



Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

Select Board

Date: 2023-02-21

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:

	<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>	PAGE #
	Join Zoom Meeting https://us06web.zoom.us/j/83632538690 Meeting ID: 836 3253 8690 One tap mobile +16465189805,,83632538690# US (New York) +16465588656,,83632538690# US (New York) Dial by your location +1 646 518 9805 US (New York) +1 646 558 8656 US (New York) Meeting ID: 836 3253 8690 Find your local number: https://us06web.zoom.us/u/knTIMsjCZ	
7:00	Overview of Meeting	
7:05	Public Comment	
7:15	SB Liaison and Town Manager Reports	
7:20	Discuss and Vote on In-Person Early Voting presented by the Town Clerk	3
7:30	Presentation by Reading Open Land Trust	10

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

7:40	Discussion on parking violation fees and potential changes	20
8:00	Hearing – Change of Manager – Anthony’s Coal Fired Pizza	24
8:10	Hearing – Presentation and discussion on Town Manager Recommended Budget for FY24	33
8:30	Update from Reading Climate Advisory Committee	193
8:55	Vote to Close Warrant for April Town Meeting	216
9:10	Update on Meadow Brook/Lot 5 Property and Proposed Usage	224
9:30	Discussion on a Strategic Plan for Reading	
10:00	VASC Recommendations - Discuss and Vote to appoint volunteers to various Boards/Committees	250
10:05	Discuss Future Agendas	259
10:15	Approve Meeting Minutes	262

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 Election of 2023

VOTES Act of 2022

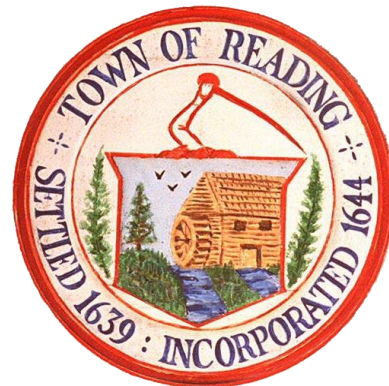
State Elections and Primaries

Early Voting – In Person

- Required
 - State Primary
 - One Week
 - General Election
 - Two Weeks

Early Voting – Vote by Mail

- Required



VOTES Act of 2022 – Town Election

Early Voting – In Person

- Must Opt-In

Early Voting - In Person is not allowed unless the Town chooses to Opt-In

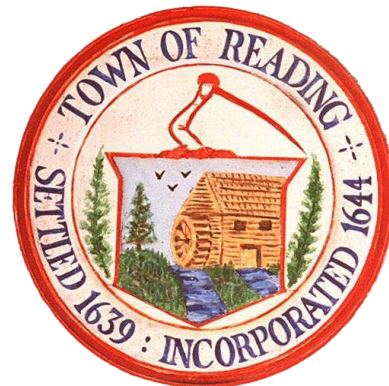
- Recommended by the Board of Registrars
- Voted to Opt-In by the Select Board on Recommendation

• Early Voting – Vote by Mail

- Must Opt-Out

Early Voting - Vote by Mail is required unless the Town chooses to Opt-Out...

- Public Hearing
- Vote of Select Board



In Person Early Voting - Cost

September – State Primary

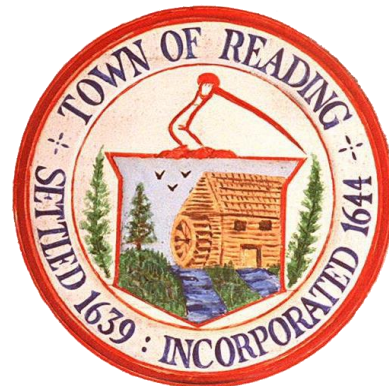
- Office Staff \$3,915.95
- Election Staff \$2,606.91
- Facilities OT \$ 279.37

- Total \$6,802.23

November – State Election

- Office Staff \$ 925.75
- Election Staff \$4,660.72
- Facilities OT \$ 558.74

- Total \$6,145.22



In Person Early Voting - Cost

September – State Primary

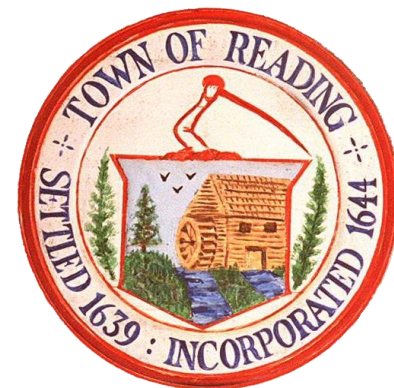
- Total \$6,802.23
- Ballots 237
- Per Ballot \$28.70

- Registered Voters 20,066

November – State Election

- Total \$6,145.22
- Ballots 1053
- Per Ballot \$8.14

- Registered Voters 20,178



Recommendation

Board of Registrars met on
January 26, 2023

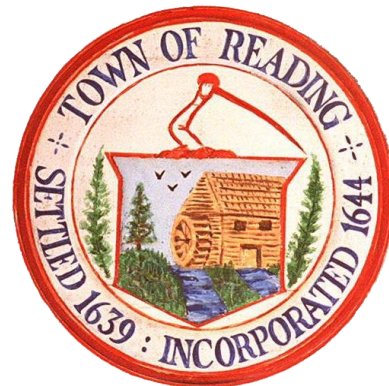
Motion made to recommend In
Person Early Voting during normal
Town Hall hours March 27th –
March 30th

Vote Taken 2 – 1 - 1

Town Clerk after thought...

Town Hall will be open to the
public on March 25th for last day
to register to vote.

- If Board of Registrar agree we can hold In Person Early Voting
- Additional Staffing Cost





Town Election of 2023

Questions?

Mission of Reading Open Land Trust Inc. (ROLT)

- Preserve land for passive recreation
- Provide open space for wildlife
- Protect wetlands to prevent flooding



- www.rolt.org -



[About ROLT](#)

[Explore Properties](#)

[DONATE](#)

A wide, horizontal photograph of a dense forest with many trees and green foliage. A semi-transparent white banner is overlaid across the middle of the image.

Reading Open Land Trust, Inc.

The Reading Open Land Trust, Inc. (ROLT) was founded in 1979 by a group of private citizens motivated by the conviction that conservation of our natural resources must be a concern for all citizens and not solely dependent on government action and tax revenues.

A valuable feature of the Trust is to facilitate the timely and inexpensive tax-deductible transfer of property ownership, especially from donors confronting deadline issues, yet requiring the permanent continuation of open space usage.



Rolt Parcels

- Currently owns ten parcels in Reading.
- Largest is Fairbanks Marsh, approximately thirty acres.
- Boyd property off West Street is second largest at almost 18 acres.
- Other sizeable properties include Goodale Marsh, Finneman Ice Pond, Sledge Wood and Swamp Island.
- Smaller parcels at Randall Road, Bear Hill, Collins Avenue, Kylie Drive.

Goodale Marsh in Reading



Fairbanks Marsh



Fairbanks Marsh bordering Ipswich River and North Reading



Fienemann Ice Pond



Board Members

- President – Joe Cloonan
- Treasurer – Robert Connor
- Clerk – Alison Ullman
- Director – Thomas Connery
- Director – Ralph Colorusso
- Director - Fred McGrane

How can town help Rolt?

- Assist us in stabilizing parking area adjacent to Route 28 at Fairbanks Marsh
- Site has potential for locating a raised observation platform to facilitate wildlife and bird watching for the public's enjoyment



READING POLICE DEPARTMENT

15 Union Street ▪ Reading, Massachusetts 01867

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

Date: February 8, 2023
To: Town Manager Fidel Maltez
From: Lieutenant Christopher Jones
RE: Parking ticket fee structure

Sir,

The police department has analyzed the parking violations and fines for Reading and our surrounding communities. The police department recommends the following changes in order to update the fee structure and be consistent with surrounding communities.

Group A Violations: Increase from \$20 to \$25

(No Parking Zones, Overtime Parking, Wrong Direction, Blocking Private Road/Driveway, etc.)

Group B Violations: Increase from \$50 to \$100

(Ten Feet from Hydrant, Fire Lane)

Group C violations: Increase from \$100 to \$300

(Illegal Parking in Handicap Spaces)

Often motor vehicles that are ticketed still remain in violation for several hours after. In an effort to deter this, we would recommend a separate violation ticket may be issued after two hours of the violation is still occurring.

All the above language conforms to M.G.L. c. 90, §20A½ in that fees would not be greater than specified under the law.

Handicap Additional Amendments:

Over the past few years we have observed many handicap violations such as cars blocking the handicap ramp that is next to the handicap space, cars parking on the marked-out space used for handicap van access, and several vehicles to even include a delivery truck parking in a handicap space and once ticketed still refusing to move. We would like the ability to tow motor vehicles in these if they refuse to move.

The Reading Police Department recommends adopting Mass General Law Chapter 40 Section 22D; "Vehicles parked in violation of law; removal" into Traffic and Parking Regulations within Town of Reading Bylaws Regulations and Policies under Public Safety.

Local governments may impose parking rules and restriction and may authorize the “Chief Officer of the police department or such Sergeants or other officers of higher rank” to remove, to some convenient place any vehicle parked or standing on any part of any way under the control of the municipality in such a manner as to:

- *Obstruct any curb ramp designed for use by handicapped persons as means persons as means of egress to a street or public way.*
- *To occupy or obstruct any parking space reserved for a vehicle used by a disabled veteran or handicapped person (with proper credentials)*
- *To impede in any way the removal or plowing of snow or ice or in violation of any rule or regulation which prohibits the parking or standing of all vehicles on such ways or portions thereof at such time and recites that **violator pays removal fee:** whoever violated it shall be liable to charges for the removal and storage of the vehicle as well as subject to punishment by fine.*

The following vehicles shall not be removed:

- *Vehicles owned by the commonwealth, a political subdivision (City or Town) or the United States or any foreign diplomatic corps or by foreign consular who is not a citizen of the United States.*

Respectfully,

Christopher Jones

Lt. Christopher Jones

The parking fees for surrounding towns are:

Andover:

- \$250 - Handicapped
- \$100 - 10' of hydrant, fire lane and Taxi stand
- \$30 - Crosswalk, winter parking ban, blocking driveway or sidewalk and 25 ft. from fire station
- \$20- meter violation, overtime parking, wrong direction, all night parking (when Restricted)

Beverly:

- \$200 - Handicapped
- \$100 - 10' of hydrant, fire lane and Taxi stand
- \$50 - bike lane, winter parking ban, and prohibited areas
- \$20-\$15 for all other violations
- \$5 Penalties for non-payment after 21 days
- \$30 after registry notification

Concord:

- \$150 - Handicapped
- \$50 - 10' of hydrant
- \$25-\$20 for all other violations
- \$5 - Penalties for non-payment after 21 days
- \$30 - after registry notification

Lynnfield:

- \$100 - Handicapped
- \$15 – Fire lane
- \$15 – Parking on sidewalk
- \$15 – Parking on crosswalk
- \$15 - Snow removal
- \$15 – All night parking

Melrose:

- \$150 - Handicapped
- \$150 – Handicapped ramp
- \$50 – 10' hydrant (towable), Snow emergency (towable), Snow removal (towable)
- \$50- (6) wheel or larger 1hour limit
- \$25 - for all other violations
- \$5 Penalties for non-payment after 21 days
- \$30 after registry notification

Stoneham:

- \$300 – Handicapped/ramp
- \$100 - 10' of hydrant, 10' from unobstructed lane, fire lane and bus stop
- \$50 – 15' from a fire station
- \$25 \$15 - for all other violations
- \$5 Penalties for non-payment after 21 days
- \$30 after registry notification

Wilmington:

- \$100 - Handicapped /ramp, blocking hydrant
- \$15 - 10' from hydrant, fire lane, bus/taxi areas, snow removal, loading zone, upon crosswalk/sidewalk, all night parking 1am-6am.

Winchester:

- \$100 - Handicapped
- \$30 - 10' of hydrant, Snow removal/plowing, blocking private driveway or loading zone
- \$25 for all other violations
- Penalties for non-payment after 21 days registry notification

Wakefield:

- \$125-Handicapped
- \$100-Parking in Bus Stop
- \$50- Fire Hydrant/Snow removal
- \$25 for all other violations
- Penalties for non-payment after 21 days registry notification

Woburn:

- \$300 – Handicapped/ramp
- \$50-Parked in roadway for 72hrs (abandoned)
- \$25- Fire lane/Upon a sidewalk or crosswalk
- \$10- Bus stop
- \$20-\$15 for all other violations

**Legal Notice
(Seal)
Town of Reading**

To the Inhabitants of the Town of Reading:

Please take notice that the Select Board of the Town of Reading will hold a public hearing on February 21, 2023 at 7:00 PM in the Select Board Meeting Room at Town Hall, 16 Lowell Street, Reading, MA or also available remotely on Zoom to act on a Change of Manager application for an Annual All- Alcohol Restaurant Liquor license at Anthony's Coal Fired Pizza located at 48 Walkers Brook Drive, Reading, MA.

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

All interested parties are invited to attend the hearing in person or remotely via Zoom; or may submit their comments in writing or by email prior to 6:00 p.m. on February 21, 2023 to townmanager@ci.reading.ma.us

By order of
Fidel Maltez
Town Manager

To the Chronicle: Please publish on Tuesday, February 7th and February 14th, 2023

Send the bill and tear sheet to:

Yamila Benvenuti

Anthony's Coal Fired Pizza
200 West Cypress Creek Road
Suite 220
Fort Lauderdale, FL 33309

Phone: O: (954) 618-2030

Email: ybenvenuti@burgerfi.com



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

JEAN M. LORIZIO, ESQ.
CHAIRMAN

CORI REQUEST FORM

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

ABCC LICENSE INFORMATION

ABCC NUMBER: <small>(IF EXISTING LICENSEE)</small>	101600038	LICENSEE NAME:	Anthony's Coal Fired Pizza of Reading, LLC	CITY/TOWN:	Reading
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APPLICANT INFORMATION

LAST NAME:	CRISTINOS	FIRST NAME:	Gregg	MIDDLE NAME:	Alfred
MAIDEN NAME OR ALIAS (IF APPLICABLE):		PLACE OF BIRTH:	Everett, MA.		
DATE OF BIRTH:	[REDACTED]	SSN:	[REDACTED]	ID THEFT INDEX PIN (IF APPLICABLE):	
MOTHER'S MAIDEN NAME:	[REDACTED]	DRIVER'S LICENSE #:	[REDACTED]	STATE LIC. ISSUED:	WI
GENDER:	male	HEIGHT:	6' 0"	WEIGHT:	285
				EYE COLOR:	Brown
CURRENT ADDRESS:	[REDACTED]				
CITY/TOWN:	Peabody	STATE:	MA	ZIP:	01960
FORMER ADDRESS:	[REDACTED]				
CITY/TOWN:	Dak Creek	STATE:	WI	ZIP:	53154

PRINT AND SIGN

PRINTED NAME:	Gregg Cristinos	APPLICANT/EMPLOYEE SIGNATURE:	
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NOTARY INFORMATION

On this January 6, 2023 before me, the undersigned notary public, personally appeared Gregg Cristinos (name of document signer), proved to me through satisfactory evidence of identification, which were Drivers license to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

YAMILA BENVENUTI
 MY COMMISSION # GG 301641
 EXPIRES: February 13, 2023
 Bonded Thru Notary Public Underwriters

Yamila Benvenuti
 NOTARY

DIVISION USE ONLY

REQUESTED BY:	[REDACTED]
	<small>SIGNATURE OF CORI-AUTHORIZED EMPLOYEE</small>

The DCI Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identify Theft PIN Number by the DCI. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCI via mail or by fax to (617) 650-4614.

Change of Manager

- Manager Application
- CORI Authorization
- Vote of the Entity
- Proof of Citizenship (Manager must be U.S. citizen)
- Payment Receipt



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

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM**

AMENDMENT-Change of Manager

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

ECRT CODE: RETA

Please make \$200.00 payment here: ABCC PAYMENT WEBSITE

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

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

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN **STATE** **ZIP CODE**

For the following transactions (Check all that apply):

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

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL

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



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

AMENDMENT-Change of Manager **Change of License Manager**

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Anthony's Coal Fired Pizza of Reading, LLC		101600038

2. APPLICATION CONTACT

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

Name	Title	Email	Phone
Gregg A. Cristinos	General Manager	[REDACTED]	[REDACTED]

3A. MANAGER INFORMATION

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name	Gregg A. Cristinos	Date of Birth	[REDACTED]	SSN	[REDACTED]
Residential Address	[REDACTED]				
Email	[REDACTED]	Phone	[REDACTED]		
Please indicate how many hours per week you intend to be on the licensed premises	50	Last-Approved License Manager			

3B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen? Yes No *Manager must be U.S. citizen
 If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.
 Have you ever been convicted of a state, federal, or military crime? Yes No
 If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

3C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
1-20-21	10-18-21	General Manager	Texas de Brazil	Samuel Oliveira
3-21-18	7-08-21	Asst General Manager	BUFFALO WILD WINGS	Jim Alexander

3D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? Yes No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature		Date	01-06-2023
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APPLICANT'S STATEMENT

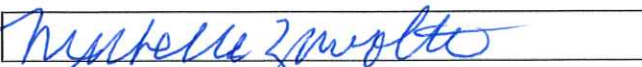
I, Michelle Zawolter the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory

of Anthony's Cool Fired Pizza of Reading, LLC
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature: 

Date: 1/6/2023

Title: LLC Manager

ENTITY VOTE

The Board of Directors or LLC Managers of Anthony's Coal Fired Pizza of Reading, LLC
Entity Name
duly voted to apply to the Licensing Authority of Reading and the
City/Town
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on _____
Date of Meeting

For the following transactions (Check all that apply):

- Change of Manager
- Other _____

"VOTED: To authorize Michelle Zavolta
Name of Person

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

"VOTED: To appoint Gregg Cristinos
Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,

For Corporations ONLY

A true copy attest,

Michelle Zavolta
Corporate Officer / LLC Manager Signature

Corporation Clerk's Signature

Michelle Zavolta
(Print Name)

(Print Name)

Yamila Benvenuti

From: customerservice@nCourt.com
Sent: Tuesday, January 10, 2023 2:43 PM
To: Yamila Benvenuti
Subject: Receipt from nCourt

ATTENTION: This email originated outside of your organization. Do not click links or open attachments unless you know they are safe.

YOUR RECEIPT >>

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

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

Payment On Behalf Of			
First Name:	Anthony's Coal Fired	Last Name:	Pizza of Reading, LLC
Address 1:	48 Walkers Brook Drive	State/Territory:	MA
City:	Reading	Zip:	01867
Phone:	(954) 618-2030		

Description	ID	Service Fee	Amount
FILING FEES-RETAIL	Anthony's Coal Fired Pizza of Reading LLC	\$4.70	\$200.00

Receipt Date: 1/10/2023 2:43:06 PM EDT

Invoice Number: e5a438a1-ed65-4d8a-8c85-3f4261d61aad

Total Amount Paid: **\$204.70**

Billing Information	Credit / Debit Card Information
[REDACTED]	Card Type [REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]



READING POLICE DEPARTMENT

15 Union Street • Reading, Massachusetts 01867

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

Web: www.ci.reading.ma.us/police/

EXECUTIVE SUMMARY

Change of Manager-Anthony's Coal Fired Pizza of Reading, LLC

January 19, 2023

Chief David Clark
Reading Police Department
15 Union Street
Reading, MA 01867

Chief Clark,

As directed by your Office and in accordance with Reading Police Department Policy and Procedures, I have placed together an Executive Summary of the application for Change of Manager at Anthony's Coal Fired Pizza of Reading, LLC d/b/a "Anthony's Coal Fired Pizza" (48 Walkers Brook Drive).

New Manger: Gregg Caristinos

I find no reason why the Change of Manager application should not go forward.

Respectfully Submitted,

Lt. Detective Richard P. Abate
Criminal Division Commander

**Legal Notice
(Seal)
Town of Reading**

To the Inhabitants of the Town of Reading:

Please take notice that the Select Board of the Town of Reading will hold a public hearing on February 21, 2023 at 7:00 PM in the Select Board Meeting Room at Town Hall, 16 Lowell Street, Reading, MA or also available remotely on Zoom to solicit public input on the Town Manager's Recommended Budget for FY2024.

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

All interested parties are invited to attend the hearing in person or remotely via Zoom; or may submit their comments in writing or by email prior to 6:00 p.m. on February 21, 2023 to townmanager@ci.reading.ma.us

By order of
Fidel Maltez
Town Manager

To the Chronicle: Please publish on Tuesday, February 7th and February 14th, 2023

**Send the bill and tear sheet to: Town Manager's Office
16 Lowell Street
Reading, MA 01867**



Town of Reading - FY24 Proposed Budget

For the year July 1, 2023 - June 30, 2024

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Budget Introduction

A Citizen's Guide to the Budget

Thank you for taking the time to read this budget introduction in an effort to better understand one of the most important documents produced by our community. The Annual Budget, far more than an organized collection of figures, reflects the values, goals, and priorities of the town. It serves as a policy document, a financial guide, and a vehicle for communicating with residents. This guide is intended to better illustrate the structures of town government, the budget process, and orient readers to the document. This year we have also reformatted the budget for readability and accessibility, added a new Table of Contents linked from every page in the digital version, and subject cues in the print version. The capital budget now has project pages with detailed information. We hope this will be a useful tool for readers as you better acquaint yourself with the latest financial and planning information for the Town of Reading.

The Budget Document

In an effort to breakdown Reading's FY2024 proposed \$135,070,333 budget, this document is organized into sections covering a host of financial and structural information about the health of the Town, impact on residents, and what your taxes will achieve. The budget document includes the following:

- **Financial Summary:** Provides an overview of Reading's proposed budget with specific focus on property taxes, revenues, expenditures, capital, debt, and major liabilities such as direct debt, pension, and other post-employment benefits. The Financial Scorecard is also located here.
- **Town Government:** Provides a breakdown of Reading's governmental structure (General Government, Finance, Planning and Land Management, Human Services, Public Safety, Public Works, and Unclassified) while focusing on their individual budget highlights, accomplishments, goals, and long-term plans.



- **Accommodated Costs:** Provides an analysis of the Town and Reading Public Schools' (RPS) responsibilities to Group Insurance, Other Post-Employment Benefits, Property and Liability Insurance, Unemployment and Workers' Compensation, Retirement, Medicare / Social Security, and Debt Service.
- **Schools:** Provides a snapshot of Reading Public Schools (RPS), and Northeast Metro Vocational Technical School District's financial and enrollment health.
- **Unappropriated:** Provides a summary of the Town's State and County Assessments, Overlay, and Snow & Ice / Other Deficit requirements.
- **Appendix:** Provides a guide and resources to help understand the governing budgetary and financial process that oversees the creation of the Town's annual budget.

The Budget Process

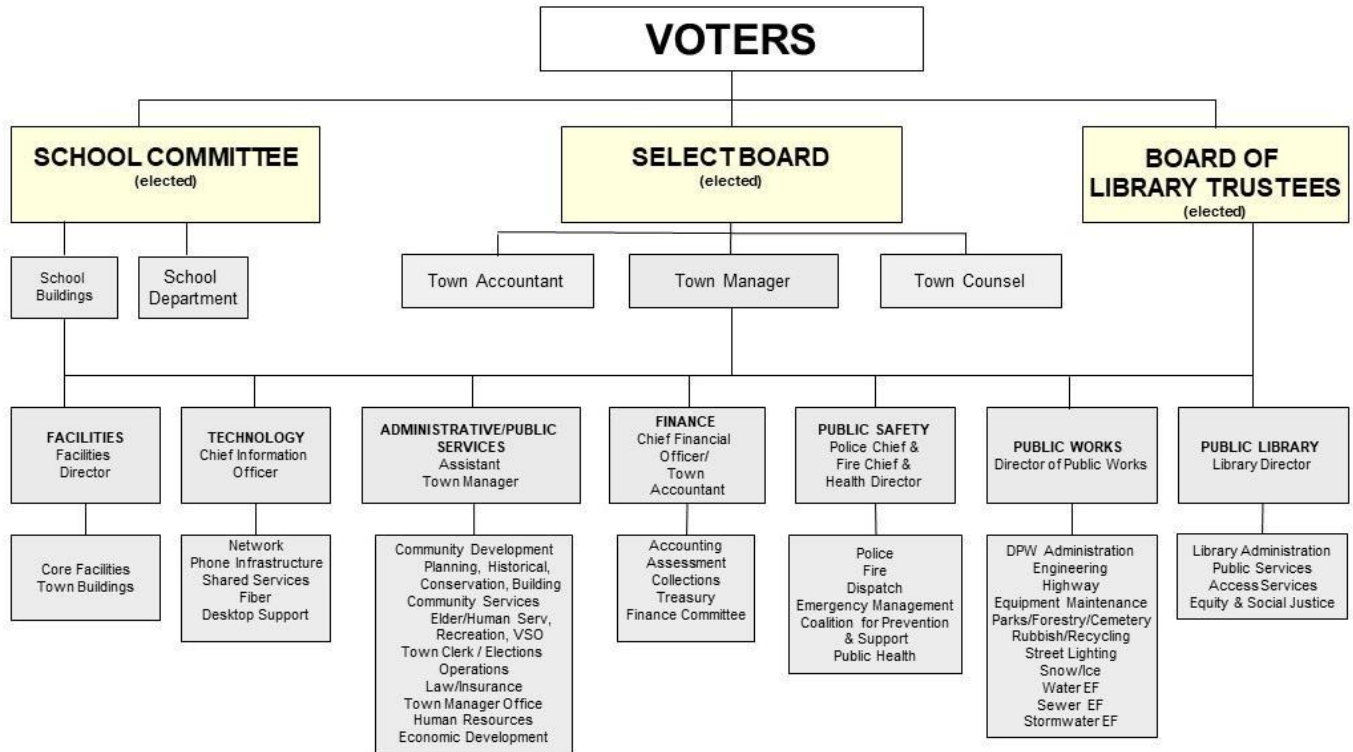
The Town of Reading operates under state statutes and the Home Rule Charter establishing the Select Board – Town Manager form of government. The legislative body of Reading is a Representative Town Meeting comprised of 192 elected Town Meeting Members. Town Meeting has the sole authority to appropriate funds for the operating budget and capital projects, except for particular instances where statutes or regulations do not require appropriation or where the authority is given to the Select Board. Any amendments to appropriations require Town Meeting vote at either the Annual or Special Town Meeting (typically held in November, but can also be called by a vote of the Select Board). The procedures for Town Meeting are specified WHERE AND ON WHAT PAGES. Annual Town Meeting is always held on the



Organization Chart



Town of Reading, MA
Executive Branch
Table of Organization
 (April 2023 Town Meeting)



Budget Timeline

SEPTEMBER/OCTOBER

- Budget process begins for the next Fiscal Year beginning July 1st
- Financial Forums and next Fiscal Year guidance from FINCOM
- Subsequent Town Meeting Warrant closes

NOVEMBER

- Subsequent Town Meeting: second Monday (or second Tuesday if second Monday is a legal holiday)

DECEMBER

- Town department budget preview presentations and requests to Select Board

JANUARY

- School Committee Budget presentations

FEBRUARY/MARCH

- School Committee presents the budget to Town Manager by February 1st.
- Town Manager presents balanced budget to Finance Committee by March 1st.
- Finance Committee budget meetings and vote on balanced budget and Town Meeting Warrant Articles
- Annual Town Meeting Warrant closes

APRIL

- Town Election: first Tuesday following the first Monday in April
- Annual Town Meeting: third Tuesday preceding the fourth Monday in April

JUNE

- Fiscal Year ends June 30th

JULY

- Fiscal Year begins July 1st



Town Manager's Recommended Budget

Town Manager

Fidel Maltez
townmanager@ci.reading.ma.us

Select Board

Mark L. Dockser, Chair
Karen Gately Herrick, Vice Chair
Christopher Haley, Secretary
Carlo Bacci
Jacqueline McCarthy
selectboard@ci.reading.ma.us

Town Management Team

Matthew Kraunelis, Esq., Assistant Town Manager mkraunelis@ci.reading.ma.us
Sharon Angstrom, CPA, Chief Financial Officer/Town Accountant sangstrom@ci.reading.ma.us
Gregory Burns, Fire Chief gburns@ci.reading.ma.us
David Clark, Police Chief dclark@ci.reading.ma.us
Adetokunbo Solarin, MPH, Public Health Director asolarin@ci.reading.ma.us
Joseph Huggins, Director of Facilities jhuggins@ci.reading.ma.us
Jane Kinsella, Public Works Director jkinsella@ci.reading.ma.us
Amy Lannon, MLIS, Library Director lannon@noblenet.org
Kevin Furilla, Technology Director kfurilla@ci.reading.ma.us



Town Manager's FY24 Budget Message

Dear Reading Community,

I want to start off by saying thank you for the warm welcome and incredible support provided to me and Town Staff during my first year as Town Manager in Reading. Outgoing Town Manager, Bob LeLacheur, was an incredible leader and I knew I had big shoes to fill. With the help of our incredible team, as well as Bob's mentoring and guidance, we have not missed a beat and we continue moving Reading forward.

Overview of the Budget Process

Like previous years, following State Law and our Home Rule Town Charter, the budget milestones are listed below in chronological order:

- Superintendent of Schools delivers budget to School Committee: early January,
- School Committee votes on School Department budget: late January,
- Town Manager delivers balanced budget to Finance Committee: end of February,
- Finance Committee reviews and votes on School and Town budget: late March,
- Town Meeting reviews and votes School and Town Budget: early May

FY24 Budget Calendar

Given our leadership transitions, our leadership team began working on the budget early this year, resulting in a thoughtful and inclusive process. Our Department Heads, with our Town Accountant, reviewed our capital plan in July and August. The global pandemic, inflation, and extended lead time for equipment resulted in significant increases to many of the vehicles and projects on our capital plan. For instance, we saw a 40% increase in the cost of Public Works vehicles. It was critical to learn this early in our process to present these figures to the Finance Committee (FinCom).

FinCom held two Financial Forums: one in September and one in October. The first forum largely focused on the Killam School building process, and we were fortunate to receive a presentation from Sean Cronin, Senior Deputy Commissioner, Division of Local Services. Mr. Cronin's presentation focused on getting our community ready for the upcoming school project.



Following the forums, FinCom voted Free Cash usage of \$3.28 million to supplement our FY24 budget. This included an extra \$700,000 for capital expenditures to buffer the impacts of inflation. This amount of free cash resulted in school operating budgets increase of 4.33% and town operating budget increase of 4.00%.

The FY24 budget is also marked by significant impact to utility costs, particularly natural gas and electricity. At the beginning of the budgeting process, we were projecting large increases to both budget lines. In early January, we were able to make changes to our natural gas expense projection, which resulted in a lower accommodated cost budget than originally anticipated. This was reviewed with FinCom at their January 18, 2023, meeting.

FY24 Budget Summary

Total estimated revenues for FY24 are \$115.9 million; more detail is presented in our Town Accountant's Recommended Revenues. This is equal to a projected increase of 3.99% in our projected revenues. FinCom voted free cash usage of \$2.58 million, in addition to \$700,000 for capital, for a total free cash usage of \$3.28 million towards the FY24 budget. These revenues result in accommodated costs of \$43.5 million, or a 3.8% increase over FY23's. The School Operating budget is \$48.2 million, and the Town Operating budget is \$27.7 million, resulting in a 4.33% and 4.00% increase over FY23's budget.

Major Initiatives in FY24 Budget

In October 2021, Town Meeting funded a pay and class study for non-union employees of the Town. This effort was led by our Human Resources Director and involved a thorough review of the salaries of non-union employees, as compared to our peer-communities. Fortunately, our outgoing Town Manager placed \$85,000 in the FY23 budget to give this initiative a head start, and Town Meeting funded an additional \$58,000 at November Town Meeting. It was our priority to implement all the recommendations of the pay and class study in the FY24 budget. Throughout the department budgets in this report, we highlight the changes in wages related to the pay and class study. Reading is an incredible place to work, and I am confident that given these adjustments, we will remain a very attractive workplace compared to our peer communities.

This FY24 budget also includes increased funding in our Community Services Division, which includes a full-time Veteran's Service Officer (VS0), and additional staffing for our Elder and Human Services, including a full-time Senior Center Coordinator and full-



time clerk to cover the front desk at the Pleasant Street Center. We also increased the expense line related to programming and support at the Pleasant Street Center.

Grants Secured in FY22 and FY23

One nugget of exciting news is the increase in grant awards in FY23. While outside of the operating budget, these grants will help Reading achieve significant projects that would benefit our residents. We received over \$4 million to complete improvements to the Maillet, Sommes, Morgan area. We also received \$500,000 to install sidewalks on Auburn Street and Parkview Road, in addition to being accepted into the Safe Routes to School program from MassDOT to complete safety and pedestrian improvements on Oakland Road. We will continue pursuing these opportunities in FY24, with a large focus on infrastructure grant funding for Haven Street and Walker's Brook Drive.

Looking Ahead: Cautiously Optimistic News

The biggest unknown as we approach FY24 and beyond is the state of our national economy and inflation. At the writing of this budget message, commentators are highlighting the need for a "soft landing" as the inflation reducing policies at the federal level are implemented. Some commentators are even speculating that we might see a "growth rebound" in the national economy. We will continue tracking the larger economy, inflation, and its effect on our local finances. For now, our reserves continue to be healthy, and our Town staff continue to improve our municipal operations for the benefit of our residents.

Fidel A. Maltez
Town Manager
February 15, 2023



Finance Director's Report

Town Accountant's Recommended FY24 Revenues

Summary of Revenues – Revenues for general government will be \$115.9 million, plus the use of \$3.28 million of Free Cash – an overall 3.92% increase from FY23.

	FY24	Change	Share
Property Taxes	\$ 87.3	3.5%	73%
Local Revenues	\$ 8.8	12.6%	7%
State Aid	\$ 15.5	2.5%	13%
Transfers	\$ 4.3	2.5%	4%
Free Cash	\$ 3.3	-1.7%	3%
	\$ 119.2	3.9%	100%

Property Taxes (\$87.3 million or 73% of revenues) – The forecasted 3.5% increase in FY24 includes a 2.5% increase over the FY23 tax levy plus New Growth. The following table shows actual New Growth over the last ten years (a 5-year average of \$986,000 and a 10-year average of \$899,000). The Town has made significant progress on Economic Development; New Growth projections for FY24 are \$950,000, with more New Growth to follow.

Actual New Growth (000)s									
FY23	FY22	FY21	FY20	FY19	FY18	FY17	FY16	FY15	FY14
\$ 916	\$ 1,614	\$ 967	\$ 593	\$ 840	842	717	912	844	741

The Assessor's overlay account has increased to \$823,995 in FY24. This amount is set aside for the Board of Assessors to handle abatements and exemptions. The actual amount may vary from the budgeted amount when the Town Accountant finalizes the tax rate in November 2024. If the overlay account is not used for abatements, it is released to Free Cash. (See " Operating transfers/Available Funds" below.)

Local Revenues (\$8.8 million or 7% of revenues) – Local revenues are forecasted to increase by 12.6% from the prior year. Many revenues in this category have recovered to pre-pandemic levels. The rate of the increase reflects the actual revenues received in the preceding year and considers how local revenues are trending in the current fiscal year.

Motor Vehicle Excise (\$4.18 million) – This revenue source is challenging to forecast, as we have been both over and under budget by \$300,000 in recent years, although the



longer-term average has been in line. Next year, we forecast a 6.0% increase to \$4.18 million as the actual revenues for motor vehicle excise have returned to pre-pandemic levels. The motor vehicle excise projections were significantly reduced during the pandemic. In 2019, actual receipts for motor vehicle came in at just under \$4.1 million.

Charges for Services (\$2.3 million) - This revenue source came in over budget by over \$.3million in FY22, and FY23 is receipts are currently higher than projection. Thus, the revenue projection is increased by 8.2% to adjust to current revenue trends. Examples of revenues in this category are ambulance charges, cell tower rent, inspections, and cemetery charges.

Meals Tax (\$0.52 million) - During the pandemic, meal tax projections were significantly reduced; the meal tax revenues received in FY22 came in at \$.15 million above projections. Currently, FY23 receipts are exceeding our forecasts. Next year, we forecast a 17.0% increase to \$.52 million.

Interest Earnings (\$0.59 million) - Interest rates have increased significantly over the last year. Next year's forecast is to increase by 148.9% as FY22 interest earnings came in \$.1 million over projection, and FY23 revenues are exceeding projections.

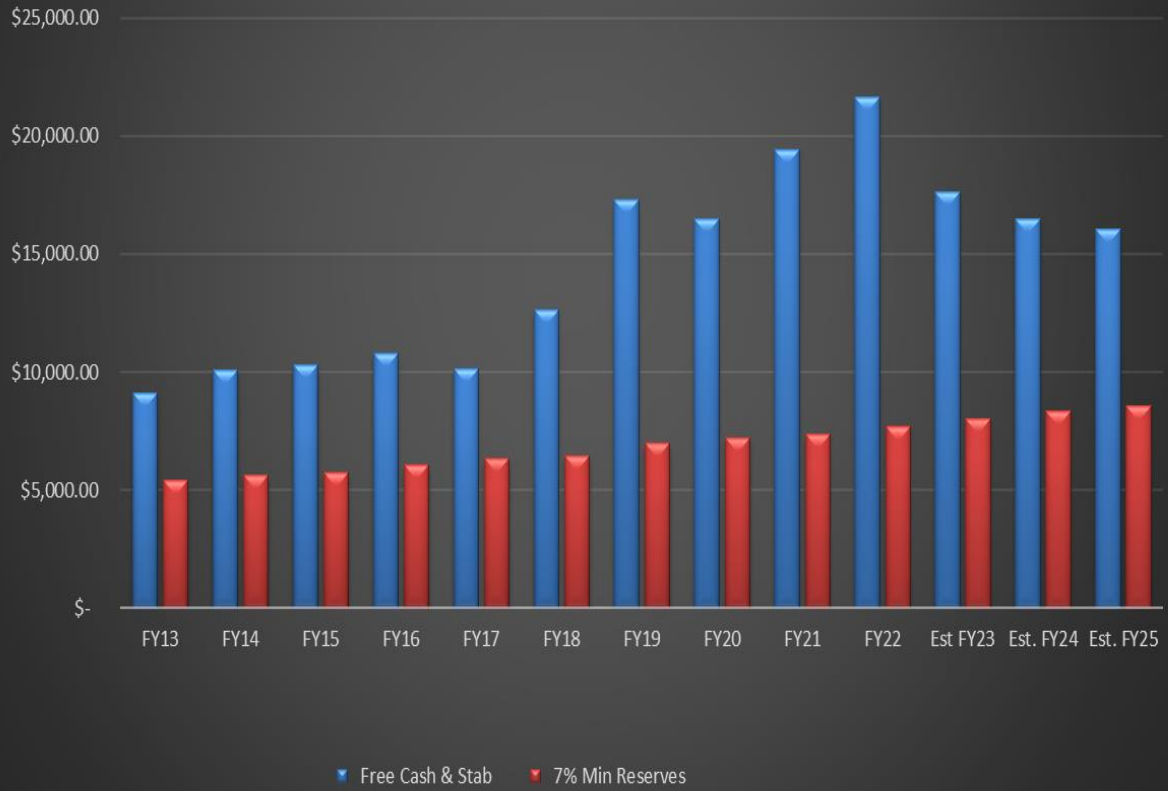
Intergovernmental Revenue (\$15.5 million or 13% of revenues) - The final figure for State Aid for FY24 is still unknown. We use an assumption of +2.5%. FINCOM has agreed to make up any shortfall from +2.5% with Free Cash - this adjustment would typically happen at a November Town Meeting after the fiscal year begins.

Operating Transfers/Available Funds (\$4.0 million or 4% of revenues) - The amount of money available from the cemetery sale of lots has remained constant. The Board of Assessors released \$325,000 from the overlay surplus last year and is planning to release \$350,000 for use in FY24; this figure is expected to decline in future years. The RMLD annual payment is projected at \$2.6 million, based on kWh sold in the prior year.

A figure of \$3.28 million is being used from Free Cash to balance the FY24 budget. The Chart below shows Free Cash and Stabilization history and a projection for FY23 and forward using a conservative \$2.5 million regeneration estimate for FY23, FY24, and FY25. Free Cash Use is projected at \$3.28 million to balance the FY24 and \$2.58 million to balance the FY25 budget:



Certified "Free Cash" & Stabilization vs 7% Min Reserve (Amounts Expressed in Thousands)



Financial Forecast

Budget Summary

Town of Reading Budget Summary		One Yr		One Yr		One Yr		One Yr		One Yr	
2/14/23 10:19 AM		Projected	Chng	Projected	Chng	Projected	Chng	Projected	Chng	Projected	Chng
No.		FY23	FY23	FY24	FY24	FY25	FY25	FY26	FY26	FY27	FY27
Revenues											
A1	Total Property Taxes	84,397,951	3.5%	87,348,419	3.5%	89,168,564	2.1%	91,211,086	2.3%	94,641,363	3.8%
A2	Total Other Local Revenues	7,790,000	11.4%	8,775,000	12.6%	9,465,000	7.9%	9,975,000	5.4%	10,540,000	5.7%
A3	Total Intergov't Revenues	15,165,883	2.6%	15,545,030	2.5%	15,933,656	2.5%	16,331,997	2.5%	16,740,297	2.5%
A4	Total Transfers & Available	4,178,657	7.6%	4,309,289	3.1%	4,354,370	1.0%	4,388,875	0.8%	4,490,664	2.3%
A98	Revs before Free Cash	\$111,532,491	4.02%	\$115,977,738	3.99%	\$118,921,590	2.54%	\$121,906,958	2.51%	\$126,412,324	3.70%
A5	Free Cash	2,539,000	-3.8%	2,580,000	1.6%	2,580,000	0.0%	2,580,000	0.0%	2,580,000	0.0%
A6	Extra for Capital	686,000	-9.7%	700,000	2.0%	700,000	0.0%	0	-100%	0	-100%
A99	Net Available Revenues	\$114,757,491	3.74%	\$119,257,738	3.92%	\$122,201,590	2.47%	\$124,486,958	1.87%	\$128,992,324	3.62%
Accommodated Costs											
B	Benefits	19,837,500	3.9%	20,682,688	4.3%	21,762,666	5.2%	22,917,330	5.3%	24,112,672	5.2%
C	Capital	3,113,500	-21.3%	2,963,000	-4.8%	2,770,000	-6.5%	2,916,500	5.3%	2,928,000	0.4%
	Debt (inside levy)	3,250,958	65.5%	3,380,694	4.0%	3,763,338	11.3%	3,174,275	-15.7%	3,311,850	4.3%
D	Debt (excluded)	2,727,408	-2.3%	2,686,112	-1.5%	1,279,700	-52.4%	0	-100.0%	0	#DIV/0!
E	Energy	2,035,000	1.2%	2,290,500	12.6%	2,561,218	11.8%	2,657,939	3.8%	2,757,142	3.7%
F	Financial	1,092,000	8.1%	1,132,000	3.7%	1,157,000	2.2%	1,182,000	2.2%	1,202,675	1.7%
G	Education - Out of district	5,580,000	2.5%	5,803,200	4.0%	6,035,328	4.0%	6,276,741	4.0%	6,527,811	4.0%
H	Education - Vocational	870,000	10.4%	904,800	4.0%	1,140,992	26.1%	1,186,632	4.0%	1,234,097	4.0%
J	Miscellaneous	3,430,054	2.7%	3,508,805	2.3%	3,589,822	2.3%	3,698,169	3.0%	4,042,890	9.3%
K	Community Priorities	0	0.0%	150,000	0.0%	150,000	0.0%	150,000	0.0%	150,000	0.0%
L1	Accommodated Costs	\$ 41,936,420	3.43%	\$ 43,501,799	3.73%	\$ 44,210,064	1.63%	\$ 44,159,586	-0.11%	\$ 46,267,136	4.77%
L2	Net Accommodated Costs	\$ 41,936,420	3.43%	\$ 43,501,799	3.73%	\$ 44,210,064	1.63%	\$ 44,159,586	-0.11%	\$ 46,267,136	4.77%
Operating Costs											
OC1	Municipal Gov't Operating	25,262,939	3.85%	26,457,537	4.00%	27,185,119	2.75%	27,947,430	2.80%	28,729,958	2.80%
	adjustments	177,000				1,097					
	adjustments (EF+RF)	1,196,040	3.94%	1,243,882	4.00%	1,278,089	2.75%	1,313,875	2.80%	1,350,664	2.80%
	TOTAL Muni Govt OPER	26,635,979	4.55%	27,701,419	4.00%	28,464,305	2.75%	29,261,305	2.80%	30,080,622	2.80%
OC2	School Operating	45,953,363	3.85%	48,051,498	4.00%	49,372,914	2.75%	50,911,534	2.80%	52,491,257	2.80%
	adjustments	250,000				151,925		150,000		150,000	
	TOTAL School OPER	46,203,363	4.41%	48,051,498	4.00%	49,524,839	3.07%	51,061,534	3.10%	52,641,257	3.09%
OC4	Operating Budgets	\$ 72,839,343	4.46%	\$ 75,752,916	4.00%	\$ 77,989,144	2.95%	\$ 80,322,840	2.99%	\$ 82,721,879	2.99%
	Municipal Gov't Operating	36.6%		36.6%		36.5%		36.4%		36.4%	
	School Operating	63.4%		63.4%		63.5%		63.6%		63.6%	
	TOTAL SPENDING	\$114,775,763	4.08%	\$119,254,715	3.90%	\$122,199,207	2.47%	\$124,482,426	1.87%	\$128,989,016	3.62%
	Muni Govt OPER	\$ 26,635,979	4.55%	\$ 27,701,419	4.00%	\$ 28,464,305	2.75%	\$ 29,261,305	2.80%	\$ 30,080,622	2.80%
	Muni Govt ACCOM	\$ 5,577,000	3.26%	\$ 5,931,750	6.36%	\$ 6,288,495	6.01%	\$ 6,498,075	3.33%	\$ 6,941,673	6.83%
	Muni Govt TOTAL	\$ 32,212,979	4.32%	\$ 33,633,169	4.41%	\$ 34,752,800	3.33%	\$ 35,759,380	2.90%	\$ 37,022,295	3.53%
	School OPER	\$ 46,203,363	4.41%	\$ 48,051,498	4.00%	\$ 49,524,839	3.07%	\$ 51,061,534	3.10%	\$ 52,641,257	3.09%
	School ACCOM	\$ 5,580,000	2.46%	\$ 5,803,200	4.00%	\$ 6,035,328	4.00%	\$ 6,276,741	4.00%	\$ 6,527,811	4.00%
	School TOTAL	\$ 51,783,363	4.20%	\$ 53,854,698	4.00%	\$ 55,560,167	3.17%	\$ 57,338,276	3.20%	\$ 59,169,068	3.19%



Revenue Details

A	Town of Reading Revenues - Details	Projected	One Yr	Projected	One Yr	Projected	One Yr	Projected	One Yr	Projected	One Yr
		FY23	FY23	FY24	FY24	FY25	FY25	FY26	FY26	FY26	FY26
No.	2/14/23 10:19 AM										
	Property Taxes										
	Tax levy (within levy limit)	81,558,766	4.6%	84,536,301	3.7%	87,623,459	3.7%	90,951,795	3.8%	94,378,715	3.8%
	New Growth	\$ 915,674	-43.3%	950,000	3.7%	1,110,000	16.8%	1,125,000	1.4%	1,150,000	2.2%
	Tax levy (debt exclusion)	2,727,408	-2.1%	2,686,112	-1.5%	1,279,700	-52.4%	-	-100.0%	-	#DIV/0!
	Abatements and exemptions	(803,897)	2.5%	(823,995)	2.5%	(844,595)	2.5%	(865,709)	2.5%	(887,352)	2.5%
A1	Total Property Taxes	84,397,951	3.5%	87,348,419	3.5%	89,168,564	2.1%	91,211,086	2.3%	94,641,363	3.8%
	Other Local Revenues										
	Motor Vehicle Excise	\$ 3,945,000	5.2%	4,180,000	6.0%	4,465,000	6.8%	4,650,000	4.1%	4,850,000	4.3%
	Meals Tax	\$ 440,000	20.5%	515,000	17.0%	560,000	8.7%	590,000	5.4%	625,000	5.9%
	Penalties/interest on taxes	\$ 270,000	35.0%	325,000	20.4%	355,000	9.2%	380,000	7.0%	410,000	7.9%
	Payments in lieu of taxes	\$ 400,000	6.7%	435,000	8.7%	465,000	6.9%	480,000	3.2%	495,000	3.1%
	Charges for services	\$ 2,125,000	13.6%	2,300,000	8.2%	2,475,000	7.6%	2,645,000	6.9%	2,800,000	5.9%
	Licenses & permits	\$ 165,000	32.0%	180,000	9.1%	195,000	8.3%	215,000	10.3%	230,000	7.0%
	Fines	\$ 80,000	166.7%	100,000	25.0%	110,000	10.0%	125,000	13.6%	135,000	8.0%
	Interest Earnings	\$ 235,000	17.5%	585,000	148.9%	675,000	15.4%	725,000	7.4%	825,000	13.8%
	Medicaid Reimbursement	\$ 130,000	62.5%	155,000	19.2%	165,000	6.5%	165,000	0.0%	170,000	3.0%
A2	Total Other Local Revenues	7,790,000	11.4%	8,775,000	12.6%	9,465,000	7.9%	9,975,000	5.4%	10,540,000	5.7%
	Intergovernmental Revenue										
	State Aid	15,165,883	2.6%	15,545,030	2.5%	15,933,656	2.5%	16,331,997	2.5%	16,740,297	2.5%
A3	Total Intergov't Revenues	15,165,883	2.6%	15,545,030	2.5%	15,933,656	2.5%	16,331,997	2.5%	16,740,297	2.5%
	Operating Transfers and Available Funds										
	Cemetery sale of lots	25,000	0.0%	25,000	0.0%	25,000	0.0%	25,000	0.0%	25,000	0.0%
	RMLD payment	2,527,442	9.9%	2,587,000	2.4%	2,600,000	0.5%	2,600,000	0.0%	2,665,000	2.5%
	Enterprise Fund Support	1,196,040	3.9%	1,243,882	4.0%	1,278,089	2.8%	1,313,875	2.8%	1,350,664	2.8%
	School Revolving Funds	100,000	0.0%	100,000	0.0%	100,000	0.0%	100,000	0.0%	100,000	0.0%
	Premiums Reserve for Debt	5,175	-26%	3,407	-34%	1,281	-62%	0	-100%	0	#DIV/0!
	Overlay surplus	325,000	8.3%	350,000	7.7%	350,000	0.0%	350,000	0.0%	350,000	0.0%
A4	Total Transfers & Available	4,178,657	7.6%	4,309,289	3.1%	4,354,370	1.0%	4,388,875	0.8%	4,490,664	2.3%
	OPERATING REVENUES	111,532,491	4.02%	115,977,738	3.99%	118,921,590	2.54%	121,906,958	2.51%	126,412,324	3.70%
A5	Free Cash	3,225,000	-5.1%	3,280,000	1.7%	3,350,000	2.1%	2,600,000	-22.4%	2,600,000	0.0%
	TOTAL REVENUES	114,757,491	3.74%	119,257,738	3.92%	122,271,590	2.53%	124,506,958	1.83%	129,012,324	3.62%



Accommodated/Shared Costs

Town of Reading											
Acc. Costs - Summary											
2/14/23 10:19 AM											
No.		Projected	Chng	Projected	Chng	Projected	Chng	Projected	Chng	Projected	Chng
		FY23	FY23	FY24	FY24	FY25	FY25	FY26	FY26	FY26	FY26
B	Benefits	19,837,500	3.9%	20,682,688	4.3%	21,762,666	5.2%	22,917,330	5.3%	24,112,672	5.2%
C	Capital	3,113,500		2,963,000		2,770,000		2,916,500		2,928,000	
	Debt (inside levy)	3,250,958	7.5%	3,380,694	-0.3%	3,763,338	3.0%	3,174,275	-6.8%	3,311,850	2.4%
D	Debt (excluded)	2,727,408		2,686,112		1,279,700		-		-	
E	Energy	2,035,000	1.2%	2,290,500	12.6%	2,561,218	11.8%	2,657,939	3.8%	2,757,142	3.7%
F	Financial	1,092,000	8.1%	1,132,000	3.7%	1,157,000	2.2%	1,182,000	2.2%	1,202,675	1.7%
G	Education - Out of district	5,580,000	2.5%	5,803,200	4.0%	6,035,328	4.0%	6,276,741	4.0%	6,527,811	4.0%
H	Education - Vocational	870,000	10.4%	904,800	4.0%	1,140,992	26.1%	1,186,632	4.0%	1,234,097	4.0%
J	Miscellaneous	3,430,054	2.7%	3,508,805	2.3%	3,589,822	2.3%	3,698,169	3.0%	4,042,890	9.3%
K	Community Priorities			\$ 150,000		\$ 150,000		\$ 150,000		\$ 150,000	
	TOTAL Accomm. COSTS	\$ 41,936,420	3.4%	\$ 43,501,799	3.7%	\$ 44,210,064	1.6%	\$ 44,159,586	-0.1%	\$ 46,267,136	4.8%
Town of Reading											
Acc. Costs - Details											
		Projected	Chng	Projected	Chng	Projected	Chng	Projected	Chng	Projected	Chng
		FY23	FY23	FY24	FY24	FY25	FY25	FY26	FY26	FY27	FY27
B	Contributory Retirement	\$ 5,785,500	3.9%	6,140,000	6.1%	6,539,100	6.5%	6,964,142	6.5%	7,416,811	6.5%
B3	OBRA fees & OPEB study	\$ 40,000	0.0%	40,000	0.0%	40,000	0.0%	40,000	0.0%	40,000	0.0%
B4	OPEB contribution	\$ 500,000	400.0%	500,000	0.0%	500,000	0.0%	500,000	0.0%	500,000	0.0%
B5	Workers Compensation	\$ 385,000	2.7%	390,000	1.3%	400,000	2.6%	405,000	1.3%	405,000	0.0%
B6	Unemployment Benefits	\$ 75,000	0.0%	75,000	0.0%	80,000	6.7%	85,000	6.3%	85,000	0.0%
B7	Group Health / Life Ins.	\$ 11,922,000	1.0%	12,397,688	4.0%	13,048,566	5.3%	13,753,189	5.4%	14,495,861	5.4%
B8	Medicare / Social Security	\$ 1,000,000	0.0%	1,005,000	0.5%	1,015,000	1.0%	1,025,000	1.0%	1,025,000	0.0%
B9	Police / Fire Indemnification	\$ 130,000	0.0%	135,000	3.8%	140,000	3.7%	145,000	3.6%	145,000	0.0%
B99	Acc. Costs - Benefits	\$ 19,837,500	3.9%	\$ 20,682,688	4.3%	\$ 21,762,666	5.2%	\$ 22,917,330	5.3%	\$ 24,112,672	5.2%
C99	Acc. Costs - Capital	\$ 3,113,500	-21.3%	\$ 2,963,000	-4.8%	\$ 2,770,000	-6.5%	\$ 2,916,500	5.3%	\$ 2,928,000	0.4%
D1	Debt Service - Principal	4,919,000	20.4%	5,220,000	6.1%	4,080,000	-21.8%	2,380,000	-41.7%	2,545,000	6.9%
D2	Debt Service - Interest	1,059,366	57.9%	846,806	-20.1%	963,038	13.7%	794,275	-17.5%	766,850	-3.5%
D3	Excluded debt	(2,727,408)	-2.3%	(2,686,112)	-1.5%	(1,279,700)	-52.4%	-	-100.0%	-	#DIV/0!
	Total Included Debt	\$ 3,250,958	65.5%	\$ 3,380,694	4.0%	\$ 3,763,338	11.3%	\$ 3,174,275	-15.7%	\$ 3,311,850	4.3%
	Premiums for general fund	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!
D99	Acc. Costs -Debt	\$ 5,978,366	25.7%	\$ 6,066,806	1.5%	\$ 5,043,038	-16.9%	\$ 3,174,275	-37.1%	\$ 3,311,850	4.3%
E1	Street Lighting (DPW)	\$ 130,000	-13.3%	135,000	3.8%	140,000	3.7%	145,000	3.6%	150,000	3.4%
E2	Electricity (FacCORE)	\$ 890,000	1.9%	1,080,000	21.3%	1,112,400	3.0%	1,156,896	4.0%	1,203,172	4.0%
E3	Nat Gas (FacCORE)	\$ 650,000	2.4%	676,000	4.0%	899,080	33.0%	935,043	4.0%	972,445	4.0%
E4	Water/Sewer (FacCORE)	\$ 200,000	6.6%	209,500	4.8%	214,738	2.5%	221,000	2.9%	226,525	2.5%
E6	Fuel - vehicles (DPW)	\$ 165,000	0.0%	190,000	15.2%	195,000	2.6%	200,000	2.6%	205,000	2.5%
E99	Acc. Costs - Energy	\$ 2,035,000	1.2%	\$ 2,290,500	12.6%	\$ 2,561,218	11.8%	\$ 2,657,939	3.8%	\$ 2,757,142	3.7%
F1	Casualty Ins (AD SVC)	\$ 767,000	16.2%	787,000	2.6%	807,000	2.5%	827,000	2.5%	847,675	2.5%
F2	Vets Assistance (PUB SVC)	\$ 125,000	-16.7%	\$ 145,000	16.0%	\$ 150,000	3.4%	\$ 155,000	3.3%	\$ 155,000	0.0%
F3	FINCOM Reserve Fund	\$ 200,000	0.0%	200,000	0.0%	200,000	0.0%	200,000	0.0%	200,000	0.0%
F99	Acc. Costs - Financial	\$ 1,092,000	8.1%	\$ 1,132,000	3.7%	\$ 1,157,000	2.2%	\$ 1,182,000	2.2%	\$ 1,202,675	1.7%
G1	SPED transp OOD (Sch)	\$ 1,035,000	-25.6%	1,076,400	4.0%	1,119,456	4.0%	1,164,234	4.0%	1,210,804	4.0%
G2a	SPED tuition OOD (Sch)	\$ 5,575,000	4.1%	5,798,000	4.0%	6,029,920	4.0%	6,271,117	4.0%	6,521,961	4.0%
G2b	SPED contingency	\$ 470,000	100.0%	488,800	4.0%	508,352	4.0%	528,686	4.0%	549,834	4.0%
G3	SPED offsets OOD (Sch)	\$ (1,500,000)	15.4%	(1,560,000)	4.0%	(1,622,400)	4.0%	(1,687,296)	4.0%	(1,754,788)	4.0%
G99	Acc. Costs - OOD SPED	\$ 5,580,000	2.5%	\$ 5,803,200	4.0%	\$ 6,035,328	4.0%	\$ 6,276,741	4.0%	\$ 6,527,811	4.0%
H1	Voc School - NERMVS	\$ 640,000	11.9%	665,600	4.0%	892,224	34.0%	927,913	4.0%	965,029	4.0%
H2	Voc School - Minute Man	\$ 50,000	8.7%	52,000	4.0%	54,080	4.0%	56,243	4.0%	58,493	4.0%
	Voc School - Essex North	\$ 180,000	5.9%	187,200	4.0%	194,688	4.0%	202,476	4.0%	210,575	4.0%
H99	Acc. Costs - Vocational	\$ 870,000	10.4%	\$ 904,800	4.0%	\$ 1,140,992	26.1%	\$ 1,186,632	4.0%	\$ 1,234,097	4.0%
J1	Rubbish (DPW)	\$ 1,975,000	3.6%	2,034,250	3.0%	2,095,278	3.0%	2,158,136	3.0%	2,481,856	15.0%
J2	Snow and Ice Control (DPW)	\$ 675,000	0.0%	675,000	0.0%	675,000	0.0%	700,000	3.7%	700,000	0.0%
J3	State Assessments	\$ 780,054	2.6%	799,555	2.5%	819,544	2.5%	840,033	2.5%	861,034	2.5%
	Cemetery (DPW)										
J99	Acc. Costs - Misc.	\$ 3,430,054	2.7%	\$ 3,508,805	2.3%	\$ 3,589,822	2.3%	\$ 3,698,169	3.0%	\$ 4,042,890	9.3%

