



# Town of Reading Meeting Posting with Agenda

**Board - Committee - Commission - Council:**

Select Board

Date: 2022-03-01

Time: 7:00 PM

Building: Reading Town Hall

Location: Select Board Meeting Room

Address: 16 Lowell Street

Agenda:

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><b><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></b></p> <p>Join Zoom Meeting  <a href="https://us06web.zoom.us/j/83411487000">https://us06web.zoom.us/j/83411487000</a></p> <p>Meeting ID: 834 1148 7000          One tap mobile          +16465189805,,83411487000# US (New York)          +16465588656,,83411487000# 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: 834 1148 7000          Find your local number: <a href="https://us06web.zoom.us/u/kdcPI5Soih">https://us06web.zoom.us/u/kdcPI5Soih</a></p>	
<b>7:00</b>	<b>Overview of Meeting</b>	
<b>7:05</b>	<b>SB Liaison &amp; Town Manager Reports</b>	
<b>7:15</b>	<b>Public Comment</b>	
<b>7:30</b>	<p><b>Consent Agenda:</b></p> <ul style="list-style-type: none"> <li>• <b>Vote to dissolve the Ad Hoc Town Manager Screening committee</b></li> <li>• <b>Approve Deborah Drive Driveway Request</b></li> <li>• <b>Vote to extend sunset date for Parking Advisory</b></li> </ul>	<b>9</b>

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**

	<b>&amp; Recommendations Committee (PARC) to April 30, 2022</b>	
<b>7:45</b>	<b>Water Sewer Capital Projects Overview</b>	25
<b>8:00</b>	<b>Approve Longhorn Change of Officer</b>	38
<b>8:05</b>	<b>Discuss/Approve Temporary Lights at Coolidge</b>	84
<b>8:15</b>	<b>Vote to Close Warrant for Annual Town Meeting</b>	98
<b>8:30</b>	<b>Discuss Town Charter Section 5.1: Town Manager termination pay</b>	
<b>8:45</b>	<b>Discuss Future Agendas</b>	
	<b>Approve Meeting Minutes:</b>	
	<b>• February 1, 2022</b>	<b>127</b>
	<b>• February 15, 2022</b>	<b>134</b>
<b>9:00</b>	<b>Executive Session: Purpose 3: Discuss litigation strategy with respect to Toussaint v. Reading</b>	



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

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

**To:** Select Board  
**From:** Fidel A. Maltez  
**Date:** February 24, 2022  
**RE:** Town Manager Memo for March 1<sup>st</sup>, 2022 meeting

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This memo is submitted with enthusiasm and optimism as I officially start my tenure as Reading's 3<sup>rd</sup> Town Manager. I would like to emphasize how much of an amazing leader Bob LeLacheur has been for the Town of Reading over the last 25 years. Bob has been an incredible mentor during this important transition – I will be forever grateful for his guidance and words of wisdom. I hope to build on his legacy and continue making Reading a great place to live for all residents.

The most exciting news to share is that our Town Moderator, in coordination with our incredible staff, has confirmed that Town Meeting for April 2022 will be in person. Town Meeting will be at the Performance Arts Center at Reading Memorial High School. Our staff is working very hard to provide a safe and comfortable environment to Town Meeting members. I am confident that Town Meeting will go smoothly this April.

In preparation for Town Meeting, Bob has graciously completed the Warrant and the Fiscal Year 2023 Town Manager's recommended budget. The Town Warrant is part of this meeting's packet. The Town Manager's recommended budget will be reviewed in March by the Finance Committee. Given Bob's incredible finance expertise, I am confident that this will be a strong budget for our community.

In this week's packet, we have included the recommended Capital Improvement Plan (CIP) for your reference. At this meeting, Ryan Percival, our Town Engineer, will be providing a thorough overview of the upcoming large water & sewer projects in our community.

Finally, I would like to thank the staff members, community leaders and local business owners who have welcomed me over these last few weeks. I have met many incredible residents and volunteers for coffee and lunch, and look forward to continuing this during my first 90 days and into the future. I look forward to developing strong and supportive relationships in our community.

FAM

<u>Date Received</u>	<u>Sender</u>	<u>Topic</u>	<u>SB Respo</u>	<u>Staff Response Required?</u>	<u>Response Date</u>	<u>Follow up Comments</u>	<u>Closed</u>
2/11/2022	Bob Kaminer	459 Main Street					
2/14/2022	Nick Bonanno	Comments for 2/15/22 BOS Hearing					
2/15/2022	Bruce Mackenzie	SB Agenda Request, Safe Routes Schools, and Sanborn Lane					
2/17/2022	Leslie McGonagle	FAX: Scoreboard Vote by Select Board	Fidel/Jenna		2/23/2022	Met with Resident to final alternatives	yes
2/19/2022	Kathy Hegarty	New Parking Meters					
2/21/2022	Tina Torman	Parking Meter Request					
2/21/2022	Walt Tuvell	Re: Open Meeting Law Complaint					
2/23/2022	Kendra Cooper	Fwd: 34 Deborah Drive Accessory Apartment				Conservation Hearing 2/23/22	
2/24/2022	Elaine McKenna	Parking Meters					



2022		DRAFT - SELECT BOARD AGENDAS		2022	
2/24/2022		Staff Responsibility	Estimated start time		
March 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 dissolve the Ad Hoc Town Manager Screening committee	Landry	7:30		
Consent Agenda	Approve Deborah Drive Driveway Request	Percival			
Consent Agenda	Vote to extend sunset date for Parking Advisory & Recommendations Committee (PARC) to April 30, 2022	Board			
	Water Sewer Capital Projects Overview	Percival	7:45		
Public Hearing	Approve Longhorn Change of Officer	Maltez	8:00		
	Discuss/Approve Temporary Lights at Coolidge	Recreation Committee	8:05		
	Vote to Close Warrant for Annual Town Meeting	Board/Town Counsel	8:15		
	Discuss Town Charter Section 5.1: Town Manager termination pay	Board/Town Counsel	8:30		
	Discuss Future Agendas	Board	8:45		
	Approve Meeting Minutes	Board			
Executive Session	Executive Session Purpose 3: Discuss litigation strategy with respect to Toussaint v. Reading	Board/Town Counsel	9:00		
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		
Public Hearing	Approve Transfer of Liquor License - 530 Main Street	Maltez	7:30		
	Update on New Town Website	Kraunelis & Wellman			
	Discuss email policy for Volunteer Board/Committee Members	Kraunelis			
	Update on MBTA Communities Guidance	Mercier			
	Report from PARC	PARC			
	Discuss needs/priorities for land use	Board			
	Discuss Future Agendas	Board			
	Approve Meeting Minutes	Board			
March 23, 2022	FINCOM Budget Meeting (Votes)	Wednesday			
April 5, 2022	Local Elections	Tuesday			

2022		DRAFT - SELECT BOARD AGENDAS		2022	
		Staff Responsibility	Estimated start time		
2/24/2022					
April 19, 2022		Tuesday			
	Select Board Vote to Reorganize	Maltez, then New Chair	7:00		
	Town Board & Committee visits				
	Town Department visits				
	Liaison member visits				
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			
HEARING	Vote to Approve Town Personnel Policy and SB Policies: Article 6 Personnel Related Policies (if ready)	Donahue			
	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			
September 6, 2022	State Primary Election	Tuesday			
September 13, 2022		Tuesday			
September 20, 2022		Tuesday			
	Vote to Close Subsequent Town Meeting Warrant				

2022		DRAFT - SELECT BOARD AGENDAS		2022	
		Staff Responsibility	Estimated start time		
2/24/2022					
October 11, 2022		Tuesday			
October 25, 2022		Tuesday			
HEARING	Tax Classification	Santaniello & Board of Assessors			
November 8, 2022	State Election	Tuesday			
November 14, 2022	Subsequent Town Meeting I	Monday			
November 15, 2022		Tuesday			
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)				
	<b>Future Meetings - Agenda Items</b>				
	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			
	Vote to Approve Resolution Clarifying Official Town Website	Haley/Bacci			

2022		DRAFT - SELECT BOARD AGENDAS		2022	
		Staff Responsibility	Estimated start time		
2/24/2022		Landry/ Dockser			
	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				

# Memo

**To:** Select Board  
Fidel Maltez, Town Manager  
Robert W. LeLacheur, Jr., Town Manager

**From:** Ryan Percival, P.E., Town Engineer

**Date:** February 16, 2022

**Re:** 34 Deborah Drive

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An appeal request was made to the Parking Traffic Transportation Task Force (PTTTF) on January 26, 2022, regarding a proposed second driveway curb cut located at 34 Deborah Drive.

On January 11, 2022 the Engineering Division denied the application for a second driveway. The submitted plan revealed that the distance between the existing driveway and the proposed was less than the minimum 125 foot separation, as set forth in the Driveway Regulations. The applicant is requesting a variance from the Board to allow for two driveways less than 125 feet apart.

PTTTF reviewed and discussed the request and determined that there was no concern in regards to public safety or traffic on the roadway to prohibit the driveway. The second driveway would allow for handicap access to a proposed addition that the current driveway does not provide. Its important to note the addition is being constructed for the purposes of the care of aging and disabled parents.


**PLOT PLAN OF LAND**  
**#34 DEBORAH DRIVE**  
**READING, MA 01867**

PREPARED BY:  
 SULLIVAN ENGINEERING GROUP, LLC  
 P.O BOX 2004  
 WOBURN, MA 01888  
 (781) 854-8644

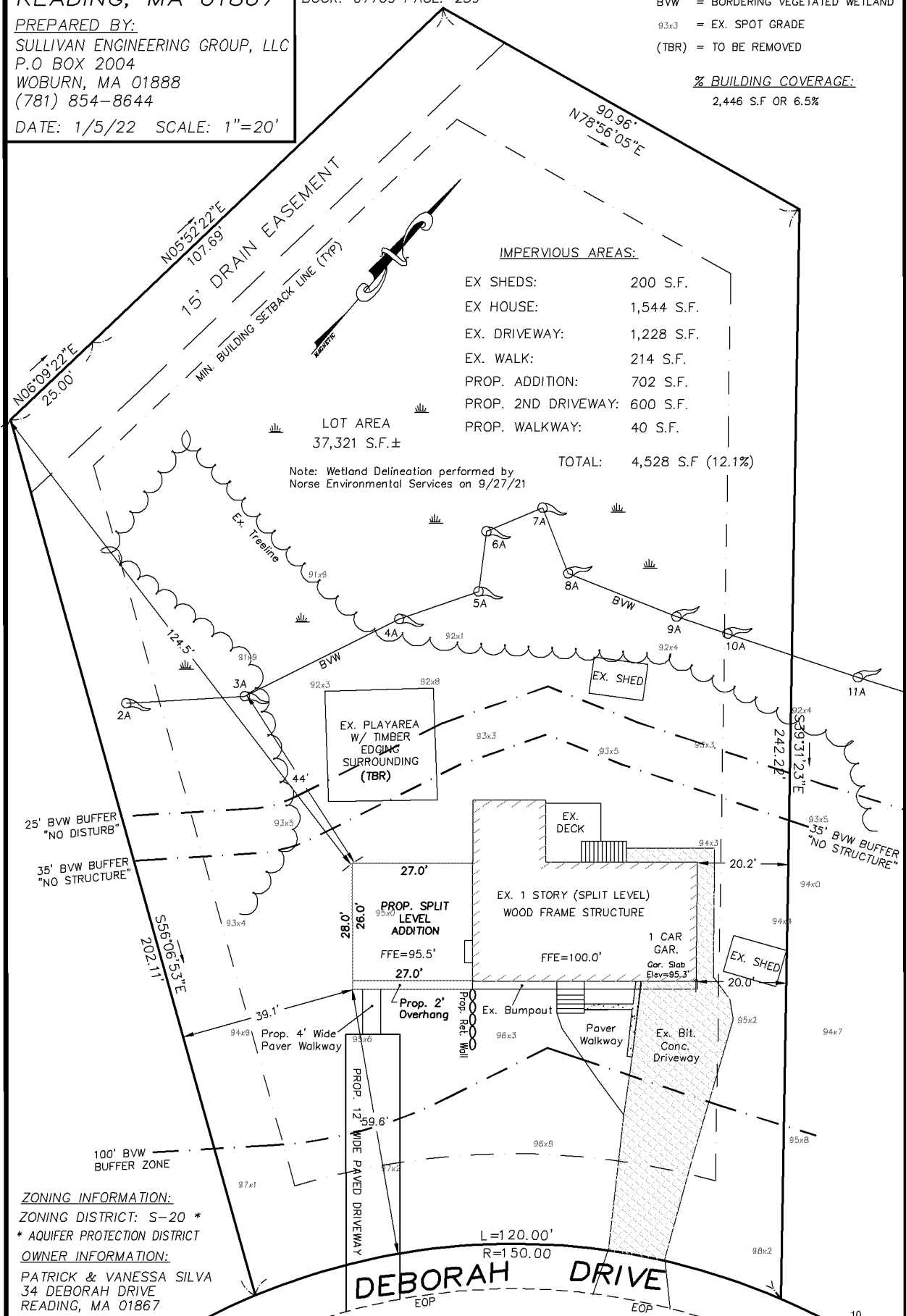
DATE: 1/5/22 SCALE: 1"=20'

ASSESSOR INFORMATION:  
 MAP 38 LOT 97  
DEED REFERENCE:  
 BOOK: 67769 PAGE: 239

LEGEND:

- 8A  = WETLAND FLAG
- BVW = BORDERING VEGETATED WETLAND
- 9.3x.3 = EX. SPOT GRADE
- (TBR) = TO BE REMOVED

% BUILDING COVERAGE:  
 2,446 S.F OR 6.5%



IMPERVIOUS AREAS:

EX SHEDS:	200 S.F.
EX HOUSE:	1,544 S.F.
EX. DRIVEWAY:	1,228 S.F.
EX. WALK:	214 S.F.
PROP. ADDITION:	702 S.F.
PROP. 2ND DRIVEWAY:	600 S.F.
PROP. WALKWAY:	40 S.F.
<b>TOTAL:</b>	<b>4,528 S.F (12.1%)</b>

LOT AREA  
 37,321 S.F.±

Note: Wetland Delineation performed by  
 Norse Environmental Services on 9/27/21

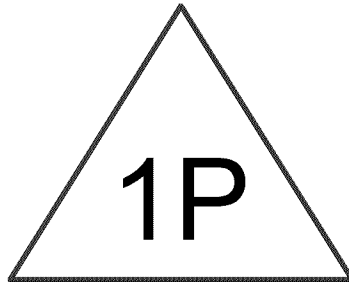
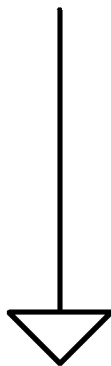
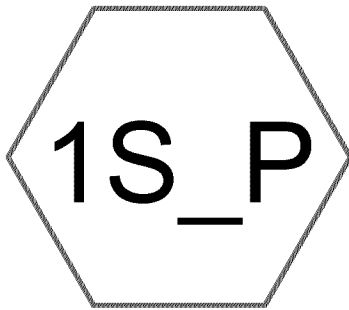
25' BVW BUFFER  
 "NO DISTURB"

35' BVW BUFFER  
 "NO STRUCTURE"

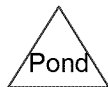
100' BVW  
 BUFFER ZONE

ZONING INFORMATION:  
 ZONING DISTRICT: S-20 \*  
 \* AQUIFER PROTECTION DISTRICT  
OWNER INFORMATION:  
 PATRICK & VANESSA SILVA  
 34 DEBORAH DRIVE  
 READING, MA 01867

DEBORAH DRIVE  
 L=120.00'  
 R=150.00'



# Raingarden



**Drainage Diagram for 34 Deborah**  
Prepared by Sullivan Engineering Group, LLC 2/23/2022  
HydroCAD® 7.00 s/n 001433 © 1986-2003 Applied Microcomputer Systems

**34 Deborah**

*Type III 24-hr 2 Year Storm Rainfall=3.20"*

Prepared by Sullivan Engineering Group, LLC

Page 2

HydroCAD® 7.00 s/n 001433 © 1986-2003 Applied Microcomputer Systems

2/23/2022

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Time span=5.00-24.00 hrs, dt=0.05 hrs, 381 points

Runoff by SCS TR-20 method, UH=SCS

Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

**Subcatchment 1S\_P:**

Runoff Area=576 sf Runoff Depth=2.91"

Tc=6.0 min CN=98 Runoff=0.04 cfs 0.003 af

**Pond 1P: Raingarden**

Peak Elev=93.61' Storage=26 cf Inflow=0.04 cfs 0.003 af

Discarded=0.01 cfs 0.003 af Primary=0.00 cfs 0.000 af Outflow=0.01 cfs 0.003 af

**Total Runoff Area = 0.013 ac Runoff Volume = 0.003 af Average Runoff Depth = 2.91"**



**34 Deborah**

Type III 24-hr 2 Year Storm Rainfall=3.20"

Prepared by Sullivan Engineering Group, LLC

Page 3

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2/23/2022

**Subcatchment 1S\_P:**

Runoff = 0.04 cfs @ 12.09 hrs, Volume= 0.003 af, Depth= 2.91"

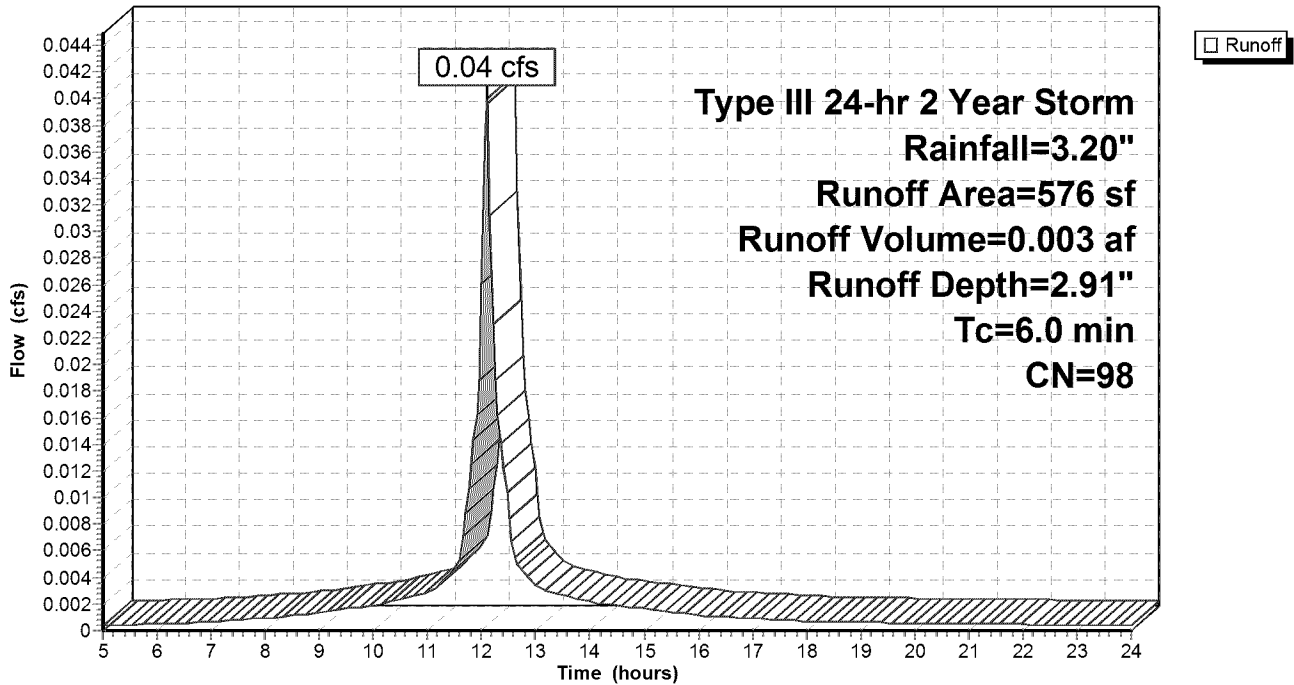
Runoff by SCS TR-20 method, UH=SCS, Time Span= 5.00-24.00 hrs, dt= 0.05 hrs  
Type III 24-hr 2 Year Storm Rainfall=3.20"

Area (sf)	CN	Description
576	98	Driveway

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
6.0					Direct Entry,

**Subcatchment 1S\_P:**

Hydrograph



**34 Deborah**

Type III 24-hr 2 Year Storm Rainfall=3.20"

Prepared by Sullivan Engineering Group, LLC

Page 4

HydroCAD® 7.00 s/n 001433 © 1986-2003 Applied Microcomputer Systems

2/23/2022

**Pond 1P: Raingarden**

Inflow Area = 0.013 ac, Inflow Depth = 2.91" for 2 Year Storm event  
 Inflow = 0.04 cfs @ 12.09 hrs, Volume= 0.003 af  
 Outflow = 0.01 cfs @ 12.42 hrs, Volume= 0.003 af, Atten= 71%, Lag= 19.8 min  
 Discarded = 0.01 cfs @ 12.42 hrs, Volume= 0.003 af  
 Primary = 0.00 cfs @ 5.00 hrs, Volume= 0.000 af

