 Town Meeting )

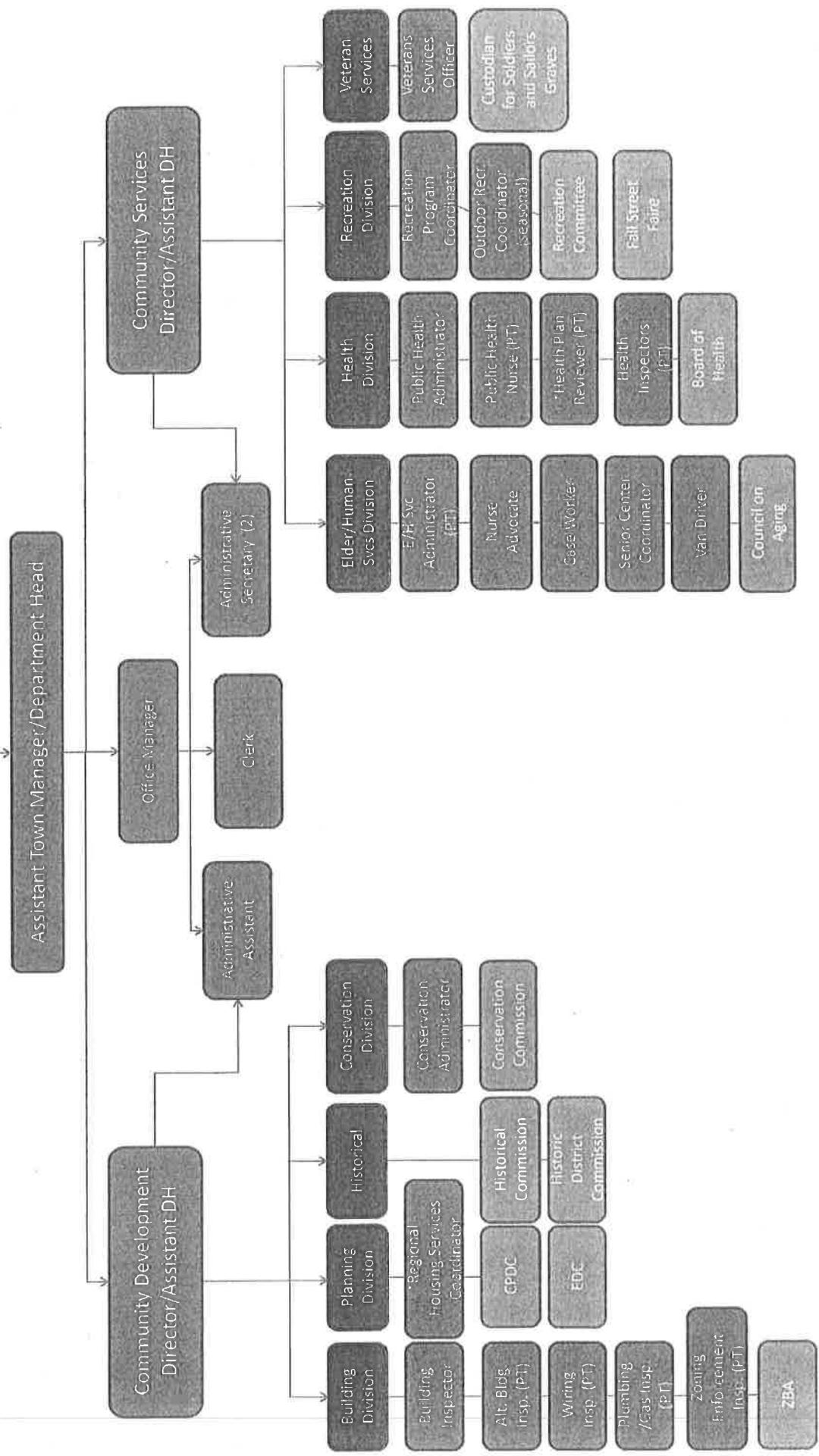


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# Department of Administrative Services



