



Town of Reading Meeting Posting with Agenda

RECEIVED
TOWN CLERK
READING, MASS.

2015 NOV 12 P 1:54

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2015-11-17

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:

- 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. Liquor License Renewals 7:20
 - b. Approve Amendments to Johnson Woods Regulatory Agreement 7:25
 - c. Authorize Town Manager to Sign Settlement Agreements for Sutton Area (Article 12) 7:30
 - d. Police Department Master Planning 7:35
 - e. Continued Hearing on Tax Classification for FY2016 8:15
 - f. Climate Advisory Committee 9:00
- 6) **Approval of Minutes**
 - a. November 3, 2015
- 7) **Licenses, Permits and Approvals**
- 8) **Executive Session**
- 9) **Correspondence**
 - copy a. Email re: Comcast Quarterly Franchise Fee
 - copy b. Correspondence from Jane Lyman at Xfinity re: upcoming changes to installation rates

DRAFT - BOARD OF SELECTMEN AGENDAS			
2015			2015
<i>11/12/2015</i>		Staff	Estimated
	Town Meeting November 9, 2015	Monday	
	Town Meeting November 12, 2015	Thursday	
	Town Meeting November 16, 2015	Monday	
	November 17, 2015		
	Liquor License Renewals	LeLacheur	7:20
	Approve amendment to Johnson Woods Regulatory Agreement	LeLacheur	7:25
	Authorize Town Manager to sign settlement agreements for Sutton Brook Disposal Area Superfund Site (Article 12)	LeLacheur	7:30
	Police Department Master Planning	Cormier	7:35
Public Hearing (continued)	Tax Classification	LeLacheur	8:15
	Climate Committee	LeLacheur	9:00
	December 1, 2015		
Office Hour	Dan Ensminger		6:30
	Watering for Adopt and Islands and Town buildings	Reading Garden Club	7:20
	MAPC presentation on Economic Development opportunities	Delios	7:30
	RMLD update	O'Brien	8:30
	Economic Development models	Delios	9:00
Public Hearing	FY16 Classification Plan	LeLacheur	9:30
	December 15, 2015		
	Approve Licenses - non-alcohol		7:20
	Confirm appointment of Police Chief	LeLacheur	7:30
	Library Project Update - joint meeting with Library Building Committee	Huggins	7:45
	Birch Meadow Master Plan joint meeting with Recreation Committee	Feudo	8:30
	Disability Commission	LeLacheur	9:15
Future Agendas			
	Discuss forming Cable Advisory Committee - cable agreements expire 11/23/18 - 3yr formal process is allowed	Town Counsel	
	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 Jan 26/Mar	
	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	Oct./Nov.	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

DRAFT - BOARD OF SELECTMEN			
2016	AGENDAS		2016
<i>11/12/2015</i>		Staff	Estimated
	January 12, 2016	WORKSHOP -	
Office Hour			6:30
	FY17 Town Budget		7:00
	Overview	LeLacheur	
	<i>Public Safety - Fire</i>	<i>Burns</i>	
	<i>Public Safety - Police</i>	<i>TBA</i>	
	<i>Public Safety - Dispatch</i>	<i>TBA</i>	
	<i>Public Works</i>	<i>Zager</i>	
	<i>Enterprise Funds</i>	<i>LeLacheur</i>	
	January 19, 2016	WORKSHOP -	
	FY17 Town Budget		7:00
	Public Library	Urell/Trustees	8:00
	<i>Finance</i>	<i>Angstrom/BOA</i>	
	<i>Community Services</i>	<i>Delios/BCCs</i>	
	<i>Public Services</i>	<i>LeLacheur</i>	
	<i>Benefits, Miscellaneous</i>	<i>LeLacheur</i>	
	<i>Capital/Debt</i>	<i>LeLacheur</i>	
	<i>Summary</i>	<i>LeLacheur</i>	
	January 20, 2016 - Financial Forum	Pleasant St Ctr	7:30
	January 26, 2016		
HEARING	Close Warrant for April 25, 2016 Annual Town Meeting	LeLacheur	8:00
	February 9, 2016		
Office Hour			6:30
	February 23, 2016		
	Local elections March 1, 2016	Tuesday	
	March 8, 2016		
Office Hour			6:30
	Board Reorganization	LeLacheur	
	March 22, 2016		
HEARING	Water, Sewer and Storm Water Rates for FY16	LeLacheur	9:00
	Vote Annual Town Meeting Warrant Articles	LeLacheur	9:30

	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



READING POLICE DEPARTMENT

15 Union Street • Reading, Massachusetts 01867
Web: www.ci.reading.ma.us/police/

EXECUTIVE SUMMARY Liquor License Renewals – 2015

November 09, 2015

Chief James Cormier
Reading Police Department
15 Union Street
Reading, MA 01867

James Cormier
11/9/2015

Chief Cormier,

As directed by your Office and in accordance with Reading Police Department Policy and Procedures, I have placed together an executive summary of all the 2015 Liquor License Renewals.

I reviewed the Department's in house computer history (01/01/2015 to 11/06/2015) of the attached Licensee Renewals for 2015 with the following results for your review.

LIQUOR: 24 Licensees. No unusual call history for 23 of the 24.

Chili's Grill & Bar, 70 Walkers Brook Drive, had the following incidents involving a police response:

- 1) 603568, 8/23/15, 16:36 hours, report came in via an off-duty Reading Police Officer that had received a text message from someone at the restaurant. The text reported that a female with three children had been drinking inside the restaurant and was unfit to drive. The report states that the female was sitting with other patrons who were buying her beers, which the bartender was unaware of. The female attempted to leave in her vehicle. A patron notified the staff of her condition and the patron and manger went out to the parking lot and stopped her from driving away. The female was located and called for a ride to come pick her and her children up. Officers spoke with the Chili's Manager, who reported that the female had been there for 3 hours and had been served 4 drinks. They Manager stated they were unaware that other patrons were giving her drinks.

Based upon the above information, I see no reason why the above licenses should not be renewed.

Respectfully Submitted,

Richard Abate
Lt. Detective Richard Abate
Criminal Division Commander

5a1



READING POLICE DEPARTMENT

15 Union Street • Reading, Massachusetts 01867
Web: www.ci.reading.ma.us/police/

EXECUTIVE SUMMARY Liquor License Renewals – 2015

November 09, 2015

Chief James Cormier
Reading Police Department
15 Union Street
Reading, MA 01867

Chief Cormier,

As directed by your Office and in accordance with Reading Police Department Policy and Procedures, I have conducted a review of all the 2015 Liquor License Renewals.

I reviewed the Department's in house computer history (01/01/2015 to 11/06/2015) of the 24 Liquor License Renewals for 2015.

I find there were no issues with any of the licensees. All findings were consistent with normal business operations.

I see no reason why the licenses should not be renewed.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "R. Abate".

Lt. Detective Richard Abate
Criminal Division Commander

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List of Liquor of Licenses – 2015

All Alcoholic – Restaurants

Bertucci's Italian Restaurant – 45 Walkers Brook Drive
Café Capri – 355 Main Street
Chili's Grill & Bar – 70 Walkers Brook Drive
Fuddruckers – 50 Walkers Brook Drive
Biltmore and Main Bar & Grill – 530 Main Street
Longhorn Steak House – 39 Walkers Brook Drive
Mandarin Reading Restaurant – 296 Salem Street
Oye's – 26 Walkers Brook Drive
Ristorante Pavarotti – 601 Main Street
Fusilli's Cucina – 107 Main Street
Venetian Moon Restaurant – 680 Main Street
Portland Pie Company – 54 Haven Street
Bunratty Tavern – 622 Main Street

Wine & Malt – Restaurants

Bangkok Spice Thai Restaurant, 76 Haven Street

All Alcoholic – Package Stores

Busa's Reading Liquors – 345 Main Street
Jay and Ricky Inc. – 212 Main Street
Square Liquors – 11 High Street
The Wine Shop & More – 676 Main Street
The Liquor Junction – One General Way
Pamplemousse Inc. – 26 Haven Street

All Alcoholic – Clubs

Knights of Columbus – 11 Sanborn Street
Meadow Brook Golf Club – 292 Grove Street
Reading Overseas Veteran's, Inc. - 575 Main Street
Reading Veteran's Association/American Legion – 37 Ash Street



2016

CITY/TOWN:

DATE:

Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114

To the members of the Alcoholic Beverages Control Commission:

Acting under the authority contained in M.G.L. Ch. 138, §17, as amended the undersigned local licensing authority at a meeting held on:

Date of Meeting

estimated that the temporary increased resident population of:
City/Town

As of July 10, 2016 will be

Estimate Resident Population

This estimate was made and voted upon by the undersigned at a meeting called for the purpose, after due notice to each of the members of the time, place, and purpose of said meeting, and after investigation and ascertainment by us of all the facts and after cooperative discussion and deliberation. The estimate is true to the best of our knowledge and belief.