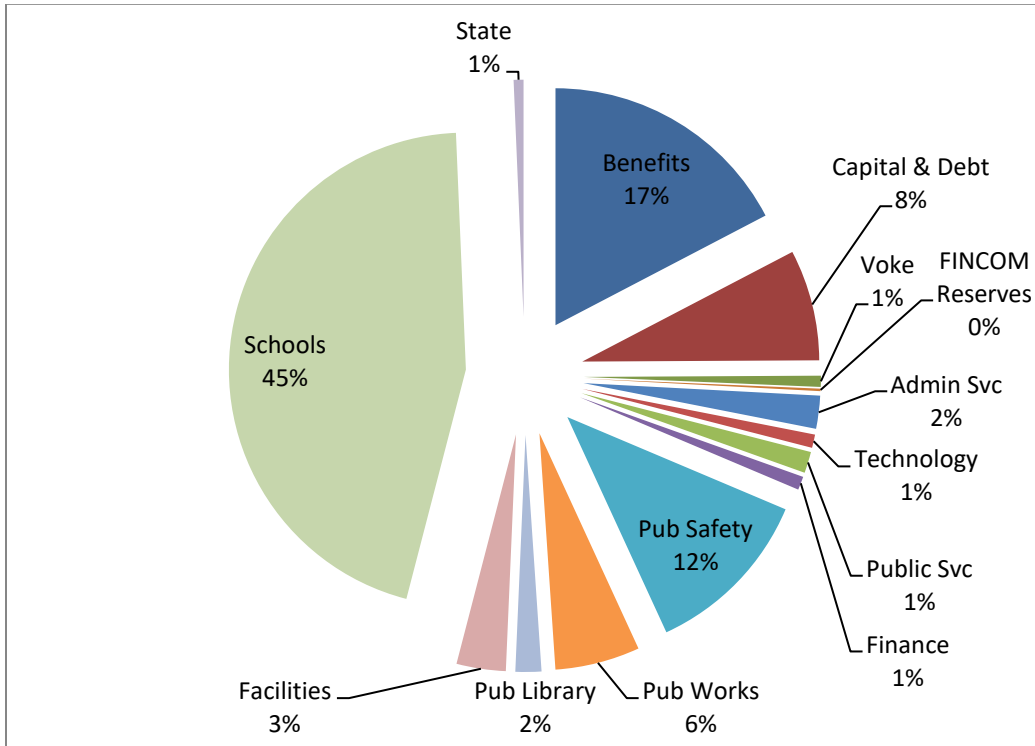


Spending Scorecard

Line	Category	FY23 Budget revised	% Grand Total	FY24 Budget Town Manager	FY24 Budget Finance Committee	FINCOM votes	% chng	% Grand Total
B99	Benefits	\$19,837,500	15.1%	\$20,682,688	\$20,682,688		4.3%	15.2%
C99	Capital	\$2,886,000	2.2%	\$2,963,000	\$2,963,000		2.7%	2.2%
D99	Debt service	\$5,983,550	4.5%	\$6,066,806	\$6,066,806		1.4%	4.5%
E99	Education - Vocational	\$870,000	0.7%	\$904,800	\$904,800		4.0%	0.7%
F99	Finance Committee Reserves	\$200,000	0.2%	\$200,000	\$200,000		0.0%	0.1%
	Total Shared Costs	\$ 29,777,050	22.6%	\$ 30,817,294	\$ 30,817,294		3.5%	22.7%
G91	Administrative Svcs wages	\$1,206,325	0.9%	\$1,208,975	\$1,208,975		0.2%	0.9%
G92	Administrative Svcs expenses	\$1,439,700	1.1%	\$1,472,700	\$1,472,700		2.3%	1.1%
G91a	Technology wages	\$445,150	0.3%	\$484,600	\$484,600		8.9%	0.4%
G92a	Technology expenses	\$575,900	0.4%	\$600,360	\$600,360		4.2%	0.4%
H91	Public Services wages	\$1,497,150	1.1%	\$1,429,100	\$1,429,100		-4.5%	1.1%
H92	Public Services expenses	\$260,500	0.2%	\$302,000	\$302,000		15.9%	0.2%
I91	Finance wages	\$887,050	0.7%	\$931,750	\$931,750		5.0%	0.7%
I92	Finance expenses	\$155,650	0.1%	\$159,150	\$159,150		2.2%	0.1%
J91	Public Safety wages	\$12,759,675	9.7%	\$13,307,475	\$13,307,475		4.3%	9.8%
J92	Public Safety expenses	\$703,250	0.5%	\$728,151	\$728,151		3.5%	0.5%
K91	Public Works wages	\$3,019,925	2.3%	\$3,106,600	\$3,106,600		2.9%	2.3%
K92	Public Works expenses	\$907,200	0.7%	\$950,700	\$950,700		4.8%	0.7%
K93	Public Works Snow & Ice	\$675,000	0.5%	\$675,000	\$675,000		0.0%	0.5%
K94	Public Works Street Lights	\$130,000	0.1%	\$135,000	\$135,000		3.8%	0.1%
K95	Public Works Rubbish	\$1,975,000	1.5%	\$2,034,250	\$2,034,250		3.0%	1.5%
L91	Library wages	\$1,619,850	1.2%	\$1,698,150	\$1,698,150		4.8%	1.2%
L92	Library expenses	\$399,450	0.3%	\$406,875	\$406,875		1.9%	0.3%
M91	Core Facilities	\$3,283,600	2.5%	\$3,633,780	\$3,633,780		10.7%	2.7%
M92	Town Buildings	\$376,550	0.3%	\$369,650	\$369,650		-1.8%	0.3%
	Total Municipal Gov't	\$ 32,316,925	24.6%	\$ 33,634,266	\$ 33,634,266		4.1%	24.8%
U99	School Department	\$51,783,363	39.4%	\$54,006,623	\$54,006,623		4.3%	39.7%
	VOTED GENERAL FUND	\$ 113,877,338	86.5%	\$ 118,458,183	\$ 118,458,183		4.0%	
	<i>State Assessments</i>	\$ 780,054	0.6%	\$ 799,555	\$ 799,555		2.5%	0.6%
	TOTAL	\$ 114,657,392	87.1%	\$ 119,257,738	\$ 119,257,738		4.0%	
W99	Water Enterprise Fund	\$8,151,447	6.2%	\$7,974,400	\$7,974,400		-2.2%	5.9%
X99	Sewer Enterprise Fund	\$7,332,050	5.6%	\$7,508,425	\$7,508,425		2.4%	5.5%
Y99	Storm Water Enterprise Fund	\$782,325	0.6%	\$470,325	\$470,325		-39.9%	0.3%
Z99	PEG Access Enterprise Fund	\$625,250	0.5%	\$622,000	\$622,000		-0.5%	0.5%
ZZ9	Landfill Enterprise Fund	\$37,000	0.0%	\$37,000	\$37,000		0.0%	0.0%
	TOTAL ENTERPRISE FUNDS	\$16,928,072	12.9%	\$16,612,150	\$16,612,150		-1.9%	12.2%
	GRAND TOTAL VOTED	\$ 130,805,410	99.4%	\$ 135,070,333	\$ 135,070,333		3.3%	99.4%



FY24 Revenue Allocation



DRAFT



Shared Costs FY24 Budget

Shared costs are spending categories that invest in both school and town departments. The two largest components are Benefits (for school, town, and retired employees) and Infrastructure (capital projects in the community, sometimes financed by debt payments). Capital planning is assessed annually, but projected over a 10-year period and presented to Town Meeting. Inflation and global supply chain issues have impacted our capital budget this calendar year. Cost of utilities, particularly natural gas and electricity have also had a large impact on our FY24 budget.

Shared costs are shown below as a +3.5% increase in FY24. The spending on this budget funds all line items, particularly OPEB, to pre-COVID-19 pandemic levels. Details are available in the following budget sections.

	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 Change
Benefits	\$ 17,790,334	\$ 17,606,200	\$ 19,837,500	\$ 20,682,688	4.3%
Capital & Debt	\$ 8,056,101	\$ 7,343,343	\$ 8,869,550	\$ 9,029,806	1.8%
FINCOM Reserves	\$ -	\$ -	\$ 200,000	\$ 200,000	0.0%
Vocational Schools	\$ 660,000	\$ 756,783	\$ 870,000	\$ 904,800	4.0%
Total Shared Costs	\$ 26,506,435	\$ 25,706,327	\$ 29,777,050	\$ 30,817,294	3.5%
State Assessments*	\$ 745,771	\$ 736,131	\$ 780,054	\$ 799,555	2.5%

*not voted by Town Meeting (FY24 estimated)

Benefits

Health Insurance premiums dominate total spending in the benefits segment, and the rate of annual increases have been below revenue growth for the past decade. MIIA, our insurance provider, has raised concerns regarding future health insurance costs, particularly given rising costs to health providers. Retirement costs have grown at rates exceeding revenues and are forecasted to continue in the years ahead. The OPEB portion of this expense is optional today but may become required in the future.

	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 Change
Retirement	\$ 6,079,433	\$ 5,901,839	\$ 6,325,500	\$ 6,680,000	5.6%
Medicare	\$ 866,894	\$ 908,571	\$ 1,000,000	\$ 1,005,000	0.5%
Health & Life Insurance	\$ 10,180,423	\$ 10,256,254	\$ 11,922,000	\$ 12,397,688	4.0%
Worker Compensation	\$ 367,860	\$ 370,389	\$ 385,000	\$ 390,000	1.3%
111F Indemnification	\$ 292,304	\$ 143,771	\$ 130,000	\$ 135,000	3.8%
Unemployment	\$ 3,420	\$ 25,376	\$ 75,000	\$ 75,000	0.0%
Total Benefits	\$ 17,790,334	\$ 17,606,200	\$ 19,837,500	\$ 20,682,688	4.3%



Retirement

The Retirement Board voted a large increase just before Covid-19 to speed up the full pension funding date to 2029. In the FY24 budget, the retirement assessment is funded at 6.1%. In this budget, we fund our OPEB contribution at \$500,000 which is the amount funded annually, pre-pandemic. Once the pension is fully funded it is expected that sufficient funds will be diverted to fully fund the OPEB liability, and there will be a net balance available for the operating budgets or other budget areas.

	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 Change
Retirement Assessment	\$ 5,245,931	\$ 5,566,349	\$ 5,785,500	\$ 6,140,000	6.1%
OPEB Contributions	\$ 793,400	\$ 350,000	\$ 500,000	\$ 500,000	0.0%
OBRA fees & Actuarial	\$ 40,102	\$ (14,510)	\$ 40,000	\$ 40,000	0.0%
Total Retirement	\$ 6,079,433	\$ 5,901,839	\$ 6,325,500	\$ 6,680,000	5.6%

Medicare

A nominal increase is needed for FY24 as shown below. The expense is directly related to the Town and School payroll, and increases for newer employees. The pandemic and interruptions in full-time employment have slowed down the expected growth in this expense.

	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 Change
Total Medicare	\$ 866,894	\$ 908,571	\$ 1,000,000	\$ 1,005,000	0.5%

Health & Life Insurance

The health and life insurance budget continues to perform well thanks to the successful teamwork of Town leadership and employees. In FY24, we see an increase of 4.1% in the health insurance budget line. We also see a modest increase in the salary of our benefits coordinator, who has been an asset to managing this large budget. The figures below include increases in premiums plus increases in enrollment.

	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 Change
Benefits Coordinator	\$ 37,652	\$ 64,681	\$ 67,000	\$ 69,850	4.3%
Health Insurance	\$ 9,998,975	\$ 10,044,892	\$ 11,630,000	\$ 12,102,838	4.1%
Opt Out Payments	\$ 154,708	\$ 117,807	\$ 150,000	\$ 150,000	0.0%
Payments to Other Towns	\$ -	\$ -	\$ 15,000	\$ 15,000	0.0%
Professional Services	\$ -	\$ -	\$ 25,000	\$ 25,000	0.0%
Life Insurance	\$ 26,740	\$ 28,873	\$ 35,000	\$ 35,000	0.0%
Total Health & Life Ins.	\$ 10,180,423	\$ 10,256,254	\$ 11,922,000	\$ 12,397,688	4.0%



Worker Compensation, Indemnification and Unemployment

Reading is widely recognized for our safety policies and practices, including our safety committee which is comprised of department heads and front-line employees of multiple departments. In FY24, we have a modest 1.3% increase in our worker compensation line.

The FY24 budget has an increase of 3.8% in the indemnification costs for police and fire, given the wide variability of this expense line.

Our Town Accountant forecasts no change in FY24 to the unemployment line, given the backdrop of the strong job market.

	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 Change
Worker Compensation	\$ 367,860	\$ 370,389	\$ 385,000	\$ 390,000	1.3%
111f Retire. Pending Wages	\$ 150,000	\$ -	\$ -	\$ -	0.0%
111f Expenses	\$ 142,304	\$ 143,771	\$ 130,000	\$ 135,000	3.8%
Total 111f Indemnification	\$ 292,304	\$ 143,771	\$ 130,000	\$ 135,000	3.8%
Unemployment - Schools	\$ -	\$ 21,845	\$ 55,000	\$ 55,000	0.0%
Unemployment - Town	\$ -	\$ 111	\$ 15,000	\$ 15,000	0.0%
Professional Services	\$ 3,420	\$ 3,420	\$ 5,000	\$ 5,000	0.0%
Total Unemployment	\$ 3,420	\$ 25,376	\$ 75,000	\$ 75,000	0.0%

FINCOM Reserves

The Finance Committee has an emergency reserve fund for unforeseen expenses. Typically funding requests during the fiscal year are brought to Town Meeting. However, there are occasions when the matter is needed but sufficiently small that FINCOM can resolve the issue, without needing to resort to calling a Special Town Meeting. If the Reserves balance is too small to fund an unforeseen expense, state law does allow a joint meeting of FINCOM and the Select Board to authorize a transfer from another line with a surplus, but this approach has only been used in Reading once.

Regional Vocational Schools

Tuition for the primary vocational school Northeast Metropolitan Regional Vocation High School in Wakefield is established by prior year's enrollment, although we do not know their final budget at Reading's Annual Town Meeting. Students may enroll in two other vocational schools, Minuteman and Essex North Vocational schools, through school choice. Those tuitions are set by actual attendance, which by state law is not confirmed until late fall during the school year. The estimates for those costs are



therefore much more variable – in fact we rarely know what our current year costs are until later in the spring, despite our many inquiries.

Note that the Wakefield school has received MSBA and regional voter approval for funding a new building. Within the next few years Reading will be assessed a cost of about \$250,000 annually for 30-40 years, in addition to tuition.

	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 Change
North East Regional	\$ 453,782	\$ 571,636	\$ 610,000	\$ 665,600	9.1%
Essex North	\$ 165,770	\$ 141,493	\$ 180,000	\$ 187,200	4.0%
Minuteman	\$ 40,448	\$ 43,654	\$ 80,000	\$ 52,000	-35.0%
Total Vocational School	\$ 660,000	\$ 756,783	\$ 870,000	\$ 904,800	4.0%

State Assessments

Town Meeting does not vote on these charges, they are deducted from any State Aid payments the Town receives. Federal monies available have slowed the recent growth of the MBTA Assessment.

	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 Change
MBTA	\$ 567,507	\$ 575,265	\$ 589,268	\$ 600,000	1.8%
School Choice	\$ 78,587	\$ 90,863	\$ 119,053	\$ 100,000	-16.0%
Charter School	\$ 43,537	\$ 31,687	\$ 32,835	\$ 35,000	6.6%
SPED Assessment	\$ 17,639	\$ 2,954	\$ 3,106	\$ 25,055	706.7%
RMV, MAPC, Air Polltin	\$ 38,501	\$ 35,362	\$ 35,792	\$ 39,500	10.4%
TOTAL	\$ 745,771	\$ 736,131	\$ 780,054	\$ 799,555	2.5%



Town Budget by Department

FY24 Budgets

As seen in the next table, the Town Manager’s FY24 budget for Town departments shows a 4.1% increase when compared to FY23. This budget shows a reorganization of Town Departments, making Technology stand-alone, separate from Administrative Services. This reorganization is the reason for a larger than normal increase in Technology, but it is balanced by a neutral increase in Administrative Services. Public Services shows a decrease of -1.5% due to the same restructure which has the Assistant Town Manager, Matt Kraunelis, overseeing both departments.

Department	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Administrative Services	\$ 2,296,941	\$ 2,509,227	\$ 2,646,025	\$ 2,681,675	1.3%
Technology	\$ 846,763	\$ 948,844	\$ 1,021,050	\$ 1,084,960	6.3%
Public Services	\$ 1,241,111	\$ 1,544,733	\$ 1,757,650	\$ 1,731,100	-1.5%
Finance	\$ 882,585	\$ 921,491	\$ 1,042,700	\$ 1,090,900	4.6%
Public Safety	\$ 11,760,064	\$ 12,728,158	\$ 13,462,925	\$ 14,035,626	4.3%
Public Works	\$ 5,998,998	\$ 6,474,995	\$ 6,707,125	\$ 6,901,550	2.9%
Library	\$ 1,771,611	\$ 1,853,268	\$ 2,019,300	\$ 2,105,025	4.2%
Facilities	\$ 2,944,169	\$ 3,478,242	\$ 3,660,150	\$ 4,003,430	9.4%
Town Departments Total	\$ 27,742,243	\$ 30,458,959	\$ 32,316,925	\$ 33,634,266	4.1%

Wages

A large portion of the increases in the Department budgets are attributed to pay and class study changes in wages for non-union employees. Technology wages increase by 8.9% due to the organizational restructuring, but it is offset by a decrease of -4.5% in Public Services and a 0.2% increase in Administrative services. This FY24 budget shows a full implementation of the pay and class study funded by Town Meeting and initially presented at November 2022 Town Meeting. All other wage increases for non-union employees are mandated by contracts. This budget does not include any additional head count or new positions, but it does reflect the full time Veterans Services Officer and full time Pleasant Street Center clerk. The total wage increase for all Town Employees is 3.4%, which is under the guidance issued by FinCom of 3.75%.



Department	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Administrative Services	\$ 1,113,357	\$ 1,161,121	\$ 1,206,325	\$ 1,208,975	0.2%
Technology	\$ 417,722	\$ 423,300	\$ 445,150	\$ 484,600	8.9%
Public Services	\$ 1,114,849	\$ 1,252,972	\$ 1,497,150	\$ 1,429,100	-4.5%
Finance	\$ 758,216	\$ 788,421	\$ 887,050	\$ 931,750	5.0%
Public Safety	\$ 11,264,261	\$ 12,038,659	\$ 12,759,675	\$ 13,307,475	4.3%
Public Works	\$ 2,746,413	\$ 2,889,838	\$ 3,149,925	\$ 3,236,600	2.8%
Library	\$ 1,410,891	\$ 1,486,906	\$ 1,619,850	\$ 1,698,150	4.8%
Facilities	\$ 868,562	\$ 908,128	\$ 941,800	\$ 972,100	3.2%
Town Department Wages	\$ 19,694,269	\$ 20,949,345	\$ 22,506,925	\$ 23,268,750	3.4%

Full Time Equivalents (FTEs)

The FY24 budget has no additional head count or new positions proposed. The organizational restructuring account for -0.8% in Administrative Services and -0.5% in Public Services. Each budget splits the Assistant Town Manager, Matt Kraunelis, who will oversee both Departments. This budget reflects Technology moving to a standalone Department separate from Administrative Services.

Department	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Administrative Services	12.3	12.6	12.6	12.5	-0.8%
Technology	5.0	5.0	5.0	5.0	0.0%
Public Services	25.2	21.8	21.0	20.9	-0.5%
Finance	11.8	11.8	11.9	11.9	0.0%
Public Safety	115.2	118.2	119.0	119.0	0.0%
Public Works	43.2	43.6	44.0	44.0	0.0%
Library	23.4	24.4	24.9	24.9	0.0%
Facilities	11.0	11.0	11.0	11.0	0.0%
Town Departments Total	247.1	248.4	249.4	249.2	-0.1%

Expenses

Most Department expenses are moderate and under the FinCom guidance of 3.75%. The Technology budget increases by 4.2% which is driven by the organizational restructure, and the increases needed to invest in security and fraud prevention. The Public Services Expense budget increases by 15.9% or \$41,500, largely driven by increases to the Elder and Human Services budget to operate the Pleasant Street Center. Last but certainly not least, is the large increase in our Facilities expense of 11.5%. The Facilities expense budget carries utility costs for Town and Schools, which have seen a tremendous increase for FY24. We foresee a similar increase to utilities in the FY25 expense budget, particularly related to the cost of Natural Gas.



Department	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Administrative Services	\$ 1,183,584	\$ 1,348,106	\$ 1,439,700	\$ 1,472,700	2.3%
Technology	\$ 429,041	\$ 525,544	\$ 575,900	\$ 600,360	4.2%
Public Services	\$ 126,262	\$ 291,762	\$ 260,500	\$ 302,000	15.9%
Finance	\$ 124,369	\$ 133,070	\$ 155,650	\$ 159,150	2.2%
Public Safety	\$ 495,803	\$ 689,500	\$ 703,250	\$ 728,151	3.5%
Public Works	\$ 3,252,586	\$ 3,585,156	\$ 3,557,200	\$ 3,664,950	3.0%
Library	\$ 360,721	\$ 366,362	\$ 399,450	\$ 406,875	1.9%
Facilities	\$ 2,075,607	\$ 2,570,114	\$ 2,718,350	\$ 3,031,330	11.5%
Town Department Expenses	\$ 8,047,974	\$ 9,509,614	\$ 9,810,000	\$ 10,365,516	5.7%



Administrative Services Department

Department Overview

The Administrative Services Department is designed to promote organizational efficiency and communication. The Assistant Town Manager serves as the department head and fills the role of Ombudsman – an advocate for the public required by the Town Charter.

Administrative Services has five divisions as shown below. Technology was an Administrative Services division in prior years, but now is its own stand-alone department. Administrative Services works collaboratively with all departments. Some organizational costs such as Law and Property/Casualty Insurance are centralized in the Town Manager's Office.

Department Highlights

- The new Town Website was launched in FY23 and won the MMA's Municipal Website Award.
- Non-Union Pay/Class Study was completed with the final results present in the FY24 budget.
- The Town's Personnel Policy was updated for the first time 13 years and was fully enacted by the Select Board.



FY24 Budget Summary

As shown below, the Administrative Services FY24 budget is decreased by 0.2%, driven by a decrease in the number of elections this year and the removal of the funding for results of a non-union compensation study which was fully paid for in FY23. The removal of the Technology Department also led to a decrease.

There are no changes in staffing levels proposed for FY24 except for the removal of the Technology employees. Two part time positions are also being combined to form a full-time position in the Town Clerk's Office. Wage and Expense lines are shown separately both for informational purposes and because those lines are voted by Town Meeting.

Divisions	FY21 Actual	FY22 Actual	Town Meeting	Town Manager	Change
			FY23 BUDGET	FY24 Budget	
Operations	\$ 703,598	\$ 754,584	\$ 784,425	\$ 767,000	-2.2%
Human Resources	\$ 178,829	\$ 243,881	\$ 201,950	\$ 223,525	10.7%
Town Manager Office	\$ 1,152,465	\$ 1,294,384	\$ 1,385,200	\$ 1,433,800	3.5%
Town Clerk Office	\$ 155,621	\$ 161,343	\$ 164,950	\$ 172,050	4.3%
Elections	\$ 106,429	\$ 55,035	\$ 109,500	\$ 55,900	-48.9%
Department Total	\$ 2,296,941	\$ 2,509,227	\$ 2,646,025	\$ 2,652,275	0.2%

Line G91 - FY24 Administrative Services Wages

Administrative Services	FY21 Actual	FY22 Actual	Town Meeting	Town Manager	Change
			FY23 BUDGET	FY24 Budget	
Operations	\$ 549,055	\$ 613,137	\$ 625,425	\$ 607,000	-2.9%
Human Resources	\$ 148,247	\$ 151,474	\$ 162,950	\$ 184,525	13.2%
Town Manager Office	\$ 193,852	\$ 219,529	\$ 192,000	\$ 200,600	4.5%
Town Clerk Office	\$ 153,656	\$ 156,783	\$ 159,950	\$ 167,050	4.4%
Elections	\$ 68,547	\$ 20,198	\$ 66,000	\$ 20,400	-69.1%
Department Wages	\$ 1,113,357	\$ 1,161,121	\$ 1,206,325	\$ 1,179,575	-2.2%



Line G92 - FY24 Administrative Services Expenses

Administrative Services	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Operations	\$ 154,544	\$ 141,447	\$ 159,000	\$ 160,000	0.6%
Human Resources	\$ 30,582	\$ 92,407	\$ 39,000	\$ 39,000	0.0%
Town Manager Office	\$ 958,613	\$ 1,074,855	\$ 1,193,200	\$ 1,233,200	3.4%
Town Clerk Office	\$ 1,965	\$ 4,561	\$ 5,000	\$ 5,000	0.0%
Elections	\$ 37,882	\$ 34,837	\$ 43,500	\$ 35,500	-18.4%
Department Expenses	\$ 1,183,584	\$ 1,348,106	\$ 1,439,700	\$ 1,472,700	2.3%



Operations Division

Division Overview

This division includes the department head, Business Administrator, Procurement Officer (shared by town & schools), part-time Operations Specialists (financial software and special projects) and support staff shared with the department. This division is the centralized location for procurement, risk management, communications, and constituent services. Postage is centralized in this division, as well as equipment maintenance.

Division Activities

Operations and Procurement continues to manage risk, communications, procurement, and special projects. During FY23 Operations worked with a multi-departmental team incorporating the Technology Division, Economic Development and the Town Manager’s office to build and launch a new municipal website, working with CivicPlus. The new website incorporates live social media updates, improved search, document and agenda management tools, quick launch departmental buttons, improved news features, and more. In January 2023, Reading received the Municipal Website Award for communities of 25,000 or more. Other tasks include providing all-online bidding services, media relations, contract management across departments, departmental and board analytical support, constituent services, managing the Safety Committee, and Risk Management.

Special Projects include- Cybersecurity Response Plan and Cyberliability Insurance (in partnership with the Technology Department and the School Department, Elementary School Building Committee, and Budget redesign).

FY24 Budget Summary

Support staff for the Town Clerk and Human Resources as well as overtime for evening meetings are contained in this budget. Multifunction devices (copiers) across all town departments are supported by this division. Some professional development funding is added for the new Town Manager.



In FY24 the Operations salary line item is declining 2.9% overall, in part because the Administrative Services Director is now the Assistant Town Manager and the salary is split between this division and Public Services. Other salaries in this division increased due to the 2022 Pay and Class Study, which for most people in this division will not take effect until FY24.

Operations	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Admin. Services Director	\$ 113,669	\$ 116,866	\$ 121,150	\$ 71,900	-40.7%
Business Administrator	\$ 88,531	\$ 91,010	\$ 94,375	\$ 100,350	6.3%
Procurement Officer	\$ 80,472	\$ 82,731	\$ 85,800	\$ 90,750	5.8%
Support Staff	\$ 243,869	\$ 258,968	\$ 309,100	\$ 329,000	6.4%
Overtime	\$ 17,957	\$ 9,576	\$ 15,000	\$ 15,000	0.0%
Buyback	\$ 4,558	\$ 53,986	\$ -	\$ -	
Division Wages	\$ 549,055	\$ 613,137	\$ 625,425	\$ 607,000	-2.9%
Postage	\$ 102,038	\$ 83,661	\$ 87,500	\$ 87,500	0.0%
Copier Leases & Supplies	\$ 38,935	\$ 39,847	\$ 45,000	\$ 45,000	0.0%
Professional Development	\$ 8,973	\$ 10,282	\$ 18,000	\$ 18,000	0.0%
Supplies. Repairs,Other	\$ 4,598	\$ 7,657	\$ 8,500	\$ 9,500	11.8%
Division Expenses	\$ 154,544	\$ 141,447	\$ 159,000	\$ 160,000	0.6%



Human Resources Division

Division Overview

The HR division provides support to the Town (Town Manager); to the Schools (Superintendent); to the Light Department (General Manager) and to all Retirees (in conjunction with the independent Retirement Board and the Massachusetts Teachers' Retirement System). Collaboration with the Finance Department occurs daily. Beginning in FY24, the division will report directly to the Town Manager.

Division Activities

FY23 was a busy fiscal year for HR. The division worked with a consultant to implement a pay and class study for our non-union positions. Several mid-year changes were made with the remainder to occur in FY24. In addition, a new set of personnel policies were adopted by the Select Board in September 2022. Said updates will lead to better management and more autonomy for the division and the Town Manager. Both endeavors were done with the intent to remain a competitive employer in a tough labor market.

FY24 Budget Summary

In FY23, expense line items were increased based on expenditure trends. For FY24, the expenses are being requested at level funding. Salary increases will be in line with the pay and class changes.

As in previous years, employee retention and attraction remain a top goal. Several employees have left for more pay in recent years, and a good number of them have been welcomed back, as perhaps they realize the invisible value of that culture in Reading. As we look to the future, we remain attentive in adapting to the times so Reading remains a relevant and desirable place to have a career.



FY24 Budget Summary (Continued)

Human Resources	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
HR Director	\$ 82,955	\$ 85,752	\$ 88,900	\$ 107,725	21.2%
HR Generalist	\$ 63,923	\$ 65,722	\$ 74,050	\$ 76,800	3.7%
Buyback	\$ 1,369	\$ -	\$ -	\$ -	
Division Wages	\$ 148,247	\$ 151,474	\$ 162,950	\$ 184,525	13.2%
Prof/Tech Services	\$ 415	\$ 24,727	\$ 6,500	\$ 6,500	0.0%
Advertising	\$ 1,887	\$ 4,720	\$ 5,000	\$ 5,000	0.0%
Employee Physicals	\$ 24,430	\$ 18,087	\$ 18,500	\$ 18,500	0.0%
DOT Certifications	\$ 3,850	\$ 4,873	\$ 4,000	\$ 4,000	0.0%
Training Initiatives	\$ -	\$ -	\$ 5,000	\$ 5,000	0.0%
Funding for Non Union P&C	\$ -	\$ 40,000	\$ -	\$ -	
Division Expenses	\$ 30,582	\$ 92,407	\$ 39,000	\$ 39,000	0.0%



Town Manager's Office

Town Manager's Office Overview

Under the Reading Home Rule Charter, the Town Manager is appointed by the Select Board for the efficient administration of all functions placed under his control. The Town Manager serves as the Chief Procurement Officer and has certain fiduciary responsibilities over the Town, School, and Light Departments.

Town Manager's Office includes centralized costs such as Legal and Property/Casualty Insurance, as well as some costs associated with the elected Select Board and appointed Finance Committee.

Activities

- Maintain oversight of all typical annual Town operational activities.
- Supervise Town capital projects and change schedules.
- Oversee budget and financial long-term planning.
- Oversee administrative functions as directed by the Select Board and Finance Committee.

FY24 Budget Summary

The Town Manager wages are set by contract. Property/casualty insurance expenses are driven higher by complexities brought on by the pandemic and will remain at those levels for a while. Legal expenses continue to be difficult to predict, as complex and time-consuming issues come before the Select Board. In FY2023, the Select Board rolled out a new process to provide more funding to volunteer boards. Annually, the volunteer boards come before the Select Board with project ideas and funding requests that are voted in open session. While not perfect, this process provides for a more inclusive and transparent way to fund our critical volunteer boards. For FY2024, the Select Board has requested an increase of this reserve fund allocation for a total of \$20,000. The Town Manager Reserves have been increased to \$20,000; this line has been instrumental in funding community events in the Town Common, particularly in the summer months. The Cultural Council line is continued because of their long-lead time to give out grants.



FY24 Budget Summary (Continued)

Town Manager's Office	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Town Manager	\$ 193,852	\$ 219,529	\$ 192,000	\$ 230,000	19.8%
Division Wages	\$ 193,852	\$ 219,529	\$ 192,000	\$ 230,000	19.8%
P&C Insurance	\$ 545,023	\$ 664,463	\$ 767,000	\$ 787,000	2.6%
Town Counsel	\$ 302,017	\$ 277,941	\$ 275,000	\$ 285,000	3.6%
Other legal	\$ 33,625	\$ 38,330	\$ 40,000	\$ 40,000	0.0%
Town Mgr Reserves	\$ 6,560	\$ 22,744	\$ 15,000	\$ 20,000	33.3%
Town Mgr other	\$ 1,500	\$ -	\$ -	\$ -	
Cultural Council	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	0.0%
Select Board	\$ 1,608	\$ 2,595	\$ 17,600	\$ 22,600	28.4%
Finance Committee	\$ 60,280	\$ 60,780	\$ 70,600	\$ 70,600	0.0%
Division Expenses	\$ 958,613	\$ 1,074,855	\$ 1,193,200	\$ 1,233,200	3.4%



Town Clerk /Elections Division

Town Clerk's Overview

The Town Clerk is guided by federal, state and local laws and policies in overseeing elections, voter registration, the census process, Town Meeting, and local licenses as well as historic and legal documents for the Town. The Town Clerk's Office is responsible for providing reliable and efficient service to the public, while keeping and preserving all public records and historic documents for current and future residents.

Division Activities

The Town Clerk /Elections Division is involved in a vast amount of activities. This list is a limited example of what is happening within the office throughout the year.

- Centralized Document Storage for Town and Schools
- Dog Licensing Hearing Officer
- Licensing
- Maintain and track Open Meeting Law requirements
- Primary Public Records Requests Access Officer
- Reporting Requirements
- State, Local and Special Election Administration
- Town and Federal Census
- Town Meetings
- Vital Records Management

Voter Registration Maintenance and Processing

FY24 Budget Summary

There is a significant decrease in the elections line items this year due to only two elections in the fiscal year. This line item changes every year depending on the number of elections scheduled. Due to the increased complexity of public records requests (PRR) and increased requirements of this division, a request has been made to combine two existing part-time positions into one full-time position.



FY24 Budget Town Clerk Office Wages and Expenses

Town Clerk's Office	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Town Clerk	\$ 90,629	\$ 93,168	\$ 96,600	\$ 100,400	3.9%
Assistant Town Clerk	\$ 59,492	\$ 62,386	\$ 63,350	\$ 66,650	5.2%
Buyback	\$ 3,536	\$ 1,229	\$ -	\$ -	
Division Wages	\$ 153,656	\$ 156,783	\$ 159,950	\$ 167,050	4.4%
Prof/Tech Services	\$ 1,965	\$ 4,561	\$ 5,000	\$ 5,000	0.0%
Division Expenses	\$ 1,965	\$ 4,561	\$ 5,000	\$ 5,000	0.0%

FY24 Budget Elections Wages and Expenses

Elections	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Election Workers	\$ 89,935	\$ 17,771	\$ 80,000	\$ 20,000	-75.0%
Registrars	\$ 2,072	\$ 2,427	\$ 2,500	\$ 2,500	0.0%
Town Meeting Monitor	\$ -	\$ -	\$ 1,000	\$ 1,500	50.0%
State Grant support	\$ (23,460)	\$ -	\$ (17,500)	\$ (3,600)	100.0%
Division Wages	\$ 68,547	\$ 20,198	\$ 66,000	\$ 20,400	-69.1%
Elections expenses	\$ 29,551	\$ 26,963	\$ 29,500	\$ 21,500	-27.1%
Census expenses	\$ 8,076	\$ 6,392	\$ 12,000	\$ 12,000	0.0%
Town Meeting expenses	\$ 255	\$ 1,482	\$ 2,000	\$ 2,000	0.0%
Division Expenses	\$ 37,882	\$ 34,837	\$ 43,500	\$ 35,500	-18.4%



Public Services Department

Department Overview

The Public Services Department (PSD) provides a wide range of services to the community and is divided into Administration, Community Services and Community Development. Community Services includes Elder/Human Services, Recreation and Veteran’s Services; Community Development includes Planning & Economic Development, Inspections, Conservation and Historical.

FY24 Budget Summary

As shown below, the PSD FY24 budget is decreased by 1.5%. This change is largely due to only half of the department head’s salary being attributed to the Public Services budget. The rest of the salary can be found in the Administrative Services budget which now falls under the same department head, the Assistant Town Manager. The hiring of some newer employees who have started at a lower step than their predecessors has also accounted for some of the decrease.

Divisions	FY21 Actual	FY22 Actual	Town Meeting	Town Manager	Change
			FY23 BUDGET	FY24 Budget	
Administration	\$ 326,914	\$ 426,181	\$ 403,900	\$ 288,450	-28.6%
Community Services	\$ 460,252	\$ 553,619	\$ 710,175	\$ 784,800	10.5%
Community Development	\$ 453,946	\$ 564,933	\$ 643,575	\$ 657,850	2.2%
Department Total	\$ 1,241,111	\$ 1,544,733	\$ 1,757,650	\$ 1,731,100	-1.5%



Line H91 - FY24 Public Services Wages

Divisions	FY21 Actual	FY22 Actual	Town Meeting	Town Manager	Change
			FY23 BUDGET	FY24 Budget	
Administration	\$ 305,061	\$ 308,470	\$ 358,900	\$ 243,450	-32.2%
Community Services	\$ 340,810	\$ 405,446	\$ 554,675	\$ 587,800	6.0%
Community Development	\$ 468,978	\$ 539,056	\$ 583,575	\$ 597,850	2.4%
Department Wages	\$ 1,114,849	\$ 1,252,972	\$ 1,497,150	\$ 1,429,100	-4.5%

Line H92 - FY24 Public Services Expenses

Divisions	FY21 Actual	FY22 Actual	Town Meeting	Town Manager	Change
			FY23 BUDGET	FY24 Budget	
Administration	\$ 21,853	\$ 117,711	\$ 45,000	\$ 45,000	0.0%
Community Services	\$ 119,442	\$ 148,173	\$ 155,500	\$ 197,000	26.7%
Community Development	\$ (15,033)	\$ 25,877	\$ 60,000	\$ 60,000	0.0%
Department Expenses	\$ 126,262	\$ 291,762	\$ 260,500	\$ 302,000	15.9%



Administration Overview

This division includes the department head and the support staff for the entire department. Some expenses (Professional Development, Office Supplies) are centralized in this division. This division also is responsible for financial transactions ranging from payroll to invoices and receipts.

FY24 Budget Summary

Support staff includes two full-time and two part-time employees. Additional administrative support is provided from the Town Manager's administrative specialist.

Administration	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Assistant Town Manager	\$ 135,355	\$ 139,045	\$ 141,450	\$ 71,900	-49.2%
Support Staff	\$ 165,724	\$ 164,049	\$ 187,450	\$ 166,550	-11.1%
Overtime	\$ 3,981	\$ 3,858	\$ 12,500	\$ 12,500	0.0%
Revolving Fund support	\$ -	\$ -	\$ (7,500)	\$ (7,500)	-100.0%
Buyback	\$ -	\$ 1,518	\$ 25,000	\$ -	
Division Wages	\$ 305,061	\$ 308,470	\$ 358,900	\$ 243,450	-32.2%
Outsourced Prof Svcs	\$ 4,523	\$ 100,860	\$ 10,000	\$ 10,000	0.0%
Prof. Development	\$ 2,390	\$ 5,077	\$ 10,000	\$ 10,000	0.0%
Office Supplies	\$ 4,063	\$ 2,538	\$ 9,000	\$ 9,000	0.0%
Mileage	\$ 6,386	\$ 7,692	\$ 10,000	\$ 10,000	0.0%
Advertising/Utilities	\$ 4,492	\$ 1,544	\$ 6,000	\$ 6,000	0.0%
Division Expenses	\$ 21,853	\$ 117,711	\$ 45,000	\$ 45,000	0.0%



Community Services

Community Services Overview

Community Services includes:

- Recreation (REC)
- Elder/Human Services (EHS)
- Veterans Services Office (VSO)

FY24 Budget Summary

Community Services is back in full force running in-person programs. Recreation and Elder & Human Services have reached pre-pandemic enrollment in several programs. Interest in community activities continues to increase. Additional funding through ARPA has allowed our team to increase hours of part-time staff and offer higher quality programs to our 60+ community at little to no cost including Day bus trips, Wellness Wednesdays, Lunch & Learns, etc. Veterans Services has increased the number of veterans receiving rightful aid. Ceremonies on Memorial Day and Veterans Day have also seen record attendance. Recreation continues to grow exponentially with existing and new programming, garnering 637 new accounts since July of last year. In addition, Recreation has created new community engagement opportunities with the “Letters to Santa” program and adding extra fun elements to the Downtown Trick or Treat.

The FY24 budget for Veterans and Elder & Human Services incorporates budget increases in several areas. Staff are serving more veterans through aid as well as outreach initiatives. Elder Services is looking forward to sustaining high-quality programs (including bringing back nutritional congregate lunches) for our growing 60+ population. Finally, Recreation seeks to change the part-time Program Coordinator position to full-time, which will allow us to increase programming, program support, and community visibility.



FY24 Community Services Wages

Community Services	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Community Svcs Director	\$ 83,133	\$ 94,683	\$ 88,900	\$ 97,950	10.2%
Elder/Human Services	\$ 149,938	\$ 198,245	\$ 280,875	\$ 306,550	9.1%
Recreation	\$ 107,738	\$ 111,309	\$ 121,700	\$ 115,500	-5.1%
Veteran's Services	\$ -	\$ 1,209	\$ 63,200	\$ 67,800	7.3%
Comm Services Wages	\$ 340,810	\$ 405,446	\$ 554,675	\$ 587,800	6.0%
Elder/Human Svcs Administrator	\$ 4,624	\$ 71,625	\$ 103,000	\$ 126,175	22.5%
Senior Center Coordinator	\$ 38,041	\$ 11,797	\$ 40,225	\$ 57,650	43.3%
Van Drivers	\$ 43,949	\$ 49,680	\$ 72,700	\$ 77,200	6.2%
Nurse Advocate	\$ 69,138	\$ 71,185	\$ 73,800	\$ 76,650	3.9%
Senior Case Manager	\$ 56,451	\$ 58,037	\$ 60,150	\$ 63,700	5.9%
Overtime	\$ 3,182	\$ 313	\$ -	\$ 1,000	
Buyback	\$ -	\$ 1,057	\$ -	\$ -	
Grants/Offsets	\$ (65,448)	\$ (65,448)	\$ (69,000)	\$ (95,825)	38.9%
Elder/Human Service Wages	\$ 149,938	\$ 198,245	\$ 280,875	\$ 306,550	9.1%
Recreation Administrator	\$ 74,609	\$ 67,836	\$ 83,100	\$ 77,100	-7.2%
Recreation Coordinator	\$ 31,533	\$ 36,984	\$ 36,600	\$ 60,400	65.0%
Overtime	\$ 86	\$ -	\$ 2,000	\$ -	
Grants/Offsets	\$ -	\$ -	\$ -	\$ (22,000)	
Buyback	\$ 1,510	\$ 6,488	\$ -	\$ -	
Recreation Wages	\$ 107,738	\$ 111,309	\$ 121,700	\$ 115,500	-5.1%
Veteran's Service Officer	\$ -	\$ 1,209	\$ 63,200	\$ 67,800	7.3%
Veteran's Service Wages	\$ -	\$ 1,209	\$ 63,200	\$ 67,800	7.3%



FY24 Community Services Expenses

Community Services	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Elder/Human Services	\$ 21,836	\$ 28,618	\$ 29,500	\$ 50,000	69.5%
Recreation (Revolving Fund)	\$ -	\$ -	\$ -	\$ -	0.0%
Veteran's Services	\$ 97,607	\$ 119,555	\$ 126,000	\$ 147,000	16.7%
Comm Services Expenses	\$ 119,442	\$ 148,173	\$ 155,500	\$ 197,000	26.7%
Community Organizations	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	0.0%
Meal Delivery	\$ 5,567	\$ 11,726	\$ 11,000	\$ 11,000	0.0%
Programs	\$ 7,477	\$ 2,889	\$ 3,000	\$ 13,000	333.3%
Volunteer Support	\$ 120	\$ 588	\$ 1,000	\$ 1,500	50.0%
Other	\$ 1,671	\$ 6,415	\$ 7,500	\$ 17,500	133.3%
Elder/Human Service Expenses	\$ 21,836	\$ 28,618	\$ 29,500	\$ 50,000	69.5%
Recreation (Revolving Fund)	\$ -	\$ -	\$ -	\$ -	0.0%
Recreation Expenses	\$ -	\$ -	\$ -	\$ -	0.0%
Veteran's	\$ 97,607	\$ 119,555	\$ 126,000	\$ 147,000	16.7%
Veteran's Expenses	\$ 97,607	\$ 119,555	\$ 126,000	\$ 147,000	16.7%



Elder & Human Services Division

Division Overview

Reading Elder and Human Services offers a variety of programs and services to Reading residents of all ages. Whether it is assistance navigating regional support programs, transportation or giving back to the community through volunteer service. The staff is dedicated to assisting all residents in the community to live active, healthy lives. Over the past year, RECALC Committee and staff have researched other Senior Center/Intergenerational Community Centers along with their operating budgets. Findings were that EHS operates with a significantly lower budget with a heavy reliance on grants and trust funds. Therefore, we are asking for an increase in the operating budget to be able to sustain the quality programming and a nutritional daily congregate lunch programs the team hopes to implement even after the support of ARPA subsidies. In addition, as the division enrollment grows, the need for additional space and staff should be a necessary pre-planned factor.

Division Activities

- Diverse Programming Offerings in health, enrichment, exercise, events, trips, etc.
- Van Rides
- Blood Pressure Clinics
- Flu Clinics
- Memory Café
- Reading Response (Lifeline, Medical Transportation, Adult Day Health)
- Hoarding Task Force
- Adopt a Family
- Homebound Holiday Meals
- Lifeline Services
- Knox Box Program
- Bereavement Group
- Round Table Discussions with Police & Fire
- Dementia Friendly Reading
- Community Volunteer Initiatives
- Collaboration with schools, food pantry, doctors, hospitals, short-term rehabs, VNAs, Mystic Valley Elder Services
- Home Visits & Informational Roadshows
- EHS Health Fair
- Referrals for healthcare & financial assistance (fuel assistance & SNAP)
- Liaison to COA

Division Highlights



- Offered new ARPA Funded Programs - Wellness Wednesdays, Lunch & Learns, Day Trips
- Created over 15 new programs since July of 2022 – Men’s Huddle, Monthly Intergenerational Activities, Let’s Get Digital, EHS/COA Coffee Hour
- Explored off-site opportunities to expand programming by holding Memory Cafes at local restaurants and Wellness Wednesdays at the Reading Public Library
- Total Enrollments/Interactions at the center - 11,763 (7/1/2022 to 1/31/2023)
 - 5,890 have attended events
 - 2,432 have taken rides
 - 189 have participated in Bus Trips

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Recreation Division

Division Overview

The mission of Reading Recreation is to provide the community with year-round recreational activities. The Division believes programs should be broad-based to meet the recreational needs of all segments of the population. The Recreation Division must continually strive to update and modify programs to meet the community's needs. As Reading's participation in and awareness of local recreational programs increase, so do expectations. The Recreation Division strives to be ready to anticipate and adapt to these expectations. Due to the increased activities and participants each year, the need for a full-time program coordinator is, as always, a top priority for the division. This position would go from 24 hours to 37.5 hours per week.

Division Activities

- Programming for all ages including sports, enrichment, special events, etc.
- Field & Amplified Use Permitting
- Parks & Fields Planning and Projects
- Liaison to the Recreation Committee & Friends of Reading Recreation
- Scholarship Awards

Division Highlights

- 5,045 program enrollments (4,739 Reading Residents, 306 Non-Residents)
- 4,185 enrollments were Ages 20 or Under - 860 were Adult 21 & Up
- Offered a total of 287 Activities > 637 new account members established in MyRec (as of January 2023)
- Continued Park & Playground Improvements including Birch Meadow Design Phase I and the ARPA Approval of \$1.5million to the Birch Meadow Master Plan
- Community Engagement - Downtown Trick or Treat, Letters to Santa
- Turns back proceeds from revenue generated by Rec Revolving Fund



Veterans Services Division

Division Overview

The priority of the Veterans' Services Office is to aid and assist all veterans, their widows or spouses, and/or their dependent children, in the Town of Reading through the Massachusetts Department of Veterans Services, with short or long-term medical assistance, financial aid, assistance with state applications for veterans' benefits, and administration of veteran's benefits provided by the U.S. Department of Veterans' Affairs. The mission is to support the Veterans residing in Reading by identifying veterans and their families in need of service and providing information and access to the services for which they are eligible under the law.

Our current VSO, William Valliere, has been here since June of 2022. He is an accredited agent through Veterans Affairs and can process the claims on his own before sending to Boston to review. This enables him to help more Veterans in a timely manner and allows for more relationship building within the community. Will is hoping to reach more veterans in Reading. There is a slight increase for mileage and supplies in the FY24 operating budget to help with this initiative. In addition, since there is an uptick in veterans being served, there is also an ask to increase Veterans monthly aid.

Division Activities

- Discharge copies and requests for replacement
- Chapter 115, a public assistance program, to eligible veterans and dependents
- State annuity acquisition
- VA Healthcare applicant assistance
- Military awards and medals
- State bonus acquisition
- Tax exemptions
- Veterans license plates
- Homeless veteran referrals
- Chelsea Soldiers Home
- Employment initiatives
- Grave markers
- Burial in a National or State Veterans Cemetery
- Disability for service-connected or non-service connected disability
- G.I. Life Insurance
- VA Home Loans
- VA Educational Assistance
- VA Death Pensions



Division Highlights

- Memorial Day and Veterans Day Ceremonies received large attendance. A new memorial walkway with benches and a Vietnam Memorial was unveiled at RMHS High School on Veterans Day, to honor those who served during Vietnam and to honor those RMHS veterans who made the ultimate sacrifice for their service.
- Increase of veterans being served.
- Scuttlebutt continues to be well-attended.

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Community Development

Community Development Overview

Community Development includes the following divisions Planning & Economic Development, Inspections, Conservation, and Historic.

Community Development staff remain busy working with many community and regional partners and with the State on a wide range of projects including those related to commercial development, affordable housing, sustainability, historic preservation, and more.

Plan reviews and project implementation require time, funding, and effort from a variety of staff. Staff members have identified numerous grant opportunities, helped apply for grants, and received grant awards to promote desired development and placemaking while saving on related expenses. Though important to note that many grants may require monetary match components and/or in-kind contributions such as staff hours.

FY24 Budget Summary.

For example, a downtown Business Improvement District (BID), independent of the Town government, is being discussed with many downtown stakeholders. This organization could potentially improve placemaking events in the downtown area to bring patrons and activity, provide façade and streetscape improvements, and business support. Similarly, with paid parking in highly utilized lots being implemented downtown in 2023, at the recommendation of volunteer efforts and Town Meeting approval, it could lead to the adoption of a Parking Benefit District (PBD), which allows parking revenue to be reinvested into the area.

Affordable Housing has changed to an outsourced regional agreement and that budget has moved to expenses. This strategy has proved an effective way of consistent budgeting and tracking affordable housing related work, programming, and expenditures for each municipality.



FY24 Community Development Wages

Community Development	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Community Devel Director	\$ 82,627	\$ 87,325	\$ 100,150	\$ 95,550	-4.6%
Planning & Econ Devel	\$ 155,613	\$ 156,149	\$ 155,100	\$ 159,300	2.7%
Inspections	\$ 160,737	\$ 223,563	\$ 248,750	\$ 260,350	4.7%
Conservation	\$ 70,001	\$ 72,020	\$ 79,575	\$ 82,650	3.9%
Historic	\$ -	\$ -	\$ -	\$ -	0.0%
Comm Development Wages	\$ 468,978	\$ 539,056	\$ 583,575	\$ 597,850	2.4%
Planning Staff	\$ 60,472	\$ 60,028	\$ 79,400	\$ 80,850	1.8%
Permits Coordinator	\$ 67,571	\$ 69,524	\$ 75,700	\$ 78,450	3.6%
Regl Affordable Hsng Coord	\$ 48,817	\$ 50,182	\$ -	\$ -	
Econ Devel Staff	\$ 94,545	\$ 95,013	\$ 97,750	\$ 99,850	2.1%
Overtime	\$ 1,208	\$ 1,402	\$ -	\$ -	0.0%
Offsets	\$ (117,000)	\$ (120,000)	\$ (97,750)	\$ (99,850)	2.1%
Buybacks	\$ -	\$ -	\$ -	\$ -	0.0%
Planning/Ec Dev Wages	\$ 155,613	\$ 156,149	\$ 155,100	\$ 159,300	2.7%
Bulding Inspectors	\$ 130,329	\$ 194,517	\$ 218,750	\$ 228,150	4.3%
Elec/Plumbing Insp	\$ 74,577	\$ 79,046	\$ 80,000	\$ 82,200	2.8%
Offsets	\$ (48,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	0.0%
Buybacks	\$ 3,832	\$ -	\$ -	\$ -	0.0%
Inspections Wages	\$ 160,737	\$ 223,563	\$ 248,750	\$ 260,350	4.7%
Conservation Administrator	\$ 72,001	\$ 74,020	\$ 81,575	\$ 84,650	3.8%
Offsets	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	0.0%
Buybacks	\$ -	\$ -	\$ -	\$ -	0.0%
Conservation Wages	\$ 70,001	\$ 72,020	\$ 79,575	\$ 82,650	3.9%



FY24 Community Development Expenses

Community Development	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Planning & Econ Devel	\$ (15,790)	\$ 24,377	\$ 60,000	\$ 60,000	0.0%
Inspections	\$ -	\$ -	\$ -	\$ -	0.0%
Conservation	\$ -	\$ -	\$ -	\$ -	0.0%
Historic	\$ 757	\$ 1,500	\$ -	\$ -	-100.0%
Comm Development Expenses	\$ (15,033)	\$ 25,877	\$ 60,000	\$ 60,000	0.0%
Regl Afford Housing	\$ (3,549)	\$ 6,094	\$ 75,000	\$ 75,000	0.0%
Econ Development	\$ 1,259	\$ 38,283	\$ 20,000	\$ 20,000	0.0%
Offsets	\$ (13,500)	\$ (20,000)	\$ (35,000)	\$ (35,000)	0.0%
Planning & Econ Devel	\$ (15,790)	\$ 24,377	\$ 60,000	\$ 60,000	0.0%



Planning Division

Division Overview

The Planning Division provides technical services to the Town and the relevant land use boards. Several long-range plans regarding economic development, transportation, housing, and other aspects of land use serve as a guide for planning staff in helping to achieve stated goals for the Town. Planning processes aid civic leaders, businesses, and citizens in envisioning and implementing possibilities for the future. In addition to long-range planning, planning staff also develop action plans aimed at providing solutions to current community problems and at addressing daily needs.

