



Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

Select Board

Date: 2023-03-07

Time: 7:00 PM

Building: Reading Town Hall

Location: Select Board Meeting Room

Address: 16 Lowell Street

Agenda:

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/87542016468 Meeting ID: 875 4201 6468 One tap mobile +16465189805,,87542016468# US (New York) +16465588656,,87542016468# US (New York) Dial by your location +1 646 518 9805 US (New York) +1 646 558 8656 US (New York) Meeting ID: 875 4201 6468 Find your local number: https://us06web.zoom.us/u/kcjMdroaDV	
7:00	Overview of Meeting	
7:05	Public Comment	
7:15	SB Liaison and Town Manager Reports	3
7:30	Town Accountant Financial Update	7
8:00	Vote to Appoint Town Accountant to a term July 2023- July 2024	

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

8:10	Town Counsel Discussion	
8:30	Vote on VASC Recommendations to appoint volunteers to various boards	32
8:45	Preview of FY24 Water & Sewer Rates	50
9:00	Vote to Close Warrant for April Town Meeting	58
9:15	Discussion and Vote on Town Manager Goals	67
9:30	Fostering Volunteering for Reading boards	
9:40	Discuss the purchase of real property for municipal use, including a potential executive session under Purpose 6 to consider the value of 17 Harnden Street	73
9:50	Discuss Future Agendas	90
10:00	Approve Meeting Minutes	93

This Agenda has been prepared in advance and represents a listing of topics that the chair reasonably anticipates will be discussed at the meeting. However the agenda does not necessarily include all matters which may be taken up at this meeting.



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

781-942-9043

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

To: Select Board
From: Fidel A. Maltez
Date: March 2, 2023
RE: Town Manager Memo for March 7th, 2023 Meeting

We are excited to report that on March 1st, 2023, the Board of Directors of the Massachusetts School Building Authority voted to invite the J. Warren Killam Elementary School into the next step in their process. This culminates a year’s worth of work from our Select Board, School Committee, Town Staff, School Staff, and our State Legislation. We are extremely proud of this achievement. The next step is to hire an Owner’s Project Manager and begin the Feasibility Study process of the project. This work will be handled by the Killam School Building Committee.

I wanted to report to the Select Board that we have opened the competitive bids for Birch Meadow Phase I. The Reading ARPA Advisory Committee and the Select Board voted to allocate \$1.5 Million to the project. The Architect flagged that given inflation and supply chain challenges, the project would be significantly over budget. We bid the parking lot, walkway, and lighting (infrastructure) separate from the gazebo (building) to give us some flexibility. The tables below are a very high-level summary of the bid results. I will discuss these during my Town Manager report. Over the next two weeks, we will review this internally. We will also review these with the Recreation Committee. I plan to bring a recommendation to the Select Board by your meeting on March 21 to satisfy Article 14 in the April Town Meeting warrant.

Infrastructure Only		Infrastructure + Buidling		Buidling Only	
QUIRK (Base+3 Alts)	\$ 1,665,000.00	QUIRK (Base+3 Alts)	\$ 1,665,000.00	Construction Dynamics	\$ 787,000.00
PoliceDetails	\$ 25,000.00	Construction Dynamics	\$ 787,000.00	PoliceDetails	\$ 25,000.00
CA - Activitas - 5%	\$ 83,250.00	PoliceDetails	\$ 50,000.00	CA - Activitas - 5%	\$ 39,350.00
Contingency - 10%	\$ 177,325.00	CA - Activitas - 5%	\$ 122,600.00	Contingency - 10%	\$ 85,135.00
TOTAL	\$ 1,950,575.00	Contingency - 10%	\$ 262,460.00	TOTAL	\$ 936,485.00
Town Meeting Request	\$ 450,575.00	TOTAL	\$ 2,887,060.00	Town Meeting Request	\$ -
		Town Meeting Request	\$ 1,387,060.00		

The Select Board will be asked to open and re-vote the Town Meeting warrant on March 7. We received two citizen petitions from Mr. Bruce Mackenzie, 102 Sanborn Lane. The citizen petitions were received on time and must included in the Town Meeting warrant in accordance with Section 2.1.7 of the Town’s General Bylaws.

Finally, the Department of Public Works will hold a public forum on Monday March 27 at 6 PM in the Select Board Room to discuss the upcoming article for rubbish and recycling carts. We will be advertising this forum shortly.

FAM



Town of Reading

16 Lowell Street
Reading, MA 01867-2685

Administrative Services Department

Jayne Wellman
Business Administrator

Phone Number: (781) 942-6637
Email: jwellman@ci.reading.ma.us

MSBA Invites Reading to Feasibility Study

Killam School enters the next phase after MSBA vote Wednesday

(READING, MA – March 1, 2023) – Today the Massachusetts School Building Authority voted to invite the Town of Reading to partner with the MSBA in conducting a Feasibility Study for the J. Warren Killam Elementary School. In its decision letter, the MSBA noted that the Town completed all the requirements of the Eligibility Period.

The process to qualify for funding from the MSBA is structured and collaborative and requires the Town to follow statute, regulations, and policies which require MSBA collaboration and approval at every step along the way. The goal through the Feasibility Study is to find the most fiscally responsible and educationally appropriate solution to the problems identified at the Killam school. The next step will be for the town to work with the MSBA on the procurement of an Owner's Project Manager and Designer for the project.

When speaking to the MSBA Wednesday morning, Town Manager Fidel Maltez said, "On behalf of the town of Reading, I would like to thank the board, the Commonwealth, and the Legislature, for your ongoing support of essential school infrastructure in all our communities. A year ago, we received the exciting letter that the Killam school was invited into the first step in the MSBA process. We commonly say that the Killam is a wonderful school, despite the building's challenges. This is because of amazing educators, engaged parents, dedicated students, and committed leadership.

"Over this past year, we built incredible community support for this project culminating in an unprecedented unanimous Town Meeting vote to fund the \$2.2 million required for the feasibility study, from free cash. At Town Meeting, the article was presented in the way we plan to lead this entire project. Our Fire Chief, Police Chief, Town Accountant, Facilities Director, Superintendent, Town Manager, and Killam staff made a compelling argument of why it is time to upgrade the Killam school. Finally, we have established a Killam school building committee that will oversee the project and ensure a robust community engagement process."

In their letter to the MSBA supporting the Feasibility Study invitation, members of Reading's legislative delegation Rep. Brad Jones, Rep. Rich Haggerty, and Sen. Jason Lewis note that the Killam school has not undergone any major additions or renovations since it was built in 1969, that it is no longer in compliance with the Americans with Disabilities Act, and needs an updated fire suppression system, security upgrades, extensive electrical work, and plumbing improvements to address the high lead levels found in the drinking water.

"While we know there will be challenges ahead, I can confidently say that our community fully supports this project and is committed to seeing this process through," said Maltez.

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Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

March 1, 2023

Mr. Fidel A. Maltez, Town Manager
Town of Reading
Reading Town Hall
16 Lowell Street
Reading, MA 01867

Re: Town of Reading, J. Warren Killam Elementary School

Dear Mr. Maltez:

I am pleased to report that the Board of the Massachusetts School Building Authority (the “MSBA”) has voted to invite the Town of Reading (the “Town”) to partner with the MSBA in conducting a Feasibility Study for the J. Warren Killam Elementary School. The Board’s vote follows the Town’s timely completion of all of the requirements of the MSBA’s Eligibility Period.

I do want to emphasize that this invitation to partner on a Feasibility Study is *not* approval of a project, but is strictly an invitation to the Town to work with the MSBA to explore potential solutions to the problems that have been identified. Moving forward in the MSBA’s process requires collaboration with the MSBA, and communities that “get ahead” of the MSBA without MSBA approval will not be eligible for grant funding. To qualify for any funding from the MSBA, local communities must follow the MSBA’s statute, regulations, and policies which require MSBA collaboration and approval at each step of the process.

During the Feasibility Study phase, the Town and the MSBA will partner pursuant to the terms of the Feasibility Study Agreement to find the most fiscally responsible and educationally appropriate solution to the problems identified at the J. Warren Killam Elementary School. The Feasibility Study, which will be conducted pursuant to the MSBA’s regulations and policies, requires the Town to work with the MSBA on the procurement of an Owner’s Project Manager and Designer, which will help bring the Town’s Feasibility Study to fruition.

We will be contacting you soon to discuss these next steps in more detail. In the meantime, however, I wanted to share with you the Board’s decision and provide a brief overview of what this means for the Town of Reading.

I look forward to continuing to work with you as part of the MSBA’s grant program. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Page 2
March 1, 2023
Reading Feasibility Study Invitation Board Action Letter

Sincerely,

A handwritten signature in blue ink, appearing to read "John K. McCarthy".

John K. McCarthy
Executive Director

Cc: Legislative Delegation
Mark L. Dockser, Chair, Reading Select Board
Shawn Brandt, Chair, Reading School Committee
Dr. Thomas Milaschewski, Superintendent, Reading Public Schools
Susan Botton, Director of Finance and Operations, Reading Public Schools
Patrick Tompkins, Chair, Reading School Building Committee
File: 10.2 Letters (Region 3)

Quarterly Financial Update

March 7, 2023



General Fund Revenue Summary

February 28, 2023

Revenue Type	LY Collected through Feb	CY Collected through Feb	LY % Collected	CY % Collected
Delinquent Property Taxes	\$291,519	\$129,035	0%	0%
Personal Property Taxes	\$601,048	620,389	73.7%	76.6%
Real Estate Taxes	\$60,529,630	\$62,568,548	74.9%	74.8%
Motor Vehicle Excise	\$998,871	\$1,002,541	26.6%	25.4%
Other Excise Taxes	\$272,064	\$281,434	74.5%	61.9%
Penalties & Interest	\$230,838	\$261,681	115.4%	96.9%
Payment in Lieu of Tax	\$221,878	\$237,841	59.17%	59.46%
Fees	\$1,403,100	\$1,474,378	75.0%	68.9%
Licenses & Permits	\$127,672	\$137,587	102.1%	83.4%
Federal Revenue	\$183,919	\$46,333	229.9%	35.6%
State Revenue	\$9,997,149	\$8,804,902	67.6%	58.1%
Special Assessments	\$3,094	\$3,199	0%	0%
Fines and Forfeits	\$32,333	\$52,730	107.8%	65.9
Miscellaneous Revenue	\$73,198	\$170,536	0%	0%
Earnings on Investments	\$128,525	621,233	64.3%	263.2%
Totals	\$75,094,844	\$76,412,367	72.7%	71.1%

Comments on Revenue Collections

- **Motor Vehicle Excise** – the first commitment of the FY goes out in February thus the collection percentage for this time of year is typically low because the bills just went out this month. The collection percentage is in alignment with the collections the same time last year.
- **Other Excise Taxes** – this category includes meals and rooms taxes that are received from the state quarterly. Only two quarters have been collected at this time of year so the collection percentage is aligned with budget as receipts are over 50% of budget.

Comments on Revenue Collections

- **Federal Revenues**– The only budgeted revenue in this category is Medicaid reimbursements. Last year at this time collections were much higher than projected as there were catchup reimbursements included from FY21 included. This revenue source does not come in monthly and is driven by reimbursement requests done by the school department. Timing of these requests seem to vary from year to year.
- **State Revenues**– State revenues are received at the end of each month. At the time of this report receipts were collected for Jul through Jan, thus the collection percentage is in line with projection.

Admin Services	Revised Budget	YTD Expended	Encumbered	Budget Available	% Used
Salaries	\$1,651,475	\$1,040,881	-	\$610,594	63.0%
Expenses	\$2,150,473	\$1,568,683	\$94,123	\$487,667	77.3%
Capital	\$389,577	\$77,347	\$261,033	\$51,197	86.9%
Total	\$4,191,525	\$2,686,911	\$355,156	\$1,149,458	72.6%

General Fund Expenses by Budgetary through 2/28/23

As of the end of February one would expect approximately 67% of the budget to be expended if spent uniformly each month. Salaries are the only expense that is spent this way thus the 63% expended falls in line with projections.

Percentages meet expectations with no deficits noted.

General Fund Expenses by Budgetary through 2/28/23

Percentages meet expectations with no deficits noted.

Public Services	Revised Budget	YTD Expended	Encumbered	Budget Available	% Used
Salaries	\$1,497,150	\$1,010,648	-	\$486,502	67.5%
Expenses	\$384,960	\$168,200	\$64,836	\$151,923	60.5%
Capital	\$380,772	\$135,867	\$159,905	\$85,000	77.7%
Total	\$2,262,882	\$1,314,715	\$224,742	\$723,425	68.0%

General Fund Expenses by Budgetary through 2/28/23

Finance	Revised Budget	YTD Expended	Encumbered	Budget Available	% Used
Salaries	\$887,050	\$555,025	-	\$332,025	62.6%
Expenses	\$174,145	\$89,762	\$18,200	\$66,183	62.0%
Capital	-	-	-	-	-
Total	\$1,061,196	\$644,788	\$18,200	\$398,208	62.5%

Percentages meet expectations with no deficits noted.

Public Safety	Revised Budget	YTD Expended	Encumbered	Budget Available	% Used
Salaries	\$12,759,675	\$8,878,783	-	\$3,880,892	69.6%
Expenses	\$798,289	\$583,552	\$77,034	\$137,703	82.8%
Capital	\$1,952,141	-	\$1,421,881	\$530,260	72.8%
Total	\$15,510,105	\$9,462,336	\$1,498,915	\$4,548,855	70.7%

General Fund Expenses by Budgetary through 2/28/23

Salaries are trending a little high due to various vacation buybacks for retirees in the police department. Additional funding is being requested at April Town Meeting. Also, there are three fire employees whose wages will be moved to benefits area as they are in the process of disability retirement. Moving the wages out of the fire budget allows the department to hire replacements.

The expense percentage used seems high. Emails have been sent to department heads to determine if additional funding needs to be requested at April Town Meeting.

General Fund Expenses by Budgetary through 2/28/23

Salaries are trending lower than budget due to vacancies.

The expense percentage used seems high. Additional funding is being requested at Apr TM for 85k for fuel, \$25k for Highway Equipment Parts/Maintenance and \$5k for Supplies and Equipment.

Public Works	Revised Budget	YTD Expended	Encumbered	Budget Available	% Used
Salaries	\$3,019,925	\$1,804,207	-	\$1,215,718	59.7%
Expenses	\$1,117,856	\$662,694	\$214,288	\$240,074	78.5%
Capital	\$3,282,272	\$826,301	\$1,377,840	\$1,078,132	67.2%
Total	\$7,419,253	\$3,293,202	\$1,592,127	\$2,533,924	65.8%

SNOW, TRASH & STREET LIGHTING	REVISED BUDGET	YTD EXPENDED	ENCUMBERED	BUDGET AVAILABLE	% USED
Snow	\$688,159	\$374,855	\$86,663	\$226,641	67.1%
Trash	\$2,079,094	1,053,770	\$721,280	\$304,044	85.4%
Street Lighting	\$130,000	\$68,119	-	\$61,881	52.4%
Total	\$2,897,253	\$1,496,744	\$807,943	\$592,565	79.5%

General Fund Expenses by Budgetary through 2/28/23

All three of these divisions are voted bottom line, which means salary and expenses are not voted separately.

Trash has a high budget used percentage, but all large contracts are encumbered already, so I am less concerned. I will check in with the DPW Director to ensure there is nothing I am missing that could cause a deficit.

General Fund Expenses by Budgetary through 2/28/23

Percentages meet expectations with no deficits noted.

Facilities	Revised Budget	YTD Expended	Encumbered	Budget Available	% Used
Salaries	\$941,800	\$608,159	-	\$333,641	64.6%
Expenses	\$2,943,393	\$1,723,040	\$254,171	\$966,183	67.2%
Capital	\$384,961	\$201,967	\$132,994	\$50,001	87.0%
Total	\$4,270,154	\$2,533,166	\$387,164	\$1,349,824	68.4%

Library	Revised Budget	YTD Expended	Encumbered	Budget Available	% Used
Salaries	\$1,619,850	\$1,034,122	-	\$585,728	63.8%
Expenses	\$399,450	\$262,454	-	\$136,996	65.7%
Capital	\$10,000	-	-	\$10,000	0%
Total	\$2,029,300	\$1,296,576	-	\$732,724	63.9%

General Fund Expenses by Budgetary through 2/28/23

Percentages meet expectations with no deficits noted.

Shared Costs	Revised Budget	YTD Expended	Encumbered	Budget Available	% Used
Benefits	\$19,843,000	\$14,842,927	-	\$5,021,073	74.7%
Debt Service	\$5,983,550	\$3,990,031	-	\$1,993,519	66.7%
Education-Vocational	\$870,000	\$707,642	-	\$162,358	81.3%
FINCOM Reserves	\$200,000	-	-	\$200,000	0%

General Fund Expenses by Budgetary through 2/28/23

Benefits has a high usage percentage, but the retirement assessment has been paid in full for the year as well as the WC policy. We did a health insurance premium holiday in December, and health insurance is trending in line with budget.

Vocational is trending high, \$35k of additional funding is being requested at Apr TM for Essex North

Enterprise Funds Revenue Summary

February 28, 2023

Revenue Type	LY Collected through Feb	CY Collected through Feb	LY % Collected	CY % Collected
Water	\$5,038,188	\$5,714,923	69.1%	77.2%
Sewer	\$4,986,665	\$5,565,874	73.7%	76.8%
Stormwater	\$411,913	\$430,958	74.9%	72.9%

Expenses	Revised Budget	YTD Expended	Encumbered	Budget Available	% Used
Water	\$9,658,559	\$5,174,665	\$656,482	\$3,827,412	60.3%
Sewer	\$7,769,685	\$3,539,487	\$147,556	\$4,082,641	47.5%
Stormwater	\$1,238,870	\$421,595	\$218,589	\$598,686	51.7%

Enterprise Fund Expenses through 2/28/23

Questions?