Routing by Stor-Ind method, Time Span= 5.00-24.00 hrs, dt= 0.05 hrs  
 Peak Elev= 93.61' @ 12.42 hrs Surf.Area= 211 sf Storage= 26 cf  
 Plug-Flow detention time= 13.0 min calculated for 0.003 af (100% of inflow)  
 Center-of-Mass det. time= 12.4 min ( 778.2 - 765.8 )

#	Invert	Avail.Storage	Storage Description
1	93.50'	282 cf	<b>Custom Stage Data (Prismatic)</b> Listed below

Elevation (feet)	Surf.Area (sq-ft)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)
93.50	192	0	0
94.00	278	118	118
94.50	378	164	282

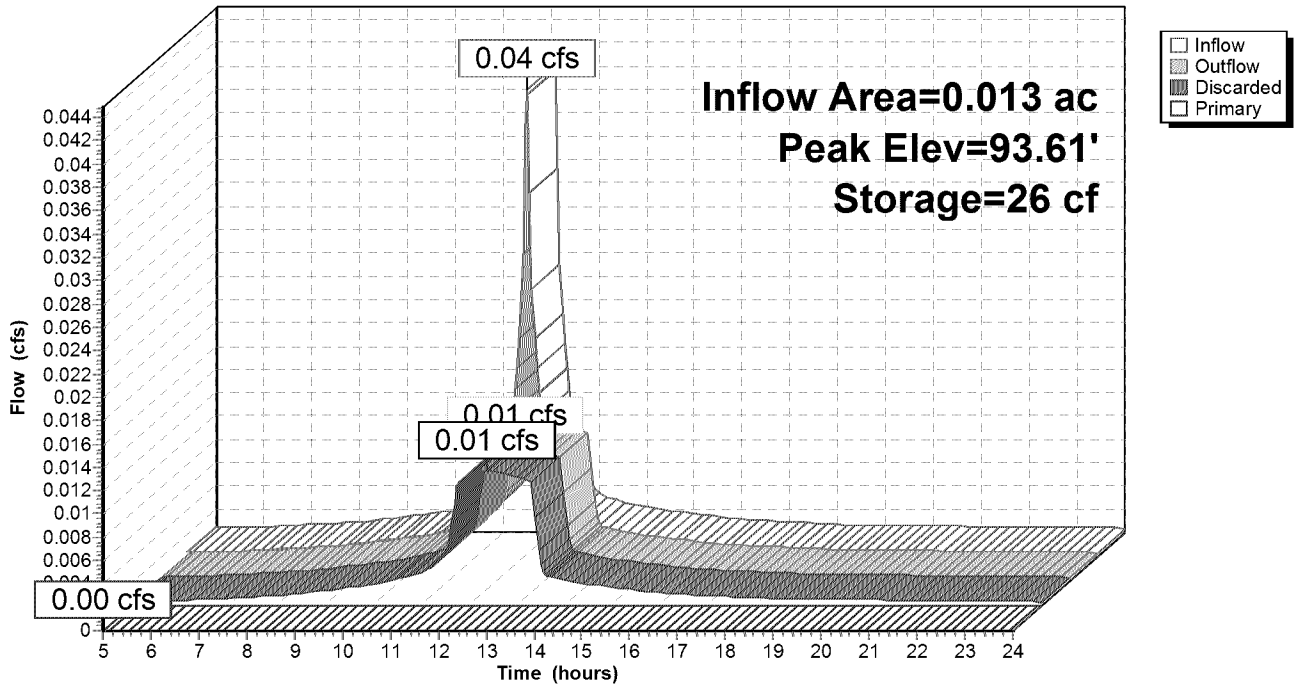
#	Routing	Invert	Outlet Devices
1	Discarded	0.00'	<b>0.003300 fpm Exfiltration over entire Surface area</b>
2	Primary	94.25'	<b>4.5' long x 3.0' breadth Broad-Crested Rectangular Weir</b> Head (feet) 0.20 0.40 0.60 0.80 1.00 1.20 1.40 1.60 1.80 2.00 2.50 3.00 3.50 4.00 4.50 Coef. (English) 2.44 2.58 2.68 2.67 2.65 2.64 2.64 2.68 2.68 2.72 2.81 2.92 2.97 3.07 3.32

**Discarded OutFlow** Max=0.01 cfs @ 12.42 hrs HW=93.61' (Free Discharge)  
 ↑1=Exfiltration (Exfiltration Controls 0.01 cfs)

**Primary OutFlow** Max=0.00 cfs @ 5.00 hrs HW=93.50' (Free Discharge)  
 ↑2=Broad-Crested Rectangular Weir ( Controls 0.00 cfs)

### Pond 1P: Raingarden

Hydrograph



**34 Deborah**

*Type III 24-hr 10 Year Storm Rainfall=4.90"*

Prepared by Sullivan Engineering Group, LLC

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HydroCAD® 7.00 s/n 001433 © 1986-2003 Applied Microcomputer Systems

2/23/2022

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Time span=5.00-24.00 hrs, dt=0.05 hrs, 381 points

Runoff by SCS TR-20 method, UH=SCS

Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

**Subcatchment 1S\_P:**

Runoff Area=576 sf Runoff Depth=4.54"

Tc=6.0 min CN=98 Runoff=0.06 cfs 0.005 af

**Pond 1P: Raingarden**

Peak Elev=93.73' Storage=55 cf Inflow=0.06 cfs 0.005 af

Discarded=0.01 cfs 0.005 af Primary=0.00 cfs 0.000 af Outflow=0.01 cfs 0.005 af

**Total Runoff Area = 0.013 ac Runoff Volume = 0.005 af Average Runoff Depth = 4.54"**

**34 Deborah**

Type III 24-hr 10 Year Storm Rainfall=4.90"

Prepared by Sullivan Engineering Group, LLC

Page 7

HydroCAD® 7.00 s/n 001433 © 1986-2003 Applied Microcomputer Systems

2/23/2022

**Subcatchment 1S\_P:**

Runoff = 0.06 cfs @ 12.09 hrs, Volume= 0.005 af, Depth= 4.54"

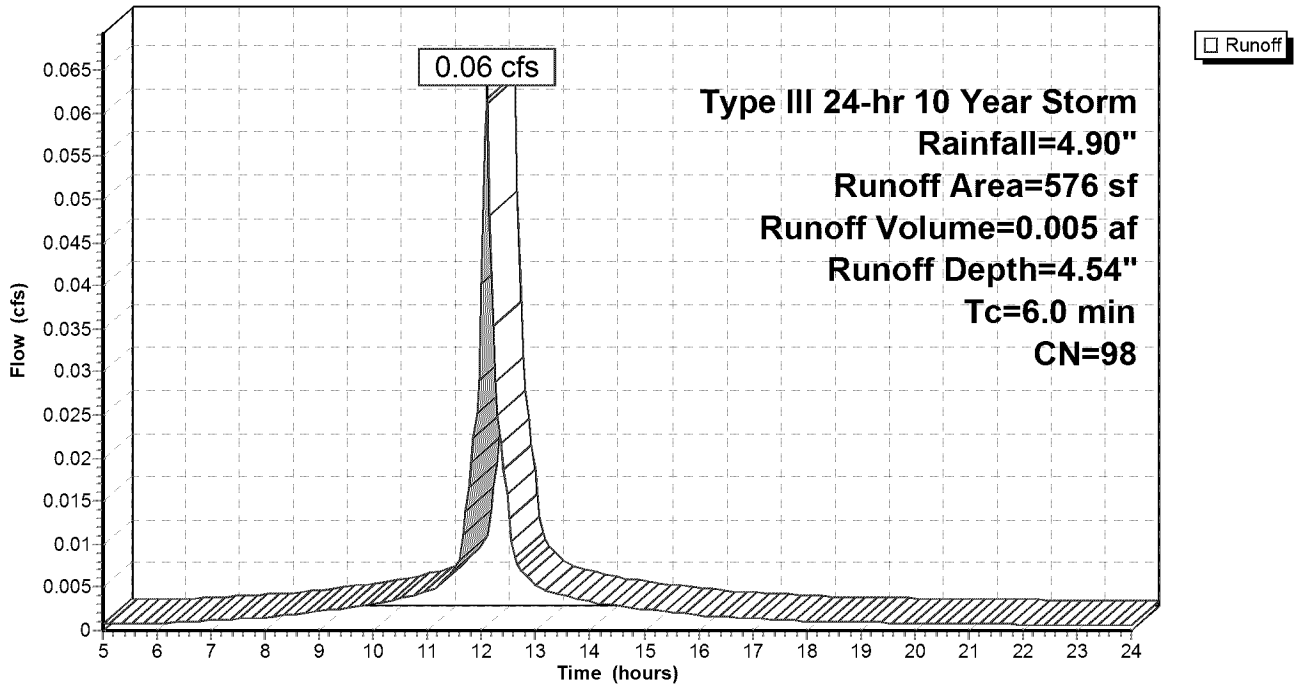
Runoff by SCS TR-20 method, UH=SCS, Time Span= 5.00-24.00 hrs, dt= 0.05 hrs  
 Type III 24-hr 10 Year Storm Rainfall=4.90"

Area (sf)	CN	Description
576	98	Driveway

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
6.0					Direct Entry,

**Subcatchment 1S\_P:**

Hydrograph



**34 Deborah**

Type III 24-hr 10 Year Storm Rainfall=4.90"

Prepared by Sullivan Engineering Group, LLC

Page 8

HydroCAD® 7.00 s/n 001433 © 1986-2003 Applied Microcomputer Systems

2/23/2022

**Pond 1P: Raingarden**

Inflow Area = 0.013 ac, Inflow Depth = 4.54" for 10 Year Storm event  
 Inflow = 0.06 cfs @ 12.09 hrs, Volume= 0.005 af  
 Outflow = 0.01 cfs @ 12.51 hrs, Volume= 0.005 af, Atten= 79%, Lag= 25.2 min  
 Discarded = 0.01 cfs @ 12.51 hrs, Volume= 0.005 af  
 Primary = 0.00 cfs @ 5.00 hrs, Volume= 0.000 af

Routing by Stor-Ind method, Time Span= 5.00-24.00 hrs, dt= 0.05 hrs  
 Peak Elev= 93.73' @ 12.51 hrs Surf.Area= 232 sf Storage= 55 cf  
 Plug-Flow detention time= 25.7 min calculated for 0.005 af (100% of inflow)  
 Center-of-Mass det. time= 25.0 min ( 787.3 - 762.2 )

#	Invert	Avail.Storage	Storage Description
1	93.50'	282 cf	<b>Custom Stage Data (Prismatic)</b> Listed below

Elevation (feet)	Surf.Area (sq-ft)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)
93.50	192	0	0
94.00	278	118	118
94.50	378	164	282

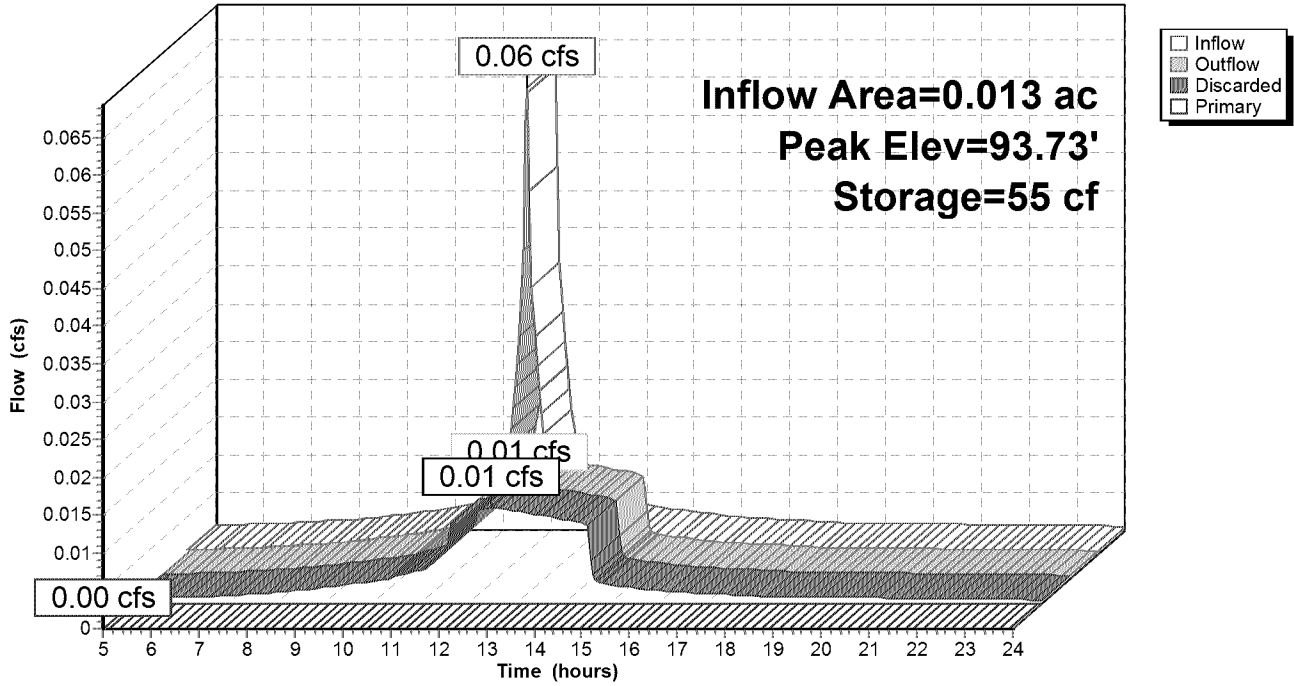
#	Routing	Invert	Outlet Devices
1	Discarded	0.00'	<b>0.003300 fpm Exfiltration over entire Surface area</b>
2	Primary	94.25'	<b>4.5' long x 3.0' breadth Broad-Crested Rectangular Weir</b> Head (feet) 0.20 0.40 0.60 0.80 1.00 1.20 1.40 1.60 1.80 2.00 2.50 3.00 3.50 4.00 4.50 Coef. (English) 2.44 2.58 2.68 2.67 2.65 2.64 2.64 2.68 2.68 2.72 2.81 2.92 2.97 3.07 3.32

**Discarded OutFlow** Max=0.01 cfs @ 12.51 hrs HW=93.73' (Free Discharge)  
 ↑1=Exfiltration (Exfiltration Controls 0.01 cfs)

**Primary OutFlow** Max=0.00 cfs @ 5.00 hrs HW=93.50' (Free Discharge)  
 ↑2=Broad-Crested Rectangular Weir ( Controls 0.00 cfs)

### Pond 1P: Raingarden

Hydrograph



**34 Deborah**

Type III 24-hr 100 Year Storm Rainfall=8.90"

Prepared by Sullivan Engineering Group, LLC

Page 10

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2/23/2022

Time span=5.00-24.00 hrs, dt=0.05 hrs, 381 points

Runoff by SCS TR-20 method, UH=SCS

Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

**Subcatchment 1S\_P:**

Runoff Area=576 sf Runoff Depth=8.35"

Tc=6.0 min CN=98 Runoff=0.11 cfs 0.009 af

**Pond 1P: Raingarden**

Peak Elev=94.03' Storage=128 cf Inflow=0.11 cfs 0.009 af

Discarded=0.02 cfs 0.009 af Primary=0.00 cfs 0.000 af Outflow=0.02 cfs 0.009 af

**Total Runoff Area = 0.013 ac Runoff Volume = 0.009 af Average Runoff Depth = 8.35"**



**34 Deborah**

Type III 24-hr 100 Year Storm Rainfall=8.90"

Prepared by Sullivan Engineering Group, LLC

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HydroCAD® 7.00 s/n 001433 © 1986-2003 Applied Microcomputer Systems

2/23/2022

**Subcatchment 1S\_P:**

Runoff = 0.11 cfs @ 12.09 hrs, Volume= 0.009 af, Depth= 8.35"

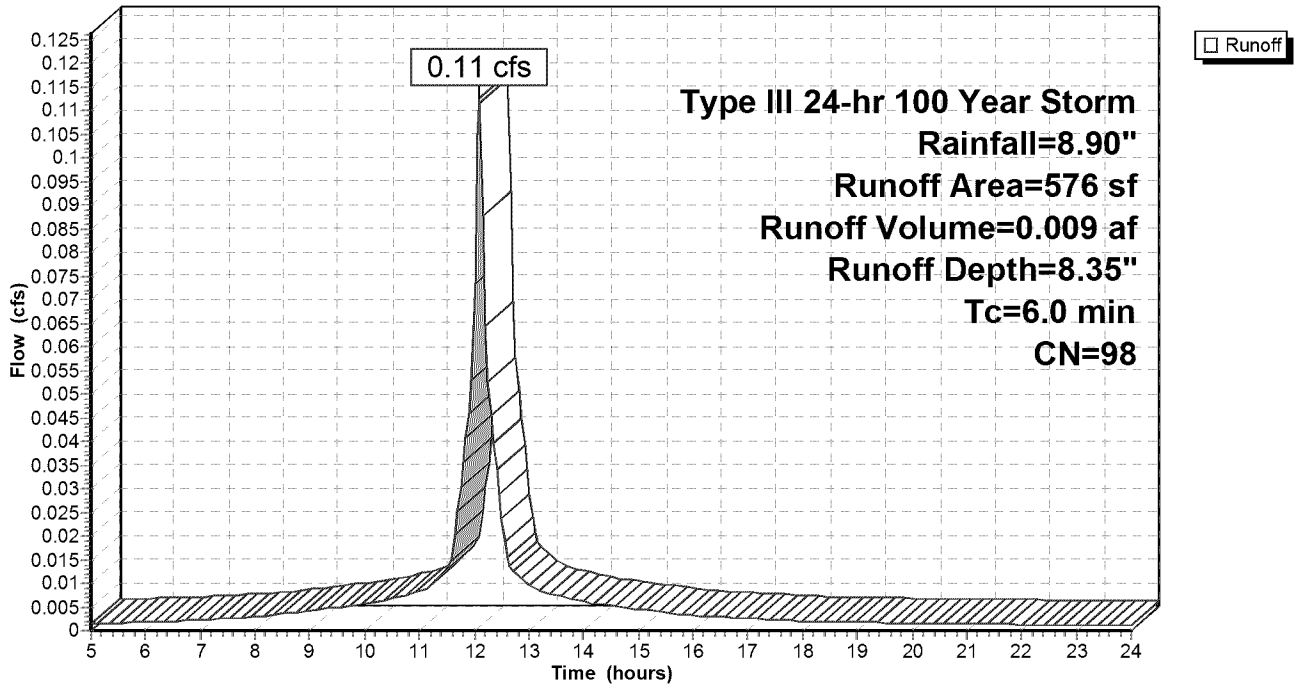
Runoff by SCS TR-20 method, UH=SCS, Time Span= 5.00-24.00 hrs, dt= 0.05 hrs  
 Type III 24-hr 100 Year Storm Rainfall=8.90"

Area (sf)	CN	Description
576	98	Driveway

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
6.0					Direct Entry,

**Subcatchment 1S\_P:**

Hydrograph



**34 Deborah**

Type III 24-hr 100 Year Storm Rainfall=8.90"

Prepared by Sullivan Engineering Group, LLC

Page 12

HydroCAD® 7.00 s/n 001433 © 1986-2003 Applied Microcomputer Systems

2/23/2022

**Pond 1P: Raingarden**

Inflow Area = 0.013 ac, Inflow Depth = 8.35" for 100 Year Storm event  
 Inflow = 0.11 cfs @ 12.09 hrs, Volume= 0.009 af  
 Outflow = 0.02 cfs @ 12.60 hrs, Volume= 0.009 af, Atten= 86%, Lag= 31.1 min  
 Discarded = 0.02 cfs @ 12.60 hrs, Volume= 0.009 af  
 Primary = 0.00 cfs @ 5.00 hrs, Volume= 0.000 af

Routing by Stor-Ind method, Time Span= 5.00-24.00 hrs, dt= 0.05 hrs  
 Peak Elev= 94.03' @ 12.60 hrs Surf.Area= 284 sf Storage= 128 cf  
 Plug-Flow detention time= 58.4 min calculated for 0.009 af (100% of inflow)  
 Center-of-Mass det. time= 57.7 min ( 817.3 - 759.5 )

#	Invert	Avail.Storage	Storage Description
1	93.50'	282 cf	<b>Custom Stage Data (Prismatic)</b> Listed below

Elevation (feet)	Surf.Area (sq-ft)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)
93.50	192	0	0
94.00	278	118	118
94.50	378	164	282

