

Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

Select Board

Date: 2022-02-15

Time: 7:00 PM

Building: Reading Town Hall

Location: Select Board Meeting Room

Address: 16 Lowell Street

Agenda: Revised

Purpose: General Business

Meeting Called By: Jacquelyn LaVerde on behalf of Chair Karen Herrick

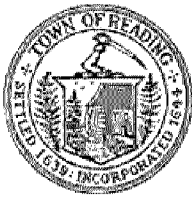
Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays and Legal Holidays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. A listing of topics that the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

	<p><i>This Meeting will be held in-person in the Select Board Meeting Room at Town Hall and remotely on Zoom. It will also be streamed live on RCTV as usual.</i></p> <p>Join Zoom Meeting https://us06web.zoom.us/j/84909779008</p> <p>Meeting ID: 849 0977 9008 One tap mobile +16465189805,,84909779008# US (New York) +16465588656,,84909779008# US (New York)</p> <p>Dial by your location +1 646 518 9805 US (New York) +1 646 558 8656 US (New York) Meeting ID: 849 0977 9008 Find your local number: https://us06web.zoom.us/u/kbuL09MajD</p>	
7:00	Overview of Meeting	
7:05	SB Liaison & Town Manager Reports	
7:15	Public Comment	11
7:25	Consent Agenda: <ul style="list-style-type: none"> • Vote to appoint members to Volunteer Boards/Committees <ul style="list-style-type: none"> ○ Reading Center for Active Living (ReCalc) 	16

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

	<ul style="list-style-type: none"> ○ Cultural Council ○ Board of Assessors 	
7:30	Vote to Accept Gift for Sturgis Park from Reading Girls Softball	22
7:45	Public Hearing: Amend Downtown Parking	28
8:00	Public Hearing: Meadow Brook - Relocate All Alcohol Liquor License	31
8:15	Discuss Draft Changes to SB Policies: Article 6 Personnel Related Policies	41
8:45	Preview Warrant for Annual Town Meeting	52
9:00	Preview Water/Sewer Storm Water Rates	83
9:15	Town Manager Goals update	85
9:30	Discuss Town Manager Transition	95
9:45	Board's expressions of gratitude to Bob LeLacheur	
	Discuss Future Agendas	
	Approve Meeting Minutes	101
	Executive Session: Vote to Approve Collective Bargaining Agreements (Public Employees Committee/Health Insurance; International Association of Firefighters AFL-CIO, Local 1640; Public Works - AFSCME Council 93, Local 1703; Reading Patrol Officers Association - Mass Cop, Local 191A, AFL-CIO; Reading Police Supervisory Officers Association - IBPO; Reading Public Safety Dispatchers - Mass Cop, Local 191A, AFL-CIO; Reading Facilities Maintenance Workers and Town Custodians - AFSCME Council 93, Local 1703; Public Works Supervisory Union, AFSCME Council 93, Local 1703; DPW Engineers, AFSCME Council 93, Local 1702, Sub local 038)	

*Originally posted February 10, 2022 at 11:33 am.

Revised February 14, 2022 to add Consent Agenda: Volunteer Appointments.

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.



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

781-942-9043
townmanager@ci.reading.ma.us
www.readingma.gov/town-manager

To: Select Board
From: Robert W. LeLacheur, Jr. CFA
Date: February 8, 2022
RE: Agenda for February 15th, 2022 meeting

The meeting will begin at 7pm and be hybrid (in-person and remote via Zoom). The Chair will give a meeting overview, to be followed by Liaison and Town Manager Reports, and Public Comment.

The Board is first asked to vote to accept a generous gift for Sturgis Park from Reading Girls Softball.

Next, there are two Public Hearings scheduled: at 7:45pm the Board is asked to approve a traffic amendment that will allow the trial period solution of parking at the train depot overnight, to be moved by 6am. Please see your packet for details; at 8:00pm the Board is asked to approve the relocation of an all-alcohol license for Meadow Brook Golf Club. Fingers crossed!

Human Resources Director Sean Donahue will then preview draft changes to Select Board Policies: Article 6 Personnel Related Policies. Working together with Fidel Maltez, this policy will be an important tool in employee attraction and retention. While the market is challenging, Reading is doing pretty well as peers report higher vacancy rates approaching 10%. I've honestly lost track how many employees have returned to work for Reading in the last month – that grass is not always greener either in other communities or the private sector. More information is in your packet.

I will then preview the Warrant for Annual Town Meeting. On March 1st the Board must vote to close the Warrant at or after 8pm. Offhand it looks like there will be a few nights of meeting. More information is in your packet.

I will then preview water & sewer rates, which the Board typically votes in the spring in time to be reported in print along with the budget to Annual Town Meeting. Revised rates begin with the November 2022 billing, which itself reflects the prior usage for three months. As I have stated on a few recent occasions, the emergencies in the water system during the past few months have used up a lot of reserves, and it seems that a rate increase of over 10% will be needed. However, sewer rates could be close to unchanged, for a combined increase of over 5%. Recall that the Board used reserves the last two years to purposefully keep rates down during the pandemic. Please see your packet for some further detail.

Fidel and I will then give a quick overview of Town Manager goals – please see your packet. At the last meeting it started out that you would work together to set new short-term goals, but then the possibility of continuing some of the previous goals existed. Please give careful thought before reaching a decision, as Fidel will be quite busy at first 😊.

The Board will then discuss Town Manager transition with both of us, and the Board will then express their gratitude to the outgoing Town Manager.

The Board will conclude Open Session with a discussion of future agendas and approve meeting minutes. The Board is then requested to enter Executive Session to approve several collective bargaining agreements, not to return to Open Session.

The Board’s next meeting is March 1st.

While working at break-neck speed, I have had no real time to reflect but plan to do so in coming months. One clear reflection is my thanks to all Board members I have been fortunate to work for, both as Assistant Town Manager and Town Manager. Each of you brought a different and interesting viewpoint to the table, and we all did our best for the community. Here’s a quick summary of the Board over my 16 years here:

	Yrs	Re-elected	Served	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Bonazoli	9	2008,2011	2005-2013	xx	xx	xx	xx	xx	xx	xx	xx	xx								
Tafoya	9	2008,2011	2005-2013	xx	xx	xx	xx	xx	xx	xx	xx	xx								
Goldy	8	2007,2010	2005-2012	xx	xx	xx	xx	xx	xx	xx	xx									
Schubert	8	2007,2010	2005-2012	xx	xx	xx	xx	xx	xx	xx	xx									
Anthony	7	2006,2009	2005-2011	xx	xx	xx	xx	xx	xx	xx										
Arena	6	2015	2012-2017								xx	xx	xx	xx	xx	xx				
Ensminger	6	2016	2013-2018									xx	xx	xx	xx	xx	xx			
West	2		2013-2014									xx	xx							
Halsey	6	2017	2014-2019										xx	xx	xx	xx	xx	xx		
Sexton	3		2014-2017										xx	xx	xx					
Berman	4	2016	2015-2018											xx	xx	xx	xx			
Friedman	3		2017-2020													xx	xx	xx		
Alvarado	3		2018-2020														xx	xx	xx	
Dockser	3		2019-2021															xx	xx	xx
Landry	3		2019-2021															xx	xx	xx
Bacci	2		2020-2021																xx	xx
Herrick	2		2020-2021																xx	xx
Haley	1		2021																	xx

I wish you and your families much good health and happiness in the years ahead, it has been both a pleasure and an honor to work for the Town of Reading.

As a resident, I look forward to Fidel’s leadership and also wish him and his family good health and much happiness – you will be working with the best team I’ve ever been a part of!

<u>Date Received</u>	<u>Sender</u>	<u>Topic</u>	<u>SB Respon</u>	<u>Staff Response Required?</u>	<u>Response Date</u>	<u>Follow up Comments</u>	<u>Closed</u>
						Board update for February 15th meeting below	
1/28/2022	Walt Tuvell	Friday updates					
1/28/2022	Walt Tuvell	I now have the recording					
1/28/2022	Walt Tuvell	Refutation of affidavit					
1/29/2022	Walt Tuvell	Re: Open Meeting Law Complaint					
1/29/2022	Walt Tuvell	What would you do?					
1/31/2022	Jared Belliveau	RDTc Meet the Candidates Night					
2/2/2022	Bill Brown	Oakland Rd					
2/2/2022	Walt Tuvell	Re: Open Meeting Law Complaint					
2/3/2022	Bill Brown	Ad Hoc committee	Mark	added Bob		Town Counsel confirms	yes
2/4/2022	Anne Coneeney	Flooding in backyard	Mark	added Bob/Jane		DPW handled	yes
2/5/2022	Joseph Carnahan	Following up					
2/6/2022	Angela Binda	Fwd: Records Request/FinCom					

2022		DRAFT - SELECT BOARD AGENDAS		2022	
		Staff Responsibility		Estimated start time	
2/10/2022					
February 1, 2022		Tuesday			
	Overview of Meeting	Herrick		7:00	
	SB Liaison & Town Manager Reports	Board		7:05	
	Public Comment	Board		7:15	
Consent Agenda	Vote to Appoint Town Accountant to a term July 2022 to June 2023	Board		7:30	
	Town Accountant Quarterly Update	Angstrom		7:35	
	Review and Vote to Amend Select Board Policy Section 1.3.3 Process for Evaluating the Town Manager and Section 6.2 Evaluation of the Town Manager	Board		8:15	
	Discuss /vote creation of Ad Hoc ARPA Advisory Committee and committee charge.	Board		8:30	
	Discuss/vote to appoint ex-officio and staff members to the Ad Hoc ARPA Advisory Committee.	Board		8:45	
	Discuss/vote to allocate approximately \$80k of the local and county ARPA Grant funds to the purchase of covid test kits.	Board		9:00	
	Discuss recent land purchases and any other town-owned large buildable parcels (Oakland Road, Symonds Way, other)	Board		9:10	
	Update on Lot #5 access to Town Forest	Dockser		9:20	
	Discuss/Vote on Overnight Parking Ban	Board		9:30	
	Discuss Future Agendas	Board		9:50	
	Approve Meeting Minutes	Board			
February 15, 2022		Tuesday			
	Overview of Meeting	Herrick		7:00	
	SB Liaison & Town Manager Reports	Board		7:05	
	Public Comment	Board		7:15	
	Vote to Accept Gift for Sturgis Park from Reading Girls Softball	Sisson		7:30	
Public Hearing	Amend Downtown Parking	PTTTF		7:45	
Public Hearing	Meadow Brook - Relocate All Alcohol Liquor License	LeLacheur		8:00	
	Discuss Draft Changes to SB Policies: Article 6 Personel Related Policies	Donahue		8:15	
	Preview Warrant for Annual Town Meeting	LeLacheur		8:45	
	Preview Water/Sewer Storm Water Rates	LeLacheur		9:00	
	Town Manager Goals update	LeLacheur & Maltez		9:15	
	Discuss Town Manager Transition	Board		9:30	
	Board's expressions of gratitude to Bob LeLacheur	Board		9:45	
	Discuss Future Agendas	Board			
	Approve Meeting Minutes	Board			

2022	DRAFT - SELECT BOARD AGENDAS	2022	
2/10/2022		Staff Responsibility	Estimated start time
Executive Session	Vote to Approve Collective Bargaining Agreements (Public Employees Committee/Health Insurance; International Association of Firefighters AFL-CIO, Local 1640; Public Works - AFSCME Council 93, Local 1703; Reading Patrol Officers Association - Mass Cop, Local 191A, AFL-CIO; Reading Police Supervisory Officers Association - IBPO; Reading Public Safety Dispatchers - Mass Cop, Local 191A, AFL-CIO; Reading Facilities Maintenance Workers and Town Custodians - AFSCME Council 93, Local 1703; Public Works Supervisory Union, AFSCME Council 93, Local 1703; DPW Engineers, AFSCME Council 93, Local 1702, Sub local 038)		
March 1, 2022		Tuesday	
	Overview of Meeting	Herrick	7:00
	SB Liaison & Town Manager Reports	Board	7:05
	Public Comment	Board	7:15
			7:30
	Discuss Winterfest Community Celebration (here or February 15th)	Lisa Egan	
	Dissolution of ad hoc Town Manager screening committee	Landry	5 mins
	Approve Deborah Drive Driveway Request TBD	Percival	
Public Hearing	Approve Longhorn Change of Officer	Maltez	
	Discuss/Approve Temporary Lights at Coolidge	Recreation Committee	
	Vote to Close Warrant for Annual Town Meeting	Board/Town Counsel	8:00 or later by Charter
	Discuss Town Charter Section 5.1: Town Manager termination pay	Board/Town Counsel	
	Discuss Future Agendas	Board	
	Approve Meeting Minutes	Board	
March 2, 2022	FINCOM Budget Meeting (School Budget)	Wednesday	
March 9, 2022	FINCOM Budget Meeting (Town Budget)	Wednesday	
March 16, 2022	FINCOM Budget Meeting (Warrant Articles)	Wednesday	
March 22, 2022		Tuesday	
	Overview of Meeting	Herrick	7:00
	SB Liaison & Town Manager Reports	Board	7:05
	Public Comment	Board	7:15
			7:30

2022	DRAFT - SELECT BOARD AGENDAS		2022
2/10/2022		Staff Responsibility	Estimated start time
	Update on New Town Website	Kraunelis & Wellman	
	Update on MBTA Communities Guidance	Mercier	
	Report from PARC	PARC	
<i>March 23, 2022</i>	<i>FINCOM Budget Meeting (Votes)</i>	<i>Wednesday</i>	
<i>April 5, 2022</i>	<i>Local Elections</i>	<i>Tuesday</i>	
<i>April 19, 2022</i>		<i>Tuesday</i>	
	Select Board Vote to Reorganize	Maltez, then New Chair	7:00
	<i>Town Board & Committee visits</i>		
	<i>Town Department visits</i>		
	<i>Liaison member visits</i>		
April 25, 2022	Annual Town Meeting I	Monday	
April 28, 2022	Annual Town Meeting II	Thursday	
May 2, 2022	Annual Town Meeting III	Monday	
May 3, 2022		Tuesday	
May 5, 2022	Annual Town Meeting IV	Thursday	
May 17, 2022		Tuesday	
HEARING	Discuss/Vote on FY23 Non-Union Classification & Compensation Schedules	Maltez	
<i>HEARING</i>	<i>Vote to Approve Town Personnel Policy and SB Policies: Article 6 Personnel Related Policies (if ready)</i>	<i>Donahue</i>	
	Discuss/Vote on Regional Affordable Housing Inter Municipal Agreement	Mercier	
	Discuss and Plan Juneteenth Holiday	Board	
	VASC meetings TBA		
May 31, 2022		Tuesday	
June 14, 2021		Tuesday	
June 28, 2022		Tuesday	
July 19, 2022		Tuesday	
August 9, 2022		Tuesday	
August 30, 2022		Tuesday	

2022		DRAFT - SELECT BOARD AGENDAS		2022	
		Staff Responsibility	Estimated start time		
2/10/2022					
September 13, 2022		Tuesday			
September 20, 2022		Tuesday			
	Vote to Close Subsequent Town Meeting				
October 11, 2022		Tuesday			
October 25, 2022		Tuesday			
HEARING	Tax Classification	Santaniello & Board of Assessors			
November 8, 2022		Tuesday			
November 14, 2022	Subsequent Town Meeting I	Monday			
November 17, 2022	Subsequent Town Meeting II	Thursday			
November 21, 2022	Subsequent Town Meeting III	Monday			
November 22, 2022		Tuesday			
November 28, 2022	Subsequent Town Meeting IV	Monday			
December 6, 2022		Tuesday			
	Vote to Approve Licenses (delegated to Town Manager's Office)				
	Vote to Approve Liquor Licenses				
December 7, 2022		Wednesday			
	Town Department FY24 budgets				
December 13, 2022		Tuesday			
	Town Department FY24 budgets				
December 14, 2022		Wednesday			
	Town Department FY24 budgets (if needed)				
	Future Meetings - Agenda Items				
	Discuss Symonds Way property	Board			
	Discuss Early Sunday Hours at Recreational Fields & Parks	Rec Comm			
	Discuss/Vote to adopt Birch Meadow Master Plan (discuss with Town Counsel in advance)	Rec Comm			
	Public Safety Quarterly updates	Landry/ Dockser			
	Air BnB update	CPDC			
	Update on 186 Summer Ave / Review of Select Board role (consult with Town Counsel)	Town Counsel			

2022	DRAFT - SELECT BOARD AGENDAS		2022
2/10/2022		Staff Responsibility	Estimated start time
	Vote to Approve Resolution Clarifying Official Town Website	Haley/Bacci	
	Public Safety Badge Pinning Ceremony	Landry/Dockser	
	Discuss Police Department Policies with respect to Police Reform Legislation & Department Accreditation	Landry/Dockser	
	Discuss and Approve Flag Policy	Board	
	Discuss Tree Lawn Pesticide Policy	BOH	
	Recurring Agenda Items		
	Close Warrant: Annual Town Meeting	March	3/1/2022
	Close Warrant: Subsequent Town Meeting	September	9/27/2022
	Appoint Town Accountant	March	Annual
HEARING	Approve Classification & Compensation	May	Annual
	Appointments of Boards & Committees	May/June	Annual
HEARING	Approve Tax Classification	October	Annual
HEARING	Approve Licenses	December	Annual
	Liaison: RCTV members Report		Annual
	Liaison: CAB (RMLD) member Report		Annual
	Liaison: MAPC member Report		Annual
	Liaison: Reading Housing Authority Report		Annual
	Liaison: Reading Ice Arena Report		Annual
	Town Accountant Report		Qtrly
	Economic Development Director		Semi-ann
	Parking/Traffic/Transportation Task Force		
	Town Board & Committee visits		
	Town Department visits		
	Review Select Board Goals		
	Review Town Manager Goals		

• Fire Tables and S'mores on The Common •
• Beer Garden • Ice Sculptures •
• Photos with Olaf • Food Trucks •
• Music from North Shore 104.9 •

**Reading-North Reading
Chamber of Commerce**

WINTERFEST

Thursday, March 10 • 5 – 7 p.m.
Reading Square





Reading-North Reading Chamber of Commerce

PO Box 771, Reading, MA 01867

legan@rnrcchamber.com • 978.664.5060 • www.readingreadingchamber.com

January 27, 2022

Directors:

Jennifer Rogers
President

Josh Harrington
Past President

Laura King
Treasurer

Secretary
Catherine Barton
Rossetti

Executive Director
Lisa Egan

Executive Assistant
Kathy Kinney

Sheila Clarke

Roselyn Fisher

Mary Grimmer

Megan Hughes

Mike Kimes

Laura King

Brian Lindmark

Michelle McNall

John Means

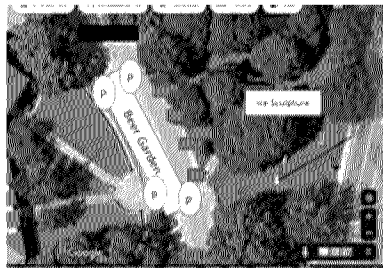
Rebecca Mikulski

Amy Walsh

Dear Bob and Select Board:

This note serves to provide additional information about the alcohol planned for Winterfest, which is on Thursday, March 10th from 5 – 7 PM. The alcohol will be provided by Seaboard distributors and Sam Adams. We will be serving canned beer and alcoholic seltzers, which will be poured into cups and sold for \$5 each, cash. We will have signage that alcohol may not leave the beer garden area, which will be cordoned off. There will be one entrance in and exit.

If you look at this map, you will see the location of the beer garden. The P's signify portable propane heaters approved by the fire department, and the blue boxes are the locations of the 4 fire tables. We will put them on the sidewalk as those are cleared should there be snow.



The entrance to Lowell Street will be blocked off early in the morning. The DPW will park a truck there as well. The police have requested a detail at the beer garden, which will be set up at approximately 4pm. We will have an adult checking identification and have signs posted “No admittance under 21” and signs indicating that alcohol may not leave the beer garden.

We are partnering with Seaboard distributors who will provide the beer and alcoholic seltzer. They have tip certified safe who will check IDs and serve the alcohol, which will remain in the beer garden area adjacent to the town common. I am happy to address any additional questions at 978-664-5060.

Thank you,

Lisa Egan, Executive Director

RNR Chamber
Tax ID: 04-3057681
501-(c)6
Organization

Insurance Recommendations

The Town is to be named as an additional insured, and is to be given notice prior to any changes or lapses of insurance coverage.