Division Activities

- Development Administration:
 - Downtown:** The Postmark, Ace Flats, Rise 475, 14 Chapin Ave, The Chronicle, 18 Woburn Street, 6 Chute Street, 459 Main Street, 25 Haven Street.
 - South Main St:** 24-unit housing redevelopment at former Smith Oil site, 258 Main Street, Bagel World.
 - North Main St:** Reading Animal Clinic.
 - Subdivisions:** Coakley Way (Lyle Estates), Lenetta Lane (Barton Estates), Veterans Way, 116 West St, 40 Grove St, Grandview Road, Small Lane, Joy Lane (off Howard Street); Sanborn Lane, Annette Lane, Beacon Street.
 - Town Projects:** Auburn Street Water Tank, Gazebo Circle Pump Station, South Street Pump Station, Birch Meadow Master Plan Phase I.
 - Other:** Eaton Lakeview 40B, Meadowbrook Golf Club, Johnson Woods, Criterion, Austin Preparatory School, Minor Site Plan Reviews (i.e., Change of Uses, Outdoor Commerce, Dining, Programming and Storage, Façade improvements) & Sign Permits.
- Zoning Bylaw Amendments: Working on zoning amendment needs related to the MBTA Communities legislation; future amendments may include modernizing the Use Table and Use Definitions; Industrial District updates; aligning the Floodplain Overlay District with NFIP model bylaw; updating the Sign Bylaw, Parking requirements, and other sections of the Zoning Bylaw.



- Subsidized Housing Inventory: Staff working with DHCD to ensure that permitted units stay on SHI and that the Town maintains 10% at least until the 2020 Census denominator is determined [official number expected in Spring 2023].
- Housing Production Plan: Staff and consultant led process to update the Housing Production Plan. Public engagement and plan review led and final plan due by February 2023.
- MNRHSO: The Metro North Regional Housing Services Office added the City of Woburn in 2020 and has changed to a consultant-led service model. Anser Advisory is the consultant and helps the Town on programming, research, and resident support.
- Relmage Reading: Grant-funded effort to establish downtown district management organization; after a year of outreach, a Steering Committee was formed to take the lead on potential creation of Business Improvement District (BID) in 2021 and 2022. The BID continues its efforts to reach implementation with support from the Town staff as needed.
- Downtown Parking Kiosks: Continuing to procure and contract for the paid parking kiosks recommended by the previous Parking Advisory Recommendations Committee (PARC) and approved at Town Meeting. Further public awareness and education to ensue upon procurement.
- Bicycle and Multi-modal travel: Staff reviewing further need for transit-oriented development and support through use of annual TNC funds. Implementing recommendations of the Bike and Pedestrian Plan, corridor improvements, bicycle parking in high use areas.
- Streetscape Project & Municipal Lot Redesign: Staff have been working with Engineering on scope, funding, design concepts, and consultant coordination for the Phase II Streetscape Project (Lower Haven & High), and a redesign of the Upper Haven parking lot behind CVS. Public engagement on the effort is expected in 2023. A MassWorks Infrastructure grant application is also being prepared.
- Green Communities Designation: Staff previously worked with MAPC to successfully complete criteria needed for Green Communities Designation; an application for designation was submitted to DOER in December 2021. Upon submission it was found new legislation language is needed and such is underway. The Town will look to reapply for designation in late 2023.
- Net Zero Plan: Staff applied for Community Compact grant funding to support a local Net Zero Plan initiative and development in order to align with State energy goals/requirements. Also applied for MAPC Technical Assistance Program (TAP) funding to further support the upcoming effort.



- Hazard Mitigation Plan Update: As required per the State, the Town is updating its Hazard Mitigation Plan to conform to FEMA requirements and remain eligible for potential grant funding.
- Local Rapid Recovery Plan (LRRP): Working with Economic Development staff to implement recommendations of the LRRP with use of earmark funding.
- Eastern Gateway: Ongoing analysis of redevelopment potential, infrastructure needs, and constraints, with some conceptual design work by consultants (i.e., Gamble Associates).
- Walkers Brook Drive Corridor Study: Housing Choice Initiative grant work for further survey and conceptual design improvements for the Walkers Brook Drive corridor and intersections. This builds upon previous efforts in the area.
- Municipal Vulnerability Preparedness (MVP): Staff worked with consultant to be designated an MVP community in fall 2020, which unlocked further grant opportunities. Staff applied for and were awarded \$2.1 million for the Maillet, Sommes, Morgan wetland project and are continuing the effort towards completion.
- Community Garden: Staff applied for MAPC Accelerating Climate Resilience (ACR) grant to fund Phase II of the Mattera Community Garden. Such was awarded and the project will be completed in 2023.
- ArtBox Program: Staff worked with local artists to develop a place-making initiative that highlights the importance of public art. Staff are looking to expand this initiative in 2023. Additional public art, culture, placemaking, and programming opportunities are under review and consideration.



Economic Development Division

Division Overview

The Economic Development Division provides professional, technical work advancing the Town's economic development activities and goals to generate revenue for the Town. The Town does this through streamlined permitting, policy updates, business resources and incentives, and proactive implementation the Town's Economic Development Action Plan. Our approach is to 1) keep downtown vital, 2) preserve what is important, 3) be queued up for opportunities. Reading's Economic Development Action Plan is available on the Town's website.

Division Activities

Grants Received (2021-2022)

- \$250,000 DHCD Housing Choice Grant Program – to support the community engagement process and design of a comprehensive reimagining of the Walkers Brook
- \$25,000 MassDevelopment Real Estate Technical Services (BID) – to business improvement district initiative
- \$2,500 Northern Bank Community Grant – to support the campaign for the business improvement district.

State Earmarks Received by Reading (2022)

- \$100,000 Implementation of Placemaking and the Local Rapid Recovery Plan within Reading's Downtown

Economic Development Initiatives

- The Town will undertake a comprehensive redesign of Walkers Brook Drive through a robust community and stakeholder engagement campaign. The goal of the redesign of Walkers Brook Drive is to facilitate multi-modal use of the corridor, increase safety, and establish important infrastructure improvements to stimulate economic development throughout the corridor.



- Economic Development Summit- The Division organized and hosted its 6th Economic Development Summit. The Economic Development Director will begin planning for the next Economic Development Summit for the Fall of 2023.
- Business Improvement District (BID) Technical Assistance- Assisted with ongoing grant funded technical assistance to support the establishment of a business improvement district (BID). A private group of property owners, business owners and residents are actively working together to garner downtown property owner support in a petition process to establish this organization. More here: <https://downtownreadingma.com/>
- The Town will plan to host up to three special events on the Reading Town Common and establish beer gardens at these events. The Town will also collaborate with the Chamber of Commerce and the Rotary Club to assist in stewarding Winterfest and the Fall Street Fair.
- Update to Downtown Business Guide & Parking Map will occur as new parking changes occur at the Upper Haven and Brande Court parking lots.
- Bistro Table Program – Several downtown businesses already have bistro tables available for use once outdoor conditions are acceptable for their use. The Town is planning to expand the bistro table program to businesses who are looking for additional outdoor seating.
- Downtown Placemaking – The Town is applying for grant funding under the Community One Stop for Growth to create a Placemaking Master Plan. This plan will include short, medium, and long-term goals regarding placemaking throughout Reading’s Downtown district. The Town will utilize the \$100,000 American Recovery Plan Act (ARPA) earmark for additional public art, wayfinding, signage, and placemaking initiatives in the downtown.
- Business Openings (2022) – Fifteen new business openings including two food establishments, one medical establishment service, nine personal service establishments, and three retail establishments. All newly constructed commercial spaces in downtown are under lease agreement or have been purchased by commercial businesses, who are working toward construction and opening.



Inspections Division

Division Overview

A full-time Building Commissioner and three part-time building inspectors (each retired as Building Commissioner from another community and collectively bring 60+ years of expertise to Reading), plus two part-time highly-credentialed Plumbing/Gas and Electrical Inspectors round out the team.

Division Activities

All four Building Inspectors work collaboratively on projects to assure Town and State requirements are met. The Building Commissioner works closely with the Planning Division and Zoning Board of Appeals admin staff to assure proposals conform to the Zoning Bylaw. The Permits Coordinator helped with the migration to the new online permitting software, which also required training staff and guiding Applicants. Building and Permitting staff provides support on zoning amendments, state designations (i.e. Housing Choice Initiative data), long-term plan initiatives (i.e. Housing Production Plan data), and land use applications (Home Business Certificates, etc.).



Conservation Division

Division Overview

The Conservation Division is responsible for protecting Reading's streams and wetlands and providing staff and technical services support to the Reading Conservation Commission. Principal duties include enforcement and administration of Massachusetts Wetland Protection Act M.G.L. Chapter 131, Section 40 and the Reading Wetland Protection General Bylaw Section 7.1. The Commission manages over 989 acres of Town-owned conservation land and monitors conservation easements and restrictions.

Division Activities

Conservation Division Activities include: leading the 2022 update on the Open Space and Recreation Plan; support on MVP Action Grant applications and development; overseeing the DCR Trail grants; opening up inaccessible land and developing new trail systems through partnership with private development; providing staff leadership on the Mattera Cabin Community Garden initiative; assistance with Town Forest projects and Trail Committee projects; conducting outreach and education regarding the Town's natural resources and watersheds; and working with Girl & Boy Scouts to complete service projects on public land.



Historic Division

Division Overview

The Historical Division is staffed by volunteers with assistance from department staff as needed. The Historical Commission (RHC) oversees historic preservation including the demolition delay bylaw. The Historic District Commission (HDC) has a regulatory role over properties within the historic districts (West St. & Summer Ave). They also provide input on applications within Scenic Roads of South Street and Walnut Street.

Division Activities

The HDC met 12 times which was on an as-needed basis. The RHC met 18 times to review applications. Supporting information is also provided to the Community Planning and Development Commission (CPDC) for relevant applications.



Finance Department

Department Overview

The Finance Department maintains timely and accurate financial records on all financial activities of the Town. The Finance Department also administers internal financial controls; facilitates the evaluation of the Town’s financial condition; ensures that Town services are delivered in compliance with Massachusetts General Laws that govern municipal finance; and safeguards the financial assets of the Town. The Town Accountant also serves as the Chief Financial Officer and department head.

FY24 Budget Summary

The Finance Department’s budget is increased by 4.6% compared to the previous year.

Wages are +5.0% while staffing remains consistent with prior years. In FY24, a new non-union pay chart was adopted due to a pay and class study, highlighting some positions to be adjusted to be competitive with our peer communities. Most non-union pay adjustments were made in FY23. Management staff pay and class adjustments become effective in FY24.

Expenses are +2.2% due to modest increases in professional development and office supplies.

Divisions	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Accounting	\$ 275,321	\$ 317,940	\$ 338,750	\$ 366,950	8.3%
Assessor	\$ 155,300	\$ 161,010	\$ 175,200	\$ 178,300	1.8%
Finance	\$ 451,965	\$ 442,541	\$ 528,750	\$ 545,650	3.2%
Department Total	\$ 882,585	\$ 921,491	\$ 1,042,700	\$ 1,090,900	4.6%



Department Highlights

- Provides support to Town, School, and Light departments.
- 1,300 employees paid each payroll – biweekly; 9,000 quarterly property tax billing; 24,000 yearly bills - motor vehicle excise billing; 26,000 invoices processed and paid per year; 129,000 cash receipts processed per year.

Line I91 - FY24 Finance Wages

Divisions	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Accounting	\$ 273,150	\$ 313,410	\$ 333,750	\$ 361,250	8.2%
Assessor	\$ 68,176	\$ 69,976	\$ 72,400	\$ 75,300	4.0%
Finance	\$ 416,889	\$ 405,034	\$ 480,900	\$ 495,200	3.0%
Department Wages	\$ 758,216	\$ 788,421	\$ 887,050	\$ 931,750	5.0%

Line I92 - FY24 Finance Expenses

Divisions	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Accounting	\$ 2,170	\$ 4,530	\$ 5,000	\$ 5,700	14.0%
Assessor	\$ 87,123	\$ 91,034	\$ 102,800	\$ 103,000	0.2%
Finance	\$ 35,076	\$ 37,507	\$ 47,850	\$ 50,450	5.4%
Department Expenses	\$ 124,369	\$ 133,070	\$ 155,650	\$ 159,150	2.2%



Accounting Division

Division Overview

This division is under the direction of the Town Accountant and is responsible for maintaining financial records for the Town, Schools, and Light Department. Accounting ensures that all financial transactions comply with legal requirements and are correctly recorded on a timely basis. The Accounting Division oversees bills paid by the Town, provides timely and accurate financial reporting services to Town Departments and other key stakeholders, and manages the Town's accounting system to conform to GAAP and comply with Massachusetts General Laws and Regulations.

Division Activities

- Met all reporting requirements {for Massachusetts DLS and Massachusetts DOR}
- Collaborated with the Chief Assessor on the setting of the annual tax rate set by the DOR.
- Prepared audit deliverables; maintained 'clean' audit opinion from auditors.
- Provided budget oversight and assistance.
- Quarterly updates provided to the Select Board.
- 26,000 payments processed for Town, School, and RMLD.
- Review and update department policies.



FY24 Budget Summary

	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
CFO/Town Accountant	\$ 123,041	\$ 126,401	\$ 128,600	\$ 143,850	11.9%
Asst. Town Accountant	\$ 72,001	\$ 74,020	\$ 79,250	\$ 82,150	3.7%
Support Staff	\$ 74,473	\$ 110,329	\$ 123,400	\$ 127,250	3.1%
Budget Stipend	\$ -	\$ -	\$ -	\$ 5,000	
Overtime	\$ 1,371	\$ 2,661	\$ 2,500	\$ 3,000	20.0%
Buyback	\$ 2,263	\$ -	\$ -	\$ -	
Division Wages	\$ 273,150	\$ 313,410	\$ 333,750	\$ 361,250	8.2%
Prof. Development	\$ 1,051	\$ 4,300	\$ 4,200	\$ 4,900	16.7%
Office Supplies	\$ 1,119	\$ 230	\$ 800	\$ 800	0.0%
Division Expenses	\$ 2,170	\$ 4,530	\$ 5,000	\$ 5,700	14.0%



Assessing Division

Division Overview

The Assessment Division is obligated under law to assess all property at its full and fair market value as of January 1 of each year for taxation. This process is accomplished by maintaining and administrating all property tax data records.

In addition, the department also administers motor vehicle excise tax, real and personal taxes and tax abatements, and all statutory tax exemptions as allowed by law. Property assessment is the first step in tax revenue collection for the Town of Reading.

The Assessment Division's function is to provide for the fair and equitable assessment of all taxable real and personal property. A three-member Board of Assessors sets policy for this division.

Mission Statement: The mission of the Reading Assessment Division is to provide fiscal stability by promptly, fairly, and equitably determining the valuation of all real and personal property located in the Town of Reading.

Division Activities

- Advertised and administered Senior Tax Relief program without additional staffing.
- Collaborated with Town Accountant on certification and setting annual tax rate.
- Administration of Statutory and Local Property Tax Exemptions.
- Provided online access to our property record database.
- Conducted a state-mandated interim revaluation of all properties.
- Reviewed and adjusted properties to reflect updated market conditions.
- Completed a revaluation of all personal property accounts and canvassed the town for new accounts.
- Maintained and updated all real estate and personal property tax records.
- Increase public awareness of exemptions through public meetings.
- Updated existing tax maps.
- Conducted ongoing sales verification.
- Implemented new and efficient office policies and procedures as required.

FY24 Budget Summary

	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Assistant Assessor	\$ 68,176	\$ 69,976	\$ 72,400	\$ 75,300	4.0%
Division Wages	\$ 68,176	\$ 69,976	\$ 72,400	\$ 75,300	4.0%
Regional Assessor	\$ 69,254	\$ 72,279	\$ 77,500	\$ 77,500	0.0%
Revaluation	\$ 1,500	\$ -	\$ -	\$ -	
Appraisals/Inspections	\$ 13,700	\$ 15,860	\$ 18,000	\$ 18,000	0.0%
Prof. Development	\$ 1,509	\$ 2,009	\$ 5,700	\$ 5,800	1.8%
Supplies&Mileage	\$ 1,161	\$ 885	\$ 1,600	\$ 1,700	6.3%
Division Expenses	\$ 87,123	\$ 91,034	\$ 102,800	\$ 103,000	0.2%



General Finance Division

Division Overview

Collections collect all taxes and other charges (including water/sewer/stormwater bills). They also receive and process all deposits (such as schools and recreation).

Treasury is responsible for providing the cash for the operation of all Town, School, and Light Department functions on a timely basis. In addition, it conducts all borrowing and investing activities.

Payroll for the Town, School, and RMLD departments are all processed 'in-house' through this division.

Division Activities

- AAA bond rating
- Cash management for Town/School, RMLD, and Retirement
- Processed biweekly payroll for approximately 1,300 employees
- 129,000 payments received and processed
- Compilation of Treasury Procedure Manual
- Debt management and issuance



FY24 Budget Summary

	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Treasurer/Asst. CFO	\$ 93,943	\$ 96,581	\$ 109,125	\$ 118,900	9.0%
Assistant Treasurer	\$ 67,844	\$ 70,989	\$ 74,250	\$ 78,500	5.7%
Collector	\$ 75,844	\$ 77,964	\$ 85,750	\$ 88,900	3.7%
Support Staff	\$ 168,422	\$ 153,222	\$ 201,775	\$ 206,400	2.3%
Overtime	\$ -	\$ -	\$ 2,000	\$ 2,500	25.0%
Buyback	\$ 10,836	\$ 6,278	\$ 8,000	\$ -	
Division Wages	\$ 416,889	\$ 405,034	\$ 480,900	\$ 495,200	3.0%
Printing Services	\$ 14,687	\$ 14,981	\$ 16,500	\$ 17,500	6.1%
Banking Services	\$ 9,206	\$ 7,082	\$ 12,000	\$ 12,000	0.0%
Tax Title Services	\$ 1,745	\$ 7,572	\$ 7,500	\$ 8,500	13.3%
Prof. Development	\$ 300	\$ 2,544	\$ 5,850	\$ 6,150	5.1%
Office Supplies	\$ 9,139	\$ 5,328	\$ 6,000	\$ 6,300	5.0%
Division Expenses	\$ 35,076	\$ 37,507	\$ 47,850	\$ 50,450	5.4%



Public Safety

Department Overview

Public Safety is comprised of three separate departments:

- Public Health
- Fire and Emergency Management
- Police
 - Coalition for Prevention & Support
 - Dispatch

Town Meeting votes these budgets as one bottom line each for wages and for expenses.

FY24 Budget Summary

Combined FY24 budgets show a 4.3% increase. Most of this increase is related to changes to wages related to the pay & class study roll-out in FY2024. Public Health shows a decrease of 9.5% in wages due to the elimination of funding for a part-time nurse. This position was previously dedicated to COVID response, specifically contact tracing and advising residents and staff on COVID protocols. With the winding down of the Global Pandemic, at this time, we feel that this position is no longer needed. Should this position be needed, it will be funded from the COVID response funding remaining of ARPA funds.

Department	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Public Health	\$ 294,651	\$ 319,161	\$ 461,325	\$ 434,125	-5.9%
Fire/EMS	\$ 5,282,579	\$ 5,696,266	\$ 5,849,875	\$ 6,136,176	4.9%
Police	\$ 5,383,438	\$ 5,760,688	\$ 6,177,100	\$ 6,451,525	4.4%
Coalition	\$ 145,943	\$ 186,121	\$ 278,200	\$ 290,550	4.4%
Dispatch	\$ 653,452	\$ 765,922	\$ 696,425	\$ 723,250	3.9%
DEPARTMENT TOTAL	\$ 11,760,064	\$ 12,728,158	\$ 13,462,925	\$ 14,035,626	4.3%



Line J91 - FY24 Budget Public Safety Wages

Department	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Public Health	\$ 228,858	\$ 228,411	\$ 354,825	\$ 321,125	-9.5%
Fire/EMS	\$ 5,109,576	\$ 5,493,032	\$ 5,640,375	\$ 5,927,275	5.1%
Police	\$ 5,158,406	\$ 5,443,660	\$ 5,870,100	\$ 6,126,025	4.4%
Coalition	\$ 136,478	\$ 144,946	\$ 236,450	\$ 248,800	5.2%
Dispatch	\$ 630,943	\$ 728,609	\$ 657,925	\$ 684,250	4.0%
DEPARTMENT WAGES	\$ 11,264,261	\$ 12,038,659	\$ 12,759,675	\$ 13,307,475	4.3%

Line J92 - FY24 Budget Public Safety Expenses

Department	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Public Health	\$ 65,793	\$ 90,750	\$ 106,500	\$ 113,000	6.1%
Fire/EMS	\$ 173,004	\$ 203,234	\$ 209,500	\$ 208,901	-0.3%
Police	\$ 225,032	\$ 317,028	\$ 307,000	\$ 325,500	6.0%
Coalition	\$ 9,466	\$ 41,176	\$ 41,750	\$ 41,750	0.0%
Dispatch	\$ 22,509	\$ 37,312	\$ 38,500	\$ 39,000	1.3%
DEPARTMENT EXPENSES	\$ 495,803	\$ 689,500	\$ 703,250	\$ 728,151	3.5%



Public Health

Department Overview

The Town made significant progress, during the last year, in building its public health capacity. We are thrilled to announce that we now have a fully functioning Health department, with adequate staffing, to meet the needs of our residents and the people we serve. Our department will continue to maximize opportunities to improve public health within the town of Reading by continuously assessing public health needs, implementing quality improvement efforts, and improving our capacity to promote better health for our residents and the people we serve.

Department Activities

We are working to build a strong and coordinated collaboration with community partners, as well as other departments within our town government, to ensure that our public health programs are effective. Our schools, places of worship, businesses, nonprofits, and health professionals are all partners who have a vital interest and role in maintaining a healthy Reading community. We will continue to improve our collaboration with emergency management, local officials, healthcare, and community partners to plan for and respond to emergency situations, disasters, health hazards, disease outbreaks and bioterrorism threats that can dramatically impact the health of our community.

FY24 Budget Summary

The department's FY24 budget is decreased by 5.9% compared to last year. This budget eliminates a parttime nurse position, as there is no apparent need to augment our Covid-19 response activities. In the highly unlikely event that a need arises to reinstate the parttime position, town government will reinstate the position using a different funding source.



FY24 Budget Summary (Continued)

Public Health	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Health Director	\$ 57,452	\$ 102,546	\$ 118,800	\$ 121,500	2.3%
Health Agent	\$ 57,197	\$ -	\$ -	\$ -	0.0%
Health Inspectors	\$ 80,139	\$ 38,517	\$ 67,200	\$ 68,250	1.6%
Health Nurse	\$ 59,889	\$ 85,183	\$ 110,900	\$ 74,875	-32.5%
Support Staff	\$ -	\$ -	\$ 59,025	\$ 57,600	100.0%
Overtime	\$ 930	\$ 875	\$ 1,000	\$ 1,000	0.0%
Health Buyback	\$ 7,750	\$ 3,389	\$ -	\$ -	0.0%
Health Grants/Offsets	\$ (34,499)	\$ (2,100)	\$ (2,100)	\$ (2,100)	0.0%
Health Services Wages	\$ 228,858	\$ 228,411	\$ 354,825	\$ 321,125	-9.5%
Mosquito Control	\$ 42,990	\$ 44,050	\$ 46,000	\$ 46,000	0.0%
Animal Disposal	\$ -	\$ 1,650	\$ 10,000	\$ 10,000	0.0%
Regional Animal Control	\$ -	\$ 10,725	\$ 25,000	\$ 25,000	
Professional Services	\$ 5,405	\$ 29,948	\$ 22,500	\$ 28,500	26.7%
Health Other	\$ 17,398	\$ 4,377	\$ 3,000	\$ 3,500	16.7%
Health Expenses	\$ 65,793	\$ 90,750	\$ 106,500	\$ 113,000	6.1%



Fire/Emergency Medical Services

Department Overview

The Reading Fire Department is responsible for: fire suppression, fire prevention, the emergency medical system, and emergency management. The Fire Department is also responsible for coordinating and applying for all reimbursements for State and Federal disaster declarations. The department offers Advanced Life Support (ALS) as a benefit to the residents of the community.

The department is organized into four groups that each work two 24-hour shifts every eight days. Each day the on-duty shift staffs two engines, a ladder truck, and an ambulance. Each group is supervised by a Captain who is the shift commander. Captains are responsible for responding to emergencies, delivering services, training, scheduling, equipment maintenance, and routine fire prevention duties. The Lieutenants are responsible for supervision of the West Side Fire Station and the Firefighters who are assigned there. The Lieutenants provide supervision, respond to emergencies, deliver services and training, and oversee equipment maintenance and routine fire prevention duties.

Department Highlights

Key Performance Data	2020	2021	2022
Total Emergency Responses	3,889	4,248	4,456
Emergency Medical Responses	1,915	2,238	2,366
Fire and Emergency Responses	1,974	2,010	2,090
Mutual Aid Provided	285~	278~	289~
Mutual Aid Received	196~	264~	316~
Fire Inspections	849	900	1,000
Permits Issued	843	1,007	901
Training Hours	711	1,214	2,240
Permit Fees Received (Fiscal Year)	\$18,281	\$24,735	\$20,610
Ambulance Revenue Received (Fiscal Year)	\$820,212	\$737,534	\$801,966
<i>~Vehicle responses</i>			

Grants in Progress:



- **\$18,001 FY 2022 Firefighter Equipment Grant.** This is a state program that provided funding allowing us to make repairs to our radio infrastructure. This project is complete and has improved our communications.
- **\$5,175 SAFE.** This is a state program that provides funding to allow us to deliver fire safety instruction to children.
- **\$3,055 Senior SAFE.** This is a state program that provides funding to allow us to deliver fire safety instruction and assistance to our elderly population.
- **\$19,000 FY 2023 Firefighter Equipment Grant.** This is a state program that will provide funding for protective clothing for Firefighters and equipment.
- **\$6,500 Federal Fiscal Year 22 Emergency Management Planning Grant.** This is a federal program that will provide funding for emergency shelter supplies and ICS Training.

FY24 Budget Summary

The department's FY24 budget is increased 4.8% compared to last year. There are no changes in the amount of personnel. The expense budget has been reduced .3% and wages are up 5.1%. The increase to wages is driven by the implementation of the pay and class study, union personnel moving through the step system in accordance with the collective bargaining agreement and an initiative to promote 4 additional Lieutenants and place the shift commander in a car. Currently our shift commander is assigned to a fire engine and is responsible for incident command duties and engine duties. We have found this mixed model does not work well. With the increased number of larger buildings, simultaneous calls, and the rise in acute calls we need the flexibility to have our shift commander be able to focus on the emergency incident and be able to respond throughout the community when the need arises. This model will increase the safety for the public and our personnel.

Currently, the department has 52 full-time positions, and this number has not changed. Our requested budget consists of a Chief, Assistant Chief, one support staff, five Captains, eight Lieutenants, thirty-six Privates, and one support staff position shared with the Police department. One firefighter also works after hours as a part-time Fire Alarm Technician. Overtime has been pressured by injured staff combined with new hires going through a long initial academy process.

Overall, expenses are down slightly. The only change is an increase to the stipend paid to a physician who serves as our Medical Director.



FY24 Budget Fire/EMS Wages

	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Fire Chief	\$ 174,108	\$ 178,778	\$ 184,850	\$ 203,000	9.8%
Assistant Fire Chief	\$ 138,246	\$ 140,166	\$ 128,000	\$ 150,000	17.2%
EMS Director	\$ 9,827	\$ 12,814	\$ 12,500	\$ 12,500	0.0%
Support Staff	\$ 86,310	\$ 88,650	\$ 92,025	\$ 96,775	5.2%
Fire Alarm	\$ 6,407	\$ 11,128	\$ 20,000	\$ 20,000	0.0%
Captains	\$ 621,508	\$ 636,727	\$ 667,500	\$ 685,000	2.6%
Lieutenants	\$ 397,827	\$ 478,333	\$ 435,000	\$ 525,000	20.7%
Firefighters	\$ 3,185,068	\$ 3,187,104	\$ 3,578,000	\$ 3,710,000	3.7%
Grant Offset	\$ (178,087)	\$ (63,451)	\$ -	\$ -	0.0%
Overtime	\$ 593,328	\$ 732,781	\$ 522,500	\$ 525,000	0.5%
Buyback	\$ 75,034	\$ 90,003	\$ -	\$ -	0.0%
FIRE / EMS WAGES	\$ 5,109,576	\$ 5,493,032	\$ 5,640,375	\$ 5,927,275	5.1%

FY24 Budget Fire/EMS Expenses

	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
ALS Medical Supplies	\$ 48,156	\$ 56,581	\$ 60,000	\$ 60,000	0.0%
Ambulance Services	\$ 13,329	\$ 19,329	\$ 20,000	\$ 25,705	28.5%
Billing Services	\$ 33,947	\$ 31,959	\$ 37,000	\$ 37,000	0.0%
Supplies and Equipment	\$ 13,601	\$ 14,792	\$ 3,500	\$ 3,500	0.0%
Equipment Maintenance	\$ 8,746	\$ 9,193	\$ 17,000	\$ 17,000	0.0%
Miscellaneous	\$ 6,212	\$ 1,773	\$ 2,000	\$ 2,000	0.0%
Office Supplies and Equipment	\$ 351	\$ 436	\$ 1,000	\$ 1,000	0.0%
Professional Development	\$ 8,461	\$ 16,857	\$ 15,500	\$ 15,500	0.0%
Uniforms and Clothing	\$ 40,202	\$ 52,313	\$ 53,500	\$ 47,196	-11.8%
FIRE /EMS EXPENSES	\$ 173,004	\$ 203,234	\$ 209,500	\$ 208,901	-0.3%



Police

Department Overview

The Reading Police Department is committed to providing the highest level of public safety and service to the residents, businesses, and visitors within the community. The department is empowered to enforce the laws of the Commonwealth of Massachusetts and Bylaws of the Town of Reading to ensure that the peace and tranquility of our neighborhoods are maintained, and that crime and the fear of crime are reduced.

The department emphasizes and values integrity, honesty, impartiality, and professionalism from our members in order to create an environment that values differences and fosters fairness and flexibility in our approach to achieving our mission of safety. The department encourages citizen input and interaction that will assist us in developing sound and sustainable partnerships between the community and the police force. Working together we can enhance the quality of life for everyone within the town.

Department Highlights

- Remain active on social media, 8,800 followers on Facebook, 1,700+ on Instagram and 11,300 on Twitter.
- Our comfort dog program is a big success; Cooper and Rusty have over 3,000 followers on social media.
- The Department ran two RAD (Women’s Self-Defense) classes, a Citizens’ Police Academy Course, Coffee with a Cop, Seniors Dinner, and “lunchroom takeover” at all the elementary schools, and bicycle helmet citation program.
- The Department continues to train in de-escalation techniques.

FY24 Budget Summary

The department’s FY24 budget is increased 4.38% compared to last year, encompassing Police, Dispatch, and the Coalition. We have three supervisors retiring and we hired one of our dispatchers as an officer. We will need to promote two more Sergeants and hire two police officers and one dispatcher. The department is staffed for 46 sworn uniformed officers; 11 civilian dispatchers, three Coalition Staff members,



three Administrative Staff (one ½ time at PD and ½ at FD), a Parking Enforcement Officer, and 17 per-diem school crossing guards.

FY24 Budget Police Wages

	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Police Chief	\$ 186,526	\$ 192,576	\$ 200,150	\$ 210,000	4.9%
Deputy Police Chief	\$ 48,072	\$ 148,848	\$ 158,950	\$ 178,000	12.0%
Police Support Staff	\$ 151,491	\$ 155,049	\$ 163,600	\$ 170,600	4.3%
Parking Enforcement	\$ 2,776	\$ 7,305	\$ 37,500	\$ 45,925	22.5%
Animal Control	\$ 2,435	\$ -	\$ -	\$ -	0.0%
Crossing Guards	\$ 113,168	\$ 120,989	\$ 178,400	\$ 182,000	2.0%
Lieutenants	\$ 517,134	\$ 558,478	\$ 581,000	\$ 600,000	3.3%
Sergeants	\$ 804,141	\$ 845,195	\$ 1,001,000	\$ 1,050,000	4.9%
Patrol Officers	\$ 1,844,917	\$ 1,908,949	\$ 2,350,000	\$ 2,465,000	4.9%
Detectives	\$ 785,871	\$ 814,671	\$ 737,000	\$ 762,000	3.4%
Training	\$ 69,396	\$ 72,139	\$ 45,000	\$ 45,000	0.0%
Overtime	\$ 566,772	\$ 527,895	\$ 415,500	\$ 415,000	-0.1%
Fitness Stipend	\$ -	\$ -	\$ -	\$ -	
Cell Monitors	\$ 560	\$ -	\$ 2,000	\$ 2,500	25.0%
Buyback	\$ 65,146	\$ 91,565	\$ -	\$ -	0.0%
POLICE WAGES	\$ 5,158,406	\$ 5,443,660	\$ 5,870,100	\$ 6,126,025	4.4%



FY24 Budget Police Expenses

	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Police Cruisers	\$ 75,414	\$ 125,953	\$ 130,000	\$ 135,000	3.8%
Supplies and Equipment	\$ 40,856	\$ 56,698	\$ 40,000	\$ 40,500	1.3%
Equipment Maintenance	\$ 16,968	\$ 21,806	\$ 35,500	\$ 40,000	12.7%
Miscellaneous	\$ 199	\$ 735	\$ 500	\$ 4,500	800.0%
Office Supplies, Equipment	\$ 16,681	\$ 39,022	\$ 21,000	\$ 22,000	4.8%
Professional Development	\$ 40,884	\$ 59,483	\$ 58,000	\$ 61,500	6.0%
Uniforms and Clothing	\$ 34,029	\$ 13,331	\$ 22,000	\$ 22,000	0.0%
POLICE EXPENSES	\$ 225,032	\$ 317,028	\$ 307,000	\$ 325,500	6.0%

DRAFT



Coalition for Prevention and Support

Department Overview

The Reading Coalition for Prevention and Support (formerly RCASA) mobilizes community partners and residents to build collaborative approaches and to reduce youth substance abuse. RCASA was dissolved after expiration of the Federal grant, and the Director appointed interested parties to continue the work. An independent community non-profit will form within the next two years. The Coalition promotes a healthy community environment using a strategic prevention framework to ensure that everyone who lives, works, or goes to school in Reading can enjoy an optimum quality of life.

FY24 Budget Summary

The Coalition budget is +1.7% for FY24, as recent past increases to both a staff position and outsourced mental health services are maintained.

Staff includes a Director, an Outreach Coordinator, and a Public Safety Clinician.

The Director oversees fiscal management, public relations, community planning, training, coalition communication, data collection, dissemination, reports, and program evaluation. The Outreach Coordinator disseminates educational information to individuals and groups. The Coalition is active in the hiring process for the new Mental Health Clinician position.



FY24 Budget Summary (Continued)

	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Coalition Director	\$ 91,159	\$ 93,083	\$ 96,600	\$ 102,450	6.1%
Clinician & Outreach	\$ 55,319	\$ 61,862	\$ 139,850	\$ 146,350	4.6%
Grant Offsets	\$ (10,000)	\$ (10,000)	\$ -	\$ -	0.0%
COALITION WAGES	\$ 136,478	\$ 144,946	\$ 236,450	\$ 248,800	5.2%
Mental Health Services	\$ -	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	0.0%
Programs	\$ 6,000	\$ 7,426	\$ 8,000	\$ 8,000	0.0%
Supplies	\$ 2,566	\$ 3,250	\$ 3,250	\$ 3,250	0.0%
Professional Development	\$ 900	\$ 500	\$ 500	\$ 500	0.0%
Grant Offsets	\$ -	\$ -	\$ -	\$ -	0.0%
COALITION EXPENSES	\$ 9,466	\$ 41,176	\$ 41,750	\$ 41,750	0.0%



Dispatch

Dispatch Overview

Dispatch provides outstanding Emergency Medical Dispatch, communications, and coordination for the community and first responders, 24 hours a day, 365 days a year.

Dispatch is located in the Police department but provides 911 Call Management for both Police and Fire/EMS, and as needed for regional emergencies.

The Building Security project involves a complete overhaul to the space and equipment, so staff will move temporarily within the Police station for about six months as work is completed.

Dispatch Activities

- The new work schedule has allowed more overlap during busy call volume times.
- We continue to increase training for all dispatchers.
- The remodel of the new dispatch center is finished and is fully up and running.

FY24 Budget Summary

The Dispatch budget is up by 2.9% compared to last year. The Dispatch Center is staffed with ten civilian Telecommunicators and one civilian Head Dispatcher who oversees the administration of the division and also works several shifts per week as a Telecommunicator. In addition to Town funding, \$65,000 in 911 grant funds are used to offset existing wages. This grant is not guaranteed and can be discontinued at any time, but continues to increase with the use of cell phones.

FY24 Budget Summary (Continued)

	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Head Public Safety Dispatcher	\$ 80,267	\$ 83,133	\$ 85,925	\$ 89,250	3.9%
Public Safety Dispatchers	\$ 493,903	\$ 496,707	\$ 577,000	\$ 600,000	4.0%
Overtime	\$ 125,560	\$ 145,646	\$ 60,000	\$ 60,000	0.0%
Buyback	\$ 1,290	\$ 3,123	\$ -	\$ -	0.0%
E911 Grant Support	\$ (70,078)	\$ -	\$ (65,000)	\$ (65,000)	0.0%
DISPATCHER WAGES	\$ 630,943	\$ 728,609	\$ 657,925	\$ 684,250	4.0%
Supplies and Equipment	\$ -	\$ 443	\$ -	\$ -	#DIV/0!
Equipment Maintenance	\$ 13,920	\$ 29,359	\$ 23,500	\$ 23,500	0.0%
Technology	\$ 4,422	\$ 5,415	\$ 7,000	\$ 7,000	0.0%
Professional Deveopment	\$ 2,282	\$ 1,058	\$ 6,000	\$ 6,000	0.0%
Uniforms and Clothing	\$ 1,885	\$ 1,038	\$ 2,000	\$ 2,500	25.0%
DISPATCHER EXPENSES	\$ 22,509	\$ 37,312	\$ 38,500	\$ 39,000	1.3%



Department of Public Works

Department Overview

The Public Works Department is responsible for all endeavors relating to planning, designing, operating, maintaining, and managing public ways, parklands, open space, public grounds, town cemeteries, water distribution systems, sewer collection systems, and the collection and disposal of solid waste. The Department also provides engineering support services and motor equipment maintenance services to all town and school departments.

The Department of Public Works consists of several divisions: administration, engineering, highway and equipment maintenance, stormwater (not the enterprise fund), parks and cemetery and forestry. The Department also includes three Enterprise Funds (Water, Sewer and Storm Water).

Department Highlights

Received grants from several agencies including:

- MassDOT:
 - Design of Track Road (East) bridge replacement (\$100K)
 - Sidewalk unit (\$47K)
 - Local Bottleneck Reduction Program (\$500K);
 - Complete Streets Program (\$500K)
- MassDEP: mattress recycling container (\$10K),
- MIIA: Sewer manhole monitors (\$9K);
- DCR: Town Forest Thinning Project, Phase 3 (\$10K);

Maintained:

- 111 miles of water main.
- 7,866 residential, 240 commercial and 71 municipal water connections.
- 75 miles of traffic markings.
- 80 acres of grass and 16 tennis/basketball courts.
- 3,000 catch basins.
- 70 miles of the Town’s drainage pipes.



- 12 sewer pump stations.

Additional items of Interest:

- “Tree City USA” for the 37th consecutive year.
- Collaborated with Public Services to secure over \$4M in grants for the Maillet Sommes project.
- Planted 122 shade trees.
- 194 trees trimmed.
- 46 trees removed (13 Ash trees).
- 25,344 cars visited to the Compost Center.
- 20,000 Holiday Lighting bulbs.
- 2.1 miles of roads resurfaced.
- Over 200 Dig Safe markouts.
- 200+ repairs/services for Town/School vehicles.
- Completed the downtown sewer main improvements (replacing 700 LF of sewer main and lining Washington Street from Main to Village).
- Completed NPDES annual permit assessment.
- Completed roadway inventory and pavement management study.

FY24 Budget Summary

The Department of Public Works FY24 budget increased by 3.3%. Full-time staffing positions remain unchanged. Attraction and retention of employees continues to be an ongoing struggle. Some projects were delayed due to supply chain issues, while others experienced budget increases due to the shortages.



FY24 Budget Summary (Continued)

	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 % Change
Administration	\$ 428,033	\$ 533,363	\$ 460,450	\$ 484,250	5.2%
Engineering	\$ 474,919	\$ 507,542	\$ 566,825	\$ 552,750	-2.5%
Highway & Equipment	\$ 1,491,776	\$ 1,555,336	\$ 1,665,650	\$ 1,746,700	4.9%
Storm Water (Genl Fund)	\$ 147,576	\$ 135,165	\$ 167,200	\$ 172,975	3.5%
Forestry*	\$ 580,472	\$ 623,826	\$ 405,050	\$ 415,600	2.6%
Parks & Cemetery*	\$ 217,478	\$ 269,443	\$ 661,950	\$ 685,025	3.5%
DPW OPERATIONS TOTALS	\$ 3,340,253	\$ 3,624,675	\$ 3,927,125	\$ 4,057,300	3.3%
Snow/Ice	\$ 746,843	\$ 856,108	\$ 675,000	\$ 675,000	0.0%
Traffic/Street Lighting	\$ 105,148	\$ 105,034	\$ 130,000	\$ 135,000	3.8%
Rubbish & Recycling	\$ 1,806,755	\$ 1,888,878	\$ 1,975,000	\$ 2,034,250	3.0%
SNOW/LIGHT/RUBBISH TOTALS	\$ 2,658,745	\$ 2,850,020	\$ 2,780,000	\$ 2,844,250	2.3%
DEPARTMENT TOTALS	\$ 5,998,998	\$ 6,474,695	\$ 6,707,125	\$ 6,901,550	2.9%

*change in grouping from previous years

Line K91 - FY23 Public Works Wages

	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 % Change
Administration	\$ 414,079	\$ 409,689	\$ 442,450	\$ 465,750	5.3%
Engineering	\$ 443,003	\$ 467,521	\$ 482,825	\$ 498,750	3.3%
Highway & Equipment	\$ 850,051	\$ 858,290	\$ 970,950	\$ 992,000	2.2%
Storm Water (GenlFd)	\$ 144,655	\$ 132,412	\$ 164,200	\$ 169,975	3.5%
Forestry*	\$ 536,710	\$ 545,293	\$ 339,550	\$ 345,600	1.8%
Parks & Cemetery*	\$ 174,797	\$ 243,115	\$ 619,950	\$ 634,525	2.4%
DPW OPERATIONS WAGES	\$ 2,563,295	\$ 2,656,320	\$ 3,019,925	\$ 3,106,600	2.9%
Snow/Ice	\$ 183,117	\$ 233,218	\$ 130,000	\$ 130,000	0.0%
Traffic/Street Lighting	\$ -	\$ -	\$ -	\$ -	0.0%
Rubbish & Recycling	\$ -	\$ -	\$ -	\$ -	0.0%
SNOW/LIGHT/RUBBISH WAGES	\$ 183,117	\$ 233,218	\$ 130,000	\$ 130,000	0.0%
DEPARTMENT WAGES	\$ 2,746,413	\$ 2,889,538	\$ 3,149,925	\$ 3,236,600	2.8%

*change in grouping from previous years



Line K92 – FY23 Public Works Expenses

	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 % Change
Administration	\$ 13,953	\$ 123,674	\$ 18,000	\$ 18,500	2.8%
Engineering	\$ 31,916	\$ 40,021	\$ 84,000	\$ 54,000	-35.7%
Highway & Equipment	\$ 641,725	\$ 697,046	\$ 694,700	\$ 754,700	8.6%
Storm Water (GenlFd)	\$ 2,921	\$ 2,753	\$ 3,000	\$ 3,000	0.0%
Forestry*	\$ 43,762	\$ 78,532	\$ 65,500	\$ 70,000	6.9%
Parks & Cemetery*	\$ 42,680	\$ 26,328	\$ 42,000	\$ 50,500	20.2%
DPW OPERATIONS EXPENSES	\$ 776,958	\$ 968,354	\$ 907,200	\$ 950,700	4.8%
Snow/Ice	\$ 563,726	\$ 622,890	\$ 545,000	\$ 545,000	0.0%
Traffic/Street Lighting	\$ 105,148	\$ 105,034	\$ 130,000	\$ 135,000	3.8%
Rubbish & Recycling	\$ 1,806,755	\$ 1,888,878	\$ 1,975,000	\$ 2,034,250	3.0%
SNOW/LIGHT/RUBBISH EXP.	\$ 2,475,628	\$ 2,616,802	\$ 2,650,000	\$ 2,714,250	2.4%
DEPARTMENT EXPENSES	\$ 3,252,586	\$ 3,585,156	\$ 3,557,200	\$ 3,664,950	3.0%

**change in grouping from previous years*



Line K93 – Snow & Ice; Line K94 – Traffic/Street Lighting; Line K95 – Rubbish & Recycling

Snow and Ice Funding is level-funded and is meant to fund below the average year since, by law, funding can never be reduced in future years; this is the only budget line where deficit spending is allowed by law during difficult years; and overfunding would be an opportunity cost for other needs.

Traffic and Street Lighting costs increased 3.8%. The Town continues to work with RMLD on improvements in efficiency.

Rubbish Disposal costs are in an upheaval due to the pandemic and related factors. The town signed a five-year contract with Covanta that expires June 30, 2025. In FY23, there is a +3% annual charge.

Rubbish and Recycling collection continues to enjoy a ten-year contract (approved by Town Meeting) at a +3% annual charge. This topic is causing serious harm in other communities as the industry consolidates in the face of economic upheaval. In FY23, Republic Services purchased our rubbish and recycling vendor (JRM). Republic Services will take over the current contract that expires on June 30, 2026. Leaf collections are part of the contract, and significantly reduce resident trips to the compost center.

FY24 Budget Summary

	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 % Change
Snow and Ice Regular Wages	\$ 11,511	\$ 34,342	\$ 30,000	\$ 30,000	0.0%
Snow and Ice Overtime	\$ 171,606	\$ 198,876	\$ 100,000	\$ 100,000	0.0%
SNOW AND ICE WAGES	\$ 183,117	\$ 233,218	\$ 130,000	\$ 130,000	0.0%
Snow / Ice Plowing & Hauling	\$ 202,149	\$ 196,541	\$ 215,000	\$ 215,000	0.0%
Snow / Ice Supplies/Equip.	\$ 298,278	\$ 326,747	\$ 250,000	\$ 250,000	0.0%
Snow / Ice Fuel	\$ 33,452	\$ 68,413	\$ 45,000	\$ 45,000	0.0%
Snow & Ice Meal Tickets	\$ 10,287	\$ 10,098	\$ 10,000	\$ 10,000	0.0%
Snow / Ice Police Details	\$ 4,840	\$ 6,092	\$ 10,000	\$ 10,000	0.0%
Street Sweeping	\$ 14,720	\$ 15,000	\$ 15,000	\$ 15,000	0.0%
SNOW AND ICE EXPENSES	\$ 563,726	\$ 622,890	\$ 545,000	\$ 545,000	0.0%
SNOW AND ICE	\$ 746,843	\$ 856,108	\$ 675,000	\$ 675,000	0.0%
Traffic Light Electricity	\$ 4,902	\$ 5,091	\$ 10,000	\$ 10,000	0.0%
Streetlight Electricity	\$ 100,149	\$ 99,054	\$ 105,000	\$ 105,000	0.0%
Street Light Maint. & Repair	\$ 96	\$ 889	\$ 15,000	\$ 20,000	33.3%
TRAFFIC/STR LIGHT	\$ 105,148	\$ 105,034	\$ 130,000	\$ 135,000	3.8%
Rubbish Collection	\$ 760,644	\$ 790,425	\$ 915,000	\$ 915,000	0.0%
Solid Waste Disposal	\$ 682,803	\$ 718,229	\$ 635,000	\$ 694,250	9.3%
Curbside Recycling	\$ 326,340	\$ 336,534	\$ 345,000	\$ 345,000	0.0%
Misc. Recycling	\$ 36,967	\$ 43,690	\$ 80,000	\$ 80,000	0.0%
RUBBISH/RECYCLING	\$ 1,806,755	\$ 1,888,878	\$ 1,975,000	\$ 2,034,250	3.0%



DPW Administration

Division Overview

The Administration Division is responsible for DPW payroll, invoice payment, cemetery administration, engineering support services, DPW dispatch, water conservation rebate program, quarterly newsletters to residents, spring and fall mailers for recycling events.

Division Activities

- Three Household Hazardous Waste collection days
- Two events for paper shredding, rigid plastic and metals pickup
- Five Town-wide leaf pickups
- Styrofoam and electronics recycling program
- Water Conservation Program
- WasteZero (Simple Recycling Program)
- Black Earth Composting Program
- Quarterly newsletters to residents
- Spring and Fall mailer to residents
- Mattress Recycling Program

FY24 Budget Summary

Staffing remains unchanged. The increase in expenses is associated with an increase in traffic control, line painting, outsourced repairs, and fuel as well as smaller increases in supplies and professional/technical services.



FY24 Budget Summary (Continued)

DPW Administration	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 % Change
DPW Director	\$ 130,787	\$ 134,457	\$ 139,250	\$ 145,850	4.7%
Assistant DPW Director	\$ 103,885	\$ 106,807	\$ 110,600	\$ 117,600	6.3%
Support Staff	\$ 171,329	\$ 168,304	\$ 190,600	\$ 200,300	5.1%
Overtime	\$ -	\$ 121	\$ 2,000	\$ 2,000	0.0%
Buyback	\$ 8,078	\$ -	\$ -	\$ -	0.0%
DIVISION WAGES	\$ 414,079	\$ 409,689	\$ 442,450	\$ 465,750	5.3%
Advertising	\$ 2,367	\$ 1,779	\$ 2,500	\$ 2,500	0.0%
Supplies/Covid and Equipment	\$ 4,886	\$ 113,693	\$ 7,500	\$ 8,000	6.7%
Professional Development	\$ 6,701	\$ 8,202	\$ 8,000	\$ 8,000	0.0%
DIVISION EXPENSES	\$ 13,953	\$ 123,674	\$ 18,000	\$ 18,500	2.8%

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Engineering Division

Division Overview

The Engineering division is responsible for: the preparation of plans, specifications, estimates, survey layout, inspection and supervision of town construction projects; review of site plans for accuracy/conformance with subdivision regulations; review of Conservation submittals; upkeep of all traffic markings/signals; issuance/compliance of utility, street opening, and Jackie's law permits and Dig Safe mark outs.

Division Activities

- Annual Road Paving (\$1.1M); Approximately 2.1 miles of roadway resurfaced
- Line Painting
- Roadway Inventory and Pavement Management Study

FY24 Budget Summary

Staffing remains unchanged. Increases in Wages follow contractual obligations. There were increases in expenses for traffic control repairs and engineering computer supplies.

FY24 Budget Summary (Continued)

Engineering	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 % Change
Town Engineer	\$ 111,334	\$ 115,331	\$ 119,800	\$ 125,000	4.3%
Senior/Civil Engineers	\$ 247,369	\$ 261,075	\$ 268,700	\$ 278,150	3.5%
Field Tech/Surveyor	\$ 76,022	\$ 80,559	\$ 81,825	\$ 83,100	1.6%
Overtime	\$ 8,278	\$ 10,556	\$ 12,500	\$ 12,500	0.0%
Buyback	\$ -	\$ -	\$ -	\$ -	0.0%
DIVISION WAGES	\$ 443,003	\$ 467,521	\$ 482,825	\$ 498,750	3.3%
Traffic Control Repairs	\$ 15,366	\$ 11,697	\$ 18,000	\$ 25,000	38.9%
Professional Services	\$ -	\$ 7,500	\$ 42,000	\$ 2,000	-95.2%
Supplies and Equipment	\$ 9,333	\$ 10,824	\$ 12,000	\$ 15,000	25.0%
Police Details	\$ 7,218	\$ 10,000	\$ 12,000	\$ 12,000	0.0%
DIVISION EXPENSES	\$ 31,916	\$ 40,021	\$ 84,000	\$ 54,000	-35.7%



Highway Division

Division Overview

The Highway Division is responsible for street maintenance, catch basin repair, roadside cutting, sidewalks, street signs, and potholes. This Division also repairs and services over 200 pieces of equipment for Town and School departments.

Division Activities

- Annual springtime street sweeping, signage, and tree lawn repair
- Repairs and cleaning of over 3,000 catch basins
- Roadside cutting
- Sidewalk/curbing maintenance and installation
- Pothole repair
- Repairs and services for over 200 pieces of equipment town-wide
- Oversight of rubbish and recycling

FY24 Budget Summary

While staffing levels remain unchanged, salaries are increasing due to contractual obligations. Outsourced repairs, line painting, and fuel expenses were all increased.



FY24 Budget Summary (Continued)

Highway & Equipment	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 % Change
Highway/St. Water Supervisor	\$ 80,389	\$ 71,130	\$ 75,000	\$ 78,000	4.0%
Managing/Working Foreperson	\$ 150,715	\$ 178,976	\$ 201,500	\$ 206,650	2.6%
Senior/Junior Operators	\$ 249,600	\$ 264,410	\$ 339,000	\$ 349,500	3.1%
Laborers	\$ 38,890	\$ 21,119	\$ -	\$ -	
Mechanics	\$ 243,090	\$ 236,163	\$ 274,450	\$ 276,850	0.9%
Seasonal Staff	\$ -	\$ -	\$ -	\$ -	0.0%
Overtime/On Call	\$ 56,488	\$ 86,299	\$ 81,000	\$ 81,000	0.0%
Buyback	\$ 30,880	\$ 192	\$ -	\$ -	0.0%
DIVISION WAGES	\$ 850,051	\$ 858,290	\$ 970,950	\$ 992,000	2.2%
Equipment Parts & Maint.	\$ 235,287	\$ 242,835	\$ 225,000	\$ 225,000	0.0%
Outsourced Repairs	\$ 142,497	\$ 141,780	\$ 140,000	\$ 150,000	7.1%
Fuel	\$ 125,963	\$ 167,372	\$ 165,000	\$ 190,000	15.2%
Line Painting	\$ 51,242	\$ 54,036	\$ 65,000	\$ 90,000	38.5%
Road and Sidewalk Repairs	\$ 25,396	\$ 37,933	\$ 45,000	\$ 45,000	0.0%
Supplies and Equipment	\$ 28,506	\$ 22,119	\$ 24,000	\$ 24,000	0.0%
Outsourced Services	\$ 3,713	\$ 4,238	\$ 10,000	\$ 10,000	0.0%
Police Details	\$ 24,717	\$ 21,291	\$ 16,000	\$ 16,000	0.0%
Utilities/Licenses	\$ 4,405	\$ 5,442	\$ 4,700	\$ 4,700	0.0%
DIVISION EXPENSES	\$ 641,725	\$ 697,046	\$ 694,700	\$ 754,700	8.6%



Storm Water Division

Division Overview

This division contains all the storm water related work that the Town was doing before the creation of the Enterprise Fund.

Division Activities

Please see the Storm Water Enterprise Fund for a complete summary of work done in this area.

FY24 Budget Summary

Note that both the Supervisor position, a Foreperson position, and a Mechanics position are shared with the Highway division.

Storm Water (GF)	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 % Change
Highway/St. Water Supervisor	\$ 19,695	\$ 18,230	\$ 18,800	\$ 19,550	4.0%
Managing/Working Foreperson	\$ 13,954	\$ 14,720	\$ 15,100	\$ 15,300	1.3%
Senior/Junior Operators	\$ 57,529	\$ 85,049	\$ 63,600	\$ 67,725	6.5%
Laborers	\$ 38,428	\$ -	\$ 51,000	\$ 51,800	1.6%
Mechanics	\$ 5,683	\$ 5,263	\$ 7,200	\$ 7,100	-1.4%
On Call	\$ 1,800	\$ 1,200	\$ -	\$ -	0.0%
Overtime	\$ 5,595	\$ 7,950	\$ 8,500	\$ 8,500	0.0%
Buyback	\$ 1,971	\$ -	\$ -	\$ -	0.0%
DIVISION WAGES	\$ 144,655	\$ 132,412	\$ 164,200	\$ 169,975	3.5%
Supplies and Equipment	\$ 2,921	\$ 2,753	\$ 3,000	\$ 3,000	0.0%
DIVISION EXPENSES	\$ 2,921	\$ 2,753	\$ 3,000	\$ 3,000	0.0%



Forestry Division

Division Overview

The forestry division is responsible for maintaining all trees on public grounds and within the public right-of-way along streets and easements, and assists Conservation with tree maintenance in various resource areas.

Division Activities

Oversight of all Town trees: Planting, trimming, removal. In 2022, 122 trees were planted by Town staff as street trees and in parks, schools, and cemeteries. There were 194 trees trimmed, and 46 tree removals. Division is responsible for Holiday lighting in the Town Common (over 20,000 bulbs).

FY24 Budget Summary

Staffing remains unchanged. Increases in wages follow contractual obligations. There were slight increases in professional/technical services and brush grinding.



