



Town of Reading Meeting Posting with Agenda

RECEIVED
TOWN CLERK
READING, MASS.

Board - Committee - Commission - Council:

Board of Selectmen

2015 APR 30 P 12:28

Date: 2015-05-05

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 Daniel Ensminger

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 – Kevin Sexton** **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** **7:15**
 - a. National Public Works Week
 - b. Women's Lung Health Week
 - 4) **Personnel & Appointments**
 - 5) **Discussion/Action Items**
 - a. Administrative Services Director/Ombudsman 7:20
 - b. Town Accountant Report 7:30
 - c. Reading Housing Authority Report 7:45
 - d. Update on Timberneck Swamp – CONSCOM 8:00
 - e. Ad Hoc Reading Firearms Safety Committee 8:15
 - f. Hearing – Liquor License Transfer – Grumpy Doyles 8:30
 - g. Hearing – New Liquor License – Anthony's Coal Fired 8:45
Pizza, 48 Walkers Brook Drive
 - h. Naming of Fields 9:00
 - i. Recycle Container for Lot Behind CVS – Climate
Advisory Committee 9:30
 - j. Sign Order of Taking – 25 Walkers Brook Drive 9:55
 - k. Approve change of d/b/a Sam's Bistro to Fusilli's Cucina 10:00

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

- 6) **Approval of Minutes**
 - a. April 1, 2015
 - b. April 14, 2015
- 7) **Licenses, Permits and Approvals**
 - a. Peddler's license for Tony's Ice Cream
 - b. One day liquor license for St. Athanasius Wine Tasting Event on May 30, 2015
- 8) **Executive Session**
 - a. Approval of Minutes
April 14, 2015
- 9) **Correspondence**
 - copy a. Correspondence from Governor Charles Baker and Lt. Governor Karyn Polito re: Town of Reading's Chapter 90 money
 - copy b. Email from Jill Reddish at FiOS re: upcoming changes to programming
 - copy c. Correspondence from Annemarie Rotondo, Judith Agnes and Carl Mockler from AARP thanking staff for their assistance during the tax season
 - copy d. Email from Jill Reddish from FiOS re: programming changes
 - copy e. Correspondence from Marcel Dubois, President RCTV Board of Directors to Jane Lyman at Comcast re: Onscreen Program Guide for Local Programming
 - copy f. Correspondence from Marcel Dubois, President RCTV Board of Directors to Jill Reddish at Verizon re: Onscreen Program Guide for Local Programming
 - copy g. Town of Reading FY15 Legal Budget

DRAFT - BOARD OF SELECTMEN			
2015	AGENDAS		2015
4/30/2015		Staff	Estimated
	Town Meeting April 27, 2015	Monday	
	Town Meeting April 30, 2015	Thursday	
	Town Meeting May 4, 2015	Monday	
	May 5, 2015		
Office Hour	Kevin Sexton		6:30
Proclamations	National Public Works Week and Women's Lung Health Week		7:15
	Administrative Svcs Director/Ombudsman	Kraunelis	7:20
	Town Accountant Report	Angstrom	7:30
	Reading Housing Authority Report	Whyte	7:45
	Update on Timberneck Swamp - CONSCOM	Tirone	8:00
	ad hoc Reading Firearms Safety Committee	LeLacheur	8:15
Hearing	Liquor License Transfer - Grumpy Doyles	LeLacheur	8:30
Hearing	New Liquor License - Anthony's Coal Fired Pizza, 48 Walkers Brook Drive	LeLacheur	8:45
	Naming of fields	LeLacheur	9:00
	Recycle container for lot behind CVS - Climate Advisory Committee	LeLacheur	9:30
	Sign Order of Taking - 25 Walkers Brook Drive	LeLacheur	9:55
	Approve change of d/b/a Sam's Bistro to Fusilli's Cucina		10:00
	May 19, 2015		
Certificate	Eagle Scout Ducan Dietz		7:15
	CAB (RMLD) member Report	Mancuso	7:20
	RCTV members Report	Goldy	7:30
	Climate Advisory Committee Report	D'Addario	7:40
	RMHS Robotics Team followup	LeLacheur	7:50
	Walk Reading Weekend: Walkable Reading & Trails Committee	LeLacheur	8:15
	Lincoln Street 40B project	LeLacheur	8:30
	Discuss Boards and Committees that 'sunset' on June 30, 2015	LeLacheur	9:00
	June 2, 2015		

Office Hour	Dan Ensminger		6:30
HEARING	Approve Classification & Compensation	Perkins	7:20
	Appoint Town Counsel	Ensminger	7:30
	Appointments of BCCs	VASC	7:40
	Birch Meadow Field Lighting	LeLacheur	8:00
	Review FY16 Town Manager Goals	LeLacheur	9:00
	June 16, 2015		
	June 30, 2015		
	July 21, 2015		
Office Hour			6:30
	August 11, 2015		
Office Hour			6:30
	September 1, 2015		
Office Hour			6:30
	September 15, 2015		
	October 6, 2015		
Office Hour			6:30
	October 20, 2015		
	November 3, 2015		
Office Hour			6:30
	Town Meeting November 9, 2015	Monday	
	Town Meeting November 12, 2015	Thursday	
	Town Meeting November 16, 2015	Monday	
	November 17, 2015		
	Liquor License Renewals		
	December 1, 2015		
Office Hour			6:30
	December 15, 2015		
	Approve Licenses - non-alcohol		
Future Agendas			
	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		
Recurring Items			
	Close Warrants	by Sep 23/Nov	
		by Mar 3/April	
	Review BOS/TM Goals	Mar-July-Dec	Tri-ann
	Review Customer Service survey results	Feb & Aug	Semi-ann
	Review Regionalization efforts		as needed
	Appointments of BCCs	June	Annual
	Approve Classification & Compensation	May/June	Annual
	Tax Classification Hearing	October	Annual
	Approve licenses	December	Annual
	Appoint Town Counsel	June	Annual
Reports to BOS	Town Accountant Report		Qtrly
	RCTV members Report		Semi-ann
	CAB (RMLD) member Report		Semi-ann
	MAPC member Report		Semi-ann
	BOS Appointed Boards, Committees & Commissions	NEW	Annual
	Reading Housing Authority Report		Annual
	Reading Ice Arena Report		Annual



Office of the Town Manager
16 Lowell Street
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To: Board of Selectmen
From: Robert W. LeLacheur, Jr. CFA
Date: April 29, 2015
RE: May 5th Agenda

Next Tuesday night the VASC will meet in advance of your regular meeting to discuss applicants for the ad hoc Reading Firearms Safety Committee. I will be covering Office Hours as a result.

Early in your meeting our new Administrative Services Director/Ombudsman Matt Kraunelis will be in to meet the Board members. As Dan will attest, we had a very strong pool of candidates, and Matt was the best fit for this position. Note that yesterday we met with a local Sign provider to make sure the office of the Ombudsman is clearly marked at Town Hall, as specified in the Charter.

Next Sharon Angstrom will be in to give the Board her quarterly update. Among other items she will provide you with a copy of our latest Audit Letter.

Lyn Whyte will follow with an update from the Reading Housing Authority. Sometimes the RHA Board needs to meet jointly with the Selectmen, but there are no issues next week that require any action.

Conservation Administrator Chuck Tirone will be in to provide an update on Timberneck Swamp. Thursday night at Town Meeting Kevin Sexton, under a Report in Article 2, will preview some of Chuck's remarks.

The Board will then take up the VASC's advice of filling out the ad hoc Reading Firearms Safety Committee with four members from the general public. Board members Sexton and Halsey will be joined by the Police Chief's designee, Deputy Chief Segalla on this committee of seven members.

Then the Board will take up two formal Hearings concerning liquor licenses: first a straightforward transfer request for Grumpy Doyles; followed by a new license for a venture going into 48 Walkers Brook Drive (the former Mac Grille location). This venture is called Anthony's Coal Fired Pizza. Each of these discussions typically provides an opportunity to chat with the business owner as to how they are doing, or why they chose Reading in the latter case. It is always helpful to remind them about the Board's stance on license violations, and the presence of RCASA as a resource.

The Climate Advisory Committee will be in to request the placement of a recycle container behind the CVS lot. This will require giving up at least one parking spot, as they will describe. As the MF Charles build-out is not complete, it is difficult to forecast 'final' parking demands for the location at this point. The hauler is willing to do this on a sort of trial basis, and if the volume is not sufficient to discontinue the service. Having walked the sites many times for this express purpose, my main comment is it would be ideal for all business owners in the location to collaborate and clean up the many rubbish locations, and to make room for a central recycling location without sacrificing parking.

The Board will then take up a request for a field naming to honor a past RMHS coach. You will see a letter of recommendation in your packet. At a previous meeting the Board expressed an interest in handling such requests one at a time instead of trying to draft a policy that could cover all possibilities.

There are a couple of housekeeping issues to follow, signing an order of taking for the bus shelter (it will never go away), and a change in 'doing business as' from Sam's Bistro to Fusilli's Cucina.

We have deferred the discussion of the five 'sunsetting' boards and committees to May 19th in order to give them more time on an agenda. As a reminder these groups include: Human Relations Advisory Committee, Economic Development Committee, Trails Committee, Fall Street Faire Committee and Climate Advisory Committee.

Here is a brief summary of your May 19th agenda:

CAB (RMLD) report – Mancuso

RCTV members report – Goldy

Climate Advisory report – D'Addario

RMHS Robotics team follow-up

Walk Reading Weekend – Walkable Reading & the Trails Committee

Lincoln Street 40B project – the applicant will be in to discuss a 'friendly 40B'. There is a site walk on May 5th that Kevin Sexton will attend; staff has had several meetings with the developer – stay tuned.
Discuss Boards and Committees that 'sunset' on June 30, 2015

Also note that we are planning a community meeting to discuss the Birch Meadow field lighting project. That will occur either on June 2nd or June 16th.

	PRIOR YEAR				CURRENT YEAR				Chairman's Liaison Recommendations
	Chair	Vice Chair	Secretary		Chair	Vice Chair	Secretary		
	Arena	West	Ensminger	Sexton	Ensminger	Halsey	Sexton	Arena	
Administrative Services									
Boards and Committees									
Board of Selectmen VASC			Ensminger	Sexton	2	1	1	3	Sexton, Halsey
School Committee	Arena		Ensminger		1	2	2	1	Ensminger, Arena
School Space Committee			Ensminger		2	1	3	2	Berman, Halsey
Regional School District	Arena		Ensminger		2	2	3	1	Arena
RMLD Commissioners		West			3	2	3	2	Arena
RMLD CAB		West			3	2	3	2	Arena
Bylaw Committee	Arena				3	3	2	3	Sexton
Finance Committee	Arena	West			3	2	3	1	Berman, Arena
Library Building Committee					1	3	2	3	Berman
Permanent Building Committee					2	1	1	2	Berman, Sexton
Community Groups/Communication									
RCTV Board of Directors			Ensminger		2	1	2	2	Arena
Cultural Council	Arena				2	***	2	1	Arena
Climate Advisory	Arena				3	***	3	2	Berman
Reading Ice Arena Authority				Halsey	2	1	3	2	Halsey
Walkable Reading				Halsey	2	2	3	3	Berman
Celebration Committee				Halsey	3	2	3	3	Berman
Other									
Ad Hoc Firearms Safety Comm.					3	1	1	***	Halsey, Sexton
Animal Controls Appeal Comm.			Ensminger		2	2	3	3	Ensminger
Moderator	Arena				1	***	2	***	Ensminger
Rules Committee	Arena				1	***	2	***	Suggest this be Board Chair
Board of Registrars	Arena				1	***	3	***	Suggest this be Board Chair
Constables	Arena				1	***	2	***	Suggest this be Board Chair
					1	***	3	***	Suggest this be Board Chair
Public Services									
Community Services									
Council on Aging			Ensminger	Sexton	2	2	1	2	Sexton
Mystic Valley Elder Services			Ensminger	Sexton	2	2	1	2	Sexton
Board of Health					2	1	2	2	Halsey
Recreation Committee					1	1	3	2	Halsey
Fall Street Faire					2	1	3	2	Halsey
Cust. of Soldiers & Sailors Graves				Sexton	2	3	1	2	Sexton

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



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To: Board of Selectmen
From: Robert W. LeLacheur, Jr. CFA
Date: April 15, 2015
RE: Treasurer - Collector

Now that the changes to the Reading Home Rule Charter have become effective, I am recommending and requesting that the Board of Selectmen combine the powers and duties of the Town Treasurer with those of the Town Collector. Nancy Heffernan, who has ably served in the role of Treasurer/Collector under the former Charter, will continue in that role if approved. I have included the current language from the Charter below for your convenience:

6.4 Town Treasurer

Appointment and Qualifications – There shall be a Town Treasurer, appointed by the Town Manager. The Town Treasurer shall be qualified in accordance with the Massachusetts General Laws.