# Department of Public Services



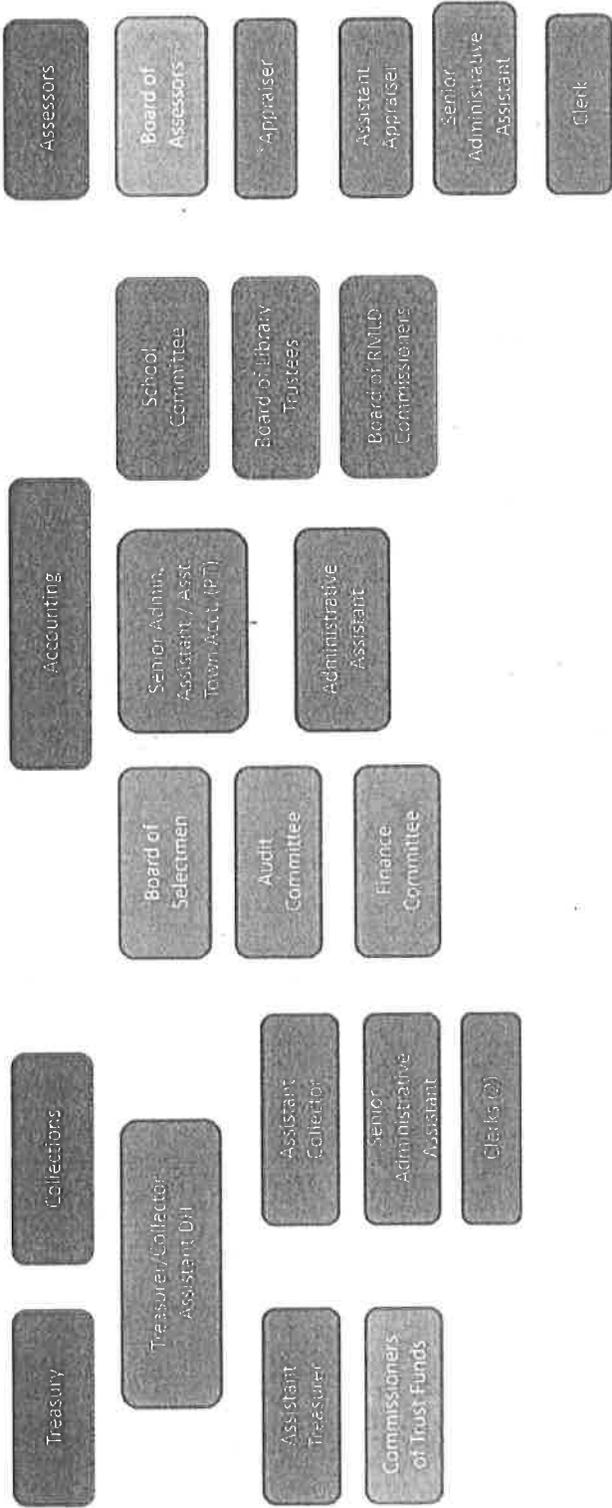
Last Updated 3/28/2015

• Indicates a regional shared position

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# Finance Department

Town Accountant  
Department Head



\* Indicates a regional shared position

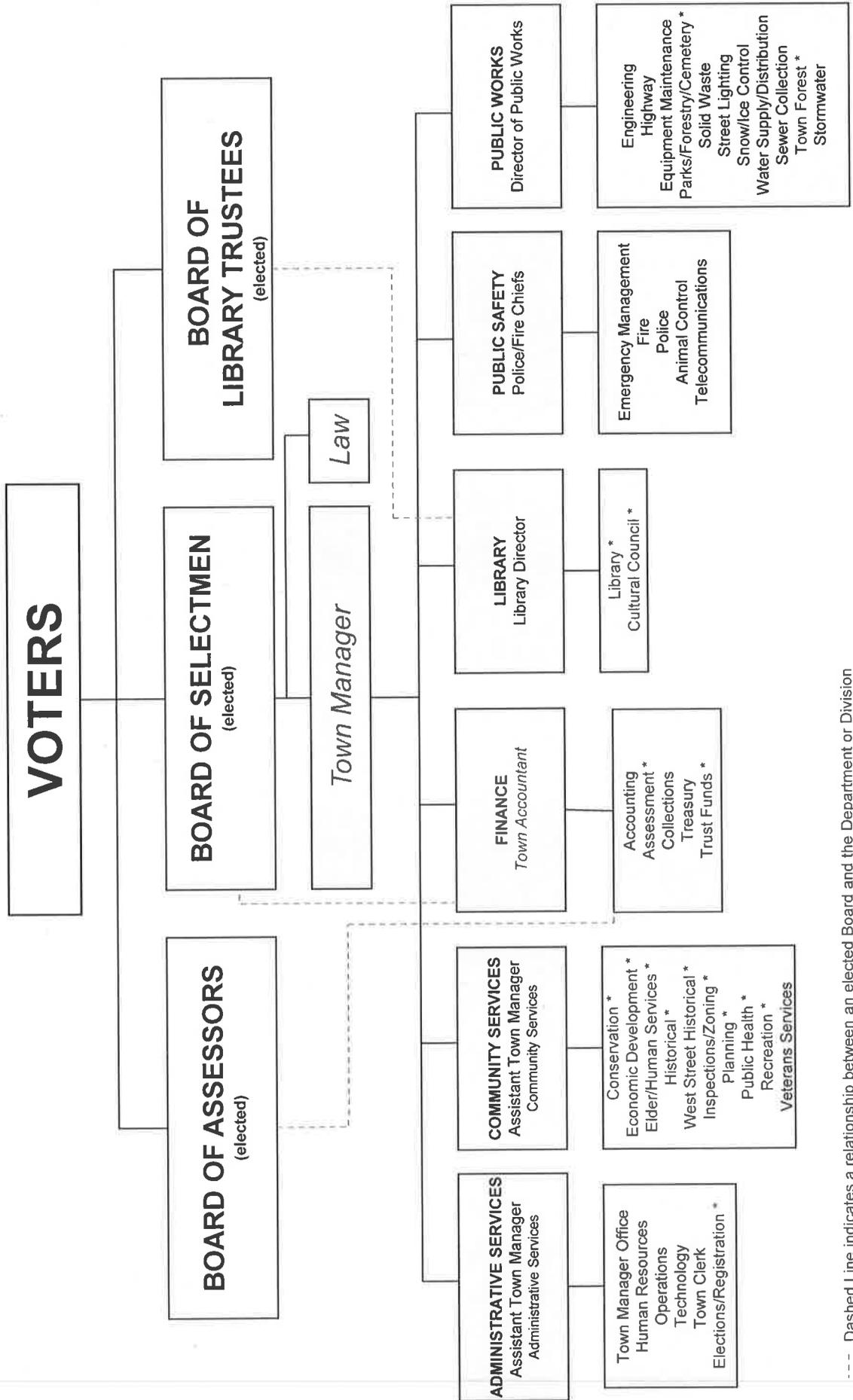


# Town of Reading, MA

## Executive Branch

### Table of Organization

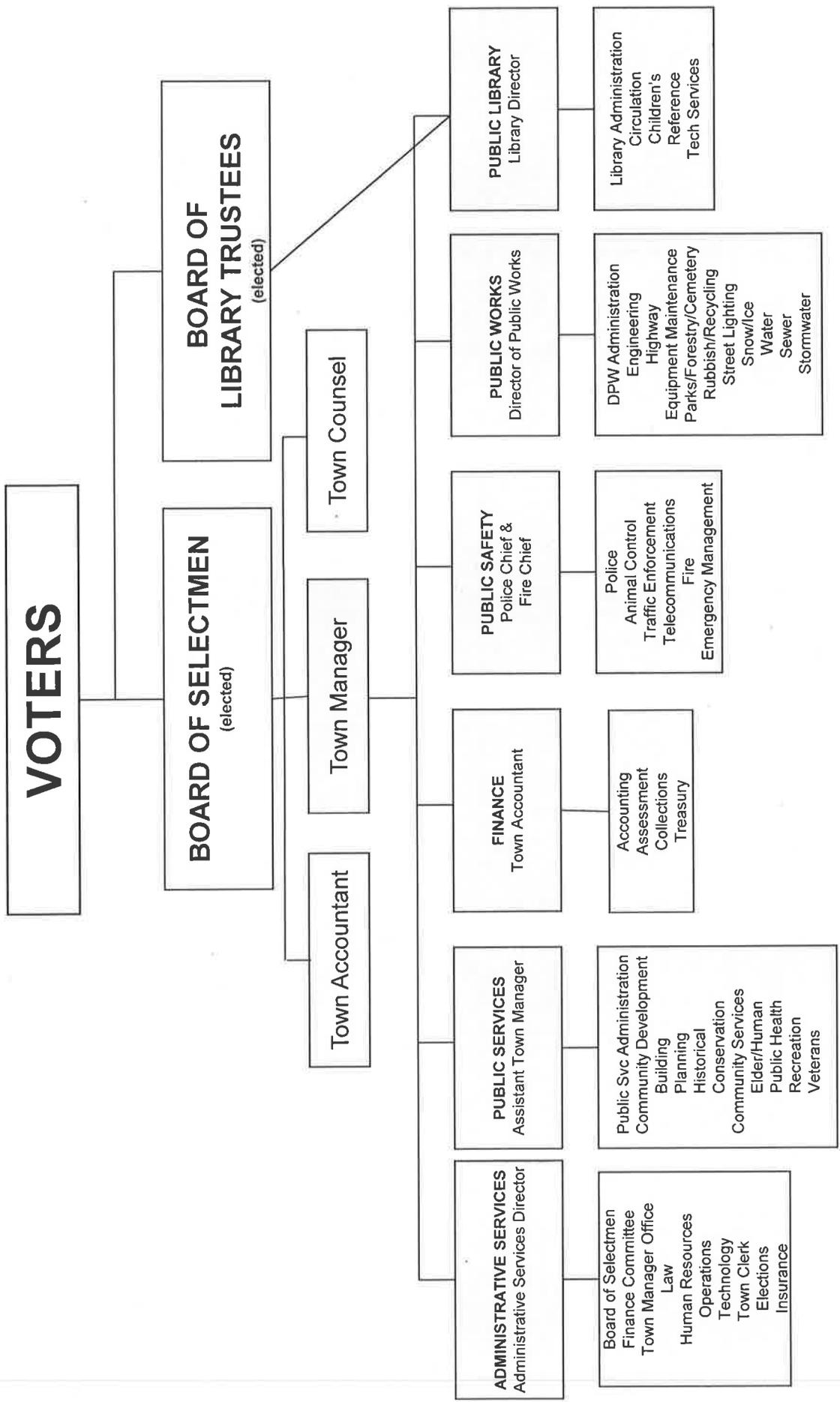
(2014 version)