FY24 Budget Summary (Continued)

Forestry*	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 % Change
Pks./Frst. Cem. Supervisor	\$ 44,808	\$ 46,450	\$ 48,250	\$ 50,250	4.1%
Managing/Working Foreperson	\$ 140,560	\$ 132,615	\$ 146,000	\$ 148,150	1.5%
Senior/Junior Opers/Tr. Clmbr.	\$ 214,037	\$ 262,487	\$ 120,800	\$ 122,700	1.6%
Laborers	\$ 50,704	\$ 10,034	\$ -	\$ -	
Seasonal Staff	\$ 42,144	\$ 56,908	\$ -	\$ -	
Overtime/On Call	\$ 39,950	\$ 36,799	\$ 24,500	\$ 24,500	0.0%
Buyback	\$ 4,505	\$ -	\$ -	\$ -	0.0%
DIVISION WAGES	\$ 536,710	\$ 545,293	\$ 339,550	\$ 345,600	1.8%
Supplies and Equipment	\$ 11,861	\$ 22,262	\$ 13,500	\$ 13,500	0.0%
Prof. Svc. and Repairs	\$ 8,350	\$ 15,683	\$ 20,000	\$ 22,000	10.0%
Shade Trees	\$ 18,562	\$ 14,856	\$ 16,000	\$ 16,000	0.0%
Stump/Brush Disposal	\$ 12,520	\$ 14,000	\$ 7,500	\$ 10,000	33.3%
Police Details	\$ 9,620	\$ 9,000	\$ 7,000	\$ 7,000	0.0%
Utilities/Licenses	\$ 2,849	\$ 2,731	\$ 1,500	\$ 1,500	0.0%
Revolving Fund Support	\$ (20,000)	\$ -	\$ -	\$ -	
DIVISION EXPENSES	\$ 43,762	\$ 78,532	\$ 65,500	\$ 70,000	6.9%

*Parks moved in with Cemetery



Parks/Cemetery Division

Division Overview

The Parks/Cemetery Division operates four town-owned cemeteries, along with various Parks, which consist of 80 acres of grassed area throughout town, 16 tennis and basketball courts, 11 tot lots, 6 skating rinks, and 13 ballfields.

Division Activities

- Funeral Arrangements (15,871 total burials); 114 Interments; 55 Lot sales
- Grounds maintenance (51 acres)
- Set Markers/Set foundations for headstones
- Record keeping
- Assist with Memorial Day preparations
- Oversight of the Compost Center

FY24 Budget Summary

The Supervisor position is shared between Parks/Cemetery and Forestry. The Managing Foreperson and the Working Foreperson positions are shared between Parks and Cemetery. A Veteran's Trust Fund supports annual flowers for Memorial Day. Trust fund support also pays a portion of seasonal wages.



FY24 Budget Summary (Continued)

Parks/Cemetery*	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 % Change
Pks./Frst. Cem. Supervisor	\$ 44,808	\$ 46,487	\$ 48,250	\$ 50,200	4.0%
Managing/Working Foreperson	\$ 59,949	\$ 77,293	\$ 148,000	\$ 148,200	0.1%
Senior/Junior Opers/Tr. Clmbr.	\$ 78,377	\$ 103,598	\$ 333,700	\$ 405,325	21.5%
Laborers	\$ 65,629	\$ 76,297	\$ 97,000	\$ 51,800	-46.6%
Seasonal Staff	\$ 30,511	\$ 5,197	\$ 75,500	\$ 61,500	-18.5%
Overtime	\$ 11,673	\$ 33,280	\$ 37,500	\$ 37,500	0.0%
Buyback	\$ 3,850	\$ 964	\$ -	\$ -	0.0%
Revolving Fund Support	\$ (120,000)	\$ (100,000)	\$ (120,000)	\$ (120,000)	0.0%
DIVISION WAGES	\$ 174,797	\$ 243,115	\$ 619,950	\$ 634,525	2.4%
Supplies and Equipment	\$ 25,241	\$ 20,594	\$ 29,500	\$ 34,500	16.9%
Repairs	\$ 50,967	\$ 6,661	\$ 10,000	\$ 13,000	30.0%
Lot Repurchase	\$ 3,440	\$ -	\$ 2,000	\$ 2,000	0.0%
Fuel	\$ 5,947	\$ 9,465	\$ 10,000	\$ 10,000	0.0%
Utilities/Licenses	\$ 7,697	\$ 9,608	\$ 10,500	\$ 11,000	4.8%
Veterans Flowers	\$ -	\$ -	\$ 4,700	\$ 4,700	0.0%
Trust/Revolving Fund Support	\$ (50,612)	\$ (20,000)	\$ (24,700)	\$ (24,700)	0.0%
DIVISION EXPENSES	\$ 42,680	\$ 26,328	\$ 42,000	\$ 50,500	20.2%

*Parks moved in with Cemetery



Technology Department

Technology Overview

The Town of Reading Technology Department provides centralized network and telecommunications services, as well as distributed internet, audio/video, software, personal computer support and geographic information systems (GIS) mapping. The department coordinates many technology activities with both the School and Light Departments, as well as with other communities to support regionalization agreements.

Activities

The technology department continued to work with the various town departments to adapt the services and solutions provided as the needs of the town departments continued to evolve. The technology department was fortunate to have received a grant to upgrade the town's fiberoptic network. We have completed the upgrade funded by this grant and have moved the last remaining public safety radio system antenna onto it. Separately, we have been awarded a grant to upgrade our electronic document storage system and work on that will begin this spring. The department participated in the renovations performed in our police department and although there are still some supply chain issues preventing it from completing, the result so far is providing the town with some appreciated resources that it hadn't had access to prior to this work. The town's GIS administrator completed a planimetric project that had been started last fiscal year and should result in valuable data to the town for the next few years.

FY24 Budget Summary

The technology department is asking to increase its budget compared to last year. The overall increase is 7.98%, and there are a few reasons for this. There are recommended salary increases as the result of the pay and class study performed earlier this year. The expense increase can be attributed to a variety of needs in individual accounts, but in almost every case the increase is due to software licensing costs rising, or an increase in the subscription costs for a hosted solution. Some of these licensing and subscription



increases are the expected annual renewal changes, while others are the result of adding options to our various solutions to further support the town's ability to offer more online solutions to residents. The account that contains the town's cellular data costs was the only account that is being requested to increase that is not due to a licensing or subscription change, but rather is due to a rising demand for access to resources/systems that various departments need to perform their jobs while out in the field.

Technology	FY21 Actual	FY22 Actual	Town Meeting FY23 BUDGET	Town Manager FY24 Budget	Change
Technology Director	\$ 119,230	\$ 122,598	\$ 124,550	\$ 142,350	14.3%
GIS Administrator	\$ 88,864	\$ 72,840	\$ 84,100	\$ 92,700	10.2%
Software Training Coord.	\$ 71,727	\$ 73,745	\$ 76,400	\$ 82,550	8.0%
Computer Technicians	\$ 114,614	\$ 138,633	\$ 143,100	\$ 152,000	6.2%
Technology Overtime	\$ 7,374	\$ 9,244	\$ 17,000	\$ 15,000	-11.8%
Buyback	\$ 15,913	\$ 6,239	\$ -	\$ -	
Division Wages	\$ 417,722	\$ 423,300	\$ 445,150	\$ 484,600	8.9%
Landlines & Wireless Phones	\$ 113,664	\$ 117,117	\$ 115,000	\$ 118,000	2.6%
Professional Services	\$ 8,339	\$ 16,550	\$ 24,000	\$ 24,000	0.0%
Technical Licenses/Support	\$ 40,412	\$ 77,369	\$ 63,000	\$ 66,000	4.8%
Parts, Supplies. Other	\$ 15,976	\$ 23,665	\$ 44,000	\$ 44,000	0.0%
PC Hardware	\$ 3,150	\$ 1,880	\$ 35,000	\$ 33,860	-3.3%
Network Hardware	\$ 1,194	\$ 23,933	\$ 15,000	\$ 15,000	0.0%
Parts&Equipment	\$ 182,735	\$ 260,514	\$ 296,000	\$ 300,860	1.6%
Financial software	\$ 93,434	\$ 104,171	\$ 103,000	\$ 111,300	8.1%
Public Safety software	\$ 50,562	\$ 55,961	\$ 57,300	\$ 59,300	3.5%
Permits & Lic. software	\$ 31,683	\$ 36,301	\$ 37,000	\$ 45,000	21.6%
GIS Mapping software	\$ 15,300	\$ 15,783	\$ 17,000	\$ 17,000	0.0%
Document storage	\$ 13,611	\$ 13,611	\$ 15,000	\$ 15,000	0.0%
Facilities Work Order	\$ 18,381	\$ 19,610	\$ 22,000	\$ 22,000	0.0%
Website & Communication	\$ 10,030	\$ 5,889	\$ 13,000	\$ 13,300	2.3%
Assessor software	\$ 9,225	\$ 9,625	\$ 11,000	\$ 12,000	9.1%
Other software	\$ 4,080	\$ 4,080	\$ 4,600	\$ 4,600	0.0%
Software Licenses	\$ 246,307	\$ 265,030	\$ 279,900	\$ 299,500	7.0%



Reading Public Library

Department Overview

FY24 is the fourth year in the Library’s 5-year strategic plan. The plan, available at readingpl.org, has three areas of focus:

- Customer Convenience and Accessibility
- Community Learning and Engagement,
- The Library as Space and Place

The strategic plan foundations are the Library’s Vision, Mission, and Core Values:

Vision

Evolving together to strengthen communication, equity, collaboration, and learning.

Mission

The Reading Public Library is a center and resource for learning and civic engagement. We provide a place and platform of, by, and for the people who can benefit as individuals as well as contribute to the well-being of the community.

Core Values

Education: *To help all people reach their full potential.*

Equity: *So that all people can participate justly and fully in all dimensions of their individual and community identities.*

Access: *For all people to learn and participate in both civic and community life by providing unbiased pathways and reducing systemic barriers.*

Accountability: *When individuals are responsible for their words and actions, and take shared ownership for overcoming challenges, celebrating successes, and ensuring a just community.*



Department Highlights

Besides holidays and closings for inclement weather, the Library is open seven days or 64 hours a week for eight months of the year (October-May) and six days or 60 hours a week for the other four months. In addition to weekend hours, the Library is open four evenings a week to accommodate a broad array of work/life schedules for the community.

Including staffing the half-day on Sundays, the Library averages 24.8 FTE, providing in-person services at four public desks across three floors of a 38,000 SF building.

In FY22 Library staff planned and implemented over 500 programs. 404 were in-person or hybrid, 108 were virtual or recorded. In-person programs averaged 14 people in attendance and recorded programs averaged 24 views within the first 30 days of posting.

Staff provide support and basic instruction for both onsite and virtual services and collections. Circulation and electronic usage of materials has rebounded after COVID, surpassing that of FY19. Reading continues to be the top circulating library per capita in the region.

The Library provides physical and online resources for individuals of all ages, abilities, and interests. This includes reading, watching, and listening to content in various media, including print, downloading, and streaming. Other virtual learning services include free online tutoring, standardized and professional certification test preparation, and language learning.

FY23 Exciting Initiatives:

- RPL on Wheels Book Bike for outreach and community service
- Exterior after-hours pickup lockers
- The Reading Public Library App
- Web-based access to a digitized and searchable database of the Reading Chronicle from 1870 to 2019



FY24 Budget Summary

The Board of Trustees recommends an overall increase of 4.2% in existing salaries and expenses.

The primary drivers for this budget:

- Non-union salaries incorporating the 2022 Pay and Class Study (75% percentile among peer communities)
- Maintaining certification and eligibility for State Aid

Divisions	FY21 Actual	FY22 Actual	FY23 BUDGET	FY24 BUDGET	FY23-24
			Town Meeting	Town Manager	% Change
Administration	\$ 701,750	\$ 711,051	\$ 747,250	\$ 768,725	2.9%
Equity and Social Justice	\$ -	\$ 25,859	\$ 79,150	\$ 85,100	7.5%
Public Services	\$ 615,706	\$ 644,077	\$ 691,900	\$ 714,900	3.3%
Collection Services	\$ 454,156	\$ 472,281	\$ 501,000	\$ 536,300	7.0%
LIBRARY TOTALS	\$ 1,771,611	\$ 1,853,268	\$ 2,019,300	\$ 2,105,025	4.2%



Lines L91 - Library Wages and L92 - Library Expenses

			FY23 BUDGET	FY24 BUDGET	FY23-24
	FY21 Actual	FY22 Actual	Town Meeting	Town Manager	% Change
Administration	\$ 341,029	\$ 344,689	\$ 347,800	\$ 361,850	4.0%
Equity and Social Justice	\$ -	\$ 25,859	\$ 79,150	\$ 85,100	7.5%
Public Services	\$ 615,706	\$ 644,077	\$ 691,900	\$ 714,900	3.3%
Collection Services	\$ 454,156	\$ 472,281	\$ 501,000	\$ 536,300	7.0%
LIBRARY WAGES	\$ 1,410,891	\$ 1,486,906	\$ 1,619,850	\$ 1,698,150	4.8%
Administration	\$ 360,721	\$ 366,362	\$ 399,450	\$ 406,875	1.9%
Equity and Social Justice	\$ -	\$ -	\$ -	\$ -	0.0%
Public Services	\$ -	\$ -	\$ -	\$ -	0.0%
Collection Services	\$ -	\$ -	\$ -	\$ -	0.0%
LIBRARY EXPENSES	\$ 360,721	\$ 366,362	\$ 399,450	\$ 406,875	1.9%

Salaries account for 81% of the Library budget. Our employees are our greatest asset. The salary budget corrects non-union rates to the 75th percentile among peer communities as recommended by the 2022 Pay & Class study by GovHR and the Town of Reading. This recently recommended and increased compensation schedule, plus the 1.25% COLA set by the Town Manager, brings the total salary increase to 4.8%.



Administration Division

The Administration Division is responsible for the overall management, finance, communications, and strategic planning functions of the Library.

Salaries

The salary budget corrects non-union rates to the 75th percentile among peer communities as recommended by the 2022 Pay & Class study by GovHR and the Town of Reading.

	FY21 Actual	FY22 Actual	FY23 BUDGET	FY24 BUDGET	FY23-24 %
			Town Meeting	Town Manager	Change
Library Director	\$ 109,164	\$ 112,232	\$ 116,450	\$ 121,400	4.3%
Library Assistant Director	\$ 77,289	\$ 79,460	\$ 82,450	\$ 90,950	10.3%
Communications Specialist	\$ 37,929	\$ 40,327	\$ 42,900	\$ 43,375	1.1%
Support Staff	\$ 78,854	\$ 77,597	\$ 96,000	\$ 96,125	0.1%
Library Substitutes	\$ 2,439	\$ 16,352	\$ 10,000	\$ 10,000	0.0%
Sick/Vacation Buyback	\$ 35,354	\$ 18,721	\$ -	\$ -	0.0%
ADMINISTRATION WAGES	\$ 341,029	\$ 344,689	\$ 347,800	\$ 361,850	4.0%

Expenses

This expense budget requests an overall 1.9% increase to expenses and includes a materials budget that meets the minimum for state certification.

	FY21 Actual	FY22 Actual	FY23 BUDGET	FY24 BUDGET	FY23-24 %
			Town Meeting	Town Manager	Change
Library Materials	\$ 245,328	\$ 253,784	\$ 259,950	\$ 273,675	5.3%
Equipment Contract/Repair	\$ 18,224	\$ 16,274	\$ 23,000	\$ 22,000	-4.3%
Software License & Support	\$ 61,238	\$ 62,754	\$ 70,500	\$ 69,200	-1.8%
Technology Supplies	\$ 10,953	\$ 8,142	\$ 12,000	\$ 11,000	-8.3%
General Supplies	\$ 12,966	\$ 10,629	\$ 13,500	\$ 13,000	-3.7%
Professional Development	\$ 8,513	\$ 11,828	\$ 16,500	\$ 14,000	-15.2%
Library Programs	\$ 3,500	\$ 2,951	\$ 4,000	\$ 4,000	0.0%
LIBRARY EXPENSES	\$ 360,721	\$ 366,362	\$ 399,450	\$ 406,875	1.9%



Equity and Social Justice Division

The Office of Equity and Social Justice assists Town departments and the Reading community in fostering a culture of diversity, belonging, and inclusion. The Director uses DEIA best practices to work collaboratively across the town on programs, projects, and initiatives that focus on our shared humanity.

The salary budget corrects non-union rates to the 75th percentile among peer communities as recommended by the 2022 Pay & Class study by GovHR and the Town of Reading.

FY24 Budget Summary

	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 % Change
Dir of Equity & Social Justice	\$ -	\$ 25,859	\$ 79,150	\$ 85,100	7.5%
EQTY & SOC JUSTICE WAGES	\$ -	\$ 25,859	\$ 79,150	\$ 85,100	7.5%



Public Services Division

The Public Services Division is responsible for all Library programs and services. Programs include budgeting, planning and implementation of classes, lectures, meetups, and special events for all ages. Services include research, readers' advisory, one-to-one instruction, technology assistance, homebound services, and support for Reading Public Schools.

The salary budget corrects non-union rates to the 75th percentile among peer communities as recommended by the 2022 Pay & Class study by GovHR and the Town of Reading.

FY24 Budget Summary

	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 % Change
Public Services Division Head	\$ 80,594	\$ 77,852	\$ 80,850	\$ 85,100	5.3%
Librarian II	\$ 131,370	\$ 137,255	\$ 141,950	\$ 148,800	4.8%
Librarian	\$ 380,417	\$ 403,132	\$ 436,600	\$ 448,100	2.6%
Support Staff	\$ -	\$ -	\$ -	\$ -	0.0%
Sunday Hours	\$ 23,325	\$ 25,838	\$ 32,500	\$ 32,900	1.2%
PUBLIC SERVICES WAGES	\$ 615,706	\$ 644,077	\$ 691,900	\$ 714,900	3.3%



Collection Services Division

The Collection Services Division is responsible for the acquisition of and access to all materials. Materials include all forms of physical and digital items that are borrowed, streamed, or downloaded. Acquisitions include budgeting, purchasing, licensing, and payment for all materials. Access includes processing, cataloging, patron account management, interlibrary loan services, and all aspects of circulation control.

The salary budget corrects non-union rates to the 75th percentile among peer communities as recommended by 2022 Pay & Class study by GovHR and the Town of Reading.

FY24 Budget Summary

	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 % Change
Collection Services Division Head	\$ 82,011	\$ 84,322	\$ 87,500	\$ 91,200	4.2%
Librarian II	\$ 66,651	\$ 66,965	\$ 69,500	\$ 73,500	5.8%
Librarian I	\$ 50,980	\$ 64,623	\$ 67,050	\$ -	-100.0%
Support Staff	\$ 246,140	\$ 248,227	\$ 263,950	\$ 358,350	35.8%
Sunday Hours	\$ 8,374	\$ 8,145	\$ 13,000	\$ 13,250	1.9%
COLLECTION SERVICES WAGES	\$ 454,156	\$ 472,281	\$ 501,000	\$ 536,300	7.0%



Facilities Department

Department Overview

The Facilities Department supports the Town's Educational and Municipal Government functions through the quality-driven delivery of Facilities Services in a timely and cost-effective manner, along with exceptional customer service.

Facilities staff members strive to maintain an efficient, safe, clean, attractive, and inviting environment for all public buildings. The Facilities Department also provides the necessary services to facilitate building use for internal and external users.

The Core budget includes all systems, equipment, and large-scale operational needs common to all buildings; the Town and School Buildings budgets contain items unique to those facilities.

Department Preventative Maintenance Program

- (17) buildings: Service fire extinguisher/suppression systems; exit signs and emergency lighting; provide monthly pest control services
- (336) Exhaust Fans - Serviced annually
- (299) Unit Ventilators - Serviced three times/year
- (55) Roof Top Equipment - Serviced 2-3 times/year
- (41) Boilers - Serviced annually
- (12) Elevator and Lift Service - Serviced monthly
- (11) In and outside Grease Traps - Serviced annually
- (9) Emergency Generators - Serviced twice per year
- (2) Acid Waste Tanks - Serviced annually
- (13) buildings: Sprinkler/Fire - Serviced annually
- (15) buildings: Fire Alarm - Serviced three times/year



FY24 Budget Summary

Town Meeting votes on two lines directly: M91 for the total of Core Facilities and M92 for the total of Town Buildings. The School Building costs are part of the School Committee budget which is voted as one bottom line figure by Town Meeting.

In FY24, Core Facilities budgets are showing a 10.66% increase, and Town Buildings a 1.83% decrease.

	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 % Change
Core Facilities (M91)	\$ 2,594,886	\$ 3,115,680	\$ 3,283,600	\$ 3,633,780	10.7%
Town Buildings (M92)	\$ 349,284	\$ 362,563	\$ 376,550	\$ 369,650	-1.8%
School Buildings	<i>see School Budget</i>				
FACILITIES DEPT. TOTALS	\$ 2,944,169	\$ 3,478,242	\$ 3,660,150	\$ 4,003,430	9.4%
Core Facilities	\$ 638,049	\$ 664,021	\$ 676,200	\$ 713,400	5.5%
Town Buildings	\$ 230,513	\$ 244,107	\$ 265,600	\$ 258,700	-2.6%
School Buildings	<i>see School Budget</i>				
FACILITIES DEPT. WAGES TOTAL	\$ 868,562	\$ 908,128	\$ 941,800	\$ 972,100	3.2%
Core Facilities	\$ 1,956,837	\$ 2,451,658	\$ 2,607,400	\$ 2,920,380	12.0%
Town Buildings	\$ 118,771	\$ 118,456	\$ 110,950	\$ 110,950	0.0%
School Buildings	<i>see School Budget</i>				
FACILITIES DEPT. EXPENSES TOTALS	\$ 2,075,607	\$ 2,570,114	\$ 2,718,350	\$ 3,031,330	11.5%



Line M91: Core Facilities

Wages

	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 % Change
Facilities Director	\$ 141,415	\$ 145,389	\$ 150,700	\$ 157,100	4.2%
Facilities Assistant Director	\$ 104,174	\$ 107,086	\$ 111,000	\$ 118,050	6.4%
Facilities Support Staff	\$ 68,377	\$ 79,880	\$ 72,900	\$ 75,950	4.2%
Maintenance Staff	\$ 294,326	\$ 305,820	\$ 316,600	\$ 326,000	3.0%
Overtime	\$ 29,756	\$ 25,846	\$ 25,000	\$ 36,300	45.2%
Buyback	\$ -	\$ -	\$ -	\$ -	0.0%
CORE FACILITIES WAGES	\$ 638,049	\$ 664,021	\$ 676,200	\$ 713,400	5.5%

Expenses

	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 % Change
Core Energy Expenses	\$ 1,257,746	\$ 1,360,557	\$ 1,750,000	\$ 1,965,500	12.3%
Core Maint. & Repairs	\$ 347,880	\$ 636,187	\$ 379,300	\$ 409,800	8.0%
Core HVAC Expenses	\$ 85,598	\$ 211,138	\$ 221,500	\$ 221,500	0.0%
Core Plumbing Expenses	\$ 19,808	\$ 34,525	\$ 31,500	\$ 31,500	0.0%
Core Electrical Expenses	\$ 22,266	\$ 22,425	\$ 44,500	\$ 44,500	0.0%
Core Elevator Expenses	\$ 34,235	\$ 49,826	\$ 49,500	\$ 59,400	20.0%
Core Alarm Expenses	\$ 70,044	\$ 63,658	\$ 34,900	\$ 84,900	143.3%
Core Fire Equip. Expenses	\$ 6,352	\$ 6,098	\$ 35,000	\$ 35,000	0.0%
Core Pest Mgmt. Expenses	\$ 9,066	\$ 11,157	\$ 10,200	\$ 14,280	40.0%
Core Misc/Covid Expenses	\$ 103,841	\$ 56,087	\$ 51,000	\$ 54,000	5.9%
CORE FACILITIES EXPENSES	\$ 1,956,837	\$ 2,451,658	\$ 2,607,400	\$ 2,920,380	12.0%



Energy Budgets

	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 % Change
School Bldg. Electricity	\$ 464,484	\$ 495,075	\$ 668,000	\$ 801,600	20.0%
Town Bldg. Electricity	\$ 164,496	\$ 181,673	\$ 222,000	\$ 266,400	20.0%
Conservation-Electric	\$ 9,234	\$ 9,691	\$ 10,000	\$ 12,000	20.0%
ELECTRICITY EXPENSES	\$ 638,214	\$ 686,439	\$ 900,000	\$ 1,080,000	20.0%
School Bldg. Natural Gas	\$ 378,579	\$ 409,762	\$ 489,500	\$ 509,080	4.0%
Town Bldg. Natural Gas	\$ 93,306	\$ 108,156	\$ 160,500	\$ 166,920	4.0%
NATURAL GAS EXPENSES	\$ 471,885	\$ 517,918	\$ 650,000	\$ 676,000	4.0%
School Bldg. Wtr/Swr/Stwtr.	\$ 126,896	\$ 132,201	\$ 167,500	\$ 175,450	4.7%
Town Bldg. Wtr/Swr/Stwtr.	\$ 20,750	\$ 24,000	\$ 32,500	\$ 34,050	4.8%
W/S/SW EXPENSES	\$ 147,646	\$ 156,201	\$ 200,000	\$ 209,500	4.8%
ENERGY EXPENSES TOTALS	\$ 1,257,746	\$ 1,360,557	\$ 1,750,000	\$ 1,965,500	12.3%



Line M92: Town Buildings

Wages

Town Buildings	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 % Change
Custodians	\$ 211,231	\$ 215,195	\$ 225,100	\$ 231,200	2.7%
Buyback	\$ -	\$ -	\$ 13,000	\$ -	-100.0%
Overtime	\$ 19,282	\$ 28,912	\$ 27,500	\$ 27,500	0.0%
TOWN BLDG. WAGES	\$ 230,513	\$ 244,107	\$ 265,600	\$ 258,700	-2.6%

Expenses

Town Buildings	FY21 Actual	FY22 Actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 % Change
Outsourced Cleaning Services	\$ 81,500	\$ 81,500	\$ 93,725	\$ 93,725	0.0%
Building Supplies	\$ 2,566	\$ 493	\$ 4,000	\$ 4,000	0.0%
Other	\$ 34,705	\$ 36,463	\$ 13,225	\$ 13,225	0.0%
TOWN BLDG. EXPENSES	\$ 118,771	\$ 118,456	\$ 110,950	\$ 110,950	0.0%



School Department Budget

DRAFT



Enterprise Funds

Water Enterprise Fund

FY24 Budget

Water Supply is responsible for the administrative management, operation, technical support, maintenance, and security of the drinking water supply in accordance with all Federal, State, and local regulations. Water Distribution is responsible for maintaining and operating the municipal water distribution system following industry standards and all applicable regulations. In addition, this division oversees water meter installation, repair and meter reading, and the maintenance of all fire hydrants.

In FY24, local costs are projected to go down by 3.9%. The FY24 MWRA assessment is estimated to increase by 3.0%.

WATER ENTERPRISE FUND	FY21 actual	FY22 actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 Change
Wages	\$ 739,833	\$ 817,269	\$ 852,750	\$ 878,900	3.1%
Overhead Expenses	\$ 536,672	\$ 513,333	\$ 594,500	\$ 601,000	1.1%
Operational Expenses	\$ 303,841	\$ 351,506	\$ 488,500	\$ 499,500	2.3%
General Fund Support	\$ 611,075	\$ 630,630	\$ 654,910	\$ 681,107	4.0%
Water Operational Costs	\$ 2,191,420	\$ 2,312,738	\$ 2,590,660	\$ 2,660,507	2.7%
Capital	\$ 183,500	\$ 835,000	\$ 550,000	\$ 145,000	-73.6%
Debt	\$ 2,027,730	\$ 2,824,349	\$ 2,855,697	\$ 2,955,700	3.5%
Water Local Costs	\$ 4,402,651	\$ 5,972,087	\$ 5,996,357	\$ 5,761,207	-3.9%
MWRA Assessment	\$ 2,399,752	\$ 2,831,288	\$ 2,810,000	\$ 2,894,300	3.0%
Water Gross Costs	\$ 6,802,403	\$ 8,803,375	\$ 8,806,357	\$ 8,655,507	-1.7%
ARPA Grant Support			(650,000)	(145,000)	-77.7%
Use of Financial Reserves (FY24 pending Select Board vote)			\$ (754,000)	\$ (850,000)	12.7%
Water Net Costs			\$ 7,402,357	\$ 7,660,507	3.5%
<i>Town Meeting votes:</i>	\$ 8,655,507	\$ (681,107)		\$ 7,974,400	



Salaries

There is no change in staffing levels or significant changes in related costs.

	FY21 actual	FY22 actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 Change
Water/Sewer Supervisor	\$ 48,444	\$ 50,033	\$ 51,200	\$ 53,300	4.1%
Water Quality & Safety Admin	\$ 82,755	\$ 85,072	\$ 88,200	\$ 91,850	4.1%
Managing/Working Forepersons	\$ 179,550	\$ 206,695	\$ 221,100	\$ 226,300	2.4%
Senior/Junior Operators	\$ 244,050	\$ 188,562	\$ 338,800	\$ 351,500	3.7%
Laborers	\$ 42,153	\$ 105,215	\$ -	\$ -	
W/S Assistant Collector	\$ 28,491	\$ 29,290	\$ 32,850	\$ 34,100	3.8%
Support Staff	\$ 25,029	\$ 26,808	\$ 29,600	\$ 30,850	4.2%
Seasonal Staff	\$ 6,029	\$ 10,792	\$ 7,500	\$ 7,500	0.0%
On Call/Out of Grade	\$ 11,370	\$ 13,326	\$ 16,000	\$ 16,000	0.0%
Overtime	\$ 60,276	\$ 101,338	\$ 75,000	\$ 75,000	0.0%
Buyback	\$ 11,688	\$ 138	\$ -	\$ -	0.0%
Snow Removal	\$ -	\$ -	\$ (7,500)	\$ (7,500)	0.0%
Water EF Wages	\$ 739,833	\$ 817,269	\$ 852,750	\$ 878,900	3.1%



Expenses

Local overhead expenses are up by 1.1%. General Fund support costs increased by about 4.0% according to a methodology developed by the Town Accountant.

	FY21 actual	FY22 actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 Change																																																																																																												
Retirement Assessment	\$ 205,442	\$ 216,244	\$ 195,000	\$ 195,000	0.0%																																																																																																												
OPEB Contributions	\$ 73,600	\$ 85,000	\$ 85,000	\$ 85,000	0.0%																																																																																																												
Health Insurance	\$ 198,218	\$ 138,690	\$ 240,000	\$ 246,500	2.7%																																																																																																												
Medicare Payments	\$ 12,102	\$ 12,621	\$ 13,500	\$ 13,500	0.0%																																																																																																												
Legal Expenses	\$ -	\$ 3,626	\$ -	\$ -	0.0%																																																																																																												
P/C Insurance Premiums	\$ 33,367	\$ 42,422	\$ 45,000	\$ 45,000	0.0%																																																																																																												
Worker Comp. Ins. Premiums	\$ 13,943	\$ 14,730	\$ 16,000	\$ 16,000	0.0%	Water EF Overhead Expenses	\$ 536,672	\$ 513,333	\$ 594,500	\$ 601,000	1.1%	Water Parts & Maintenance	\$ 165,133	\$ 143,544	\$ 178,000	\$ 183,000	2.8%	Water Supplies & Equipment	\$ 35,530	\$ 41,432	\$ 52,000	\$ 52,000	0.0%	Water Quality & Safety	\$ 29,865	\$ 21,657	\$ 38,000	\$ 38,000	0.0%	Water Conservation Promotion	\$ 10,759	\$ 11,010	\$ 20,000	\$ 20,000	0.0%	Outsourced Prof Services	\$ -	\$ 27,968	\$ 100,000	\$ 100,000	0.0%	Gas & Utilities	\$ 31,363	\$ 39,193	\$ 53,000	\$ 53,000	0.0%	Office Supplies & Equipment	\$ 3,684	\$ 4,032	\$ 10,500	\$ 10,500	0.0%	Professional Development	\$ 3,938	\$ 4,688	\$ 13,000	\$ 13,000	0.0%	Police Details	\$ 23,569	\$ 57,982	\$ 24,000	\$ 30,000	25.0%	Water EF Operating Exp.	\$ 303,841	\$ 351,506	\$ 488,500	\$ 499,500	2.3%	Wage Support - Adm Services	\$ 31,575	\$ 32,585	\$ 33,840	\$ 35,194	4.0%	Wage Support - Finance	\$ 27,125	\$ 27,995	\$ 29,075	\$ 30,238	4.0%	Wage Support - DPW	\$ 404,175	\$ 417,110	\$ 433,170	\$ 450,497	4.0%	Expense Support - Adm Services	\$ 20,475	\$ 21,130	\$ 21,945	\$ 22,823	4.0%	Expense Support - Finance	\$ 5,575	\$ 5,750	\$ 5,970	\$ 6,209	4.0%	Expense Support - DPW	\$ 122,150	\$ 126,060	\$ 130,910	\$ 136,146	4.0%	Water EF Genl Fund Support	\$ 611,075	\$ 630,630	\$ 654,910	\$ 681,107	4.0%
Water EF Overhead Expenses	\$ 536,672	\$ 513,333	\$ 594,500	\$ 601,000	1.1%																																																																																																												
Water Parts & Maintenance	\$ 165,133	\$ 143,544	\$ 178,000	\$ 183,000	2.8%																																																																																																												
Water Supplies & Equipment	\$ 35,530	\$ 41,432	\$ 52,000	\$ 52,000	0.0%																																																																																																												
Water Quality & Safety	\$ 29,865	\$ 21,657	\$ 38,000	\$ 38,000	0.0%																																																																																																												
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Outsourced Prof Services	\$ -	\$ 27,968	\$ 100,000	\$ 100,000	0.0%																																																																																																												
Gas & Utilities	\$ 31,363	\$ 39,193	\$ 53,000	\$ 53,000	0.0%																																																																																																												
Office Supplies & Equipment	\$ 3,684	\$ 4,032	\$ 10,500	\$ 10,500	0.0%																																																																																																												
Professional Development	\$ 3,938	\$ 4,688	\$ 13,000	\$ 13,000	0.0%																																																																																																												
Police Details	\$ 23,569	\$ 57,982	\$ 24,000	\$ 30,000	25.0%																																																																																																												
Water EF Operating Exp.	\$ 303,841	\$ 351,506	\$ 488,500	\$ 499,500	2.3%																																																																																																												
Wage Support - Adm Services	\$ 31,575	\$ 32,585	\$ 33,840	\$ 35,194	4.0%																																																																																																												
Wage Support - Finance	\$ 27,125	\$ 27,995	\$ 29,075	\$ 30,238	4.0%																																																																																																												
Wage Support - DPW	\$ 404,175	\$ 417,110	\$ 433,170	\$ 450,497	4.0%																																																																																																												
Expense Support - Adm Services	\$ 20,475	\$ 21,130	\$ 21,945	\$ 22,823	4.0%																																																																																																												
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Water EF Genl Fund Support	\$ 611,075	\$ 630,630	\$ 654,910	\$ 681,107	4.0%																																																																																																												

Capital & Debt

All planned spending except for a \$35,000 engineering vehicle replacement is either existing debt service or annual maintenance. Please refer to the capital plan and debt schedule for more details.



Sewer Enterprise Fund

FY24 Budget

The Sewer Division is responsible for operating the municipal sewer collection systems in accordance with all applicable state, federal, and MWRA regulations for the collection and discharge of wastewater. This ranges from maintaining and repairing over 100 miles of sewer mains and 12 pumping stations to responding to customer service needs for individual sewer and drainage problems.

Local costs are projected up only 1.1% in FY24 to address significant Water Enterprise Fund issues while allowing combined water/sewer rates to be as low as possible. When combined with +3.0% MWRA charges, the gross budget is up 2.5%.

SEWER ENTERPRISE FUND			FY23 BUDGET	FY24 BUDGET	FY23-24
	FY21 actual	FY22 actual	Town Meeting	Town Manager	Change
Wages	\$ 381,133	\$ 398,431	\$ 470,750	\$ 483,150	2.6%
Overhead Expenses	\$ 142,553	\$ 145,034	\$ 201,500	\$ 203,600	1.0%
Operational Expenses	\$ 120,576	\$ 194,812	\$ 231,000	\$ 233,000	0.9%
General Fund Support	\$ 254,400	\$ 262,550	\$ 272,660	\$ 283,567	4.0%
Sewer Operational Costs	\$ 898,662	\$ 1,000,827	\$ 1,175,910	\$ 1,203,317	2.3%
Capital	\$ 353,865	\$ 475,000	\$ 75,000	\$ 110,000	46.7%
Debt	\$ 427,265	\$ 983,375	\$ 918,800	\$ 880,625	-4.2%
Sewer Local Costs	\$ 1,679,792	\$ 2,459,202	\$ 2,169,710	\$ 2,193,942	1.1%
MWRA Assessments	\$ 5,250,778	\$ 5,376,119	\$ 5,435,000	\$ 5,598,050	3.0%
Sewer Gross Costs	\$ 6,930,570	\$ 7,835,321	\$ 7,604,710	\$ 7,791,992	2.5%
Use of Financial Reserves (FY24 pending Select Board vote)			\$ (354,000)	\$ (650,000)	83.6%
Sewer Net Costs			\$ 7,250,710	\$ 7,141,992	-1.5%
<i>Town Meeting votes:</i>	<i>\$ 7,791,992</i>	<i>\$ (283,567)</i>		<i>\$ 7,508,425</i>	



Salaries

There is no change in staffing levels or significant changes in related costs.

	FY21 actual	FY22 actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 Change
Water/Sewer Supervisor	\$ 46,623	\$ 49,795	\$ 51,200	\$ 53,300	4.1%
Managing/Working Foreperson	\$ 68,403	\$ 74,474	\$ 75,100	\$ 76,250	1.5%
Senior/Junior Operators	\$ 123,591	\$ 84,289	\$ 218,500	\$ 225,150	3.0%
Laborers	\$ 10,932	\$ 58,600	\$ -	\$ -	0.0%
W/S Assistant Collector	\$ 28,491	\$ 29,290	\$ 32,850	\$ 34,100	3.8%
Support Staff	\$ 25,029	\$ 26,808	\$ 29,600	\$ 30,850	4.2%
On Call/Out of Grade	\$ 4,536	\$ 2,418	\$ 6,000	\$ 6,000	0.0%
Overtime	\$ 59,959	\$ 71,655	\$ 60,000	\$ 60,000	0.0%
Buyback	\$ 13,569	\$ 1,102	\$ -	\$ -	0.0%
Snow Removal	\$ -	\$ -	\$ (2,500)	\$ (2,500)	0.0%
Sewer EF Wages	\$ 381,133	\$ 398,431	\$ 470,750	\$ 483,150	2.6%



Expenses

Local overhead expenses increased by just 1%. Actual health insurance spending continues to be below budgeted figures. Local operational expenses are increased modestly by .9%; all line items are level funded with a slight increase in sewer quality & safety expenses. General Fund support costs increased by about 4.0% according to a methodology developed by the Town Accountant.

	FY21 actual	FY22 actual	FY23 BUDGET Town Meeting	FY24 BUDGET Town Manager	FY23-24 Change
Retirement Assessment	\$ 52,143	\$ 54,917	\$ 80,000	\$ 80,100	0.1%
OPEB Contributions	\$ 25,500	\$ 23,000	\$ 25,000	\$ 25,000	0.0%
Health Insurance	\$ 41,334	\$ 41,720	\$ 67,500	\$ 68,000	0.7%
Medicare Payments	\$ 2,776	\$ 4,845	\$ 4,000	\$ 5,500	37.5%
P/C Insurance Premiums	\$ 3,605	\$ 4,495	\$ 6,000	\$ 6,000	0.0%
Worker Comp. Ins. Premiums	\$ 17,195	\$ 16,056	\$ 19,000	\$ 19,000	0.0%
Sewer EF Overhead Expenses	\$ 142,553	\$ 145,034	\$ 201,500	\$ 203,600	1.0%
Sewer Parts & Maintenance	\$ 27,753	\$ 57,230	\$ 94,500	\$ 94,500	0.0%
Sewer Supplies & Equipment	\$ 8,537	\$ 23,920	\$ 30,000	\$ 30,000	0.0%
Sewer Quality & Safety	\$ 42,138	\$ 58,826	\$ 47,500	\$ 49,500	4.2%
Gas & Utilities	\$ 28,134	\$ 39,445	\$ 39,500	\$ 39,500	0.0%
Office Supplies & Equipment	\$ -	\$ -	\$ -	\$ -	0.0%
Professional Development	\$ 10,125	\$ 9,391	\$ 11,500	\$ 11,500	0.0%
Police Details	\$ 3,889	\$ 6,000	\$ 8,000	\$ 8,000	0.0%
Sewer EF Operating Exp.	\$ 120,576	\$ 194,812	\$ 231,000	\$ 233,000	0.9%
Wage Support - Adm Services	\$ 13,150	\$ 13,575	\$ 14,100	\$ 14,664	4.0%
Wage Support - Finance	\$ 11,300	\$ 11,665	\$ 12,115	\$ 12,600	4.0%
Wage Support - DPW	\$ 168,150	\$ 173,530	\$ 180,210	\$ 187,418	4.0%
Expense Support - Adm Services	\$ 8,575	\$ 8,850	\$ 9,190	\$ 9,558	4.0%
Expense Support - Finance	\$ 2,325	\$ 2,400	\$ 2,490	\$ 2,590	4.0%
Expense Support - DPW	\$ 50,900	\$ 52,530	\$ 54,555	\$ 56,737	4.0%
Sewer EF Genl Fund Support	\$ 254,400	\$ 262,550	\$ 272,660	\$ 283,567	4.0%



Capital & Debt

Spending consists of paying existing debt and setting aside the usual \$75,000 for general sewer main work.

The next significant capital expense (financed by debt) is a change to smart-meter technology. This cost will be split by both Water and Sewer Enterprise Funds, but due to the recent water capital needed for the water main replacement and the water tank, the meter work is delayed until FY25.

Please refer to the capital plan and debt schedule for more details.

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Storm Water Enterprise Fund

FY24 Budget

The Storm Water Division consists of some activities conducted under the General Fund budget and some under the Enterprise Fund budget. The Division is responsible for constructing, maintaining, and repairing all catch basins and storm drainage systems.

STORM WATER ENTERPRISE FUND			FY23 BUDGET		FY24 BUDGET		FY23-24
	FY21 actual	FY22 actual	Town Meeting	Town Manager	Change		
Wages	\$ 75,151	\$ 109,251	\$ 128,500	\$ 120,750			-6.0%
Overhead Expenses	\$ 26,819	\$ 18,100	\$ 31,750	\$ 31,750			0.0%
Operational Expenses	\$ 25,957	\$ 73,463	\$ 102,000	\$ 102,000			0.0%
General Fund Support	\$ 101,715	\$ 104,970	\$ 109,015	\$ 113,375			4.0%
Storm Water Operational Costs	\$ 229,643	\$ 305,784	\$ 371,265	\$ 367,875			-0.9%
Capital	\$ 401,888	\$ 169,845	\$ 400,000	\$ 100,000			-75.0%
Debt	\$ 6,674	\$ 126,628	\$ 120,075	\$ 115,825			100.0%
Storm Water Local Costs	\$ 638,205	\$ 602,257	\$ 891,340	\$ 583,700			-34.5%
MWRA Expenses	\$ -	\$ -	\$ -	\$ -			0.0%
Storm Water Gross Costs	\$ 638,205	\$ 602,257	\$ 891,340	\$ 583,700			-34.5%
*Use of Financial Reserves (FY24 pending Select Board vote)			\$ (90,000)	\$ -			0.0%
Storm Water Net Costs			\$ 801,340	\$ 583,700			-27.2%
<i>Town Meeting votes:</i>		\$ 583,700	\$ (113,375)		\$ 470,325		

Salaries

There is no change in staffing levels for FY24.

			FY23 BUDGET		FY24 BUDGET		FY23-24
	FY21 actual	FY22 actual	Town Meeting	Town Manager	Change		
Senior/Junior Operators	\$ 50,472	\$ 91,794	\$ 122,500	\$ 63,000			-48.6%
Laborers	\$ 22,015	\$ 10,668	\$ -	\$ 51,750			
On Call/Out of Grade	\$ -	\$ -	\$ 1,000	\$ 1,000			0.0%
Overtime	\$ 2,664	\$ 6,789	\$ 5,000	\$ 5,000			0.0%
Storm Water EF Wages	\$ 75,151	\$ 109,251	\$ 128,500	\$ 120,750			-6.0%



Expenses

Local overhead expenses are unchanged, as shown in the table below:

	FY21 actual	FY22 actual	FY23 BUDGET		FY24 BUDGET	FY23-24
			Town Meeting	Town Manager	Change	
Retirement Assessment	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	100.0%
OPEB Contributions	\$ 11,200	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	0.0%
Legal Expenses	\$ 7,835	\$ -	\$ -	\$ -	\$ -	0
Health Insurance	\$ 6,674	\$ 6,505	\$ 17,000	\$ 17,000	\$ 17,000	0.0%
Medicare Payments	\$ 1,111	\$ 1,096	\$ 2,250	\$ 2,250	\$ 2,250	0.0%
Storm Water Overhead Expenses	\$ 26,819	\$ 18,100	\$ 31,750	\$ 31,750	\$ 31,750	0.0%

Operating expenses are also level funded. General Fund support costs increased by about 4.0% according to a methodology developed by the Town Accountant.

	FY21 actual	FY22 actual	FY23 BUDGET		FY24 BUDGET	FY23-24
			Town Meeting	Town Manager	Change	
Drainage Maintenance	\$ 10,528	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	0.0%
St. Water Supplies & Equip.	\$ 7,396	\$ 58,067	\$ 67,000	\$ 67,000	\$ 67,000	0.0%
St. Water Quality & Safety	\$ 136	\$ 2,020	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
Gas & Utilities	\$ 4,616	\$ 9,557	\$ 6,000	\$ 6,000	\$ 6,000	0.0%
Professional Development	\$ 3,280	\$ 3,818	\$ 4,000	\$ 4,000	\$ 4,000	0.0%
Storm Water EF Operating Exp.	\$ 25,957	\$ 73,463	\$ 102,000	\$ 102,000	\$ 102,000	0.0%
Wage Support - Adm Services	\$ 5,275	\$ 5,445	\$ 5,655	\$ 5,881	\$ 5,881	4.0%
Wage Support - Finance	\$ 4,530	\$ 4,675	\$ 4,855	\$ 5,049	\$ 5,049	4.0%
Wage Support - DPW	\$ 87,580	\$ 90,380	\$ 93,860	\$ 97,614	\$ 97,614	4.0%
Expense Support - Adm Services	\$ 3,400	\$ 3,510	\$ 3,645	\$ 3,791	\$ 3,791	4.0%
Expense Support - Finance	\$ 930	\$ 960	\$ 1,000	\$ 1,040	\$ 1,040	4.0%
Expense Support - DPW	\$ -	\$ -	\$ -	\$ -	\$ -	
Sewer EF Genl Fund Support	\$ 101,715	\$ 104,970	\$ 109,015	\$ 113,375	\$ 113,375	4.0%



Capital & Debt

In FY25, funding is requested to conduct a drainage master plan for the community. The general annual drainage project funding is increased to \$200,000 to carry out the prioritized findings of that study.

In addition, the replacement of the vacuum truck is scheduled for FY25 at a total cost of \$600,000. This vehicle will be split with the sewer enterprise fund.

Please refer to the capital plan and debt schedule for more details.

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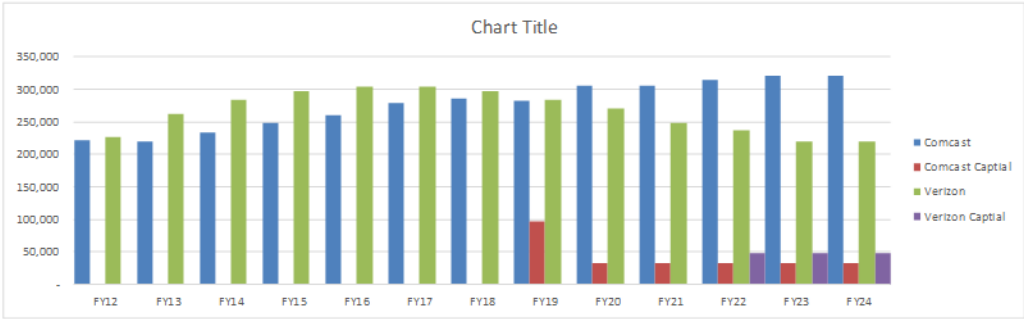
PEG Cable Access Enterprise Fund

FY24 Budget

The Public, Educational, and Governmental (PEG) Cable Access enterprise fund receives revenue from Reading’s cable providers (Comcast and Verizon) quarterly. These funds are earmarked for PEG cable access. The Town does not have an established department to provide PEG services. Over the last 20+ years the Town has outsourced PEG services to RCTV. The appropriation of this fund will allow the Town to use the PEG access fees collected from its cable providers to provide the necessary PEG services.

PEG ACCESS REVENUES RECEIVED

	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	5yr Ave	10 Yr Ave
Comcast	222,324	220,564	233,001	248,340	261,345	279,553	286,324	282,892	306,204	305,728	314,101	321,760	321,750	306,137	283,925
Comcast Captial	-	-	-	-	-	-	-	97,500	32,500	32,500	32,500	32,500	32,500	45,500	22,750
Verizon	226,884	262,959	284,657	298,382	303,624	303,583	297,655	284,055	270,740	248,253	236,753	220,350	220,000	252,030	274,805
Verizon Captial	-	-	-	-	-	-	-	-	-	-	48,750	48,750	48,750	19,500	9,750
Total	449,208	483,523	517,658	546,722	564,969	583,136	583,979	664,447	609,443	586,481	632,104	623,360	623,000	623,167	591,230



In prior years, the PEG Access fees were collected by the Town and paid to RCTV through an Agency fund. Massachusetts Department of Revenue now requires these funds to be appropriated by Town Meeting.

	FY20 Actual	FY21 Actual	FY22 Actual	Projected FY23	FY24 BUDGET	FY23-24 Town Manager Change
GENERAL FUND SUPPORT	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
PROFESSIONAL SERVICES	\$ 599,000	\$ 585,481	\$ 631,104	\$ 625,250	\$ 622,000	-0.5%
PEG EXPENSES	\$ 600,000	\$ 586,481	\$ 632,104	\$ 626,250	\$ 623,000	-0.5%



Reading Community Television Inc. (RCTV) was incorporated in 1998 as a non-profit organization in Massachusetts pursuant to cable television renewal license agreements for the Town of Reading. RCTV's purpose is to operate Public, Educational, and Governmental (PEG) access channels, manage the annual funding thereof, conduct training programs in the skills necessary to produce quality PEG access programming, establish rules procedures and guidelines for the use of PEG access channels, provide publicity, fund raising, outreach, and other support services to PEG access users, and produce or assist PEG users in the production of original, noncommercial use video programming of interest to subscribers focusing on town issues, events and activities.

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Landfill Enterprise Fund

FY24 Budget

Town Meeting created the Landfill enterprise fund on December 9, 2002, to establish a financial assurance mechanism per the Department of Environmental Protection requirements relative to the closure of the Landfill and the post-closure maintenance and monitoring costs.

During the Post-Closure period, which is 30 years, the Developer contributes the annual estimated post-closure monitoring funds to complete Post-Closure Monitoring for the year, in an annual amount not to exceed \$37,000. Any surplus remains in the Enterprise Account until the end of the post-closure period. This practice ensures compliance with the post-closure requirements of 310CMR 19.00 relative to the Landfill.

The Developer must provide monitoring of the Landfill up to and including the limit of \$40,000 per year, with a 3% cost of living factor applied each year. The Town's obligation is escalated for amounts above \$40,000 per year appropriately escalated. The Landfill Post Closure table below shows the Town and Developer's share of the expense. The Town hasn't had an obligation relative to Landfill monitoring since December 2011.

In prior years, the contributions to the Landfill Enterprise fund were collected by the Town and treated like a performance deposit within the enterprise fund. Reimbursements were made to the Developer when proof of monitoring was provided to the Town. The Department of Revenue requires these funds to be appropriated by Town Meeting because an Enterprise Fund was established. Thus, the Town will appropriate the performance deposit paid by the Developer annually.

	FY20 Actual	FY21 Actual	FY22 Actual	Projected FY23	FY24 BUDGET Town Manager	FY23-24 Change
LANDFILL MONITORING REIMB	\$ 37,000	\$ 37,000	\$ 37,000	\$ 37,000	\$ 37,000	0.0%
LANDFILL EXPENSES	\$ 37,000	\$ 37,000	\$ 37,000	\$ 37,000	\$ 37,000	0.0%



Landfill Post Closure Financial Assurance Mechanism

MONTH 6/30/2022

OBLIGATION CALCULATION						CASH BALANCE ANALYSIS				
A	B	C	D	E	F	G	H	I	J	K
Monitoring	Date	Accrued Savings	Property Owner	Maximum	Total costs	Property Owner Share paid from cash balance	Town share	Funds	Interest	Available cash
Year		E-G from previous year	Obligation Current Year	Obligation C+D	Calendar Year Invoices Paid	Lesser of E or F	F-E (not <0)	Received	Calendar Year	K (From previous year) plus I plus J minus G
	January-03							74,000	4,063	78,063
1	January-05		40,000	40,000	47,407	40,000	7,407	40,000 *	1,221	79,285
2	January-06	0	41,200	41,200	58,824	41,200	17,624	37,000	3,159	78,244
3	January-07	0	42,436	42,436	56,681	42,436	14,245	37,000	4,838	77,646
4	January-08	0	43,709	43,709	62,097	43,709	18,388	37,000	3,067	74,003
5	January-09	0	45,020	45,020	46,899	45,020	1,878	37,000	770	66,753
6	January-10	0	46,371	46,371	48,434	46,371	2,063	37,000	269	57,650
7	January-11	0	47,762	47,762	55,695	47,762	7,933	37,000	172	47,061
8	January-12	0	49,195	49,195	46,052	46,052	0	37,000	183	38,191
9	January-13	3,143	50,671	53,814	36,670	36,670	0	37,000	104	38,626
10	January-14	17,143	52,191	69,334	45,246	45,246	0	37,000	87	30,467
11	January-15	24,088	53,757	77,845	52,958	52,958	0	37,000	103	14,611
12	January-16	24,887	55,369	80,256	40,435	40,435	0	37,000	195	11,372
13	January-17	39,821	57,030	96,852	49,546	49,546	0	37,000	100	-1,074
14	January-18	47,306	58,741	106,047	37,533	37,533	0	37,000	176	-1,431
15	January-19	68,514	60,504	129,018	36,970	36,970	0	37,000	440	-960
16	January-20	92,048	62,319	154,366	29,097	29,097	0	37,000	193	7,135
17	January-21	125,269	64,188	189,457	44,140	44,140	0	37,000	8	4
18	January-22	145,317	66,114	211,431	37,012	37,012	0	37,000	90	82
19	January-23	174,419	68,097	242,517			0			82
20	January-24	242,517	70,140	312,657			0			82
21	January-25	312,657	72,244	384,901			0			82
22	January-26	384,901	74,412	459,313			0			82
23	January-27	459,313	76,644	535,957			0			82
24	January-28	535,957	78,943	614,901			0			82
25	January-29	614,901	81,312	696,212			0			82
26	January-30	696,212	83,751	779,964			0			82
27	January-31	779,964	86,264	866,227			0			82
28	January-32	866,227	88,852	955,079			0			82
29	January-33	955,079	91,517	1,046,596			0			82
30	January-34	1,046,596	94,263	1,140,859			0			

* Bills paid directly by developer so funds were only "effectively" received



Capital Projects

Introduction

Capital Projects are now presented individually with specific details and itemized funding.


Capital requests appear on the following pages.