[Amended November 15, 2004 - Article 16 and approved by vote of the Town on April 5, 2005]

The Board of Selectmen, upon the recommendation of the Town Manager, may combine the powers and duties of the Town Treasurer with those of the Town Collector, and the Town Manager may then appoint a Town Treasurer-Collector.

Powers and Duties – In addition to the powers and duties conferred and imposed upon Town Treasurers by the Massachusetts General Laws, the powers and duties of the Town Treasurer shall include:

- (a) To supervise and be responsible for the prompt deposit, safekeeping and management of all monies collected or received by the Town.
- (b) To be the custodian of all funds, moneys, securities or other things of value that are or have been given, bequeathed or deposited in trust with the Town for any purpose, including the preservation, care, improvement or embellishment of any of the Town's cemeteries or burial lots therein; to invest all sums held in trust as he determines to be appropriate after consultation with the Board of Commissioners of Trust Funds; and to distribute the income therefrom on the order of said Board.

Vacancy – If the Town Treasurer is unable to perform his duties because of disability or absence or if the office is vacant because of resignation, dismissal or death, the Town Manager may appoint a temporary Town Treasurer to hold such office and exercise the powers and perform the duties until the Town Treasurer can resume his duties, or until another Town Treasurer is duly appointed.

6.5 Town Collector

Appointment and Qualifications – There shall be a Town Collector, appointed by the Town Manager. The Town Collector shall be qualified in accordance with the Massachusetts General Laws.

The Board of Selectmen, upon the recommendation of the Town Manager, may combine the powers and duties of the Town Collector with those of the Town Treasurer, and the Town Manager may then appoint a Town Treasurer-Collector.

Powers and Duties – In addition to the powers and duties conferred and imposed upon Town Collectors by the Massachusetts General Laws, the powers and duties of the Town Collector shall include:

- (a) To be responsible for the collection and receipt of all sums and accounts due, owing or paid to the Town including taxes and fees, and shall act as the Town Collector of Taxes.
- (b) To report to the Town Manager at such times as he may direct or as he may deem appropriate, but at least semi-annually, as to all uncollected claims or accounts due or owing to the Town. Such reports shall include the Town Collector's recommendations as to whether suit should be instituted on behalf of the Town for the establishment or collection of any claim or account for the benefit of the Town.

Vacancy – If the Town Collector is unable to perform his duties because of disability or absence or if the office is vacant because of resignation, dismissal or death, the Town Manager may appoint a temporary Town Collector to hold such office and exercise the powers and perform the duties until the Town Collector can resume his duties, or until another Town Collector is duly appointed.

PROCLAMATION
NATIONAL PUBLIC WORKS WEEK

Whereas, public works services provided in our community are an integral (but often unnoticed) part of our resident's everyday lives; and

Whereas, the support of understanding and informed residents is vital to the efficient operation of public works programs such as water, sewers, streets, highways, parks and forestry, and solid waste collection; and

Whereas, the health, safety and comfort of residents this community depends on these facilities and services; and

Whereas, the quality and effectiveness of these services is vitally dependent upon the efforts and skill of public work officials and employees; and

Whereas, the efficiency of the qualified and dedicated personnel who staff our Public Works department is materially influenced by the resident's attitude and understanding of the importance of the work they perform; and

Now, therefore, we, the Board of Selectmen of the Town of Reading, Massachusetts does hereby proclaim the week of May 17 to May 23, 2015 as Public Works Week in the Town of Reading and we call upon all residents and civic organizations to acquaint themselves with the issues involved in providing quality public works services to this community and to recognize the contributions which public works officials and employees make every day to our health, safety, comfort, and quality of life.

THE BOARD OF SELECTMEN

PROCLAMATION

Women's Lung Health Week

- Whereas,** Every five minutes, a woman in the U.S. is told she has lung cancer; and
- Whereas,** Lung cancer is the #1 cancer killer of women in the U.S.; and
- Whereas,** The lung cancer rate in women has almost doubled over the past 37 years; and
- Whereas,** Advocacy and increased awareness will result in more and better treatment for women with lung cancer and other lung diseases and will ultimately save lives; and
- Whereas,** LUNG FORCE is the national movement led by the American Lung Association, with the mission of making lung cancer history – uniting women to stand together with a collective strength and determination to lead the fight against lung cancer and for lung health.

Now, therefore, we, The Board of Selectmen of the Town of Reading, Massachusetts do hereby proclaim **May 11 – 17, 2015** as **Women's Lung Health Week** in the Town of Reading and encourage all residents to learn more about the detection and treatment of lung cancer.

THE BOARD OF SELECTMEN

March 17, 2015

Dear Board of Selectman,

As a staff member of the American Lung Association of the Northeast and a resident of Reading, I am submitting the enclosed proclamation for consideration.

We ask that the second week in May, this year starting Monday, May 11th, be recognized as Women's Lung Health Week. As the proclamation declares, lung cancer is the number one cancer killer of women in the United States and public awareness is currently lacking. We hope that this proclamation will spur more conversation and awareness, not just around lung cancer, but all lung health. To this end, the Lung Association has recently launched a nationwide awareness campaign called **LUNG FORCE**.

Please feel free to contact me at EHickey@LungNE.org or at 781.314.9005 with any questions or next steps on how to secure the proclamation.

Thank you for your consideration,



Erin Hickey-Reardon
Senior Development Manager

Welcome



*Matt Kraunelis
Town of Reading
Administrative Services
Director*

After an exhaustive search, The Town of Reading is ready to welcome Matt Kraunelis, as our first Administrative Services Director, on May 4th.

Matt comes to us with an extensive background in public service. He most recently has served as Deputy Chief of Staff to the Undersecretary in the Massachusetts Office of Consumer Affairs & Business Regulation. Previously he served as Chief of Staff to the Mayor of Methuen, Massachusetts for 6 years, and held an elected position as a City Councilor for 6 years. Matt also brings with him the experience of serving as Assistant General Counsel to the Massachusetts Department of Mental Health and several years of utilizing his Law Degree from Suffolk University throughout the Greater Merrimack Valley area. His well rounded experience dealing with a myriad of issues including Community Development, union contracts, press releases, communications and assisting the general public made him an outstanding candidate for this position.

We look forward to welcoming Matt here at Town Hall on May 4th and hope you will take some time to drop by and introduce yourself to our newly appointed ombudsman and Administrative Services Director.



37.5 Hrs.	Administrative Services Director	Position Description	
Direct Report	Town Manager	Grade	L
Department	Administrative Services	FLSA	Non-Exempt
Division		Bargaining Unit	Non- Union
Date	October 2014	Location	Town Hall

Summary

The Administrative Services Director serves as the Department Head for Administrative Services, which includes the following Divisions: Town Manager's Office; Human Resources; Technology; Operations; and Town Clerk/Elections. This position also fills the role of Ombudsman as defined by the Reading Home Rule Charter.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. To act as an Ombudsman to all citizens in their day-to-day contacts and dealings with the Town, its officials, and boards:
 - a. to direct the citizens to the proper Town Officer, Board or Committee to deal with the issue or concern of the citizen;
 - b. to set up appointments for citizens to meet with directors, department heads and Boards as appropriate;
 - c. to provide citizens with access to public information within the Town and;
 - d. to otherwise serve the public in connection with their dealings with the Town.
2. Facilitates communication between the citizenry and staff; interfaces with appropriate departments and community leaders to foster relationships with the public and Town government.
3. Acts as liaison for public information requests, general inquiries, appointment requests and other requests from residential, commercial and media constituents on behalf of the Town Manager; prepares necessary written or verbal responses.
4. Communicates official plans, policies and procedures to staff and members of the general public on behalf of the Town Manager. Provides outreach to community organizations, residents and business owners in a pro-active manner.
5. Conducts strategic evaluation of the use of technology with a focus on Town government's internal Operations and external Communications.
6. Attends meetings and conferences representing the Town Manager to provide and obtain information; may address public agency and community groups as the representative for the Town Manager upon request.
7. Develops and maintains professional relationships with local, state, county, state and federal officials.
8. Conducts research and analysis on issues of importance to the Town Manager.
9. Provides advice, input and recommendations on issues affecting the Town Manager, Town departments and constituents.

Peripheral Duties

1. Serves on employee committees as required
2. Attends Board of Selectmen, School Committee, Library Trustee, FINCOM and other meetings as requested by the Town Manager.

Supervisory Responsibility

1. This position serves as the Department Head for Administrative Services, as shown in the Table of Organization. The department includes direct supervision of the division heads for Human Resources, Technology, Operations and the Town Clerk's Office.

Competencies

Personal Effectiveness	Credibility / Confidentiality	Thoroughness
Collaborative Skills	Communication Proficiency	Flexibility

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Work Environment

This position operates in a professional office environment. This position routinely uses standard office equipment such as computers, phones, photocopiers, fax machines and utilizes the typical office storage equipment such as file cabinets, shelving, desks, etc.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

Work Hours

This is a full time position with typical 37.5 hours per week 7:30 AM to 5:30 PM Monday through Thursday (except 7pm on Tuesday) plus night meetings as required.

Minimum Qualifications

- 1. Master's Degree in public administration, political science, human resources, business management or closely related field;
- 2. Five (5) years of related experience;
- 3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Additional Knowledge, Skills and Abilities:

- 1. Working knowledge of the principle practices of public administration, communication, human resources;
- 2. Ability to establish and maintain professional working relationships with staff, supervisors and deliver a high level of customer service to members of the general public;
- 3. Ability to maintain confidentiality, communicate effectively, multi-task and prioritize.

Other Duties

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs.

Signatures

This position description has been approved by all levels of management:

Town Manager: _____ HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

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	Balance 30-Jun-11	FY12 Revenues	FY12 Expenditures	Balance 30-Jun-12	Net Gain/(Loss)	FY13 Revenues	FY13 Expenditures	Balance 30-Jun-13	Net Gain/(Loss)	FY14 Revenues	FY14 Expenditures	Balance 30-Jun-14	Net Gain/(Loss)	FY15 Budget Offset
Revolving Fund:														
School Lunch Program	244,010	1,284,391	1,200,456	327,945	83,935	1,045,872	1,081,042	292,776	(35,169)	1,124,091	1,074,815	342,052	49,276	
Athletic Activities	190,368	296,054	289,816	196,606	6,238	324,465	330,305	190,767	(5,839)	349,985	364,845	175,907	(14,860)	(330,000)
Guidance Revolving Fund	3,608	49,046	45,527	7,127	3,519	48,356	47,873	7,610	483	44,172	45,111	6,671	(939)	
Coollidge Extracurricular	7,710	1,255	4,663	4,302	(3,408)	575	1,214	3,663	(639)	1,125	500	4,288	625	
Parker Extracurricular	3,705	385	280	3,810	105	50		3,860	50			3,860		
School Transportation		48,043	47,735	308	308	42,395	42,743	(40)	(348)	41,626	41,333	253	293	
Drama Activities RMHS	37,575	94,455	105,670	26,360	(11,215)	109,882	88,909	47,334	20,973	117,993	115,800	49,527	2,193	(42,000)
Band Extracurricular Activities	3,457	24,751	7,154	21,054	17,597	18,885	21,105	18,834	(2,220)	53,650	42,606	29,878	11,044	
Drama Activities Parker	22,060	19,803	19,773	22,090	30	25,555	19,959	27,686	5,596	30,004	23,568	34,121	6,435	
Parker After School Activities	8,256	26,824	25,465	9,615	1,359	27,927	22,932	14,610	4,995	34,576	32,819	16,367	1,757	
Extended Day Program	230,176	633,992	402,457	461,710	231,534	711,204	630,889	542,025	80,315	889,899	771,294	660,630	118,605	(35,000)
Drama Activities Coollidge	29,526	22,364	28,822	23,068	(6,458)	22,077	21,985	23,160	92	14,430	26,627	10,963	(12,197)	
Adult Education Program	29,332	29,157	34,422	24,067	(5,265)	38,357	39,236	23,188	(879)	34,813	53,520	4,481	(18,707)	
Summer School Program	44,620	52,617	28,060	69,177	24,557	67,910	77,528	59,558	(9,618)	98,287	110,696	47,149	(12,410)	
RISE Preschool Program	259,413	173,652	199,727	233,338	(26,075)	250,233	33,899	449,671	216,334	254,310	229,912	474,070	24,399	(300,000)
Education Special Detail		2,250	2,250			25	100	(75)	(75)	226	(100)	251	326	
Use of School Property	136,197	255,511	247,954	143,754	7,557	210,369	192,311	161,812	18,058	200,715	265,825	96,701	(65,110)	(200,000)
Special Education Tuition	411,505	197,130	189,223	419,412	7,907	246,023		665,435	246,023	239,098	63,828	840,705	175,270	(330,804)
Full Day Kindergarten Tuition	479,033	636,901	626,759	489,175	10,142	659,922	536,003	613,094	123,919	707,048	665,000	655,141	42,048	(853,000)
Total - All Funds	2,140,551	3,848,581	3,506,215	2,482,917	342,366	3,850,082	3,188,032	3,144,967	662,050	4,236,048	3,927,999	3,453,016	308,048	(2,090,804)

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 This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager at postmaster at dor.state.ma.us.