--- Dashed Line indicates a relationship between an elected Board and the Department or Division  
*Italic* Designates positions appointed by the Board of Selectman  
 \* Designates an elected or appointed Commission, Board or Committee that works within that Division



**Town of Reading, MA**  
**Executive Branch**  
**Table of Organization**  
 (April 2015 Town Meeting )



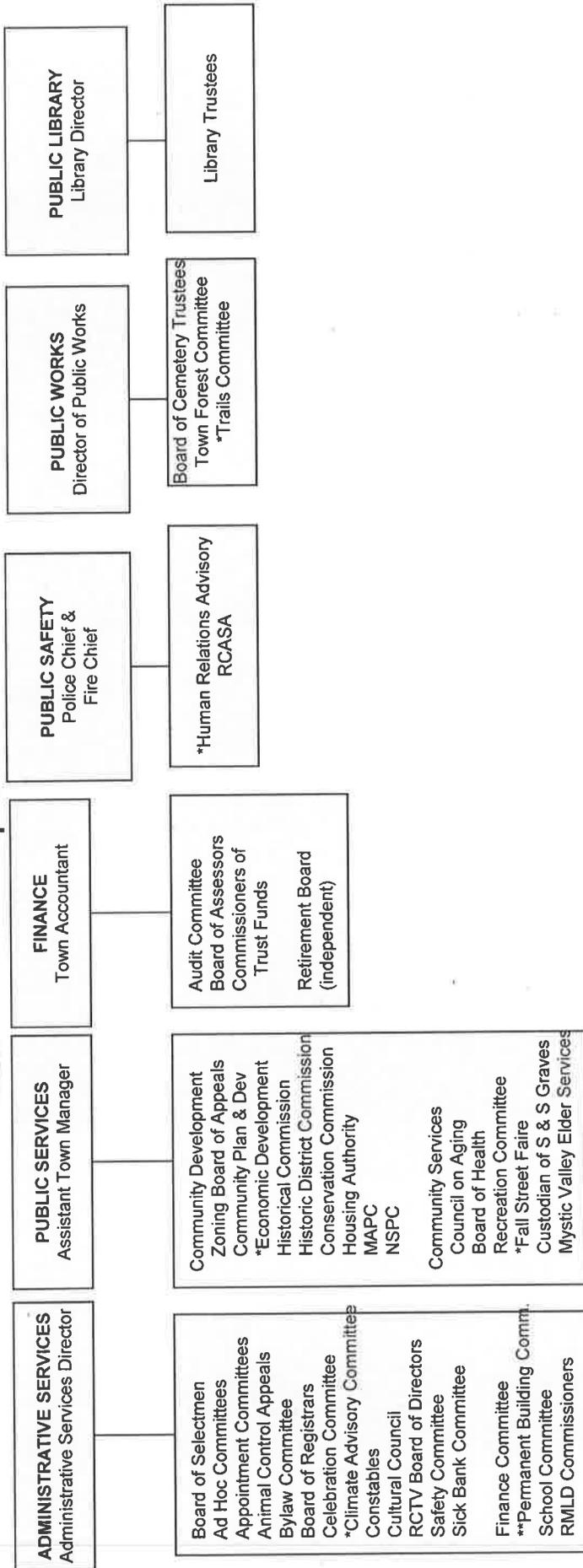
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# Town of Reading, MA

## Table of Organizational Volunteer & Professional Organizations

April 2015



\*Sunset clause 6/30/1015

\*\*Not yet approved by AG from recent vote of Town Meeting

# Department of Administrative Services

Administrative Services Director  
Department Head

Celebration Committee

Community Groups

Cultural Council

RCTV Board of Directors

Climate Advisory Committee

RIAA Board of Directors

Office of the Town Clerk

Town Clerk

Assistant Town Clerk

Clerk (PT)

Board of Registrars

Human Resources

Human Resources Director

Senior Administrative Assistant

Safety Committee

Sick Bank Committee

Office of Town Manager

Town Manager

Executive Assistant

Administrative Assistant

Office Assistant (PT student)

Board of Library Trustees

Board of Selectmen

Ad Hoc Committees

Appointment Committees

School Committee

Permanent Building Committee

Bylaw Committee

Finance Committee

Animal Control Appeals Committee

Board of RMLD Commissioners

Operations

Business Administrator

Business Analyst

Operations Specialist (PT)

