Town of Reading
Meeting Posting with Agenda

2015 AUG -6 PM 5: 57

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2015-08-11 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 – John Arena **6:30**

REVISED AGENDA

1) **Reports and Comments**
   a. Selectmen's Liaison Reports and Comments
   b. Public Comment
   c. Town Manager's/Assistant Town Manager's Report
2) **Open Session for topics not reasonably anticipated 48 hours in advance of the meeting**
3) **Proclamations/Certificates of Appreciation**
4) **Personnel & Appointments**
5) **Discussion/Action Items**
   a. Presentation on Nicotine, E-Cigarettes and Vaping Products 7:30
   b. Inter-municipal Agreement with Wakefield for Post Program for Special Education Students 8:30
   c. Preview of Subsequent Town Meeting Warrant 8:45
   d. Town Manager Evaluation Process
6) **Approval of Minutes**
   a. July 21, 2015
7) **Licenses, Permits and Approvals**
8) **Executive Session**
9) **Correspondence**

copy a. Email from Public Works Director Jeff Zager re: Tree City USA – 30 years

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.

2015	DRAFT - BOARD OF SELECTMEN AGENDAS		2015
8/6/2015		Staff	Estimated
	August 11, 2015		
Office Hour	John Arena		6:30
	Presentation on Nicotine, E-Cigarettes and Vaping Products	McNamara	7:30
	Intermunicipal Agreement with Wakefield for Post Program for Special Education students	Carolyn Wilson & Martha Sybert (school dept.)	8:30
	Preview of Subsequent Town Meeting Warrant	LeLacheur	9:00
	Town Manager evaluation process	Ensminger	9:15
	September 1, 2015		
Office Hour	John Halsey		6:30
	375th Celebration	Foulds	
	Board of Selectmen Communication Policy	Ensminger	
	Town Manager evaluation	Ensminger	
	September 15, 2015		
	Vote to discontinue old Accuvote machines and approve the new voting machines		7:30
	Discussion about moving local election to March 1, 2016 and combining it with the State Presidental Primary		7:40
Public Hearing	Private Road Acceptances		8:00
	Close Warrant for November Town Meeting		9:00
	October 6, 2015		
Office Hour	Kevin Sexton		6:30
	Vote November Warrant Articles		
	October 20, 2015		
	October 28, 2015	PSC	7:30
	Financial Forum with School Committee, Library Trustees and Finance Committee		
	November 3, 2015		
Office Hour	Barry Berman		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	Dan Ensminger		6:30
	December 15, 2015		
	Approve Licenses - non-alcohol		
Future Agendas			
	Joint Meeting with RMLD Commissioners		
	Joint Meeting with School 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	June	Annual
	Appoint Town Counsel	June	Annual
	Tax Classification Hearing	October	Annual
	Approve licenses	December	Annual
Reports to BOS	Town Accountant Report		Qtrly
	RCTV members Report		Semi-ann
	CAB (RMLD) member Report		Semi-ann
	MAPC member Report		Semi-ann
	BOS Appointed Boards, Committees & Commissions	NEW	Annual
	Reading Housing Authority Report		Annual
	Reading Ice Arena Report		Annual

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To: Board of Selectmen
From: Robert W. LeLacheur, Jr. CFA
Date: August 6, 2015
RE: August 11th Agenda

Your meeting next week will be relatively brief, and please note up front that Selectmen Berman and Halsey will be absent and unavailable by phone. If your attendance is at risk please let me know as soon as possible due to the quorum needed. Also, John Arena has the Office Half-Hour at 6:30pm. I may be tied up in interviews but Matt can step in as needed to help out with that.

There is a possible agenda item from the school department about an inter-municipal agreement with Wakefield for a Post Program for Special Education students who are between 18-22 years old. When/if that is confirmed I will advise the Selectmen and provide a copy of the agreement, and the Schools would come in at your meeting to make a presentation.

