



Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

Select Board

Date: 2022-07-19

Time: 7:00 PM

Building: Reading Town Hall

Location: Select Board Meeting Room

Address: 16 Lowell Street

Agenda: Revised

Purpose: General Business

Meeting Called By: Caitlin Nocella on behalf of Chair Mark Dockser

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

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

Topics of Discussion:

	<p><i>This Meeting will be held in-person in the Select Board Meeting Room at Town Hall and remotely on Zoom. It will also be streamed live on RCTV as usual.</i></p> <p>Join Zoom Meeting https://us06web.zoom.us/j/81628717522</p> <p>Meeting ID: 816 2871 7522 One tap mobile +16465189805,,81628717522# US (New York) +16465588656,,81628717522# US (New York)</p> <p>Dial by your location +1 646 518 9805 US (New York) +1 646 558 8656 US (New York)</p> <p>Meeting ID: 816 2871 7522 Find your local number: https://us06web.zoom.us/u/kcY7qiHlk</p>	PAGE #
7:00	Overview of Meeting	
7:05	Public Comment	
7:10	SB Liaison & Town Manager Reports	
7:20	Approve 71 Middlesex Ave Driveway Request	
7:35	Vote on Time Sensitive ARPA Funding request for Trails Committee	

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

7:45	Vote on Time Sensitive ARPA Funding request for Town Forest	
8:00	Review Initial Draft of Affordable Housing Trust Fund Bylaw following Town Meeting Instructional Motion	
8:20	Discuss asking Boards, Committees and Commissions to make annual presentations to Select Board	
8:30	Discuss Select Board Policies for VASC Appointment Process	
8:45	Discuss Future Agendas (Include dates and suggestions for Fall Financial Forum)	
9:00	Approve Meeting Minutes	
9:15	Review responses to the Town's Request for Proposal for Lease of Space for Town Senior Center, including potential Executive Session to discuss the lease or value of 17 Harnden Street under Purpose 6.	
10:00	Executive Session Purpose 7: To Comply with Section 22 of the OML – approve and review December 29, 2021, February 15, 2022, May 3, 2022 and June 28, 2022 minutes for release	



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

781-942-9043

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

To: Select Board
From: Fidel A. Maltez
Date: July 18, 2022
RE: Town Manager Memo for July 19th, 2022 Meeting

We can't believe that the month of July is almost over! We continue to have excellent public events, including our upcoming beer garden Saturday July 23, 2022, from 2 PM to 8 PM. It appears that the weather will be phenomenal for this great family-friendly event. Depending on the success of the event, we might look to hold another beer garden before the end of the summer. We are starting to plan a "New Resident Open House" event at the Reading Public Library. The event will be on October 18, 2022, from 5:30 PM to 7:30 PM. We last held the event in 2019 and it was a great opportunity for new residents to meet with Town departments, local organizations, and community groups.

At our meeting, we will be asking the Select Board to vote on two time-sensitive ARPA requests. The first is for the Trails Committee and the second is for our Town Forest Committee. Both committees do fantastic volunteer work in our community and getting this funding will ensure their success continues.

We will be presenting our first draft to the Affordable Housing Trust Fund bylaw. The bylaw was drafted by Town Counsel and includes some changes proposed by staff members. As a reminder, this change is a request from Town Meeting through the instructional motion submitted in April 2022. I have asked Keith Bergman to join the meeting and share his experience. Mr. Bergman is a retired Town Manager of Littleton and is the Chair of the Affordable Housing Trust Fund in Concord. Mr. Bergman implemented a similar bylaw in Littleton as well.

I will also report back that we received a response to our Request for Proposals for Leased Space for the Senior Center. The response came from the owners of the vacant building at 17 Harnden Street, commonly referred to as the "Walgreens" building. This is an exciting proposal to discuss during the meeting. Town Counsel will be present to provide guidance. We foresee a need to enter executive session to discuss the financial implications of the proposal and next steps.

Finally, I wanted to share the exciting news that the Senate has passed the law enabling Reading to adopt a surcharge to our electric bills that would allow the Town to become a Green Community. The legislature also extended the ability to continue remote/zoom meetings through March 31, 2023.

FAM



Town of Reading
16 Lowell Street
Reading, MA 01867-2683

Julie Mercier
Community Development Director
Phone: (781) 942-6648
Fax: (781) 942-9071
jmercier@ci.reading.ma.us

To: Fidel Maltez, Town Manager
From: Julie Mercier, Community Development Director
CC: Select Board, Parking Advisory & Recommendations Committee (PARC)
Date: July 13, 2022
Re: Update on Implementation of Parking Regulations and Paid Parking System

Downtown Parking Regulations

See attached memo from Michael Scouten, Traffic & Safety Officer

Paid Parking System

Overview

The “Kiosk Vetting Group,” consisting of Planning, Engineering and Police staff and one downtown business owner/PARC member, was formed earlier this year to interview the various vendors involved in the world of paid parking systems, which includes pay stations (kiosks), enforcement devices, software and mobile payment apps. To date, the group has interviewed VenTek, Parkeon/Flowbird, IPS Group, PayByPhone and Gtechna. Vendors interviewed participate in the MAPC collective purchasing contract and/or the NCPA contract, which allows the Town to avoid hosting our own procurement process. Monthly updates are provided to the Parking Traffic Transportation Task Force (PTTTF), and Procurement and Finance staff have been involved as needed to confirm the contract mechanics and flow of money follow proper protocols. The pay stations will be covered under the Town’s existing insurance policy. In addition, staff have been conducting outreach to area towns to get feedback on the various vendors.

Guiding Principles for Decision-Making

- *Streamlining the number of vendors involved:* this was recommended by at least one other community as a way to keep the system understandable and manageable for staff. Not all vendors offer both pay stations and enforcement devices/software, and not all vendors integrate with one another. The more vendors involved, the more unwieldy – and potentially costly - the system becomes.
- *Integration between system components and with existing software:* selected vendors need to integrate with one another and with any existing software the Police Department uses for permitting and ticketing, or offer a comparable software package to what is currently used.
- *Combining enforcement between paid and unpaid areas:* rather than have two separate methods for enforcement, the preference is for handheld devices that can integrate with the kiosks and mobile app for the paid areas, and that have an easy/automated system for the unpaid areas.

- *Usefulness of the “back office” data reporting:* the data collection, analysis and reporting regarding utilization trends is critical to understanding whether the timeframes & pricing will need to be adjusted in the future to achieve the desired rate of turnover in our municipal lots.
- *Adaptability for future needs:* including but not limited to the ability to add a 2nd mobile app and to add integration with the current License Plate Recognition (LPR) software used by Police.
- *Reliability, performance, and presence in the region:* vendors whose products are prevalent in this area tend to have local technicians, on-the-ground knowledge, vested interest in building/maintaining relationships, and more references for us to check!
- *Initial impressions, ease of communication:* intuition regarding success of long-term relationship with vendors, clarity of presentations and information, responsiveness, attitude, etc. is critical.

Components and Lead Vendors To-Date

- Pay Stations/Software: IPS Group¹
- Enforcement Devices/Software: IPS Group
- Mobile App: PayByPhone (exists at MBTA lots in Reading currently)

Details of Program & Features of the Pay Stations

- 4 solar-powered multi-space pay-by-plate pay stations
 - 2 in the Upper Haven Lot + 2 in the Brande Court Lot
 - ➔ Specific Locations TBD by PTTTF at upcoming meeting
- Pricing: up to an hour is free; up to 4 hours is \$1/hour; more than 4 hours is \$5/hour
- Timeframe for Roll-Out: TBD by PTTTF²
- Pay Stations: See attached brochure, some specifics to note:
 - Coins will not be accepted (coins are not necessary given current pricing scheme; coin jams are primary maintenance issue reported by vendors and other towns)
 - Bills will be accepted but machine will not give change (this is pretty standard)

¹ Based on initial feedback I received in 2020, IPS Group was not a vendor we were interested in at first. However, after a couple people recommended them to us, we decided to bring them in for an interview. They are one of only two vendors that provides pay stations as well as enforcement devices, and they also have a mobile app that we can sign up for later if desired. The group agreed they meet all of the guiding principles above. Upon further discussions with the sources of the negative feedback initially received, I have learned that the problems were almost entirely related to another product IPS offers (single-space meters), which is not a product Reading will be purchasing, and/or to an earlier model of the pay station and the vendor has indicated they have been resolved with the newer model. I am still in the process of checking multiple other references including at least one community that I believe has recently implemented the newer model. Customer service and tech support concerns have been expressed; vendor has been pressed on issue, but I need to find out more. IPS pay stations can be found in Malden, Newton, Cambridge, Arlington, Lynn, Fall River, etc.

² We have not ordered anything yet. Currently, there is a 2-month lead time for the pay stations, but a 6-month lead time for the bill acceptor component – we could install pay stations first with bill acceptor later, or wait until fully ready. We also want to be sensitive to the business community, ideally allowing patrons time to get used to the system and for businesses to set up validation options before the holidays or postponing roll-out until after. Timing may also depend on whether we need a special revenue account or revolving fund established first (see below), and whether it makes sense to roll-out a new program like this in the winter. We welcome all feedback on this.

Next Steps & Details TBD

- Budgeting for ongoing costs given uncertainty of revenue stream³
 - Pay stations and mobile app have monthly charge plus transaction fees, gateway fees, cc processing fees – fees typically passed to end user with Town as middle-man (Town collects, holds and disburses transaction fees back to vendors)
 - ➔ [Parking Benefit District](#) may be needed to enable the money flow (PBD has other benefits, was a recommendation of PARC, and could dovetail with BID effort)
 - Enforcement software has annual cost
 - ➔ Ideally revenue will cover ongoing costs, but back up plan being discussed
- Free Hour – important to reiterate that every person parking in the lots will need to interface with the pay station in some way (in-person, via mobile app), even if staying for less than an hour – this way the enforcement officer knows! However, the mobile app has a transaction fee associated with it, which will apply even to patrons staying less than an hour. The group feels that it is very important that “free” means “free” and is exploring a workaround to this in our contract with PayByPhone.
- Details of Contracts, Service Agreements, Merchant Processing Agreements – working through these with Procurement and Finance.
- Locations of Pay Stations – PTTTF to discuss at upcoming meeting, we have recommendations from vendor and consultant; important to protect them while still maintaining accessibility.
- Details of Roll-Out: advance outreach, educational materials, pay-station ambassadors, enforcement grace period, etc. TBD by PTTTF in upcoming months.

Staff have been working collaboratively to ensure the roll-out of the paid parking program in Reading goes as smoothly as possible. As with any change, there will be pain points and lessons learned. We have learned quite a bit already! However, once the pay stations are installed, we will have a better sense of utilization and revenue to inform future changes and budgeting. We appreciate the ongoing dialogue, and are happy to answer any questions you have.

³ We believe that capital costs and 1st year costs (known + projected) are covered by the \$110k approved at April 2022 Town Meeting. We are grateful to PARC, Select Board and Town Meeting for including the contingency. :)



READING POLICE DEPARTMENT

15 Union Street ▪ Reading, Massachusetts 01867

Emergency Only: 911 ▪ All Other Calls: (781) 944-1212 ▪ Fax: (781) 944-2893

Web: www.readingma.gov/police-department

Downtown Parking Regulations update.

Due to the sizable number of amendments that were presented and approved by the Select Board, multiple work orders were submitted to the DPW for new signage to be done in stages.

Work Orders completed:

- Work Order 2022-7 was submitted on May 10 for 2 hour parking on Gould St from 16 Gould St to Haven St.
- Work Order 2022-8 was submitted on May 10 for 30 minute parking time change from 9am-9pm to 8am-5pm. The 4 spaces in front of 2 Haven, 4 spaces on Lowell St adjacent to 650 Main St and the 2 spaces in front of 519 Main St
- Work Order 2022-10 was submitted on May 17 for 2 hour parking or all day with employee permit for the following streets:
 - Ash St – Twelve parking spaces easterly side between Main St and Green St
 - Chute St – West side between 42 Chute and Woburn St
 - Harden St – West side between Pleasant St and Union St across from Bank
 - Haven St – East side of Haven St Main St to Village St
 - High St – Convert the 13 most northern spaces across from 95 High St
 - Woburn St – **North side** from Sanborn St to 107 Woburn St
 - Woburn St – **South side** from Sanborn St to 84 Woburn St
 - Vine St – West side 42 marked spaces from High St to 120 Vine St

Work Order to be completed:

- Work Order 2022-9 was submitted on May 16 for Resident Only Parking signs 6:00 AM to 9:30 AM Monday through Friday on the following streets:
 - Bancroft Ave –Woburn to Mt Vernon.
 - Chute St - #42 to Mt Vernon
 - Gould St – South Side 16 Gould to Ash St
 - Crosby Rd.
 - Fulton St - Washington to Lincoln
 - Green St - High to Ash
 - High St - Woburn to Washington (**Depot Area**)
 - Lincoln – St Prescott to Washington (**Depot Area**)
 - Linden St – West Side
 - Prescott St – South Side between Sunnyside to Lincoln
 - Sanborn St – West side of street between Woburn and 16 Sanborn St
 - Washington St – 5 Washington to Lincoln

Wenda St – West Side

Woburn St - From the entrance to the Municipal to High St

Future Regulations to be amended and enacted:

- Article 5.4.3. Additional Time Restriction
No person shall park a vehicle between the hours of 6:00 AM to 10:30 AM on Mondays through Friday. **Amend times from 6AM-10:30AM to 6AM to 9:30AM, which would blanket the entire downtown area with the same time regulations.**
Arlington- West side between Woburn St and Prescott St Mon thru Friday
Minot- East and West sides for the entire length Minot St Mon thru Friday
Vine St- East side between High St and Middlesex Mon thru Friday
Warren Ave- North and South sides for the entire length Minot St Mon thru Friday
Washington St- East and West side between Woburn St and Prescott St Mon thru Friday
- Enact Article for time restrictions on EV parking **Electric Vehicle Parking only while actively charging.** Further discussion on signage.