THE ABOVE STATEMENTS ARE MADE UNDER THE PENALTIES OF PERJURY

Very Truly Yours,
Local Licensing Authorities

THIS CERTIFICATION MUST BE SIGNED BY A MAJORITY OF THE MEMBERS OF THE LOCAL LICENSING AUTHORITIES.

504

LATHAM LAW OFFICES LLC

643 MAIN STREET
READING, MA 01867

2015 OCT 29 AM 11:26

O. BRADLEY LATHAM*
CHRISTOPHER M. O. LATHAM
JOSHUA E. LATHAM*

TEL: (781) 942-4400
FAX: (781) 944-7079

*ADMITTED TO PRACTICE IN
MASSACHUSETTS AND NEW HAMPSHIRE

October 28, 2015

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

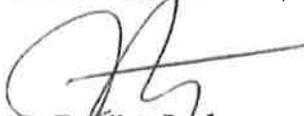
RE: *Amendment to Regulatory Agreement and Declaration of Restrictive Covenants as to Johnson Woods Condominium*

On June 8, 2015 the Community Planning & Development Commission approved a relocation of an affordable unit from 30 Taylor Drive to 16 Taylor Drive. A copy of that approval is attached to this letter. This change requires that the Regulatory Agreement be amended to reflect the change in the location of the unit.

We enclose the original Amendment to the Regulatory Agreement. DHCD has approved the form of this document. The Project Sponsor and the Project Lender have both signed the amendment. We request that the Chairman of the Board of Selectmen sign the amendment, and that it be returned to us, so that we can submit it to DHCD for its endorsement. Once the document is signed by all parties, we shall record the document at the Registry of Deeds and provide the Town with a recorded copy.

We thank you for your cooperation on this matter.

Sincerely,
Latham Law Offices, LLC



O. Bradley Latham

cc: Jean Delios, Assistant Town Manager
Town Hall
16 Lowell Street
Reading, MA 01867

561



Town of Reading

RECEIVED
TOWN CLERK
READING, MASS.

16 Lowell Street
Reading, MA 01867-2683

2015 JUN 11 A 8:01

Phone: 781-942-9012
Fax: 781-942-9071
Email: jwilson@cl.reading.ma.us

COMMUNITY PLANNING AND DEVELOPMENT COMMISSION

June 8, 2015

Amendment to the PUD Decision and Special Permit

RE: Minor Amendment – Johnson Woods, Phase II – 468 West Street

To the Town Clerk:

This is to certify that, at a meeting of the Community Planning and Development Commission meeting dated June 8, 2015 by a motion duly made and seconded, it was voted:

“We, the Reading Community Planning and Development Commission, upon request from Bradley Latham, Attorney representing, Ted Moore, owner of 468 West Street, Johnson Woods, Phase II for minor amendments to the Special Permit for Johnson Woods, Phase II, dated March 12, 2012; do hereby vote 5-0-0, to approve the minor amendments subject to the findings and conditions below. ”

MATERIALS SUBMITTED:

1. Email correspondence from Rieko Hayashi, with the Department of Housing and Community Development, dated April 24, 2015.
2. Modification request submitted by Attorney Bradley Latham dated May 18, 2015 and received on May 18, 2015.
3. Memorandum from William Bergeron of Hayes Engineering dated May 11, 2015 and received on May 18, 2015.
4. Sheets C-5, C-7 and C-12 entitled Site Grading Plan Johnson Woods Planned Unit Development (Phase II), prepared by Hayes Engineering, dated October 6, 2011 and lastly revised May 4, 2015.
5. Email from Fire Chief Greg Burns to Community Development Director Jessie Wilson dated May 19, 2015.
6. Email from Property Owner Ted Moore to Jessie Wilson dated May 20, 2015.
7. Sketch Plan Johnson Woods Development, prepared by Hayes Engineering, dated May 7, 2015.
8. Plan entitled Johnson Woods, dated May 21, 2015 prepared by Grazado Velleco Architects.
9. Memorandum from Attorney Brad Latham dated June 1, 2015.
10. Memorandum from Town Engineer dated June 4, 2015.

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FINDINGS:

1. The Applicant is seeking approval for Minor Modifications to Phase II of the Johnson Woods Planned Unit Development.
2. Changes include: 1) Relocation of the single-family unit (unit 73) addressed at 37 Green Meadow Drive to Talbot Lane. This unit will be combined with another unit on Talbot Lane to create a new duplex building resulting in a total of 3 duplex buildings on Talbot Lane in Phase II. 2) Relocation of one affordable unit from 30 Taylor Drive to 16 Taylor Drive. This will allow for a community room/gathering place/work center near the lobby of 30 Taylor Drive. 3) As a result of the relocation of 37 Green Meadow Drive, a new three car garage will be installed in its place. Green Meadow Drive will also be revised to include two additional parking spaces.] ←
3. The Approved affordable unit at 30 Taylor Drive is unit 1001 and contains 1 bedroom.
4. The relocation of the Affordable Unit will require an amendment to the Approved Regulatory Agreement as indicated in email correspondence from DHCD dated April 24, 2015.
5. The proposed water line on Green Meadow Drive shall remain as depicted on Sheet C-7, dated October 6, 2011 and lastly revised May 4, 2015.
6. On a motion that was duly made and seconded, the CPDC determined that the remaining changes to the approved Site Plans and PUD-R Special Permit Conditions for Phase I and Phase II as requested are minor amendments in accordance with Section 11.1.3.13 of the PUD By-Laws.

CONDITIONS:

1. The CPDC hereby approves the modifications to the approved Site Plans and PUD-R Special Permit for the Johnson Woods development, Phase II as requested.
2. Prior to the issuance of an occupancy permit for unit 1001 at 30 Taylor Drive, the Applicant shall submit to the Department of Housing and Community Development (DHCD) for approval to amend the Affordable Housing Regulatory Agreement for Johnson Woods Condominiums. A copy of the final executed amended regulatory agreement shall be submitted to the Town Planner prior to the occupancy of Unit 1001 at 30 Taylor Drive.

Modifications/Revisions - Plan Changes after Approval by the Approving Authority:

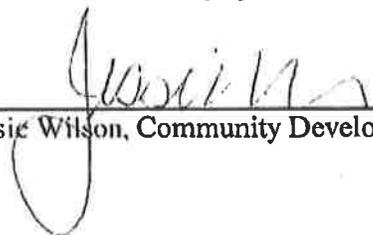
Contemplated future changes to the plan approved hereby shall be presented to the Community Planning & Development Commission, the Zoning Enforcement Officer/Building Inspector, or other relevant Town Boards or staff prior to implementing proposed changes.

1. **Administrative Approval of Modifications:** A proposed change may qualify for administrative approval as a Minor Modification if the changes do not substantially alter the concept of the approved Plan in terms of the qualities of the specific location,

the proposed land use, the design of the building form and approved building details and materials, site grading or egress points, and minor changes in site layout, topography, architectural plans, landscaping plan, traffic circulation, parking, lighting plan, signage or open space.