Municipal Financial Self- Assessment

File created on: 2/28/2023 1:07:18 PM

<https://www.mass.gov/info-details/municipal-finance-visualizations#municipal-financial-self-assessment->

Municipal Financial Self-Assessment

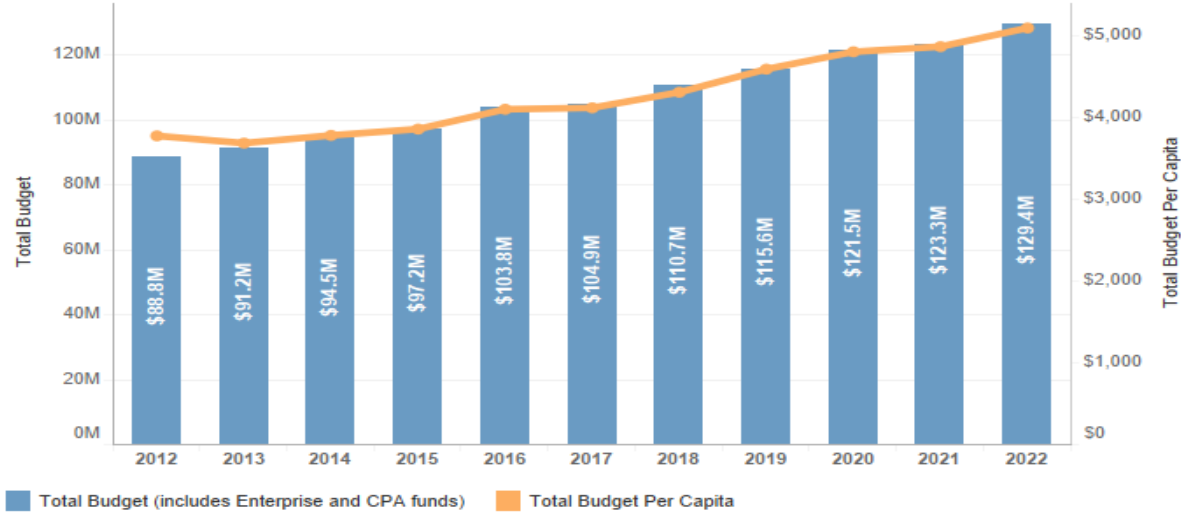
Community Details

Municipality
Reading

Year
All

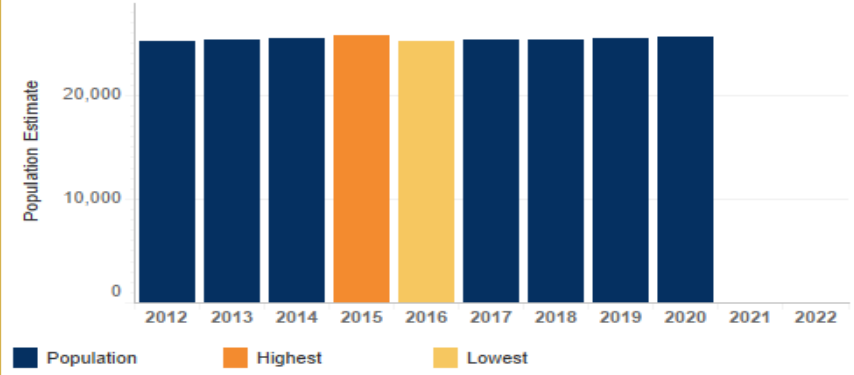
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Total Budget

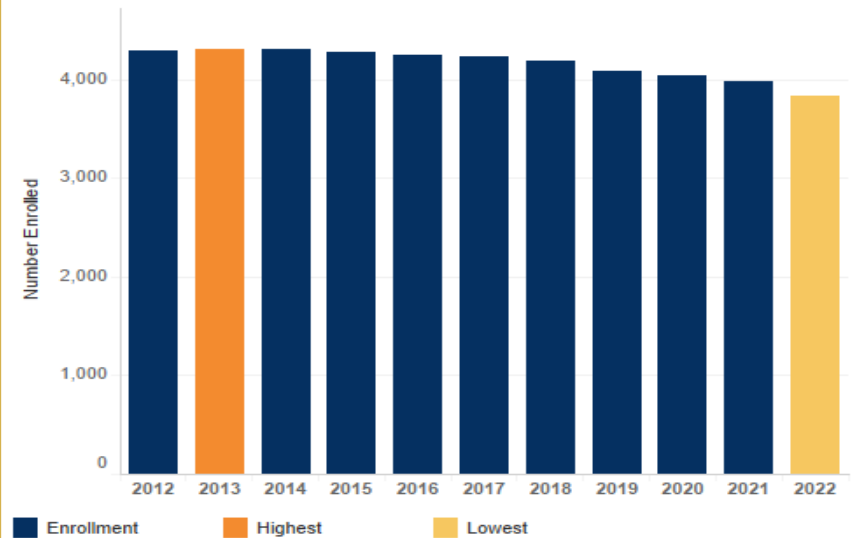


Total budget is the total amount to be raised including enterprise and community preservation funds. Changes in population drive the need for public services, which in turn impacts a community's budget.

Population

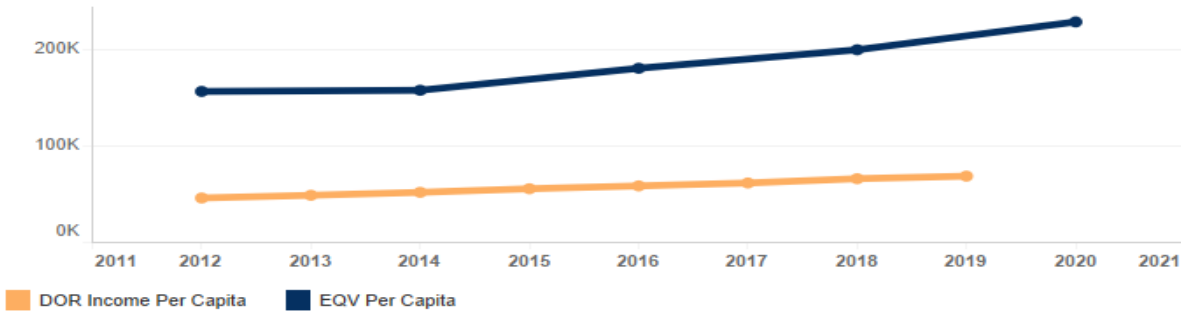


Foundation School Enrollment



Changes in enrollment affect both operating and capital budgets.

DOR Income Per Capita and EQV Per Capita



DOR Income is the aggregate income as filed on DOR tax returns. Income per capita and EQV (equalized valuation) per capita are basic indicators of a community's wealth.

Municipal Financial Self-Assessment

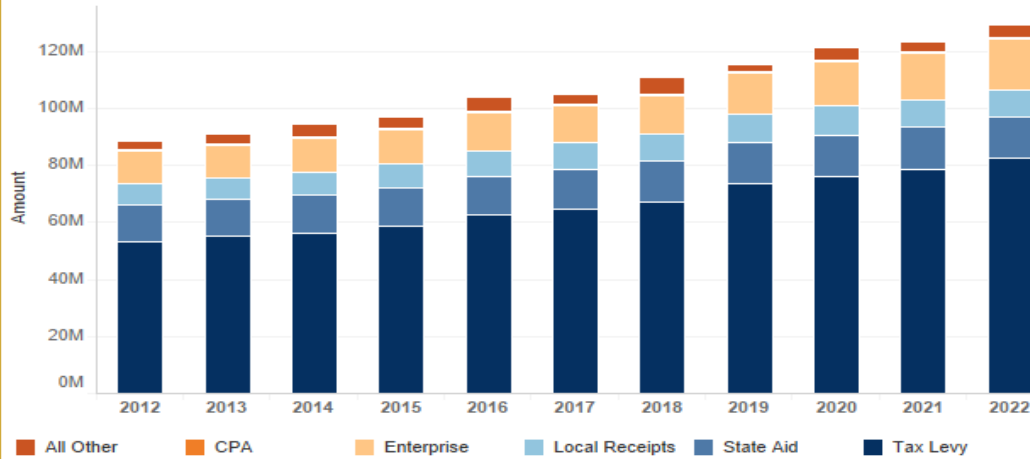
Income Sources

Municipality
Reading

Year
All

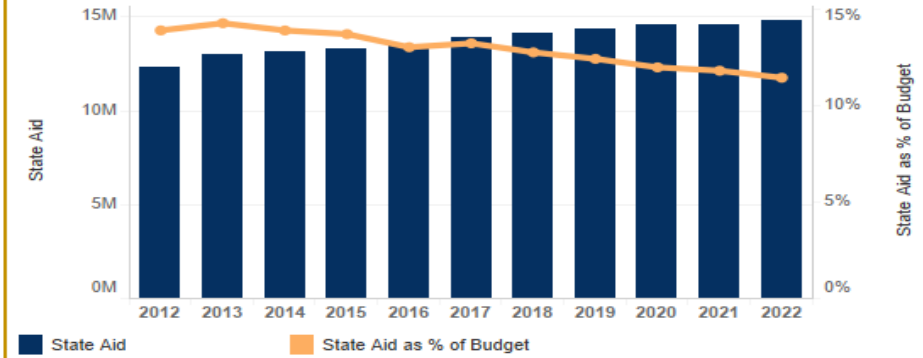
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Revenue Composition



Changes in revenue sources over time can highlight dependencies that may not be sustainable long-term.

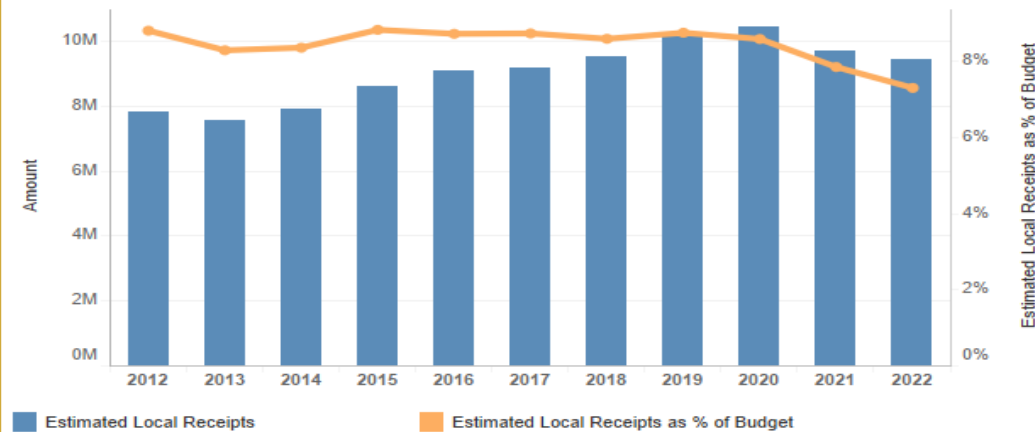
State Aid



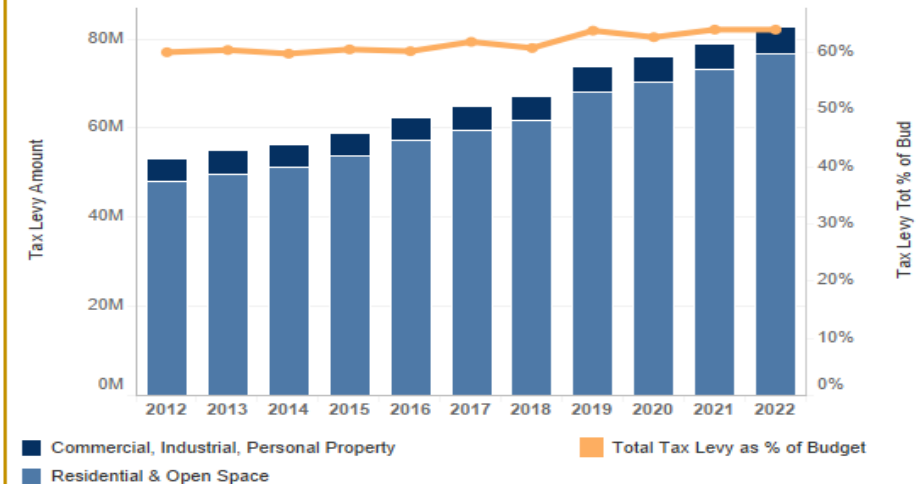
State aid is a major revenue source for many communities.

Local Receipts as a Percent of Budget

[Click to View Estimated vs Actual Receipts](#)



Property Tax Levy



Property taxes are a major revenue source, but with statutory limitations (Proposition 2 ½).

Municipal Financial Self-Assessment

Property Values & Taxes

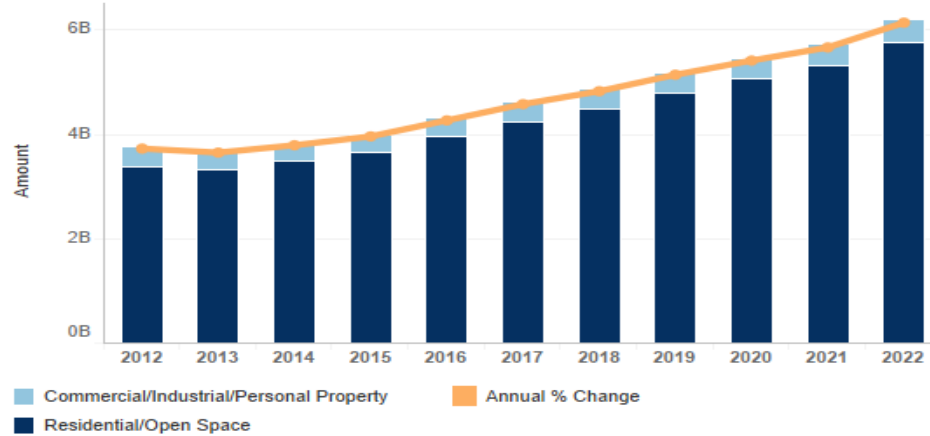


Municipality
Reading

Year
All

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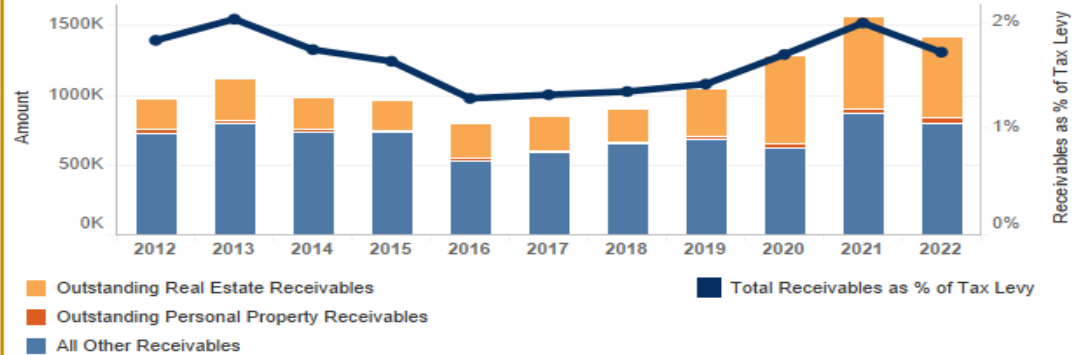
Assessed Values



Property values are a component of property taxes, which are a major source of revenue.

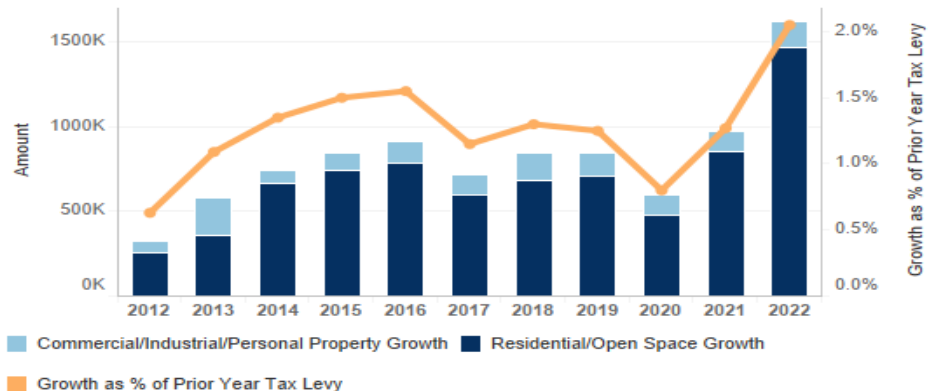
Uncollected Property Taxes

[Click to View Total Outstanding RE & PP Tax](#)



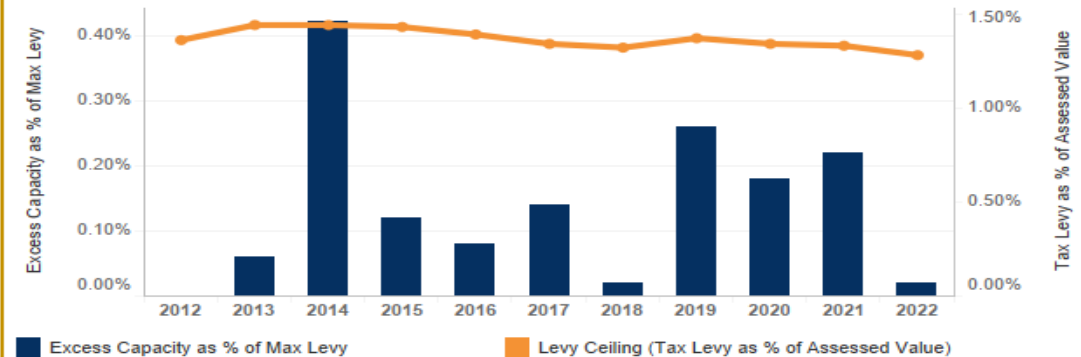
Because property taxes are a major source of revenue, it's important to fully collect those taxes each year.

New Growth



New growth increases a community's property tax base; it's a critical component of fiscal stability in a Proposition 2 1/2 environment.

Levy Ceiling & Excess Capacity



Proposition 2 1/2 limits the total property tax amount a municipality can collect to 2 1/2% of assessed value. It also limits the increase in property tax from one year to the next. A community can decide to tax to its limit or to stay underneath the limit.

Excess capacity is the difference between the levy limit and the amount of real and personal property taxes levied in a given year. An override vote may be required if a community has insufficient excess capacity.