Technology

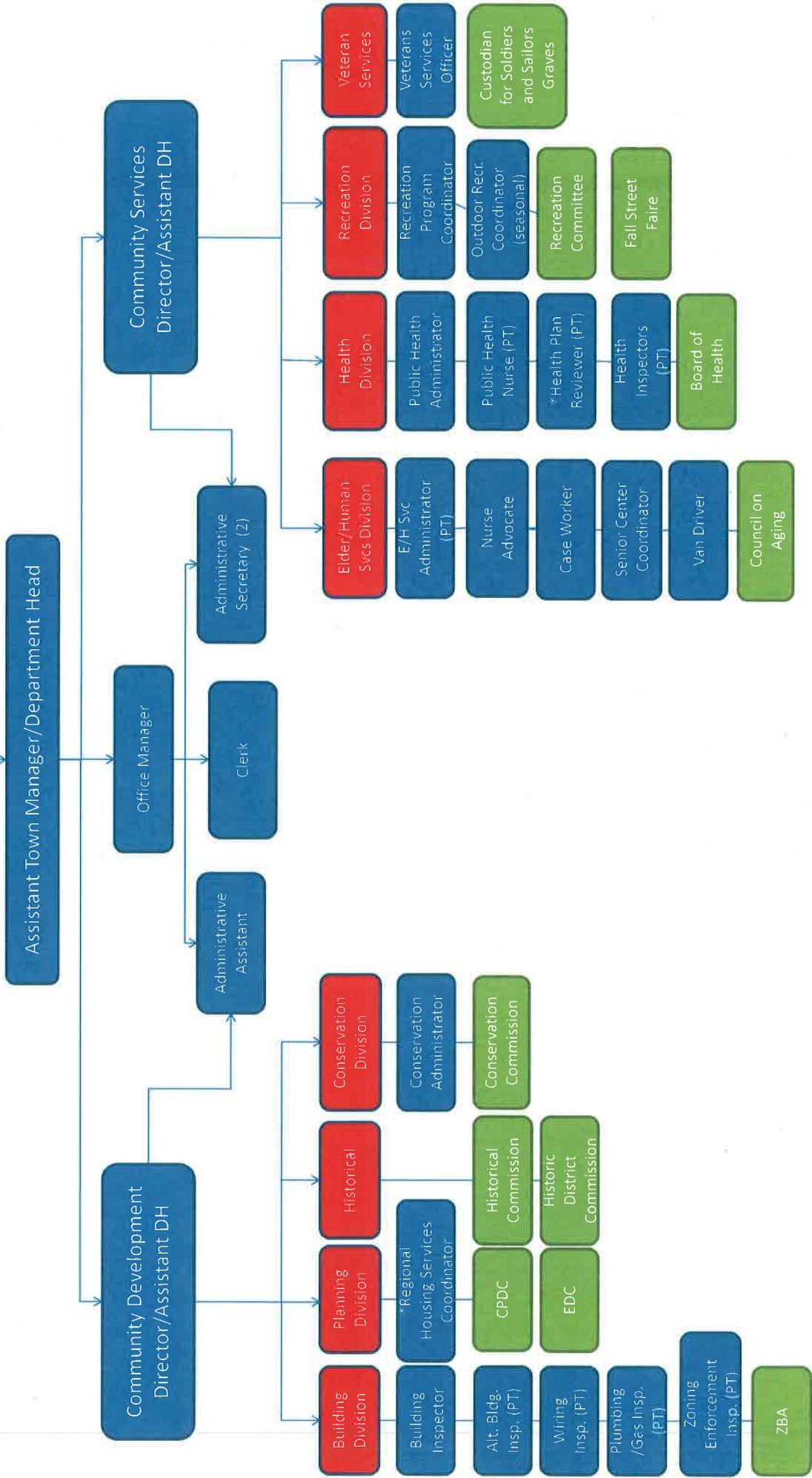
Technology Director

GIS Administrator

Senior Computer Technician

Computer Technician

# Department of Public Services

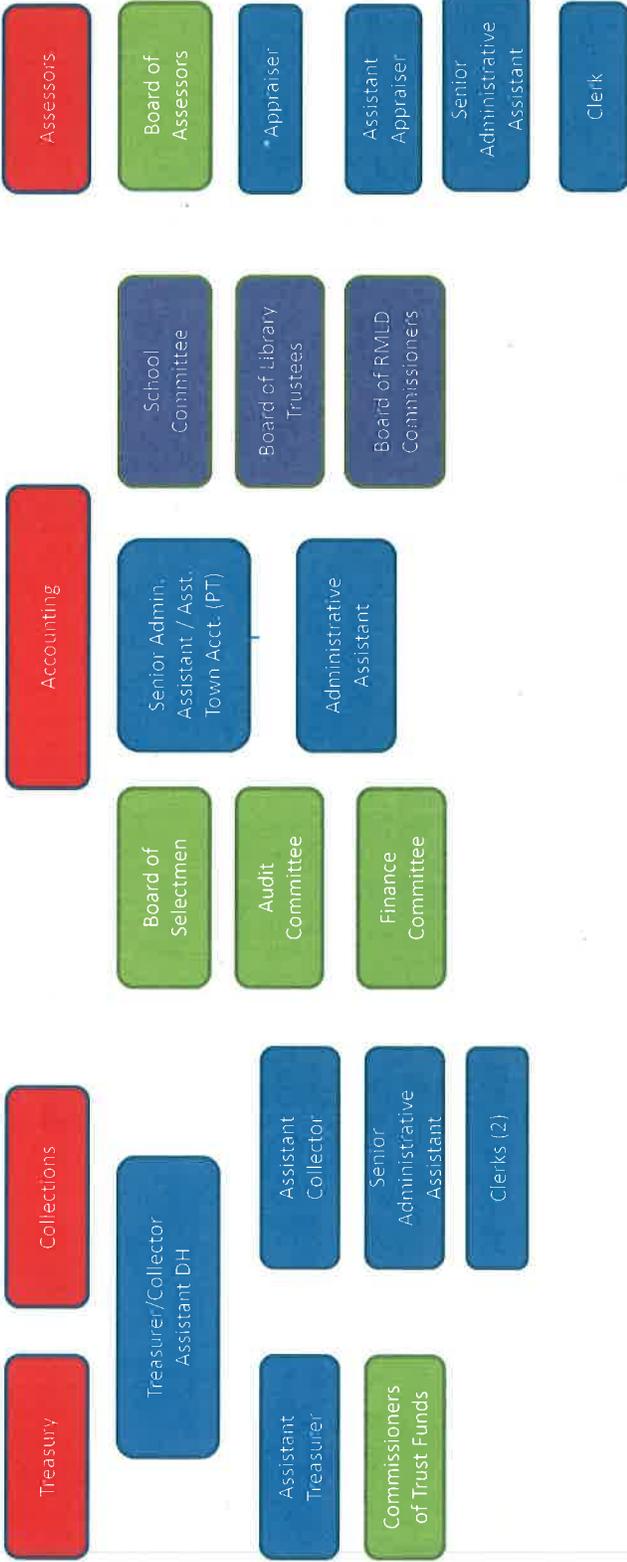


\* Indicates a regional shared position

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# Finance Department