At 7:30pm Maureen Buzby from Melrose will be in to give a presentation on nicotine, E-cigarettes and vaping products. She apparently gave one at a School Committee meeting a while back – should I receive any further information in advance I will also send that along. Representatives from the Board of Health and RCASA will be present at your meeting as well for this agenda item.

If the school agenda item appears, they will be slotted at 8:30pm, otherwise next I will give an overview of the November Town Meeting Warrant. I do not intend to discuss any item in detail, but will give you a rough update of where some general and zoning bylaws are in terms of process, and be happy to answer any questions. At this time we are looking at either two or three nights for the Subsequent Town Meeting in November.

Chairman Ensminger will then lead a short discussion about a proposed method to evaluate the Town Manager, with the intention to gather evaluations and present a summary either on September 1st or September 15th.

Town of Reading
Meeting Minutes

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2015-07-21 Time: 7:00 PM

Building: Reading Town Hall Location: Selectmen Meeting Room

Address: 16 Lowell Street

Purpose: General Business

Attendees: **Members - Present:**

Chairman Daniel Ensminger, Secretary Kevin Sexton, John Arena and Barry Berman

Members - Not Present:

John Halsey

Others Present:

Town Mananager Bob LeLacheur, Town Clerk Laura Gemme, Administrative Services Director Matthew Kraunelis, Technology Director Kevin Furilla, Kim Honetschlager, Patrick McLaughlin, Executive Assistant Paula Schena, Christine Hansen, Bill Brown, Zachary Camenker, Jack Russell, George and Debbie Rio, Stephen Crook

Minutes Respectfully Submitted By: Secretary Kevin Sexton

Topics of Discussion:

Reports and Comments

Selectmen's Liaison Reports and Comments – Barry Berman noted that he attended the Library Building Committee meeting and the project is moving along on time and on budget. Drainage work is being done to contain runoff and to mitigate flooding in the neighborhood. They ran into ledge and will jackhammer it to remove it. He will be meeting with the Library Trustees to discuss the next steps once the library is done. He also noted that the Scully family has a boy with a variety of learning disabilities and is trying to raise $10,000 for a service dog. They have almost reached their goal and if anyone wants to donate they can drop off a check at Town Hall.

Kevin Sexton noted that he attended the Firearm Safety Committee meeting. They have had five looks at a Bylaw revision. Town Counsel recommends scrapping the one we have and write a new one. He noted this is a very good group who is respectful and they will vote on one at their next meeting and hopefully bring it to the Board of Selectmen. Their next meeting is August 3 at 6:30 p.m. at the Police Station. The Volunteer Appointment Subcommittee met and the recommendations will be made tonight.

Daniel Ensminger noted that he and John Halsey attended a 1 ½ hour technology meeting last week. He, John Halsey and Kevin Sexton walked Birch Meadow to look at the proposed lighting. Issues are noise and parking and they will take it forward to a full public hearing at the end of summer. He also noted that Reading 2020 met Saturday morning.

Town Manager's Report – The Town Manager noted that he and John Halsey spent most of today in interviews for the Health Agent. Selectman Halsey has been very helpful and the Board of Health says he is the best Selectman liaison they have ever had.

6a1

The Town Manager read a letter from Criterion to Everett Blodgett withdrawing the application without prejudice. The Town Manager thanked the Historic District Commission for all their hard work but forewarned them that Criterion could come back.

Proclamations/Certificates of Appreciation – American's with Disabilities Act – Chairman Daniel Ensminger read proclamation and a resolution from the State.

A motion by Sexton seconded by Arena to proclaim July 26, 2015 as Americans with Disabilities Act Day was approved by a vote of 4-0-0.

Christine Hansen was present to receive the proclamation and the resolution was given to the Town Clerk for display.

Certificates of Appreciation for Retiring Volunteers Who Served Five Years or More – Jack Russell and George Rio were present to accept their certificates.