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DPW: Blower Attachment

PROJECT DETAIL SHEET

Project Title: Replacement of the 1998 Sicard with snow loader attachment	
Department: Public Works	Category: Equipment Replacement
	
<p><u>Description and Justification:</u> Our existing 1998 Sicard is a large snow loader that mainly clears the snow in the center of town after a large snow storm. This piece of equipment is very valuable. Unfortunately parts are impossible to come by and a breakdown would render the machine out of commission. With the purchase of a new snow loader attachment that fits a loader we have the ability to keep the center of town clear.</p>	

RECOMMENDED FINANCING

	Source of Funds	Total Six-Year Cost	Estimated Expenditures by Fiscal Year						
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
A. Feasibility Study									
B. Design									
C. Land Acquisition									
D. Construction									
E. Furnishings/Equipment									
F. Departmental Equipment	1	\$ 225,000		\$ 225,000					
G. Contingency									
H. Other									
TOTAL		\$225,000	\$ -	\$225,000	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Source of Funds Legend</u>									
(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees						
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash/Other	(8) Water Enterprise Fund Fees						


DPW: C-10 Mower

PROJECT DETAIL SHEET									
Project Title: Replacement of C-10		Category: Equipment Replacement							
Department: Public Works									
Description and Justification:									
Our existing C-10 is a diesel mower from 2008. It is an important part of ground maintenance in all 4 cemeteries.									
RECOMMENDED FINANCING									
	Source of Funds	Total Six-Year Cost	Estimated Expenditures by Fiscal Year						
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
A. Feasibility Study									
B. Design									
C. Land Acquisition									
D. Construction									
E. Furnishings/Equipment									
F. Departmental Equipment	1	\$ 24,000		\$ 24,000					
G. Contingency									
H. Other									
TOTAL		\$ 24,000	\$ -	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ -
Source of Funds Legend									
(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees						
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash/Other	(8) Water Enterprise Fund Fees						



DPW: Car 2


PROJECT DETAIL SHEET

Project Title: Replacement of 2008 Ford Escape Car 2		Category: Equipment Replacement						
Department: Public Works								
Description and Justification:								
<p>Our existing Hybrid Ford Focus is in need of replacement. The battery life of the Hybrid system has exceeded its life expectancy and would cost more money than the vehicle is worth to replace if it fails. The frame has significant rust damage in the rear-end and will continue to deteriorate. This rusting issue will make the vehicle nearly impossible to get inspected.</p>								
RECOMMENDED FINANCING								
	Source of Funds	Total Six-Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	1	\$ 55,000		\$ 55,000				
G. Contingency								
H. Other								
	TOTAL	\$55,000	\$ -	\$55,000	\$ -	\$ -	\$ -	\$ -
Source of Funds Legend								
(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees		(7) Sewer Enterprise Fund Fees				
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash/Other		(8) Water Enterprise Fund Fees				



DPW: F-2 Utility Truck

PROJECT DETAIL SHEET


Project Title: Replacement of F-2 utility body truck		Category: Equipment Replacement
Department: Public Works		
Description and Justification: Our existing F-2 utility body truck is from 2011. The truck is used as an emergency call truck for the forestry department. The new pickup will be purchased with 4-wheel drive and a plow to enable it to be used in snow and ice operations		
		

RECOMMENDED FINANCING


	Source of Funds	Total Six-Year Cost	Estimated Expenditures by Fiscal Year						
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
A. Feasibility Study									
B. Design									
C. Land Acquisition									
D. Construction									
E. Furnishings/Equipment									
F. Departmental Equipment	1	\$ 100,000		\$ 100,000					
G. Contingency									
H. Other									
TOTAL		\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Source of Funds Legend									
(1) Operating Revenues	(3) State Aid		(5) EMS Revolving Fund Fees				(7) Sewer Enterprise Fund Fees		
(2) Municipal GO Bonds	(4) Trust Funds		(6) Free Cash/Other				(8) Water Enterprise Fund Fees		



DPW: Loader

PROJECT DETAIL SHEET									
Project Title: Loader to replace 1998 Sicard		Category: Equipment Replacement							
Department: Public Works									
Description and Justification:		 <p>Our existing 1998 Sicard is a large snow loader that mainly clears the snow in the center of town after a large snow storm. This piece of equipment is very valuable. Unfortunately, repair parts are impossible to come by and a breakdown would render the machine out of commission. With the purchase of a new loader and a snow loader attachment, we gain the ability to keep the center of the town clear in the winter as well as have a machine for all-year use.</p>							
RECOMMENDED FINANCING									
		Source of Funds	Total Six-Year Cost	Estimated Expenditures by Fiscal Year					
				FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study									
B. Design									
C. Land Acquisition									
D. Construction									
E. Furnishings/Equipment									
F. Departmental Equipment	1		\$ 280,000		\$ 280,000				
G. Contingency									
H. Other									
TOTAL			\$ 280,000	\$ -	\$ 280,000	\$ -	\$ -	\$ -	\$ -
Source of Funds Legend									
(1) Operating Revenues		(3) State Aid		(5) EMS Revolving Fund Fees		(7) Sewer Enterprise Fund Fees			
(2) Municipal GO Bonds		(4) Trust Funds		(6) Free Cash/Other		(8) Water Enterprise Fund Fees			


DPW: P-16 Trailer

PROJECT DETAIL SHEET										
Project Title: Replacement of P-16			Category: Equipment Replacement							
Department: Public Works										
Description and Justification:			 <p>Our existing P-16 trailer is an open utility trailer from 2013. The trailer is being upgraded to an enclosed trailer which will allow more storage in our facility.</p>							
RECOMMENDED FINANCING										
			Total Six-Year Cost	Estimated Expenditures by Fiscal Year						
				FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
A. Feasibility Study										
B. Design										
C. Land Acquisition										
D. Construction										
E. Furnishings/Equipment										
F. Departmental Equipment	1		\$ 16,000		\$ 16,000					
G. Contingency										
H. Other										
TOTAL			\$16,000	\$ -	\$16,000	\$ -	\$ -	\$ -	\$ -	
Source of Funds Legend										
(1) Operating Revenues		(3) State Aid		(5) EMS Revolving Fund Fees		(7) Sewer Enterprise Fund Fees				
(2) Municipal GO Bonds		(4) Trust Funds		(6) Free Cash/Other		(8) Water Enterprise Fund Fees				



DPW: PFC Supervisor Pickup


PROJECT DETAIL SHEET

Project Title: New Pickup for P/F/C Supervisor		Category: Equipment Replacement
Department: Public Works		
Description and Justification: New Pickup for P/F/C Supervisor will be used as an emergency vehicle during tree emergencies and snow and ice emergencies. The new pickup will be ordered with 4-wheel drive and a snowplow.		
		

RECOMMENDED FINANCING


	Source of Funds	Total Six-Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	1	\$ 80,000		\$ 80,000				
G. Contingency								
H. Other								
TOTAL		\$80,000	\$ -	\$80,000	\$ -	\$ -	\$ -	\$ -
<u>Source of Funds Legend</u>								
(1) Operating Revenues	(3) State Aid		(5) EMS Revolving Fund Fees			(7) Sewer Enterprise Fund Fees		
(2) Municipal GO Bonds	(4) Trust Funds		(6) Free Cash/Other			(8) Water Enterprise Fund Fees		

DPW: E2 Survey Vehicle


PROJECT DETAIL SHEET									
Project Title: E2 Survey Vehicle		Category: Vehicle Replacement							
Department: Engineering		Vehicle Replacement							
Description and Justification:				<p>The 2011 Ford Expedition that is currently in use is showing signs of wear and tear. This vehicle carries heavy surveying equipment that shortens the life of the suspension and all the surrounding components. The Expedition will start to cost more to fix than it will be worth if kept much longer.</p>					
RECOMMENDED FINANCING									
	Source of Funds	Total Six-Year Cost	Estimated Expenditures by Fiscal Year					FY 2028	
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027		
A. Feasibility Study									
B. Design									
C. Land Acquisition									
D. Construction									
E. Furnishings/Equipment									
F. Departmental Equipment	7,8	\$ 70,000		\$ 70,000					
G. Contingency									
H. Other									
TOTAL		\$ 70,000	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -
Source of Funds Legend									
(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees						
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash/Other	(8) Water Enterprise Fund Fees						



DPW: H-16 Dump Truck

PROJECT DETAIL SHEET									
Project Title: Replacement of H-16 Dump Truck with Plow		Category: Equipment Replacement							
Department: Public Works		Equipment Replacement							
Description and Justification:									
<p>Our existing H-16 truck is from 2008 and has exceeded its useful life. The body of the existing truck has significant corrosion and is becoming undriveable, making it difficult to pass State Inspection. This truck is used for construction during the summer, but most importantly it is critical to our snow operations. If our existing truck fails, it will significantly impact our ability to keep up with snow events.</p>									
RECOMMENDED FINANCING									
	Source of Funds	Total Six-Year Cost	Estimated Expenditures by Fiscal Year						FY 2028
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
A. Feasibility Study									
B. Design									
C. Land Acquisition									
D. Construction									
E. Furnishings/Equipment									
F. Departmental Equipment	1	\$ 240,000		\$ 240,000					
G. Contingency									
H. Other									
TOTAL		\$ 240,000	\$ -	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Source of Funds Legend</u>									
(1) Operating Revenues	(3) State Aid		(5) EMS Revolving Fund Fees		(7) Sewer Enterprise Fund Fees				
(2) Municipal GO Bonds	(4) Trust Funds		(6) Free Cash/Other		(8) Water Enterprise Fund Fees				

Fire: Passenger Car 2

PROJECT DETAIL SHEET									
Project Title: Replace Passenger Car 2		Category: Vehicle							
Department: Fire Department									
Description and Justification:		<p>We request to replace a 2009 model year first generation hybrid car that is beyond its life span. The car is used by the Fire Prevention Officer for emergency response, fire inspections, investigations, and to attend training programs.</p>							
									
RECOMMENDED FINANCING									
	Source of Funds	Total Six-Year Cost	Estimated Expenditures by Fiscal Year						FY 2028
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
A. Feasibility Study									
B. Design									
C. Land Acquisition									
D. Construction									
E. Furnishings/Equipment									
F. Departmental Equipment	1								
G. Contingency									
H. Other			65,000						
TOTAL		\$ -	\$ -	\$ 65,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Source of Funds Legend									
(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees						
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash/Other	(8) Water Enterprise Fund Fees						



Appendix A

Capital Plan

DRAFT



Capital Improvement Plan (CIP)

2/16/2023 14:13	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-2031	FY-2032	FY-2033	FY23-33
7. Community Center TBA Excluded Debt if >\$5mil (Options are being explored)												
8. DPW Bldg improvements (scope changed)												
9. Community projects (no formal capital requests yet)												
<i>Legend: xDebt has been approved by the voters as excluded from the Prop 2-1/2 levy; debtni has been authorized by Town Meeting but not yet issued; debtna has not yet been authorized by Town Meeting</i>												

Capital Improvement Plan (CIP)

2/16/2023 14:13	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-2031	FY-2032	FY-2033	FY23-33
Buildings - Schools (Total)	15,000	163,000	25,000	106,000	100,000	-	80,000	875,000	1,100,000	-	-	2,464,000
Arc Flash Hazard Study		163,000										163,000
HVAC - Elementary schools						Barrows ->	80,000	775,000				855,000
design(yr1)/project(yr2)							Wood End ->	100,000	1,100,000			
Carpet/Flooring				66,000	60,000							126,000
Doors & Windows			25,000	40,000	40,000							105,000
Wood End Water Heater												-
Coolidge Water Heater												-
Parker Water Heater												-
Parker Carpet/Flooring	15,000											15,000
Buildings - Town (Total)	15,000	-	-	76,000	-	-	-	-	18,000	-	-	109,000
Arc Flash Hazard Study				76,000								76,000
Carpet/Flooring									18,000			18,000
Doors & Windows	15,000											15,000
Police Station Water Heater												-
Schools - General	110,000	175,000	110,000	173,000	135,000	662,000	135,000	135,000	160,000	160,000	160,000	2,115,000
Food Service Van E-250 (2014)						52,000						52,000
Driver's Education Vehicle (2014)				38,000								38,000
Card readers for all the schools		65,000										
Vehicle Barriers for all schools							475,000					
Courier Vehicle (2007)												-
District-wide Telephone systems	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	110,000
Design for Technology wiring projects												-
District-wide Technology Wiring projects												-
District-wide Technology projects	100,000	100,000	100,000	125,000	125,000	125,000	125,000	125,000	150,000	150,000	150,000	1,375,000
Administrative Services	100,000	100,000	100,000	100,000	125,000	125,000	125,000	125,000	125,000	150,000	150,000	1,325,000
Water Tank Town telco equip replace/relocate												-
Remote access multi factor authentication												-
Internal segmentation firewall												-
GIS flyover - planimetrics												-
Technology projects	100,000	100,000	100,000	100,000	125,000	125,000	125,000	125,000	125,000	150,000	150,000	1,325,000
Finance	-	-	-	-	-	100,000	-	-	-	600,000	-	700,000
Financial System										600,000		600,000
Public Safety Fin1 System						100,000						100,000
Library	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	110,000
Equipment	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	110,000
Public Services	85,000	-	-	-	225,000	125,000	320,000	125,000	360,000	325,000	800,000	2,365,000

Capital Improvement Plan (CIP)

2/16/2023 14:13	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-2031	FY-2032	FY-2033	FY23-33
Pumper Eng #3 (2016 \$630k; next FY36)												-
Pumper Eng #4 (2020 \$800k; next FY40)												-
Ambulance #1 (2017- 10 yrs)						425,000						425,000
Ambulance #2 (2010 - 10yrs) & equip	400,000										500,000	900,000
Ambulance equipment						45,000					45,000	90,000
Passenger Car#1 (2005 - 10yrs)	65,000											65,000
Passenger Car#2 (2009 - 10yrs)		65,000										65,000
Passenger Car#3 (2018 - 10yrs)							71,000					71,000
Pickup Truck #1 (2019 - 12yrs)									85,000			85,000
Pickup Truck #2 (2012 - 12yrs)				72,000								72,000
Alarm Truck (1994 - 20yrs)												-
ALS Defibrillator (2019 - 7yrs)				40,000							50,000	90,000
BLS AEDs (2020-8yrs)				25,000							30,000	55,000
Rescue Tool							40,000					40,000
Breathing Apparatus (2017-12yrs)						20,000	300,000					320,000
Breathing Air Compressor												-
Breathing Air Bottles				30,000								30,000
CPR Compression Device						20,000						20,000
Thermal Imaging (2018 - 10yrs)						60,000						60,000
Fire Hose	35,000				40,000							75,000
Turnout Gear (2022 - 5yrs)					225,000						275,000	500,000
Public Safety - Police/Dispatch	80,000	-	-	-	75,000	-	-	-	160,000	550,000	30,000	895,000
Police Unmarked Vehicle					50,000					50,000		100,000
Police equipment (tasers) (7 years)									160,000			160,000
Firearms Replacement (12 years)	80,000											80,000
Vehicle Video Integration												-
Radios (Police & Fire 2010 - 12yrs)										500,000		500,000
AEDs					25,000						30,000	55,000
Public Works - Equipment	584,000	1,260,000	-	647,000	753,000	530,000	289,000	10,000	1,131,000	600,000	312,000	6,116,000
Large Trucks	-	480,000	-	400,000	265,000	285,000	220,000	-	765,000	320,000	312,000	3,047,000
C-03 Dump Truck C3 (2016)	#									75,000		75,000
C-04 Dump Truck C2 (2012)	#					70,000						70,000
H-05 Small Dump Truck #7 (2012)	#				65,000							65,000
H-06 Aerial Pickup Truck #14 (2017)	#											-
H-07 Truck #10 (2018)	#								230,000			230,000
H-08 Truck #9 - Sander (2017)	#										250,000	250,000
H-09 Truck #8 - 10 wheeler (2016)	#									245,000		245,000
H-10 Truck #22 -Sander (2015)	#								240,000			240,000

Capital Improvement Plan (CIP)

2/16/2023 14:13	FY-2023	FY-2024	FY-2025	FY-2026	FY-2027	FY-2028	FY-2029	FY-2030	FY-2031	FY-2032	FY-2033	FY23-33
R-01 Rubbish Barrells for automated pickup			Debtna	Debtna	Debtna	Debtna	Debtna					
Lawnmowers	150,000	24,000	-	-	174,000	24,000	69,000	-	10,000	-	-	451,000
C-08 Mwr SKAG TT #2 (2017)							24,000					24,000
C-09 Mwr (Cem.) SKAG 48" (2016)							12,500					12,500
C-10 Mower SKAG 61" (2008)		24,000										24,000
C-11 Mwr (Cem.) Scag 52" Stander (2021)									10,000			10,000
C-12 Mwr SKAG 36" (2012)							12,500					12,500
C-13 Mwr SKAG TT 61" #3 (2011)					24,000							24,000
P-07 Mwr SKAG TT #5 (2017)						24,000						24,000
P-08 Mwr SKAG							20,000					20,000
P-09 Mwr (Pks) TORO 5910N (2014)					150,000							150,000
P-10 Mower - TORO Gang (2007)	150,000											150,000
DPW: Parks & Cemetery	227,500	375,000	300,000	515,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	3,517,500
Gen'l Fence Replacement	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	550,000
DPW Yard Improvements												-
Strout Avenue Improvements												-
School Site Improvements				215,000								215,000
(parking lots, sidewalks, walkways)				B Meadow								-
Field, Playground and Court Improvements		200,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,100,000
Rock Wall repairs - Memorial Park	100,000											100,000
Rock Wall Repair Program		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,000,000
Rock Wall repairs - Laurel Hill												-
Rock Wall repairs - Joshua Eaton												-
Grove Street Parking Lot and Path Design	27,500											27,500
Gen'l Parking Lot Improvements	50,000	25,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	525,000
DPW: Roads												-
Track Road Bridge #1												-
Track Road Bridge #2		<i>grant funded TBD</i>										-
Sidewalk/Curb/Ped. Safety	100,000	100,000	100,000	100,000	125,000	150,000	175,000	175,000	200,000	200,000	200,000	1,625,000
Skim Coating & Crack Seal Patch	100,000	100,000	100,000	100,000	125,000	150,000	175,000	175,000	200,000	200,000	200,000	1,625,000
West Street - Local shr (\$1.3mil)	Debt	Debt	Debt									-
Lowell Street \$500k + \$600k	500,000		600,000									1,100,000
General Fund - various roads	425,000	425,000	425,000	450,000	475,000	500,000	525,000	550,000	550,000	550,000	550,000	5,425,000
TOTAL GENL FUND VOTED - ROADS	1,125,000	625,000	1,225,000	650,000	725,000	800,000	875,000	900,000	950,000	950,000	950,000	9,775,000
Grants - various roads	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	6,600,000
TOTAL ROAD CAPITAL	1,725,000	1,225,000	1,825,000	1,250,000	1,325,000	1,400,000	1,475,000	1,500,000	1,550,000	1,550,000	1,550,000	16,375,000
Biggest Changes in Capital since November 2022 Town Meeting					Concerns							

Appendix B

Debt Schedule

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Town of Reading Debt Service Schedule	Approved FY - 2021	Approved FY - 2022	Requested FY - 2023	Projected FY - 2024	Projected FY - 2025	Projected FY - 2026	Projected FY - 2027	Projected FY - 2028	Projected FY - 2029	Projected FY - 2030	Projected FY - 2031	Projected FY - 2032	Projected FY - 2033	Projected FY - 2034	Projected FY - 2035	Projected FY - 2036	Projected FY - 2037	Projected FY - 2038	Projected FY - 2039
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	FY22			FY23				FY24				FY25			FY26				
	P	I	T	P	I	T	Change	P	I	T	Change	P	I	T	Change	P	I	T	Change
Energy Improvements	430,000	46,456	476,456	622,300	234,704	857,004	380,548	625,000	171,731	796,731	(60,273)	625,000	144,813	769,813	(26,919)	295,000	123,875	418,875	(350,938)
Building Security	355,000	119,500	474,500	355,000	105,300	460,300	(14,200)	355,000	91,100	446,100	(14,200)	350,000	77,000	427,000	(19,100)	350,000	63,000	413,000	(14,000)
RMHS Turf II + Turf I	165,000	54,300	219,300	411,300	190,825	602,125	382,825	415,000	146,025	561,025	(41,100)	415,000	126,875	541,875	(19,150)	415,000	107,725	522,725	(19,150)
RMHS Fieldhouse	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RMHS litigation	135,000	32,400	167,400	135,000	27,000	162,000	(5,400)	135,000	21,600	156,600	(5,400)	135,000	16,200	151,200	(5,400)	135,000	10,800	145,800	(5,400)
Parker MS Roof	0	0	0	230,000	128,677	358,677	358,677	230,000	94,000	324,000	(34,677)	230,000	82,500	312,500	(11,500)	230,000	71,000	301,000	(11,500)
Barrows/Wood End	285,000	27,988	312,988	285,000	19,438	304,438	(8,550)	272,200	10,888	283,088	(21,350)	0	0	0	(283,088)	0	0	0	0
Modular Classrooms	150,000	15,000	165,000	150,000	9,000	159,000	(6,000)	150,000	3,000	153,000	(6,000)	0	0	0	(153,000)	0	0	0	0
Police Station/Public Health	0	0	0	126,400	71,539	197,939	197,939	130,000	52,250	182,250	(15,689)	130,000	45,750	175,750	(6,500)	125,000	39,375	164,375	(11,375)
West Street Road Improvements	130,000	18,200	148,200	130,000	14,300	144,300	(3,900)	130,000	10,400	140,400	(3,900)	130,000	5,200	135,200	(5,200)	0	0	0	(135,200)
Community Sustainability								100,000	45,000	145,000	145,000	100,000	40,000	140,000	(5,000)	100,000	35,000	135,000	(5,000)
Econ Development Downtown II								0	200,000	200,000	200,000	200,000	190,000	390,000	190,000	200,000	180,000	380,000	(10,000)
Birch Meadow Fields Phase I												200,000	100,000	300,000	300,000	200,000	90,000	290,000	(10,000)
INSIDE THE TAX LEVY	1,650,000	313,844	1,963,844	2,445,000	800,784	3,245,784	1,281,940	2,542,200	845,994	3,388,194	142,410	2,515,000	828,338	3,343,338	(44,857)	2,050,000	720,775	2,770,775	(572,563)
RMHS	1,145,000	179,000	1,324,000	1,185,000	121,750	1,306,750	(17,250)	1,250,000	62,500	1,312,500	5,750	0	0	0	(1,312,500)	0	0	0	0
Barrows/Wood End	55,000	4,982	59,982	54,000	3,332	57,332	(2,650)	42,800	1,712	44,512	(12,820)	0	0	0	(44,512)	0	0	0	0
Library	1,235,000	172,900	1,407,900	1,235,000	133,500	1,368,500	(39,400)	1,235,000	94,100	1,329,100	(39,400)	1,235,000	44,700	1,279,700	(49,400)	0	0	0	(1,279,700)
EXCLUDED FROM LEVY	2,435,000	356,882	2,791,882	2,474,000	258,582	2,732,582	(59,300)	2,527,800	158,312	2,686,112	(46,470)	1,235,000	44,700	1,279,700	(1,406,412)	0	0	0	(1,279,700)
Premiums			6,957			5,175	(1,782)			3,407	(1,768)			1,281	(2,126)			1,281	0
TOTAL DEBT	4,085,000	670,726	4,762,683	4,919,000	1,059,366	5,983,541	1,220,858	5,070,000	1,004,306	6,077,713	94,172	3,750,000	873,038	4,624,319	(1,453,395)	2,050,000	720,775	2,772,056	(1,852,263)

Debt Summary	FY22	FY23	FY24	FY25	FY26	FY22-26
Energy Improvements	476,456	857,004	796,731	769,813	418,875	(57,581)
Building Security	474,500	460,300	446,100	427,000	413,000	(61,500)
RMHS Turf II + Turf I	219,300	602,125	561,025	541,875	522,725	303,425
RMHS litigation	167,400	162,000	156,600	151,200	145,800	(21,600)
Parker MS Roof	0	358,677	324,000	312,500	301,000	301,000
Barrows/Wood End	312,988	304,438	283,088	0	0	(312,988)
Modular Classrooms	165,000	159,000	153,000	0	0	(165,000)
Police Station/Public Health	0	197,939	182,250	175,750	164,375	164,375
West Street Road Improvements	148,200	144,300	140,400	135,200	0	(148,200)
INSIDE THE TAX LEVY	1,963,844	3,245,784	3,043,194	2,513,338	1,965,775	1,931
Debt Summary	FY22	FY23	FY24	FY25	FY26	FY22-26
INSIDE THE TAX LEVY	1,963,844	3,245,784	3,043,194	2,513,338	1,965,775	1,931
*Community Sustainability	0	0	145,000	140,000	135,000	135,000 not yet authorized - \$1mil issuance planned June 2023
*Econ Development Downtown II	0	0	200,000	390,000	380,000	380,000 not yet authorized - \$2mil issuance planned June 2023
*Birch Meadow Fields Phase I	0	0	0	300,000	290,000	290,000 not yet authorized - \$2mil issuance planned June 2024
*INSIDE THE TAX LEVY	3,927,689	6,491,568	6,431,389	5,856,675	4,736,550	808,862
Debt Summary	FY22	FY23	FY24	FY25	FY26	FY22-26
RMHS	1,324,000	1,306,750	1,312,500	0	0	(1,324,000)
Barrows/Wood End	59,982	57,332	44,512	0	0	(59,982)
Killam						TBD
Library	1,407,900	1,368,500	1,329,100	1,279,700	0	(1,407,900)
EXCLUDED FROM LEVY	2,791,882	2,732,582	2,686,112	1,279,700	0	(2,791,882)
Premiums	6,957	5,175	3,407	1,281	1,281	(5,676)
*TOTAL DEBT	6,726,528	9,229,325	9,120,908	7,137,656	4,737,831	(1,988,697)

Results of Recent Debt Issuance

Town of Reading Debt Service Schedule	Requested FY - 2023	Projected FY - 2024	Projected FY - 2025	Projected FY - 2026	Projected FY - 2027	Projected FY - 2028	Projected FY - 2029	Projected FY - 2030	Projected FY - 2031	Projected FY - 2032	Projected FY - 2033	Projected FY - 2034	Projected FY - 2035	Projected FY - 2036	Projected FY - 2037
Bldg Energy Improv II \$5m/15yr	496,892	448,375	433,625	418,875	404,125	389,375	369,750	355,250	340,750	327,700	317,550	310,300	304,500	298,700	292,900

Town of Reading Debt Service Schedule	Approved FY - 2021	Approved FY - 2022	Requested FY - 2023	Projected FY - 2024	Projected FY - 2025	Projected FY - 2026	Projected FY - 2027	Projected FY - 2028	Projected FY - 2029	Projected FY - 2030	Projected FY - 2031	Projected FY - 2032	Projected FY - 2033	Projected FY - 2034	Projected FY - 2035	Projected FY - 2036	Projected FY - 2037	Projected FY - 2038	Projected FY - 2039
2/16/23 14:32																			
RMHS Turf I \$3.0mil/10yr	394,325	359,625	346,875	334,125	321,375	303,750	291,250	278,750	266,250	255,000	0	0	0	0	0				
Parker MS Roof \$2.7mil/10yr	358,677	324,000	312,500	301,000	284,625	273,375	262,125	250,875	239,625	229,500	0	0	0	0	0				
Police Sta Improve \$1.5mil/10yr	197,939	182,250	175,750	164,375	158,125	151,875	145,625	139,375	133,125	127,500	0	0	0	0	0				
ACTUAL	1,447,833	1,314,250	1,268,750	1,218,375	1,168,250	1,118,375	1,068,750	1,024,250	979,750	939,700	317,550	310,300	304,500	298,700	292,900				13,072,233
Bldg Energy Improv II \$5m/15yr	483,333	473,333	463,333	453,333	443,333	433,333	423,333	413,333	403,333	393,333	383,333	373,333	363,333	353,333	343,333				
RMHS Turf I \$3.0mil/10yr	390,000	381,000	372,000	363,000	354,000	345,000	336,000	327,000	318,000	309,000									
Parker MS Roof \$2.7mil/10yr	351,000	342,900	334,800	326,700	318,600	310,500	302,400	294,300	286,200	278,100									
Police Sta Improve \$1.5mil/10yr	180,000	177,000	174,000	171,000	168,000	165,000	162,000	159,000	156,000	153,000									
PLANNED	1,404,333	1,374,233	1,344,133	1,314,033	1,283,933	1,253,833	1,223,733	1,193,633	1,163,533	1,133,433	383,333	373,333	363,333	353,333	343,333				14,505,500
Bldg Energy Improv II \$5m/15yr	(13,559)	24,958	29,708	34,458	39,208	43,958	53,583	58,083	62,583	65,633	65,783	63,033	58,833	54,633	50,433				691,333
RMHS Turf I \$3.0mil/10yr	(4,325)	21,375	25,125	28,875	32,625	41,250	44,750	48,250	51,750	54,000	0	0	0	0	0				343,675
Parker MS Roof \$2.7mil/10yr	(7,677)	18,900	22,300	25,700	33,975	37,125	40,275	43,425	46,575	48,600	0	0	0	0	0				309,198
Police Sta Improve \$1.5mil/10yr	(17,939)	(5,250)	(1,750)	6,625	9,875	13,125	16,375	19,625	22,875	25,500	0	0	0	0	0				89,061
SAVINGS	(43,500)	59,983	75,383	95,658	115,683	135,458	154,983	169,383	183,783	193,733	65,783	63,033	58,833	54,633	50,433				1,433,267

Reading Climate Advisory Committee



2022 Update

February 21, 2023



Climate Advisory Committee

David Zeek

Chair

[Contact David Zeek](#)

Term Expires: 2023

Ray Porter

Secretary

[Contact Ray Porter](#)

Term Expires: 2024

Travis Estes

Member

[Contact Travis Estes](#)

Term Expires: 2025

Genady Pilyavsky

Member

[Contact Genady Pilyavsky](#)

Term Expires: 2024

Walter Talbot

Member

[Contact Walter Talbot](#)

Term Expires: 2023

**Vacant Climate Advisory
Committee**

Associate

Term Expires: 2023

**Vacant Climate Advisory
Committee**

Associate

Term Expires: 2023

**Vacant Climate Advisory
Committee**

Associate

Term Expires: 2024

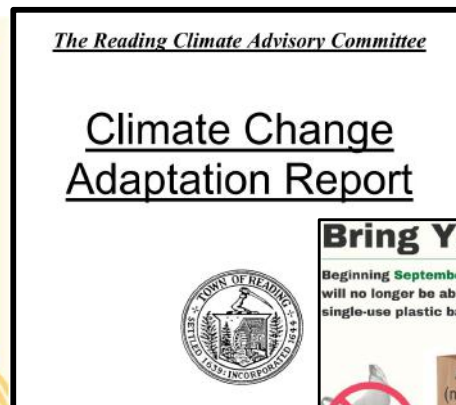
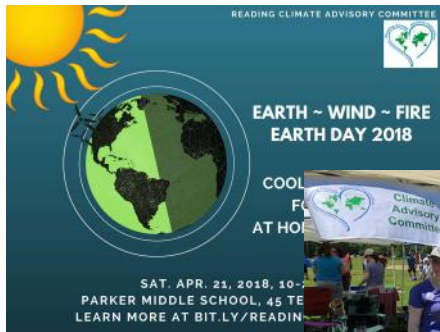


Climate Advisory Committee

CAC seeks environmental, economic and societal sustainability by raising public awareness and influencing the community, including its government, to reduce energy use and foster environmental stewardship in a cost-effective manner.

Education / Outreach

Policy / Planning



Agenda

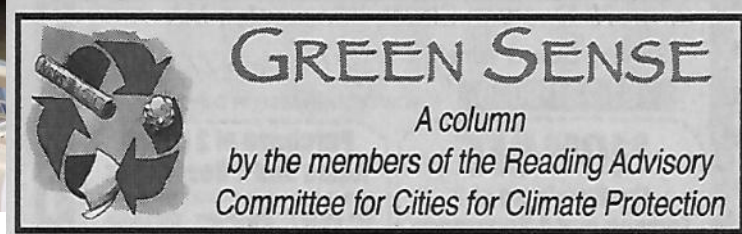
Education / Outreach

Policy / Planning

Massachusetts Updates

Education & Outreach

Weekly Green Sense articles
Town Forest Celebration
Friends & Family Day
Bicycle Recycling & Giveaway
RMLD Open House
New Resident Open House



2022 Bicycle Recycling and Give-away

Donate a bike in good working condition.
Friday, April 29th 11:00am - 12:30pm or
Saturday, April 30th 9:00am - 11am
and receive a Voucher for
early admittance to the bike give-away.

Look for a free new/used bike on
Saturday, April 30th
12:00noon Voucher Holders
12:30pm General Public - Open to All
RMLD – 230 Ash Street

All participants are encouraged to wear masks at the event.

Families and individuals should maintain 6' social distancing at all times.

Limited parking is available for bicycle drop-off only. Park offsite for pick-up in public parking spaces. Arrive on foot to pick out a bike.

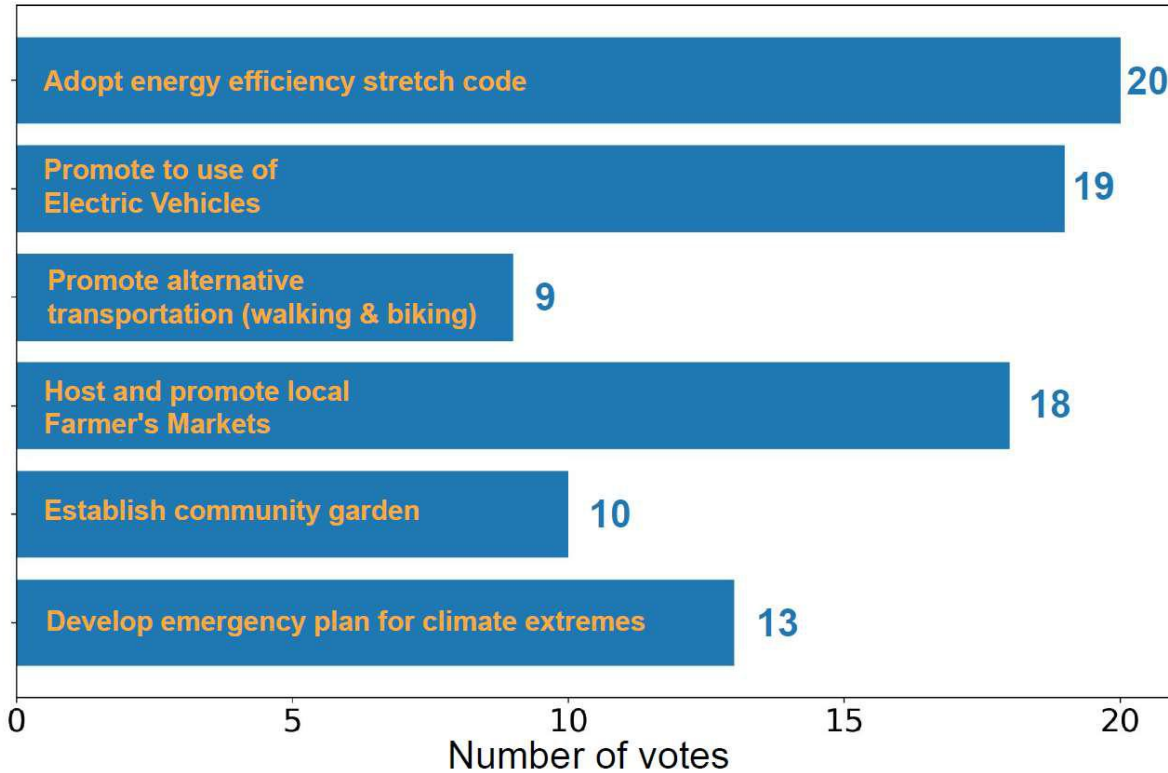
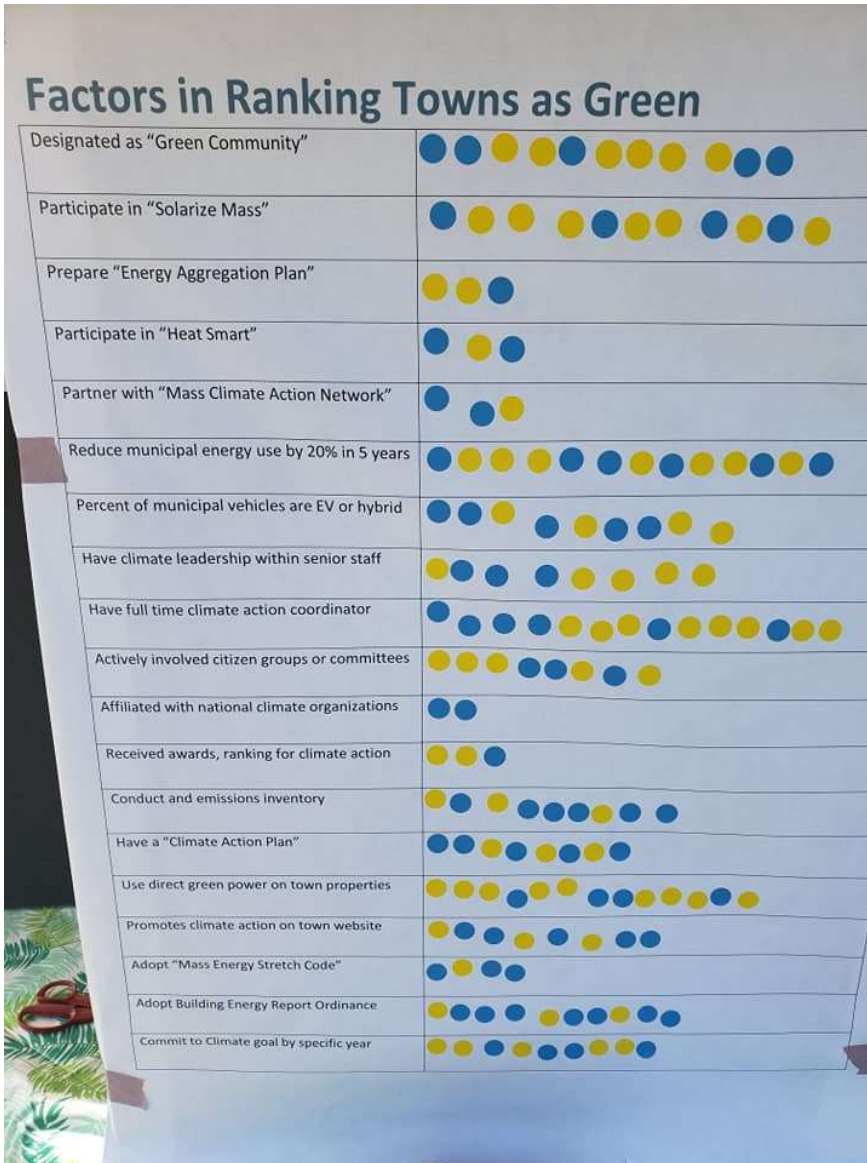
Admittance will be monitored to promote the health of all.

The Reading Police Department will be on hand to promote bike safety.



ReadingCares

Public Survey at Town Forest Celebration



Policy & Planning



Reading Sustainability Plan 2020

Focus	Selected Goals
Buildings	<ul style="list-style-type: none"> ➔ Become a Green Community ➔ Adopt clean energy and energy efficiency in public and private buildings ➔ Adopt stretch energy code
Transportation	<ul style="list-style-type: none"> ➔ Encourage and adopt electric vehicles & charging stations ① Provide more walking and bicycling options in Reading
Food	<ul style="list-style-type: none"> Host / promote a local Farmers' Market ➔ Establish community garden
Health	<ul style="list-style-type: none"> ② Incorporate climate vulnerabilities in emergency plans ② Adapt community facilities for use by residents in emergencies

- ➔ Significant progress made
- ① Subject of Bike/Pedestrian Plan
- ② Subject of MVP Hazard Mitigation Plan

2022 Survey on Home Heating and Cooling

4,209 responses from approx. 12,000 census surveys.

Half of our homes are heated with oil

Natural gas is a close second

Half of our homes are cooled with central air conditioning

Window air conditioners serve about another third

For both heating and cooling, heat pumps are a distant third place, but between 3% and 6% of respondents indicated an interest in adopting heat pumps for heating or cooling or both

The 50% of homes that have central air conditioning already have the duct work for a central heat pump system, as do many natural gas systems with forced air heating

Repeat the survey in Jan. 2023.



Survey on Home Heating and Cooling



TOWN OF READING REQUEST FOR VOLUNTARY INFORMATION – NOT REQUIRED CENSUS DATA

The purpose of this survey is to assess the sources of energy used for heating and cooling homes in Reading. This data is collected to monitor trends in the mix of energy use, to follow changes over time, and to project demands on our electrical system to ensure continued reliability and to inform electrification initiatives.

Your responses are optional but are highly encouraged and greatly appreciated. No personal identifying information will be associated with your responses. Failure to respond will not affect your census data or voter registration. Please return this form with your other census forms.

Instructions

- Under the Primary column, fill in one bubble for your main energy source or the source that heats/cools the largest area of your home.
- If applicable, fill in bubbles in the Supplemental column for your other sources of heating and cooling. Mark all that apply.

1. What sources of energy are used to HEAT your home?

Heating	Primary	Supplemental
Oil	2,103 50.0%	44 1.0%
Natural Gas	1,801 42.8%	56 1.3%
Propane	97 2.3%	95 2.3%
Heat Pump (ducted or mini-split)	126 3.0%	287 6.8%
Electrical (e.g., baseboard heat)	122 2.9%	309 7.3%
Other	16 0.4%	105 2.5%

2. What sources of energy are used to COOL your home?

Cooling	Primary	Supplemental
Window Air Conditioner	1,552 36.9%	240 5.7%
Central Air Conditioner	2,121 50.4%	73 1.7%
Heat Pump (ducted or mini-split)	365 8.7%	119 2.8%
Other	74 1.8%	60 1.4%
None	143 3.4%	26 0.6%

3. Are you planning, within the next three years, to convert your primary source of HEAT to Heat Pump?

Yes 146 3.5% No 3,898 92.6%

4. Are you planning, within the next three years, to convert your primary source of COOL to Heat Pump?

Yes 261 6.2% No 3,749 89.1%

Results are the responses from 4,209 survey forms returned with the Town of Reading annual census. Some responses included multiple Primary sources of heating or cooling. Some identified none.

3 Public EV Chargers in Town



Reading Community Garden

In RCAC Sustainability Plan

Started with \$10k state
grant

2022 is the first year

WANT TO GROW
ORGANIC PRODUCE?
HELP BEES & BUTTERFLIES?



Polystyrene Bylaw



NEW SUSTAINABILITY BYLAWS Easy ways to comply



The bylaw would prohibit *food establishments* from using and distributing disposable food service containers, cutlery or other single-use disposable products made from rigid or foam polystyrene.



Aug. 4	Board of Health
Aug. 30	Select Board
Sep. 6	Town Counsel
Sep. 7	Bylaw Committee
Sep. 8	RPS Food Service
Sep. 10 ...	Businesses
Oct. 3	Chamber of Commerce
Oct.12	Public Forum (Zoom)
Oct.13	Public Forum (Library)
Oct.27	Public Forum (Tin Bucket)
Nov. 21	Town Meeting approval : 126 to 8
Feb. 2	Board of Health - implementation
March 2023	Bylaw adopted
March 2024	Polystyrene ban in force

CAC 2023 Activities & Priorities

Repeat residential Heating & Cooling Survey in town census

- 2,875 surveys collected to date

Support Reading Net Zero Planning Process

- Focus on buildings, transportation, waste

Support Hazard Mitigation Planning Process

Implement Polystyrene bylaw

- Coordinate with Dept. of Public Health on implementation and enforcement strategy and materials
- Outreach and communication to Reading businesses (156 affected of 345 total)

Achieve designation as Green Community

- Approve contribution to Renewable Energy Trust Fund
- Establish RMLD fee-collection mechanism

Focus on sustainable buildings

- Solar on new school roofs
- Discourage natural gas and encourage electrification
- Adopt 2023 changes to the Energy Stretch Building Code

Focus on sustainable transportation

- Encourage adoption of electric vehicles by the town and residents
- Expand network of bicycle paths and walking trails

MA Updates

Green Communities

Option to contribute to RETF enabled by new law “Chapter 230 of the Acts of 2022”: An Act relative to municipal light plant participation in green communities

- Championed by our State delegation
- Effective Jan. 1, 2023
- DOER Div. of Green Communities will decide what is required to show that Reading “**has chosen to adopt the renewable energy charge.**”

Estimated charges to us:

- Average Reading resident charge at 35¢ per month (700 kWh @ \$0.0005 per kWh)
- Total Reading charge at \$63,500 per year (127,000,000 kWh @ \$0.0005 per kWh)

17 of Reading’s 23 Peer Communities are Green Communities. Since 2010, these communities have received, on average, \$125,000 in grant funding annually.

	Criteria	Reading’s Status
1	Adopt as-of-right siting	Achieved
2	Adopt expedited permitting process	Achieved
3	Create an Energy Reduction Plan to reduce energy use by 20% in 5 years	Adopted and funded at Nov 2021 Town Mtg.
4	Adopt a fuel-efficient vehicle purchase policy	Adopted June 2021
5	Adopt the Energy Stretch Code	Adopted at Nov 2020 Town Mtg.
6	Contribute to Renewable Energy Trust Fund	IN WORK

Stretch Energy Code



Base, Stretch, and Specialized – 3 Options

Base Code (IECC 2021)

- New construction in towns & cities not a green community
- **52 communities**

Expected from BBRS:
July 2023

Stretch Code (2023 update)

- New construction in towns & cities that are a green or stretch community
- **299 communities**

Residential : Jan 2023
Commercial: July 2023

Specialized Code ("Net-Zero")

- New Construction in towns & cities that vote to opt-in to this code
- **Effective date:**
Typically 6-11 months after Town/City vote

MA Clean Energy & Climate Plan 2025-2030

Transportation

Zero emission passenger vehicle sales reach **100% of all passenger vehicle sales by 2035**

Impose **mandatory sales requirements on truck** and bus manufacturers beginning in model year 2025.

Encourage **Multifamily Zoning Near Transit Stations**

Increase Support for the MassDOT **Complete and Shared Streets Programs**

Launch an **E-bike** Incentive Program

Accelerate **Electrification of Vehicles** for Hire, Delivery Trucks, and School buses

Provide **Grants to Community Organizations to Reduce Transportation Emissions**

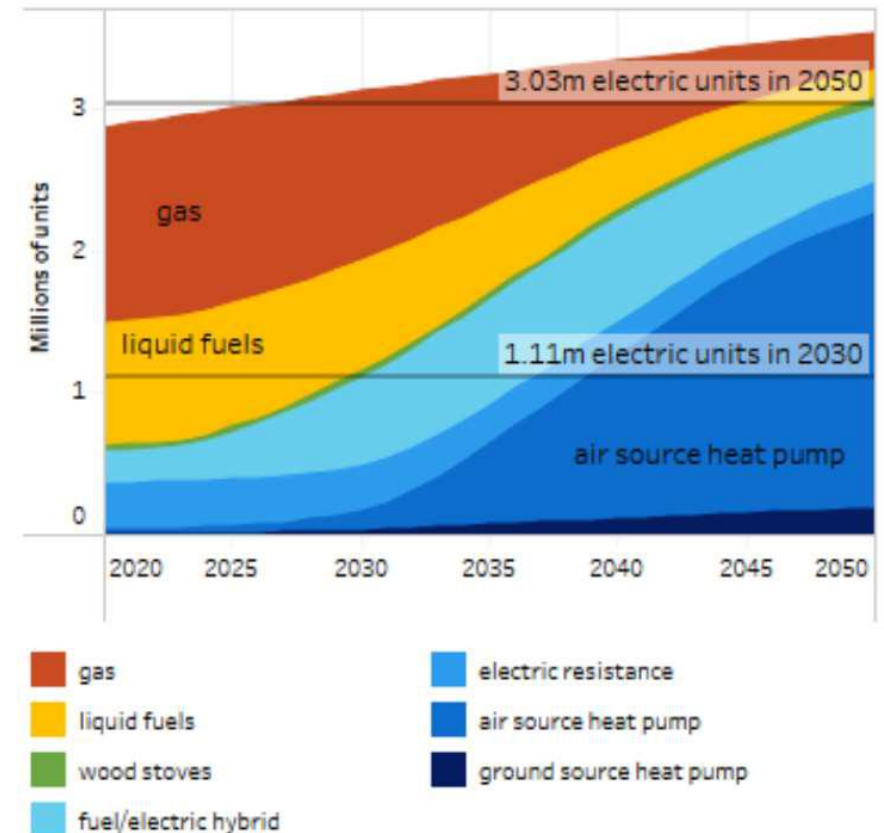
Support **Direct Current Fast Charging** Deployment

Require **Make-Ready Charging for All New Buildings**

Support **Residential Smart Charging**

Buildings

Figure 3.2. Residential Space Heating Stock, Phased Scenario



Backup

The 4 Levels of LEED Certification

- 1. Certified**
In order to receive the “Certified” rank from LEED, the building needs to achieve between 40 – 49 points. This level makes up about 15% out of all buildings that have received a LEED ranking.
- 2. Silver**
The “Silver” level is granted for projects that get a score between 50 – 59 points. Around 30% of buildings are able to reach this level.
- 3. Gold**
“Gold” is the second best level for the LEED certification. If you want your building to be in this category, your score has to be in the range of 60 – 79 points. This is the most common level and about 50% qualify for it.
- 4. Platinum**
The highest possible ranking to achieve is the “Platinum” certification. Your building has to reach more than 80 points. This means all the environmental aspects have to be maximized. Only about 10% are able to qualify for the platinum LEED ranking.

Projects applying for LEED status earn points across nine basic categories relevant to green building: Integrative process, Location and transportation, Sustainable sites, Water efficiency, Energy and atmosphere, Materials and resources, Indoor environmental quality, Innovation, Regional priority

100 Natural Gas Leaks in Reading EOY 2021

At EOY 2021, National Grid reported 100 open leaks and 47 repaired leaks in READING.

Vs. 91 gas leaks at EOY 2016

100 leaks were responsible for

- 43.1 metric tons of methane emissions
- equivalent to 3,705 metric tons of carbon dioxide, or
- \$43,854 of leaked gas (at residential rate).
- Includes 4 open G3SEI leaks

Regulations adopted in 2019:

DPU 220 CMR 114 Uniform Natural Gas Leaks Classification

- Repair G1, G2 & G3SEI
- Standard reporting requirement

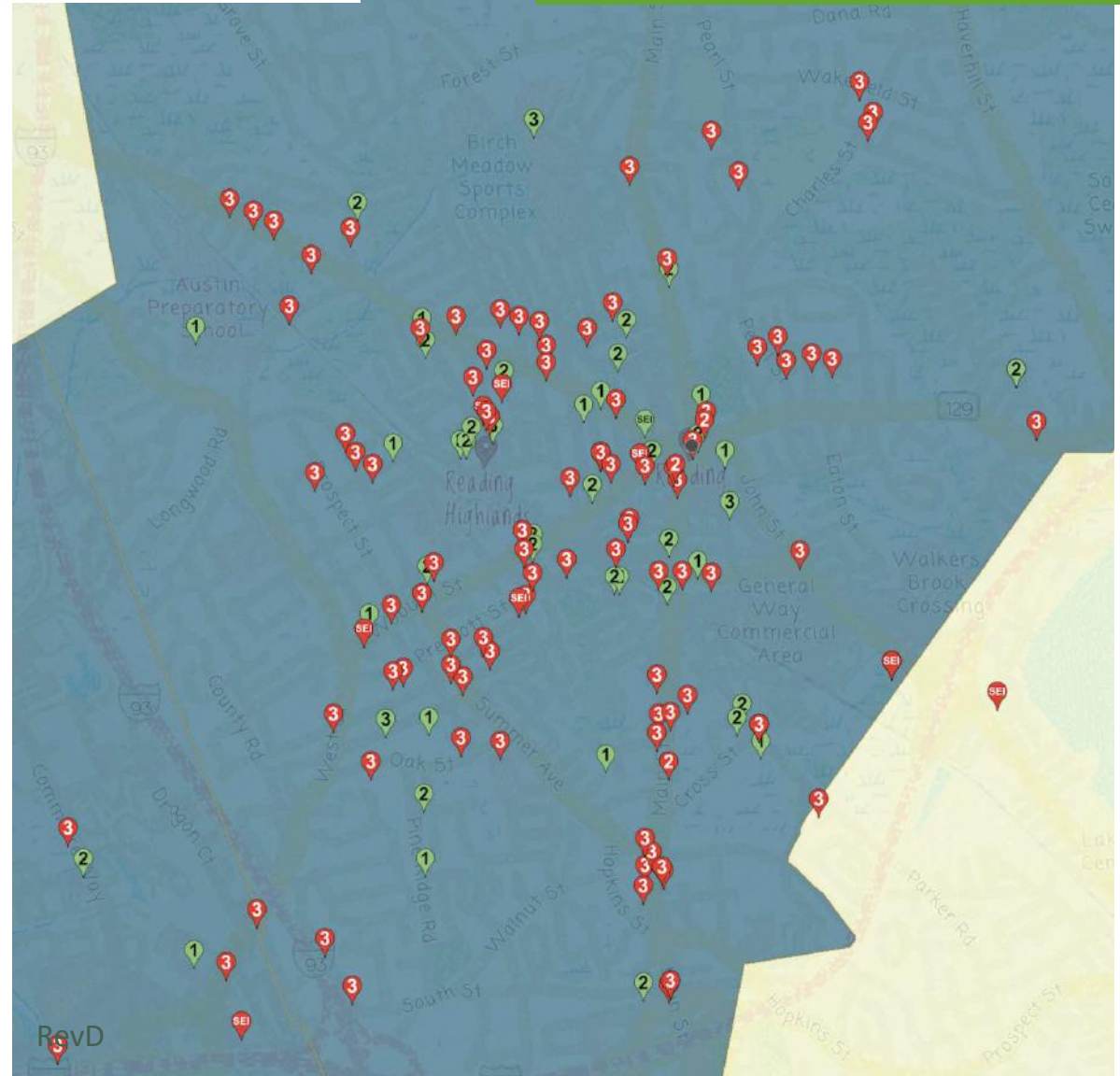
DPU 220 CMR 115 Uniform Reporting of Lost and Unaccounted-For Gas

National Grid Boston Gas open leaks 2021

- 1 Grade 1
- 2 Grade 2
- 3 Grade 3
- SEI Grade 3 SEI

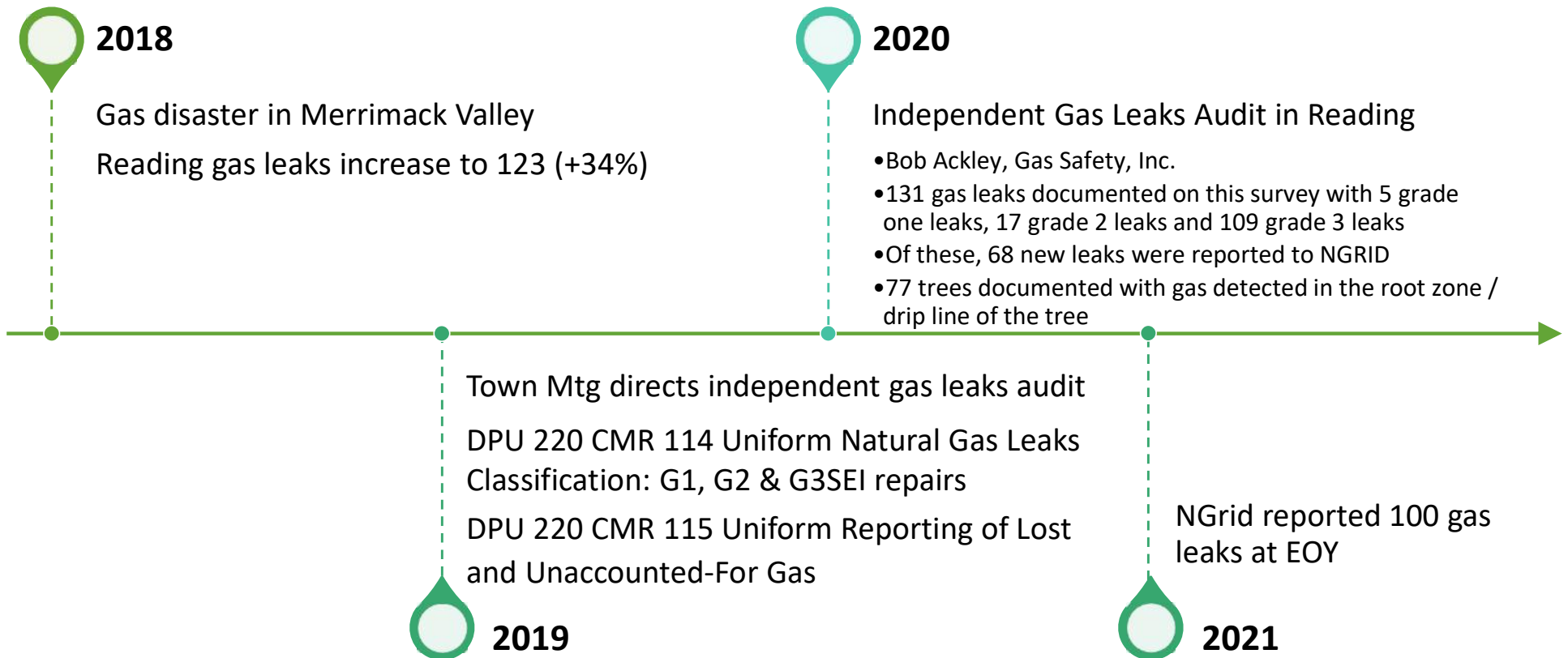
National Grid Boston Gas repaired leaks 2021

- 1 Grade 1
- 2 Grade 2
- 3 Grade 3
- SEI Grade 3 SEI



Focus has moved from reducing leaks to transition off gas.

Reading Gas Leaks Timeline



Campaign for a Town Sustainability Director

Reading needs a Sustainability Director



who works with all stakeholders



for a sustainable Reading



COMMONWEALTH OF MASSACHUSETTS

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

By virtue of this Warrant, I _____, on _____, 2023 notified and warned the inhabitants of the Town of Reading, qualified to vote on Town affairs, to meet at the place and at the time specified by posting attested copies of this Town Meeting Warrant, in the following public places within the Town of Reading:

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

The date of posting being not less than fourteen (14) days prior to April 4, 2023, the date set for Town Meeting in this Warrant.