2. **Minor Modification by CPDC:** A proposed change that does not meet the criteria for Administrative Approval shall be reviewed by the CPDC at a regularly scheduled meeting.
3. **Major Modification:** Substantial additions, deletions or deviations from the approved plan include any relocation or shifting of structures or parking areas as well as:
 - a) Any increase in the gross floor area of structure or any changes to the building envelope;
 - b) Any change that requires additional water or sewer usage or the relocation of water and sewer utilities;
 - c) Any increase in impervious areas, either by changes to structures or paved parking areas;
 - d) Substantial changes to the approved architectural drawings, including changes in building materials and color.(Note: Approval of the major modification shall be grounds for reconsideration of the Site Plan application. Denial of proposed major modifications shall not invalidate the Site Plan in conformance with the previously approved Plan).

Signed as to accuracy of the vote:



Jessie Wilson, Community Development Director

10/10/15
Date

Cc: Applicant, Assistant Town Manager, Town Clerk, Building Inspector, Conservation Administrator file

LOCAL INITIATIVE PROGRAM
AMENDMENT TO REGULATORY AGREEMENT
AND
DECLARATION OF RESTRICTIVE COVENANTS
FOR
OWNERSHIP PROJECT

Reference is made to the Regulatory Agreement dated July 17, 2007, by and among the Commonwealth of Massachusetts, acting by and through the Department of Housing and Community Development (“DHCD”), pursuant to G.L. c. 23B §1 as amended by Chapter 19 of the Acts of 2007, the Town of Reading (“the Municipality”), and Johnson Woods Realty Corporation, a Massachusetts corporation, having an address at 8 Doaks Lane, Marblehead, MA and its successors and assigns (“Project Sponsor”) recorded at Middlesex South District Registry of Deeds (“Registry”) at Book 49791, Page 1, as amended on October 22, 2013, which amendment is recorded at Registry Book 63101, Page 401.

In consideration of the agreements and covenants set forth in the Regulatory Agreement, and other good and valuable consideration, the receipt and sufficiency of which each of the parties hereto hereby acknowledge to the other, DHCD, the Municipality, and the Project Sponsor hereby agree and covenant that the Regulatory Agreement is hereby amended with reference to the relocation of one unsold Low and Moderate Income Unit, as follows:

The Low and Moderate Income Unit known and numbered as Unit 1001 that was in Building 67 at 30 Taylor Drive is relocated to be designated as Unit 1001 in Building 66 at 16 Taylor Drive. The relocated unit remains a one bedroom unit with substantially the same square footage.

In all other regards, the above-referenced Regulatory Agreement remains in full force and effect.

Executed as a sealed instrument as of Aug 24, 2015.

PROJECT SPONSOR
Johnson Woods Realty Corporation

By: 
its President

DEPARTMENT OF HOUSING AND
COMMUNITY DEVELOPMENT

By: _____
its Associate Director

MUNICIPALITY
Town of Reading, Massachusetts

By: _____
its Chairman of the Board of Selectmen

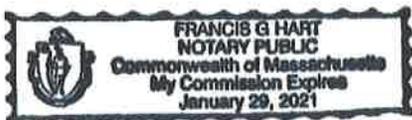
COMMONWEALTH OF MASSACHUSETTS

COUNTY OF MIDDLESEX, ss.

Aug 24, 2015

On this 24th day of August, 2015, before me, the undersigned notary public, personally appeared Edward T. Moore, proved to me through satisfactory evidence of identification, which was a Massachusetts driver's license, to be the person whose name is signed on the preceding document, as President of Johnson Woods Realty Corporation [Project Sponsor], and acknowledged to me that he signed it voluntarily for its stated purpose.

Francis G Hart



Notary Public
Print Name: Francis G Hart
My Commission Expires: 1/29/2021

COMMONWEALTH OF MASSACHUSETTS

COUNTY OF SUFFOLK, ss.

_____, 2015

On this _____ day of _____, 2015, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which were _____, to be the person whose name is signed on the preceding document, as _____ for the Commonwealth of Massachusetts acting by and through the Department of Housing and Community Development, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

Notary Public
Print Name:
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

COUNTY OF MIDDLESEX, ss. _____, 2015

On this _____ day of _____, 2015, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which was a Massachusetts driver's license, to be the person whose name is signed on the preceding document, as Chairman of the Board of Selectmen for the Town of Reading, and acknowledged to me that he signed it voluntarily for its stated purpose.

Notary Public
Print Name:
My Commission Expires:

CONSENT TO REGULATORY AGREEMENT

Johnson Woods
(Project name)

Reading, MA
(City/Town)

Johnson Woods Realty Corporation
(Project Sponsor)

The Undersigned East Boston Savings Bank, a banking corporation duly organized by law and having a usual place of business of Ten Meridian Street, East Boston, Massachusetts 02128 being the holder of a Commercial Real Estate Construction Mortgage recorded with Middlesex South District Registry of Deeds Book 60186, Page 187; and holder of Collateral Assignment of Leases and Rents recorded with Registry of Deeds Book 60186, Page 206; and holder of a Conditional Assignment of Development and Phasing Rights as to Phase II recorded with Registry Book 60186, Page 220, on the above described, hereby consents to the execution and recording of this Agreement and agrees that in the event of any foreclosure or exercise of remedies under the Mortgage it shall comply with the terms and conditions hereof.

East Boston Savings Bank

By *Robert Millerick*

its VICE PRESIDENT

COMMONWEALTH OF MASSACHUSETTS

COUNTY OF MIDDLESEX, ss.

August 27, 2015

On this 27th day of August, 2015, before me, the undersigned notary public, personally appeared Robert Millerick, proved to me through satisfactory evidence of identification, which were known bank representative, to be the person whose name is signed on the preceding document, as Vice President of East Boston Savings Bank., and acknowledged to me that he signed it voluntarily for its stated purpose.

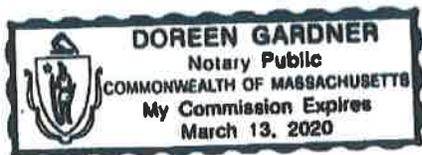
Doreen Gardner

Notary Public

Print Name: Doreen Gardner

My Commission Expires:

3.13.20



Schena, Paula

From: LeLacheur, Bob
Sent: Thursday, November 05, 2015 9:23 PM
To: Schena, Paula
Subject: FW: Split tax rate

BOS packet

From: Lynda Zarrow [lzarrow@comcast.net]
Sent: Thursday, November 05, 2015 7:55 PM
To: Reading - Selectmen
Subject: Split tax rate

I understand there was a meeting this week about a proposed split tax rate (residential vs commercial) in Reading. I was unable to make it but wanted to voice my opinion. Our downtown is looking pretty good these days with new small businesses revitalizing what had become a sad place to shop and do business. I hope that any changes put in place would only impact those big businesses that can afford it (such as a company with more than a certain number of employees or a set revenue amount). Many local places are family owned and are already struggling to compete. By increasing taxes for them, they'd most likely have to raise prices which might drive customers away to businesses outside of Reading. Please consider any change carefully, especially if it will have a neutral impact on the town's revenue.

Thank you

Lynda Zarrow

Reading Climate Advisory Committee



November 17, 2015

Climate Advisory Committee

Members

Joan Boegel

Ron D'Addario (FY16 Chair)

Ray Porter

Laurie Ann Sylvia

David Zeek

Associates

Gina Snyder

David Williams

Contributors

Michele Benson, Stephanie Anderberg, Mike Scola, Jeffery Everson

Mission Statement

The Reading Climate Advisory Committee (RCAC) is an official town advisory committee comprised of concerned citizen volunteers seeking to achieve environmental, economic and societal sustainability by raising public awareness and influencing the community, including its government, to reduce energy use and foster environmental stewardship in a cost effective manner.