A motion by Sexton seconded by Arena that the Board of Selectmen approve the certificates of appreciation for the following outgoing volunteers was approved by a vote of 4-0-0.

Volunteer	# of years	B/C/C
Barbara Meade	14 years	Board of Health
David Singer	12 years	Board of Health
Ronald O'Keefe	9 years	Bylaw Committee
Erica Lynne Deane	6 years	Council on Aging
Maria Higgins	5 years	Economic Development Com.
Meghan Young	9 years	Economic Development Com.
George A. Rio	7 years	Economic Development Com.
John Russell	9 years	Economic Development Com.
Karen Flammia	15 years	Housing Authority
Monique Pillow Gnanaratnam	7 years	Human Relations Advisory Com

The Town Manager noted that we are still waiting to hear from the Attorney General's office on associate positions so they can attend but not participate in the meetings.

Personnel and Appointments

Climate Advisory Committee, Cultural Council, Fall Street Faire Committee, Human Relations Advisory Committee, Historic District Commission and Trails Committee – **A motion by Sexton seconded by Arena that the Board of Selectmen accept the recommendation of the Volunteer Appointment Subcommittee as follows was approved by a vote of 4-0-0:**

- **Denise Eaton to a position on the Fall Street Faire Committee with a term expiring 6-30-18;**
- **Lynn Dornink to a position on the Human Relations Advisory Committee with a term expiring 6-30-18;**
- **Edward Crowley to a position on the Trails Committee with a term expiring 6-30-16;**
- **Jack Williams to the Historic District Commission as an Associate with a term expiring June 30, 2016**
- **Jack Williams to the Historical Commission as an Associate with a term expiring June 30, 2016;**
- **David Williams to an Associate position on the Climate Advisory Committee with a term expiring 6-30-18;**

6a2

- **Lisa Egan to a position on the Fall Street Faire Committee with a term expiring 6-30-17;**
- **Camille Anthony to an Associate position on the Historic District Commission with a term expiring June 30, 2016.**

Discussion/Action Items

Election Machine Demonstration – Town Clerk Laura Gemme noted there will be a demonstration of two machines on August 5th at 10:00 a.m. and 1:00 p.m. and the Selectmen are invited to attend. She will then come back to the Board of Selectmen in September and ask the Board to discontinue the old machines and use the new machines.

John Arena asked if the machines preserve a paper copy and the Town Clerk indicated they do not, but they give a tally and the ballot is put in the machine and locked up. The new machine will take an image and she will retain the paper ballot.

John Arena asked if there was any difference between the longevity of the machines and the Town Clerk noted that it will be no greater than the current machines. The current machines are 20 years old.

It was noted that Daniel Ensminger and Kevin Sexton will attend the demonstration.

Vacate Final Judgement in Tax Lien – 216 Summer Avenue – The Town Manager noted this is a product of work from Town Counsel. When taxpayers fall behind in taxes, water and sewer bills then we take the property. There were mitigating circumstances due to health reasons. The owner will pay all monies owed.

Daniel Ensminger asked the dollar amount and the Town Manager indicated it was over $100,000.

A motion by Sexton seconded by Arena that as provided under MGL Chapter 60, Section 69, that the Board of Selectmen hereby vacate the final judgment entered on May 7, 2014 in tax lien foreclosure case Town of Reading v. Priscilla R. Norton, Case No. 13TL 147022 covering the property located at 216 Summer Avenue, Reading, MA Assessors' Map 15, Lot 226 upon payment by Priscilla R. Troutman on or before July 31, 2015 of all amounts due to redeem the tax taking covering the property, which include, but are not limited to, taxes and interest to the date of payment, all charges and fees associated with the foreclosure case and any costs incurred by the Town in the care, custody and control of the property after the entry of the judgement was approved by a vote of 4-0-0.

Temporary Internal Borrowing Authority – Birch Meadow Lighting Project, Reconstruction of Water Services and Water Distribution System Improvements – The Town Manager noted we are borrowing internally for these projects.