On- Street Estimated Employee Parking- Permits went on sale July 12th

Locations:

- | | | |
|----------------|----|-----------|
| • Lowell St | 18 | 37 Spaces |
| • Woburn St | 25 | 52 Spaces |
| • Pleasant St | 9 | 9 Spaces |
| • Vine/High St | 42 | 55 Spaces |
| • Haven St - | 8 | 13 Spaces |
| • Gould - | 15 | 0 Spaces |
| • Chute - | 0 | 13 Spaces |
| • Harden St – | 0 | 5 Spaces |
| • Chapin Ave | 8 | 14 Spaces |
| • Ash St - | 0 | 12 Spaces |
| • Green St - | 5 | 5 Spaces |

Lots:

- Brande Ct - 12 Spaces
- **Total Spaces: 142 Old 227 New**

Due to these major changes there will be a **2 weeks** of warnings, when all the downtown parking regulations signs in place.

Respectfully submitted,
Traffic and Safety Officer
Michael Scouten



Multi-Space Color Pay Station

The MS3™ Pay Station features a full-color screen with an optional touchscreen. With the MS3, you can give your patrons the most convenient pay-station available with easy-to-read parking instructions in a vibrant showcase. For your staff, the MS3 ties into the powerful IPS Data Management System, allowing you in-depth analysis of parking data, full financial, administration and technical reporting and remote configuration.



Key Benefits

Flexibility: The MS3 is available in pay-by-space, pay-and-display, and pay-by-plate models. A simple change of the keypad and a firmware update are all that are required.

Robust Hardware Design: Highly secure, stainless steel cabinet is standard with weather and graffiti-resistant powder coating, providing maximum longevity.

Customer-Friendly Interface: 7-inch active matrix, high resolution color LCD display that can provide clear instructions to guide users through the transaction process. Fully customizable and configurable to allow touch screen operation for enhanced customer engagement.

Multiple Payment Options: Flexible payment options include credit/debit card, coins, Smart Card, pay-by-cell integration, and NFC contactless payment with applications such as Apple Pay® and Google Pay®.

Security: Each unit contains a separate maintenance cabinet and collection vault. The cash box is housed in a secure vault that features a six-point locking system and a high-security electronic lock.

Unparalleled Power Efficiency: Powered by environmentally friendly solar panel and rechargeable combination battery to maximize ongoing power and uptime.

Improved Visibility: Blue LED lighting above the display provides enhanced visibility for motorists, technicians, and collections staff and optional rear LEDs for visual enforcement (pay-by-space).

Dependability: Pay stations communicate wirelessly on the 4G cellular network, ensuring fast and reliable communications while processing secure credit card authorizations, wireless downloads of rates and messages, and transmissions to DMS.

Easy Maintenance: Modularly designed with the technician in mind for easy plug-and-play maintenance.

Future-proof Design: IPS Group's software interface provides seamless integration with third-party systems, such as enforcement, permitting, and LPR (license plate recognition) to further optimize parking operations.

PHYSICAL FEATURES



Color display



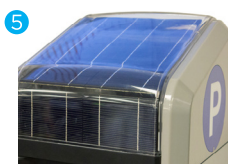
Optional touchscreen



Intuitive keypad



Card reader



Solar panel



Technology



Color



Wireless



Ultra-Low Power



Solar



Integration Ready



Secure

Technical Specifications

Weight: 175 lbs

Dimensions: 12.5" x 12" x 60" (31.75 cm x 30.48 cm x 152.4 cm); MS3™ is compliant with all relevant standards for disabled access.

Power: Solar (standard) or AC

Temperature Range: : -22°F to 176°F (-30°C to 80°C); Optional heater (AC units only).

Payment Accepted: Credit and debit cards, smart cards, coins, tokens, pay-by-cell, smart payments through apps like Apple Pay® and Google Pay®, and optional bill acceptor.

Cabinet Housing: Uni-body construction. High grade corrosion-resistant stainless steel with weather and graffiti-resistant powder coating.

Locks: Cabinet is protected by a six (6) point secure locking system. The outer vault door locks are protected by anti-drill spin disks. Upper and lower housing require separate keys. The collection vault is 6mm stainless steel with a dual locking system and T-bar. Electronic locks available upon request.

Display: 7-inch active matrix color, touch screen (configurable), and allows for both alpha-numeric or graphical messages. Display is protected by anti-glare coated bonded glass (standard feature).

Printer: High-resolution graphic thermal printer allows for customizable graphics, vouchers, and barcodes, which are programmable from the Data Management System (DMS).

Coin Box: Exchangeable coin box with auto-close feature on removal and "Smart" sensing technology to provide additional security and auditability.

For more information on the fully-integrated solution from IPS Group, please contact us.
Call for an on-site demo: **877.630.6638**
Online: **ipsgroup.com**

Memo

To: Select Board
Fidel Maltez, Town Manager

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

Date: July 12, 2022

Re: 71 Middlesex Avenue

An appeal request was made to the Parking Traffic Transportation Task Force (PTTTF) on June 22, 2022, regarding a driveway relocation located at 71 Middlesex Avenue.

On June 6, 2022 the Engineering Division denied the application to relocate the driveway. The submitted plan revealed that the distance between the proposed driveway and the intersection of Deering Street was less than the minimum 50-foot separation, as set forth in the Driveway Regulations. The applicant is requesting a variance from the Board to allow for a driveway to be placed within 46 feet of the intersection.

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 homeowner has the ability to meet the minimum separation requirement but is asking for relief so they can protect and save the neighbor's tree. The homeowner is planning on abandoning the existing driveway.

Dan and Chris Baptiste
71 Middlesex Ave
Reading, MA 01867

Hi Peter,

We reside on the corner of Middlesex and Deering (71 Middlesex Ave). We have a plan and permit to begin renovating our yard with Andover Landscape. As part of this work, we'll be moving our driveway from the Deering St. side to the Middlesex Ave side. From what we understand, the start of the driveway has to be no less than 50 ft. from the intersection. This would push our driveway directly up against the property line of our neighbor's yard. In order to minimize disruption to our neighbor, not pave right on the property line, be further removed from a mature tree, and allow for a better grading tie in, we kindly request the ability to start the curb cut for our driveway at 46 ft. from the intersection rather than 50 ft for our 20' wide curb cut and driveway. Please let us know if this is acceptable.

Thank you!

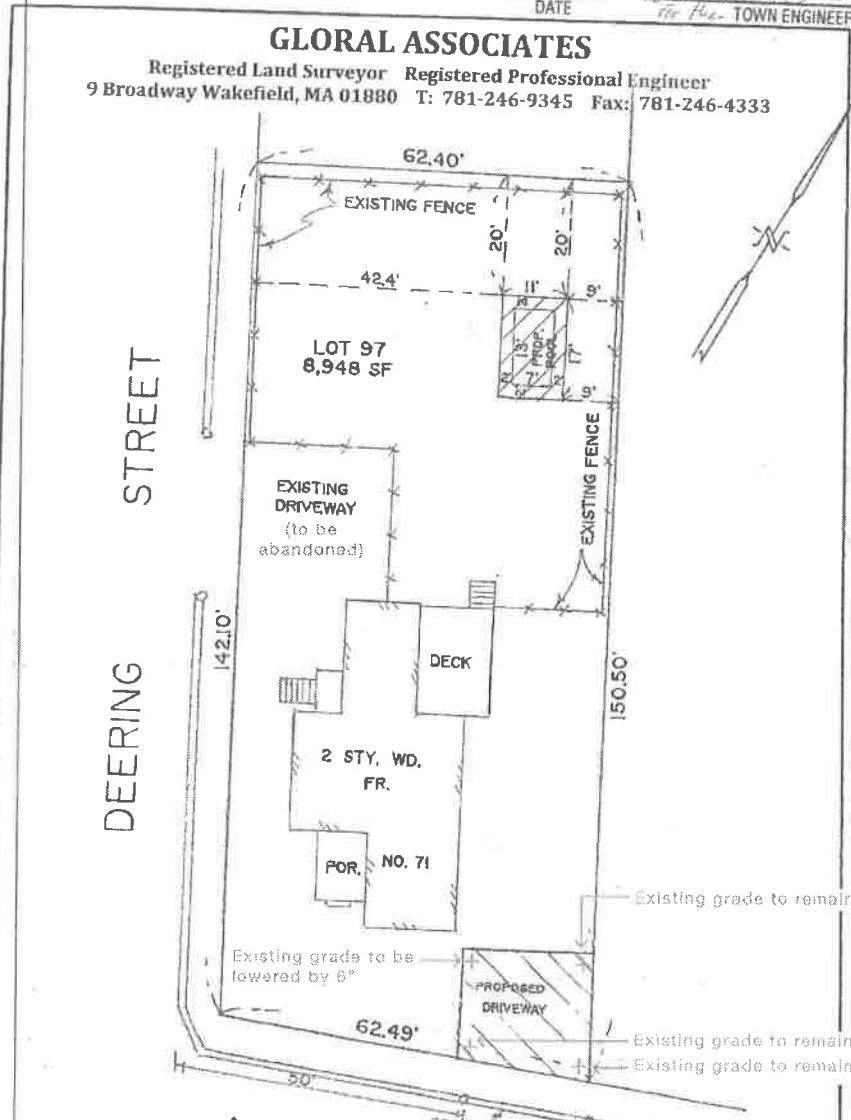
Dan and Chris Baptiste

*Note: Proposed driveway not to exceed 20' from easterly Property line

NOTE: * PLAN SUBMITTED FOR DRIVEWAY LOCATION & GRADE APPROVAL ONLY. MUST CONFORM TO ATTACHED STANDARD DRIVEWAY APRON CROSS-SECTION

DATE: 5/18/22
 TOWN ENGINEER: [Signature]

GLORAL ASSOCIATES
 Registered Land Surveyor Registered Professional Engineer
 9 Broadway Wakefield, MA 01880 T: 781-246-9345 Fax: 781-246-4333



ZONE S15
 LOT AREA = 8,948 SF
 EXISTING HOUSE = 1032 SF
 /// PROPOSED 7' X 13' EOW POOL (11' X 17') OVERALL
 \\\ PROPOSED DRIVEWAY
 LOT COVERAGE = 11.5%
 OPEN SPACE = 68.4%
 PROPOSED 20' CURB CUT

Notes added by Andover Landscape on May 19th, 2022



Signature: [Signature] Date: 5/18/22

Plot Plan
 in
 READING, MA.
 Owner
 Scale 1" = 20' Date 5-18-22

Reading Trails Committee

ARPA Funds Request

The last three years were unprecedented for the Reading Trails Committee due to the pandemic:

- Increased trail usage
- Safety challenges – how to work in close proximity given the transmissibility of COVID?
- The Committee continued its mission of developing and maintaining the trails of Reading, which connect residents to the many natural features the Town has to offer.

Covid and Extreme Weather

Trail use increased dramatically beginning in 2020 and remains high up to this day. Increased use caused wear and tear on most of our trails and boardwalks. Also, extreme weather resulted in many fallen trees that needed to be removed. Thanks to the diligence of residents, our volunteers and committee members constant watchfulness, we have been able to respond so that the trails remained clear and safe for use.

Statistics

- 2020 - Present: 69 volunteers have logged over 100 hours for trail maintenance
- Nearly all our trails have been adopted by volunteers
- We maintain 15 miles of trails throughout town
- We are responsible for maintaining over 23 boardwalks and bridges throughout town
- We are responsible for maintaining the kiosks at all trail heads
- We have an email list of 77 volunteers including Boy Scouts, Girl Scouts, and RMHS students





Reading Trails Committee ARPA funds Request

- **Commercial grade shelving to store supplies at the Mattera Cabin Garage**

Global Industrial Shelving – Industrial & Commercial Use: \$1,700 per 4-foot section

(3) @ \$5,100

- **Supplies to build or repair 200 linear feet of boardwalk**

- (100) 1x6x16-foot Composite decking = 200 4-foot boardwalk decking boards \$3,100

- (80) 2x10x12= 200 of boardwalk framing \$1,600

- (100) lbs. of 3-inch deck mate screws \$760.

- (100) lbs. of 2.5-inch deck mate screws \$760

- (160) Joist hangers 2x8 for 200 feet of boardwalk \$240

- #2 RYOBI Driver Batteries \$60.00

- **Total ARPA Request \$11,620**



LaVerde, Jacquelyn

From: Maltez, Fidel
Sent: Wednesday, June 29, 2022 11:40 AM
To: LaVerde, Jacquelyn
Cc: Marianne McLaughlin-Downing; Tirone, Charles; Dockser, Mark; Haley, Christopher
Subject: FW: ARPA vote for TC
Attachments: ARPA - Final.pptx.pdf

Jackie,

Would you mind sending Chuck's email below to the RAAC?