Municipal Financial Self-Assessment

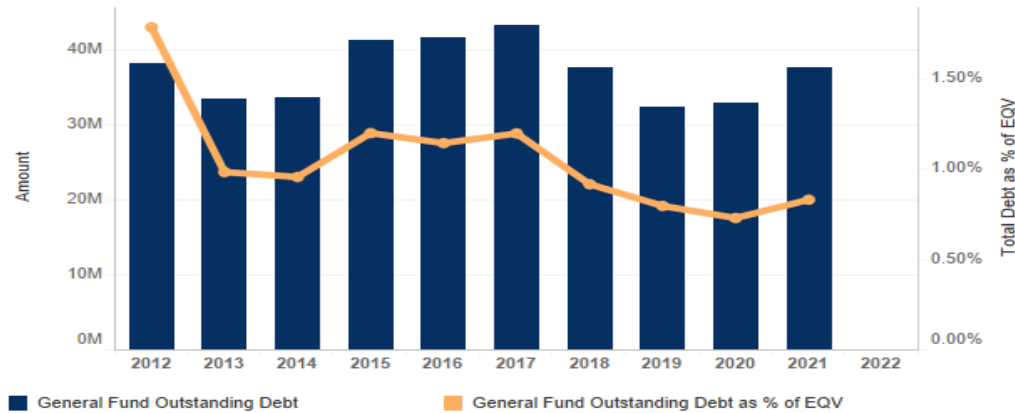
Debt & Other Long-Term Obligations

Municipality
Reading

Year
All

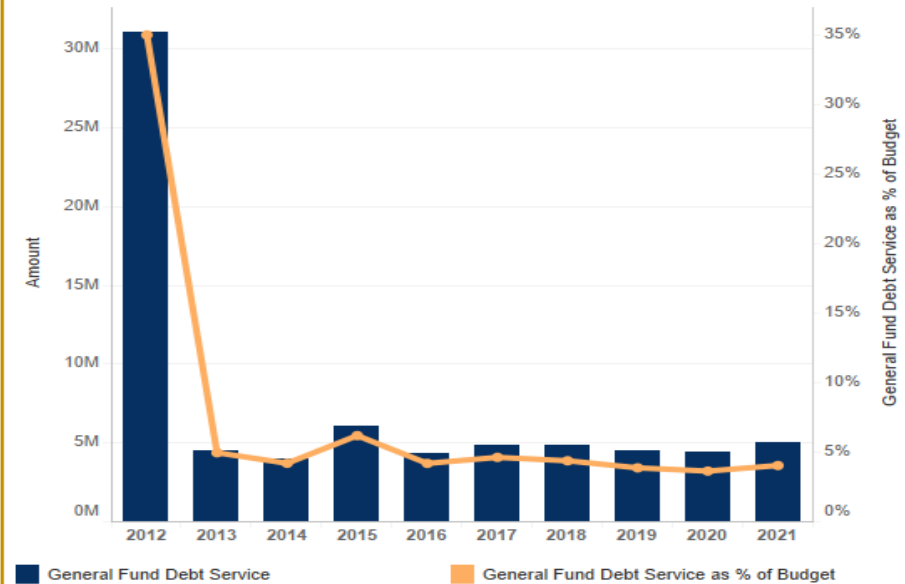
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General Fund Outstanding Debt



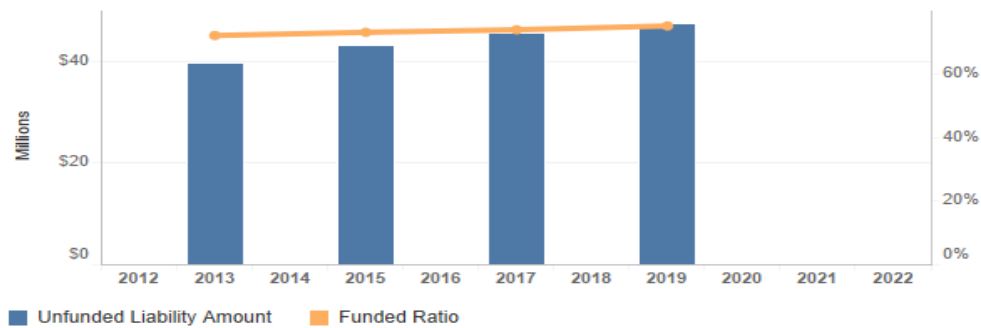
The amount of outstanding debt a community carries is a fundamental measure of fiscal health. Measuring debt as a percent of equalized value (EQV) is a general indicator of a community's ability to repay its debt.

General Fund Debt Service



Debt service is an appropriation that provides for the payment of principal and interest costs associated with the long- and short-term bonds issued by the community for capital projects.

Pension System



Pension liabilities and the costs associated with reducing them significantly impact a municipality's bond rating and its overall financial health. Pension System data available in every two years because that is the statutory revaluation period.

Bond Ratings

Rating Agency	2012	2013	2014	2015	2017	2019	2020	2021
Moody	Aa2	Aa2	Aa2	Aa2	Aa2	Aa2		
S&P	AA		AAA	AAA	AAA	AAA	AAA	AAA

Bond ratings are an indicator of fiscal condition. Each rating agency uses its own set of criteria to determine the overall financial stability of a municipality. These ratings can impact the costs associated with borrowing; the benefit of a higher bond rating is a lower interest rate.

Municipal Financial Self-Assessment

Financial Reserves

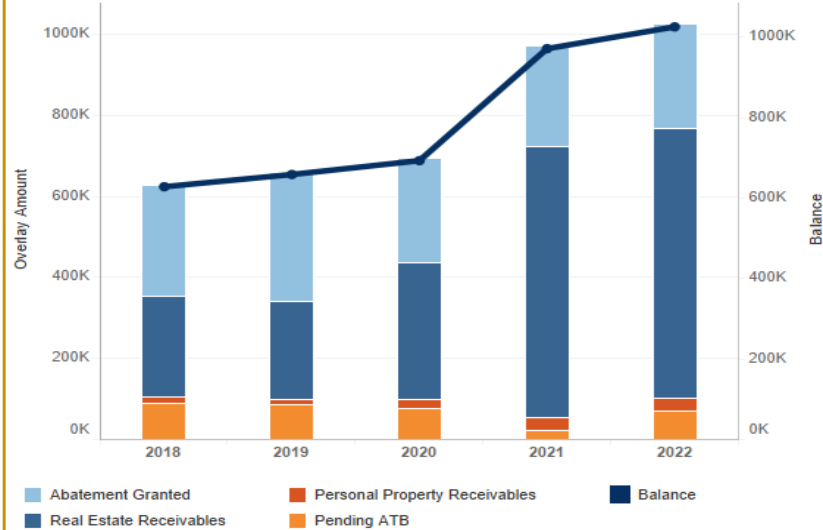


Municipality
Reading

Year
All

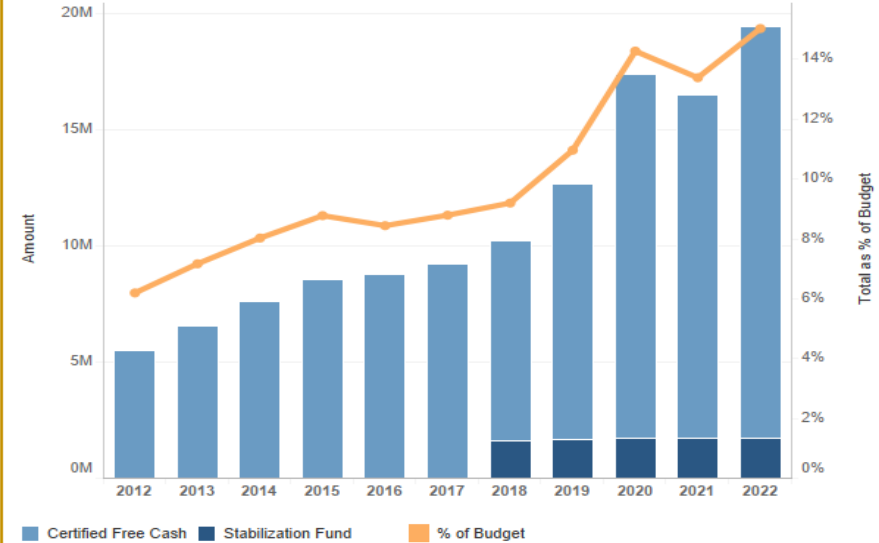
Charts with no data for the time period selected will display as blank.

Overlay for Abatements & Exemptions



Overlay is a type of reserve account used to ensure adequate funding for property tax exemptions, abatements, court decisions and other refunds that vary year-to-year. Underfunding or overfunding the Overlay can negatively impact a community's budget, which in turn impacts daily operations.

Certified Free Cash & Stabilization Fund



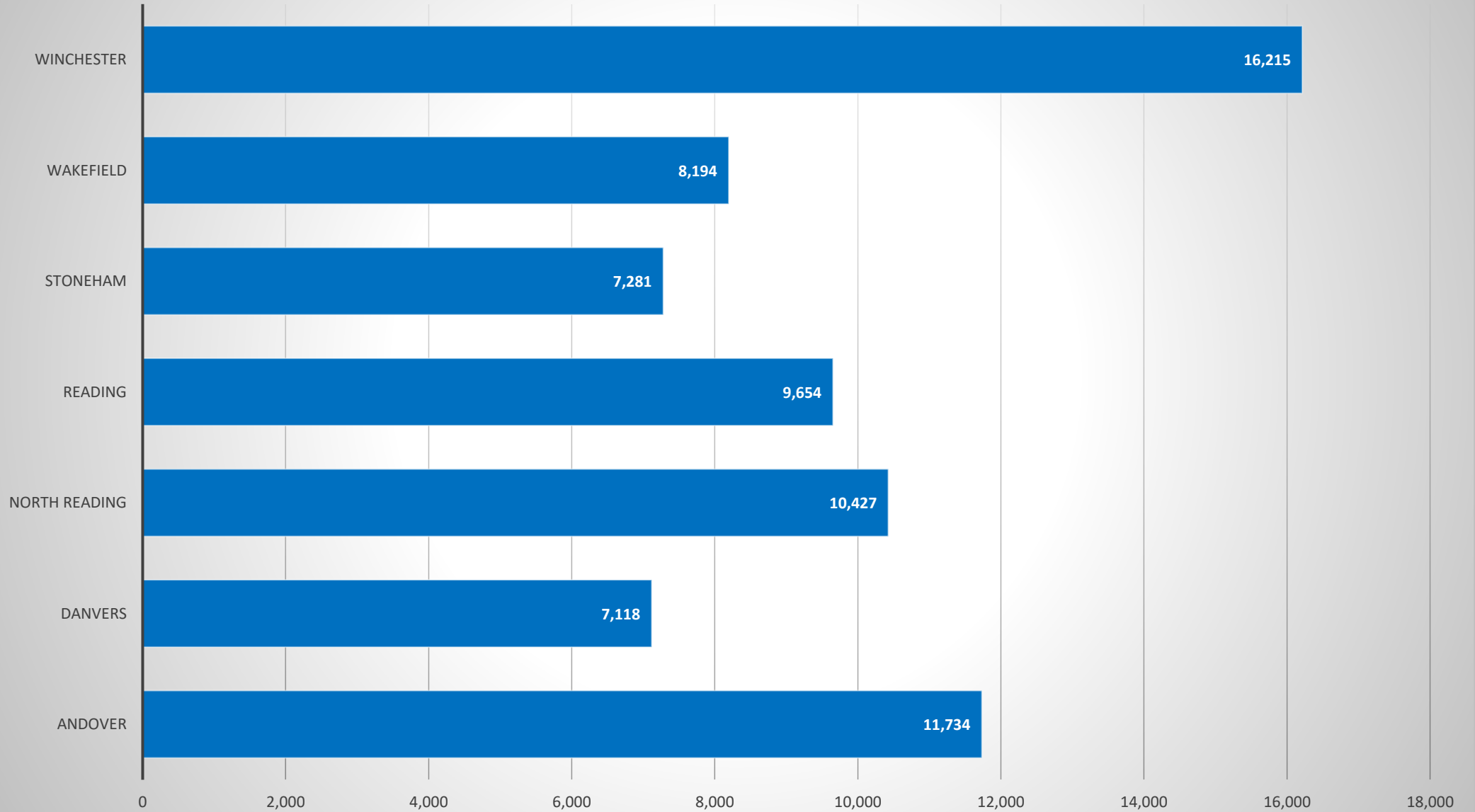
Free Cash (unrestricted, remaining funds from the prior fiscal year) and Stabilization funds provide budgetary reserves to support unforeseen operational needs. Reserve levels are a fundamental indicator of a community's overall financial health.

Override & Exclusions

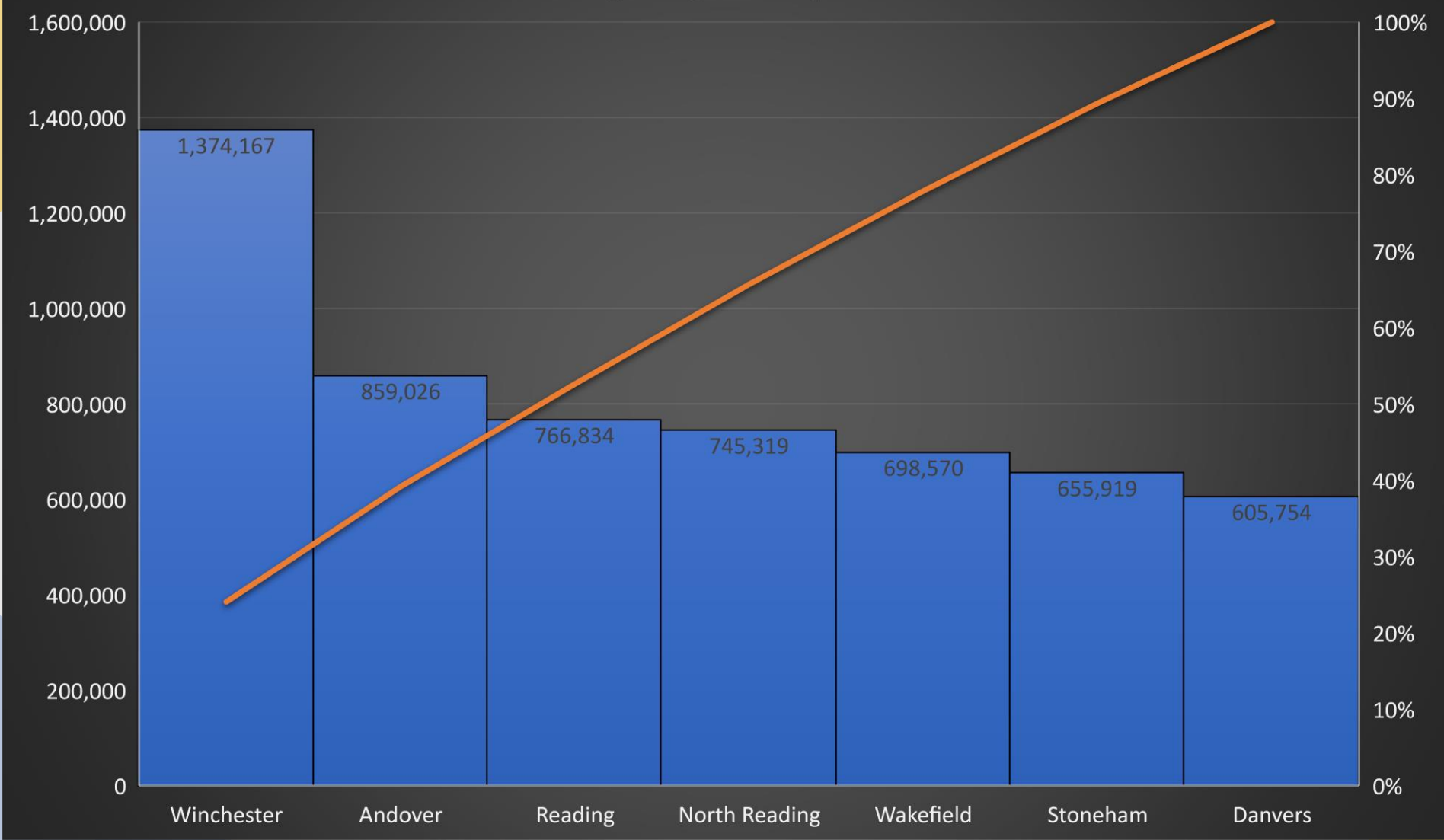
Exclusion Type	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Debt Exclusion	\$2,059,720	\$2,030,661	\$1,431,997	\$1,476,012	\$2,814,821	\$3,001,933	\$2,969,496	\$2,931,978	\$2,891,961	\$2,839,442	\$2,784,926
Override								\$4,150,000			

Debt, capital outlay and stabilization fund exclusions, and Prop 2 ½ overrides enable a community to permanently increase its levy limit or temporarily levy above its levy limit or levy ceiling. Occasional use can provide a way to fund an immediate need, but reliance on overrides and exclusions is concerning, particularly for taxpayers.