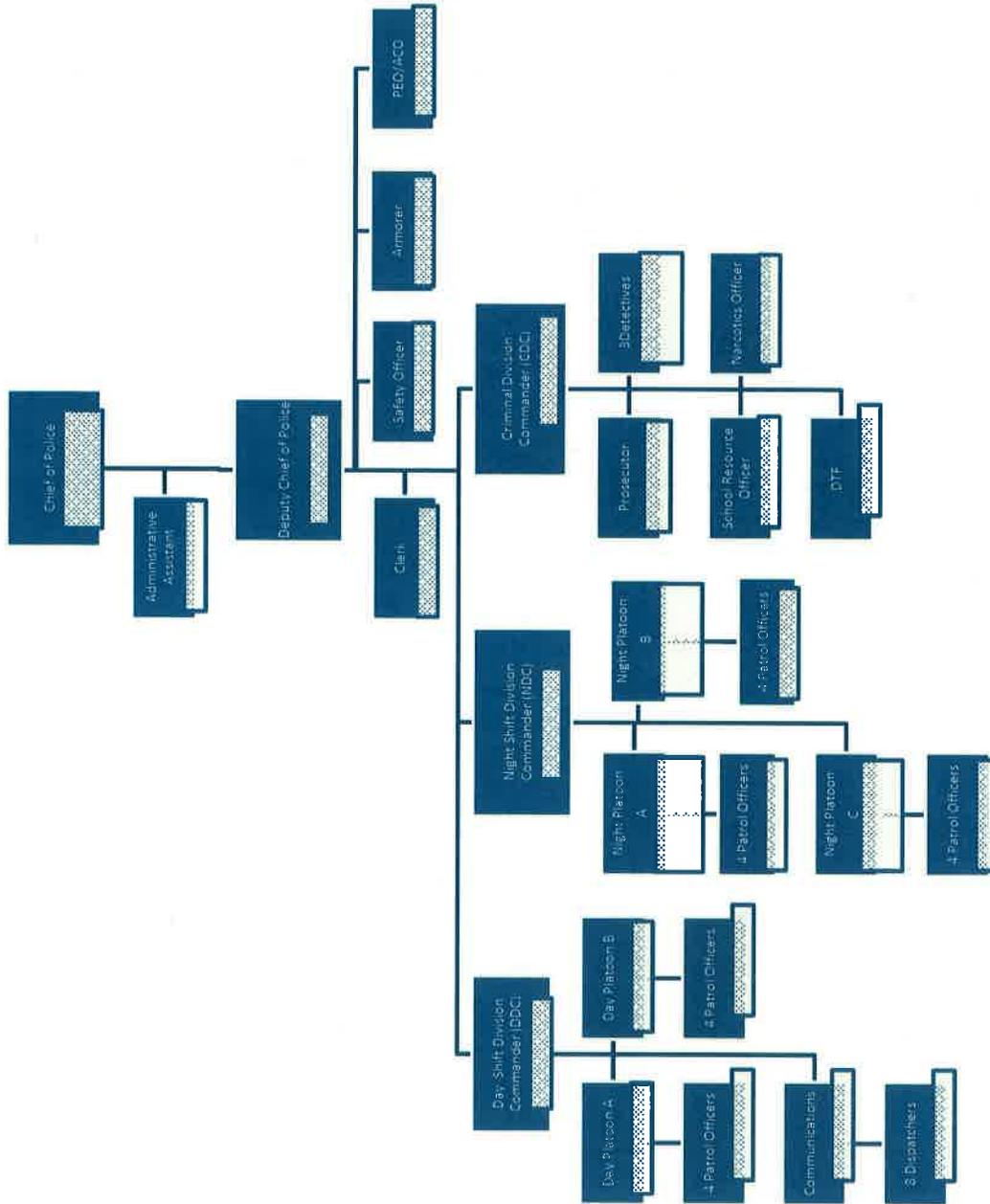
Town Accountant  
Department Head



\* Indicates a regional shared position

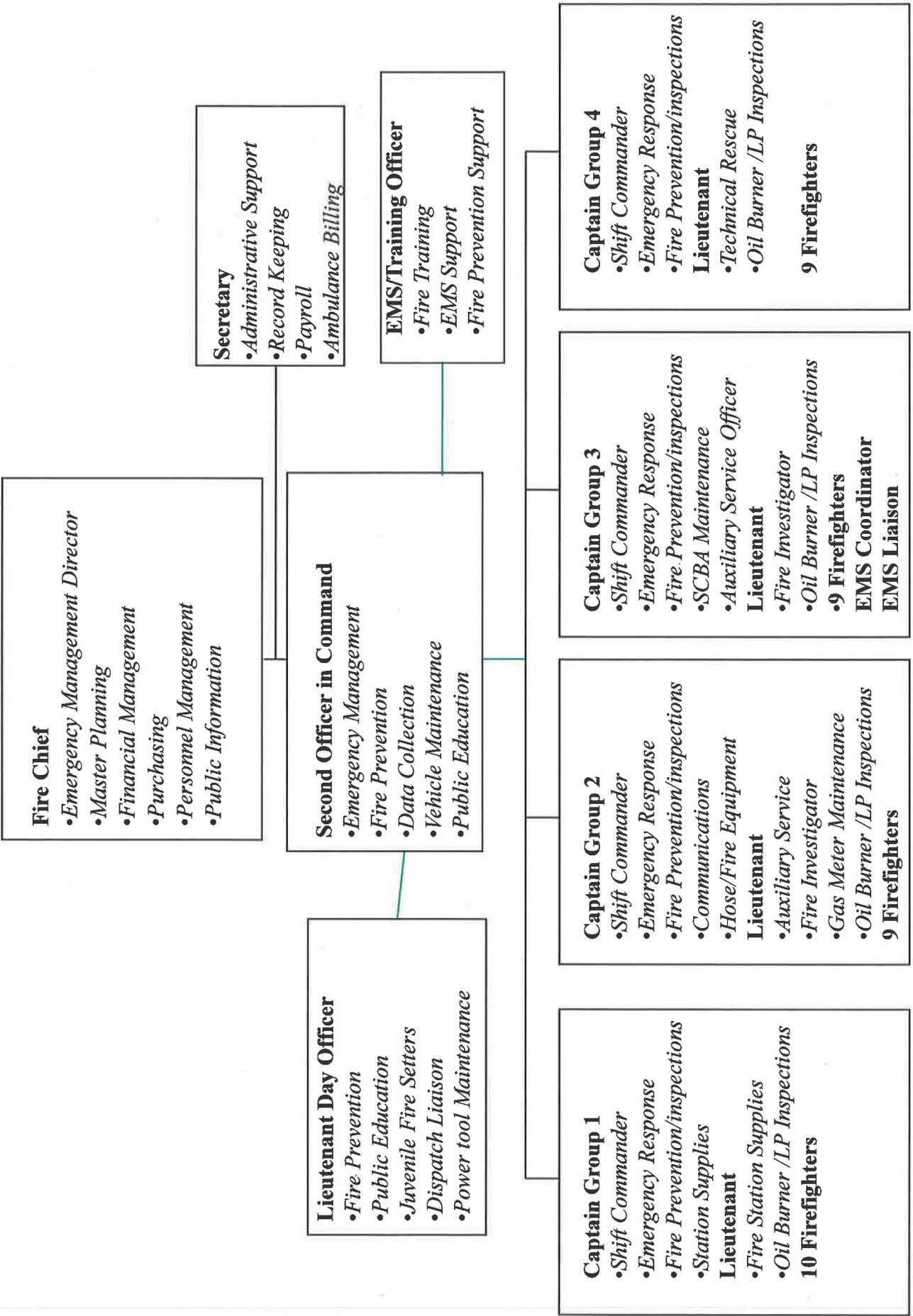
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**READING POLICE DEPARTMENT ORGANIZATIONAL CHART**



