



Town of Reading Meeting Posting with Agenda

2018-07-16 LAG

Board - Committee - Commission - Council:

Select Board

Date: 2023-05-23

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 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:

	<p><i>This Meeting will be held in-person in the Select Board Meeting Room at Town Hall and remotely on Zoom. It will also be streamed live on RCTV as usual.</i></p> <p>Join Zoom Meeting https://us06web.zoom.us/j/84221590147</p> <p>Meeting ID: 842 2159 0147 One tap mobile +16465588656,,84221590147# US (New York) +16465189805,,84221590147# US (New York)</p> <p>Dial by your location +1 646 558 8656 US (New York) +1 646 518 9805 US (New York)</p> <p>Meeting ID: 842 2159 0147 Find your local number: https://us06web.zoom.us/u/kcJBoBjdNL</p>	PAGE #
7:00	Overview of Meeting	
7:05	Public Comment	
7:15	SB Liaison & Town Manager Reports	3
7:30	National Public Works Week Proclamation	4
7:35	Arbor Day Proclamation	5

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



Town of Reading Meeting Posting with Agenda

7:40	HEARING – Discuss/Vote on FY24 Non-Union Classification and Compensation Schedules	6
8:00	HEARING – Continue Discussion on FY24 Water and Sewer Rates	9
8:30	Committee Report from CPDC	16
8:55	Vote on Letter of Support for MBTA Communities Grant	26
9:00	Discussion on Next Steps on Town Wide Masterplan	
9:15	Vote on Local option to increase the Cost of Living Adjustment (“COLA”) for Fiscal Year 2023 to up to 5 percent on the base amount specified pursuant to G.L. c. 32, § 103, for retirees.	29
9:20	Vote on Select Board Liaison Assignments	39
9:30	Vote on Potential Changes to ReCalc Charge and Sunset Date	
9:40	Vote on Clarification of SWEC Charge, as Requested by Committee	40
9:45	Vote on Issuing RFP for Feasibility Study for New Senior Center	44
9:55	Pride Month Resolution	58
10:00	Juneteenth Resolution	59
10:05	Discuss Future Agendas	60
10:10	Approve Meeting Minutes	

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: May 18, 2023
RE: Town Manager Memo for May 23rd, 2023 Meeting

We have an exciting agenda for the Select Board. The Select Board will be asked to vote on four celebratory proclamations. The first is related to National Public Works Week, which takes place from May 22 to May 26. Our Public Works employees are fantastic; they provide incredible work to our Town every day. We are planning a small celebration on Thursday May 25 to thank our DPW team for their work. The Select Board will be asked to sign our Annual Arbor Day Proclamation. This is a requirement to maintain our designation as Tree City USA. The remaining proclamations are related to Pride Month celebrated every June, and Juneteenth which will be celebrated in Reading on June 24 on the Town Common.

We are excited to ask the Select Board for a letter of support for a newly created grant by the Governor's office. This grant would provide up to \$100,000 for community outreach and technical assistance to achieve compliance of the MBTA Communities Legislation. Our planning staff and CPDC are engaged in this important process; having these additional financial resources will ensure a robust community process.

At your meeting on June 6, the Board will receive an update from our Economic Development Director on the progress we are making towards the Kiosk rollout in our downtown parking lots. Our Economic Development Director and I will share the hurdles we are facing about accepting coins on the kiosks. The concerns are auditing in nature and will require additional steps to ensure we are handling this appropriately.

Finally, I wanted to report that our Killam School Building Committee process is going extremely well. The committee is well underway in the process of selecting an Owner's Project Manager. The committee will select a firm at their meeting on May 22 to move on to contracting. This is a critical step in the MSBA process.

FAM

PROCLAMATION

NATIONAL PUBLIC WORKS WEEK

Whereas, Public Works services provided in our community are an integral (but often unnoticed) part of our resident’s everyday lives; and

Whereas, the support of understanding and informed residents is vital to the efficient operation of the Public Works Department in the areas of Administrative Services; Engineering; Highway and Equipment Maintenance; Stormwater; Parks and Cemetery; Forestry; Water; and Sewer; and

Whereas, the health, safety and comfort of residents of this community depends on these facilities and services; and

Whereas, the quality and effectiveness of these services is vitally dependent upon the efforts and skill of Public Works officials and employees; and

Whereas, the efficiency of the qualified and dedicated first responder personnel who staff our Public Works Department is materially influenced by the resident’s attitude and understanding of the importance of the work they perform; and

Now, therefore, we, the Select Board of the Town of Reading, Massachusetts do hereby proclaim the week of May 21 to May 27, 2023 as Public Works Week in the Town of Reading and we call upon all residents and civic organizations to acquaint themselves with the issues involved in providing quality Public Works services to this community and to recognize the contributions which Public Works officials and employees make every day to our health, safety, comfort, and quality of life.

SELECT BOARD OF READING



Jacqueline McCarthy, Chair

Mark L. Dockser, Vice Chair

Karen Gately Herrick, Secretary

Carlo Bacci

Christopher Haley

PROCLAMATION

ARBOR DAY

- Whereas,** In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and
- Whereas,** This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world; and
- Whereas,** Trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and
- Whereas,** Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and
- Whereas,** Trees in our Town increase property values, enhance the economic vitality of business areas, beautify our community, and wherever they are planted are a source of joy and spiritual renewal; and
- Whereas,** Reading has been recognized as a Tree City, U.S.A. by the National Arbor Day Foundation for the 37th consecutive year, and desires to continue its tree-planting ways.
- Now, therefore, we,** The Select Board of the Town of Reading, Massachusetts do hereby proclaim **April 28, 2023** as **Arbor Day** in the Town of Reading and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and plant trees to gladden the heart and promote the well being of this and future generations.

SELECT BOARD OF READING

Jacqueline McCarthy, Chair

Mark L. Dockser, Vice Chair

Karen Gately Herrick, Secretary

Carlo Bacci

Christopher Haley

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

To the Inhabitants of the Town of Reading:

Please take notice that the Select Board of the Town of Reading will hold a series of public hearings on May 23rd, 2023 in the Select Board Meeting Room, 16 Lowell Street, Reading, Massachusetts, and remotely via Zoom, to:

- Approve the FY24 Non-Union Classification (Schedule A-1) and Compensation (Schedule B-1) Plans at 7:30 PM
- Approve Water, Sewer, and Storm Water rates for FY24 at 8:00 PM

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

All interested parties are invited to attend the hearing, or may submit their comments in writing or by email prior to 4:00 p.m. on May 23rd, 2023 to townmanager@ci.reading.ma.us

By order of
Fidel Maltez
Town Manager

To the Chronicle: Please publish on May 9th and again on May 16th, 2023

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

TOWN OF READING CLASSIFICATION PLAN effective July 1, 2023

Schedule A-1

A									
B	Clerk	Library Associate	Parking Enforcement Officer	Transportation Coordinator					
C	Administrative Assistant	Senior Center Coordinator	Senior Library Associate	Veteran's Service Officer					
D	Administrative Specialist	Assistant Assessor	Benefits Specialist	Coalition Outreach Coordinator	Computer Technician	Librarian I	Library Communications Specialist	Recreation Coordinator	
E	Accounting Specialist	Assistant Collector	Assistant Town Clerk	Assistant Treasurer	Financial Analyst	Health Inspector	Nurse Advocate	Permits Coordinator	Public Health Nurse
	Senior Case Manager								
F	Assistant Town Accountant	Executive Assistant	Plumbing/Gas Inspector	Public Safety Clinician	Water Quality Safety Administrator	Wiring Inspector			
G	GIS Administrator	Librarian II	Senior Computer Technician	Software Coordinator					
H	Conservation Administrator	Procurement Officer	Recreation Administrator	Senior Planner					
I	Assistant Human Resources Director	Collector	Economic Development Director	Elder/Human Services Administrator	Head Public Safety Dispatcher				
J	Assessor	Building Inspector	Coalition Director	Director of Equity and Social Justice	Library Collection Services Division Head	Library Public Services Division Head			
K	Assistant Facilities Director	Assistant Library Director	Building Commissioner	Community Development Director	Community Services Director	Town Clerk			
L	Assistant Chief Financial Officer/Treasurer	Assistant DPW Director	Director of Operations	Human Resources Director					
M	Assistant Fire Chief	Deputy Police Chief	Health Director	Library Director					
N	Assistant Town Manager	Chief Financial Officer/Town Accountant	Chief Technology Officer	DPW Director	Facilities Director	Fire Chief	Police Chief		

FY2024 TOWN OF READING COMPENSATION PLAN

Schedule B-1

ANNUAL (based on a 37.5 hr workweek) Salaries are rounded to the nearest dollar

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
A	\$ 37,967	\$ 38,864	\$ 39,780	\$ 40,716	\$ 41,672	\$ 42,647	\$ 43,641	\$ 44,675	\$ 45,728	\$ 46,800	\$ 47,892	\$ 49,023	\$ 50,174	\$ 51,363
B	\$ 45,572	\$ 46,625	\$ 47,736	\$ 48,848	\$ 49,998	\$ 51,168	\$ 52,377	\$ 53,606	\$ 54,873	\$ 56,160	\$ 57,467	\$ 58,832	\$ 60,216	\$ 61,620
C	\$ 54,678	\$ 55,965	\$ 57,272	\$ 58,617	\$ 60,002	\$ 61,406	\$ 62,849	\$ 64,331	\$ 65,832	\$ 67,392	\$ 68,972	\$ 70,590	\$ 72,248	\$ 73,944
D	\$ 60,236	\$ 61,659	\$ 63,102	\$ 64,584	\$ 66,105	\$ 67,665	\$ 69,245	\$ 70,883	\$ 72,540	\$ 74,256	\$ 75,992	\$ 77,786	\$ 79,619	\$ 81,471
E	\$ 63,258	\$ 64,740	\$ 66,261	\$ 67,821	\$ 69,420	\$ 71,039	\$ 72,716	\$ 74,432	\$ 76,167	\$ 77,961	\$ 79,794	\$ 81,666	\$ 83,597	\$ 85,547
F	\$ 66,417	\$ 67,977	\$ 69,576	\$ 71,214	\$ 72,891	\$ 74,607	\$ 76,343	\$ 78,137	\$ 79,989	\$ 81,861	\$ 83,792	\$ 85,761	\$ 87,770	\$ 89,837
G	\$ 69,732	\$ 71,370	\$ 73,047	\$ 74,783	\$ 76,538	\$ 78,332	\$ 80,165	\$ 82,056	\$ 83,987	\$ 85,956	\$ 87,984	\$ 90,051	\$ 92,157	\$ 94,322
H	\$ 73,223	\$ 74,939	\$ 76,713	\$ 78,507	\$ 80,360	\$ 82,251	\$ 84,182	\$ 86,151	\$ 88,179	\$ 90,246	\$ 92,372	\$ 94,536	\$ 96,759	\$ 99,041
I	\$ 76,889	\$ 78,702	\$ 80,535	\$ 82,446	\$ 84,377	\$ 86,366	\$ 88,394	\$ 90,461	\$ 92,586	\$ 94,770	\$ 96,993	\$ 99,275	\$ 101,595	\$ 103,994
J	\$ 80,730	\$ 82,622	\$ 84,572	\$ 86,561	\$ 88,589	\$ 90,675	\$ 92,801	\$ 94,985	\$ 97,227	\$ 99,509	\$ 101,849	\$ 104,228	\$ 106,685	\$ 109,200
K	\$ 86,054	\$ 88,218	\$ 90,422	\$ 92,684	\$ 95,004	\$ 97,364	\$ 99,801	\$ 102,297	\$ 104,852	\$ 107,484	\$ 110,175	\$ 112,925	\$ 115,752	\$ 120,374
L	\$ 94,673	\$ 97,032	\$ 99,470	\$ 101,946	\$ 104,501	\$ 107,114	\$ 109,785	\$ 112,535	\$ 115,343	\$ 118,229	\$ 121,193	\$ 124,215	\$ 127,316	\$ 132,405
M	\$ 104,130	\$ 106,743	\$ 109,415	\$ 112,145	\$ 114,953	\$ 117,819	\$ 120,764	\$ 123,786	\$ 126,887	\$ 130,046	\$ 133,302	\$ 136,637	\$ 140,049	\$ 145,646
N	\$ 114,543	\$ 117,410	\$ 120,354	\$ 123,357	\$ 126,438	\$ 129,597	\$ 132,834	\$ 136,169	\$ 139,562	\$ 143,052	\$ 146,640	\$ 150,306	\$ 154,050	\$ 160,212