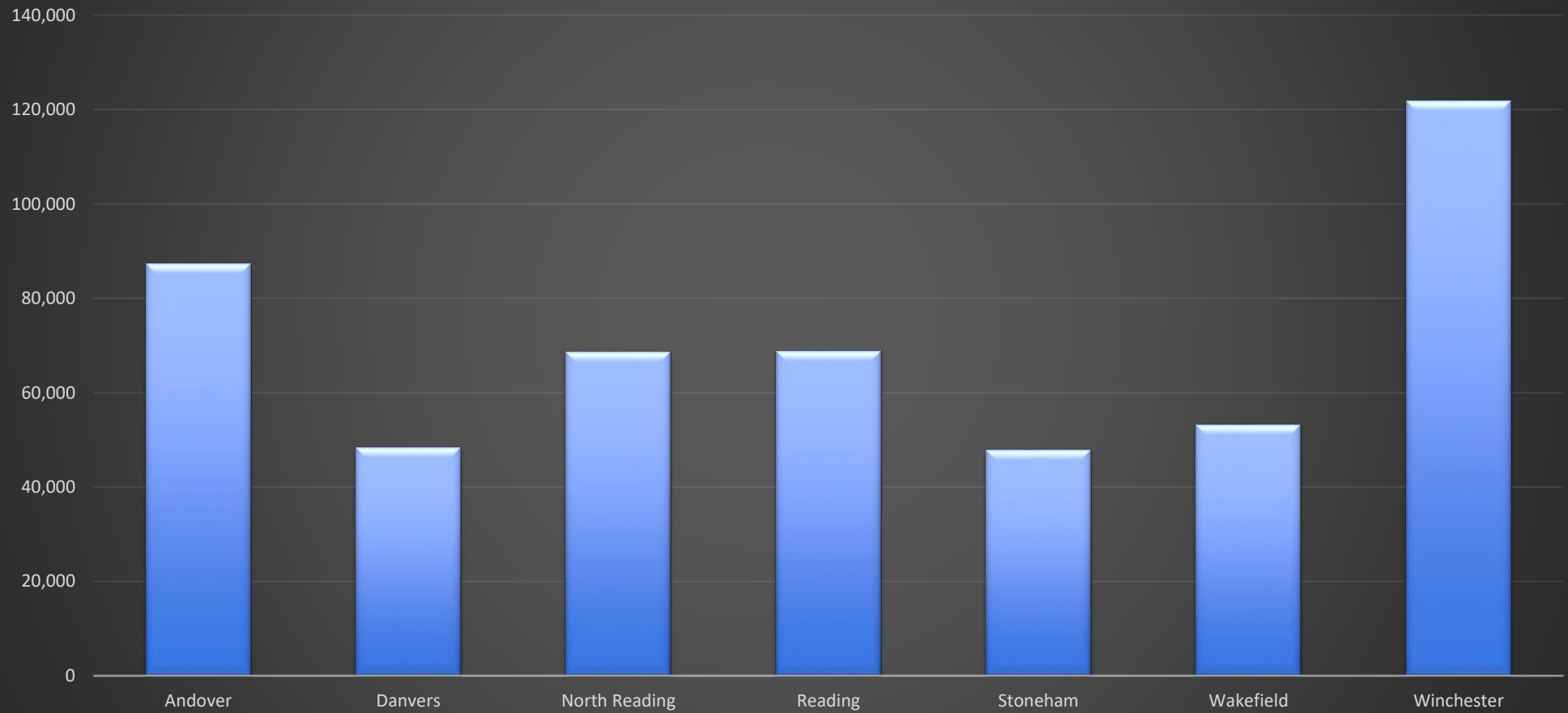
FY23 Average Single Family Tax Bill



FY23 Average Single Family Home Value



DOR FY23 Income Per Capita



VASC Recommendations

- 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)
- Mark Wetzel to a full position on the CPDC with a term ending June 30th, 2024



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

RECEIVED
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
- Other _____
- 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

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
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



Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

Volunteer Appointment Committee

Date: 2023-03-01

Time: 3:00 PM

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/85398830209>

Meeting ID: 853 9883 0209

One tap mobile

+16465588656,,85398830209# US (New York)

+16465189805,,85398830209# US (New York)

Dial by your location

+1 646 558 8656 US (New York)

+1 646 518 9805 US (New York)

Meeting ID: 853 9883 0209

Find your local number: <https://us06web.zoom.us/u/kbt3mzIZ26>

AGENDA:

- Interview applicants for Volunteer Boards and Committees (schedule and applicants subject to change):
 - William Hughes – Town Forest Committee
 - Mark Wetzel – Community Planning and Development Commission
- Vote on recommendations for appointments
- Approve Meeting Minutes
 - February 16, 2023

*Revised – original start time 1:00 pm rescheduled to 3:00 pm.

VOLUNTEER BOARD VACANCIES		
AS OF 2/13/2023		
<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
Town Forest Committee	1	0
Zoning Board of Appeals	1	2

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



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: Hughes III William Joseph Date: February 22, 2023
(Last) (First) (Middle)

Address: 235 Pearl Street, Reading, MA 01867

Phone (Home): (781) 942-3636 Phone (Work): _____

Phone (Cell): (781) 944-2689 Which number should be listed? Cell

Occupation: Human Resources Manager Number of years in Reading: 45

E-mail address: william.hughes1@verizon.net

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

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

See attached addendum

I am currently an Associate Member of the Town Forest Committee. I am applying to become a full Member of the Town Forest Committee. The Reading Town Forest is a 92 year old treasure that is cherished by its residents and admired by the residents of the towns that surround Reading. It is a unique multi - use resource available for all including enjoying nature, bird watching, dog walking, bike riding, cross country skiing and Scouting. It is important that this resource is properly managed by promoting its existence and utilization while at the same time protecting it from impairment. Specifically, I view the mission of the Town Forest Committee as twofold. The first is to conserve Town Forest resources while concurrently providing access for its use and enjoyment in such a manner that the Reading Town Forest will be accessible to all citizens for future generations.

I have been a user, admirer, and steward of the Reading Town Forest for most of my life. As a dog owner, both my dog and I find it very enjoyable to have such open access which allows her to run and to interact / socialize with other dogs. I am familiar with most areas of the Town Forest and am easily able to navigate my way throughout the entire resource.

Scouting in the Town Forest was a big part of my youth. My Eagle Scout project as a member of Troop 702 was to organize and lead fellow Boy Scouts to harvest Poplar trees within a section of the Town Forest. The purpose of the project was to thin out Poplar trees in the area which were preventing the growth of newer and varied species of trees. My utilization and admiration of the Town Forest has been a life-long pursuit.

I have been an employee of the National Park Service for twenty-plus years. My employment has provided me the opportunity to observe first-hand the various and sundry methods used to conserve the cultural and natural resources throughout the National Park system.

As a Human Resources professional, I provide Employee Relations and Labor Relations guidance to National Park Service Superintendents and managers throughout the country. I also represent the Government before third party arbiters ranging from Federal judges, mediators, and arbitrators. This experience would translate into me being able to interpret mandated regulations imposed upon the Town Forest Committee, and to aid in the preparation of grant and permit applications.

I recognize that each person views and uses the Town Forest in their own way. I hope to help support the continued beauty and availability of this great resource.

Accordingly, I respectfully request that my application be strongly considered for the full Member position on the Reading Town Forest Committee.

Respectfully submitted,

/s/ William J. Hughes III



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: Wetzel Mark L Date: Feb 22, 2023
(Last) (First) (Middle)
Address: 163 County Rd. Reading MA
Phone (Home): 781-944-0434 Phone (Work): NA
Phone (Cell): 781-579-1042 Which number should be listed? cell
Occupation: Retired - Former Consulting Engineer + DPW Director Number of years in Reading: 42
E-mail address: MarkLWetzel@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)

- Animal Control Appeals Committee
 - Board of Assessors
 - Board of Health
 - Bylaw Committee
 - 2 Climate Advisory Committee
 - 1 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
 - Conservation Commission
 - Council on Aging
 - Custodian of Soldier and Sailor Graves
 - Historic District Commission
 - Housing Authority
 - 3 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:
Registered Professional Civil Engineer, 34 years Consulting Engineer responsible for municipal infrastructure planning, design, construction.
Ten years as Director of Public Works - Ayer MA
Experience with Site Plan Review, construction oversight and approval, Town Master Planning, Green Communities, Complete Streets, Zoning Bylaw MVP grants, and municipal govt operations.
Past Reading Boards - Conservation Commission, Town Forest Comm, Hce

Mark L. Wetzel, P.E.

163 County Road

Reading, MA 01867

781-579-1042

marklwetzel@gmail.com

EDUCATION

B.S. Civil Engineering, University of Vermont 1978

PROFESSIONAL REGISTRATION

Licensed Professional Engineer in Massachusetts, New Hampshire (in-active) and Maine (in-active) Water Operator Distribution 1

Water Operator Treatment 1

Wastewater Operator Grade 3

OSHA 10 Hour Construction Safety Certification

Certified Professional in Storm Water Quality

WORK HISTORY

Town of Ayer Department of Public Works, Ayer MA

2012 to 2022 – Director of Public Works responsible for management, operations, engineering and planning for municipal public works including water, wastewater, stormwater, highway and solid waste infrastructure.

Supervise a staff of 24 employees with a total budget of \$8M.

Wright-Pierce, Andover, MA

2008 to 2012- Senior Associate responsible for business development, client management, project management and technical engineering reports and designs for New England public water systems.

Stantec Consulting, Westford, MA

2006 to 2008 - Principal / Regional Practice Area Leader, Environmental Infrastructure. Responsible for management and technical leadership in a 90 person group with offices throughout New England. Involved in integration of acquisitions into the Practice Group and coordination with corporate leadership.

Dufresne-Henry Inc., Westford, MA

2003 to 2006- Senior Vice President and Water / Wastewater Group Leader. Responsible for all municipal water and wastewater engineering in the Northeast Region, including marketing, sales, staffing and technical services. Implemented corporate transition plan from geographical based organization to market sector groups. Member of Corporate Management Team involved in company operations, strategic planning, developing and implementing marketing and business plans and lead trainer for DH Project Management Training.

1997 to 2003-Vice President and Division Manager for Westford MA Division. Responsible for all operations in an area office serving eastern MA, RI, CT. Increased billings from \$2.2M to \$5M. Member of Corporate Operations Committee

1984 to 1997 – Project Manager responsible for client management, project management and technical engineering reports and designs. Also responsible for assisting in marketing and sales efforts.

Weston & Sampson, Peabody, MA

1978 to 1984- Project Engineer responsible for waterworks engineering projects.

DIRECTOR OF PUBLIC WORKS - AYER, MASSACHUSETTS EXPERIENCE AND ACCOMPLISHMENTS

General

- Prepared operating and capital budgets for DPW and presented at Town Meetings
- Implementation of DPW Service Request Form on the Town Web Site, Commonwealth Connect Smart Phone App
- Updated of Water Rules and Regulations, including implementation of Shut-off Policy
- Applied for and received grants for record scanning system, sewer maintenance program, risk management training, organics to energy, MaDEP Solid Waste technical support
- GPS location of Infrastructure and begin implementation of GIS system
- Implemented an integrated infrastructure improvement capital plan, combining road paving, sidewalks, water and sewer improvements into comprehensive plan
- Involved with multiple Town committees - Energy, Emergency Planning, Water & Sewer Rates, Ponds and Dams, Stormwater

Highway Division

- Oversee day to day maintenance of 42 mile road system
- Completed Town-wide street sign replacement project
- Completed multiple road reconstruction/ paving projects with Chapter 90 funding and in accordance with Pavement Management Plan. Projects also included sidewalk improvements.
- Manage snow and ice operations for over 40 miles of Town roads
- Designed, bid and installed Town-wide LED street light upgrade and new decorative street lights on Main Street
- Planning and Coordination of MassDOT grant funding for East Main Street and Main Street Reconstruction projects

Water Division

- Oversee planning, design, construction, and operation of Grove Pond PFAS Water Treatment Plant
- Oversee planning, design, construction of Spectacle Pond PFAS Water Treatment Plant
- Oversee operation of two 1.5 MGD groundwater treatment plants • Constructed 1 MG Pingry Hill Water Storage Tank
- Completed \$2.5 M upgrade to Grove Pond Water Treatment Plant
- Designed and completed chemical feed and HVAC upgrades to Spectacle Pond Water Treatment Plant
- Implemented radio read water meter upgrade project
- Prepared detailed inventory and condition analysis of water distribution system pipes for implementation in capital plan. Budget \$250K per year for water main replacements
- Designed and bid 1800 feet of water main replacement
- Managed Lead and Copper Rule violation and resulting LCR improvement plan

Wastewater Division

- Oversee operation of 1.8 MGD Tertiary WWTP and 19 pumping stations
- Completed evaluation of WWTP Facility and developed phased improvement program
- Coordinating planning, design and construction of 10 year phased WWTP upgrade program
- Completed 4 major Pumping Station upgrades
- Evaluated potential for construction of anaerobic digester for sludge / organic waste to energy project
- Implemented 6 year phased sewer system rehabilitation program

Stormwater Utility

- Developed plan to implement Stormwater Utility
- Developed Stormwater fees, regulations and rate ordinance
- Coordinate annual catch basin cleaning and repair program
- Designed and bid large culvert replacement project
- Oversee MS4 Stormwater Permitting

Solid Waste

- Oversee operation of Town Transfer Station
- Completed evaluation of feasibility for Curbside Solid Waste Collection
- Oversee monitoring of two closed landfills
- Managed development of leased solar field on Town landfill

TECHNICAL EXPERIENCE

Road Maintenance and Improvements - Responsible for road reconstruction design and design review / construction oversight of major road reconstruction projects. Utilize a Pavement Management System to plan and implement road maintenance.

Stormwater Management - Responsible for management of an MS4 stormwater permitted community including development of stormwater bylaw, fee structure and implementation of stormwater BMPs. Designed, permitted and constructed stormwater management systems for municipal infrastructure projects. Permitting included preparation of permit applications and implementing erosion control systems.

Water System Planning and Analysis – Has completed over 30 water system master plan studies including evaluation of existing supplies and distribution systems, developing computerized hydraulic models of water distribution systems, capital outlay plans, long-term improvement plans and asset management plans.

Water Distribution System Improvements – Provided planning, design and construction administration services for over 60 miles of water distribution system improvements, including cleaning and cement lining, bridge and river crossings and new mains ranging in size from 6-inch to 30-inch.

Water Treatment – Performed design and construction engineering for over 25 water treatment projects including aeration, direct filtration, GAC filtration, greensand filtration, chemical feed systems, chlorination and pH control and UV disinfection. Facility sizes ranged from 0.5 mgd to 6.0 mgd.

Water Source Development – Responsible for 15 groundwater supply development projects including site evaluations, town wide test well programs, New Source Approval testing and permitting, groundwater modeling, well and pumping station design and construction.

Water Storage Facilities - Provided engineering services on 25 water storage projects ranging in size from .25 mg to 10 mg including cast-in-place concrete, bolted steel, welded steel and prestressed precast concrete.

Water System Control/SCADA – Responsible for the design/construction services for water system supervisory control and data acquisition (SCADA) systems for 12 water systems. Designs included PLC based systems with both telephone and radio communications.

PROFESSIONAL AFFILIATIONS

American Public Works Association

American Water Works Association

New England Water Works Association

Massachusetts Water Works Association

Tau Beta Phi Eng. Fraternity

Chi Epsilon Honor Society



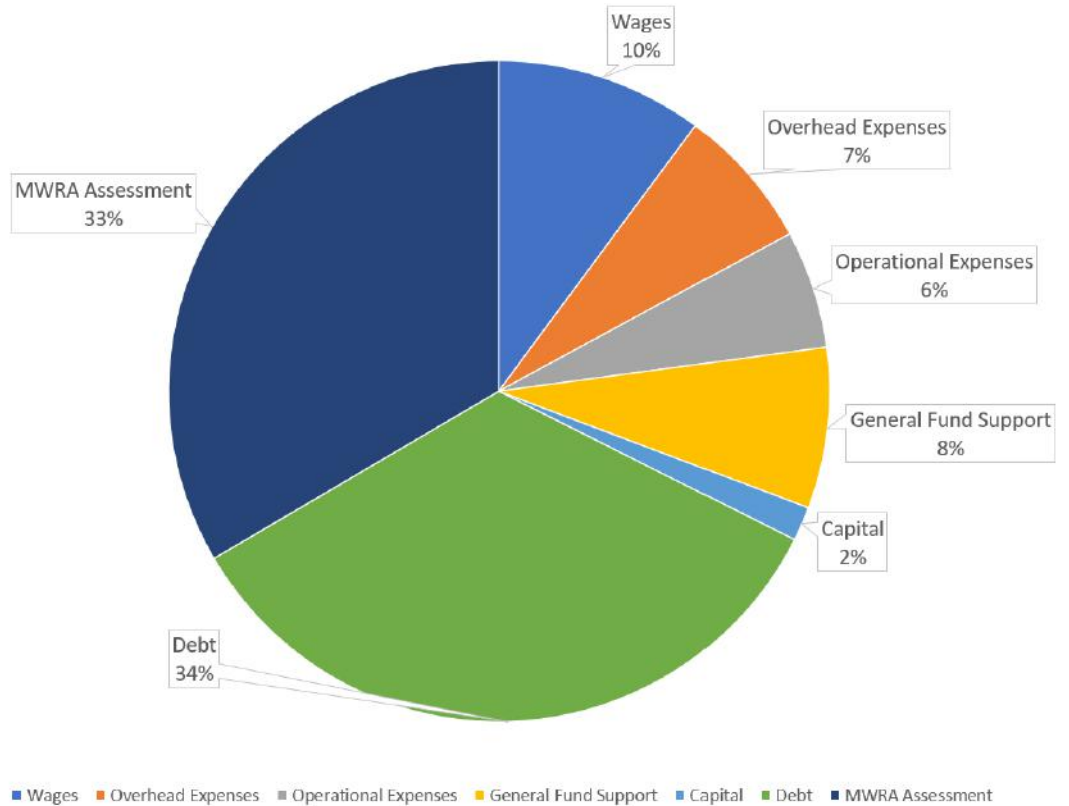
Town of Reading



**Select Board Water & Sewer Rate Preview
March 7, 2023**

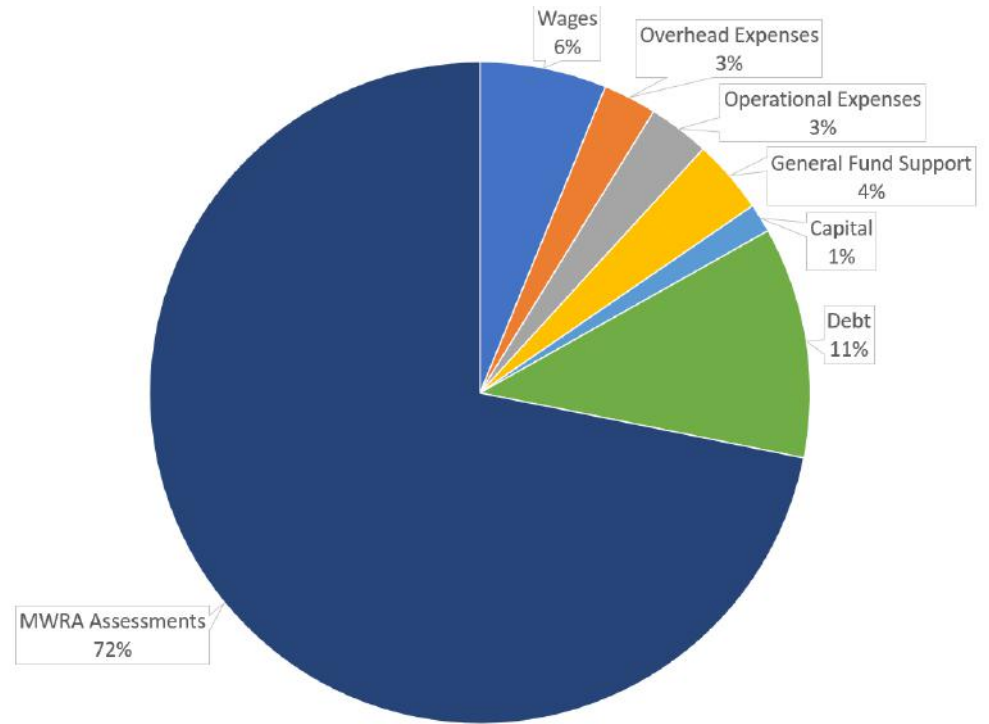


**FY24 Water
Enterprise
Budget
\$8,655,507
(2% Reduction
vs. FY23)**





**FY24 Sewer
Enterprise
Budget
\$7,791,992
(2.5% Increase
vs. FY23)**



■ Wages ■ Overhead Expenses ■ Operational Expenses ■ General Fund Support ■ Capital ■ Debt ■ MWRA Assessments



FY24 Rates, Reading is pursuing Tiered Rates

Overview:

- **Lowest Tiers capture people living alone, seniors, and small users**
- **Middle Tiers capture average residential users**
- **Higher Tiers allows commercial accounts and larger residential users to conserve to avoid the highest tier consumption**

Progress:

- **Town Meeting approved funding for a Water & Sewer Rate Study. Staff has been meeting with consultant since June 2022 to implement**
- **Consultant will present to Select Board on March 21, 2023**



FY23 Rates

Water	Sewer
Rates	
\$ 11.41	\$ 10.86
Rate per 100 cubic feet of usage	

Proposed FY24 Tiered Rates

Water					
Tiers	1	2	3	4	5
Start	-	501	1,001	2,501	5,001
End	500	1,000	2,500	5,000	+
Rate	\$ 10.10	\$ 10.80	\$ 11.70	\$ 13.00	\$ 13.00
% Difference	-11%	-5%	3%	14%	14%

Usage and tiers in cubic feet; rates based on 100 cubic feet of usage

Sewer					
Tiers	1	2	3	4	5
Start	-	501	1,001	2,501	5,001
End	500	1,000	2,500	5,000	+
Rate	\$ 10.00	\$ 10.50	\$ 10.70	\$ 12.00	\$ 12.00
% Difference	-8%	-3%	-1%	10%	10%

Usage and tiers in cubic feet; rates based on 100 cubic feet of usage

- **Reduction for lowest users, but a cost increase to larger users**
- **Provides flexibility in the future to increase each tier at different rates**
- **MGL Chapter 165, Section 2B: MWRA communities shall have a base rate that “shall be increased at an increasing block rate to fairly reflect the resource demand and consumption of high-volume users of water”**



Who Falls on Each Tier?