SecureMail Gateway has certified this message:

Part 1 (the whole message):		
Encrypted	Y	This part was successfully decrypted.
Integrity	Y	Verified integrity check from <blau@dor.state.ma.us> at 03 Mar 2015 10:40:36 EST
Origin	blau@dor.state.ma.us emailAddress=blau@dor.state.ma.us Email Aliases: blau@dor.state.ma.us	
Certificate	Y	Verified certificate from <blau@dor.state.ma.us> at 03 Mar 2015 10:40:36 EST
Origin	blau@dor.state.ma.us emailAddress=blau@dor.state.ma.us Email Aliases: blau@dor.state.ma.us	

Attachments:

untitled-1.1	
Size:	10 k
Type:	text/plain
FY16 full day kindergarten policies.docx	
Size:	58 k
Type:	application/vnd.openxmlformats-officedocument.wordprocessingml.document
Info:	FY16 full day kindergarten policies.docx
2006-220.pdf	
Size:	112 k
Type:	application/pdf
Info:	2006-220.pdf
globalcerts.txt	
Size:	0.4 k
Type:	text/plain
Info:	GlobalCerts Private

562

From: "DOR DLS Law" <dlslaw@dor.state.ma.us>
Subject: 2015-190 Reading - Question on Legality of Taxpayer Funded School Department
Entrepreneurial Business
Date: Tue, March 3, 2015 10:40 am
To: "lmfphillips@comcast.net.secure" <lmfphillips@comcast.net>
Cc: "Oneil, Maura A." <oneilma@dor.state.ma.us>, "sangstrom@ci.reading.ma.us.secure"
<sangstrom@ci.reading.ma.us>

Linda:

Your inquiry involves the operation of a school program authorized by the school committee under a school revolving fund and subject to the oversight of the Department of Elementary and Secondary Education (DESE). I note from a quick search of DESE's website that it has considerable guidance available concerning the establishment of full-day kindergarten programs receiving grant funds, including annual tuition and lottery policies. See FY2016 Tuition and Lottery Policies (for school year 2015-16) for quality full-day kindergarten grantees, attached. I am advised by the town accountant that the town does not qualify for grant funds for a full-day kindergarten program, so it may be that the DESE tuition and lottery policies do not apply. However, the guidance with respect to the revolving fund appears to be pertinent in any event. That policy and procedure provides:

Tuition collected for FDK must be allocated to a revolving account to be used exclusively for the FDK program. Budget processes must allow for the accurate tracking of how these funds are spent within the FDK program. These data are subject to review by the Department.

In addition, districts must have a process for annually reviewing the tuition calculations and determining whether refunds to families and/or a change in the annual tuition amount for the following school year are needed.

The policy specifically requires that funds received as tuition for the program be placed in a revolving fund, and at least two statutory revolving funds would appear to be appropriate; GL c. 71, §47 (school sponsored activity revolving fund) and GL c. 44, §53E ½ (departmental revolving fund authorized by town meeting). Also, the extended school program revolving fund under GL c. 71, §26C (if the program is approved by the board of selectmen under GL c. 71, §26A) or the continuing education program under GL c. 71, §71E (if accepted by the town) conceivably might apply (although continuing education is commonly understood to mean post-secondary education). I refer you to DESE with respect to your specific questions about the operation of Reading's program (which I am advised is under a section 71E revolving fund).

With respect to your question concerning whether the school department may run an "entrepreneurial business," I refer you to Opinion 2006-220 (attached), in which we addressed a similar question with respect to an extended day school services program under GL c. 71, §§26A-26D. In that opinion we suggested that all direct and indirect costs of operating the program could be used to determine a fee for participants. Whether those fees should and/or do include amounts to reduce the town's capital and maintenance costs for the facilities used by the program or future employee benefit costs, such as retirement and health insurance, is a local matter, but also subject to the oversight of DESE. If you are concerned that the tuitions charged include those amounts, but they are not being used to offset the capital expenses or the future employee benefit costs, that may be an issue for you to raise with DESE. If those amounts must go into a school department revolving fund as well, the school committee would have to initiate expenditure of the funds for those purposes.

Finally, you may want to verify with the town accountant and/or the school business manager that the actual cost of providing the non-mandatory part of the full-day program is being paid from the revolving fund. If the

school department is paying those expenses from budgeted school department funds, then the tuitions may be accumulating in the revolving fund, causing the fund to keep the high balance. If that is the case the school department should be required or encouraged to use the revolving fund to pay those expenses, not budgeted school department funds appropriated to cover school expenses for other school obligations. You may want to verify with DESE that it is not appropriate to pay the cost of the voluntary part of the full-day Kindergarten program from funds budgeted to cover school education obligations otherwise required by law, since the schools are charging tuition to the parents for that program. A reduction of the tuition fees may be in order if the funds are not necessary for the operation of the program in whole or in part. If the payment of the extended Kindergarten day expenses is from budgeted school department funds rather than the revolving fund, the town may want to consider reducing future budget requests from the school department to the extent the tuitions are intended to cover the expenses from the revolving fund. It is to be noted that while these revolving fund amounts are retained in the school department accounts from year to year, they cannot be used for any other purpose than the extended Kindergarten program. Amassing significant sums in the fund may make sense if they are intended to be used to pay anticipated future capital expenses and/or future employee retiree benefits associated with the program. Again, you should contact DESE to verify whether such fees may be expended for those purposes from the particular school revolving fund being used.

I hope this will be of some assistance.

Gary A. Blau, Tax Counsel
Bureau of Municipal Finance Law
PO Box 9569
Boston, MA 02114-9569
617-626-2400
blau@dor.state.ma.us

This e-mail response is intended to provide general information about the application of municipal tax and finance laws and Department of Revenue policies and procedures. It is not a public written statement, as defined in 830 CMR 62C.3.1, and does not state the official position of the Department on the interpretation of the laws pertaining to local taxes and finance. It should be considered informational only.

From: Linda Phillips [<mailto:lmfphillips@comcast.net>]
Sent: Monday, February 23, 2015 3:39 PM
To: DOR DLS Law
Subject: Question on Legality of Taxpayer Funded School Department Entrepreneurial Business

I am a Town Meeting member in Reading. We have been asked to vote on a capital construction project for an All Day Kindergarten Program for which 1/2 day is paid for by the parents if they wish to participate because Dept. of Education does not mandate this. This program has expanded outside the available school spaces because of the demand for the program.

Question: Is it legal for the School Dept. to run an "entrepreneurial business" in a property owned by the taxpayers? The revolving funds for this account accumulates and minimal is used to offset the salaries and expenses of running such a program. They carry a balance over a \$1.3M in the All Day Kindergarten revolving fund. They run several other programs in SPED and Extended Day Programs as well for which they receive revenue, but are not using the revenue to lower the costs the taxpayers pay for facility use paid for in the School department operating budget. What is best practice or has this procedure already been established?

Linda Phillips
Reading, MA
781-944-4407
e-mail lmfphillips@comcast.net

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August 28, 2006

Daniel M. Sullivan
Sullivan, Rogers and Company, LLC
Corporate Place I, Suite 204
99 South Bedford Street
Burlington, MA 01803

Re: G.L. Chapter 71, Sections 26A, 26B and 26C
Fees of Extended School Programs
Our File No. 2006-220

Dear Mr. Sullivan:

This is in reply to your recent letter requesting our opinion with respect to several issues relating to the fees of an extended day school services program operated under the provisions of G.L. Chapter 71, Sections 26A, 26B and 26C. Under these provisions, a school committee, with the approval of the selectmen in a town, is authorized to offer extended school services, determine a fee to be paid by parents toward the cost of such services and establish a special account for financing the program. This special account, a so-called "revolving fund," is the repository for governmental grants or other monies received from organizations, employers or other individuals, as well as the fees charged to parents for the extended school services. Pursuant to Section 26C, monies in this special fund may be expended by the school committee in support of the program without town meeting appropriation.

You first inquire as to whether there is any limit on the amount of fees that can be charged for enrollment in the program. In this regard, you ask whether the fees are essentially intended to cover the cost of providing the service, or whether the fees may be set so as to generate a surplus or profit. In considering whether an exaction is a fee or an unlawful tax, the Supreme Judicial Court generally observed that fees are charged for a particular governmental service, are paid by choice, and "...the charges are collected not to raise revenues but to compensate the governmental entity providing the services for its expenses." Emerson College v. City of Boston, 391 Mass. 415, 424, 425 (1984) In our view, therefore, the fees or charges for participation in the extended school services program must be calculated and used to offset the overall costs or expenses of providing the service, and not to produce a surplus or profit in excess of the costs of the program.

Your second question asks more specifically what costs should be considered program expenses and be charged to the special fund. In our opinion, the overall "costs" or "expenses" of a program would include all direct and indirect costs associated with the provision of the services or program. As you mention, salaries, employees' benefits, and operational supplies would clearly constitute program costs. Likewise, in our view, custodial, maintenance and utility expenses that are clearly associated with the premises

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Daniel M. Sullivan
Sullivan, Rogers and Company, LLC
Page Two

occupied and used by the program would be appropriate costs of the program, provided the amounts so determined have been reasonably and realistically allocated. Additional information regarding the costing of municipal services may be found in our publication Costing Municipal Services: Workbook and Case Study, which may be found at <http://www.dls.state.ma.us/publics.htm>.

Your next question asks whether any accumulated surplus of an extended day program may be used by the school committee for non-related expenses, i.e., "...to supplant the costs of the regular school operating budget." As it is our view that the nature of user fees or program charges is "compensatory," and they are not intended to serve as a resource for the augmentation of general revenues, it is our opinion that such funds cannot be expended for any non-related purposes. This would be the case whether such non-related expenditures were proposed by the school committee or town meeting. (Question 4) Moreover, this conclusion seems confirmed by the specific language of G.L. Chapter 71, Section 26B that authorizes the school committee to establish fees to be paid by parents "...toward the cost of said services." Accordingly, to the extent that monies have been accumulated in a special Extended School Services revolving fund under Section 26C, the monies remain in the fund to be used by the school committee as necessary and appropriate in support of continuing extended school services.

I hope this information proves helpful.

Very truly yours,



Kathleen Colleary, Chief
Bureau of Municipal Finance Law

KC/DJM

**Massachusetts Department of Revenue
Division of Local Services
Municipal Databank/Local Aid Section**

Special Revenue Funds from Schedule A

The purpose of the Schedule A is to account for a municipality's revenues, expenditures and other financing sources, uses, changes in fund balance and certain balance sheet account information.

Revolving Funds

The Revolving Funds Revenues consist of the total for taxes and excises, charges for services, federal revenue, state revenue, miscellaneous revenue and earnings on investment accounts.

The Revolving Funds Expenditures consist of the total for salaries and wages, expenses, construction, capital outlay and debt service.

The Revolving Funds Ending Balances consist of the sum of the excess of revenues and other financing sources over expenses and other financing uses, the fund balance at the beginning of the year and adjustments.

Helpful Links

[Schedule A](#)

Massachusetts Department of Elementary and Secondary Education
Office of Learning Supports and Early Learning

**FISCAL YEAR 2016 TUITION AND LOTTERY POLICIES (FOR SCHOOL YEAR 2015-2016)
FOR QUALITY FULL-DAY KINDERGARTEN GRANTEES (FUND CODE 701)**

NOTE: Lottery Policies begin in the middle of page 4. Tuition Policies begin below.

A) Tuition Policies for Full-Day Kindergarten Grant Districts

All school districts are required to provide a free, part-time kindergarten education for eligible children. Although the Department of Elementary and Secondary Education (Department) strongly encourages all districts to offer full-day kindergarten (FDK) free of charge, districts may charge tuition for hours beyond the 425 instructional hours required for part-time kindergarten.

Districts receiving state funds under the Quality FDK grant program that charge tuition for the second half of the day must abide by the following requirements and submit a signed Statement of Assurance and Sliding Fee Scale Worksheet to the Department's Office of Learning Supports and Early Learning (OLSEL). These tuition related documents can be found on the [Kindergarten Grant website \(http://www.doe.mass.edu/kindergarten/grants.html\)](http://www.doe.mass.edu/kindergarten/grants.html). All School Committees and the staff involved in kindergarten registration and determining income eligibility should also be informed of these policies.