Paper/Cardboard Recycling

- A Paper/Cardboard Recycling Pilot Program for Businesses that abut the public parking lot behind CVS.
- Up and Running July 2015
- JRM Hauling free recycling dumpster.
- Because of the usage, the recycling dumpster is now emptied twice a week.



Education & Community Outreach

350.org Workshop at Saint Agnes Church

Pope Francis' Encyclical on our Environment

November 14th at Saint Agnes Church

December 8th at Reading Public Library

'Green Sense' Continues ~ 52 Articles annually



Daily Times Chronicle

GREEN SENSE: Springing into a smarter home

By Reading Climate Committee

SFS

Earth Day 2015



Alternative Energy / Home & Car

Held Saturday, April 25th at RMLD

Presenters included:

Solar voltaic, heat pumps, geothermal and biomass sources of alternative energy

RMLD energy audits, rebate offers and LED bulb display

Plug-in and all electric vehicles and a charging station

RMLD Solar Choice Program

Climate Committee sitting in to assist RMLD

RMLD RFP being developed

Phase I sites will be in Wilmington (RMLD working with Town/CAB members)

Additional sites in 3 other towns will be evaluated in 2016

Replaces Green Choice program with local generation



Schools & School Programs

Presentations to classrooms between Reading Memorial High School and Coolidge Middle School on use of energy (industrial revolution to present), non-renewable energy, renewable energy, alternative energy and climate change



Proposal for Assistance to Low Income Seniors

Modeled on Winchester Council on Aging - Energy Committee Program

Recommended by a Reading senior citizen

- To help low-income seniors save money so they can stay in Reading homes

Researched program - developed proposal

- Encourages use of RMLD free energy audits
- Provide financial assistance (beyond existing rebates) for implementation of energy recommendations



Proposal for Assistance to Low Income Seniors

To Date:

- Provided write up to Elder and Human Services, Council on Aging (COA) and RMLD
- Discussed with Elder and Human Services/Town Planning
- Met with Council on Aging
- Met with local bank
- In process of making arrangements with local church

Next Steps:

- Speak to seniors at Senior Center Lunch n' Learn
- Get feedback and continue the conversation with COA
- Reach out for financial assistance for implementation
- **Offer:** Climate Committee members are available to seniors as local 'support' person during the free energy audit from RMLD



SF10

Natural Gas Leaks: A Waste and a Threat

Massachusetts has one of the nation's oldest natural gas pipeline systems.

Over 25,000 leaks

Unaccounted For Gas exceeds 8 billion cubic feet per year

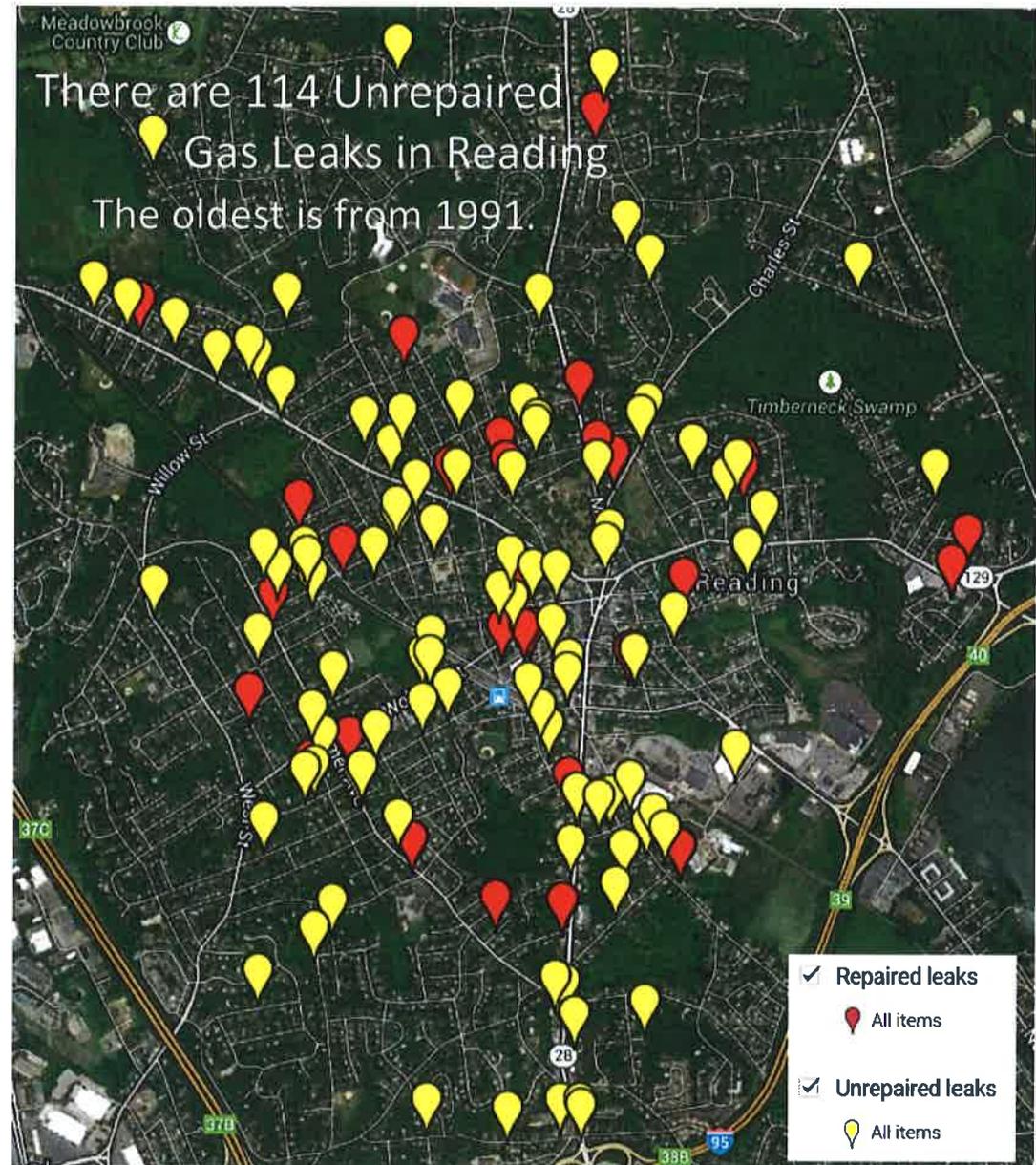
That lost gas is worth more than \$50M

Gas utilities can completely recover the cost of that lost gas through charges to customers.

Gas utilities are not required to repair Grade 3 (non-threatening) gas leaks – ever!

Natural gas (methane) is a global warming gas 84 times as bad as carbon dioxide for 20 years.

Natural gas kills plants and creates ozone which affects human health and allergies.



Leaks threaten safety, health, and the environment. Leaks waste a valuable resource. And we pay for it!

SF11

Two Bills Before Legislature Address This Problem

H.2870, An Act Relative to Protecting Consumers of Gas and Electricity from Paying for Leaked and Unaccounted for Gas

- **Precludes utility companies from charging customers for the cost of lost and unaccounted for gas**, protecting consumers from expenses that they have no ability to control or reduce
- Precludes utility companies from charging customers to reduce or remedy the losses, i.e., fix the leaky pipes
- Consumers means homeowners, businesses, companies using gas in manufacturing, municipalities, state, and federal government
- Presented by Rep. Lori Ehrlich and Sen. James Eldridge with 49 additional petitioners

H.2871, An Act Relative to Gas Leak Repairs During Road Projects

- **Requires all gas leaks under a road to be repaired when it is opened up for a construction project.**
- This is a sensible, cost saving, efficient way to ensure more leaks are repaired.
- Expands coverage of safety leaks bill passed last year
- Presented by Rep. Lori Ehrlich with 47 additional petitioners

Nine municipalities have already passed resolutions supporting these gas leaks bills
Arlington, Boston, Brookline, Cambridge, Framingham, Newton, Northampton, Somerville, Waltham

SF12

Thank you,

The Reading Climate
Advisory Committee



Backup

Reading's Experience

Fire Department – interview with Chief Greg Burns

- The call log for “Gas Leak/Odor” shows 70 calls in 2014 and 51 calls in 2015 to Aug. 12.
- This represents 5% of the non-EMS calls received by the Fire Department
- Anyone suspecting a gas leak can call the gas company or 911

Department of Public Works – interview with George Strazzere, Highway Division

- DPW is not involved with gas leak repair or responding to residents' calls
- DPW frequently discovers (and occasionally causes) gas leaks during roadwork
- DPW coordinates with National Grid on installation of new/replacement gas mains
- Coordination of road paving with pipeline installation or repair is DPW's biggest issue with National Grid

Municipal Support for Gas Leaks Legislation

Reading can voice its support for these bills.