HOURLY RATES

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
A	\$ 19.47	\$ 19.93	\$ 20.40	\$ 20.88	\$ 21.37	\$ 21.87	\$ 22.38	\$ 22.91	\$ 23.45	\$ 24.00	\$ 24.56	\$ 25.14	\$ 25.73	\$ 26.34
B	\$ 23.37	\$ 23.91	\$ 24.48	\$ 25.05	\$ 25.64	\$ 26.24	\$ 26.86	\$ 27.49	\$ 28.14	\$ 28.80	\$ 29.47	\$ 30.17	\$ 30.88	\$ 31.60
C	\$ 28.04	\$ 28.70	\$ 29.37	\$ 30.06	\$ 30.77	\$ 31.49	\$ 32.23	\$ 32.99	\$ 33.76	\$ 34.56	\$ 35.37	\$ 36.20	\$ 37.05	\$ 37.92
D	\$ 30.89	\$ 31.62	\$ 32.36	\$ 33.12	\$ 33.90	\$ 34.70	\$ 35.51	\$ 36.35	\$ 37.20	\$ 38.08	\$ 38.97	\$ 39.89	\$ 40.83	\$ 41.78
E	\$ 32.44	\$ 33.20	\$ 33.98	\$ 34.78	\$ 35.60	\$ 36.43	\$ 37.29	\$ 38.17	\$ 39.06	\$ 39.98	\$ 40.92	\$ 41.88	\$ 42.87	\$ 43.87
F	\$ 34.06	\$ 34.86	\$ 35.68	\$ 36.52	\$ 37.38	\$ 38.26	\$ 39.15	\$ 40.07	\$ 41.02	\$ 41.98	\$ 42.97	\$ 43.98	\$ 45.01	\$ 46.07
G	\$ 35.76	\$ 36.60	\$ 37.46	\$ 38.35	\$ 39.25	\$ 40.17	\$ 41.11	\$ 42.08	\$ 43.07	\$ 44.08	\$ 45.12	\$ 46.18	\$ 47.26	\$ 48.37
H	\$ 37.55	\$ 38.43	\$ 39.34	\$ 40.26	\$ 41.21	\$ 42.18	\$ 43.17	\$ 44.18	\$ 45.22	\$ 46.28	\$ 47.37	\$ 48.48	\$ 49.62	\$ 50.79
I	\$ 39.43	\$ 40.36	\$ 41.30	\$ 42.28	\$ 43.27	\$ 44.29	\$ 45.33	\$ 46.39	\$ 47.48	\$ 48.60	\$ 49.74	\$ 50.91	\$ 52.10	\$ 53.33
J	\$ 41.40	\$ 42.37	\$ 43.37	\$ 44.39	\$ 45.43	\$ 46.50	\$ 47.59	\$ 48.71	\$ 49.86	\$ 51.03	\$ 52.23	\$ 53.45	\$ 54.71	\$ 56.00
K	\$ 44.13	\$ 45.24	\$ 46.37	\$ 47.53	\$ 48.72	\$ 49.93	\$ 51.18	\$ 52.46	\$ 53.77	\$ 55.12	\$ 56.50	\$ 57.91	\$ 59.36	\$ 61.73
L	\$ 48.55	\$ 49.76	\$ 51.01	\$ 52.28	\$ 53.59	\$ 54.93	\$ 56.30	\$ 57.71	\$ 59.15	\$ 60.63	\$ 62.15	\$ 63.70	\$ 65.29	\$ 67.90
M	\$ 53.40	\$ 54.74	\$ 56.11	\$ 57.51	\$ 58.95	\$ 60.42	\$ 61.93	\$ 63.48	\$ 65.07	\$ 66.69	\$ 68.36	\$ 70.07	\$ 71.82	\$ 74.69
N	\$ 58.74	\$ 60.21	\$ 61.72	\$ 63.26	\$ 64.84	\$ 66.46	\$ 68.12	\$ 69.83	\$ 71.57	\$ 73.36	\$ 75.20	\$ 77.08	\$ 79.00	\$ 82.16



Town of Reading



**Select Board Water & Sewer Rate Discussion
May 23, 2023**



FY24 Rates – Slight Change to Tiers

- **After our last Select Board Meeting, the Chair asked to see slight adjustments:**
 - Combined Tier 1 & Tier 2: Same rate from 0 to 1000 cubic feet of usage
 - We are targeting similar revenue expectations as presented at the last meeting
 - Result is a smaller distribution between Tier 1 and Tier 5
 - Figures on the next slide



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	4,001
End	500	1,000	2,500	4,000	+
Rate	\$ 10.75	\$ 10.75	\$ 11.70	\$ 12.00	\$ 12.50
% Difference	-6%	-6%	3%	5%	10%

Sewer					
Tiers	1	2	3	4	5
Start	-	501	1,001	2,501	4,001
End	500	1,000	2,500	4,000	+
Rate	\$ 10.20	\$ 10.20	\$ 11.15	\$ 11.50	\$ 12.00
% Difference	-6%	-6%	3%	6%	10%

- **Big change: modified Tier 1 & Tier 2: from 0 to 1,000 cubic feet charged the same rate. Reduces the distribution between Tier 1 & Tier 5**
- **Water: With this plan, billings are projected to go up \$195,848 (or 2.6%) if the new structure is in place for a full year and \$36,252 (0.5%) if the new structure is in place for $\frac{3}{4}$ of a year.**
- **Sewer: With this plan, billings are projected to go up \$53,245 (or 0.7%) if the new structure is in place for a full year and \$25,059 (0.3%) if the new structure is in place for $\frac{3}{4}$ of a year.**



Projected Billing for Water

User Impact (per Bill) - Water Bills Only

User Type	Usage	Current Bill	FY 2024 - TIERS	FY 2024 - NO TIERS
Low-End User	500	\$ 57.05	\$ 53.75	\$ 58.90
Avg. Residential User (45 gpd)	1,500	\$ 171.15	\$ 166.00	\$ 176.71
Avg. Residential User (65 gpd)	2,200	\$ 251.02	\$ 247.90	\$ 259.18
Large Residential User	4,500	\$ 513.45	\$ 525.50	\$ 530.14
Large Commercial User	10,000	\$ 1,141.00	\$ 1,213.00	\$ 1,178.08
Very Large Commercial User	100,000	\$11,410.00	\$ 12,463.00	\$ 11,780.83

Projected Billing for Sewer

User Impact (per Bill) - Sewer Bills Only

User Type	Usage	Current Bill	FY 2024 - TIERS	FY 2024 - NO TIERS
Low-End User	500	\$ 54.30	\$ 51.00	\$ 55.93
Avg. Residential User (45 gpd)	1,500	\$ 162.90	\$ 157.75	\$ 167.79
Avg. Residential User (65 gpd)	2,200	\$ 238.92	\$ 235.80	\$ 246.09
Large Residential User	4,500	\$ 488.70	\$ 501.75	\$ 503.36
Large Commercial User	10,000	\$ 1,086.00	\$ 1,161.75	\$ 1,118.58
Very Large Commercial User	100,000	\$10,860.00	\$ 11,961.75	\$ 11,185.80



Recommendation for Water & Sewer Rates for FY24

Tiers	1	2	3	4	5
Water Rate	\$ 10.75	\$ 10.75	\$ 11.70	\$ 12.00	\$ 12.50
Sewer Rate	\$ 10.20	\$ 10.20	\$ 11.15	\$ 11.50	\$ 12.00
FY24 Combined Rate	\$ 20.95	\$ 20.95	\$ 22.85	\$ 23.50	\$ 24.50
FY23 Combined Rate	\$ 22.27	\$ 22.27	\$ 22.27	\$ 22.27	\$ 22.27
% Difference	-6%	-6%	3%	6%	10%

Avg. Residential User (45 gpd)	Usage	Current Bill	New Bill
Quarterly Water Bill	1500	\$ 171.15	\$ 166.00
Quarterly Sewer Bill	1500	\$ 162.90	\$ 157.75
Combined Bill	1500	\$ 334.05	\$ 323.75
Usage in cubic feet			



Next Steps

- **The Board asked that we hold a Public Forum for residents. This is scheduled for May 31**
- **We developed a tool to project Residents' Water & Sewer bill by inputting their usage. We will demonstrate that tool on our public forum on May 31**
- **The Board will be asked to vote on Water & Sewer rates on June 6, following the public hearing**

A poster for a "Water Rates Public Forum". The background is a light blue and white water splash with bubbles. At the top center is a blue water droplet icon. Below it, the text "WATER RATES PUBLIC FORUM" is written in large, bold, blue capital letters. Underneath, in a smaller blue font, it says "Join us to learn about tiered water rates and share your feedback with town staff." The location and date are listed as "Town Hall Select Board Room, 16 Lowell Street, Wednesday, May 31st at 6:00 PM". At the bottom, it says "Or on Zoom: Meeting ID 899 9619 9574".

**WATER RATES
PUBLIC FORUM**

Join us to learn about tiered water rates and share your feedback with town staff.

Town Hall Select Board Room
16 Lowell Street
Wednesday, May 31st at 6:00 PM

Or on Zoom:
Meeting ID 899 9619 9574

Use this sheet to determine a projected bill with the new tier structure, based on a quarterly usage amount.
 Simply type the quarterly usage amount into the cell in orange below to see the impact.
 The usage amount should be in cubic feet. Bills for negative (or credit) usage amounts will not calculate properly.

Current Rates	
Water	Sewer
\$ 11.41	\$ 10.86

Recommended New Tiers and Rates				
Tiers	Start	End	Water	Sewer
1	-	500	\$ 10.75	\$ 10.20
2	501	1,000	\$ 10.75	\$ 10.20
3	1,001	2,500	\$ 11.70	\$ 11.15
4	2,501	4,000	\$ 12.00	\$ 11.50
5	4,001	+	\$ 12.50	\$ 12.00

Tier breaks in cubic feet
 Rates per 100 cubic feet of usage/flow

Input quarterly usage (in cubic feet) into the cell in orange.

Quarterly Usage:	-
-------------------------	---

Current Bill	
--------------	--

Water Charge:	\$ -
Sewer Charge:	\$ -
Total Charge:	\$ -

New Bill		
----------	--	--

Water	Usage	Charge
Tier 1	-	\$ -
Tier 2	-	\$ -
Tier 3	-	\$ -
Tier 4	-	\$ -
Tier 5	-	\$ -
Totals	-	\$ -

Sewer	Usage	Charge
Tier 1	-	\$ -
Tier 2	-	\$ -
Tier 3	-	\$ -
Tier 4	-	\$ -
Tier 5	-	\$ -
Totals	-	\$ -

Total	Charge
Tier 1	\$ -
Tier 2	\$ -
Tier 3	\$ -
Tier 4	\$ -
Tier 5	\$ -
Totals	\$ -

Difference	
------------	--

Water Charge \$:	\$ -
Water Charge %:	0.0%

Sewer Charge \$:	\$ -
Sewer Charge %:	0.0%

Total Charge \$:	\$ -
Total Charge %:	0.0%



CPDC UPDATE

SELECT BOARD - MAY 23, 2023





WHAT IS THE CPDC?