A motion by Sexton seconded by Arena that the Board of Selectmen approve the temporary internal borrowing of $1,000,000 for the Birch Meadow Field Lighting; $265,000 for water distribution system improvements; and $235,000 for reconstructing water services was approved by a vote of 4-0-0.

Technology Division Presentation – Technology Director Kevin Furilla, GIS Administrator Kim Honetschlager and Senior Computer Technician Patrick McLaughlin were present.

6a3

Kevin Furilla noted he grew up in Reading and has been the Technology Director for 13 years in Reading. They are a four member team and do as much in-house as possible. He noted that Verizon helped the Town get started on the fiber network. Daniel Ensminger asked about redundancy and Kevin Furilla noted that was purchased last year but has not been installed yet.

Kevin Furilla noted that over the years they have built a real data center; power issues have been addressed so the system doesn't go down when the microwave is being used; we are on a managed network with sophisticated wireless. The phones are being upgraded and that is long overdue. He is looking for direction for the coming years and he needs coordination from departments.

John Arena asked about getting information from the web to the mobile devices. Kevin Furilla noted that Kim Honetschlager will show some programs and how we make things available to the public. The Town Manager noted that many products don't have applications yet. See Click Fix has an app.

Kevin Sexton asked if he wants the Board to prioritize the systems we use now versus what we will want down the road. Kevin Furilla indicated yes, like body cameras for the police, etc. Kevin Sexton asked if there are grants available and Kevin Furilla indicated yes and they received one to do upgrades to the surveillance system.

Barry Berman asked if the Town, Library and Schools are three different nations. Kevin Furilla noted that the municipal side is the leveraging system. The Library could add more. The RMLD is leveraging our network. The schools use our system for the financial forum and surveillance. The schools pay different prices. The Town departments work well together.

GIS Administrator Kim Honetschlager reviewed the history of the GIS. She noted that the core tasks have not changed much. Most of it is from aerial imagery and it can be used for spatial analysis.

John Arena asked if the GIS could be regionalized and Kim Honetschlager noted that her maps stop at the border. If we had a strong planning board organization then it could be regionalized. We were sharing with the RMLD but their needs are much different than ours.

Daniel Ensminger asked if there was cost sharing on the flyover and Kim Honetschlager noted that it was. We joined a couple of other communities and ended with up 58 communities but the contractor flew too late and the data was not that good.

Kim Honetschlager reviewed View Permit and Map Geo. She noted that DPW is using mapping on their smartphones for water and sewer. Kevin Sexton asked if there is any way to track the number of users and Kim Honetschlager noted there is a monthly report and it is used mostly by realtors and staff.

Kim Honetschlager reviewed the new mapping portal that she has created. Daniel Ensminger asked if there is a map for bus and train routes and Ms. Honetschlager noted she is working on voting districts, school districts, bus stops and train stations.

Barry Berman asked if there was a census app and Ms. Honetschlager indicated there is not and noted that dogs, incoming kindergarten students, etc. are privileged information.

Kim Honetschlager noted that the infrastructure is there to do whatever the Selectmen want. She is looking for direction. Daniel Ensminger recommended unveiling the mapping portal at the Fall Town Meeting.

6a4

John Arena asked if this can be used to broadcast and Kim Honetschlager noted it can do mailing lists. Kevin Furilla noted that our reverse 911 system can notify but it is not tied into Kim's maps.

Reading 2020 and Town Manager Goals: FY15 Review and FY16 Look Ahead – The Town Manager noted that it is important for the Selectmen to see what infrastructure is in place and decide what to do with it. If you want a Smart City Tech then we can do but what is the cost benefit.

The Town Manager noted that the Selectmen reviewed goals on Saturday. They discussed public/private partnerships and suggested ways to collect data and measure performance. Emergency planning is almost done. The Board needs to plan a summit with Boards, Committees and Commissions and determine an agenda and who needs to attend. He suggests Chairs and Vice Chairs. He suggests they discuss roles as liaisons.