Eleven municipalities have already passed resolutions supporting one or both gas leaks bills

Arlington
Boston
Brookline
Cambridge
Framingham
Lexington
Newton
Northampton
Pittsfield
Somerville
Waltham



City of Waltham, Massachusetts

Resolution

Concerning Lost and Unaccounted For Gas

June 8, 2015

WHEREAS... "Unaccounted For Gas" (UFG) or "Lost And Unaccounted For Gas" (LAUF) represents the difference between the total gas from all sources and the total gas accounted for as sales, interchange, and use and includes leakage or loss by other means, discrepancies in measuring or monitoring, variations of temperatures or pressures and other variants, and

WHEREAS... The cost of UFG is typically passed down from providers to consumers, and

WHEREAS... Leaking gas in the ground is harmful to vegetation and can kill valuable shade trees by depriving roots of oxygen, and

WHEREAS... Massachusetts House Bill (H.2870), "An Act relative to protecting consumers of gas and electricity from paying for leaked and UFG", seeks to protect all gas and electricity customers from paying for UFG, by prohibiting providers from including the cost of UFG, as well as the costs of reducing or remedying loss, in the rate base, and

WHEREAS... H.2870 will provide economic incentive to gas providers to mitigate loss, pushing development of improved technologies and practices, as well as to reduce heat-trapping gasses released during transportation, distribution and storage, which have an impact on global warming;

THEREFORE, BE IT RESOLVED... That the Waltham City Council supports H.2870, and

BE IT FURTHER RESOLVED... That the Waltham City Clerk forward an engrossed copy of this resolution to the elected Waltham delegation in the House and Senate as well as House Speaker Robert A. DeLeo and Senate President Stanley C. Rosenberg on behalf of the entire Waltham City Council;

Read and adopted _____

Attest: Rosario C. Malone, City Clerk

Respectfully submitted:

Councillor George A. Darcy III

Councillor Stephen F. Rourke

Example Language

5F16

Support from Reading's Legislators

Rep. Jim Dwyer, July 16, 2015

"Please know that I have worked with Lori Ehrlich on many natural gas related issues over the past 6 years and I support both pieces of legislation. I had worked with the utilities on two separate gas leaks in Reading in the past and we made sure that National Grid had a community relations specialist that was accessible to the town at all times to make sure that if any issues arose, they could be addressed promptly. **A resolution that is sent to the proper legislative committees would be a positive addition to what I'm sure amounts to hundreds of testimonials I'm sure the committee has received.** The legislation is before the Joint Committee on Telecommunications, Utilities and Energy."

Sen. Jason Lewis, August 17, 2015

"As you may know, I am a proud co-sponsor of House Bills 2870 and 2871. I completely agree that gas leaks are a wasted resource as well as a serious environmental and public safety hazard, and I hope that the Committee on Telecommunications, Utilities and Energy reports favorably on these bills. In addition, **I welcome support from our municipal officials.** These bills would help protect consumers from paying for gas they never use; protect the environment by reducing emissions; and protect the public safety through the encouragement of more timely repairs and improvement of our pipelines."

Rep. Bradley Jones, September 3, 2015

In a letter to the Federal Energy Regulatory Commission questioning Kinder Morgan's Northeast Extension Pipeline project.

"We also have serious concerns about the environmental, health and safety risks associated with gas line leaks in the Commonwealth's existing natural gas pipeline infrastructure, and how those risks would be exacerbated by a project of the magnitude Kinder Morgan is proposing. In 2014, the Massachusetts Legislature enacted legislation requiring utility companies to report the location and age of all natural gas leaks in their pipelines, and to work towards repairing these leaks. According to a new report by the Cambridge-based Home Energy Efficiency Team, utility companies have identified approximately 20,000 'potentially dangerous and environmentally damaging leaks' within the existing distribution system in Massachusetts. It is our belief that this problem must be addressed before we commit to adding new pipelines."

Grades of Gas Leaks

Massachusetts Law (2014) Chapter 149 AN ACT RELATIVE TO NATURAL GAS LEAKS Section 144.

- (a) There shall be uniform natural gas leaks classification for all gas companies.
- (b)
 - (1) Gas companies shall assess a grade to all reported natural gas leaks based on the system provided in this section.
 - (2) A **Grade 1** leak shall be a leak that represents an existing or probable hazard to persons or property. **Grade 1 leaks require repair as immediately as possible and continuous action until the conditions are no longer hazardous.** The gas company shall immediately schedule a completion of repairs and the condition shall be kept under continuous surveillance until the hazard or source of the leak is eliminated. Whenever appropriate and feasible, a gas company shall notify the fire department and chief law enforcement officer in each city or town where a Grade 1 leak is identified.
 - (3) A **Grade 2** leak shall be a leak that is recognized as non-hazardous to persons or property at the time of detection, but justifies scheduled repair based on probable future hazard. **The gas company shall repair Grade 2 leaks or replace the main within 12 months from the date the leak was classified.** All Grade 2 leaks shall be reevaluated by a gas company at least once every 6 months until eliminated; provided, however, that the frequency of reevaluation shall be determined by the location and magnitude of the leakage condition.
 - (4) A **Grade 3** leak shall be a leak that is recognized as non-hazardous to persons or property at the time of detection and can be reasonably expected to remain non-hazardous. The gas company shall reevaluate Grade 3 leaks during the next scheduled survey, or within 12 months from the date last evaluated, whichever occurs first, until the leak is eliminated or the main is replaced. A municipal or state public safety official may request a reevaluation of a Grade 3 leak prior to the next scheduled survey, or sooner than 12 months of the date last evaluated, if the official reasonably believes that the Grade 3 leak poses a threat to public safety.