Residential				# Bills <=0:	759	
RE	1	2	3	4	5	Totals
# Bills	2,627	6,129	16,637	3,809	936	30,138
% Bills	8.7%	20.3%	55.2%	12.6%	3.1%	100.0%
Commercial				# Bills <=0:	71	
CO	1	2	3	4	5	Totals
# Bills	188	138	185	120	349	980
% Bills	19.2%	14.1%	18.9%	12.2%	35.6%	100.0%
Total				# Bills <=0:	876	
Total	1	2	3	4	5	Totals
# Bills	2,836	6,287	16,874	4,004	1,343	31,344
% Bills	9.0%	20.1%	53.8%	12.8%	4.3%	100.0%

- **84.3% of Residential accounts billed under Tier 1, 2, and 3**
- **52.1% of Commercial Accounts billed under Tier 1, 2, and 3**
- **Accounts are billed at the respective tier rate, like income taxes, it is progressive**
- **Proposed rates result in 3% increase in water revenue and 0% increase in sewer revenue**



Projected Billing for Water

User Impact (per Bill) - Water Bills Only			
User Type	Usage	Current Bill	New Bill
Minimal User	500	\$ 57.05	\$ 50.50
Avg. Residential User (45 gpd)	1,500	\$ 171.15	\$ 163.00
Avg. Residential User (65 gpd)	2,200	\$ 251.02	\$ 244.90
Large Residential User	4,500	\$ 513.45	\$ 540.00
Large Commercial User	10,000	\$ 1,141.00	\$ 1,255.00
Very Large Commercial User	100,000	\$ 11,410.00	\$ 12,955.00
Usage in cubic feet			

Projected Billing for Sewer

User Impact (per Bill) - Sewer Bills Only			
User Type	Usage	Current Bill	New Bill
Minimal User	500	\$ 54.30	\$ 50.00
Avg. Residential User (45 gpd)	1,500	\$ 162.90	\$ 156.00
Avg. Residential User (65 gpd)	2,200	\$ 238.92	\$ 230.90
Large Residential User	4,500	\$ 488.70	\$ 503.00
Large Commercial User	10,000	\$ 1,086.00	\$ 1,163.00
Very Large Commercial User	100,000	\$ 10,860.00	\$ 11,963.00
Usage in cubic feet			



Recommendation for Water & Sewer Rates for FY24

Tiers	1	2	3	4	5
Water Rate	\$ 10.10	\$ 10.80	\$ 11.70	\$ 13.00	\$ 13.00
Sewer Rate	\$ 10.00	\$ 10.50	\$ 10.70	\$ 12.00	\$ 12.00
FY24 Combined Rate	\$ 20.10	\$ 21.30	\$ 22.40	\$ 25.00	\$ 25.00
FY23 Combined Rate	\$ 22.27	\$ 22.27	\$ 22.27	\$ 22.27	\$ 22.27
% Difference	-10%	-4%	1%	12%	12%

Avg. Residential User (45 gpd)	Usage	Current Bill	New Bill
Quarterly Water Bill	1500	\$ 171.15	\$ 163.00
Quarterly Sewer Bill	1500	\$ 162.90	\$ 156.00
Combined Bill	1500	\$ 334.05	\$ 319.00
Usage in cubic feet			

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

ARTICLE 24 To see if the Town will vote to

Concerning this Instruction Motion passed by Town Meeting in April, 2022:

"The Select Board is asked to bring a proposal to Town Meeting by November, 2022; to separate vehicles and pedestrians, for the safety of children walking to Wood End School. This could include acquiring land for a walking path from Roma Lane to Mariano Drive, and to connect the sidewalk of Chimney Hill Lane west along Sandborn Lane to Thomas Drive."

The Town Manager shall report by November 2023 and November 2024, on progress toward such separation of school children and vehicles.

And, the Town Manager shall inquire on possible outside funding; such as "Safe Routes to School" grants which has been used elsewhere in town.

or take any other action with respect thereto.

ARTICLE 25 To see if the Town will vote to

The Town shall acquire by purchase, gift or eminent domain, a ten (10') width of land along the north side of Sanborn Lane, adjacent and just north of the existing private right of way; including across address #107, address 105, and a portion of the former address 103 up to and including the newly installed curb of Farmhouse Lane; as shown in figure Farmhouse-1a, parcel numbers: 55-57, 55-60, (former parcel) 56-19.

The Town shall construct a sidewalk on this acquired town-owned land, along lots 107, 105 and the portion of 103, to reach the side of the new sidewalk along Farmhouse Lane. This links the existing sidewalk at 147 Sanborn Lane to the sidewalk of Farmhouse Lane.

Such land acquisition shall be initiated by September 1, 2023, and construction shall be completed by September 1, 2024.

At the option of the Select Board (or Road Commission), construction in front of #107 can be delayed up to 3 years.

\$25,000 is allocated for this from the DPW fund(s) normally used for sidewalk construction and repair.

or take any other action with respect thereto.

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 4, 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

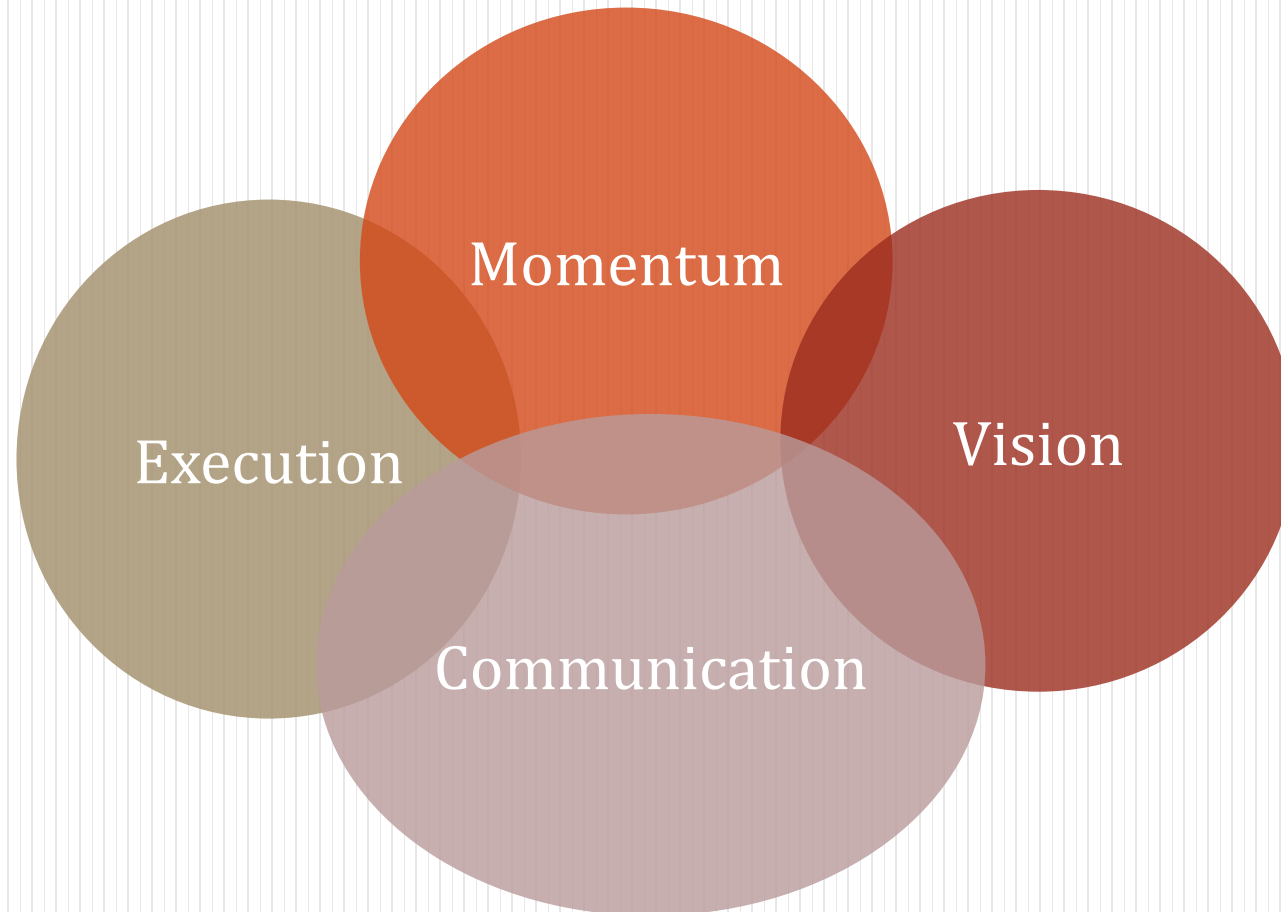
SELECT BOARD OF READING

, Constable



2023 Town Manager Goals

“A goal properly set is halfway reached.” Abraham Lincoln





Communication

- **Expand Communication with Residents and Businesses** – Build on momentum with social media, new website and newsletter
- **Develop Construction Map** – Work on map that shows current construction, closure and project schedules to communicate with residents and businesses
- **Communicate and Support Staff** - Open Door Policy, Establish a Vision, Listen, Celebrate Small Wins,
- **Lead Responsiveness and Accountability** – Culture of Excellence in Delivering Town Services



Execution

- **Obtain Green Communities Designation for Reading**
- **Work Towards Compliance of MBTA Communities Legislation**
- **Complete Construction of Auburn Water Street Tank**
- **Complete Construction for Phase I Birch Meadow Master Plan**
- **Complete Construction of Maillet, Sommes, Morgan Stormwater System**



Momentum

- **Help Lead MSBA Feasibility Study for the Killam School**
- **Continue Progress on Senior /Community Center**
- **Continue Public Engagement Process for Oakland Road and Symonds Way**
- **Continue and Expand Community Events, explore ways to revitalize Station 1**
- **Make progress towards Climate Goals, including NetZero Plan**



Vision

- **Keep and Develop Talent in Town Departments**
- **Provide Training and Development Opportunities to All Staff**
- **Increase Public Health Infrastructure**
- **Continue to Pursue State and Federal Grants**
- **Pursue Birch Meadow Master Plan Phase II**



Thank You!

FIDEL A. MALTEZ, TOWN MANAGER

Town of Reading - Center for Active Living

Feasibility Study - Walgreens Renovation

February 28th, 2023



5 Harnden Street
Reading, Massachusetts

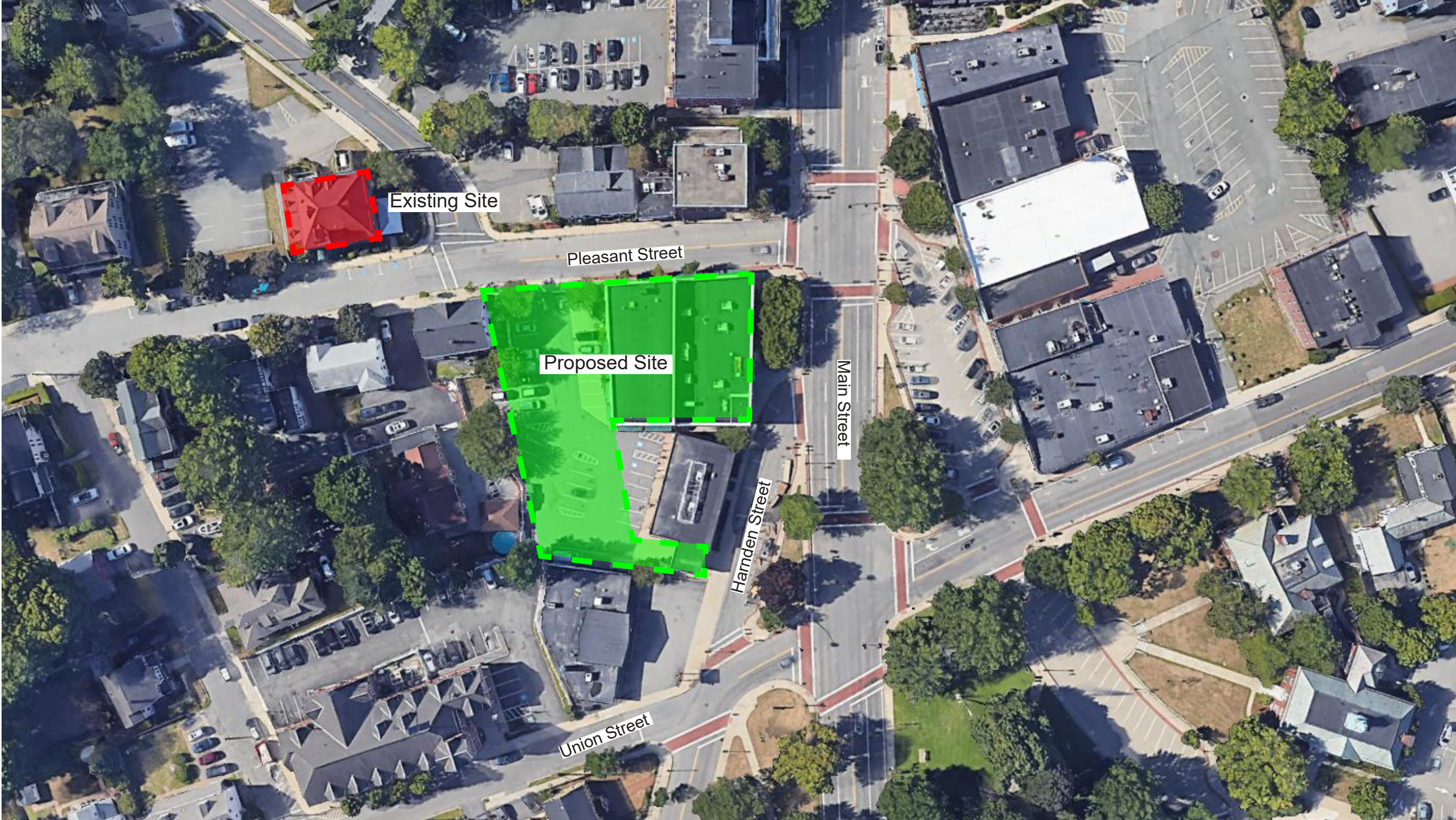
Reading Center for Active Living Site Design Considerations

Walgreens Renovation

- Will the site location provide convenient access?
- Will the Senior Center location benefit the area?
- Will the proposed location benefit the Senior Center?
- Is there space for +/- 50 on-site parking spaces?
- Is the site big enough for the proposed program?
- Will the program accommodate activities for various age groups?
- What amenities for the Senior Center will the site provide?
- Is there a premium cost for the proposed site location?