Constable

A true copy Attest:

Laura Gemme, Town Clerk

TOWN WARRANT



COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

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

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

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

TUESDAY, the FOURTH DAY OF APRIL, A.D., 2023
from 7:00 a.m. to 8:00 p.m. to act on the following Articles, viz:

ARTICLE 1 To elect by ballot the following Town Officers:

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

Each of Reading's eight (8) precincts will elect eight (8) Town Meeting members for a three-year term.

Precinct 2 One (1) Town Meeting member for a 2-year term;
Precinct 5 One (1) Town Meeting member for a two-year term;
Precinct 6 One (1) Town Meeting member for a one-year term;
Precinct 6 One (1) Town Meeting member for a two-year term;

and to meet at the Reading Memorial High School, 62 Oakland Road, in said Reading on

MONDAY, the TWENTY-FOURTH DAY of APRIL A.D., 2023

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

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

Select Board

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

Select Board

ARTICLE 4 To see if the Town will vote to amend the FY 2023-33 Capital Improvements Program as provided for in Section 7-7 of the Reading Home Rule Charter and as previously amended, or take any other action with respect thereto.

Select Board

ARTICLE 5 To see if the Town will vote to amend the Town's Operating Budget for the Fiscal Year commencing July 1, 2022, as adopted under Article 18 of the Annual Town Meeting of April 25, 2022 and amended under Article 5 of the Subsequent Town Meeting of November 14, 2022; and to see if the Town will vote to raise and appropriate, borrow or transfer from available funds, or otherwise provide a sum or sums of money to be added to the amounts appropriated under said Article, as amended, for the operation of the Town and its government, or take any other action with respect thereto.

Finance Committee

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

Select Board

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

Select Board

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

ARTICLE 9 To see if the Town will vote to (1) establish the limit on the total amount that may be expended from each revolving fund established by Article 9 of the Town of Reading General Bylaw pursuant to Section 53E½ of Chapter 44 of the Massachusetts General Laws for the fiscal year beginning July 1, 2023; and (2) amend Section 6.5.2 of the General Bylaw, establishing the Inspection Revolving Fund, as shown below, with the deletions being in bold and struck through:

6.5.2 Inspection Revolving Fund

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

Or take any other action with respect thereto.

Select Board

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

Select Board

ARTICLE 11 To see if the Town will vote to accept the provisions of Chapter 40, Section 13E of the Massachusetts General Laws to establish a Special Education Reserve Fund to be utilized in the upcoming fiscal years, for the general purposes of funding, without further appropriation, unanticipated or unbudgeted costs of special education and recovery high school programs, out-of-district tuition or transportation, all as provided for by law; such funds to be distributed after a majority vote of the School Committee and a majority vote of the Select Board only; provided that the balance in such reserve fund shall not exceed 2 per cent of the annual net school spending amount established for the school district; or take any other action with respect thereto.

School Committee

ARTICLE 12 To see if the Town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide a sum or sums of money for the operation of the Town and its government for Fiscal Year 2024 - beginning July 1, 2023, or take any other action with respect thereto.

Finance Committee

ARTICLE 13 To see if the Town will vote to raise and appropriate, borrow, transfer from available funds or otherwise provide a sum or sums of money to pay the costs of acquisition, management, and distribution of rubbish and recycling barrels for residences currently on the municipal rubbish program, including the payment of any and all other costs incidental and related to thereto, or take any other action with respect thereto.

Select Board

ARTICLE 14 To see if the Town will vote to raise and appropriate, borrow, transfer from available funds or otherwise provide a sum or sums of money to pay the costs of infrastructure improvements to the Birch Meadow Complex, including but not limited to, the reconstruction of Imagination Station, construction of a passive recreation walkway, installation of a bathroom structure, and the installation of a concrete practice wall, including the payment of any and all other costs incidental and related to thereto, or take any other action with respect thereto.

Select Board

ARTICLE 15 To see if the Town will vote to raise and appropriate, borrow, transfer from available funds or otherwise provide a sum or sums of money to pay the costs of installation and improvements to the Gazebo Circle Pump Station Project, including but not limited to, the reconstruction of the pump station, installation of mechanical and electrical equipment, and installation of water mains to and from the pump station, including the payment of any and all other costs incidental and related to thereto, or take any other action with respect thereto.

Select Board

ARTICLE 16 To see if the Town will vote to raise and appropriate, borrow, transfer from available funds or otherwise provide a sum or sums of money to pay the costs of installation and improvements to the Downtown Water Main Project, including but not limited to, the installation of water mains, water services, and hydrants, including the payment of any and all other costs incidental and related to thereto, or take any other action with respect thereto.

Select Board

ARTICLE 17 To see if the Town will vote to raise and appropriate, borrow, transfer from available funds, or otherwise provide a sum of money to pay costs of the construction and reconstruction of the sewer distribution system, including the payment of all incidental or related costs and to authorize the Town to apply for, accept and expend any federal or state grants that may be available for this project, or take any other action with respect thereto.

Select Board

ARTICLE 18 To see if the Town will vote to amend existing borrowing authorizations on unissued debt, in order to reduce the amount of borrowing so authorized in accordance with Section 20 of Chapter 44 of the Massachusetts General Laws, as follows:

Town Meeting Vote	Project	Total Debt Authorization	Reduction Amount	New Debt Authorization
April 22, 2019 Annual Town Meeting, Art. 15	Reading Memorial High School's Turf Field II Project	\$2,225,000	\$402,000	\$1,823,000

or take any other action with respect thereto.

Select Board

ARTICLE 19 To see if the Town will amend the General Bylaws, Article 4, Personnel, by striking Section 4.2.2 in its entirety and inserting, in place thereof, the following language:

4.2.2 Requirement of Medical Examination

The requirement for a medical examination prior to an employee's entrance on duty shall be governed by the applicable personnel policy, employment contract, or state or federal law.

or take any other action with respect thereto.

Select Board

ARTICLE 20 To see if the Town will vote pursuant to Section 8.8.2.1.6 of the General Bylaws, to set the amount of the late fee for dog owners and keepers that fail to renew a license issued under Section 8.8.2.1 of the General Bylaws, by March 31, or by the first business day thereafter; or to take any other action with respect thereto.

Select Board

ARTICLE 21 To see if the Town will vote to:

- (1) Authorize the Select Board to acquire by gift, purchase, or eminent domain, 17 Harnden Street, Reading, shown as Assessor's Map Parcel 17 Harnden, for general municipal purposes, including senior and community center purposes, on such terms and conditions as the Select Board deems appropriate, and to authorize the Town Manager to take any

and all actions and to enter into and execute any and all agreements and other documents as may be necessary or appropriate to accomplish the foregoing acquisition;

And

- (2) Raise and appropriate, borrow, transfer from available funds or otherwise provide a sum or sums of money for the purposes of (i) acquiring said 17 Harnden Street, including all incidental or related costs, such funds to be administered by the Select Board, and (ii) renovating said 17 Harnden Street, including the costs of engineering and architectural services and all incidental or related costs; provided, however, that this appropriation and debt authorization shall be contingent upon passage of a Proposition 2½ Debt Exclusion ballot question pursuant to M.G.L. c. 59, §21C(k);

Or take any other action with respect thereto.

Select Board

ARTICLE 22 To see if the Town will vote to adopt a mandatory charge per kilowatt-hour upon Reading Municipal Light Plant's electricity consumers located within the Town of Reading pursuant to Section 20(c) of Chapter 25 of the General Laws, for the purposes of qualifying the Town as a green community under Section 10 of Chapter 25A of the General Laws; or take any other action related thereto.

Select Board

ARTICLE 23 To see if the Town will vote, pursuant to Section 2-6 of the Reading Home Rule Charter, to declare the seats of certain Town Meeting Members to be vacant and remove certain described persons from their position as Town Meeting Members for failure to take the oath of office within 30 days following the notice of election or for failure to attend one-half or more of the Town Meeting sessions during the previous year, or take any other action with respect thereto.

Select Board

and you are directed to serve this Warrant by posting an attested copy thereof in at least one (1) public place in each precinct of the Town not less than fourteen (14) days prior to April 5, 2023, or providing in a manner such as electronic submission, holding for pickup or mailing, an attested copy of said Warrant to each Town Meeting Member.

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

Given under our hands this ___th day of _____, 2023.

Mark L Dockser, Chair

Karen Gately Herrick, Vice Chair

Chris Haley, Secretary

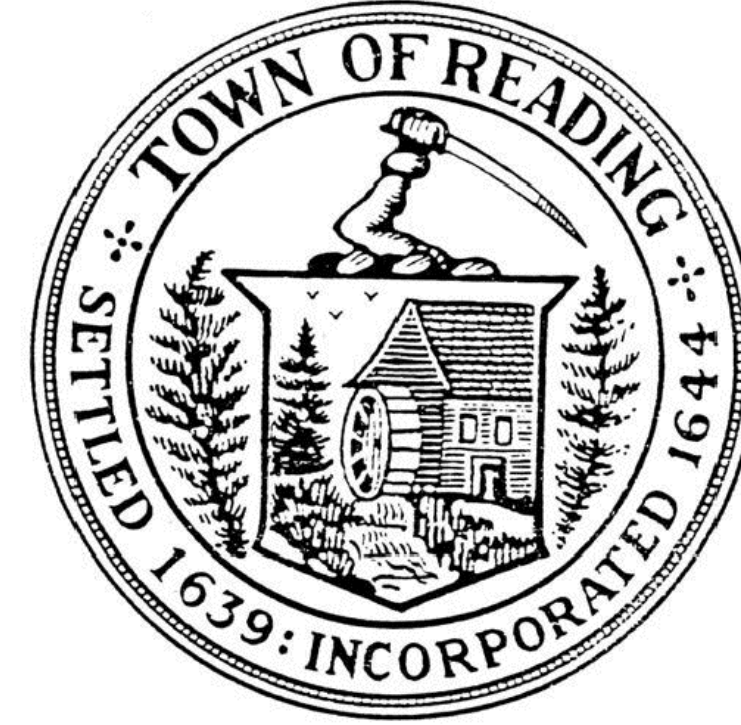
Carlo Bacci

Jacqueline McCarthy

SELECT BOARD OF READING

, Constable

TOWN OF READING, MASSACHUSETTS



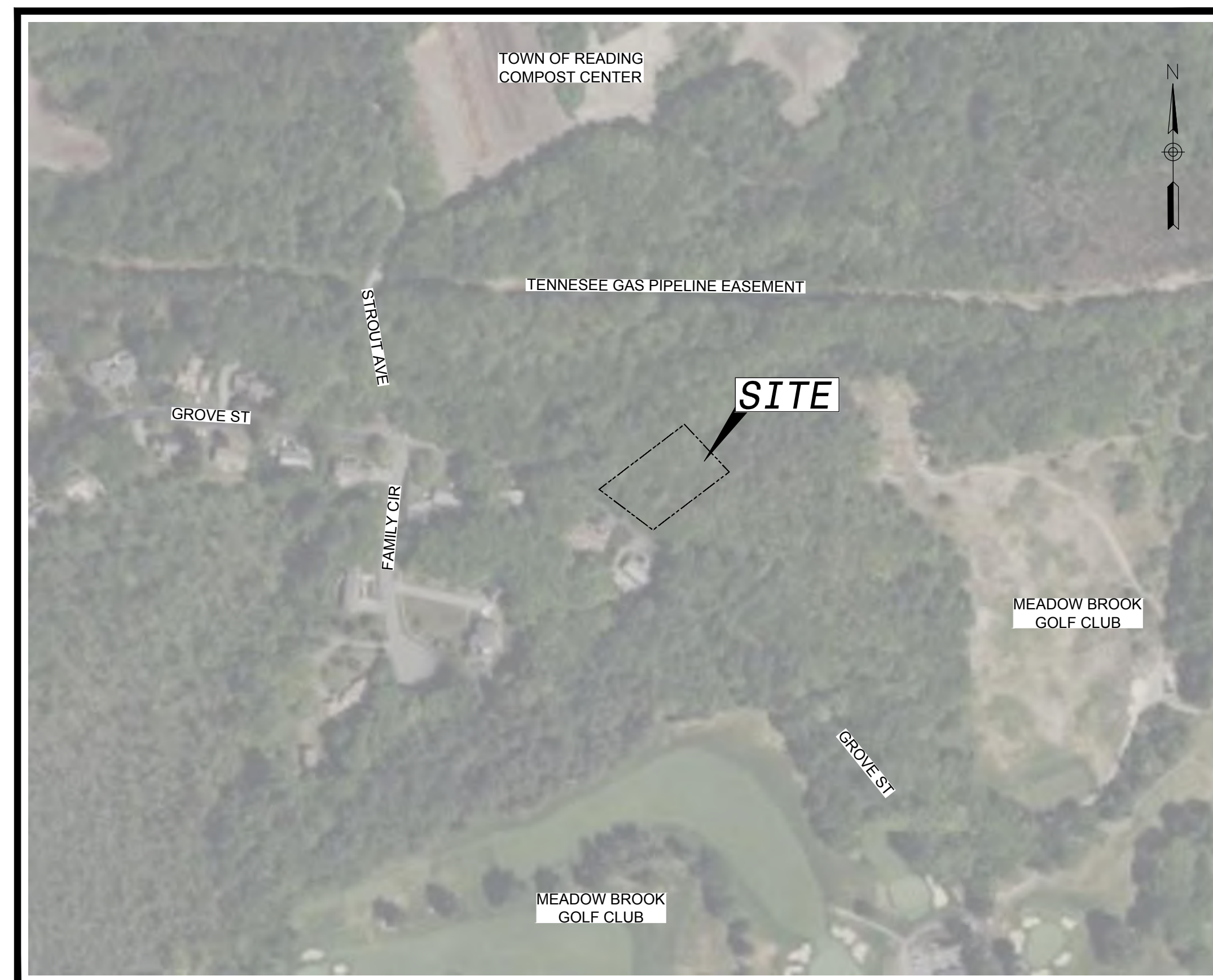
GROVE STREET, LOT 5 PARKING LOT READING, MASSACHUSETTS 01867

DRAWING INDEX

SHEET	TITLE
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ZONING INFORMATION

PARCEL ID:	044.0-0000-0024.0
ADDRESS:	0 GROVE STREET
OWNER:	TOWN OF READING 16 LOWELL STREET READING, MA 00867
ZONING DISTRICTS:	S20
EXISTING USE:	UNDEVELOPED
PROPOSED USE:	OUTDOOR RECREATION / CONSERVANCY



LOCUS MAP
SCALE : 1"=200'



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Issued Date:

JANUARY 23, 2023



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**ABBREVIATIONS,
NOTES & LEGEND**

Sheet Number:
C001

ABBREVIATIONS

GENERAL NOTES

- EXISTING CONDITIONS INFORMATION BASED UPON AN ON THE GROUND SURVEY PERFORMED BY CONTROL POINT ASSOCIATES, INC. IN MAY OF 2022.
- WETLANDS WERE DELINEATED AND LOCATED BY WESTON & SAMPSON IN JULY OF 2022.
- PLAN BEARINGS ARE BASED UPON THE MASSACHUSETTS STATE PLANE COORDINATE SYSTEM - MAINLAND ZONE (NAD83) PER GPS OBSERVATIONS.
- PLAN ELEVATIONS REFER TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88) PER GPS OBSERVATIONS.
- ALL BIDDERS ARE REQUIRED TO INSPECT THE PROJECT SITE IN ITS ENTIRETY PRIOR TO SUBMITTING THEIR BID, AND BECOME FAMILIAR WITH ALL CONDITIONS AS THEY MAY AFFECT THEIR BID. CONTRACTOR AND SUB-CONTRACTOR SHALL BE FAMILIAR WITH ALL DRAWINGS AND SPECIFICATIONS PRIOR TO COMMENCING THE CONSTRUCTION.
- LOCATIONS OF ANY UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE ONLY. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION OF SUCH UTILITIES, PROTECTING ALL EXISTING UTILITIES AND REPAIRING ANY DAMAGE DONE DURING CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL ON-SITE COORDINATION WITH UTILITY COMPANIES AND PUBLIC AGENCIES AND FOR OBTAINING ALL REQUIRED PERMITS AND PAYING ALL REQUIRED FEES.
- WHERE AN EXISTING UTILITY IS FOUND TO CONFLICT WITH THE PROPOSED WORK, THE LOCATION, ELEVATION AND SIZE OF THE UTILITY SHALL BE ACCURATELY DETERMINED WITHOUT DELAY BY THE CONTRACTOR AND THE INFORMATION FURNISHED TO THE ENGINEER FOR RESOLUTION OF THE CONFLICT.
- THE CONTRACTOR SHALL MAKE ALL ARRANGEMENTS FOR THE ALTERATION AND ADJUSTMENT OF GAS, ELECTRIC, TELEPHONE AND ANY OTHER PRIVATE UTILITIES BY THE UTILITY OWNER AT NO ADDITIONAL COST TO THE OWNER.
- CONTRACTOR SHALL BE RESPONSIBLE FOR REVIEWING ALL DRAWINGS AND SPECIFICATIONS TO DETERMINE THE EXTENT OF EXCAVATION AND DEMOLITION REQUIRED TO RECEIVE SITE IMPROVEMENTS.
- ANY DISCREPANCIES OR CONFLICTS BETWEEN THE DRAWINGS AND EXISTING CONDITIONS, EXISTING CONDITIONS TO REMAIN, TEMPORARY CONSTRUCTION, PERMANENT CONSTRUCTION AND WORK OF ADJACENT CONTRACTS SHALL BE BROUGHT TO THE ATTENTION OF THE OWNER BEFORE PROCEEDING. ITEMS ENCOUNTERED IN AREAS OF EXCAVATION THAT ARE NOT INDICATED ON THE DRAWINGS, BUT ARE VISIBLE ON SURFACE, SHALL BE THE CONTRACTOR'S RESPONSIBILITY AND SHALL BE REMOVED AT NO ADDITIONAL COST TO THE OWNER.
- ANY ALTERATIONS TO THESE DRAWINGS MADE IN THE FIELD DURING CONSTRUCTION SHALL BE RECORDED BY THE GENERAL CONTRACTOR ON "AS-BUILT" DRAWINGS.
- ALL AREAS DISTURBED BY THE CONTRACTOR'S OPERATIONS OUTSIDE THE PROJECT LIMITS, SHALL BE RESTORED TO THE ORIGINAL CONDITION BY THE CONTRACTOR AT NO ADDITIONAL COST AND TO THE SATISFACTION OF THE OWNER.
- ALL WORK SHOWN ON THE PLANS AS BOLD SHALL REPRESENT PROPOSED WORK. THE TERM "PROPOSED (PROP)" INDICATES WORK TO BE CONSTRUCTED USING NEW MATERIALS OR, WHERE APPLICABLE, RE-USING EXISTING MATERIALS IDENTIFIED AS "REMOVE AND RESET (R&R)", OR REMOVE, RELOCATE, RESET, (R,R&R).
- ALL KNOWN EXISTING STATE, COUNTY AND CITY LOCATION LINES AND PRIVATE PROPERTY LINES HAVE BEEN ESTABLISHED FROM AVAILABLE INFORMATION AND ARE INDICATED ON THE PLANS.
- THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT HIS EMPLOYEES, AS WELL AS PUBLIC USERS FROM INJURY DURING THE ENTIRE CONSTRUCTION PERIOD USING ALL NECESSARY SAFEGUARDS, INCLUDING BUT NOT LIMITED TO, THE ERECTION OF TEMPORARY WALKS, STRUCTURES, PROTECTIVE BARRIERS, COVERING, OR FENCES AS NEEDED.
- THE CONTRACTOR SHALL SUPPLY THE OWNER WITH THE NAME OF THE OSHA "COMPETENT PERSON" PRIOR TO CONSTRUCTION.
- EXISTING TREES TO REMAIN SHALL BE PROTECTED FROM CONSTRUCTION ACTIVITIES. NO STOCKPIILING OF MATERIAL, EQUIPMENT OR VEHICULAR TRAFFIC SHALL BE ALLOWED WITHIN THE DRIP LINE OF TREES TO REMAIN. NO GUYS SHALL BE ATTACHED TO ANY TREE TO REMAIN. WHEN NECESSARY OR AS DIRECTED BY THE ENGINEER, THE CONTRACTOR SHALL ERECT TEMPORARY BARRIERS FOR THE PROTECTION OF EXISTING TREES DURING CONSTRUCTION.
- THE CONTRACTOR SHALL CALL DIGSAFE AT 811 AT LEAST 72 HOURS, SATURDAYS, AND HOLIDAYS EXCLUDED, PRIOR TO EXCAVATING AT ANY LOCATION. A COPY OF THE DIGSAFE PROJECT REFERENCE NUMBER(S) SHALL BE GIVEN TO THE OWNER PRIOR TO EXCAVATION.
- CONTRACTOR IS RESPONSIBLE FOR STAKING CONSTRUCTION BASELINES, STRUCTURES, ETC WITH A LICENSED SURVEYOR IN FIELD. NO CONSTRUCTION WILL BE PERFORMED WITHOUT THE PROPOSED BASELINES AND LAYOUTS APPROVED BY THE ENGINEER.
- NO FILL SHALL CONTAIN HAZARDOUS MATERIALS.
- CONTRACTOR SHALL PROVIDE TEMPORARY FENCING AROUND PERIMETER OF WORK AREA (LIMIT OF WORK). FENCE SHALL NOT IMPEDE TRAVEL WAYS.
- ANY QUANTITIES SHOWN ON PLANS ARE FOR COMPARATIVE BIDDING PURPOSES ONLY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VISIT THE PROJECT SITE TO VERIFY ALL QUANTITIES AND CONDITIONS PRIOR TO SUBMITTING BID.
- ALL EXISTING DRAINAGE FACILITIES TO REMAIN SHALL BE MAINTAINED FREE OF DEBRIS, SOIL, SEDIMENT, AND FOREIGN MATERIAL AND OPERATIONAL THROUGHOUT THE LIFE OF THE CONTRACT. REMOVE ALL SOIL, SEDIMENT, DEBRIS AND FOREIGN MATERIAL FROM ALL DRAINAGE STRUCTURES, INCLUDING BUT NOT LIMITED TO, DRAINAGE INLETS, MANHOLES AND CATCH BASINS WITHIN THE LIMIT OF WORK AND DRAINAGE STRUCTURES OUTSIDE THE LIMIT OF WORK THAT ARE IMPACTED BY THE WORK FOR THE ENTIRE DURATION OF CONSTRUCTION.
- CONTRACTOR'S STAGING AREA MUST BE WITHIN THE CONTRACT LIMIT LINE (LIMIT OF WORK AS IDENTIFIED ON THE PLANS).
- THE CONTRACTOR SHALL KEEP ALL STREETS THAT ARE NOT RESTRICTED FROM PUBLIC USE DURING CONSTRUCTION BROOM CLEAN AT ALL TIMES. THE CONTRACTOR SHALL USE ACCEPTABLE METHODS AND MATERIALS TO MAINTAIN ADEQUATE DUST CONTROL THROUGHOUT CONSTRUCTION.
- CONTRACTOR SHALL COORDINATE ALL WORK WITH THE OWNER.
- THE LIMIT OF WORK SHALL BE DELINEATED IN THE FIELD PRIOR TO THE START OF SITE CLEARING OR CONSTRUCTION.
- HAULING OF EARTH MATERIALS TO AND FROM THE SITE SHALL BE RESTRICTED TO THE HOURS OF 7:00 AM TO 5:00 PM MONDAY THROUGH FRIDAY. HAULING SHALL ALSO BE PROHIBITED ON STATE AND FEDERAL HOLIDAYS.
- ANY BOULDERS 3 CY OR SMALLER SHALL BE CONSIDERED UNDOCUMENTED FILL AND SHALL BE DISPOSED OF AT NO ADDITIONAL COST TO THE OWNER.
- WORK ON SATURDAYS SHALL ONLY BE CONDUCTED IF PRIOR WRITTEN PERMISSION IS PROVIDED BY THE OWNER.

EROSION AND SEDIMENT CONTROL NOTES

- ALL SEDIMENT AND EROSION CONTROL DEVICES SHALL BE PUT INTO PLACE BY G.C. PRIOR TO BEGINNING ANY CONSTRUCTION OR DEMOLITION. REFER TO PLAN FOR APPROXIMATE LOCATION OF EROSION AND SEDIMENT CONTROL. REFER TO SPECS AND DETAILS FOR TYPE OF EROSION AND SEDIMENT CONTROL.
- THE G.C. SHALL BE RESPONSIBLE FOR THE CONTINUAL MAINTENANCE OF ALL CONTROL DEVICES THROUGHOUT THE DURATION OF THE PROJECT.
- CONTRACTOR SHALL MEET ALL OF THE STATE OF MASSACHUSETTS D.E.P. WETLAND ORDINANCE REGULATIONS FOR SEDIMENT AND EROSION CONTROL.
- EXCAVATED MATERIAL STOCKPILED ON THE SITE SHALL BE SURROUNDED BY A RING OF UNBROKEN SEDIMENT AND EROSION CONTROL FENCE. THE LIMITS OF ALL GRADING AND DISTURBANCE SHALL BE KEPT TO A MINIMUM WITHIN THE APPROVED AREA OF CONSTRUCTION. ALL AREAS OUTSIDE OF THE LIMIT OF CONTRACT SHALL REMAIN TOTALLY UNDISTURBED UNLESS OTHERWISE APPROVED BY OWNER'S REPRESENTATIVE.
- ALL CATCH BASINS AND DRAIN GRATES WITHIN LIMIT OF CONTRACT SHALL BE PROTECTED WITH FILTER FABRIC DURING THE ENTIRE DURATION OF CONSTRUCTION.
- EROSION CONTROL BARRIERS TO BE INSTALLED AT THE TOE OF SLOPES. SEE SITE PREPARATION PLAN, NOTES, DETAILS AND SPECIFICATIONS.
- ANY AREA OUTSIDE THE PROJECT LIMIT THAT IS DISTURBED SHALL BE RESTORED TO ITS ORIGINAL CONDITION AT NO COST TO THE CLIENT.
- THE CONTRACTOR SHALL PROVIDE DUST CONTROL FOR CONSTRUCTION OPERATIONS AS APPROVED BY THE CLIENT.
- ALL POINTS OF CONSTRUCTION EGRESS OR INGRESS SHALL BE MAINTAINED TO PREVENT TRACKING OR FLOWING OF SEDIMENT ON TO PUBLIC/Private ROADS.

SITE PREPARATION NOTES

- THE CONTRACTOR SHALL INCLUDE IN THE BID THE COST OF REMOVING ANY EXISTING SITE FEATURES AND APPURTENANCES NECESSARY TO ACCOMPLISH THE CONSTRUCTION OF THE PROPOSED SITE IMPROVEMENTS. THE CONTRACTOR SHALL ALSO INCLUDE IN THE BID THE COST NECESSARY TO RESTORE SUCH ITEMS IF THEY ARE SCHEDULED TO REMAIN AS PART OF THE FINAL SITE IMPROVEMENTS. REFER TO PLANS TO DETERMINE EXCAVATION, DEMOLITION AND TO DETERMINE THE LOCATION OF THE PROPOSED SITE IMPROVEMENTS.
- THE OWNER RESERVES THE RIGHT TO REVIEW ALL MATERIALS DESIGNATED FOR REMOVAL AND TO RETAIN OWNERSHIP OF SUCH MATERIALS. IF THE OWNER RETAINS ANY MATERIAL THE CONTRACTOR SHALL ALLOW ARRANGEMENTS WITH THE OWNER TO HAVE THOSE MATERIALS REMOVED OFF SITE AT NO ADDITIONAL COST.
- UNLESS SPECIFICALLY NOTED TO BE SAVED / STOCKPILED (R&S) OR REUSED / RELOCATED (R&R), ALL SITE FEATURES CALLED FOR REMOVAL (REM) SHALL BE REMOVED WITH THEIR FOOTINGS, ATTACHMENTS, BASE MATERIAL, ETC., TRANSPORTED FROM THE SITE TO BE DISPOSED OF IN A LAWFUL MANNER AT AN ACCEPTABLE DISPOSAL SITE AND AT NO COST TO THE OWNER.
- ALL EXISTING SITE FEATURES TO REMAIN SHALL BE PROTECTED THROUGHOUT THE CONSTRUCTION PERIOD. ANY FEATURES DAMAGED DURING CONSTRUCTION OPERATIONS SHALL BE REPAIRED OR REPLACED TO THE SATISFACTION OF THE CLIENT'S REPRESENTATIVE AT NO ADDITIONAL COST.
- DURING EARTHWORK OPERATIONS, CONTRACTOR SHALL TAKE CARE TO NOT DISTURB EXISTING MATERIALS TO REMAIN, OUTSIDE THE LIMITS OF EXCAVATION AND BACKFILL AND SHALL TAKE WHATEVER MEASURES NECESSARY, AT THE CONTRACTOR'S EXPENSE, TO PREVENT ANY EXCAVATED MATERIAL FROM COLLAPSING. ALL BACKFILL MATERIALS SHALL BE PLACED AND COMPACTED AS SPECIFIED TO THE SUBGRADE REQUIRED FOR THE INSTALLATION OF THE REMAINDER OF THE CONTRACT WORK.
- ALL ITEMS CALLED FOR REMOVAL SHALL BE REMOVED TO FULL DEPTH INCLUDING ALL FOOTINGS, FOUNDATIONS, AND OTHER APPURTENANCES, EXCEPT AS SPECIFICALLY NOTED OTHERWISE.
- THE STORAGE OF MATERIALS AND EQUIPMENT WILL BE PERMITTED AT LOCATIONS DESIGNATED BY THE CLIENT OR THE CLIENT'S REPRESENTATIVE. PROTECTION OF STORED MATERIALS AND EQUIPMENT SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

GRADING NOTES

- THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND GRADES ON THE GROUND AND REPORT ANY DISCREPANCIES IMMEDIATELY TO THE CLIENT.
- CONTRACTOR SHALL ENSURE ALL AREAS ARE PROPERLY PITCHED TO DRAIN, WITH NO SURFACE WATER PONDING OR PUDDLING.
- EXCAVATION REQUIRED WITHIN PROXIMITY OF KNOWN EXISTING UTILITY LINES SHALL BE DONE BY HAND. CONTRACTOR SHALL REPAIR ANY DAMAGE TO EXISTING UTILITY LINES OR STRUCTURES INCURRED DURING CONSTRUCTION OPERATIONS AT NO COST TO THE CLIENT.
- WHERE NEW EARTHWORK MEETS EXISTING EARTHWORK, CONTRACTOR SHALL BLEND NEW EARTHWORK SMOOTHLY INTO EXISTING, PROVIDING VERTICAL CURVES OR ROUNDS AT ALL TOP AND BOTTOM OF SLOPES.
- ALL FILL SHALL BE PLACED IN LIFTS & COMPACTED IN ACCORDANCE WITH THE EARTH WORK SPEC.
- WHERE A SPECIFIC LIMIT OF WORK LINE IS NOT OBVIOUS OR IMPLIED, BLEND GRADES TO EXISTING CONDITIONS WITHIN 5 FEET OF PROPOSED CONTOURS.
- RESTORE ALL DISTURBED AREAS AND LIMITS OF ALL REMOVALS TO LOAM AND SEED (L&S) UNLESS OTHERWISE NOTED.
- SEE EARTHWORK SECTION OF SPECIFICATIONS FOR SPECIFIC EXCAVATION AND FILLING PROCEDURES.

LAYOUT & MATERIALS NOTES

- REFER TO EXISTING CONDITIONS PLANS FOR SURVEY INFORMATION.
- COORDINATE ALL LAYOUT ACTIVITIES WITH THE SCOPE OF WORK CALLED FOR BY DEMOLITION, GRADING AND UTILITIES OPERATIONS ENCOMPASSED BY THIS CONTRACT. SET, PROTECT AND REPLACE REFERENCE STAKES AS NECESSARY OR AS REQUIRED BY THE CLIENT'S REPRESENTATIVE.
- ALL WORK SHALL BE PERFORMED BY CONTRACTOR UNLESS SPECIFICALLY INDICATED THAT THE WORK WILL BE PERFORMED "BY OTHERS".
- TO FACILITATE LAYOUT OF PROPOSED SITE FEATURES AND FACILITIES, LAYOUT INFORMATION FOR CERTAIN FUTURE WORK, WHICH IS NOT INCLUDED WITHIN THE SCOPE OF THIS CONTRACT HAS BEEN PROVIDED ON THE LAYOUT AND MATERIALS PLAN FOR INFORMATION ONLY. THE LAYOUT OF SITE AMENITIES AND FENCES MUST BE APPROVED BY THE OWNER'S REPRESENTATIVE PRIOR TO INSTALLATION. SOME ITEMS ARE "NOT IN CONTRACT (NIC)" AND SHOWN FOR REFERENCE ONLY.
- THE LAYOUT OF SITE AMENITIES AND FENCES MUST BE APPROVED BY THE OWNER'S REPRESENTATIVE PRIOR TO INSTALLATION.
- ALL PROPOSED SITE FEATURES SHALL BE LAID OUT AND STAKED FOR REVIEW AND APPROVAL BY THE OWNER'S REPRESENTATIVE PRIOR TO COMMENCEMENT OF INSTALLATION. ANY REQUIRED ADJUSTMENTS TO THE LAYOUT SHALL BE UNDERTAKEN AS REQUIRED, AT NO ADDITIONAL COST TO THE OWNER.
- ALL PROPOSED PAVEMENTS SHALL MEET THE LINE AND GRADE OF EXISTING ADJACENT PAVEMENT SURFACES AND SHALL BE TREATED WITH AN RS-1 TACK COAT AT POINT OF CONNECTION.
- THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND GRADES ON THE GROUND AND REPORT ANY DISCREPANCIES IMMEDIATELY TO THE OWNER.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD MEASUREMENT OF ALL PROPOSED FENCES AND GATES.
- ALL REFERENCES TO LOAM AND SEED (L&S) REFER TO HYDROMULCH SEEDED LAWN, UNLESS NOTED OTHERWISE.
- REFER TO DETAIL DRAWINGS FOR CONSTRUCTION DETAILS.
- CONTRACTOR SHALL PERFORM ALL EARTHWORK IN CONFORMANCE WITH PROJECT GEOTECHNICAL SPECIFICATIONS.
- EXCESS FILL MATERIAL SHALL BE REMOVED & DISPOSED OF BY THE CONTRACTOR AT NO ADDITIONAL COST.

GENERAL

PROP	PROPOSED
ADJ	ADJUST
BIT. CONC.	BITUMINOUS CONCRETE
CEM. CONC.	CEMENT CONCRETE
B	BASELINE
N.T.S.	NOT TO SCALE
B.M	BENCH MARK
ABAN	ABANDON
MB	MAIL BOX
GRAN. CURB	GRANITE CURB
EXIST. (OR EX.)	EXISTING
FDN	FOUNDATION
F.L. (OR F)	FLOW LINE
P	PROPERTY LINE
PAVMT	PAVEMENT
P.W.W.	PAVED WATERWAY
RC	REINFORCED CONCRETE
M.H.B.	MASSACHUSETTS HIGHWAY BOUND
REM	REMOVE
REMOD	REMODEL
RET	RETAIN
R.O.W.	RIGHT-OF-WAY
R&R	REMOVE AND RESET
R,R&R	REMOVE, RELOCATED AND RESET
R&S	REMOVE AND STACK
RSD	REMOVE AND DISPOSE
SB	STONE BOUND
NIC	NOT IN CONTRACT
H.C.	HANDICAP
WCR	WHEELCHAIR RAMP
FF	FINISHED FLOOR
HMA	HOT MIX ASPHALT
G.C.	GENERAL CONTRACTOR
E.C.	ELECTRICAL CONTRACTOR
P.C.	PLUMBING CONTRACTOR
SWEL	SOLID WHITE EDGE LINE
BWL	BROKEN WHITE LANE LINE
SYEL	SOLID YELLOW EDGE LINE
SB/DH	STONE BOUND/ DRILL HOLE
CLF	CHAIN LINK FENCE
TEMP.	TEMPORARY
TYP.	TYPICAL
EQ	EQUIPMENT
H.C.	HANDICAP
EOP	EDGE OF PAVEMENT
PROT	PROTECT
CTE	CONNECT TO EXISTING
R/L	RIGHT LEADER
L.O.W.	LIMIT OF WORK
VIF	VERIFY IN FIELD
APPROX.	APPROXIMATE
TBM	TEMPORARY BENCHMARK
ALT.	ALTERNATE
BWW	BORDERING VEGETATED WETLAND

UTILITIES

GICI	GUTTER INLET W/ CURB INLET
CB	CATCH BASIN W/ CURB INLET
C.I.T.	CHANGE IN TYPE
CTE	CONNECT TO EXISTING
F&G	FRAME AND GRATE
F&C	FRAME AND COVER
CI	CURB INLET
CIP	CAST IRON PIPE
CMP	CORRUGATED METAL PIPE
DI	DUCTILE IRON PIPE
GI	GUTTER INLET
ACCM PIPE	ASPHALT COATED CORRUGATED METAL PIPE
HYD	HYDRANT
INV. ELEV.	INVERT ELEVATION
UP	UTILITY POLE
SMH	SEWER MANHOLE
WG	WATER GATE
DS	DOWN SPOUT
HOPE	HIGH DENSITY POLYETHYLENE PIPE
PVC	POLYVINYL CHLORIDE
RCF	REINFORCED CONCRETE PIPE
DMH	DRAIN MANHOLE
LB	LEACHING BASIN
LG	LEACHING GALLEY
CI	CAST IRON
OCS	OUTLET CONTROL STRUCTURE
OST	OIL AND GRIT TRAP
VC	VITRIFIED CLAY PIPE
LP	LIGHT POLE
OHW	OVERHEAD WIRE
UPLP	UTILITY POLE WITH LIGHT
SWTU	STORM WATER TREATMENT UNIT
HH	HANDHOLE
GW	GARAGE WASTE
CO	CLEANOUT
LC	LEACHING CHAMBER
GV	GATE VALVE

ALIGNMENT/GRADING

BW	BOTTOM OF WALL
BC	BOTTOM OF CURB
PI	POINT OF INTERSECTION
PC	POINT OF CURVATURE
PT	POINT OF TANGENCY
PRC	POINT OF REVERSE CURVATURE
PCC	POINT OF COMPOUND CURVATURE
PVI	POINT OF VERTICAL INTERSECTION
PVC	POINT OF VERTICAL CURVATURE
PVT	POINT OF VERTICAL TANGENCY
ELEV	ELEVATION
CC	CENTER OF CURVE
H.P.	HIGH POINT
L.P.	LOW POINT
R	RADIUS OF CURVATURE
STA	STATION
S.S.D.	STOPPING SIGHT DISTANCE
TC	TOP OF CURB
TW	TOP OF WALL

EXISTING

CB	CATCH BASIN
CB/CI	CATCH BASIN CURB INLET
HH	HANDHOLE (NUMBER AS NOTED)
EMH	ELECTRIC MANHOLE
TMH	TELEPHONE MANHOLE
SMH	SEWER MANHOLE
DMH	DRAINAGE MANHOLE
GG	GAS GATE
WG	WATER GATE VALVE
LP	HYDRANT
D	DRAIN PIPE
S	SEWER MAIN
E	SEWER MAIN BY P.C.
C	ELECTRIC DUCT
G	TELEPHONE/COMMUNICATIONS/FIRE ALARM
W	GARAGE WASTE LINE
OHW	GARAGE WASTE LINE BY P.C.
G	VENTS BY P.C.
W	GAS MAIN
OH	WATER MAIN
OR	OVERHEAD WIRES
GUARD RAIL	GUARD RAIL (SIZE AND TYPE NOTED)
LABEL / DATE	HIGHWAY / PROPERTY BOUND (TYPE NOTED)
NAME	CITY OR CITY OR COUNTY LAYOUT LINE
12 000' 00' 00" E	CITY, CITY OR COUNTY BOUNDARY
+57.59	BASE OR SURVEY LINE
PC	CENTERLINE OF CONSTRUCTION
WCR	PROPERTY LINE
WCR	WHEELCHAIR RAMP (WCR)
SEE PLANS	TREE (SIZE AND TYPE NOTED)
CLF	FENCE (SIZE AND TYPE NOTED)
OR	EASEMENT LINE/ FUTURE CITY PROPERTY LINE
WOOD FENCE	WOOD FENCE
M#-##	MASSHIGHWAY STANDARD SPECIFICATION REFERENCE NUMBER
TP-1	TEST PIT/BORINGS
B-1	MONITORING WELL
MON WELL (TYP)	UTILITY POLE
UP 8	GUY POLE
UP	FLAG POLE
UP	SIGN
UP	TREE LINE
UP	BOLLARD
UP	BIKE RACK
UP	SAWCUT
UP	EROSION CONTROL (SPECIFIED ON PLANS)
UP	OBSERVATION WELL
UP	LIMIT OF WORK
UP	TEMPORARY FENCE
UP	SURVEY MONUMENTS
UP	TEMPORARY BENCHMARK (TBM)
UP	DI WATER REDUCER
UP	WETLAND FLAG

PROPOSED

CB	CATCH BASIN
CB/CI	CATCH BASIN CURB INLET
HH	CURB (OR BERM)-TYPE NOTED
EMH	EDGE OF ROAD
TMH	HANDHOLE (NUMBER AS NOTED)
SMH	ELECTRIC MANHOLE
DMH	TELEPHONE MANHOLE
GG	SEWER MANHOLE
WG	DRAINAGE MANHOLE
LP	GAS GATE
WG	WATER GATE VALVE
LP	HYDRANT
D	WELL
S	LIGHTPOLE
E	DRAIN PIPE
C	SEWER MAIN
G	SEWER MAIN BY P.C.
W	ELECTRIC DUCT
OHW	TELEPHONE/COMMUNICATIONS/FIRE ALARM
G	GARAGE WASTE LINE
OH	GARAGE WASTE LINE BY P.C.
G	VENTS BY P.C.
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OH	WATER MAIN
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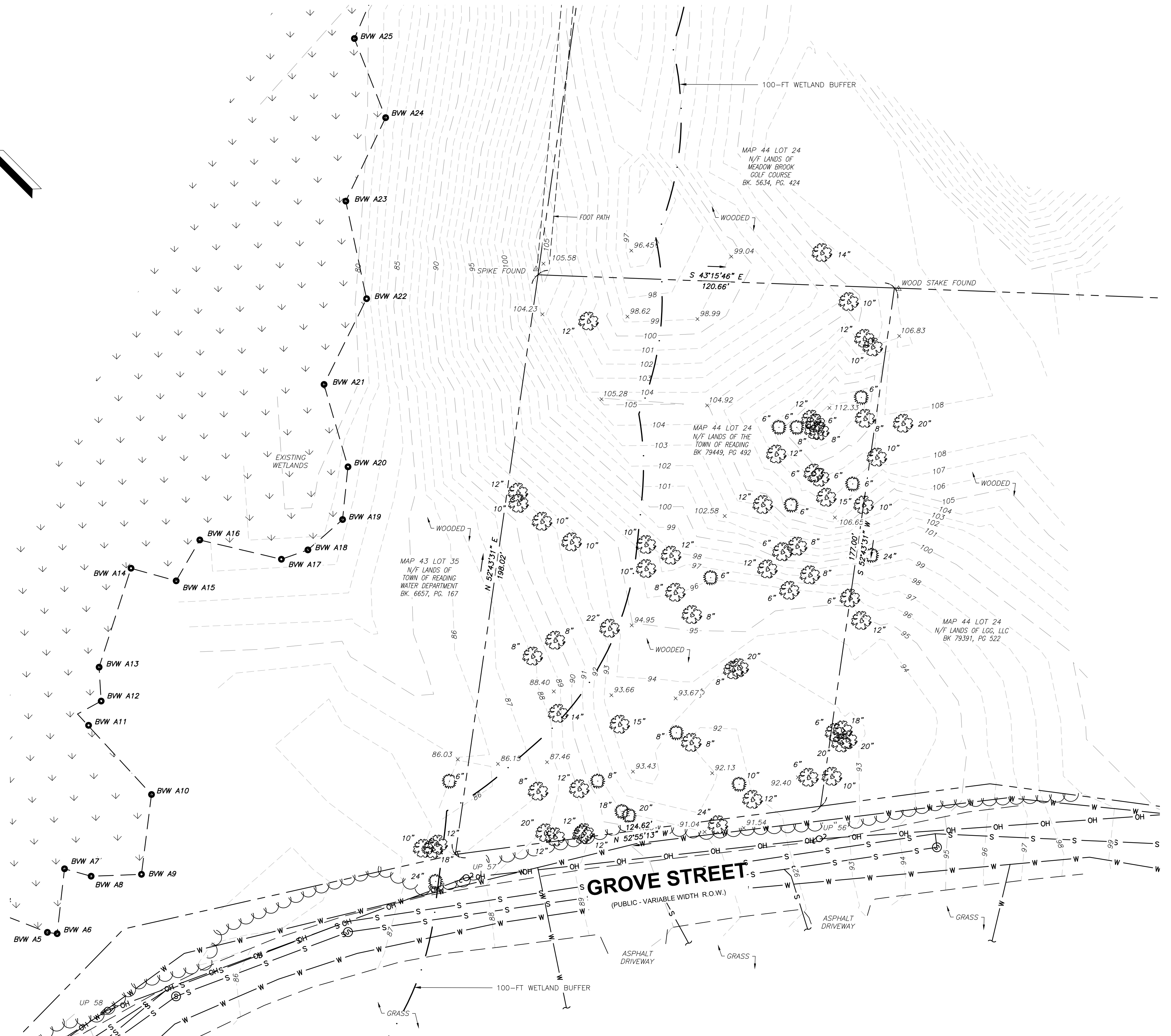
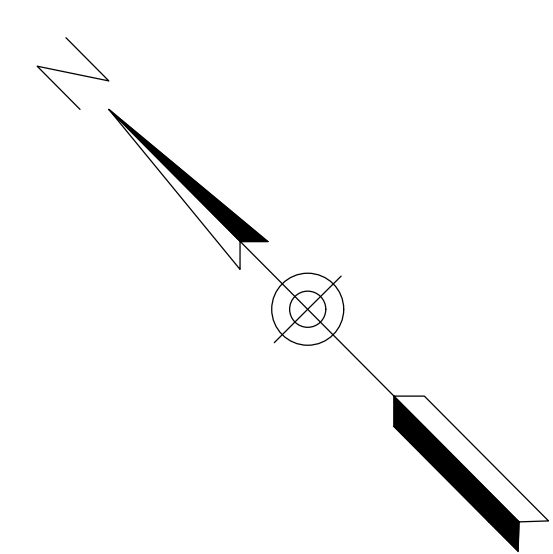
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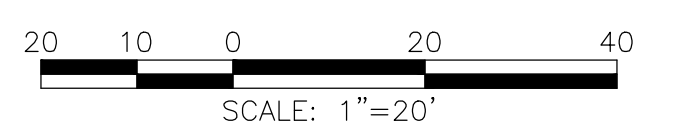
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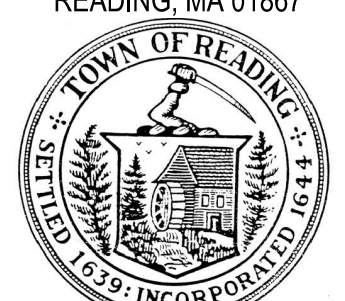


- NOTES:**
- EXISTING CONDITIONS GENERATED BY AN ON THE GROUND SURVEY BY CONTROL POINT ASSOCIATES IN MAY OF 2022.
 - WETLAND FLAGS WERE DELINEATED AND LOCATED BY WESTON & SAMPSON IN JULY OF 2022.
 - PROJECT COORDINATES ARE BASED UPON THE MASSACHUSETTS STATE PLANE COORDINATE SYSTEM - MAINLAND ZONE (NAD83).
 - ELEVATIONS ARE BASED UPON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88) PER GPS OBSERVATIONS.
 - THE ENTIRETY OF THE PROJECT SITE IS LOCATED WITHIN THE NATURAL HERITAGE & ENDANGERED SPECIES ZONES OF PRIORITY HABITATS FOR RARE SPECIES AND ESTIMATED HABITATS OF RARE WILDLIFE.





Project:
TOWN OF READING
16 LOWELL STREET
READING, MA 01867



GROVE STREET
LOT 5 PARKING LOT

Weston & Sampson
Weston & Sampson Engineers, Inc.
55 Walkers Brook Drive, Suite 100
Reading, MA 01867
978.532.1900 800.SAMPSON
www.westonandsampson.com

Consultants:

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Revisions:

No.	Date	Description
1	01/23/23	REV PER COMMENTS

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Drawn By: AKG
Reviewed By: JIP
Approved By: JIP

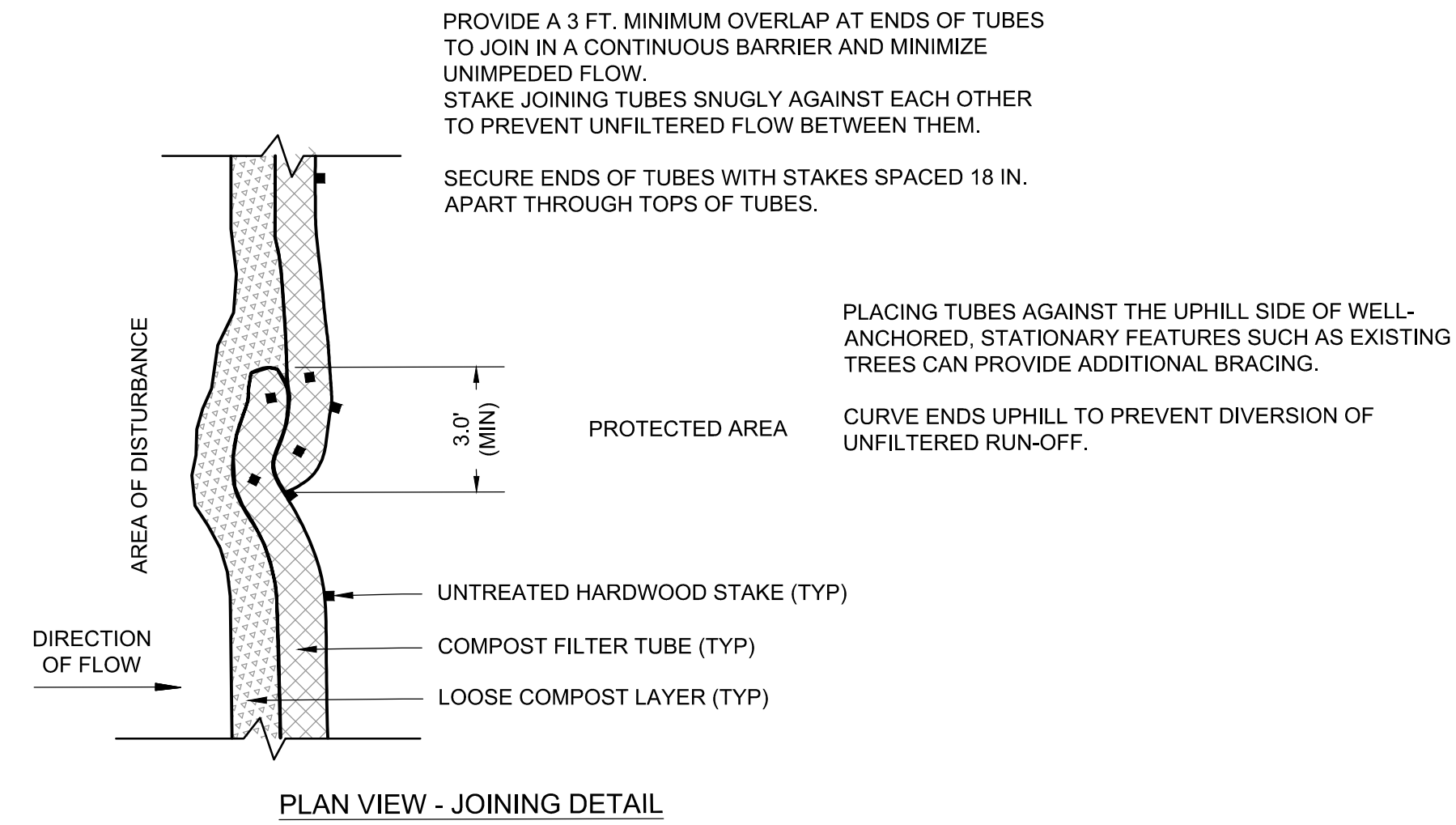
W&S Project No.: ENG22-0527
W&S File No.:

Drawing Title:
LAYOUT & MATERIALS PLAN

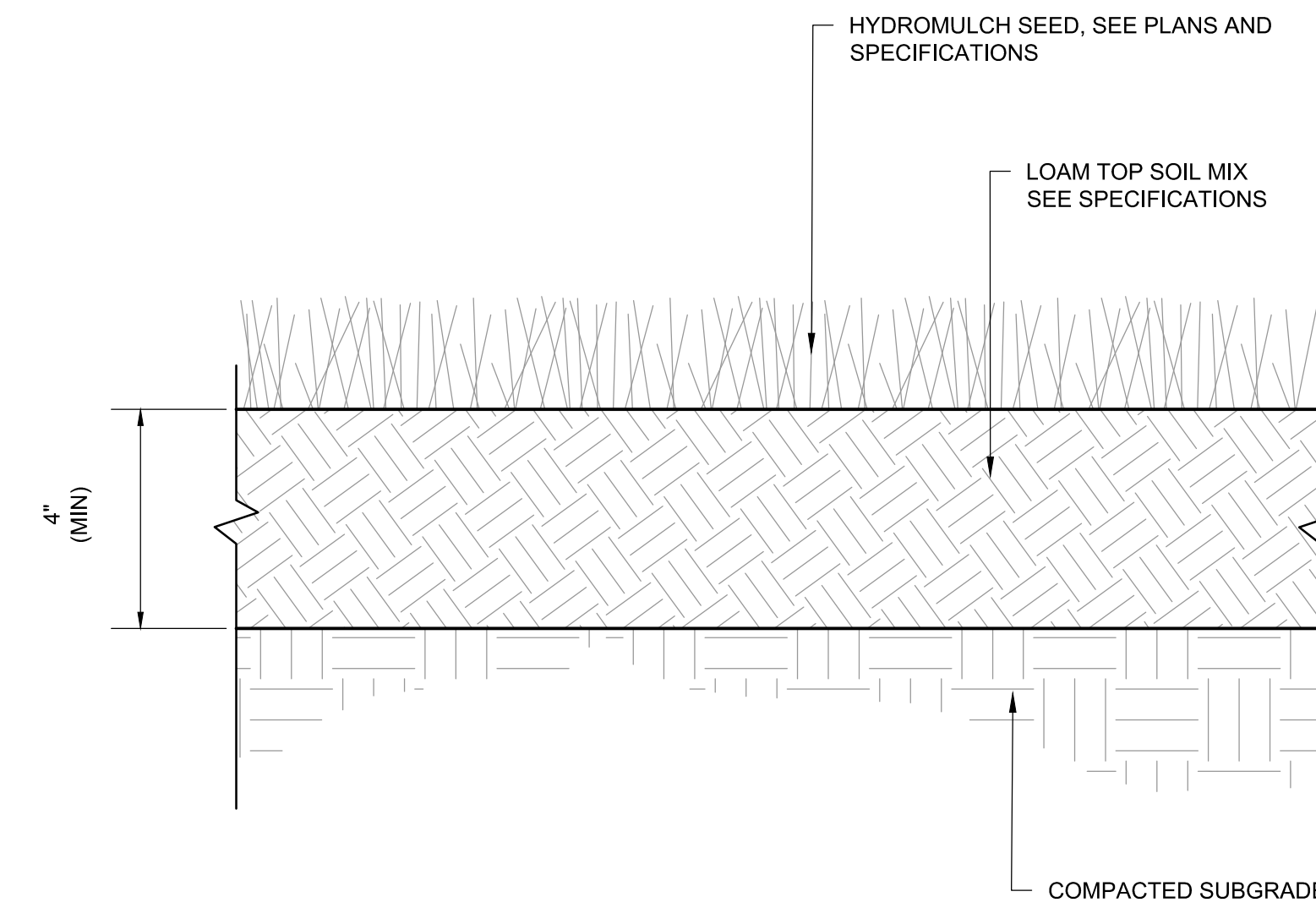
Sheet Number:
C101

NOTES:

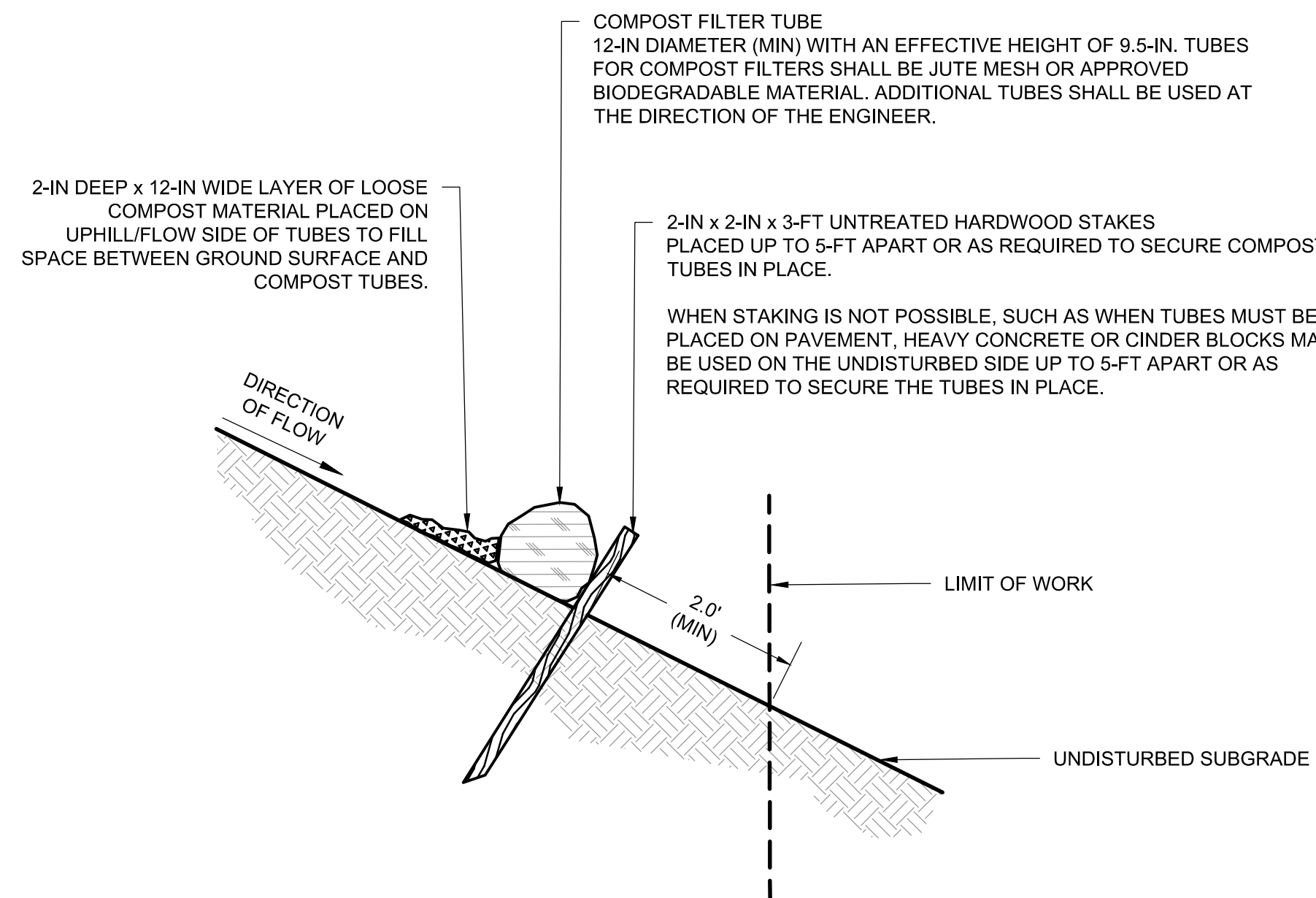
1. PROVIDE A MINIMUM TUBE DIAMETER OF 12 INCHES FOR SLOPES UP TO 50 FEET IN LENGTH WITH A SLOPE RATIO OF 3H:1V OR STEEPER. LONGER SLOPES OF 3H:1V MAY REQUIRE LARGER TUBE DIAMETER OR ADDITIONAL COURSING OF FILTER TUBES TO CREATE A FILTER BERM. REFER TO MANUFACTURER'S RECOMMENDATIONS FOR SITUATIONS WITH LONGER OR STEEPER SLOPES.
2. INSTALL TUBES ALONG CONTOURS AND PERPENDICULAR TO SHEET OR CONCENTRATED FLOW.
3. DO NOT INSTALL IN PERENNIAL, EPHEMERAL OR INTERMITTENT STREAMS.
4. CONFIGURE TUBES AROUND EXISTING SITE FEATURES TO MINIMIZE SITE DISTURBANCE AND MAXIMIZE CAPTURE AREA OF STORMWATER RUN-OFF.
5. MULCH MATERIAL FOR THE FILTER TUBES SHALL BE WEED-FREE STRAW, WOOD EXCELSIOR, COMPOST, OR WOOD CHIPS, OR COIR. STRAW SHALL BE WEED FREE AND DERIVED FROM THRESHING OF GRAIN CROP.