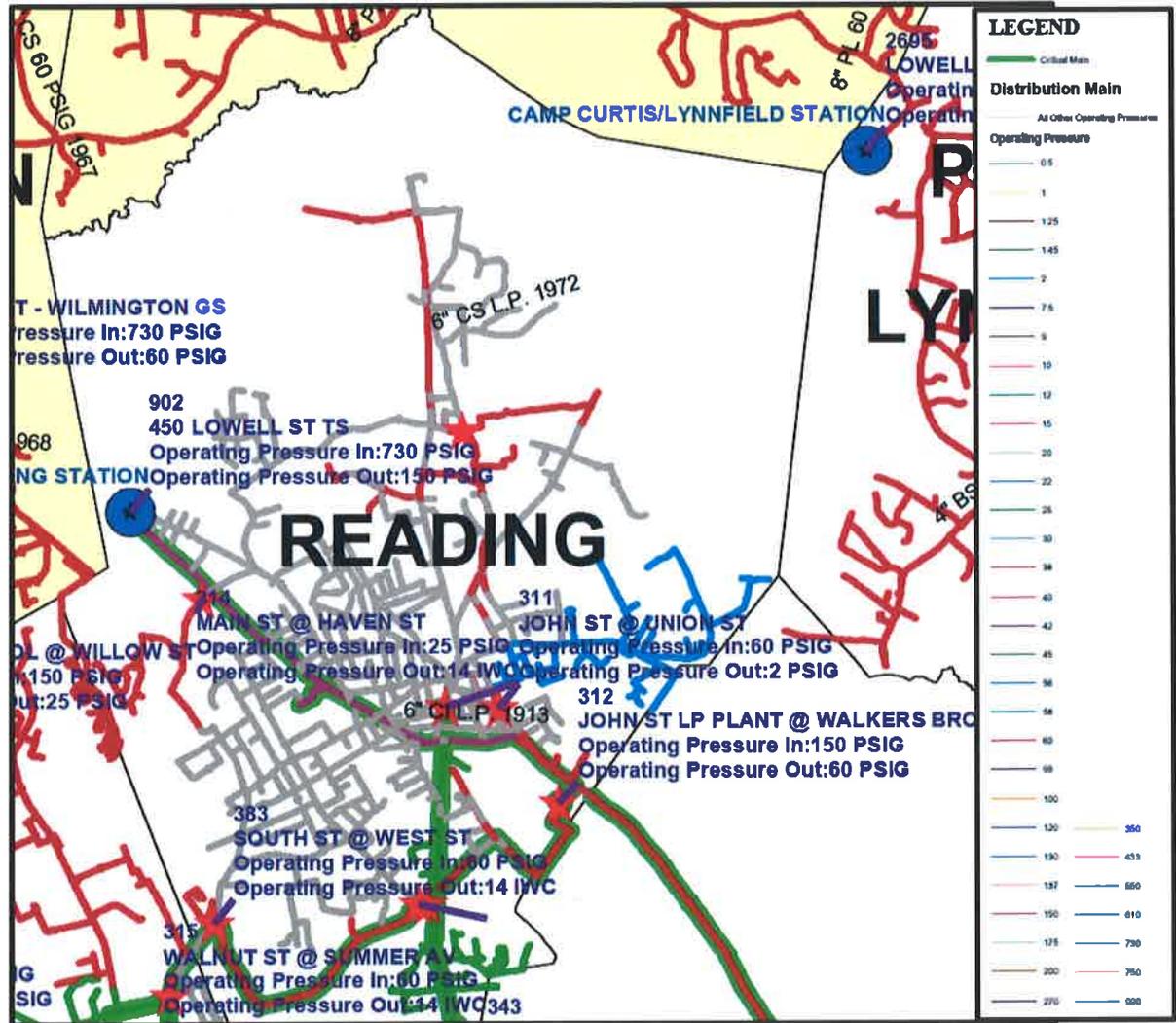
<https://malegislature.gov/Laws/SessionLaws/Acts/2014/Chapter149>

Repair of Grade 1 and Grade 2 leaks was mandated in 2014 legislation.

5/18

National Grid Gas Lines Pressure Map

-  LNG Taps
-  Regulators with Locations
-  Propane Plants
-  LNG Plants
-  Gate Stations



5F19



Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

Board of Selectmen

Date: 2015-11-03

Time: 7:00 PM

Building: Reading Town Hall

Location: Selectmen Meeting Room

Address: 16 Lowell Street

Purpose: General Business

Session: Open Session

Attendees: **Members - Present:**

Chairman Daniel Ensminger, Vice Chairman John Halsey, Secretary Kevin Sexton, Barry Berman

Members - Not Present:

John Arena

Others Present:

Town Manager Bob LeLacheur, Assessor Victor Santaniello, Executive Assistant Paula Schena, Sean P. Kelly, Kevin Brown, Al Salvia, Sylvain Tremblay, Stephen Crook, Robin Drane, John Gagnon, John Douglass, Phil Vaccaro, Steven Barbas, John Crosby, Michael Giacalone, Leslie McGonigle, Lisa Deleo, Lisa Egan, Andrew Schultz, Lisa Vouras, Bill Brown, Michael Patalano, John Tedesco, Tom O'Connor, Dennis Frazier, Greg Ryan, Brian Crosby, Peter Simms, Bobbi Botticelli, Laurence Hodson, Jeanne Hodson, Charles Gray, Kevin Barile, Mark Doherty,

Minutes Respectfully Submitted By: Secretary Kevin Sexton

Topics of Discussion:

Reports and Comments

Selectmen's Liaison Reports and Comments – John Halsey noted that he was visiting with Recreation tonight while they are hosting an open forum downstairs. All users of Birch Meadow are invited to come as able to discuss the Master Plan for the Birch Meadow area. He also noted that the RMHS Athletic Hall of Fame induction is November 21st.

Daniel Ensminger noted that he attended the Financial Forum on October 28th and the first round of reviewing Police Chief resumes and they have good candidates. The Veteran's Day ceremony is November 11 at the Senior Center for breakfast followed by a ceremony on the common.

Public Comment – Bill Brown asked about the status of the land across from the High School and the Town Manager noted that the schools did some drilling but he never saw the results. Also, Town Counsel and Engineering are working on the paperwork. John Halsey noted that the most recent conversation on that land was for early childhood education.

Bill Brown noted that he and the Cemetery Trustees toured the cemeteries with the Permanent Building Committee.

Town Manager's Report – The Town Manager noted that he attended four Permanent Building Committee meetings. The quality of the members is unbelievable. They are high quality and working closely with the Facilities Director.

Town Meeting begins next Monday at 7:30 p.m. and it should be a two night Town Meeting.

There were almost 600 responses to the Birch Meadow survey. Passive recreation and walking were of very high interest. A dog park and skateboard park were low. The results will be summarized for the public.

The Town Manager noted that the Police Chief will be in at the next meeting to give an update on the Police Master Planning to update law enforcement for the next 5 – 10 years i.e. cameras for Officers. He noted that a lot of people are recording events as they happen.

The Town Manager noted that MAPC will wrap up their work on December 1. The RMLD will give an update on space needs. Jean will cover economic development models.

At the December 15th Selectmen’s Meeting the Board will confirm the Police Chief appointment. The Library Building Committee will do a formal update with an expected completion and moved in by September. There will be a joint meeting with the Recreation Committee on the Birch Meadow Master Plan. There will also be a discussion on a Disability Commission.

The Town Manager also recommends that the Selectmen set up an ad hoc Cable TV Committee to prepare for negotiations with Comcast and Verizon because the agreements expire in two years. Barry Berman asked if this has anything to do with RCTV and the Town Manager noted they might be evaluated. John Halsey noted it is simple to create a committee but we need to know what they will be doing. He suggests starting on this right away.

Discussion/Action Items

Authorize MWRA Debt – The Town Manager noted that this is for Phase 7 of the water main replacement.

A motion by Sexton seconded by Halsey that the sale of the \$39,050 Sewer Bond of the Town dated November 16, 2015, to the Massachusetts Water Resources Authority (the “Authority”) is hereby approved and the Town Manager is authorized to execute on behalf of the Town a Loan Agreement and a Financial Assistance Agreement with the Authority with respect to the bond. The bond shall be payable without interest on November 15 of the years and in the principal amounts as follows:

<u>Year</u>	<u>Installment</u>
2016	\$7,810
2017	7,810
2018	7,810
2019	7,810
2020	7,810

and that each member of the Board of Selectmen, the Town Manager, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing vote was approved by a vote of 4-0-0.

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Hearing – Tax Classification for FY2016 – The Secretary read the hearing notice.

John Halsey noted that he filed documents today with the Town Clerk indicating there may be some appearance of conflict because he serves on the Chamber of Commerce Board of Directors. He does not feel there is a conflict because they don't dictate his decision. There was material put out by the Chamber of Commerce that had his name as one of the Board of Directors. He does not feel he needs to recuse himself. The Town Manager noted that Town Counsel agrees there is no conflict.

Assessor Victor Santaniello was present. He noted that the Board needs to decide on a minimum residential factor; whether they want a discount for open space; whether they want to grant a residential exemption or a small commercial exemption.

Victor Santaniello noted that the Town has never adopted a split tax rate so the Minimum Residential Factor is 1. Mr. Santaniello noted that the average family home value is \$499,500 and he reviewed a chart showing various shifts in the residential factor. He noted that the average commercial property valuation for FY2016 is \$1,493,100 and he reviewed a chart showing a commercial tax bill at various shifts.