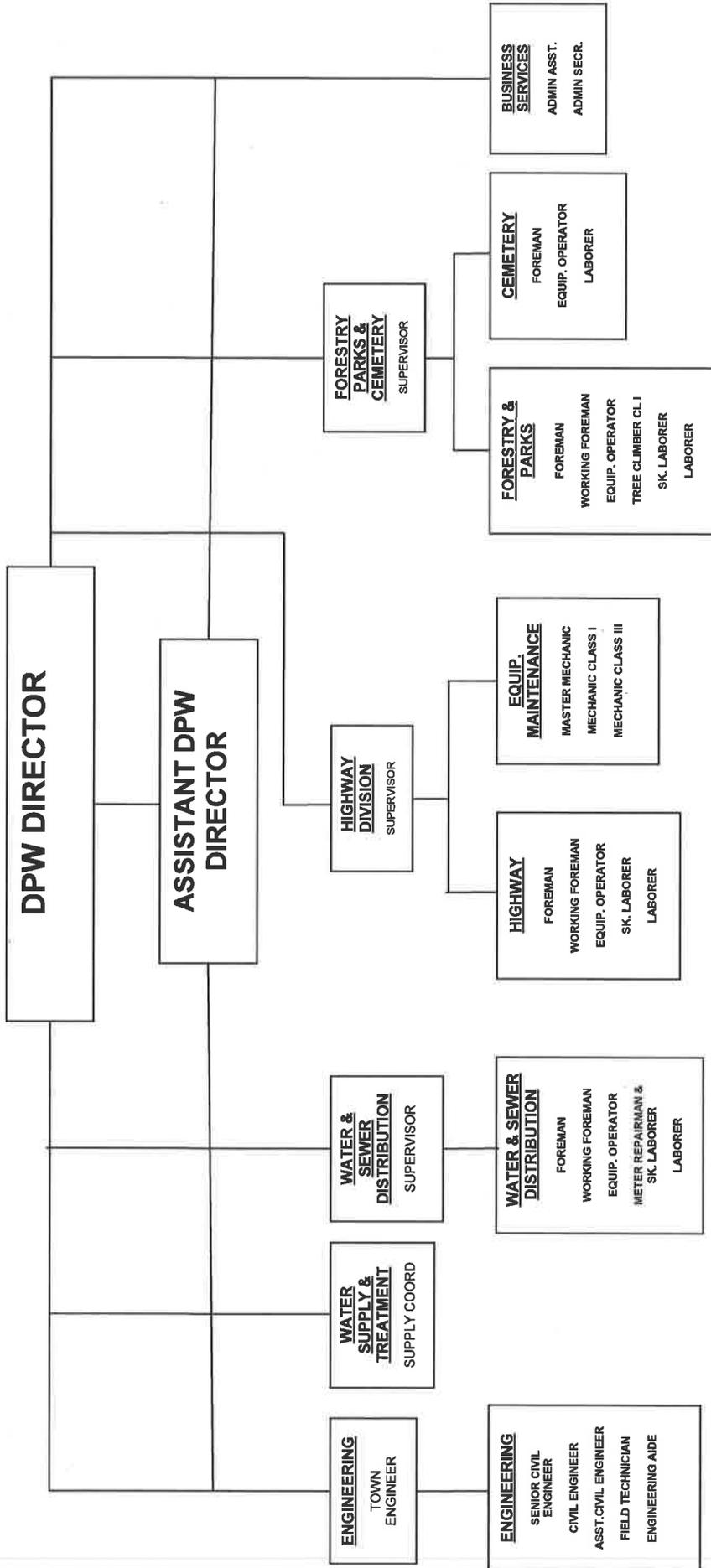
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# Reading Fire Department Organizational Chart



# TOWN OF READING, MA DEPARTMENT OF PUBLIC WORKS

ORGANIZATIONAL CHART



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4c005

Schena, Paula

**From:** LeLacheur, Bob  
**Sent:** Wednesday, April 08, 2015 7:24 PM  
**To:** Schena, Paula  
**Subject:** FW: Legislature Enacts \$200M Ch. 90 Bond Bill

For BOS packet this weekend.

**From:** Massachusetts Municipal Association [alerts@mma.org]  
**Sent:** Wednesday, April 08, 2015 5:05 PM  
**To:** Reading - Selectmen  
**Subject:** Legislature Enacts \$200M Ch. 90 Bond Bill

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



Massachusetts Municipal Association      The Voice of Cities and Towns      www.mma.org

Wednesday, April 8, 2015

**LEGISLATURE ENACTS \$200M CH. 90 BOND BILL**

**GOVERNOR'S SIGNATURE EXPECTED ALMOST IMMEDIATELY**

**Cities and Towns Now Have a Total of \$330M Available for 2015 Construction Season**

This afternoon, the House and Senate both enacted a one-year, \$200 million Chapter 90 bond bill, which gives cities and towns access to a total of \$330 million to repair and maintain local roads during the 2015 spring-to-fall construction season.

The Chapter 90 bond bill for fiscal 2016 was filed by Gov. Charlie Baker on March 12 and was passed unanimously by the House and Senate on March 25 and April 1, respectively. The Massachusetts Constitution, however, requires a two-thirds vote of each branch to enact all bond bills, which necessitated the votes cast today.

The Governor is expected to sign the bill immediately.

The funding will be combined with \$100 million in new Chapter 90 authorizations that the Governor released in January, as well as the \$30 million fund announced last month to help cities and towns repair potholes and other winter damage.

Municipalities look forward to putting the money to work to repair local roads that took a beating during an historic winter.

9el

The MMA applauds the Baker Administration and all members of the Legislature for moving swiftly on this critical funding bill. This year more than ever, cities and towns need to be able to get to work early in the construction season.

The Chapter 90 local road and bridge program provides cities and towns with a source of funding to maintain, repair and rebuild 30,000 miles of local roads in every corner of the state. Adequate and timely funding for Chapter 90 is essential for public safety, economic growth, and quality of life in Massachusetts.

With the state working to erase a \$1 billion mid-year budget deficit in fiscal 2015 and a \$1.8 billion structural budget gap for fiscal 2016, the Baker-Polito Administration decided to file a one-year Chapter 90 bond bill. Now that it has been enacted, the MMA and local officials will work in partnership with the Governor and legislators to achieve long-range funding for Chapter 90 that is both adequate for cities and towns and sustainable for the Commonwealth.