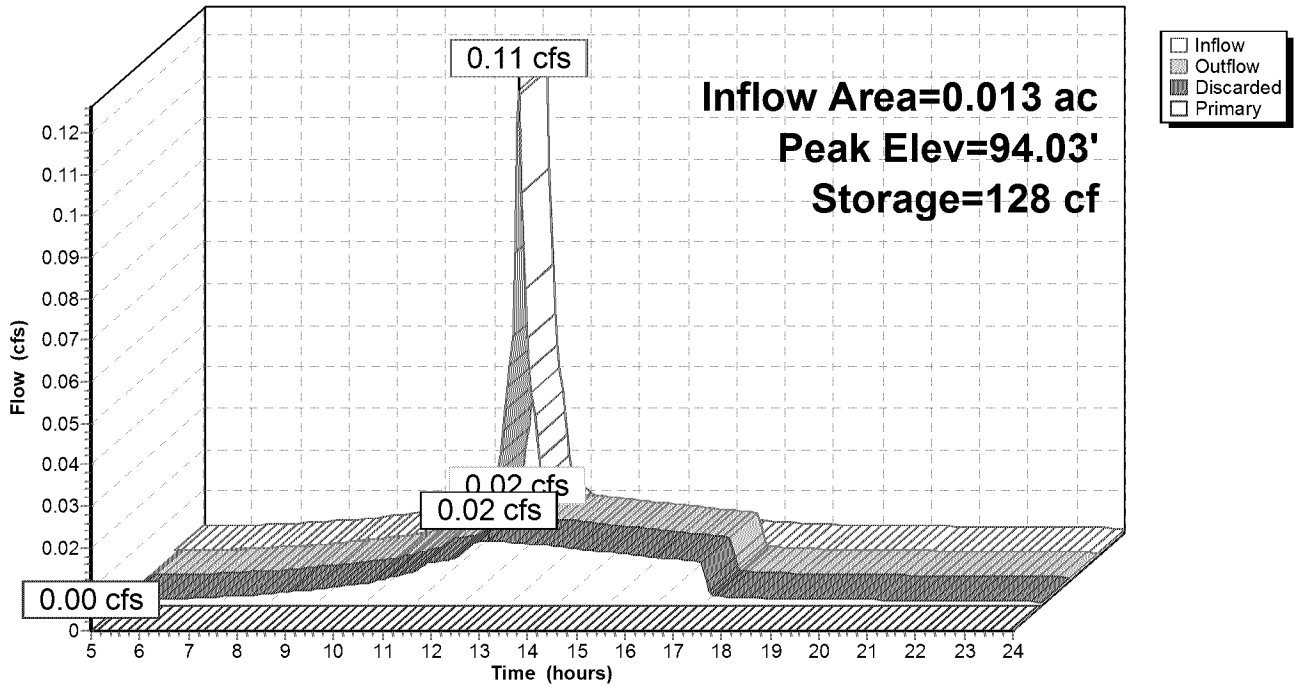
#	Routing	Invert	Outlet Devices
1	Discarded	0.00'	<b>0.003300 fpm Exfiltration over entire Surface area</b>
2	Primary	94.25'	<b>4.5' long x 3.0' breadth Broad-Crested Rectangular Weir</b> Head (feet) 0.20 0.40 0.60 0.80 1.00 1.20 1.40 1.60 1.80 2.00 2.50 3.00 3.50 4.00 4.50 Coef. (English) 2.44 2.58 2.68 2.67 2.65 2.64 2.64 2.68 2.68 2.72 2.81 2.92 2.97 3.07 3.32

**Discarded OutFlow** Max=0.02 cfs @ 12.60 hrs HW=94.03' (Free Discharge)  
 ↑1=Exfiltration (Exfiltration Controls 0.02 cfs)

**Primary OutFlow** Max=0.00 cfs @ 5.00 hrs HW=93.50' (Free Discharge)  
 ↑2=Broad-Crested Rectangular Weir ( Controls 0.00 cfs)

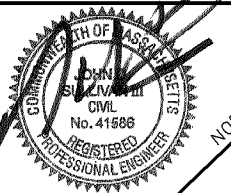
### Pond 1P: Raingarden

Hydrograph



**PLOT PLAN OF LAND**  
**#34 DEBORAH DRIVE**  
**READING, MA 01867**

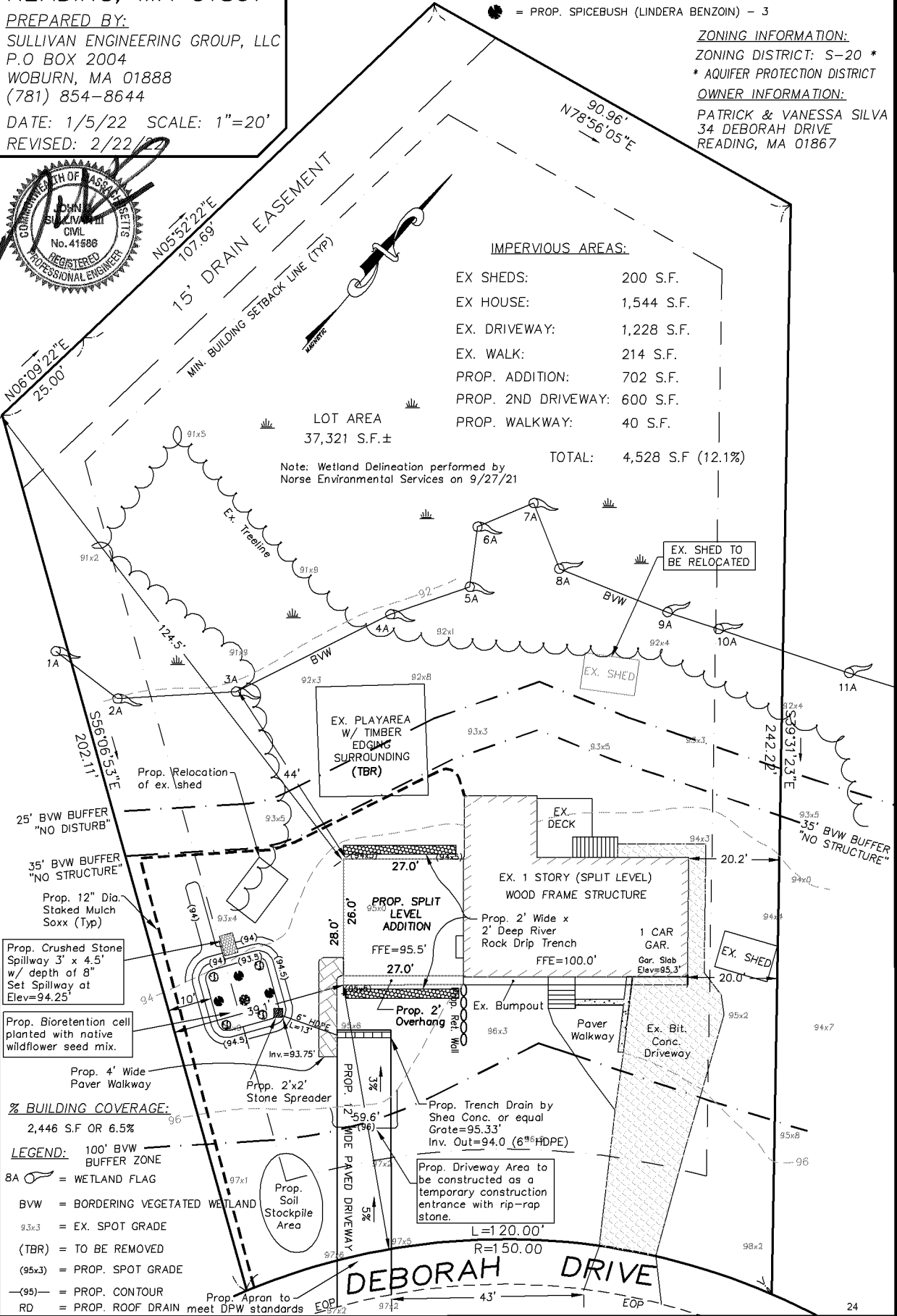
**PREPARED BY:**  
 SULLIVAN ENGINEERING GROUP, LLC  
 P.O. BOX 2004  
 WOBURN, MA 01888  
 (781) 854-8644  
 DATE: 1/5/22 SCALE: 1"=20'  
 REVISED: 2/22/22



**ASSESSOR INFORMATION:**  
 MAP 38 LOT 97  
**DEED REFERENCE:**  
 BOOK: 67769 PAGE: 239

**PROP. BIORETENTION PLANTINGS:**  
 ① = PROP. LOWBUSH BLUEBERRY (VACCINIUM ANGUSTIFOLIUM) - 4  
 ② = PROP. SUMMERSWEET (CLETHRA ALNIFOLIA) - 1  
 ③ = PROP. SPICEBUSH (LINDERA BENZON) - 3

**ZONING INFORMATION:**  
 ZONING DISTRICT: S-20 \*  
 \* AQUIFER PROTECTION DISTRICT  
**OWNER INFORMATION:**  
 PATRICK & VANESSA SILVA  
 34 DEBORAH DRIVE  
 READING, MA 01867



**IMPERVIOUS AREAS:**

EX SHEDS:	200 S.F.
EX HOUSE:	1,544 S.F.
EX. DRIVEWAY:	1,228 S.F.
EX. WALK:	214 S.F.
PROP. ADDITION:	702 S.F.
PROP. 2ND DRIVEWAY:	600 S.F.
PROP. WALKWAY:	40 S.F.
<b>TOTAL:</b>	<b>4,528 S.F (12.1%)</b>

**LOT AREA**  
 37,321 S.F.±

Note: Wetland Delineation performed by  
 Norse Environmental Services on 9/27/21

- 25' BVW BUFFER "NO DISTURB"
- 35' BVW BUFFER "NO STRUCTURE"
- Prop. 12" Dia. Staked Mulch Soxx (Typ)
- Prop. Crushed Stone Spillway 3' x 4.5' w/ depth of 8" Set Spillway at Elev=94.25'
- Prop. Bioretention cell planted with native wildflower seed mix.
- Prop. 4' Wide Paver Walkway

**% BUILDING COVERAGE:**  
 2,446 S.F OR 6.5%

- LEGEND:**
- 100' BVW BUFFER ZONE
  - BA = WETLAND FLAG
  - BVW = BORDERING VEGETATED WETLAND
  - 83x3 = EX. SPOT GRADE
  - (TBR) = TO BE REMOVED
  - (95x3) = PROP. SPOT GRADE
  - (-95) = PROP. CONTOUR
  - RD = PROP. ROOF DRAIN meet DPW standards

EX. PLAYAREA W/ TIMBER EDGING SURROUNDING (TBR)

EX. 1 STORY (SPLIT LEVEL) WOOD FRAME STRUCTURE

PROP. SPLIT LEVEL ADDITION  
 FFE=95.5'

1 CAR GAR.  
 Car. Slab Elev=95.3'

PROP. 2' OVERHANG

PROP. TRENCH DRAIN BY SHEET CONC. OR EQUAL GRATE=95.33' INV. OUT=94.0 (6" HDPE)

PROP. DRIVEWAY AREA TO BE CONSTRUCTED AS A TEMPORARY CONSTRUCTION ENTRANCE WITH RIP-RAP STONE.

**DEBORAH DRIVE**

# Memo

**To:** Select Board  
Fidel Maltez, Town Manager

**From:** Ryan Percival, P.E., Town Engineer

**Date:** February 22, 2022

**Re:** Water and Sewer Improvements Update

The intent of this memo is to provide an update on the upcoming Town-wide water and sewer improvements, as listed below:

Project	Status	Cost
Sturges Sewer Pump Station Replacement	Awarded, Construction 2022	\$ 2,250,000.00
Downtown Water Main Improvements	Design Final/ Awaiting Bid	\$ 4,300,000.00
Downtown Sewer Main Improvements	Design Final/ Bid Opening March 3, 2022	\$ 1,000,000.00
Gazebo Circle Water Booster Station	Design Final/ Awaiting Bid	\$ 1,100,000.00
Auburn Street Water Tank Replacement	Awarded, under Construction	\$ 7,000,000.00
Emerson Street Water Main Replacement	Under Design	\$ 400,000.00
Walkers Brook Drive Water Main Replacement	Planning	\$ 400,000.00
Lead Removal Program	Planning	\$ 1,500,000.00
Sewer I/I Removal program	Design Final/ Awaiting Bid	\$ 1,040,000.00

**Total** **\$ 18,990,000.00**

The water and sewer improvements were based off the sewer station capital plan, water and sewer capital plan, and any urgent needs that arise during the year.

## **Sewer Station Improvements**

In 2010, The Town hired a consultant to assess the condition of and recommend repairs and improvements to the Town's 12 wastewater pump stations. From that assessment a multi-year capital plan was developed. Sturges Park pump station was identified as the fourth station for replacement. The failing station handles a large area of town and is being upgraded to variable frequency drive (VFD) pumps. The project has been designed, awarded and is awaiting the start of construction.

## **Water and Sewer Distribution Improvements**

In 2019, the Town of Reading hired consultants to update both the water and sewer master plans and hydraulic models, which was spurred by the recent economic development in the Downtown area. The analysis focused on whether the Town had adequate capacity to support the planned economic developments and identified any improvements necessary to meet the needs of the proposed development.

It was determined that areas of the water system in the Downtown area showed lower than desired fire flows. Proposed water improvements seek to drastically improve flow rates in the Downtown area. The sewer system in the Downtown area had ample capacity, however when modeled during very large rain events that capacity decreased. The proposed sewer improvements in the Downtown area will address issues as they relate to inflow and infiltration.

Additionally, the water model, along with anecdotal evidence, presented a need for a water booster station off of Hopkins Street. The water booster station will improve low pressures and flow to the surrounding area as well as address inadequate fire flows to the residences in Gazebo Circle area.

The above projects are currently under design and are soon to be bid. Construction is anticipated this summer.

The Auburn Street water tank replacement project is underway. Soils have been sampled and removed to clear an area for the temporary cell tower. The tower is expected to be erected within the next month. Dismantling of the existing tank will follow soon after the cell equipment has been transferred. The overall completion date is anticipated to be April 2023.

## **Unplanned Improvements**

The Town does an excellent job trying to anticipate and plan its capital improvements, however circumstances arrive that do not follow that plan. Two such issues have recently come to light, Emerson Street and Walkers Brook watermains.

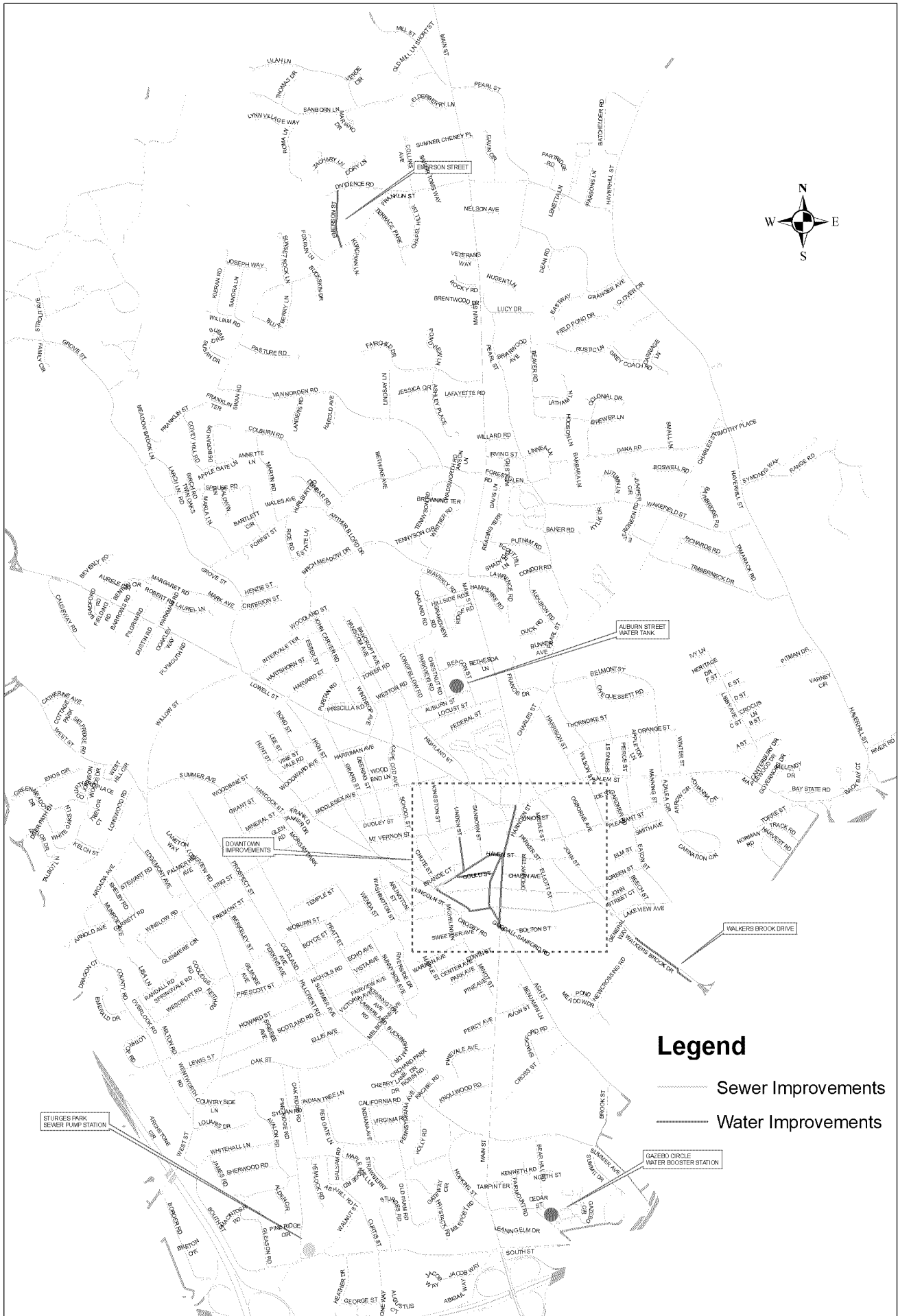
Emerson Street over the past couple years has experienced discoloration as a result of rust from the unlined main. The Town has performed uni-directional flushing in and around the

street with minimal improvement. As a result, the unlined cast iron water main on Emerson needs to be replaced with a new cement lined ductile iron pipe.

Conversely, Walkers Brook Drive water main has experienced a number of water main breaks this fall and winter that resulted in a catastrophic failure of the pipe. The Town had to put out an emergency contract to replace the main so businesses and residents were not without water. During the replacement it was determined that the water main was corroding from the outside in, due to corrosive soils. The Town seeks to replace the remaining portions of the water main on Walkers Brook Drive to prevent another failure.

Both projects are currently under planning and design.