1. Chapter 70 and Student Information Management System (SIMS) data reporting:

Districts can get reimbursed through Chapter 70 for students attending FDK for free. Students whose families are charged tuition for the second half of the FDK program *cannot* be counted as full-time students (1 FTE) for Chapter 70 reimbursement. Please make sure to identify these children correctly on the SIMS data submission in October 2015. Use "KF" for children attending Kindergarten for Free, and use "KT" for Kindergarten students whose families pay Tuition.

2. Children on Individualized Education Programs (IEPs):

Children on IEPs must attend FDK free of charge if their IEP specifies a full-day placement. If FDK is not district-wide, space should be reserved for children with IEPs that specify full-day placements.

3. Definition of family, for tuition purposes:

For the purpose of determining financial assistance with kindergarten tuition, "family" is defined as parent(s)/legal guardian(s) and his/her/their dependent children.

4. **Tuition cap:**

The Department reserves the right to cap the tuition that grantees charge families. The tuition cap for FY16 is \$4,000. Families earning 25% or less of the State Median Income (SMI) *cannot* be charged tuition. Free tuition is *suggested* for families earning 26-50% SMI, and the maximum tuition that can be charged for this SMI range is 10-18% of annual tuition or \$300-\$540 (whichever is less). Refer to the FY16 Kindergarten sliding fee scale worksheet for the formulas that determine the maximum percentage of annual tuition that can be charged per income level.

5. **Sliding fee scale:**

Grantees that charge tuition *must* implement the Department's sliding fee scale to ensure equity for all families. Tuition increases gradually from the selected "free" point (e.g., eligible for free and/or reduced lunch, at or below 25% of SMI) up to full tuition (e.g., above 100% of SMI). In addition:

- a. Districts must consider eligibility for *discounted or waived tuition* for any family that may be unable to pay the whole tuition due to unpredicted adverse circumstances at any time during the school year (e.g., serious illness of a parent, homelessness, loss of family business or job, foster care, grandparent/guardian age 65 or older and retired, etc.).
- b. Applications and information submitted by families for tuition assistance are protected by the Family Educational Rights and Privacy Act (FERPA).
- c. Districts must send a copy of the sliding fee scale to OLSEL for approval before making it available to families. A copy of the anticipated scale should be submitted along with the Statement of Assurance to the Department for approval, via email (achievement@doe.mass.edu) or fax (781-338-3090) at least two weeks before providing the scale to families.

6. **Additional Tuition Discounts:**

- a. ***Children in foster care with temporary guardians, or children in the care of grandparents:*** Tuition should be waived for foster parents authorized for care by the Department of Children and Families (DCF), or who serve as temporary guardians, or for grandparents serving as the child's guardian(s).
- b. ***Siblings:***
Districts must offer families a discounted tuition for siblings attending FDK programs in the same year, as follows:
 - The family pays the full assessed tuition for the first child, using the sliding fee scale;
 - The family pays ½ of the assessed tuition for the second child, using the sliding fee scale; and
 - The family pays ¼ of the assessed tuition for the third child, using the sliding fee scale.
- c. ***Children of parents with disabilities:*** In cases where a parent/guardian is disabled, long- or short-term, districts are encouraged to consider making exceptions regarding fees. Disability payments (through SSI or other system) are counted as income. Documentation of the inability to work can include a doctor's note or SSDI.

7. Payment Collection Information:

a. Deposits:

Deposits to reserve a place in FDK classes are allowable, if the amount is applied to the annual tuition; **non-refundable deposits are not permissible under this policy.** Deposits cannot exceed 10% of the annual tuition and should be adjusted for low-income families based on the sliding fee scale. Deposits collected prior to the start of the school year must count towards the first installment of tuition payment.

b. First Installment of Tuition Payment:

Before the start of the school year, an amount equal to or less than one installment of tuition payment may be collected. This amount must include any deposit payments collected at registration, if applicable. Moreover, the total of all payment (if any) collected prior to the start of the school year should not exceed 50%.

c. Balance of Tuition Due Dates:

Districts *must* give families payment options for the remaining tuition (the balance due after the first installment). These options may include tuition collected on a monthly basis, or through a payment schedule with a minimum of two payments.

d. Contacting Families that Have not Paid Tuition:

Families that do not honor their tuition commitment must be contacted directly (e.g. email, letter, and phone) to determine if unpredicted circumstances have limited their ability to pay, if an alternative payment option can be arranged, or if a part-time kindergarten schedule is necessary.

8. Fees:

No additional costs may be charged, including late fees. Other costs related to the FDK program (e.g., magazine subscriptions for children) must be included as part of the tuition, with the possible exception of field trips (see #9).

9. Field trips:

Field trips are important for enhancing the educational experiences and exposure to curriculum content standards. While the Department encourages districts to factor field trips costs into the school's operational cost, the grant budget, and/or the tuition, it is understood that there may be a need to charge fees for the field trips. If this is the case, the district must use the sliding fee scale structure to proportionally calculate the fees charged to families depending on income, e.g. families earning up to 25% SMI should not be charged the fee for a field trip.

10. Accounting of tuition funds:

Districts must have a methodology for calculating its annual tuition, including an estimate of the cost for operating the second half of the day and the existing sources of funding that will support these costs. In addition, budget processes should include an accurate tracking of the children whose families pay tuition and how much has been collected from each family in total. These cost calculations and other relevant data are subject to programmatic and fiscal review by the Department.

11. Use of tuition funds:

Tuition collected for FDK must be allocated to a revolving account to be used exclusively for the FDK program. Budget processes must allow for the accurate tracking of how these funds are spent within the FDK program. These data are subject to review by the Department.

In addition, districts must have a process for annually reviewing the tuition calculations and determining whether refunds to families and/or a change in the annual tuition amount for the following school year are needed.

12. Written tuition policy:

A written policy consistent with this policy must be made available to all families interested in FDK in advance of enrollment. Information must include annual tuition, eligibility for the sliding fee scale, how to apply for tuition assistance, and any related policies. Information should be provided in the languages families can understand to ensure equal access.

B) Lottery Systems

While the Department strongly encourages districts to have district-wide FDK available for its students, it is understood that space and funding considerations may prevent the district from making FDK available for all age-eligible kindergarten students. In these cases, districts may choose to design and implement a lottery system in order to make decisions about which children will be offered the FDK program. For grantees that implement a lottery system, the following policy guidelines must be followed.

1. Lotteries must be equitable and conducted through a public process, and selections must be made by a disinterested party (a person or persons who has/have no personal stake in the outcome and/or conflict of interest).
2. Spaces must be reserved for children with IEPs that specify a full-day placement.
3. Lotteries cannot be balanced by gender or at-risk status of the students.

Districts wishing to discuss any of these requirements may contact OLSEL via 781-338-3010 or achievement@doe.mass.edu.

Dear Selectmen,

Since last fall, the Conservation Commission has learned that many residents in the vicinity of Timberneck swamp are very concerned about historic and ongoing hunting activities on this land. Hunting is prohibited in this area year-round, yet hunting tree stands and hunting cameras have been found in the swamp recently.

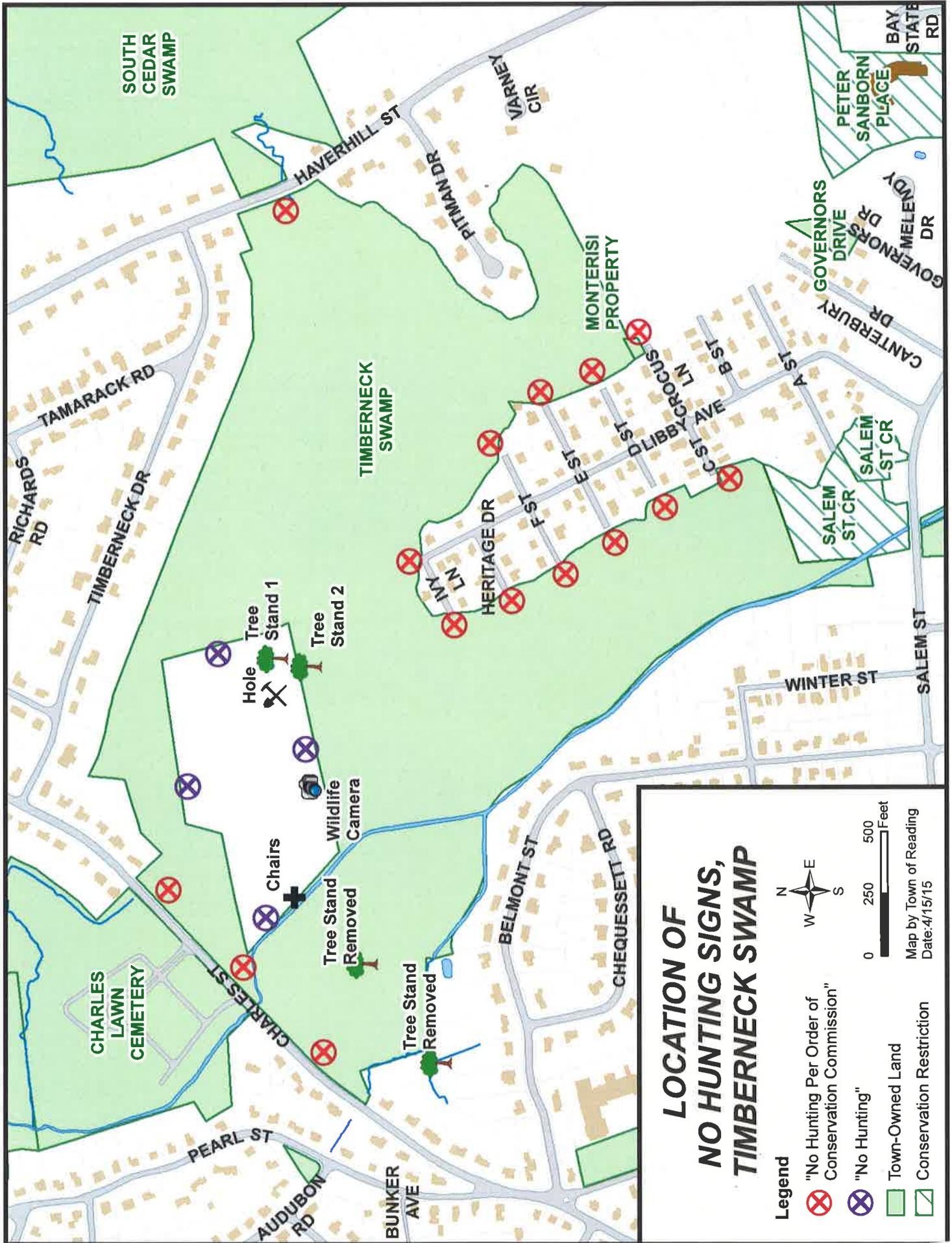
In an effort to spread the word that hunting activities are prohibited, the Conservation Commission unanimously agreed in January to post "No Hunting" signs in the Timberneck swamp conservation area. We suggest these signs be placed at nineteen (19) access points along public streets and on the private land, as shown on the attached map.

For durability and visibility, the signs should be 12"x18" reflective aluminum (.080" thick sheet) and read "No Hunting Per Order of the Reading Conservation Commission and four that say "No Hunting Per Order of the property Owner ". Reading resident Bryn Burkhart has already evaluated a number of cost estimates and she recommends purchasing them from Fast Signs in Woburn.

With this letter, the Conservation Commission respectfully request that the Board of Selectmen approve purchasing these signs.

Sincerely,

Annika Scanlon
Chair, Conservation Commission



522



5d3



524



5d5



526

Schena, Paula

From: LeLacheur, Bob
Sent: Monday, April 27, 2015 7:10 AM
To: Schena, Paula
Subject: FW: Bylaw 8.9.1. V

BOS packet 5/5

From: dorothy daly marshall [dorothydalymarshall@comcast.net]
Sent: Monday, April 27, 2015 6:53 AM
To: Town Manager
Cc: Reading - Selectmen; Tirone, Charles
Subject: Bylaw 8.9.1. V

Hi Bob,

How do we go about increasing the \$50 penalty for illegally discharging firearms on public property in Reading?

If we are ever to deter someone from shooting illegally in Timberneck Swamp (or on other public lands) the Town needs to be seen taking this issue seriously ... first with a penalty that fits the crime.

I am sure that you will agree that it is NOT 6x more egregious for a contractor to use a power tool outdoors on Sunday ... than it is for him to *shoot a gun* on conservation land ... yet that is what our penalties convey.