- The *Community Planning & Development Commission* is Reading's *Planning Board* as defined in M.G.L. Chapter 41 Section 81.
- CPDC, as mandated by the state, handles:
 - Development applications including Residential Subdivisions, Special Permits, Site Plan Review, Stormwater Permits, and Signs
 - Planning processes including Plan updates like the Housing Production Plan, MBTA Communities Process, & Master Plan
 - Changes to the Zoning Bylaws



PROJECT PIPELINE 2022 TO PRESENT

CPDC Agenda Items	
40R Plan Reviews	5
Site Plan Review	1
Minor Site Plan Review	7
PUD-R Amendments	1
Scenic Road Review	1
Sign Permit Applications	20
Subdivision Applications (& related actions)	6
Subdivision ANRs	5
Review of Town Projects	2
Zoning/Overlay Changes	5
Planning Projects	5

HOUSING PRODUCTION PLAN

2023 UPDATE - COMPLETE

- A state-regulated plan, updated every 5 years, focused on affordable housing strategies to build and maintain Subsidized Housing Inventory (SHI) of 10% (of all units in town)
 - Reading's SHI is 10.4% for now
- 9-month plan update process culminated in approval by the DHCD in March 2023
- Takeaway: Housing price increases have vastly outpaced income growth in recent years, creating a large affordability gap for both homeowners and renters in Reading

Reading by the Numbers



01 PEOPLE

25,510 people lived in Reading as of 2020, a 3% increase since 2010. Those 25,510 people lived in 9,952 households. 71% of households had children under the age of 18. 13% of households were 65+ and living alone.



02 INCOME

The 2022 median household income was \$133,300 in Reading, a 42% increase from 2010.

Reading's median is slightly below the Boston metro (\$140k) but 10% higher than the state (\$120k). However, 33% of Reading households have incomes at or below 80% of the AMI.



03 HOUSING STOCK

73% of homes in Reading are single-family detached houses. 53% of the housing in Reading was constructed prior to 1960.

Multi-family housing development in Reading in recent years has been focused on larger developments (20+ units) which make up 57% of the multi-family stock.

04 HOUSING COSTS

In 2022 the median sales price for a home in Reading was \$815,000, a 24% increase since 2020. Condo sales prices increased by 39% from 2020 to 2022.



Median rental prices increased by 32% between 2010 and 2020.



MBTA COMMUNITIES & READING

The MBTA Communities law (3A) requires the 177 municipalities in the Boston metro to confirm that they have a district of reasonable size where multifamily housing (3+ units) is zoned for by-right.

Reading does NOT currently comply with the law and although we do have multifamily zoning, we will have to make changes to our zoning to comply.

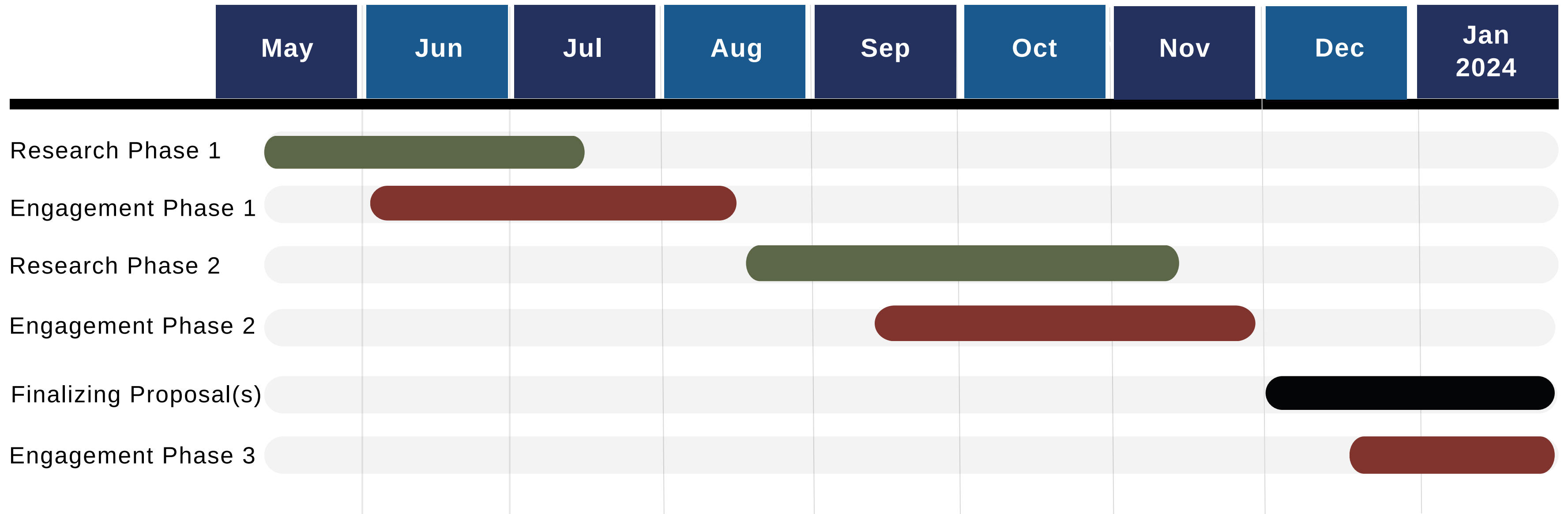
If we do not comply, we lose access to grant funding, our Housing Authority could lose funding, and the state may take legal action against municipalities.



MBTA COMMUNITIES - TIMELINE TO DATE



Reading's MBTA Communities 2023 Engagement & Research Timeline



ENGAGEMENT

Results from our survey and public events in Phase 1 will provide actionable direction from residents as to the preferred types and locations of future multi-family development in Reading while building broad awareness of the process.

In Phase 2 we'll present a series of interactive public forums where the public is encouraged to dig into the details. Results of those forums will determine our final proposed zoning changes.

Phase 1

Launch of website, flyers

Survey - short & visual

Meet people where they are:

- **Board & Commission Meetings**
- **Public Event Tabling**

Specific outreach to Downtown

Phase 2

Series of forums will cover law, Phase 1, and detail proposals for discussion.

Iterative process to determine details of final zoning changes.

Activation of stakeholders.

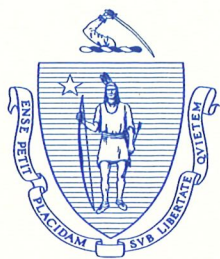


MASTER PLAN UPDATE

CPDC supports beginning the process to update Reading's Master Plan

- **Last Master Plan Update was in 2006**
- **Considerations:**
 - **Scope** - high level vision, actionable goals, reasonable details in prescribed categories + others we determine
 - **Timing** - earliest kick-off to the actual process would be in 2024; likely a 2-year planning process
 - **Cost** - depends on scope
 - **Funding** - pursue grant opportunities





OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

MAURA T. HEALEY
GOVERNOR

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

May 9, 2023

Dear Municipal Executive:

Governor Healey and I are pleased to announce the availability of additional funding for municipalities across the Commonwealth to support community planning and engagement efforts geared towards increasing the production of housing. Approximately \$1.5M in community compact funds will be distributed competitively to eligible projects through the Community Planning Grant Program in the 2023 Community One Stop for Growth process.

All cities and towns are invited to apply for grants up to \$100,000 to advance housing opportunities in their community. The funding is available immediately and will be awarded in June 2023. **Awardees will need to be prepared to contract no later than June 30, 2023, but will have until June 30, 2025 to complete their project.** Interested communities can apply by completing and submitting a Full Application through the One Stop, which is accepting applications from May 1, 2023 through June 2, 2023.

These housing planning grants can be used for a variety of activities, such as undertaking a Housing Production Plan, conducting a feasibility study for housing on municipally owned land, hiring a consultant to revise zoning, aimed at achieving smart growth goals, creating a 40R Smart Growth District to allow multi-family near transit, complying with MBTA Communities requirements under MGL c40A section 3A, conducting an Economic Feasibility Study for inclusionary zoning, revising subdivision rules and regulations, adopting other simple majority and Housing Choice best practices, public outreach and engagement activities to educate your residents about housing needs, and more!

Please visit the One Stop website at www.mass.gov/onestop, for guidelines and details on how to apply. We are grateful for your interest and commitment to working with our administration to address this important issue. I understand first-hand the demand and challenges that communities face for resources, and the Governor and I are happy to make this opportunity available to your community.

If you have questions and/or need more information, please contact Chris Kluchman, Deputy Director of DHCD's Community Services Division, at chris.kluchman@mass.gov.

Sincerely,

A handwritten signature in blue ink that reads "Kimberley Driscoll".

Kim Driscoll
Lieutenant Governor



THE GENERAL COURT OF MASSACHUSETTS
STATE HOUSE, BOSTON 02133-1053

May 16, 2023

Secretary Yvonne Hao
Executive Office of Housing & Economic Development
1 Ashburton Place, Unit 2101
Boston, MA 02108

Dear Secretary Hao,

We are writing as members of Reading's state legislative delegation to express our strong support for the Town's application to the Community Planning Grant under the Community One Stop for Growth initiative for funding for Reading's implementation of their MBTA Communities Action Plan.

We are excited to help support and steward the additional allocation of funding under the Healey-Driscoll Administration and look forward to regional progress and work in aligning with Section 3A of the Zoning Act. The importance of housing, transit access, and complementary redevelopment throughout Massachusetts cannot be overstated.

The suggested initiatives and programs by the Town of Reading to ensure MBTA Communities compliance will require a robust and inclusive community engagement effort. The development opportunities within a half mile of the Reading Commuter Rail Station will have significant impacts on Reading's community and will be most successful if adequate understanding and a consensus around the Town's strategy is achieved. This will be achievable through the commitment of Reading's town staff, as well as the use of a professional consultant team to complement their efforts in technical rezoning and engagement tactics.

We recognize, as a collective delegation, the necessity for dense and affordable housing adjacent to the Commuter Rail Depots and MBTA infrastructure. Transit-oriented development and the provision of additional housing are major focal points for our region.

Therefore, we support this application and look forward to the opportunities it will provide to successfully steward this important effort.

Sincerely,

Handwritten signature of Bradley H. Jones, Jr. in black ink.

Bradley H. Jones, Jr.
State Representative
20th Middlesex District

Handwritten signature of Richard M. Haggerty in black ink.

Richard M. Haggerty
State Representative
30th Middlesex District

Handwritten signature of Jason M. Lewis in black ink.

Jason M. Lewis
State Senator
5th Middlesex District



TOWN OF READING, MA
16 Lowell Street, Reading MA 01867
Select Board

Secretary Yvonne Hao
Executive Office of Housing & Economic Development
1 Ashburton Place, Unit 2101
Boston, MA 02108

Dear Secretary Hao,

We are writing as the Town of Reading's Select Board in support of an application for a Community Planning Grant under the Executive Office of Housing and Economic Development's Community One Stop for Growth initiative. We applaud the additional allocation of funding under the Healey-Driscoll Administration and look forward to a funding opportunity which may complement the community engagement and technical needs of the local MBTA Communities Action Plan we are implementing.

The suggested initiatives and programs to ensure MBTA Communities compliance will require a robust and inclusive community engagement effort, as well as technical support to ascertain that our community-led plan will meet the requirements. The development opportunities within a half mile of the Reading Commuter Rail Station will have significant impacts on our community and will be most successful if adequate understanding and a consensus around our strategy is achieved.