Barry Berman asked if 22% of the commercial tax base is under \$1 million then the average median is \$480,000 and Victor Santaniello indicated that is correct.

Victor Santaniello noted that the Discount for Open Space is an exemption of up to 25% which can be adopted but never has.

Victor Santaniello noted that the Residential Exemption is for residential properties that are owner occupied. This would raise the residential tax to \$17.51 from \$14.51. The estimated breakeven point is \$550,000 and a tax amount of \$7980.

John Halsey noted that 70% are below the breakeven point. He feels the elderly and low income hurt the most and we should protect that class.

Daniel Ensminger asked if paper work has to be filed for a residential exemption. Victor Santaniello noted yes. He would have to send a letter to residents and they would have to provide paperwork. It is very labor intensive and it can't be done for one year and not another. Communities who adopt this have a higher rate of investor property.

John Halsey asked if the startup cost is onerous and Victor Santaniello noted it is. The communities who have adopted it are Boston, Chelsea, Cambridge and Waltham. John Halsey noted that the elderly population is growing very fast in Reading and the people who live in town want to stay in town.

Victor Santaniello noted that the Board can grant a small commercial exemption up to 10% of the property value but does not include industrial or personal property.

Daniel Ensminger asked how many would be eligible and Mr. Santaniello noted 218 qualify. After he takes out small home based businesses, then there are 53 who might qualify and of the 53 only 7 are owner occupied.

Barry Berman asked if there are three businesses on one property and one has 3 employees and the other two have 4 and 7 do they qualify and Mr. Santaniello noted if it is under \$1 million then yes, if over \$1 million then no.

John Halsey asked if the building is under \$900,000 and there are three businesses each with under 10 employees, are they eligible? Mr. Santaniello indicated yes.

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Victor Santaniello reviewed a chart of surrounding communities and noted that Reading and North Reading have no split tax rate.

Daniel Ensminger asked why Winchester's split was very minimal 12.14/11.40 and Victor Santaniello note that they put the water and sewer on the rate. There is no shift in the taxes but there are two rates because of water and sewer. Daniel Ensminger noted that Stoneham has a dramatic split of 12.96/22.08.

Barry Berman noted that there is no average for commercial properties so how do we know if that property is paying its fair share. Victor Santaniello noted that the Assessors request their income and expenses information to determine a value.

John Halsey noted there is a certain obligation to look at people's ability to stay in Town. With a residential exemption a \$408,000 home would get a tax reduction of \$485 and a \$883,000 home would go up \$999. John Halsey noted that there are a handful of commercial sites in Reading worth \$20 million and he asked if they are paying their fair share.

Barry Berman noted that we support our businesses. If we don't change the rate but do a residential exemption, the average residential tax bill will increase 6.15% and the average commercial will increase 1.6%.

Kevin Sexton noted we are talking about money going in and out of people's pockets and he would like to hear from the people who are being affected. He noted that we are trying to make the Town attractive to economic development.

Bill Brown, 28 Martin Road, noted that John Halsey makes sense. On top of a tax increase, the water bill will increase and there will be no increase in social security next year.

John Tedesco asked how this will affect Prop 2 ½ next year and Daniel Ensminger noted it is revenue neutral.

Andrew Shultz, President of the Reading/North Reading Chamber of Commerce noted that the Chamber is against a tax increase. Businesses are paying \$6500 more in Lynnfield than Reading so they will be coming to Reading. The Chamber is also against any plan that limits the number of employees because that stifles businesses. He noted that most business owners who lease are paying the taxes. The Chamber of Commerce goes on record that they are against a split tax rate.

Phil Vacarro, owner of 601 – 607 Main Street, noted that two of his tenants are paying 60% less than what the lease says. There is no parking. Four of his tenants are supposed to pay taxes by they don't. His only other choice is to put them out of business and renegotiate with someone else who can't pay.

Robin Crane owner of Fitness Within noted that a split rate will impact business owners. She pays triple net pay.

John Douglas from Douglas Funeral Home noted that he works and lives in Reading. If the business tax is increased the cost will get passed onto the consumer.

John Gagnon noted that he owns three commercial properties and parking is a problem. He feels Reading is not a friendly place to have a business.

Bobbie Boticelli noted that she is a realtor and a home owner so she would get hit both ways. She feels the big box stores should help out. Daniel Ensminger asked for her thoughts on the residential exemption and she noted that just because a house is valued

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over \$800,000 doesn't mean they can afford an increase. The elderly want to age in place. She also noted that Social Security is not increasing next year but Medicare is.

Bill Brown noted that people complain about Reading not being business friendly but that is due to NIMBY including Summer Avenue.

Kevin Sexton and Barry Berman noted they are in favoring of continuing the hearing.

John Halsey noted that Victor did a great presentation. He is not prepared to vote tonight. There is a lot of information and we need to get it right. He wants more time.

Kevin Sexton noted that he wants to hear more of what the public wants. He will reach out to the parent groups.

Daniel Ensminger noted that the public can call, email, etc. He also noted that we need to decide if this is the right year to do this.

The Town Manager suggested that two Selectmen work with him to get information out.

Charlie Gray asked if it was possible to have workshops with the Selectmen to go over their concerns and Daniel Ensminger noted he didn't know if that could be done in two weeks. Victor Santaniello noted that this can be revisited in the spring to have more time to do community outreach.

Lisa Egan, Executive Director of the Reading/North Reading Chamber of Commerce, noted that she moved to Reading because of the train station. She is from out of state and loves the Town. If the Town makes it harder for businesses then it was a lot of hard work for nothing. She noted that small businesses in Town support the community and always say yes when an organization asks for help. A 7% commercial base is small and it won't grow if we make it harder. She wants to see more businesses in Town.

Michael Giacalone, 9 Orchard Park Drive, noted that there is no simple answer. He noted that the Town needs to look at the ability to keep current businesses in Town. He came to a Town that was a small commercial base and he is willing to pay the cost to keep it that way.

Larry Hodson noted that he charges \$10 per square feet and he has a tenant who hasn't paid him for six years.

Daniel Ensminger noted that he and Kevin Sexton will work on polling the public.

John Halsey noted that he liked Charlie Gray's recommendation to empower them to have a workshop. He also noted that our taxes are extremely reasonable and the Board needs to think about how the professional team speed up when they are understaffed.

A motion by Sexton seconded by Berman to continue the hearing establishing the FY2016 tax rate to November 17, 2015 at 8:15 p.m. in the Town Hall Selectmen's Meeting Room was approved by a vote of 4-0-0.

Discuss Human Relations Advisory Committee and Boards and Committee Communication Policy – Linda Snow Dockser, Deputy Chief Segalla and Heather McLean from the Human Relations Advisory Committee were present.

The Town Manager noted that the Board of Health Chairman Andy Freedman wants to issue a column to the press on the pressures of college students. He has a PHD and is not an expert on any of these issues. The issue is when the Committee speaks they are speaking

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for all. The Selectmen need to decide a communication policy for boards, committees and commissions.

The Town Manager noted that the Reading Coalition Against Substance Abuse has a Board of Directors who do not issue press releases. The Board of Assessors does issue press releases but they are factual, not personal opinions. He recommends that the Selectmen meet with the Chairs and Vice Chairs of all boards and committees regarding a policy.

Linda Snow Dockser, Chairman of the Human Relations Advisory Committee noted that they want to clarify how they perceive their mission. They see themselves doing outreach, education and letting residents know that Reading is a warm and welcoming Town.

Barry Berman asked how they separate the function of education and also being a reporting agency. Linda Snow Dockser noted they want people to know they are a place where people can come for support. Deputy Chief Segalla noted that is where he comes into it as a police function.

Linda Snow Dockser noted that last spring they did a press release giving instructions to people of what to do if they see hate in the neighborhood. They should call the police if they see something. They could do a community activity to raise awareness. They can make a positive experience out of a negative.