\$50 = Penalty for discharging firearms in Timberneck Swamp (bylaw 8.9.1)

\$300 = Penalty for contractor using a *nail gun* on Timberneck Drive *on a Sunday* (bylaw 8.9.8)

Bylaw Section	Bylaw Title	Enforcing Person	Penal Fir: Offe
8.9.1	Public Conduct	Police Department	\$50
8.9.2			
8.9.3			
8.9.4			
8.9.5			
8.9.6			
8.9.7	Public Consumption of Marijuana or Tetrahydrocannabinol	Police Department	\$300
8.9.8	Construction Hours	Police Department Zoning Officer Town Manager	\$300
		Town Manager	

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**Policy establishing an
ad hoc Reading Firearms Safety Committee**

There is hereby created an ad hoc Reading Firearms Safety Committee, which shall exist until December 31, 2015 or until such earlier date that the ad hoc committee shall have completed its work. The ad hoc committee and its member's terms may be extended by the Board of Selectmen for up to an additional twelve (12) months.

The ad hoc Reading Firearms Safety Committee shall consist of seven (7) members, for terms expiring on December 31, 2015. In selecting the membership, an attempt will be made to fill the membership as follows:

Two (2) members from the Board of Selectmen

One (1) Police Chief or designee

One (1) member of Town Meeting

Three (3) Residents at large that may not fulfill any other requirements listed above. The Board of Selectmen will attempt to include in those members at least one resident from the Timberneck Swamp neighborhood.

The ad hoc Reading Firearms Safety Committee shall

1. suggest strategies that shall improve the safety of nearby residents and travelers through the neighborhood of the Timberneck Swamp;
2. investigate the history of the Timberneck Swamp and how it was designated conservation land with an island of private land in the middle of it;
3. review General Bylaw 8.9.1 and draft a revision that protects the rights and interests of all town citizens; and
4. report its progress to the Board of Selectmen by August 2015 in order to determine if any November Town Meeting action will be requested.

Staff and Town Counsel will be assigned to work with the ad hoc Reading Firearms Safety Committee through the Town Manager. The ad hoc Reading Firearms Safety Committee will be considered to be part of the Town Manager's Office for administrative purposes. This group is expected to meet twice each month until they have concluded their business.

Adopted March 24, 2015



Town of Reading
16 Lowell Street
Reading MA 01867

2015 MAR 30 AM 9:38

Office of the Town Clerk
781-942-9050

fax: 781-942-9070
website: www.readingma.gov

**Application for Appointment to
Boards, Committees and Commissions**

Name: Torra Anthony N Date: 3/27/15
(Last) (First) (Middle)

Address: 21 Juniper circle

Phone (Home): Phone (Work):

Which number should be listed? home

Occupation: Carpenter Number of years in Reading: 58

Are you a registered voter in Reading? yes E-mail address:

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

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

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

- Hunter Education Instructor (Master Instructor) 19 years
- Lifelong resident, have spent a lot of time hiking in the area in question
- Have worked on protecting all citizens rights issues that I can, including open space
- Have attended town, selectmen's meetings many times so I am familiar with the process

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Town of Reading
16 Lowell Street
Reading MA 01867

2015 MAR 30 AM 10:12

Office of the Town Clerk
781-942-9050

fax: 781-942-9070
website: www.readingma.gov

**Application for Appointment to
Boards, Committees and Commissions**

Name: Burkhart Bryn P. Date: 3/29/15
(Last) (First) (Middle)

Address: 111 Belmont St.

Phone (Home): mobile Phone (Work):

Which number should be listed? home

Occupation: Higher Education administration Number of years in Reading: 4

Are you a registered voter in Reading? yes E-mail address:

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

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

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

- Parent of 2 young children, invested in public safety in our town
- Live in Timberneck Swamp, house abuts conservation land
- Room Parent / PTO @ Killam - active in ^{school} community
- teach religious ed @ WCB
- Cub Scout co-leader, pack 735



Town of Reading
16 Lowell Street
Reading MA 01867

2015 APR -1 PM 3: 24

Office of the Town Clerk
781-942-9050

fax: 781-942-9070
website: www.readingma.gov

**Application for Appointment to
Boards, Committees and Commissions**

Name: PINETTE DAVID W. Date: 4/1/15
(Last) (First) (Middle)

Address: 22 COLONIAL DRIVE READING

Phone (Home): _____ Phone (Work): _____

Which number should be listed? Home

Occupation: TEACHER Number of years in Reading: 20

Are you a registered voter in Reading? YES E-mail address: _____

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

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

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

BROAD DEPTH OF UNDERSTANDING OF THE CURRENT ISSUES RELATING TO THE DISCHARGE OF FIREARMS SITUATION(S) NOW FACING THE TOWN OF READING.



Town of Reading
16 Lowell Street
Reading MA 01867

RECEIVED
TOWN CLERK
READING, MASS.

Office of the Town Clerk
781-942-9050

2015 APR -2 A 11:18
fax: 781-942-9070
website: www.readingma.gov

**Application for Appointment to
Boards, Committees and Commissions**

Name: EVERSON JEFFREY HAYDEN Date: 4/2/2015
(Last) (First) (Middle)

Address: 21 PINE RIDGE CIRCLE, READING, MA 01867

Phone (Home): _____ Phone (Work): _____

Which number should be listed? .. _____

Occupation: CONSULTING PHYSICIST (PHD) Number of years in Reading: 37

Are you a registered voter in Reading? YES E-mail address: _____

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

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

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

INVOLVEMENT WITH I93/I95 INTERCHANGE PROJECT:
• MEMBER, ADVOC COMMITTEE TO READING BOARD OF SELECTMEN
• MEMBER, TASKFORCE ESTABLISHED BY MASS DOT FROM 2004-2007

505



Town of Reading
16 Lowell Street
Reading MA 01867

2015 APR -9 PM 2:09

Office of the Town Clerk
781-942-9050

fax: 781-942-9070
website: www.readingma.gov

**Application for Appointment to
Boards, Committees and Commissions**

Name: Scully Jonathan B Date: 4-9-15
(Last) (First) (Middle)

Address: 62 Federal St

Phone (Home): _____ Phone (Work): _____

Which number should be listed? _____

Occupation: Construction Number of years in Reading: 10

Are you a registered voter in Reading? Yes E-mail address: _____

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

- 1 Firearms Safety Committee
- Animal Control Appeals Committee
- Audit Committee
- Board of Appeals
- Board of Cemetery Trustees
- Board of Health
- Board of Registrars
- Bylaw Committee
- Celebration Committee
- Climate Advisory Committee
- Commissioner of Trust Funds
- Community Planning and Development
- 2 Conservation Commission
- Constable
- Contributory Retirement Board
- Council on Aging
- Cultural Council
- Custodian of Soldiers' and Sailors' Graves
- Economic Development Committee
- Fall Street Faire Committee
- Finance Committee
- Historical Commission
- Housing Authority
- Human Relations Advisory Committee
- MBTA Advisory Committee
- Metropolitan Area Planning Council
- Mystic Valley Elder Services
- RCTV Board of Directors
- Recreation Committee
- RMLD Citizens Advisory Board
- Town Forest Committee
- Trails Committee
- West Street Historic District Commission
- Zoning Board of Appeals
- Other _____

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

Reading Rifle & Revolver Member
LTC-A
Completed Hunters Safety Course
FFL-03 C+R License
Basic knowledge of MGL associated with firearms

566



Town of Reading
 16 Lowell Street
 Reading MA 01867

2015 APR 13 AM 11:25

Office of the Town Clerk
 781-942-9050

fax: 781-942-9070
 website: www.readingma.gov

**Application for Appointment to
 Boards, Committees and Commissions**

Name: FOURNIER ERIC PAUL Date: 4/10/2015
 (Last) (First) (Middle)

Address: 30 ARNOLD AVE - READING

Phone (Home): _____ Phone (Work): _____

Which number should be listed? work/cell

Occupation: HUMAN RESOURCES Number of years in Reading: 10

Are you a registered voter in Reading? Yes E-mail address: _____

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

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

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

- o Member Reading Rifle : Revolver
- o Licensend LTC-A - (Firearms License)
- o District Chair - Ducks Unlimited
- o * Approx 15 yrs as an Human Resources professional - exp reviewing guidelines Police
- o Recently elected Town Meeting - Precinct 6



Town of Reading
16 Lowell Street
Reading MA 01867

2015 APR 27 PM 2:30

Office of the Town Clerk
781-942-9050

fax: 781-942-9070
website: www.readingma.gov

**Application for Appointment to
Boards, Committees and Commissions**

Name: Lafferty Kenneth Matthew Date: 27 April 2015
(Last) (First) (Middle)

Address: 35 Stewart Road, Reading, MA

Phone (Home): _____ Phone (Work): _____

Which number should be listed? Home

Occupation: Business Owner / Executive Project Manager Number of years in Reading: 10

Are you a registered voter in Reading? Yes E-mail address: _____

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

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

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

See Attached

5e8

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

I am requesting consideration for appointment to the proposed Firearm Safety Committee for the Town of Reading. I believe I could offer a very well rounded and knowledgeable service to the examination of the important issues that this committee will be tasked with. I have the following experience that I feel is very relevant to this matter.

Relevant Experience

- Experience with town governmental processes.
- Experience in Public Safety / Industrial Safety / Facility and Military Security.
- Experience and Familiarity with working with Regulatory Enforcement Agencies, Laws and Regulations.
- Experience in policy development, public planning, negotiations and conflict resolution.
- Experience in multi agency or multi department discussions and procedure development.
- Familiarity with current Federal, State, and local regulations with regard to firearms.
- Experience as sportsman and military experience.

Town Meeting Member

In my duties as a town meeting member, I have been exposed both the procedural processes that govern the Town of Reading, as well as have had an excellent opportunity to listen and discuss a wide range of large and small issues that affect our Town and its residents. As a representative for Precinct 6, I have tried to constantly consider and vote based on both the precincts best interest, as well as the Town, and not along my own opinion. I feel this is a very relevant aspect to any representative on a board or commission.

Business Owner / Senior Project Executive

I am a business owner who has worked to build a successful business from startup. Along the way, I have worked on development of many procedures and policies and have extensive experience in negotiations, conflict resolutions and contract and legal reviews. I have always been in positions of complex, conflicting issues that need to be vetted, researched, discussed and ultimately resolved. Throughout my career, I have worked closely with regulatory agencies in discussing, planning and developing safety plans and procedures for highly sensitive construction and environmental projects. These agencies include local public safety, local boards of health, State Department of Environmental Protection, Federal Environmental Protection, Military Security Forces, Fire and Environmental. I have worked closely with US Marshals, Homeland Security, and Federal Protective Services in the safe execution of projects that involved high security risks.

As a matter of character, I have been fully security screened by not only the CORI system, but also Department of Homeland Security NAICI clearances, US Air Force DBIS security clearance, US Navy Naval Facilities Contractor Security, and Department of Defense Rapid Gate System.

Coaching / Parenting

By being involved in youth coaching and have three children in the elementary school system, I believe that I am in touch with wide range of demographics of our Town and take the Town issues of safety, finances and education very seriously.

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 May 5, 2015 at 8:30 p.m. in the Selectmen's Meeting Room, 16 Lowell Street, Reading, Massachusetts on the transfer of an all alcohol liquor license from Phider Corp. d/b/a Grumpy Doyle to Unagi Servers Inc. at 530 Main Street.

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

All interested parties are invited to attend the hearing, or may submit their comments in writing or by email prior to 6:00 p.m. on May 5, 2015 to townmanager@ci.reading.ma.us

By order of
Robert W. LeLacheur
Town Manager

4.13.15

5F1

LAWSON & WEITZEN, LLP

ATTORNEYS AT LAW

88 BLACK FALCON AVENUE, SUITE 345
BOSTON, MASSACHUSETTS 02210-2414

EVAN T. LAWSON (1943-2013)
RICHARD B. WEITZEN*
PAMELA B. BANKERT, PC
IRA H. ZALEZNIK
VALERIE L. PAWSON, LLC
GEORGE F. HAILER, PC+
GEORGE E. CHRISTODOULO, PC
KENNETH B. GOULD
JOHN A. TENNARO, PC
DAVID A. RICH, LLC*
PATRICIA L. FARNSWORTH
K. SCOTT GRIGGS+++
MICHAEL J. McDEVITT
STEVEN M. BUCKLEY
SONIA K. GUTERMAN, Ph.D.