- General Liability:
At least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit
- Automobile Liability:
At least \$1,000,000 Bodily Injury and Property Damage per accident.
- Workers' Compensation Insurance: Per M.G.L. c. 152 as amended.
- Property Coverage: for materials and supplies being transported by the contractor, as the Town's Property Contract provides coverage for personal property within 1000 feet of the premises.
- Umbrella Liability: of at least \$2,000,000/ occurrence, \$2,000,000/aggregate.

General liability, automobile, property coverage, and the umbrella liability are set by MIIA and deemed to be the policy of the Town of Reading. These limits can be changed (higher or lower) by the Department Head. In your office, I would look to Jean to change the policy for your department if she feels it is necessary.

Workers' Compensation is required by state law. We cannot waive the law. The law itself does have some exceptions.

InsuranceRecommendations/documents/ jw

Town of Reading Massachusetts
Application for **SPECIAL (One Day)** Alcoholic Beverage License

THE COMMONWEALTH OF MASSACHUSETTS
Alcoholic Beverages Control Commission
239 Causeway Street Boston, MA 02114

Event for which application is made (type of event): Winterfest

Date of Event: March 10 **Time** of Event: 5 pm until: 7 pm

Name to Appear on the License (note -- the licensee may only be an individual -- not an organization, corporation, etc.): Lisa Egan

Give a full **description of the premises** to be licensed, including the name of the site (if applicable), street address, rooms at the address to be licensed, location of all entrances and exits (Note -- All alcoholic beverages must be stored only on the licensed premises, and at no other site. Chapter 138 Section 22 requires a permit for any vehicle transporting alcoholic beverages except for personal use):

Beer garden in in the cobblestone area, angled parking lot in front of town hall adjacent to the Common. We plan to serve beer and spiked seizures during the event, which will include fire tables, s'mores and ice sculptures.

Address of Premises: 16 Lowell Street, Reading MA 01867

Phone Number of Premises: Lisa Cell 978-664-5060

Seating Capacity for this event: 100 **Occupancy Number:** 100

License Category

- All Alcoholic (non-profits only) Wine and Malt (for profit only)

Service Category

- Serve Sell

Contact Person (attorney or representative, if applicable) who can be contacted concerning this application:

Name: Lisa Egan

Address: PO BOX 771, Reading MA 01867

Phone Number: 978-664-5060

Email Address: legan@mrchamber.com

Applicant is an individual representing (check one):

- Association Non-Profit Corporation Individual
 Partnership Corporation LLC

I have read and agree to abide by all Commonwealth of Massachusetts laws, rules and regulations including all rules and regulations of the Massachusetts Alcoholic Beverage Control Commission, and all Town of Reading Liquor License Policy - Requirements for Special (One-Day) Liquor Licenses, and attest that the information submitted in this application is true, accurate, and complete.

Signed and subscribed to under the penalty of perjury this 13 day of January 2022

By: Signature of Full Name

Rosa Egan

Title:

Executive Director

Please attach:

- A letter on their letterhead, from the organization that you are representing, giving authorization to file this application for the event noted in the application, and signed by the individual or officer authorized to file all forms and disclosures with the Secretary of State's office
- A letter on their letterhead, of the owner of the premises, indicating that you have their permission to use the premises for the event that is the subject of this application
- If a caterer is being utilized, please include a statement on their letterhead that confirms that they are being paid a set fee, and not a fee based on alcoholic beverage sales
- A copy of the insurance certificate showing proof of issuance of Liquor Liability Insurance for this event.

Board - Committee - Commission - Council:

Volunteer Appointment Committee

Date: 2022-02-10 Time: 6:00 PM
 Building: Location:
 Address: Agenda:
 Purpose: General Business
 Meeting Called By: Mark Dockser and Carlo Bacci

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

Topics of Discussion:

This meeting will be held remotely via Zoom:

Join Zoom Meeting
<https://us06web.zoom.us/j/83605318538>

Meeting ID: 836 0531 8538
 One tap mobile
 +16465189805,,83605318538# US (New York)
 +16465588656,,83605318538# US (New York)

Dial by your location
 +1 646 518 9805 US (New York)
 +1 646 558 8656 US (New York)
 Meeting ID: 836 0531 8538
 Find your local number: <https://us06web.zoom.us/u/kc21Rt1su2>

AGENDA:

Interview Applicants for Various Board/Committee/Commission Vacancies (schedule subject to change):

6:00 PM	Nora Bucko	ad hoc Reading Center for Active Living Committee	Page 3
6:10 PM	Stephen Theodoridis	Cultural Council	Page 6
6:20 PM	Patricia Conway	ad hoc Reading Center for Active Living Committee	Page 4
6:30 PM	Jean-Paul Plouffe	Board of Assessors	Page 5
6:40 PM	VASC Discussion and Deliberations		

VOLUNTEER BOARD VACANCIES		
AS OF 1/19/2022		
<u>Board/Committee/Commission</u>	<u>Full</u>	<u>Associate</u>
Ad Hoc Reading Center for Active Living (ReCalc)	1	0
Board of Assessors	0	2
Board of Cemetery Trustees	0	3
Celebration Committee	2	0
Climate Advisory Committee	0	1
Commissioners of Trust Funds	0	1
Conservation Commission	0	3
Constables	1	0
Council on Aging	0	3
Cultural Council	2	3
Housing Authority	1	0
Mystic Valley Elder Services Board of Directors	1	0
Permanent Building Committee	0	3
Recreation Committee	0	1

Bucko



Town of Reading
16 Lowell Street
Reading MA 01867

Town Clerk
781-942-9050

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

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

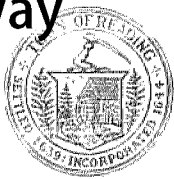
Name: Bucko Nora Elizabeth Date: 15 Jan 2022
(Last) (First) (Middle)
Address: 86 Van Norden Rd Reading Mass
Phone (Home): 781-942-9267 Phone (Work): 617-529-6407
Phone (Cell): 617-529-6407 Which number should be listed? cell
Occupation: nurse researcher Number of years in Reading: 20
E-mail address: norabucko@verizon.net

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"/> Audit Committee |
| <input type="checkbox"/> Board of Assessors | <input type="checkbox"/> Board of Cemetery Trustees |
| <input type="checkbox"/> Board of Health | <input type="checkbox"/> Board of Registrars |
| <input type="checkbox"/> Bylaw Committee | <input type="checkbox"/> Celebration Trust Committee |
| <input type="checkbox"/> Climate Advisory Committee | <input type="checkbox"/> Commissioners of Trust Funds |
| <input type="checkbox"/> Community Planning and Development Commission | <input type="checkbox"/> Conservation Commission |
| <input type="checkbox"/> Constables | <input type="checkbox"/> Council on Aging |
| <input type="checkbox"/> Cultural Council | <input type="checkbox"/> Custodian of Soldier and Sailor Graves |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> Historic District Commission |
| <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Housing Authority |
| <input type="checkbox"/> Human Relations Advisory Committee | <input type="checkbox"/> Permanent Building Committee |
| <input type="checkbox"/> RCTV Board of Directors | <input type="checkbox"/> Recreation Committee |
| <input type="checkbox"/> Retirement Board | <input type="checkbox"/> RMLD Citizen Advisory Board |
| <input type="checkbox"/> Town Forest Committee | <input type="checkbox"/> Trails Committee |
| <input type="checkbox"/> Veterans Memorial Trust Fund Committee | <input type="checkbox"/> Zoning Board of Appeals |

Other AdHOC for ReCal

I am interested in joining the Ad Hoc committee known as ReCalc. I have lived in Reading for over 20 years. I have a degree in Nursing and Pharmaceutical Medicine so am very interested in a healthy lifestyle for myself and my neighbors living in Reading. I currently am employed as a nurse researcher for the pharmaceutical companies. I am a senior citizen and have taken advantage of all the that the Reading Senior center has offered to date. I have done exercise classes, yoga, tai chi, zentangle, walking group, line dancing, vaccine and flu clinics, attending shows, movies viewings and attended meeting at the center for other organizations. I am a lifelong learner and feel the seniors in Reading deserve to have a place to nurture themselves and build relationships. I have also attended activities in Stoneham, Wakefield and Lynnfield Senior centers. I currently attend dance classes online in Ireland 3x a week for parkinsons patients as a carepartner so I see the benefits of community outreach and support. I hope my¹⁸ background offers me a chance to be selected for this committee. *Nora Bucko*



RECEIVED
TOWN CLERK
READING, MA.
PK

2022 JAN 24 PM 2:49

fax: 781-942-9070

website: www.readingma.gov

Town Clerk
781-942-9050

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

Name: CONWAY PATRICIA A. Date: 1-24-22
(Last) (First) (Middle)

Address: 4 Summit Drive #204 Reading

Phone (Home): 781-942-8893 Phone (Work): N/A

Phone (Cell): 781-454-5719 Which number should be listed? Home

Occupation: Retired Registered Nurse Number of years in Reading: 20

E-mail address: P.CONWAY3@verizon.net

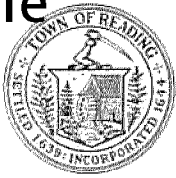
Place a number next to your preferred position(s) (up to four choices) with number 1 being your first priority. (Please attach a resume if available)

- | | |
|--|---|
| <input type="checkbox"/> Animal Control Appeals Committee | <input type="checkbox"/> Audit Committee |
| <input type="checkbox"/> Board of Assessors | <input type="checkbox"/> Board of Cemetery Trustees |
| <input type="checkbox"/> Board of Health | <input type="checkbox"/> Board of Registrars |
| <input type="checkbox"/> Bylaw Committee | <input type="checkbox"/> Celebration Trust Committee |
| <input type="checkbox"/> Climate Advisory Committee | <input type="checkbox"/> Commissioners of Trust Funds |
| <input type="checkbox"/> Community Planning and Development Commission | <input type="checkbox"/> Conservation Commission |
| <input type="checkbox"/> Constables | <input type="checkbox"/> Council on Aging |
| <input type="checkbox"/> Cultural Council | <input type="checkbox"/> Custodian of Soldier and Sailor Graves |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> Historic District Commission |
| <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Housing Authority |
| <input type="checkbox"/> Human Relations Advisory Committee | <input type="checkbox"/> Permanent Building Committee |
| <input type="checkbox"/> RCTV Board of Directors | <input type="checkbox"/> Recreation Committee |
| <input type="checkbox"/> Retirement Board | <input type="checkbox"/> RMLD Citizen Advisory Board |
| <input type="checkbox"/> Town Forest Committee | <input type="checkbox"/> Trails Committee |
| <input type="checkbox"/> Veterans Memorial Trust Fund Committee | <input type="checkbox"/> Zoning Board of Appeals |

Other READING Center for Active Living Committee

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

Registered nurse
nurse manager at a Community Health Center
participated in program management and
program redesign



Town of Reading
16 Lowell Street
Reading MA 01867

RECEIVED
TOWN CLERK
READING, MA.
JP

2021 NOV -8 PM 1:04

fax: 781-942-9070

website: www.readingma.gov

Town Clerk
781-942-9050

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

Name: Plouffe Sean Paul Date: 11/3/21
(Last) (First) (Middle)

Address: 22 Gould St Apt 3015

Phone (Home): 781-779-8314 Phone (Work): N/A

Phone (Cell): 978-407-5302 Which number should be listed? Home

Occupation: Retired Assessor Number of years in Reading: 5 weeks

E-mail address: SPLOUFFE32153@COMCAST.NET

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"/> Audit Committee |
| <input checked="" type="checkbox"/> Board of Assessors | <input type="checkbox"/> Board of Cemetery Trustees |
| <input type="checkbox"/> Board of Health | <input type="checkbox"/> Board of Registrars |
| <input type="checkbox"/> Bylaw Committee | <input type="checkbox"/> Celebration Trust Committee |
| <input type="checkbox"/> Climate Advisory Committee | <input type="checkbox"/> Commissioners of Trust Funds |
| <input type="checkbox"/> Community Planning and Development Commission | <input type="checkbox"/> Conservation Commission |
| <input type="checkbox"/> Constables | <input type="checkbox"/> Council on Aging |
| <input type="checkbox"/> Cultural Council | <input type="checkbox"/> Custodian of Soldier and Sailor Graves |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> Historic District Commission |
| <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Housing Authority |
| <input type="checkbox"/> Human Relations Advisory Committee | <input type="checkbox"/> Permanent Building Committee |
| <input type="checkbox"/> RCTV Board of Directors | <input type="checkbox"/> Recreation Committee |
| <input type="checkbox"/> Retirement Board | <input type="checkbox"/> RMLD Citizen Advisory Board |
| <input type="checkbox"/> Town Forest Committee | <input type="checkbox"/> Trails Committee |
| <input type="checkbox"/> Veterans Memorial Trust Fund Committee | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Other _____ | |

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

35 years Property Valuation
24+ yrs Assessing

Theodoridis



Town of Reading
16 Lowell Street
Reading MA 01867

RECEIVED
TOWN CLERK
READING, MA.
pc

2022 JAN 31 AM 8:56

Town Clerk
781-942-9050

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

Application for Appointment to Boards, Committees and Commissions

Name: Theodoridis Stephen S Date: 1/28/22
 (Last) (First) (Middle)

Address: 22 Union St. #1 Reading MA 01867

Phone (Home): n/a Phone (Work): n/a

Phone (Cell): 617-256-8709 Which number should be listed? cell

Occupation: Self employed (music industry) & college adjunct faculty Number of years in Reading: 17

E-mail address: Steve @ pirate.pirate.com

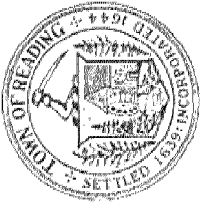
Place a number next to your preferred position(s) (up to four choices) with number 1 being your first priority. (Please attach a resume if available)

- | | |
|--|---|
| <input type="checkbox"/> Animal Control Appeals Committee | <input type="checkbox"/> Audit Committee |
| <input type="checkbox"/> Board of Assessors | <input type="checkbox"/> Board of Cemetery Trustees |
| <input type="checkbox"/> Board of Health | <input type="checkbox"/> Board of Registrars |
| <input type="checkbox"/> Bylaw Committee | <input type="checkbox"/> Celebration Trust Committee |
| <input type="checkbox"/> Climate Advisory Committee | <input type="checkbox"/> Commissioners of Trust Funds |
| <input type="checkbox"/> Community Planning and Development Commission | <input type="checkbox"/> Conservation Commission |
| <input type="checkbox"/> Constables | <input type="checkbox"/> Council on Aging |
| <input checked="" type="checkbox"/> #1 Cultural Council | <input type="checkbox"/> Custodian of Soldier and Sailor Graves |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> Historic District Commission |
| <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Housing Authority |
| <input type="checkbox"/> Human Relations Advisory Committee | <input type="checkbox"/> Permanent Building Committee |
| <input type="checkbox"/> RCTV Board of Directors | <input type="checkbox"/> Recreation Committee |
| <input type="checkbox"/> Retirement Board | <input type="checkbox"/> RMLD Citizen Advisory Board |
| <input type="checkbox"/> Town Forest Committee | <input type="checkbox"/> Trails Committee |
| <input type="checkbox"/> Veterans Memorial Trust Fund Committee | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Other _____ | |

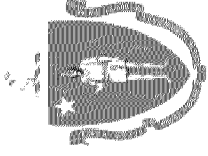
Please outline relevant experience for the position(s) sought:

Interested in helping with the Cultural Council.
I have 20+ years experiena in the music business
and radio industry. I alto teach part time at
Bay State College including Music Biz courses. My entire last
25 years has revolved around music.

Thank you!
Steve



Commonwealth of Massachusetts
Town of Reading
16 Lowell Street Reading, MA 01867 Ph: (781) 942-9061 Fax: (781) 942-9071



Conservation Permit For: Minor Project Permit

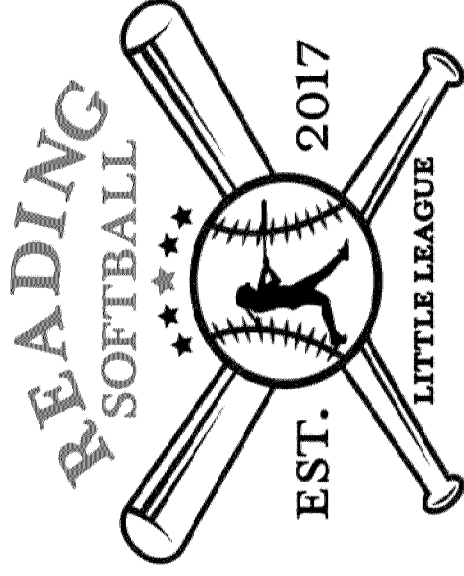
Permit No #: MP-22-3		Date Received: January 4, 2022
Amount Paid: \$0.00		Date Issued February 2, 2022
Property Address SOUTH STREET	Assessors Map & Parcel Number 4-88	
PROPERTY OWNERSHIP/AUTHORIZED AGENT		
Owner of Record Bob Hayes	Address 196 SOUTH STREET	Reading MA
Permit For: Minor Project Permit		
Description of Proposed Work: Install new Scoreboard in deep rightfield of Struges softball field		
Project Review Comments:		
Requirements for Permit:		

Proposed Scoreboard

Sturges Park

Submitted by:

Reading Softball, Inc



Scope

To install a state-of-the-art scoreboard in deep right field by a competent supplier to enhance the park functionality and the viewing pleasure of all spectators and players.

Intended completion is before spring 2022 softball season.

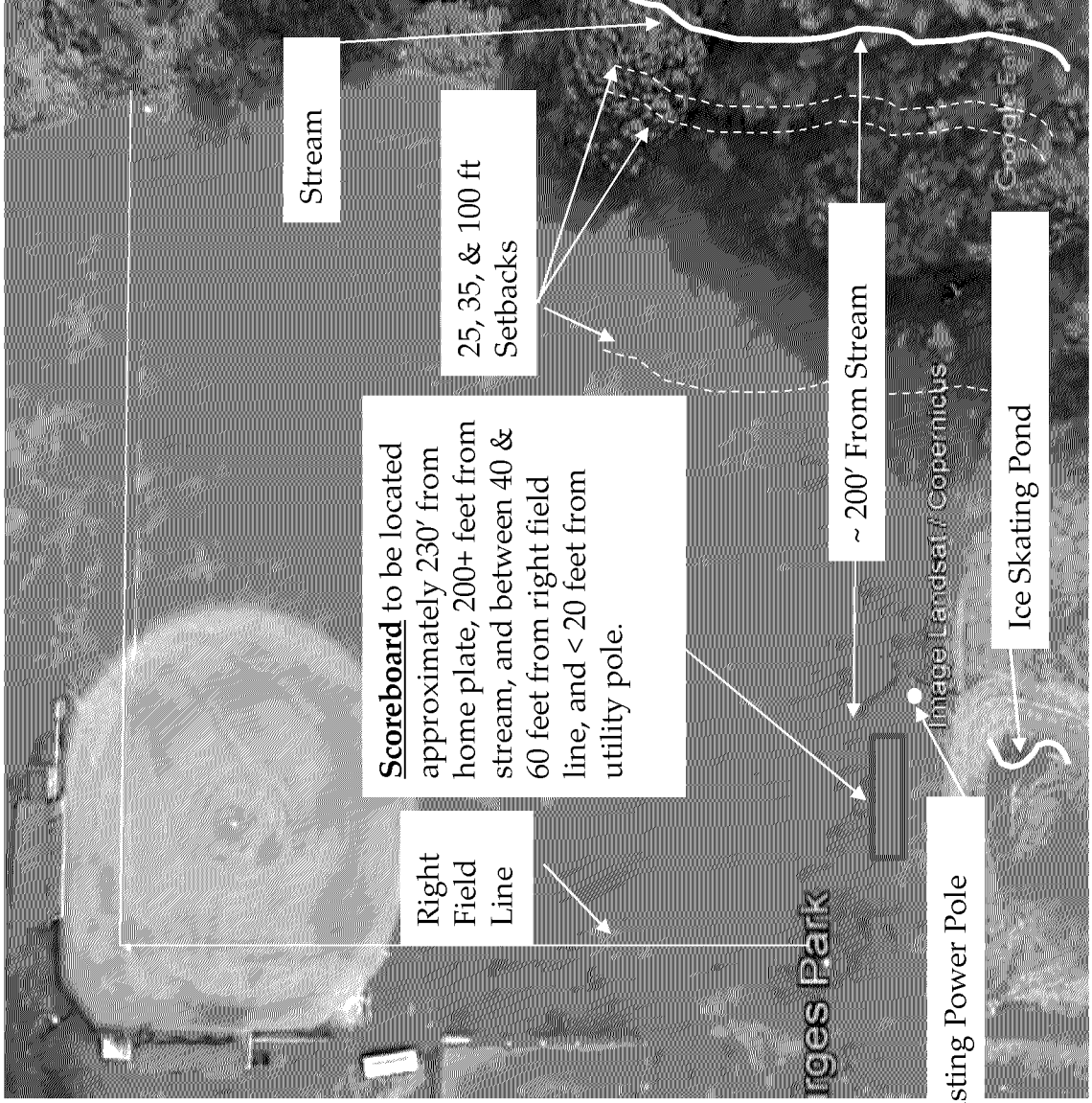
Methods

- Reading Softball, Inc (RSI) to fund 100% of project.
- RSLL to oversee all installation activity in compliance with all appropriate town agencies and permitting requirements.
- All materials will be new and unused
- RSLL will gift the completed project to the Town of Reading.
- NEVCO recently installed a scoreboard for RLL at Tennis Court Field (informally referred to as Little League Field) and is also replacing the already approved scoreboard at Hunt Field
- Supported by Recreation Staff & Committee, DPW, Conservation
- Informed Abutters

STURGES PARK OVERVIEW

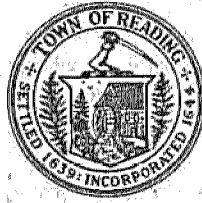


SCOREBOARD LOCATION



Thank you for your
support!