Marianne, not sure how you feel about Chuck's request. At the last meeting, my sense is that the RAAC was supportive of the Trails committee request for \$11,620. Would you be comfortable adding a "time-sensitive" vote to your next meeting on July 13? We could then bring it to the Select Board for their vote on July 19.

Thank you!

Fidel A. Maltez
Town Manager
16 Lowell Street
Reading, MA 01867
fmaltez@ci.reading.ma.us
Phone: 781-942-6646
Fax # : 781-942-9071

From: Tirone, Charles <ctirone@ci.reading.ma.us>
Sent: Wednesday, June 29, 2022 9:28 AM
To: Maltez, Fidel <fmaltez@ci.reading.ma.us>
Subject: ARPA vote for TC

Hi Fidel,

Yesterday we found out from the Department of Conservation and Recreation (DCR) that the Trails Committee did not receive a trail grant for FY23. More than half of the applicants were denied and there was an overwhelming number of applications this year making it extremely competitive. This unfortunate news makes it all that more important that the Trails Committee receive ARPA vote and the funds for this season. The Trails Committee has used up all its supplies by building approximately 60 feet of the boardwalk in the Pinevale Conservation Area and 15 feet off Lenetta Lane. These two projects were completed in early June. The Trails Committee was hoping to receive the grant to continue its work in the summer and fall of 2022. I was wondering because the Trails Committee will miss an entire summer of building and repair on the Town's trails and boardwalks if their ARPA request could receive a vote from the committee in July and then get on a Select board agenda for vote and approval. If that could happen we could salvage our summer and the fall trail build season and complete another 40 to 80 feet of boardwalk this year.

Chuck Tirone
Conservation Administrator
16 Lowell Street

Reading, Ma 01867

p: 781-942-6616

f: 781-942-9071

ctirone@ci.reading.ma.us

Town Hall is closed on Friday

Office Hours: Mon- Wed - Thurs 8:00 - 5:30

Tuesday 8:00- 7:00



ARPA Request for Dead Tree and Invasive Plant Removal

Reading Town Forest Committee

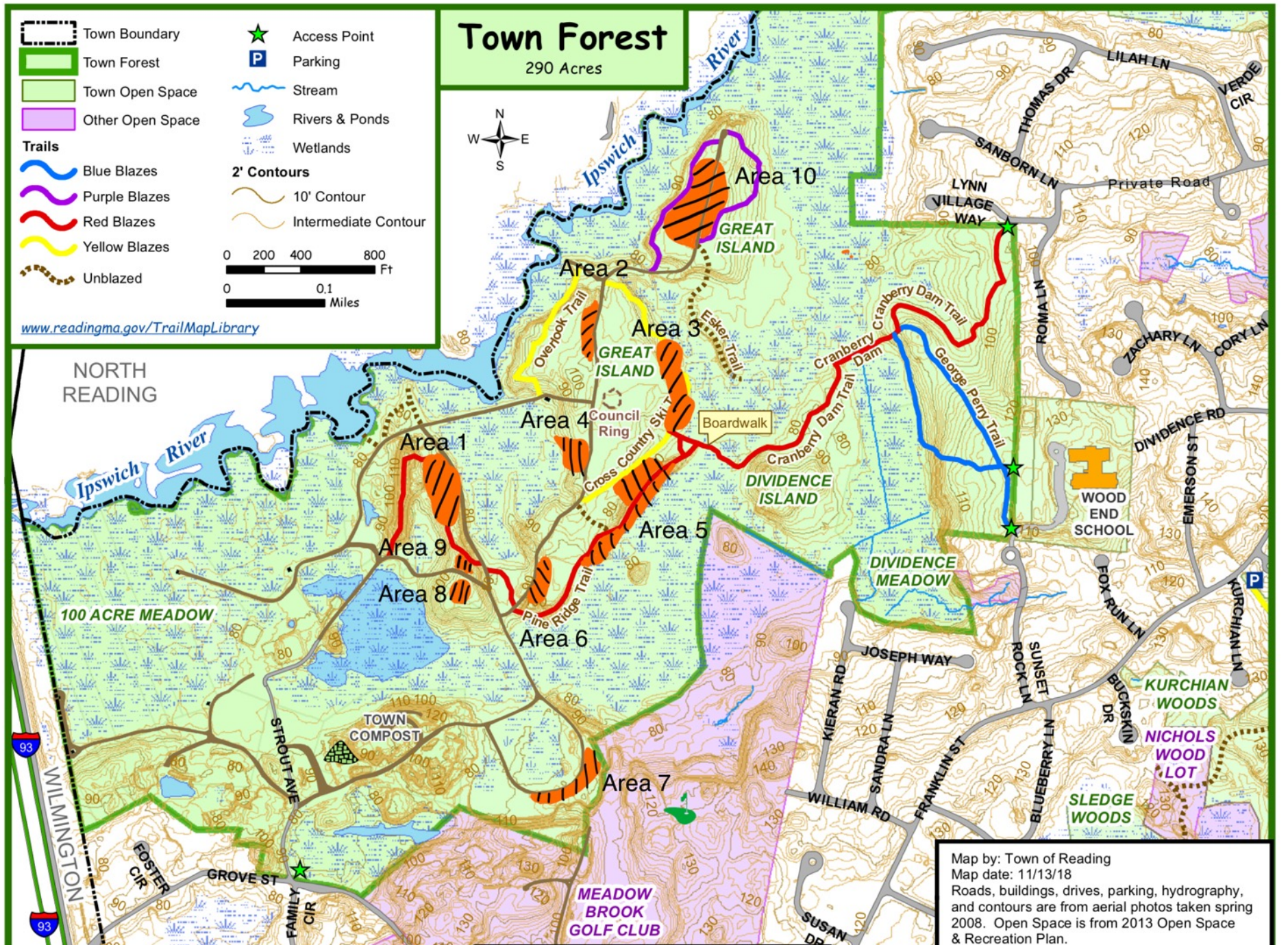
Red pine trees in the Town Forest are dying due to climate change and invasive plants are widespread



The Problem - Red Pine Trees:

- ▶ Red pine trees were planted starting in the 1930s as a resource to be periodically harvested
- ▶ Red pines are suited for more northern latitudes
- ▶ Climate change has stressed the red pines
- ▶ This stress makes the red pines vulnerable to fungus and insects such as pine scale
- ▶ Need to remove the dead trees before they fall and potentially injure users of the Town Forest or catch on fire





Red Pine Areas

Map by: Town of Reading
 Map date: 11/13/18
 Roads, buildings, drives, parking, hydrography, and contours are from aerial photos taken spring 2008. Open Space is from 2013 Open Space & Recreation Plan.

The Problem - Invasive Plants:

- ▶ Invasive plants such as buckthorn, Japanese knotweed, tree of heaven and black swallow-wort have become firmly established in the Town Forest
- ▶ The adjacent Compost Area is a reservoir of invasives that will spread into the Town Forest
- ▶ If not controlled now, native plants will be crowded out and the Town Forest will be a tangle of invasive plants



Buckthorn



Tree of Heaven



Black Swallow-wort



Japanese Knotweed

Work to Date:

- ▶ Phase 1 removed dead trees on 4.5 acres in January 2020 at a cost of \$28,400
- ▶ Phase 2 removed 470 dead trees from another 4.5 acres at a cost of \$22,900
- ▶ Projects were bid and managed by Reading DPW
- ▶ Limited invasive plant removal by volunteers including Scouts and at events sponsored by the Town Forest Committee



Next Phases

- ▶ If funding is approved, Phase 3 will continue the removal of the dead red pines in January 2023 on 4 to 6 acres of the Town Forest
- ▶ Phase 3 areas are more difficult to access and will have a higher cost
- ▶ Phase 4 should follow in January 2024
- ▶ Forest Cutting Plans must be prepared by a licensed forester for approval by the State Forester and Reading Conservation Commission
- ▶ Need professional assistance with invasive plant control as volunteers are not equipped for the magnitude of the invasion
- ▶ Total estimated cost is in the range of \$150,000 to \$200,000.

ARPA Request

- ▶ The COVID pandemic substantially increased the use of the Town Forest as residents sought a refuge in nature
- ▶ Removal of the dead red pine trees is important to prevent branches and trees from falling on people
- ▶ Reading Fire Department supports the removal of the dead trees as they are a fire hazard
- ▶ Every day that passes without action on invasive plant control reduces our ability to preserve the natural forest for the future
- ▶ The Reading Town Forest Committee requests \$150,000 to \$200,000 to carry out this work



HEADQUARTERS
READING FIRE DEPARTMENT
READING, MASSACHUSETTS 01867

Chief Gregory J. Burns
Reading Fire Department
757 Main Street
Reading MA 01867

Tel: 781.944.3132
Fax: 781.942.9114
www.readingma.gov

William Sullivan
Reading Town Forest Committee
Town of Reading
16 Lowell Street
Reading, MA. 01667

Sir,

On July 14, 2021, I met with Mike Hannaford at the Town Forest and viewed sites that contained deceased red pines. These large areas contained trees that had already fallen or were in decay posing a significant fire hazard. The added fuel caused by these decaying and downed trees will accelerate a fire and potentially overwhelm our resources. Additionally, many of these areas encroached existing trails, increasing the safety risk to anyone using the trails.

Mike explained that there is a plan to do remedial removal of these red pines in various areas within the Town Forest starting during the upcoming winter months. For the reasons stated above, the Fire Department would be fully in favor of this work, to not only reduce the fire hazard but the potential safety hazard to the many residents that enjoy the Town Forest.

Thank you,

Paul D. Jackson
Assistant Fire Chief
Reading Fire Department
757 Main Street
Reading, MA 01867

Cc: Jane Kinsella, Public Works Director
Mike Hannaford, Parks, Forestry, Cemetery Supervisor
William Sullivan, Chair, Town Forest Committee
Chief Gregory J. Burns

"We're Your Friends for Life"

Thank you for your consideration

▶ Reading Town Forest Committee

- ▶ Bill Sullivan, Chair
- ▶ Susan Bowe
- ▶ Nancy Docktor
- ▶ Tom Gardner
- ▶ Kurt Habel
- ▶ Jeff Lamson
- ▶ Tim Kirwan

Move to accept the provisions of Chapter 44, Section 55C of the Massachusetts General Laws to establish a trust to be known as the Reading Affordable Housing Trust Fund, whose purpose shall be to provide for the creation and preservation of housing that is affordable in the Town of Reading for the benefit of low and moderate income households.

Draft Bylaw Language

READING AFFORDABLE HOUSING TRUST FUND BYLAW

XX.1 Purpose. Pursuant to the authority of Chapter 44, Section 55C of the Massachusetts General Laws, there is hereby created a local municipal affordable housing trust fund to be known as the Reading Affordable Housing Trust Fund, hereinafter the “Trust”, whose purpose shall be to provide for the creation and preservation of housing that is affordable in the Town of Reading for the benefit of low and moderate income households.

XX.2 Membership. There shall be a Board of Trustees of the Reading Affordable Housing Trust Fund, hereinafter the “Board of Trustees”, which shall include no less than 5 and no more than 7 voting members. The voting members shall include a member of the Select Board and four members appointed by the Select Board, each of whom, to the extent possible, shall have a background or interest in affordable housing, and in finance, law, real estate, or real estate development.

XX.3 Term. Notwithstanding Section 3.3.1.5, ~~t~~The Select Board shall appoint the Trustees for a term of two years, except that three of the initial trustee appointments shall be for a term of one year, provided said Trustees may be re-appointed at the discretion of the Select Board. Vacancies shall be filled by the Select Board for the remainder of the unexpired term. Any member of the Board of Trustees may be removed by the Select Board for cause after the opportunity of a hearing.

XX.4 Declaration of Trust. The Board of Trustees is hereby authorized to execute a Declaration of Trust and Certificate of Trust for the Reading Affordable Housing Trust to be recorded with the Middlesex Registry of Deeds and filed with the Middlesex Registry District of the Land Court.