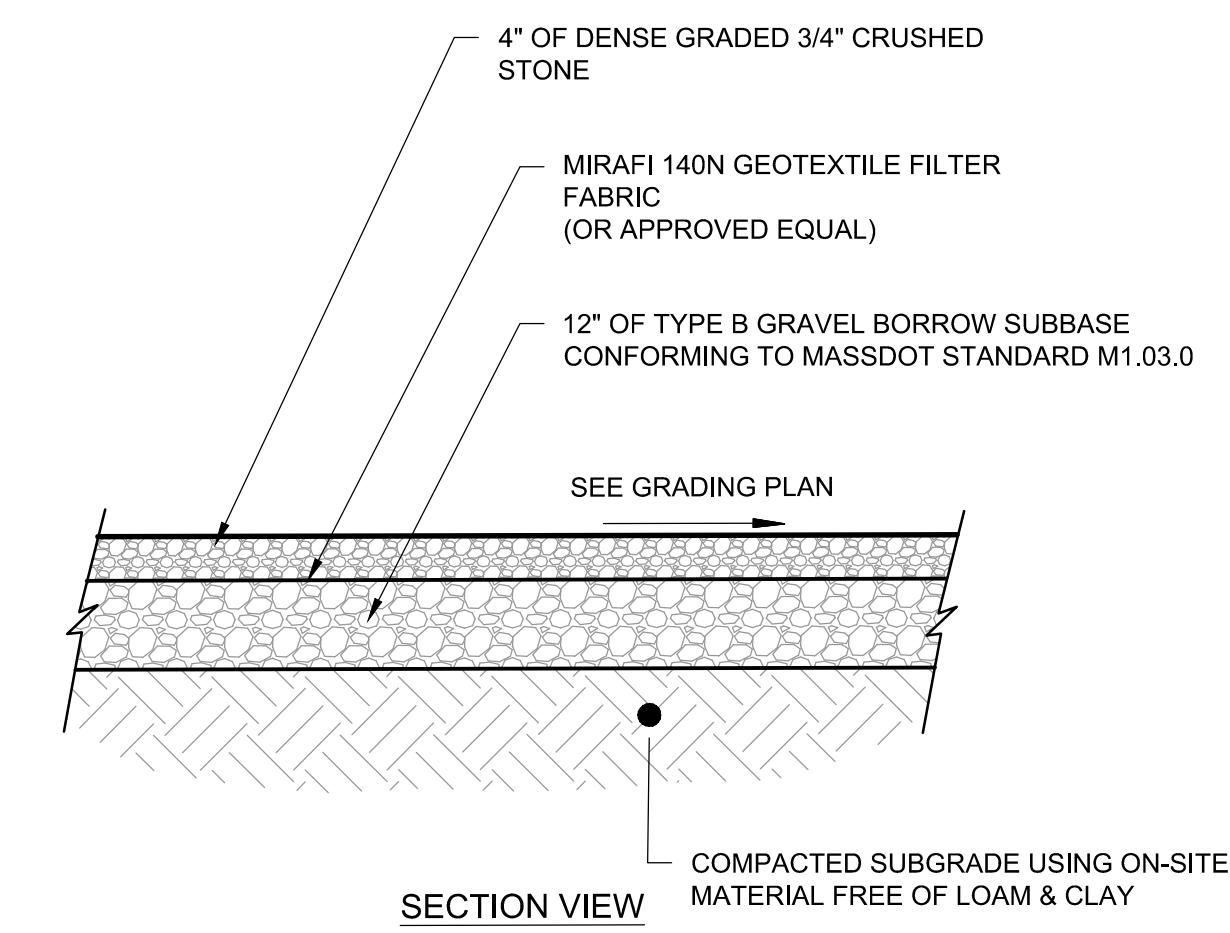
PLAN VIEW - JOINING DETAIL



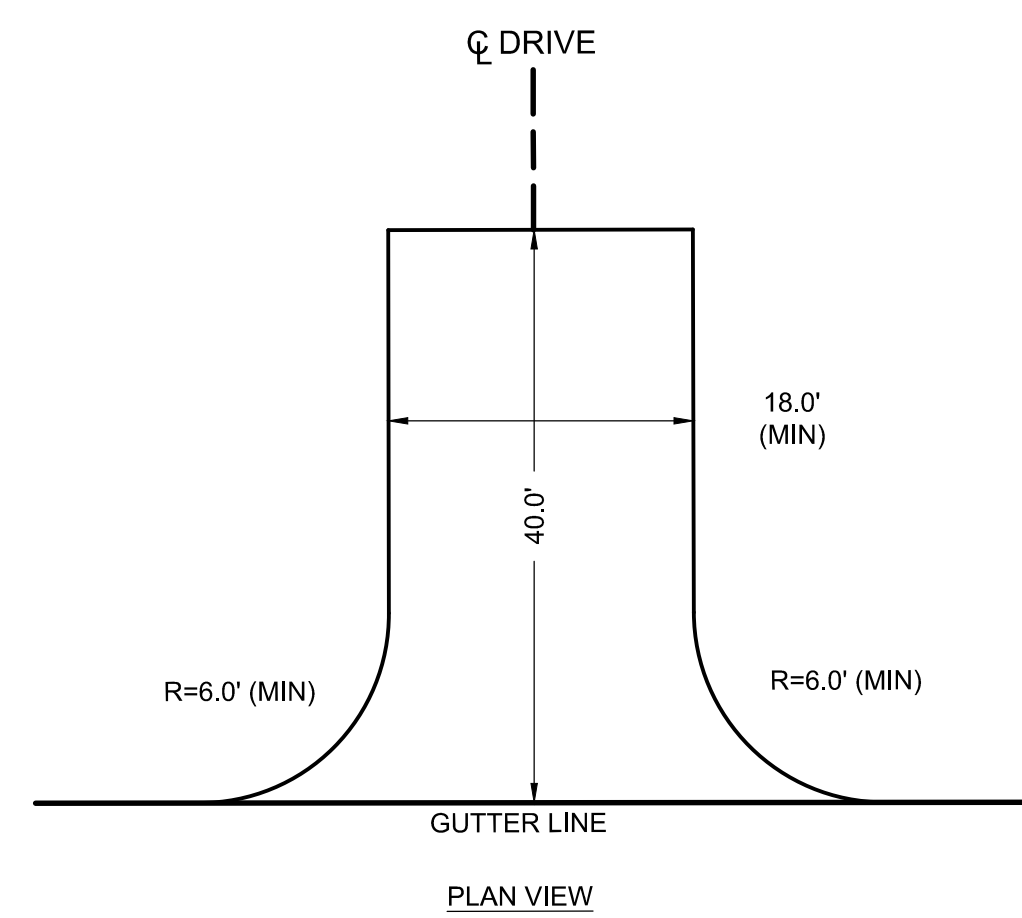
2 LOAM & SEED
SCALE: N.T.S.



1 COMPOST FILTER TUBE
SCALE: N.T.S.



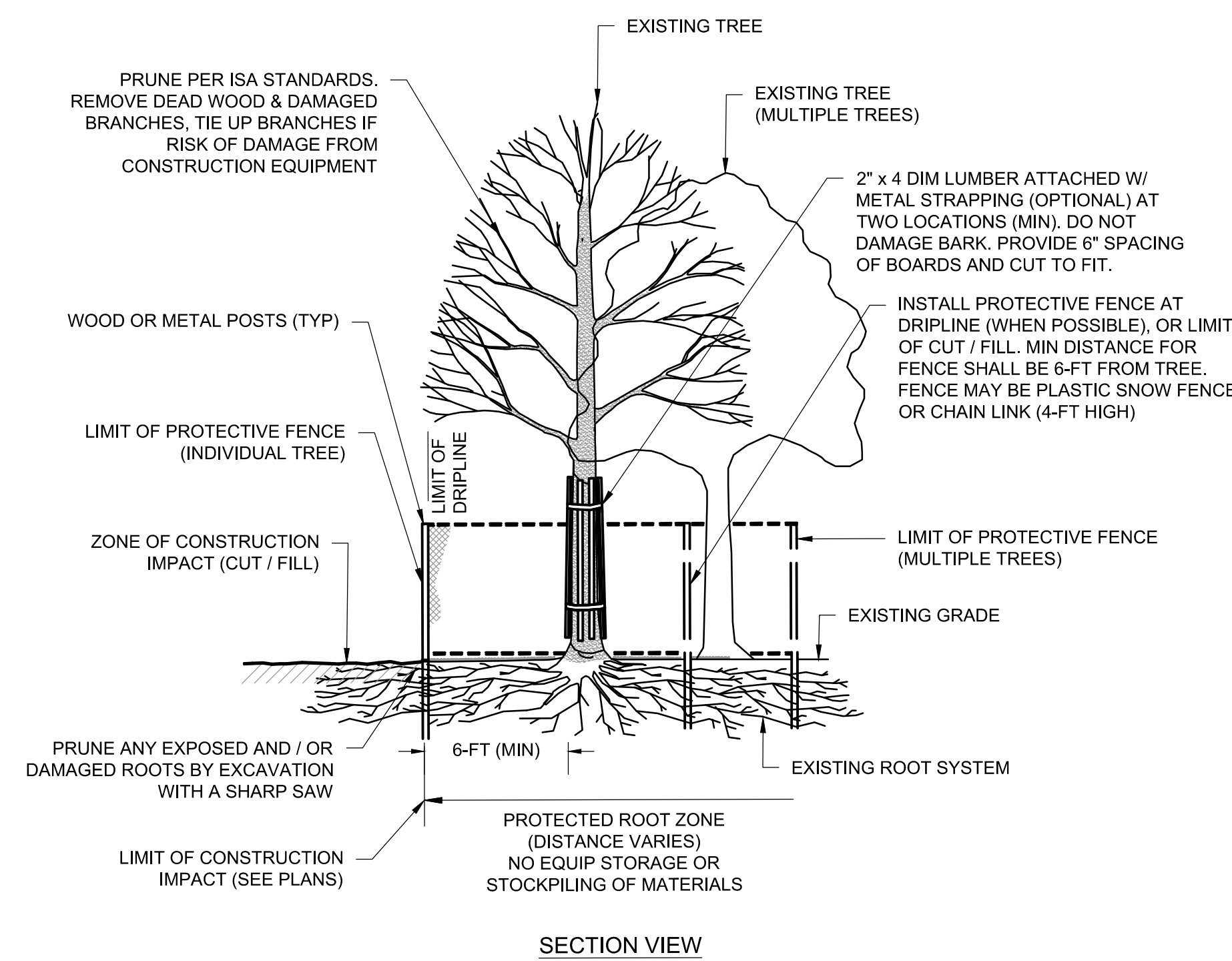
3 GRAVEL SURFACE TREATMENT
SCALE: N.T.S.



NOTES:

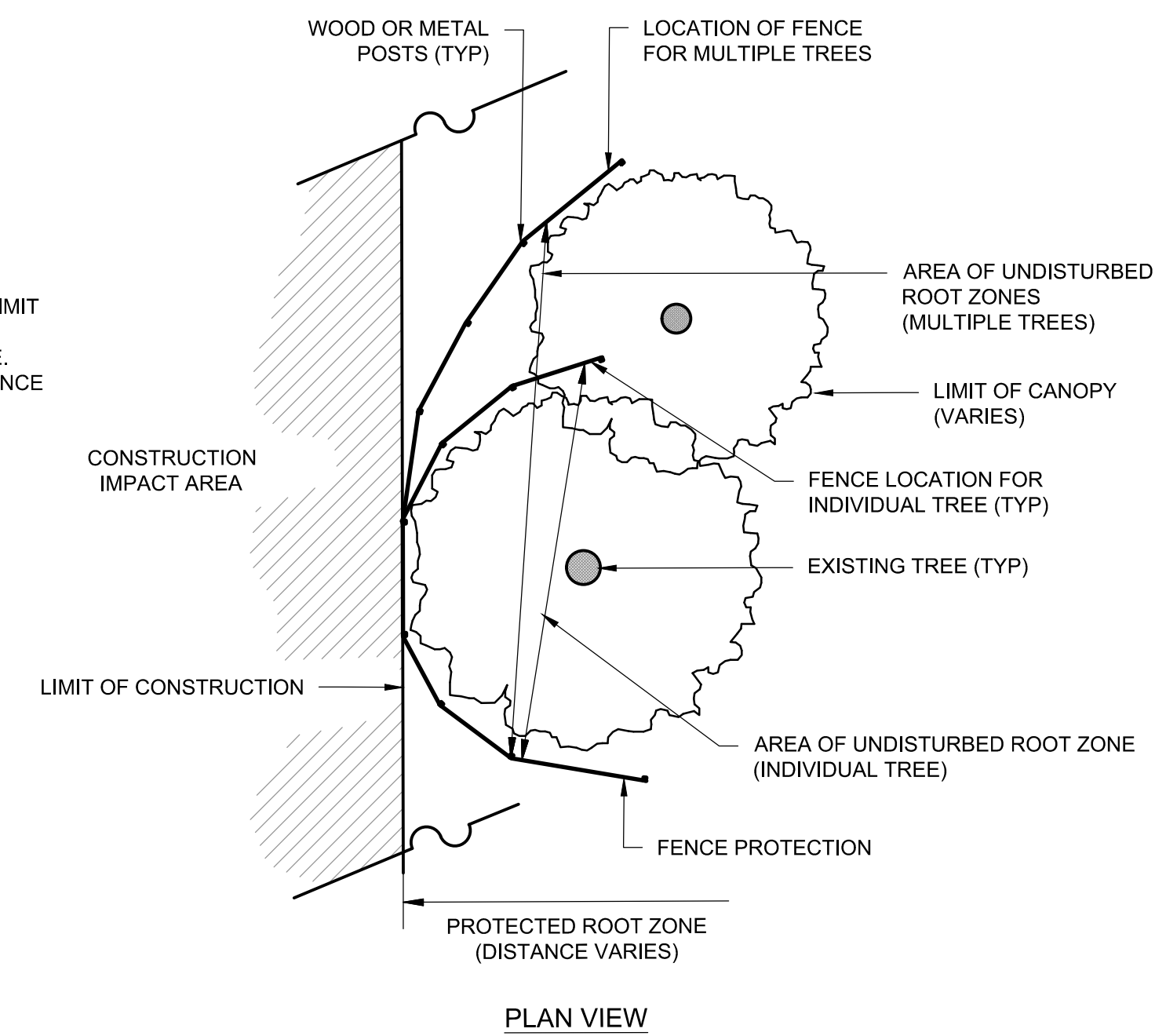
1. THE LOCATION OF THE CONSTRUCTION ENTRANCE SHALL BE APPROVED BY THE OWNER PRIOR TO PLACEMENT.
2. CONSTRUCTION ENTRANCE SHALL CONSIST OF 2\"/>

4 STABILIZED TEMPORARY CONSTRUCTION ENTRANCE
SCALE: N.T.S.



SECTION VIEW

5 TYPICAL TREE PROTECTION
SCALE: N.T.S.



PLAN VIEW

Consultants:

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1	01/23/23	REV PER COMMENTS

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Date: DECEMBER 23, 2022
Drawn By: AKG
Reviewed By: JIP
Approved By: JIP

W&S Project No.: ENG22-0527
W&S File No.:

Drawing Title:
CONSTRUCTION DETAILS

Sheet Number:
C500



DIVISION OF FISHERIES & WILDLIFE

1 Rabbit Hill Road, Westborough, MA 01581
p: (508) 389-6300 | f: (508) 389-7890
MASS.GOV/MASSWILDLIFE

MASSWILDLIFE

January 25, 2023

Town of Reading
16 Lowell Street
Reading MA 01867

RE: Applicant: Town of Reading
 Project Location: Grove Street, Lot 5, Middlesex Registry of Deeds Book 79449, Page 492
 Project Description: Gravel parking lot and walking path
 NHESP File No.: **21-40434 (Lot 5)**

Dear Applicant:

The Natural Heritage & Endangered Species Program of the Massachusetts Division of Fisheries & Wildlife (Division) previously received the MESA Project Review Checklist with plans and other required materials for review pursuant to the Massachusetts Endangered Species Act (MESA) (MGL c.131A) and its implementing regulations (321 CMR 10.00). Revised plans were subsequently submitted for the property and are the Plans of Record or "Plan", as referenced herein:

- TOWN OF READING, MASSACHUSETTS GROVE STREET, LOT 5 PARKING LOT READING, MASSACHUSETTS 01867, (dated January 23, 2023, sheets C001, C100, CD100, C101, C102, C500, C501; prepared by Weston and Sampson); Attached.

The MESA is administered by the Division, and prohibits the Take of state-listed species. The Take of state-listed species is defined as "in reference to animals...harm...kill...disrupt the nesting, breeding, feeding or migratory activity...and in reference to plants...collect, pick, kill, transplant, cut or process...Disruption of nesting, breeding, feeding, or migratory activity may result from, but is not limited to, the modification, degradation, or destruction of Habitat" of state-listed species (321 CMR 10.02). The Division determined that this Project, as currently proposed, will occur within the actual habitat of the Blue-spotted Salamander (*Ambystoma laterale* pop. 1), a species of Special Concern. This species and their habitats are protected in accordance with the MESA.

As proposed, the project will occur on a 0.20 acres of a 0.52 acres lot. The Town revised the initial concept plan to minimize impacts to forested habitats and allow connectivity of habitat through this lot to the protected portion ("Conservation Restriction Easement Area") of the adjacent Lot 4 reviewed under NHESP 21-40434. As proposed by the town, the project will construct a gravel parking lot with seventeen (17) parking spaces, including two (2) handicapped-accessible spaces. A walking path is proposed to connect the gravel parking lot to walking trails on abutting town conservation property associated with the Reading Town Forest. The area of Lot 5 located outside the limit of work ('PROP LIMIT OF WORK') in the Plan will be protected for conservation and open space.

The MESA is administered by the Division, and prohibits the Take of state-listed species. The Take of state-listed species is defined as "in reference to animals...harm...kill...disrupt the nesting, breeding, feeding or migratory activity...and in reference to plants...collect, pick, kill, transplant, cut or process...Disruption of

MASSWILDLIFE

nesting, breeding, feeding, or migratory activity may result from, but is not limited to, the modification, degradation, or destruction of Habitat” of state-listed species (321 CMR 10.02).

Based on the information provided and the information contained in our database, the Division finds that a portion of this project, as currently proposed, **must be conditioned** in order to avoid a prohibited Take of state-listed species (321 CMR 10.18(2)(a)). To avoid a prohibited Take of state-listed species, the following conditions must be met:

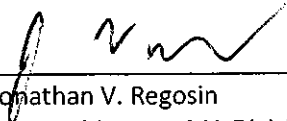
- 1) Limit of Work. All work shall conform to the Plan, which excludes any work outside the limit of work (“PROP LIMIT OF WORK”). Any changes to the proposed project or any additional work or trail development beyond that shown on the Plan shall require additional review and written approval from the Division.
- 2) Vegetation/Trail Maintenance. If any vegetation or soil alteration will occur outside the limit of work, the town shall submit a management plan for Division review and approval. As discussed with the town, a plan for this lot or the larger trail network in Priority Habitat can be submitted in a single review by the Division and may qualify for review pursuant to 321 CMR 10.14.
- 3) Recordation. *Prior to the start of Work*, the Applicant shall record both of the following in the Registry of Deeds so as to become a record part of the chain of title:
 - a. this determination letter, and
 - b. the Plan.
- 4) Authorization Duration. This authorization is valid for 5 years from the date of issuance of this letter. Work shall be completed by the expiration of this authorization.
- 5) Compliance Report: Within thirty (30) days of the completion of Work or as otherwise approved by the Division, the Applicant shall submit written confirmation to the Division documenting compliance with the conditions outlined herein.

Provided the above-noted conditions are fully implemented and there are no changes to the project plans, this project will not result in a Take of state-listed species. We note that all work is subject to the anti-segmentation provisions (321 CMR 10.16) of the MESA. Any future projects or activities proposed on the Property which are (a) located outside of the approval of the limit of Work shown on the site plan, (b) not exempt from review pursuant to 321 CMR 10.14, and (c) located within mapped Priority Habitat as indicated in the Massachusetts Natural Heritage Atlas, will require review by the Division pursuant to MESA. Furthermore, 321 CMR 10.16 provides that projects shall not be segmented or phased to evade or defer the review requirements under MESA. If the Division determines, based on the considerations provided for in 321 CMR 10.16, that a future project or activity proposed on the Property is part of a larger common project or scheme, it may evaluate the cumulative impacts of the existing and proposed segments of the common project when reviewing the future proposed project or activity pursuant to MESA.

This determination is a final decision of the Division of Fisheries and Wildlife pursuant to 321 CMR 10.18. Any changes to the proposed project or any additional work beyond that shown on the site plans may require an additional filing with the Division pursuant to the MESA. This project may be subject to further review if no physical work is commenced within five years from the date of issuance of this determination, or if there is a change to the project.

Please note that this determination addresses only the matter of state-listed species and their habitats. If you have any questions regarding this letter, please contact Misty-Anne R. Marold, Senior Endangered Species Review Biologist, at (508) 389-6356 (misty-anne.marold@mass.gov).

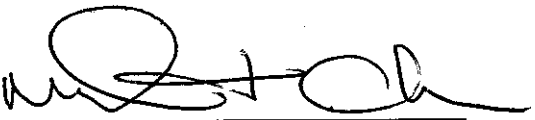
Sincerely,


Jonathan V. Regosin
Deputy Director, MA Division of Fisheries & Wildlife

On this 25th day of January, 2023, before me, the undersigned notary public, personally appeared Jonathan V Regosin, Deputy Director, proved to me through satisfactory evidence of identification, which was personal knowledge, to be the person whose name is signed on the preceding or attached document, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of his knowledge and belief.



MELANY CHEESEMAN
Notary Public
Commonwealth of Massachusetts
My Commission Expires
January 24, 2025

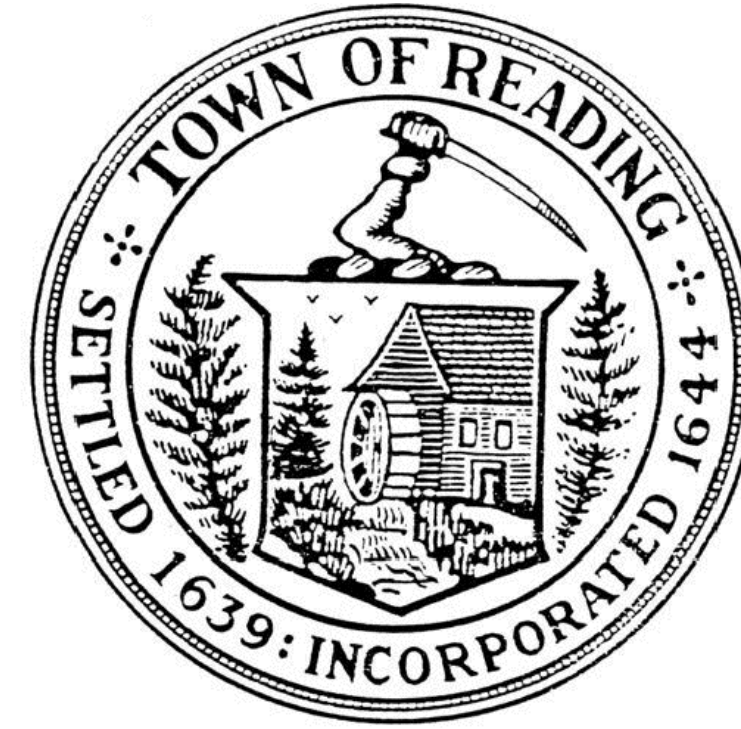


Melany Cheeseman, Notary Public
My Commission Expires: January 24, 2025

cc: Reading Conservation Commission
Megan Kearns, Weston & Sampson Engineers, Inc.
Fidel Maltez
Charles Tirone
Mel Higgins

Attachment: TOWN OF READING, MASSACHUSETTS GROVE STREET, LOT 5 PARKING LOT READING, MASSACHUSETTS 01867, (dated January 23, 2023, sheets C001, C100, CD100, C101, C102, C500, C501; prepared by Weston and Sampson)

TOWN OF READING, MASSACHUSETTS



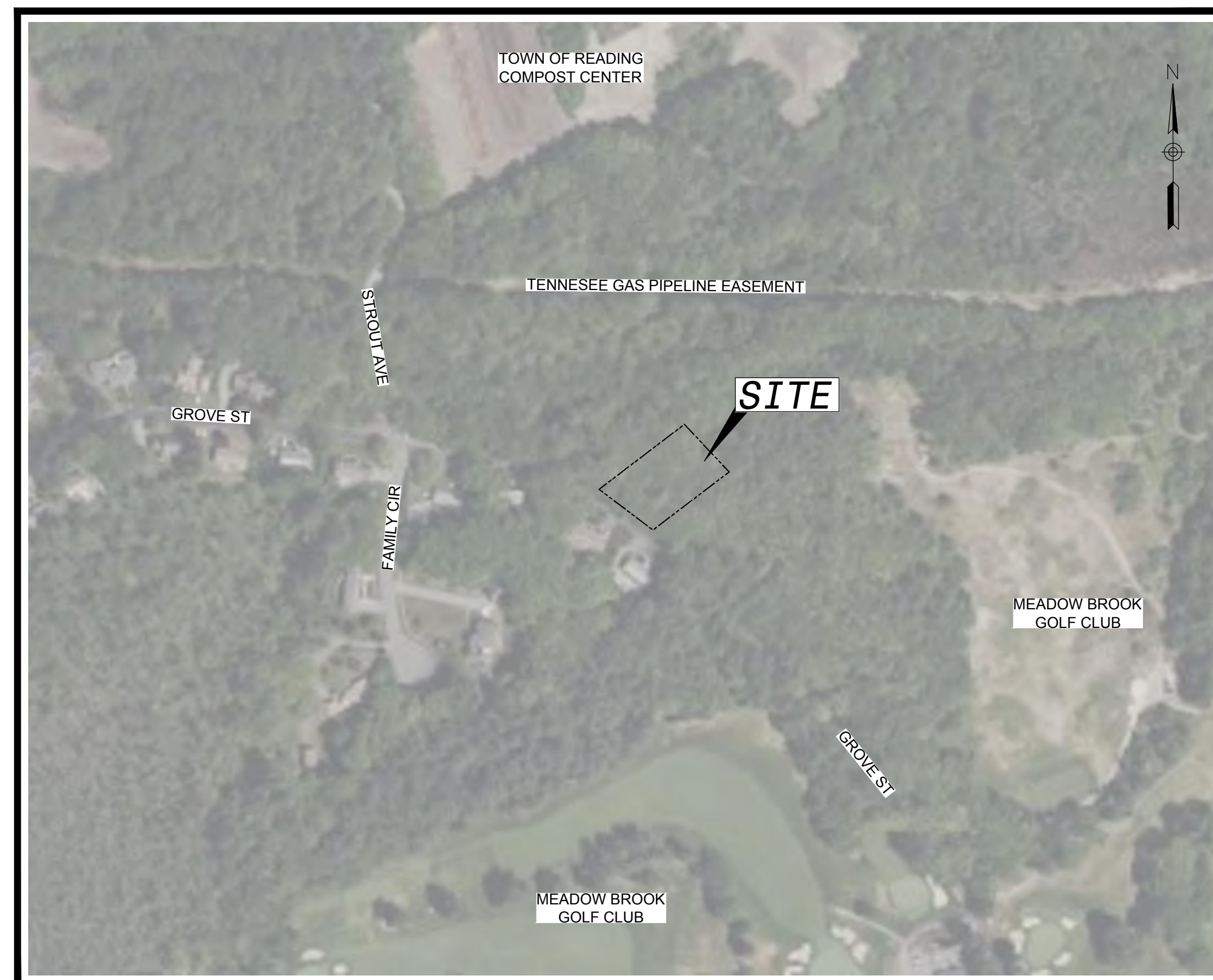
GROVE STREET, LOT 5 PARKING LOT READING, MASSACHUSETTS 01867

DRAWING INDEX

SHEET	TITLE
C001	ABBREVIATIONS, NOTES & LEGEND
C100	EXISTING CONDITIONS PLAN
CD100	SITE PREPARATION & EROSION CONTROL PLAN
C101	LAYOUT & MATERIALS PLAN
C102	GRADING PLAN
C500	CONSTRUCTION DETAILS
C501	CONSTRUCTION DETAILS

ZONING INFORMATION

PARCEL ID:	044.0-0000-0024.0
ADDRESS:	0 GROVE STREET
OWNER:	TOWN OF READING 16 LOWELL STREET READING, MA 00867
ZONING DISTRICTS:	S20
EXISTING USE:	UNDEVELOPED
PROPOSED USE:	OUTDOOR RECREATION / CONSERVANCY



LOCUS MAP
SCALE : 1"=200'



Weston & Sampson Engineers, Inc.
55 Walkers Brook Drive, Suite 100
Reading, MA 01867
978.532.1900 800.SAMPSON
www.westonandsampson.com

Issued Date:

JANUARY 23, 2023



Know what's below.
Call before you dig.

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Date: DECEMBER 23, 2022
Drawn By: AKG
Reviewed By: JIP
Approved By: JIP
W&S Project No.: ENG22-0527
W&S File No.:

Drawing Title:
**ABBREVIATIONS,
NOTES & LEGEND**

Sheet Number:
C001

ABBREVIATIONS

GENERAL NOTES

- EXISTING CONDITIONS INFORMATION BASED UPON AN ON THE GROUND SURVEY PERFORMED BY CONTROL POINT ASSOCIATES, INC. IN MAY OF 2022.
- WETLANDS WERE DELINEATED AND LOCATED BY WESTON & SAMPSON IN JULY OF 2022.
- PLAN BEARINGS ARE BASED UPON THE MASSACHUSETTS STATE PLANE COORDINATE SYSTEM - MAINLAND ZONE (NAD83) PER GPS OBSERVATIONS.
- PLAN ELEVATIONS REFER TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88) PER GPS OBSERVATIONS.
- ALL BIDDERS ARE REQUIRED TO INSPECT THE PROJECT SITE IN ITS ENTIRETY PRIOR TO SUBMITTING THEIR BID, AND BECOME FAMILIAR WITH ALL CONDITIONS AS THEY MAY AFFECT THEIR BID. CONTRACTOR AND SUB-CONTRACTOR SHALL BE FAMILIAR WITH ALL DRAWINGS AND SPECIFICATIONS PRIOR TO COMMENCING THE CONSTRUCTION.
- LOCATIONS OF ANY UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE ONLY. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION OF SUCH UTILITIES, PROTECTING ALL EXISTING UTILITIES AND REPAIRING ANY DAMAGE DONE DURING CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL ON-SITE COORDINATION WITH UTILITY COMPANIES AND PUBLIC AGENCIES AND FOR OBTAINING ALL REQUIRED PERMITS AND PAYING ALL REQUIRED FEES.
- WHERE AN EXISTING UTILITY IS FOUND TO CONFLICT WITH THE PROPOSED WORK, THE LOCATION, ELEVATION AND SIZE OF THE UTILITY SHALL BE ACCURATELY DETERMINED WITHOUT DELAY BY THE CONTRACTOR AND THE INFORMATION FURNISHED TO THE ENGINEER FOR RESOLUTION OF THE CONFLICT.
- THE CONTRACTOR SHALL MAKE ALL ARRANGEMENTS FOR THE ALTERATION AND ADJUSTMENT OF GAS, ELECTRIC, TELEPHONE AND ANY OTHER PRIVATE UTILITIES BY THE UTILITY OWNER AT NO ADDITIONAL COST TO THE OWNER.
- CONTRACTOR SHALL BE RESPONSIBLE FOR REVIEWING ALL DRAWINGS AND SPECIFICATIONS TO DETERMINE THE EXTENT OF EXCAVATION AND DEMOLITION REQUIRED TO RECEIVE SITE IMPROVEMENTS.
- ANY DISCREPANCIES OR CONFLICTS BETWEEN THE DRAWINGS AND EXISTING CONDITIONS, EXISTING CONDITIONS TO REMAIN, TEMPORARY CONSTRUCTION, PERMANENT CONSTRUCTION AND WORK OF ADJACENT CONTRACTS SHALL BE BROUGHT TO THE ATTENTION OF THE OWNER BEFORE PROCEEDING. ITEMS ENCOUNTERED IN AREAS OF EXCAVATION THAT ARE NOT INDICATED ON THE DRAWINGS, BUT ARE VISIBLE ON SURFACE, SHALL BE THE CONTRACTOR'S RESPONSIBILITY AND SHALL BE REMOVED AT NO ADDITIONAL COST TO THE OWNER.
- ANY ALTERATIONS TO THESE DRAWINGS MADE IN THE FIELD DURING CONSTRUCTION SHALL BE RECORDED BY THE GENERAL CONTRACTOR ON "AS-BUILT" DRAWINGS.
- ALL AREAS DISTURBED BY THE CONTRACTOR'S OPERATIONS OUTSIDE THE PROJECT LIMITS, SHALL BE RESTORED TO THE ORIGINAL CONDITION BY THE CONTRACTOR AT NO ADDITIONAL COST AND TO THE SATISFACTION OF THE OWNER.
- ALL WORK SHOWN ON THE PLANS AS BOLD SHALL REPRESENT PROPOSED WORK. THE TERM "PROPOSED (PROP)" INDICATES WORK TO BE CONSTRUCTED USING NEW MATERIALS OR, WHERE APPLICABLE, RE-USING EXISTING MATERIALS IDENTIFIED AS "REMOVE AND RESET (R&R)", OR REMOVE, RELOCATE, RESET, (R,R&R).
- ALL KNOWN EXISTING STATE, COUNTY AND CITY LOCATION LINES AND PRIVATE PROPERTY LINES HAVE BEEN ESTABLISHED FROM AVAILABLE INFORMATION AND ARE INDICATED ON THE PLANS.
- THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT HIS EMPLOYEES, AS WELL AS PUBLIC USERS FROM INJURY DURING THE ENTIRE CONSTRUCTION PERIOD USING ALL NECESSARY SAFEGUARDS, INCLUDING BUT NOT LIMITED TO, THE ERECTION OF TEMPORARY WALKS, STRUCTURES, PROTECTIVE BARRIERS, COVERING, OR FENCES AS NEEDED.
- THE CONTRACTOR SHALL SUPPLY THE OWNER WITH THE NAME OF THE OSHA "COMPETENT PERSON" PRIOR TO CONSTRUCTION.
- EXISTING TREES TO REMAIN SHALL BE PROTECTED FROM CONSTRUCTION ACTIVITIES. NO STOCKPILING OF MATERIAL, EQUIPMENT OR VEHICULAR TRAFFIC SHALL BE ALLOWED WITHIN THE DRIP LINE OF TREES TO REMAIN. NO GUYS SHALL BE ATTACHED TO ANY TREE TO REMAIN. WHEN NECESSARY OR AS DIRECTED BY THE ENGINEER, THE CONTRACTOR SHALL ERECT TEMPORARY BARRIERS FOR THE PROTECTION OF EXISTING TREES DURING CONSTRUCTION.
- THE CONTRACTOR SHALL CALL DIGSAFE AT 811 AT LEAST 72 HOURS, SATURDAYS, AND HOLIDAYS EXCLUDED, PRIOR TO EXCAVATING AT ANY LOCATION. A COPY OF THE DIGSAFE PROJECT REFERENCE NUMBER(S) SHALL BE GIVEN TO THE OWNER PRIOR TO EXCAVATION.
- CONTRACTOR IS RESPONSIBLE FOR STAKING CONSTRUCTION BASELINES, STRUCTURES, ETC WITH A LICENSED SURVEYOR IN FIELD. NO CONSTRUCTION WILL BE PERFORMED WITHOUT THE PROPOSED BASELINES AND LAYOUTS APPROVED BY THE ENGINEER.
- NO FILL SHALL CONTAIN HAZARDOUS MATERIALS.
- CONTRACTOR SHALL PROVIDE TEMPORARY FENCING AROUND PERIMETER OF WORK AREA (LIMIT OF WORK). FENCE SHALL NOT IMPEDE TRAVEL WAYS.
- ANY QUANTITIES SHOWN ON PLANS ARE FOR COMPARATIVE BIDDING PURPOSES ONLY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VISIT THE PROJECT SITE TO VERIFY ALL QUANTITIES AND CONDITIONS PRIOR TO SUBMITTING BID.
- ALL EXISTING DRAINAGE FACILITIES TO REMAIN SHALL BE MAINTAINED FREE OF DEBRIS, SOIL, SEDIMENT, AND FOREIGN MATERIAL AND OPERATIONAL THROUGHOUT THE LIFE OF THE CONTRACT. REMOVE ALL SOIL, SEDIMENT, DEBRIS AND FOREIGN MATERIAL FROM ALL DRAINAGE STRUCTURES, INCLUDING BUT NOT LIMITED TO, DRAINAGE INLETS, MANHOLES AND CATCH BASINS WITHIN THE LIMIT OF WORK AND DRAINAGE STRUCTURES OUTSIDE THE LIMIT OF WORK THAT ARE IMPACTED BY THE WORK FOR THE ENTIRE DURATION OF CONSTRUCTION.
- CONTRACTOR'S STAGING AREA MUST BE WITHIN THE CONTRACT LIMIT LINE (LIMIT OF WORK AS IDENTIFIED ON THE PLANS).
- THE CONTRACTOR SHALL KEEP ALL STREETS THAT ARE NOT RESTRICTED FROM PUBLIC USE DURING CONSTRUCTION BROOM CLEAN AT ALL TIMES. THE CONTRACTOR SHALL USE ACCEPTABLE METHODS AND MATERIALS TO MAINTAIN ADEQUATE DUST CONTROL THROUGHOUT CONSTRUCTION.
- CONTRACTOR SHALL COORDINATE ALL WORK WITH THE OWNER.
- THE LIMIT OF WORK SHALL BE DELINEATED IN THE FIELD PRIOR TO THE START OF SITE CLEARING OR CONSTRUCTION.
- HAULING OF EARTH MATERIALS TO AND FROM THE SITE SHALL BE RESTRICTED TO THE HOURS OF 7:00 AM TO 5:00 PM MONDAY THROUGH FRIDAY. HAULING SHALL ALSO BE PROHIBITED ON STATE AND FEDERAL HOLIDAYS.
- ANY BOULDERS 3 CY OR SMALLER SHALL BE CONSIDERED UNDOCUMENTED FILL AND SHALL BE DISPOSED OF AT NO ADDITIONAL COST TO THE OWNER.
- WORK ON SATURDAYS SHALL ONLY BE CONDUCTED IF PRIOR WRITTEN PERMISSION IS PROVIDED BY THE OWNER.

EROSION AND SEDIMENT CONTROL NOTES

- ALL SEDIMENT AND EROSION CONTROL DEVICES SHALL BE PUT INTO PLACE BY G.C. PRIOR TO BEGINNING ANY CONSTRUCTION OR DEMOLITION. REFER TO PLAN FOR APPROXIMATE LOCATION OF EROSION AND SEDIMENT CONTROL. REFER TO SPECS AND DETAILS FOR TYPE OF EROSION AND SEDIMENT CONTROL.
- THE G.C. SHALL BE RESPONSIBLE FOR THE CONTINUAL MAINTENANCE OF ALL CONTROL DEVICES THROUGHOUT THE DURATION OF THE PROJECT.
- CONTRACTOR SHALL MEET ALL OF THE STATE OF MASSACHUSETTS D.E.P. WETLAND ORDINANCE REGULATIONS FOR SEDIMENT AND EROSION CONTROL.
- EXCAVATED MATERIAL STOCKPILED ON THE SITE SHALL BE SURROUNDED BY A RING OF UNBROKEN SEDIMENT AND EROSION CONTROL FENCE. THE LIMITS OF ALL GRADING AND DISTURBANCE SHALL BE KEPT TO A MINIMUM WITHIN THE APPROVED AREA OF CONSTRUCTION. ALL AREAS OUTSIDE OF THE LIMIT OF CONTRACT SHALL REMAIN TOTALLY UNDISTURBED UNLESS OTHERWISE APPROVED BY OWNER'S REPRESENTATIVE.
- ALL CATCH BASINS AND DRAIN GRATES WITHIN LIMIT OF CONTRACT SHALL BE PROTECTED WITH FILTER FABRIC DURING THE ENTIRE DURATION OF CONSTRUCTION.
- EROSION CONTROL BARRIERS TO BE INSTALLED AT THE TOE OF SLOPES. SEE SITE PREPARATION PLAN, NOTES, DETAILS AND SPECIFICATIONS.
- ANY AREA OUTSIDE THE PROJECT LIMIT THAT IS DISTURBED SHALL BE RESTORED TO ITS ORIGINAL CONDITION AT NO COST TO THE CLIENT.
- THE CONTRACTOR SHALL PROVIDE DUST CONTROL FOR CONSTRUCTION OPERATIONS AS APPROVED BY THE CLIENT.
- ALL POINTS OF CONSTRUCTION EGRESS OR INGRESS SHALL BE MAINTAINED TO PREVENT TRACKING OR FLOWING OF SEDIMENT ON TO PUBLIC/Private ROADS.

SITE PREPARATION NOTES

- THE CONTRACTOR SHALL INCLUDE IN THE BID THE COST OF REMOVING ANY EXISTING SITE FEATURES AND APPURTENANCES NECESSARY TO ACCOMPLISH THE CONSTRUCTION OF THE PROPOSED SITE IMPROVEMENTS. THE CONTRACTOR SHALL ALSO INCLUDE IN THE BID THE COST NECESSARY TO RESTORE SUCH ITEMS IF THEY ARE SCHEDULED TO REMAIN AS PART OF THE FINAL SITE IMPROVEMENTS. REFER TO PLANS TO DETERMINE EXCAVATION, DEMOLITION AND TO DETERMINE THE LOCATION OF THE PROPOSED SITE IMPROVEMENTS.
- THE OWNER RESERVES THE RIGHT TO REVIEW ALL MATERIALS DESIGNATED FOR REMOVAL AND TO RETAIN OWNERSHIP OF SUCH MATERIALS. IF THE OWNER RETAINS ANY MATERIAL THE CONTRACTOR SHALL ALLOW ARRANGEMENTS WITH THE OWNER TO HAVE THOSE MATERIALS REMOVED OFF SITE AT NO ADDITIONAL COST.
- UNLESS SPECIFICALLY NOTED TO BE SAVED / STOCKPILED (R&S) OR REUSED / RELOCATED (R&R), ALL SITE FEATURES CALLED FOR REMOVAL (REM) SHALL BE REMOVED WITH THEIR FOOTINGS, ATTACHMENTS, BASE MATERIAL, ETC., TRANSPORTED FROM THE SITE TO BE DISPOSED OF IN A LAWFUL MANNER AT AN ACCEPTABLE DISPOSAL SITE AND AT NO COST TO THE OWNER.
- ALL EXISTING SITE FEATURES TO REMAIN SHALL BE PROTECTED THROUGHOUT THE CONSTRUCTION PERIOD. ANY FEATURES DAMAGED DURING CONSTRUCTION OPERATIONS SHALL BE REPAIRED OR REPLACED TO THE SATISFACTION OF THE CLIENT'S REPRESENTATIVE AT NO ADDITIONAL COST.
- DURING EARTHWORK OPERATIONS, CONTRACTOR SHALL TAKE CARE TO NOT DISTURB EXISTING MATERIALS TO REMAIN, OUTSIDE THE LIMITS OF EXCAVATION AND BACKFILL AND SHALL TAKE WHATEVER MEASURES NECESSARY, AT THE CONTRACTOR'S EXPENSE, TO PREVENT ANY EXCAVATED MATERIAL FROM COLLAPSING. ALL BACKFILL MATERIALS SHALL BE PLACED AND COMPACTED AS SPECIFIED TO THE SUBGRADE REQUIRED FOR THE INSTALLATION OF THE REMAINDER OF THE CONTRACT WORK.
- ALL ITEMS CALLED FOR REMOVAL SHALL BE REMOVED TO FULL DEPTH INCLUDING ALL FOOTINGS, FOUNDATIONS, AND OTHER APPURTENANCES, EXCEPT AS SPECIFICALLY NOTED OTHERWISE.
- THE STORAGE OF MATERIALS AND EQUIPMENT WILL BE PERMITTED AT LOCATIONS DESIGNATED BY THE CLIENT OR THE CLIENT'S REPRESENTATIVE. PROTECTION OF STORED MATERIALS AND EQUIPMENT SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

GRADING NOTES

- THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND GRADES ON THE GROUND AND REPORT ANY DISCREPANCIES IMMEDIATELY TO THE CLIENT.
- CONTRACTOR SHALL ENSURE ALL AREAS ARE PROPERLY PITCHED TO DRAIN, WITH NO SURFACE WATER PONDING OR PUDDLING.
- EXCAVATION REQUIRED WITHIN PROXIMITY OF KNOWN EXISTING UTILITY LINES SHALL BE DONE BY HAND. CONTRACTOR SHALL REPAIR ANY DAMAGE TO EXISTING UTILITY LINES OR STRUCTURES INCURRED DURING CONSTRUCTION OPERATIONS AT NO COST TO THE CLIENT.
- WHERE NEW EARTHWORK MEETS EXISTING EARTHWORK, CONTRACTOR SHALL BLEND NEW EARTHWORK SMOOTHLY INTO EXISTING, PROVIDING VERTICAL CURVES OR ROUNDS AT ALL TOP AND BOTTOM OF SLOPES.
- ALL FILL SHALL BE PLACED IN LIFTS & COMPACTED IN ACCORDANCE WITH THE EARTH WORK SPEC.
- WHERE A SPECIFIC LIMIT OF WORK LINE IS NOT OBVIOUS OR IMPLIED, BLEND GRADES TO EXISTING CONDITIONS WITHIN 5 FEET OF PROPOSED CONTOURS.
- RESTORE ALL DISTURBED AREAS AND LIMITS OF ALL REMOVALS TO LOAM AND SEED (L&S) UNLESS OTHERWISE NOTED.
- SEE EARTHWORK SECTION OF SPECIFICATIONS FOR SPECIFIC EXCAVATION AND FILLING PROCEDURES.

LAYOUT & MATERIALS NOTES

- REFER TO EXISTING CONDITIONS PLANS FOR SURVEY INFORMATION.
- COORDINATE ALL LAYOUT ACTIVITIES WITH THE SCOPE OF WORK CALLED FOR BY DEMOLITION, GRADING AND UTILITIES OPERATIONS ENCOMPASSED BY THIS CONTRACT. SET, PROTECT AND REPLACE REFERENCE STAKES AS NECESSARY OR AS REQUIRED BY THE CLIENT'S REPRESENTATIVE.
- ALL WORK SHALL BE PERFORMED BY CONTRACTOR UNLESS SPECIFICALLY INDICATED THAT THE WORK WILL BE PERFORMED "BY OTHERS".
- TO FACILITATE LAYOUT OF PROPOSED SITE FEATURES AND FACILITIES, LAYOUT INFORMATION FOR CERTAIN FUTURE WORK, WHICH IS NOT INCLUDED WITHIN THE SCOPE OF THIS CONTRACT HAS BEEN PROVIDED ON THE LAYOUT AND MATERIALS PLAN FOR INFORMATION ONLY. THE LAYOUT OF SITE AMENITIES AND FENCES MUST BE APPROVED BY THE OWNER'S REPRESENTATIVE PRIOR TO INSTALLATION. SOME ITEMS ARE "NOT IN CONTRACT" (NIC) AND SHOWN FOR REFERENCE ONLY.
- THE LAYOUT OF SITE AMENITIES AND FENCES MUST BE APPROVED BY THE OWNER'S REPRESENTATIVE PRIOR TO INSTALLATION.
- ALL PROPOSED SITE FEATURES SHALL BE LAID OUT AND STAKED FOR REVIEW AND APPROVAL BY THE OWNER'S REPRESENTATIVE PRIOR TO COMMENCEMENT OF INSTALLATION. ANY REQUIRED ADJUSTMENTS TO THE LAYOUT SHALL BE UNDERTAKEN AS REQUIRED, AT NO ADDITIONAL COST TO THE OWNER.
- ALL PROPOSED PAVEMENTS SHALL MEET THE LINE AND GRADE OF EXISTING ADJACENT PAVEMENT SURFACES AND SHALL BE TREATED WITH AN RS-1 TACK COAT AT POINT OF CONNECTION.
- THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND GRADES ON THE GROUND AND REPORT ANY DISCREPANCIES IMMEDIATELY TO THE OWNER.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD MEASUREMENT OF ALL PROPOSED FENCES AND GATES.
- ALL REFERENCES TO LOAM AND SEED (L&S) REFER TO HYDROMULCH SEEDED LAWN, UNLESS NOTED OTHERWISE.
- REFER TO DETAIL DRAWINGS FOR CONSTRUCTION DETAILS.
- CONTRACTOR SHALL PERFORM ALL EARTHWORK IN CONFORMANCE WITH PROJECT GEOTECHNICAL SPECIFICATIONS.
- EXCESS FILL MATERIAL SHALL BE REMOVED & DISPOSED OF BY THE CONTRACTOR AT NO ADDITIONAL COST.