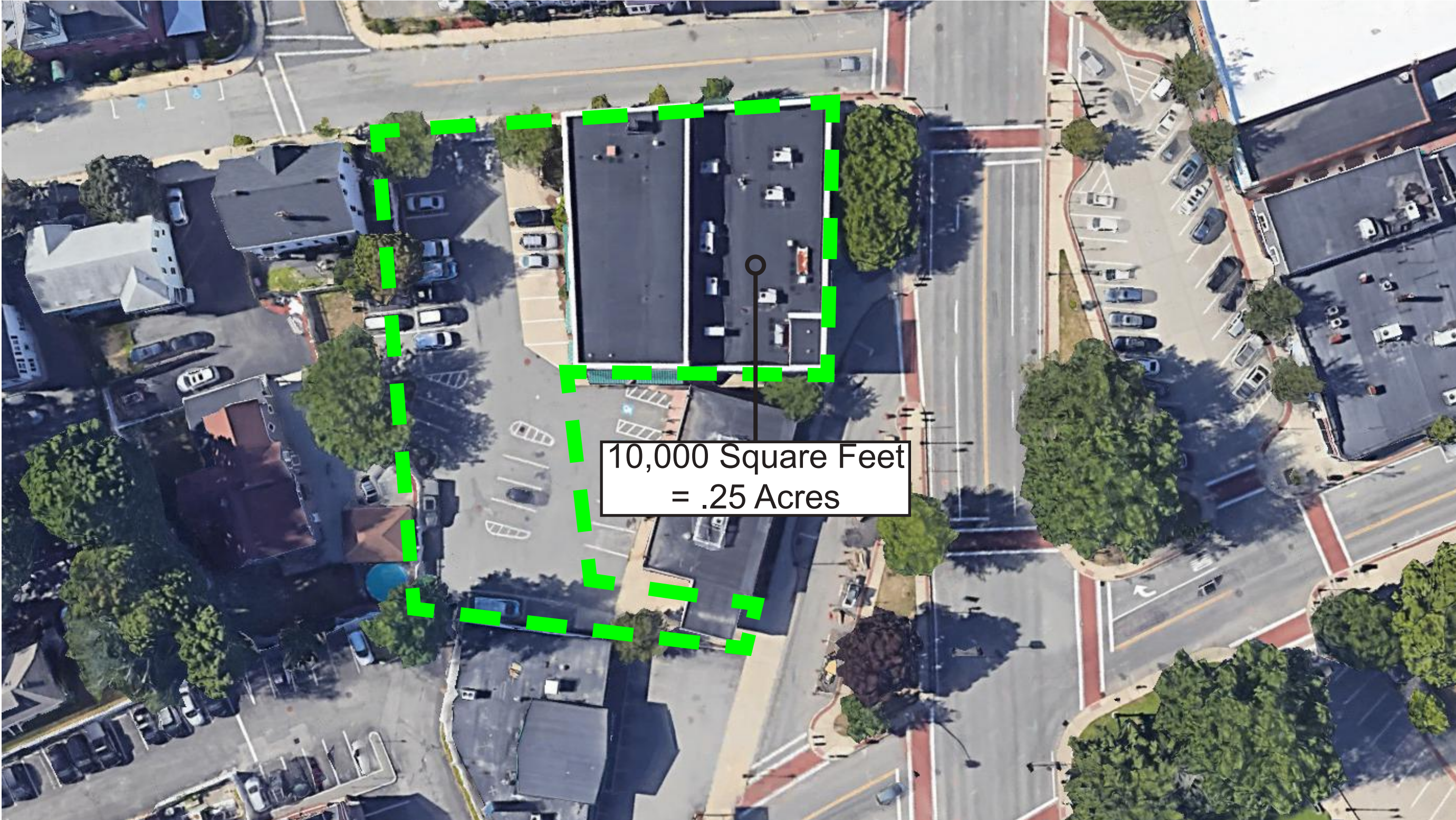
Reading Center for Active Living

Walgreens Site - Site Zoom



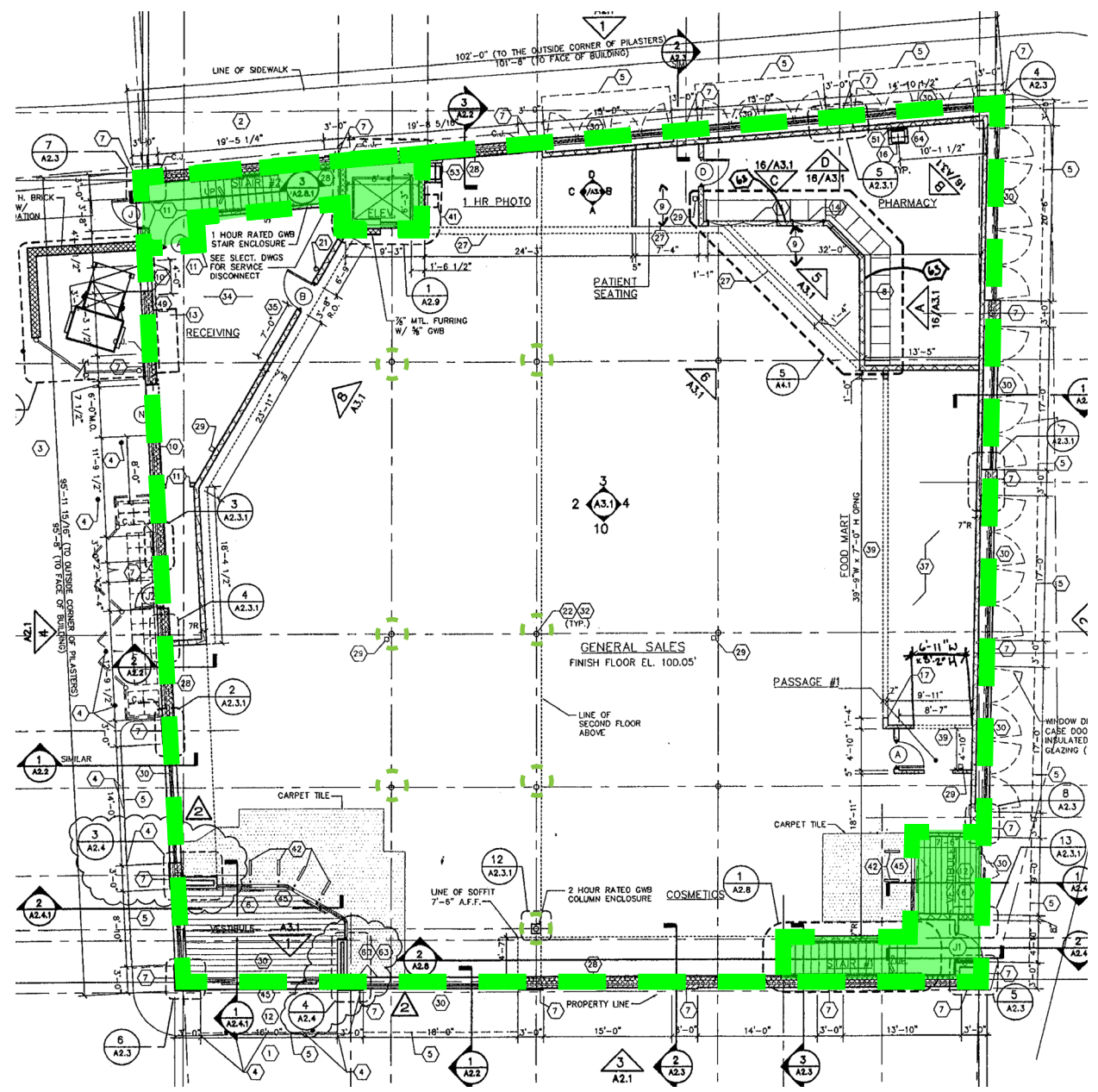
Reading Center for Active Living

Walgreens Site - Site Focus

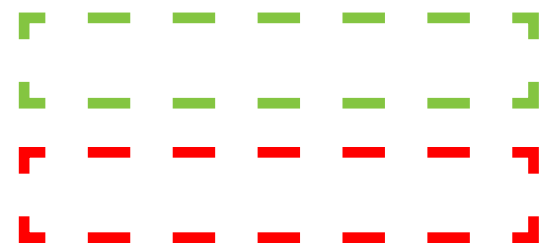
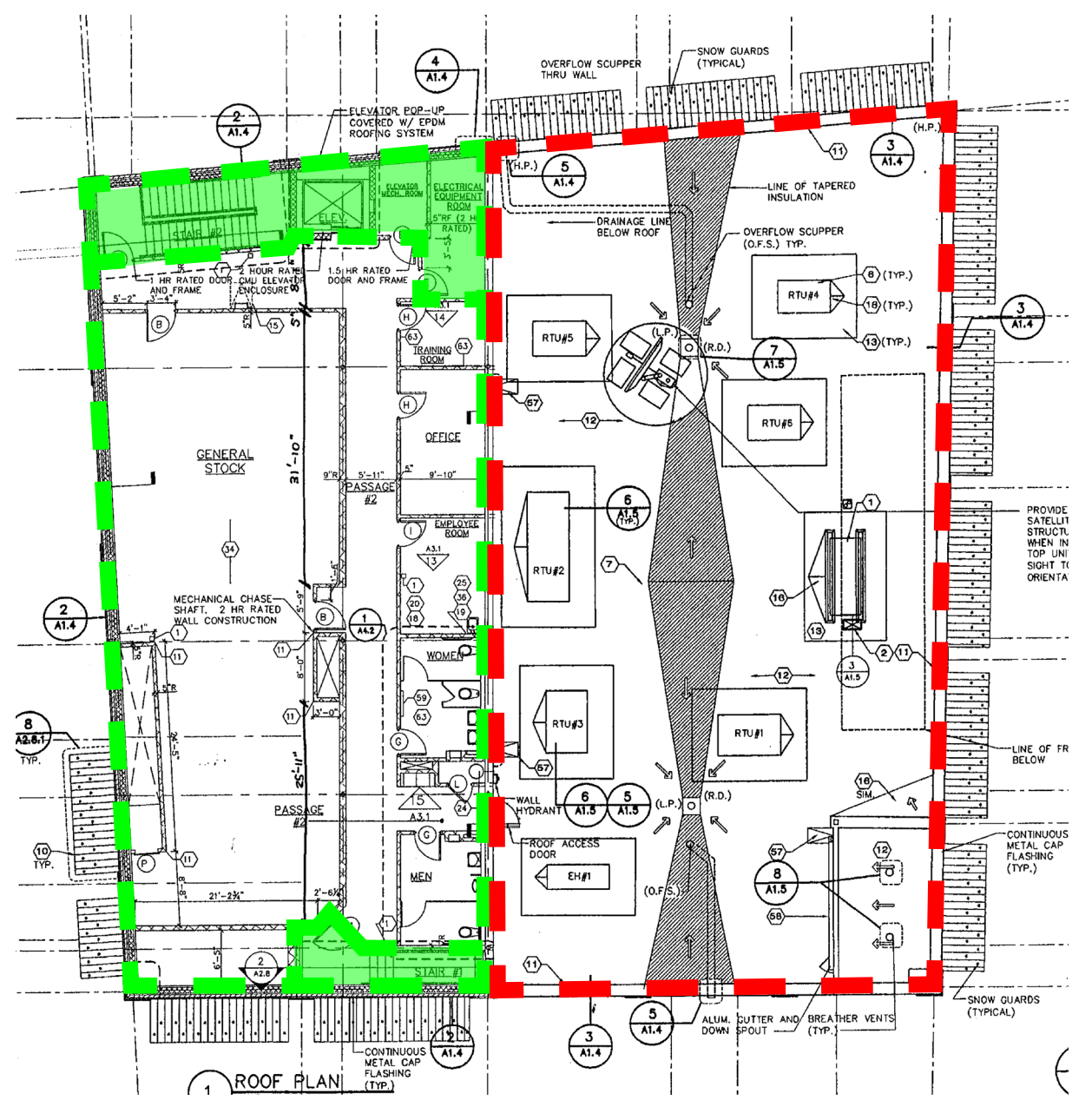


Reading Center for Active Living Walgreens Building Existing Conditions

Ground Floor Plan



Mezzanine Plan



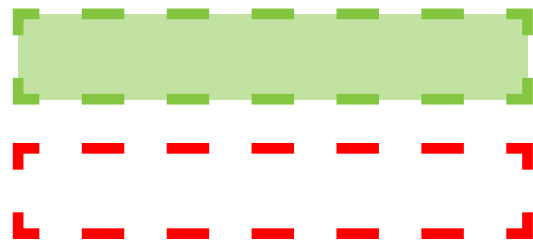
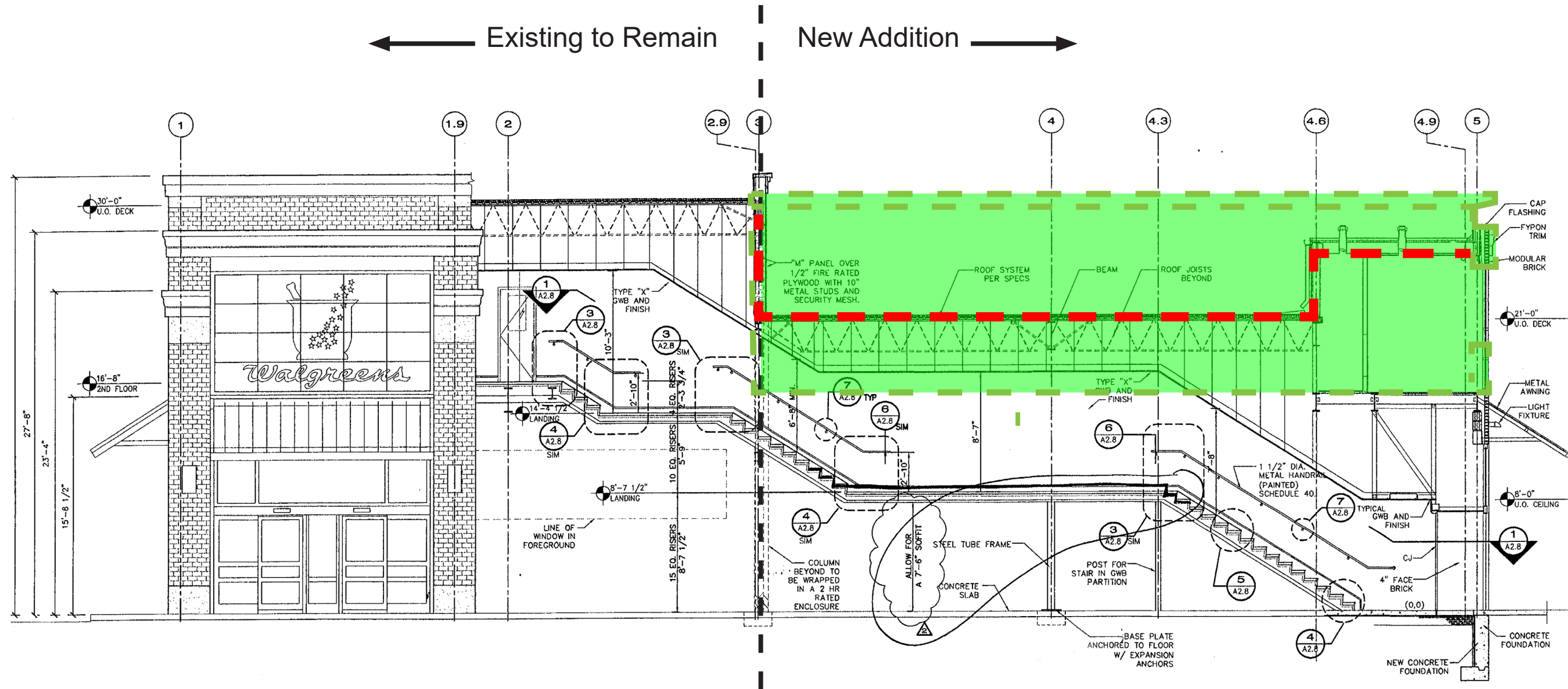
- Line of Salvaged Superstructure
- Line of Removed Superstructure

February 28th, 2023

Reading Center for Active Living

Walgreens Building Existing Conditions

Building Section



- Area of New Superstructure
- Line of Removed Superstructure

February 28th, 2023

Reading Center for Active Living

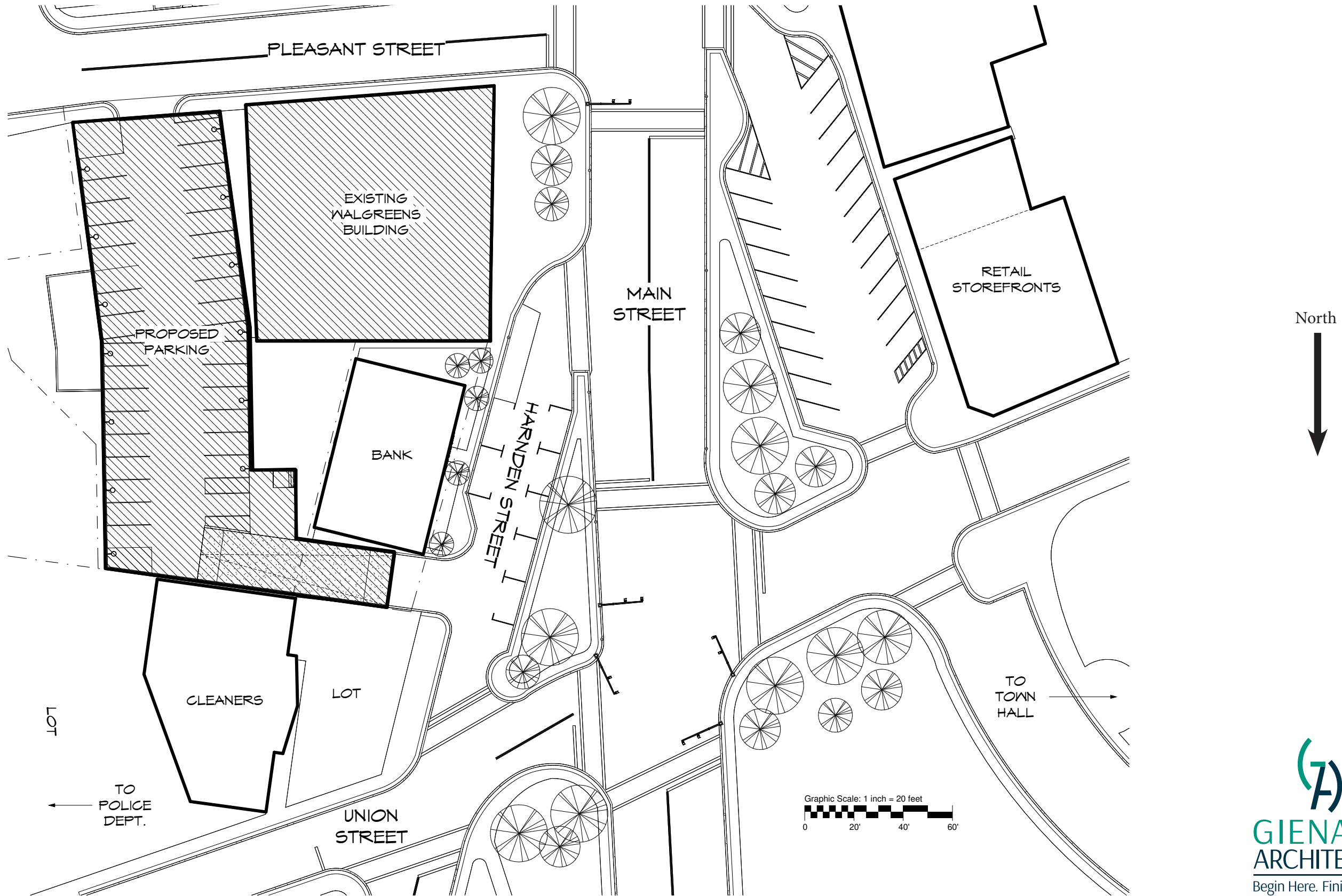
Program Space Allocations

Program Area	Floor (New)	Actual Program Area (Net SF)	Desired Program Area (Net SF)	Difference	Activities
Function Room/Dining	1	2260	1500	760	Presentations, Celebrations, Art Gallery, Bingo, Meals/Banquets, Karaoke
Kitchen & Pantry	1	600	1000	-400	
Game Room	2	600	350	250	Horse, Cribbage/Cards, Dominoes, Board Games/ Checkers / Chess, Puzzles, Computer Games
Fitness & Exercise	2	600	625	-25	Exercise, Stationary Bike, Treadmill, Free Weights
Dance / Multipurpose	2	950	900	50	Dance, Music, Singing, Instruments, Yoga, Zumba, Tai Chi
Pool Hall	1	475	400	75	Billards, Bumper Pool
Multi-purpose Classroom	2	730	0	730	Genealogy, Nutrition, Workshops, Book Club, Story Slams, Writing, Reading, Intergenerational Learning, Mental Health
Arts & Crafts	1	950	250	700	Knitting, Painting, Scrapbooking, Flowers, Jewelry, Woodworking, Ceramics, Workbench, Photography
Health Services	2	160	0	160	Nurse Office, Toilet Room, Alzheimers Support, Vaccination Clinics, Massage
Media Room	2	1870	350	1520	Movies, Presenters, Other Viewing Events
Social Services	2	400	0	400	Grief Support, Tax prep, Financial literacy, Estate/ Wills, Private Meeting Room
Administration	1	890	1000	-110	Reception Counter, Staff Conference Room, (6) Admin-Staff Offices, Director's Office
Lounge Space & Cards	1	800	200	600	Sitting Areas near Entrances, Card Tables
Library	2	360	250	110	Resource Center, Audio books, Book & Movie Exchange, Research
Outdoor Terrace	2	575	0	575	Cantilevered over Main Street
Storage	1 & 2	260	700	-440	
Staff Toilets	N/A	0	200	-200	
TOTALS		12480	7725	4755	