XX.5 General Duties. The Board of Trustees shall have the following powers, all of which shall be carried on in furtherance of the purposes set forth in G.L. c.44, §55C, except that the Trustees shall obtain prior approval of the ~~that the Board shall require prior approval of the~~ Select Board ~~to borrow money;~~ ~~to mortgage or pledge trust assets;~~ ~~or to purchase, accept, sell, lease, exchange, transfer, abandon, or convey any interest in real~~ or; ~~personal property;~~ ~~or mixed property:~~

- a. To accept and receive real property, personal property or money, by gift, grant, contribution, devise or transfer from any person, firm, corporation or other public or private entity, including but not limited to money, grants of funds or other property tendered to the Trust in connection with any by-law or any general or special law or any other source;
- b. To purchase and retain real or personal property, including without restriction investments that yield a high rate of income or no income;
- c. To sell, lease, exchange, transfer, or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to Trust property as the Board of Trustees deems advisable notwithstanding the length of any such lease or contract;
- d. To execute, acknowledge, and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases, grant agreements, and other instruments sealed or unsealed, necessary, proper, or incident to any transaction in which the Board of Trustees engages for the accomplishment of the purposes of the Trust;
- e. To employ advisors and agents, such as accountants, appraisers, and lawyers as the Board of Trustees deems necessary;
- f. To pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Board of Trustees deems advisable;
- g. To apportion receipts and charges between incomes and principal as the Board of Trustees deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;
- h. To participate in any reorganization, recapitalization, merger, or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;
- i. To deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the Board of Trustees may deem proper and to pay, out of Trust property, such portion of expenses and compensation of such committee as the Board of Trustees may deem necessary and appropriate;
- j. To carry property for accounting purposes other than acquisition date values;
- k. To borrow money on such terms and conditions and from such sources as the Board of Trustees deems advisable, to mortgage and pledge Trust assets as collateral; any debt incurred by the Board of Trustees shall not constitute a pledge of the full faith and credit of the Town of Reading and all documents related to any debt shall contain a statement that the holder of any such debt shall have no recourse against the Town of Reading with an acknowledgement of said statement by the holder;
- l. To make distributions or divisions of principal in kind;

- m. To comprise, attribute, defend, enforce, release, settle, or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of G.L. c. 44, § 55C, to continue to hold the same for such period of time as the Board of Trustees may deem appropriate;
- n. To manage or improve real property; and to abandon any property which the Board of Trustees determines not to be worth retaining; To hold all or part of the Trust property uninvested for such purposes and for such time as the Board of Trustees may deem appropriate; and
- o. To make recommendations on proposals to Town Meeting, subject to approval by the Select Board, when such proposals create or support affordable housing for low- and moderate-income households.
- p. To extend the time for payment of any obligation to the Trust.

XX.6 Custodian of funds. The Town of Reading Treasurer shall be the custodian of the funds of the Trust. Any income or proceeds received from the investment of funds shall be credited to and become part of the fund. The Board of Trustees shall provide for an annual audit of the books and records of the Trust. Such audit shall be performed by an independent auditor in accordance with accepted accounting practices. Costs associated with the annual audit shall be borne by the Trust. Upon receipt of the audit by the Board of Trustees, a copy shall be provided forthwith to the Select Board.

Amendment to Section 3.3.1.5

Amend Section 3.3.1.5 of the Town's General Bylaws by adding the bold and italicized language, as follows:

3.3.1.5 Term of Office

The term of office of each member of boards, committees and commissions shall commence on July 1 in the year of appointment, and shall expire on June 30 in the third following calendar year, except the terms of the members of the Reading Housing Authority *and the Reading Affordable Housing Trust Fund* are for five (5) *and two (2)* years, *respectively.*

BCC Master List 2022								
Board/Committee	# Full Mbrs	Max # Assoc	Members	Address	Full/ Assoc	Orig. Date	Term Ends	Appt Auth
Animal Control Appeals Committee	3	2	John Miles	532 West Street	F	2009	2025	SB
Animal Control Appeals Committee			Richard Robbins	42 Dudley Street	F	2015	2024	SB
Animal Control Appeals Committee			Tina Ohlson	200 Forest Street	F	2008	2023	SB
Animal Control Appeals Committee			VACANT		A		2024	SB
Animal Control Appeals Committee			Marcel Dubois	16 Willow Street	A	2021	2023	SB
Audit Committee	7		Stephen Herrick (SB)	9 Dividence Road	F	2005	2024	SB Appt
Audit Committee			(FINCOM)		F		2022	FC Mem
Audit Committee			Carla Nazzaro (Sch. Com.)	32 Red Gate Lane	F	2020	2023	SC Mem
Audit Committee			Ed Ross (FINCOM)	16 Kensington Avenue	F	2019	2022	FC Mem
Audit Committee			Chris Haley (SB)		F	2022	2023	SB Mem
Audit Committee			Phil Pacino (RMLD)	5 Washington Street, Unit D6	F	2010	2023	RMLD Mem
Audit Committee			Shawn Brandt (Sch. Com.)	231 Franklin Street	F	2020	2024	SC Mem
Board of Assessors	3	2	Brendan Zarechian	815 Main Street	F	2018	2025	SB
Board of Assessors			Michael Golden	12 Hampshire Road	F	2017	2024	SB
Board of Assessors			Cheryl Moschella	117 County Road	F	2020	2023	SB
Board of Assessors			VACANT		A		2024	SB
Board of Assessors			Jean-Paul Plouffe	330 Haven Street	A	2022	2023	SB
Board of Cemetery Trustees	6	4	Caitlin Salmon	20 Pierce Street	F	2018	2025	SB
Board of Cemetery Trustees			Ronald Stortz	538 Summer Ave	F	2004	2025	SB
Board of Cemetery Trustees			Virginia Blodgett	99 Prescott Street	F	2017	2024	SB
Board of Cemetery Trustees			William Brown	28 Martin Road	F	1999	2024	SB
Board of Cemetery Trustees			Brian Boyle	186 Salem Street	F	2019	2023	SB
Board of Cemetery Trustees			Carl McFadden	33 Wakefield Street	F	2018	2023	SB
Board of Cemetery Trustees			VACANT		A		2024	SB
Board of Cemetery Trustees			VACANT		A		2024	SB
Board of Cemetery Trustees			VACANT		A		2023	SB
Board of Cemetery Trustees			VACANT		A		2023	SB
Board of Health	3	2	Richard Lopez	105 Red Gate Lane	F	2020	2025	SB
Board of Health			Paula Curren	223 Franklin Street	F	2020	2024	SB
Board of Health			Kerry Dunnell	182 Bancroft Avenue	F	2020	2023	SB
Board of Health			Kevin Sexton	20 Emerson Street	A	2020	2024	SB
Board of Health			Geri Cramer	19 Linnea Lane	A	2020	2023	SB
Board of Registrars	4	0	Laura Gemme (BVO)	16 Lowell Street	F	2009	Indef	SB
Board of Registrars			Krissandra Holmes	77 Redgate Lane	F	2006	2025	SB
Board of Registrars			Tina Ohlson	200 Forest Street	F	2021	2023	SB
Board of Registrars			Nancy Ziemplak	15 Orchard Park Drive	F		2024	SB
Bylaw Committee	5	0	Jesse Arnold	72 Berkeley Street	F	2019	2025	Appt Comm
Bylaw Committee			Elizabeth Sullivan	23 Weston Road	F	2021	2024	Appt Comm
Bylaw Committee			Kerri Perry	307 West Street	F	2021	2024	Appt Comm
Bylaw Committee			Jason Clarke	342 Ash Street	F	2019	2023	Appt Comm
Bylaw Committee			Jeffrey Struble	4 Tower Road	F	2013	2023	Appt Comm

BCC Master List 2022								
Board/Committee	# Full Mbrs	Max # Assoc	Members	Address	Full/ Assoc	Orig. Date	Term Ends	Appt Auth
Celebration Committee	5		VACANT (Sch Comm.)		F		2025	SC
Celebration Committee			Kurt Habel (SB)	832 Main Street	F	1999	2024	SB
Celebration Committee			Nancy Potter (Mod.)	69 Hopkins Street	F	2018	2023	Moderator
Celebration Committee			Sharlene Reynolds Santo (Hist.)	46 Wakefield Street	F	2020	2023	Hist Comm
Celebration Committee			Phil Rushworth	36 Knollwood Road	F	2022	2024	Lib Trst
Climate Advisory Committee	5	3	Travis Estes	36 Intervale Terrace	F	2020	2025	SB
Climate Advisory Committee			Genady Pilyavsky	3 Harriman Avenue	F	2021	2024	SB
Climate Advisory Committee			Ray Porter	529 Franklin Street	F	2007	2024	SB
Climate Advisory Committee			VACANT		F		2023	SB
Climate Advisory Committee			David Zeek	163 Pearl Street	F	2015	2023	SB
Climate Advisory Committee			VACANT		A		2023	SB
Climate Advisory Committee			VACANT		A		2024	SB
Climate Advisory Committee			Walter Talbot	33 Pasture Road	A	2021	2023	SB
Commissioners of Trust Funds	5	2	Endri Kume (BVO)	16 Lowell Street	F	2017	Indef	BVO
Commissioners of Trust Funds			John Daly	163 Woburn Street	F	1995	2025	SB
Commissioners of Trust Funds			Neil Cohen	73 Hillcrest Road	F	2007	2024	SB
Commissioners of Trust Funds			Elizabeth Klepeis	68 Tennyson Road	F	2005	2023	SB
Commissioners of Trust Funds			Mark Dockser	110 Beaver Road	F	2020	2023	SB
Commissioners of Trust Funds			VACANT		A		2024	SB
Commissioners of Trust Funds			VACANT		A		2023	SB
Community Planning & Development Commission	5	1	John Weston	10 Winthrop Ave	F	2007	2025	SB
Community Planning & Development Commission			Catrina Meyer	16 Border Road	F	2021	2024	SB
Community Planning & Development Commission			Heather Clish	51 Deering Street	F	2020	2023	SB
Community Planning & Development Commission			Pamela Adrian	87 Ash Street	F	2018	2023	SB
Community Planning & Development Commission			VACANT		F		2024	SB
Community Planning & Development Commission			Tony D'Arezzo	130 John Street	A	2017	2023	SB
Conservation Commission	7	4	VACANT		F		2025	SB
Conservation Commission			VACANT		F		2025	SB
Conservation Commission			Carl Saccone	68 Longfellow Road	F	2018	2024	SB
Conservation Commission			Martha Moore	102 Sanborn	F	2020	2024	SB
Conservation Commission			Andrew Dribin	39 Vince Street	F	2021	2024	SB
Conservation Commission			John Sullivan	23 Weston Road	F	2020	2023	SB
Conservation Commission			Brian Bowe	15 Brewer Lane	F	2021	2023	SB
Conservation Commission			VACANT		A		2024	SB
Conservation Commission			VACANT		A		2024	SB
Conservation Commission			Walter Talbot	33 Pasture Road	A	2021	2023	SB
Conservation Commission			VACANT		A		2023	SB
Constables	4	0	Anthony Lalicata	17 Springvale Road	F	2019	2025	SB
Constables			VACANT		F		2025	SB
Constables			Thomas Freeman	59 Springvale Road	F	1993	2024	SB
Constables			Sally Hoyt	221 West Street	F	1972	2023	SB

BCC Master List 2022								
Board/Committee	# Full Mbrs	Max # Assoc	Members	Address	Full/ Assoc	Orig. Date	Term Ends	Appt Auth
Council on Aging	10	6	Deborah Small	177 Wakefield Street	F	2018	2025	SB
Council on Aging			Joan Coco	4 Fremont Street	F	2017	2025	SB
Council on Aging			VACANT		F		2025	SB
Council on Aging			Karen Fotino	244 Haverhill Street	F	2020	2024	SB
Council on Aging			Karen Pinette	22 Colonial Drive	F	2019	2024	SB
Council on Aging			Marilyn Shapleigh	11 John Carver Road	F	2014	2024	SB
Council on Aging			Nancy Ziemplak	15 Orchard Park Drive	F	2021	2024	SB
Council on Aging			John Parsons	3 C Street	F	2015	2023	SB
Council on Aging			Sally Hoyt	221 West Street	F	2004	2023	SB
Council on Aging			Sandra Shaffer	239 Main Street	F	2014	2023	SB
Council on Aging			Jacquelyn Behenna	330 Lowell Street	A	2020	2024	SB
Council on Aging			Rosemarie DeBenedetto	74 Haystack Road	A	2022	2024	SB
Council on Aging			Beverly Cunio	7 Augustus Court #1011	A	2022	2024	SB
Council on Aging			Jolyn Ek	50 Bay State Road #307	A	2014	2023	SB
Council on Aging			Karen Janowski	30 Azalea Circle	A	2022	2023	SB
Council on Aging			Nancy Tawadros	31 Libby Avenue	A	2022	2023	SB
Cultural Council	7	4	Brian Kimerer	66 John Carver Road	F	2018	2024	SB
Cultural Council			Sherilla Lestrade	24 Gould Street, Unit 304	F	2021	2024	SB
Cultural Council			Stephen Theodoridis	22 Union Street #1	F	2022	2024	SB
Cultural Council			Katherine Lopez Natale	26 Laurel Lane	F	2019	2023	SB
Cultural Council			Kerri Perry	307 West Street	F	2020	2023	SB
Cultural Council			Megan Fidler-Carey	64 Charles Street	F	2017	2023	SB
Cultural Council			Christine Keller	33 Pasture Road	F	2022	2025	SB
Cultural Council			VACANT		A		2024	SB
Cultural Council			VACANT		A		2024	SB
Cultural Council			VACANT		A		2023	SB
Cultural Council			VACANT		A		2023	SB
Cust. of Sail. & Sold. Graves	1	0	Raymond Boyd	1451 Main Street	F	2019	2025	SB
Finance Committee	9	0	Geoffrey Coram	31 Ridge Road	F	2021	2024	Appt Comm
Finance Committee			Joseph Carnahan	39 Middlesex Avenue	F	2022	2024	Appt Comm
Finance Committee			Jeanne Borawski	82 Johnson Woods Drive	F	2020	2024	Appt Comm
Finance Committee			Andrew McLauchlan	128 High Street	F	2019	2023	Appt Comm
Finance Committee			Marianne Downing	13 Heather Drive	F	2020	2023	Appt Comm
Finance Committee			Mark Zarrow	34 Boswell Road	F	2020	2023	Appt Comm
Finance Committee			Edward Ross	16 Kensington Avenue	F	2019	2025	Appt Comm
Finance Committee			Emily Sisson	92 John Street	F	2022	2025	Appt Comm
Finance Committee			Joseph McDonagh	47 Deborah Drive	F	2021	2025	Appt Comm
Historic District Commission	5	3	Everett Blodgett	99 Prescott Street	F	2009	2025	SB
Historic District Commission			Greg Maganzini	168 West Street	F	2014	2025	SB
Historic District Commission			Amelia Freedman	180 Grove Street	F	2018	2024	SB
Historic District Commission			Pino D'Orazio	14 Wilson Street	F	2018	2024	SB
Historic District Commission			Ilene Bornstein	80 Haystack Road	F	2009	2023	SB
Historic District Commission			VACANT		A		2024	SB
Historic District Commission			Carl Mittnacht	18 Cherry Lane Drive	A	2019	2023	SB
Historic District Commission			Virginia Adams	59 Azalea Circle	A	2009	2023	SB