**Massachusetts Municipal Association**  
One Winthrop Square, Boston, MA 02110  
(617) 426-7272

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Town of Reading FY15 legal budget

UCBOS

	YTD	BUDGET	Variance	July	August	September	October	November	December	January	February
BUDGET		\$ 350,000.00									
YTD ACTUAL	\$ 250,519.93			\$270k actual budget plus request 80K additional at Annual TM							
REMAINING BALANCE (ACTUAL)			\$ 19,480.07								
REMAINING BALANCE (INCLUDES TM REQUEST)			\$ 99,480.07								
PACE	\$ 429,462.74										
PACE VARIANCE	\$ (429,462.74)										
Miyares & Harrington	\$ 152,963.65			\$ 10,792.26	\$ 10,016.00	\$ 30,693.68	\$ 35,176.41	\$ 24,865.46	\$ 25,241.50	\$ 16,178.34	\$ -
Other	\$ 97,556.28			\$ 5,300.41	\$ 2,114.56	\$ 2,512.16	\$ 927.90	\$ 1,057.50	\$ 17,604.54	\$ 23,843.11	\$ 24,196.10
<b>Policy development</b>	<b>29%</b>	<b>\$ 89,000.00</b>	<b>\$ 17,216.50</b>								
Town Meeting	T	\$ 22,616.58	\$ 9,383.42		\$ 666.00	\$ 2,484.64	\$ 518.00	\$ 5,156.60	\$ 5,885.00	\$ 7,906.34	
Building Committee	T	\$ 1,847.50	\$ 152.50					\$ 1,387.50	\$ 460.00		
Charter project		\$ 14,617.64	\$ 382.36	\$ 551.00	\$ 129.50	\$ 1,127.64	\$ 4,955.50	\$ 1,672.50	\$ 4,193.50	\$ 1,988.00	
Zoning Bylaw project		\$ 32,701.78	\$ 7,298.22	\$ 324.00	\$ 1,921.50	\$ 11,020.64	\$ 12,959.92	\$ 6,105.72	\$ 259.00	\$ 111.00	
<b>Construction projects</b>	<b>32%</b>	<b>\$ 81,206.12</b>	<b>\$ 54,293.88</b>								
Public Library	T	\$ 4,128.50	\$ 3,371.50	\$ 1,242.00	\$ 37.00	\$ 55.50	\$ 414.00	\$ 1,612.00	\$ 768.00		
TLT RMHS litigation(MH)		\$ 592.00	\$ 408.00	\$ 240.50	\$ 55.50	\$ 296.00					
TLT RMHS litigation(KP)		\$ 75,801.12	\$ 49,198.88	\$ 4,537.91	\$ 2,059.06	\$ 1,575.00	\$ 927.90	\$ 1,057.50	\$ 17,604.54	\$ 23,843.11	\$ 24,196.10
Oakland Road land	T	\$ 684.50	\$ 1,315.50		\$ 407.00	\$ 277.50					
<b>Town Issues</b>	<b>8%</b>	<b>\$ 19,474.30</b>	<b>\$ 6,525.70</b>								
Alcohol licenses	T	\$ 11,336.30	\$ 663.70	\$ 840.88	\$ 873.50	\$ 5,596.78	\$ 3,988.14	\$ 37.00			
RMLD	T	\$ 5,470.00	\$ 530.00	\$ 1,504.00	\$ 180.00	\$ 220.50	\$ 2,497.00	\$ 698.50	\$ 370.00		
Firearm bylaw	T	\$ 1,097.50	\$ 1,902.50		\$ 1,097.50						
celltower leases	T	\$ 1,570.50	\$ 3,429.50			\$ 18.50			\$ 1,248.00	\$ 304.00	
<b>Land Use Issues</b>	<b>15%</b>	<b>\$ 58,483.47</b>	<b>\$ 3,516.53</b>								
Summer Ave		\$ 19,362.00	\$ 638.00	\$ 1,419.00	\$ 1,184.00	\$ 425.50	\$ 3,864.00	\$ 4,873.00	\$ 5,731.00	\$ 1,865.50	
Sutton Superfund	T	\$ 2,983.00	\$ 2,017.00						\$ 2,932.50	\$ 50.50	
James Road	T	\$ 1,247.00	\$ 253.00	\$ 1,247.00							
Pearl Street	T	\$ 2,718.00	\$ 282.00	\$ 795.50	\$ 1,205.00			\$ 557.50	\$ 48.00	\$ 16.00	\$ 96.00
Gardner Road	T	\$ 3,223.83	\$ 276.17					\$ 540.35	\$ 593.14	\$ 1,054.50	\$ 37.00
South Street	T	\$ 8,949.64	\$ 50.36					\$ 277.50	\$ 4,264.64	\$ 314.50	\$ 37.00
Legal settlements		\$ 20,000.00	\$ -								
<b>Other Issues</b>	<b>8%</b>	<b>\$ 19,572.54</b>	<b>\$ 17,927.46</b>								
General	T	\$ 18,409.38	\$ 17,590.62	\$ 2,868.88	\$ 2,037.50	\$ 4,203.00	\$ 1,552.00	\$ 1,955.50	\$ 2,009.50	\$ 3,783.00	
Brackett & Lucas	T	\$ 1,163.16	\$ 336.84	\$ 522.00		\$ 641.16					
Typical Run Rate	T	\$ 87,445.39		Annual							
One-time issues		\$ 163,074.54		\$ 174,891							
		\$ 250,519.93		\$150k budget for FY16							

951

4/13/05



# MASSDEVELOPMENT

2015 APR -6 AM 11: 58

99 High Street  
Boston, Massachusetts  
02110

Tel: 617-330-2000  
800-445-8030

Fax: 617-330-2001

www.massdevelopment.com

March 31, 2015

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

Dear Members of the Board:

Massachusetts Development Finance Agency (MassDevelopment) will be considering approval of a revenue bond financing for a Project being undertaken by Hallmark Health System, Inc. located in the cities listed on the attachment.

In connection with the proposed financing, MassDevelopment will be holding a public hearing, as required by Section [147(f)(2)(B)(i) of the Internal Revenue Code] on April 8, 2015. The hearing is being held solely for the purpose of receiving comments, if any, from interested parties and there will be no presentation on the Project. Comments may also be provided to the Agency in writing prior to the meeting. A copy of the notice of public hearing is attached.

CHARLES D. BAKER  
Governor

For additional information, please do not hesitate to contact the borrower directly or the undersigned.

KARIN E. POLITO  
Lieutenant Governor

Sincerely,

JAY ASH  
Chairman

Deborah Boyce  
Vice President

MARTY JONES  
President and CEO

Enclosure: Summary

cc: Mintz, Levin, Cohn, Ferris, Glovsky, and Popeo,  
P.C.

One Financial Center  
Boston, MA 02111  
Attn: Len Weiser-Varon, Esq.