J. MARK DICKISON**
CAROLINE A. O'CONNELL*
GLENN P. FRANK*
SCOTT P. LOPEZ
JEFFREY P. ALLEN
KENNETH B. SKELLY***
DAVID E. GROSSMAN
IRVING SALLOWAY
DARLY G. DAVID
MARIA GALVAGNA MESINGER
JONATHAN P. ASH
LORI ANN ROUECHE*
ROBERT J. ROUGHSEDGE++
CHRISTINE M. PALKOSKI
MICHAEL WILLIAMS

KRISTINA A. ENGBERG
RYAN A. CIPORKIN
JOSHUA M.D. SEGAL*
DONALD J. GENTILE*
ADAM C. LAFRANCE
CAITLIN P. CONDON**
ANNA E. STANFORD
KRISTEN BAHMAN McDONOUGH
JESSICA K. MCGEE****
PREETI TANKSALE ARUN
LAUREN J. WEITZEN

BOSTON

TELEPHONE (617) 439-4990
TELECOPIER (617) 439-3987
EMAIL: POST@LAWSON-WEITZEN.COM
WWW.LAWSON-WEITZEN.COM

CAPE COD

LAWSON, WEITZEN & BANKERT, LLP
SIX GRANITE STATE COURT
BREWSTER, MASSACHUSETTS 02631
TELEPHONE (508) 255-3600

Direct Dial: 617-603-3732

E-Mail: TFarnsworth@Lawson-Weitzen.Com

April 7, 2015

2015 APR - 8 AM 9:34

BY OVERNIGHT DELIVERY

Robert W. LeLacheur, Jr. Town Manager
Reading Town Hall
16 Lowell Street
Reading MA 01867

Re: *transfer of 7 Day All Alcohol Beverages License
from Phider Corp. d/b/a Grumpy Doyle
to Unagi Servers Inc.
at 530 Main Street Reading 01867*

Dear Mr. LeLacheur:

Enclosed is an application to transfer the current all alcohol license from Phider Corp. d/b/a Grumpy Doyle to Unagi Servers Inc. at the current licensed location, 530 Main Street Reading 01867.

Please find enclosed:

1. ABCC Application;
2. Applicant's Statement;
3. Manager Application;

*ALSO ADMITTED IN NY

**ALSO ADMITTED IN NH

+ALSO ADMITTED IN DC

++ALSO ADMITTED IN RI, CT, NH & ME

***ONLY ADMITTED IN PA

+++ALSO ADMITTED IN RI, CT, & NH

****ALSO ADMITTED IN RI

SF2

LAWSON & WEITZEN, LLP

Robert W. LeLacheur, Jr. Town Manager

Page 2

April 7, 2015

4. Personal Information Forms;
5. CORI Request Forms (please send original to ABCC as they need seal);
6. Driver's Licenses;
7. Proof of US citizenship;
8. TIPS certification for manager;
9. Petition for Transfer of Ownership;
10. Corporate Vote;
11. 3 months of bank statements;
12. Floor Plan;
13. Purchase and Sale Agreement; and
14. Lease for premises.

Also enclosed please find a check in the amount of \$200 payable to the ABCC.

I will send the Certificate of Organization for the applicant and DOR Certificate of Good Standing on the Seller under separate cover.

Kindly place this matter on the **May 5, 2015** public hearing agenda of the Board of Selectmen. Please contact me with any questions. Thank you for your assistance.

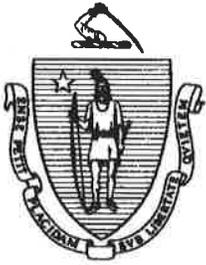
Very truly yours,



Patricia Lang Farnsworth

Encl.

3F3



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
 www.mass.gov/abcc

For Reconsideration

FORM 43
MUST BE SIGNED BY LOCAL LICENSING AUTHORITY

101600005

Reading

05/05/2015

ABCC License Number

City/Town

Local Approval Date

TRANSACTION TYPE (Please check all relevant transactions):

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> New License | <input type="checkbox"/> New Officer/Director | <input type="checkbox"/> Pledge of License | <input type="checkbox"/> Change Corporate Name |
| <input checked="" type="checkbox"/> Transfer of License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Pledge of Stock | <input type="checkbox"/> Seasonal to Annual |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Transfer of Stock | <input type="checkbox"/> Change of License Type |
| <input type="checkbox"/> Cordials/Liqueurs Permit | <input type="checkbox"/> Issuance of Stock | <input type="checkbox"/> New Stockholder | <input checked="" type="checkbox"/> Other <input type="text" value="change of d/b/a"/> |
| <input type="checkbox"/> 6-Day to 7-Day License | <input type="checkbox"/> Management/Operating Agreement | <input type="checkbox"/> Wine & Malt to All Alcohol | |

Name of Licensee EIN of Licensee

D/B/A Manager

ADDRESS: CITY/TOWN: STATE: ZIP CODE:

Annual All Alcohol Restaurant
 Category: (All Alcohol- Wine & Malt Wine, Malt & Cordials) Type: (Restaurant, Club, Package Store, General On Premises, Etc.)

Complete Description of Licensed Premises:

3200 sf restaurant with additional 1,000 patio. Three entrances at side and two at front. Rear access for deliveries.

Application Filed: Date & Time Advertiser: Date & Attach Publication Abutters Notified: Yes No

Licensee Contact Person for Transaction Phone:

ADDRESS: CITY/TOWN: STATE: ZIP CODE:

Remarks:

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission
 Ralph Sacramone
 Executive Director

ABCC Remarks:

5F4



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

Print Form

2015 APR -8 AM 9:34

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: \$200.00

(CHECK MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL)

CHECK NUMBER

IF USED EPAY, CONFIRMATION NUMBER

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

LICENSEE NAME

ADDRESS

CITY/TOWN

STATE

ZIP CODE

TRANSACTION TYPE (Please check all relevant transactions):

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Cordials/Liqueurs Permit | <input type="checkbox"/> New Officer/Director | <input checked="" type="checkbox"/> Transfer of License |
| <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Issuance of Stock | <input type="checkbox"/> New Stockholder | <input type="checkbox"/> Transfer of Stock |
| <input type="checkbox"/> Change of License Type | <input type="checkbox"/> Management/Operating Agreement | <input type="checkbox"/> Pledge of Stock | <input type="checkbox"/> Wine & Malt to All Alcohol |
| <input type="checkbox"/> Change of Location | <input type="checkbox"/> More than (3) \$15 | <input type="checkbox"/> Pledge of License | <input type="checkbox"/> 6-Day to 7-Day License |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> New License | <input type="checkbox"/> Seasonal to Annual | |
| <input type="checkbox"/> Other | <input type="text"/> | | |

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION
 P. O. BOX 3396
 BOSTON, MA 02241-3396**

SFS

APPLICATION FOR RETAIL ALCOHOLIC BEVERAGE LICENSE

City/Town

Reading

1. LICENSEE INFORMATION:

A. Legal Name/Entity of Applicant:(Corporation, LLC or Individual) Unagi Servers Inc.

B. Business Name (if different) : Biltmore and Main(e) Bar and Grill C. Manager of Record: Henry Pariseau

D. ABCC License Number (for existing licenses only) : 101600005

E. Address of Licensed Premises: 530 Main Street City/Town: Reading State: MA Zip: 01867

F. Business Phone: G. Cell Phone:

H. Email: I. Website:

J. Mailing address (if different from E.): City/Town: State: Zip:

2. TRANSACTION:

- New License
- New Officer/Director
- Transfer of Stock
- Issuance of Stock
- Pledge of Stock
- Transfer of License
- New Stockholder
- Management/Operating Agreement
- Pledge of License

The following transactions must be processed as new licenses:

- Seasonal to Annual
- (6) Day to (7)-Day License
- Wine & Malt to All Alcohol

IMPORTANT ATTACHMENTS (1): The applicant must attach a vote of the entity authorizing all requested transactions, including the appointment of a Manager of Record or principal representative.

3. TYPE OF LICENSE:

- §12 Restaurant
- §12 Hotel
- §12 Club
- §12 Veterans Club
- §12 General On-Premises
- §12 Tavern (No Sundays)
- §15 Package Store

4. LICENSE CATEGORY:

- All Alcoholic Beverages
- Wine & Malt Beverages Only
- Wine or Malt Only
- Wine & Malt Beverages with Cordials/Liqueurs Permit

5. LICENSE CLASS:

- Annual
- Seasonal

5F6

6. CONTACT PERSON CONCERNING THIS APPLICATION (ATTORNEY IF APPLICABLE)

NAME:

Trish Farnsworth, Esq.

ADDRESS:

Lawson & Weitzen LLP 88 Black Falcon Avenue Suite 345

CITY/TOWN:

Boston

STATE: MA

ZIP CODE:

02210

CONTACT PHONE NUMBER:

(617) 439-4990

FAX NUMBER:

(617) 439-3987

EMAIL:

tfarnsworth@lawson-weitzen.com

7. DESCRIPTION OF PREMISES:

Please provide a complete description of the premises to be licensed. Please note that this must be identical to the description on the Form 43.

3200 sf restaurant with additional 1,000 patio. Three entrances at side and two at front. Rear access for deliveries.

Total Square Footage:

3200 plus 1000 patio

Number of Entrances:

3

Number of Exits:

4

Occupancy Number:

160

Seating Capacity:

160

IMPORTANT ATTACHMENTS (2): The applicant must attach a floor plan with dimensions and square footage for each floor & room.

8. OCCUPANCY OF PREMISES:

By what right does the applicant have possession and/or legal occupancy of the premises?

Final Lease

IMPORTANT ATTACHMENTS (3): The applicant must submit a copy of the final lease or documents evidencing a legal right to occupy the premises.

Other:

Landlord is a(n):

Individual

Other:

Name:

Starvos & Ekaterini Natsis

Phone:

Address:

27 Wainwright Rd

City/Town:

Winchester

State:

MA

Zip:

01890

Initial Lease Term: Beginning Date

07/10/1995

Ending Date

09/15/2015

Renewal Term:

5 years

Options/Extensions at:

4 at 5

Years Each

Rent:

\$132,000.00

Per Year

Rent:

\$11,000.00

Per Month

Do the terms of the lease or other arrangement require payments to the Landlord based on a percentage of the alcohol sales?

Yes No

IMPORTANT ATTACHMENTS(4):

1. If yes, the Landlord is deemed a person or entity with a financial or beneficial interest in this license. Each individual with an ownership interest with the Landlord must be disclosed in §10 and must submit a completed Personal Information Form attached to this application.
2. Entity formation documents for the Landlord entity must accompany the application to confirm the individuals disclosed.
3. If the principals of the applicant corporation or LLC have created a separate corporation or LLC to hold the real estate, the applicant must still provide a lease between the two entities.

5F7

9. LICENSE STRUCTURE:

The Applicant is a(n):

Corporation

Other :

If the applicant is a Corporation or LLC, complete the following:

Date of Incorporation/Organization:

State of Incorporation/Organization:

Delaware

Is the Corporation publicly traded? Yes No

10. INTERESTS IN THIS LICENSE:

List all individuals involved in the entity (e.g. corporate stockholders, directors, officers and LLC members and managers) and any person or entity with a direct or indirect, beneficial or financial interest in this license (e.g. landlord with a percentage rent based on alcohol sales).

IMPORTANT ATTACHMENTS (5):

A. All individuals or entities listed below are required to complete a Personal Information Form.

B. All shareholders, LLC members or other individuals with any ownership in this license must complete a CORI Release Form.

Name	All Titles and Positions	Specific # of Stock or % Owned	Other Beneficial Interest
David M. Rosenberg	President/Treasurer	100%	
	Clerk/Director	0	

*If additional space is needed, please use last page.

11. EXISTING INTEREST IN OTHER LICENSES:

Does any individual listed in §10 have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes No If yes, list said interest below:

Name	License Type	Licensee Name & Address
David M. Rosenberg	§12 Restaurant	Newton Cafe LLC 1215 Chestnut St Newton MA
David M. Rosenberg	§12 Restaurant	Hamachi Servers Inc. 149 P St South Boston MA
David M. Rosenberg	§12 Restaurant	Allston Restaurant Group LLC 458 Western Ave Boston
	Please Select	

*If additional space is needed, please use last page.