BCC Master List 2022								
Board/Committee	# Full Mbrs	Max # Assoc	Members	Address	Full/ Assoc	Orig. Date	Term Ends	Appt Auth
Historical Commission	5	3	Jonathan Barnes	41 Pratt Street	F	2014	2025	SB
Historical Commission			Pino D'Orazio	14 Wilson Street	F	2018	2025	SB
Historical Commission			Sharlene Reynolds Santo	46 Wakefield Street	F	1999	2024	SB
Historical Commission			Amelia Freedman	180 Grove Street	F	2018	2023	SB
Historical Commission			Samantha Couture	56 Pearl Street	F	2017	2023	SB
Historical Commission			Virginia Adams	59 Azalea Circle	A	1978	2024	SB
Historical Commission			Sarah Brukilacchio	48 Maple Ridge Road	A	2022	2024	SB
Historical Commission			Christine Keller	33 Pasture Road	A	2021	2023	SB
Housing Authority (5yr terms)	5	0	Charles Adams	13 Riverside Drive	F	2018	2027	SB
Housing Authority (5yr terms)			Diane Cohen (STATE)	73 Hillcrest Road	F	2004	2026	State
Housing Authority (5yr terms)			Margaret Donnelly Moran	32 Vale Road	F	2022	2025	SB
Housing Authority (5yr terms)			Timothy Kelley	84 Woburn Street	F	1996	2024	SB
Housing Authority (5yr terms)			Marie Hanson	14 Frank Tanner Drive #7	F	2019	2023	SB-RHA Tenant
Housing Authority (5yr terms)			Kathryn Gallant (BVO)				Indef	BVO
MAPC	1	0	Steven Sullivan	41 Colburn Road	F	2020	2023	SB
Mystic Valley Elder Service Board of Directors	2	0	Elder/Human Services Administrator (BVO)		F		Indef	BVO
Mystic Valley Elder Service Board of Directors			VACANT (COA)		F		2025	COA
Mystic Valley Elder Service Board of Directors			VACANT		F		2024	SB
Permanent Building Committee	5	3	Gregory Stepler	77 Mineral Street	F	2015	2024	Appt Comm
Permanent Building Committee			Patrick Tompkins	83 King Street	F	2015	2024	Appt Comm
Permanent Building Committee			John Coote	332 Summer Ave	F	2015	2023	Appt Comm
Permanent Building Committee			Nancy Twomey	23 California Road	F	2015	2023	Appt Comm
Permanent Building Committee			Kirk McCormick		F		2025	Appt Comm
Permanent Building Committee			VACANT		A		2023	Appt Comm
Permanent Building Committee			VACANT		A		2023	Appt Comm
Permanent Building Committee			Bradford Congdon	80 Prospect Street	A	2015	2024	Appt Comm
RCTV Board of Directors	3	0	Chris Cridler (SB)	72 Berkeley Street	F	2018	2025	SB
RCTV Board of Directors			Stephen Crook (SB)	137 Pleasant Street	F	2018	2024	SB
RCTV Board of Directors			Sarah M McLaughlin (Sch. Com.)	282 South Street	F	2021	2023	SC
Reading Ice Arena Authority	1	0	Carl McFadden	33 Wakefield Street	F	2010	2023	SB
Recreation Committee	9	4	Eric Gaffen	15 Hemlock Road	F	2018	2025	SB
Recreation Committee			Michael Coltman	18 Milton Road	F	2018	2025	SB
Recreation Committee			VACANT		F		2025	SB
Recreation Committee			Catherine Kaminer	37 Warren Ave	F	1988	2024	SB
Recreation Committee			VACANT		F		2024	SB
Recreation Committee			Robert Weiden	30 Orange Street	F	2020	2024	SB
Recreation Committee			Angela Binda	10 Orchard Park Drive	F	2020	2023	SB
Recreation Committee			Chuck Robinson (Sch. Com.)		F	2021	2023	SB
Recreation Committee			Richard Hand	20 Meadowbrook Lane	F	2011	2023	SB
Recreation Committee			VACANT		A		2024	SB
Recreation Committee			VACANT		A		2024	SB
Recreation Committee			Katelynn King	3 Archstone Circle, Apt 201	A	2021	2023	SB
Recreation Committee			VACANT		A		2023	SB

BCC Master List 2022											
Board/Committee	# Full Mbrs	Max # Assoc	Members	Address	Full/ Assoc	Orig. Date	Term Ends	Appt Auth			
RMLD Citizen Advisory Board	1	0	Vivek Soni	147 Johnson Woods Drive	F	2019	2023	SB			
Town Forest Committee	5	3	Tim Kirwan	48 Hanscom Avenue	F	2021	2025	SB			
Town Forest Committee			William Sullivan	44 Blueberry Lane	F	2013	2025	SB			
Town Forest Committee			Kurt Habel	832 Main Street	F	2013	2024	SB			
Town Forest Committee			Susan Bowe	15 Brewer Lane	F	2021	2024	SB			
Town Forest Committee			Jeffrey Lamson	88 Timberneck Drive	F	2020	2023	SB			
Town Forest Committee			Thomas Gardiner	182 Franklin Street	A	2010	2024	SB			
Town Forest Committee			VACANT		A		2024	SB			
Town Forest Committee			Nancy Docktor	371 Pearl Street	A	2015	2023	SB			
Trails Committee	5	3	David Williams	117 Oak Street	F	2008	2025	SB			
Trails Committee			Kathy Kelly	36 Grove Street	F	2018	2025	SB			
Trails Committee			Ray Vaillancourt	179 Lowell Street	F	2021	2024	SB			
Trails Committee			Benjamin Ream	972 Main Street	F	2018	2024	SB			
Trails Committee			William Finch	51 Mill Street	F	2011	2023	SB			
Trails Committee			John Kastrinos	1137 Main Street	A	2022	2024	SB			
Trails Committee			John Parsons	3 C Street	A	2008	2024	SB			
Trails Committee			Thomas Gardiner	182 Franklin Street	A	2008	2023	SB			
Zoning Board of Appeals	5	2	Damase Caouette	11 Field Pond Road	F	2021	2025	SB			
Zoning Board of Appeals			Patrick Houghton	4D Carnation Circle	F	2021	2024	SB			
Zoning Board of Appeals			Ryan Bourque	9 Lenetta Lane	F	2021	2024	SB			
Zoning Board of Appeals			Cynthia B Hartman	20C Carnation Circle	F	2020	2023	SB			
Zoning Board of Appeals			Andrew Grasberger	129 Green Street	F	2021	2023	SB			
Zoning Board of Appeals			VACANT		A		2023	SB			
Zoning Board of Appeals			VACANT		A		2023	SB			

Correspondence relative to setting meeting agendas may be limited to the Town Manager and Chair.

- i. The Town Manager shall respond individually to members of the Select Board who email the Town Manager as individual members, unless the individual Board member requests that the Town Manager provide the information to all members of the Board and such communication does not violate the Open Meeting Law.
- j. If individual Board members request the Town Manager or Town staff take a particular action and it is unclear whether that request is representative of the will of the Board as a whole, the Town Manager may request the Board provide additional instruction or take a formal vote to indicate their preference or instruction for staff action.

*Section revised March 9, 2004
revised June 5, 2007
revised February 16, 2021
revised August 10, 2021*

1.4.2 – Access to Public Records

The Select Board is committed to the philosophy that the citizens should have access to public records that are not exempt by law. To this end, the Town Clerk is hereby designated as custodian of public records for the Town of Reading (not including the School or Light Department).

The custodian of public records will carry out the duties and responsibilities of a record custodian as required by Massachusetts General Laws, Chapter 66, Section 10, and may establish and charge such reasonable fees and establish other regulations in accordance with rules and regulations established by the Supervisor of Public Records, Regulation 950 CMR 32.06, or other applicable laws and regulations.

*Section revised December 13, 1994
Revised February 16, 2021*

Section 1.5 – Volunteer Board and Committee Appointments

The Select Board is responsible for appointing volunteers to Boards and Committees in accordance with Article 4 of the Reading Home Rule Charter, as well as those Boards and Committees created by local Bylaw or Select Board Policy.

The Select Board recognizes the following two issues related to the consideration of and appointment to the various Boards and Committees:

1. The amount of time taken in the past for this process by the Select Board and volunteers has been extraordinary and not necessarily productive; and
2. The depth of interviews given time constraints does not allow the full Select Board to do a thorough job of interviewing.

The Select Board therefore hereby implements the following process in order to address these two issues:

1.5.1 - Volunteer Appointment Subcommittee (VASC)

The Select Board shall appoint members to a two-member VASC at the time that Select Board liaison assignments are established.

1. VASC members shall be appointed for staggered two-year terms so arranged that one term shall expire each year.
2. No member of the Select Board shall serve on the VASC for more than two consecutive terms. Notwithstanding this limitation, the Chair and the Select Board shall consider appointing a new member who wishes to serve, over an incumbent reapplying for a second term on the VASC.
3. Following their appointment, the VASC shall appoint a Chair and Secretary to serve for one year.
4. Vacancies on the VASC shall be filled promptly by a vote of the Select Board.
5. The meetings of the VASC shall be posted and open to the public.

1.5.2 - Process for Annually Appointing Volunteers to Boards and Committees

In order to ensure an orderly, transparent and fair process for annually appointing incumbents and new candidates to Boards and Committees, the following guidelines are established:

1. Beginning on May 1 of each year, the Town Manager's office shall issue invitations to all incumbent members of Boards and Committees, asking them to indicate their desire for reappointment. Responses shall be due not later than May 15. At the same time, the Town Manager's office shall cause to have advertised the complete list of full and associate positions, whether currently filled or not, that will be open beginning July 1.
2. Following the expiration of the required number of days for advertising open positions (per Sec. 8.10 of the Reading Home Rule Charter), the VASC Chair and the Town Manager's office shall schedule a minimum of six meeting dates between May 16 and June 15 for the VASC to hold interviews for these positions, covering as many days of the week (Monday-Thursday) as is practicable.
3. In recognition of the value of maintaining personal relationships between the Select Board and its appointees, it shall be the policy of the VASC to invite all incumbents seeking reappointment to attend one of these interview sessions.
4. In recognition of the Select Board's desire to involve Board and Committee Chairs in the appointment process, the Town Manager's office shall notify all Committee Chairs of the six VASC meeting dates.
5. The Town Manager's office shall issue an email to Board and Committee Chairs not later than 5:00 pm the day of each scheduled VASC meeting, with the complete interview packet for that day's VASC meeting and requesting the attendance of the affected Committee chairs (or designees).

6. The VASC shall interview any new candidate who is not already an Associate member of that Board or Committee, prior to voting a recommendation on that candidate to the full Select Board.
7. Following the last VASC meeting, the VASC shall transmit to the entire Select Board and to all candidates and Committee Chairs, a slate of recommended candidates for each Board and Committee along with a list of all candidates who had applied for each Board and Committee. A copy of the application form and/or resume for any new candidate shall also be provided to the entire Select Board.
8. The VASC shall present this recommended slate of candidates to the Select Board as a single item on the agenda. Any member of the Select Board may ask for a particular recommendation to be voted on separately. Any person who has been interviewed or recommended by the VASC for a particular position may ask for their particular recommendation to be voted on separately. Any request to remove a name should include a reason. The remaining Board and Committee appointments of the recommended slate shall then be considered and voted on as a single item.
9. Any Board and Committee appointments removed from the consent item will then be scheduled for interview during a later Select Board meeting, and the appointment process to that Board and Committee will be by the full Select Board.

1.5.3 - Process for Filling Vacancies on Boards and Committees during the Year

1. Within five days of learning about a vacancy on a Board or Committee, the Town Manager's office shall cause to have advertised the complete list of full or associate positions that have become vacant.
2. The Town Manager's office shall also invite all Associate Members of the affected Board or Commission to apply for any available Full memberships.
3. Following the receipt of all applications and the expiration of the required number of days for advertising (per Sec. 8.10 of the Reading Home Rule Charter), the VASC Chair and Town Manager's office shall schedule one or more dates for VASC interviews, taking into consideration the schedules of all applicants.
4. The requirements of Sections 1.5.2.4 through 9 shall be applicable to filling vacancies on Boards and Committees during the year. *Section revised March 2019*

Section 1.6 – Financial Matters

1.6.1 – Acceptance of Gifts and Donations

It is the policy of the Select Board to encourage donations and gifts, with the clear understanding that there is no offer on the part of the Town to reciprocate in any manner with regard to provisions of services, enforcement of laws or regulations, or any other consideration by the Town.