# WATER AND SEWER IMPROVEMENTS



## Legend

- Sewer Improvements
- \_\_\_\_\_ Water Improvements

STURGES PARK SEWER PUMP STATION

EMERSON STREET

ALBURN STREET WATER TANK

WALKERS BROCK DRIVE

GAZEBO CIRCLE WATER BOOSTER STATION







Capital Improvement Plan (CIP)

	2/24/2022 10:31	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-2031	FY-2032	FY-2033	FY23-33
Facilities - General/CORE		350,000	690,000	82,000	215,000	95,000	538,000	210,000	95,000	610,000	50,000	50,000	50,000	50,000	2,023,000
Facilities - School Buildings		50,000	-	15,000	235,000	50,000	30,000	95,000	737,000	920,000	-	-	-	-	2,065,000
Facilities - Town Buildings		15,000	-	15,000	-	76,000	-	15,000	-	-	-	-	-	-	106,000
Public Schools - General		215,000	365,000	110,000	140,000	135,000	135,000	135,000	135,000	135,000	135,000	160,000	160,000	160,000	1,567,500
Administrative Services		200,000	195,000	100,000	100,000	100,000	125,000	125,000	125,000	125,000	125,000	150,000	150,000	150,000	1,375,000
Finance		-	-	-	-	100,000	-	-	-	-	-	-	-	-	100,000
Public Library		-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	110,000
Public Services		90,000	375,000	25,000	25,000	220,000	760,000	235,000	235,000	350,000	25,000	25,000	25,000	25,000	1,740,000
Public Safety - Fire/EMS		322,000	1,300,000	435,000	103,000	900,000	145,000	215,000	466,000	375,000	1,000,000	-	-	320,000	3,989,000
Public Safety - Police/Dispatch		-	110,000	-	40,000	-	77,500	25,000	-	45,000	-	125,000	47,500	30,000	390,000
Public Works - Equipment		437,500	505,000	584,000	1,000,000	40,000	1,197,000	740,000	156,000	335,000	255,000	636,000	610,000	312,000	5,865,000
Public Works - Parks & Cemetery		25,000	100,000	200,000	200,000	400,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	2,400,000
Public Works - Roads		600,000	850,000	1,125,000	625,000	625,000	650,000	725,000	600,000	875,000	950,000	950,000	950,000	950,000	9,225,000
<b>TOTAL CAPITAL REQUESTS</b>		<b>2,304,500</b>	<b>4,500,000</b>	<b>2,681,000</b>	<b>2,695,000</b>	<b>2,573,500</b>	<b>3,325,500</b>	<b>3,255,000</b>	<b>2,989,000</b>	<b>3,980,000</b>	<b>2,750,000</b>	<b>2,306,000</b>	<b>2,202,500</b>	<b>2,207,000</b>	<b>30,965,500</b>
Net Revenues (000s)		107,600	110,650	114,700	117,341	120,861	124,487	128,222	132,068	136,030	140,111	144,315	148,644	148,644	
less excluded debt		(2,192)	(2,733)	(2,686)	(1,280)	-	-	-	-	-	-	-	-	-	
Baseline for FINCOM Policy		104,808	107,917	112,014	116,061	120,861	124,487	128,222	132,068	136,030	140,111	144,315	148,644	148,644	
FINCOM policy: 5% debt + capital		5,002,983	5,240,400	5,405,850	5,600,700	5,803,050	6,043,062	6,224,353	6,411,084	6,603,416	6,801,519	7,005,565	7,215,731	7,432,203	70,546,534
- Net Included Debt		-	-	-	-	-	-	-	-	-	-	-	-	-	-
FINCOM Target Capital Funding		2,866,307	3,276,566	2,160,066	2,167,506	2,648,712	3,451,287	3,332,503	3,755,109	4,042,866	3,643,769	4,445,815	5,074,431	5,941,253	40,683,118
Original Funding Voted or Proposed		2,837,000	3,195,000	2,200,000	2,100,000	2,973,500	3,325,500	3,255,000	3,700,000	4,000,000	3,600,000	4,400,000	5,000,000	5,900,000	40,054,000
Additional temp funding		375,000	481,000	481,000	566,000	-	-	-	-	-	-	-	-	-	1,077,000
Emergency aus		(856,000)	-	-	-	-	-	-	-	-	-	-	-	-	-
Additional Funding Sept TM		365,000	-	-	-	-	-	-	-	-	-	-	-	-	
Additional Funding Nov TM		247,500	-	-	-	-	-	-	-	-	-	-	-	-	
Additional Funding April TM		145,000	-	-	-	-	-	-	-	-	-	-	-	-	
<b>TOTAL CAPITAL REQUESTS</b>		<b>2,304,500</b>	<b>4,500,000</b>	<b>2,681,000</b>	<b>2,695,000</b>	<b>2,573,500</b>	<b>3,325,500</b>	<b>3,255,000</b>	<b>2,989,000</b>	<b>3,980,000</b>	<b>2,750,000</b>	<b>2,306,000</b>	<b>2,202,500</b>	<b>2,207,000</b>	<b>30,965,500</b>
Capital & Debt Policy		4.44%	6.03%	5.46%	5.47%	4.94%	4.90%	4.94%	4.96%	4.97%	4.97%	4.97%	4.95%	4.97%	
Annual Surplus (Deficit)		-	-	-	-	-	-	-	711,000	20,000	850,000	2,094,000	2,797,500	3,693,000	
Cumulative Surplus (Deficit)		-	-	-	-	-	-	-	711,000	731,000	1,581,000	3,675,000	6,472,500	10,165,500	
Capital Projects Identified but there is no proposed funding yet in the Capital Plan (shading/bold/crossout indicates a change from last Town Meeting)															
1. RMHS Ropes course		325,000													
2. RMHS Fldhouse floorbleachers		1,700,000													
3. Wood shed field repairs		325,000													
4. Artificial Turf@Parker MS		2,000,000													
5. BM Master Plan up to \$10mil. in total															
- A- Support & General Circulation \$750k-\$1.2mil															
- A- Inneighstation Station Parking \$450-550k															
- A- Laerosse Walk \$100-150k															
\$2.0mil now proposed as debt funding in FY25 for Phase A															
B. Pickleball Cts. Playground, Parking \$600k-\$1.0mil															
B. Basketball Courts \$500-650k															
B. Morton Field improvements \$600-950k															
B. Coolidge Field turf \$2.2-2.4 mil. (incr from \$1.4mil)															
B. Castine Field \$75-100k															
B. Higgins Farm Conserv Area \$100-150k															
B. Birch Meadow Drive Improvements \$250-400k															
6. Killam Building project TBD Excluded Debt															
- Killam Field improvements drainage, repairing \$350k HOLD for Killam project)															
7. Community Center TBA Excluded Debt. fr >\$5mil															
8. DPW Bldg improvements (scope changes)															
9. Community projects (no formal capital requests yet)															

Capital Improvement Plan (CIP)

	2/24/2022 10:31	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-2031	FY-2032	FY-2033	FY23-33
Facilities - CORE		350,000	690,000	82,000	215,000	95,000	536,000	210,000	95,000	610,000	50,000	50,000	50,000	50,000	2,023,000
Energy (Performance Contract) \$4.95mil		Debt	Debt	Debt	Debt	Debt									-
Energy Improvements II OPM/Design		300,000													-
Energy Improvements II \$5.0mil/15yr		Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
Energy (Green Repairs) \$1.05mil debt		Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
Bldg Security - \$4.0mil debt		Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
Bldg Sec. - window film (schools)		140,000													-
Permanent Bid Committee		50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	580,000
RMHS Building project - \$55mil debt		xDebt	xDebt	xDebt											-
RMHS Bldg proj. - \$6 mil Litig. some de		Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
RMHS Retaining Wall - \$0.5mil debt		Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
RMHS Turf 2 - \$2.225 mil debt		Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
RMHS Stadium OPM/Design		250,000													-
RMHS Stadium TurfTrack \$3 mil/10yr				Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
RMHSRISE playground design				12,000											new
RMHSRISE playground improvements					120,000										new
RMHS Fishhouse floorbleachers \$1.7 mil TBD debt (\$175k design, \$1.3mil project)															-
Parker MS roof project OPM/design			250,000												-
Parker MS Roofing project \$2.7mil/10yr				Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
Coolidge MS roof project design										370,000					370,000
Coolidge MS Roofing project \$3.7mil/10yr											Debt	Debt	Debt	Debt	move out 5yrs-\$120k
Modular Classrooms \$1.2m debt		Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	move out 5yrs-\$800k
Killam Building project TBD xDebt		xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	-
Barrows/Wd End Bldg projects \$0.8mil		Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
Barrows/Wd End Bldg projects debt		Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	-
Birch Meadow ES roof project design															-
Birch Meadow Roofing project \$1.9 mil/10yr										190,000					190,000
Library Building project \$18.4 mil debt		xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	xDebt	move out 5yrs-\$40k
Police Sta. project \$1.5mil/10yr		Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	Debt	move out 5yrs-\$400k
Town Hall Roofing project \$450k							450,000								450,000
Main St. Fire Sta Roofing project \$225k		w/ surplus													-
Community Center TBA xDebt if >\$5mil															-
DPW Bldg project TBD															-
Electrician Van Ford E350 Econoline (2014)						45,000									-
Carpenter's Pickup Ford F-350 (2013)			45,000												45,000
Carpenter's Cut-away Van (2017)								45,000							45,000
Plumber's Cut-away Van (2017)								45,000							45,000
Pickup Truck Chevy 2500HD (2016)								45,000							45,000
Van E350 Econoline (2006)								45,000							45,000
Bob Cat skid steer		w/ surplus													-
Bobcat Skid - snowplow (2006)							36,000								36,000
Bobcat Utility - snowplow (2013)								25,000							25,000

Capital Improvement Plan (CIP)

	2/24/2022 10:31	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-2031	FY-2032	FY-2033	FY23-33
<b>Buildings - Schools (Total)</b>		50,000	-	15,000	238,000	50,000	30,000	95,000	737,000	920,000	-	-	-	-	2,085,000
Arc Flash Hazard Study					163,000										163,000
design(Yr1)/project(Yr2)							Barrows ->	65,000	645,000	920,000					710,000
HVAC - Elementary schools								Wood Erid ->	92,000						new
Carpet/Flooring					55,000	50,000									new
Doors & Windows					20,000		30,000								new ES&MS/HS
Wood End Water Heater		25,000													new HS/ES/MS
Coolidge Water Heater		25,000													removed -\$12k
Parler Water Heater															
<b>Parker Carpet/Flooring</b>				15,000											
<b>Buildings - Town (Total)</b>		15,000	-	15,000	-	76,000	-	15,000	-	-	-	-	-	-	15,000
Arc Flash Hazard Study						76,000									106,000
Carpet/Flooring								15,000							76,000
Doors & Windows				15,000											15,000
Police Station Water Heater		15,000													15,000
<b>Schools - General</b>		215,000	365,000	110,000	140,000	152,500	135,000	135,000	135,000	135,000	135,000	160,000	160,000	160,000	1,587,500
Food Service Van E-250 (2014)						42,500									42,500
Driver's Education Vehicle (2014)					30,000										30,000
Courier Vehicle (2007)															
<b>District-wide Telephone systems</b>		65,000	65,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	110,000
Design for Technology wiring projects		50,000													
District-wide Technology Wiring projects			200,000												
<b>District-wide Technology projects</b>		100,000	100,000	100,000	100,000	100,000	125,000	125,000	125,000	125,000	125,000	150,000	150,000	150,000	1,375,000
<b>Administrative Services</b>		200,000	195,000	100,000	100,000	100,000	125,000	125,000	125,000	125,000	125,000	150,000	150,000	150,000	1,375,000
Water Tank Town telco equip replacement		100,000													
Remote access multi factor authentication			20,000												
Internal segmentation firewall			15,000												
GIS flyover - planimetrics			60,000												
<b>Technology projects</b>		100,000	100,000	100,000	100,000	100,000	125,000	125,000	125,000	125,000	125,000	150,000	150,000	150,000	1,375,000
<b>Finance</b>						100,000									100,000
Financial System									600,000						600,000
Public Safety Em1 System						100,000									100,000
<b>Library</b>			10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	110,000
<b>Equipment</b>			10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	110,000
<b>Public Services</b>		90,000	375,000	25,000	25,000	25,000	220,000	760,000	235,000	350,000	25,000	25,000	25,000	25,000	1,740,000
Community Sustainability \$1.0mil/10yrs					Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	
Downtown Improvements II \$2.0mil/10yrs					Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	
Downtown Improvements III \$5.0mil Bond Bill					Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	Debtina	
<b>Downtown Energy Efficient projects</b>			50,000												
PARC- Kiosks(4) handheld devices(2)			110,000												
Land Use planning (CC & Symonds)		50,000													
SrCommunity Center planning			40,000												
Parks & Fields space study		25,000													
<b>Rehab Playgrounds Program</b>		15,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	275,000
Wood End			Ter Lot	Mem Pk	B MdW	Killam	Sturges								

Capital Improvement Plan (CIP)

	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-2031	FY-2032	FY-2033	FY23-33
Birch Meadow Master Plan														-
Birch Meadow Master Plan Design		150,000												-
Phase 1 \$2.0mil/10yr debt					Debttra	Debttra	Debttra	Debttra	Debttra	Debttra	Debttra	Debttra	Debttra	new
Support & general Circulation \$750k-\$1.2mil														-
Imagination Station Parking \$450-550k														-
Lacrosse Weir \$100-150k														-
Phase 2 \$3.25mil/10yr debt														-
Pickleball Cts. Playground. Parking \$800k-\$1.0mil														-
Basketball Courts \$500-550k														-
Morton Field improvements \$600-850k														-
Caslane Field \$75-100k														-
Higgins Farm Conserv Area \$100-150k														-
Birch Meadow Drive Improvements \$250-400k														-
Phase 3 \$8.0mil/10yr debt														-
Softball/Multi purpose new turf field \$3.2-3.8mil														-
Coolidge Field turf \$2-2.4 mil.														-
Artificial Turf@Parker MS (replace) moved \$800k to TBD														-
Barrows Tennis court repairs							125,000							125,000
Barrows Basketball court repairs							85,000							85,000
Barrows Replace backstop & repair infield							125,000							125,000
Killam Field improve. drainage. repaving \$350k held for Killam project decision									325,000					325,000
Wood End Field Repairs														-
<b>(L) Below indicates \$800k in state bond bill details TBA (\$800k identified below)</b>														-
*Wash Pk. Replace backstop & shift field							150,000							150,000
*Wash Pk. Walking Paths							100,000							100,000
*Mem Pk. Replace Band Stand						50,000								50,000
*Mem Pk. Court resurface						20,000								20,000
*Symonds Replace backstop							150,000							150,000
*Hunt Pk. Replace backstop						125,000								125,000
Sturges Pk. Tennis court repairs							75,000							75,000
Sturges Pk. Basketball court repairs							85,000							85,000
Sturges Pk. Backstop repairs							50,000							50,000
<b>Public Safety - FIRE/EMS</b>	<b>322,000</b>	<b>1,300,000</b>	<b>435,000</b>	<b>103,000</b>	<b>900,000</b>	<b>145,000</b>	<b>215,000</b>	<b>496,000</b>	<b>375,000</b>	<b>1,000,000</b>	<b>-</b>	<b>320,000</b>	<b>-</b>	<b>3,989,000</b>
Ladder Trk #1 (2008) \$800k, next FY22		1,300,000												-
Ladder Truck & Equipment		Granted	Funded	TBD										-
Pumper Eng #1 (2010) \$525k, next FY30										1,000,000				1,000,000
Pumper Eng #2 (2007) \$410k, next FY25					900,000									900,000
Pumper Eng #3 (2016) \$600k, next FY36														-
Pumper Eng #4 (2020) \$600k, next FY40														-
Ambulance #1 (2017 - 10 yrs)								385,000						385,000
<b>Ambulance #2 (2010 - 10yrs) &amp; equip</b>			<b>400,000</b>											<b>400,000</b>
<b>Ambulance equipment</b>								35,000				40,000		<b>75,000</b>
Passenger Car#1 (2005 - 10yrs)				50,000										50,000
Passenger Car#2 (2007 - 10yrs)				55,000										53,000
Passenger Car#3 (2018 - 10yrs)								56,000						56,000
Pickup Truck #2 (2012 - 12yrs)						55,000								55,000
Alarm Truck (1994 - 20yrs)														-
A.L.S. Defibrillator (2018 - 7yrs)		90,000				40,000							50,000	90,000

Capital Improvement Plan (CIP)

	2/24/2022 10:31	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-2031	FY-2032	FY-2033	FY23-33
BLS AEDs (2020-8yrs)							25,000							30,000	55,000
Breathing Apparatus (2017-12yrs)							20,000			275,000					285,000
Breathing Air Compressor		62,000													-
Breathing Air Bottles							30,000								30,000
CPR Compression Device									20,000						20,000
Thermal Imaging (2018 - 10yrs)										60,000					60,000
<b>Fire Hose</b>				35,000						40,000					75,000
Turnout Gear (2014 - 6yrs)		170,000						150,000						200,000	390,000
<b>Public Safety - Police/Dispatch</b>			110,000		40,000		77,500	25,000		45,000		125,000	47,500	30,000	390,000
Police Unmarked Vehicle			110,000		40,000		42,500			45,000		125,000	47,500		175,000
Police equipment (lasers)															125,000
Body Cameras					Granted Funded TBD										-
Vehicle Video Integration							35,000								35,000
Radios (Police & Fire 2010 - 12yrs)															-
AEDs								25,000							55,000
<b>Public Works - Equipment</b>		437,500	505,000	584,000	1,000,000	40,000	1,197,000	740,000	156,000	335,000	255,000	636,000	610,000	312,000	5,865,000
<b>Large Trucks</b>					400,000		880,000	220,000	70,000	230,000	235,000	300,000	320,000	312,000	2,967,000
C-03 Dump Truck C3 (2016)													75,000		75,000
C-04 Dump Truck C2 (2012)									70,000						70,000
H-05 Small Dump Truck #7 (2012)							65,000								65,000
H-06 Aerial Pickup Truck #14 (2017)															-
H-07 Truck #10 (2018)										230,000					230,000
H-08 Truck #9 - Sander (2017)															250,000
H-09 Truck #6 - 10 wheeler (2016)												240,000	245,000		245,000
H-10 Truck #22 - Sander (2015)															240,000
H-11 Truck #4 - Sander (2014)											235,000				235,000
H-12 Truck #16 - Sander (2011)							220,000								220,000
H-14 Truck #3 - Sander (2010)							215,000								215,000
H-15 Truck #5 (2008)							200,000								200,000
H-16 Truck # 7 (2008)					200,000										200,000
H-17 Truck # 11 (2008)					200,000										200,000
H-18 Truck #19 - Sander (2007)							200,000								200,000
H-19 Truck #18 - Sander (2006)							200,000								200,000
P-03 Dump truck #24 Parks (2017)														62,000	62,000
P-04 Dump truck #12 Parks (2015)												60,000			60,000
<b>Pick-ups/Cars/Vans</b>					170,000	40,000	185,000	110,000	62,000			130,000			701,000
C-02 Pickup Ford Utility #C1 (2014)												60,000			60,000
C-06 Gen. #4 Ford Sedan (2006)					40,000										40,000
CAR 1 Ford Escape (2016)								60,000							60,000
CAR 2 Car #3 Ford Escape HYBRID (2008)					55,000										55,000
E-01 Chevy Traverse (2019)															-
F-02 Pickup Chevy #9 Parks (2011)					60,000										60,000
H-01 Pickup #16 (2015)							62,000								62,000
H-02 Pickup #18 (2006)							60,000								60,000
H-03 Pickup #4 (2020)											70,000				70,000
H-04 Pickup Ford Utility #11 (2014)							67,000								67,000
M-02 Pickup #1 (2020)															-
PFC-01 Ford Escape (2017)									62,000						62,000

Capital Improvement Plan (CIP)

	2/24/2022 10:31	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-2031	FY-2032	FY-2033	FY23-33
P-02 Pickup Ford #2 Parks (2015)								50,000							50,000
Pickup for P/F/C Supervisor															55,000
<b>Backhoes/Loaders/Heavy Equipment</b>	275,000				225,000		80,000								305,000
C-07 Backhoe Loader (2020)															
H-20 Loader JD 624 (2020)															
H-21 Loader JD 624 (2017)															
Loader to replace Scard					225,000										225,000
H-22 Backhoe JD 710L HWY (2020)															
H-23 Bobcat Loader (2015)															
P-05 Ventrac tractor (2020)	85,000														
P-06 Tractor JD4520 (Parks) (2012)							80,000								
<b>Specialty Equipment - Heavy Duty</b>															
F-04 Bucket Truck #21 Forestry (2009)		480,000	395,000		165,000			180,000		50,000		111,000			80,000
F-05 Chipper/Loader/Truck #23 (2008)		275,000	210,000												901,000
H-24 Forklift (2016)															
H-25 Crawler Dozer (2003)															
H-26 Snow Plow SWAS (2016)												111,000			111,000
H-27 Snow Trackless (2015)								180,000							180,000
H-28 Snow Holder #1 c992 (2015)			185,000												185,000
H-29 Snow Holder #2 c480 (2013)															
H-31 Leeboy Pavement Sprd (2014)															
H-32 Hamm Roller, Large (2014)															
H-33 Hamm Roller, Small (2016)									50,000						50,000
H-34 Leeboy Roller, Small (1998)															
H-41 Screener (2018)															
Blower unit for Loader					165,000										165,000
W-23 Scard HD Snowblower (1999)															
<b>Specialty Equipment - Light Duty</b>	162,500	35,000	39,000		16,000			80,000		10,000	20,000	95,000	280,000		540,000
C-14 SmithCo 48" Sweeper (2012)								30,000							30,000
C-15 SKAG Leaf Vac (Cem) (2015)											25,000				25,000
C-16 Canmate Trailer (2019)											20,000				20,000
C-17 Big Tex Trailer (2013)															
F-06 Venner Chipper (2018)										10,000					10,000
F-08 Stump Grinder new (2021) (replace	80,000												225,000		225,000
F-09 Trailer Dump Trailer (2015)												50,000			50,000
F-10 Truck Mount Sprayer 500gal (2015)											20,000				20,000
H-35 Tack Machine for Paving (2004)															
H-36 Curb-builder for Paving (2010)															
H-37 HoBox for Paving (2020)	57,500														
H-38 Cement Mixer Tow Behind (2005)															
H-39 Mobile Compressor (1) (2019)	25,000														
H-40 Mobile Compressor (2) (2020)															
H-42 Trailer (2012)															
H-43 Trailer, Roller (1998)															
H-44 Eager Beaver Trailer #2 (1996)		35,000													
P-11 Smithco SuperStar (2016)													30,000		30,000
P-12 Smithco 60 Turf Sweeper (2016)															40,000
<b>P-13 Sweeper/Blower/Mower (1985)</b>			15,000												15,000

Capital Improvement Plan (CIP)