The Town Manager noted that goal 1 is done and goal 2 is underway. The DPW facility did not go well. Volunteers are needed for the Permanent Building Committee.

Daniel Ensminger noted there needs to be a two pronged approach to Birch Meadow. The Town Manager suggested that someone give a presentation to Town Meeting on the Birch Meadow Phase 2 and then hand out voting devices. He noted that we need to use Town Meeting for feedback. We get better results when there is a bigger audience.

The Town Manager noted the Selectmen need to update the Selectmen's Policies. Also, there is a bylaw preventing non-residents from serving on Board and Committee. The Selectmen can revoke that. Daniel Ensminger noted that we don't want non-residents dominating any committees.

The Town Manager noted the Personnel Policies need to be updated. The Library consulting work is underway. The Town Accountant is working on a fund balance policy. John Arena asked if the fund balance is related to the schools and the Town Manager noted it is not, it is more reserve fund driven.

The FY16 Look Ahead includes community partners both regional and non-regional; services and performance measurement; communication; strategic planning in real estate and policy; and other internal operations. The goal is to strengthen area community relationships; examine town/school integration; explore partnerships with nonprofit and private and to conduct a master plan for Human/Elder Services. There is also a need to look at the reverse 911 communication tool and uses.

The Town Manager noted that services and performance measurement are really difficult. Barry Berman suggested developing a service policy as an option.

The Town Manager reviewed the Strategic Planning which includes: Economic Action Plan; Solar project; hazard mitigation plan; and recommending the composition of an ad hoc Master Plan Committee. Real Estate being looked at includes the Post Office, and the train depot. Parking is an issue at MF Charles so they are looking at putting commercial upstairs. Daniel Ensminger noted that another handicap space needs to be added Main Street on the Woburn Street – Haven Street stretch.

The Town Manager reviewed the internal goals. He noted that Human Resources does not cater to the younger generation. We need to recreate to attract and maintain the younger employees. In addition, he wants Labor Counsel to review all of the Union contracts. He will do an operational and financial review and suggest to the Board a path forward to determine at what point do we ask for more money.

605

Barry Berman noted that it would be nice to know what we need to do to put the Town on firm footing for the next 15 years. That would include the "have to haves", growth in services and things we want to do.

Kevin Sexton noted that a lot of people are moving into Reading because we do a good job. A lot of people are renovating instead of buying. Andover has a lot to offer too, but they are too far from Boston.

Daniel Ensminger noted that he will have one or two draft formats of the Town Manager evaluation to review at the meeting on August 11. The evaluation will be compiled in September and then the review will be conducted.

Approval of Minutes
A motion by Sexton seconded by Arena to approve the minutes of June 23, 2015 as amended was approved by a vote of 4-0-0.

A motion by Arena seconded by Sexton to adjourn the meeting at 10:00 p.m. was approved by a vote of 4-0-0.

Respectfully submitted,

Secretary

6a6

L/c BOS

Schena, Paula

From: LeLacheur, Bob
Sent: Thursday, August 06, 2015 9:27 AM
To: Schena, Paula
Subject: FW: Tree City USA- 30 years

For BOS packet

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

From: Zager, Jeff
Sent: Thursday, August 06, 2015 9:11 AM
To: LeLacheur, Bob; Delios, Jean
Cc: Keating, Bob
Subject: Tree City USA- 30 years

Bob/ Jean:
As you know Reading has reached the milestone of being a designated Tree city USA" community for 30 years, which is the 2nd longest tenure in the state.
In recognition, the National Arbor foundation has presented us with a couple of commemorative signs, as well as a new banner (believe the previous banner was hung in the Selectmen's meeting room).
Bob K is currently scouting potential locations for the signs, which would be placed on poles.
We will hold onto the banner, pending any additional ideas for possible locations.

Thanks,

Jeff

Jeffrey T. Zager
16 Lowell Street
Reading MA 01867

9a