Reading recognizes the necessity for additional housing adjacent to the Reading Commuter Rail Depot and within walkable neighborhoods. Our recently completed Housing Production Plan highlights the importance of producing additional housing in order to maintain statewide compliance for affordable housing stock as well as the new guidelines set forth under Section 3A.

Therefore, we support this application and look forward to the opportunities it will provide to successfully steward this important effort.

Sincerely,

Town of Reading Select Board
16 Lowell Street
Reading, MA, 01867

SELECT BOARD OF READING

Jacqueline McCarthy, Chair

Mark L. Dockser, Vice Chair

Karen Gately Herrick, Secretary

Carlo Bacci

Christopher Haley

Retirement Board 5% Local COLA Option

SHARON ANGSTROM
MAY 9, 2023

Background



On November 16, 2022, the Governor signed Chapter 269 of the Acts of 2022 into Law.



This act provides local retirement systems with a local option to increase the Cost-of-Living Adjustment for FY23 to up to 5% of the base amount.



The approval of the increase can occur at any time during the fiscal year and will be retroactive back to July 1, 2022



The local approval option is different than traditional COLA increases and COLA base increases.



In a Town, the chief executive officer – the Select Board in nearly all cases must vote in favor to accept the increase rather than Town Meeting as is the case for COLA base .



Approval of this option will provide retirees with an additional 2% or an additional \$280 for FY23.

Additional Background

Retirees typically receive a COLA increase of up to 3% of the base amount.

Reading maintains a \$14,000 COLA base.

The COLA increase is typically up to \$420 annually.

Additional
Background

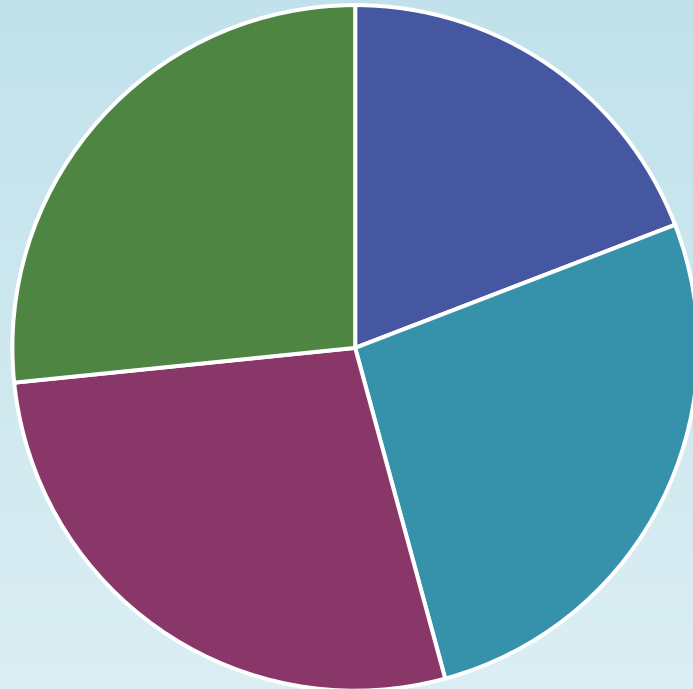
Retiree Pay Data

- 73.4% of retirees have pensions less than \$50,000 (298 out of 402)
- 26.6% have pensions greater than \$50,000 (107 of 402)
- The average Reading pension is \$36,670, which is a very modest amount.
- This option was adopted to assist retirees with increased costs caused by inflation.
- This option is for FY23 only, FY24 will return to a COLA of up to 3% of the \$14,000 COLA base amount.

Description	Number of Retirees	Result
Pensions under \$14,000	77	Increase of up to \$280 per retiree
Pensions \$14,000 to \$29,999	107	Increase of \$280 per retiree
Pensions \$30,000 to \$49,999	111	Increase of \$280 per retiree
Pensions greater than \$50,000	107	Increase of \$280 per retiree

Key Data to Consider Relative to Adoption of this one-time COLA Local Option

Reading Retiree Pensions



■ Under \$14k ■ \$14,000 to \$29,999 ■ \$30,000 to \$49,999 ■ Greater than \$50k

- Increases Pension Liability by \$842,400
- Fy25 Pension Assessment will increase by \$147,300
- Reading's Pension Liability is scheduled to be fully funded by 2031.



Questions?



March 15, 2023

Reading Contributory Retirement Board
16 Lowell Street
Reading, MA 01867

Dear Members of the Board:

As requested, we have prepared an analysis of the impact on the Reading Contributory Retirement System's liabilities and funding schedule as a result of a one-time increase in the COLA from 3% to 5% on July 1, 2022, up to the COLA base of \$14,000. We used the data and results of the January 1, 2023 valuation, which is in progress, to develop the change in the unfunded actuarial accrued liability and the resulting impact on the FY2025 and later appropriations. The results of our analysis are based on the assumptions selected by the Board for the January 1, 2021 valuation, including a 7.00% investment return rate assumption.

Cost-of-living adjustments (COLA) may be granted by the retirement board under M.G.L. c. 32, § 103 each year. If an increase is given, the COLA percentage is applied to a retiree's retirement allowance up to \$14,000. If the COLA on July 1, 2022 increased from 3% to 5%, a one-time increase that will become a permanent part of retirees' current retirement allowance, and as allowed in the recently enacted Chapter 269 of the Acts of 2022, the accrued liability and FY2025 appropriation are expected to increase as follows:

COLA	Accrued Liability	Normal Cost	Increase in FY2025 Appropriation
5% on July 1, 2022 up to \$700*	\$842,400	\$0	\$147,300

* replaces 3% on July 1, 2022 up to \$420

The increase in the FY2025 appropriation is without regard to any limits on the annual increases in appropriations. The additional FY2025 appropriation of \$147,300 will increase by 4% annually until the system is expected to be fully funded in 2031.

In closing, we are happy to answer any questions you may have regarding the material we have provided in this supplemental report.

Sincerely,

A handwritten signature in black ink that reads "Linda Bournival".

Linda L. Bournival, FSA, EA
Consulting Actuary

K M S A C T U A R I E S

52 Hunt Road • Kingston, New Hampshire 03848-3456 • phone: (603) 792-9494 • kmsactuaries.com

MEMORANDUM

TO: All Retirement Boards

FROM: John W. Parsons, Esq., Executive Director

RE: 5% Local COLA option

DATE: November 18, 2022

On November 16, 2022, the Governor signed Chapter 269 of the Acts of 2022 into law. This act provides the local retirement systems with a local option to increase the Cost of Living Adjustment (“COLA”) for Fiscal Year 2023 to up to 5 percent on the base amount specified pursuant to G.L. c. 32, § 103. The approval of the increase can occur at any time during the fiscal year and will take effect as of July 1, 2022.

The local approval mechanism is different than traditional COLA increases and COLA base increases. In order for a system to adopt a COLA increase pursuant to this act, **the retirement board must vote for the increased amount and then it must also receive local approval.**

For purposes of this act, local approval means:

- In a city, the mayor must recommend the increase to the city council and the council must vote in favor.
- In a city having a Plan D or Plan E charter, the city manager must recommend the increase to the city council and the council must vote in favor.
- In a town, the chief executive officer¹ - the select board in nearly all cases - must vote in favor to accept the increase rather than the town meeting as is the case for COLA base increases.
- In a district, or other political subdivision, the governing board, commission or committee must vote in favor to accept the COLA increase.

¹ As defined in G.L. c. 4, § 7, "chief executive officer", when used in connection with the operation of municipal governments shall include the mayor in a city and the select board in a town unless some other municipal office is designated to be the chief executive officer under the provisions of a local charter.



MEMORANDUM - Page Two

TO: All Retirement Boards
FROM: John W. Parsons, Esq., Executive Director
RE: 5% Local COLA option
DATE: November 18, 2022

- In a regional system, two-thirds of the cities and towns within the system must approve the increase. This is done in the same fashion as stated above for municipalities: in a city, by the city council upon recommendation by the mayor or, in a city with a Plan D or Plan E charter, the city manager; or, in a town, by approval of the chief executive officer (likely the select board) as defined by G.L. c. 4, § 7.
- In a county, the county commissioners, who normally do not have a role in COLAs nor COLA base increases, must vote to accept **and** two-thirds of the cities and towns within the system must approve the increase in the same manner as stated above for regional systems.

Though many local systems are comprised of multiple units such as housing authorities and districts, the two-thirds language only applies to regional and county systems as the approval specified in the statute only refers to cities and towns as voting political subdivisions.

Section 2 of the act provides that a COLA increase pursuant to this act is retroactive to July 1, 2022. Any COLA increase, in addition to any COLA previously adopted for FY 23, will become part of the fixed amount of a retirees' retirement allowance in the same manner as all COLAs granted pursuant to section 103.

PERAC has already received questions about estimating the cost of the enhanced COLA. PERAC Actuary John Boorack has provided the following formula for a conservative full-cost estimate, not a one-year estimate, to assist boards in their planning:

$$(0.2) \times (\text{COLA base}) \times (\# \text{ of retirees/beneficiaries})$$

If you have any questions about this memo, please contact PERAC's General Counsel, Judith Corrigan, at (617) 591-8904 or at judith.a.corrigan@mass.gov.

Select Board Liaison Assignments

effective May 2023

Projects & Ad Hocs	#	
SWEC	1	Carlo
Killam School	1	Karen
ReCalc	1	Mark
Affordable Housing Trust	1	Jackie

Administrative Services	#	
Select Board VASC	2	Chris & Jackie
School Committee	2	Karen & Chris
Regional School District	1	Chris
RMLD Commissioners	2	Karen & Jackie
RMLD CAB	1	Chris
Bylaw Committee	1	Carlo
Finance Committee	2	Mark & Karen
RCTV Board of Directors	1	Jackie
Cultural Council	1	Jackie
Climate Advisory	1	Karen
Reading Ice Arena Authority	2	Carlo & Karen
Walkable Reading	1	Chris
Celebration Committee	1	Chris
Animal Controls Appeal Comm.	1	Carlo
Moderator & TM Rules Committee	1	Carlo
Board of Registrars	1	Carlo

Finance	#	
Audit Committee	1	Chris
Board of Assessors	1	Karen
Retirement Board	1	Jackie
Commissioners of Trust Funds	1	Mark
Veterans Memorial Trust Fund Comm.	1	Mark

Public Services	#	
<u>Community Services</u>		
Council on Aging & MVES	1 or 2	Karen & Mark
Board of Health	1 or 2	Jackie & Carlo
Recreation Committee	1 or 2	Carlo
Cust. of Soldiers & Sailors Graves	1	Carlo
<u>Community Development</u>		
Economic Development	1 or 2	Karen & Carlo
MAPC	1	Karen
CPDC	1 or 2	Jackie & Carlo
Zoning Board of Appeals	1 or 2	Jackie
Historical	1 or 2	Carlo
Historic District Commissions	new	Chris
Conservation Commission	1	Carlo
Reading Housing Authority	1	Jackie
Public Safety		
Public Safety department	1 or 2	Chris & Mark
The Coalition	1	Mark

Facilities	#	
Permanent Building Committee	1 or 2	Mark
Public Library		
Library Trustees	1 or 2	Karen & Carlo
(PAIR) Partners and Allies for Inclusive Reading	1	Mark
Public Works		
Public Works department	1	Karen
Board of Cemetery Trustees	1	Chris
Trails Committee	1	Jackie
Town Forest Committee	1	Mark

	Assignments
Chris	10
Jackie	11
Karen	12
Carlo	13
Mark	10

Symonds Way Exploratory Committee (SWEC) Charge

Authority The Symonds Way Exploratory Committee (SWEC) is an ad hoc committee appointed by the Reading Select Board.