LEGAL NOTICE



TOWN OF READING

To the Inhabitants of the Town of Reading:

Please take notice that the Select Board of the Town of Reading will hold a public hearing on February 15, 2022 at 7:45 p.m. remotely on Zoom to vote to allow an exception to the Overnight Parking Regulation Ban 5.9.

A copy of the proposed documents regarding these topics will be in the Select Board packet 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 4:00 p.m. on February 15, 2022 to townmanager@ci.reading.ma.us

By order of
Robert W. LeLacheur
Town Manager

220160

2/7, 14/22

Amendment Number: 2022-01

Date Filed: February 15, 2022

Filed By: Deputy Chief Christine Amendola

On Behalf of: Parking Traffic Transportation Task Force

Section 1:

Purpose of Amendment – Allow an exception to the Overnight Parking Regulation Ban 5.9

Section 2:

Proposed Amendment -

Exception to the overnight parking ban will be 35 spaces at the Train Depot. The spaces are located in the Southern Enclosed Lot on the Lincoln Street Side. Vehicles must have a valid Reading Community Access Sticker.

During snow emergencies all overnight vehicles must be moved out of the lot by 6:00am. All parking will be prohibited from 6:00am-9:00am in this portion of the train depot to allow for snow removal during snow emergencies.

Section 3:

Effective Date:

This act shall take effect upon its passage and the provisions above shall not expire.

Select Board:

Date Signed: _____

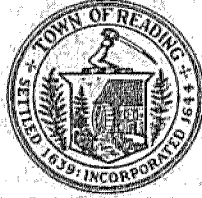
Certification of Amendment:

The Town Clerk certifies that Amendment Number _____ above was
_____ by the Select Board of the Town of Reading through an official vote
occurring during a public hearing held on _____. The Amendment was
_____ through a vote of _____ in favor and _____ opposed.

Town Clerk

Town Corporate Seal

LEGAL NOTICE



TOWN OF READING

To the Inhabitants of the Town of Reading:

Please take notice that the Select Board of the Town of Reading will hold a public hearing on February 15, 2022 at 8:00 PM remotely on Zoom to act on a change to the Annual All Alcohol Liquor License at Meadow Brook Golf Club at 292 Grove Street, Reading, MA.

The board will act on an application involving the transitional change of location back to the newly rebuilt clubhouse from the temporary tent structure.

A copy of the proposed documents regarding this topic will be made available in the Select Board packet on the website at www.readingma.gov.

All interested parties are invited to attend the hearing, or may submit their comments in writing or by email prior to 6:00 p.m. on February 15, 2022 to townmanager@ci.reading.ma.us

By order of
Robert W. LeLacheur
Town Manager
220135 2/3, 10/22

LaVerde, Jacquelyn

From: Brian McGrail <Brian@mcgrailaw.net>
Sent: Tuesday, February 08, 2022 1:26 PM
To: LaVerde, Jacquelyn; LeLacheur, Bob
Subject: FW: Payment Receipt

Paid receipt from ABCC

From: Denise Balboni-Cowie <db@meadowbrookgolfclub.org>
Sent: Tuesday, February 8, 2022 10:40 AM
To: Brian McGrail <Brian@mcgrailaw.net>
Subject: Payment Receipt

Hi Brian,

The fee is all paid.

Denise Balboni-Cowie
Office Manager
Meadow Brook Golf Club
781-942-1334
www.meadowbrookgolfclub.org

From: customerservice@nCourt.com <customerservice@nCourt.com>
Sent: Tuesday, February 8, 2022 10:39 AM
To: Denise Balboni-Cowie <db@meadowbrookgolfclub.org>
Subject: Receipt from nCourt

YOUR RECEIPT >>

Please include the payment receipt with your application. Thank you.

Paid To	
Name: Massachusetts Alcoholic Beverages Control Commission - Retail	
Address 1: 95 Fourth Street, Suite 3	
Address 2:	
City: Chelsea	
State: Massachusetts	
Zip: 02150	

Payment On Behalf Of			
First Name: Meadow Brook		Last Name: Golf Club Corp	
Address 1: 292 Grove Street			
Address 2:			
City: Reading		State: MA	Zip: 01867

Description	ID	Service Fee	Amount
FILING FEES-RETAIL	00002-CL-1016	\$4.70	\$200.00

Receipt Date: 2/8/2022 10:38:41 AM EDT
Invoice Number: abad8960-5e47-4a01-97d4-260f55123f8e

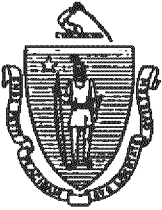
Total Amount Paid: \$204.70

Billing Information	Credit / Debit Card Information
First Name Michael Last Name Gallugi Email db@meadowbrookgolfclub.org Street 69 Eastway City Reading State/Territory MA Zip 01867 Phone Number (781) 942-1334	Card Type MasterCard Card Number *****8557

IMPORTANT INFORMATION >>

Please verify the information shown above. Your payment has been submitted to the location listed above.

Please call (800) 701-8560 if you have any questions regarding this information.



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
 www.mass.gov/abcc

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM

AMENDMENT-Change or Alteration of Premises Information

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

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN

STATE

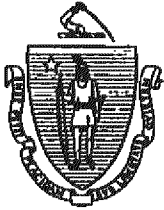
ZIP CODE

For the following transactions (Check all that apply):

- New License
- Change Corporate Name
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Change of DBA
- Change of License Type (i.e. club / restaurant)
- Change of Hours
- Change of Manager
- Alteration of Licensed Premises
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Pledge of Collateral (i.e. License/Stock)
- Change of Officers/Directors
- Change of Location
- Issuance/Transfer of Stock/New Stockholder
- Management/Operating Agreement
- Change of Ownership Interest
- Other

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

Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3
 Chelsea, MA 02150-2358



**The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc**

AMENDMENT-Change or Alteration of Premises Information

Change of Location

- Payment Receipt
- Monetary Transmittal Form
- Chg of Location/Alteration of Premises Application
- Financial Statement
- Vote of the Entity
- Supporting financial records
- Legal Right to Occupy
- Floor Plan
- Abutter's Notification
- Advertisement

Alteration of Premises

- Payment Receipt
- Monetary Transmittal Form
- Chg of Location/Alteration of Premises Application
- Financial Statement
- Vote of the Entity
- Supporting financial records
- Legal Right to Occupy
- Floor Plan
- Abutter's Notification
- Advertisement

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Meadow Brook Golf Club Corp, of Reading Mass	Reading	00002-CL-1016

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

Due to a catastrophic fire to the Clubhouse, the location of the All Alcohol License was temporarily relocated to another facility on the same premises while the Clubhouse was rebuilt. The new rebuilt Clubhouse is now near completion and the licensee is seeking to transition the location of the license back to the newly rebuilt clubhouse.

APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Brian D. McGrail	Attorney	brian@mcgrailaw.net	781-589-4590

2. ALTERATION OF PREMISES

2A. DESCRIPTION OF ALTERATIONS

Please summarize the details of the alterations and highlight any specific changes from the last-approved premises.

2B. PROPOSED DESCRIPTION OF PREMISES

Please provide a complete description of the proposed premises, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

Total Sq. Footage	<input type="text"/>	Seating Capacity	<input type="text"/>	Occupancy Number	<input type="text"/>
Number of Entrances	<input type="text"/>	Number of Exits	<input type="text"/>	Number of Floors	<input type="text"/>

AMENDMENT-Change or Alteration of Premises Information

3. CHANGE OF LOCATION

3A. PREMISES LOCATION

Last-Approved Street Address

Proposed Street Address

3B. DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

The new rebuilt Clubhouse includes four (4) rooms, a kitchen, bathrooms, a rear outdoor terrace and a covered porch. There are multiple means of access and egress. All as shown on the floor plan attached hereto and submitted herewith.

Total Sq. Footage	<input type="text" value="See Plan"/>	Seating Capacity	<input type="text" value="200 In & 56 Out"/>	Occupancy Number	<input type="text" value="292"/>
Number of Entrances	<input type="text" value="9"/>	Number of Exits	<input type="text" value="9"/>	Number of Floors	<input type="text" value="2"/>

3C. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises. (E.g. Deed, lease, letter of intent)

Please indicate by what means the applicant has to occupy the premises

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

Yes No

4. FINANCIAL DISCLOSURE

Associated Cost(s): (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):

Associated Cost(s):

None-Reconstruction of new Clubhouse after fire.
--

SOURCE OF CASH CONTRIBUTION

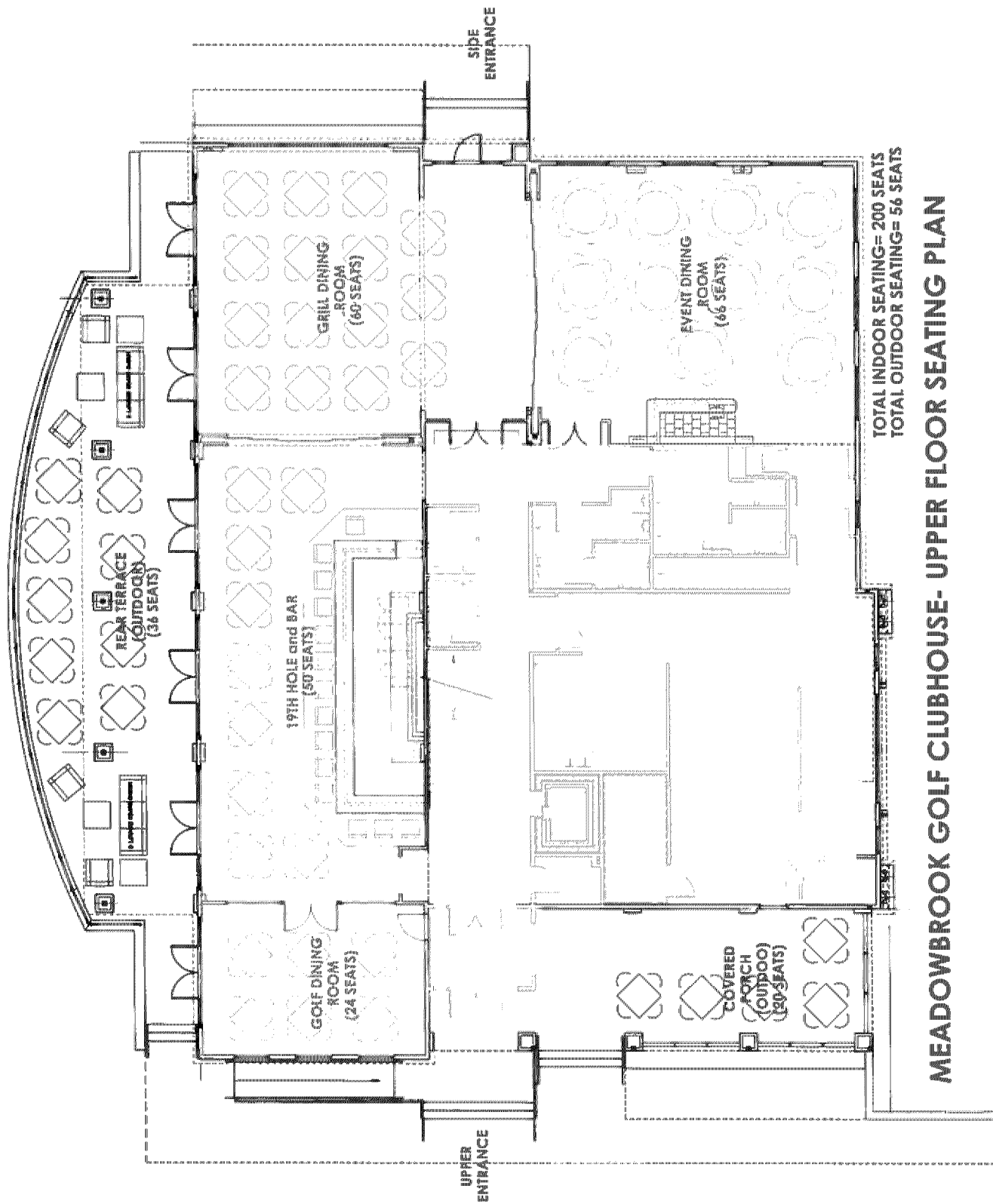
Please provide documentation of available funds. (E.g. Bank or other Financial Institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Total	

SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No



MEADOWBROOK GOLF CLUBHOUSE- UPPER FLOOR SEATING PLAN

APPLICANT'S STATEMENT

I, Trevor Bloom the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory

of Meadow Brook Golf Club Corp of Reading
Name of the Entity/Corporation

hereby submit this application (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 statements 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 are in compliance with state and local laws and regulations;
- (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 ownership 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.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature: 

Date: 1/27/22

Trevor Bloom

Title: President

ENTITY VOTE

The Board of Directors or LLC Managers of
Entity Name

duly voted to apply to the Licensing Authority of and the
City/Town

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on
Date of Meeting

For the following transactions (Check all that apply):

- Alteration of Licensed Premises
- Change of Location
- Other

"VOTED: To authorize
Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

A true copy attest,

Corporate Officer /LLC Manager Signature

(Print Name)

For Corporations ONLY

A true copy attest,



Corporation Clerk's Signature

Michelle Greenwalt
(Print Name) Michelle Greenwalt

PERSONNEL POLICY REVISION UPDATES

February 15, 2022

GOALS FROM APRIL 20, 2021 MEETING

- Recognize and address the “Reading Rebound”
- Promote healthy employee policies
- Provide management the tools to better oversee personnel

UPDATED GOALS

- Update to modern policies
- Memorialize changes in past 12 years
- Attract and retain employees
- Make Reading a competitive municipal employer

LANGUAGE CHANGES THROUGHOUT DOCUMENT

- Board of Selectmen → Select Board
- HR Administrator → HR Director
- General re-wording for clarification

MAJOR SECTION UPDATES

- Equal Opportunity Statement
- ADA Language
- Anti-Harassment
- Worker's Compensation Updates

MAJOR SECTION UPDATES CONTINUED

- Probationary Period & PTO Usage
 - Reflect contracts
- Annual Reviews
 - Memorialize
- Hiring
 - Review level of authority
 - Diverse interview process

MAJOR SECTION UPDATES CONTINUED

- Technology Equipment & Internet User
 - Best practices per Technology Division
 - Security measures
 - Expectations of use
- Remote Work Section
 - Permissions
 - Expectations
 - Limits

MAJOR SECTION UPDATES CONTINUED

- Differentiate 4-day vs 5-day employees
- Changes to family sick usage
- Separate out floating holiday
- **Vacation**
 - Clarity of language
 - More competitive

MAJOR SECTION UPDATES CONTINUED

- Bereavement
- Compensatory Time
 - Department Head discretion for exempt staff
- FMLA
 - Limits and uses of PTO
- Service Credit

ITEMS TO FURTHER CONSIDER

- Tuition payment/reimbursement
- Town contributing to deferred compensation
- Better employee recognition
- Incentive for limited sick time usage

NEXT STEPS

- Meet with new Town Manager
- Make final edits
- Reviewed by labor counsel
- Present to Select Board
- Adopt and implement

COMMONWEALTH OF MASSACHUSETTS

Added
~~Removed~~
Incomplete

Middlesex, ss. Officer's Return, Town of Reading:

By virtue of this Warrant, I _____, on _____, 2022 notified and warned the inhabitants of the Town of Reading, qualified to vote on Town affairs, to meet at the place and at the time specified by posting attested copies of this Town Meeting Warrant, ~~along with the written request of Town Moderator Alan Foulds dated February 17, 2021 asking that this Town Meeting be held by remote participation pursuant to St. 2020, c. 92, §8,~~ in the following public places within the Town of Reading:

- Precinct 1 J. Warren Killam School, 333 Charles Street
- Precinct 2 Reading Police Station, 15 Union Street
- Precinct 3 Reading Municipal Light Department, 230 Ash Street
- Precinct 4 Joshua Eaton School, 365 Summer Avenue
- Precinct 5 Reading Public Library, 64 Middlesex Avenue
- Precinct 6 Barrows School, 16 Edgemont Avenue
- Precinct 7 Birch Meadow School, 27 Arthur B Lord Drive
- Precinct 8 Wood End School, 85 Sunset Rock Lane
- Town Hall, 16 Lowell Street

The date of posting being not less than fourteen (14) days prior to April 5, 2022, the date set for Town Meeting in this Warrant.

~~I also caused a posting of this Warrant, and the Town Moderator's request for a remote Town Meeting, to be published on the Town of Reading website on _____, 2021.~~

Constable

A true copy Attest:

TOWN WARRANT



COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

To any of the Constables of the Town of Reading, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Reading, qualified to vote in the Local Elections and Town affairs, to meet in the following place designated for the eight precincts in said Town, namely:

Precincts 1, 2, 3, 4, 5, 6, 7 and 8
Reading Memorial High School, Hawkes Field House, Oakland Road

TUESDAY, the FIFTH DAY OF APRIL, A.D., 2022
from 7:00 a.m. to 8:00 p.m. to act on the following Articles, viz:

ARTICLE 1 To elect by ballot the following Town Officers:

A Moderator for one year;
Two members of the Select Board for three years;
Two members of the Board of Library Trustees for three years;
Two members of the Municipal Light Board for three years;
Two members of the School Committee for three years;

One hundred and ninety-two Town Meeting Members shall be elected to represent each of the following precincts:

Precinct 1 Eight members for three years; eight members for two years; and eight members for one year;
Precinct 2 Eight members for three years; eight members for two years; and eight members for one year;
Precinct 3 Eight members for three years; eight members for two years; and eight members for one year;
Precinct 4 Eight members for three years; eight members for two years; and eight members for one year;

- Precinct 5 Eight members for three years; eight members for two years; and eight members for one year;
- Precinct 6 Eight members for three years; eight members for two years; and eight members for one year;
- Precinct 7 Eight members for three years; eight members for two years; and eight members for one year;
- Precinct 8 Eight members for three years; eight members for two years; and eight members for one year;

and to meet at the Reading Memorial High School, 62 Oakland Road, in said Reading on in accordance with Chapter 92 of the Acts of 2020 and through the Zoom platform on MONDAY, the TWENTY-FIFTH DAY of APRIL A.D., 2022

at seven-thirty o'clock in the evening, at which time and place the following Articles are to be acted upon and determined exclusively by Town Meeting Members in accordance with the provisions of the Reading Home Rule Charter.