	2/24/2022 10:31	FY-2021	FY-2022	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-2031	FY-2032	FY-2033	FY23-33
P-14 Leaf Vac SKAG (2016)													25,000		25,000
P-15 Trailer (2016)								10,000							10,000
P-16 Trailer (2013)				15,000											16,000
P-17 Trailer (stump grinder)				24,000											24,000
P-18 Trailer Enclosed (2007)															-
Lawnmowers			10,000	150,000	24,000	-	45,000	150,000	24,000	45,000	-	10,000			451,000
C-08 Mwr SKAG TT #2 (2017)									24,000						24,000
C-09 Mwr (Cem.) SKAG 48" (2016)										12,500					12,500
C-10 Mower SKAG 61" (2008)				24,000											24,000
C-11 Mwr (Cem.) Scag 52" Slander (2021)															10,000
C-12 Mwr SKAG 36" (2012)										12,500					12,500
C-13 Mwr SKAG TT 61" #3 (2011)			10,000				24,000								24,000
P-07 Mwr SKAG TT #5 (2017)							24,000								24,000
P-08 Mwr SKAG										20,000					20,000
P-09 Mwr (Pks) TORO 5910N (2014)								150,000							150,000
P-10 Mower - TORO Gang (2007)				150,000											150,000
DPW: Parks & Concretry		25,000	100,000	200,000	200,000	400,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	2,400,000
Gen'l Fence Replacement		25,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	550,000
DPW Yard Improvements															-
Stroat Avenue Improvements															-
School Site Improvements						200,000									200,000
(parking lots, sidewalks, walkways)						B Meadow									remove \$100k move out 1yr
Rock Wall repairs - Memorial Park			100,000												100,000
Rock Wall Repair Program				100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,000,000
Rock Wall repairs - Laurel Hill															-
Rock Wall repairs - Joshua Eaton															-
Gen'l Parking Lot Improvements		50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	550,000
DPW: Roads															-
Track Road Bridge #1															-
Track Road Bridge #2															-
Sidewalk/Curb/Ped. Safety		100,000	200,000	100,000	100,000	100,000	100,000	125,000	150,000	175,000	200,000	200,000	200,000	200,000	1,650,000
Skim Coating & Crack Seal Patch		100,000	100,000	100,000	100,000	100,000	100,000	125,000	150,000	175,000	200,000	200,000	200,000	200,000	1,650,000
West Street - Local shr (\$1.3mil)			Debt	Debt	Debt	Debt									-
Lowell Street \$500k			500,000												500,000
General Fund - various roads		400,000	550,000	425,000	425,000	425,000	450,000	475,000	500,000	525,000	550,000	550,000	550,000	550,000	5,425,000
TOTAL GENL FUND VOTED - ROADS		600,000	850,000	1,125,000	625,000	625,000	650,000	725,000	800,000	875,000	950,000	950,000	950,000	950,000	9,225,000
Grants - various roads		600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	6,600,000
TOTAL ROAD CAPITAL		1,200,000	1,450,000	1,725,000	1,225,000	1,225,000	1,250,000	1,325,000	1,400,000	1,475,000	1,550,000	1,550,000	1,550,000	1,550,000	15,825,000
<b>Biggest Changes in Capital since November 2021 Town Meeting</b>															
Coolidge & Birch Meadow roof projects (debt) moved out 5 years from FY24/25 to FY29/30															
Coolidge MS roof increased to \$3.7mil from \$2.8mil															
Birch Meadow ES roof increased to \$1.9mil from \$1.5mil															
Birch Meadow Field project phase I (\$2mil) added as debt in FY25 (design work underway)															
RISE playground surface added FY23/24 (\$132k)															
HVAC work (\$1.7mil) for Barrows & Wood End added back to plan															
Barrows \$710k in FY28/FY29															
Wood End \$1.012mil in FY29/FY30															
Stroat Avenue Improvements (\$100k in FY23) removed from plan															
<b>Concerns</b>															
RMHS Fieldhouse bleachers/floor \$1.7mil funded FY27 - safety issue															
Killam ES - any costs not Excluded debt should be identified very soon															
Debt projects planned for FY24 need public discussion															
1. \$1 mil 'community sustainability'															
2. downtown improvements/Haven Street (\$7 mil identified, \$5mil in state bond bill)															



<b>Additions</b>			<b>Total</b>	<b>SB member Average</b>	<b>Town Mgr FY23 Budget</b>	<b>April Town Meeting</b>	
1	Ad Svc	OPS	Town Clerk support (PT)	\$ 23,500	\$ 4,700	partial	
2	Ad Svc	OPS	Town Mgr Reserves	\$ 10,000		no	
3	Ad Svc	OPS	Legal - Other settlements	\$ 10,000		no	
4	Ad Svc	OPS	Legal - general	\$ 10,000	\$ 930	partial	
5	Ad Svc	HR	Asst HR Director	\$ 80,750		no	
6	Ad Svc	Tech	Outsourced/Fiber Network	\$ 15,000			yes
7	Ad Svc	Tech	Office 365 license	\$ 50,000		partial	
8	Pub Svc	Admin	Outsourced/ HPP	\$ 45,000	\$ 8,855		yes
9	Pub Svc	Planning	Ec Dev Action Plan (\$50k tot)	\$ 30,000		no	
10	Pub Svc	Recreation	Increase PT hours	\$ 20,000		partial	
11	Pub Saf	Health	Support staff	\$ 49,133	\$ 5,000	yes	
12	Pub Saf	Health	Outsourced records mgmt	\$ 30,000	\$ 7,406		yes
13	Pub Svc	Conservation	Bare Meadow baseline study	\$ 7,800	\$ 725	partial*	if needed
14	Pub Svc	Conservation	Invasive Management	\$ 1,000	\$ 540	partial*	if needed
15	Pub Svc	Conservation	Trail Management	\$ 1,200	\$ 648	partial*	if needed
16	Pub Svc	Planning?	Sustainability Director	\$ 90,000	\$ 17,306	partial	
17	Pub Svc	Admin	PT ZBA clerk	\$ 20,600	\$ 3,056	no	
18	Pub Saf	Police	Increase PEO hrs	\$ 18,100	\$ 10,715	partial	
Mentioned 1/3/22							
19	Pub Svc	Historical	Photo/map digitization	\$ 7,500	\$ 698	partial*	if needed
20	Pub Svc	Historical	Temp archivist	\$ 5,000	\$ 465	partial*	if needed
21	Pub Svc	Historical	Collection Mgt Software	\$ 1,000	\$ 93	partial*	if needed
added 1/10/22							
22	Pub Svc	Recreation	Community Garden	\$ 10,000	\$ 930	partial*	if needed
				<b>Requested</b>	<b>\$ 535,583</b>		
				<b>To Spend</b>	<b>\$ 62,083</b>	<b>\$ 62,066</b>	

<b>KEY:</b> Fully funded	yes
Partially funded	partial
Could be funded by SB Reserves	partial*
Not funded	no

<b>KEY:</b> Requested in draft form	yes
If not funded by SB could go to 4/22 or 11/22 Town Meeting	if needed

December 23, 2021

### LOCAL BOARDS

Franklin; Haverhill; Leominster; Mansfield; Marlborough; Millbury; North Attleborough; Reading; Saugus; Seekonk; Pembroke; Tewksbury; Raynham; Wareham; West Springfield

The Alcoholic Beverages Control Commission (“Commission”) has received an application from Rare Hospitality International, Inc. for a Change of Officers/Directors in the above-noted cities and towns. Relative to the Officer Change, Lindsay L. Koren has replaced Joseph G. Kern as Vice President and Secretary and Angela Simmons has replaced William R. White as Director, President and Treasurer.

Due to the magnitude of these transactions, the Commission has received the information and documents provided by the licensee. The review was to determine whether the contemplated transaction is consistent with the provisions of M.G.L. c. 138. Based upon our review, we are satisfied that the transaction is consistent with the purposes of the law and would not result in the individual corporate licenses being deemed to be out of compliance with the applicable statute. Accordingly, this letter sets forth our recommended procedure for the processing of these applications.

Arrangements have been made for the Corporation to pay the \$200 application fees directly to the Commission. Therefore, no fee needs to be collected by the Local Board(s).

The Commission has reviewed and accepted copies of the following documents and instruments:

- 1) Application for a Change of Officers/Directors
- 2) CORI Request Forms
- 3) Vote of the Board of Directors
- 4) Updated Articles of Organization

Where there will be no change of existing managers, the Commission will not require that a Manager Form be completed, nor will the Commission require background information on the managers as such information should already be on file.

The applicant will contact you directly for processing the application. Please forward to the Commission the Local Licensing Authority Record. The Commission will require no other forms, documents, or information in connection with these applications.

Should you or your town counsel/city solicitor have any questions or require information or assistance, please contact Investigator Caroline L Guarino at (617) 727-3040, extension 735.

Sincerely,

Ralph Sacramone  
Executive Director

cc: Frederick G. Mahony, Chief Investigator  
Ryan Melville, Licensing Coordinator  
Joseph H. Devlin, Esq.

# Upton Connell & Devlin, LLP

Contact for Joseph H. Devlin, Esq.

171 High Street  
Newburyport, MA 01950  
617-514-2837  
617-514-2825

Main Office:

112 Water Street, Suite 201  
Boston, Massachusetts 02109  
617-227-3277 (Tel)  
617-227-3222 (Fax)

January 19, 2022

## Via Fed Ex

Select Board Town Hall  
16 Lowell Street  
Reading, MA 01876

Dear License Administrator:

I am writing on behalf of Rare Hospitality International, Inc. d/b/a Long Horn Steakhouse, which is a licensed entity in your community.

Per the letter you received from the Massachusetts Alcoholic Beverage Control Commission (the "ABCC"), a copy of which is also enclosed, the Licensee has been granted preliminary approval for a Change of Officer relative to all 15 of their Massachusetts locations using the "inverted approval process".

The Officer Change involves the appointment of Lindsey Koren and removal of Joseph Kern as Vice President and Secretary of GMRI, Inc., and the appointment of Angela Simmons and removal of William White as Director, President and Treasurer.

Due to the size of the transactions, the ABCC has reviewed and investigated the applications and found that the transaction is in compliance with M.G.L. Chapter 138. In addition to the LLA Form, please send the Application package and all other relative forms and documents back to the ABCC. **If you have any questions, you can call Investigator Caroline Wilichoski at 617-908-8562.**

Enclosed please find the following documents relative to the transaction for your records:

1. Letter from Ralph Sacramone, Executive Director of the Alcohol Beverage Control Commission (the "ABCC").
2. DOR and DUA Certificates.
3. Monetary Transmittal Form.

4. Retail alcoholic beverages application – change of officers.
5. CORI Request Forms for the new officers.
6. Proof of US Citizenship for the new officers.
7. Exhibits.
8. Certificate of Authorization.
9. Certificate of Organization.

Also enclosed, please find a check made payable to the Town of Reading in the amount of \$50.00 for the filing fee.

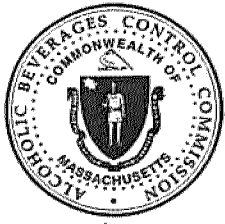
We would appreciate you putting this on your next available meeting schedule. We will call shortly hereafter to see if you need us to attend the meeting, though we are anticipating from past experiences that many communities will not require it.

We look forward to speaking and working with you again. If you should have any questions with regard to this Application, please feel free to call my associate, Elizabeth Pisano, at 860-712-2799, or email her at [episano@ucdlaw.com](mailto:episano@ucdlaw.com).

Very truly yours,



Joseph H. Devlin



*Commonwealth of Massachusetts  
Department of the State Treasurer  
Alcoholic Beverages Control Commission  
239 Causeway Street  
Boston, MA 02114  
Telephone 617-727-3040  
Facsimile: 617-727-1510*

**Jean M. Lorizio, Esq.**  
*Chairman*

December 23, 2021

LOCAL BOARDS

Franklin; Haverhill; Leominster; Mansfield; Marlborough; Millbury; North Attleborough; Reading; Saugus; Seekonk; Pembroke; Tewksbury; Raynham; Wareham; West Springfield

The Alcoholic Beverages Control Commission ("Commission") has received an application from Rare Hospitality International, Inc. for a Change of Officers/Directors in the above-noted cities and towns. Relative to the Officer Change, Lindsay L. Koren has replaced Joseph G. Kern as Vice President and Secretary and Angela Simmons has replaced William R. White as Director, President and Treasurer.

Due to the magnitude of these transactions, the Commission has received the information and documents provided by the licensee. The review was to determine whether the contemplated transaction is consistent with the provisions of M.G.L. c. 138. Based upon our review, we are satisfied that the transaction is consistent with the purposes of the law and would not result in the individual corporate licenses being deemed to be out of compliance with the applicable statute. Accordingly, this letter sets forth our recommended procedure for the processing of these applications.

Arrangements have been made for the Corporation to pay the \$200 application fees directly to the Commission. Therefore, no fee needs to be collected by the Local Board(s).

The Commission has reviewed and accepted copies of the following documents and instruments:

- 1) Application for a Change of Officers/Directors
- 2) CORI Request Forms
- 3) Vote of the Board of Directors
- 4) Updated Articles of Organization

Where there will be no change of existing managers, the Commission will not require that a Manager Form be completed, nor will the Commission require background information on the managers as such information should already be on file.

The applicant will contact you directly for processing the application. Please forward to the Commission the Local Licensing Authority Record. The Commission will require no other forms, documents, or information in connection with these applications.

Should you or your town counsel/city solicitor have any questions or require information or assistance, please contact Investigator Caroline L. Guarino at (617) 727-3040, extension 735.

Sincerely,

Ralph Sacramone  
Executive Director

cc: Frederick G. Mahony, Chief Investigator  
Ryan Melville, Licensing Coordinator  
Joseph H. Devlin, Esq.

# Payment Confirmation

## YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email.



**Transaction Processed Successfully.**

**INVOICE #: 7e26192c-5fce-4831-8b1a-41d5e7caf6ad**

Description	Applicant, License or Registration Number	Amount
SPECIAL PERMIT	Long Horn Steakhouse	\$3,000.00
		<b>\$3,000.00</b>

Total Convenience Fee: \$70.50

Total Amount Paid: \$3,070.50

Date Paid: 1/19/2022 11:40:01 AM EDT

### Payment On Behalf Of

**License Number or Business Name:**  
Long Horn Steakhouse

**License Type:**  
SPECIAL PERMIT

### Billing Information

**First Name:**  
John

**Last Name:**  
Connell

**Address:**  
112 Water Street

**City:**  
Boston

**State:**  
MA

**Zip Code:**  
02109

**Email Address:**  
episano@ucdlaw.com



**DOR COGS**  
**and**  
**DUA COC**



## CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



RARE HOSPITALITY INTL INC  
401 PARK DR  
BOSTON MA 02215-3325

### *Why did I receive this notice?*

The Commissioner of Revenue certifies that, as of the date of this certificate, RARE HOSPITALITY INTL INC is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

**This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.**

### *What if I have questions?*

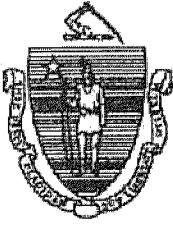
If you have questions, call us at (617) 887-6400 or toll-free in Massachusetts at (800) 392-6089, Monday through Friday, 9:00 a.m. to 4:00 p.m..

### *Visit us online!*

Visit [mass.gov/dor](http://mass.gov/dor) to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief  
Collections Bureau



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT  
DEPARTMENT OF UNEMPLOYMENT ASSISTANCE

Charles D. Baker  
GOVERNOR

Karyn E. Polito  
LT. GOVERNOR



377901667

Rosalin Acosta  
SECRETARY

Richard A. Jeffers  
DIRECTOR

GMRI INC  
P.O. BOX 695011  
ORLANDO, FL 32869

EAN: 60069730  
November 16, 2021

Certificate Id:53352

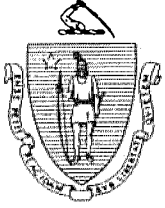
The Department of Unemployment Assistance certifies that as of 11/16/2021, GMRI INC is current in all its obligations relating to contributions, payments in lieu of contributions, and the employer medical assistance contribution established in G.L.c.149,§189.

This certificate expires in 30 days from the date of issuance.

Richard A. Jeffers, Director

Department of Unemployment Assistance

# APPLICATION AND FORMS



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

**APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest**

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

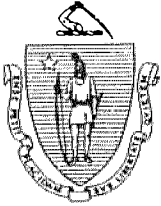
CITY/TOWN  STATE  ZIP CODE

For the following transactions (Check all that apply):

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> New License  | <input type="checkbox"/> Change of Location   | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License                                      | <input type="checkbox"/> Alteration of Licensed Premises  | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input type="checkbox"/> Change of Manager  | <input type="checkbox"/> Change Corporate Name  | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input checked="" type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|   | <input type="checkbox"/> Other <input type="text"/>   |   | <input type="checkbox"/> Change of DBA                                |

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

**APPLICATION FOR AMENDMENT**

**-Change of Officers, Stock or Ownership Interest**

**Change of Officers/ Directors/LLC Managers**     **Change of Stock Interest**

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- CORI Authorization
- Vote of the Entity
- Payment Receipt
- Business Structure Documents
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

(e.g. New Stockholders or Transfer or Issuance of Stock)

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- CORI Authorization
- Financial Statement
- Vote of the Entity
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
- Payment Receipt
- Business Structure Documents
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

**Change of Ownership Interest**

(e.g. LLC Members, LLP Partners, Trustees etc.)

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- CORI Authorization
- Financial Statement
- Vote of the Entity
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
- Payment Receipt
- Business Structure Documents
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

**Non-Profit Club Change of Officers/ Directors**

- 
- DOR Certificate of Good Standing
  - DUA Certificate of Compliance
  - Change of Officer/Directors Application
  - Vote of the club signed by an approved officer
  - Payment Receipt
  - Business Structure Documents -**Articles of Organization** from the Secretary of the Commonwealth

**Management Agreement**

- 
- DOR Certificate of Good Standing
  - DUA Certificate of Compliance
  - Management Agreement
  - Vote of Entity
  - Payment Receipt

*\*If abutter notification and advertisement are required for transaction, please see the local licensing authority.*

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
Rare Hospitality International, Inc.	Reading	0028-RS-1016

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

Lindsay L. Koren has replaced Joseph G. Kern as Vice President and Secretary. Angela Simmons has replaced William R. White as Director, President and Treasurer.

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

Name	Title	Email	Phone
Joseph H. Devlin	Attorney	jdevlin@ucdlaw.com	617-514-2828

## APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

### 2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:  
**On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers** - At least 50% must be US citizens;  
**Off Premises(Liquor Store) Directors or LLC Managers** - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
<b>Lindsay Koren</b>			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Vice President & Secretary	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<b>Colleen Lyons</b>			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Assistant Secretary	0%	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<b>Angela Simmons</b>			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Director, President & Treasurer	0%	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<b>GMRI, Inc.</b>	100 Darden Center Drive, Orlando, FL		

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Member - see next page.	100%	<input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached?  Yes  No

**CRIMINAL HISTORY**  
 Has any individual listed in question 2, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.  Yes  No

**MANAGEMENT AGREEMENT**  
 Are you requesting approval to utilize a management company through a management agreement? Please provide a copy of the management agreement.  Yes  No

## 2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST(Continued...)

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name	Percentage of Ownership in Entity being Licensed (Write "NA" if this is the entity being licensed)
<input type="text" value="GMRI, Inc."/>	<input type="text" value="100%"/>

Name of Principal	Residential Address	SSN	DOB
<input type="text" value="Angela Simmons"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director	US Citizen
<input type="text" value="President, Treasurer and Director"/>	<input type="text" value="0%"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input checked="" type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text" value="Lindsay Koren"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director	US Citizen
<input type="text" value="Secretary and Vice President"/>	<input type="text" value="0%"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input checked="" type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text" value="Colleen Lyons"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director	US Citizen
<input type="text" value="Assistant Secretary"/>	<input type="text" value="0%"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input checked="" type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text" value="Darden Restaurants, Inc."/>	<input type="text" value="100 Darden Center Drive, Orlando, FL"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director	US Citizen
<input type="text" value="100% owner of GMRI, Inc."/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director	US Citizen
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director	US Citizen
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director	US Citizen
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

**CRIMINAL HISTORY**

Has any individual identified above ever been convicted of a State, Federal or Military Crime?  
If yes, attach an affidavit providing the details of any and all convictions.

Yes  No



## 2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST(Continued...)

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

Percentage of Ownership In Entity being Licensed  
(Write "NA" if this is the entity being licensed)

**Darden Restaurants, Inc.**

100% owner of GMRI, Inc.

Name of Principal	Residential Address	SSN	DOB
<b>Publicly Traded Company</b>			
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director	US Citizen
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

### CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?  
If yes, attach an affidavit providing the details of any and all convictions.

Yes  No

## APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

### **3. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST**

List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.