12. PREVIOUSLY HELD INTERESTS IN OTHER LICENSES:

Has any individual listed in §10 who has a direct or indirect beneficial interest in this license ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes No If yes, list said interest below:

Name	Licensee Name & Address	Date	Reason Terminated
			Please Select
			Please Select
			Please Select

13. DISCLOSURE OF LICENSE DISCIPLINARY ACTION:

Have any of the disclosed licenses to sell alcoholic beverages listed in §11 and/or §12 ever been suspended, revoked or cancelled? Yes No If yes, list said interest below:

Date	License	Reason of Suspension, Revocation or Cancellation
01/01/2013	Hamachi Servers	1 day suspension for overcrowding

14. CITIZENSHIP AND RESIDENCY REQUIREMENTS FOR A (§15) PACKAGE STORE LICENSE ONLY :

- A.) For Individual(s):**
1. Are you a U.S. Citizen? Yes No
2. Are you a Massachusetts Residents? Yes No
- B.) For Corporation(s) and LLC(s) :**
1. Are all Directors/LLC Managers U.S. Citizens? Yes No
2. Are a majority of Directors/LLC Managers Massachusetts Residents? Yes No
3. Is the License Manager or Principal Representative a U.S. Citizen? Yes No
- C.) Shareholder(s), Member(s), Director(s) and Officer(s):**
- 1.. Are all Shareholders, Members, Directors, LLC Managers and Officers involved at least twenty-one (21) years old? Yes No

15. CITIZENSHIP AND RESIDENCY REQUIREMENTS FOR (§12) RESTAURANT, HOTEL, CLUB, GENERAL ON PREMISE, TAVERN, VETERANS CLUB LICENSE ONLY:

- A.) For Individual(s):**
1. Are you a U.S. Citizen? Yes No
- B.) For Corporation(s) and LLC(s) :**
1. Are a majority of Directors/LLC Managers **NOT** U.S. Citizen(s)? Yes No
2. Is the License Manager or Principal Representative a U.S. Citizen? Yes No
- C.) Shareholder(s), Member(s), Director(s) and Officer(s):**
- 1.. Are all Shareholders, Members, Directors, LLC Managers and Officers involved at least twenty-one (21) years old? Yes No

16. COSTS ASSOCIATED WITH LICENSE TRANSACTION:

A. Purchase Price for Real Property:	\$0.00
B. Purchase Price for Business Assets:	\$325,000.00
C. Costs of Renovations/Construction:	\$200,000.00
D. Initial Start-Up Costs:	\$50,000.00
E. Purchase Price for Inventory:	\$0.00
F. Other: (Specify)	
G: TOTAL COST	\$575,000.00
H. TOTAL CASH	\$575,000.00
I. TOTAL AMOUNT FINANCED	\$0.00

IMPORTANT ATTACHMENTS (6): Submit any and all records, documents and affidavits including loan agreements that explain the source(s) of money for this transaction. Sources of cash must include a minimum of three (3) months of bank statements.

The amounts listed in subsections (H) and (I) must total the amount reflected in (G).

17. PROVIDE A DETAILED EXPLANATION OF THE FORM(S) AND SOURCE(S) OF FUNDING FOR THE COSTS IDENTIFIED ABOVE (INCLUDE LOANS, MORTGAGES, LINES OF CREDIT, NOTES, PERSONAL FUNDS, GIFTS):

All cash provided by personal funds of David M. Rosenberg.

*If additional space is needed, please use last page.

18. LIST EACH LENDER AND LOAN AMOUNT(S) FROM WHICH "TOTAL AMOUNT FINANCED" NOTED IN SUB-SECTIONS 16(I) WILL DERIVE:

A.

Name	Dollar Amount	Type of Financing

*If additional space is needed, please use last page.

B. Does any individual or entity listed in §19 as a source of financing have a direct or indirect, beneficial or financial interest in this license or any other license(s) granted under Chapter 138? Yes No

If yes, please describe:

19. PLEDGE: (i.e. COLLATERAL FOR A LOAN)

A.) Is the applicant seeking approval to pledge the license? Yes No

1. If yes, to whom:

2. Amount of Loan: 3. Interest Rate: 4. Length of Note:

5. Terms of Loan :

B.) If a corporation, is the applicant seeking approval to pledge any of the corporate stock? Yes No

1. If yes, to whom:

2. Number of Shares:

C.) Is the applicant pledging the inventory? Yes No

If yes, to whom:

IMPORTANT ATTACHMENTS (7): If you are applying for a pledge, submit the pledge agreement, the promissory note and a vote of the Corporation/LLC approving the pledge.

20. CONSTRUCTION OF PREMISES:

Are the premises being remodeled, redecorated or constructed in any way? If YES, please provide a description of the work being performed on the premises: Yes No

Renovations to comprise of aesthetic changes to interior regarding tables, booths, chairs, lighting, art, exterior signage lighting and doors.

21. ANTICIPATED OPENING DATE:

**IF ALL OF THE INFORMATION AND
ATTACHMENTS ARE NOT COMPLETE
THE APPLICATION WILL BE
RETURNED**

5/11

APPLICANT'S STATEMENT

I, the sole proprietor; partner; corporate principal; LLC/LLP member
of , hereby submit this application for (hereinafter the
"Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and
together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the
Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief.
I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the
Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying
documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the
ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the
information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in
disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the
Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing
Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including,
but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or
consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the
Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and
representations made in the Application may result in sanctions, including the revocation of any license for which the
Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or
sanctions including revocation of any license for which this Application is submitted.

Signature:



Date:

Title:

5F12



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
 www.mass.gov/abcc

MANAGER APPLICATION

All proposed managers are required to complete a Personal Information Form, and attach a copy of the corporate vote authorizing this action and appointing a manager.

1. LICENSEE INFORMATION:

Legal Name of Licensee: Business Name (dba):

Address:

City/Town: State: Zip Code:

ABCC License Number: Phone Number of Premise:
 (If existing licensee)

2. MANAGER INFORMATION:

A. Name: B. Cell Phone Number:

C. List the number of hours per week you will spend on the licensed premises:

3. CITIZENSHIP INFORMATION:

A. Are you a U.S. Citizen: Yes No B. Date of Naturalization: C. Court of Naturalization:

(Submit proof of citizenship and/or naturalization such as U.S. Passport, Voter's Certificate, Birth Certificate or Naturalization Papers)

4. BACKGROUND INFORMATION:

A. Do you now, or have you ever, held any direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages? Yes No
 If yes, please describe:

B. Have you ever been the Manager of Record of a license to sell alcoholic beverages that has been suspended, revoked or cancelled? Yes No
 If yes, please describe:

C. Have you ever been the Manager of Record of a license that was issued by this Commission? Yes No
 If yes, please describe:

D. Please list your employment for the past ten years (Dates, Position, Employer, Address and Telephone):

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature Date

SF13

Additional Space

Please note which question you are using this space for.

Question 4d Manager Application:

2014 to present Neighborhood Restaurant Group 1215 Chestnut Street Newton MA

2012-2014 Rebel Restaurants 250 Northern Avenue Boston MA

2009-2012 Papa Razzi Restaurants 159 Newbury Street Boston MA

2004-2009 Cohn Restaurants San Diego CA

SF14



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

PERSONAL INFORMATION FORM

Each individual listed in Section 10 of this application must complete this form.

1. LICENSEE INFORMATION:

A. Legal Name of Licensee	<input type="text" value="Unagi Servers Inc."/>	B. Business Name (dba)	<input type="text"/>
C. Address	<input type="text" value="530 Main Street"/>	D. ABCC License Number (If existing licensee)	<input type="text" value="101600005"/>
E. City/Town	<input type="text" value="Reading"/>	State	<input type="text" value="MA"/> Zip Code <input type="text" value="01867"/>
F. Phone Number of Premise	<input type="text" value="(781) 942-2822"/>	G. EIN of License	<input type="text"/>

2. PERSONAL INFORMATION:

A. Individual Name	<input type="text" value="Henry J. Pariseau IV"/>	B. Home Phone Number	<input type="text"/>
C. Address	<input type="text"/>		
D. City/Town	<input type="text"/>	State	<input type="text"/> Zip Code <input type="text"/>
E. Social Security Number	<input type="text"/>	F. Date of Birth	<input type="text"/>
G. Place of Employment	<input type="text" value="Neighborhood Restaurant Group"/>		

3. BACKGROUND INFORMATION:

Have you ever been convicted of a state, federal or military crime? Yes No

If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

4. FINANCIAL INTEREST:

Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

None.

IMPORTANT ATTACHMENTS (8): For all cash contributions, attach last (3) months of bank statements for the source(s) of this cash.
 *If additional space is needed, please use the last page

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature Date

Title (If Corporation/LLC Representative)

3/15



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

PERSONAL INFORMATION FORM

Each individual listed in Section 10 of this application must complete this form.

1. LICENSEE INFORMATION:

A. Legal Name of Licensee	Unagi Servers Inc.	B. Business Name (dba)	
C. Address	530 Main Street	D. ABCC License Number (if existing licensee)	101600005
E. City/Town	Reading	State	MA Zip Code 01867
F. Phone Number of Premise	(781) 942-2822	G. EIN of License	

2. PERSONAL INFORMATION:

A. Individual Name	David M. Rosenberg	B. Home Phone Number	
C. Address			
D. City/Town		State	Zip Code
E. Social Security Number		F. Date of Birth	
G. Place of Employment	Sawyer Realty Holding LLC		

3. BACKGROUND INFORMATION:

Have you ever been convicted of a state, federal or military crime? Yes No

If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

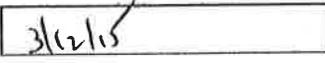
4. FINANCIAL INTEREST:

Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

100% owner

IMPORTANT ATTACHMENTS (8): For all cash contributions, attach last (3) months of bank statements for the source(s) of this cash.
 *If additional space is needed, please use the last page

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature  Date 

Title  (If Corporation/LLC Representative)

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Certificate of Completion

This Certificate of Completion of

eTIPS On Premise 2.0

For coursework completed on July 24, 2013

provided by Health Communications, Inc.
is hereby granted to:

Henry Pariseau

Certification to be sent to:

22 Pleasant Ave #1
Somerville MA 02143-1915 USA

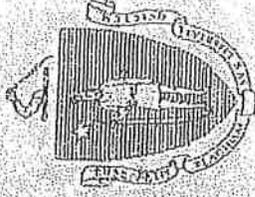


HEALTH COMMUNICATIONS, INC.

This document is not proof of TIPS certification. It signifies only that your training is completed. The correct A valid certification on documents will use the word 'CERTIFIED' in all caps.

5F17

Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Department of Fire Services
Office of the State Fire Marshal



Certificate of Completion

This certifies that

henry pariseau

*Successfully completed the Crowd Manager Training Program
in accordance with 87 CMR sec. 10.15(d) - Designation of a Crowd Manager*

Date issued: May 31, 2012

Expires: May 31, 2015

Certificate #: mjGc5Ec3sGDdMHZ

Stephen D. Coan

State Fire Marshal



*Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street, First Floor
Boston, MA 02114*

**PETITION FOR TRANSFER OF OWNERSHIP, TRANSFER OF STOCK, NEW OFFICER(S),
DIRECTOR(S), STOCKHOLDER(S) AND LLC MANAGER(S)**

101600005

ABCC License Number

Reading

City/Town

The licensee A. Phider Corp. and the proposed transferee B. Unagi Servers Inc. respectfully petition the Licensing Authorities to approve the following transfer of ownership. Any Corporation, LLC or Association, Partnership, Individual, Sole Proprietor Listed in box (A.) must submit a certificate of good standing from the Massachusetts Department of Revenue (DOR).

Is the PRESENT licensee a Corporation/LLC listed in box (A.), duly registered under the laws of the Commonwealth of Massachusetts?

Yes No If YES, please list the officers, directors and stockholders, their residences, and shares owned by each.

Name	Title	Address	Stock or % Owned
Philip R. Wynne	President/Director	36 Adair Rd. Brighton MA 02135	30%
Dermot J. Bolger	VP Treasurer/Director	55 Sparhawk St. Amesbury MA 01913	30%
Zeke Janus	Clerk/Director	7 Seaport Dr. #507 Quincy MA 02171	10%
Kevin Burke	investor	14 Powderhouse Terrace Medford 02155	20%
David Buckley	investor	28 Summit Place Newburyport 01950	10%

Is the PROPOSED transferee a Corporation/LLC listed in box (B.), duly registered under the laws of the Commonwealth of Massachusetts?

Yes No

TO: (Place an * before the name of each DIRECTOR/LLC Manager.)

Name	Title	Address	Stock or % Owned
David M. Rosenberg*	President Treasurer and	140 Laurel Rd Chestnut Hill MA	100%
	Clerk		

The above named proposed transferee hereby joins in this petition for transfer of said license.

SIGNATURE OF LAST-APPROVED LICENSEE:

(If a Corporation/LLC, by its authorized representative)

Date Signed

SIGNATURE OF PROPOSED TRANSFEREE:

5/19

CORPORATE VOTE

April 30, 2015

At a meeting of the Board of Directors of Unagi Servers Inc. held at Newton, Massachusetts on April 30, 2015, it was duly voted that the Corporation apply to the Licensing Board for the Town of Reading for a d/b/a "Biltmore and Main(e) Bar and Grill" on the all-alcoholic beverages restaurant license to be exercised on the premises located at 530 Main Street, Reading, MA

"Voted: To authorize David M. Rosenberg, President, to sign the application for the license in the name of Unagi Servers Inc. and to execute in its behalf any necessary papers, and to do all things required relative to the granting of the license."

"Voted: To appoint Henry J. Pariseau IV of Somerville MA its manager or principal representative, with as full authority and control of the premises described in the license of the Corporation and of the conduct of all business therein relative to alcoholic beverages as the licensee itself could in any way have an exercise if it were a natural person resident in the Commonwealth of Massachusetts and that a copy of this vote duly certified by the Clerk of the Corporation and delivered to said manager or principal representative shall constitute the written authority required by Sec. 26, Chap. 138, G.L."