The Town Manager is hereby authorized to accept any such gifts or donations on the part of the Town, to see to their disposition in accordance with donor's wishes and applicable law, and to



Town of Reading
16 Lowell Street
Reading, MA 01867-2683

SELECT BOARD
Phone: (781) 942-9043
Fax: (781) 942-9071
Website: www.readingma.gov

Senate President Karen Spilka
State House, Room 332
Boston, MA 02133

Honorable Senate President Spilka:

We are writing to you on behalf of the Town of Reading to ask your consideration in expediting the passage of **HB4351 - An Act relative to municipal light plant participation in Green Communities**. The bill was engrossed in the House of Representatives on March 21, 2022 and both received by the Senate and referred to the Senate Committee on Rules on March 24, 2022.

This bill amends GL 25A:10 (Division of Green Communities) by requiring regulations adopted by the division to allow municipalities served by a municipal light plant (MLP) that serves more than one community to qualify as green communities.

HB4351 was carefully amended after conversations and discussions with each of the House and Senate members that had sponsored or co-sponsored similar legislation as well as with the Committee on Telecommunications Utilities and Energy co-chairs. This version will treat each of the multi-system MLP communities as if they were individual communities applying on their own. For the Reading Municipal Light Plant - the communities impacted are Reading, Wilmington, Lynnfield and North Reading.

We are asking for quick action and passage so all towns and cities wishing to apply can take advantage of the DOER's Green Communities funding through Municipal Energy Technical Assistance (META) PON and prepare all the necessary work ahead of becoming a Green Community.

The Town of Reading submitted their application to Green Communities in December 2021. Senate action and the Governor's signature is now critical for our application to be approved in 2022. For Reading and other towns, formal adoption by Subsequent Town Meeting (Fall 2021) will be required and we will approve the warrant in early September.

Thank you in advance for your consideration in expediting passage of **HB4351 - An Act relative to municipal light plant participation in Green Communities**.

Sincerely,

Mark Dockser, Chair

Karen Herrick, Vice Chair

Carlo Bacci

Christophher Haley

Jacqueline McCarthy

2022		DRAFT - SELECT BOARD AGENDAS		2022	
		Staff Responsibility	Estimated start time		
7/13/2022					
August 9, 2022		Tuesday			
	Overview of Meeting	Dockser	7:00		
	Public Comment	Board	7:05		
	SB Liaison & Town Manager Reports	Board	7:10		
	Reading Coalition Staff Report	McNamara			
Public Hearing	Vote on Parking Regulation Changes, including Electric Vehicle Restrictions	Board			
	Approve Trail Easement for Conservation Comission at 269 Main Street	McNamara			
	Discuss Proposed Changes to Town Personnel Policy	Donahue			
	Discuss Scheduling a Fall Select Board Retreat	Board	8:30		
	Discuss Future Agendas	Board			
	Approve Meeting Minutes	Board			
August 30, 2022		Tuesday			
	Overview of Meeting	Dockser	7:00		
	Public Comment	Board	7:05		
	SB Liaison & Town Manager Reports	Board	7:10		
	Reading Police Department Staff Report				
HEARING	Vote to Accept Proposed Changes to Town Personnel Policy	Donahue			
	Discuss Future Agendas	Board			
	Approve Meeting Minutes	Board			
September 13, 2022		Tuesday			
	State Legislation Visit				
September 20, 2022		Tuesday			
	Vote to Close Subsequent Town Meeting Warrant				
	Economic Development Update, Update on the BID	Erin Schaeffer			
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			

2022		DRAFT - SELECT BOARD AGENDAS		2022	
		Staff Responsibility	Estimated start time		
<i>7/13/2022</i>					
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)				

Select Board Draft Minutes June 14th, 2022

Public Comment

Nancy Docktor made a statement in support of the Camp Rice Moody agenda item.

Angela Binda made a statement about wanting increased transparency. She doesn't see a need for the SWEC subcommittee right now and ask the board not to create it.

Bill Brown noted he does not think the library should be holding parades. He also noted the board needs to look at the deed for Washington Park again.

Liaison Reports

McCarthy noted there were lots of events this past weekend. The trails committee is doing work on the Kurchian woods trail this summer.

Herrick noted she attended a green school building seminar.

Bacci noted that Board of Health indicated covid numbers are trending down.

Haley noted the School Committee did Mr. Milaschewski's review and it was very positive. RMHS had graduation. RAAC will look at the survey results at their next meeting.

Dockser noted it was a great weekend in town. He reminded the board they have a retreat on the 25th.

Bertucci's Change of Manager

Haley read the hearing notice.

Bertucci's has a new manager, Charles McClean, who has been with the company for 13 years. Dockser noted the board takes alcohol policies and regulations very seriously.

Haley moved to close the hearing; with a second from Herrick it was approved with a 5-0 vote.

Haley moved to approve the Change of Manager request for an Annual All Alcohol Liquor License for Bertucci's Restaurants at 45 Walkers Brook Drive. The motion was seconded by Bacci and approved with a 5-0 vote.

Camp Rice Moody

Donna Brewer from Miyares and Harrington along with Brad Latham from Latham Law Offices were present to explain this agenda item. Reading Council for Girls is looking to dissolve and transfer Camp Rice Moody to the Girl Scouts of Eastern Mass.

The board had no issues with this.

Haley moved that the Board authorize Fidel Maltez to execute an assent to a Motion for Entry of Interlocutory Order and an assent to a Motion for Entry of Judgment and all other documents necessary to support the transfer of Camp Rice Moody from The Reading Council for Girls, Inc. to the Girl Scouts of Eastern Massachusetts, Inc. under the terms and conditions set forth in the draft Complaint for Voluntary Dissolution. The motion was seconded by McCarthy and approved with a 5-0 vote.

Tax Rate and Shift

Town Assessor Victor Santaniello gave the board a presentation on the tax rates and shifts and what the numbers would look like based on different scenarios.

The presentation can be found in the Select Board meeting packet.

Open Space and Recreation Plan Letter

The board is being asked to write a letter in the support of the recent presentation regarding the towns Open Space and Recreation Plan.

The drafted letter is in the Select Board packet for viewing.

Haley moved to endorse Reading's Open Space and Recreation Plan as presented to the Select Board on May 31st and that the Select Board Chair provide a letter of support on behalf of the Select Board to the Department of Conversation and Recreation. The motion was seconded by Herrick and approved with a 5-0 vote.

HRAC Sunset

The board decided to sunset HRAC as planned upon the implementation of the newly created PAIR (Partners and Allies for Inclusive Reading).

The board needed to vote an official sunset date to which they decided on June 30, 2022.

Haley moved to set a sunset date for the Human Relations Advisory Committee for June 30th, 2022. The motion was seconded by Herrick and approved with a 5-0 vote.

SWEC

The board is creating a new ad-hoc committee; Symonds Way Exploratory Committee (SWEC).

The edited the draft charge for the committee. The board debated whether or not a FINCOM member should be on the committee and when the committee should start.

The board decided to take this up again at their next meeting.

Budgets for B/C/C's

The board would like to put back in the place the budgets for Historical Commission, Trails Committee and Town Forest committee that were previously taken out.

Haley moved to allocate \$1,500 to the Historical Commission, \$5,000 for the Town Forest Committee and \$3,000 to the trail Committee from the FY2023 Select Board Budget Line. McCarthy seconded the motion and it was approved with a 5-0 vote.

Future Agendas

The board discussed future agenda topics.

Minutes

The board edited previous meeting minutes.

Haley moved to approve the meeting minutes of May 31, 2022. The motion was seconded by Herrick and approved with a 5-0 vote.

Haley moved to adjourn at 9:45 PM; with a second from McCarthy the board approved the motion with a 5-0 vote.

Select Board Draft Minutes June 28th, 2022

Haley remote.

Public Comment

Bill Brown made a comment about military markers at grave sites. The town needs to be notified when a veteran is being buried or else they won't know to place a marker there.

Nancy Docktor made a statement about her disappointment in the VASC process specifically regarding the Board of Health.

Liaison Reports

McCarthy thanked the first responders for their work with the flood at the Pearl Street Residence. She also noted Porchfest was this past weekend and it was great.

Herrick also commented about Porchfest and Juneteenth. RMLD had their annual report which went well. She mentioned sending a letter to our legislators about green communities but because it was not on the agenda the board agreed members could send a letter on their own and they can put it on the next agenda to discuss sending as a board.

Bacci commented on Porchfest as well and hoped that maybe in the future it could be more walkable.

Haley noted the School Committee reorganized.

Dockser noted the Town Forest recently had a big conversation surrounding rules and regulations in regards to dogs in the town forest. He also would like to schedule the board's next retreat for the fall.

Town Manager Report

Town Manager Maltez noted that our Veterans Agent Kevin Bohmiller has retired and his replacement started on Monday. He noted they will be holding a community meeting regarding development on the Oakland Road property on July 12th.

Fire Department Update

Fire Chief Burns gave the board a presentation on the department and its recent happenings. The presentation can be found in the Select Board meeting packet on the town website.

Regional Affordable Housing Agreement

Julie Mercier gave the board a short presentation on the changes in the agreement from when they last approved it two years ago.

Haley moved to approve the Regional Affordable Housing Inter-Municipal Agreement as presented. The motion was seconded by McCarthy and approved with a unanimous roll call vote.

ARPA Request – Maillet, Sommes and Morgan Conservation Land

This is a request for \$77,000 to start the design process for these conservation lands.

RAAC has already seen and voted to approve this request.

Haley moved to approve \$77,000 of ARPA funds for Maillet, Sommes and Morgan Conservation Lands request as presented. The motion was seconded by Herrick and approved with a unanimous roll call vote.

ARPA Request – Sanborn Lane

Town Manager Maltez explained a resident is gifting the town some land on Sanborn Lane. It is unbuildable due to wetlands but it needs to be surveyed. This request is for \$8,000 to do this surveying work.

RAAC does not have an official vote on this request but were in support of it.

Haley moved to approve \$8,000 of ARPA funds for Sanborn Lane request as presented. The motion was seconded by McCarthy and approved with a unanimous roll call vote.

Symonds Way Exploratory Committee (SWEC)

The board continued their conversation from last meeting regarding creating an ad-hoc committee to explore potential uses for the town owned land on Symonds Way.

Bacci started off the conversation by noting he is ok with the committee starting their work in December as opposed to right away. The other board members agreed with Bacci. Haley noted he prefers they start sooner but if the consensus of the board is December then he will agree.

Haley moved to approve the Symonds Way Exploratory Committee Charge as presented. The motion was seconded by Herrick and approved with a unanimous roll call vote.

Board of Health

The Board of Health is requesting to submit special legislation to start the process of changing their board from 3 to 5 members. The board was in support of this change.

Haley moved to approve the request from the Board of Health to submit Special Legislation to increase the amount of member from 3 to 5 and direct the Town Manager to include a warrant article in November 2022 Town Meeting as necessary with the aid of Town Counsel including language regarding Board of Selectmen/Select Board. The motion was seconded by Bacci and approved with a unanimous roll call vote.

Killam School Building Committee

As apart of the MSBA process, the town must create a Killam Building Committee that includes a Select Board member.

Herrick and Bacci nominate themselves.

The board took the following vote for Bacci as the representative:

Haley – yes; McCarthy – no; Herrick – no; Dockser – no; Bacci – yes.

The board took the following vote for Herrick as the representative:

Haley – yes; McCarthy- yes; Herrick -yes; Dockser – yes; Bacci -yes.

Haley moved to appoint Herrick as the Select Board member on the Killam School Building Committee. The motion was seconded by Herrick and approved with a unanimous roll call vote.

VASC Process

Dockser noted he thought VASC had to interview everyone, incumbents and new applicants. He believes it is good practice and should be the policy if it isn't.

Haley noted the policy does not require them to interview incumbents. He explained he would have still recommended the incumbents over a new applicant either way because he believes past service/experience is important. He noted he does regret the process to a point and did try to reach out the applicant after the meeting.

McCarthy apologized to the applicant and noted they did not do this out of nepotism. Her and Haley agreed to not interview incumbents and focused on filling the vacancies. She noted they should have interviewed all the board of health applicants, incumbents or not, because there were more applicants than seats. She is taking this as a lesson learned as her first time being on VASC.

Town Manager Maltez noted he takes the blame for this as he should have realized process and explained to the new VASC members. He noted he did meet with the applicant in person afterwards. He also noted this was a blanket decision for all boards to not interview incumbents, not just the board of health.

Herrick agreed all incumbents should be interviewed noting that's how it was being done the past couple years.

Dockser feels they need to change the policy to ensure everyone is interviewed every year. He would like this on a future agenda.

Joe White noted he was the resident who wrote the letter to the newspaper. He feels the selection process is biased towards the incumbents and he wants the policy changed.

Haley noted he will be abstaining from voting on the Housing Authority applicants.

Haley moved to approve all of the VASC recommendations as presented, except for the Housing Authority Committee. The motion was seconded by Bacci and approved with a unanimous roll call vote.