Membership The SWEC will have seven (7) members composed as follows:

- 1 Select Board Member (ex-officio, appointed by the Select Board)
- 1 Recreation Committee Members (ex-officio, appointed by the Recreation committee)
- 1 Community Planning & Development Commission (CPDC) Member (ex-officio, appointed by the CPDC committee)
- 1 Conservation Committee Member (ex-officio, appointed by the Conservation committee)
- 1 Permanent Building Committee Member (ex-officio, appointed by the Permanent Building Committee)
- 1 School Committee Member (ex-officio, appointed by the School committee)
- 1 Council on Aging Member, or Senior Advocate (ex-officio, appointed by the Council on Aging)

In order to help the Committee carry out its purpose, the Select Board invites the following staff will lend their professional guidance and advice to the Committee.

- Town Manager
- Superintendent of Schools
- Town Accountant
- Assistant Town Manager
- Community Development Director
- Administrative Services Director
- Procurement Officer
- Community Services Director

Meetings will be recorded and administrative support will be provided by Town Hall staff (scheduling and posting meetings, taking minutes, etc.)

Purpose The purpose of this committee is to serve as an advisory committee to the Reading Select Board for the purpose of recommending the best options for uses of the land for our community, understanding the needs of the community, located on Symonds Way, **as shown on Exhibit A.**

SWEC shall gather input from its members and the Reading residents as to what the property should look like and its functionality. SWEC will hold regular meetings and community outreach, SWEC will gather, analyze, and organize information for future planning decisions related to the best uses for this property.

The Committee shall consider the following:

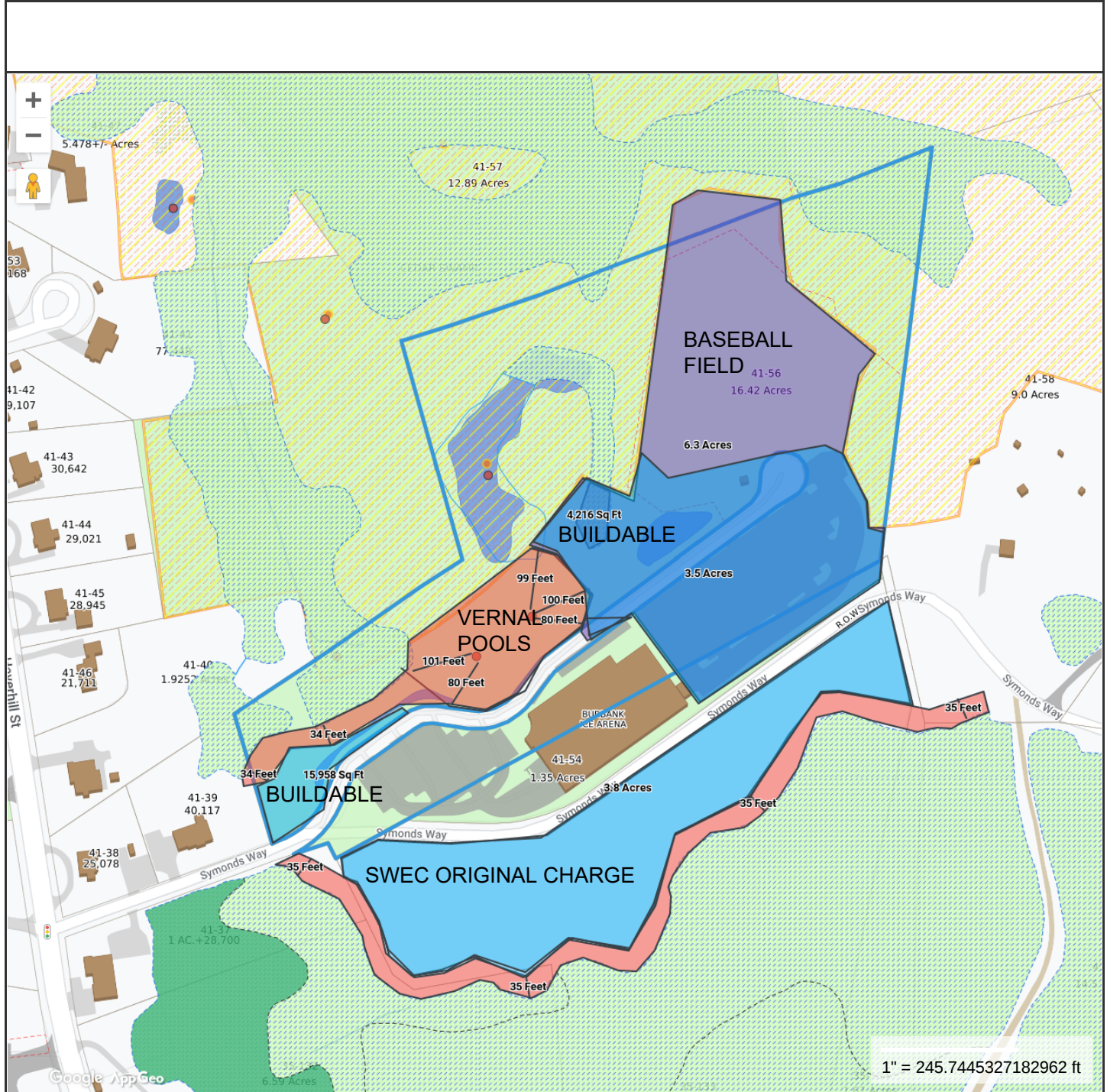
1. Best uses to serve as many residents as possible
2. Using public funds and grants where possible towards development
3. Private/public partnerships to develop the property

The first task of SWEC will be to define the best use for the property. SWEC will provide feedback on potential physical layouts on the property developed by SV Design Architects and funded by Town Meeting on April 2022. If a private/public partnership is deemed appropriate, the SWEC will work with Reading Town Hall staff to develop and review a Request for Proposals (RFP) for private developers to invest in the property. Once proposals are received, and with the help of Reading Town Hall Staff, SWEC will help review and evaluate the submittals to the RFP. The Committee will offer recommendations for potential funding options, if pursuing public development is deemed appropriate,

Deliverable The Committee shall begin its work in December 2022 and shall submit multiple options for development recommendations using an evaluation scheme to be determined by the committee to the Select Board no later than August 31, 2023 unless another date is agreed to by the Select Board. If approved by the Select Board, the Committee shall present its development recommendations to Subsequent Town Meeting in November 2023.

Sunset The Committee shall sunset on June 30, 2024 but may be extended by a Select Board vote.

Public Body The meetings and deliberations of the Committee shall be subject to the Open Meeting Law.



Property Information

Property ID 041.0-0000-0056.0
Location 0 E S OF HAVERHILL
Owner TOWN OF READING



**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

Town of Reading, MA makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 2/22/2023
Data updated 2/22/2023

Print map scale is approximate. Critical layout or measurement activities should not be done using this resource.













Map Theme Legends

Natural Resource Protection

- NHESP Certified Vernal Pools 
- NHESP Potential Vernal Pools 
- NHESP Priority Habitats of Rare Species 
- NHESP Estimated Habitats of Rare Wildlife 
- Areas of Critical Environmental Concern 

Massachusetts DCR, Natural Heritage and Endangered Species Program

DEP Wetlands

- Shoreline 
- Hydrologic Connection 
- Mean Low Water Line 
- Wetland Limit 
- Closure Line 
- Reservoir (with PWSID) 
- Marsh/Bog 
- Wooded Marsh 
- Cranberry Bog 
- Salt Marsh 
- Tidal Flats 
- Beach/Dune 

MassDEP Wetlands. Wetlands shown are for planning purposes only. Wetlands boundary determination for other purposes, such as the Wetlands Protection Act MA Act M.G.L. c. 131 or local by-laws, must use the relevant procedures and criteria.

Reading Wetlands



Town of Reading. Actual wetland boundaries must be determined on the ground by a wetlands scientist. Wetlands may be more extensive than shown or may be missing from the GIS data.



NEWTON CENTER FOR ACTIVE LIVING PROJECT

RUTHANNE FULLER
MAYOR

REQUEST FOR QUALIFICATIONS DESIGNER SERVICES (RFQ) #18-109 May 24, 2018

1. INTRODUCTION

The City of Newton, Massachusetts, (“Owner”), acting through the Designer Selection Committee (DSC), is seeking the services of a qualified designer (“Designer”) within the meaning of the Massachusetts Designer Selection Law M.G.L. Chapter 7C, Sections 44 through 58, to provide Designer Services for programming, feasibility, design, new construction or addition to/renovation of the City’s Senior Center, 345 Walnut Street, Newton, Massachusetts to establish a new Newton Center For Active Living (the “Project”).

The City is requesting the qualifications of a Designer to provide professional services during one and perhaps subsequent multiple Project phases.

- First, in Phase 1 the Designer will prepare a Facilities Program Study to identify the interests and needs of the various stakeholders in order that the Owner may select a Design Program(s). Phase 1 services shall be referred to herein as the Basic Services.
- Second, subject to the approval of the Project and further subject to continued funding authorized by the City, the contract between the City and the Designer may be amended to include continued Designer services for a Feasibility Study to arrive at a Preferred Option based on the program, needs and interests identified and selected in Phase 1.
- Third, subject to the approval of the Project and further subject to continued funding authorized by the City, the contract between the City and the Designer may be amended again to include continued Designer services for Schematic Design Phase plans, specifications and cost estimates for Site Plan Approval of the Preferred Option.
- Finally, subject to the approval of the Project and further subject to continued funding authorized by the City, the contract between the City and the Designer may be amended again to include continued Designer services through the Project’s Design Development, Construction Documents, Bid and Award, Construction Administration and Final Closeout phases.

A potential Project may include a renovation and addition of the existing Senior Center building or construction of a new building which may be on an alternate site.. The Fee for services related to the completion of the Basic Services will be negotiated but will not exceed \$30,000. “Extra Services” fees will not be allowed for Phase 1. Subsequent phases will be negotiated once approved.

2. GENERAL INFORMATION

The Owner believes in a design approach where all Project stakeholders are involved in the design process from start to finish on a collaborative basis as indicated in the City of Newton – Public Buildings Department Building Design and Construction Sustainability Guidelines **Attachment G**. The process recognizes that non-inclusive and compartmentalized design decisions made unilaterally may have adverse impacts on achieving sustainable design goals. An integrated design approach is required for the Project.

The Owner's Project Manager (OPM) will coordinate the collaborative design team process for options analysis, criteria development and strategic plan approval.

3. BACKGROUND

City's History, Profile and Organizational Structure:

Newton was settled in 1639 and incorporated as a City in 1873. The City is located approximately seven miles from downtown Boston, has a population of approximately 85,146 and occupies a land area of 18.33 square miles. The City is principally suburban-residential in character and consists of 13 distinct villages – Auburndale, Chestnut Hill, Newton Centre, Newton Corner, Newton Highlands, Newton Lower Falls, Newton Upper Falls, Newtonville, Nonantum, Oak Hill, Thompsonville, Waban, and West Newton.

The City is governed under a home-rule charter, which vests executive authority and responsibility in an elected Mayor, who serves a four-year term. Legislative authority is vested in a 24-member City Council, of which eight members are elected from the City's eight wards and sixteen are elected at large. Members of the City Council are elected every two years.

Approximately 19,000 residents, nearly 22% of the City's population are age 60 or above. The Newton Council on Aging through the Newton Senior Center serves approximately 5,000 individuals in the in this age category per year and Senior Services are approximately 30,000 units of services annually which include social / recreation programs, support groups, health education, physical activities, cultural programs, Medicare counseling, help with benefit applications and related social services, and elder law assistance. Newton's over-60 population is projected to reach 30% of the general population by the year 2030.