The Town Manager noted that the Open Meeting Law can create problems for people reporting things. Daniel Ensminger noted that they can have a subcommittee meet with the person and bring the issue back to the full board. The Town Manager noted in that case it is better to have a subcommittee of two members. Linda Snow Dockser noted that Winchester has a two member subcommittee to do triage.

Linda Snow Dockser noted that she has done research on how to safely communicate to the people they need to reach. Press releases need to present a unified front. The Police will publish a press release when an event happens in town and they will include the Human Relations Advisory Committee contact information. Deputy Chief Segalla noted that the Police are in favor of including the HRAC contact information.

John Halsey asked what the addendum would do and Linda Snow Dockser indicated the goal is that people won't feel helpless. Mrs. Dockser noted that all other press releases go through the Selectmen or Matt Kraunelis.

Heather McLean noted that she would like to create a Human Relations Advisory Committee Facebook page. It would be a public site but only Admins can post to the page. The page will be used to post events.

John Halsey asked if this really is more of a calendar and Linda Snow Dockser indicated it is with reminders. John Halsey asked if there will be an opportunity to blog or communicate and Linda Snow Dockser indicated there will be no conversation. They will eventually like to run stories. John Halsey asked who will judge who the role model is and Mrs. Dockser noted either Matt Kraunelis or Kevin Sexton. Currently, she is sending out emails that is time consuming. Heather McLean recommended using mail chimp because it is free if there are under 2000 recipients. Ms. McLean also noted that the webpage needs to be kept up to date and events and meetings should be on there.

Linda Snow Dockser asked the Selectmen to give their okay for these forms of communication. John Halsey asked if Facebook and the email marketing is the right format for what they do. The Town Manager noted that the social media for calendar purposes is okay but once they get into something that is personal opinion then it is not necessarily okay.

626

Barry Berman noted that he has no problem with the Facebook page for calendar and events. Heather McLean noted they will not post any blogs.

John Halsey noted that their work is spectacular but he is not sure this is a group to be publicly controlled. It's more of a procedural question. The Town Manager noted they need to discuss timeliness if events occur and they can't get a quorum then who takes care of it. He and Matt Kraunelis will be the gatekeepers.

Barry Berman requested that they come back to the Selectmen when they figure out the organizational structure.

Kevin Sexton noted that the statement that gets attached to the Police press releases needs to be approved by the Board of Selectmen first.

Approval of Minutes

A motion by Sexton seconded by Berman to approve the minutes of October 20, 2015 was approved by a vote of 4-0-0.

A motion by Sexton seconded by Berman to approve the minutes of October 6, 2015 was approved by a vote of 4-0-0.

A motion by Sexton seconded by Berman to approve the minutes of September 16, 2015 was approved by a vote of 3-0-1 with Halsey abstaining.

A motion by Sexton seconded by Berman to approve the Executive Session minutes of October 6, 2015 as written was approved on a roll call vote with Ensminger, Sexton and Berman voting in the affirmative and Halsey abstaining.

A motion by Sexton seconded by Berman to adjourn the meeting at 10:17 p.m. was approved by a vote of 4-0-0.

Respectfully submitted,

Secretary

6a7

LC Bos

Schena, Paula

From: LeLacheur, Bob
Sent: Wednesday, November 04, 2015 7:56 AM
To: Schena, Paula
Subject: FW: Your 09/30/2015 Franchise Fee Payment from Comcast
Attachments: Reading MA-Franchise Fee-20150930-263253.pdf

Robert W. LeLacheur, Jr. CFA

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

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

Town Hall Hours:

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

From: [Christina Macey@cable.comcast.com](mailto:Christina_Macey@cable.comcast.com) [[mailto:Christina Macey@cable.comcast.com](mailto:Christina_Macey@cable.comcast.com)]
Sent: Wednesday, November 04, 2015 2:06 AM
To: Town Manager; jane_lyman@cable.comcast.com; kelly_wight@cable.comcast.com
Subject: Your 09/30/2015 Franchise Fee Payment from Comcast

Attached, please find your statement(s) supporting the latest Quarterly Franchise Fee payment(s)

If you have any questions, please e-mail Christina_Macey@cable.comcast.com.

Statement #	Contract Name	Period End Date	Total Payment	Check/Payment Number
263253	Reading MA	9/30/2015	\$64,235.99	520236587

Thank you for choosing Comcast.

Pal



System Name: Comcast of Massachusetts I, Inc.
 Email: Christina_Macey@cable.comcast.com
 Phone: 610-665-2563

Vendor ID: 154878
 Contract Name: Reading MA
 Statement Period: Jul - Sep, 2015
 Payment Amount: \$64,235.99
 Statement Number: 263253
 CUID: None
 System ID: 8773-1000-2510

READING TOWN OF MA
 16 LOWELL STREET
 ATTN TOWN MANAGER
 READING, MA, 01867

This statement represents your payment for the period listed above.

Revenue Category	Amount
Expanded Basic Video Service	\$454,750.18
Limited Basic Video Service	\$201,521.10
Digital Video Service	\$332,018.32
Pay	\$162,030.07
PPV / VOD	\$49,834.05
Digital Video Equipment	\$63,052.42
Video Installation / Activation	\$7,226.41
PEG Fees	\$493.56
Guide	\$240.37
Other	\$6,437.35
Late Fees	\$2,120.55
Write-offs / Recoveries	(\$1,721.88)
Home Shopping Commissions	\$6,916.09
Total	\$1,284,718.59
Franchise Fee %	5.00 %
Franchise Fee	\$64,235.99

To the best of my knowledge and belief, the above is a true and correct statement for the accounting of the gross revenues received by this corporation for the period.

CM

 Chad Mackey
 Sr. Analyst

9a2

HC BOS



2015 NOV -2 AM 9: 51

October 31, 2015

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

Re: Installation Rates

Dear Chairman and Members of the Board:

In keeping with our ongoing efforts to provide updates regarding our services, I am writing to inform you of some upcoming changes to our installation rates. On January 1, 2016, due to changes in business costs, the following installation rates will change:

- Activate Pre-Existing Additional Outlet (After Initial Installation of Service) from \$22.95 to \$24.60,
- Relocate Additional Outlet (After Initial Installation of Service) from \$30.30 to \$32.65
- Connect DVR/DVD (Initial Installation of Service) from \$7.75 to \$8.20
- Connect DVR/DVD (After Initial Installation of Service) from \$19.00 to \$19.60
- Upgrade of Service from \$28.45 to \$29.45
- Upgrade DVR Service from \$28.45 to \$29.45
- Downgrade of Service from \$12.40 to \$12.45
- In-Home Service Visit (XFINITY TV) from \$37.05 to \$37.15
- Field Collection Charge from \$25.00 to \$30.00

Please be advised Customers are receiving notification, in advance via bill message, of these changes.

Should you have any questions, please do not hesitate to contact me at (978) 927-5700 x43024.

Sincerely,

Jane M. Lyman

Jane M. Lyman, Sr. Manager
Government & Regulatory Affairs

*Prices listed above exclude applicable taxes and fees.

961



October 30, 2015

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

Re: Channel Changes

Dear Chairman and Members of the Board:

As part of our ongoing commitment to keep you informed about any changes to XFINITY TV services in your community, we want to let you know that on January 14, 2016 the following channel changes will occur:

- CMT ch 282/HD ch 864 will move from Digital Preferred to Sports Entertainment Package.
- POP ch 182 will move from Expanded Basic to Digital Preferred and will no longer be available with Digital Economy.
- Spike TV ch 55/HD ch 855 will move from Expanded Basic to Digital Preferred and will no longer be available on Xfinity TV 300 Latino and Xfinity TV 450 Latino.

Customers will be notified of these channel changes in advance through a bill message on their monthly bill statement.

If you have any questions about these changes, please feel free to contact me at (978) 927-5700 x43024.

Sincerely,

Jane M. Lyman

Jane M. Lyman, Sr. Manager
Government & Regulatory Affairs