Current Gross area for first and second floors-approximates 20,000 GSF

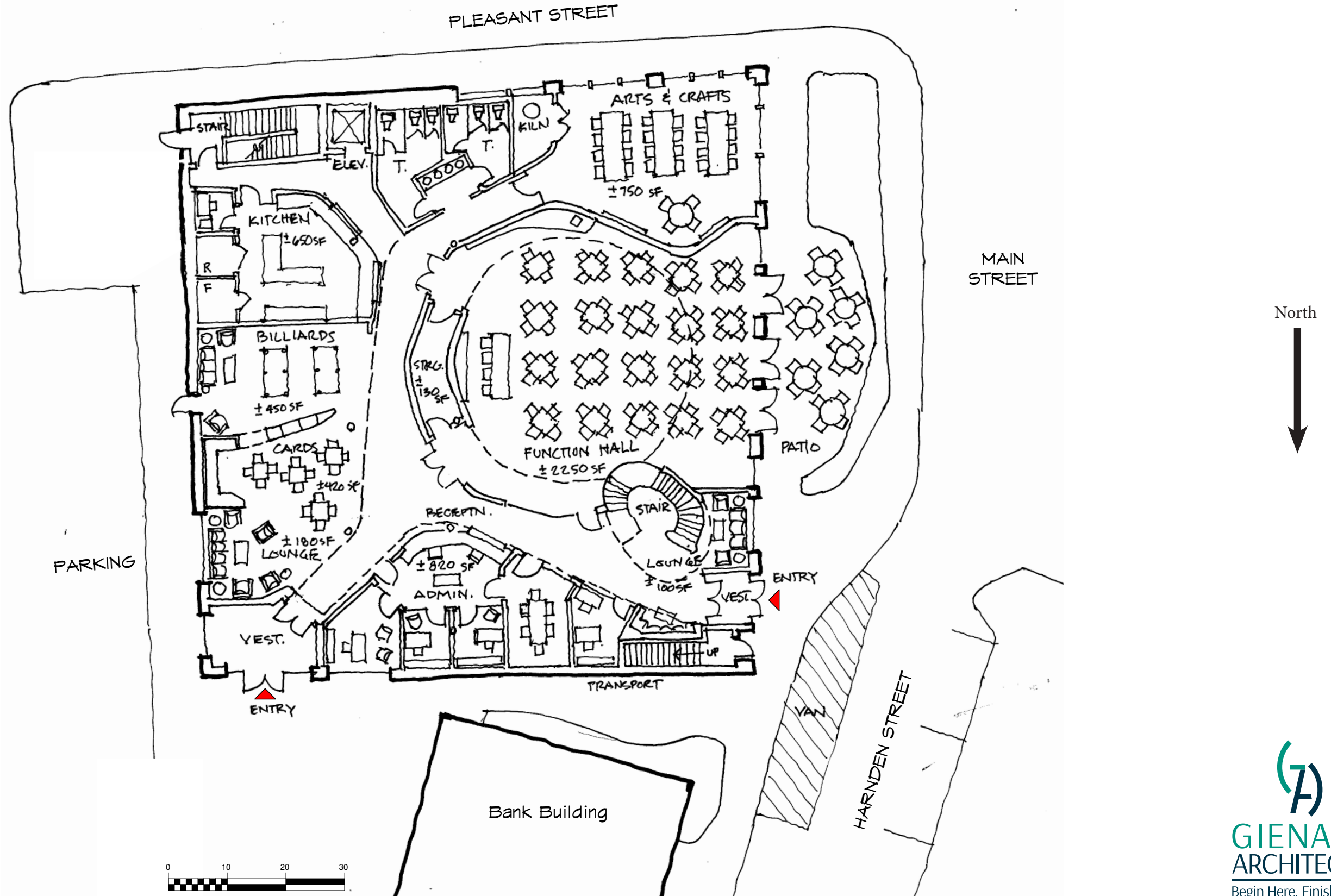
Reading Center for Active Living

Proposed Site Plan



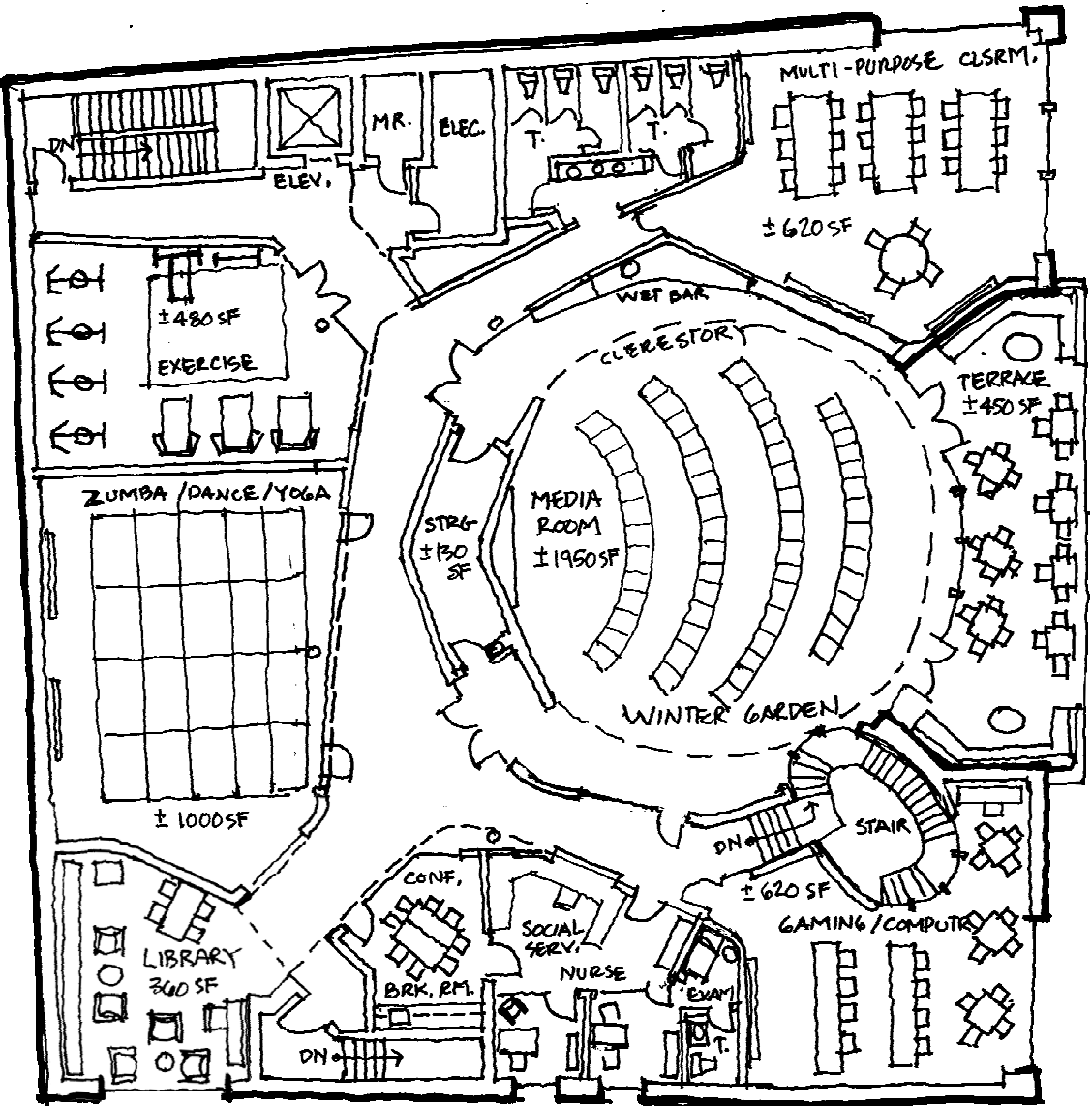
Reading Center for Active Living

Proposed First Floor Plan



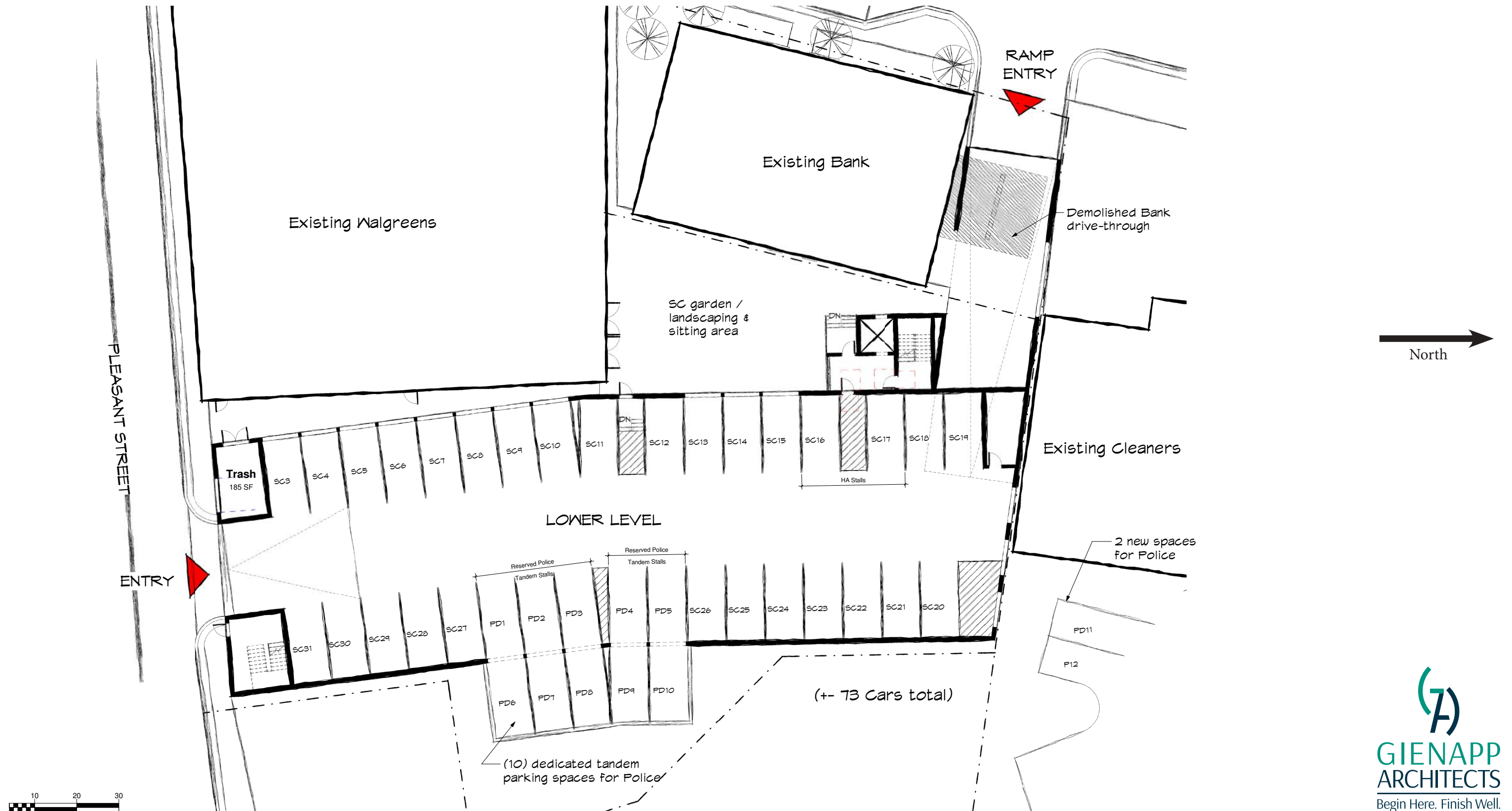
Reading Center for Active Living

Proposed Second Floor Plan



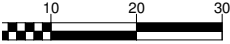
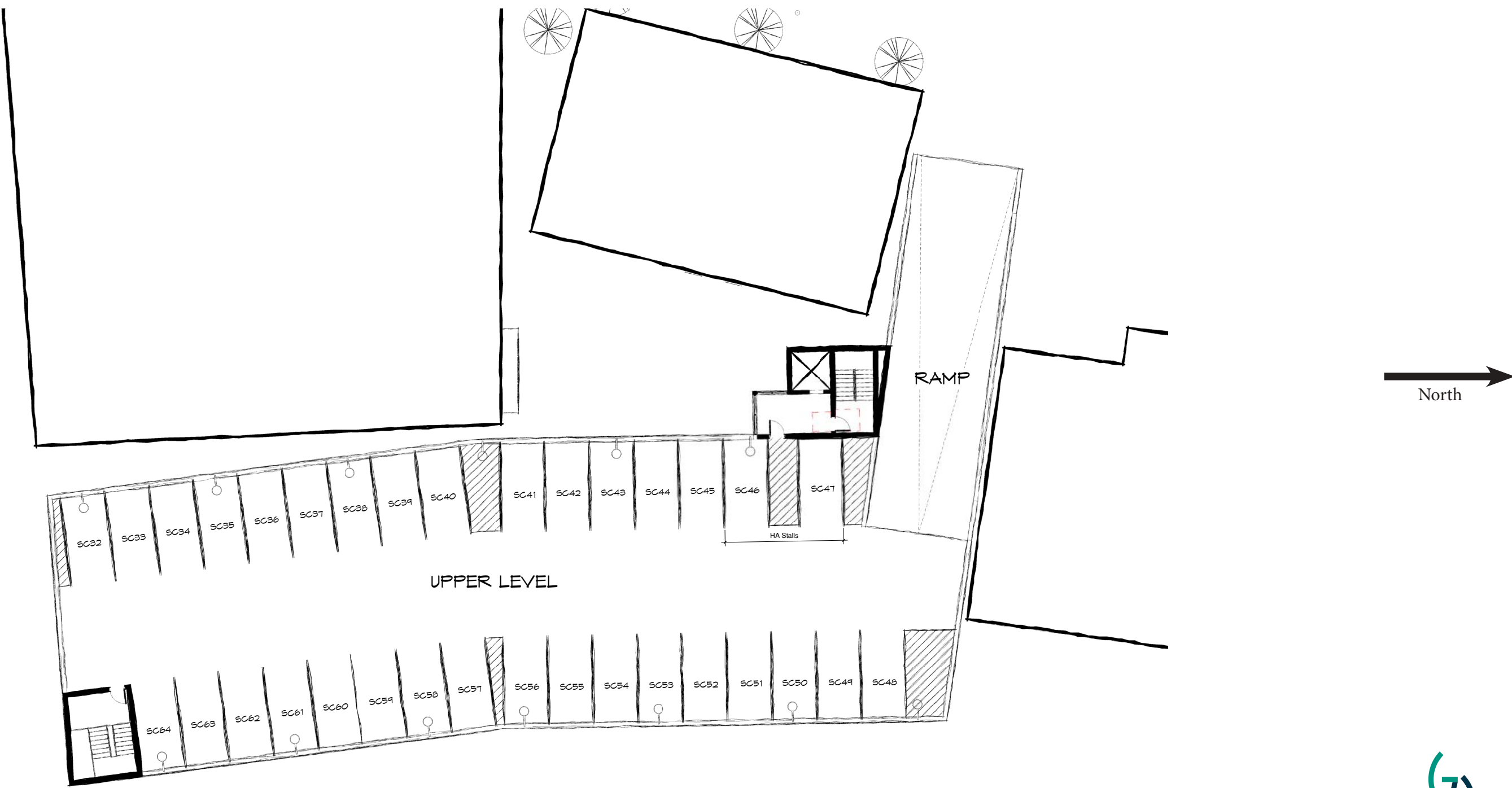
Reading Center for Active Living