~~Members of the public may access and witness the deliberations and actions taken at the Annual Town Meeting in the following manner: RCTV Facebook or on local public access television. Town Meeting members and Town officials shall receive a link to join the Zoom video conferencing platform to participate in the Annual Town Meeting. Non-Town Meeting Members who are registered voters residing in the Town who wish to participate in the Annual Town Meeting must submit a request to participate to the Town Clerk not less than 48 hours in advance of the Annual Town Meeting, and when submitting this request, non-Town Meeting Members who wish to make a comment, ask a question, or otherwise address Town Meeting, should contact Town Clerk Laura Gemme (lgemme@ci.reading.ma.us or 781-942-6647) with the following information: (a) First and Last Name, (b) Street Address, (c) Phone Number, (d) Email Address, and (e) Article(s) he or she would like to speak to, and once verified, shall receive follow up information with specific participation instructions for the meeting.~~

~~If, on April 26, 2021, the Town Meeting elects not to hold the Annual Town Meeting remotely, then the Town Meeting shall adjourn to Reading Memorial High School Performing Arts Center, 62 Oakland Road, Reading on Thursday April 29, 2021 at seven-thirty o'clock in the evening.~~

ARTICLE 2 To hear and act on the reports of the Select Board, School Committee, Library Trustees, Municipal Light Board, Finance Committee, Bylaw Committee, Town Manager, Town Accountant and any other Town Official, Board or Committee.

Select Board

ARTICLE 3 To choose all other necessary Town Officers and Boards or Committees and determine what instructions shall be given to Town Officers and Boards or Committees, and to see what sum the Town will vote to appropriate by borrowing or transfer from available funds, or otherwise, for the purpose of funding Town Officers and Boards or Committees to carry out the instructions given to them, or take any other action with respect thereto.

Select Board

ARTICLE 4 To see if the Town will vote to amend the FY 2022-32 Capital Improvements Program as provided for in Section 7-7 of the Reading Home Rule Charter and as previously amended, or take any other action with respect thereto.

Select Board

ARTICLE 5 To see if the Town will vote to amend the Town's Operating Budget for the Fiscal Year commencing July 1, 2021, as adopted under Article 16 of the Annual Town Meeting of April 26, 2021 and amended under Article 4 of the Special Town Meeting of October 18, 2021 and further amended under Article 4 of the Subsequent Town Meeting of November 8, 2021; and to see if the Town will vote to raise and appropriate, borrow or transfer from available funds, or otherwise provide a sum or sums of money to be added to the amounts appropriated under said Article, as amended, for the operation of the Town and its government, or take any other action with respect thereto.

Finance Committee

ARTICLE 6 To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money to pay bills remaining unpaid from prior fiscal years for goods and services actually rendered to the Town, or take any other action with respect thereto.

Select Board

ARTICLE 7 To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for the purpose of funding the irrevocable trust for "Other Post-Employment Benefits Liabilities" or take any other action with respect thereto.

Select Board

ARTICLE 8 To see if the Town will vote to transfer funds received from the Commonwealth of Massachusetts in payment for development within the Town's 40R Smart Growth Zoning Districts from Free Cash into the Smart Growth Stabilization Fund; or take any other action with respect thereto.

Select Board

ARTICLE 9 To see if the Town will vote to (1) establish the limit on the total amount that may be expended from each revolving fund established by Article 9 of the Town of Reading General Bylaw pursuant to Section 53E½ of Chapter 44 of the *Massachusetts General Laws* for the fiscal year beginning July 1, 2021; and (2) amend Section 6.5.2 of the General Bylaw,

establishing the Inspection Revolving Fund, as shown below, with the additions being shown in bold and deletions being struck through:

6.5.2 Inspection Revolving Fund

Funds held in the Inspection Revolving Fund shall be used for legal costs, oversight and inspection, plan review, property appraisals and appeals, public services general management, pedestrian safety improvements, records archiving, and other costs related to building, plumbing, wiring, gas and other permits required for large construction projects and shall be expended by the Town Manager. Receipts credited to this fund shall include building, plumbing, wiring, gas and other permit fees for the Schoolhouse Commons, The Metropolitan at Reading Station, Postmark Square, 20-24 Gould Street, 467 Main Street, Oaktree, Addison-Wesley/Pearson, Johnson Woods, Eaton Lakeview (23-25 Lakeview Avenue and 128 Eaton Street), 258 Main Street, 267 Main Street, 531 Main Street, 25 Haven Street, ~~and 18-20 Woburn Street, 6-16 Chute Street (Green Tomato), 25 Haven Street (Rite Aid) and 459 Main Street (128 Tire)~~ developments.

Or take any other action with respect thereto.

Select Board

ARTICLE 10 To see if the Town will vote to approve an Affordable Housing Trust Fund Allocation Plan pursuant to Chapter 140 of the Acts of 2001 entitled "AN ACT AUTHORIZING THE TOWN OF READING TO ESTABLISH AN AFFORDABLE HOUSING TRUST FUND," or take any other action with respect thereto.

Select Board

ARTICLE 11 To see if the Town will vote to amend Section 6.5.2 of the General Bylaws by inserting a new revolving fund into the chart as follows:

Revolving Account	Spending Authority	Revenue Source	Allowed Expenses	Expenditure Limits	Year End Balance
Community Gardens at Mattera Cabin	Conservation Administrator	Rental and user fees	Utilities and all other maintenance and operating expenses, and project supplies and equipment		Available for expenditure next year

And to set the limit on the total amount that may be expended from the Community Gardens at Mattera Cabin revolving fund pursuant to Section 53E½ of Chapter 44 of the *Massachusetts*

General Laws for the fiscal year beginning July 1, 2022; or take any other action with respect thereto.

ARTICLE 12 To see if the Town will vote to hear the report of the Director of Public Works that certain easements for drainage be abandoned and a new easement accepted, and authorize the Select Board to relocate a drainage easement at 104 Lilah Lane, Reading, Massachusetts by abandoning an existing drainage easement and accepting a new, equivalent drainage easement on the same property, and as further as “Existing Easement Line To Be Removed” and “Easement Area to be Removed 757 S.F.” on a plan entitled “Revised Easement Plan 104 Lilah Lane Assessors Map 55 Parcel 30 Reading, MA, Prepared for Margaret & Chris Calvani 104 Lilah Lane, Reading MA,” dated September 27, 2021, on file with the Town Clerk, or take any other action with respect thereto.

Select Board

ARTICLE 13 To see if the Town will vote to authorize the Select Board to acquire by purchase, gift, or eminent domain, on such terms and conditions as the Select Board shall determine, an easement over a portion of Gazebo Circle and abutting land held by the Summit Village Condominium Trust for the purpose of installing, maintaining, and operating a water connection and related utilities from 0 Bear Hill (Accessor’s Parcel 8-58), to raise and appropriate or transfer from available funds a sum or sum of monies necessary for the acquisition, and to authorize the Select Board to enter into all agreements and take all related actions necessary or appropriate to carry out said acquisition and other acts authorized herein; or take any other action with respect thereto.

Select Board

ARTICLE 14 To see if the Town will vote to authorize the Select Board to acquire by purchase, gift, or eminent domain, on such terms and conditions as the Select Board shall determine, an easement over a portion of 369 Main Street, Reading for the purpose of installing, maintaining, and operating water utilities, to raise and appropriate or transfer from available funds a sum or sum of monies necessary for the acquisition, and to authorize the Select Board to enter into all agreements and take all related actions necessary or appropriate to carry out said acquisition and other acts authorized herein; or take any other action with respect thereto

Select Board

ARTICLE 15 To see if the Town will vote to amend Section 10.5 of the Zoning Bylaw, Downtown Smart Growth District, including, but not limited to, the language of subsections 10.5.2

Definitions, 10.5.5 Allowed and Prohibited Uses, 10.5.6 Dimensional and Other Requirements, 10.5.8 Off-Street Parking and Loading, 10.5.9 Open Spaces and Recreational Areas, and 10.5.12 Waivers, or take any other action with respect thereto.

Select Board

Bob note: the draft text of the actual Article is attached as a second comment, and will be finalized and included in the Warrant in time for the March 1., 2022 vote by the Select Board

ARTICLE 16 To see if the Town will vote to authorize the Reading Municipal Light Department (RMLD) to acquire by purchase, using available RMLD funds and on such terms and conditions as the RMLD may deem appropriate, all or a portion of the property located at 251 Ballardvale Street, Wilmington, and shown on Assessor's Map R2 as Lot 25, for light plant purposes, and to authorize the RMLD General Manager to take any and all actions and to enter into and execute any and all agreements and other documents as may be necessary or appropriate to accomplish the foregoing acquisition; or take any other action with respect thereto.

ARTICLE 17 To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for highway projects in accordance with Chapter 90 of the *Massachusetts General Laws*, or take any other action with respect thereto.

Select Board

ARTICLE 18 To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for the operation of the Town and its government for Fiscal Year 2023 - beginning July 1, 2022, or take any other action with respect thereto.

Finance Committee

ARTICLE 19 To see if the Town will vote, pursuant to Section 2-6 of the Reading Home Rule Charter, to declare the seats of certain Town Meeting Members to be vacant and remove certain described persons from their position as Town Meeting Members for failure to take the oath of office within 30 days following the notice of election or for failure to attend one-half or more of the Town Meeting sessions during the previous year, or take any other action with respect thereto.

Select Board

and you are directed to serve this Warrant by posting an attested copy thereof in at least one (1) public place in each precinct of the Town not less than fourteen (14) days prior to April 5, 2022, or providing in a manner such as electronic submission, holding for pickup or mailing, an attested copy of said Warrant to each Town Meeting Member.

Hereof fail not and make due return of this Warrant with your doings thereon to the Town Clerk at or before the time appointed for said meeting.

Given under our hands this ___th day of _____, 2022.

Karen Gately Herrick, Chair

Anne DJ Landry, Vice Chair

Mark L Dockser, Secretary

Carlo Bacci

Chris Haley

SELECT BOARD OF READING

, Constable

10.5 Downtown Smart Growth District (DSGD)

10.5.1 Purposes

The purposes of the Downtown Smart Growth District are:

- 1 To provide an opportunity for residential development and to especially encourage mixed-use development, including both new construction and renovation of existing buildings, within a distinctive, attractive and livable environment that supports the commercial revitalization of Downtown Reading.
- 2 To promote continuing development and redevelopment in Downtown Reading that is pedestrian friendly and consistent with Reading history and architecture.
- 3 To ensure high quality site planning, architecture and landscape design that enhances the distinct visual character and identity of Downtown Reading and provides an environment with safety, convenience and amenity.
- 4 To provide for a diversified housing stock at a variety of costs within walking distance of services and public transportation, including affordable housing and other housing types that meet the needs of the Town's population.
- 5 To generate positive tax revenue for the Town, and to benefit from the financial incentives provided by Massachusetts General Law Chapter 40R, while providing the opportunity for new business growth and additional local jobs.
- 6 To encourage preservation and rehabilitation of historic structures and buildings.
- 7 To promote efficient use of land and existing parking supply and limit expansion within the district by encouraging shared parking.
- 8 To encourage adoption of energy efficient building practices and sustainable construction methods.
- 9 To ensure compliance with the Massachusetts Department of Environmental Protection storm water management policies and practices.
- 10 To ensure that the physical character of projects within the DSGD will be compatible with nearby buildings, particularly existing residential uses.

10.5.2 Definitions

As used in this Article, the following terms shall have the meanings set forth below:

Accessory Building: A detached building the use of which is customarily incidental and subordinate to that of the principal building or buildings and which is located on the same lot. An Accessory Building shall not be used to house people, domestic animals or livestock, nor shall it be used as an independent commercial enterprise. An Accessory Building located within 10 feet of a principal building shall be subject to the dimensional requirements applicable to the principal building.

Affordable Homeownership Unit: A dwelling unit required to be sold to an Eligible Household per the requirements of this Section 10.4.

Affordable Housing Restriction: A deed restriction of an Affordable Unit meeting statutory requirements in Massachusetts General Law Chapter 184 Section 31 and the requirements of Section 10.5.10 of this Article.

Affordable Rental Unit: A dwelling unit required to be rented to an Eligible Household per the requirements of Section 10.5.10.

Affordable Unit: The collective reference to Affordable Homeownership Units and Affordable Rental Units

Annual Update: A list of all approved and currently proposed Smart Growth Districts within the Town of Reading, to be filed on or before July 31st of each year with the Massachusetts Department of Housing and Community Development pursuant to Massachusetts General Law Chapter 40R and applicable regulations.

Applicant: A landowner or other petitioner who files a plan for a Development Project subject to the provisions of this Section 10.5.

Approving Authority (AA): The Community Planning and Development Commission (CPDC) of the Town of Reading acting as the authority designated to review projects and issue approvals under this Section 10.5.

AA Regulations: The administrative rules and regulations adopted by the AA pursuant to Section 10.5.11.

As-Of-Right Development: A Development Project allowable under this Section 10.5 without recourse to a special permit, variance, zoning amendment, or other form of zoning relief. A Development Project that is subject to the Plan Review requirement of this Section 10.5 shall be considered an As-of-right Development.

Consumer Services: A barber shop, dry cleaning or laundry establishment, photographer's shop or studio or similar business where service is provided directly on the premises.

Design Standards: The document entitled Downtown Smart Growth District Design Standards and Guidelines, originally dated October 2, 2009 and approved by the Massachusetts Department of Housing and Community Development on October 31, 2009, most recentl~~y~~es amended and approved by DHCD on March 3, 2020, pursuant to Massachusetts General Law Chapter 40R Section 10 and applicable regulations. Said Design Standards shall be applicable to all Development Projects within the DSGD that are subject to Plan Review by the Approving Authority.

Development Project Or Project: A residential or mixed use development undertaken under this Section 10.5. A Development Project shall be identified as such on the Plan which is submitted to the Approving Authority for Plan Review.

District Edge: The outermost edge of the Downtown Smart Growth District, where it is directly abutting another building lot and not bounded by a significant man-made (i.e. railroad, major street) or natural (i.e. river, wetland resource) feature.

Dwelling Unit: A structure or a portion of a structure containing in a self-sufficient and exclusive manner facilities for sleeping, bathing, and cooking, including one full kitchen and full bathroom facilities as defined by the Massachusetts State Building Code.

Eligible Household: An individual or household whose annual income is below eighty percent (80%) of the area-wide median income as determined by the United States Department of Housing and Urban Development (HUD), adjusted for household size, with income computed using HUD's rules for attribution of income to assets.

Family: One (1) or more persons occupying a dwelling unit as a single house-keeping unit. Domestic employees may be housed on the premises without being counted as a family or families.

Floor Area Net: The actual occupied area of a building or buildings not including hallways, stairs, mechanical spaces and other non-habitable spaces, and not including thickness of exterior or interior walls.

Floor Area Gross: The sum of the gross areas of all floors of a building, measured from the exterior faces of the exterior walls or from the centerline of walls separating two buildings. Gross floor area does not include the following:

- 1 Basement space having at least one-half the floor-to-ceiling height below grade, rated as non-habitable by applicable building code.
- 2 Accessory parking (i.e., parking that is available on or off-site that is not part of the use's minimum parking standard).
- 3 Attic space having a floor-to-ceiling height less than seven feet, rated as non-habitable by applicable building code.
- 4 Exterior balconies.
- 5 Uncovered steps, landings, and ramps.
- 6 Inner courts open to the sky.

Household Income Median: The median income, adjusted for household size, as reported by the most recent information from, or calculated from regulations promulgated by, the United States Department of Housing and Urban Development (HUD).

Institutional Use: A non-profit or quasi-public use or institution, such as a church, library, public or private school, municipally owned or operated building, structure or land, used for public purpose.

Lot Coverage: The portion of a lot, expressed as a percent of the total lot area, that is covered by principal and accessory buildings and structures.

Mixed-Use Development Project: A Development Project containing a residential Principal Use and one or more Non-Residential, Secondary Uses as specified in Section 10.5.5.1, provided that, in newly constructed buildings, separate and distinct building entrances are provided for residential and non-residential uses.

Monitoring Agent: An entity designated by the Reading Board of Selectmen, which may be the Reading Housing Authority or other qualified housing entity, with the power to monitor and to enforce compliance with the provisions of this Bylaw related to Affordable Units, including but not limited to computation of rental and sales prices; income eligibility of households applying for Affordable Units; administration of an approved housing marketing and resident selection plan; and recording and enforcement of an Affordable Housing Restriction for each Affordable Unit in the DSGD (See Section 10.5.10.6).

Multi-Family Residential: A building containing ~~four~~ three or more residential dwelling units designed for occupancy by the same number of families as the number of dwelling units.

Non-Residential Use: Office, Retail, Restaurant, Service or Institutional Use, inclusive, or some combination of the same.

Office: A place for the regular performance of business transactions and services, generally intended for administrative, professional and clerical activities, including a medical or dental office or health clinic.

Commented [MJ1]: Question for DHCD: Can we change this to match 40A so the District can count towards compliance with the MBTA Communities Guidance?
CPDC added this on 2/7/22.

Open Space: Civic Space, Green Space, and/or Private Amenity Space as defined below:

Civic Space: Portions of a private lot or building that are dedicated to civic use including but not limited to: sidewalks, pathways, alleyways, seating areas, benches, places to gather, etc. which may include streetscape features, water features, decorative surface treatments (i.e., pavers, cobblestone, etc.) and public art, and which could include Green Space as defined below, if open to the public.

Green Space: Portions of a private lot or building including but not limited to: landscaping, plantings, natural features, parks, gardens, living walls, green roofs, trails, pathways, recreational uses, etc. whether connected to or visible from the sidewalk, accessible to the public, provided as private, or provided as a Private Amenity Space to building occupants.

Private Amenity Space: Green Space, balconies, terraces, courtyards, and other open-air spaces that are available as private amenities only to the residential or commercial tenants within the development.

Plan: A plan depicting a proposed Development Project for all or a portion of the Downtown Smart Growth District and which is submitted to the Approving Authority for its review and approval in accordance with the provisions of this Section 10.5.

Plan Approval: The Approving Authority’s authorization for a proposed Development Project based on a finding of compliance with this Section 10.5 and Design Standards after the conduct of a Plan Review.

Plan Review: The review procedure established by this Article and administered by the Community Planning and Development Commission of the Town of Reading as the Approving Authority.

Restaurant: Any business establishment principally engaged in serving food, drink, or refreshments, whether prepared on or off the premises provided, however, that drive through windows are not allowed.

Residential Use: A building or part of a building containing Dwelling Units as defined herein above and parking that is accessory to the Dwelling Units.

Retail Use: Business establishments selling goods and/or services to customers on-site, generally for end use personal, business or household consumption. A reasonable amount of storage consistent with Massachusetts Building Codes of said goods shall also be assumed to be an incidental part of Retail Use.

Smart Growth District: An Overlay Zoning District adopted pursuant to Massachusetts General Law Chapter 40R, in accordance with the procedures for zoning adoption and amendment as set forth in Massachusetts General Law Chapter 40A and approved by the Department of Housing and Community Development pursuant to Massachusetts General Law Chapter 40R and applicable regulations.

Transitional Area: A site proposed for development or redevelopment under Chapter 40R that meets any of the following criteria: (1) is located at the District Edge, (2) is directly abutting a lot containing a historic or cultural resource listed on the Town of Reading’s Historical and Architectural Inventory, or (3) is directly abutting a lot containing a single-family, 2-family or 3-family dwelling, either within or outside of the District.

Underlying Zoning: The zoning requirements adopted pursuant to Massachusetts General Law Chapter 40A that are otherwise applicable to the geographic area in which the DSGD is located, as said requirements may be amended from time to time.

~~**Unduly Unreasonably Restrictive Impair:** A provision of a Smart Growth District 40R Zoning or a Design Standard that adds unreasonable costs or unreasonably diminishes impairs the economic feasibility of proposed Development Projects in a Smart Growth District.~~

Unrestricted Unit: A Dwelling Unit that is not restricted as to rent, price or eligibility of occupants.

Use Accessory: A use subordinate to the Principal Use on the same lot or in the same structure and serving a purpose customarily incidental to the Principal Use, and which does not, in effect, constitute conversion of the Principal Use of the lot, site or structure to a use not otherwise permitted in the Smart Growth District.

Use Principal: The main or primary purpose for which a structure, building, or lot is designed, arranged, licensed, or intended, or for which it may be used, occupied, or maintained under this Section 10.5.

Use Secondary: A use located on the same lot as a Principal Use but which is of equal

40R Bylaw (DSGD) –
Holistic & Waiver-Based

February 8, 2022

DHCD Version

or lesser scale, impact, and visibility than the Principal Use. A Secondary Use is not an Accessory Use, as it is largely independent from the Principal Use.