Name of Principal	Title/Position	Percentage of Ownership
Joseph George Kern	Vice President & Secretary	0%
Name of Principal	Title/Position	Percentage of Ownership
Colleen Lyons	Assistant Secretary	0%
Name of Principal	Title/Position	Percentage of Ownership
William Roland White III	Director, President & Treasurer	0%
Name of Principal	Title/Position	Percentage of Ownership
GMRI, Inc.	Stockholder	100%
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership

### **4. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**

Does any individual or entity identified in question 2, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
See Exhibit A			

### **5. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**

Has any individual or entity identified in question 2, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
See Exhibit B			

### **6. DISCLOSURE OF LICENSE DISCIPLINARY ACTION**

Have any of the disclosed licenses listed in question 4 or 5 ever been suspended, revoked or cancelled? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation
	See Exhibit C		

**7. FINANCIAL DISCLOSURE**

Associated Cost(s): (E.g. 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):

0.00
------

**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
<b>Total:</b>	

**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

**FINANCIAL INFORMATION**

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

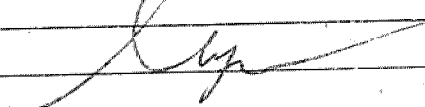
APPLICANT'S STATEMENT

I, Colleen M. Lyons the:  sole proprietor;  partner;  corporate principal;  LLC/LLP manager  
Authorized Signatory  
of Rare Hospitality International, Inc.  
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:   
Title: Assistant Secretary

Date: 6/21/21



Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3  
 Chelsea, MA 02150

JEAN M. LORIZIO, ESQ.  
 CHAIRMAN

**CORI REQUEST FORM**

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

**ABCC LICENSE INFORMATION**

ABCC NUMBER:  LICENSEE NAME: Rare Hospitality International, Inc. CITY/TOWN:

(IF EXISTING LICENSEE)

**APPLICANT INFORMATION**

LAST NAME: Lyons FIRST NAME: Colleen MIDDLE NAME: M

MAIDEN NAME OR ALIAS (IF APPLICABLE):  PLACE OF BIRTH:

DATE OF BIRTH:  SSN:  ID THEFT INDEX PIN (IF APPLICABLE):

MOTHER'S MAIDEN NAME:  DRIVER'S LICENSE #:  STATE LIC. ISSUED:

GENDER: FEMALE HEIGHT: 5 8 WEIGHT: 155 EYE COLOR: Blue

CURRENT ADDRESS:

CITY/TOWN:  STATE:  ZIP:

FORMER ADDRESS:

CITY/TOWN:  STATE:  ZIP:

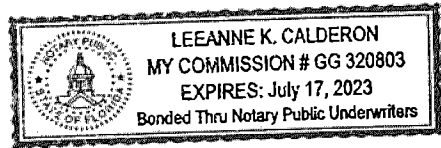
**PRINT AND SIGN**

PRINTED NAME: Colleen M. Lyons APPLICANT/EMPLOYEE SIGNATURE:

**NOTARY INFORMATION**

On this 02/21/21 before me, the undersigned notary public, personally appeared Colleen Lyons  
 (name of document signer), proved to me through satisfactory evidence of identification, which were Personally Known  
 to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for  
 its stated purpose.

NOTARY

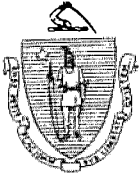


**DIVISION USE ONLY**

REQUESTED BY:

SIGNATURE OF CORI-AUTHORIZED EMPLOYEE

The DCJ Identity Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCJ. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. All CORI request forms that include this field are required to be submitted to the DCJ via mail or by fax to (617) 660-4624



JEAN M. LORIZIO, ESQ.  
CHAIRMAN

Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150

CORI REQUEST FORM

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**ABCC LICENSE INFORMATION**

ABCC NUMBER:  (IF EXISTING LICENSEE) LICENSEE NAME: Rare Hospitality International, Inc. CITY/TOWN:

**APPLICANT INFORMATION**

LAST NAME: Simmons FIRST NAME: Angela MIDDLE NAME: M  
 MAIDEN NAME OR ALIAS (IF APPLICABLE):  PLACE OF BIRTH:   
 DATE OF BIRTH:  SSN:  ID THEFT INDEX PIN (IF APPLICABLE):   
 MOTHER'S MAIDEN NAME:  DRIVER'S LICENSE #:  STATE LIC. ISSUED:   
 GENDER: FEMALE HEIGHT: 5 4 WEIGHT: 240 EYE COLOR: Brown  
 CURRENT ADDRESS:   
 CITY/TOWN:  STATE:  ZIP:   
 FORMER ADDRESS:   
 CITY/TOWN:  STATE:  ZIP:

**PRINT AND SIGN**

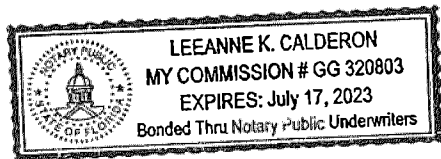
PRINTED NAME: Angela M. Simmons APPLICANT/EMPLOYEE SIGNATURE: *A. Simmons*

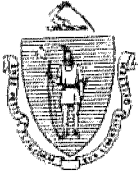
**NOTARY INFORMATION**

On this 6/21/21 before me, the undersigned notary public, personally appeared Angela Simmons  
 (name of document signer), proved to me through satisfactory evidence of identification, which were personally known  
 to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.  
*Leanne K Calderon*  
 NOTARY

**DIVISION USE ONLY**

REQUESTED BY:   
 SIGNATURE OF CORI AUTHORIZED EMPLOYEE:   
The DCI Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCI. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCI via mail or by fax to (617) 660-4614.





JEAN M. LORIZIO, ESQ.  
CHAIRMAN

Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150

CORI REQUEST FORM

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

**ABCC LICENSE INFORMATION**

ABCC NUMBER:  (IF EXISTING LICENSEE) LICENSEE NAME: Rare Hospitality International, Inc. CITY/TOWN:

**APPLICANT INFORMATION**

LAST NAME:  Koren FIRST NAME:  Lindsay MIDDLE NAME:  L  
 MAIDEN NAME OR ALIAS (IF APPLICABLE):  PLACE OF BIRTH:   
 DATE OF BIRTH:  SSN:  ID THEFT INDEX PIN (IF APPLICABLE):   
 MOTHER'S MAIDEN NAME:  DRIVER'S LICENSE #:  STATE LIC. ISSUED:   
 GENDER:  FEMALE HEIGHT:  5  2 WEIGHT:  155 EYE COLOR:  Blue  
 CURRENT ADDRESS:   
 CITY/TOWN:  STATE:  ZIP:   
 FORMER ADDRESS:   
 CITY/TOWN:  STATE:  ZIP:

**PRINT AND SIGN**

PRINTED NAME:  Lindsay L. Koren APPLICANT/EMPLOYEE SIGNATURE: *Lindsay L. Koren*

**NOTARY INFORMATION**

On this  6/21/21 before me, the undersigned notary public, personally appeared  Lindsay Koren  
 (name of document signer), proved to me through satisfactory evidence of identification, which were  personally known  
 to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for  
 its stated purpose.  
*Deanna Good*  
 NOTARY



**DIVISION USE ONLY**

REQUESTED BY:   
SIGNATURE OF CORI AUTHORIZED EMPLOYEE  
 The DCJ Identity Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCJ. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCJ via mail or by fax to (617) 860-4614.

# **CERTIFICATE OF AUTHORIZATION**



**CORPORATE VOTE**

The Board of Directors or LLC Managers of   
Entity Name

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

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on   
Date of Meeting

For the following transactions (Check all that apply):

- Change of Officers/Directors/LLC Manager
- Change of Ownership Interest (LLC Members, LLP Partners, Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Management/Operating Agreement
- 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."

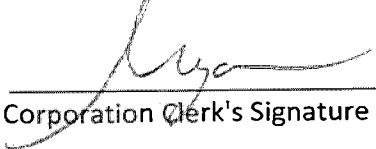
A true copy attest,

\_\_\_\_\_  
Corporate Officer /LLC Manager Signature

\_\_\_\_\_  
(Print Name)

For Corporations ONLY

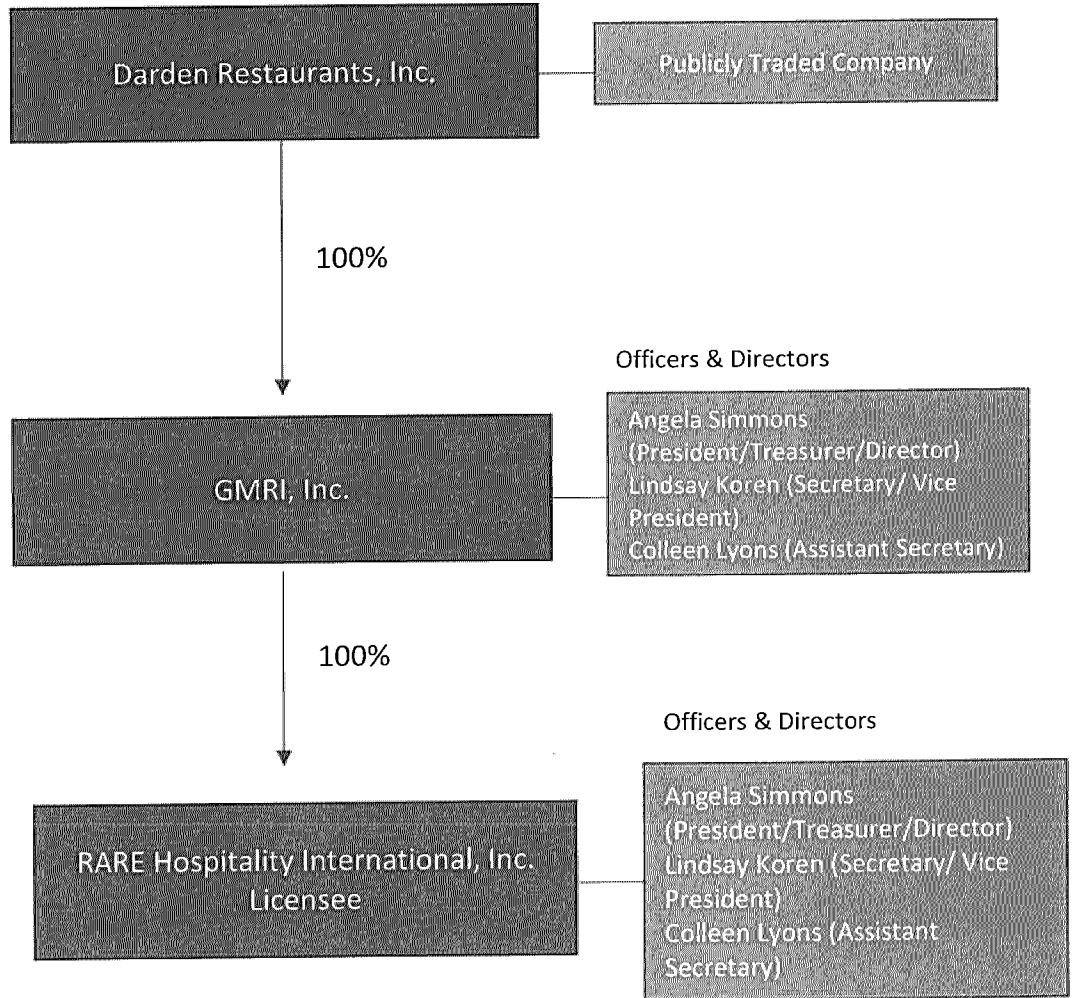
A true copy attest,

  
\_\_\_\_\_  
Corporation Clerk's Signature

Colleen Lyons  
\_\_\_\_\_  
(Print Name)

# ARTICLES OF INCORPORATION

## RARE Hospitality International, Inc. d/b/a/Longhorn Steakhouse Ownership Chart



# Corporations Division

## Business Entity Summary

ID Number: 000608167

[Request certificate](#)

[New search](#)

Summary for: RARE HOSPITALITY INTERNATIONAL, INC.

<b>The exact name of the Foreign Corporation:</b> RARE HOSPITALITY INTERNATIONAL, INC.	
<b>Entity type:</b> Foreign Corporation	
<b>Identification Number:</b> 000608167	<b>Old ID Number:</b> 000000000
<b>Date of Registration in Massachusetts:</b> 03-02-1998	
<b>Last date certain:</b>	
<b>Organized under the laws of:</b> State: GA <b>Country:</b> USA <b>on:</b> 12-29-1982	
<b>Current Fiscal Month/Day:</b> 05/31	<b>Previous Fiscal Month/Day:</b> 05/31
<b>The location of the Principal Office:</b>  Address: 1000 DARDEN CENTER DRIVE City or town, State, Zip code,      ORLANDO, FL 32837 USA Country:	
<b>The location of the Massachusetts office, if any:</b>  Address: City or town, State, Zip code, Country:	
<b>The name and address of the Registered Agent:</b>  Name: CORPORATE CREATIONS NETWORK INC. Address: 225 Cedar Hill Street #200 City or town, State, Zip code,      MARLBOROUGH, MA 01752 USA Country:	
<b>The Officers and Directors of the Corporation:</b>	

Title	Individual Name	Address
PRESIDENT	ANGELA M. SIMMMONS	1000 DARDEN CENTER DRIVE ORLANDO, FL 32837 USA
TREASURER	ANGELA M. SIMMMONS	1000 DARDEN CENTER DRIVE ORLANDO, FL 32837 USA
SECRETARY	LINDSAY L. KOREN	1000 DARDEN CENTER DRIVE ORLANDO, FL 32837 USA
ASSISTANT SECRETARY	COLLEEN H LYONS	1000 DARDEN CENTER DRIVE ORLANDO, FL 32837 USA
VICE PRESIDENT	LINDSAY L. KOREN	1000 DARDEN CENTER DRIVE ORLANDO, FL 32837 USA
DIRECTOR	ANGELA M. SIMMMONS	1000 DARDEN CENTER DRIVE ORLANDO, FL 32837 USA

**Business entity stock is publicly traded:**

**The total number of shares and the par value, if any, of each class of stock which this business entity is authorized to issue:**

Class of Stock	Par value per share	Total Authorized		Total issued and outstanding
		No. of shares	Total par value	No. of shares
CNP	\$ 0.00	100	\$ 0.00	100

Consent	Confidential Data	Merger Allowed	Manufacturing
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**View filings for this business entity:**

- ALL FILINGS
- Amended Foreign Corporations Certificate
- Annual Report
- Annual Report - Professional
- Application for Reinstatement

[View filings](#)

**Comments or notes associated with this business entity:**

[New search](#)

# Corporations Division

## Business Entity Summary

ID Number: 591219168

[Request certificate](#)

[New search](#)

Summary for: **GMRI, INC.**

<b>The exact name of the Foreign Corporation:</b> GMRI, INC.		
<b>The name was changed from:</b> GENERAL MILLS RESTAURANTS, INC <b>on</b> 04-07-1995 <b>The name was changed from:</b> GENERAL MILLS RESTAURANT GROUP <b>on</b> 06-15-1987		
<b>Entity type:</b> Foreign Corporation		
<b>Identification Number:</b> 591219168		<b>Old ID Number:</b>
<b>Date of Registration in Massachusetts:</b> 04-06-1976		
<b>Last date certain:</b>		
<b>Organized under the laws of:</b> State: FL <b>Country:</b> USA <b>on:</b> 03-27-1968		
<b>Current Fiscal Month/Day:</b> 05/31		<b>Previous Fiscal Month/Day:</b> 05/31
<b>The location of the Principal Office:</b>  Address: 1000 DARDEN CENTER DRIVE City or town, State, Zip code,      ORLANDO, FL 32837 USA Country:		
<b>The location of the Massachusetts office, if any:</b>  Address: City or town, State, Zip code, Country:		
<b>The name and address of the Registered Agent:</b>  Name:      CORPORATE CREATIONS NETWORK INC. Address: 225 Cedar Hill Street #200 City or town, State, Zip code,      MARLBOROUGH, MA 01752 USA Country:		
<b>The Officers and Directors of the Corporation:</b>		
Title	Individual Name	Address
PRESIDENT	ANGELA M. SIMMONS	1000 DARDEN CENTER DRIVE ORLANDO, FL 32837 USA
TREASURER	ANGELA M. SIMMONS	1000 DARDEN CENTER DRIVE ORLANDO, FL 32837 USA
SECRETARY	LINDSAY L. KOREN	1000 DARDEN CENTER DRIVE ORLANDO, FL 32837 USA
ASSISTANT SECRETARY	COLLEEN H LYONS	1000 DARDEN CENTER DRIVE ORLANDO, FL 32837 USA
VICE PRESIDENT	LINDSAY L. KOREN	1000 DARDEN CENTER DRIVE ORLANDO, FL 32837 USA

DIRECTOR	ANGELA M. SIMMONS	1000 DARDEN CENTER DRIVE ORLANDO, FL 32837 USA
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**Business entity stock is publicly traded:**

**The total number of shares and the par value, if any, of each class of stock which this business entity is authorized to issue:**

Class of Stock	Par value per share	Total Authorized		Total issued and outstanding
		No. of shares	Total par value	No. of shares
CWP	\$ 1.00	50,000	\$ 50000.00	23,970

Consent     
  Confidential Data     
  Merger Allowed     
  Manufacturing

**View filings for this business entity:**

- ALL FILINGS
- Amended Foreign Corporations Certificate
- Annual Report
- Annual Report - Professional
- Application for Reinstatement

[View filings](#)

**Comments or notes associated with this business entity:**

[New search](#)

UNITED STATES  
SECURITIES AND EXCHANGE COMMISSION  
Washington, DC 20549

FORM 10-K

(Mark One)

ANNUAL REPORT PURSUANT TO SECTION 13 OR 15(d) OF THE SECURITIES EXCHANGE ACT OF 1934

For the fiscal year ended May 31, 2020  
OR

TRANSITION REPORT PURSUANT TO SECTION 13 OR 15(d) OF THE SECURITIES EXCHANGE ACT OF 1934

For the transition period from \_\_\_ to \_\_\_  
Commission File Number: 1-13666

**DARDEN RESTAURANTS, INC.**

(Exact name of Registrant as specified in its charter)

Florida

(State or other jurisdiction of  
incorporation or organization)

59-3305930

(IRS Employer Identification No.)

1000 Darden Center Drive, Orlando, Florida

(Address of principal executive offices)

32837

(Zip Code)

Registrant's telephone number, including area code: (407) 245-4000

**Securities registered pursuant to Section 12(b) of the Act:**

<u>Title of each class</u>	<u>Trading Symbol</u>	<u>Name of each exchange on which registered</u>
Common Stock, without par value	DRI	New York Stock Exchange

**Securities registered pursuant to Section 12(g) of the Act: None**

Indicate by check mark if the Registrant is a well-known seasoned issuer, as defined in Rule 405 of the Securities Act. Yes  No

Indicate by check mark if Registrant is not required to file reports pursuant to Section 13 or 15(d) of the Act. Yes  No

Indicate by check mark if the Registrant (1) has filed all reports required to be filed by Section 13 or 15(d) of the Securities Exchange Act of 1934 during the preceding 12 months (or for such shorter period that the Registrant was required to file such reports), and (2) has been subject to such filing requirements for the past 90 days. Yes  No

Indicate by check mark whether the Registrant has submitted electronically and posted on its corporate Web site, if any, every Interactive Data File required to be submitted and posted pursuant to Rule 405 of Regulation S-T during the preceding 12 months (or for such shorter period that the Registrant was required to submit and post such files). Yes  No

Indicate by check mark whether the Registrant is a large accelerated filer, an accelerated filer, a non-accelerated filer, or a smaller reporting company. See definition of "large accelerated filer," "accelerated filer" and "smaller reporting company" in Rule 12b-2 of the Exchange Act. (Check one):

Large accelerated filer	<input checked="" type="checkbox"/>	Accelerated filer	<input type="checkbox"/>
Non-accelerated filer	<input type="checkbox"/>	Smaller reporting company	<input type="checkbox"/>
	(Do not check if a smaller reporting company)	Emerging growth company	<input type="checkbox"/>

If an emerging growth company, indicate by check mark if the registrant has elected not to use the extended transition period for complying with any new or revised financial accounting standards provided pursuant to Section 13(a) of the Exchange Act

Indicate by check mark whether the registrant has filed a report on and attestation to its management's assessment of the effectiveness of its internal control over financial reporting under Section 404(b) of the Sarbanes-Oxley Act (15 U.S.C. 7262(b)) by the registered public accounting firm that prepared or issued its audit report.

Indicate by check mark whether the Registrant is a shell company (as defined in Rule 12b-2 of the Act): Yes  No

The aggregate market value of Common Stock held by non-affiliates of the Registrant based on the closing price of \$114.67 per share as reported on the New York Stock Exchange on November 22, 2019, was approximately: \$13,915,679,000.

Number of shares of Common Stock outstanding as of May 31, 2020: 129,893,801.

**DOCUMENTS INCORPORATED BY REFERENCE**

Portions of the Registrant's Proxy Statement for its Annual Meeting of Shareholders on September 23, 2020, to be filed with the Securities and Exchange Commission no later than 120 days after May 31, 2020, are incorporated by reference into Part III of this Report.



DARDEN RESTAURANTS, INC  
FORM 10-K  
FISCAL YEAR ENDED MAY 31, 2020

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**Cautionary Statement Regarding Forward-Looking Statements**

Statements set forth in or incorporated into this report regarding the expected increase in the number of our restaurants and capital expenditures in fiscal 2021, and all other statements that are not historical facts, including without limitation statements with respect to the financial condition, results of operations, plans, objectives, future performance and business of Darden Restaurants, Inc. and its subsidiaries that are preceded by, followed by or that include words such as "may," "will," "expect," "intend," "anticipate," "continue," "estimate," "project," "believe," "plan," "outlook" or similar expressions, are forward-looking statements within the meaning of the Private Securities Litigation Reform Act of 1995 and are included, along with this statement, for purposes of complying with the safe harbor provisions of that Act. Any forward-looking statements speak only as of the date on which such statements are made, and we undertake no obligation to update such statements for any reason to reflect events or circumstances arising after such date. By their nature, forward-looking statements involve risks and uncertainties that could cause actual results to differ materially from those set forth in or implied by such forward-looking statements. In addition to the risks and uncertainties of ordinary business obligations, and those described in information incorporated into this report, the forward-looking statements contained in this report are subject to the risks and uncertainties described in Item 1A below under the heading "Risk Factors."