Proposed Parking Structure - Lower Level



Reading Center for Active Living

Proposed Parking Structure - Upper Level



February 28th, 2023

Reading Center for Active Living

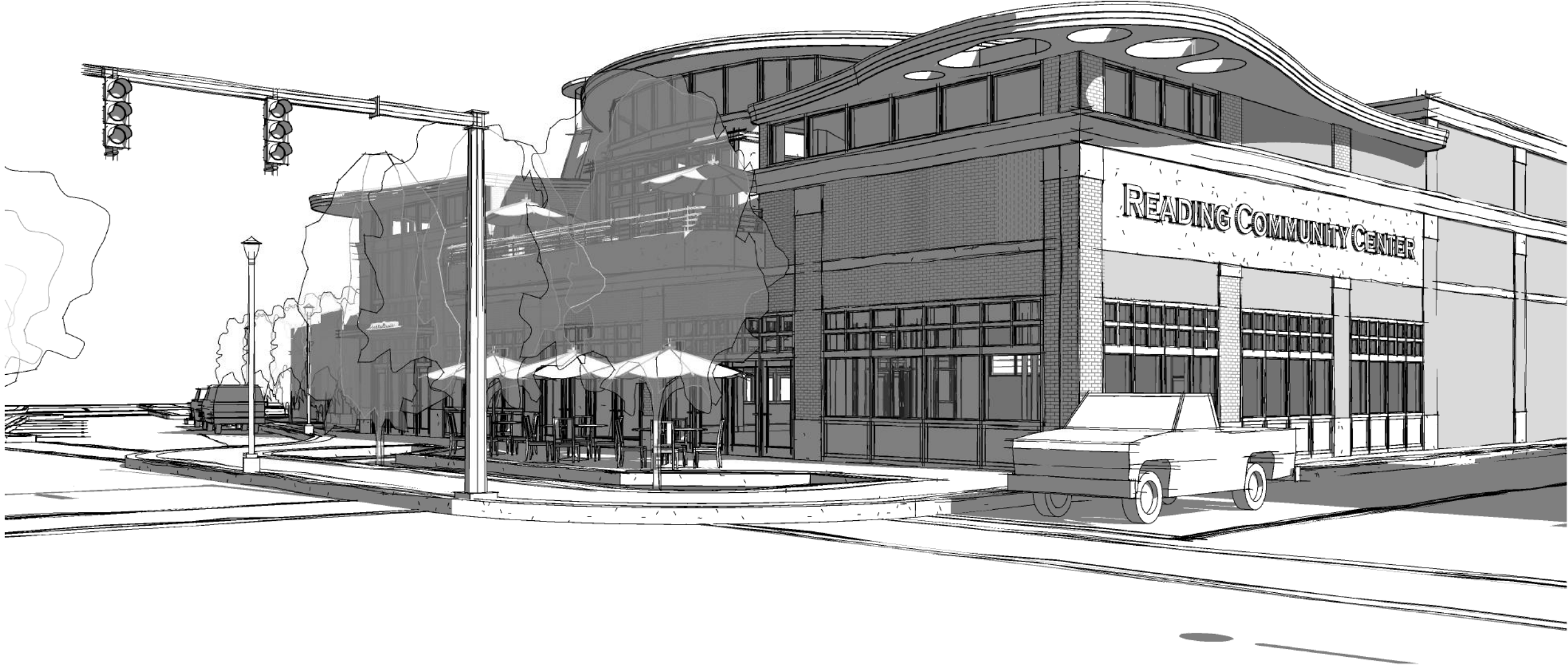
Cost Estimates

Town of Reading Center for Active Living - Feasibility Study		
	Probable Range of Construction Cost	Probable Range with Soft Costs (3)
<i>Proposed Walgreens Expansion</i>	\$17.6m - \$21.6m	\$23.2m - \$28.4m
<i>Proposed Parking Garage</i>	\$4.02m - \$4.9m	\$5.23m - \$6.4m
<i>Total Project</i>	\$21.62m - \$26.5m	\$28.43m - \$34.8m

1. Does not include Escalation
2. Values Reflect Public Bidding
3. Probable Range +/- 10%

Reading Center for Active Living

View #1 - From Corner of Pleasant St. & Main St.



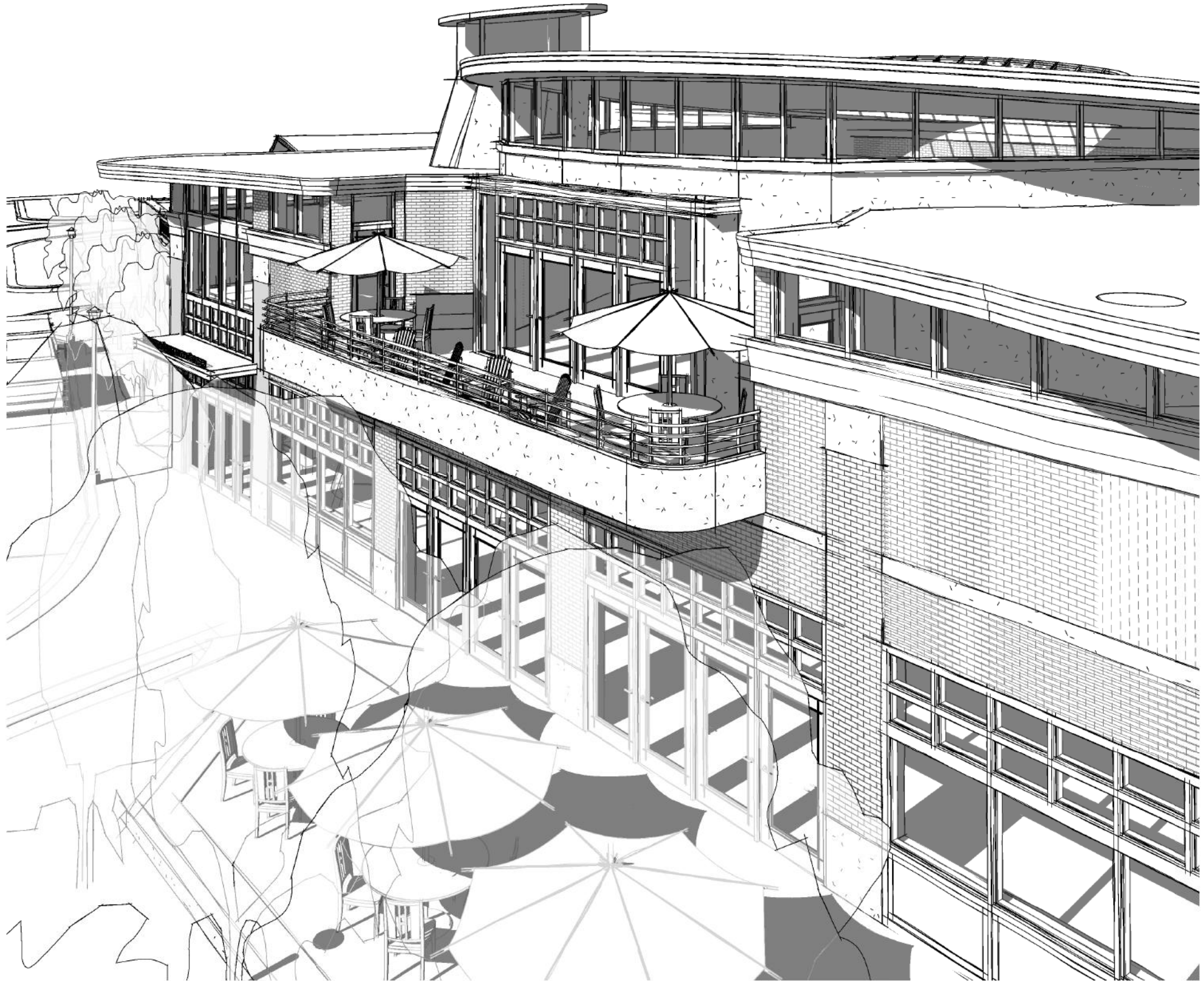
Reading Center for Active Living

View #2 - From Corner of Harnden St. & Main St.



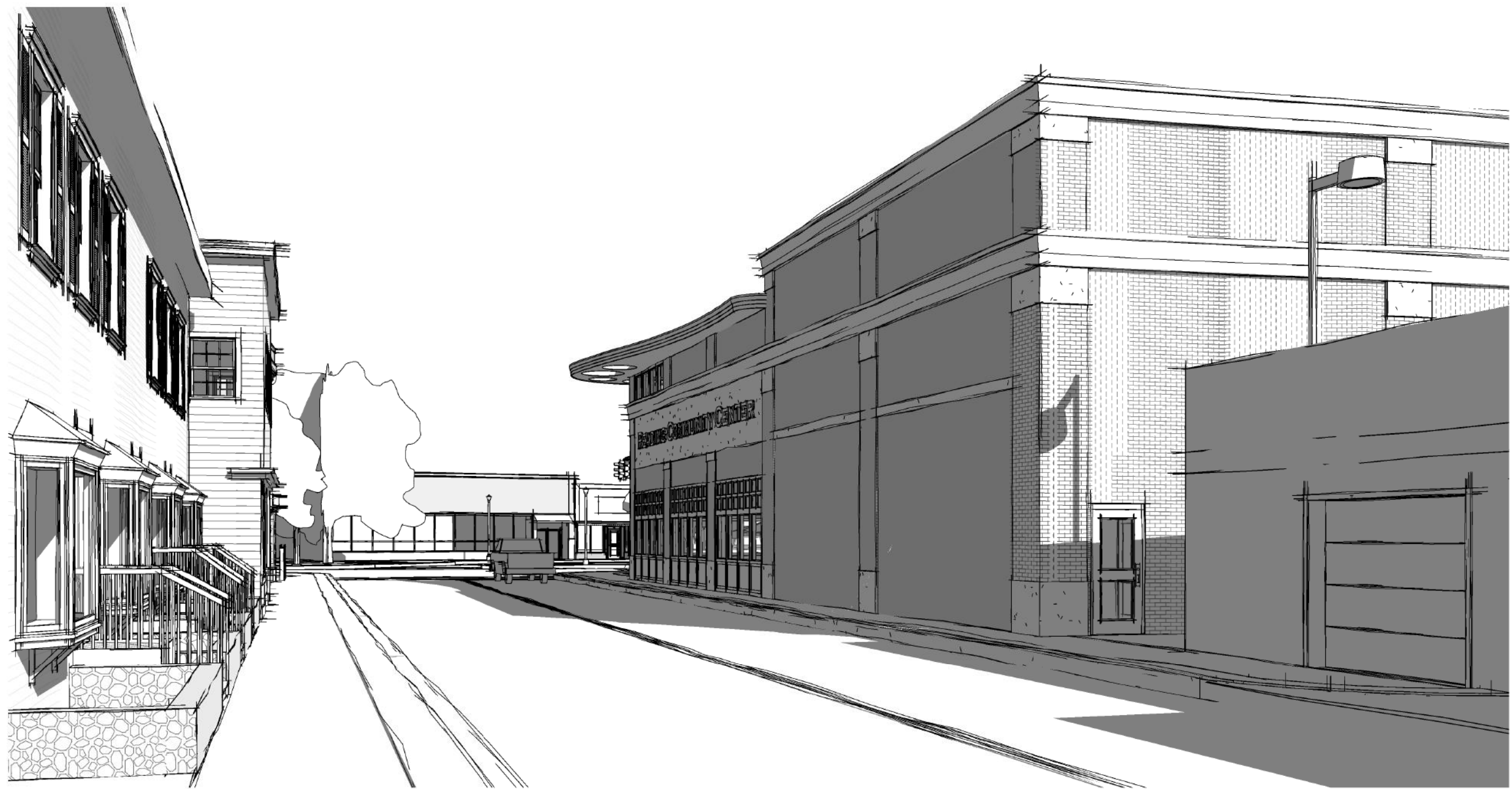
Reading Center for Active Living

View #3 - Outdoor Terrace



Reading Center for Active Living

View #4 - From Corner of Pleasant St. & Parker St.



March 21, 2023		Tuesday	
	Overview of Meeting	Dockser	7:00
	Public Comment	Board	7:05
	SB Liaison & Town Manager Reports	Board	7:15
	Presentation from Consultant on FY24 Water & Sewer Rates	Board	7:30
	Presentation from ReCalc	Board	8:00
	Vote on recommendations of parking violation fees and potential changes	Board	8:30
	Presentation from Economic Development Director on Parking Kiosk Roll-Out	Board	8:45
	Presentation of Town Forest Committee	Board	9:00
	Discuss and Vote Potential Lining Options for Sturges Park	Board	9:15
	VASC Policy Changes and Recommendations	VASC	9:30
	Discuss Future Agendas	Board	9:40
	Approve Meeting Minutes	Board	10:00
April 4, 2023	TOWN ELECTION		
April 18, 2023		Tuesday	
	Overview of Meeting	Dockser	7:00
	Public Comment	Board	7:05
	SB Liaison & Town Manager Reports	Board	7:15
	Quarterly EV Charging Station Update from RMLD	Board	7:30
	Vote to Accept Donation of Land, 0 Sanborn Lane	Board	7:45
	Discuss Future Agendas	Board	9:00
	Approve Meeting Minutes	Board	9:30
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	

	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 &	May	Annual
	Appointments of Boards & Committees	May/June	Annual
HEARING	Approve Tax Classification	October	Annual
HEARING	Approve Licenses	December	Annual
	Liaison: RCTV members Report		Annual
	Liaison: CAB (RMLD) member Report		Annual
	Liaison: MAPC member Report		Annual
	Liaison: Reading Housing Authority		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		

Select Board Draft Minutes February 21, 2023

Public Comment

Bill Brown noted that public meetings are supposed to be posted outside of the building.

Nancy Docktor encouraged the board keep the funding for the Health Department or increase it.

Tim Powers spoke to the board about Tread, noting their classes are too loud and it wakes him up in the morning.

Liaison Reports

Bacci noted the CPDC adopted the Housing Production Plan. Recreation couldn't meet due to a quorum issue. More construction issues around town prove there needs to be better communication to businesses and residents when construction and closures will be happening.

Haley noted that VASC met last week and they will be recommending 4 new volunteers to various boards. He asked the applicants how they found out about the opening and the answers were all different varying from the website to word of mouth. It was noted that finding openings on the website could be easier to locate.

Herrick attended a PAIR event which was a presentation by high school students on their experiences in Reading. RMLD met and they will be deleting the biomass contract and approved more rate increases. She also commented on how the fuel stabilization fund should be used to offset the price increases. ZBA needs another member. She attended the zero-waste caucus policy forum held in Lexington in which the Massachusetts bottle bill and the break free from plastics bill were discussed.

McCarthy noted CPDC approved a minor site plan review for the next phase of the Birch Meadow project. She attended a legislative breakfast held by the Chamber. She urged people to get the word out about needing more volunteers.

Dockser noted the Council on Aging met and had strong support for ReCalc and the Select Board for the need for a new facility for the seniors. CATO will be holding a screening at the Public Library of the Bill Russell Netflix documentary on March 2nd.

Bacci noted S.W.E.C. will be putting out a short survey to gauge community input on best uses for the land down on Symonds Way and he encourages all residents to take the survey.

Town Managers Report

Maltez noted the budget document was in their meeting packet which he will walk them through later this evening. He also noted the Town Meeting warrant is in their packet and includes the article for new trash carts. He has noted they are working to get different sizes for residents who are concerned about the large size although it would be better if it was standardized for the whole town. There is also an article for additional funding for the Birch Meadow Phase 1 because the architect came back with an updated pricing of \$2M over the previous quote. He noted the Chronicle ran an article about the town needing volunteers.

Early Voting Options

Town Clerk Laura Gemme noted nothing has changed since the last meeting in which she was in front of the board and explained their options. The board agreed early voting on the Saturday on March 25th isn't necessary for this election.

Haley moved to conduct In Person Early Voting for the April 4th Town Election during normal Town Hall hours on March 27th through March 30th at the Town Clerks office as recommended by the Board of Registrars. The motion was seconded by McCarthy and approved with a 5-0 vote.

Haley moved to conduct In Person Early Voting for the April 4th Town Election on March 25th at Town Hall 9:00 AM to 5:00 PM if approved by the Board of Registrars. The motion was seconded by Herrick and failed with a 0-5 vote.

Reading Open Land Trust Presentation

Bob Connor, Treasurer of the Reading Open Land Trust, gave the board a presentation on who they are and what they do. The presentation can be found in the Select Board packet on the town website.

Parking Fees Discussion

Lt. Jones noted the Police Department researched surrounding towns fees and fines for parking violations and would like to increase them based on their findings. The suggested price increases and surrounding towns' fees can be found in the Select Board meeting packet on the town website. There are three groups of parking violations. Group A is being proposed to increase from \$20 to \$25 and those are the basic violations including no parking zones, overtime parking, blocking driveways, etc. Group B violations are being proposed to increase from \$50 to \$100 which includes blocking/not being far enough from fire hydrants or fire lanes. Group C violations are being proposed to increase from \$100 to \$300 which would be for illegal parking in handicap spots.

Bacci suggested/ asked about changing the street signs to reflect these changes and discussed repeat offenders and multiple tickets.

Hearing - Change of Manager – Anthony's Coal Fired Pizza

Haley read the hearing notice. The new manager Greg Caristinos was also present to introduce himself to the board.

Haley moved to close the hearing regarding the change of manager application for Anthony's Coal Fired Pizza. The motion was seconded by Herrick and approved with a 5-0 vote.

Dockser noted that this board takes liquor compliance very seriously.

Haley moved to approve the Change of Manager request for an Annual All Alcohol Restaurant License for Anthony's Coal Fired Pizza at 48 Walkers Brook Drive. The motion was seconded by Herrick and approved with a 5-0 vote.

Hearing – FY24 Budget

Haley read the hearing notice.

Maltez went through the newly designed budget document with the board. The entire document can be found on the town website.

Haley moved to close the hearing regarding the FY24 budget. The motion was seconded by Herrick and approved with a 5-0 vote.

The board had a discussion about the health department and the changes that have been made to staffing and their budget line.

Climate Advisory Committee Update

David Zeek, Chair of The Climate Advisory Committee, gave the board a presentation on the recent work the committee is involved with. The presentation can be found in the Select Board meeting packet on the town website.

Close Town Meeting Warrant

Fidel went through the 23 Articles with the board.

Haley moved to close the Annual Town Meeting Warrant consisting of 23 Articles to take place on April 24th, 2023. The motion was seconded by Herrick and approved with a 5-0 vote.

Lot 5 Update

Fidel noted the parcel the town purchased on Grove Street had a design done by Weston and Sampson. The designs show 17 parking spots and 2 of them are handicap spots. There are spaces for portable toilets on the lot. The drawings can be found in the Select Board packet on the town website. The town is still in talks with Meadow Brook to get an easement for the walking trail residents have been using to access the town forest. Maltez noted this is not something the town feels they can do in house so they will go out to bid to see how much it would cost.

Haley feels this needs public input. He also feels there are a lot of other public areas/parks that could use portable toilets.

Strategic Plan For Reading

Dockser noted he has spoken with a member of CPDC to make sure this would not be getting territorial. Maltez looked into what Wakefield is doing. They created a community advisory board with residents alongside the planning board members and staff. Dockser would like to see how the board felt about creating something similar here.

The board discussed the lack of volunteers at the moment, if FINCOM should be involved and what kind of a role this committee would take on and discuss.

Future Agendas

The board discussed future agenda items.

Minutes

The board edited previous meeting minutes.

Haley moved to approve the meeting minutes from February 7th, 2023 as amended. The motion was seconded by Bacci and approved with a 5-0 vote.

Haley moved to adjourn at 10:03PM; with a second from Herrick the motion passed with a 5-0 vote.