Department of Senior Services

The Department of Senior Services is defined in Chapter 14, Article I of the Newton City Ordinances and as such is responsible for aiding in the implementation of the Council on Aging's policies and programs and coordinates the Council's functions. The Director of Senior Services is appointed by the Mayor and confirmed by the City Council **Attachment A**. In carrying out its responsibilities the Department of Senior Services operates the Newton Senior Center.

Council on Aging

The Council on Aging (COA) is established under Chapter 14, Article II of the Newton City Ordinances. The COA consists of nine members appointed by the Mayor and approved by the City Council. The duties of the COA are to carry out studies, and to initiate and implement programs designed to meet the needs of the aging population which are in coordination and consistent with Chapter 19A of the Massachusetts General Laws and applicable legislation. The COA advises and consults with the Director of Senior Services relative to the Department's programs and services for senior citizens **Attachment A**.

Advisory Board

In accordance with Section 14-16 of the Newton City Ordinances, the Mayor shall appoint an Advisory Board to the COA consisting of not more than twenty members whose duty is to advise the Council and offer recommendations with respect to the needs of the aging.

The Newton Senior Center

The Senior Center located at 345 Walnut Street was built in 1938 as the Newtonville Branch Library, or the John R. Prescott Library, named after its largest contributor. The Classical Revival building was designed by the Boston architecture firm of Robb & Little. It was designed to be larger than the other branch libraries constructed during the same time period due to its close proximity to the Newton High School. The Newton Senior Center is a contributing structure within the Newtonville Historic District, a National Register Historic District. It is listed in the National Register of Historic Places, and is significant under National Register Criteria A and C.

In 1981 the Senior Drop-In Center moved into the library. In 1983 an arson fire caused over \$100,000 in damage. The building was renovated in 1993 by the Boston firm of Schwartz/Silver Architects and it re-opened as the new Senior Center. The renovations made some alterations to the building to accommodate the new programmatic needs. The two large reading rooms on the main floor became an activities room and a dining wing. On the lower level, the community room was subdivided to create an art studio and a games room; the children's room was subdivided to create a health maintenance suite and library. Traces of the original configuration of these spaces are visible in the plaster detailing of the ceilings.

The current Senior Center is a 2 ½ story, 2 floor building with a mezzanine level. The building square footage is 11,298 and is situated on a 25,909 square foot lot. The main heating system was recently converted to natural gas but the heating distribution system is original from 1938, with a few modifications made in 1993 when the former library building was converted to the current Senior Center. The Boiler is from 1980 and the roof top unit (RTU) is from 2016. All HVAC distribution systems and equipment have reached their useful life, with the exception of the 2016 RTU. Electrical and plumbing systems are from 1938 with modifications made in 1993 and have reached their useful life. The Montgomery elevator is from 1993 and does not meet current elevator code for size and parts are becoming increasingly difficult to obtain and should be updated. Exterior painted surfaces were last painted over 8 years ago and currently are in need of repair and re-painting. Exterior Windows are original to 1938 and have reached their useful life and should be replaced. The roof is made of both slate and EPDM and along with the copper and bronze/aluminum gutters and downspouts are in need of repair/replacement.

Parks and Recreation Department

The Department of Parks and Recreation is established under Chapter 21, Article I of the Newton City Ordinances. The Parks and Recreation Commissioner is charged with the maintenance, care and management of playgrounds and all recreational lands, except to the extent conferred upon the Parks and Recreation Commission. The parks and recreation department is responsible for planning, scheduling, organizing and supervising programs for designated city groups and citizens. Under the direction of the parks and recreation commissioner the department supervises and patrols activities at swimming ponds and pools, skating areas, playgrounds and all other recreational areas. The parks and recreation department also conducts all senior citizens recreation programs **Attachment A**.

Parks and Recreation Commission

Article III establishes the Parks and Recreation Commission. Among its duties it advises the mayor and city council on matters pertaining to sports, recreation, parks, open space and preservation of scenic beauty. The commission renders decisions concerning parks and recreation programs and the use of lands under its jurisdiction **Attachment A**.

Newton Recreational Facilities

The Parks and Recreation Department oversees more than 55 different programs including active and passive recreation, camps, social programs, dance, organized leagues, trips, wellness programs. The department manages some 18 different buildings and facilities. Among these are the Lower Falls Community Center, the Upper Falls Community Center, Gath Pool and Field House, Crystal Lake and Bath House, Hawthorn Field House and Nahantan Park and Field House.

4. PROJECT GOALS AND OBJECTIVES

In the process of evaluating facilities programs for senior citizens, the City also seeks to evaluate alternative facility programming which may provide services and programs that go beyond the traditional thinking when addressing the needs of the senior community in order to develop a new Center for Active Living which can serve a broader community base. Programming options may include needs identified by the Parks and Recreation Department as well.

Overall Project Objectives include:

- Ensuring that the Senior Center and the Parks and Recreation Department's mission and goals are fully understood, updated as necessary, and incorporated into the process, while establishing potential goals for a Center for Active Living;
- Engaging with all stakeholders, in coordination with the OPM, from project outset to ensure a collaborative approach is maintained throughout the design process, including involvement from multiple Owner entities;
- Assisting in communicating Project details with the public;
- Reviewing and assessing the existing programs, documentation and conditions;
- Identifying opportunities for new programs and services for senior citizens and opportunities to provide a broader range of programs and services to a wider population.
- Providing a Facilities Program Study which will allow the Owner to determine which program option(s) is /are appropriate for the City. Coordinating with the City in identifying other approvals required by any governing agency and coordinating submittal materials for such approvals;
- Investigating the most appropriate design options and phasing plans; including temporary operational space, if required;
- Identifying any community, traffic, or neighbor concerns that may impact study options;
- Developing accurate and complete cost estimates, including Life Cycle Costs as requested, at the Feasibility Phase and during all subsequent stages of Design. Reconcile all estimates with the estimates provided by the OPM;
- Collaborating with the OPM to develop a detailed comprehensive Project Schedule that incorporates the City's approval process, to achieve specified start and completion milestones; Completing a Schematic Design for the preferred option, including a cost estimate;
- Supporting a design that is of high quality, efficient, cost effective, and conforms to Newton Energy Initiative program and the Massachusetts High Performance Building Guidelines and LEED for Municipal Buildings at a minimum, and complies with all applicable regulatory requirements including the Massachusetts Stretch Code which has been adopted by the City. In addition design teams are directed to the City of Newton - Building Design and Construction Sustainability Guidelines **Attachment G** for additional requirements;
- Developing and evaluating creative energy efficiency solutions over and above the stretch code and innovative alternative sustainable design solutions, including but not limited to active/passive solar, geothermal, etc., and identifying alternate funding sources, first costs and paybacks;
- Provisioning of EQuest or similar energy modeling services;
- Collaborating with the OPM to help the Owner determine the appropriateness of a CM-at-Risk or Chapter 149 construction delivery method for the Project;
- Coordinating with the City as required for submittals, documentation and LEED On-Line for certification of the Project;
- Coordinating the structural peer review in accordance with the requirements of the Massachusetts State Building Code;
- Assisting the OPM in coordinating materials testing in accordance with the requirements of the Massachusetts State Building Code; and other materials and systems tests as may be identified or required by the City.

- Assisting the City, in collaboration with the OPM, in procuring the services of a Hazardous Materials Consultant, Traffic Engineer, Geotechnical Engineering, Commissioning Agent, Surveyor and any other consultant or consulting services as may be required for this Project.

To accomplish this, the selected Designer will be working in partnership with various City departments, committees, and sub-committees, as well as the OPM. The local committees will include at a minimum:

- City Council, Advisory Building Committee, Working Group, Senior Services, COA, Parks and Recreation Department, and the Mayor.
- Design Review Committee (DRC) – A standing committee appointed by the City Council and Mayor, established to coordinate the design review process for any public City facility.
- Planning and Development Department, Development Review Team (DRT) - Prior to construction at any municipal building, the Director of Planning reviews projects for consistency and compatibility with the *Newton Comprehensive Plan* and other applicable planning and analytical studies.
- Public Facilities Committee of the City Council – For required local reviews.
- Programs and Services Committees of the City Council – For required local reviews.
- Finance Committee of the City Council – For required local reviews.
- Public Buildings Department (PBD) – The Public Buildings Commissioner is responsible for the construction, alteration, repair and maintenance of all public buildings. PBD will provide direction to the OPM and/or Designer. The Public Buildings Commissioner also serves as the Secretary of the DSC and DRC and will be supported by the OPM for those tasks.
- Public Meetings at other City Committees – As may be required for local reviews.
- Other committees including the Committee on Disabilities, Conservation Commission, Fire Department, Department of Public Works, etc. – As may be required for local reviews.

The Designer will assist the Owner in identifying other approvals required by the Commonwealth of Massachusetts and coordinate submittal materials with the OPM for such approvals. Such approvals may include:

- Massachusetts Environmental Policy Act (MEPA)
- Massachusetts Architectural Access Board (MAAB)
- Massachusetts Historical Commission (MHC)

Needs and building conditions assessments and other background documents shall be available for informational purposes and include:

- City of Newton Capital Improvements Program
<http://www.newtonma.gov/gov/executive/cip/>
- City of Newton City Historic Building Survey by BCA, dated September 2011
<http://www.newtonma.gov/gov/building/>
- City of Newton Senior Services: newsletter, descriptions of programs, and other data.
www.newtonseniors.org

5. PROJECT PHASING DESCRIPTION

Phase I: Facilities Program Study

3-4 months

The City will embark on a Facilities Program Study to evaluate facility programming options to address senior citizens' needs as well as alternatives which may provide services and programs that go beyond traditional thinking for the development of an Active Center for Living. Programming options may include needs identified by the Parks and Recreation Department as well. Phase I tasks should include but are not limited to:

- Discussions with current user groups, all stakeholders, Senior Services department staff, Council on Aging, Parks & Recreation Dept. the Newton Center for Active Living Advisory Building Committee (NCAL ABC), the Working Group, Design Review Committee, City Council and the general public;
- Information gathering of interests of the greater community using a variety of tools not limited to review of the existing senior center and programs, developing community and user surveys, facilitated public meetings and/or focus group interviews.
- The process should consider the space and programming needs of the COA and P&R, as well as the needs and desires of City residents.
- The Facilities Program Study will include optional programs for each group and options to accommodate both groups combined. The study will identify program space needs, approximate building sizes and square foot costs, and corresponding site area and access requirements to support each program option. The study will also identify what program options are viable for an addition / renovation project of the existing senior center.

If the City decides to proceed with the Project beyond the Facilities Program Study Phase, the Contract between the City and the Designer will be amended accordingly. The total estimated duration of such Contract is estimated as follows.

Phase II: Feasibility Study

4-6 months

Phase III: Schematic Design Phase/Site Plan Approval

6-8 months

Phase IV: Design Development/Construction Documents/Bidding Phases:

14-16 months

Phase V: Construction Administration and Close-Out Phases:

20-24 months

The anticipated initial Contract period will be from July 16, 2018 or the date of contract execution, whichever is later, through the completion of the Facilities Program Study Phase. The City reserves the right to terminate the services provided by the selected firm/individual at the end of this phase and re-solicit Designer services or to continue with the selected Designer beyond this phase in accordance with the Contract for Designer Services at **Attachment B** below.

6. SCOPE OF SERVICES

The Designer will be required to execute the City of Newton's standard Contract for Designer Services (Contract), a copy of which is attached hereto as **Attachment B** which is incorporated herein by reference. The required scope of services is set forth in the Contract. If the Owner decides to proceed with the Project beyond the Facilities Programming Phase the Contract will be amended accordingly. Should the contract be amended to include the Schematic Design Phase, and when the project delivery method is decided (Design/Bid/Build or CM-at-Risk), the Contract will be amended to include such delivery methods. Copies of Designer Services Contract Amendments for Design/Bid/Build and CM-at-Risk are also attached hereto in **Attachment B** and incorporated herein by reference. Unless specifically excluded and agreed to by the Owner, the Designer's Basic Services consist of the tasks described in the Contract for Designer Services and as amended by this RFQ including all investigative work (to the extent provided for in the Contract), feasibility study, schematic design,

and, at the Owner's option, design work, preparation of construction documents, bidding period administration, construction administration, and other related work reasonably inferred in the opinion of the Owner as being necessary to meet the project's stated scope and goals.