# **PROOF OF US CITIZENSHIP**

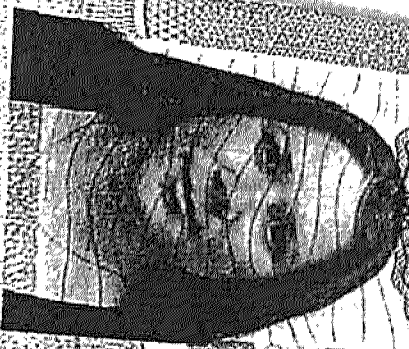


*Jinabay S. Miller*  
SIGNATURE OF BEARER / SIGNATURE DU TITULAIRE / FIRMA DEL TITULAR

3

PASSPORT  
PASSEPORT  
PASAPORTE

UNITED STATES OF AMERICA



Type / Type / Tipo P  
Surname / Nom / Apellido KOREN

Given Name / Prénoms / Nombre LINDSAY LI

Nationality / Nationalité / Nacionalidad UNITED STATES OF AMERICA

Date of Birth / Date de naissance / Fecha de nacimiento

Place of Birth / Lieu de naissance / Lugar de nacimiento

Date of Issue / Date de délivrance / Fecha de expedición 05 Jul 2013

Date of Expiration / Date d'expiration / Fecha de caducidad 04 Jul 2023

Expiry / Validity / Vigencia / Valididad SEE PAGE 51

Authority / Autorité / Autoridad United States Department of State



Sex / Sexe / Sexo F

**LIST OF EXHIBITS**

**Change of Officer Application – Rare Hospitality International, Inc.**

- Exhibit A**     LICENSES IN WHICH APPLICANT HAS AN INTEREST
- Exhibit B -**   LICENSES IN WHICH THE APPLICANT PREVIOUSLY HAD AN INTEREST
- Exhibit C -**   SUSPENSIONS, REVOCATIONS OR CANCELLATIONS

EXHIBIT A

## **EXHIBIT A**

### **LICENSES IN WHICH THE APPLICANT HAS OR HAD AN INTEREST**

The ultimate 100% owner of the Licensee, Darden Restaurants, Inc., a publicly traded company, is a large, multi-national company with over 1500 restaurants across the United States, under several concept names, including Longhorn Steakhouse, Capital Grille, Capital Burger, Bahama Breeze, Season's 52, Olive Garden, Eddie V's, and Yard House. The company also divested itself of over 500 Red Lobster restaurants through sale, and has closed or sold other restaurants in multiple states, including Massachusetts.

Attached please find a list of Massachusetts restaurants ultimately owned by Darden. A complete list of licenses is not available.

List of MA Restaurants

<u>Restaurant</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>
Olive Garden #1419	80 North Dartmouth Mall	North Dartmouth	MA	027474314
Olive Garden #1436	1240 Newport Ave.	South Attleboro	MA	027038004
Olive Garden #1511	1 Worcester Rd	Framingham	MA	01701
Olive Garden #1523	1095 Iyanough Rd	Hyannis	MA	026011830
Olive Garden #1626	728 Donald Lynch Blvd	Marlborough	MA	01752
Olive Garden #1639	422 Middlesex Road	Tyngsborough	MA	018791021
Olive Garden #1659	401 Technology Center Drive	Stoughton	MA	020724720
Olive Garden #1674	11 B Allstate Rd	Dorchester	MA	021251606
Olive Garden #1686	3 Orchard Hill Park Drive	Leominster	MA	014537019
Olive Garden #1730	102 Colony Place Rd	Plymouth	MA	02360
Olive Garden #1804	919 Riverdale Street	West Springfield	MA	01089
Olive Garden #1808	392 Patriot Place South TS Building	Foxborough	MA	02035
Olive Garden #1825	90 Pleasant Valley Ave	Methuen	MA	01844
Olive Garden #1868	7 Tobias Boland Way	Worcester	MA	01607
Olive Garden #1874	153 Andover St	Danvers	MA	01923
Bahama Breeze #3048	413 Middlesex Road	Tyngsborough	MA	01879
Seasons 52 #4530	6 Wayside Road	Burlington	MA	01803
Seasons 52 #4538	220 Boylston St. Chestnut Hills Mall	Newton	MA	02467
Yard House #8326	200 Legacy Place	Dedham	MA	02026
Yard House #8336	126 Brookline Avenue	Boston	MA	02215
Yard House #8348	340 Market Street	Lynnfield	MA	01940
Yard House #8381	108 Middlesex Turnpike	Burlington	MA	01803
LongHorn Steakhouse #5140	250 Franklin Village Drive	Franklin	MA	02038
LongHorn Steakhouse #5145	227 N Main St	Leominster	MA	014532219
LongHorn Steakhouse #5156	191 Boston Post Road W	Marlborough	MA	017521840
LongHorn Steakhouse #5158	1250 S Washington St Fashion Crossing Mall	North Attleboro	MA	02760
LongHorn Steakhouse #5181	59 Plaistow Rd	Haverhill	MA	01830
LongHorn Steakhouse #5196	1105 Riverdale St	West Springfield	MA	010894615
LongHorn Steakhouse #5226	70 Worcester Providence Drive Suite 635	Millbury	MA	01527
LongHorn Steakhouse #5233	800 Route 44	Raynham	MA	02767
LongHorn Steakhouse #5284	1910 Andover St	Tewksbury	MA	01876
LongHorn Steakhouse #5296	390 West St	Mansfield	MA	02048
LongHorn Steakhouse #5310	125 Church Street	Pembroke	MA	02359
LongHorn Steakhouse #5323	2421 Cranberry Highway	Wareham	MA	02571
LongHorn Steakhouse #5325	39 Walker'S Brook Drive	Reading	MA	01867
LongHorn Steakhouse #5518	80 Highland Avenue	Seekonk	MA	02771
LongHorn Steakhouse #5595	1325 Broadway	Saugus	MA	01906
Capital Burger #3202	159 Newbury Street	Boston	MA	02116
Capital Grille #8004	250 Boylston Street	Chestnut Hill	MA	024672001
Capital Grille #8028	10 Wayside Road	Burlington	MA	01803
Capital Grille #8047	900 Boylston St.	Boston	MA	02115
Eddie V's #8523	800 Boylston Street Suite 185	Boston	MA	01299
Eddie V's #8524	50 South Avenue	Burlington	MA	01803



EXHIBIT B

## **EXHIBIT B**

### **LICENSES IN WHICH THE APPLICANT HAS OR HAD AN INTEREST**

The ultimate 100% owner of the Licensee, Darden Restaurants, Inc., a publicly traded company, is a large, multi-national company with over 1500 restaurants across the United States, under several concept names, including Longhorn Steakhouse, Capital Grille, Bahama Breeze, Season's 52, Olive Garden, Eddie V's, and Yard House. The company also recently divested itself of over 500 Red Lobster restaurants through sale, and has closed or sold other restaurants in multiple states.

A complete list of previously-held licenses is not available.

EXHIBIT C

## **EXHIBIT C**

### **SUSPENSIONS, REVOCATIONS, OR CANCELLATIONS**

Darden Restaurants, Inc., a publicly traded company, owns over 1,500 affiliated restaurant locations across the United States under several different concepts, several of which operate in Massachusetts (Olive Garden, LongHorn Steakhouse, Capital Grill, Capital Burger, Yard House, Seasons 52). A list of suspensions for licenses held across the country by Darden Restaurants, Inc. and its affiliates is attached.

**GMRI, INC.**  
**RECORD OF LICENSE SUSPENSIONS**  
[updated 1/30/19]

**GMRI, Inc. and its affiliates own and operate over 1,600 restaurants in 50 states.**

**GMRI, Inc. d/b/a The Olive Garden Italian Restaurant**

<u>Rest. #</u>	<u>City, State</u>	<u>Occurrence</u>
#1096	Downers Grove, IL	License suspended for 1 day (6/26/89) for sale to minor.
#1156	West Dundee, IL	Suspended for 1 day (8/27/90) for sale to minor.
#1200	Maplewood, MN	2 day suspension (9/2-3/92) - failure to register the new general manager (also the local license holder)
#1096	Downers Grove, IL	License suspended for 1 day (7/13/95) for sale to minor.
#1411	Boulder, CO	License suspended for 1 day (1/28/96) for sale to minor.
#1289	Johnson City, TN	City beer permit suspended for 6 days (3/8 – 3/13/99) for sale to minor.
#1056	Independence, MO	License suspended for 1 day (8/4/99) for sale to minor.
#1388	Orange, CT	License suspended for 3 days (6/5, 6 & 7/00) for sale to minor.
#1306	Salt Lake City, UT	License suspended for 5 days 1/28 - 2/1/01 for sale to minor.
#1411	Boulder, CO	License suspended for 4 days 2/1-2/4/02 for sale to minor.
#1444	Concord, NH	License suspended for 3 days beginning 10/21/02 for sale to minor.
#1399	Salt Lake City, UT	License suspended for 5 days beginning 11/25/02 for improper dispensing.
#1104	Chattanooga, TN	City beer permit suspended for sale to minor (1/16-1/20/03).
#1249	Chino, CA	License suspended for 25 days beginning 5/13/04 for sale to minor.
#1536	Gurnee, IL	License suspended for 1 day (7/26/04) for sale to minor.
#1289	Johnson City, TN	City beer permit suspended for 5 days (11/2/04 – 11/7/04) for sale to minor.
#1593	Thornton, CO	License suspended for 1 day (3/22/05) for sale to minor.
#1511	Framingham, MA	License suspended 9/28/05 for non-sale to minor violations.
#1154	Arlington Heights, IL	License suspended for one day 1/3/06 for sale to minor.
#1729	Rome, GA	City license suspended for four days 12/5/07 – 12/8/07 for sale to minor.
#1729	Rome, GA	City license suspended for six days 8/5/08 – 8/10/08 for sale to minor violation.
#1609	Santa Fe, NM	License suspended for 1 day (07/02/10) for sale to minor.
#1121	Albuquerque, NM	License suspended for 1 day (09/12/10) for sale to minor.
#1847	Farmington, NM	License suspended for 1 day (11/12/10) for sale to minor.
#1534	Maple Grove, MN	License suspended for 2 days (08/01/2011-08/02/2011) for sale to minor.
#1881	Gainesville, GA	License suspended for 3 days (10/31/2011-11/02/2011) for sale to minor.
#1686	Leominster, MA	License suspended for 1 day (12/21/2011) for sale to minor.
#1411	Boulder, CO	License suspended for 2 days (06/03/2012-06/04/2012) for sale to minor.
#1727	Denver, CO	License suspended for 25 days; actively served 8 days (2/24/2013-3/3/2013) 17 days in abeyance for 1 year; sale to minor (3); Failure to provide documents.

#1644	Taunton, MA	License suspended for 1 day (09/25/2013) for sale to minor.
#1436	Attleboro, MA	License suspended for 1 day (11/18/2013) for sale to minor.
#1815	South Jordan, UT	License suspended for 10 days (10) for sale to minor (11/24/14 - 12/4/14).
#1206	Layton, UT	License suspended for 10 days (10) for sale to minor (7/29/15 – 8/8/15).
#1801	West Valley, UT	License suspended for 10 days (10) for sale to minor (8/10/15 – 8/20/15).
#1840	Las Cruces, NM	License suspended for one (1) day for sale to minor (3/25/16).
#1794	Spring Hill, TN	Beer license suspended for 18 days for sale to minor (5/11/16-5/28/16).
#1523	Hyannis, MA	License suspended for (1) day for sale to minor (2/6/16)
#1794	Spring Hill, TN	License suspended for seven (7) days for sale to minor (12/7/16 – 12/16/16).
#1893	Cleveland, TN	License suspended for four (4) days for sale to minor (12/11/16 – 12/14/16).
#1721	Memphis, TN	License suspended for five (5) days for sale to minor (12/11/16 – 12/15/16).
#1794	Spring Hill, TN	License suspended for forty (40) days for sale to minor (01/02/17 – 02/10/17).
#1847	Farmington, NM	License suspended for one (1) day (2/22/17) for sale to minor.
#1206	Layton, UT	License suspended for eighteen (18) days for sale to minor (4/24/17 – 5/12/17).
#1523	Hyannis, MA	License suspended for two (2) days for sale to minor (1/23/18 -1/24/18)
#1593	Thornton, CO	License suspended for 1 day (10/31/18) for sale to minor.
#1534	Maple Grove, MN	License suspended for 2 days (1/15/19-1/16/19) for sale to minor.

**GMRI, Inc. d/b/a Seasons 52**

<u>Rest. #</u>	<u>City, State</u>	<u>Occurrence</u>
#4530	Burlington, MA	License suspended for 1 day (11/3/14) for sale to minor.
#4544	Lone Tree, CO	License suspended for 1 day (1/1/15) & 2 days in abeyance for 1 year for sale to minor.

**GMRI, Inc. d/b/a Red Lobster**

<u>Rest. #</u>	<u>City, State</u>	<u>Occurrence</u>
#612	Gainesville, GA	License suspended for 4 days for a sale to minor (11/2, 3, 4, & 5/97).
#285	Chattanooga, TN	Suspension of city beer license for 30 days beginning 12/26/00 for sale to minor.
#60	Independence, MO	License suspended for 1 day 3/26/01 for sale to a minor.
#273	Rome, GA	License suspended for 4 days 11/07 -11/10/01 for sale to minor.
#285	Chattanooga, TN	City beer permit suspended for 30 days beginning 6/24/02 for sale to minor.
#36	Athens, GA	Suspended for 10 days beginning 11/5/02 for sale to minor.
#235	Alexandria, VA	License suspended for 5 days (3/26 - 3/30/03) for sale to minor.
#641	Grand Forks, ND	License suspended for 1 day (6/9/03) for sale to minor.
#6215	Lone Tree, CO	License suspended for 3 days (1/23-25, 2006) for sale to minor.
#0328	Northglenn, CO	License suspended for 3 days (4/28, 29 & 30, 2006) for sale to minor.
#6215	Lone Tree, CO	License suspended for 6 days (8/27-9/1, 2006) for sale to minor.

#0157	Golden Valley, MN	License suspended for 1 day (11/20/06) for sale to minor.
#6244	Orem, UT	License suspended for 6 days (1/8/07-1/13/07) for allowing guest to leave premises with an alcoholic beverage.
#0433	Kennesaw, GA	License suspended for 14 days (3/14/07-3/28/07) for sale to minor.
#0211	Richmond, VA	License suspended for 3 days (9/28/08 – 10/1/08) for sale to minor.
#6215	Lone Tree, CO	License suspended for 1 day (11/28/08) for sale to minor.
#6251	Maple Grove, MN	License suspended for 2 days (1/26 - 1/27/09) for sale to minor.
#0224	Blaine, MN	License suspended for 2 days (1/26-27/09) for sale to minor.
#0392	Smyrna, GA	License suspended for 1 day (11/23/09) for sale to minor.
#0749	Clovis, NM	License suspended for 1 day (5/20/11) for sale to minor.
#0600	Farmington, NM	License suspended for 1 day (7/4/14) for sale to minor.

**GMRI, Inc. d/b/a Smokey Bones Barbeque and Grill**

<u>Rest. #</u>	<u>City, State</u>	<u>Occurrence</u>
#7544	Gainesville, GA	License suspended for 7 days (4/15/04) for sale to minor.

# Portable Lights at Coolidge

Presented By:

Recreation Division

Reading United Soccer Club

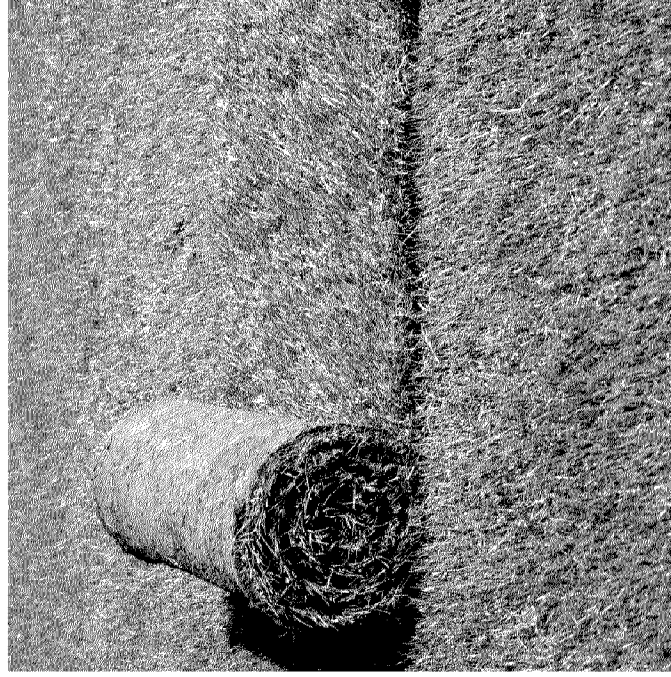
Reading Youth Lacrosse



# Background

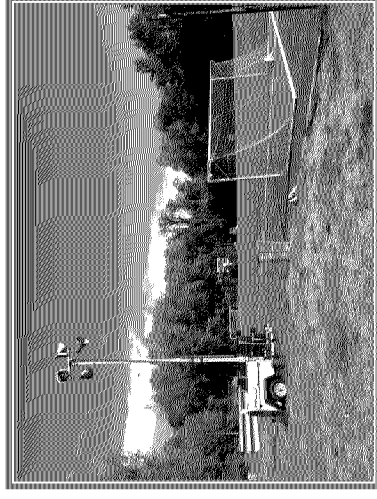
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- Stadium Turf will be under construction starting April 15<sup>th</sup>.
- Organizations will be losing over 20 hours of turf time each week.
- More than half of those hours are practice hours under the lights on weekdays.
- Portable light poles have been approved and used in the past to accommodate more field space.



# The Plan

- Place 4 portable light poles at Coolidge from April 15<sup>th</sup> – June 15<sup>th</sup>.
- Lights will be on until 9pm and will be used for practices only
- Lights will be locked with a combo lock and will be given to League Directors to turn on and off
- Cost of lights will be split between Recreation, Soccer and Lacrosse



# Placement



# Neighborhood Feedback

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- Sent abutters within a 150ft radius of Coolidge property line a letter to inform them on the project and invite them to the Recreation Committee Meeting
- Received positive support emails (emails present in the packet), some were abutters, others were families who had children who participate in soccer or lacrosse
- A few neighbors showed up at the Recreation Committee Meeting to voice concerns

# Neighborhood Feedback Continued

- **Noise from generators**

A: Generators have been used in the past and have very low noise impact according to past direct users on the fields. Recreation Administrator went down to rental vendor to also determine noise impact.

- **Light Shining into homes**

A: Light poles are only 30ft high, seemingly lower than current tree lines surrounding the abutters in the neighborhood. Lights are positioned directly to shine on the field and we can also be flexible with location if a problem were to arise. The actual light fixtures on the pole can also be adjusted. Lights only shine about 50 ft in the direction they are placed.

- **Setting a Precedent**

A: Assured neighbors that portable lights are only used in extenuating circumstances.

- **What if lights are kept on?**

A: Youth Directors are willing to give out their cell phones to any abutter who is concerned that the lights may be kept on past 9:00pm.

# Other Internal Communication

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- DPW
- Facilities
- Conservation
- Central Office for School Department



Questions?

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Thank You!

## Fiorente, Genevieve

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**From:** Gil Moreira <mrrainmker@aol.com>  
**Sent:** Thursday, February 10, 2022 12:38 PM  
**To:** Fiorente, Genevieve  
**Cc:** mrrainmker@aol.com  
**Subject:** Requesting auth for portable lighting at Coolidge lacrosse fields

Hi Jenna,

It's been forever! I hope you're doing well.

As the stadium turf is being replaced, I am requesting that you please authorize the use of temporary lighting at Coolidge Middle School for lacrosse practices this year.

Thank you very much :)

Greg Moreira  
978-580-0443

This office absolutely does not send or receive wired funds, and we do not participate in the wiring process. This email and any documents attached to it are subject to attorney-client privilege and contain confidential information intended only for the person(s) to whom this email is addressed. If you have received this email in error, please notify the sender immediately by telephone or email and destroy this email and any documents attached to it without making a copy. Please excuse any typographical errors. Thank you.

Sent from my iPhone. Please excuse any typographical errors.



## Fiorente, Genevieve

---

**From:** Pete Torell <petetorell@yahoo.com>  
**Sent:** Friday, February 11, 2022 3:48 PM  
**To:** Fiorente, Genevieve  
**Subject:** Portable Lights

Jenna,

I wanted to reach out to you to express my support of the portable lights at Coolidge for the upcoming season.

It is truly disappointing that the project at the Stadium did not start right when the football season ended or was pushed to summer.

Spring is really a tough season because of the early darkness and the loss of the facility for the youth and the RMHS Track Program.

Regards,

Pete

## Fiorente, Genevieve

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**From:** ANGELA MCCOLGAN <ajsorge@comcast.net>  
**Sent:** Sunday, February 13, 2022 6:07 PM  
**To:** Fiorente, Genevieve  
**Subject:** Coolidge Temporary lights

Hi!