**Haley moved to approve the VASC recommendations for the Housing Authority as presented. The motion was seconded by Herrick and approved with the following roll call vote:
Herrick – yes; Dockser- yes; McCarthy – yes; Bacci- yes; Haley – abstain.**

Future Agendas

The board discussed future agenda items.

Haley moved to enter into executive session under Purpose 7, To Comply with Section 22 of the OML – approve and review February 13, 2019, and March 26, 2019 minutes for release and to invite Fidel Maltez, and Caitlin Nocella to attend the meeting, and to not return to open session. The motion was seconded by Bacci and approved with a unanimous roll call vote.

**TECHNICAL (NON-PRICE) PROPOSAL FORM
(TWO PAGES)**

NAME OF PROPOSER: BH WALTHAM II LLC

ADDRESS BUILDING: 17 Harnden St, Reading, MA 01867

LOCATION OF PROPOSED LEASED SPACE: _____

I, Robert Parsekian, on behalf of BH WALTHAM II LLC, hereby submit a proposal in response to the Request for Proposals for Lease Space for the Reading Senior Center (RFP No. 22-40) on the following terms:

I. DESCRIPTION OF LEASED SPACE (Please provide additional pages, if needed)

TOTAL AREA (in square feet): 14,150 SF (approximately 9,760 SF first floor, 4,390 SF mezzanine).

DESCRIBE PARKING AVAILABLE TO THE TOWN (provide a plan if possible): _____
The site shares parking with the Town on the municipal lot adjacent to the site and has an easement for 6 reserved parking spaces adjacent to the Southeastern side of the building.

DESCRIBE HANDICAP ACCESSIBILITY OF BUILDING AND LEASED SPACE: _____
The building is fully ADA compliant and accessible.

DESCRIBE OTHER USES IN THE BUILDING (IF ANY): _____
The Building is currently fully leased to Walgreens which has gone dark.

DESCRIBE SEWER / SEPTIC CAPACITY: _____
Town of Reading provides water and sewer service to the Subject Property site. The sewer is discharged, into the municipal lines beneath the abutting street.

DESCRIBE ACCESSIBILITY TO PRIMARY TOWN ROADS (i.e., Route 93, Route 128, Route 129):
Accessible to Route 93, Route 128, very close to Route 129. Located near Town Hall/Police Station.



II. ATTACHMENTS. Please ensure that you have attached the following:

- A floor plan that details any existing office space, bathrooms, closets, room dimensions, electrical outlets, phone jacks and data jacks;
- A copy of the building's Certificate of Occupancy;

- The Certificate of Non-Collusion (signed);
- The Tax Compliance Certification (signed); and
- The Disclosure of Beneficial Interests (signed).

AGREED AS SUBMITTED:

Signature  Date 6/15/22

Printed Name and Title: Robert Parsekian, Manager

Name of Business: BH WALTHAM II LLC

Exhibit #1 - Floor Plans

PROJECT DATA	
TYPE	RETAIL STORE
NEW LOCATION	<input type="checkbox"/> PHARMACY
RENOVATION	<input type="checkbox"/> 1 HOUR PHOTO
REMODEL	<input type="checkbox"/> 2 HOUR PHOTO
	<input type="checkbox"/> OTHER
	<input type="checkbox"/> FOOD MART
	<input type="checkbox"/> SECURITY
	<input type="checkbox"/> 24 HOUR STORE
	<input type="checkbox"/> OTHER

SOURCE FOOT AREA SUMMARY				
DEPARTMENT	SALES	STOCK	SERVICE	TOTAL
GEN	691	84	454	1229
SALES	691	84	454	1229
STOCK	84	84	84	168
SERVICE	454	454	454	908
PHARMACY	0	0	0	0
1 HOUR PHOTO	0	0	0	0
2 HOUR PHOTO	0	0	0	0
OTHER	0	0	0	0
FOOD MART	0	0	0	0
SECURITY	0	0	0	0
24 HOUR STORE	0	0	0	0
OTHER	0	0	0	0

TOTAL AREA	
1ST FLOOR	11,445
2ND FLOOR	2,620
MECH. ROOM	646
STAIRS	393
MECH. ROOM	284
TOTAL AREA	15,368
TOTAL AREA, OTHER LEVELS	8762.00 FT ²
TOTAL AREA, ALL LEVELS	24130.00 FT ²
DEPARTMENT	PHARMACY
DEPARTMENT	1 HOUR PHOTO
DEPARTMENT	2 HOUR PHOTO
DEPARTMENT	OTHER
DEPARTMENT	FOOD MART
DEPARTMENT	SECURITY
DEPARTMENT	24 HOUR STORE
DEPARTMENT	OTHER

REVISIONS				
NO.	DATE	BY	DESCRIPTION	COMMENTS

HEREBY CERTIFY THAT THIS DRAWING IS THE WORK OF AN ARCHITECT OR ENGINEER REGISTERED IN THE STATE OF CONNECTICUT AND THAT I AM A duly licensed professional engineer in the State of Connecticut. I have prepared this drawing in accordance with the laws of the State of Connecticut and the rules and regulations of the Board of Professional Engineers and Surveyors of the State of Connecticut. I am a duly licensed professional engineer in the State of Connecticut.

PROJECT NAME: WALGREENS STORE (SEC 1) - EAST BAY
RENOVATION

SCALE: 1/8" = 1'-0"
DRAWN BY: J. W. WILSON
CHECKED BY: J. W. WILSON
DATE: 04/27/08
REVIEWED BY: T. B. WILSON

DATE: 04/27/08
W.A. SHELL
M. WANNER
B. C. GILES, JR.
T. B. WILSON

EXECUTIVE APPROVAL
DATE: 04/27/08

DATE: 04/27/08
W.A. SHELL
M. WANNER
B. C. GILES, JR.
T. B. WILSON

DATE: 04/27/08
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T. B. WILSON

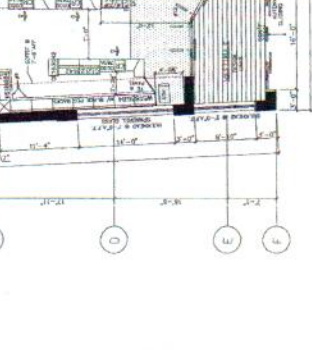
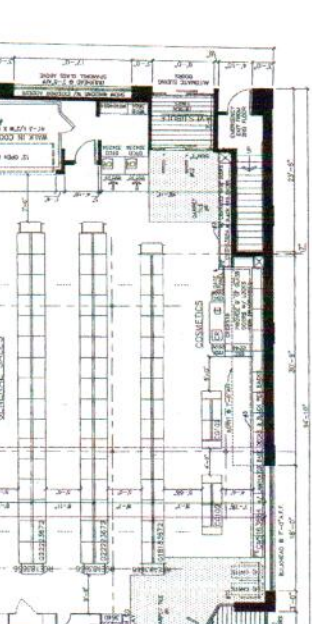
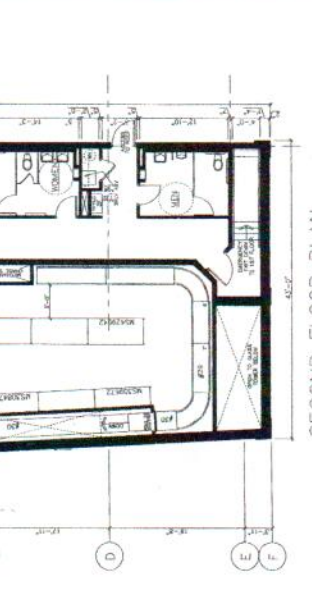
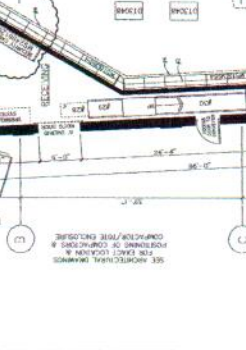
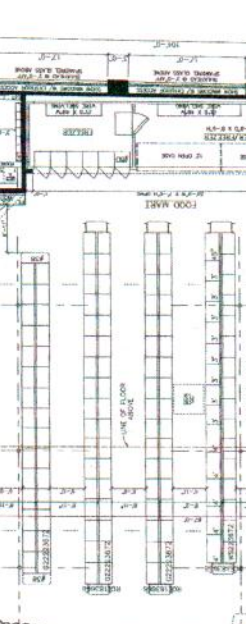
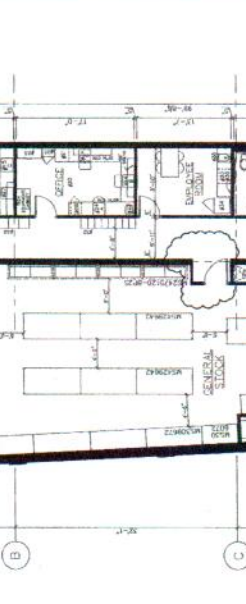
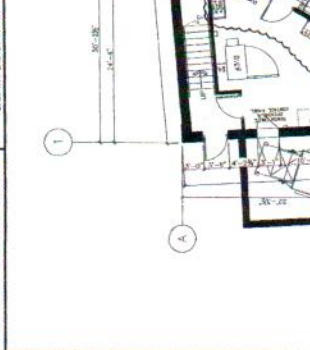
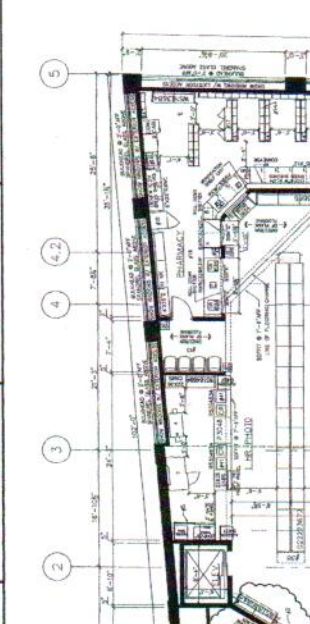
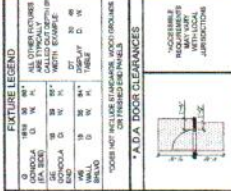


Exhibit #2 - Certificate of Occupancy

(PLEASE COPY ONTO YOUR LETTERHEAD)

11/29/2018

Ref. No. 125718-1

RE: 17 Harnen Street, 17 Harnen Street, Reading, Massachusetts

Add'l Info: ID 022.0-0000-0071.0

Based on our records [choose one]:



A valid final certificate of occupancy has been issued and is in effect for the Project. To the best of our knowledge, all required Certificates of Occupancy have been issued. The absence of a certificate of occupancy for the Project is not a violation and will not give rise to any enforcement action affecting the Project. (See Attached Copy Issued)



Certificates of Occupancy are not required. Final Building Permits have been issued and are now outstanding for the Project. (See Attached Copy Issued)



Certificates of Occupancy for projects constructed prior to the year _____ are no longer on file with this office. The Project was constructed in _____. The absence of a certificate of occupancy for the Project is not a violation and will not give rise to any enforcement action affecting the Project. To the best of our knowledge, all required Certificates of Occupancy have been issued. A certificate of occupancy for the Project will only be required to the extent of any construction activity (such as restoring, renovating or expanding the Project or any part thereof).



We are unable to locate a certificate of occupancy for the Project from our records. We have evidence in our records, however, one was issued and has been subsequently lost or misplaced. The absence of a certificate of occupancy for the Project is not a violation and will not give rise to any enforcement action affecting the Project. To the best of our knowledge, all required Certificates of Occupancy have been issued. A certificate of occupancy for the Project will only be required to the extent of any construction activity, restoring, renovating or expanding the Project or any part thereof.



This site is still being constructed. The absence of a certificate of occupancy for the Project will not give rise to any enforcement action affecting the Project. A certificate of occupancy for the Project will be issued when all final inspections have been passed.



There are no records of a certificate of occupancy in any of our files; however, we consider the structures to be legally occupied.

Please call the undersigned at 781-942-6648, extension _____ if you have questions or concerns.

Sincerely:

Name: Julie Mercier

Title: Community Development Director

Julie Me
12/3/18

Exhibit #3 - Certificate of Non-Collusion


CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this proposal or proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, joint venture, partnership, corporation, union, committee, club, or other organization, entity, business, group of individuals or legal entity.

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and Vendors, and withholding and remitting child support.

*Your social security number or federal identification number may be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended.



Signature of authorized person

6/15/22

Date

Robert Parsekian

Printed Name

BH WALTHAM II LLC

Name of business

81 - 3125597

*Social Security Number or Federal Identification Number

Exhibit #4 -
Disclosure Statement

**DISCLOSURE STATEMENT FOR
TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY
M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)**

INSTRUCTION SHEET

NOTE: The Division of Capital Asset Management and Maintenance (DCAMM) shall have no responsibility for insuring that the Disclosure Statement has been properly completed as required by law. Acceptance by DCAMM of a Disclosure Statement for filing does not constitute DCAMM's approval of this Disclosure Statement or the information contained therein. Please carefully read M.G.L. c. 7C, s. 38 which is reprinted in Section 8 of this Disclosure Statement.

Section (1): Identify the real property, including its street address, and city or town. If there is no street address then identify the property in some other manner such as the nearest cross street and its tax assessors' parcel number.