During the feasibility, schematic design and design development phases of the project, the Owner will require interactive working group sessions to explore site strategy options, design concepts, evaluation criteria, programming requirements, sustainability goals and potential solutions.

The anticipated scope of the Feasibility Study includes but is not limited to: Investigating the existing building and site and potential alternate sites providing conceptual plans and elevations that meet the program and space requirements of the Owner for an addition / renovation project, new construction on the existing site, and evaluation of potential alternate sites with new construction. The Feasibility Study will be based on the Facility Program(s) selected by the Owner as a result of the Phase I study.

The use of Building Information Modeling (BIM)¹ is seen as advantageous to delivering project goals. The Designer shall advise the Owner on their use of BIM and, at no additional cost, shall prepare all Instruments of Services in a form suitable for use in a BIM model for design, construction, commissioning, and building operations and maintenance. The Designer shall provide the Owner with options on how to apply BIM on the Project and shall make recommendations on alternative methods of BIM implementation. The Designer shall indicate their ability to utilize a BIM model if created by another party such as the General Contractor (GC) or Construction Manager at Risk (CM) for use in, but not limited to, mechanical coordination and construction administration.

This RFQ will be appended to and become part of the Contract for Designer Services. Any Designer selected as a result of this RFQ will be required to execute the Contract for Designer Services and any applicable amendments that are attached hereto.

The Designer will review the proposed project as specified in the RFQ. The Designer will meet as required with the City, Building Committee, OPM and other officials (elected or volunteer) to develop a thorough understanding of the project and the needs of the City of Newton.

Designer Services include, but are not limited to, verification of existing record information including building dimensions, details and general existing conditions, cost estimating, all architecture as well as traffic, civil, site development, sanitary, mechanical, electrical, plumbing, fire protection, structural, site planning and landscape architecture, basic environmental permitting, graphics, lighting design, acoustics, data and communication; any specialty consultants; code consultants, accessibility, energy evaluations including the coordination of energy rebates, detailed cost estimates, LEED or sustainable design consultants; Furniture, Fixtures & Equipment (FF&E) including programming, specifications, procurement and coordination of installation; assessments of geotechnical and geo-environmental information; preparation of construction documents; developing and issuing of early bid packages, if needed; bidding and administering the construction contract documents and other design and consulting services incidental and required to fulfill the project goals. Please refer to Article 8 of the Contract and any amendment for a complete summary of Basic Services.

³ Building Information Modeling is a digital representation of physical and functional characteristics of a facility. A BIM is a shared knowledge resource for information about a facility forming a reliable basis for decisions during its life-cycle; defined as existing from earliest conception to demolition

Extra and reimbursable expenses are defined in Article 10 of the Contract in **Attachment B**. *Any extra or reimbursable expenses will not be allowed in Phase 1 any subsequent Phase extra or reimbursable expenses must be approved in writing in advance,*

7. MINIMUM QUALIFICATIONS & REQUIREMENTS

Each Designer submitting a Statement of Qualifications (SOQ) must certify in its cover letter that it is a qualified Designer within the meaning of the Massachusetts Designer Selection Law, M.G.L. Chapter 7C, Sections 44 through 58, employing a Massachusetts registered architect responsible for and being in control of the services to be provided pursuant to the Contract. Any Designer that fails to include such certification in its response, demonstrating that these criteria have been met, will be rejected without further consideration.

8 EVALUATION & SELECTION CRITERIA

In evaluating proposals, the Owner and DSC will consider the members of the proposed design team. Identify those member(s) of the proposed design team who will be responsible for the following categories of work: (Firm's name, individual's name and professional registration or license number, as applicable, must be listed in the application for each category of work).

- a. *Architecture*
- b. *Environmental Permitting*
- c. *Geotechnical Engineering*
- d. *Geo-Environmental*
- e. *Site Survey*
- f. *Archeological Survey*
- g. *Hazardous Materials*
- h. *Civil Engineering*
- i. *Structural Engineering*
- j. *Landscape Architecture*
- k. *Fire Protection Engineering*
- l. *Plumbing Engineering*
- m. *HVAC Engineering*
- n. *Electrical Engineering*
- o. *Lighting Consultant*
- p. *Energy Modeling*
- q. *Data/Communications Consultant*
- r. *Specifications Consultant*
- s. *Sustainable/Green Design/Renewable Energy Consultant*
- t. *Cost Estimating*
- u. *Accessibility Consultant*
- v. *Traffic Consultant*
- w. *Interior Design, Furniture, Fixtures and Equipment Consultant*
- x. *Code Consultant*
- y. *Security Consultant*
- z. *Acoustical Consultant*

Applicants must address each category of work listed above in their application whether it is to be performed by in-house staff or by sub-consultant(s).

Failure to address each category may result in the elimination of the applicant from consideration on this project.

Applicants should not list any consultants other than those for the categories of work listed above.

The Owner and DSC will consider the following additional criteria in evaluating proposals:

- a. Prior Senior Center / Community Center or closely related experience best illustrating current qualifications for the project. Firms / teams demonstrating significant experience with Facilities Programming for these particular project types as documented on **Attachment C** are deemed to be highly desirable.
- b. Past performance of the firm, if any with regard to public or private projects across the Commonwealth, with respect to:
 - i. Quality of project design.
 - ii. Quality, clarity, completeness and accuracy of plans and contract documents.
 - iii. Ability to meet established program requirements within allotted budget and to design to budget.
 - iv. Ability to meet schedules including submission of design and contract documents, processing of shop drawings, contractor requisitions and change orders.
 - v. Coordination and management of consultants.
 - vi. Working relationship with contractors, subcontractors, local awarding authority, staff and local officials.
- c. Current workload and ability to undertake the contract based on the number and scope of projects for which the firm is currently under contract.
- d. The identity and qualifications of the consultants who will work on the project.
- e. Demonstrated ability to lead a collaborative team approach to the project.
- f. Demonstrated ability to provide documents for CM-at-Risk, M.G.L. c. 149A, delivery method for the project, including ability to provide early bid packages for fast-track project.
- g. The financial stability of the firm.
- h. The qualifications of the personnel to be assigned to the project.
- i. Geographical proximity of the firm to the project site or willingness of the firm to make site visits and attend local meetings as required by the client.
- j. Prior experience using BIM on projects of similar type and scope.
- k. Additional criteria that the DSC considers relevant to the project.

9. SELECTION PROCESS & SELECTION SCHEDULE

Selection will be made by the City of Newton Designer Selection Committee in accordance with Newton's Designer Selection Ordinance (Section 5-35 through 5-37) and Procedures, attached hereto as **Attachments E & F**.

Process:

- a. The Owner acting through the DSC will perform a review of all responses as follows:
 - i. The City has appointed the DSC, in accordance with Chapter 5, Article IV of the Owner's Ordinance, for the selection of the Designer.
 - ii. The DSC will be responsible for reviewing each Respondent's proposal to determine if they have met the minimum criteria established in the RFQ. Respondents who do not meet the minimum criteria will not be further considered.
 - iii. The DSC will review the Respondents' applications and check the necessary references.
- b. The DSC members will score each proposal that has met the minimum criteria based on the weighted evaluation criteria identified in Section 4 of the RFQ.
- c. Based on the initial scores the DSC will rank the Respondents and short-list a minimum of three (3) Respondents.
- d. The DSC will schedule interviews with the short-listed Respondents. Each short-listed Respondent will be given an opportunity to make a brief presentation on their experience and capabilities to successfully provide the required project management services. DSC members will have an opportunity to discuss the responses and ask questions.

- e. Following the interviews, the DSC members will develop final rankings based, in part on, the weighted Evaluation Criteria in the RFQ and on additional information obtained during the interviews.
- f. In accordance with the City’s Designer Selection Procedures, the DSC will transmit a list of ranked finalists to the Mayor. The submitted list shall be accompanied by a written explanation.
- g. As more fully described in **Attachment E**, City of Newton Designer Selection Committee Designer Selection Procedures, the Owner, through the OPM, will commence fee negotiations with the first-ranked Respondent.
- h. If the Owner is unable to negotiate a contract with the first-ranked selection, the Owner will then commence negotiations with its second-ranked selection and so on, until a contract is successfully negotiated and approved by the Owner. If fee negotiations fail the Mayor may request three (3) additional recommendations from which he may select, or the City may re-advertise the RFQ.
- i. The Owner may re-advertise the RFQ if fewer than three responses are received.

Schedule:

The following is a tentative schedule of the selection process, subject to change at the Owner’s discretion.

May 20, 2018	Advertise in the <i>Boston Globe</i> .
May 23, 2018	Advertise in the <i>Central Register</i> of the Commonwealth of Massachusetts
May 24, 2018	RFQ available on City’s website: www.newtonma.gov/bids
May 31, 2018	Project briefing and facility tour 11:00 AM 345 Walnut Street, Newton
June 1, 2018	Last day for questions 12 noon
June 4, 2018	Responses to Questions issued by Purchasing Department
June 7, 2018	SOQs due to Purchasing Department 11:00 AM
June 20, 2018	Respondents short-listed
June 21, 2018	Notify Respondents for interviews
June 27, 2018	Interview short-listed Respondents
July 9, 2018	Start negotiations with selected Respondent
July 16, 2018	Execute contract

This RFQ may be obtained after 10:00 a.m. on **May 24, 2018** from:

Purchasing Department
 Newton City Hall
 1000 Commonwealth Avenue
 Room 201
 Newton, Massachusetts 02459
 Email: purchasing@newtonma.gov
 Phone # 617 796 1220

or at

www.newtonma.gov/bids

Proposers requiring clarification or interpretation of the RFQ shall make a written request to the Purchasing Department as indicated above, by noon on **Friday, June 1, 2018**. Proposers contacting ANY CITY EMPLOYEE or any other person regarding this RFQ outside of the Purchasing Department, once the RFQ has been released, may be disqualified from the procurement process.

The City will make best efforts to give written Responses to the Questions no later than **June 4, 2018** to all individuals or firms requesting a copy of this RFQ by an email Addendum.

A Project briefing will be held at:

The Senior Center, 345 Walnut Street, Newtonville, MA 02460 **May 31, 2018** at 11:00 a.m.
Attendance at the briefing is not mandatory.

Sealed responses to the RFQ from qualified persons or firms must be clearly labeled “RFQ #18-109 Designer Services for Newton Center for Active Living” and delivered to the Purchasing Department at its address above no later than **11:00 AM on Thursday, June 7, 2018**. The sealed responses must include eleven (11) hard copies and a CD copy of the response. SOQs may be delivered in person, by courier or by mail. *SOQs submitted by fax or electronic mail will not be considered.*

SOQs will not be accepted nor may submitted SOQs be corrected, modified or withdrawn after the deadline. There will be no public opening of the SOQs, though on the deadline date a list of all persons who submitted an SOQ will be published. Proposers are responsible for downloading the specifications from the City’s web site, and are requested to email the Purchasing Department (purchasing@newtonma.gov) their company name, address, email address, phone & facsimile number and what bid # (i.e. #18-109) they have downloaded.

The City of Newton, operating through the DSC, reserves the right to reject any and all SOQs, to waive any defects, informalities, and minor irregularities; and to award contracts or cancel this RFQ if it is in the City’s best interest to do so. The City of Newton is an AA/EEO employer, and encourages MBE and WBE firms to apply.