10.5.3 Scope and Authority

The Downtown Smart Growth District is established pursuant to the authority of Massachusetts General Law Chapter 40R and applicable regulations, and shall be deemed to overlay the parcels as shown on the Zoning Map of the Town of Reading, as amended. The Applicant shall have the option of applying for Plan Approval pursuant to the zoning controls set forth in this Article or complying with all applicable zoning controls set forth in the Zoning Bylaw of the Town of Reading for the underlying district(s) or for other overlay zoning that may be therein defined. Development Projects proceeding under this Article shall be governed solely by the provisions of this Article and shall be deemed exempt from the standards and/or procedures of the Underlying Zoning and other overlay provisions.

10.5.4 Establishment and Delineation of the DSGD

The Downtown Smart Growth District is an overlay district that is superimposed over the Underlying District. The boundaries are delineated as the "Downtown Smart Growth District" on the Official Zoning Map of the Town of Reading on file in the office of the Town Clerk, said map hereby made a part of the Reading Zoning Bylaw.

10.5.5 Allowed and Prohibited Uses

Any use not listed herein as an Allowed Use is deemed prohibited.

10.5.5.1 Allowed Uses

The following uses shall be permitted as-of-right in the DSGD upon Plan Approval pursuant to the provisions of this article:

- 1 Multi-family Residential
- 2 Office *
- 3 Retail *
- 4 Restaurant *
- 5 Institutional *
- 6 Consumer Service *

* Only as part of a Mixed-Use Development; see Section 10.5.7 below

In addition to the allowed uses listed above, the following uses are permitted as-of-right for Development Projects within the DSGD subject to the requirements of this Article.

7 Open Space

~~78~~ Parking accessory to any of the above permitted uses, including surface, garage-under, and structured parking

~~89~~ Accessory uses customarily incidental to any of the above permitted principal uses

10.5.5.2 Prohibited Uses

The following uses are prohibited in the DSGD:

- 1 Any use which regularly emits strong odors, or dust particles, or smoke, or poses danger, such as manufacture of acids, gases, fertilizers and glue, petroleum refining, reduction of animal matter, and manufacture of cement, gypsum, or explosives.
- 2 Any other use dangerous to persons within or outside the District by reason of emission of odor, fumes, gases, particulate matter, smoke, noise, vibration, glare, radiation, electrical interference, threat of fire or explosion, or any other reason.
- 3 Any use that degrades water quality, reduces groundwater recharge, or increases flooding are prohibited.

10.5.6 Dimensional and Other Requirements

Applications for Plan Approval shall be governed by this Section 10.5 and the Design Standards for the Downtown Smart Growth District.

Building Type	Mixed-Use with Commercial 1st Floor	Other Mixed-Use or Residential Only
Maximum Floor Area Ratio (FAR) (Gross Floor Area / Lot Size)	2.8	2.4
Minimum Lot Frontage		50 feet
Maximum Lot Coverage		N/A
Minimum Lot Area		6,000 SF ^{N/A}
Number of Buildings per lot		N/A
Maximum Building Frontage		300 feet
Minimum Front Setback ¹		0 feet
Maximum Front Setback ¹		10 feet
Minimum Side / Rear Setback ² abutting a Residential Zone		15 feet
Minimum Side / Rear Setback ² in DSGD or abutting Business-B		0 feet
Total minimum setback from one or more lot lines (any combination of front, rear, or sides)		30 feet
Interior Setback (between buildings on same lot)		15 feet

¹ See 7.1.1 of the Design Standards for front façade setback requirements

² See 7.1.2 of the Design Standards for building step-back requirements

Setbacks: Where projects are within a Transitional Area (as defined in this Bylaw and in the Design Guidelines), setbacks may be further increased by the AA to no greater than 30 feet upon a finding based on the project’s massing, scale, or architectural design, that the project fails to be compatible with the character of nearby residential buildings.

Step-backs: Where projects are within a Transitional Area (as defined in this Bylaw and in the Design Guidelines), step-back requirements may be further increased by the AA to no greater than 25 feet upon a finding based on the project’s massing, scale, or architectural design, that the project fails to be compatible with the character of nearby residential buildings.

Commented [MJ2]: Both of these paragraphs were intended to go with Footnote 2, so they were moved on 2/7/22.

10.5.6.1 Residential Density Allowances

The following residential densities shall be allowed on all lots and within all buildings within the DSGD pursuant to the requirements of this Section 10.5:
Multifamily Residential 20 Units per acre

- a The Approving Authority may provide a waiver as specified in Section 10.5.12 to allow a density in excess of that stated above.
- b The Approving Authority may provide a waiver as specified in Section 10.5.12 to promote the renovation or adaptive reuse of existing buildings.

10.5.6.2 Dimensional Standards and Requirements

The following building heights shall be allowed on all lots within the DSGD, pursuant to the requirements of this Section 10.5:

Multifamily Residential Buildings....33 Feet

Multifamily Residential Buildings with
~~45 Feet~~ Commercial Uses on the Ground Floor....45 Feet

10.5.6.3 Contiguous Lots

In the DSGD, where two or more lots under common ownership are contiguous or are separated by a right-of-way, such lots may be considered as one lot for the purpose of calculating maximum lot coverage; parking requirements; minimum useable open space; and dwelling units per acre.

10.5.6.4 Age-Restricted Housing Units

An Applicant may propose a Residential or Mixed-Use Development Project in which all dwelling units are designed for or are accessible to the elderly or the handicapped under all applicable laws and regulations, provided that not less than twenty-five percent (25%) of the housing units in any such Development Project shall be Affordable Units. All such Development Projects shall be governed by the requirements of this Section 10.5 and the Design Standards.

10.5.7 Mixed-Use Development

Development Projects may include a portion not to exceed 50% of the total ~~gross floor area~~ Gross Floor Area to be used for non-residential uses including Office, Retail, Restaurant, Service or Institutional Uses; provided that ~~office or institutional uses on the ground floor~~ Office or Institutional uses may not utilize more than 33% of the total ~~commercial gross square footage~~ Gross Floor Area ~~of that floor~~.

A minimum of 10% of the Development Project's total Gross Floor Area shall be dedicated to commercial use, the calculation for which may include any private outdoor space that is also dedicated to commercial use.

10.5.8 Off-Street Parking and Loading

10.5.8.1 Off-Street Parking

Retail stores, offices and consumer service establishments located within three hundred (300) feet of a public off-street parking facility shall be exempt from off-street parking requirements. In all other cases, off-street parking shall be provided to meet the following minimum requirements:

Retail or Restaurant.....	0 spaces
Office and Institutional.....	2 spaces per 1,000 square feet
Residential Units (studio, 1 and 2 bedroom).....	1.25 spaces per unit
Residential Units (greater than 2 bedroom).....	2 spaces per unit
Other Non-Residential, less than 2,000 square feet.....	0 spaces
Other Non-Residential, 2,000 square feet or more	1 space per 2,000 square feet
leasable space in excess of 2,000 square feet.....	1 space per 2,000 square feet

As indicated above, off-street parking is not required for Other Non- Residential uses in the district unless such use exceeds 2,000 square feet of net floor area.

10.5.8.2 Off-Street Loading & Delivery

Front door and on-street deliveries are not allowed for non-residential establishments on Main and Haven Streets. Off-street loading spaces shall be provided to meet or exceed the following minimum requirements:

Restaurant	1 space per 2,000 square feet
leasable space in excess of 2,000 square feet.....	1 space per 2,000 square feet
Other allowed Secondary Use	1 space per 5,000 square feet
leasable space in excess of 2,000 square feet.....	1 space per 5,000 square feet

The Approving Authority may waive the loading space requirement if the Applicant provides a plan proving that the loading space is not needed or can be shared.

10.5.8.3 Location of Parking

Any surface parking lot shall, to the maximum extent feasible, be located at the side or rear of a building, relative to any public right-of-way, public open space, or pedestrian way. In no case shall surface parking for new construction be permitted within the required front yard setbacks.

10.5.8.4 Waiver of Parking Requirements

The Approving Authority may grant a Plan Approval making such modifications in the standards or prescribe safeguards and conditions as it shall warrant appropriate, provided that it finds that it is impractical to meet the standards and that such modifications are appropriate by reason of the proposed use and will not result in or worsen parking or traffic problems in the DSGD. The Approving Authority may impose conditions of use or occupancy appropriate to such modifications.

10.5.8.5 Shared Use of Required Parking

Shared use may be made of required parking spaces by intermittent use establishments, for example, churches, assembly halls or theaters, whose

peak parking demand is only at night or on specific days of the week; by other uses whose peak demand is only during the day; or in public parking lots. At the time of application, a formal agreement shall be made in writing by the owners of the uses involved concerning the number of spaces involved, substantiation of the fact that such shared use is not overlapping or in conflict, and the duration of the agreement.

The applicant shall demonstrate that shared spaces will meet parking demands by using accepted methodologies (e.g., the Urban Land Institute Shared Parking Report, ITE Shared Parking Guidelines, or other industry established studies on shared parking).

10.5.8.6 Cooperative Establishment and Operation of Parking Areas

Required spaces for any number of uses may be provided in a combined lot or lots (public or private), provided that the number of spaces in the combined facility shall not be less than the sum of those required of the individual uses, with allowances made, upon formal designation, for night use or for separate and distinct working shifts, and provided also that such lot or lots shall be within 600 feet of the principal buildings served.

10.5.8.7 Visitor Parking

The Approving Authority may allow for additional visitor parking beyond the minimum required spaces per unit if deemed appropriate given the design, layout and density of the proposed Development Project.

10.5.8.8 Parking Design

Parking shall be designed and constructed to comply with all applicable disability access requirements including but not limited to the Americans with Disabilities Act (ADA) and 521 CMR.

Parking spaces within a garage, podium or other structure shall be not less than eight (8) feet, six (6) inches in width, and seventeen (17) feet in length. CPDC may allow up to 25% of required parking spaces be provided as compact spaces at a dimension not less than eight (8) feet in width and sixteen (16) feet in length. Drive aisle width requirements will depend on the angle of the proposed parking and whether the aisle is one-way or two-way; rows of compact spaces may necessitate greater aisle widths to ensure turning movements can be made.

Commented [MJ3]: Reduced from 33% to 25% by CPDC on 2/7/22.

10.5.9 Open Space ~~and Recreational Areas~~ Design

The site design for Development Projects may include ~~common Open Space and facilities~~. Where proposed, the plans and any necessary supporting documents submitted with an application for Plan Approval within the DSGD shall show the general location, size, character, and general area within which ~~common Open Space or facilities~~ will be located. The plans and documentation submitted to the Approving Authority shall include a description of proposed ownership and maintenance provisions of all ~~common Open Space and facilities~~ and, if requested by the Approving Authority, any necessary restrictions or easements designed to preserve the ~~Open Space and recreational areas~~ from future development and, when applicable, to ensure they are available for public use.

Civic Space, if within a private lot or building, shall be demarcated in such a way (i.e., through signage, continuity of pavement markings, etc.) that the general public will know the space is for public use. When possible, Civic Space shall be provided at street level, shall be visible from the street, and shall relate to the streetscape in a manner

that enlivens the area and encourages a community experience.

To the extent possible, Civic Space shall be planned as single contiguous areas and aligned with abutting Open Space areas. Buildings adjacent to usable Civic Space should generally be oriented to that space, with access to the building opening onto the Civic Space. The Approving Authority may require a project to provide public access to the Civic Space from one or more streets, ways, or publicly accessed trails. In addition, there shall be a clear arrangement in place regarding responsibility for ongoing maintenance and management of any Civic Space located within a private lot or building.

Upon consideration of the above information, the Approving Authority may approve a waiver as provided for in Section 10.5.12 for a front setback to allow for common open space or facilities.

10.5.10 Affordable Housing

Affordable Units shall comply with the following requirements:

- 1** The monthly rent payment for an Affordable Rental Unit, including utilities and parking, shall not exceed thirty percent (30%) of the maximum monthly income permissible for an Eligible Household, assuming a Family size equal to the number of bedrooms in the unit plus one, except in the event of an Eligible Household with a Section 8 voucher in which case program rent limits shall apply.
- 2** For an Affordable Homeownership Unit the monthly housing payment, including mortgage principal and interest, private mortgage insurance, property taxes, condominium and/or homeowner's association fees, insurance, and parking, shall not exceed thirty percent (30%) of the maximum monthly income permissible for

an Eligible Household, assuming a Family size equal to the number of bedrooms in the unit plus one.

- 3 Affordable Units required to be offered for rent or sale shall be rented or sold to and occupied only by Eligible Households.

10.5.10.1 Number of Affordable Units

Affordable units shall be provided in projects of more than ~~twelve-eight (812)~~ units, as follows:

- Except as otherwise provided by this section, twenty percent (20%) of all dwelling units constructed in an ownership Development Project shall be Affordable Units.
- Except as otherwise provided by this section, twenty-five percent (25%) of all dwelling units constructed in a rental Development Project shall be Affordable Units.
- For Development Projects in which all of the dwelling units are limited to occupancy by elderly persons and/or by persons with disabilities, twenty-five percent (25%) of the dwelling units shall be Affordable Units, whether the dwelling units are Rental Units or Ownership Units.

10.5.10.2 Fractional Units

When the application of the percentages specified above results in a number that includes a fraction, the fraction shall be rounded up to the next whole number if the fraction is 0.5 or more. If the result includes a fraction below 0.5, the fraction shall be rounded down to the next whole number.

10.5.10.3 Design and Construction

Affordable Units must be dispersed throughout a Development Project and be comparable in initial construction quality and exterior design to the Unrestricted Units. However, nothing in this Section is intended to limit a homebuyer's rights to renovate a Dwelling Unit under applicable law. The Affordable Units must have access to all on-site amenities. Affordable Units shall be finished housing units. All Affordable Units must be constructed and occupied not later than concurrently with construction and occupancy of Unrestricted Units. In Development Projects that are constructed in phases, Affordable Units must be constructed and occupied in proportion to the number of units in each phase of the Development Project.

10.5.10.4 Unit Mix

The total number of bedrooms in the Affordable Units shall be at least proportionate to the total number of bedrooms in all units of the Project of which the Affordable Units is part.

10.5.10.5 Affordable Housing Restriction

Each Affordable Unit shall be subject to an Affordable Housing Restriction which is recorded with the County Registry of Deeds or Land Court Registry District of the County. All Affordable Housing Restrictions must include, at minimum, the following:

- a A description of the Affordable Homeownership Unit, if any, by address and number of bedrooms; and a description of the overall quantity and number of bedrooms and number of bedroom types of Affordable Rental Units in a Development or portion of a Development which are rental. Such restriction shall apply individually to the specifically identified Affordable Homeownership Unit and shall apply to a percentage of rental

Commented [MJ4]: Questions for DHCD:

- (1) Can this be reduced within our bylaw?
- (2) Mechanisms to ensure the District maintains 20% affordability – how do other 40R communities do this?

If possible, CPDC is interested in reducing this to eight.

QUESTION: If we reduce this locally, could CPDC waive the local requirement as long as the State requirement were still met? If we can, then we need to reword section 10.5.12.

units of a rental Development or the rental portion of a Development without specific unit identification.

- b** The term of the Affordable Housing Restriction which shall be in perpetuity or for the longest period customarily allowed by law but shall be no less than thirty (30) years.
- c** The name and address of the Monitoring Agent with a designation of its power to monitor and enforce the Affordable Housing Restriction.
- d** Reference to a housing marketing and resident selection plan, to which the Affordable Unit is subject, and which includes an affirmative fair housing marketing program, including public notice and a fair resident selection process. If approved by DHCD, the housing marketing and selection plan may provide for local preferences in resident selection. The plan shall designate the household size appropriate for a unit with respect to bedroom size and provide that preference for such unit shall be given to a household of the appropriate size.
- e** A requirement that buyers or tenants will be selected at the initial sale or initial rental and upon all subsequent sales and rentals from a list of Eligible Households compiled in accordance with the housing marketing and selection plan.
- f** Reference to the formula pursuant to which rent of a rental unit or the maximum resale price of a homeownership unit will be set.
- g** A requirement that only an Eligible Household may reside in an Affordable Unit and that notice of any lease or sublease of any Affordable Unit shall be given to the Monitoring Agent.
- h** Provision for effective monitoring and enforcement of the terms and provisions of the Affordable Housing Restriction by the Monitoring Agent.
- i** Provision that the restriction on an Affordable Homeownership Unit shall run in favor of the Monitoring Agent and the Town of Reading, in a form approved by municipal counsel, and shall limit initial sale and re-sale to and occupancy by an Eligible Household.
- j** Provision that the owner(s) or manager(s) of Affordable Rental Unit(s) shall file an annual report to the Monitoring Agent, in a form specified by that agent certifying compliance with the provisions of this Section 10.5.10 and containing such other information as may be reasonably requested in order to ensure affordability.
- k** Provision that the restriction on Affordable Rental Units in a rental Project or rental portion of a Project shall run with the rental Project or rental portion of a Project and shall run in favor of the Monitoring Agent and the Town of Reading, in a form approved by municipal counsel, and shall limit rental and occupancy to an Eligible Household.
- l** A requirement that residents in Affordable Units provide such information as the Monitoring Agent may reasonably request in order to ensure affordability.
- m** Designation of the priority of the Affordable Housing Restriction over other mortgages and restrictions.

10.5.10.6

Administration

The Monitoring Agent shall ensure the following (See Section 10.5.2 Definitions):

- a** Prices of Affordable Homeownership-Units are properly computed; rental amounts of Affordable Rental Units are properly computed.
- b** Income eligibility of households applying for Affordable Units is properly and reliably determined.

- c The housing marketing and resident selection plan conforms to all requirements and is properly administered.
- d Sales and rentals are made to Eligible Households chosen in accordance with the housing marketing and resident selection plan with appropriate unit size for each household being properly determined and proper preference being given.
- e Affordable Housing Restrictions meeting the requirements of this Section are recorded with the Middlesex County Registry of Deeds or Land Court Registry District of Middlesex County. In the case where the Monitoring Agent cannot adequately carry out its administrative duties, upon certification of this fact by the Approving Authority or by the Department of Housing and Community Development, the administrative duties shall devolve to and thereafter be administered by a qualified housing entity designated by the Reading Board of Selectmen.

10.5.10.7 Costs of Housing Marketing and Selection Plan

The housing marketing and selection plan shall make provision for payment by the owner of reasonable costs to the Monitoring Agent and the owner shall pay reasonable costs to the Monitoring Agent to develop, advertise, and maintain the list of Eligible Households and to monitor and enforce compliance with affordability requirements.

10.5.11 Plan Approval Procedures

The Approving Authority (AA) shall adopt and file with the Town Clerk Administrative Regulations relative to the application requirements and contents for Plan Review, subject to approval by the Massachusetts Department of Housing and Community Development. Plan approval procedures shall be as follows:

10.5.11.1 Pre-Application Requirements

Prior to the submittal of a Plan for Plan Approval, a "Concept Plan" may be submitted to help guide the development of the definitive submission for project build out. Such Concept Plan shall reflect the following:

- a Overall building envelope areas
- b Open space and natural resource areas
- c General site improvements, drainage plans, groupings of buildings and proposed land uses
- d Anticipated parking spaces and locations
- e Site vehicular access

The Concept Plan is intended to be used as a tool for both the Applicant and the Approving Authority to ensure that the proposed Project design will be consistent with the Design Standards and other requirements of the DSGD.

10.5.11.2 Application Procedures

All Projects are subject to Plan Approval.

1 Submittal

An application for Plan Approval shall be submitted to the AA on the form provided by the Authority, along with the application fees set forth in the administrative regulations. The application shall be accompanied by such plans and other documents as required by the AA as well as any materials required to verify compliance with any of the provisions of this Section 10.5. All plans shall be prepared by certified architects or engineers as required by the Massachusetts Building Code.