Section (2): Identify the type of transaction to which this Disclosure Statement pertains --such as a sale, purchase, lease, etc.

Section (3): Insert the exact legal name of the Public Agency participating in this Transaction with the Disclosing Party. The Public Agency may be a Department of the Commonwealth of Massachusetts, or some other public entity. Please do not abbreviate.

Section (4): Insert the exact legal name of the Disclosing Party. Indicate whether the Disclosing Party is an individual, tenants in common, tenants by the entirety, corporation, general partnership, limited partnership, LLC, or other entity. If the Disclosing Party is the trustees of a trust then identify the trustees by name, indicate that they are trustees, and add the name of the trust.

Section (5): Indicate the role of the Disclosing Party in the transaction by checking one of the blanks. If the Disclosing Party's role in the transaction is not covered by one of the listed roles then describe the role in words.

Section (6): List the names and addresses of every legal entity and every natural person that has or will have a direct or indirect beneficial interest in the real property. The only exceptions are those stated in the first paragraph of the statute that is reprinted in Section 8 of this Disclosure Statement. If the Disclosing Party is another public entity such as a city or town, insert "inhabitants of the (name of public entity)." If the Disclosing Party is a non-profit with no individual persons having any beneficial interest then indicate the purpose or type of the non-profit entity. If additional space is needed, please attach a separate sheet and incorporate it by reference into Section 6.

Section (7): Check "NONE" in the box if none of the persons mentioned in Section 6 is employed by DCAMM or an official elected to public office in the Commonwealth of Massachusetts. Otherwise list any parties disclosed in Section 6 that are employees of DCAMM or an official elected to public office.

Section (8): The individual signing this statement on behalf of the Disclosing Party acknowledges that he/she has read the included provisions of Chapter 7C, Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts.

Section (9): Make sure that this Disclosure Statement is signed by all required parties. If the Disclosing Party is a corporation, please make sure that this Disclosure Statement is signed by a duly authorized officer of the corporation as required by the statute reprinted in Section 8 of this Disclosure Statement.

DCAMM's acceptance of a statement for filing does not signify any opinion by DCAMM that the statement complies with applicable law.

This completed and signed Disclosure Statement should be mailed or otherwise delivered to:

Deputy Commissioner for Real Estate
Division of Capital Asset Management and Maintenance
One Ashburton Place, 15th Floor, Boston, MA 02108

The undersigned party to a real property transaction with a public agency hereby discloses and certifies, under pains and penalties of perjury, the following information as required by law:

- (1) REAL PROPERTY:
17 Harnden Street, Reading, MA 01867
- (2) TYPE OF TRANSACTION, AGREEMENT, or DOCUMENT:
RFP
- (3) PUBLIC AGENCY PARTICIPATING in TRANSACTION:
Town of Reading
- (4) DISCLOSING PARTY'S NAME AND TYPE OF ENTITY:
Azad Legacy Partners LLC
- (5) ROLE OF DISCLOSING PARTY (Check appropriate role):

Lessor/Landlord Lessee/Tenant
 Seller/Grantor Buyer/Grantee
 Other (Please describe): _____

(6) The names and addresses of all persons and individuals who have or will have a direct or indirect beneficial interest in the real property excluding only 1) a stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation or 2) an owner of a time share that has an interest in a leasehold condominium meeting all of the conditions specified in M.G.L. c. 7C, s. 38, are hereby disclosed as follows (attach additional pages if necessary):

<u>NAME</u>	<u>RESIDENCE</u>
Robert Parsekian	C/O Partel Management LLC 131 Hartwell Ave, Lexington, MA 02421
Ketan H. Patel	C/O Partel Management LLC 131 Hartwell Ave, Lexington, MA 02421

*Represent group of investors as managers of BH Waltham II LLC - no single investor > 20% ownership.

(7) None of the above-named persons is an employee of the Division of Capital Asset Management and Maintenance or an official elected to public office in the Commonwealth of Massachusetts, except as listed below (Check "NONE" if NONE):

NONE

NAME: _____ POSITION: _____

(8) The individual signing this statement on behalf of the above-named party acknowledges that he/she has read the following provisions of Chapter 7C, Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts:

No agreement to rent or to sell real property to or to rent or purchase real property from a public agency, and no renewal or extension of such agreement, shall be valid and no payment shall be made to the lessor or seller of such property unless a statement, signed, under the penalties of perjury, has been filed by the lessor, lessee, seller or purchaser, and in the case of a corporation by a duly authorized officer thereof giving the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in said property with the commissioner of capital asset management and maintenance. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation. In the case of an agreement to rent property from a public agency where the lessee's interest is held by the organization of unit owners of a leasehold condominium created under chapter one hundred and eighty-three A, and time-shares are created in the leasehold condominium under chapter one hundred and eighty-three B, the provisions of this section shall not apply to an owner of a time-share in the leasehold condominium who (i) acquires the time-share on or after a bona fide arms length transfer of such time-share made after the rental agreement with the public agency is executed and (ii) who holds less than three percent of the votes entitled to vote at the annual meeting of such organization of unit owners. A disclosure statement shall also be made in writing, under penalty of perjury, during the term of a rental agreement in case of any change of interest in such property, as provided for above, within thirty days of such change.

Any official elected to public office in the commonwealth, or any employee of the division of capital asset management and maintenance disclosing beneficial interest in real property pursuant to this section, shall identify his position as part of the disclosure statement. The commissioner shall notify the state ethics commission of such names, and shall make copies of any and all disclosure statements received available to the state ethics commission upon request.

The commissioner shall keep a copy of each disclosure statement received available for public inspection during regular business hours.

(9) This Disclosure Statement is hereby signed under penalties of perjury.

BH WALTHAM II LLC

PRINT NAME OF DISCLOSING PARTY (from Section 4, above)



6/15/22

AUTHORIZED SIGNATURE of DISCLOSING PARTY

DATE (MM / DD / YYYY)

Robert Parsekian, Manager

PRINT NAME & TITLE of AUTHORIZED SIGNER

**PLACE IN SEPARATE ENVELOPE FROM the TECHNICAL PROPOSAL
PRICE PROPOSAL FORM
CONTRACT 22-40 - LEASE OF SPACE FOR TOWN SENIOR CENTER**

If the Price Proposals is found within the Technical Proposal, the proposal will be automatically disqualified.

Price submitted must be a "Not to Exceed" price for all tasks as described in the Request for Proposal document.

Your signature below acknowledges your understanding of these parameters and your willingness to live within the stated financial constraint of the project.

This proposal MUST be signed by authorized individual(s). The proposal must be signed as follows: 1) if the respondent is an individual, by her/him personally; 2) if the respondent a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the respondent is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

By signing this form, the Respondent confirms compliance with applicable state and federal employment laws or regulations, including Worker's Compensation Insurance as required by M.G.L. Chapter 152.

Business Name: BH WALTHAM II LLC

Business Address: C/O PARTEL MANAGEMENT LLC, 131 Hartwell Ave, Lexington, MA 02421

Town/State/Zip:
Lexington, MA 02421

Signed:  6/15/22

Printed Name: Robert Parsekian Title: Manager

F.I.D. #: 81 - 3125597

Telephone: (617) 926-0995 Fax: _____

Email address: bob@azadlegacy.com (please cc partners@azadlegacy.com and tim@azadlegacy.com

The undersigned agrees that, if s/he is selected as general Vendor, s/he will within 180 days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the awarding authority, execute a contract in accordance with the terms of this proposal.

The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

The undersigned certifies under penalties of perjury that all information contained in the required is accurate and complete.

Date 6/15/22

Robert Parsekian
(Name of Respondent)

 BY:
Robert Parsekian, Manager

(Printed Name and Title of Signatory)

C/O PARTEL MANAGEMENT LLC, 131 Hartwell Ave
(Business Address)

Lexington, MA 02421
(City, State Zip)

(617) 926-0995 /
(Telephone) (FAX)

bob@azadlegacy.com
(E-mail Address)

NOTE: If the respondent is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of all partners; if an individual, give residential address if different from business address; and, if operating as a d/b/a give full legal identity. Attach additional pages as necessary.

Town of Reading

PRICE PROPOSAL FORM (THREE PAGES)

NAME OF PROPOSER: Robert Parsekian

ADDRESS OF AVAILABLE SPACE: 17 Harnden Street, Reading, MA 01867

I, Robert Parsekian, on behalf of BH WALTHAM II LLC, hereby submit a proposal in response to the Request for Proposals for Lease Space for the Reading Senior Center (RFP No. 22-40) on the following financial terms:

I. RENT *See attached for Price Proposal Exhibit in the same form.

OPTION A: Gross Rent with Tenant Improvement Allowance

The Town shall be responsible for a flat level monthly base rent (inclusive of all operating expenses and utilities except electricity) over the initial term and over each renewal term of the lease, and the proposer is willing to provide the Town with an allowance to construct the Tenant Improvements as summarized in the RFP on the following terms:

TERM	DATES (m/d/y - m/d/y)	MONTHLY RENT	ANNUAL RENT PER SQ. FT.	TOTAL RENT FOR TERM	TENANT IMPROVEMENT ALLOWANCE (LUMP SUM)	TENANT IMPROVEMENT ALLOWANCE (PER SQ. FT.)
Initial Ten (10) year Term		\$	\$	\$	\$	\$
First Renewal Option		\$	\$	\$	\$	\$
Second Renewal Option		\$	\$	\$	\$	\$

Town of Reading

OPTION B: Triple Net Rent with Tenant Improvement Allowance

The Town shall be responsible for a flat level monthly rent (exclusive of all operating expenses and utilities) over the initial term and over each renewal term of the lease, and the proposer is willing to provide the Town with an allowance to construct the Tenant Improvements as summarized in the RFP on the following terms:

TERM	DATES (m/d/y - m/d/y)	MONTHLY RENT	ANNUAL RENT PER SQ. FT.	TOTAL RENT FOR TERM	TENANT IMPROVEMENT ALLOWANCE (LUMP SUM)	TENANT IMPROVEMENT ALLOWANCE (PER SQ. FT.)	APP. PROPORTIONATE SHARE OF OPERATING EXPENSES	PAST ACTUAL OPERATING EXPENSES AND 2022 BUDGETED
Initial Ten (10) year Term		\$	\$	\$	\$			2023: _____ 2024: _____ 2025: _____ 2026: _____
First Renewal Option		\$	\$	\$	\$			
Second Renewal Option		\$	\$	\$	\$			

OPTION C: Gross Rent without Tenant Improvement Allowance

The Town shall be responsible for a flat level monthly base rent (inclusive of all operating expenses and utilities except electricity) over the initial term and over each renewal term of the lease (under this alternative, the proposer is not willing to provide the Town with an allowance to construct the Tenant Improvements):

TERM	DATES (m/d/y - m/d/y)	MONTHLY RENT	ANNUAL RENT PER SQ. FT.	TOTAL RENT FOR TERM
Initial Ten (10) year Term		\$	\$	\$
First Renewal Option		\$	\$	\$
Second Renewal Option		\$	\$	\$

Town of Reading

OPTION D: Triple Net Rent without Tenant Improvement Allowance

The Town shall be responsible for a flat level monthly rent (exclusive of all operating expenses and utilities) over the initial term and over each renewal term of the lease (under this alternative, the proposer is not willing to provide the Town with an allowance to construct the Tenant Improvements):

TERM	DATES (m/d/y - m/d/y)	MONTHLY RENT	ANNUAL RENT PER SQ. FT.	TOTAL RENT FOR TERM	APP. PROPORTIONATE SHARE OF OPERATING EXPENSES	PAST ACTUAL OPERATING EXPENSES AND 2016 BUDGETED
Initial Ten (10) year Term		\$	\$	\$		2013: _____ 2014: _____ 2015: _____ 2016: _____
First Renewal Option		\$	\$	\$		
Second Renewal Option		\$	\$	\$		

II. ADDITIONAL FINANCIAL TERMS (optional and if applicable)

- Security or Other Deposit Required: _____
- Months Rent-Free During Tenant Improvement Work: _____
- Contribution Towards ADA Compliance: _____

AGREED:

Signature

Date

Printed Name and Title:

Name of Business:

Price Proposal Exhibit

Option D: Triple Net Rent without Tenant Improvement Allowance

The Town shall be responsible for a flat level monthly rent (exclusive of all operating expenses and utilities) over the initial term and over each renewal term of the lease (under this alternative, the proposer is not willing to provide the Town with an allowance to construct the Tenant Improvements):

Term	Dates	Monthly Rent	Annual Rent per SF	Total Rent for Term	App. Proportionate Share of OpEx
Initial Term (10 years)	12/1/22 - 11/30/27	\$ 18,000	\$ 15.27	\$ 1,080,000	100%
	12/1/27 - 8/31/31	\$ 18,000	\$ 15.27	\$ 810,000	100%
	9/1/31 - 11/30/32	\$ 36,000	\$ 30.53	\$ 540,000	100%
First Renewal Term (5 years)	12/1/32 - 11/30/37	\$ 36,000	\$ 30.53	\$ 2,160,000	100%
Second Renewal Term (5 years)	12/1/37 - 11/30/42	\$ 39,600	\$ 33.58	\$ 2,376,000	100%

The current tenant pays 100% of the NNN operating costs and we therefore don't have a great estimate of the projected NNN costs.
This proposal is subject to approval by the current tenant.