GENERAL

PROP	PROPOSED
ADJ	ADJUST
BIT. CONC.	BITUMINOUS CONCRETE
CEM. CONC.	CEMENT CONCRETE
B	BASELINE
N.T.S.	NOT TO SCALE
B.M	BENCH MARK
ABAN	ABANDON
MB	MAIL BOX
GRAN. CURB	GRANITE CURB
EXIST. (OR EX.)	EXISTING
FDN	FOUNDATION
F.L. (OR F)	FLOW LINE
P	PROPERTY LINE
PAVMT	PAVEMENT
P.W.W.	PAVED WATERWAY
RC	REINFORCED CONCRETE
M.H.B.	MASSACHUSETTS HIGHWAY BOUND
REM	REMOVE
REMOD	REMODEL
RET	RETAIN
R.O.W.	RIGHT-OF-WAY
R&R	REMOVE AND RESET
R,R&R	REMOVE, RELOCATED AND RESET
R&S	REMOVE AND STACK
RSD	REMOVE AND DISPOSE
SB	STONE BOUND
NIC	NOT IN CONTRACT
H.C.	HANDICAP
WCR	WHEEL CHAIR RAMP
FF	FINISHED FLOOR
HMA	HOT MIX ASPHALT
G.C.	GENERAL CONTRACTOR
E.C.	ELECTRICAL CONTRACTOR
P.C.	PLUMBING CONTRACTOR
SWEL	SOLID WHITE EDGE LINE
BWL	BROKEN WHITE LANE LINE
SYEL	SOLID YELLOW EDGE LINE
SB/DH	STONE BOUND/ DRILL HOLE
CLF	CHAIN LINK FENCE
TEMP.	TEMPORARY
TYP.	TYPICAL
EQ	EQUIPMENT
H.C.	HANDICAP
EOP	EDGE OF PAVEMENT
PROT	PROTECT
CTE	CONNECT TO EXISTING
R/L	RIGHT LEADER
L.O.W.	LIMIT OF WORK
VIF	VERIFY IN FIELD
APPROX.	APPROXIMATE
TBM	TEMPORARY BENCHMARK
ALT.	ALTERNATE
BWW	BORDERING VEGETATED WETLAND

UTILITIES

GICI	GUTTER INLET W/ CURB INLET
CB	CATCH BASIN W/ CURB INLET
C.I.T.	CHANGE IN TYPE
CTE	CONNECT TO EXISTING
F&G	FRAME AND GRATE
F&C	FRAME AND COVER
CI	CURB INLET
CIP	CAST IRON PIPE
CMP	CORRUGATED METAL PIPE
DI	DUCTILE IRON PIPE
GI	GUTTER INLET
ACCM PIPE	ASPHALT COATED CORRUGATED METAL PIPE
HYD	HYDRANT
INV. ELEV.	INVERT ELEVATION
UP	UTILITY POLE
SMH	SEWER MANHOLE
WG	WATER GATE
DS	DOWN SPOUT
HOPE	HIGH DENSITY POLYETHYLENE PIPE
PVC	POLYVINYL CHLORIDE
RCPC	REINFORCED CONCRETE PIPE
DMH	DRAIN MANHOLE
LB	LEACHING BASIN
LG	LEACHING GALLEY
CI	CAST IRON
OCS	OUTLET CONTROL STRUCTURE
OST	OIL AND GRIT TRAP
VC	VITRIFIED CLAY PIPE
LP	LIGHT POLE
OHW	OVERHEAD WIRE
UPLP	UTILITY POLE WITH LIGHT
SWTU	STORM WATER TREATMENT UNIT
HH	HANDHOLE
GW	GARAGE WASTE
CO	CLEANOUT
LC	LEACHING CHAMBER
GV	GATE VALVE

ALIGNMENT/GRADING

BW	BOTTOM OF WALL
BC	BOTTOM OF CURB
PI	POINT OF INTERSECTION
PC	POINT OF CURVATURE
PT	POINT OF TANGENCY
PRC	POINT OF REVERSE CURVATURE
PCC	POINT OF COMPOUND CURVATURE
PVI	POINT OF VERTICAL INTERSECTION
PVC	POINT OF VERTICAL CURVATURE
PVT	POINT OF VERTICAL TANGENCY
ELEV	ELEVATION
CC	CENTER OF CURVE
H.P.	HIGH POINT
L.P.	LOW POINT
R	RADIUS OF CURVATURE
STA	STATION
S.S.D.	STOPPING SIGHT DISTANCE
TC	TOP OF CURB
TW	TOP OF WALL

EXISTING

CB	CATCH BASIN
CBCL	CATCH BASIN CURB INLET
HH	CURB (OR BERM)-TYPE NOTED
EMH	EDGE OF ROAD
TMH	HANDHOLE (NUMBER AS NOTED)
SMH	ELECTRIC MANHOLE
DMH	TELEPHONE MANHOLE
GG	SEWER MANHOLE
WG	DRAINAGE MANHOLE
GG	GAS GATE
WG	WATER GATE VALVE
LP	HYDRANT
LP	WELL
D	DRAIN PIPE
S	SEWER MAIN
FM	SEWER MAIN BY P.C.
E	ELECTRIC DUCT
T	TELEPHONE/COMMUNICATIONS/FIRE ALARM
GW	GARAGE WASTE LINE
GW	GARAGE WASTE LINE BY P.C.
GW	VENTS BY P.C.
G	GAS MAIN
W	WATER MAIN
OH	OVERHEAD WIRES
OR	GUARD RAIL (SIZE AND TYPE NOTED)
OR	HIGHWAY / PROPERTY BOUND (TYPE NOTED)
OR	CITY OR CITY OR COUNTY LAYOUT LINE
OR	CITY,CITY OR COUNTY BOUNDARY
OR	BASE OR SURVEY LINE
OR	CENTERLINE OF CONSTRUCTION
OR	PROPERTY LINE
WCR	WHEELCHAIR RAMP (WCR)
WCR	TREE (SIZE AND TYPE NOTED)
WCR	FENCE (SIZE AND TYPE NOTED)
WCR	EASEMENT LINE/ FUTURE CITY PROPERTY LINE
WCR	MASSHIGHWAY STANDARD SPECIFICATION REFERENCE NUMBER
TP-1	TEST PIT/BORINGS
B-1	MONITORING WELL
UP 8	UTILITY POLE
UP 8	GUY POLE
UP 8	FLAG POLE
UP 8	SIGN
UP 8	TREE LINE
UP 8	BOLLARD
UP 8	BIKE RACK
UP 8	SAWCUT
UP 8	EROSION CONTROL (SPECIFIED ON PLANS)
UP 8	OBSERVATION WELL
UP 8	LIMIT OF WORK
UP 8	TEMPORARY FENCE
UP 8	SURVEY MONUMENTS
UP 8	TEMPORARY BENCHMARK (TBM)
UP 8	DI WATER REDUCER
UP 8	WETLAND FLAG

PROPOSED

CB	CATCH BASIN
CBCL	CATCH BASIN CURB INLET
HH	CURB (OR BERM)-TYPE NOTED
EMH	EDGE OF ROAD
TMH	HANDHOLE (NUMBER AS NOTED)
SMH	ELECTRIC MANHOLE
DMH	TELEPHONE MANHOLE
GG	SEWER MANHOLE
WG	DRAINAGE MANHOLE
GG	GAS GATE
WG	WATER GATE VALVE
LP	HYDRANT
LP	WELL
D	DRAIN PIPE
S	SEWER MAIN
FM	SEWER MAIN BY P.C.
E	ELECTRIC DUCT
T	TELEPHONE/COMMUNICATIONS/FIRE ALARM
GW	GARAGE WASTE LINE
GW	GARAGE WASTE LINE BY P.C.
GW	VENTS BY P.C.
G	GAS MAIN
W	WATER MAIN
OH	OVERHEAD WIRES
OR	GUARD RAIL (SIZE AND TYPE NOTED)
OR	HIGHWAY / PROPERTY BOUND (TYPE NOTED)
OR	CITY OR CITY OR COUNTY LAYOUT LINE
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WCR	WHEELCHAIR RAMP (WCR)
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UP 8	TEMPORARY BENCHMARK (TBM)
UP 8	DI WATER REDUCER
UP 8	WETLAND FLAG

Consultants:

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Revisions:

No.	Date	Description
1	01/23/23	REV PER COMMENTS

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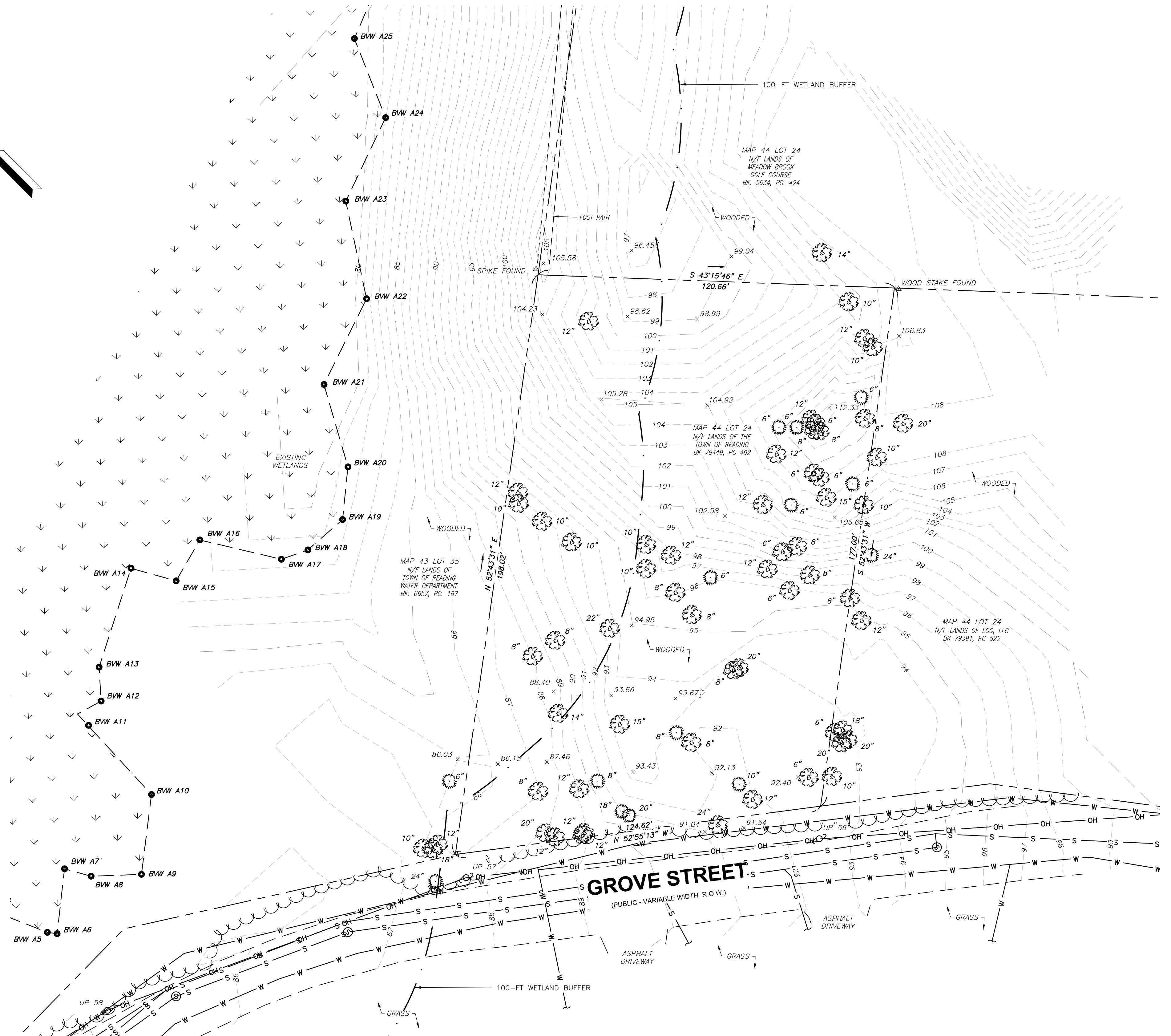
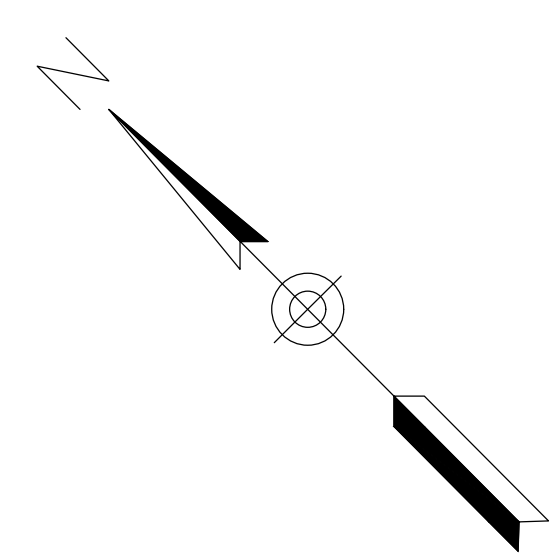
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Date: DECEMBER 23, 2022
 Drawn By: AKG
 Reviewed By: JIP
 Approved By: JIP

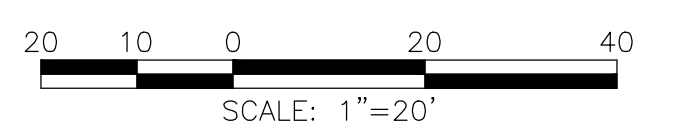
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 W&S File No.:

Drawing Title:
**EXISTING
 CONDITIONS
 PLAN**

Sheet Number:
C100



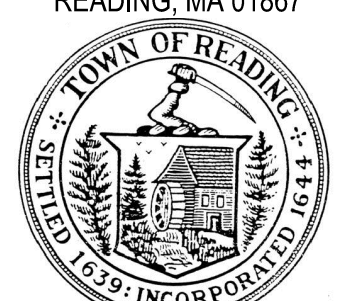
- NOTES:**
- EXISTING CONDITIONS GENERATED BY AN ON THE GROUND SURVEY BY CONTROL POINT ASSOCIATES IN MAY OF 2022.
 - WETLAND FLAGS WERE DELINEATED AND LOCATED BY WESTON & SAMPSON IN JULY OF 2022.
 - PROJECT COORDINATES ARE BASED UPON THE MASSACHUSETTS STATE PLANE COORDINATE SYSTEM - MAINLAND ZONE (NAD83).
 - ELEVATIONS ARE BASED UPON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88) PER GPS OBSERVATIONS.
 - THE ENTIRETY OF THE PROJECT SITE IS LOCATED WITHIN THE NATURAL HERITAGE & ENDANGERED SPECIES ZONES OF PRIORITY HABITATS FOR RARE SPECIES AND ESTIMATED HABITATS OF RARE WILDLIFE.



Weston & Sampson Engineers, Inc. Project: ENG22-0527, Drawing: C100



Project:
TOWN OF READING
16 LOWELL STREET
READING, MA 01867



GROVE STREET
LOT 5 PARKING LOT

Weston & Sampson
Weston & Sampson Engineers, Inc.
55 Walkers Brook Drive, Suite 100
Reading, MA 01867
978.532.1900 800.SAMPSON
www.westonandsampson.com

Consultants:

Revisions:

No.	Date	Description
1	01/23/23	REV PER COMMENTS

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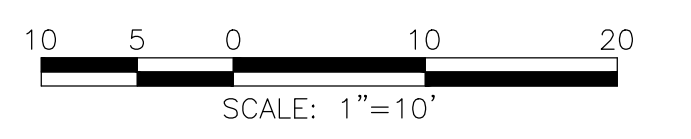
Scale: AS SHOWN

Date: DECEMBER 23, 2022
Drawn By: AKG
Reviewed By: JIP
Approved By: JIP

W&S Project No.: ENG22-0527
W&S File No.:

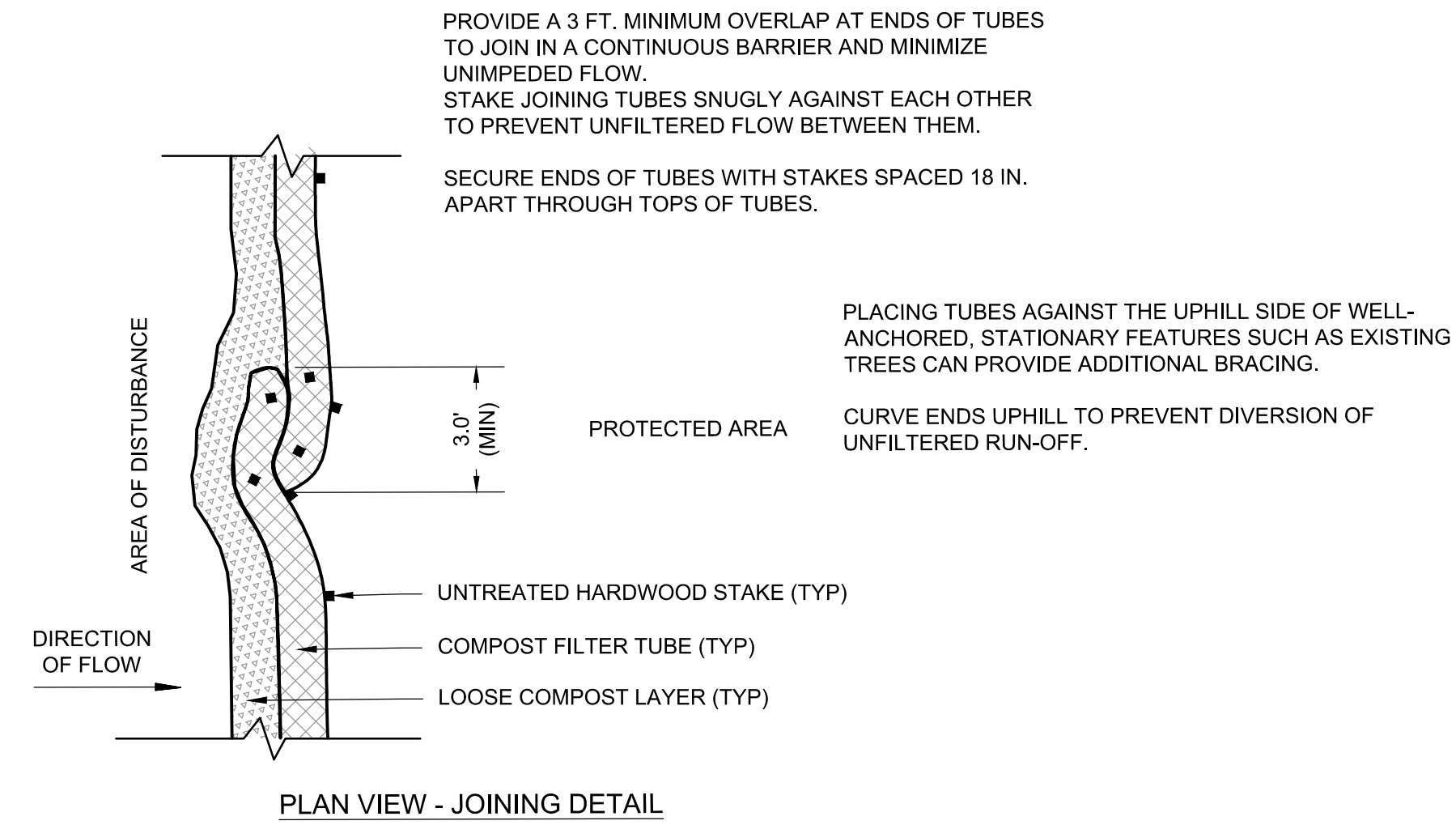
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LAYOUT & MATERIALS PLAN

Sheet Number:
C101

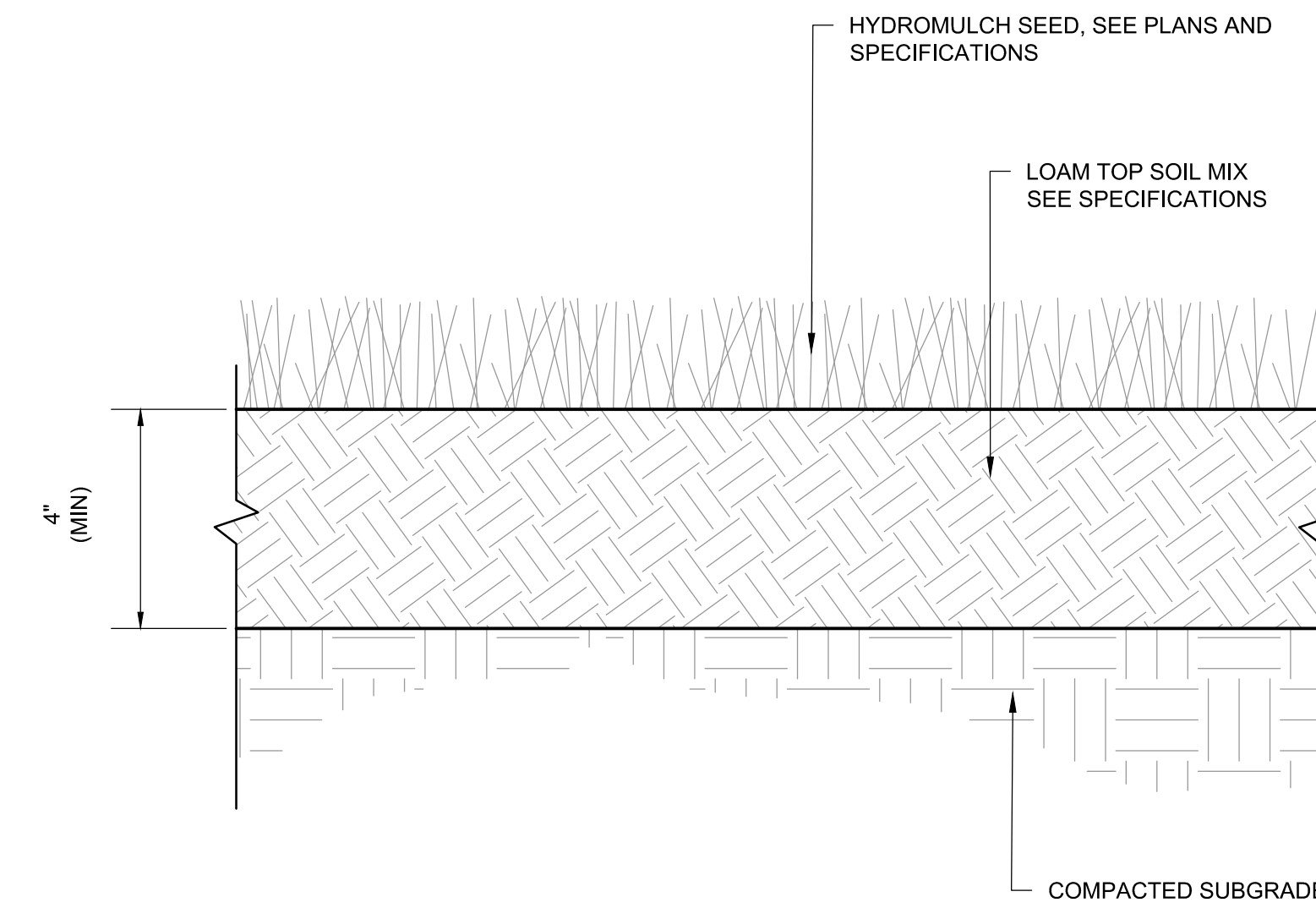


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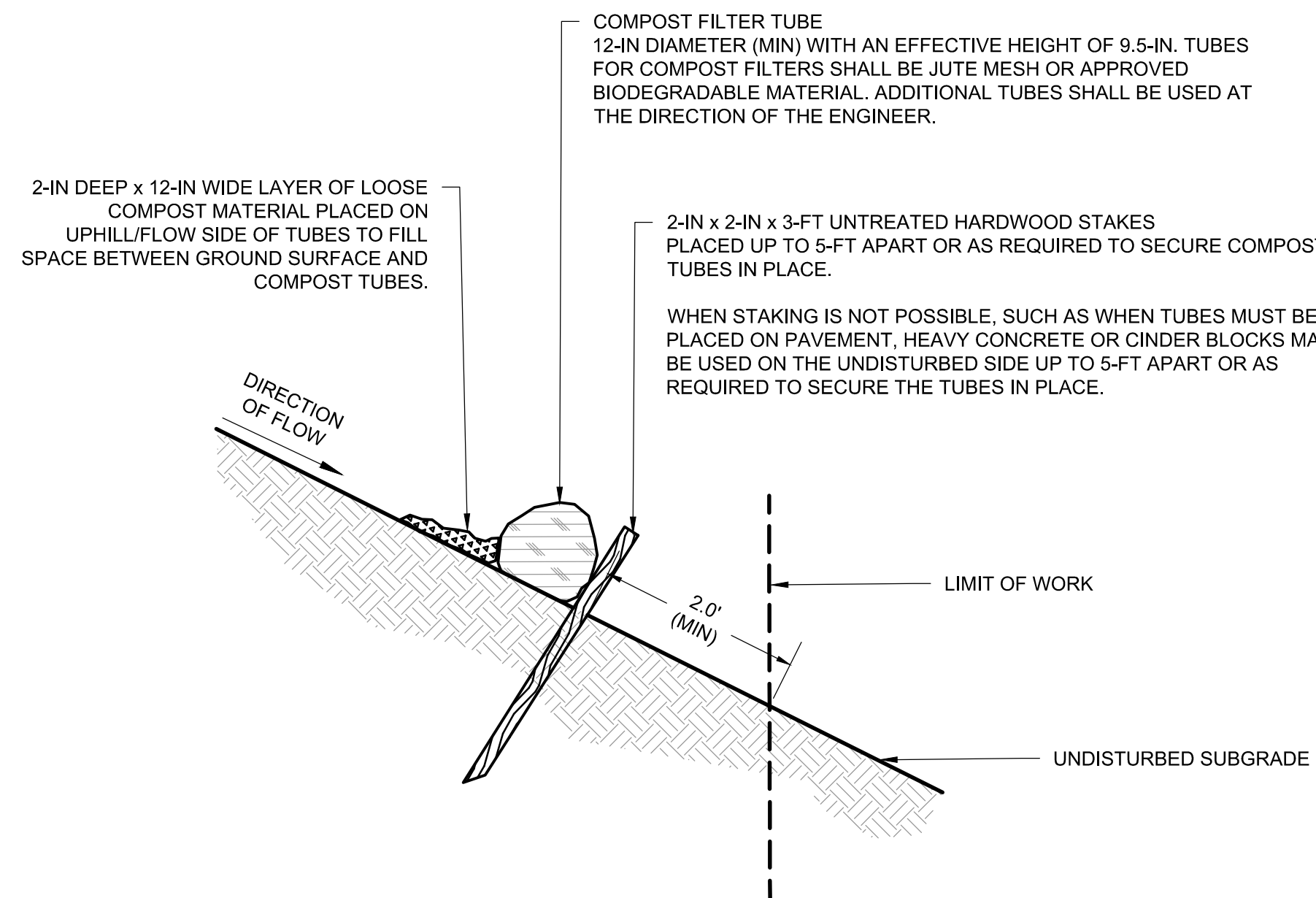
1. PROVIDE A MINIMUM TUBE DIAMETER OF 12 INCHES FOR SLOPES UP TO 50 FEET IN LENGTH WITH A SLOPE RATIO OF 3H:1V OR STEEPER. LONGER SLOPES OF 3H:1V MAY REQUIRE LARGER TUBE DIAMETER OR ADDITIONAL COURSING OF FILTER TUBES TO CREATE A FILTER BERM. REFER TO MANUFACTURER'S RECOMMENDATIONS FOR SITUATIONS WITH LONGER OR STEEPER SLOPES.
2. INSTALL TUBES ALONG CONTOURS AND PERPENDICULAR TO SHEET OR CONCENTRATED FLOW.
3. DO NOT INSTALL IN PERENNIAL, EPHEMERAL OR INTERMITTENT STREAMS.
4. CONFIGURE TUBES AROUND EXISTING SITE FEATURES TO MINIMIZE SITE DISTURBANCE AND MAXIMIZE CAPTURE AREA OF STORMWATER RUN-OFF.
5. MULCH MATERIAL FOR THE FILTER TUBES SHALL BE WEED-FREE STRAW, WOOD EXCELSIOR, COMPOST, OR WOOD CHIPS, OR COIR. STRAW SHALL BE WEED FREE AND DERIVED FROM THRESHING OF GRAIN CROP.



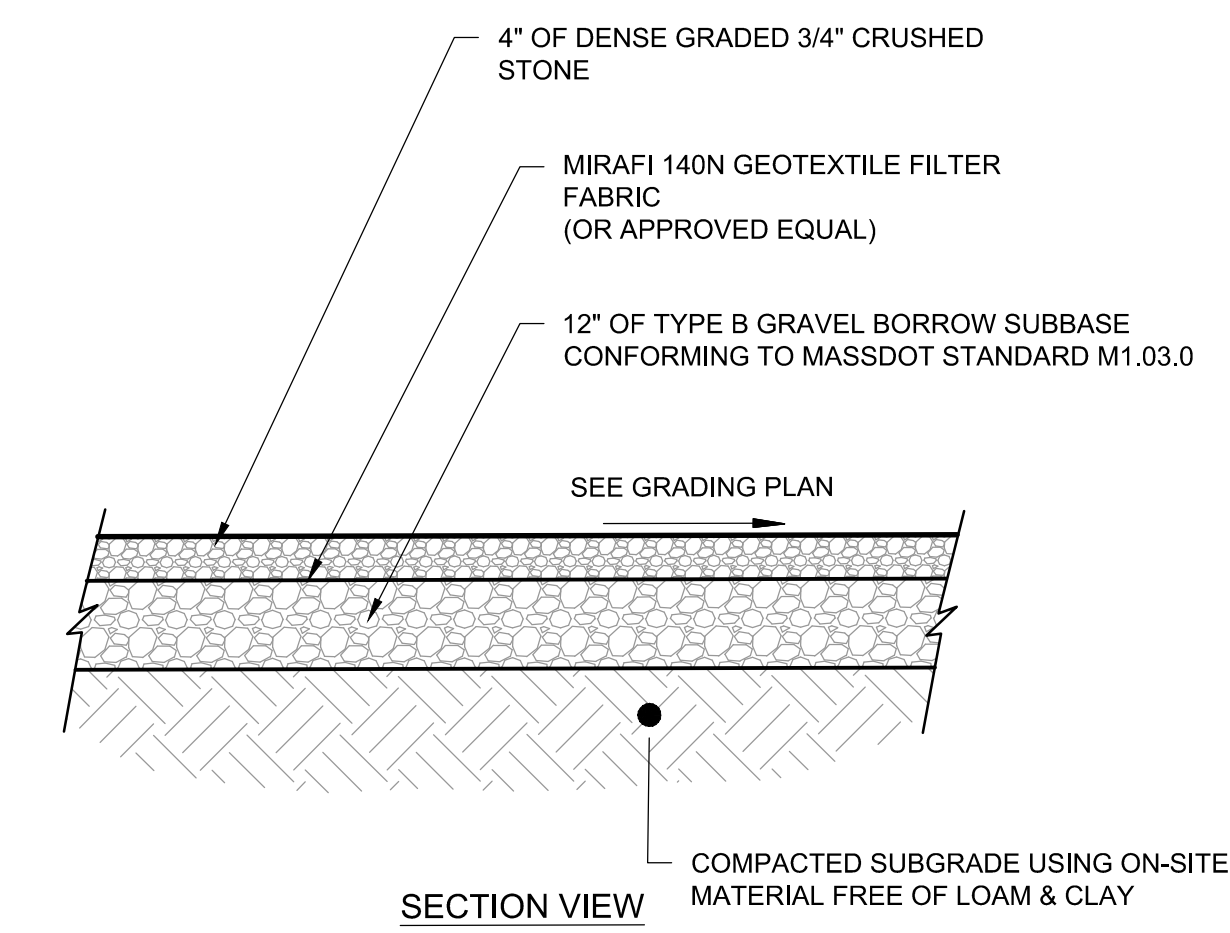
PLAN VIEW - JOINING DETAIL



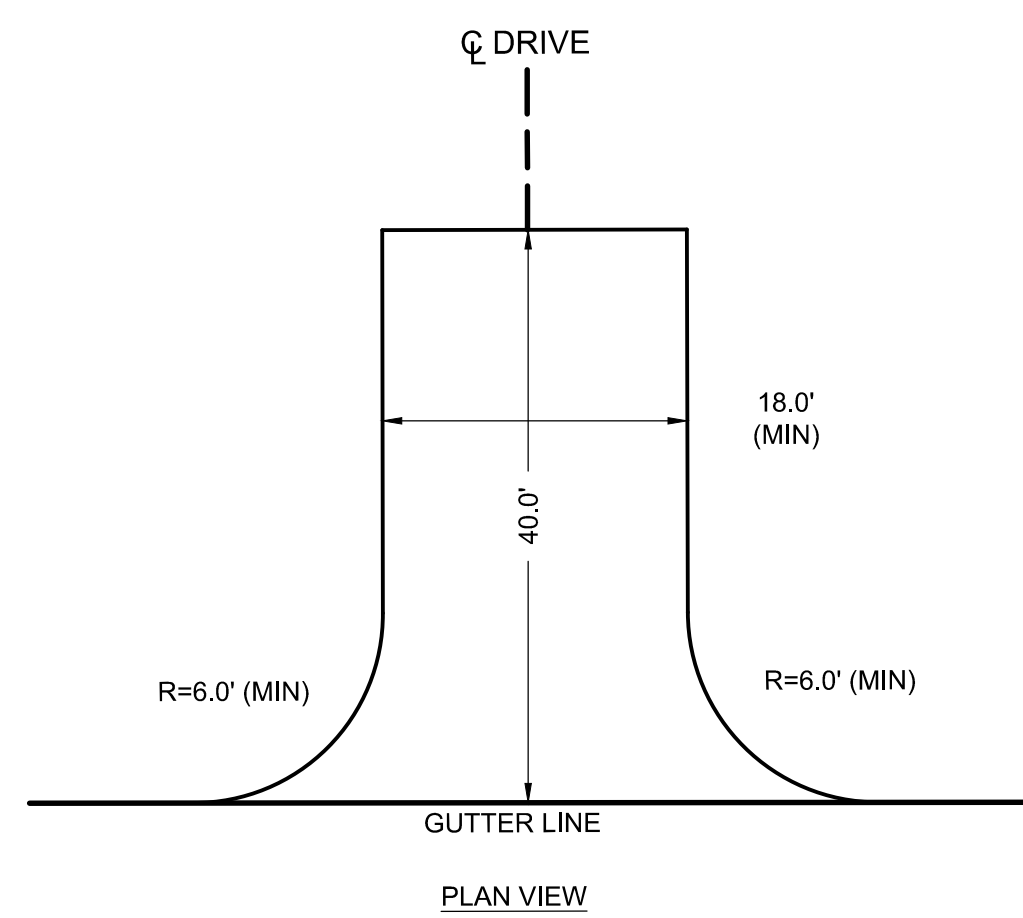
2 LOAM & SEED
SCALE: N.T.S.



1 COMPOST FILTER TUBE
SCALE: N.T.S.



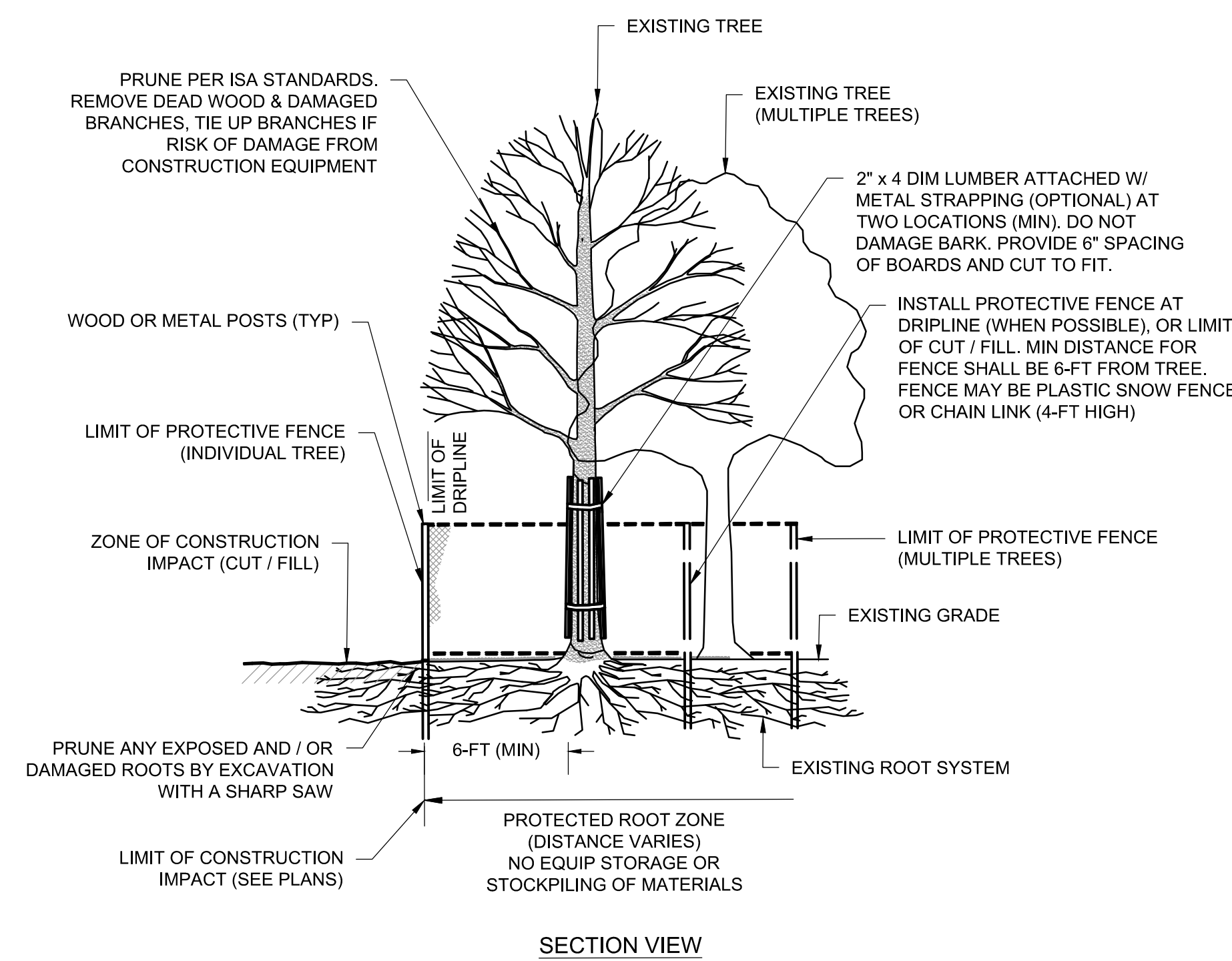
3 GRAVEL SURFACE TREATMENT
SCALE: N.T.S.



NOTES:

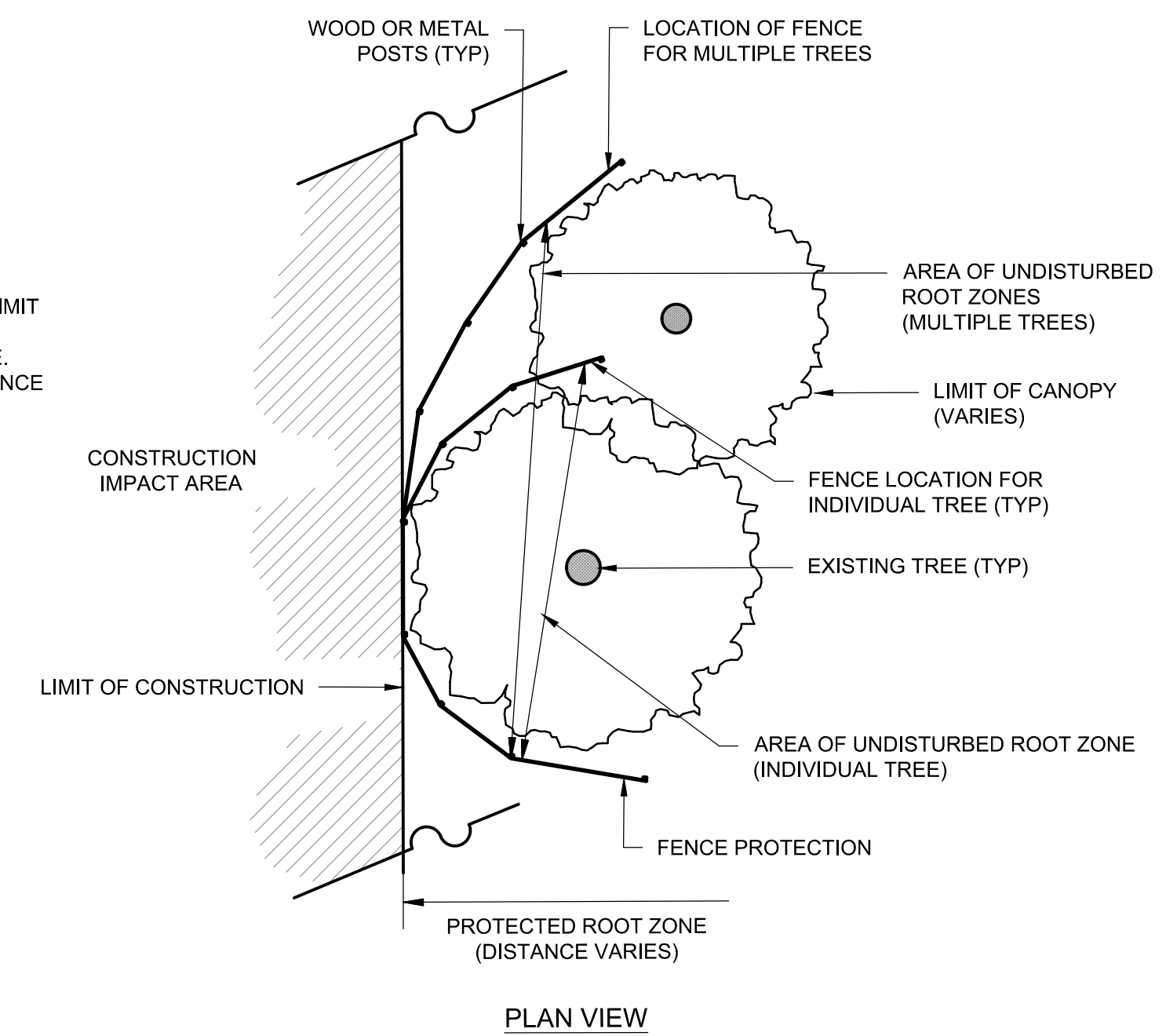
1. THE LOCATION OF THE CONSTRUCTION ENTRANCE SHALL BE APPROVED BY THE OWNER PRIOR TO PLACEMENT.
2. CONSTRUCTION ENTRANCE SHALL CONSIST OF 2\"/>

4 STABILIZED TEMPORARY CONSTRUCTION ENTRANCE
SCALE: N.T.S.



SECTION VIEW

5 TYPICAL TREE PROTECTION
SCALE: N.T.S.



PLAN VIEW

Consultants:

Revisions:		
No.	Date	Description
1	01/23/23	REV PER COMMENTS

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Date: DECEMBER 23, 2022
Drawn By: AKG
Reviewed By: JIP
Approved By: JIP
W&S Project No.: ENG22-0527
W&S File No.:

Drawing Title:
CONSTRUCTION DETAILS

Sheet Number:
C500

VASC Recommendations

February 16, 2023

McCarthy moved to recommend:

- **Liz Rogers to a full position on the Cultural Council with a term expiring June 30, 2026.**
- **William McCants to a full position on the Conservation Commission with a term expiring June 30, 2025.**
- **Chris Cridler to a full position on the ZBA with a term expiring June 30, 2024.**
- **Tony Rodolakis to an associate position on the Conservation Commission with a term expiring June 30, 2024. (Applicant requested the associate position vs. full)**

Haley seconded the motion and it was approved with a 2-0 roll call vote.



Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

Volunteer Appointment Committee

Date: 2023-02-16

Time: 11:00 AM

Building:

Location:

Address:

Agenda: Revised

Purpose: General Business

Meeting Called By: Chris Haley and Jackie McCarthy

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:

This meeting will be held remotely via Zoom:

Join Zoom Meeting

<https://us06web.zoom.us/j/88921968369>

Meeting ID: 889 2196 8369

One tap mobile

+16465588656,,88921968369# US (New York)

+16465189805,,88921968369# US (New York)

Dial by your location

+1 646 558 8656 US (New York)

+1 646 518 9805 US (New York)

Meeting ID: 889 2196 8369

Find your local number: <https://us06web.zoom.us/u/kbJcpCBanW>

AGENDA:

<u>TIME</u>	<u>Applicant</u>	<u>BCC</u>
11:00 AM	Elizabeth (Liz) Rogers	Cultural Council
11:10 AM	William McCants	Conservation Commission
11:20 AM	Christopher Cridler	Zoning Board of Appeals
11:30 AM	Tony Rodolakis	Conservation Commission
11:40 AM	Vote on Recommendations Approve Meeting Minutes	

*Revised 2/15/2023 to add applicant Tony Rodolakis @ 11:30 am.

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.

VOLUNTEER BOARD VACANCIES		
AS OF 1/10/2023		
<u>Board/Committee/Commission</u>	<u>Full</u>	<u>Associate</u>
Animal Control Appeals Committee	0	1
Board of Assessors	0	1
Board of Cemetery Trustees	0	3
Celebration Committee	1	0
Climate Advisory Committee	0	3
Commissioners of Trust Funds	0	2
Community Planning & Development Commission	1	0
Conservation Commission	2	3
Constables	1	0
Cultural Council	1	3
Finance Committee	1	0
Historic District Commission	0	1
Mystic Valley Elder Services Board of Directors	1	0
Permanent Building Committee	0	2
Recreation Committee	1	3
Zoning Board of Appeals	1	2

Visit <https://www.readingma.gov/515/Volunteer-Opportunities> for more information



Town of Reading
16 Lowell Street
Reading MA 01867

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TOWN CLERK
READING, MA.

2023 FEB -6 PM 12:36

RK

Town Clerk
781-942-9050

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

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

Name: Cridler Christopher D. Date: 2/6/23
(Last) (First) (Middle)

Address: 72 Berkeley Street

Phone (Home): 410.905.9381 Phone (Work): _____

Phone (Cell): _____ Which number should be listed? _____

Occupation: Attorney Number of years in Reading: 7+

E-mail address: christopher.cridler@gmail.com

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

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

Please outline relevant experience for the position(s) sought:
Clear understanding of applicable Statutes and Ordinances
Attorney practicing land use law in MA For over 2 years
Assisted Courts in Drafting Appellate zoning decisions For
State of Maryland under same standard as MA Courts.



Town of Reading
16 Lowell Street
Reading MA 01867

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TOWN CLERK
READING, MA.

2023 JAN 26 PM 1:54 ^{Mc}

Town Clerk
781-942-9050

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

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

Name: MCCANTS WILLIAM DAVID
(Last) (First) (Middle)

Date: 1/26/2023

Address: 105 PRESOTT STREET

Phone (Home): 857-753-8509

Phone (Work): Same as home

Phone (Cell): Same as home

Which number should be listed? Home

Occupation: Attorney

Number of years in Reading: 5

E-mail address: wmccants@post.harvard.edu

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

- Animal Control Appeals Committee
- Board of Assessors
- Board of Health
- Bylaw Committee
- Climate Advisory Committee
- Community Planning and Development Commission
- Constables
- Cultural Council
- Finance Committee
- Historical Commission
- Human Relations Advisory Committee
- RCTV Board of Directors
- Retirement Board
- Town Forest Committee
- Veterans Memorial Trust Fund Committee

- Audit Committee
- Board of Cemetery Trustees
- Board of Registrars
- Celebration Trust Committee
- Commissioners of Trust Funds
- 1 Conservation Commission
- Council on Aging
- Custodian of Soldier and Sailor Graves
- Historic District Commission
- Housing Authority
- Permanent Building Committee
- Recreation Committee
- RMLD Citizen Advisory Board
- Trails Committee
- Zoning Board of Appeals

Other _____

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

Please see attached resume.

**Environmental Law Resume for Reading Conservation Commission Application,
01/26/2023**

William D. McCants
105 Prescott Street
Reading, MA 01867
(857) 753-8509
wmccants@post.harvard.edu

Related Volunteer Experience

Belmont Conservation Commission (BCC)
Town of Belmont, MA 01867

November 2010 to June 2013

Conservation Commissioner, September 2011 to June 2013; Associate, November 2010-September 2011. Served as a Commissioner to the BCC, which is a permanent entity established by the Belmont Board of Selectmen under State law as a regulatory body administering the performance standards of the Massachusetts Wetlands Protection Act (MGL c.131, § 40), the Rivers Protection Act (St. 1996, c. 258), and the Conservation Commission Act (MGL c.40, § 8C), preserving the interests of Belmont's conservation lands, and advising other town boards and officials on aspects of conservation and environmentally related issues. (Left the BCC upon move to Cambridge, MA.)

Related training: Certificate of Achievement: Completion of Fundamentals for Conservation Commissioners (8 Units), May 2013. Massachusetts Continuing Legal Education (MCLE) New England Environmental & Land Use Law Conference, January 20, 2011, Boston, MA. Topics: U.S. Environmental Protection Agency (EPA) Region 1 Federal Regulation Update, Wind Power Siting, Brownfields, Stormwater Management, Environmental Permitting Litigation, and EPA and Massachusetts Department of Environmental Protection (DEP) enforcement initiatives. (Scheduling refresher training with MCLE for later this year.)

Related Work Experience

Associate in Environmental Law Practice Group
Goodwin Procter LLP
Exchange Place
Boston, MA 02109

Sept. 2001-Dec. 2002

Researched and drafted complex legal memoranda, briefs, other documents (including affidavits), and correspondence under strict deadlines. Provided legal analysis and support to, and as needed negotiated on behalf of, regional, national, and international clients concerning numerous areas of Federal environmental law, including, but not limited to, CERCLA, RCRA, CWA/NPDES, CAA/NESHAP, TSCA, EPCRA, and the ESA, as well as applicable state environmental laws. Consistently commended for high quality and timeliness of work product.

Related Publications

- Acknowledged Substantial Contributor: "Chapter 61: Rhode Island," Ned Abelson, *et al.*, Brownfields: A Comprehensive Guide to Redeveloping Contaminated Property, T.S. Davis, ed., American Bar Association, 2d. Ed. (2002).
- Acknowledged Substantial Contributor: Chapter 2, "Zoning Power and Its Limitations," Martin R. Healy and Jonathan S. Klavens, Massachusetts Zoning Manual, Martin Healy, ed., MCLE, 1999 Rev. Ed. (2002 Supp.)

Related Education

Harvard Senior Administrator Fellowship for Executive Education, Program on Negotiation at Harvard Law School

- Negotiation and Leadership, June 19-21, 2017
- Leveraging the Power of Emotions as You Negotiate, June 22, 2017

Harvard Law School, J.D., June 2000

Activity:

- *The Harvard Environmental Law Review*, 1997-2000. Duties: Staff Editor, Article Editor, and Senior Editor.

Professional Certification

- Admitted to the Massachusetts Bar, December 15, 2000: BBO # 647098.



Town of Reading
16 Lowell Street
Reading MA 01867

Town Clerk
781-942-9050

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

Application for Appointment to
Boards, Committees and Commissions

Name: Rodolakis Tony Date: 2/14/2023
(Last) (First) (Middle)

Address: 11 Appleton Lane

Phone (Home): Phone (Work):

Phone (Cell): 978-496-0378 Which number should be listed?

Occupation: Environmental Consultant Number of years in Reading: 8

E-mail address: trodolakis@yahoo.com

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

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

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

For 27 years I have worked in the environmental field managing and executing environmental quality projects in MA and in other states. I am familiar with the MA Wetlands Protection Act and implementing regulations, although it has been about 10 years

I have done any wetlands work.



Town of Reading
16 Lowell Street
Reading MA 01867

RECEIVED
TOWN CLERK
READING, MA.

PK
2023 FEB -2 PM 12:38
fax: 781-942-9070
website: www.readingma.gov

Town Clerk
781-942-9050

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

Name: Rogers Elizabeth (Liz) H. Date: 02/02/23
(Last) (First) (Middle)

Address: 88 Colburn Rd.

Phone (Home): — Phone (Work): —

Phone (Cell): 781-718-7956 Which number should be listed? Cell

Occupation: Student / Volunteer Number of years in Reading: 19

E-mail address: liz.rogers15@gmail.com

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

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

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

During my time in Reading I have been active in many organizations: *Connect the Tots, *Newcomers & Neighbors, Women's League, *Boy Scouts, *PTO, *Coolidge Science Olympiad, Social Board, *RmHS Band Parents, and Reading Community Singers. I'm looking for a new way to get involved now that my kids have grown. I have always believed in and supported the Arts in this town, whether watching my kids perform in their various bands, enjoying Art walks, listening to concerts in the park, or singing myself.
*Indicates board/leadership position held

March 21, 2023		Tuesday	
	Overview of Meeting	Dockser	7:00
	Public Comment	Board	7:05
	SB Liaison & Town Manager Reports	Board	7:15
	Vote to Accept Donation of Land, 0 Sanborn Lane	Board	7:45
	Presentation from Economic Development Director on Parking Kiosk Roll-Out	Board	8:30
	Discuss Future Agendas	Board	9:00
	Approve Meeting Minutes	Board	9:30
April 4, 2023	TOWN ELECTION		
April 18, 2023		Tuesday	
April 24, 2023	ANNUAL TOWN MEETING		
April 27, 2023	ANNUAL TOWN MEETING		
May 1, 2023	ANNUAL TOWN MEETING		
May 4, 2023	ANNUAL TOWN MEETING		
May 9, 2023		Tuesday	
May 23, 2023		Tuesday	
June 6, 2023		Tuesday	
June 20, 2023		Tuesday	
July 18, 2023		Tuesday	
August 1, 2023		Tuesday	
August 22, 2023		Tuesday	
September 12, 2023		Tuesday	
September 26, 2023		Tuesday	
October 10, 2023		Tuesday	
October 24, 2023		Tuesday	
November 7, 2023		Tuesday	
November 13, 2023	SUBSEQUENT TOWN MEETING		
November 16, 2023	SUBSEQUENT TOWN MEETING		
November 20, 2023	SUBSEQUENT TOWN MEETING		
November 21, 2023		Tuesday	

Novmeber 27, 2023	SUBSEQUENT TOWN MEETING		
December 5, 2023		Tuesday	
	Vote to approve annual licenses (delegated to TM Office)		
	Vote to approve Liquor Licenses		
December 6, 2023		Wednesday	
	Department Budget Presentations		
December 12, 2023		Tuesday	
	Department Budget Presentations		
	Future Meetings - Agenda Items		
	VASC Policy Changes and Recommendations	VASC	
	Discuss Early Sunday Hours at Recreational Fields & Parks	Rec Comm	
	Discuss/Vote to adopt Birch Meadow Master Plan (discuss with Town Counsel in advance)	Rec Comm	
	Public Safety Quarterly updates	Board	
	Air BnB update	CPDC	
	Update on 186 Summer Ave / Review of Select Board role (consult with Town Counsel)	Town Counsel	
	Discuss Police Department Policies with respect to Police Reform Legislation & Department Accreditation	Board	
	Discuss and Approve Flag Policy	Board	
	Discuss Tree Lawn Pesticide Policy	BOH	
	Recurring Agenda Items		
	Close Warrant: Annual Town Meeting	March	3/1/2022
	Close Warrant: Subsequent Town	September	9/27/2022
	Appoint Town Accountant	March	Annual
HEARING	Approve Classification & Appointments of Boards & Committees	May	Annual
		May/June	Annual
HEARING	Approve Tax Classification	October	Annual
HEARING	Approve Licenses	December	Annual
	Liaison: RCTV members Report		Annual
	Liaison: CAB (RMLD) member Report		Annual
	Liaison: MAPC member Report		Annual
	Liaison: Reading Housing Authority		Annual
	Liaison: Reading Ice Arena Report		Annual
	Town Accountant Report		Qtrly
	Economic Development Director		Semi-ann
	Parking/Traffic/Transportation Task		
	Town Board & Committee visits		

	Town Department visits		
	Review Select Board Goals		
	Review Town Manager Goals		

voting by mail, the town must go through the process to opt-out which would require the board to hold a public hearing before voting on it. We are getting close to the deadline to hold a hearing and they have already started processing vote-by-mail requests. She went through the costs of early voting in the past two state elections. The Board of Registrars met on January 26th and voted to recommend in-person early voting during normal Town Hall hours from March 27th- March 30th.

The board discussed the costs per ballot and it was noted those are figured for state elections as there are none for local elections which usually yield a lower turnout. The board discussed the potential to have early voting on a Saturday, March 25th. The board agreed having in-person early voting during normal town hall hours makes sense but wasn't sure the Saturday would be necessary for a local election. The board will vote on this at their next meeting.

New Town Manager Employment Contract

Dockser noted that the Board did a review of the Town Manager at their last meeting and he was given great remarks. He noted when they hired Maltez, he was new to the role as a Town Manager. The board felt they should review Maltez's contract after his review and they wish to create a new three-year contract to keep Maltez here in Reading. The new contract brings his salary to be more consistent with other local town managers.

Haley moved to approve the new Town Manager Employment Contract as presented. The motion was seconded by Herrick and approved with a unanimous roll call vote.

Traffic Amendments

Haley read the hearing notice. Officer Scouten was present to explain and answer any questions. He noted these amendments have already been through and approved by PTTTF. He noted this intersection got traffic lights installed rendering the stop signs and right turn only unnecessary now.

Haley moved to close the hearing regarding traffic amendments. The motion was seconded by Herrick and approved with a unanimous roll call vote.

Haley moved to approve Safety Amendments 2023-1, 2023-2, and 2023-3. The motion was seconded by Herrick and approved with a unanimous roll call vote.

Trash and Recycling Barrels

Assistant DPW Director Chris Cole gave the board a presentation about rolling out new trash and recycling barrels to residents. The presentation can be found in the Select Board packet on the town website.

The board discussed what prices will look like when the town needs a new contract in 2026. Not only will prices be significantly higher but most haulers are only taking new clients that have these carts. Rolling the carts out now would help reduce the burden of doing it at the same time as the new contract prices start as well. The board discussed concerns for residents who already invested in these carts and for seniors who feels they are too heavy. They noted the need to get more people to start composting and get our trash weight down.

Summit Village Easement

Maltez noted this was Article 13 at Town Meeting and was voted on last April. The easement is now signed by the counter-party and ready for the board. This was previously voted on by the board as well- it just needs to be accepted and signed before being recorded.

Haley moved to approve the foregoing Water Line Easement from Summit Village Condominium Trust to the Town of Reading and agree bound by its terms as presented. The motion was seconded by Herrick and approved with a unanimous roll call vote.

Preview of the April Town Meeting

Maltez went through the warrant which can be found in the Select Board packet on the town website. The board will vote to close the warrant at their next meeting.

He noted Article 11 is a new request from the School Committee to create a special education stabilization fund. The creation of the fund must be done by Town Meeting but then the allocation of the funds would be done with a vote of the School Committee and Select Board and would be used for just special education services.

Town Manager Goals

Bacci noted he liked last years goals but also learning from the construction issues we had this year and how to better communicate between departments, businesses downtown and with the residents.

Haley suggested an interactive map with all the construction going on around town so people better know how to navigate getting around.

Herrick would like to recommit to grant opportunities. Climate mandates for 2030 are approaching and would like to talk about how to make some progress this year towards those.

McCarthy would like Maltez to continue to be a leader at Town Hall and hope to focus on more development and retention of new employees. She hopes to continue with Green Communities.

Dockser would like to see training opportunities for employees and leaders. He would also like to see the big projects stay front and center in the community. He also thinks putting the senior center specifically as a goal would be good to show the community the progress.

Lease Extension for the Reading Ice Arena

Dockser noted the board needs to sign this as a formality. They would like to have conversations after hockey season has calmed down with the Authority about questions being raised in the community.

Haley noted a majority of the questions raised have been answered already and feels the board would be wasting time giving input to an organization they do not have control over.

Haley moved to approve the lease extension for the Reading Ice Arena Authority as presented. The motion was seconded by Herrick and approved with a unanimous roll call vote.

Minutes

Haley moved to approve the meeting minutes of January 24th, 2023 as amended. The motion was seconded by Herrick and approved with a unanimous roll call vote.

Executive Session

Haley moved to enter under Purpose 6 to consider the purchase, exchange, lease, or value of 25 Haven Street and 17 Harnden Street, as the Chair declares that an open meeting could have a detrimental effect on the bargaining position of the body, to invite Town Counsel Ivria Fried and Jennie Merrill, Town Manager Fidel Maltez and Executive Assistant Caitlin Nocella to attend the executive session, and to reconvene in open session to continue discussions. The motion was seconded by Herrick and approved with a unanimous roll call vote.

Open Session

The board came back to open session at 10:40 PM.

Dockser noted the board discussed responses to the RFP.

Haley moved authorize the Town Manager to send Notice to Award the Contract to JALA HOSPITALITY LLC, c/o AZAD LEGACY PARTNERS, for the acquisition of 17 Harnden Street, subject to successful negotiations, as discussed during tonight's meeting, and authorize Select Board Member Dockser to engage in such negotiations on behalf of the Board. The motion was seconded by Herrick.

Haley voiced that he has significant financial questions that need to be addressed in these negotiations going forward.

The board voted unanimously to pass this motion with a roll call vote.

Herrick moved to adjourn at 10:43 PM. The motion was seconded by Bacci and approved with a unanimous roll call vote.