An application for Plan Approval shall be filed by the Applicant with the Town Clerk. A copy of the application, including the date of filing certified by the Town Clerk, as well as the required number of copies of the application, shall be filed forthwith by the Applicant with the AA. Application submissions must include a hard copy as well as an electronic copy in PDF or CAD format. Said filing shall include any required forms provided by the AA. As part of any application for Plan Approval for a Development Project, the Applicant must submit the following documents to the AA and the Monitoring Agent:

- Evidence that the Development Project complies with the cost and eligibility requirements of Section 10.5.10;
- Development Project plans that demonstrate compliance with the design and construction standards of Section 10.5.10.3; and
- A form of Affordable Housing Restriction that satisfies the requirements of Section 10.5.10.5
- Review Fees: The Applicant shall be required to pay for reasonable consulting fees to provide peer review of the application for the benefit of the Approving Authority. Such fees shall be held by the Town of Reading in an interest-bearing escrow account, and shall be used only for expenses associated with the use of outside consultants employed by the Approving Authority in reviewing the Plan application. Any surplus funds remaining after the completion of such review, including any interest accrued, shall be returned to the Applicant forthwith;

2 Circulation to Other Boards

Upon receipt of the application, the AA shall immediately provide a copy of the application materials to all relevant municipal Boards, Departments, Commissions, Officials as determined by the AA and, if the project is subject to Affordability requirements, the Monitoring Agent. These entities shall provide any written comments within 60 days of receipt of the plan and application.

3 Public Hearing

The Approving Authority shall hold a public hearing and review all applications according to the procedure specified in Massachusetts General Law Chapter 40A Section 11

4 Criteria for Plan Approval

The Approving Authority shall approve the Development Project upon the following findings:

- The Applicant has submitted the required fees and information as set forth in applicable Regulations; and
- The proposed Development Project as described in the application meets all of the requirements and standards set forth in this Section 10.5, applicable Design Standards and the AA regulations, or a waiver has been granted there from; and
- Any extraordinary adverse potential impacts of the Project on nearby properties have been adequately mitigated.
- For a Project subject to Affordability requirements, compliance with Condition b. above shall include written confirmation by the Monitoring Agent that all Affordability requirements have been satisfied.

5 Criteria for Plan Denial

A Plan Approval application may be disapproved only where the Approving Authority finds that:

- The applicant has not submitted the required fees and information as set forth in the regulations; or

- The Project as described in the application does not meet all the requirements and standards set forth in this Section 10.5, applicable Design Standards and the AA Regulations, or that a required waiver there from has not been granted; or
- It is not possible to adequately mitigate significant project impacts on nearby properties by means of suitable conditions, including but not limited to AA’s finding that in massing, scale, size, or architectural design, a project fails to be compatible with the character of nearby residential or other buildings.

Commented [MJ5]: Question for DHCD: We’ve noted that Ch. 40R actually says “extraordinary adverse project impacts”

CPDC is wondering how DHCD defines “extraordinary” and is wondering if the metrics stated (massing, scale, size & architectural design) could ever be construed to have an “extraordinary adverse project impact”

6 Time Limit

The decision of the AA shall be made, and written notice of the decision filed with the Town Clerk within 120 days of receipt of the Application by the Town Clerk. This time may be extended by mutual agreement between the AA and the Applicant by written agreement filed with the Town Clerk. Failure of the AA to take action within said 120 days or the extended time shall be deemed an approval of the Plan Approval application.

10.5.12 Waivers

Upon request of the Applicant, the Approving Authority ~~may~~ may waive dimensional and other requirements, including design standards, with conditions, in the interests of design flexibility and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the DSGD and the Reading Master Plan, or if it finds that such waiver will allow the project to achieve the density, affordability, mix of uses and/or physical character allowed under this Section 10.5. Notwithstanding anything to the contrary in this Zoning Bylaw, the Affordability provisions of Section 10.5.10 shall not be waived.

Commented [MJ6]: See question above about the ability to waive the local requirement but not the state requirement, if we reduce the threshold to eight units instead of twelve.

The Approving Authority will take into consideration the following ~~items—design objectives when considering—determining whether a waiver or waivers shall be granted:~~

- ~~1. High performance energy efficient buildings and construction methods.~~
 - ~~2. Projects with publicly accessible open space.~~
 - ~~3. Projects that include retail and restaurants located on street level.~~
 - ~~4. A demonstrated shared parking initiative that makes efficient use of land and existing parking supply.~~
 - ~~5. The preservation or rehabilitation of historic properties or other buildings considered significant to the Town.~~
1. Additional open space and connectivity between sites and to existing open space areas;
 2. Commercial space of a quality and size characteristic of a downtown business district;
 3. Long-term shared parking agreements or other mechanisms to creatively and efficiently utilize or add to existing parking supply;
 4. High performance building design that increases energy efficiency and minimizes utility and maintenance costs to end users, and that provides for building resiliency to adopt future technologies and sustainable strategies as they become available;
 5. Preservation or rehabilitation of historic properties or other buildings considered significant to the Town; and
 6. Deeper or broader affordability (i.e., units affordable to households earning at or below 50% Area Median Income, or additional units available to households earning at or below 80% Area Median Income).

10.5.12.1 Tiered Schedule for Density Waiver Requests

Applicants specifically seeking a waiver for density in excess of 20 units per acre shall adhere to the following guidelines:

1. All projects shall achieve high performance building design that exceeds minimum energy code baseline and is designed to the LEED Certified standard, Passive House standard, Net Zero, or equivalent rating system; that increases energy efficiency and minimizes utility and maintenance costs to end users; and that provides for building resiliency to adopt future technologies and sustainable strategies as they become available;
2. For the purposes of determining project density and Payment In Lieu of Open Space, fractional numbers shall always be rounded to the next highest integer;
3. Tiered requirements are intended to apply to the entirety of a project, not just the portion within that tiered density;
4. Compliance with the tiered schedule below in and of itself does not guarantee the waiver will be granted; CPDC will maintain their right to consider the waiver request in the context of the whole proposal and in consideration of its impacts to the Downtown Smart Growth District. However, a request for a waiver for density in excess of 20 units per acre shall be considered more favorably, up to a maximum of 65 units per acre, if providing, cumulatively, the following:

Commented [MJ7]: Modified and moved up here by CPDC on 2/7/22. (was in Tier 3 before)

Commented [MJ8]: QUESTION: Do you see any problem with us rounding differently here than is specified in Section 10.5.10.2 above?

Commented [MJ9]: This was added by CPDC on 2/7/22

Tier 1: 21-25 units per acre

Tier 1 requirements are as follows (provide at least one):

- a. Open Space: Open Space provided at-grade as well as Private Amenity Space for tenants; or
- b. Commercial: Commercial tenant space that is not less than 12.5% of the total Gross Floor Area of the building; or
- c. Parking: A minimum of 2 visitor or guest parking spaces;-
- d. Historic: The preservation or rehabilitation of historic properties or other buildings considered significant to the Town.

Tier 2: 26-40 units per acre

Tier 2 requirements are as follows (provide at least one additional from a category not chosen under Tier 1):

- a. Open Space: Open Space shall be provided:
 - i. on-site, comprising 10% of the lot area; at least 50% of which is provided at-grade and is publicly accessible; or
 - ii. indirectly, as a Payment In Lieu of providing Open Space as required above, into a fund established by the Town of Reading for the acquisition of land for open space purposes and/or the creation or improvement of pathways, trails and other open space amenities, at a rate of \$75 (in 2022 dollars indexed to inflation), per square foot of offset open space.
- b. Commercial: Commercial tenant space that is not less than 15% of the total Gross Floor Area of the building; or

~~a-c. Parking: Additional parking at a rate of 1 space per 1,000 gross square feet of commercial space.~~

Tier 3: 41 to 65 units per acre

Tier 3 requirements are as follows (provide at least one additional from a category not chosen under Tier 1 or Tier 2):

- a. Open Space: Open Space shall be provided:
 - i. on-site, in a total amount equivalent to 15% of the lot area, at least 50% of which is provided at-grade and is publicly accessible; or
 - ii. indirectly, as a Payment In Lieu of providing Open Space as required above, into a fund established by the Town of Reading for the acquisition of land for open space purposes and/or the creation or improvement of pathways, trails and other open space amenities, at a rate of \$75 (in 2022 dollars indexed to inflation), per square foot of offset open space.
- b. Commercial: Commercial tenant space that is not less than 25% of the total Gross Floor Area of the building; or
- c. Affordable Units: Deeper or broader affordability (i.e., units affordable to households earning at or below 50% of Area Median Income, or additional units available to households earning at or below 80% of Area Median Income); or
- ~~a-d. Parking: A demonstrated long-term shared parking initiative that makes efficient use of land and existing parking supply.~~

10.5.13 Plan Changes After Approval by Approving Authority

10.5.13.1 Minor Plan Changes

After Plan Approval, an Applicant may apply to make minor changes in a Development Project involving minor utility or building orientation adjustments, or minor adjustments to parking or other site details that do not affect the overall build out or building envelope of the site, or provision of open space, number of housing units, or housing need or affordability features. Such minor changes must be submitted to the Approving Authority on redlined prints of the approved plan, reflecting the proposed change, and on application forms provided by the Approving Authority. The Approving Authority may authorize such changes at any regularly scheduled meeting, without the need to hold a public hearing. The Approving Authority shall set forth any decision to approve or deny such minor change by motion and written decision, and provide a copy to the Applicant for filing with the Town Clerk.

10.5.13.2 Major Plan Changes

Those changes deemed by the Approving Authority to constitute a major change in a Development Project because of the nature of the change in relation to the prior approved plan, or because such change cannot be

appropriately characterized as a minor change as described above, shall be processed by the Approving Authority as a new application for Plan Approval pursuant to this Section 10.5.

10.5.14 Fair Housing Requirement

All Development Projects within the DSGD shall comply with applicable federal, state and local fair housing laws.

10.5.15 Project Phasing

The Approving Authority may allow a Project to be phased at the request of the applicant or to mitigate any extraordinary adverse impacts on nearby properties. For projects that are approved and developed in phases, the proportion of Affordable units shall be consistent across all phases and the proportion of Existing Zoned Units to Bonus units (as those terms are defined in 760 CMR 59.00 shall be consistent across phases.

10.5.16 Decisions

The Approving Authority shall issue to the applicant a copy of its decision containing the name and address of the owner, identifying the land affected and the plans that were the subject of the decision and certifying that a copy of the decision has been filed with the Town Clerk. If 20 days have elapsed after the decision has been filed with the Town Clerk without an appeal having been filed, or if such appeal having been filed is dismissed or denied, the Town Clerk shall so certify on a copy of the decision. A copy of said decision shall be filed with the Middlesex South District Registry of Deeds.

A Plan Approval shall remain valid and run with the land indefinitely, provided that construction has commenced within two years after the decision is issued, which time shall be extended by the time required to adjudicate an appeal and which time shall be extended if the project proponent is actively pursuing other required permits or there is other good cause for failure to commence. The Approving Authority may require the posting of a performance bond to secure and/or screen a Development Project site in the event that demolition is undertaken but subsequent work lapses, for any reason within or outside the applicant's control, for a period longer than one year.

10.5.17 Date of Effect

The effective date of this Bylaw shall be the date on which such adoption is voted upon by Town Meeting pursuant to the requirements of Section 5 of Chapter 40A of the General Laws and Chapter 40R of the General Laws; provided, however, that an Applicant may not proceed with construction pursuant to this Bylaw prior to the receipt of final approval of this Bylaw and accompanying Zoning Map by both the Department of Housing and Community Development and the Office of the Massachusetts Attorney General.

10.5.18 Severability

If any provision of this Section is found to be invalid by a court of competent jurisdiction, the remainder of this Section shall not be affected but remain in full force. The invalidity of any provision of this Section 10.5 shall not affect the validity of the remainder of the Town's Zoning Bylaw.

10.5.19 Amendments to Design Standards

The AA may adopt, by majority vote, amendments to the Design Standards. Any amendment to the Design Standards must be objective and not subjective and may

only address the scale and proportions of buildings, the alignment, width, and grade of streets and sidewalks, the type and location of infrastructure, the location of building and garage entrances, off street parking, the protection of significant natural site features, the location and design of on-site open spaces, exterior signs, and buffering in relation to adjacent properties. DHCD may, at its discretion, require any amendment to the Design Standards to contain graphics illustrating a particular standard or definition in order to make such standard or definition clear and understandable.

Before adopting any Design Standard, the AA shall submit the proposed Design Standard to DHCD for approval. Any amendment to the Design Standards shall not take effect until approved by DHCD and filed with the Town Clerk.

An application for Plan Approval that has been submitted to the Town Clerk pursuant to this Section 10.5 shall not be subject to any Design Standard that has not been approved by DHCD and filed with the Town Clerk.

FY2022 Water & Sewer Rate Calculation
(price per 100 cubic feet)
gals
1CF 7.48

Reserves Balance - January, 2022	\$3,226,352	
~ Target Balance 30% of FY23 Budget	\$2,670,000	
Available for pricing offsets	\$556,352	Water Fund
		Sewer Fund
	\$4,953,435	
	\$2,310,000	
	\$2,643,435	

	no reserves		RESERVES USED:		no reserves				
	\$	(%)	\$	(%)	\$	(%)			
User Billing Volume - 100 Cu Ft	675,000		675,000		670,000		670,000		old water old sewer
Gross User Payments	\$8,839,357		\$8,339,357		\$7,670,710		\$7,320,710		660,000 640,000
Allowance (4%) for lien to tax bills (was 4-7-5)	\$353,574		\$333,574		\$306,828		\$292,828		2.3% 4.7%
Required billing per 100 Cu Ft	\$9,192,931		\$8,672,931		\$7,977,538		\$7,613,538		
Required RATE	\$13.62		\$12.85		\$11.91		\$11.36		

FY	Water		Water		Sewer		Sewer		Combo
	Water	Water	Water	Water	Sewer	Sewer	Sewer	Sewer	
FY2011	\$8.03	\$8.03	\$8.03	\$8.03	\$8.44	\$8.44	\$8.44	\$8.44	\$16.47
FY2012	\$8.27	\$8.27	\$8.27	\$8.27	\$8.57	\$8.57	\$8.57	\$8.57	\$16.84
FY2013	\$8.96	\$8.96	\$8.96	\$8.96	\$9.80	\$9.80	\$9.80	\$9.80	\$18.76
FY2014	\$9.17	\$9.17	\$9.17	\$9.17	\$10.38	\$10.38	\$10.38	\$10.38	\$19.55
FY2015	\$9.45	\$9.45	\$9.45	\$9.45	\$10.56	\$10.56	\$10.56	\$10.56	\$20.01
FY2016	\$8.83	\$8.83	\$8.83	\$8.83	\$9.76	\$9.76	\$9.76	\$9.76	\$18.59
FY2017	\$9.64	\$9.64	\$9.64	\$9.64	\$9.88	\$9.88	\$9.88	\$9.88	\$19.52
FY2018	\$10.00	\$10.00	\$10.00	\$10.00	\$10.17	\$10.17	\$10.17	\$10.17	\$20.17
FY2019	\$10.00	\$10.00	\$10.00	\$10.00	\$10.17	\$10.17	\$10.17	\$10.17	\$20.17
FY2020	\$10.37	\$10.37	\$10.37	\$10.37	\$11.03	\$11.03	\$11.03	\$11.03	\$21.40
FY2021	\$10.70	\$10.70	\$10.70	\$10.70	\$10.70	\$10.70	\$10.70	\$10.70	\$21.40
FY2022	\$10.90	\$10.90	\$10.90	\$10.90	\$10.90	\$10.90	\$10.90	\$10.90	\$21.80
FY2023	\$13.62	\$12.85	\$12.85	\$12.85	\$11.91	\$11.36	\$11.36	\$11.36	\$21.80
	25.0%	17.9%	10.8%	10.8%	9.3%	4.2%	4.2%	0.0%	

Combined Rates **5yr avg**

2003	2.5%
2004	5.5%
2005	5.0%
2006	5.5%
2007	15.8%
2008	10.3%
2009	11.2%
2010	9.6%
2011	3.3%
2012	4.6%
2013	2.2%
2014	11.4%
2015	4.2%
2016	5.0%
2017	2.4%
2018	2.6%
2019	5.0%
2020	3.2%
2021	1.6%
2022	0.7%
2023	0.0%
	6.1%
	1.5%
	0.0%
	2.9%
	1.9%
	2.3%

Effective Date	Water	Sewer	Total	Change
July 1, 1981	\$1.50	\$0.80	\$2.30	
July 1, 1985	\$1.87	\$1.43	\$3.30	43.5%
July 1, 1986	\$2.56	\$2.25	\$4.81	45.8%
July 1, 1987	\$2.62	\$2.35	\$4.97	3.3%
July 1, 1988	\$2.59	\$2.79	\$5.38	8.2%
August 1, 1989	\$2.50	\$3.09	\$5.59	3.9%
August 1, 1990	\$2.56	\$2.96	\$5.52	-1.3%
August 1, 1991	\$2.29	\$3.31	\$5.60	1.4%
August 1, 1992	\$1.52	\$4.33	\$5.85	4.5%
August 1, 1993	\$1.68	\$5.06	\$6.74	15.2%
February 1, 1994	\$2.13	\$4.63	\$6.76	0.3%
August 1, 1994	\$2.33	\$5.13	\$7.46	10.4%
August 1, 1995	\$2.39	\$4.53	\$6.92	
February 1, 1996	\$2.39	\$3.84	\$6.23	
COMPOSITE	\$2.39	\$4.22	\$6.61	-11.4%
August 1, 1996	\$2.85	\$3.97	\$6.82	3.2%
August 1, 1997	\$3.11	\$5.11	\$8.22	20.5%
August 1, 1998	\$3.39	\$4.98	\$8.37	1.8%
August 1, 1999	\$3.41	\$5.30	\$8.71	4.1%
August 1, 2000	\$3.56	\$5.47	\$9.03	3.7%
August 1, 2001	\$3.66	\$5.15	\$8.81	-2.4%
August 1, 2002	\$3.75	\$5.28	\$9.03	2.5%
August 1, 2003	\$4.25	\$5.28	\$9.53	5.5%
August 1, 2004	\$4.66	\$5.35	\$10.01	5.0%
August 1, 2005	\$4.78	\$5.78	\$10.56	5.5%
September 10, 2006	\$5.59	\$6.06	\$11.65	
December 10, 2006	\$6.36	\$6.06	\$12.42	
COMPOSITE	\$6.17	\$6.06	\$12.23	15.8%
September 10, 2007	\$6.90	\$6.80	\$13.70	10.3%
September 10, 2008	\$7.65	\$7.59	\$15.24	11.2%
September 10, 2009	\$7.73	\$8.02	\$15.75	3.3%
September 10, 2010	\$8.03	\$8.44	\$16.47	4.6%
September 10, 2011	\$8.27	\$8.57	\$16.84	2.2%
September 10, 2012	\$8.96	\$9.80	\$18.76	11.4%
September 10, 2013	\$9.17	\$10.38	\$19.55	4.2%
December 10, 2014	\$9.45	\$10.56	\$20.01	2.4%
December 10, 2015	\$8.83	\$9.76	\$18.59	-7.1%
December 10, 2016	\$9.64	\$9.88	\$19.52	5.0%
December 10, 2017	\$10.00	\$10.17	\$20.17	3.3%
December 10, 2018	\$10.00	\$10.17	\$20.17	0.0%
December 10, 2019	\$10.37	\$11.03	\$21.40	6.1%
December 10, 2020	\$10.70	\$10.70	\$21.40	0.0%
December 10, 2021	\$10.90	\$10.90	\$21.80	1.9%
December 10, 2022				

Volume	Water	Sewer	S%W
FY06	770,000		
FY07	750,000		
FY08	735,000		
FY09	730,000		
FY10	720,000	741,000	
FY11	695,000	726,000	
FY12	705,000	717,000	
FY13	650,000	700,000	
FY14	650,000	684,000	96.9%
FY15	650,000	670,000	96.9%
FY16	635,000	658,000	96.9%
FY17	635,000	644,000	96.8%
FY18	630,000	640,000	96.8%
FY19	655,000	641,000	96.9%
FY20	660,000	643,000	97.0%
FY21	685,000	653,000	94.9%
FY22	685,000	663,000	93.4%
FY23	675,000	672,000	99.3%

FY22 Town Manager Goals

January 2022 update

In August 2021 the Select Board indicated that the summary list below would serve as the FY22 Town Manager Goals. The column titled ‘Select Board ranking’ indicates a weighted average of individual rankings, with #9 Employee Attraction & Retention at 1.0 serving as the highest priority and #7 Charter & General Bylaw updates at 2.2 serving as the lowest of the 12 goals listed. Department Head and Town Manager goal rankings from August are also presented below:

		Duration	Select Board *Ranking	Lead Staff	Dept Head *Ranking	Town Mgr
Community						
1	Sustainability	FY21-23	1.4	Mercier	1.7	2.0
2	Seniors	FY22	1.2	Bohmiller	1.7	2.0
3	Social Justice	FY22-23	1.6	Lannon	2.0	2.0
4	Ec Devel: Downtown	FY22	1.4	Schaeffer	1.1	2.0
5	Ec Devel: Expansion	FY20-23	1.2	Delios	1.6	3.0
Policy						
6	Zoning (40R, other) Charter & General Bylaw	FY22-23	2.0	Mercier	2.3	2.0
7	updates	FY20-22	2.2	Kraunelis	2.1	3.0
8	Building Security Governance	FY22-23	2.2	LeLacheur	1.6	2.0
9	Employee Attraction & Retention	FY21-22	1.0	Donahue	1.0	1.0
Operations						
10	Infrastructure	FY22	1.8	LeLacheur	1.6	2.0
11	Public Information/Access	FY22	1.8	Kraunelis	1.7	1.0
12	Financial Sustainability	FY22	1.6	LeLacheur	1.1	1.0

***Ranking**

high (1) to low (3)

The next update for the Board has been scheduled for the February 15, 2022 meeting, when new Town Manager Fidel Maltez will be able to join in the discussion. It would be helpful if the Board would discuss his responsibility, if any, on these goals.