My name is Angela McColgan. My husband Eddie and I live at 78 Whittier Road. We have been living here since 2007 and have enjoyed being close in proximity to all the fields ect. We have 3 children. Tim-13, Ali-10 and Katie-7. All three children will be playing Reading lacrosse this spring and I am writing in support of the temporary lighting at Coolidge Middle School. We realize the building of the new high school turf will be a great addition down the road and support the rebuild but at the same time we realize this will displace much needed space for these youth athletes. Athletics the past two years have been so broken up due to Covid and these kids should be given the chance to practice, play and be with teammates as much as they can!

I am asking as a parent, neighbor and Reading resident to support this temporary lighting at the Coolidge Middle School.

Thank you and feel free to reach out with any questions ect!

The McColgan Family  
78 Whittier Road

## Fiorente, Genevieve

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**From:** Christopher Haley <chris@intellibeam.com>  
**Sent:** Friday, February 11, 2022 11:04 AM  
**To:** Fiorente, Genevieve  
**Subject:** Portable lights @Cooledge

Good morning Jenna,

As an abutter (71 Tennyson Rd) to Cooledge Middle School, I am in full support of portable temporary lights being added for the turf there.

Thank you much,



**Christopher Haley**

Solutions Architect | Intellibeam

Technology of tomorrow, today! ®

Office: 617.657.9434 x201 | Cell: 617.701.7569

[chris@intellibeam.com](mailto:chris@intellibeam.com) | [www.intellibeam.com](http://www.intellibeam.com)

2 Haven Street Suite #301 Reading, MA 01867



## Fiorente, Genevieve

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**From:** Michael Connelly <maconnelly10@yahoo.com>  
**Sent:** Friday, February 11, 2022 12:16 PM  
**To:** Fiorente, Genevieve  
**Subject:** Reading Lacrosse Lighting Proposal

Good Afternoon Jenna,

I hope all is well with you. It has come to my attention that members of the Reading Youth Lacrosse Association will be presenting a proposal next week to include temporary lights at Coolidge Middle School this spring, while the stadium turf field is being replaced.

I am writing to express my strong support of this project. I live at 9 Tennyson Road and would be considered an abutter to Coolidge Middle School and such a project. I am confident that most residents in the neighborhood would be in full support of this project as well. Like me, many families in the neighborhood have young children participating in various sports and recreational programs in Town, and would not want to see practice times and activities which are much needed, especially during these times, impacted this spring season.

If this project helps young athletes not only involved in Youth Lacrosse but other programs in Town this spring continue to have the same opportunities and access to team sports, I am 100% in support of such a proposal and commend those involved for thinking creatively to come with a plan that works while the Turf field is being replaced.

Thank you for all that you do for the Town of Reading's recreational programs, and if I can be of any further assistance with support of this project, please let me know.

Thanks again,

Michael Connelly  
9 Tennyson Road  
Reading, MA

Michael Anthony Connelly maconnelly10@yahoo.com

## Fiorente, Genevieve

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**From:** Charlie Hardy <charliehardy20@gmail.com>  
**Sent:** Thursday, February 10, 2022 2:13 PM  
**To:** Fiorente, Genevieve  
**Subject:** lights for Coolidge

Jenna

I am in favor of having lights on coolidge for the Spring season  
We need the space to replace the football as a practice and game facility  
charlie Hardy

# COMMONWEALTH OF MASSACHUSETTS

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, 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.

\_\_\_\_\_  
Constable

A true copy Attest:

\_\_\_\_\_  
Laura Gemme, Town Clerk

# 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 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.

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**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

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**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

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**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

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**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

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**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

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**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

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**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

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**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, 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

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**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

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**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 (Assessor’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 (Assessor's Parcel 17-25) 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

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**ARTICLE 15** To see if the Town will vote to amend Section 10.5 of the Zoning Bylaw, Downtown Smart Growth District, with the additions being shown in bold and italics and deletions being struck through, as follows:

### **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 recently* as 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.

***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 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**

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

**98** 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.

<b>Building Type</b>	<b>Mixed-Use with Commercial 1st Floor</b>	<b>Other Mixed-Use or Residential Only</b>
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	<b>6,000 SF</b> N/A	
Number of Buildings per lot	N/A	
Maximum Building Frontage	300 feet	
Minimum Front Setback <sup>1</sup>	0 feet	
Maximum Front Setback <sup>1</sup>	10 feet	
Minimum Side / Rear Setback <sup>2</sup> abutting a Residential Zone	15 feet	
Minimum Side / Rear Setback <sup>2</sup> in DSGD or abutting Business-B	0 feet	
<b>Total minimum setback from one or more lot lines (any combination of front, rear, or sides)</b>	<b>30 feet</b>	
Interior Setback (between buildings on same lot)	15 feet	

<sup>1</sup> See 7.1.1 of the Design Standards for front façade setback requirements

<sup>2</sup> 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.***

**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-Foot 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 ( <b><i>studio, 1 and 2 bedroom</i></b> ).....	1.25 spaces per unit
<b><i>Residential Units (greater than 2 bedroom)</i></b> .....	<b>2 spaces per unit</b>
Other Non-Residential, less than 2,000 square feet.....	0 spaces
Other Non-Residential, 2,000 square feet or more	<del>1 space per</del>
<del>2,000 square feet</del> leasable space in excess of 2,000 square feet.....	<b>1 space per 2,000 square feet</b>

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	<del>1 space per 2,000</del>
square feet	
leasable space in excess of 2,000 square feet.....	<b>1 space per</b>
<b>2,000 square feet</b>	
Other allowed Secondary Use	<del>1 space per</del>
<del>5,000 square feet</del> leasable space in excess of 2,000 square	
feet.....	<b>1 space per</b>
<b>5,000 square feet</b>	

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 shall comply with standards outlined in the most current edition of the "Transportation and Traffic Engineering Handbook" put forth by the Institute of Transportation Engineers, and 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.***

**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 ~~O~~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 (8±2)** 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.

- ***For projects consisting of fewer than twelve (12) units, upon request of the Applicant, the Approving Authority may waive the requirements of this section as provided in Section 10.5.12.***

**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 ***always*** 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 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~~ **extraordinary adverse** 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.**

### 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, **except as expressly provided in Section 10.5.10.1.**

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:*

**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***
- 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**
- 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.

or take any other action with respect thereto.

Community Planning and Development Committee

**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.

Select Board

**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 \_\_\_<sup>th</sup> 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

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 ~~staggered 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 3<sup>rd</sup>. 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, spoke as member of the public. She addressed a comment made at the Select Board meeting on January 18, 2022 that the decision of the Finance Committee to create an ARPA Subcommittee was done in a rushed manner and without consultation with the Select Board. She noted that the Finance Committee has worked carefully and diligently for the last five months and attempted to collaborate with the Select Board including the Financial Forum back in October where feedback was solicited from the attendees.

~~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~~

**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 8<sup>th</sup> 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 31<sup>st</sup>, 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 eligible for 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 1<sup>st</sup> so she can include it in the Town Meeting warrant.~~

Ms. Angstrom explained that the Town Charter permits the Select Board to provide termination pay to the outgoing Town Manager. The precedent for the previous Town Manager was three months severance pay. She shared that while it is within the Board's discretion to provide the additional pay, it would be helpful to know what they decide by March 1st so she can include it in the Town Meeting warrant.

**Commented [LJ1]:** Karen's suggested edit to "may be" entitled

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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~~ moved 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 the proposed this-committee. She reviewed the discussions held at Financial Forums and at Finance Committee meetings of Nov and December 2021, and the steps taken to this point. She thanked the Finance Committee for all of their planning efforts and their collaboration to date. She then presented the draft of the charge for discussion based on the minutes of the 10/20/2021 Financial Forum and the successful format of the Ad Hoc Town Manager Screening Committee and a template from Lexington. She noted that the charge presented had been reviewed by Town Counsel. 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~~ the access requiring crossing of a year-round 100-foot long 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; a discussion of handicapped accessibility resulted in a suggestion to create ; and discuss creating an accessible area and part of a trail from Wood End to the Town Forest would be a good opportunity to consider rather than doing this from lot #5.

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. Bacchi 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.**

Select Board Meeting February 15, 2022 7:00 pm  
Town Hall Select Board Meeting Room

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

Others present: Bob LeLacheur, Fidel Maltez, Jean Delios (remote), Sean Donahue (remote), Sharon Angstrom (remote), Jane Kinsella (remote), Chris Cole (remote), Jenna Fiorente (remote), Christine Amendola (remote), Jacquelyn LaVerde (remote), Brian McGrail (remote), Ron Rice (remote), Bob Hayes, Jackie McCarthy, Bruce McKenzie (remote), Naomi Kaufman (remote), Lisa Egan, Karen Pinette (remote), Ed Ross (remote), Emily Sisson (remote), Tony D'Arezzo (remote), Dave Pinette (remote)

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Documents Used:

Winterfest  
Liquor Plan Winterfest 2022  
Town Insurance Recommendations  
Permit  
2022-02-10 VASC Packet  
Sturges Proposed Score Board Final  
Sturges Scoreboard Con Comm Permit  
2022-02-15 PTTTF Hearing Notice  
Traffic Amendment 2022-01  
220135 Reading Select Bd Meadow Brook Golf Club  
FW Payment Receipt  
Meadowbrook Change of Location ABCC Application  
Human Resources Update to Select Board 2.15.22  
2022 TM Annual Warrant DRAFT-5  
DSGDBylaw\_TrackChanges\_HolisticWaiver-Based\_2-8-22\_forDHCD  
FY23 WS Rates Overview  
WS Rates History  
202220115 FY22 Goals  
TM Transition Calendar of Important Dates (January through June)  
2022-02-01 Select Board Minutes DRAFT - Simple- ajl & kh

Chair Karen Herrick called the meeting to order at 7:00 pm and reviewed the evening's agenda.

**Board's expressions of gratitude to Bob LeLacheur:**

As this is the last meeting Bob LeLacheur will be attending as Town Manager, Ms. Herrick presented a plaque to honor him and the past and future Town Managers. Each Board Member expressed their sentiments and well wishes for Mr. LeLacheur. Mr. LeLacheur reflected on his history with the Town starting as a volunteer, then coming up through the ranks to become Town Manager. He then thanked

everyone and noted that it has been remarkable how many people throughout the Town have thanked him.

**Public Comment:**

Lisa Egan, Executive Director of the Reading North Reading Chamber of Commerce, previewed the Winterfest event the Chamber is planning for Thursday, March 10<sup>th</sup>.

**SB Liaison & Town Manager Reports:**

Carlo Bacci reviewed highlights from the last CPDC meeting. The CPDC is still hearing plans for the Green Tomato building on Chute Street, and requested a smaller building, more open space, and to redefine that corner. There is a new salon on Haven Street, a new sign was approved for Metro Credit Union, and they are reviewing a sign for Postmark Square.

He also noted that the Board of Health lifted the mask mandate at their meeting last week, and he and Mr. Dockser held a Volunteer Appointment Subcommittee (VASC) meeting.

Chris Haley stated that the Parking Advisory and Recommendations Committee (PARC) held a community forum, where a lot of feedback was received and discussed at their last meeting. The PARC took into consideration changing Sanborn Street parking regulations to resident only, and modifying kiosk pricing for anything over four hours. A future agenda topic will be requested to extend the sunset date of the PARC to April 30<sup>th</sup>.

Mr. Haley also noted he attended the 10<sup>th</sup> Annual Winter Walk with the Trails Committee.

Mark Dockser noted that the Council on Aging met with the Reading Center for Active Living Committee (ReCalc). The COA will conduct outreach in the community to see what their needs are and what can be done in the short term. The ReCalc wants to understand from the Council what seniors' needs are and what a new Senior Center might look like.

Karen Herrick stated that Conservation Commission approved the plan for a Community Garden.

Town Manager Bob LeLacheur reviewed the proposed FY23 new budget line item called Select Board Reserve Fund. The line item has \$15,000 for the Board to distribute to volunteer Boards and Committees for smaller requests throughout the year.

He also noted that yesterday was the first day for new Town Manager, Fidel Maltez.

**Consent Agenda: Vote to appoint members to Volunteer Boards/Committees:**

**Mark Dockser moved to appoint:**

**Nora Bucko as a full member to the ad hoc Reading Center for Active Living (sunsets 11/30/2022), Stephen Theodoridis as a full member to the Cultural Council with a term expiring on June 30, 2024, and**

**Jean-Paul Plouffe as an Associate member to the Board of Assessors with a term expiring on June 30, 2023. The motion was seconded by Karen Herrick.** At the request of Ms. Landry, Mr. Dockser explained that he and Mr. Bacci recommended Ms. Bucko for ReCalc because she was a strong candidate, involved in the community, and is already attending ReCalc meetings. He also briefly reviewed the backgrounds of the other recommended appointees. **The motion was approved 5-0 by unanimous roll call vote.**

**Vote to Accept Gift for Sturges Park from Reading Girls Softball:**

Bob Hayes, who recently stepped down as Reading Softball Little League (RSL) President, presented the donation of a scoreboard sign to be located in right field near the skating rink. The RSL is shouldering 100% of the project cost as a gift to the Town. The RSL worked with the Parks and Forestry division, Conservation, and the Recreation Committee. Jenna Fiorente, Recreation Administrator, stated that she sent a notice to abutters within a 150-foot radius of Sturges Park. She received one phone call from a neighbor with concerns about the location, but she went over it with the resident who was fine with the explanation. Mr. Hayes also noted that they filed for a permit from the Conservation Commission.

**Mark Dockser moved to accept the gift for Sturges Park from Reading Girls Softball as presented, from a grateful Select Board. The motion was seconded by Carlo Bacci and approved 5-0 by unanimous roll call vote.**

**Public Hearing: Amend Downtown Parking:**

Mr. LeLacheur reviewed the discussion from the last meeting for a pilot plan for overnight parking, that needed to be followed up with a Public Hearing. The Board reviewed the amendment that allows overnight parking in the Train Depot lot on Lincoln Street. Deputy Police Chief Christine Amendola explained that only a resident sticker is needed to park in the lot. If there is snow, cars need to be moved from 6:00 am to 9:00 am to allow DPW to clean the lot.

Tony D'Arezzo asked what the parking requirements are at The Met, whether those residents are paying for parking there, and whether they could use this lot instead of paying for parking at The Met. Deputy Chief Amendola stated that she believes the residents of the building get one spot each and are eligible to purchase resident parking permits.

**Mark Dockser moved to close the Public Hearing. Motion seconded by Carlo Bacci and approved by 5-0 unanimous roll call vote.**

**Mark Dockser moved to approve Traffic Amendment 2022-01 as presented. Motion seconded by Karen Herrick and approved 5-0 by unanimous roll call vote.**

**Public Hearing: Meadow Brook - Relocate All Alcohol Liquor License:**

The Clubhouse at Meadow Brook Golf Club burned down twice. The clubhouse has been rebuilt, and the application is to move the location of the liquor license back inside the clubhouse from the temporary tent outside around April 1<sup>st</sup>. The Select Board received an email from an abutter asking for

consistency with the limited operating hours as approved by the CPDC. Attorney Brian McGrail was present with Club Manager Ron Rice. He thanked the Board, the Fire Department and Inspectional Services for their kind comments and support, and reviewed the request for the transfer and the site approval plan to be referenced as part of the motion.

**Mark Dockser moved to close the Public Hearing. Motion seconded by Carlo Bacci and approved 5-0 by unanimous roll call vote.**

**Mark Dockser moved to approve the application of Meadow Brook Golf Club Corp. of Reading Massachusetts to relocate the all-alcohol license to the newly constructed clubhouse on the premises with an address of 292 Grove Street, Reading, Massachusetts with the current approved hours during which alcoholic beverages may be sold, which are from 8:00 a.m. to 2:00 a.m. except on Sundays and legal holidays when the hours shall be 12:00 noon to 1:00 a.m. and also be subject, however, to any terms and conditions of the CPDC Site Plan Review Approval Decision dated November 7, 2018, as modified on September 23, 2020. The motion was seconded by Carlo Bacci and approved 5-0 by unanimous roll call vote.**

**Discuss Draft Changes to SB Policies: Article 6 Personnel Related Policies:**

Human Resources Director Sean Donahue shared a very high-level overview of personnel policy updates made by the staff committee. The Personnel Policies have not been updated since 2009. Some of the topics addressed include: the “Reading Rebound” for employees who leave and return within six months, , EEO statement, ADA language, anti-harassment language, Workers Compensation procedures, diverse interview process, technology and equipment expectations of use, remote work, language updated to accommodate the four-day work week, family sick time usage, floating holiday (personal) time, vacation time, compensatory time, FMLA, service credit. Other items that will be considered further include: tuition payment/reimbursement, deferred compensation contributions, employee recognition, and incentive for limited sick time use. The next steps are to meet with Mr. Maltez to review the changes, make the final edits and have Labor Counsel review, then bring the policy back to the Select Board for implementation in the near future.

Ms. Herrick noted the plan to conduct a pay and class study, and asked if there would be an employee survey. Mr. Donahue explained that the pay and class study is currently out to bid, and will compare similar jobs with peer communities. The Personnel Policies Committee had a lot of representation, and surveyed within the organization as best they could.

**Preview Warrant for Annual Town Meeting:**

Mr. LeLacheur previewed the 19 articles for April’s Annual Town Meeting and noted that there could be another one to three articles possible. Over the weekend there was legislation passed to allow remote Town Meetings through September. However, the Town Moderator seemed to want to return to in-person, though he might like written reports going forward.

Possible articles forthcoming include: a resident petition to honor his wife with a trust fund, a request from a PARC member to ask the state to reverse the road diet, and a resident request for safe routes to schools.

**Preview Water/Sewer Storm Water Rates:**

Mr. LeLacheur stated that the water department is chewing through reserves right now. Last July they were at \$5.5 million, but are currently projected at just over \$3 million. At April Town Meeting there will be a request to redirect \$400,000 for Emerson Street to Walkers Brook water main work. Emerson Street will instead go into the operating budget starting in July. To use water reserve rates will bring reserves to a new low. There has been an effort to trim as much as possible to prevent a rate increase too large. However, sewer rates can be lower. The Board could vote to use \$650,000 of sewer reserves and leave sewer rates unchanged. Board members briefly discussed possible use of ARPA funds, and requesting earmarks from the state to help with the water projects.

**Town Manager Goals update:**

Mr. LeLacheur presented the goals as reviewed by the Board earlier this year and encouraged the Board to discuss these and other goals with Mr. Maltez. Mr. Dockser suggested that Infrastructure move up in the priority list, as the new Town Manager can offer some insight. Ms. Landry noted that Economic Development expansion still seemed of strong interest to the Board. Mr. Maltez stated that he will take the Board's recommendations, and within his first 60 days, will bring them what he thinks are the goals and put some timelines, deadlines, and metrics into them, then proceed from there.

**Discuss Town Manager Transition:**

New Town Manager Fidel Maltez stated that Mr. LeLacheur is completing the budget document to hand off to him. The highest priorities right now are the Town Meeting Warrant, Finance Committee in March, and Town Meeting in April. Mr. LeLacheur and Mr. Maltez are sitting next to each other and communicating throughout the day. Mr. LeLacheur has shared past Town Meeting files as a guide. Assistant Town Manager Jean Delios prepared a calendar of things to expect. Mr. LeLacheur and Mr. Maltez will be meeting with Town Moderator Alan Foulds tomorrow.

**Discuss Future Agendas:**

Karen Herrick stated that the Trails Committee wants to swap out a member and the VASC may need to meet again. The Community Garden group could be ready to present their updates by March 1<sup>st</sup>.

Mark Dockser requested a ReCalc update on March 22<sup>nd</sup>.

Karen Herrick suggested review of the Capital Plan, and requested that Select Board be posted to attend the upcoming Finance Committee budget meetings in March.

Anne Landry noted that the Director of Equity and Inclusion has been hired at the Library, though is starting in March. If they start by March 22<sup>nd</sup>, they can come by and introduce themselves.

Carlo Bacci and Mark Dockser added a discussion on the process, needs, priorities, and land use.

Karen Herrick suggested a “Lunch and Learn” tour of RMLD.

Carlo Bacci requested to add a discussion and vote on Town Manager termination pay.

Chris Haley requested adding PARC getting extended to April 30<sup>th</sup>. He and Karen Herrick also agreed to add discussing appropriate contacts for major Board and Committee members.

**Approve Meeting Minutes:**

The Board reviewed suggested changes to the draft of the February 1, 2022 meeting minutes. They inquired about the wording from the Town Accountant’s report that read that the Town Manager “is entitled to” termination pay, whereas the Charter reads “may receive termination pay”. The Board instructed Ms. LaVerde to review the video to confirm what Ms. Angstrom actually said, then confirm with Town Counsel how to document in the minutes if what was said conflicts with the Charter.

**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):**

Mark Dockser moved that the board go into Executive Session, including staff members Bob LeLacheur, Fidel Maltez and Jackie LaVerde, under Purpose 2 and Purpose 3, to discuss strategy with respect to collective bargaining with and approve contracts for the following unions:

- 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; and
- the Public Works Supervisory Union, AFSCME Council 93, Local 1703.

and further the Chair declares that an open meeting could have a detrimental effect on the bargaining position of the body; and the board will NOT reconvene in open session. The motion was seconded by Karen Herrick and approved by 5-0 unanimous roll call vote. Select Board entered Executive Session at 10:21 pm.