DB/jck

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## NOTICE OF PUBLIC HEARING

Notice is hereby given that a public hearing will be conducted by the Massachusetts Development Finance Agency ("MassDevelopment") at 12:00 p.m. on April 8, 2015 at 99 High Street, Boston, Massachusetts, on the proposal of Hallmark Health System, Inc. (the "Institution"), a Massachusetts non-profit corporation organized and operating under Section 501(c)(3) of the Internal Revenue Code, that MassDevelopment:

- (1) approve one or more projects which consist generally of the financing of (i) the acquisition and installation of medical, surgical, patient monitoring, HVAC and computer equipment, computer hardware and software, furnishings and fixtures, and related renovations, (ii) construction, renovation, and improvement of facilities, including the furnishing and equipping thereof, (iii) other routine capital expenditures, renovations and construction, including replacement of boilers, fire alarms system devices, chiller and fire pump, (iv) working capital, and (v) costs of issuance, all of which projects will be owned and operated by the Institution, will be used in connection with the Institution's day-to-day operations, and will be located at the following locations: 239 Commercial St., Malden, MA 02148; 178 Savin St., Malden, MA 02148; 170 Governors Ave., Medford, MA 02155; 101 Main St., Medford, MA 02155; 585 Lebanon St., Melrose, MA 02176; 830 Main St., Melrose, MA 02176; 8, 22 Porter St., Melrose, MA 02176; 50 Rowe Street, Melrose, MA 02176; 48 Montvale Ave., Stoneham, MA 02180; 1117 Main Street, Wakefield, MA (Dutton Center); and 400 Unicorn Park Dr., Woburn, MA 01801; and similar projects to be owned and operated by the Institution but located at the following locations that are leased or partly-owned by the Institution: 109 Commercial St., Malden, MA 02148; 578 Main St., Malden, MA 02148; One City Hall Plaza, Melrose, MA 02176; 30 New Crossings Road, Reading, MA 01867; 280 Beach Street, Revere, MA 02151; 425 Revere St., Revere, MA 02151; 480 Lincoln Ave., Saugus, MA 01906; 645 Broadway, Somerville, MA 02144; 41, 51, 92 Montvale Ave., Stoneham, MA 02180; 3 Woodland Road, Stoneham, MA 02180; 66 Concord Street, Wilmington, MA 01887; and 52 Crest Avenue, Winthrop, MA 02152; and
- (2) authorize the financing and refinancing of the costs of the projects set forth above (the "Projects") by the execution and delivery by MassDevelopment of tax exempt obligations in accordance with Chapter 23G of the Massachusetts General Laws as amended and Chapter 614 of the Massachusetts Acts of 1968, as amended, as applicable, with an aggregate principal amount not to exceed \$35,000,000 (collectively, the "Obligations").

The Obligations will not constitute a general obligation of, or a pledge of the faith and credit of MassDevelopment or a general obligation of, or a debt or pledge of the faith and credit of The Commonwealth of Massachusetts.

Interested persons wishing to express their views on the Projects and the proposed issuance of tax-exempt obligations to finance the Projects will be given the opportunity to do so at the public hearing or may, prior to the time of the public hearing, submit their views in writing to MassDevelopment at 99 High Street, Boston, Massachusetts 02110.

MASSACHUSETTS DEVELOPMENT  
FINANCE AGENCY

UCBOS



# MASSDEVELOPMENT

2015 APR -6 AM 11: 58

99 High Street  
Boston, Massachusetts  
02110

Tel: 617-330-2000  
800-445-8030

Fax: 617-330-2001

www.massdevelopment.com

March 31, 2015

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

Dear Members of the Board:

Massachusetts Development Finance Agency (MassDevelopment) will be considering approval of a revenue bond financing for a Project being undertaken by Riverside Community Care, Inc. located in the cities listed on the attachment.

In connection with the proposed financing, MassDevelopment will be holding a public hearing, as required by Section [147(f)(2)(B)(i) of the Internal Revenue Code] on April 8, 2015. The hearing is being held solely for the purpose of receiving comments, if any, from interested parties and there will be no presentation on the Project. Comments may also be provided to the Agency in writing prior to the meeting. A copy of the notice of public hearing is attached.

CHARLES D. BAKER  
Governor

For additional information, please do not hesitate to contact the borrower directly or the undersigned.

KARIN E. POLITO  
Lieutenant Governor

Sincerely,

JAY ASH  
Chairman

Benny Wong  
Vice President

MARTY JONES  
President and CEO

Enclosure: Summary

cc: Hinckley, Allen & Snyder LLP  
28 State Street #29  
Boston, MA 02109  
Attn: Stephen Weyl, Esq.

BW/jck

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NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING TO BE HELD BY THE MASSACHUSETTS  
DEVELOPMENT FINANCE AGENCY CONCERNING THE FINANCING OF A PROJECT  
FOR RIVERSIDE COMMUNITY CARE, INC., DEDHAM, MASSACHUSETTS

Notice is hereby given that the Massachusetts Development Finance Agency (the "Agency") will hold a public hearing on April 8, 2015, at 2 p.m. at 99 High Street, Boston, Massachusetts 02110, to consider the issuance of revenue bonds (the "Bonds") by the Agency in an amount not exceeding \$8,000,000 for a project to be owned and used by Riverside Community Care, Inc., 450 Washington Street, Suite 102, Dedham, Massachusetts 02026 (the "Borrower"). The proceeds of the Bonds will be used for:

- (1) the refinancing of certain existing indebtedness of the Borrower with respect to certain properties (the "Properties") owned, operated and used by the Borrower to provide healthcare and human services to its clients and located at:
  - (a) 450 Washington Street, Suite 102, Dedham, Massachusetts 02026
  - (b) 270 Bridge Street, Dedham, Massachusetts 02026
  - (c) 111 Bucknam Street, Everett, Massachusetts 02149
  - (d) 5 Susan Terrace, Woburn, Massachusetts 01801
  - (e) 84 Chestnut Street, No. Reading, Massachusetts 01864
  - (f) 525 Washington Street, Dedham, Massachusetts 02026
  - (g) 887 Mendon Street, Northbridge, Massachusetts 01534
  - (h) 976 Main Street, Reading, Massachusetts 01867
  - (i) 15 Beacon Avenue, Norwood, Massachusetts 02062
  - (j) 150 Vine Street, Reading, Massachusetts 01867
  - (k) 10&11 Williams Street, Hopedale, Massachusetts 01747
  - (l) 32 Dewey Street, Watertown, Massachusetts 02472
  - (m) 163 Sunnyside Road, Norwood, Massachusetts 02062
  - (n) 206 Milford Street, Upton, Massachusetts 01568
  - (o) 237 Highland Avenue, Needham, Massachusetts 02494
  - (p) 255 Highland Avenue, Needham, Massachusetts 02494
  - (q) 23 Revere Road, Woburn, Massachusetts 01801
  - (r) 32 Hamilton Avenue, Haverhill, Massachusetts 01830
  - (s) 6 Fiske Avenue, Stoneham, Massachusetts 02180
- (2) the financing, refinancing and/or reimbursement of the cost of acquisition, construction, furnishing, equipping, renovating, repairing, improving and/or landscaping of certain of the Properties.
- (3) The payment of costs of issuance and other costs related to the Bonds.