Town staff have made remarkable progress on these goals since August, despite the Covid-19 challenges placed upon day-to-day operations as well as this additional work. The following pages use the bullet-point format to report progress as requested by the Board. The Board’s three highest priority goals are shown below in red (#9 Retention; #2 Seniors and #5 Economic Development – Expansion).

1. Sustainability (Mercier; FY21-23 – ranked as tied for 4th highest goal of 12)

- a. Green Communities
 - i. Submit application to state. – completed December 2021
 - ii. Lobby Legislature for solution to RMLD issue. Ongoing by SB/RMLD/staff
- b. Performance Contracting phase 2
 - i. Bring project to Special Town Meeting – done. Project increased from \$4.5 million previously planned to \$5.0 million debt request (FINCOM 8-0; Select Board 3-0-2 in support). Approved November 2021 – project underway
 - ii. Hold community conversation – done. Discussion at public meetings, culminating with 9/22 sustainability forum sponsored by the Climate Advisory Committee and MAPC
 - iii. Plan additional measures – done: October TM capital plan (CIP) includes \$1.0 million future placeholder for ‘Community Sustainability’ projects - additional work outside of public buildings or on public grounds, for the community to discuss and decide. Funding is pushed out one year to allow a complete community discussion in light of the ongoing pandemic.
- c. Electric Vehicle Charging stations
 - i. Planning – done. Town assisted RMLD on grant application.
 - ii. Approval - RMLD requires Select Board and Board of Library Trustees approval for a license on these sites (done - completed October 2021).
 - iii. Implementation – planned for spring 2022 on three locations (Library; Train depot; Main Street parking lot near Christopher’s Restaurant).
- d. Implement fuel efficient fleet policy
 - i. Green Communities application requirements – done. The capital plan beginning in FY24 has eligible replacements - Town vehicles.
 - ii. Green Communities (if the Town is approved) grant funding may support this.
- e. Water Meter replacement project – delayed for future year
 - i. Explored considered doing this in-house but do not have the staffing, and cannot hire qualified temp staffing.
 - ii. Consultants have large backlogs for this type of work due to ARPA funds.
 - iii. ARPA funding should be explored and this project should be done as soon as possible.
- f. Improve walkability, for example Downtown-Walker’s Brook corridor
 - i. State earmark received to improve pedestrian access to Market Basket entry, project design underway and expected to be complete by June 2022.
- g. Purchase 128 Tire parcel – develop a sustainable parklet, adding green space
 - i. Property rumored to be under tentative agreement September 2021. Funding to be discussed as larger FINCOM/elected boards efforts.
 - ii. Property has been sold and will be developed.
- h. Revisit the Northern Area Greenway concept
 - i. Connect trails in the Town Forest/Ipswich area to the west of Main street with Conservation and Land Trust areas on the east side of Main Street. Plans exist from the early 2000s and should be folded into the community financial conversation led by FINCOM.

2. Seniors (Bohmiller ; FY22-- ranked tied for 2nd highest goal of 12)

- a. *Reopen Pleasant Street Center safely as allowed by pandemic – done.
 - i. Reinstitute programs – done.
 - ii. Reinstitute travel – done.
 - *Covid-19 resurgence in December 2021 shut activities back down again, planned full opening February/March 2022.*
- b. Fill staff vacancies
 - i. Hire Elder Human Services Director – done.
 - ii. Hire Senior Center Coordinator – done.
 - iii. Hire Support staff (part-time) – done.
- c. Evaluate space/building needs
 - i. Secured \$40,000 funding in FY22 budget – done.
 - ii. Working group RECALC consisting of Select Board, Council on Aging and staff established – done. Participants from this group have met several times.
 - iii. Determine how to spend the \$40,000 – RFP issued for consultant.
 - 1. Decide Senior Center vs. Community Center.
 - 2. Decide location, possible building swaps in the downtown.

3. Social Justice (Lannon; FY22-23 – ranked tied for 6th highest goal of 12)

- a. Hire Director for Equity & Social Justice funded in Library budget – interviews completed but no candidates were hired; second round success – will start March 2022.
After DESJ hired – form advisory group (DESJ & Library Director).
- b. After DESJ hired – plan scope of new Library division.
- c. Determine future for HRAC.
 - i. Select Board discussed sunsetting this volunteer board immediately after the DESJ position was funded, and HRAC did not meet during the summer 2021 as they awaited direction.
 - ii. Town and Library staff would strongly prefer to retain HRAC as an advisory group to the DESJ until such time as the Library determines, now not sooner than December 2022.
 - iii. Action on this item is determined solely by the Select Board.
- d. Community Calendar of Events
 - i. Technology solution found, will be part of the website redesign (see Goal #11) and implemented March 2022.
 - ii. Policy for event inclusion – to be determined, the Select Board should have a role.

4. Economic Development Downtown (Schaeffer; FY22 – ranked tied for 4th highest goal of 12)

- a. Downtown Parking
 - i. PARC designated by Select Board, have met several times and have a completed community survey.
 - ii. Your Downtown – Community Engagement effort Summer/Fall 2021 resulted in over 1,000 responses to a survey, many people attending public forums, and focus groups that informed the process – done.

- iii. Examine impact of downtown residential units – done. Only the Postmark Square project has spillover, and we have met with the owner to discuss solutions to striping issues in their parking garage. Re-institution of winter overnight parking ban and post-holiday enforcement by Police department has made improvements. Board is considering a PTTTF suggestion of an Overnight Parking Pilot Program at the Train Depot.
 - iv. Examine impact of downtown commercial – difficult to do accurately until the impact of the pandemic subsides.
 - b. Police Chief to request more parking enforcement hours in the FY23 budget, once any changes are in place. Hiring underway in January 2022 at increased hours, the Town Manager FY23 budget will further increase hours.
 - c. Downtown Business Improvement District (BID)
 - i. Private effort led by downtown real estate owners and retail businesses, supported initially by Town staff.
 - ii. BID is currently gathering business signature support for efforts.
 - iii. BID expects visits the Select Board in early 2022 with an update.
 - d. Support Downtown businesses
 - i. Economic Development Summit planned for October 6, 2022.
 - ii. Summit will review millions of dollars of assistance to dozens of local businesses, in addition to staff support.
 - iii. Summit will review extensive LRRP state grant (rapid recovery funds) led by a consultant hired with a competitive state grant.
 - e. Downtown Infrastructure
 - i. Water main work – funding secured by Town Meeting, work expected to be completed in spring 2023.
 - ii. Sewer line work – funding secured by Town Meeting, work expected to be completed in fall 2022.
 - iii. Storm Water work - funding secured by Town Meeting, work expected to be completed in fall 2022.
 - iv. Electric charging stations – Town assisted RMLD in grant application; two downtown locations selected (Train Depot and Main Street near Christopher’s Restaurant), work expected to be completed by spring 2022.
 - v. Festive lighting program on Haven Street planned spring 2022.
 - f. Downtown Improvements
 - i. Staff and consultant have identified \$7 million of improvements
 - ii. State included \$5 million in a bond bill, funding timing to be determined; town capital plan includes \$2 million of improvements.
 - iii. Public discussion needed for these possible improvements. First discussion set for October 19th or November 3rd.
 - iv. Decisions needed to coincide with completion of underground work on previous section, as roadway paving will occur and could be impacted by improvements selected.

5. **Economic Development Other Areas (Delios; FY20-23 – ranked tied for 2nd highest goal of 12)**
- a. Budget earmark received to improve Walker’s Brook pedestrian access to Market Basket – need to work in conjunction with the Lakeview developer for timing of street improvements (a note that a future Town Meeting needs to accept Lakeview Avenue as a public roadway, when it is ready).
 - b. Now that the DPW will not relocate, review past designs for the southern section of Walker’s Brook (such as the land around RMLD). Past work anticipated this outcome and can easily be adapted. The land owners here are well organized and prepared for action, slowed down a bit by the pandemic.
 - c. The owner of the northern section of Walker’s Brook (the Market Basket complex) has developed some new ideas that require town input. Staff has met informally to get the ideas ready for a further review.
 - d. Tie the Walker’s Brook area to the Downtown – synergy not competition.
 - e. Community conversations on this topic have been slowed by emphasis on Downtown plus the pandemic impact.

6. **Zoning (Mercier; FY22-23 – ranked 10th of 12 goals)**

- a. Downtown 40R Smart Growth
 - i. Town Meeting Instructional Motion
 - ii. November 2021 Town Meeting Article
 - iii. CPDC has responsive zoning changes scheduled for April 2022 Town Meeting
 - iv. One observation is that the hot residential market has caused less development of commercial space than was intended by the zoning changes.
- b. Reading Woods 40R Smart Growth
 - i. Area probably not subject to above review, but same general state program regulations
- c. Reading 40B status
 - i. The 40R projects have helped defend the Town against adverse 40B projects – the Town expects to remain above 10% affordable housing target even after the impact of the census – results upcoming, may require action.
 - ii. Housing Production Plan
 - 1. A requirement to the state 40B process.
 - 2. Needs to get more attention in light of discussions of land use.
 - 3. Planned request for \$50,000 funding at April 2022 Town Meeting.
 - iii. Affordable Housing Trust
 - 1. Antiquated and inefficient - staff requested change from prior Select Board to proactive approach of a dedicated board
 - 2. Goal could be to encourage building up assets in trust fund for opportunities to add affordable housing, which is a vital need even though the 10% target has been achieved.

7. **Charter/Bylaw (Kraunelis; FY20-22 – ranked tied for 11th of 12 goals)**

- a. General Bylaws - Bylaw Committee ongoing review.
 - i. Completed December 2021

- ii. Public process may be planned for spring/summer 2022.
 - iii. Changes may be proposed to November 2022 Town Meeting.
- b. Charter changes.
 - i. The Bylaw Committee is compiling a list of suggested changes, but they have determined they are not part of this effort.
 - ii. A joint meeting with the Town Meeting Rules Committee and the Bylaw Committee planned for late September, after failing to get a quorum last June, will discuss past Town Meeting Instructional Motions.
 - iii. The Town Moderator may suggest the formation of a Charter Committee or Commission summer 2022, depending on the scope of suggestions.
 - iv. Outgoing Town Manager, and many others, recommend an increased membership to the Board of Health, but such a change would need to wait until a Charter Committee or Commission.

8. Building Security Governance (LeLacheur; FY22-23 – ranked tied for 11th of 12 goals)

- a. Building security project – done.
 - i. Building security project additional scope – approved by October Town Meeting.
- b. Building security policies and schedules have been implanted by staff at all Town and School buildings – done.
- c. Remaining work (below) on this goal involves the elected boards. Given the new School Superintendent and change upcoming in the Town Manager position, the Board should discuss and assess the best time to move forward on this goal.
- d. The three elected boards should meet jointly to discuss building security policy.
 - i. Both the School Committee and Board of Library Trustees have written documents.
 - ii. Last year the Town listed this as a draft goal, but it was removed by the Select Board and therefore delayed.
- e. Whatever portions of policy cannot be mutually agreed to must be taken further on the Town side, led by the Select Board.
- f. A key legal element of policy includes the access to and retention of camera footage.

9. Employee Attraction/Retention Donahue; FY21-22 – ranked 1st of 12 goals)

- a. Create online options for staff – done.
 - i. Employee/Retiree secure web portal.
 - ii. Medicare/Medex section of HR web pages.
 - iii. Benefits section of HR web pages.
- b. Assess compensation.
 - i. October Special Town Meeting approves a non-union Pay & Class study by independent consultant - done.
 - ii. Town Manager FY23 Budget will have funds set aside for the findings of this Pay & Class study – done.
 - iii. Next Town Manager should have an implementation goal of no later than January 1, 2023 and thus a November 2022 Town Meeting request for approval.

- iv. Conduct union compensation study – done. All eight Town unions have settled contracts through June 2024. Seven of these unions have agreed to the Juneteenth holiday, scheduled for February Select Board approval, along with a PEC health insurance agreement.
- v. ARPA eligibility – to be determined by the Select Board.
- c. Assess Benefits – tied in to the Personnel Policy review.
 - i. Review suggestions of the employee committee with the Select Board late fall/winter 2021-2022.
 - 1. Vacation time start at three weeks
 - 2. Service credit based on time in retirement system (for transfers in from other MA cities/towns). Flexibility for private sector experience.
 - 3. Holiday – add Juneteenth – Board approves February 2022.
 - 4. Probationary period – increase from six months to one year.
 - 5. Faster access to paid time off for new hires.
 - ii. Suggestions from outgoing Town Manager:
 - 1. Incentives to stay healthy - buyback some time for good attendance?
 - 2. Pay attention to mental health benefits.
 - 3. Increase compensatory time or paid time for night/weekend meetings/activities.
 - 4. Match small amount of retirement contributions, target entry level staff at a minimum.
 - 5. Improve maternity/paternity/family leave options.
 - 6. Limited ongoing remote work options – has worked very well so far.
 - 7. Add statement to Select Board Personnel Policies showing commitment to diversified and inclusionary workplace.
 - 8. Emphasize compensating current staff ahead of adding new staff.
 - iii. Next Town Manager should work with Select Board to finalize changes for June 30, 2022 or January 1, 2023 implementation.
- d. Review Hiring process.
 - i. Diversify places of advertisement.
 - 1. Use national government websites. done
 - 2. For local options, use Houses of Worship, Post Office, local businesses, transportation centers. Done for some positions
 - 3. Expand electronic advertising, subject to budget constraints. done
 - ii. Encourage diversity of candidates – done with success, but will also be ongoing.
 - iii. Assess current practices – done.
 - 1. Very good employee involvement in screening process.
 - 2. Very good depth of interview questions.
 - 3. Very good candidate assessments for skills and organization fit.
 - 4. Element missing is more public proclamation of values.
- e. Review annual personnel evaluations.
 - i. Next Town Manager should lead this effort.
 - ii. Same forms and format used for all Town Employees (except Firefighters who do not participate).

- iii. An employee committee of union and non-union staff should be formed to assist this task.
 - iv. Explore obtaining formal employee feedback more often than during the annual review process.
 - f. Training
 - i. Next Town Manager should lead a review of this area.
 - ii. Excellent progress on cybersecurity training across all Town departments- second grant from state approved January 2022 to further this work.
 - g. Succession planning.
 - i. Conduct more regular exit interviews – done.
 - 1. Efforts to offer this confidential interview have increased.
 - 2. Interview is optional at the discretion of the employee.
 - 3. Several employees have returned after absences of between two days up to over one year. Largest reason is the ‘culture of team’ here is more important than the pay elsewhere for many employees.
 - ii. Offer more management training. Not done – we are falling short in this area and it is a concern.
 - 1. Recent funding for professional development focused on skills (such as technology)
 - 2. Assess ongoing training efforts with staff likely to need to leave in order to grow.

10. Infrastructure (LeLacheur; FY22 – ranked tied for 8th of 12 goals)

- a. Killam school building project.
 - i. – The Town Manager, School Superintendent and staff will meet with the MSBA twice in October. Decision to be announced late February 2022.
 - ii. The School Committee and MSBA will decide next steps.
- b. Northeast Metropolitan Regional Vocational School building project. done
 - i. Met with representatives of NEMRVS to understand scope and timing.
 - ii. Discussed financial options for Reading with NEMRVS financial advisor and bond counsel.
 - iii. November Town Meeting includes an article to approve.
 - iv. NEMRVS presentation to FINCOM in September. FINCOM voted 6-0 to recommend; approved by Town Meeting.
 - v. January 2022 election approves project.
- c. Water and Sewer Enterprise Funds done
 - i. October Special Town Meeting approves Water Tank additional funding.
 - ii. November Town Meeting approves additional emergency funding for water main repairs – more will be requested at April 2022 Town Meeting and in the FY23 annual budget. Our aging (material 70-125 years old) infrastructure is going to need diligence and water rates will need to increase significantly in the next few years.
 - iii. November Town Meeting approves Sewer Station additional funding.

- iv. Explored but discarded earlier replacement of water meters, described further in goal #1.
- v. There will be a purposeful pause in water & sewer capital projects beyond those currently funded to relieve rate payers of additional costs, to allow town staff to retain control and supervision of the work underway, and to allow the supply chain disruptions to work themselves out.
- d. Town Forest - done
 - i. November Town Meeting approved additional funding.
 - ii. Next Town Manager should work with Town Forest Committee as to the future of their Revolving Fund, which has never been used.
- e. Parks
 - i. Received \$25,000 to assess current conditions of parks and recreational areas.
 - ii. Recreational and DPW staff will use the slower winter months to conduct this study.
 - iii. New approach to funding wall repairs shown in October Special Town Meeting Capital Plan – Memorial Park is first up.
 - iv. Received recent feedback from Recreation Committee Chair to help prioritize aspects of the Birch Meadow Master Plan. November Town meeting approves \$125,000 for design work on three specific items; Town Manager’s FY23 budget includes debt service for this phase, once design work and community conversations ensue.
- f. Town buildings
 - i. DPW Garage improvements – review needed in light of recent Camp Curtis decision.
 - ii. Senior Center – as described in Goal #2.
 - iii. Town Hall – next Town Manager should assess strengths and weaknesses. Significant functional and cosmetic improvements have happened over the past decade, with no budgeted funds. Similar unbudgeted improvements have always happened at various school buildings, utilizing surplus Facilities end-of-year funds.

11. Public Information/Access (Kraunelis; FY22 – ranked tied for 8th of 12 goals)

- a. Communications
 - i. Consider adding more staffing resources in the FY23 budget – not possible.
 - 1. Public records requests use significant bandwidth – is there a better way?
 - 2. How responsible is Town government for staying abreast of popular local online discussions?
- b. Website
 - i. Set aside funds for significant upgrade – done.
 - ii. Formed broad-based employee to review organizational and design elements – several meetings held, ongoing.
 - iii. Launch of new website planned late March 2022.
 - 1. Departments completed work on thinning out current website material.

2. Based on feedback, both a Meetings calendar and a Communities Activities calendar will be incorporated into the new design.
- c. Social media
 - i. Town is active in Facebook
 - ii. Some departments are active in Twitter and other methods.
 - iii. Integrate use of Social media with new redesigned website – allowing for the fact that while most users will utilize both tools, some will prefer only one of them.
12. Financial Sustainability (LeLacheur; FY22 – ranked tied for 6th of 12 goals)
- a. Assess ‘big picture’ view of Town’s finances.
 - i. Town Manager has been meeting with FINCOM Chair and Vice Chair.
 1. Continue Financial Forums model, led by FINCOM
 2. Include all three elected boards.
 3. Include Town and School finance staff.
 - ii. Public outreach – discussion at October 2022 Financial Forum.
 1. Joint efforts by all participants above, or focused efforts by each group first?
 2. Timeline.
 - b. How to spend \$7.6 million Federal ARPA funds.
 - i. Town Accountant point person for facts.
 - ii. Very limited scope of allowed projects when compared to a list of current Reading projects new change allows ‘lost revenue’ claims and broadens scope.
 - iii. Select Board to have final say over use of funds.
 - iv. Deadline of just more than two years to get all candidate projects approved by Town Meeting; just over four years for funds to be fully expended.
 - v. This should be one component of the ‘big picture’ view mentioned above.
 - c. How has the pandemic impacted the ongoing operations of the Town and Schools?
 - i. School FY23 budget process concludes January 2022.
 - ii. Town FY23 budget process concludes February 2022.
 - iii. Balanced FY23 budget will not address every want or need expressed by members of the community.
 - d. Assess needs for next Operational Override/Debt Exclusion.
 - i. Discuss use of Free Cash & ARPA funds.
 - ii. To afford new endeavors (such as all-day Kindergarten).
 - iii. To afford operational needs to be determined by Schools and Town.
 - iv. Debt for Killam, Senior/Community Center, and any other larger projects per FINCOM policy. Should discuss all items on the horizon at once.
 - e. Assess Capital planning process.
 - i. Use of Free Cash.
 - ii. Use of capital and debt exclusions.
 - iii. FY23 Town Manager budget explains the process used for the past 15 years in more detail, and has met with the Chair and Vice Chair of FINCOM along with key department heads – capital is almost a daily operational discussion.