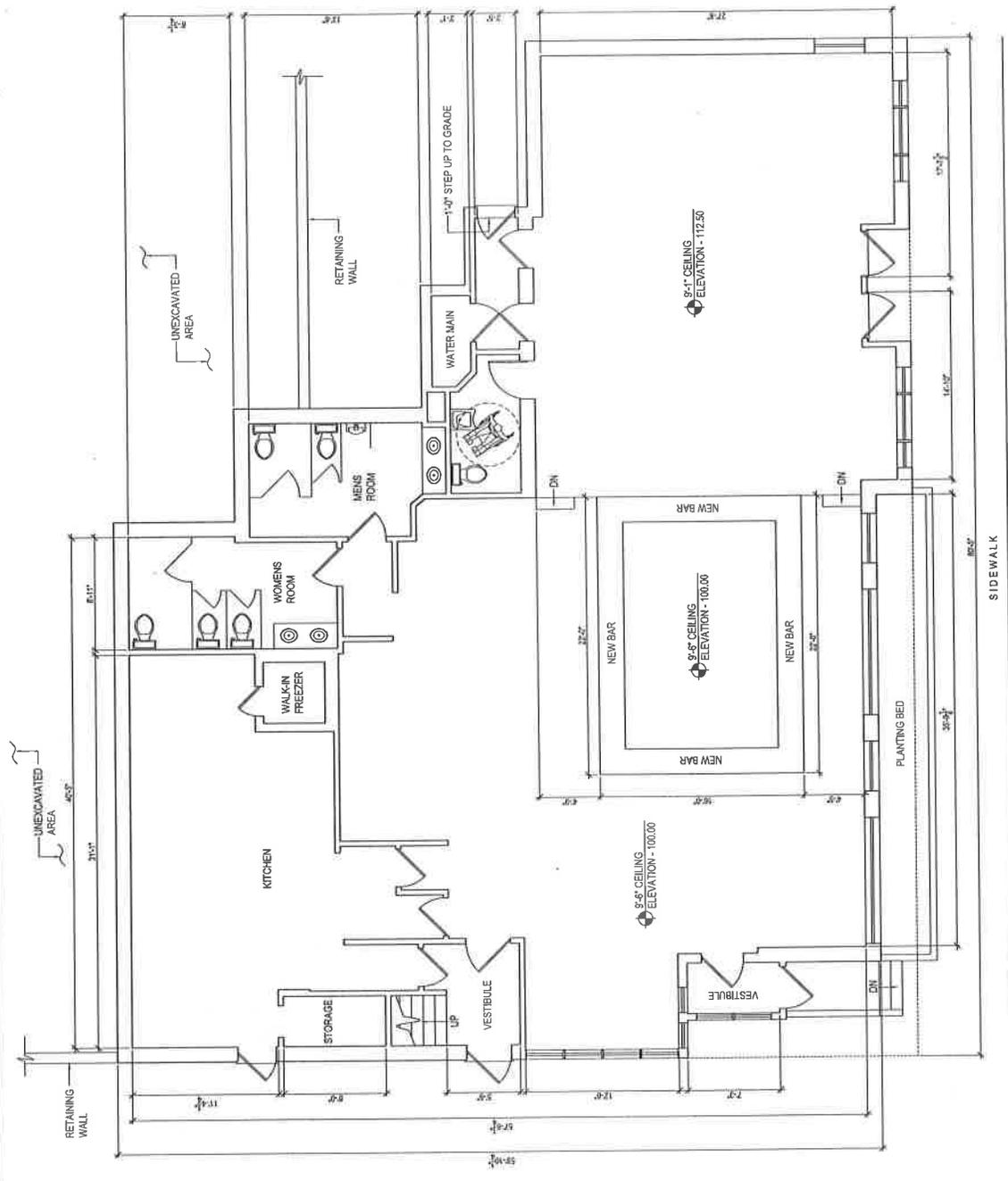
This Corporation has not been dissolved.



David M. Rosenberg, Secretary

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GENERAL NOTE:
 ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE MASSACHUSETTS BUILDING CODE AND ALL APPLICABLE REGULATIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.



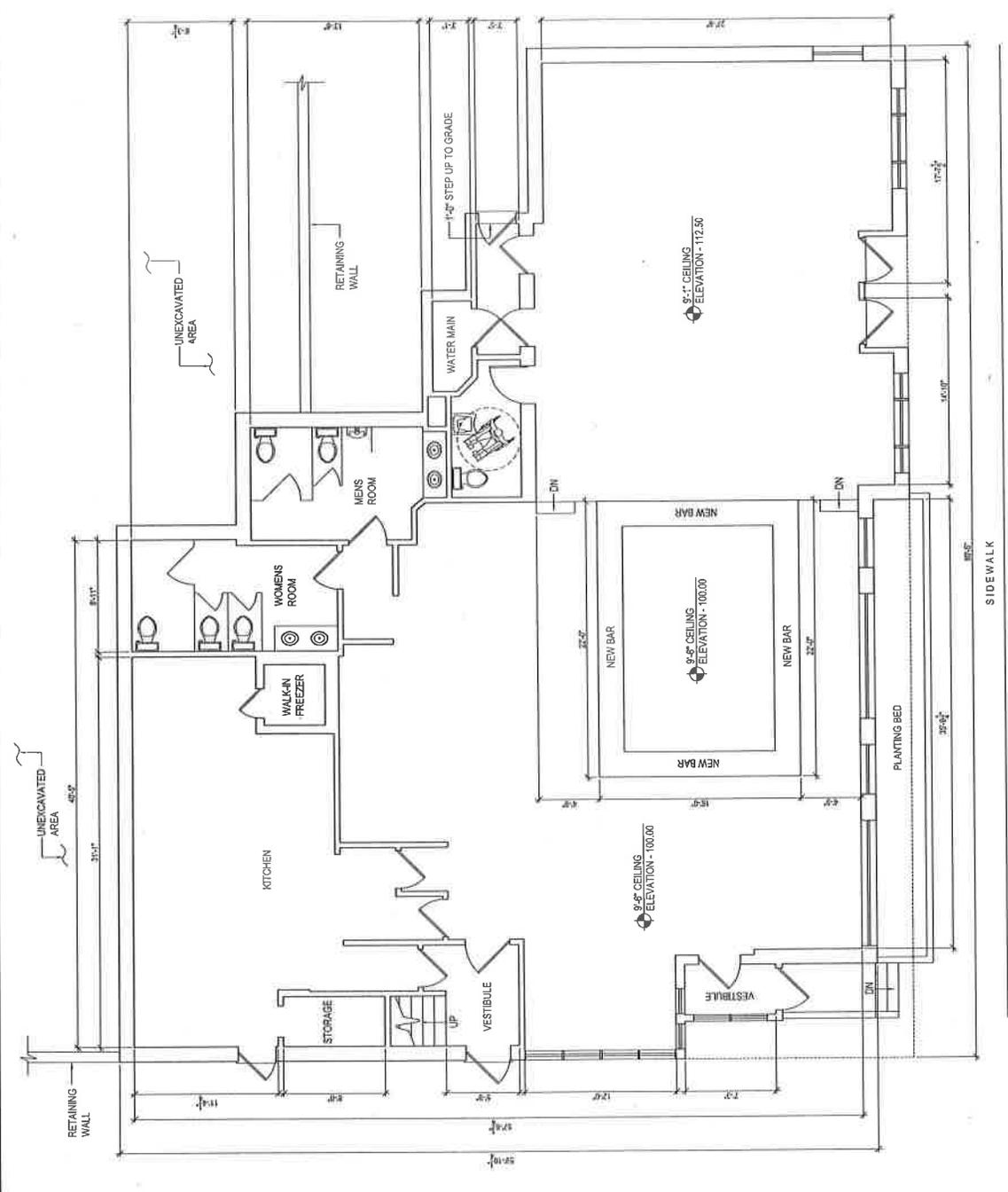
MAIN STREET

SIDEWALK

FIRST FLOOR PLAN

5821

GENERAL NOTE:
 VERIFY ALL EXISTING CONDITIONS, AND VERIFY ALL DIMENSIONS, BEFORE CONSTRUCTION OF THIS PLAN. VERIFY ALL DIMENSIONS AND CONDITIONS OF EXISTING CONDITIONS. VERIFY ALL DIMENSIONS AND CONDITIONS OF EXISTING CONDITIONS. VERIFY ALL DIMENSIONS AND CONDITIONS OF EXISTING CONDITIONS. APPROVAL BEFORE PROCEEDING WITH CONSTRUCTION.



FIRST FLOOR PLAN

SF22

**F
FPC**

The Commonwealth of Massachusetts
William Francis Galvin
Secretary of the Commonwealth
One Ashburton Place, Boston, Massachusetts 02108-1512

**Foreign Corporation
Certificate of Registration**
(General Laws, Chapter 156D, Section 15.03; 950 CMR 113.48)

(1) Exact name of the corporation, including any words or abbreviations indicating incorporation:

UNAGI SERVERS, INC.

(2) Name under which the corporation will transact business in the commonwealth that satisfies the requirements of G.L. Chapter 156D, Section 15.06:

If applicable, please attach:

- an agreement to refrain from use of the unavailable name in the commonwealth; and
- a copy of the doing business certificate filed in the city or town where it maintains its registered office; and
- a copy of the resolution of the corporation's board of directors, certified by its secretary, the name under which the corporation will transact business in the commonwealth pursuant to 950 CMR 113.50(4).

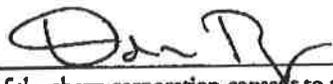
(3) Jurisdiction of incorporation: Delaware

Date of incorporation: April 8, 2015 Duration if not perpetual: _____
(month, day, year)

(4) Street address of principal office: 1215 Chestnut Street, Newton, MA 02464
(number, street, city or town, state, zip code)

(5) Street address of registered office in the commonwealth: 1215 Chestnut Street, Newton, MA 02464
(number, street, city or town, state, zip code)

Name of registered agent in the commonwealth at the above address: David M. Rosenberg

I, 
registered agent of the above corporation consent to my appointment as registered agent pursuant to G. L. Chapter 156D, Section 5.02.*

* Or attach registered agent's consent hereto.

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(6) Fiscal year end: December 31

(month, day)

(7) Brief description of the corporation's activities to be conducted in the commonwealth:

Management company

(8) Names and business addresses of its current officers and directors:

	NAME	BUSINESS ADDRESS
President:	David M. Rosenberg	1215 Chestnut Street, Newton, MA 02464
Vice-president:	David M. Rosenberg	1215 Chestnut Street, Newton, MA 02464
Treasurer:	David M. Rosenberg	1215 Chestnut Street, Newton, MA 02464
Secretary:	David M. Rosenberg	1215 Chestnut Street, Newton, MA 02464

Assistant secretary:

Director(s): David M. Rosenberg 1215 Chestnut Street, Newton, MA 02464

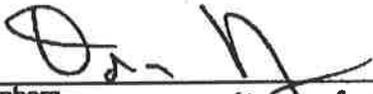
David M. Rosenberg 1215 Chestnut Street, Newton, MA 02464
Attach certificate of legal existence or a certificate of good standing issued by an officer or agency properly authorized in the jurisdiction of organization. If the certificate is in a foreign language, a translation thereof under oath of the translator shall be attached.

This certificate is effective at the time and on the date approved by the Division, unless a later effective date not more than 90 days from the date of filing is specified: _____

5424

Signed by:

David M. Rosenberg



(signature of authorized individual)

- Chairman of the board of directors,
- President,
- Other officer,
- Court-appointed fiduciary,

on this 8th day of April, 2015

5825

Delaware

PAGE 1

The First State

I, JEFFREY W. BULLOCK, SECRETARY OF STATE OF THE STATE OF DELAWARE, DO HEREBY CERTIFY "UNAGI SERVERS, INC." IS DULY INCORPORATED UNDER THE LAWS OF THE STATE OF DELANARE AND IS IN GOOD STANDING AND HAS A LEGAL CORPORATE EXISTENCE SO FAR AS THE RECORDS OF THIS OFFICE SHOW, AS OF THE EIGHTH DAY OF APRIL, A.D. 2015.



5725590 8300

150485965

You may verify this certificate online at corp.delaware.gov/authver.shtml

A handwritten signature in black ink, appearing to read "JBULLOCK", is written over a horizontal line.

Jeffrey W. Bullock, Secretary of State

AUTHENTICATION: 2274673

DATE: 04-08-15

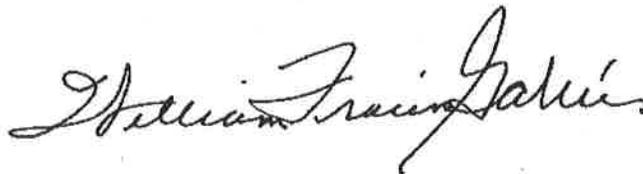
5826

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are

deemed to have been filed with me on:

April 10, 2015 12:09 PM

A handwritten signature in cursive script that reads "William Francis Galvin".

WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth

SF27