10. SOQ REQUIREMENTS

Persons or firms submitting an SOQ must meet the following requirements:

- a. Submit eleven (11) hard copies, and one (1) digital copy** in PDF format on separate compact disc. Responses should be printed double-side and bound in such a manner that the pages lie and remain flat when opened. The specific organization and orientation of the proposal is at the applicant’s discretion, but it is recommended that the proposal be laid out in such a manner that the reader doesn’t need to be constantly rotating the proposal. Proposals should not be provided with acetate covers.

The Owner will only accept hard original copies of SOQs. *Responses submitted by fax or electronic mail will not be considered.*

The Owner assumes no responsibility or liability for late delivery or receipt of Responses. All Responses received after the stated submittal date and time will be judged to be unacceptable and will be returned unopened to the sender.

- b. Applications must be accompanied by a concise cover letter that is a maximum of two pages in length.** A copy of the cover letter should be attached to each copy of the application. The cover letter must include the certifications as noted in Section 7 of this RFQ.
- c. Applicants may supplement this proposal with graphic materials and photographs that best demonstrate design capabilities of the team proposed for this project subject to the page limitations as set forth in the Standard Designer Application Form.**

11. REQUIREMENTS FOR SOQ CONTENT

All copies of SOQs shall be:

- Presented in an organized and clear manner;
- Must include the required forms in **Attachment C**;

- Must include all required certifications;
- Must include the following information:

A. Cover letter shall be a maximum of two pages in length and include:

1. An acknowledgement of any addendum issued to the RFQ.
2. An acknowledgement that the Respondent has read the RFQ. Respondent shall note any exceptions to the RFQ in its cover letter.
3. An acknowledgement that the Respondent has read the Standard Contract and Standard Amendments. Respondent shall note any exceptions to the Standard Contract and/or Standard Amendments in its cover letter.
4. A specific statement regarding compliance with the minimum requirements identified in Item 7 of this Request for Services to include identification of registration, number of years of experience and where obtained (as supported by the resume section of Attachment C).
5. A description of the Respondent’s organization and its history.
6. The signature of an individual authorized to negotiate and execute the Contract for Designer Services, in the form that is attached to the RFQ, on behalf of the Respondent.
7. The name, title, address, e-mail and telephone number of the contact person who can respond to requests for additional information.

B. Selection Criteria: The response shall address the Respondent’s ability to meet the “Selection Criteria” Section.

C. Certifications: Respondents will be required to submit certifications required in M.G.L. c. 7C, §51(d)(1)-(iv).

12. PAYMENT SCHEDULE & FEE EXPLANATION

The Owner in conjunction with OPM will negotiate the fee for services dependent upon an evaluation of the level of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations. As construction cost is but one of several factors, a final construction figure in excess of the initial construction estimate will not, in and of itself, constitute a justification for an increased in fee.

13. OTHER PROVISIONS

A. Public Record Law

All responses and information submitted in response to this RFQ are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10 and c. 4, § 7(26). Any statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.

B. Waiver/Cure of Minor Informalities, Errors and Omissions

The Owner reserves the right to waive or permit cure of minor informalities, errors or omissions prior to the selection of a Respondent, and to conduct discussions with any qualified Respondents and to take any other measures with respect to this RFQ in any manner necessary to serve the best interest of the Owner and its beneficiaries.

D. Communications with the Owner

The City's Purchasing Department:

Purchasing Department Newton City Hall
1000 Commonwealth Avenue
Newton, Massachusetts 02459
Phone # 617.796.1220
Email: purchasing@newtonma.gov
Fax # 617.796.1227

Respondents that intend to submit a SOQ are prohibited from contacting any of the City's staff other than the City Purchasing Department. An exception to this rule applies to Respondents that currently do business with the City, but any contact made with persons other than the Purchasing Department must be limited to that business, and must not relate to this RFQ. In addition, such respondents shall not discuss this RFQ with any of the City's consultants, legal counsel or other advisors. ***FAILURE TO OBSERVE THIS RULE MAY BE GROUNDS FOR DISQUALIFICATION.***

E. Costs

The Owner is not liable for any costs incurred by any Respondent in preparing its SOQ or for any other costs incurred prior to entering into and only in accordance with a Contract between the Respondent and the Owner.

F. Withdrawn/Irrevocability of Responses

Applicants may withdraw an SOQ as long as the written request to withdraw is received by the City of Newton Purchasing Department prior to the time and date of the SOQ opening.

G. Rejection of Responses, Modification of RFQ

The Owner reserves the right to reject any and all responses if the Owner determines, within its own discretion, that it is in the Owner's best interests to do so. This RFQ does not commit the Owner to select any Respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services. The Owner also reserves the right to cancel or modify this RFQ in part or in its entirety, or to change the RFQ guidelines. A Respondent may not alter the RFQ or its components.

H. Subcontracting and Joint Ventures

Respondent's intention to subcontract or partner or joint venture with other firm(s), individual or entity must be clearly described in the response.

H. Validity of Response

Submitted responses must be valid in all respects for a minimum period of ninety (90) days after the submission deadline.

CITY OF NEWTON



Nicholas Read
Chief Procurement Officer
May 24, 2018

ATTACHMENTS:

RFQ Attachment A:

City of Newton Ordinances
Chapter 14 - Senior Services
Chapter 21 Parks and Recreation, Public Grounds and Trees

RFQ Attachment B:

Base Contract for Designer Services;
Base Designer Contract Amendment for Design/Bid/Build;
Base Designer Contract Amendment for CM-at-Risk

RFQ Attachment C:

Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction
(Updated July 2011) (<http://www.mass.gov/anf/docs/dcam/dlforms/dsb/designer-municp-app-11-7-11.doc>)

RFQ Attachment D:

Required Certifications

- Satisfaction of State Tax Requirements
- Certificate of Authority
- Certificate of Non-Collusion
- Certificate of Tax Compliance
- Proof of Registration by the Commonwealth of Massachusetts an architect or professional engineer (if applicable)
- Demonstrated ability to secure general liability insurance, worker's compensation, and automobile insurance for all proposed staff that will be involved in the project
- List all claims, including insurance claims and claims in litigation or adjudicatory process or settled, brought by or against the firm/individual in the past three (3) years. Including for each the reason for the claim, name (s) of claimant(s) and outcomes.

RFQ Attachment D.1:

Certificate of Good Standing and/or Tax Compliance

RFQ Attachment D.2:

Certificate of Authority – Business Corporations

RFQ Attachment D.3:

Certificate of Non-Collusion

RFQ Attachment D.4:

Certificate of Tax Compliance

RFQ Attachment E:

City of Newton Designer Selection Committee,
Designer Selection Procedures

RFQ Attachment F:

City of Newton Ordinances
Design Review Committee Ordinance

RFQ Attachment G

City of Newton – Public Buildings Department
Building Design and Construction Sustainability Guidelines

Reading Select Board
A Resolution for Pride Month

- Whereas, the Reading Select Board believes in the inherent dignity of everyone who helps to form our community;
- Whereas, Pride Month commemorates the Stonewall uprising of June 1969 and elevates the pursuit of equal justice and opportunity for LGBTQ+ Americans; and
- Whereas, the Reading Select Board values diversity, equity, and inclusion, is committed to equal rights and opportunities for Reading’s LGBTQ+ residents, and is dedicated to fostering the acceptance of all members of the Reading community; and
- Whereas, the Reading Select Board recognizes the important contributions of its LGBTQ+ residents to the Town’s history, culture, economy, and civic life; and
- Whereas, it is imperative that residents of all sexual orientations and gender identities and expressions feel valued, safe, empowered, and supported by their peers, educators, and community leaders; and
- Whereas, we affirm our support for our LGBTQ+ residents and stand with them to protect their civil rights and ability to live openly without fear.

Now, therefore, be it resolved, that we, the Reading Select Board, do hereby resolve that June 2023 be recognized as Pride Month in the Town of Reading and urge members of the Reading community to recognize the contributions made by members of the LGBTQ+ community and the importance of this month;

SELECT BOARD OF READING

Jacqueline McCarthy, Chair

Mark L. Dockser, Vice Chair

Christopher Haley, Secretary

Carlo Bacci

Karen Gately Herrick

June 2023

Juneteenth in United States

Whereas, News of the end of slavery did not reach the frontier areas of the United States, in particular the State of Texas and the other Southwestern States, until months after the conclusion of the Civil War, more than 2 ½ years after President Abraham Lincoln issued the Emancipation Proclamation on January 1, 1863; and

Whereas, On June 19, 1865, Union soldiers, led by Major General Gordon Granger, arrived in Galveston Texas, with news that the Civil War had ended and the enslaved were free; and

Whereas, Juneteenth became a holiday within southwestern states commonly known as “Juneteenth Independence Day.’ The word “Juneteenth” resulted from words June-nineteen merged together in speech; and

Whereas, This day is an opportunity for people to celebrate freedom and equal rights in the United States, these celebrations range from religious events, rodeos, barbecues/cookouts, neighborhood block parties, etc.; and

Whereas, On Juneteenth, certain foods became popular and subsequently synonymous at celebrations such as strawberry soda-pop. At barbecues, special dishes were prepared such as collard greens, cornbread, and meats including lamb, pork and beef; meats were not so easily accessible; and

Whereas, The Juneteenth flag was created by Ben Haith, founder of National Juneteenth Celebration Foundation, in 1997 and later revised in 2000 to what we know now. The star represents Texas and the star burst represents all 50 states, the arc represents a new horizon, and finally the colors represent the American flag, a reminder that slaves were and are American; and

Whereas, Juneteenth is celebrated all over the world including but not limited to Ghana, Honduras, Japan, Taiwan, Trinidad and Tobago; and

Whereas, On July 24, 2020 the Governor of Massachusetts signed a bill recognizing Juneteenth as a state holiday;

Now Therefore Be It Resolved, that the Town of Reading and the Reading Select Board recognize June 19, 2023 as “Juneteenth” and continue to support the nationwide celebration of Juneteenth Independence Day throughout the United States of America.

SELECT BOARD OF READING

Jacqueline McCarthy, Chair

Mark L. Dockser, Vice Chair

Christopher Haley

Carlo Bacci

Karen Herrick

June 6, 2023		Tuesday	
	Overview of Meeting	Dockser	7:00
	Public Comment	Board	7:05
	SB Liaison & Town Manager Reports	Board	7:15
	Update from Economic Development Director on Kiosk Roll-Out	Board	7:30
	Discussion on Improving Communication with Small Businesses	Board	7:45
	Discussion on Funding Request from Boards, Committees and Commissions	Board	8:00
	Discussion on the Development and Planning Process for a Dog Park in Reading	Board	8:30
	Discussion on Emails for Boards and Committees	Board	8:45
	Discuss Exploration of Town Counsel	Board	9:00
	Discuss Future Agendas	Board	9:30
	Approve Meeting Minutes	Board	9:45
June 20, 2023		Tuesday	
	Overview of Meeting	Dockser	7:00
	Public Comment	Board	7:05
	SB Liaison & Town Manager Reports	Board	7:15
	Vote to Accept Easement from Meadow Brook Golf Course to Conservation Commission, Lot 5	Board	8:00
	Discuss Future Agendas	Board	9:30
	Approve Meeting Minutes	Board	9:45
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	
November 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	
	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 & Compensation	May	Annual
	Appointments of Boards & Committees	May/June	Annual
HEARING	Approve Tax Classification	October	Annual
HEARING	Approve Licenses	December	Annual
	Liaison: RCTV members Report		Annual
	Liaison: CAB (RMLD) member Report		Annual
	Liaison: MAPC member Report		Annual
	Liaison: Reading Housing Authority		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		February/March