Town Manager Transition Plan Important Deadlines

			Calendar Year: 2022
January	Goal	Objective	Notes
Seasonal Chart Employees - annual increase follows calendar year	HR needs salary increase information in advance of 1st payroll in January	Align all Employees to insure fairness and equity	TM decides November prior year
Select Board Meeting #1 - 1/4/22		Feedback on Budgets	
Select Board Meeting #2 - 1/18/22			
CPDC Zoning Public Hearings, etc.	Finalize before the Warrant closes on 3/1/22	Annual Town Meeting	
Special Election - 1/25/22 (11:00 a.m. - 6:00 p.m. to vote on funding a new Northeast Regional Vocational High School	Northeast Regional Vocational High School in Wakefield, MA (12 member community)	Authorize funding for new school \$317 million	
School Committee Budget	Does not need to be 'balanced' to FINCOM guidance	Charter Requires to Town Manager by 1/31/22	

Town Manager Transition Plan Important Deadlines

February			Calendar Year: 2022
	Goal	Objective	Notes
Select Board Meeting #1 - 2/1/22		Town Accountant Report; Reappoint Town Accountant	Reappoint deadline April 1st
Select Board Meeting #2 - 2/15/22		Preview Annual Town Meeting	
PARC Public Meeting - 2/2/22		possible ad hoc PARC large meeting	
Annual Report	Provide a month lead time to all departments	Request Annual Reports by Department by 2/28/22	
Entire Balanced Budget to FINCOM per Charter - 2/28/22	Balanced Budget Completed	Charter Requires to FINCOM by 2/28/22	

Town Manager Transition Plan Important Deadlines

March			Calendar Year: 2022
	Goal	Objective	Notes
PEC - there may have a long term deal in place 2022-2024	Complete Negotiations on Health Insurance	Ideal to complete before FINCOM meets, but renewal rates in February	Bring to Select Board in Executive Session for Vote
Select Board Meeting #1 - 3/1/22		Close the Warrant for Annual Town Meeting	Critical Deadline: Warrant
Select Board Meeting #2 - 3/22/22			
Finance Committee	March 2nd - FY23 Budgets	School Committee budget	Town Manager attend only if invited (rare)
Finance Committee	March 9th - FY23 Budgets	Town Budgets	All Town DH invited
Finance Committee	March 16th - FY23 Budgets	Review Financial Warrant Articles at Annual Town Meeting	Get updated budget transfer requests from DH
Finance Committee	March 23rd - FY23 Budgets	Final comments on budgets & Warrant Articles	FinCom Votes
Town Meeting Warrant Report	Finalize; get bids from printers	Get final written reports	

Town Manager Transition Plan Important Deadlines

April			Calendar Year: 2022
	Goal	Objective	Notes
Local Elections - 4/5/22			No public meetings
Town Meeting Warrant Report	Distribute to Town Meeting members & staff		Charter Deadline 4/11, sooner if possible
Pre-Town Meeting - week of 4/11/22	Meet with staff and Town Moderator to Review Logistics	Outline any nuances related to how ATM will be managed	Town Counsel typically attends the Pre-Town Meeting
Select Board Meets 4/19/22	Select Board reorganizes	Town Accountant update	Due to Local Election Select Board meets once this month
Annual Town Meeting - 4/25/22 - Night #1			Select Board Chair delivers 'State of the Town'
Annual Town Meeting - 4/28/22 - Night #2			Typically the Budget presentation starts this night

Town Manager Transition Plan Important Deadlines

			Calendar Year: 2022
May	Goal	Objective	Notes
Annual Town Meeting - 5/2/22 - Night #3			if needed
Annual Town Meeting - 5/5/22 - Night #4			if needed
Select Board Meeting #1 - 5/3/22			
Select Board Meeting #2 - 5/17/22		Approve Classification & Compensation	After Town Meeting votes the budget
Select Board Meeting #3 - 5/31/22		Appoint Volunteer Boards	After VASC completes their work
Memorial Day Services - 5/30/22			
VASC Meetings TBA			

Town Manager Transition Plan Important Deadlines

			Calendar Year: 2022
June	Goal	Objective	Notes
Select Board Meeting #1 - 6/14/22		Appoint Volunteer Boards	After VASC completes their work
Select Board Meeting #2 - 6/28/22			
FINCOM Year End Meeting (if Needed) - 6/29/22	End of FY22 Meeting	Meet as Needed	Set meeting Schedule for FY24; May Reorganize

Select Board – Open Session
February 1, 2022 7:00 pm via Zoom

Members Present: Chair Karen Herrick, Vice Chair Anne Landry, Secretary Mark Dockser, Carlo Bacci, Christopher Haley

Others Present: Town Manager Bob LeLacheur, Ed Ross, Annika Scanlon, Fidel Maltez, Jeanne Borawski, Assistant Town Manager Jean Delios, Town Accountant Sharon Angstrom, Bill Brown, Jack, Town Counsel Ivria Fried, Jay, Deputy Police Chief Christine Amendola, DPW Director Jane Kinsella

Documents Used:

OPEB Cities and Towns – 2021
01.22 GF Revenue Summary
01.22 GF Expenses
01.22 Water Revenue Detail
01.22 Water Expense Summary
01.22 Sewer Revenue Detail
01.22 Sewer Expense Summary
01.22 Storm Water Revenue Detail
01.22 Storm Water Expense Summary
MemoSB meeting 2.1.22 (003)
2012-06-19 Board of Selectmen Minutes
OPEB Peer Funding Status Dec 2021
RPT, 10600, Town of Reading - GASB 74_75 as of 6_30_2021
TM review process amendments to policy
DRAFT 4 Reading ARPA Advisory Committee (RAAC) SB
_20190128 SB capital Oakland subcommittee draft Minutes
13064.04 Oakland Road, Reading Geo Report
Sect_5_Inventory 2012 9-24-13 – edited
Town owned parcels without buildings map
Town_owned_parcels_ BL edits plus Kims notes with buildings
Town_owned_parcels_ BL edits plus Kims notes without buildings
2021-10-14 Aerial Site Plan with Trails-rev 2
Access to TF update 2-1-22
PTTTF Recommendation - Winter Parking Ban 2-1-2022

This meeting was held remotely via Zoom.

Vice Chair Anne Landry called the meeting to order at 7:03 pm.

SB Liaison & Town Manager Reports:

Mark Dockser stated that the Reading Center for Active Living Committee (ReCalc) has been meeting every couple of weeks. The last meeting was a joint meeting with the Council on Aging and they were able to provide feedback on the needs of a Senior Center/Community Center. The COA will discuss further at their next meeting and bring their comments back to ReCalc. There is also an open seat on ReCalc. A consultant was hired that will reach out to the community and get feedback in time for April Town Meeting.

Mr. Dockser also attended the Commissioner of Trust Funds meeting and noted that due to COVID, some funds that typically get spent were not, so there are slightly larger balances.

Chris Haley attended the School Committee last week where they voted to approve a staggering plan for full day kindergarten, reducing the resident fees in 2023, 2024, and 2025.

Mr. Haley announced that there is a virtual public forum of the PARC Committee tomorrow evening where they will discuss on street parking regulations, parking kiosks, and parking garage.

Carlo Bacci stated that he received a request from the Recreation Committee to be on the Board's next agenda to request temporary lights at Coolidge Middle School fields, as Turf 1 at the High School will be offline while it is replaced.

Mr. Bacci also attended the recent CPDC meeting. A highlight has been the Chute Street Last Corner/Green Tomato building, and CPDC still wants it scaled down.

Mr. Bacci was involved in the interview committee for the Director of Equity and Inclusion. The committee narrowed its recommendation to two candidates, and the decision is now in the hands of Library Director Amy Lannon.

Anne Landry stated that the ad hoc Town Manager Search Committee met to approve outstanding minutes and voted to recommend that the Select Board dissolve the screening committee at its discretion.

Town Manager Bob LeLacheur began with a statement he was asked to share by Town Counsel: "A request for the July 12 and the August 10 Executive Session Minutes had been filed under the Public Records Law with the Town Clerk, and we reviewed the minutes and determined that they were not ripe for release. The Town Clerk received a request for the January 18 Executive Session Minutes, as well. Given that the minutes were not final, we determined the notes, to the extent they existed, were also not ripe for release."

Mr. LeLacheur highlighted a few other events. A COVID vaccine clinic will be hosted at the Pleasant Street Center on February 3rd. Thank you to DPW and Facilities for their work to clean up after the winter storm this past weekend.

Mr. LeLacheur also announced that he will be retiring. When he announced he was leaving, he wanted to give the community the opportunity to find his successor. But filing for retirement is not reversible, and he stated that he was willing to stay on until the community could find a new Town Manager if they did not find one in time. But because it is clear that Mr. Maltez is hitting the ground running, it was safe for him to file for retirement.

Public Comment:

Jeanne Borawski of Johnson Woods Drive, and Finance Committee member, addressed a comment made at the last Select Board meeting. Noting that she was speaking as an individual, and not on behalf of the Finance Committee, she explained that concerns were raised at the last Select Board meeting about how the Finance Committee came to create an ARPA subcommittee. It was said that FINCOM rushed and did not consult with the Select Board. She clarified that FINCOM worked carefully and diligently for the last five months and attempted to collaborate with the Select Board, and in October there was a joint meeting with the Select Board and School Committee where feedback was solicited on an ARPA subcommittee, and the Select Board Chair participated productively at the Finance Committee November meeting when FINCOM took that vote. She noted that ARPA funds

fall completely to the Select Board and encouraged the Select Board to take all the time it needs to put together whatever advisory board it needs to feel comfortable.

Consent Agenda:

Vote to Appoint Town Accountant to a term July 2022 to June 2023:

Mark Dockser moved to appoint Sharon Angstrom as Town Accountant for a term July 1, 2022 through June 30, 2023. Motion seconded by Chris Haley and approved 4-0 by unanimous roll call vote.

Town Accountant Quarterly Update:

Town Accountant Sharon Angstrom thanked the Board for their support, and thanked Mr. LeLacheur for his leadership.

She began her update with a review of Other Post-Employment Benefits (OPEB) and compared Reading's contributions with 23 peer communities. Reading's total liability is \$73 million, and has funded 8.3% so far, leaving a \$67 million net liability. The plan is once the pension is fully funded, the funds will be redirected to OPEB. Auditors have praised Reading for its proactive OPEB contributions, as other municipalities have not even begun to fund it. When compared to peer communities, Reading ranked 8th in funding contributions. Ms. Angstrom was asked to find out where Reading ranked in the state.

Revenue and expenses compared to this time last year are well in line to meet projections. Though slightly lower than last year, Ms. Angstrom stated that she is not concerned about any revenue deficits.

Ms. Angstrom then reviewed her memo that outlined some items she wanted to address with the Board. The first item is a request for an allocation of ARPA funds. The Health Department is looking to do a distribution for COVID home testing kits. CARES funding ended October 31st, and the assumption was that ARPA funds would be used to cover COVID related expenses. She requested a transfer of \$250,000, which includes \$80,000 for home test kits, to spend on Public Health and mitigation efforts in the interim until the Board can have meetings to discuss how to spend the ARPA funds.

She reminded the Board that the water tank BAN that was issued will be coming due in December. The Town Treasurer will need to know by September whether ARPA funds will be used, and if not, will need at least three months to arrange borrowing.

Ms. Angstrom explained that per the Town Charter, the Town Manager is entitled to termination pay. The precedent for the previous Town Manager was three months severance pay. It is up to the Board whether they want to pursue, but it would be helpful to know what they decide by March 1st so she can include it in the Town Meeting warrant.

She also noted that in the ARPA final rules, under loss of revenue, the standard allowance is \$10 million, or a calculation. She performed the calculations and still came up with more than the Town has been awarded, which means the whole grant can be used as loss of revenue, which provides a lot more flexibility in how the grant is used.

Karen Herrick joined the meeting at 7:54 pm.

Discuss/vote to allocate approximately \$80k of the local and county ARPA Grant funds to the purchase of COVID test kits:

Mark Dockser voted to approve allocating \$80,000 of ARPA funds towards the cost of COVID-19 test kits. Motion seconded by Karen Herrick.

Mr. Dockser noted that a big purpose of ARPA funds is to take care of emergency needs and that it makes sense to increase the number and moved to make an amendment to raise the amount to \$500,000. Mr. Bacci agreed a higher amount is warranted, but not more than \$250,000 at this time. **Ms. Herrick seconded the motion to amend.** Mr. Haley agreed that \$250,000 sounded right to him. Mr. Dockser noted that he would be comfortable with \$250,000. **Ms. Landry offered a friendly amendment to change \$500,000 to \$250,000. Motion to amend approved 5-0 by unanimous roll call vote.**

The motion to approve allocating ARPA funds towards the cost of COVID-19 test kits and Public Health mitigation was approved as amended by unanimous roll call vote of 5-0.

Vice Chair Anne Landry turned the gavel over to Chair Karen Herrick at 8:06 pm.

Review and Vote to Amend Select Board Policy Section 1.3.3 Process for Evaluating the Town Manager and Section 6.2 Evaluation of the Town Manager:

Town Counsel Ivria Fried reviewed proposed changes to Select Board policy for the Town Manager review. The two things of note include Town Manager goal setting and making the review practices of the policy more consistent with the new Town Manager's contract. The language of the contract gives the Board the flexibility on when the review would happen. The Board discussed the timeframe of setting the Town Manager's goals and agreed that 60 days would be a fair amount of time.

Mark Dockser voted to amend Select Board Policy Section 1.3.3 Process for Evaluating the Town Manager and Section 6.2 Evaluation of the Town Manager as presented by Ms. Fried. Motion seconded by Chris Haley and approved 5-0 by unanimous roll call vote.

Discuss /vote creation of Ad Hoc ARPA Advisory Committee and committee charge:

Ms. Herrick addressed a misunderstanding in the public regarding the planning process of this committee. She reviewed the discussions held at Financial Forums and at Finance Committee meetings, and the steps taken to this point. She then presented the draft of the charge for discussion.

Mr. Dockser reviewed some advisory structures of other communities. He suggested the Board think about how to allocate the funds, and get input from other boards and residents. The structure should be advisory to the Select Board, comprised of the elected boards, and be seven members: two from the Select Board, two from the School Committee, two from the Finance Committee, one from the Library Trustees, as well as guidance from town staff.

The Board reviewed the proposed charge and had a lengthy discussion on the structure, and the number of representatives from each participating board/committee.

Mr. Bacci moved to amend the charge for ARPA to eight members: three from Finance Committee, two from School Committee, two from Select Board, and one from Library Trustees. Motion seconded by Chris Haley. Anne Landry offered a friendly amendment to name members who were already appointed ex-officio, with the one Library Trustee to be appointed.

Further discussion proceeded with whether to name the individuals already appointed to the Finance Committee ARPA Subcommittee by the other Boards. But ultimately it was decided that names would limit the flexibility to have other members of those Boards fill in should roles change. Ms. Herrick moved to amend to remove the names from the charge. Ms.

Landry withdrew her friendly amendment to list the names. **The Board voted 3-2 to amend the number of members to eight, with Mr. Haley, Mr. Bacci, and Ms. Landry in favor, and Mr. Dockser and Ms. Herrick opposed.**

The Board discussed further amendments including: administrative support provided by Town Hall staff, and removing "a list of" from the Deliverable section.

Mark Dockser moved to create the Reading ARPA Advisory Committee (RAAC) as amended in the committee charge document circulated at this evening's meeting. Motion seconded by Carlo Bacci and approved 5-0 by unanimous roll call vote.

Discuss/vote to appoint ex-officio and staff members to the Ad Hoc ARPA Advisory Committee:

Ms. Herrick asked members who would like to work with the RAAC. Mr. Dockser and Mr. Haley raised their hands and Ms. Herrick asked them to share why they wanted to be appointed.

Mr. Dockser stated that he has been on the Select Board for three years and is very interested in how we are thinking about capital and using funds. He also has background of being involved in the Town including on the Finance Committee.

Mr. Haley stated that he felt he could bring fresh ideas and a new perspective, and would like to explore spending some on solar at the schools, while offsetting electrical budgets, and reinvesting that money into teacher pay and full day kindergarten.

Mark Dockser moved to appoint Mark Dockser and Chris Haley as Select Board Ex-Officio members of the Reading ARPA Advisory Committee. Motion seconded by Carlo Bacci and approved 5-0 by unanimous roll call vote.

Discuss recent land purchases and any other town-owned large buildable parcels (Oakland Road, Symonds Way, other):

Mr. LeLacheur reviewed work done by a previous Select Board subcommittee that collected data on all Town-owned parcels. He noted it would be best if the whole Board could discuss what they want together instead of a subgroup. The Board could consider the needs the Town has for land, and the amount and what types of land that the Town owns.

The Board briefly discussed the Oakland Road and Symonds Way parcels, and possible needs including: RMLD potential relocation, Veterans housing, and recreation center.

Board members agreed to continue the discussion with the incoming Town Manager and make it a future agenda item.

Update on Lot #5 access to Town Forest:

Mr. Dockser stated that he met with the Conservation Administrator and the Chairs of the Conservation Commission, Town Forest Committee, and Trails Committee. The group discussed and came to a consensus on the best approach for access to the Town Forest via lot #5. They would like a 10-foot wide trail easement on the edge of Meadowbrook property to access an existing path in the Town Forest. Access to Town Forest via town-owned land in this area is not currently possible due to a gas line under an area that is submerged under a year-round pond.

Mr. Dockser noted key changes and benefits, and outlined the next steps including: the Board will need to designate someone to work with Town Counsel and staff to speak with Meadowbrook and request the easement; a survey will need to be done in order to setup a

written agreement; the Board will need to develop a plan for the use of Lot #5 itself; discuss handicapped accessibility; and discuss creating an accessible area and part of a trail from Wood End to the Town Forest.

Board members offered support to Mr. Dockser to continue with the next steps.

Discuss/Vote on Overnight Parking Ban:

The Parking Traffic Transportation Task Force provided a write up of the overnight parking issues. They recommended continuing the enforcement of no on-street parking between 1:00 am and 6:00 am, but in response to recent requests for overnight parking, they proposed a pilot program allowing overnight parking in the 35 spots of the Lincoln Street parking lot. Cars will still need to be moved by 6:00 am. Board members were in favor of trying out the program.

Deputy Police Chief Christine Amendola noted issues with downtown being built up, and even with the parking ban in effect, many residents are not moving their cars in the morning.

Assistant Town Manager Jean Delios also noted that she is working with the MBTA to see if they will allow overnight parking in the lots they own.

Mark Dockser voted to recommend the changes for the overnight parking ban as proposed, and to hold a Public Hearing on February 15, 2022 at 7:45 pm to finalize changes. Motion seconded by Chris Haley and approved 5-0 by unanimous roll call vote.

Discuss Future Agendas:

Ms. Herrick recommended adding a Public Hearing for overnight parking, and an in depth status update on the Zanni property to include Town Counsel.

Mr. Bacci requested an item for the Recreation Commission to request temporary lights at Coolidge while Turf 1 at the High School is replaced.

Mr. Haley requested a discussion on the parting salary severance for the Town Manager. Ms. Herrick suggested including Town Counsel for that conversation.

Mr. Dockser requested to add VASC to the next agenda.

Approve Meeting Minutes:

The Board reviewed suggested changes submitted by Ms. Herrick.

Mark Dockser moved to approve the meeting minutes of January 18, 2022 as amended. Motion seconded by Karen Herrick and approved 5-0 by unanimous roll call vote.

Mark Dockser moved to adjourn at 10:23 pm. Motion seconded by Karen Herrick and approved 5-0 by unanimous roll call vote.